



Trainee's Manual

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SUPPORT/HELP CENTER AND ELEAP™ KNOWLEDGE-BASE 41

THANK YOU FOR USING THE ELEAP™ LEARNING MANAGEMENT SYSTEM

We want to extend a warm welcome to you. We hope that eLeaP™ can be a vital part of your e-learning 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 innovative technologies.

The eLeaP™ LMS is one of the first e-learning platforms to deliver easy-to-use web-based training in a totally 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:

- Account **Dashboard** with quick summaries
- **Quick links** to get to the right courses efficiently
- Full mobile version
- **Easier account navigation** through natural links and buttons
- **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 Training Path when that **Training Path** has been **changed** (Courses added or removed from that Training 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 new system as easy and seamless as possible.

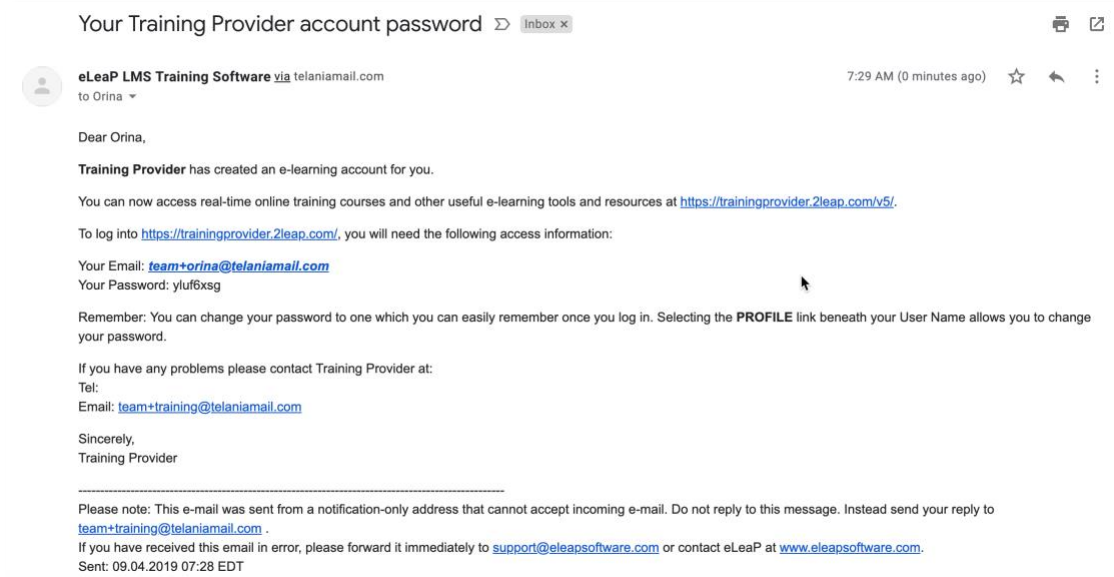
This Trainee/Employee/Student User Guide is organized into seven (7) sections:

- Course Access and Tools
- Training Paths
- Quiz/Assessment Center
- Discuss 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.

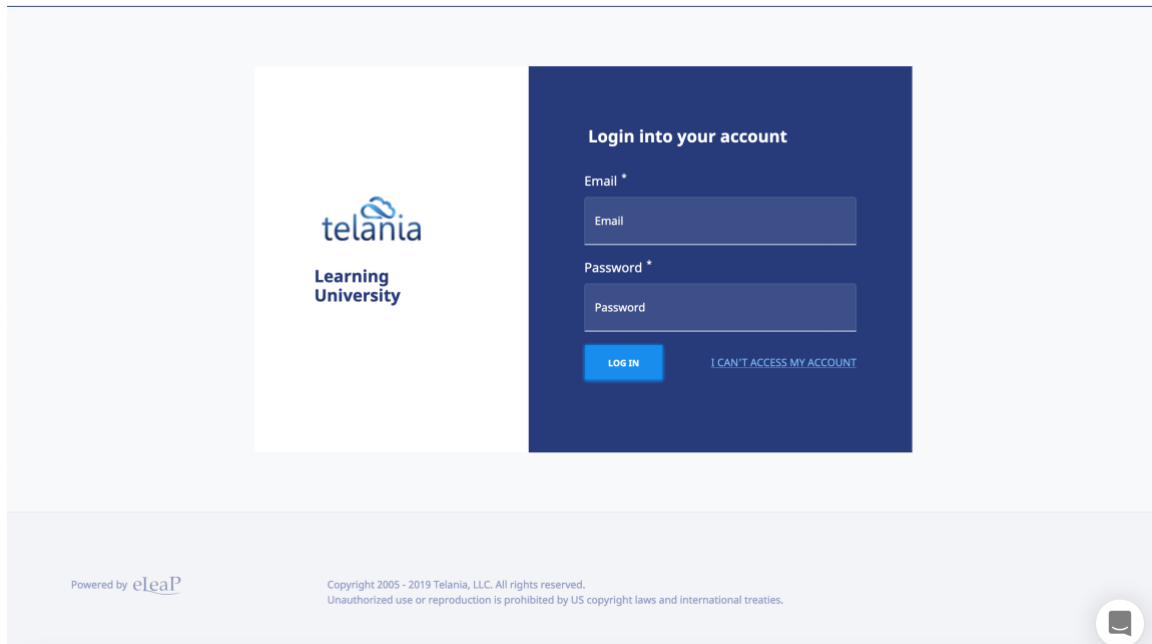


If not please check your Bulk Mail folder (in your email program) or email sales@eleapsoftware.com.

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

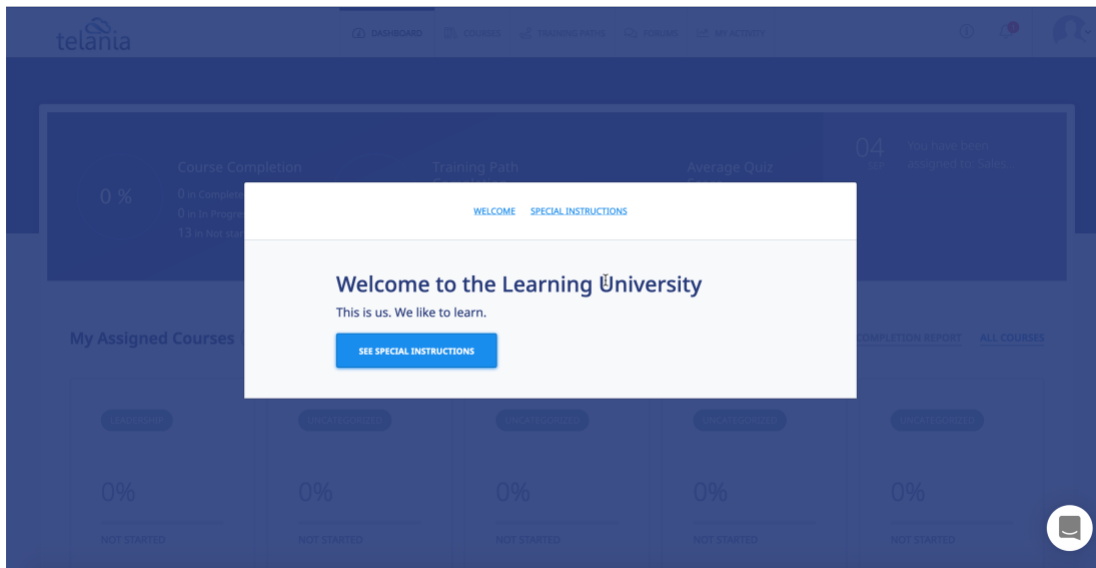
The **Login** dialog, illustrated below, is where you will enter the information contained above within the **Email** and **Password** fields, as shown in the following illustration.


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.

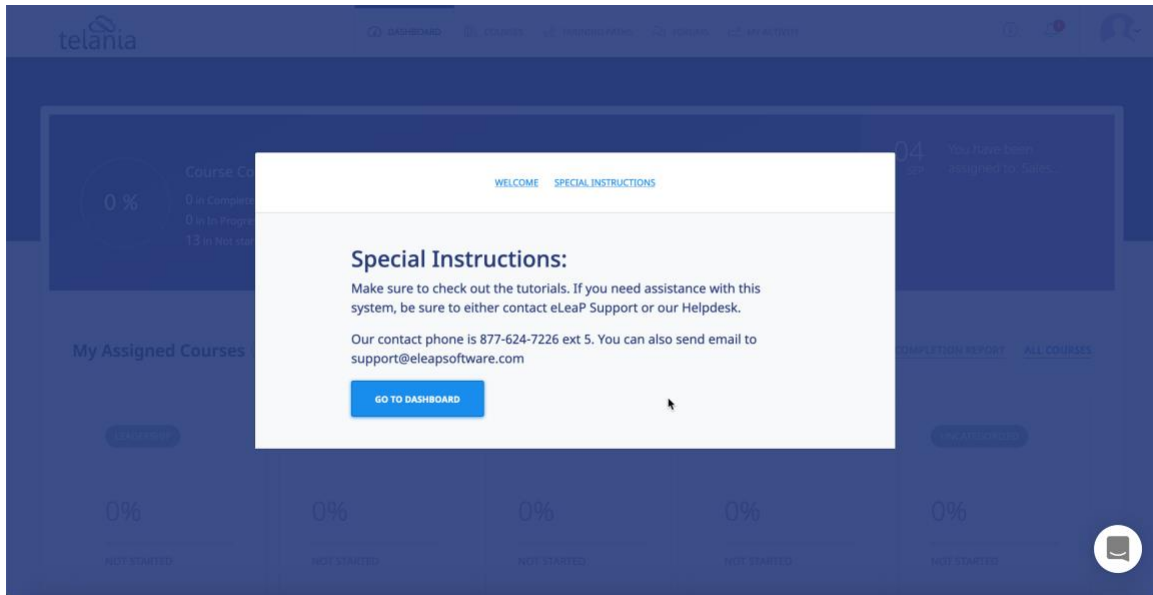



YOUR LMS ACCOUNT HOME

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  button to access the Special Instructions.






After carefully reading the Special Instructions, the  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.



[DASHBOARD](#)
[COURSES](#)
[TRAINING PATHS](#)
[FORUMS](#)
[MY ACTIVITY](#)

0 %

Course Completion
0 in Completed
0 in In Progress
13 in Not started

0 %

Training Path Completion
0 in Completed
0 in In Progress
2 in Not started

0 %

Average Quiz Score
0 % Correct Answers
0 % Wrong Answers

04
SEP

You have been assigned to: Sales...

My Assigned Courses
1 COURSES
13 NOT STARTED

[SEE COMPLETION REPORT](#)
[ALL COURSES](#)

LEADERSHIP

0%

NOT STARTED

Cook, George

Micro Learning - How to Engage : DUPLICATE

UNCATEGORIZED

0%

NOT STARTED

Cook, George

Powerpoint safety meeting v2 : DUPLICATE

UNCATEGORIZED

0%

NOT STARTED

Cook, George

Accident Investigation

UNCATEGORIZED

0%

NOT STARTED

Cook, George

New Hire Orientation Course - Welcome

UNCATEGORIZED

0%

NOT STARTED

Cook, George

Sales Pre-Training For New Hires

1 MONTH

My Training Paths
2 TRAINING PATHS

[ALL TRAINING PATHS](#)

My TP- sam@excelentsof... Elise, Samuel
3 COURSES
0%
NOT STARTED

Welcome to our company Cook, George
3 COURSES
0%
NOT STARTED

Events Calendar
0 EVENTS

[ALL EVENTS](#)

September 2019

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dashboard Sections

The Dashboard is actually 5 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, Training Path Completion, and Average Quiz Score Summaries. Users also see latest notifications regarding account activity.

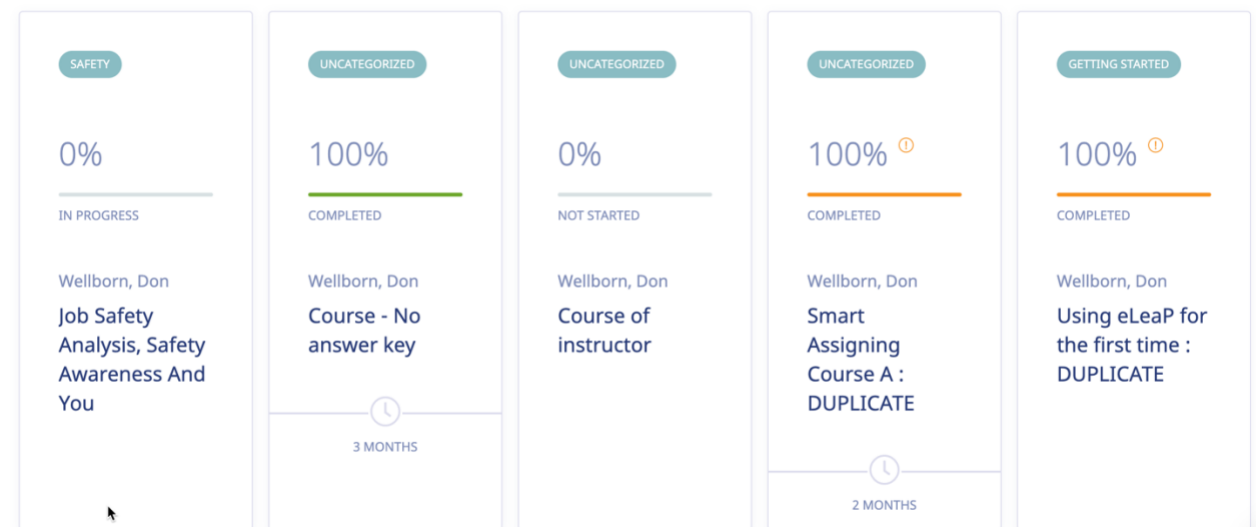
Assigned Courses Quick Stats & Access



My Assigned Courses Quick Stats & 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 [7 IN PROGRESS](#) to go to the list of assigned courses that are in progress.

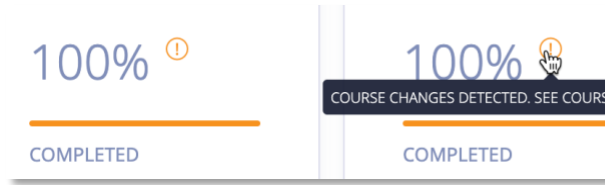
Clicking on [SEE COMPLETION REPORT](#) downloads the user's completion report. To see all assigned courses, the user will click on [ALL COURSES](#).

Assigned Courses Tiles




The v5 of eLeaP introduces course tiles. Course tiles provide a more visual impact and course information to enable users to quickly access their assigned courses. Please note that the course tiles 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 titles display important information including course status changes.




Assigned Training Paths


My Training Paths 8 TRAINING PATHS

For your hours Wellborn, Don 
NEW CHANGES

New STP Wellborn, Don 
NEW CHANGES


Operations Manual Wellborn, Don 

Events Calendar 6 EVENTS [ALL EVENTS](#)

August 2019  

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

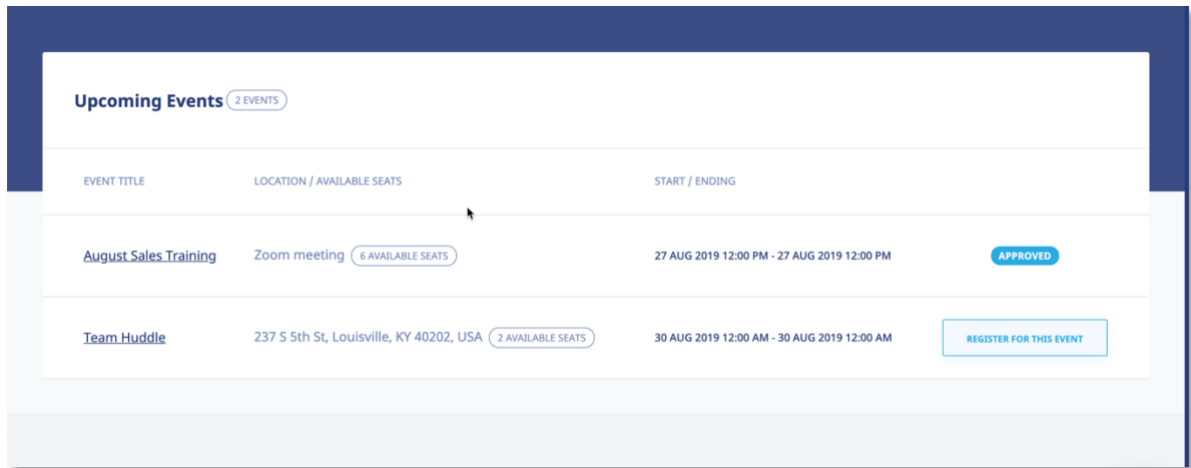
27 AUG **August Sales Training**
Zoom meeting

The assigned Training Path section has been revamped in v5. Users now see training path details, progress status as well as any detected new changes from previous completions. 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.

Events Calendar

A new Events calendar section enables users to easily see enrolled events as well as up-coming events. Users will be able to self-enroll in non-private events. The calendar can be advanced. Users can click on [ALL EVENTS](#) to see all events they are enrolled in or assigned to.

If an event has a public registration option, users can visit the account registration page.



The screenshot displays a web interface titled "Upcoming Events" with a sub-header "2 EVENTS". Below this is a table listing two events. The first event, "August Sales Training", is a "Zoom meeting" with "6 AVAILABLE SEATS", scheduled for "27 AUG 2019 12:00 PM - 27 AUG 2019 12:00 PM", and has an "APPROVED" status. The second event, "Team Huddle", is located at "237 S 5th St, Louisville, KY 40202, USA" with "2 AVAILABLE SEATS", scheduled for "30 AUG 2019 12:00 AM - 30 AUG 2019 12:00 AM", and includes a "REGISTER FOR THIS EVENT" button.

EVENT TITLE	LOCATION / AVAILABLE SEATS	START / ENDING	
August Sales Training	Zoom meeting 6 AVAILABLE SEATS	27 AUG 2019 12:00 PM - 27 AUG 2019 12:00 PM	APPROVED
Team Huddle	237 S 5th St, Louisville, KY 40202, USA 2 AVAILABLE SEATS	30 AUG 2019 12:00 AM - 30 AUG 2019 12:00 AM	REGISTER FOR THIS EVENT

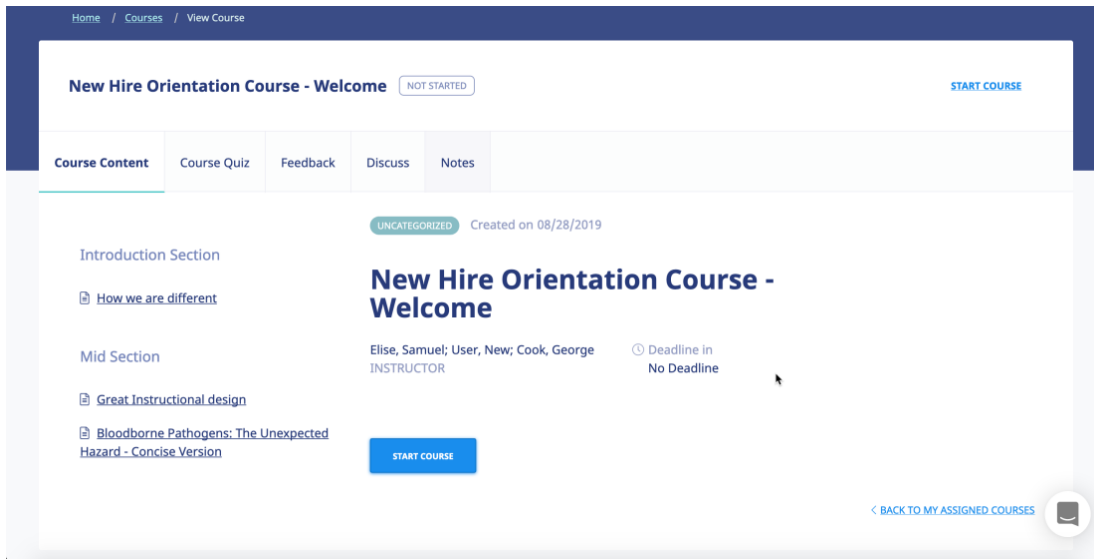
To begin accessing your assigned training courses or training paths, click the name of the relevant course or training path.


COURSE DETAIL SCREEN

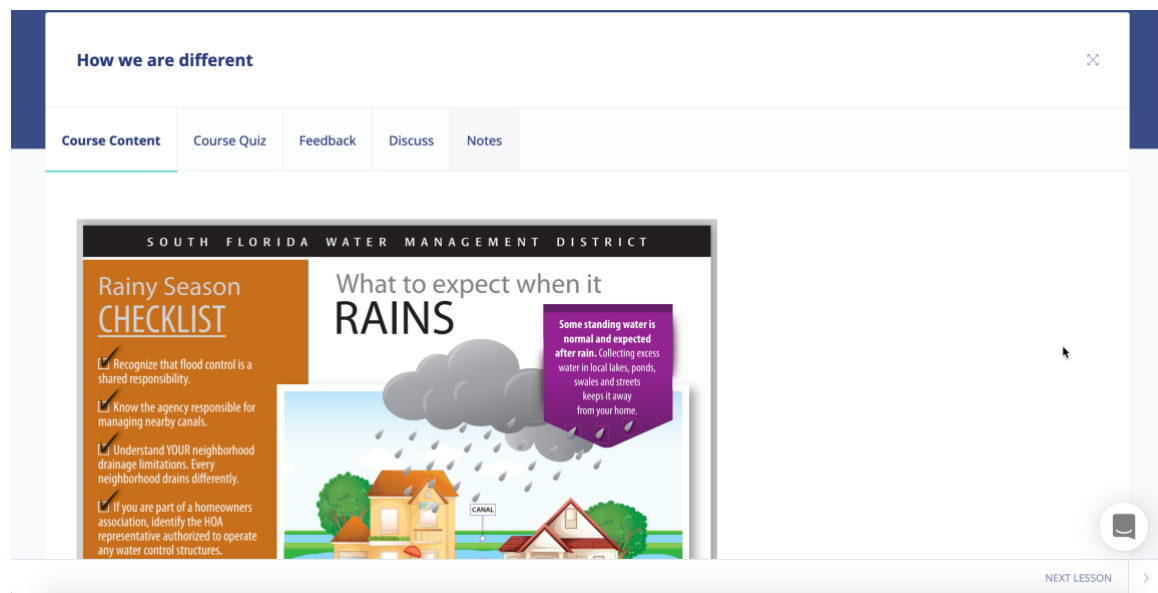
Once you click on the name of your assigned Course, you will first access the **Course Details** page, as shown in the illustration below.

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

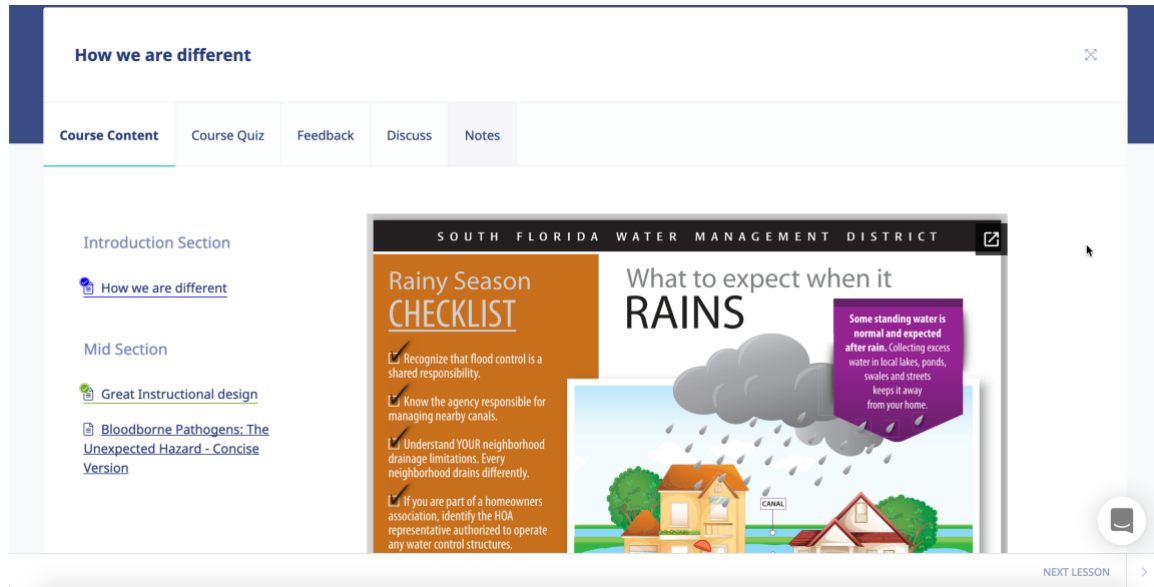
To begin accessing your Course content, click the first link within the **Content** portion of the screen, or click [START COURSE](#). You can also click the [START COURSE](#) link in the top right section of your page.



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



Click the icon again to expand the TOC

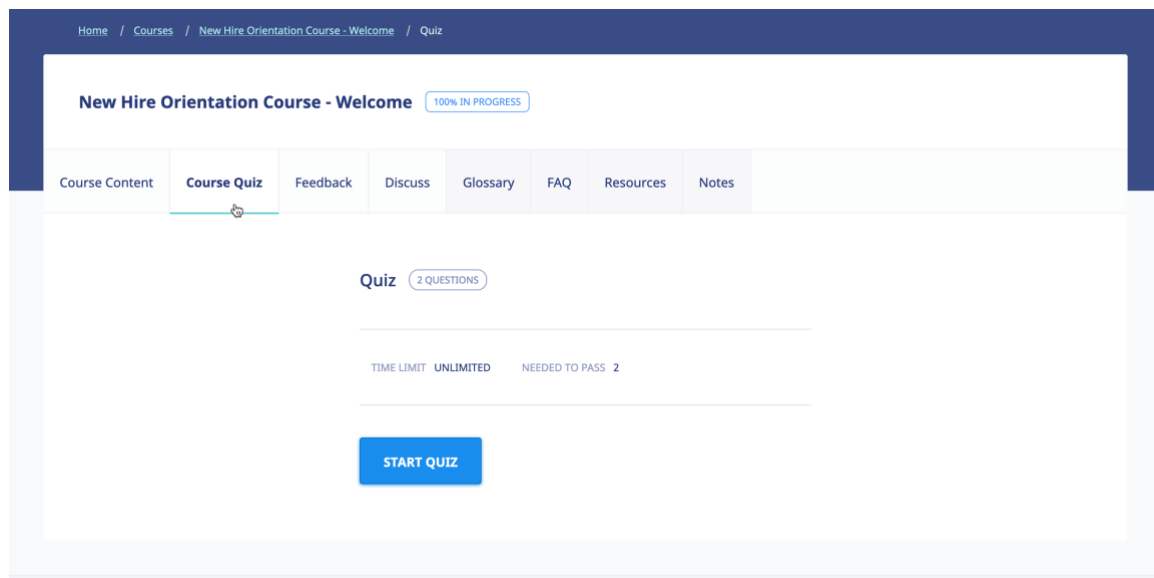


Course Features:

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

How would you rate this course?

Fields marked with * are mandatory.

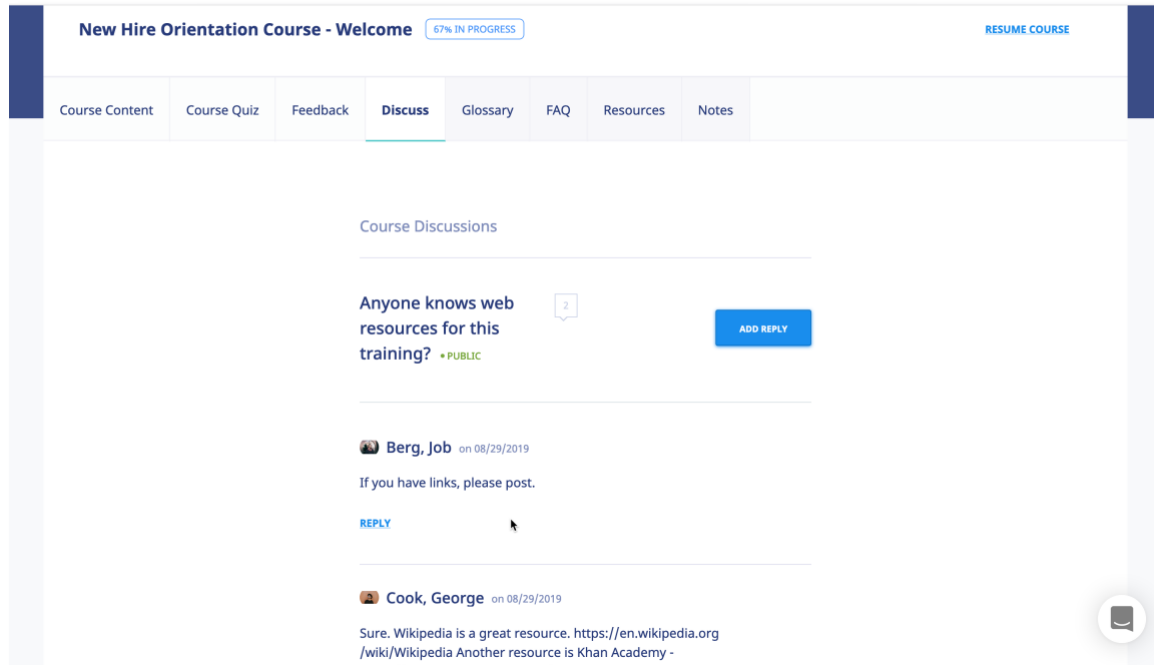
SUBMIT

Discuss

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

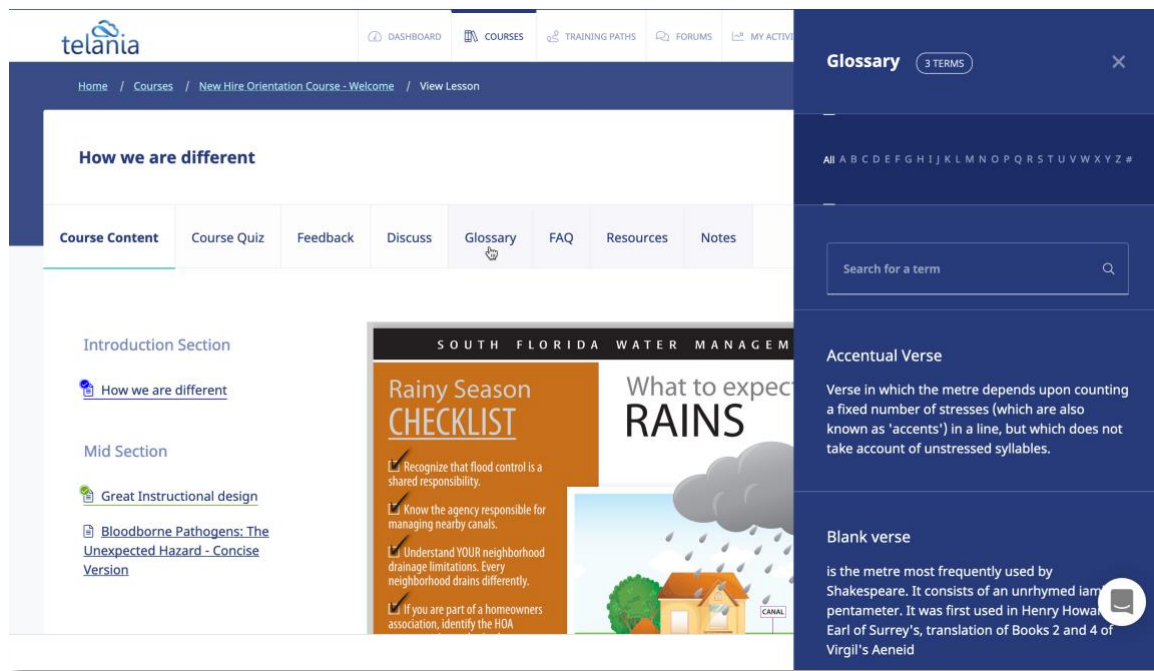
You can send **private messages** to your Course Instructor. These messages will only be available to your Instructor.

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.



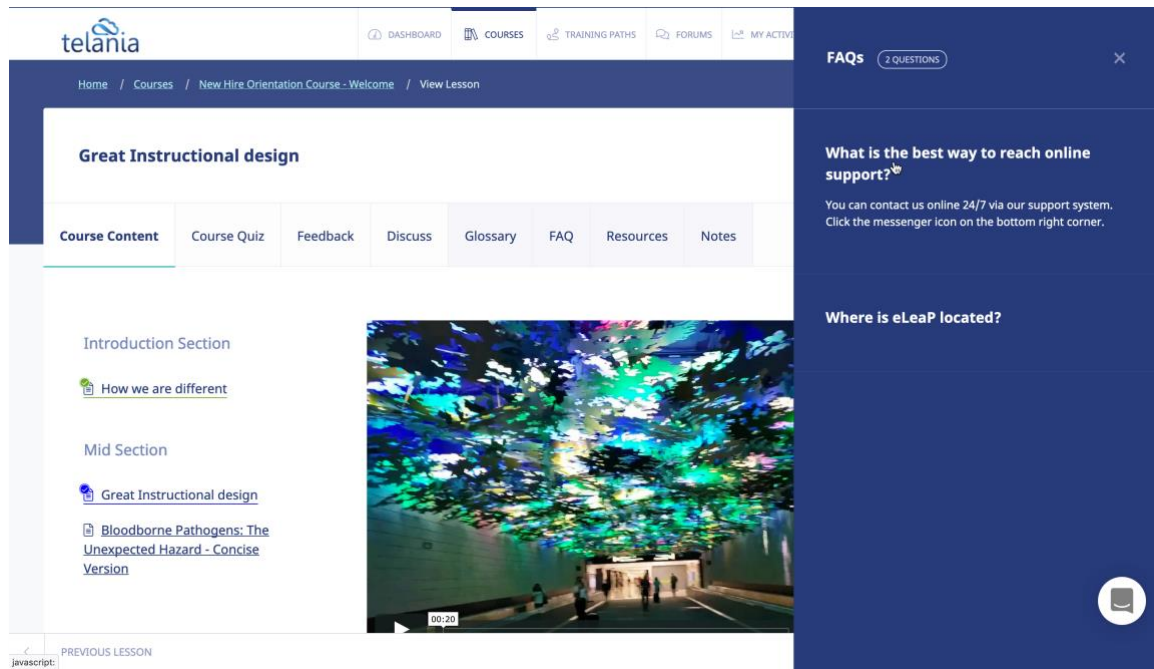
Glossary

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.



FAQ

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



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.

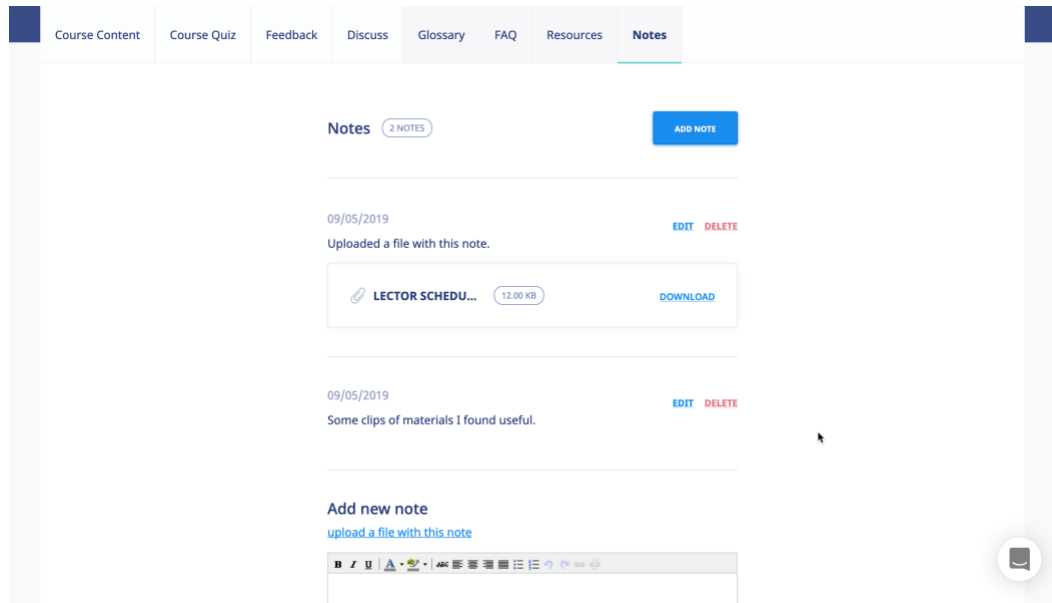
The screenshot shows the Telania eLeaP interface. The top navigation bar includes the Telania logo and links to DASHBOARD, COURSES, TRAINING PATHS, FORUMS, and MY ACTIVITY. The breadcrumb trail reads: Home / Courses / New Hire Orientation Course - Welcome / View Lesson. The main content area is titled 'Bloodborne Pathogens: The Unexpected Hazard - Concise Version'. Below the title is a horizontal tab bar with 'Course Content', 'Course Quiz', 'Feedback', 'Discuss', 'Glossary', 'FAQ', 'Resources', and 'Notes'. The 'Course Content' tab is active, showing an 'Introduction Section' with a 'CLICK TO RELAUNCH' button, a document icon for 'How we are different', a 'Mid Section', a document icon for 'Great Instructional design', and a document icon for 'Bloodborne Pathogens: The Unexpected Hazard - Concise Version'. A 'PREVIOUS LESSON' button is at the bottom left. A right sidebar titled 'Resources' (2 RESOURCES) contains links to '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' tab selected in the course navigation bar. The main content area is titled 'Notes' with a '0 NOTES' indicator. A purple message box states: 'NO NOTES CREATED. Click on the "add new note" link.' Below this is the 'Add new note' section, which includes a link 'upload a file with this note' and buttons for 'CHOOSE FILE', 'NEW NEW.DOCK', 'UPLOAD FILE', and 'CANCEL'. A text editor with a rich text toolbar is shown, containing the text 'Some clips of materials I found useful.' A 'SUBMIT' button is at the bottom left, and a '< BACK TO COURSE' link is at the bottom right. A chat icon is visible in the bottom right corner.

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.




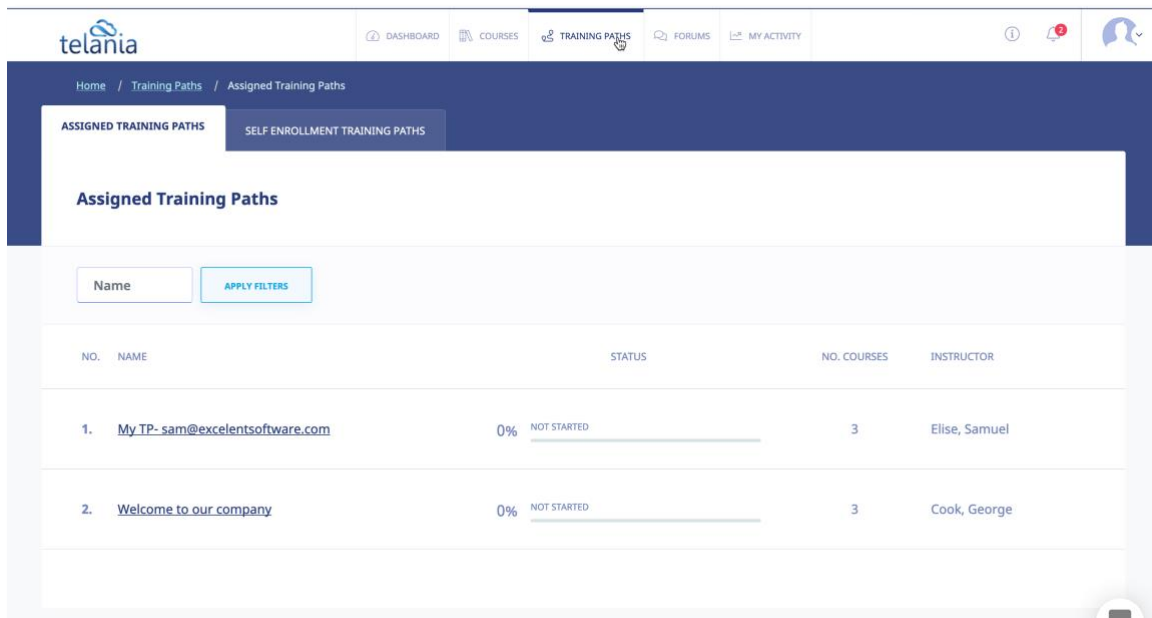
Once you are satisfied with the Note, click **SUBMIT** to add your new note.

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 **Training Paths** will be displayed. Click **[the name of your assigned Training Path]** to see the details of your personalized Training Path.



NO.	NAME	STATUS	NO. COURSES	INSTRUCTOR
1.	My TP- sam@excelentsoftware.com	0% NOT STARTED	3	Elise, Samuel
2.	Welcome to our company	0% NOT STARTED	3	Cook, George

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

The screenshot displays the 'My Training Paths' section on the left and an 'Events Calendar' on the right. The 'My Training Paths' section shows two paths: 'My TP- sam@excelentsof...' with 3 courses and 0% completion, and 'Welcome to our company' with 3 courses and 0% completion. The 'Events Calendar' shows the month of September 2019, with the 5th highlighted.

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

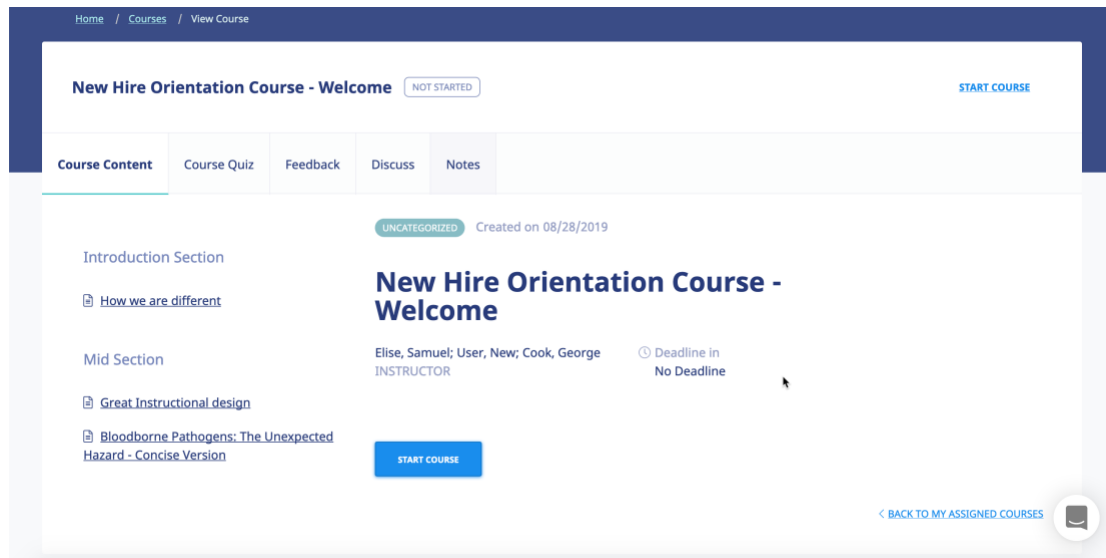
To begin accessing Courses in your assigned career path, click on the name of the available Courses.

The screenshot displays the 'Courses' section for the 'Welcome to our company' path. It shows a list of three courses with their respective deadlines and completion status.

NO.	NAME	DEADLINE	STATUS
1.	Bloodborne Pathogens in Commercial and Industrial Facilities	none	0% NOT STARTED
2.	Guaranteed HVAC Success	none	0% NOT STARTED
3.	Creating a Mindset for Change (Leaders) Part 1: Changing Your Mindset	10/04/2019	0% NOT STARTED

[BACK TO ASSIGNED TRAINING PATHS](#)

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. [START COURSE](#)

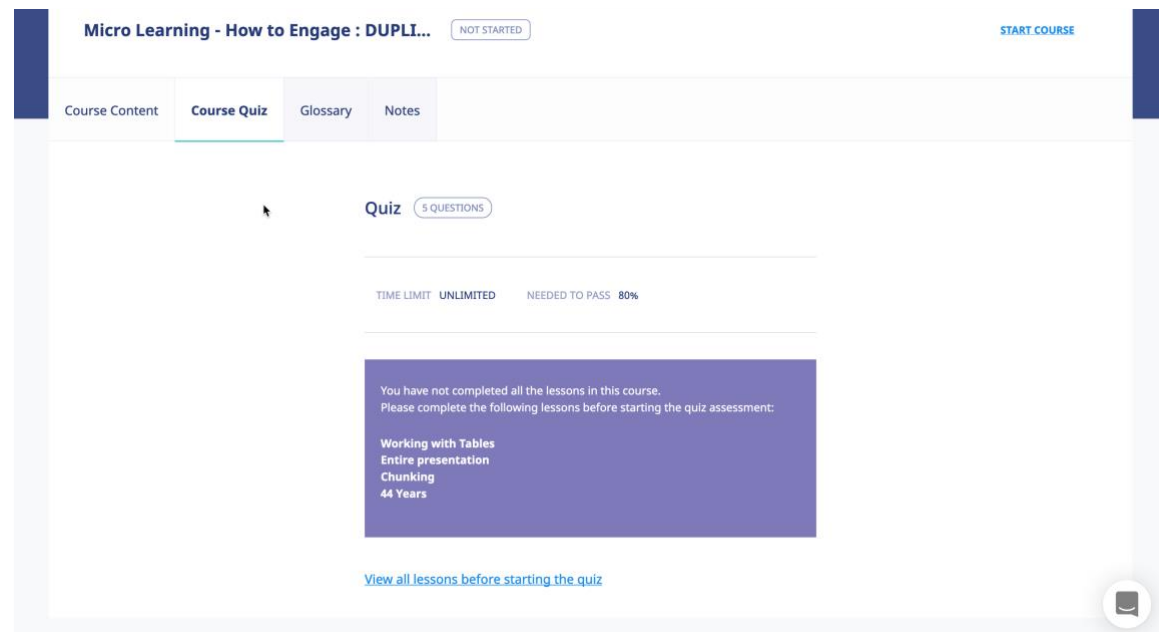


QUIZ/ ASSESSMENT CENTER

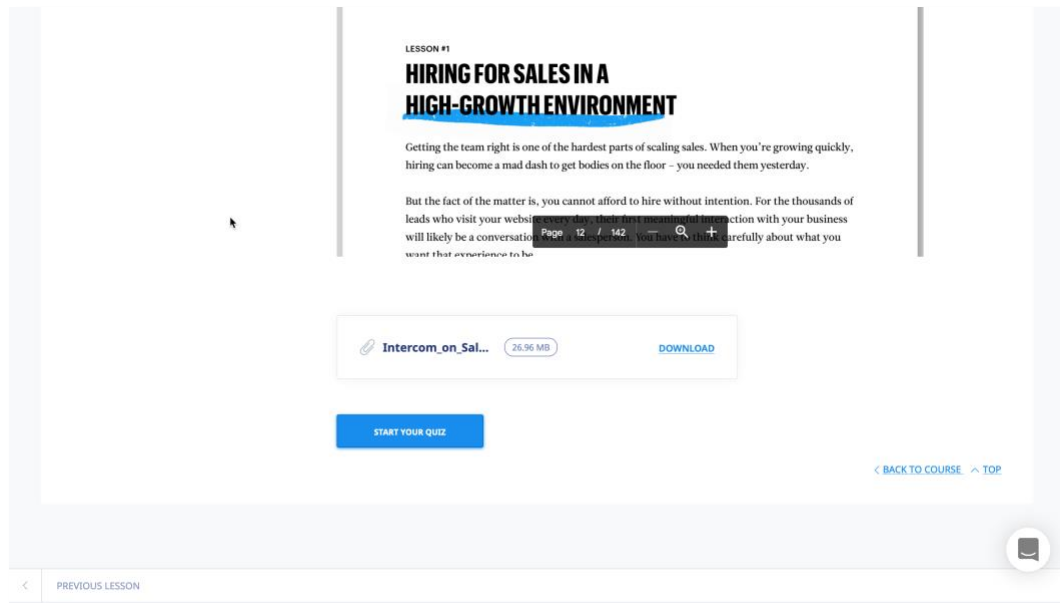
eLeaP™ LMS encourages you to complete Course Assessments. Assessments will help your Instructors know how well their Training Courses are going.

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.

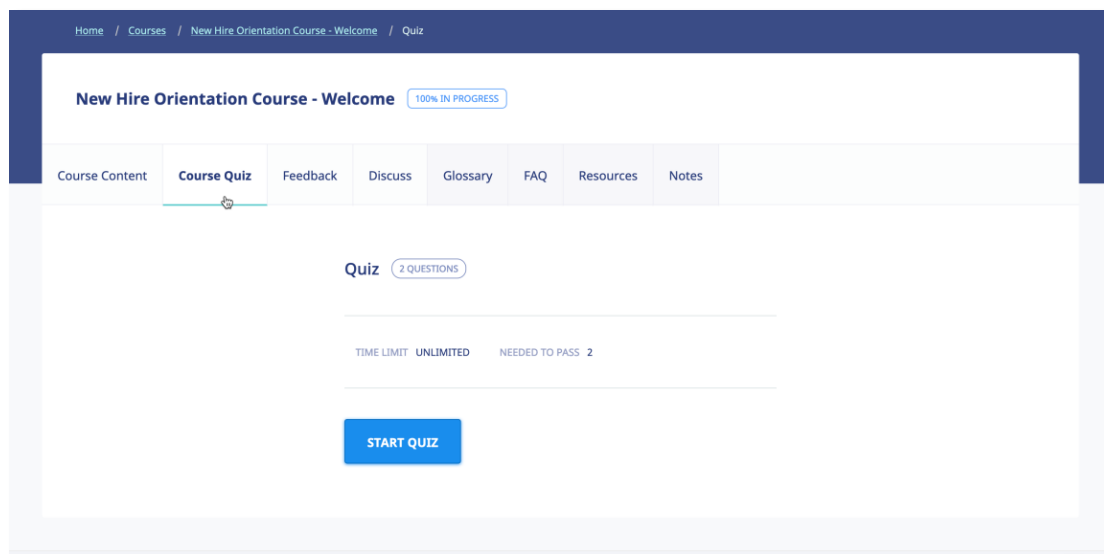


Once you reach the final Lesson within a Course, click **START YOUR QUIZ** to start a Quiz associated with that Course, as shown in the following illustration.

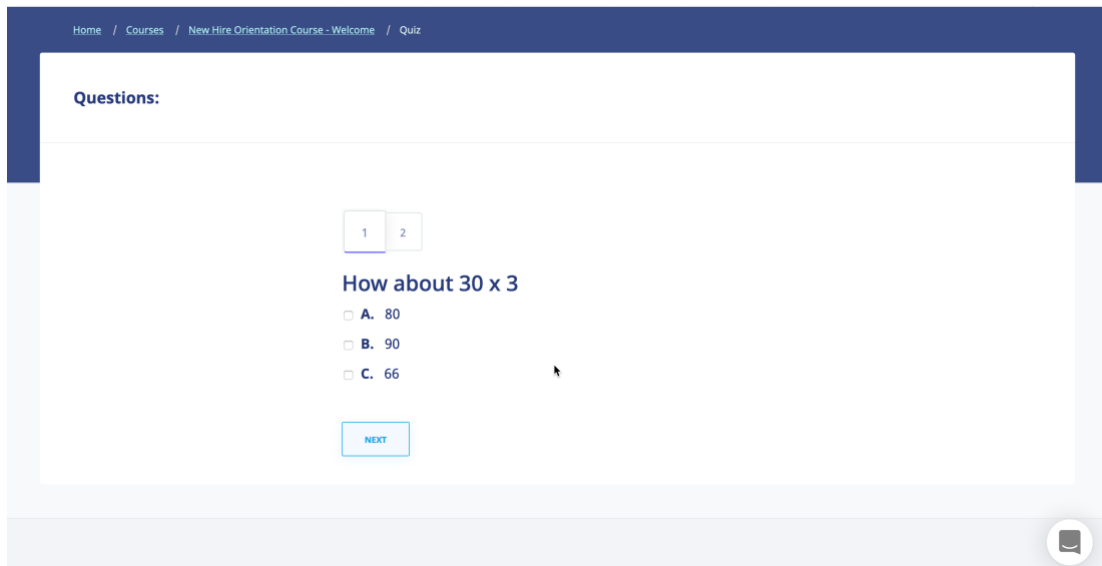


The **Quiz** screen, illustrated below, is displayed. Make sure to read all relevant quiz instructions.

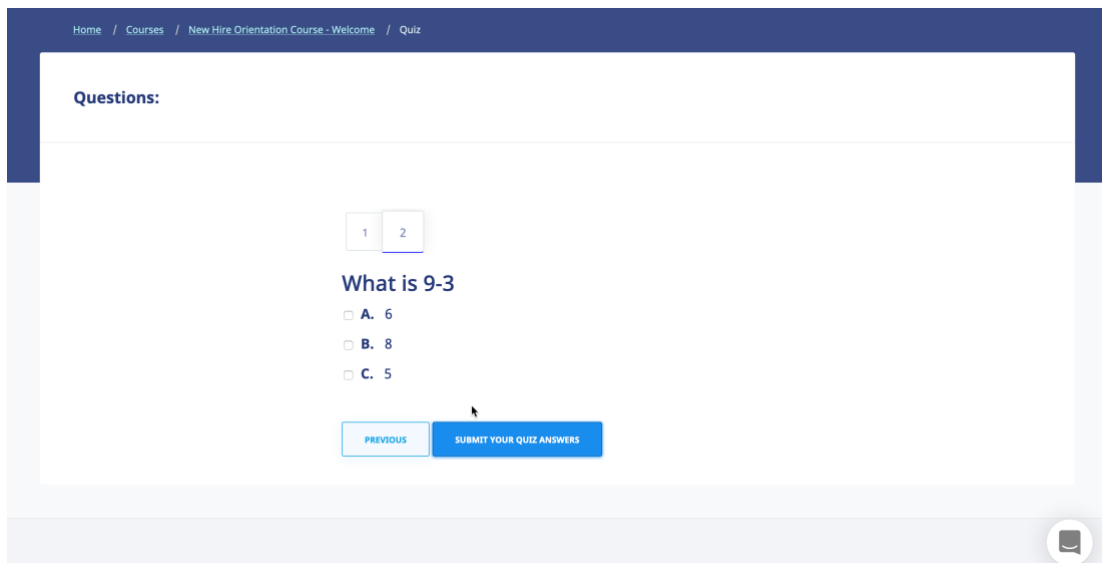
When ready to start, click **START QUIZ** to start the Quiz.



The **Questions** screen, illustrated below, is displayed. As you answer each question within the Quiz, click [NEXT](#) to continue.



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.



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?

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.

12345

Question 5 of 5

Where is Florida on the map?



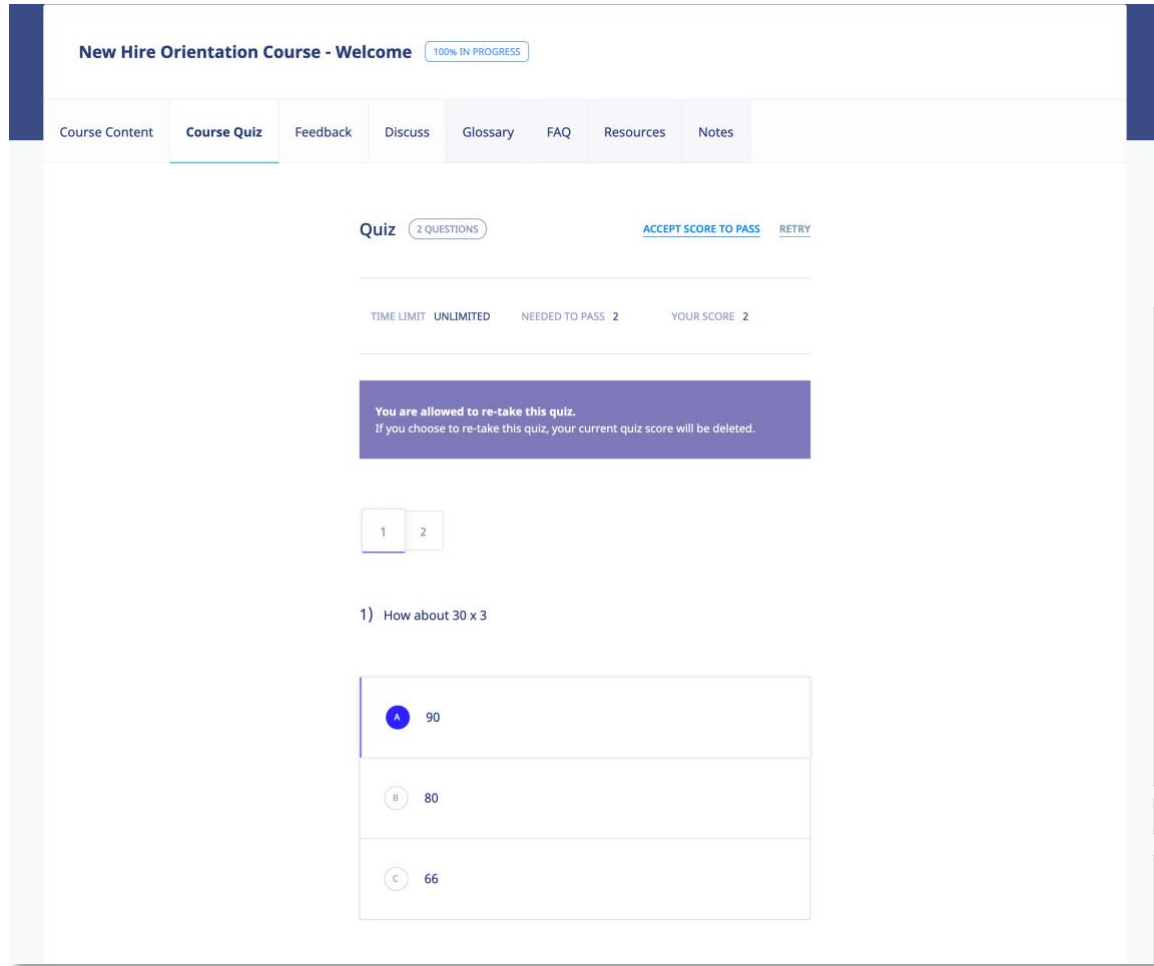
[< PREVIOUS](#)

[BACK TO QUESTIONS](#)

***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.

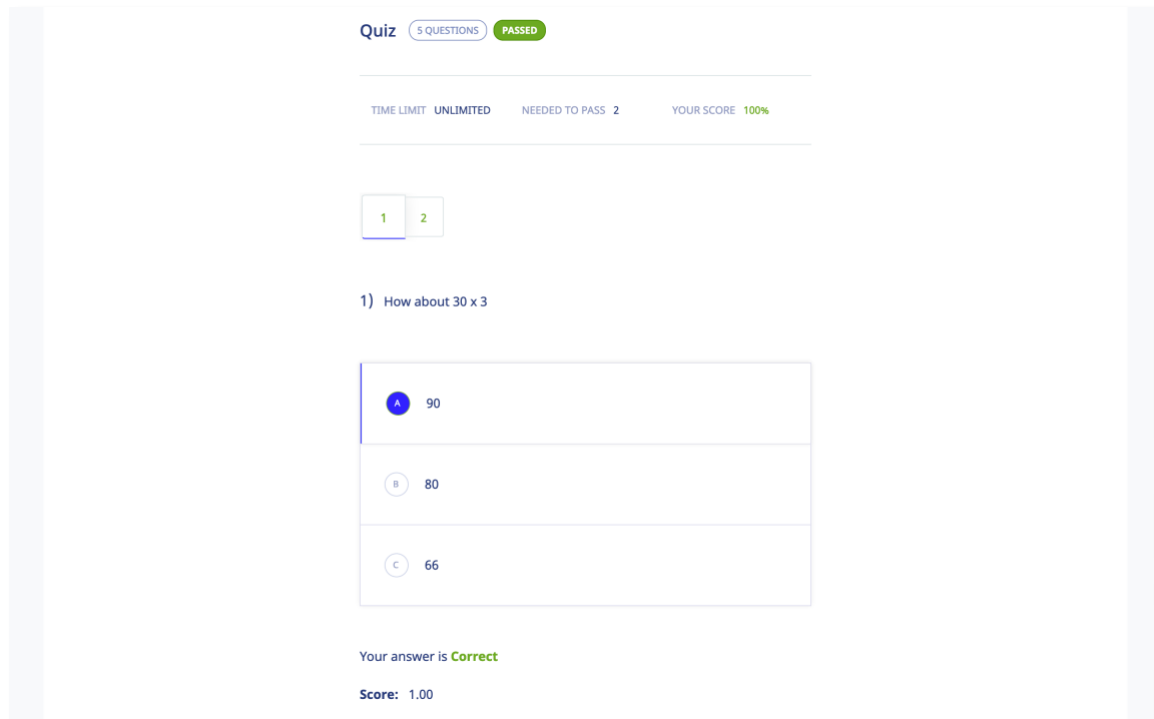
The **Quiz Results** screen, illustrated below, is displayed.



**** 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

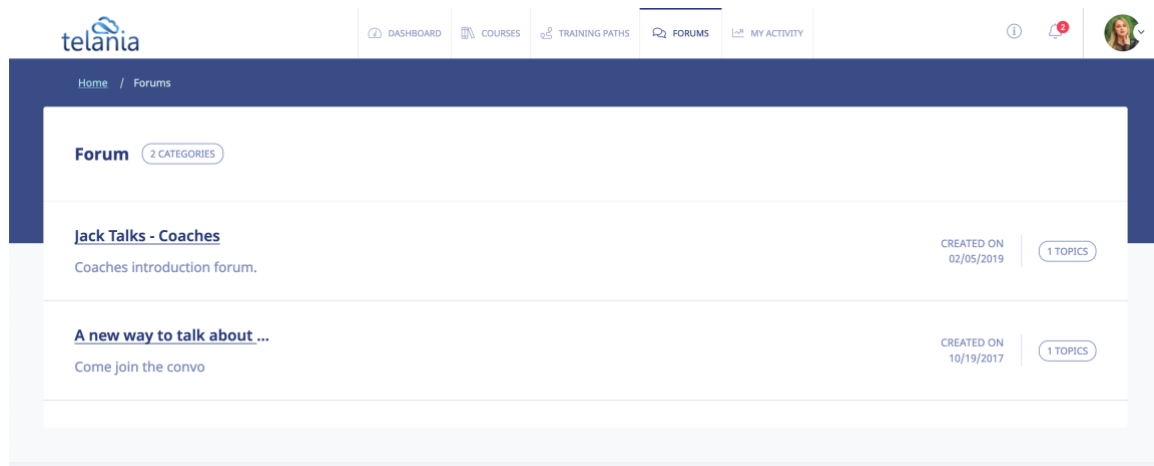
eLeaP™ believes that informal learning can be a vital part of designing powerful e-learning and training programs. After all, the experts tell us *“80% of workers get their job know-how informally”* Jay Cross (TD Magazine).

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.

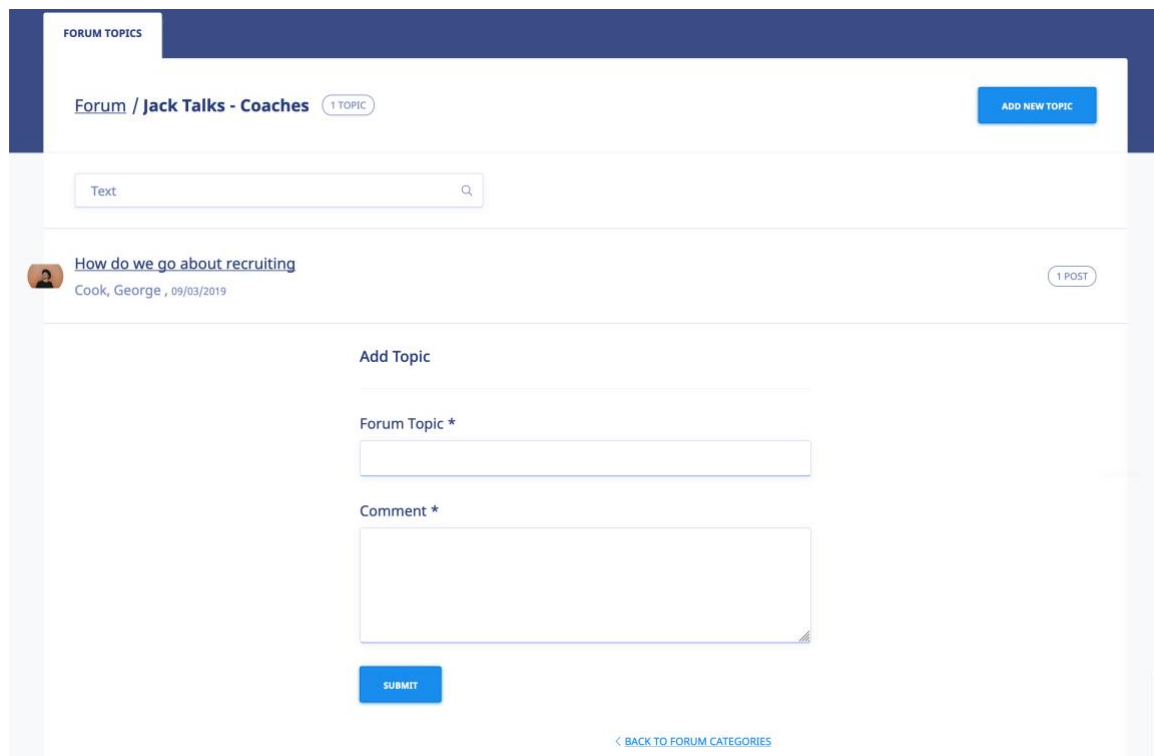
eLeaP™ has provided tools to help you launch informal learning. Make use of your system-level online forums or course level discussion boards.


Click on  **FORUMS** tab 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 .

 [Cook, George](#)

on 09/03/2019 07:24

Does anyone know great resources for recruiting?

[REPLY](#)

 [Jones, Orina](#)

on 09/05/2019 17:43

Sure. I think ziprecruiter.com is a nice resource.

[REPLY](#) [EDIT](#) [DELETE](#)

Write your comment

Your Comment

[SUBMIT](#)

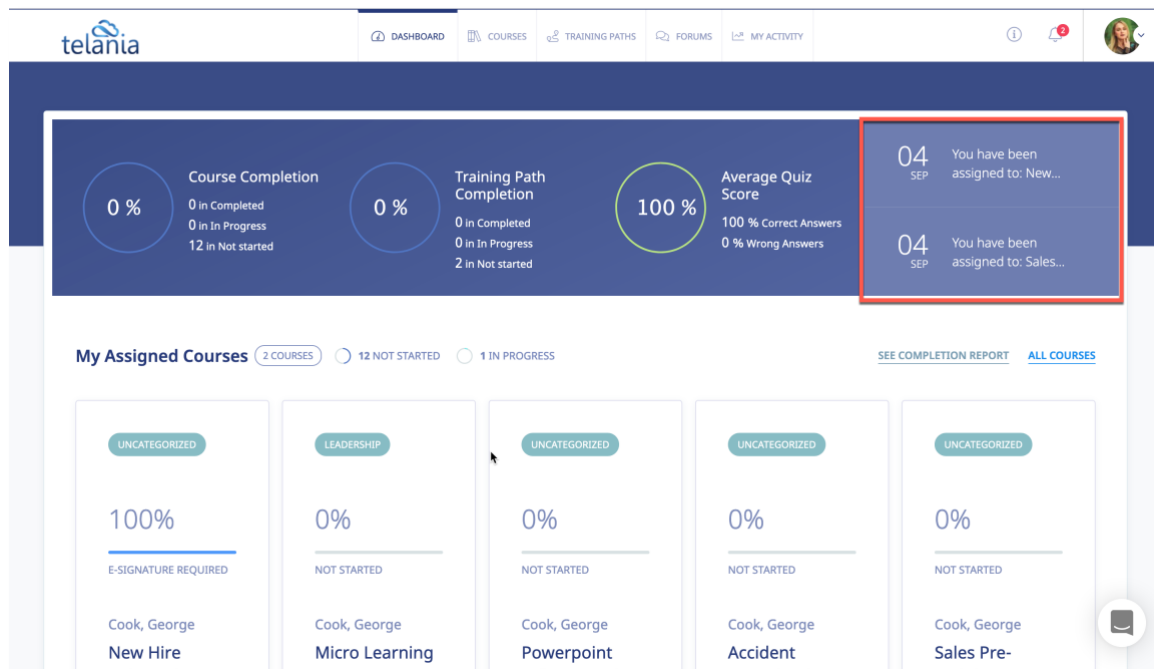
[BACK TO TOPICS](#)

eLeaP™ Inbox & Communication Center

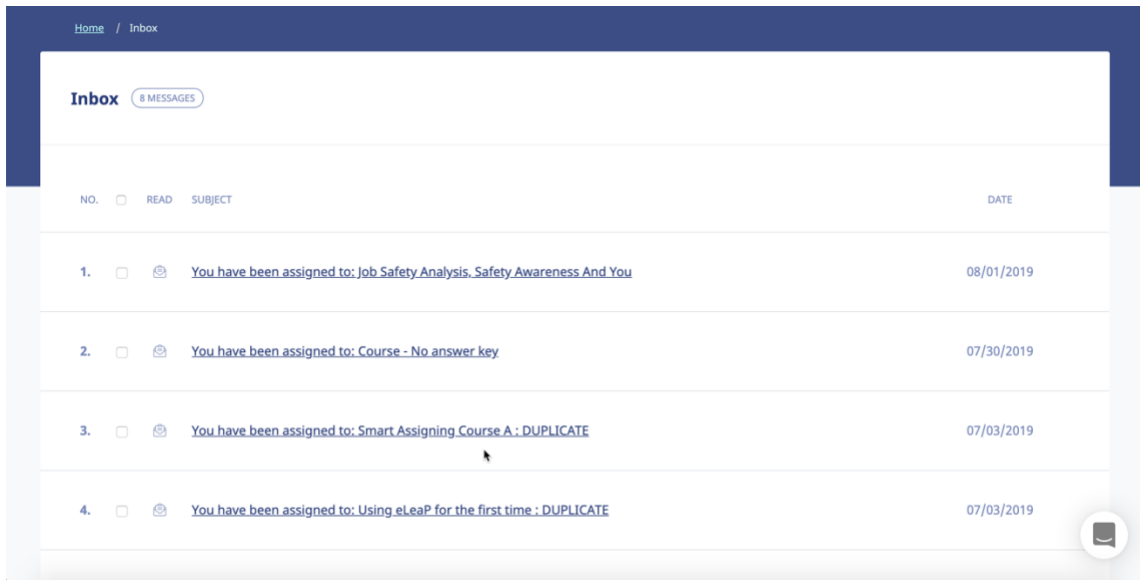
With eLeaP™ LMS, you have a comprehensive notification and electronic communications system which enables you to set up rules for auto notifications to be sent to your users.

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

Notifications first appear in your dashboard:



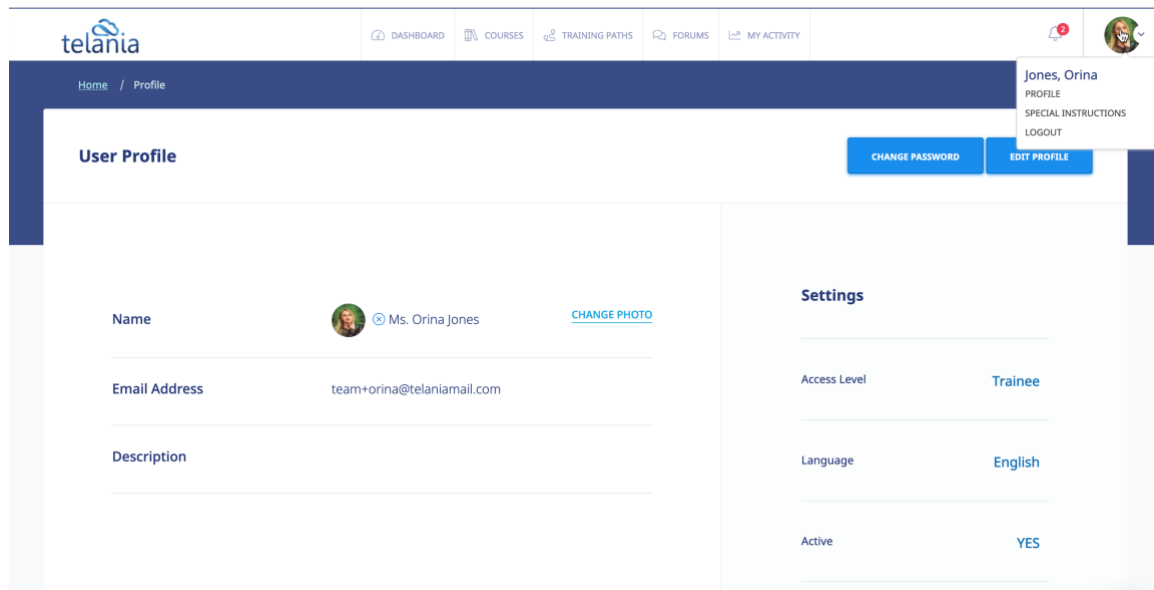
When you receive a Notification Email, the **Email** icon to the left of your User Name will indicate that. As shown in the following illustration, clicking on that icon displays the messages in your Inbox. You can select a message and click the **remove selected messages** link to delete those Emails.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



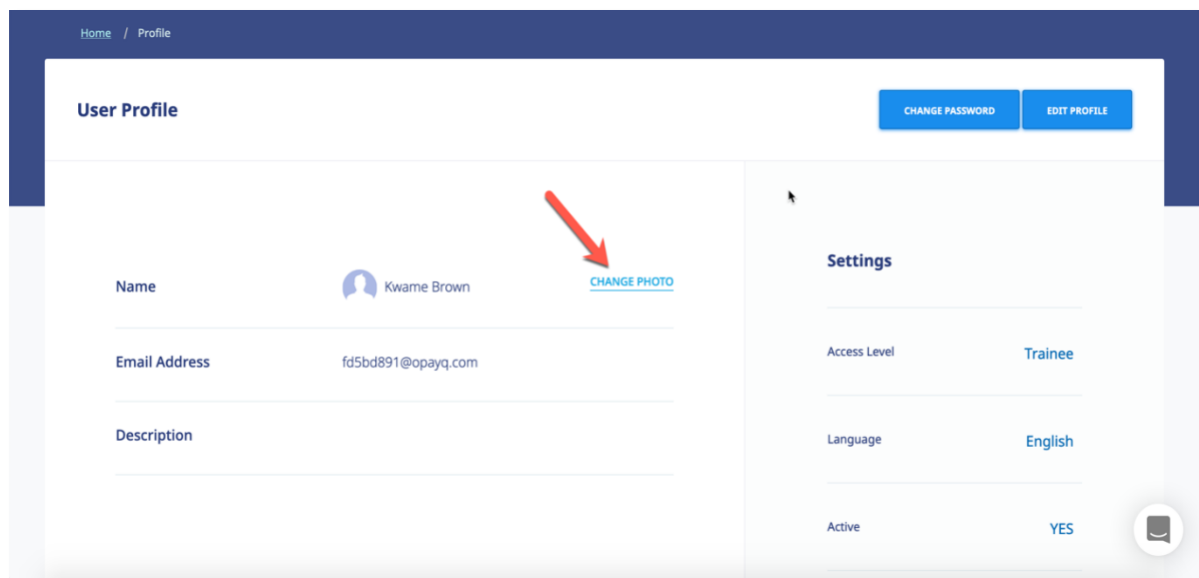
Modifying Your Personal Profile

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

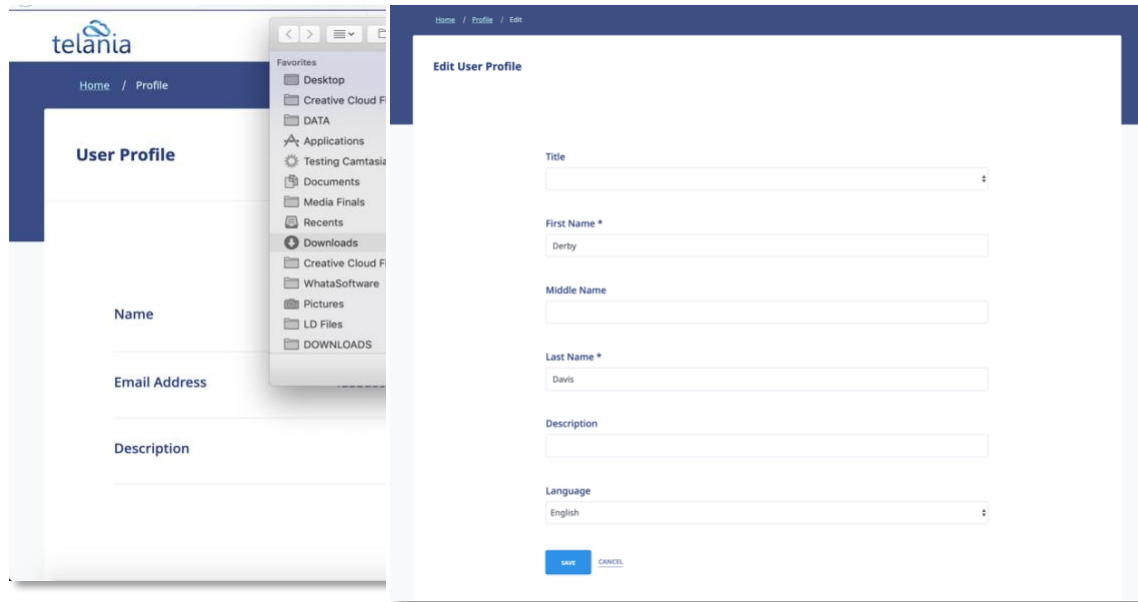
information.



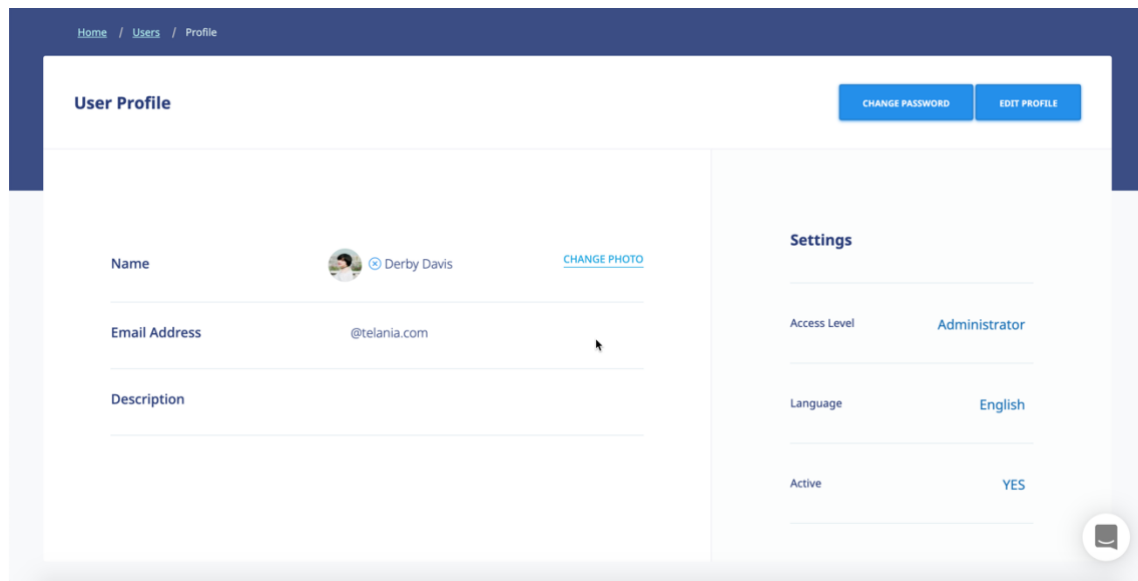
The **User Profile** screen, illustrated below, is displayed. To associate a picture with your Profile, click the **CHANGE** link next to the Name, as shown in the illustration.



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.




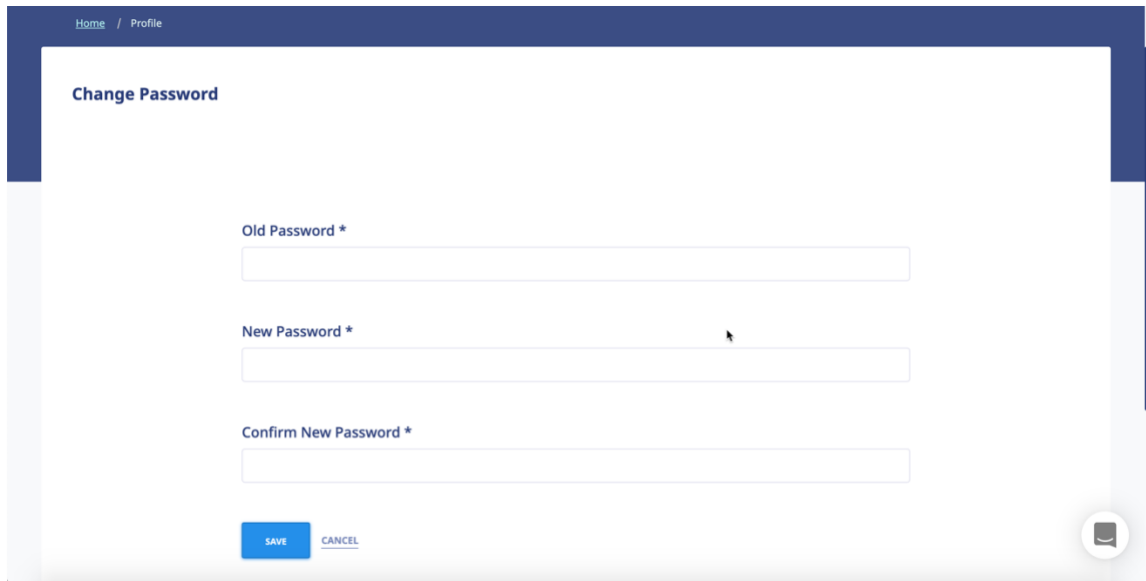
Edit Profile



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.

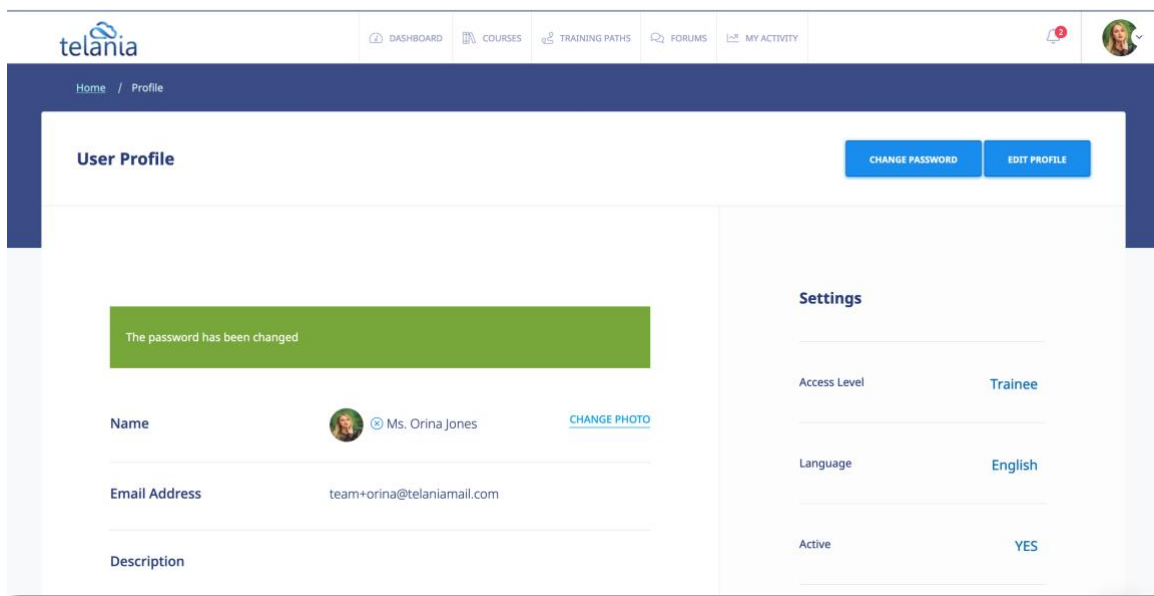
Changing Your Password

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 the 'Change Password' form within a web application. At the top, there is a breadcrumb trail 'Home / Profile'. The form title 'Change Password' is displayed in a dark blue header. Below the title, there are three input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. Each field is a simple white rectangle with a light gray border. At the bottom left of the form, there are two buttons: a blue 'SAVE' button and a gray 'CANCEL' button. At the bottom right, there is a small circular chat icon with a speech bubble.

As shown in the following illustration, the system confirms that the password has been changed.



The screenshot shows the 'User Profile' page. At the top, there is a navigation bar with the 'telania' logo and several menu items: DASHBOARD, COURSES, TRAINING PATHS, FORUMS, and MY ACTIVITY. On the right side of the navigation bar, there is a notification bell icon and a user profile picture. Below the navigation bar, there is a breadcrumb trail 'Home / Profile'. The page title 'User Profile' is displayed in a dark blue header. To the right of the title, there are two buttons: 'CHANGE PASSWORD' and 'EDIT PROFILE'. The main content area is divided into two columns. The left column contains a green banner with the text 'The password has been changed'. Below the banner, there are three fields: 'Name' with a profile picture and the text 'Ms. Orina Jones', 'Email Address' with the text 'team+orina@telaniamail.com', and 'Description'. The right column contains a 'Settings' section with three rows: 'Access Level' with the value 'Trainee', 'Language' with the value 'English', and 'Active' with the value 'YES'. Each row has a small circular icon to the left of the text.

MY ACTIVITY – DOWNLOAD YOUR TRANSCRIPTS

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

[Home](#) / [My Activity](#)

My Activity
Last Login: 09/05/2019

[Download Completion Report](#)

Assigned Courses

NO.	NAME	STATUS	DEADLINE	QUIZ	DATE COMPLETED	DATE ASSIGNED
1.	Accident Investigation Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019
2.	ADVChem Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019
3.	Bloodborne Pathogens in Commercial and Industrial Facilities Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019
4.	Business Friendly Customer Service Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019
5.	Cell Phones In The Workplace: A Dangerous Distraction Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019
6.	Creating a Mindset for Change (Leaders) Part 1: Changing Your Mindset Created by: Cook, George	0% NOT STARTED	10/04/2019	N/A	-	09/04/2019
7.	Guaranteed HVAC Success Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019
8.	Micro Learning - How to Engage - DUPLICATE Created by: Cook, George	0% NOT STARTED	none	Uncompleted	-	09/04/2019
9.	New Hire Orientation Course - Welcome Created by: Cook, George	100% E-SIGNATURE REQUIRED	none	Passed	-	09/04/2019
10.	Onboarding 101-New Created by: Cook, George	0% NOT STARTED	09/28/2019	Uncompleted	-	09/04/2019
11.	Powerpoint safety meeting v2 - DUPLICATE Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019
12.	Safety 101 Created by: Cook, George	0% NOT STARTED	none	Uncompleted	-	09/04/2019
13.	Sales Pre-Training For New Hires Created by: Cook, George	0% NOT STARTED	10/04/2019	Uncompleted	-	09/04/2019

Completed Quizzes

NO.	NAME	DATE COMPLETED	TIME LIMIT	SCORE	PASSED
1.	New Hire Orientation Course - Welcome Created by: Jones, Orina	09/05/2019	0 min.	100%	

[Download Transcripts](#)

Completed SCORM Lessons

NO.	SCORM	STATUS	DATE STARTED	SCORE	PASSED
1.	Bloodborne Pathogens: The Unexpected Hazard - Concise Version	Uncompleted	09/04/2019	N/A	


[Download Transcripts](#)

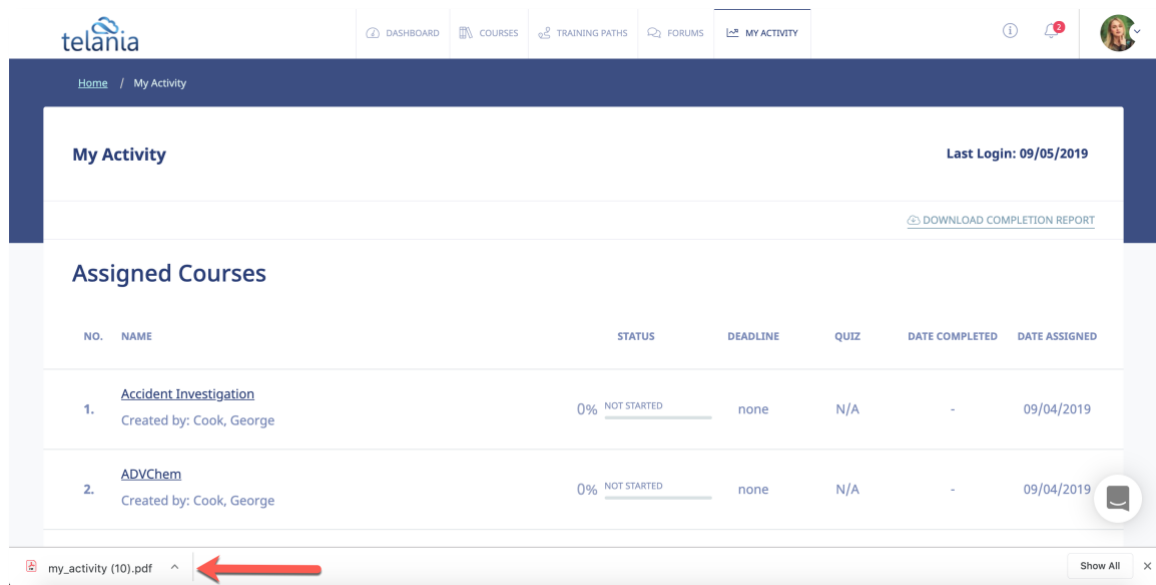
Assigned User Groups

NO.	NAME	CREATED BY	NO. OF MEMBERS	DATE CREATED
1.	Louisville Team	Cook, George	8	09/04/2019

Assigned Training Paths

NO.	NAME	CREATED BY	NO. OF COURSES	DATE CREATED
1.	My_TP_sam@excelensoftware.com	Elise, Samuel	3	11/21/2017
2.	Welcome to our company	Cook, George	3	03/13/2017

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.



The screenshot displays the 'My Activity' page in the Telania system. The top navigation bar includes links for DASHBOARD, COURSES, TRAINING PATHS, FORUMS, and MY ACTIVITY. The 'MY ACTIVITY' section shows the user's last login as 09/05/2019 and a link to 'DOWNLOAD COMPLETION REPORT'. Below this, the 'Assigned Courses' section lists two courses: 'Accident Investigation' and 'ADVChem', both created by Cook, George. Each course has a progress bar showing 0% completion and a status of 'NOT STARTED'. The download bar at the bottom shows a file named 'my_activity (10).pdf' with a red arrow pointing to it.

NO.	NAME	STATUS	DEADLINE	QUIZ	DATE COMPLETED	DATE ASSIGNED
1.	Accident Investigation Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019
2.	ADVChem Created by: Cook, George	0% NOT STARTED	none	N/A	-	09/04/2019

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

13. [Sales Pre-Training For New Hires](#) 0% NOT STARTED 10/04/2019 Uncompleted - 09/04/2019
Created by: Cook, George

Completed Quizzes

NO.	NAME	DATE COMPLETED	TIME LIMIT	SCORE	PASSED
1.	New Hire Orientation Course - Welcome Created by: Jones, Orina	09/05/2019	0 min.	100%	✓

[DOWNLOAD TRANSCRIPTS](#)

Completed SCORM Lessons

NO.	SCORM	STATUS	DATE STARTED	SCORE	PASSED
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https://trainingprovider.2leap.com/v6/users/download_quiz_transcripts?id=359834

Quiz Transcript....xls

**** 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](#).**

telania

DASHBOARD COURSES TRAINING PATHS FORUMS MY ACTIVITY

Home / Courses / View Course

Feedback required **COMPLETED** [DOWNLOAD CERTIFICATE](#)

Course Content Notes

Instructions - Please read

Another

UNCATEGORIZED Created on 08/29/2019

Feedback required

Cook, George
INSTRUCTOR

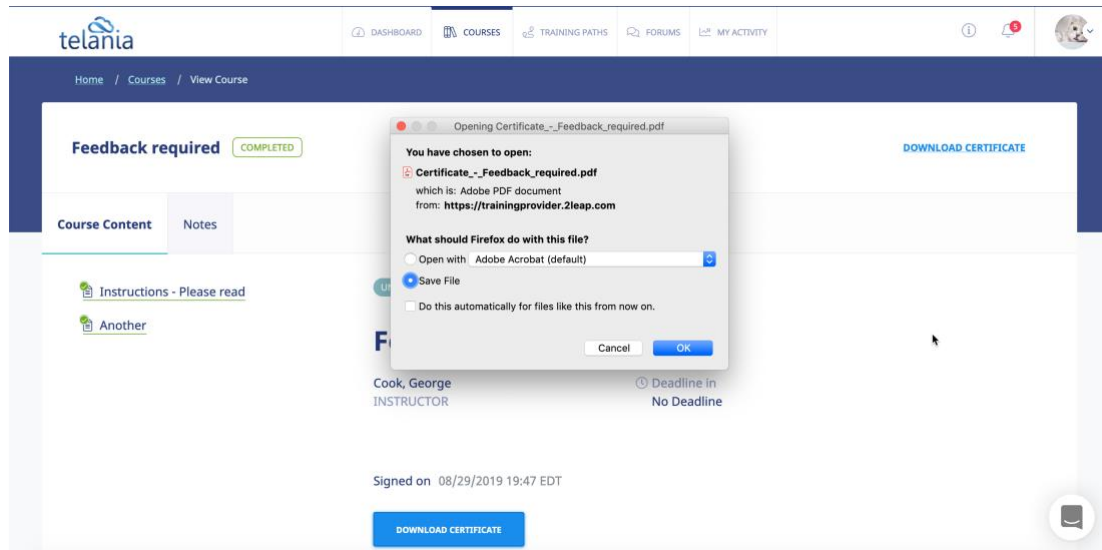
Deadline in
No Deadline

Signed on 08/29/2019 19:47 EDT

[DOWNLOAD CERTIFICATE](#)

[BACK TO MY ASSIGNED COURSES](#)

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.

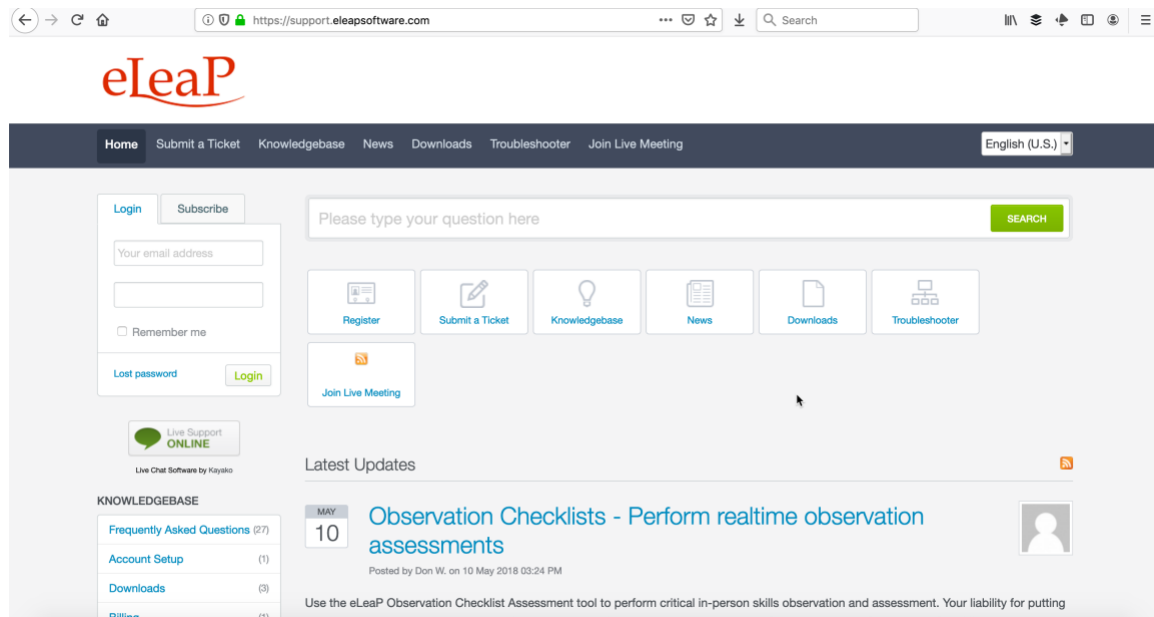


Whichever option you choose, the Certificate file, when viewed from within your PDF reader, will look similar to the following example.



SUPPORT/HELP CENTER AND ELEAP™ KNOWLEDGE-BASE

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



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.