

Quick guide to logging in and enrolling on an Exeter University e-learning course

Log-in via our Single Sign On Service

When you click on the link “Login to LearnUpon here” you should see the SSO screen appear:

The screenshot shows the University of Exeter logo at the top. Below it is a form titled "Single Sign On Service". The form contains two input fields: "User Name:" and "Password:". Below the password field is a green button labeled "LOG IN".

Once logged-in

You will be taken to the “Dashboard” view of the e-learning site:

You can switch between the Dashboard and full Catalogue. In Dashboard mode it will always show you any courses that you have been automatically enrolled onto.

The dashboard features a teal header with the University of Exeter logo and a search bar. Below the header, there are statistics for "Total Number of Courses": 5 Enrolled Courses, 0 Completed Courses, and 0 Course Questions. A "Recent Activity" section shows enrollment events for "Aptos accounts receivable" and "2 - Equality and Diversity Introduction". The main content area displays two course cards with details and a "Start" button.

Status	Content	Last Entered	Enrolled	Start
Not Started	1 Module	-	24 Feb 2017	Start
Not Started	1 Module	-	24 Feb 2017	Start

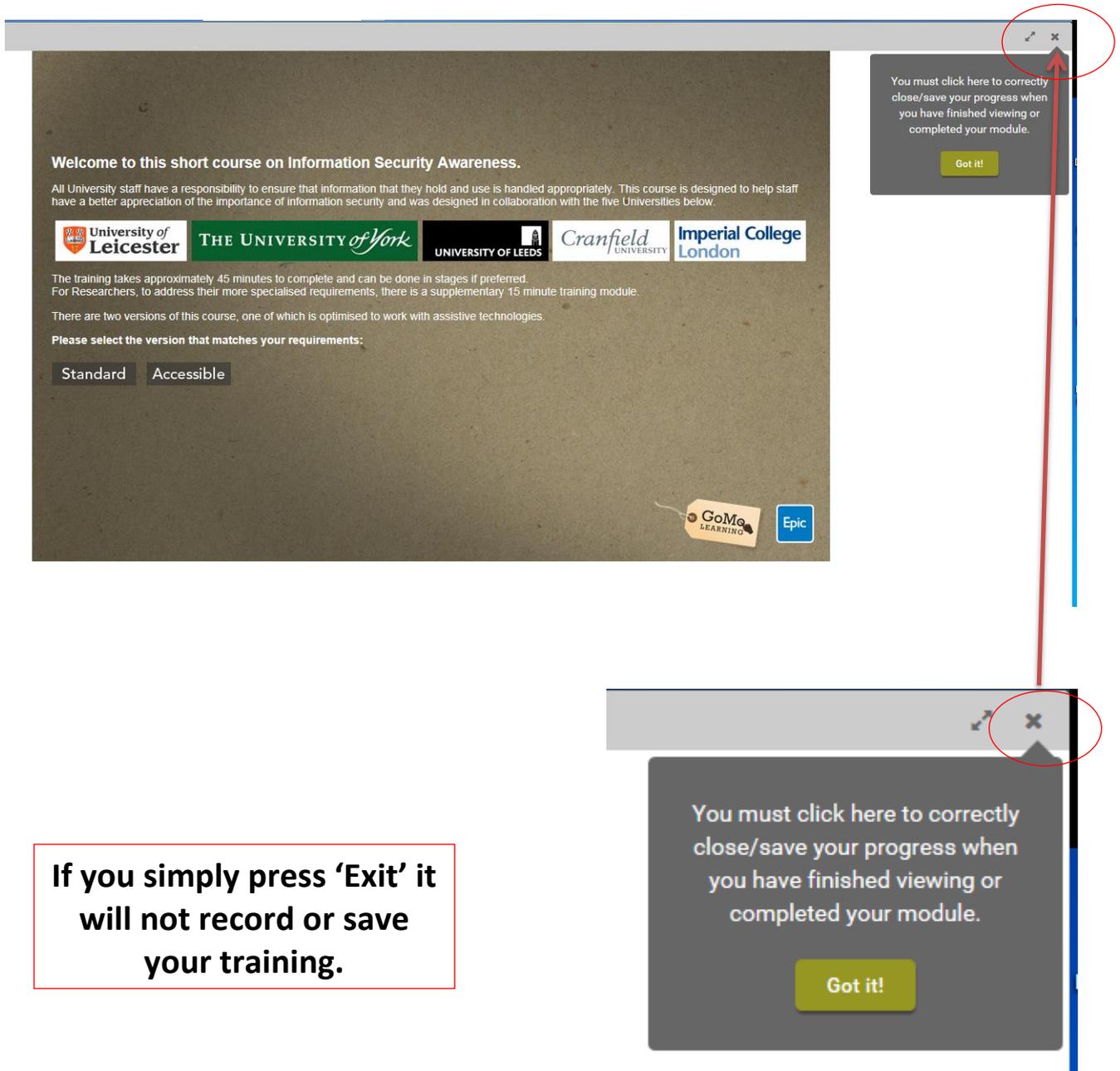
Takes you back to the Homepage

Shows the courses you are enrolled on

Working through a course

A typical screen looks like the image below.

When you have completed the course, or to save your progress if you wish to exit and return without restarting from the beginning, you must click on the top right hand “x” as shown:



The image shows a screenshot of a course interface. The main content area has a dark background with white text. It starts with a welcome message: "Welcome to this short course on Information Security Awareness." Below this, it states: "All University staff have a responsibility to ensure that information that they hold and use is handled appropriately. This course is designed to help staff have a better appreciation of the importance of information security and was designed in collaboration with the five Universities below." There are five university logos: University of Leicester, THE UNIVERSITY of York, UNIVERSITY OF LEEDS, Cranfield UNIVERSITY, and Imperial College London. The text continues: "The training takes approximately 45 minutes to complete and can be done in stages if preferred. For Researchers, to address their more specialised requirements, there is a supplementary 15 minute training module. There are two versions of this course, one of which is optimised to work with assistive technologies. Please select the version that matches your requirements:" Below this, there are two buttons: "Standard" and "Accessible". At the bottom right, there are logos for "GoMe LEARNING" and "Epic".

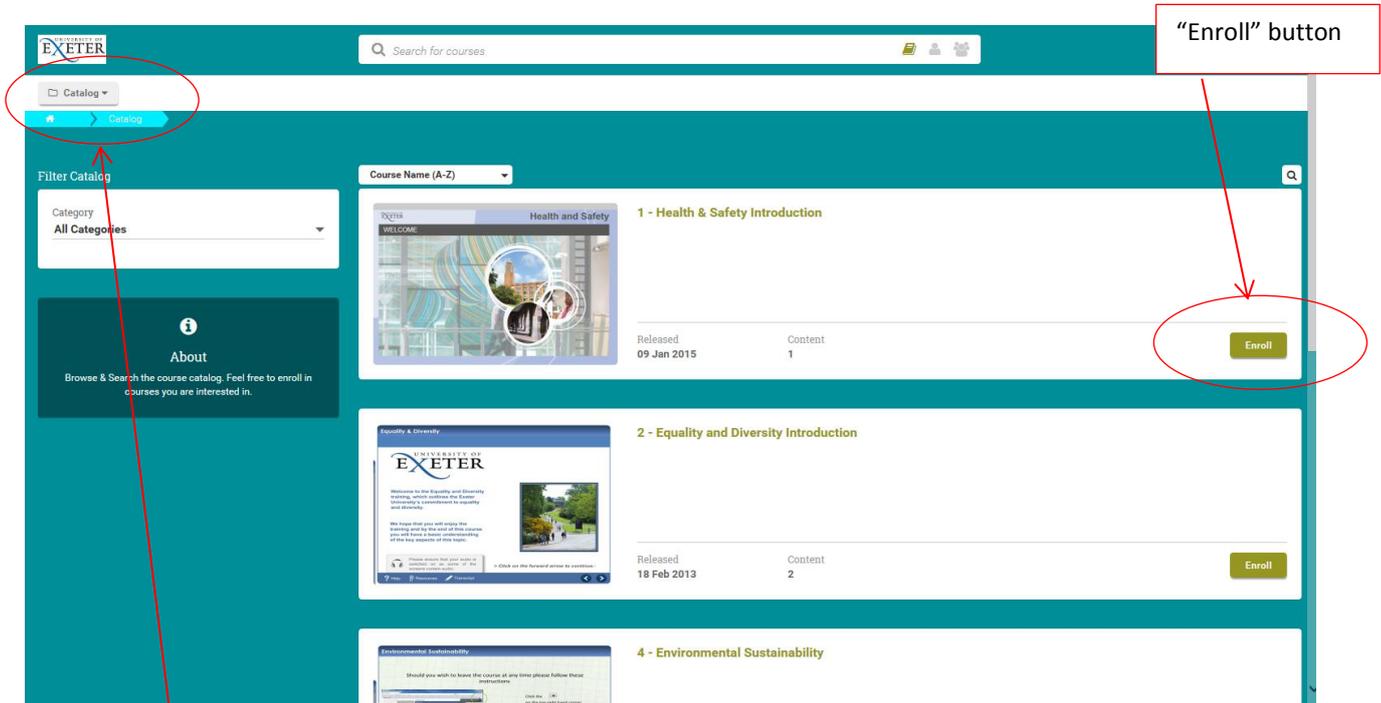
On the right side, there is a dark grey overlay box with white text: "You must click here to correctly close/save your progress when you have finished viewing or completed your module." Below this text is a green button with the text "Got it!".

A red circle highlights the top right corner of the overlay box, specifically the "x" icon. A red arrow points from this "x" icon down to a second, larger screenshot below. This second screenshot shows the same overlay box, but with a larger red circle around the "x" icon, indicating the correct click location.

If you simply press 'Exit' it will not record or save your training.

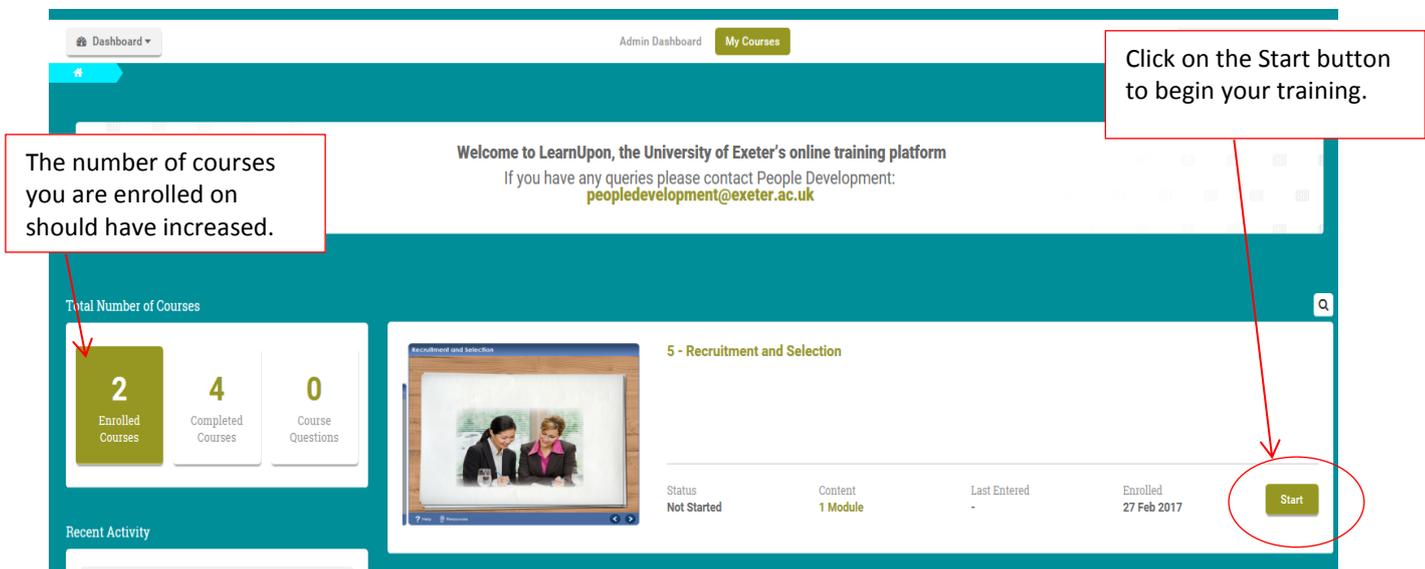
The “Catalog” – Self Enrollment

If, for any reason you have to, or want to, self-enroll you can do this from the “Catalog” (Click on the Dashboard tab and it will switch to Catalog).



To return to your Dashboard either click on Catalog or click on the Home button

Choose the course you wish to enroll upon and click the “Enroll” button. You will be asked to confirm that you want to enroll on the course. You should then be automatically taken back to your Dashboard, if this does not happen click on the Home or Catalog tab in the top left corner. Your new course should now be loaded onto your Dashboard;



Click on the Start button to begin your training.

The number of courses you are enrolled on should have increased.