LearnMate 7

**Intelitek Professional Development
User Guide**

July 2015

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Contents

1.　　Entering LearnMate

A. Browsing to the Site

In your web browser, enter the internet address you have been given.

pd.intelitek.com/
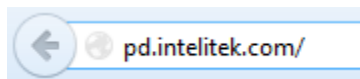
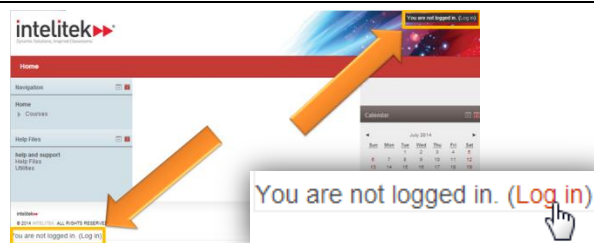## B. Self-Enrolling

If you already have a username and password, continue to section C. Logging In, below.

To self-enroll, you need an enrolment key.

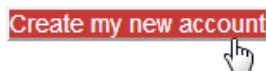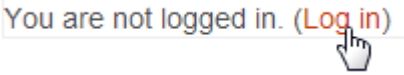|		
1	At the top-right or bottom left corners of the screen, click **Log in**.	You are not logged in. (Log in)
2	Click **Create new account**.	Create new account
3	Complete the form. Remember the username and password you choose. **Note**: The username and password are case sensitive.	First name* John Surname* Steward City/town Englewood Country United States
4	Click **Create my new account**.	Create my new account
5	Click **Continue**.	Continue
6	Check your email for a message from your LearnMate server. Click the blue link to confirm.	Hi John Steward, A new account has been requested using your email address. To confirm your new account, please go to this web address:
7	Your account is created. Click **Courses** to enter.	Thanks, John Steward Your registration has been confirmed Courses

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C. Logging In

To log in, you require a username and password. Contact Technical Support for a username and password if you do not already have one.

1	At the top-right or bottom left corners of the screen, click **Log in**.	You are not logged in. (Log in)
2	In the Log in to the Site page, enter your username and password. **Note**: The username and password are case sensitive.	Username jsmith Password •••• Log in ☑ Remember username
3	Click **Log in.**	Log in

A list of available courses is displayed.

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.

Introduction to Online Teaching Methodologies/Flipped Classroom

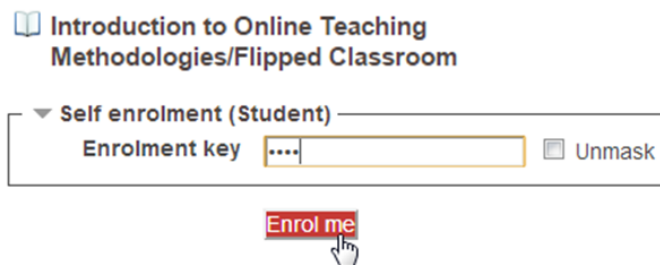After clicking a course, one of three scenarios occurs. See below.

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!
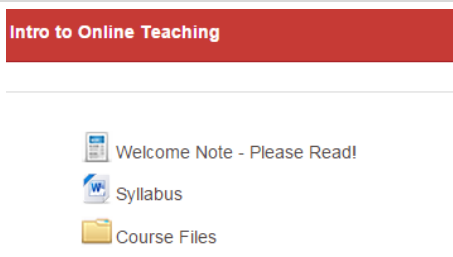
Welcome Note - Please Read!

Syllabus

Course Files

Course Completion Certificate

News forum
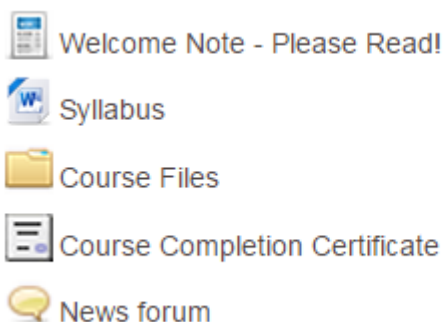
Scenario 2: You are asked for a course enrolment key

Enter the enrolment key supplied and click **Enrol me**.

Introduction to Online Teaching Methodologies/Flipped Classroom

Self enrolment (Student)

Enrolment key   •••• ☐ Unmask

Enrol me

Intro to Online Teaching

You have successfully joined the course.

Welcome Note - Please Read!

Syllabus

Course Files

Scenario 3: You are told you cannot enrol

You cannot join this course. Click **Continue** to return to the list of courses. Contact Technical Support 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 and a course home page:

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 course activities and resources, see section 5, Course Activities and Resources.

4.   Navigating in LearnMate

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

Using Breadcrumbs

Home ▶ My courses ▶ Miscellaneous ▶ Intro to Online Teaching

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

The Role of Discussion Boards

Discussion Boards: Finding the Right Balance

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

Hyperlinks are found particularly in the Blocks at the side, and in the course pages.

Using the Navigation Block

Navigation

Home
- My home
▶ Site pages
▶ My profile
▶ Current course
▶ My courses

The Navigation block provides access to all your personal system places, your profile, and your course pages.

Click the ▶ icons to further expand the list.

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

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

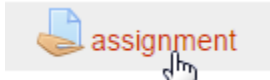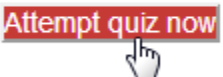| **B. Using Activities and Resources**	
Forums 💬 💬 A Vision of Students Today (Discussion Board)	Read the forum instructions. Click: ▶ **Add a new discussion topic** to add a new forum post topic. ▶ **Discuss** and then **Reply** to reply to a forum post ▶ **Post to Forum** to post text you have written.
Wikis W W Characteristics of an Excellent Online Course	Read the wiki description. Click: ▶ The **View** tab to read the wiki page. ▶ The **Edit** tab to edit the wiki page. ▶ The **Comment** tab to place a comment on the page. ▶ Any other tabs to access other elements of the wiki.
Pages 📟 📟 Group Work Online: Collaboration Strategies	Read the page content. Click: ▶ Any hyperlinks to access those links. ▶ The breadcrumbs to return to the course page

Assignments 🖹 🖹 assignment 👆	Read the assignment instructions. Click: ▸ **Add Submission** to enter a text submission or to 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 🗒 Grading method: Highest grade 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 any question number in the Quiz Navigation block to jump to a specific question. Quiz navigation 1 2 Finish attempt … ▸ 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.

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6.   Completing Your Course

Once you have completed all of the items in the course, you are eligible to receive your course completion certificate.

A. Complete Course Items

Every time you complete an item in the course, the checkbox next to that item is checked automatically.

How Are Online Courses Unique?

B. Download Your Certificate

Once you have completed all of the course items, you can download your certificate.

1	Click the **Course Completion Certificate** link.	Course Completion Certificate
2	In the page that opens, click **Get Your Certificate.** The certificate downloads automatically.	Get your certificate