



Tutorial:

Undertaking courses at SwiftAir Formacion

Logging in at SwiftAir Formacion

To access SwiftAir Formacion's web site, go to: <http://formacion.swiftair.com/>
Here we will enter our login credentials. These credentials were emailed to us previously by SwiftAir Formacion. If you don't have these credentials, please request yours at formacionweb@swiftair.com.



Página principal

Español

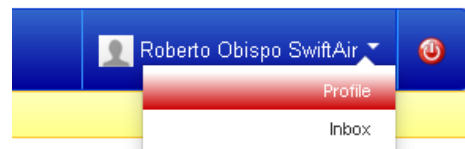
Nombre de usuario

Contraseña

Entrar

¿Ha olvidado su contraseña?

Note: We can change the platform's language here. However, once you log in, the language selected at your profile will be prioritized. You can change your preferred language at any time from your profile page.





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Accessing “My courses”

The screenshot shows the SwiftAir e-Learning platform interface. At the top left is the SwiftAir logo. To its right are icons for user profile, notifications (4), and accessibility (A A A). Below the logo is a navigation bar with 'Homepage' (highlighted in red) and 'My courses'. The user's name 'Roberto Obispo SwiftAir' is displayed in the top right. A central area features a placeholder for a profile picture and a welcome message: 'Bienvenido a SwiftAir Formación Welcome to SwiftAir e-Learning'. Below this is another SwiftAir logo. On the left, a sidebar menu includes 'Profile', 'Inbox', 'Compose', and 'Edit profile'. The main content area is currently empty.

Once we log in, we will see the main page, where we will have an upper menu bar, with two options: “**Homepage**”, and “**My courses**”. “**Homepage**” will bring you back to the current page, and “**My courses**” will take you to a list of the courses available for you in this moment.

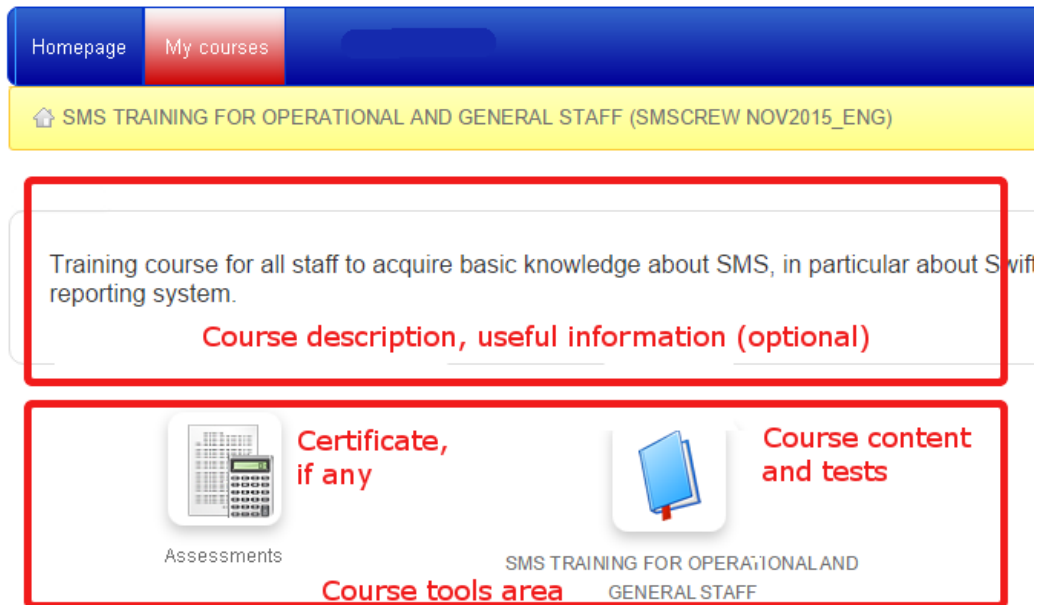
In this list, each course will be composed by:

- Icon + Name of the formative action, with both starting and ending dates of the period of time it will be open.
- Icon + Name of the course contained in the formative action. Here is where we will click to access the course.

The screenshot shows a list of courses. The first item is 'Sesion prueba' with a date range 'Del 2015-12-02 al 2016-12-07' and an icon of a computer monitor. The second item is 'Curso de Prueba' with an icon of a chalkboard with 'a b c' written on it.

Undertaking a course

The main page of a course always has the following layout:



The screenshot shows a course page layout. At the top, there is a navigation bar with 'Homepage' and 'My courses' buttons. Below this is a yellow banner with the course title: 'SMS TRAINING FOR OPERATIONAL AND GENERAL STAFF (SMSCREW NOV2015_ENG)'. The main content area is divided into two sections. The first section, outlined in red, contains a text box with the description: 'Training course for all staff to acquire basic knowledge about SMS, in particular about Swift reporting system.' Below the text is the label 'Course description, useful information (optional)'. The second section, also outlined in red, is the 'Course tools area'. It contains two icons: a document icon labeled 'Assessments' and a book icon labeled 'Course content and tests'. Below these icons is the text 'Certificate, if any' and 'SMS TRAINING FOR OPERATIONAL AND GENERAL STAFF'.

Course description, useful information (optional)

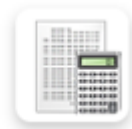
Here we will find information that the course's tutor considered relevant for the students, such as instructions, schedules, minimum score to pass the test, etc. Note that this is an optional information, and it may not appear in every course.

Course tools area

Here we will see mostly the same options:



Course content and tests. In this folder we will find all the content for the course, as well as the tests we need to pass.



Assessments. In this section we will be able to download our certificate, once we complete the course, passing every test.

Also, in this area we may find other tools, such as Chat or Forums, if the course needs them (for example, for tutoring).