AMOS Learning Center and Courses
# First Steps Instruction Manual

Welcome to AMOS Learning Center. This manual will guide you through the first steps to:

- Access Amos Learning Center and log in
- Manage your dashboard and your menu
- Getting started with an e-learning course

Access AMOS Learning Center and Log in

1. Step: Go to http://amos-learning.swiss-as.com/ and log-in to the AMOS Learning Center with your personal username (normally your e-mail address) and your password. Enter the data and press the **Sign In** button. Please note that you will be forced to change the password after your very first login.
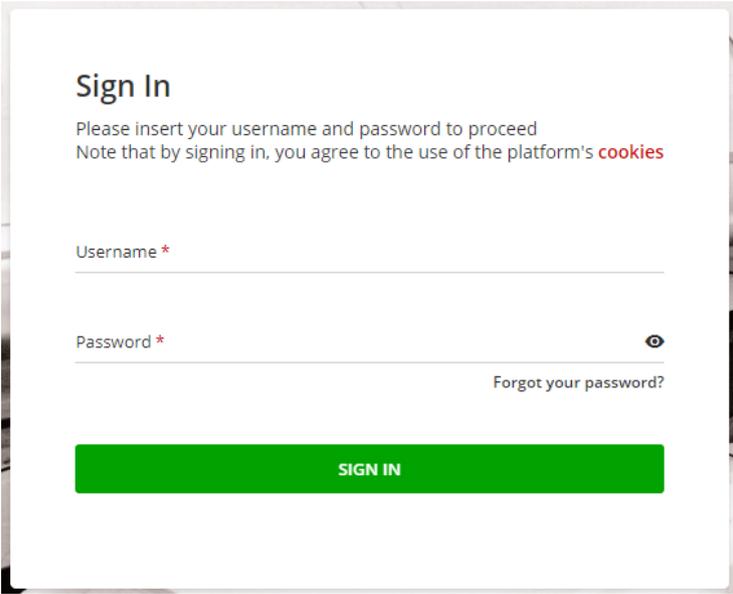
Entry fields for Username and Password.

In order to close the AMOS Learning Center and finish your learning session simply click the **Sign Out** button located at the bottom hand right side of the window.

Manage your dashboard and your menu

After logging in, you will see your **dashboard** which consists of different sections.

- "My profile": displays your profile information that can be changed

- "My Courses": lists all courses you are enrolled on.

- other sections that contain information such as the different "Course Descriptions" and the Swiss-AS "Course Catalogue"

Menu Button

In the Menu can find all available settings and areas of the platform including the **Sign Out** button.

Click **Sign Out** button to leave the AMOS Learning Center.

Most of the menu options are self explanatory. There are a few things you should know however:

- My Courses: When you press the "My Courses" option in your menu, you'll find all of the courses you are enrolled on. By clicking on one of the courses you will find detailed information such as the course description and location details (for courses in Basel only).

This is also the place where you can print your **Course Certificates** for the courses you have finished!
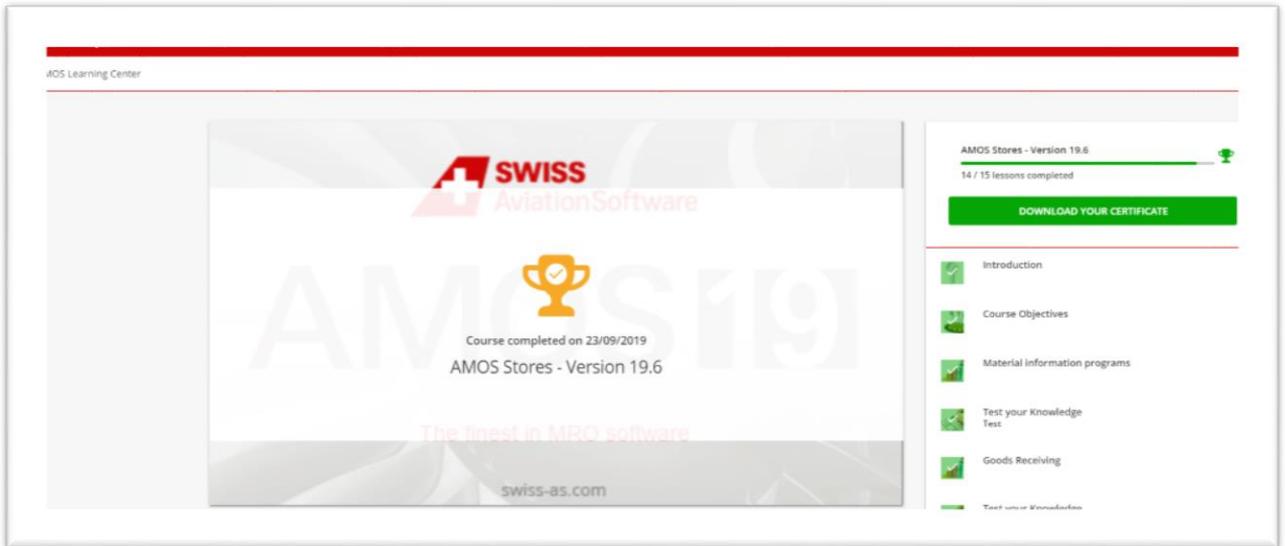
Alternately you can access and download your Certificates from the menu option "My Activities". Simply select the course under the option "Courses" or any of the other more detailed options. Simply click on the icon beside your score:

Getting Started with an E-Learning Course
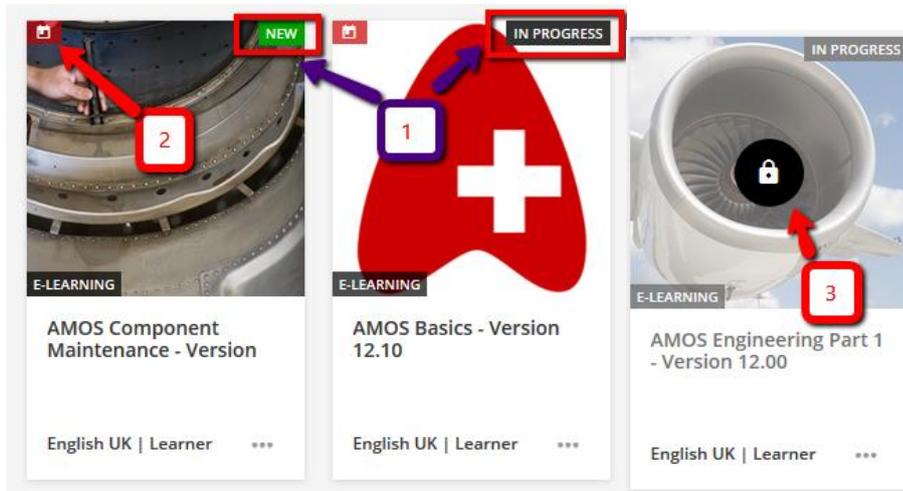
This is a sample of the "My Courses" section in the dashboard.

- (1) In the right hand upper corner you will see the status of the course
- (2) The icon in the left hand upper corner indicates that the course has an expiry date. Hover over it and the expiry date is shown.
- (3) The padlock icon indicates you have no longer access to the course and that it has expired.

Once you access to a course, you will see a list of all the training material, including a thumbnail and description for each object on the list.

Before you start your e-learning make sure that the pop-up blockers of your browser are de-activated!

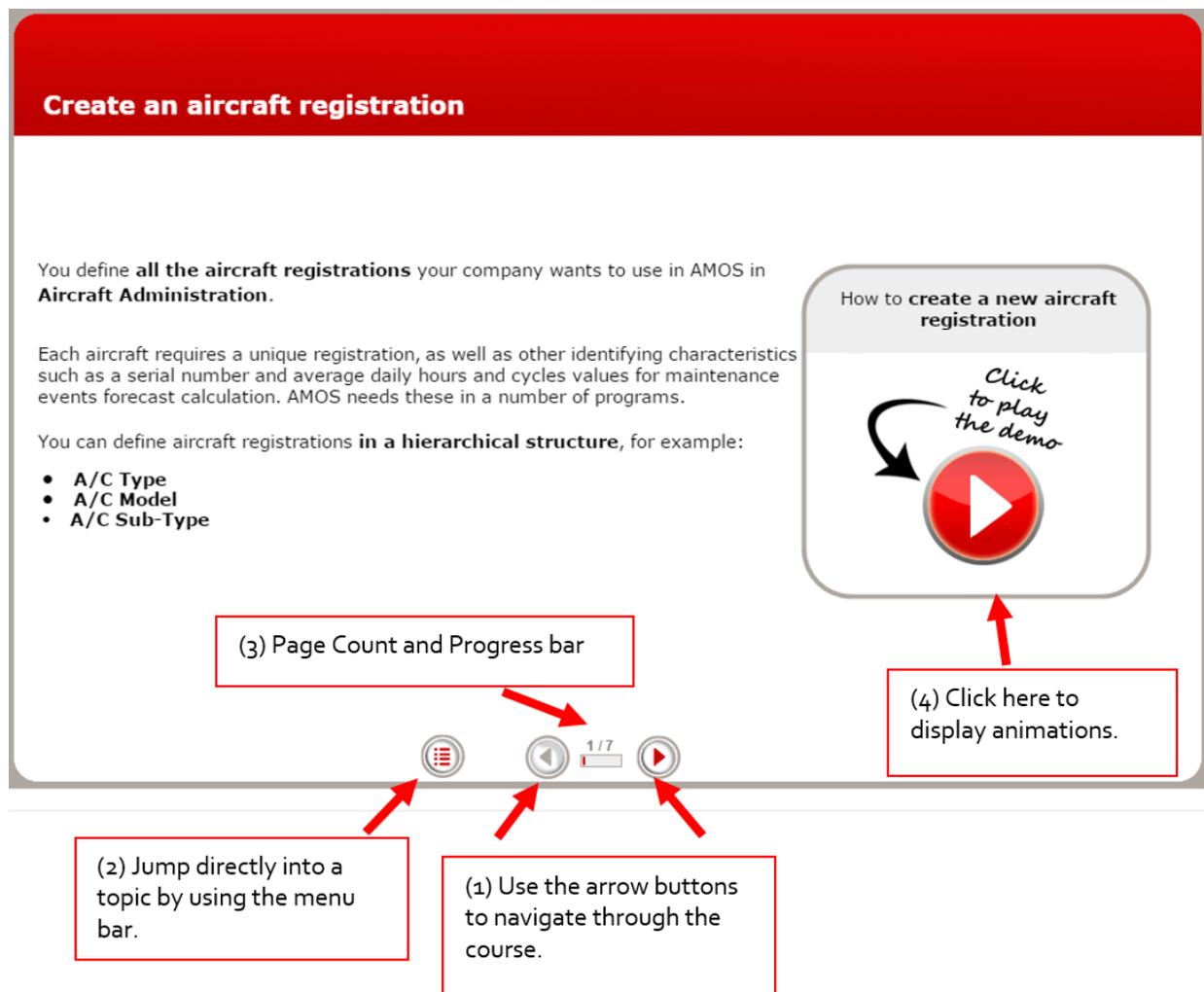In order to start your e-learning simply click the green button.
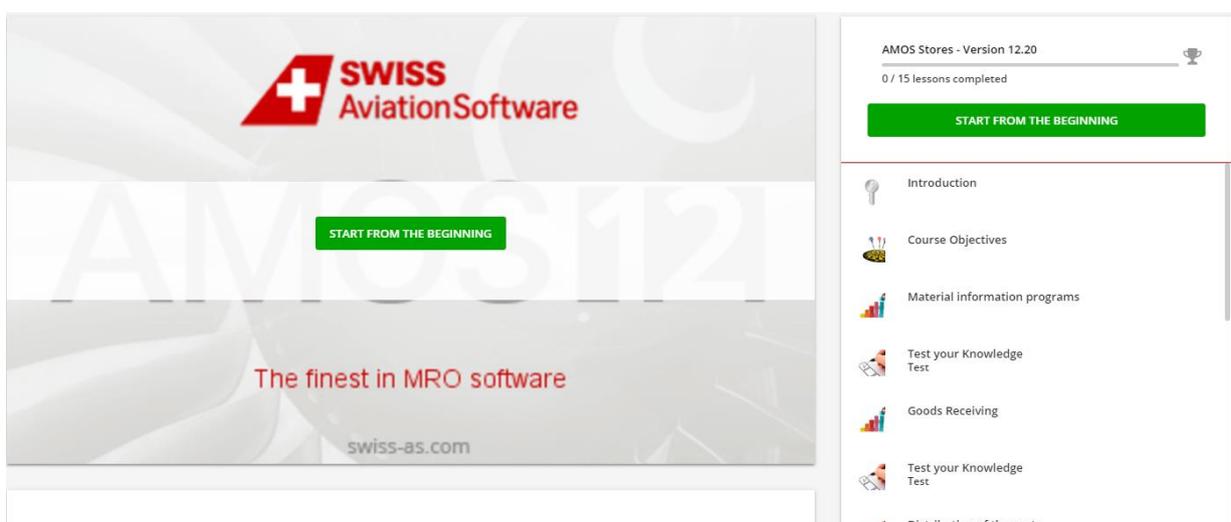
The navigation pane on the right hand side shows a "PREVIOUS" and "NEXT" button that allow you to navigate within the course once you have started the e-learning.

A course can be made up of different kinds of training material: texts, images, audio files, videos, presentations, surveys, tests or HTML pages.

Most of the training materials are generally organised as described below:

Once you select a training material, you can either navigate through the single course pages using the arrows at the bottom of the window (1) or you can navigate straight to a certain topic by using the menu bar at the top of the page (2). A page count and a progress bar (3) on the bottom of the window show your learning progress. On many pages you can find links to flows, software simulations and exercises (4). By clicking on them, you can find important or additional information.

If you want to leave the training material, just close the browser tab. When you access again a training material, the system will automatically bookmark the last page you visited.

Inside the course you can find three types of animations – flows, software simulations and exercises. They all are self-explanatory. In the software simulations you will see small videos that explain certain AMOS functions. If you want to navigate to a specific point in an animation, use the navigation buttons (6) at the video player bar on the footer of the window. This function also helps you during exercises to step forward if you have problems with a task. If you encounter understanding problems during the demonstrations, try the **CC** button (7) that allows you to switch on subtitles. To close an animation window, click on the cross in the bottom right corner (8).

(7) Click the **CC** button to switch on subtitles.

(8) Click on the cross to close the window
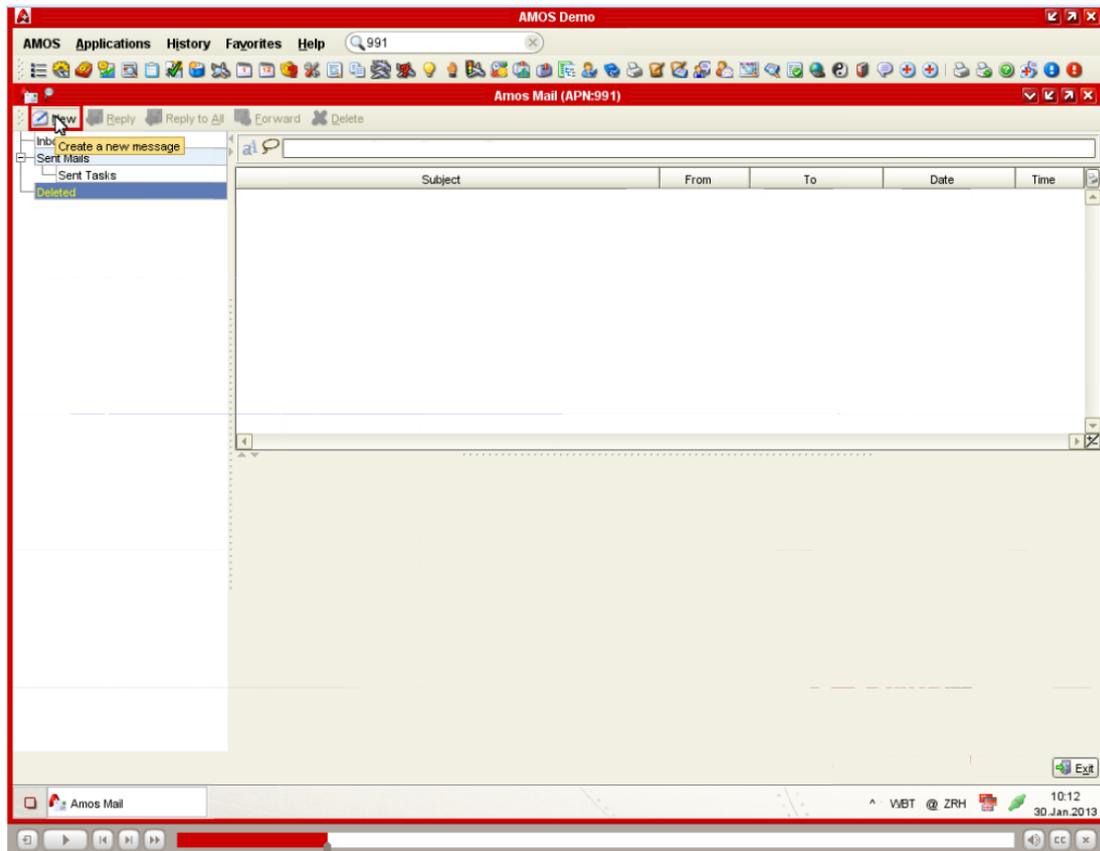
(6) Video player bar with navigation buttons.