

## Welcome to the E-learning course guide of Wageningen University & Research

Are you ready to start the course?

Our trainings will start on our learning platform called TalentLMS. Before you dive in, we first want to share with you how to use WUR online learning platform. The practical information shared in this document and on the learning platform will help you get started with your learning journey.

### Let's get you started!

In addition to joint zoom sessions, the online learning platform will be the place to learn, share, work on assignments and have group discussions. This is available 24/7.

You have received an email with login details. Go to the project *url* that was included in your email ([\[project abbreviation\]-wur.talentlms.com](mailto:[project abbreviation]-wur.talentlms.com)), or <https://wur.talentlms.com/> and click *login*. Fill in the username/email and password you have received. You will be redirected to the branch website or your program – please remember this new *url* in the future. Once logged in you will be taken to the first page of Talent LMS, the home page, where your course will be visible. You will be asked to agree to the terms of service and to change your password.

Before you continue to the course, click on *LEARNER* in the title bar and then on *My Info* in the dropdown menu to upload a profile picture. Here you can also change your password.

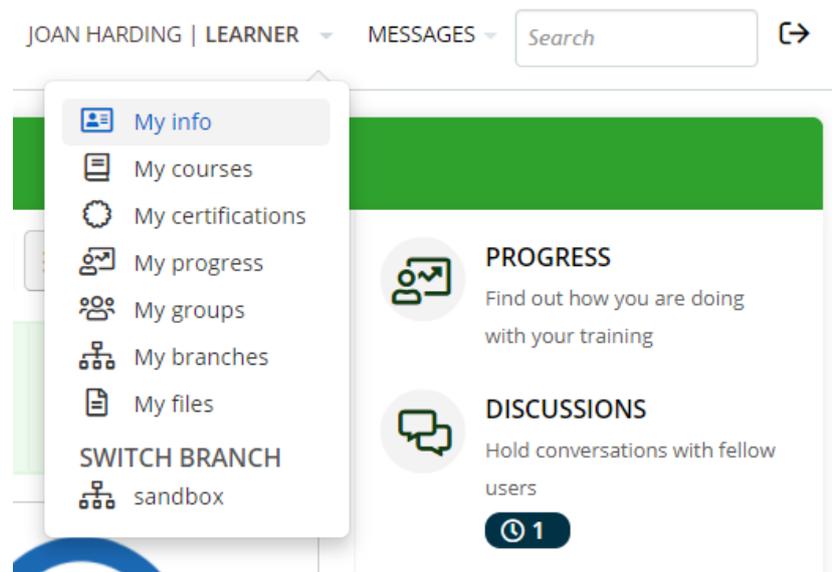


Fig. 1: Home page with steps indicated for changing your password and profile picture

## Navigating the WUR learning platform TalentLMS

The course you are enrolled in is visible on the home page. When you click on the course you will first go to the course summary page, which shows you an overview of the course content.

Click on the green button that reads “Start course” to go to the first unit of the course. The next time you enter the course this button will say “Go to course”, and you will automatically start where you left off. The course structure on TalentLMS automatically guides you through the course content in the correct order.

After you’ve completed the learning activities in a unit, you can proceed to the next unit by clicking on the blue button at the bottom of the page that reads “Complete and continue”.

You can always go back to the previous unit by clicking on the left arrow in the title bar at the top of the page. You can also browse forward through the course content by clicking on the right arrow. However, we strongly recommend you to complete all components of the e-learning.

Clicking on the unit title between the arrows in the title bar provides you with an overview of the entire course (see figure 2). You can use this overview to quickly flip to a specific page. All completed units are marked green.

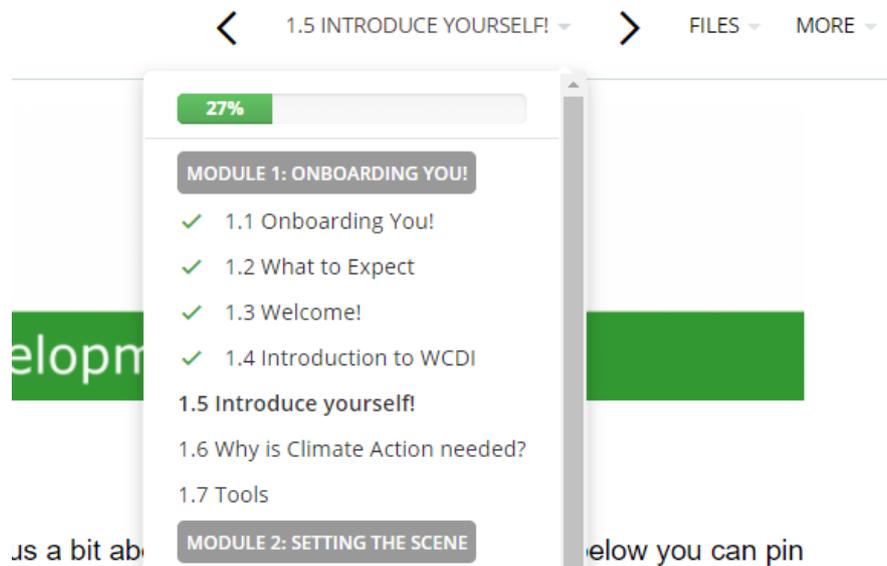


Fig. 2 Title bar with dropdown menu showing the course content

## Discussions

At specific moments in the course we'll ask you to contribute to discussions as part of an assignment, to share your thoughts on a topic or to upload some documents for review. Discussions are part of the course content and you will encounter them in different parts of the course. It is however also good to know you can access the discussions at any time you like by following these steps:

1. Navigate to the home page by clicking the course title (left on the title bar, in this case: [course name]).
2. You now enter the home page, which looks slightly different for each user.
3. Click on the *Discussions* tab on the right-hand panel of the home page
4. You now see to all the discussion topics related to your course.
5. Use the *Search* tool at the bottom of the page to search for a specific discussion.

The number appearing below the *Discussion* tab indicates how many discussions have been active recently.

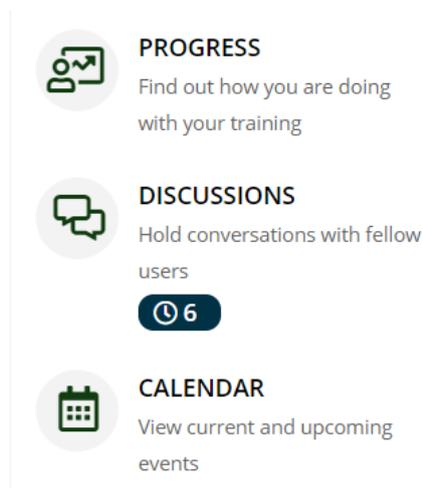


Fig.3 Right-hand panel of the homepage with *Progress, Discussion and Calendar* tabs

## Files

Course materials are uploaded to the Files tab, which you can find in title bar next to the name of the unit you are in. You can also find all the shared files in the course summary page, below the course content overview. Throughout the course, instructors will upload course material. Whenever a new file is shared, it will appear at the top of the list. Your instructors will clearly indicate which file to read when.

## Messages

You can send and receive messages on the platform. You can find the *Messages* tab on the right side of the title bar. In the dropdown menu that appears you have the options "Go to inbox" and "Send message". By typing in the title of your course in the *Recipients* box, you can choose to send a message either to all your fellow learners in a course or to the instructor of your course individually.

When you receive any new messages, this will be indicated with a number next to the *Messages* tab (see fig. 4 ). You will also get an email notification.

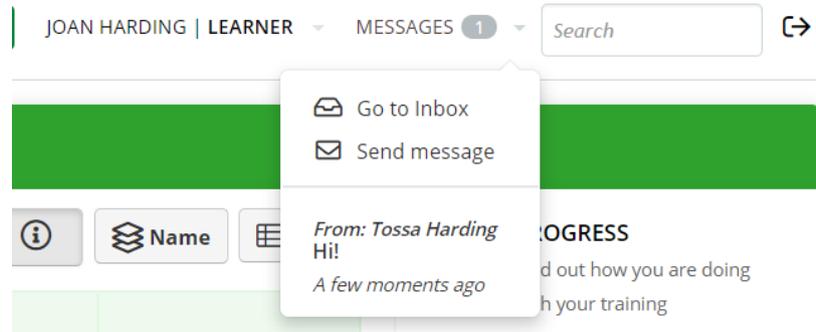


Fig. 4 Messages tab in the title bar with dropdown menu showing the options

### Checking your Progress

You can check your progress in the *Progress* tab on the right-hand panel of the home page. When you click on the *Progress* tab, you get to the *Overview* page, which gives you a quick overview of your progress in all your courses. You can switch between *Overview*, *Courses*, *Certifications* and *Timeline*. The *Courses* page gives insight into your progress in different courses separately. On the *Certifications* page you can see all the certificates you have obtained so far by completing courses. And on the *Timeline* page you can see a chronological overview of the different events that have occurred after starting the course, eg. when you were added to another group.

At the top right you see 3 other buttons. By clicking on “Profile” at the top right you can change your profile information. Clicking on “Infographic” will show you your progress summarized in an infographic.

### The TalentLMS app

The course can also be accessed via the TalentLMS app, allowing you to access the course on your phone or tablet.

#### Downloading the app

Go to *Play store* on your phone and search for TalentLMS. When you open the app you will first be asked to put in a *Domain name*, here you use the domain name that was given in the introduction email with your username and password. This could be something like: **cabi**-wur.talentlms.com (the text marked yellow needs to be replaced by the correct *url* given in the email). Afterwards you can enter your username (or email) and the password you received or already changed.

You can now navigate through the platform and your courses.

#### Downloading content for offline use (in the app)

The TalentLMS app allows you to download course content for offline use, so that you can continue to learn even when you are not connected to the internet. From the homepage navigate to your course by clicking on it. Now you are in the course content page. Here you can click on the cloud icon at the top of the page next to the course title. Clicking on the cloud will download all the available course units you see in the content overview.



Your progress will automatically get synchronized with the TalentLMS cloud servers the moment you go back online.

#### Questions about how to use TalentLMS

We are committed to quickly solving any technical difficulties you might face while using the platform. Please contact one of the trainers through the WhatsApp group if you have any questions.