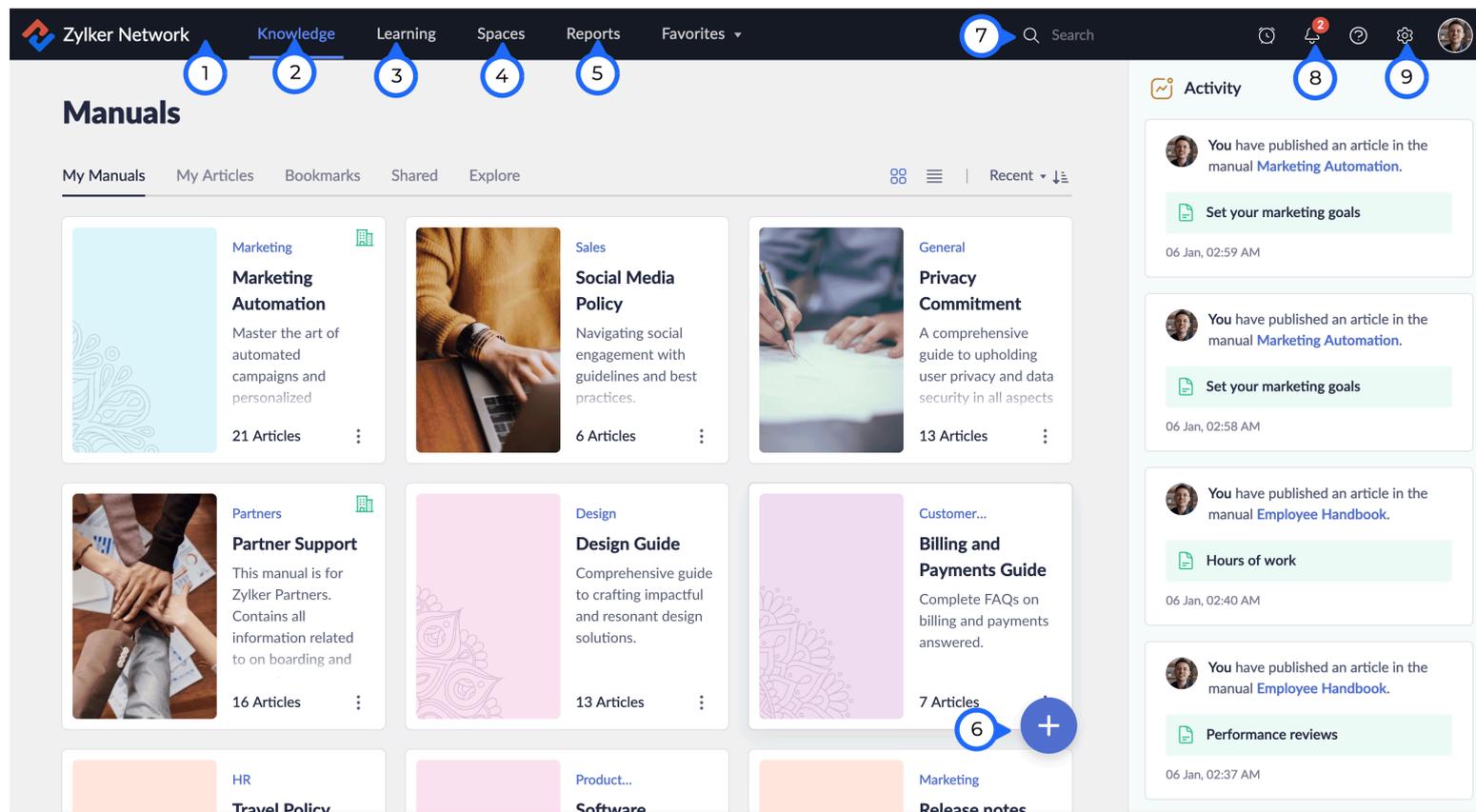


Navigating Zoho Learn

Now that you're familiar with creating an account with Zoho Learn, let's look into the key sections of Zoho Learn. Once you sign in to your Zoho Learn account, you will be able to access the sections that are highlighted on the screenshot below.



1. Navigation menu

The top navigation bar provides you with an overview of all the tabs that are available within Zoho Learn. Located at the top of the page, it provides quick and easy access to all the tabs within the platform.

2. Knowledge

The **Knowledge** section in Zoho Learn is where all your organizational information is stored. Whether it is SOPs, documenting policies, or building team documents, Knowledge module is where you create and access these information.

3. Learning

You can get a comprehensive view of the training materials in your hub by accessing the learning section. You can create courses and access courses you've enrolled in. You can also explore all the courses that are open to all the users in the **Explore** tab.

4. Spaces

All the spaces within the hub will be listed under the **Spaces** tab in the top navigation bar. Here, you can find the categories in which you have arranged your manuals within your hub, based on the teams or departments.

5. Reports

Reports tab gives you a complete picture of learner progress, performance, and completion rates for the courses in your hub.

6. Add (+)

The **Add** icon lets you create courses and training materials in Zoho Learn. To create articles, manuals, or spaces, navigate to the Knowledge or Spaces tab, then click the Add icon. To create courses, navigate to the **Learning** tab, then click the Add icon.

7. Search

The **Search** tab in Zoho Learn helps you search for articles, manuals, spaces, and courses. [Learn more about searching in Learn](#)

8. Notification

The **Notification** icon lets you view the in-app notifications for the updates and activities in your hub. You can click an item in the notification tray to navigate to the space, manual, article, or course, and view the details of the notification.

9. Settings (⚙)

The **Settings** icon in the top navigation bar will be visible only to the admin of the hub. The hub admins can manage users, spaces, manuals, courses, tags, categories, and policies of the hub from the admin settings. To know more about admin settings, visit [Admin Settings](#).