Let's Talk Learner Management System User Guide

This guide addresses common challenges users might experience while participating in the Let's Talk online training courses. Should you need any technical support please email support@letstalk.org.za or complete the online technical support form, which you can find here: https://letstalk.org.za/support/

If you need any help registering or using the training platform, please consult the user guide below. It includes frequently asked questions (FAQ) specific to the:
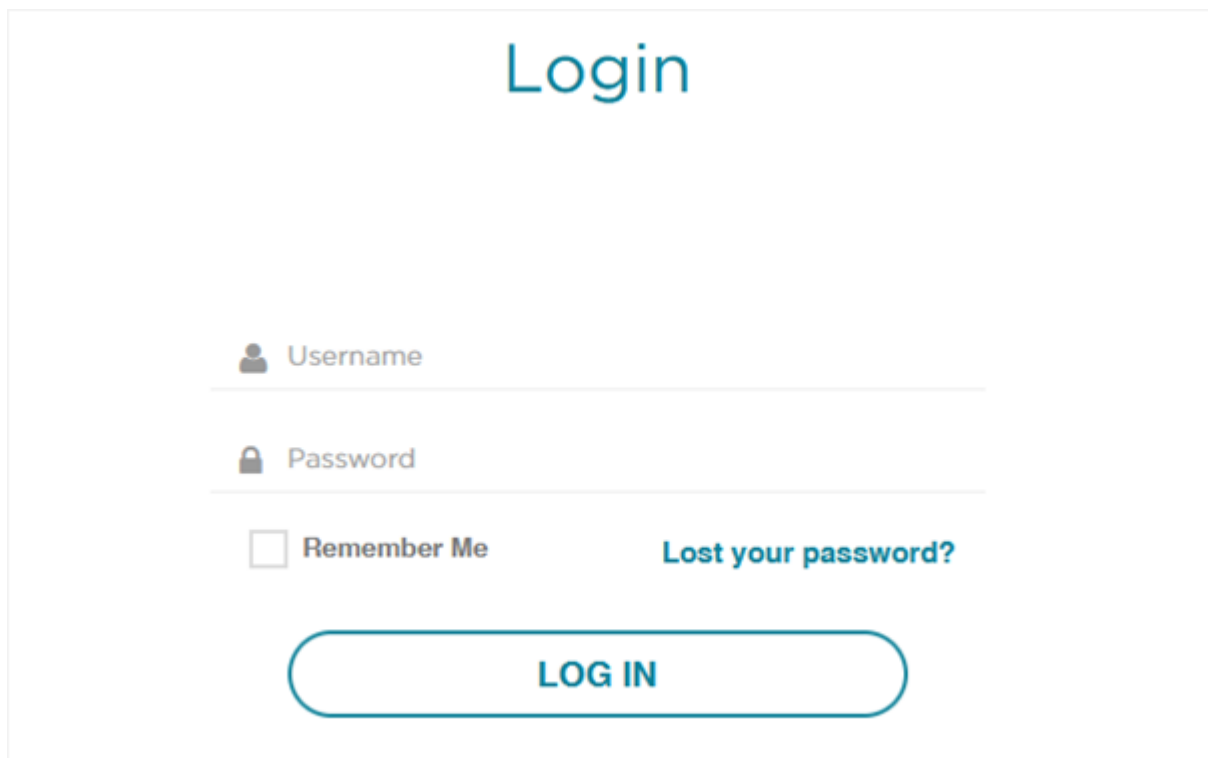
General use of the e-learning system

- [How do I login?](#)
- [What should I do if I forget my password?](#)
- [How can I update my profile?](#)
- [How do I navigate through the course?](#)
- [Can I stop an e-learning session and continue later?](#)
- [What should I do when I finish an e-learning session?](#)
- [How do I complete the training evaluations?](#)

How do I login?

Click on **TRAINING LOGIN** at the top of the website.

Which brings you to this screen. Enter your email address into the 'username' box and the password you chose when you registered
(this is different from 'registration password' your organisation gave you).
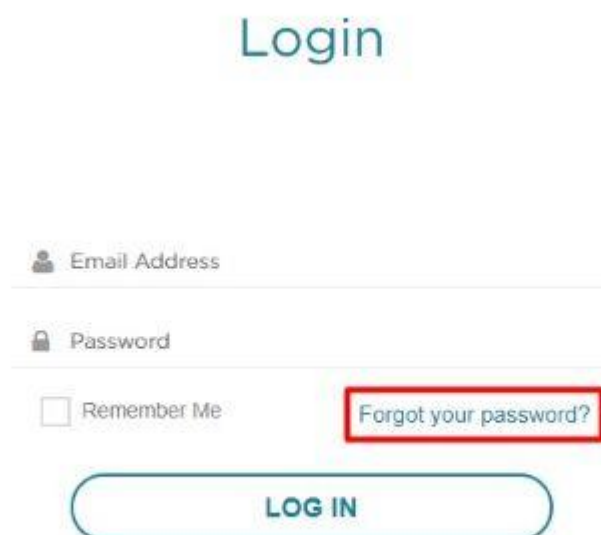
What should I do if I forget my password?

If you forget your password, click on **TRAINING LOGIN** at the top of the website.
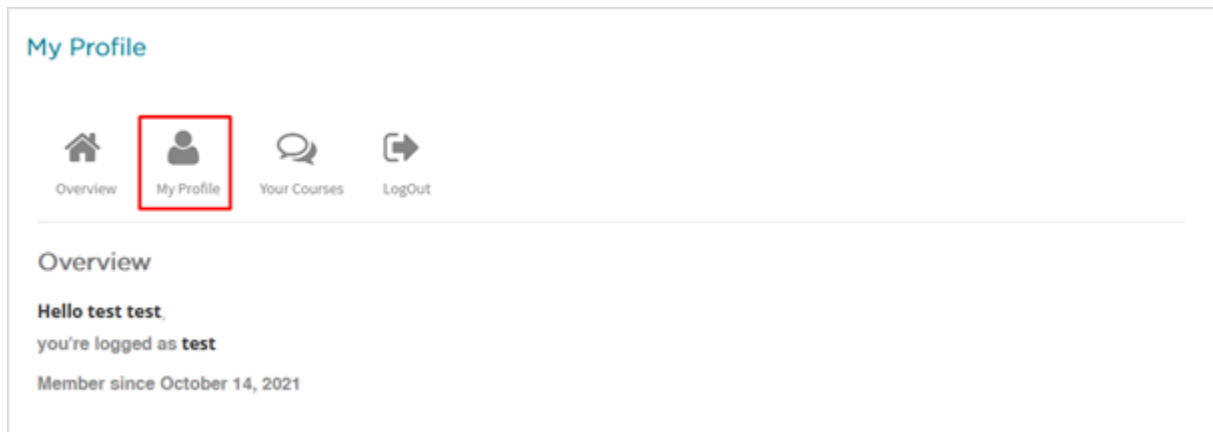

Then click **FORGOT YOUR PASSWORD?** and enter your email address; then check your email for the password reset link
(if you don't see it, check your junk / spam folder).

How can I update my profile?

Should you wish to update your registration information, simply login, select profile and update your details.
Make sure to click **SAVE CHANGES** when you are done.

My Profile

Overview | My Profile | Your Courses | LogOut

Overview

Hello test test,

you're logged as **test**

Member since October 14, 2021

How do I navigate through the course?

There are several controls to help you navigate through the course. There is a pause button (see below, left) that lets you pause the audio and slide activity. The refresh button (see below, right) allows you to redo a specific slide and the last button controls your volume.

When you are done with a slide, click the right-facing arrow at the top of your screen to move to the next slide. If you want to go back and review slides you've already seen, click the left-facing arrow. You can check the slide's progress on the bar at the bottom.

> **TIP:**
> The e-learning sessions feature a mix of content, audio, and activities. You need to listen to all the narration and do all the activities on the slide before the next button will appear. If the next arrow does not appear, refresh the page, listen to all of the audio and do all the activities and the next arrow will appear.

Can I stop an e-learning session and continue later?

You can stop your e-learning session at any time. Once you log back in, you will be asked if you want to continue where you left off—click **YES**. If you click on **NO**, you will lose your progress and will need to start from the beginning of the session.
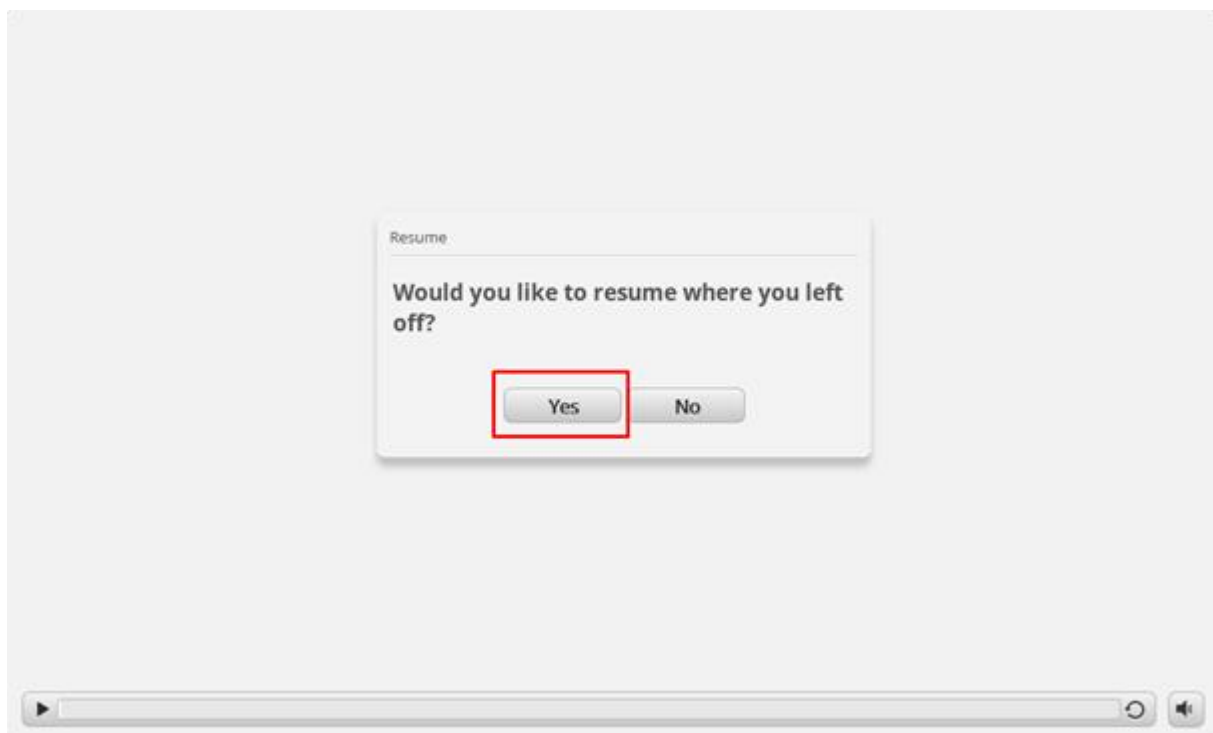
What should I do when I finish an e-learning session?

Once you complete the module, you will click the 'submit' button and the window will close automatically (if that does not happen, you can close the window).

Next, click the MARK COMPLETE button on the other browser window to complete the lesson and move onto the next step.

> **TIP:**
> If for some reason the MARK COMPLETE button does not display, please log out and log back in and then click the e-learning lesson again and click "close". If that does not work, please contact support to investigate.

How do I complete the training evaluations?

Your feedback is very important, so evaluations are included for this purpose. Once you have completed it, click the **MARK COMPLETE** button to proceed to the next step.

Let's Talk Implementer training

- [How do I register?](#)
- [How do I find my course?](#)
- [When do I get my certificate?](#)
- [Who decides if the training is online or offline?](#)

How do I register?

First, you need a valid email address to register as a user. Then click on **TRAINING** on the top of the website.

Then you click on the blue **LEARN ABOUT THE LET'S TALK TRAINING** button.
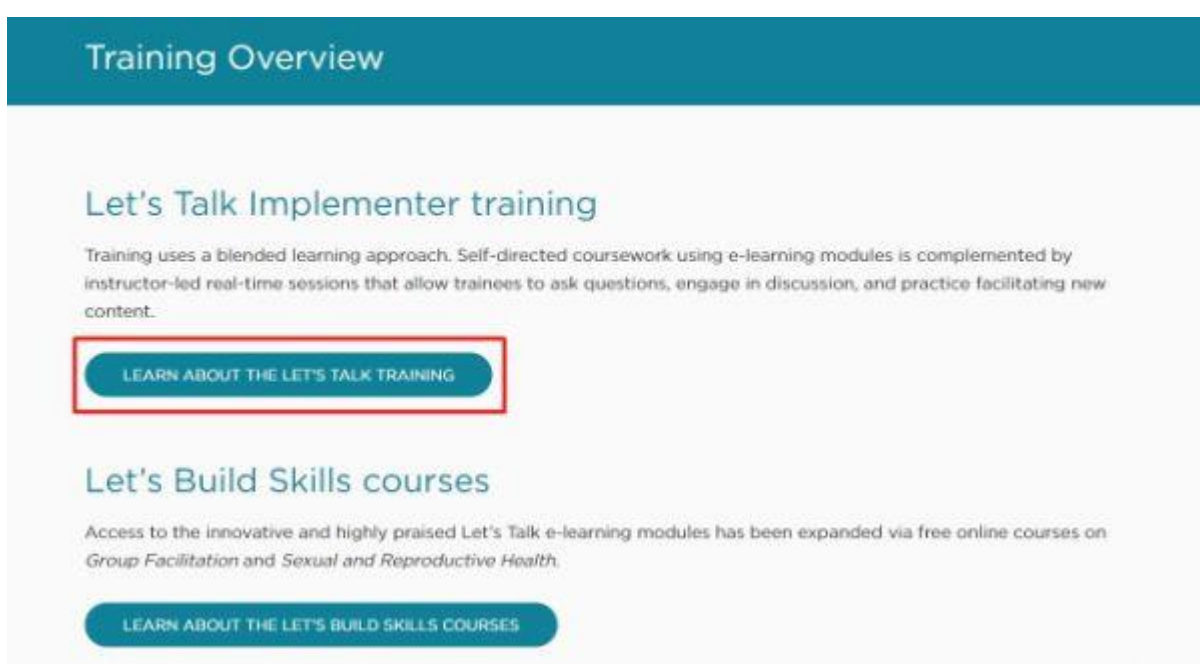
Then go to the **PINK BUTTON** and click on **FACILITATOR REGISTRATION**.
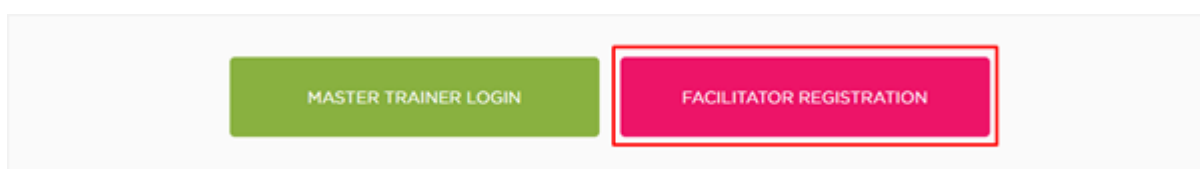
Then select the organisation that you are affiliated with (e.g. PACT) and enter the registration password your organisation provided.

If you do not know the registration password, check with your organisation.

Facilitator Registration

Click on your organisation or 'OTHER'
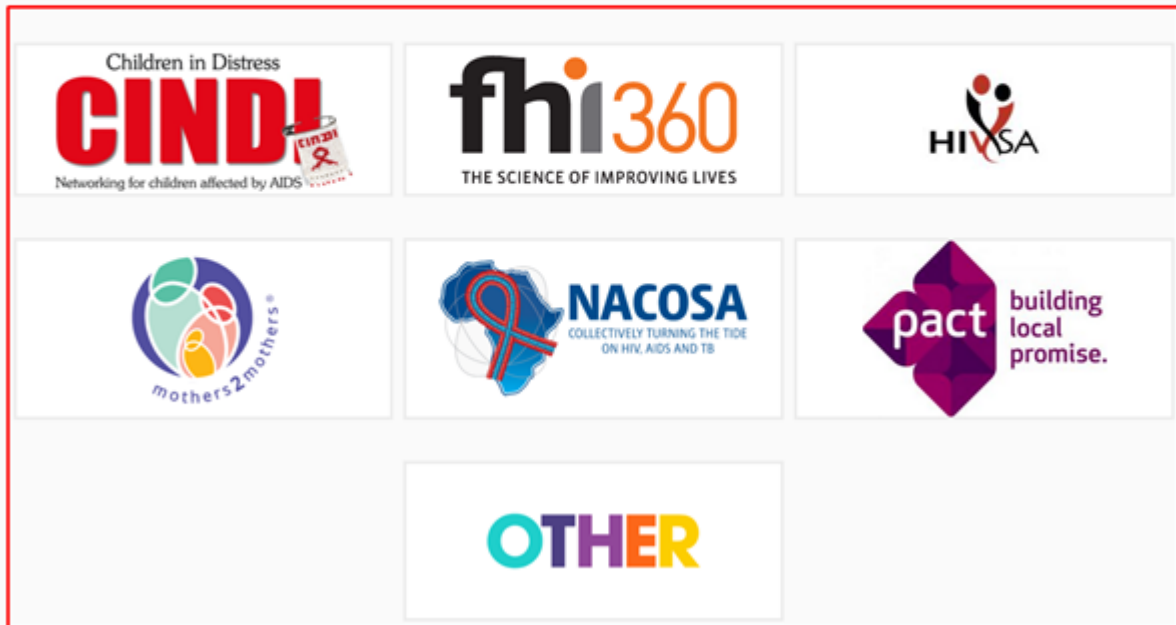
Next you will see the registration form. Enter your email address then choose a password you will remember.

You will enter both whenever you log on. Please answer each question and click 'register' at the end. Next you will be asked to confirm your course. It might take a few seconds for this process to complete and the page to load.

If you aren't sure what course you're in, check with your organisation's Master Trainer before making a selection.

Click on the "Enrol in Course" button to start your e-learning journey.

Please note that this process might take a few seconds to complete.
Should you NOT see any courses below, you still need to register.

Next you will see the screen below. You are now ready to start your course; click on **MODULE 1** to get started!

How do I find my course?

After logging in, click on **YOUR COURSES.**

Then you will see your courses; click on 'Let's Talk Programme: Phase 1' or 'Let's Talk Programme: Phase 2' to begin your course or continue where you left off.

Next, click on the module you wish to start (or continue). The green ticks indicate which modules you have completed.

Each module has three parts: the e-learning session, a reading assignment, and a brief training evaluation.
You must complete all three steps in order to proceed to the next module.

Click 'Let's Talk Overview e-learning session', then click on the course **LAUNCH BUTTON** on the next screen to begin.
The e-learning session will open in a new tab; you will need to keep both open while you are doing the course.

Module 1: Lets Talk Overview e-learning module (time commitment +- 60min)

Topic Progress: ✓ ✓ ✓

← Back to Lesson
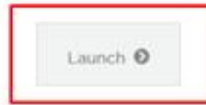
Launch ◉

To launch the module please click on the "**launch button**". The module will open in a new tab/window. Please keep this page open. Once you have completed and passed the module you will see the "**mark complete**" button appear below the launch button.

TIP:
We recommend that you do each e-learning module in one sitting. There will be a quiz at the end that you need to complete in order to move forward. If you don't pass, you can take it again.master trainer.

When do I get my certificate?

You will need to pass each e-learning module, complete all the readings and training evaluations, and attend each video training and practice session to successfully complete the course. Your Master Trainer will then issue you with a certificate; please keep it safe.

Who decides if the training is online or offline?

The Master Trainer who leads a training group will determine before the training begins whether it will be online or offline. More information about offline training groups is available **below**.

Let's Build Skill courses

- How do I register?
- How do I find my course?
- Will I get a certificate?
- When do I get my certificate?
- What if the information on my certificate is incorrect?
- How long do I have to finish the course?
- How long will it take?
- Can I only do one of the courses or do I need to do both?
- If I want to do both courses, do I need to do them in a specific order?
- Who should enrol?
- Is it really free?
- Should I also do this if I have completed the e-learning for Let's Talk implementer?
- Will it qualify me to deliver Let's Talk?

How do I register?

First, you need a valid email address to register as a user. Then click on **TRAINING** on the top of the website.

Then you click on the blue **LEARN ABOUT THE LET'S TALK TRAINING** button.
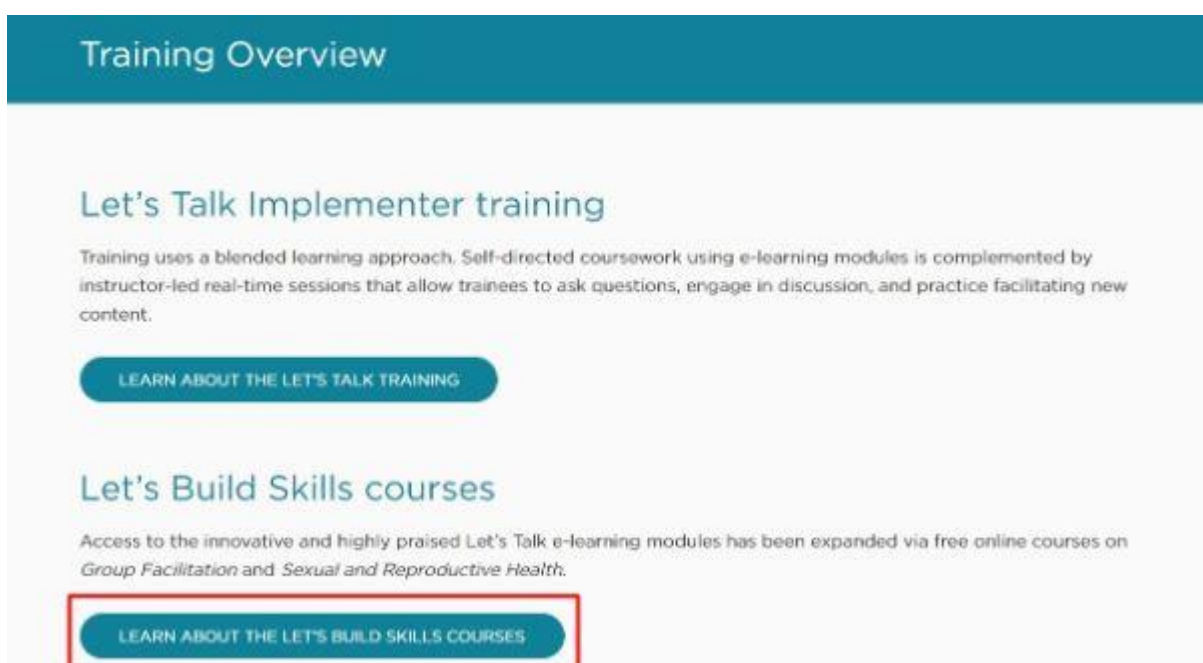
Then go to the **GREEN BUTTON** and click on **REGISTER AND BEGIN A COURSE**.

Confirm you are ready to start the registration process by clicking on the **REGISTER** button. Next you will see the registration form. Enter your email address then choose a password you will remember.

You will enter both whenever you log on. Please answer each question and click **SUBMIT REGISTRATION** at the end.

You will then be asked to join your course and you do that by clicking on the **ENROL IN COURSE** button.

Click on the "Enrol in Course" button to start your e-learning journey.

Please note that this process might take a few seconds to complete.
Should you NOT see any courses below, you still need to register.

Let's
Build Skills

Let's Build Skills

Enrol in Course

Next you will be asked to confirm your course by clicking on **ENROL NOW**. It might take a few seconds for this process to complete and the page to load.

Confirm joining your course.

Please note that this process might take a few seconds to complete.

Course

Let's Build Skills

Enrol Now

Next you will see the screen below. You are now ready to start your course; click on **ANY COURSE**.

REGISTERED COURSES	CERTIFICATE	STATUS
> Group Facilitation course	-	O
> Sexual and Reproductive Health course	-	O

Click on the module to get started!

Course Content

MODULES	STATUS
1 Module 1: Group Facilitation (+- 60min)	○
2 Module 2: Working with Adolescents (+- 60min)	○
3 Module 3: Group Dynamics (+- 45min)	○
4 Module 4: Let's Talk about Sex (+- 60min)	○
5 Module 5: Facilitator Self-care (+- 20min)	○
6 Course training evaluation	○

How do I find my course?

After logging in, click on **YOUR COURSES.**

My Profile

⌂ Overview   👤 My Profile   💬 Your Courses   ➡ LogOut

Overview

Hello Design Connection,
you're logged as **DesignConnection**

Member since January 29, 2020

Then you will see your courses; click to begin your course or continue where you left off.

REGISTERED COURSES	CERTIFICATE	STATUS
> Group Facilitation course	-	○
> Sexual and Reproductive Health course	-	○

Next, click on the module you wish to start (or continue). The green ticks indicate which modules you have completed.

Course Content

MODULES	STATUS
1 Module 1: Group Facilitation (+- 60min)	○
2 Module 2: Working with Adolescents (+- 60min)	○
3 Module 3: Group Dynamics (+- 45min)	○
4 Module 4: Let's Talk about Sex (+- 60min)	○
5 Module 5: Facilitator Self-care (+- 20min)	○
6 Course training evaluation	○

Click on the module, then click on the course **LAUNCH BUTTON** on the next screen to begin.

The e-learning session will open in a new tab; you will need to keep both open while you are doing the course.

Module 1: Group Facilitation (+- 60min)

Let's Go! ❯

Click the "**launch**" button above to begin the module. The module will open in a new tab/window; keep both pages open as you work through it. Once you have completed and passed the module, click the "**mark complete**" button which will appear below.

TIP:
We recommend that you do each e-learning module in one sitting. There will be a quiz at the end that you need to complete in order to move forward. If you don't pass, you can take it again.

Will I get a certificate?

To qualify for the certificate of completion, learners should complete all of the modules within the course. Learners must also pass the quiz at the end of each module with a minimum score of 70%. Learners will be emailed a certificate automatically upon successful completion. Therefore, having an accessible email account is necessary to register and receive the certificate. Also, please enter your name on the registration form as you would like it to appear on your certificate.

When do I get my certificate?

Your certificate will be emailed to you within an hour of completing all the required modules for each course. It will also appear on your **profile** under **Your Courses**, and you will be able to view and download it from there.

What if the information on my certificate is incorrect?

Information provided by you at registration is used on the certificate. If you need to make a correction, you will need to **update your profile** and the information will be automatically updated on your certificate available for view and download.

How long do I have to finish the course?

There is no expiration date, however it is recommended to complete the modules over a short period of time (within one month) as each module builds on the previous one and it is good to keep momentum.

How long will it take?

Each module averages about one hour to complete. One module a day is recommended to allow sufficient time to absorb the material and promote learning.

Can I only do one of the courses or do I need to do both?

You can do either or both courses.

If I want to do both courses, do I need to do them in a specific order?

No, you do not have to do the courses in a specific order. Each of the two courses is stand-alone. Should you decide to do both courses, you can start with any course you prefer.

Who should enrol?

Those who plan to implement peer groups with adolescents and youth would benefit from the Group Facilitation course. The Sexual and Reproductive Health course is designed for a broader group of community members that work with young people, including peer group facilitators, care workers, social workers, health care personnel and others. This course is also appropriate for members of the general public who wish to improve their knowledge of sexual and reproductive health matters.

Is it really free?

Yes! For a limited time, anyone who registers can partake in the courses. The only potential cost to learners is the internet data necessary to access the course, an average of 120 MB per course.

Should I also do this if I have completed the e-learning for Let's Talk implementer?

No, these courses include material already covered in the Let's Talk implementer training.

Will it qualify me to deliver Let's Talk?

No, those who complete either or both courses are not certified as Let's Talk implementers. Let's Talk implementer training includes more modules and practice with the curricula. Unlike these self-directed courses, implementer training generally occurs in a group format and is offered by implementing partners. More about the Let's Talk facilitator training can be found HERE.

Offline Let's Talk Implementer training

- How do I save and unzip the file?
- Do I need internet connection to access the offline modules?
- Can I start with the online version and continue with the offline version?
- How do I start the offline version?
- What part of the offline version needs to be done online?
- In what order do I need to do the offline course?
- Can I copy and share the ZIP files with other users?

The offline version is only available for the Let's Talk Implementer training and is provided as a downloadable ZIP file per module to the Master Trainer who shares it with trainees. The Let's Build Skill courses must be completed online.

How do I save and unzip the file?

You need to download, save and extract the ZIP files of the e-learning training modules on your device. You can extract the content of the zip with the extractor tool on your operating system. Downloading and saving the files now will make them easier to access when you don't have any internet.

Do I need internet connection to access the offline modules?

You need to download the offline modules while connected to the internet. Once downloaded, they will be accessible offline. The users need internet to complete the quiz at the end of each module. They will be able to do all offline modules without completing the quiz, but the module will not be counted as complete until they successfully pass the quiz.

Can I start with the online version and continue with the offline version?

Unfortunately, if you start your training with the offline version then you will need to complete that phase of the training offline.

How do I start the offline version?

To start the training module, click on the START file. Please do not move/remove the files to different folders as the training will then not work. The training will open on your device's internet browser, if it does not work on your default browser please open the START file in Google Chrome. Your additional reading documents/template will also be listed in the folder indicated and this form part of your training.

What part of the offline version needs to be done online?

Once you reach the end of the module and you are ready to complete the quiz will be redirected to the Let's Talk website to complete the quiz and surveys online. The quizzes cannot be completed offline. You would still need to complete the quiz in the correct order.

If you are not ready to do the quiz you can start with the next module and then when you have an internet connection come back to this page and complete the quizzes and evaluations.

In what order do I need to do the offline course?

We recommend that users do the modules in order. If you want to do more than one module at a time you are welcome to do so and then when you have internet complete the quizzes online. You would still need to complete the quiz in the correct order.

Can I copy and share the ZIP files with other users?

Yes, you are free to copy and share the module ZIP files with other users that are part of your group to save on additional data downloading costs.

Last updated: Wednesday, November 10, 2022