Participant

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:

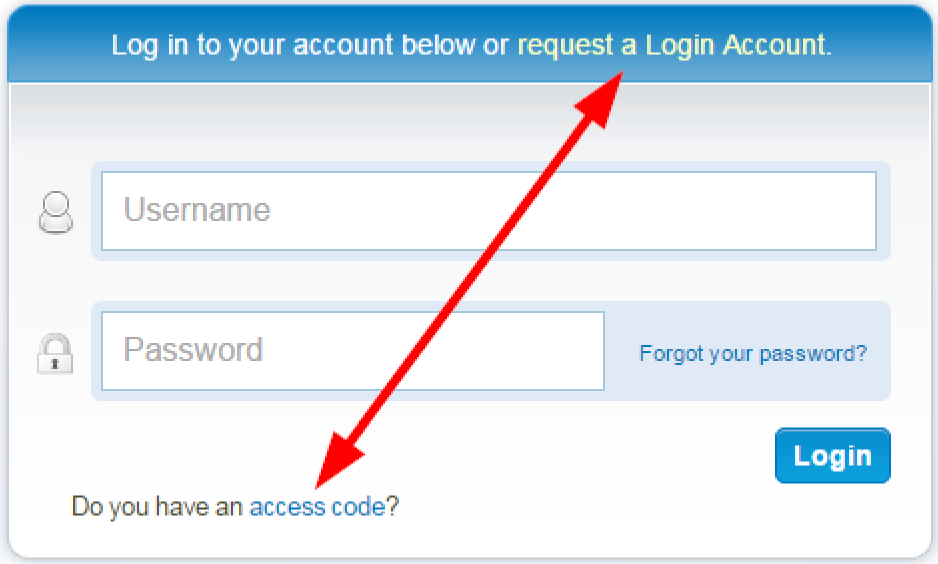
- Access earned certifications
- Download course materials
- enrol to courses
- Select language
- Update password
- View their grades and test results

> 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.

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.



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.

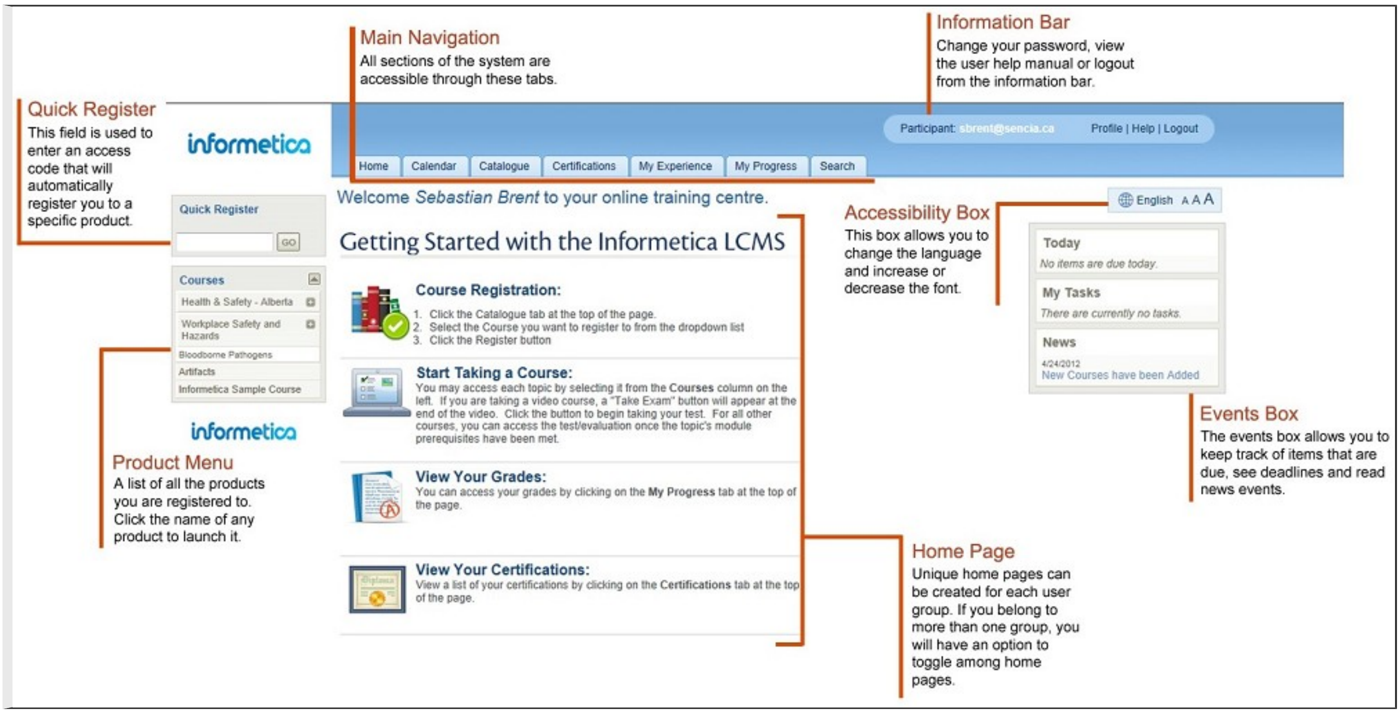
1. Enter your registered username.
2. Enter your password.
3. Select the Login button.
4. If you forgot your password, select the **Forgot Password** link on the login page. The system will guide you from there.

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.



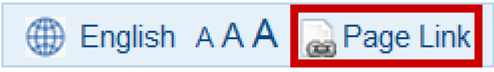
Information Bar

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

- 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.

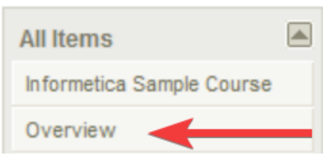
Some courses will begin automatically (make sure you have popups enabled on your browser while you take the course) and others may have an introduction page with instructions first. Each course may have unique navigation and this will either be intuitive or there will be instructions.

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

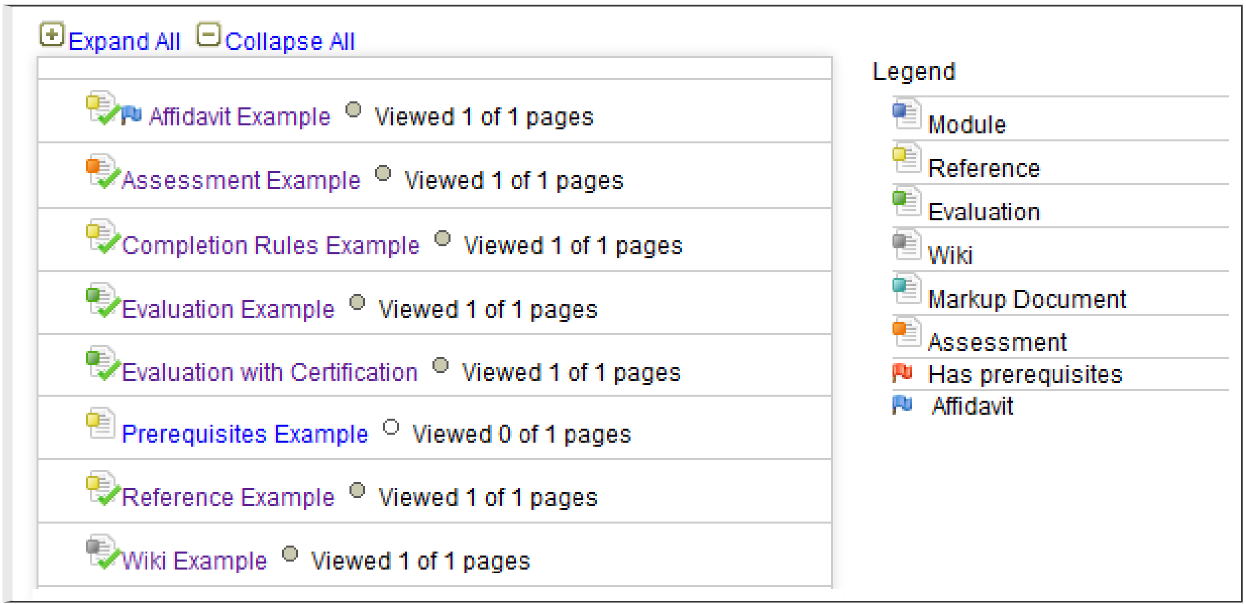
2. Courses may consist of many different components (assets) such as lessons, tests, and modules. Select a course item to continue.

   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.

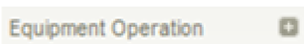


Legend

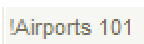
Here is a guide to some of the colors and symbols you may see on course items.

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

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.



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.



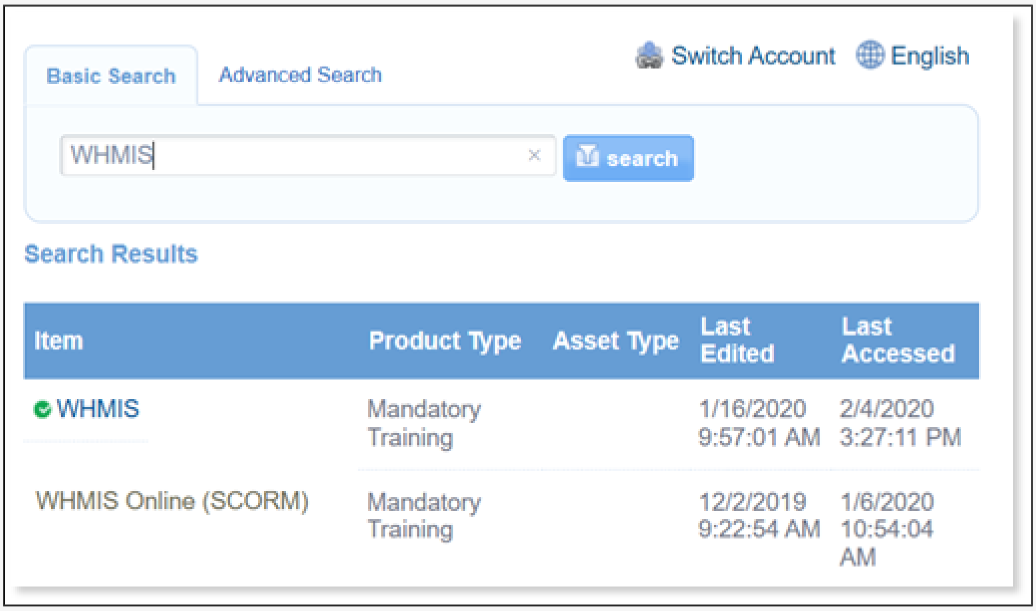
Items in the list with an exclamation point (!) before the name are courses that have been granted an exception (such as an additional attempt or time extension).

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.

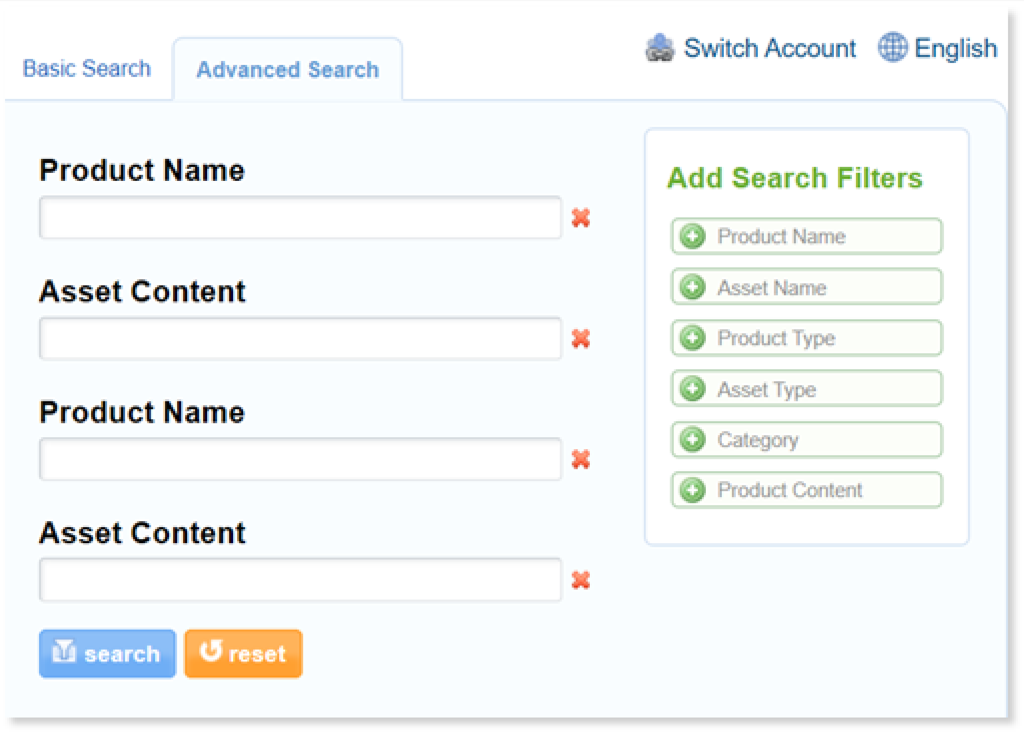


Advanced Search

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.



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)

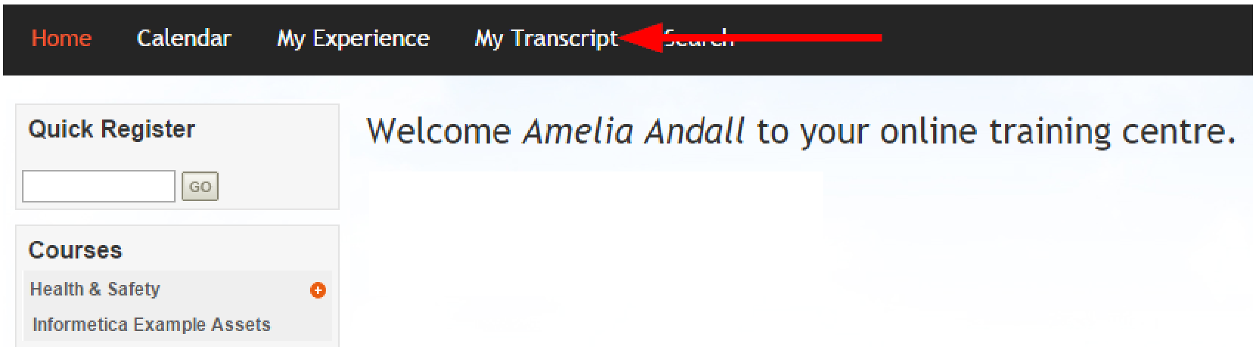
View Grades and Transcript

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.

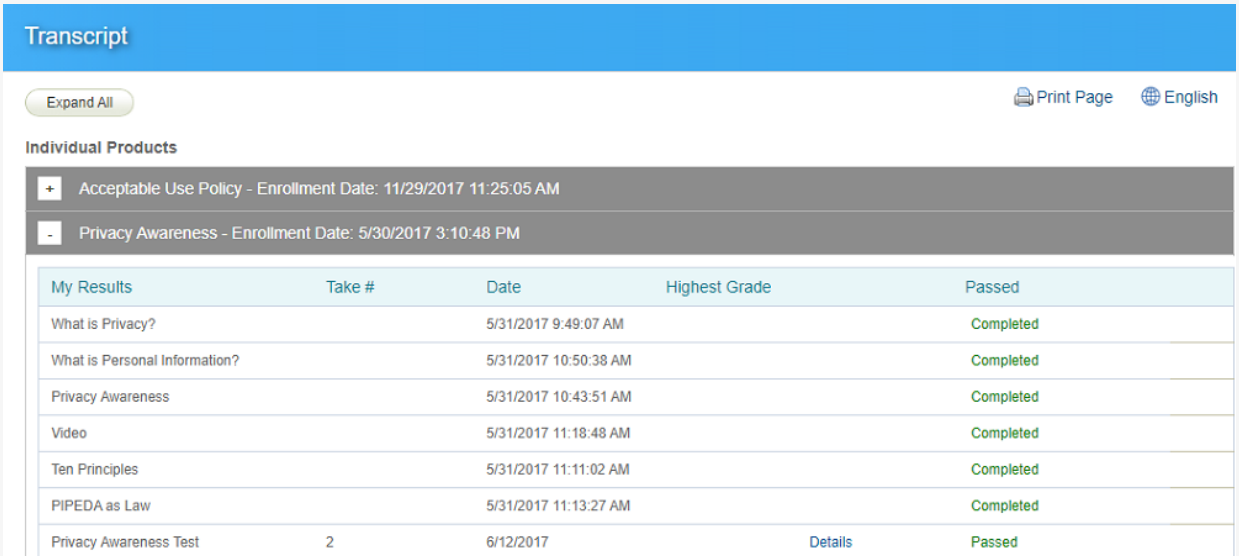
View Your Transcript

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



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

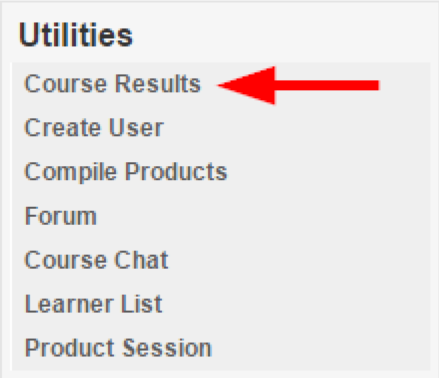
An example of the My Transcript/My Progress page.



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.

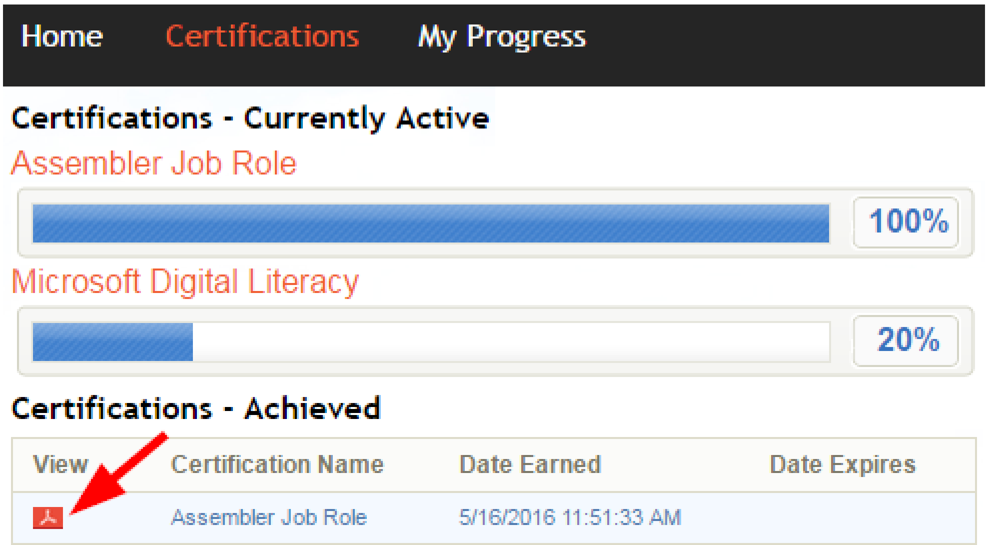


View and Print Your Certifications

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

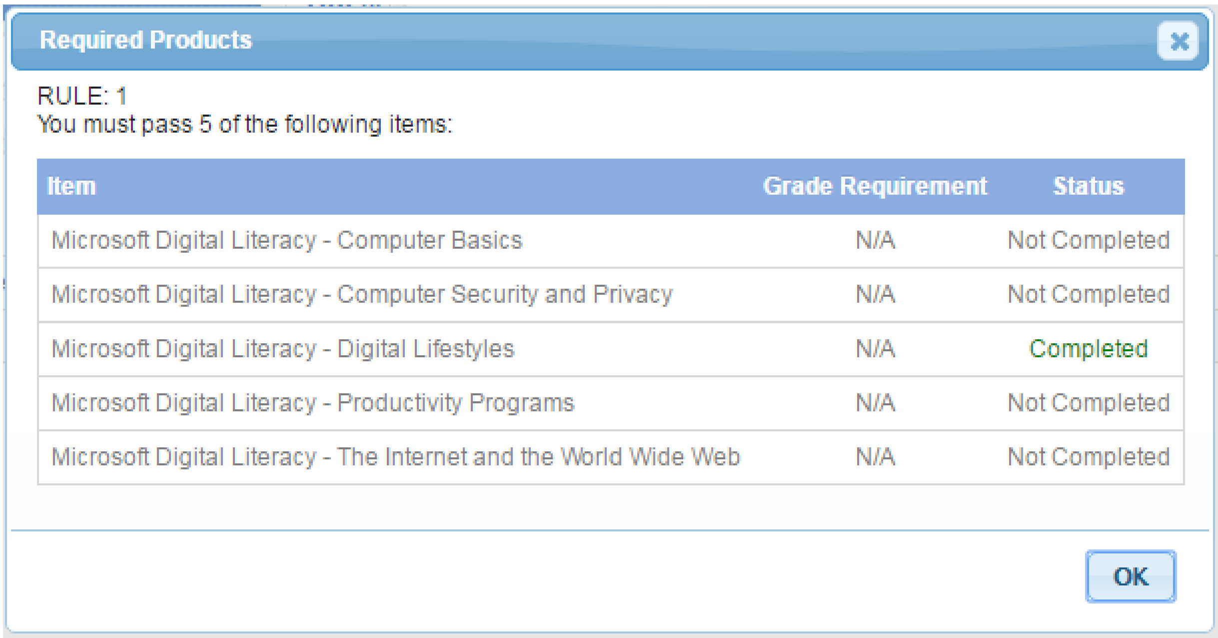
You can print out copies of certifications that you have earned and view your progress for certifications that are you working towards.

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.



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.



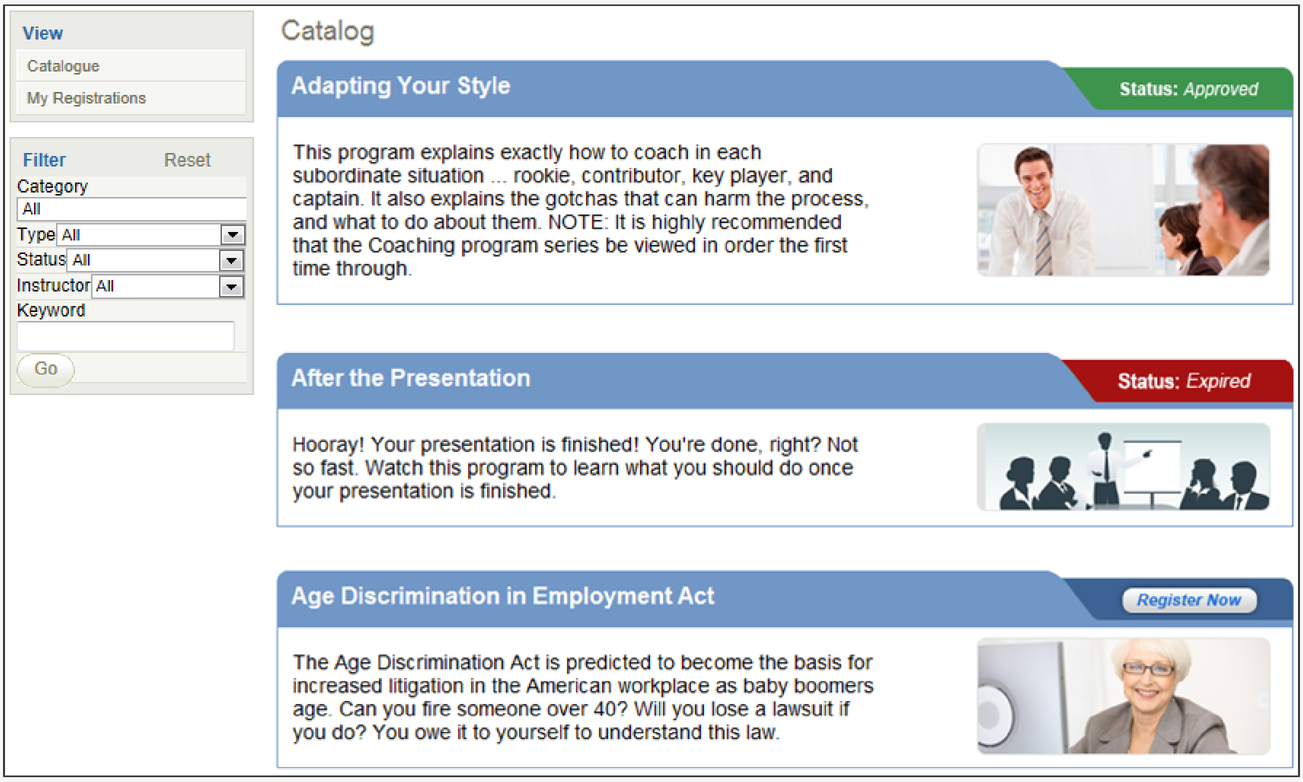
Item	Grade Requirement	Status
Microsoft Digital Literacy - Computer Basics	N/A	Not Completed
Microsoft Digital Literacy - Computer Security and Privacy	N/A	Not Completed
Microsoft Digital Literacy - Digital Lifestyles	N/A	Completed
Microsoft Digital Literacy - Productivity Programs	N/A	Not Completed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

Course Catalog Enrolment

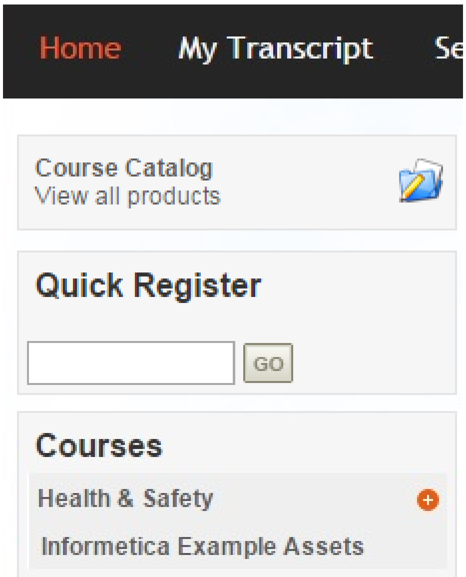
Some or all of these features may not be in use for your system.

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.

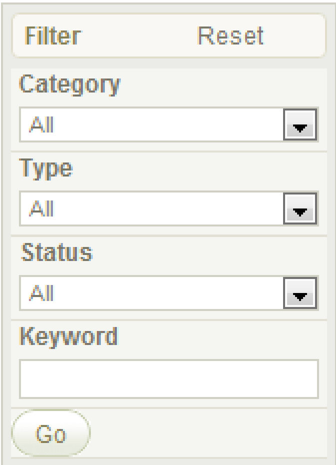
An example of a course catlog.



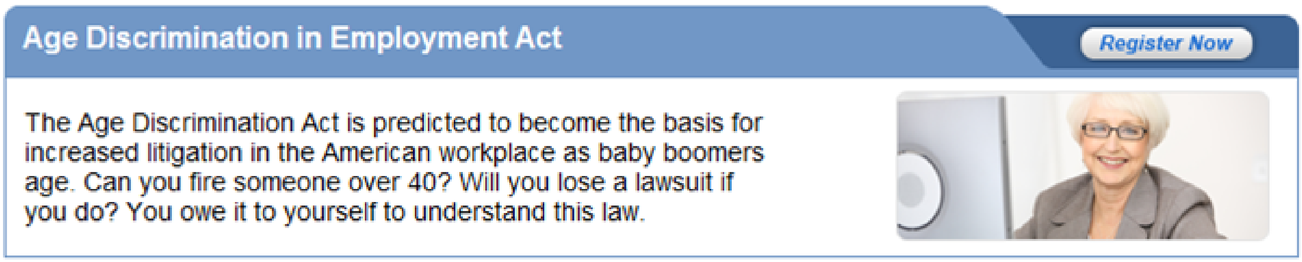
1. Open the **Course Catalog** from the side bar or from a tab at the top of your screen.



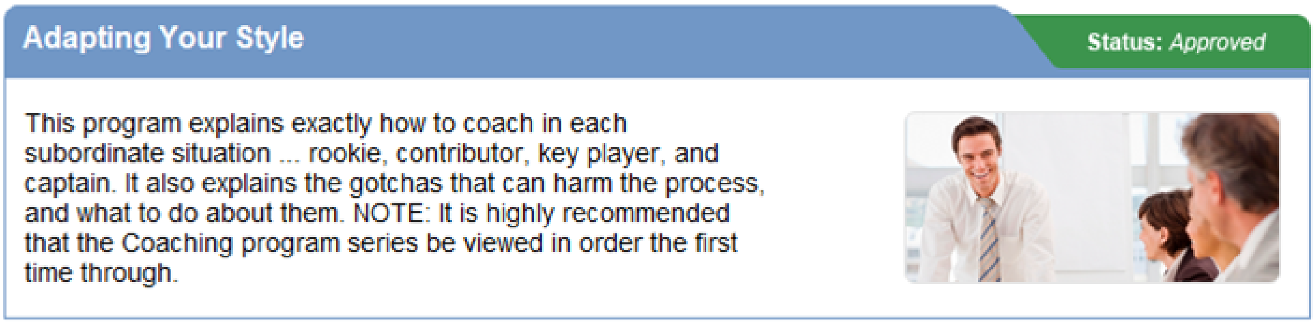
2. Optionally use the keyword search or filter drop-down menus to find specific catalog items.



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



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



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

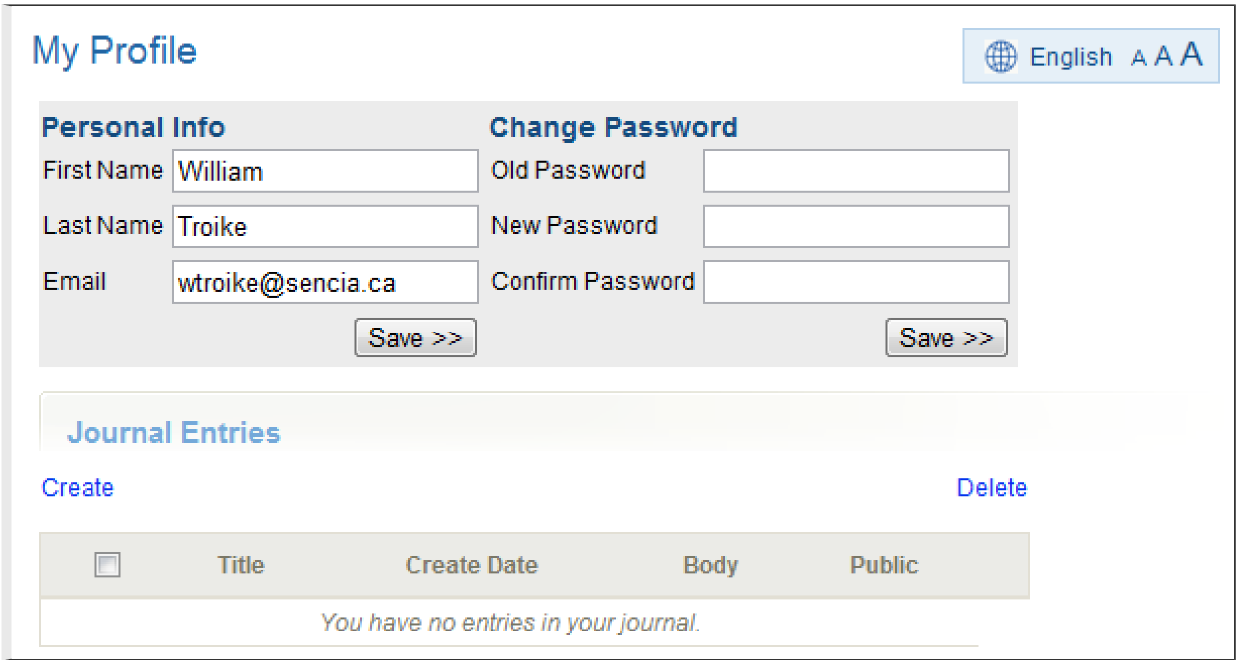
Some or all of these features may not be in use for your system.

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.

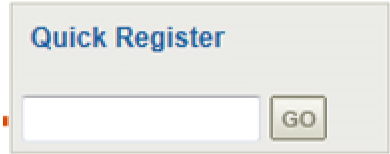


Participant Tools

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

Quick Register

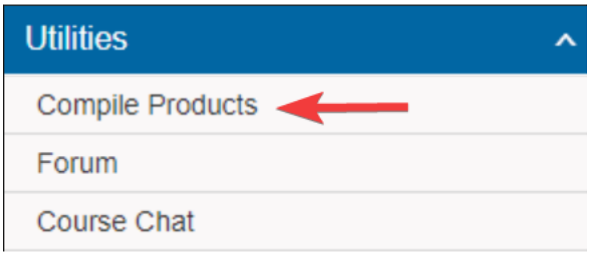
If enabled for you system, the quick register field is used to enter an access code that can automatically register or enrol you to specific items.



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.

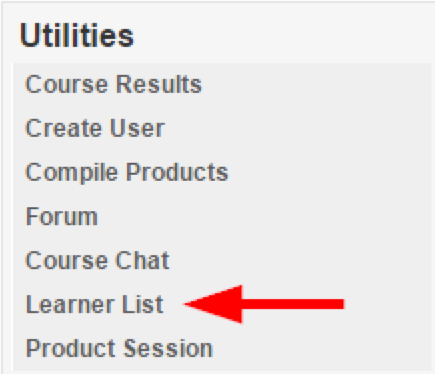
1. Select the name of any course from your home page to see the Utilities menu.
2. Select **Compile Products**.



View Class List

If enabled for your system, you may view a list of other participants enroled 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.

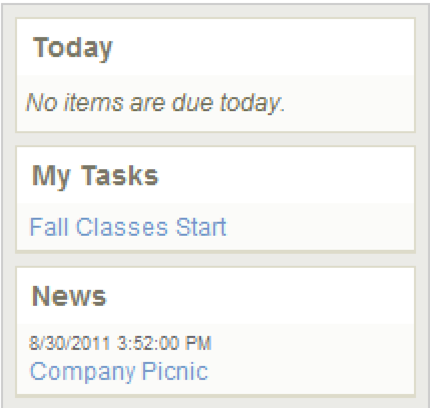


3. Some configurations may also let you email your classmates.

Events Box

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

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 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.