



NHG eLEARN Learner's Guide

Wizlearn Learning Management System

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Version : 1.0

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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

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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.

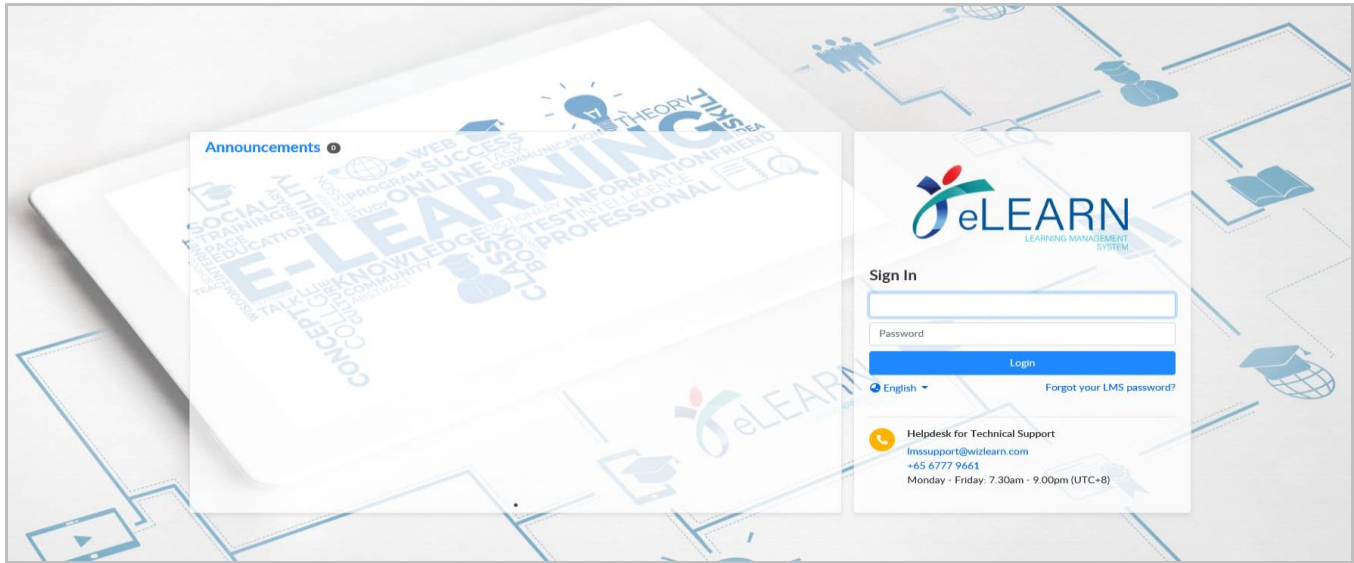
Target Audience

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

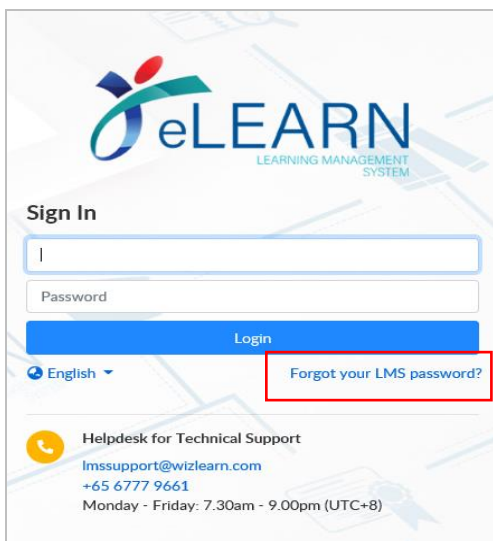
Accessing and logging in to the system via the main landing page.

- 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?'

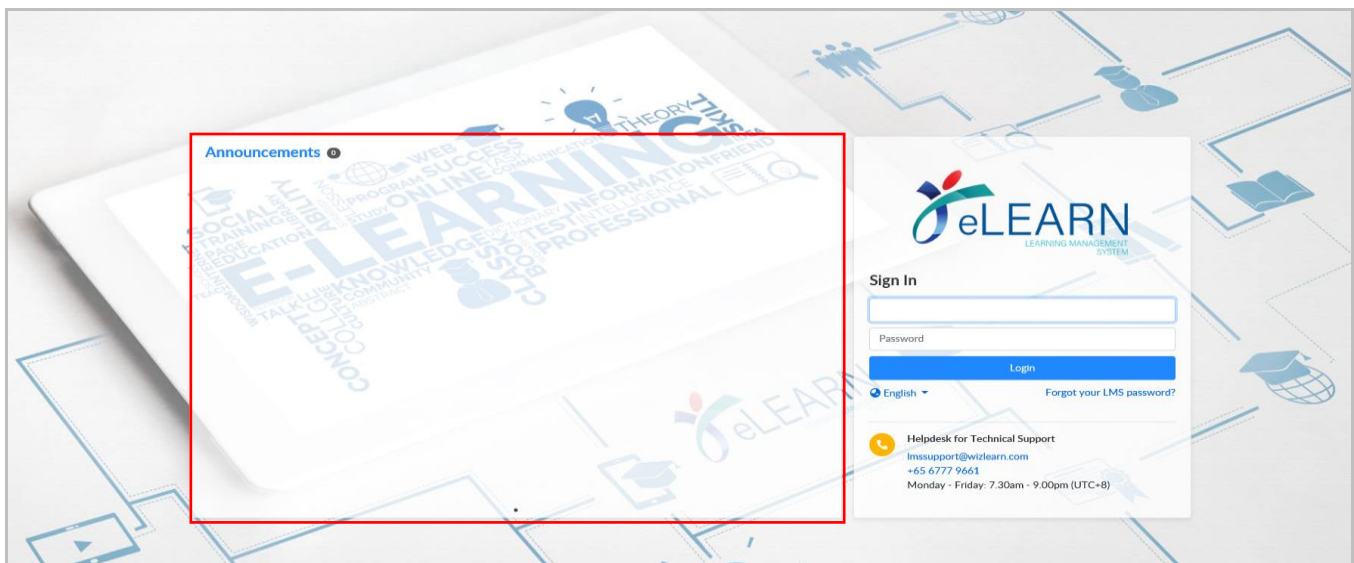


6 Announcement Page (Common)

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

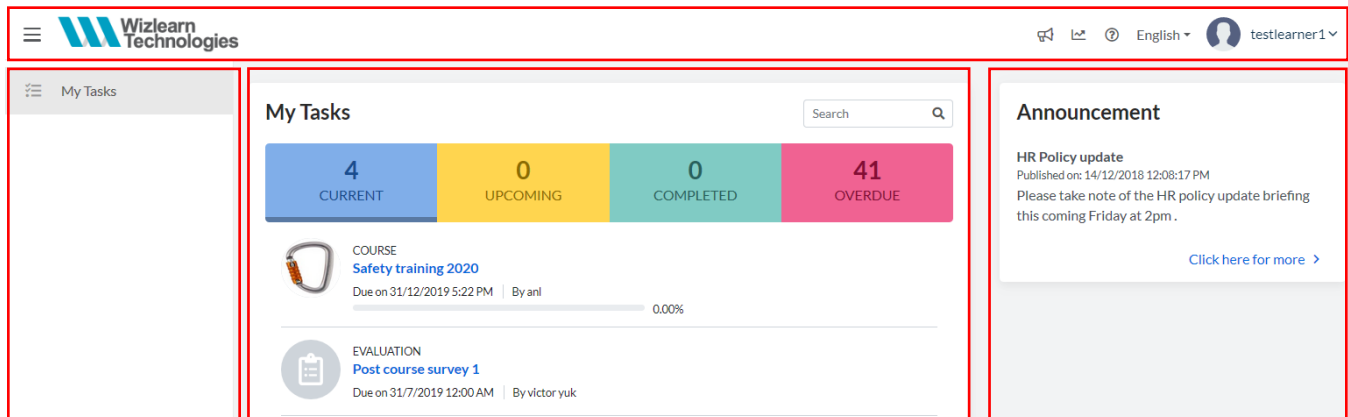
This section provides the features guide listed in the LMS platform.

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



The screenshot displays the LMS dashboard interface. At the top, the 'Wizlearn Technologies' logo is on the left, and user profile information (English, testlearner1) is on the right. The dashboard is divided into four main sections: a 'My Tasks' section on the left, a central 'My Tasks' section with a progress bar, and an 'Announcement' section on the right. The 'My Tasks' section shows 4 current tasks, 0 upcoming, 0 completed, and 41 overdue. The central section lists two tasks: 'Safety training 2020' (due 31/12/2019 5:22 PM) and 'Post course survey 1' (due 31/7/2019 12:00 AM). The 'Announcement' section features a notice about an 'HR Policy update' published on 14/12/2018 12:08:17 PM, with a link to click for more.

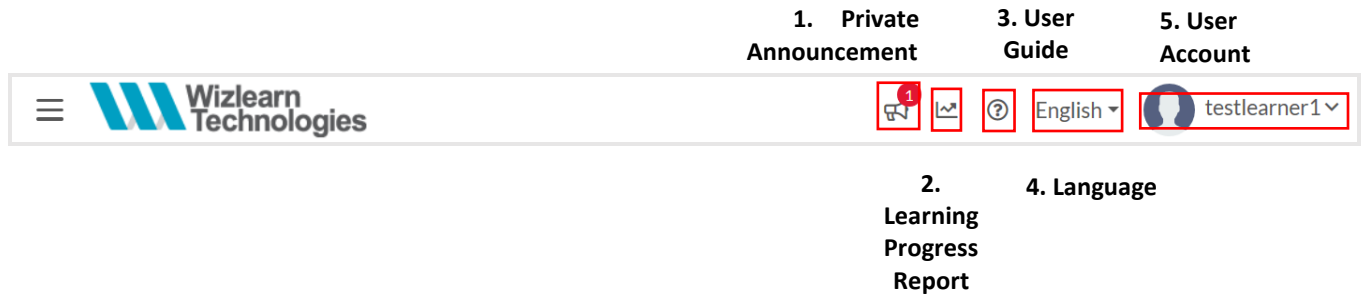
2. Left Panel

3. Central Panel

4. Right Panel

7.3 Top Panel

The top panel allow users to manage personal account.

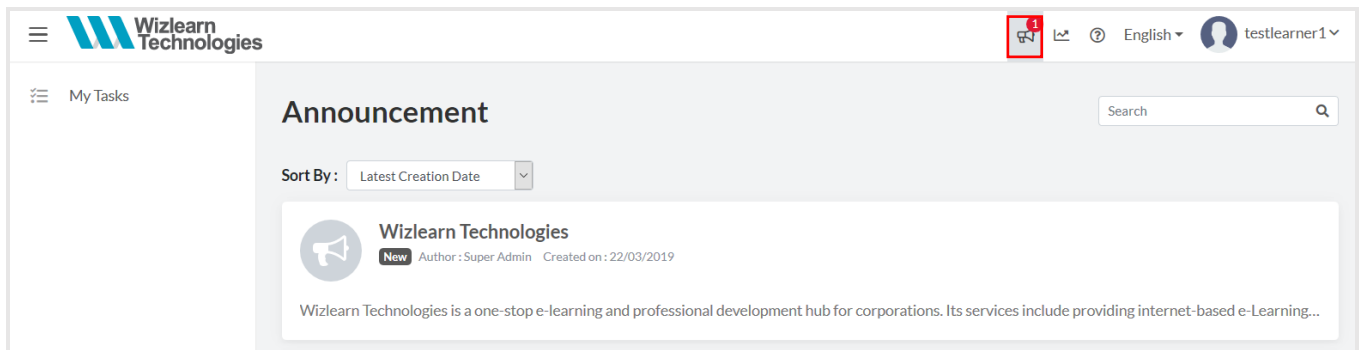


At the top right corner, users can:

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

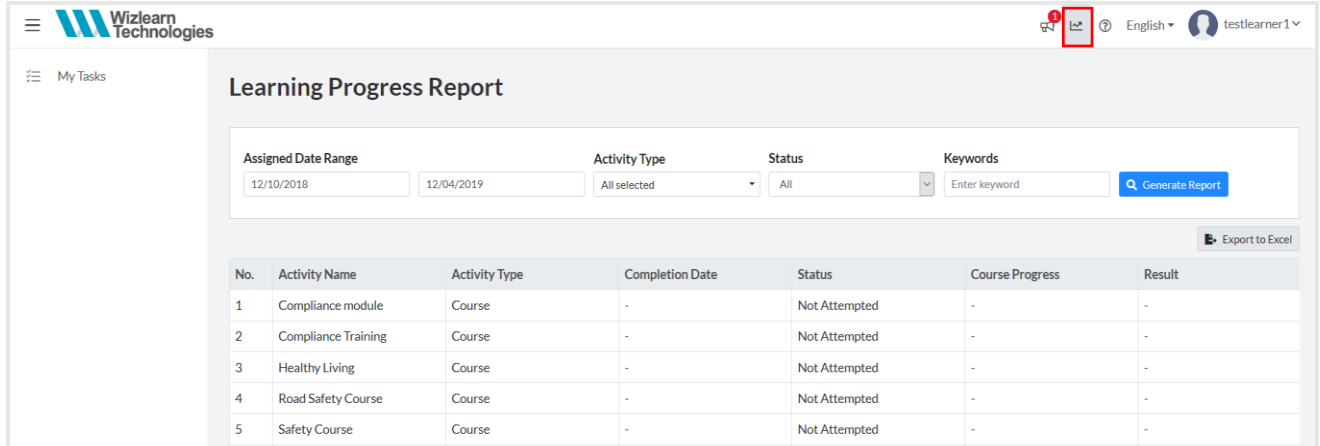
7.3.1 Private Announcement

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.



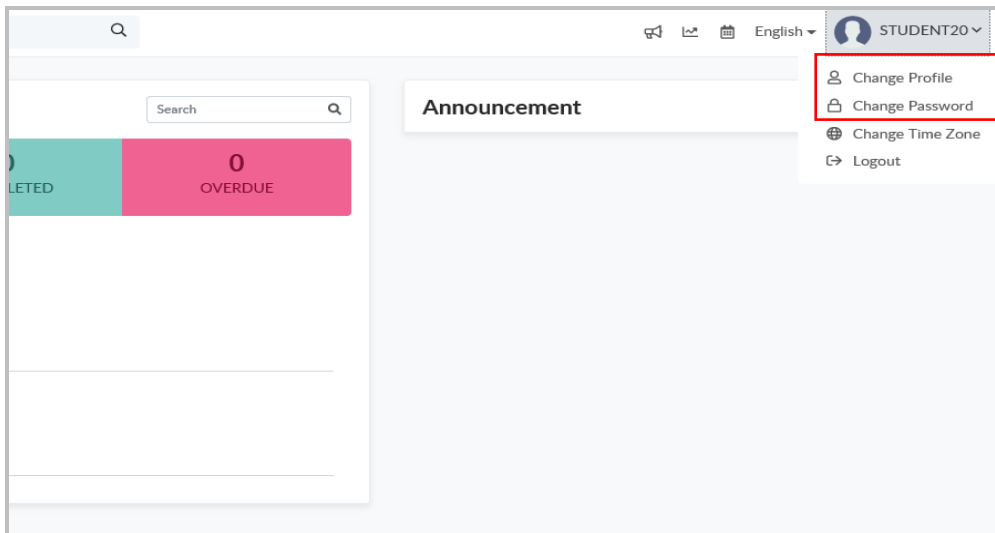
7.3.2 Learning Progress Report

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:

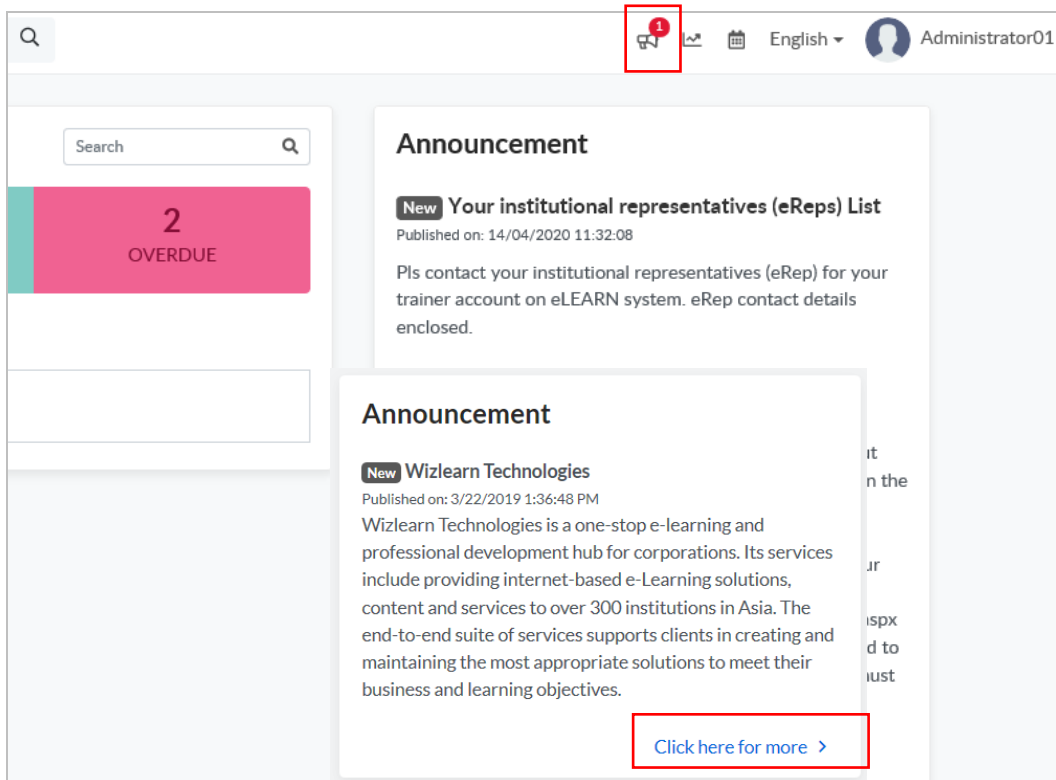
The **Change Profile** and **Change Password** functions are disabled for **Guest Account**.

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.



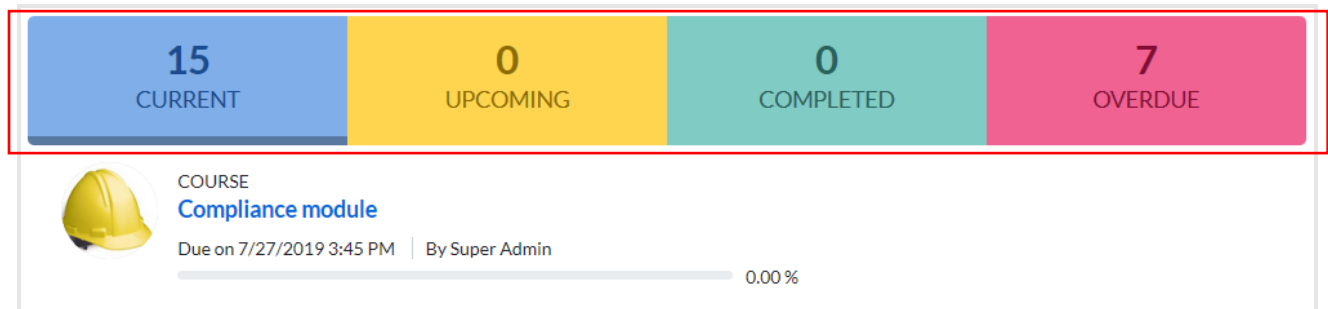
The screenshot displays the user interface of the Wizlearn Learning Management System. At the top right, there is a navigation bar with a search icon, a notification bell icon with a red '1' (highlighted with a red box), a calendar icon, the language 'English', and a user profile icon labeled 'Administrator01'. On the left side, there is a search bar and a pink box with the number '2' and the word 'OVERDUE'. The main content area features two announcement cards. The top card is titled 'Announcement' and contains a 'New' badge, the title 'Your institutional representatives (eReps) List', the publication date 'Published on: 14/04/2020 11:32:08', and the text 'Pls contact your institutional representatives (eRep) for your trainer account on eLEARN system. eRep contact details enclosed.' The bottom card is also titled 'Announcement' and contains a 'New' badge, the title 'Wizlearn Technologies', the publication date 'Published on: 3/22/2019 1:36:48 PM', and a paragraph of text describing the company's services. A red box highlights the 'Click here for more >' link at the bottom of the second announcement card.

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.



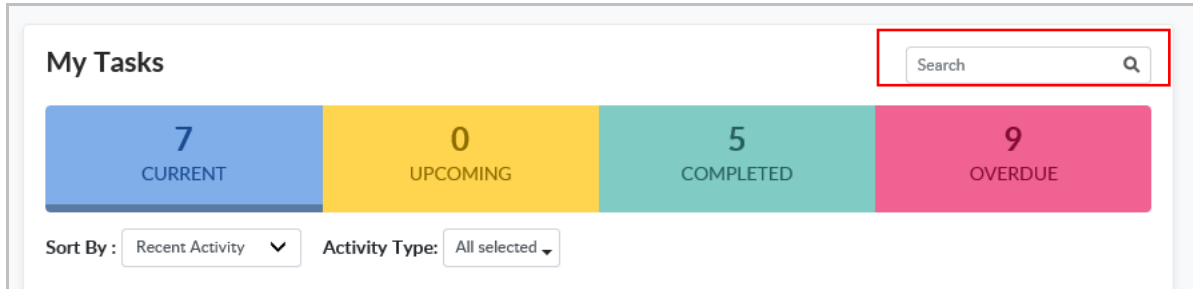
1. **Current (Blue)** – This panel displays the resource(s) that you are enrolled to and pending your attempts. Every resource has a permission period of access. If you missed the access period of the resource(s), the resource(s) will be automatically moved to **Overdue (Pink)** category.
2. **Upcoming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

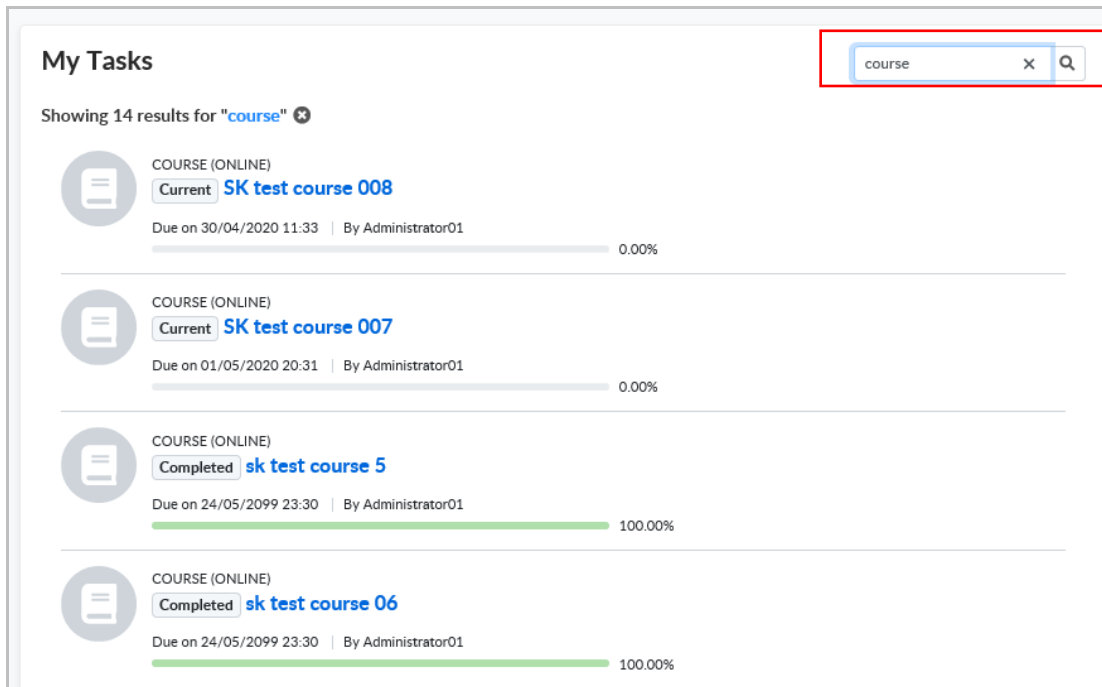
- 15 Current courses
- 0 Upcoming course
- 0 Completed course
- 7 Overdue courses

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.

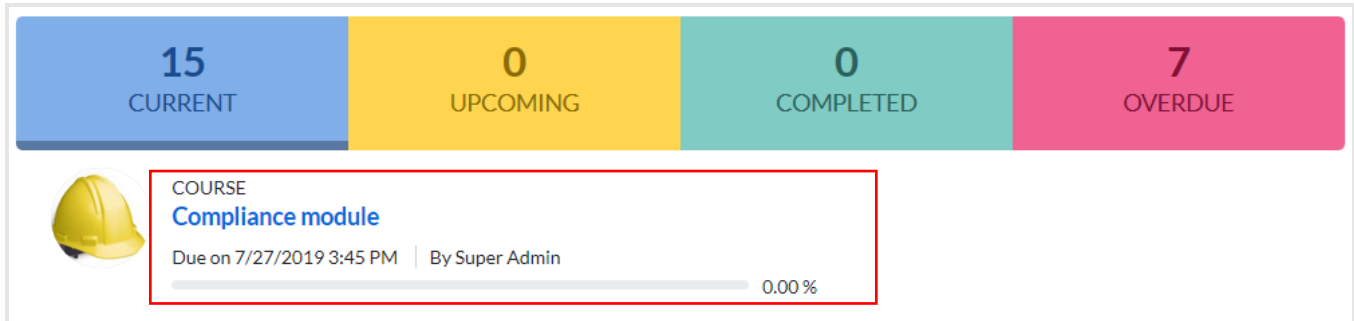


2. Any learning resource(s) that contain the same word(s) and is/are assigned to you will be displayed.



7.5.3 Accessing a resource

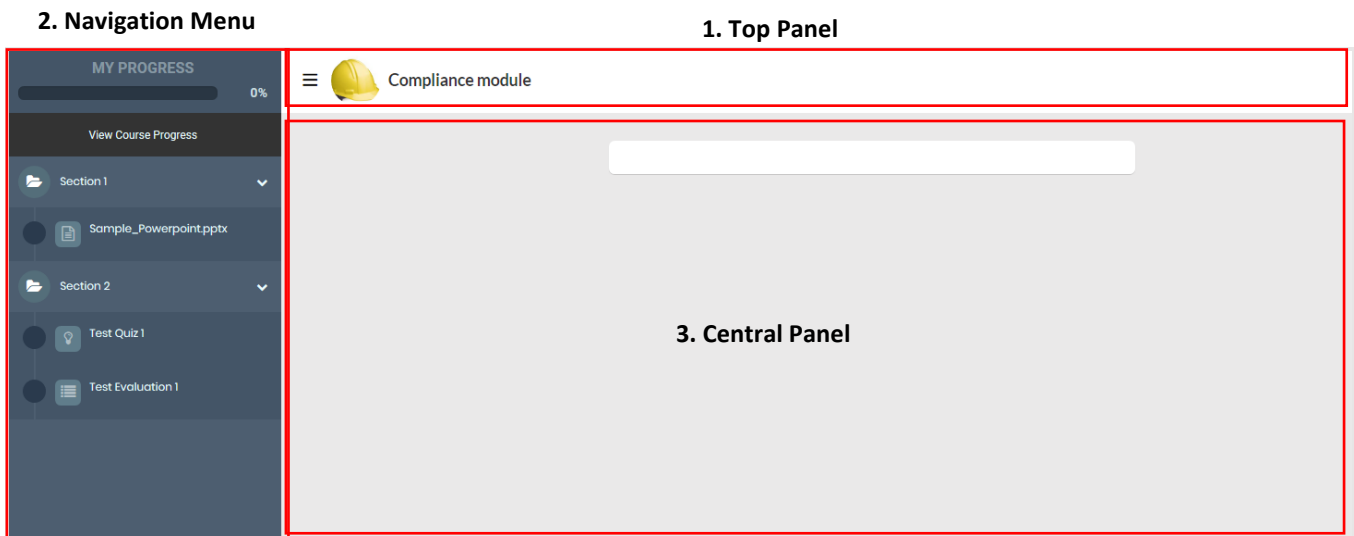
To access a resource, click on the resource in **Current (Blue)** category OR **Completed (Green)** category.



The summary bar shows four categories: **15 CURRENT** (blue), **0 UPCOMING** (yellow), **0 COMPLETED** (teal), and **7 OVERDUE** (pink). Below it, a course card for 'Compliance module' is highlighted with a red box. The card includes a yellow hard hat icon, the text 'COURSE Compliance module', 'Due on 7/27/2019 3:45 PM | By Super Admin', and a progress bar at 0.00%.

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.






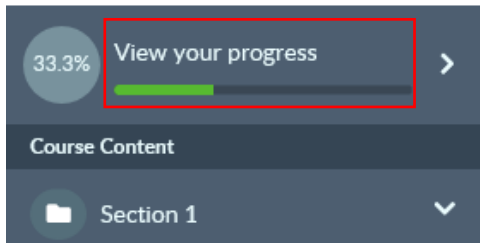
The interface is divided into three main sections:

- 2. Navigation Menu**: A dark sidebar on the left showing 'MY PROGRESS' at 0%, 'View Course Progress', and a list of items including 'Section 1', 'Sample_Powerpoint.pptx', 'Section 2', 'Test Quiz 1', and 'Test Evaluation 1'.
- 1. Top Panel**: A header area at the top right containing a hamburger menu icon, a yellow hard hat icon, and the text 'Compliance module'.
- 3. Central Panel**: A large, empty light gray area in the center of the page.

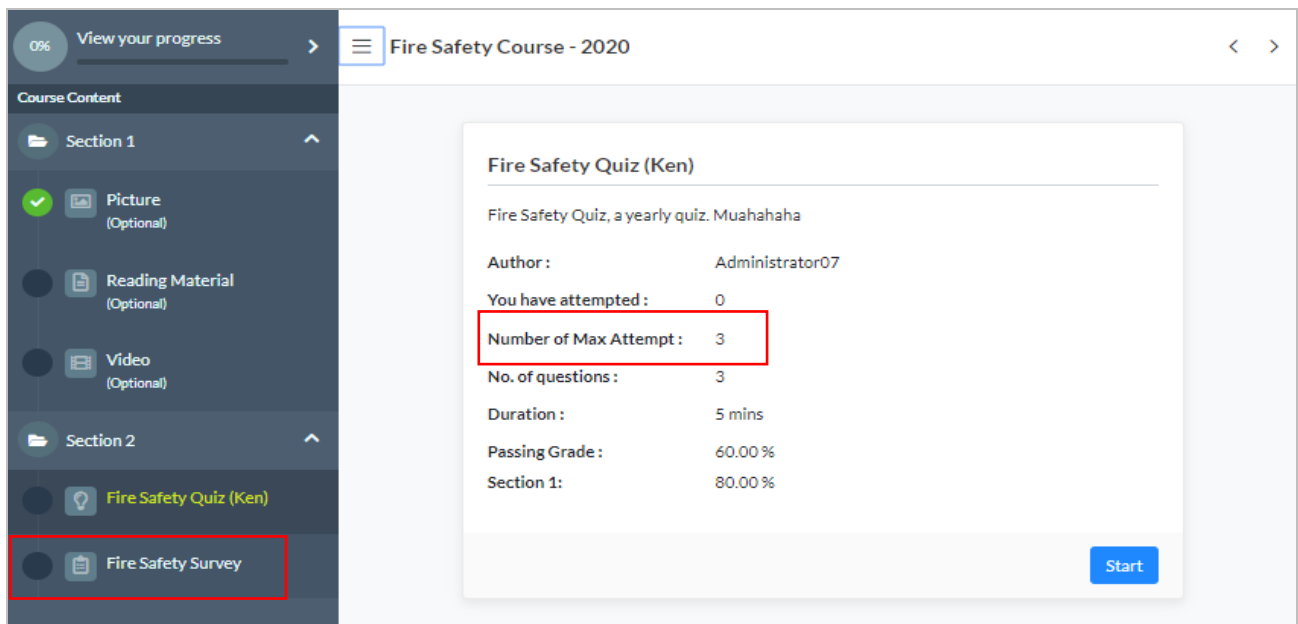
To begin course, click on the **Navigation Menu** on the left.

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**.

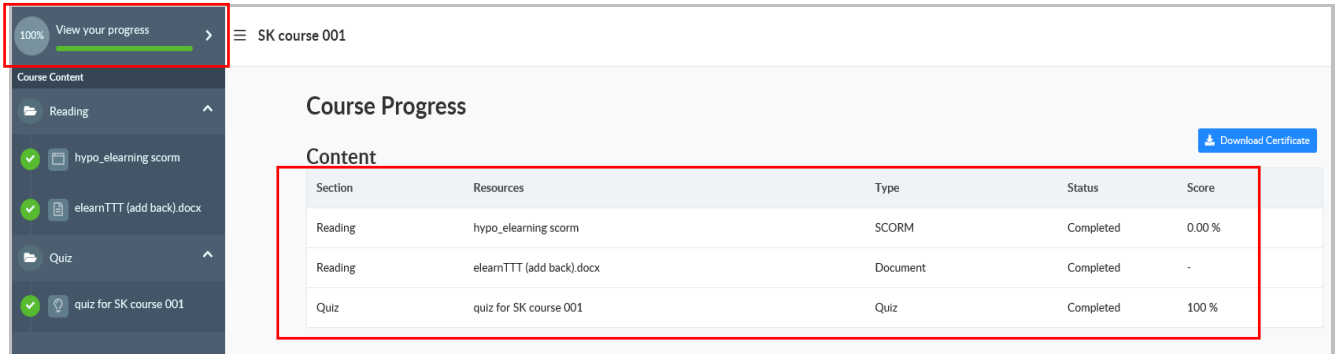


6. For quiz assessment, there may be limited number of attempts and/or time duration depending on the setup.

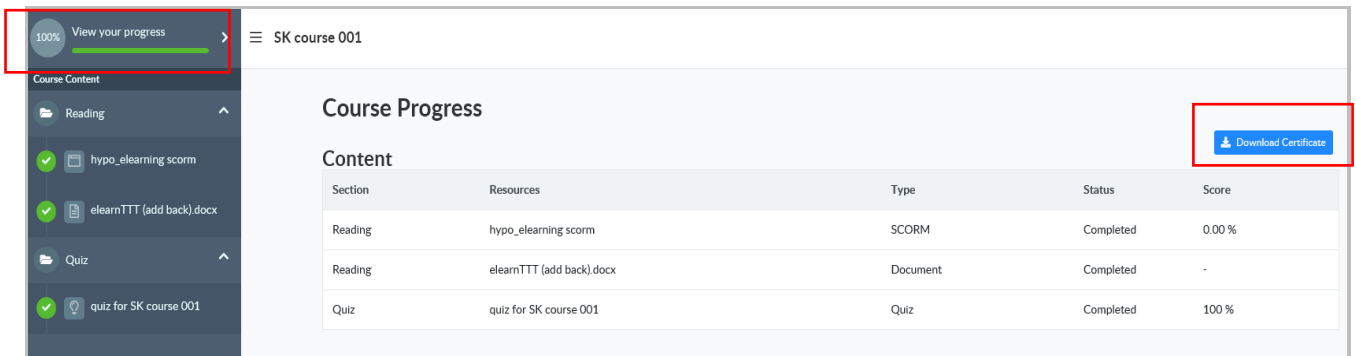


At the **Central Panel**:

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**.

