



EXCELLENCE CENTER

A  SOY program

Soy Excellence Center Learning Platform User Guide

The Soy Excellence Center Learning Platform is where users can access and complete their course(s). This guide provides an overview of the key actions to access and complete learning activities.

Click a title below to access the section or scroll the document to see all sections.

Launching Course from Learning Platform–Dashboard

Navigating the Course

Completing Pre–Course Survey

Accessing Topics

Joining Live Check–Ins

Completing Post–Course Survey

Checking Course Status

Acquiring Certificate of Completion

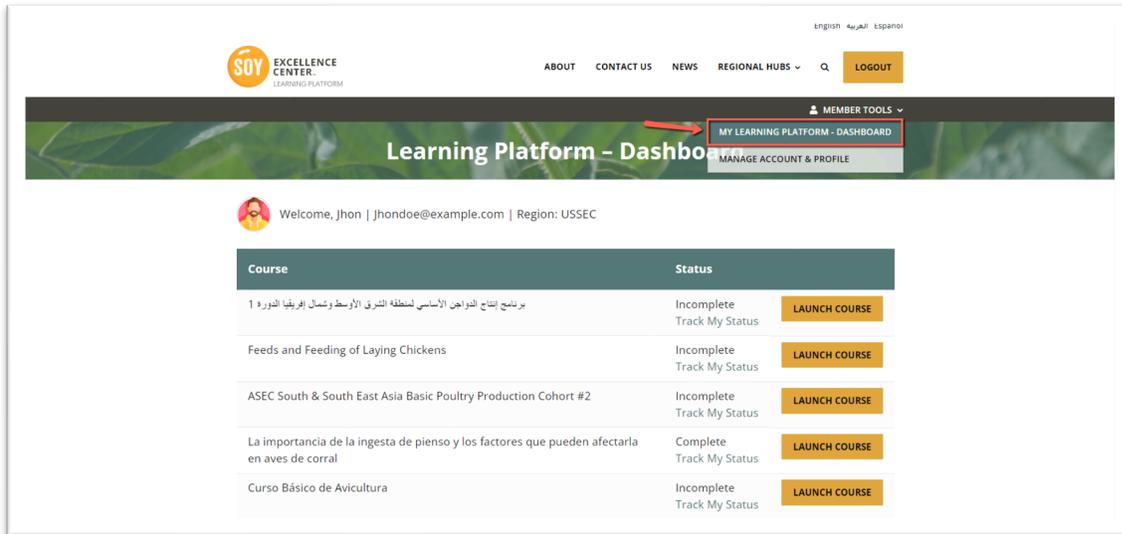
Joining Interest Group

Accessing Community Pod

Launching Course from Learning Platform–Dashboard

The **Learning Platform–Dashboard** is the landing page for SEC Platform users if they are *actively enrolled in a course*. The dashboard displays the courses to which a user has access. A participant is granted access by a Regional Administrator approving their application to a learning track course.

Alternatively, users can access this page from the **Member Tools** menu.



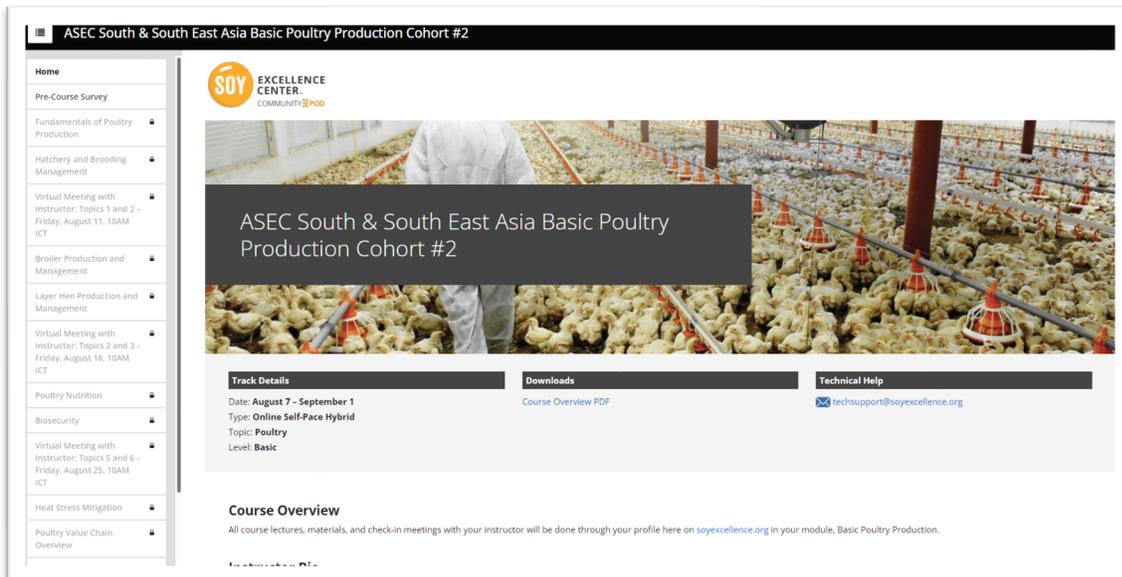
The screenshot shows the Learning Platform Dashboard for a user named Jhon. The dashboard features a navigation menu with 'ABOUT', 'CONTACT US', 'NEWS', 'REGIONAL HUBS', and 'LOGOUT'. A 'MEMBER TOOLS' dropdown menu is visible, with 'MY LEARNING PLATFORM - DASHBOARD' highlighted. The main content area displays a table of courses with their status and a 'LAUNCH COURSE' button for each.

Course	Status	Action
برنامج إنتاج الدواجن الأساسي لمنطقة الشرق الأوسط وشمال إفريقيا الدورة 1	Incomplete Track My Status	LAUNCH COURSE
Feeds and Feeding of Laying Chickens	Incomplete Track My Status	LAUNCH COURSE
ASEC South & South East Asia Basic Poultry Production Cohort #2	Incomplete Track My Status	LAUNCH COURSE
La importancia de la ingesta de pienso y los factores que pueden afectarla en aves de corral	Complete Track My Status	LAUNCH COURSE
Curso Básico de Avicultura	Incomplete Track My Status	LAUNCH COURSE

To launch a course, select the **Launch Course** button next to the appropriate course.

Note: Most users will only have 1 course listed at a time.

By Selecting the Launch Course button, the user will be redirected to the **Course home page** and menu.



The screenshot shows the Course Home Page for 'ASEC South & South East Asia Basic Poultry Production Cohort #2'. The page features a navigation menu on the left with options like 'Home', 'Pre-Course Survey', 'Fundamentals of Poultry Production', 'Hatchery and Brooding Management', 'Virtual Meeting with Instructor: Topics 1 and 2', 'Broiler Production and Management', 'Layer Hen Production and Management', 'Virtual Meeting with Instructor: Topics 2 and 3', 'Poultry Nutrition', 'Biosecurity', 'Virtual Meeting with Instructor: Topics 5 and 6', 'Heat Stress Mitigation', and 'Poultry Value Chain Overview'. The main content area includes a header with the course title, a 'Track Details' section with the date (August 7 - September 1), type (Online Self-Pace Hybrid), topic (Poultry), and level (Basic). There is also a 'Downloads' section with a 'Course Overview PDF' and a 'Technical Help' section with an email address (techsupport@soyexcellence.org). The 'Course Overview' section states that all course lectures, materials, and check-in meetings will be done through the user's profile on soyexcellence.org.

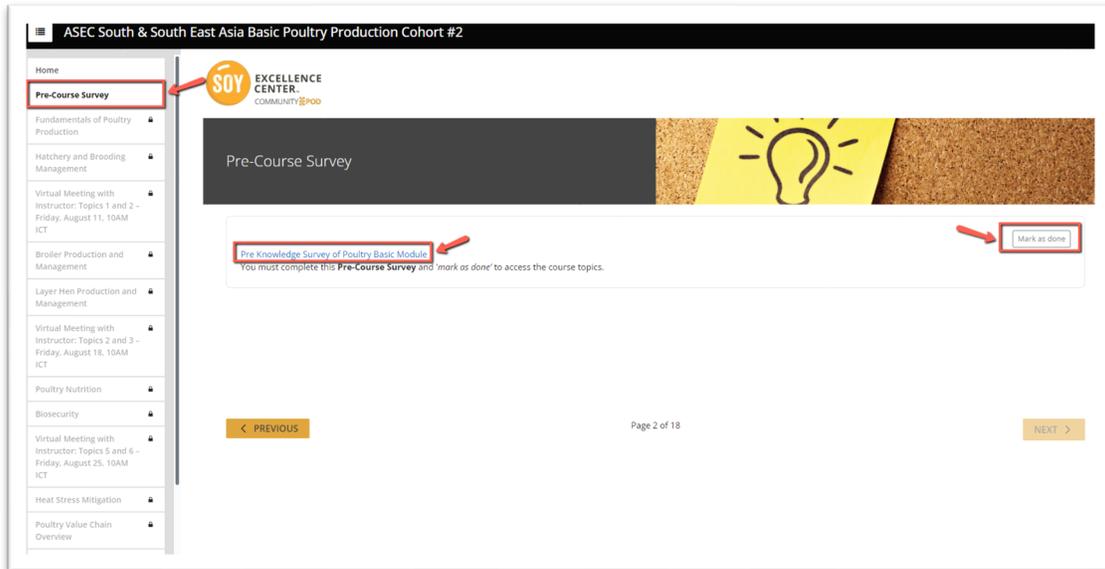
Need help? For all technical inquiries, please email techsupport@soyexcellence.org.

Navigating the Course

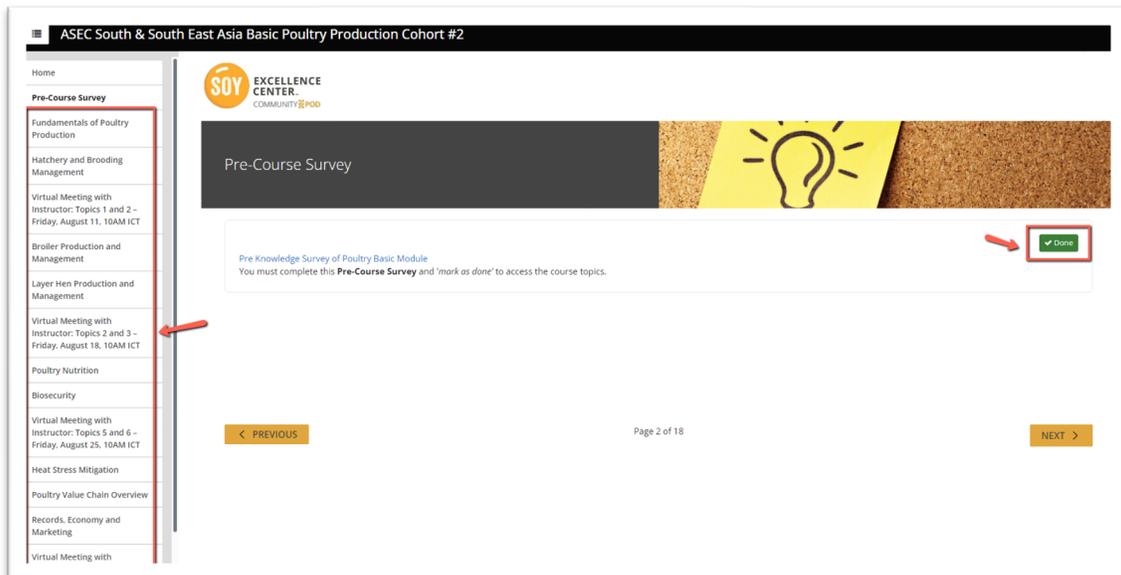
Completing Pre-Course Survey

Course participants will need to complete the **Pre-Course Survey** first to access all the course materials.

After completing the survey, users should manually click Mark as done in the top right corner.

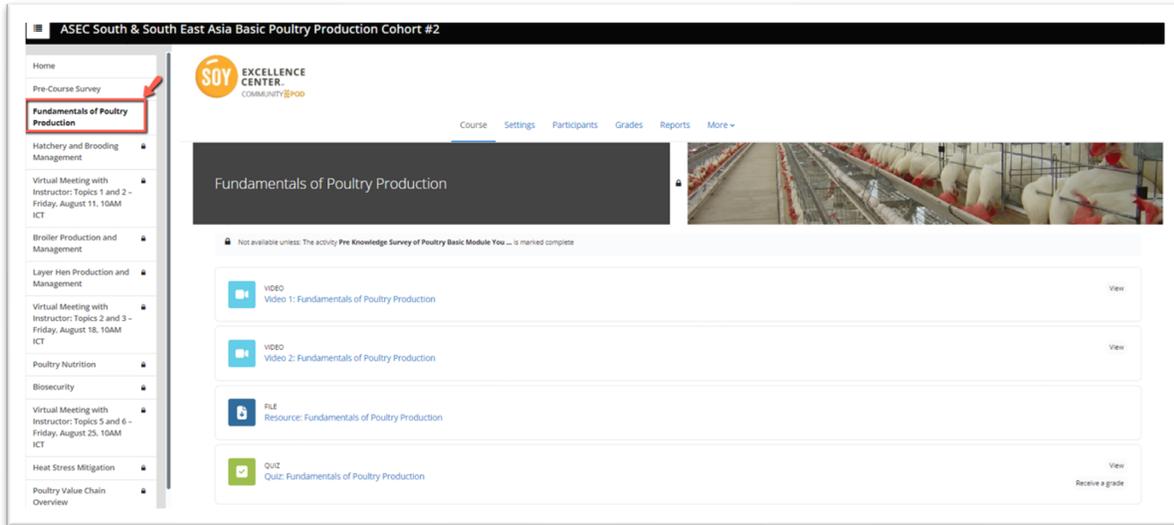


Completing the survey, and marking it done will unlock the remaining course materials. Users can then access the course materials by clicking on the title in the menu.



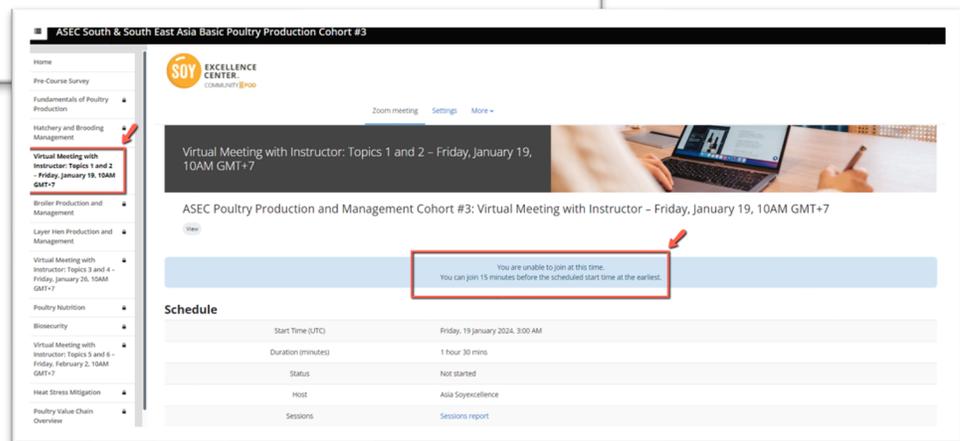
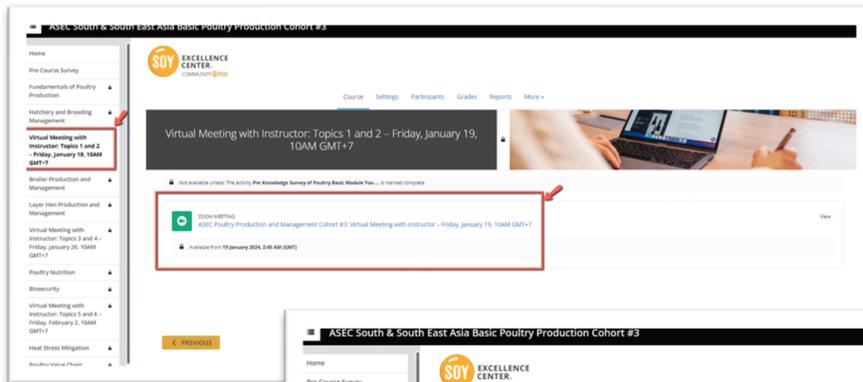
Accessing Topics

Once the pre course survey is completed, all the topics will be unlocked. User has to access and complete the topics in the order they are displayed.



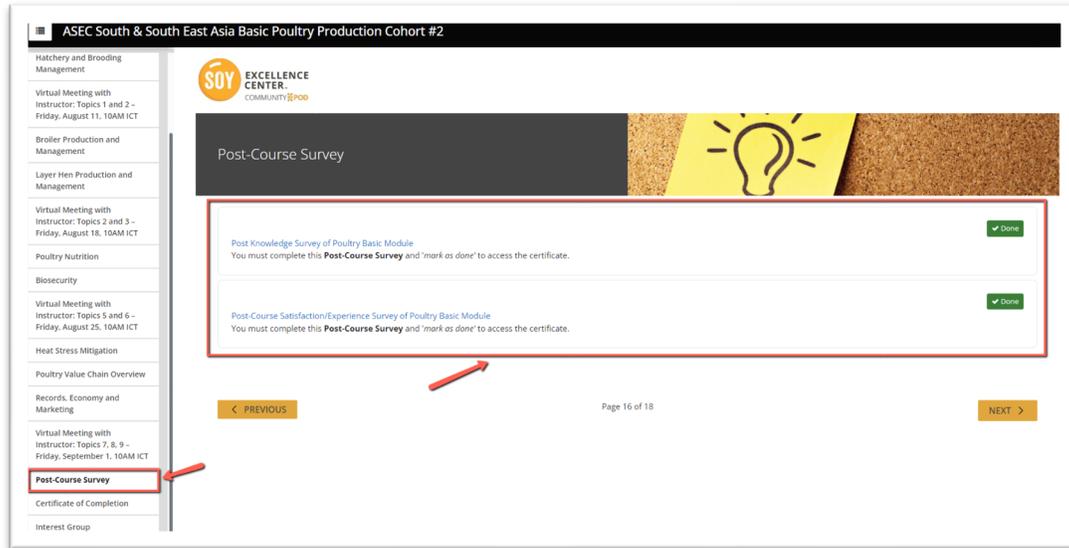
Joining Live Check-Ins

Hybrid Track Courses include periodic live check-ins. To join a **live check-in**, click on the virtual meeting topic title in the left menu to view the meeting link. Link will be accessible 15 minutes prior to the scheduled meeting time.



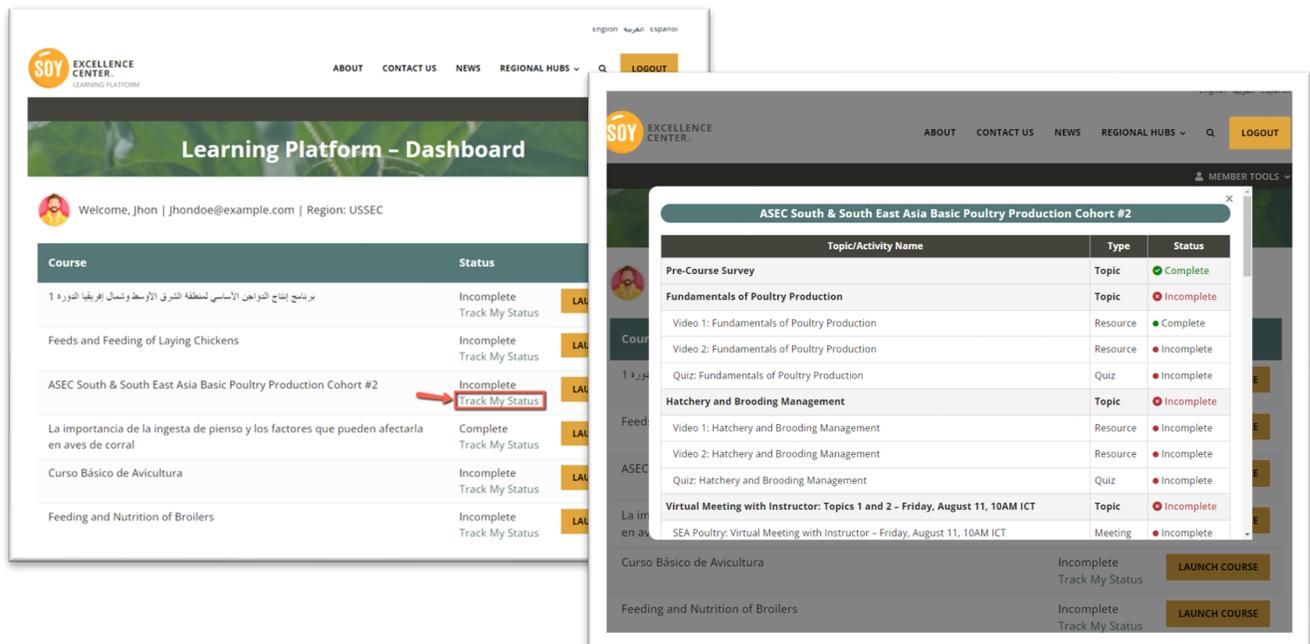
Completing Post-Course Survey

Course participants must also complete the **Post-Course Survey** after they have completed the other materials. There will be one or two post-course surveys that users need to submit and manually mark as done to access the certificate of completion.



Checking Course Status

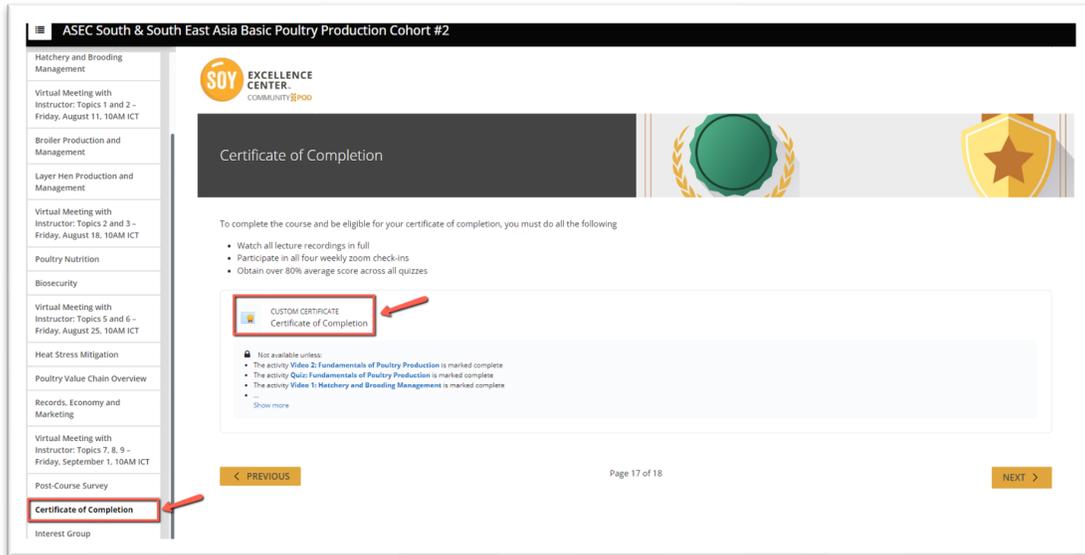
Participants can track the status of their course completion, individual topic & activity completion, and quiz scores of their enrolled course by selecting **Track My Status** next to the appropriate course from the **Learning Platform-Dashboard**.



Acquiring Certificate of Completion

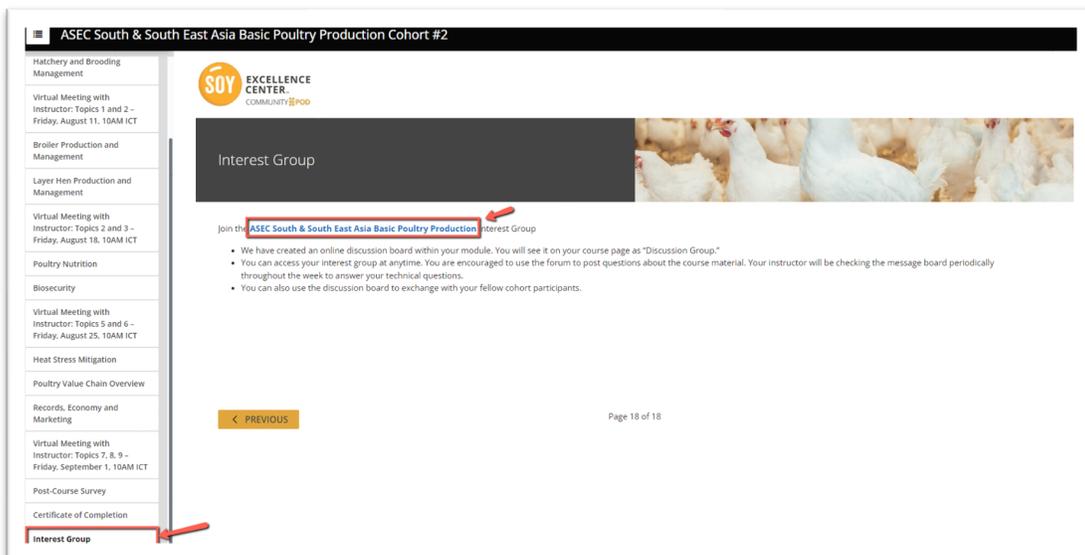
Participants must complete all videos, quizzes, and virtual check-ins to receive the **Certificate of Completion**.

Once all requirements are complete, the user can download the certificate from their profile.



Joining Interest Group

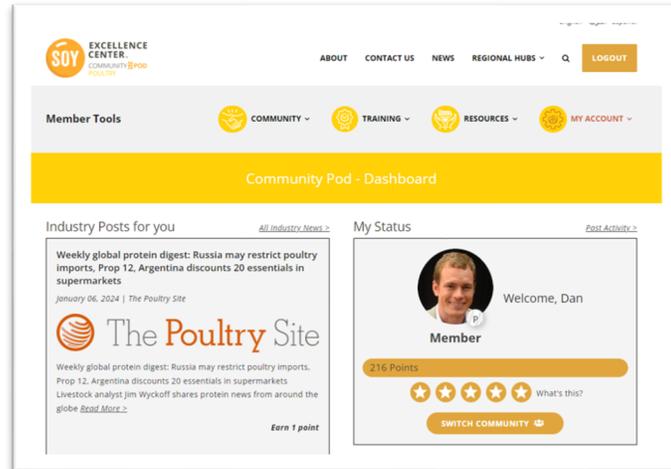
Every Hybrid Track will contain an **Interest Group** which only course participants and the instructor can join. Course participants can join this interest group from the **Interest Group Tab** in the course menu then select the interest group name to join.



Accessing Community Pod

For some tracks and regions, the Soy Excellence Center offers a continuing education platform, known as a **Community Pod**. If this is available for your track and region, you will be admitted by your Regional Administrator upon the completion of your course. Please contact your Regional Administrator for more information.

Community members will see the **Community Pod Dashboard** page after login.



To access the **Interest Groups** page, click on the menu item Community, then select Interest Groups. On this page, all available interest groups are viewable.

