



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

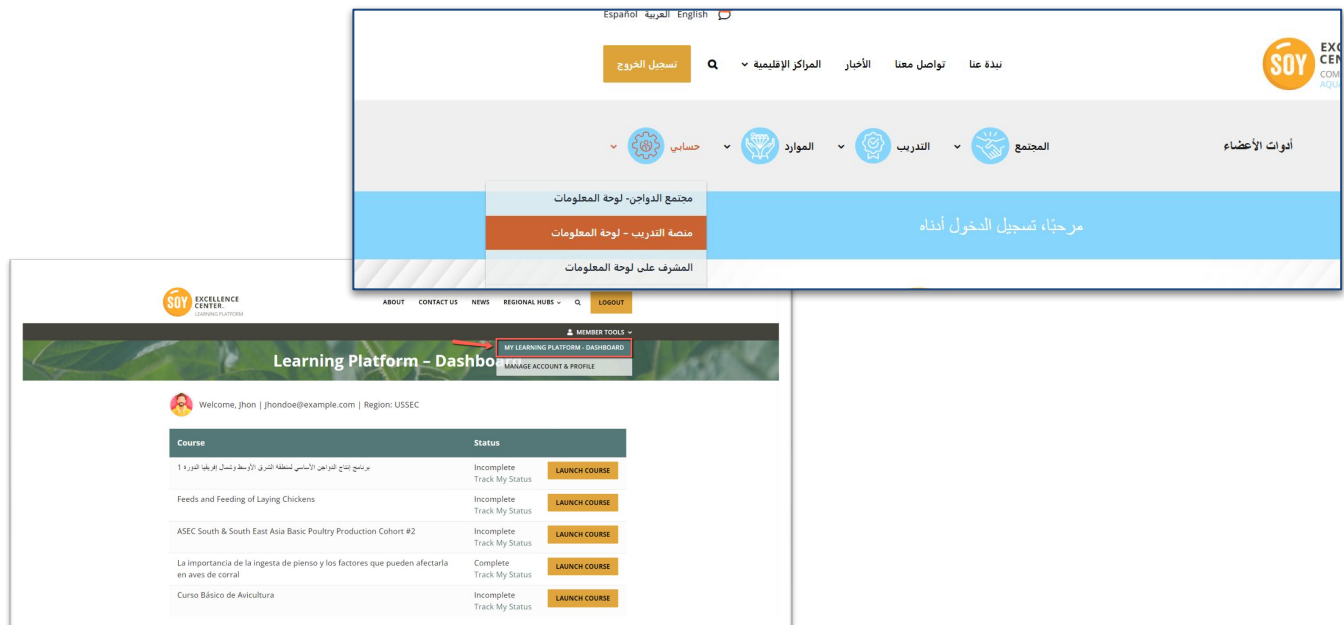
Joining Interest Group

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.

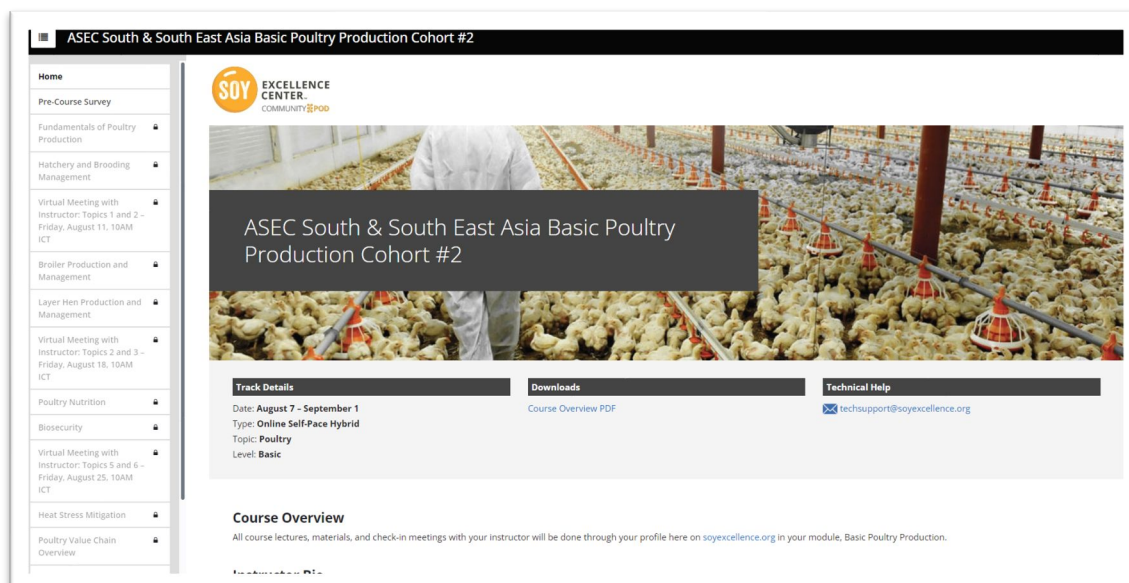
Alternatively, users can access this page from the **Member Tools** menu.



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.

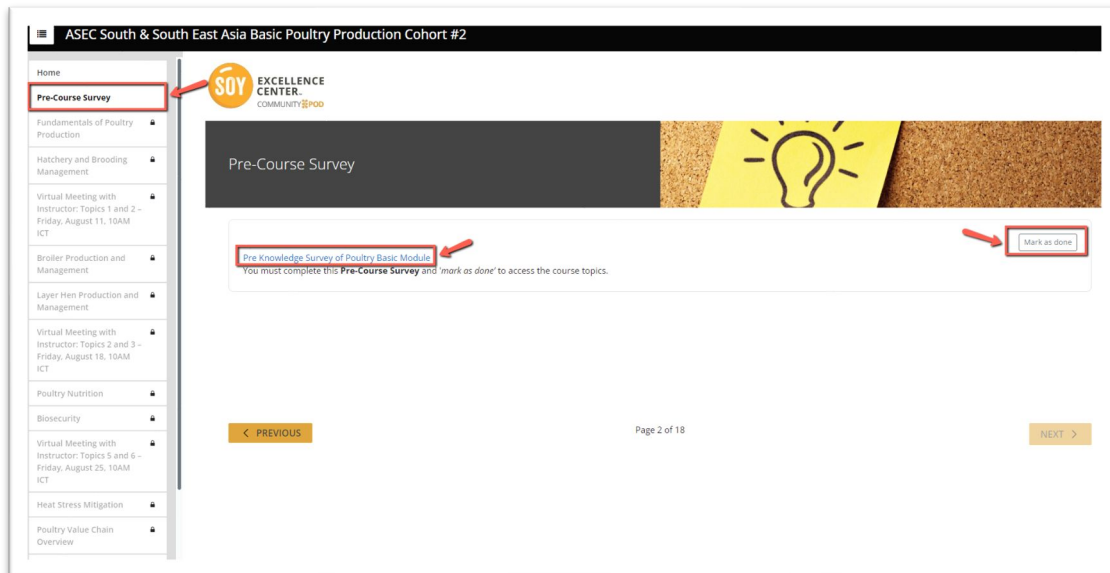


Navigating the Course

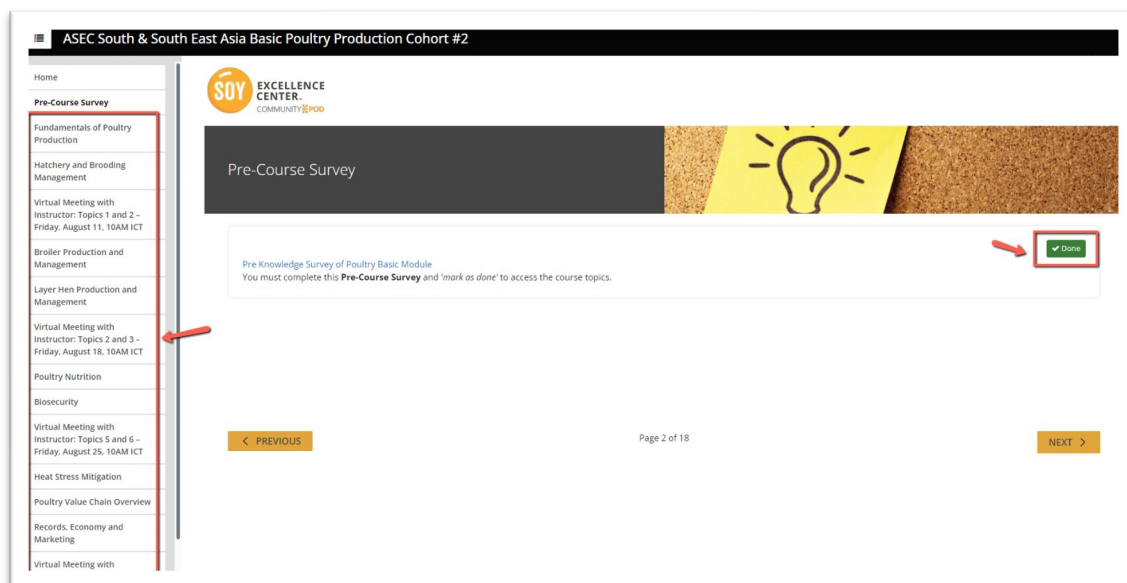
Completing Pre-Course Survey

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.

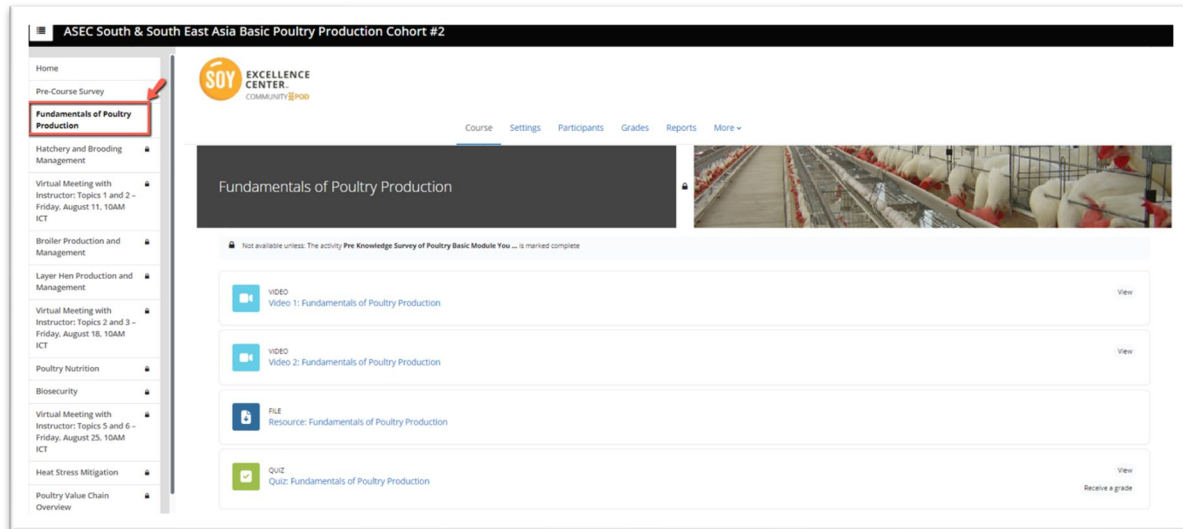


Completing the survey, and marking it done will unlock the remaining course materials. Users can then access the course materials by clicking on the title in the menu.



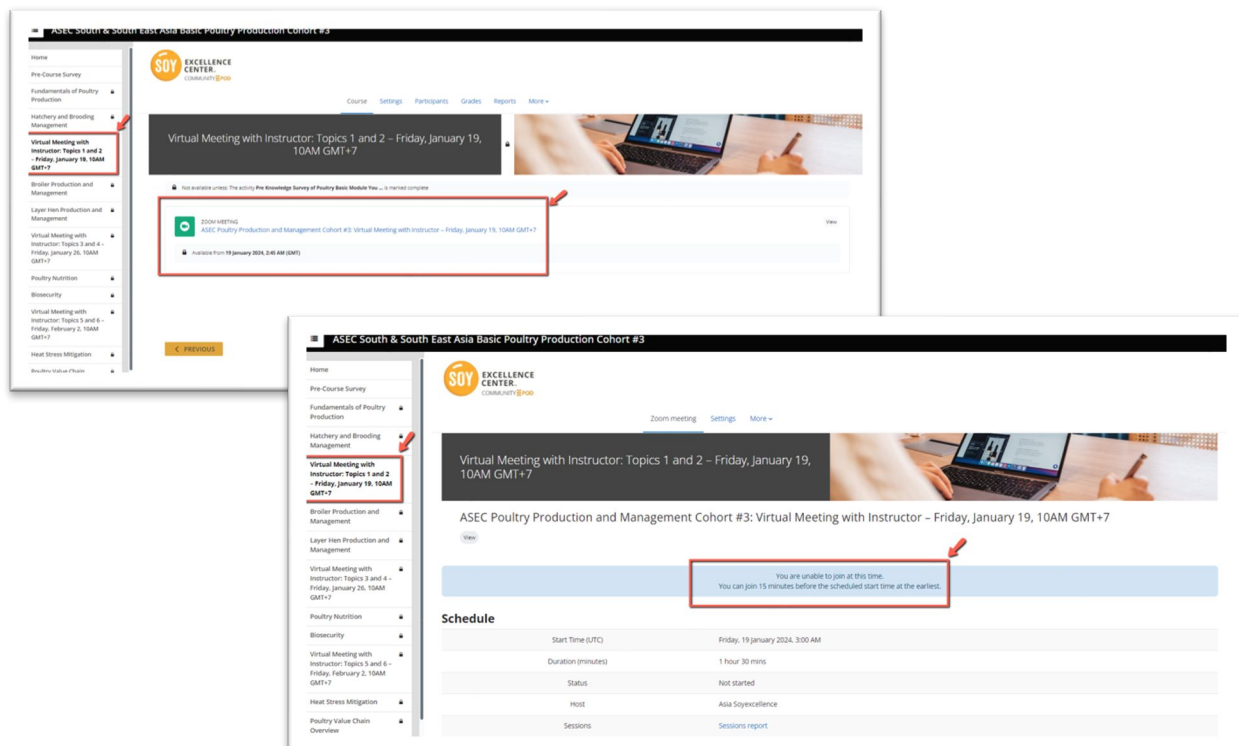
Accessing Topics

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.



Start Time (UTC)	Friday, 19 January 2024, 3:00 AM
Duration (minutes)	1 hour 30 mins
Status	Not started
Host	Asia Soyexcellence
Sessions	Sessions report

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.

ASEC South & South East Asia Basic Poultry Production Cohort #2

Hatchery and Brooding Management

Virtual Meeting with Instructor: Topics 1 and 2 – Friday, August 11, 10AM ICT

Broiler Production and Management

Laying Hen Production and Management

Virtual Meeting with Instructor: Topics 2 and 3 – Friday, August 18, 10AM ICT

Poultry Nutrition

Biosecurity

Virtual Meeting with Instructor: Topics 5 and 6 – Friday, August 25, 10AM ICT

Heat Stress Mitigation

Poultry Value Chain Overview

Records, Economy and Marketing

Virtual Meeting with Instructor: Topics 7, 8, 9 – Friday, September 1, 10AM ICT

Post-Course Survey

Certificate of Completion

Interest Group

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Post-Course Survey

Post Knowledge Survey of Poultry Basic Module
You must complete this **Post-Course Survey** and 'mark as done' to access the certificate.

Post-Course Satisfaction/Experience Survey of Poultry Basic Module
You must complete this **Post-Course Survey** and 'mark as done' to access the certificate.

< PREVIOUS

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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**.

Welcome, Jhon | Jhondoe@example.com | Region: USSEC

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

ASEC South & South East Asia Basic Poultry Production Cohort #2

Topic/Activity Name	Type	Status
Pre-Course Survey	Topic	Complete
Fundamentals of Poultry Production	Topic	Incomplete
Video 1: Fundamentals of Poultry Production	Resource	Complete
Video 2: Fundamentals of Poultry Production	Resource	Incomplete
Quiz: Fundamentals of Poultry Production	Quiz	Incomplete
Hatchery and Brooding Management	Topic	Incomplete
Video 1: Hatchery and Brooding Management	Resource	Incomplete
Video 2: Hatchery and Brooding Management	Resource	Incomplete
Quiz: Hatchery and Brooding Management	Quiz	Incomplete
Virtual Meeting with Instructor: Topics 1 and 2 - Friday, August 11, 10AM ICT	Topic	Incomplete
SEA Poultry: Virtual Meeting with Instructor – Friday, August 11, 10AM ICT	Meeting	Incomplete

Curso Básico de Avicultura Incomplete Track My Status LAUNCH COURSE

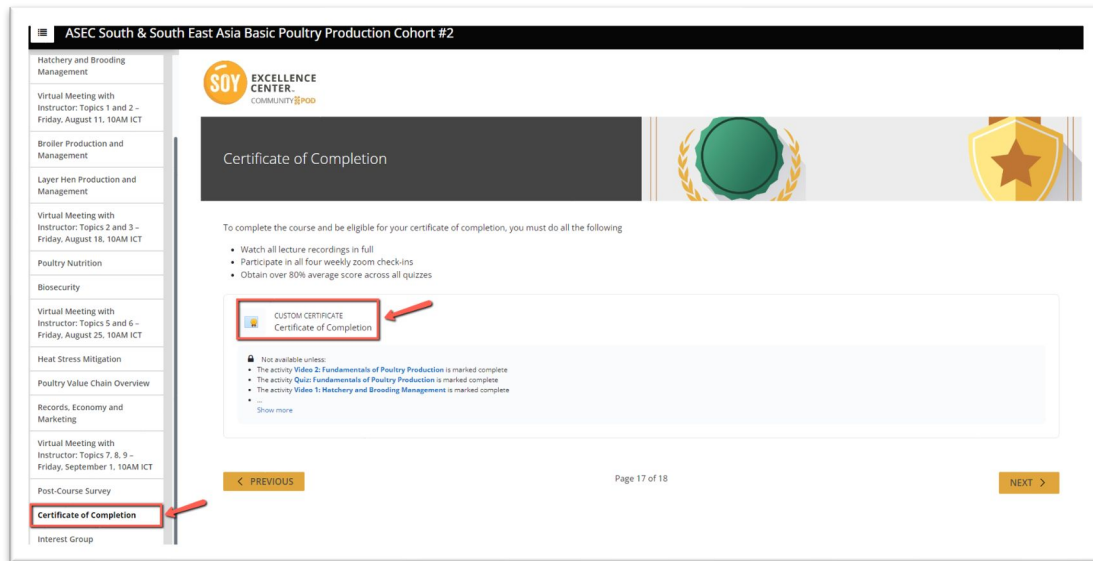
Feeding and Nutrition of Broilers Incomplete Track My Status LAUNCH COURSE

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

Acquiring Certificate of Completion

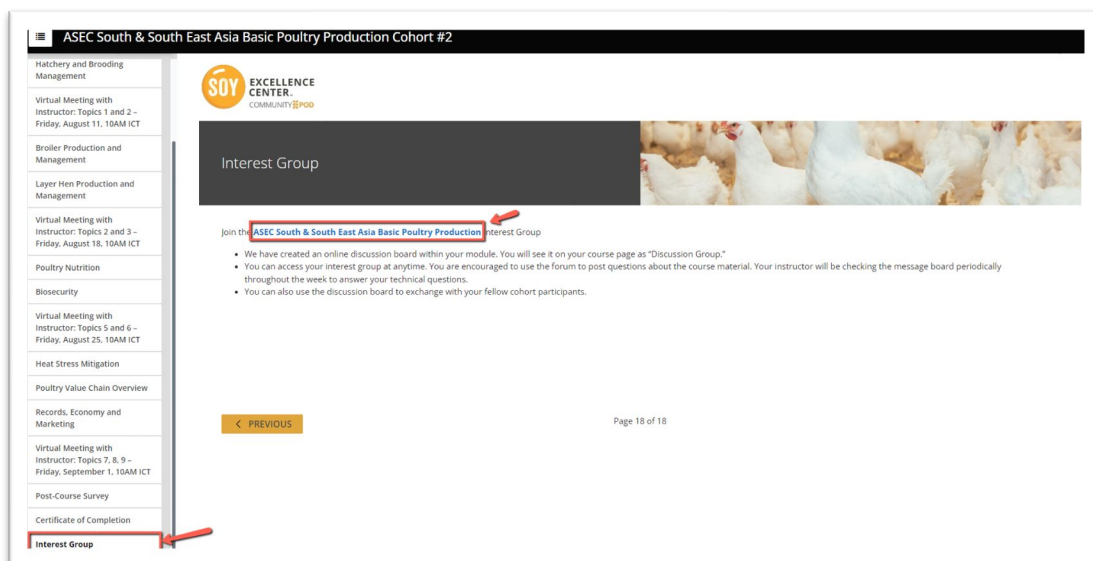
Participants must complete all videos, quizzes, and virtual check-ins to receive the **Certificate of Completion**.

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



Joining Interest Group

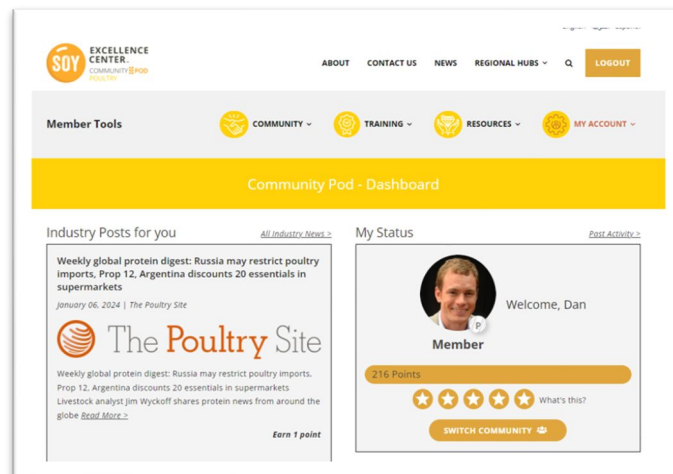
Every Hybrid Track will contain an **Interest Group** which only course participants and the instructor can join. Course participants can join this interest group from the **Interest Group Tab** in the course menu then select the interest group name to join.



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.

