

talent  lms

A Handbook for My Students

Revised April 2022

Welcome to TalentLMS!

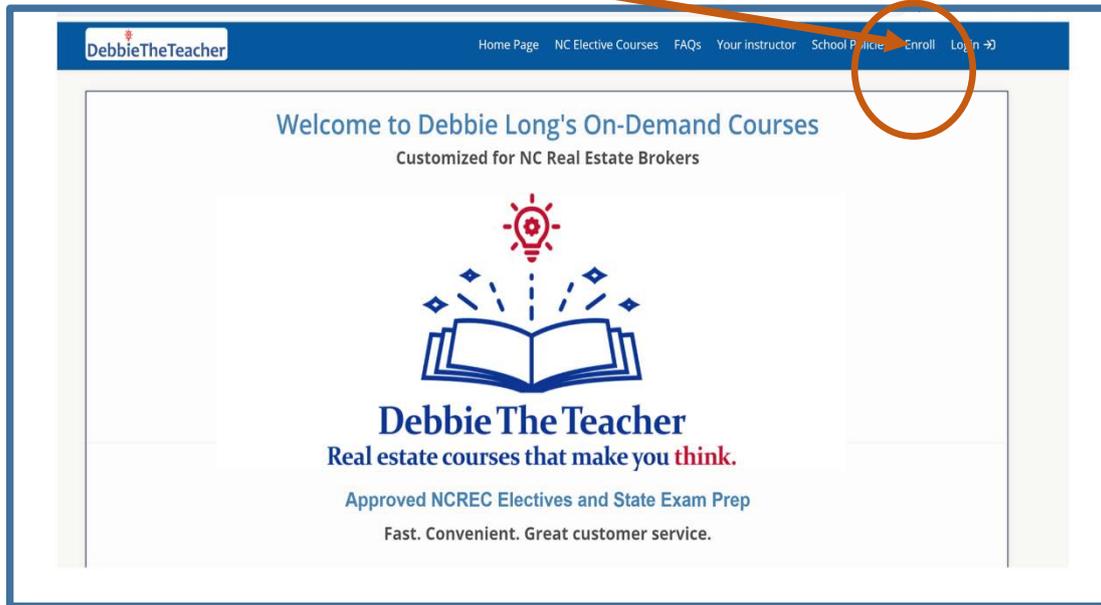
DebbieTheTeacher has chosen this platform to provide you with training. Here, you'll learn how to navigate your account and manage your experience.

<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

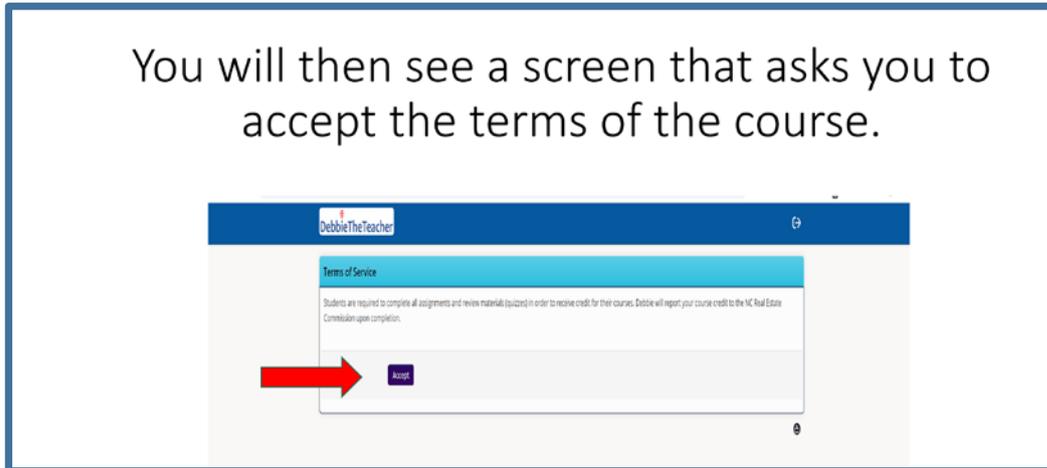
PHONE NUMBER
9195930761

Create account

Enroll with social media

Log in

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

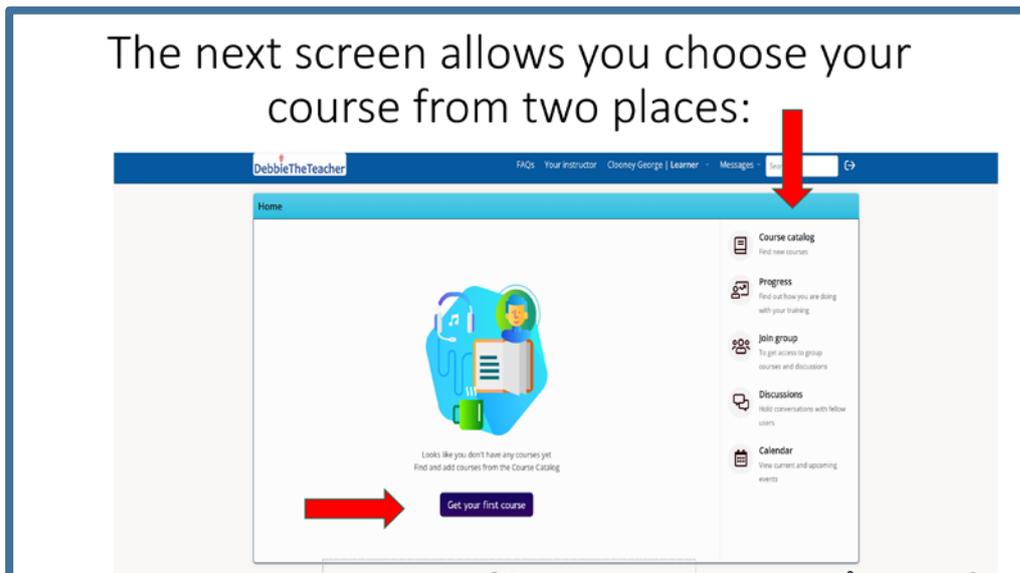


Choose a course:

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:

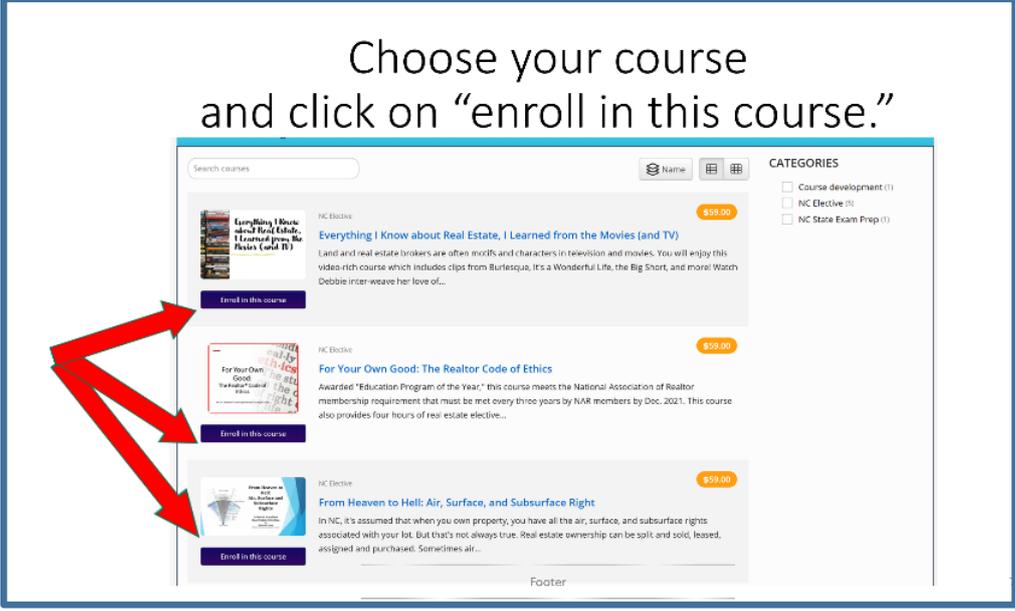
- 1) **NC electives for brokers;**
- 2) **state exam prep for license candidates; or**
- 3) **teacher development programs.**

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



Click on enroll:

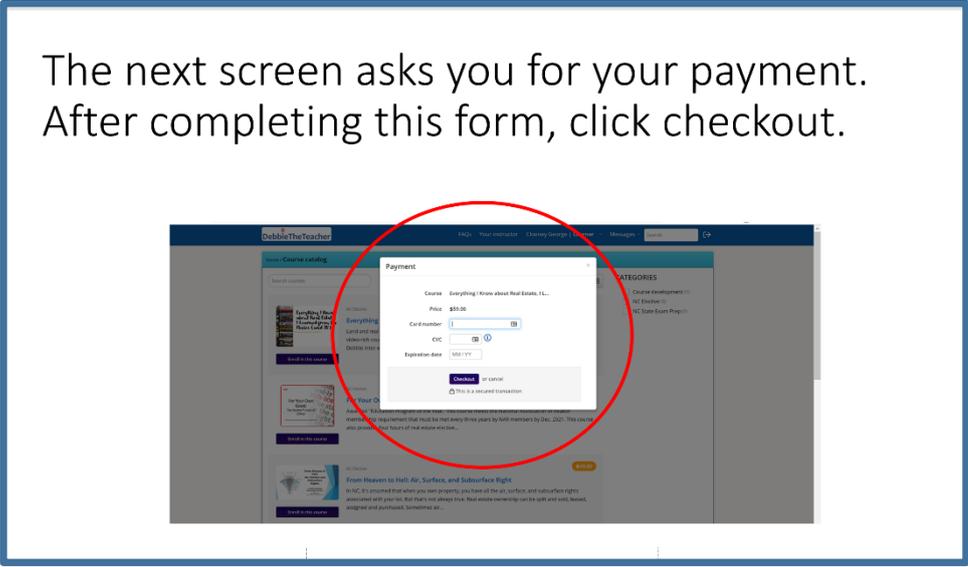
Choose your course and click on “enroll in this course.”



The screenshot shows a web interface for selecting a course. At the top, there is a search bar and a 'Name' filter. Below are three course cards, each with a 'Price' tag of \$59.00 and an 'Enroll in this course' button. The first card is titled 'Everything I Know about Real Estate, I Learned from the Movies (and TV)'. The second is 'For Your Own Good: The Realtor Code of Ethics'. The third is 'From Heaven to Hell: Air, Surface, and Subsurface Right'. Red arrows point to the 'Enroll in this course' button on each of the three cards.

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 a 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, CVC, and Expiration date (MM/YY). Below the form are 'Checkout' and 'or Cancel' buttons. A red circle highlights the 'Checkout' button.

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 user's name 'Long George | Learner' in the navigation bar, which has a dropdown menu open showing options: 'My info', 'My courses', 'My certifications', 'My progress', 'My groups', 'My branches', and 'My files'.

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.

A login form with two input fields: 'USERNAME OR EMAIL' and 'PASSWORD'. Below the fields is a blue 'Login' button. At the bottom of the form is a link that says 'Forgot your password?'.

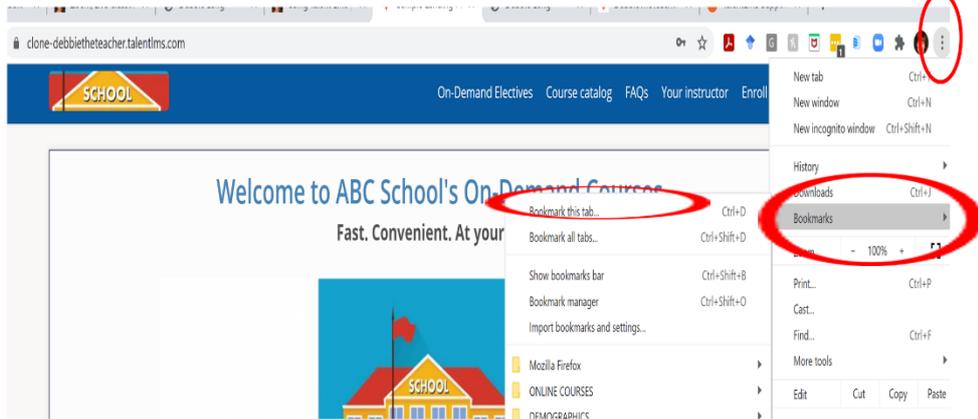
Go to the URL (website address) where you found the course you wanted.

- 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 the school site.

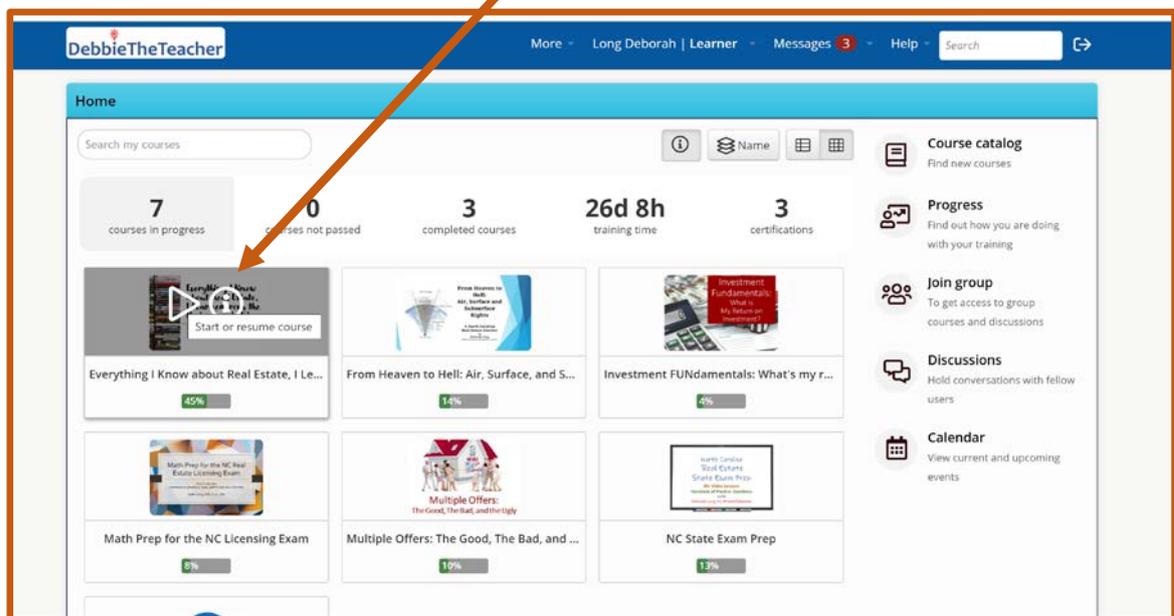
If you log out, just click on the bookmark or go back to where you first enrolled and log in again.

URL or site name



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.**

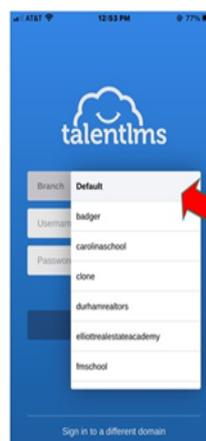
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If you are using your phone and the TalentLMS app, if you log out, remember you have to log in again. That means using "debbietheteacher" as the domain name.



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

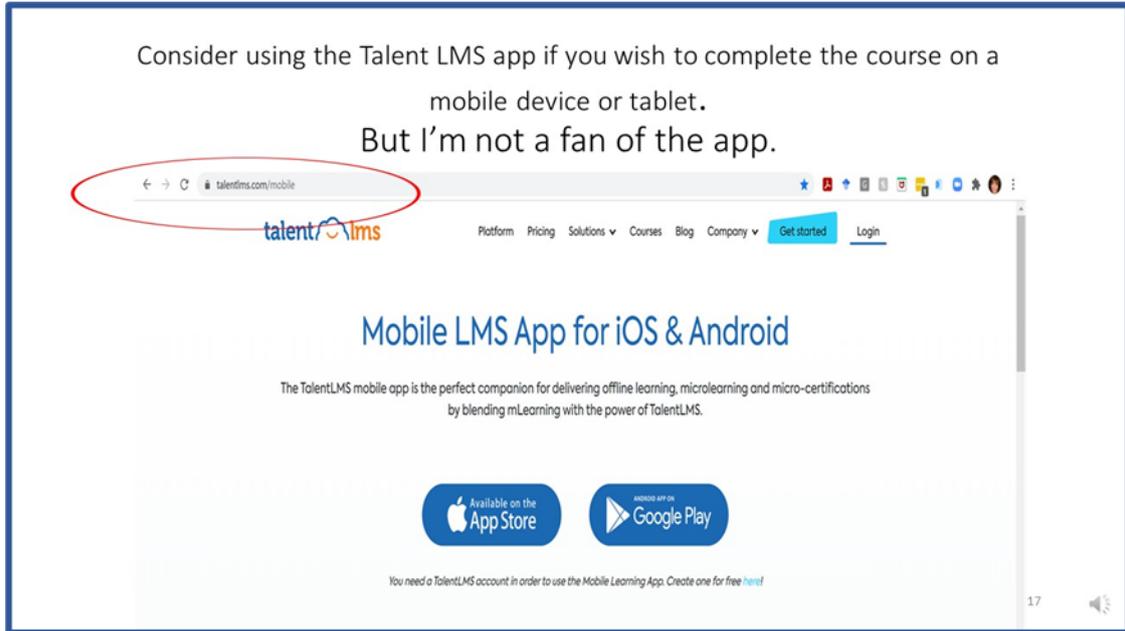
If you came to my classes through another education provider, you will then need to select the branch in the second step.



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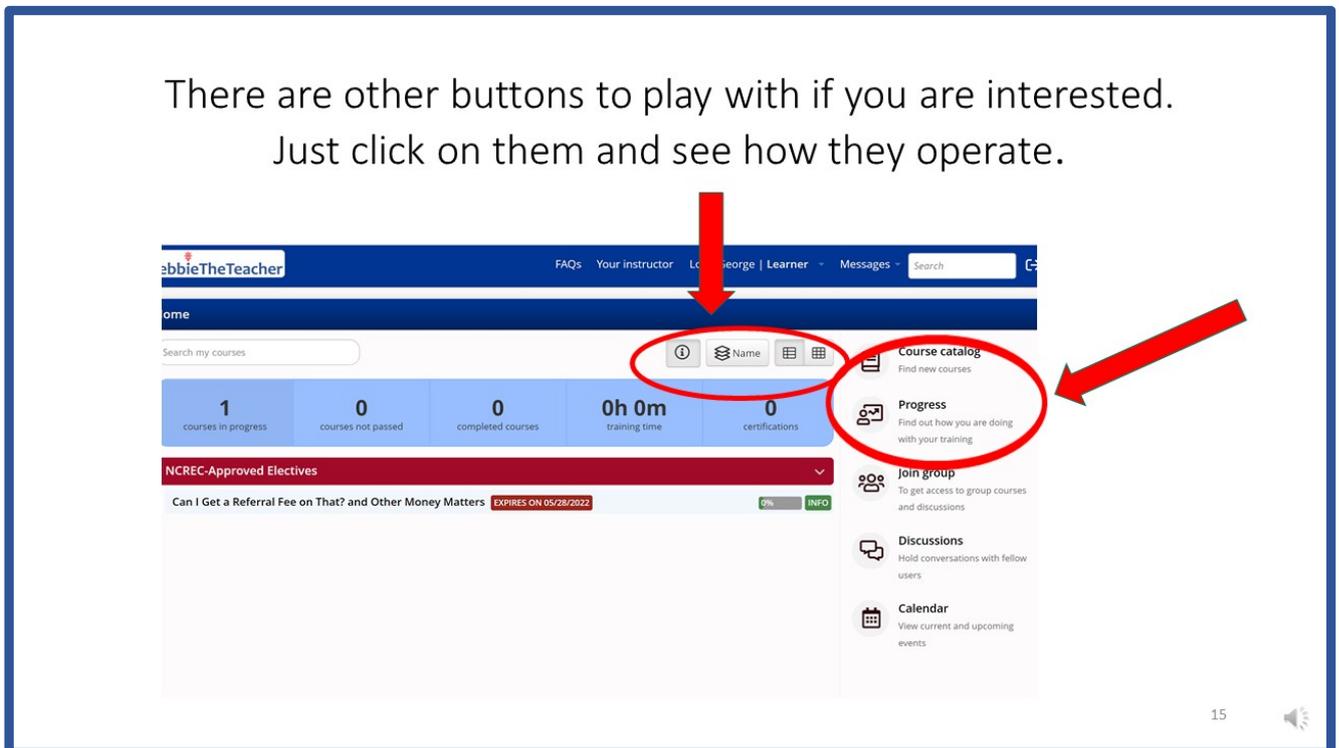


Consider using the Talent LMS app if you wish to complete the course on a mobile device or tablet.
But I'm not a fan of the app.



Navigating courses

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



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

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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 lesson page with a blue header. The 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 main content area features a video player with a play button. The video title is "From Heaven to Hell: Air, Surface and Subsurface Rights" and it is a "North Carolina Real Estate Elective" by Deborah Long, Winter Harbor Enterprises © 2020. A diagram on the left shows a cross-section of the earth with labels for "Air, surface rights", "Subsurface rights", and "Common Law". At the bottom of the video player, there is a button that says "Completed. Let's continue." 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.

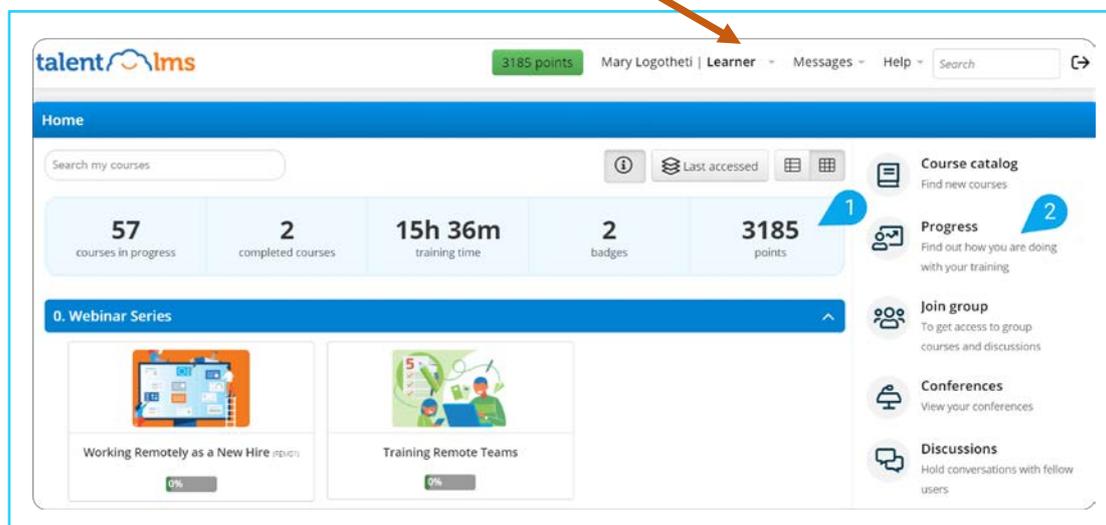
1. On your dashboard, you'll find the right-hand **bar** showing some general stats.
2. From your dashboard, go to **Progress** on the right panel to access more detailed reports.

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

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- 3.

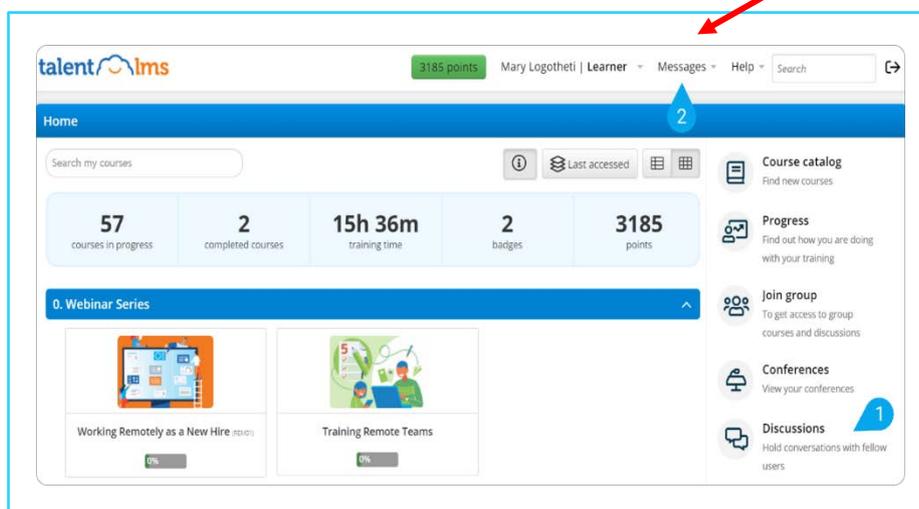
4. Also click on **Learner** by your name to see more information, such as grades on assignments.



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

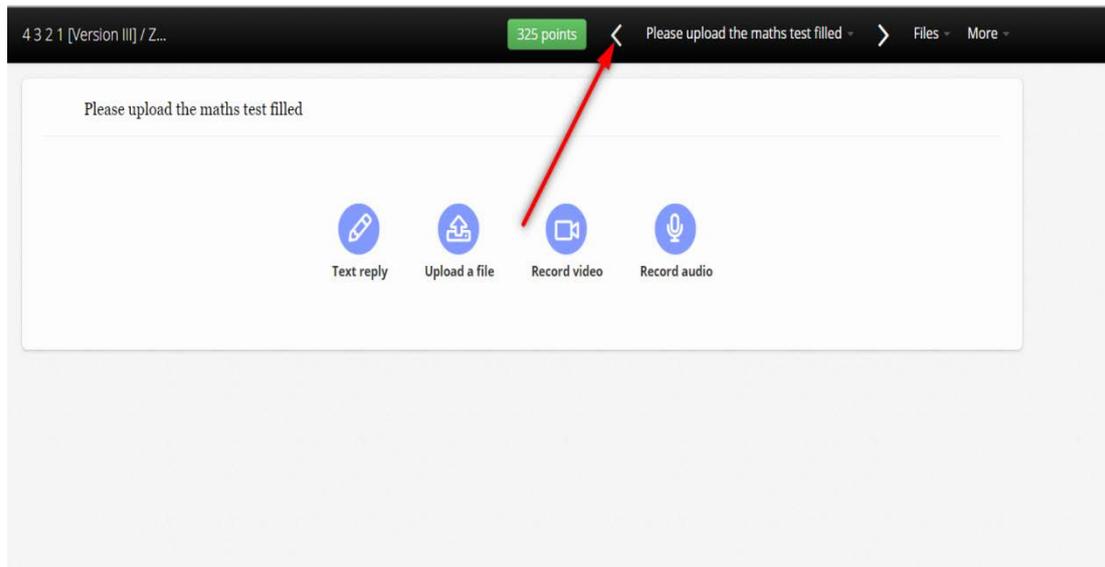


1. **MESSAGES:**

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

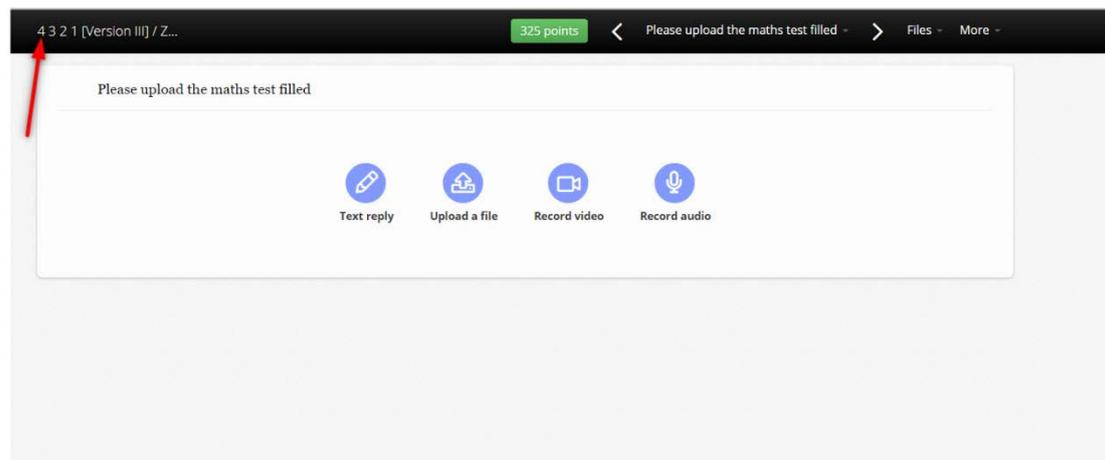
How do I go back to a previous lesson?

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.

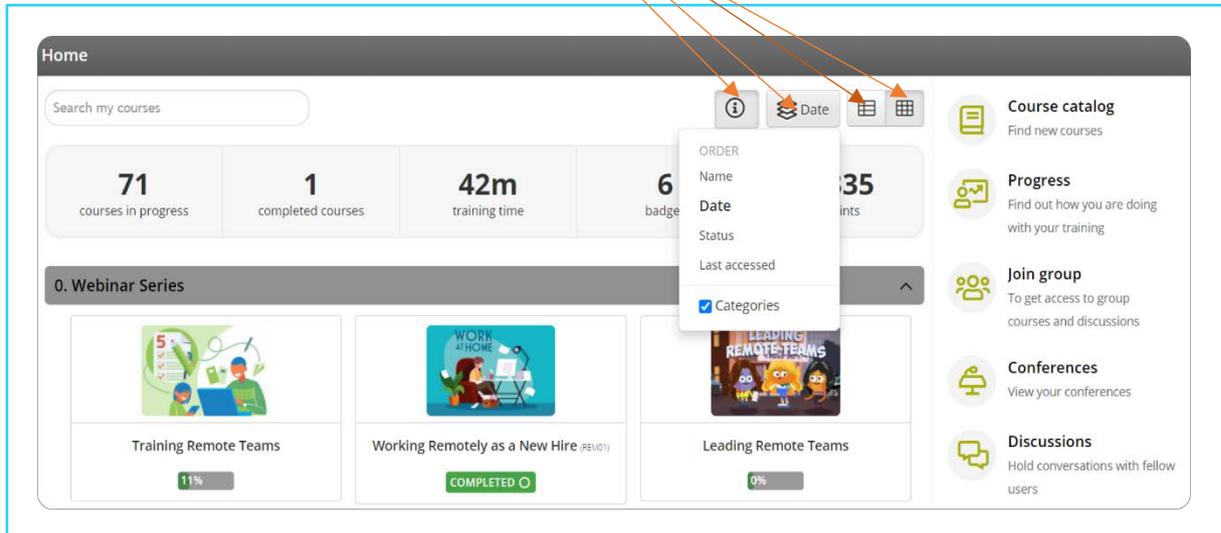
- **What happens if my computer shuts down or my connection is lost while I'm completing a course?**

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.

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• 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.

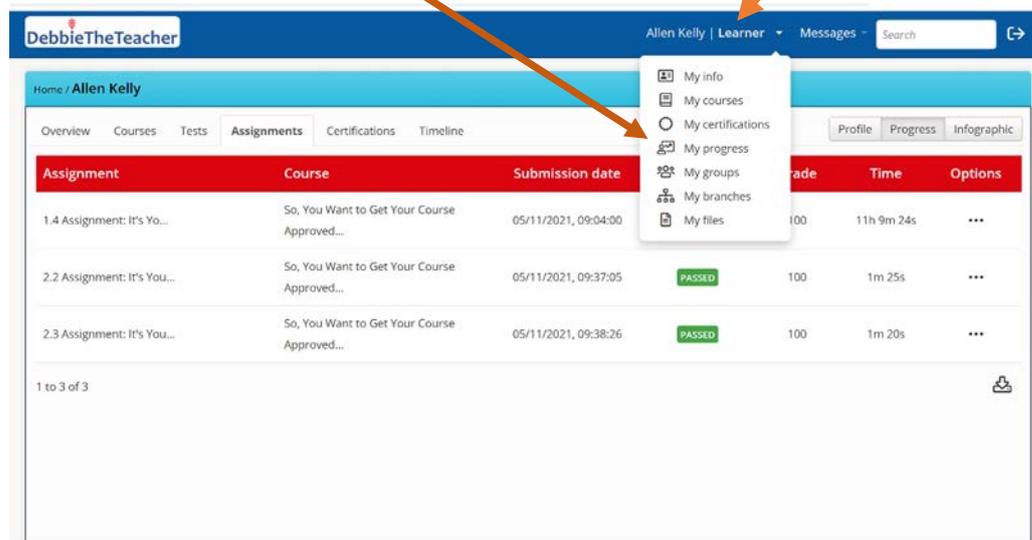


You can also display your completed courses separately from courses still in progress. Click on the **completed courses** tab of the micro-stat bar, and you'll only see those. Click on the **completed courses** tab again to return to the default view with all courses.

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

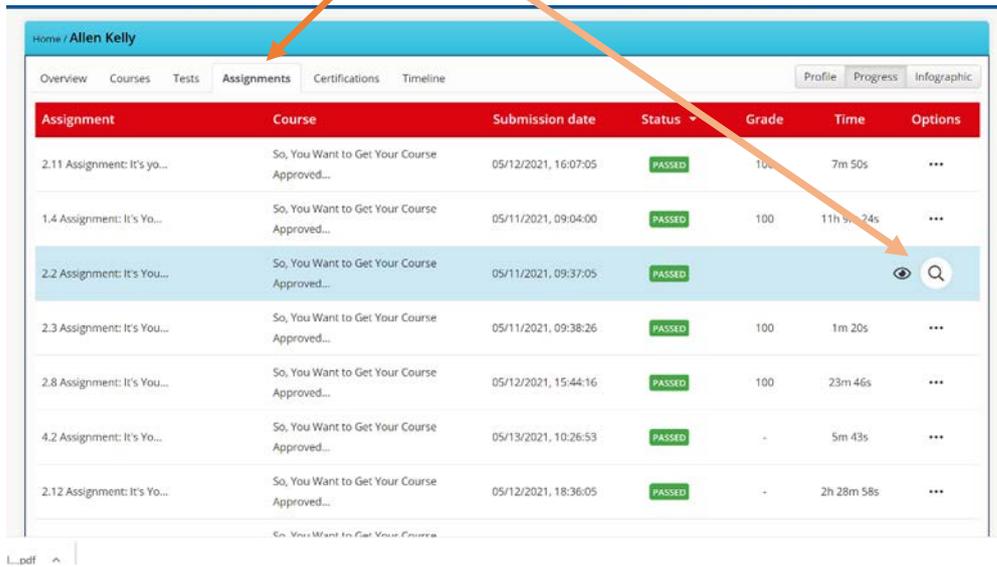
Step 1. Go to your dashboard and at the top bar, click on "learner." A menu will drop down.

Step 2. Click on "My progress."



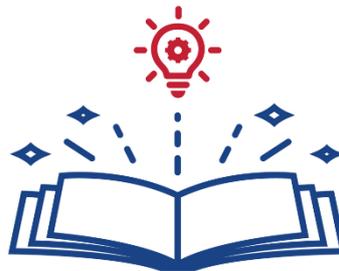
Step 3. Click on “assignments.”

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.**