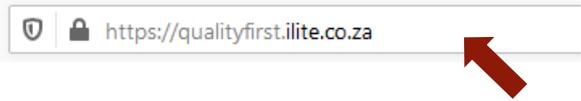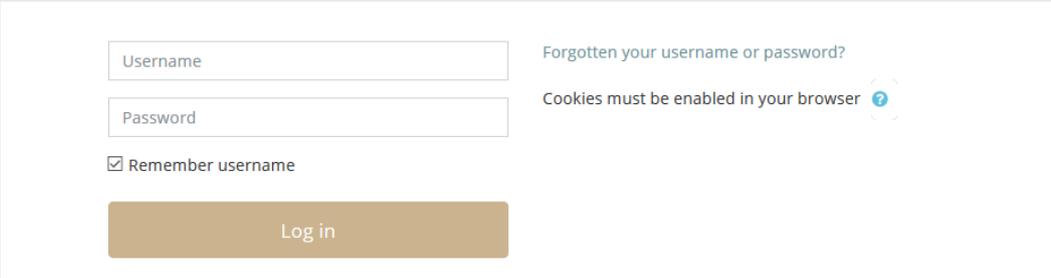# E-learning User Guide

1) Introduction to this Guide

This User Guide will provide you with all the necessary information on how to access Quality First Academy's e-learning courses and assessments. Once you have completed all the course material and assessments, you will be able to download and print your certificate.

1.1)   What is the purpose of the assessments and how many attempts do I have?

The primary objective of this Programme is to encourage learning, therefore, the assessments are designed to help determine your level of understanding of the content as well as determining how well you are able to apply the knowledge you have gained. There is an assessment after each module.

You will have access to the course material for three months and during this time you will be able to go through the course material as often as you like. You can only access the assessment once you have completed all the course material in each module. You will have three attempts to complete each assessment.

2) How do I log in?

Step	Instruction
Step 1	Open your Internet browser (please use Firefox or Chrome) and **copy and paste** the following website address: https://qualityfirst.ilite.co.za/ https://qualityfirst.ilite.co.za
Step 2	If **you have** received a username and password from us, then type in these details in the space provided and click the 'Log in' button. Username Password ☑ Remember username Log in Forgotten your username or password? Cookies must be enabled in your browser ❓ If you **do not** have a username and password, then click 'Create a new account' and follow the directions.

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

New account

▼ Collapse all

▼ Choose your username and password

Username ❗ [   ]

- Missing username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password ❗ [   ]

- Missing password

▼ More details

Email address ❗ [   ]

Email (again) ❗ [   ]

First name ❗ [   ]

Surname ❗ [   ]

City/town [   ]

Country [Select a country   ▼]

Create my new account   Cancel

There are required fields in this form marked ❗.

📁 › Confirm your account

An email should have been sent to your address at lrstacey@gmail.com

It contains easy instructions to complete your registration.

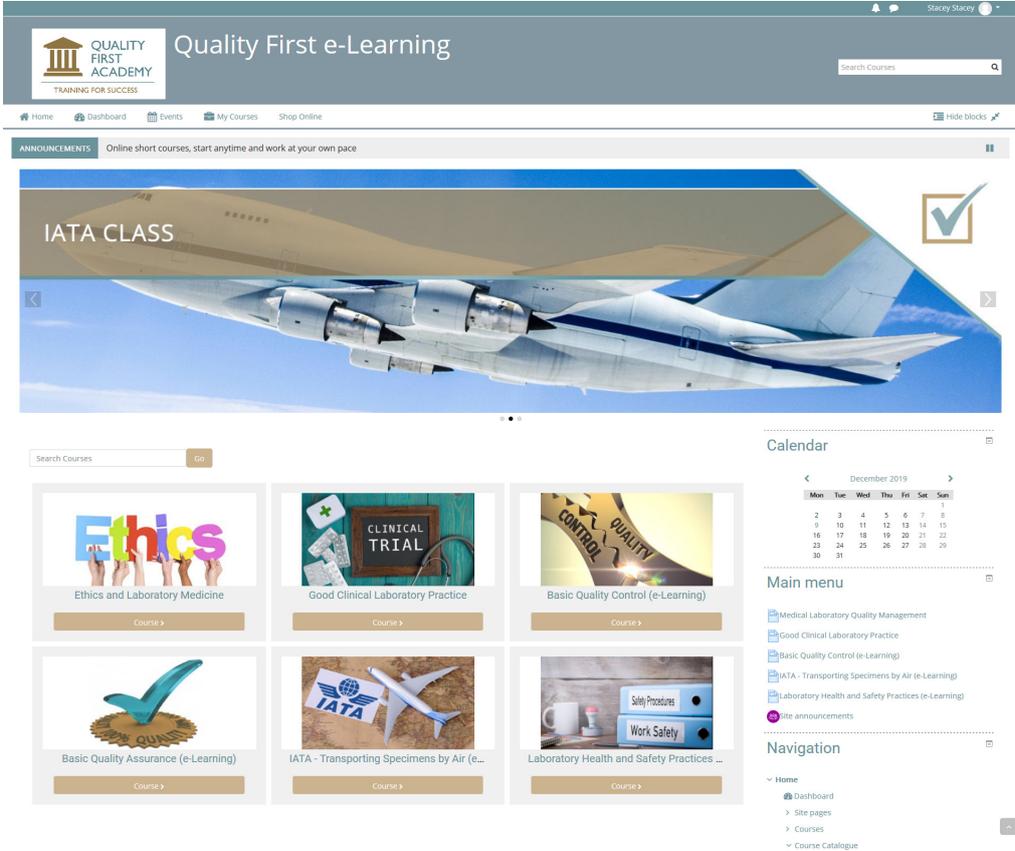If you continue to have difficulty, contact the site administrator.

Continue

Check your email for a confirmatory email from us, click on the link to confirm your account. You will then be sent back to home page and you can log in with your username and password.

[Username   ]   Forgotten your username or password?

[Password   ]   Cookies must be enabled in your browser ❓

☑ Remember username

Log in

Step	Instruction
Step 3	Once you have logged in, you will be taken to the landing page.
Step 4	If you originally received a username and password from us, then you will be able to access the course material you have signed up for. If you created your own account, we will be notified and will give you access to the relevant course material.
Step 5	To **log out:** Click on the **icon** next to your name and then the **log out text**.
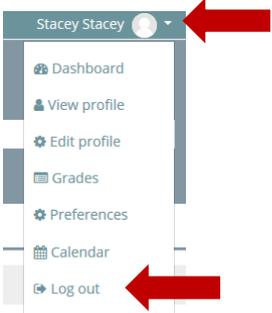
3) Instructions for Navigation Through our e-Learning Courses

- Each course comprises multiple sections e.g. Scope etc, Module 1, Module 2… Feedback…and each section contains activities – books with chapters and subchapters and quizzes.

- Click on the activity in the first section (usually Scope and outcome).

- For each book, a Table of contents appears on the top right-hand field. Your progress is shown in the Table. It can be used to navigate back if you need to revise a chapter.

Table of contents

1. Introduction

2. Circle of concern vs Circle of Influence

3. Proactive

4. Reactive

5. The freedom to choose

- Navigate through the contents using the blue arrows at the bottom right.

- When the current activity is complete, a right arrow will not appear. Click on "NEXT ACTIVITY" in the section below.

« PREVIOUS ACTIVITY Quiz 1	NEXT ACTIVITY Quiz 2 »

- You are required to complete all activities including all quizzes (total >80%) and the feedback to get a certificate for the course.

Any problems whilst completing a course, please contact on WHATSAPP ONLY:

Janette – 083 627 7636

 or

Monica – 082 443 3005