



**Western Cape  
Government**

Department of the Premier

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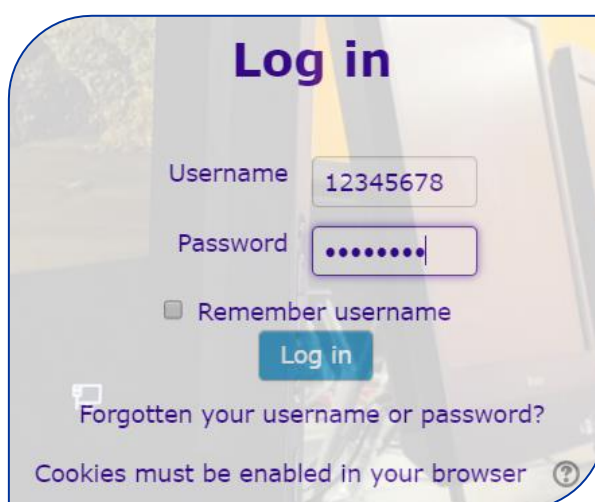
## A. Log in on the LMS

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1. Scan the QR code below to access the Digital Learning Centre's website.



2. You can also type in the following URL into the address bar of the browser <https://argo.page.link/n5KsM>
3. Alternatively, you can enter the URL <https://icttraining.westerncape.gov.za/moodle> in the address bar of your web browser.
4. Click on the **Log in** icon  (top right-hand corner).
5. Enter your **PERSAL** number as **Username** and **Password** and click on **Log in**.  
(Please forward all login queries to [icttraining@westerncape.gov.za](mailto:icttraining@westerncape.gov.za))

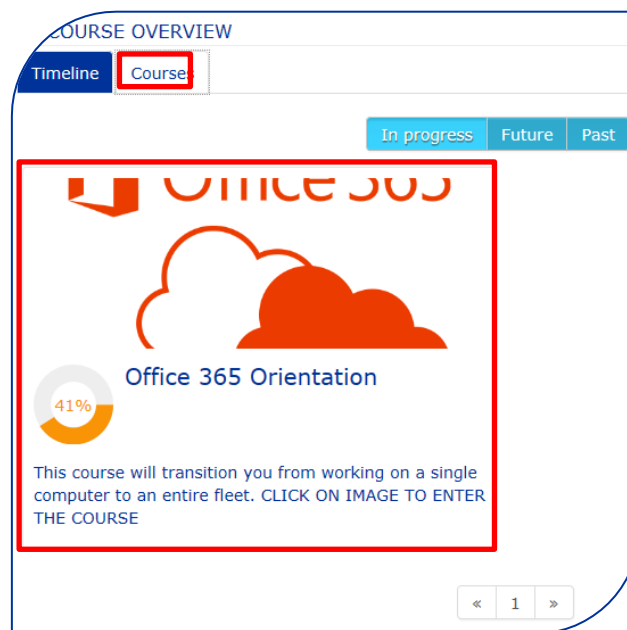
A screenshot of a login form titled "Log in". The form has a light blue background with a blurred image of a person's face. It contains the following elements: a "Username" field with the text "12345678", a "Password" field with seven dots and a cursor, a checkbox labeled "Remember username", a blue "Log in" button, a link "Forgotten your username or password?", and a footer message "Cookies must be enabled in your browser" with a question mark icon.

6. If you are required to do so, fill out the required profile fields and click on **Update Profile**.

## B. What to do after Log in

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7. Click on the **Courses tab** to open the course that you are enrolled in.
8. On that page, click on the **Office 365 Orientation** icon. That action will take you to the start of the course.



## C. Starting & navigating the Course

9. Click on the **Welcome to this Course** tab that will give you information what this course is about.

The screenshot shows the 'Office 365 Orientation' course page. The breadcrumb trail at the top reads 'Dashboard > My courses > o365 > Welcome to this Course'. The page title is 'Office 365 Orientation'. Below the title are four tabs: 'Welcome to this Course' (highlighted in red), 'Course Outlines', 'Modules', and 'Resources'. The main content area contains the following text:

Hi, and welcome to the Office 365 Orientation Programme - Microsoft's cloud based collaborative suite of apps. Office 365 focuses on accessibility to documents and communication, mobility, and team collaboration.

This course will provide an overview of the apps available in Office 365. Learn the core features, how they can simplify your workday and make your team more productive. You'll be able to access your email, contacts, calendar and work with all your important documents from virtually anywhere, on any device.

This Orientation Programme is designed to get you introduced to the many features and functions of the Office 365 cloud-based services.

So, without any further ado, let's get you started!

*To Course Outlines*

On the right side of the text, there is a cluster of Office 365 application icons including Word, Excel, PowerPoint, OneDrive, Outlook, and Teams.

At the bottom right of the page, the text 'Course Outlines' is visible.

10. Click on the next tab **Course Outlines**. This will give you the information on how to complete the course as well as topics that are covered in this course.

The screenshot shows the 'Office 365 Orientation' course page with the 'Course Outlines' tab selected. The breadcrumb trail at the top reads 'Dashboard > My courses > o365 > Course Outlines'. The page title is 'Office 365 Orientation'. Below the title are four tabs: 'Welcome to this Course', 'Course Outlines' (highlighted in red), 'Modules', and 'Resources'. The main content area contains the following text:

**How to complete this course**

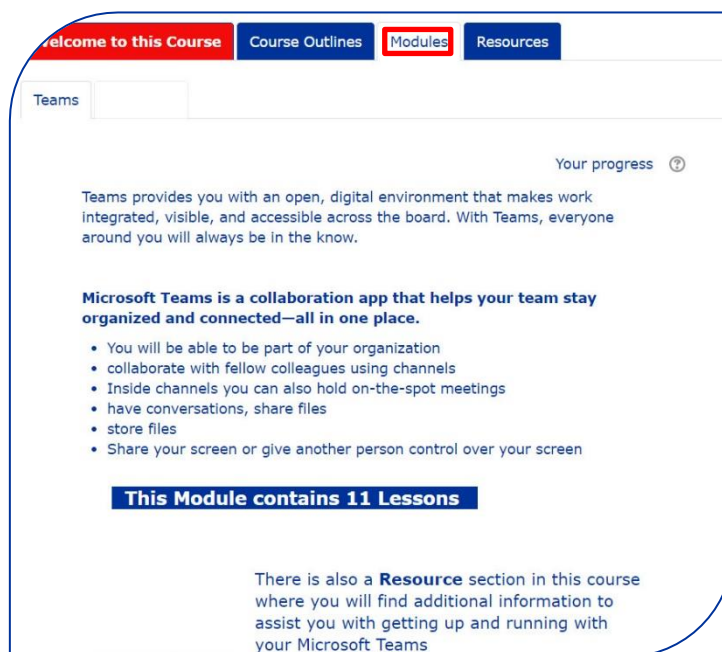
- This is a self paced course - which means you complete it on your own pace
- It is advised that you also apply the knowledge in this course to your real life Microsoft Teams work environment

**Course Objectives:**

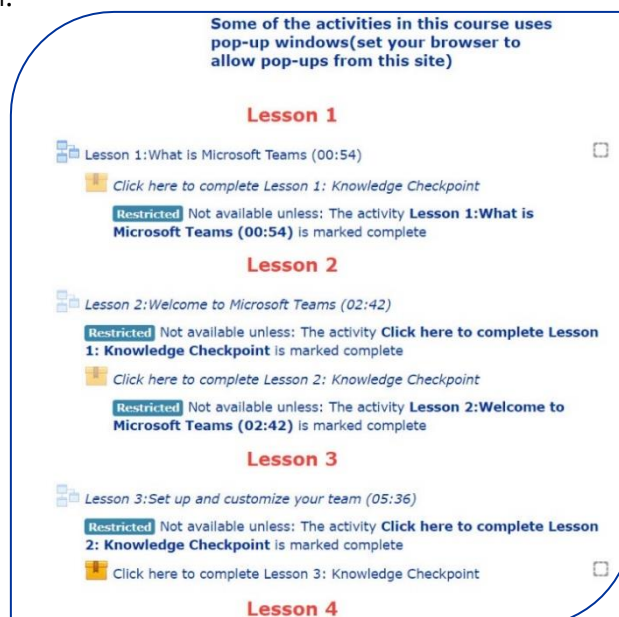
- Course is introduced into 11 lessons
- Each Lesson consist of Video Resources and a Knowledge Checkpoint(Quiz)
- Lessons will only be accessible once the Knowledge Checkpoint at each lesson is completed
- After completing watching all the Video Resources | Knowledge Checkpoints | Feedback you will be able to access and download your digital(PDF) certificate

## D. Engage with the video content

11. Click on the tab **Modules** to view and engage with the video content.
12. You will then read through an introductory to Microsoft Teams.




13. Click on the lessons that will take you to the relevant page where you can engage with the video content.
  - You will only be able to proceed to the next Lesson after you have watched and completed a **Knowledge Checkpoint** in the current Lesson.



14. Click on **Lesson 1: What is Microsoft Teams**

### Lesson 1


Lesson 1:What is Microsoft Teams (00:54)

 [Click here to complete Lesson 1: Knowledge Checkpoint](#)

### Lesson 2

Lesson 2:Welcome to Microsoft Teams (02:42)

**Restricted** Not available unless: The activity **Click here to complete Lesson 1: Knowledge Checkpoint** is marked complete

 [Click here to complete Lesson 2: Knowledge Checkpoint](#)

**Restricted** Not available unless: The activity **Lesson 2:Welcome to Microsoft Teams (02:42)** is marked complete

15. Click the **play** button on the video to play the video.

## Lesson 1:What is Microsoft Teams (00:54)

### What is Microsoft Teams

Lesson 1:What is Microsoft Teams? (00:54)



What is Microsoft Teams?

16. When you have finished watching the video click on the link **Back to lessons** that will take you to the content of the Modules tab.

[\*\*Back to lessons\*\*](#)

16.1 You will notice that the video Lesson 1: What is Microsoft Teams is **marked complete**.

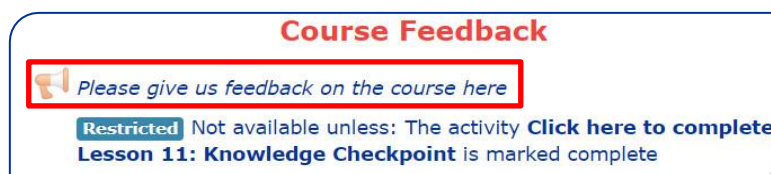
- Click on the link **Click here to complete Lesson 1: Knowledge Checkpoint**.
- Another window will open with a few questions that you need to answer.
- At the end of the questions you will receive your results.
- Click on the button Continue to go back to the Modules tab.
- Only now can you proceed and click on the next lesson and watch the video.



16.2. **Alternatively**, after you have completed watching the video, click on the link in the bottom right corner, to proceed to the **Knowledge Checkpoint questions**.



17. After you have completed watching all the video content and completed all the Knowledge Checkpoints, click on the link **Please give us feedback on the course here** to complete a feedback form.



18. After you have completed the course, you can download a certificate for your record.

### Digital Certificate

**Will only be available for you to download(PDF) once you completed the following in this course:**

1. Watched Lesson 1 to Lesson 10 (**Video Resources**)
2. Completed all the Lesson Knowledge Checkpoints in each Lesson
3. Completed the Course Feedback.

 *Microsoft Teams Orientation Certificate*

**Restricted** Not available unless: The activity **Please give us feedback on the course here** is marked complete

19. On the **Resources** tab you will find additional material for your perusal.

Welcome to this CourseCourse OutlinesModulesResources

 Glossary

### MS Teams Resources

-  How to Sign in
-  Teams Quick Guide
-  How to make a Teams Test Call
-  Teams PPT
-  Etiquette-in-Teams