FMDQ ACADEMY

E-LEARNING HUB USER GUIDE

Introduction

The FMDQ Academy e-learning platform ("**e-Learning Hub**") is a digital learning system by **FMDQ Academy**; the market education initiative of the **FMDQ Group,** to deliver relevant learning programmes to Financial Markets participants using effective instructional approaches and technology.

The e-Learning Hub provides self-paced courses on Fixed Income, Currencies, Derivatives, Equities and general financial markets knowledge.

This guide will take you through the features and functions of the e-Learning Hub for a better learning experience.

Content

Getting Started

Accessing the e-Learning Hub

Access the e-Learning Hub using the URL: learn.fmdqacademy.com


Create a User Profile

- Click the labelled menu **REGISTER** on the top right corner of the page

- Fill the fields on the screen with relevant and verifiable information
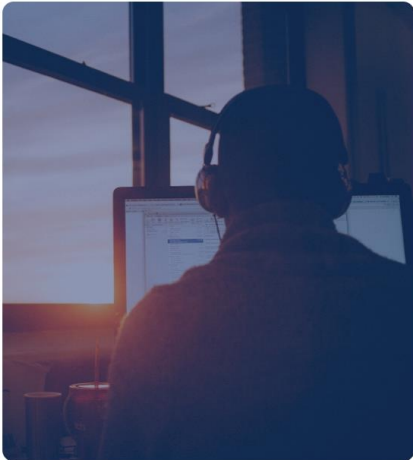
- Check the radio button to agree to the terms and conditions

- Click on the **GET STARTED** button to register

- A **Verification Email** will be sent to your registered email address, click on the confirmation link and proceed to logging in

Log In

- Click the labelled menu **LOGIN** on top the right corner of the page

- Fill the fields on the screen with registered credentials

- Click on the **SIGN IN** button to log in
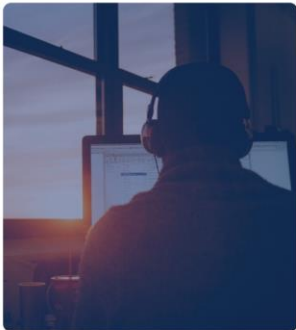
Dashboard Tab

Dashboard
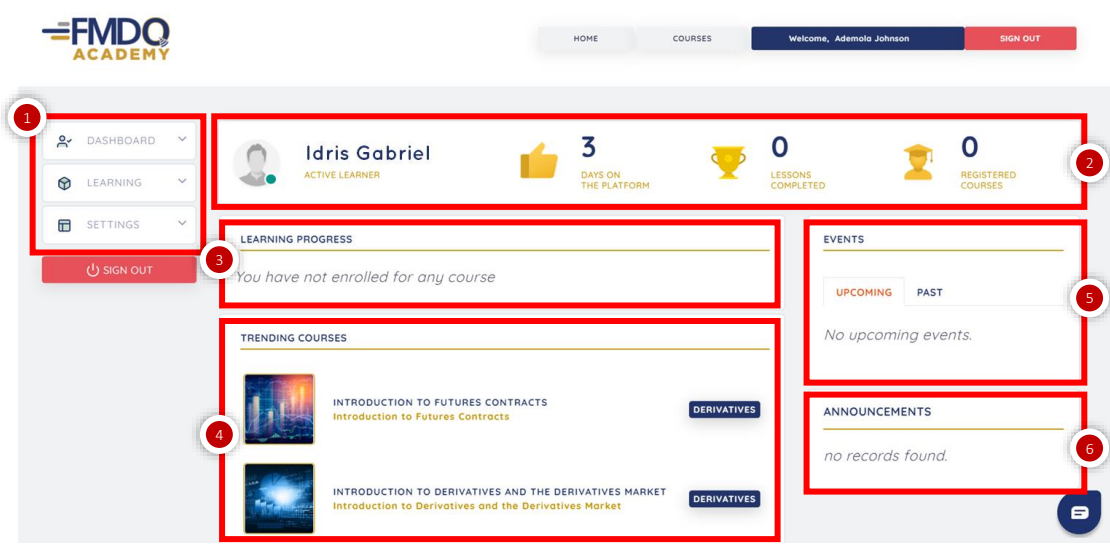
1. **Menu Tabs:** This contains menus to various features on the e-Learning Hub

2. **Activity Pane:** This gives an overview of your activities on the e-Learning Hub

3. **Learning Progress:** This displays a list of enrolled courses and your progress

4. **Trending Courses:** This displays a list of the trending courses

5. **Events:** This displays a list of FMDQ Academy's organised events

6. **Announcements:** This displays announcements by FMDQ Academy

Course Enrolment

- Click COURSES from the DASHBOARD menu tab

- View the available courses from the COURSE CATALOG window

- Click Enrol on the corresponding course to enrol

- Upon enrolment, a dialogue box appears confirming successful course enrolment. Click START LEARNING to commence the course or click CONTINUE to close the dialogue box. Subsequently, an email is sent to the registered email notifying you of the successful enrolment
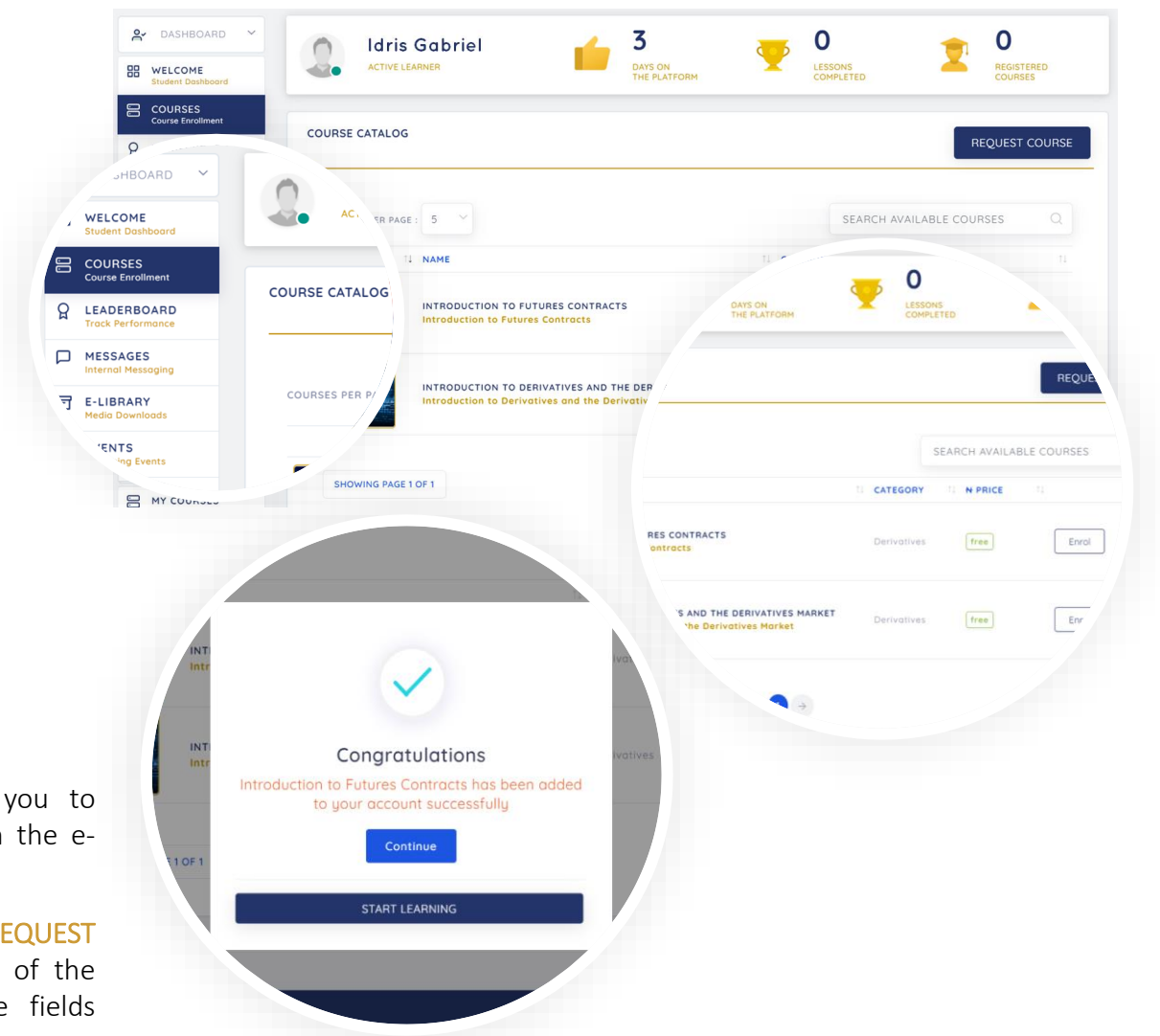
Course Request

The REQUEST COURSE feature allows you to request for courses that do not exist on the e-Learning Hub.

To request for a course, click on the REQUEST COURSE button at the top right corner of the COURSE CATALOG window and fill the fields provided.

Messages

Send messages to other users on the e-Learning Hub using the Messages module.

- Click on MESSAGES from the DASHBOARD menu tab to view the rating

- Click the NEW MESSAGE button to create a new message

- Click the INBOX tab to view the messages inbox

- Click SENT tab to view sent messages

- Use the SEARCH field to search for specific messages

- Input your preferred number in the RESULT PER PAGE field to change the number of messages displayed
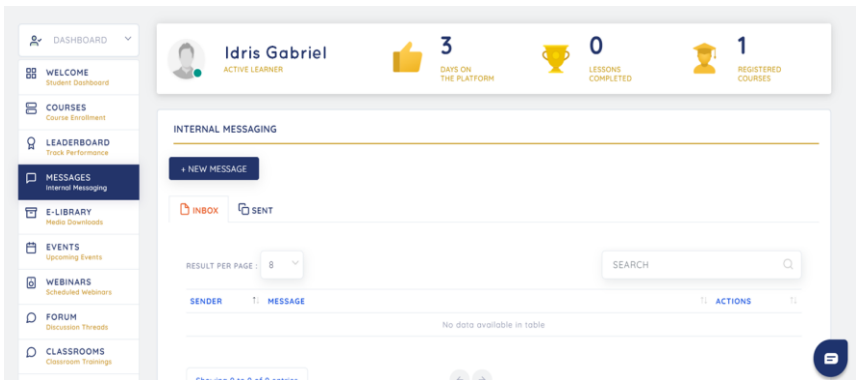
Dashboard Tab
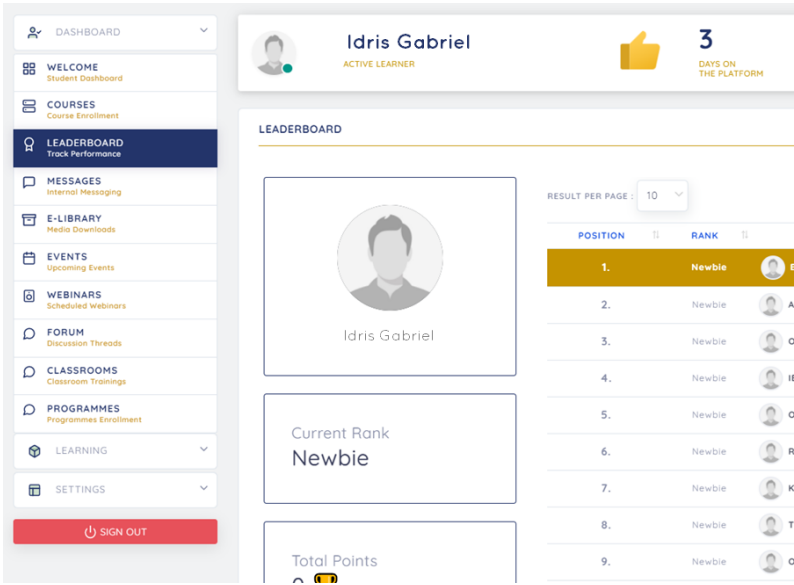
LeaderBoard

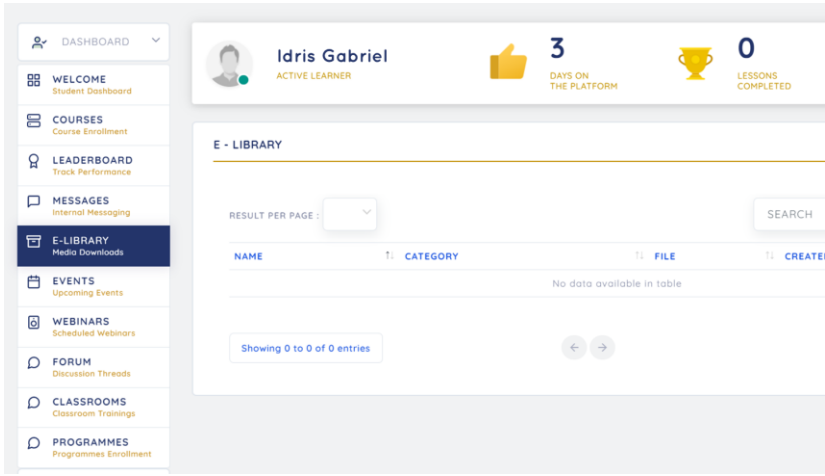The LeaderBoard tab displays your ratings based on activities performed on the e-Learning Hub.

Click on LEADERBOARD from the DASHBOARD menu tab to view your rating.

e-Library

The e-Library tab displays resource files on the e-Learning Hub for your use.

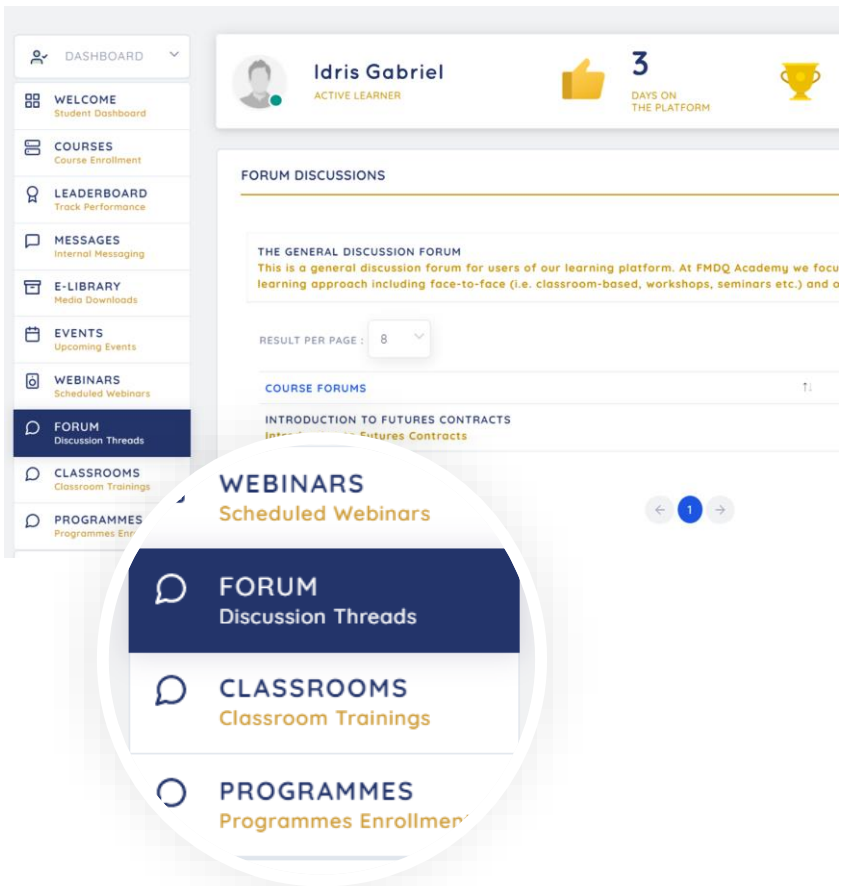Click on E-LIBRARY from the DASHBOARD menu tab to view the resource files available.

Forum

Join the conversation on general topics or course specific topics in the Forum.

- Click on FORUM from the DASHBOARD menu tab to view the FORUM DISCUSSION window

- Click on THE GENERAL DISCUSSION FORUM to join the discussion on general topics or click the respective course titles in the COURSE FORUMS window to join the course-specific discussions

Please note that course-specific forums are only visible to course enrolees.


Classroom and Programmes

- Click on CLASSROOM from the DASHBOARD menu tab to view and enrol for available classroom trainings

- Click on PROGRAMMES from the DASHBOARD menu tab to view and enrol for available programmes

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  Note: A programme is a combination of two (2) or more courses

Learning Tab

Start Course

- Click on MY COURSES from the LEARNING menu tab to view the courses you are enrolled in

- Click START to launch the course

- Click UNENROLL to unenroll from a course.

Please note that you can only unenroll from a course you have not completed.
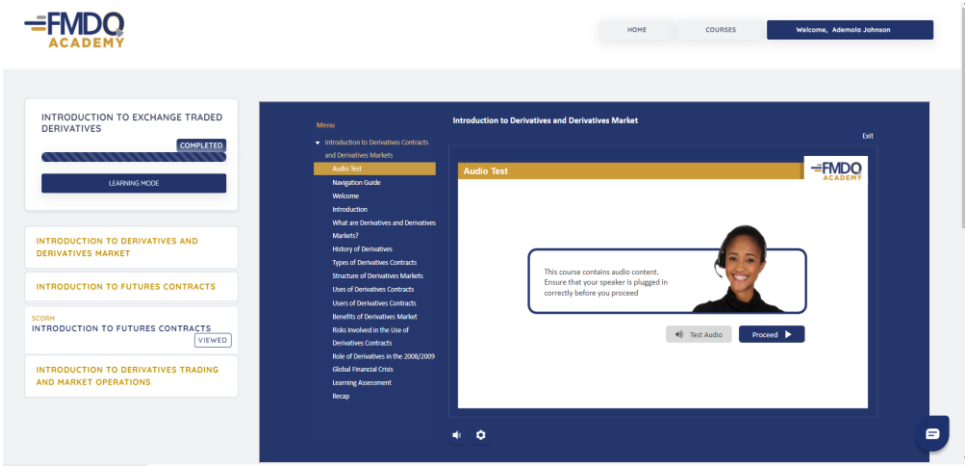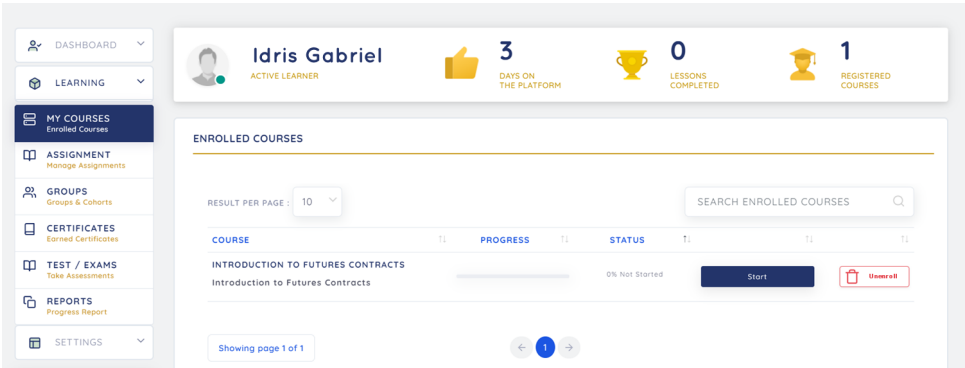
Course Navigation

- Click on LEARNING MODE to view the course on full screen

- Click the respective module titles on the left hand side of the screen to launch the modules

Please note that some courses' navigation may be restricted. You will be therefore required to view the modules in the order presented.
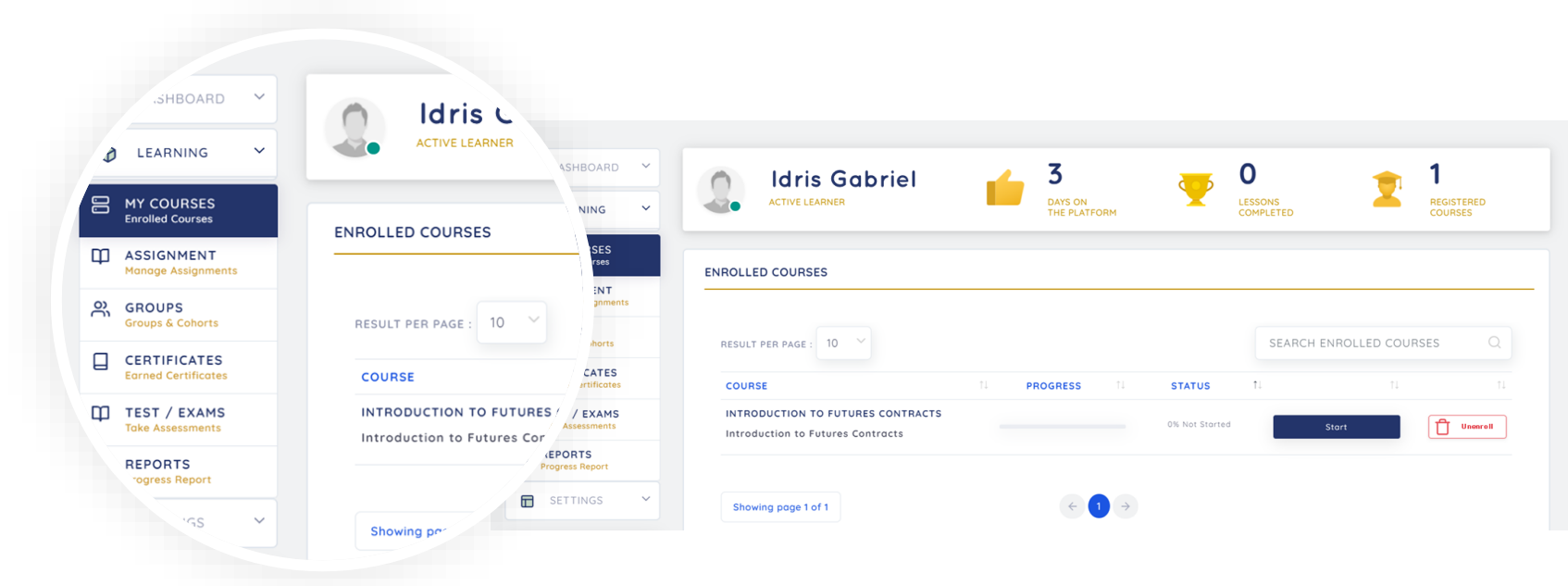

Assignment, Groups, Certificates and Test / Exams

- Click on ASSIGNMENT from the LEARNING menu tab to view the assignments and upload responses to the assignments of the courses you are enrolled in

- Click on GROUPS from the LEARNING menu tab to view the groups you have been assigned to and other members of the groups

- Click on CERTIFICATES from the LEARNING menu tab to view, download and share achieved certificates

- Click on TEST / EXAM from the LEARNING menu tab to view and take the test / exam of the courses you are enrolled in

Reports

- Click on REPORTS from the LEARNING menu tab to view a report of your activities on the e-Learning Hub

- Click DOWNLOAD EXCEL to download your activity report
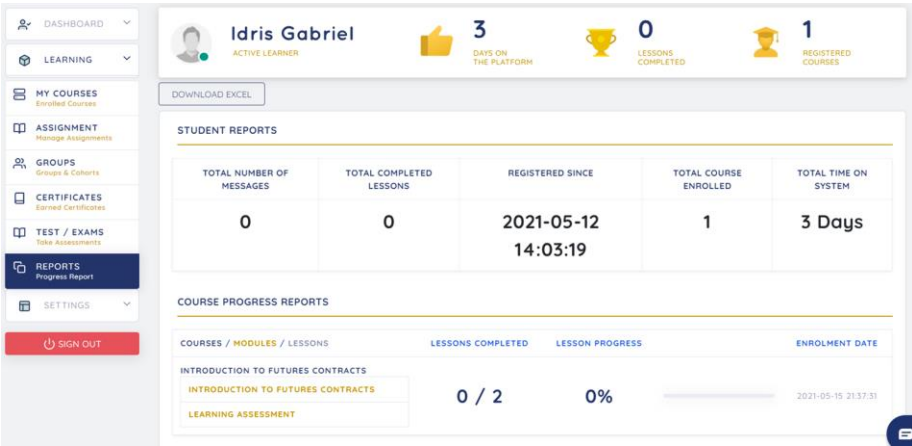
Settings Tab

Change Avatar

- Click on AVATAR from the SETTINGS menu tab to view the UPDATE PROFILE IMAGE window

- Click Choose File to select the preferred image from your device then click UPDATE IMAGE to change the avatar
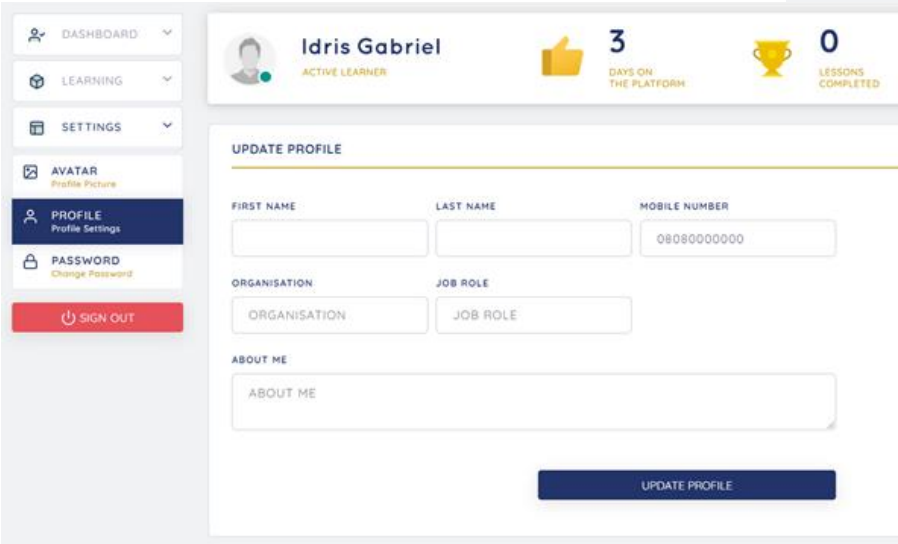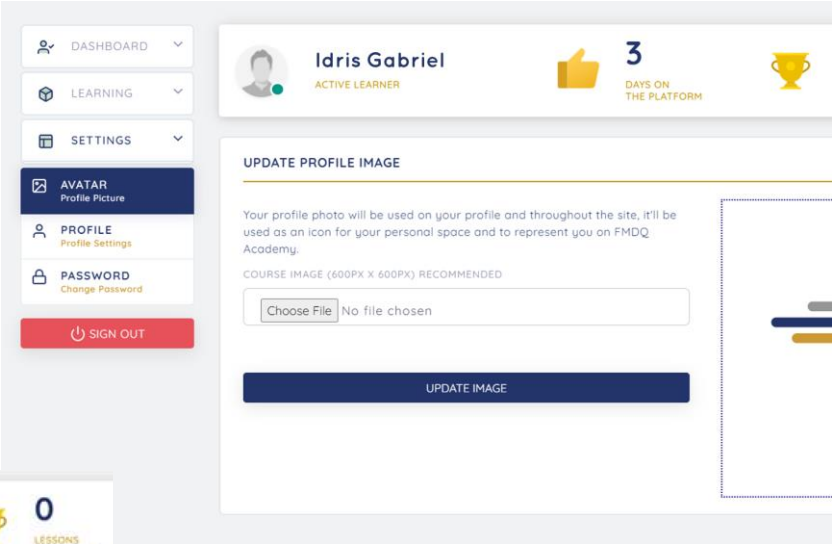
Update Profile Details

- Click on PROFILE from the SETTINGS menu tab to view the UPDATE PROFILE window

- Update the fields in the window and click on UPDATE PROFILE to save the new details

Change Password

- Click on PASSWORD from the SETTINGS menu tab to view the CHANGE PASSWORD window

- Update the fields in the window and click on CHANGE PASSWORD to save the new password

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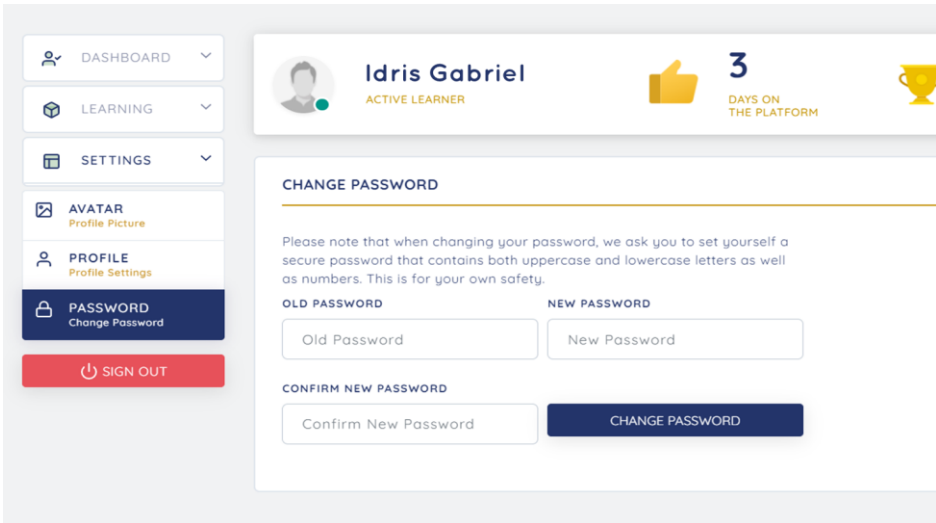
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or send an email to support@fmdqgroup.com.

EMPOWERING THE NIGERIAN FINANCIAL MARKETS