



# eLearning

*Navigating through your course content*

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## 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

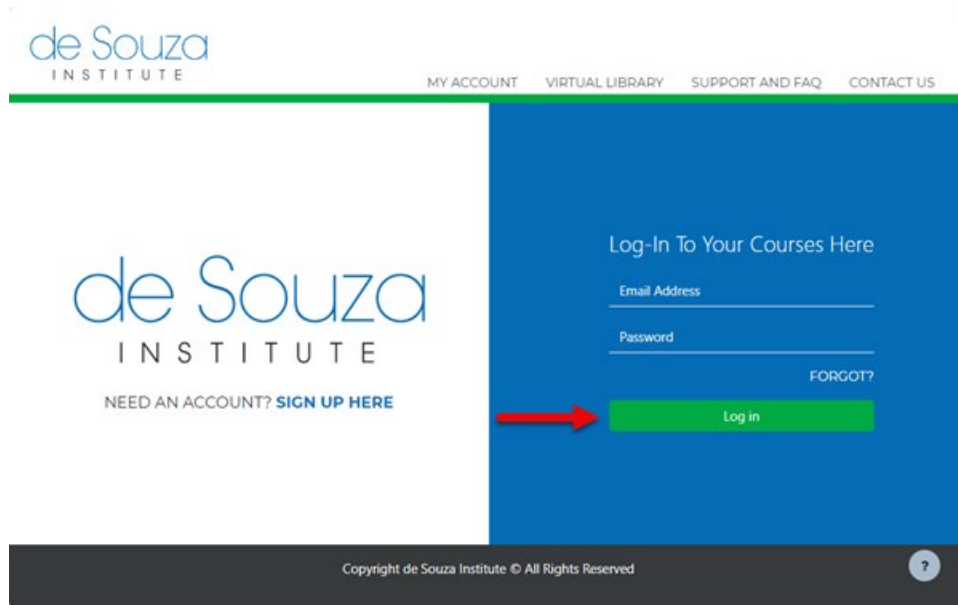
The following is a short tutorial that will help you discover key features of **eLearning**.

## 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 <https://www.desouzainstitute.com/>.
  - a. Click **LOGIN** (button, top right)
  - b. Enter your username (email address) and password then click **Log In**.



- 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 **Header** contains quick links to the home screen, your courses, and other useful links. 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 right side of the screen has a **block drawer** which you can expand and hide by clicking the arrow icon < or the **x** when it is open. In the drawer, the **Latest News** lists important messages from de Souza Institute and 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.

The screenshot shows the eLearning Home Screen interface. At the top, the header (A) includes the de Souza Institute logo, navigation links for eLearning Centre, My Courses, My Account, Virtual Library, and Course Calendar, and a user profile dropdown (B) with notification and chat icons. Below the header is a welcome message (D) with a greeting and instructions. The 'My Courses' section (E) lists 'eLearning Centre Orientation (ELRN01AUG24)'. A 'Recently accessed courses' section is visible below. On the right, a block drawer (C) is shown with an 'Open block drawer' button and a close icon.

## 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 three ways:

- Your **Grades** are accessible by clicking the **Grades** button just below the course title drawer. In an actual course, please check your course syllabus to determine what grades you must receive to pass the course.
- The **Completion Progress** bar within the right **block drawer** 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 **Course Index** drawer at the left side of the screen lets you jump to any other area of a course you have access to. It also shows you whether you have completed that part or not yet with the green dot next to the name. You can hide it by clicking the x and re-open it again after.

The screenshot displays the user interface for the 'eLearning Centre Orientation (ELRN01AUG24)' course. At the top, the navigation bar includes 'de Souza INSTITUTE', 'eLearning Centre', 'My Courses', 'My Account', 'Virtual Library', and 'Course Calendar'. The user's name 'Mathew Gancarz' is visible in the top right. The course title is prominently displayed. Below the title, there is a 'Course' section with a 'Grades' button (marked with a red circle 'A'). To the right, a 'Completion Progress' bar (marked with a red circle 'B') shows a progress of 33%. On the left, a 'Course Index' drawer (marked with a red circle 'C') is open, listing various sections and activities. The main content area is titled 'Getting Started' and contains a list of activities: 'Getting Started (Click here to start)', 'Online Learning', 'Getting Started - Your Online Experience - It's Up to You!', and 'System Requirements'. Each activity has a 'Done: View' button. A help icon (?) is located at the bottom right of the main content area.

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 [Help Centre](#) or please contact us at [support@desouzainstitute.com](mailto:support@desouzainstitute.com).