Basic Navigation - Training Portal

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Agenda

1. Accessing the Training Portal
2. Logging in and viewing assigned courses
3. Understanding course layout and progress tracking
4. Navigating topics and learning materials
5. Completing feedback and evaluation
6. Certificate generation

Objectives

1. Understand how to navigate the Training Portal and use its key features effectively
2. Enable learners to access courses, complete learning activities, and earn certificates
3. Build confidence and engagement for a smooth and positive learning experience

Introduction

- ✓ This presentation provides a step-by-step overview of how to access and navigate the Training Portal, locate assigned courses, use learning materials, complete assessments, and obtain course certification.

- ✓ This session is designed to help learners become confident and comfortable using the portal before starting their training.

Accessing the Training Portal

1. Open your web browser
2. Enter the Training Portal link
3. You will be redirected to the Portal home page
4. Click Login in the top-right corner of the screen

Logging In to the Portal

1. Enter your username and password
2. Click the Login button
3. Upon successful login, you will be directed to your profile home page

Viewing Assigned Courses

1. Access assigned courses from:
    - Profile home page, or
    - My Courses section
2. Each course displays a progress bar
3. The progress bar shows how much of the course has been completed

Course Overview and Navigation

1. Select the course you wish to access
2. View the **course introduction**, including:
    - Learning objectives
    - Overview of module topics
3. Navigate topics using:
    - Direct topic links, or
    - The **collapsible menu** on the left-hand side
4. Section-wise progress is visible on this page

Accessing Learning Materials

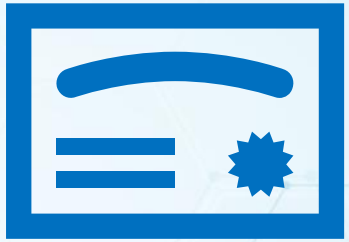
1. Each topic contains related learning resources
2. Learning materials may include:
    - **Documents**
    - **Videos**
3. Select a document to read or a video to watch
4. Use the **browser back arrow** to return to the portal

Feedback and Evaluation

1. After completing all topics:
    - Open the **Feedback Form**
    - The form launches on an **external site** linked to the portal
2. Complete the **Evaluation Quiz**
    - Final assessment to test understanding

Course Completion and Certificate

1. Ensure all of the following are completed:
2. Learning materials
3. Feedback form
4. Evaluation quiz
5. Once completed, the **course certificate** is generated and issued



Conclusion

1. The Training Portal is designed to provide a simple and structured learning experience.

   By following the steps covered in this session, learners can easily navigate their courses, track progress, complete required activities, and earn their certificates.

2. We encourage all users to explore the portal and familiarise themselves with its features to ensure a smooth and successful learning journey.

Glossary

1. **Training Portal:** An online platform used to deliver and manage training courses
2. **My Courses:** A section that displays all courses assigned to the user
3. **Module:** A section within a course that contains related topics
4. **Topic:** Individual learning units within a module
5. **Progress Bar:** A visual indicator showing course completion status
6. **Feedback Form:** A form used to collect learner feedback after course completion
7. **Evaluation Quiz:** An assessment used to evaluate understanding of the course content
8. **Certificate:** A document issued upon successful completion of the course

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Note: Please click the back arrow button of the browser to go back to the course

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