NHG eLEARN Learner's Guide

Wizlearn Learning Management System

Date   : 26 Apr 2019
Version   : 1.0

1 Change Log

VERSION	DATE	NAME	DESCRIPTION
Draft	12-Apr-19	Wendy Lim	Initial Draft
1.0	26-Apr-20	NHG	Added NHG images and features

2 Table of Contents

3 Introduction

What is Learning Management System?
Learning Management System (LMS) is an online portal for the administration, documentation, tracking, reporting and delivery of e-Learning education courses or training programs.

Target Audience
The Wizlearn LMS is targeted at corporate organizations where administrators and trainers can create online courses for learners. Learners can also access the courses online, anytime and anywhere.
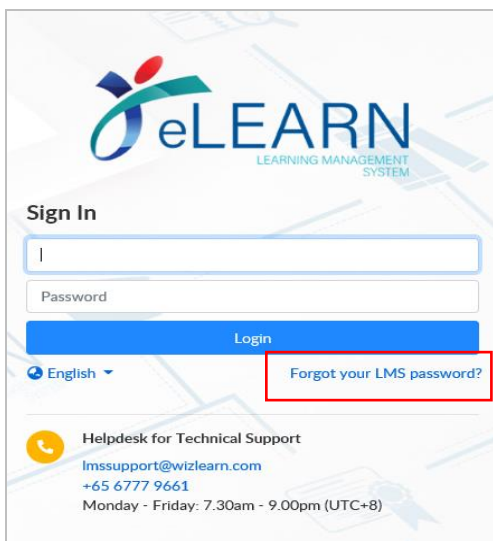
4 Logging into LMS

Accessing and logging in to the system via the main landing page.

- Input the URL of your LMS in the browser's address bar (https://elearn.sg/nhg)
- Input the assigned **User ID** and **Password.**
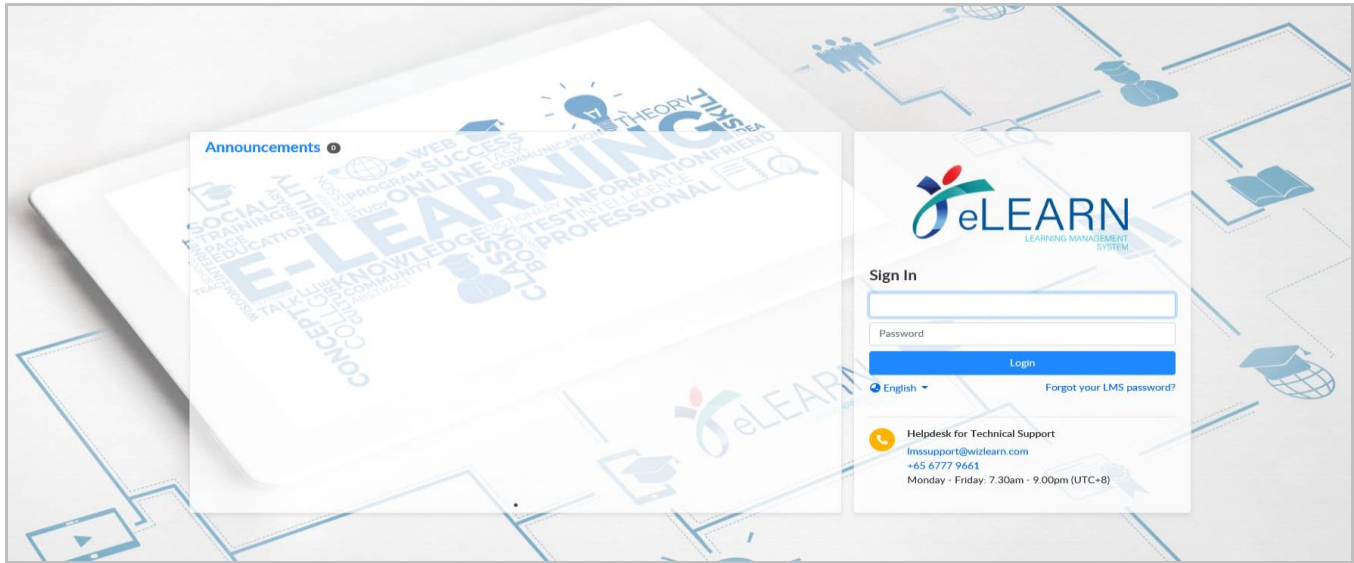
5 Reset Password

If you forget your LMS login password, you may reset password by clicking on 'Forgot your LMS password?'
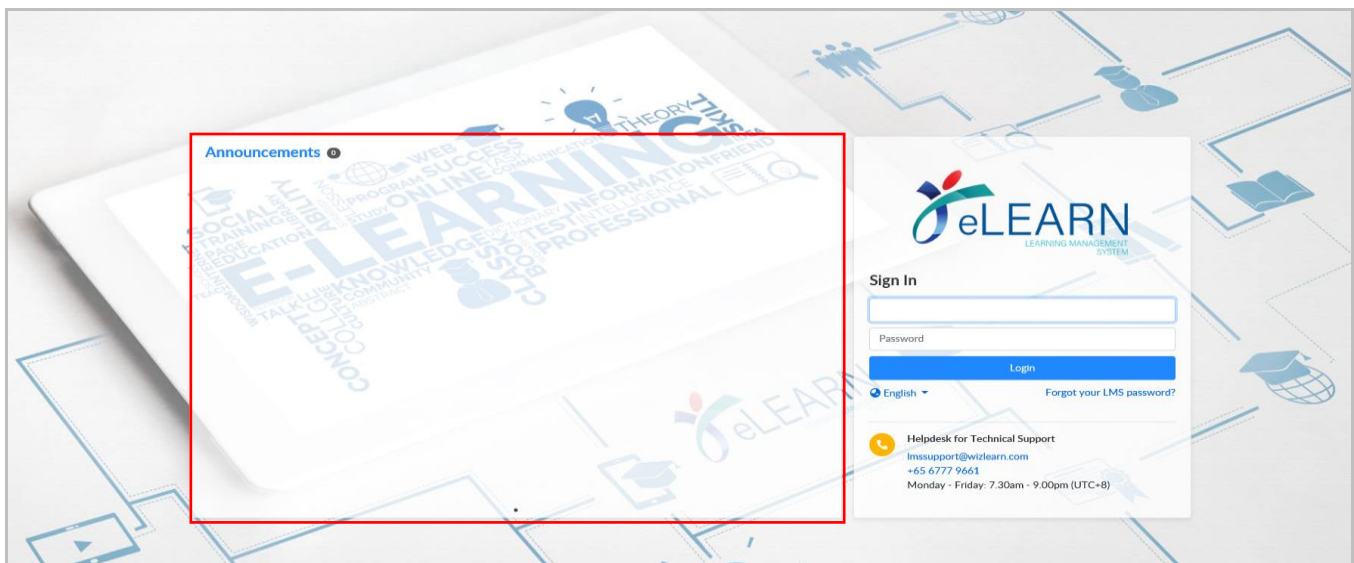
6 Announcement Page (Common)

Announcement page is found on the left hand side at login page.

Look out for important news and system updates over here. For example,

1. monthly maintenance notice
2. system feature release from Wizlearn
3. Trainer training schedule
4. common information for all course owners and course coordinators
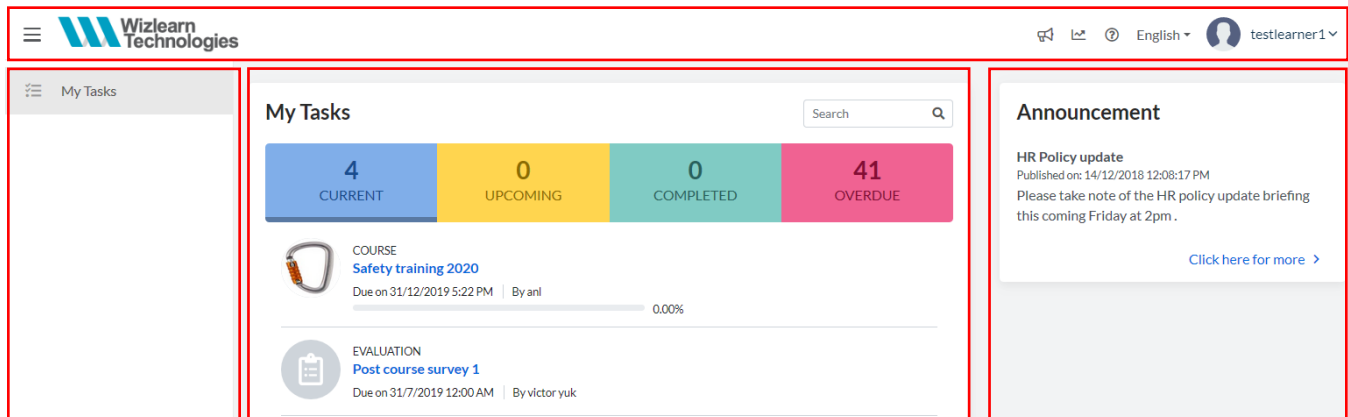
7 Navigating around LMS

This section provides the features guide listed in the LMS platform.

7.2 Overview of Dashboard interface

At the main page, it can be categorized into four areas:

1. **Top Panel** – This allows view and hide the navigation menu and manage personal account information.
2. **Left panel** - This is the navigation menu.
3. **Central Panel** – This panel provides access to the learning modules assigned to user.
4. **Right Panel** – This panel displays a quick view of announcement(s) assigned to user.
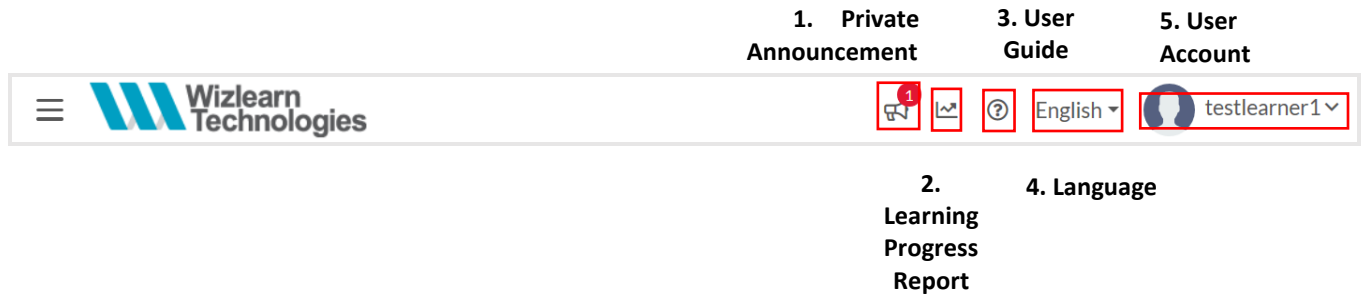
1. Top Panel

2. Left Panel   **3. Central Panel**   **4. Right Panel**

7.3 Top Panel

The top panel allow users to manage personal account.

At the top right corner, users can:

1. View private announcement assigned
2. View self's Learning Progress Report
3. View system user guide
4. Select the preferred display language
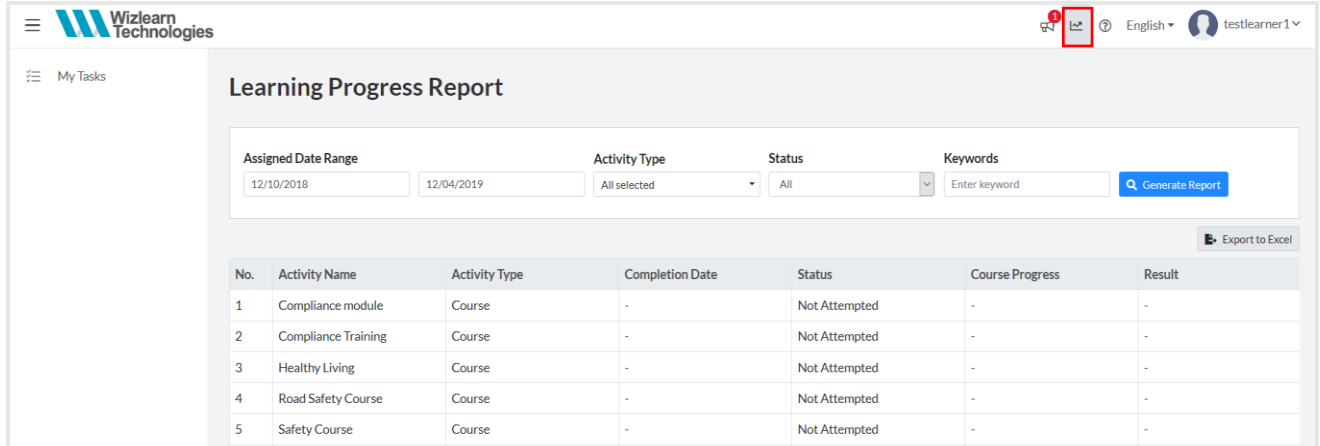5. Reset login password or logout from the LMS

7.3.1 Private Announcement

1. To view personal announcement, click on the **Announcement** icon on the top panel.
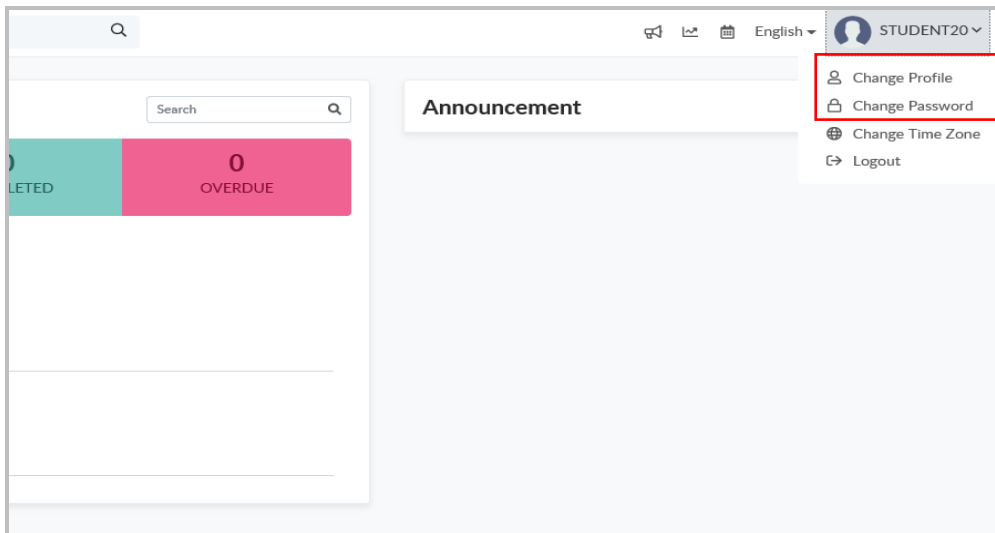2. To read/mark an announcement as read, click on it.
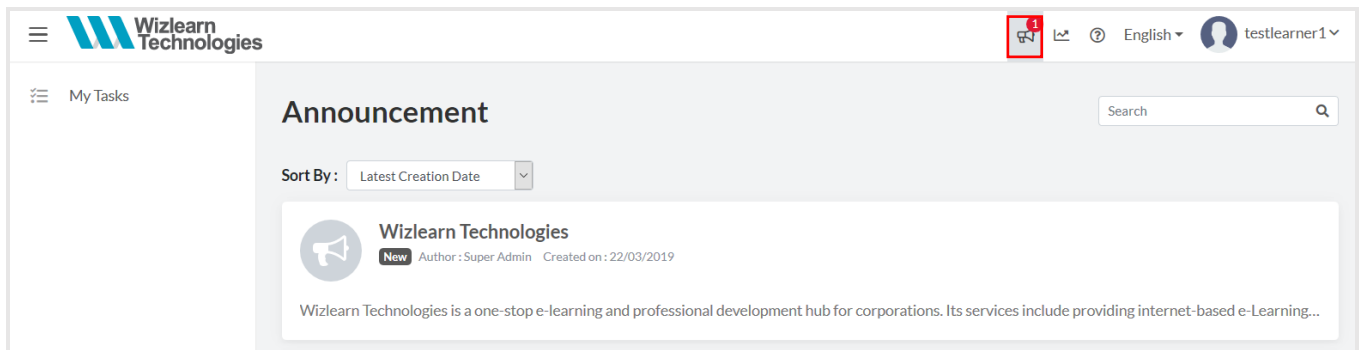
7.3.2 Learning Progress Report

1. To view your Learning Progress Report, click on the **Report** icon on the top panel.

7.3.3 User Account

1. To update email address, click on the **User Account** icon and select **Change Profile.**
2. To change account password , click on the **User Account** icon and select **Change Password.**
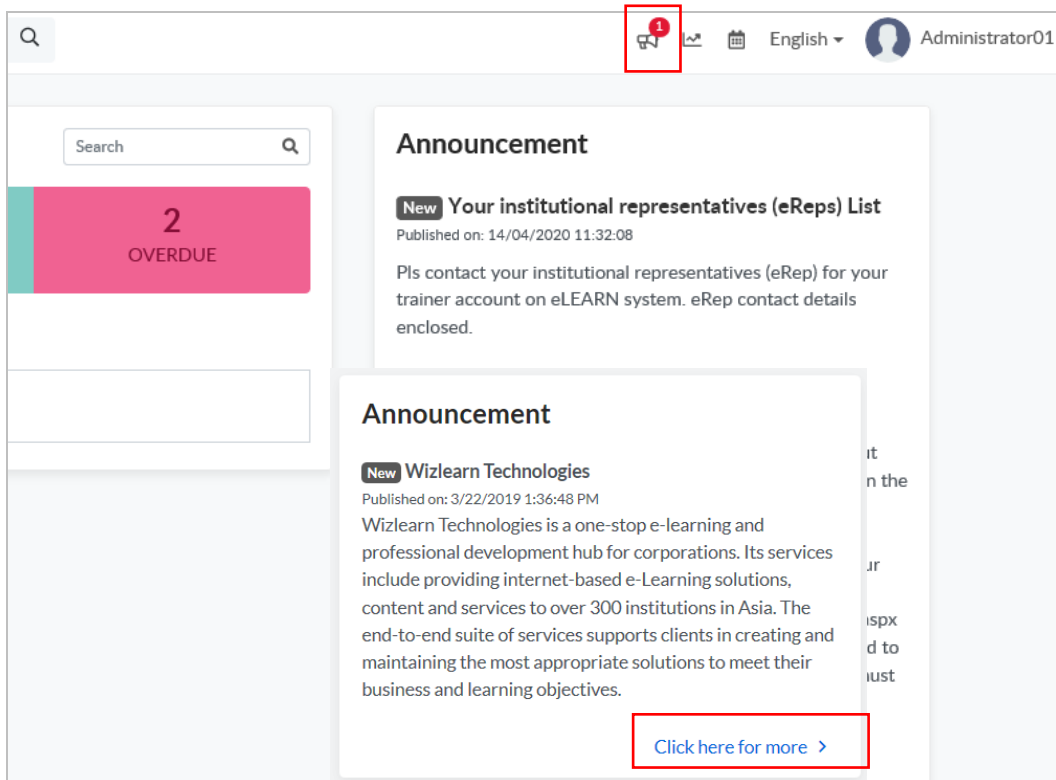

Note:
The **Change Profile** and **Change Password** functions are disabled for **Guest Account**.

7.4 Right Panel

The right panel shows announcements for you.

To view the complete announcement(s),

1. Select **Click here for more>** ; or

2. Select the **Announcement** icon (📢) on the top panel.

7.5 Central Panel

7.5.1 Resource Status Bar

A learning resource is a course, in most cases. It can also be a standalone quiz / forum / evaluation which is/are not contain in a course.

The central panel displays the learning resource(s) assigned to you. Navigate among these 4 status categories to look for the learning resource(s) that you wish to access.
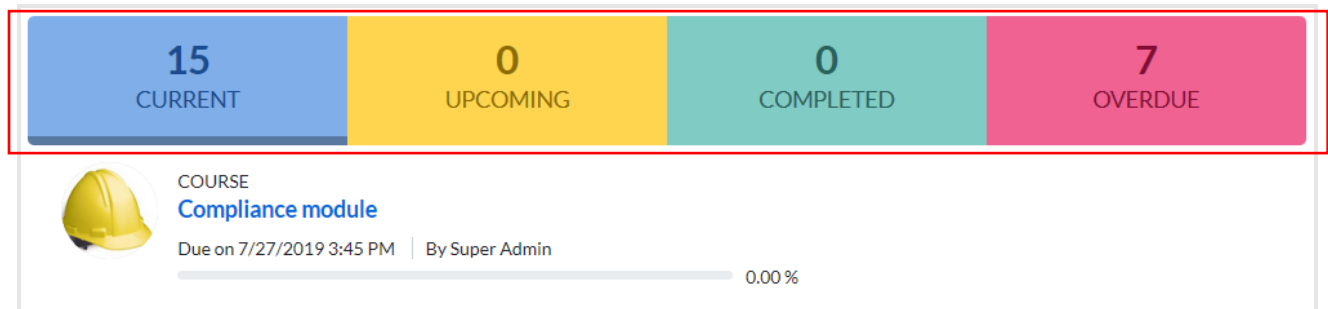

1. **Current (Blue)** – This panel displays the resource(s) that you are enrolled to and pending your attempts. Every resource has a permission period of access. If you missed the access period of the resource(s), the resource(s) will be automatically moved to **Overdue (Pink)** category.

2. **Upcoming (Orange)** – This panel displays future permission dated resource(s) that are upcoming. These upcoming resource(s) are not accessible and are grey out. The resource(s) will move to **Current (Blue)** category when access period is open.

3. **Completed (Green)** – This panel displays the resource(s) which you have completed. The completed resource(s) are accessible at anytime.

4. **Overdue (Pink)** – This panel displayed the resource(s) that are overdue. Overdue resource(s) are not accessible and are grey out. To access overdue resource(s), please approach the course trainer/course coordinator to reset the resource(s) permission period.

In the example above,
- 15 Current courses
- 0 Upcoming course
- 0 Completed course
- 7 Overdue courses

7.5.2 Search for a learning resource

1. To search for a learning resource, key in resource name in the search field located above the resource status bar and click on magnifying glass icon.
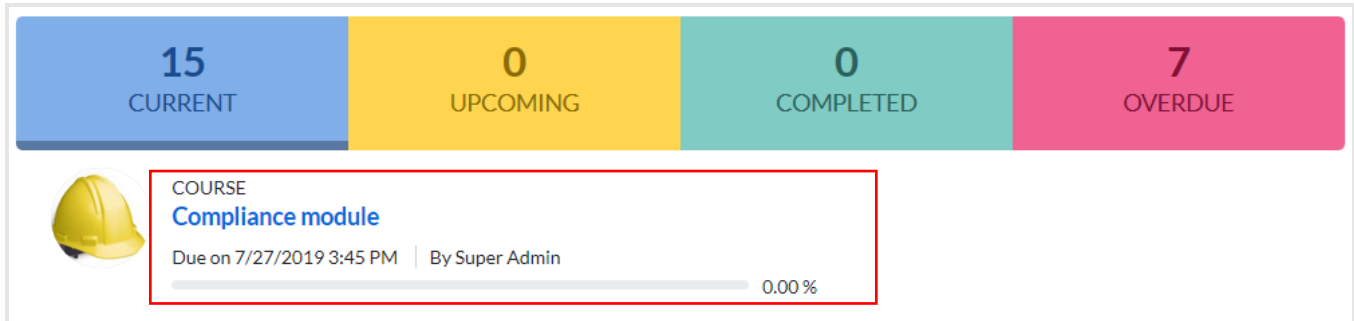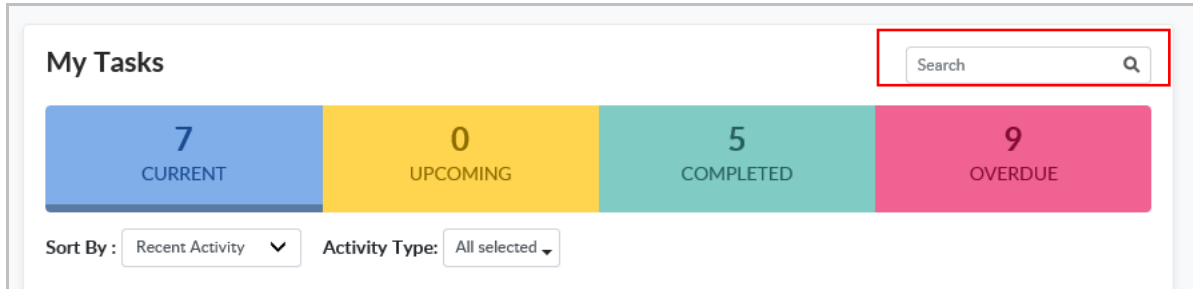

2. Any learning resource(s) that contain the same word(s) and is/are assigned to you will be displayed.
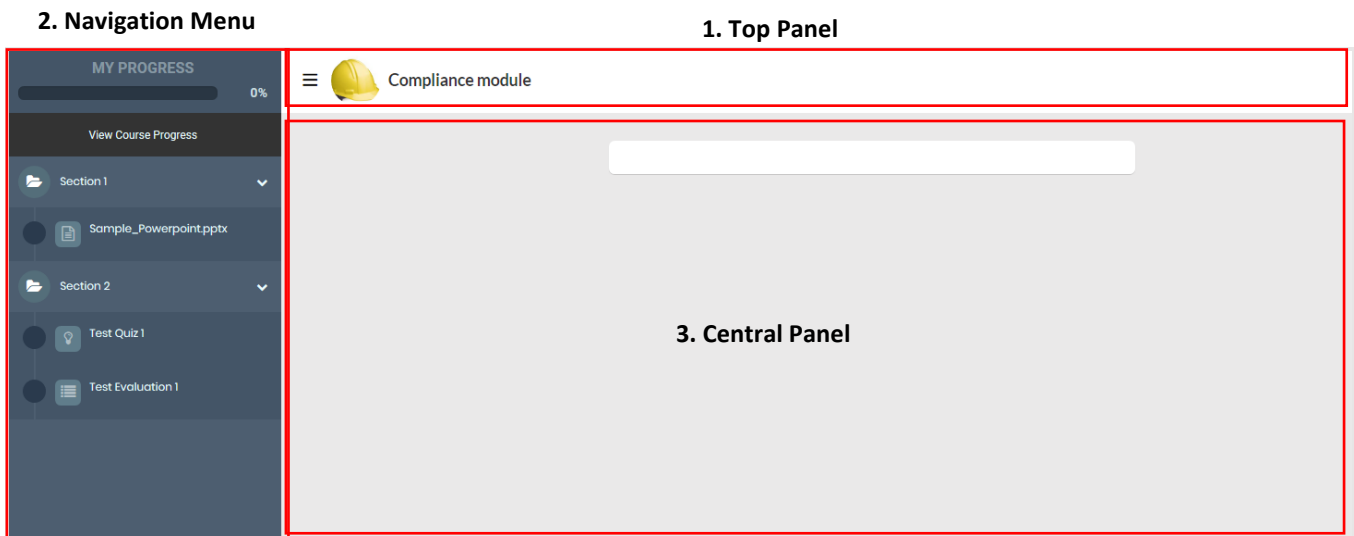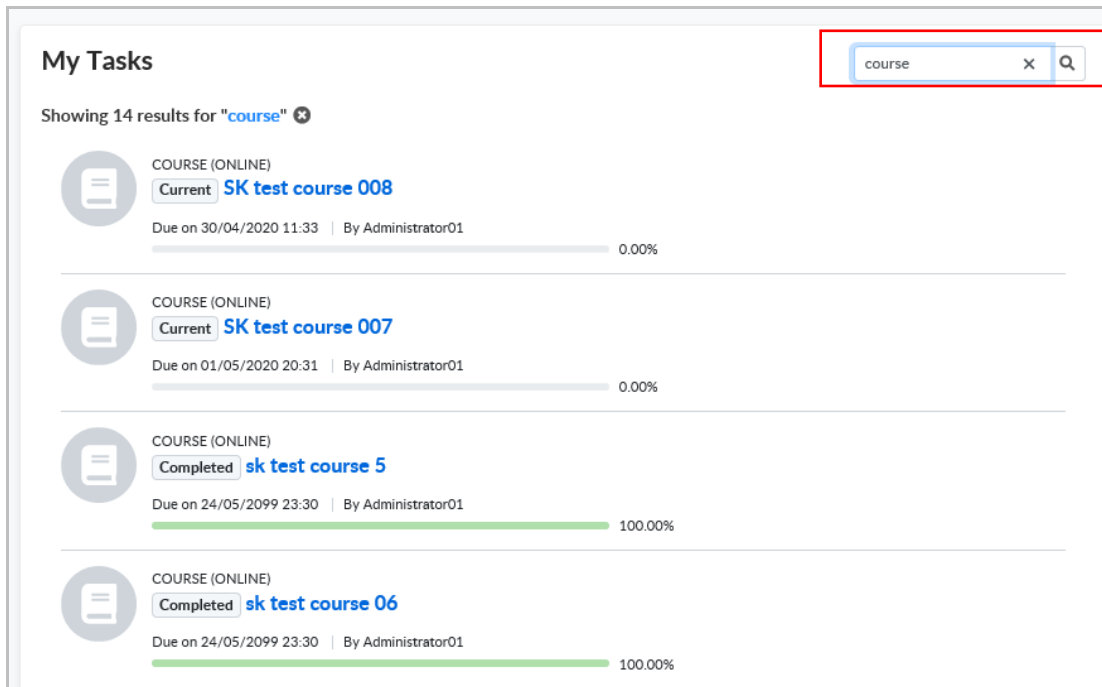
7.5.3 Accessing a resource

To access a resource, click on the resource in **Current (Blue)** category OR **Completed (Green)** category.

The resource will open in a new window and it is categorised into three areas:

1. **Top Panel** – This panel displays the module thumbnail and title.
2. **Navigation Menu** – The menu displays all resource and your learning progress.
3. **Central Panel** – This panel displays list of the learning content and individual completion status.


To begin course, click on the **Navigation Menu** on the left.

At the **Navigation Menu**:

1. Sections are classified by the folder icon

2. Each resource type is classified by the respective resource icon

3. The completion status of each resource is displayed beside the respective resource

   a. - Resource not attempted

   b. - Resource incomplete

   c. - Resource completed

4. Overall module completion percentage will be displayed.

5. To view a summary of all resource completion status, click on **View your progress**.
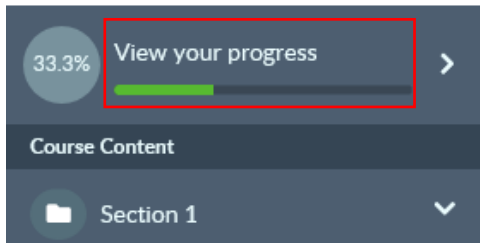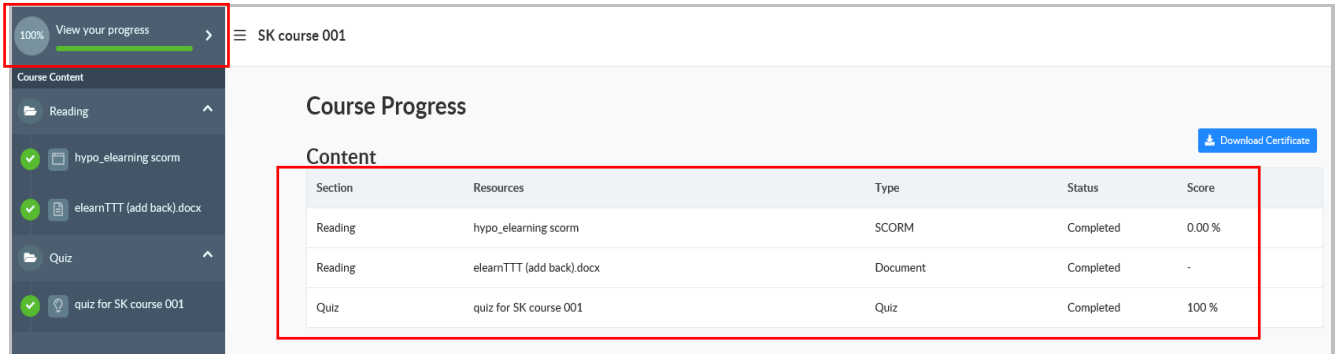

6. For quiz assessment, there may be limited number of attempts and/or time duration depending on the setup.
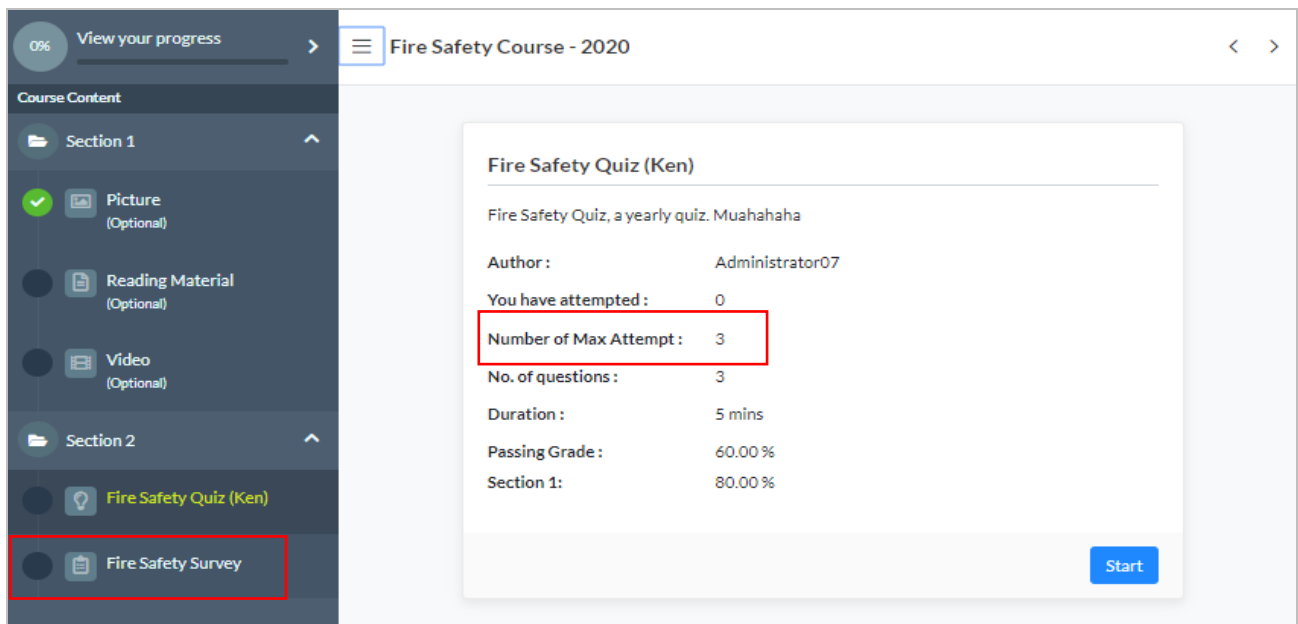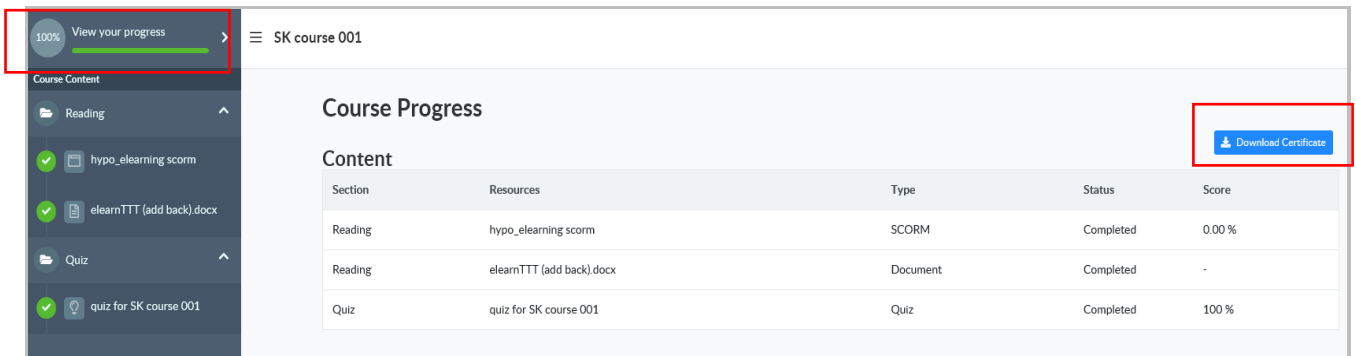
At the **Central Panel:**

1. A list of learning content and completion status tied to each content will be displayed.

2. For completed course with e-certificate, to view and download e-certificate, click on **Download Certificate**.

8 Logout

Click on the **User Account** icon and select **Logout.**