

FORUM SYD Virtual Learning Platform User Guide

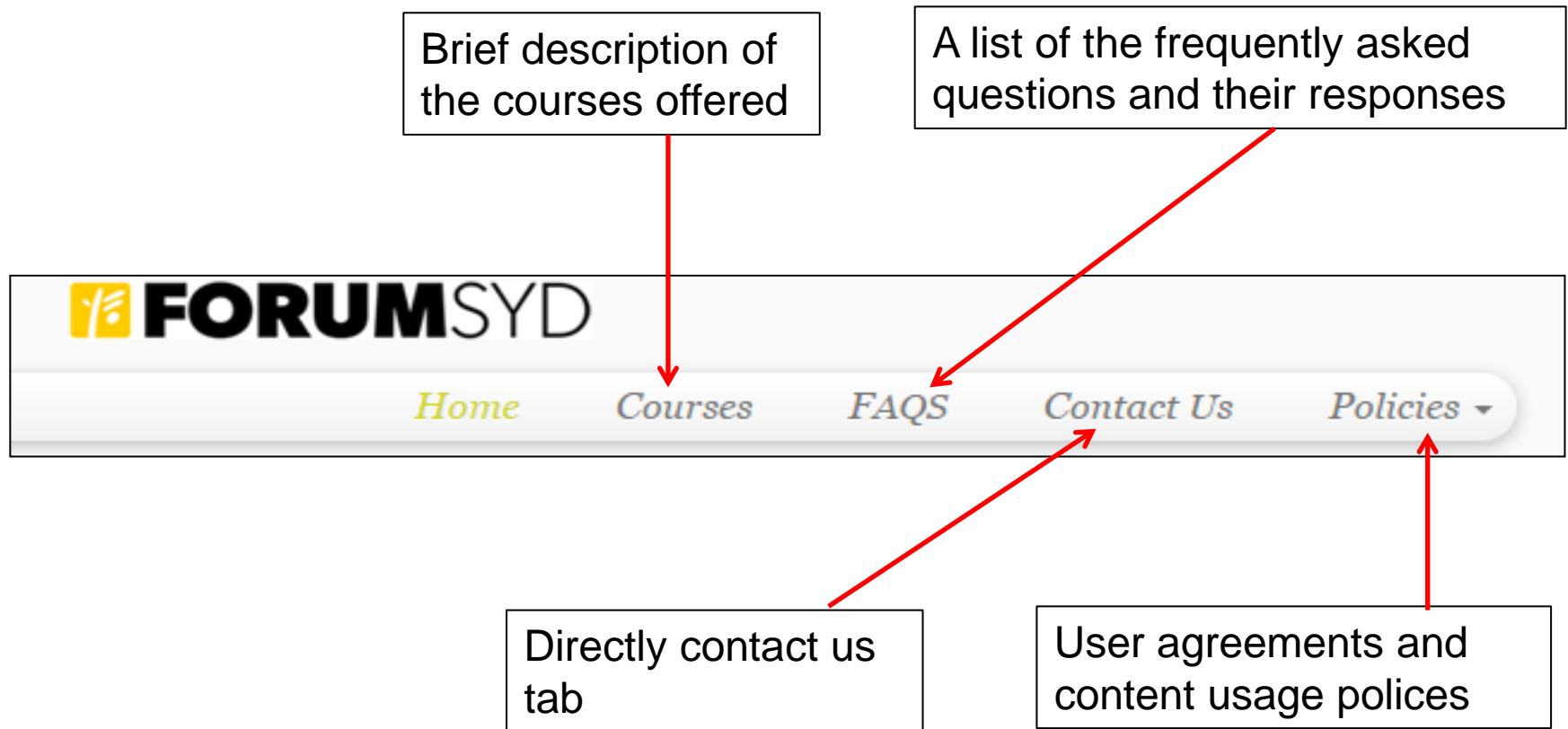


Virtual Learning Platform User Guide

This guide is designed to show you how to make full use of the Learning Management System (LMS). At the end of this guide, you will be able to:

1. Access the LMS
2. Customize your profile
3. Enroll or request to be enrolled in a course
4. Take a course on the LMS
5. Successfully log out

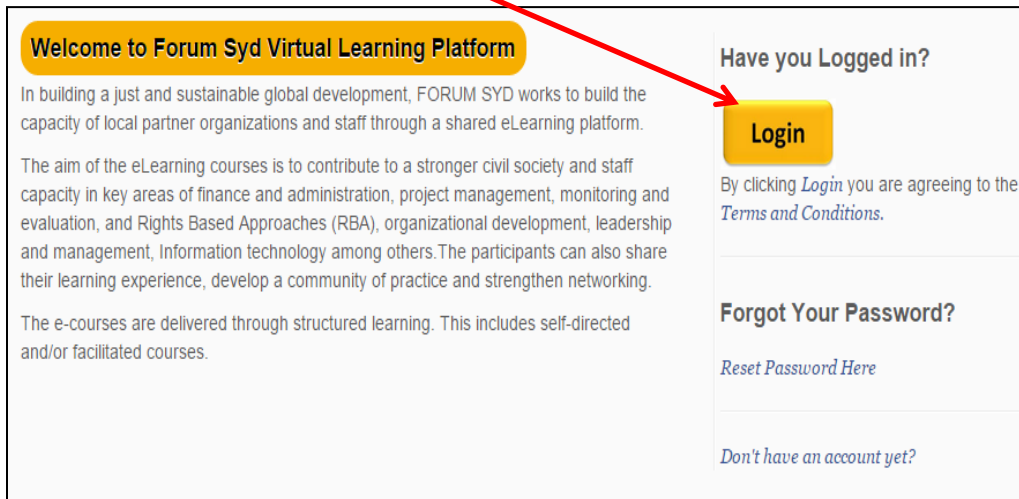
Quick Access Tabs



! Please ensure that you have read the policies before log-in.

Log-in

From the main page <http://learning.forumsyd.org> click on the log in



Welcome to Forum Syd Virtual Learning Platform

In building a just and sustainable global development, FORUM SYD works to build the capacity of local partner organizations and staff through a shared eLearning platform.

The aim of the eLearning courses is to contribute to a stronger civil society and staff capacity in key areas of finance and administration, project management, monitoring and evaluation, and Rights Based Approaches (RBA), organizational development, leadership and management, Information technology among others. The participants can also share their learning experience, develop a community of practice and strengthen networking.

The e-courses are delivered through structured learning. This includes self-directed and/or facilitated courses.

Have you Logged in?

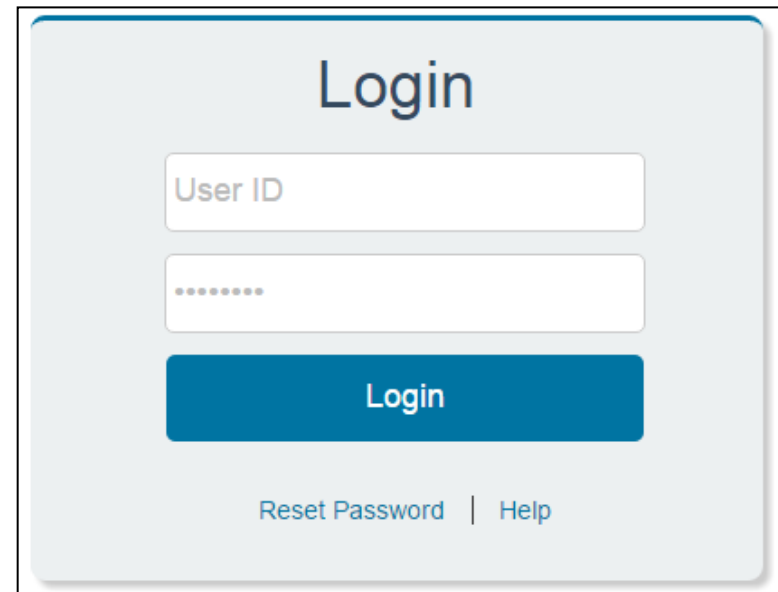
Login

By clicking *Login* you are agreeing to the *Terms and Conditions*.

Forgot Your Password?

[Reset Password Here](#)

[Don't have an account yet?](#)



Login

User ID

.....

Login

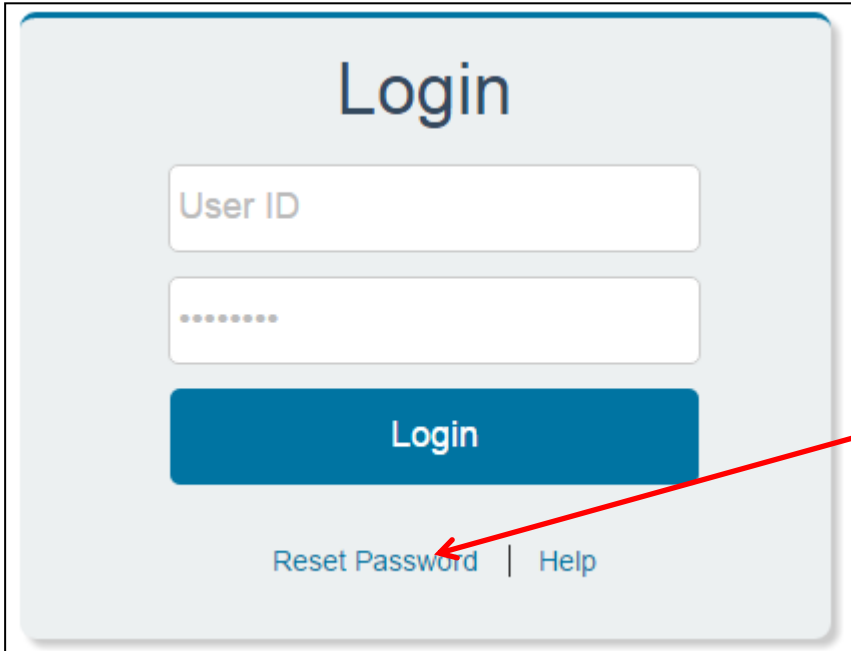
[Reset Password](#) | [Help](#)



Please ensure that you have read the policies before log-in.

Logging in

On the dialogue box, key in your user name and password. Then click on the login tab



The image shows a light blue login dialog box with the title "Login" at the top. Below the title are two input fields: the first is labeled "User ID" and the second contains a series of dots representing a password. Below these fields is a prominent blue button labeled "Login". At the bottom of the dialog box, there are two links: "Reset Password" and "Help", separated by a vertical line. A red arrow points from the "Reset Password" link towards the right side of the slide.

In case you have forgotten your password, click on the reset password and follow the instructions.

Don't have an account yet?

If you don't have an account yet, click on the 'Don't have an account yet?', a form will pop up. Kindly fill it and click submit. The administrator will get back you within 2 working days.

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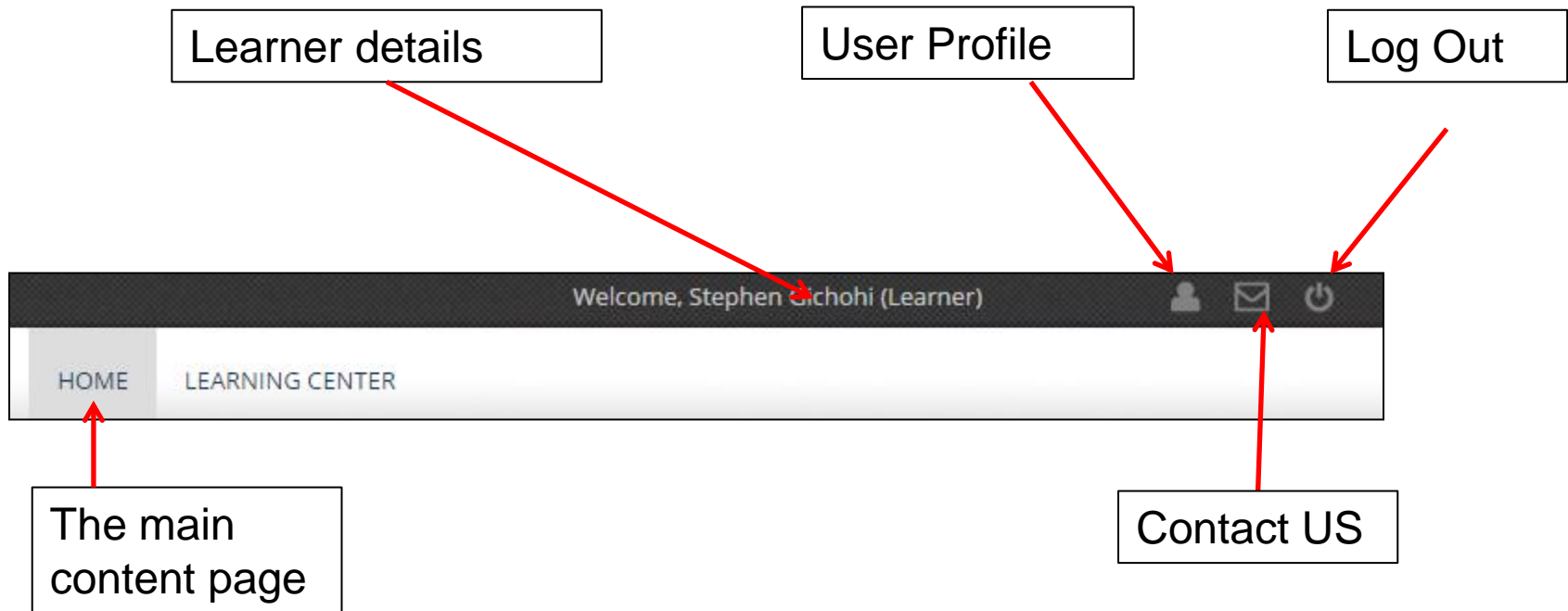
Forgot Your Password?

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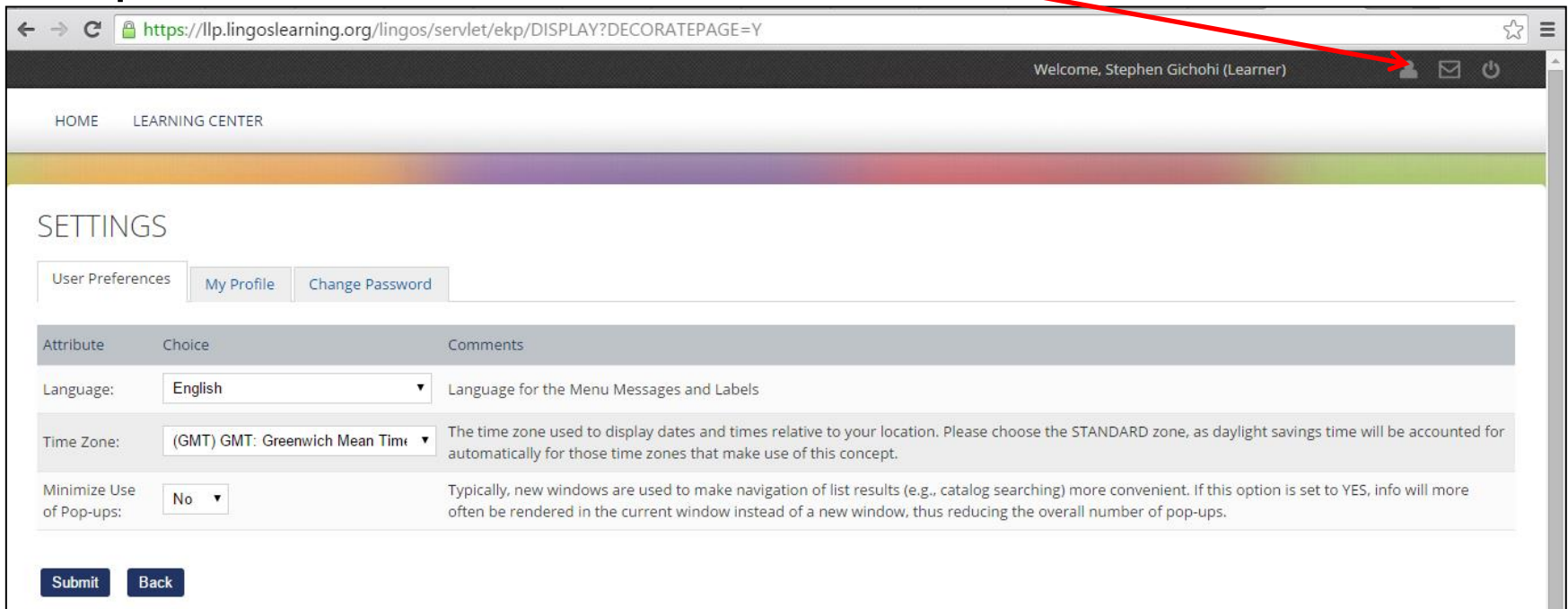
Key Icons

The following are the key icons on your learning page:



Customizing your Profile

After logging in, click on the  to change the details of your profile.



The screenshot shows a web browser window with the URL <https://llp.lingoslearning.org/lingos/servlet/ekp/DISPLAY?DECORATEPAGE=Y>. The page displays a user profile for Stephen Gichohi (Learner). The main content area is titled "SETTINGS" and contains three tabs: "User Preferences", "My Profile", and "Change Password". Below the tabs is a table with the following content:

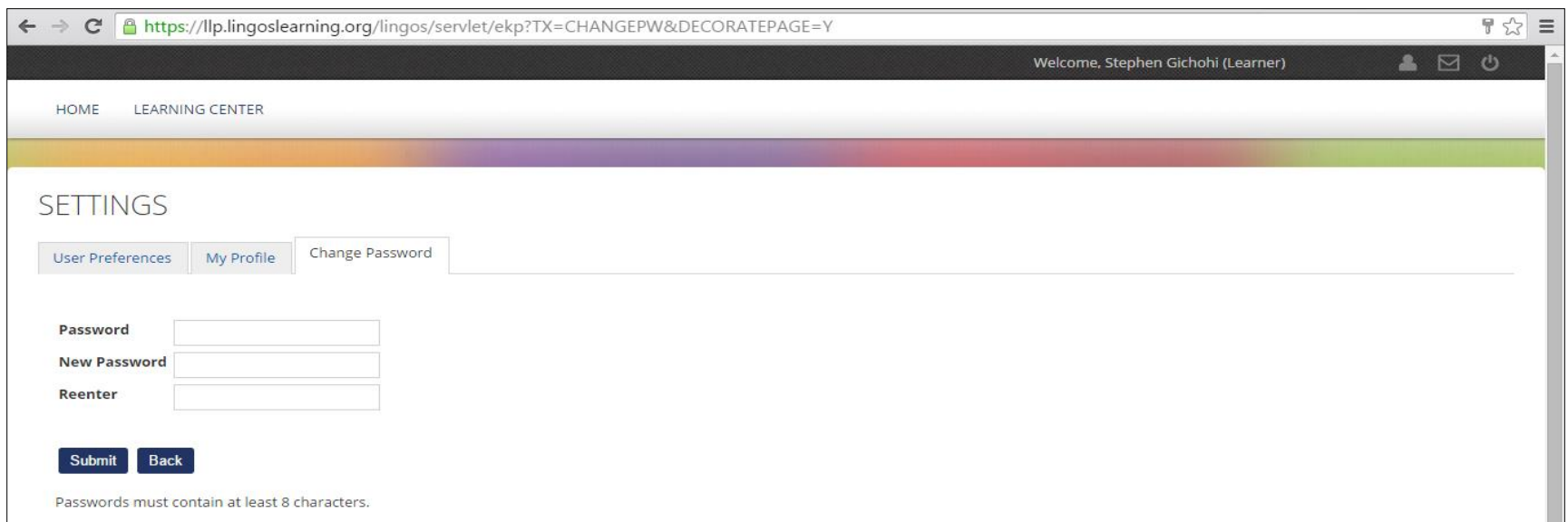
Attribute	Choice	Comments
Language:	English	Language for the Menu Messages and Labels
Time Zone:	(GMT) GMT: Greenwich Mean Time	The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If this option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.

At the bottom of the settings page, there are two buttons: "Submit" and "Back".

Click on each tab (User References, My profile, Change Password) and make the appropriate changes. To save the changes, click on the **Submit** button.

Changing your Password

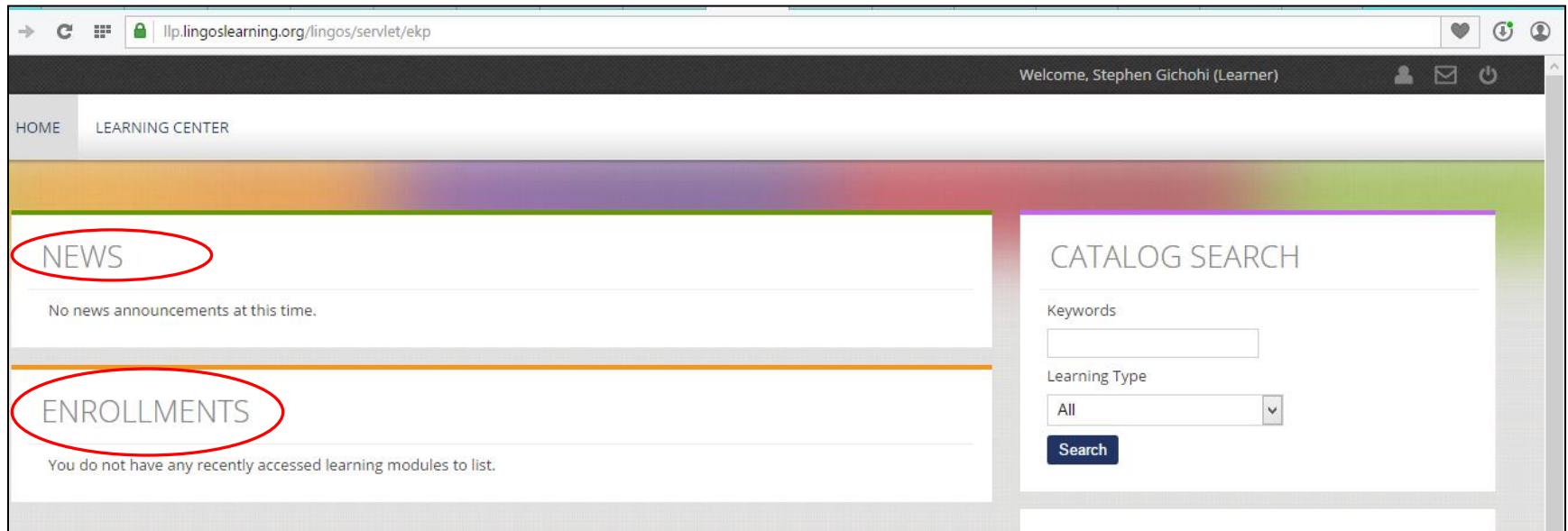
To change your password, click on the 'change password'. Remember to 'Submit' after the changes



The screenshot shows a web browser window with the URL <https://llp.lingoslearning.org/lingos/servlet/ekp?TX=CHANGEPW&DECORATEPAGE=Y>. The page title is "Welcome, Stephen Gichohi (Learner)". The navigation menu includes "HOME" and "LEARNING CENTER". The main content area is titled "SETTINGS" and contains three tabs: "User Preferences", "My Profile", and "Change Password". The "Change Password" tab is active and displays three input fields: "Password", "New Password", and "Reenter". Below the input fields are two buttons: "Submit" and "Back". A note at the bottom of the form states: "Passwords must contain at least 8 characters."

Home Page

On clicking 'Home', you will be able to see the list of courses you are enrolled in and any announcements from the administrators



The screenshot shows a web browser window with the URL `llp.lingoslearning.org/lingos/servlet/ekp`. The page is titled "Welcome, Stephen Gichohi (Learner)". The navigation menu includes "HOME" and "LEARNING CENTER". The main content area is divided into two columns. The left column has a "NEWS" section with the text "No news announcements at this time." and an "ENROLLMENTS" section with the text "You do not have any recently accessed learning modules to list." The right column contains a "CATALOG SEARCH" section with a "Keywords" input field, a "Learning Type" dropdown menu set to "All", and a "Search" button. The "NEWS" and "ENROLLMENTS" sections are circled in red.

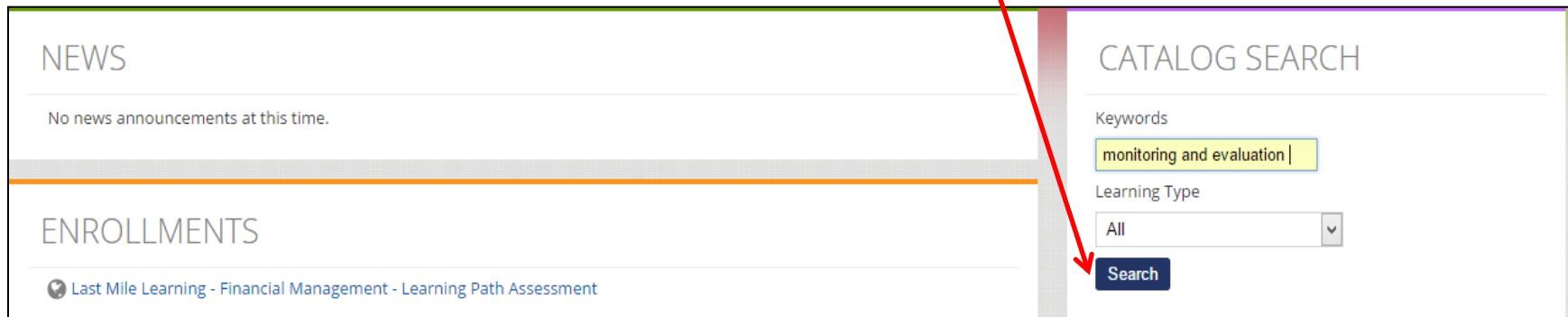
Searching for a Course

There are two options for searching a course within the system:

- Option 1: From the home page search the 'Catalog Search'
- Option 2: From the 'Learning Center'

Searching for a course(s)- Option 1

- On the right hand side, type in the 'key words' of the course you intend to enroll for and then click on the search button



The screenshot shows a web interface with a search bar on the right side. The search bar is titled "CATALOG SEARCH" and contains the text "monitoring and evaluation" in the "Keywords" field. Below the search bar is a "Learning Type" dropdown menu set to "All". A blue "Search" button is located below the dropdown menu. A red arrow points from the text "click on the search button" in the list above to the "Search" button.

NEWS

No news announcements at this time.

ENROLLMENTS

Last Mile Learning - Financial Management - Learning Path Assessment

CATALOG SEARCH

Keywords

monitoring and evaluation |

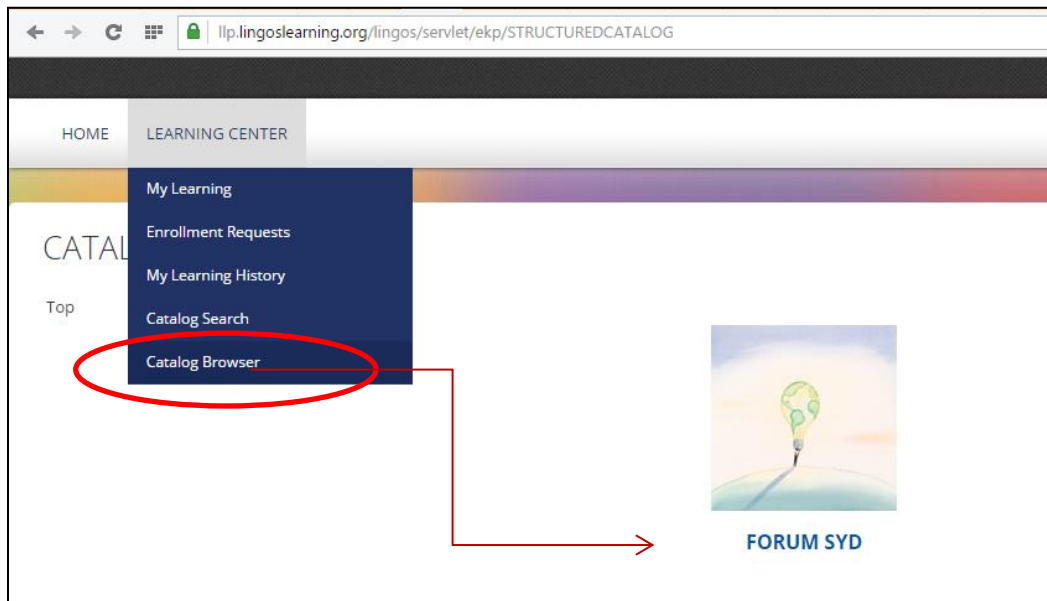
Learning Type

All

Search

Searching the Course Catalog - Option 2

To view the course catalogue, click on the 'Learning Center' then 'Catalog Browser'. To view the different folders/classification of the courses, click on 'FORUM SYD'



Sub- Catalogs

- After clicking on the 'FORUM SYD' link, a list of sub-catalogs is displayed. This makes it easy for your to search for a course easier. Some folders may have subfolders.



Selecting a course

After defining your search, a list of the courses with the specified keyword will be displayed. Click on the appropriate link. A detailed course description will pop-up.

LEARNING MODULE SEARCH

Keywords: [Search](#) [Advanced Search](#) [Search help.](#) Results per Page:


Showing: 1 - 25 of 201 « < 1 2 3 4 > »

[Last Mile Learning - Financial Management - Module 2: Planning \(LI01-FM-EN-PLANNING-lms\)](#)
Learning Type: Online
In catalog(s): iMerit/Individual Courses/English, Forum Syd/Finance/Last Mile Learning Financial Management
. It lies at the heart of effective **financial management**. After completing this course, you will be able to: Describe the planning process and how it links with **financial ma...**

[Last Mile Learning - Financial Management - Module 1: Introduction \(LI01-FM-EN-INTRO-lms\)](#)
Learning Type: Online
In catalog(s): iMerit/Individual Courses/English, Forum Syd/Finance/Last Mile Learning Financial Management
to make full use of **financial management** tools. Good practice in **financial management** will: help... sustainability.After completing this course, you will be able to...

Enrolling for a course

Kindly read the details keenly and decide on the course you would like to enroll for.



Last Mile Learning - Financial Management - Learning Path Assessment (LI01-FM-EN-assessment-lms)
by LINGOs - Last Mile Learning

This 37-question assessment tests the learner's understanding of the information presented in the following Learning Path courses:

- Introduction
- Planning
- Accounting Records
- Reporting
- Internal Controls

This assessment can be taken before or after the learner has completed the courses listed above -- although it is unlikely that the learner will be able to successfully pass the assessment without first studying the courses listed above.

Keywords: Finance, Assessment

Learning Type: Online
Language: English
Duration: 30 Minutes
Objectives:

More Information:
Support Contact:

Session(s): Last Mile Learning - Financial Management - Learning Path Assessment (LI01-FM-EN-assessment-lms) Seats: Unlimited

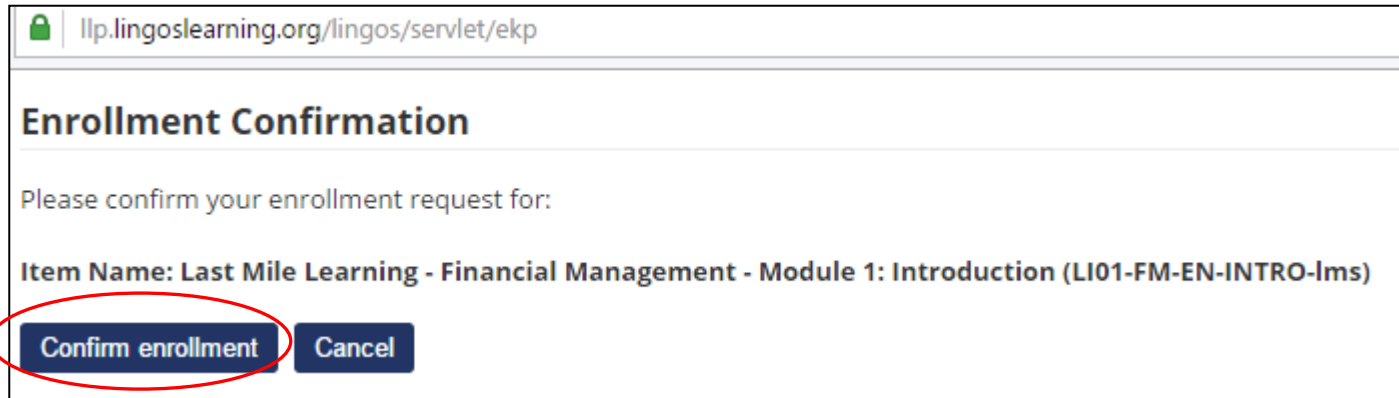
Enroll



Please note some courses have a nominal fee.

Enrollment Confirmation

Confirm enrolment to ensure that you are registered for the course. If you are not sure, you can click on 'cancel' and search for another course



llp.lingoslearning.org/lingos/servlet/ekp

Enrollment Confirmation

Please confirm your enrollment request for:

Item Name: Last Mile Learning - Financial Management - Module 1: Introduction (LI01-FM-EN-INTRO-lms)

[Confirm enrollment](#) [Cancel](#)

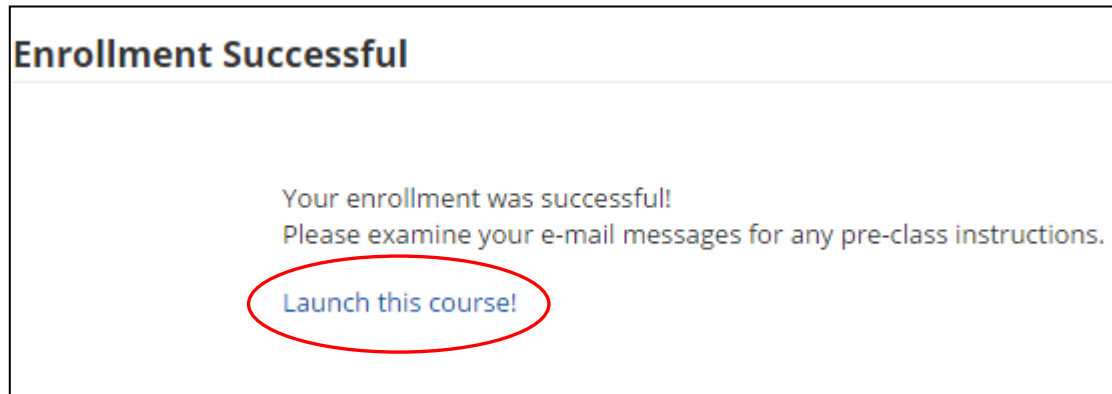
Enrollment Successful

Your enrollment was successful!
Please examine your e-mail messages for any pre-class instructions.

[Launch this course!](#)

Enrollment Notification

Upon successful enrolment, you will see the image below:

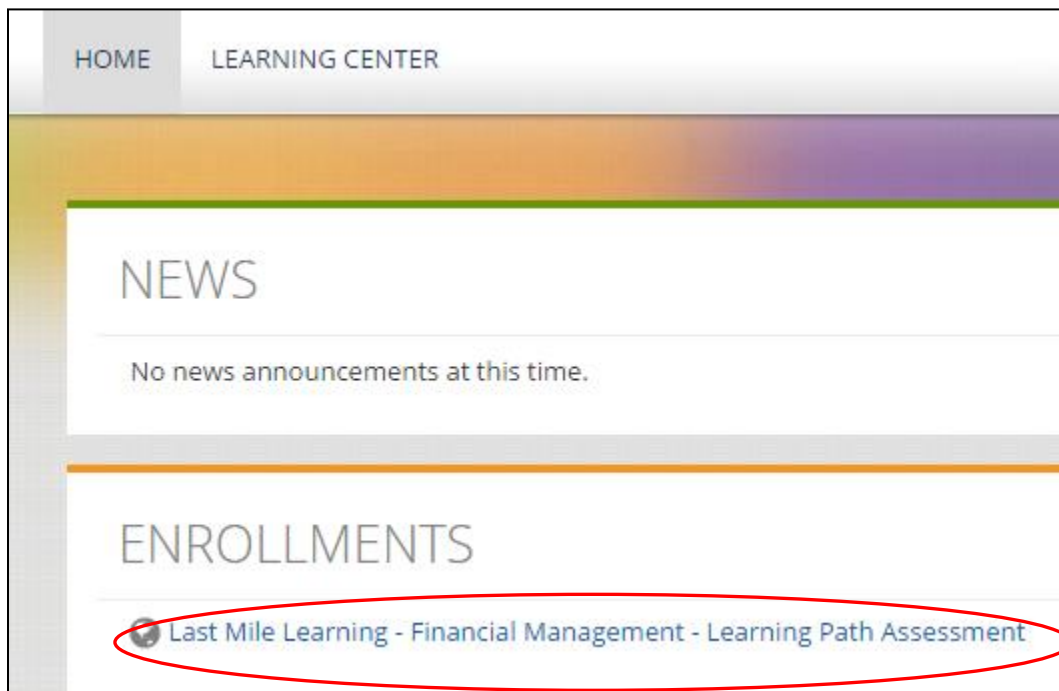


To start the course, click on the 'Launch this course'.

! Please note that you should not enrol in more than five courses at any given time.

Launching the Course after Enrolment

- Alternatively, from the 'Home' tab you can click on the course name to launch it.



Navigating through the Course


llp.lingoslearning.org/lingos/servlet/ekp/contentItem


Financial Management Learning Path Assessment

Financial Management: Learning Path Assessment

The Financial Management Learning Path Assessment is a 37-question assessment based on the contents of the 5 courses in the learning path.

Learners who successfully score 80% or higher on the test have the option of printing a personalized Learning Path Certificate. Note - users will need access to Adobe Acrobat or Adobe Reader to complete the certificate.

 Click Next to begin the assessment.

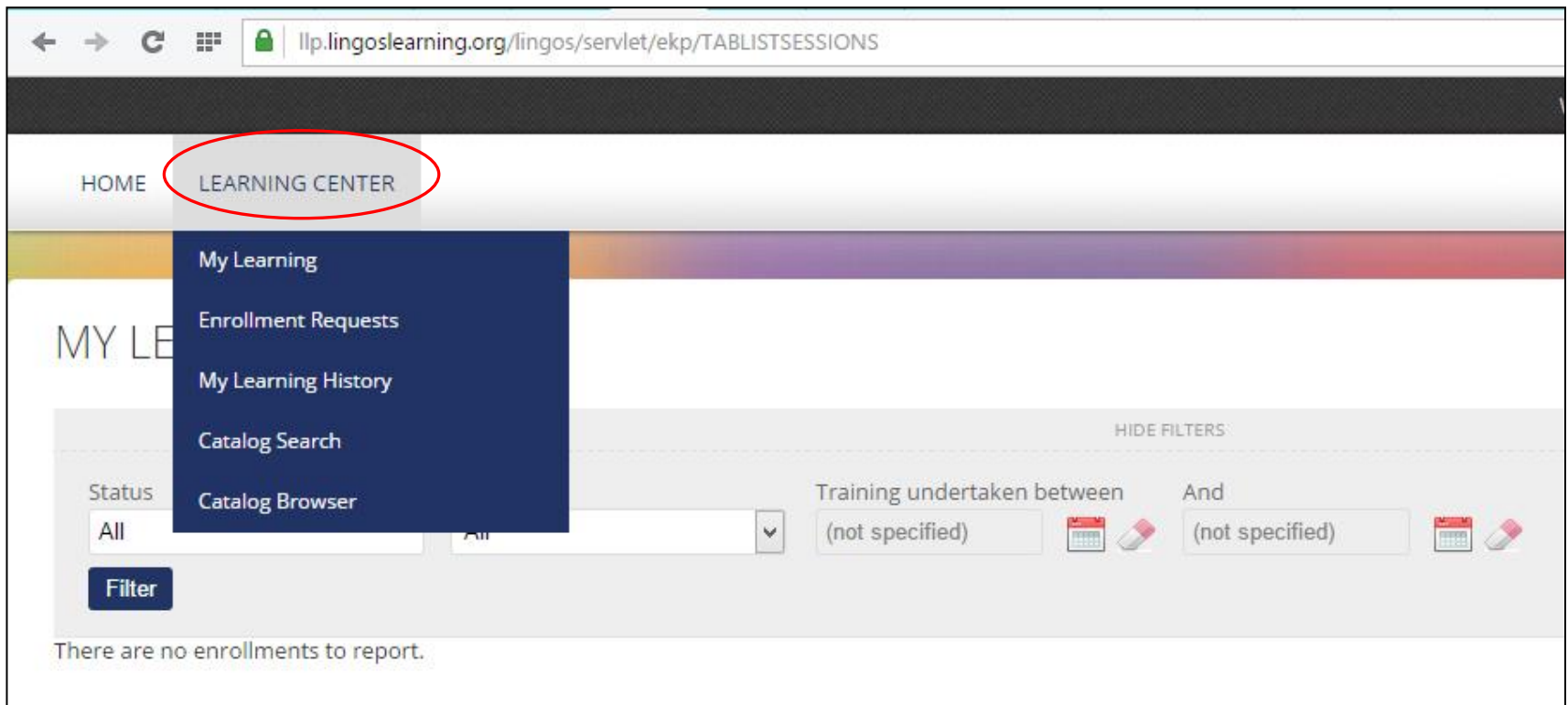


[< PREV](#) [NEXT >](#)

After launching the course, the content materials will run and you can study at your pace. Use the 'Next' and 'Previous

Course Approvals

Some courses may require approval from the system administrator. To check the status, click on the 'Learning Center' and indicate the criteria on the 'Status' tab and thereafter filter. A list of all the pending, approved courses will be displayed.



The screenshot shows a web browser window with the URL `llp.lingoslearning.org/lingos/servlet/ekp/TABLISTSESSIONS`. The navigation menu includes 'HOME' and 'LEARNING CENTER', with 'LEARNING CENTER' highlighted by a red circle. A dropdown menu is open under 'LEARNING CENTER', listing options: 'My Learning', 'Enrollment Requests', 'My Learning History', 'Catalog Search', and 'Catalog Browser'. Below the menu, there is a 'Status' dropdown menu set to 'All' and a 'Filter' button. To the right, there are filter fields for 'Training undertaken between' and 'And', both set to '(not specified)'. A 'HIDE FILTERS' link is also visible. At the bottom of the page, it says 'There are no enrollments to report.'

Learning History

To check on your learning history, click on 'Learning Center' and select 'My Learning History'. A list of the courses you are enrolled in will be displayed including the status progress.

HOME LEARNING CENTER

MY LEARNING HISTORY

HIDE FILTERS

Status: All Type: All Training undertaken between: (not specified) And: (not specified)

Filter

Results per Page: 25

Bulk Action

Print

<input type="checkbox"/>	Learning Module Name	Status	Start Date - End Date	Score	Credits	Other Information
<input type="checkbox"/>	Last Mile Learning - Financial Management - Learning Path Assessment (LI01-FM-EN-assessment-lms)	In Process	Sep 25, 2015 10:30 AM GMT		0	

Showing: 1 - 1 of 1

Help Desk

In case of any questions, kindly email;

capacitybuilding@forumsyd.org

Or call;

+254 705 871 873

Tack!
Thank You!