PROCESS WORK INSTITUTE

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Welcome friends! We are honored that you are learning with us!

Here is everything you need to know for navigating the online course environment!
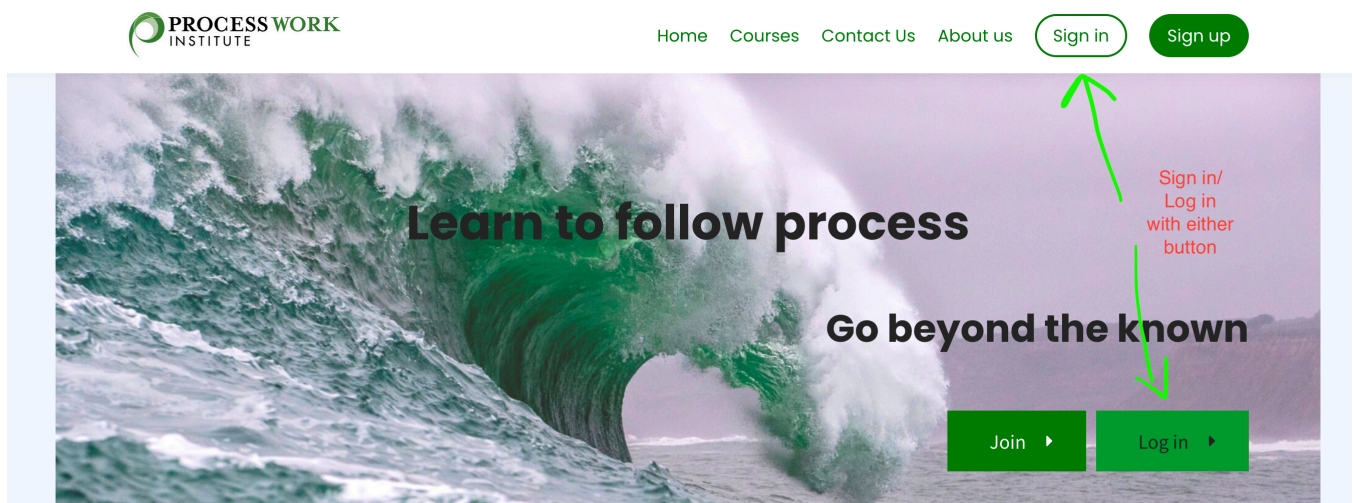
Guide to our Online Course Platform

All the information you need to participate in your course is available from our online course platform https://online.processwork.edu
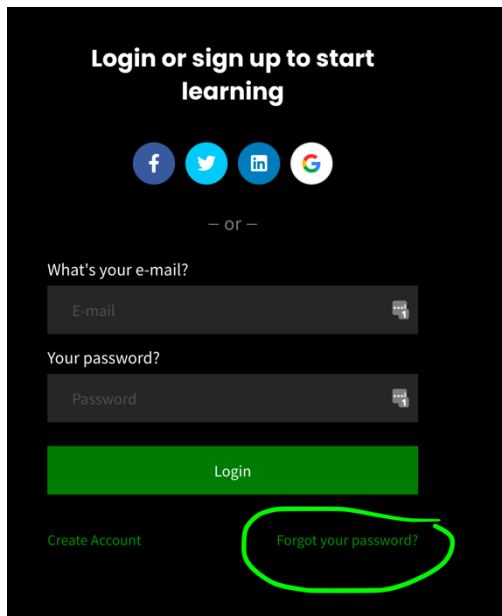
TIP: If you are ever lost – find the link on our website www.processwork.edu

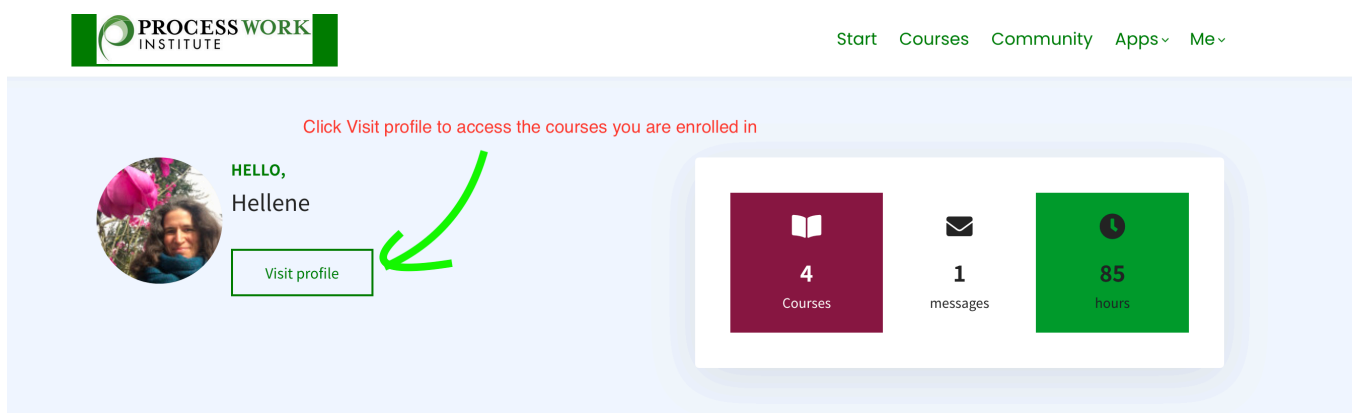Once you are at our online course platform, **login** using either the Sign in or Log in buttons.

You have already created an account when you enrolled in your course. If you forget your password, do not panic – resetting is easy.

Find the password reset link in the login window.

After Login

Once you have logged in, Click **Visit Profile** to access your personal profile page and find links to any classes that you have already enrolled in.

Your personal home page (Me/Profile) has all the courses you are enrolled in. Scroll down to find them.

Your profile allows you to access your personal inbox, view your activity, and stores any certificates of completion from previous courses. See below for how to customize your profile.
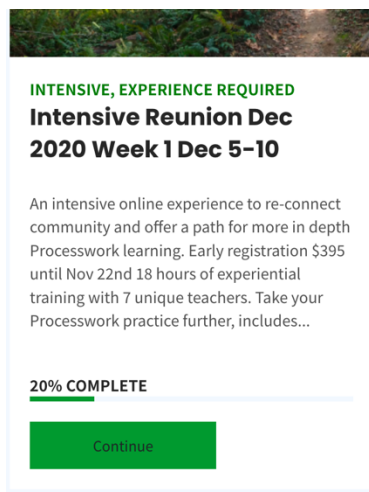
TIP: **Click Me on the top bar menu and select Profile.**

Alternatively browse through **All Courses** by clicking Courses in the top bar menu
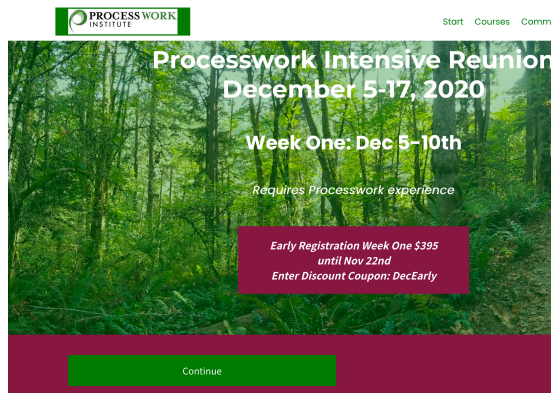

Access your course

If you have enrolled in a course, the course enrollment button will now say: **Continue.**
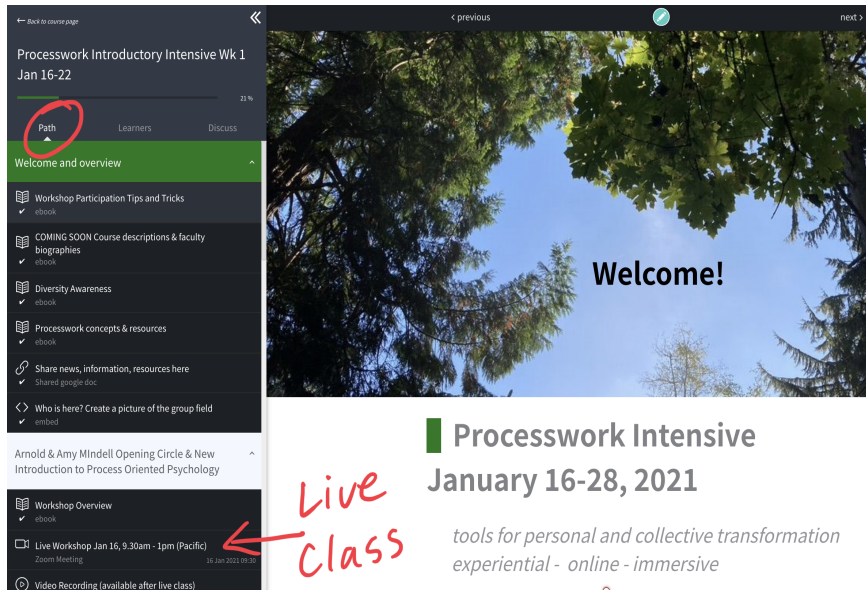

Click **Continue** to access the course page and then **Continue** on the course page to access the **course player**.
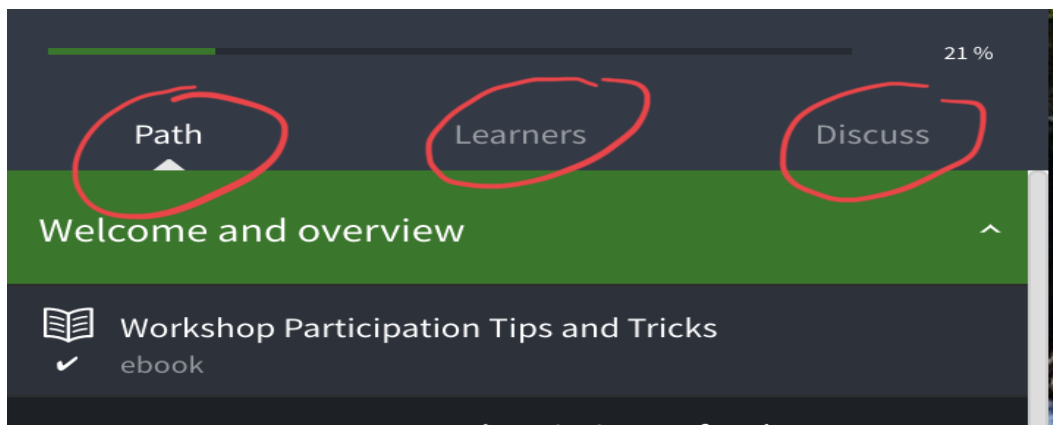

In the course player you will find course materials, zoom links for the live classes, and a place to connect with other participants, ask questions or share reflections.

Navigating the online course player

To navigate within the online course player, find the full menu of course activities and resources on the left-hand side of the screen.

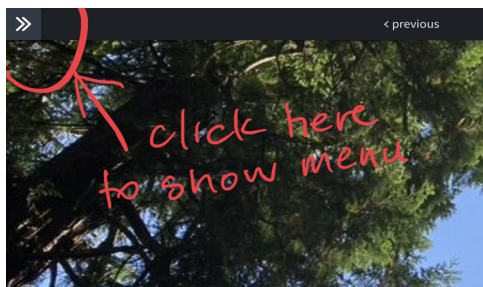In the left side menu you will see three tabs: Path, Learners and Discuss.

Path: overview of the course. Click on the steps to find out more and access the live sessions. Under the Path tab, can see the course overview and access materials for sections that are unlocked.

TIP: Workshop sessions will unlock on the day of the LIVE session and you will receive an email reminder with the livestream access link (see below for email notification settings).
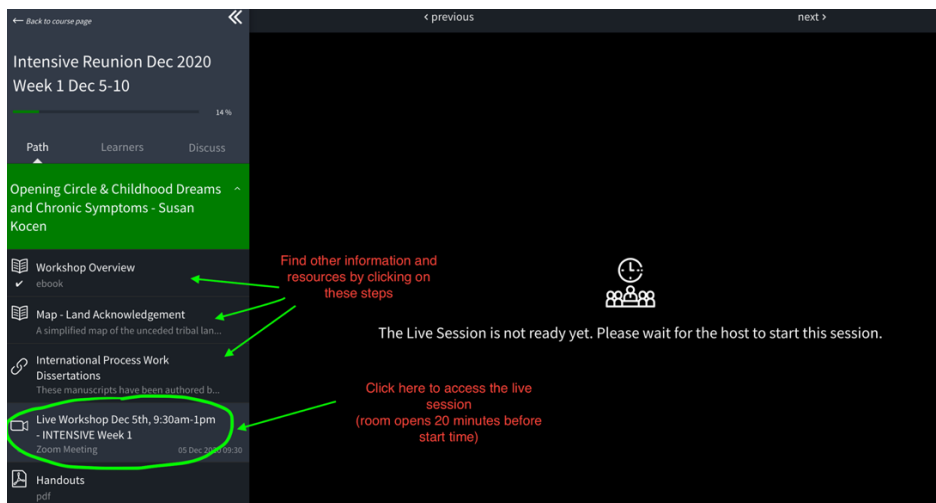
Learners: see who else is in your course and connect privately with them. See more below.

Discuss: Use the Discuss tab to ask questions or make comments to the whole group. See more below.

TIP: If the left hand menu is not visible, make sure your browser window is full-sized and look for the double arrows in the top left of the browser window - click there and the navigation menu will open up.
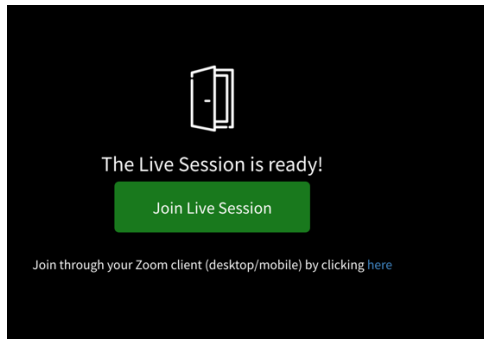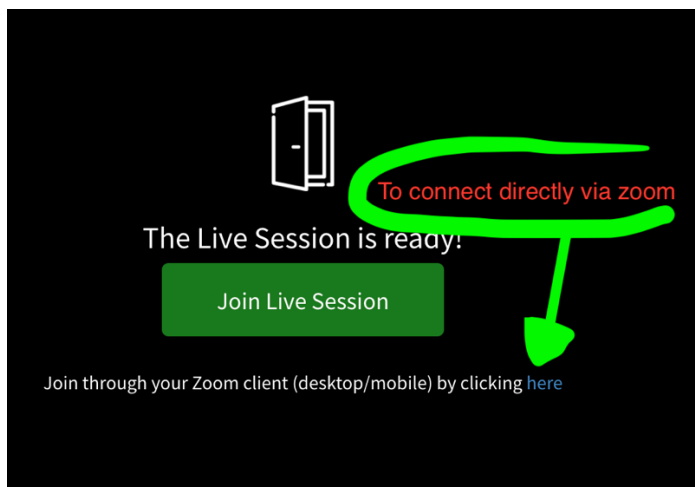

Accessing LIVE class sessions

At the time of the LIVE class, log into your course and click on the Live Workshop activity.

When the zoom meeting is opened by the host, you will see the access information and the green Join Live Session button:
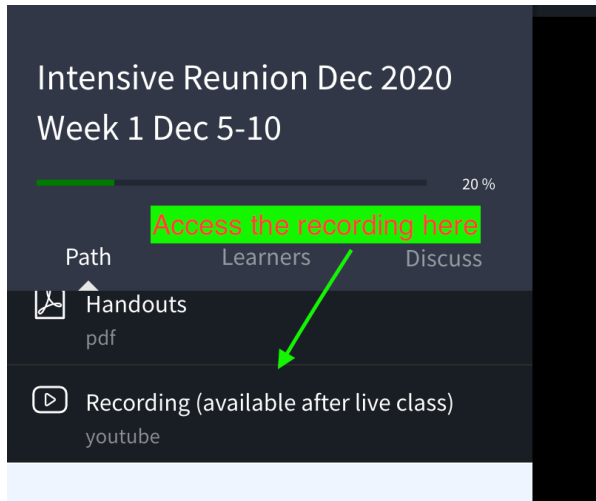

Just click on the green **Join Live Session** and the zoom meeting will open right there in the course player window. Note: you will be prompted to give access to your microphone and camera, depending on your own settings and browser of choice.

TIP If you have any connection issues and to access gallery view: click on the blue link to access the meeting through your own Zoom application.
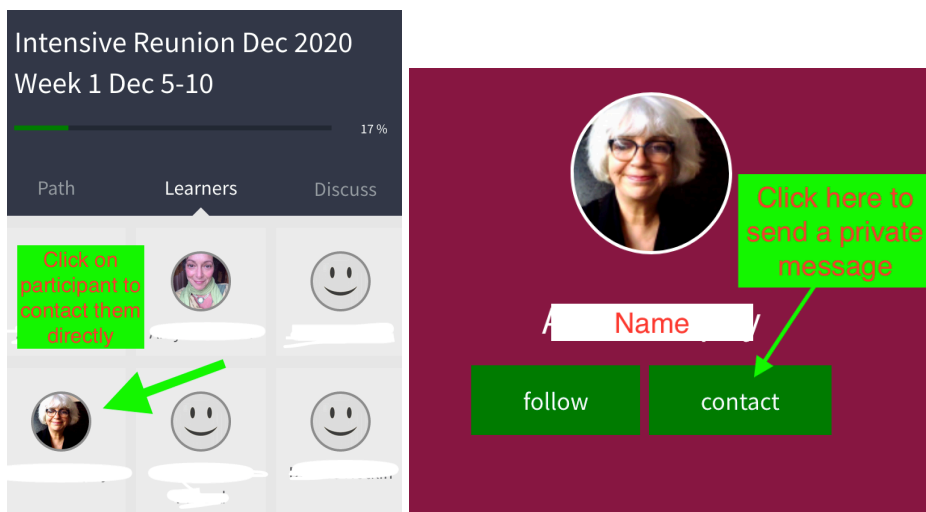
Where do I find recordings of the LIVE workshops?

After the class is completed, the recording will be uploaded to the course platform (please allow 24 hours). You will find it in the course player, click Path to find the recording.
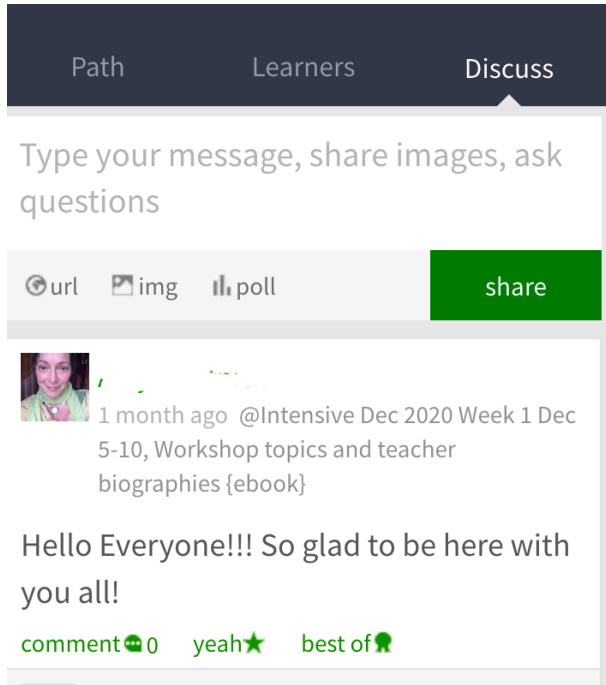

Learners: find and connect with other participants

Use the Learners Tab in the course player to see other participants and connect with them using a private messaging system. Just click on the person you want to communicate with to find their profile and be able to private message them.

Discuss: Use the Discuss tab to ask questions or make comments to the whole group. Use the Discuss tab to connect with others, share resources, start a discussion.
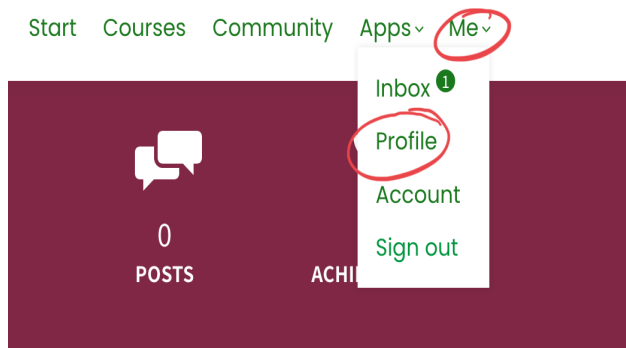

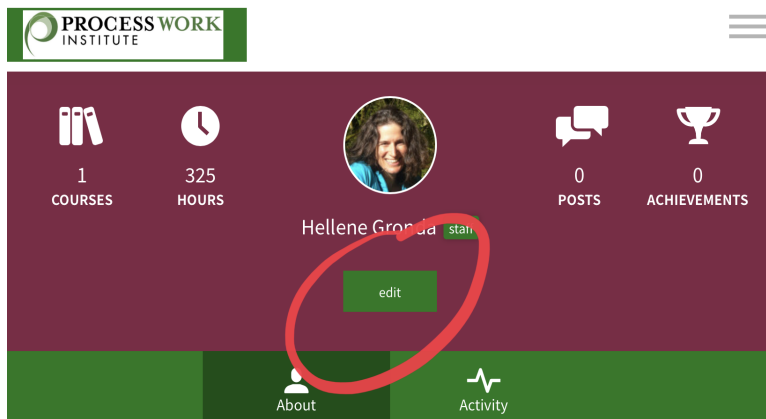## Enable email notifications and add your profile photo

To receive email reminders about workshop times and private messages, make sure you have enabled notifications in your user profile. This is also where you can upload a photo for your profile and add personal or professional information to help people connect with you.

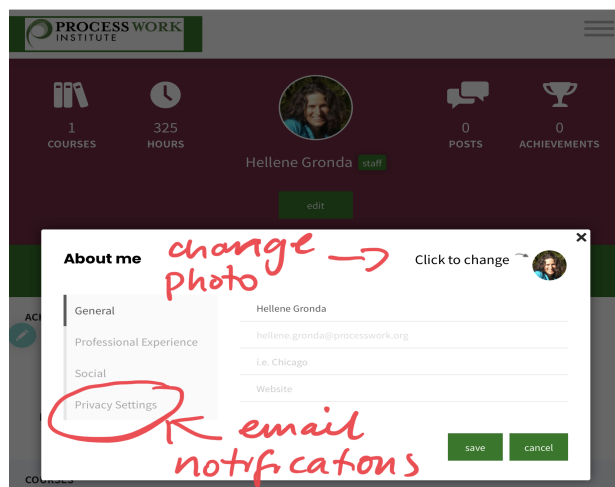**Steps to enable email notifications:**

1. **Click on Me from the top bar menu, and then select Profile**

2. Click Edit

3. Select Privacy Settings (here you can also upload a photo and some information about yourself to connect with other participants!)

4. **Select the check box for** *I want to receive email notifications about my activity in this school*

Process Work Institute uses a platform called Learnworlds to support our online courses. If you want to explore more features, *click here to access the Learnworlds student support FAQ.*