



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.

LOGGING INTO ELEARNING

- 1) You can access **eLearning** by going to www.desouzainstitute.com.
 - a. Click **LOGIN** (button, top right)
 - b. Enter your username (email address) and password then click **Log In**.

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MY ACCOUNT VIRTUAL LIBRARY SUPPORT AND FAQ CONTACT US

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NEED AN ACCOUNT? [SIGN UP HERE](#)

Log-In To Your Courses Here

Email Address

Password

[FORGOT?](#)

☐ Remember username

[Log in](#)

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You are not logged in.

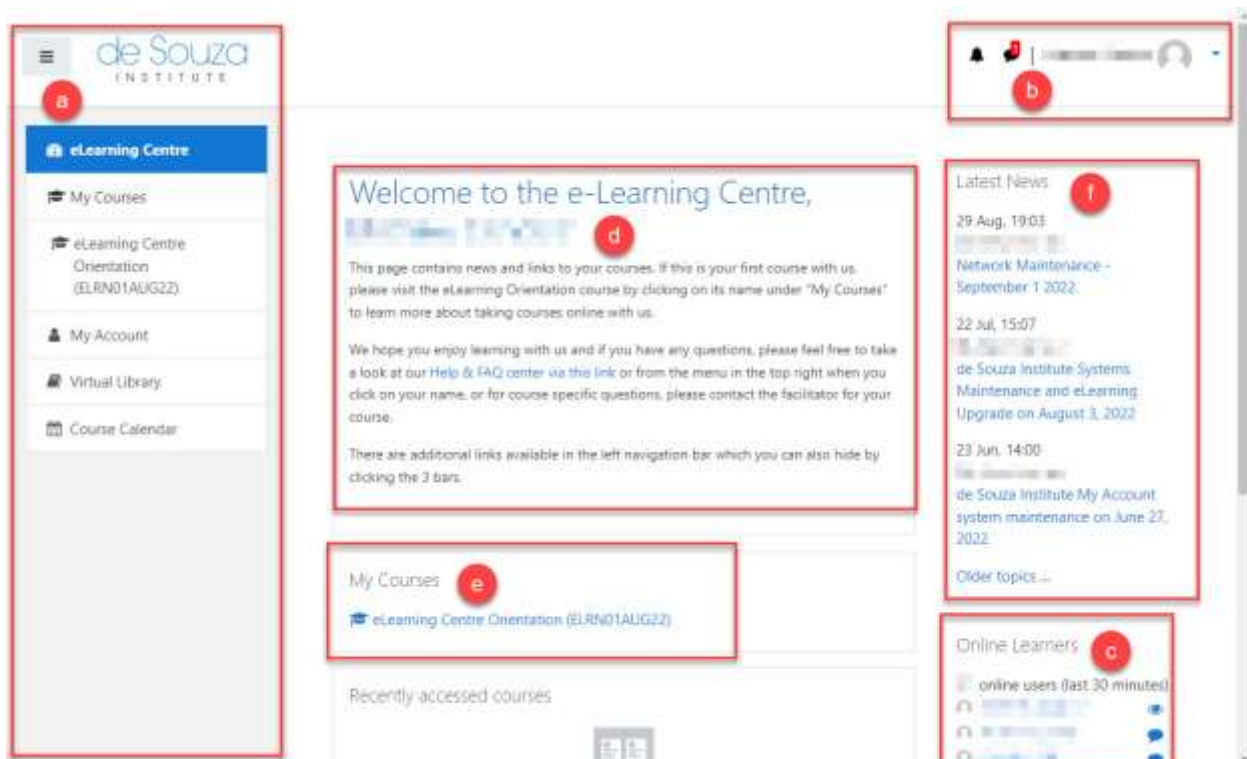
[Home](#)

- 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 **Navigation** drawer contains quick links to the home screen, your courses, and other useful links. You can hide it or show it again by clicking on the 3 horizontal line menu/hamburger icon. 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 **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.
- Latest News** lists important messages from de Souza Institute.



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 two ways:

- Your **Grades** are accessible by clicking the Grades button in the Navigation drawer. Please check your course syllabus to determine what grades you must receive to pass the course.
- The **Completion Progress** bar 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 screenshot displays the de Souza Institute eLearning Centre Orientation (ELRN01AUG22) course page. On the left, a navigation drawer contains several options, with the 'Grades' button highlighted by a red box and labeled 'a'. The main content area features the course title 'eLearning Centre Orientation (ELRN01AUG22)' and a 'Completion Progress' bar highlighted by a red box and labeled 'b'. The page includes a welcome message and a 'Technical problems' section.

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