

LOGIN INFORMATION FOR THE SALLY DURANT E-LEARNING PORTAL

Follow the easy steps below to access your course.

If you have any problems please contact tutorsupport@sallydurant.com

STEP 1

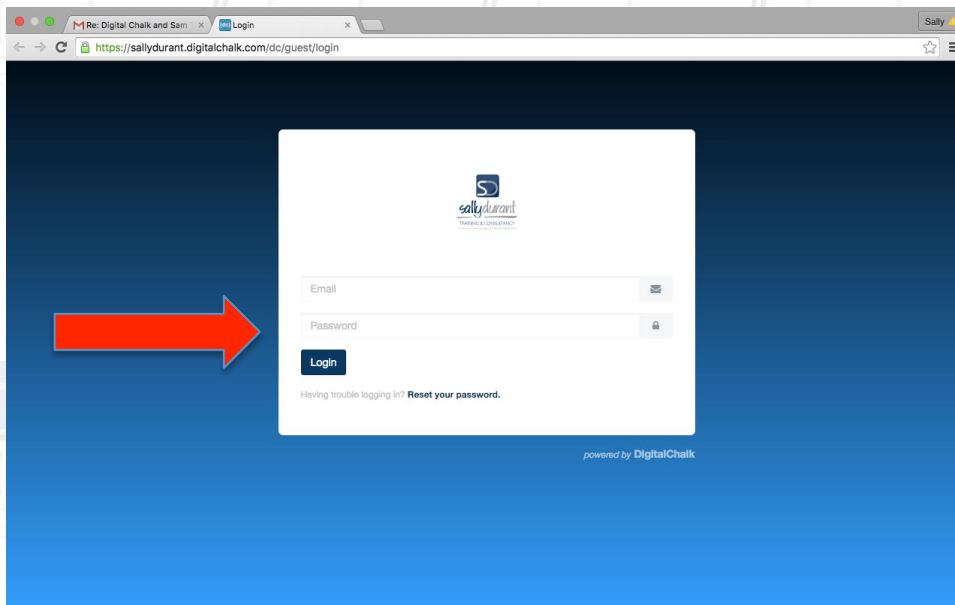
Go to:

<https://www.sallydurant.digitalchalk.com/auth/login>

and click on the box entitled 'Member Login'

STEP 2

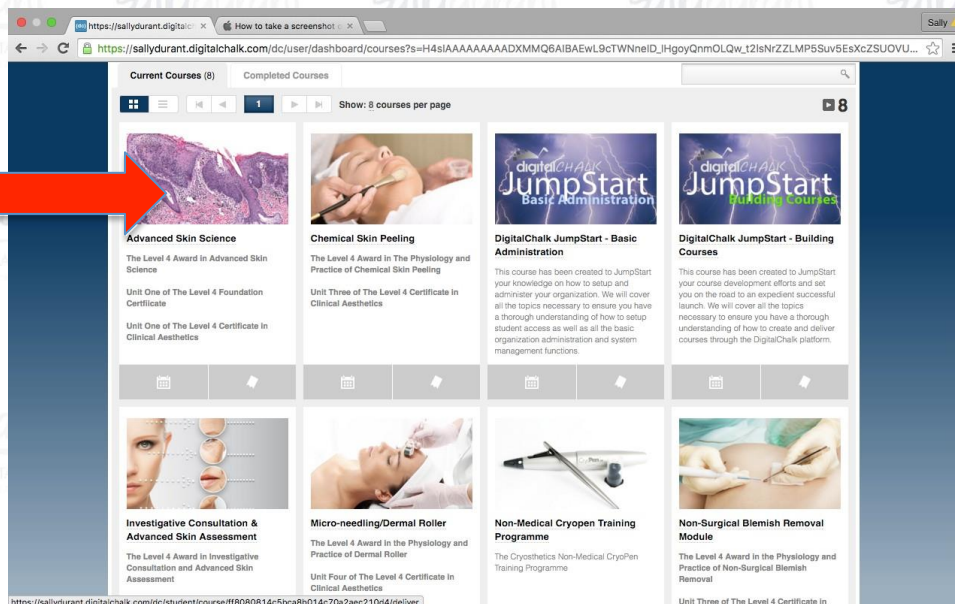
Enter your email address and the password you were given on enrolment.



The screenshot shows a web browser window with the URL <https://www.sallydurant.digitalchalk.com/dc/guest/login>. The page features the Sally Durant logo at the top. Below the logo is a login form with two input fields: 'Email' and 'Password'. A red arrow points to the 'Login' button. Below the form, there is a link that says 'Having trouble logging in? Reset your password.' The page is powered by DigitalChalk.

STEP 3

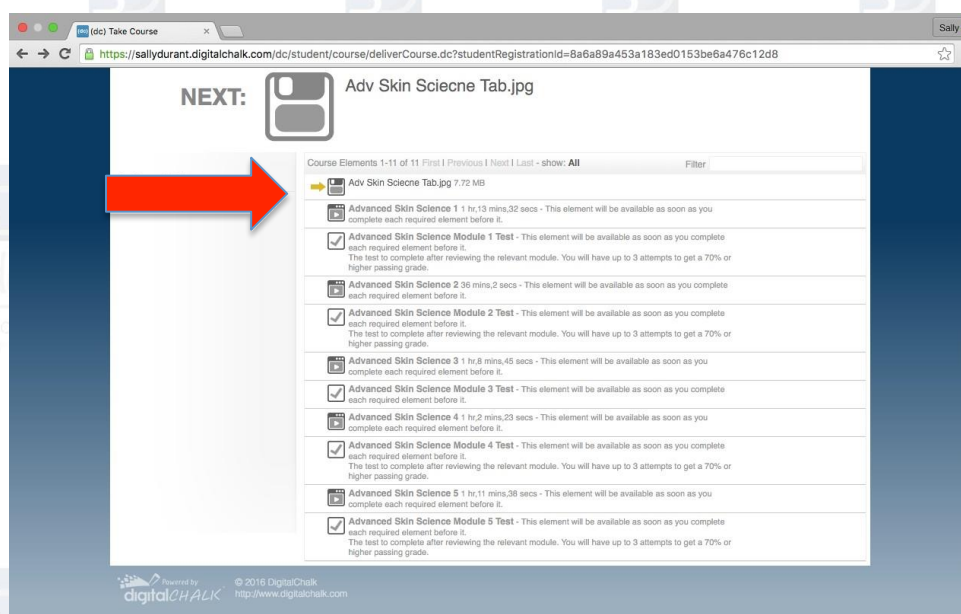
The courses you have enrolled on will be displayed on the screen. Select the course you wish to do by clicking on the image tab.



STEP 4

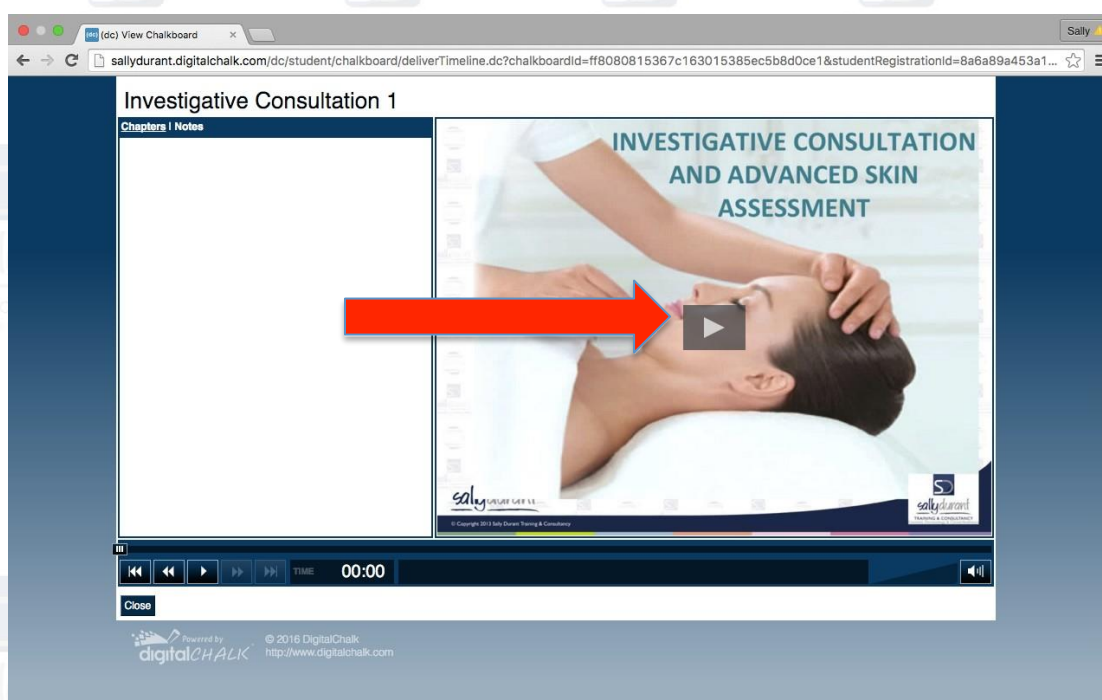
The list of all the course elements will appear on your screen.

A yellow arrow will indicate the first element to be completed, starting with the presentation for Module One followed by the Multiple-Choice test for that section and then the assessment workbook for the course. Presentations and tests will then alternate through the course. Click on the icon to the left of the element title to open that element. You will be able to go but you will not be able to access the next module presentation until you have passed the previous test.



STEP 5

- Once you have clicked on the icon for the course element you will see the video screen. Click on the arrow to start the video playing, making sure you have your sound turned on.
- We strongly recommend that you use headphones as this will help you focus closely on what is being said in the audio commentary
- On the left side panel you will see 'chapters' which will mark different points in the presentation so that you can go straight to the point where you left of on your previous session. You can use these chapter points to rewind the presentation or alternatively you can use the slider bar at the base of the screen to forward and rewind the slides – you will need to pause the presentation in order to use this function.
- You can make the video play in full screen by clicking on the crossed arrows on the bottom right of the screen
- You can view the online presentations as many times as you wish during your course completion period, but you will be unable to progress from one module to another without passing the modular MCQ tests for each – see below



TAKING YOUR MCQ TESTS

You will see the multiple-choice tests at the end of most modules of study. They are set to a pass mark of 70% and are marked automatically so you will get your result straight away. If you don't succeed in achieving the pass mark initially then you will be allowed to retake the test a second time and third time if necessary. The test answers will randomly select from a large bank of questions for each retake.

You can use your notes to complete these tests so they can be used to consolidate your learning. However if you want to prepare yourself fully for your examination you should revise your work before taking the test and try to answer the questions from memory.

NB: Once you have taken your test the system will consider that you have finished that module and you will not be able to go back into that presentation, so make sure you are happy that you have viewed it fully and made all the notes you need before you take the test.

Digital chalk tracks all activity and record every time you log in and undertake any study - this enables us to monitor your progress. The awarding body may access your learning to verify that you have undertaken your studies and may map this to the log of hours that you will be required to submit upon completion of your course.

We hope you enjoy your studies and look forward to meeting you in person (virtually and/or in person) along the way. If you require any support whatsoever, please do reach out to us – we are here to support you and are always happy to hear from you!

The SGI team

P.S. Please do not share your log in details or give access to anyone else. If we are notified of any unusual activity, we reserve the right to suspend access pending further investigation.