

Electoral Commission Online Learning

Quick Start Guide

Accessing the Course Online

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Welcome to the Electoral Commission's online training programme. This Quick Start Guide is designed to help you navigate through the online course material if you are using a computer, tablet, or mobile device to access the course material online.

If you are planning to use an app on your mobile device to access the training, please read the Quick Start Guide titled: **Accessing the Course Using a Mobile App**.

There are several benefits to using the mobile app with the main benefit being that you can download the course to your mobile app and complete the course without needing to be connected to the internet. Once you have completed the course on the mobile app, you can logon back on to the online learning platform so that all the information about your progress can be uploaded to the platform.

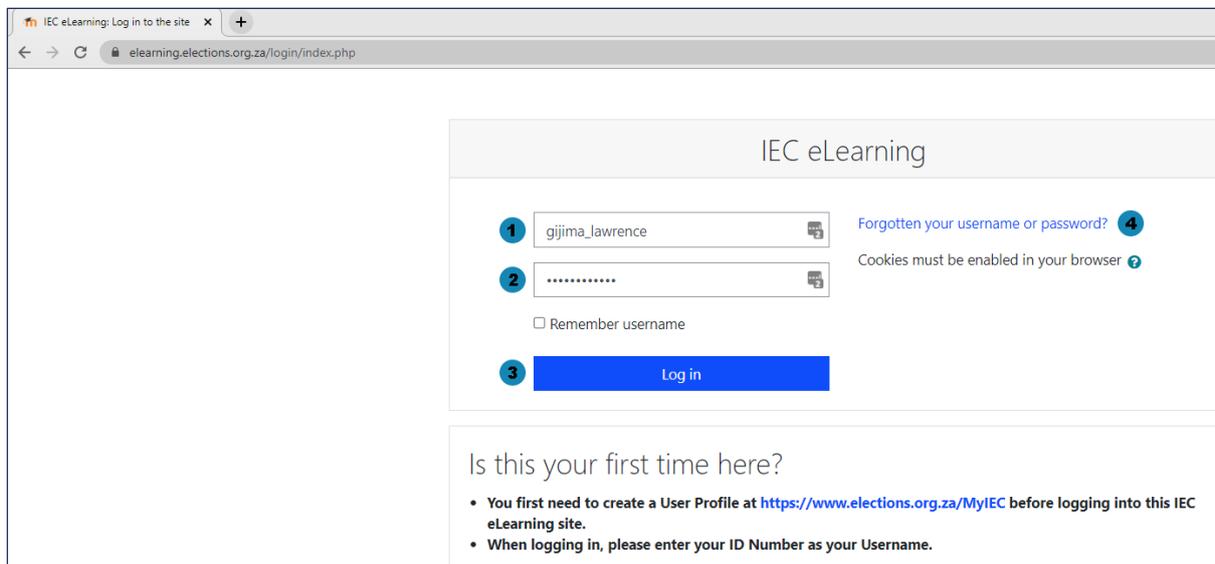
The steps to logon to the Electoral Commission's online learning platform and how to access your course material are detailed below.

1. Logging on to the Online Learning Platform

To logon to the online learning platform, you need to enter the following URL in your browser's address bar:

<https://elearning.elections.org.za>

The screen below will be shown. Areas of importance on this screen are numbered and an explanation of each number is shown below the image.



IEC eLearning

1. Username field:

2. Password field:

Remember username

3. Log in button

4. Forgotten your username or password? link

Is this your first time here?

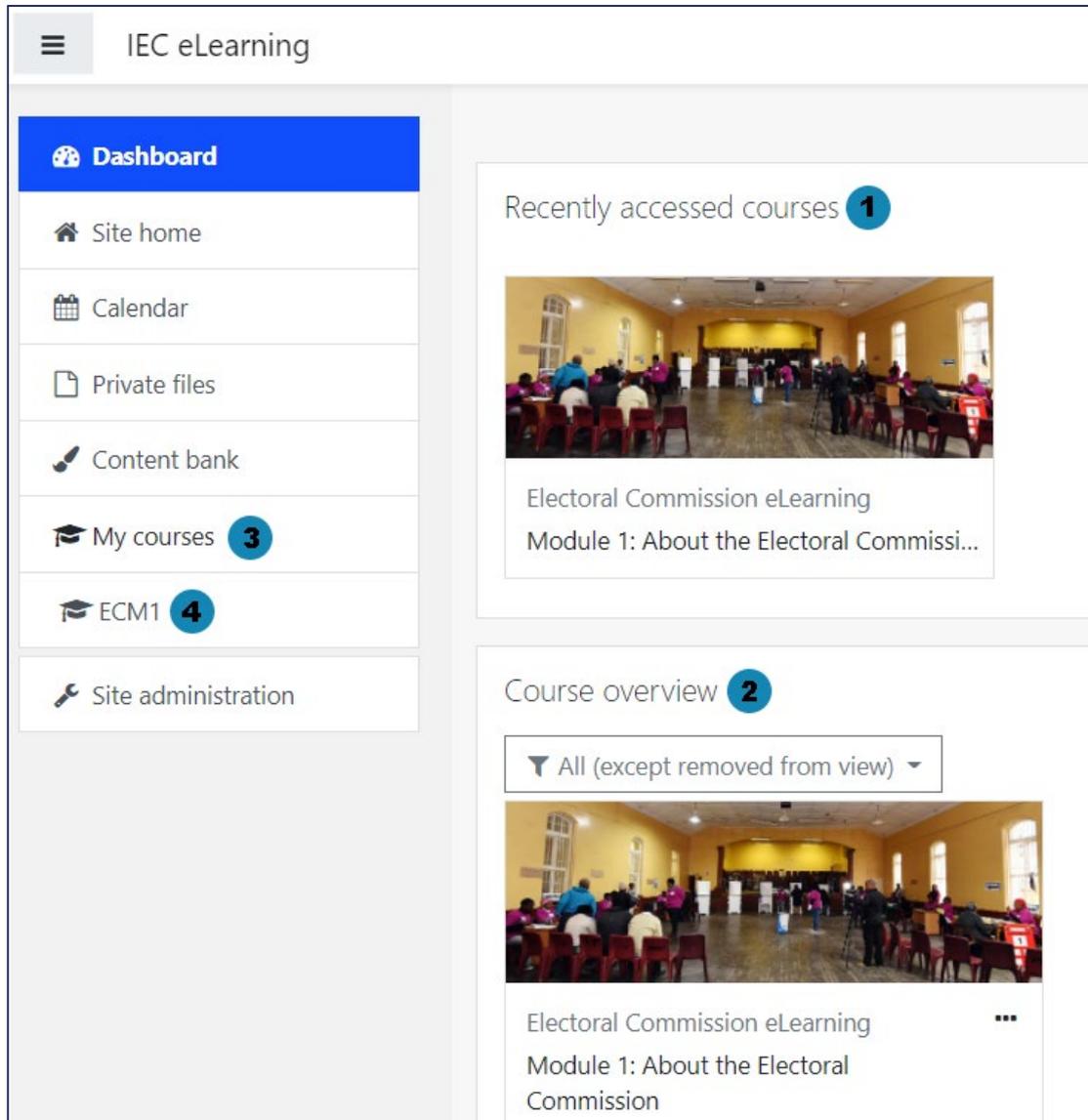
- You first need to create a User Profile at <https://www.elections.org.za/MyIEC> before logging into this IEC eLearning site.
- When logging in, please enter your ID Number as your Username.

1. Enter your username in this space
2. Enter your password in this space
3. Click on the Log in button to access the online learning platform
4. Use this link if you have forgotten your password

After clicking on the blue, rectangular Log in button, you will enter the online learning platform and be taken to an area of the system that is called the Dashboard.

2. Your Dashboard

The first screen you will see after logging on to the online learning platform is your dashboard. This is where you will have access to the courses you have been enrolled for.



The screenshot shows the IEC eLearning dashboard. On the left is a navigation menu with the following items: Dashboard (highlighted in blue), Site home, Calendar, Private files, Content bank, My courses (with a blue circle containing the number 3), ECM1 (with a blue circle containing the number 4), and Site administration. The main content area is divided into two sections. The top section is titled 'Recently accessed courses' with a blue circle containing the number 1. It features a course card with an image of a classroom and the text 'Electoral Commission eLearning Module 1: About the Electoral Commissi...'. The bottom section is titled 'Course overview' with a blue circle containing the number 2. It includes a dropdown menu set to 'All (except removed from view)' and a course card with the same classroom image and text 'Electoral Commission eLearning Module 1: About the Electoral Commission', followed by three dots indicating more options.

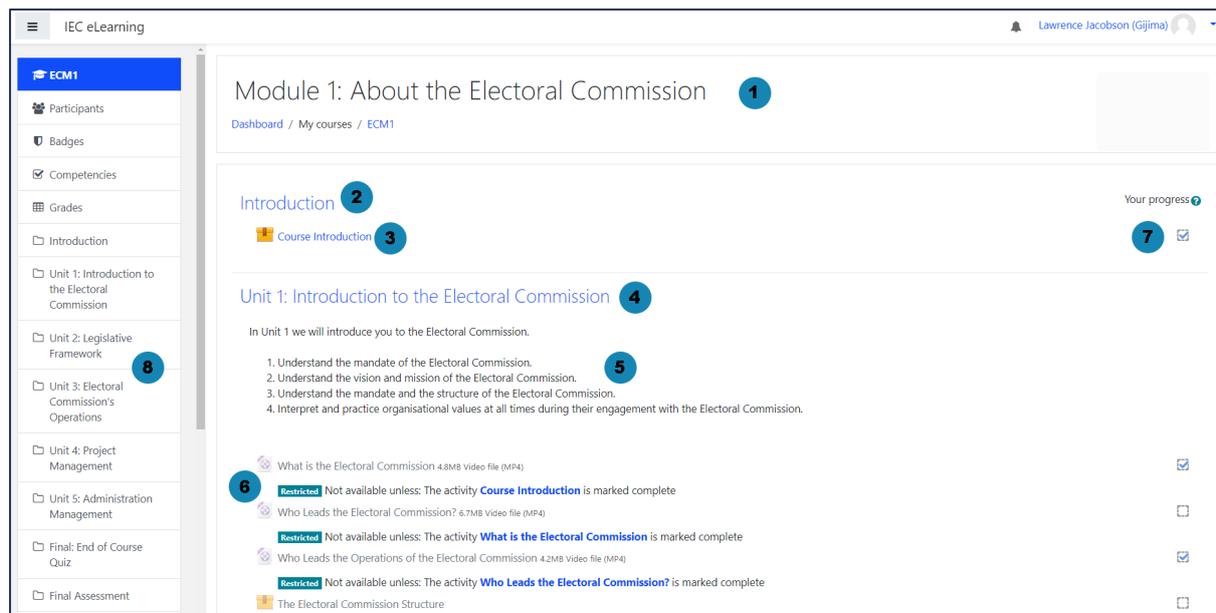
1. Courses that you have already accessed will appear under the “**Recently accessed courses**” heading. Clicking on the course image or course title will take you to the course material.
2. Courses that you are enrolled for will appear under the “**Course overview**” heading. Clicking on the course image or course title will take you to the course material.
3. All your courses will also be shown under the “My courses” heading in the menu on the left side of the screen.
4. Clicking on Course initials will take you to that course.

3. Accessing the Course Material

When you click on a Module from your Dashboard, you are taken to the lessons of that Module.

Each Module is split up into several Units and each Unit is split into several lessons.

You are required to complete each lesson in each Unit of the course before you will be given access to the Final Quiz.



The screenshot shows the IEC eLearning interface. On the left is a navigation bar with a tree view of the course structure. The main content area displays the following information:

- Module 1: About the Electoral Commission** (1)
- Introduction** (2)
 - Course Introduction** (3)
- Unit 1: Introduction to the Electoral Commission** (4)
 - In Unit 1 we will introduce you to the Electoral Commission.
 - 1. Understand the mandate of the Electoral Commission.
 - 2. Understand the vision and mission of the Electoral Commission.
 - 3. Understand the mandate and the structure of the Electoral Commission.
 - 4. Interpret and practice organisational values at all times during their engagement with the Electoral Commission.
- What is the Electoral Commission** 4.8MB video file (MP4) (6)
- Who Leads the Electoral Commission?** 6.7MB Video file (MP4) (6)
- Who Leads the Operations of the Electoral Commission** 4.2MB Video file (MP4) (6)
- The Electoral Commission Structure** (6)

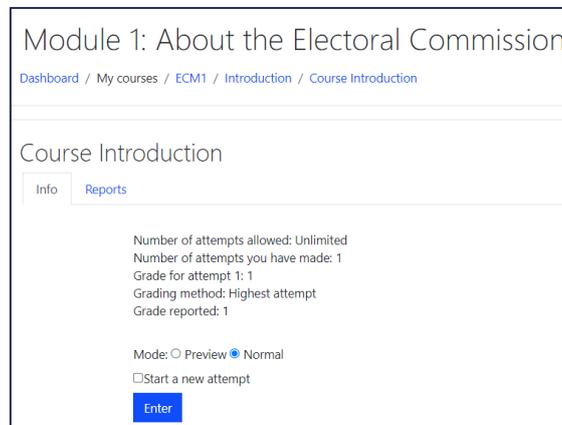
Progress indicators are shown on the right side of the screen, including a 'Your progress' section with a checkmark and a '7' in a circle.

1. The title of this module will appear at the top of the screen.
2. The Module is split up into several Units and an Introduction
3. Clicking on the lessons under the Introduction title will open that lesson
4. Each Unit has a title
5. Under the title for each Unit is the introduction and outcomes of that Unit
6. Each lesson in the Module must be accessed in sequence. Once the previous lesson has been completed, the restrictions on the next lesson will be lifted.
7. A checkmark in the box on the right side of the screen will indicate if a lesson has been completed.
8. On the left of the screen is a navigation bar that can be used to jump to each Unit in the Module

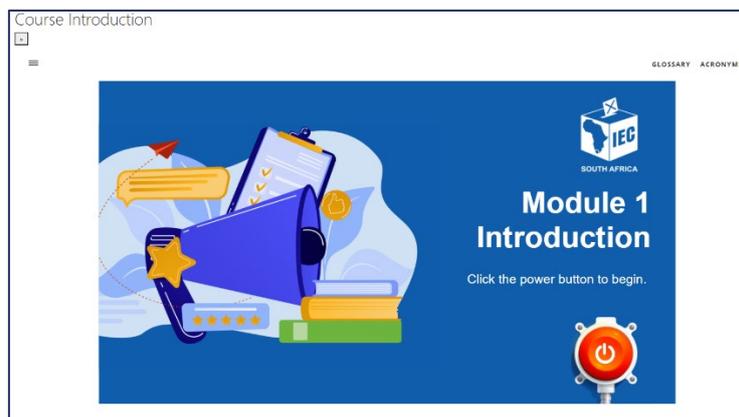
You can also scroll through the Module by using your browser's scroll bar on the right of the screen.

4. Accessing a lesson

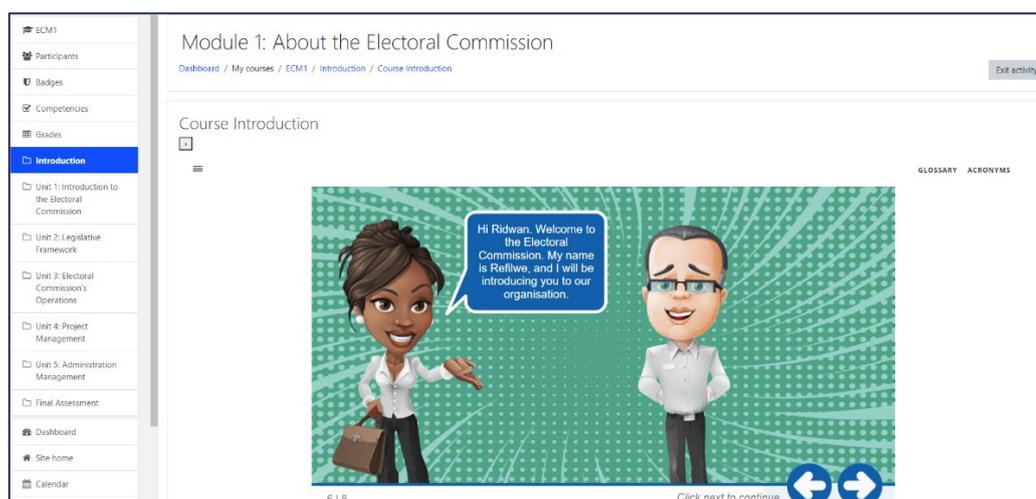
After clicking on a lesson, you will be taken to the Lesson Introduction screen. Click on the Enter button to access the lesson material.



Once the lesson starts, follow the onscreen instructions.



To exit a lesson you can click on the Exit Activity button in the top right corner of the screen, or you can click on the menu on the left of the screen to go back to the main course page.



Remember, you need to complete all content in each lesson to be marked complete and be able to move on to the next lesson.

5. Watching a video

Several of the lessons are short, animated videos. When you click on one of these lessons, the following screen will appear.

Click on the play button to start watching the video.

Module 1: About the Electoral Commission

[Dashboard](#) / [My courses](#) / [ECM1](#) / [Unit 1: Introduction to the Electoral Commission](#) / [What is the Electoral Commission](#)

What is the Electoral Commission



4.8MB Video file (MP4)

You can enlarge the video to full-screen size by clicking on the square icon in the bottom right-hand corner of the video.

What is the Electoral Commission



4.8MB Video file (MP4)