

# Participant

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## Participant Introduction

This manual has been written as a guide for Participant account types (Type 1, e.g., Participant, Learner, Employee, Student, Trainee). Participant accounts are typically used to take courses and tests in the LMS but may have permissions to complete other activities such as:

- Access earned certifications
- Download course materials
- enrol to courses
- Select language
- Update password
- View their grades and test results



This manual may reference features not configured for your system or features may be named differently due to site customizations. Informetica is under constant development and some differences between the live application and this manual may occur.

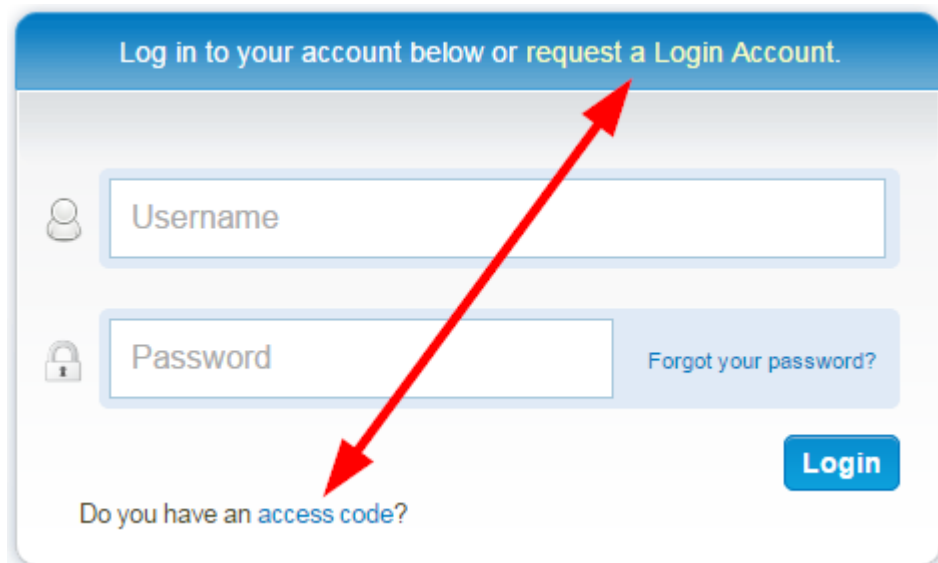
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## Create an Account



Some or all of these features may not be in use for your system.

Your system may require that you create an account if you don't already have one. You may see one of the options below. Select an option below to view steps.



The image shows a login form with a blue header bar containing the text "Log in to your account below or request a Login Account." Below the header, there are two input fields: "Username" (with a person icon) and "Password" (with a lock icon). To the right of the password field is a link that says "Forgot your password?". Below the password field is a blue button labeled "Login". At the bottom left of the form is a link that says "Do you have an access code?". A red double-headed arrow points from the "request a Login Account" link in the header to the "Do you have an access code?" link at the bottom.

### Do you have an access code?

1. Select the access code link.
2. Enter the access code.
3. Follow the [wizard](#) and fill out all mandatory information on the form.

### Request a Login Account.

1. Fill out the form.
2. Someone will contact you with more information.

## Log In



Some organizations do not require you to log in. You are automatically logged in after you log into another system. This is called Single-Sign-On.

You may be required to log in using a secure login page to access your content.

1. Enter your registered username.
2. Enter your password.
3. Select the Login button.
4. If you forgot your password, select the **Forgot Password** link on the login page. The system will guide you from there.

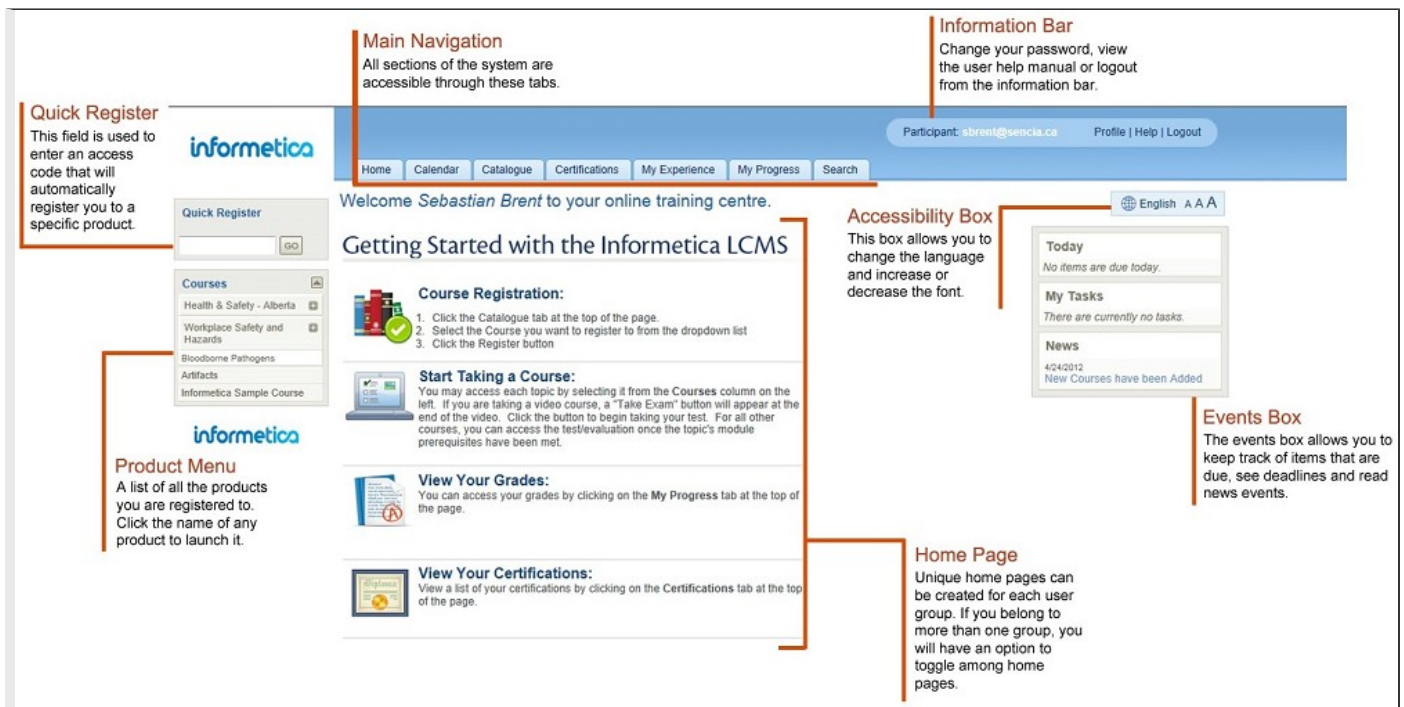
## Participant Home Page



Some or all of these features may not be in use for your system. Features may also be named differently, but the functionality will be the same.

After you log in, you will see your home page where you can access all areas of the system: launch your assigned courses, change your password, log out, select your language and view events, news and tasks.

An example of a home page that illustrates the various navigation tools available to you.



## Information Bar

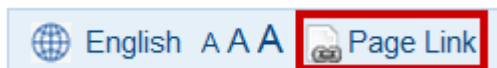
The information bar displays your user login status and can contain links to the following functions:

Participant: **sbrent@sencia.ca** Profile | Help | Logout

- Select **Profile** to update your account information and password.
- Select **Help** to open a copy of this manual.
- Select **Logout** instead of simply closing the browser window to ensure that any changes you have made will be saved and that your session will be properly recorded.

## Accessibility Bar

The accessibility bar lets you change the language and the size of the font on the page.



To change the **language** you view the page in, select the globe icon. Note that multiple languages may not be available for your system.

To change the **font size**, select AAA link. The leftmost a is the smallest font and the rightmost A is the largest font.

**Page Link:** If your system is configured for this option, then you can create a direct URL link to any system page to send to other individuals. Individuals who click the link will be prompted to login and then will either be directed to the destination page or will see a message that they do not have access to the destination page.

## Take a Course

The course menu is an interactive list that lets you launch any courses that you are registered to. Select the name of any course to begin. You can hide or show this menu by clicking the triangle at the top of the menu.

Some courses will begin automatically (make sure you have popups enabled on your browser while you take the course) and others may have an introduction page with instructions first. Each course may have unique navigation and this will either be intuitive or there will be instructions.

1. Select the name of any course from the menu on the left side of your home page.



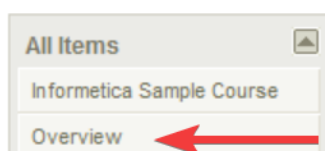
2. Courses may consist of many different components (assets) such as lessons, tests, and modules.

Select a course item to continue.

Some courses may require you to complete items before advancing on to the next items; these prerequisites are shown in red. In the example, each module needs to be viewed in order. The participant cannot access the module “What Do I Have to do?” until they have completed “Why Volunteer”. Once you are within a course, there may be additional tools available such as an overview page or a menu called Utilities.











3. Optionally select **Overview** from the menu. If your course has an overview, it displays all course components, indicates which pages you have visited, and shows if there are prerequisites.



Example of a course overview.

Expand All

Collapse All

 Affidavit Example	Viewed 1 of 1 pages
 Assessment Example	Viewed 1 of 1 pages
 Completion Rules Example	Viewed 1 of 1 pages
 Evaluation Example	Viewed 1 of 1 pages
 Evaluation with Certification	Viewed 1 of 1 pages
 Prerequisites Example	Viewed 0 of 1 pages
 Reference Example	Viewed 1 of 1 pages
 Wiki Example	Viewed 1 of 1 pages

Legend

- Module
- Reference
- Evaluation
- Wiki
- Markup Document
- Assessment
- Has prerequisites
- Affidavit

## Legend

Here is a guide to some of the colors and symbols you may see on course items.

- Runway Condition Reporting

Products that show up in **teal** have completion rules assigned to them and that have not yet been finished.
- Wildlife Control Plan

Products that show up in **green italics** have completion rules assigned to them that have been finished. For example, there may be two exams in the product that must be passed for the product is considered complete.
- Equipment Operation

Items in the list with a plus symbol (+) before the name are courses that are bundled together. Click the plus symbol to expand the list. Click it again to re-collapse the list.
- !Airports 101

Items in the list with an exclamation point (!) before the name are courses

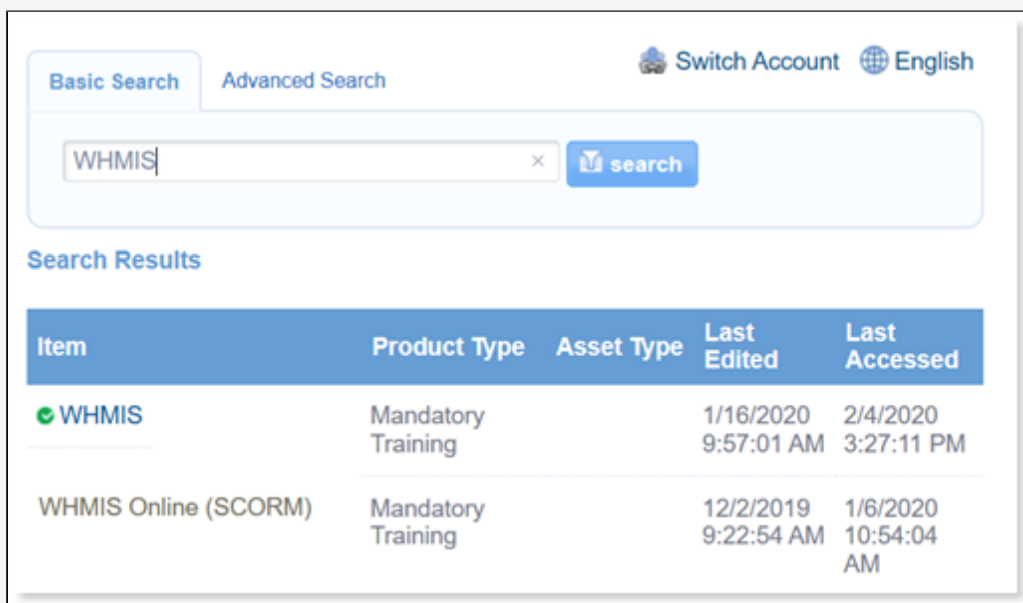
that have been granted an exception (such as an additional attempt or time extension).

## Search

Some systems will have the option to toggle from a Basic to an Advanced Search. Search highlights the term you entered to assist in identifying your results.

1. Select **Search** from the top of the page.
2. Enter a term to find any course or other learning materials you are enroled to.
3. Select a search result. The search results are links that to go directly to the item.

An example of Basic Search.



The screenshot displays a web interface for a Basic Search. At the top, there are tabs for 'Basic Search' and 'Advanced Search', with 'Basic Search' being the active tab. To the right of the tabs are links for 'Switch Account' and 'English'. Below the tabs is a search input field containing the text 'WHMIS' and a blue 'search' button. Underneath the search bar, the section is titled 'Search Results'. It contains a table with the following data:

Item	Product Type	Asset Type	Last Edited	Last Accessed
<a href="#">✓ WHMIS</a>	Mandatory Training		1/16/2020 9:57:01 AM	2/4/2020 3:27:11 PM
<a href="#">WHMIS Online (SCORM)</a>	Mandatory Training		12/2/2019 9:22:54 AM	1/6/2020 10:54:04 AM

## Advanced Search



Advanced Search includes filters to help you narrow down the results.

1. Select one or more filters from the **Add Filters** list.
2. Enter or select criteria for each filter that you selected.
3. Use the x next to an added filter to remove it.
4. Select the **Search** button.
5. Select **Reset** to clear all filters.

An example of advanced search using four of the available filters.

The screenshot displays the Advanced Search interface. At the top, there are tabs for 'Basic Search' and 'Advanced Search', with 'Advanced Search' being the active tab. To the right of the tabs are links for 'Switch Account' and a language selector set to 'English'. The main search area contains four filter inputs, each with a red 'x' icon for removal. The filters are labeled 'Product Name', 'Asset Content', 'Product Name', and 'Asset Content'. To the right of the filter inputs is a panel titled 'Add Search Filters' which lists six available filters: 'Product Name', 'Asset Name', 'Product Type', 'Asset Type', 'Category', and 'Product Content'. At the bottom of the search area are two buttons: a blue 'search' button and an orange 'reset' button.

## Advanced Search Filter Options

Advanced search filters include:

- Product Name

- Product Introduction
- Product Type (drop-down listing types)
- Asset Name
- Asset Content
- Asset Type
- Date Created Date Range (Not Visible to Participant Account Types)
- Date Edited Date Range
- Last Accessed Date Range (Not Visible to Participant Account Types or Site Manager Account Types)

## View Grades and Transcript



Some or all of these features may not be in use for your system.

View your grades and the number of times that you have attempted each gradable item in the system. Select an option below.

### View Your Transcript

1. Select the tab at the top of your screen. This tab is generally named something like My Transcript, My Progress, or Grades.

[Home](#)
[Calendar](#)
[My Experience](#)
[My Transcript](#)
[Search](#)

**Quick Register**

**Courses**

Health & Safety
+

Informetica Example Assets

Welcome *Amelia Andall* to your online training centre.

2. Select the plus symbol (+) next to a course name to view the individual gradable items in the course. Items that have not been attempted or have no gradable value are not available in this view. Your grades may be presented in any of the following ways:
- Pass/Fail
  - Complete/Incomplete
  - Grade in the form of a percentile
  - Mark in the form of a scored numeric value

An example of the My Transcript/My Progress page.

Transcript

Expand All

Print Page
English

Individual Products

+
Acceptable Use Policy - Enrollment Date: 11/29/2017 11:25:05 AM

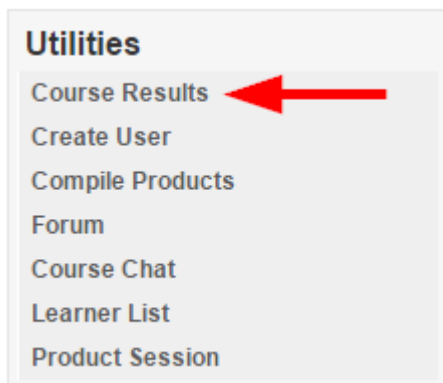
-
Privacy Awareness - Enrollment Date: 5/30/2017 3:10:48 PM

My Results	Take #	Date	Highest Grade	Passed
What is Privacy?		5/31/2017 9:49:07 AM		Completed
What is Personal Information?		5/31/2017 10:50:38 AM		Completed
Privacy Awareness		5/31/2017 10:43:51 AM		Completed
Video		5/31/2017 11:18:48 AM		Completed
Ten Principles		5/31/2017 11:11:02 AM		Completed
PIPEDA as Law		5/31/2017 11:13:27 AM		Completed
Privacy Awareness Test	2	6/12/2017	Details	Passed

View Results Within a Course

Some systems offer a menu that lets you view your course results while inside the course.

1. Select **Course Results** from the Utilities menu.



## View and Print Your Certifications



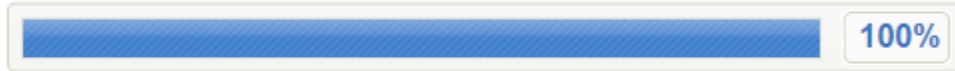
Some or all of these features may not be in use for your system.

You can print out copies of certifications that you have earned and view your progress for certifications that are you working towards.

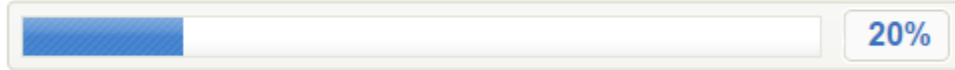
1. Select the tab at the top of your screen. This tab is generally named something like My Progress, or Certifications.
2. Select the **PDF icon** under View to download a copy of your certification for printout.

### Certifications - Currently Active


#### Assembler Job Role



#### Microsoft Digital Literacy



### Certifications - Achieved

View	Certification Name	Date Earned	Date Expires
	Assembler Job Role	5/16/2016 11:51:33 AM	

## View what do you need to complete to earn a certification

Select a certification name to see the requirements needed to achieve a certification that you have not yet completed.

**Required Products** ✕

RULE: 1  
You must pass 5 of the following items:

Item	Grade Requirement	Status
Microsoft Digital Literacy - Computer Basics	N/A	Not Completed
Microsoft Digital Literacy - Computer Security and Privacy	N/A	Not Completed
Microsoft Digital Literacy - Digital Lifestyles	N/A	Completed
Microsoft Digital Literacy - Productivity Programs	N/A	Not Completed
Microsoft Digital Literacy - The Internet and the World Wide Web	N/A	Not Completed

OK

## Course Catalog Enrolment



Some or all of these features may not be in use for your system.

The course catalog can be used to view a list of courses and other items available for registration. Systems may be configured to give immediate access to courses or require approval. You can typically access the Course Catalog from your home page.

An example of a course catalog.

[View](#)

[Catalogue](#)

[My Registrations](#)

[Filter](#)

Reset

Category

All

Type All

Status All

Instructor All

Keyword


Go

### Catalog

#### Adapting Your Style

Status: Approved


This program explains exactly how to coach in each subordinate situation ... rookie, contributor, key player, and captain. It also explains the gotchas that can harm the process, and what to do about them. NOTE: It is highly recommended that the Coaching program series be viewed in order the first time through.



#### After the Presentation

Status: Expired


Hooray! Your presentation is finished! You're done, right? Not so fast. Watch this program to learn what you should do once your presentation is finished.



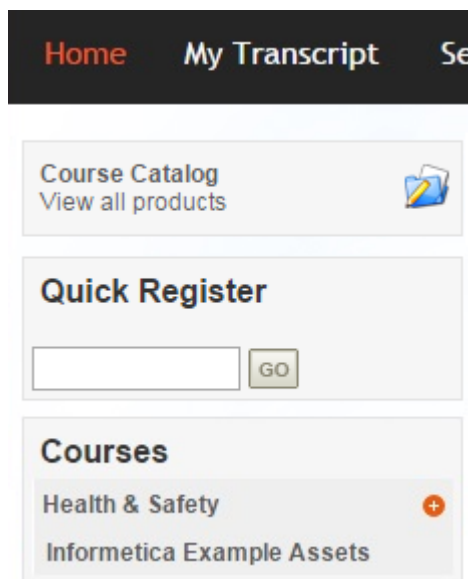
#### Age Discrimination in Employment Act

[Register Now](#)

The Age Discrimination Act is predicted to become the basis for increased litigation in the American workplace as baby boomers age. Can you fire someone over 40? Will you lose a lawsuit if you do? You owe it to yourself to understand this law.



1. Open the **Course Catalog** from the side bar or from a tab at the top of your screen.



2. Optionally use the keyword search or filter drop-down menus to find specific catalog items.

A screenshot of a filter sidebar. It has a 'Filter' tab and a 'Reset' link. Below are three dropdown menus labeled 'Category', 'Type', and 'Status', each with 'All' selected. There is a 'Keyword' text input field and a 'Go' button at the bottom.

3. Select **Register Now** to sign up for a course.

A screenshot of a course card. The title is 'Age Discrimination in Employment Act' in white on a blue background. To the right is a 'Register Now' button. Below the title is a text block: 'The Age Discrimination Act is predicted to become the basis for increased litigation in the American workplace as baby boomers age. Can you fire someone over 40? Will you lose a lawsuit if you do? You owe it to yourself to understand this law.' To the right of the text is a photo of an older woman with short white hair and glasses, wearing a grey blazer.

4. You will see an **Approved** status if you can access the course immediately and it will be available from your home page.

## Adapting Your Style

Status: Approved

This program explains exactly how to coach in each subordinate situation ... rookie, contributor, key player, and captain. It also explains the gotchas that can harm the process, and what to do about them. NOTE: It is highly recommended that the Coaching program series be viewed in order the first time through.



## Catalog Registration Statuses

Status	Description
Register Now	A register now status indicates that participants can register for this item from the catalog.
Approved	An approved status indicates that you are currently registered for this course.
Pending	A pending status means that a site manager has to approve your registration for before you can access the item.
Expired	An expired status means you no longer have access to a course due to an expiry date.

## Update Your Password or Profile Information



Some or all of these features may not be in use for your system.

You can access your user profile at any time. Some systems let you update your information or



password. Your updates can be viewed by managers.

1. Select **Profile** next to your name in the information bar.



2. Make changes to your Personal Info or Change Password.
3. Select the **Save** button to keep the changes.

An example of a participant profile page.

## My Profile

English A A A

### Personal Info

First Name

Last Name

Email

Save >>

### Change Password

Old Password

New Password

Confirm Password

Save >>

### Journal Entries

Create Delete

	Title	Create Date	Body	Public
You have no entries in your journal.				

## Participant Tools

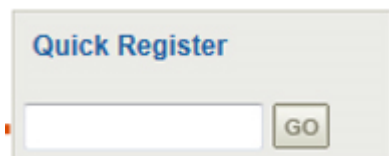


Some or all of these features may not be in use for your system.

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## Quick Register

If enabled for your system, the quick register field is used to enter an access code that can automatically register or enrol you to specific items.

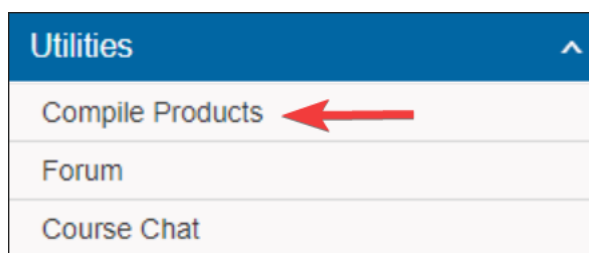
A screenshot of a 'Quick Register' form. It has a title 'Quick Register' in blue text. Below the title is a text input field and a 'GO' button.

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## Compile Course

If enabled for your system, the compile course tool creates a printable, offline version of the course. This compilation will include all text and images but does not compile SCORM packages or tests.

1. Select the name of any course from your home page to see the Utilities menu.
2. Select **Compile Products**.

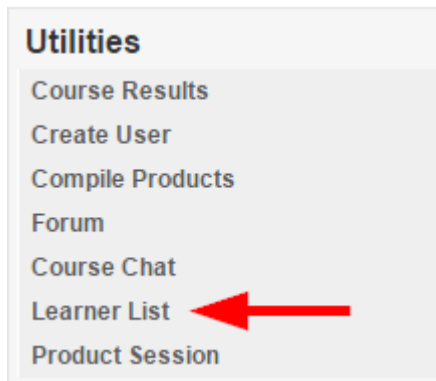


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## View Class List

If enabled for your system, you may view a list of other participants enrolled in a course that you are taking.

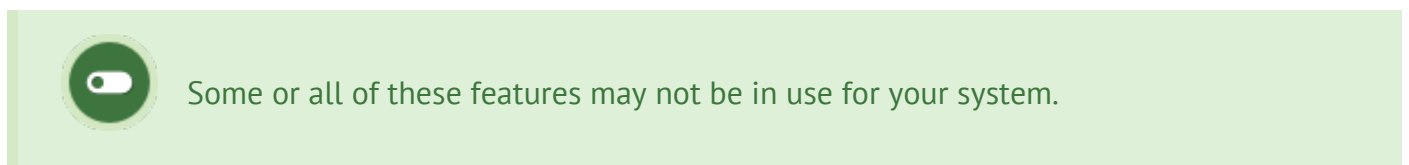
1. Click the name of any course from your home page to see the Utilities menu.
2. Select List.



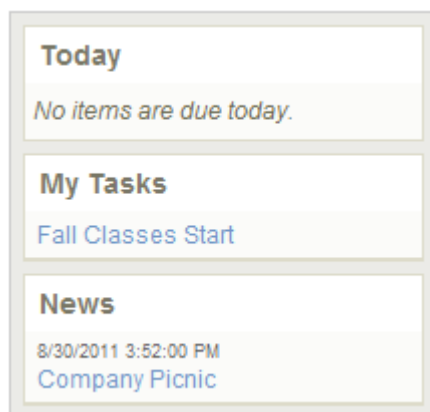
3. Some configurations may also let you email your classmates.

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## Events Box



Some systems feature a box on the home page that shows news and tasks relevant to the user.



### Today

Today automatically shows assignments and evaluations that have a deadline of today (e.g. the publishing date ends on today's date).

### My Tasks

My Tasks keeps track of to-do lists and personal items within Informetica. Tasks may be added by

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you, a manager, publisher, or instructor. Tasks that you add personally are private and you can opt to view them on the calendar in addition to My Tasks.

## News

News items are added by a manager, publisher, or instructor and show items within a set date range. For example, an event scheduled from March 1-March 15, will not appear in the news box before March 1 or after March 15. The news box lists a maximum of 10 news items at once.



Some or all of these features may not be in use for your system. This view is not available to Site Managers.