

HOW TO LOG IN

1. Go to blicommunity.com
2. Click the “**Log in**” button on the top right-hand corner of the page.
3. Type your **username** and **password** and click the button with an arrow to log in.

HOW TO VIEW COURSE

1. To access a course you need to log in first. If you are already logged in, click the “**Dashboard**” button on the left-hand side of the page above the “**Site home**” button to access the *Dashboard* page.
2. Choose the desired course from the *Navigation bar* on the left-hand side of the *Dashboard* page. You can also see all the courses you are enrolled to under the slider on the middle of the *Dashboard* page, in the *Course overview* section.
3. Click the name of the course to view the course home page.

HOW TO CONTRIBUTE TO A FORUM

1. On the course page, locate the link to the *Forum*. Click the name of the *Forum*. The forum page will open with directions from the instructor.
2. Click the “**Add a new discussion topic**” button to post to the forum. The *Your new discussion topic* page opens.
3. In the *Your new discussion topic* section fill in the “**Subject**” and “**Message**” fields. If you would like to receive email notifications when a post is made to the forum, check the *Discussion submission* box.
4. At the bottom of the page, click “**Post to forum**” to post your topic. Your post will be published in 30 minutes. You have 30 minutes to edit your post if you want to make any changes.
5. To edit your post, click on your post under the *Discussion* column and click the “**Edit**” button.
6. To reply to someone else's post, locate on the discussion post that you would like to reply to. Click the “**Reply**” link within a particular topic of discussion to open the reply text box. Fill in the “**Subject**” and “**Message**” fields. If you would like to receive email notifications when a post is made to the forum, select the **Discussion submission** box. Click the “**Post to forum**” button at the bottom of the page.

HOW TO ACCESS A QUIZ

1. Locate the link to the quiz on the *Course page*.
2. Click the name of the quiz and the quiz page will open.

3. To start your attempt click **“Start attempt”** button.
4. When you finish answering the questions click the **“Finish attempt”** button at the bottom of the quiz page. A *Summary of the attempt* page will open where you can review the questions and it alerts you of the questions not answered. To return and change your answers click **“Return to attempt”** button.
5. To submit your answers click **“Submit all and finish”**. A warning will pop up telling you can no longer change your answers. Click **“Submit all and finish”**.

HOW TO WATCH MOTIVATIONAL VIDEOS

1. Open the course.
2. Locate the video on the course page and click the **triangle-shaped arrow** button to play the video.

HOW TO CONNECT TO OUR LINKEDIN COMMUNITY

1. Open the course.
2. In the *Welcome section* at the top of the course page click the **“LinkedIn Group”** link. A new page will pop up.
3. If you are accessing it for the first time you need to request access to the group. To do that click the **“Request to Join”** button.

HOW TO VIEW COURSE PARTICIPANTS AND SEND A MESSAGE

1. On the course home page, in the *Navigation block*, under the name of the current course, click on **“Participants”**.
2. On the *Participants page*, you can filter the list of users you wish to send a message to. You can filter the participants by group, role, name etc.
3. In the *Select* column, select the check boxes for each participant you wish to send a message to. If you wish to send a message to all participants on the list, please scroll to the bottom of the list and click **“Select all users”**.
4. From the **“With selected users”** drop-down list at the bottom of the page, choose **“Send a message”**. In the pop up write your message and click the **“Send message”** button to send your message.