

Beyond the Classroom

User Guide



The Performance Agency
#futureproof performance



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How to Access e-Class 2.0

- You can now access **e-Class 2.0** for eLearning courses using the link below on your browser:

<https://safaricom.netdimensions.com>

- Your User ID is your **email address**, e.g. **jdoo@safaricom.co.ke** and the temporary password is **password** (all lower case characters)

→ ↻



Login

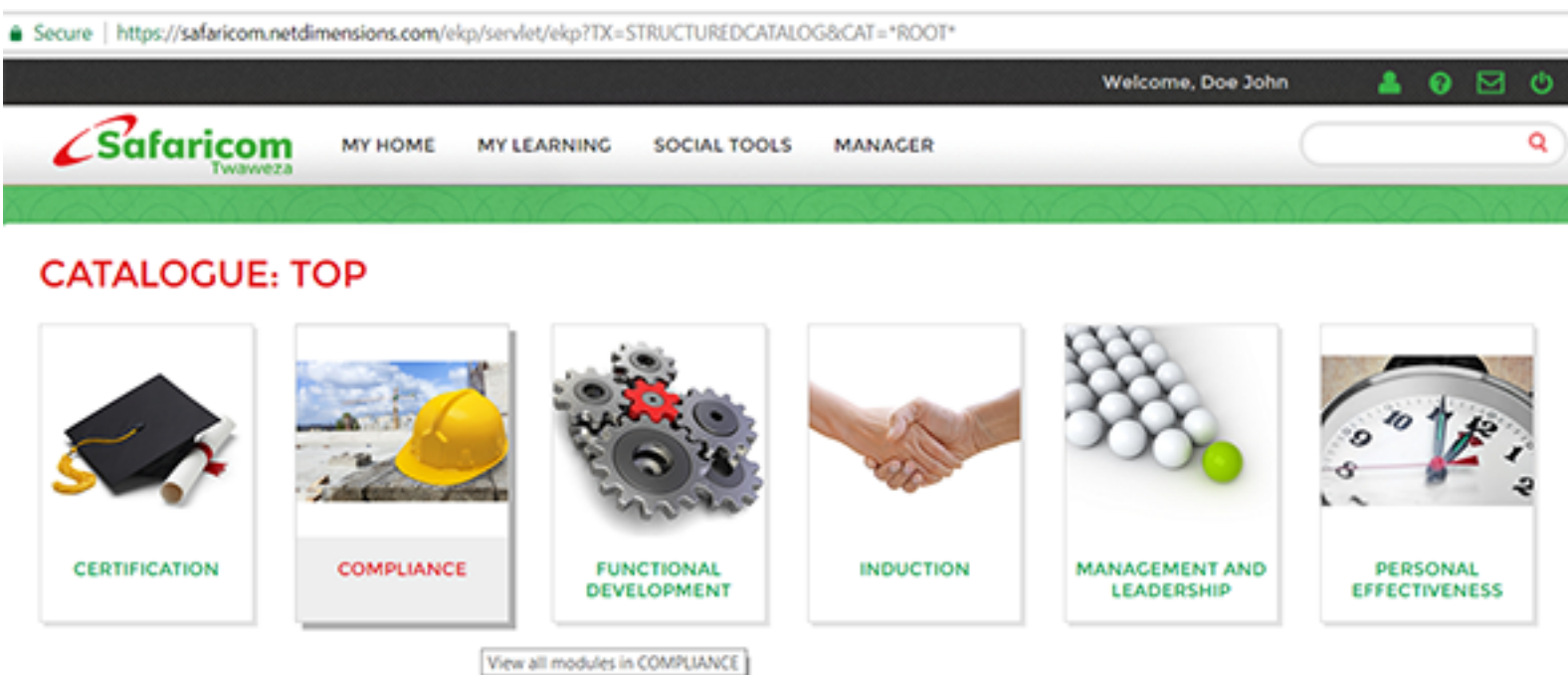
User ID:

Password:

[Forgot Password](#)

Home page

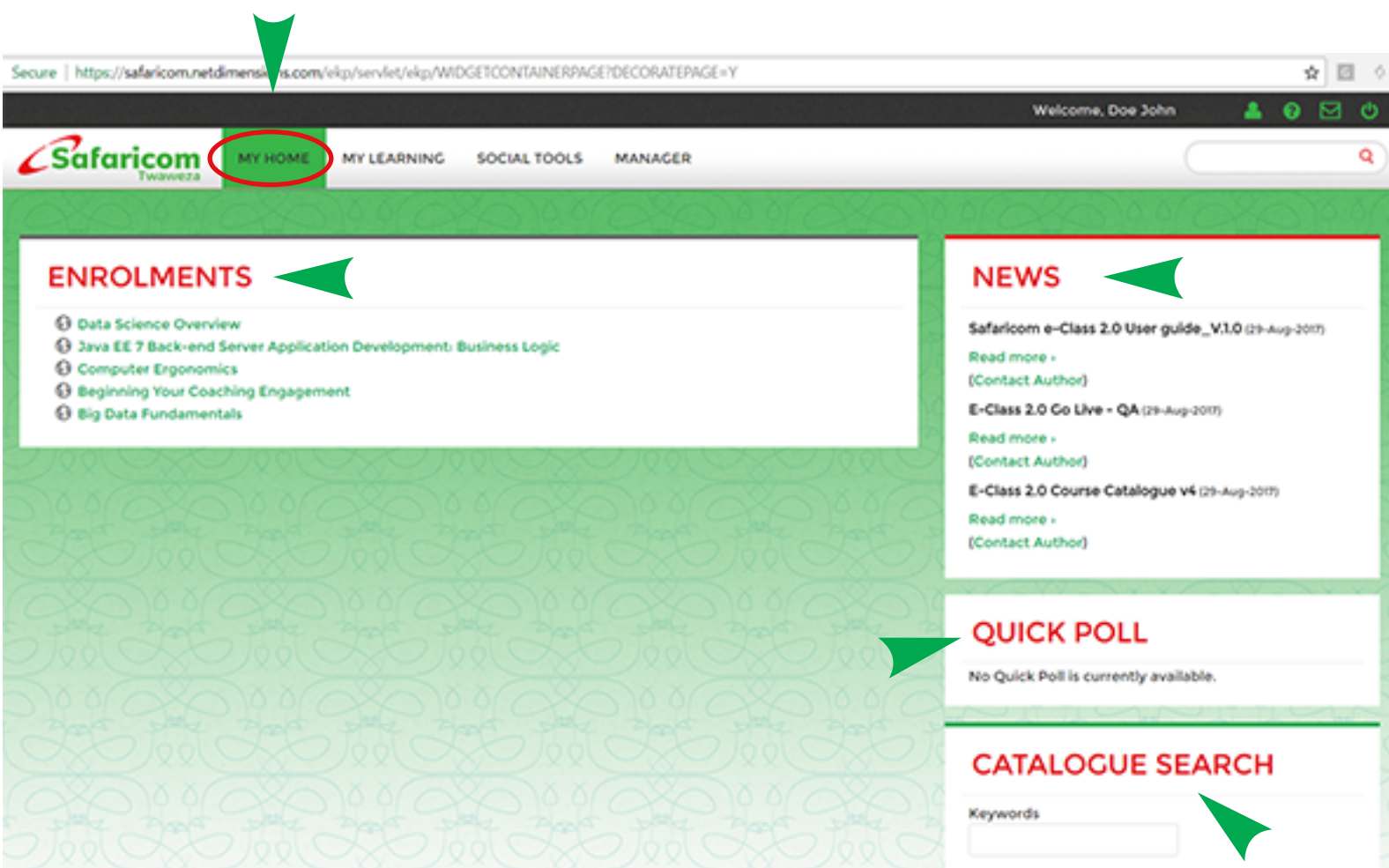
- Once you log in, you will gain access to the page shown below.



- This page shows the catalogues available from which you can select courses to pursue (Course selection is covered in detail from Page 8.)

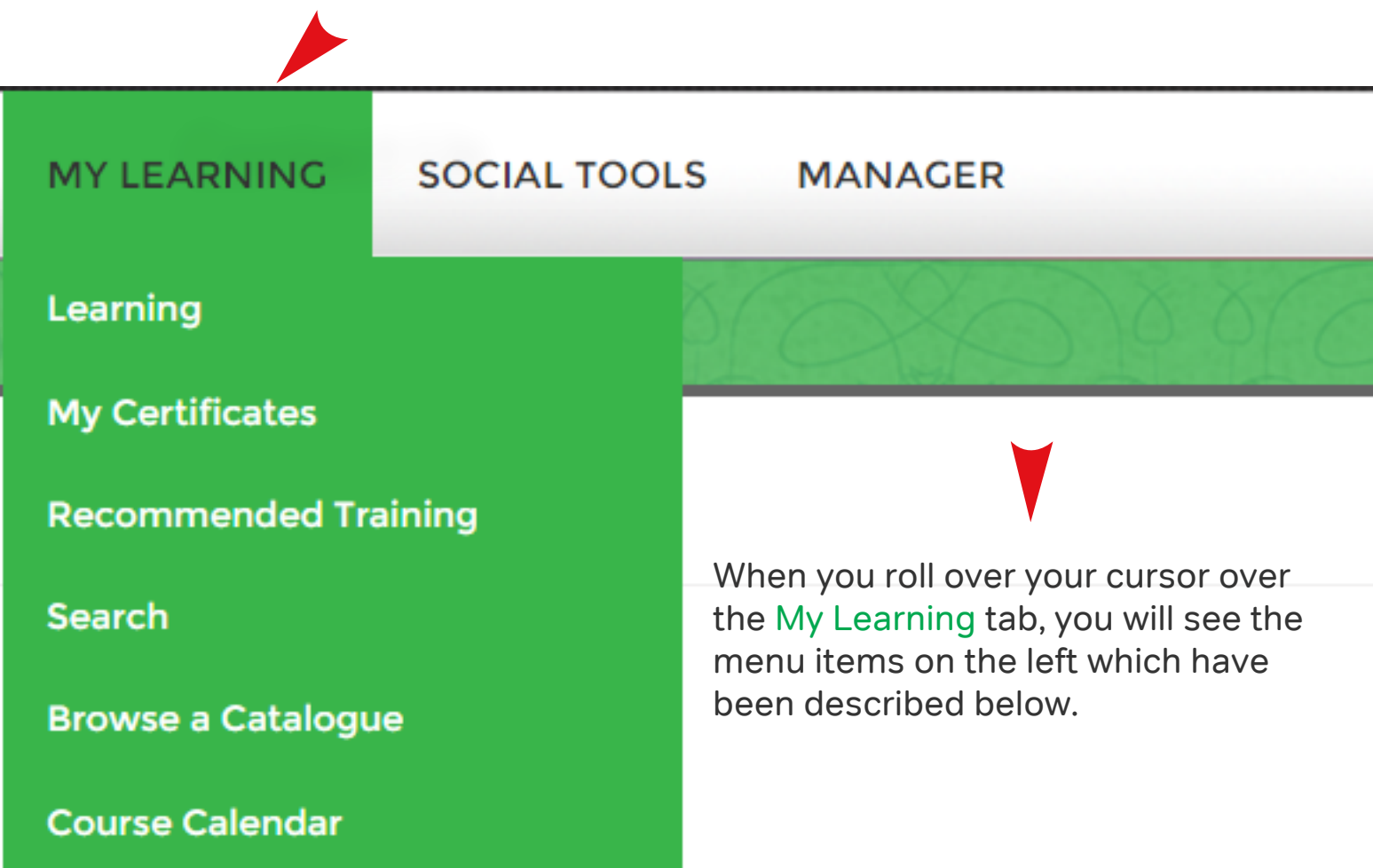
My Home - Menu Tab 1

- Click the **My Home** menu tab circled below to go to the default home page.
- The **Enrollments** section shows your current course enrollments.
- You can view any **News Item** that has been posted by clicking the **Read more** link below each news item.
- The **Quick Poll** section will contain questions you are required to answer [**Responses are anonymous.**]
- To search for a particular course, use the **Catalogue Search** feature at the bottom right. You will be required to enter **relevant keywords** for your search.



My Learning - Menu Tab 2

- Click on the **My Learning** tab to view your current courses and their completion status, which can either be: **Not started**, **In process** or **Completed**.

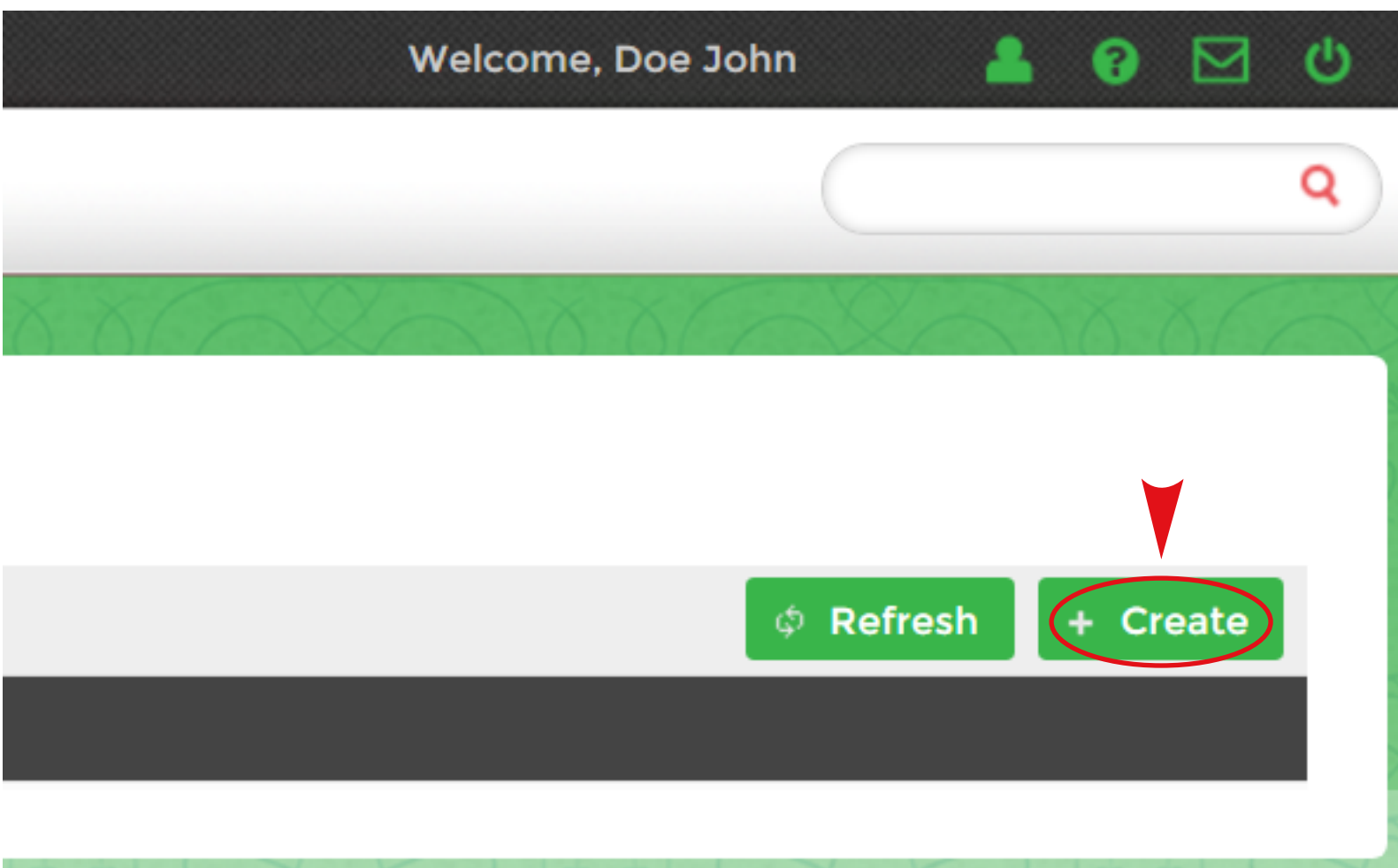
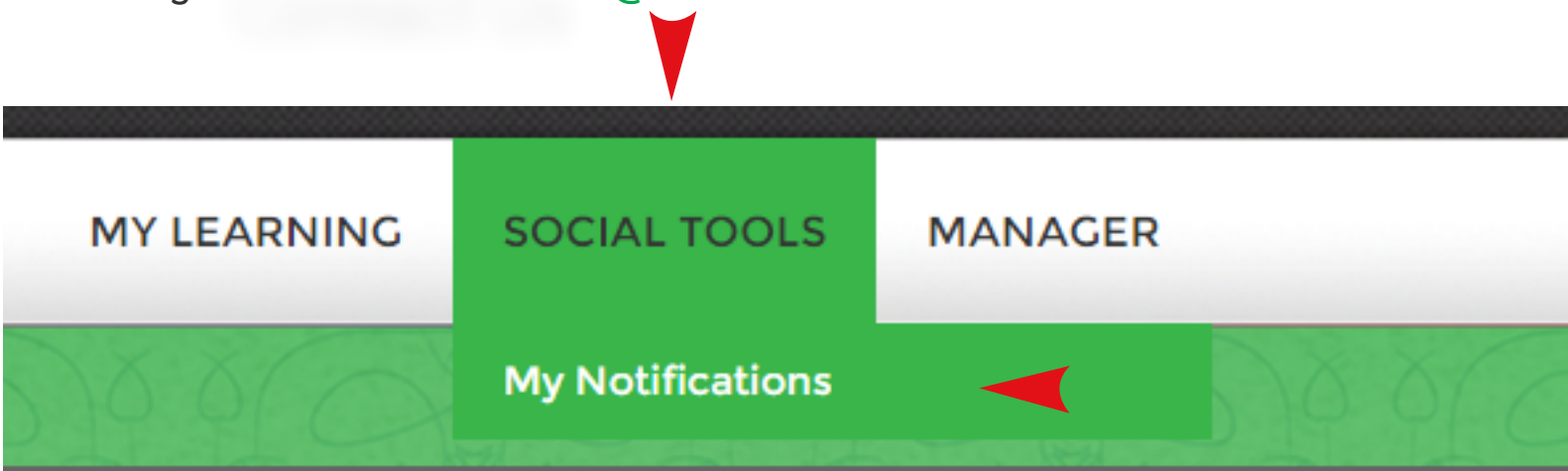


When you roll over your cursor over the **My Learning** tab, you will see the menu items on the left which have been described below.

- **Learning:** This menu item will enable you to view your **Current Courses**, your **Training History** and you can attach any **External Training Records**.
- **My Certificates:** This menu item will enable you to access soft copies of the **Transcripts** awarded to you upon successful completion of modules.
- **Recommended Training:** Clicking on this menu link will enable you to view your **Training Plan** which consists of **recommendations** that have been prepared by your manager or appraiser. Use the catalogue to enroll in suggested modules.
- **Search:** The Search menu link will enable you to **Search for a Module** by **Title, ID, Description** or **Reference name**.
- **Browse a Catalog:** This menu link displays available **catalogues** from which you can select courses to pursue.
- **Course Calendar:** Use the **Calendar** function to diarise your learning and plan your learning activities.

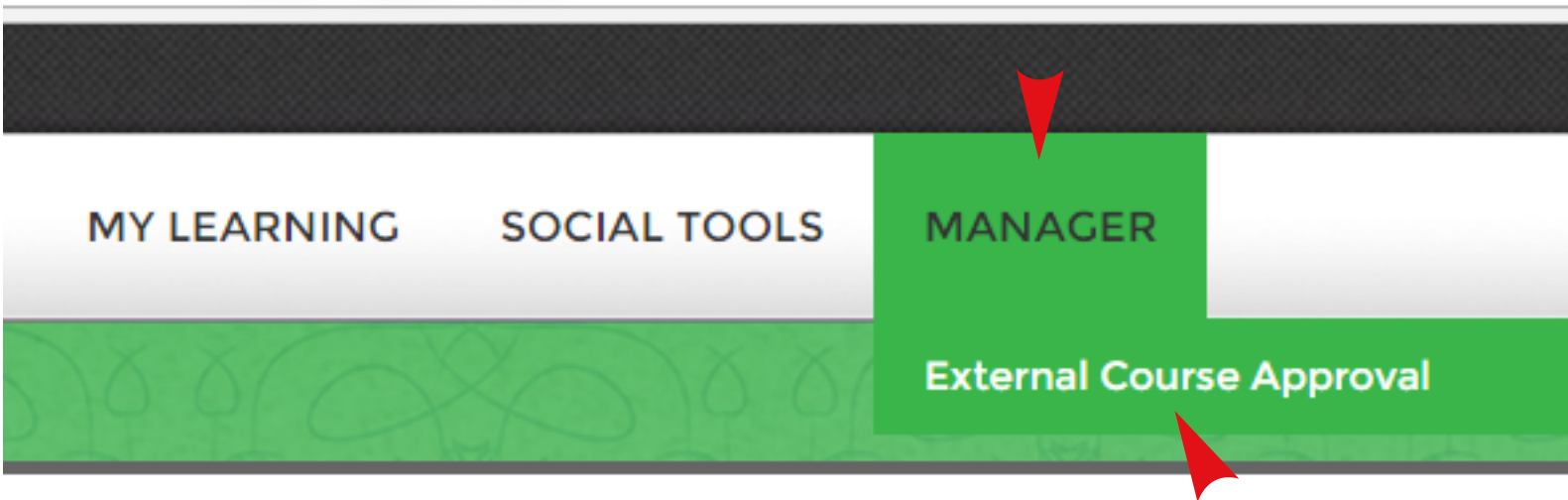
Social Tools - Menu Tab 3

- Click on the **Social Tools** tab or on the **My Notifications** sub-menu to view any messages sent to you. The same messages will appear in your **Office Outlook**.
- The **Create** button will enable you to send an email to your colleagues who are registered on the platform. You can also use it to email the **e-Class Helpdesk** using the address e-class2.0@safaricom.co.ke.



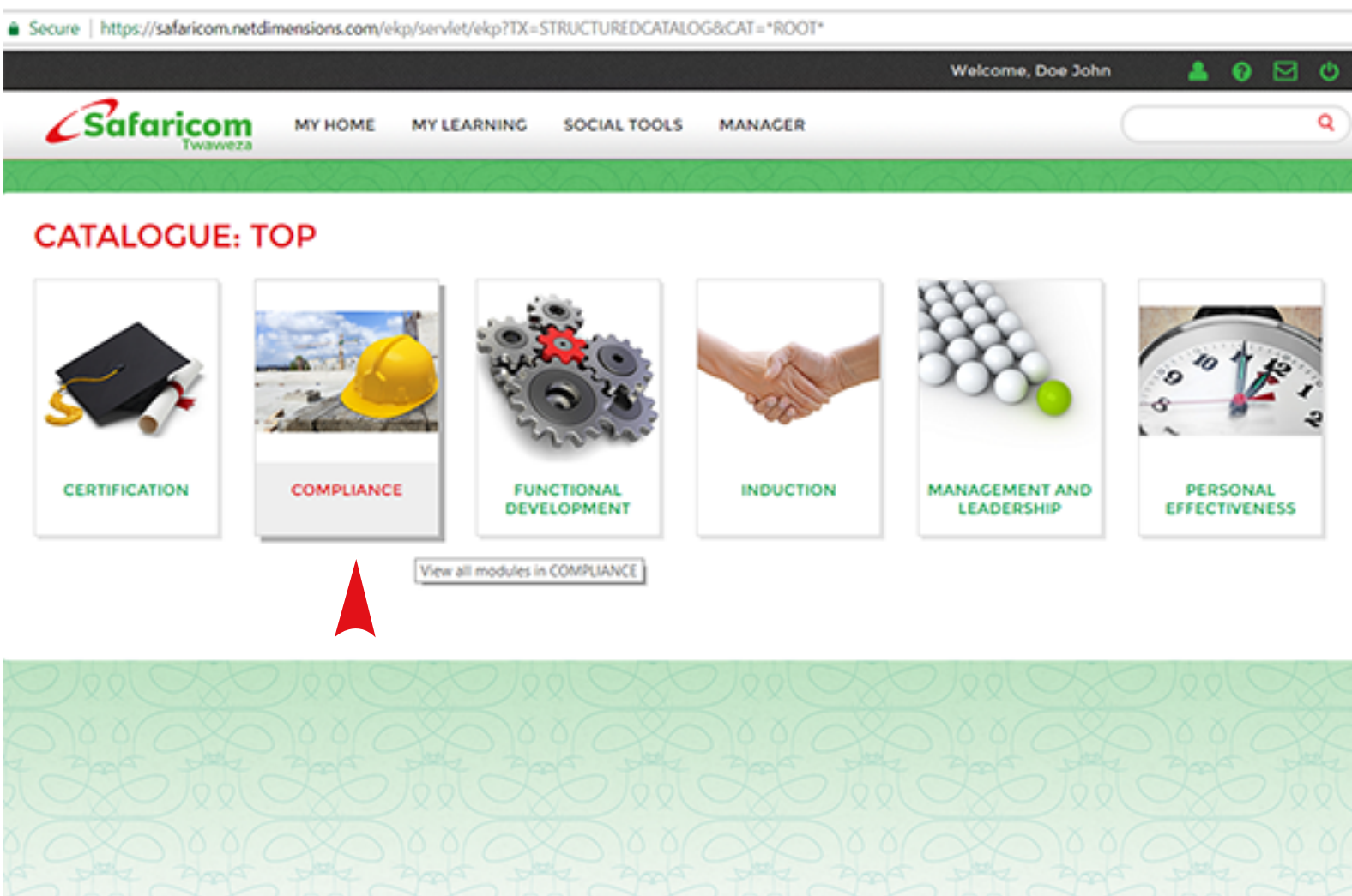
Manager - Menu Tab 4

- As a Manager, and if you have direct reports, clicking on the **Manager** tab or **External Course Approval** sub-menu will list your direct reports. You will be able to **View** and **Approve** any external training records they have submitted for you to approve.



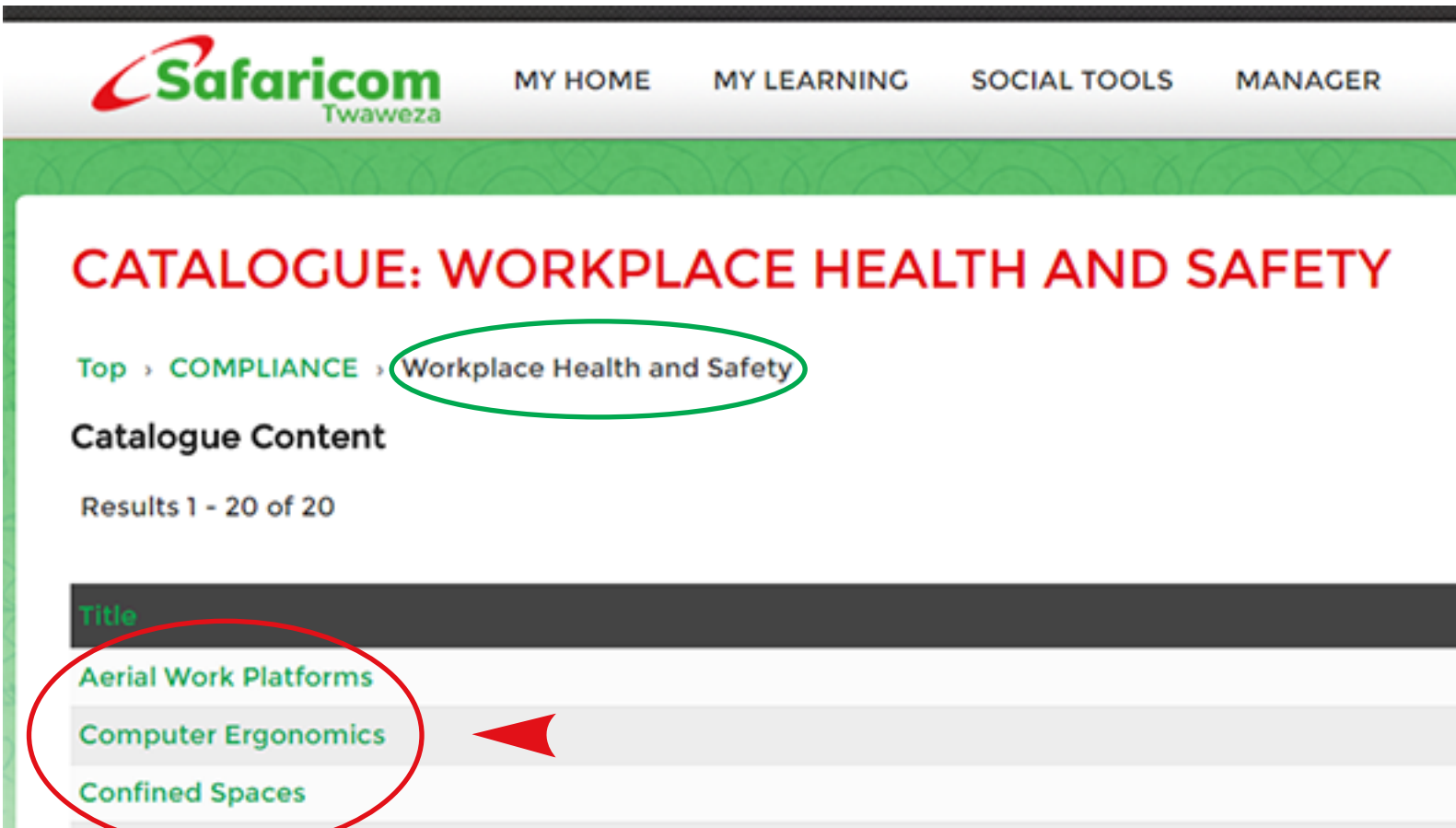
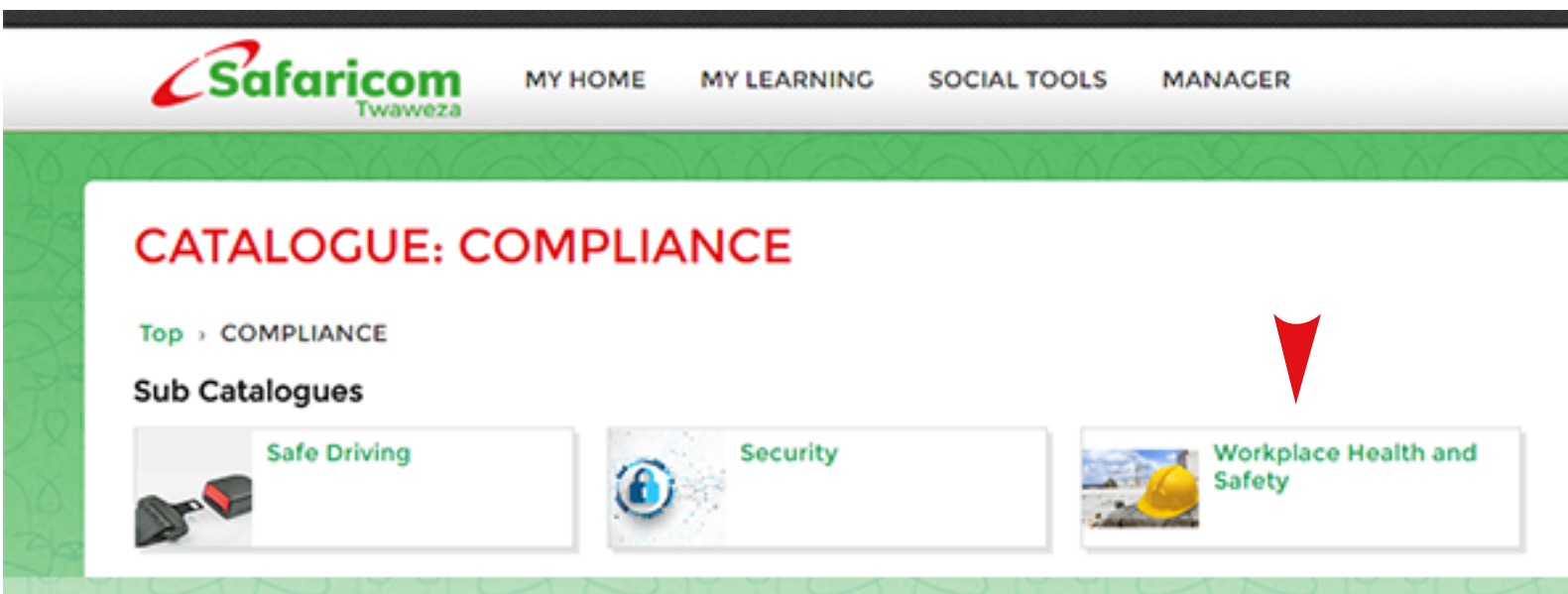
Catalogues - Selecting a Course

- To access the **Catalogues page**, roll the cursor over the **My Learning** menu tab and select **Browse a Catalogue**. You will then see the page shown below.
- Proceed by selecting your **catalogue of choice** that contains the course(s) you want to enroll in, e.g. **Compliance** in the example below.



Catalogues - Selecting a Course

- Once you open the catalogue of choice, you will gain access to a list of available **sub-catalogues** that contain **course(s)** as shown below.
- Proceed by selecting a sub-catalogue that contains the course(s) you want to enroll in, for instance, **Workplace Health and Safety**. This will give you access to courses available within it as shown in the subsequent screen.



Enrolling for a Course

- To **enroll for a course**, click on its title. Then click the **Enroll** button in the popup window and **Confirm Enrollment** in the subsequent screen as shown below.

://safaricom.netdimensions.com/ekp/servlet/ekp?CID=esh_sah_a63_sh_enus&TX=FORMAT1&BACKTOCATALOG=Y&DECORATEPAGE=N



Computer Ergonomics

by SkillSoft

0 Reviews

This course is designed to provide the basic information needed to recognize and report musculoskeletal disorder (MSD) signs, symptoms, and risk factors. It addresses the key components of an Ergonomics Program and also provides information to assist both employees and employers in minimizing the risk of developing work-related MSDs. This course applies to employees and employers required to work in computer/data entry environments. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives for this course are to: define terms related to the study of ergonomics, recognize signs and symptoms of injury to the muscles and skeleton and the importance of early reporting, identify risk factors for injury to the muscles and skeleton, and specify controls and work practices to reduce and/or eliminate risk factors for injury to the muscles and skeleton.

Learning Type: Online

Subject: Unassigned

Available Languages: • Multi-Language

Duration: 00:35

Who Should Take This: • All persons who work primarily with computers

Support Contact:

Session(s): Computer Ergonomics

Seats: Unlimited

Enroll

Enrolment Confirmation

For Computer Ergonomics

Confirm enrolment

Cancel

Enrolling for a Course

- The **Enrollment Successful** screen will be displayed as shown below.

Enrolment Successful

For Computer Ergonomics

Please examine your e-mail messages for any pre-class instructions.

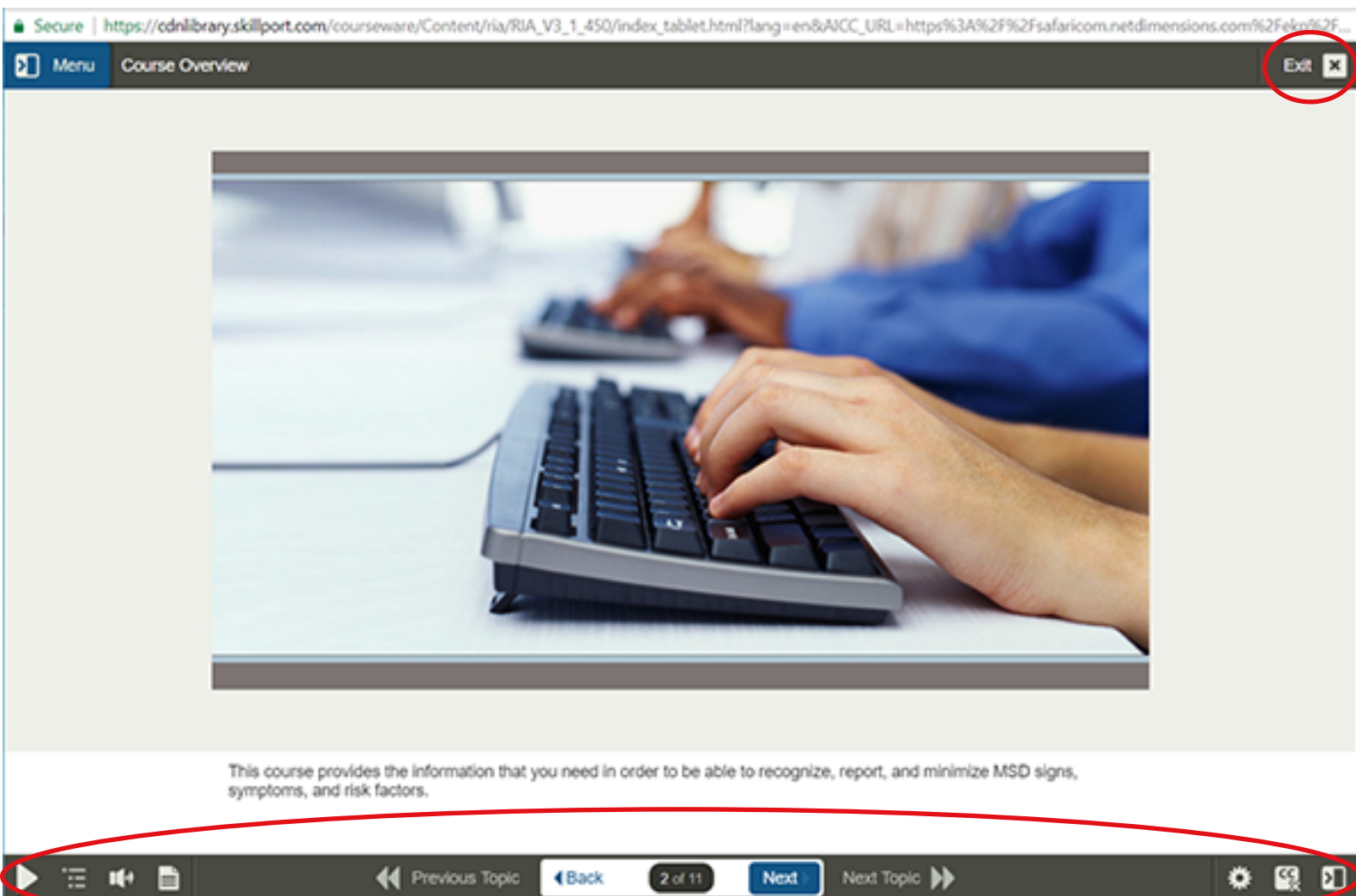


- To start the course, click the **Launch button**. The course will also appear on the **My Home** page under the **Enrollments** section.

Tip: Alternatively, you can launch a course by going to the **My Learning** menu tab and selecting **My Current Courses**. Click on **Launch** associated with any course title.

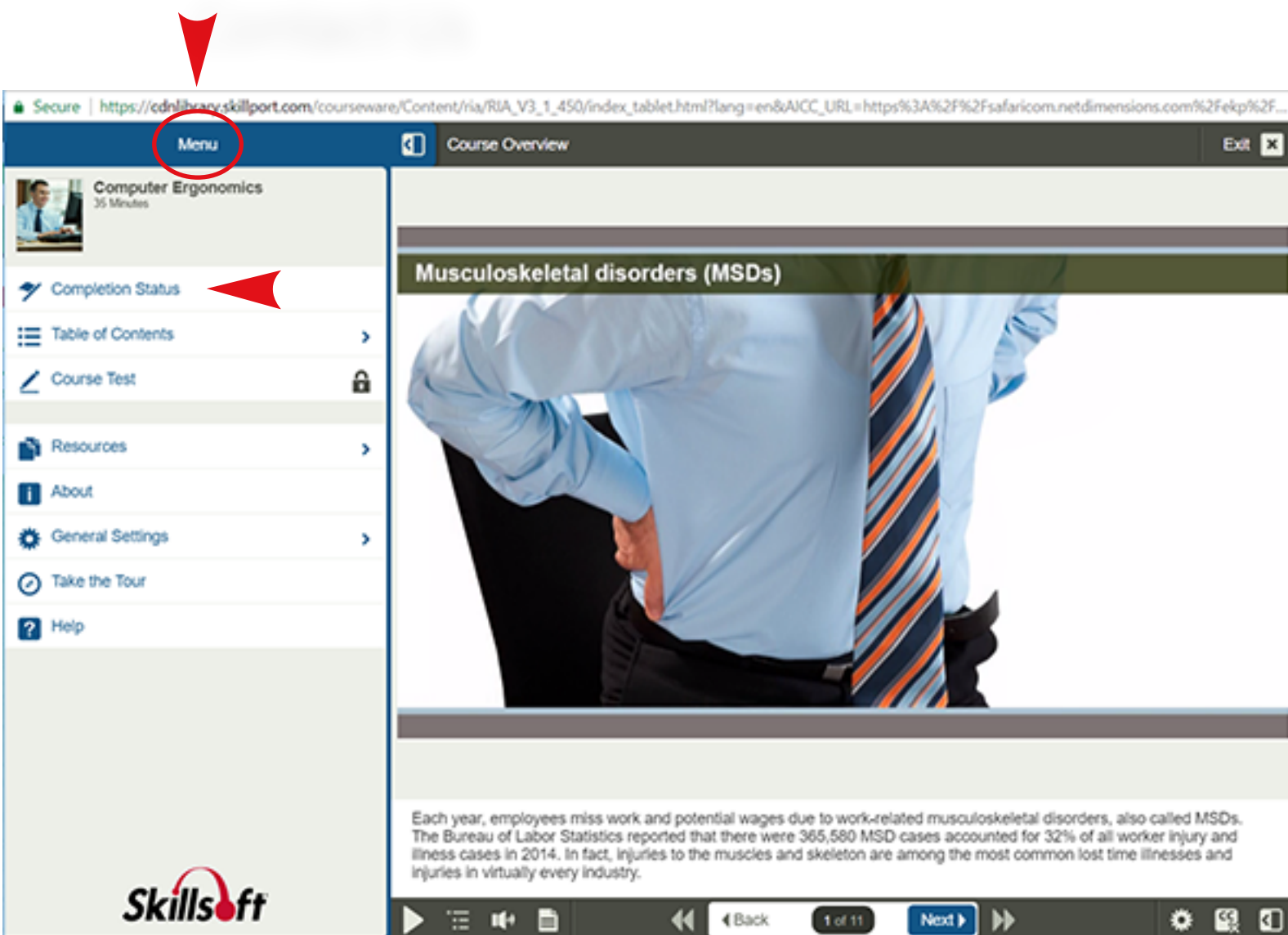
Course Navigation

- The **Navigation** buttons are at the bottom of the screen. You can move **forward**, **backwards**, and **play/pause** the course. The **Exit** button is at the top right of the course window. This button will **bookmark** your last learning point and close the course window.
- You can **Mute the audio** and view the **course transcript** if you don't want to listen to the audio.



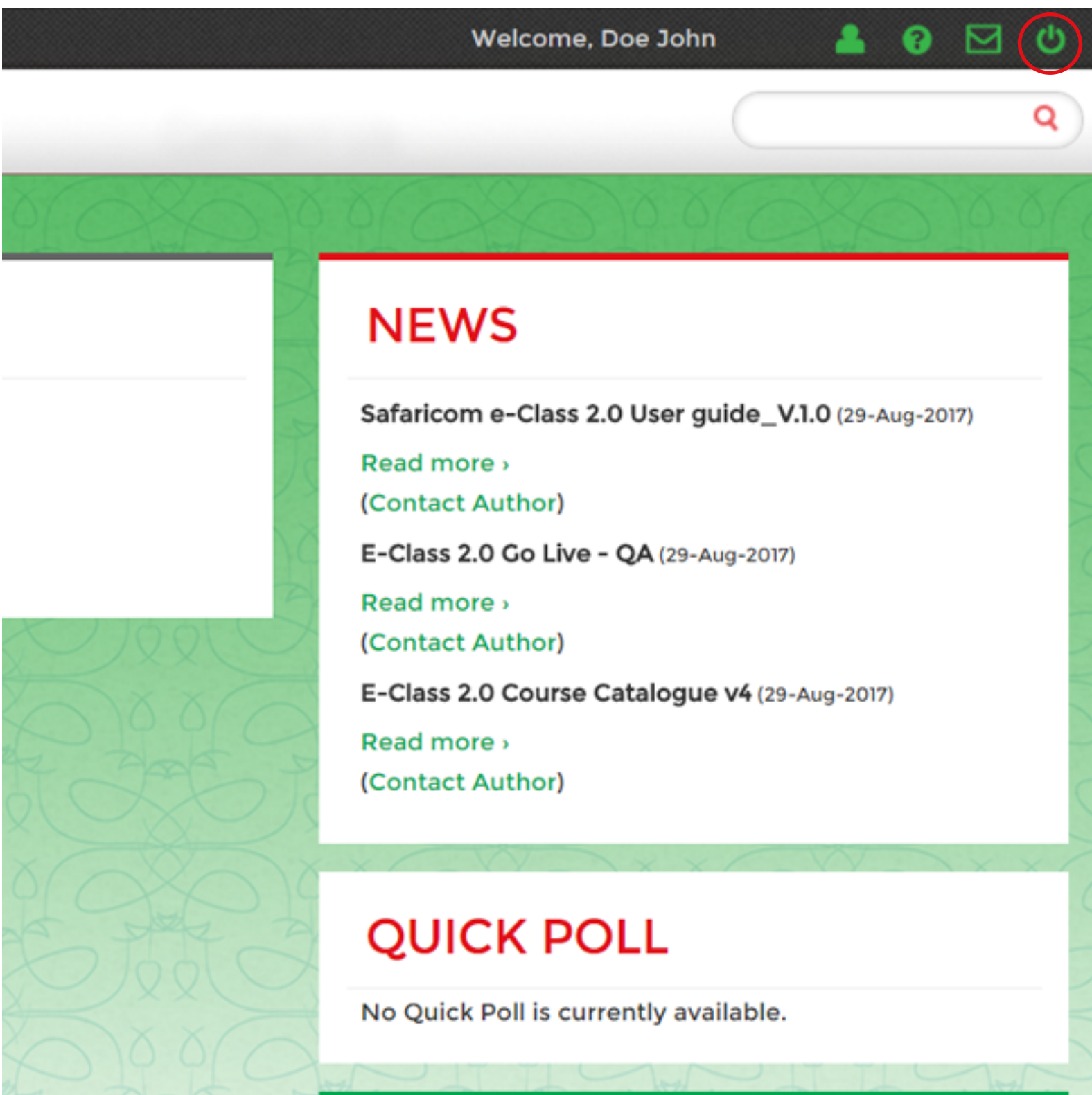
Course Menu

- To view the **Table of Contents** and your **Completion Status**, click the **Menu** link on the top left.



How to Exit from e-Class 2.0

- To log off, click the [Logout](#) link as circled below.



Where to find Help

- If you have any Questions, Comments or Technical Issues, please contact the Helpdesk on e-class2.0@safaricom.co.ke.

