

# LEXITUS WEBSITE USER GUIDE



This guide is divided into five 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 Study Course area—described on page 5. This part of the guide will help you navigate the study course area
- Study Course Timings—see page 8. 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.

On this page you will find 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

**LEXITUS**  
ONLINE COURSES

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

**Free Top Tips**  
What are the important issues in these loan documents? [Click here to see more free tips and find them.](#)

**Free Lesson**  
What is the impact of this document on the rest of the Group (and vice versa)? [Click here and turn the volume up to take part in our free 10 minute lesson.](#)

**Free Texts**  
What should the Borrower be looking out for when they read the Loan Agreement? What should the lender think about in relation to the Group structure? [Click here to find out.](#)

**More Free Tips**  
[Register for our mailing list](#) to receive more top tips and free updates on our course offerings.

**WELCOME TO SUE WRIGHT ONLINE**

This website has one purpose which is to help people improve their understanding of the commercial impact of the loan agreements they, or their clients, sign or invest in.

Have the lawyers correctly understood the commercial deal and reflected that accurately in the documents? What risks does signing this document expose you to? Where should you start in your review of the documents?

Sue Wright is a leading expert in these documents; with expertise gained as a practicing lawyer (when she was listed by Legal 500 as a trainer; and as an author. On this site you have direct access to knowledge which Sue has accumulated over 30 years.

If you want to understand international finance documents better, this site is for you. [Click here for a message from Sue.](#) Please feel free to [contact us](#).

**A quick link to contact us**

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# 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**



**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, 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.

## STUDY COURSES

This area is where you will find descriptions of our 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.

## 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.

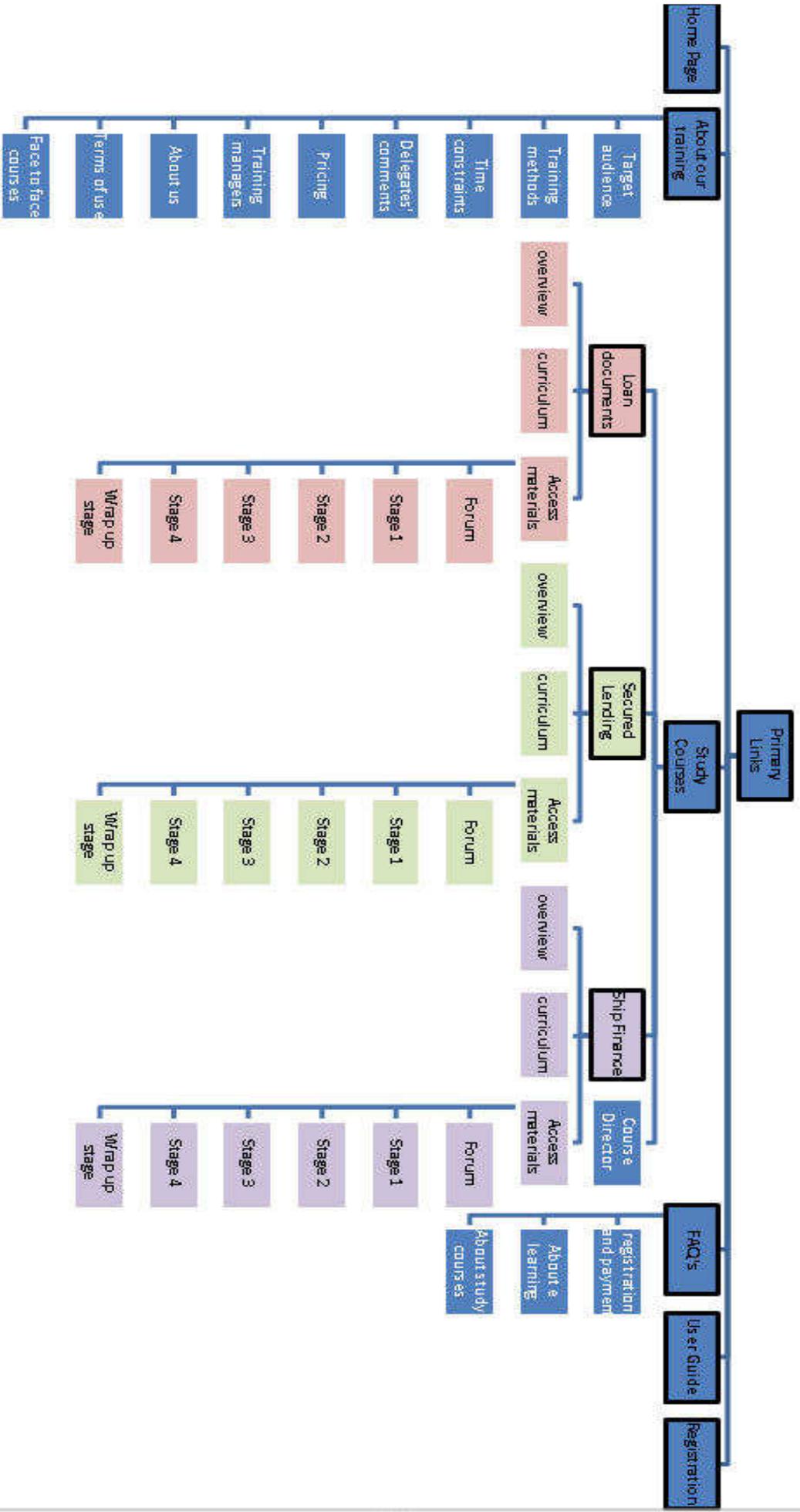
## USER GUIDE

This is where you will find a copy of this guide

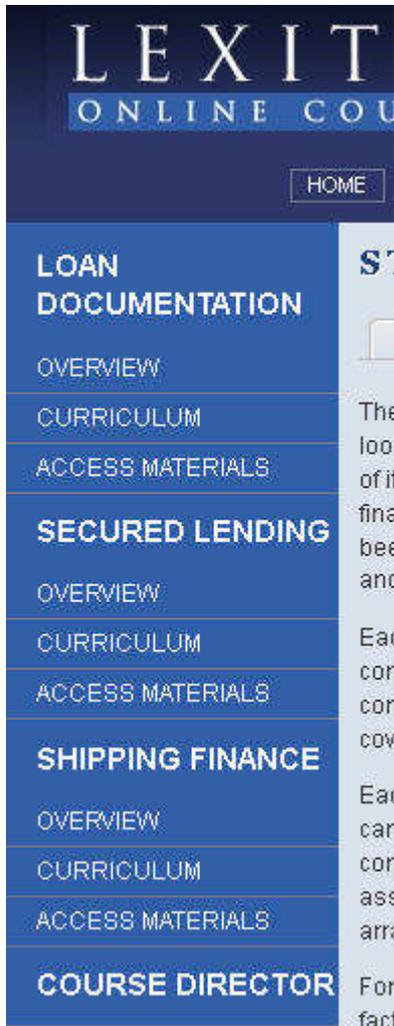
## REGISTRATION

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. 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



# 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** containing navigation buttons taking you to the home pages for various study courses.

The **STUDY COURSE OVERVIEW** contains a description of the structure and content of that course.

The **CURRICULUM** area contains a detailed description of the topics and materials to be covered in the course.

The **ACCESS MATERIALS** tab will only allow access to participants registered on the relevant Study Course and is described in more detail below

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

Clicking on the “Access Materials” button will bring you to the introductory page of the course, if you are registered on it, an example of which is shown below



Each course is divided into stages, and the compulsory course materials (nuggets and reading) 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.

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 for the in depth route, the nuggets for the stage and a link to the quiz for that stage. The links will appear below the nuggets. You can see an example below

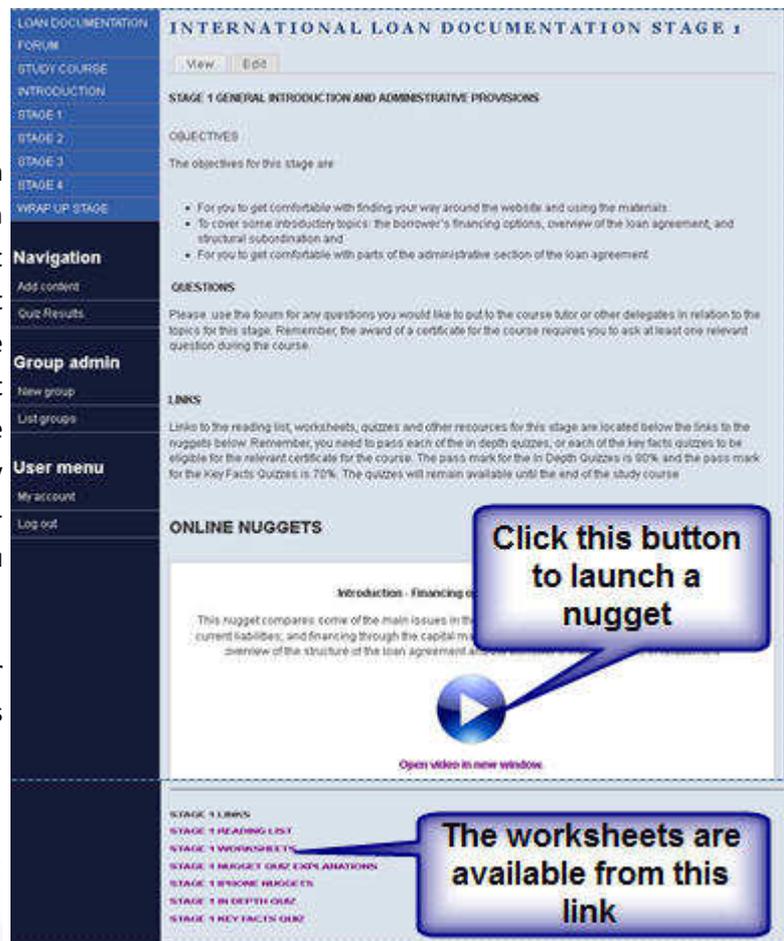
<p>LOAN DOCUMENTATION FORUM</p> <p>STUDY COURSE</p> <p>INTRODUCTION</p> <p>STAGE 1</p> <p>STAGE 2</p> <p>STAGE 3</p> <p>STAGE 4</p> <p>WRAP UP STAGE</p> <hr/> <p><b>Navigation</b></p> <p>Add content</p> <p>Quiz Results</p> <hr/> <p><b>Group admin</b></p> <p>New group</p> <p>List groups</p> <hr/> <p><b>User menu</b></p> <p>My account</p> <p>Log out</p>	<h2 style="text-align: center; margin: 0;">INTERNATIONAL LOAN DOCUMENTATION STAGE 1</h2> <div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="View"/> <input type="button" value="Edit"/> </div> <hr/> <p><b>STAGE 1 GENERAL INTRODUCTION AND ADMINISTRATIVE PROVISIONS</b></p> <p><b>OBJECTIVES</b></p> <p>The objectives for this stage are</p> <ul style="list-style-type: none"> <li>For you to get comfortable with finding your way around the website and using the materials</li> <li>To cover some introductory topics: the borrower's financing options, overview of the loan agreement, and structural subordination and</li> <li>For you to get comfortable with parts of the administrative section of the loan agreement</li> </ul> <p><b>QUESTIONS</b></p> <p>Please use the forum for any questions you would like to put to the course tutor or other delegates in relation to the topics for this stage. Remember, the award of a certificate for the course requires you to ask at least one relevant question during the course.</p> <p><b>LINKS</b></p> <p>Links to the reading list, worksheets, quizzes and other resources for this stage are located below the links to the nuggets below. Remember, you need to pass each of the in depth quizzes, or each of the key facts quizzes to be eligible for the relevant certificate for the course. The pass mark for the In Depth Quizzes is 80% and the pass mark for the Key Facts Quizzes is 70%. The quizzes will remain available until the end of the study course</p> <p><b>ONLINE NUGGETS</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Introduction - Financing options and loan overview</b></p> <p style="text-align: center;">This nugget compares some of the main issues in the choice between debt and equity; long term debt and current liabilities; and financing through the capital markets or the loan markets. It also provides a high level overview of the structure of the loan agreement and the borrower's main concerns in relation to it</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center; color: #000080;"><b>Open video in new window.</b></p> </div> <p><b>STAGE 1 LINKS</b></p> <p><a href="#">STAGE 1 READING LIST</a></p> <p><a href="#">STAGE 1 WORKSHEETS</a></p> <p><a href="#">STAGE 1 NUGGET QUIZ EXPLANATIONS</a></p> <p><a href="#">STAGE 1 IPHONE NUGGETS</a></p> <p><a href="#">STAGE 1 IN DEPTH QUIZ</a></p> <p><a href="#">STAGE 1 KEY FACTS QUIZ</a></p>
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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.

When you are ready to listen to one of the nuggets, click on the link to it and the nugget will open in a new window. It may take a few seconds for the nugget to load. If it does not appear, clicking a second time may be necessary or it may have opened behind your current window. Alternatively you may need to enable popups.

Make sure you have your headphones or speakers turned on to listen.



When you are ready to watch the video presentation, press the play button at the bottom of the window

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 to the worksheets.

# 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.

### Course Materials

The materials for each stage of the study course will be published on the Friday before the start of that stage.

### 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 for each stage) 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 from the links on the page for that stage of the course

### Compulsory report

You will be advised of the choice of topics for the compulsory report as part of stage 3 of the course. 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](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 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 stage 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.