

# Manual

nectar Learning Management System

# Content

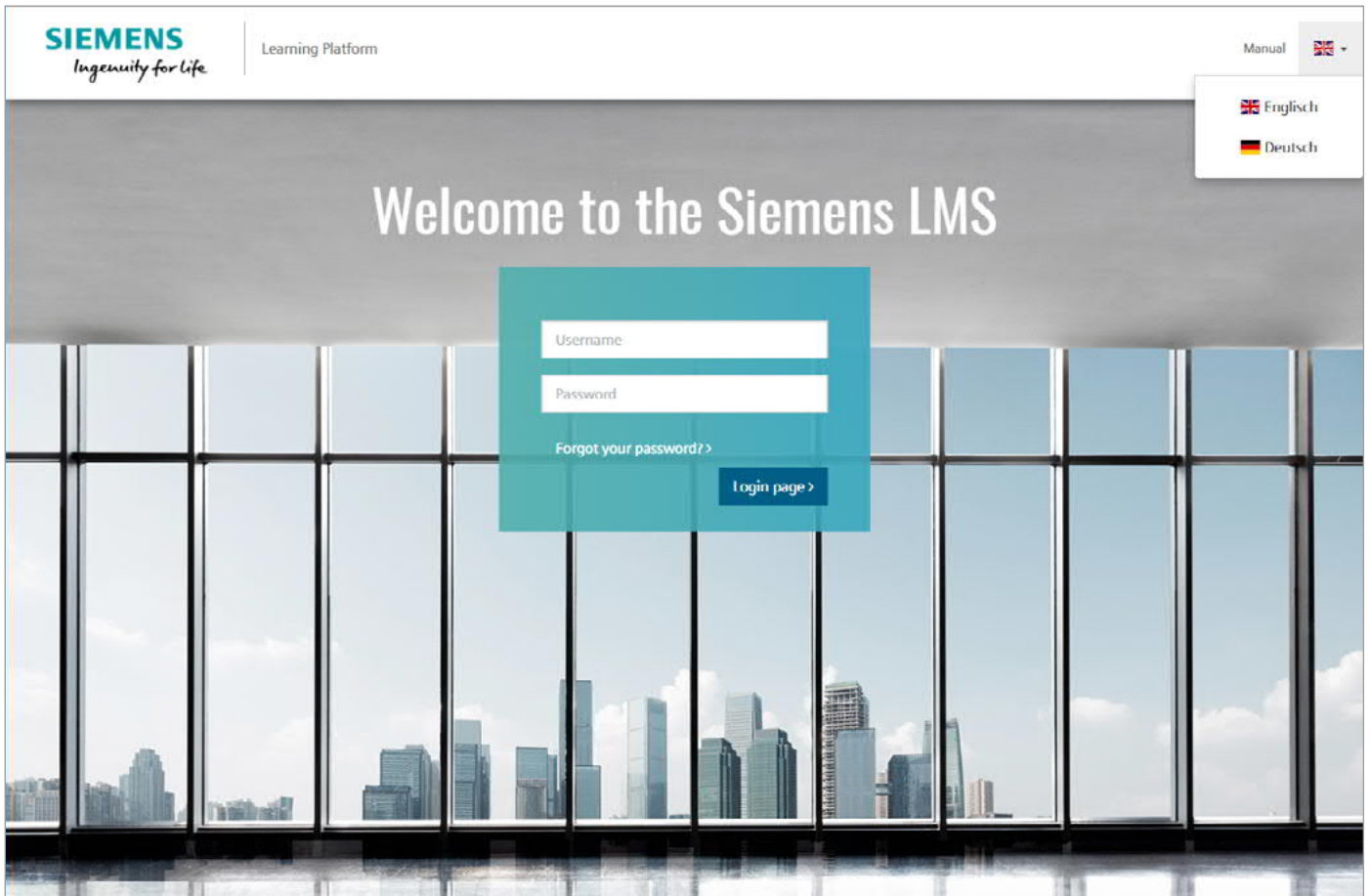
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## Note

This version is designed for learners. For administrators, there is an enhanced version with corresponding functions.

# Registration / Login page

In the first step, you will receive an email with a link and a request to log in. When you access the link, you will automatically be redirected to the login page, where you have several options:



## Registration

If you are already registered, you can log in here with your username and password.

## Forgot your password?

If you are already registered but have forgotten your log in data, you can reset your password here. To do this, click on *Forgot your password?* and then enter your e-mail address. A link will be sent to your e-mail address, with which you can log in again.

## Language Settings

In the top right-hand corner of the page you will also find the language settings for the user interface: here you can choose between German and English by clicking on the flag.

## Data Protection/Cookies

In addition, there is a reference to the cookies that have been set at the bottom of the page. By clicking on *Allow cookies*, you agree to their use. You can find more detailed information on data protection by clicking on *Imprint/Data Protection* in the top right-hand corner of the page.

# Overview

After you log in, the start page is divided into different fields, which are shown here in an overview. The individual functions are shown in more detail below:

The screenshot shows the Siemens Learning Platform interface. At the top left is the Siemens logo with the tagline 'Ingenuity for Life'. Next to it is the text 'Learning Platform'. On the top right, there are links for 'Imprint / Data Protection', 'Manual', a language dropdown menu (showing a flag), and a user profile dropdown menu (showing 'Maxi Muster'). Below this is a navigation bar with tabs for 'Group 3', 'Group 2', 'Group 1', and 'All groups'. On the left side, there is a vertical menu with buttons for 'Courses', 'Documents', 'Tests', 'Messages' (with a notification badge '6'), 'News', 'Profile', 'FAQ', and 'Logout'. The main content area is divided into two columns. The left column is titled 'News' and contains a table with the following data:

Title	Date
New LMS features	19-03-2019
Course 1 Update	19-03-2019
New Tutor	18-03-2019

The right column is currently empty. Numbered callouts 1, 2, 3, and 4 are placed on the interface to indicate specific areas: 1 points to the top header area, 2 points to the left navigation menu, 3 points to the main content area, and 4 points to the right preview area.

## 1 Header

- Link to Imprint/Data Protection
- Language
- On the right in the dropdown menu: Link to Profile + Logout
- In the second line below: List of all the groups in which you are a member

## 2 Main Navigation

- Courses
- Documents
- Tests
- Messages
- News
- Profile
- FAQ
- Logout

## 3 Content area

- Here the contents of the different fields are displayed (previews courses, documents, news etc.)

## 4 Widgets / Preview area




- Here you can see the preview of current messages or your news. (If you click on *Courses* on the left side, you will find a preview of your messages on the right side.)

# Navigation

You will find the different areas that you can review by clicking on the respective tile on the left side of the main navigation field.

## Courses

Here you will find in a list view all the courses which are unlocked for you, together with information on the respective subject area and the status of the course (= working status of the training course). By clicking on the start button, the training course will open in a separate window. If the window is closed, the status changes in the course overview. Three different working statuses are defined:

- Not started yet 
- Started, but not yet completed 
- Completed 

For the courses that can be completed with a certificate, the certificate will be available to you after successful completion of the course as a PDF download.

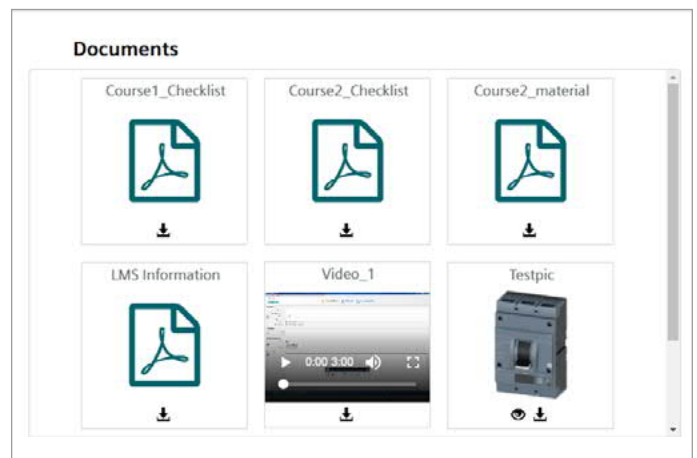
By clicking on the arrow, you can see more information regarding the course in a short preview:

- Thumbnail
- Course description
- Document button, with which you can review the accompanying documents



## Documents

Here you will find additional study materials for the individual courses and subject areas, such as PDF documents and videos. The following information will be displayed via mouse-over: name, upload date, author, size. In the bottom line, you can load the image in the preview by clicking on the eye icon, or save it locally by clicking on the download icon. If the document has already been downloaded successfully, a checkmark will be displayed in the lower right side of the screen.



# Test

Here you can find the tests assigned to each course along with the following information:

*Name, Start, End, Questions, Score*

You can start the test by clicking on the start button on the right.

There are different types of tasks in the test, which are briefly presented here:

## Multiple choice task

For multiple choice tasks, you will need to select multiple correct answers from a selection of answer options.

The screenshot shows a test interface titled "Tests". Below the title, it says "Select the correct answer." There are five options listed: "Wrong 1", "Wrong 2", "Correct 1", "Wrong 3", and "Correct 2". Each option has a small square icon to its right. The "Correct 1" and "Correct 2" options have checkmarks in their icons. At the bottom of the interface, there are two blue buttons: "<<" on the left and ">>" on the right.

## Single choice task

For single choice tasks, different answer options are given. You can mark your selection with a check mark.

The screenshot shows a test interface titled "Tests". Below the title, it says "Select the correct answers." There are four options listed: "Wrong 1", "Wrong 2", "Wrong 3", and "Correct 1". Each option has a radio button icon to its right. The "Correct 1" option has its radio button selected. At the bottom of the interface, there are two blue buttons: "<<" on the left and ">>" on the right.

## Drag & Drop task

For Drag & Drop tasks, terms must be assigned or placed in correct order. To do this, click on the elements to be assigned with the left mouse button, and then drag them on to the correct field, keeping the mouse button pressed while doing so.

## Free text task

For free text tasks, you can enter your answer in an input field.

The screenshot shows a test interface titled "Tests". Below the title, it says "1 + 1 =". There is a text input field containing the number "2". To the right of the input field is a blue button with ">>" on it.

## Task with a dropdown menu

For tasks with dropdown menu, you have to select the correct term from the dropdown list.

The screenshot shows a test interface titled "Tests". Below the title, it says "Select the correct term form the dropdown menu:". There is a text area containing placeholder text: "Lorem ipsum dolor sit amet, correct sadipscing elit, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliqu sed diam voluptua." A dropdown menu is open over the text area, showing the options "correct", "wrong", "wrong", and "wrong". The "correct" option is highlighted. At the bottom of the interface, there are two blue buttons: "<<" on the left and "Finish" on the right.

The screenshot shows a test interface titled "Tests". Below the title, it says "Drag the elements on the left side and drag them on to the correct field." There is a "Reset" button in the top right corner. On the left side, there are five "Drag" items: "Drag 4", "Drag 3", "Drag 2", and "Drag 5". On the right side, there are five "Drop" items: "Drop 1", "Drop 2", "Drop 3", "Drop 4", and "Drop 5". A blue box with "Drag 1" is being dragged from the left side to the "Drop 1" field. At the bottom of the interface, there are two blue buttons: "<<" on the left and ">>" on the right.

Once you have finished the test, you have the opportunity to check all the answers and, if necessary, to change them: After you have answered the final question, you will be shown all the questions with all possible answers along with your selection. Here you can click on the questions on the left side and change your selection.

Question	Answers	Your answer
Question 2	Wrong 1	Correct 1 Correct 2
	Wrong 2	
	Correct 1	
	Wrong 3	
	Correct 2	

When you have answered and verified all the questions, confirm your selection by clicking on *Submit*. You will then be shown an overview with the correct and incorrect answers.

In the list view you will now see the test with start, end, number of questions and achieved score in percentage points, along with the message *Test completed*.

## Messages

If you select the navigation item *Messages* on the left, you can compose a message and send it to the tutor of the group to which you are assigned.

If there are new messages in your mailbox, you will see a notification on the main navigation page.



Messages			
Create New Message			
Inbox	Outbox		
Subject	Sender	Date	Action
Course 2 Start	Tutor	18-03-2019	

In the Messages field you can switch between *Inbox* (received messages) and *Outbox* (sent messages). In the list view, each message is displayed with the subject, date and sender or recipient. Messages can be deleted by clicking on the trash can on the right.

If you are tutor in a group, you can send a message, by clicking on the button *Create new message*. Here you can now select a recipient by clicking on the plus sign next to the button *Send to*. If you hold the *Shift* key at the same time, you can select multiple recipients. You also have the option of sending an e-mail by clicking on the box next to *Send e-mail*. As learner you only have the option to send *messages* to the tutor of the group.

**Messages**

Send to:

Group: All groups

Send e-mail

Subject:

Message:



## News

In the section *News*, you will find new messages which you will see in a list view along with their title and date.

News	
Title	Date
New LMS features	19-03-2019
Course 1 Update	19-03-2019
New Tutor	18-03-2019

By clicking on the title, the message will open.

## Profile

The profile area with your personal details can be accessed in two ways:

- by clicking on the tile *Profile* on the left in the main navigation page, and
- by clicking on your profile name in the upper right corner;

This opens a drop-down menu with options *Profile* and *Logout*.

Here you have the option of adding or changing your profile information.

This information is already partially provided by Siemens and only has to be supplemented.

### Your profile

Data

Salutation

First name \*

Last name \*

E-mail \*

Username \*

Phone

Fax number

### Change your password

Please enter the new password (min. 6 characters, max. 20 characters). Confirm your change by 'Save changes'.

New password:

(Repeat) new password:

In addition to your personal information, you also have the option of changing your password here. Click on *Change your password* to open a new window in which you can create and confirm a new Password (6-20 characters). At the end of the profile area you will find information on your last login and a reference to the groups to which your profile is assigned.



## FAQ

In the section *FAQ* you will find a list of the most important terms you might need to look up:

FAQ
<b>Web based training</b>
<b>Mobile Learning</b>
<b>Flipped Classroom</b>
<b>Social Learning</b>

Click on the term to display a short definition:

FAQ
<b>Web based training</b>
<b>Mobile Learning</b> Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.
<b>Flipped Classroom</b>
<b>Social Learning</b>

## Logout

Here you can log out of the LMS.

Logout

