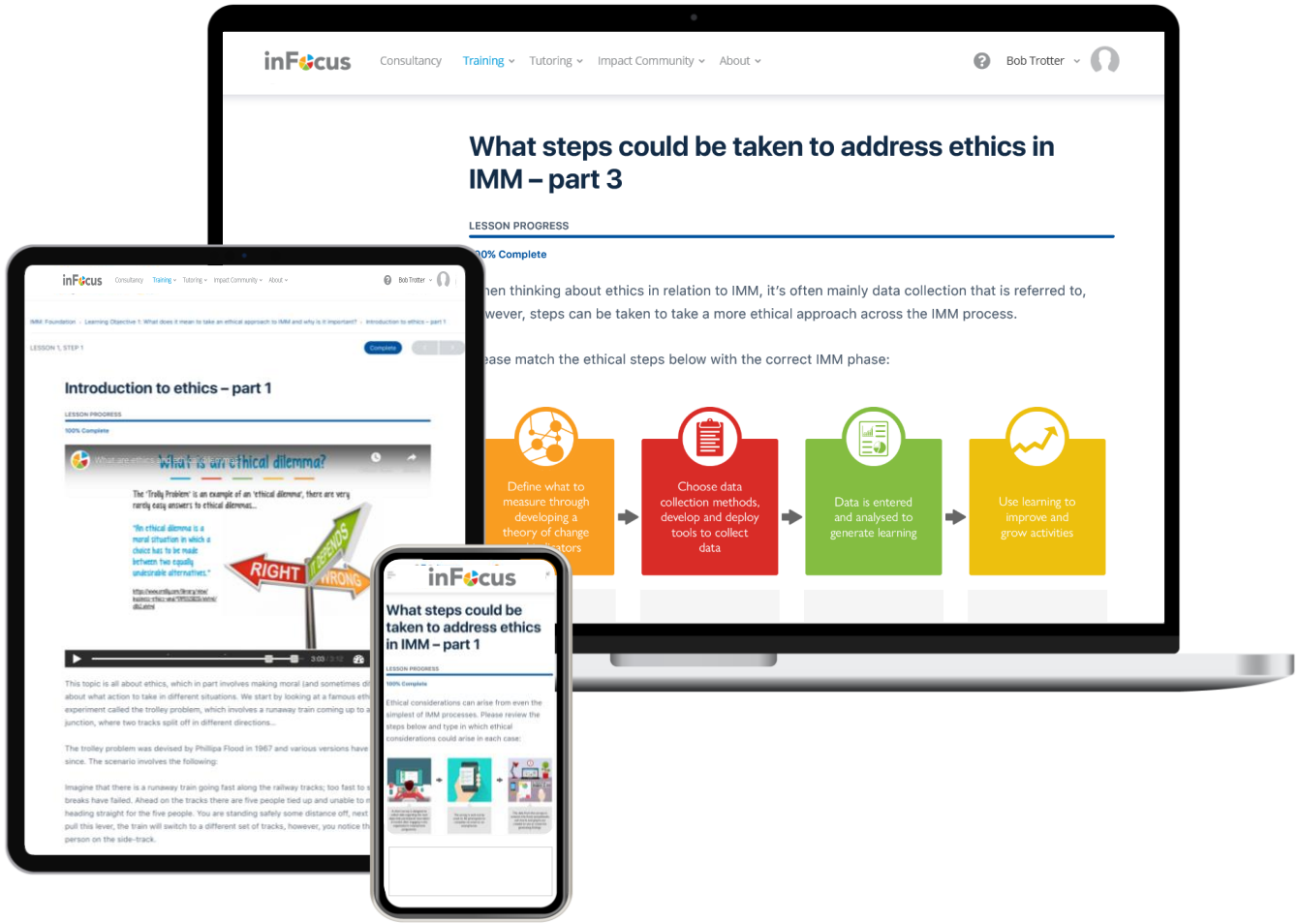
User Guide: How to Access IMM Courses and Webinars

06.04.2020

inFocus

Introduction

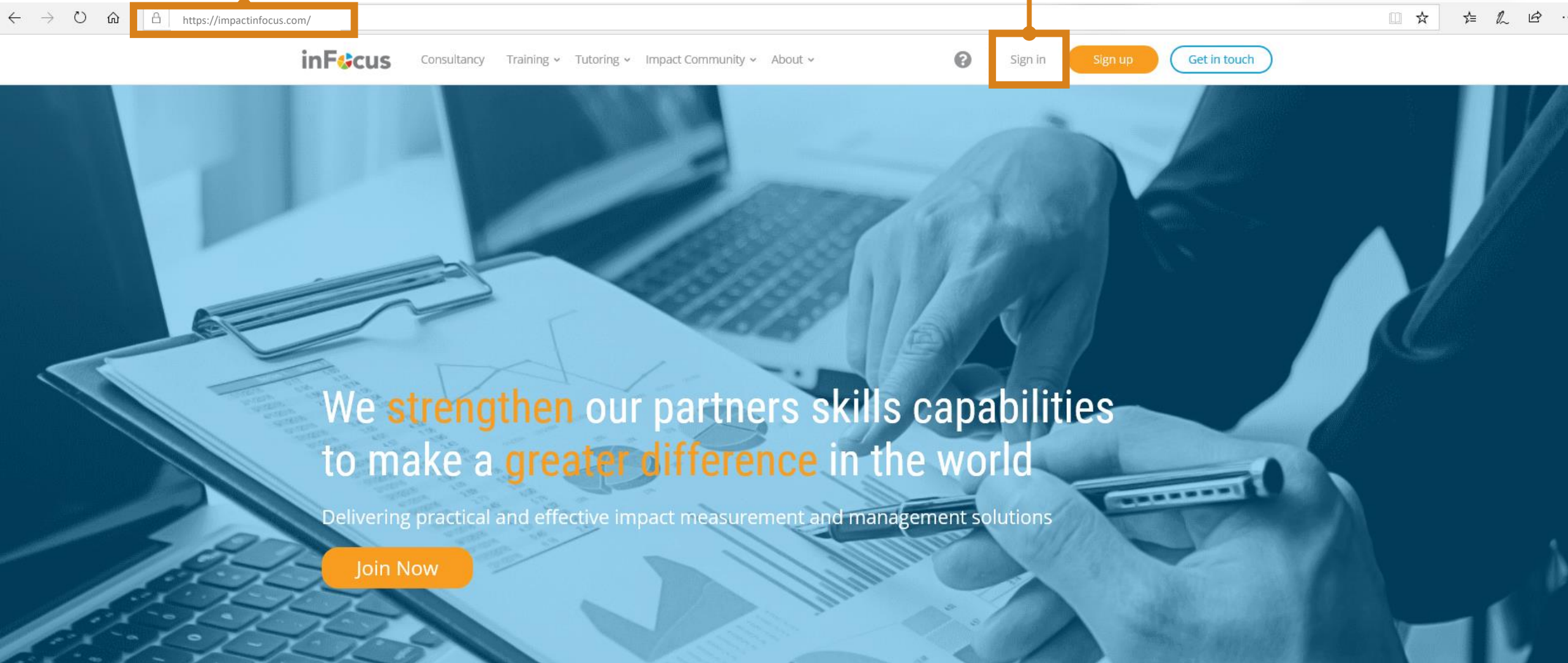
This is a short guide to take you through how to how to access the *Introduction to IMM* and *IMM: Foundation* courses, two of the online Impact Measurement and Management (IMM) courses that are available to inFocus eLearning platform members.

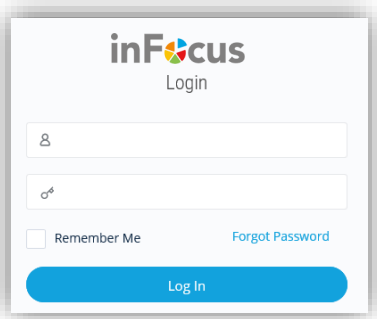


How to log into the course

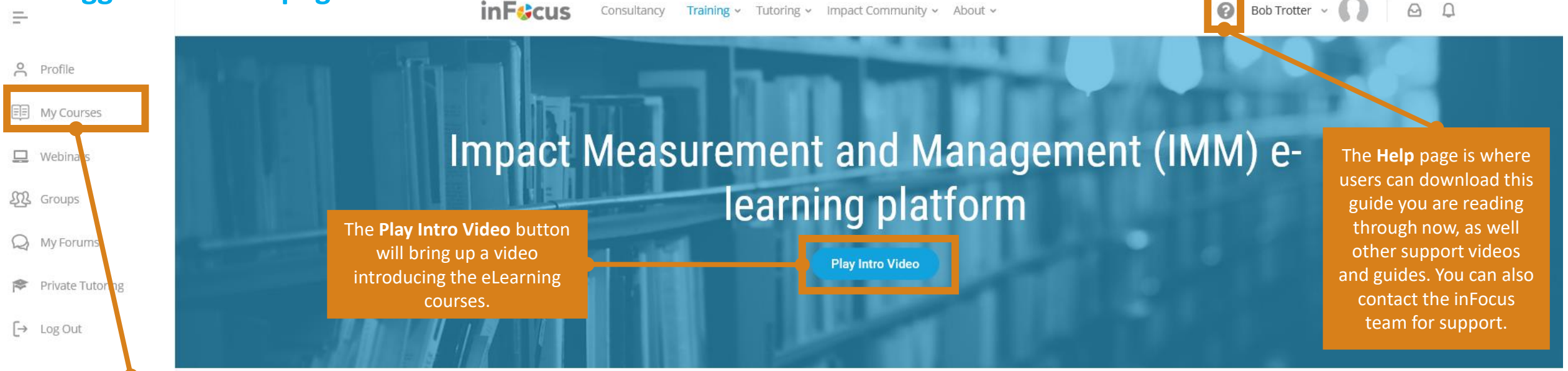
Click on the link here:
https://impactinfocus.com/
to access the inFocus website for the IMM courses

Click here to sign into the course via the page to the right. If you have not received your log-in details please email Kelly Crawshaw (Kellyc@impactinfocus.com





Logged in Home-page



The **Play Intro Video** button will bring up a video introducing the eLearning courses.

The **Help** page is where users can download this guide you are reading through now, as well other support videos and guides. You can also contact the inFocus team for support.

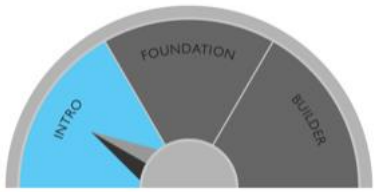
Clicking on the **My Courses** button here will take you through to your own account section and show you the couses that you are eligible to attend.

E-learning Courses

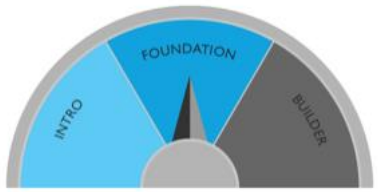
Impact measurement and management (IMM) remains a significant challenge for non-profits and social enterprises around the world. The inFocus Consulting team have applied 15 years of IMM experience to develop eLearning (online) courses that will help our members to measure and manage impact.

There are three courses available to our members (shown below) that will be launched across March, April and May 2020. The courses have been designed by experienced IMM practitioners and experts in **Digital Education from the university of Edinburgh**

If you scroll down the page you can access the **Course** homepages by clicking here



Introduction to IMM



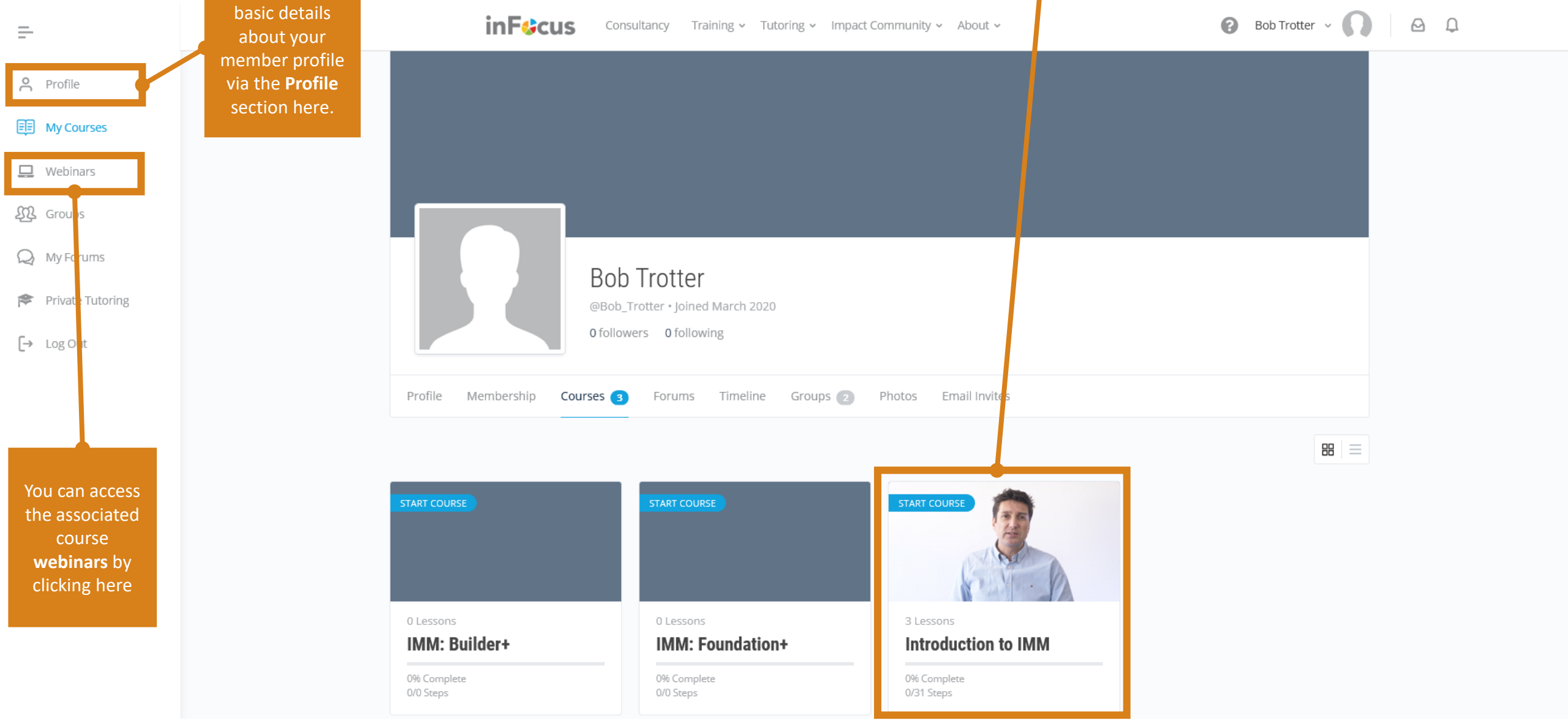
IMM Foundation

Your Account Page and IMM Courses

Scrolling down the page will take you to the IMM courses you are eligible to attend. Click on the icon for any of the courses to access the course homepage and content. The **IMM: Foundation Plus** will be available on **13th April**; and the **IMM: Builder Plus** course will be available in **June 2020**.

You can change basic details about your member profile via the **Profile** section here.

You can access the associated course **webinars** by clicking here



Course home-page

This bar shows your progress as you work your way through the course.

Click here to view a video introducing the course from one of the course tutors.

inFocus Consultancy Training Tutoring Impact Community About Bob Trotter

Profile
My Courses
Webinars
Groups
My Forums
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Log Out

Introduction to IMM

View Course details

+6 enrolled

Start Course

COURSE INCLUDES

3 Lessons
28 Steps
3 Quizzes

0% Complete
0/31 Steps

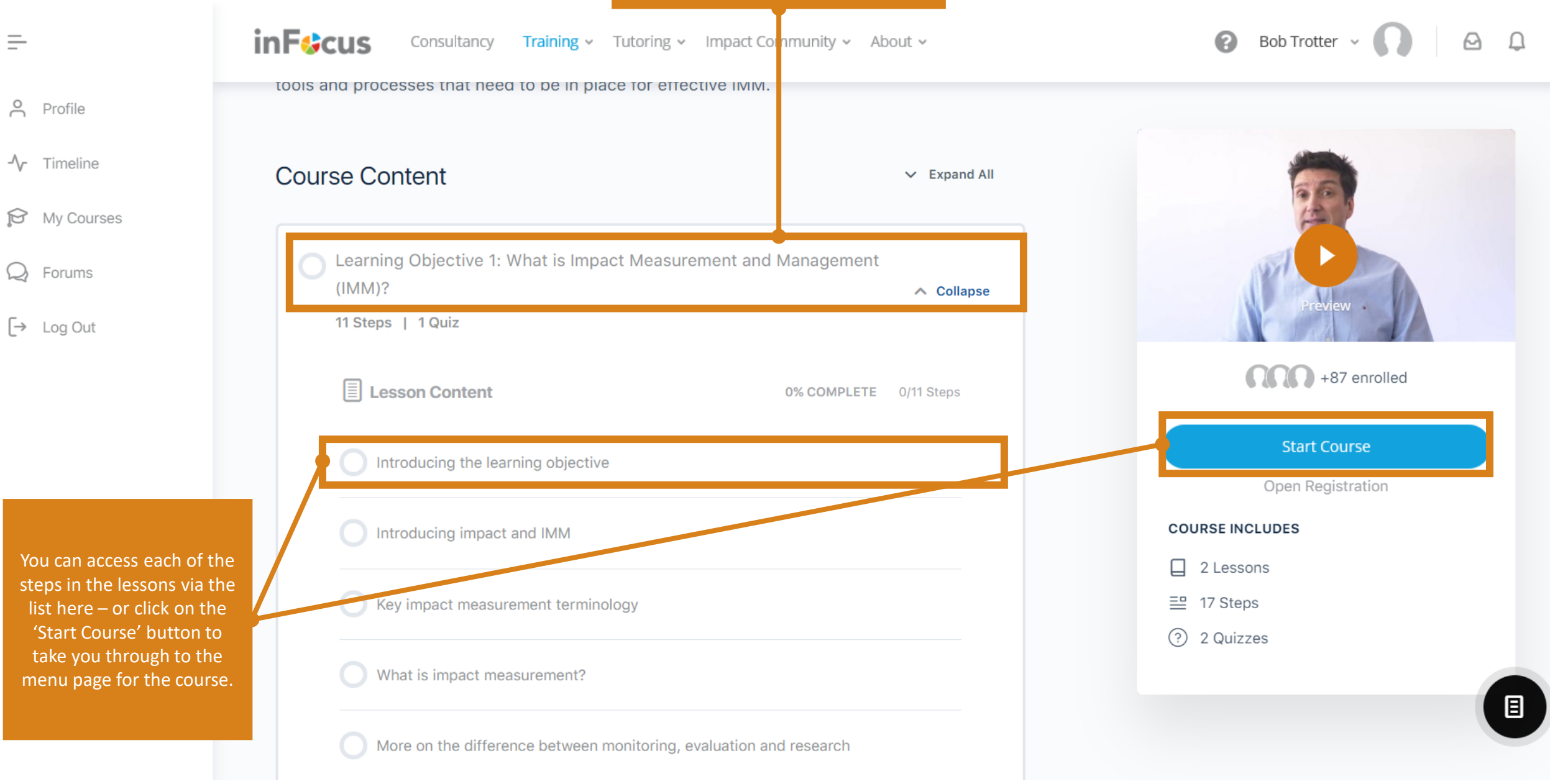
Welcome to this introductory course on impact measurement and management (or IMM for short). In this course we introduce the topic of IMM and explore why it's a critical topic to address for any organisation that focuses on generating social or environmental impact. In our first learning objective we go through a general introduction to the topic of IMM. We then move onto exploring the different reasons to invest in IMM, before finishing by looking at the tools and processes that need to be in place for effective IMM.

COURSE CONTENT Expand All

- Learning Objective 1: What is Impact Measurement and Management (IMM)? 11 Steps | 1 Quiz
- Learning Objective 2: What are the benefits of effective IMM? 5 Steps | 1 Quiz
- Learning Objective 3: What needs to be in place for effective IMM? 12 Steps | 1 Quiz

Accessing lessons

Clicking on the section header here will open up the content of the lesson

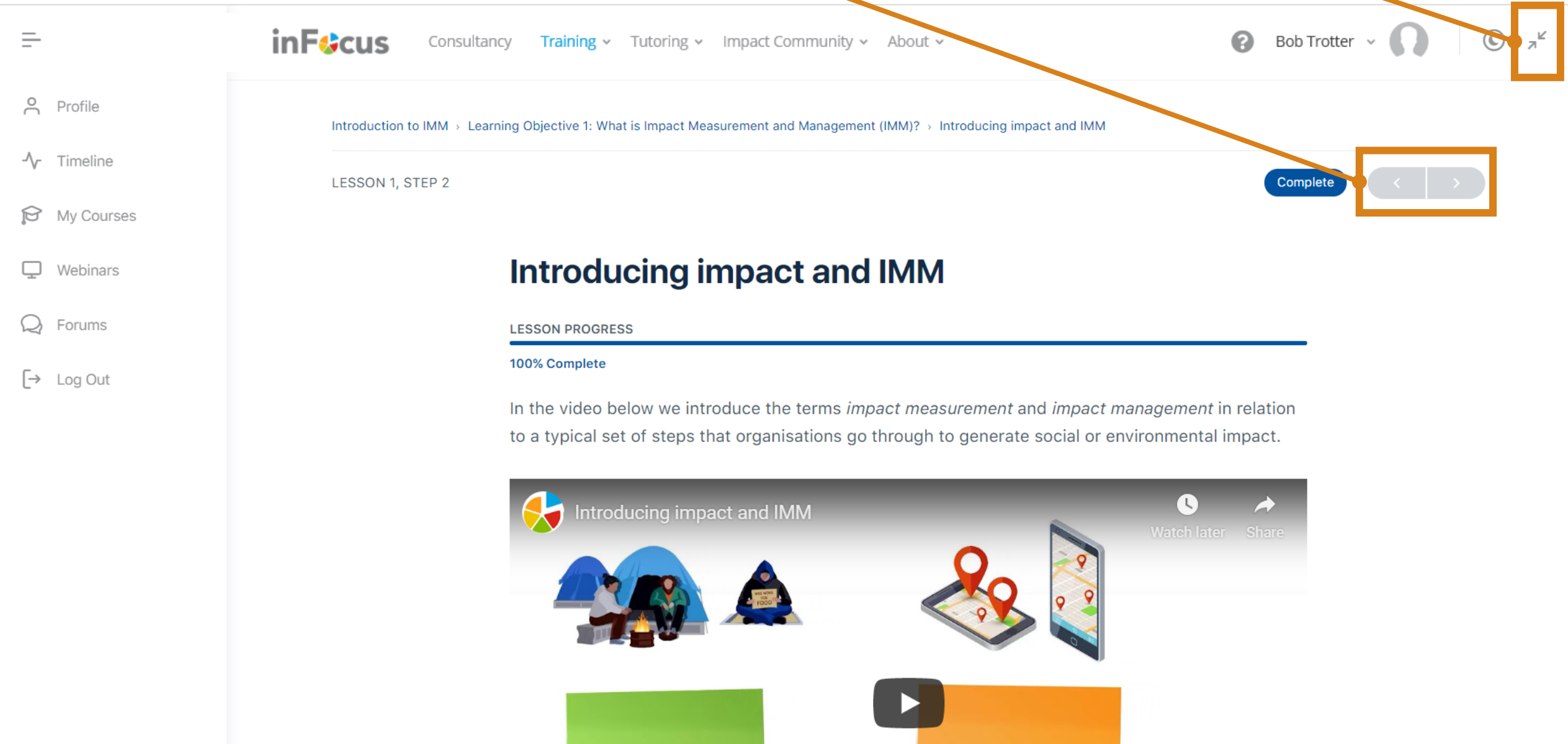


You can access each of the steps in the lessons via the list here – or click on the 'Start Course' button to take you through to the menu page for the course.

Moving through the course

Click on the buttons here to navigate backward and forward through the course. Watching a video will automatically take you to the next stage, but the buttons are still used after completing an exercise, or to navigate back and forth through completed content.

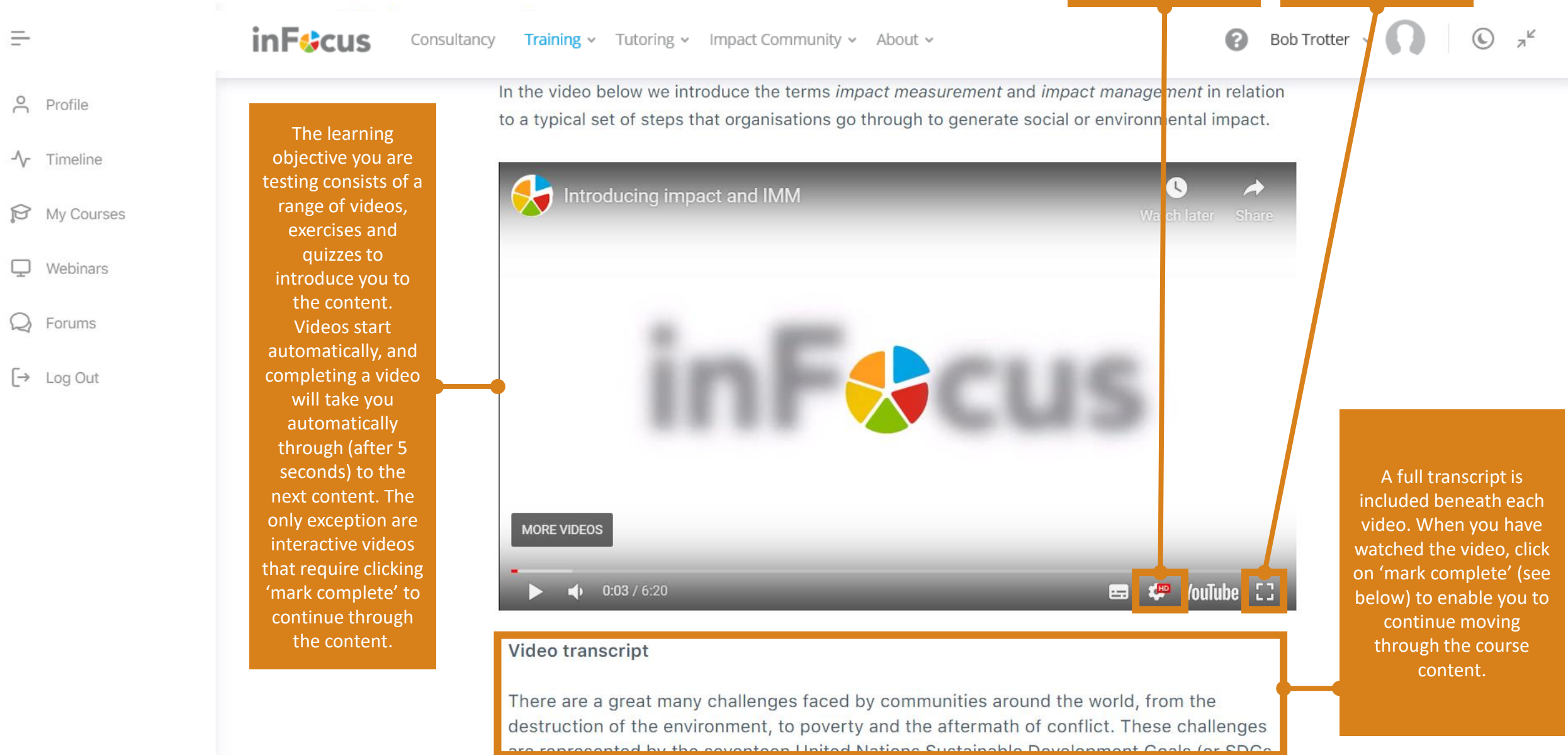
Click here to minimise/maximise the screen and hide/unhide the course menu



Moving through the course – videos

The videos are hosted on YouTube and you can change the video resolution here.

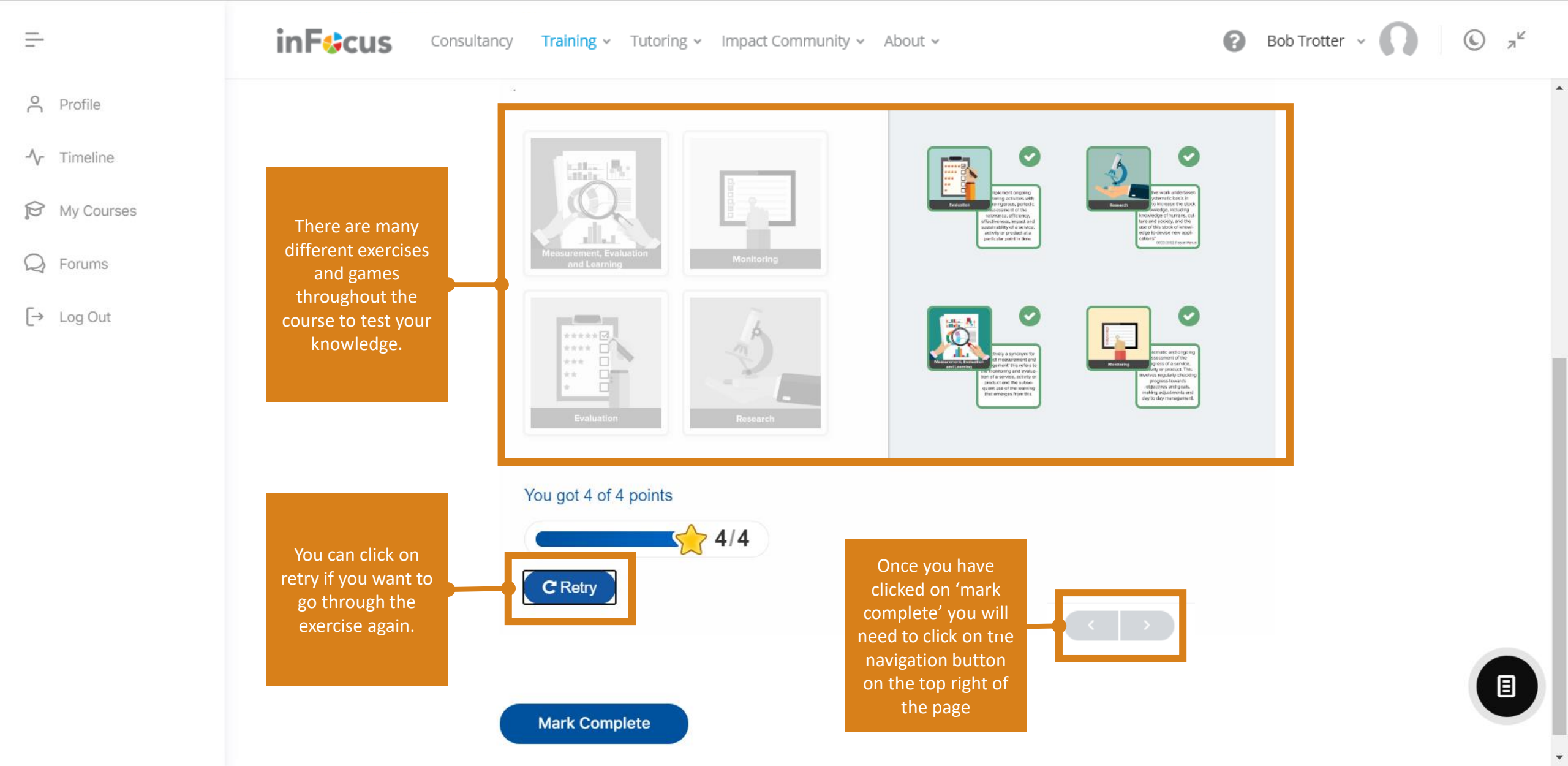
You can watch the videos in full screen by clicking on the button here.



The learning objective you are testing consists of a range of videos, exercises and quizzes to introduce you to the content. Videos start automatically, and completing a video will take you automatically through (after 5 seconds) to the next content. The only exception are interactive videos that require clicking ‘mark complete’ to continue through the content.

A full transcript is included beneath each video. When you have watched the video, click on ‘mark complete’ (see below) to enable you to continue moving through the course content.

Moving through the course – Exercises

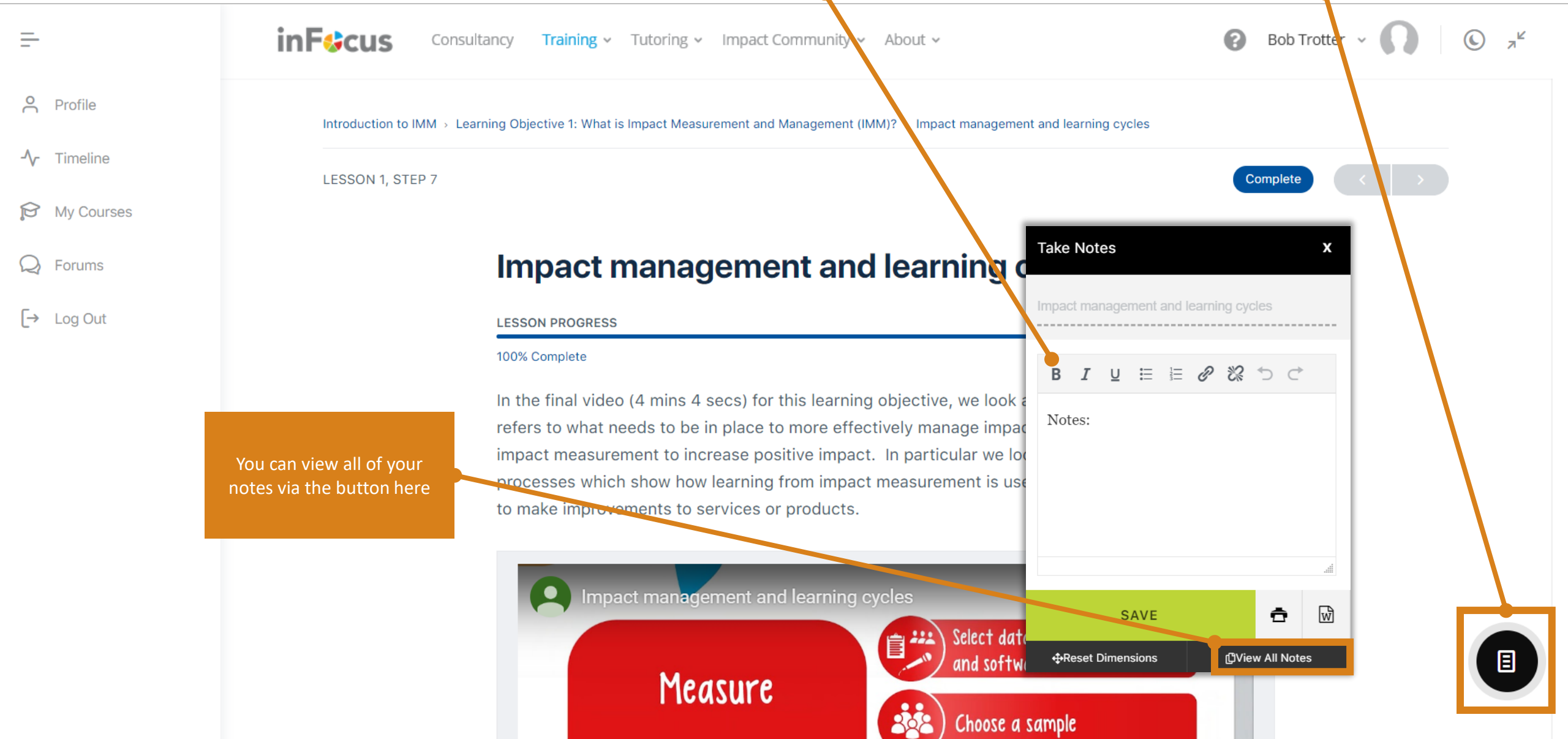


Taking Notes – part 2

This brings up the notes box, where you can add and save notes.

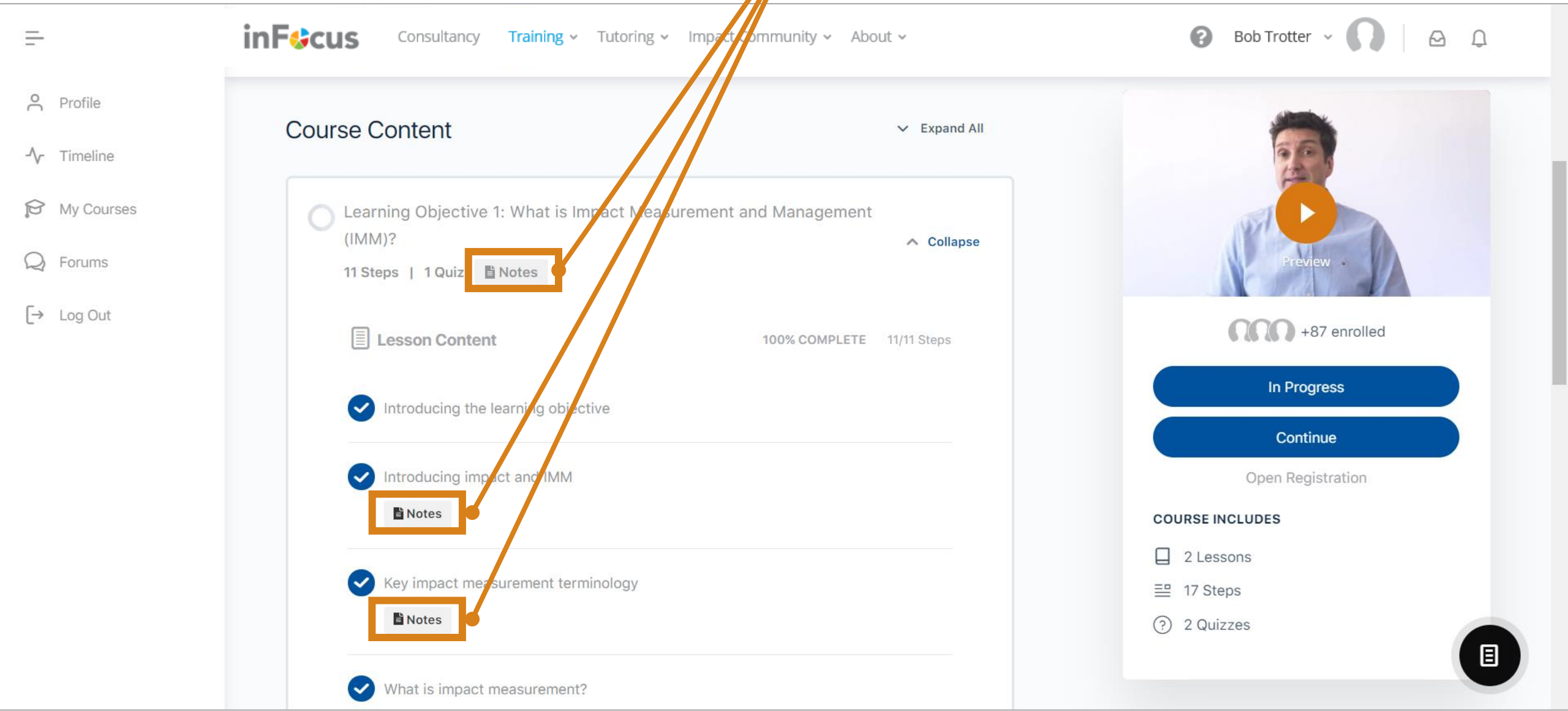
You can also take and save notes throughout the course, if you see something you would like to come back to, by clicking on the notes icon to the bottom right of the screen.

You can view all of your notes via the button here



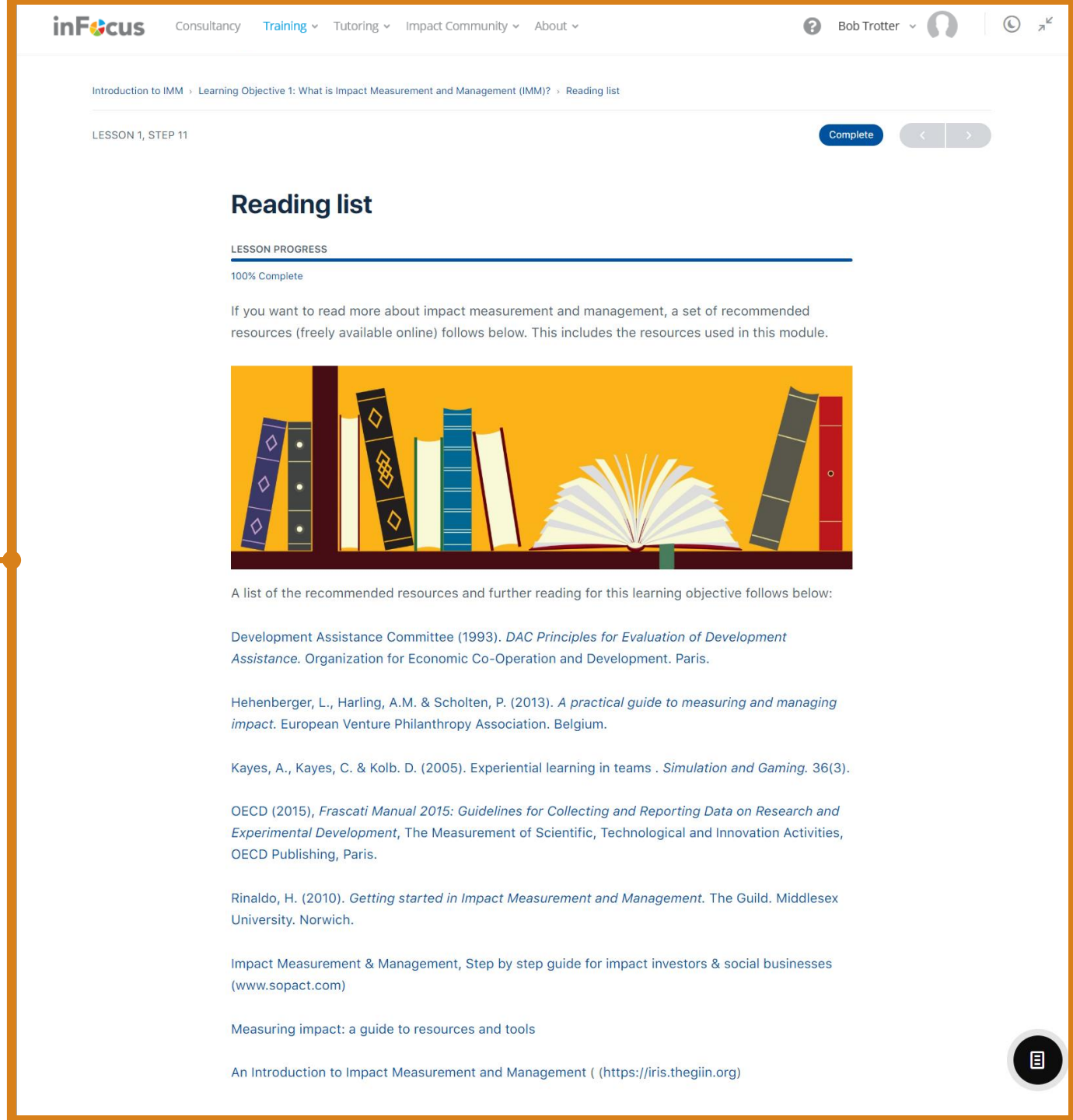
Taking Notes – part 2

You can also access your notes via the course content page



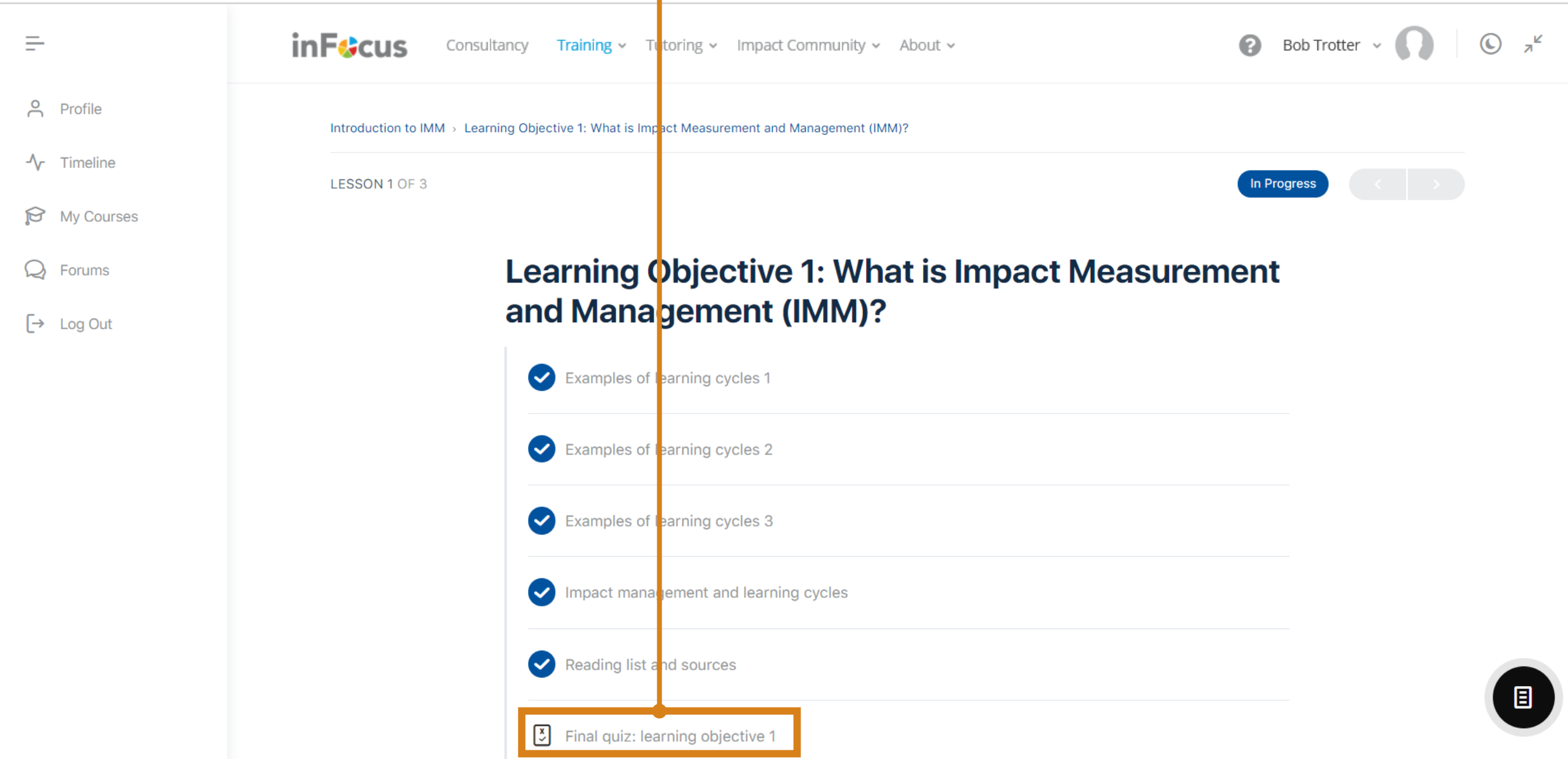
Reading list

There is also a reading list for each learning objective, with (freely available) content that were used in the course. You can click on the links in the reading list to access the resources.



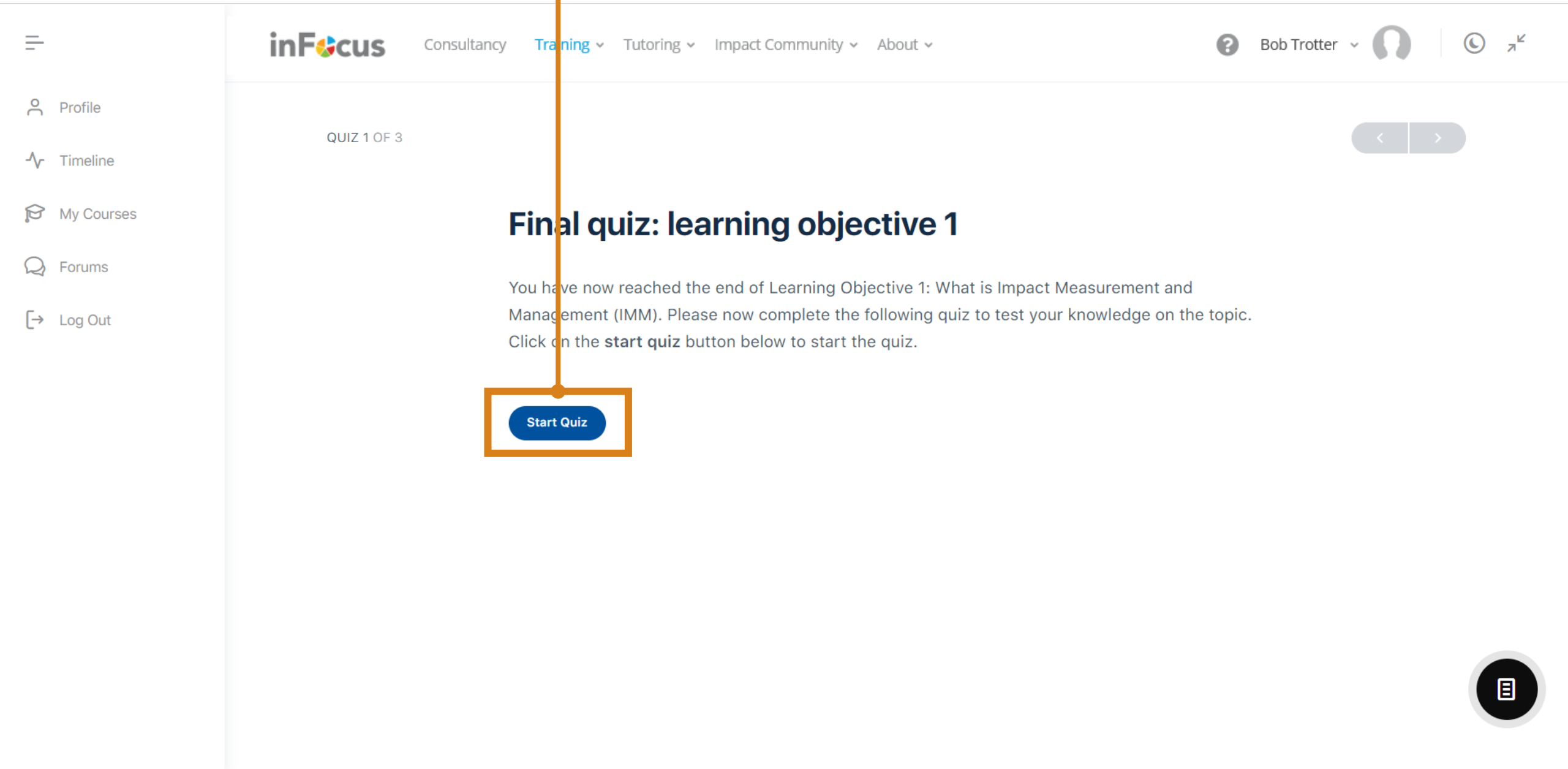
Quizzes – part 1

After the reading list, the course displays an overview of the course in case you want to review any topics prior to entering the quiz. To access the quiz, scroll down to the bottom of the page and click on the 'Final Quiz' icon.

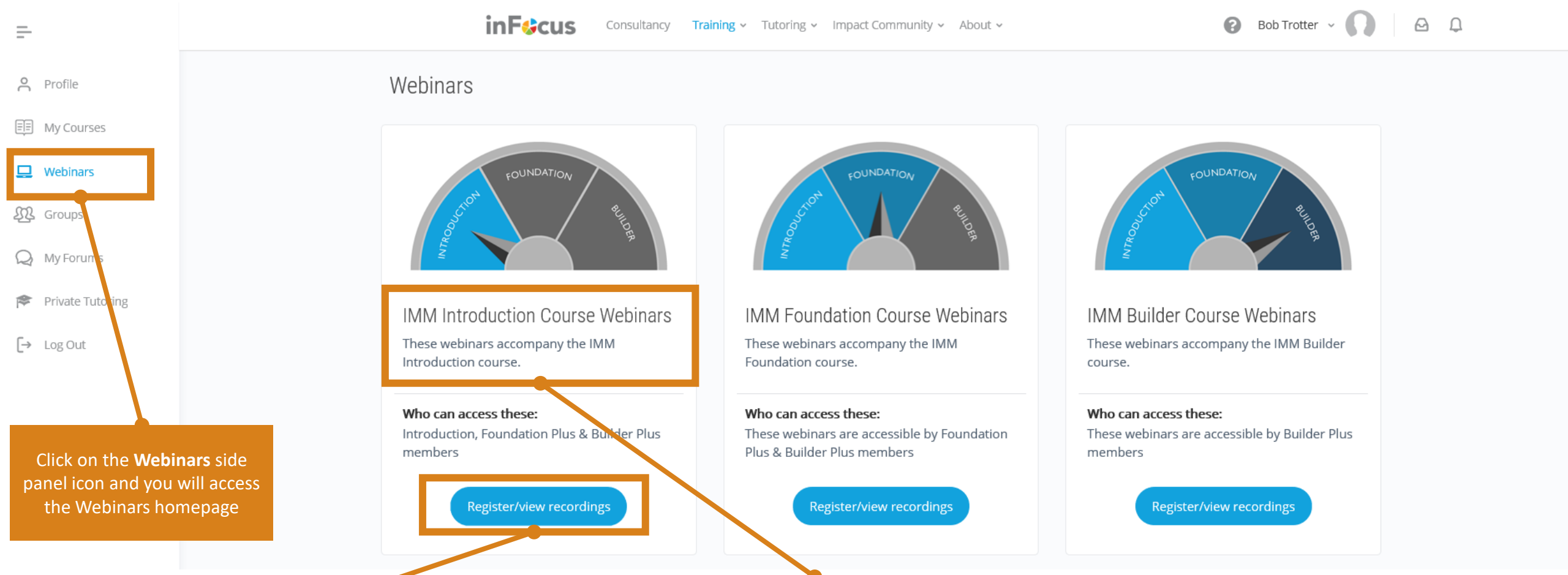


Quizzes – part 2

Click on the ‘Start Quiz’ button to enter the quiz and start answering questions.



Webinars homepage

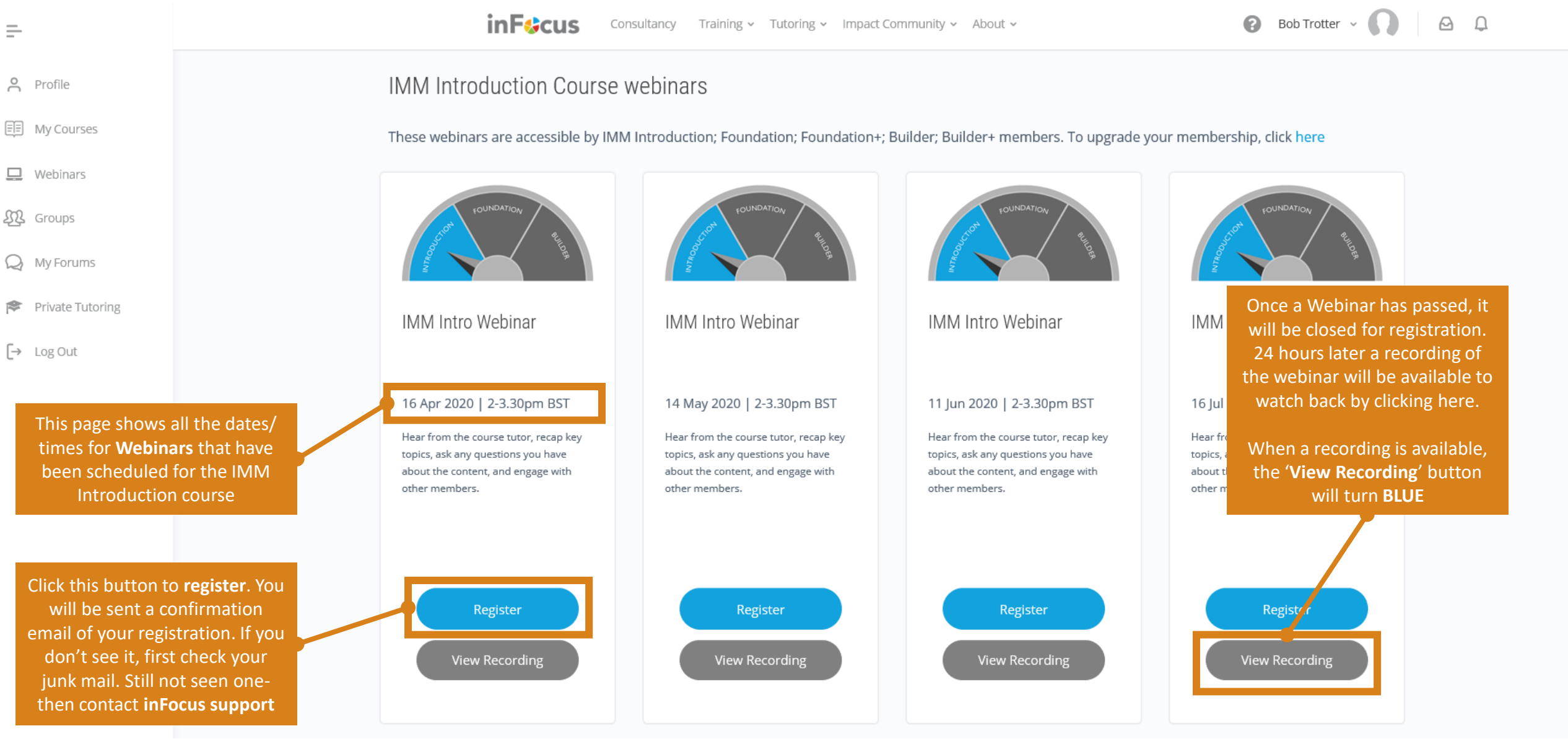


Click on the **Webinars** side panel icon and you will access the Webinars homepage

Click on this button to see all the webinars of this type and **'one click' register** for a webinar you would like to attend

The **Webinars homepage** shows all the different types of webinar available, such as these one's related to the **IMM Introduction course**

Webinar registration and recordings pages



This page shows all the dates/ times for **Webinars** that have been scheduled for the IMM Introduction course

Click this button to **register**. You will be sent a confirmation email of your registration. If you don't see it, first check your junk mail. Still not seen one- then contact **inFocus support**

Once a Webinar has passed, it will be closed for registration. 24 hours later a recording of the webinar will be available to watch back by clicking here.

When a recording is available, the '**View Recording**' button will turn **BLUE**