



# eLearning

*Navigating through your course content*

TABLE OF CONTENTS

ABOUT ELEARNING ..... 2

ABOUT THIS DOCUMENT ..... 2

CONTACT US ..... 2

LOGGING INTO ELEARNING ..... 3

YOUR ELEARNING HOME SCREEN ..... 4

THE ORIENTATION COURSE ..... 5

## ABOUT ELEARNING

The de Souza Institute eLearning Centre, or simply **eLearning**, allows educators at de Souza Institute to deliver education to participants anywhere in the world.

## ABOUT THIS DOCUMENT

The following is a short tutorial that will help you discover key features of **eLearning**.

## CONTACT US

If you encounter any difficulties while completing any of the steps in this tutorial please contact us at [support@desouzainstitute.com](mailto:support@desouzainstitute.com).

## LOGGING INTO ELEARNING

- 1) You can access **eLearning** by going to [www.desouzainstitute.com](http://www.desouzainstitute.com).
  - a. Click **LOGIN** (button, top right)
  - b. Enter your username (email address) and password then click **Log In**.

The screenshot shows the de Souza Institute website's login interface. At the top, there is a navigation bar with links for MY ACCOUNT, VIRTUAL LIBRARY, SUPPORT AND FAQ, and CONTACT US. The main content area is split into two sections. On the left, the de Souza Institute logo is displayed, along with the text 'NEED AN ACCOUNT? SIGN UP HERE'. On the right, a blue sidebar contains the login form. The form is titled 'Log-In To Your Courses Here' and includes input fields for 'Email Address' and 'Password'. Below these fields are a 'Remember username' checkbox and a 'FORGOT?' link. A prominent green 'Log in' button is located at the bottom of the form, with a red arrow pointing to it from the left.

- 2) You are now logged into **eLearning**.

## YOUR eLEARNING HOME SCREEN

After you have logged into **eLearning** you will be taken to your *Home* screen. There are six main parts within your **eLearning** home screen:

- The **Navigation** drawer contains quick links to the home screen, your courses, and other useful links. You can hide it or show it again by clicking on the 3 horizontal line menu/hamburger icon. Clicking on the de Souza Institute icon will always take you back to the eLearning Home screen.
- Your **Profile** is at the top right. By clicking on your name or picture, a dropdown menu shows. You can edit your profile, view your grades, access help and configure your preferences. Next to it are a **bell icon** to access your **notifications** and a **chat bubble** to access your **messages**.
- The **Online Learners** block lists the names of any learners who have logged in for the last 30 minutes. If the individuals in this list are in your class you will be able to see more detailed information about them when you click their name. Regardless of whether the individual in this list is in your class or not you can send them a message by clicking their name or the chat bubble next to their name.
- In the **Welcome** block, you will find welcome information and instructions for how to get help.
- My Courses** shows you the list of all the courses that you are enrolled in. Click the name of the course to access it. You will also see most recently accessed courses below it.
- Latest News** lists important messages from de Souza Institute.

The screenshot displays the eLearning Home Screen interface. The layout includes a navigation drawer on the left, a top header with the de Souza Institute logo, and several main content blocks. Red boxes with letters 'a' through 'f' highlight specific elements:

- a**: The navigation drawer on the left side, containing links like 'eLearning Centre', 'My Courses', 'eLearning Centre Orientation', 'My Account', 'Virtual Library', and 'Course Calendar'.
- b**: The top right corner, showing a user profile icon, a bell icon for notifications, and a chat bubble icon for messages.
- c**: The 'Online Learners' block, which lists users who have logged in within the last 30 minutes.
- d**: The 'Welcome to the e-Learning Centre' block, providing introductory text and instructions for navigating the platform.
- e**: The 'My Courses' block, showing a list of enrolled courses, such as 'eLearning Centre Orientation (ELRN01AUG22)'. Below it, 'Recently accessed courses' are also visible.
- f**: The 'Latest News' block, displaying recent announcements and system maintenance updates.

## THE ORIENTATION COURSE

In order to learn how to navigate within your course be sure to take the time to go through the **eLearning Centre Orientation Course** that you will find in your course list under **My Courses**. This course will walk you through using eLearning and the various activities within a course. You can keep track of your progress within a course in one of two ways:

- Your **Grades** are accessible by clicking the Grades button in the Navigation drawer. Please check your course syllabus to determine what grades you must receive to pass the course.
- The **Completion Progress** bar shows you what activities you have completed and which ones are still available. Keep in mind some courses require you to achieve a certain grade in tests or quizzes or complete assignments on top of completing all activities.

The screenshot displays the user interface for the 'eLearning Centre Orientation (ELRN01AUG22)' course. On the left, a navigation drawer contains several menu items, with the 'Grades' button highlighted by a red box and labeled 'a'. The main content area is titled 'eLearning Centre Orientation (ELRN01AUG22)' and includes a 'Completion Progress' bar highlighted by a red box and labeled 'b'. The progress bar shows 0% completion. The page also features a welcome message from the eLearning Centre and a 'Technical problems' section.

This completes the tutorial. We encourage you to go through **eLearning Centre Orientation** course to get familiar with how to navigate **eLearning**. If you have any questions please feel free to browse our [Support Centre](#) or please contact us at [support@desouzainstitute.com](mailto:support@desouzainstitute.com).