



## Trainee's Manual

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## *eLeaP Trainee's Manual (V5+)*

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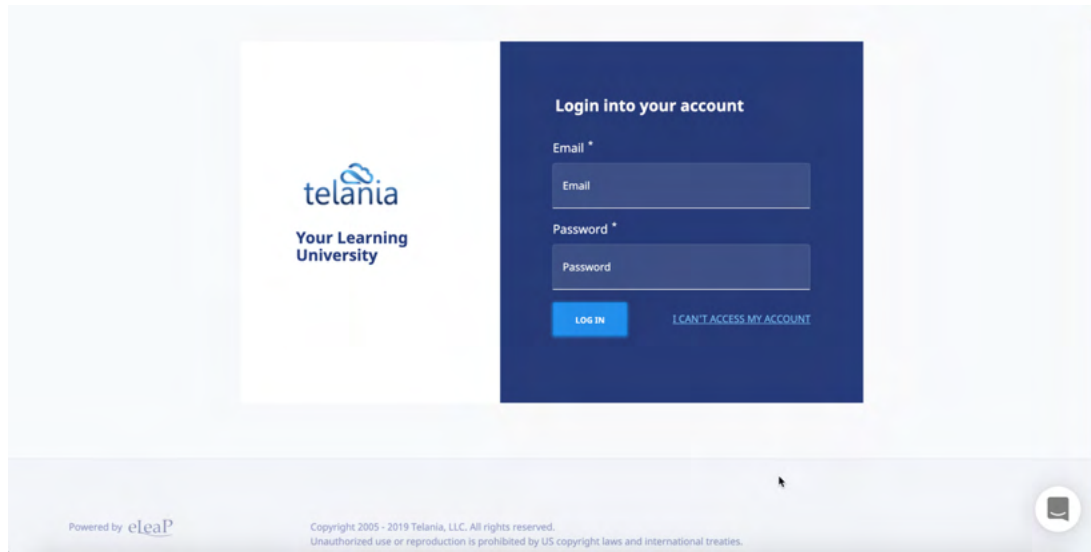
# Introduction

The purpose of this document is to describe all of the functionality within the eLeaP system that a trainee user has access to and how the trainee can easily access this functionality to have the system benefit.

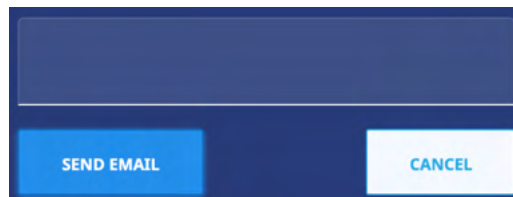
If your account has features you don't recognize in this user guide feel free to reach out to your account administrator.

## Logging in to the System

Entering the URL for the eLeaP application (your specific account URL) into your browser's address bar displays the **Login** screen, illustrated below. Simply enter your email address within the **Name** field, enter your password in the **Password** field, and then click **LOG IN** to access the system. If you get an error message or [THIS ACCOUNT HAS BEEN DISABLED] message, check your account website URL to make sure it is correct. Contact eLeaP if necessary.



Click the **I can't access my account** link if you forget your password. The **Login** screen expands, displaying a field into which you can enter your email address for retrieval of your password. Once you have entered your email, click [Send Email] button. The system will send you your password reset email.



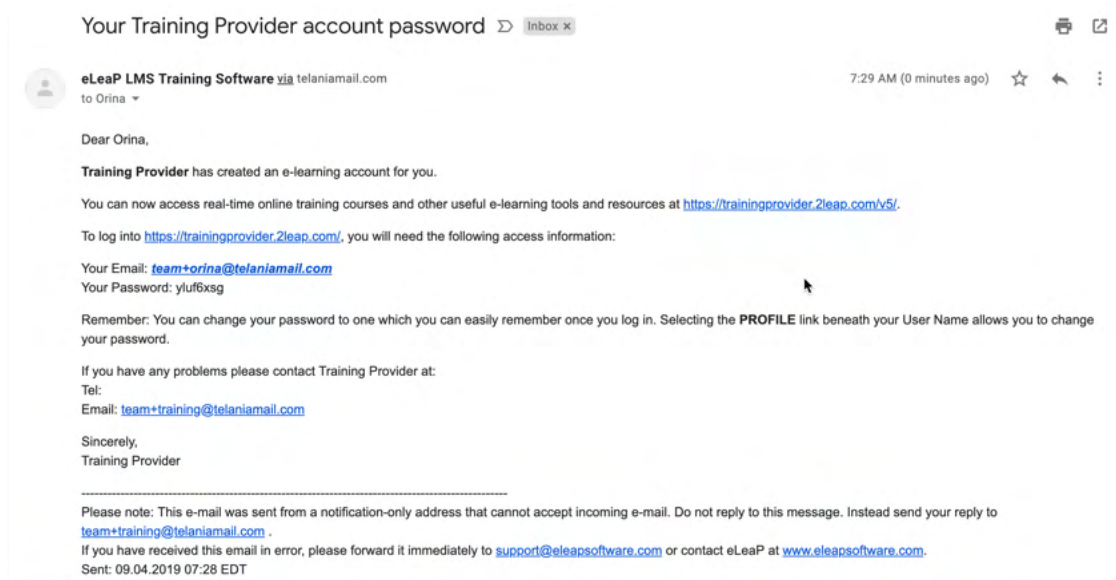
# Primary Menu

eLeaP's primary menu items are:

- Dashboard
- Courses
- Learning Paths
- OJT (if activated)
- My Credentials
- My Activity

## 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.

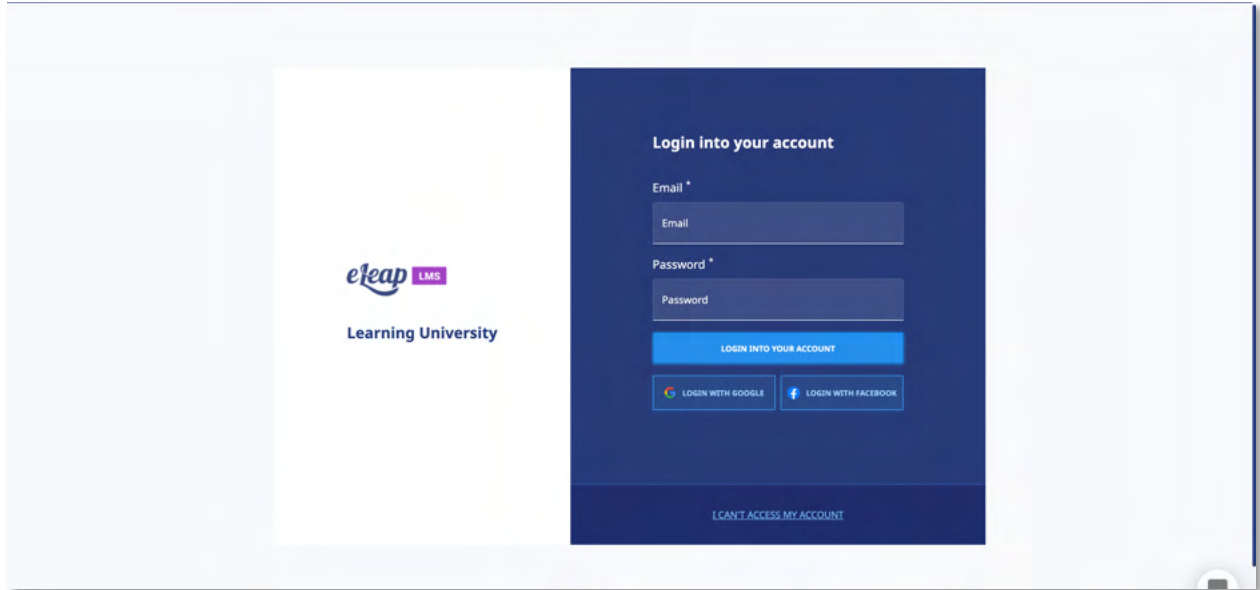


If not please check your Bulk Mail folder (in your email program) or email [sales@eleapsoftware.com](mailto:sales@eleapsoftware.com).

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.

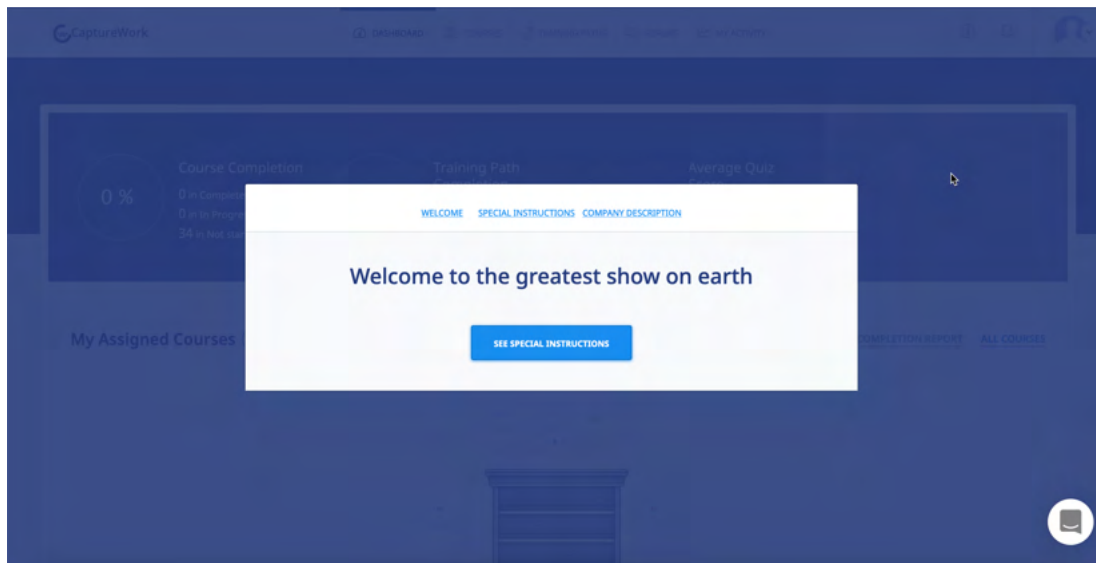
You will need your **email address** (which is your eLeaP login username) and password. You should have received this information in our **Welcome** email message. If you have not received this information, check your 'Bulk mail' folder or contact your company's training or HR department. It is very important that you whitelist email coming from **office@eleapsoftware.com**. This will help prevent any disruptions in communications you receive from eLeaP.



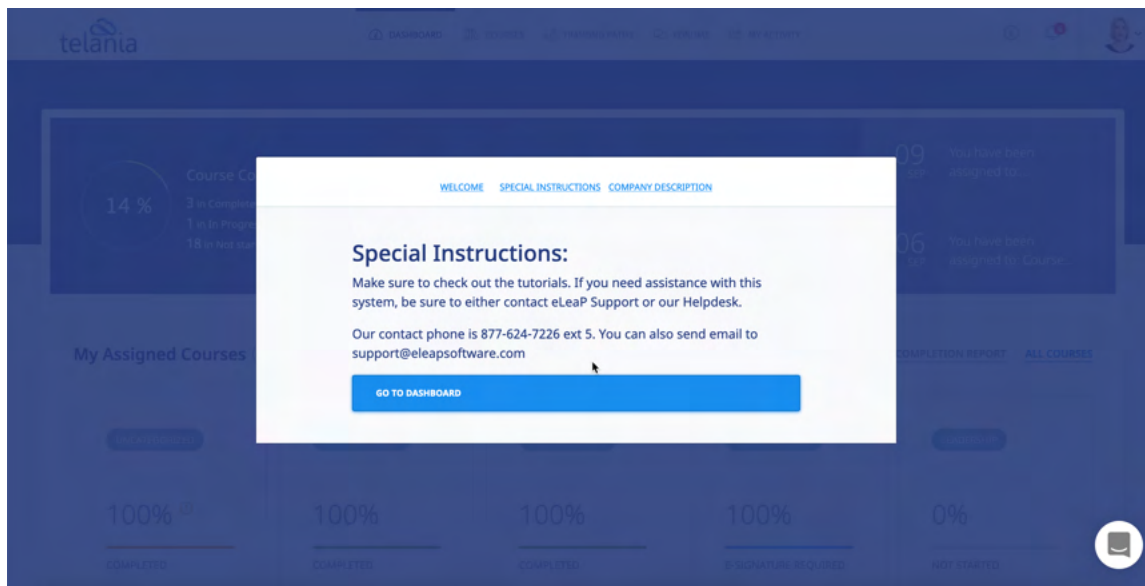
## Your Account Home

Once you are logged into your Learning/Training system, you can be presented with a Welcome Message and Special Instructions.





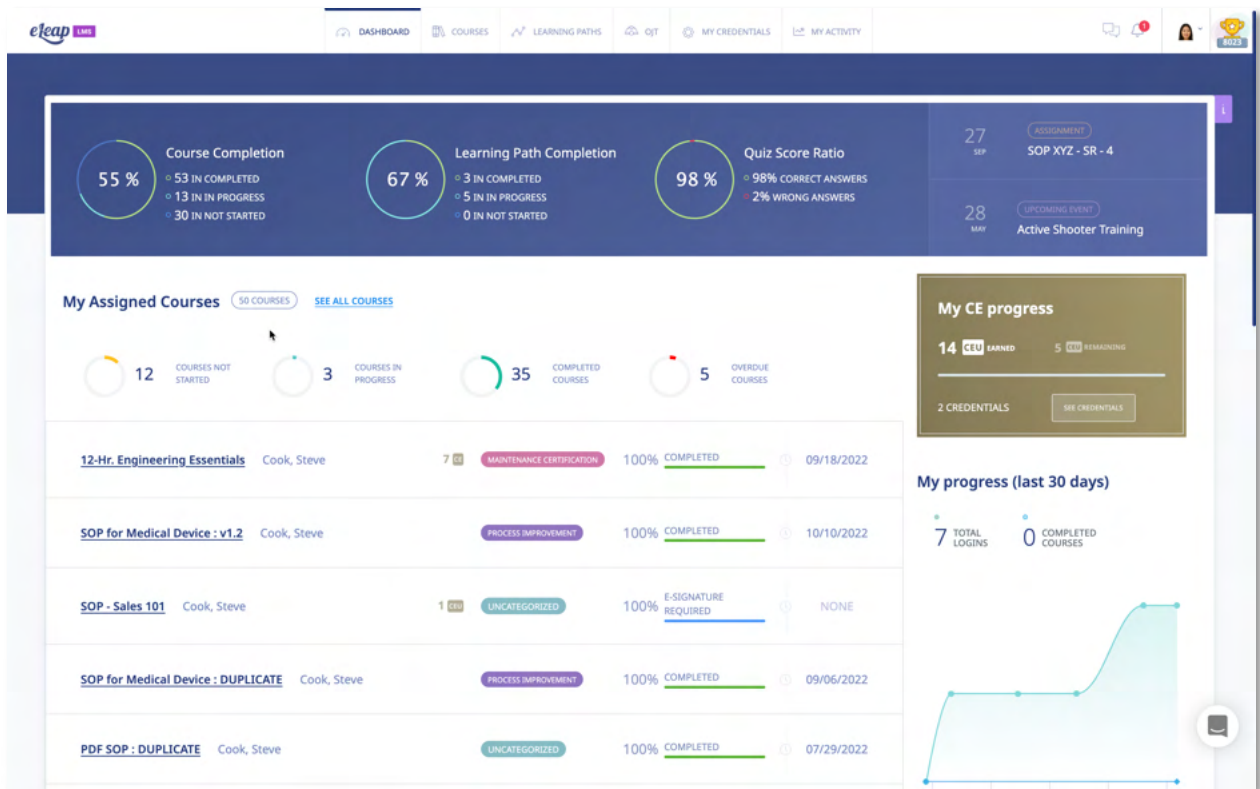
If Special Instructions exist, click the **SEE SPECIAL INSTRUCTIONS** button to access the Special Instructions.

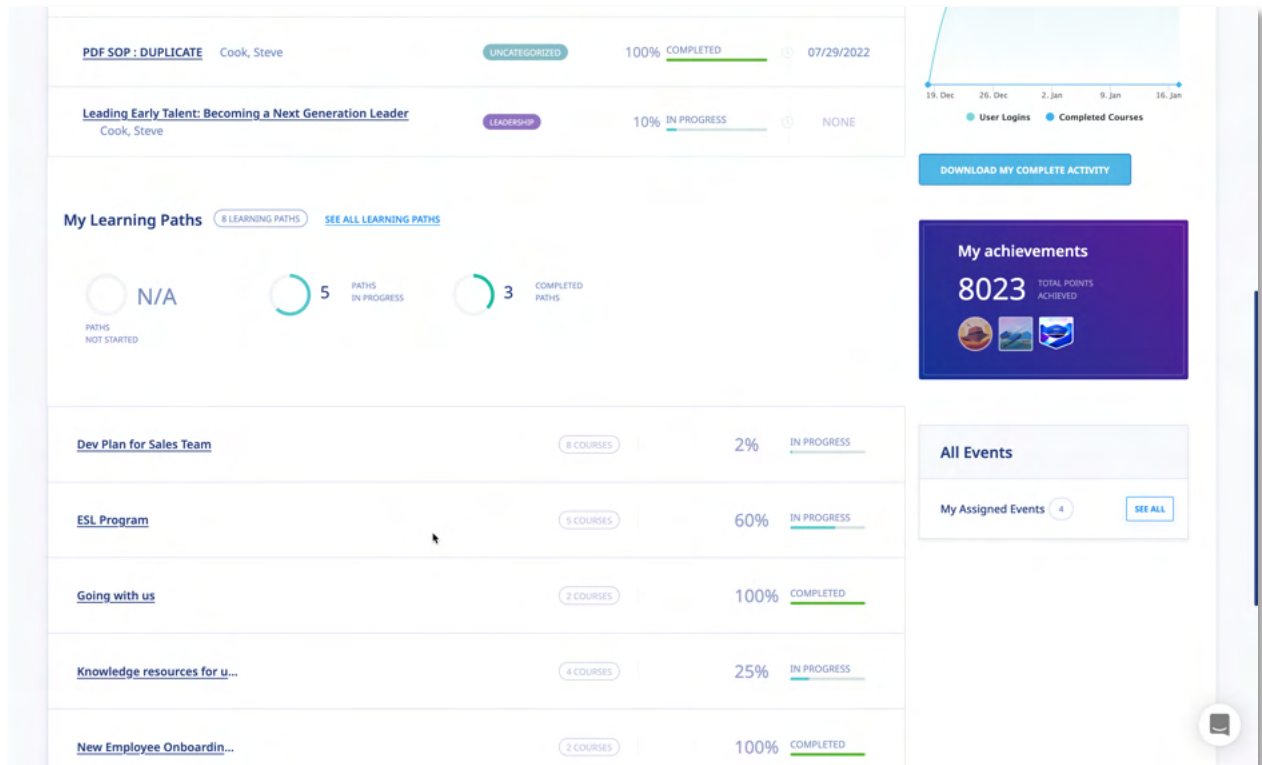


After carefully reading the Special Instructions, the **GO TO DASHBOARD** button to go to your account dashboard.

Note: You will not be able to close this “Special Instructions” page until you click the [See Special Instructions] button and scroll to the bottom of the page. There you will see the option to click to go to their account dashboard.

## eLeaP Trainee's Manual (V5+)

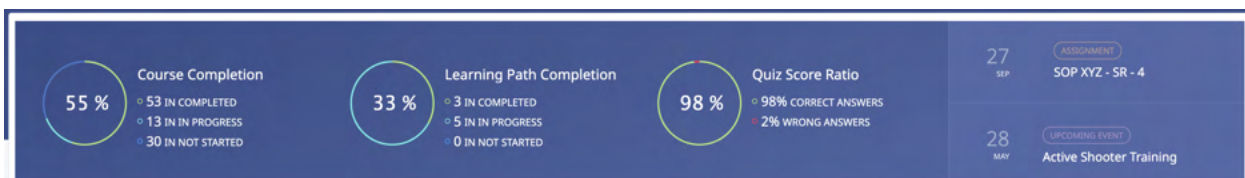




## Dashboard Sections

The Dashboard is actually several sections in one. The various dashboard sections are:

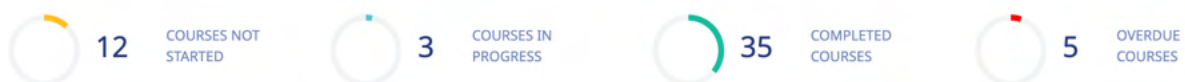
### Status & Notifications



The Status & Notifications area displays a visual summary of a user's activity in the system. Here, users can see Course Completion, Learning Path Completion, and Average Quiz Score Summaries. Users also see the latest notifications regarding account activity.

### Assigned Courses Quick Charts & Access

#### My Assigned Courses 50 COURSES [SEE ALL COURSES](#)



My Assigned Courses Quick Charts & Access enables users to see the current my assigned courses as well as quick access filters based on course status. For all example, users can click the various Quick Stats charts or links to go directly to a filtered assigned course list. If users are interested in courses that are In Progress, they simply click the [COURSES IN PROGRESS] chart to go to the list of assigned courses that are in progress.

To see all assigned courses, the user will click on [SEE ALL COURSES](#).

### Assigned Courses Listings

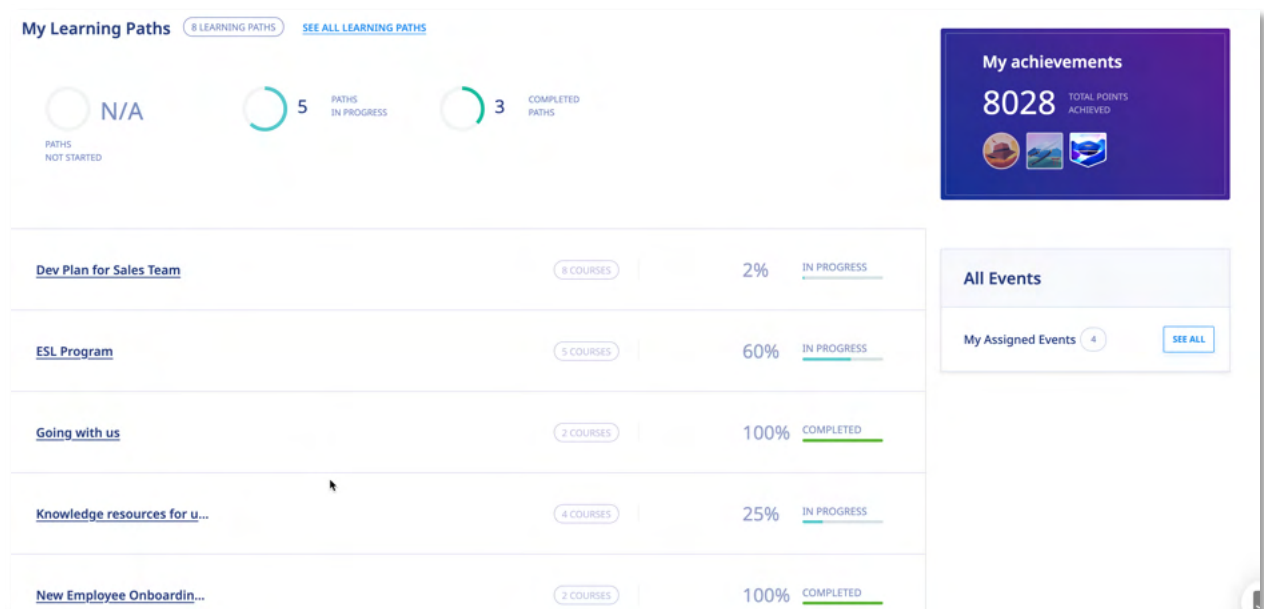
|   |             |       |                           |      |                      |   |            |
|---|-------------|-------|---------------------------|------|----------------------|---|------------|
| <a href="#">12-Hr. Engineering Essentials</a>                           | Cook, Steve | 7 CE  | MAINTENANCE CERTIFICATION | 100% | COMPLETED            | 🕒 | 09/18/2022 |
| <a href="#">SOP for Medical Device : v1.2</a>                           | Cook, Steve |       | PROCESS IMPROVEMENT       | 100% | COMPLETED            | 🕒 | 10/10/2022 |
| <a href="#">SOP - Sales 101</a>   | Cook, Steve | 1 CEU | UNCATEGORIZED             | 100% | E-SIGNATURE REQUIRED | 🕒 | NONE       |
| <a href="#">SOP for Medical Device : DUPLICATE</a>                      | Cook, Steve |       | PROCESS IMPROVEMENT       | 100% | COMPLETED            | 🕒 | 09/06/2022 |
| <a href="#">PDF SOP : DUPLICATE</a>                                     | Cook, Steve |       | UNCATEGORIZED             | 100% | COMPLETED            | 🕒 | 07/29/2022 |
| <a href="#">Leading Early Talent: Becoming a Next Generation Leader</a> | Cook, Steve |       | LEADERSHIP                | 10%  | IN PROGRESS          | 🕒 | NONE       |

The v5+ of eLeaP introduces course listings and tiles. Course listings and tiles provide a more visual impact and course information to enable users to quickly access their assigned courses. Please note that the course listings will display the latest course assignments. The total number of titles is dependent on the screen size of the device used to access the system.

The course listings display important information including course status changes.

|                                 |             |       |               |      |                      |   |      |
|---------------------------------|-------------|-------|---------------|------|----------------------|---|------|
| <a href="#">SOP - Sales 101</a> | Cook, Steve | 1 CEU | UNCATEGORIZED | 100% | E-SIGNATURE REQUIRED | 🕒 | NONE |
|---------------------------------|-------------|-------|---------------|------|----------------------|---|------|

## My Learning Paths



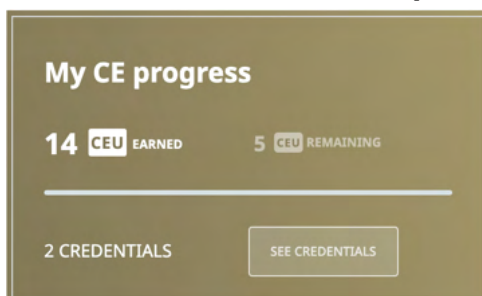
The assigned Learning Paths section has been revamped in v5+. Users now see learning path details, progress status as well as any detected new changes from previous completions. The v5+ also shows Learning Path Quick Charts to ensure easy access to filtered Learning Paths. A clear **NEW CHANGES** indicator appears when course completion changes are detected within the previously completed training path. In addition to this, we have a new alert icon ⓘ to call attention to changes.

To begin accessing your assigned training courses or training paths, click the name of the relevant course or training path.

## My CE Progress

The CE progress section only appears in your dashboard if your organization has the Credentials Module enabled and activated.

Once active, you will see the CE progress section on the right side of the dashboard. The section shows the number of credits earned, the number of credits outstanding as well as the total number of credentials the user has. Click the [See Credentials] section to get more information.



## My Progress (last 30 days)

This is a helpful section that gives you a visual of your activity over the last 30 days as pertaining to Logins, and Course Completions.



## Download Complete Activity

Click the [Download My Complete Activity] to a pdf of your completion stats.

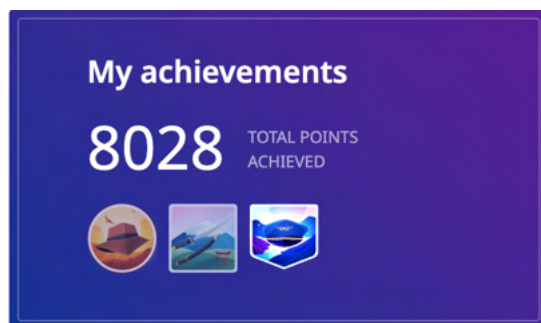
DOWNLOAD MY COMPLETE ACTIVITY

## My Achievements

The [My Achievements] section contains your gamified activity report. This can include badges as well as leaderboards as achievement points. To see the rest of the gamification report, click gamification icon




at the top right section of your browser.



## Forum

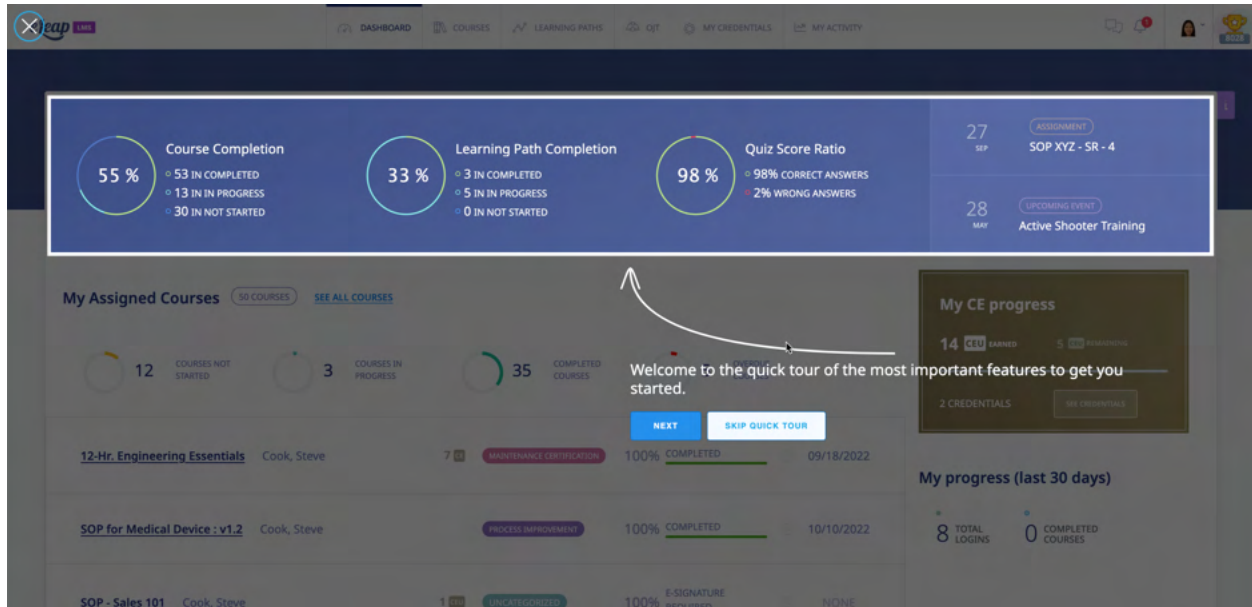
In the v5+ we display the Forum menu as an icon . Click this icon to go to your Forum section to access discussion boards and topics.

## Inbox

The Inbox  icon also displays a numerical alert to indicate the number of inbox items available in the system. Click the icon to access your inbox alerts and notifications.

## Quick Tour

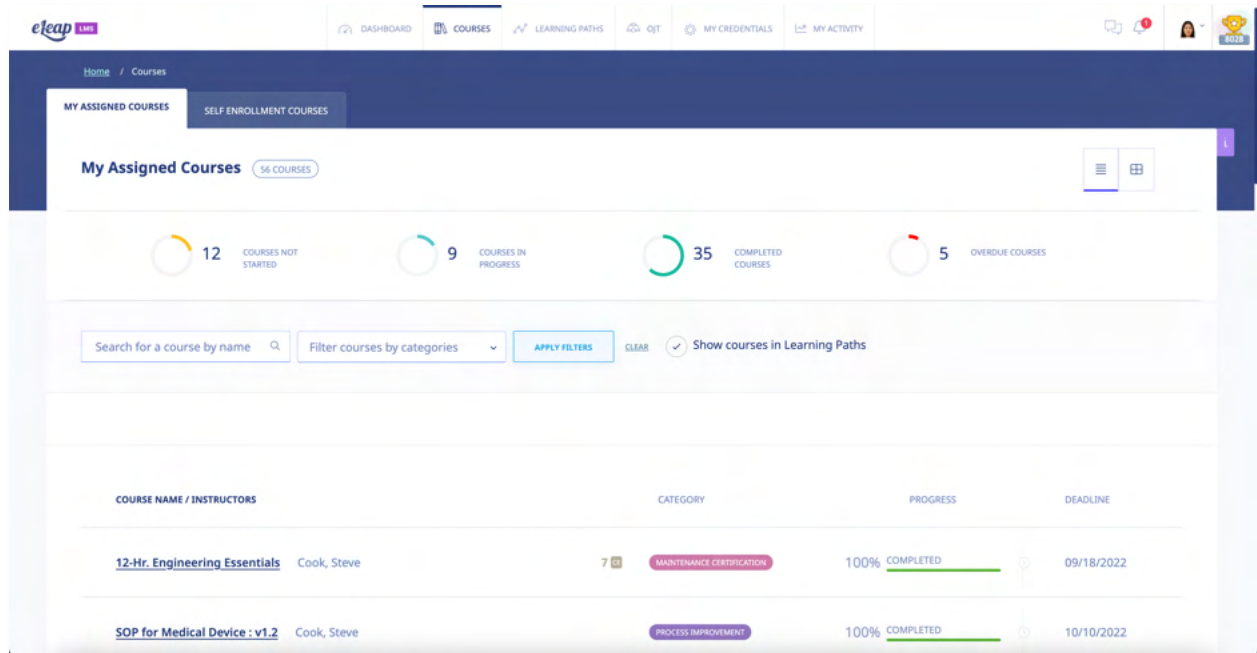
You can get to the quick tour, from your profile section dropdown. Select the [QUICK TOUR] from the list of dropdown menu options available in the profile section dropdown. The quick tour provides a useful tour of the system to highlight specific sections and their uses.



## Courses

The Courses page shows a listing of courses assigned to you. Note that this page can show only directly assigned courses instead of courses assigned via learning paths. Be sure to check if courses assigned via learning paths are showing.





**My Assigned Courses** 56 COURSES

12 COURSES NOT STARTED 9 COURSES IN PROGRESS 35 COMPLETED COURSES 5 OVERDUE COURSES

Search for a course by name Filter courses by categories APPLY FILTERS CLEAR Show courses in Learning Paths

| COURSE NAME / INSTRUCTORS                                 | CATEGORY                    | PROGRESS       | DEADLINE   |
|---|-----------------------------|----------------|------------|
| <a href="#">12-Hr. Engineering Essentials</a> Cook, Steve | 7 MAINTENANCE CERTIFICATION | 100% COMPLETED | 09/18/2022 |
| <a href="#">SOP for Medical Device : v1.2</a> Cook, Steve | PROCESS IMPROVEMENT         | 100% COMPLETED | 10/10/2022 |

The courses section defaults to [My Assigned Courses]. However, note that you can click on the [Self Enrollment Courses] tab to view and enroll in additional training courses should they be made available to you.



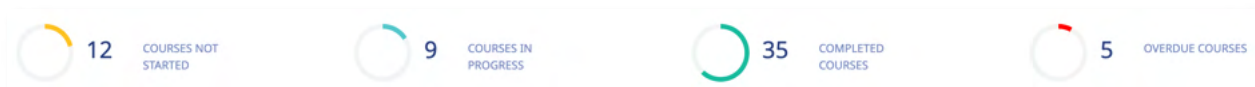
The My Assigned Courses section also defaults to a list view. You can however switch this to the grid view to show course cards.

| COURSE NAME / INSTRUCTORS                                   | CATEGORY                    | PROGRESS                | DEADLINE   |
|---|-----------------------------|-------------------------|------------|
| <a href="#">5-Hr. Engineering Basics : 2023</a> Cook, Steve | MAINTENANCE CERTIFICATION   | 0% NOT STARTED          | TBA        |
| <a href="#">Safety in Pharma 101</a> Cook, Steve            | ORIENTATION                 | 100% COMPLETED          | 05/14/2022 |
| <a href="#">2-Hr. Engineering Basics</a> Cook, Steve        | 2 MAINTENANCE CERTIFICATION | 100% QUIZ NOT COMPLETED | 05/12/2022 |
| <a href="#">PDF SOP</a> Cook, Steve                         | UNCATEGORIZED               | 100% COMPLETED          | 05/12/2022 |





### Quick Charts:



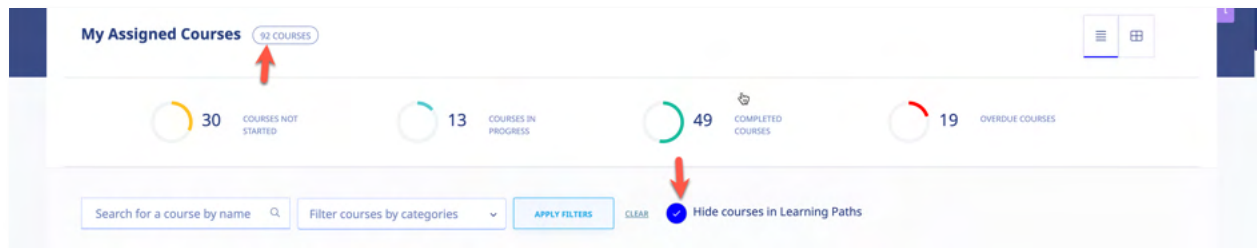
The quick charts in the My Assigned Courses section enable users to quickly zero in on specific course statuses. For example, in the above illustration, you click the [Courses not started] to show the 12 courses which have not been started. The [Overdue Courses] chart is a useful indicator of courses that need your attention as the course deadlines have expired. Feel free to explore all other quick charts to get courses listed in the specific course charts.

You can search for specific course titles by name or use the filter courses by categories option to filter your lists.

### Show courses in Learning Paths

The eLeaP system is complex allowing instructors to assign courses directly to users or user groups but to also assign courses via the learning paths system. It is possible for the same course to be used in multiple learning paths and perhaps even assigned directly. When this happens, eLeaP does not automatically display such courses in the default listing of My Assigned Courses. Instead, we allow the

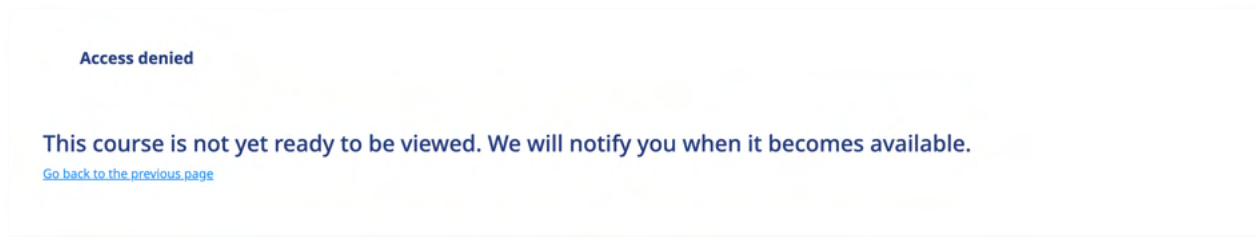
user to click the [Show courses in Learning Paths] icon or text to display such courses in this listing.



Once the [Show courses in Learning Paths] icon or text is clicked, the icon changes color and the text changes to [Hide courses in Learning Paths] so that the user is aware that we are now displaying the combined list of directly assigned courses and courses assigned via learning paths.

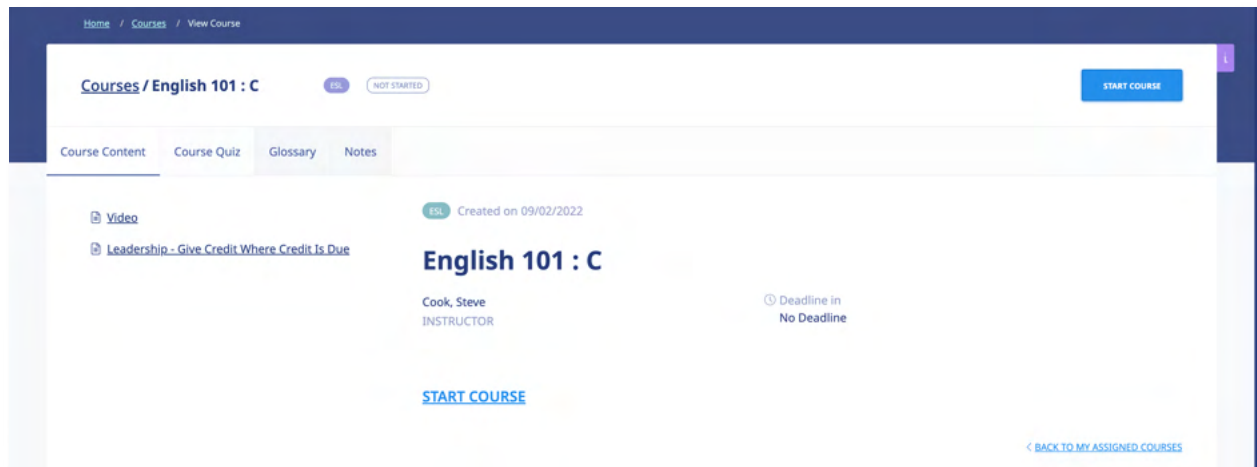
**Note:**

In eLeaP, some learning paths will require you to complete courses in a pre-defined order. It is possible that when you click on a course name in the combined list, you will get an alert that the course is not available or must be completed in the right sequence. This indicates a course available in a pre-set navigation learning path that must be completed in the other in which the courses are listed.



**Course Start**

To start or continue viewing a course click on the course name in the listing or grid view.




### 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 above.

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 [START COURSE](#). You can also click the [START COURSE](#) link in the top right section of your page.

You can collapse or expand the **Table of Contents (TOC) Menu** to suit your style. To collapse the TOC, click  icon.


**Video**

Course Content | Course Quiz | Glossary | Notes

[Video](#)

[Leadership - Give Credit Where Credit Is Due](#)

## Change Comes With **Intention**



00:00

NEXT LESSON >

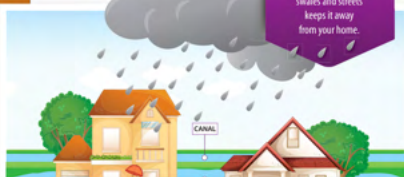
**How we are different**

Course Content | Course Quiz | Feedback | Discuss | Notes

### Rainy Season CHECKLIST

- ✓ Recognize that flood control is a shared responsibility.
- ✓ Know the agency responsible for managing nearby canals.
- ✓ Understand YOUR neighborhood drainage limitations. Every neighborhood drains differently.
- ✓ If you are part of a homeowners association, identify the HOA representative authorized to operate any water control structures.

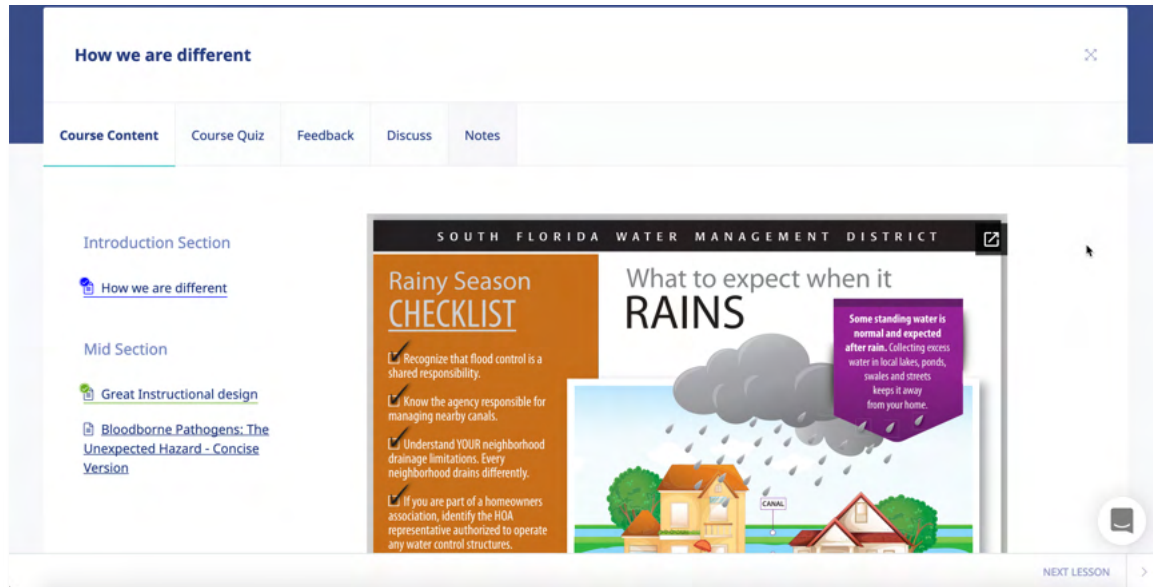
### What to expect when it RAINS



Some standing water is normal and expected after rain. Collecting excess water in local lakes, ponds, swales and streets keeps it away from your home.

NEXT LESSON >

Click the icon again to expand the TOC

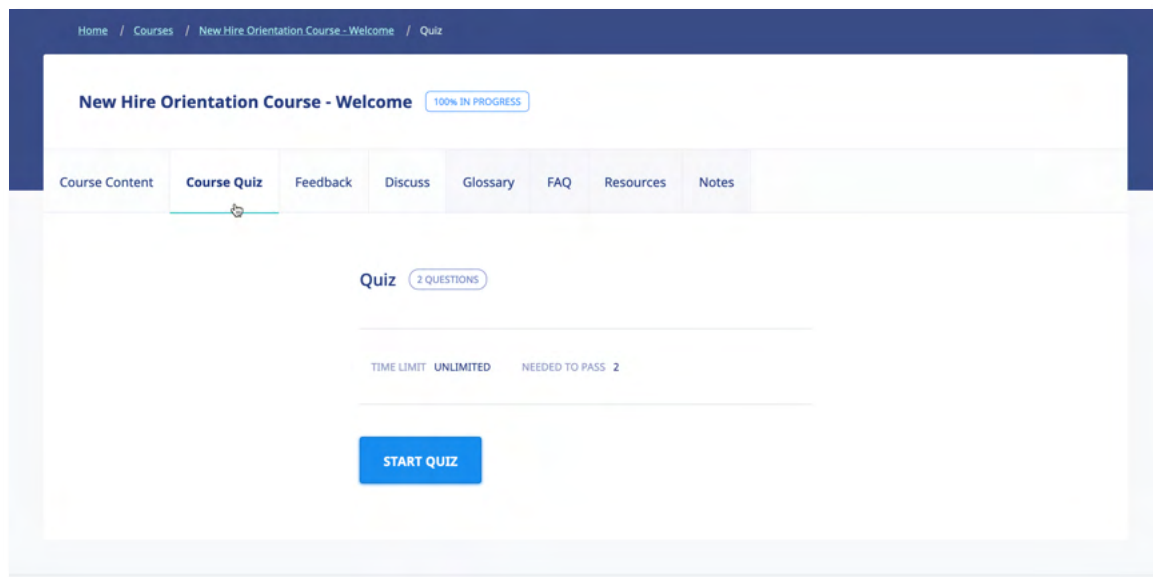


### Course Features:

The following course functionality is also available:

### Course Quiz

You might be required to take a post Course quiz assessment. If you are required to, click on the **Course 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.

## Feedback

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. To start the course feedback, click the **Feedback** tab in the course.

Home / Courses / New Hire Orientation Course - Welcome / Feedback

New Hire Orientation Course - Welcome 67% IN PROGRESS RESUME COURSE

Course Content Course Quiz **Feedback** Discuss Glossary FAQ Resources Notes

Introduction Section

- How we are different

Mid Section

- Great Instructional design
- Bloodborne Pathogens: The Unexpected Hazard - Concise Version

Feedback

How would you rate this course?

Fields marked with \* are mandatory.

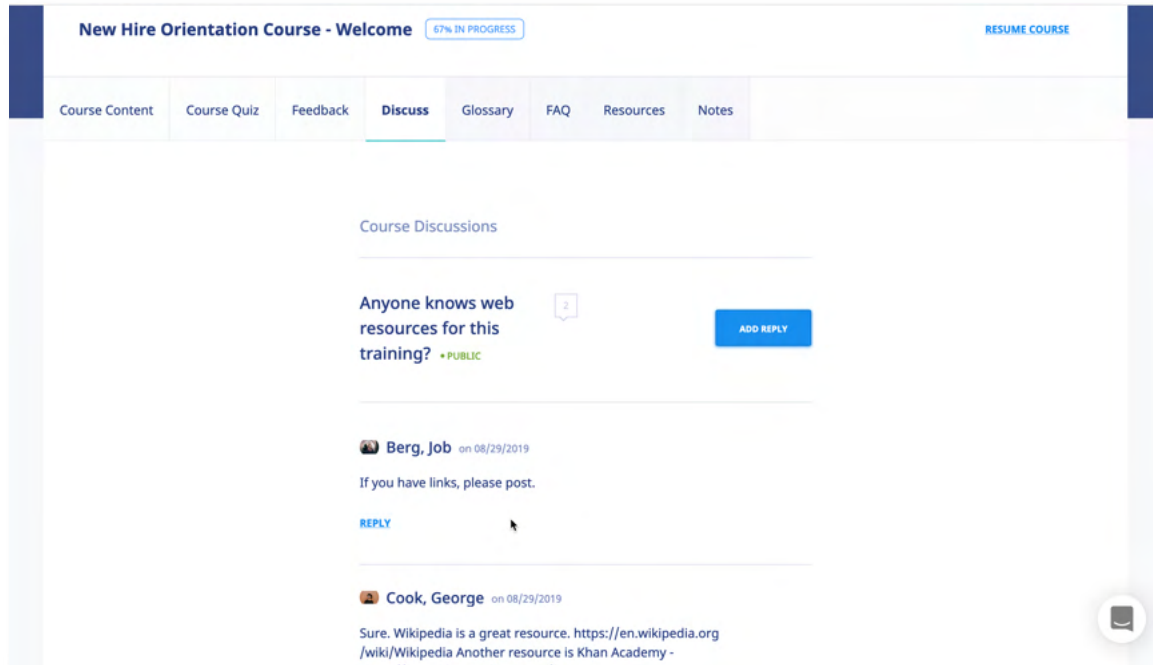
SUBMIT

## Discuss

Click on **Discuss** sub menu link to access topics related to your Course.

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 discussion area. These public messages will be available to other users assigned to your particular training Course or e-learning program.



## 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 [Glossary](#) on the **Course Details** screen to view its Glossary.

The screenshot shows the telania LMS interface. The top navigation bar includes links for DASHBOARD, COURSES, TRAINING PATHS, FORUMS, and MY ACTIVITY. The breadcrumb trail indicates the user is in the 'New Hire Orientation Course - Welcome' section. The main content area is titled 'How we are different' and includes a sidebar menu with links to 'Introduction Section', 'Mid Section', and 'Great Instructional design'. The main content area also features a 'Rainy Season CHECKLIST' with a checklist of tasks related to flood control and drainage. A 'Glossary' panel is open on the right, showing a search bar and a list of terms including 'Accentual Verse' and 'Blank verse'.

### Flip Cards:

Flip Cards or Flash Cards provide a fun and engaging way to learn terms and definitions or other learning content. If a lesson has a flip card, you will see them listed as in the illustration below. To view the flip card, simply click on it to flip it and review the definition or explanation.

The illustration shows two flip cards. The first card displays the word 'Apple'. The second card displays the question 'What sound do dogs make?'. Both cards have a 'Click to flip' button with a right arrow.

### Quick Quiz:


The screenshot shows a 'Quick Quiz' interface. The question is '1. What sound does a dog make?'. The options are A. Meow, B. Moo, C. Oink, and D. Woof. A 'CHECK YOUR ANSWER' button is located at the bottom.



The quick quiz is an effective way of reinforcing learning. The quick quiz enables the learner to test themselves in a non-graded fashion. The quiz feedback provides insights into the quiz question and better understanding.

**Quick Feedback:**

To also aid in comprehension or even requesting personal non-gradable responses within a lesson, the Quick Feedback tool is your most effective tool.



**Quick Feedback**

How does this help with your learning?

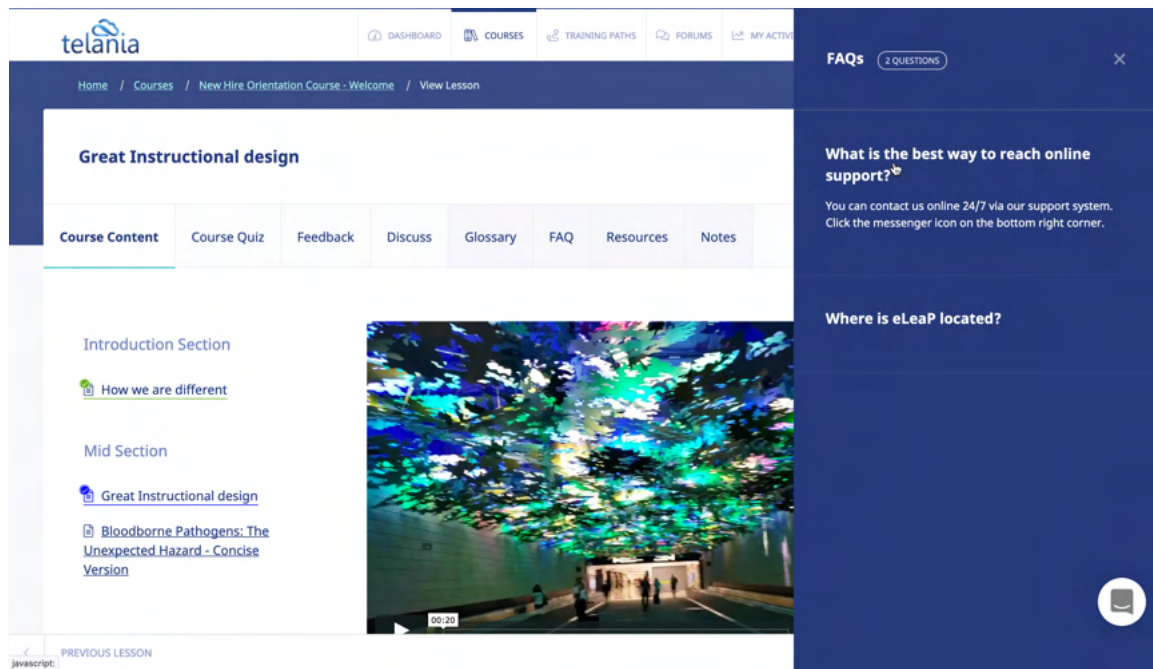
Fields marked with \* are mandatory.

[SUBMIT FEEDBACK](#)

Make sure to click [Submit Feedback] to complete the process. Note that your organization might you to complete the quiz as a standalone exercise.

## FAQ

Get answers to some frequently asked questions by clicking [FAQ](#) on the **Course Details** screen.



The screenshot displays the eLeaP interface. At the top, a navigation bar includes the 'telania' logo and links for DASHBOARD, COURSES, TRAINING PATHS, FORUMS, and MY ACTIVITY. Below this, a breadcrumb trail reads: Home / Courses / New Hire Orientation Course - Welcome / View Lesson. The main content area is titled 'Great Instructional design' and features a horizontal menu with tabs: Course Content, Course Quiz, Feedback, Discuss, Glossary, FAQ, Resources, and Notes. The 'FAQ' tab is currently selected. On the left side of the main content area, a list of topics is shown under 'Introduction Section' and 'Mid Section'. The 'Great Instructional design' topic is highlighted. To the right of the text, a video player shows a scene with people walking under a large, colorful, abstract light installation. A 'PREVIOUS LESSON' button is located at the bottom left of the main content area. On the right side of the screen, a dark blue sidebar titled 'FAQs' contains two questions: 'What is the best way to reach online support?' and 'Where is eLeaP located?'. The first question has a '2 QUESTIONS' badge next to it. A messenger icon is visible in the bottom right corner of the sidebar.

## Resources

Your Course Instructor has created useful web-based resources list for this Course. Access these helpful web resources by clicking [Resources](#) on the **Course Details** screen.

The screenshot displays the telania e-learning platform interface. At the top, a navigation bar includes the telania logo and links for DASHBOARD, COURSES, TRAINING PATHS, FORUMS, and MY ACTIVITY. Below this, a breadcrumb trail reads: Home / Courses / New Hire Orientation Course - Welcome / View Lesson. The main content area features a course title, 'Bloodborne Pathogens: The Unexpected Hazard - Concise Version', and a tabbed interface with options for Course Content, Course Quiz, Feedback, Discuss, Glossary, FAQ, Resources, and Notes. The 'Course Content' tab is active, showing a list of sections: 'Introduction Section' with a 'CLICK TO RELAUNCH' button, 'How we are different', 'Mid Section', 'Great Instructional design', and 'Bloodborne Pathogens: The Unexpected Hazard - Concise Version'. A 'PREVIOUS LESSON' button is located at the bottom left. On the right side, a 'Resources' sidebar lists 'Support Site' (https://support.eleapsoftware.com) and 'eLearningInside' (https://news.elearninginside.com).

## Notes

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. To get started, click the **Notes** tab. You can then add notes and upload files as shown below.

The screenshot shows the 'Notes' section of a web application. At the top, there is a navigation bar with tabs: Course Content, Course Quiz, Feedback, Discuss, Glossary, FAQ, Resources, and Notes. The 'Notes' tab is active. Below the navigation bar, the 'Notes' section displays '0 NOTES'. A purple message box states: 'NO NOTES CREATED. Click on the "add new note" link.' Below this, the 'Add new note' section includes a link 'upload a file with this note', buttons for 'CHOOSE FILE', 'NEW NEW.DOCK', 'UPLOAD FILE', and 'CANCEL'. A text editor with a toolbar is present, containing the text 'Some clips of materials I found useful.' At the bottom, there is a 'SUBMIT' button and a '< BACK TO COURSE' link.

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.

The screenshot shows the 'Notes' section with two notes. The first note, dated 09/05/2019, has the text 'Uploaded a file with this note.' and includes a file named 'LECTOR SCHEDU...' (12.00 KB) with a 'DOWNLOAD' button. The second note, also dated 09/05/2019, has the text 'Some clips of materials I found useful.' Both notes have 'EDIT' and 'DELETE' buttons. At the bottom, the 'Add new note' section is visible, including the 'upload a file with this note' link and the text editor. A 'SUBMIT' button is highlighted in the text below the screenshot.

Once you are satisfied with the Note, click **SUBMIT** to add your new note.

## Learning Paths

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

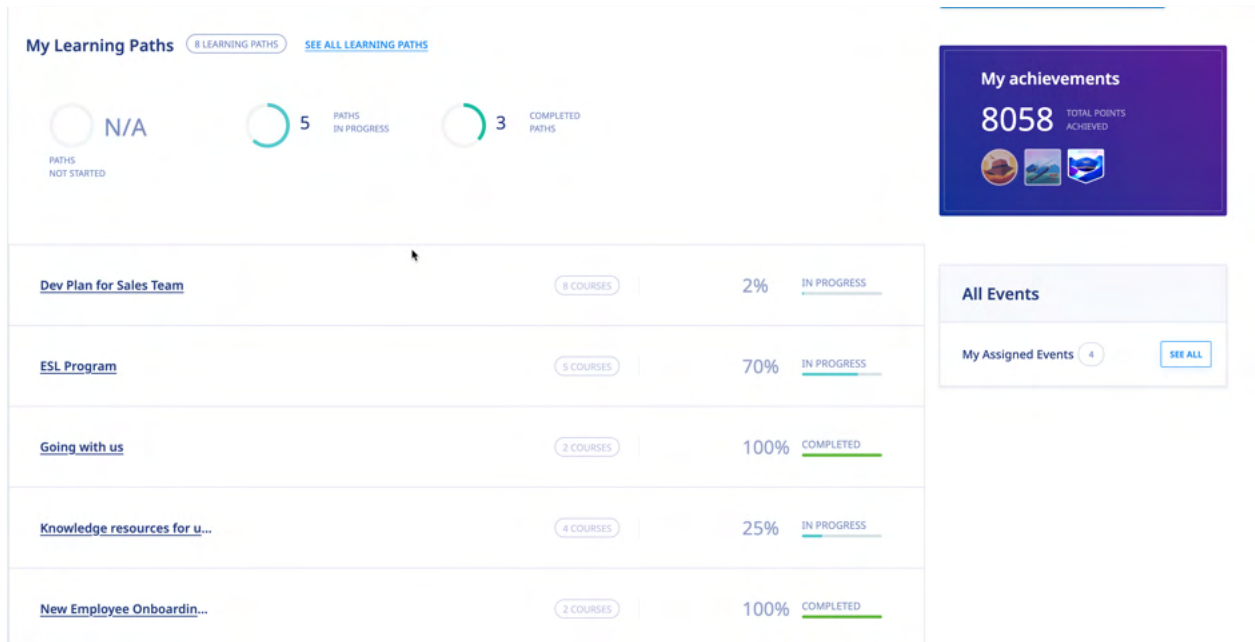
Let's say that you, John Smith, need to take your "Managing by Walking Around", "The Science of the Sale", "Sexual Harassment Training for Supervisors" and "Workplace Ethics and Compliance" Courses in a specific order. A Learning Path called "Middle Management Learning Program I" will be created for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

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

The screenshot displays the eLeaP LMS interface. The top navigation bar includes links for DASHBOARD, COURSES, LEARNING PATHS (highlighted), Q&A, MY CREDENTIALS, and MY ACTIVITY. The user's profile and a notification bell are on the right. The main content area is titled "Assigned Learning Paths" and shows a summary with three circular progress indicators: "N/A" for paths not started, "5" for paths in progress, and "3" for completed paths. Below this is a filter section with a text input for "Name", an "APPLY FILTERS" button, and a "CLEAR" link. A table lists the assigned learning paths with columns for NO., NAME, STATUS, NO. COURSES, and INSTRUCTOR.

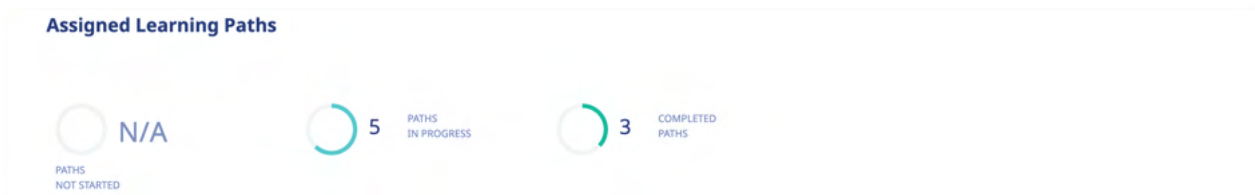
| NO. | NAME  | STATUS          | NO. COURSES | INSTRUCTOR  |
|-----|---|-----------------|-------------|-------------|
| 1.  | <a href="#">Dev Plan for Sales Team</a>       | 2% IN PROGRESS  | 8           | Cook, Steve |
| 2.  | <a href="#">ESL Program</a>                   | 70% IN PROGRESS | 5           | Cook, Steve |
| 3.  | <a href="#">Going with us</a>                 | 100% COMPLETED  | 2           | Cook, Steve |
| 4.  | <a href="#">Knowledge resources for users</a> | 25% IN PROGRESS | 4           | Cook, Steve |

You can also click on your assigned learning paths from your account dashboard:



### Learning Path Quick Charts

Just like in the Assigned Courses section, the Learning Path has quick charts that help orient and speed up your access.



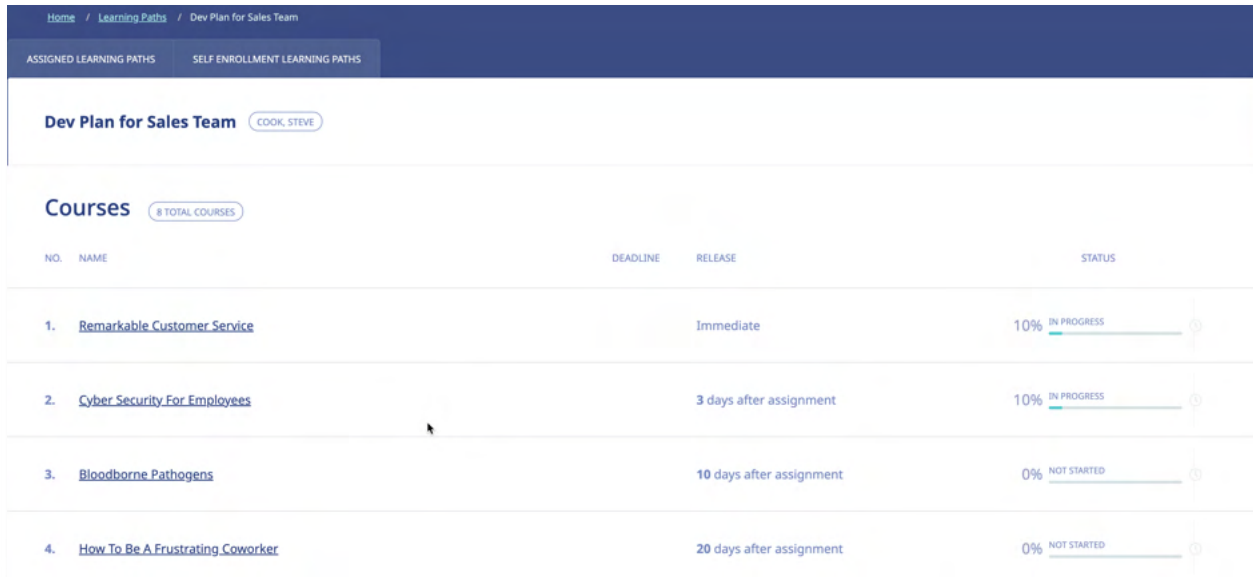
Click the [Paths not started] chart to see a list of all learning paths you have not started. Click the [Paths in progress] to see a list of all learning paths you have started but have not completed. Click the [Completed paths] to see a list of all learning paths you have started and completed.

We also provide you data regarding the number of individual courses contained within each Learning Path.

**Note:** Some Courses in your Learning Path might require Quiz Assessment and a passing score to proceed to the next course in the series.

### Access Courses in Learning Path

To begin accessing Courses in your assigned training path, click on the name of the Learning Path you want to access to see the available Courses.



| Dev Plan for Sales Team <span>COOK, STEVE</span> |  |          |                          |                              |
|--|--|----------|--------------------------|------------------------------|
| Courses <span>8 TOTAL COURSES</span>             |  |          |                          |                              |
| NO.  | NAME   | DEADLINE | RELEASE                  | STATUS                       |
| 1.   | <a href="#">Remarkable Customer Service</a>      |          | Immediate                | 10% <span>IN PROGRESS</span> |
| 2.   | <a href="#">Cyber Security For Employees</a>     |          | 3 days after assignment  | 10% <span>IN PROGRESS</span> |
| 3.   | <a href="#">Bloodborne Pathogens</a>             |          | 10 days after assignment | 0% <span>NOT STARTED</span>  |
| 4.   | <a href="#">How To Be A Frustrating Coworker</a> |          | 20 days after assignment | 0% <span>NOT STARTED</span>  |

Depending on the type of Learning Path you will be restricted on the order in which you can view the courses contained.

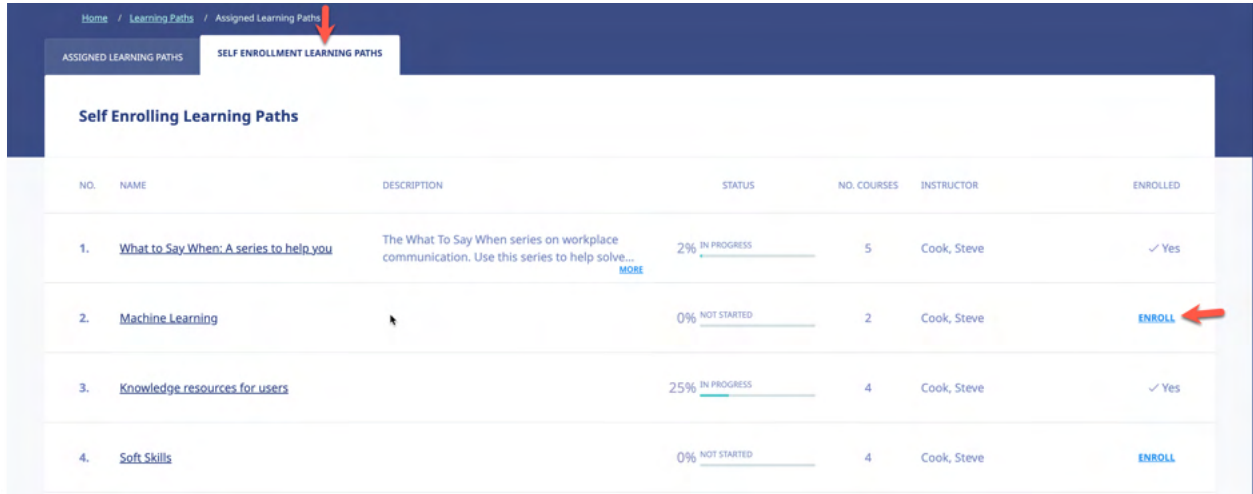
To get started, click on the name of the course and proceed to view and complete it.

### Types of Assigned Learning Paths

- **Simple:** A simple learning path does not have restrictions on the order in which you complete the courses. This type of learning path might not also have requirements to pass individual courses in order to be able to advance.
- **Pre-set navigation:** A pre-set navigation learning path has a restricted order. This type of path might require a passing score to proceed to the next course in the series.
- **Scheduled release:** A scheduled release learning path contains courses that are not all available immediately. The series of courses are designed to be released to you based on your instructor's set timeline. Once a course becomes available, you will receive an email to alert you.
- **Self Enrollment:** A self-enrollment learning path provides you with resources you may choose to enroll in. Be sure to view the description of the path should it be available. To enroll in the path, click the [Enroll] link.

### Self Enrollment

Your organization can make available to you additional content resources via the self enrollment option. Click the [Self Enrollment] tab from your Assigned Learning Paths section to view any available Self Enrollment Paths.

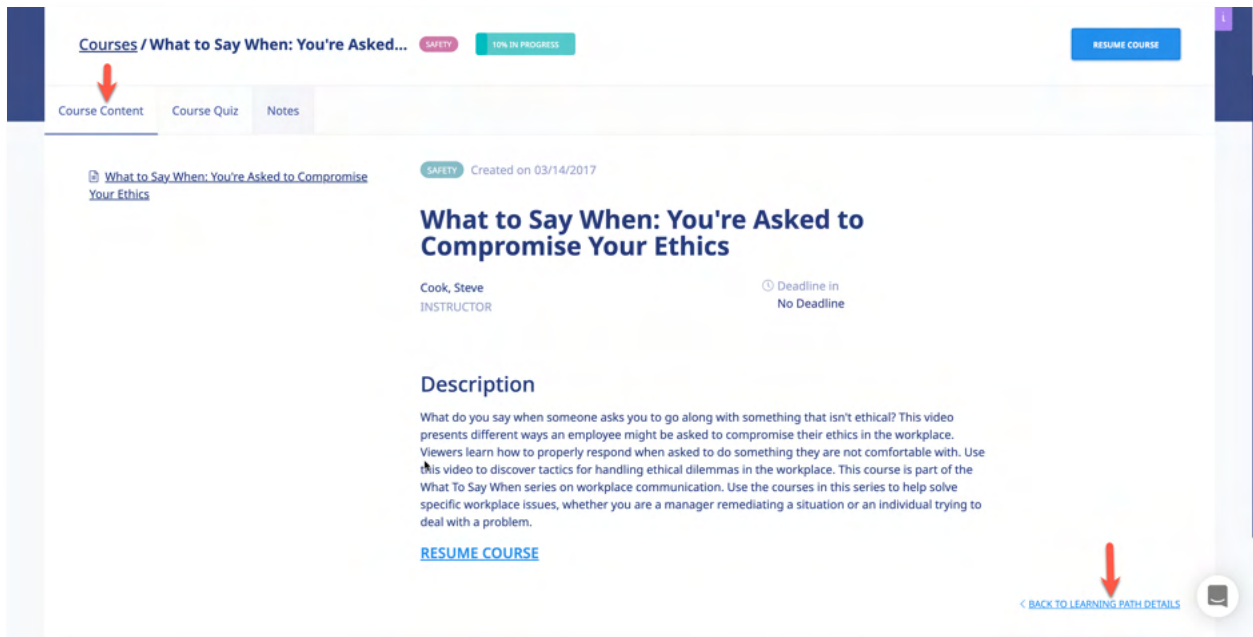


| NO. | NAME   | DESCRIPTION  | STATUS                         | NO. COURSES | INSTRUCTOR  | ENROLLED               |
|-----|--|--|--------------------------------|-------------|-------------|------------------------|
| 1.  | <a href="#">What to Say When: A series to help you</a> | The What To Say When series on workplace communication. Use this series to help solve...<br><a href="#">MORE</a> | 2% <small>IN PROGRESS</small>  | 5           | Cook, Steve | ✓ Yes                  |
| 2.  | <a href="#">Machine Learning</a>                       |  | 0% <small>NOT STARTED</small>  | 2           | Cook, Steve | <a href="#">ENROLL</a> |
| 3.  | <a href="#">Knowledge resources for users</a>          |  | 25% <small>IN PROGRESS</small> | 4           | Cook, Steve | ✓ Yes                  |
| 4.  | <a href="#">Soft Skills</a>                            |  | 0% <small>NOT STARTED</small>  | 4           | Cook, Steve | <a href="#">ENROLL</a> |

To enroll in a Self Enrollment path, click the [ENROLL] link and confirm your enrollment. To view courses contained within the path, click on the name of the path just like you would from the My Assigned Learning Paths section.

### Back to Learning Path

To get back to your current Learning Path, navigate within your course to the Course Content section and look for the [BACK TO LEARNING PATH] link at the bottom of the course description area.



[Courses](#) / [What to Say When: You're Asked...](#) SAFETY 10% IN PROGRESS RESUME COURSE

[Course Content](#) [Course Quiz](#) [Notes](#)

[What to Say When: You're Asked to Compromise Your Ethics](#) SAFETY Created on 03/14/2017

**What to Say When: You're Asked to Compromise Your Ethics**

Cook, Steve  
INSTRUCTOR

Deadline in  
No Deadline

**Description**

What do you say when someone asks you to go along with something that isn't ethical? This video presents different ways an employee might be asked to compromise their ethics in the workplace. Viewers learn how to properly respond when asked to do something they are not comfortable with. Use this video to discover tactics for handling ethical dilemmas in the workplace. This course is part of the What To Say When series on workplace communication. Use the courses in this series to help solve specific workplace issues, whether you are a manager remediating a situation or an individual trying to deal with a problem.

[RESUME COURSE](#)

[< BACK TO LEARNING PATH DETAILS](#)

Then click the [< BACK TO LEARNING PATH DETAILS](#) link to get back to your Learning Path. Once there, you can choose another course to view.



**What to Say When: A series to help you** COOK, STEVE

**Courses** 5 TOTAL COURSES

The What To Say When series on workplace communication. Use this series to help solve specific workplace issues, whether you are a manager remediating a situation or an individual trying to deal with a problem.

| NO. | NAME   | DEADLINE   | STATUS                       |
|-----|--|------------|------------------------------|
| 1.  | <a href="#">What to Say When: You're Asked to Compromise Your Ethics</a>     | none       | 10% <span>IN PROGRESS</span> |
| 2.  | <a href="#">What to Say When: You're Asked to Host a Meeting</a>             | none       | 0% <span>NOT STARTED</span>  |
| 3.  | <a href="#">AWESOME: A New Generation at Work, Engaging Generation Y</a>     | none       | 0% <span>NOT STARTED</span>  |
| 4.  | <a href="#">Bloodborne Pathogens in Commercial and Industrial Facilities</a> | 05/26/2022 | 0% <span>NOT STARTED</span>  |

**Note:**

Again, please be aware that some learning paths have different navigation requirements. For example, a *Preset Navigation* Learning Path means you are required to complete the courses within the training in a pre-defined order. Sometimes this will require you to pass a quiz. If you are not able to proceed to the next course within the learning path, please contact your course instructor.

## On-the-Job Training (OJT)

If available, you will be able to access the OJT section to add documentation or records for training and learning you have completed offline or outside the eLeaP system. To access the OJT section, click the



OJT link in the main menu section.

## eLeaP Trainee's Manual (V5+)

The screenshot displays the 'My On-the-Job Training' section of the eLeaP Trainee's Manual. The interface includes a top navigation bar with links to Dashboard, Courses, Learning Paths, OJT, My Credentials, and My Activity. The main content area shows a summary of OJT hours: 20 Total OJT Hours, 0 by Skills Dev (Problem Solving), 14 by Quality Control, and 20 by Audit (Assembly). Below this is a filter section with dropdowns for Skills Dev, Audit, and Hours, along with 'From - To' and 'Apply Filters' buttons. A table lists the OJT records with columns for Skills Dev, Audit, Date, Hours, Model Number, Specialty, and Date Created.

| SKILLS DEV      | AUDIT    | DATE       | HOURS  | MODEL NUMBER | SPECIALTY | ↑ DATE CREATED |
|-----------------|----------|------------|--------|--------------|-----------|----------------|
| Problem Solving | Assembly | 09/01/2022 | 0:45 h | NAS12        |           | 09/30/2022     |
| Quality Control | Assembly | 09/02/2022 | 0:15 h | 88283AND     |           | 09/14/2022     |
| Quality Control | Assembly | 08/30/2022 | 0:10 h | 88283AND     |           | 09/01/2022     |

### OJT Manual Add

To add new records to your OJT section, click the [Manual Add] link.

**OJT RECORD - Manual Add**

USERS \*  
BRAZIL, JOHN

SKILLS DEV \*  
QUALITY CONTROL

AUDIT \*  
ASSEMBLY

DATE \*  
[Calendar Icon]

HOURS \*  
0 : 00

MODEL NUMBER  
88283AND

SPECIALTY  
Add Specialty

TO ADD FILE, [CHOOSE FILE](#)

IS THIS RECORD VERIFIED? \*  
☐ YES ☐ NO

[SAVE RECORD](#) [CANCEL](#)

The fields shown in this example are customized by each account administrator. If you have questions about these fields, please contact your system administrator.

Make sure to provide input required fields as you won't be able to save the record if you don't. Also, pay attention to the Date and Hours fields as they are required to save accurate records. Lastly, you will need to answer [Yes] to the statement [Is this record verified] before you can save your record.

Note that your organization might require you to upload a file as part of submitting your OJT. If required, click the [CHOOSE FILE] link to upload your file.

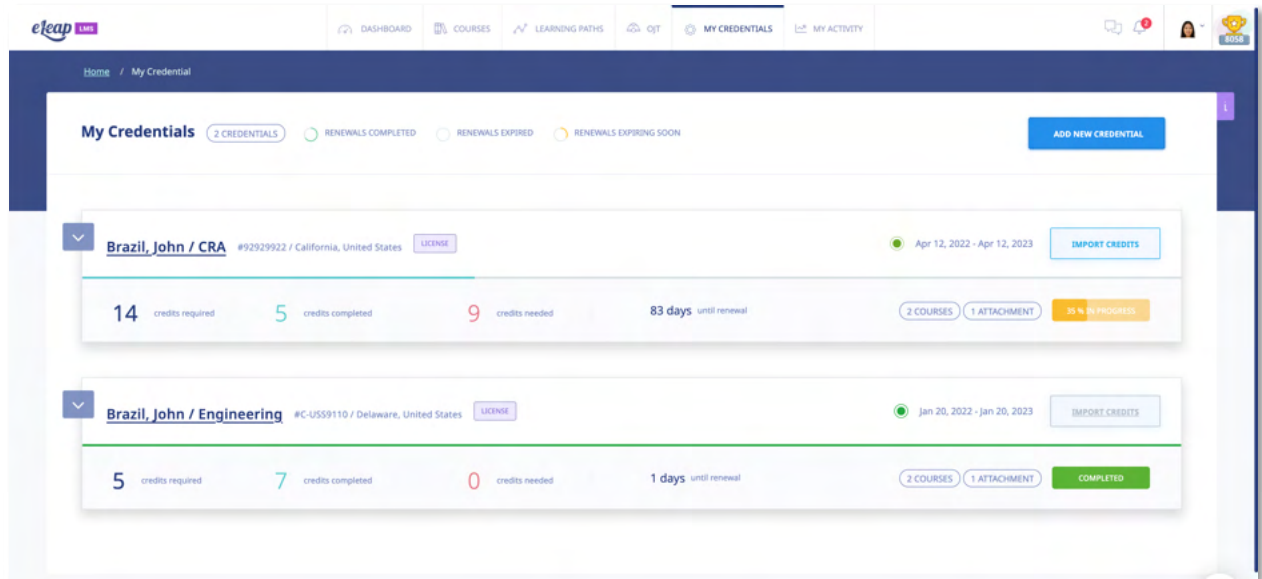
### OJT Summary

|  |                                 |                            |                      |
|--|---------------------------------|----------------------------|----------------------|
| My On-the-Job Training <span>20 OJT HOURS</span> |                                 | <a href="#">MANUAL ADD</a> |                      |
| 20 TOTAL OJT HOURS                               | By Skills Dev 0 PROBLEM SOLVING | 14 QUALITY CONTROL         | By Audit 20 ASSEMBLY |

The summary items shown are customized by your organization however you can use the filtering options in the OJT section to search for or find specific records.

# My Credentials

If the Credentials system is active, you will be able to access it by clicking on the main menu item

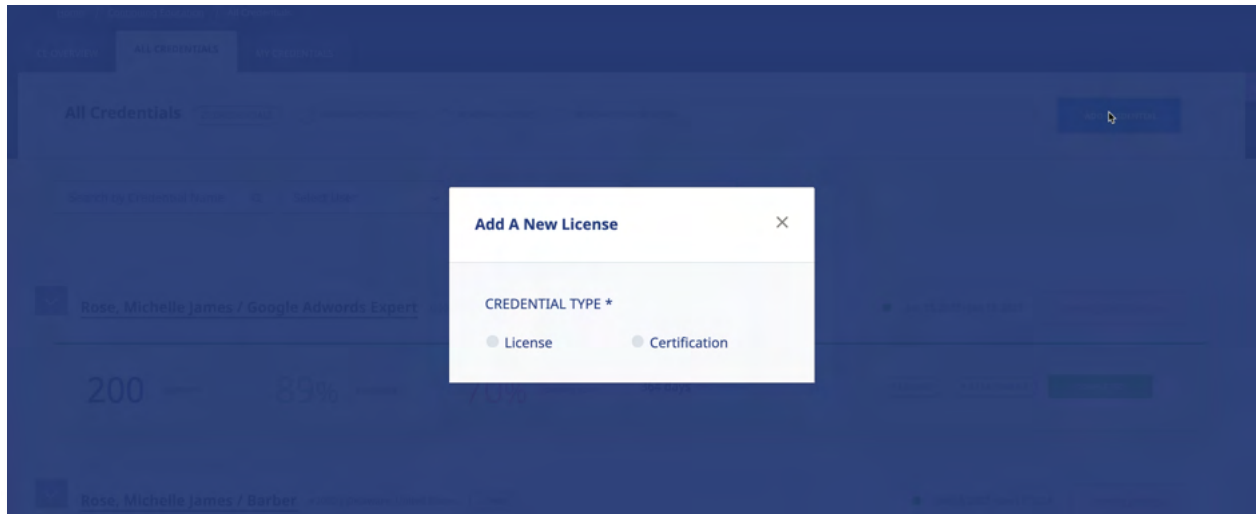


The Credentials area provides you a way to maintain your professional credentials such as Licenses or Certifications.

To add a new credential, click the **ADD NEW CREDENTIAL** button. You will then select the type of credential you are adding:

## Add a Credential

To add a credential for your users, click the **ADD CREDENTIAL** button and select the type of credential you want to add.



Select the [License] option if you want to add a License type credential or select the [Certification] option if you want to add a Certification.

### **Add New License**

To add a new license, click the **ADD CREDENTIAL** button. Once clicked, select the [License] option and fill out the short form to add the user license.

Some fields in the form marked with \* are required.

**Add A New License** X

**CREDENTIAL TYPE \***

☒ License ☐ Certification

**Users \***

**LICENSE \* i.e. Auctioneer**

**LICENSE NO. \* i.e. XX-0000-XX**

**COUNTRY \***

**STATE \***

**CREDITS NEEDED\***

**LICENSE VALID TILL \***

**SAVE LICENSE** **CANCEL**

### Sample form:

**Users\*:** Select the user you want to add a license for. You can use the [Select User Group] option to filter down your user list.

**LICENSE \*:** *The name of your professional license for i.e., Auctioneer*

**LICENSE NO.\*:** *Your license number i.e., XX-0000-XX. If you don't have a license number put NA*

**COUNTRY \*:** *Your country i.e., United States*

**STATE \*:** *Your State or Province i.e., California*

**CREDITS NEEDED\*:** *The number of CE credits needed to fulfill license requirements*

**LICENSE VALID TILL \*:** *When does the license expire. Use the calendar tool to select the license expiration date.*

### Import Credits

Once you create your user's license, the next steps are to import credits, or have the user register for self-enrollment credit courses. You can also assign credit courses to the user.

To import Certification information, click the **IMPORT CREDITS** button and fill out the short form with the relevant information such as:

- **Continuing Education Provider:** This is the title of the certification course or assessment completed
- **Course Title:** This is the score you (if your own certification) or the user achieved in the assessment.
- **Number of Credits:** This is not required for certifications. If the user earned any CE credits, you can add this here.
- **Credit Type:** This is not required for certifications. If the user earned any CE credits, you can select the type of credit earned.

- **Date of Completion:** This is the date the CE course or program was completed by the user.
- **Certification Validation URL:** Though not required, many only CE providers will provide the user with their earned certification URL. If this is available, post it here.
- **Attachment:** If available, use the [Attachment] tool to upload any earned documents or attachments such as test scores or certificates of completion.

## Add New Certification

To add a new Certification, click the **ADD CREDENTIAL** button. Once clicked, select the [Certification] option and fill out the short form to add the user certification.

**Add A New Certification** ×

**CREDENTIAL TYPE \***

☐ License ☒ Certification

**Users \***

**CERTIFICATION \***

**ISSUER \***

**PASSING SCORE \***

**NUMBER OF QUESTIONS**

**INDUSTRY**

**CERTIFICATION VALID TILL \***

**SAVE CERTIFICATION** **CANCEL**

Some fields in the form marked with \* are required.

### Sample form:

**Users\*:** Select the user you want to add a license for. You can use the [Select User Group] option to filter down your user list.

**CERTIFICATION \*:** *The name of your professional certification for i.e., Adobe Certified Professional*

**ISSUER\*:** *Third-party organization which assessed and issued the certification i.e., Google, Inc, Adobe*


**PASSING SCORE \*:** *The passing score criteria for the third-party assessment.*

**NUMBER OF QUESTIONS:** *If available, add total number of questions in the third-party assessment.*

**INDUSTRY:** *If available, the applicable industry for the certification.*

**CERTIFICATION VALID TILL \*:** *When does the certification expire. Use the calendar tool to select the license expiration date.*

## Import Certification

Once you create your certification, the next steps are to import the certification information. To import Certification information, click the  button and fill out the short form with the relevant information such as:

- **Certification Title:** This is the title of the certification course or assessment completed
- **Your Score:** This is the score you (if your own certification) or the user achieved in the assessment.
- **Number of Credits:** This is not required for certifications. If the user earned any CE credits, you can add this here.
- **Credit Type:** This is not required for certifications. If the user earned any CE credits, you can select the type of credit earned.
- **Date of Completion:** This is the date the third-party assessment was completed by the user.
- **Certification Validation URL:** Though not required, many only certification providers will provide the user with their earned certification URL. If this is available, post it here.
- **Attachment:** If available, use the [Attachment] tool to upload any earned documents or attachments such as test scores or certificates of completion.

## Manage Existing Credentials – My Credentials

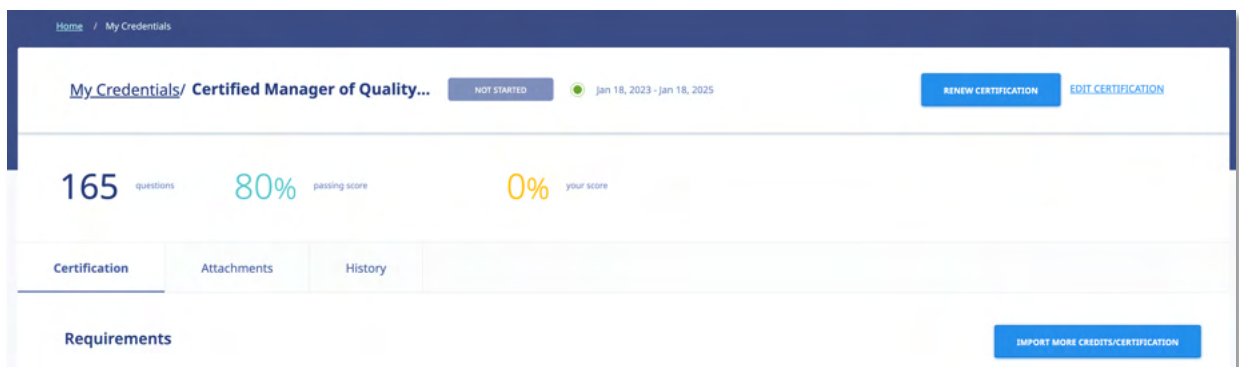
### Quick Charts

Use the quick charts on this page to easily access different credential statuses. Click on the [Renewals Completed] to see all completed credentials. The [Renewals Expired] is able to let you see which CE credentials were not completed before their valid date expired. Click the [Renewals Expiring Soon] to drill down to a heads-up list of credentials that are coming up for renewal in the next 60 days.

**My Credentials**    

### Credential Details

To view your credential details, click on the name of the credential.



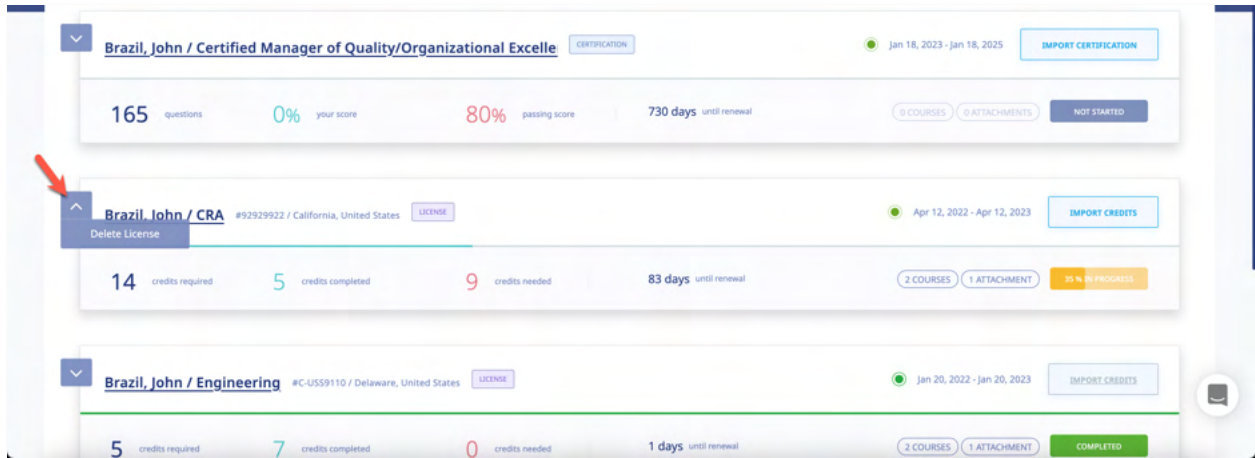
The screenshot shows the 'My Credentials' page. At the top, there's a breadcrumb 'Home / My Credentials'. Below it, the selected credential is 'My Credentials/ Certified Manager of Quality...'. To its right, there's a status 'NOT STARTED' and a validity period 'Jan 18, 2023 - Jan 18, 2025'. Further right are buttons for 'RENEW CERTIFICATION' and 'EDIT CERTIFICATION'. Below this, three statistics are displayed: '165 questions', '80% passing score', and '0% your score'. A tabbed interface shows 'Certification' (selected), 'Attachments', and 'History'. At the bottom, there's a 'Requirements' section and an 'IMPORT MORE CREDITS/CERTIFICATION' button.



From the credentials' details page, you can [Renew] the credential, [Edit] the credential, [Import] credential assets, [add] attachments like certificates and review your credential.

### Delete Credentials

To delete a credential, click the down arrow to reveal the Delete option:



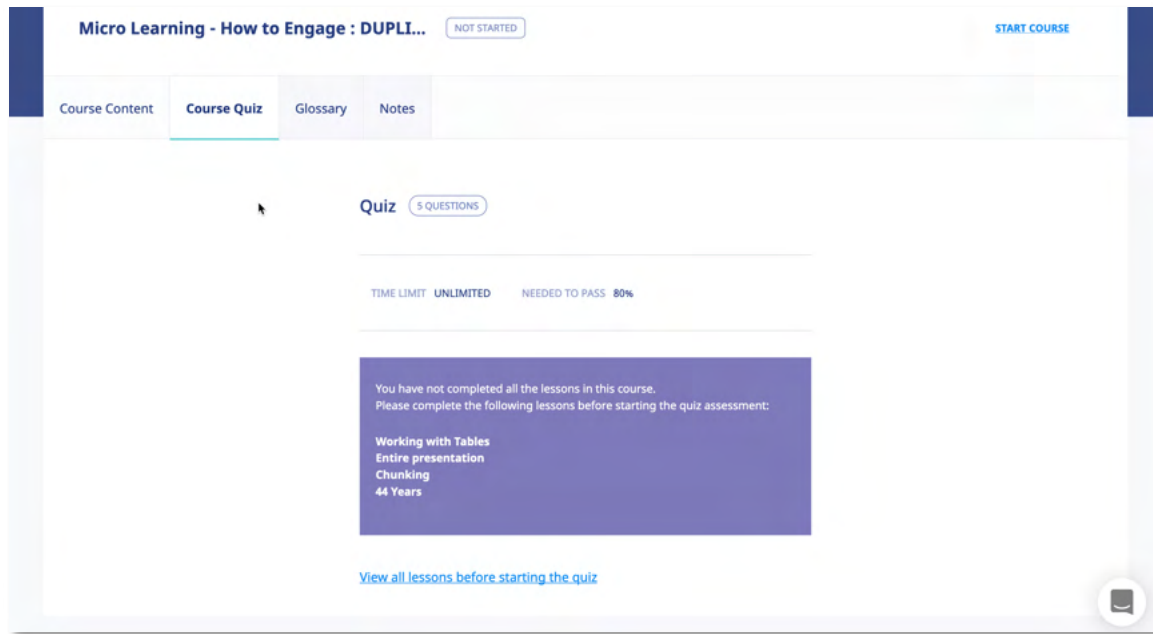
As deletion is final and irrecoverable be careful about deleting credentials.

## Quiz/ Assessment Center

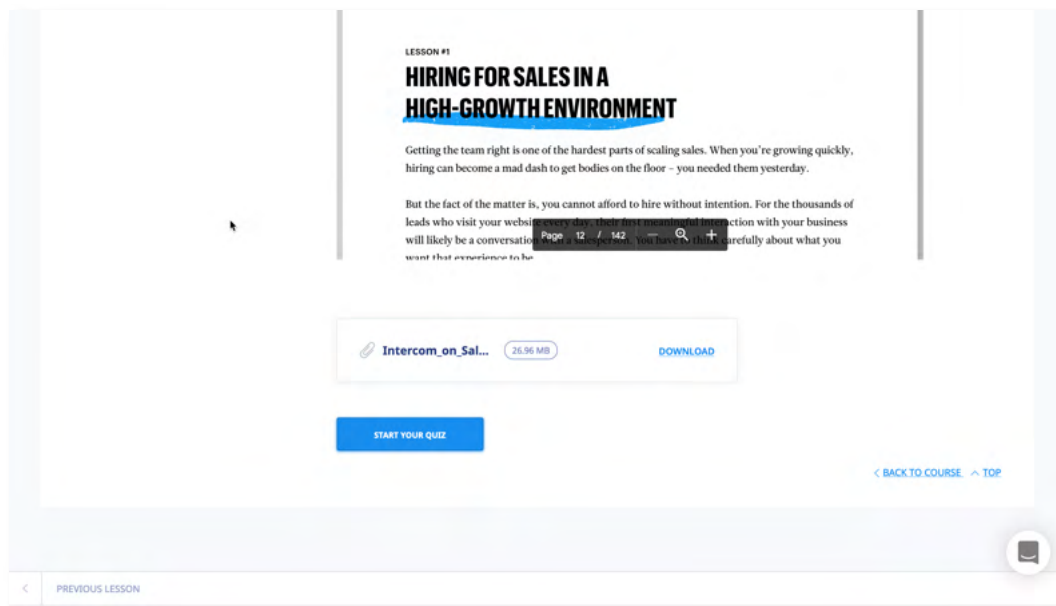
eLeaP™ LMS encourages you to complete Course Assessments. Assessments will help your Instructors know how well their Training Courses are going.

To take a Quiz Assessment click the **Course Quiz** tab within the **Course Details** screen.

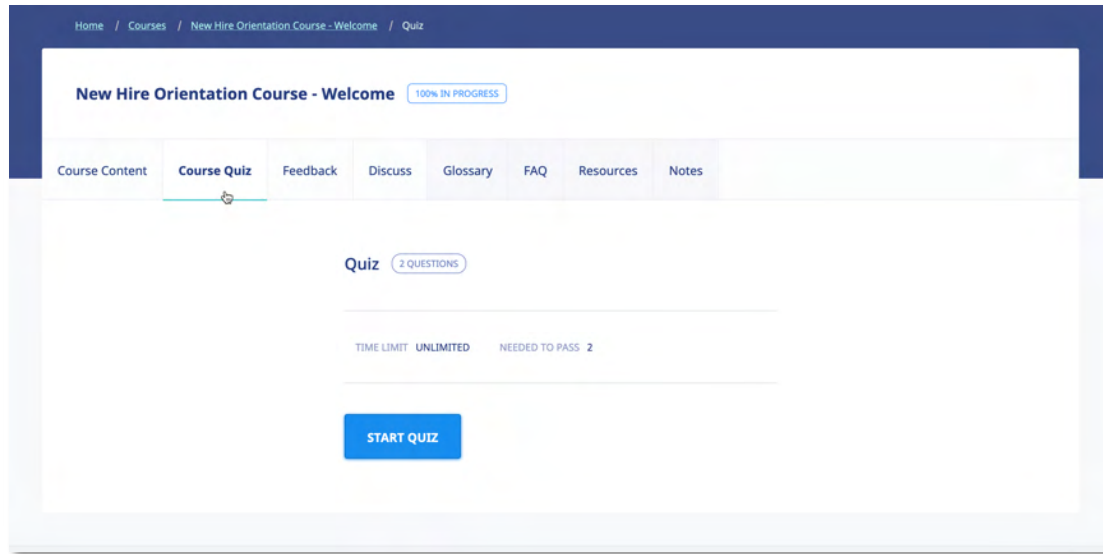
**Note:** You will need to have accessed and completed your Course Content prior to accessing the Quiz Center.




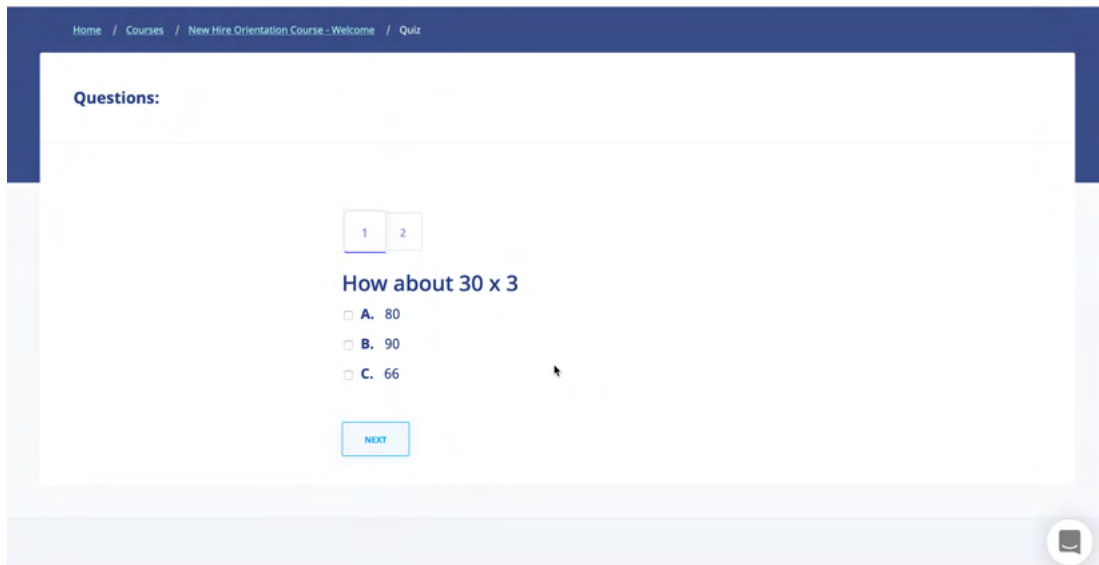
Once you reach the final Lesson within a Course, click **START YOUR QUIZ** to start a Quiz associated with that Course, as shown in the following illustration.




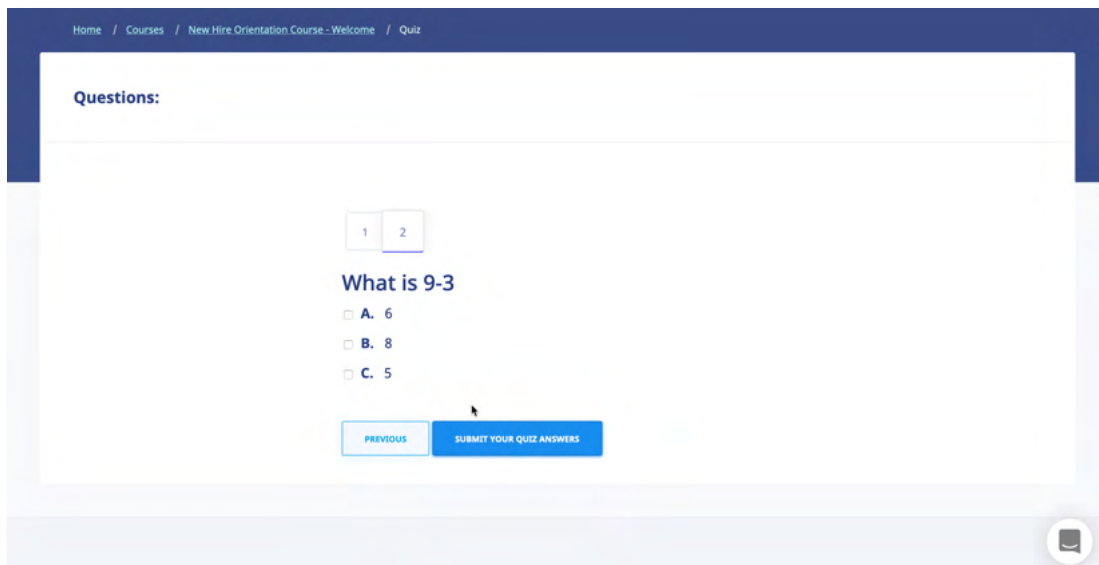
The **Quiz** screen, illustrated below, is displayed. Make sure to read all relevant quiz instructions. When ready to start, click **START QUIZ** to start the Quiz.



The **Questions** screen, illustrated below, is displayed. As you answer each question within the Quiz, click  to continue.



As you move through a Quiz, you will notice that you can click  to return to previous questions if you are unsure of your answer and want to change it, as shown in the following illustration.



eLeaP™ 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 ...”



The screenshot shows a quiz interface with a question titled "Question 1 of 1". The instruction is "Put these dates in order starting with the oldest". Below this, there is a list of three items: 1 1200, 2 1400, and 3 1300. To the right of the list are two arrows, one pointing up and one pointing down, indicating that the items can be moved. At the bottom right, there is a link that says "< BACK TO QUESTIONS".

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.

1 2

Question 1 of 2

What is a trade deficit?

Explain your answer

NEXT >

< BACK TO QUESTIONS

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.

1 2 3 4

Question 4 of 4

What is the fastest water animal?

☐ A. Porpoise

Explain your answer

☐ B. Flying fish

Explain your answer

☐ C. Sailfish

Explain your answer

☐ D. Tuna

Explain your answer

< PREVIOUS

< BACK TO QUESTIONS

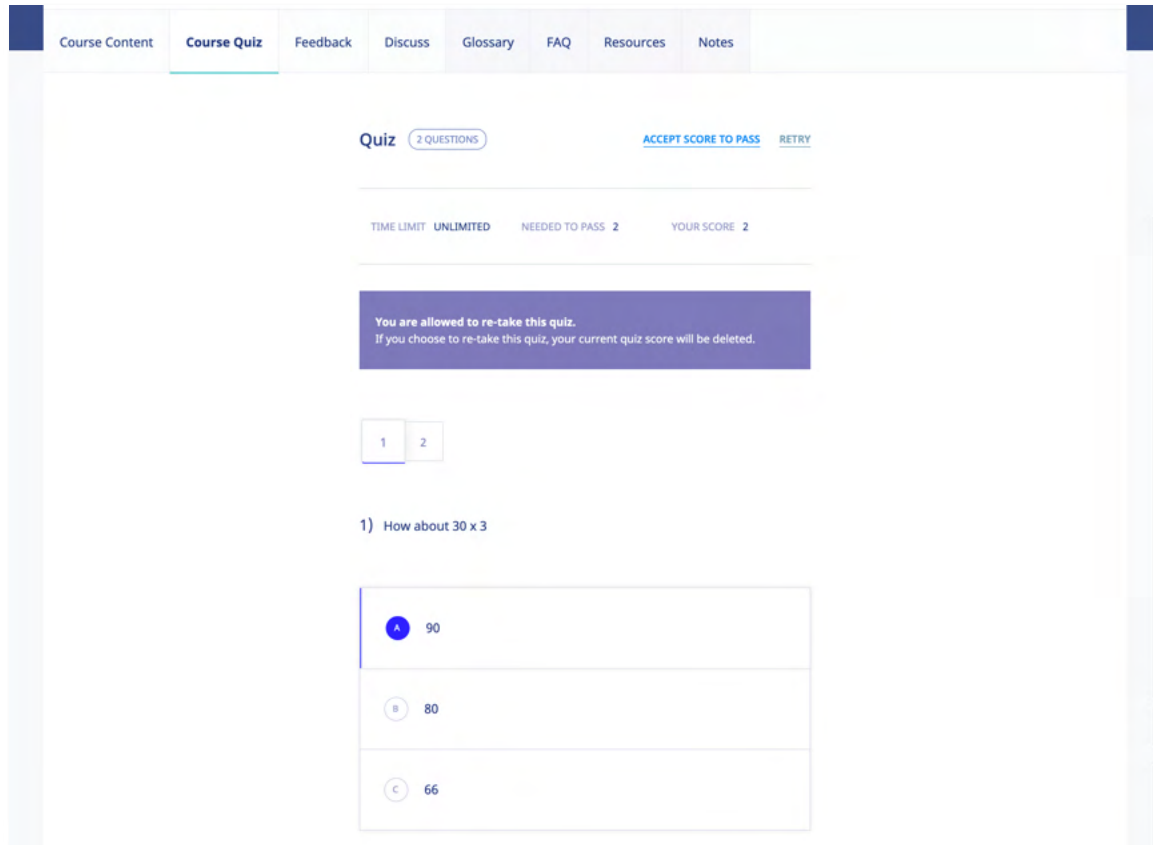
The last question type in the eLeaP™ LMS Quiz Creator is the “**Hotspot or Find the Error**” question type. To correctly identify errors or other requirements in the ‘**Hotspot**’ or ‘**Find the Error**’ type question, **click the relevant area of the image** and **type in your comment or answer explanation**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



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

Once you reach the end of a Quiz, click [SUBMIT YOUR QUIZ ANSWERS](#) to submit your answers.

The **Quiz Results** screen, illustrated below, is displayed.

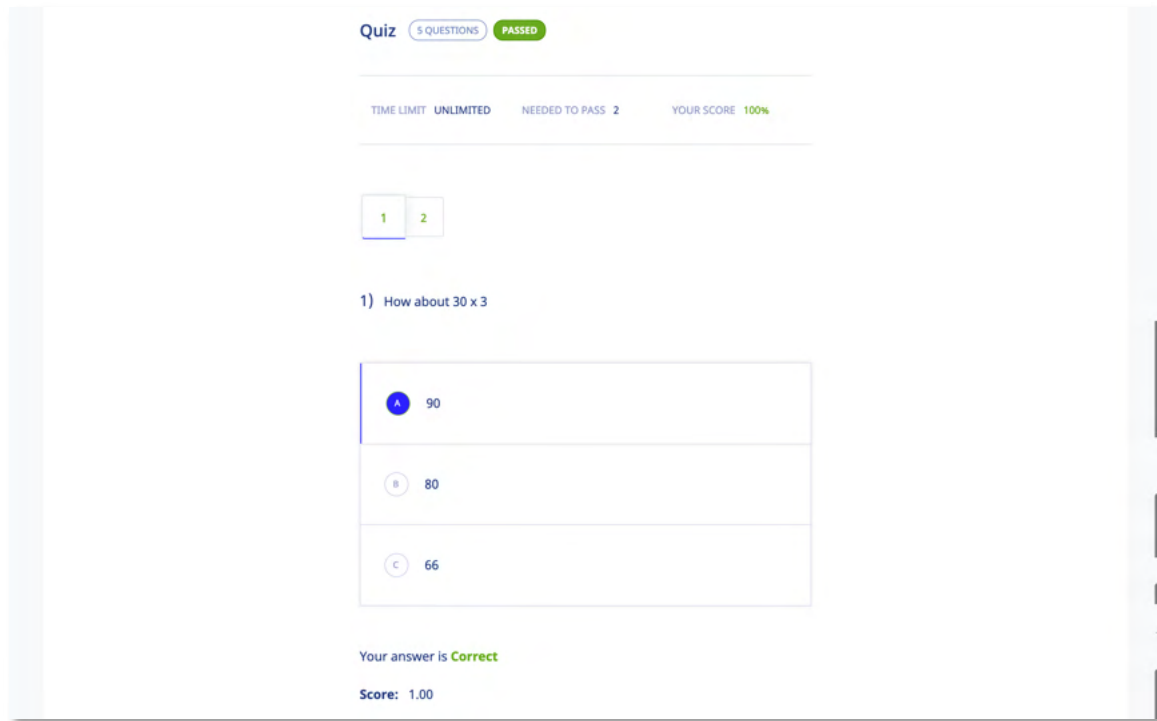


**\*\* Your submission is FINAL and irreversible. You can petition your instructor to reset your Quiz.**

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](#) to retake the Quiz or click the [ACCEPT SCORE TO PASS](#) link to accept this score.

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






## Forum/Communication Tools

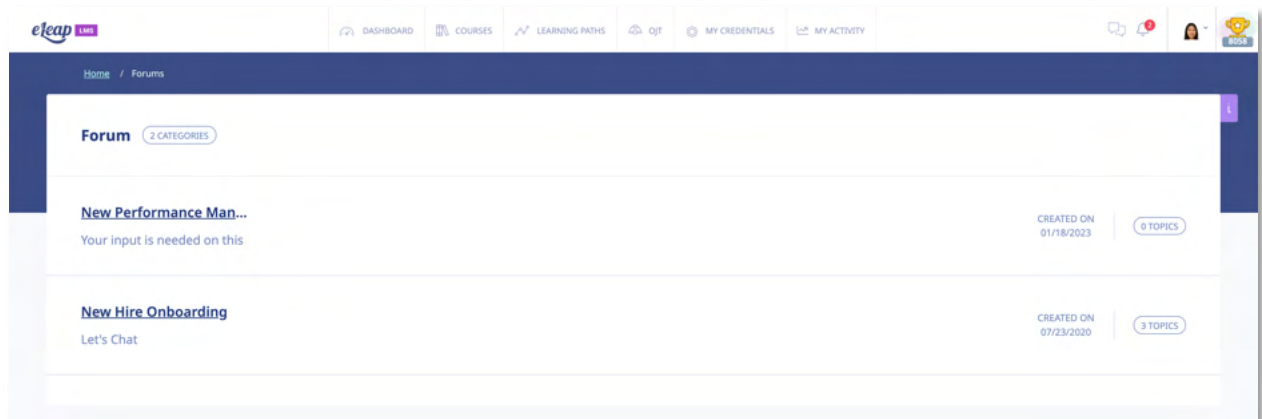
eLeaP™ believes that informal learning can be a vital part of designing powerful e-learning and training programs. After all, the experts tell us *“80% of workers get their job know-how informally”* Jay Cross (TD Magazine).

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.

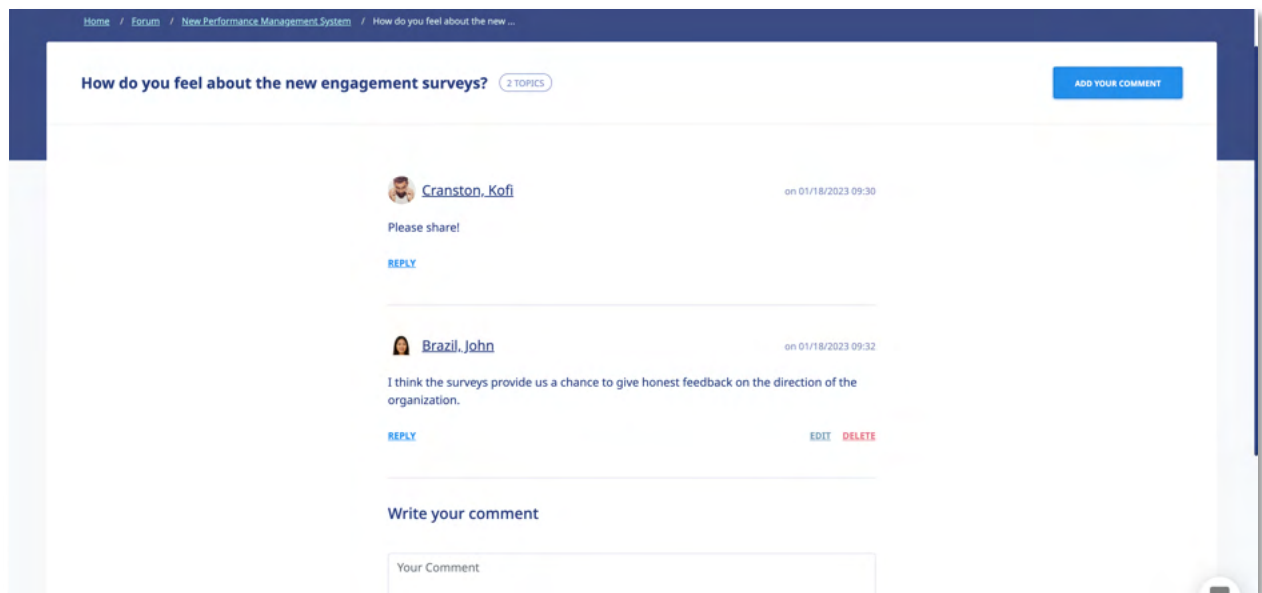
eLeaP™ has provided tools to help you launch informal learning. Make use of your system-level online forums or course-level discussion boards.

Click on  icon to access your forum conversations.

**Note:** Certain categories might require Admin level invitation to access.



To post new topics or reply to existing topics, click on the name of the forum you are interested in. You can start a new topic or join an existing topic conversation.



Enter your comment or question in the **Write your comment** field, and then click .

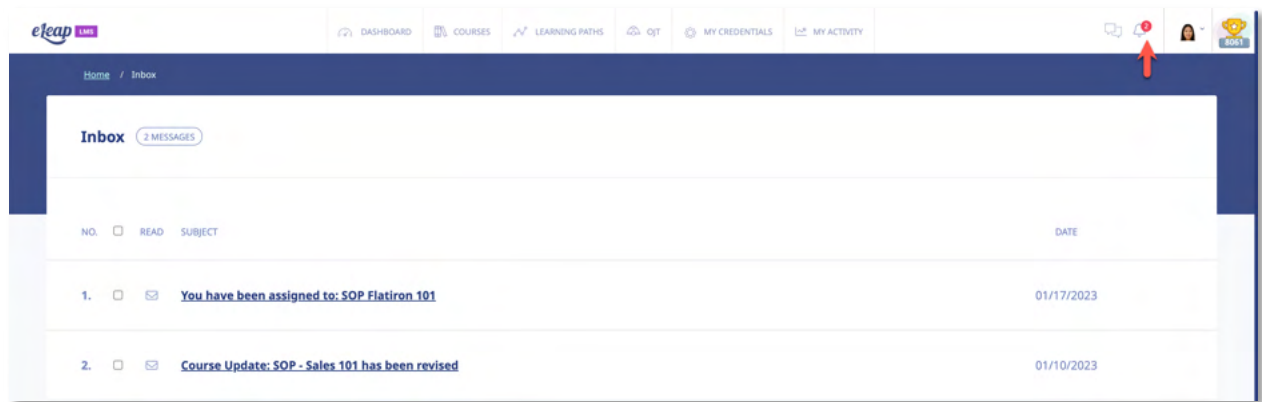


## eLeaP™ Inbox & Communication Center

With eLeaP™ LMS, you have a comprehensive notification and electronic communications system which enables you to set up rules for auto notifications to be sent to your users.

As a trainee, you can also access your eLeaP™ INBOX to receive updated email notifications and communications regarding various activities in your eLeaP account. You can receive Quiz completion notifications, notifications on Course Assignments, and Pending Deadline notifications.

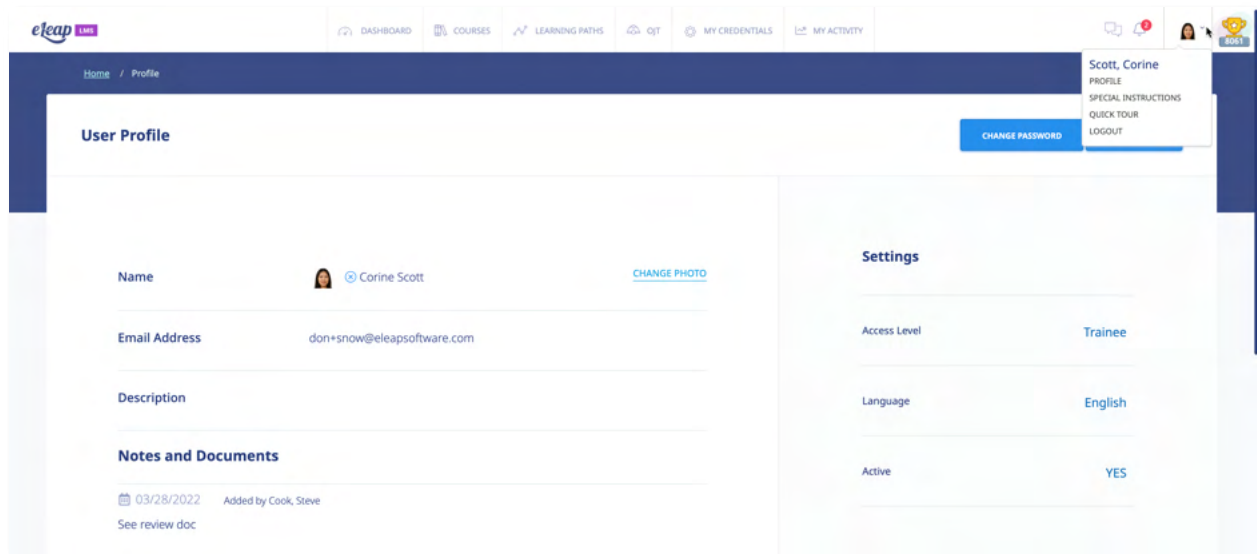
Notifications first appear in your dashboard:



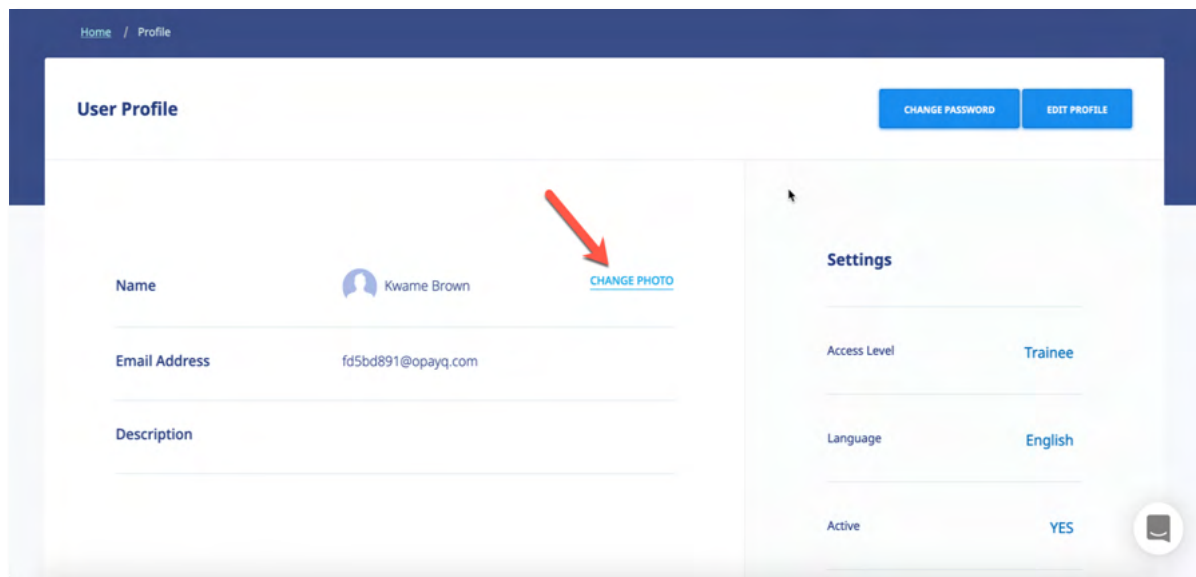
When you receive a Notification Email, the **Email** icon to the left of your User Name will indicate that. As shown in the following illustration, clicking on that icon displays the messages in your Inbox. You can select a message and click the **remove selected messages** link to delete those Emails. Inbox messages are automatically deleted after thirty (30) days. Remember that notification emails also do get sent to your regular email.

### Modifying Your Personal Profile

Selecting the **PROFILE** option on the drop-down menu at the upper right-hand corner of the screen, as shown in the following illustration, allows you to modify your Personal Profile information.

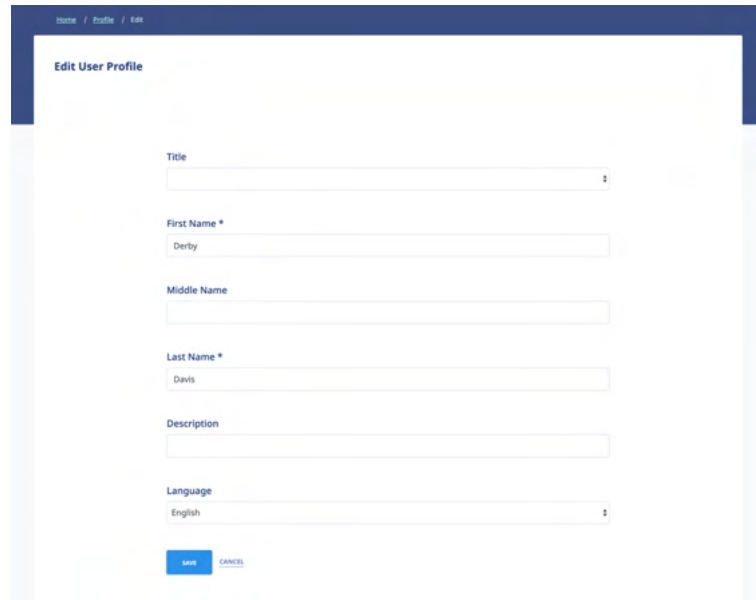


The **User Profile** screen, illustrated below, is displayed. To associate a picture with your Profile, click the **CHANGE** link next to the Name, as shown in the illustration.

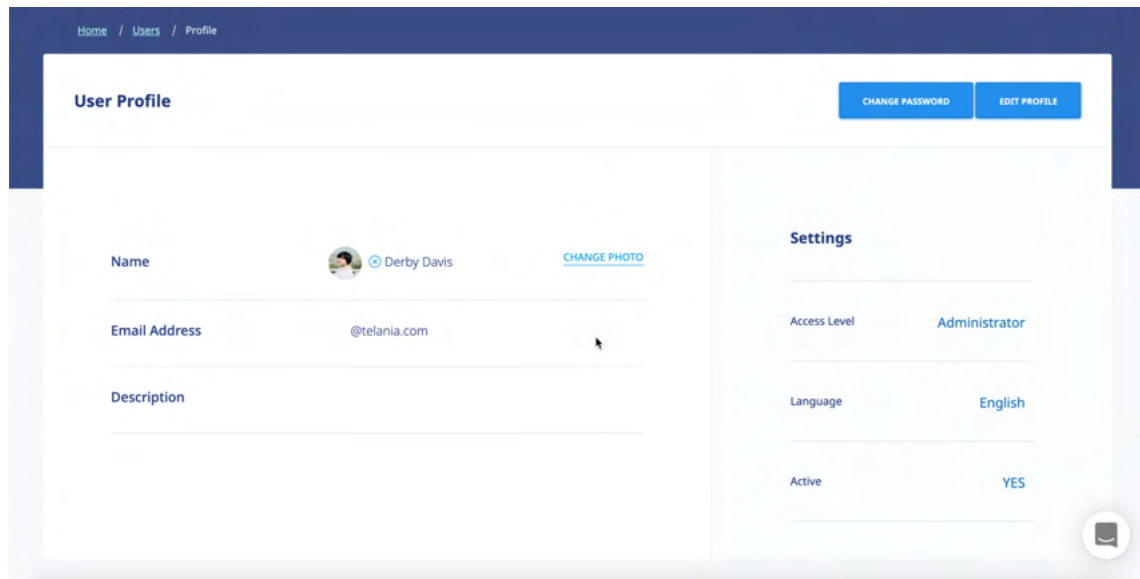


The screen expands, allowing you to navigate to a location on your computer where the picture that you want to associate with your Profile is stored.

## Edit Profile



The screenshot shows the 'Edit User Profile' form. At the top, there is a breadcrumb trail: 'Home / Profile / Edit'. The form contains the following fields: 'Title' (empty), 'First Name \*' (containing 'Derby'), 'Middle Name' (empty), 'Last Name \*' (containing 'Davis'), 'Description' (empty), and 'Language' (a dropdown menu showing 'English'). At the bottom of the form are two buttons: 'Save' and 'Cancel'.




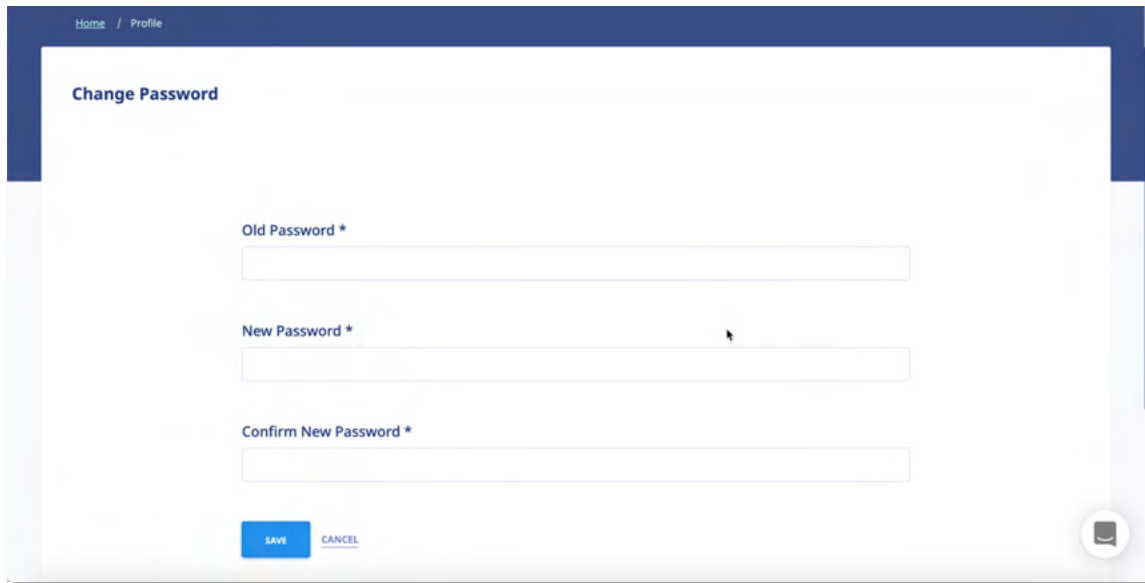
The screenshot shows the 'User Profile' page. At the top, there is a breadcrumb trail: 'Home / Users / Profile'. On the right side, there are two buttons: 'CHANGE PASSWORD' and 'EDIT PROFILE'. The main content area is divided into two sections. The left section, titled 'Name', shows a profile card for 'Derby Davis' with a 'CHANGE PHOTO' link. Below this, there are fields for 'Email Address' (containing '@telania.com') and 'Description'. The right section, titled 'Settings', shows 'Access Level' as 'Administrator', 'Language' as 'English', and 'Active' as 'YES'. A chat icon is visible in the bottom right corner.

To edit your Profile Details, select the **EDIT PROFILE** button located in the right-hand section of the screen. The **Edit User Profile** screen, illustrated below, is displayed. Make any modifications necessary within the **Title**, **First Name**, **Middle Name**, **Email**, **Description**, **Access Level**, **Language** and **Active/Inactive** settings.

## Changing Your Password

Clicking the **CHANGE PASSWORD** button allows you to reset your password. As shown in the following illustration, the **Change Password** screen is displayed. Enter your old password in the **Old Password**


field, enter your new password in the **New Password** field, re-enter the new password in the **Confirm New Password** field, and then click .



The screenshot shows a web interface for changing a password. At the top, there is a navigation bar with "Home" and "Profile" links. Below this, the page title is "Change Password". The form contains three input fields: "Old Password \*", "New Password \*", and "Confirm New Password \*". Each field is a simple text box. At the bottom of the form, there are two buttons: "SAVE" (in blue) and "CANCEL" (in light blue). In the bottom right corner of the page, there is a small circular icon with a speech bubble.

## My Activity

### Download Your Transcripts

Click the  **MY ACTIVITY** tab to access and download your activity reports including Course Completion history and scores.

The screenshot shows the 'My Activity' page in the eLeaP system. At the top, there's a navigation bar with links to DASHBOARD, COURSES, LEARNING PATHS, QLT, MY CREDENTIALS, and MY ACTIVITY. The 'MY ACTIVITY' tab is selected. Below the navigation bar, the page title 'My Activity' is displayed, along with the 'Last Login: 01/17/2023'. A search bar with 'From - To' and 'Search by Course Name' is present, along with a 'FILTER' button. A link to 'DOWNLOAD COMPLETION REPORT' is visible. The main section is titled 'Assigned Courses' and contains a table with the following data:


| NO. | NAME   | STATUS                  | DEADLINE   | QUIZ        | DATE COMPLETED | DATE ASSIGNED |
|-----|--|-------------------------|------------|-------------|----------------|---------------|
| 1.  | <a href="#">12-Hr. Engineering Essentials</a><br>Created by: Cook, Steve | 100% COMPLETED          | 09/18/2022 | Passed      | 08/18/2022     | 08/18/2022    |
| 2.  | <a href="#">2-Hr. Engineering Basics</a><br>Created by: Cook, Steve      | 100% QUIZ NOT COMPLETED | 05/12/2022 | Uncompleted | -              | 04/12/2022    |
| 3.  | 5-Hr. Engineering Basics   | 0% NOT STARTED          | TBA        | Uncompleted | -              | 04/11/2023    |
| 4.  | 5-Hr. Engineering Basics : 2023  | 0% NOT STARTED          | TBA        | Uncompleted | -              | 04/19/2024    |

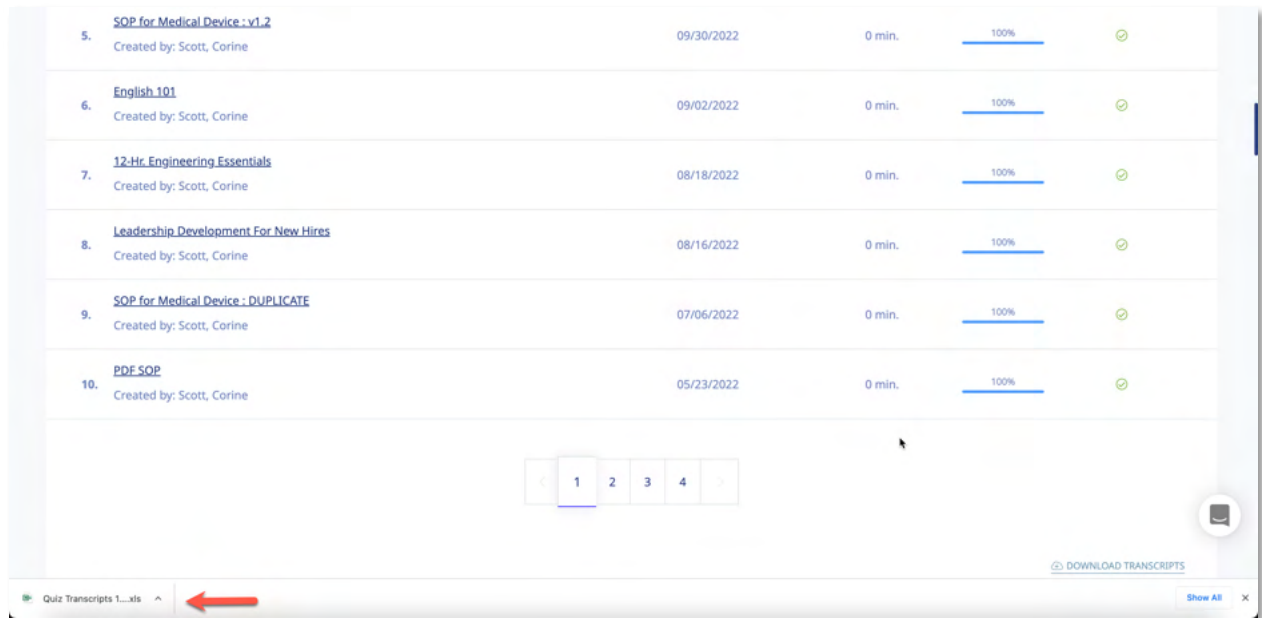
Click the [DOWNLOAD COMPLETION REPORT](#) link to download your personal complete activity. As shown in the following illustration, your activity report will be downloaded as a PDF.

This screenshot shows the same 'My Activity' page as above, but with a PDF download window open at the bottom. The window title is 'my\_activity (20).pdf' and it shows a red arrow pointing to the download button. The 'Assigned Courses' table is identical to the one in the previous screenshot.



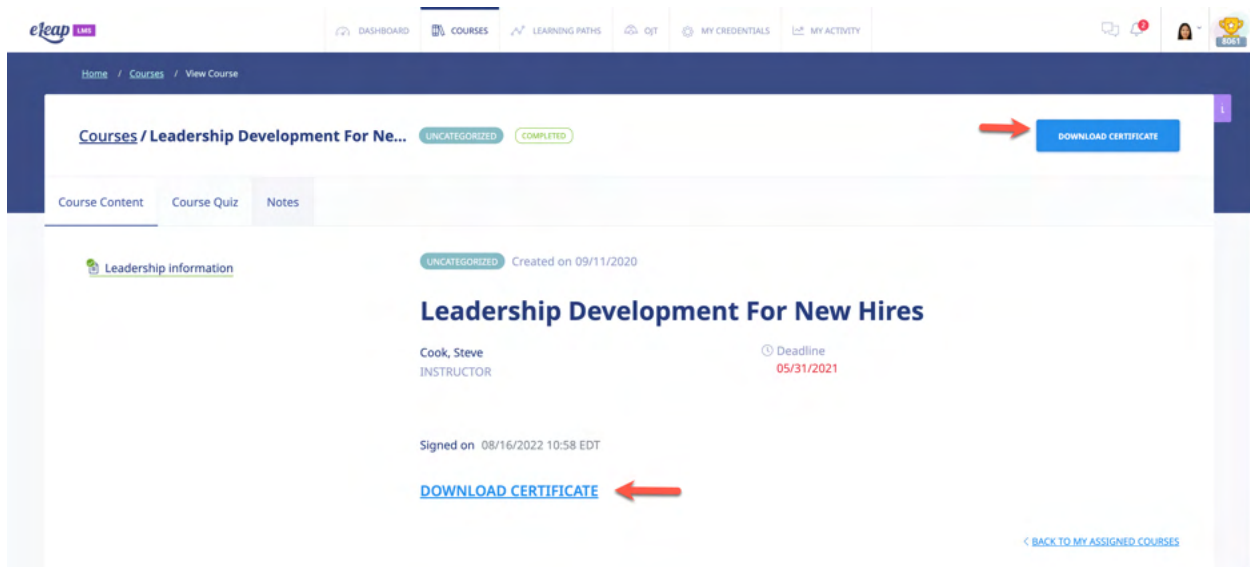
## eLeaP Trainee's Manual (V5+)

You can also download your quiz results transcripts for your tests. To download your transcripts, click the  [DOWNLOAD TRANSCRIPTS](#).

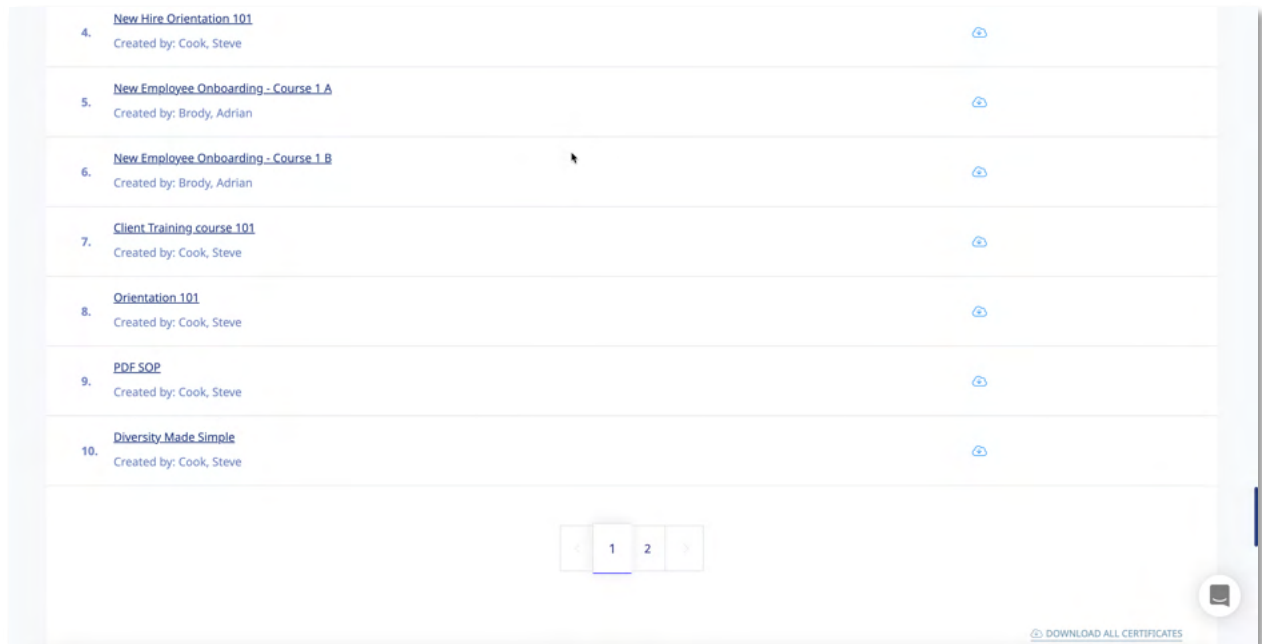


## Course Certificate

\*\* If your Course Instructor chooses to enable **Completion Certificates**, you can download your Course Certificate from your **Course Details** screen by clicking [DOWNLOAD CERTIFICATE](#) or [DOWNLOAD CERTIFICATE](#).



Or you can download Certificates from your [My Activity] page:



You can download one certificate at a time or download all certificates at once.

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



## **Support/Help Center and eLeaP™ Knowledgebase**

eLeaP™ has an incredibly helpful online support center. To access support and help 24 hours a day, go to <https://help.telania.com/en/>