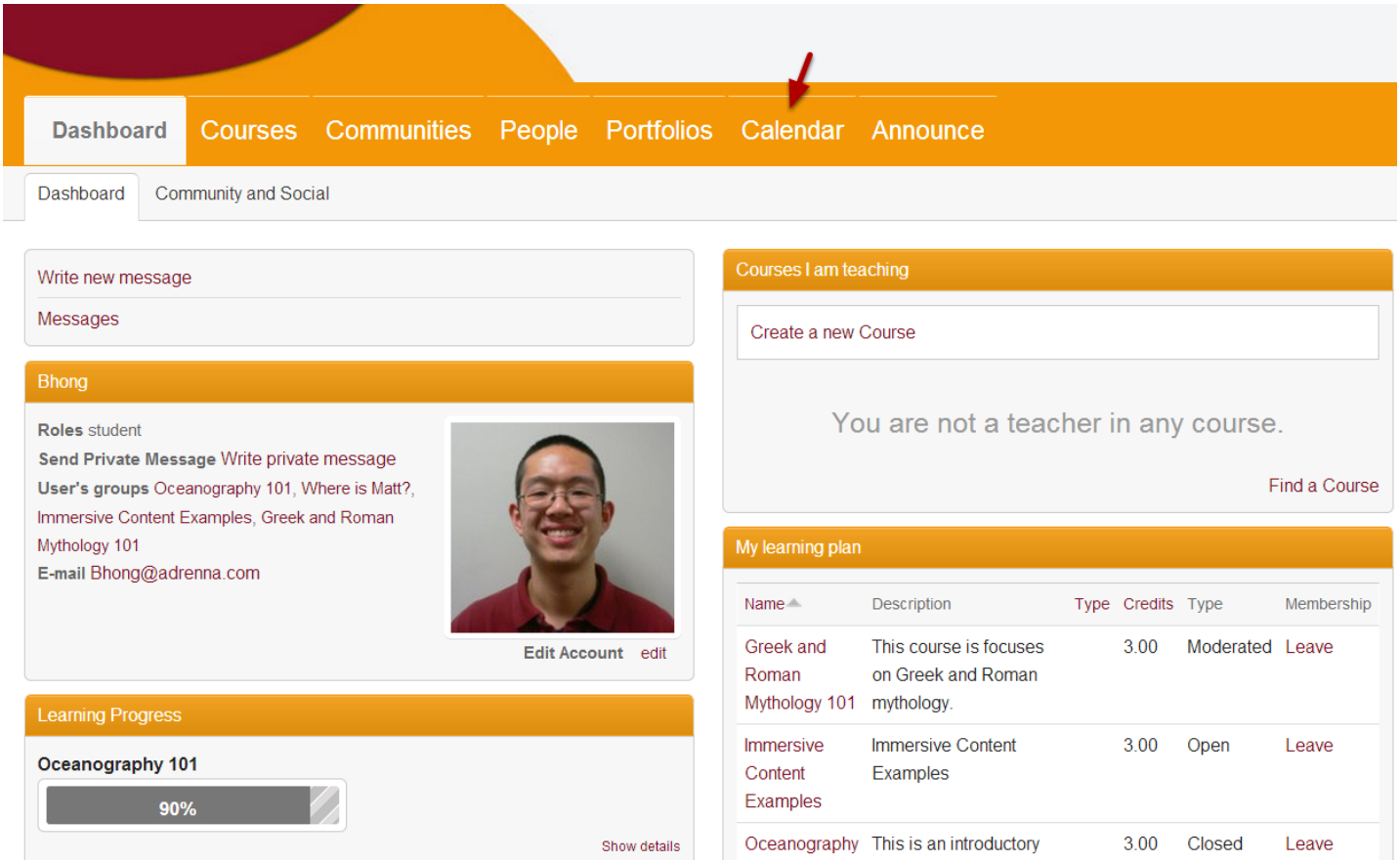
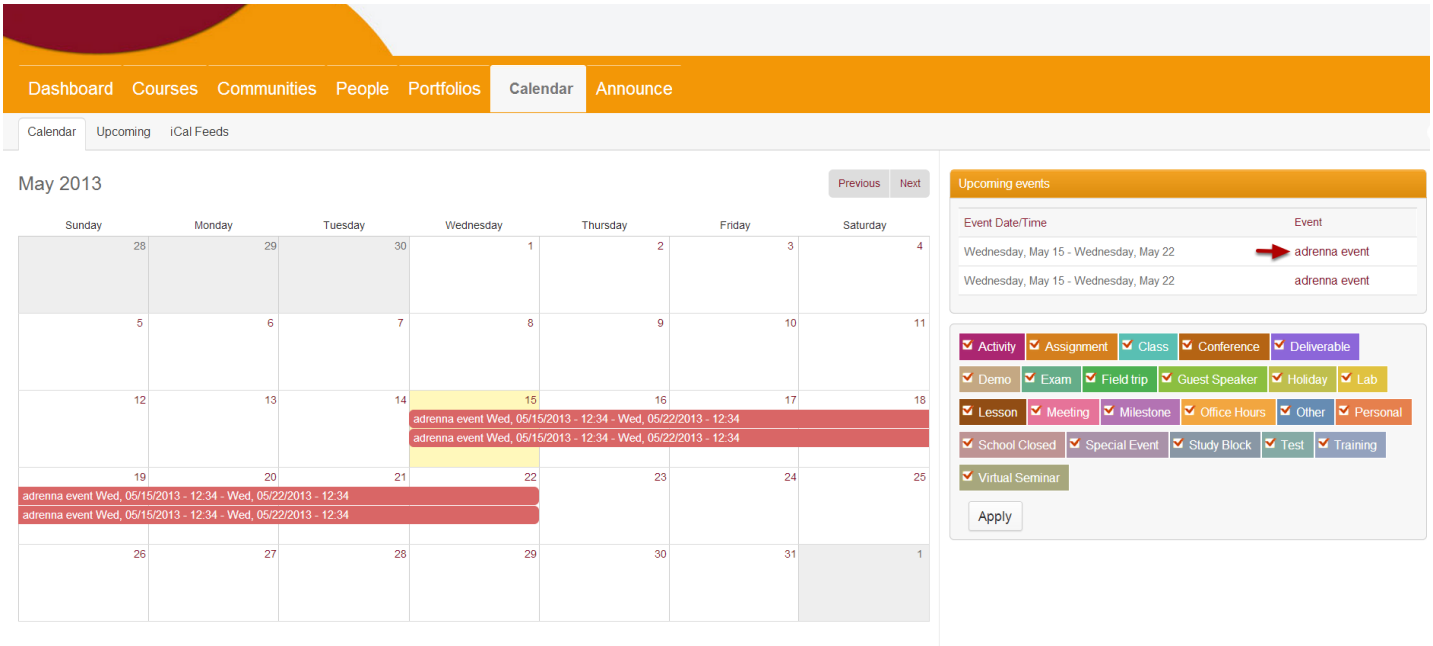
Attend Course Events

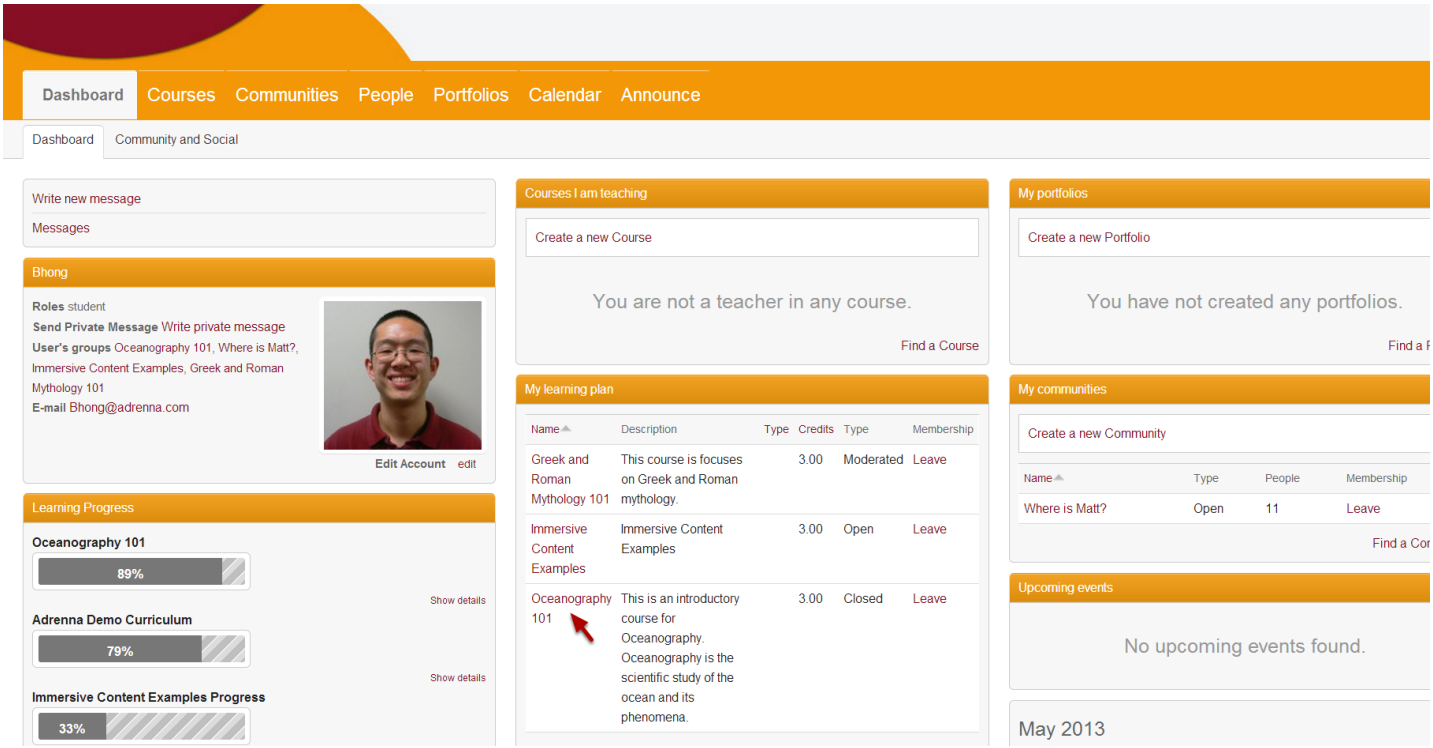


- From the dashboard homepage, select calendar.

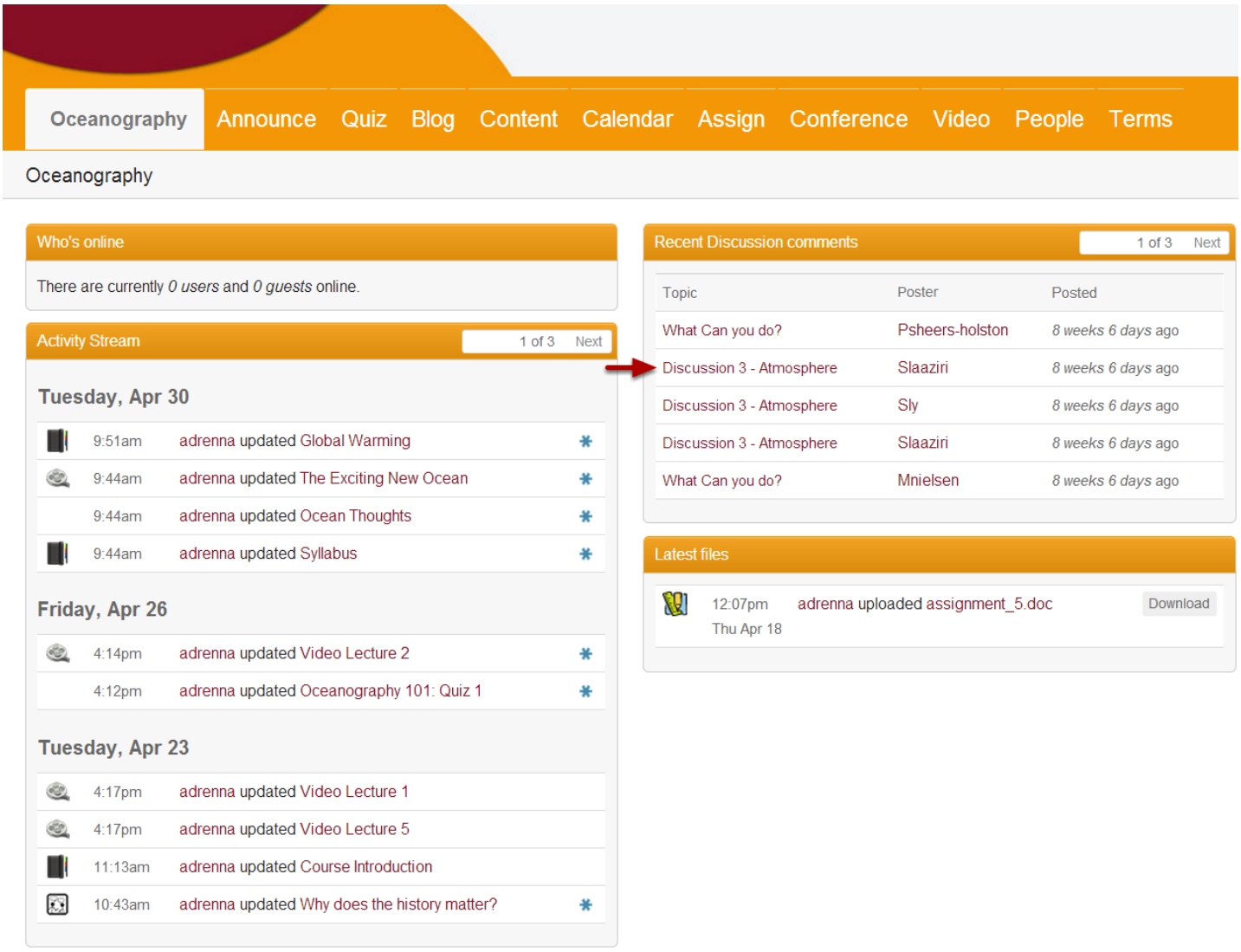


- Select events.

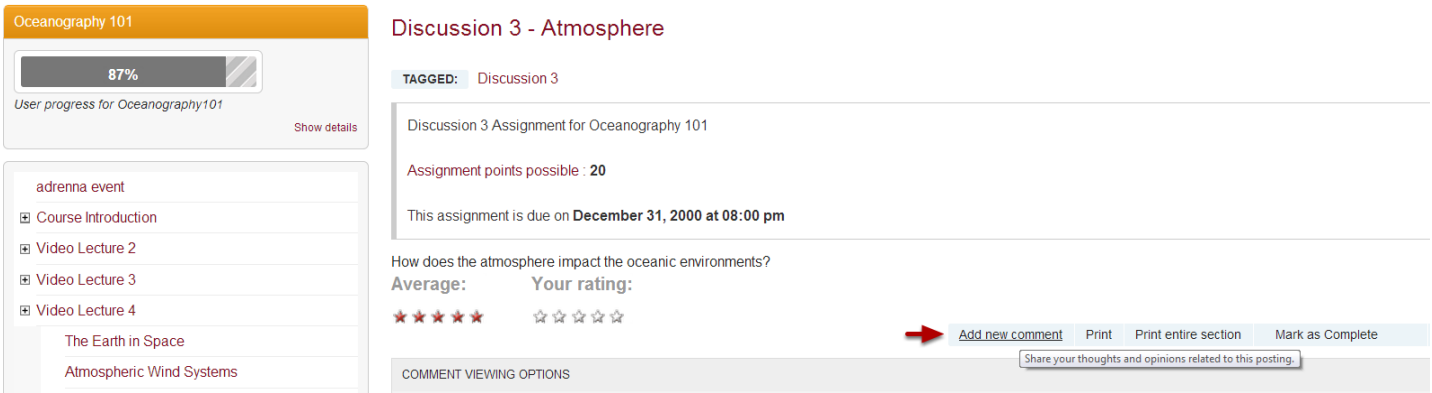
Comment On Discussion Threads



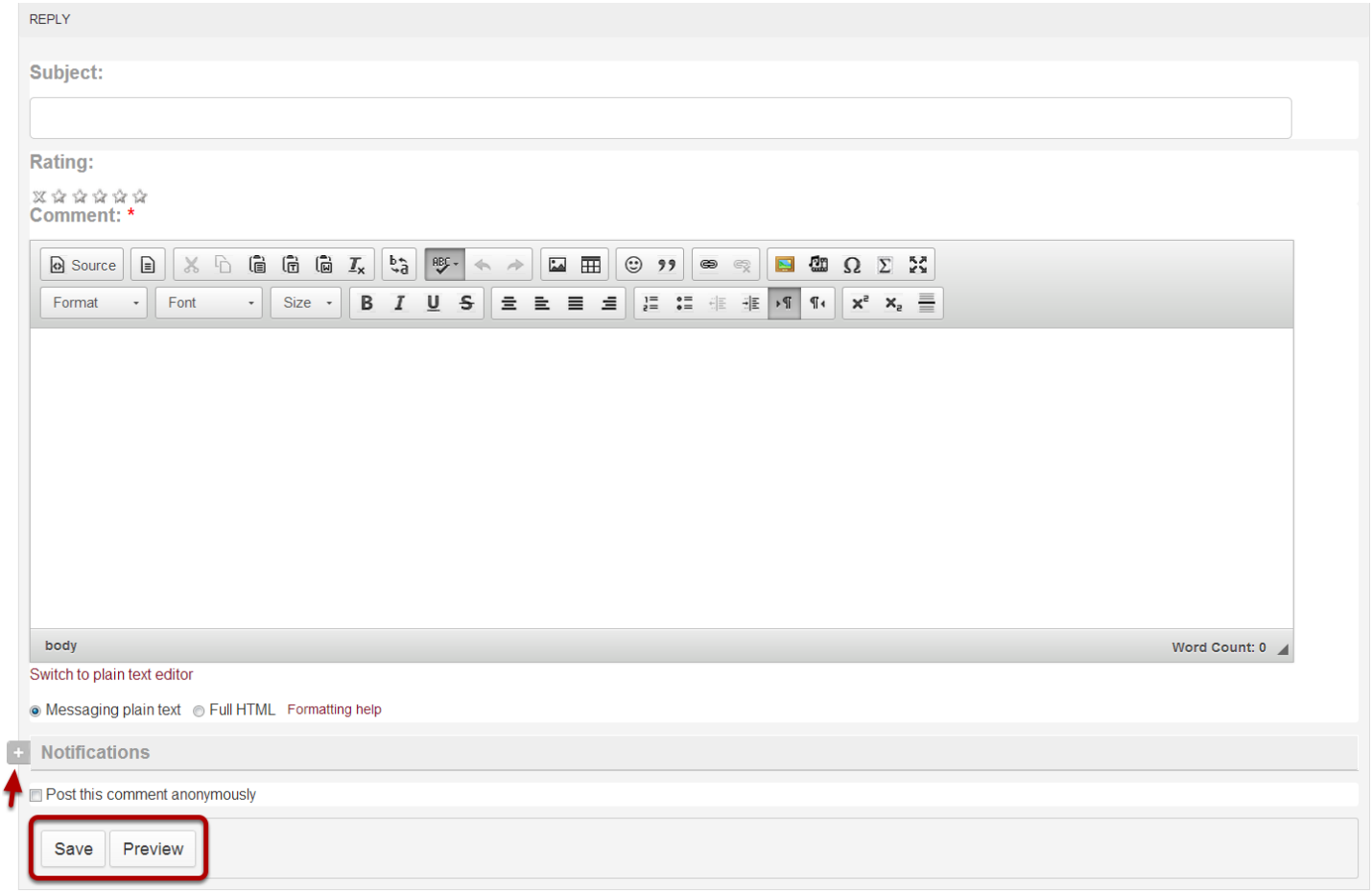
- From the dashboard homepage, select a course.



- Select discussions.

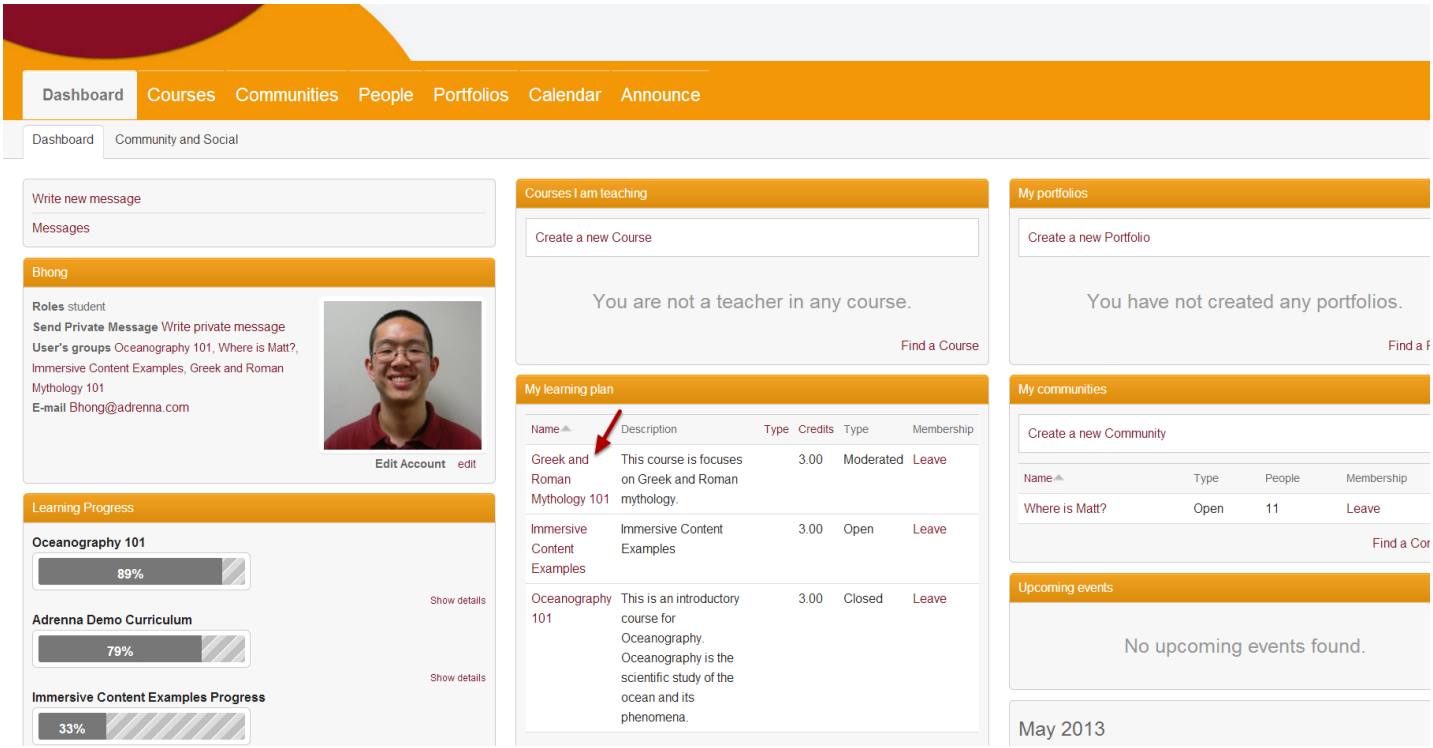


- Click on 'Add new comment'.

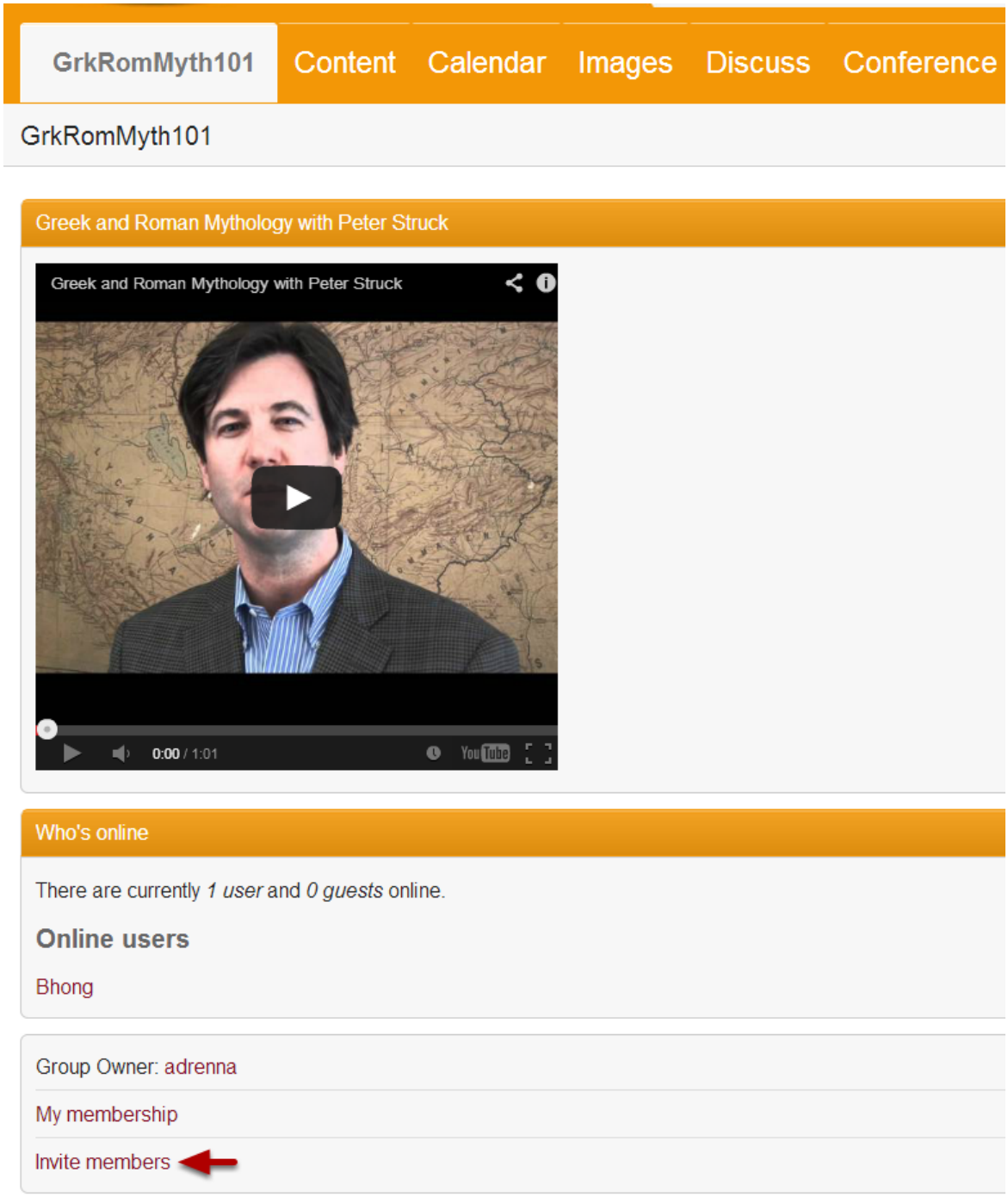


- Fill out the form, click on 'Save'. **Notes:** Replies can be previewed. Course participants can be notified.

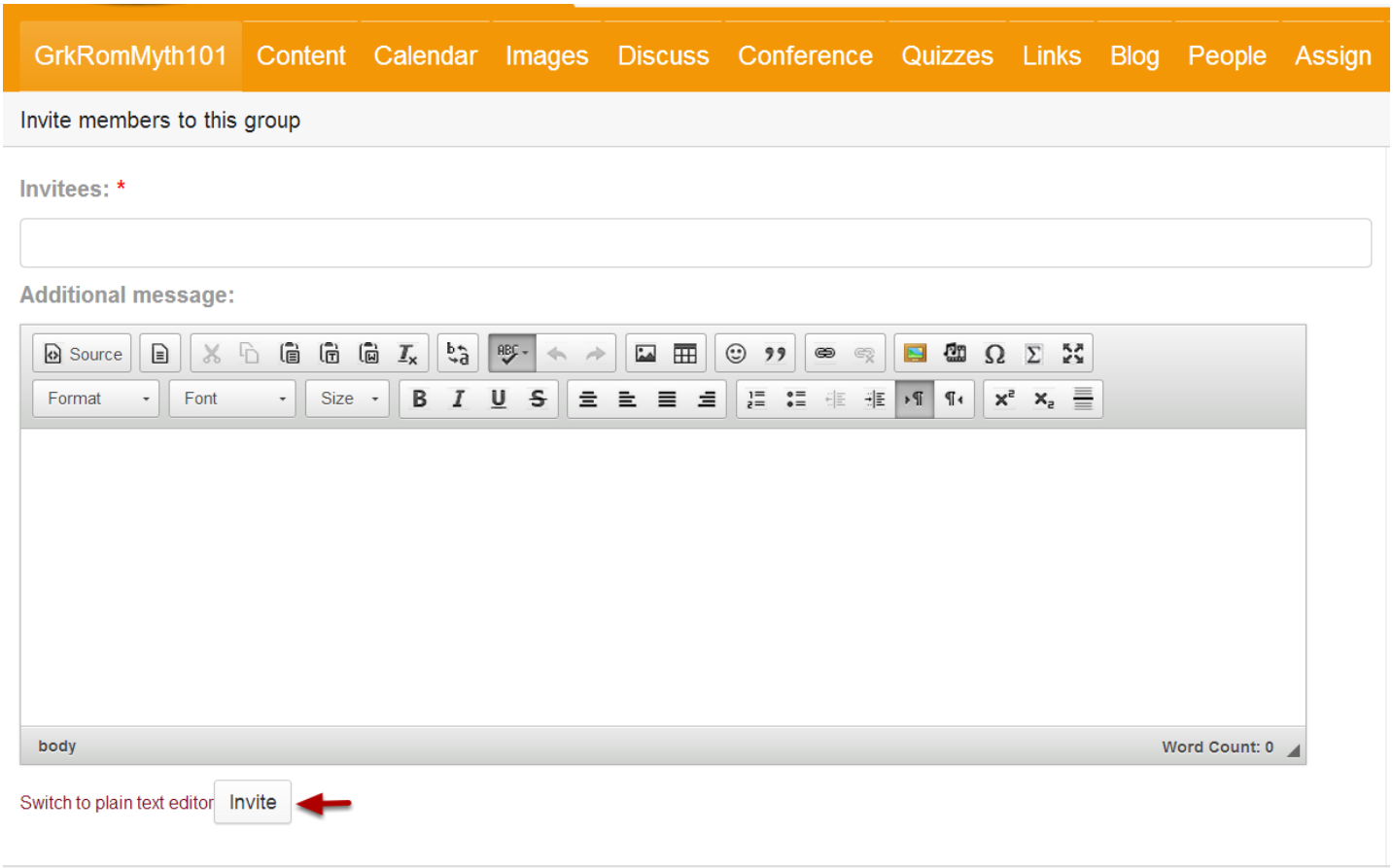
Invite Learners To Courses



- From the dashboard homepage, select a course.

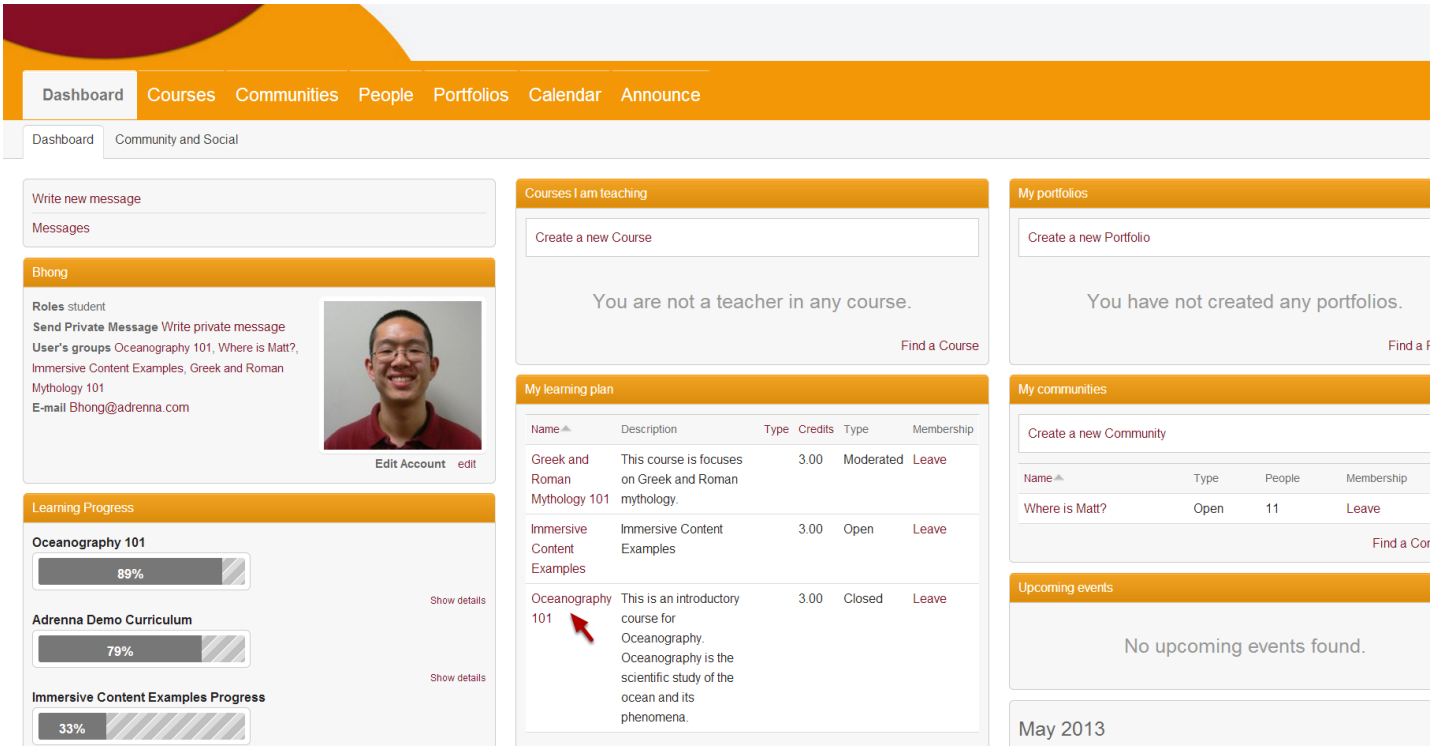


- Click on 'Invite members'.

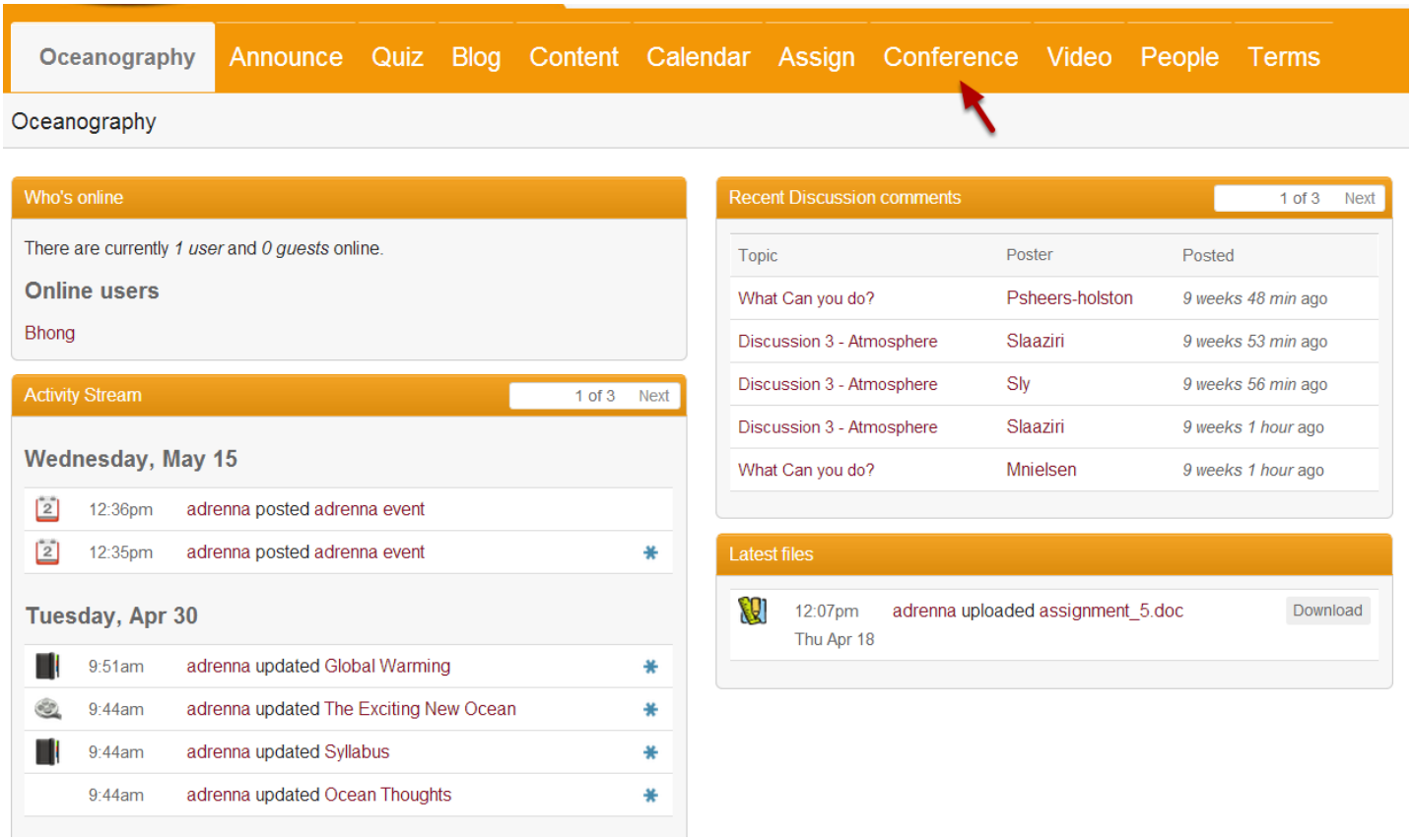


- When completed, click 'Invite'.

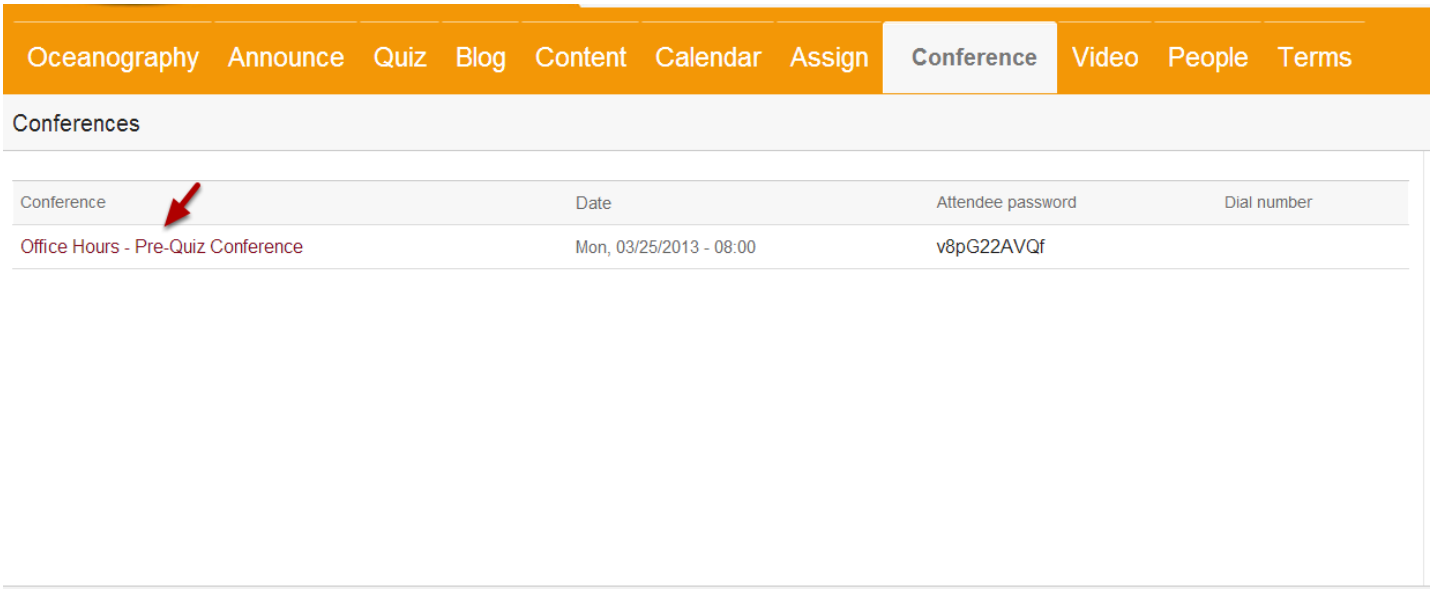
Participate In Course Conferences



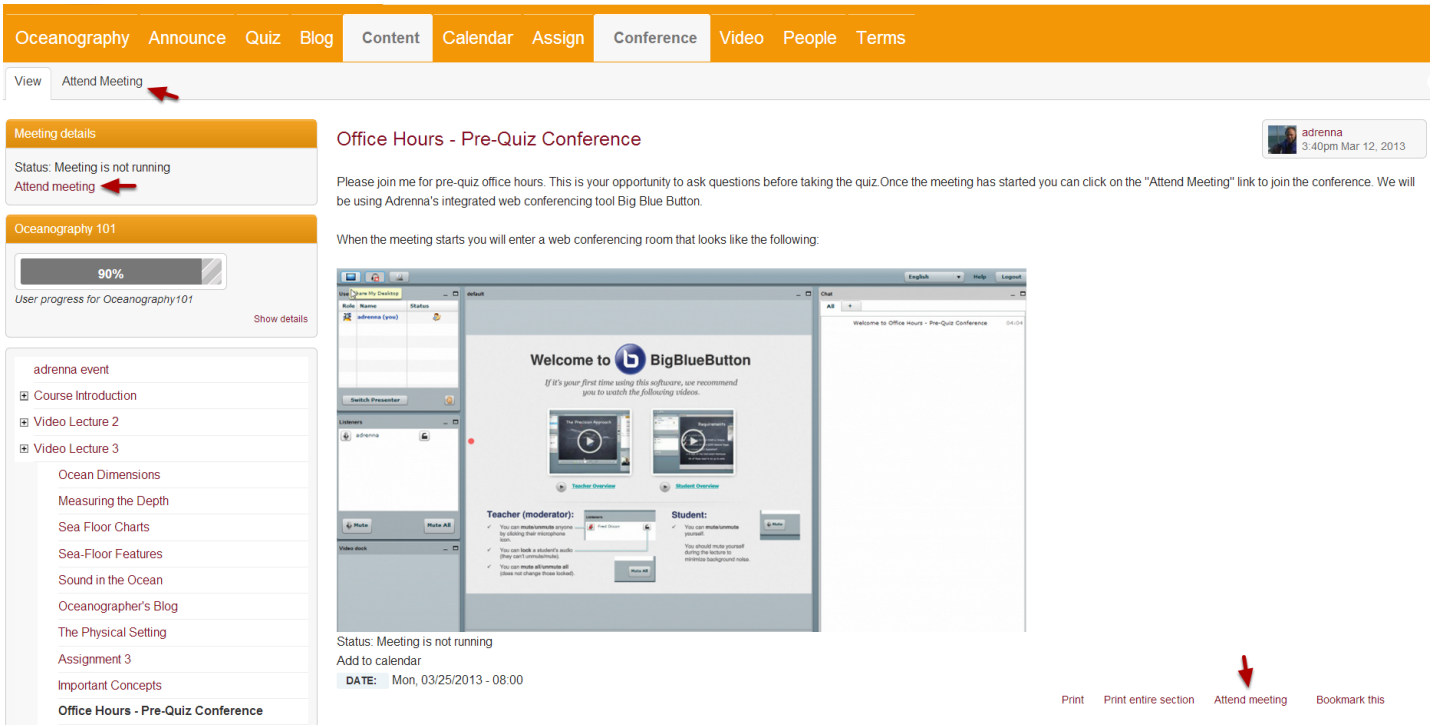
- From the dashboard homepage, select a course.



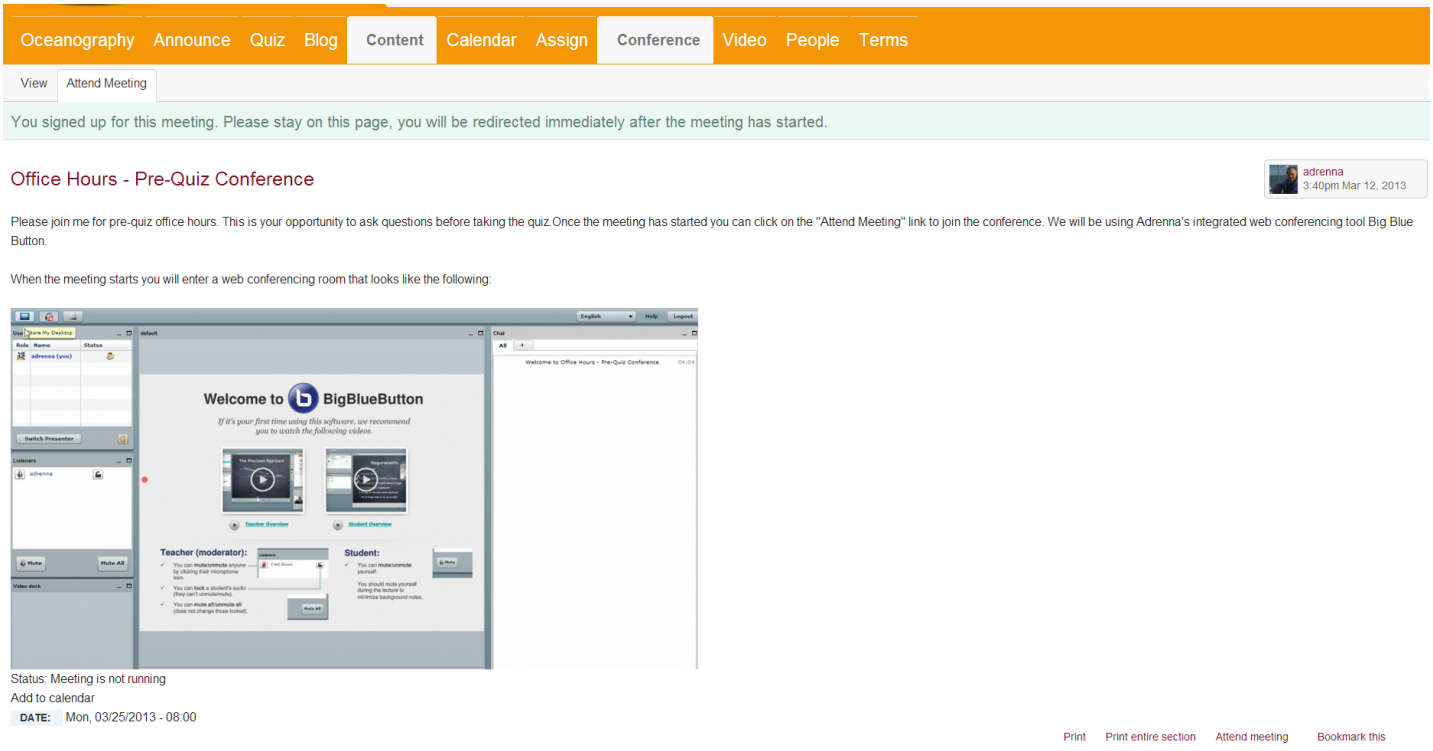
- Click On Conference.



- Select Conferences.

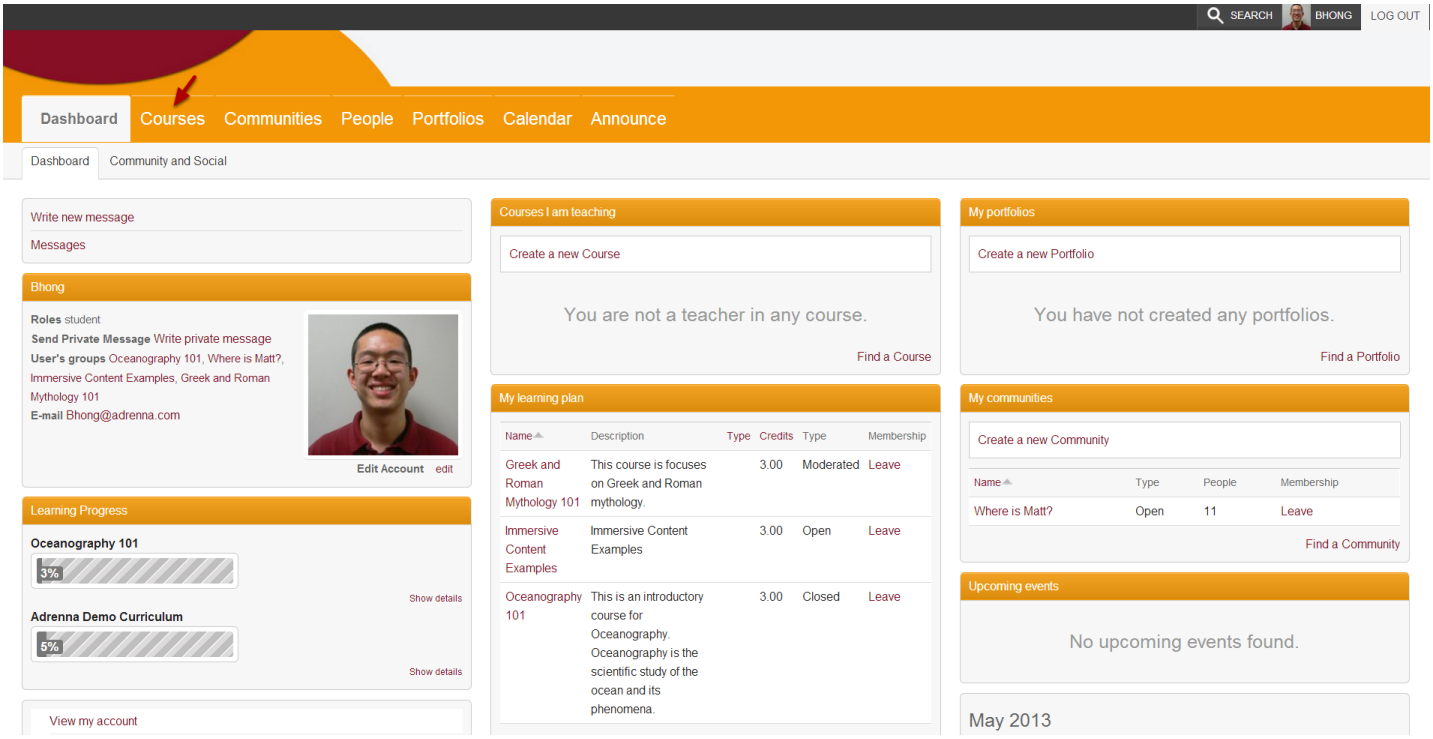


- Select 'Attend meeting'.

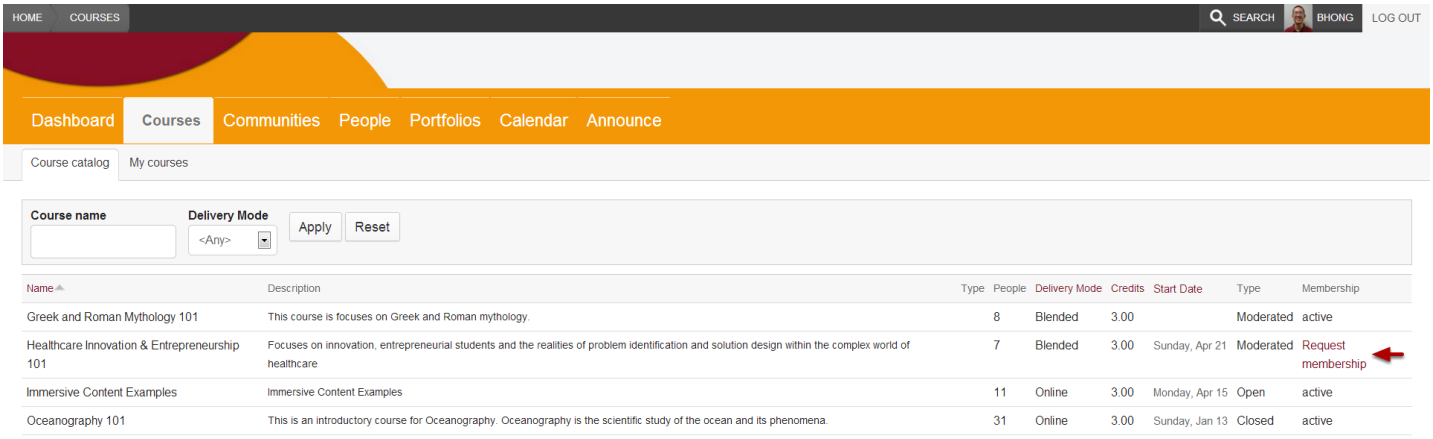


- The proceeding pages will lead to the conference area.

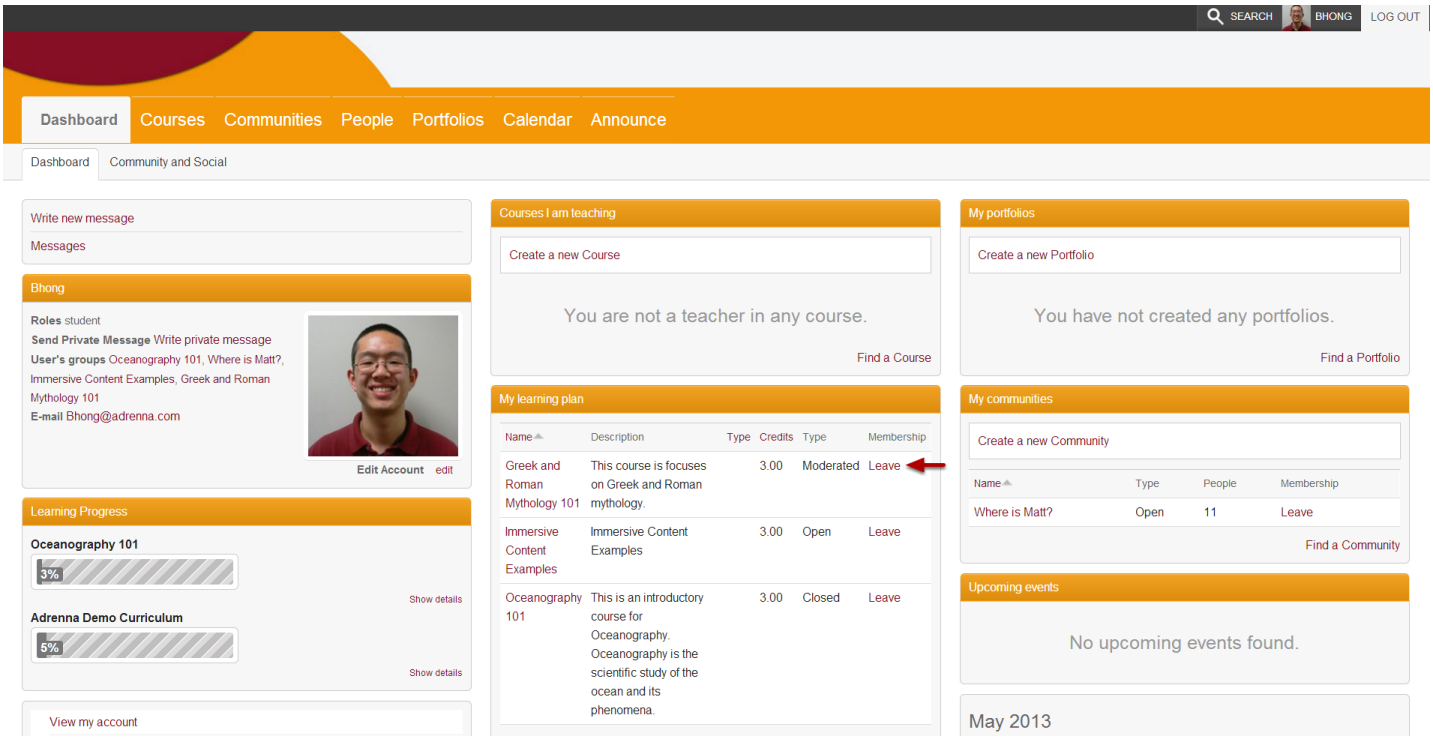
Request Course Memberships



- From the dashboard homepage, click on 'Courses'.

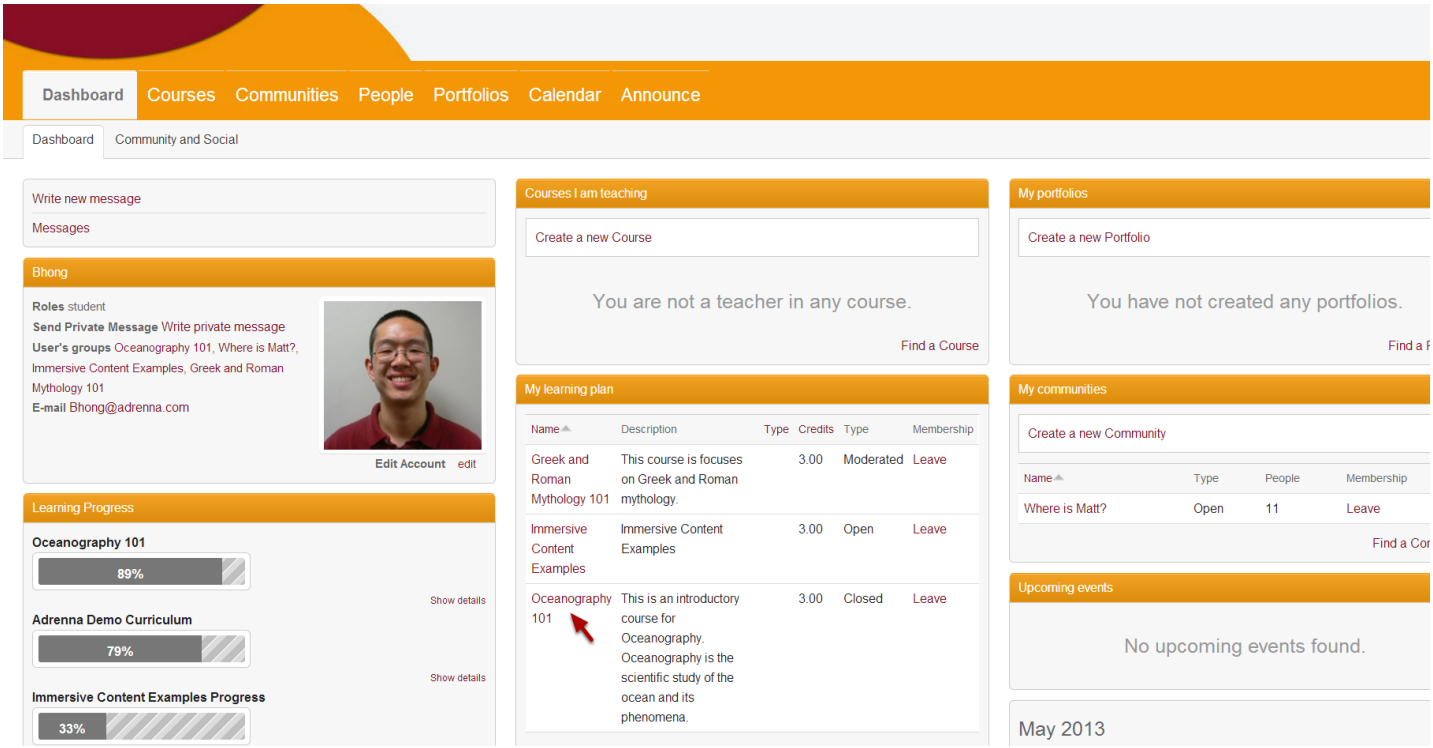


- Select 'Request membership'. **Note:** The course will be available under 'my learning plan' after it is approved.

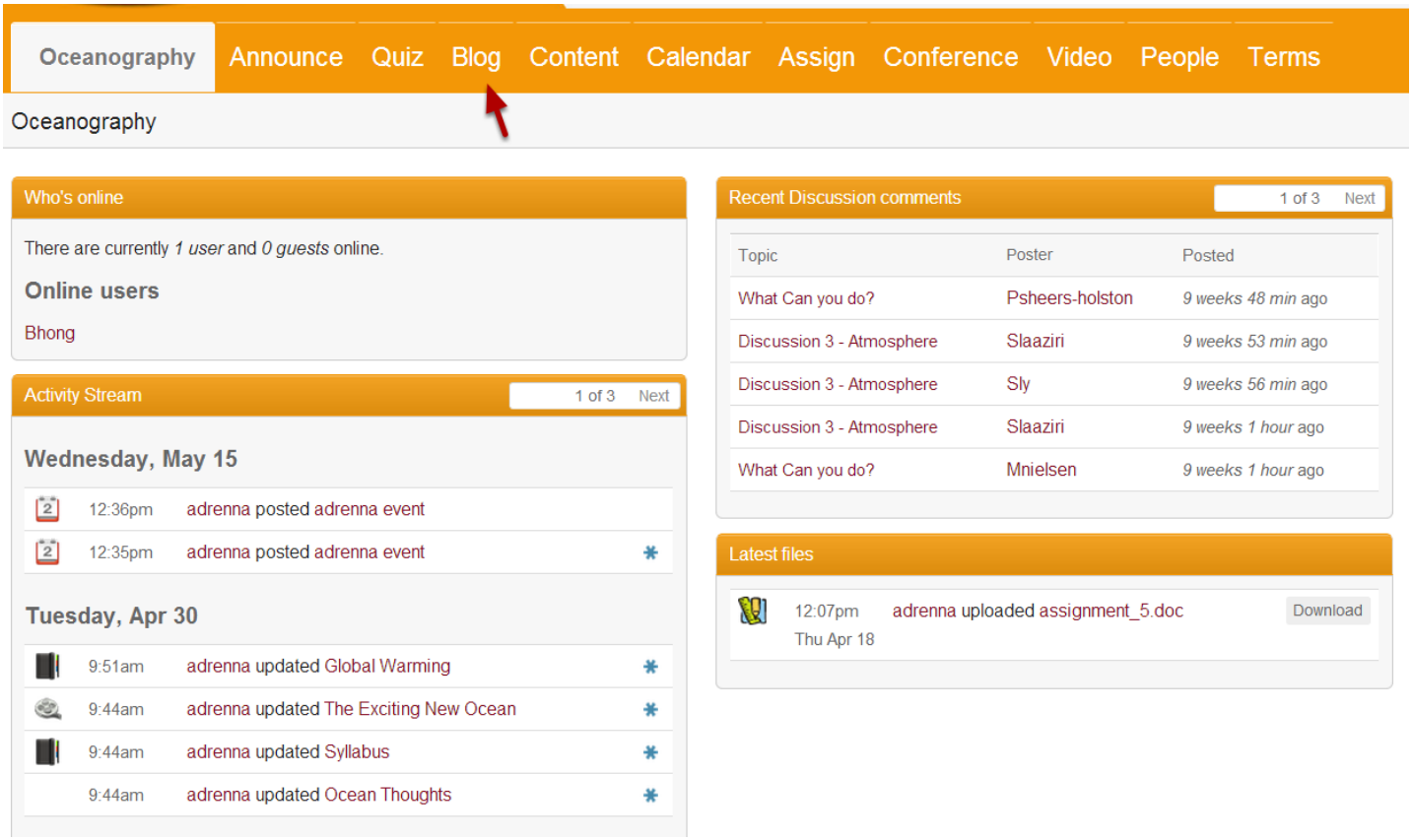


- From the dashboard homepage, click on 'Leave'.

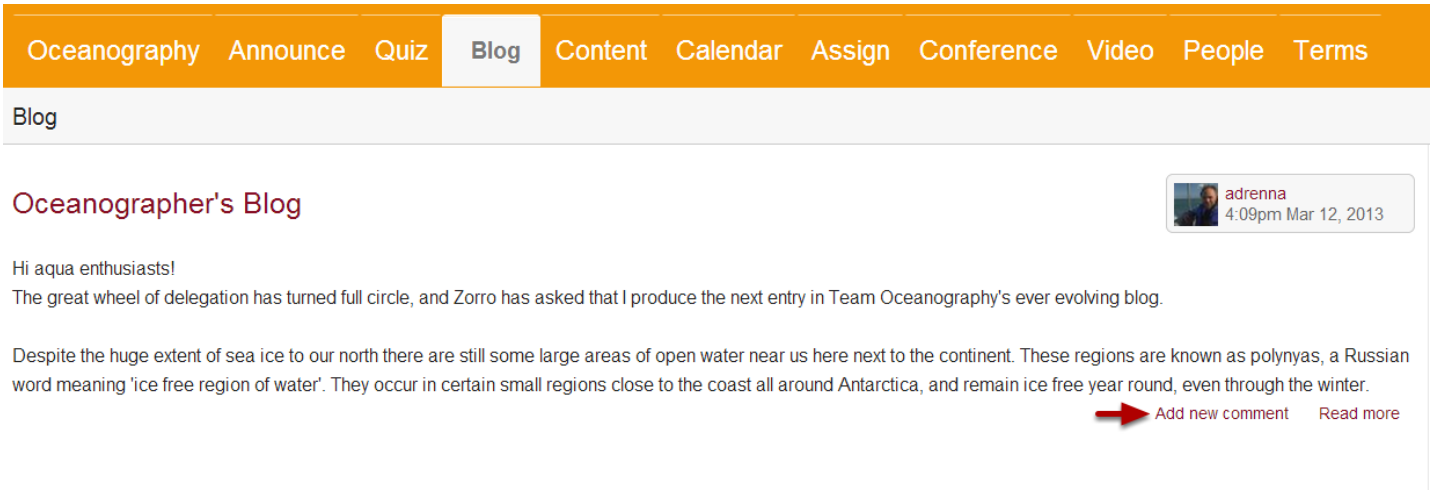
Respond To Blogs



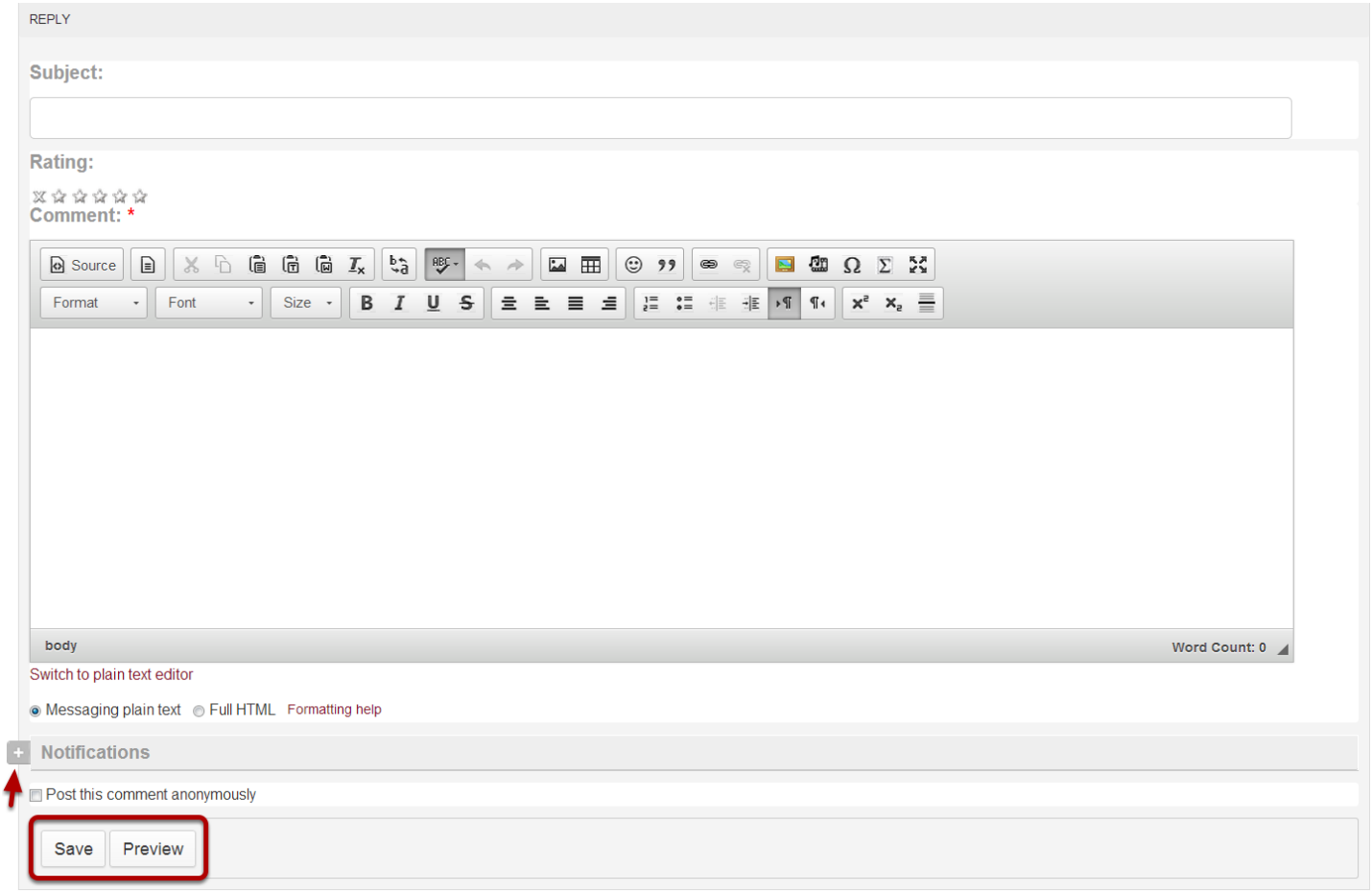
- From the dashboard homepage, select a course.



- Click On Blog.

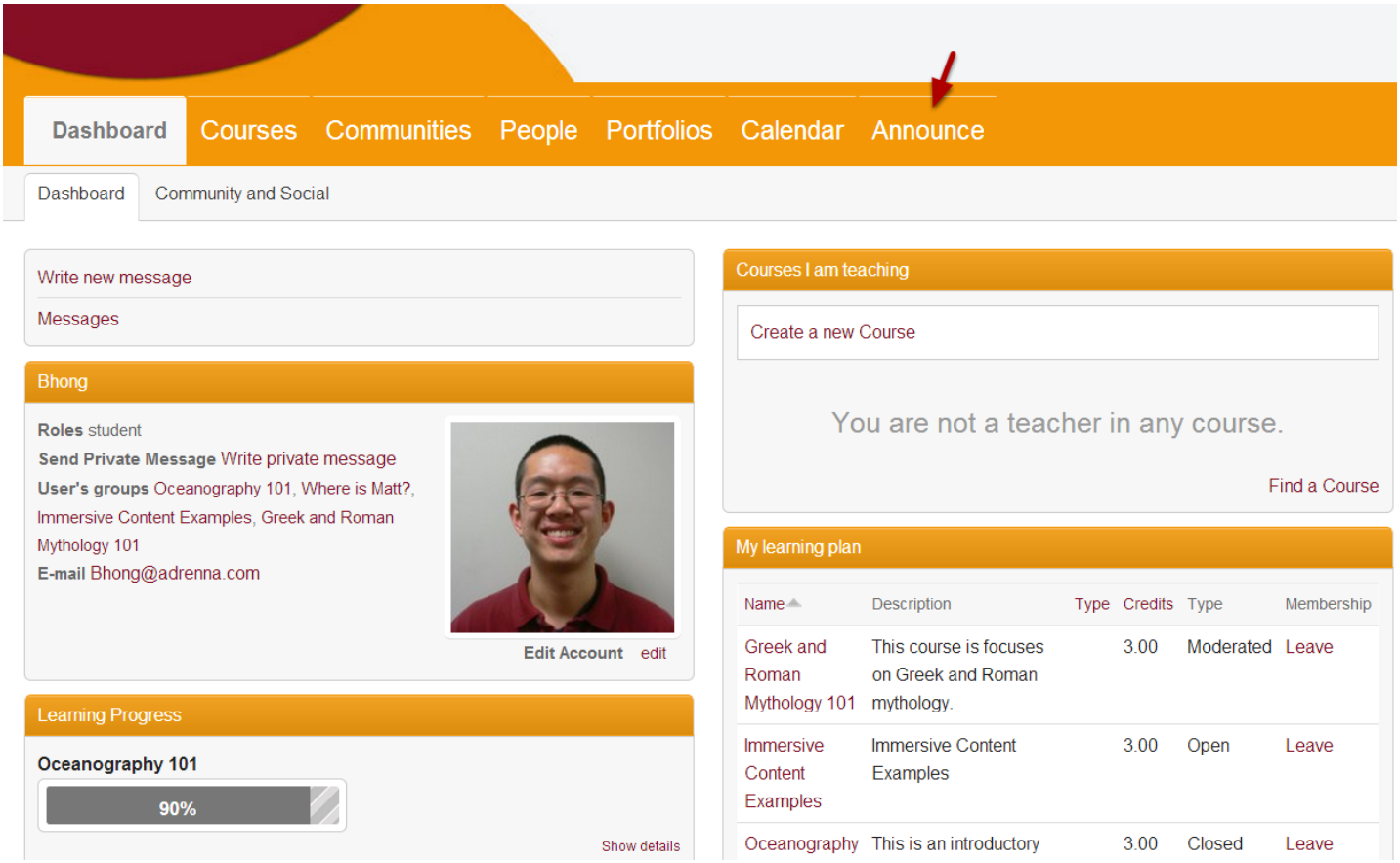


- Select 'Add new comment'.

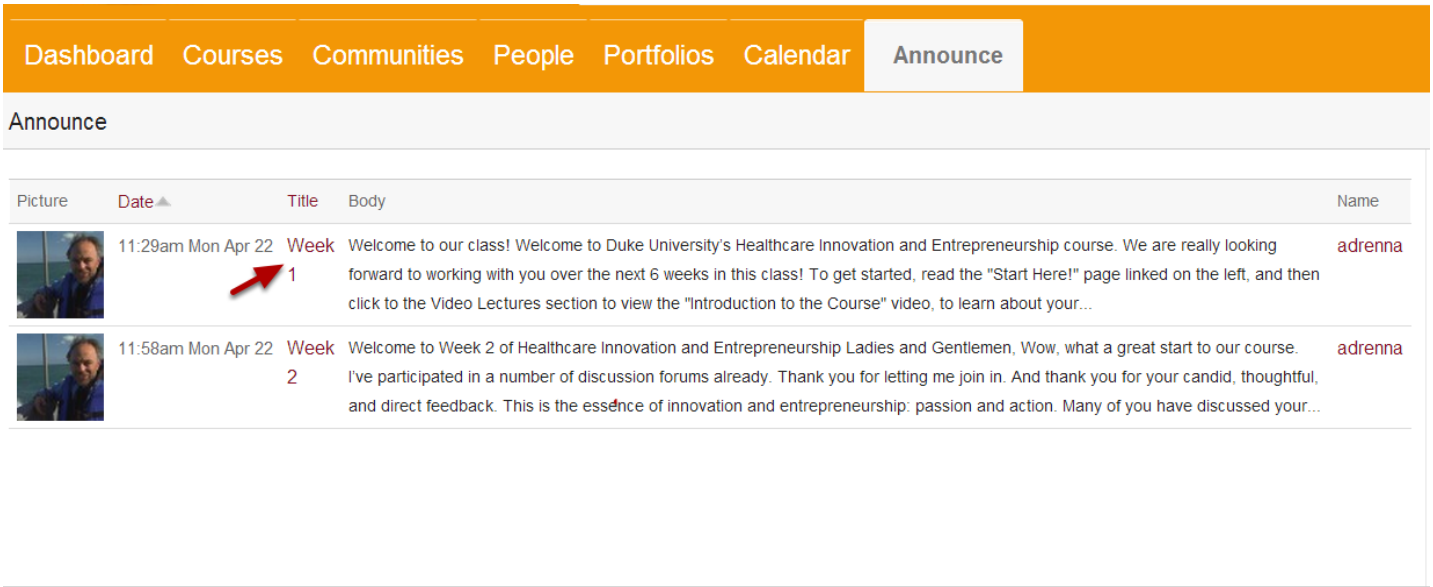


- Fill out the form, click on 'Save'. **Notes:** Comments can be previewed. Course participants can be notified.

Respond To Course Announcements

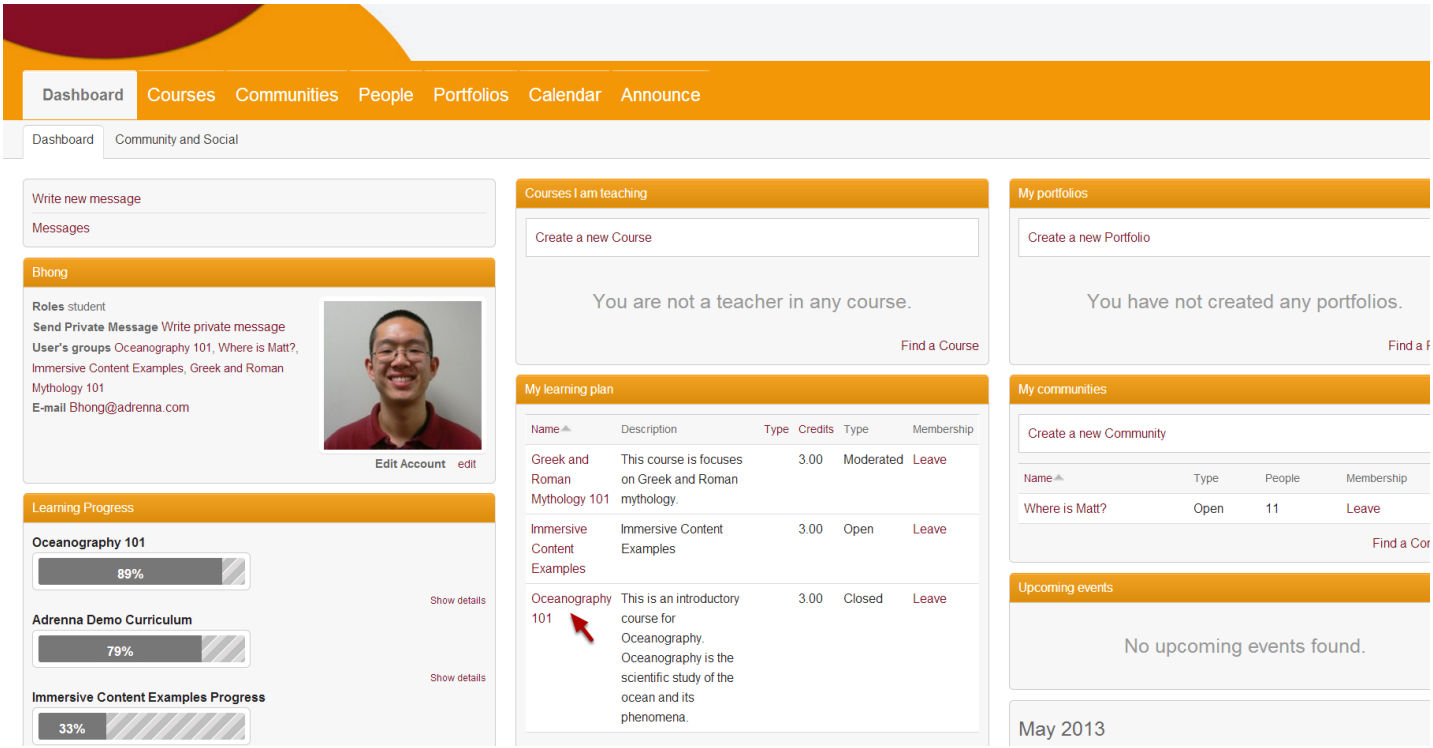


- From the dashboard homepage, select Announce.

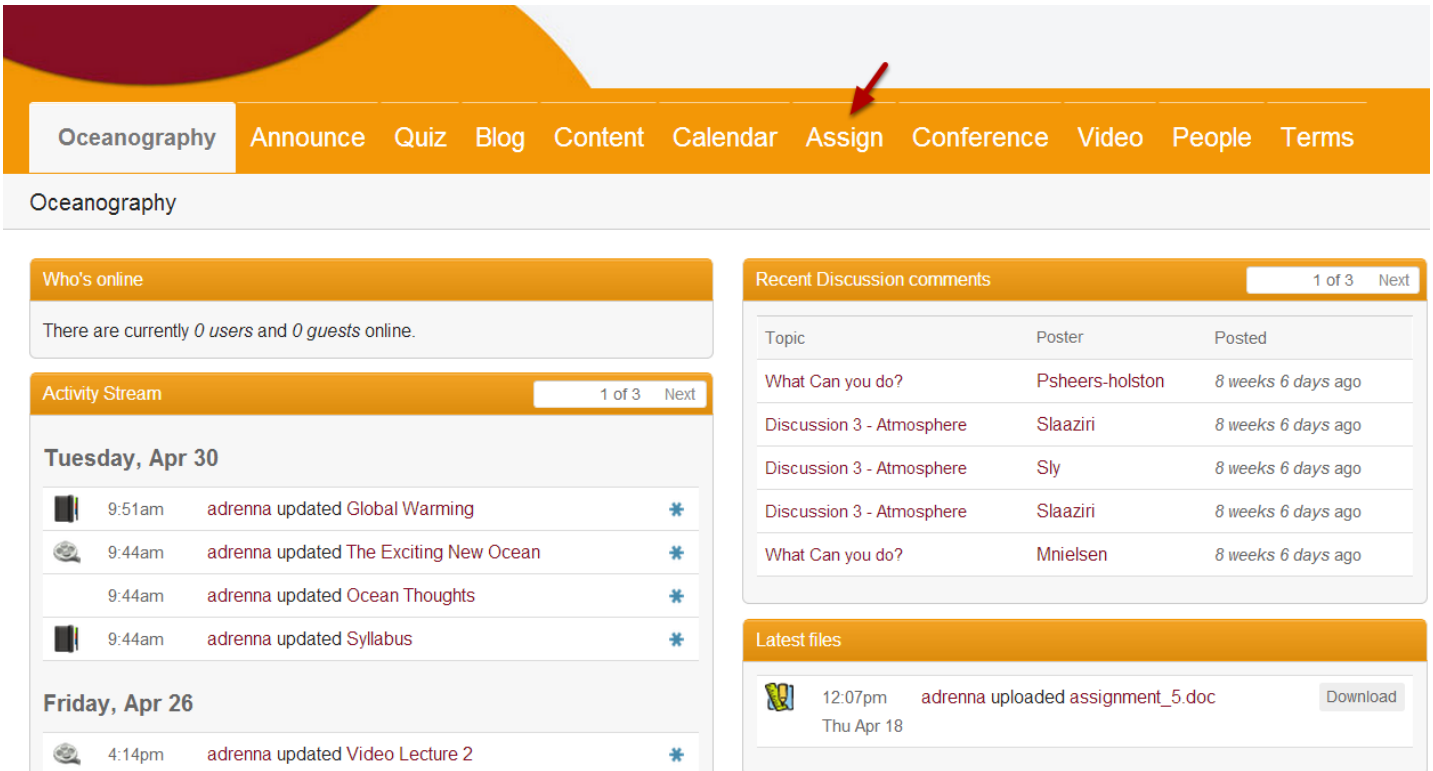


- Select announcements.

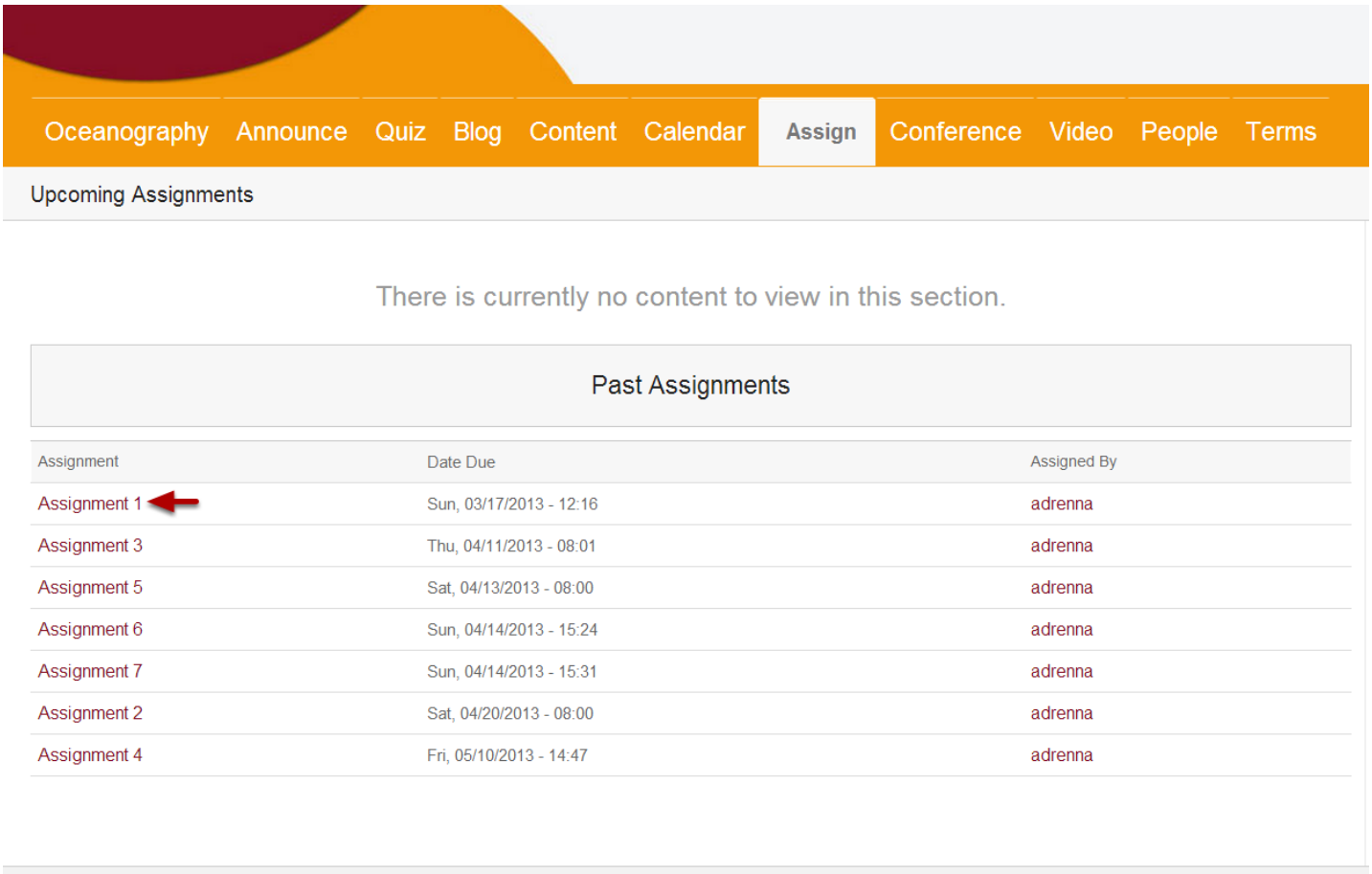
Submit Responses To Assignments



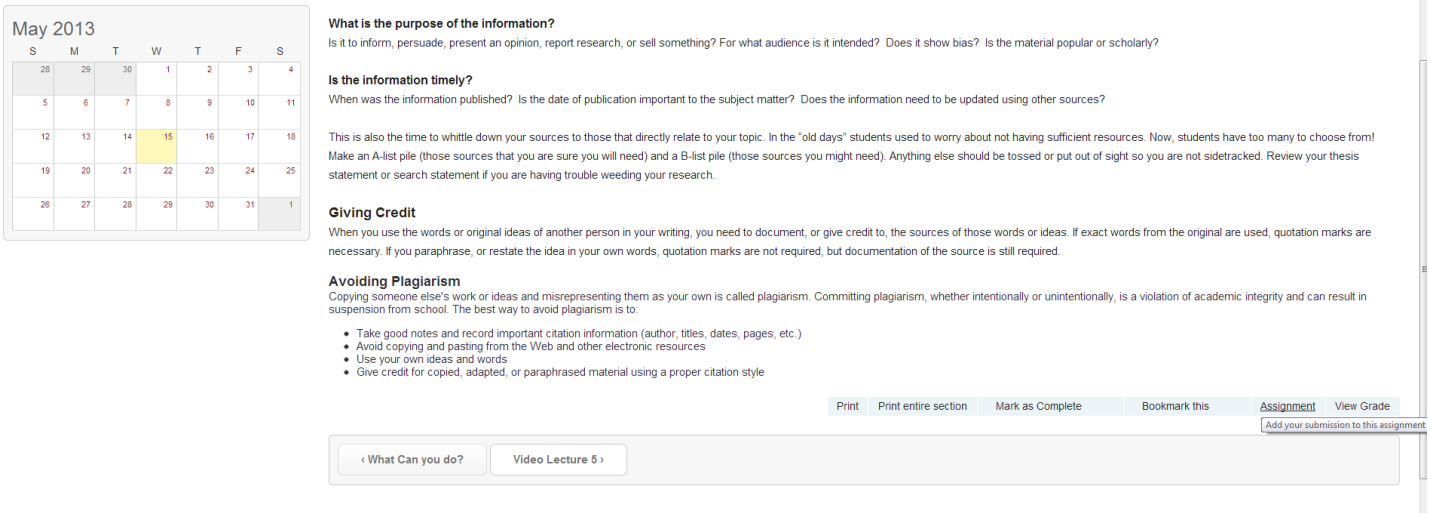
- From the dashboard homepage, select a course.



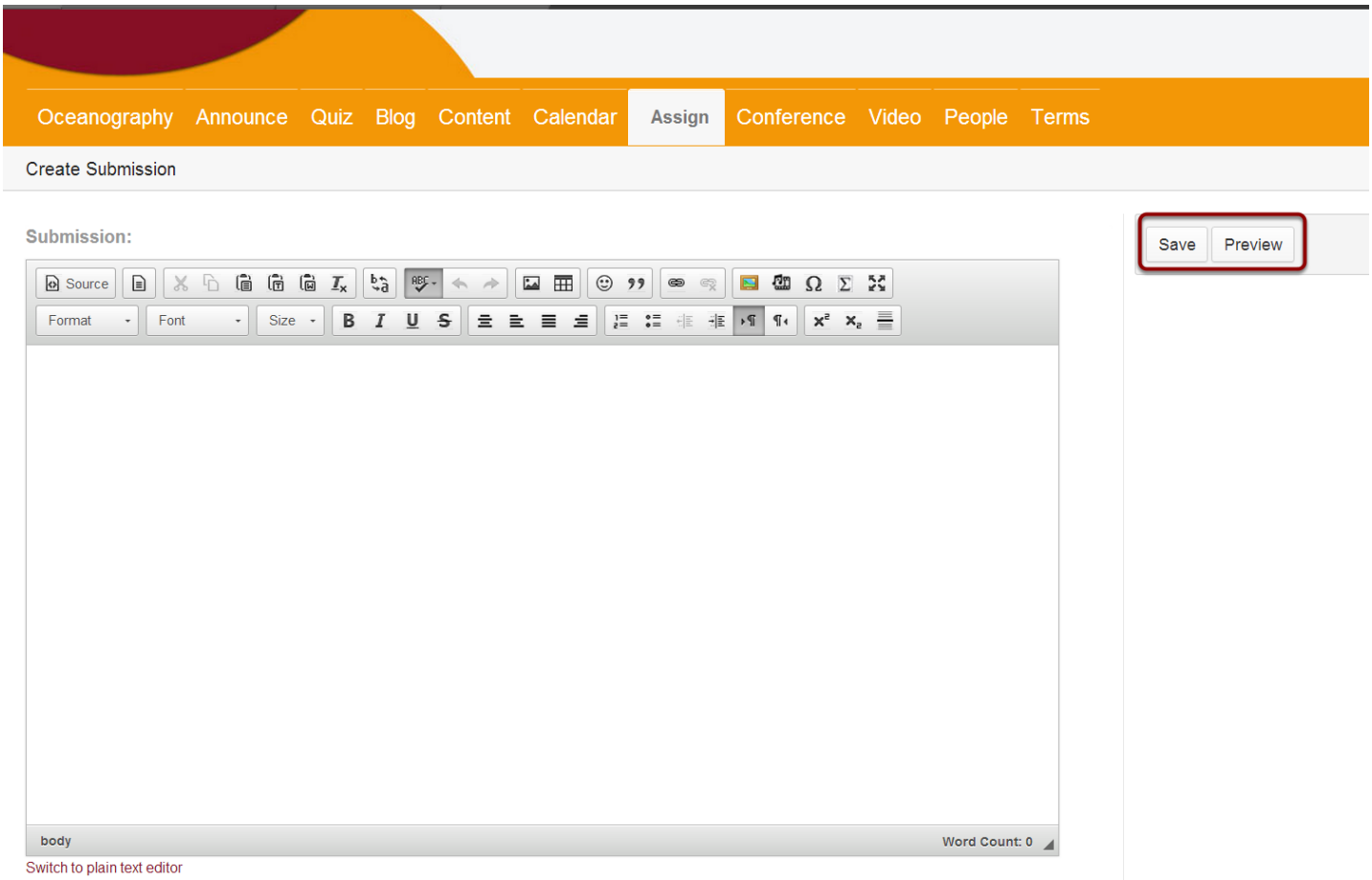
- Click on 'Assign'.



- Select assignments.

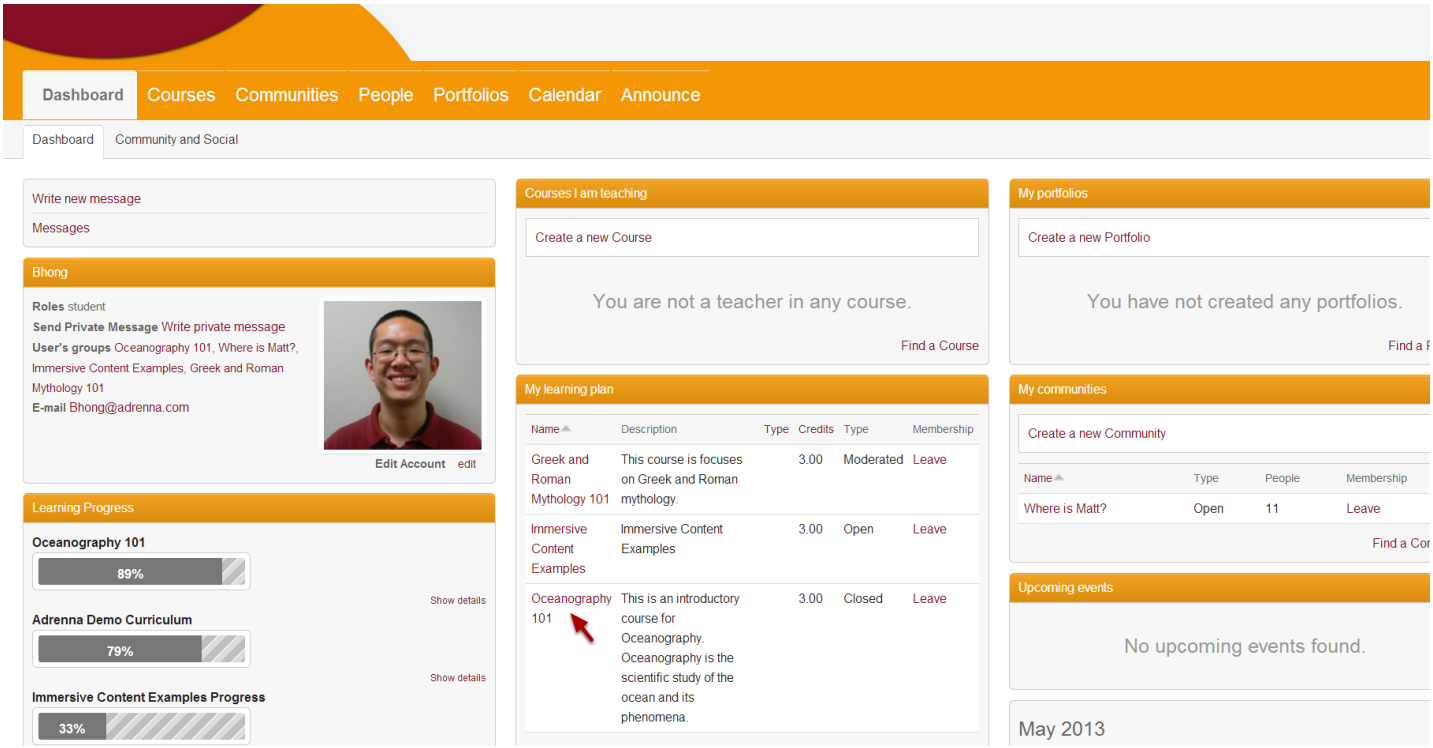


- Scroll down the page, click on 'Assignment'.



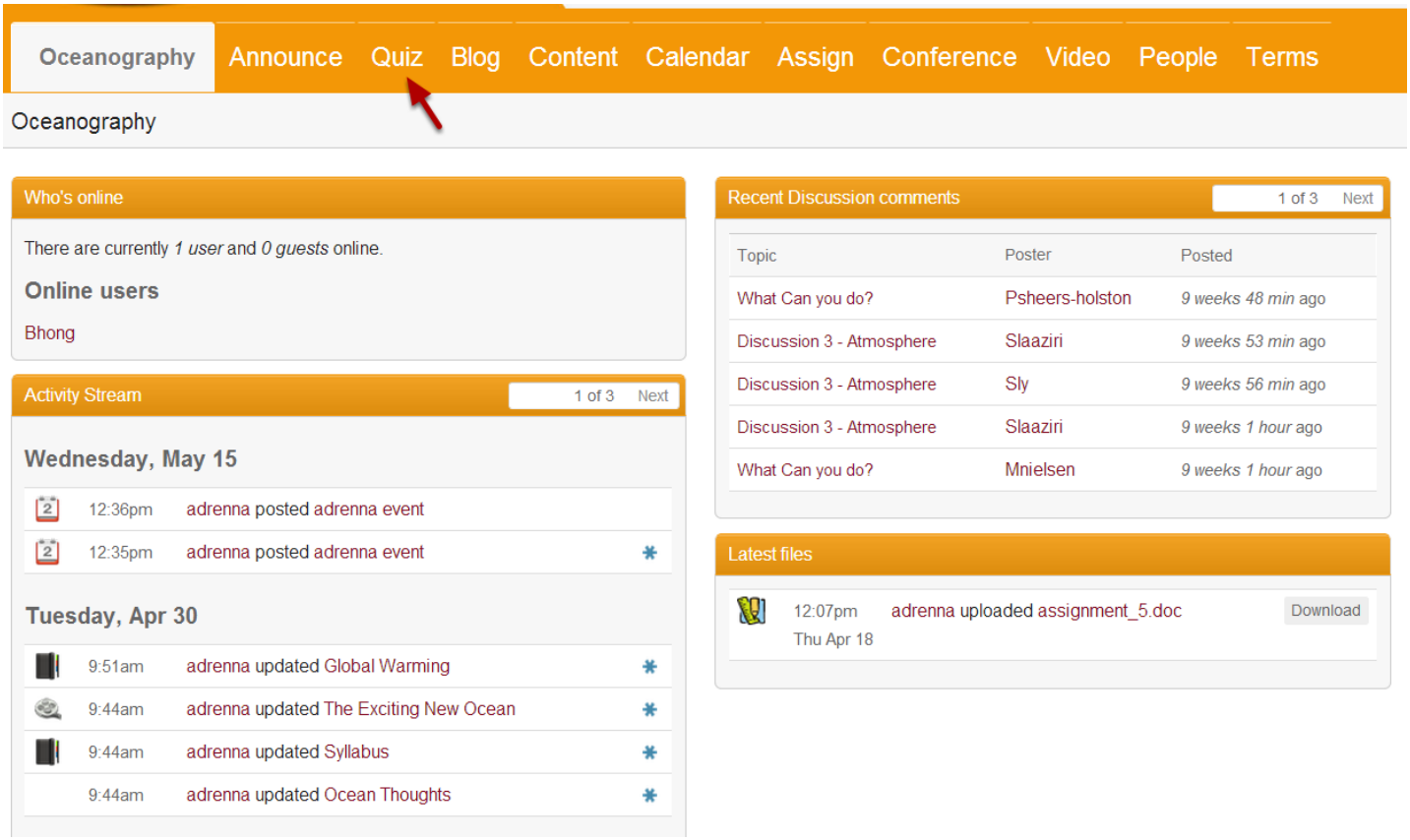
- Enter submissions, click on 'Save' or 'Preview'.. **Note:** Submissions can be previewed.

Take Quizzes



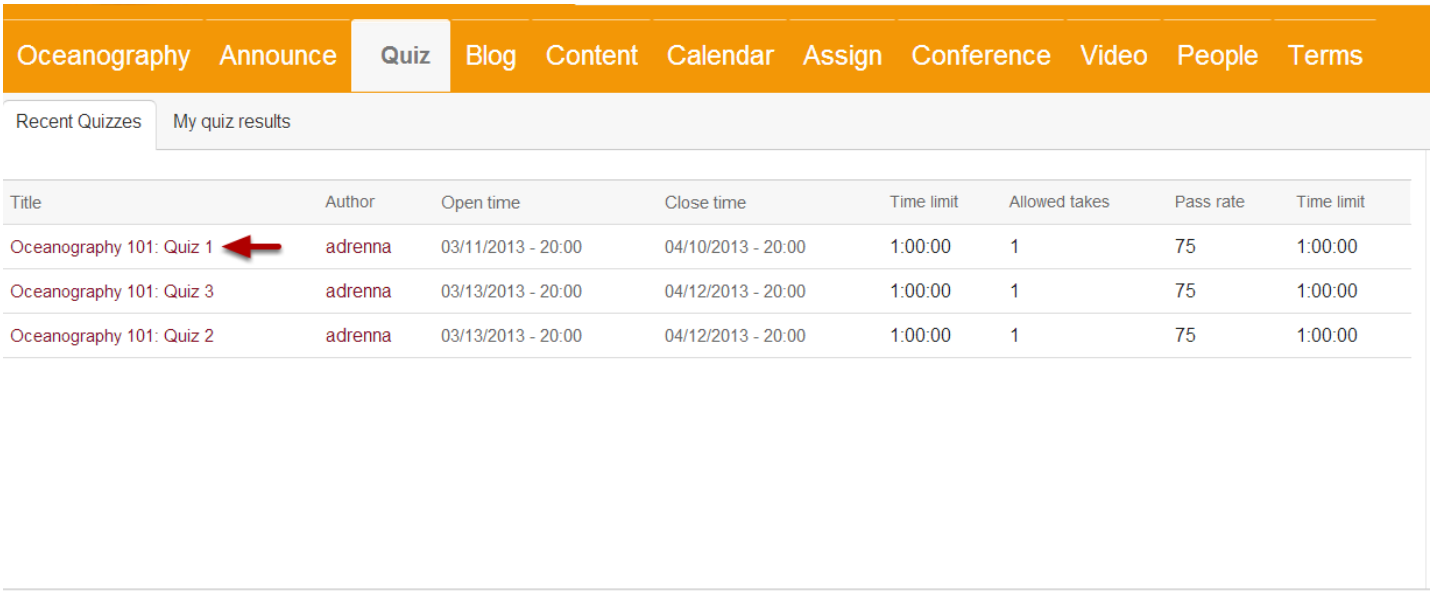
- From the dashboard homepage, select a course.

Step 2



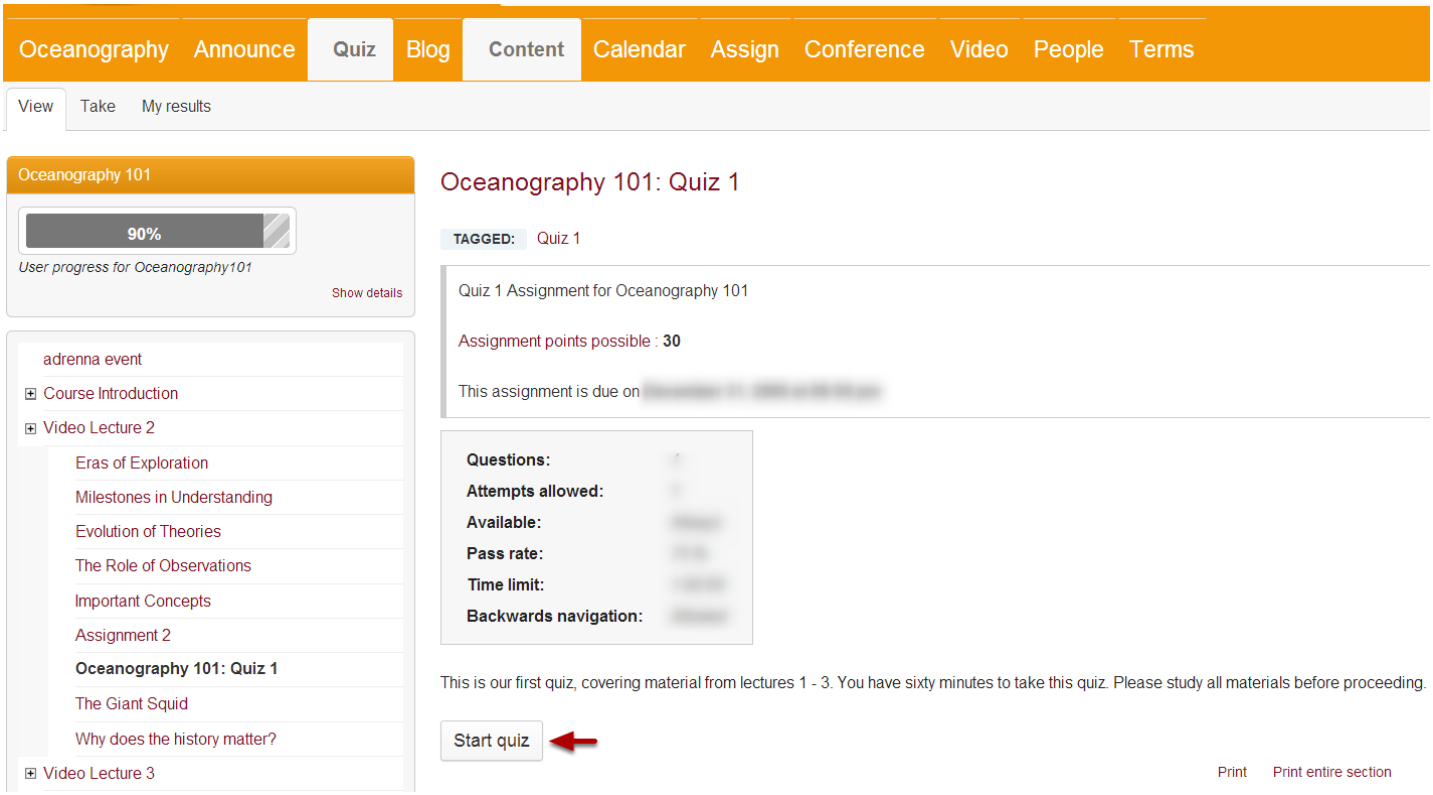
- Click On Quiz.

Step 3



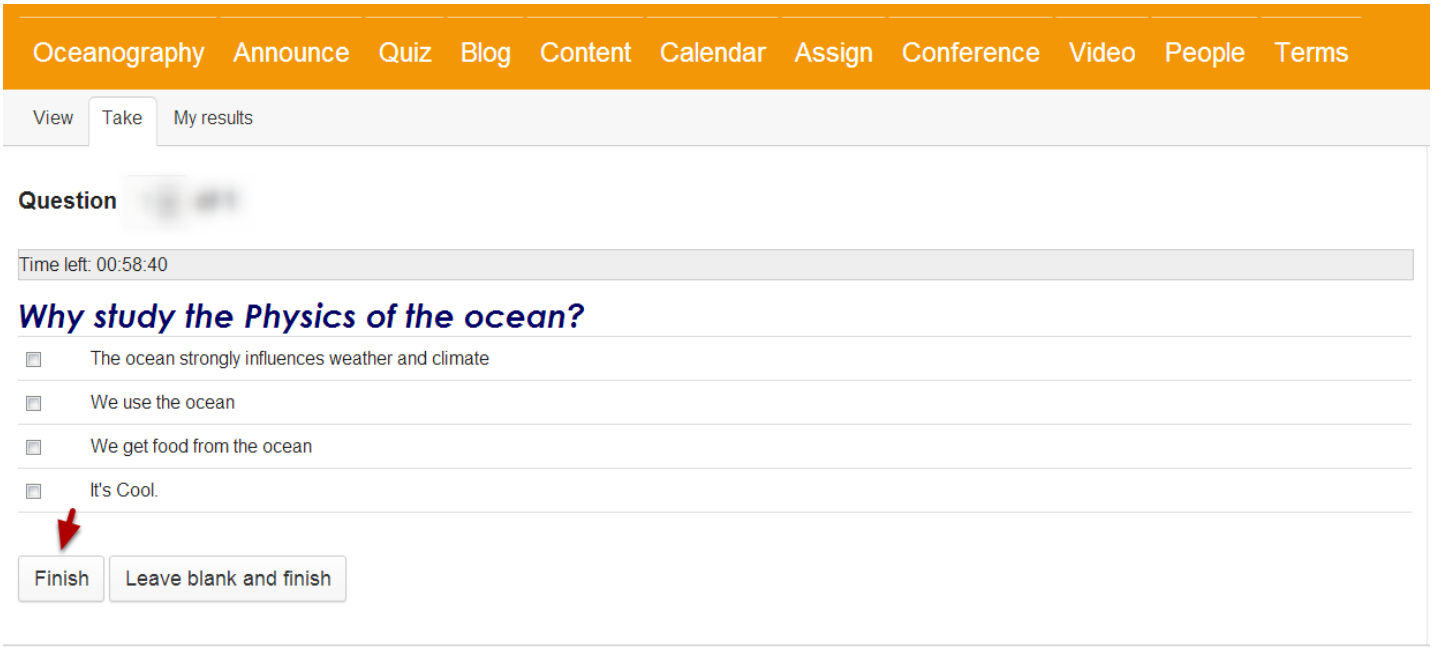
- Select quizzes.

Step 4



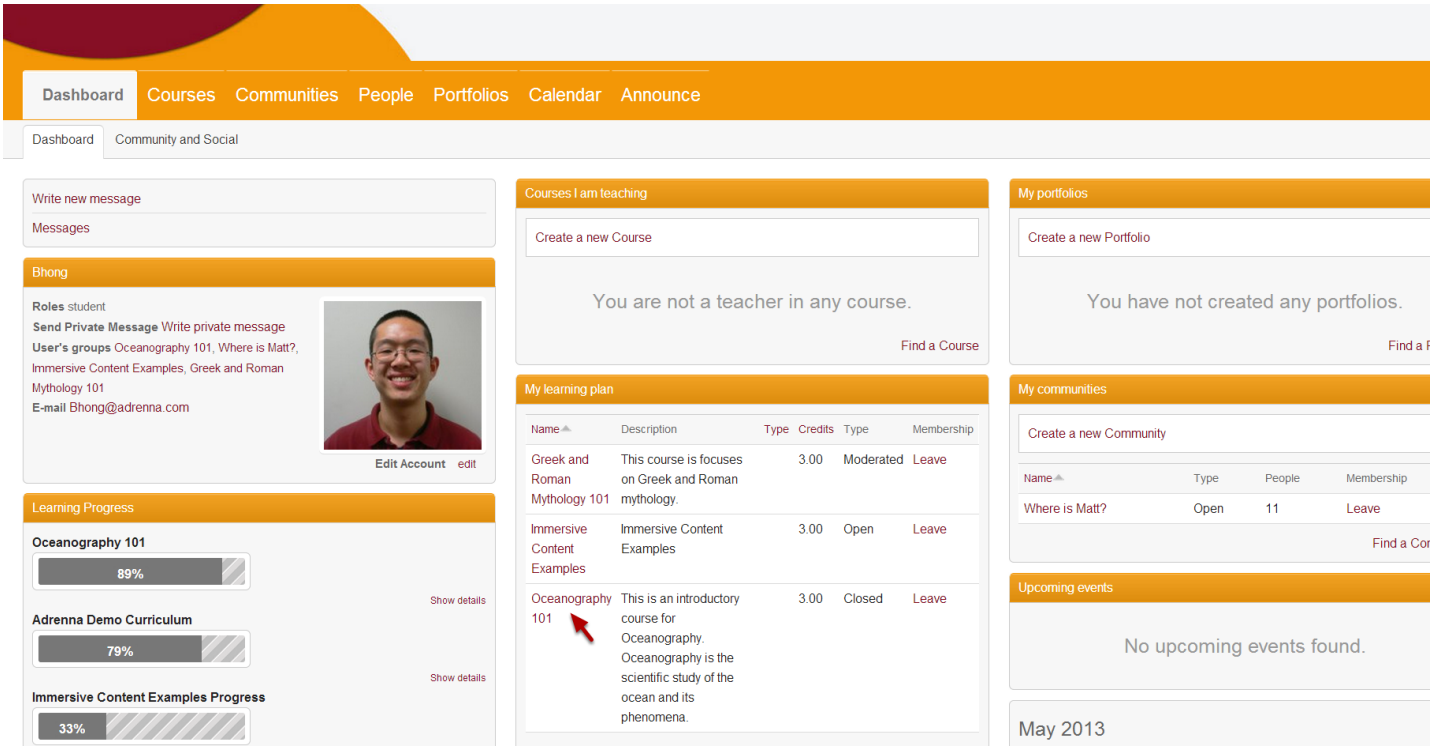
- Click on 'Start quiz'.

Step 5

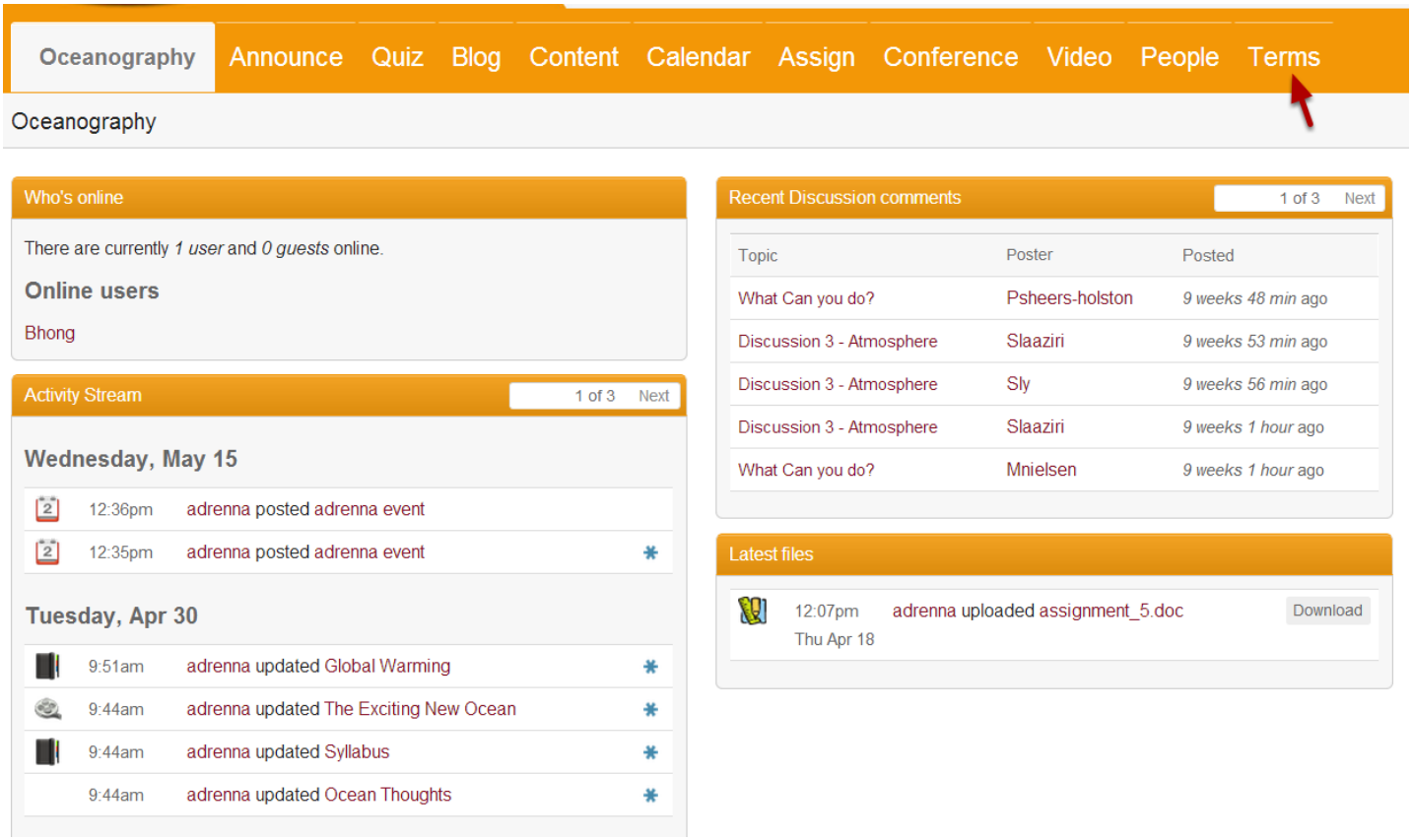


- After taking the quiz, click on 'Finish'. **Note:** Questions can be left blank.
- Click on 'View' to return to the course outline page.

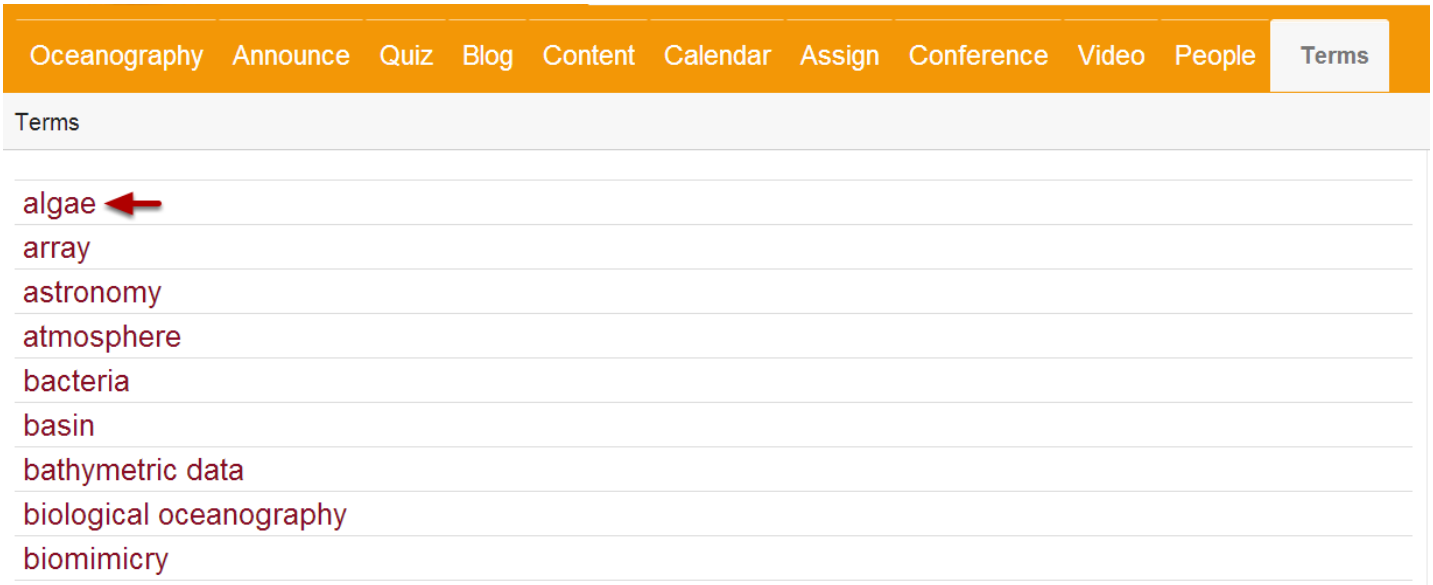
Use Course Glossaries



- From the dashboard homepage, select a course.



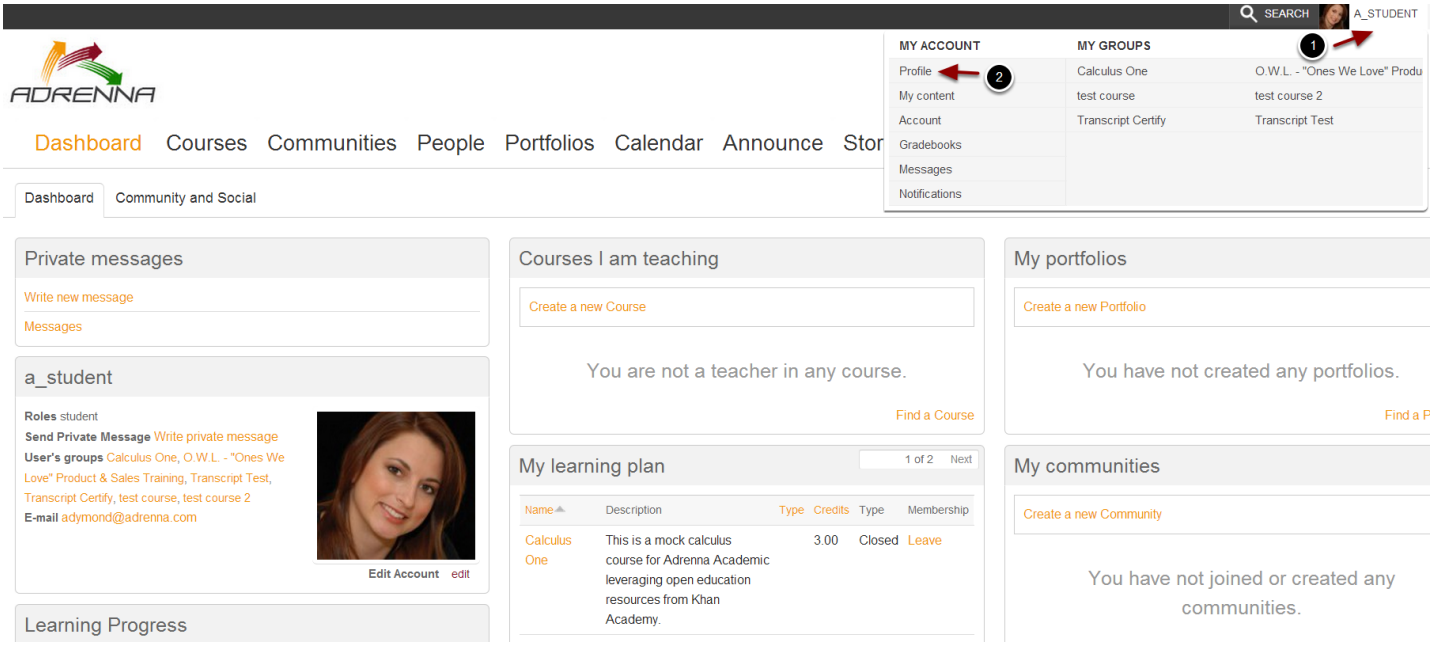
- Click On Terms.



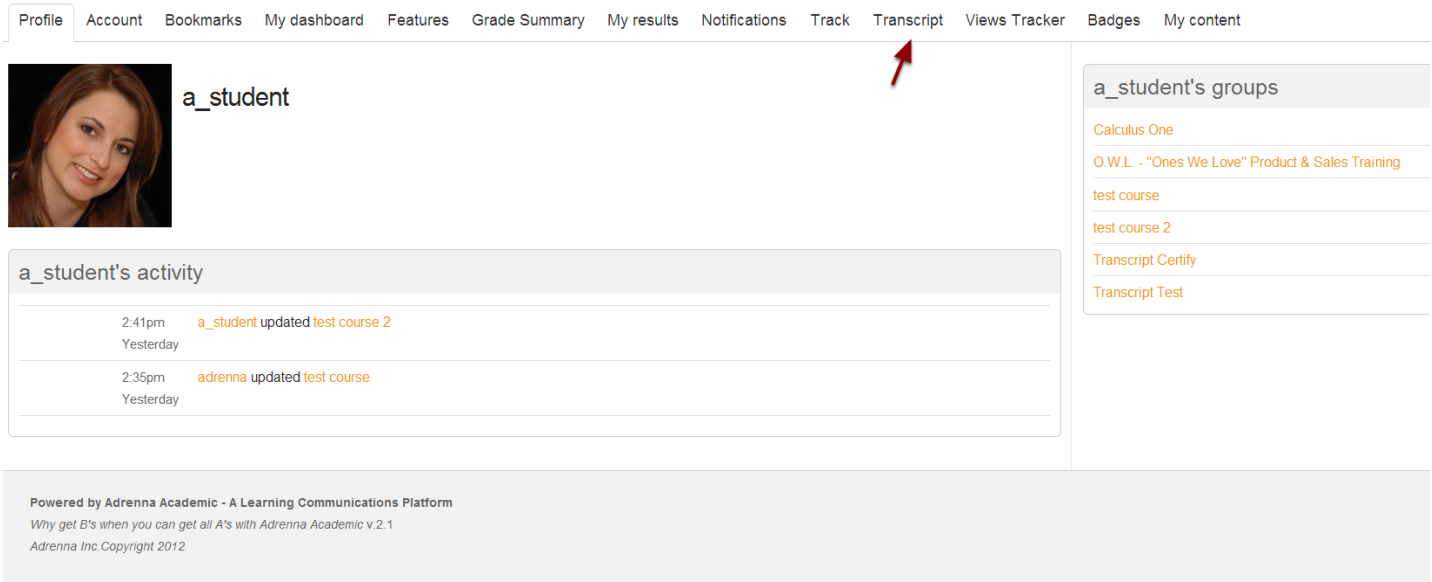
- Select terms to view definitions.

- A pop-up screen containing the definition will appear.

View Transcripts



- Click on the learner's name from the top bar menu list.
- From the dropdown menu, click on the 'Profile' button.



- Select 'transcript'.

Name a_student

Title	Complete	Course	Course Credits	Source	Date
External Training	Complete		6.0	External training	Wed, 06/05/2013 - 20:00 - Sun, 06/23/2013 - 20:00
Testing Transcript			Cec CEU	Course	Thu, 06/27/2013 - 14:07
Transcript Test	Complete	Transcript Test	3.00	Course	Thu, 06/27/2013 - 14:07
Transcript Certify	Complete	Transcript Certify	3.00	Course	Thu, 06/27/2013 - 14:07
test course	Complete	test course	3.00	Course	Thu, 06/27/2013 - 14:07
test course 2	Complete	test course 2	3.00	Course	Thu, 06/27/2013 - 14:07

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- Select 'completed' transcripts.

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- Review transcripts' details.