LMS USER GUIDE

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1. Login to Simplilearn's LMS

a. Visit http://www.simplilearn.com/ and choose the login option at the top right corner.

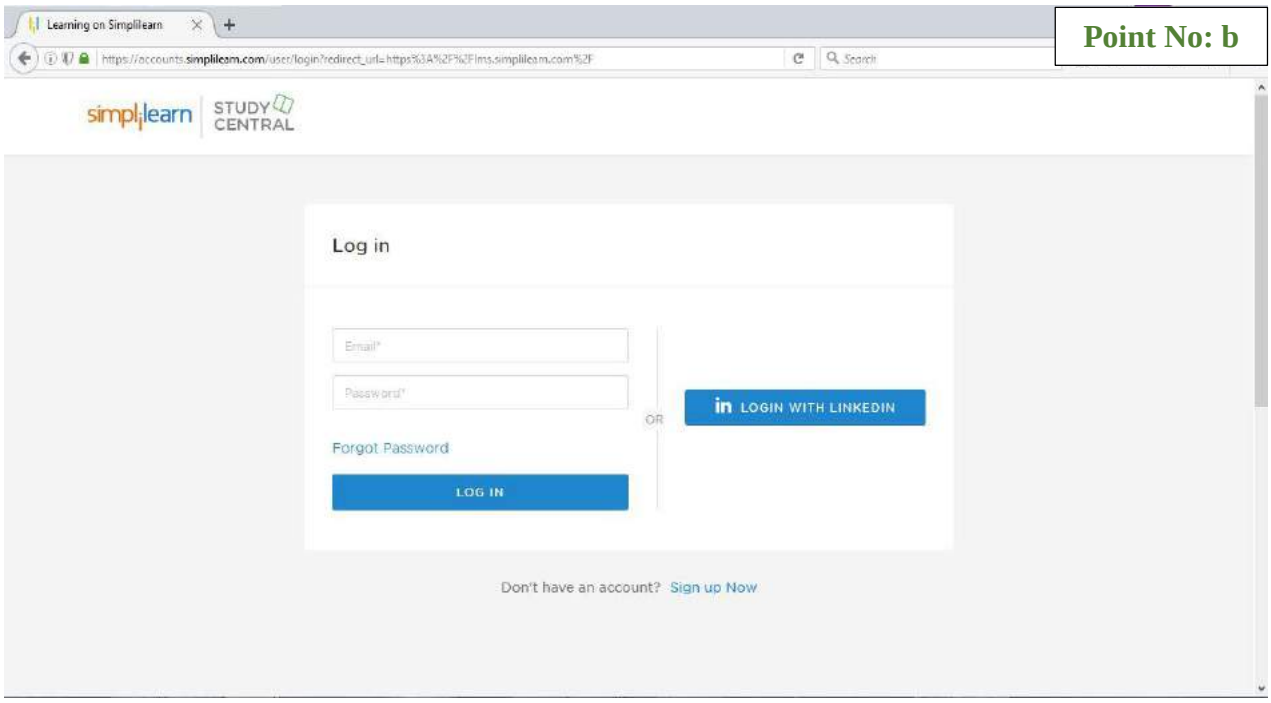
b. Please login using these credentials:

- Email id – please enter your official email address
- First time users: use password @Simpli123
- Returning users: use the password you picked

c. Click on "Log in".

d. If you forgot your password:

- Click on the "Forgot Password" button.
- Enter your email id and hit submit.
- A password reset link will be sent to your email id.
- Choose a new password using the reset link.



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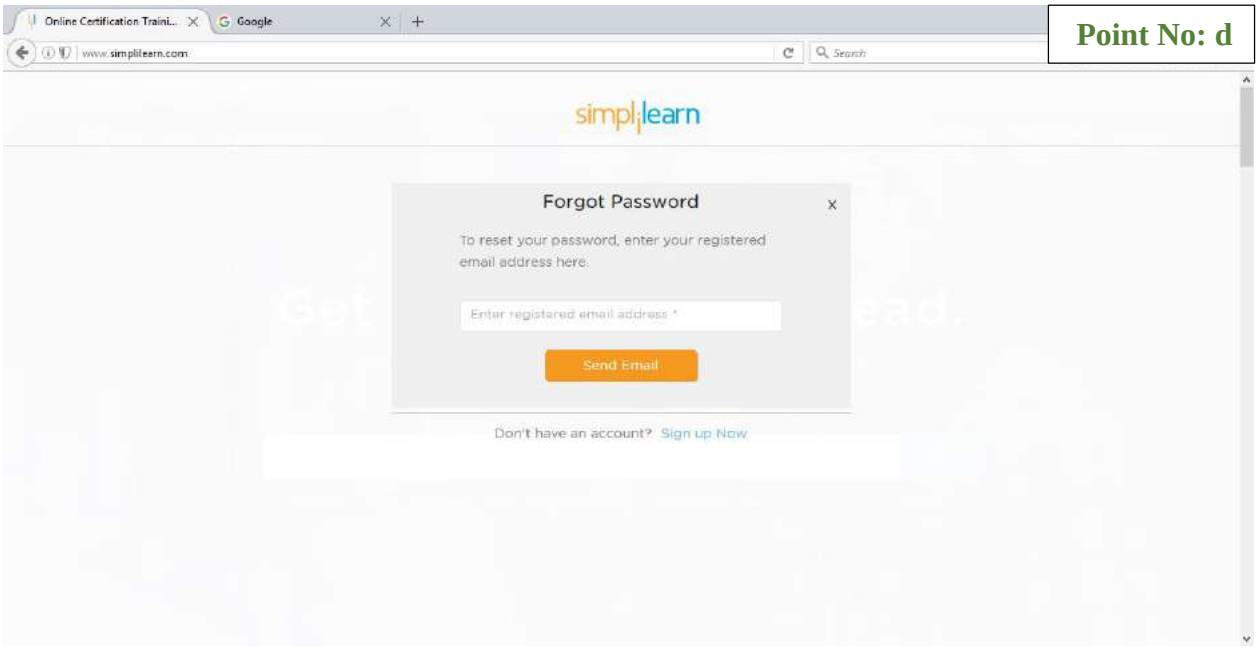


2. Set your profile up

Setting up your profile is a 3-step process, as explained below:

2.1 Prepare your customized study plan (Optional)

- **What is a study plan:**

  It's the maximum number of hours you can dedicate to learning, every week. You can set aside the number of hours per week at the beginning of your study plan using the LMS.

- **What is the benefit of a study plan:**

  You will receive email reminders if you do not follow your Study Plan for two consecutive weeks.

- **Is choosing a Study Plan mandatory?**

  No.

- **Does I have to choose a Study Plan every time I log in?**

  No. You will only have the option to pick a Plan when you access the LMS the first time.

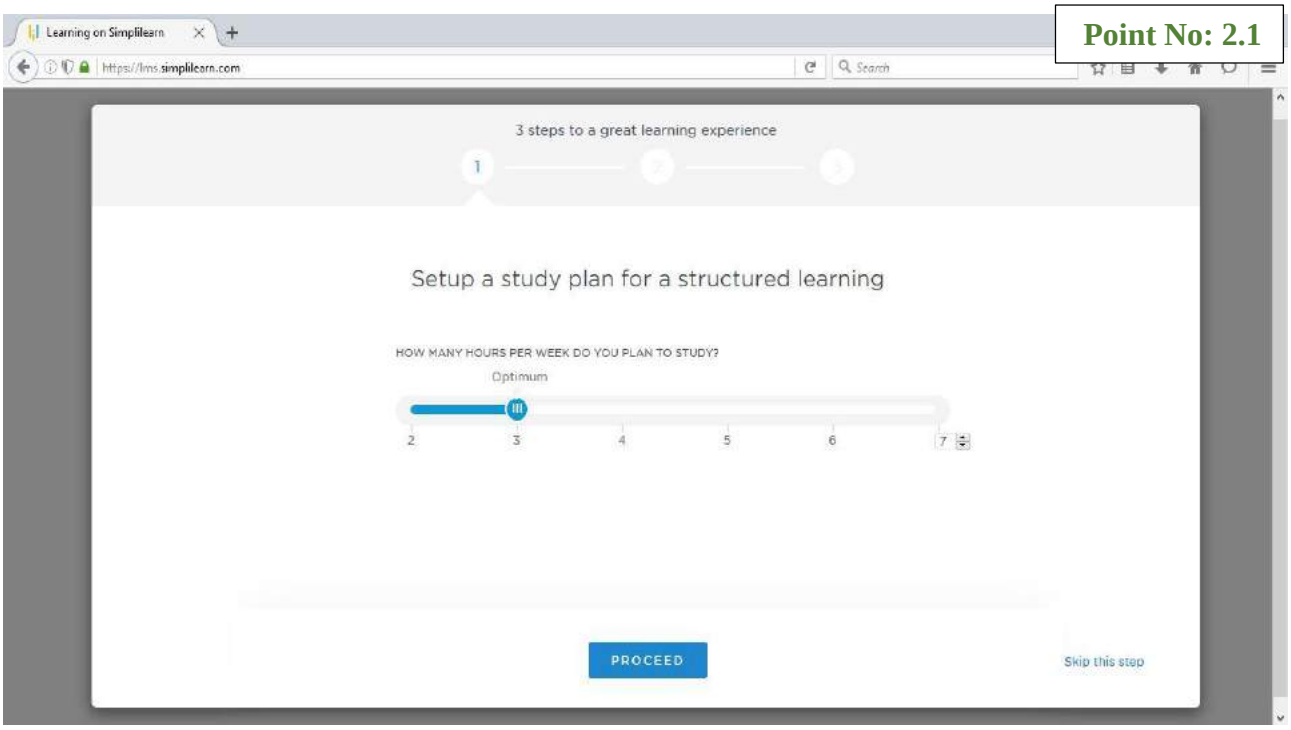
2.2 Choose a profile name

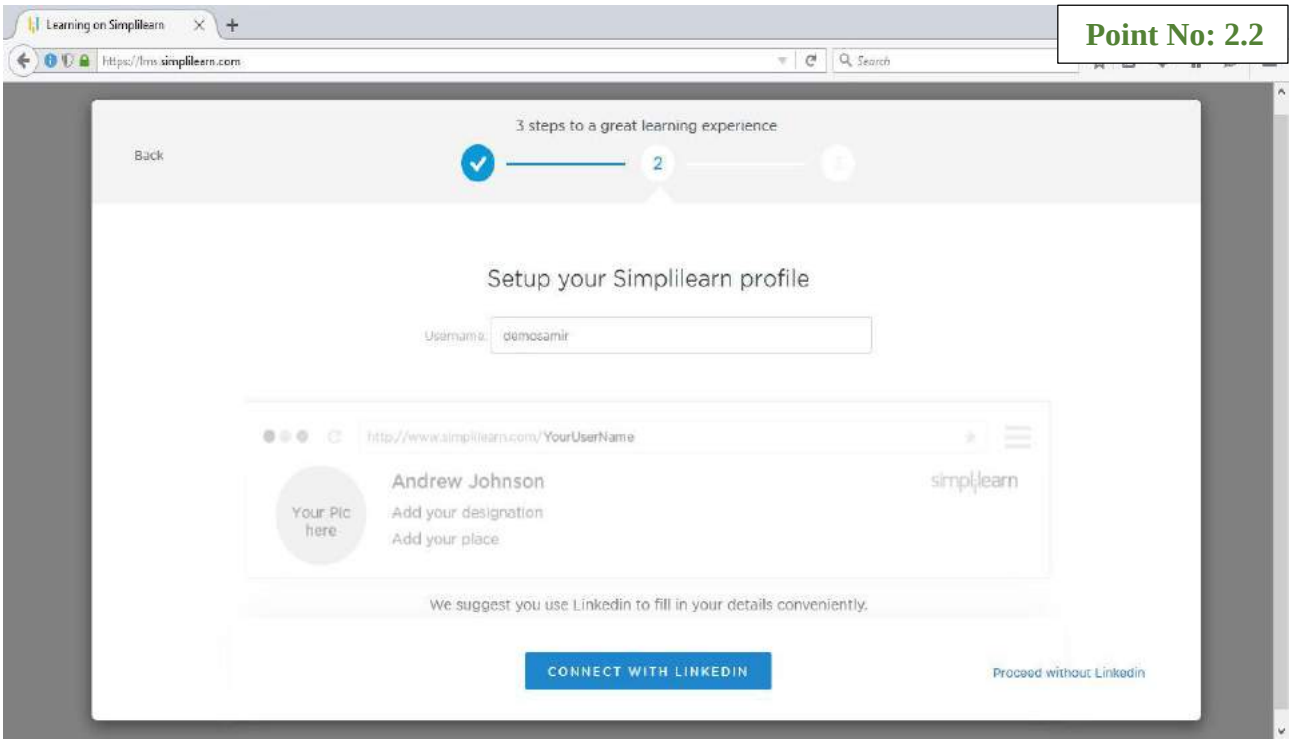
- Set a unique username (mandatory).
- Connect your LinkedIn profile to auto-populate your profile details (optional).

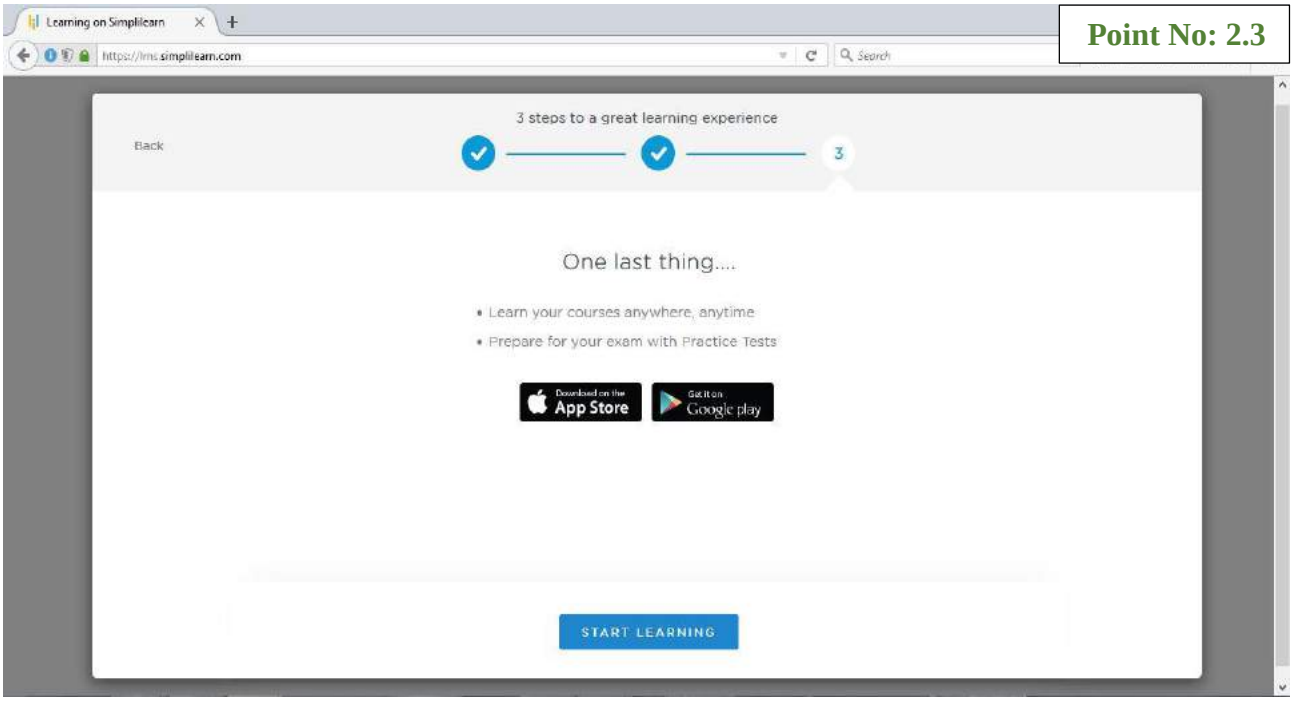
- If you wish to skip this step, please click on "Proceed without LinkedIn".

2.3 Download mobile app (optional)

- You can download Simplilearn's App from the App Store or Google Play to access the LMS anywhere, anytime.







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3. Navigate the LMS

Once you have set your profile up, you will see a dashboard called Study Central. Your available options are as follows:

3.1 Select or search for courses

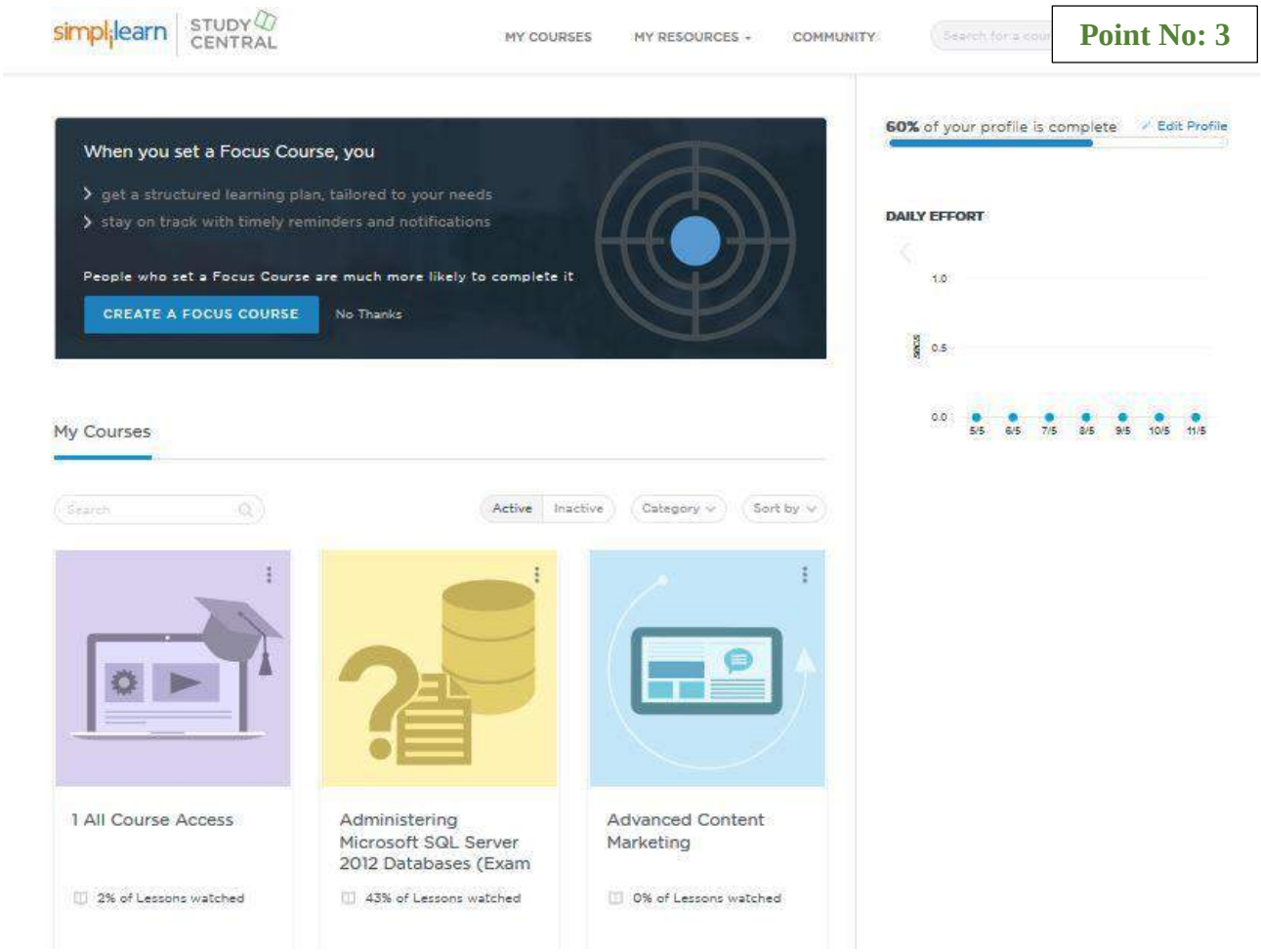
3.2 Set up a focus course

3.3 LMS environment

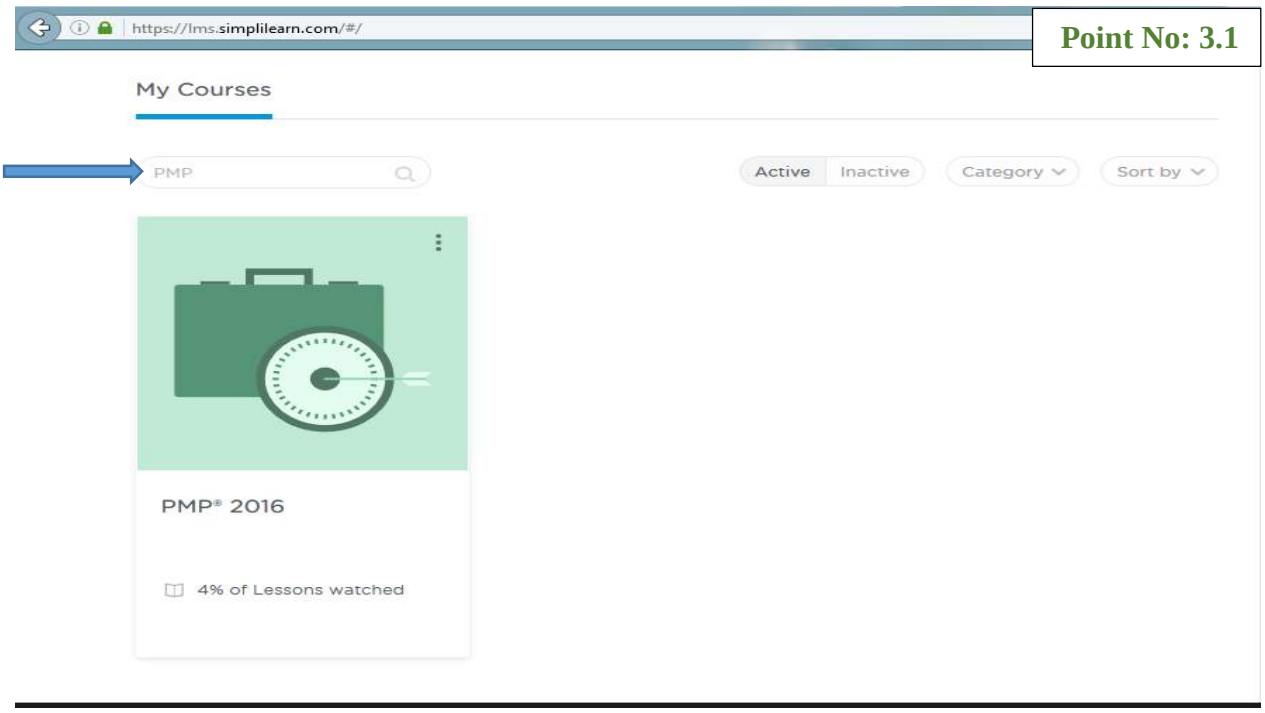
- 3.3.1 Lessons
- 3.3.2 Notes
- 3.3.3 Forum / Community
- 3.3.4 Downloads
- 3.3.5 Certificate

3.4 View your progress

3.5 Exit and return to LMS



3.1 Select or search for courses



3.2 Setting Up a Focus Course (Optional)

3.2.1 What is a Focus Course?

A Focus Course is a course of your choice that you plan to dedicate all your study plan hours to.

3.2.2 How will setting a Focus Course help?

The course is broken down into a structured week-by-week task plan.

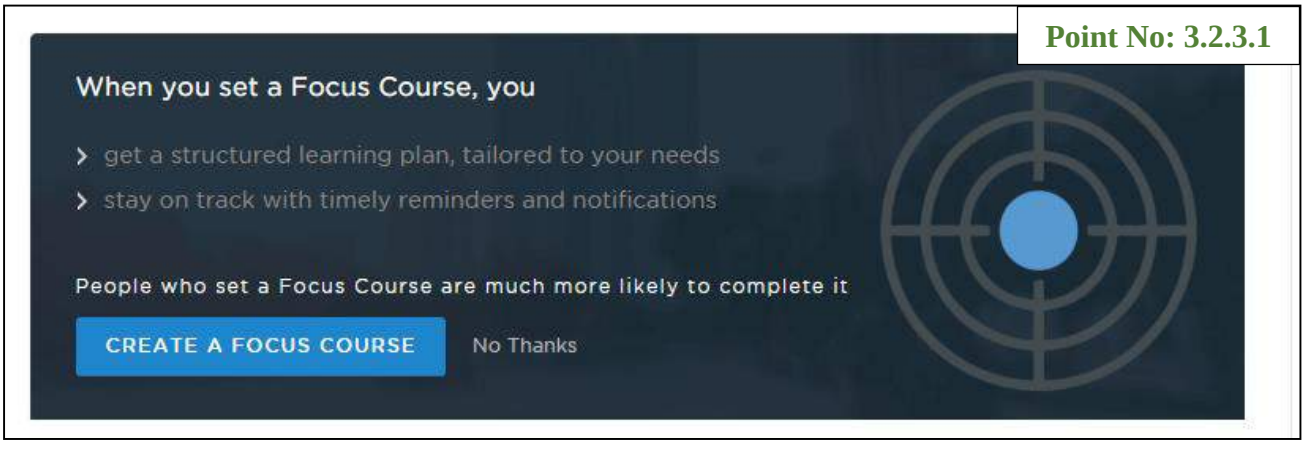
It will help you to keep track of what you should learn each week to achieve your learning goals.

3.2.3 How do I create a Focus Course?

1. Click on 'Create a Focus Course'
2. Select your course from the available choices
3. Select 'Proceed' to finish
4. Edit your Study Plan (if you wish) by either using the slider or defining the date by when you'd like to complete the course.
5. Click on 'Proceed'.
6. You will now get a weekly allocation of tasks so you are able to complete your course as per the study plan.
7. To get started with your Week 1 task list, click on 'Go To My Tasks'
8. To get started with your course, click on 'Start Now'. This will take you to that course's Learning Environment.
9. At any point during your learning, if you wish to change your focus course or study plan, click on the edit (pen) icon next to it.

What if I don't want to set a Focus Course?

1. Click on "No Thanks".
2. Access the course content by clicking on the "Start" button.



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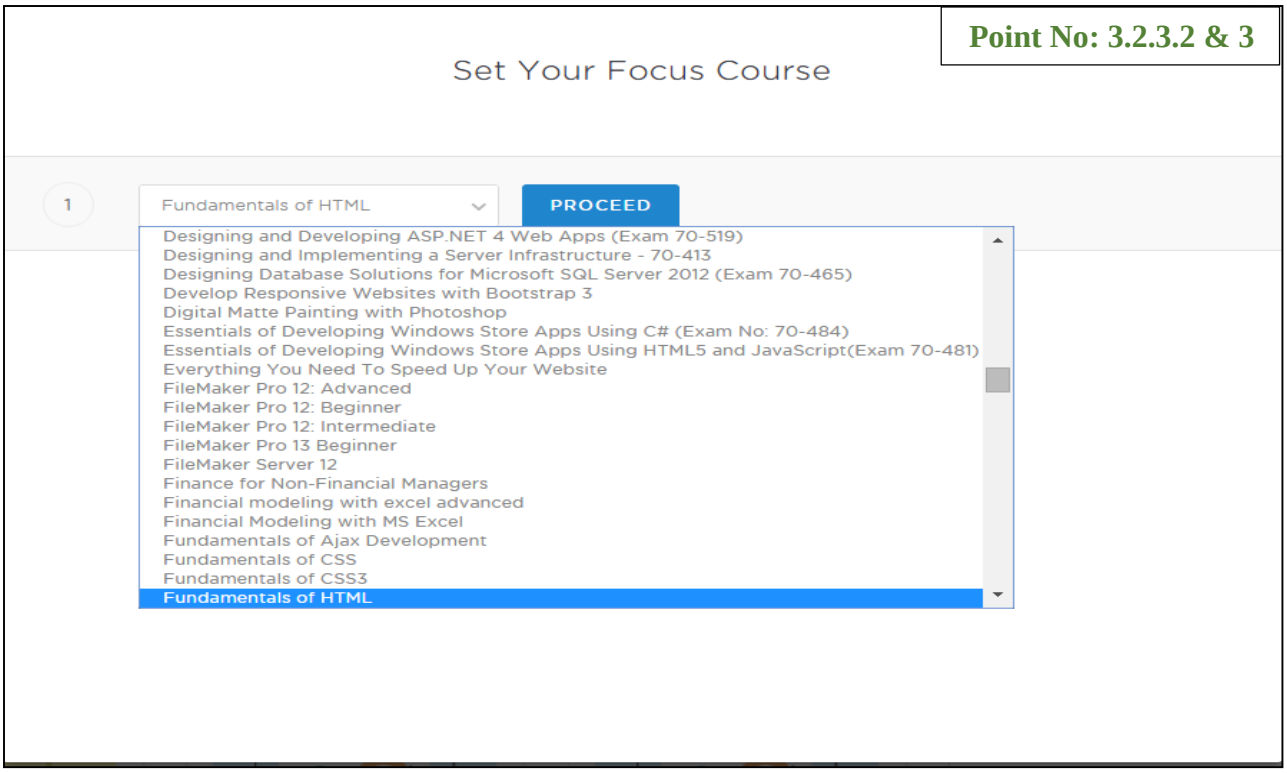

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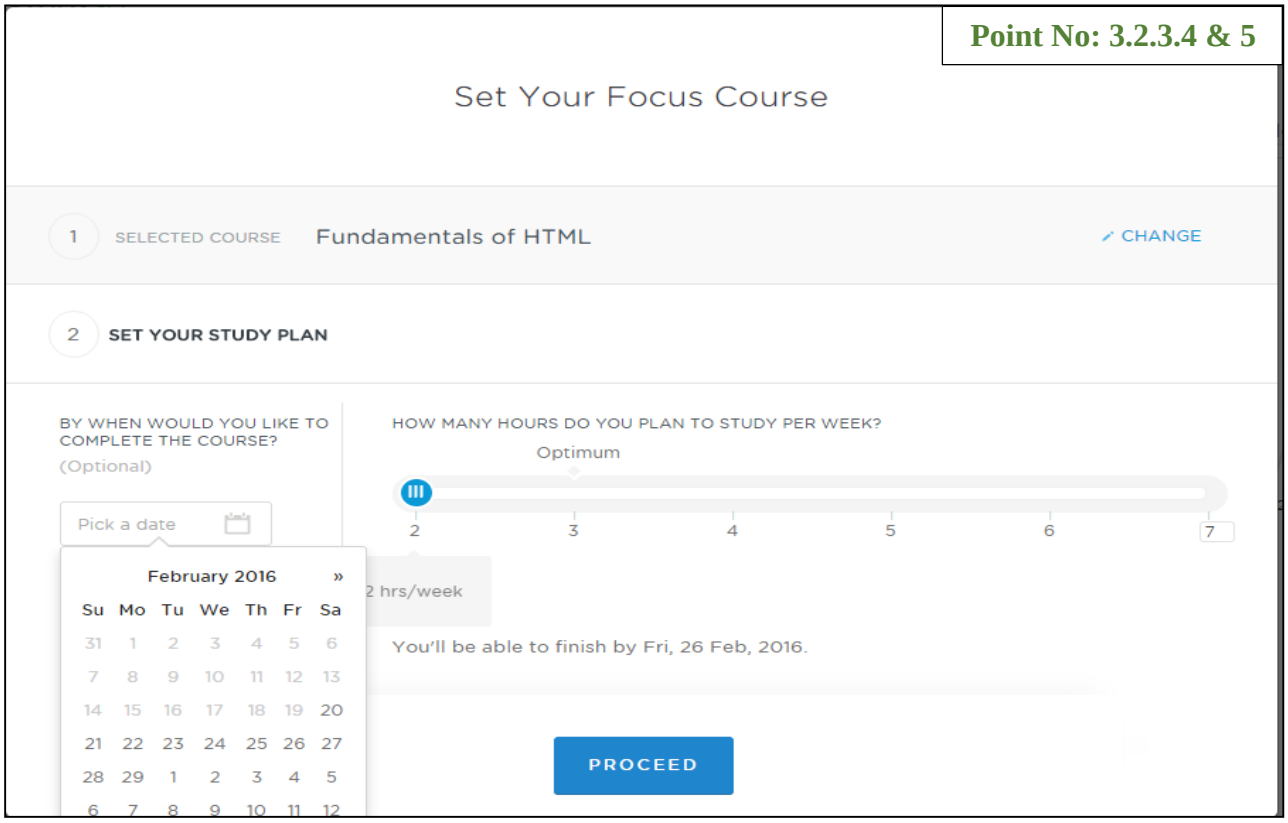

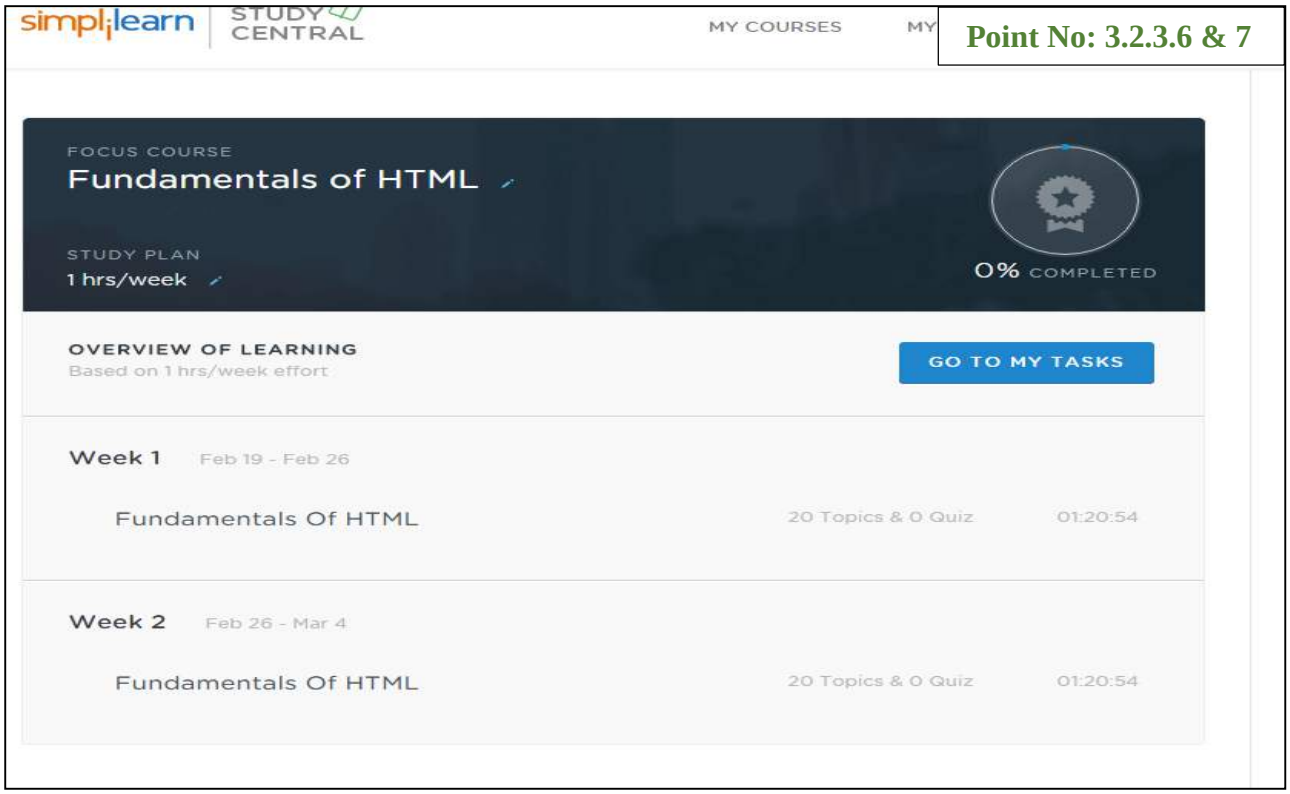
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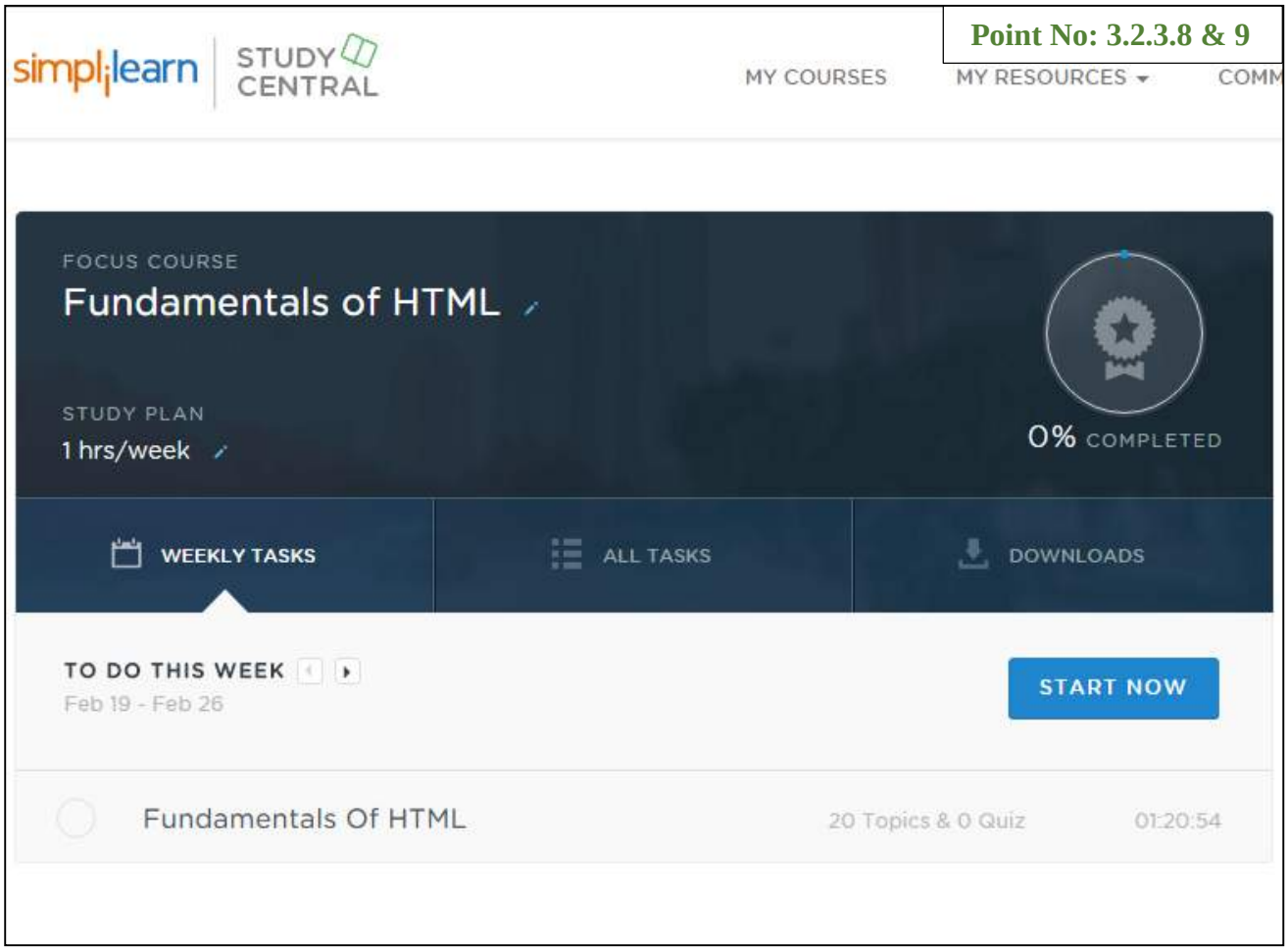
STUDY CENTRAL
MY COURSES
MY
FOCUS COURSE
Fundamentals of HTML
STUDY PLAN
1 hrs/week
0% COMPLETED
OVERVIEW OF LEARNING
Based on 1 hrs/week effort
GO TO MY TASKS
Week 1
Feb 19 - Feb 26
Fundamentals Of HTML
20 Topics & 0 Quiz
01:20:54
Week 2
Feb 26 - Mar 4
Fundamentals Of HTML
20 Topics & 0 Quiz
01:20:54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STUDY CENTRAL
MY COURSES
MY RESOURCES
COMM
FOCUS COURSE
Fundamentals of HTML
STUDY PLAN
1 hrs/week
0% COMPLETED
WEEKLY TASKS
ALL TASKS
DOWNLOADS
TO DO THIS WEEK
Feb 19 - Feb 26
START NOW
Fundamentals Of HTML
20 Topics & 0 Quiz
01:20:54

3.3 Familiarizing yourself with the learning environment

These tabs / tools on the LMS will quickly help you navigate around the learning environment:

3.3.1 Syllabus

3.3.2 Certificates

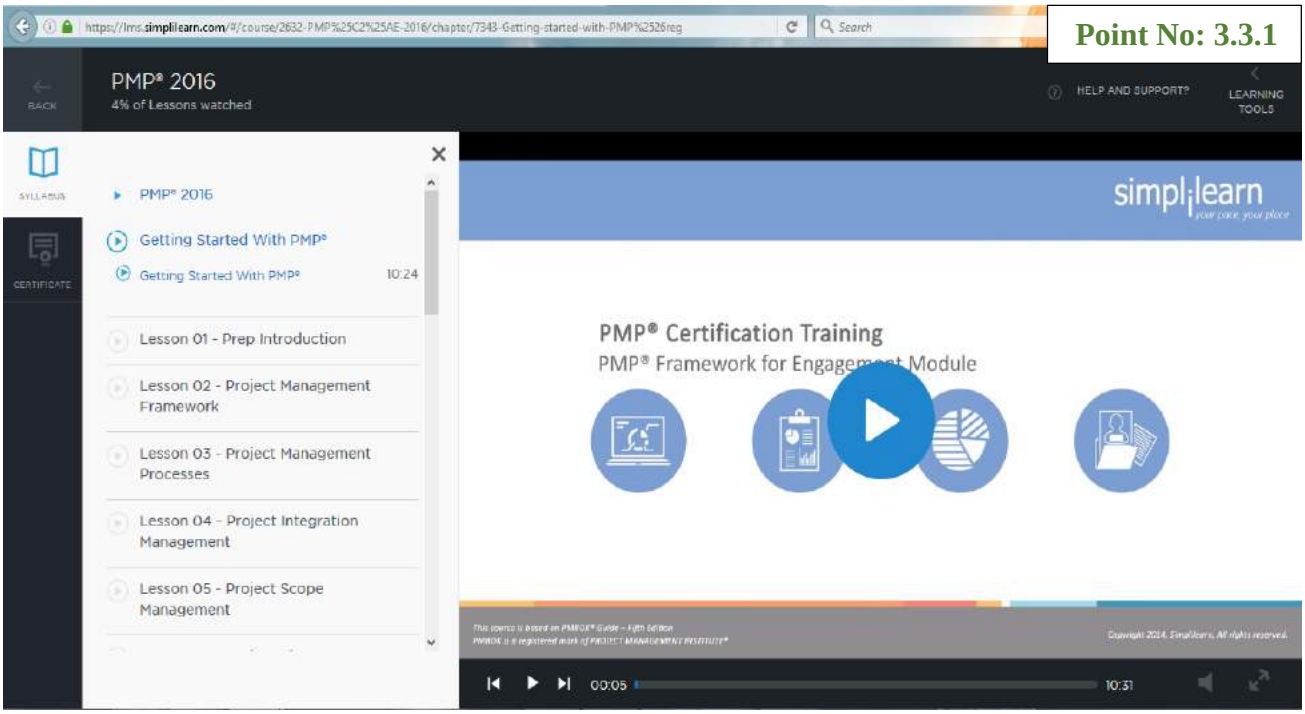
3.3.3 Notes

3.3.4 Forum

3.3.5 Downloads

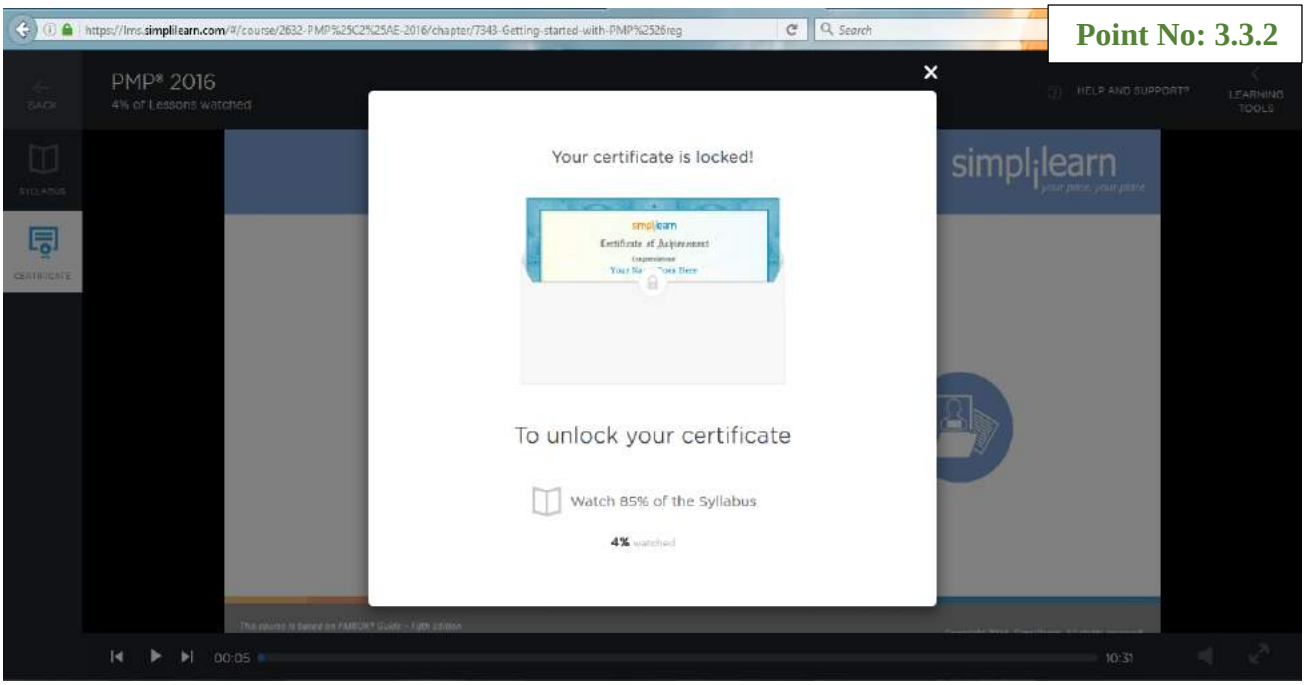
3.3.1 Syllabus

- The Syllabus tab provides an overview of the topics covered in the course.
- It will also tell you the duration of each video.



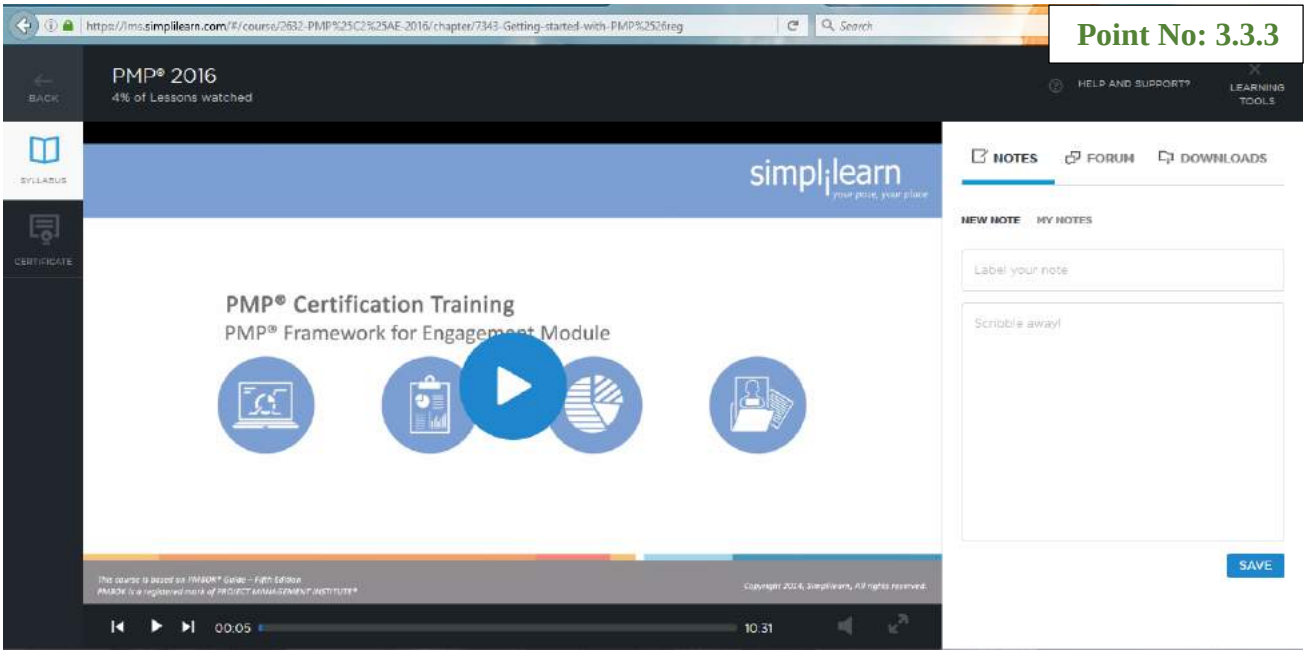
3.3.2 Certificates

- This tab will allow you to download your course completion certificates & PDUs, wherever applicable.
- You can download certificates only upon completion of at least 85% of the eLearning material. It will be locked till then.
- Once unlocked, the certificate can be downloaded as a pdf.



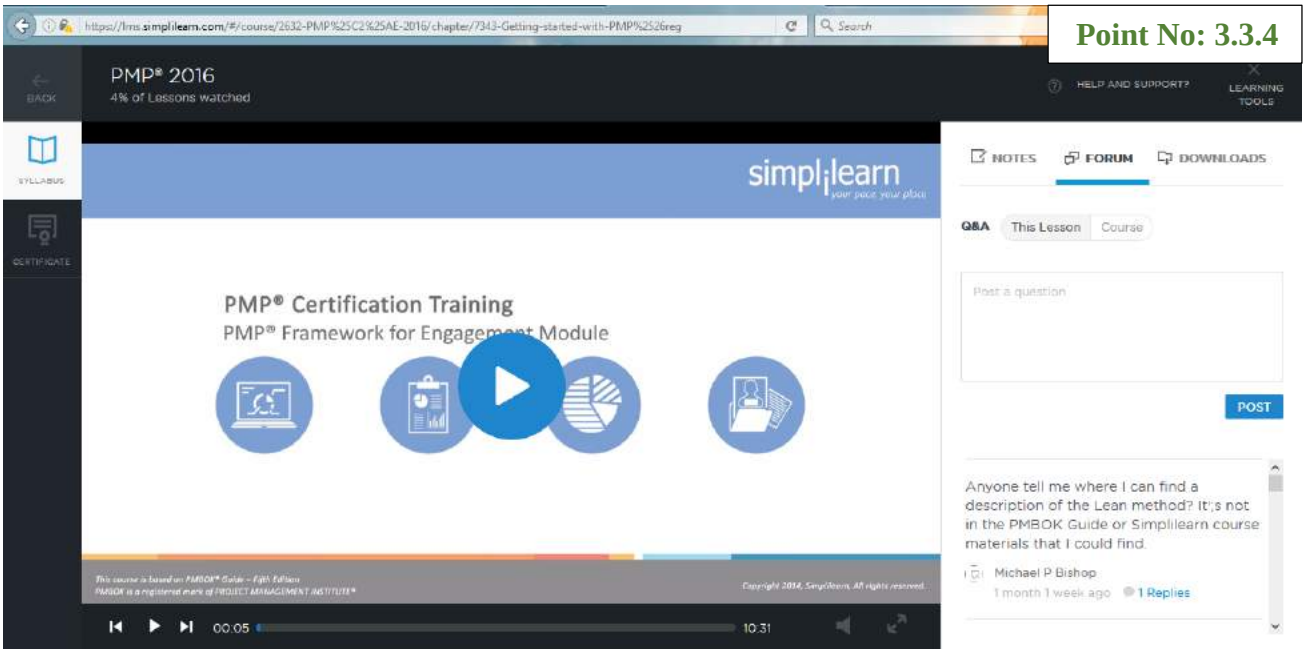
3.3.3 Notes

- The Notes tab will allow you to take notes, which you can review later.
- Your notes will be time-stamped and stored under 'My notes' to make it easier for you to map each video to your notes.



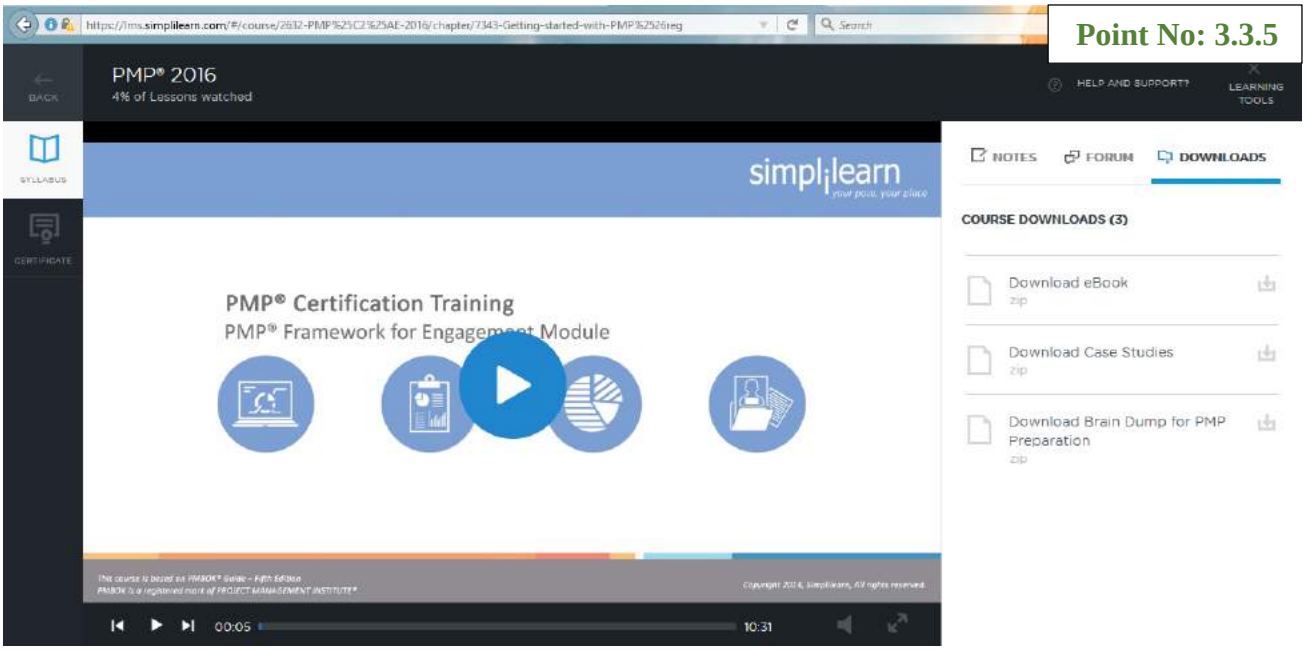
3.3.4 Forum

- You can put your questions to Simplilearn's active, vibrant community of learners.
- The forum is monitored by course specific SMEs at Simplilearn, who will provide answers to questions within 48 hours.
- Since all forum posts are time stamped, when you post a question, all learners in the community will be able to identify the lesson /video your question is related to & provide relevant answers accordingly.
- All your Q&As will be stored in your account for future reference.



3.3.5 Downloads

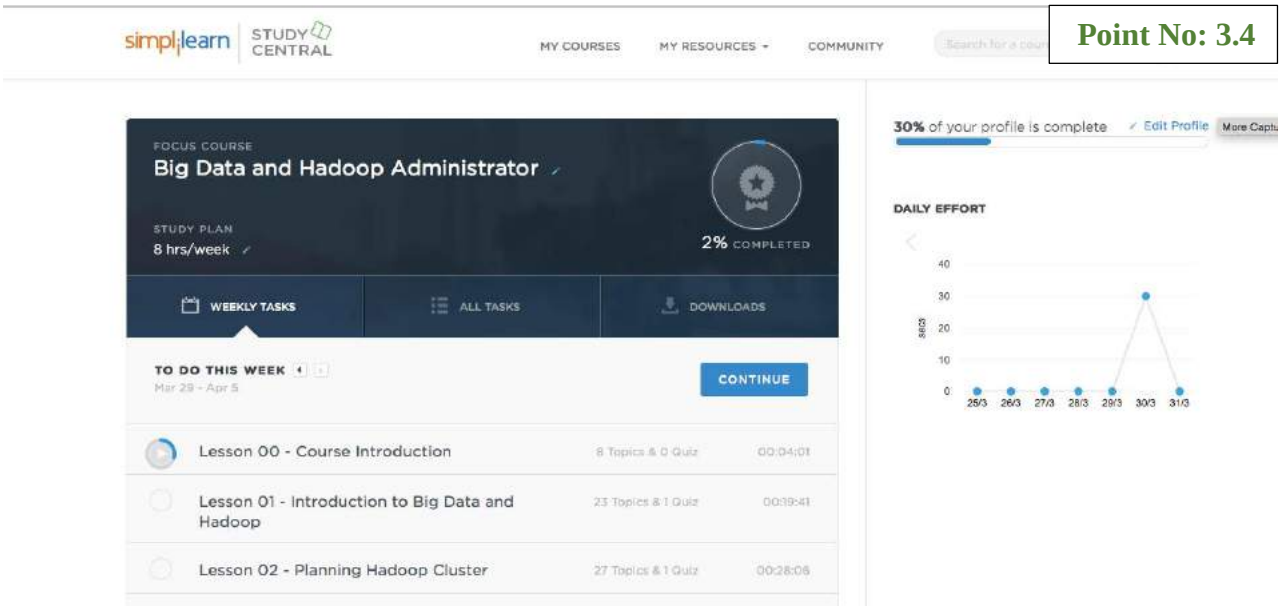
- This tab allows you to download supplementary learning materials for your assigned course.
- This learning material includes e-books (study guides), codes, projects, tips to success, trial tools, etc.
- The supplementary material is provided to maximize your overall learning.



3.4 View your progress

From your dashboard, you can -

1. Track your daily and weekly progress.
2. View your progress from previous weeks

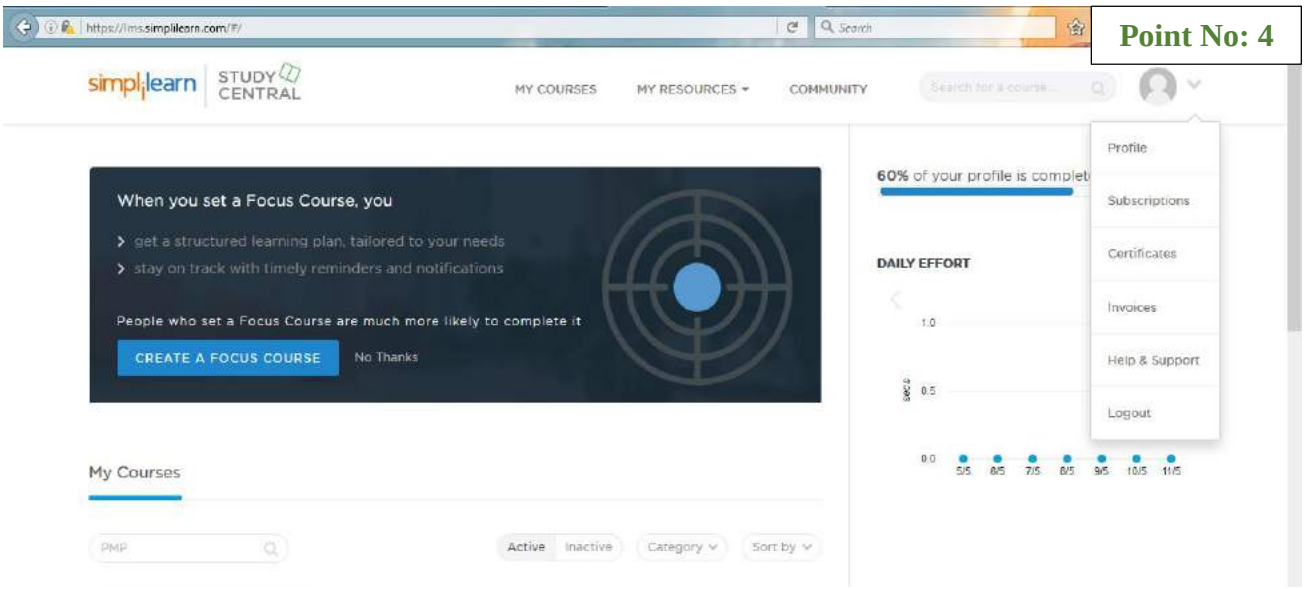


3.5Exit and return to the dashboard

- To stop learning and return to your Dashboard, click on "Back button" in the Learning Environment.
- Your progress will be stored so you can pick up from where you left.

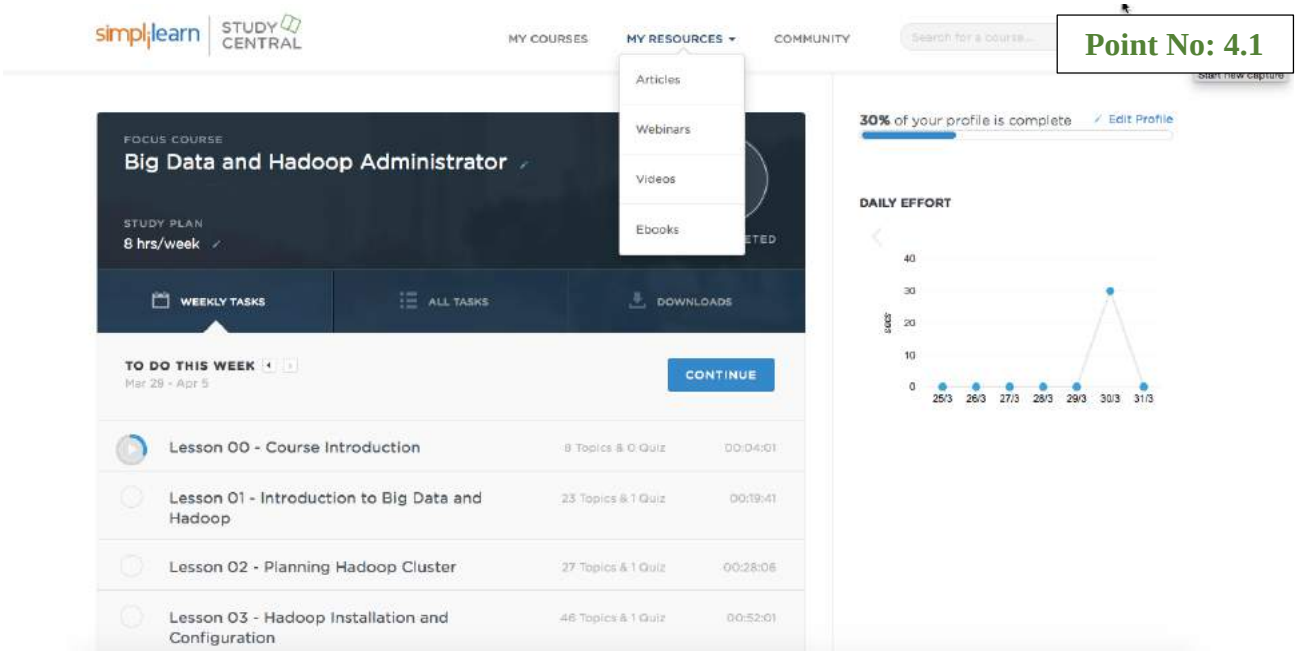
4 Additional features on the dashboard

To access your Simplilearn profile, download certificates, seek assistance from our Support team, or log out of the learning environment, click on the top-right profile photo icon.



Other than course specific content and materials, you also have access to

1. Simplilearn's repository of academic articles, webinars, videos, white papers and e-books.
2. Our professional community, where you can participate in useful discussions on various topics.



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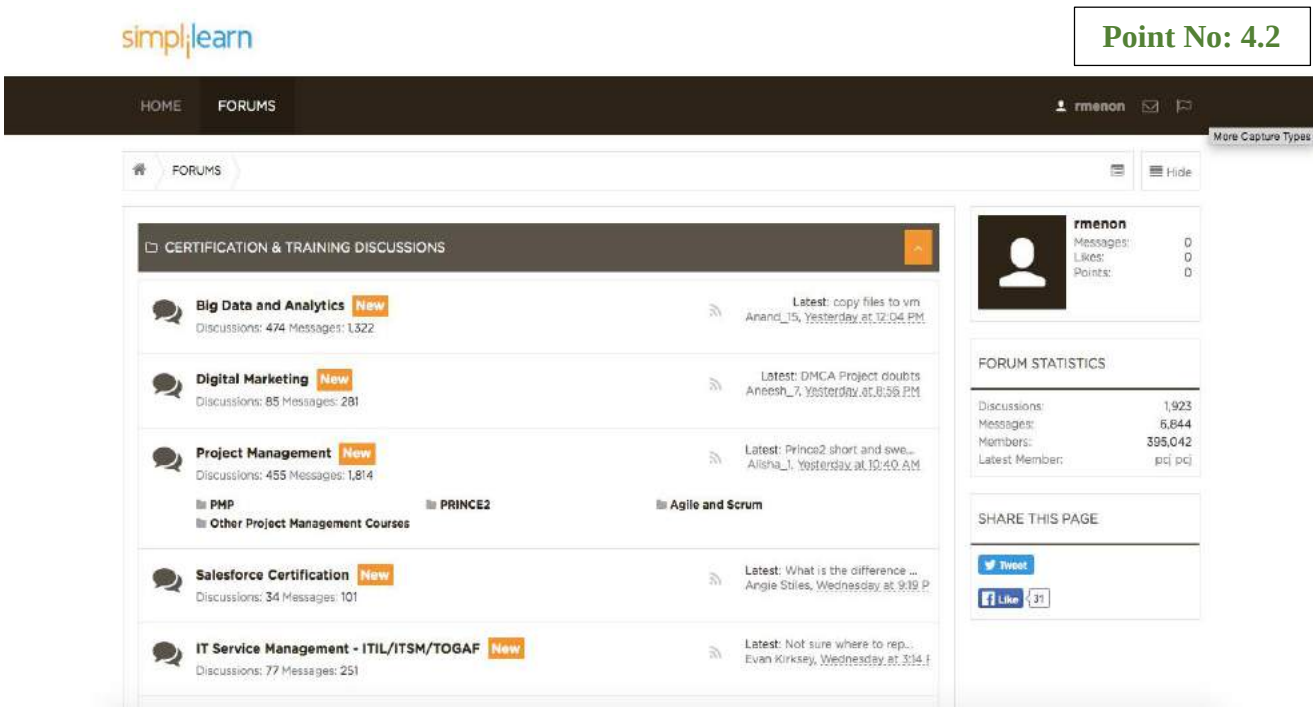

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