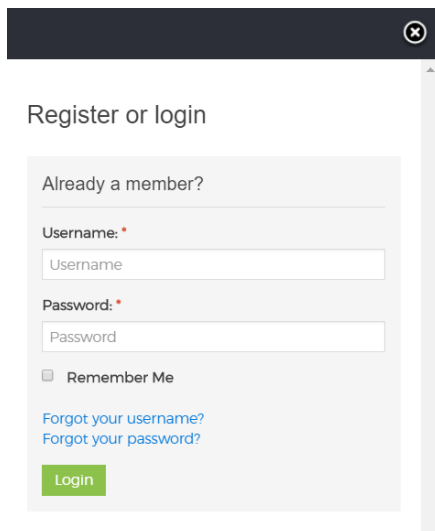
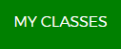


Getting Started Student Guide

Welcome to the YELD Online Certification course. This guide will help you to navigate through the website to quickly jump-start into the course for a smooth transition into your online learning experience. Let's begin!

A. Login



1. Confirm username and password for the course.
2. Visit the YELD website at <https://yeld.online/>
3. Click on 
4. Click link **YELD Online Certification**.
5. Click link of designated Week.
6. Click link of Lessons within Topic.
7. Enter Username and Password. Click the Login button (see left image).

B. Change Password (Forgot your password)

Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account.

Email Address*

Captcha* I'm not a robot 

1. Confirm Email Address for the course.
2. Follow steps above A.2 – 6.
3. Click the **Forgot your password?** link.
4. Enter Email Address and check I'm not a robot. Click the Submit button (see image left).
5. Check the designated email account and follow instructions.

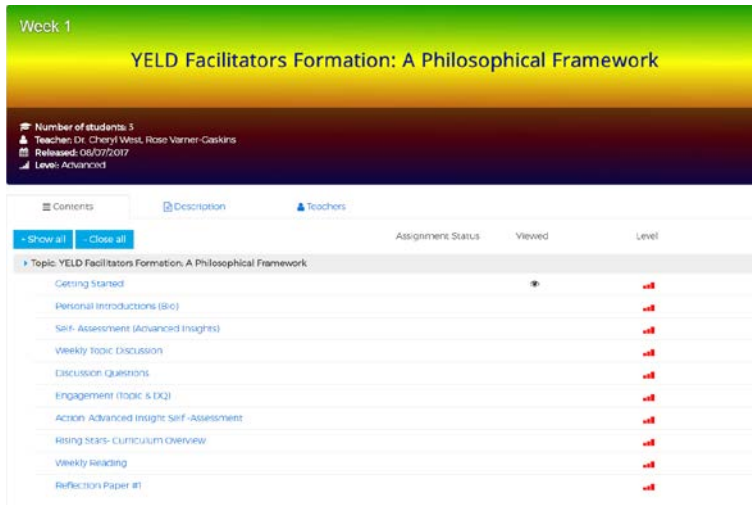
YELD Student Website Areas

C. My Classes

This section is available for students and potential students. This is the area where registered students will be able to login and access all the classes and the lessons within the classes.

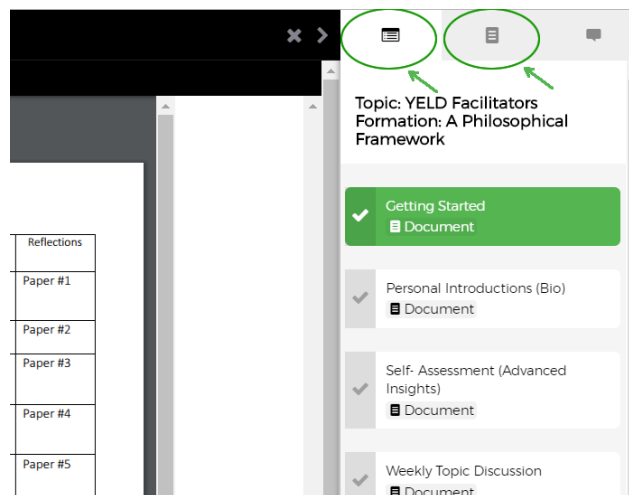


1. From main menu, click on My Classes (see left image). Here you will see the initial page which opens up all the classes available to you within YELD.
2. Click on the image or link **YELD Online Certification**.



3. A graphical list of each class will be displayed. Click the title of Week (or class name) to view its information.
4. The following information is provided: Class overview, Contents, Description, and Teachers.

- Class Overview:** Located directly below the main menu in a colorful box. This dynamic text provide the class name, class topic, the number of students assigned in the class, the teacher(s), the date the class was released, and level of the class.
- Contents:** The Contents tab displays links to the order of the class, and the links to content materials. The links are only accessible to assigned students. Non-registered visitors cannot access the link. Instead they can only see the order or outline of the class. When a link is clicked, the lesson is opened to reveal detailed information. The information maybe in the form of a pdf document or video conferencing information. Both forms of information are available in the tabs to the left. See image below.

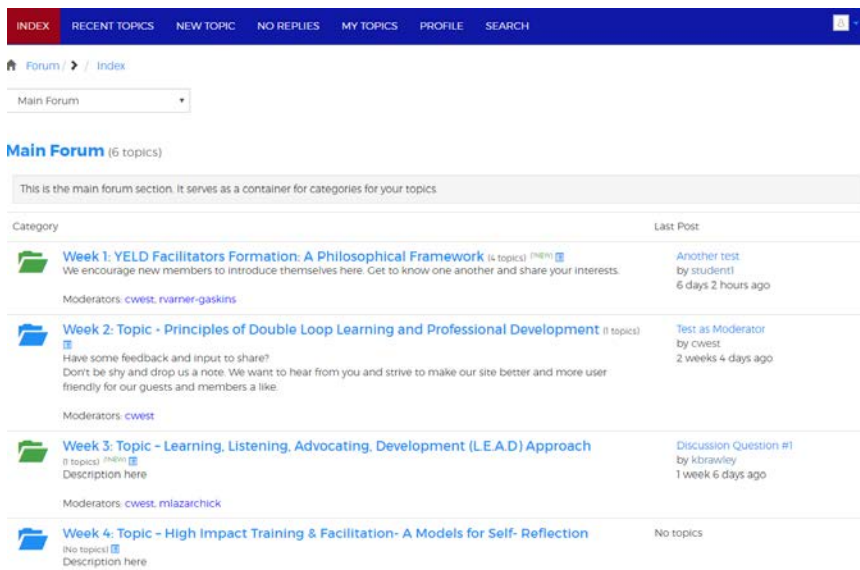


- c. **Description:** The Description tab displays general class information.
- d. **Teachers:** The Teachers tab displays the Instructor’s name, image and biography. It also lists the classes taught by the Instructor, a graphical display of the class level, and date the class was released.

Note: The link ‘Are you a Teacher?’ is the login page for Instructors only.

D. Go To Class

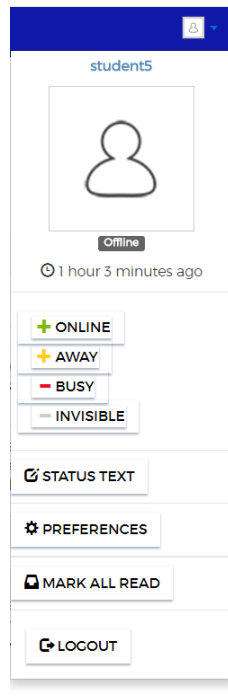
This section is available to registered students only. Once logged in, this is the area where all students and instructors will be able to communicate in an online forum. The forum is open to all to see questions, comments, and answers from all participants.



1. After logging in you are on the Main Forum screen. There are several options available.

- a. **Index:** Page displays the forum homepage which lists the categories for each week and its topic. It also shows last posts, latest topic, author, and day/time.
- b. **Recent Topics:** Page displays the most recent topics in descending order, their replies/views, and last posted information.
- c. **New Topic:** Page displays message form to start a new topic (see 3a below).
- d. **No Replies:** Page displays list of topics that did not receive any replies.

- e. **My Topics:** Page displays list of topics that were submitted by logged in student.
- f. **Profile:** Page displays the following profile information of logged in student: user type, time zone, local time, posts, subscriptions, favorites, thank you, and attachment manager.
- g. **Search:** Page displays the ability to search within forum by keyword, user name, timestamp, and category.
- h. **Profile:** This dropdown is located to the far left of the Forum main menu bar. It provides specific access information and notably the Logout button will logout the student. (See below image.)



INDEX RECENT TOPICS NEW TOPIC NO REPLIES MY TOPICS PROFILE SEARCH

Forum / Main Forum / Week 1: YELD Facilitators Formation: A Philosophical Framework

Main Forum

Week 1: YELD Facilitators Formation: A Philosophical Framework (4 topics)

We encourage new members to introduce themselves here. Get to know one another and share your interests.

Welcome to the YELD Forum!
 Tell us and our members who you are, what you like and why you became a member of this site. We welcome all new members and hope to see you around a lot!

Start Prev 1 Next End

NEW TOPIC MARK TOPICS READ SUBSCRIBE

Subject	Replies / Views	Last Post
Another topic (NEW) Topic started 6 days 2 hours ago, by student1	Replies: 0 Views: 5	Last Post by student1 6 days 2 hours ago
Hi I'm Student1 Topic started 2 weeks 6 days ago, by student1	Replies: 3 Views: 12	Last Post by student1 2 weeks 5 days ago
Hi I'm Student2 Topic started 2 weeks 6 days ago, by student2	Replies: 1 Views: 4	Last Post by student1 2 weeks 6 days ago
Welcome to Kurenal! Topic started 2 weeks 6 days ago, by admin	Replies: 0 Views: 0	Last Post by admin 2 weeks 6 days ago

- Click on designated link to access the specific week (or category)
- A list of topic provided by Instructor or students will be displayed. Here you are able to click on New Topic to create a topic for a question, comment, or reply to Instructor.

- New Topic:** This form allows Instructors and students to enter a subject, message, attachment, and an option to be notified of replies. The message is entered in the Write tab which allows special text and the use of inserting special features. The Preview tab will show exactly what is seen before submitted. (See below image)

New Topic

Subject:

Message: WRITE PREVIEW

B I U S X K [Rich Text Editor Icons]

Enter your message here

Subscribe Check this box to be notified of replies to this topic.