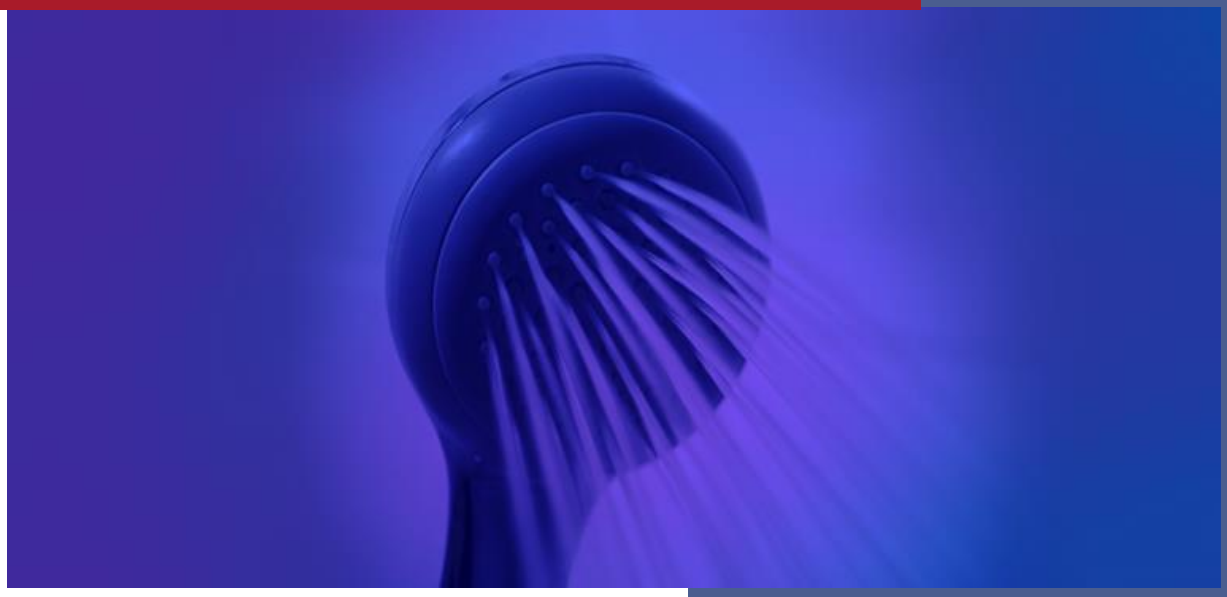
Student Instruction Guide

Greywater Systems



Welcome

Welcome to **Greywater Systems** presented by iZen ai. We are so glad you are here to learn with us!

Before you get started, please review this Student Instruction Guide, to help ensure you get the most out of your course.

Access your course by visiting https://leapcloud.izen.ai/
Questions or need help? Email: info@iZen.ai

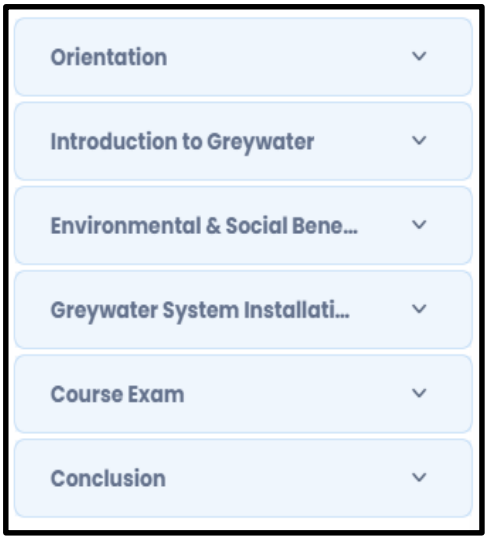
Platform Navigation, Settings, and Accessibility Tools

Below you will find instructions, with screenshots, for navigating the iZen platform and the various settings and accessibility tools you can adjust to best suit your learning needs.

*Please note, these instructions and screenshots are geared toward accessing the course via computer. On a mobile phone or similar device, the visibility and functionality may be slightly different, due to the smaller screen size. For example, the menus will likely be hidden by default and must be accessed by clicking on the icons.

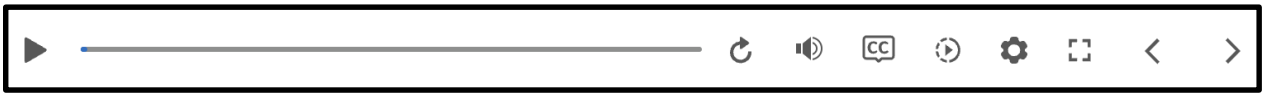
Throughout the platform, clicking on the  icon will reveal a dropdown of options.

Whenever possible, this document to provide alternative instructions for students taking the course via mobile device, but the instructions may not be comprehensive. Thank you for your patience and understanding!



The sidebar on the left allows you to see an overview of the course, and navigate to the various slides. While it's recommended to follow the course's intended sequence, you can use the sidebar to replay or skip any slides, if needed. On a smaller device, this sidebar is hidden by default and can be accessed by tapping on the icon on the top left of the screen.

At the bottom of the video player, you will see all the basic controls.



Here is what each of them do:

Play/Pause **Rewind** **Volume**

Closed captions

1. Blue bar underneath means captions are turned on
2. No blue bar means captions are turned off

On a mobile phone, this can be accessed through the icon (see "Settings" below)

Playback speed - click to increase or decrease the playback speed; you can select from a range of 0.25x to 2x speed

 **Settings** - you can toggle on/off three tools:

1. Zoom to fit
2. Accessible text
3. Keyboard shortcuts - The following keyboard shortcuts can be used:
    - Left arrow - will rewind the slide 5 seconds
    - Right arrow - will fast forward the slide 5 seconds
    - Space bar - will pause/play the slide
3. Closed captions (on a mobile phone)
4. Full screen (on a mobile phone)

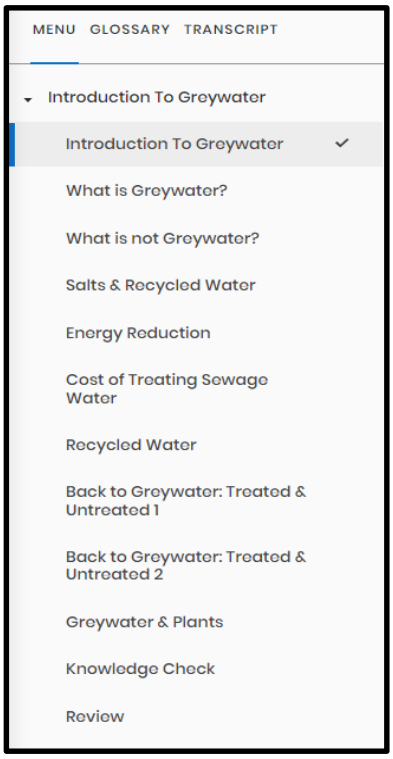
 **Full screen** (press ESC to exit)

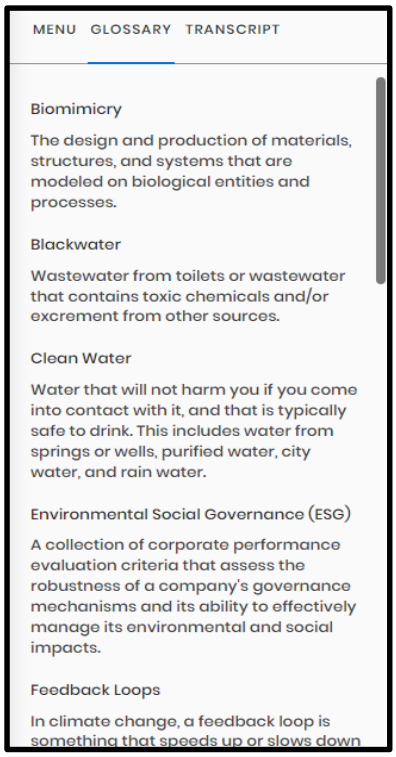
On the phone this icon can be accessed through the  icon

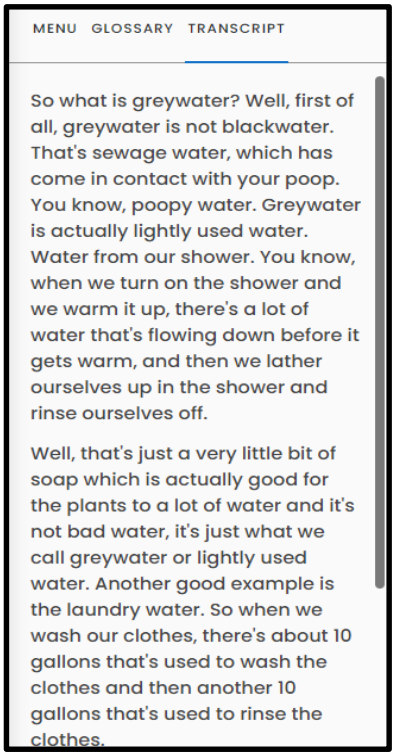
 **Navigate** back and forth

The white sidebar on the right shows you three different tools.

1. **Menu** is a more detailed outline of the specific section of the course you are on. From here, you can see and navigate between the various subtopics covered in that section.
2. **Glossary** provides a list of relevant terms and definitions you will see throughout the course.
3. **Transcript** provides a transcription of the course narration.







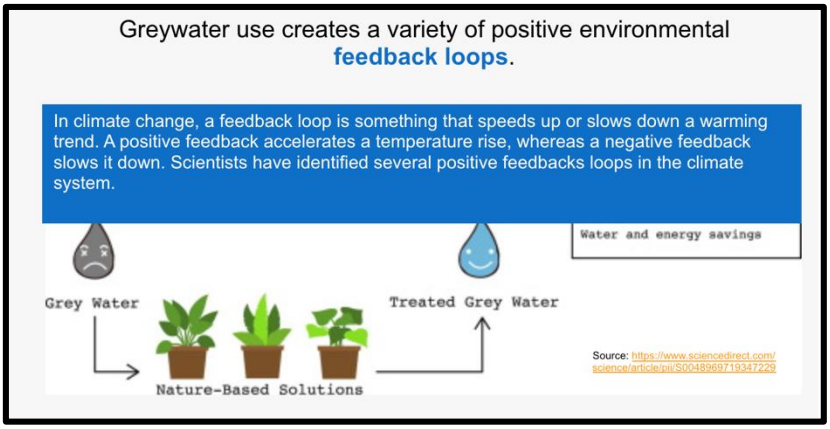
On a mobile phone, the white sidebar is hidden by default and can be accessed by clicking the  icon on the top right side of the screen.

There is also a **Resources** document, which provides all the sources cited throughout the course as well as additional resources for learning more about the topics presented in the course. On a mobile phone, the resources can be accessed by tapping on the  icon on the top left side of the screen.

Within the course itself, there are a few features and activities designed to enhance your learning experience.

Glossary Terms

The blue, bolded words – like "feedback loops" – are our course glossary terms. To successfully learn from this course, please make sure to read and understand these terms. To see a glossary term's definition, simply hover over it or look for it in the course Glossary, which can be found in the sidebar on the right side of your screen.



Performance

Throughout the course, you'll be prompted to complete Games, Knowledge Checks, Quizzes, and at the end, the Course Exam.

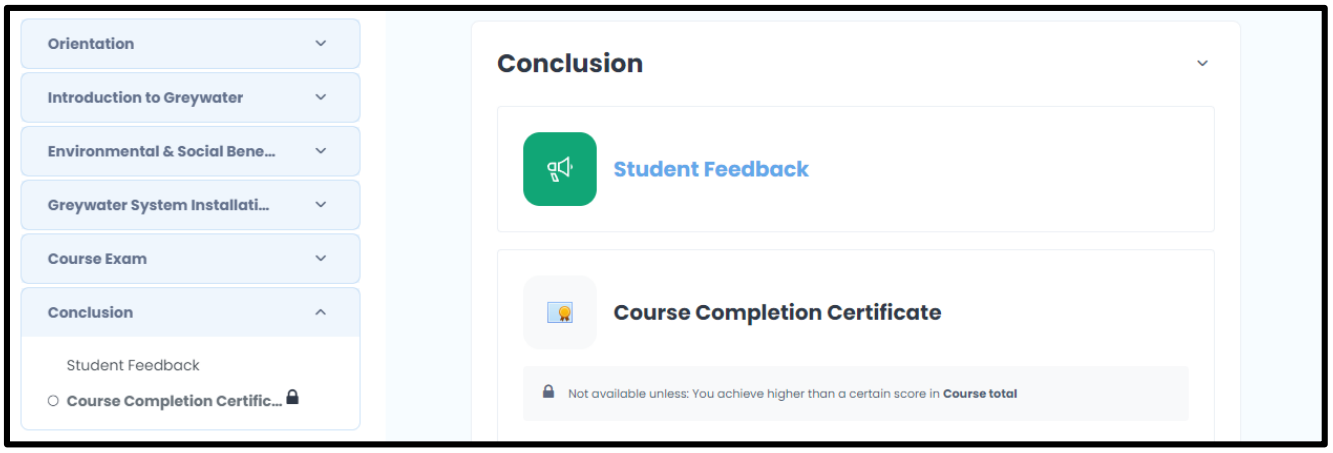
- **Games** are spread out throughout the course and are not graded. They are fun, interactive games designed to help you understand the course content through action and play.
- **Knowledge Checks** are spread out throughout the course and are not graded. They are designed to check your knowledge of the material through a variety of approaches, such as flashcards, diagram labeling, matching, fill in the blank, multiple choice, and more!
- **Quizzes** live at the end of each section and are graded. Each quiz covers information from that section only. Quizzes are mostly in the format of multiple choice questions.

- **Course Exam** lives at the end of the course and is graded. The exam is cumulative; it covers information from the entire course. The exam is in the format of multiple choice questions.

The Games, Knowledge Checks, Quizzes, and Course Exam are not timed. As with the entire course, students can complete everything at their own pace.

Grading Policy

You can check your grades by clicking on "Grades" in the user profile on right top corner.

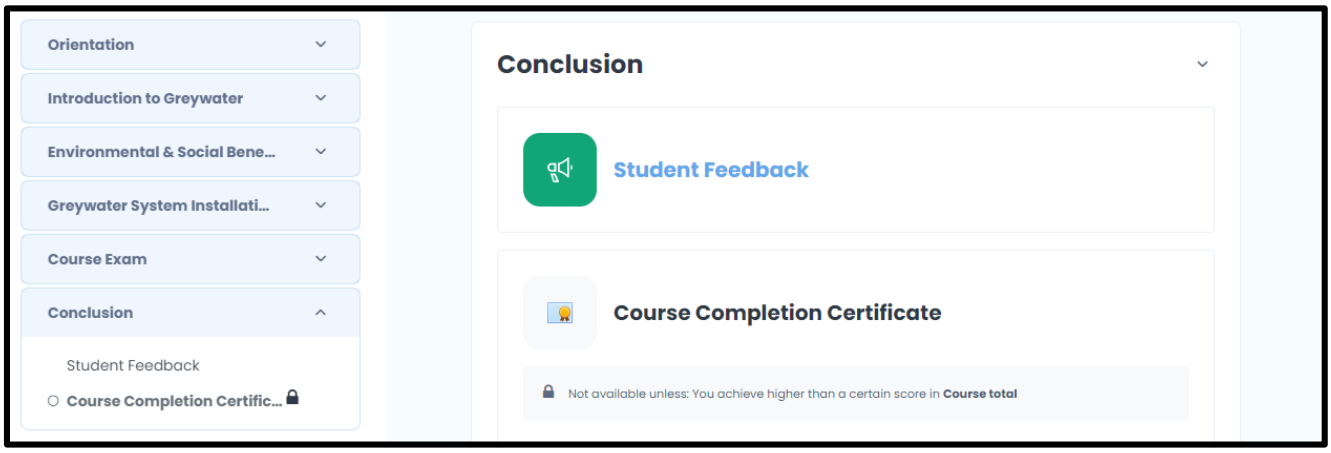


Here is our grading policy for the Quizzes and Course Exam:

- You need to score at least 70% overall to successfully complete the course and receive a Certificate of Completion.
- We follow a weighted grading system. Your teacher has assigned a specific percentage of your overall grade to each grade category:
    - Quiz grades are worth 90%. And all the quizzes have equal weightage.
    - Completion of other activities like video lectures is worth 10%. And all the activities have equal weight.
    - Your overall grade = weighted average of your grades in quizzes, and activity completion.

Course Completion Certificate

After you meet the criteria for the "successful course completion" of the course, as described in the "grading policy," you will see a clickable activity by the name "Course Completion Certificate" at the bottom of your course page (see the sample below).



When you click on that your certificate will be generated and posted to your portal. This will be a verifiable certificate, and you can post it to LinkedIn as well. The certificate link will appear at the end of your course, after you meet the grade requirements, as outlined above.