

# LEXITUS WEBSITE USER GUIDE



This guide is divided into six parts

- The Home Page—described on page 2
- The Primary Links—described on page 3. This part of the guide contains a general description of what is on the site and where to find it, to help with navigation.
- Sitemap— available on page 4. A map of the site in diagrammatic form
- The Course Library Area—described on page 5. This part of the guide will help you navigate the course library area
- The Study Course area—described on page 7. This part of the guide will help you navigate the study course area
- Study Course Timings—see page 10. This part gives important information about timings and eligibility for certificates in a study course. All those registered on a study course need to read this section carefully.

# The Home Page

The home page is the page you see when you first come to the website. Along the top of the page are the Primary Links, which are the main navigation buttons for the site and are described on the next page of this guide.

At the top right of the home page is a video, introducing you to the site and its aims. Below that is a link which lets you try out one of our interactive training videos. These videos (or “nuggets” ) form the core of all our online training and this link lets you have a go at an example and see how it suits you.

On this page you will find quick links to use if you would like to contact us, or to register for a course



# The Primary Links

When you first open the website, you will be on the **HOME PAGE**. Along the top of the page are the **NAVIGATION** buttons. – these are the **PRIMARY LINKS**



## ABOUT OUR TRAINING

**This** area is the place to go to find out more about the site and the courses and other resources provided. It is designed to help potential delegates and others to assess important aspects of the courses and to get a good understanding of what is available and whether it will meet their objectives. This area also includes important information about the terms of use of the site. In this area you will find details of the target audience; training methods; and time constraints involved in our e learning, a comparison of the course library and study course options; comments from past delegates; details of pricing; terms of use of the site; details about us; information about where to go to find out about our face to face financial documentation training; and a page specially for training managers.

## COURSE LIBRARY

This is where you will find the library of presentations which form the core part of our e learning. If you are not a registered user, you will be able to see the titles of all the presentations available, plus a brief description of each presentation, but you will not be able to see the presentations themselves. Registered users will be able to access the presentations – and will find more information on this area of the site under the description of the Course Library below

## STUDY COURSES

This area is where you will find descriptions of our scheduled Study Courses. If you are not registered on a study course, you will be able to see the home page for each study course, which includes a description of the objectives, schedule and methodology of the course. From one week before the course starts, and during the duration of the course, registered users will be able to access the detailed curriculum and, at the beginning of each week of the course, the course material for that week. More information about the study course area of the site is available under the description of the Study Course area below.

## RESOURCES

This area of the site is where you will find useful information including a bibliography; a list of useful website addresses; and a description of Sue's book on International Loan Documentation, including a sample chapter, and a link to the publisher's website from which it can be purchased

## FAQ'S

This area deals with some frequently asked questions about the site. These are divided into different sections dealing with: registration and payment; our e learning in general; the course library; and the study courses.

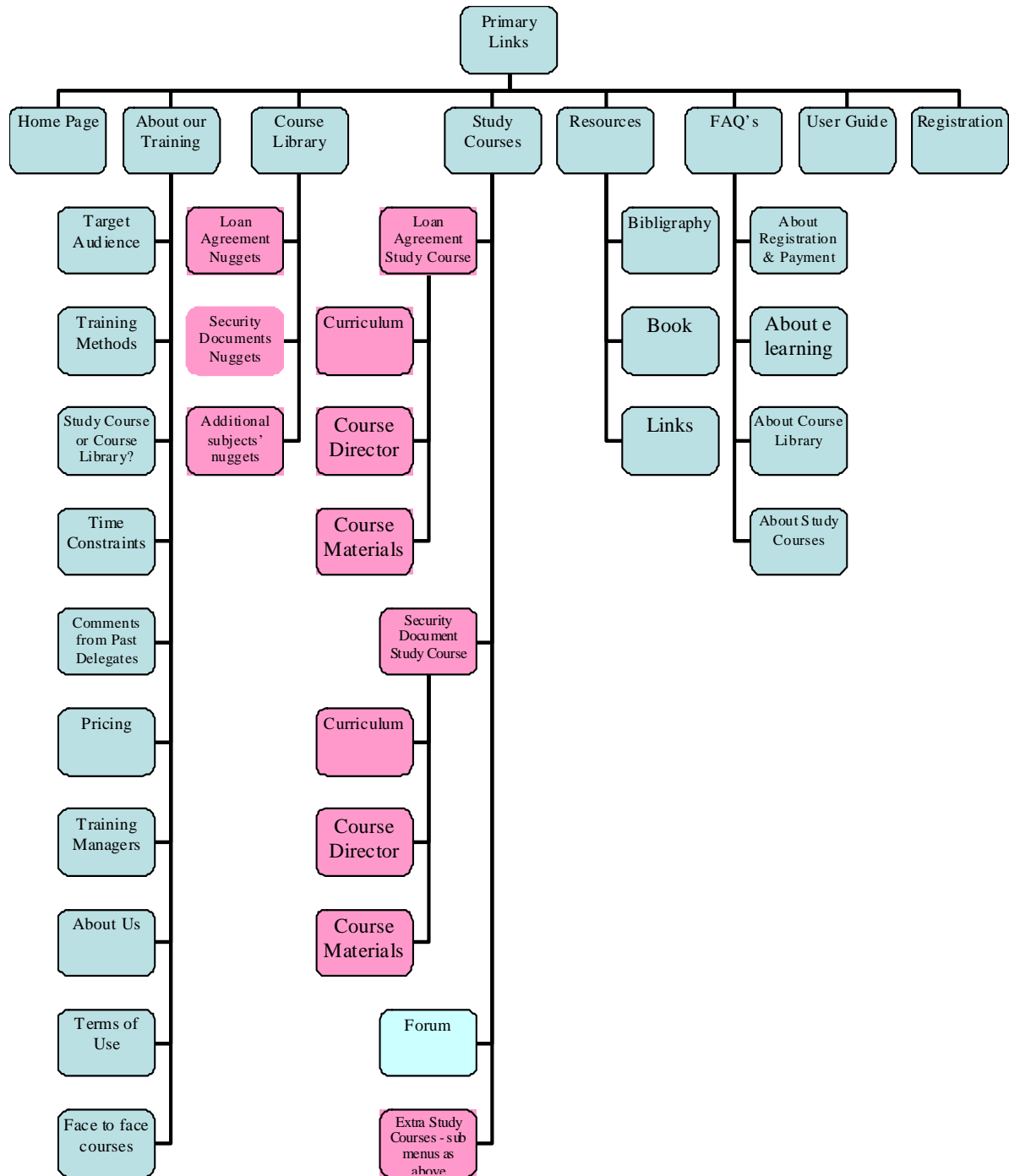
## USER GUIDE

This is where you will find a copy of this guide

## REGISTRATION

The **REGISTRATION** area is the place to go if you would like to register to use the course library of to undertake a study course. There is a separate form depending on whether you are registering for yourself or for a group. Substantial discounts are available for group registrations, and, for this purpose, a group is the number of people from a given organisation which book in one booking to undertake courses in any calendar year

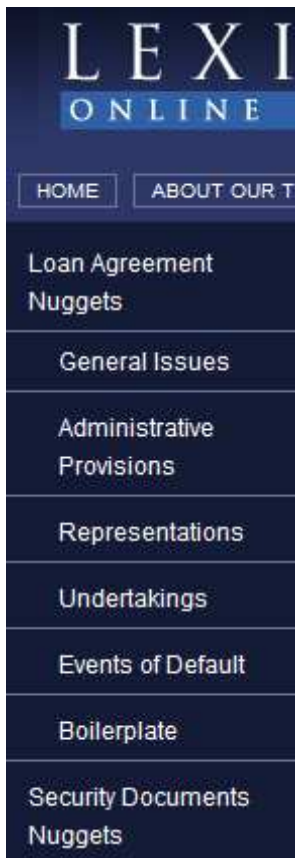
# SITEMAP



# COURSE LIBRARY AREA



When you enter the course library area, it is the course library home page that you see, with its introduction to the course library. Down the side of the page are the **navigation** buttons. This is the **Course Library Side Menu**. There is an example on the left. Click on the group of nuggets you are interested in (eg Loan Agreement nuggets) and this will lead you to the home page for that group of nuggets



Once you are on the home page for a group of nuggets, you will see a new side menu with nuggets categorised by topic like the one in the picture to the left.

Click on the category you are interested in, (eg general issues). This will take you to brief descriptions of those nuggets as in the picture below



From here, if you are registered user of the library, you can click on whichever nugget you would like to view, and this will launch that topic, as described further on the next page

**LEXITUS**  
ONLINE COURSES

HOME ABOUT OUR TRAINING COURSE LIBRARY STUDY COURSES RESOURCES FAQ'S USER GUIDE REGISTRATION

Loan Agreement Nuggets

Security Documents Nuggets

Create content

My account

Log out

**SCOPE**  
in [General Issues](#)

This nugget looks at the issue of the scope of the loan agreement – that is, what companies in the borrower’s group might find their businesses affected by it, and what companies might affect the availability of finance under it. It discusses the extension of some provisions in the loan agreement to Group members which are not Obligors and considers the concept of Excluded Companies. It also looks at whether the “Company” should be the ultimate holding company and the importance of the issue of change of ownership or control of the Company.

Scope worksheet

[LMA Definitions](#)

**Links to worksheet and reference material**

Scope of the Agreement

© Lexitus Limited

**Play button**

00:00 / 07:23

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The window you will see will look like the picture above. It may take a few seconds for the first page of the nugget to appear . Make sure you have your headphones or speakers turned on to listen. Each nugget has a worksheet to go with it, which contains the text of the presentation, and any material it refers to. The worksheet is available via the link just above the presentation. When you are ready to watch the video presentation, press the play button at the bottom of the window

# STUDY COURSE AREA



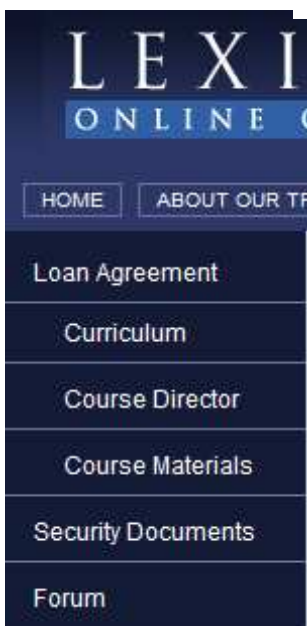
When you enter the study course area, it is the study course home page that you see, with its introduction to study courses. Down the side of the page are **navigation** buttons as in the picture to the left. This is the **Study Course Side Menu** .

There are navigation buttons taking you to the home pages for various study courses. These are discussed in more detail below

This is also where you will find the link to the **forum**.

The **FORUM** is the place for communications between participants and tutors on a study course. It is only available to participants registered on a study course. The forum has a number of functions. The main uses are

- This is where the course tutors post announcements and reminders for study courses
- It is the place where you need to post your compulsory report if you are registered on a study course (easily done by using the post new comment button in the part of the forum set aside for this)
- It is also the place to use if you have any comments or questions on any aspects of the course, which you want to raise with other participants or with the tutor.



**THE STUDY COURSE HOME PAGE** contains a description of the structure and content of that course. Down the side of the page (as you see here on the left) are the following **navigation buttons**.

The **CURRICULUM** area contains a detailed description of the topics and materials to be covered in the course on a weekly basis. It is only open to delegates registered on the study course.

The **COURSE DIRECTOR** area contains a profile of the Course tutor.

The **COURSE MATERIAL** area is accessible only by participants registered on the relevant Study Course and is described in more detail below

**LEXITUS**  
ONLINE COURSES

HOME ABOUT OUR TRAINING COURSE LIBRARY STUDY COURSES RESOURCES FAQ'S USER GUIDE REGISTRATION

Loan Agreement	<b>COURSE MATERIALS</b>
Curriculum	You can access the materials for this course by using the links below. Each week's materials will become accessible on the Friday before the start of that week.
Course Director	<a href="#">Introductory remarks</a> - an Introduction to the course and the materials
Course Materials	<a href="#">International Loan Agreement (unsecured) Course week 1</a> General introduction and administrative provisions
Security Documents	<a href="#">International Loan Agreement (unsecured) Course week 2</a> Interest and representations
Forum	<a href="#">International Loan Agreement (unsecured) Course week 3</a> Undertakings and introduction to Events of Default
	<a href="#">International Loan Agreement (unsecured) course week 4</a> Events of Default, boilerplate and loan transfers.
	<a href="#">International Loan Agreement (unsecured) - wrap up week</a>

An example of a **COURSE MATERIAL** area is shown above.

It contains the compulsory course materials (nuggets and reading) for this course, organised on a weekly basis. There is a link to the materials for each week of the course. The course materials will become available on a weekly basis during the course, and participants will not be able to review the material until the Friday of the week before the relevant week of the course.

Participants in the study course will have access to the course library from the date one week before the course starts to the end of the wrap up week, and, if they wish to get ahead, can use the curriculum to identify which nuggets will be covered in upcoming weeks, and access them direct from the library.

Once the material for a week is available, the link for that week will lead to that week's instructions. This includes the objectives for the week, the compulsory reading material, links to the nuggets for the week and a link to the week's quiz.

You can see an example of what that page looks like on the next page

**WEEK X LOAN DOCUMENTS** **MATERIALS**

Body:  
[Go to study course materials home page](#)

**OBJECTIVES**

The objectives for this week are

**WEEK X READING LIST**

**WEEK 1 ONLINE NUGGETS**

This week's online nuggets:  
[Scope](#)

Printable versions of all the materials referred to in them are available from these links

- Handout for [scope](#)
- You may also need to refer to the defined terms in the LMA loan agreement which are available here [LMA Defined Terms](#)

**WEEK X QUIZ**

Click on the link below when you are ready to try the quiz. Remember, you need to get at least 70% to pass and you need to pass each of the weekly quizzes to be eligible for a certificate for the course. The quiz will remain available until the end of the study course. [Take Week X Quiz Now](#)

**QUESTIONS**

Please feel free to use the forum for any questions you would like to put to the course tutor or other delegates in relation to this week's topics. Remember, the award of a certificate for the course requires you to ask at least one relevant question during the course.

**NEXT WEEK**

Next week we will be looking at, so, if you finish this week's material early and would like to move on, you can have a look at the nuggets on that section in the course library, and read on to the relevant chapters of the text book.

Click here to go back to the home page for the study course materials (described on p 8)

Click here to go to this nugget

Hard copy materials available here

When you are ready, try the quiz

When you are ready to listen to one of the nuggets, click on the link to it (eg scope). The window you will see will look like the picture on page 6. It may take a few seconds for the first page of the nugget to appear. Make sure you have your headphones or speakers turned on to listen. Each nugget has a worksheet to go with it, which contains the text of the presentation, and any material it refers to. The worksheet is available via the link just above the presentation. When you are ready to watch the video presentation, press the play button at the bottom of the window

If you prefer to print off all the worksheets for the week in one go, you can do that from the links on the description of course materials for the week (as per the picture above)

If you want to go back to view other parts of the study course materials, click on the link to the study course materials home page

# STUDY COURSE TIMINGS

## IMPORTANT TIMINGS ON A STUDY COURSE

### Ordering Text Books

Some study courses require you to have access to a particular text book. If you plan to purchase this, you will need to order it as early as possible before the course starts, so that you do not get behind with your reading while you wait for your book to arrive. It is not unusual to have to wait a month or more for text books to arrive from overseas.

### Access to course library

Participants registered on a study course will have access to the course library for the duration of the course, and also for the week before the course starts, and during the final wrap up week of the course. Access will come to an end on the Friday at the end of the wrap up week.

### Course Materials

The materials for each week of the study course will be published on the Friday before the start of that week. However, as discussed above, delegates can use the curriculum and the course library to make a head start if they wish.

### Weekly Quizzes

The weekly quizzes will be made available with that week's course materials. Delegates may take the quizzes more than once and they will remain available until the end of the study course. For each week there are two quizzes: the key facts quiz and the in depth quiz. Delegates following the in depth route (involving the compulsory reading each week) will be required to pass all in depth quizzes with a score of at least 80%. Delegates following the key facts route (the background reading is optional) will be required to pass all key facts quizzes with a score of at least 70%. Delegates can change from the key facts route to the in depth route (or vice versa) as they progress and discover which is most suited to their needs.

Note these quizzes are not the same as the quizzes contained within each nugget which are not scored and the answers for which are available on request

### Compulsory report

The compulsory report must be received by the date end of the wrap up week, to enable us to assess the report for the purpose of the issue of certificates.

## A suggested timetable

### **At least a month before the course starts –**

- order any text book you need to purchase
- register and pay for the course
- receive confirmation of your place on the course. If you already have the course text book, you will be able to start some background reading for the course. However you will not have access to any course materials until a week before the start of the course
- If you wish, you can start to familiarise yourself with the structure and content of the open access areas of the website.

### **A week before the course starts –**

- you will be given a username and password which will give access to the course library. You will be able to start getting familiar with the nuggets, how to access them, and how to print off their attachments. If you want, you can get started on the materials in advance by consulting the curriculum
- Read the curriculum for your course, and this guide and make sure you are comfortable with finding your way round the site and what will be expected of you during the course. If you have any problems, contact us at [dave@suewrightonline.com](mailto:dave@suewrightonline.com)
- Make sure you have everything you need to get started including any necessary text book and headphones or speakers

### **During each week of the course**

- Materials will be made available on the Friday before the week starts. Try not to fall behind. Try to do all the nuggets for the week, and, if you are following the in depth route, the compulsory reading, during the course of the week. It is also probably best to do the weekly quizzes during the week to which they relate. The pass grade for the key facts quizzes is 70% and the pass rate for the in depth quizzes is 80%. The quiz can be taken any number of times before the end of the course if necessary to improve your score and you will be required to pass all key facts quizzes to be eligible for a key facts certificate, and to pass all in depth quizzes to be eligible for an in depth certificate. Keep in mind the need to post at least one relevant question in the forum during the course and to complete the compulsory report (issued in week 3) to be eligible for a certificate.

### **By the end of the wrap up week**

- Make sure you have posted your compulsory report in the forum, posted at least one relevant question in the forum, passed all the weekly quizzes and completed the post course feedback

## **Later**

- If you completed the course successfully, you will receive your certificate in the post. If you were part of a group booking, it will be posted to the address of the person who made the booking
- You will be eligible for a key facts certificate if you passed each key facts weekly quiz with a score of at least 70% and submitted a satisfactory written report and submitted at least one relevant question in the forum.
- You will be eligible for an in depth certificate if you passed each in depth weekly quiz with a score of at least 80% and submitted a satisfactory written report and submitted at least one relevant question in the forum.

Our decision on whether to issue a certificate is final and we will not enter into any correspondence in relation to that decision.