



Standard Learner Quick Reference Guide

NOTE: All names in this document are fictional and used solely for demonstration purposes in a professional portfolio.

Overview of Sample University

The Home Dashboard serves as your gateway to all essential features.

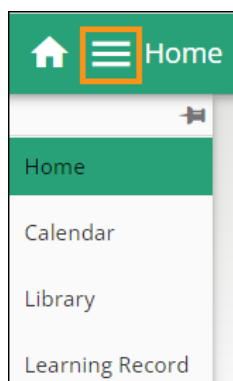
Navigation Bar:



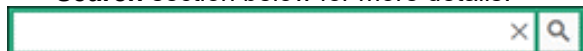
- To access the Home Dashboard from any Sample University page, click the Home icon .

Note: When you reopen Sample University, you will be taken back to the last page you were on. To return to the Home Dashboard, just click the Home icon.

- Click the Menu icon at the top left corner to access different pages within Sample University. You can also access the Calendar and Learning Record pages by clicking the respective cards on the Home Dashboard.





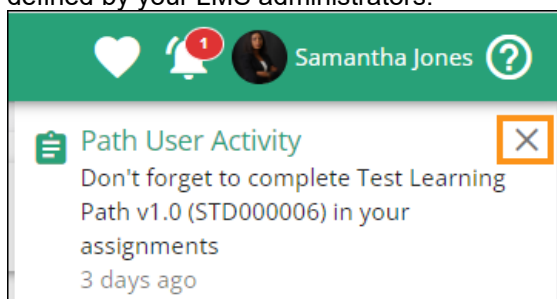
- Use the Search box to find Courses or Learning Paths in the Library:
 - Click within the Search box.
 - Type one or two keywords.
 - Execute the search by clicking the search icon or pressing the Enter key. Refer to the **Search** section below for more details.





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- To view your Profile details, click on the Profile icon . For instructions on changing your LMS avatar, refer to the **Changing Your LMS Avatar** section below.
- If a notification is indicated, click the bell icon to reveal the notification . You may receive alerts if a Learning Path assigned to you has been inactive for a specific number of days as defined by your LMS administrators.



1. Click the link in the notification to navigate directly to the path or dismiss the notification.

Home Dashboard

The Home Dashboard consists of the News Banner and “cards” providing quick access to:

- **UPCOMING EVENTS:** Upcoming training Events on the Calendar available for registration.
- **LIBRARY:** The Library offers a wide range of resources, such as courses, eLearning modules, videos, documentation, and quick tips.
- **RECORD:** List all your activities within the LMS, including Event attendance, completion of eLearning Courses, or other resources and Learning Paths. You have the option to Rate a Course and/or view/print a Certificate of Completion.
- **SURVEYS:** The SURVEY card will display surveys that have been assigned to you following the completion of a Course or Event that has a Survey attached.
- **IN PROGRESS:** eLearning Courses that you have launched, but not completed.

Search

The Search box found in the center of the Navigation bar across the top of many of the pages in the LMS allows you to quickly search for any resource within the Library or Calendar to which you have been given access. Type one or more key words in the **search** field to begin your search.



When the expanded search arrow is visible, click to expand or collapse additional search filter options. Use the other fields in the Library or Calendar search to refine and filter your search.



Click the  icon, or press the Enter key, to execute the search.



News Banner

Provides information relevant to you as a learner.

- Click the graphic or headline text to read the news item or be directed to the intended location.



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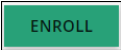

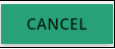
- Click the  or  arrows at the bottom of the banner to review more news items.
- When reading the contents of a News banner, if there are more banners available, click the banner image at the right side of the page to read the news item.

Upcoming Events

Provides a list of the available Events on the Calendar to which you can enroll or view the event details.


Once enrolled, the Event will be marked with the Enrolled indicator. 

Click on the listed event to view the Summary.

- To enroll in the event, click the  button.
- If the event is full,
 1. Click the  button to be placed on the Waitlist for the event.
 2. Decide if you want to remain on the "Interested" list in case you are not enrolled in the event, and then click "CONFIRM".
- If you are already enrolled, you can click the  button.
- Click VIEW CALENDAR to display the full schedule. For more information, see the **Calendar** section further down.






Courses

Assigned courses appear under two headings in the ASSIGNMENTS card: ASSIGNED COURSES NOT STARTED and ASSIGNED COURSES IN PROGRESS.

1. Click the  button to start or resume a course. Once in progress, courses will also appear on the IN PROGRESS card.
2. Close the course browser when finished. Completed courses will no longer be displayed For the ASSIGNMENTS card.

Paths



Assigned Learning Paths appear in two major headings (and one optional heading) PATHS NOT STARTED, PATHS IN PROGRESS and optionally, depending on the path settings, PATHS COMPLETED

1. Click the  button of a path to display the courses in the path and continue with the syllabus.
2. Once the list of course(s) is displayed:
 - Courses with an asterisk (*) indicate Courses you are required to take.
 - Courses with two asterisks (**) indicate folders that are equivalent to each other. You can complete courses within any equivalence folder (**) to qualify for course completion.
 - Click the Course name to display your Attempt and Completion Status on the right.
- Click the Launch  button to (re-)launch an eLearning Course.
- Courses with a  indicate Courses you have completed. If there are additional attempts remaining, click the Launch  button to retake the Course.
- Click the  next to an eLearning Course to cancel from the course.



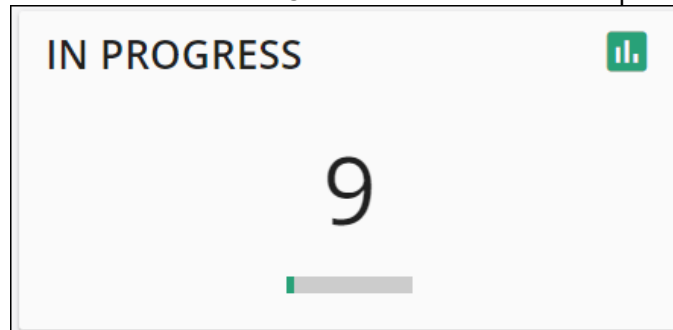
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Note: Cancelling from an eLearning course counts as an attempt. This may be important if there are a limited number of attempts allowed.

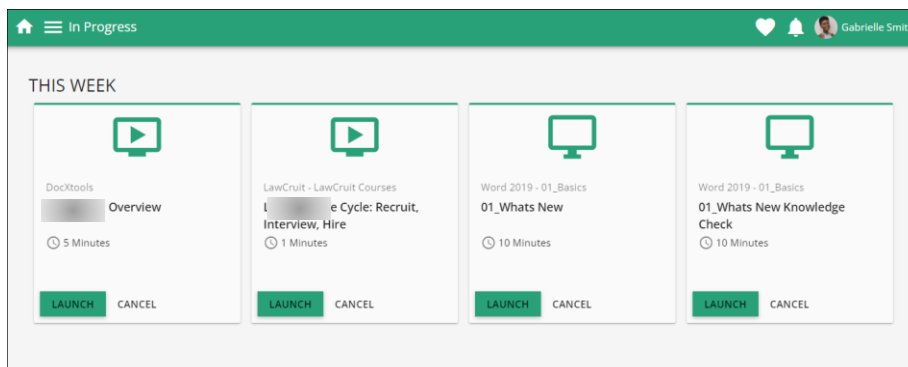
Click the  or  icons in the Navigation bar to display the Home Dashboard or a different page in the LMS.


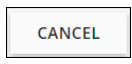
In Progress

The IN PROGRESS card shows the number of Courses started but not completed.



1. Click the IN PROGRESS card to display the list of courses.
2. Courses will be grouped by a timeline based on when the course was last launched.



3. Click  to continue taking the course or  to cancel this course and remove it from your IN PROGRESS list.

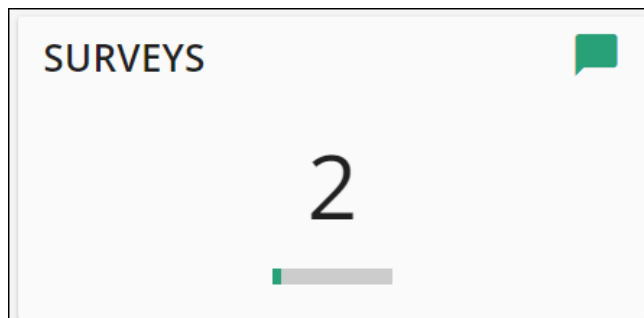
Note: You may be required to enter a reason for your cancellation from a course.

Surveys




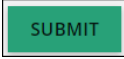
The SURVEYS card becomes visible once a Survey has been assigned to you. Surveys are linked to Events and become accessible after you have attended the relevant Event.



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You will receive an email notification when a Survey is assigned to you. The email will contain a link for you to access the Survey. Alternatively, you can start or resume completing a survey directly from the Home Dashboard or the Learning Record.

1. From the Home Dashboard, click the SURVEYS card.
2. Click  to begin the survey or  to resume completing the survey.
3. Click  to save your answers and exit the survey before all questions have been answered.
4. When all survey questions have been answered, click .
- 5.

Library

The Library has a comprehensive list of all the Courses and Resources at your disposal, including eLearning modules, videos, documentation, quick tips, and more. Courses are systematically categorized into main Categories and Subcategories. Categories are ordered by Products, while subcategories are sorted into eLearning, Live Training, Videos, Help Library, and PDFs. Course types are easily distinguishable through icons found to the left of the Course Name.

Common icons may include:

-  Scheduled Live Training
-  eLearning, Help Library
-  Videos
-  PDFs
-  Learning Paths

Searching the Library




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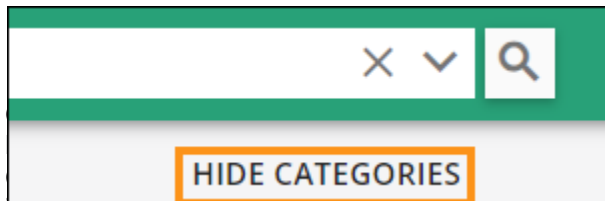
The Search box in the Navigation bar offers all the options needed to refine your search.

1. In the Search box at the top of the page, click the Expand  arrow.

Search Tips

- Select the Relevant check box to limit the search results to only those resources that have been identified as relevant to you as a learner.
- Click the Rating arrow to filter your search to only display Courses and/or Learning Paths that have been rated with a minimum number of Stars (5 being the highest). This option is available provided this feature has been enabled by the LMS Administrator.
- Click the Category dropdown arrow to select and search within a root Category/Subcategory as listed in Library, such as Kira.
- To search the library using a full tree view of Library Categories/Subcategories, click HIDE

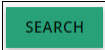
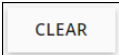






CATEGORIES. Expand  the search box to reveal filter options. Use the **Category** drop-down to search select categories/subcategories.




- Limit your search to either Courses or Learning Paths that are included in your search.
- Filter by delivery format of the course. Examples might include virtual Live Event, Application Simulation, Document, etc.
- The Sub-delivery dropdown arrow allows you to further refine the search by delivery format of the Course. Examples might include eLearning, YouTube, PDF, etc.
- Navigate categories and subcategories by clicking the Category cards. Navigate back using the Library Breadcrumbs.



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- Click  to perform the Search. Click  or  to clear all the fields to return to the root Library directory and start a new search. The search results will display below the expanded Search fields.
- If applicable, the  or  button and/or Star rating will be included in the Search Result list.
 - LAUNCH content
 - ENROLL then LAUNCH a Path
 - ENROLL in a scheduled course to enroll in available future events or if none are available,  in a future Event.
- Toggle the Expand  and Collapse  arrow to reveal/hide the Search filter options.

Sharing Courses

If you would like to share a course with a colleague, click the Share  icon on a course card. This action will provide you with three options for sharing the course link.

Launching Courses

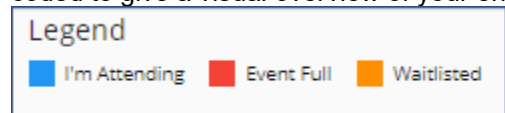
Upon clicking the **launch** button, certain courses will open in a new web browser window. To ensure a smooth experience, we recommend disabling pop-up blockers.

View Star Ratings and Reviews for a Course or Path

Hover over the Stars in the Course or Path card and click the SEE ALL REVIEWS link at the bottom.

Calendar

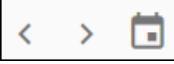





The Calendar displays the Events that have been scheduled for the current month. Events are color-coded to give a visual overview of your enrollment status and Event availability.



Event Registration

Click on an event to view the Event Summary. Use the same methods to Enroll, Cancel, or Request your registration for an Event as described in the **Upcoming Events** section on the Home Dashboard.

Ways to Navigate the Calendar

- Use the  to navigate to the previous, next, or directly access a particular date.
- Click the    buttons to filter the list of displayed events.
- In the upper-right corner of the window (immediately to the left of your profile avatar), click the  or  icons to switch between the **Calendar view** and **List view of the Calendar**.

Searching for Events

The Search box in the Navigation bar allows you to search the Calendar.



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☐ Relevant

Event Type
☒ All ☐ Webinar ☐ Location



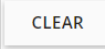
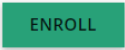



Location
None

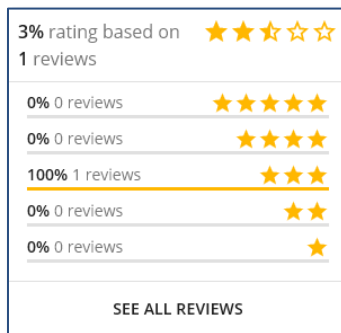
Category

Delivery
None

Sub-delivery
None

SEARCH CLEAR

1. In the Search box at the top of the page, click the Expand  arrow.
2. Select the appropriate items to filter the Calendar Events.
 - Select the Relevant check box to filter Events which have been designated as relevant to you as a learner.
 - Choose an Event Type.
 - Select Webinar to see only scheduled webinar events.
 - Select Location to see only scheduled events offered in a physical location (i.e., Training Room or Conference Room).
 - Click the Location selection arrow to filter scheduled events for a specific location.
 - Click the Category selection arrow to filter scheduled events for a specific Category as listed in the Library.
 - The Delivery and Sub-delivery selection arrows allow you to filter scheduled events based on the method by which the event will be presented (e.g., Instructor-led, Presentation, etc.). Available Delivery and Sub-delivery options are determined by the LMS Administrator.
3. Click  to display the Search results on the Calendar or click  to clear all search filters and start over. The search results will display below the expanded Search fields.
4. Click the event name to display the Summary. If applicable, click  to register for the event. If the Event is full, click  to be placed on the Waitlist.
5. Toggle the Expand  and Collapse  arrow to reveal/hide the Search filter options.




Learning Record (Rating a Course, Surveys, Viewing/Printing Completion Certificates)

Your Learning Record allows you to view all Courses that you have completed or cancelled. Learning Record displays the date you last accessed (launched) a course. When you have completed a Course and/or Learning Path, you have the option to Rate a Course, provided this feature is enabled by an LMS Administrator, and/or print a Certificate of Completion, provided a Certificate has been made available for

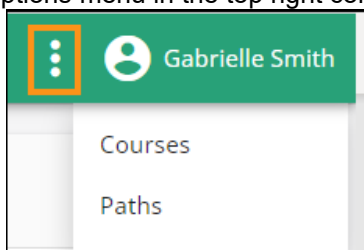


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the Course or Learning Path. The Rating and Action columns at the far right of the list of Courses are used to perform these actions.

From the Home Dashboard, click the LEARNING RECORD card. Alternatively, click the Menu  icon and select Learning Record.

1. Review your record. Rate completed Courses, Learning Paths, view and complete surveys and view/print Certificates of Completion if available. See the **Rating a Course** and **Action Column** sections below for details.
2. To switch the view between completed Courses and Learning Paths:
 - a. Click the three dot Options menu in the top right corner of the page.



- b. Select the appropriate view.

Rating a Course

Select a Star rating to provide feedback to your peers. Star Ratings are on a 1 to 5 scale, where 1 = the Course/Event did not meet your needs, and 5 = the Course/Event exceeded your expectations. In the Rating column:



1. Click on the number of stars you wish to rate the course/event.
2. Add your Review comments.


Note: *In many cases, review comments are optional, however, when you may have to provide a Review. Your comments will then be reviewed and approved by an Administrator before they are made public.*

3. Click SAVE.

The Action Column


The  icon displayed in the Action column allows you to view/print the Certificate of Completion.

The  icon indicates there is an incomplete survey assigned. Click to view/complete.  depicts a completed survey and is available in view only mode.


The  icon displayed, if available, allows you to review and retake the learning module or training resource.

My Profile

Now that your Sample University Profile has been created, you can make some adjustments to it. This profile is different from your network profile. You have the option to include an avatar (picture) in your LMS Profile.

To change your LMS password, find the  button in My Profile.

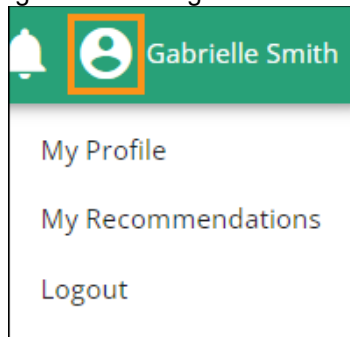
Changing Your Sample University Avatar



Note: *The picture you use for your avatar must be either a .jpg or .png file with a maximum size of 48x48 pixels. If you are unsure of the avatar size, click the  icon underneath the avatar.*



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1. Click the **Profile icon** on the right of the Navigation bar.



2. Select **My Profile**.
3. To change your avatar, click the Upload  icon.
4. Browse and select the file.
5. Click the open button.
6. To remove the avatar, click the  underneath it.