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Using an Online Learning Platform

Experiment 14 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To access course materials, track progress and complete a practice learning activity.

Principle

A learning platform organises resources, activities and submission records. Account security and checking the correct course/activity prevent avoidable errors.

Requirements

- College-approved learning platform and authorised student account.
- A practice course/resource and quiz or non-graded activity.

Procedure

1. Sign in

Use the approved address and account. Verify the institution/course identity and follow its authentication process.

2. Find materials

Open the assigned course, locate the resource and check title, version and due information.

3. Organise learning

Save permitted materials in the course folder and note what must be completed.

4. Complete practice

Attempt the authorised activity honestly. Review feedback and distinguish completion status from an actual assessed grade.

5. Track

Check progress, outstanding tasks and messages through the platform's intended pages.

6. Finish securely

Record the completed activity and sign out from shared computers; do not save credentials to a public workstation.

Fundamentals of Computer Operations

Observations and Record

Platform action	Course / resource	Verified outcome
Access / resource	_____	_____
Practice activity / feedback	_____	_____
Progress / secure sign-out	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A resource marked “opened” may not mean the associated assignment was submitted. Check the submission confirmation separately.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why verify the course?

Similar course titles or old resources can cause incorrect work.

2. Does completion equal a grade?

Not necessarily; the platform’s status definitions must be checked.

3. Why sign out on shared computers?

It limits unauthorised access to the account.

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