Quick User Guide for EFOMP e-learning platform

Access

The EFOMP e-learning platform can be accessed through the web address:

https://e-learning.efomp.org

The E-learning platform is a closed system and only registered users have access to it. In order to access the system, you must use your security credentials (email and password) that was sent to you by the system administrators.

The first screen of the application contains the login form where you type your security credentials. In case you have forgotten either your username (usually this is your email address) or your password, you can click on the link “Forgotten your username or password?” and a form will guide you on how you can receive a new password.
Home Screen / Navigation

After successfully logging in to the application, the system navigates the user to the home screen, where a banner graphic and a list of the available courses are displayed. The courses are presented by their title and a small description.

The Home Screen contains, among other items, the main navigation area of the platform that is repeated on all pages. The navigation area consists of the top horizontal menu and the sidebar vertical menu.

The sidebar vertical menu consists of a block of menu items that may be different among the application’s screens. The basic block contains:

- Link to Home Page
- Link to Calendar
- Link to Private Files (a private space where you can keep your own files)
- List of My Courses

The horizontal menu is static and contains the following main items:

- Profile allows you to edit your personal information (eg upload your photo)
- Messages
- Preferences
- Log out
The Messages feature includes the ability to create a new message to a fellow student or to a course tutor. A number in a red box next to the chat icon denotes the number of unread messages.

- List of notifications
At the left of the top menu there is a large X. If you click this X the sidebar disappears, leaving more space on the screen for the main content. In case you would like to revert to the full sidebar display, simply click the three-lines symbol that appears in the place of the X.

Courses

In order to have access to the educational material of a course, your account must be enrolled onto that course. Enrollment is a responsibility of the administrators - only they can enroll a user onto a course.

Accessing a course can be done either from the list of courses on the Home Page or from the My Courses sub-menu of the sidebar.

Each course is separated into topics. Each topic has its own description and educational material. Educational material is usually of two types:

1. An on-line version, with the presentation shown using Google Slides.
2. A video stream of the presentation.

The topics are listed with their educational material and a description on the main content block of the Course Screen of the application.

On the sidebar there is an additional block with links to the list of the students that are enrolled on the particular course and the list of topics for quick access to them.
Browsing down to the topics of a course, you can access the on-line presentations by clicking on their respective titles.

The system will then show a new screen, containing the embedded presentation. On the bottom-left of the presentation, the user can find arrows in order to browse through the slides. Also, there is full-screen button, to be used in case the user wants to view the presentation covering all of her/his monitor's screen.
By clicking the video link, the application will direct the user to a new screen where the video is presented; the video can be started by clicking the play symbol. There is also the functionality of watching the video on full screen by clicking the fullscreen symbol at the bottom-right.
When you are in the video screen, there are some alternative ways to navigate to the course’s other content:

1. Use the sidebar menu;
2. Use the next/previous material links at the bottom;
3. Use the fast drop-down menu of course material;
4. Use the breadcrumbs link to go to the course screen;

Logout

When you have finished your work with the platform, you should log out from the system. This is done by selecting the Log out option on the drop-down submenu of the top horizontal menu.
In case you have issues connecting, please contact:  e-learning@efomp.org