

Module 1

Claude.ai Interface Essentials

Read 3 min · Watch 15 min · Practice 10 min

Watch First — Two Sources

1. Claude 101: "Meet Claude" section (*~15 min*)

anthropic.skilljar.com/claude-101 — free, certified

- What is Claude?
- Your first conversation
- Getting better results
- Chat / Cowork / Code surfaces

2. Anthropic tutorial: Navigating the desktop app (*~5 min*)

claude.com/resources/tutorials/navigating-the-claude-desktop-app

Source of truth for the UI. If this and the wiki disagree, trust the tutorial.

Why It Matters at WEO

Every person on the team will spend **hundreds of hours** in this interface over the next year.

Ten minutes upfront to understand its three zones = the highest-ROI investment in the whole course.

WEO-Specific: Which Plan?

Most WEO team members are on the **Team plan**.

Check the bottom-left sidebar — you should see "**Team**" in the plan badge.

Team plan gets you:

- **Projects** (persistent workspaces, Module 4)
- **File uploads**
- Higher usage limits than Free

If you see "Free" and you're full-time → flag **#it-requests**.

WEO-Specific: Getting Access

If you don't have a login yet:

- Request in **#it-requests** Slack — include role + manager
- Same-day turnaround typically
- **Don't create a Free personal account** for WEO work
- Everything must go through Team plan for billing + governance

WEO-Specific: Default Model (*April 2026*)

Model	Launched	When
Opus 4.7	Apr 2026	Hard reasoning, strategic docs. Adaptive thinking — no budget slider.
Sonnet 4.6 ← default	Feb 2026	Daily driver. 95% of marketing work.
Haiku 4.5	Oct 2025	Quick lookups, short edits. Fastest + cheapest.

Usually leave the default. Switch only when you have a specific reason.

See: [Working with Claude Opus 4.7 tutorial](#).

Memory — New in April 2026

Claude now **remembers facts across your chats** — your role, your style, your common clients — and applies them to new conversations automatically.

GA on Free / Pro / Team / Enterprise as of April 2026.

Two things to know day one:

- **See what Claude remembers** → avatar → **Settings** → **Memory**. Plain-text, editable list.
- **Turn it off** → same pane, toggle at top.

Module 4 covers Memory patterns. Module 7 governs what NOT to let it remember.

Try It (10 min)

1. Sign in. Confirm "Team" in plan badge.
2. Send:
| Write me a 2-sentence intro for a dental practice blog post about why patients should consider implants over bridges. Family-friendly, patients 45–65.
3. Follow up **in the same chat**:
| Make it punchier and mention implants last 25+ years.
4. Claude remembered the setup. **Chat = conversation, not search.**
5. Start a new chat. Ask about implants again — no memory. Important.
6. Complete Claude 101 "Meet Claude" (15 min).

Next: Module 2

Prompting Fundamentals