How to Login or Create an Account

Before start using the system you have to login to the system. The system has two main login options, namely Guest and Authenticated user login. In general, Courses are available for authenticated users. However, some courses can be available for Guests. If you have login credential provided to you by administrator or your company, just type the username and password in the appropriate fields below and click on "Login" button. Or if you need to login as Guest, just click on the "Login as a Guest" from left pane of the screen as shown below.
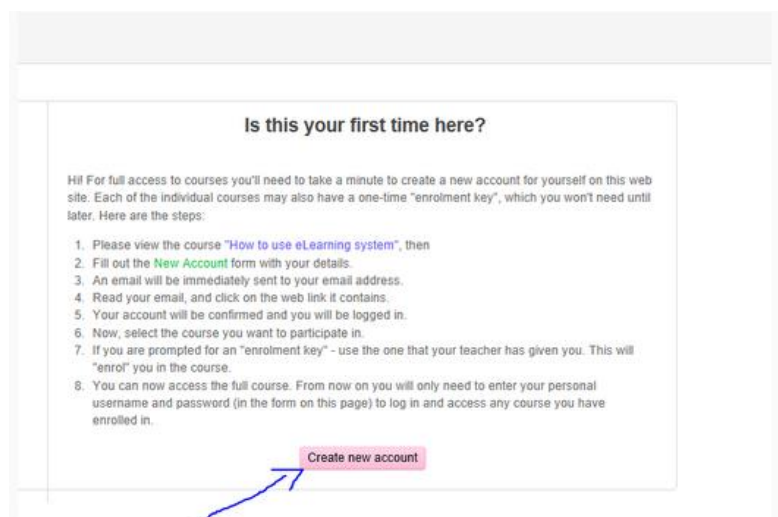
If you need access the authenticated courses, you have to register and create an account. To create an account, click on the "Create new account" button at the right pane of the screen as shown below.
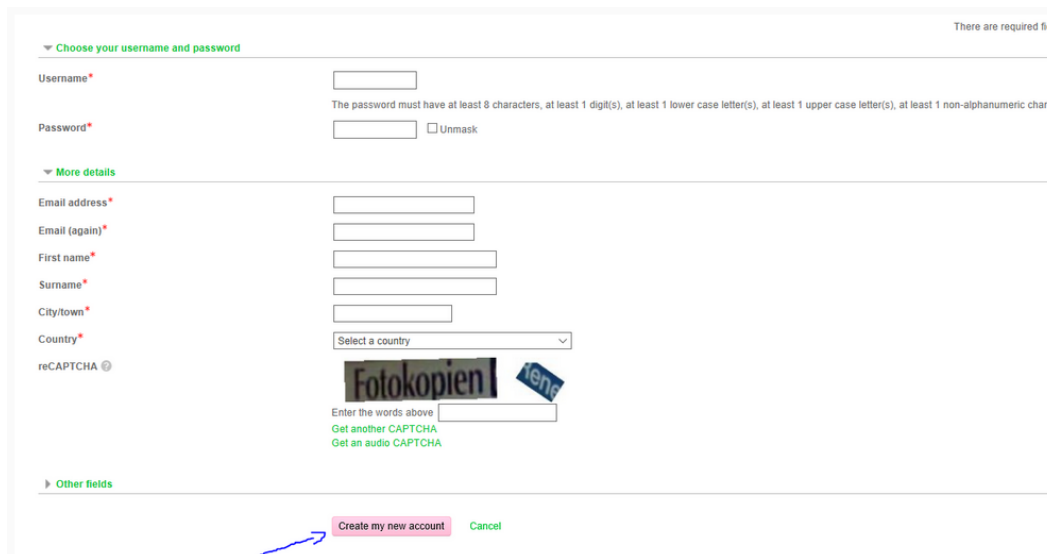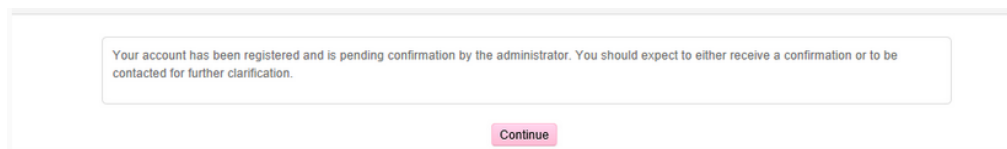
Here you will get a screen format to be filled. (Note: all filed with " * " (Astrix) sign are mandatory fields that you must fill). Make sure you are following onscreen instructions.

Once you finish filling the form, click on " Create my new account" button.

Once you click on Create my new account button, you will get a confirmation message that tells you to wait Administrator approval for your account as shown below.

Email message will be sent to you once the Admin approves your Authentication. Meanwhile, you can click on Continue button and enjoy the guess access page.

Navigating a page

Once you Login you will land on the Authenticated users front page that shows you the list of courses and their categories as shown below. Note: If you had

already enrolled to the course and yours this time login is after enrollment; you may have directed to the course directly.

The front page contains

1. Tabs menu (usually on the top)
   - Home - is the first Tab that shows items from 2-4
   - My learning - is the place you find your learning activity
   - Find Courses - will help you to search for a course.
   - Calendar - is the detail calendar page.
2. Your personal navigation menu
3. Your personal profile Administration block (usually on the left)
4. Available Courses with their category, (Usually on the Center), you should click on the title of the course to open it.
5. Calendar (usually on the Right)
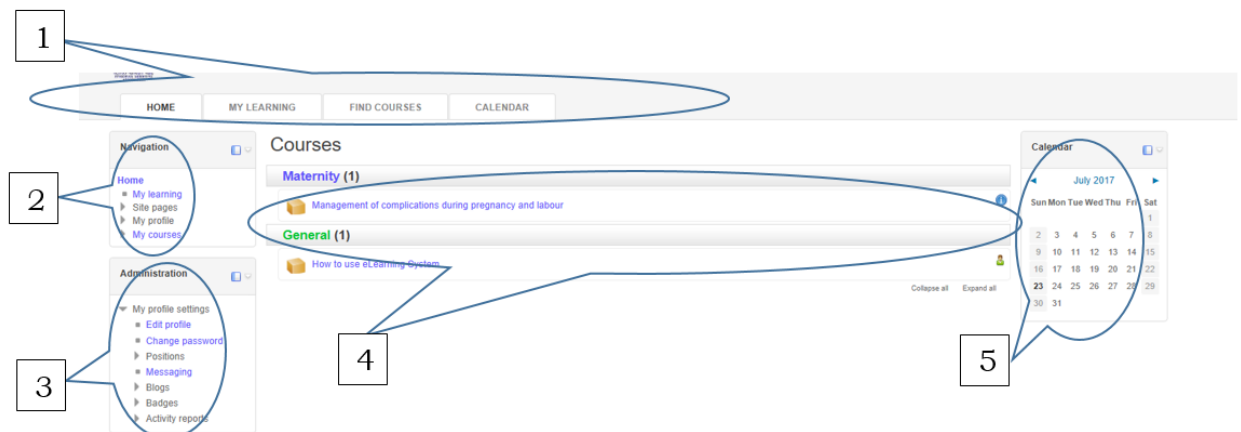
If you finished your work need to logout, Just Click on the Logout link at the right top corner of the page next to your name.

Detailing My Profile Navigation menu:

a. My Learning: This menu has the same effect as My learning tab. It opens my learning tab in order to view your learning plan.

b. Site pages: is the menu used to quick jump to other site pages available in the menu list like Site blog, site badges… as shown below
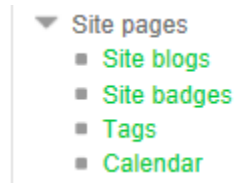
c. My profile: is a collection of menus that can used to view your profile, send and receive internal message ….
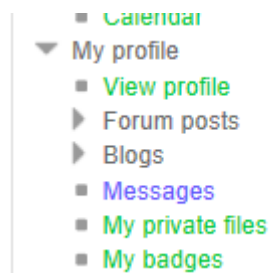
d. View profile: this menu helps you to view your personal profile that you provided during account opening.

If you need to edit your profile, just go to Administration block and use menu called "Edit Setting": This menu helps you to view and edit your personal profile that you provided during account creation. As shown below

e. Forum Blogs and Forum Posts menu helps you to see posted forums and comment or post forums based on your profile privilege.

f. Message: this menu helps you to send and receive messages between peers, administrator, teachers and other system users.

If you need to change some of messaging features to your interest, you can go to Administration block and click on Messaging: this will help you to set notification as shown below…

g. My private files: this menu helps you open your private file repository. You can put some of important files that are related to your learning. Note: This is not social media, so please do not upload pictures and very personal files. Administrator may delete based on your course completion activity alert. The maximum limit is 100MB, but this limit may be changed as per the storage quota available time to time.

h. My course: This menu contains list of courses that you are enrolled in.
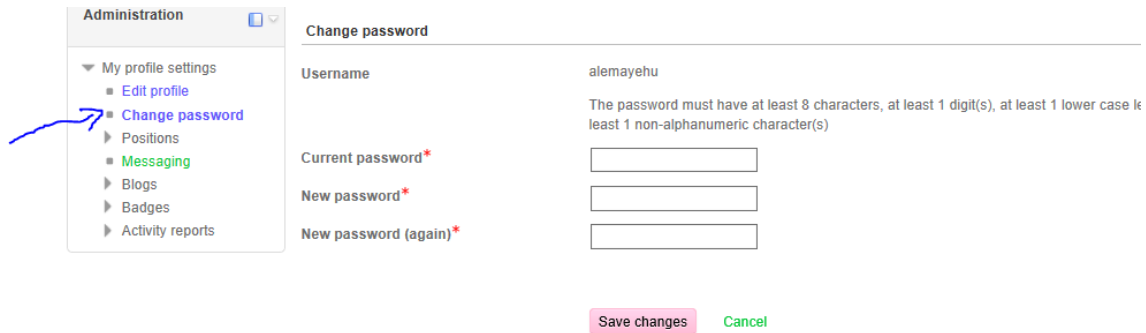
i. Change Password: this menu helps you to change your password. In order to successfully change the password, you have to Know the current password. Once you open the screen, follow on screen instruction,
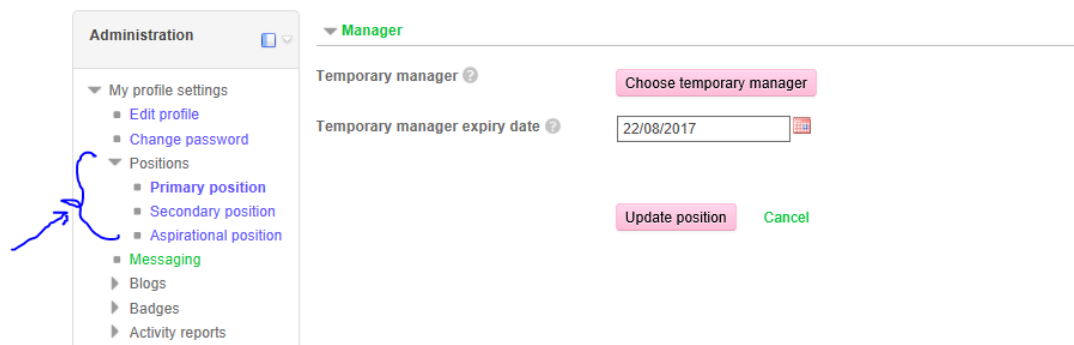
j. Position: This menu helps to view your position in the system and assign temporary position holder from system users. This menu sub actions are dependent on the privilege of user login. Primary position helps you to assign temporary manager, Secondary position tells about your secondary position and Aspiration position is used for carrier development position. This menu is useful for organizational learning plan users.
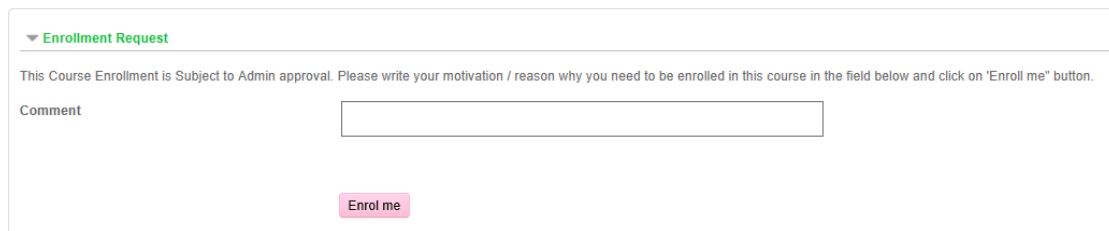
How to Enroll to the course

Once you Login you will land on the Authenticated users front page that shows you the list of courses and their categories as shown below. Note: If you had already enrolled to the course and yours this time login is after enrollment; you may have directed to the course directly.

Unless you are enrolled the course you cannot view course contents. Course enrollment can be done in two ways. One is manual enrollment by Administrator

and the other is self-enrollment with admin approval. On the first case you don't need to do nothing, except waiting for the admin to enroll you notify your enrollment status by your email. On the second type, you send your enrollment request as follows

1. Open the course by clicking on the course title on the front page
2. Scroll down to the bottom of the course summary ends and you get the enrollment request box

▼ **Enrollment Request**

This Course Enrollment is Subject to Admin approval. Please write your motivation / reason why you need to be enrolled in this course in the field below and click on 'Enroll me' button.

Comment

[   ]

[Enrol me]

3. Then write your comment or request, this is mandatory, and click "Enroll me" button. This action will forward your request to Administrator. You will also get a confirmation message as your request is forwarded to Administrator as below.

Enrolment application successfully sent.

You will be informed by email when your enrolment has been confirmed.

4. After the screening by Administrator you will receive an email on acceptance or rejection of your request. If your request if accepted, you can see the course content when you are login next time.
5. If you have any question, you can forward to info@emwacpd.org at any time.

How to Navigate inside the course

Once you get enrolled and open the course you will see the list of the course modules. The course main page has Navigation and Administration blocks at

the left of the screen, the main course module list with the module summary at center and other additional blocks at the right of the screen.

To start reading the course and accessing multimedia files of the course, you can click the module title for the navigation or just click on the title of the module. This will display the clicked module detail. You can click the title of the module form navigation menu at any time in order to access that specific module. Or if you need to navigate the course sequentially, you can click the title of the next or previous module from the module title bar.
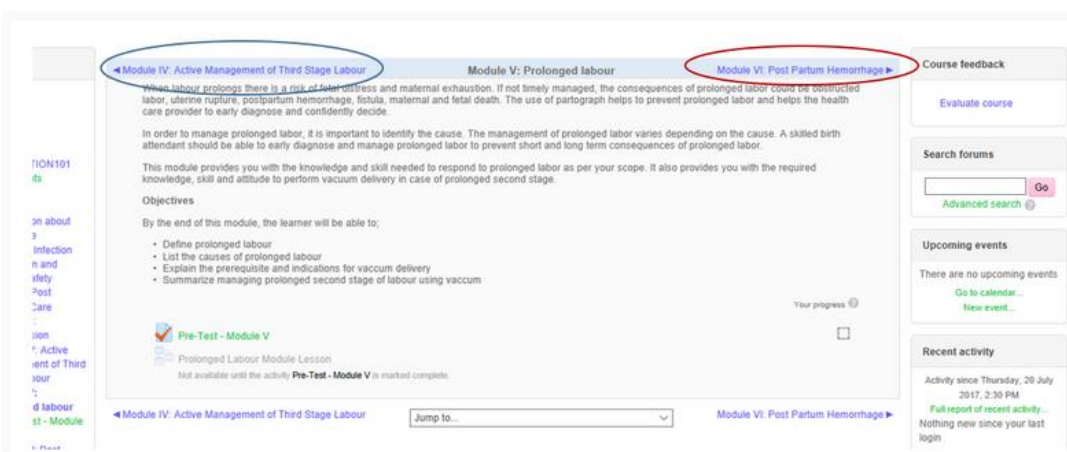
After you opened the specific module, you should click on the links of "Quiz", "Lesson" …. As appropriate.
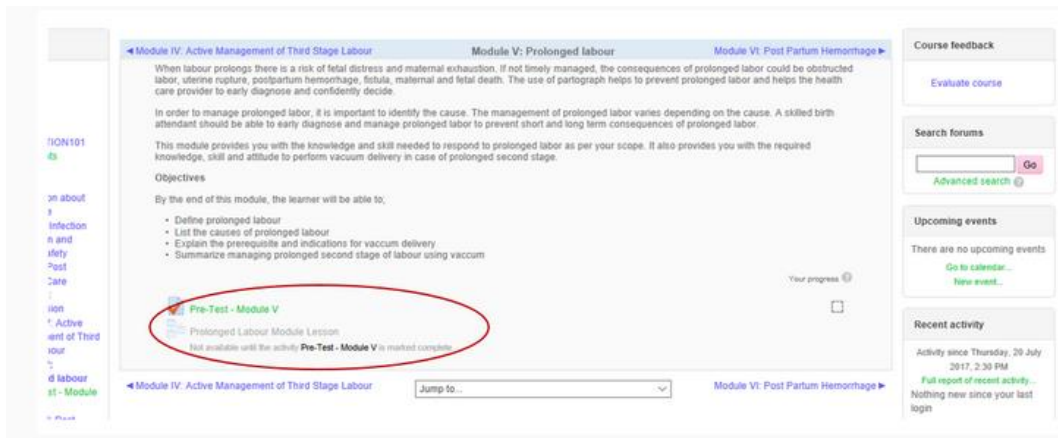
Note: please give attention for any inactive notes written, since they give guides and direction.
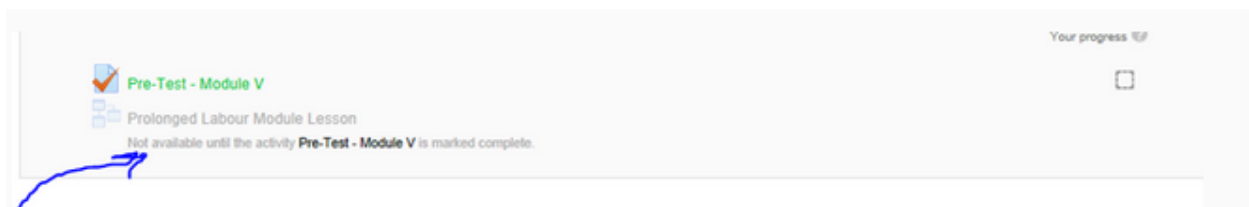
If you need to unenroll yourself from the course in any reason, just click on the "Uneroll me from [Course name]" link from course administration menu under Administration block at the left side of the screen as shown below.
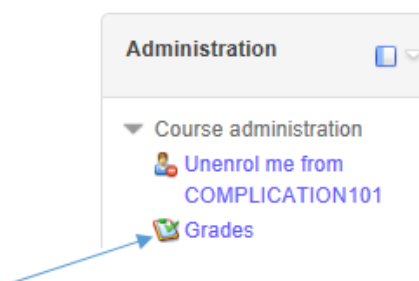
How to attempt Test/ Quiz?

Quizzes and testes in the eLearning are used as a tool to test objective of the course/ module and also used to measure how much knowledge does the attendee retain from the course.

As per the nature of testing purpose, the number of attempt for the full quiz or test can differ from course to course. Some of the tests are allowed to be attempted only once, other might be allowed with some number of attempts. On starting the quiz you will get the information, how much attempt is allowed as shown below.

Pre-Test - Module V

The purpose of this pre-test is to give participants of the course a preview of what will be expected of them. The pre-test helps enrolled participants begin to focus on the key topics that will be covered. Essentially, the pretest measures learning impact. By comparing pre- and post-test results, participants can see what they have actually learned from the module.

You are allowed to attempt this test only once. But you can see or check the answers you provided before you submit by clicking the "*Return to Attempt*" button, which you will find it after you answered all questions. You can then see/check each question by clicking the question you want in the "*Quiz navigation*" box which you will find it at the left side.
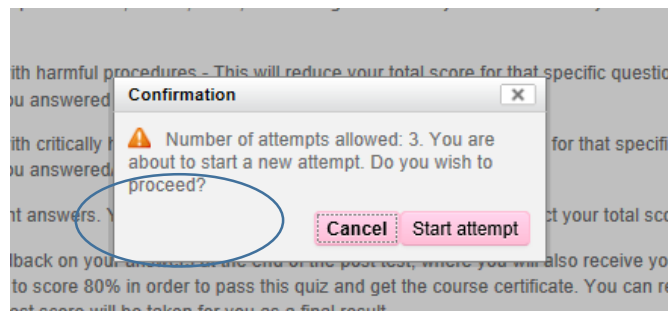
To each question there may be multiple correct answers, as well as multiple wrong answers. There are 4 different types of scores depending on what answer you gave. These are:

1. Correct answers-You get a positive score. In each question you can get a maximum score of 1, so each correct answer will yield a fraction of points like 0,25 or 0,5 or 0,1 according to how many correct answers you can chose in that specific question.

2. Wrong answers with harmful procedures - This will reduce your total score for that specific question with 50%, regardless of how you answered the other choices in that specific question.

3. Wrong answers with critically harmful procedures - This will reduce your total score for that specific question to 0, regardless of how you answered/select the correct answers in that specific question.

4. Wrong or irrelevant answers. You get 0 points, for this question, but it will not impact your total score.

To start the test, click on the "Attempt Quiz Now" button.

Attempts allowed: 1
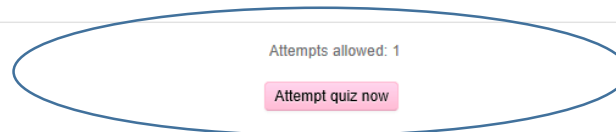
Attempt quiz now

To attempt the quiz or test, just click on "Attempt quiz now" button, and confirm the dialogue box by clicking "Strat attempt"

Confirmation

⚠ Number of attempts allowed: 3. You are about to start a new attempt. Do you wish to proceed?

Cancel   Start attempt

While attempting the test, you can navigate between question, and even finish the attempt by using the quiz navigation menu.

You can resume the test anytime of your next login, if the test has no limited time of attempt set. If specific time period is set, the unanswered question will be counted as incorrect.

Once you finish attempting all questions, the screen whish shows you the attempt with a choice to return for attempt or to finish the attempts will be displayed. You just click on the option button you need
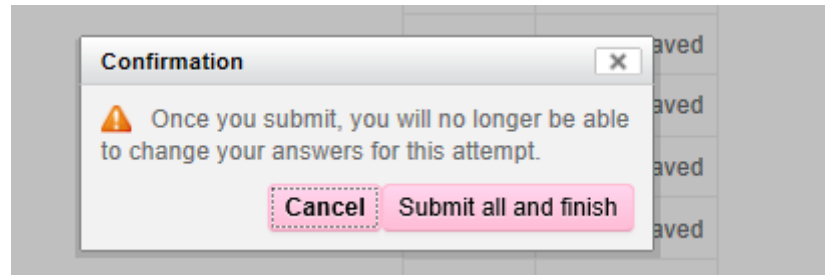

If you decided to finish and submit the test, a confirmation dialogue will appear to reconfirm that you need to finish, because, once you summit, you cannot

change submitted answers. To complete submitting the answer and finishing the test you shall click on "Submit and Finish" button from the below dialogue box.

Once you Confirm, you may be forwarded to review page or to mark summary page as per the test type and number attempts.

If you get the review page, you can go through each question and see the review feedback, or just click on the 'Finish Review" link from Quiz navigation menu.
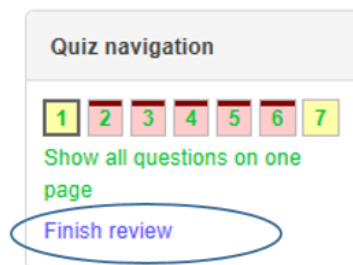
After you finished the review, the screen that shows summary of your attempts will be displayed. Note: If the maximum number of attempts for a Quiz /test not reached, then you will see "Re-attempt" button, otherwise, the "Back to the Course" button will be available. You will get these screens whenever you open the quiz/ test after attempts at any time.
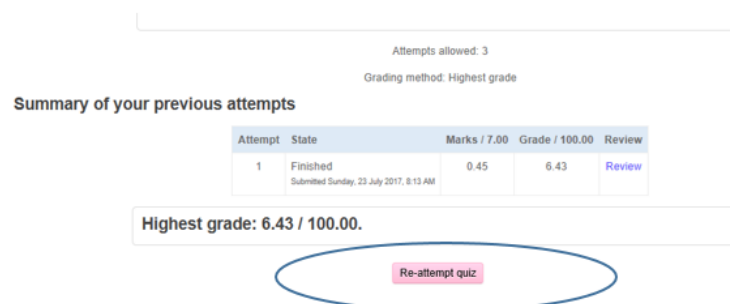
Attempts allowed: 1

Summary of your previous attempts

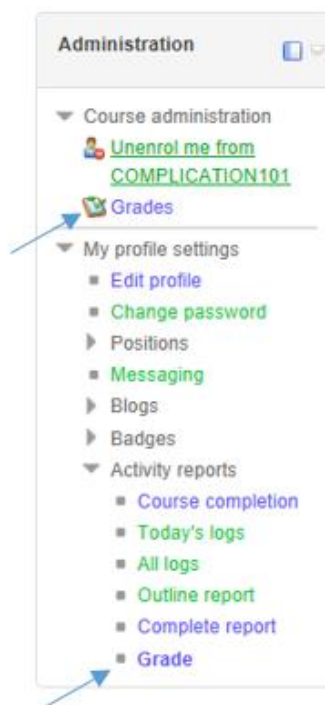| State	Marks / 7.00	Grade / 100.00	Review
Finished Submitted Wednesday, 5 July 2017, 3:05 PM	1.00	14.29	Review

Your final grade for this quiz is 14.29/100.00.

No more attempts are allowed

Back to the course

How to view your grade report?

Grades are submitted to the system automatically when you submit your test / quiz. In order to see your grade, click on "Grade" link under Activity reports menu located in my profile setting at the left side of the screen inside administration block as shown below. Or Click on "Grades" from Course administration menu under Administration Block, whichever is available based on your login privilege.

Administration

- Course administration
  - Unenrol me from COMPLICATION101
  - Grades
- My profile settings
  - Edit profile
  - Change password
  - Positions
  - Messaging
  - Blogs
  - Badges
  - Activity reports
    - Course completion
    - Today's logs
    - All logs
    - Outline report
    - Complete report
    - Grade

Then you will get you grade report as follows

How to get Certificate

Certificates are used as testimonies for the completion of the course. Certificate issuance criterion may differ from course to course. If you meet the certificate issuance criterion, then you can click on the certificate link as shown below,

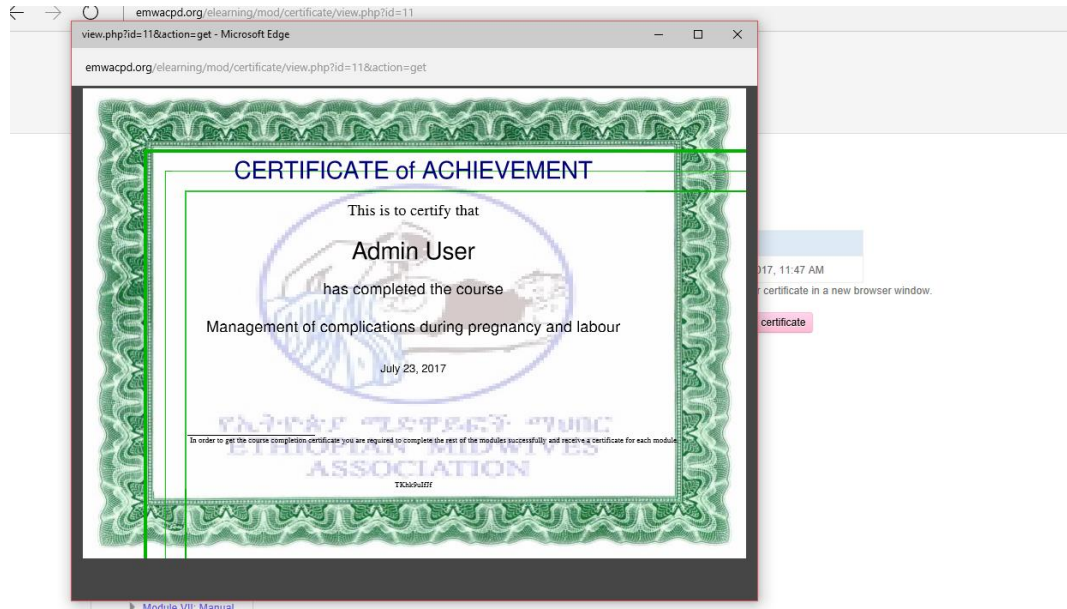Note: The place you find this certificate may differ from course to course.

The screen that shows the date of issue and command button "Get Your Certificate" will be displayed.
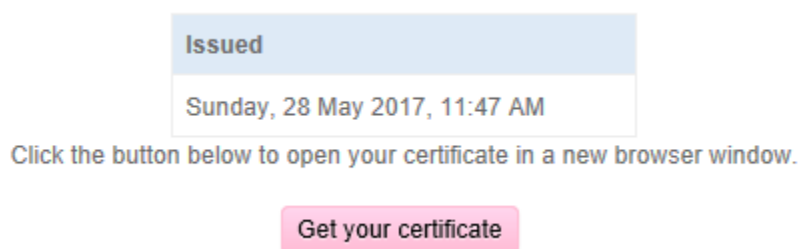
Click on the "Get your certificate: button. This will open the certificate in another window

Then you can save/ download from the browser.