



talent  lms

A Handbook for My Students

Revised April 2022

Welcome to TalentLMS!

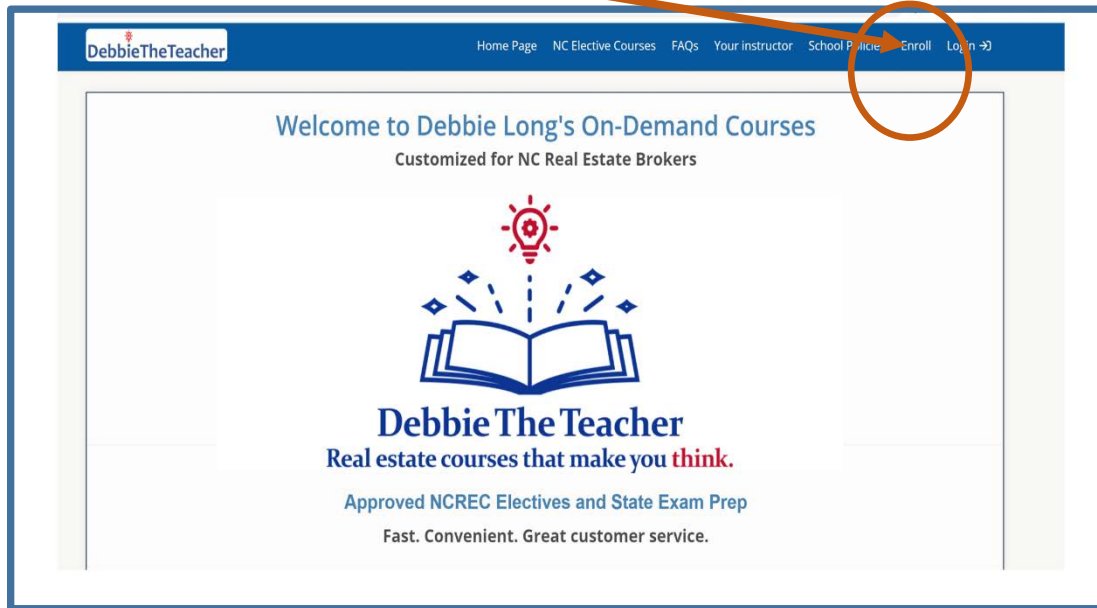
DebbieTheTeacher has chosen this platform to provide you with training. Here, you'll learn how to navigate your account and manage your experience.

<p>Your learning experience is based on the specific courses and choices your Instructor makes.</p>	<p>Contents:</p> <ul style="list-style-type: none">• How to log in to the platform• How to enroll in courses• How to navigate courses• How to view your progress• FAQs
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In TalentLMS, you are referred to as a **Learner**. As a **Learner**, you can view, select and complete courses, check your own progress and engage with your Instructors from your computer or mobile phone.

First go to the DebbieTheTeacher.talentlms.com site.

Then, enroll:



Create an account:

Fill in the information on the screen.

If you don't have a license number, just fill in 0000.

Enroll

FIRST NAME
George

LAST NAME
Clooney

EMAIL ADDRESS
George@clooney.com

USERNAME
George

PASSWORD

LICENSE NUMBER (OR 000000 IF NOT LICENSED)
00001

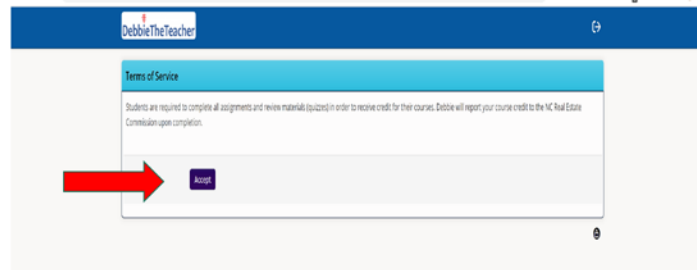
PHONE NUMBER
9195930761

Create account

Enroll with social media

Log in

You will then see a screen that asks you to accept the terms of the course.

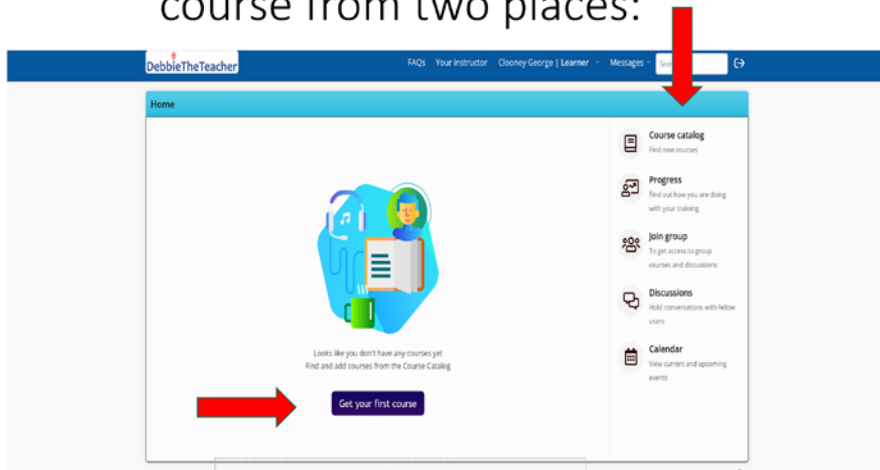


Choose a course:

Browse the **Course catalog** for courses made available by your teacher. Take any you'd like but remember there are three different types of classes. Make sure you enroll in the RIGHT program for you:

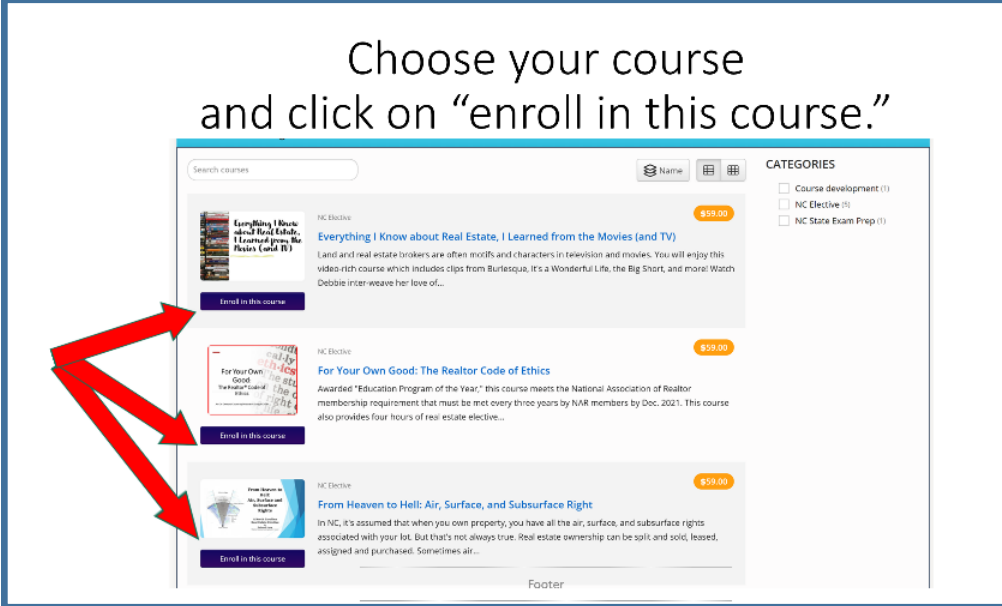
- 1) NC electives for brokers;
- 2) state exam prep for license candidates; or
- 3) teacher development programs.

The next screen allows you choose your course from two places:



Click on enroll:

Choose your course and click on “enroll in this course.”



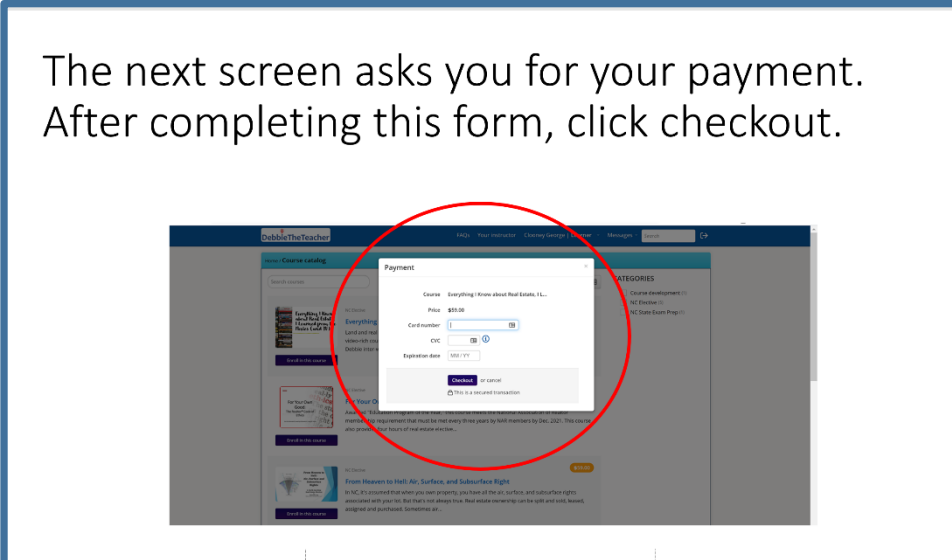
The screenshot shows a web interface for selecting a course. At the top, there is a search bar and a 'Name' filter. Below, three course cards are displayed, each with a thumbnail, title, description, and a price tag of \$59.00. The courses are:

- Everything I Know about Real Estate, I Learned from the Movies (and TV)**: Learn and real estate brokers are often motifs and characters in television and movies. You will enjoy this video-rich course which includes clips from Burlesque, It's a Wonderful Life, the Big Short, and more! Watch Debbie inter-weave her love of...
- For Your Own Good: The Realtor Code of Ethics**: Awarded "Education Program of the Year," this course meets the National Association of Realtor membership requirement that must be met every three years by NAR members by Dec. 2021. This course also provides four hours of real estate elective...
- From Heaven to Hell: Air, Surface, and Subsurface Right**: In NC, it's assumed that when you own property, you have all the air, surface, and subsurface rights associated with your lot. But that's not always true. Real estate ownership can be split, leased, assigned and purchased. Sometimes air...

Each course card has a purple button labeled "Enroll in this course". Three red arrows point to these buttons from the left. The page also includes a "CATEGORIES" section with checkboxes for "Course development (1)", "NC Elective (1)", and "NC State Exam Prep (1)". A "Footer" is visible at the bottom.

Pay for the course and checkout:

The next screen asks you for your payment. After completing this form, click checkout.



The screenshot shows a payment form overlay on the same course selection page. The form is titled "Payment" and contains the following fields:

- Course: Everything I Know about Real Estate, L...
- Price: \$59.00
- Card number: [input field]
- CVC: [input field]
- Expiration date: MM/YY

At the bottom of the form, there are two buttons: "Checkout" and "or cancel". Below the buttons, there is a checkbox labeled "This is a secured transaction". The form is circled in red. The background shows the same course selection page as the previous screenshot.

Get started:

The next screen will look something like this. Your course title should appear on the dashboard. You will also see the course expiration date.

The screenshot shows the DebbieTheTeacher dashboard. At the top, there is a navigation bar with the user's name 'DebbieTheTeacher', 'FAQs', 'Your instructor', 'Long George | Learner', 'Messages', and a search bar. Below the navigation bar is a 'Home' section with a search bar and several statistics: 1 course in progress, 0 courses not passed, 0 completed courses, 0h 0m training time, and 0 certifications. A red arrow points to a course titled 'Can I Get a Referral Fee on That? and Other Money Matters' under the 'NCREC-Approved Electives' section. The course has an expiration date of 'EXPIRES ON 05/28/2022' and a progress bar at 0%. On the right side, there are several menu items: 'Course catalog', 'Progress', 'Join group', 'Discussions', and 'Calendar'.

You have two places where you can click on the screen to get started: 1) click on the **course title** or 2) click on **your name** and select "my courses."

This screenshot is similar to the one above but includes two red arrows and labels indicating where to click. Arrow #1 points to the course title 'Can I Get a Referral Fee on That? and Other Money Matters'. Arrow #2 points to the 'Learner' dropdown menu in the top navigation bar, which is open and shows options: 'My info', 'My courses', 'My certifications', 'My progress', 'My groups', 'My branches', and 'My files'.

There is a third option. Some of my students tell me that when they want to start the course, they see something like this:



When they try to click on “NC State Exam Prep,” nothing happens. In that case click on the arrow. You should be able to start the course when the arrow takes you to the first lesson. (See red arrow above).

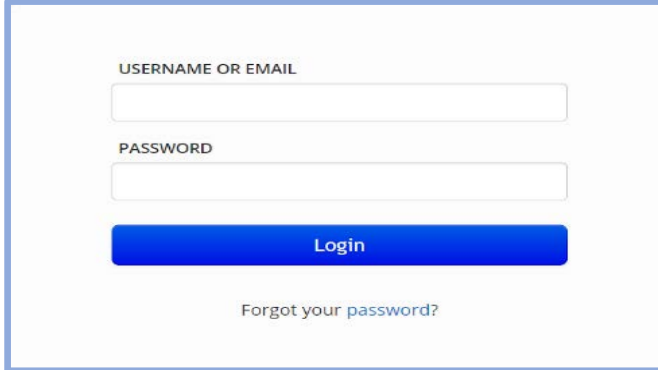
The next page is where you start the course. Make sure you click on “resume course” or “start course” to get started on the course itself.

Note that I also have an introductory video that you can watch or skip.



Logging in to and out of your account

If you leave the site, you will have to log back in with your username or email and your password.



USERNAME OR EMAIL

PASSWORD

Login

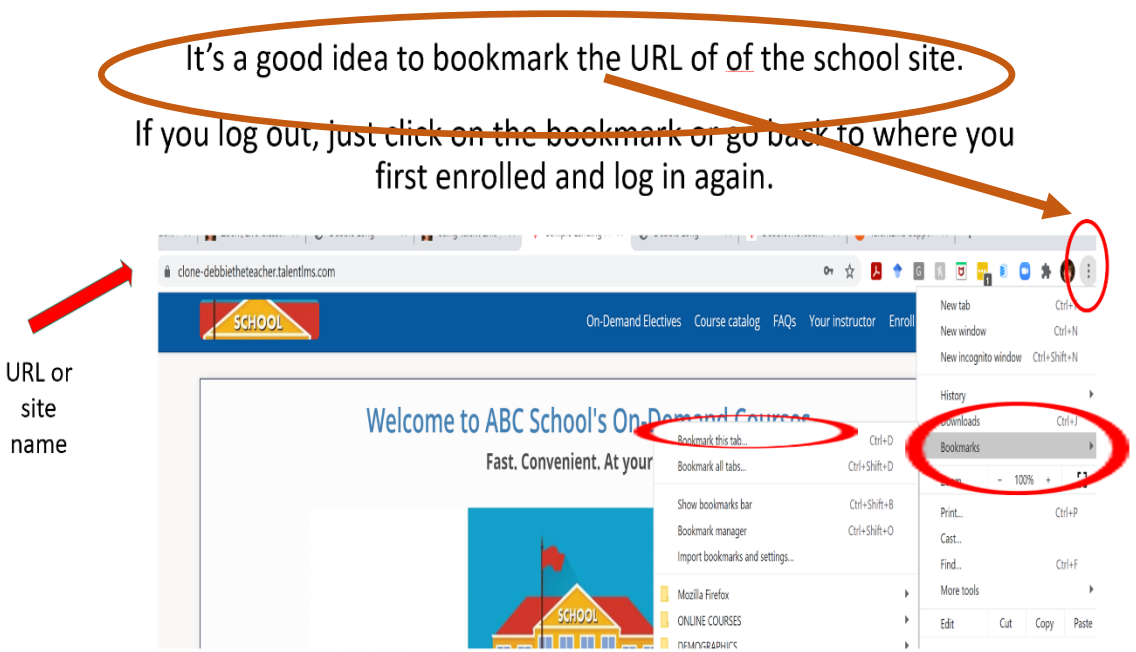
[Forgot your password?](#)

Go to the URL (website address) where you found the course you wanted.

- The URL is probably <https://debbietheteacher.talentlms.com/>
- But it could be through one of my clients, such as GoSchool, the Durham Association, etc.
- If you are a teacher taking my instructor development programs, your URL is teachers-debbietheteacher.talentlms.com
- You will receive a confirmation with the correct URL after you enroll.

It's a good idea to bookmark the URL of of the school site.

If you log out, just click on the bookmark or go back to where you first enrolled and log in again.



URL or site name

clone-debbietheteacher.talentlms.com

SCHOOL

On-Demand Electives Course catalog FAQs Your instructor Enroll

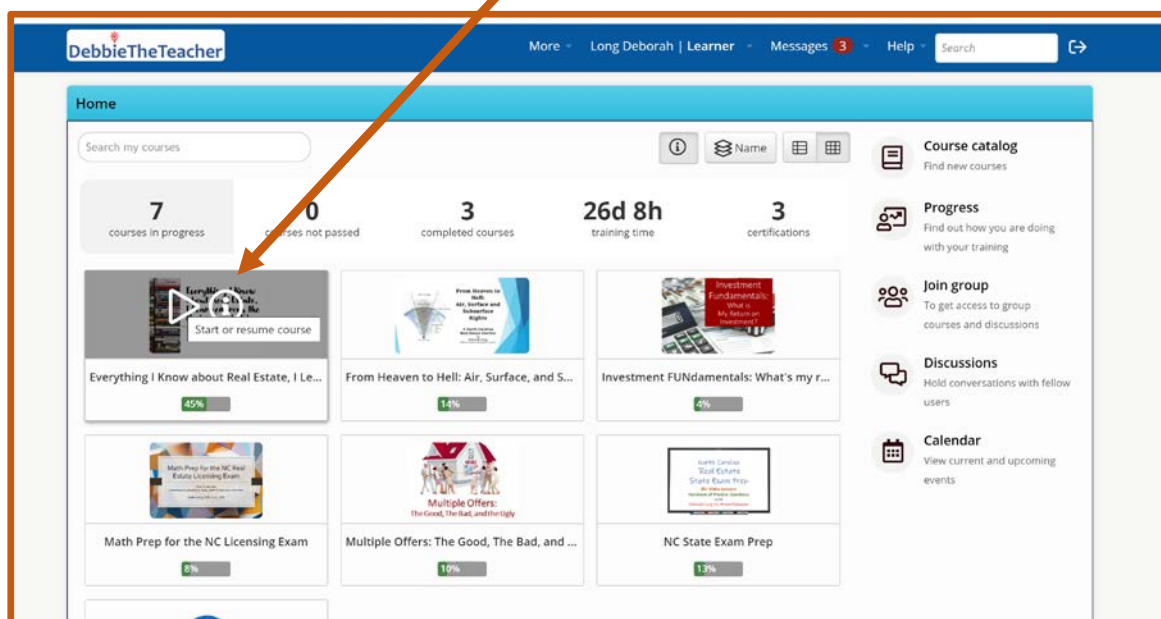
Welcome to ABC School's On-Demand Courses

Fast. Convenient. At your

Bookmarks

If you have forgotten where you enrolled, look in your email inbox. I sent you a "thank you for enrolling" email with the log-in location.

Once you have logged back in, click on arrow of the course you have chosen and you will go to where you left off.



If you are having trouble finding the screen above, make sure you are:

- 1. Going to the right URL: for example, <https://debbietheteacher.talent.com>**
- 2. Log in (although your computer probably recognizes you)**
- 3. Look on the blue bar and click on LEARNER next to your name. There will be a drop down menu.**
- 4. On the drop down menu, click on COURSES.**
- 5. Now there is a listing of the course you are enrolled in, so good to the far right and you will see an arrow. Click on the arrow, and it should take you to where you left off. See the example on the top of page 6.**

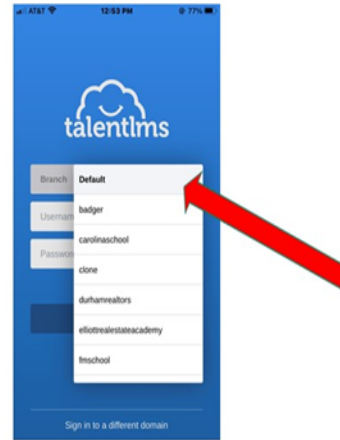
Keep reading.

If you are using your phone and the TalentLMS app, if you log out, remember you have to log in again. That means using “debbietheteacher” as the domain name.



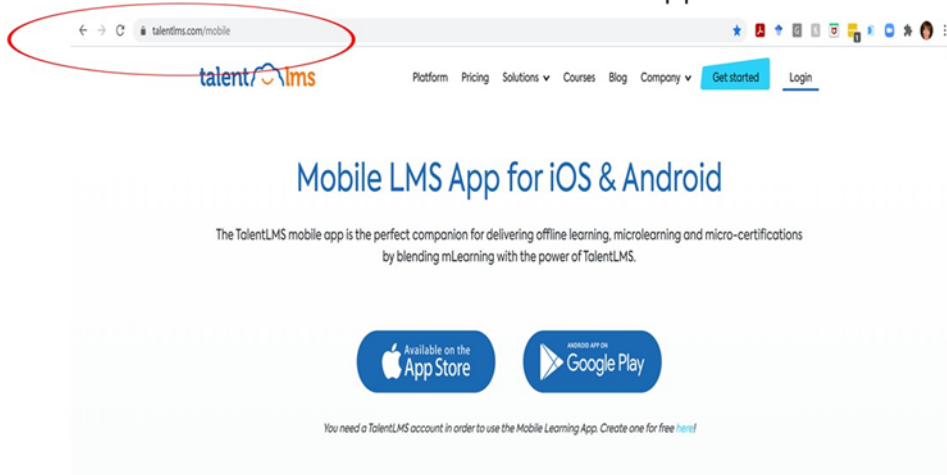
In the next step, if you came to my classes directly, then leave the option set to “default.”

If you came to my classes through another education provider, you will then need to select the branch in the second step.



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Consider using the Talent LMS app if you wish to complete the course on a mobile device or tablet. But I’m not a fan of the app.

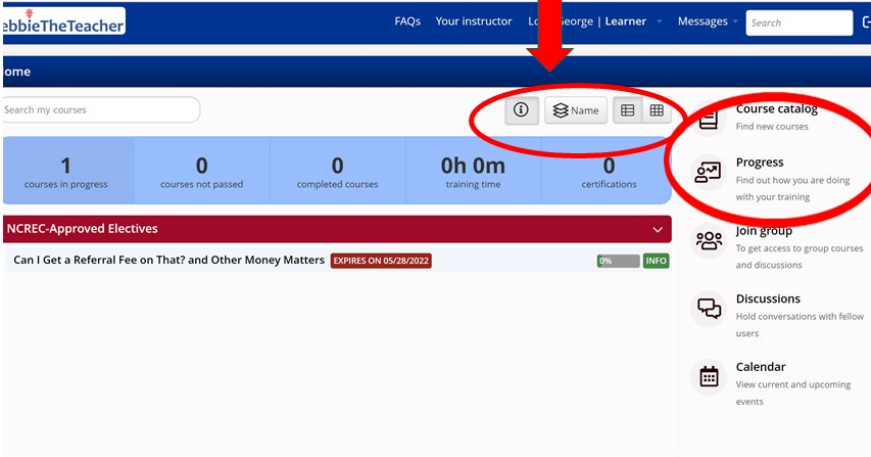


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Keep reading.

Navigating courses

There are other buttons to play with if you are interested.
Just click on them and see how they operate.



The screenshot shows a user interface for a course management system. At the top, there is a navigation bar with the user's name 'ebbieTheTeacher', 'FAQs', 'Your instructor', 'Le... George | Learner', 'Messages', and a search bar. Below this is a 'Home' section with a search bar for courses. A central dashboard displays statistics: 1 course in progress, 0 courses not passed, 0 completed courses, 0h 0m training time, and 0 certifications. A red circle highlights a set of icons (a person, a list, and a calendar) with a red arrow pointing to them from above. To the right, a sidebar contains several menu items: 'Course catalog' (Find new courses), 'Progress' (Find out how you are doing with your training), 'Join group' (To get access to group courses and discussions), 'Discussions' (Hold conversations with fellow users), and 'Calendar' (View current and upcoming events). A red arrow points to the 'Course catalog' and 'Progress' items. Below the dashboard, there is a section for 'NCREC-Approved Electives' with a dropdown arrow. One course is listed: 'Can I Get a Referral Fee on That? and Other Money Matters' with an expiration date of 'EXPIRES ON 05/28/2022' and a progress indicator of '0%' and 'INFO'.

To complete a full course, you'll typically need to complete different types of units, like live training, tests, or assignments.

Cont. on next page.

This is what a lesson might look like.

Every lesson has a unit number.

Many lessons have videos. Click on the triangle to see them.

Don't forget to click on the "completed. Let's continue" box at the bottom of the screen.

The screenshot shows a video player interface. At the top, the browser address bar displays "From Heaven to Hell: Air, Surface, ...". The video title is "2.2 Intro to course and the concept of split estates". Below the title, it says "Please listen to this video lesson." The video player shows a slide with a diagram of a property with "Heavenly Rights", "Surface Rights", and "Subsurface Rights" labeled. The slide title is "From Heaven to Hell: Air, Surface and Subsurface Rights" and it is for a "North Carolina Real Estate Elective" by Deborah Long, Winter Harbor Enterprises © 2020. A play button is overlaid on the video. At the bottom of the video player, there is a "Completed. Let's continue." button. Red arrows point from the text boxes to the unit number, the play button, and the "Completed. Let's continue." button.

HOW TO COMPLETE GENERAL UNITS

Typically, a course will consist of different units. To complete a unit you might need to:

- Go to the bottom of a screen and click the **Complete** button.
- Sometimes you have to answer a question. If your answer is correct, you'll move to the next unit.

Cont. on next page



NAVIGATING TESTS & ASSIGNMENTS

Tests	Assignments
You'll need to answer all questions to move on.	You'll be prompted to submit a reply.
Graded automatically. You'll immediately know if your attempt was successful or unsuccessful.	Might need to be graded by an Instructor.

COMPLETING A COURSE

Once you have completed all units of a course successfully, a pop-up window will appear indicating you have completed the course.

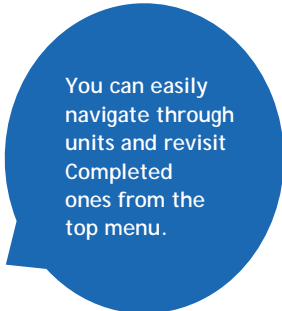
If the course has been set up to lead to a certification, you'll be prompted to download the certificate.

Remember, however, that I will send you an official certificate for the NCREC within 24 hours of course completion.

Viewing your progress

You can keep track of your training from different spots on the platform.

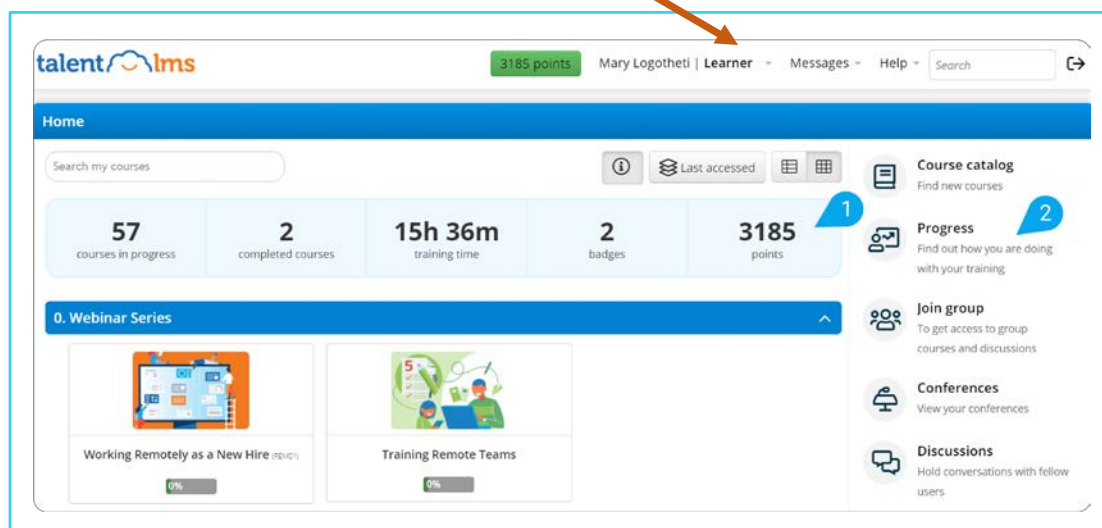
1. On your dashboard, you'll find the right-hand **bar** showing some general stats.
2. From your dashboard, go to **Progress** on the right panel to access more detailed reports.



You can easily navigate through units and revisit Completed ones from the top menu.

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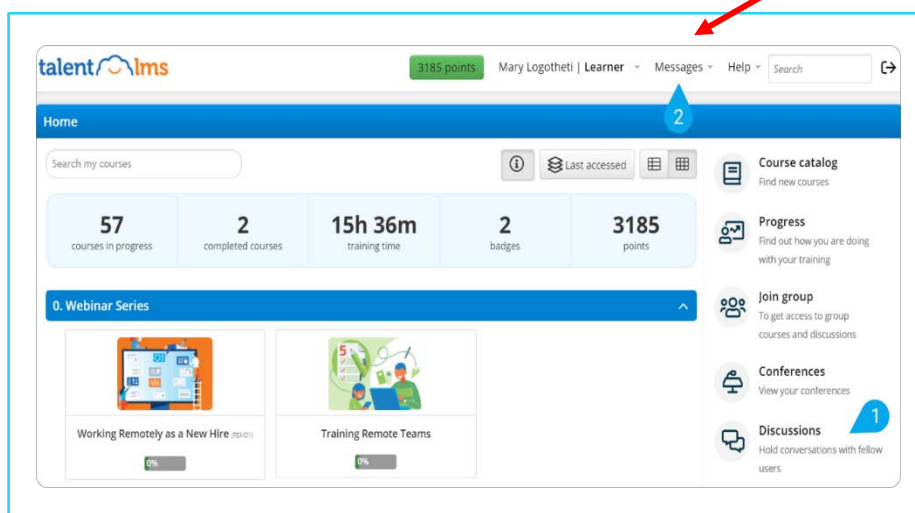
3. Also click on **Learner** by your name to see more information, such as grades on assignments.



HERE YOU'LL FIND:

- **Overview** - your training progress at a glance
- **Courses** - stats about your progress in each course you are enrolled in
- **Certificates** - all the certifications you have received, and the option to download them
- **Timeline** - a detailed log of all the actions related to your profile

Communicating with your teacher

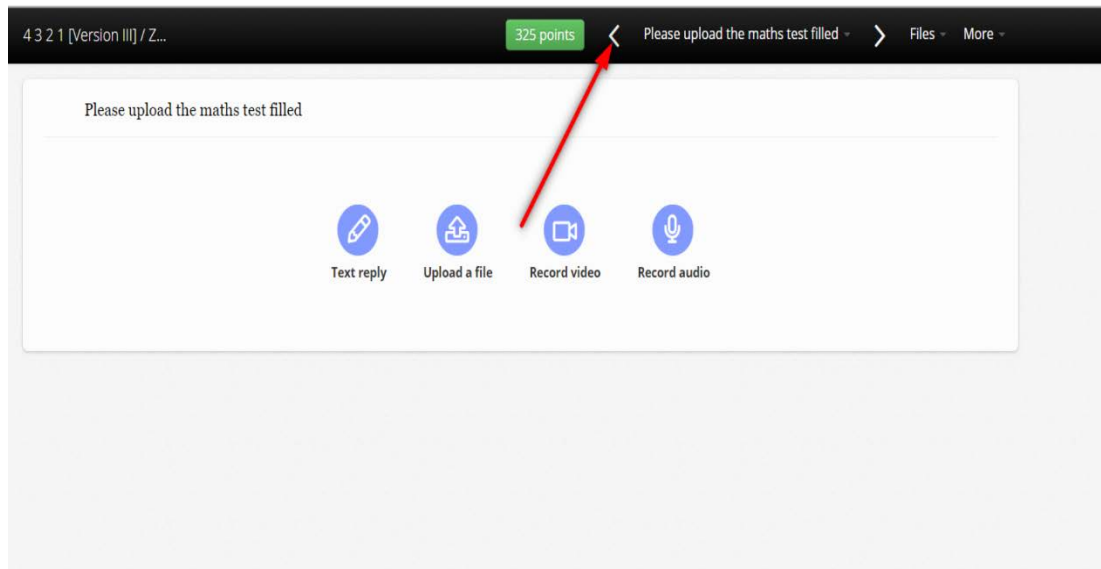


1. **MESSAGES:**

You can send direct (and private) messages to other learners, as well as your Instructor/s or Administrator/s.

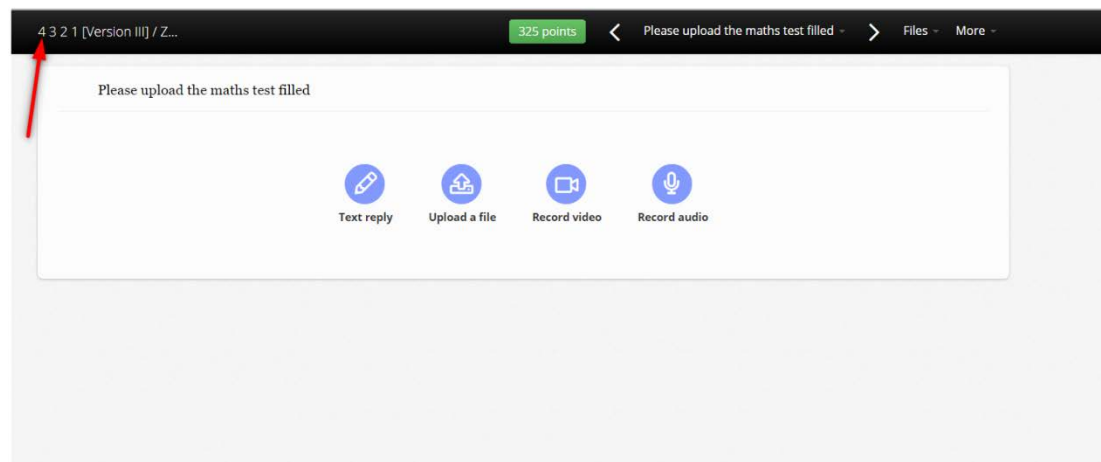
How do I go back to a previous lesson?

1. You have two ways to return to a previous screen/screens::



OR

You can go back using this part of your screen:



Cont. on next page



Frequently Asked Questions

- **How do I reset my password?**

To reset your password, you will need to use your username or email as an identifier. Click [here](#) for a step-by-step guide.

- **What type of email notifications will I receive?**

You can expect to receive emails related to actions your instructor has taken and would like to communicate with you--for example, when they have added some new information to a course or an alert that feedback from your submitted assignments is ready.

The email address you'll see is noreply@talentlms.com. If these emails end up in your Spam folder, mark this email address as 'safe' in your email provider.

Where do I access files that have been shared with me?

There are two places to look for files shared with you:

- a) From the course you are viewing. Click on **Files** at the top right to access files shared.
- b) From your user profile. Hover over your name at the top of the page, click **My files** and view any files shared directly with you.

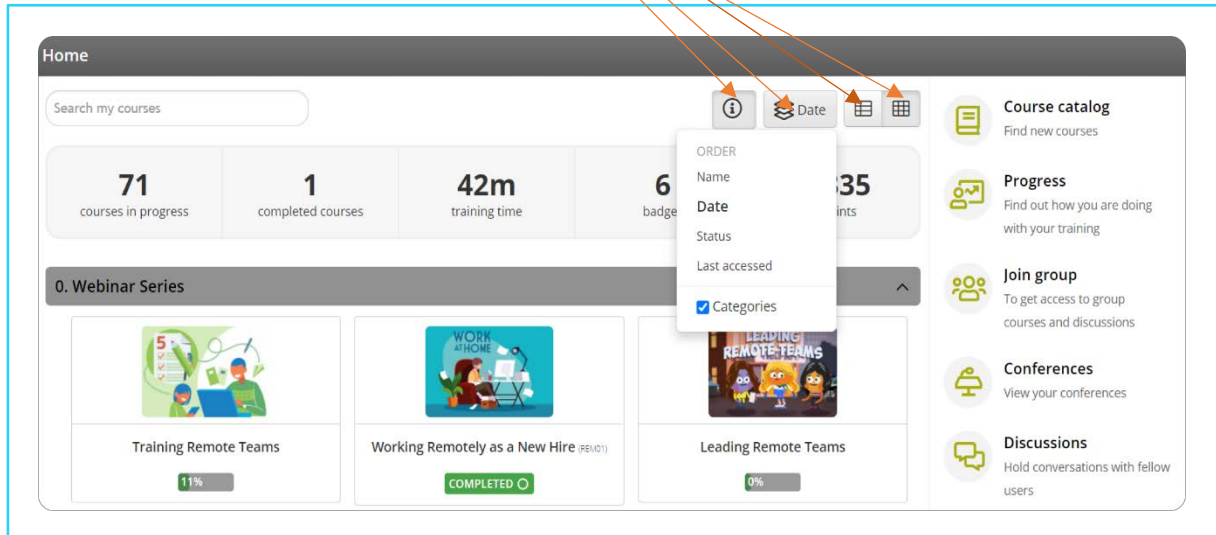
- **What happens if my computer shuts down or my connection is lost while I'm completing a course?**

You can abandon and resume a course at any point. Just return to the course, click **Resume**, and you'll be able to continue from the last unit you accessed. If you were in the middle of a test, you'd be able to resume from the last pending question.

Cont. on next page

• Can I change the order in which my information is displayed?

Yes! From your dashboard, click on the various icons to make changes in your display.

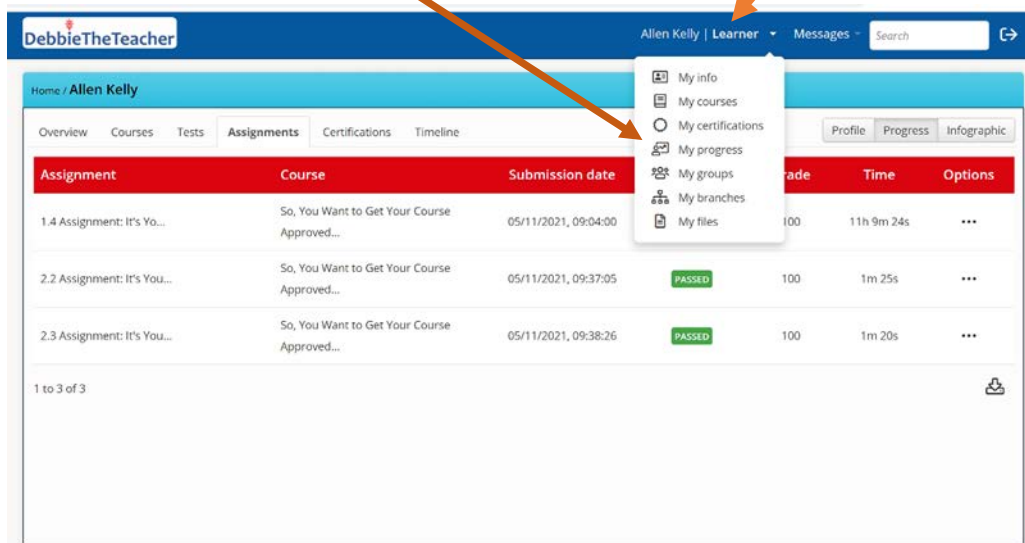


You can also display your completed courses separately from courses still in progress. Click on the **completed courses** tab of the micro-stat bar, and you'll only see those. Click on the **completed courses** tab again to return to the default view with all courses.

If you would like to review the teacher's feedback on assignments

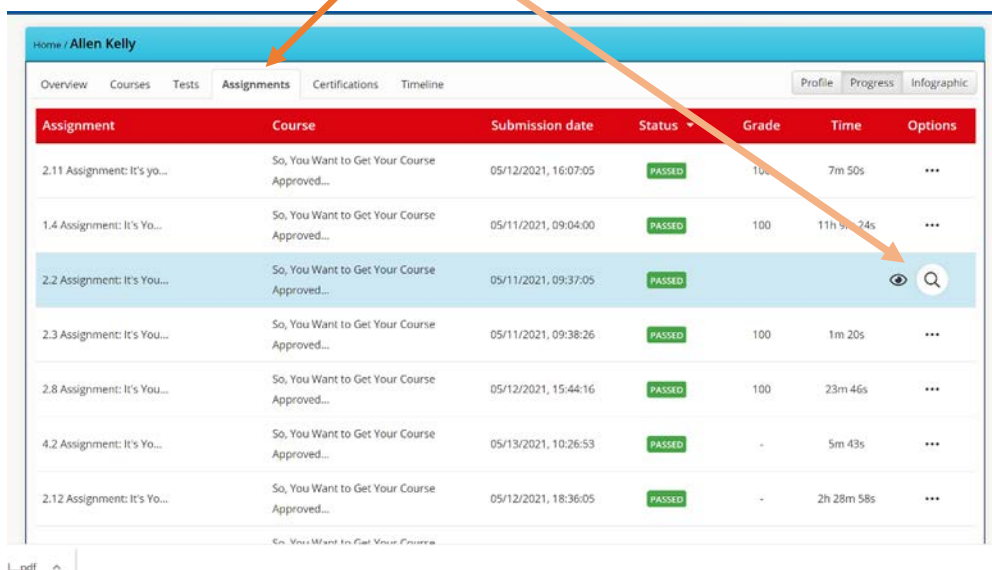
Step 1. Go to your dashboard and at the top bar, click on "learner." A menu will drop down.

Step 2. Click on "My progress."



Step 3. Click on “assignments.”

Step 4. Click on the magnifying glass icon.



Assignment	Course	Submission date	Status	Grade	Time	Options
2.11 Assignment: It's yo...	So, You Want to Get Your Course Approved...	05/12/2021, 16:07:05	PASSED	100	7m 50s	...
1.4 Assignment: It's Yo...	So, You Want to Get Your Course Approved...	05/11/2021, 09:04:00	PASSED	100	11h 9m 74s	...
2.2 Assignment: It's You...	So, You Want to Get Your Course Approved...	05/11/2021, 09:37:05	PASSED	-	-	...
2.3 Assignment: It's You...	So, You Want to Get Your Course Approved...	05/11/2021, 09:38:26	PASSED	100	1m 20s	...
2.8 Assignment: It's You...	So, You Want to Get Your Course Approved...	05/12/2021, 15:44:16	PASSED	100	23m 46s	...
4.2 Assignment: It's Yo...	So, You Want to Get Your Course Approved...	05/13/2021, 10:26:53	PASSED	-	5m 43s	...
2.12 Assignment: It's Yo...	So, You Want to Get Your Course Approved...	05/12/2021, 18:36:05	PASSED	-	2h 28m 58s	...

Thank you for enrolling in my course!



Debbie The Teacher
Courses that make you **think.**