



Additional Features - Training Portal

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Agenda

1. Accessing additional features within a course
2. Using the Glossary section
3. Completing Hands-on Practice in Cellma
4. Attempting the Knowledge Check
5. Summary and key takeaways



Objectives

By the end of this session, learners will be able to:

1. Access and use the **Glossary** section
2. Complete **Hands-on Practice** activities in Cellma
3. Use the **Knowledge Check** section to assess understanding



- Overview of the additional features available in the Training Portal
 - Introduction to tools that support learning and understanding
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- Covers the Glossary, Hands-on Practice, and Knowledge Check sections
 - Designed to help learners practice, review, and assess their learning effectively

Accessing Additional Features

1. Log in to the **Training Portal**
2. Navigate to your assigned course
3. Select the required module
4. *Module One is used as an example in this session*



1. Each course section includes a **Glossary**
2. Contains important terms and definitions related to the section
3. Helps learners clearly understand key concepts
4. Can be accessed at any time during learning

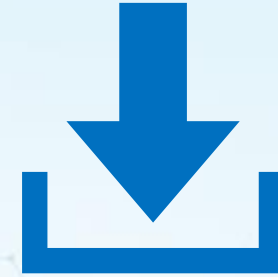


Glossary Section – Key Features

1. The glossary is regularly updated
2. Learners can add new terms encountered during learning
3. Useful for quick clarification of difficult concepts

Downloading the Glossary

1. Click the drop-down menu in the top-right corner
2. Select Printer-friendly version
3. Download the glossary as a PDF file



Hands-on Practice Section – Overview

1. Available after completing all documents and videos in a section
2. Designed to help learners apply what they have learned
3. Provides practical, task-based learning

Hands-on Practice in Cellma

1. Clicking the Hands-on Practice link redirects you to Cellma
2. You will be taken to the Cellma login screen
3. Enter your credentials to begin practising tasks covered in the section



Knowledge Check Section – Overview

1. This section is **not graded**
2. Does not affect the overall score
3. Learners are encouraged to attempt it seriously
4. Click **Check** to view correct or incorrect answers instantly



Knowledge Check – Attempts and Review

1. Click Finish Attempt to review responses
2. Unlimited attempts are allowed
3. Learners may retry until confident with the content

In this session, you learned how to:

1. Use the Glossary for quick reference
2. Practise learning through Hands-on Practice in Cellma
3. Check your understanding using the Knowledge Check section

We encourage you to make full use of these features to strengthen your learning and build confidence as you progress through the course.

Glossary

1. Training Portal – Online platform used to deliver and manage training courses
2. Module – A structured section within a course covering related topics
3. Topic – An individual learning unit within a module
4. Learning Materials – Documents and videos provided for study
5. Glossary – A reference section containing key terms and definitions
6. Hands-on Practice – Practical activities to apply learning in Cellma
7. Cellma – System used for practicing tasks covered in the training
8. Knowledge Check – Non-graded questions to assess understanding
9. Evaluation Quiz – Final assessment to test overall learning
10. Progress Bar – Visual indicator showing course completion status
11. Certificate – Proof of successful course completion

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



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