

Student's Quick Start Guide

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for LearnMate 7.3.2.7



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LearnMate Student's Quick Start Guide

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1. Entering LearnMate

A. Creating an Account

When accessing the site for the first time, you need to create an account with your profile information and a password. If you already have an account, skip to section B.

1 Click **Create new account**.

Create new account

2 Complete the form. Remember the username and password you choose.

First name	*	<input type="text" value="John"/>
Last name	*	<input type="text" value="Steward"/>
City/town		<input type="text" value="Detroit"/>
Country		<input type="text" value="United States"/>

3 Click **Create my new account**.

Create my new account

4 Click **Continue**.

Continue

5 Check your email for a message from your LearnMate server.
Click the link to confirm registration.

Hi John Steward,
A new account has been requested using your email address.
To confirm your new account, please go to this web address:

6 Your account is created. Click **Courses** to enter.

Thanks, John Steward
Your registration has been confirmed

Courses

B. Logging In

To log in, you require a username and password. Contact your administrator for a username and password if you do not already have one. Alternatively, create an account.

- 1 In the Log in to the site page, Enter your username and password.
Note: The username and password are case sensitive.



- 2 Click Log in.



A list of available courses is displayed.

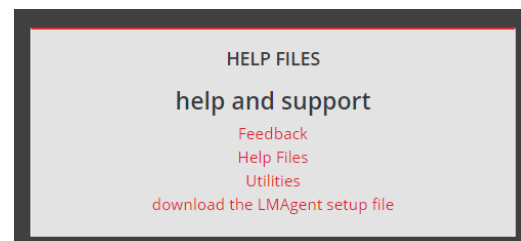
MY COURSES



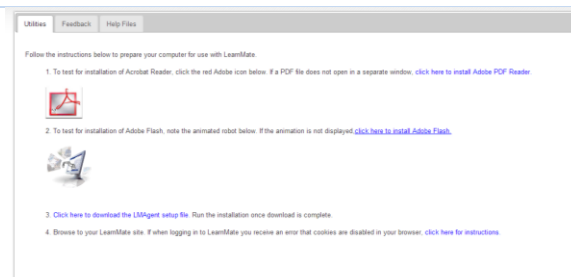
C. Installing Required Utilities

To prepare your computer for use with LearnMate, you must verify that your computer has the required utilities installed.

- 1 In the HELP FILES block at the bottom of the page, click **Utilities**. The Utilities page is displayed.



- 2 Follow the instructions in the Utilities page to check for, and if necessary, install, required utilities.



2. Joining a Course

A. Entering a Course

After logging in, a list of available courses and/or course categories is shown.

Click the course that you want to join. If course categories are displayed, expand the desired category, and then click the course.

Medieval Mongolian History

After clicking a course, one of three scenarios occurs. See below.

Scenario 1: You see the course page

If you see the course page, you have already been enrolled in the course by your instructor or administrator. Welcome to the course!

20 June - 26 June

- Lesson 1: The Rise of Genghis Khan
- Genghis Khan: A Quiz

27 June - 3 July

- Lesson 2: Life on the Great Steppe
- Life on Horseback: Essay Submission

Scenario 2: You are asked for a course enrolment key

Enter the enrollment key supplied by your school and click **Enrol me**.

🏠 Medieval Mongolian History [↗](#)

▼ Self enrolment (Student)

Enrolment key

Enrol me

Dashboard / Courses / History / Mongolia 101

You have successfully joined the course.

Announcements

Welcome to Medieval Mongolian History 101!

Scenario 3: You are told you cannot enrol

You cannot join this course. Click **Continue** to return to the list of courses. Contact your instructor or school administrator for clarification.

You can not enrol yourself in this course.

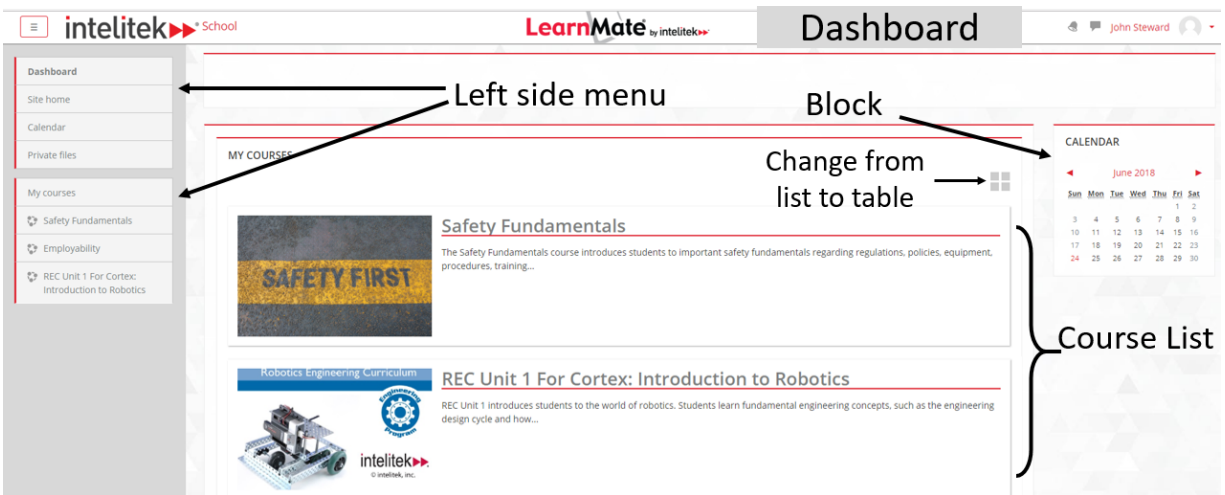
Continue



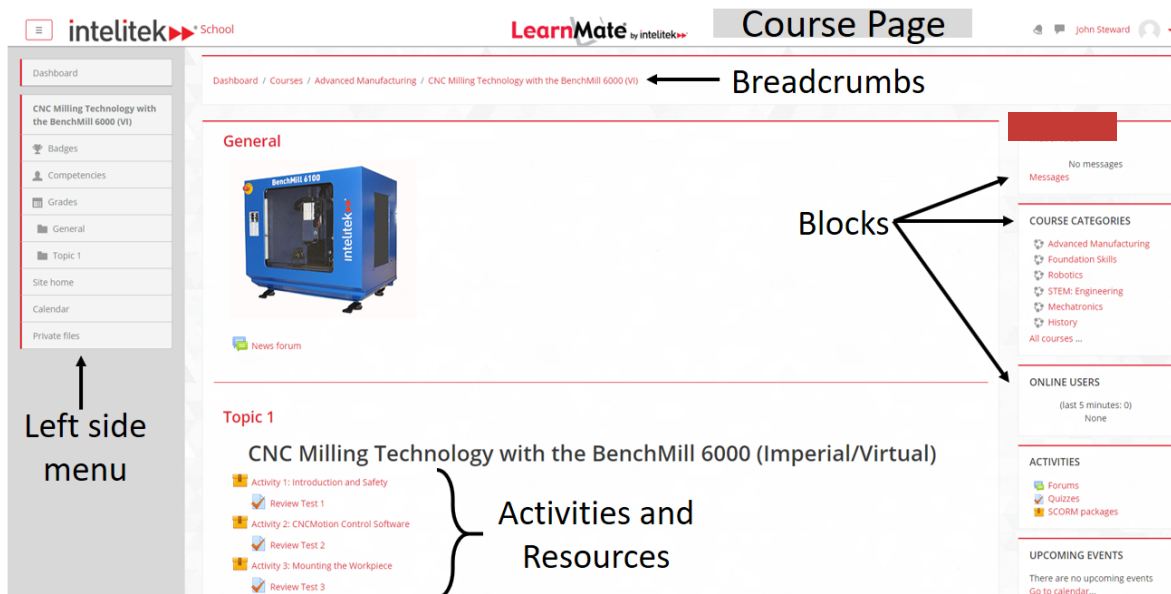
3. The LearnMate Interface

The LearnMate system consists of different types of pages with various clickable options on each page. Shown below, you can see two commonly encountered pages, the Home page (or Dashboard) and course pages:

The home page lists all available courses.



Course pages show the content and schedule of a course.



To learn how to navigate LearnMate, see Section 4, Navigating in LearnMate. For more information about blocks, see Section 5, LearnMate Blocks. For more information about course activities and resources, see Section 6, Course Activities and Resources. For more information about the other tools of LearnMate, see Section 7, LearnMate Tools.

4. Navigating in LearnMate

Navigation between the various pages in LearnMate is designed to be efficient and clear.

Using Breadcrumbs

[Dashboard](#) / [Courses](#) / [STEM: Engineering](#) / [Introduction to Engineering](#)

At the top of every LearnMate page you'll find the breadcrumbs. They show you the path between the Home page and your current page. Click any of the pages listed in the breadcrumbs to jump to them.

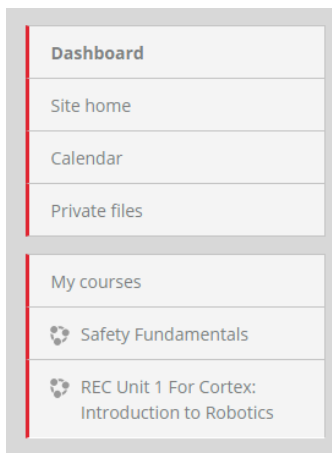
Clicking Hyperlinks



Throughout the system, many texts are clickable hyperlinks that take you other pages.

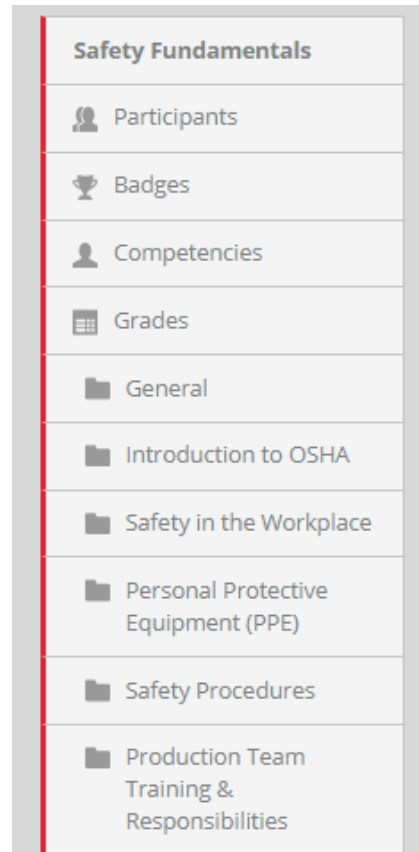
Hyperlinks are found throughout the system, and particularly in the Blocks at the side, and in the Course pages.

Using the Left Side Menu



The left side menu is a navigation block that provides access to your course pages and to other options.

Navigation within a Course

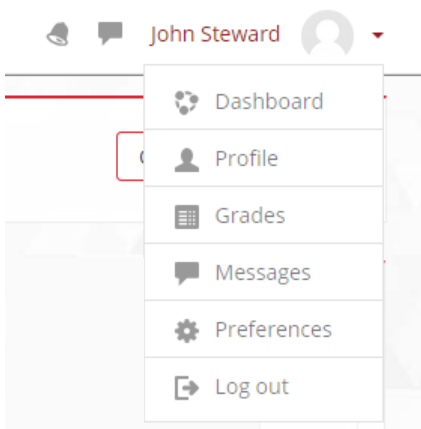


Inside a course page, the left side menu provides access to the different parts of the course, like participants, badges, and grades in the course, as well as the course topics.

This course, for example, has several topics, including:

- ▶ Introduction to OSHA
- ▶ Safety in the Workplace
- ▶ Personal Protective Equipment (PPE)
- ▶ Safety Procedures
- ▶ Production Team Training & Responsibilities

Additional Options



The user drop-down menu at the top-right corner provides access to additional options like your personal profile, grades, messages, and other preferences.

5. LearnMate Blocks

LearnMate provides a wide range of blocks. Your system administrator and instructors decide which blocks you see on each page. The table below lists some of the most popular blocks. Investigate the rest online.

Blog Menu	Allows you to add a new post to your own blog, and to search the contents of all site blogs.
Calendar	Highlights all dates on which events have been scheduled by your administrators.
Comments	Displays comments added by all users on the current page, and allows you to add your own comments.
Courses	Allows you to quickly navigate between all of your courses.
Latest News	Lists the most recent news posted by your site administrators in the News Forum. It also has a link to the archived news.
Logged in User	Displays your information.
Messages	Lists all new messages received. Provides access to the Messages pages
Private files	Displays and allows you to manage files that you have uploaded to the site.
Upcoming Events	Lists all upcoming events scheduled by your course teachers.

6. Course Activities and Resources

Each course page lists all its activities and resources in the order in which your instructor wants you to access them. The activities and resources may be divided by week or by topic.

A. Accessing Activities and Resources

To open an activity or resource, click the activity or resource hyperlink.

The activity or resource is displayed. Where required, instructions are provided on the page.


Introduction to OSHA

-  1. Safety Responsibilities
 -  2. Safety Inspections
- 

Instructions for using the most common activities are provided below. Investigate the others online.

B. Using Activities and Resources

Assignments

 1.14 (Activity): Using Wireless Control

 [REC 1.14 Assignment](#)



Read the assignment instructions.

Click:

- ▶ **Add Submission** to enter a text submission or upload files.
- ▶ **Edit Submission** to edit/change/delete previously uploaded text or files.
- ▶ **Submit Assignment** to notify your instructor that your submission is ready for grading. You may or may not have permission to edit your assignment after submitting it.

Quizzes



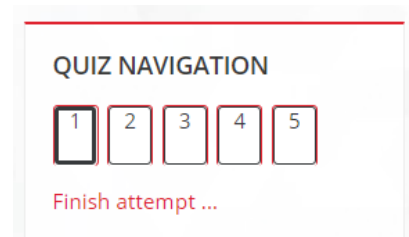
Attempts allowed: 2

Grading method: Last attempt

Attempt quiz now

Read the quiz instructions.









- ▶ Click **Attempt quiz now** to begin.
- ▶ Answer the questions as instructed.
- ▶ Click **Next** to advance to the next question.
- ▶ Click on any question number in the Quiz Navigation block to jump to a specific question.













- ▶ Click **Finish Attempt** in the Quiz Navigation block to submit your answers. You are asked for confirmation. You may not change your answers after clicking Finish Attempt.

C. Activity and Resource Types

This table lists and describes all activity and resource types.

Activity Type	Description
 <p>Assignments</p>	<p>Requires you to complete a project, such as work on an essay, a report, or a model. All digital files can be submitted via LearnMate.</p>
 <p>Chats</p>	<p>Allows you to have real-time synchronous discussions with your teachers and fellow students via the web.</p>
 <p>Choices</p>	<p>Requires you to answer a single question posed by your teacher.</p>
 <p>Database</p>	<p>Requires that you submit specified information in separate, defined fields, into a shared database. Your contribution may be graded, and depending on your instructor's preferences, other students may see your submissions. You may also be given permission to search the database. You may also be able to comment on other students' submissions.</p>
 <p>External Tool</p>	<p>Enables you to interact with educational resources and activities on other websites.</p>
 <p>Forums</p>	<p>Acts as online notice boards to which students and teachers can post messages, and post comments to messages posted by others.</p>
 <p>Glossary</p>	<p>Help create and maintain a list of definitions for your course.</p>
 <p>Lesson</p>	<p>Learn course content and/or practice activities in interesting and flexible ways. A variety of revision questions may be included as well.</p>

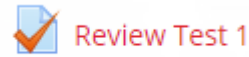
 <p>Quizzes</p>	<p>Tests that assess your knowledge of the content covered in the previous lesson, or the entire course.</p>
 <p>SCORM Packages</p>	<p>Provides online, interactive lessons that you study in your own time.</p>
 <p>Surveys</p>	<p>Requires that you answer a set of questions posed by your teacher. These are not graded.</p>
 <p>Wikis</p>	<p>Online documents that all students write together collaboratively</p>
 <p>Workshop</p>	<p>A hub for the collection, review, and peer assessment of student work</p>

Resource Type	Description
Book 	A multi-page resource in a book-like format with chapters and subchapters
File 	A file that you can download
Folder 	A folder that contains files that you can download
Page 	A web page that you can access
URL 	A web link that you can click to access course resources

D. Viewing Your Grades

There are several ways to view your grades for an assignment or quiz that you have completed.

Click the assignment or quiz link on the course homepage.

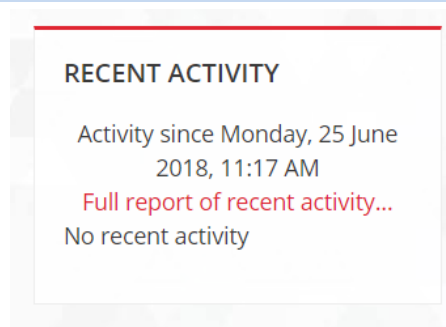


If this is an assignment you have already performed or a quiz you have already taken, the result/grade will appear.

Attempt	State
1	Finished Submitted Monday, 25 June 2018, 11:16 AM

Last attempt: 100.00 / 100.00.

In the Recent Activity block, click **Full report of recent activity...**



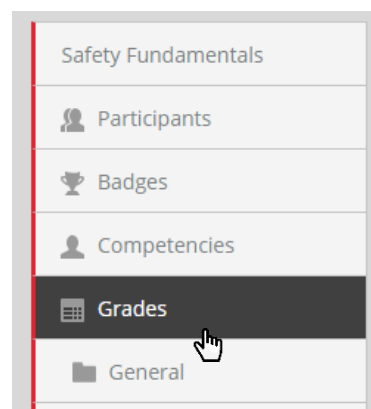
Your recent activities will be shown, such as recently attempted quizzes or recently submitted assignments.

Introduction to OSHA

Quiz Review Test 1

Attempt 1: (11.00 / 11.00)
John Steward - Monday, 25 June 2018, 11:16 AM

For a summary of all your grades, click **Grades** in the left side menu.



7. LearnMate Tools

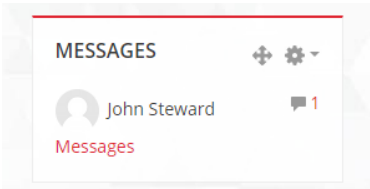
Apart from the Dashboard and Course pages, LearnMate includes additional tools to help you manage your learning.

Messages

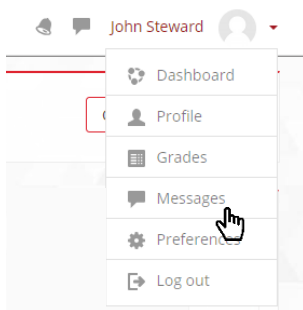
LearnMate provides you with a simple messaging system.

Access Messages via:

The links in the Messages block:



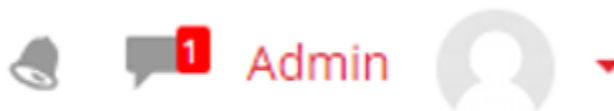
Or via the user drop-down menu:



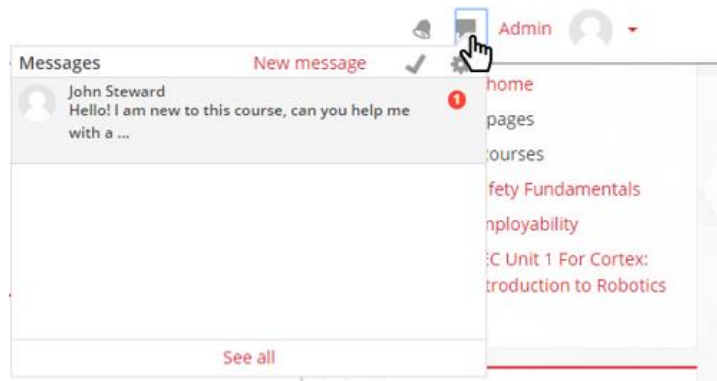
You can configure the message and notification settings.

Navigate to the user drop-down menu > Preferences > **Message Preferences** to do so.

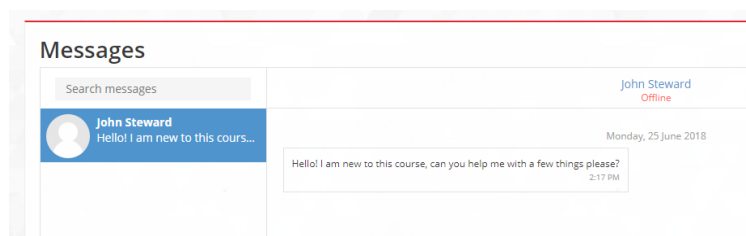
When you receive a message, a notification is displayed next to your username:



Clicking this notification will display a messages window:



Clicking the message will take you to the Messages area where you can read and reply to any messages you have received, or compose new messages:

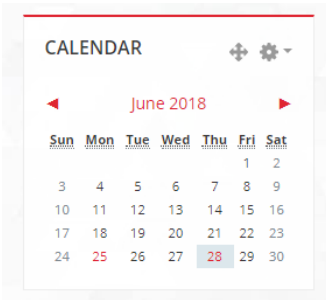


When you send a message, your recipient is notified within LearnMate and also receives an email in their regular email system.

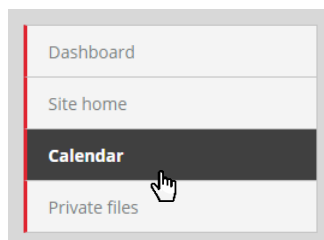
Calendar

The calendar keeps track of appointments you specify, and of events scheduled by your instructors or peers.

Access Calendar via the month link in the Calendar block...



...or via the **Calendar** link in left-

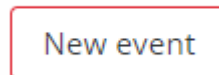
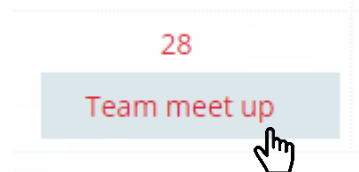


side menu:

The Calendar displays one month at a time. All scheduled events are displayed.

Click:

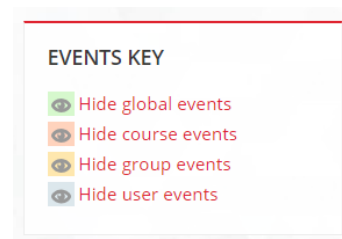
- ▶ An event to see its details



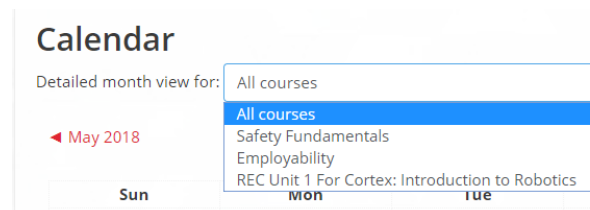
- ▶ **New event** to schedule a new event

You can choose which events to show using:

- ▶ The Events Key



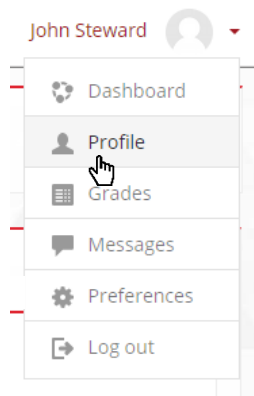
- ▶ The drop-down menu.



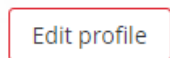
My Profile

Your LearnMate profile tells other users a little about you. It also specifies your preferences for how LearnMate should work and look for you.

To see your profile as others see it, click the **Profile** link in the user drop-down menu.



To edit your profile, navigate to your profile and click **Edit Profile**.



Edit your profile as required and click **Update Profile** once done.

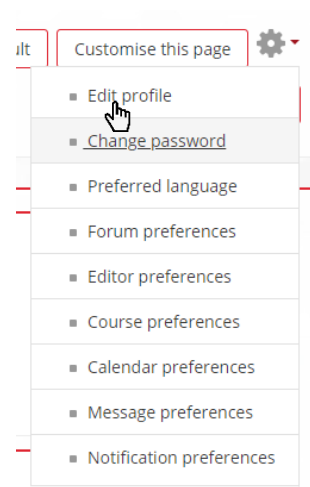
Note that some fields are optional and others are compulsory. Compulsory fields are marked with a red asterisk:

John Steward

▼ General

First name	*	<input type="text" value="John"/>
Last name	*	<input type="text" value="Steward"/>

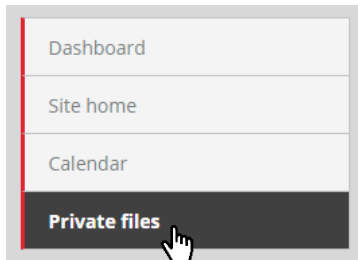
You can also change your password via the gear icon drop-down menu. Do so regularly to protect your security.



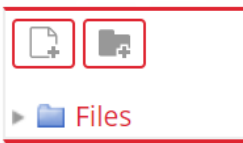
My Private Files

LearnMate allows you to upload and store your own files. This is useful, for example, for accessing your files from multiple computers.

Access your private files via the Navigation block.

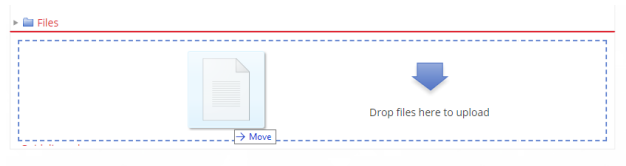


Your Private Files area allows you to add files, download files (individually or all at once), delete files, and to create folders to help you

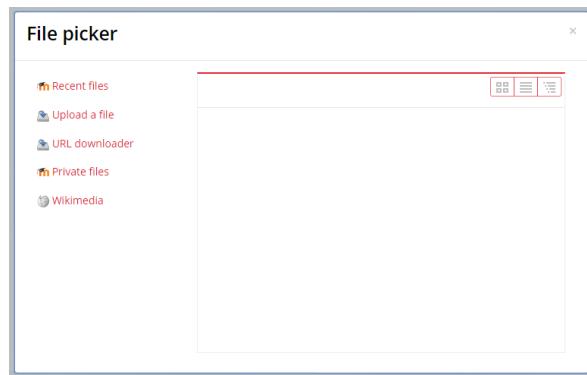


organize you files better.

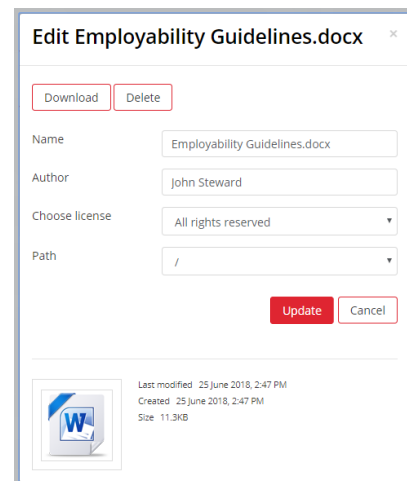
Drag files into the drop area in order to upload them:



Or click the **Add...** icon to open the file picker and then select a file:

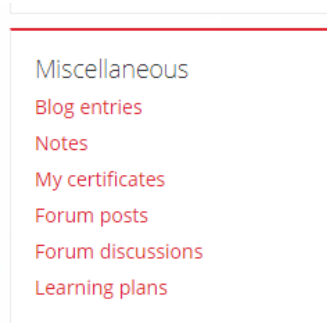


Right-click an existing file to view information and options.

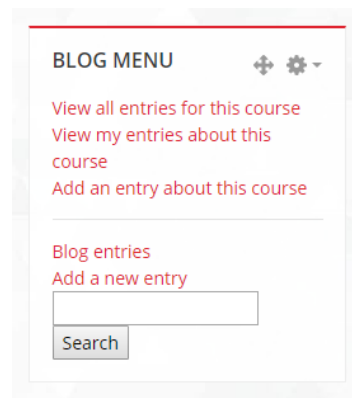


Blogs

Each user can maintain a personal blog, which is available via your profile page under **Miscellaneous** and is viewable and searchable by all users.



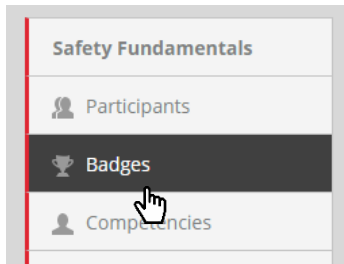
The Blog menu block allows you add blog entries and view any entries for a course. You can write insightful (and sometimes non-insightful) entries about coursecontent and influence fellow students!



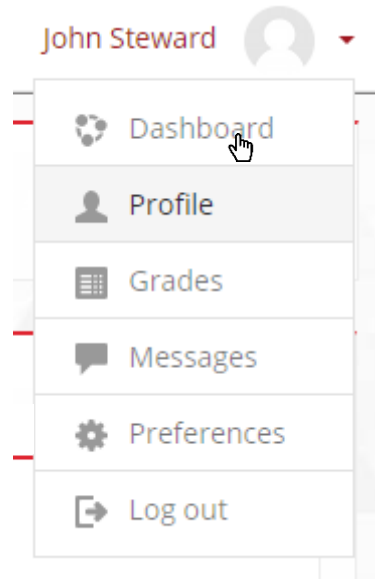
Badges

Your teachers may award you with badges to reward academic excellence. View badges that you have earned in any course by clicking

Badges in that course's navigation block.



To view all your badges, visit your profile page via the user drop-down menu in the top-right corner:



User details

Country
United States

City/town
Detroit

Badges

Badges from School Name:



Introduction to OSHA