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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."


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 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

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 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.

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 the 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.

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.
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.
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 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.

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

![Access Course Screen](image)

**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.

![Quiz Assessment Screen](image)
Once you reach the final Lesson within a Course, click 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 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 …”

If you are asked to answer a question that requires a short answer or an essay, all you have to do is type in your answer in the text box provided.
You might be required to explain your Multiple Choice answer. First choose the correct answer to the Multiple Choice question and then type in your explanation in the text box.

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

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.
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 **Submit**.
Cook, George  
Does anyone know great resources for recruiting?  

Jone, Orina  
Sure, I think ziprecruiter.com is a nice resource.
**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:

![Dashboard Image]

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.
<table>
<thead>
<tr>
<th>NO.</th>
<th>READ</th>
<th>SUBJECT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>You have been assigned to: Job Safety Analysis. Safety Awareness And You</td>
<td>08/01/2019</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>You have been assigned to: Course - No answer key</td>
<td>07/30/2019</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>You have been assigned to: Smart Assigning Course A - DUPLICATE</td>
<td>07/03/2019</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>You have been assigned to: Using eLeaP for the first time - DUPLICATE</td>
<td>07/03/2019</td>
</tr>
</tbody>
</table>
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.
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.
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 SAVE.

As shown in the following illustration, the system confirms that the password has been changed.
MY ACTIVITY – DOWNLOAD YOUR TRANSCRIPTS

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

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>STATUS</th>
<th>DATE DUE</th>
<th>Q/A</th>
<th>DATE COMPLETED</th>
<th>DATE ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Incident Investigation</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>KERKO</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Bloodborne Pathogens in Commercial and Industrial Facilities</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Business Process Customer Service</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Golf/Esops in Time和尚land. A spontaneous interaction</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Creating a Mindset for Change (Leader) Part 1: Changing Your Mindset</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>QUARANTINE DECISION</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Micro-Learning - How to Engage Your Lears</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>New Hire Orientation Course - Welcome</td>
<td>Passed</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>OSHA 10 &amp; 30</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Powerpoint safety meeting v1 - Duplicate</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Safety 101</td>
<td>N/A</td>
<td>06/29/2019</td>
<td>N/A</td>
<td>06/29/2019</td>
<td></td>
</tr>
</tbody>
</table>

### Completed Quizzes

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>DATE COMPLETED</th>
<th>TIME LIMIT</th>
<th>SCORE</th>
<th>PASSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>New Hire Orientation Course - Welcome</td>
<td>06/01/2019</td>
<td>1 h</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### Completed SCORM Lessons

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>DATE STARTED</th>
<th>SCORE</th>
<th>PASSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bloodborne Pathogens: The Unreported Hazard - Con Define</td>
<td>06/29/2019</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### Assigned User Groups

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>CREATED BY</th>
<th>NO. OF MEMBERS</th>
<th>DATE CREATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Louisville</td>
<td>Cook, George</td>
<td>8</td>
<td>06/29/2019</td>
</tr>
</tbody>
</table>

### Assigned Training Paths

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>CREATED BY</th>
<th>NO. OF COURSES</th>
<th>DATE CREATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>eLeaP: servicecinem soreanld.com</td>
<td>Elisa, Samuel</td>
<td>3</td>
<td>11/21/2017</td>
</tr>
<tr>
<td>2.</td>
<td>Welcome to our company</td>
<td>Cook, George</td>
<td>3</td>
<td>02/13/2017</td>
</tr>
</tbody>
</table>
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.
You can also download your quiz results transcripts for your tests. To download your transcripts, click the DOWNLOAD TRANSCRIPTS.

** If your Course Instructor chooses to enable **Completion Certificates**, you can download your Course Certificate from your Course Details screen by clicking **DOWNLOAD CERTIFICATE**.
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.
TELANIA UNIVERSITY
CERTIFICATE OF RECOGNITION

is hereby awarded to
James Bolton

for completing the
Feedback required

Granted this day 08/20/2019
1300 South 4th St, Suite 350, Louisville, KY

Don Bosco, Jr
Chairman, Board of Trustees
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.