

# 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.

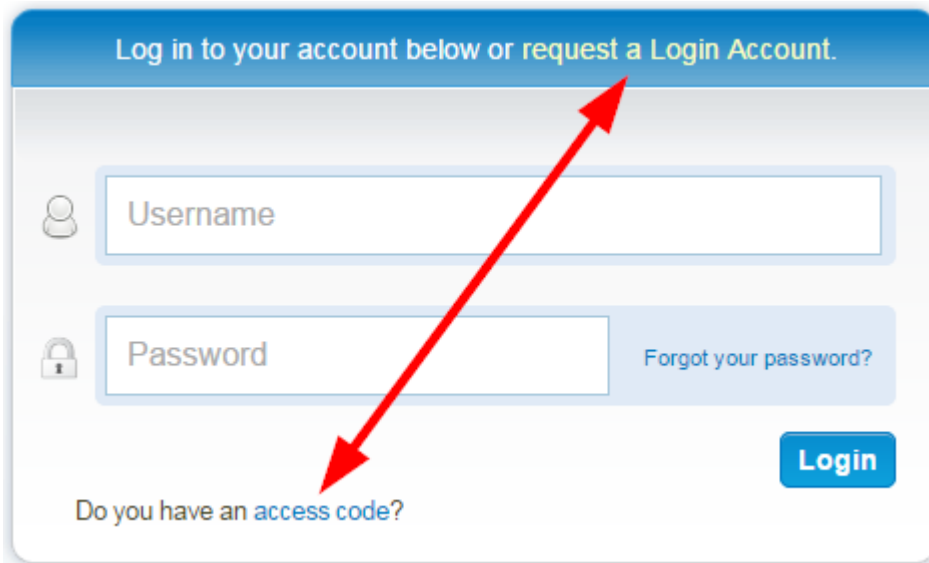
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## Create an Account



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

### 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.

**Quick Register**  
This field is used to enter an access code that will automatically register you to a specific product.

**Main Navigation**  
All sections of the system are accessible through these tabs.

**Information Bar**  
Change your password, view the user help manual or logout from the information bar.

**Product Menu**  
A list of all the products you are registered to. Click the name of any product to launch it.

**Accessibility Box**  
This box allows you to change the language and increase or decrease the font.

**Events Box**  
The events box allows you to keep track of items that are due, see deadlines and read news events.

**Home Page**  
Unique home pages can be created for each user group. If you belong to more than one group, you will have an option to toggle among home pages.

**Course Registration:**  
1. Click the Catalogue tab at the top of the page.  
2. Select the Course you want to register to from the dropdown list  
3. Click the Register button

**Start Taking a Course:**  
You may access each topic by selecting it from the Courses column on the left. If you are taking a video course, a "Take Exam" button will appear at the end of the video. Click the button to begin taking your test. For all other courses, you can access the test/evaluation once the topic's module prerequisites have been met.

**View Your Grades:**  
You can access your grades by clicking on the My Progress tab at the top of the page.

**View Your Certifications:**  
View a list of your certifications by clicking on the Certifications tab at the top of the page.

## Information Bar

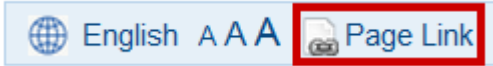
The information bar displays your user login status and can contain links to the following functions:

Participant: [sbrent@sencia.ca](mailto: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.

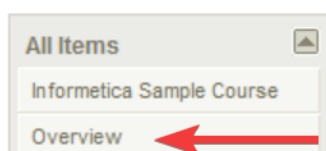


2. Courses may consist of many different components (assets) such as lessons, tests, and modules. Select a course item to continue.

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 <span style="float: right;">Viewed 1 of 1 pages</span>
Assessment Example <span style="float: right;">Viewed 1 of 1 pages</span>
Completion Rules Example <span style="float: right;">Viewed 1 of 1 pages</span>
Evaluation Example <span style="float: right;">Viewed 1 of 1 pages</span>
Evaluation with Certification <span style="float: right;">Viewed 1 of 1 pages</span>
Prerequisites Example <span style="float: right;">Viewed 0 of 1 pages</span>
Reference Example <span style="float: right;">Viewed 1 of 1 pages</span>
Wiki Example <span style="float: right;">Viewed 1 of 1 pages</span>

**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

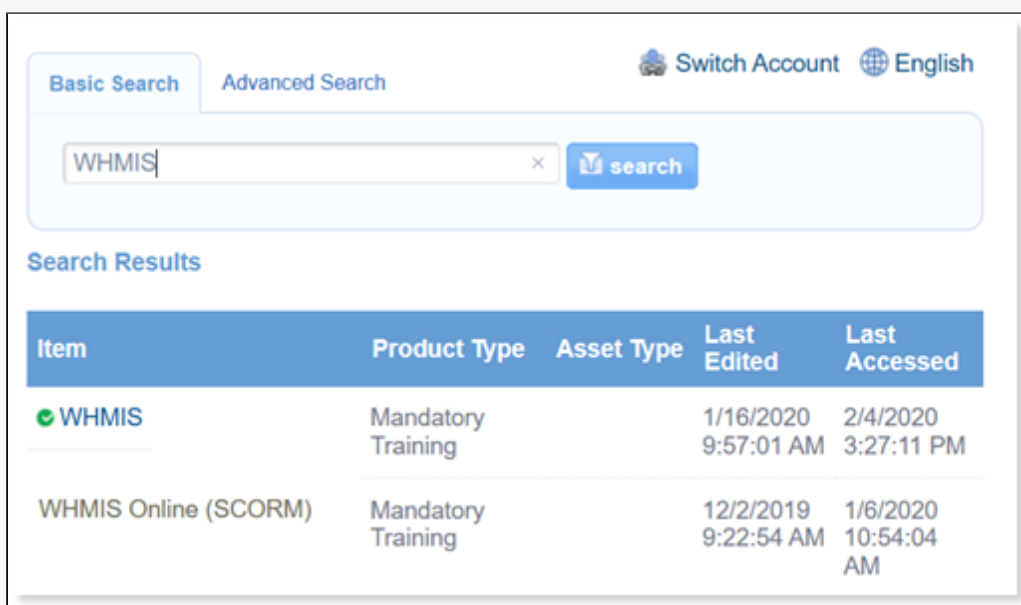
that have been granted an exception (such as an additional attempt or time extension).

## 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 enrolled 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 search interface with two tabs: 'Basic Search' (selected) and 'Advanced Search'. In the top right corner, there are links for 'Switch Account' and 'English'. A search input field contains the text 'WHMIS' and a magnifying glass icon, with a 'search' button to its right. Below the search bar, the section is titled 'Search Results' and 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

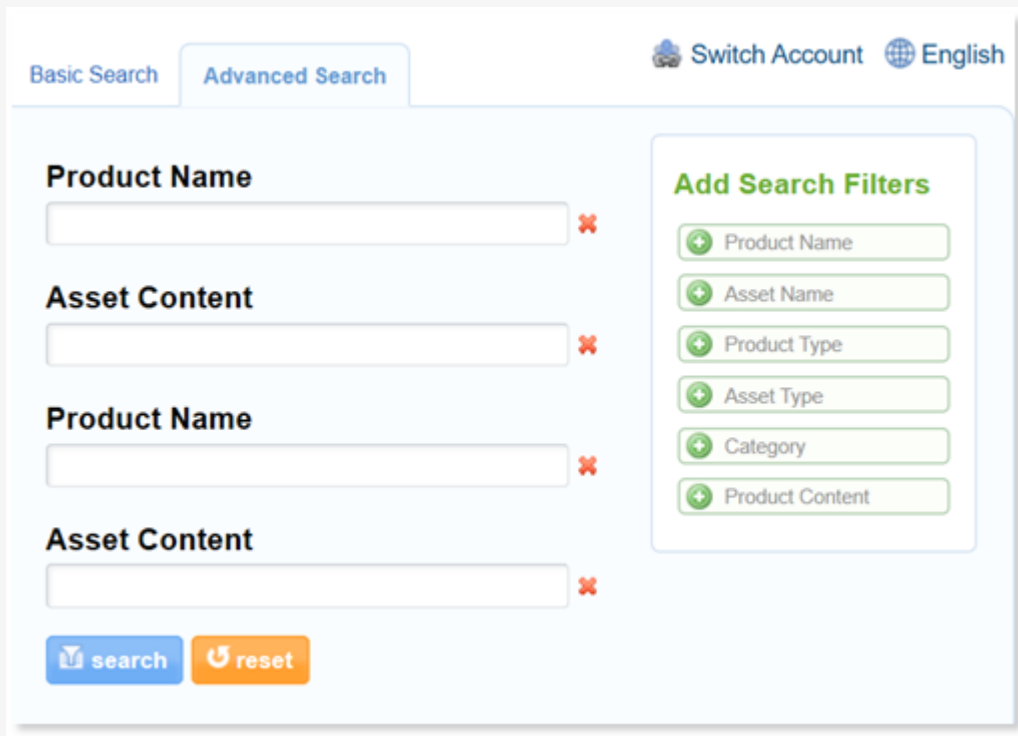
## Advanced Search



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, there are links for 'Switch Account' and 'English'. The main search area contains four filter rows, each with a text input field and a red 'x' icon to its right. The filters are: 'Product Name', 'Asset Content', 'Product Name', and 'Asset Content'. Below the filters are two buttons: a blue 'search' button and an orange 'reset' button. To the right of the main search area is a panel titled 'Add Search Filters' with a green header. This panel contains a list of filter options, each with a green plus icon and a text label: 'Product Name', 'Asset Name', 'Product Type', 'Asset Type', 'Category', and 'Product Content'. The 'Product Name' and 'Asset Content' filters are currently selected in the main search area.

## 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.

**Quick Register**

Welcome *Amelia Andall* to your online training centre.

**Courses**



- Health & Safety +
- Informetca Example Assets

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**

 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

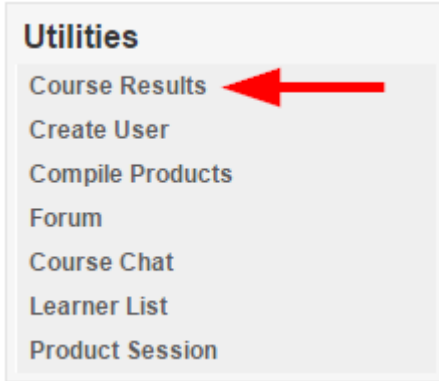
My Results	Take #	Date	Highest Grade	Passed
What is Privacy?		5/31/2017 9:49:07 AM		Completed
What is Personal Information?		5/31/2017 10:50:38 AM		Completed
Privacy Awareness		5/31/2017 10:43:51 AM		Completed
Video		5/31/2017 11:18:48 AM		Completed
Ten Principles		5/31/2017 11:11:02 AM		Completed
PIPEDA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

**View Results Within a Course**

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

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



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## View and Print Your Certifications



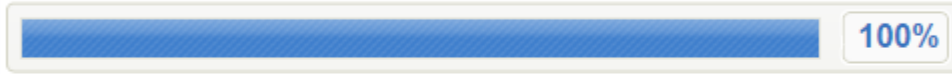
Some or all of these features may not be in use for your system.

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

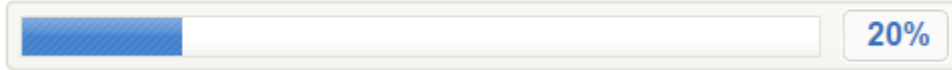
1. Select the tab at the top of your screen. This tab is generally named something like My Progress, or Certifications.
2. Select the **PDF icon** under View to download a copy of your certification for printout.

**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** [Close]

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.

Course Catalog  
View all products 

**Quick Register**

- Courses**
- Health & Safety 
  - Informetica Example Assets

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

Filter

Category

Type


Status

Keyword

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

**Age Discrimination in Employment Act**

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.



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

<b>Personal Info</b>	<b>Change Password</b>
First Name <input type="text" value="William"/>	Old Password <input type="text"/>
Last Name <input type="text" value="Troike"/>	New Password <input type="text"/>
Email <input type="text" value="wtroike@sencia.ca"/>	Confirm Password <input type="text"/>
<input type="button" value="Save &gt;&gt;"/>	<input type="button" value="Save &gt;&gt;"/>

### Journal Entries

Create Delete

<input type="checkbox"/>	Title	Create Date	Body	Public
<i>You have no entries in your journal.</i>				

## Participant Tools

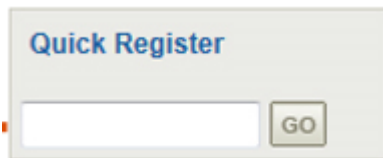


Some or all of these features may not be in use for your system.

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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.

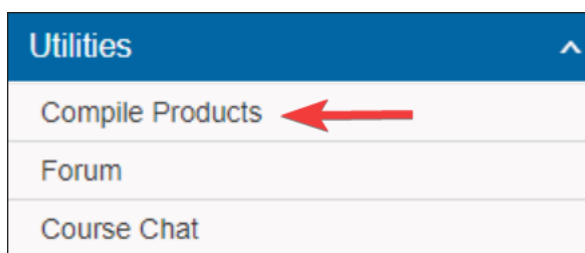
A screenshot of a 'Quick Register' form. It features a title 'Quick Register' in blue text at the top left. Below the title is a white text input field. To the right of the input field is a small, rectangular button with the text 'GO' in black capital letters.

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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**.

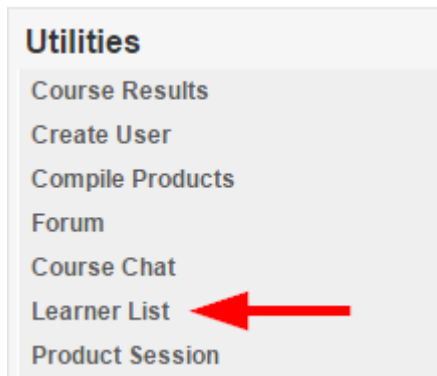


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## View Class List

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

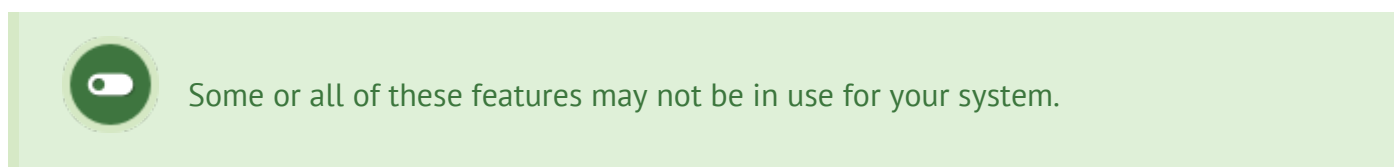
1. Click the name of any course from your home page to see the Utilities menu.
2. Select List.



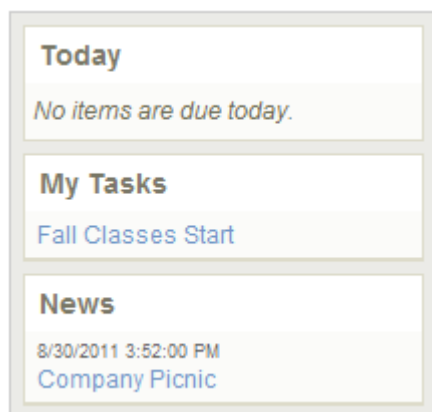
3. Some configurations may also let you email your classmates.

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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.