

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.

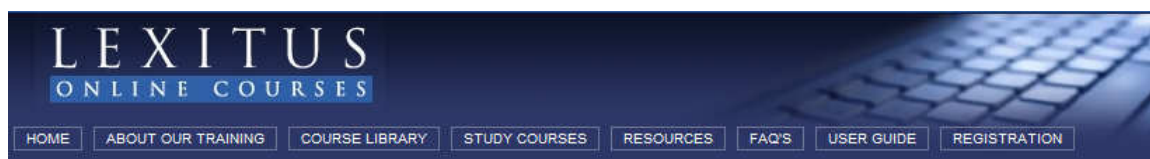
At the top right of the home page is a video, introducing you to the site and its aims. Below that is a link which lets you try out one of our interactive training videos. These videos (or “nuggets”) form the core of all our online training and this link lets you have a go at an example and see how it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

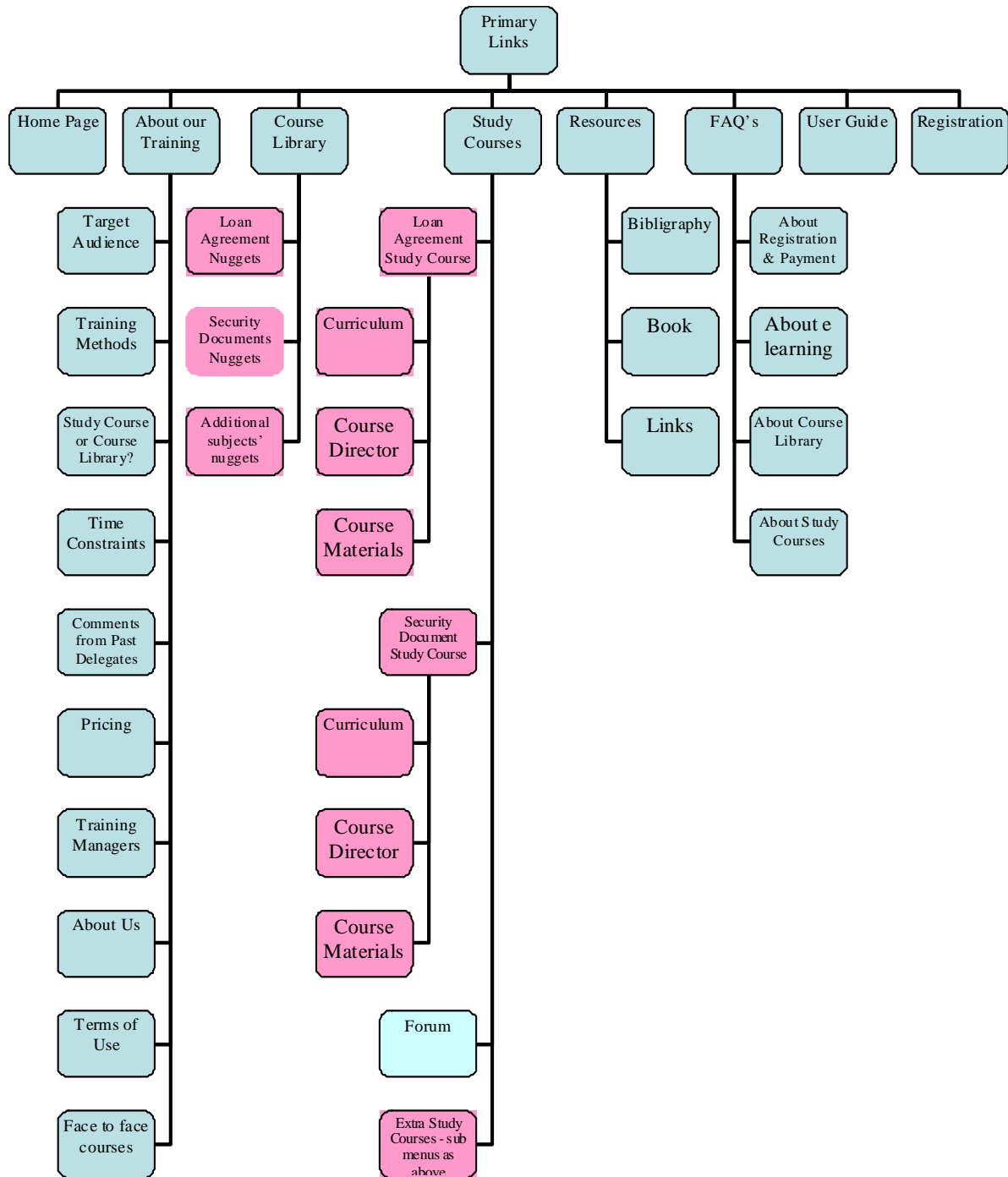
USER GUIDE

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



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

The screenshot displays the Lexitus Online Courses interface. At the top, the logo 'LEXITUS ONLINE COURSES' is visible, along with a navigation menu containing links for HOME, ABOUT OUR TRAINING, COURSE LIBRARY, STUDY COURSES, RESOURCES, FAQs, USER GUIDE, and REGISTRATION. A left-hand sidebar lists navigation options: Loan Agreement Nuggets, Security Documents Nuggets, Create content, My account, and Log out. The main content area features a section titled 'SCOPE' under the 'General Issues' category. Below this, there is a paragraph of text and a link for 'LMA Definitions'. A callout box points to a link labeled 'Links to worksheet and reference material'. The central focus is a video player window titled 'Scope of the Agreement', which includes a play button callout and a progress bar at the bottom showing '00:00 / 07:23'. The footer contains copyright information: '© 2007 Lexitus Online Courses · Website by Another Cup of Coffee · Login'.

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. 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

COURSE MATERIALS

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.

[Introductory remarks](#) - an Introduction to the course and the materials

[International Loan Agreement \(unsecured\) Course week 1](#) General introduction and administrative provisions

[International Loan Agreement \(unsecured\) Course week 2](#) Interest and representations

[International Loan Agreement \(unsecured\) Course week 3](#) Undertakings and introduction to Events of Default

[International Loan Agreement \(unsecured\) course week 4](#) Events of Default, boilerplate and loan transfers.

[International Loan Agreement \(unsecured\) - wrap up week](#)

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

It contains the compulsory course materials (nuggets and reading) for this course, organised in a number of stages. There is a link to the materials for each stage of the course. The course materials for each stage will become available at intervals during the course as agreed at the start of the course (weekly is ideal). Participants will not be able to review the material until the Friday of the week before the relevant stage of the course.

Participants in the study course will have access to the course library from the date they are registered 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 stages and access them direct from the library.

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

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 each of 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 stage in one go, you can do that from the links on the description of course materials for the stage (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 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 stage of the study course will be published on the Friday before the start of that stage. However, as discussed above, delegates can use the curriculum and the course library to make a head start if they wish.

Quizzes for each Stage

The quizzes for each stage will be made available with the course materials for that stage. Delegates may take the quizzes more than once and they will remain available until the end of the study course. For each stage 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

Before your chosen start date for the course –

- order any text book you need to purchase
- register and pay for the course and choose your start date
- you will be given a username and password which will give access to the course
- 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
- Make sure you have everything you need to get started including any necessary text book and headphones or speakers

During each stage of the course

- Materials will be made available on the Friday before the stage starts. Try not to fall behind. Try to do all the nuggets for the stage, and, if you are following the in depth route, the compulsory reading, during the course of the time agreed for the stage. It is also probably best to do the quizzes during the period for the stage 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 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.