

LearnMate



Student's Quick Start Guide



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LearnMate 8 Student's Quick Start Guide

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1. Welcome to LearnMate 8

1.1. Introducing LearnMate 8

Welcome to LearnMate 8 (Eight)!

Designed with your success in mind, this intuitive learning platform makes staying on top of your coursework easier than ever. LearnMate 8 features a clean, easy-to-navigate interface so you can quickly find your assignments, grades, and learning materials without any hassle. Built to the highest accessibility standards, it ensures a comfortable and inclusive learning experience for everyone, regardless of how you interact with the platform. Plus, with strict privacy protections in place, your personal data is always secure. Dive in, explore your courses, and enjoy a seamless learning journey!

The following sections contain common procedures to help you get started with LearnMate®.



2. Getting Started

This section contains a number of common procedures to help you get started with the LearnMate 8 learning management system (LMS).

2.1. Updating Your User Profile

Updating your profile allows you to share a little about yourself with your classmates and instructors. You can add a profile picture and adjust your personal details to personalize your LearnMate experience.

To update your user profile:

Click your profile picture in the top right corner of the screen and select **Profile**.

1. In the User details section, click the **Edit profile** link.
2. Update your personal information, add a description, or upload a new User picture.
3. Scroll to the bottom of the page and click **Update profile**.

2.2. Customizing Notification Preferences

Customizing your notification preferences ensures you stay informed about important course updates without being overwhelmed by emails. You can choose exactly how and when LearnMate alerts you about assignments, forum posts, and messages.

To customize notification preferences:

1. Click your profile picture in the top right corner and select **Preferences**.
2. Under the User account heading, click **Notification preferences**.
3. Review the list of notification types and toggle the switches to turn web or email notifications on or off.
4. Your changes will save automatically as you adjust the switches.

3. Accessing Courses and Content

3.1. Self-Enrolling into a Course

Self-enrollment allows you to join a course directly, often using a special enrollment key provided by your instructor. This grants you immediate access to your learning materials.



Click or scan to watch the procedure.

To self-enroll into a course:

1. Navigate to the course catalog or search for the specific course using the site search bar.
2. Click the title of the course you wish to join.
3. If required, enter the Enrollment key provided by your instructor into the Enrollment key field.
4. Click the **Enroll me** button to enter the course.

3.2. Navigating the Course Page

Familiarizing yourself with the course page helps you quickly find your syllabus, assignments, and learning modules. The layout is designed to guide you through the materials week by week or topic by topic.

To navigate the course page:

1. Log in to LearnMate and click your course from the **My courses** tab or the site dashboard.
2. Use the course index on the left side of the screen to quickly jump between different sections and activities.
3. Review the main content area in the center to read instructions and click resource links.
4. Use the course navigation menu located just beneath the course title to access your grades or the participants list.

3.3. Launching an Interactive Module

Interactive modules contain engaging lessons, videos, and self-checks that are essential for your coursework. Launching these packages correctly ensures your progress and scores are recorded in LearnMate.

To launch an interactive module:

1. Navigate to the course section containing the interactive module.
2. Click the module's title, which is usually accompanied by a package icon.
3. Read any instructions on the summary page, then click the **Enter** button to start the lesson.
4. Navigate through the module using its internal buttons and be sure to reach the end so your completion is tracked.

4. Completing Coursework

4.1. Submitting an Assignment

Assignments are where you will upload files, such as lab reports or essays, directly to your instructor for grading. You can also sometimes type your responses directly into LearnMate.

To submit an assignment:

1. Click the assignment link on your course page.
2. Review the due date, grading rubric, and instructions, then click the **Add submission** button.
3. Drag and drop your file into the upload area or type your response into the online text box, depending on the assignment type.
4. Click **Save changes** to submit your work for grading.

4.2. Taking a Quiz

Quizzes are used to test your knowledge on recent topics and can include multiple-choice, true/false, or short-answer questions. You will complete these assessments directly within your browser.

To take a quiz:

1. Click the quiz link on your course page.
2. Read the instructions, noting any time limits or attempt restrictions, and click **Attempt quiz**.
3. Answer the questions presented on the screen, clicking **Next** to move through the pages.
4. On the summary page, click **Submit all and finish**, and then confirm your choice to finalize your attempt.

4.3. Posting in a Discussion Forum

Forums are a great place to ask questions, share ideas, and collaborate with your classmates. Participating in discussions helps build a community and deepens your understanding of the course material.

To post in a discussion forum:

1. Click the discussion forum link on your course page.
2. Click the **Add a new discussion topic** button to start a new thread or Click an existing topic and select **Reply**.
3. Type your subject line and your message into the text editor.
4. Click **Post to forum** to publish your message to the class.

5. Tracking Progress

5.1. Checking Your Grades

Monitoring your grades helps you track your academic progress and see how you are performing on individual assignments. You can view your instructor's feedback and your overall course average in one place.

To check your grades:

1. Navigate to your course homepage.
2. Click the **Grades** tab in the course navigation menu located directly under the course title.
3. Review your list of completed assignments, quizzes, and their corresponding scores.
4. Read any feedback comments provided by your instructor in the far-right column.

5.2. Viewing Your Activity Completion

Activity completion helps you keep track of what tasks you have finished and what still needs your attention. This visual guide ensures you don't miss any required readings or assignments.

To view your activity completion:

1. Look at the right side of any activity or resource on your main course page.
2. Check for a badge or button that says *Done* or *Mark as done*.
3. If an item says *To do*, click it to complete the required action, or manually click the button to mark it as finished if allowed by your instructor.
4. Use the course index on the left side of the screen to quickly scan which sections have completed activities and which do not.