

Investit Academy Learning Management System

Operating Guide

For Managers

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Overview and Objectives

The Investit Academy LMS enables your organization to implement an online commercial training and certification program using the Investit Academy online “Raising Your Commercial IQ” video series as the foundation on which to build an outstanding commercial training program.

The overall function of the LMS is to provide online education, practice quizzes, proctored exams, and the recording of student grades and the issuance of a certificate upon completing the course requirements.

The objectives of this operating manual are to explain how to effectively manage and use and the LMS.

Video

A video on how to use the Investit Academy Learning Management System (LMS) for managers is available at [xxxxxxxxxxxxxx](#)

Cost and Advertising Sponsors

The Investit Academy LMS is provided free to your organization. Advertising sponsors pay Investit directly to have their ads placed on the LMS. The sponsors are able to change their ads remotely without involving your organization or Investit.

Platform

The Investit Academy LMS uses Moodle which is the world`s leading open source learning management system with over 51,000 sites and 36 million users. Moodle is used by major universities, colleges and corporations to deliver online education and training.

Operations

The LMS resides on the Investit server and is maintained by Investit Staff.

Access to the LMS

Access to the LMS is through a link your organizations’ secure web site. The LMS cannot be accessed directly from the web.

Certification

The LMS enables a certificate in commercial real estate to be issued on passing the exams for the three core courses and one elective course.

Core courses

- 101. How to Analyze and Value Income Properties (3-1/4 hours)
- 102. Real Estate Investment Analysis (3-1/4)
- 102. Development Analysis and Valuing Land (4-1/2 hours)

Elective courses

- 101. Applied Real Estate and Lease Analysis
- 102. Creating & Profiting from Joint Ventures

The passing grade for each course is 75%.

Education and Training Activities

The education and training activities consist of:

1. Videos and workshop manuals
2. Practice quizzes
3. Mastery challenges
4. Investit Flash Card Packs
5. Exams
6. Competency assessment tests
7. Resources such as check lists and articles

Exams

To pass a course the candidate takes an exam using an office computer that is setup and supervised by the office “Proctor” or by the “Manager”. Multiple candidates can take the exam at the same time but will receive different questions. For each candidate questions are drawn randomly from an exam bank of over 100 questions for each course.

The exam result can be viewed by the candidate and by management in the grade book but not by the Proctor. The results are emailed to the candidate and manager.

Exam rules

- 1) Time allowed: 3 hours
- 2) Basic calculator is required
- 3) Closed book supervised exam
- 4) Passing grade: 75%
- 5) Attempts. The Candidate or Applicant is only allowed one attempt at a time. If they exit before completing or complete but fail the Candidate or Applicant has to request a new proctored exam
- 6)

Exam Generation

The Moodle LMS offers a number of features which allows a number of candidates or applicants to be tested together. Each candidate is presented with a different set of questions presented in a randomly generated order making it impossible to share answers and makes it difficult to memorize the answers ahead of time.

- 1) A specified number of questions are randomly selected and presented in a random order from a large Quiz Bank. Certain questions have been selected so that they always appear on an exam. The remainder are chosen randomly
- 2) Questions that involve calculations such as “Calculate the Cap Rate” are generated each time using a different set of numbers. This means that candidates may see the same question such as “Calculate the Cap Rate” but the numbers being provided and the answer will be different for each candidate.

Candidates sitting side by side will not see the same questions because the questions for each candidate are being drawn randomly from the exam bank and presentation randomly.

Competency Tests for Applicants

The competency test is used check that an applicant wishing to join the commercial division as a sales person or a residential realtor who wishes to transition to the commercial division has the basic understanding of the most common terms used in commercial real estate.

The competency test provides an assessment of the applicant's knowledge and provides the manager with information for training a new recruit.

The applicant does not receive the grade but the grade is recorded in the applicant's grade book which is available to management.

The competency test is set up and administered by the office "Proctor" or "Manager"

Practice Quizzes

Practice quizzes for each course allows the candidates to test their knowledge as part of the learning process and for preparing for the exams. The grade is generated to provide feedback but is not recorded in the Candidates grade book.

Mastery Challenge

Allows the Candidates to test their basic understanding of commercial real estate terms and calculations.

The candidate's grade is recorded but only available to the candidate.

The Mastery Challenges are organized by specific topics such as:

- Income properties

 - Cap Rates & Income Multipliers

 - Financing

 - Risk Analysis

 - Etc.

Investit Flash Cards Packs


Flash Cards are a great way to learn the basic terms and formulas used in commercial real estate and to prepare for the exam.

Following are examples for Flash Cards being used to teach terms, concepts and calculations. Simple, but effective.


The first card is a question. The student decides on the answer or writes down the formula and carries out the calculation, clicks on the question card and the answer is displayed.

Flash Card examples

There are two basic assumptions made when using the Cap Rate to determine the value of an income property. They are?

- 
- 1) The Net Operating Income (NOI) is constant and goes on forever.
E.g. Net Operating Income (NOI) Yr. 1 \$140,000 Yr. 2 \$140,000 etc. forever
2) The property is never sold

Calculate the Cap Rate
Net Operating Income (NOI):
\$125,000
Sale Price: \$1,600,000


$$\text{Cap Rate} = \frac{\text{Net Operating Income} \times 100}{\text{Sale Price}}$$
$$= \frac{125,000 \times 100}{1,600,000} = 7.81\%$$

Single versus Multiple offices

The LMS allows an organization to have a single or multiple offices.

If your organization would like to add more offices please contact Investit at 1-877-878-1828.

Roles and Privileges

The LMS offers the following roles. Each role has a set of privileges or actions they can take.

The roles are:

1. Candidates. Members of your organization taking the educational courses
2. Manager(s)
3. Senior Manager(s) if the organization has more than one office
4. Proctor(s)
5. Applicants

Each role has different actions that they can take which are described below.

Getting Started

Investit sets up your organization and enrolls the first manager(s) and Senior Manager for organizations with multiple offices

The “first” manager can add:

1. candidates (candidate can also self-enroll)
2. applicants
3. managers and proctors

Candidates

Are members of your organization who have access to the LMS via your secure website. They cannot access the LMS directly from the web.

Candidates can self-enroll or be set up by a Manager or a Proctor.

Candidate. Self-enrollment

1. The candidate goes to the LMS from the “Create Account” link on your web site and selects “Create New Account”.
2. On subsequent visits the member logs in from a link on your organizations web site.
3. After creating their account an email is sent to the candidate containing the login information. An email is sent to the manager(s) notifying them of the new enrollment.

CREATE ACCOUNT

Nanaimo Board

Username

Password

Confirm Password

Email Address

First Name

Last Name

Nanaimo

Nanaimo Board

Phone Number

1323

Enter the above characters

Get another CAPTCHA

Submit

Reset

After self-enrolling the candidate can view the videos, print the manuals, use the flash card packs, take the practice exercises and the mastery challenge tests and view their grades and progress.

My Home

Edit Profile

Courses

Click Here to View Grade Book

Mastery Grade Book

Exam Grade Book

Mastery Challenge. Test your Commercial IQ

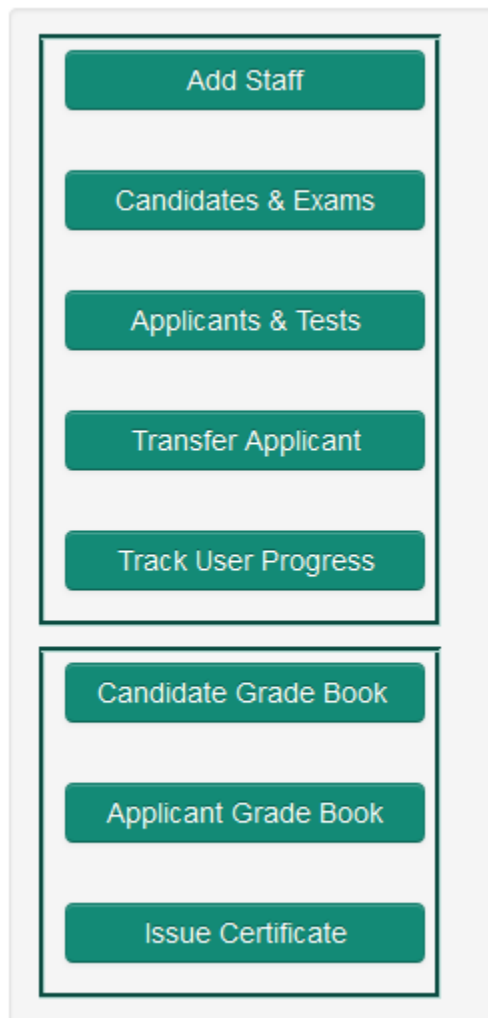
Videos, Manuals, Quizzes and Investit Flash Card Packs

Educational Resources: Informative articles, check lists etc.

Allows the candidate to view their grades and progress.

Manager's "Action Menu"

Using the "Action Menu" a manager can directly enroll candidates, add proctors and managers, set up exams, review grades and progress by clicking on the appropriate button on the Action Menu.



The Manager using the "Action Menu" can:

1. Add additional Managers
2. Add Proctors
3. Add Candidates and Applicants
4. Transfer an Applicant to a Candidate
5. Set up exams
6. Review grades for all candidates and applicants
7. Re-issue certificates
8. Track progress
9. Re-send the email containing user's login information

Adding Staff

Add Staff

A manager can add additional Managers and Proctors and display the staff list.

Add Staff

MANAGEMENT of STAFF

Show All Staff Add Manager Add Proctor

Add Manager

Username

Password

Confirm Password

The password must have at least 8 characters
At least 1 upper case letter(s)
At least 1 non-alphanumeric character(s)
Only symbols - _ ? < > *) (& ^ % \$ # @ ! are allowed

First Name

Last Name

Email Address

Phone Number

Organization

Office

Submit **Reset**

Cancel

Candidates & Exams

Candidates & Exams

Allows the Manager or the Proctor to:

- Create a new Candidate or find a Candidate. **Note:** Candidates can self-enroll
- Set up an exam

Candidates

To administer an exam or change the Candidate's profile
Click on first or last name

Search by

Search by ☐ Username ☐ First Name ☐ Last Name ☐ Phone Number ☐ E-Mail

Setting up an Exam

Login as a manager or as a Proctor and select “Candidates & Exams”.

From the Candidates and Exams screen, find the appropriate candidate by searching for them specifically or by clicking Show all Candidates and picking the Candidate from the list. Click on the Candidates First or Last name.

Candidates

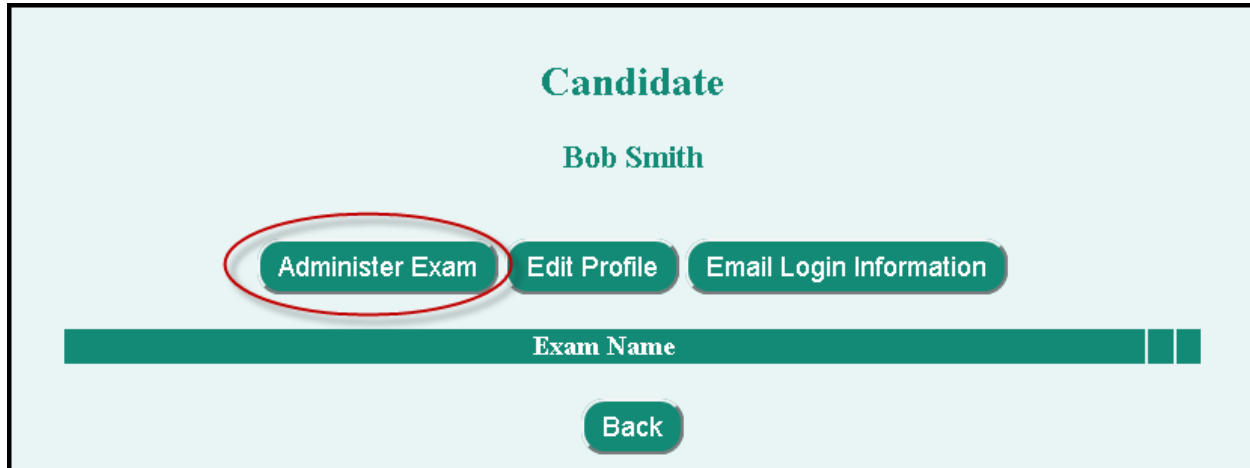
To administer an exam or change the Candidate's profile
Click on first or last name

Search by

Search by ☐ Username ☐ First Name ☐ Last Name ☐ Phone Number ☐ E-Mail

First Name	Last Name	User Name	Telephone	Email	Edit
Candidate	Jones	candidatejones	9849849894	candidatejones@test.com	<input type="button" value="X"/> <input type="button" value="Eye"/> <input type="button" value="Gear"/>
Bob	Smith	canaa	123-456-7890	investit@investitsoftware.com	<input type="button" value="X"/> <input type="button" value="Eye"/> <input type="button" value="Gear"/>

Click on Administer Exam from the Candidate menu.



Candidate

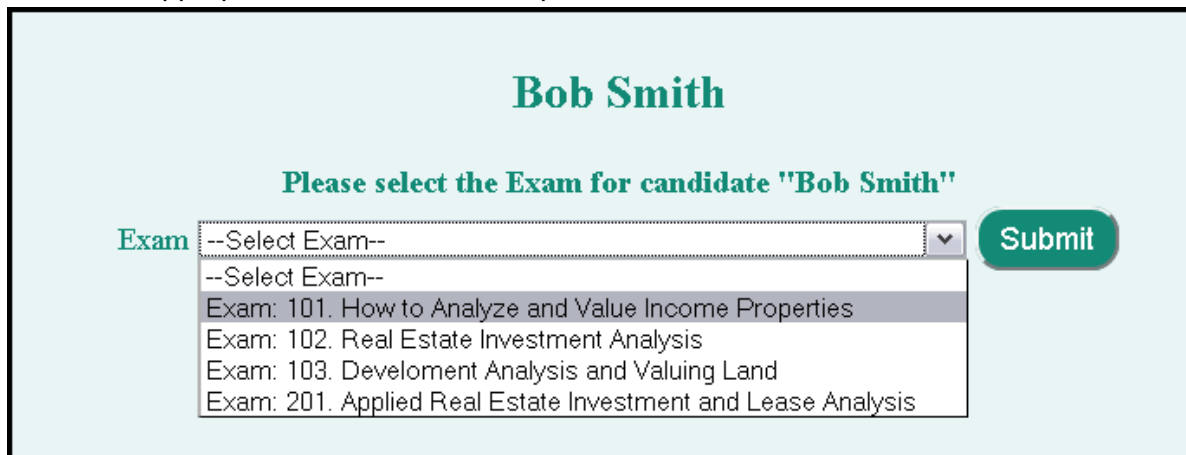
Bob Smith

Administer Exam Edit Profile Email Login Information

Exam Name

Back

Select the appropriate exam from the drop down menu and click Submit.



Bob Smith

Please select the Exam for candidate "Bob Smith"

Exam --Select Exam--

--Select Exam--

Exam: 101. How to Analyze and Value Income Properties

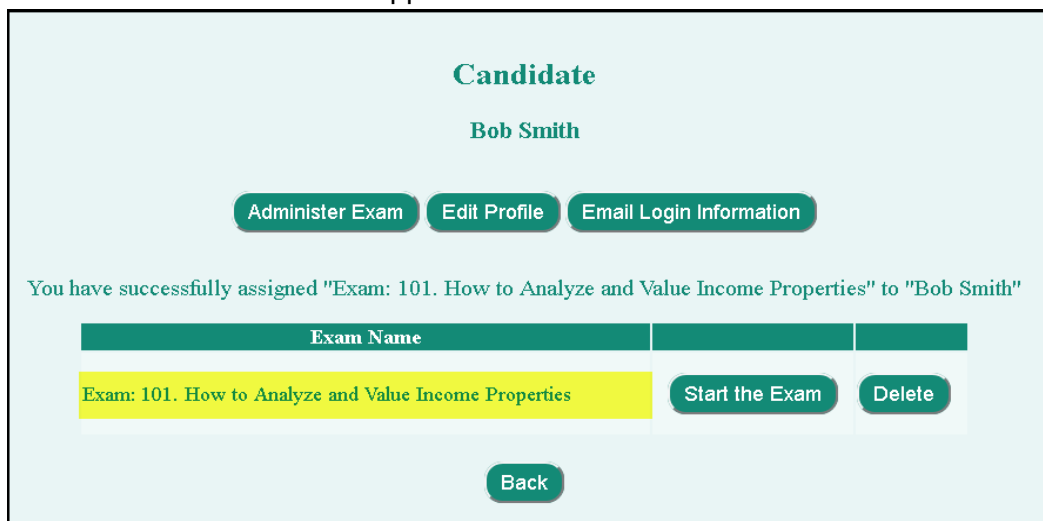
Exam: 102. Real Estate Investment Analysis

Exam: 103. Development Analysis and Valuing Land

Exam: 201. Applied Real Estate Investment and Lease Analysis

Submit

The chosen exam will then appear in the Candidate menu.



Candidate

Bob Smith

Administer Exam Edit Profile Email Login Information

You have successfully assigned "Exam: 101. How to Analyze and Value Income Properties" to "Bob Smith"

Exam Name		
Exam: 101. How to Analyze and Value Income Properties	Start the Exam	Delete

Back

Starting an Exam

There are two ways for a candidate to start an exam.

- 1) The candidate can login to the Investit LMS using their Username and Password
- 2) The Proctor or Manager can click on Start the Exam in Candidate menu next to the appropriate Exam

Candidate
Bob Smith

Administer Exam Edit Profile Email Login Information

You have successfully assigned "Exam: 101. How to Analyze and Value Income Properties" to "Bob Smith"

Exam Name		
Exam: 101. How to Analyze and Value Income Properties	Start the Exam	Delete

Back

Candidate
Test Candidate1

Administer Exam Edit Profile Email Login Information

Exam Name		
Core: Real Estate Investment Analysis	Start the Test	Delete

Back

Exam rules

- 1) Time allowed: 3 hours
- 2) Closed book supervised exam
- 3) Passing grade: 75%
- 4) Basic calculator required
- 5) Attempts. The Candidate or Applicant is only allowed one attempt at a time. If they exit before completing or complete but fail the exam the Candidate or Applicant has to request a new exam

Starting the exam. CAUTION

The candidate's exam should not be set up until the candidate has arrived at the location where the exams are going to be conducted.

The reason. Once the exam is set up the candidate can login and access the exam.

Setting up an exam up ahead of time would enable the candidate to take an unsupervised exam and experience the exam questions. Not a good idea

Set the exam up when the candidate arrives in your office to take the exam

Proctoring a group

If you are proctoring an exam for candidates set the exam up for each candidate about 15 minutes ahead of time. When the exam was ready to start have each candidate login and click on the exam link to start the exam

If the candidate doesn't turn up it is really important to delete the exam to prevent the candidate from previewing or trying to exam later. The exam will automatically delete 3 hours after the start time.

Deleting an exam

To delete an exam, find the candidate, click on the first or last name, which will display the exam screen, click on the delete button

The exam has now been removed from the candidate's home page and is no longer available to the candidate.

Applicants & Tests

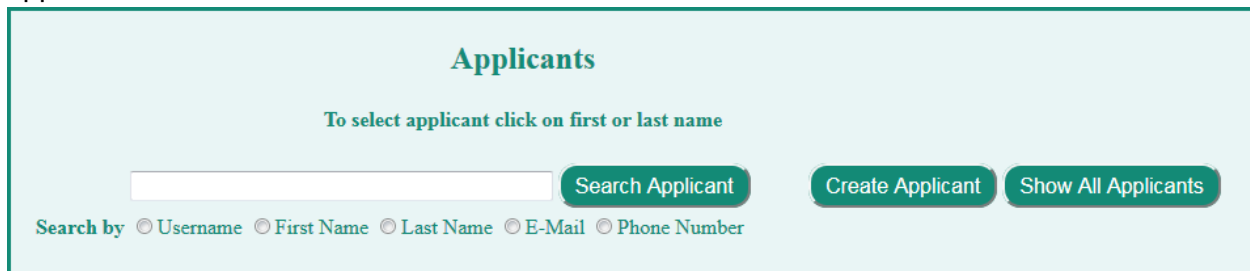
Applicants & Tests

An applicant applying for membership to the commercial division or to join the organization and is required to take the “Competency Test” to test their knowledge of the basic terms and calculations used in commercial real estate.

An applicant cannot self-register. The competency test is set up by the “Proctor” or the “Manager”.

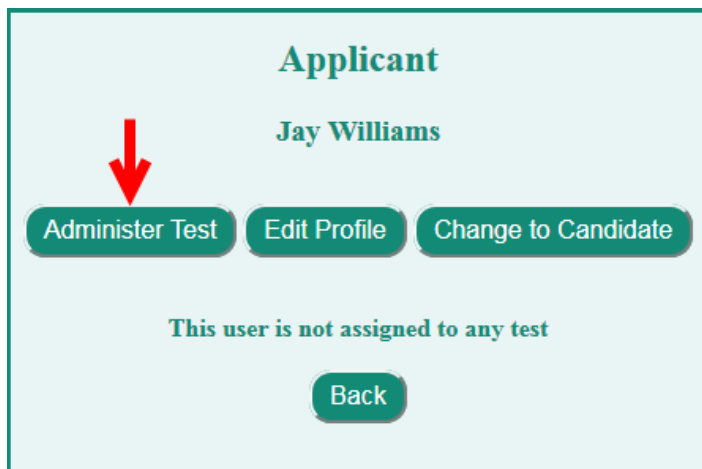
Setting up an Applicant

The first step is to create the Applicant or if the applicant has been created to search for the applicant.



The screenshot shows a web interface for managing applicants. At the top, the title "Applicants" is centered. Below it, a subtitle reads "To select applicant click on first or last name". There is a search input field with a "Search Applicant" button to its right. Further right are two buttons: "Create Applicant" and "Show All Applicants". At the bottom, a "Search by" section includes radio buttons for "Username", "First Name", "Last Name", "E-Mail", and "Phone Number".

Once the Applicant has been created or selected the Competence Test can be set up.



The screenshot shows the profile page for an applicant named "Jay Williams". The title "Applicant" is at the top. Below the name, there are three buttons: "Administer Test", "Edit Profile", and "Change to Candidate". A red arrow points down to the "Administer Test" button. Below these buttons, a message states "This user is not assigned to any test". At the bottom, there is a "Back" button.

Setting up an Applicant Test

From the Applicants and Tests screen, find the appropriate applicant by searching for them specifically by “First Name” or “Last Name” or by clicking “Show all Applicants” and picking the applicant from the list. Click on the Applicant’s First or Last name.

Applicants

To select applicant click on first or last name

Search by ☐ Username ☐ First Name ☐ Last Name ☐ E-Mail ☐ Phone Number

First Name	Last Name	User Name	Email	Phone Number
Chris	Pronger	AppAA	test@test.com	123-456-7890

Click on Administer Test from the Applicant Menu

Applicant

Chris Pronger

This user is not assigned to any test

Select the appropriate test from the drop down menu and click on Submit

Chris Pronger

Please select the Test for applicant "Chris Pronger"

Test

Competency Assessment. Basics

To begin the Test click on Start the Test

The screenshot shows a user interface for an applicant named Chris Pronger. At the top, the title 'Applicant' is displayed in a large, bold, teal font, followed by the name 'Chris Pronger' in a smaller teal font. Below this, a teal message states: 'You have successfully assigned "Competency Assessment. Basics" to "Chris Pronger"'. Underneath the message are three teal buttons: 'Administer Test', 'Edit Profile', and 'Change to Candidate'. Further down, the section 'Chris Pronger's tests' is shown. It contains a table with a teal header row labeled 'Test Name'. The table has one data row with the text 'Competency Assessment. Basics'. To the right of this row are two buttons: 'Start the Test' and 'Delete'. The 'Start the Test' button is circled in red. Below the table is a single teal button labeled 'Back'.

Applicant

Chris Pronger

You have successfully assigned "Competency Assessment. Basics" to "Chris Pronger"

Administer Test **Edit Profile** **Change to Candidate**

Chris Pronger's tests

Test Name	
Competency Assessment. Basics	Start the Test Delete

Back

Upon completion of the competence test the:

1. manager receives an email with the candidate's grade
2. applicant receives an email acknowledging the test but does not receive the grade
3. grade is recorded in the Applicant's grade book and can be viewed later by the manager but not by the applicant

Transfer Applicant

Transferring and Applicant to a Candidate

To transfer and Applicant to a Candidate click on the

- 1) "Transfer Applicant" button
- 2) Select the Applicant
- 3) Click on the Transfer button

Transfer Applicant to Candidate

--Select Applicant--

▼

--Select Applicant--

Jay Williams

Transfer

Cancel

Viewing Candidate's Grades

Candidate Grade Book

Allows a Manager to view the Candidate's grades by:

- 1) Clicking on "Show All Candidates" and then selecting the Candidate or by:
- 2) Doing a search for the candidate using "Username", "First Name", "Last Name" or "E-mail address".

Candidate's Grade Book

To view the Grade Book click on Candidate's first or last name

Search by ☐ Username ☐ First Name ☐ Last Name ☐ E-Mail

Search for a specific Candidate or click "Show All Candidates" to find the candidate from all Candidates belonging to your office. Click on the First or Last Name of the candidate to display the exam grades.

The Candidates grades for each course will appear in descending order by course and date.

Candidate's Exam Grade Book

Bob Smith

Course	Grade	Date
Exam: 101. How to Analyze and Value Income Properties	95%	Feb 10, 2015
Exam: 101. How to Analyze and Value Income Properties	69%	Dec 19, 2014
Exam: 102. Real Estate Investment Analysis	95%	Feb 12, 2015
Exam: 102. Real Estate Investment Analysis	91%	Feb 12, 2015
Exam: 102. Real Estate Investment Analysis	66%	Dec 22, 2014
Exam: 201. Applied Real Estate Investment and Lease Analysis	67%	Dec 12, 2014

Viewing Applicant's Grade

Applicant Grade Book

Allows the Manager to view the applicant's results on the "Competency Test"

1. Click on "Applicant Grade Book" on the "Action Men"
2. Click on "Show All Applicants" and then select the Applicant or by:
3. Doing a search for the Applicant using "Username", "First Name", "Last Name" or "E-mail address".

Applicant's Grade Book

To view the Grade Book click on Applicant's first or last name

Search by ☐ Username ☐ First Name ☐ Last Name ☐ E-Mail

- 4) Click on the "First" or "Last Name" of the applicant to display the grade

Applicants

To select applicant click on first or last name

Search by ☐ Username ☐ First Name ☐ Last Name ☐ E-Mail ☐ Phone Number

First Name	Last Name	User Name	Email	Phone Number
Bill	Williams	Bill Williams	BW@gmail.com	987-911-9076

Click on "First" or "Last Name" to display the grade

Applicant's competency test result

Applicants's Grade Book

First Name	Last Name	Grade
Bill	Williams	87%

User Progress

Track User Progress


Track User Progress allows you to check a “Candidate” or an “Applicant’s” exam results and review their progress.

1. Click on the “Track User Progress” on the “Action Menu”
2. Find the candidate by searching by “First” or “Last Name” or use “Show All Candidates” and select the candidate from the candidate list by clicking on the “First” or “Last Name”

Track User Progress

[Search Candidate](#)
[Show All Candidates](#)


Search by
 ☐ Username
 ☐ First Name
 ☐ Last Name
 ☐ Phone Number
 ☐ E-Mail

First Name	Last Name	User Name	Telephone	Email	
Kirk	McLean_temp	REVIA_candidate1	123-456-7890	brent@investitsoftware.com	 Show Attempts

3. Click on “Show Attempts” for the course

Kirk McLean_temp Exam Attempts

Select exam to view progress

Exam	Attempts	
Exam: 102. Real Estate Investment Analysis	1	 Show Attempts
Exam: 202. Creating and Profiting from Joint Ventures	1	Show Attempts

[Back](#)

4. Exam results and history is displayed for the selected course

Kirk McLean_temp Exam Attempts

Select exam to view progress

Exam	Attempts																
Exam: 102. Real Estate Investment Analysis	1	Show Attempts															
<table><thead><tr><th>Attempt</th><th>Marks Secured</th><th>Grade</th><th>Attempt Date</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>40.57/45</td><td>90%</td><td>12-04-2016</td><td>Passed</td></tr><tr><td colspan="5"><div>Close</div></td></tr></tbody></table>			Attempt	Marks Secured	Grade	Attempt Date	Status	1	40.57/45	90%	12-04-2016	Passed	<div>Close</div>				
Attempt	Marks Secured	Grade	Attempt Date	Status													
1	40.57/45	90%	12-04-2016	Passed													
<div>Close</div>																	
Exam: 202. Creating and Profiting from Joint Ventures	1	Show Attempts															

Back

Certificates

Issue Certificate

When a candidate passes all the courses required for the Certificate in Commercial Real Estate the Manager(s) are notified by email with copies of several different Certificate designs attached.

The “Candidate” receives an email notifying them that they have passed all the required courses

The organization can decide on the best way to present the certificate and recognize the candidate’s accomplishment.

The certificate could be presented by the Manager at a weekly meeting or at an event such as a regional conference or received from the president. The accomplishment can be reported in newsletters, email blasts etc.

Certificate design options

The “Certificate Completion” email sent to the Manager(s) contains several different certificate designs and sizes allowing you to choose the best size and layout for your organization.

- 1) Portrait 8.5 inches wide x 11 inches high. No border
- 2) Portrait 8.5 inches wide x 11 inches high. With border
- 3) Small 8-1/2 wide x 5.5 inches wide. No border
- 4) Small 8-1/2 wide x 5.5 inches wide. With border

TIP. Staples Office Supplies offers a number of attractive and professional blank certificates that you can use.

Sample certificate

Re-issuing a Certificate

Issue Certificate

As a manager you can re-send the email containing the certificate to yourself using “Issue Certificate”

1. Click on “issue Certificate” on the Action Menu
2. Find the candidate by searching by “First” or “Last Name” or use “Show All Candidates” and select the candidate from the candidate list by clicking on the “First” or “Last Name”

Issue Certificate

Please enter a Candidate name to view their Certificate progress

Search Candidate

Show All Candidates

Search by

☒ First Name

☐ Last Name

3. Click on “Email Certificate. This will send the email with the certificates attached to you

Peter	Williams	Exam: 101. How to Analyze and Value Income Properties Exam: 102. Real Estate Investment Analysis Exam: 103. Development Analysis and Valuing Land	Exam: 201. Applied Real Estate Investment and Lease Analysis	<div style="background-color: #008080; color: white; padding: 5px 15px; border-radius: 5px; cursor: pointer;">Email Certificate</div>
-------	----------	---------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

Proctors

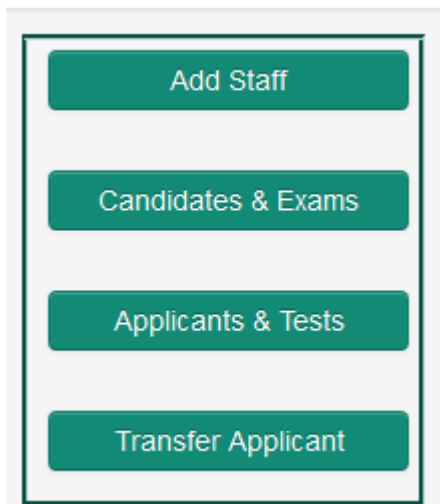
The actions available to the Proctor are limited to:

1. Setting up exams for a Candidate or an Applicant and supervising the exam
2. Adding additional Proctors
3. Transferring an Applicant to a Candidate

Because of privacy concerns the Proctor does not have access to the candidate's or applicant's exam grades.

The Proctor is most likely the office administrator or assistant to the manager and can add additional proctors.

Action menu for the Proctor.

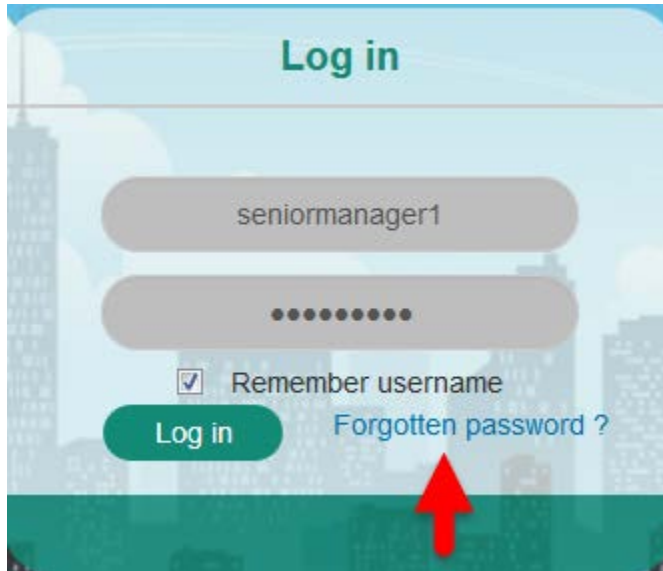


Password Recovery

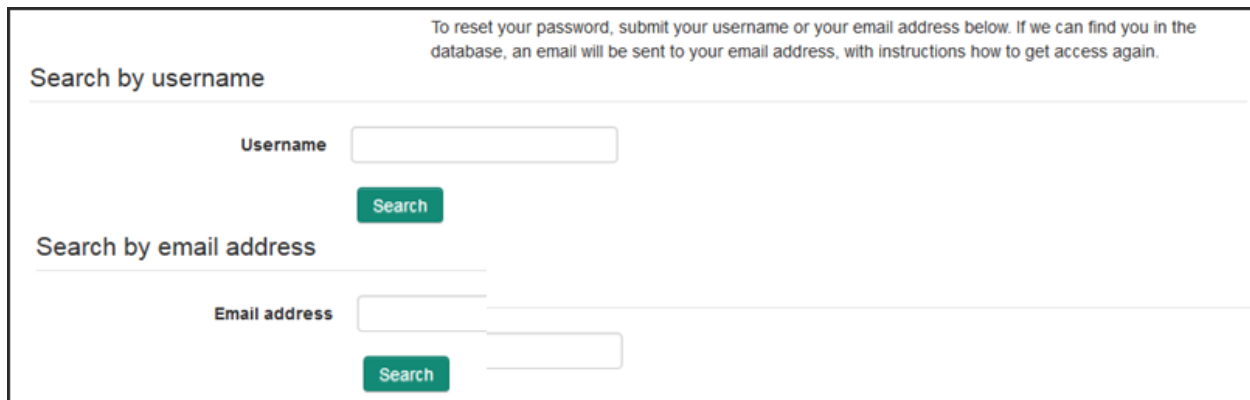
There are several ways to recover or change a password.

During the login process

If the user has forgotten their password they can use “Forgotten password?” to recover their password.



The image shows a login interface with a light blue header containing the text "Log in". Below the header, there are two input fields: the first contains the username "seniormanager1" and the second contains a masked password represented by ten dots. Below the password field is a checkbox labeled "Remember username" which is checked. At the bottom left is a green "Log in" button. To its right is a blue link labeled "Forgotten password ?". A red arrow points upwards towards this link.



The image shows a password recovery form. At the top, it says "To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again." Below this, there are two sections. The first section is titled "Search by username" and contains a label "Username" next to a text input field, followed by a green "Search" button. The second section is titled "Search by email address" and contains a label "Email address" next to a text input field, followed by a green "Search" button.

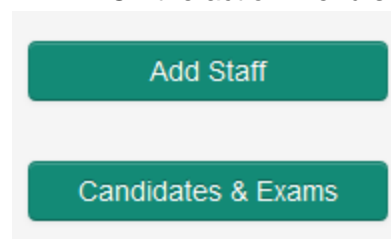
Using this process the user can recover or reset the password and receives an email with the login information.

Manually recovering of a password

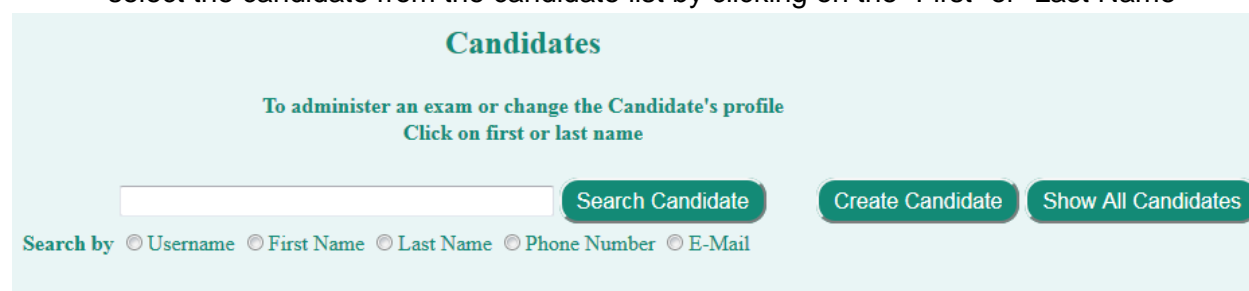
Our experience in dealing with passwords is that a user may call you directly to re-send their login information because they have forgotten their login information.

To do this:

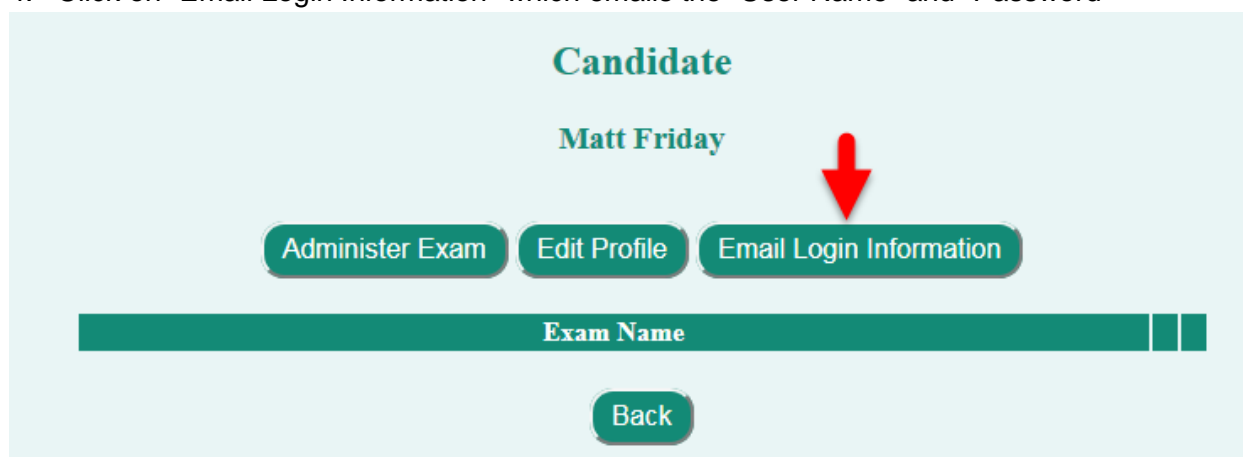
1. Enter the LMS as a “Manager” or “Proctor” or a “Senior Manager”
2. On the action menu select either “Add Staff” or “Candidates & “Exams”



3. Find the candidate (or Staff member) by searching or use “Show All Candidates” and select the candidate from the candidate list by clicking on the “First” or “Last Name”

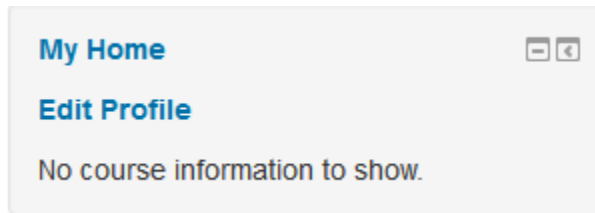


4. Click on “Email Login Information” which emails the “User Name” and “Password”



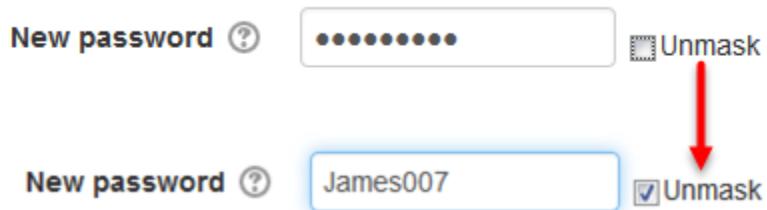
Change profile

A user can change their profile by logging in and then clicking on “Edit Profile”



The “User Name” and “Password” can be changed as well as contact information

The user can view their password using the “Unmask” password feature.



Investit Academy LMS Emails

The LMS automatically generates the following emails:

New user is created

There are four types of users of the LMS

- 1) Manager
- 2) Proctor
- 3) Candidate
- 4) Applicant

When a new user is created the following email is generated and sent to the user.

Note. An applicant will not receive this email because they are not allowed to log themselves into the LMS.

To the “New User”

Subject: Welcome to the Investit Academy LMS

Hello Ron,

Thank you for registering with the Investit Academy LMS. Please use the following information to access the Investit Academy Learning Management System (LMS).

To access the Investit Academy LMS please login from the link on your organizations web site.

Username: Ronsmith

Password: Ronsmith34

Regards,

Investit Academy

To the “Manager”. New user has been created

When a new user has been created the manager receives the following email.

Subject: New enrollment. Investit Academy LMS

A new user Ron Smith” from your office has registered with the Investit Academy LMS.

Name:

Email:

Regards,

Investit Academy

Changing profile

- 1) Manager
- 2) Proctor
- 3) Candidate

When a user changes their profile they receive the following email:

Note: This email only goes to the person who changed their profile

Subject: Welcome to the Investit Academy LMS

Hello Ron,

Your log-in information to the Investit Academy LMS is:

Username: ronsmith

Password: ronSmith51

To access the Investit Academy LMS please login from the link on your organizations web site.

Regards,

Investit Academy

Retrieve login information

Uses the same email as account creation

Subject: Welcome to the Investit Academy LMS

Hello Ron,

Thank you for registering with the Investit Academy LMS. Please use the following information to access the Investit Academy learning Management System (LMS).

To access the Investit Academy LMS please login from the link on your organizations web site.

Username: ronsmith

Password: ronSmith51

Regards,

Investit Academy

Completion of an Exam

Email to Candidate when passing an exam

Subject: Exam result. Investit Academy

Hello Ron,
Congratulations on completion of the "Exam Name" Exam on "Date".

Exam Name: "Exam Name"

Grade: "83%"

Your grade has been recorded in your "Grade Book"

Email to Candidate when failing an exam

Subject: Exam result. Investit Academy

Hello Ron,

You have written the "Exam Name" on "Date" and failed to pass the exam grade of "80" %

We recommended that you review the course materials and test yourself using the "Practice Quiz" prior to re-writing the exam.

Exam Name: "Exam Name"

Grade: "61" %

Your grade has been recorded in your "Grade Book"

Regards,

Investit Academy

Email to Manager when a Candidate passes an exam

Subject: Exam result. Investit Academy

Ron Smith has completed and passed the following exam on "Date".

Exam Name: "Exam Name"

Grade: 83%

The results have been recorded in the Candidate's grade book. The Candidate has been sent the exam result.

Regards,

Investit Academy

Email to Manager when a Candidate fails an exam

Subject: Exam result. Investit Academy

Ron Smith has written the "101. How to Analyze and Value Income Properties" exam on March 10, 2016 and failed to pass the exam grade of 75%

We recommended that Ron reviews the course material and takes the "101. How to Analyze and Value Income Properties" "Practice Quiz" prior to re-writing the exam.

Exam Name: 101. How to Analyze and Value Income Properties

Grade: 55%

The results have been recorded in the Candidate's grade book. The Candidate has been sent the exam result.

Regards,

Investit Academy

Competency Test result

Email to Applicant

Note: An Applicant doesn't receive their grade. The grade is sent to the manager(s)

Subject: Test result. Investit Academy

Hello Ron,

Thanks for completing the Investit Academy commercial real estate competency test on Jan 21, 2016

Your grade has been forwarded to the manager

Regards,

Investit Academy

Email to Manager

Subject: Competency Test result. Investit Academy

Brian Jones has completed the Investit Academy commercial real estate competency test on February 1, 2016 and achieved a grade of 81%"

Regards,

Investit Academy

Certificate Completion**Email to Candidate**

Subject: Congratulations. Investit Academy

Hello Ron,

The Investit Academy congratulates you on passing the exam requirements for the “Raising Your Commercial IQ” certificate program and wishes you all the best with your commercial real estate career.

Your certificate has been sent your manager who will present you with the certificate.

Regards,

Investit Academy

Certificate Completion**Email to Manager**

Subject: Completion of Certificate. Investit Academy

Ron Smith successfully passed the “Raising Your Commercial IQ” certificate requirements on March 20, 2016

Attached are several PDF versions of the certificate Ron Smith.

Staples Office Supplies offers a number of attractive and professional blank certificates that you can use.

We suggest that Ron’s accomplishment be formally recognized by presenting the certificate at a sales meeting or conference.

If you wish to congratulate Ron Smith” the contact information is:

Email: RSmith@gmail.com

Telephone: 650-988-9956

Regards,

Investit Academy

Transfer of Applicant to Candidate

Email to the Applicant

Welcome to the Investit Academy LMS

Hello Brian,

You have been granted access to the Investit Academy LMS.

Please use the following information to access the Investit Academy Learning Management System (LMS).

To access the Investit Academy LMS please login from the link on your organizations web site.

Username: Jwilliams

Password: J64williams

Regards,

Investit Academy

END