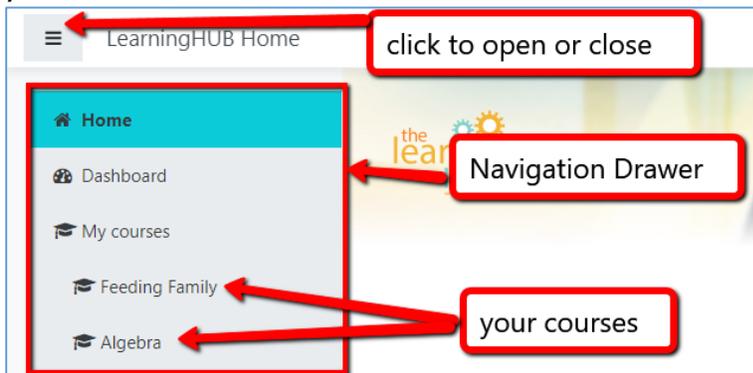


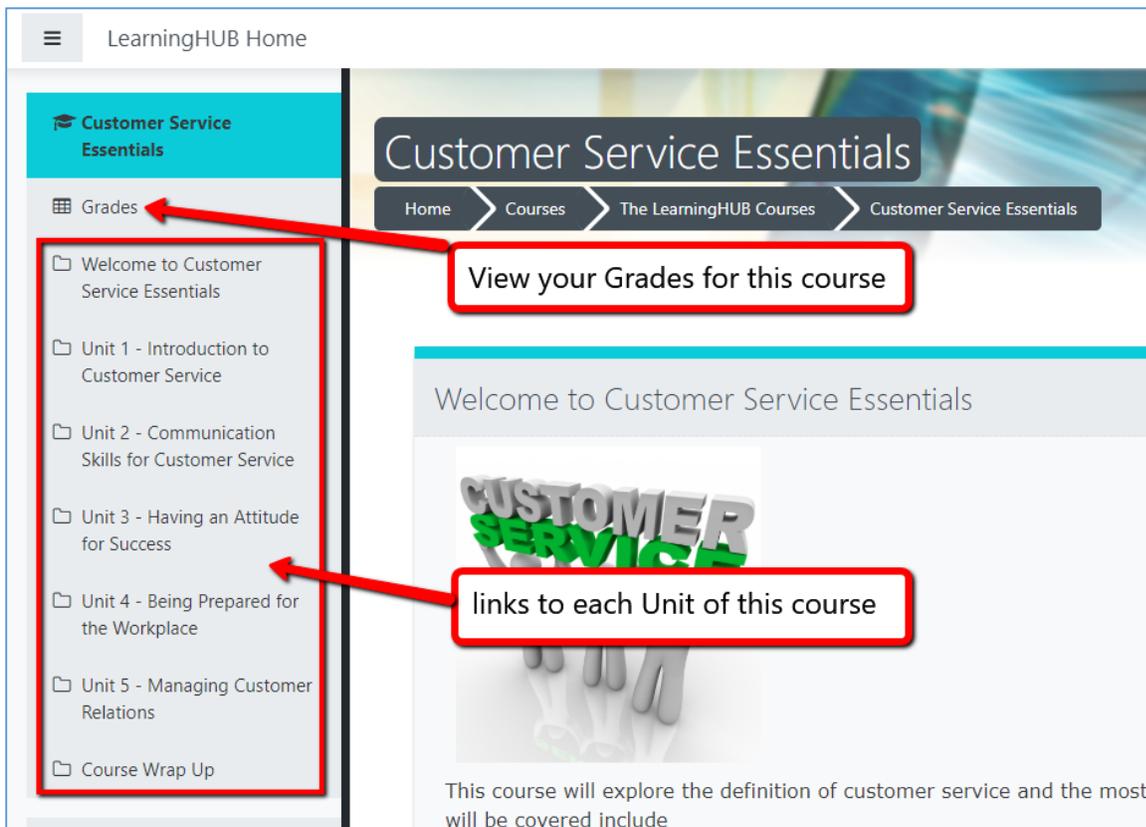
Navigation Drawer

The button with the 3 bars, opens or closes the Navigation Drawer.

When you are on the Home page, the drawer contains links to courses that you are enrolled in:



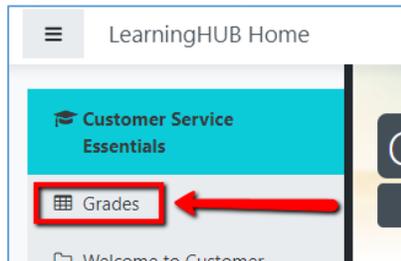
When you are inside a course, it provides links to your grades and each unit of the course:



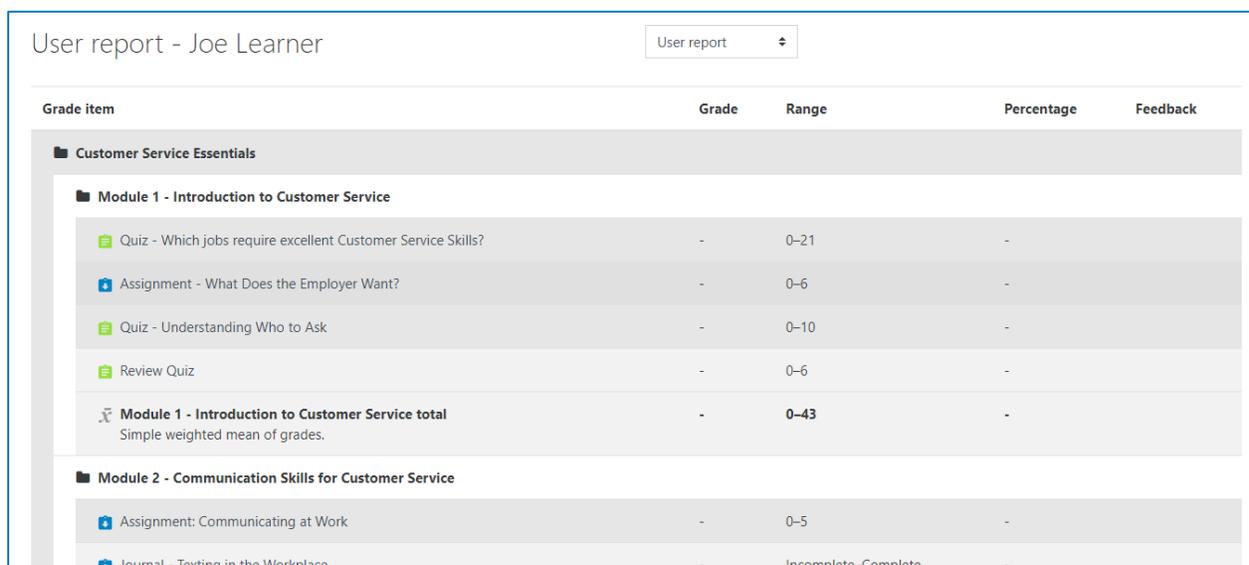
We suggest you keep the Navigation Drawer closed when you don't need it. This gives you maximum space for the main content of the page.

Grades

Courses use a **Gradebook** to hold your grades for the course. Open the Navigation Drawer and click **Grades** to view it:



All activities that are graded will appear in the gradebook. It is a good way to see how you are doing and what activities you still have to complete.



User report - Joe Learner

User report

Grade item	Grade	Range	Percentage	Feedback
Customer Service Essentials				
Module 1 - Introduction to Customer Service				
Quiz - Which jobs require excellent Customer Service Skills?	-	0-21	-	
Assignment - What Does the Employer Want?	-	0-6	-	
Quiz - Understanding Who to Ask	-	0-10	-	
Review Quiz	-	0-6	-	
Module 1 - Introduction to Customer Service total Simple weighted mean of grades.	-	0-43	-	
Module 2 - Communication Skills for Customer Service				
Assignment: Communicating at Work	-	0-5	-	
Journal - Texting in the Workplace	-	Incomplete-Complete	-	

Some activities are **automatically** graded and will appear in the gradebook immediately. Other activities are **manually** graded and will appear in the gradebook once your practitioner reviews and grades the activity. If you have completed an activity and don't see a grade, check back in a few days once your practitioner has had time to mark it.

Breadcrumb Trail

At the top of the Course, below the title, you see an area called the Breadcrumb Trail.



It shows a trail of actions you took to get to the current page.

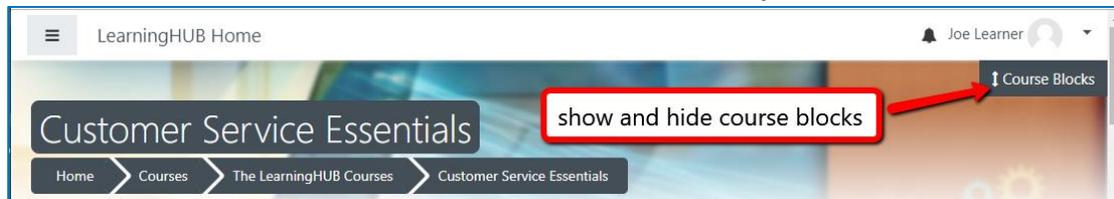
You can see we started on the Home Page. Then we went into a "LearningHUB Course" called "Customer Service Essentials". In "Unit 1 - Introduction to Customer Service", we went into a book called "What is Customer Service?".

The words in the Breadcrumb trail are links that you can click to go to that page.

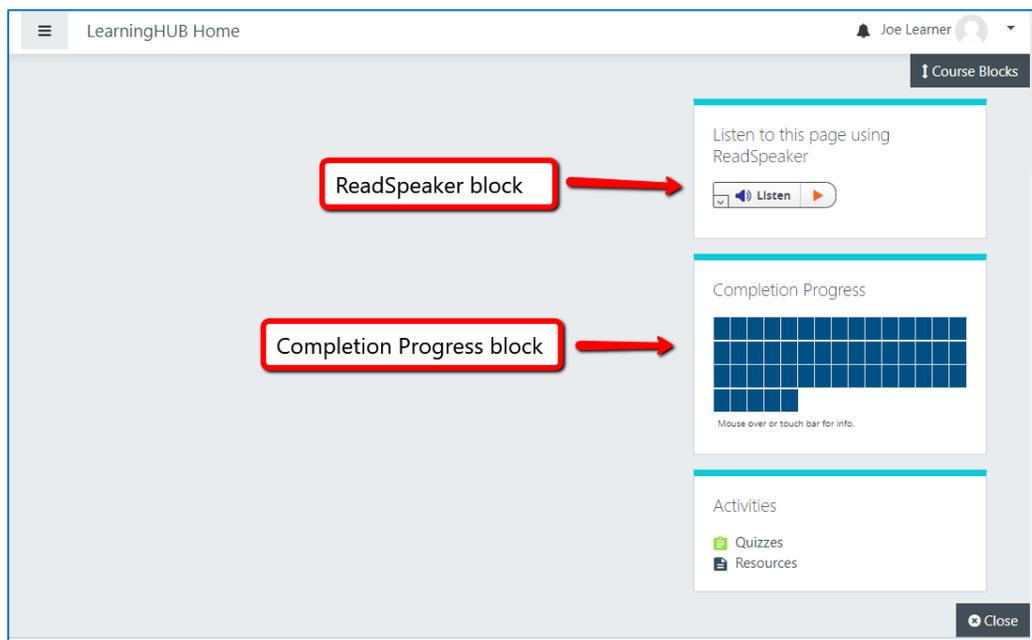
For example, if we wish to go back to the main course page, we could click on the Course Title.

Course Blocks

This button reveals blocks that add functionality to the course.



You can hide course blocks by clicking on the same button or the "Close" button at the bottom. You may see different blocks depending on which course you are in.



ReadSpeaker is a text reader that allows you to listen to text on the page. You can listen to the entire page or select a section of text you wish to hear. There are other options to change the reading speed, the size of the text and colours.

You may also wish to use the translation tool or the dictionary features.

[Watch this video to learn more about ReadSpeaker](#)

Completion Progress is a block that shows your progress.

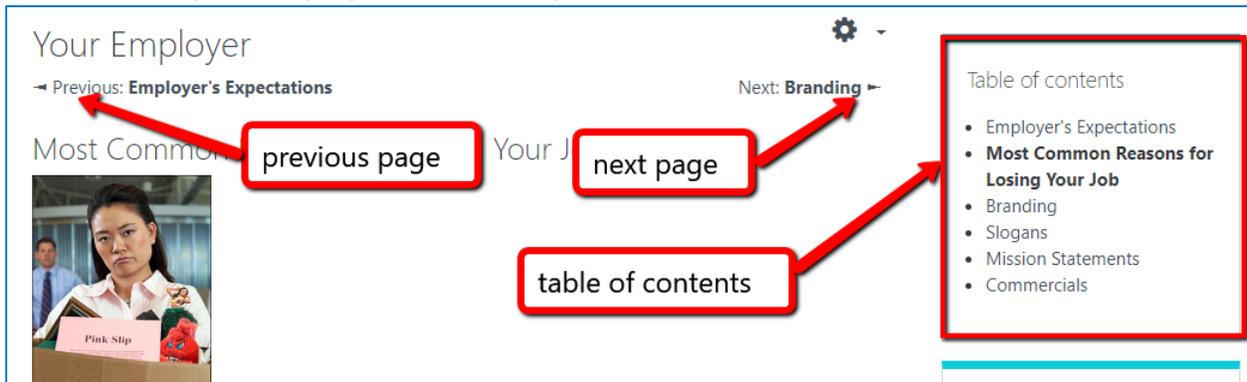
In this block, each little box represents an activity. Completed activities are green, Incomplete ones are blue. If you hover over a box, it will show you which activity it represents.

Books

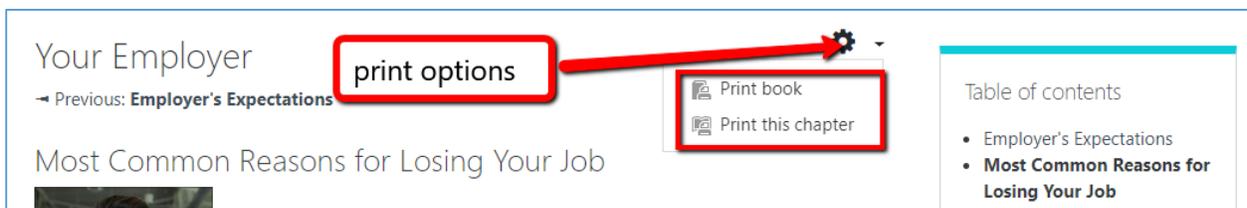
Some lessons have more than one page, like a book. Be sure you read every page of a book.

Navigation arrows appear at the top and bottom of each page. Click the left or right arrows to move to the previous or next page.

Books have an interactive **Table of Contents**. The title of each page appears in this table of contents and these titles are clickable, so you can move to a specific page with a single click.



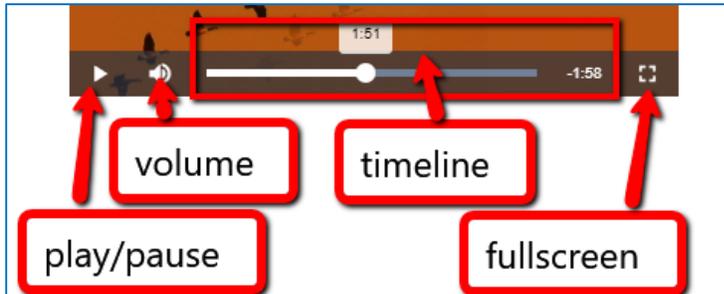
You may be interested to know that you can **print a book**. If you click on the Gear icon at the top right of the page, you can choose to print this chapter or the entire book.



When you select a print option, a **print preview page** will appear. Click the Print button (or use a keyboard shortcut key combination of **ctrl + p**) to select your printer and printing options. You can also right-click with your mouse on the Print Preview page to send the document to your printer.

Video

A **control bar** appears at the bottom of a video:



You can **play and pause** the video.

Click the speaker icon allows to adjust or mute the **volume**.

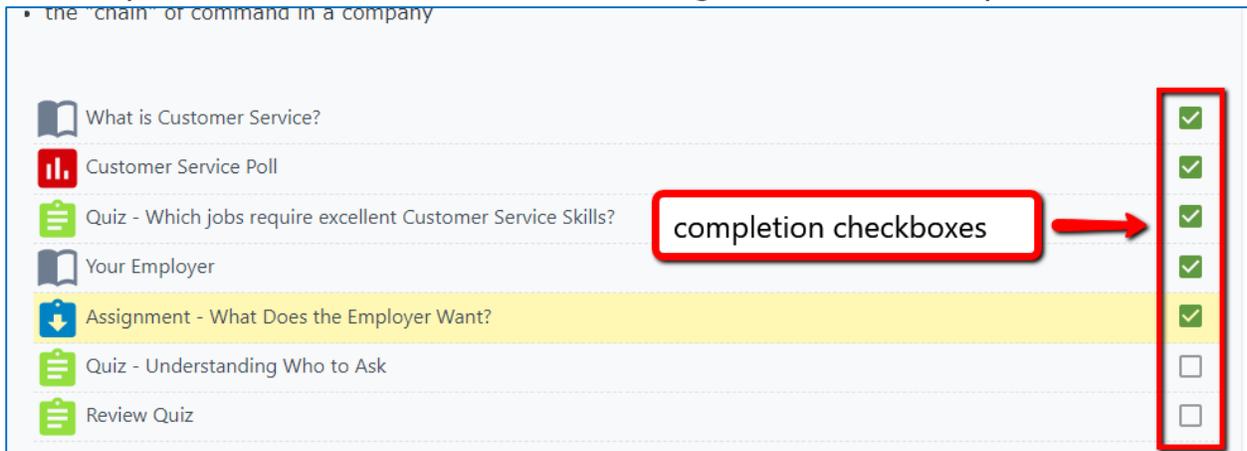
The **timeline** shows you the elapsed time and time remaining. You can drag the round playhead to move backward or forward in the video.

Use the **fullscreen** button to increase the size of the video.

Then use the escape key (Esc) on your keyboard to return to the original size.

Checkboxes

You may have noticed checkboxes to the right of each activity.



A checkmark indicates that an activity has been completed.

Some checkboxes are automatically marked complete when you do the activity.

Other activities require marking by your Practitioner before you will see the checkmark.