



Using the E-Learning Portal

**Building Skills
Building → Futures**

The Portal – Login

www.oasis2.howtomaster.com

OASIS Skills Building - Windows Internet Explorer

http://oasis2.howtomaster.com/

Google OASIS Skills Building

oasis Skills Building

Equi-Pass

Use this form to log on to the LMS. Someone may have already supplied you with a User ID and password. Enter your User ID and Password below, and then click the Continue button.

Welcome ! If you don't have a UserID and Password or if you are experiencing difficulties please contact support@oasis2.howtomaster.com

Sign In

User ID:

Password:

[Forgot your password?](#)

Continue

1 →

← **2**

System Test Get macromedia AUTHORWARE PLAYER Get Adobe Reader

Copyright © 2000-2009 InfoSource, Inc.

The Portal – Student Interface

The screenshot shows a web browser window titled "OASIS Skills Building - Windows Internet Explorer". The address bar contains the URL "http://oasis2.howtomaster.com/scripts/student/home.asp?initial=1". The browser's address bar shows "OASIS Skills Building" and various navigation icons. The main content area features the "oasis Skills Building" logo on the left and the "Equi-Pass" logo on the right. Below the logos is a navigation menu with the following items: Home, My Courses, My Events, My Calendar, My Files, My Forums, My Messages, My Info, Help, and Sign Out. The main content area is titled "Home" and contains a welcome message: "Welcome! We hope you enjoy the Learning Program!". Below the welcome message are several links and icons for "My Courses", "My Events", "My Calendar", "My Files", "My Forums", "My Messages", "My Info", and "Help". At the bottom of the page, there are logos for "System Test", "Get macromedia AUTHORWARE PLAYER", and "Get Adobe Reader". The footer text reads "Copyright © 2000-2009 InfoSource, Inc.".

Student Menu

- Home
- My Courses
- My Events
- My Calendar
- My Files
- My Forums
- My Messages
- My Info
- Help
- Sign Out

version 2.17

Home

Welcome! We hope you enjoy the Learning Program!

My Courses
View

My Events
View, Available, Withdraw

My Calendar
View, Add Personal Appointment, Day View, Week View, Month View

My Files
Personal, Shared

My Forums
Chat Rooms, Discussions

My Messages
Inbox, Compose, Sent, Deleted

My Info
Profile, Reports

Help
User Guides, Glossary, FAQs

System Test | Get macromedia AUTHORWARE PLAYER | Get Adobe Reader

Copyright © 2000-2009 InfoSource, Inc.

My Courses

Students can view courses by selecting this tab

- Courses are assigned by Administrator
- Students can start courses in any order
- Most courses require a student to complete a pre-assessment before moving on to the course content

Student Menu

- [Home](#)
- **[My Courses](#)**
- [My Events](#)
- [My Calendar](#)
- [My Files](#)
- [My Forums](#)
- [My Messages](#)
- [My Info](#)
- [Help](#)
- [Sign Out](#)

Home >> My Courses >> View

! Courses are in BOLD formatting. Lessons are non-bold. Lessons can be taken in any order.

View

My Courses

<u>My Courses</u>	<u>Due Date</u>	<u>Status</u>
COURSE - Computing Fundamentals - 2005 Standard	None	Incomplete
COURSE - IC3 Overview - 2005 Standard	None	Complete
COURSE - Key Applications - 2005 Standard	None	Incomplete
COURSE - Living Online - 2005 Standard	None	Incomplete
TRACK - IC3 Test Preparation - 2005 Standard	None	Complete

version 2.17

My Calendar

This feature give students an electronic calendar similar to Outlook or Lotus Notes

- Students can add, change or delete their own appointments
- Great tool for planning and scheduling
- Administrator can set appointments for all students in a group to keep them on track i.e. Final Exam dates

The screenshot displays the 'My Calendar' interface. On the left is a 'Student Menu' with links for Home, My Courses, My Events, My Calendar (highlighted), My Files, My Forums, My Messages, My Info, Help, and Sign Out. The main area shows a breadcrumb trail 'Home >> My Calendar >> View' and a help message. Below this is a search bar for 'My Events' and a 'Subject' dropdown set to 'All Subjects'. Two calendar views are shown: a small 'September 2009' calendar on the left and a larger 'September 2009' calendar on the right. The larger calendar has columns for Sun through Sat and rows for dates 1-31. The date '23' is highlighted in blue. A 'show: labels | times' link is visible in the top right of the larger calendar.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

My Files

This feature allows a student to upload files onto the Learning Management System (LMS)

- Can be useful for sharing files with others
- Not frequently used by most sites

Student Menu

- Home
- My Courses
- My Events
- My Calendar
- **My Files**
- My Forums
- My Messages
- My Info
- Help
- Sign Out

version 2.17

Home >> My Files >> Personal

! This card allows you to upload files that you either created or have rights to use. Once you have uploaded a file, you download the file to your computer, open the file and make changes, and then re-upload the file into the LMS.

Personal Shared

Name

Upload

My Forums

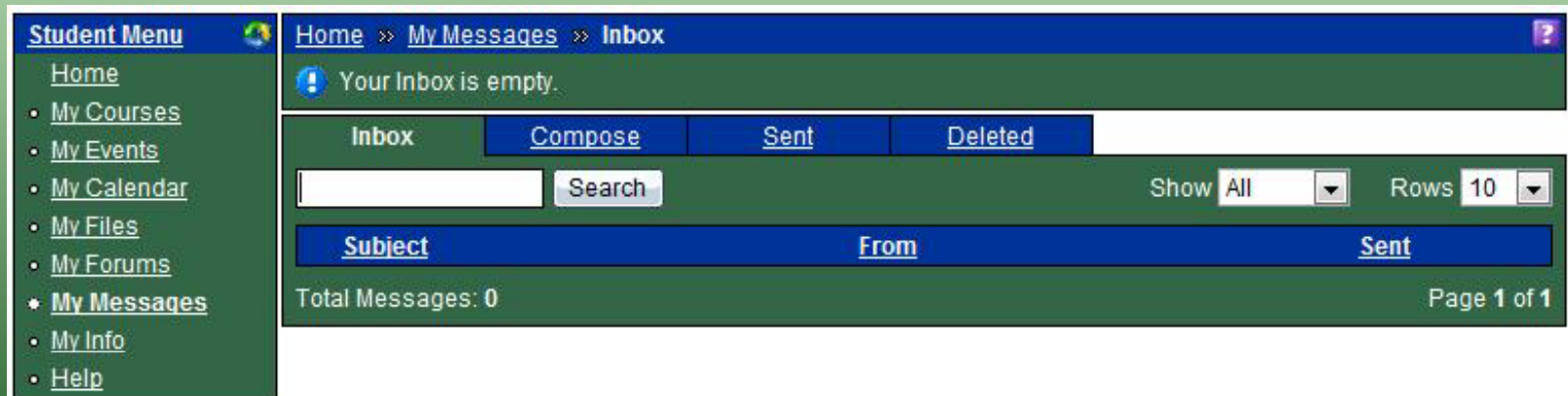
LMS has integrated chat room and discussion

- Administrator can give or deny this permission to students upon enrolment
- Chatroom allows students in your group to discuss materials in real time
- Discussion is threaded and can be asynchronous
- Instructors may use a combination of these technologies to give students support
- If bandwidth is a concern or students are in a restricted environment (i.e. secure custody) then denial might be a better option.

My Messages

Integrated email is included in the LMS

- Email distribution is restricted to other group members
- Instructor can send note to all students in a group
- Individual students can send notes to instructor or other student
- Provides for personal communication



The screenshot displays the 'My Messages' interface within an LMS. On the left is a 'Student Menu' with links for Home, My Courses, My Events, My Calendar, My Files, My Forums, My Messages (highlighted), My Info, and Help. The main content area shows a breadcrumb trail: Home >> My Messages >> Inbox. A message status bar indicates 'Your Inbox is empty.' Below this are tabs for 'Inbox', 'Compose', 'Sent', and 'Deleted'. A search bar with a 'Search' button is present, along with 'Show All' and 'Rows 10' dropdown menus. A table header shows columns for 'Subject', 'From', and 'Sent'. At the bottom, it states 'Total Messages: 0' and 'Page 1 of 1'.

My Info

Feature that shows students personal information

- Students can see their current statistical information including total sign-ins and training time
- The “Profile” tab allows students to change their password
- Students can generate progress reports from the Statistics tab
- Reports can be for individual courses or all courses
- Students can select the time frame.

Help

The Help section contains three useful guides:

- The Training Guide is designed to introduce the How To Master training lessons. In this interactive guide, you will learn how to move through lessons, what the lessons' different coloured text means, and how to change sound and timing settings.
- The Testing Guide is designed to introduce the How To Master tests. In this interactive guide, you will learn about the six different types of questions found in the tests, as well as tips on how to answer each type of question.
- The Student Guide is similar to most online help guides. It contains important information for students on how to view available courses, training statistics, and messages from their administrator.