

User Guide



Welcome to E-Learning at UKits

Welcome, Demo User

Thank you for choosing UKits to meet your training needs. UKits is a UK and US based IT Training & Recruitment Company specialising in technology-based, and self-paced E-Learning. Our online courses cover a wide range of topics that will appeal to any business sector or individual wishing to improve their level of skill, from networking in an enterprise environment, to personal use of a PC. Ukits provides online training at its very best.

We hope you enjoy your UKits E-Learning Experience

Below are 5 quick steps to get you started:

- 1) Go to <http://www.ukits.co.uk>
- 2) Click on **Course Demo**
- 3) Enter your Username and Password (*see below*)
- 4) Under 'My E-Learning' click on 'View All Learning Resources'
- 5) Select your chosen course

•Username: **demoukits**

•Password: **demoukits**

Once you have logged into your e-Learning courses, the home page will appear.

To access your courses click on the View All Learning Resources option located under My e-Learning.

From the My Account option, you can update any personal information or change your password by clicking on Update Account.

The Home page will also display your recently accessed courses and any important announcements from UKits.



The screenshot shows a web browser window with the address bar displaying "e-Learning that works." The page header features the UKits Ltd logo and the URL "www.ukits.co.uk". Below the header is a navigation menu with "Home", "Administer", and "Run Reports" options. The main content area is divided into two columns. The left column, titled "My e-Learning", contains links for "View All Learning Resources", "Search Learning Resources", and "View Transcript". Below this is the "My Account" section with links for "Update Account" and "Contact Tech Support". The right column, titled "Welcome", includes a search bar and a "Recently Accessed Courses" section. This section lists several courses with checkboxes and course titles, such as "Been There, Done That, Now What? (s)", "Introduction (Dreamweaver MX - Cour", "Introduction to Access (Access 2003", "Setting Up a Web Site (Dreamweaver", "Tables (Dreamweaver MX - Course 5)", "Getting Organized (Web Publishing and hour(s)", "Programming Basics (Visual Basic 6 - C", "Introduction and Installation (ColdFusi", "HTML, XHTML, and Cascading Style Sl 4.01 and XHTML - Course 3) - 4 hour(s)", and "Animation, Web Pages and Collaborati".

Once you have chosen to View All Learning Resources, you will see a list of all of your e-Learning courses.

To start a particular course, you can expand it using the + to see the individual course modules.

As an example, we have highlighted the Access 2003 course so you can see how the courses are expanded.

Click on the first course module to begin using the course.



The screenshot shows a web browser window with the address bar displaying "e-Learning that works.". The page header features the UKits Ltd logo and the URL "www.ukits.co.uk". Below the header is a navigation bar with tabs for "Home", "Administer", and "Run Reports".

The main content area is divided into two columns. The left column contains a sidebar with the following sections:

- My e-Learning**
 - [View All Learning Resources](#)
 - [Search Learning Resources](#)
 - [View Transcript](#)
- My Account**
 - [Update Account](#)
 - [Contact Tech Support](#)

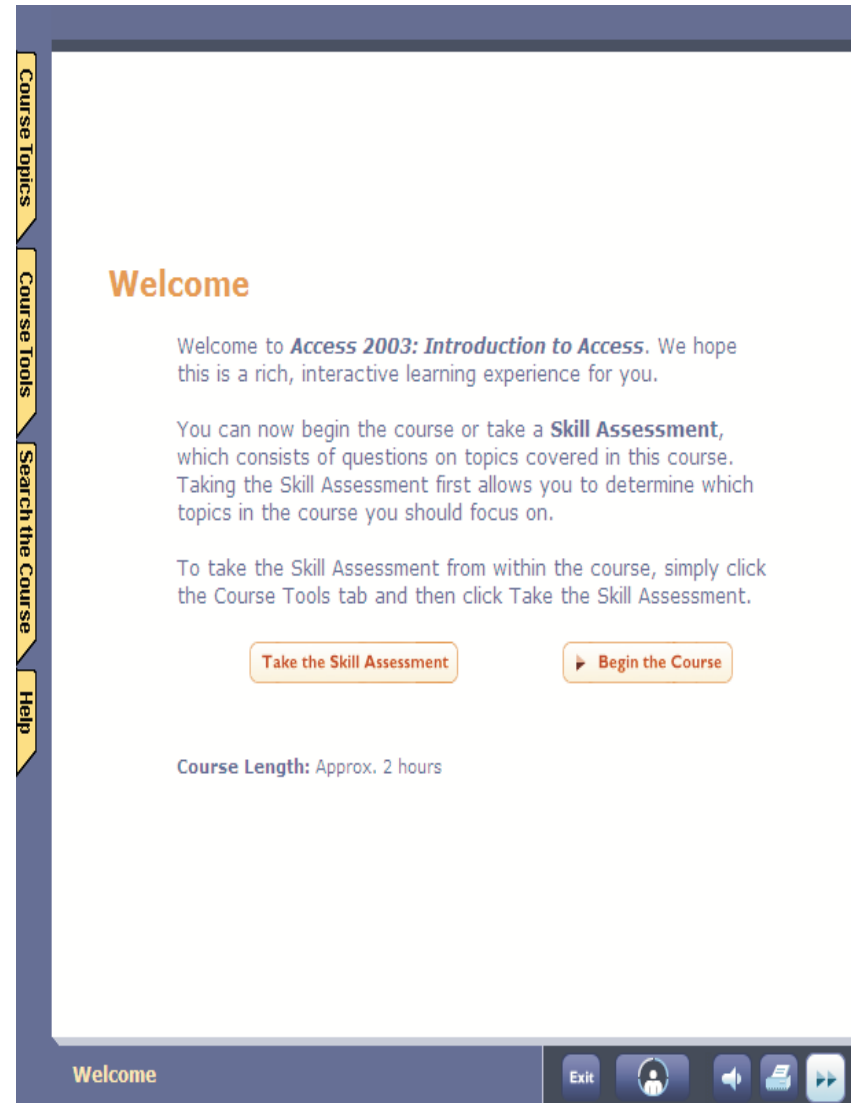
The right column displays a list of learning resources under the heading "All Learning Resources". The list includes:

- 401(k) Plans
- Access 2000 MOS
- Access 2002
- Access 2003 (expanded)
 - [Introduction to Access](#)
 - [Designing and Building Tables](#)
 - [Enhanced Tables and Datasheets](#)
 - [Searches and Queries](#)
 - [Advanced Queries and Calculations](#)
 - [Access Report System](#)
 - [The Internet, Forms, and the Analy](#)
- Access 2007 **UPDATED**
- Basics of Business Math
- BCS Certificate for IT Users (Level 2) - U
- Building Relationships
- Business Ethics
- C
- Career Development (Videos)
- CGI/Perl
- CICS/ESA
- Cisco Related Series by MindLeaders BC

Your course will load in a new window. If the course has sound, this will begin immediately but can be turned off by clicking on the Speaker located in the right hand bottom corner of the screen.

Course pages can be printed by clicking on the Printer icon, also located in the right hand bottom corner of your screen.

To move onto the next page, use the arrow button.



The screenshot shows a web browser window with a dark blue header and footer. On the left side, there is a vertical navigation menu with four yellow buttons: "Course Topics", "Course Tools", "Search the Course", and "Help". The main content area has a white background with a blue border. At the top of the content area, the word "Welcome" is written in orange. Below it, there is a paragraph of text: "Welcome to *Access 2003: Introduction to Access*. We hope this is a rich, interactive learning experience for you." This is followed by another paragraph: "You can now begin the course or take a **Skill Assessment**, which consists of questions on topics covered in this course. Taking the Skill Assessment first allows you to determine which topics in the course you should focus on." Below this is a third paragraph: "To take the Skill Assessment from within the course, simply click the Course Tools tab and then click Take the Skill Assessment." There are two orange buttons: "Take the Skill Assessment" and "Begin the Course". Below the buttons, it says "Course Length: Approx. 2 hours". The footer of the browser window contains the word "Welcome" on the left and a set of icons on the right: "Exit", a user profile icon, a speaker icon, a printer icon, and a right arrow icon.

Welcome

Welcome to *Access 2003: Introduction to Access*. We hope this is a rich, interactive learning experience for you.





You can now begin the course or take a **Skill Assessment**, which consists of questions on topics covered in this course. Taking the Skill Assessment first allows you to determine which topics in the course you should focus on.

To take the Skill Assessment from within the course, simply click the Course Tools tab and then click Take the Skill Assessment.

[Take the Skill Assessment](#) [Begin the Course](#)

Course Length: Approx. 2 hours

Welcome

Exit    

Located down the left hand side of your screen you will see a series of yellow tabs, designed to help you navigate your courses successfully.

Course Topics: This tab will let you access all of the separate modules and exercises within the course.

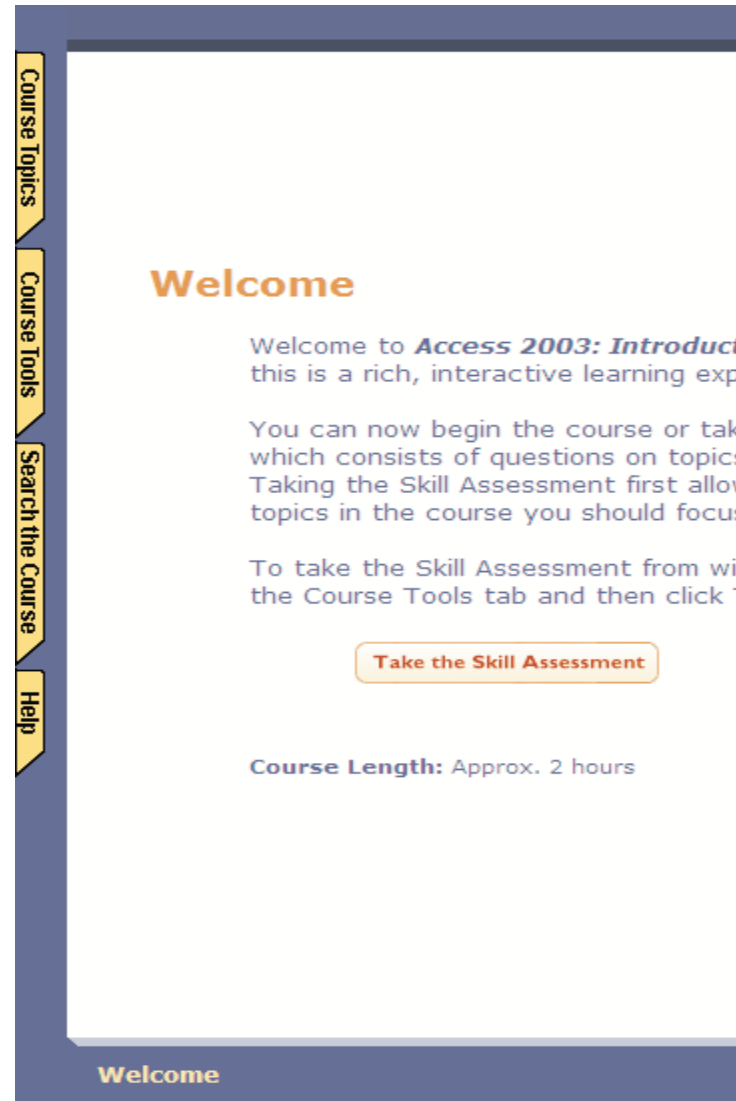
Course Tools: Course Tools will let you take an assessment, view your current scores and see your progress report. If you wish to print a certificate of achievement, you can do this through the Progress Report link.

Search the Course: Search for particular course elements by selected words, phrases, or similar words to your request.

Help: Useful information on how to use your course and how to contact technical support.

If you require any further information, please email Technical Support on support@ukits.co.uk or contact your Administrator.

Enjoy your course demo!



The screenshot shows a course welcome page with a blue header and footer. On the left side, there is a vertical navigation menu with four yellow tabs labeled 'Course Topics', 'Course Tools', 'Search the Course', and 'Help'. The main content area is white and contains the following text:

Welcome

Welcome to **Access 2003: Introduction** this is a rich, interactive learning experience.

You can now begin the course or take a Skill Assessment which consists of questions on topics you have chosen. Taking the Skill Assessment first allows you to focus on the topics in the course you should focus on.

To take the Skill Assessment from within the Course Tools tab and then click **Take the Skill Assessment**.

Course Length: Approx. 2 hours

The word 'Welcome' is also displayed in the blue footer bar.