



# 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.*

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Completing Pre-Course Survey Accessing

Topics

Joining Live Check-Ins Completing

Post-Course Survey

### [Checking Course Status](#)

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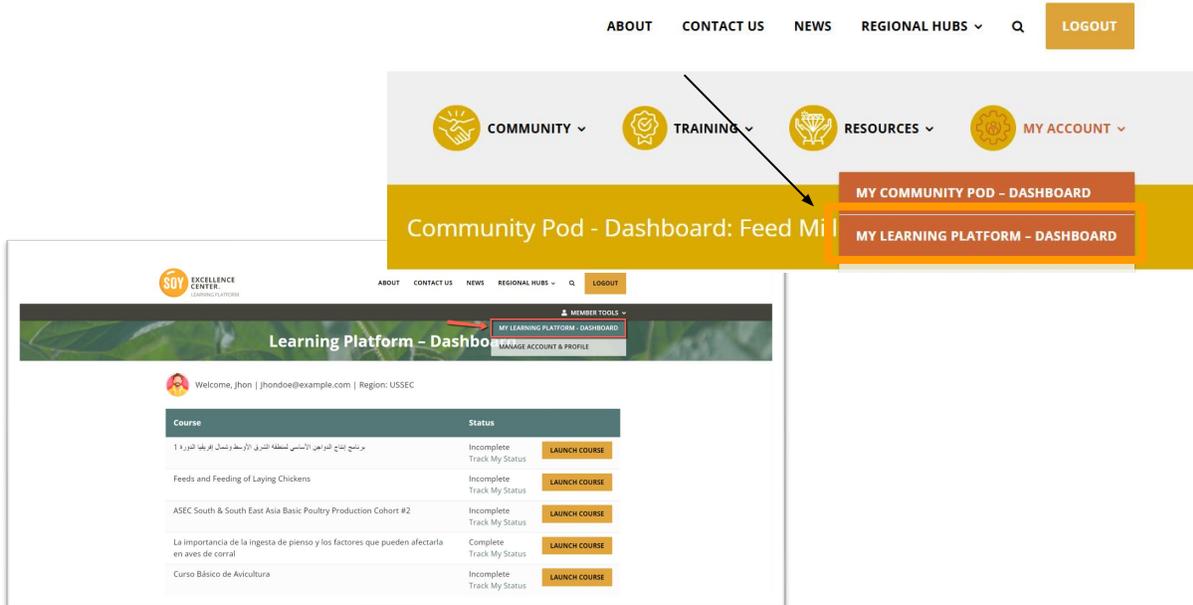
### [Joining Interest Group](#)

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## 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.

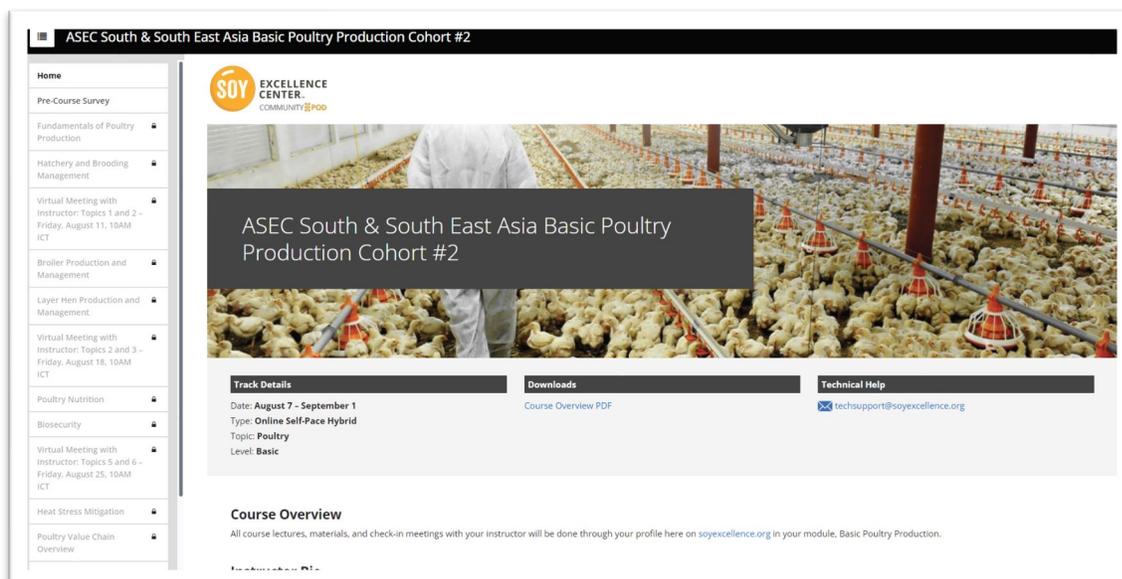
Alternatively, users can access this page from the **Member Tools** menu.



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.



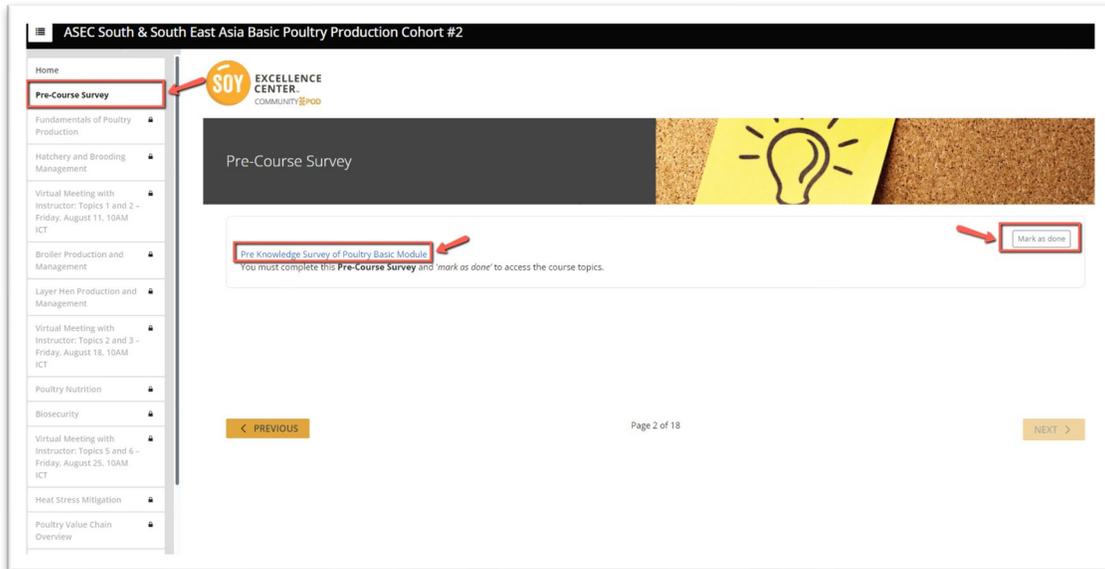
Need help? For all technical inquiries, please email [techsupport@soyexcellence.org](mailto:techsupport@soyexcellence.org).

# Navigating the Course

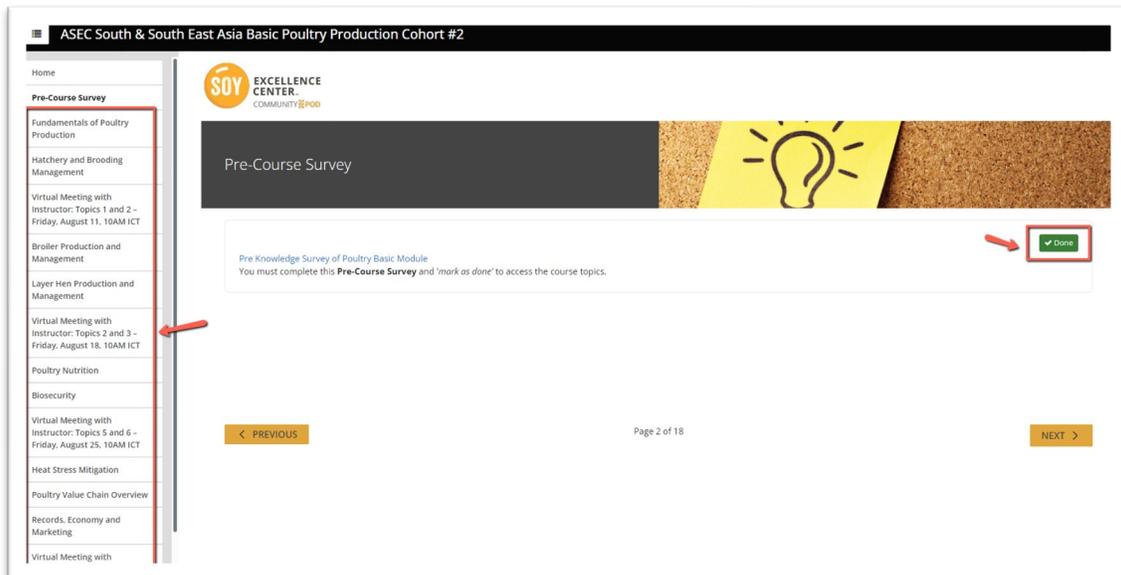
## Completing Pre-Course Survey

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.**

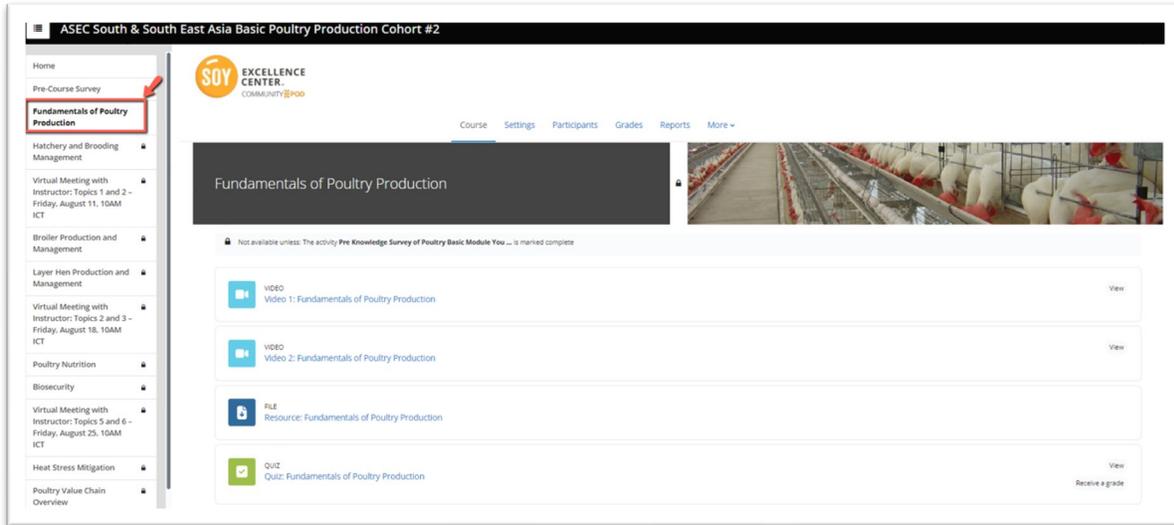


Completing the survey, and marking it done will unlock the remaining course materials. Users can then access the course materials by clicking on the title in the menu.



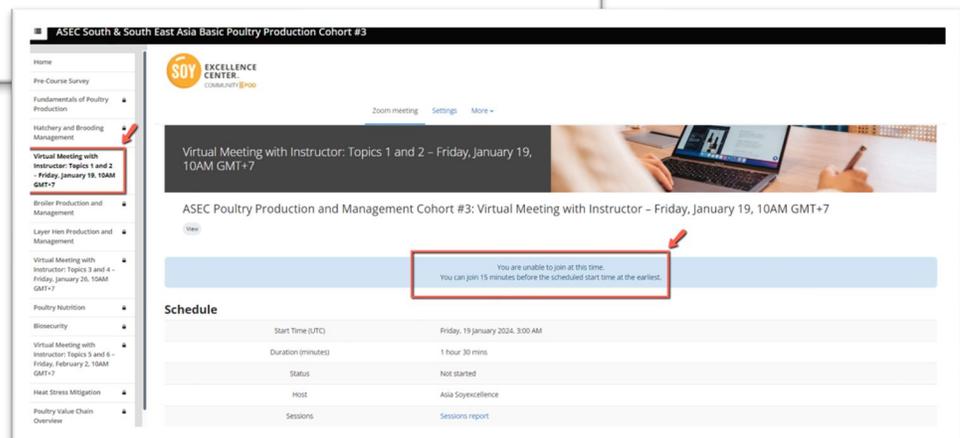
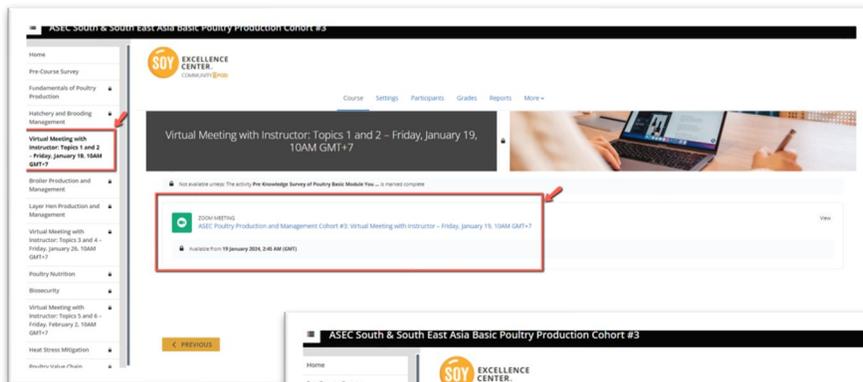
## Accessing Topics

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.



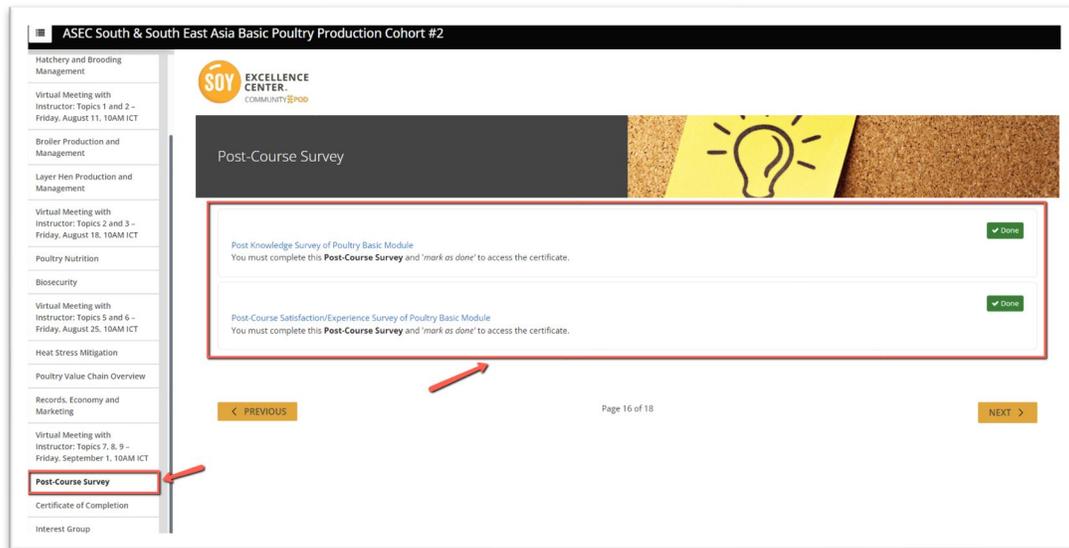
## Joining Live Check-Ins

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.



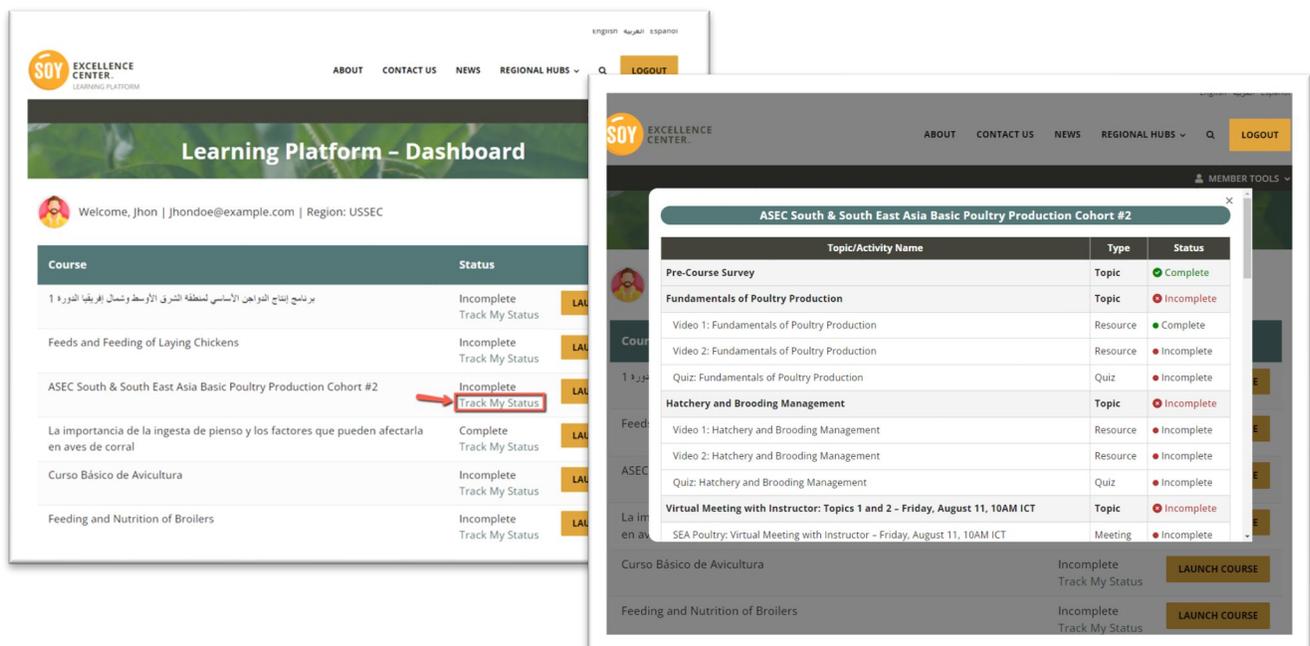
## Completing Post-Course Survey

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**.



Need help? For all technical inquiries, please email [techsupport@soyexcellence.org](mailto:techsupport@soyexcellence.org).

## 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.

The screenshot shows the 'Certificate of Completion' page for the 'ASEC South & South East Asia Basic Poultry Production Cohort #2'. The page features the 'SOY EXCELLENCE CENTER COMMUNITY@POOD' logo and a green seal. It lists requirements for completion: watching all lecture recordings, participating in weekly zoom check-ins, and obtaining an 80% average score on quizzes. A 'CUSTOM CERTIFICATE Certificate of Completion' button is highlighted with a red box and arrow. Below it, a list of conditions for availability is shown, including completion of specific video activities. Navigation buttons for '< PREVIOUS' and 'NEXT >' are visible, along with 'Page 17 of 18'. On the left sidebar, the 'Certificate of Completion' tab is highlighted with a red box and arrow.

## Joining Interest Group

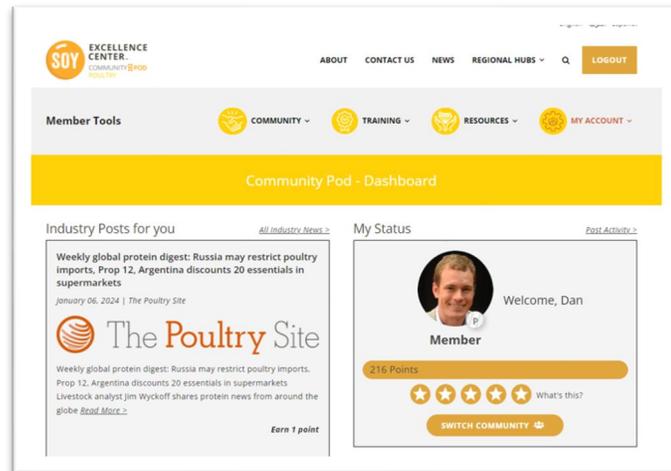
Every Hybrid Track will contain an **Interest Group** which only course participants and the instructor can join. Course participants can join this interest group from the **Interest Group Tab** in the course menu then select the interest group name to join.

The screenshot shows the 'Interest Group' page for the 'ASEC South & South East Asia Basic Poultry Production Cohort #2'. It features a background image of chickens and the 'SOY EXCELLENCE CENTER COMMUNITY@POOD' logo. The page invites users to join the 'ASEC South & South East Asia Basic Poultry Production Interest Group' and lists benefits: an online discussion board, access to the group at any time, and a forum for technical questions. Navigation buttons for '< PREVIOUS' and 'Page 18 of 18' are visible. On the left sidebar, the 'Interest Group' tab is highlighted with a red box and arrow.

## 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.

