

# User Tutorial

## How to Join a Webinar You Have Enrolled In



### *Log In to Your ALZeducate Account*

The screenshot shows the top navigation bar of the ALZeducate website. The navigation items are: ALZeducate (with logo), HOME, EDUCATION (with a dropdown arrow), HELP (with a dropdown arrow), and SUPPORT US. On the right side of the navigation bar, there is a "Login/Register" link with a user icon. A white mouse cursor arrow is pointing at this link. A white text box with a black border is overlaid on the page, containing the text: "Log in to your ALZeducate account by clicking Login/Register at the top right corner of your screen." Below the navigation bar, the main content area features the headline "High-quality, best-practice dementia education for all." in orange and blue text. Underneath the headline is the tagline "Empowering people to live well with dementia or care for someone living with dementia." and a button that says "New to ALZeducate? Create an account!". The ALZeducate logo is visible in the bottom left corner of the page.

ALZeducate HOME EDUCATION ▾ HELP ▾ SUPPORT US Login/Register

Log in to your ALZeducate account by clicking Login/Register at the top right corner of your screen.

**High-quality, best-practice dementia education for all.**

Empowering people to live well with dementia or care for someone living with dementia.

New to ALZeducate? Create an account!

ALZeducate

## Enter Your ALZeducate Username and Password

Now enter your username and password.


(showing is our fictional user Tess Ting)

### Login to your account

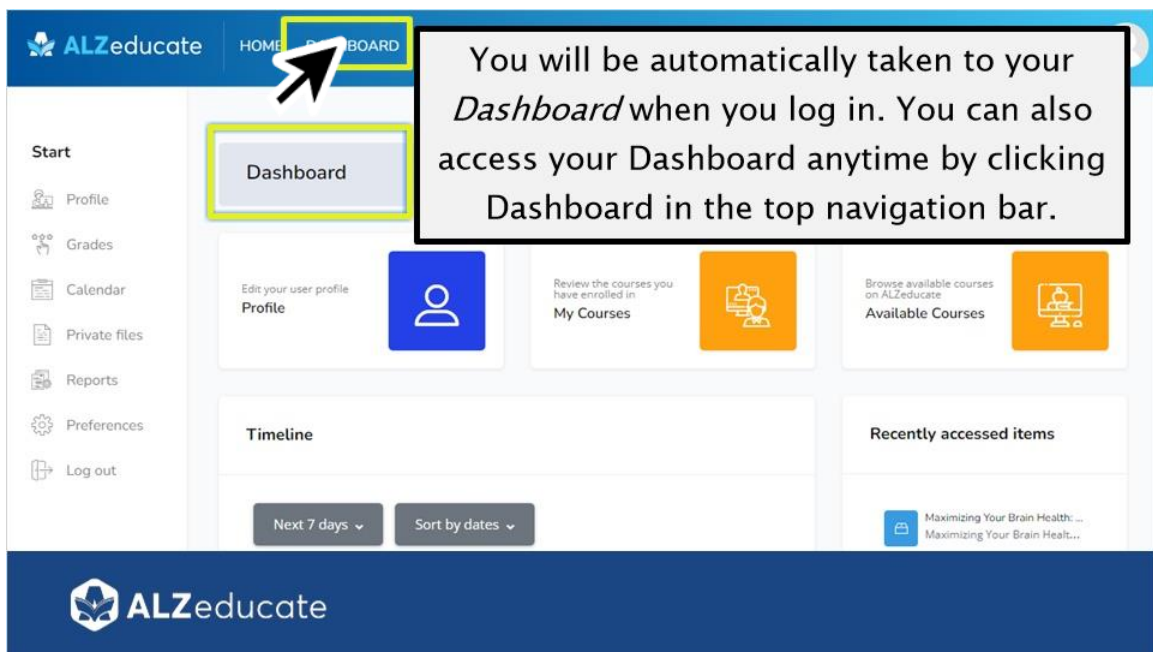
Don't have an account? [Register now!](#)

  
  
 Remember username [Lost password?](#)

**Log in**




## Dashboard

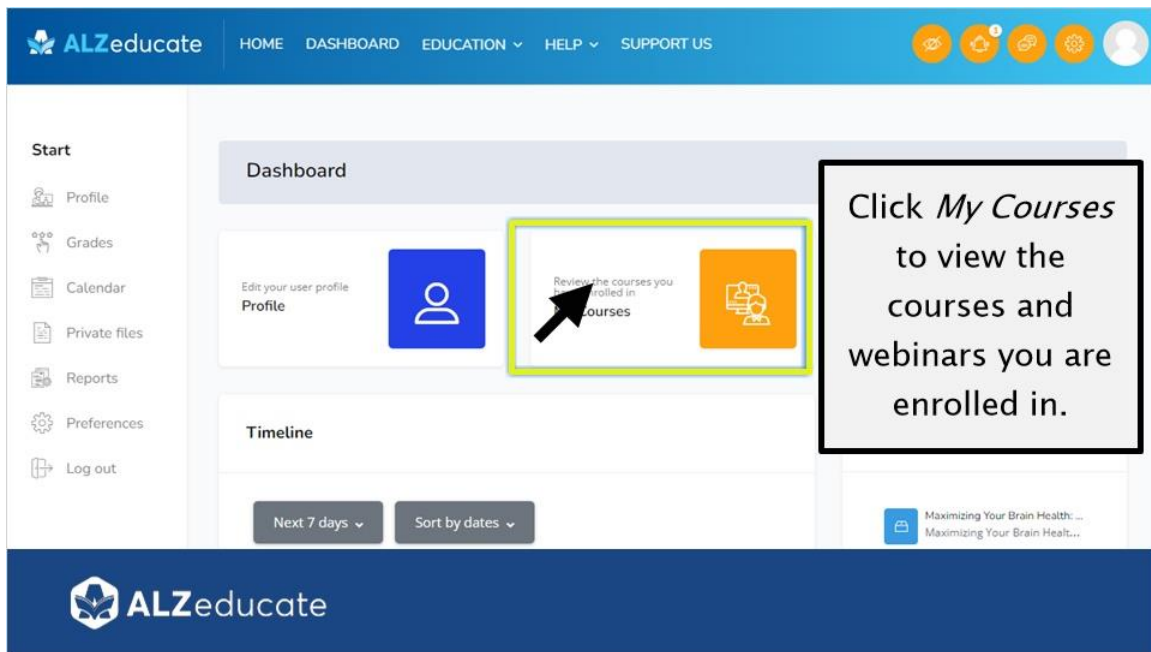


The screenshot shows the ALZeducate dashboard. At the top, there is a navigation bar with 'HOME' and 'DASHBOARD' links. The 'DASHBOARD' link is highlighted with a yellow box and a white arrow pointing to it. Below the navigation bar, there is a sidebar on the left with a 'Start' section containing links for Profile, Grades, Calendar, Private files, Reports, Preferences, and Log out. The main content area features a 'Dashboard' card highlighted with a yellow box. Below this are three cards: 'Profile' (with a blue person icon), 'My Courses' (with an orange book icon), and 'Available Courses' (with an orange computer icon). At the bottom, there is a 'Timeline' section with a 'Next 7 days' dropdown and a 'Sort by dates' dropdown. A 'Recently accessed items' section is also visible, showing a document icon and the text 'Maximizing Your Brain Health...'. A callout box with a black border and white background is overlaid on the right side of the dashboard, containing the text: 'You will be automatically taken to your Dashboard when you log in. You can also access your Dashboard anytime by clicking Dashboard in the top navigation bar.'

You will be automatically taken to your *Dashboard* when you log in. You can also access your Dashboard anytime by clicking Dashboard in the top navigation bar.

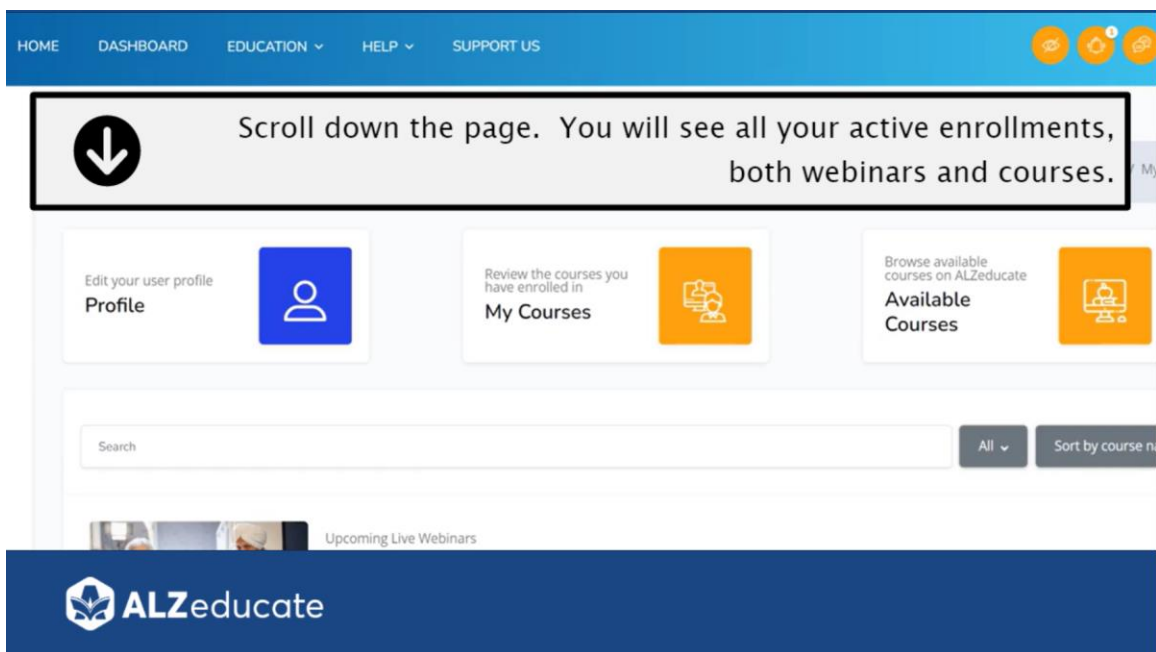


## My courses



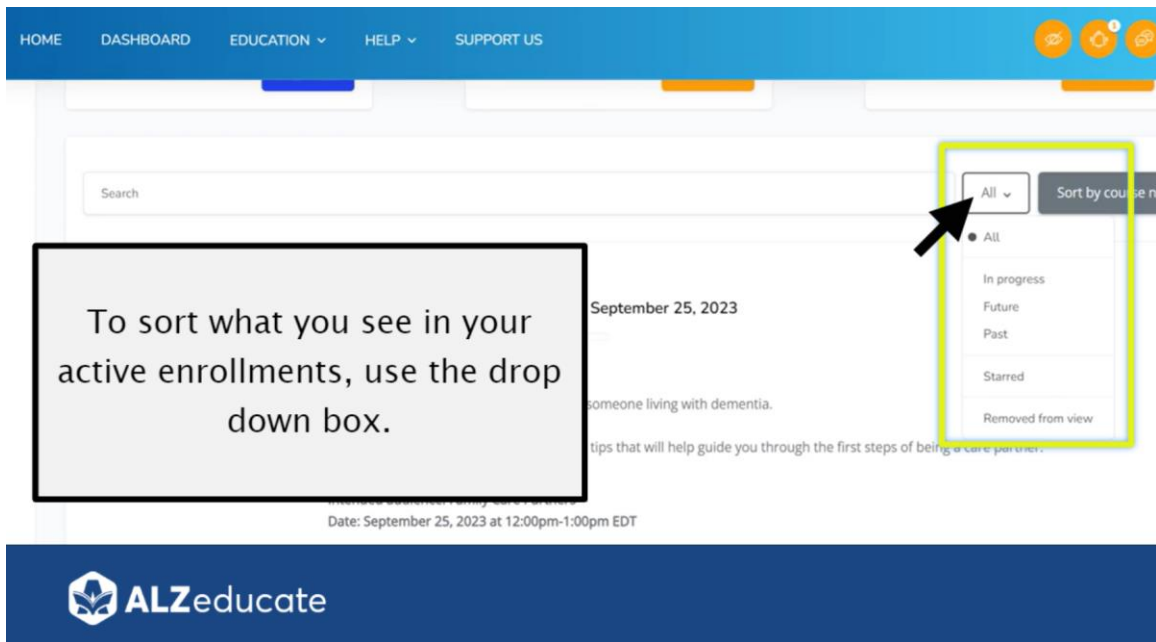
The screenshot shows the ALZeducate dashboard. The top navigation bar includes 'HOME', 'DASHBOARD', 'EDUCATION', 'HELP', and 'SUPPORT US'. A left sidebar lists 'Start' options: Profile, Grades, Calendar, Private files, Reports, Preferences, and Log out. The main dashboard area has a 'Dashboard' section with three tiles: 'Edit your user profile Profile', 'Review the courses you have enrolled in My Courses', and 'Browse available courses on ALZeducate Available Courses'. A yellow box highlights the 'My Courses' tile, and a black arrow points to it. A callout box on the right contains the text: 'Click *My Courses* to view the courses and webinars you are enrolled in.'

## Viewing Your Active Enrollments



The screenshot shows the 'My Courses' page. The top navigation bar is the same as the dashboard. A callout box at the top left contains a downward arrow icon and the text: 'Scroll down the page. You will see all your active enrollments, both webinars and courses.' Below this, the page features three tiles: 'Edit your user profile Profile', 'Review the courses you have enrolled in My Courses', and 'Browse available courses on ALZeducate Available Courses'. A search bar is visible with a dropdown menu set to 'All' and a 'Sort by course name' button. At the bottom, there is a section for 'Upcoming Live Webinars'.

## Using the Sort Option



HOME DASHBOARD EDUCATION ▾ HELP ▾ SUPPORT US

Search

All ▾ Sort by course name

- All
- In progress
- Future
- Past
- Starred
- Removed from view


To sort what you see in your active enrollments, use the drop down box.

September 25, 2023

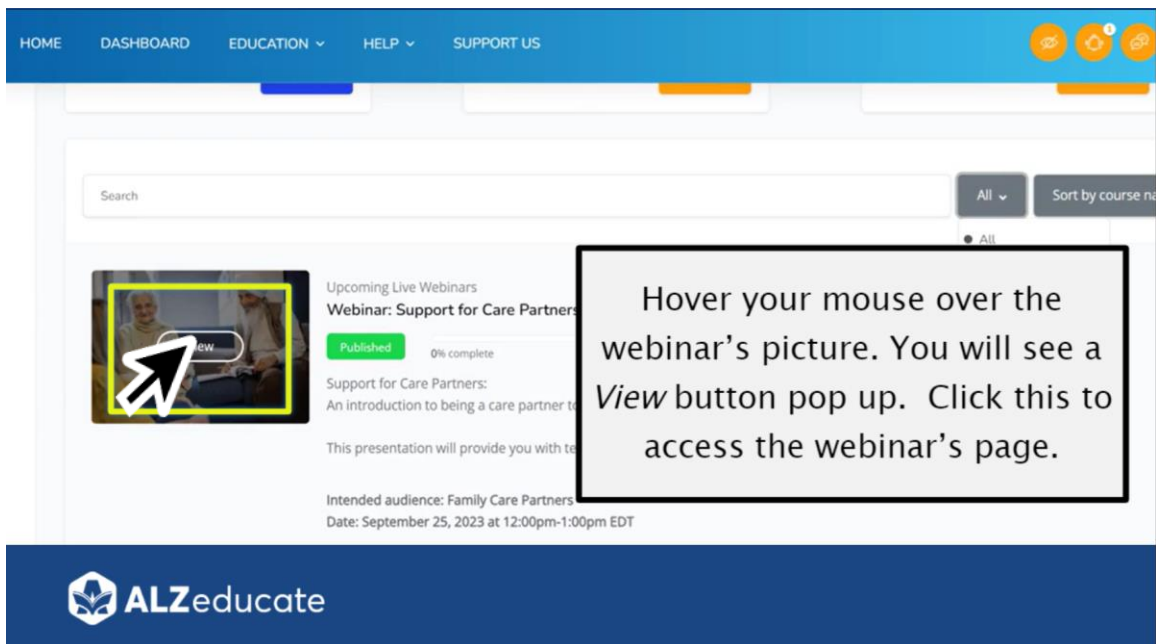
someone living with dementia.

tips that will help guide you through the first steps of being a care partner.

Date: September 25, 2023 at 12:00pm-1:00pm EDT

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## Accessing a Webinar/Course from 'My Courses' Page



HOME DASHBOARD EDUCATION ▾ HELP ▾ SUPPORT US

Search

All ▾ Sort by course name

All

Upcoming Live Webinars

**Webinar: Support for Care Partners**

Published 0% complete


Support for Care Partners:  
An introduction to being a care partner to

This presentation will provide you with te

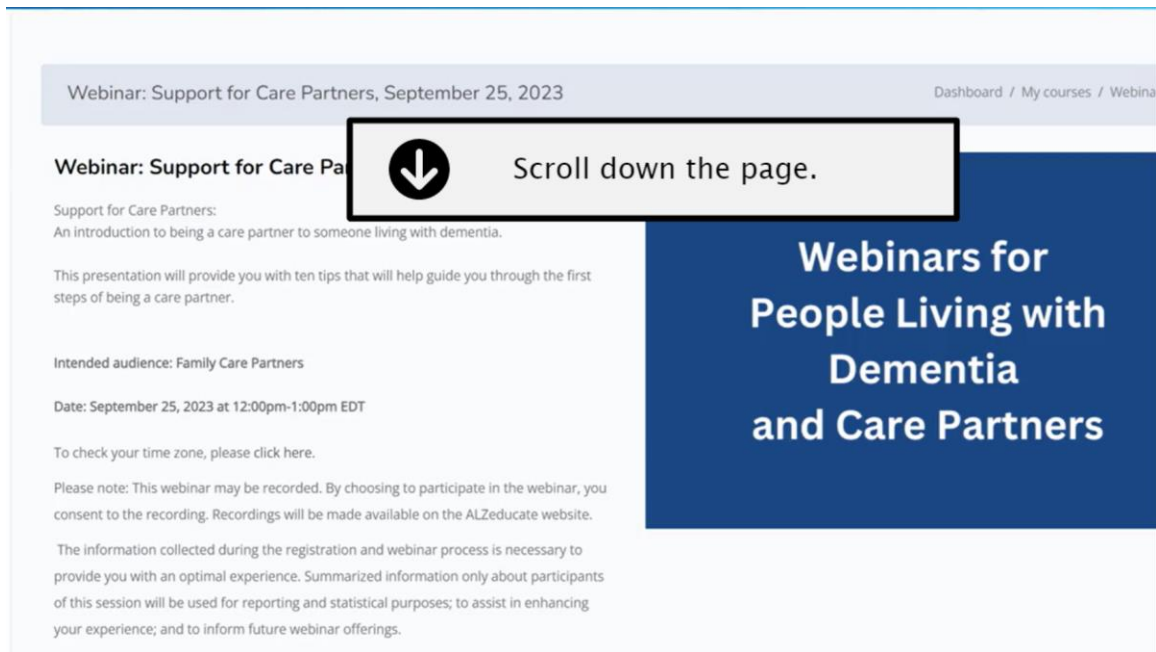
Intended audience: Family Care Partners

Date: September 25, 2023 at 12:00pm-1:00pm EDT


Hover your mouse over the webinar's picture. You will see a View button pop up. Click this to access the webinar's page.

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## Scroll Down the Webinar/Course Page to See More Information



Webinar: Support for Care Partners, September 25, 2023 Dashboard / My courses / Webinar

**Webinar: Support for Care Pa**  Scroll down the page.

Support for Care Partners:  
An introduction to being a care partner to someone living with dementia.

This presentation will provide you with ten tips that will help guide you through the first steps of being a care partner.

Intended audience: Family Care Partners

Date: September 25, 2023 at 12:00pm-1:00pm EDT

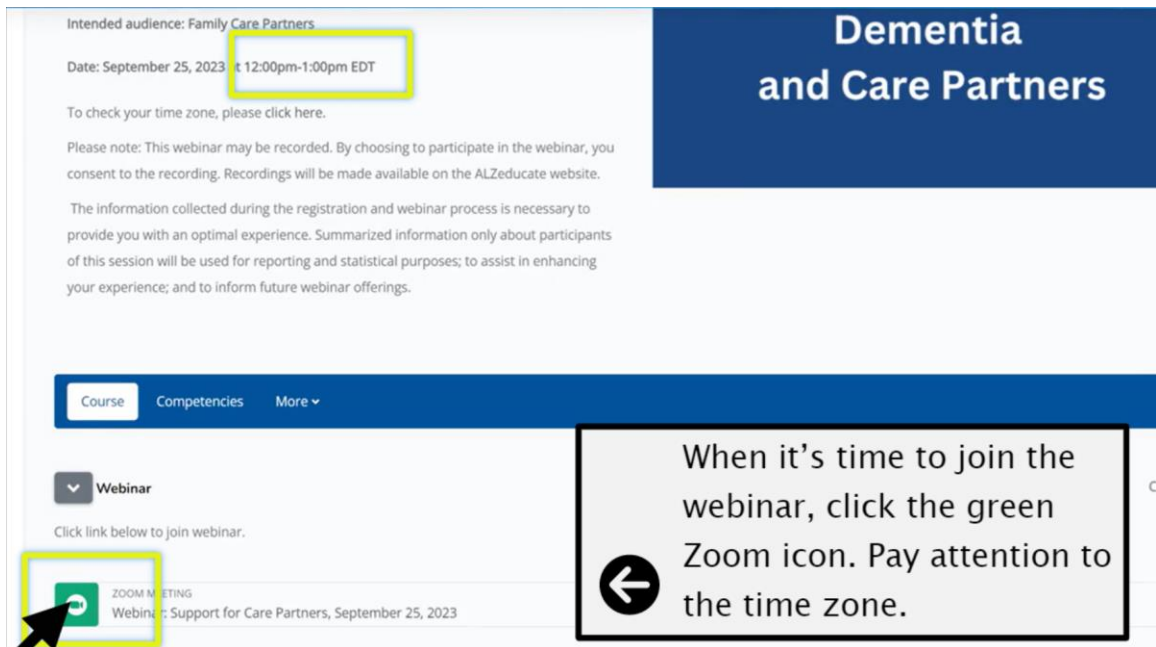
To check your time zone, please click here.

Please note: This webinar may be recorded. By choosing to participate in the webinar, you consent to the recording. Recordings will be made available on the ALZeducate website.

The information collected during the registration and webinar process is necessary to provide you with an optimal experience. Summarized information only about participants of this session will be used for reporting and statistical purposes; to assist in enhancing your experience; and to inform future webinar offerings.

## Webinars for People Living with Dementia and Care Partners

## Click the Zoom Icon to Enter the Zoom Meeting



Intended audience: Family Care Partners

Date: September 25, 2023 at 12:00pm-1:00pm EDT

To check your time zone, please click here.

Please note: This webinar may be recorded. By choosing to participate in the webinar, you consent to the recording. Recordings will be made available on the ALZeducate website.


The information collected during the registration and webinar process is necessary to provide you with an optimal experience. Summarized information only about participants of this session will be used for reporting and statistical purposes; to assist in enhancing your experience; and to inform future webinar offerings.


## Dementia and Care Partners

Course Competencies More ▾

Webinar

Click link below to join webinar.

 ZOOM MEETING  
Webinar: Support for Care Partners, September 25, 2023

 When it's time to join the webinar, click the green Zoom icon. Pay attention to the time zone.

**\*\*Please pay attention to the time zone for the webinar. The time zone is noted in the information at the top of the page.\*\***

## ***Messages When Clicking Zoom Icon – Too Soon to Join***

The screenshot shows a Zoom meeting page for "Webinar: Support for Care Partners, September 25, 2023". A large grey box with a black border contains the text: "If you click the Zoom icon more than 20 minutes before the webinar's start time, you will see this message." Below this, a yellow box highlights a blue error message: "You are unable to join at this time. You can join 20 minutes before the scheduled start time at the earliest." The page includes a "Schedule" section with a table:

Start Time	Monday, 25 September 2023, 12:00 PM
Duration (minutes)	1 hour

The ALZeducate logo is visible at the bottom.

## ***Messages When Clicking Zoom Icon – Join Meeting***

The screenshot shows the same Zoom meeting page. A large grey box with a black border contains the text: "If it is within the 20 minute window before the webinar's start time, you will see this message." Below this, a black box with a white border contains the text: "Click 'Join Meeting'." with a white arrow pointing to the right. A yellow box highlights the "Join Meeting" button, which has a black arrow pointing to it from the text box. The "Schedule" table is also present:

Start Time	Monday, 25 September 2023, 12:00 PM
Duration (minutes)	1 hour

The ALZeducate logo is visible at the bottom.

## Enter Email

Your name will be automatically entered from your user account  
(in this example, our fictional learner, Tess Ting).  
Enter your email address.  
This does not have to be the email used to register for the webinar.

If you  
By joining a  
below  
y Statement

**Enter your email and name**

Your email

Tess Ting

Remember my name for future meetings

Who can see your name and email address?

Join Webinar Cancel

Click 'Join Webinar'.

## Agree to Disclaimer

When the presenters open the webinar, you will first see this disclaimer.  
You must click 'Agree' to join the webinar.

Click **Open Zoom Meetings** on the dialog shown by your browser

**Thank you for joining us via Zoom!**

We are excited to be able to connect with our clients during these times of self-isolation and social distancing—we know staying connected is so important. Please note we are using Zoom, an online technology that helps us connect with you securely. We believe that privacy measures put in place by Zoom will protect your privacy, but we urge you to also take steps to protect your privacy, such as using secure WiFi, and being aware of your surroundings. Also, since we are working from home please be assured, we have taken every measure to ensure your privacy is respected from others who are social distancing with us.

This disclaimer was generated by the account administrator.

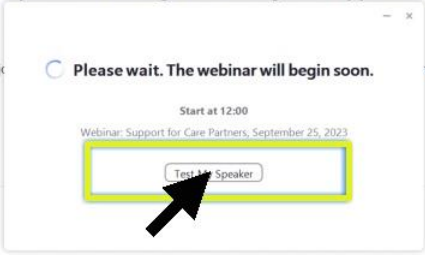
Agree Cancel

Having issues? [Zoom Client? join from Your Browser](#)

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Privacy & Legal Policies | Do Not Sell My Personal Information | Cookie Preferences

## ***'Please Wait' Message***

Click **Open Zoom Meetings** on the dialog shown by your browser



By j... ent


Start at 12:00

Webinar: Support for Care Partners, September 25, 2023

Test My Speaker

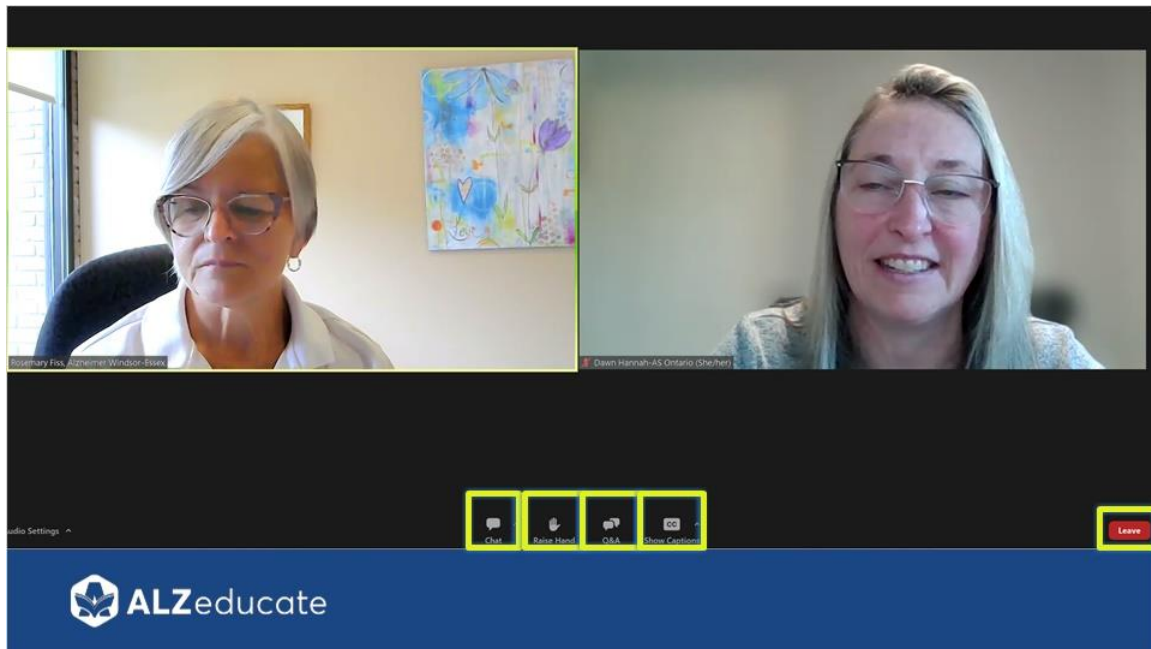
Having issues with Zoom Client? [Join from Your Browser](#)

When first joining Zoom, you will see this message.  
This is a good time to test your speakers.

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## ***Zoom Webinar View***



Note: This is the view for **Zoom Webinar**. *Zoom Meetings* will look a bit different.

Icons:

- **Chat** – communicate with the facilitator (i.e., if you are having technical issues)
- **Raise Hand** – ask a verbal question. The facilitator will need to give you permission to unmute.
- **Q&A** – ask a question of the presenter (content specific) to be answered during the Q&A session.
- **CC** – Closed captioning
- **Leave** – leave the webinar at any time.

### **1.13 Need Help?**

## **Need Help?**

If at any time you need assistance navigating your dashboard, finding or enrolling in courses and/or webinars, or accessing your courses and/or webinars, please reach out! We are here to support you!



[alzed@alzon.ca](mailto:alzed@alzon.ca)