

GALAXY SYSTEM

User Tutorial

Pelesys Learning Systems Inc.
125 – 13500 Maycrest Way
Richmond, B.C. V6V 2N8, Canada

Tel: 604.233.6268 | Fax: 604.233.6269
Web: www.pelesys.com

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1.0 SYSTEM REQUIREMENTS

1.1. Hardware Requirements

The Pelesys Galaxy System has been tested under the following minimum system configuration:

- 1024 x 768 Minimum Screen Resolution
- 1GB RAM
- 40 GB Hard Disk
- Broadband Internet Connection (512kbps)

1.2. Software Requirements

The Pelesys Galaxy System has been tested under the following minimum system configuration:

- Windows XP, Vista, 7 or Mac OSX 10.5+ to MS Windows 7/8 or Mac OS
- Internet Explorer 8+, Google Chrome 22+, Mozilla Firefox 14+ to Web Browser: IE 9 or Later, FireFox, Safari, Chromess
- Latest version of Adobe Flash Player installed
- Latest version of Java Runtime Environment installed
- Latest Adobe PDF Reader installed

Note: To ensure minimum software requirements, please visit <http://pelesys.com/checksysinfo/>

2.0 LOGGING ON

The Galaxy system may be accessed on any computer with an Internet connection. In order to access multimedia courseware, a broadband internet connection is recommended.

Although most major Internet browsers are supported (including Google Chrome, Mozilla Firefox, and Apple Safari), Microsoft Internet Explorer is recommended for optimal performance.

Some content requires common Internet browser plug-ins, such as Adobe Flash Player or Adobe Reader, in order to function properly.

To log on to the system, visit the system homepage, using an Internet browser, type in your LMS username and password, and press the "Login" button.

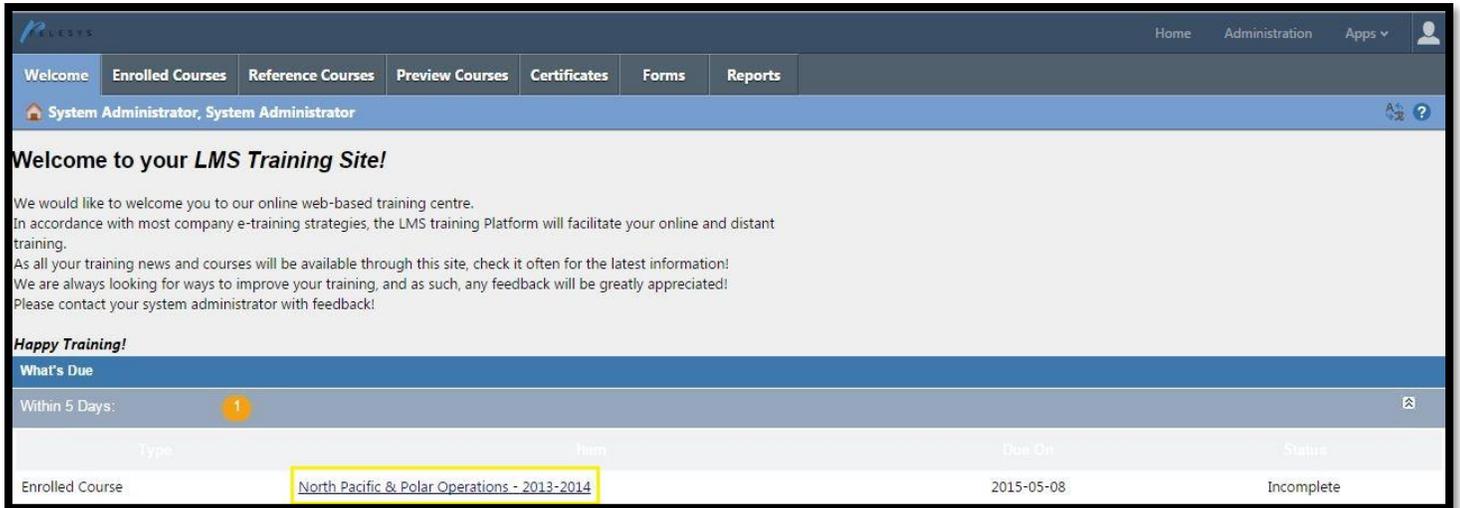


3.0 TAKING A COURSE

After logging on successfully, you will be redirected to a personalized **Home** page.

This page provides a list of all courses in which you are currently enrolled.

To view the content of a particular course, click on the desired course title.



The screenshot shows the LMS Training Site Home page. At the top, there is a navigation bar with tabs for Welcome, Enrolled Courses, Reference Courses, Preview Courses, Certificates, Forms, and Reports. Below the navigation bar, the user is identified as 'System Administrator, System Administrator'. The main content area features a welcome message and a 'What's Due' section. The 'What's Due' section shows a table of courses due within 5 days.

Type	Item	Due On	Status
Enrolled Course	North Pacific & Polar Operations - 2013-2014	2015-05-08	Incomplete

Individual lesson content can be launched by clicking on the appropriate lesson title.



The screenshot shows the details for the enrolled course 'North Pacific & Polar Operations - 2013-2014'. The table below provides a summary of the course's progress.

	Learning Status	Total Time	Score	Total Attempts	Last Accessed	
North Pacific & Polar Operations - 2013-2014	Incomplete	00:00:09.00				
Lesson	Incomplete	00:00:09.00		1	2015-04-29 22:41	

4.0 CHECKING YOUR LEARNING STATUS

After exiting a lesson, you can review your current learning status. Information regarding lesson and course completion status will be presented on screen:

Enrolled Course: North Pacific & Polar Operations - 2013-2014						
	Learning Status	Total Time	Score	Total Attempts	Last Accessed	
North Pacific & Polar Operations - 2013-2014	Incomplete	00:00:09.00				
Lesson	Incomplete	00:00:09.00		1	2015-04-29 22:41	

Your learning status for each item will also be indicated by the state of the associated icon:

Icons	Interpretation
	The course is <i>Not Attempted</i> .
	The course is <i>Attempted</i> but not <i>Completed</i> .
	The course is <i>Completed</i> .
	The course is <i>Completed</i> but the test is <i>Failed</i> .
	The course is <i>Completed</i> and the test is <i>Passed</i> .

5.0 ADDITIONAL INFORMATION

Selecting the **My Profile** link, located in the top right corner of the screen, will allow you to change information on your user profile, such as your password, and view detailed report information pertaining to present and past course enrollments.



Home Administration Apps 

Welcome Enrolled Courses Reference Courses Preview Courses Certificates Forms Reports

System Administrator, System Administrator

Welcome to your LMS Training Site!

We would like to welcome you to our online web-based training centre. In accordance with most company e-training strategies, the LMS training Platform will facilitate your online and distant training. As all your training news and courses will be available through this site, check it often for the latest information! We are always looking for ways to improve your training, and as such, any feedback will be greatly appreciated! Please contact your system administrator with feedback!

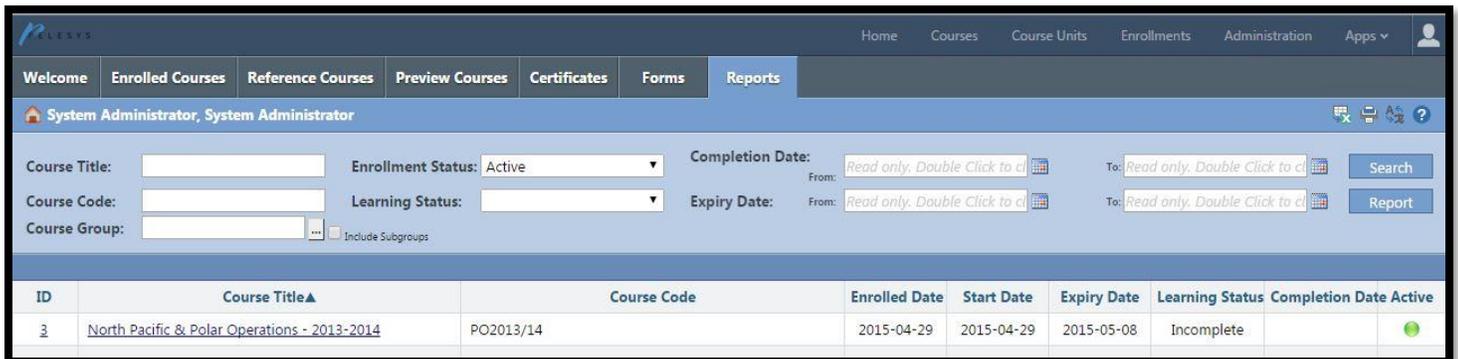
Happy Training!

What's Due

Within 5 Days: 1

Type	Item	Due On	Status
Enrolled Course	North Pacific & Polar Operations - 2013-2014	2015-05-08	Incomplete

You can generate personal reports of your learning history by visiting the **Reports** section. Reports can be customized based on the available filters.



Home Courses Course Units Enrollments Administration Apps 

Welcome Enrolled Courses Reference Courses Preview Courses Certificates Forms Reports

System Administrator, System Administrator

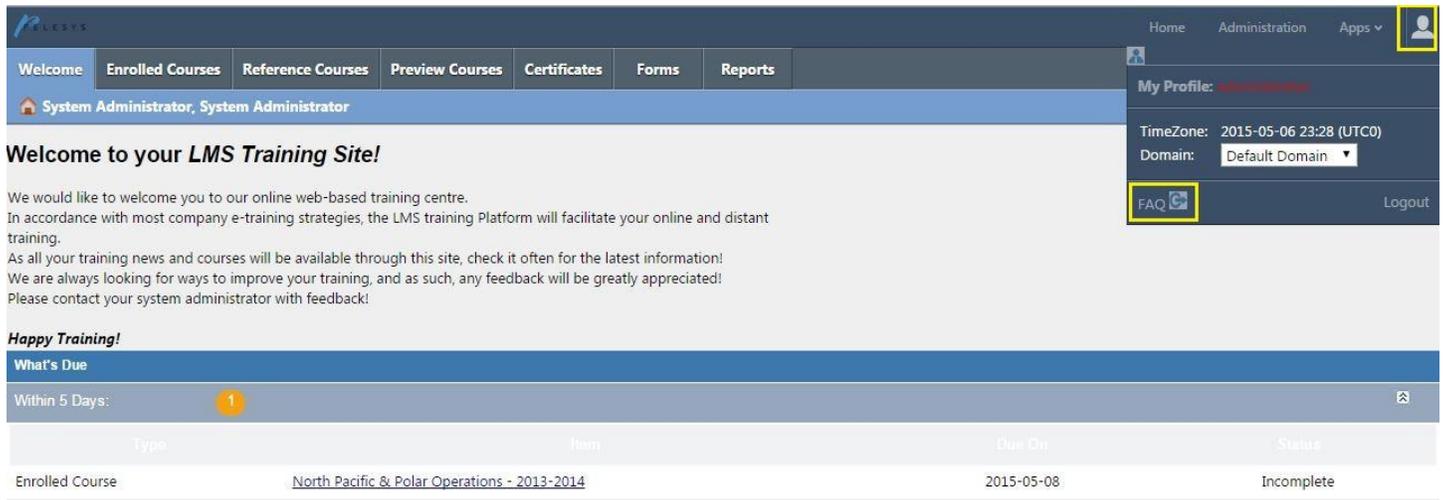
Course Title: Enrollment Status: Active Completion Date: From: To: Search

Course Code: Learning Status: Expiry Date: From: To: Report

Course Group: Include Subgroups

ID	Course Title▲	Course Code	Enrolled Date	Start Date	Expiry Date	Learning Status	Completion Date	Active
3	North Pacific & Polar Operations - 2013-2014	PO2013/14	2015-04-29	2015-04-29	2015-05-08	Incomplete		●

For common troubleshooting tips and to review a host of Frequently Asked Questions (FAQs), you can visit the help page by clicking the associated link at the top of the page.



Welcome to your LMS Training Site!

We would like to welcome you to our online web-based training centre. In accordance with most company e-training strategies, the LMS training Platform will facilitate your online and distant training. As all your training news and courses will be available through this site, check it often for the latest information! We are always looking for ways to improve your training, and as such, any feedback will be greatly appreciated! Please contact your system administrator with feedback!

Happy Training!

What's Due

Within 5 Days: 1

Type	Item	Due On	Status
Enrolled Course	North Pacific & Polar Operations - 2013-2014	2015-05-08	Incomplete

If you encounter any issues or have any questions about using the Galaxy system, please contact your system administrator.

6.0 ADOBE FLASH PLAYER FIX

Within the last couple of years, Adobe Reader, Adobe Flash, and Java have been found to have security issues. The developers of the internet browsers have identified these security vulnerabilities and have already started to phase out Adobe Flash in favor of HTML5 as a way to display content through the internet browsers.

Depending upon which browser you are using the Adobe Flash issue will look like these messages:

Please update your Adobe Flash Player to version 10.3 or higher. If you need further assistance please contact your administrator.

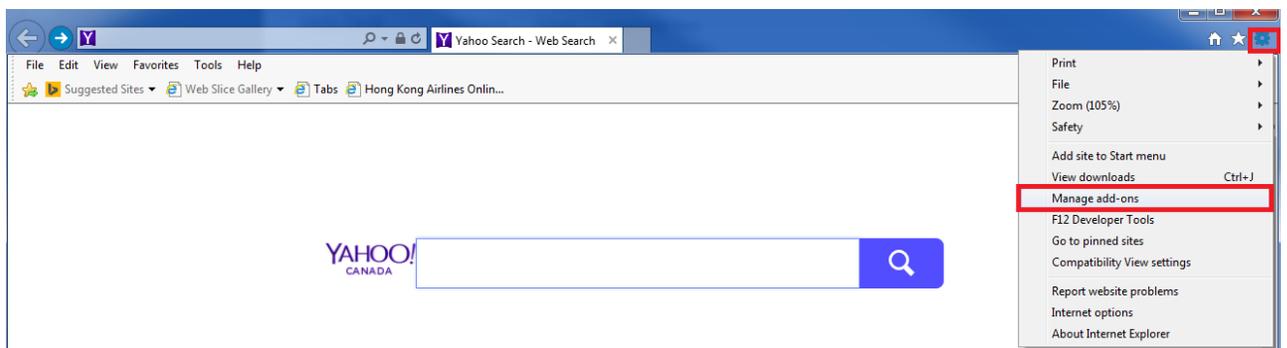
If you cannot see the content, Please remove the current Flash plugin then install the latest version of Adobe Flash Player.

- This guides covers how to fix the Adobe Flash Player issues for the following browsers:
 - Internet Explorer
 - Google Chrome
 - Mozilla Firefox
 - Microsoft Edge
 - Safari
- Ensure that your internet browsers are up to date, as this guide only covers the workaround for this Adobe Flash Player Issue for the most recent version of the internet browsers.
- **Make sure that you have the most up to date Adobe Flash Player at <https://get.adobe.com/flashplayer/>.**

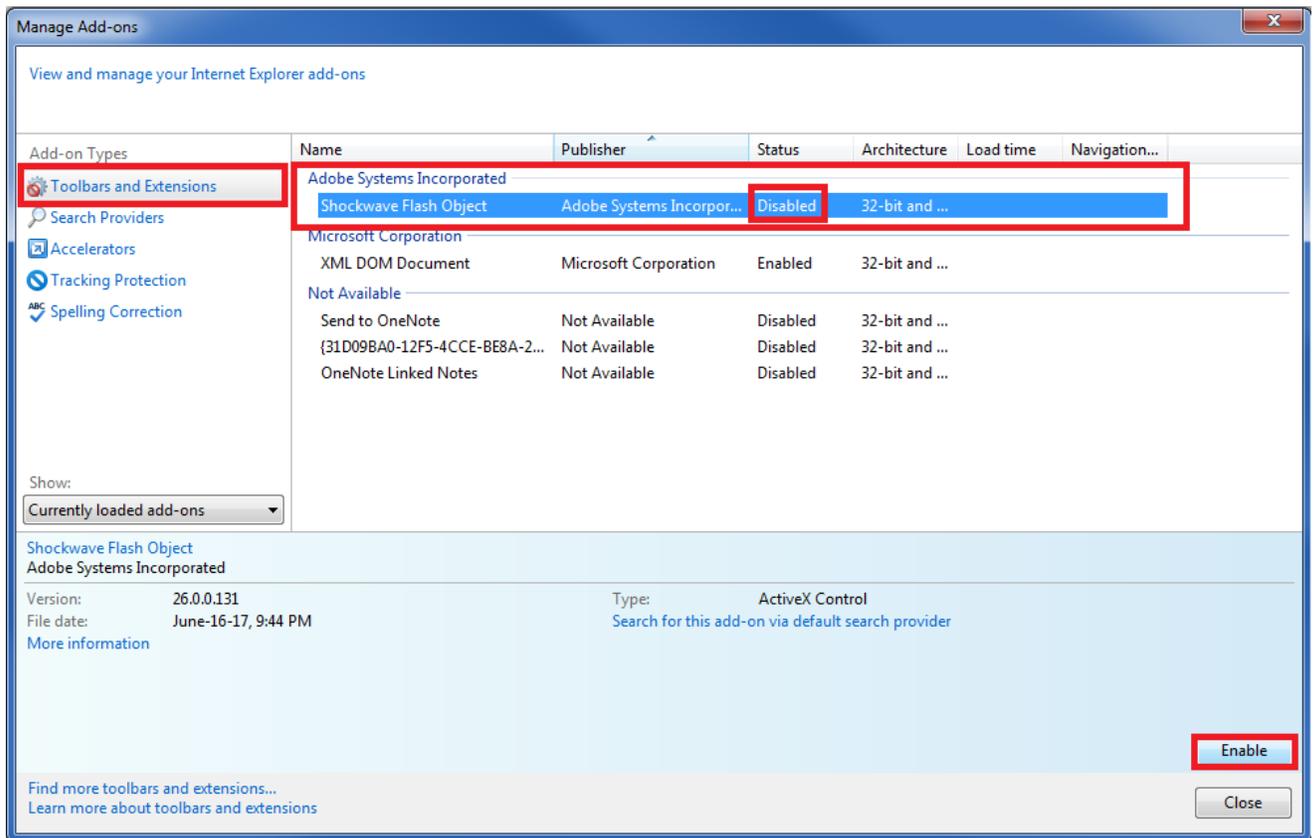
Do note that if you are using Internet Explorer on Windows 8/10, Flash has been integrated and its updates are automatically offered by Windows Update. Other browsers should ensure that their Flash player is always up to date to avoid security issues.

Internet Explorer:

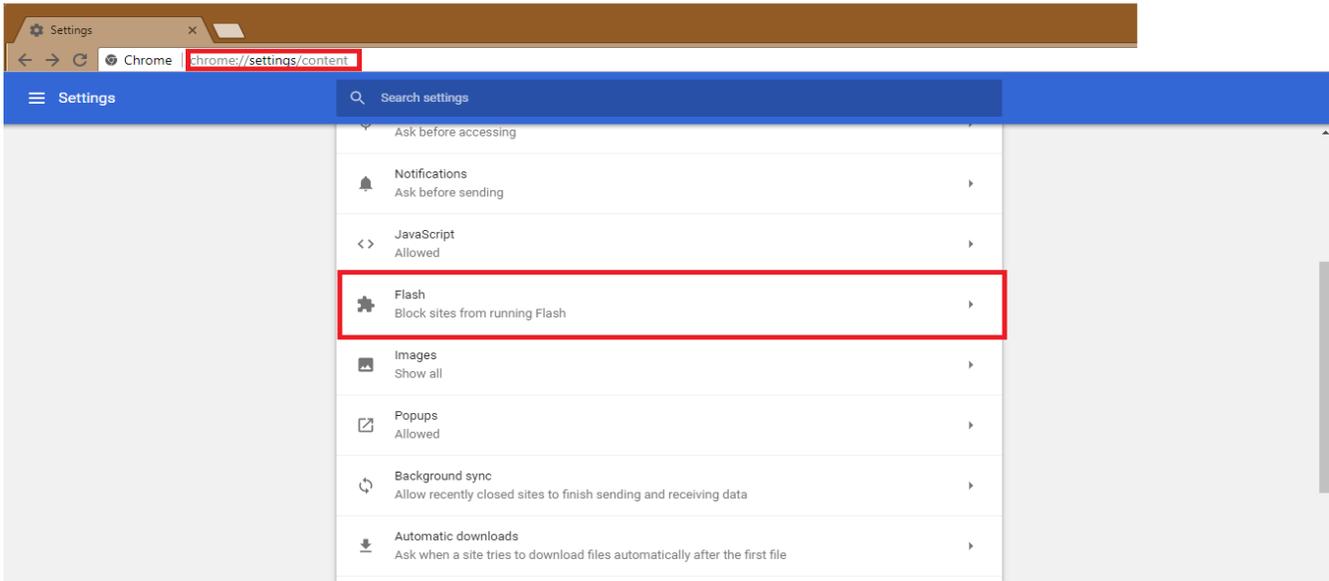
1. Click settings cogwheel in the top right > manage Add-ons.



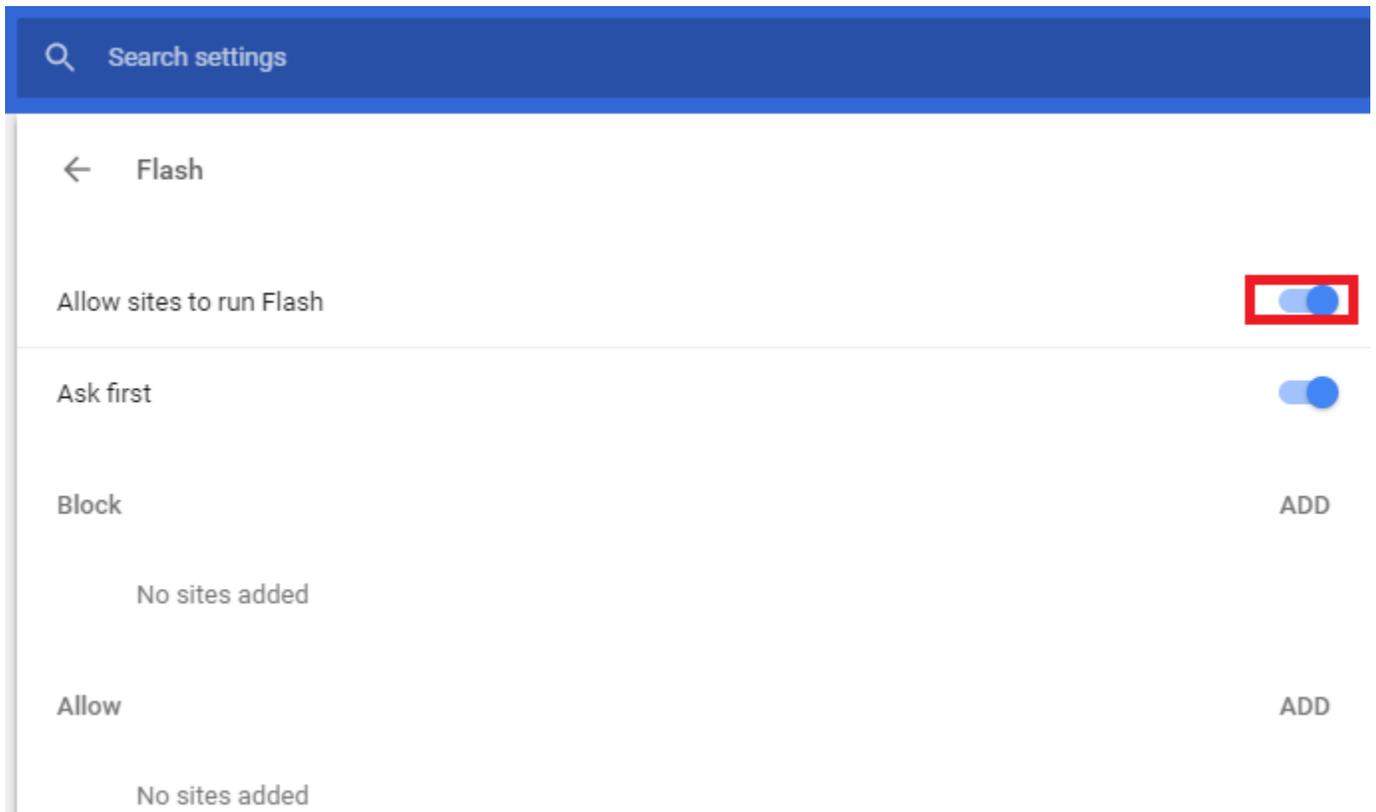
- Navigate to Toolbars and Extensions Tab > click Shockwave Flash Object (aka Adobe Flash Player) > click Enable.



1. Type chrome://settings/content into the URL bar > click the Flash tab.

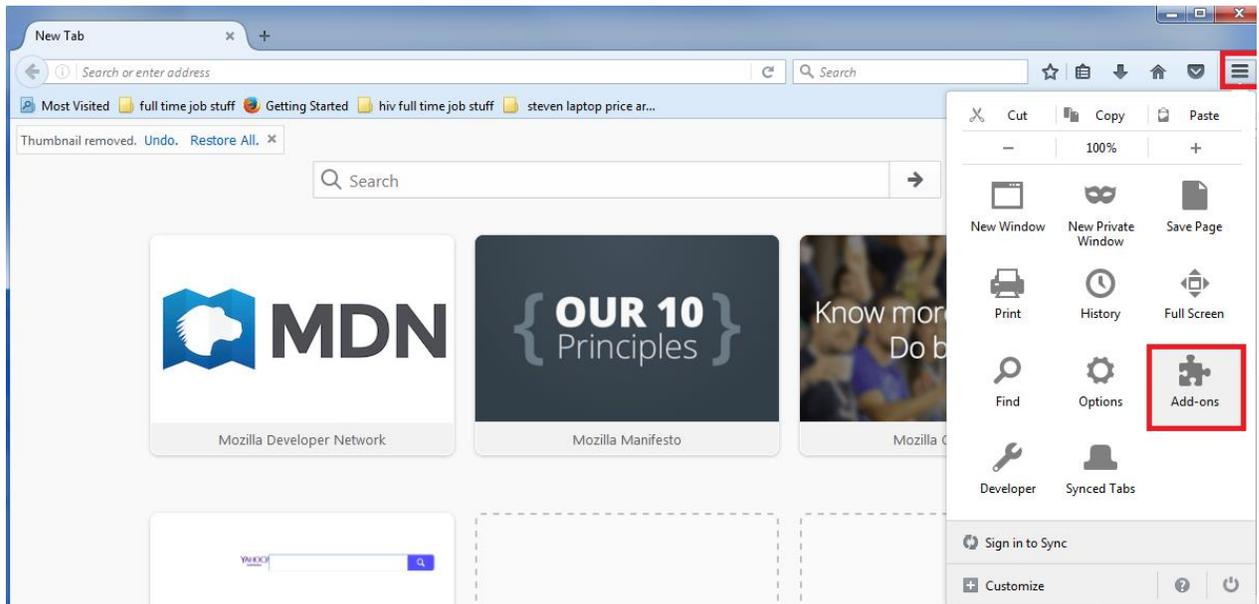


2. Click the highlighted bar so the message reads “allow sites to run Flash”. On this page you can block certain pages from running Flash or allow certain pages to run Flash. Ask first is an optional setting that if enabled will prompt you to run flash on a certain site.

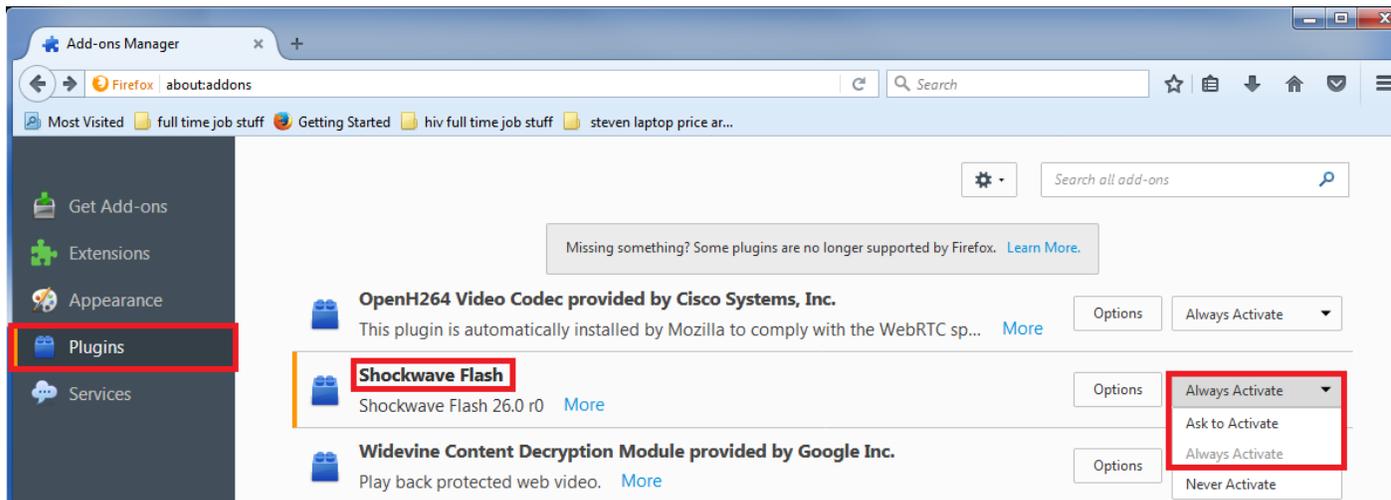


Firefox

1. Click the Open Menu in the top right of Firefox > click Add-ons.

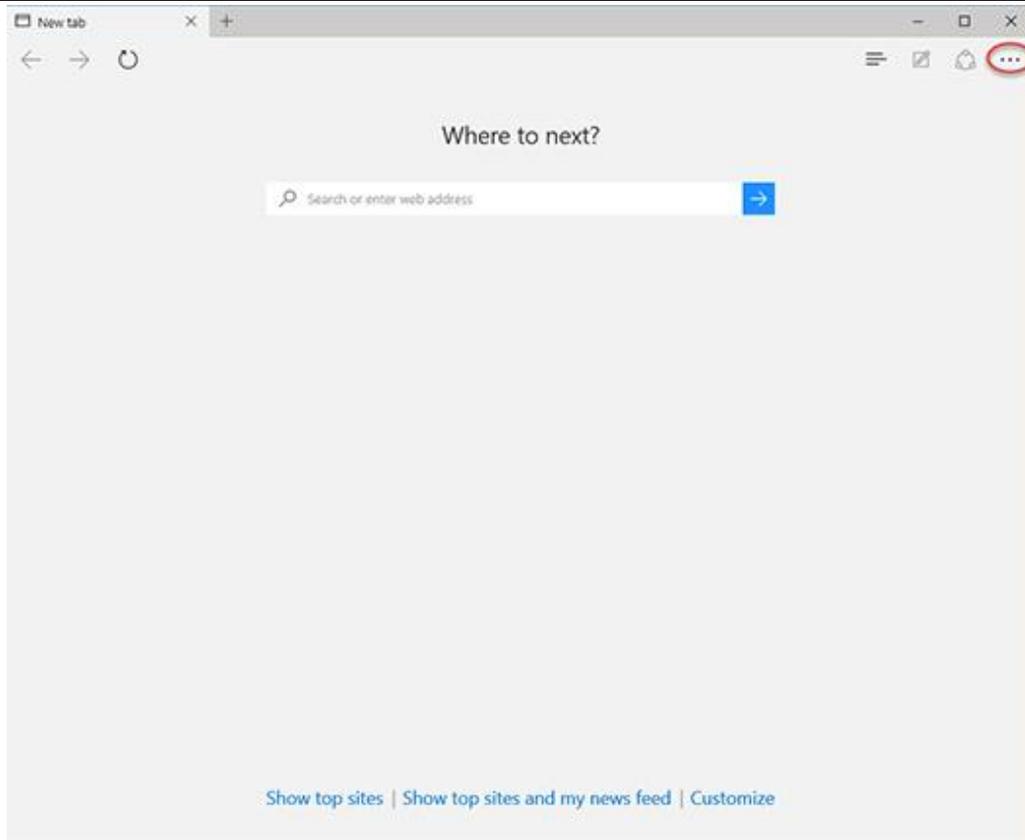


2. Click the Plugins tab > change the Shockwave Flash option to be either Always Activate or ask to activate as needed.

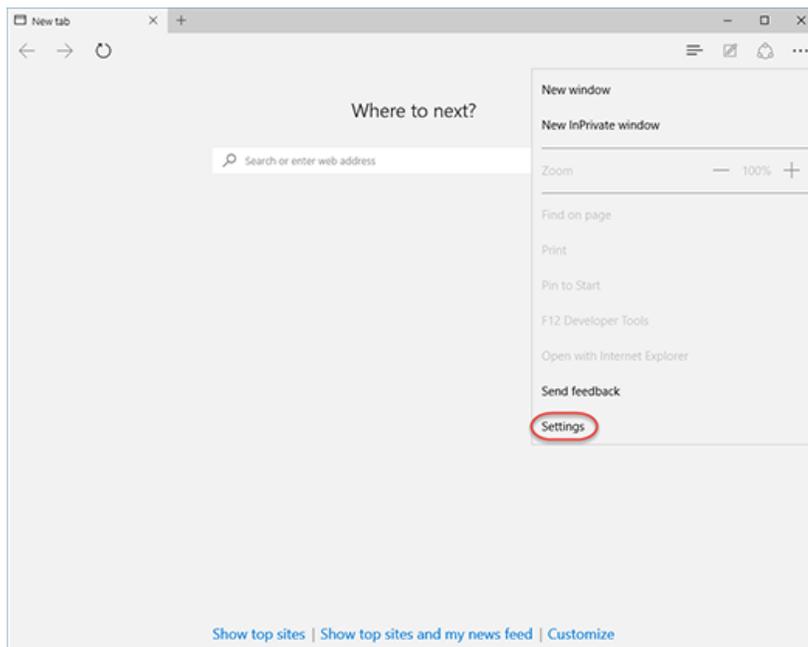


Microsoft Edge

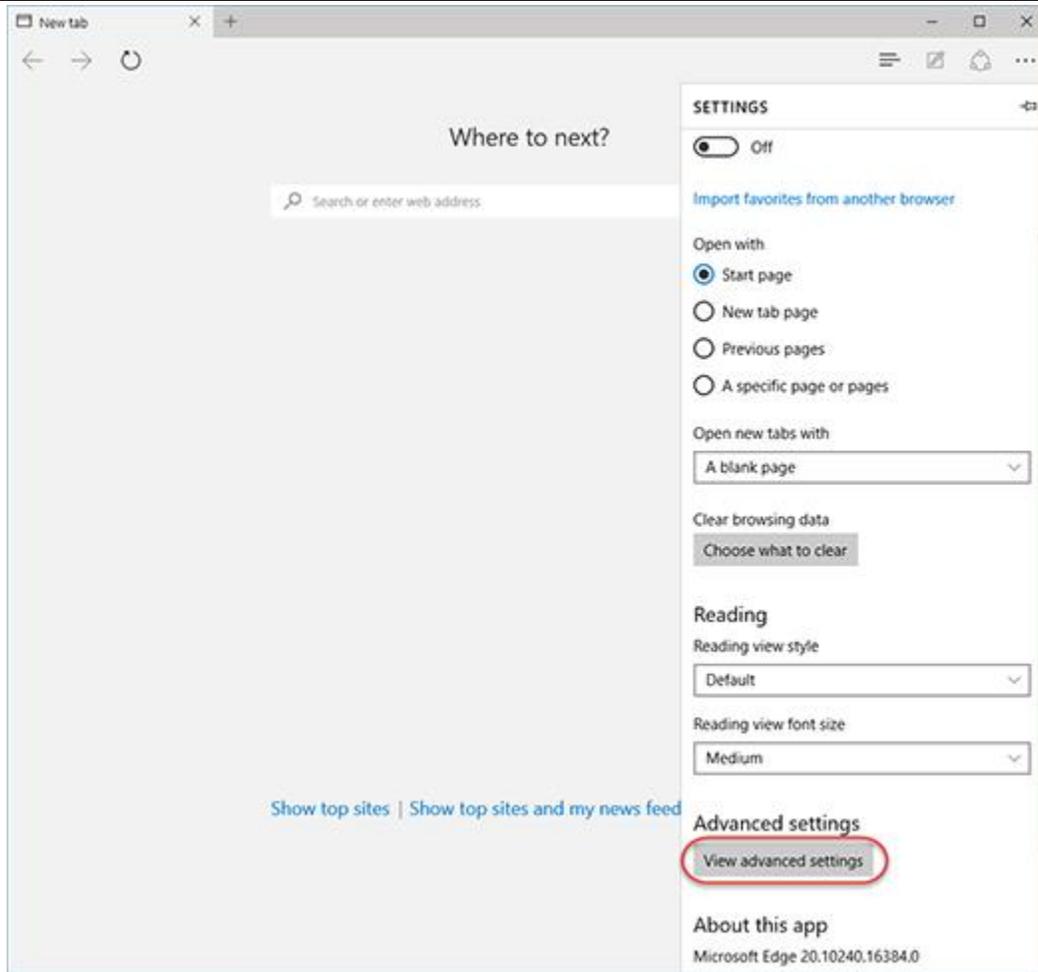
1. Click the "..." button to access the Edge menu.



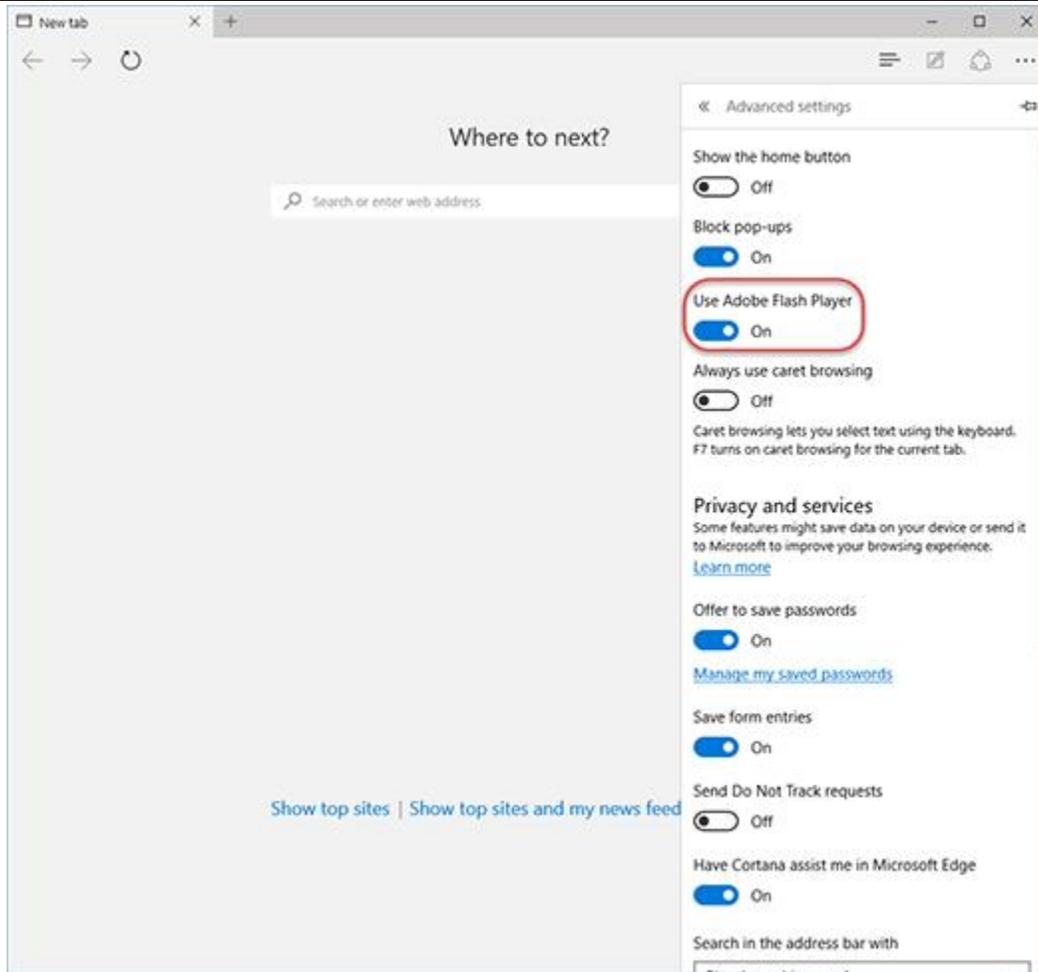
2. Select the Settings tab.



3. Scroll to the Advanced Settings section > click the View advanced settings button.



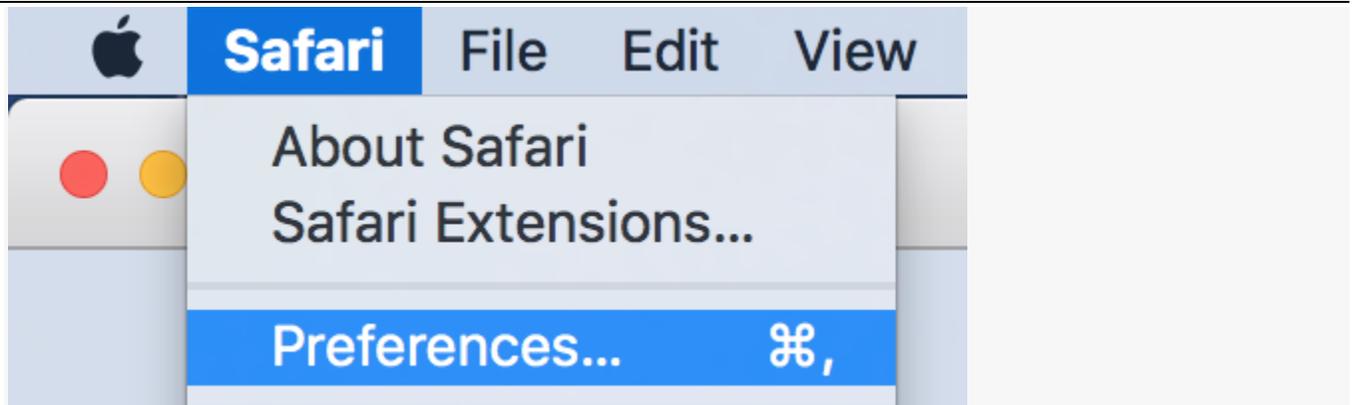
4. Locate the Use Adobe Flash Player section and toggle the switch on to enable Adobe Flash Player.



5. Close your browser > re-open browser.

Safari 10.0 and above

1. Open Safari, and choose Safari > Preferences.

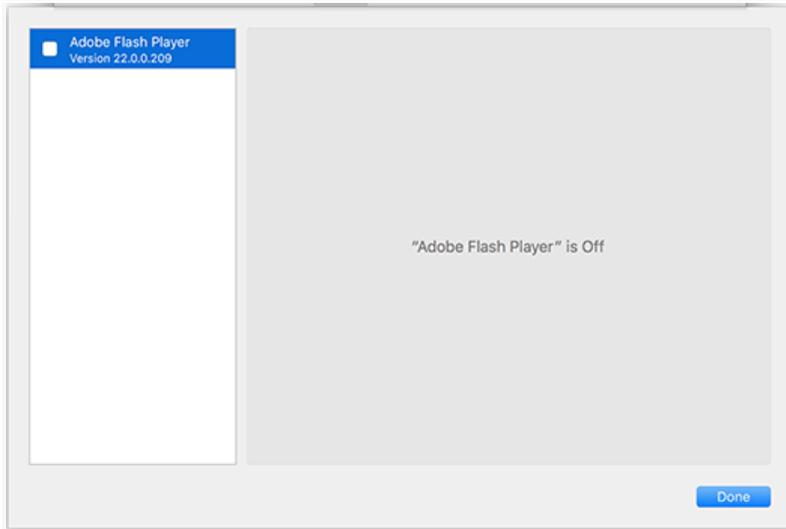


Note: If you are viewing Safari in full-screen mode, mouse over the top of the browser screen to see the menu.

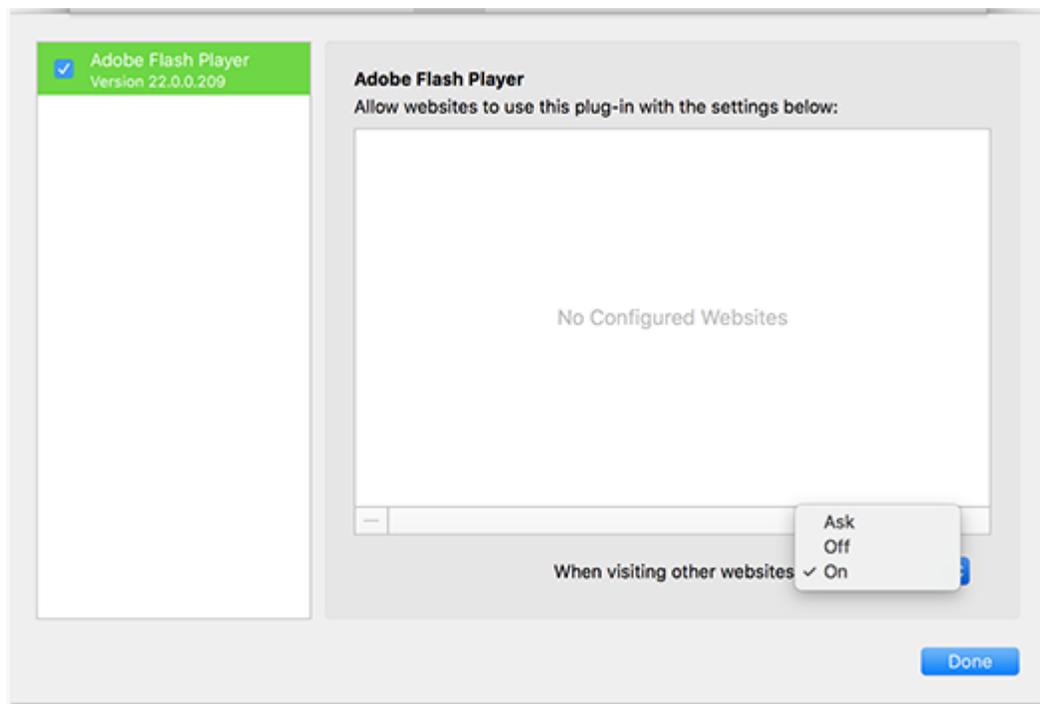
2. Click the Security tab > ensure that Enable JavaScript and Allow Plug-ins are selected > click Plug-in Settings.



3. Select Adobe Flash Player.



4. From the When visiting other websites menu > choose On > then click Done.



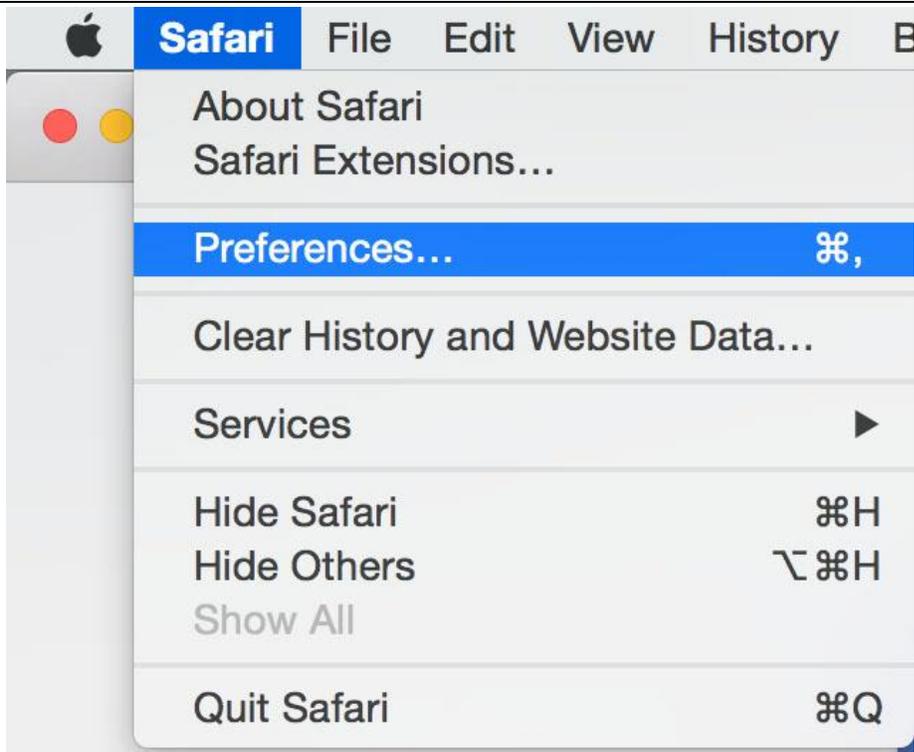
5. For each website appearing in Currently Open Websites > choose On in the menu on the right.



6. Close your browser > re-open browser.

Safari version earlier than 10.0 for MAC OS X10.8 and above

1. Open Safari and select Safari > Preferences.

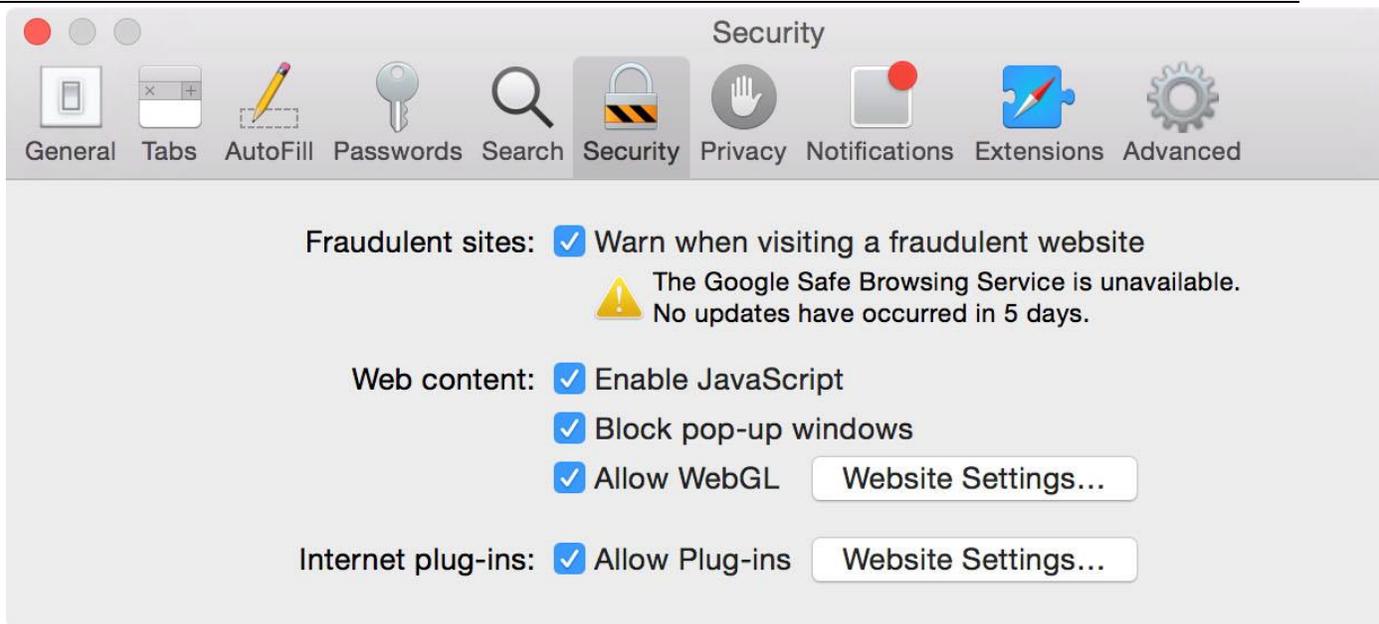


Note:

If you are viewing Safari in full-screen mode, mouse over the top of the browser screen to see the menu.

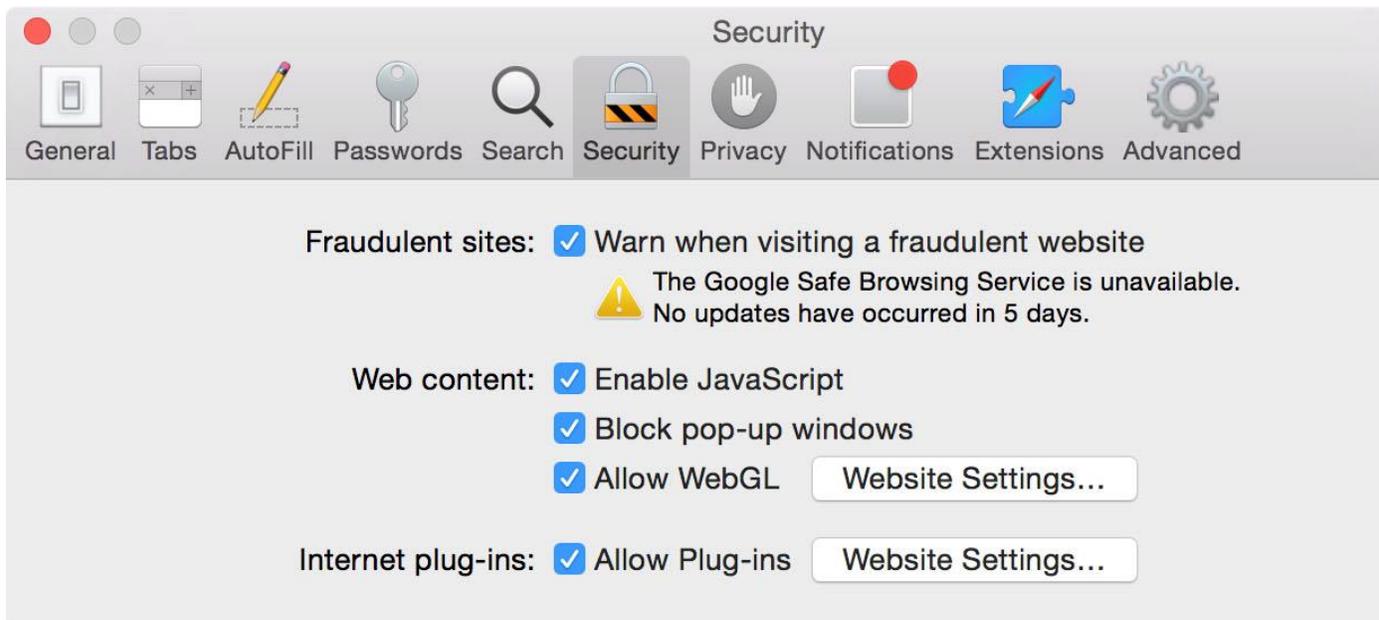
2. Click the Security tab > ensure that Enable Javascript and Allow Plug-ins are selected > click Manage website settings.





3. Select Adobe Flash Player.

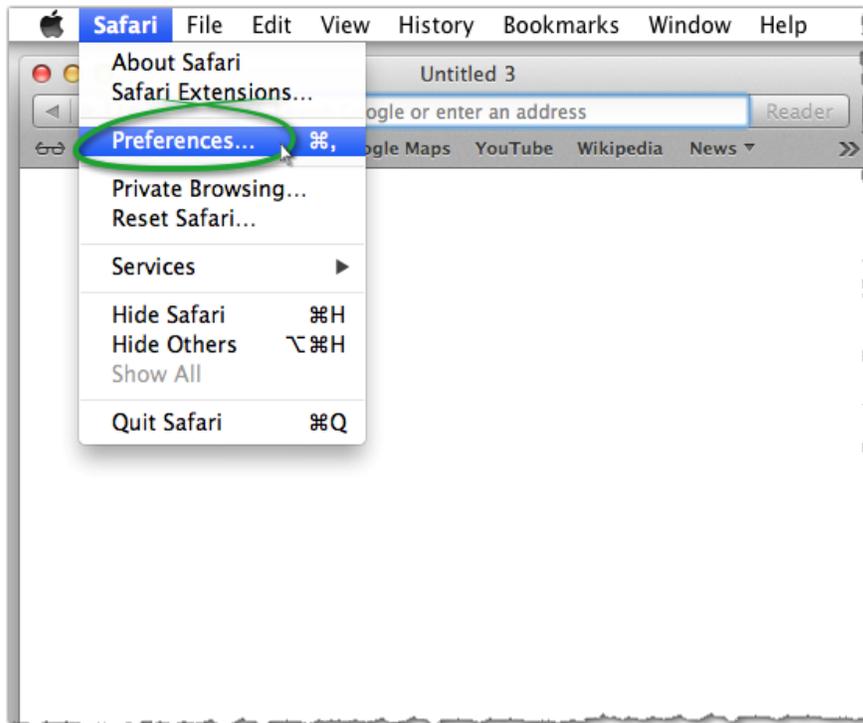
From the When visiting other websites menu > choose Allow.



4. Close your browser > re-open browser.

Safari version earlier than 10.0 for MAC OS X10.6 and 10.7

1. Choose Safari > Preferences.



Note:

If you are viewing Safari in full-screen mode, mouse over the top of the browser screen to see the menu.

2. Click the Security tab > make sure that Allow Java and Allow All other Plug-ins are enabled.



3. Close the Preferences Window.
4. Close your browser > re-open browser.

