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How the Course Works

This page outlines what is expected of you during the course so that you may successfully earn your certificate of completion.

1. Learning Methodology
2. Participation
3. Earning Credit for the Course

1. Learning Methodology

The major IFRS topics are presented in “Sessions”, which are divided into two major "Units", each Unit should take about 7-10 days to complete. Likewise, you should budget 7-10 hours per Unit for interacting with the course materials and participants. Each Session will cover one or more topics by utilizing Presentations, Quizzes, or Topic Discussions (Threads). You will learn the material using the following methodology:

1. Read the Topic Presentation for each Session. (required)
2. Pass the Session Quiz (by scoring 75% or better) (required)
3. Participate in the Topic Discussions. (required)

This methodology allows you to assimilate the topics being covered via multiple learning activities while engaging with an expert instructor. You should expect to spend approximately 8 hours per week as you engage with the material and your course peers using the steps listed above.

Please make sure to keep up with the pace of the course and not get bogged down in the details and specific nuances of a given IFRS topic. This course is an overview of the key IFRS topics and not intended to allocate large segments of time to delve deep into the topics.

The instructor may be able to address some specific questions during the course or at the end of the course if time allows. These questions can be posted in the "Ask the Instructor" area.

Special Note: All comments, examples, and illustrations used by your instructor are for the sole purpose of enhancing your understanding of the topics being discussed. You should not rely on these as advice or strict guidelines for use in your organization. Each organization is unique and requires unique guidance for implementation of the subject matter being reviewed in this course.

2. Participation

Information sharing is extremely valuable in any learning experience. Your colleagues are excellent resources to tap for stories, information, and different perspectives on the topics being covered. At the same time, they can benefit from your ideas and insights. That is why you need to participate by posting questions and responses as often as possible. If you do not participate, you and your classmates will miss out on worthwhile opportunities to enhance learning. Interaction in a virtual environment such as the discussion involves many of the skills used in face-to-face communication. Below are some tips for effective asynchronous discussion.

- Keep postings short and to the point. Not more than a couple of paragraphs is a good rule of thumb.
- Reference specific parts of the original message in any response. You can also include links or citations to supporting sources.
- Be respectful of others' ideas and comments.
- Consider what is useful in the opinion shared and how it is similar to and different from your own point of view.
- Post responses in a timely manner.
- Choose words carefully and consider how the reader might interpret them. Sometimes text may seem more harsh or critical than the spoken word. (e.g. ALL CAPS is the online version of yelling)
4. Earning Credit for the Course

The course operates on a pass/fail system using 75% participation and completion of all presentation–viewing, quizzes, and discussions as the cut-off. To pass the course and receive credit, you need to complete the following:

1. Read all Session Presentations.
2. Pass all Session Quizzes with at least a 75% score (multiple re-takes are allowed).
3. Participate in all discussions (see Discussion Forums section below).
4. As you finish reading the Session Presentations and viewing pages, make sure to click the "Mark this activity complete" button at the bottom right-hand of the window (see example at bottom of this page).
Course Navigation Tips

Detailed information is always available simply by clicking the round blue Help Button located at the top-right section of the screen.

To navigate the course, please locate and note the four (4) primary areas of the screen where the navigation buttons are located.

Area #1 - The horizontal arrow heads (>) along the left-hand navigation bar will show / hide the course folder contents.

Area #2 - The arrow buttons (<) and (>) at the top right-hand portion of the main window will take you to the Next and Previous content items shown on the left-hand navigation bar. You can always use the left hand navigation column (Area 1) to navigate to a specific content page by simply clicking on the appropriate item there.

Area #3 - The small left arrow (<) will hide the left-hand navigation area when clicked. This will maximize your viewing area for content. You may click it again (>) and it will unhide the navigation area.
Presentation Player Tips

Please note that there is no audio associated with the presentations.

You can start the presentation by clicking on the play button.

To move on to the next slide when you are ready, click on the **Next** button on the Player control bar. You can go back to the previous slides by clicking the **Prev** button.

You can also go back to a particular slide by clicking on its number in the Menu column.

Use the search bar at the bottom of the Menu section to find slides that contain a certain word.
Discussion Forums

To receive credit for the discussion forum assignment questions, you must either make an initial post to each discussion question or respond to your peer's posts in a way that advances the discussion.

- Post early and post often. This allows a rich dialogue to develop.
- Read the postings of your fellow delegates and make thoughtful and substantive replies. Do not simply congratulate or agree.
- Add to the discussion by contributing information you found from other sources, useful websites links, and personal experience.
- Please be considerate of the sources you reference and give them credit in your posting.

Viewing Discussion Forums

To view all threads / posts by clicking the plus-sign icon at the top of the discussion board. To collapse all threads / posts, click the minus icon. To only see threads and posts which have been contributed since the last time you viewed the discussion board, check the "New only" checkbox.

To expand / view only one discussion post, simply click on the message you would like to view in entirety.

If a thread or post has replies, a small white arrow appears to the left of the message. Click on the arrow icon to view replies to the message.

Posting in Discussion Forums

To post your question or comment, please click the New Thread icon at the top of the page. If you want to respond to a fellow delegate's post, simply open the item and click Reply to post your comment. Be sure to click the Post button to submit your question/comment.
How to Change Your Password

You may reset your password by editing your personal information.

Click on your name at the top right of the window, and select Personal Information. The Personal Information window displays.

Click the Change Password down-arrow. The Password area expands.

Type your new password in the New Password and Confirm boxes.

Click Save Changes. Your password has been changed.
How to Track Your Progress and View Your Grades

You should keep track of your progress through the course and your level of success with the course scores ("grades").

To help you easily identify your current status, simply click the "Grades" link (found under the course title on your Home Page, or on the menu bar at the top of your course window).

Cumulative Average and Percent Complete

The Score (Cumulative Average) is your grade for the course. The Completed section tells you the percentage of gradeable activities you have completed.

Grade Estimation and Calculation

The What-if Calculator allows you to project your final percentage. Click the calculator icon to open a new window with all recorded scores visible. These may not be changed, but you can predict your final percentage by entering hypothetical scores for your remaining assignments in the empty spaces and pressing the Recalculate button.
Points and Percentage by Session

The points and percentages by category figure shows you how you are doing in each Session.

In the above example, the average grade for activities in Session 1 Part 2 is 80.95%, while the average grade for activities in Session 1 Part 3 is 92.1%.

Gradeable Activities

Each Session’s activities are listed separately in the Gradebook. Click on the activity to access its details. For example, if the activity is a quiz, you may review the results: simply click on the quiz title, and then once you are on the quiz page, click the “Details” button in the bottom right corner of that page.
## Scores and Status

The scores and status of each activity display in the Score column:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td>Submitted, pending grading. This icon displays once you have submitted an assignment or an assessment, but the grade has not been returned to you.</td>
</tr>
<tr>
<td>🎉 94</td>
<td>Grade on the activity. Your grade displays once the instructor has returned your grades. In some cases, this will display as soon as you take a quiz or test, but in other cases, instructors will return grades to all students at one time.</td>
</tr>
<tr>
<td>⚡️ 50</td>
<td>Retry allowed. If your instructor allows you to retry an assessment (either quiz or exam) or assignment, you may retry the test or resubmit the assignment, and the new grade will replace the grade that currently displays. (Note: Retry is different than retaking an assessment. Some assessments are configured to be retaken as many times as you need to review the materials. A Retry is given specifically by an instructor to a specific student for one additional attempt).</td>
</tr>
<tr>
<td>✗</td>
<td>Excused from activity. An instructor may choose to excuse you from turning in an assignment or taking an assessment. In this case, you do not have to submit the assignment or assessment, and no grade will be averaged in to your cumulative score.</td>
</tr>
</tbody>
</table>
Although the eLearning course is not fully compatible with iPad devices, most areas of the course will function without any problems on iPads.

**Known issues and workarounds**

**Discussion forums**

- Formatting of text can be problematic
- Difficulty with attaching documents to discussion forum posts

We would therefore recommend that you use a desktop device for posting your answers to discussion forum assignments if you want to format / paste text or attach documents. Typing simple text into discussion forums usually works without any problems.

**Buttons at the bottom right corner of the screen**

Sometimes the “Mark this activity complete” (e.g. Presentations) or “Start / Submit” (e.g. quizzes) buttons are not visible in landscape view at the bottom right corner of the screen. To solve the problem, rotate the screen to Portrait view and then back to Landscape view.

**Navigation Tips**

**Scrolling:**

1. To scroll the content shown in the Right hand pane (e.g. lengthy text like quizzes, guidance notes), tap inside the right hand pane lightly and then swipe up/down in that area to view full content.
2. To scroll the course outline list on the left hand pane tap inside that are and swipe up/down as required.

**Opening attachments**

To open attachments / links, tap and hold the attachment link and then select “Open in new tab”.
Viewing course material slides

Installing Articulate Mobile Player

If you would like to view the course material slides on your iPad, you will need to install the Articulate Mobile Player on your device first. It’s a free download from the App Store.

- On your iPad, search the app store for Articulate Mobile Player, or [click here](#) to open the app store directly to the Articulate Mobile Player app.
- Click the **Free** button.
- Click **Install App**.
- When prompted, log in with your Apple ID and password.
- The app will automatically install.

**Tip:** If you launch an Articulate course on an iPad where the Articulate Mobile Player hasn’t yet been installed, you’ll be prompted to install it with a link that opens the app store directly to the Articulate Mobile Player app.
Viewing Slides on iPad

When you click to view a Presentation in your eLearning course, it'll briefly open mobile Safari, then it'll immediately launch the content in the Articulate Mobile Player app.

When you launch a content item for the first time (see above), it gets added to your Articulate Mobile Player library.

To launch a course again, tap its thumbnail image to reveal its information card, then tap the play icon.
Tip: Another way to open the presentation again is to click on its link on your eLearning course.

The Articulate Mobile Player supports the following gestures on your iPad:

Slide content:

<table>
<thead>
<tr>
<th>Gesture</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-finger swipe left</td>
<td>Moves to the next slide</td>
</tr>
<tr>
<td>2-finger swipe right</td>
<td>Moves to the previous slide</td>
</tr>
<tr>
<td>Reverse pinch</td>
<td>Enter full screen mode</td>
</tr>
<tr>
<td>Pinch</td>
<td>Exit full screen mode</td>
</tr>
</tbody>
</table>

Library content:

<table>
<thead>
<tr>
<th>Gesture</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swipe left/right</td>
<td>Browse your content library</td>
</tr>
<tr>
<td>Long-press</td>
<td>Reveals X icons for deleting content items</td>
</tr>
</tbody>
</table>