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INTRODUCTION

Midshore Online Training (MOT – www.midshoreonlinetraining.com) is a dedicated online training platform developed by Midshore Consulting.

First created in 2018, the platform has evolved over time with user feedback (we're always happy to hear from you) and includes a blended learning approach to help individuals digest information.
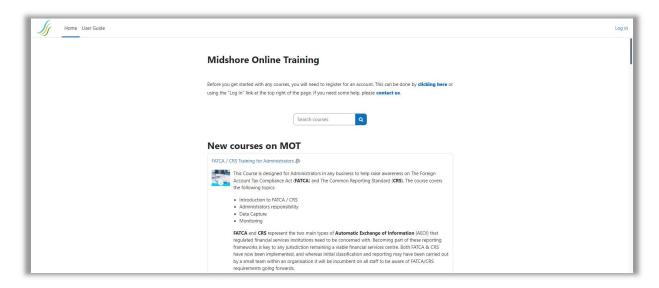
There are two key roles on the platform for users, the default role is the **Student** role and for corporate users the **Teacher** role is also available to track progress of Students.

In this guide, we take a look at the specifically the MOT platform itself and the Student role.
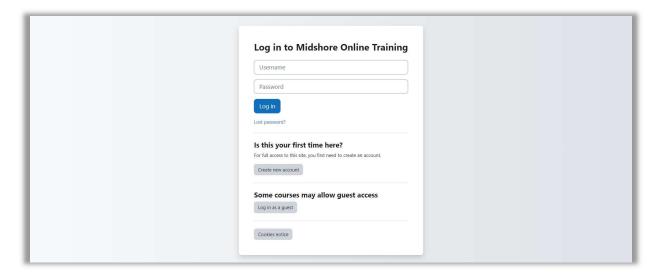
GETTING STARTED

Before you get started with any courses, you will need to be registered and assigned to your course. Once you've been given your unique login details you are ready to access courses on MOT.

Below is a screenshot of the home page.

At the top right of the page, you will see the option to log in. It is worth noting should you not already have an account on MOT this option will allow you to create one.
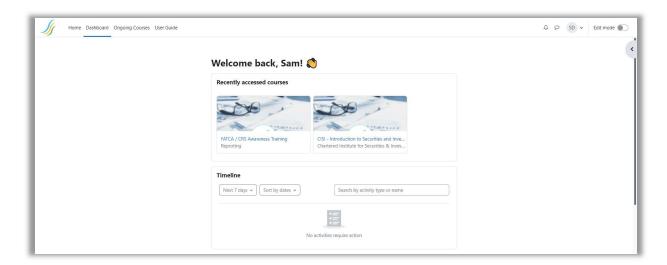

After creating an account or having a corporate account setup, the Student is applied by default. This role will give you access to the following:

- Dashboard
- Site home / course library
- Courses (that you are enrolled to)
- Messaging

We will look at more of these sections of MOT in more detail.

DASHBOARD

The screen capture below is your Dashboard, as you can see the Dashboard shows you recently accessed courses and course overview.
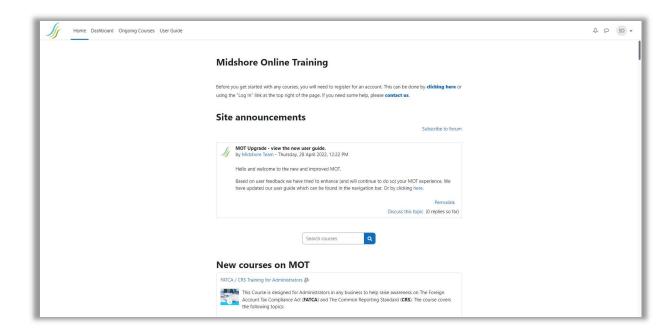

The course overview shows you courses that you have been enrolled to and your current progression through them. To achieve a 100% complete status, users must have browsed through the course content and completed any activities such as tests, activities or workshops.

SITE HOME

The site home page allows you to browse all courses available on MOT. Some of these courses are only visible to certain user groups or only display when you are allowed to enrol in them.

When logged in and viewing the site home page, you will find:

- Site announcements
- Course search
- New courses to MOT (the 5 latest)
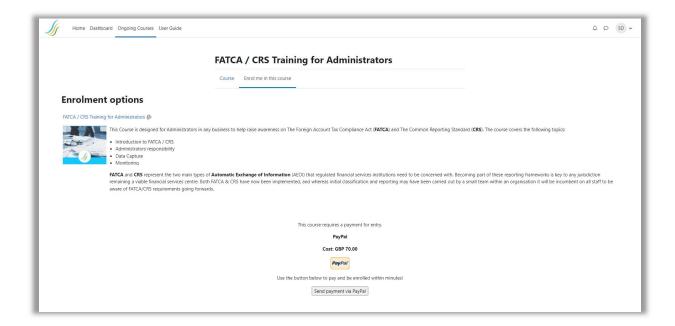- Browse courses by category

When previewing a course that you are **NOT** enrolled to, you will see the following:

- Basic information regarding the course (as seen below)
- Enrolment methods, usually;
    - PayPal
    - Manual – this type of enrolment is not displayed as it is only available for corporate accounts. If you are browsing MOT and your Training coordinator has advised you to do so, they will be the person who can enrol you for these courses.
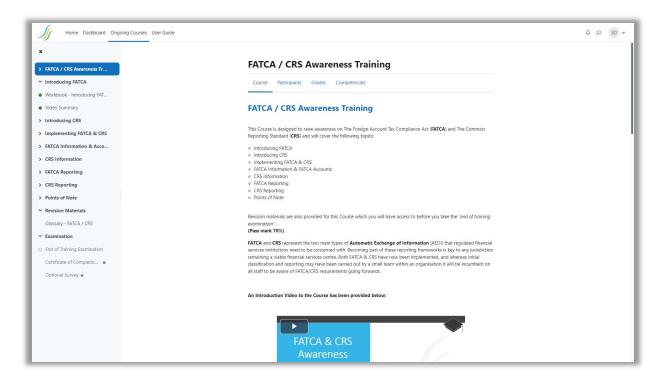
Once you have access to your course you can select it from your Dashboard which will then provide you with the first steps to the course Introduction.

When using MOT for the first time, you will be presented with user tours when enrolled and looking at a course. The user tour will point out some of the important sections within a course that can help you.
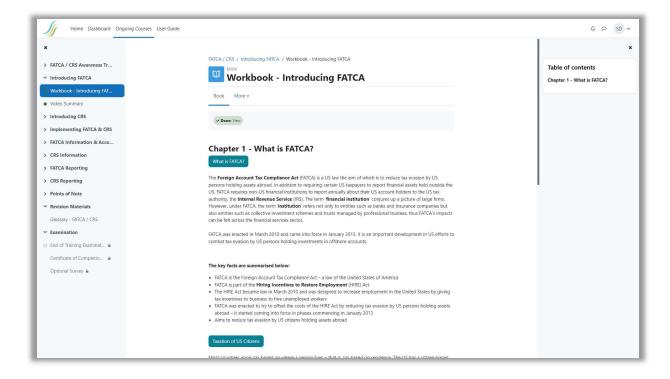
Once the user tour has been dismissed, you will be presented with the course landing page.

From the screenshot above:

- in the left-hand side menu, you will see the course navigation and activities within each section
  - Green pips mean the activity has been completed
  - Empty pips mean the activity has not been completed
  - Padlocks mean the activity has requirements before it can be unlocked

When viewing an activity you will see the following:

You will notice a "Table of contents" is now displayed for the Workbook activity type.

Note: All MOT courses use automatic completion of activities. Therefore, to progress through the course it is mandatory to complete all the steps in each activity.
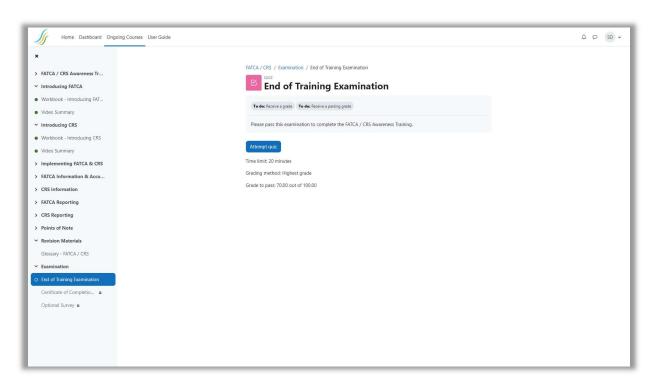
NAVIGATION & PRINTING

To navigate through pages, you use the arrow button on the top right side of the page. ← → and if you're someone who likes to have it in paper you can click the "More" menu item to either print the workbook or the chapter.

EXAMS

Within each course there is an exam or similar activity to conclude the course.

In all cases, access is only granted once you have completed all chapters / activities within the course itself. For each exam the time allowance is given before an attempt is made.

You can see from the left hand course navigation that there is no padlock next to the End of Training Examination which means all requirements to unlock the exam have been met.
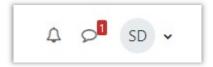
All exams are taken as a "highest mark". Meaning if you pass an exam, you may still attempt the exam again to achieve a higher mark, but if a lower mark is achieved, the highest will be recorded.

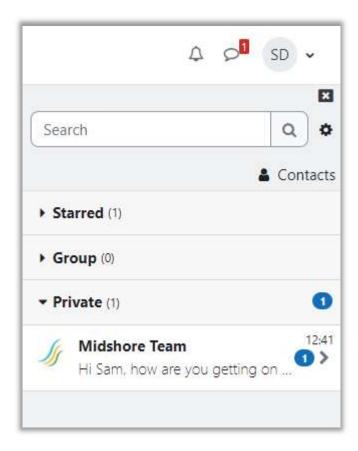The pass mark is displayed within the description for the exam.

Once you have attempted the exam, previous attempts will display in a table below the "Attempt Quiz Now" button, which can be reviewed to see where you may need to study further.

In the top right corner of the MOT website you will be able to track general notifications,messages and access your account settings/profile.

If you have any notifications, the bell icon will display a number in a red box. Clicking this will allow you to view them. The speech bubble is your direct messages. Clicking on this expands the direct messages side menu.

When you expand the menu, you will see all messages you have received again with notifications (this time blue) to show if they are unread. You can click these to expand the conversation and respond if necessary.

An individual with the teacher role has access to tools which let them track your process through the course. They are also able to then message you through the direct message system (or send bulk messages) to users. When responding your message goes directly to their MOT inbox and a copy is sent via emails, meaning you should always have full support from your group teacher.

By design, as a student you can only respond to messages.

QUESTIONS / FURTHER HELP

Should you have any queries on the platform, they should be sent to enquiries@midshoreconsulting.com or for corporate users, your Training coordinator.