



THENAMARIS
SEAFARERS ACADEMY

E-Learning Platform User Guide

**Marine Personnel
Performance and Development**

September 2017

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General Information and Requirements

The Thenamaris Seafarers Academy E-Learning platform operates through the vessel's wi-fi network. It is therefore accessible through any personal electronic device, and from any spot of the vessel that is use of electronic devices is permitted.

The Thenamaris Seafarers Academy E-Learning platform is available only onboard vessels managed by Thenamaris.

The platform operates with the following minimum software requirements:

Desktop or laptop PCs:

1. Web Browser:
 - a. Internet Explorer 9.0 or newer version,
 - b. Firefox 40.0 or newer version,
 - c. Google Chrome 40.0 or newer version.
2. Adobe Flash Player: version 12 or newer.
3. Screen resolution: 1024x768.

Portable devices (smartphones, tablets, etc.):

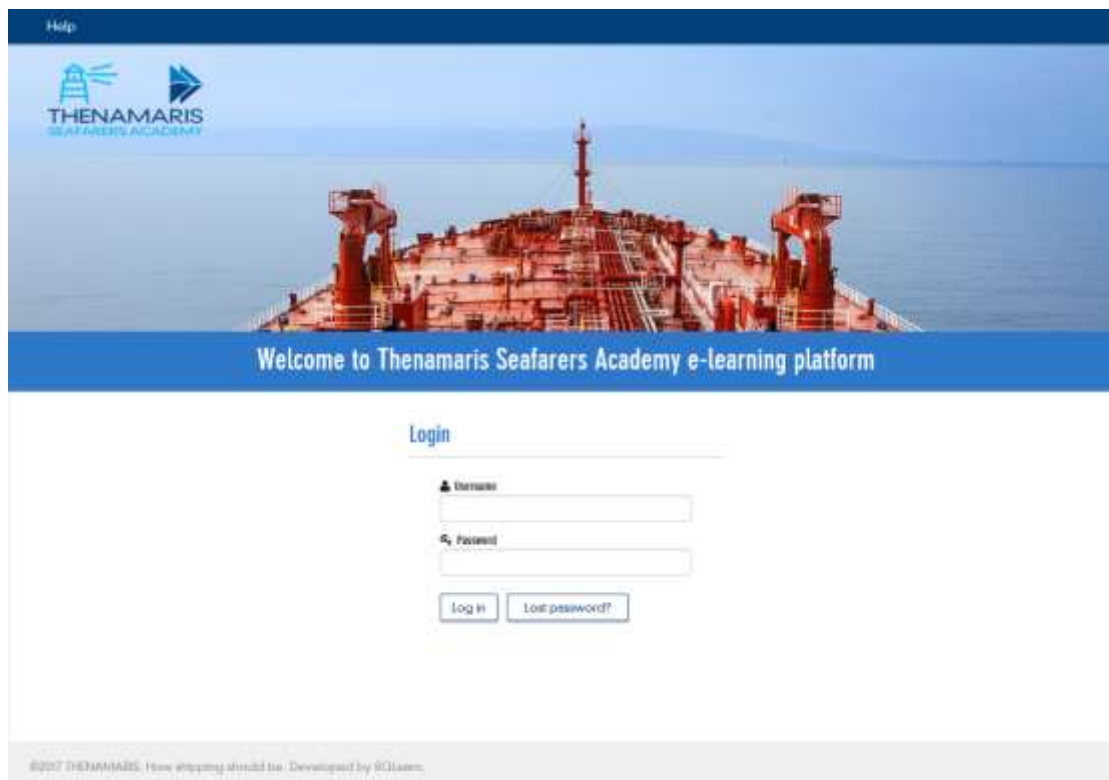
1. Web Browser:
 - a. Google Chrome 40.0 or newer
 - b. Apple Safari 8 or newer
2. Small screen size and touch mobile device may have an impact on course experience.

NOTE: course compatibility with mobile devices varies based on course content.

Login

Follow below steps to access and login to the [Thenamaris Academy E-learning platform](#):

1. Type on your browser address bar: **192.168.1.22**.
2. Insert your **6-digit Seaman Code number** both on *Username* and *Password* fields.
3. Click on the *Login* button.
4. In case you have forgotten or lost your password click on *Lost password?* button.



Home page

Upon successful Login, you get to the **Home** page of the platform. Below sections are available on Home page:

1. **Help**: provides access this User Guide.
2. Top **Menu**: provides available navigation options: *Home* and *Logout*.
3. **Breadcrumb**: displays the path to the page displayed.
4. Left **Menu**: provides available navigation options: *Home* and *Logout*.
5. General info: provides useful general information on Thenamaris Seafarers Academy, and the e-learning platform.
6. **Personal Training Record**: displays available courses, separated in: *Completed* and *Pending*. Click on a course title to get to the relevant Course Area.

The screenshot shows the home page of the Thenamaris Seafarers Academy e-learning platform. The page features a header with the academy logo and a user profile. A navigation menu is visible on the left, and a main content area displays general information and a personal training record. The training record is divided into 'Completed' and 'Pending' sections, each with a table of courses.

Numbered callouts in the image point to the following elements:


- 1: Help button in the top right corner.
- 2: Top navigation menu (Home, Logout) in the top right corner.
- 3: Breadcrumb navigation area below the header.
- 4: Left navigation menu (Home, Logout) on the left side.
- 5: General information section in the main content area.
- 6: Personal Training Record section in the main content area.

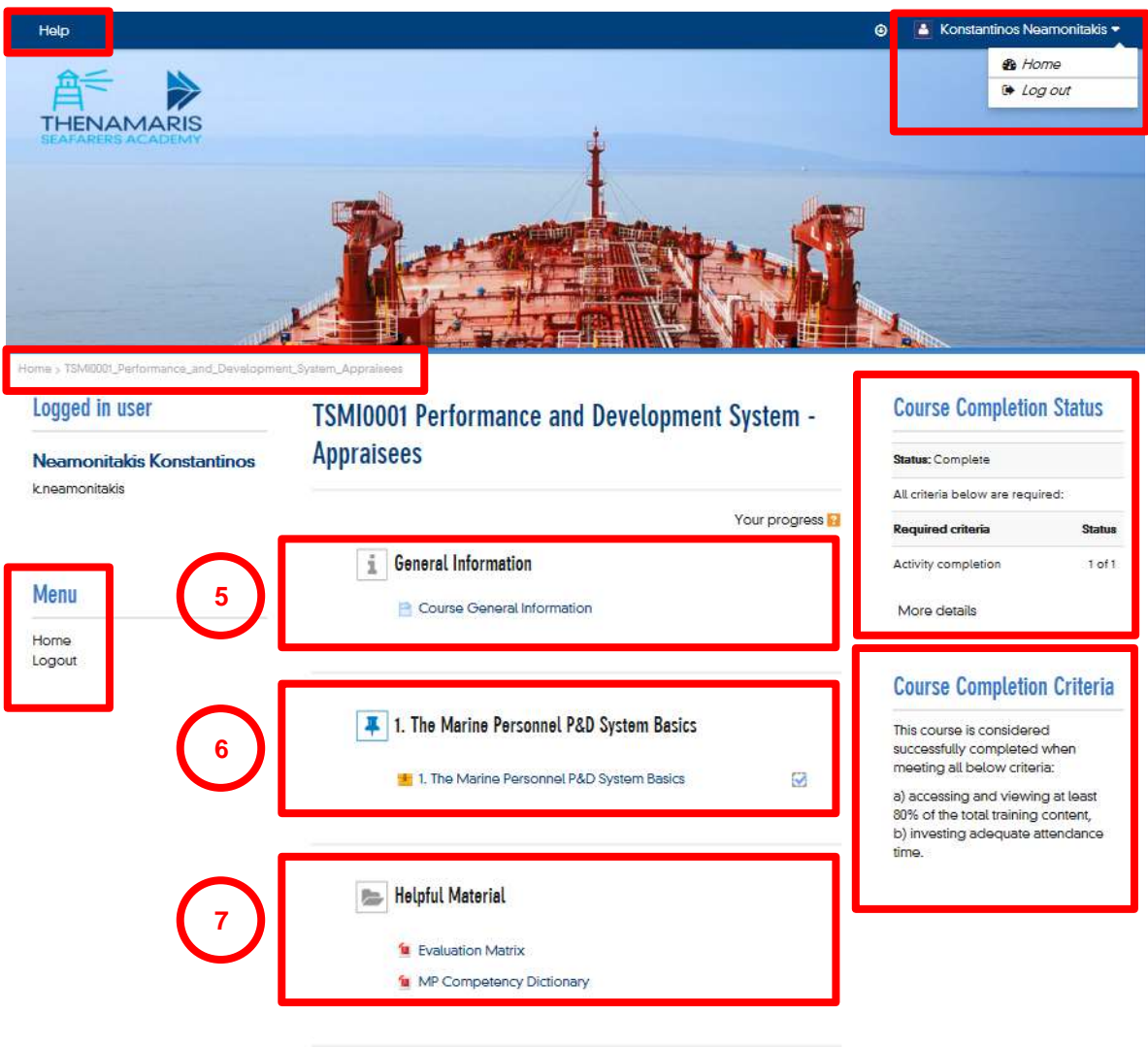
Course	Date Completed	Certificate
6001 Resilience - Module 1: Change is a part of living	29/05/2017	
TSM0001 Performance and Development System - Appraisals	29/05/2017	

Course	Date Completed	Certificate
6002 Resilience - Module 2: Keep things in perspective		
6003 Resilience - Module 3: Take decisive action		
6004 Resilience - Module 4: Take care of yourself		
6005 Resilience - Module 5: What is resilience?		
6006 Resilience - Module 6: Dealing with crisis		
TSM0002 Performance and Development System - Evaluators		
TSM0003 Performance and Development System - Reviewers		

Course Area page

Below sections are available on each **Course Area** page:

1. *Help*, 2. Top *Menu*, 3. *Breadcrumb*, 4. Left *Menu*: same as on Home page.
5. *General Information*: provides useful general information on the course.
6. *Training modules*: this is the actual training content you must view.
 Training modules are indicated with this icon: 
7. *Helpful Material*: provides additional material related to the course.
8. *Course Completion Status*: displays the running progress of course completion.
9. *Course Completion Criteria*: displays the criteria you must meet for successfully completing a course.



The screenshot shows the Course Area page for 'TSM10001 Performance and Development System - Appraisees'. The page is annotated with red circles and numbers 1 through 9, corresponding to the list above. The page layout includes a top navigation bar with a 'Help' button (1) and a user profile dropdown for 'Konstantinos Neamonitakis' with 'Home' and 'Log out' options (2). A breadcrumb trail (3) shows the path from Home to the current course. The user's name and email are displayed (4). The main content area is divided into three sections: 'General Information' (5) with a 'Course General Information' link; 'Training modules' (6) featuring '1. The Marine Personnel P&D System Basics' with a pin icon and a progress indicator; and 'Helpful Material' (7) with links to 'Evaluation Matrix' and 'MP Competency Dictionary'. On the right side, there are two summary boxes: 'Course Completion Status' (8) showing a 'Complete' status and '1 of 1' activity completion, and 'Course Completion Criteria' (9) detailing the requirements for successful course completion.

Training module screen

Upon clicking on a training module title, a new screen pops up displaying the training content. The most common features appearing on these screens are:

1. **Menu:** lists all contents of the running training module. You can use this *Menu* to navigate through the topics of a module.
2. **About Thenamaris:** displays general information about Thenamaris.
3. **Useful Material:** provides additional material related to the course.
4. **Navigation Info:** displays information on how to navigate through the training module.
5. **Exit:** upon clicking on this button you exit the running training module.
6. **Main screen:** displays the training content (slides, videos, etc.).
7. **Search:** allows searching for a term and displays the module's sections where it appears. Search results appear under Menu section.
8. **Volume adjuster:** allows adjusting the volume.
9. **Progress bar:** shows playing progress of the running slide or video. *Play/Pause* and *Replay* buttons are available.
10. **Browsing buttons:** allow navigating through the training module.

