



# User Guide for Users

## ***eLEARN Learning Management System***

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**Date** : 20-Aug-16

**Version** : 1.0

**Created By** : Eric Peh

**Modified By** : Eric Peh

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# 1 Change Log

VERSION	DATE	NAME	DESCRIPTION
1.0	20-Aug-16	Eric Peh	Document Creation

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### **3 Introduction**

The Wizlearn™ Learning Management System (LMS) provides more than 100 types of e-learning tools and administrative functions that allow you to customize to your organization's needs.

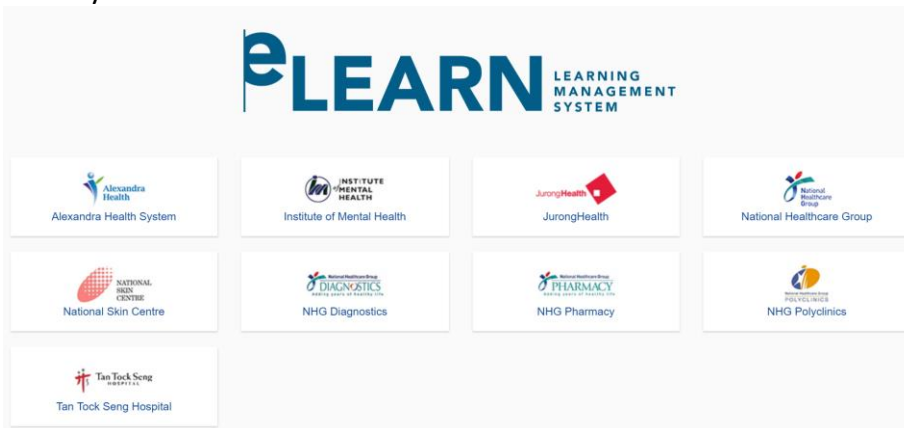
The effective and user-friendly tools are designed with your organization's needs in mind.

We also support IT infused learning, collaborative learning, formative assessments, mobile learning and many more.

## 4 Logging into LMS

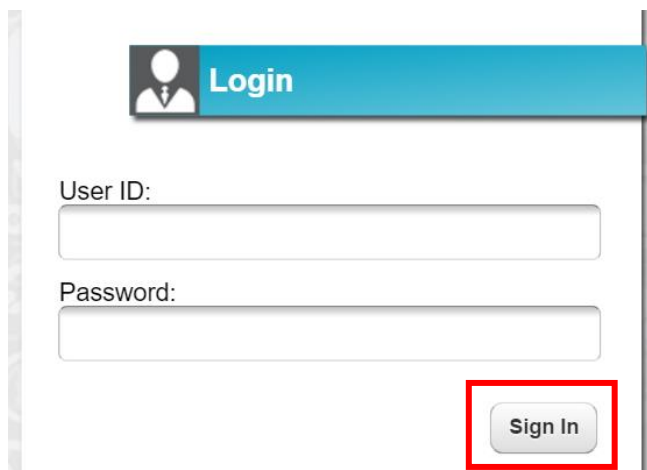
Steps to log into the system:

1. Input the URL of your LMS in the browser's address bar <http://elearn.sg>
2. Select your institution



3. Input your **User ID (ADID/Windows Login)** and **Password** and click on **Sign in**  
Note: Default Password is your Employee ID

You will be prompted to change Password on your 1<sup>st</sup> login.



4. Click on **Sign In** after you have entered your Used Id and Password.

## 5 Navigating around LMS

This section will guide you through the features of the LMS.

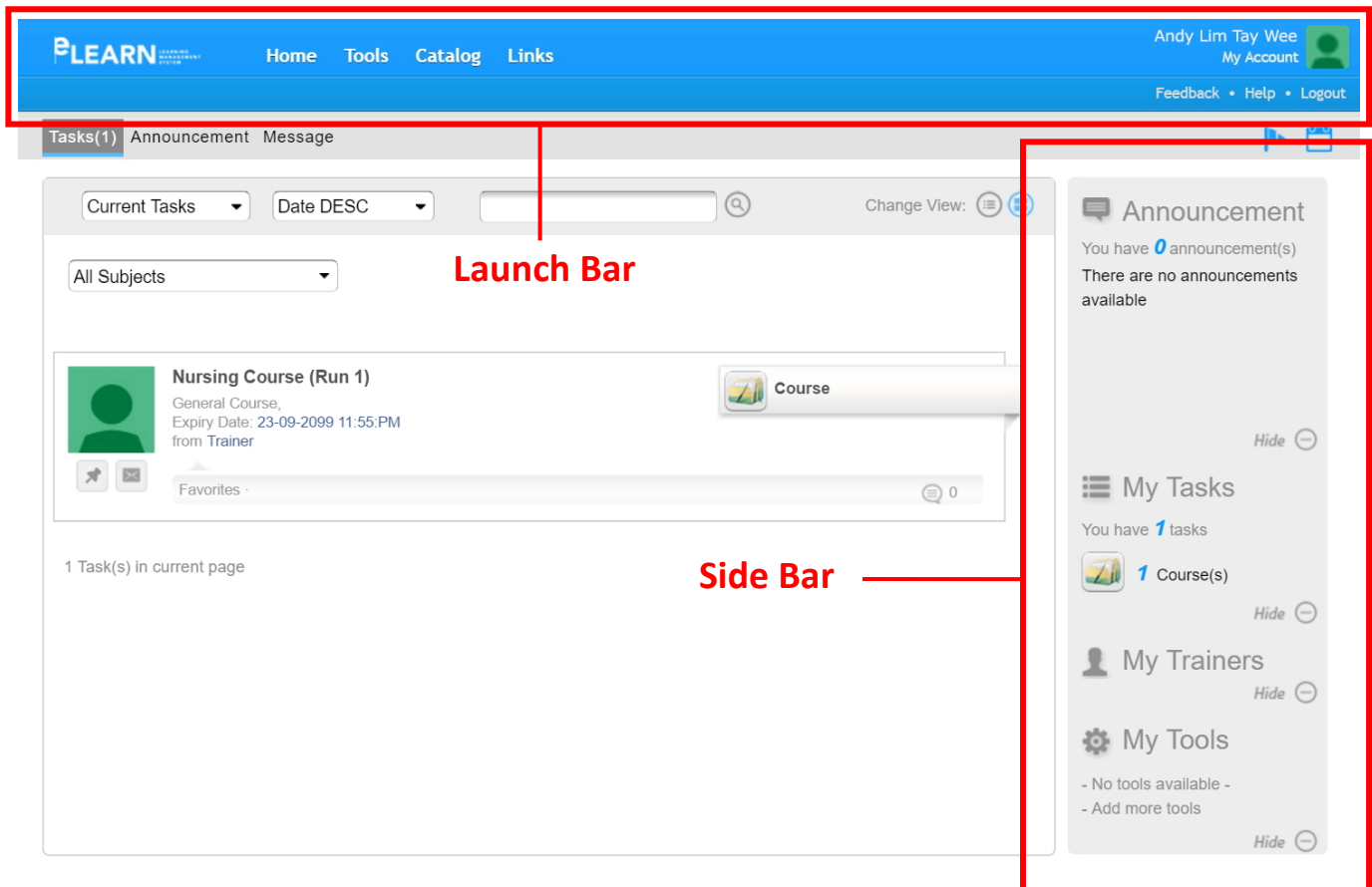
### 5.1 Overview of the Home Page

You will see the page below once you are logged in to the LMS.

On the top of the system, shows the **Launch Bar**, which consists of different menus and your personal account information.

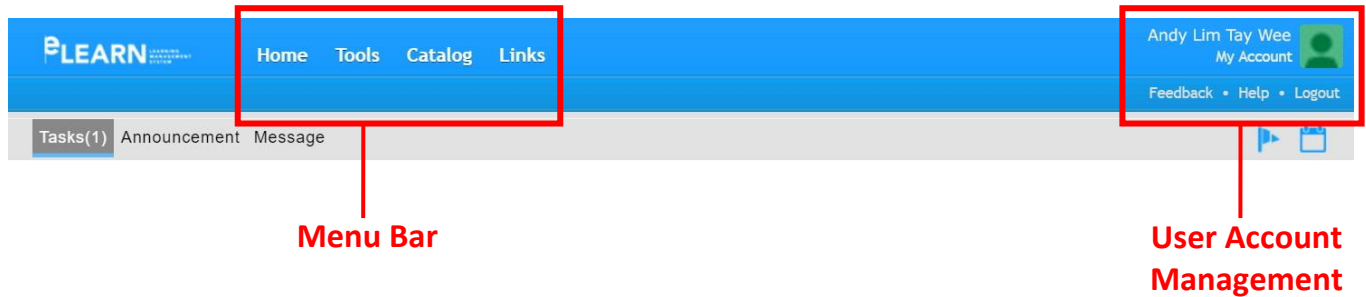
By default, you will see a list of tasks that have been assigned to you under the **Current Tasks** tab

Get a quick glance of the different type of tasks, announcements and notifications from the **Side Bar**

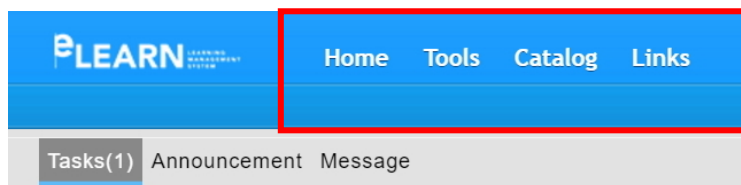


## 5.2 Launch Bar

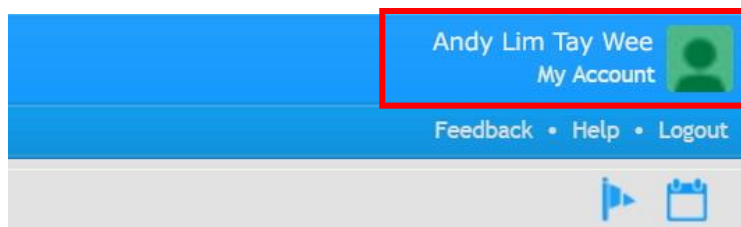
On the top of the LMS page, shows the **Launch Bar**. The header background, text color and organization logo are customizable by the administrator using the **Customize UI** module



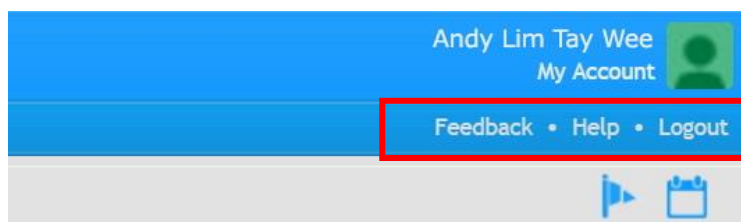
Different functional modules are classified under the different Main links as shown in the **Menu Bar**.



All users will be able to view and update their profile information via **My Account** feature

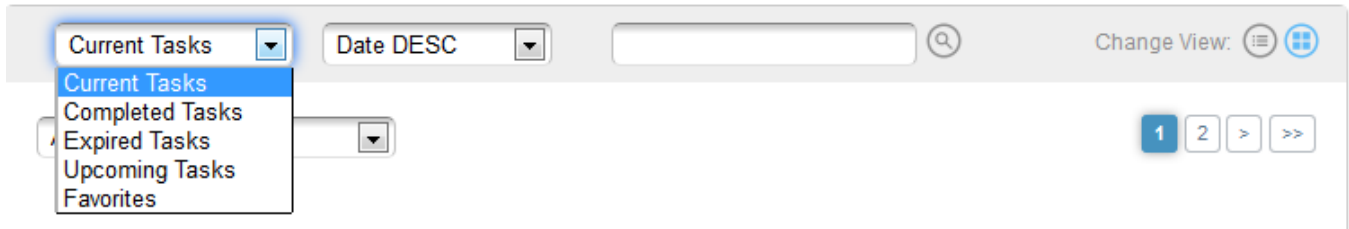


Located below your personal profile, you will see 3 links: **Feedback, Help** and **Logout**.



### 5.3 Accessing My Tasks

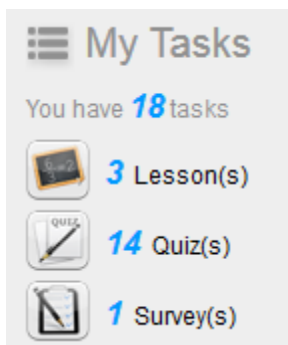
The system categorizes the tasks that have been assigned to you into 3 categories: **Current Tasks**, **Completed Tasks** and **Expired Tasks**



You can use the **Search** function to look for your tasks or filter your tasks by **Subjects**



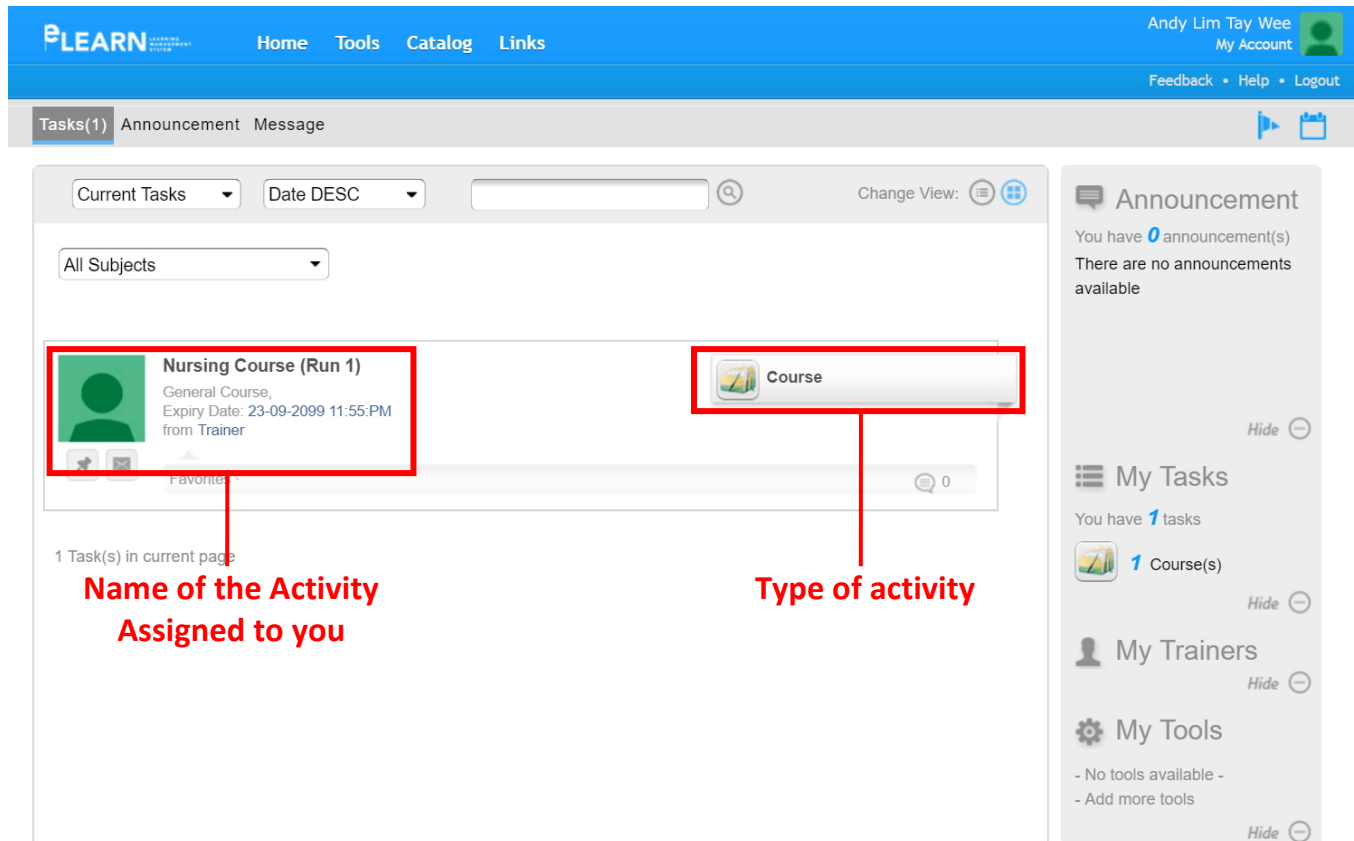
The side bar summarizes the number of tasks you have been assigned / have completed / have expired based on their type. Click to filter the tasks list by the type of tasks.





**Current Tasks** page lists out all the tasks that have been assigned to you and which are currently active. Click on the title or icon to launch the task.

**Note:** Tasks can be in the form of Course, Quiz, Survey etc

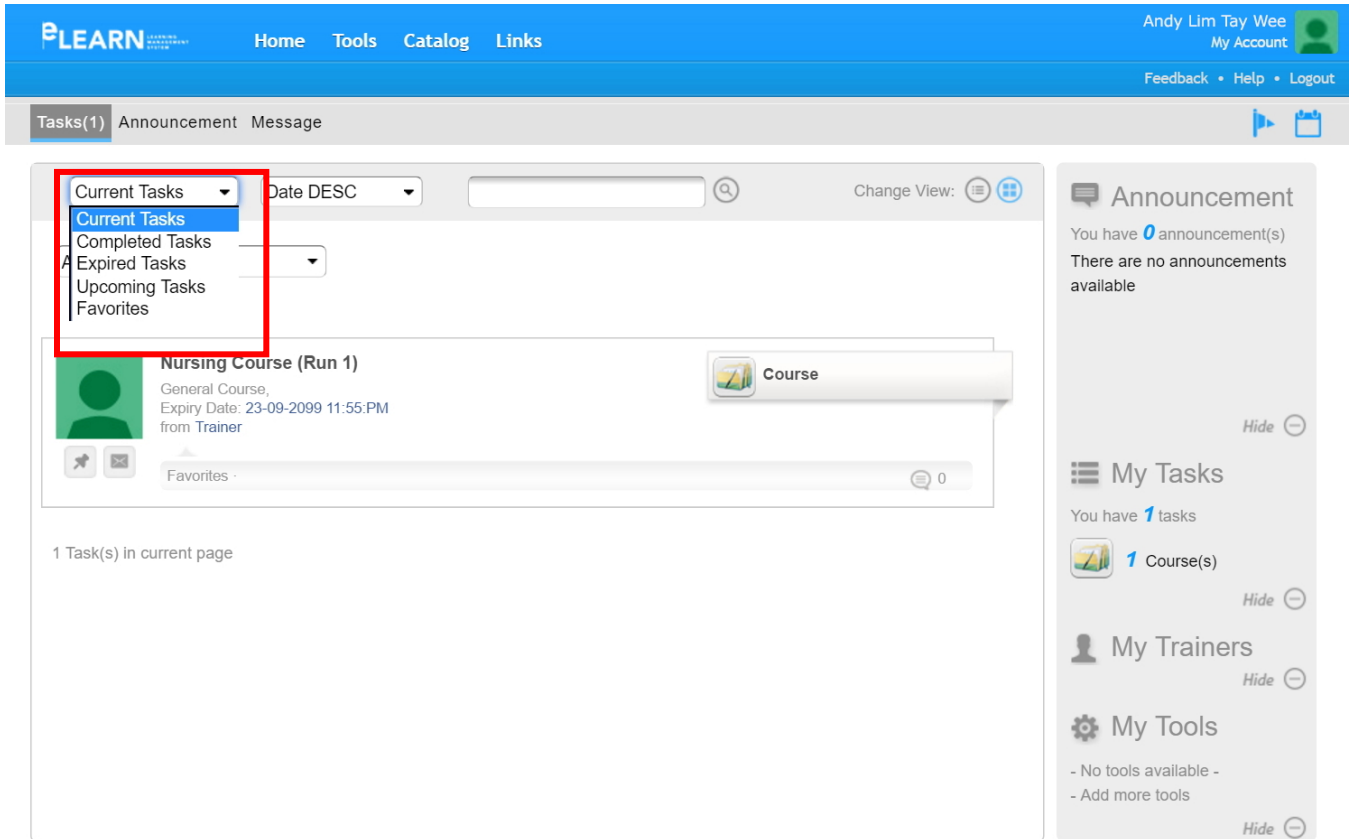


The screenshot shows the 'Current Tasks' page in the eLEARN LMS. The main content area displays a task card for 'Nursing Course (Run 1)'. The card includes a green profile icon, the title 'Nursing Course (Run 1)', and details: 'General Course, Expiry Date: 23-09-2099 11:55:PM from Trainer'. A red box highlights the title and details, with a red arrow pointing to the text 'Name of the Activity Assigned to you'. Another red box highlights the 'Course' icon and label, with a red arrow pointing to the text 'Type of activity'. The right sidebar shows 'Announcement', 'My Tasks' (1 task), 'My Trainers', and 'My Tools'.

Once you have completed the tasks, they will be moved to the **Completed Tasks** tab.

From here you can view the different tasks that you have completed over the years.

Select the Task range to view the tasks you have completed during the selected period of time



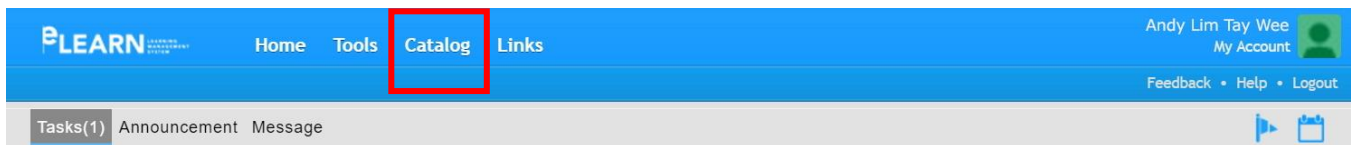
The screenshot displays the eLEARN Learning Management System interface. At the top, there is a blue navigation bar with the 'eLEARN' logo and menu items: Home, Tools, Catalog, and Links. On the right side of the navigation bar, the user's name 'Andy Lim Tay Wee' and 'My Account' are visible, along with links for Feedback, Help, and Logout. Below the navigation bar, there is a grey header area with 'Tasks(1)', 'Announcement', and 'Message' tabs. The main content area features a 'Current Tasks' dropdown menu, which is highlighted with a red box. The dropdown menu lists: Current Tasks (selected), Completed Tasks, Expired Tasks, Upcoming Tasks, and Favorites. To the right of the dropdown menu, there is a search bar and a 'Date DESC' dropdown. Below the dropdown menu, a task card for 'Nursing Course (Run 1)' is visible, showing details like 'General Course', 'Expiry Date: 23-09-2099 11:55:PM', and 'from Trainer'. A 'Course' icon is also present. On the right side of the interface, there is a sidebar with sections: 'Announcement' (0 announcements), 'My Tasks' (1 task), 'My Course(s)' (1 course), 'My Trainers', and 'My Tools' (no tools available). Each section has a 'Hide' button.

## 6 Catalog

This section will guide you through on how to enroll a course in the Catalog.

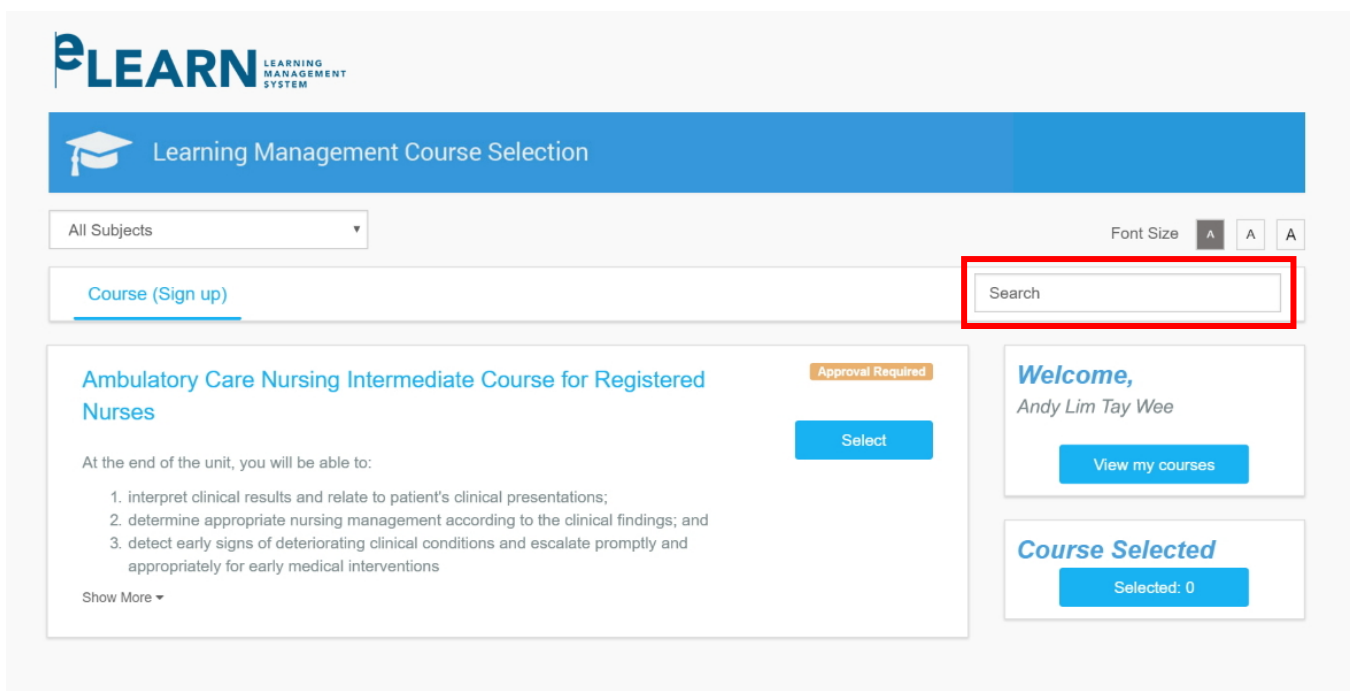
### 6.1 Accessing the Catalog

To access the Catalog, click on the **Catalog** link on the Menu Bar  
(Note: You must be logged into eLEARN system before you can access the Catalog).



There are 2 ways to look for a course:

- By **Browsing** the Course catalog  
This allows you to view list of available Courses in the Catalog.
- By **Searching** the Course catalog  
This allows you to search the Course directly from the catalog.  
To search for a Course, enter the Course name in the Search box as highlighted below and press **Enter**.



## 6.2 Type of Courses

There are 2 types of Courses available in the Catalog:

- **Approval Required** Course
- **Auto-Approval** Course

Both types of course will be indicated by the icons shown below respectively.

Approval Required

Auto Approval

### Approval Required Course

When you enroll to this Course, the course creator has to approve your enrolment before you are allowed to view the Course. Upon approval, you will be notified via email and you may then proceed to log into your **Home Page** and view the Course.

**Patient Safety OSCE** Approval Required

**Introduction**

The Patient Safety OSCE is designed to assess participants' competencies in practical procedures, decision making, professional attitude, communication, and so forth. Candidates are strongly encouraged to complete these pre-readings to better prepare themselves for the OSCE.

Select

### Auto-Approval Course

This type of Course does not require approval from the Course create. Upon your enrolment, you will be redirected to system and the Course will be automatically made available to you.

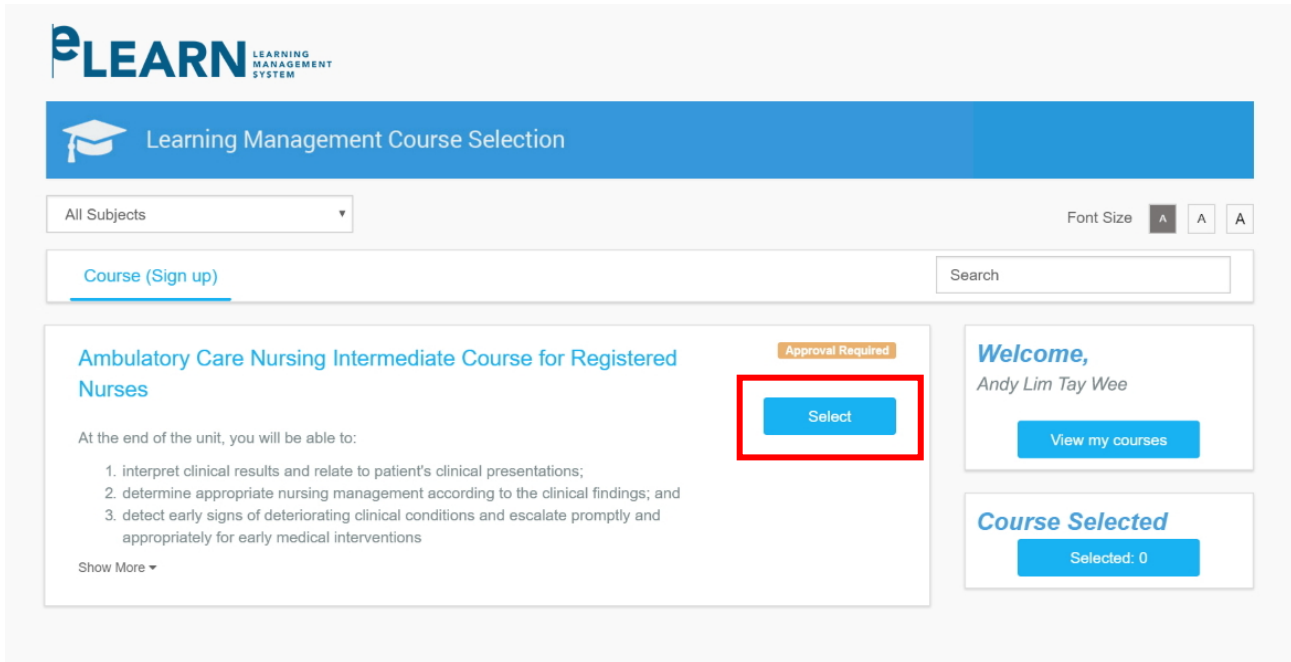
**Pharmacology Education for Nurses: Smoking cessation\_22nd Dec 2016** Auto Approval

Cigarette smoking is one of the most preventable causes of ill health. In Singapore, lung cancer and heart disease are among the top chronic diseases among smokers. Smoking cessation services are provided by certified Quit Smoking Consultants and are available in IMH.

Select

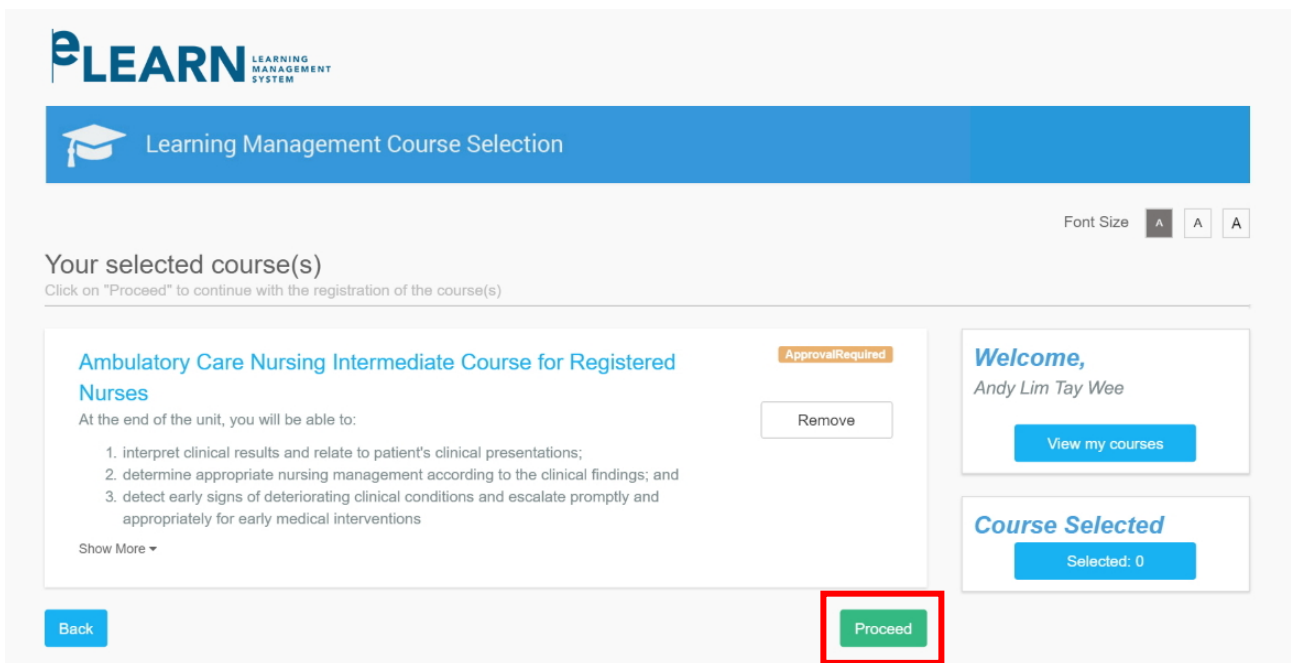
### 6.3 Course Enrolment

At the Catalog page, look for the course that you want to enroll and click on **Select**.



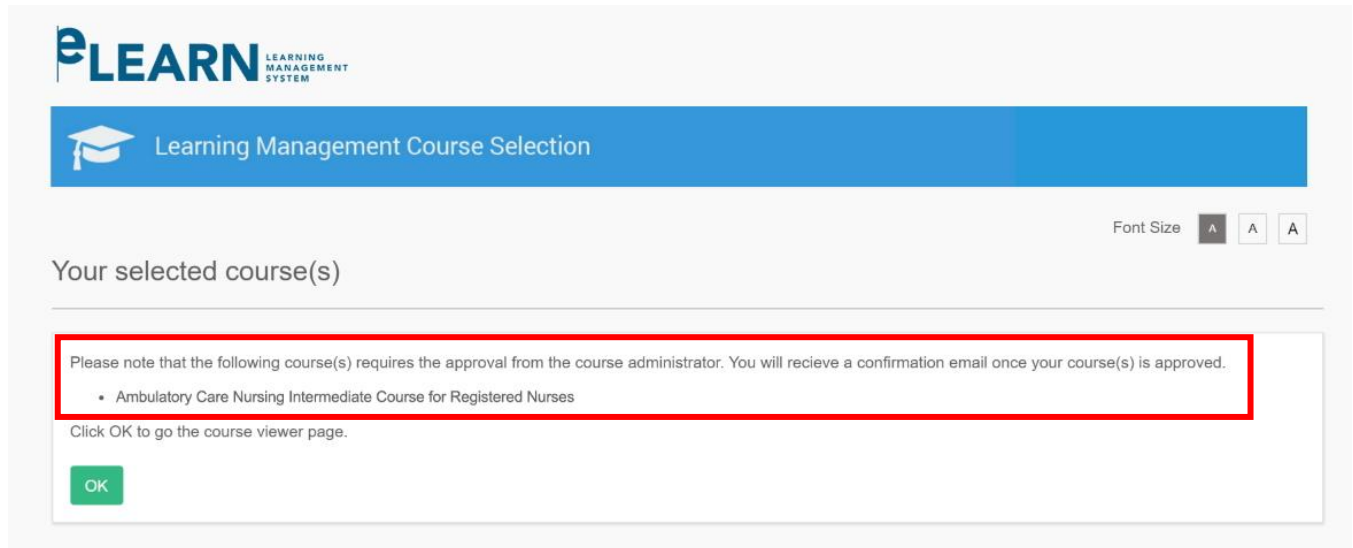
The screenshot shows the eLEARN Learning Management Course Selection interface. At the top, there is a blue header with the eLEARN logo and the text 'Learning Management Course Selection'. Below the header, there is a search bar and a dropdown menu for 'All Subjects'. The main content area displays a course titled 'Ambulatory Care Nursing Intermediate Course for Registered Nurses'. The course description includes a list of learning objectives. A 'Select' button is highlighted with a red box. To the right, there is a 'Welcome, Andy Lim Tay Wee' message with a 'View my courses' button and a 'Course Selected' section showing 'Selected: 0'.

Then, click on **Proceed** (located below the course description) to enroll to the Course.



The screenshot shows the eLEARN Learning Management Course Selection interface after a course has been selected. The page displays the course 'Ambulatory Care Nursing Intermediate Course for Registered Nurses' with a 'Remove' button. The 'Proceed' button is highlighted with a red box. The 'Welcome, Andy Lim Tay Wee' message and 'View my courses' button are still visible. The 'Course Selected' section shows 'Selected: 0'. A 'Back' button is located at the bottom left of the course description area.

If you enroll to a Course that requires Approval (**Approval Required**), the following message will be displayed.

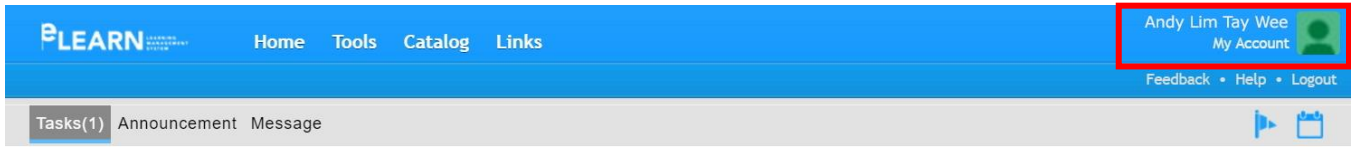


The screenshot shows the eLEARN Learning Management System interface. At the top left is the eLEARN logo with the text "LEARNING MANAGEMENT SYSTEM". Below it is a blue header bar with a graduation cap icon and the text "Learning Management Course Selection". On the right side of the header bar, there are "Font Size" controls with three buttons labeled "A", "A", and "A". Below the header bar, the text "Your selected course(s)" is displayed. A red-bordered box highlights a message: "Please note that the following course(s) requires the approval from the course administrator. You will receive a confirmation email once your course(s) is approved." Below this message is a bulleted list containing "Ambulatory Care Nursing Intermediate Course for Registered Nurses". Underneath the list, it says "Click OK to go the course viewer page." and there is a green "OK" button.

Otherwise, if you enrol to a Course that does not require Approval (**Auto Approval**), upon your enrolment, you will be brought to your **Home Page** and the course will be made available to you.

## 7 Personal Profile

You can access your personal Profile page by clicking on **My Account** located shown below.



You may make relevant changes to your Profile such as Gender, Email Address, Photo, Password, etc.

**Accounts**

Dashboard

**Profile**

Photo

Password

Security Question

Language

My Department

Others

Cloud Storage

### Profile

*\* indicates compulsory fields*

**UserID** ANDYLIM

**\* Full Name**

**ADID**

**Gender**  Male  Female

**\* Email**

**\* Re-enter Email**

**Phone No.**     
Country Code                      Area Code                      Number

**Class/Group**

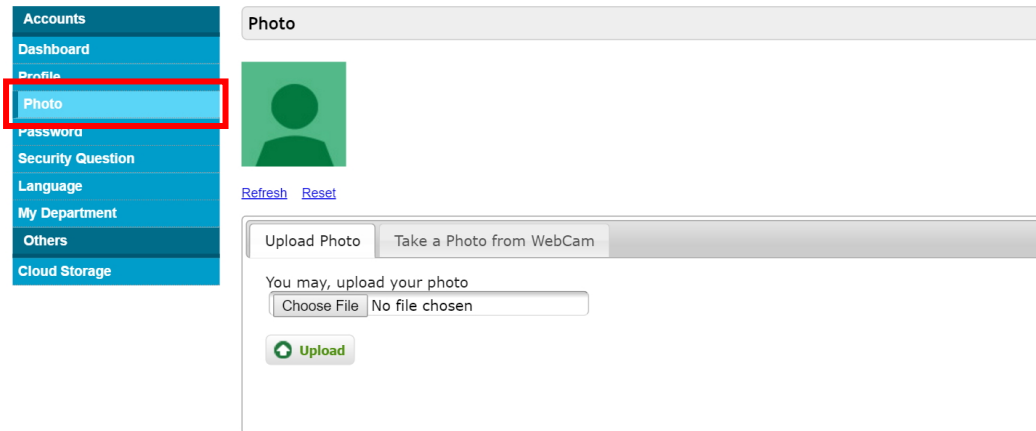
**Groups**

Human Resource (People) Development/Human Resource (People) Development

## 7.1 Photo

To view or change your profile picture, click on **Photo**.

You may **upload existing Photo** or **Take a Photo from your computer's WebCam**.



## 7.2 Password

To change your password, click on **Password**.

Enter your current password, new password and confirm your new password, then click on **Save** to save the settings.

