

Trainee's Manual



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THANK YOU FOR CHOOSING

ELEAP™ LEARNING MANAGEMENT SYSTEM (LMS/LCMS)

We want to extend a warm welcome to you. We hope that eLeaP[™] can be a vital part of your elearning and training program. We encourage you to make continuing talent and skills management an important part of your work/career or educational journey.

"In its broadest sense, learning can be defined as a process of progressive change from ignorance to knowledge, from inability to competence, and from indifference to understanding....In much the same manner, instruction - or education - can be defined as the means by which we systematize the situations, conditions, tasks materials, and opportunities by which learners acquire new or different ways of thinking, feeling, and doing."

Cameron Fincher, "Learning Theory and Research," in Teaching and Learning in the College Classroom, edited by Kenneth A. Feldman and Michael Paulson, Ashe Reader Series, Needham, MA: Ginn Press, 1994.

The eLeaP[™] LMS is a secure, easy to use, web-based training platform delivering rich, powerful, intuitive e-learning in a multimedia environment using Web 2.0 technologies like AJAX & Rich Internet Applications.

The eLeaP[™] LMS is one of the first e-learning platforms to deliver easy-to-use web-based training in a totally secure 128 Bit encrypted environment.

KEY UPDATES TO THIS NEW INTERFACE

We have made many changes to the LMS interface for easier account management and a more intuitive user experience.

Key Additions:

- Easier account navigation through natural links
- Streamlined workflow interface for efficiency and productivity
- More Intuitive user interface for improved user experience
- 'Auto Save' enabled during quiz session.
- Clear **informational alerts/notices** to guide users and provide additional helpful information.
- Enabled full vertical scroll so that users can see full display of the Course content.
- Added 'Minimum read time' clock for timed lessons Advanced Settings
- Smart Course Menu If Glossary, FAQ, Resources are not used, they don't appear in trainee's Course Menu.
- Email message notification sent to all Users or User Groups assigned to a Career Path when that Career Path has been changed (Courses added or removed from that Career Path).
- Added [Click to Launch] and [Click to Relaunch] buttons for all SCORM Courses. This way, users will easily know how to start their assigned SCORM Courses.
- Upgraded eLeaP Media System to enable easier video streaming on all major browsers.

ELEAP DOCUMENTATION

This User Guide to the eLeaP[™] LMS system is designed to make your transition and use of our system as easy and seamless as possible.

This Trainee/Employee/Student User Guide is organized into seven (7) sections:

- Course Access and Tools
- Training Paths
- Quiz/Assessment Center
- Whiteboard Course-Specific Forum/Communication Tool
- Productivity Tools Portfolio Builder "My Stuff"
- Your Profile
- Support/Help Center and eLeaP[™] Knowledgebase

COURSE ACCESS AND TOOLS

ELEAP LOGIN AND ACCESSING LEARNING/TRAINING COURSES

To log into your eLeaP Learning & Training system, go to your special, secure website; i.e., *https://yourcompanyname.2leap.com*. You should have received this login information via email, as shown in the following illustration.



If not please check your Bulk Mail folder (in your email program) or email

sales@eleapsoftware.com.

Make sure you white list email coming from ELEAPSOFTWARE.COM.

The **Login** dialog, illustrated below, is where you will enter the information contained above within the **Email** and **Password** fields, as shown in the following illustration.

You will need your **email address** (which is your eLeaP login username) and password. You should have received this information in our **Welcome** email message. If you have not received this information check your 'Bulk mail' folder or contact your company's training or HR department. It is very important that you white list email coming from

office@eleapsoftware.com. This will help prevent any disruptions in communications you receive from eLeaP.

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YOUR ELEAP LMS ACCOUNT HOME

Once you are logged into your eLeaP Learning/Training system, you can begin accessing your learning and training Courses listed at the bottom of your **Welcome** screen. You can also click [Courses] or [Training Path] to access your assigned Courses and Training Path.

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To begin accessing your assigned e-Learning or Training Courses, click the name of the relevant Course, as shown in the following illustration.

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You can also click on the tab or tab or tab or tab on your top navigation menu.

COURSE DETAIL SCREEN

Once you click on the name of your assigned Course, you will first access the **Course Details** page, as shown in the illustration below.

The Course Details page contains important information about your assigned Course. You should pay special attention to **Course Description**, **Objectives**, **Completion Status**, **Deadlines**, etc.

To begin accessing your Course content, click the first link within the Content portion of the

screen, or click

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CONTENT	Name	Technical Writing 201	
Chapter One: Course Syllabus	Status	Not started	
Technical Writing Opportunities	Category	Tutorials	
	Description	Second of two Technical Writing Classes	
	Objectives	Advance Technical Writing Concepts	
	Instructor	Griesel, Brandon ; Ssystems, John	
	Open Date	11-07-2013	
	Start Course		C back to My Assigned Courses
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You can collapse or expand the Content Menu to suit your style.

The following functionality is also available:

Glossary: A Glossary is a list of terms with the definitions for those terms. Traditionally, a glossary appears at the end of a book and includes terms within that book which are either

newly introduced or at least uncommon. Click on the **Course Details** screen to view its Glossary.

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FAQ: Get answers to some frequently asked questions by clicking on the **Course Details** screen.

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Resources: Your Course Instructor has created useful web-based resources list for this Course.

Access these helpful web resources by clicking on the **Course Details** screen.

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Quiz: You might be required to take a post Course quiz assessment. If you are required to, click on the [**Quiz**] tab to access your quiz. More on quizzes later.

Note: You will need to complete your Course before you are allowed to access the quiz center.

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Feedback Assessment Form: Your Course Instructor might require some post-Course feedback assessment. This will help them measure the success of your online learning experience. Please answer these questions to the best of your ability.

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White Board: Do you want to post a private message to your Course Instructor? Use the White Board to post private and public messages.

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My Stuff (Portfolio Builder): Create your own portfolio of your online e-learning or training experience. Add files, upload notes, add web links etc. Create a private journal of your e-learning journey. As shown in the following illustration, the first time you select this tab, you will need to click the **add new note** link at the right-hand side of the screen.

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As shown in the following illustration, you can click the **upload a file with this note link** to add files, and you can enter and format text within the Content Editor.

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Once you are satisfied with the Note, click . As shown in the following illustration, the system confirms and displays the Note on the **My Stuff** screen.

TRAINING PATHS

eLeaP[™] LMS delivers personalized learning and training just for you. The Training Path system allows you to access training/learning programs customized for you.

Let's say that you, John Smith, need to take your "Managing by Walking Around", "The Science of the Sale", "Sexual Harassment Training for Supervisors" and "Workplace Ethics and Compliance" Courses in a specific order. A Training Path called "Middle Management Learning Program I" will be created for you.

To access your Training Path Center, click **TRAINING PATHS** on the top navigation menu. The available **Career Paths** will be displayed. Click **[the name of your assigned Training Path]** to see the details of your personalized Training Path.

Note: Some Courses in your Training Path might require Quiz Assessment.

To begin accessing Courses in your assigned career path, click on the name of the available Courses.

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As shown in the following illustration, the Access Course screen, illustrated below, is displayed.

This screen displays the details for the Course. When you are ready to begin, click.



QUIZ/ ASSESSMENT CENTER

eLeaP[™] LMS encourages you to complete Course Assessments. Assessments will help your Instructors know how well their Training Courses are going.

To take a Quiz Assessment click the QUIZ tab within the **Course Details** screen. As shown in the following illustration, you will need to have accessed and completed your Course Content prior to accessing the Quiz Center. Click the **View all lessons before starting the quiz** link to proceed.

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The View Lesson screen, illustrated below, is displayed. Once you have completed the initial



Once you reach the final Lesson within a Course, click Click here to start your quiz to start a Quiz

associated with that Course, as shown in the following illustration.

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The Quiz screen, illustrated below, is displayed. Click

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to start the Quiz.

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The Questions screen, illustrated below, is displayed. As you answer each question within the

Quiz, click Next to continue.

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As you move through a Quiz, you will notice that you can click Previous to return to previous

questions if you are unsure of your answer and want to change it, as shown in the following illustration.

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Once you reach the end of a Quiz, click Submit your quiz answers to submit your answers, as shown in the following illustration.

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The Quiz Results screen, illustrated below, is displayed.

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Time limit	unlimited			< back to Course
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Minimum score or percentage to pass	1.00			
Your score	You need 33.33% to Pass this Assessment/Quiz. Your total score	a is 0%.		
Questions and Answers				
Questions and Answers				
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Answer:				
No answer given. Your answer is Incorrect				
Score: 0.00				
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eLeaP[™] LMS has five (5) Quiz question types or formats:

- Multiple Choice/True/False,
- Sequence/Sort Order/Ranking,

- Essay/Short Answer/Explanation,
- Multiple Choice with Explanation, and
- Hotspot, Find Errors

To answer a "**Multiple Choice**" or "**True or False**" quiz question, choose the answer option(s) that best satisfies the requirement of the question. Click **[Next]** to advance to the Next Question.

Repeat this process as many times as needed to answer other Multiple Choice or True or False questions.

To answer a "**Sequence**, **Sort Order** or **Ranking**" type questions, click the answer choice or option you wish to arrange. You can then click the **TOP** or **BOTTOM** arrows to move the answer choice to the exact or correct answer location you want. An example of such a question might be to arrange the planets in the correct order from the nearest to the sun. You will click on any one of the answer choices and then use the **TOP** or **BOTTOM** arrows to arrange them as follows: Mercury, Venus, Earth, Mars, Jupiter …"

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What are the 5 Closest Planets to the Sun?		
Select an item from the list by clicking on it. Then use the arrows to move it up or down.		
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	 * 	
3 Venus	*	
4 Jupiter		
5 Marrin		
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Next		
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If you are asked to answer a question that requires a short answer or an essay, all you have to do is **type in your answer** in the text box provided.

You might be required to explain your Multiple Choice answer. First **choose the correct answer** to the Multiple Choice question and then type in your explanation in the text box.

The last question type in the eLeaP[™] LMS Quiz Creator is the "Hotspot or Find the Error" question type. To correctly identify errors or other requirements in the 'Hotspot' or 'Find the Error' type question, click the relevant area of the image and type in your comment or answer explanation for your choice or selection.

**If you are satisfied with your answers, 'submit your quiz answers'

** Your submission is FINAL and irreversible. You can petition your instructor to reset your Quiz.

If you don't finish a Quiz within its allotted time, or you don't answer enough of the questions correctly, the following screen will be displayed, allowing you to retake the Quiz. Click

Retry the Quiz to retake the Quiz, or click the accept this score now link to accept this

score.

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eLeaP		HOME COURSES USER GROUPS TRAININ	G PATHS FORUM MY ACTIVITY	Parks, Paul A•
Home / Courses / Test-dup / Quiz				
	' STUFF			
The time limit for this guiz has expired				
	Time limit	2.00 minute(s). Clock starts when you click "Start	Quiz"	< back to Course
×	No. of Question(s)	3		
FAILED	Minimum score or percentage to pass	35.00%		
	Your score			
Retry the Quiz	You are allowed to re-take this quiz.			
or v accept this score now	If you choose to re-take this quiz, your current quiz s	core will be deleted.		
Questions and Ans	wers			
1 2 3				
What are the 5 Closest Planets	to the Sun?			
	Your answer			
No answer given				~

When you do successfully complete a Quiz, the following screen will be displayed.

eLeaP		HOME COURSES	USER GROUPS	TRAINING PATHS	FORUM	ΜΥ ΑCTIVITY	Parks, Paul A•
Home / Courses / set completed / Q Quiz	uiz						
COURSE CONTENT QUIZ MY	STUFF						
	Time limit	unlimited					< back to Course
✓	No. of Question(s)	3					
PASSED	Minimum score or percentage to pass	35.00%					
	Your score	Your Total Score	is 100%				
1 2 3 Sort							
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2. 2				2			
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Your answer is Correct Score: 1.00							
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FORUM/COMMUNICATION TOOL

eLeaP[™] believes that informal learning can be a vital part of designing powerful e-learning and training programs. After all, the experts tell us *"80% of workers get their job know-how informally"* Jay Cross (June 2006 TD Magazine).

Forums are a great way to foster this informal and unorthodox learning. Forums allow for users to share ideas, best practices and even develop new methods of problem solving or generating ideas. That million-dollar idea could come from your training portal's forum site. We encourage you to use these interactive tools in your eLeaP[™] LMS package.

eLeaP[™] has provided tools to help you launch informal learning. Make use of your online forums or White Boards. Click on **White Board** sub menu link to access topics related to your Course.

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eLeaP	HOME COURSES	USER GROUPS	TRAINING PATHS	FORUM	MY ACTIVITY	Þ	Parks, Paul A*
Home / Forums							
Forum Categories							Help 😡
No. Category						Topics	Date Created
My New Forum A Forum Using Defined Access Rules						2	11-04-2013
2. <u>Company Wide</u> For company wide discussions						0	12-12-2011
Total Forum Categories: 2							
Preventing CLOAP Unautorized out or spredenies is problem by UI reprint taxes and resonational treates.							

You can send **private messages** to your Course Instructor. These messages will only be available to your Instructor.

You can send **public messages** to be posted on the Course White Board. These public messages will be available to other users assigned to your particular training Course or e-learning program. To begin, select one of the Forum Categories, as shown in the illustration above. The **Forum Category Details** screen, illustrated below, is displayed. Select the **add your comment** link.



The Write your comment screen, illustrated below, is displayed. Enter your comment or

question in the Write your comment field, and then click

eLeaP	HOME	COURSES	USER GROUPS	TRAINING PATHS	FORUM	MY ACTIVITY	Parks, Paul A v
Home / Forum / Mr. New, Forum / eLeap Functionality							
Write your comment							
I'm wondering how to join a User Group?							
submit <u>Cancel</u>							add your comment
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Pertice, Paul							🖘 teatr
Total Posts: 1							add your comment < back to Topics
Powered by Copyright 2005 - 2013 Tellania, LLC. All rights reserved. Unsubtroteed use or reproduction is prohibited by US copyright laws and international breakes.							

As shown in the following illustration, your comment has been added to the discussion for that Forum Category.

eLeaP		HOME	COURSES	USER GROUPS	TRAINING PATHS	FORUM	MY ACTIVITY	Parks, Paul A v
Home / Forum / My New For eLeap Function	um / eLeap Functionality onality							
User	Comment							• add your comment
posted on 11-12-2013 by Parks, Paul	A discussion of the eLeap User Interface							tably
posted on 11-21-2013 by Parks, Paul A	I'm wondering how to join a User Group?							◆ razky GF editi × delete
Total Posts: 2								add your comment < back to Topics
Powered by Copyright 2005 - 2 eleaP Unauthorized use	113 Telania, LLC. All rights reserved. reproduction is prohibited by US copyright laws and international bradies	L						

You can use your White Board system as a Communication tool between you and your Instructors. You can submit private messages to your Instructor. You will be able to access

replies. Your White Board is secure and easy to use.

eLeaP[™] wants to help you succeed. Use these powerful tools to enhance the learning experience.

PRODUCTIVITY TOOLS – PORTFOLIO BUILDER - "MY STUFF"

eLeaP[™] LMS users can use our simple e-portfolio builder **My Stuff** to enhance and enrich their online learning and training experience. You can add special files you have created (PDF, PPT, HTML, Graphics etc). You can also add notes and URLs of special resources you may have encountered in your online training and e-learning journey.

We encourage you to utilize this feature. Anyone familiar with GoogleNotes should be familiar with the eLeaP[™] LMS portfolio builder called **My Stuff**.

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File Edit View Favorites Tools Help		
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eLeaP	HOME COURSES USER GROUPS TRAINING PATHS FORUM MY ACTIVITY	Parks, Paul A•
Home / Courses / Technical Writing 201 / Notes		
Notes		
COURSE CONTENT MY STUFF		
		O add new note
Note	File Posted on	
Creating my first note	11-19-2013	🕼 <u>edit</u> 🗙 <u>delete</u>
Total Notes: 1		< back to Course
Powared by Conventer 2005 - 2013 Telania, LLC, All rights reserved.		
eLeaP Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.		

Select the **My Stuff** tab, as shown in the following illustration.

As shown in the following illustration, you can click the **upload a file with this note link** to add files, and you can enter and format text within the Content Editor.

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() Attps://eleapdemo.eleapdev.com/notes/?id=25387						- ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
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Total Notes: 1						< back to Course
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Once you are satisfied with the Note, click . As shown in the following illustration, the

system confirms and displays the Note on the $\ensuremath{\mathbf{My}}\xspace$ screen.

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Home / Courses / Technical Writing 201 / Notes			
Notes			
Notes			
COURSE CONTENT MY STUFF			
The note has been added			
			O add new note
Note	File	Posted on	
Creating my first note		11-19-2013	Carl X delete
Total Notes: 1			< back to Course
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cupiti			

We have tons of helpful productivity tools in development so be sure to always check back into your eLeaP[™] LMS account and see what else eLeap[™] is cooking up!

ELEAP™ INBOX – ELECTRONIC COMMUNICATIONS SYSTEM

As a trainee or student, you can also access your eLeaP™ INBOX to receive updated email notification and communications regarding various activities in your eLeaP account, as shown in

the following illustration. Inbox messages are automatically deleted after thirty (30) days.

Remember that notification emails also do get sent to your regular email.

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1. O You have been assigned to: Technical Writing 201					11-19-2013
× remove selected messages					
Total Inbox Messages: 1					
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You can remove an Email by selecting its check box and then clicking the **remove selected messages** link.

MY ACTIVITY – DOWNLOAD YOUR TRANSCRIPTS

Access to access and download your activity reports including Course Completion history and scores.

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Home / My Activity							
My Activity							
							Help 🕑
						Last Login: 11-19-2013 🛕 Download Comp	letion Report
Assigned Courses							
No. Name	Created by	Status	Deadline	Quiz	Quiz Finished	Number of Lessons	Date Assigned
1. Access Course	R, Vinod	Not started	none	NO Quiz		2	11-19-2013
2. Technical Writing 201	Parks, Paul	Completed	none	NO Quiz		2	11-19-2013
3. Users	R, Vinod	Not started	none	Uncompleted		2	11-19-2013
Completed Quizzes							
There are no Completed Quizzes							
Completed Quizzes (SCORM)							
There are no completed SCORM courses							
Assigned User Groups							
No. Name		Created by		No	o. of Members	Date Created	
1. November Students		Parks, Paul			5	11-19-2013	
Assigned Training Paths							
No. Name	Created by			No. of Cours	ies	Date Created	
1. Training Path	R, Vinod			2		11-09-2013	~

Click the **Download Transcripts** link to download your transcript for a Course. As shown in the following illustration, you will be presented with the option to either **Open** the transcript in Excel or **Save** it to your computer, where you can open it within Excel from there.

eleaP	HOME	COURSES USER GROUPS	5 TRAINING PATHS	FORUM	MY ACTIVITY		Parks, Paul A•
Home / My Activity My Activity							Help 😡
Assigned Courses					Last Login	n: 11-21-2013 🙆 <u>Download C</u>	ompletion Report
No. Name	Created by	Status	Deadline	Quiz	Quiz Finished	Number of Lessons	Date Assigned
1. Access Course	R, Vinod	Completed	none	NO Quiz		2	11-20-2013
2. Technical Writing 201	Parks, Paul	Completed	none	NO Quiz		1	11-21-2013
3. Technical Writing 201 : DUPLICATE	Parks, Paul	Completed	none	NO Quiz		1	11-21-2013
4. <u>Test-dup</u>	R, Vinod	Quiz not completed	none	Uncompleted		2	11-21-2013
5. <u>Users</u>	R, Vinod	Completed	none	Failed	11-21-2013	2	11-21-2013
Completed Quizzes							
No. Name	Date Completed		Time	Limit	Score	Pa	ssed
1. Users	11-21-2013		0 1	min.	0/3		0
						3	Download Transcripts
Completed Quizzes (SCOF	RM)						
There are no completed SCORM courses							
Assigned User Groups	Do you want to open or save Quiz Transcripts 21	-11-2013.xls (4.00 KB) from eleapde	mo.eleapdev.com?	[Open Save 🔻 Cancel >	ĸ	~

Whichever option you choose, the Transcript file is displayed within Excel, as shown in the following illustration.

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Quiz Transcripts 21-11-20	13 [Compatibility	Mode]					
A B	С	D	E	F	G 🗖		
1 No. Full Name	Course	Date Completed	Time Limit	Score	Passed		
2 1 Parks, Paul A	Users	11-21-2013	0.00 min.	0/3	NO		
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You can easily export your reports into Microsoft Excel by clicking the **Download completion report** link.

** If your Course Instructor chooses to enable **Completion Certificates**, you can download your

Course Certificate from your **Course Details** screen by clicking

eLeaP		HOME COURSES USER GROUPS TRAINING PATHS FORUM MY ACTIVITY	Parks, Paul A v
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	Description	Description	
	Objectives		
	Instructor	R, Vinod	
	Open Date	11-06-2013	
			< back to My Assigned Courses
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As shown in the following illustration, you are presented with the option to either **Open** or **Save** the .PDF-formatted Certificate File. Choose the **Open** option to open the file, and then save it to your computer, or click the **Save** option to download the file and then use your PDF reader to open it.

eLeaP		HOME COURSES USER GROUPS TRAINING PATHS FORUM MY ACTIVITY	Parks, Paul A v
Home / Courses / W	iew Course eted		
COURSE CONTENT	QUIZ MY STUFF		Help 🔞
	Name	set completed	
✓ History	Status	Completed	202
 Distribution 	Category	Tutorials	
	Description	Description	
	Objectives		
	Instructor	R, Vinod	
	Open Date	11-06-2013	
			< back to My Assigned Courses
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		Do you want to open or save Certificateset_completed.pdf from eleapdemo.eleapdev.com? Open Save 🔻 Cancel 🗴	

Whichever option you choose, the Certificate file, when viewed from within your PDF reader, will look similar to the following example.



YOUR PROFILE

Selecting the **PROFILE** link beneath your User Name on the **Welcome** screen allows you to associate an image with your Profile, edit that profile and change your password, if desired.

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File Edit View Favorites Tools Help					
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eLeaP	HOME COURSES	USER GROUPS	TRAINING PATHS FORUM MY ACTIVITY		Parks, Paul Av
Welcome to eLeaP Demo Training Sys Add info about your organization. Edit this information from your Company Profile page. Test	tem				
Assigned Courses					Download Completion Report
Course Name Course Category Y Filter					
No. <u>Name</u>	Deadline	Category	Instructor		
1. Technical Writing 201 Completed	none	Tutorials	Griesel, Brandon ; Ssystems, John ; Parks, Paul		
Total Courses: 1					La Hide Completed
Assigned Training Paths					
No. Name	Status		No. Courses	Instructor	
1. Training Path	50%		2	R, Vinod	
Total Training Paths: 1					
Plasend by Capyright 2005-2013 Takinia, LLC. All rights reserved. $\underline{O[\underline{O},\underline{D}]}$ Unsubtrated use or reproduction is prohibited by US capyright level and intervational treates					

To associate an image with your Profile, select the **upload picture** link, as shown in the following illustration.

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	First Name	Paul						-	_ X _
	Middle Name	A							upload picture
	Last Name	Parks							
	Email	paul_a_parks@hotmail.com							
	Description	New Trainee							
	Access Level	Trainee							
	Theme	Organization Theme							
	Language	English							
	Active	YES							
	La edit profile → change password								
Pos	wored by								
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The screen expands to display an Upload File field, as shown in the following illustration. Click

Browse...

to continue.

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Title First Name Middle Name Last Name Email Description Access Level Theme Language Active & editoralite & change passeed	Paul A Pauls paul_s_pauls_gelothnal.com New Trainee Trainee Organization Theme English YES				~	Upload File (to Upload File) ¥ callod	€ A utbat picture Brows
Powered by Copyright 2005 - 2013 To CICAP Unauthorized use or reprint	tenis, LLC. All rightn reserved. duction is prohibited by US copyright less and international treaties.						

As shown in the following illustration, use the Choose File to Upload dialog that is displayed,

navigate to the location on your computer where the image that you want to use is stored, and



As shown in the following illustration, the Upload File field is now populated with the

filename/location of the image that you've selected. Click Opload File link to continue.

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Hom	e / Profile									
U	ser Profile									Help 😡
	Title									
	First Name	Paul								
	Middle Name	A						1		upload picture
	Last Name	Parks							Upload File	Browse
	Email	paul_a_parks@hotmail.com							Upload File X cancel	Dronoc
	Description	New Trainee								
	Access Level	Trainee								
	Theme	Organization Theme								
	Language	English								
	Active	YES								
4	edit profile 🔒 change password									
Power ele	ed by Copyright 2006 - 2013 Teles Unauthonized use or reprod	ris, LLC. All rights reserved. ution is prohibited by US copyright laws and international treaties.								

The image that you've selected is now displayed in the position where the logo was previously displayed.

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	First Name	Paul							
	Middle Name	A							× delete picture • upload picture
	Last Name	Parks							
	Email	paul_a_parks@hotmail.com							
	Description	New Trainee							
	Access Level	Trainee							
	Theme	Organization Theme							
	Language	English							
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e]	eaP Copyright 2005 - 2013 Tele Unsuthorized use or reprod	xis, LLC. All rights reserved. action is prohibited by US copyright laws and international treaties							

CHANGING YOUR THEME

If your organization has selected a Custom Theme to define the color scheme for the eLeaP application interface, the **Organization** option on the **Theme** drop down will automatically be selected for you, as shown in the following illustration.

eLeaP	HOME COURSES USER GROUPS TRAINING PATHS FORUM MY ACTIVITY	Parks, Paul A v						
Home / Profile / Edit Edit User Profile								
Title								
First Name *	Paul							
Middle Name	A							
Last Name *	Parks							
Description	New Trainee							
Theme	Organization Theme							
Language	English							
Save X cance								
Present by elean value or reproduction is prohibited by US copylet times and international treates.								

However, you can select any of the other available Themes on the **Theme** list, as shown in the illustration below, to individualize the User Interface to your liking.

eLeaP		HOME COURSES	USER GROUPS TRAINING PATI	S FORUM MY ACTIVITY	2 Paris, Paul A
Home / Profile / Edit Edit User Profile					
Title	Y				
First Name *	Paul				
Middle Name	A				
Last Name *	Organization Theme Default				
Description	Forest Green Royal Blue Medium Taupe	K			
Theme	Cerise Pink Steel Blue Charcoal				
Language	Amethyst Olive Crimson				
Save X cancel					
Powered by Copyright 2005 - 2013 Televia, LLC ClearP Unauthorized use or reproduction is	All rights reserved. prohibited by US copyright laws and international treaties				

As shown in the following illustration, the User Interface colors change to your new settings.

eleaP	HOME COURSES	USER GROUPS	TRAINING PATHS	S FORUM MY ACTIVITY	Parks, Paul A v
Home / Courses My Assigned Courses					Help 😡
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No. <u>Name</u> *	Status	Deadline	Category	Instructor	
1. Access Course	Completed	none	Cloud	r, Alex ; R, Vinod	
2. set completed	Completed	none	Tutorials	R, Vinod	
3. Technical Writing 201	Completed	none	Tutorials	Griesel, Brandon ; Ssystems, John ; Parks, Paul	
4. Technical Writing 201 : DUPLICATE	Completed	none	Tutorials	Parks, Paul	
5. <u>Test-dup</u>	Completed	none	Cloud	R, Vinod	
6. Users	Completed	none	Sales	R, Vinod	
Total Courses: 6					
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SUPPORT/HELP CENTER AND ELEAP™ KNOWLEDGE-BASE

eLeaP[™] has an incredibly helpful online support center. To access support and help 24/7, go to http://support.eleapsoftware.com .

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Tome Submit a licket Knowledgebase Rews Downloads C Troubleshooter	English (0.5.)	8
Login Subscribe	SEARCH 0	8
Your email address		8
		8
Remember me Register Submit a Ticket		8
		8
Knowledgebase		8
>> Knowledgebase		
Pre-Sales (3)		
Downloads (9)		

At the Support Center, you can:

Access our **eLeaP™ Knowledgebase**. This is a specialized library of articles and reports and powerful how-to tips on how to maximize your eLeaP learning and training system.

Submit-a-Ticket: Do you have a particular question or need help with a feature in eLeaP[™]? Submit a ticket to our helpful staff and you will receive answers. This is an incredibly useful feature. We encourage you to make good use of it.

Get Live Help: Access real-time help from our Support staff

Downloads: If you need special reports, White Papers or even user guides or manuals, access our Downloads section to get this material.

Troubleshooter: Step-by-step tour to find help for your problems.

News: Visit our news section to learn about the latest happenings in eLeaP[™] and our parent company Telania, Inc. You can also access our blog at <u>www.eleapblog.com</u> to learn more about the world of eLeaP[™].