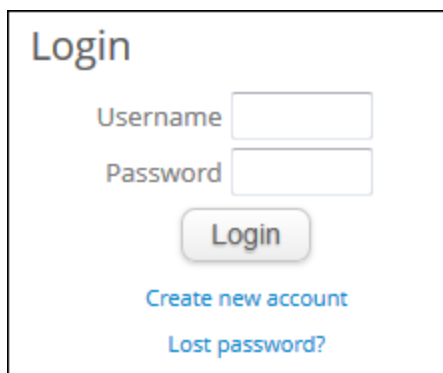


Online Learning Center - Getting Started and Site User Guide

How do I log into the Online Learning Center?

At the top left of the Online Learning Center (OLC) homepage at <http://onlinelearning.fpmt.org> there is a login box, which is used to log into the site or to create a new account for first time users..

The screenshot shows a login interface with the title "Login" at the top. Below it are two input fields: "Username" and "Password". Under the "Password" field is a "Login" button. At the bottom of the box are two links: "Create new account" and "Lost password?".

New Users: If you do not have an Online Learning Center account, you will need to create a new account by clicking on **Create New Account**. When you create a new account, you will be asked to choose a username and password which you will use for all future logins.

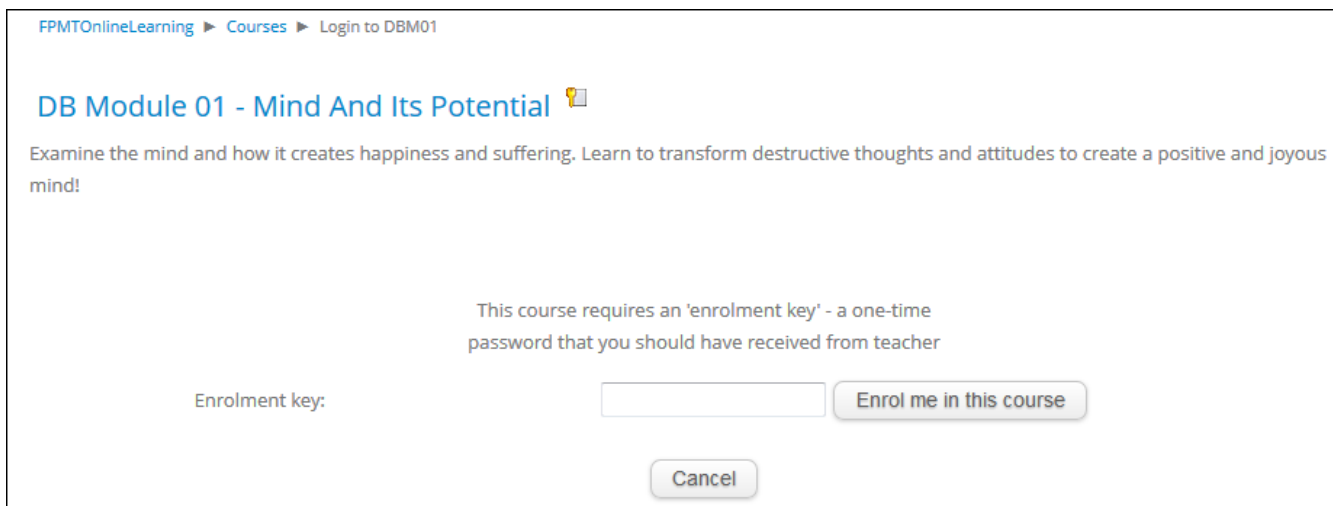
Users with Existing Accounts: If you have an existing Online Learning Center account, you should enter your username and password and click **Login**. If you have forgotten your password, you can reset your password by clicking on **Lost Password**.

New Account Confirmation: When you create a new account for the first time, you will receive a confirmation email which contains a link which needs to be clicked to confirm the account. After this you will be able to login to the Online Learning Center using your new username and password.

How do I access the courses within the Online Learning Center?

After you have logged into the OLC, you will then need to **enroll** in all the individual courses that you wish to access. To do this, please select the course you wish to enroll in and then enter the **enrollment key** for that course.

This enrollment process is a one off process which is only required the first time you access a course and the course can be accessed in future logins without the enrollment key by simply logging into the OLC using just your username and password.

The screenshot shows a course page with the breadcrumb "FPMTOnlineLearning > Courses > Login to DBM01". The course title is "DB Module 01 - Mind And Its Potential" with a book icon. Below the title is a description: "Examine the mind and how it creates happiness and suffering. Learn to transform destructive thoughts and attitudes to create a positive and joyous mind!". A message states: "This course requires an 'enrolment key' - a one-time password that you should have received from teacher". At the bottom, there is a label "Enrolment key:" followed by an input field, an "Enrol me in this course" button, and a "Cancel" button.

What is an Enrollment Key and how do I get one?

Each course has a different enrollment key which needs to be entered the first time you access a course. There are a number of free courses available on the online learning center and the enrollment keys for these are listed below.

Enrollment keys for other courses can be purchased in downloadable PDFs from the FPMT [Foundation Store](#) or alternatively they are available as a benefit of '[Friends of FPMT](#)' at certain levels.

When you initially become a '[Friend of FPMT](#)' at \$30 per month or more, you will receive an email containing a link to a PDF with all the enrollment keys for all available. You will then receive email updates of the enrollment keys for all future new courses on the site.

What are the Enrollment Keys for the free Courses?

The following courses are available for free on the Online Learning Center:

English Courses

Discovering Buddhism Module 2 (How to meditate): Enrollment key = [calmabiding07](#)

Discovering Buddhism Module 14: *This course has no enrollment key*

Discovering Buddhism Discussion Forum: *This course has no enrollment key*

Light of the Path Module 01 - Motivation for Life: Enrollment key = [motivation03](#)

Light of the Path Module 05 -Introduction to Atisha's Text: Enrollment key = [loptext](#)

Light of the Path Instruction 01 -Diamond Cutter Meditation: Enrollment key=[vajracutter03](#)

Light of the Path Discussion Forum: *This course has no enrollment key*

Light of the Path Retreat Material, 2009: *This course has no enrollment key*

Light of the Path Retreat Material, 2010: *This course has no enrollment key*

Commentary on Lama Tsongkhapa Guru Yoga: Enrollment key = [migtsema21](#)

Bodhicaryavatara commentary: Enrollment key = [compassion](#)

Shine Retreat - Ven Choden Rinpoche and Ven Rene Feusi: *This course has no enrollment key*

French Courses

Découverte du bouddhisme Mod 2 – Comment méditer: Enrollment key = [calmemental07](#)

Découverte du bouddhisme Mod 14: *This course has no enrollment key*

Spanish Courses

Vivir el camino-VC Módulo 01, La motivación para vivir: Enrollment key = [motivacion03](#)

Vivir el camino-VC Módulo 05, Introducción al texto de Atisha: *This course has no enrollment key*

Vivir el camino- VC Instrucción 01 - Meditación en el Sutra del diamante: *This course has no enrollment key*

What is the Light of the Path Video Teachings?

On the home page of the Online Learning Center you will see a link for the [Light of the Path Video Teachings](#). Clicking here will bring you to online videos from Lama Zopa Rinpoche's Light of the Path retreat teachings for 2009 and 2010. There is no password needed and you do not need an account to access this page. The 2010 Light of the Path teachings also include streaming videos of a 2 day lamrim retreat led by western teachers.



How do I edit my profile, set my email preferences and add a picture?

Once you have logged into the Online Learning Center, you can access your profile by clicking on your profile name (Which you can see at the top of the screen on the site or course home page).

You are logged in as Eamon Walsh (Logout)

This will open your profile and allow you to **change your password** or view your blog or forum posts.

When you are in your profile, click on the **Edit profile** tab if necessary to update your profile.

From here you can click on 'Show Advanced' for additional options for updating your profile.

Click on 'Update Profile' when you have made your changes and refresh the screen to display all the changes.

The following are some of the key fields from the User Profile that you may want to review and update.

Profile Field	Description
First name Surname	These names will identify you everywhere in your courses.
Email address	The email address should be an address that you check regularly. It is used for acknowledgements and announcements from the site, including messages from Forums that you are subscribed to. It is also the address that is displayed to other users, depending on your 'Email display' setting (below).
Email display	This controls the visibility of your email address to others. If you do not want other students to see your email, please choose the option ' Hide my email address from everyone '.
Email format (advanced)	There are two formats: "Pretty HTML format" (messages will be formatted) and "Plain text format" (plain text with no formatting).
Email digest type (advanced)	This setting determines how you receive any posts from Forums to which you are subscribed, allowing you to receive messages individually or on a daily basis.
Forum auto-subscribe (advanced)	This setting lets you decide if you want email copies of posts that are added to forums. If you set this to subscribe, the system will automatically email you copies of new posts in forums that you post in, unless you manually override it when posting.
Forum tracking (advanced)	Enabling forum tracking means highlighting the posts you have not read yet, which should improve your forum navigation.
Preferred language (advanced)	You can view the online learning center functions in several different languages. Note: changing the preferred language only affects the Moodle interface, not the course content!
Picture	This section is optional and allows you to choose your own profile picture. Your current picture is shown, if you have already chosen one. To add a New picture use the Browse button to choose a picture and your profile picture is uploaded when you choose the 'Update Profile' at the bottom of the page. When you are taken back to your profile page, the image might not appear to have changed. If this is so, use the "Reload/Refresh" button in your browser. Your picture will be resized when you upload it - to 100 pixels by 100 pixels for the larger view (e.g. in your profile) and 35 pixels by 35 pixels for the smaller view (e.g. on the Forums).

How do I navigate within a Course?

There are a number of ways to move around a course. The recommended method is to return to the homepage of a course to navigate the materials contained within the course. Then there are two useful navigation tools as follows:

Breadcrumbs: The breadcrumbs are a trail showing the pages you have passed through to get to your current location. They are shown in the top left corner of the page you are on and clicking on them will take you to that point in the course.

Jump to: The Jump to menu is a simple way of getting to any point in the course. Click on the down arrow next to Jump to option, to open the drop-down menu. From here you will see the full list of all activities and resources in your course. Clicking on them will take you to that page.

There are a number of ways to move around a course. Two useful navigation tools that are built into the courses are the *'Breadcrumbs'* and the *'Jump to'* navigation tools.

What are the Technical Requirements for using the OLC?

Program	Description
Computer and Web Browser	To be able to access the on-line learning environment, it is necessary to have access to a PC or Mac computer, with a suitable web browser such as Internet Explorer, Netscape, Firefox, or Safari. In addition, you will need to have Java installed in your computer (see how to download Java below).
Internet Connection	In order to access the audio and video files and some of the other materials, you will need to have a relatively fast Internet connection, either DSL or broadband. If you only have a dial-up phone connection, it will be difficult to access these materials, as it will take a very long time to download them. Therefore, it is strongly advised that you obtain access to a high-speed connection.
Java	The free program Java is necessary to use the on-line learning site. If you do not already have it installed on your computer, you can download Java by clicking on the following link: http://www.java.com/en/
Media Player	You will need to have a suitable media player and sound card in your computer in order to access the audio and video files. Most computers already have Windows Media Player installed and this is fine for both audio and video files, but other audio and video players are also suitable.
Adobe Reader	In order to read and print study material available as text files (mainly PDF files), it is necessary to have Adobe Reader on your computer. If this program is not already installed on your computer, you can download this free program by clicking on the following link: http://get.adobe.com/reader/
Video	You will need to have Adobe Flash installed on your computer to play streaming videos. You can install Adobe Flash from the following website: http://get.adobe.com/flashplayer/otherversions/ It is possible to check which version of Flash you are using by opening the following website: http://kb.adobe.com/selfservice/viewContent.do?externalId=tn_15507 Tip for Vista users: If you upgrade your Flash version please see the following webpage if you experience difficulties after this upgrade: http://kb.adobe.com/selfservice/viewContent.do?externalId=tn_19166