

# User Guide

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## Curriculum



*Version 1.0 (Student Edition)*  
*Last Updated January 2019*

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# Introduction

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This User Guide covers the curriculum functionality available in the LMS.

The features and functionality covered in this guide will vary depending on whether you are a Student, Admin, or Coach. All three perspectives will be reviewed to provide the most comprehensive understanding of the system. Having this knowledge is beneficial when performing daily business functions or providing guidance to Students.

It is recommended to read this guide to ensure the best user experience and proper feature use.

## Browser Support Advisory

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Internet Explorer is **not** compatible with the LMS curriculum, module, or course pages.

We recommend using the latest version of Google Chrome, Mozilla Firefox, or Microsoft Edge for maximum compatibility. We regularly test the LMS with these browsers.

Please keep in mind that any browser extensions, add-ons, or plugins that you install may affect the proper display and functionality of any site you visit, including our LMS.

To determine if a problem is related to your browser, try the same actions in a different browser to see if you continue to experience the same issues. If you do not experience the same issue, then it is likely there is a browser setting or extension that is affecting your experience.

# Curriculum

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A curriculum provides a structured learning path that will teach you about a specific topic, or series of related topics. There are multiple curricula available in the LMS, including the Mastery Curriculum, Commercial Curriculum, Internet Quickstart Curriculum, et al.

## Curriculum Access

Curricula access will vary depending on the products that you have purchased.

### How to Access a Curriculum

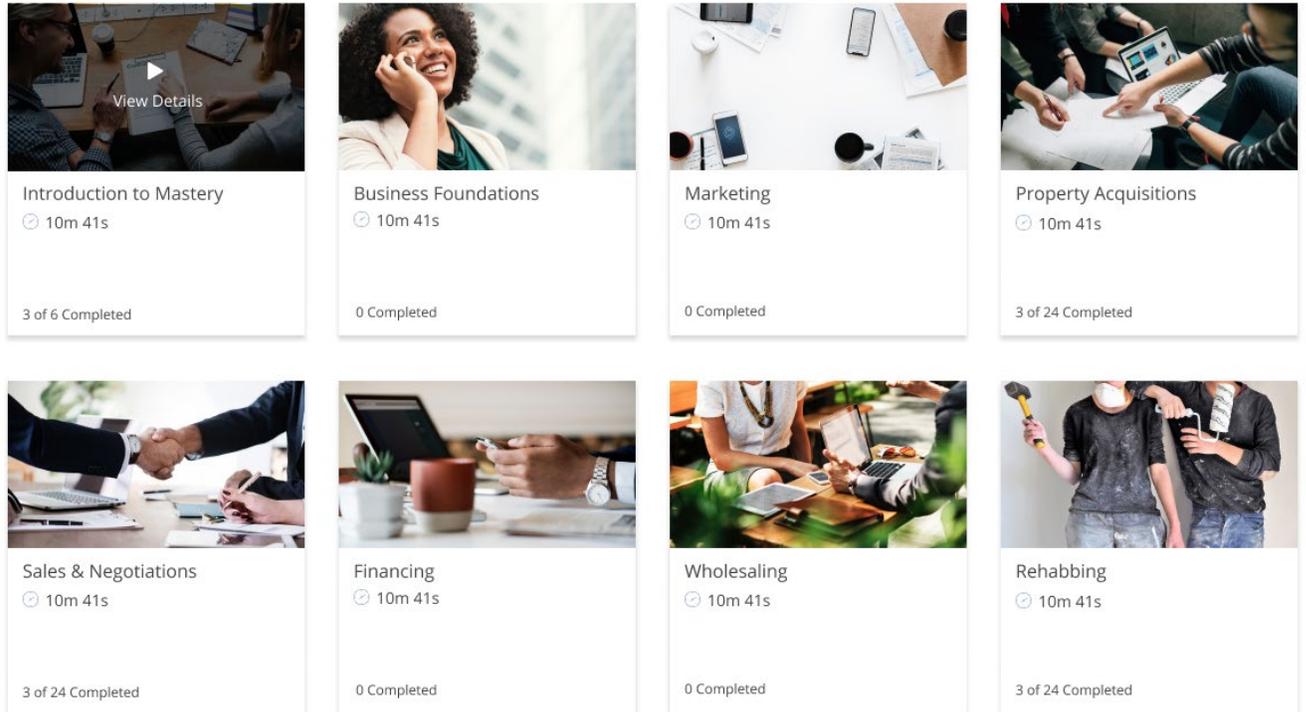
1. Login to the LMS
2. Select 'Learning' in the top navigation menu. *Remember: You will only be able to see curricula options that are included in your plan.*
3. Select the Curriculum you wish to access.

# Curriculum Layout Overview

The curriculum design consists of cards that are displayed in a grid format.

## Example Screenshot

### Active Core Curriculum



## Things to Note

- The curriculum layout is responsive and will adapt to the size of the screen of the device that you are using.
- The maximum number of cards to be displayed on a single row is 4, and the number of cards per line will automatically decrease as the screen becomes smaller.

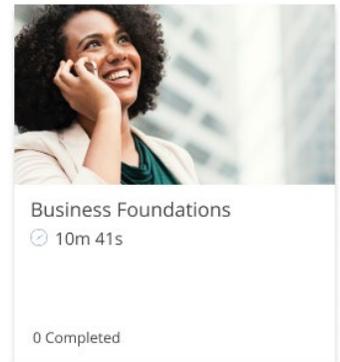
## Curriculum Cards

Each card represents learning content that is attached directly to the curriculum. Learning content can either be a module or course. You can click on a card to access the associated content.

### Curriculum Card Details

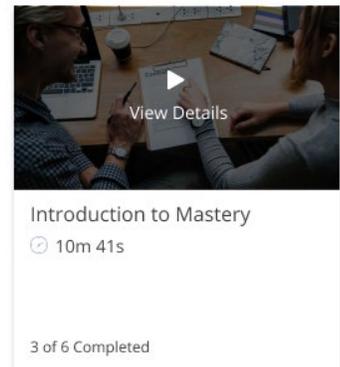
The information displayed on cards include:

- **Featured Image** – The featured image set on the module or course.
- **Title** - The name of the module or course.
- **Hours** – The amount of time it will take to complete the module or course videos.
- **Progress Indicator** – The progress indicator reflects how many courses or lessons that the user has completed.



### Curriculum Card Features

- **Hover** - If you hover over the image of a card, it will darken and display a message 'View Details'.
- **Action** - Upon clicking a card, you will be redirected to the learning content that it represents.



# Module

Modules are a collection of closely related courses within a curriculum.

## Module Access

### To Access a Module

1. Login to the LMS
2. Select 'Learning' in the top navigation menu
3. Select the Curriculum you wish to access. *Note: You will only be able to see curricula options that are included in your plan.*
4. Click on a card. *Note: Not all curricula include modules. Examples: IQ, Commercial, etc. These cards will link to courses.*

## Module Layout Overview

The module layout consists of three sections: Continue Watching, My Playlists, and the Course List.

### Continue Watching

-  Introduction to Mastery  
3 of 6 Completed
-  Business Foundations  
0 Completed
-  Marketing  
0 Completed

### My Playlist

[View All](#)

-  My Greatest Hits  
12 Items
-  Refurb Classics FTW  
7 Items

### Introduction to Mastery

3 of 6 Completed [View All Resources](#)

- 

#### Gathering Property Information from Sellers

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit. Donec sed odio dui.

🕒 10m 41s
- 

#### Gathering Property Information from Agents

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit. Donec sed odio dui.

🕒 10m 41s
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#### Desktop Appraisals

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit. Donec sed odio dui.

🕒 10m 41s
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#### 3D Property Walkthrough: Repair Estimate Activity

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit. Donec sed odio dui.

🕒 10m 41s

## Continue Watching

The 'Continue Watching' section allows you to pick up where you last left off by listing the three last courses that you started watching and did not complete. The three most recently watched courses will be shown on the 'Continue Watching' list.

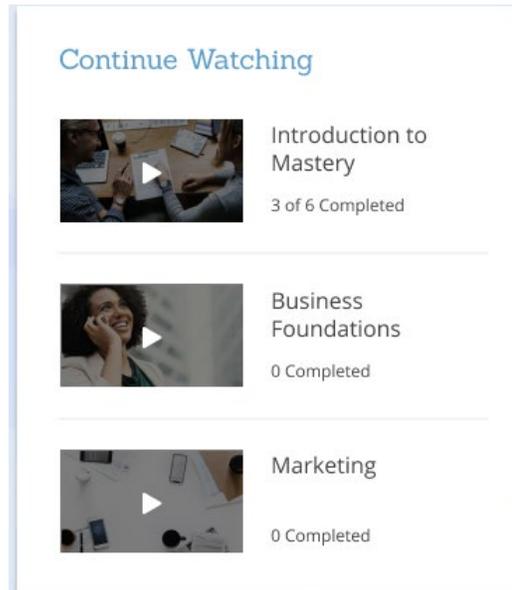
### Course Details

The following details for each course:

- **Featured Image** – The featured image set on the course.
- **Title** - The name of the course.
- **Progress Indicator** – The progress indicator reflects how many lessons that the user has completed within the course.

### Continue Watching Features

- **Course Activity Shown** – The courses listed in the 'Continue Watching' section is the most recently watched courses that have not been completed.
- **Course List Updated** – Courses that are shown on the list will be removed once you are marked as completed in the system.
- **Activity Independent of Current View** – The most recently watched list includes all courses *regardless* if you are included in the module. This is to ensure the most consistent user experience as the same most recently watched courses will be shown on each module view.



## My Playlist

The 'My Playlist' section allows you to access your playlists directly from the module page. The two most recently created Playlists are shown for simplicity, and there is a link that You can click to access all your playlists.

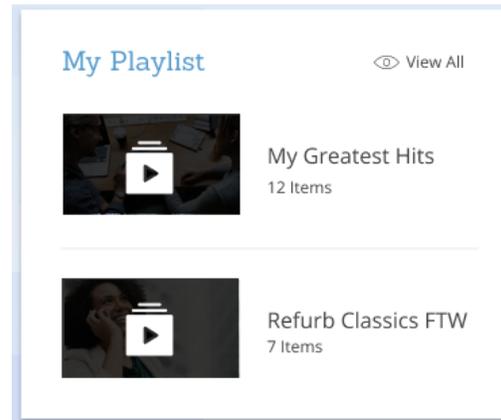
### Playlist Details

The following details for each playlist:

- **Featured Image** – The featured image is the featured image attached to the first course inside of the playlist.
- **Title** - The name of the playlist.
- **Item Count** – The number of items that are inside of the playlist.

### My Playlist Features

- **View All** – You can click the 'View All' button to access all the playlists inside of your account.



## Course List

The Course List consists of all of the courses within the module.

### Introduction to Mastery

3 of 6 Completed [View All Resources](#)



**Gathering Property Information from Sellers**

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit. Donec sed odio dui.

🕒 10m 41s



**Gathering Property Information from Agents**

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit. Donec sed odio dui.

🕒 10m 41s



**Desktop Appraisals**

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit. Donec sed odio dui.

🕒 10m 41s

## Course List Details

The following details are shown for each course in the Course List:

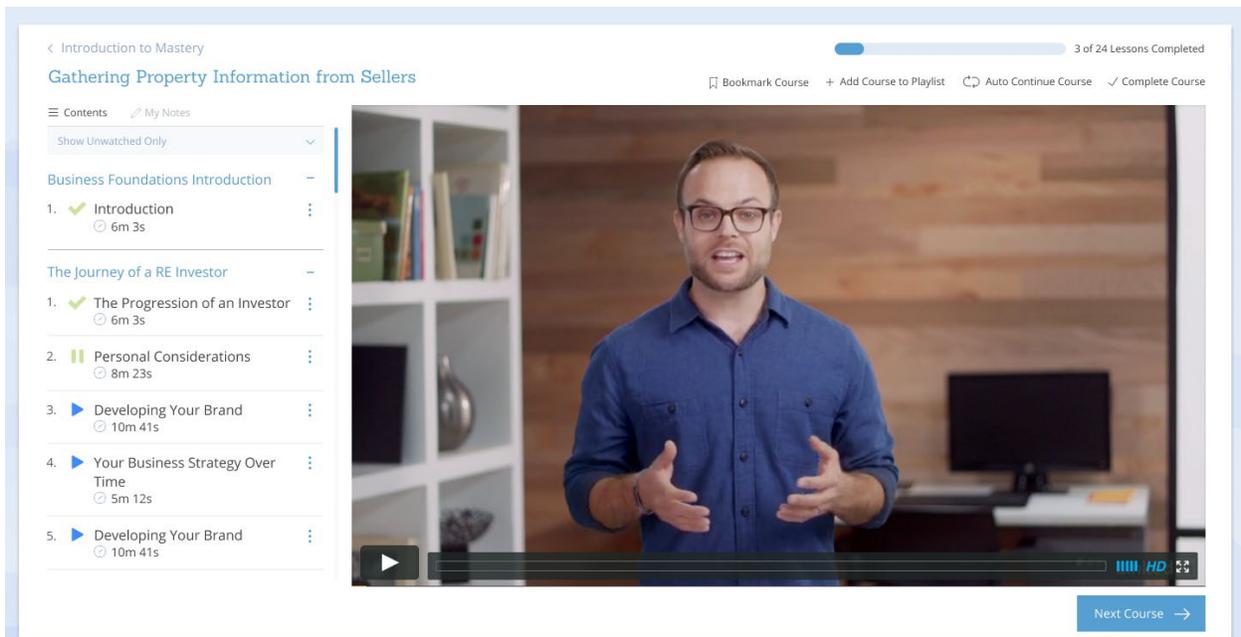
- **Featured Image** – The featured image is the featured image attached to the course.
- **Title** – The name of the course.
- **Description** – A short blurb describing the contents of each course within the module.
- **View All Resources** – Opens a new page with related course materials available for download.
- **Progress Indicator** – Shows your progress within each module.

# Course

A course is a collection of chapters and lessons that cover a single discrete topic (e.g. Gathering Property Information from Sellers).

## Course Layout Overview

The course layout consists of the following sections: Course Options Bar, Course Content List, Course Video, Course Resources Tab, and Related Electives.



## Return Option

An option to return to the curriculum or module is available at the top left of the course page, above the course title.

Introduction to Mastery®

Maximizing Your FortuneBuilders Mastery Program

## Course Progress Bar

A course progress bar is available at the top left-hand side of the course page. The progress bar displays the number of lessons completed in the following format: **XX of XX Completed**.



## Things to Note

- The Course Progress indicator will automatically update as lessons are marked as complete.

## Next Course

The 'Next Course' button allows you to manually proceed to the next course. It is displayed on the right, below the video player.



## Things to Note

- If you prefer the system automatically redirect them to the next course, you can enable the **Auto Continue** feature. The Auto Continue feature will automatically redirect to the next course in a series once the current course is complete. Additional information is available below.

## Course Options Bar

The **Course Options Bar** provides the ability to perform functions and manage preferences on a course. The options bar is displayed in the top-right hand corner of the course page.



## Bookmark Course

The **Bookmark Course** option allows you to add or remove the current course to your list of bookmarks.

### Toggle the Bookmark Course Option

By default, a course will not be bookmarked inside of a user account. To bookmark a course, click on the Bookmark Course option.

- If a course **is not bookmarked**, then the icon and text will be in black. *Example of how the option looks when a course is not bookmarked:*

 Bookmark Course

- If the course **is bookmarked** then the icon and text will be displayed in green. *Example of how the option looks when a course **is** bookmarked:*

 Course Bookmarked

*Reminder: Courses that **are** bookmarked will be displayed on the 'My Notes and Bookmarks' page of your account.*

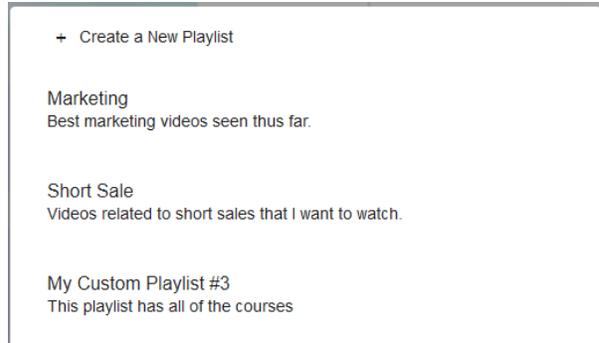
## Add Course to Playlist

The **Add Course to Playlist** option allows you to add the current course to a new or existing playlist.

### Toggle the Add Course to Playlist Option

By default, courses are not included in playlists until they are added manually. To add a course to a playlist, click on the **Add Course to Playlist** option.

A popup window will appear from the bottom of the screen with the option to **Create a New Playlist** or **select an existing playlist** to add the course to.



The following details are shown for each playlist listed:

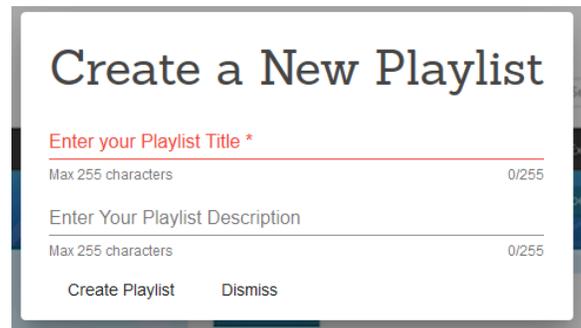
- **Playlist Title** – The name of the playlist.
- **Playlist Description** – The description of the playlist that was added by the user.

### Create a New Playlist

To add a course to a new playlist, click the 'Add Course to Playlist' option and select the 'Create a New Playlist'.

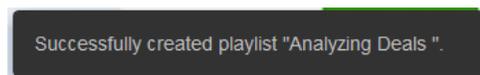
A new window will show with the option to add the details for your new playlist:

- **Playlist Title** – The name of the playlist.
- **Playlist Description** – A description of the playlist that will serve as a reminder of the contents.

A screenshot of a mobile application form titled "Create a New Playlist". The form has two input fields. The first field is labeled "Enter your Playlist Title \*" and has a character count of "Max 255 characters" and "0/255". The second field is labeled "Enter Your Playlist Description" and also has a character count of "Max 255 characters" and "0/255". At the bottom of the form, there are two buttons: "Create Playlist" and "Dismiss".

Once the details have been added, click **Create Playlist** to save the new playlist.

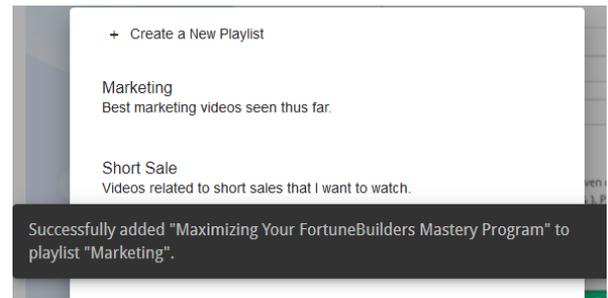
- If the playlist has been successfully created, a confirmation message will be displayed at the bottom of the page.
- If there was an error adding the course, an error message will be displayed in the same format.



## Add Course to Existing Playlist

To add a course to an existing playlist, select the name of the playlist to add the course to.

- If the course has been successfully added, a confirmation message will be displayed at the bottom of the page.
- If there was an error adding the course, an error message will be displayed in the same format.



## Things to Note

- There will not be any visual indicator at the **Options Bar** level that will indicate that a course is a part of a playlist (e.g. the option will not turn green like other options).
- You can access your playlists by going to 'My Account' -> 'Edit Playlist'.

## Auto Continue Course

The **Auto Continue Course** option will automatically redirect you to the next course within a module or curriculum.

### Toggle the Auto Continue Option

By default, a course will not be set to Auto Continue. To toggle this feature, click on the option:

- If the Auto Continue option is **disabled**, then the icon and text will be in black. *Example of how the option looks when it is inactive:*

 Auto Continue Course

- If the Auto Continue option is **disabled**, then the icon and text will be displayed in green. *Example of how the option looks when it is active:*

 Auto Continue Course

### Important Notice Regarding Auto Continue

Major web browsers like Chrome, Firefox and Safari have started to disable auto-play videos by default. Due to web browser auto-play policies, the Auto Continue feature does not necessarily mean that the course will automatically start playing when the system proceeds to the next course.

When a video finishes on the LMS, the system will proceed to the next lesson within a course. However, whether that next lesson plays depends on your browser auto-play settings. *Note: Adjusting those settings falls outside of the scope of this User Guide and will need to be handled on a case-by-case basis.*

## Complete Course

The **Complete Course** option allows you to manually mark a course as complete.

### Toggle the Complete Course Option

By default, a course will not be marked as complete. To toggle this option, click on the Complete Course option:

- If the course is marked as **incomplete**, then the icon and text will be in black. *Example of how the option looks when the course is incomplete:*

 Complete Course

- If the course is marked as **complete**, then the icon and text will be displayed in green. *Example of how the option looks when the course is complete:*

 Course Completed

## Course Content List

The Course Content List contains all the chapters and lessons included in the current course. Additional options are available for each lesson displayed in the Course Content List.

## Content Filter

The content filter provides the option to filter the displayed chapters and lessons:

- **Show All** – Display all chapters and your respected lessons, regardless of whether you have been watched.
- **Show Watched Only** – Display only the chapters and lessons that have been watched.
- **Show Unwatched Only** – Display only the chapters and lessons that have not been watched.

Show Unwatched Only

Show Watched Only

Show All

## Chapter List

Chapter titles will be displayed in blue text, with all the lessons within that chapter displayed below.

## Toggle the List

The name of a chapter can be clicked to toggle the option to expand or collapse the list of lessons under a chapter.

- If the chapter is **collapsed**, – and lessons within it are not shown – a plus sign will appear on the right of the chapter name. *Example of how the option looks when the chapter is collapsed:*

Maximizing Your FortuneBuilders Mastery Program

+

- If the chapter is **expanded**, – and lessons within it are shown – a minus sign will appear on the right of the chapter name. *Example of how the option looks when the chapter is expanded:*

Maximizing Your FortuneBuilders Mastery Program

–

## Lesson Details

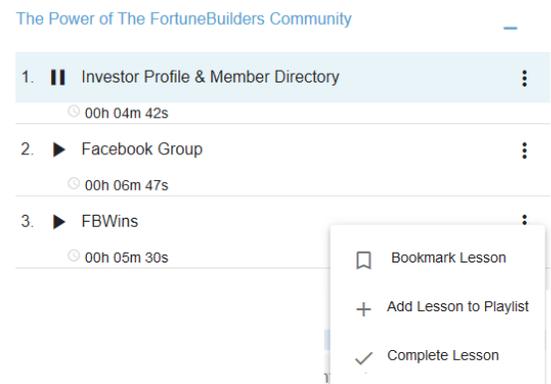
- **Lesson Titles** – The name of each lesson within a chapter.
- **Lesson Duration** – The duration for each lesson is displayed in **XXh XXm XXs** format.
- **Play / Pause / Complete Lesson** – An icon is displayed next to each lesson to indicate one of the following statuses:
  - **Play** – The play icon indicates that the video is ready to play and/or has not been marked as complete.
  - **Pause** – A pause icon shows when the lesson video is actively playing.
  - **Complete** – A checkmark is shown if a lesson has been marked as complete.



## Lesson Actions

The following actions can be performed on each individual lesson within a course:

- **Bookmark Lesson** – Add the specified lesson to the list of bookmarks within the account.
- **Add Lesson to Playlist** – Add the specific lesson to a new or existing playlist.
- **Complete Lesson** – Manually mark the specified lesson as complete.



## Things to Note

- If a lesson has been bookmarked or marked as complete, the respective text will be in green (like the course-level options).

## My Notes

The **My Notes** section allows you to document ideas and important highlights while watching a specific lesson within a course.



while

## My Note Details

Under the My Notes section, you will see a list of all existing notes on the current lesson, along with an option to add a new note.

## Things to Note

- Notes are attached to lessons, not the course. If you add a note while watching lesson A, you will not see that note when viewing lesson B.
- All notes added can be viewed on the **My Notes and Bookmarks** page of an account.

## Create New Note

To create a new note, click the 'My Notes' option and then enter the note details:

- **Name of Note** – Enter the name of the note that is being added.
- **Note Content** – Add the contents of the note.

## Available Actions

The following options are available:

- **Reset Form** – Click this option to clear all the content entered.  
*Note: This option can be used if you select an existing note to edit and later decide to add a new note instead.*
- **Delete** – Delete the new note and its contents.
- **Save** – Press to save any changes.

A screenshot of the 'My Notes' interface. At the top, there are two tabs: 'Contents' and 'My Notes'. Below the tabs, there is a list of notes: 'Edit My Notes', 'My Notes on FB', and 'Refurb Notes'. Below the list, there is a 'Create New Note' section with a 'Playlist Name' input field and a larger text area for 'Write notes here ...'. At the bottom right of the form, there are 'Delete' and 'Save' buttons.

## Edit My Notes

To edit an existing note, click on the name in the list and make the desired changes to the name of the note and the note contents. Once the desired changes have been made, press the 'Save' button.

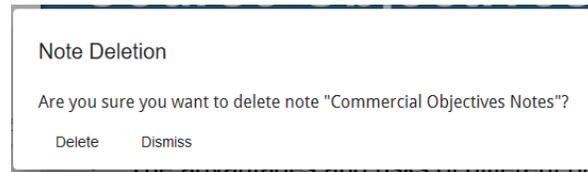
## Delete Note

Existing notes can be deleted by selecting the name of the note and pressing the 'Delete' option.

## Confirm Note Deletion

You will be prompted to confirm before the note is deleted from the system:

1. To **proceed with the note deletion**, press 'Delete'.
2. To **cancel the deletion process**, press 'Dismiss'.



## Course Information Tabs

The **Course Information Tabs** contain a variety of important content like Tools & Resources, Action Plans, Course Description, and Instructor Information.

Tools & Resources	Course Description	Action Plans	Instructor Information
Real Estate Terms			XLSX ↓
Finding Your Investment Strategy - System Manual			PDF ↓
Exit Strategies as an Investor			PDF ↓
Wholesaling Compliance and Best Practices			DOCX ↓
Business Foundations and Strategies Course Transcriptions			DOCX ↓

## Tools & Resources

The **Tools & Resources** contains all the documents and files that are associated with the course, including PDF, Word, Excel, et al.

### File Details

The following details are displayed for each document:

- **File name** – The name of the file.
- **File format** – The format that the file is available in, ie PDF, XLSX, DOCX, etc.

### Things to Note

- This system will automatically hide the **Tools & Resources** section if there aren't any files attached to the course.

## Course Description

The **Course Description** tab shows the course description, time to complete, and the option to complete a survey on the course content.

Tools & Resources	Course Description	Action Plans	Instructor Information
Time to Complete Course 🕒 1h 35m	Overview In this course, you will learn about the different business strategies, also known as "exit strategies." After you acquire a property, you will have to choose which strategy to execute, whether it's Wholesaling, Rehabbing or Passive Income - also known as "Buy and Hold." This course will give you a clear understanding of what is involved in each strategy and help you figure out which strategy or strategies will be best for you and your business.		
Course Rating ★★★★☆ <a href="#">Leave Comment</a>			

### Course Description

A summary of the course contents and learning objectives of the course.

## Time to Complete Course

The time to complete reflects the amount of time it will take for you to watch the course, based on lesson length.

## Course Rating

You will see an option to rate a course using a 5-star system, along with an option to Leave a Comment.

- **Star Rating** - To leave a star rating, you can click on the star to log your review.
- **Leave Comment** – A new window will be launched upon clicking the ‘Leave Comment’ option, presenting you with a questionnaire to complete in order to leave a comment.

## Action Plans

All tasks associated with a course can be found under the **Action Plans** tab.

### Action Plan Details

The following details are displayed for Action Plans:

- **Action Plan Task** – The Action Plan task is the activity that you will complete.
- **Action Plan Description** – The description provides additional details about the Action Plan task. A ‘View More’ option is available to expand the description in full.
- **Action Plan Status** – A checkbox is available to mark an Action Plan as complete.

Tools & Resources | Course Description | **Action Plans** | Instructor Information

Action Plan Tasks Mark All Completed

1. Set 1-2 business goals for your next 30 days View More  | Completed
2. Establish A Business Name View More  | Completed
3. Create and practice your elevator pitch, then role play your pitch with 5 other people View More  | Completed

### Things to Note

- This system will automatically hide the **Action Plans** section if there aren't any Action Plans attached to the course.

## Instructor Information

The Instructor Information section lists a short description about the instructor and their qualifications. Additionally, an image of the instructor is available.



Vernice Nelson

Vernice Nelson is a Certified Professional Performance Coach. Coach Vernice has been a licensed real estate agent in Illinois for several years and has worked with many investors throughout her career. Vernice is a graduate Mastery Student and Inner Circle member. Her expertise lies in residential rehabilitation and buy-and-hold properties. As an entrepreneur and investor, she has a great deal of experience in the back office and business side of real estate. Vernice originally started with a background in nursing but from the first rehab that she completed, she knew that she had found something new that she loved and excelled at. Along the journey, her three children have been her motivation to pursue her dreams of being an entrepreneur. Being an entrepreneur has allowed Vernice the flexibility to enjoy spending time with her children and engage in her hobby of traveling. When she's not working on her real estate business, she enjoys traveling and helping others achieve their goals.

## Things to Note

- If no instructor image is available, a default silhouette picture will be used (as shown above).
- If you do not see the Instructor Information tab, then that information is not set to display on a course.

## Recommended Courses

The **Recommended Courses** section displays elective courses that are in the same category as the current course.

Recommended Courses



NCH Business Credit Class

+ Add to Playlist



Strategic Marketing Secret:  
Outdoor Signage

+ Add to Playlist



Building a Powerful Agent  
Relationship

+ Add to Playlist



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of Writir

## Things to Note

- The Recommended Courses section is only displayed on core curriculum courses.
- The Recommended Courses section is not displayed on elective courses or trainings, i.e. live webinar recordings, live event recordings, etc.

# Troubleshooting

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## Error Messages & Resolutions

Below are some error messages that you may encounter along with the steps to resolve them.

Message	What Causes It	How to Correct It
The courses that you have recently watched but have not completed will be listed here. Start watching a course now!	You do not have any video playback history that includes videos in progress.	Start watching a lesson or course (without completing it).

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## Scenarios to Watch Out For

Occasionally you may encounter a situation where you have questions as to why you are getting a certain result. Below are a handful of situations that you may encounter and how you can work to resolve them.

Scenario	What Causes It	How to Address It
The curriculum, module or course page will not display.	You may be running an unsupported web browser, such as Internet Explorer.	Upgrade to an advanced web browser like Chrome, Firefox or Edge.
Getting inactive feature request on a curriculum, module or course page.	Your access to the content has expired.	Contact Student Support by accessing the 'Support' tab inside of your account.
Course recently played not showing up under 'Continue Watching' on module view.	The course was completed or marked as complete in the system.	This is by design. You can unmark course as complete and it will show up if it was one of the last 3 courses watched.
Clicking on a curriculum card did not lead to the 'Module' page.	Not all curricula include modules, e.g. Commercial, Sales & Negotiation, & Internet Quickstart.	This is by design. If a curriculum doesn't have modules, you will be taken directly to the course.
The 'Tools & Resources' tab is not displayed on the course view.	No documents or files are attached to the course.	If you feel there are files missing, please contact Student Support.
Nothing happening when survey 'Leave Comment' link is clicked.	The survey popup window is being blocked by an ad blocker.	Allow the popup in the browser and click the Leave Comment link again.

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The 'Recommended Courses' section is not showing up on the course page.

The course is not a part of the core curriculum.

This is by design.

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## How to Request Additional Support

Should you continue to experience issues after you have followed the resolutions above, please reach out to the Student Support team. You can contact Student Support by going to 'Support' in the top navigation of your account.