



STUDENT USER MANUAL

(UNN CDEL ILEARN)



UNIVERSITY OF NIGERIA
CENTER FOR DISTANCE AND e-LEARNING (CDeL)

ABSTRACT

This manual seeks to guide facilitators of the University of Nigeria, Centre for Distance and e-learning on the various learning activities necessary to achieve successful learning experience on the **UNN iLEARN** platform. It also seeks to answer possible questions in relation to facilitator know-how on the platform.

This manual will give you all the information and guidance that you need to get started/continue using **UNN iLEARN** and enhance the optimal usage of the platform. This guide will provide clear steps on the basic principles behind the **UNN iLEARN** platform, its features and how to use them.

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Center for Distance and e-learning

unn.ilearn.com.ng

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1.0 UNN ILEARN

UNN iLEARN is an exciting e-learning solution created to transform and empower the University of Nigeria Centre for Distance and eLearning to truly deliver impactful education to students, lead the transformation of education and become the face of technology based education in Africa. This platform has been created to truly provide an avenue for students to connect with their facilitators and knowledge bearers who are passionate about education to disseminate and share that knowledge across a wide spectrum of learners in ways that are convenient and seamless.

UNN iLEARN was born from a passion for education, growth, change and technology. This platform will change the way students learn, the way facilitators share the knowledge that they have and the entire viewpoint of the Nigerian Institute of Advanced Legal Studies. With this platform, students have been empowered to truly accomplish their academic vision, thoughts, experience and knowledge with facilitators and fellow students.

2.0. UNN ILEARN DESIGN PRINCIPLES

UNN iLEARN was created and designed with some key underlying and core principles. These principles form the basis for all UNN iLEARN features, functionality and usage. The core principles work towards 5 common goals;

1. To support students to gain in-depth understanding of the subject matter being studied per time.
2. To empower academic staff to easily share knowledge, interact and manage student's growth in convenient and flexible ways.
3. To empower management to strategically position the university to lead the educational advancement in Africa.
4. To replicate the traditional learning experience with the convenience and flexibility of participating from anywhere at any time
5. To allow students to interact and share with their facilitators and other students at their convenience.

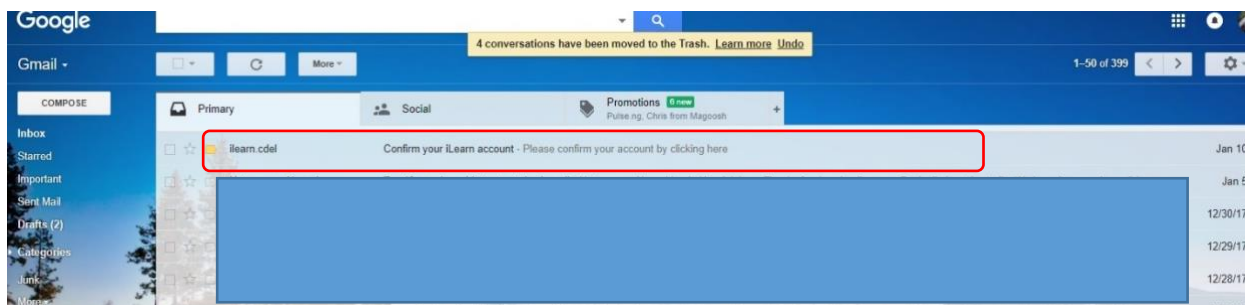
3.0. GETTING STARTED

3.1. Create your Account

To complete your account creation, please follow the step by step procedure below.

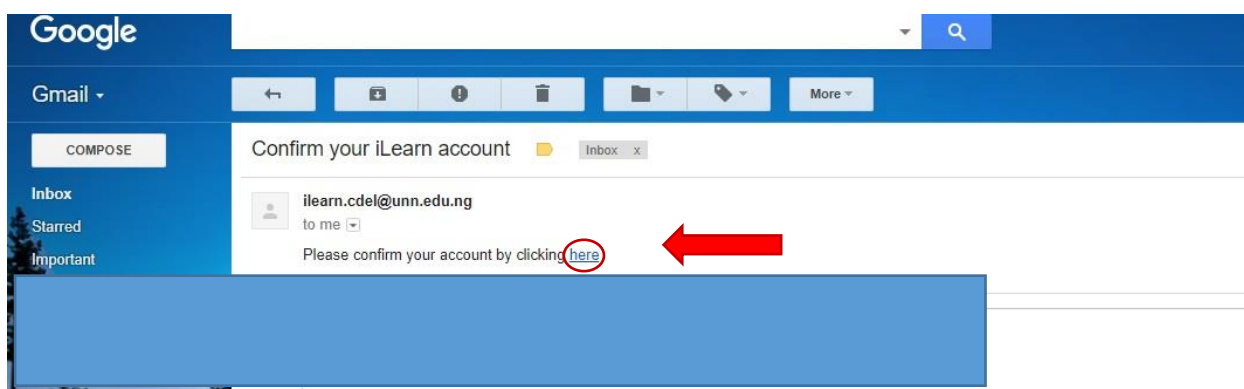
STEP 1: Log in to your email

STEP 2: Find the mail titled "ilearn.cdel" shown below



STEP 3: Click on the mail to open

STEP 4: When the mail opens, click on "here" as shown in the image below.



STEP 5: When you click on the mail, it will take you to the reset password page as shown below.

Reset password.
Reset your password.

Email

Password

Confirm password

© 2017 - iLearnV2

STEP 6: Fill the form (Screen shot below)

- Put your e-mail (the one you received the mail in)
- Type in a password that is easy to remember but hard for anyone to guess
- Repeat the Password

STEP 7: Click on the reset button as shown below

Reset password.
Reset your password.

Email

Password

Confirm password

© 2017 - iLearnV2

STEP 8: Click on “click here to log in” you will be redirected to the [UNNiLEARN](#) log in page



Reset password confirmation.

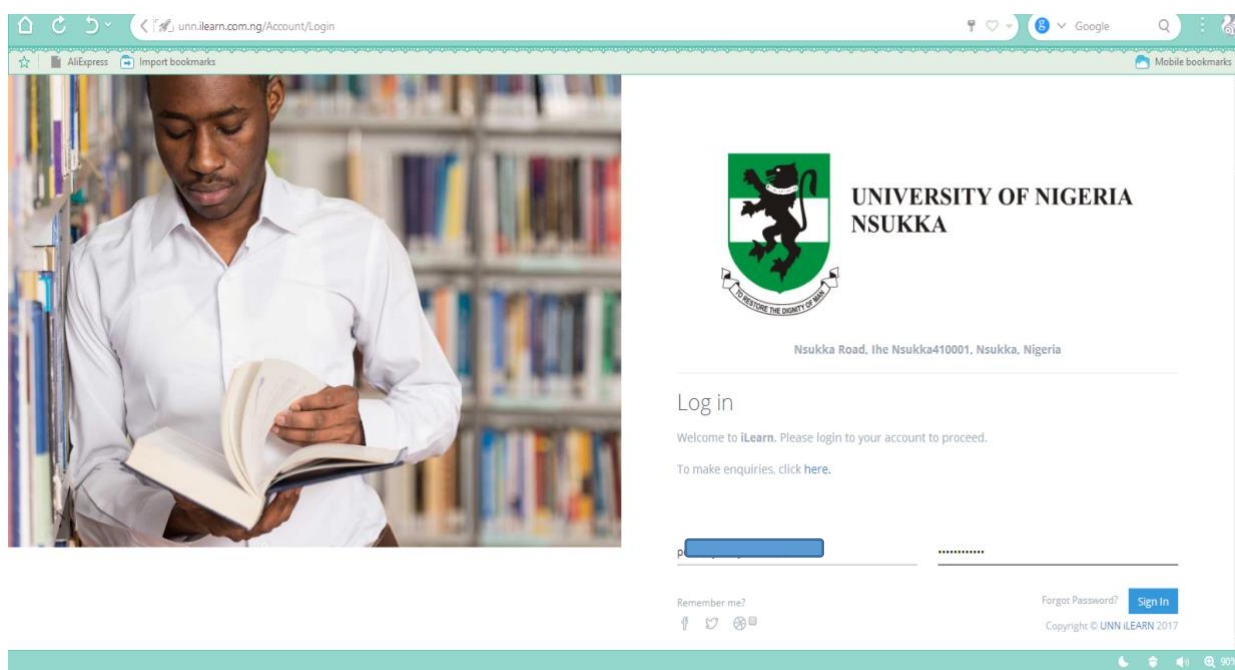
Your password has been reset. Please [click here to log in](#)

© 2017 - iLearnV2



STEP 9: When on the log-in page as shown below, put in your e-mail and chosen password

STEP 10: Click on the "Sign in" button, this will take you into your portal



If you have any question please call Femi on +234 809 797 3803 or Felix on +234 703 039 7746, or send a mail to femi@eduplatformsng.com.

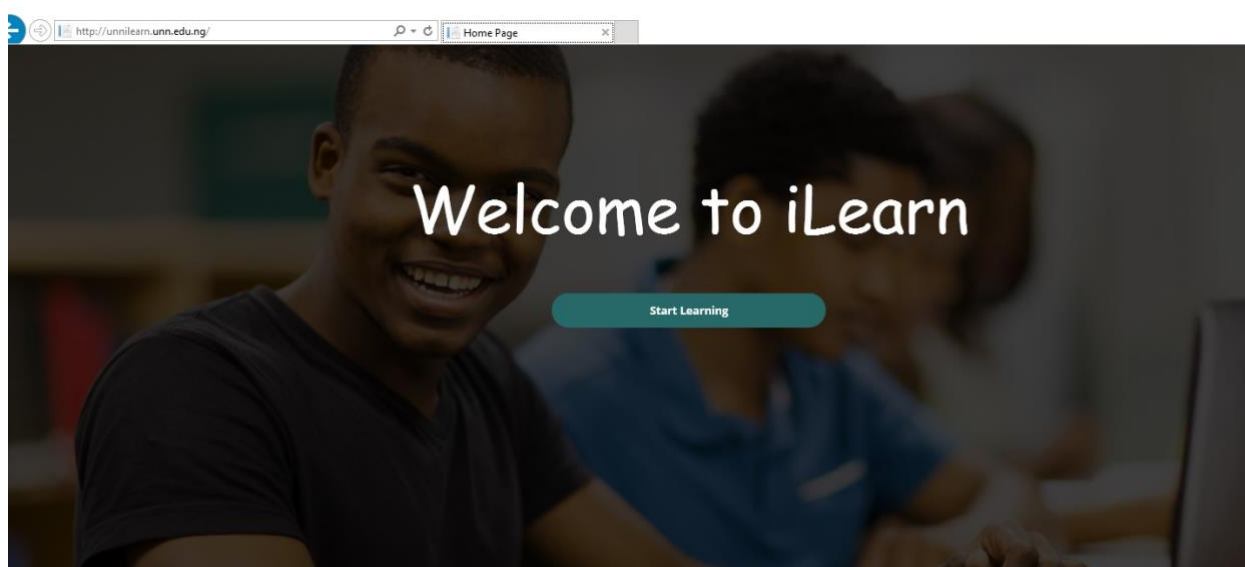
3.2. Logging on

You can Log in to your account using the log in details provided by your Admin by following these steps;

STEP 1: Open a web browser on your computer or phone, Enter the URL: www.unn.ilearn.com.ng

STEP 2: Enter your username (Email) and password in the login page that appears and you are automatically logged on to the platform.

STEP 3: Click on the “start learning” panel which in turn takes you to the facilitator dashboard.

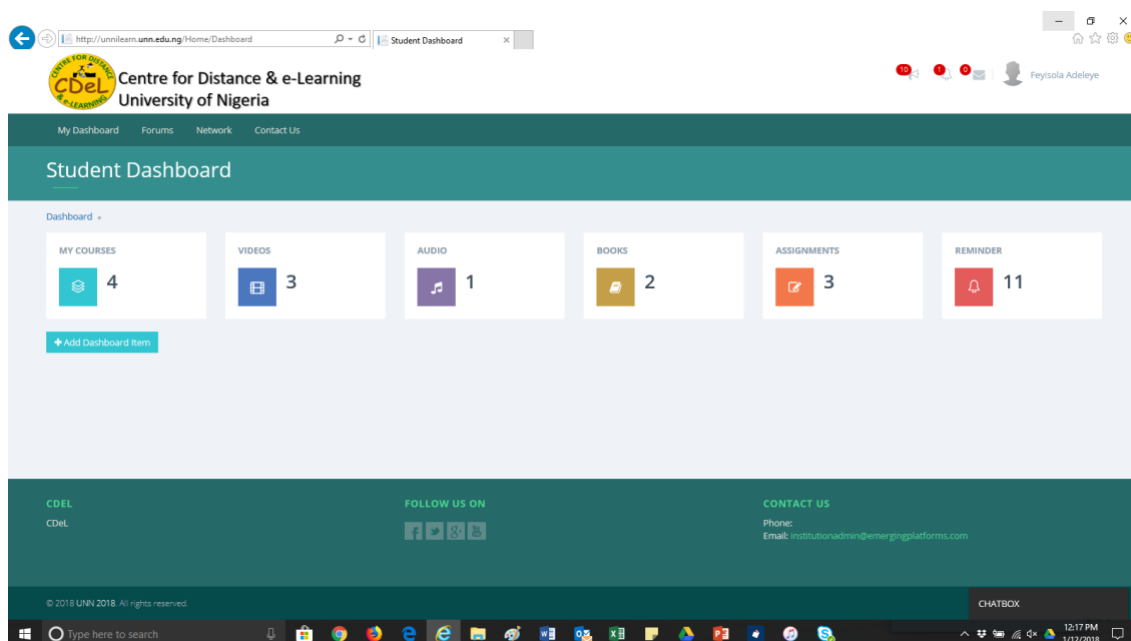


4.0. THE BASICS

To ensure that you have an optimal experience on the iLearn platform, certain basic features are provided to allow you in managing key information on your activities and easily access the key features of the application.

4.1. Dashboard

Once you have successfully logged in to the platform, your dashboard appears as a student



The dashboard helps you keep track of your key activities and personal information. It provides you access to:

1. Your profile details
2. Recent activities in your network
3. Your courses
4. Videos
5. Audio
6. Books
7. Announcements
8. Reminder
9. Notifications in real time
10. Help & Support

NOTE: You can also manage dashboard items by selecting relevant elements that you want displayed on your screen.

4.2. Site Navigation

The navigation menu bar at the top of the homepage provides links to all features and modules of the iLearn Platform as shown in the table below;

Forum	Network	Contact us
General Forum	My Course mates	Announcement
	My Friends	FAQs
	Friend Rrequests	Enquiries

	Institutions	Feedback
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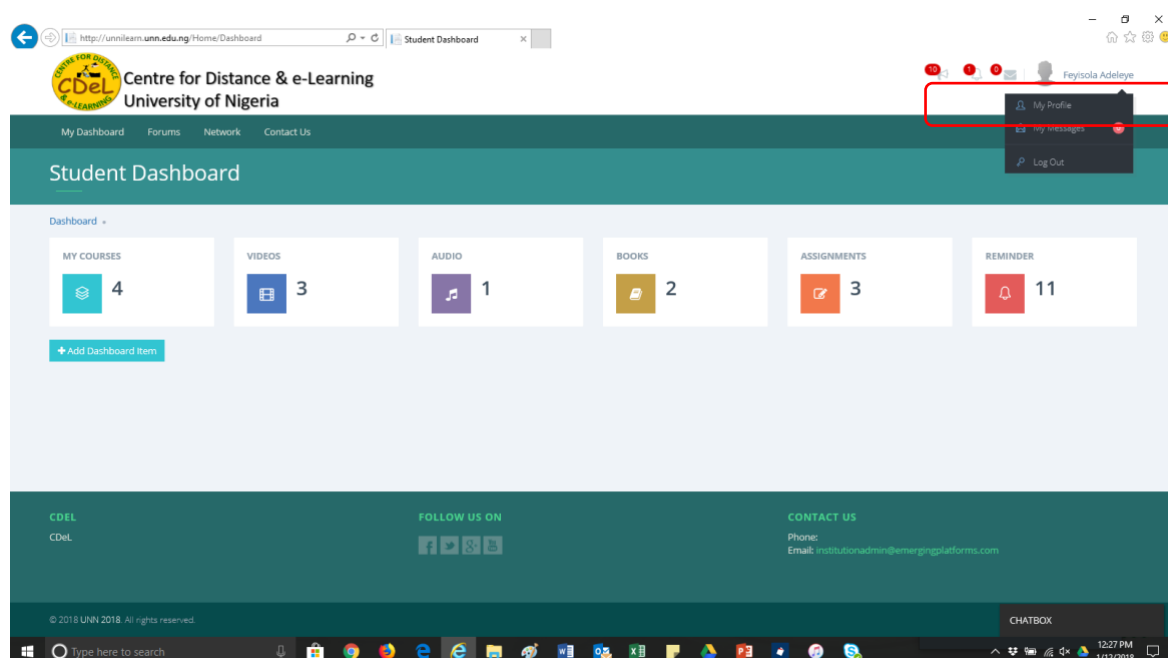
4.3. My Profile

My profile section allows you to manage your personal and course information on the platform and also see your academic progress. This section shows you a list of your current and previously registered courses. Here, you can do the following:

1. View your profile
2. Edit your profile

4.3.1 Viewing Your Profile

To view your profile select “My profile” on drop down menu from the top right corner of the page that bears user name. You can view your personal information, academic profile, active courses and academic history.



You can also view and manage your personal information; this includes editing the profile picture, your email address, phone number and even local address.

4.3.2 Account Settings

By selecting “My profile” you will be navigated to the account settings page. In this section you have the privilege to manage; personal info, avatar, and password.

By selecting “personal info”, you can change your information such as email, mobile number, gender, date of birth, and about yourself.

By selecting “change avatar”, you can browse your local files to change avatar to a preferred profile picture.

By selecting “change password”, this allows you to manage your password. You will be required to provide current password and new password that will be used to access the portal.

Below is a screenshot of the account settings page that manages all aforementioned functions.

The screenshot displays the 'AccountSettings' page. On the left, there is a profile section with a placeholder for a profile picture and the name 'Feyisola Adelaye'. Below this are links for 'Overview' and 'Account Settings'. The main area is titled 'PROFILE ACCOUNT' and contains a form with the following fields:

- First Name: Feyisola
- Last Name: Adelaye
- Other Names: (empty)
- Title: (empty)
- Email: adelayefeyisola@gmail.com
- Mobile Number: 08072345678
- Gender: (dropdown menu)
- Date Of Birth: (calendar icon)
- About Yourself: (text area)
- Duration for Reminders: 1 (dropdown menu)

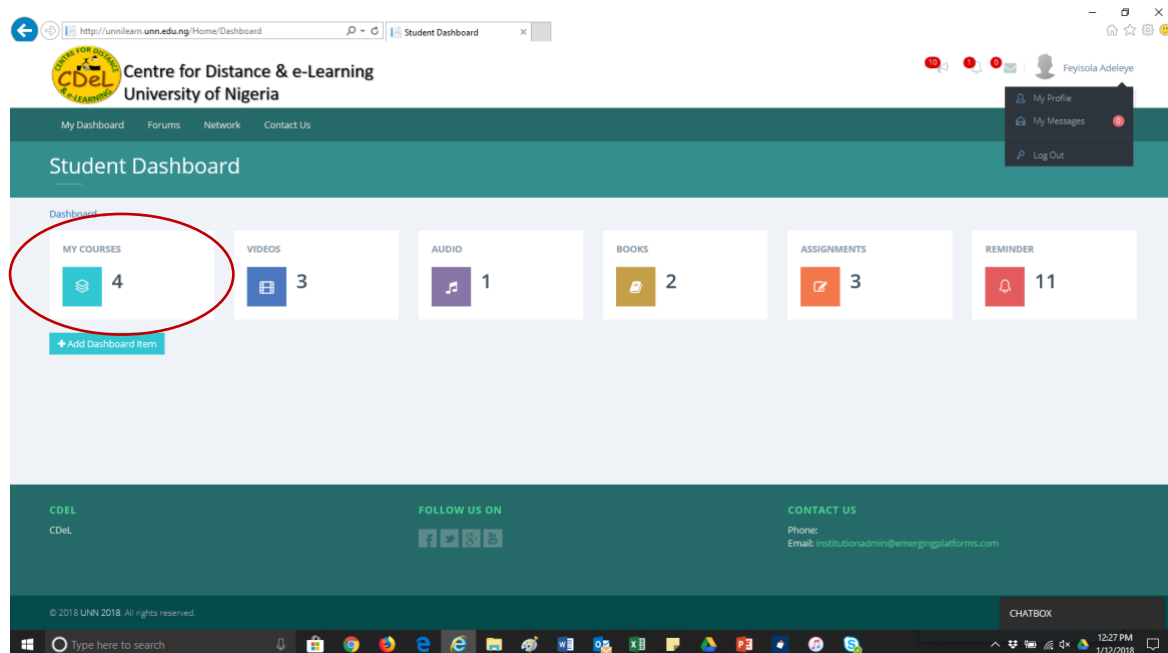
At the bottom of the form are 'Save Changes' and 'Cancel' buttons. The footer of the page includes contact information for the Centre for Distance & e-Learning, University of Nigeria, and a chat icon.

GENERAL CONFIGURATION

4.3. My Courses

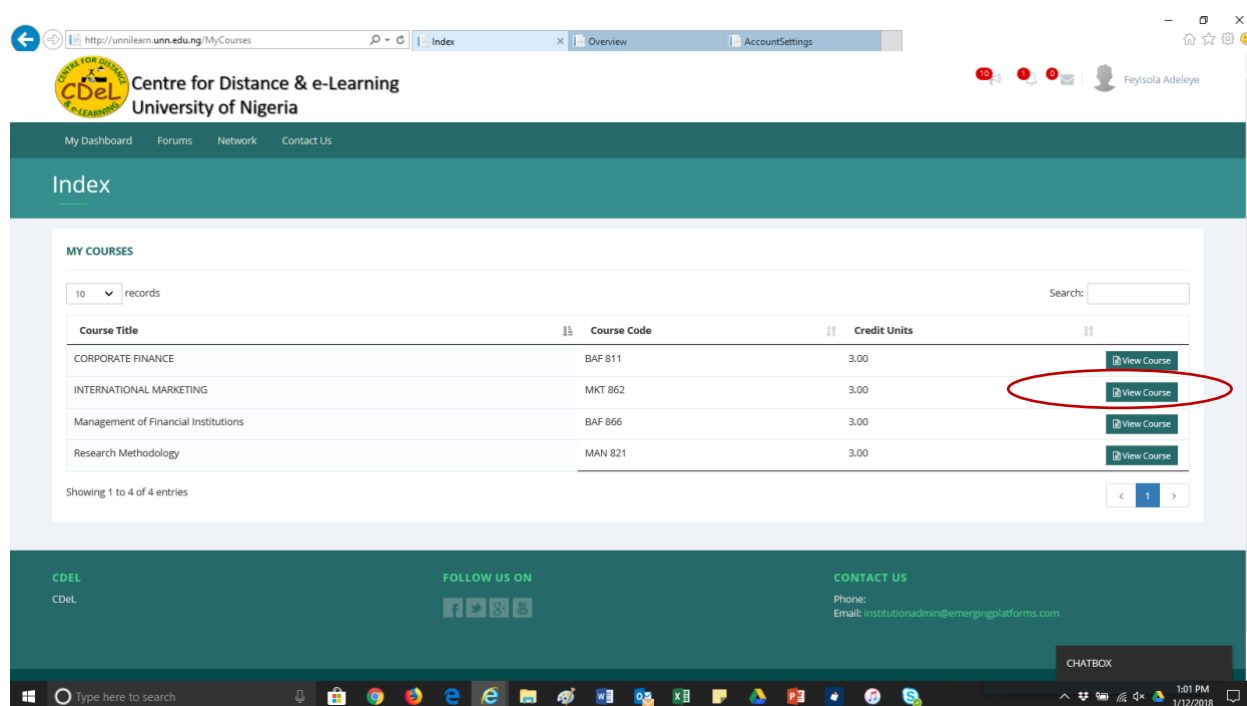
To access your courses, select “my courses” link on your dashboard below the performance indicator. On the “my courses” page, you can view a list of courses that has been assigned to you and the number of contents available in such courses.

In case you cannot find any course on your page, you are advised to report to your Course administrator to assign courses to you. You can also search for your courses by typing in the course code in the “search” bar.



After selecting “my courses”, the details of the available courses will be displayed as provided below;

You can also use the search functionality to search for a course that you have registered for.



5.0 ACHIEVING ACADEMIC EXCELLENCE

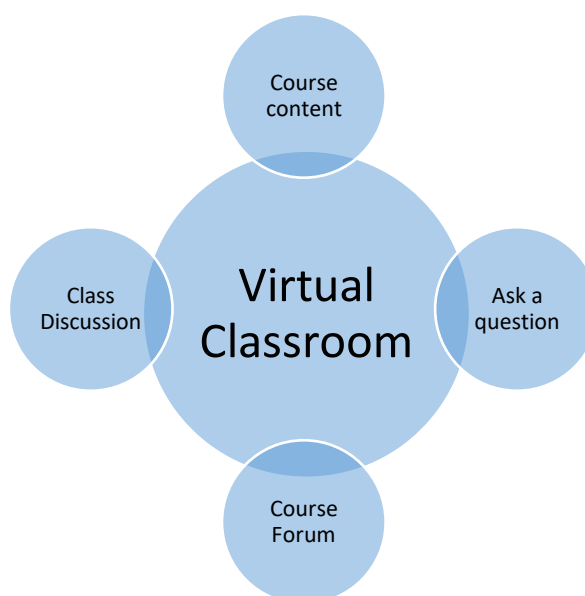
Interaction plays a key role in learning; understanding of course learning content is deepened by the cross-interaction between students and facilitators. Achieving academic excellence entails having quality study materials that help to improve and aid the learning process in the virtual classroom. The NOUN iLEARN platform replicates the traditional classroom interaction experience using technology. It provides students with course materials, videos and audios delivered by facilitators, opportunities to participate in class discussions and course centered forums.

This principle is aimed at empowering students to take control of their learning experience while providing flexibility and smarter learning. The NOUN iLEARN platform enhances and supports students to view, participate and assimilate content on-demand, anytime and anywhere.

5.1 Virtual Classroom

The virtual classroom replicates the traditional classroom experience by providing access to your key course contents, which include lecture videos, audios, smart books and additional resources. Also, the virtual classroom allows you to perform the following activities;

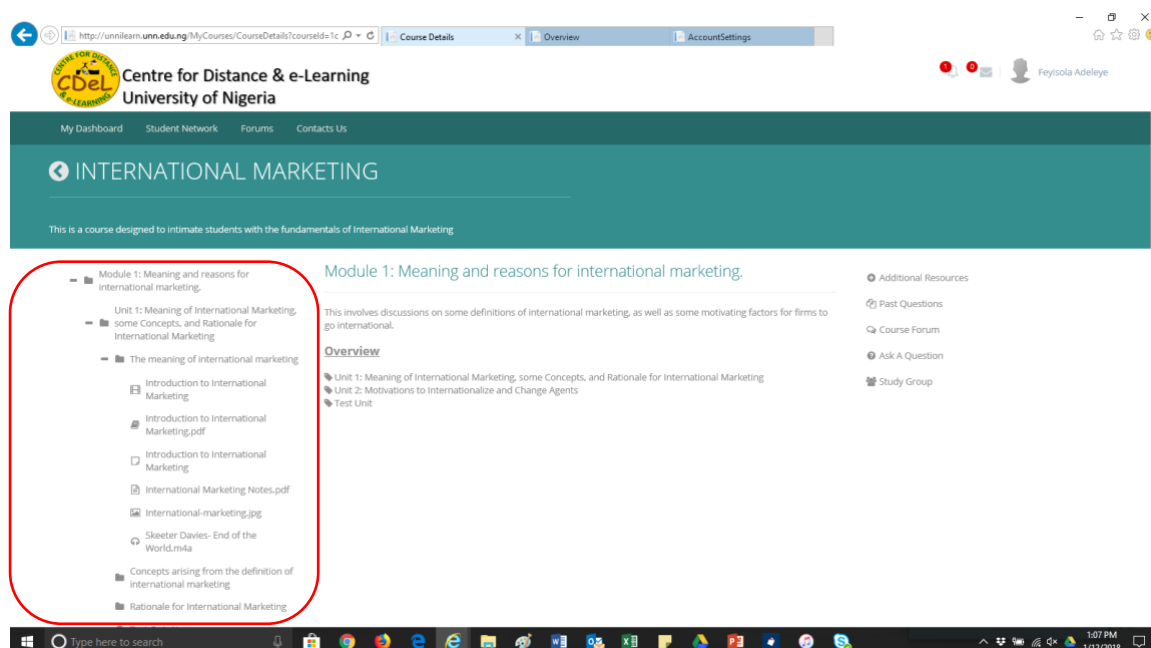
3. Take test questions (practice tests and quizzes) and assignments
4. Ask your facilitator questions and get answers.
5. Participate in class discussions led by your facilitator.
6. Create topical discussions in the course forum



You can access virtual classroom by taking the following steps;

STEP 1: Navigate to "My Courses" on the dashbord menu bar

STEP 2: Select your course of interest for the virtual classroom and then click “view course”.



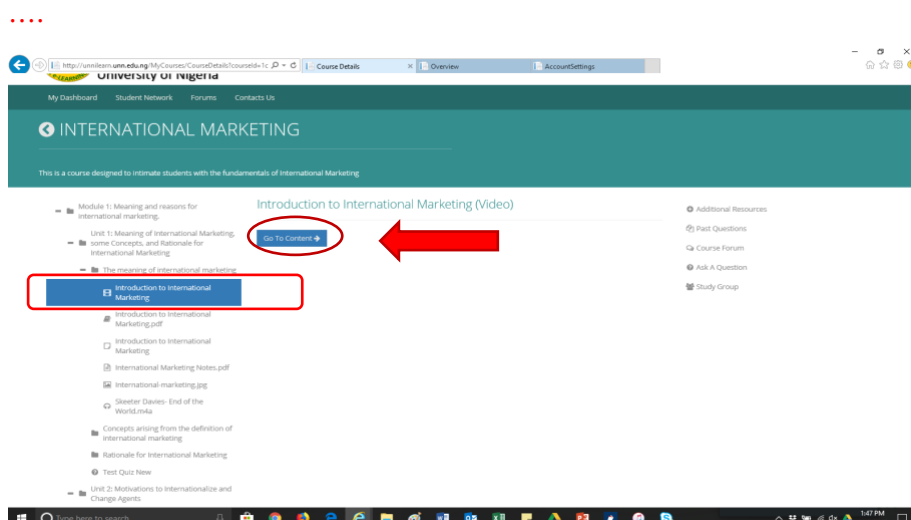
FIG

5.2. Course Content VIDEOS

Videos and Audio will allow you to have in-depth explanation and clarification of course content that your facilitators have delivered. You can access these videos and audios anytime and anywhere.

You can view course videos in two ways:

7. Select videos as an activity tied to the Units in a course from the page available in FIG



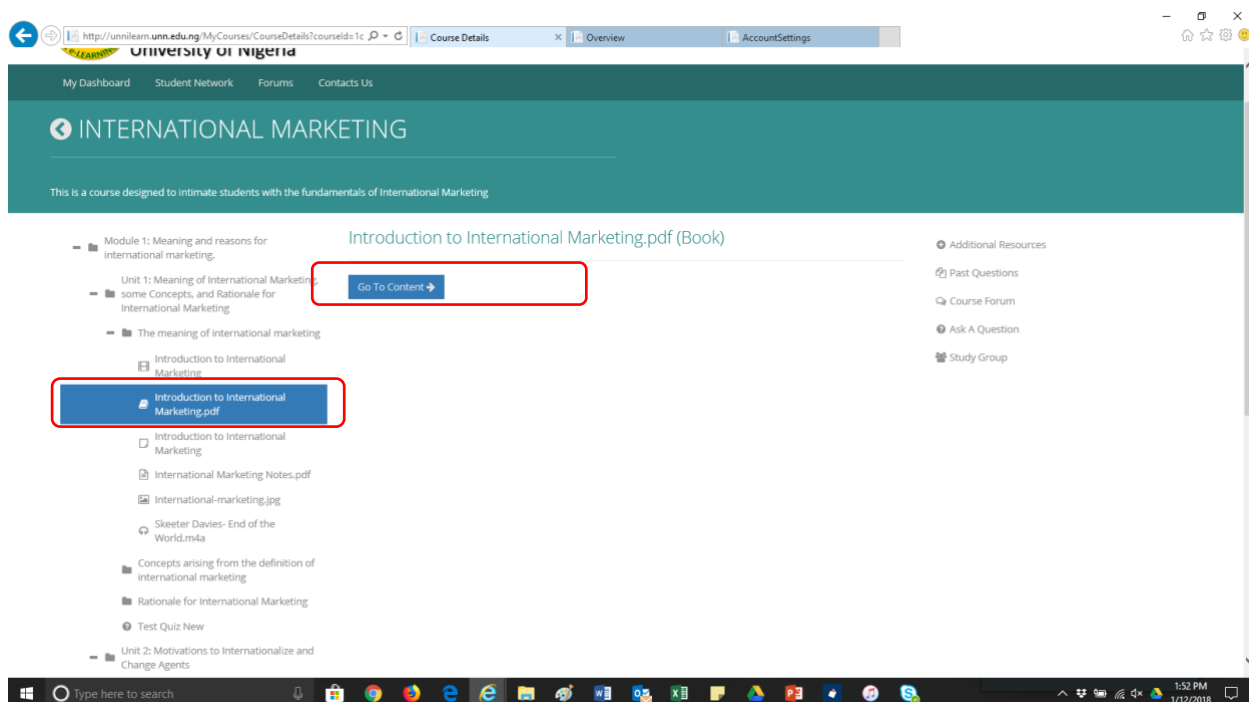
8. Click go to content to view video available in a unit.

SMARTBOOKS

Smart books are super enhanced versions of your course materials that allow you bookmark pages, highlight important notes, share notes with your classmates. You can access these smart books from the web or mobile at your convenience.

To read your smart books:

- Click the smartbook file by clicking the pdf attachment provided by the facilitator "my courses" page, select a course



- Click "go to content to download the file."

FACILITATORS NOTES

This feature allows your facilitator share extra ideas, information, announcements and their thoughts with the sole purpose of enhancing your learning experience and ensuring that you are well equipped with adequate knowledge on the course. You can view these notes in "content" tab of the virtual classroom.

STEP: Follow the prompt provided for the first 2 activity. This brings you to the facilitator note where you can also drop a comment for the facilitator as seen below

The screenshot displays the UNN iLEARN platform interface. At the top, the browser address bar shows the URL: <http://unnilearn.unn.edu.ng/MyCourses/CourseContentPage/s89d6>. The platform header includes the UNN iLEARN logo and the text 'Centre for Distance & e-Learning University of Nigeria'. Below the header, the 'Course Content' section is visible, titled 'INTRODUCTION TO INTERNATIONAL MARKETING'. The course name is 'INTERNATIONAL MARKETING'. The main content area includes a section titled 'What is International Marketing?' with a definition: 'International marketing is simply the application of marketing principles to more than one country. However, there is a crossover between what is commonly expressed as promotional marketing and global marketing, which is a similar term. For the purposes of this lesson on international marketing and those that follow it, international marketing and global marketing are interchangeable.' A note states: 'Note: Kingpin's definition is typical of those that see international marketing as one stage of an internationalization process.' A paragraph explains that one of the first things companies must realize when they decide to expand into new markets is that doing so is not simply a matter of finding a free program online to translate website content. It further states that international markets are different from domestic markets, and international marketing is a different process from domestic marketing. A section titled 'Deciding When to Expand' follows, with a paragraph stating: 'Because of the scale of the investment needed to build an international marketing program, it's important to ensure the timing is right. How can a company know that it's time to set sail? Into international waters? There are several questions executives should ask as they decide:' A list of considerations is provided:

- Has the company built a solid foundation at home? This seems intuitive, but if the expansion spreads the company's resources too thin and far from the intended success, the move could lead to disaster.
- How big will this expansion be? Is this international expansion a matter of opening new locations in several countries, or is it simply expanding the company's online presence?
- Does the company have personnel in place to handle the expansion? This includes making sure that the company has employees with the required skills and the company can afford to shift those individuals into new roles or hire additional resources.
- How much money is the company able to invest in international marketing efforts and where will this money come from? Depending on how business is running in the primary market, it may be wise to divert money from domestic marketing efforts into international markets. For example, in the past few years, Netflix has diverted a significant portion of its marketing budget into international marketing with the intent to grow its audience from just over 50 countries in January of 2015 to 200 by the end of 2016. In 2014, the video streaming company spent \$313.7 million on foreign markets, approximately \$42.70 for each new customer added. Meanwhile, the company spent approximately \$51.54 for each new domestic subscriber.

The page also features a 'COMMENTS' section with a text input field and a 'Post Comment' button, which is highlighted by a red rectangular box. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying 1:58 PM on 1/12/2018.

TEST QUESTIONS AND ASSIGNMENTS

Tests questions and assignments are designed to provide you opportunities to gauge your understanding assess yourself and ultimately help prepare you for your examination. There are three assessment tools on the NOUN iLEARN platform;

11. **Practice test:** This test helps you assess your student's understanding of your course
12. **Quizzes:** This test helps assess your student's understanding of individual modules or units of your course material

The screenshot shows the 'Course Details' page for 'INTERNATIONAL MARKETING' on the UNN iLearn platform. The page header includes the UNN logo and navigation links: My Dashboard, Student Network, Forums, and Contacts Us. The course title 'INTERNATIONAL MARKETING' is prominently displayed. Below the title, a description states: 'This is a course designed to intimate students with the fundamentals of International Marketing'. A sidebar on the left lists the course structure, including 'Module 1: Meaning and reasons for international marketing', 'Unit 1: Meaning of International Marketing, some Concepts, and Rationale for International Marketing', and 'The meaning of international marketing'. A 'Test Quiz New' button is highlighted with a red box. The main content area shows 'Test Quiz New' with a 'Take Quiz' button, also highlighted with a red box. The start and end dates are listed as 'Start Date : 1/16/2018 6:55:00 AM - End Date : 1/17/2018 10:55:00 AM'. The Windows taskbar at the bottom shows the time as 2:00 PM on 1/12/2018.

The screenshot shows the 'AnswerQuiz' page for 'Test Quiz New' on the UNN iLearn platform. The page header includes the UNN logo and navigation links: My Dashboard, Forums, Network, and Contact Us. The page title 'AnswerQuiz' is prominently displayed. On the left, a 'NAVIGATE QUESTIONS' sidebar shows a list of questions, with '91' highlighted. The main content area is titled 'QUIZ INFORMATION' and contains details about the quiz: 'Quiz Name: Test Quiz New', 'Quiz Duration: From 16-01-2018 till 17-01-2018', 'Description: Testing while fixing', and 'Completion Description: Complete when you get all the questions right'. A 'Start Quiz' button is highlighted with a red box. The footer includes the UNN logo, 'FOLLOW US ON' social media links, and 'CONTACT US' information. The Windows taskbar at the bottom shows the time as 2:01 PM on 1/12/2018.

Centre for Distance & e-Learning
University of Nigeria

My Dashboard Forums Network Contact Us

AnswerQuiz

NAVIGATE QUESTIONS

Q1

Submit Quiz

QUESTION 1

jjjj

Answer :

(Enter Numbers or Decimals Only.)

CDL
CDL

FOLLOW US ON

CONTACT US
Phone:
Email: institutionadmin@emergingplatforms.com

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CHATBOX

Type here to search

2:02 PM
1/12/2018

13. **Assignment:** This test helps you assess your student's understanding on a deeper level.

INTERNATIONAL MARKETING

This is a course designed to intimate students with the fundamentals of International Marketing

Module 1: Meaning and reasons for international marketing.

Unit 1: Meaning of International Marketing, some Concepts, and Rationale for International Marketing

The meaning of international marketing

Introduction to International Marketing

Introduction to International Marketing.pdf

Introduction to International Marketing

International Marketing Notes.pdf

International-marketing.jpg

Skeeter Davies- End of the World.m4a

Concepts arising from the definition of international marketing

Rationale for International Marketing

Test Quiz New

Unit 2: Motivations to Internationalize and Change Agents

Motivations to Internationalize and Change Agents

Change Agents

Issue Test

Issue Test

Deadline : 16/01/2018 06:30

View Assignment

Additional Resources

Past Questions

Course Forum

Ask A Question

Study Group

<http://unnilearn.unn.edu.ng/MyCourses/ViewAssignment?courseAssignmentId=ac0bc43-2717-e711-80d1-ecf4bcb335a7>

Type here to search

2:04 PM
1/12/2018

Centre for Distance & e-Learning
University of Nigeria

My Dashboard Forums Network Contact Us

View Assignment

[Back](#)

Title
Issue Test

Deadline
16/01/2018 06:30

Instruction
Just Testing

Question 1 Question details

[Submit Answer](#) [View Submission](#) STATUS: PENDING

CDel
CDel

FOLLOW US ON
f t g b

CONTACT US
Phone:
Email: institutionadmin@emergingplatforms.com

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CHATBOX

Type here to search

2:05 PM
1/12/2018

Centre for Distance & e-Learning
University of Nigeria

My Dashboard Forums Network Contact Us

View Assignment

[Back](#)

Title
Issue Test

Instruction
Just Testing

Question 1 Question details

[Submit Answer](#) [View Submission](#) STATUS: PENDING

CDel
CDel

FOLLOW US ON
f t g b

CONTACT US
Phone:
Email: institutionadmin@emergingplatforms.com

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CHATBOX

Type here to search

2:06 PM
1/12/2018

Submit Assignment

Question details

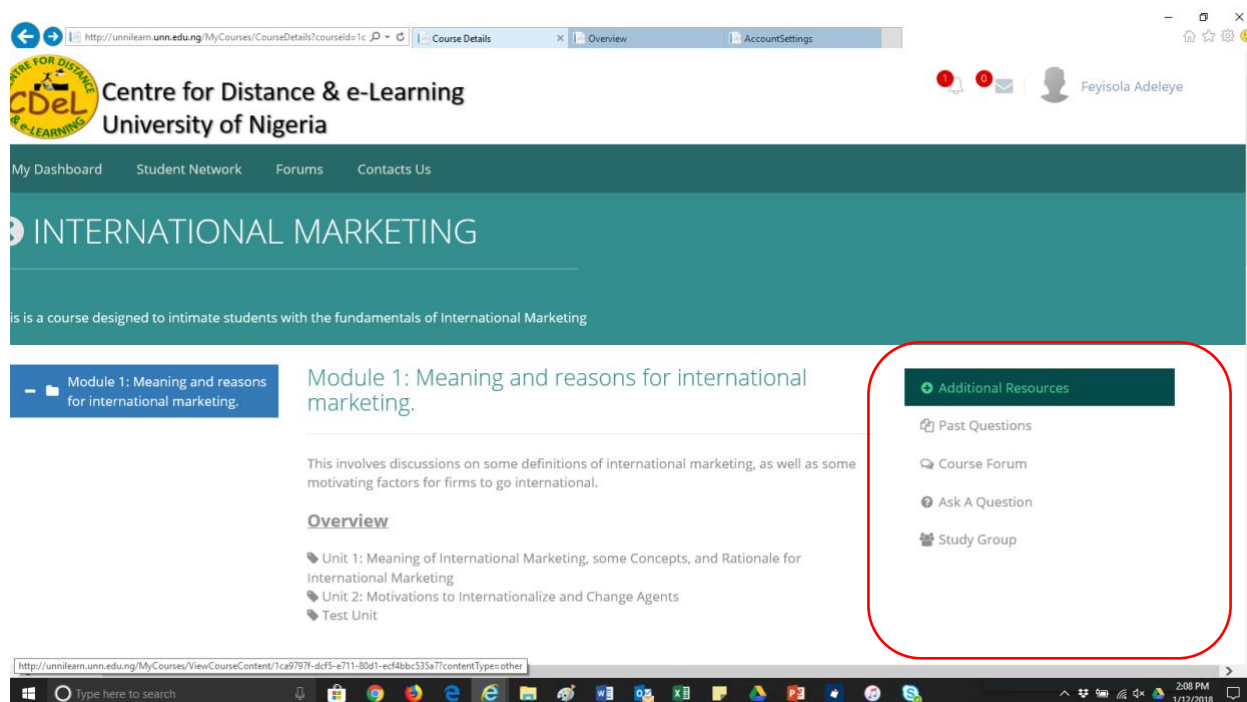
Enter your answer here.

[Select file](#)

[Cancel](#) [Save](#)

ADDITIONAL RESOURCES

This feature serves as a repository of resources shared by your facilitators to further elaborate on concepts and ideas not captured in core course content. These resources can be either files or links.



5.2.1. Class Discussion

In the virtual classroom, class discussions are scheduled by your facilitators to ensure you gain a better understanding of the course. Your facilitators schedule class discussions within a time frame. During the scheduled time frame, you and other students can interact with them in real time.

In order to participate in the class discussions, you can follow these steps;

NOTE: Ensure your computer is connected to the internet and load up your web browser.

STEP 1: Navigate to "My Classroom" on the navigation menu bar and then select "my courses".

STEP 2: Select the course you want to participate in the class discussion

STEP 3: Click on the class discussion tab

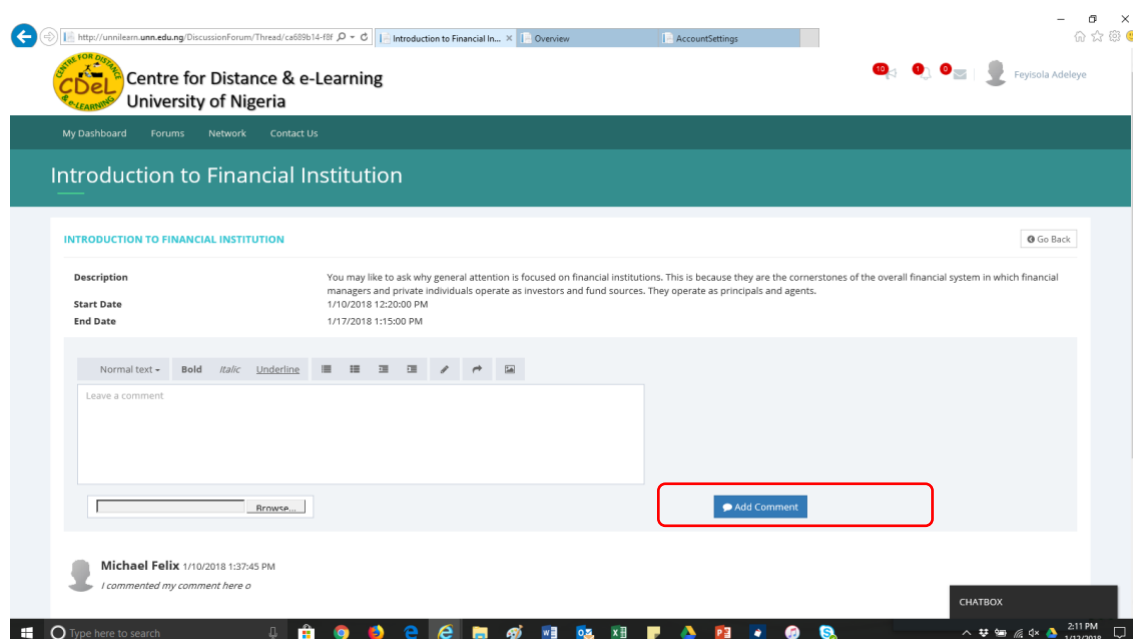
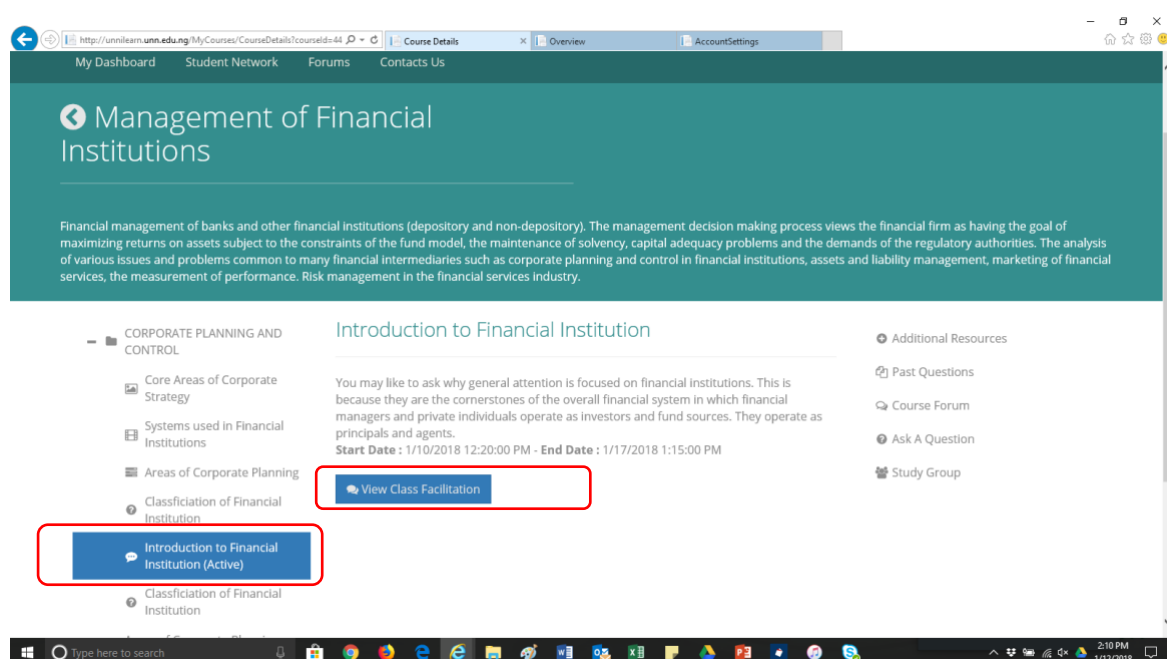
STEP 4: Write up your class discussion comments.

STEP 5: click to post your comments.

Tips for Success: Class Discussion

Across all your courses, prepare a timetable of all class discussions scheduled by your facilitators so that you can adequately prepare ahead of time.

NOTE: You can only “post” on “active” class discussions, while you can “read” class discussions that have exceeded their time frame. Class discussion sessions can be sorted in ascending or descending order.



5.2.2. Course Forum

Course Forums provide another avenue for you to interact and share knowledge with your facilitators and students. As a student, you can create forum topics to discuss or you can participate and share knowledge in forum topics created by other students and facilitators.

To add a new topic to the forum, follow the steps below;

NOTE: Ensure your computer is connected to the internet and load up your web browser.

STEP 1: Navigate to “My Classroom” on the navigation menu bar and then select “my courses”.

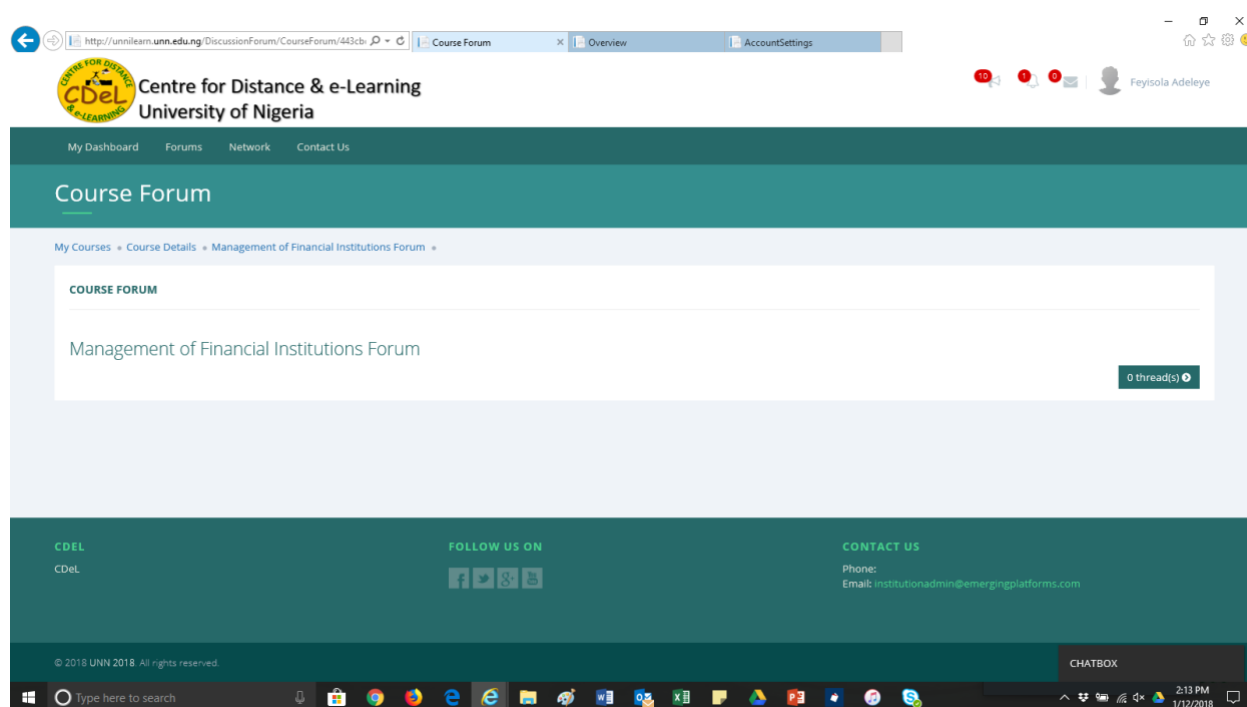
STEP 2: Select the course you want to participate in the course forum

STEP 3: Click the Course Forum tab

STEP 4: Select “Start a new topic”

STEP 5: Enter topic title and topic description

STEP 6: Select “create”



5.2.3. Ask a Question

The “ask a question” feature allows you ask questions that you need clarification on regarding topics in a given course and get answers by facilitators or other students.

To ask a question, take the following steps:

Note: Ensure your computer is connected to the internet and load up your web browser.

STEP 1: Navigate to “Ask a question” on the navigation bar.

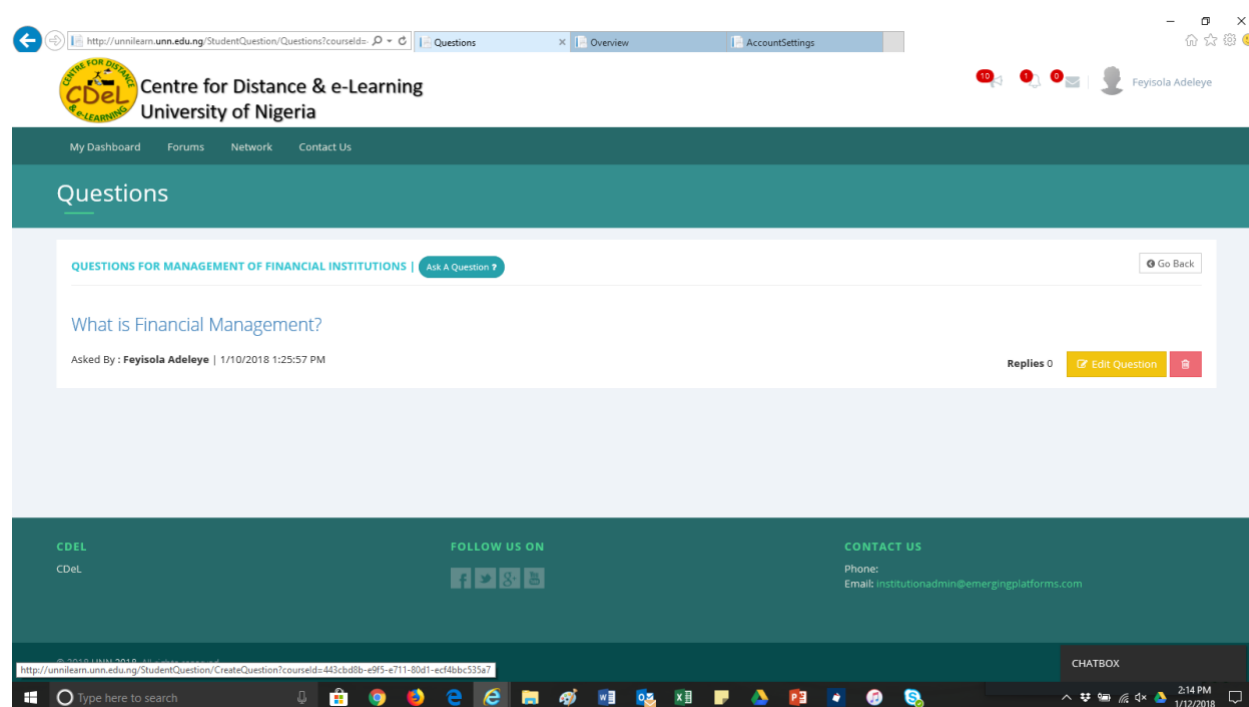
STEP 2: choose a course of interest to ask a question.

STEP 3: In your virtual classroom, select “new question” tab.

STEP 4: Input the question title

STEP 5: Write your comment in the description box.

STEP 6: Click create to post the asked question.



The screenshot displays the 'Create Question' interface on the UNN iLEARN platform. The page title is 'Create Question'. Below the title, there is a breadcrumb trail: 'Home > More > Form Stuff'. The main section is titled 'CREATE QUESTION' and contains a 'Question Information' section with a 'Question Description' label and a large text input box. At the bottom left of this section is a 'Cancel' button, and at the bottom right is a 'Submit' button, which is highlighted with a red rectangular border. The page header includes the UNN logo, the text 'Centre for Distance & e-Learning University of Nigeria', and navigation links: 'My Dashboard', 'Forums', 'Network', and 'Contact Us'. The footer contains 'CDEL CDeL', 'FOLLOW US ON' with social media icons, 'CONTACT US' with phone and email details, and a 'CHATBOX' button. The Windows taskbar at the bottom shows the date as 1/12/2018 and the time as 2:15 PM.

You can also view previously asked questions by students.

By selecting the course code, you can view the question thread and reply the questions asked.

To reply a question:

STEP 1: Select the course of interest.

STEP 2: Select the question you wish to answer.

STEP 3: Select “your answer” tab.

STEP 4: Input your comments in the box

STEP 5: Click to post your answer

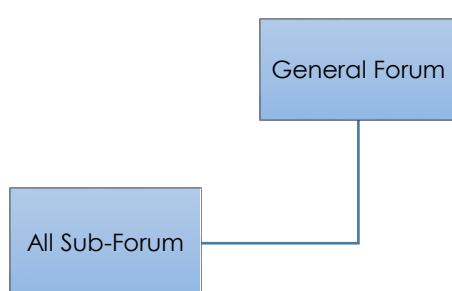
The screenshot shows the 'Question Details' page on the UNN iLearn platform. The page header includes the UNN iLearn logo and navigation links: My Dashboard, Forums, Network, and Contact Us. The question title is 'What is Financial Management?'. Below the question, the 'Add Reply' button is highlighted with a red rectangular box. The page also features a footer with contact information and a chatbox in the bottom right corner.

This screenshot shows the same 'Question Details' page, but with the 'Add Reply' button expanded into a text editor. The text editor includes a toolbar with options like 'Normal text', 'Bold', 'Italic', 'Underline', and a 'Submit' button, which is highlighted with a red rectangular box. The 'Cancel' button is also visible. The rest of the page layout remains the same.

6.0 UTILIZING SOCIAL INTERACTION TO BOOST UNDERSTANDING

By utilizing social media as a tool to boost student understanding and assimilation, the UNNiLEARN platform builds a connected and highly beneficial learning community that connects all students and facilitators. This connected learning community will ensure that there are no communication and interaction barriers to prohibit free sharing of knowledge between you and your facilitators.

Through robust networking functionality, you can create a robust network of people that will allow you to interact with students, chat with and transfer knowledge to students as well as discuss with a wider range of people with a university- wide general forum.



6.1 General Forum

The general forum feature allows you to start a new forum discussion or join an existing forum discussion with other students in the university. You can enter a general forum discussion following the description below:

STEP 1: Select "General Forum" link on the Navigation Menu Bar

STEP 2: Click on the sub-forum link and select a sub-forum from the list

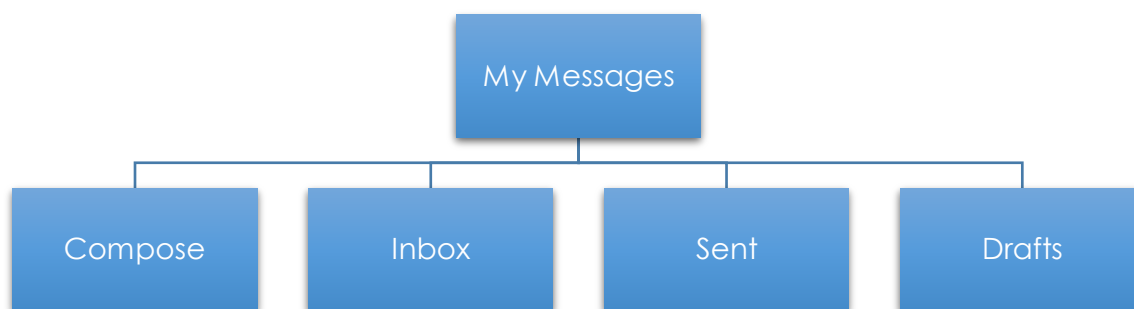
STEP 3: To contribute to a topic, select a topic/ thread from the list and select "Subscribe"

STEP 4: To create a new topic, for the sub-forum list select "Start a new thread"

STEP 5: Enter topic details i.e. thread title and thread description then click on "Post" button

6.2 My Messages

You can send and receive messages on the UNN iLEARN platform using our messaging functionality.



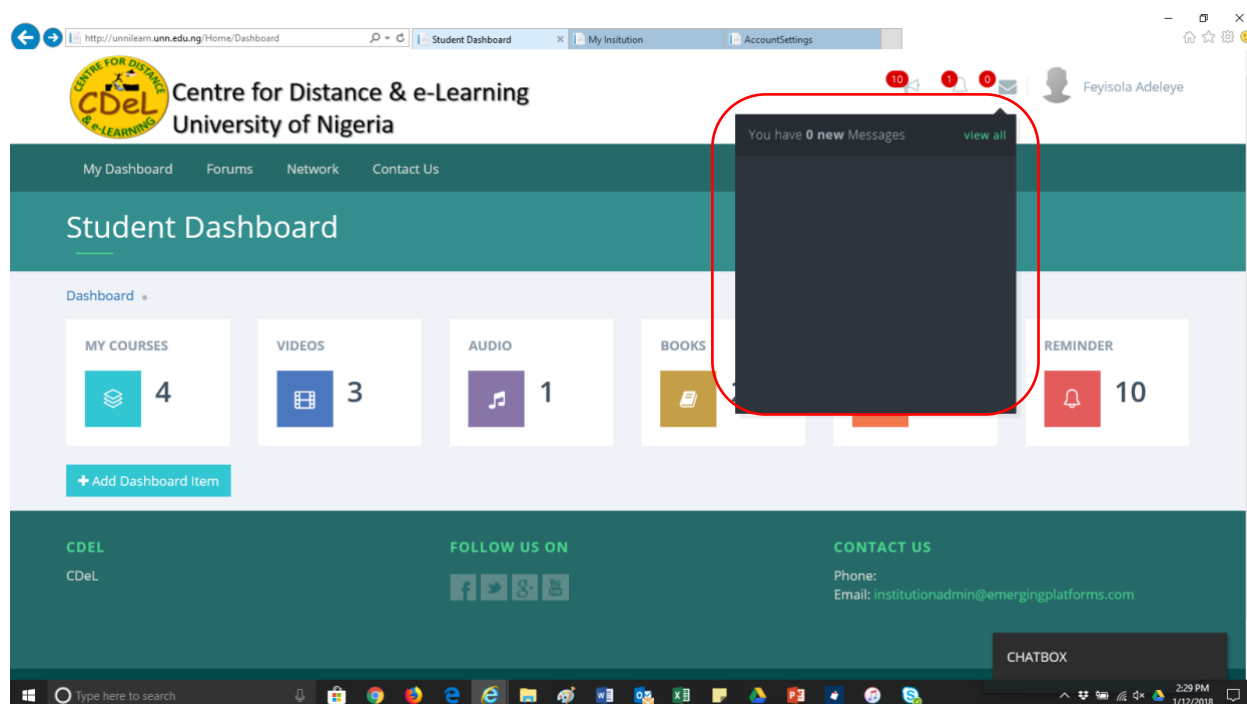
6.2.1 Send, Receive, and View Messages

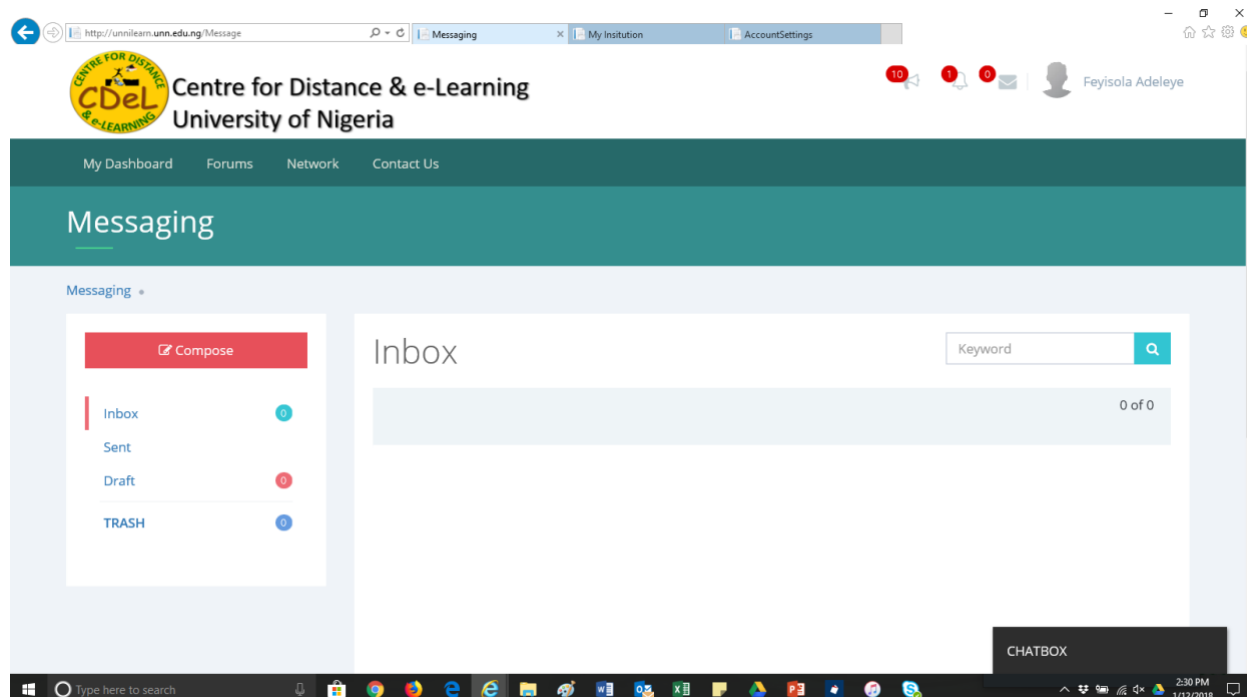
To send a message, select "My Message" icon from Navigation bar at the right top section of your screen. Select Compose, enter message details and send.

To read received messages, select "My Messages" option from navigation bar. Select Inbox and select the message item.

To view sent messages, select "My Messages" option from navigation bar. Select Sent and select message item.

To view saved messages, select "My Messages" option from the navigation menu bar. Select drafts and perform the necessary actions.





6.3. News

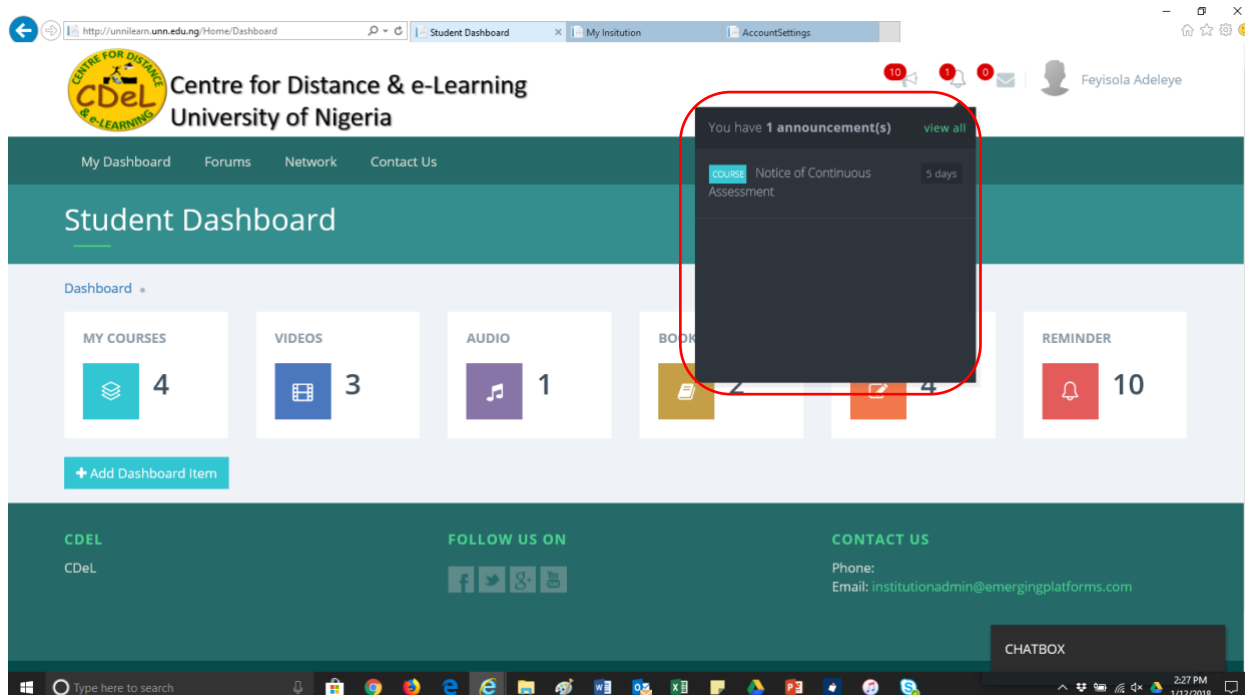
The “News” feature allows you to view and read important announcements or information relating to your course activities or general school activities. To do this, follow the steps below;

Note: Ensure your computer is connected to the internet and load up your web browser.

STEP 1: Navigate to “News” icon on the top right corner of the portal, and then click on view.

STEP 2: A page titled “News” pops up

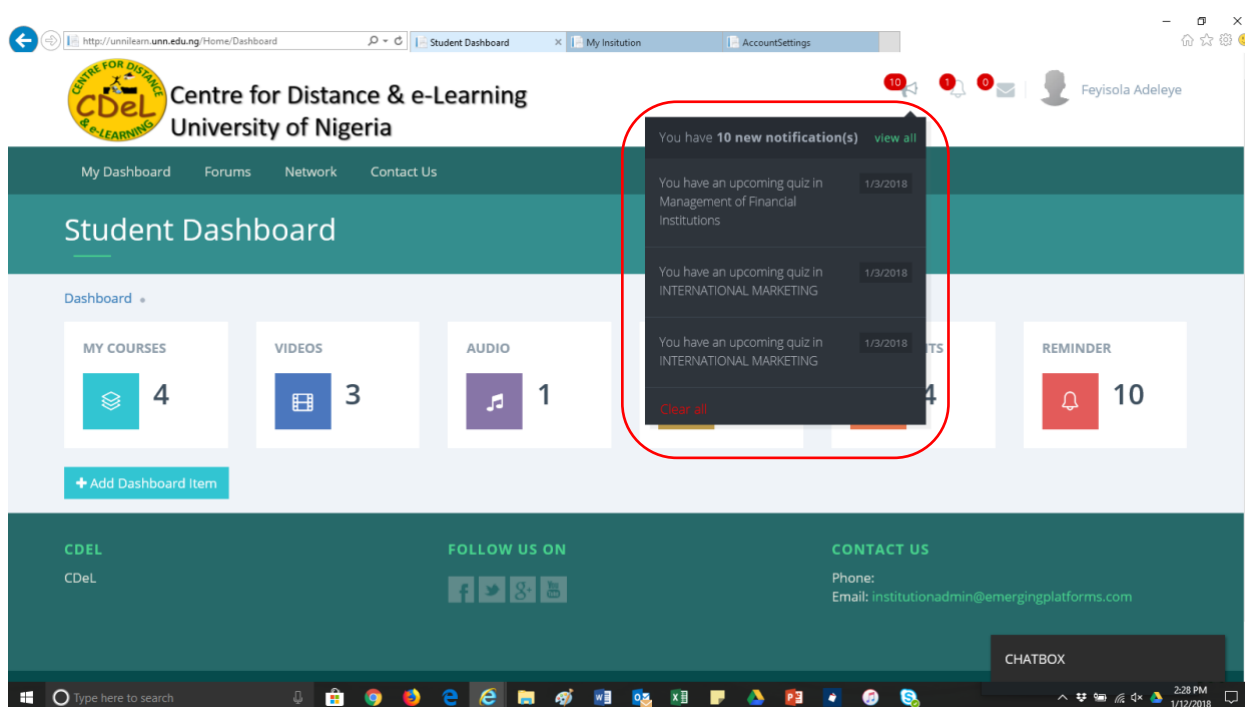
STEP 3: Select the news you wish to view.



6.4 Notification

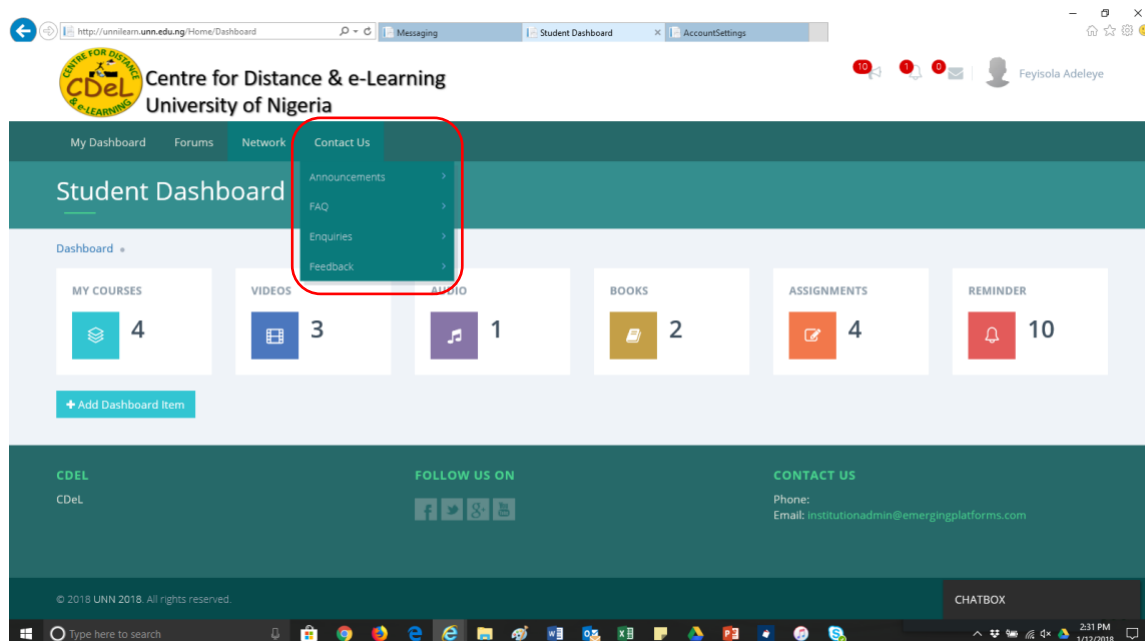
You can view all notifications on the NOUN iLearn platform. You can view the notifications by,

1. Navigating to "notifications" link on the top right corner of the portal page, and then click on view.



7.0. Contact Us

Stuck? Don't break a sweat. You can contact us by making an announcement, Enquiries, check our FAQ, and give your feedback.



Receive help and support from the dedicated iLEARN User Support team by;

1. Sending a mail to support using femi@eduplatformsng.com
2. Calling the UNN iLEARN support line on 08097973803
3. Sending your enquiries on our social media platforms

Twitter: @unnilearn

Facebook: UNN iLEARN

4. Making Enquiries by clicking on the "New Enquiry" link under contact us on the Navigation Menu Bar
5. Understand the platform and portal better with the Frequently Asked Questions by clicking "FAQ" under the contact us on the Navigation Menu Bar.
6. Chatting with a support staff via live help" located on the right side of the platform.