



**Learner
User Guide**

Definitions and Rules

Definitions

Program: A program is a collection of courses. A program may contain as little as one course up to any variable. All courses are found within a program.

Thread: A vertical organization of user responses to a particular topic in a discussion forum.

User: A user is an individual using the system. They can be learners or administrators. Users are placed into collectives called groups.

Group/Sub-group: A group is a collection of individual users, similar to a classroom. All members of a group share the same programs and discussion forums. A sub-group is any group that has a parent group.

Parent Group: This is the group that is one level up from one's own group. A group can only be administrated inasmuch as the parent group allows. For example, you can only assign a discussion forum to your sub-group(s) if it has been assigned to you by your parent group.

Rules

As a learner, you can:

- Modify your personal profile information.
- Access discussion forums.
- Take courses. *Note: The system automatically logs off after one hour of inactivity at which point you should login again to ensure your work is recorded.*
- View several reports that give you details on course results, module completion information, and the like.

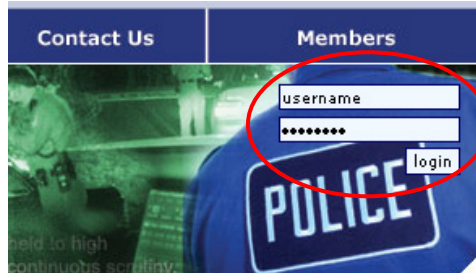
As a learner, you cannot:

- Modify a Program.
- Create a Discussion Forum.
- Modify your username or group.

Logging In

You can access the Learning Management System directly from the Magna Carta Website. Your username and password will automatically identify you, your group, and your available courses.

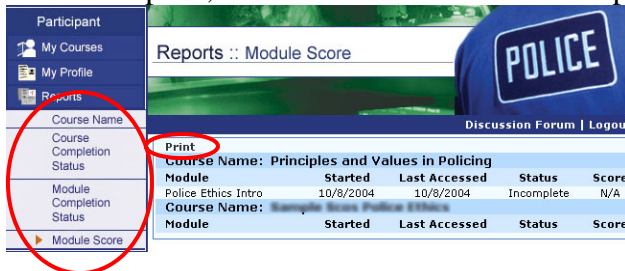
1. From the Magna Carta Website click the **Members** link or use the quick login located in the top-right corner of every page.
2. Enter your **username** in the appropriate field.
3. Enter your **password** in the appropriate field.
4. Click **Login**.



Viewing and Printing Reports

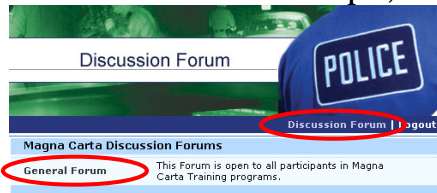
To View and Print a Report

1. From the main menu click on **Reports**. A sub-menu should appear.
2. Click on your desired report. The report is displayed with all necessary information.
3. To print, click the **Print** button in the top-left corner of the report.



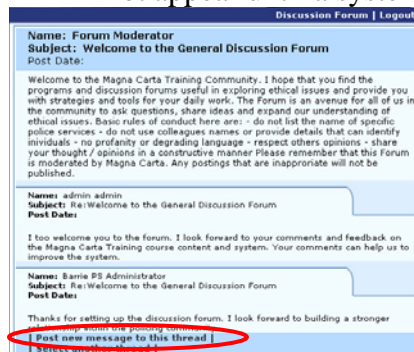
Using Discussion Forums

1. Click the **Discussion Forum** button in the upper right corner of the screen. All forums are listed with a brief description.
2. Click on the desired forum. All topics are displayed with the number of replies to the topic.
3. To view replies to a topic, click **View Complete Thread**. All corresponding responses are displayed.
4. To view another topic, click **Select another thread**.



Replying to a Selected Topic from Within a Thread

1. Click **Post new message to this thread**.
2. Type your message in the **Message** field and click **Post**. A message should appear letting you know the message has been posted successfully.
Note: Forums are moderated by Magna Carta so postings will not appear until approved by the Moderator.
3. Click **Return to thread** to view the threaded discussion again. Your message will not appear until a system administrator has approved the content.



Starting a New Topic from Within a Forum

1. Click **Start new topic**.
2. Type the title of your topic in the **Subject** field.
3. Type your message in the **Message** field.
4. Click **Post**. A message appears letting you know that the thread has been successfully added.

Note: Forums are moderated by Magna Carta so postings will not appear until approved by the Moderator.

5. Click **Create another?** to post another topic.
6. Click **Back to forum** to view all topics posted again. Your topic will not appear until a system administrator has approved the content.



Using Courses

Once all modules of a course have been completed, Feedback and Print Certificate buttons will appear below the Launch button on the My Courses page.

1. From the main menu, click on **My Courses**. A list of all assigned courses appears.
2. Click **Launch** to view the Table of Contents menu for that course. All modules will be listed here. *Note: To view what modules you have complete in a particular course, click the History button.*
3. Click on **Launch Module** for your desired module. The module will open up in a new window. Read the Introduction module to learn about the course and how to use the interface and navigation elements. Closing the new window will take you back to the Table of Contents menu.



Printing Your Certificate

1. From the **My Courses** screen, click **Print Certificate**. The certificate is displayed on the screen with your name, as shown in your personal profile, and course title printed on it.
2. When prompted to print the print the document, click **OK**.

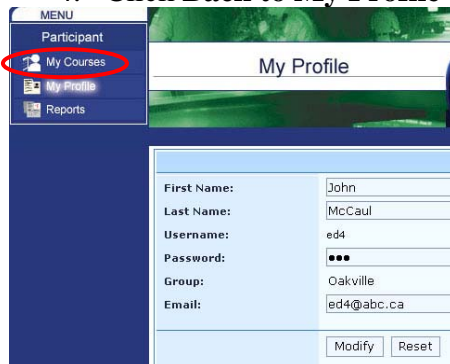


Sending Feedback on the course

1. From the **My Courses** screen, click **Feedback**. The feedback form is displayed on the screen.
2. Use the radio buttons to select your feedback responses.
3. Click **Submit** once the form has been completed. Once Submit has been pressed, the window will close and the Feedback button will be gone.

Changing Your Profile Information

1. From the main menu click **My Profile**.
2. Make any desired modifications in the appropriate fields.
3. Click **Modify**. A message appears letting you know that your profile has been successfully updated.
4. Click **Back to My Profile** to make any more modifications.



MENU	
Participant	
My Courses	
My Profile	
Reports	

My Profile

First Name:	John
Last Name:	McCaul
Username:	ed4
Password:	●●●
Group:	Oakville
Email:	ed4@abc.ca

Logging Out

1. Click **Logout** located in the top-right corner of the screen. You should now be in the Members Section of the Magna Carta Website. You will need to log back in to use the system.

