



Introduction to the Member Area

Welcome to Learnship! The following is a how-to guide for your Learnship Member Area. Please familiarize yourself with this guide before your first course session.

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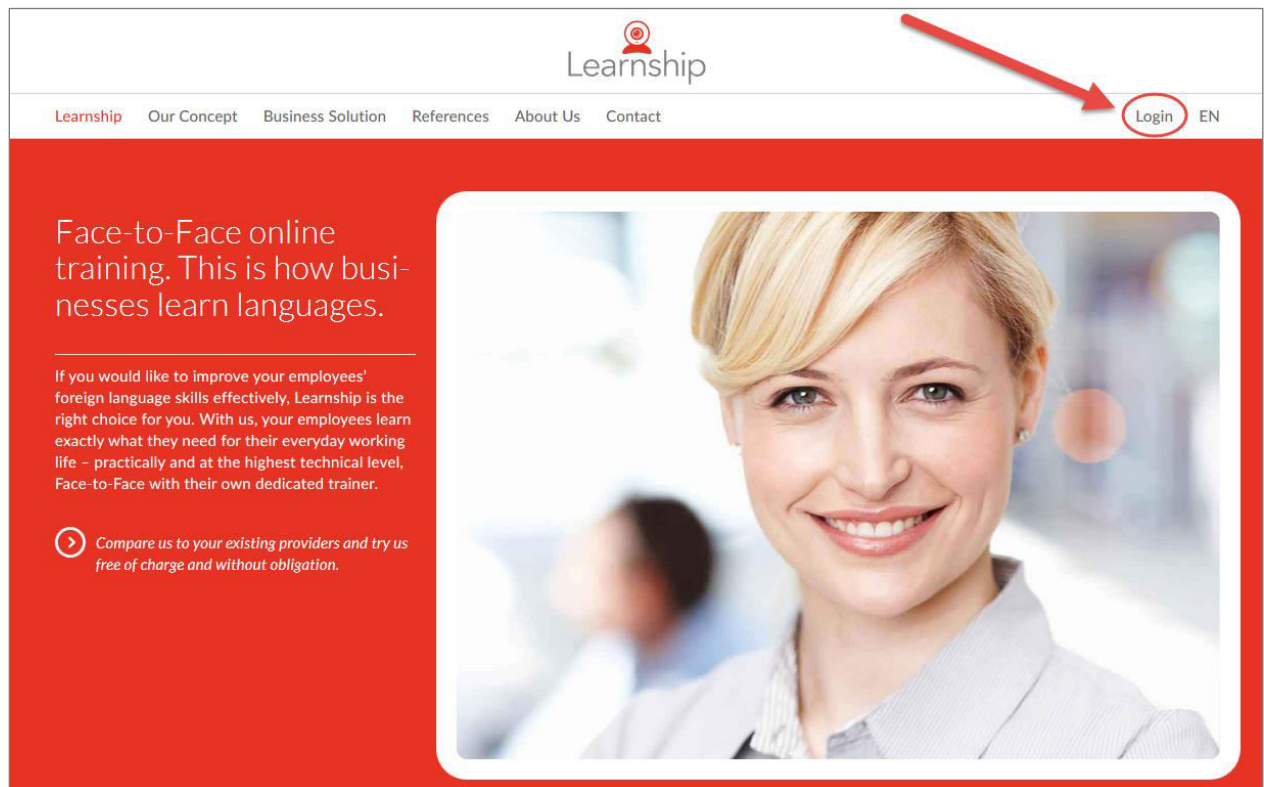
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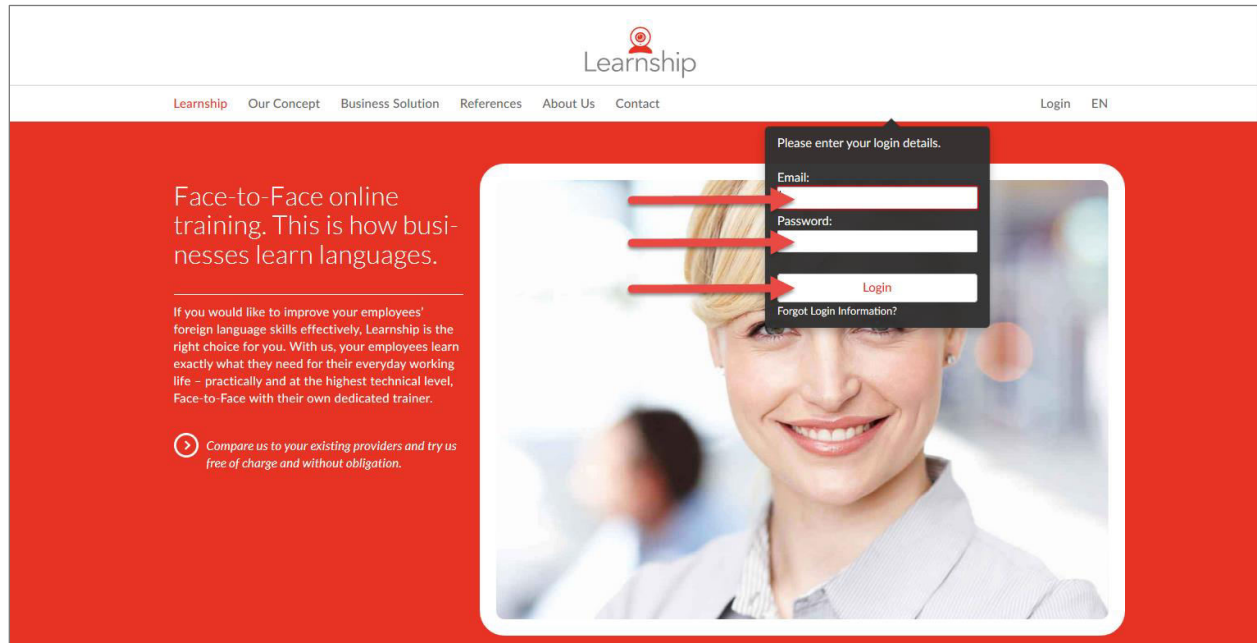
Accessing Your Member Area

Signing In

To sign into your member area, please go to www.learnship.com and:

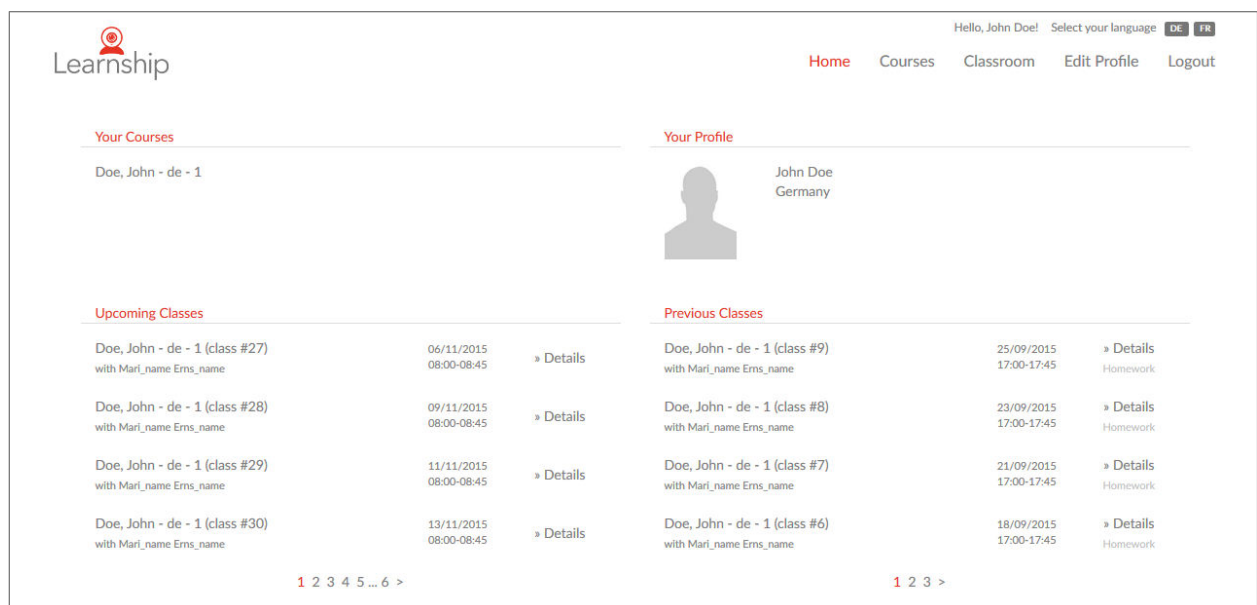
1. Click on “Login”.
2. Enter your email address.
3. Enter your password.
4. Log in.





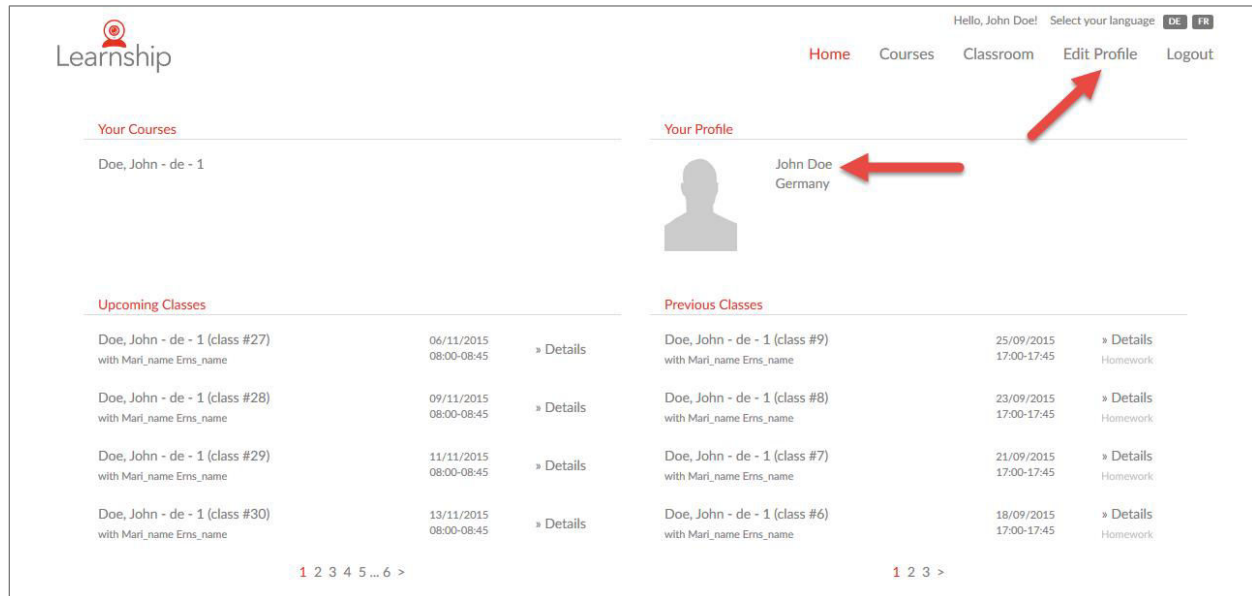
Your Member Area

Once you have successfully accessed your member area, you should see:

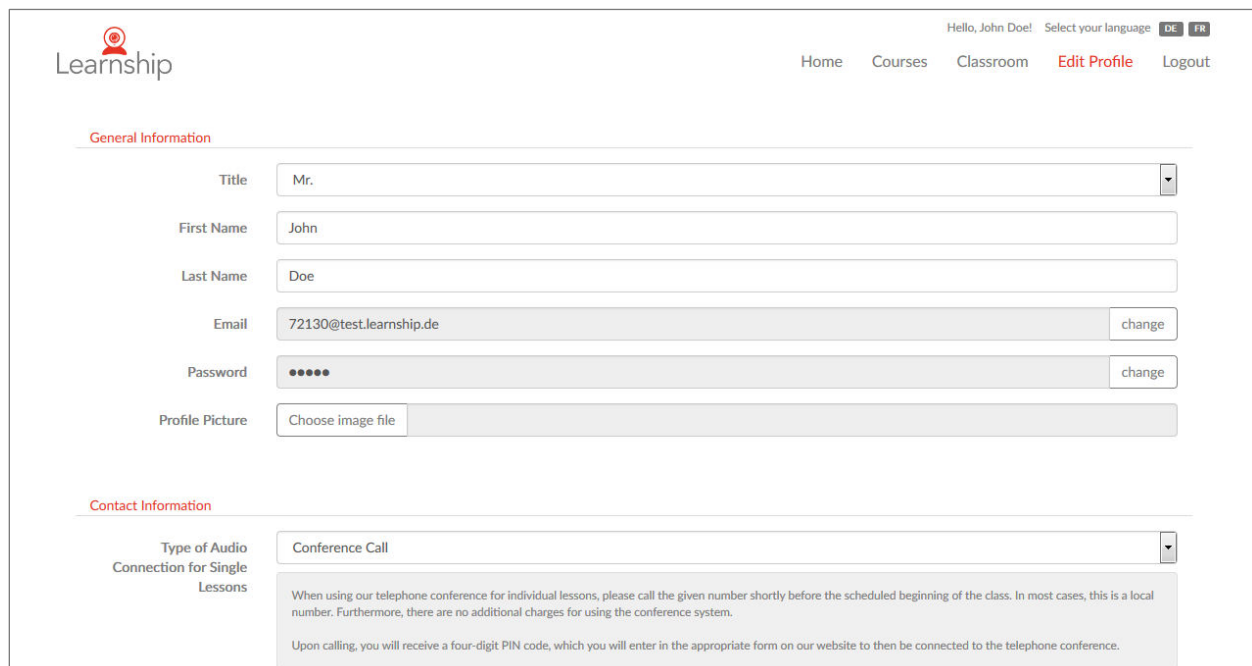


Editing Your Profile & Changing Your Password

In order to change your password, please click on “Edit Profile “. From here you can also update your other profile details including your contact information and profile picture.



The screenshot shows the Learnship user dashboard. At the top right, the user is logged in as "John Doe" and can select their language (DE or FR). The navigation bar includes links for Home, Courses, Classroom, **Edit Profile** (highlighted with a red arrow), and Logout. The main content area is divided into two columns. The left column, titled "Your Courses", lists several courses for "Doe, John - de - 1". The right column, titled "Your Profile", shows a placeholder for a profile picture and the user's name "John Doe" and location "Germany" (highlighted with a red arrow). Below the profile section, there are two tables: "Upcoming Classes" and "Previous Classes", each listing class details and providing a link to "Details".



The screenshot shows the "Edit Profile" form. It is divided into two main sections: "General Information" and "Contact Information".

General Information

- Title:
- First Name:
- Last Name:
- Email:
- Password:
- Profile Picture:

Contact Information

- Type of Audio Connection for Single Lessons:

When using our telephone conference for individual lessons, please call the given number shortly before the scheduled beginning of the class. In most cases, this is a local number. Furthermore, there are no additional charges for using the conference system.

Upon calling, you will receive a four-digit PIN code, which you will enter in the appropriate form on our website to then be connected to the telephone conference.

Your Upcoming Sessions

To enter your classroom, you can use the 'Upcoming Classes' section. Alternatively, if you signed into your profile 10 minutes before the session starts, you will be given a screen prompt with a direct link to enter the classroom.

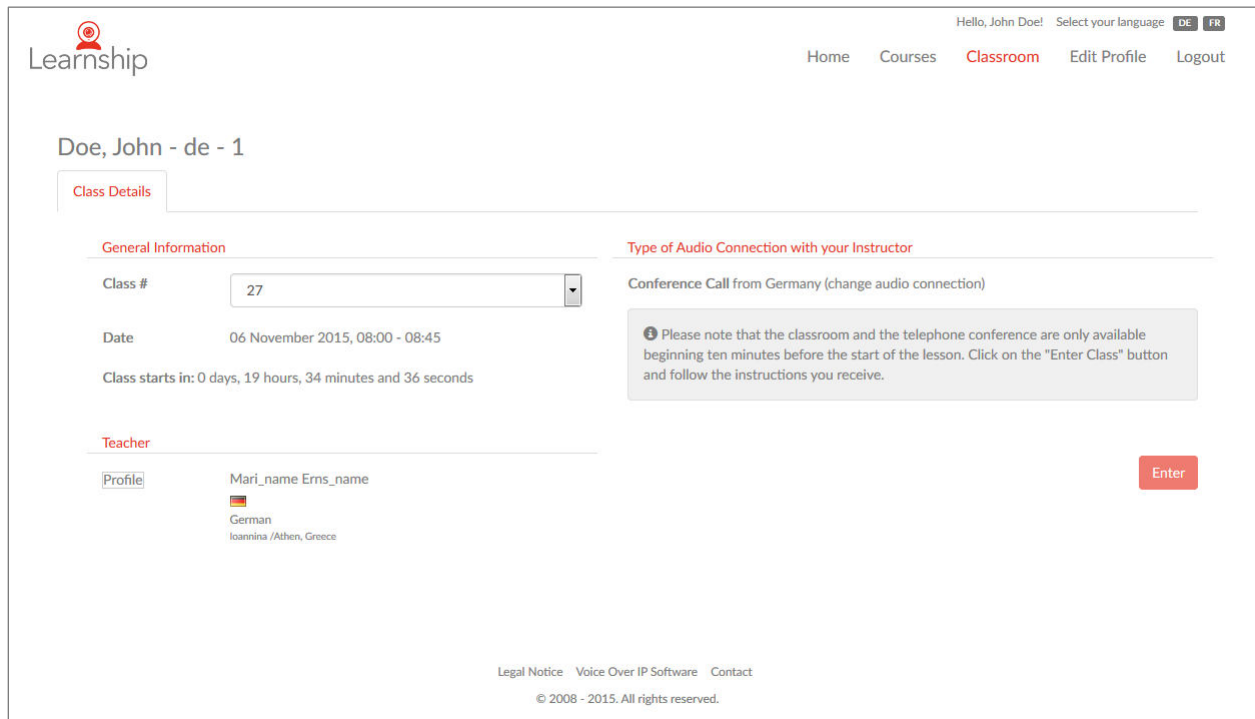
To use the "Upcoming Classes" section, please click on "Details".

Please be aware of our cancelation and rescheduling policies for intercultural training. In case you want to cancel or need to reschedule your intercultural training, please contact our Customer Support Team via e-mail.

Upcoming Classes		
Doe, John - de - 1 (class #27) with Mari_name Erns_name	06/11/2015 08:00-08:45	» Details
Doe, John - de - 1 (class #28) with Mari_name Erns_name	09/11/2015 08:00-08:45	» Details
Doe, John - de - 1 (class #29) with Mari_name Erns_name	11/11/2015 08:00-08:45	» Details
Doe, John - de - 1 (class #30) with Mari_name Erns_name	13/11/2015 08:00-08:45	» Details
1 2 3 4 5 ... 6 >		

Signing into the Classroom

Once you have successfully clicked on “Details”, you should see the following page:



The screenshot shows the Learnship Classroom interface. At the top, there's a header with the Learnship logo, a user greeting "Hello, John Doe!", and language selection buttons for "DE" and "FR". Navigation links include "Home", "Courses", "Classroom" (highlighted), "Edit Profile", and "Logout". Below the header, the user's name "Doe, John - de - 1" is displayed. A "Class Details" tab is active. The page is divided into two main sections: "General Information" and "Type of Audio Connection with your Instructor". Under "General Information", there's a "Class #" dropdown menu showing "27", a "Date" field showing "06 November 2015, 08:00 - 08:45", and a countdown timer "Class starts in: 0 days, 19 hours, 34 minutes and 36 seconds". Under "Type of Audio Connection with your Instructor", there's a "Conference Call from Germany (change audio connection)" section with a note: "Please note that the classroom and the telephone conference are only available beginning ten minutes before the start of the lesson. Click on the 'Enter Class' button and follow the instructions you receive." Below this, there's a "Teacher" section with a "Profile" link and details for "Mari_name Erns_name", including a German flag, "German", and "Ioannina /Athen, Greece". A red "Enter" button is located on the right side of the page. At the bottom, there are links for "Legal Notice", "Voice Over IP Software", and "Contact", along with a copyright notice "© 2008 - 2015. All rights reserved."

Please note that you will only be able to enter the classroom 10 minutes before and 20 minutes after the session.

The button “Enter” will lead you into the classroom. This may take a few seconds depending on your browser’s speed.

Please enter the classroom to let your trainer know you are ready for the class.

Your Previous Sessions

Review Classroom

About 60 minutes after you have completed your session, you can access material from it. This includes homework and the individual vocabulary list. Please click on “Details”.

Previous Classes		
Doe, John - de - 1 (class #9) with Mari_name Erns_name	25/09/2015 17:00-17:45	» Details Homework
Doe, John - de - 1 (class #8) with Mari_name Erns_name	23/09/2015 17:00-17:45	» Details Homework

The following page will open. To see your session material, click on “Re-enter Classroom”.

Doe, John - de - 1

Class Details

Feedback

Homework & reference material

General Information


Class #9

Date25 September 2015, 17:00 - 17:45

Teacher

Profile

Mari_name Erns_name

 German

Ioannina /Athen, Greece

Material

Download Vocabulary List

Homework

Report technical problems that occurred in the session.

Re-enter Classroom

Download Individual Vocabulary List

Access Homework

View Class Material

Homework & Course Material

You can access your homework by clicking on “Homework and reference material” and on “Open Homework”.

Doe, John - de - 1

Class Details
Feedback
Homework & reference material

Homework

Exercises	Completed	Score (1st)	Score (2nd)
09 Hausaufgaben	-	-	-
09 Übungen	-	-	-

Open Homework

Reference material
Vocabulary List

If your trainer has assigned homework, you will see the „Homework & reference material“ tab. If you click on it, you will see all of the material that the trainer has assigned to you as homework for this session. If your trainer has given you a homework handout in class, you will be reminded

of it here. Your trainer may also choose to assign you homework from our extensive online catalog.

You may now work on your homework with the tools already known from the virtual classroom. You do not need to save your entries as it is done automatically. You can continue to work on your homework at any time.

If your trainer has adjusted this function, you may be able to check your homework yourself by clicking on “Show solutions”. Your trainer can open your entries and – if necessary – leave comments. The review of your homework can also be a part of your next sessions.

Please note that homework material cannot be printed out and is only accessible in digital format.

Vocabulary List and Reference Material

If desired, you can download and print out the vocabulary lists of your previous sessions. Your trainer can also provide you with other documents to download.