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User Guide for GELP

Government eLearning Platform User Guide

User Guidance for GELP

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User Guidance for GELP

1.0 Account activation by user (Overall flow)

| Learner go to www.gelp.gov.lk and follow the sign up process | → | Learner receives an activation mail from Virtual Academy | → | Click on the link of the activation mail which will open up Virtual Academy | → | Enter password and confirm password and enter portal |
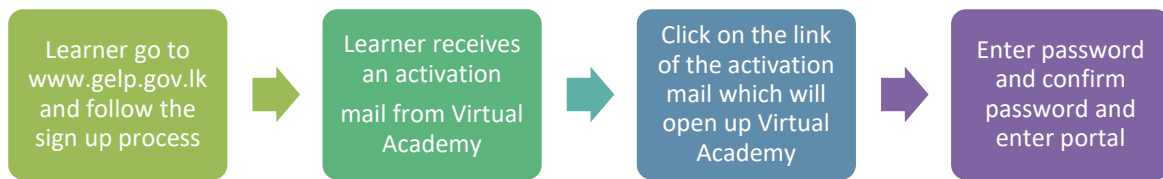
Figure 1 - Activation by user, Flow

2.0 User signing up

Figure 2 - Sign up

As shown in this figure, in order to sign up user need to provide **First and last names, email address, contact number, organisation** which users are working along with the **designation**.
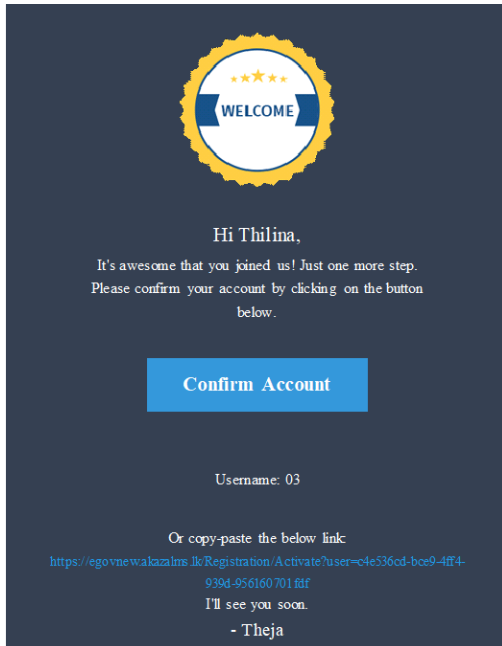
Users **can either select their organization or can search for the organisation by typing.**

Then click on the Create my account button

Then user will receives an activation mail as shown the below figure, to respective email account provided during the sign up process.

Figure 3 - Confirmation Email

Click on the confirm account button (highlighted in Blue colour) or user can copy and paste the link mentioned on the email, thereafter user will be routed to set password screen shown below.

Figure 4 - Confirm the password
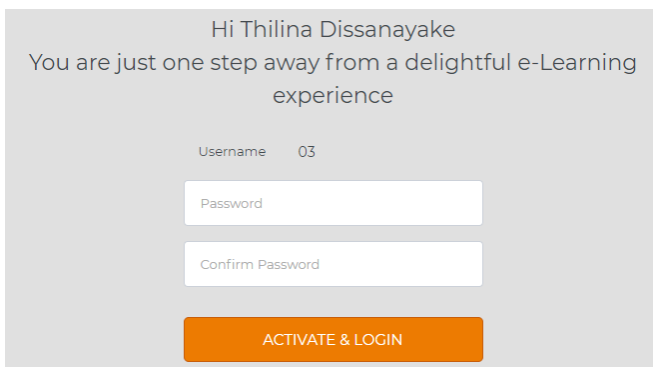
Then user needs to enter the new password and re confirm the password to for activation. Thereafter user will be redirected to user Dashboard.

3.0 Following a course by enrolling by him/her self

This section will elaborate on how users could enrol for the courses by them self. Once user login to the system, click on the View more course button highlighted in **maroon colour** then user will be redirected to course category page.
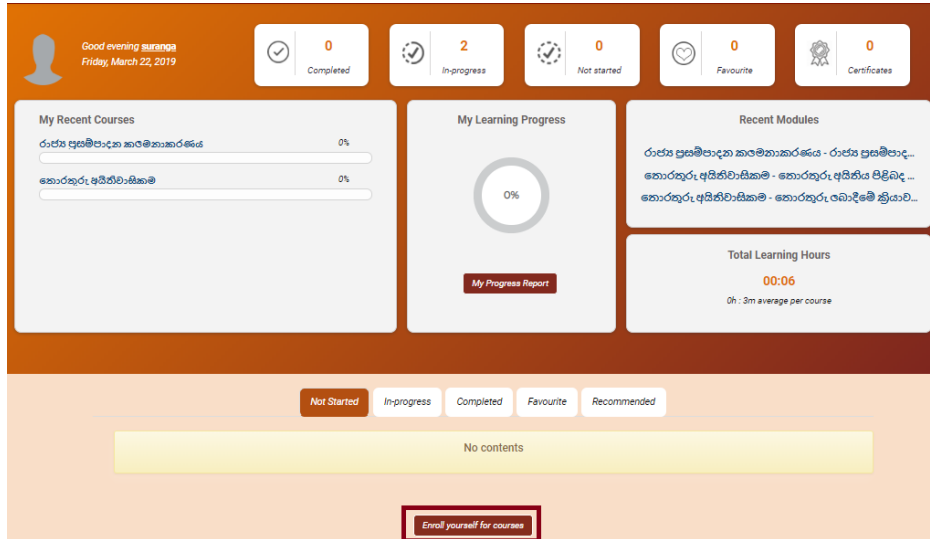

Figure 5 - Explore courses

Or just click on the explore button place on the top header. Then it will be redirect to course catalogue page.
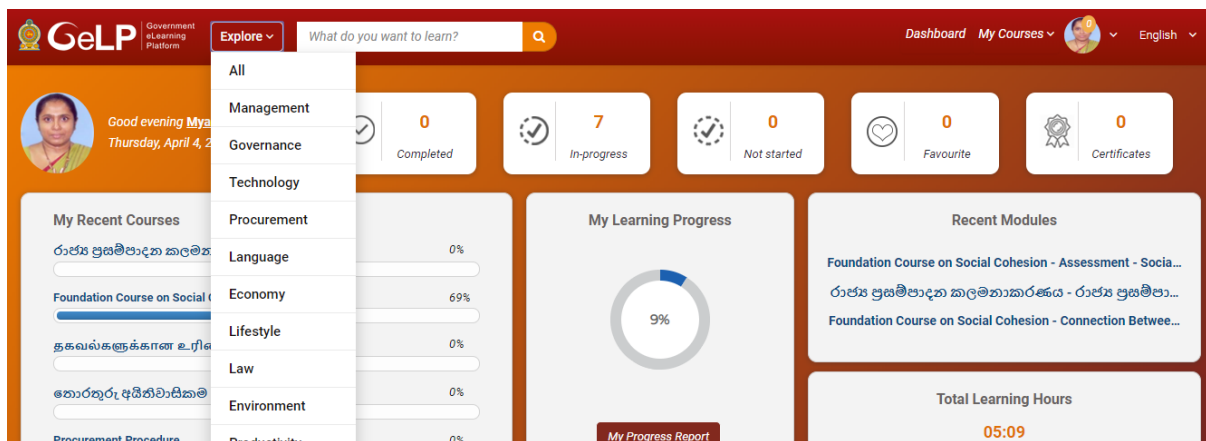

Figure 6 - Explore button

When course category page loaded, user will be able to view the course description by moving the mouse over the course as shown below.
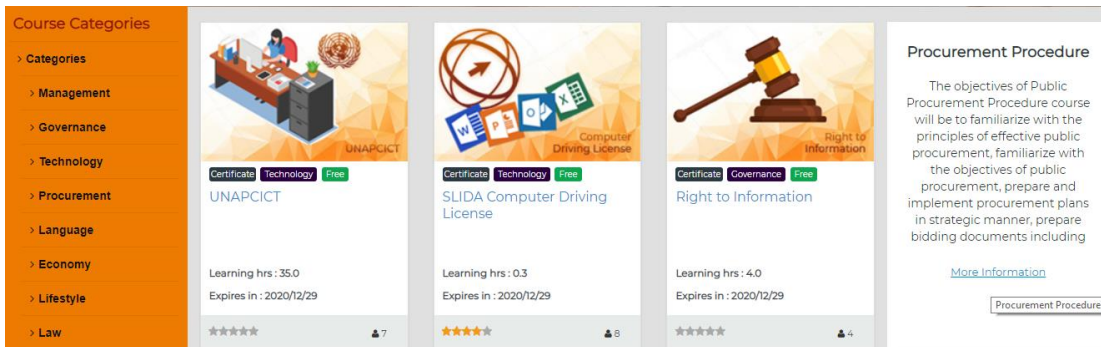
Figure 7 - Course catalogue

Then click on more information thereafter system will redirected to below figure where user can enroll for a course without the administrator.
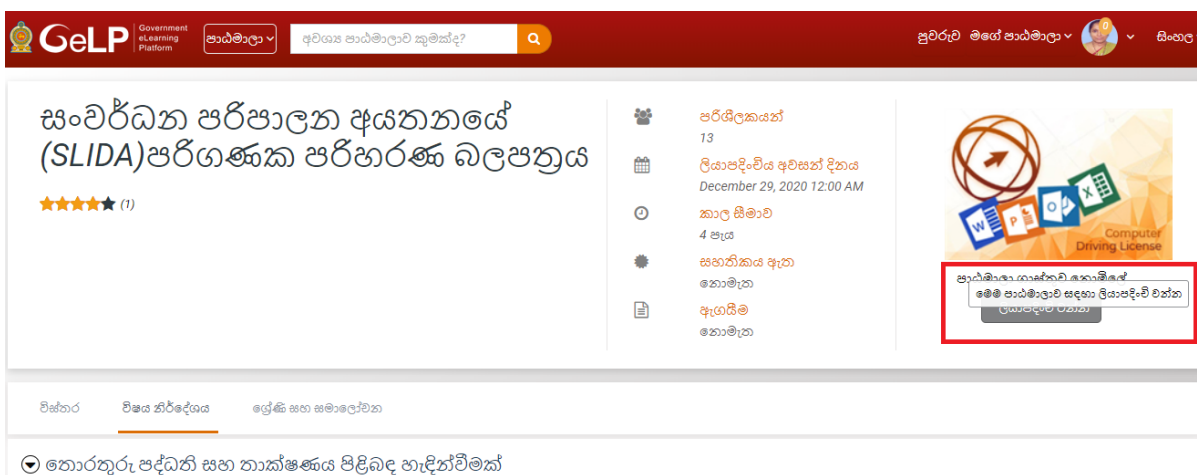

Figure 8 - Course enrolment

Note: - Once user clicks on the enroll now button, system will give a notification on the language of the course, this was given to overcome from the miss selection of the course language.

After the enrollment when user clicks on a course it will show the course information.

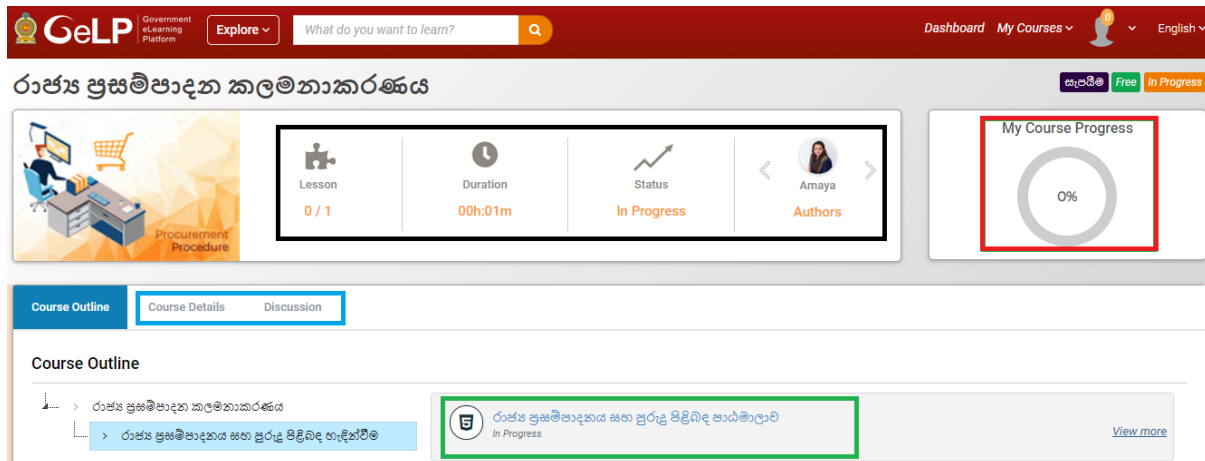**Figure 9 - Course page information**

No	Highlighted color	Description
1	Black	This area contains the number of lessons included in the course, duration, current progress and the authors
2	Red	Contains the progress of the course
3	Blue	Contains the tabs to view course details and discussion forum
4	Green	To play the course

Table 1 - Course info

The course will start to play in a pop up window as shown below figure, when user click on the area which highlighted in green colour.

Figure 10 - Course player

User can use the controls in the course player to navigate through the course. And user can navigate through the course modules with the help of lesson panel and other navigation tools which highlighted on below screen.

Figure 11 - Course navigation
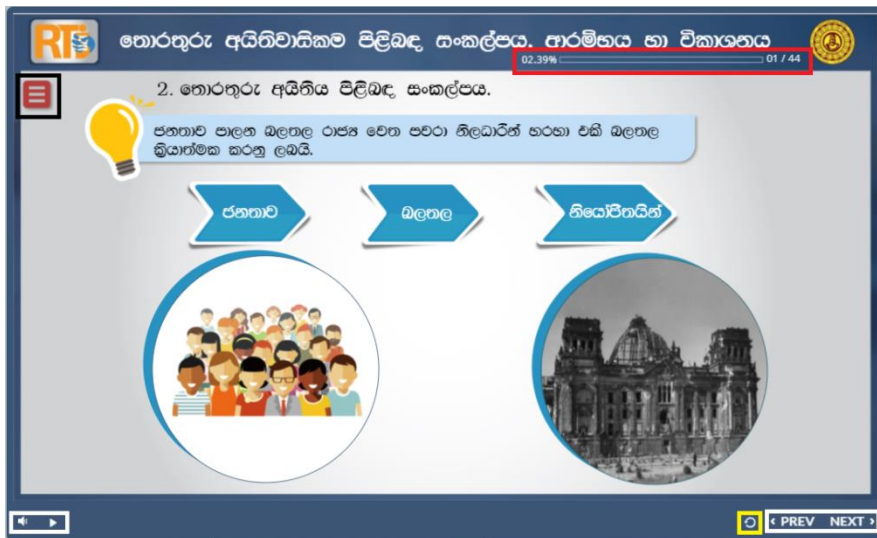
No	Highlighted colour	Description
1	Black colour area	Course menu or lesson panel
2	Red colour area	Course progress as a percentage and slide number
3	White colour area (Left corner)	Volume controller Course play / pause controller
4	Yellow colour area	Refresh the content
5	White colour area (Right corner)	User can go to next or view previous contents using these navigation buttons

Table 2 - Course navigation

Go to My courses in the main menu and select My courses as shown in the below figure.
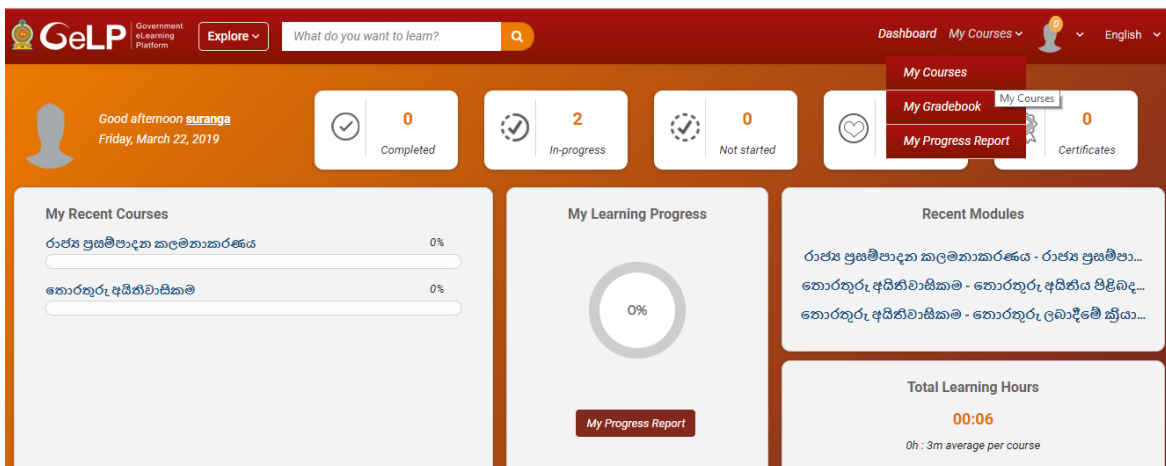

Figure 12 - View my courses

Furthermore in the dashboard user will be able to see below statues of the courses

    a.   Not started
    b.   Course in-progress
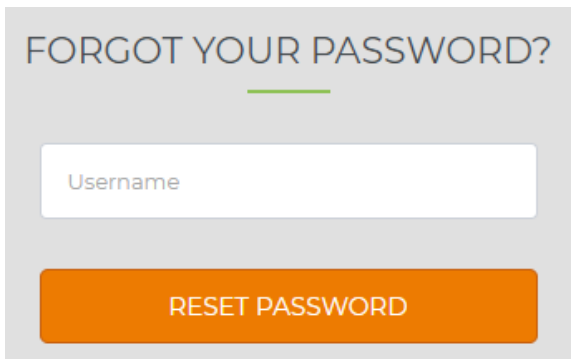   c.   Completed
    d.   Favourite

Figure 13 - My course statuses

4.0 Forgot password

If the provided password is not working user can reset the password using forget your password feature

Then it will be redirected to this screen, where user needs to enter the user name.

Click on the reset password button

Thereafter an email will be generated from the system and forwarded to the user email address.

Figure 14 - Forgot password