User Manual - USER/LEARNING Application

How to work with the User mobile application.

- Introduction and Device Specification
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Introduction and Device Specification

Introduction

The **Signify Learning app** is used by end users to access the Signify Learning Portal and allows for some content to be downloaded to the devices and accessed in off-line mode. This app is available for Android and iPhone devices.

The Learning application can be downloaded from Google Play Store and iOS App Store.

Device Specification

- Minimum O/S: Android 4.4 or higher
- Memory: minimum of 512 MB, 2 GB recommended.
- Storage:
- For O/S: between 850 MB and 1.2 GB
- For app: 40 MB (without content)
- (Currently APK is 11 MB without DB)
- Minimum Resolution: 360 x 640 pixels or higher.

Access to the Learning Application

- The application can be Installed from The Play Store on the Android device and the iOS App Store on Apple devices.
- The application can also be updated from the App Store if and when required.



Login and Menu Items

To log in to the learning application the user requires a username and a password. This is the same username and password that the user uses to access the Signify LMS on a web browser.

> Note: For first time login the user will require a company key. This company key will retrieve the theme from the LMS. Once the device has retrieved the theme from the LMS system the user will not be required to enter this key again unless the user would like to use a different theme or a new install of the application.

> Tip: If you cannot remember what your company code is contact your system administrator or Signify support and we will assist you.

Enter **Username, Password** and **Company Key** then click on **SIGN IN**.



When the user logs in to the system the will be greeted by a popup page explaining how to dismiss notifications. To dismiss notifications, simply tap & swipe them to the right. Click on the **CLOSE** button to continue.



Home Page

The first page of the application is the Home page.

Here the user can do the following:

1. Access the other pages of the application by Selecting the Hamburger button.
2. Sync the application with the LMS system.
3. View when the application was last synced.
4. Notifications from the LMS system like:
    1. Leave requests.
    2. Birthdays.

3. Work anniversaries.

Tip: It is always a good idea to sync the application to the LMS when something has changed on the LMS.



Select the Hamburger icon to view all the menu items



My Details

On this page the user will be able to change basic information and the profile image of the user.

The user will be able to edit the following:

1. The profile picture.
2. First Name.
3. Surname.
4. Cell Number.
5. Email.

Select the Hamburger button to navigate to the next page.



My Achievements

On this page the user will be able to view their learner records, badges, Qualifications and more.

Use the tabs at the top of the screen no navigate to the relevant section:

1. Badges.
2. Courses.

3. Qualifications.
4. Programmes.
5. Units.

Badges

Here the user can view their training level and the badges and badge points that they have received on the LMS system.



Courses

On this page the user will be able to view their learner records achieved as well as the Start date, End Date, Completed Status, Competent Status, Points Achieved, Score Achieved per learner record.

If the learner record has a badge linked to the record the badge image will be displayed.

The user will also be able to download a certificate if it is available.



Qualifications

On this page the user will be able to access their qualifications achieved on the LMS system.



Programmes

Here the user will be able to view their Programmes on the LMS system.



Units

The user will be able to access their Unit Standard awarded by the system.



Learning Portal

In this section the user will be able to access and complete pathways that they have access to on the LMS portal.

A user will also be able to download a pathway for offline use.

Warning: The following steps **cannot** be accessed **offline** and requires an internet connection:

- Assessment (Online)
- Assessment (Practical)
- Assignment (Upload Document)
- Catalogue
- SCORM, xAPI
- User Message
- Workshop (Event)

Information: The following steps can be access when the pathway is downloaded and the device is offline:

- Acceptance
- Comment
- Certification Point (When the pre-requisite is one of the offline steps)
- Document (Download)
- Learning Guide
- Movie
- Zip Folders (html content)

Users are able to do the following on the Learning Portal page:

1. Change the view of the courses from a list view to a category view.
2. Search for learning content.
3. Choose different learner categories.
4. Filter the learning content.
5. Download pathways for offline use.
6. Mark the learning pathway as a favorite.
7. Share the learning content.
8. Rate and comment on learning content

Tap on a pathway or category to open the content.



When returning to a pathway you will be asked if you would like to **CONTINUE** where you left of or if you would like to **RETURN** to the start.



If you are starting a new pathway or return to the start of an pathway you will be displayed a summery of the pathway and the the status of the pathway steps.

Click on the **START** button to access and complete the pathway.

Note: Screenshots that are taken with the user's mobile device can be blocked when they use an Android device. The Screenshots **cannot** be blocked when the user uses an iOS device.



You can navigate between the steps in the pathway by swiping left or;

1. Selecting the step number or;
2. using the the arrow buttons or;
3. using the drop down to select the pathway step you want to navigate to.



Tip: Select the hamburger icon for more options.





The **End of Pathway** step is always located at the end of a pathway. This step displays a summery of pathway steps that are not completed. You will also be able to rate the pathway on this step.



Note: When using the application offline the step status/progress will only be updated to the LMS when you device has access to the internet and is synced to the LMS.

How to download a pathway?

To download a pathway click on the download icon.



The download icon of the pathway will change to indicate if a pathway is available to use offline.



Sign Out

The last menu item is to sign out of the application. Select the **SIGN OUT** button to sign out of the application.



How to Clear Application Data

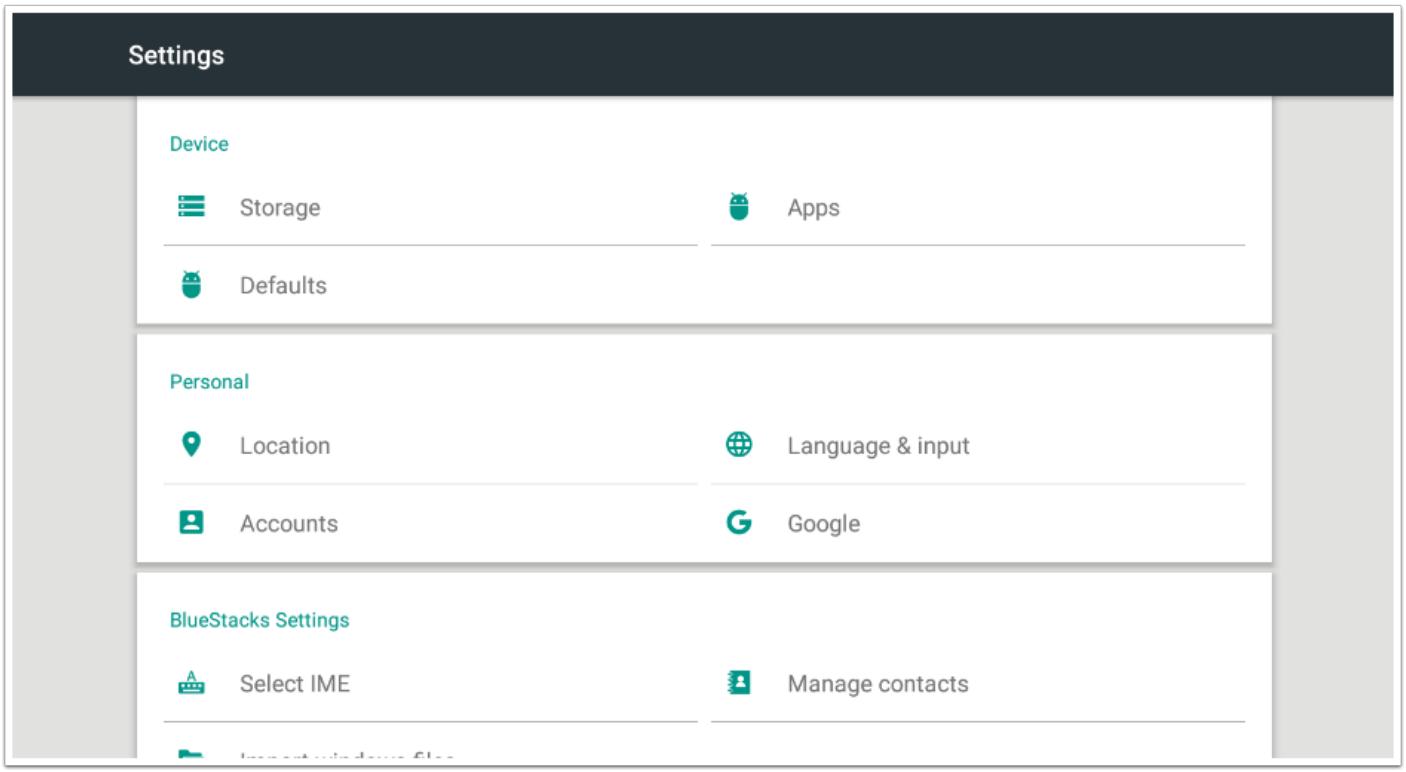
In this article we will discuss how to clear the application data of the mobile application.

The main reason why you would like to clear the application data is if you would like enter another company key to change the application theme.

The instructions in this article only applies to **Android** devices.

Note: Because of the amount of android versions available and all the different devices the steps to clear the application data on your device may very on your device.

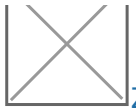
Navigate to your device settings



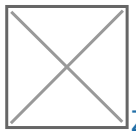
Then navigate to the **Apps** menus in your settings



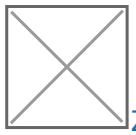
Scroll to the Signify Application and select it.

Zoom:

Now click on **Storage**.

Zoom:

Select the **CLEAR DATA** button.

Zoom:

When you are asked are you sure you would like to delete app data select **OK**.



Your app data has now been cleared. When you launch the application again it will ask for a company code.