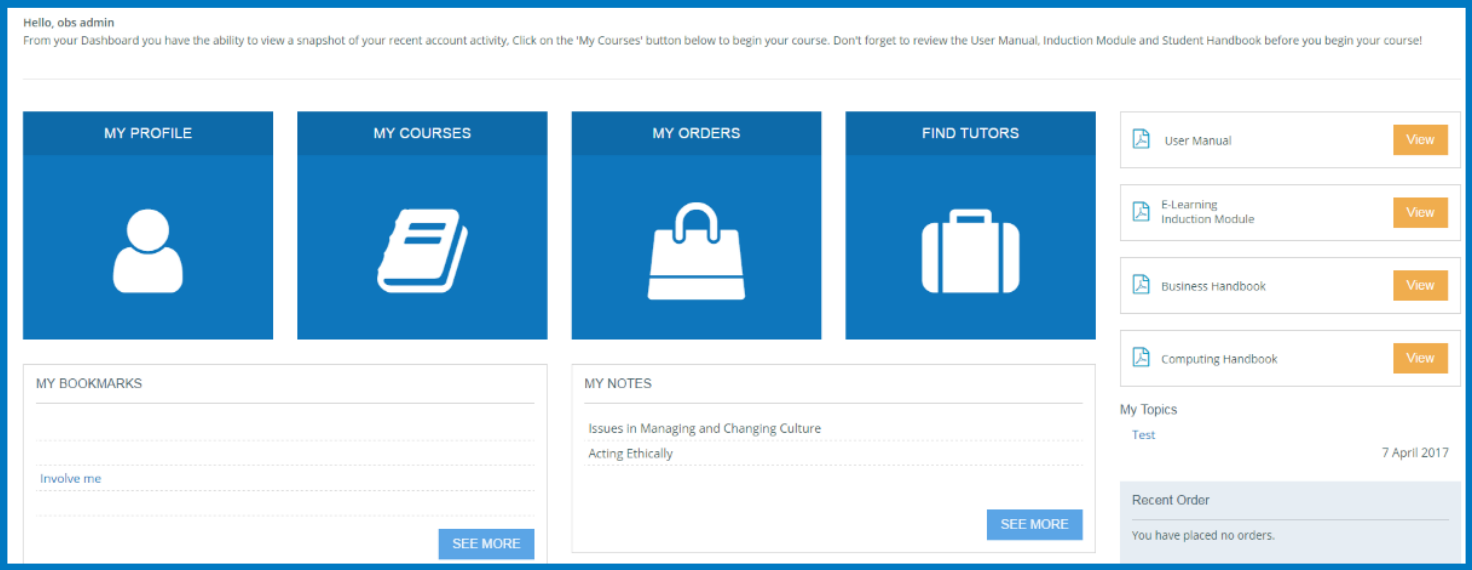
USER MANUAL

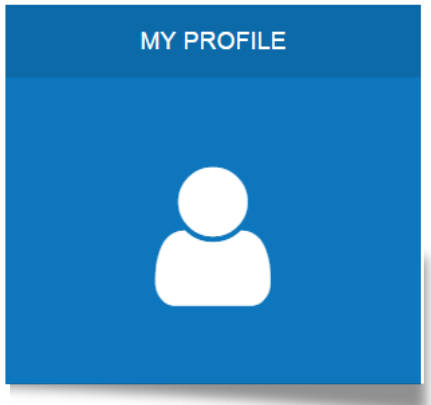
ONLINE BUSINESS SCHOOL

DASHBOARD



Once you have logged in, you are greeted with a personal dashboard. From here you can edit your profile, view your course materials, review your previous orders and request tutor support. You are also able to view the Student Handbook and E-learning Induction Module on this page.
Beneath the four main options on your dashboard, you can view any notes or bookmarks you have made during your study. The bookmarks will allow you to pick up where you were learning without having to select the module, lesson etc. and the notes can be kept to keep track of anything you may wish to reference in the future.

MY PROFILE / ACCOUNT INFORMATION



This is where your personal information is kept. You can edit your information and upload a profile picture if you wish, for use with the interactive forum. You may also change your password at any point by selecting the ‘Change Password’ option.

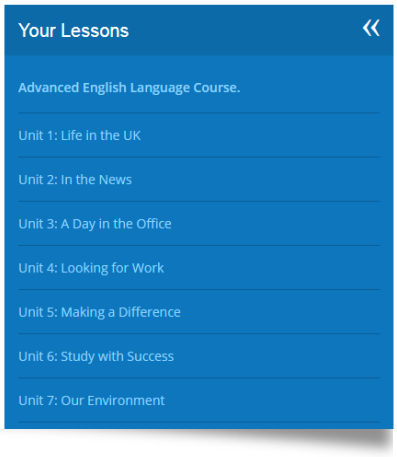
MY COURSES

This option will display your course details, including your study materials and your current progress. If you are currently studying modules and not an entire course, this page merely shows you the level of study you are taking part in. The progress bar shows you how far through the course you are and which assessments you have completed.

LEARNING

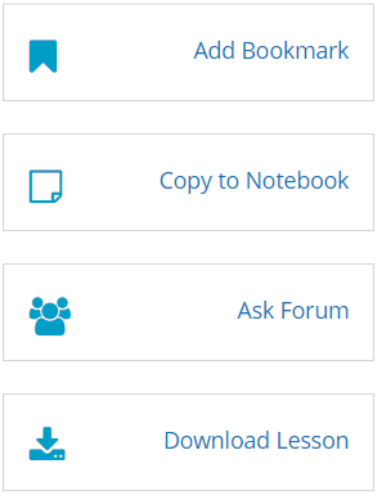
Click to Learn

After clicking on this button you will find a list of your modules along with an indicator bar to show your progression through the study materials. To start or continue your study, click the title of the module or 'View Module Lessons'.



Once you have entered the module, you will find a left-hand menu listing all the titles of the lessons included within that particular model, you can select any of these lessons to start learning, once you have reached the end of the lesson you can select a tick box to show you have completed the lesson.

The right-hand menu gives you access to '**Add Bookmark**' which will remember exactly which page you are studying and can bring you straight back there from the dashboard, '**Copy to Notebook**' which allows you to make notes of text you may wish to reference in the future, '**Ask Forum**' which allows you to post a question in the online forum for student to student support and '**Download Lesson**' which allows you to download the lesson as a pdf file for offline study.



ASSESSMENTS

While on your learning page you will see an overview of your course at the top of the page, this will include the total number of modules of the course, the number of these you have completed and the number of assessments completed. Below this, you will see a key with individual colours to represent the status of your assessments. If you fail an assessment you will need to purchase access to it again, this can be done by selecting the assessment and clicking on '**Purchase**'. If you encounter a technical issue whilst completing an assessment you can contact admin@onlinebusinessschool.com to appeal the decision of the mark.

Assessment Status Key

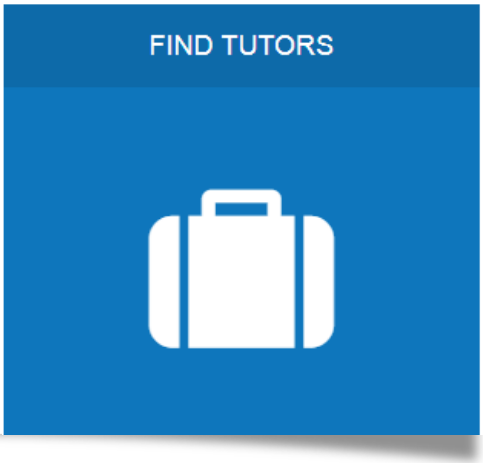
Assessment **TO DO**

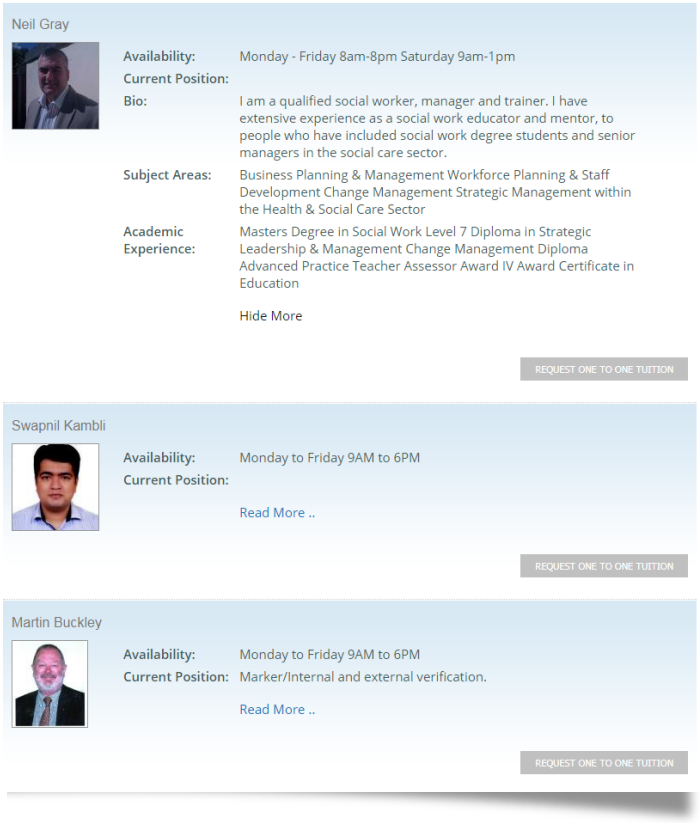
Assessment **PASSED**

Assessment **FAILED**

FIND TUTORS

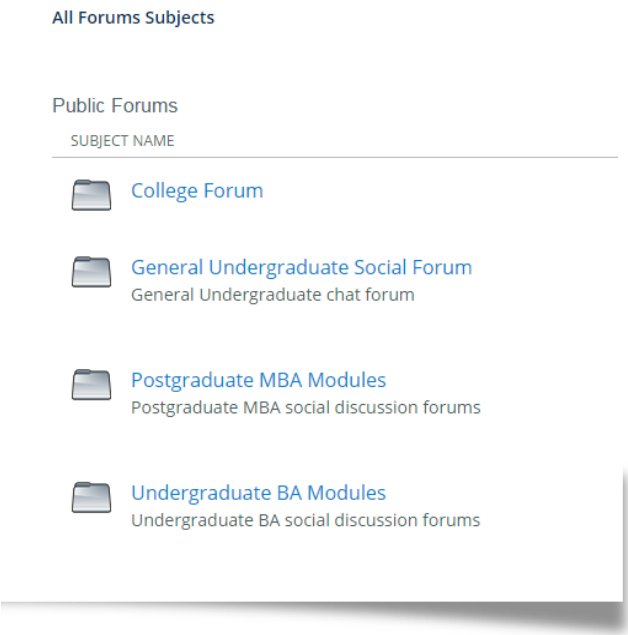
Here you will find a list of tutors who specialise in the learning outcomes defined in the modules and course material. The tutors are available to all students for support during their studies, however, they do charge for their time.





Each tutor provides information regarding their area of expertise and availability within their profile. If you wish to arrange a session you will need to first of all select the appropriate tutor, according to their profile. You will then need to select the '**Request one to one tuition**' button, this will then allow you to complete a form with details such as your course title and the module you need assistance with. You can then also write a message to the tutor and select a time/date you would like for the session, the tutor will then contact you to confirm the session

FORUMS



You are able to access the forums for 'student to student', to do so just click the '**Visit Forums**' tab at the top of the page. All forums are separated by course level, in order to make it simpler for students to find which forum to visit. Once you have decided which forum to visit you will see a selection of topics which you can then view. If you wish to create a new topic you can select the '**Add New Topic**' button at the top of the page, if you wish to post within a topic you can select the '**Reply to Pos**t' button and post your comment.