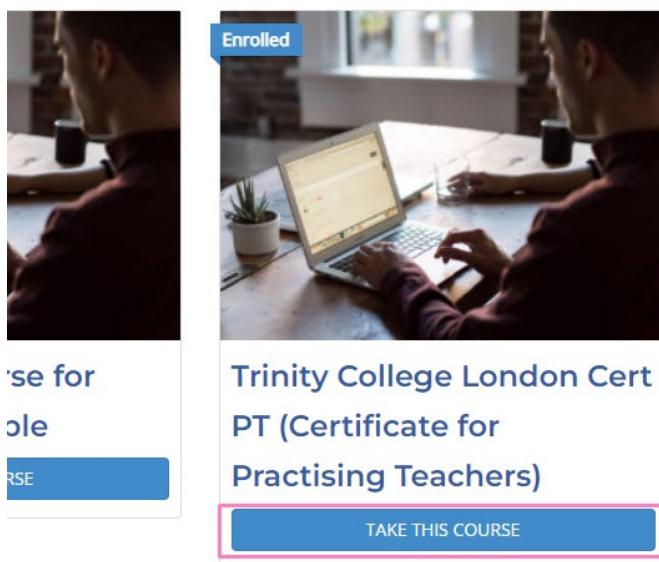
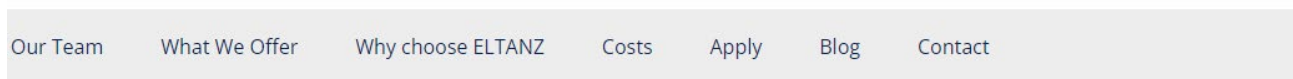
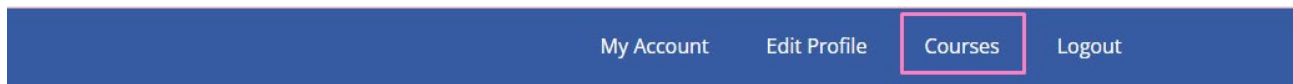


# Eltanz User Manual

## How to view course lessons

Navigate to Courses > Your Course > Take this course



Click the week you are on (i.e Week 1)



Or click "Expand" to view all your week's content:



## Completing lessons and going to the next lesson / Marking topics as complete

If you get an error “Please go back and complete the previous topic” – this will be because you haven’t marked the topics as complete.



Please go back and complete the previous topic.

< Back

Either click “back” when you get the error message, or go through your most recent lessons > scroll down to the bottom and click “Mark as complete”

Mark Complete



And then once you’ve marked the last topic in the section (week) as complete, you will be prompted to mark the whole section as complete:

Lesson Content
100% COMPLETE | 5/5 Steps

- ✓ [Samples and rationales for tasks](#)
- ✓ [Task 1](#)
- ✓ [Task 2](#)
- ✓ [Task 3](#)
- ✓ [Task 4](#)

[Back to Course](#)

Mark Complete ✓

From there you will be prompted to the next week / section (if available)

## Uploading Assignments

When prompted to upload an assignment, Click “**browse:**”

Assignments
0/0 Approved

**Upload Assignment** (Maximum upload file size: 8M)

Browse
No file selected
Upload

Locate your assignment, click your assignment, and then click “Open”.

Name	Status	Date modified	Type	Size
[Redacted]	☁	8/05/2023 11:59 AM	File folder	
[Redacted]	☁	15/05/2023 3:15 PM	File folder	
[Redacted]	☁	3/05/2023 12:32 PM	File folder	
[Redacted]	☁	12/09/2022 12:32 PM	Microsoft Excel W...	18 KB
<b>Eltanz Assignment.docx</b>	✔	15/05/2023 4:15 PM	Microsoft Word D...	13 KB


Name:  All Files (\*.\*)

Then, click “Upload”


**Upload Assignment** (Maximum upload file size: 8M)

*Eltanz Assignment.docx*

You will then see these messages pop up which just means that your assignment is approved and is in the queue to be marked.



Assignment successfully uploaded.



You have an assignment awaiting approval.

**PLEASE NOTE: You will not be able to move to your next lesson/week until your assignment has been approved.**

## Downloading Files

If you're wanting to download a sheet, there are a few ways to do it.

### Option 1:

At the top right of the document, there is a symbol that is a down arrow with a horizontal line under it, click that:

## Content in ESOL: What do learners find 'useful' and 'important'?



You will then receive a popup to save it to your computer, click "Save"

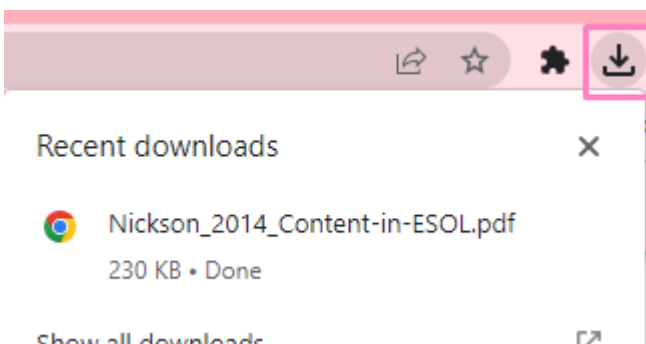


### Option 2:

Next to the Title there will be a Download button



It should then appear in the top right corner of Chrome



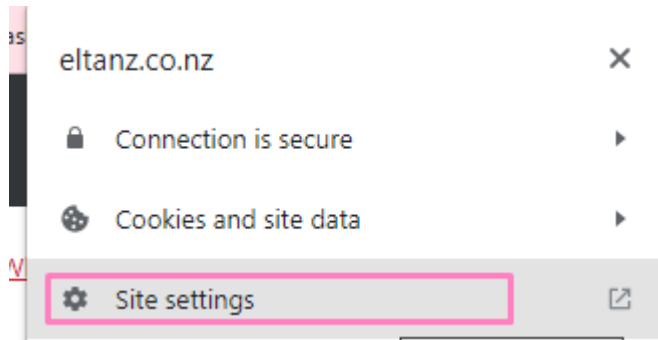
## Troubleshooting / Problems you may encounter.

If you don't receive a popup from option 1:

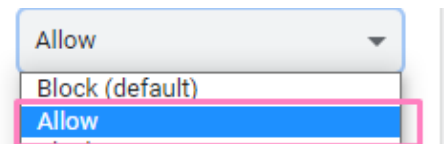
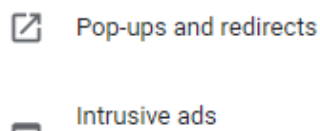
On Google Chrome, click the lock next to the website address:



Click Site settings:



Scroll down until you find "Pop-ups and redirect" under *Permissions*– Click the selection box and make sure it's on "Allow"



If you're still having trouble, please contact [support@firecrest.com](mailto:support@firecrest.com) and please let us know what lesson, what topic and what file it is that you're having trouble with.