## **E-learning platform manual**

# 1. Log in

link: http://els2.futuremeds.com/login/index.php

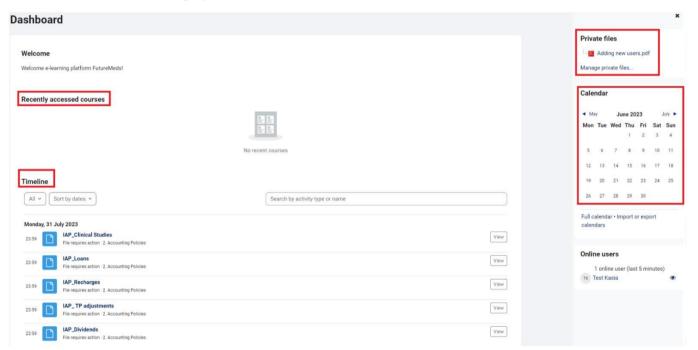
user: name.surname

password: the same as for Microsoft365

## 2. Dashboard

In this panel You can get the access to:

- Recently accessed courses after starting any courses, here You will see these courses,
- Timeline here You can get to know till what time You should finish given courses (of course, in case when the timeline was added to course),
- Private files You can add Your certificates from external courses (just to have them in one place). Click on *Manage private files* and *upload a file*.
- Calendar a graphical view of timeline.



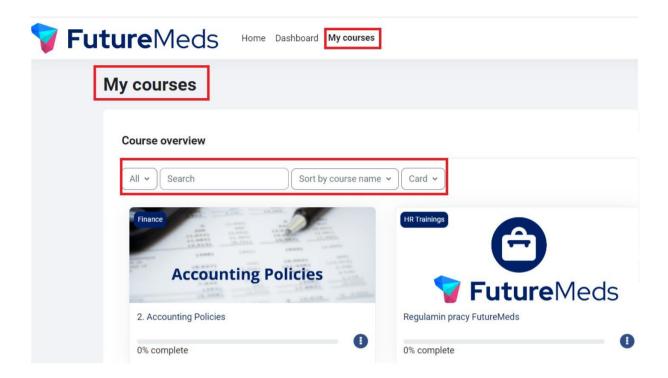
## 3. My courses

In this panel You will access courses to which You are enrolled.

The enrollment is done automatically to proper courses by the administrator.

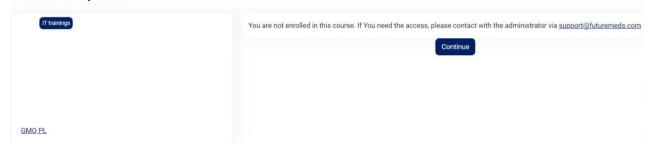
You can:

- sort courses by name,
- filter courses by status,
- search courses by name,
- change the view of Your courses on card, list or summary.



However if You need the access to any course, please contact with the administrator via  $\frac{\text{support}@\text{futuremeds.com}}{\text{support}}$ .

# **Enrolment options**

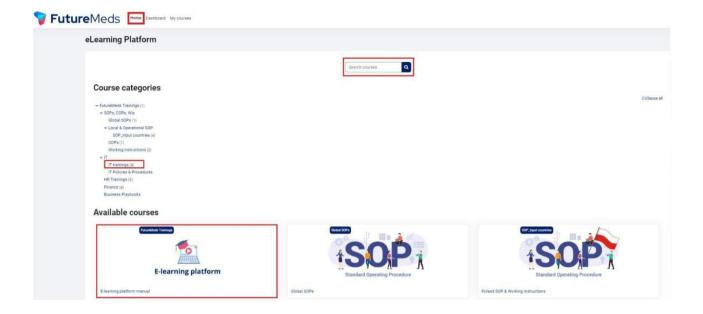


## 4. Home

On this page You can see all courses which are available on FM platform (even these to which You are not enrolled.

## You can:

- search courses by name,
- selects course categories,
- choose a course.



## 5. Start a course

Click on the proper course to open it. You find there information what You should do and lesson names. The course activity depends on course categories.

## Be careful!

## For some courses You have to:

- mark activity as done,
- view the whole lesson to complete it,
- do a quiz,
- generate a completion certificate.



If You have any questions to e-learning platform, please contact with IT Team via <a href="mailto:support@futuremeds.com">support@futuremeds.com</a>