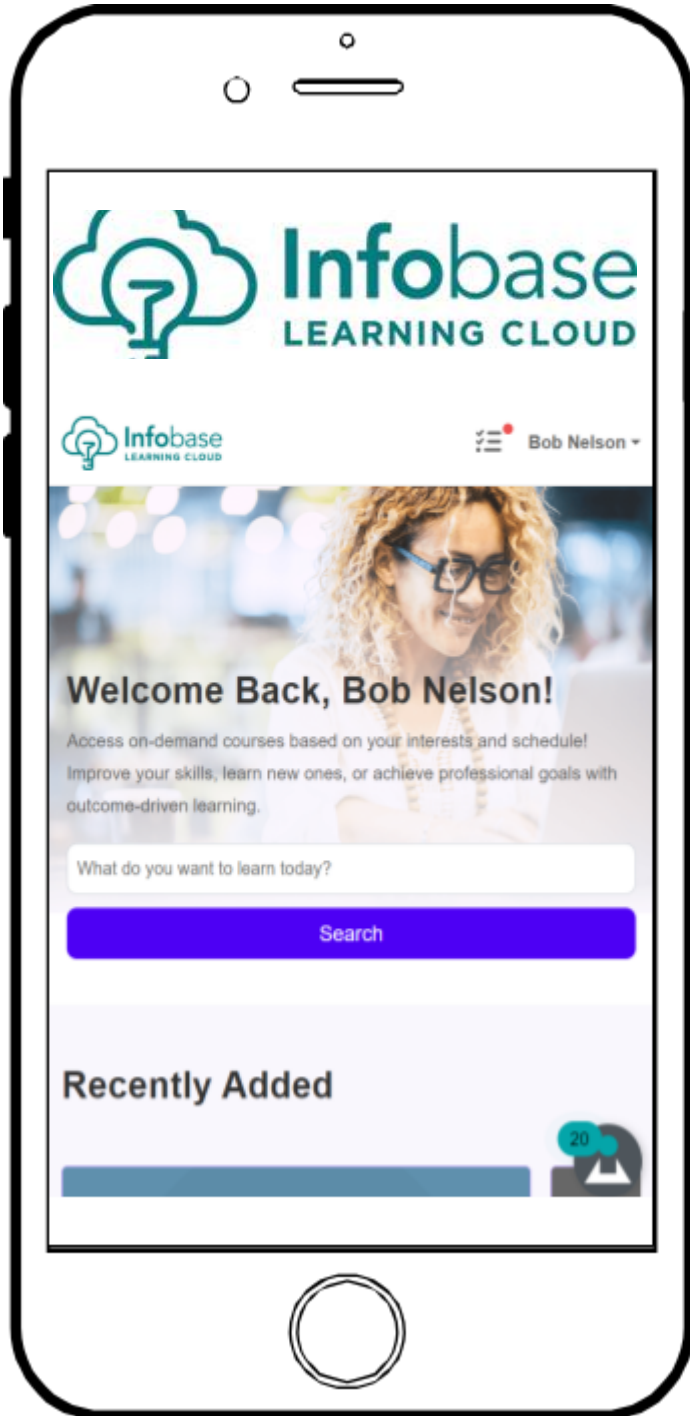


Infobase Learning Cloud

1st Time Users Guide



Anytime

24/7 access to a wide variety of Technology Training for PC, Mac, Mobile, Web services & other Professional Development topics.

Anywhere

PC. Mac. Smartphone. Tablet. Access Infobase Learning Cloud (ILC) from practically any internet enabled device.

Free Professional

Development CETL is pleased to provide this service to all Employees and Students at no cost to you.

View this brief video for a quick overview of ILC platform:
<https://www.youtube.com/watch?v=DSI-FnLKOEs>

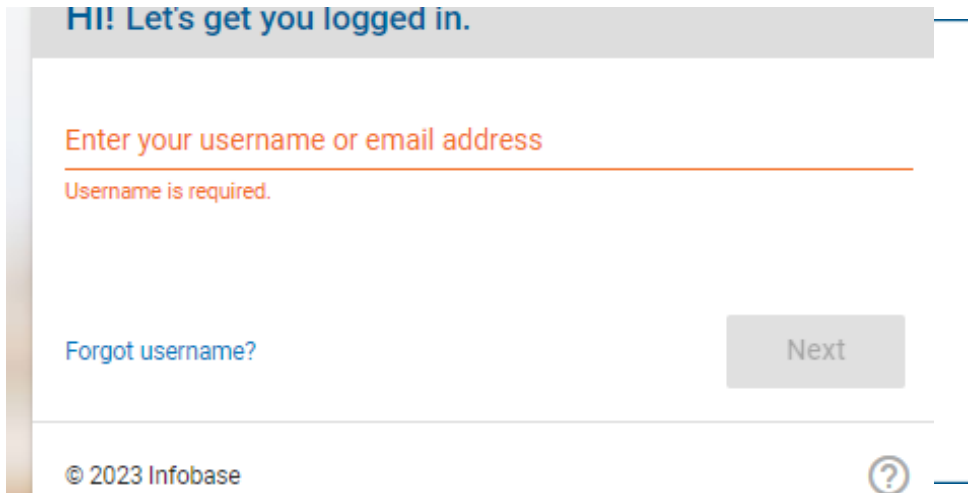
1st Time User Checklist for Students

Did You...

- Login
- Change your Community Name (and Password - optional)
- Search for Training
- What is a module? and watch videos
- Complete a module
- How to obtain a Certificate of Completion
- How to share content with your friends and colleagues market ILC
- How to contact support for questions

Log Into Infobase Learning Cloud

- 1 Visit <https://learningcloud.infobase.com/login> and enter your username and click next, then enter your password and click next.




Hi! Let's get you logged in.

Enter your username or email address

Username is required.

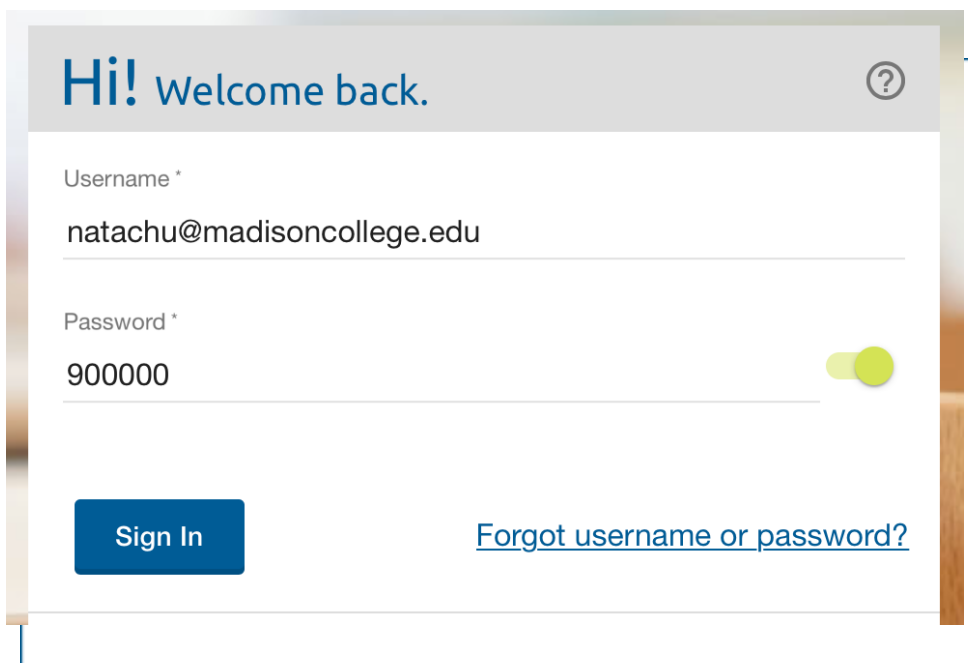
[Forgot username?](#)


© 2023 Infobase 

- 2 You'll log in with:

Username:
Email Address

Password:



Hi! Welcome back. 

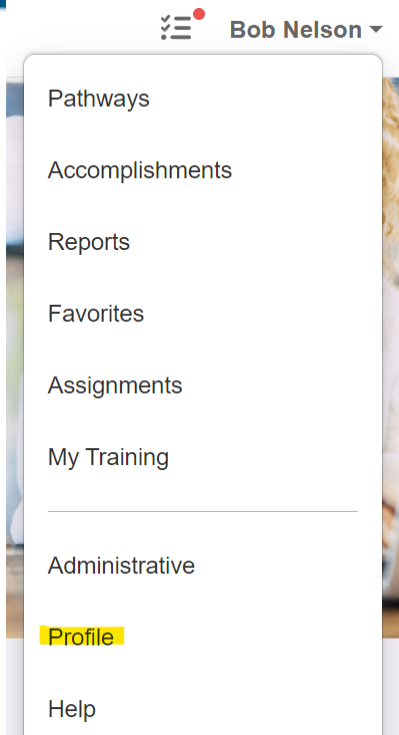
Username *
natachu@madisoncollege.edu

Password *
900000

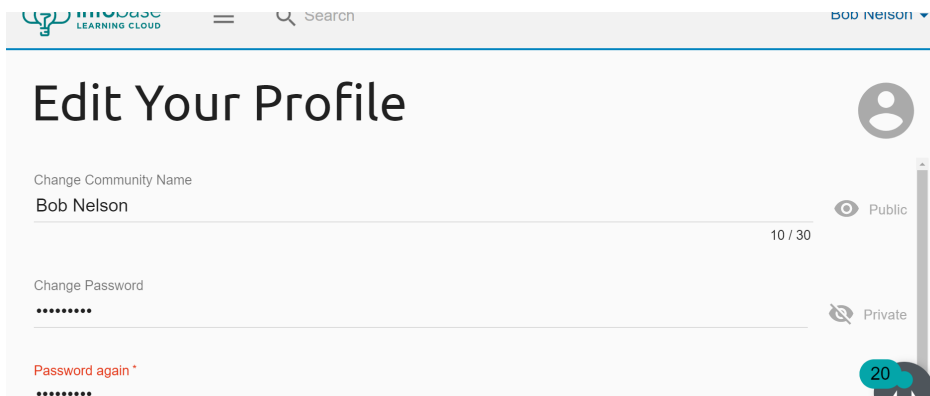
[Forgot username or password?](#)

Change Your Community Name or Password (*optional*)

- 1 You have the option to change your Community Name and at some institutions, be able to change your password (If your institution is using a different login method, you will not see a password option.)
- 2 When you are logged in, click your *Name* then click *Profile*.

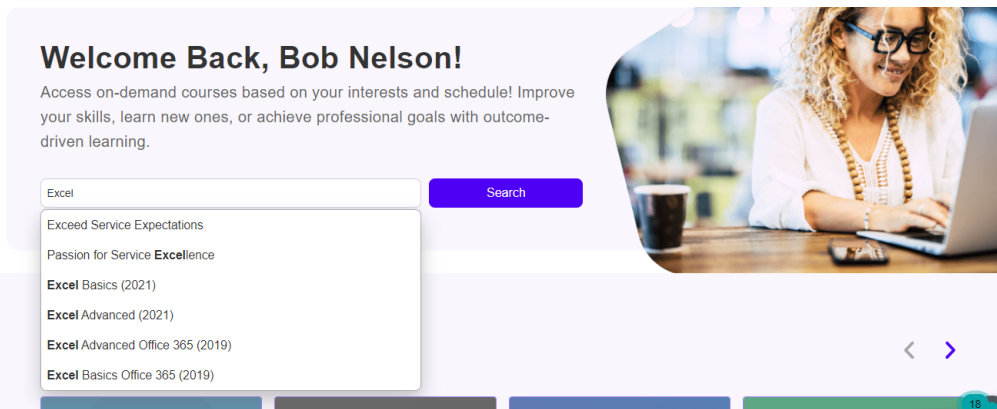


- 3 You'll need to create a Community Name and then you can change your password. Click the *Save profile* button when you are done.

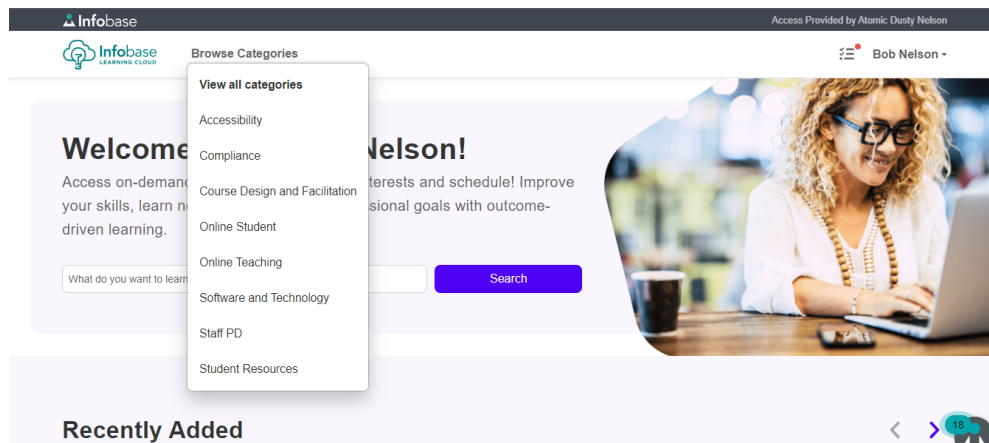
A screenshot of the "Edit Your Profile" form in the Infobase Learning Cloud interface. The form has a title "Edit Your Profile" and a user profile picture icon. Below the title, there are two main sections: "Change Community Name" and "Change Password". The "Change Community Name" section has a text input field containing "Bob Nelson" and a character count "10 / 30". To the right of this field is a visibility toggle set to "Public". The "Change Password" section has a password input field with masked characters "*****". To the right of this field is a visibility toggle set to "Private". Below the password field, there is a red error message "Password again *" followed by another masked password input field "*****". At the bottom right of the form, there is a blue circular button with the number "20" and a profile picture icon.

Search for Training

- 1 Type in keywords or short phrases into the search feature and find content related to your search.



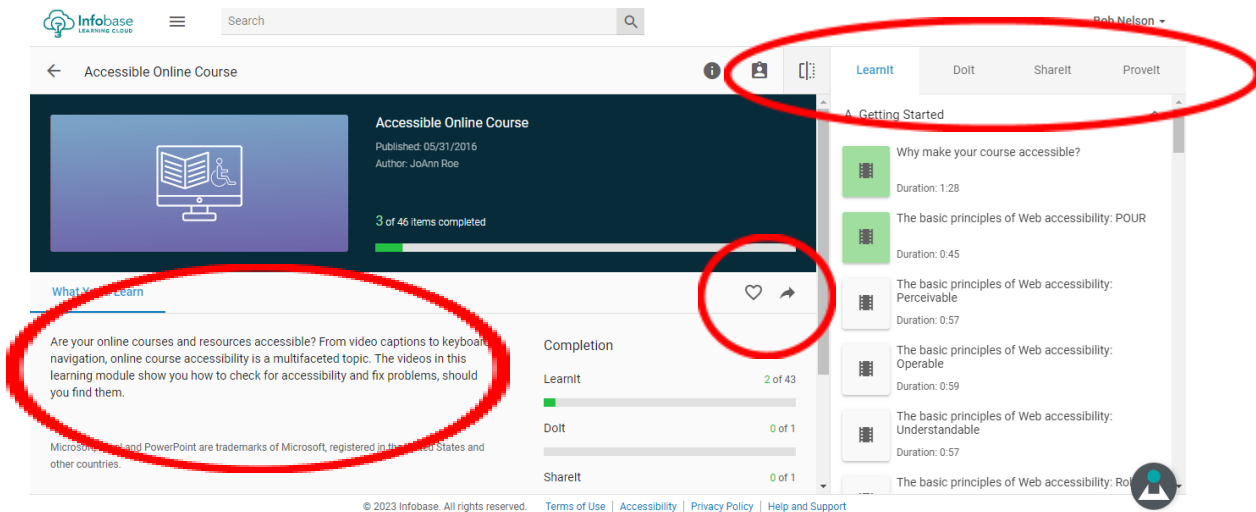
- 2 Click on Browse Categories at the top of the homepage and click on View All Categories to see a full list of trainings or any of the highlighted categories.



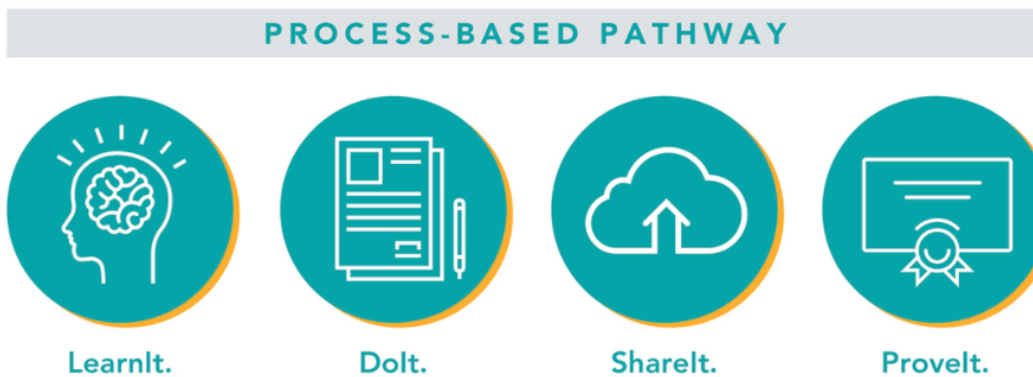
- 3 Browse the homepage to find Recently Added Modules, Recommended Modules, Learning Pathways, Learn a New Technology and much more!

What is a module?

- 1 When viewing a Module, you will notice a few key aspects. Description, Favorite and Share Options, & [LearnIt, DoIt, ShareIt, and ProveIt].



2



LearnIt - Small Training resources (mostly short videos) to help you understand the topic at hand.

DoIt - An activity to help apply that knowledge from the LearnIts to a real life scenario or application.

ShareIt - Community aspect of learning; Share your DoIt with the Infobase Community and learn from each other through comments.

ProveIt - How much knowledge have you retained? Take the ProveIt assessment to see your retention. Didn't score high enough? Go back and rewatch some videos (LearnIts), take another shot at the activity (DoIt), and/or interact with the community.

Complete A Module

1 To complete a module, you will need to complete all aspects of the training module. You may notice that depending on the topic of the training, there will be different items to complete. You must complete everything within the playlist (All portions of LearnIts, DoIts, ShareIts, and ProveIts as shown).

Tips and Tricks for Completing a Module:

- When an asset is complete it will turn green. If it's not green, it's not complete!
- To Complete a LearnIt, you must watch the **entire** video!
- To Complete a DoIt, Download the DoIt activity to your computer and complete the activity on your computer instead of within the platform.
- To Complete the ShareIt, upload your completed DoIt activity and name it something unique.
- To Complete the ProveIt, answer all questions and take a look at any feedback and learn from that. Retake the ProveIt on the platform as many times as you'd like.

Infobase LEARNING CLOUD

Search

Bob Nelson

← Improving Social Awareness

LearnIt DoIt ShareIt ProveIt

Improving Social Awareness

Published: 04/05/2018
Author: Dr. Rita Jensen and Dr. Therese Kiley

25 of 25 items completed

What You'll Learn

This module begins with a definition of social awareness. It also creates connections between self-awareness and social awareness and provides a brief overview of relevant research. In addition, the module offers examples of instructional strategies teachers can use to help students acquire the knowledge, skills, and attitudes associated with perspective-taking, empathy, appreciating diversity, and respect for others.

By the end of this learning module, the learner will be able to:

- Define social awareness.
- Distinguish between the four components of social awareness: perspective taking, empathy, appreciating diversity, and respect for others.
- Synthesize research relevant to promoting learners' acquisition of the knowledge, skills, and attitudes associated with social awareness.
- Describe ways in which they will continue to develop their own social awareness.
- Explain how they will promote social awareness in their educational settings.
- Provide examples of teaching strategies that support social awareness.
- Design and develop classroom activities and strategies that promote learners' social awareness.

Completion	
LearnIt	22 of 22
DoIt	1 of 1
ShareIt	1 of 1
ProveIt	1 of 1
Earned Hours	4

A. Introduction

- Social-Emotional Learning and teachable moments (Duration: 2:37)
- Social awareness defined (Duration: 3:34)
- Examples of social awareness (Duration: 2:43)

B. Creating Connections Between Self-Awareness and Social Awareness

- Differences between self-awareness and social awareness (Duration: 3:20)
- The emotional brain (Duration: 2:10)
- Self-awareness starts from the center (Duration: 2:07)

© 2023 Infobase. All rights reserved. [Terms of Use](#) | [Accessibility](#) | [Privacy Policy](#) | [Help and Support](#)

How to Obtain A Certificate of Completion

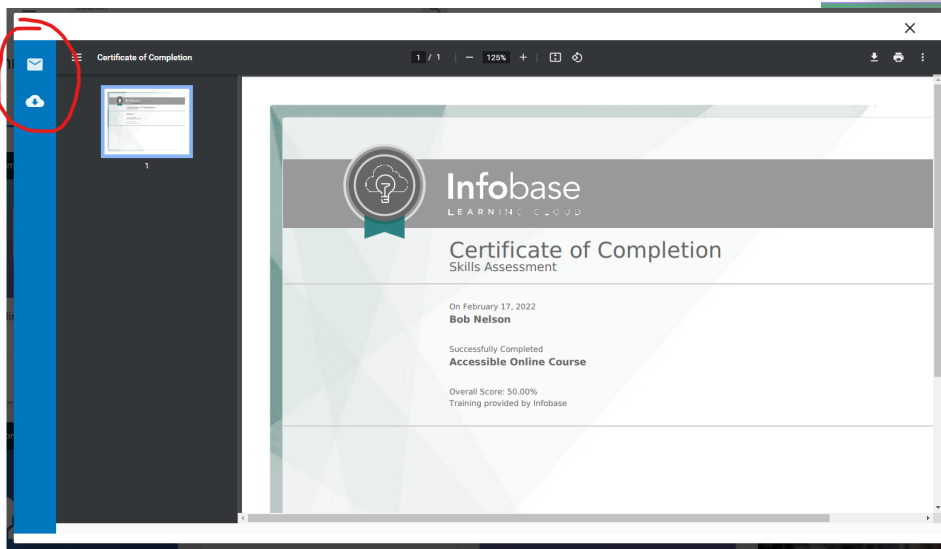
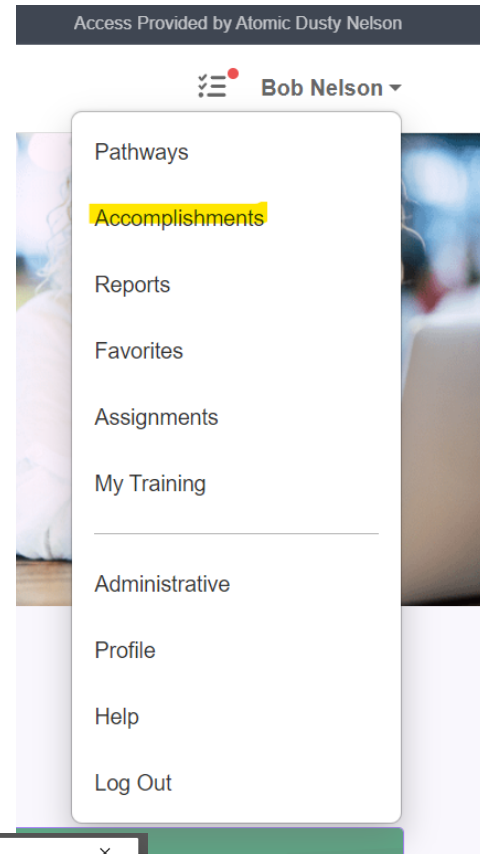
- 1 When you've completed all the tasks and assessments, you will be awarded a Certificate of Completion.

You can download a PDF version of the certificate or email it to yourself.

- 2 To view your Certificate of Completion, click your name in the upper right corner and select Accomplishments in the dropdown menu. Your Certificates will appear.

You can see all the Certificates you've completed. You can email the Certificate or download the Certificate for your PD records.

- 3 Select the Certificate you would like to view and you can Email or download.



How to market ILC

Please view [this document](#) for information on how to promote ILC within your organization.

Reach out to your Customer Success Manager for other ideas and implementation strategies!

Did you...

- Create a webpage explaining ILC?
- Send an email to all faculty and staff announcing/promoting ILC?
- Post any flyers around campus?
- Leverage your institution's social media?
- Host a webinar to expand awareness
- Work with colleagues in other departments to understand how they are successfully increasing usage among their staff and students
- Did you share this video? Brief video for a quick overview of ILC platform:
<https://www.youtube.com/watch?v=DSI-FnLKOEs>
- Other Thoughts? Let us know what works best for your institution!

How to contact support for questions

(i.e. Login issues, navigation, adding users, etc... general user questions)

Customer Support: CS-PDT@Infobase.com

Our online support can be found at:

<https://infobase-ilc.zendesk.com/hc/en-us>

Additionally, for more specific questions about your account, how to expand your institution's usage, high-level contract questions, etc... please reach out to your Customer Success Manager:

Allen Snidauf
Customer Success Manager
email: asnidauf@infobase.com
tel# (212)896-4360