



## How to Guide for Learners





## TABLE OF CONTENTS

1. INTRODUCTION.....	3
<b>1.1 LOGGING INTO THE LMS.....</b>	<b>3</b>
<b>1.2 NAVIGATING THE LMS.....</b>	<b>5</b>
1.2.1 Docking .....	6
1.2.2 Expandable / Collapsible Blocks .....	7
<b>1.3 EDITING YOUR PROFILE.....</b>	<b>8</b>
<b>1.4 EMAILING YOUR INSTRUCTOR.....</b>	<b>9</b>
<b>1.5 USING THE CALENDAR.....</b>	<b>10</b>
<b>1.6 USING THE MY PRIVATE FILES FUNCTION .....</b>	<b>11</b>
2. NAVIGATE TO YOUR COURSE CONTENT .....	13
<b>2.1 TRACKING YOUR PROGRESS .....</b>	<b>14</b>
3. USING FORUMS.....	14
<b>3.1 POSTING TO A FORUM:.....</b>	<b>14</b>
4. USING THE QUIZ ACTIVITY .....	16
5. USING A WIKI .....	18
<b>5.1 CREATING THE FIRST PAGE .....</b>	<b>18</b>
<b>5.2 ADDING MORE PAGES.....</b>	<b>19</b>
<b>5.3 WIKI EDITING IN GENERAL.....</b>	<b>19</b>
6. USING CHAT .....	21
<b>6.1 JOINING IN A CHAT SESSION.....</b>	<b>21</b>
7. USING A GLOSSARY.....	22
<b>7.1 EDITING GLOSSARY ENTRIES AND ADDING CATEGORIES .....</b>	<b>23</b>
7.1.1 To Create A Glossary Category:.....	23
7.1.2 Browse options .....	24
7.1.3 Search options.....	24
7.1.4 Waiting approval .....	24
8. YOUR CERTIFICATE.....	24

# HOW TO GUIDE FOR LEARNERS

## 1. INTRODUCTION

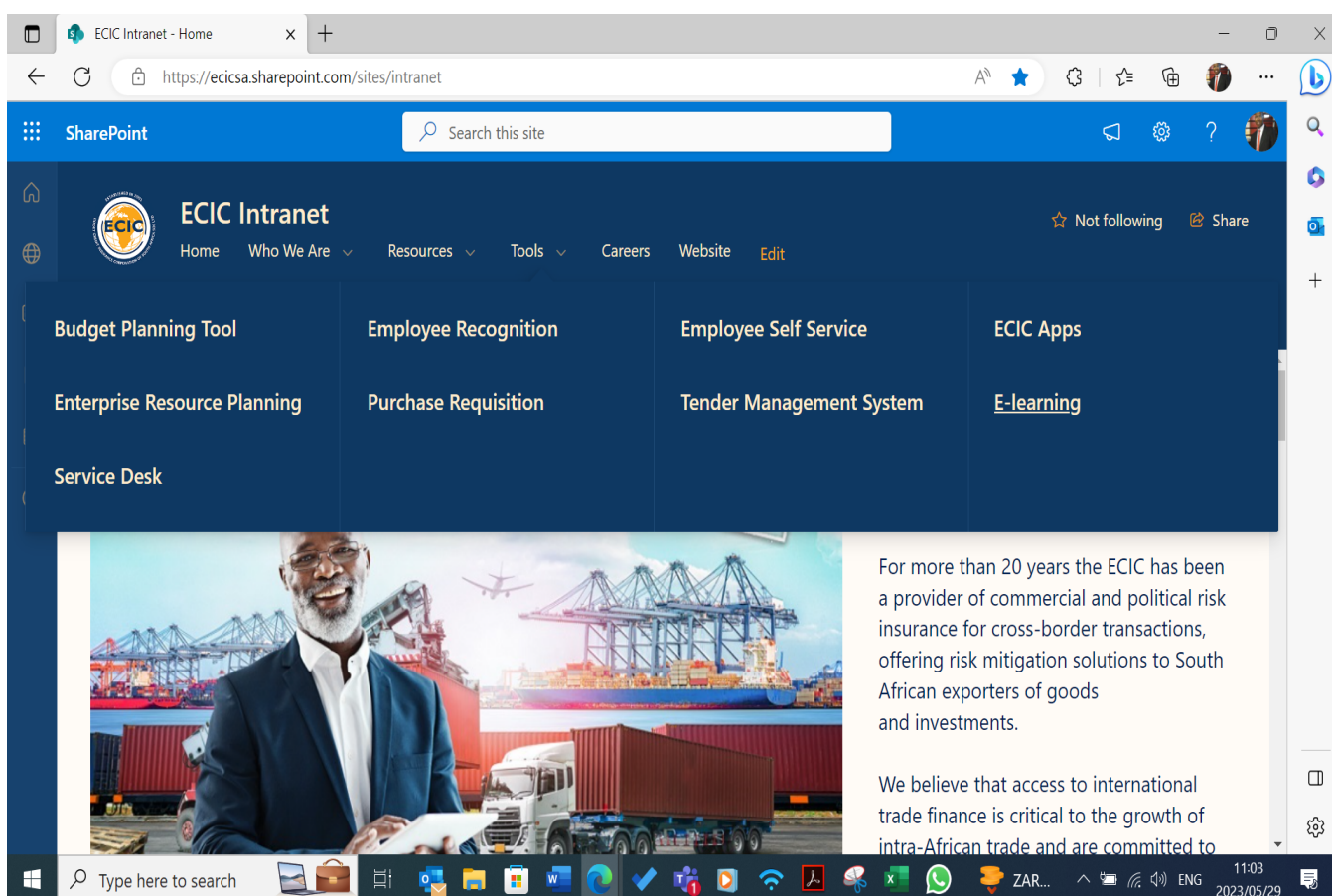
When writing this manual we assume that you have at least a basic knowledge of using a computer including input devices like a mouse and a keyboard. In addition, it is assumed that you are familiar with your web browser and navigating between pages on the Internet.

The “<https://trainingecic.xyz/>” website is a Learning Management System. In this guide you will be introduced to the basics of using the LMS as part of your studies. The most appropriate use of this manual is to have it to hand while you use LMS for the first time.

### 1.1 LOGGING INTO PLATFORM

To access the LMS you need to log in to the site with the username and password that you use as your ECIC credentials:

1. Open SharePoint
2. Navigate to the E-Learning Menu Link on SharePoint, it will redirect you to the Learner Management Systems.

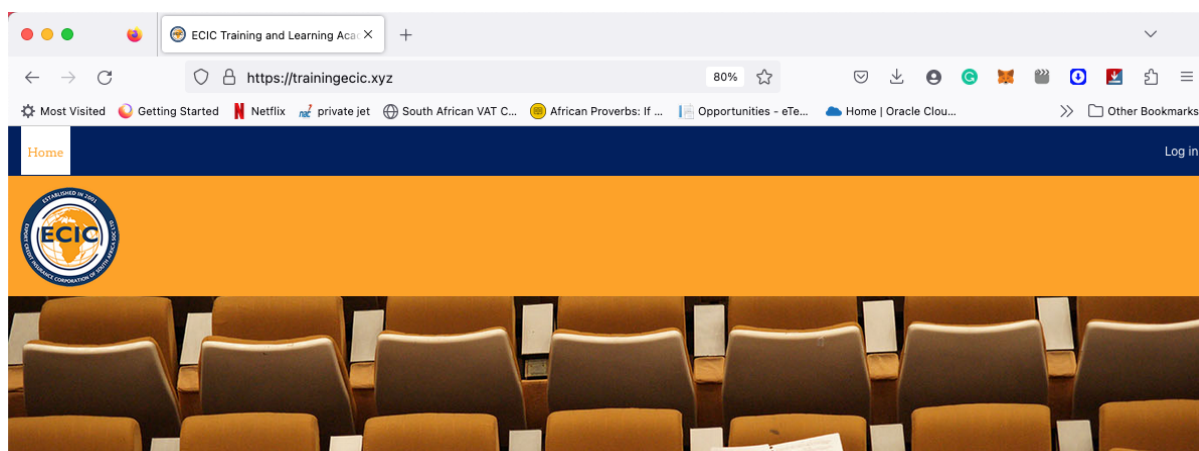


The screenshot displays the ECIC Intranet on a SharePoint platform. The browser address bar shows the URL <https://ecicsa.sharepoint.com/sites/intranet>. The SharePoint interface includes a search bar, navigation menus for Home, Who We Are, Resources, Tools, Careers, Website, and Edit. A grid of application tiles is visible, including Budget Planning Tool, Employee Recognition, Employee Self Service, ECIC Apps, Enterprise Resource Planning, Purchase Requisition, Tender Management System, E-learning, and Service Desk. A featured article on the right side of the page, titled "For more than 20 years the ECIC has been a provider of commercial and political risk insurance for cross-border transactions, offering risk mitigation solutions to South African exporters of goods and investments.", is accompanied by an image of a man in a suit standing in front of a shipping port. The Windows taskbar at the bottom shows the system tray with the date 2023/05/29 and time 11:03.

**YOUR EXPORT RISK PARTNER**



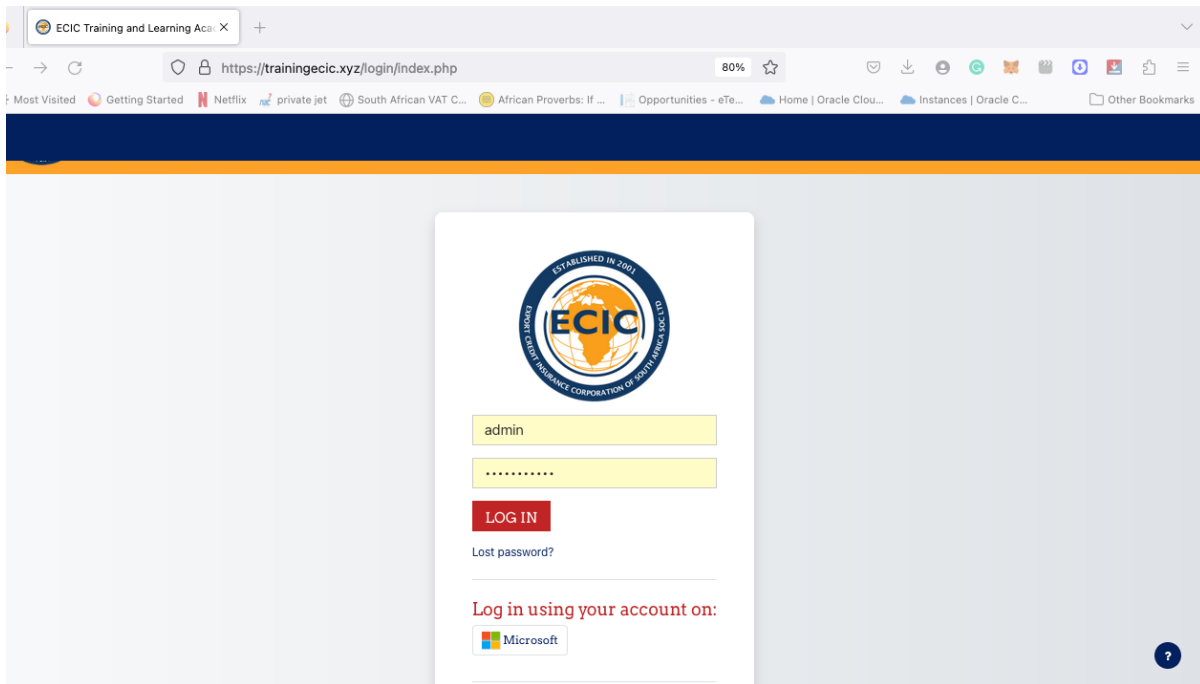
You should now be redirected to the Learner Management System and see the “<https://trainingecic.xyz>” portal page:



Click the Login on the top right corner of the landing page.

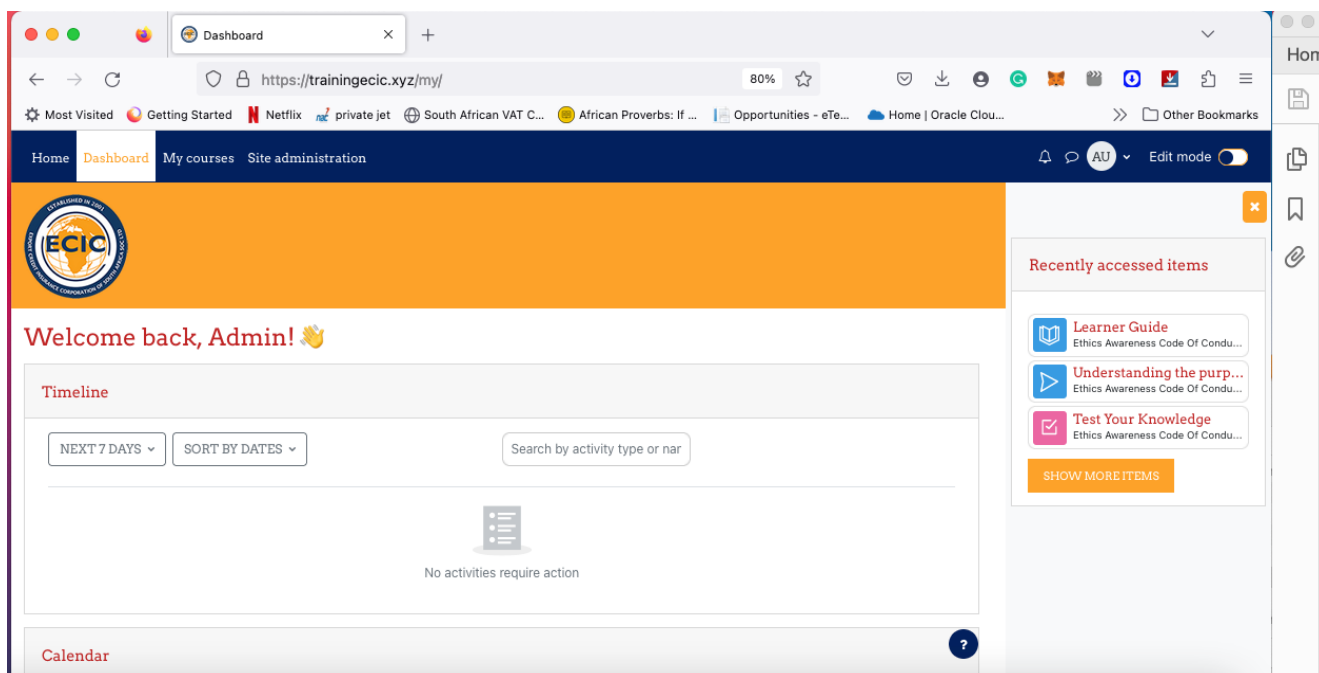
**YOUR EXPORT RISK PARTNER**





To log in you click on the Microsoft Logo at the bottom of the page. Enter your username and password and click “*Log in*”. Remember your username should be entered as the same as the one you use to login to your ECIC account:

**YOUR EXPORT RISK PARTNER**

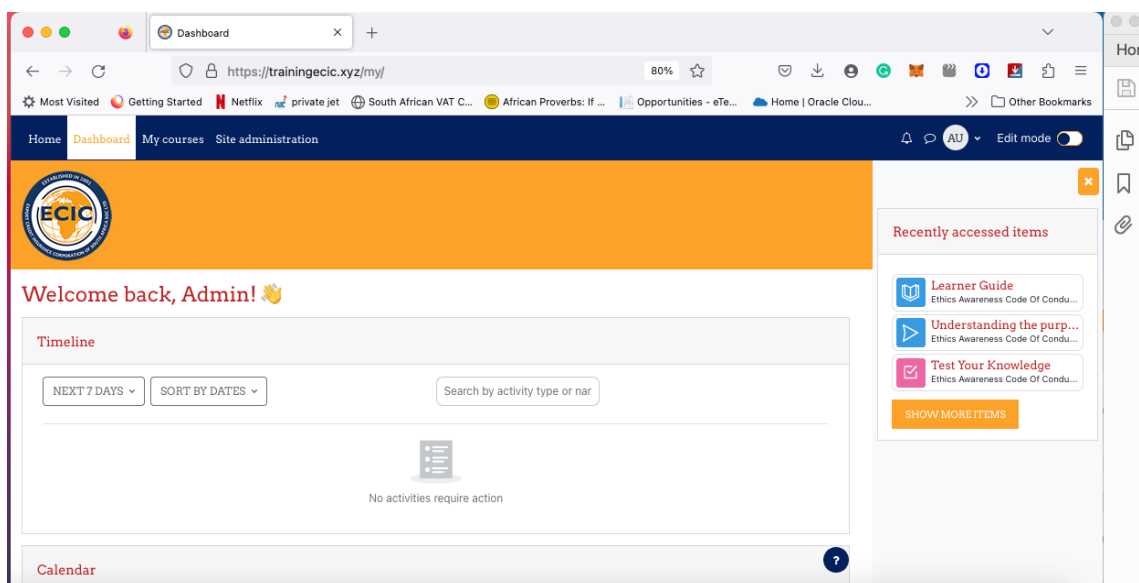


You should be taken to your “<https://trainingecic.xyz/my/>” home page. From here you can navigate to your course, edit your profile or custom made the look of your web pages by configuring the different Blocks to your liking.

## 1.2 NAVIGATING THE LMS

You will find the *Navigation* block on the left side of the screen, from where you can select *My home* to take you to your personal home page. The default layout has the *Navigation* and *Administration* blocks on the left side, the *Course overview* and link to the course content in the middle, and the *My private files* and *Online users* blocks to your right:

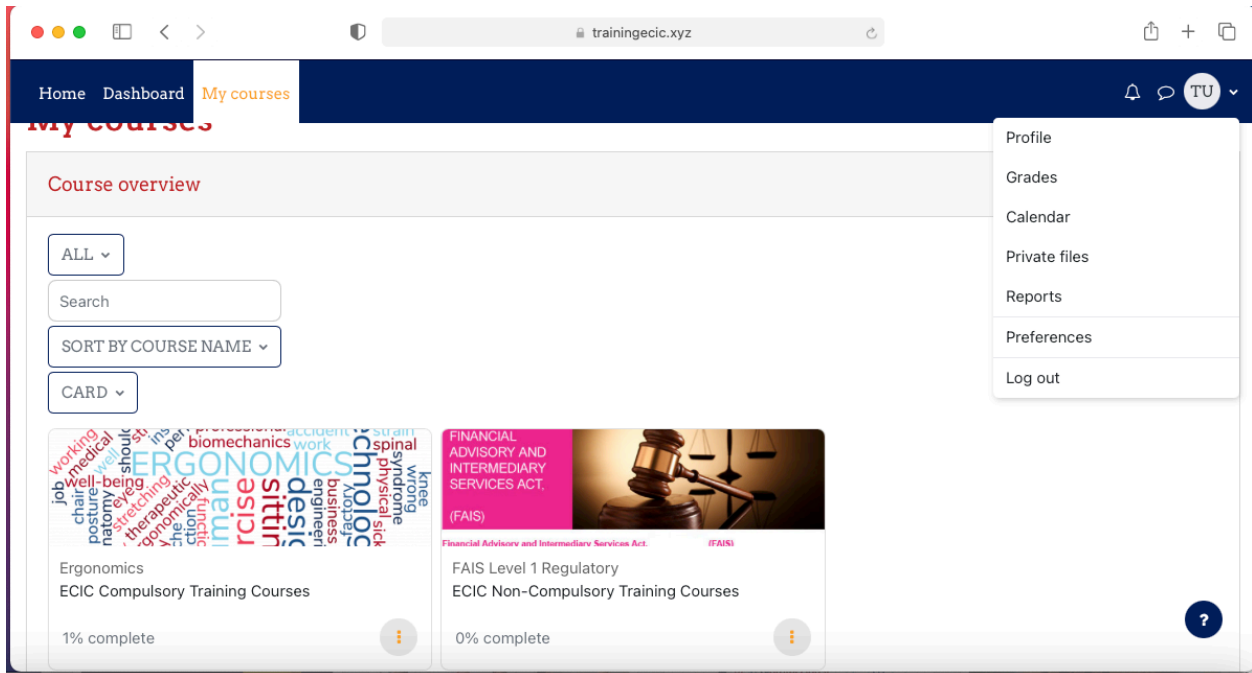
YOUR EXPORT **RISK** PARTNER



You

can customise your page by clicking on the *Customise this page* button on the top right corner. This will allow you to add, move or remove different blocks. Do so by clicking on the settings icon in the block you want to edit:

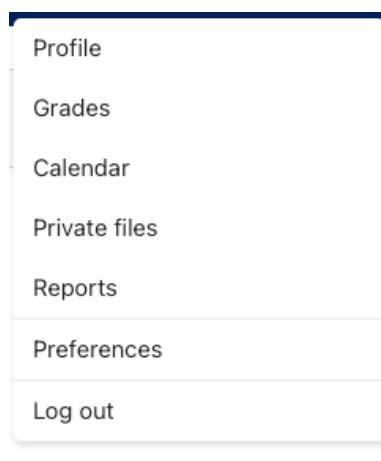
YOUR EXPORT **RISK** PARTNER



You would not be able to remove the *Navigation* and *Administration* blocks, but have the ability to dock or hide those blocks.

### 1.2.1 Docking

Docking allows the user to collapse a block, thus opening up more of the screen for the course content. To dock a block simply click the docking icon.





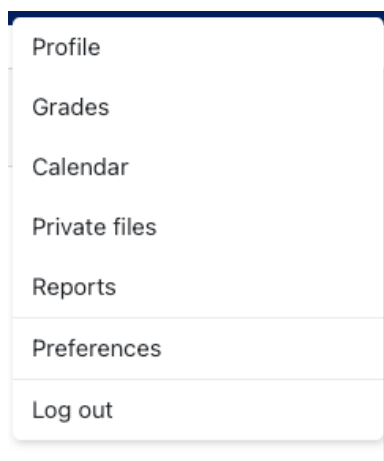
## 1.2.2 Expandable / Collapsible Blocks

A very handy feature is the ability to expand and collapse content inside blocks. This allows the user a lot of freedom to easily navigate to exactly where they want to go, while not being overwhelmed by too much information.

Inside of a block, look for an arrow that points to the right, or down. This indicates that the content can be expanded or collapsed.

**YOUR EXPORT RISK PARTNER**

In the image below, note the squares besides *My home* and *View profile*. The squares indicate that these items are not expandable. Now look at the icon to the left of *Forum posts*. The right facing arrow indicates that this item is expandable. Compare it to the down pointing arrow to the left of *Blogs*. This item has already been expanded, and its content is indented below the *Blogs* heading.

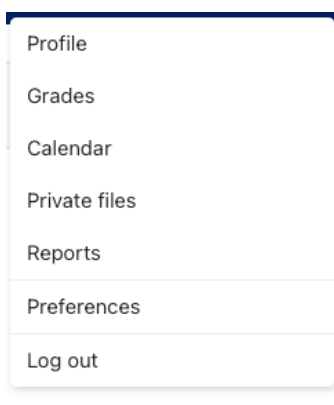


It is important to realize that these arrows are toggle buttons. Click once and they expand, click again and they collapse. To save screen real estate, keep the content you don't need collapsed until you need it. The quick way is to simply click the arrow beside of *Blogs*. This will collapse all of the course links down and save a ton of space.

### 1.3 EDITING YOUR PROFILE

Now that you are logged on to the LMS we would advise that you edit your profile. Editing your profile will allow you to become familiar with the options available to you in order to personalize your environment.

By clicking on *My profile settings* in the *Administration* block the menu expands to enable you to edit your profile, change your password and configure your messaging and notifications amongst others:



Select *Edit profile* from the menu. You will now see a page containing a series of options. Below we will go through some of the options and give advice on selections. Although, you may alter many of the settings most should be left as they are in order to ensure that The LMS functions for you at its best. You may wish to consider changing the sections below.

▼ General	
<b>First name*</b>	<input type="text" value="New"/>
<b>Surname*</b>	<input type="text" value="Student"/>
<b>Email address*</b>	<input type="text" value="New@gmail.com"/>
<b>Email display</b>	<input type="text" value="Allow only other course members to see my email address"/> ▼
<b>Email format</b>	<input type="text" value="Pretty HTML format"/> ▼
<b>Email digest type</b> ?	<input type="text" value="Subjects (daily email with subjects only)"/> ▼
<b>Forum auto-subscribe</b>	<input type="text" value="Yes: when I post, subscribe me to that forum"/> ▼
<b>Forum tracking</b>	<input type="text" value="No: don't keep track of posts I have seen"/> ▼

#### Field

#### Setting and explanation

Email address

Email display

Email digest type

Your Email Address is set to your ECIC account automatically and can't be changed. This is done to ensure that third party email filters do not stop your communication from your course. It is up to you which of these options you select but our advice is to keep in mind that the purpose of the LMS is collaboration and communication.

You should change this to Subjects to ensure that you receive your course email in a condensed format



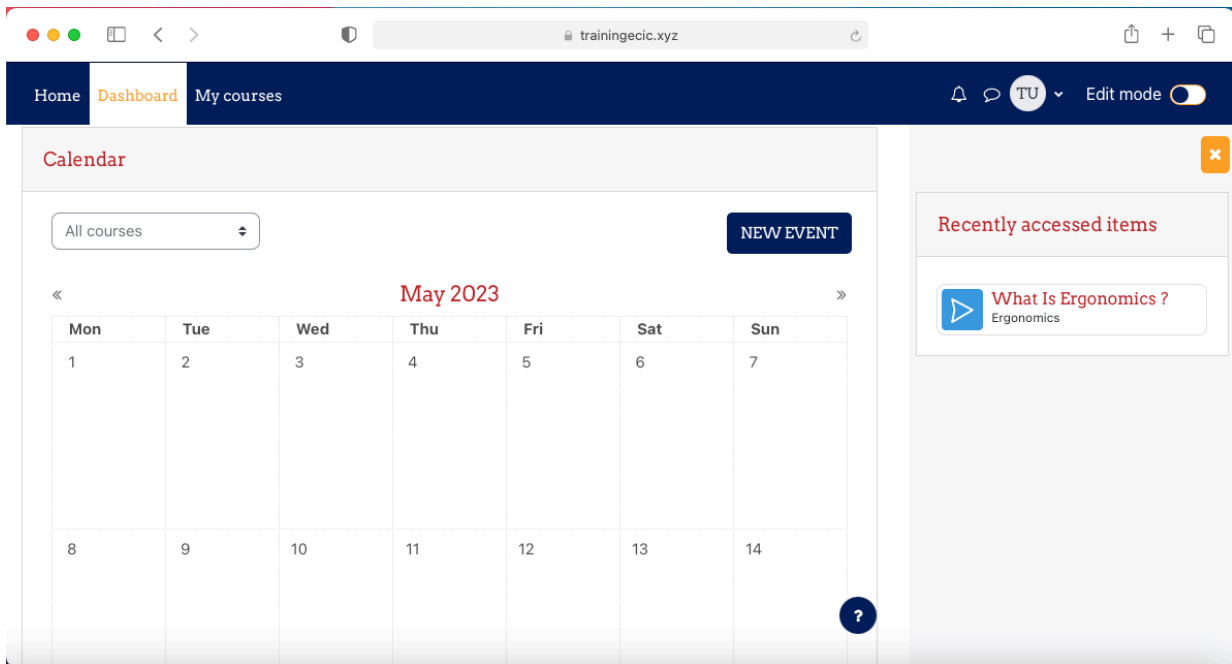


When you are finished editing your profile, click the Update Profile button at the bottom of the page to save your changes.

## 1.4 EMAILING YOUR INSTRUCTOR

It is a good idea for all Internet students to send an introductory email to each of their instructors within the first few days of the course. Click on *My profile* in the *Navigation* block, then *Messages* below it. You can search for your instructor by typing the name, or part thereof in the textbox on the right, then click *Search people and messages*. When you click on your instructor name, a message box will open, where you can type your message. Click *Send message* to post your message.

YOUR EXPORT **RISK** PARTNER



## 1.5 USING THE CALENDAR

The LMS calendar is a very useful feature. It is highly recommended to add the calendar as a block. The calendar is customized for each student, and contain notices about all of your different classes. The calendar will also list important dates at ECIS and the start and end dates for classroom activities. You should use the calendar to stay up to date with your assignments and tests.

In addition to the *Calendar* block you can also add the *Upcoming events* block, which acts as a reminder for assignment due dates etc.

**MONTHLY VIEW**

**FEBRUARY 2015**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

**UPCOMING EVENTS**

- Formative Assessment Tool One (Core Book One)  
Thursday, 2 April, 5:00 PM
- Activity 1: What does community mean to you?  
Friday, 3 April, 10:00 AM

[Go to calendar...](#)

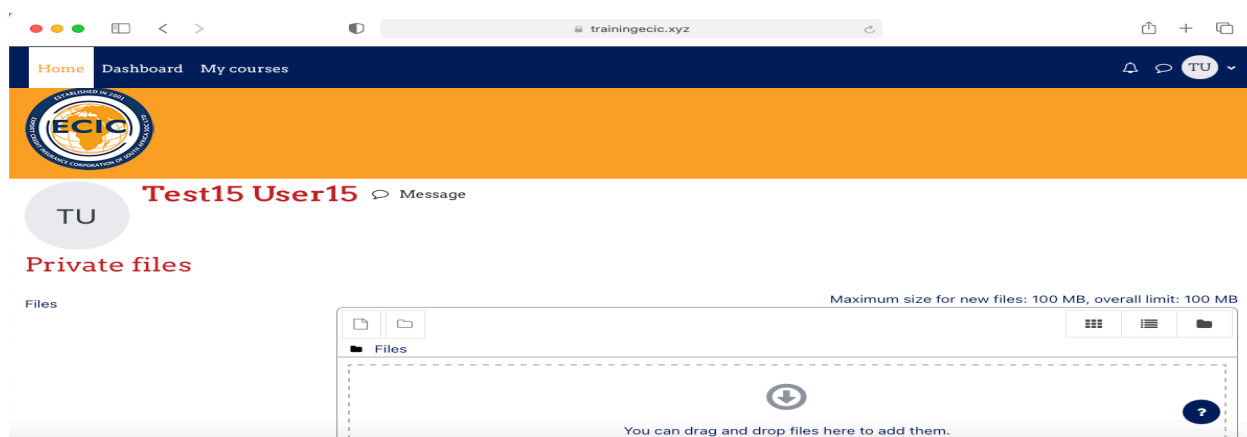
[New event...](#)

## 1.6 USING THE MY PRIVATE FILES FUNCTION

Every student has the ability to store files on the “<https://trainingecic.xyz>” platform. You can upload or download your files anytime you wish. To do so, you have to follow the steps below very carefully:

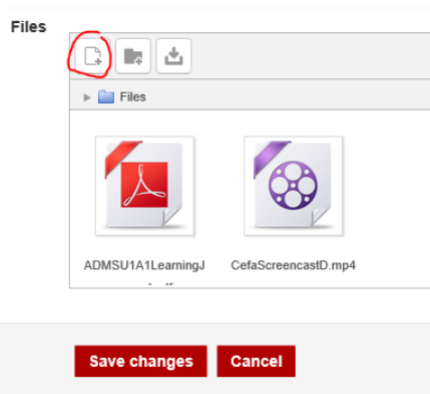
1. Open your Learning journal or Reflective journal from your activity page when instructed to do so, by clicking on the link. The file will open in a new tab.
2. **Before** editing the journal first save the empty journal by clicking
  - a. File>Save As> then select your destination (i.e. My Documents or Desktop), or
  - b. Right click and select Save As, then select your destination (i.e. My Documents or Desktop).

The reason for this is that if you use Chrome as a Browser it might not save the content you added in the pdf form. By saving it first and then opening it will allow you to open the file with Adobe Acrobat
3. Write down which destination you saved your file to
4. Go ahead and add content to your journal. Remember to click Save when you are done.
5. Go back to your Browser and expand *My profile* from the *Navigation* block. Then select *My private files*. You can drag and drop your files onto the space provided to the right of the screen.



Remember to *Save changes* before you navigate away from here.

6. Alternatively you can click on the Add File icon as indicated below.



7. The File picker will open. Select Upload a file from the left pane, then click the browse button on the right

File picker

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

courses

frontpage

Attachment  Browse...

Save as

Author Admin User

Choose license Public domain

Upload this file

8. Navigate to the destination you saved your file to in point 3 above
9. Double-click on the file, then select Upload this file
10. Click Save changes
11. You can download and open your files from *My Private Files* at anytime, but it is strongly suggested to follow the 10 steps above everytime you do so. In this way you will be sure to keep your work safe.

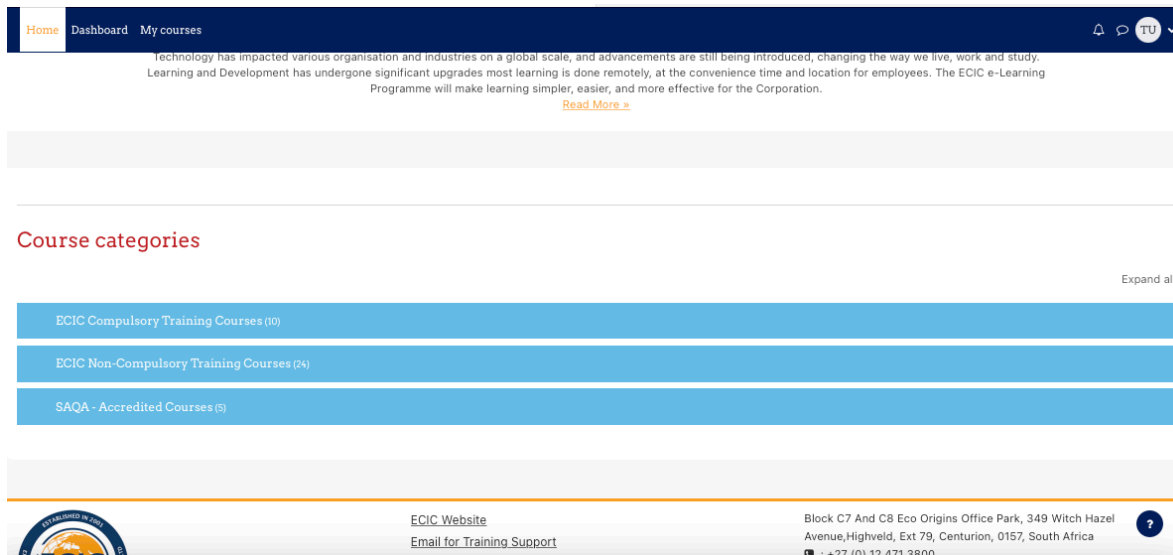
If you experience problems with opening a pdf file in your browser you can navigate to the following link for helpful tips:

[https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html#Internet\\_Explorer\\_8](https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html#Internet_Explorer_8)

## 2. NAVIGATE TO YOUR COURSE CONTENT

Please note that there are 3 different categories on the portal namely:

1. ECIC Compulsory Training Courses
2. ECIC Non-Compulsory Training Course
3. SAQA Accredited Courses



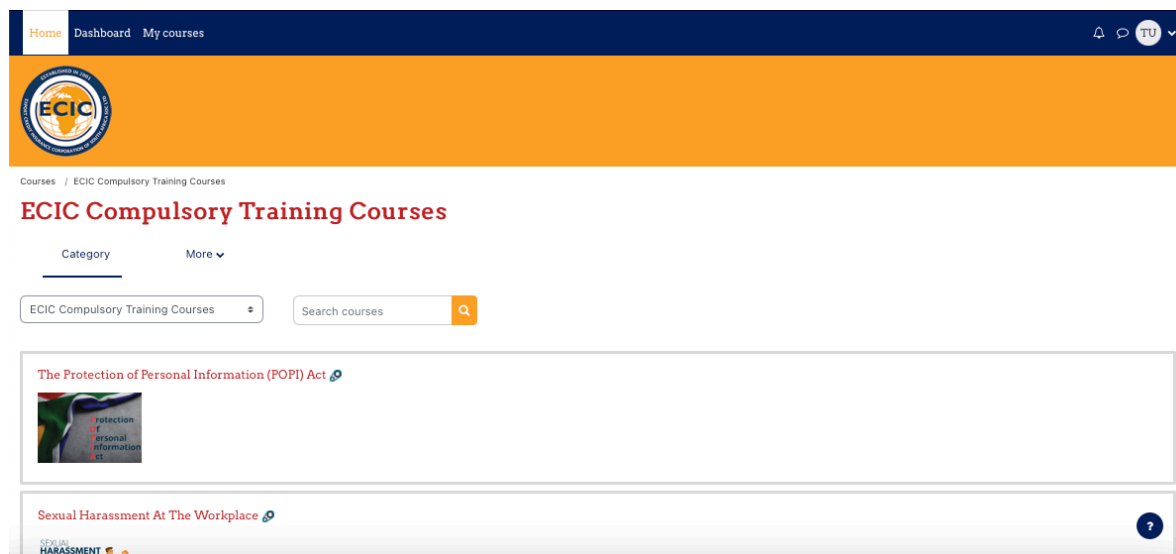
The screenshot shows the ECIC e-Learning portal dashboard. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses' links. Below the navigation bar, there is a text block stating: 'Technology has impacted various organisation and industries on a global scale, and advancements are still being introduced, changing the way we live, work and study. Learning and Development has undergone significant upgrades most learning is done remotely, at the convenience time and location for employees. The ECIC e-Learning Programme will make learning simpler, easier, and more effective for the Corporation.' A 'Read More >' link is provided. Below this, the 'Course categories' section is displayed with three blue bars: 'ECIC Compulsory Training Courses (10)', 'ECIC Non-Compulsory Training Courses (24)', and 'SAQA - Accredited Courses (5)'. An 'Expand all' link is visible on the right. The footer contains the ECIC logo, 'ECIC Website', 'Email for Training Support', and contact information: 'Block C7 And C8 Eco Origins Office Park, 349 Witch Hazel Avenue, Highveld, Ext 79, Centurion, 0157, South Africa' and '+27 (0) 12 471 3800'.

### 2.1 ECIC Compulsory Training Courses

In this category, we have 10 courses that all employees are supposed to do and complete.

The courses are:

1. Public Finance Management Act(PFMA) overview
2. Prevention and Combating of Corrupt Activities
3. Anti-money laundering, bribery and counter terrorist financing
4. Managing workplace Discrimination
5. Sexual Harassment at the workplace
6. Diversity and inclusion awareness
7. Ergonomics
8. Occupational health and safety general awareness
9. Protection of Personal Information ACT(POPIA)
10. Workplace Ethics and code of conduct



## 2.2 ECIC Non-Compulsory Training Courses

In this category, we have 25 courses that all employees access to. These courses are optional and employees can choose the courses at their own discretion.

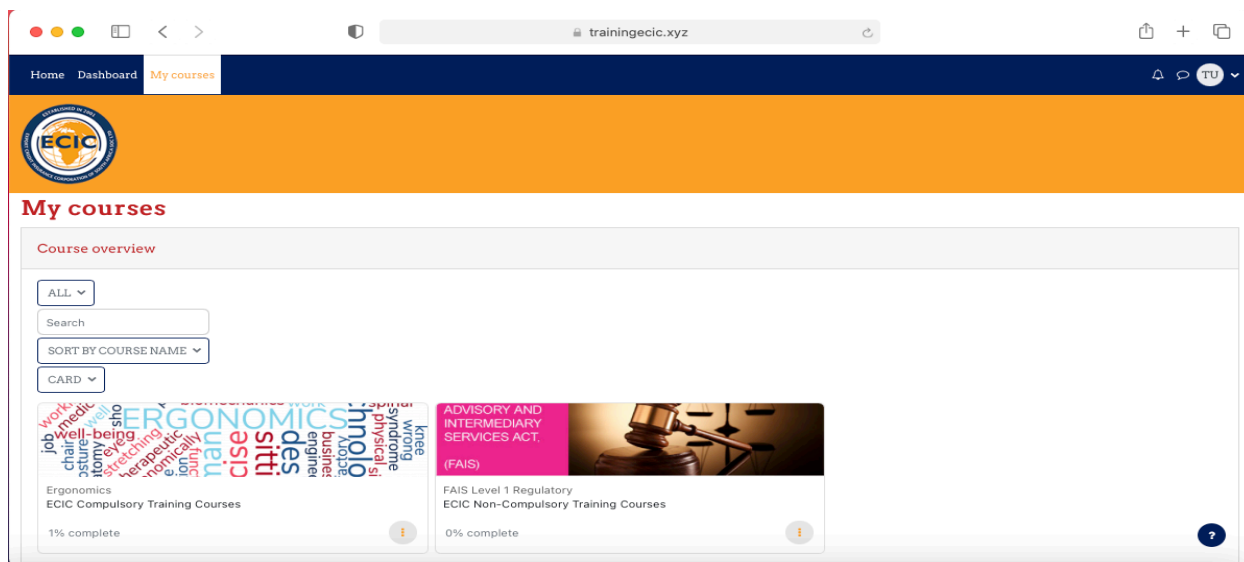
## 2.3 SAQA Accredited Courses

In this category, we have 5 courses, these courses are optional and employees can choose the courses at their own discretion. These courses are

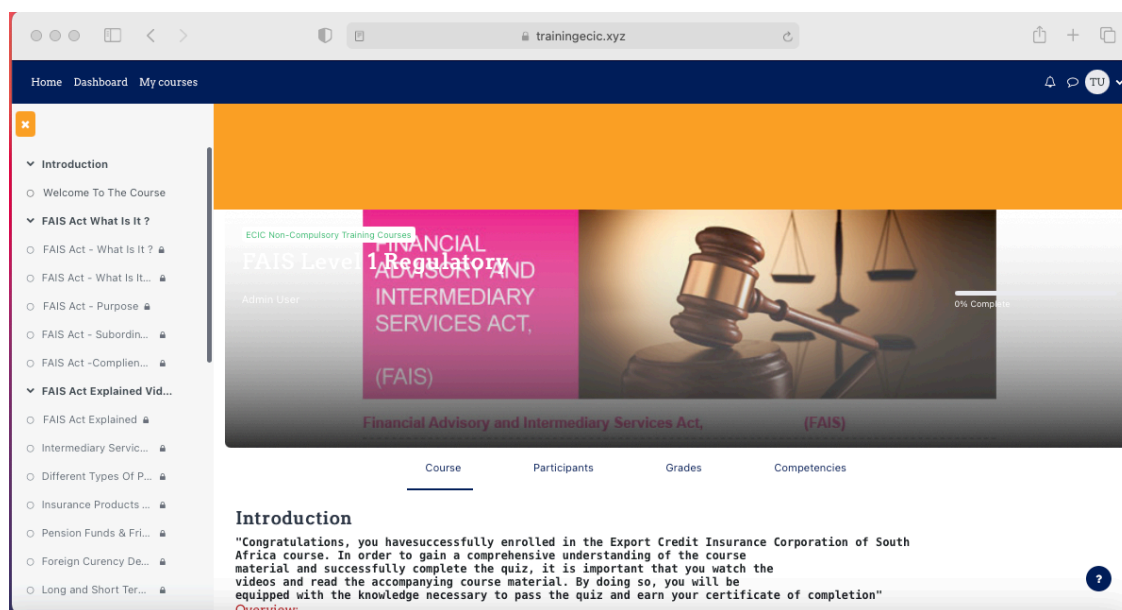
1. Occupational Health and Safety
2. FAIS Level 1 Regulatory
3. Manage Personal Finance
4. Public Finance Management (PFMA) Overview
5. Code of Conduct and Ethics Awareness

All the above courses are in line with the South African Quality Authority framework and standards and all employees who enrol in them will have to meet the required requirements for accreditation.

To enter your course content you need to select *My courses* from the *Navigation* block on the left. You will see a *Course overview* block in the middle, with possible reminders below it. By clicking on the reminder, it will expand to give you more detail about it:



The next step is to click on the Course name, in this case FAIS Level 1 Regulatory 5. This will navigate you to the Modules page, where you will be able to enter the Module you are scheduled for:



Select the appropriate Module to take you to the Learning Material, as well as the different activities which has to be followed and completed in sequential order.





## 2.1 TRACKING YOUR PROGRESS

Your instructor has the option to enable Activity Completion in your course. If they have chosen to do so, this will help you keep track of which items you have completed in the course.

In the image above, notice the check boxes to the right of the items in the course. They can actually be checked just by clicking them. This gives you the ability to keep a checklist of your activities. Typically these check boxes are used only to help you track your progress. However, some instructors may choose to use them to help determine your participation in the course. As a general rule, if you see the check boxes, be sure to use them.

## 3. USING FORUMS

Discussion boards in the LMS are called Forums. You can use forums to discuss topics selected by your instructor. When posting to a forum always assume that all other students in the class can view your posts. Forums can be customized to varying degrees by your instructor. The example used here is for a simple forum. You may experience several different types of forums in your classes.

### 3.1 POSTING TO A FORUM:

To reply to a forum you should:

1. Go to the relevant Forum in your Activity list
2. Read the directions and/or topic of the discussion.
3. You have the option to click on the Forum up for discussion (usually at the bottom of the page), or alternatively click the *Add a new discussion topic* button, depending on the instructions.

## 4. USING THE “TEST YOUR KNOWLEDGE” ACTIVITY

Testing in the LMS is very user friendly and most students like it. The LMS tests are computer graded which allow the student to receive their grade immediately in most cases. However, there are a few very important things you need to know before taking your first test in the LMS.

When you finish watching the videos and reading the material the activity will be opened for you. Be sure you've read any information provided by your course as to when you should take the test. Never enter a test unless you are prepared to complete it.

It is important to plan the time you'll take your test. Once you start a test there is no "turning back". You should take your test at a time when you'll have few distractions.

When you click on the link to a test you'll be taken to an overview screen where you can learn a little about the quiz. Included will most likely be the due or close date for the quiz and the time limit if applicable.

When you are ready to attempt the quiz click the *Attempt quiz now* button.

### Activity 1: Understanding key concepts

#### Word association

The purpose of this activity is for you to master and understand the following key concepts:

- i. Structures
- ii. Power
- iii. Network.

Please study Reading and Learning Units 4 and 5 (pages 41, 42, 60 and 78).

Once you have an overview of the study material and feel that you understand the content, complete the following activity:

In the quiz below, please match the word to the correct explanation of the word

You have 10 minutes from opening the table to complete it.

[« Previous](#)  
[Next »](#)

This quiz opened at Monday, 2 March 2015, 9:48 AM

This quiz will close at Monday, 13 April 2015, 9:48 AM

Time limit: 10 mins

Grading method: Highest grade

[Attempt quiz now](#)

Take note of the Quiz Navigation block at the top, left side of the screen when in the Quiz. Each number represents a question. The question with the dark border is the one you are currently working with. To move to a new question simply click the number, or click the next box. Also notice that for each question you can choose to “Flag Question”. This allows a student to mark a question so that they remember to come back to it later. The Quiz navigation block will tell you a lot of information about your status in a quiz. When a question has been flagged, its corresponding number in the Quiz navigation block will now have the upper, right corner coloured in red. As you move through a quiz, questions will be shaded grey as they’re answered.

When the student is done with the quiz, they will click the Finish attempt link to be taken to a summary page prior to submitting the quiz for grading. The Summary page clearly shows the student which questions were flagged and which questions have been answered.

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Not yet answered
5	Answer saved

From this screen they can click any question to return to it. When they’re completely finished with the quiz they will click the Submit all and finish button to submit the quiz for grading.

Most of your test questions are graded as soon as you click Submit. Your instructor decides how much information you'll see next. You may only see your score or you may see each question

and the correct answer. For each question, note how many points you were awarded. Your score will appear in the grey box at the top of the page. You may miss a fill in the blank question due to spelling. If so, contact your instructor. They may or may not give you credit for the question.

**QUIZ NAVIGATION**

1 2 3 4 5

Show all questions on one page

Finish review

Started on	Wednesday, 1 April 2015, 7:10 AM
State	Finished
Completed on	Wednesday, 1 April 2015, 7:17 AM
Time taken	7 mins
Marks	20.00/25.00
Grade	8.00 out of 10.00 (80%)
Feedback	Excellent!

If your test includes essay or short answer questions those must be graded individually by your instructor. You are not awarded any points for those questions until the instructor has graded them.

To come back later and review your tests, simply click on the name of the test from your course page, then click your grade.

## 5. USING A WIKI

In a wiki you will be building a body of knowledge on a certain topic/ concept together with your fellow learners.

In most cases, the wiki will be available for a limited time period. The time period is clearly indicated for each separate wiki. Make sure you are aware of how much time is available so that you can plan accordingly.

You will notice that a number of learners can access this wiki. The assessor has access to the wiki as well, and will post comments at certain intervals.

### 5.1 CREATING THE FIRST PAGE

▼ New page

New page title\*

Starting points

Format ?

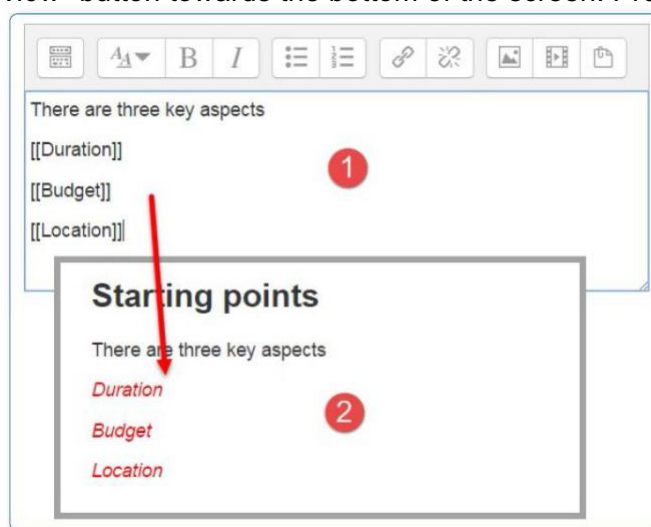
- \*  HTML format
- \*  Creole format
- \*  NWiki format

Create page

Once the wiki is set up, a user will click the link and reach this screen:

## 5.2 ADDING MORE PAGES

Type the name of your page in double brackets (screenshot below marked 1). You can preview it by clicking the “*preview*” button towards the bottom of the screen. Press the “Save” button.

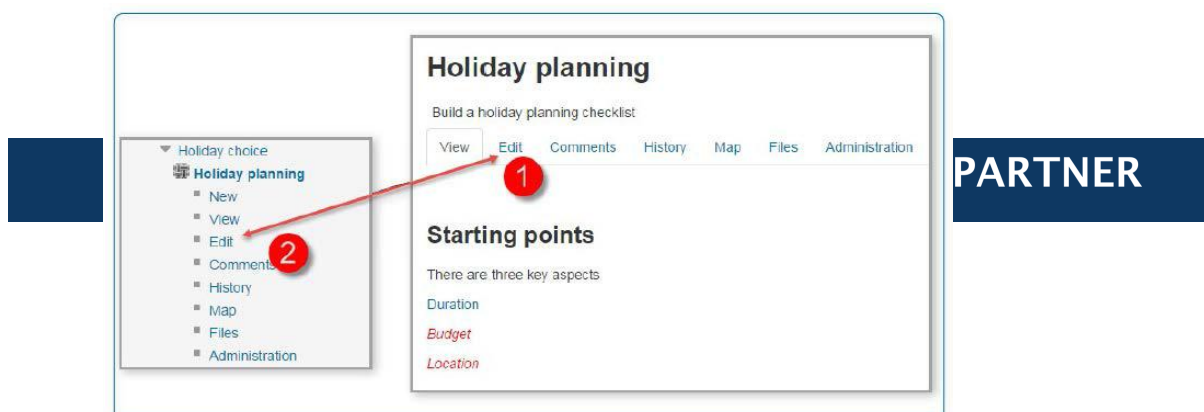


Now click the (red) link for one of the pages (marked 2 in screenshot) and you will be prompted to create it in the same way you create the first page. Once created, a page has a blue link.

**Tip** If you use the New option from the navigation block you will still need to copy and paste the name of the new page onto the immediate parent page and surround it with double brackets. This creates a link to your new page and makes it accessible from the main Wiki page. Otherwise nobody will recognise the so called lost new page.

## 5.3 WIKI EDITING IN GENERAL

Depending on the type of the wiki there are several ways to edit your page. But don't worry, the best thing of a wiki is that nothing is lost. Note that the options for editing, commenting, viewing history, map and view files may all be accessed both from tabs at the top and links in the Navigation block.



**PARTNER**

## View

The view tab at the top or link in the navigation block allows users to display and view the wiki page.

## Edit

The edit tab at the top or link in the navigation block allows users to edit the wiki page.

## Comments

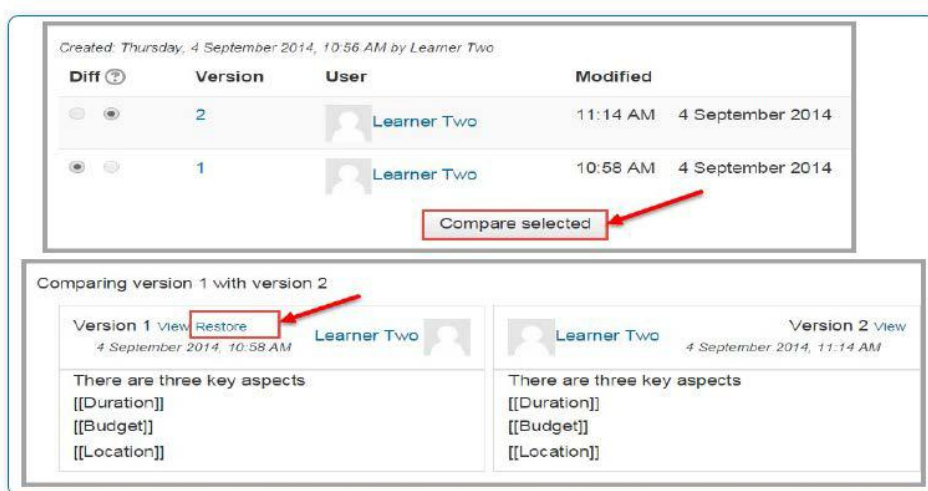
The comments tab at the top or link in the navigation block allows users to see and add comments about the wiki.

## History

The history tab at the top or link in the navigation block allows users to see what has been altered in the wiki.

## Compare edits

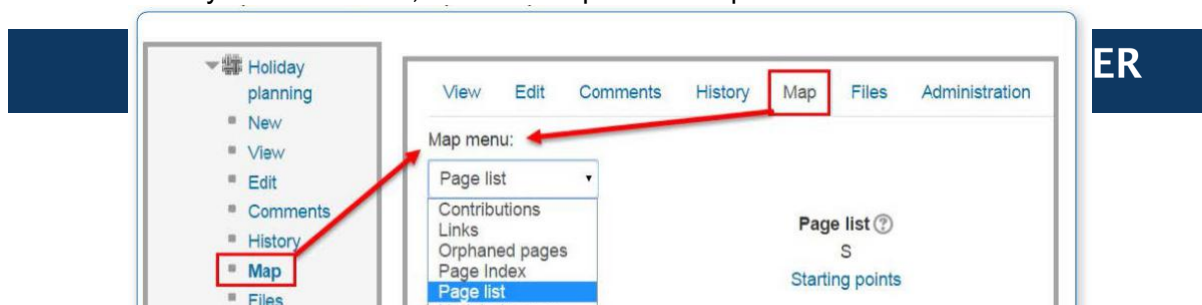
To compare edits click the “ *Compare Selected*” button. Click the “*Restore*” button of the version you want to restore if the latest edit is unsuitable.



## Map

The Map tab at the top or link in the navigation block allows users to view areas of the wiki such as a list of pages (as in the following screenshot), updated or orphaned pages etc. (Orphaned pages are pages not linked to anywhere.)

To select what you want to see, click the Map menu dropdown box.



## Files

The files tab at the top or link in the navigation block allows users to access any files which have been added to the wiki.

By default, the Teacher role can add and manage files to the Files tab, but the Student role can only view them.

## 6. USING CHAT

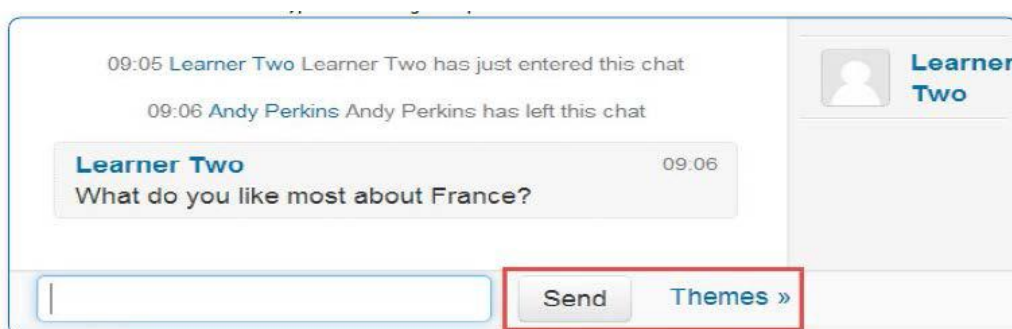
After entering and reading through your Chat activity you will see the following links at the bottom of your page:

Separate groups: All participants  
[Click here to enter the chat now](#)  
[Use more accessible interface](#)  
[View past chat sessions](#)

- [Click here to enter the chat now](#) – this takes you to the chat session
- [Use more accessible interface](#) – this gives a simpler chat room without frames and javascript
- [View past chat sessions](#) – when enabled, this takes you to a list of past sessions with links to the chat.

### 6.1 JOINING IN A CHAT SESSION

In normal view, the screen is in two parts with the participants on the right, the messages on the left and a box at the bottom into which you type your message and press “*Send*” to make your contribution





The chat module contains some features to make chatting more fun:

- Smilies: any smiley faces (emotions) that you can type elsewhere in the LMS can also be typed in here and they will be displayed correctly
- Links: internet addresses will be turned into links automatically
- Emoting: you can start a line with *"/me"* to emote. For example, if your name is Kim and you type *"/me"* laughs!, then everyone will see Kim laughs!
- Beeps: you can send a sound to other people by hitting the *"beep"* link next to their name. A useful shortcut to beep all the people at once is to type *"beep all"*
- HTML: if you know some HTML code, you can use it in your text to do things like insert images, play sounds or create different coloured and sized text.

## 7. USING A GLOSSARY

When you first create a Glossary, click *"Save and display"* to be taken to the *"Add a new entry"* screen. Alternatively, click on the Glossary link and then click the *"Add a new entry"* button.

Alternatively click the Add a new entry in the Administration block to your left:

Enter the word you want to define in the Concept text field. If there are synonyms you want to include with the entry, add them to the Keyword(s) text area. Enter one word per line.

Concept\* Destination

Definition\* Paragraph B I [List Icons]

Noun: The place to which someone is going or to be sent  
Denoting a place that people will make a special trip to visit

Path: p

Keyword(s) [+] journey's end  
end of the line

If you want to add an attachment, such as a picture or an article, you can either drag and drop it or click the “Add” button to upload via the File picker.

Select the auto-linking options (see below) and save the changes.

#### This entry should be automatically linked

If site-wide glossary auto-linking has been enabled by an administrator and this is set to “yes”, the entry will be automatically linked wherever it appears.

#### This entry is case sensitive

This setting specifies whether matching exact upper and lower case is necessary when performing automatic linking to these entries. If it is turned on, then a word like “html” in a forum posting will NOT be linked to a Glossary entry called “HTML”

#### Match whole words only

If automatic linking is enabled, then turning this setting on will force only whole words to be linked. For example, a glossary entry named “construct” will not create a link inside the word “constructivism”.

## 7.1 EDITING GLOSSARY ENTRIES AND ADDING CATEGORIES

Categories may be created to help organise your glossary entries. If you’ve enabled auto-linking, the category names can be linked along with individual entries.

### 7.1.1 To Create A Glossary Category:



- Click the “*Browse by category*” tab in the main page of the glossary.
- Then click the “*Edit categories*” button on the left side of the page:

YOUR EXPORT **RISK** PARTNER

**Add a new entry**

[Browse by alphabet](#) [Browse by category](#) [Browse by date](#) [Browse by Author](#)

**Edit categories** All categories

- Click the “*Add category*” button on the resulting categories page.
- Give the category a name.
- Choose whether you want the category name auto linked as well
- Click the “*Save changes*” button

If you auto link the category name, any occurrence of those words will be linked. When a Student clicks on the link, they will be taken to the “*Browse by category*” page of the glossary.

### 7.1.2 Browse options

You can browse glossaries according to the following options:

- Browse by alphabet
- Browse by category (if there are categories added)
- Browse by date (you can sort entries by last update or by creation date)
- Browse by author

### 7.1.3 Search options

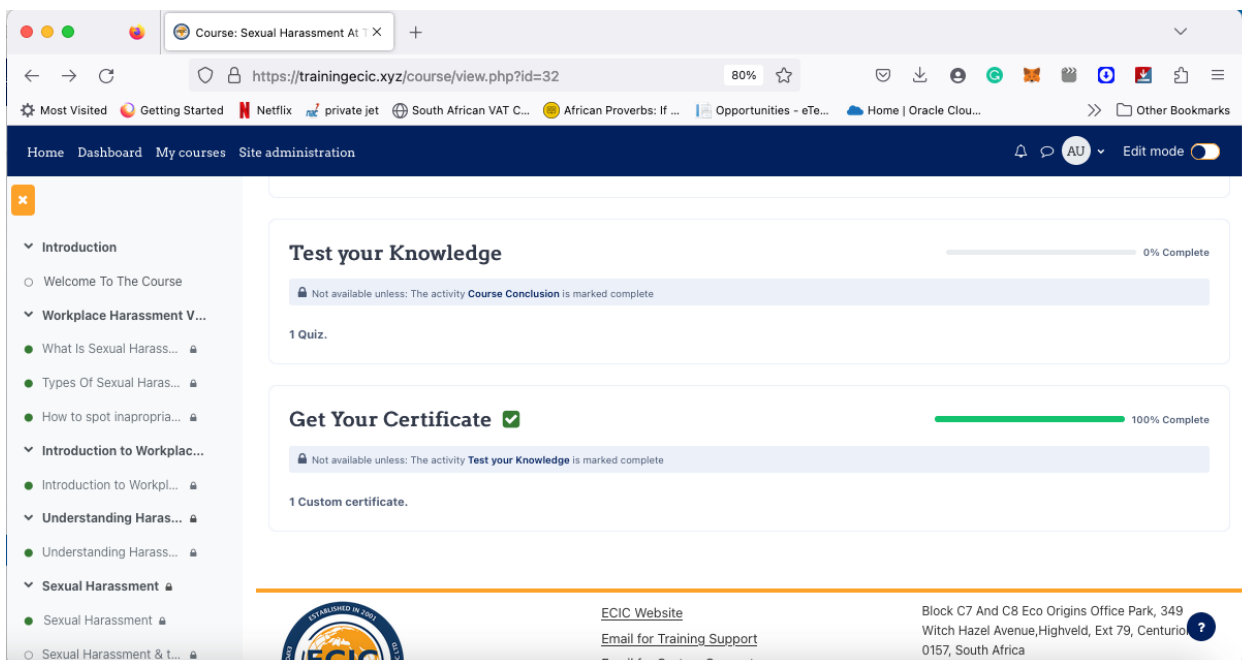
- You can also search for a given word using the Search field. Checking the “*Search full text*” option (on the right side of the search box) allows searching for a given word in any position in the text. This can take longer and return more entries than you might wish, but it is thorough. If you do not check the “*Search full text*” box, the search only looks for the term names. The index below lets you browse the glossary according to a given letter:

### 7.1.4 Waiting approval

If entries require teacher approval before being publicly posted, the number of entries will appear in a link.

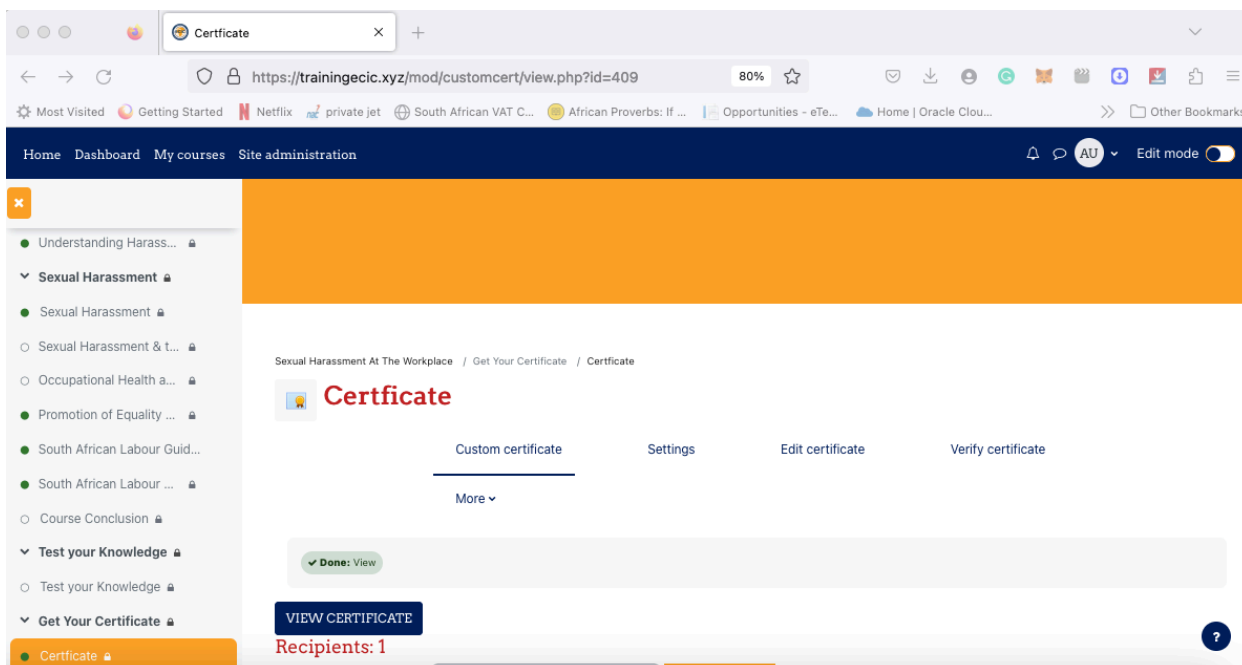
## 8. GETTING YOUR CERTIFICATE

After passing the test your knowledge assessment you can now click on the get your certificate section and download your certificate.



The screenshot shows a web browser window with the URL <https://trainingecic.xyz/course/view.php?id=32>. The page displays a course titled "Sexual Harassment At The Workplace". On the left, a navigation menu lists various course sections. The main content area shows two progress bars: "Test your Knowledge" at 0% complete (locked) and "Get Your Certificate" at 100% complete (unlocked). Below the progress bars, it indicates "1 Quiz" and "1 Custom certificate". At the bottom, there is contact information for ECIC, including the website, training support email, and system support email, along with the physical address: Block C7 And C8 Eco Origins Office Park, 349 Witch Hazel Avenue, Highveld, Ext 79, Centurion, 0157, South Africa.

Please note that you won't be able to download the certificate if you fail the assessment.



The screenshot shows the "Certificate" page in the ECIC training portal. The URL is <https://trainingecic.xyz/mod/customcert/view.php?id=409>. The page title is "Sexual Harassment At The Workplace / Get Your Certificate / Certificate". There are navigation tabs for "Custom certificate", "Settings", "Edit certificate", and "Verify certificate". A "VIEW CERTIFICATE" button is prominently displayed. Below the button, it says "Recipients: 1". The left navigation menu is visible, with "Get Your Certificate" and "Certificate" selected.