

Learner Guide

Go to <https://ssl.xerceo.com> and press the **Sign In** button. Enter your Login and password and press the **Sign In** button.

Dashboard

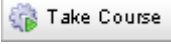
This is the Xerceo Dashboard. From here a learner can launch a course and enroll in an event. You can search for content, add funds to your account, see what others think of all the available training and content, and make changes to your profile. You can interact with a specific expert or others in your group with a threaded discussion or question.

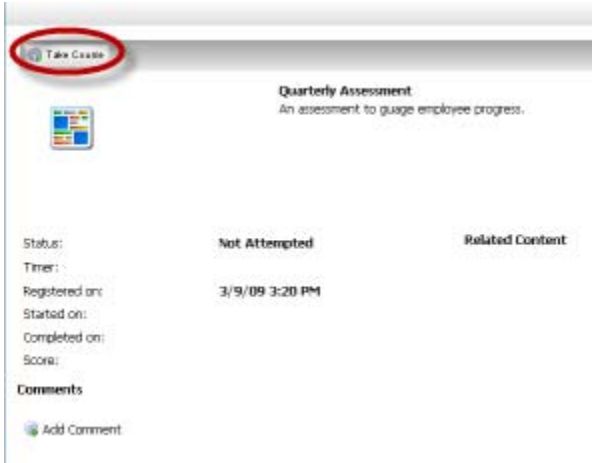
The screenshot shows the Xerceo Infuse 4.1 dashboard. At the top, there is a navigation bar with links for "Add Funds", "Edit Profile", "Administration", and "Log Out". Below this, the dashboard title "Infuse 4.1" is displayed, along with the tagline "A collaborative teaching and learning system for everyone." A search bar is located in the top right corner. The main content area is divided into three columns: "Most Popular", "Recently Added", and "Recently Accessed". Each column displays course cards for "Project Management Professional Certification (PMP) 2005 Express Guide" and "Logistic enterprises". Red callout boxes provide instructions: one points to the search bar with the text "Here you are able to search for content. Type in a search word and press 'Search'", another points to the "Launch" button on a course card with the text "Press the Launch button to take a course right from the dashboard", and a third points to the "Preview" button with the text "Press the Preview button to view a course preview, to preview a course before deciding if you would like to".

First you must add funds to your account. Press the **Add Funds** button, so you can add some credits to your account. Choose an amount that you wish to purchase. The minimum amount required is \$10.00. You can either pay with a credit card or use PayPal. If you are using PayPal, press

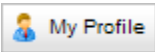


and follow the prompts and instructions. If using a credit card, fill out the billing information below and press the [Continue](#) button. Please review all the information below and click the 'Place Order' button to complete your order. If all the information is correct, a transaction successful message will appear and the funds will be added to your account.

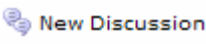

Select the name of any course, event, or discussion from the homepage to view its details. Try selecting a course. Press the  button to start this course.

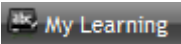


If you successfully complete the course you will receive a certificate of completion.

Press the  button. Here you can upload a picture for your profile, change your password, manage tags, or add or edit any other desired profile information.

Press the  button when you are finished.

To create a new discussion, select the  button.
To start a discussion, begin by typing in a subject title, then type in your discussion. If you would like external guests to see this discussion, check the box below. When you have finished click the  button.

Press the  button.
My Learning can be used as an alternative way to access learning content.



The screenshot displays the Xerceo Infuse 4.1 learner interface. At the top, there are navigation tabs: Summary, My Courses, My Events, My Messages, My Profile, and Training Catalog. Below the tabs, the interface is divided into three main sections: Events, Courses, and Messages. The Events section shows a calendar for the week of March 8, 2009, with no training events today. The Courses section lists several courses, including 'Found 8 new courses', 'promotion achievement goals', 'Higher Learning', 'Processing new accounts', 'the Knowlton method', 'the science of words', 'Cammeron Texas Office SCO', 'innovations demo', and 'Course Testing'. The Messages section is currently empty. A red arrow points from a text box to the 'My Messages' tab. The text box contains the instruction: 'Select on any of these tabs to view all of the corresponding content available to you.'