



iCan

User Manual

Version 3.0

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1. Introduction

Welcome to iCan's User Manual. This manual will assist you by providing instructions and guidance on how best to use iCan so that you are able to experience all the benefits of IQ Academy's (IQA) online student portal.

2. What is iCan?

iCan is an online student portal that is available to IQA students. It is a web-based portal meaning that you require an internet connection to use iCan. iCan can however be accessed through multiple devices including PC's, laptops, tablets and smartphones.

Students are encouraged to make full use of iCan as it is a convenient way to:

- View academic content
- Participate in academic activities
- Engage with your tutor
- Download/upload assignments
- View assignment results
- View account information

3. Navigating through iCan

iCan provides students with the ability to easily access important areas of the site. To this regard, iCan makes use of a navigation bar on the left hand-side of the screen with an additional array of menu items at the top of the screen.

Icons have been placed on the top right-hand side of the screen to provide you with a quick view/access to your messages, notifications and deadlines.

User information can be accessed by selecting the 'username' you see on the right-hand side of the screen. Please select this option to view your profile information or to logout.

The diagrams below illustrate the navigation options mentioned above.



Diagram 1: iCan Navigation on PC's, Laptops and tablets

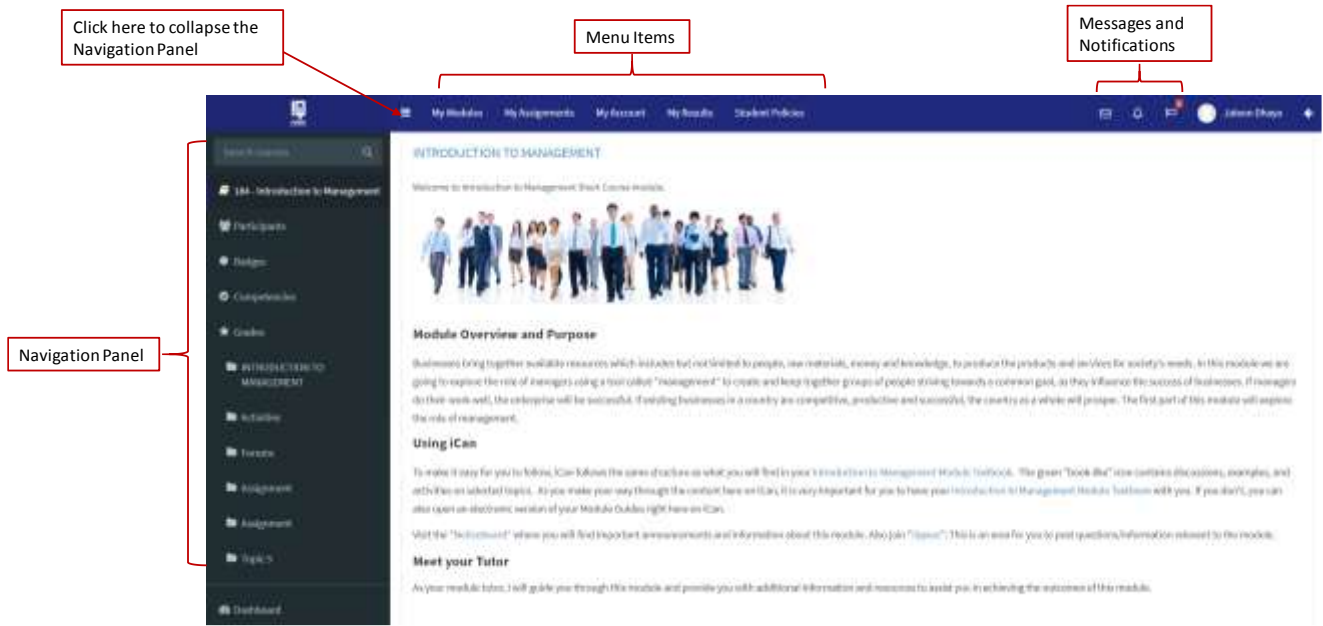
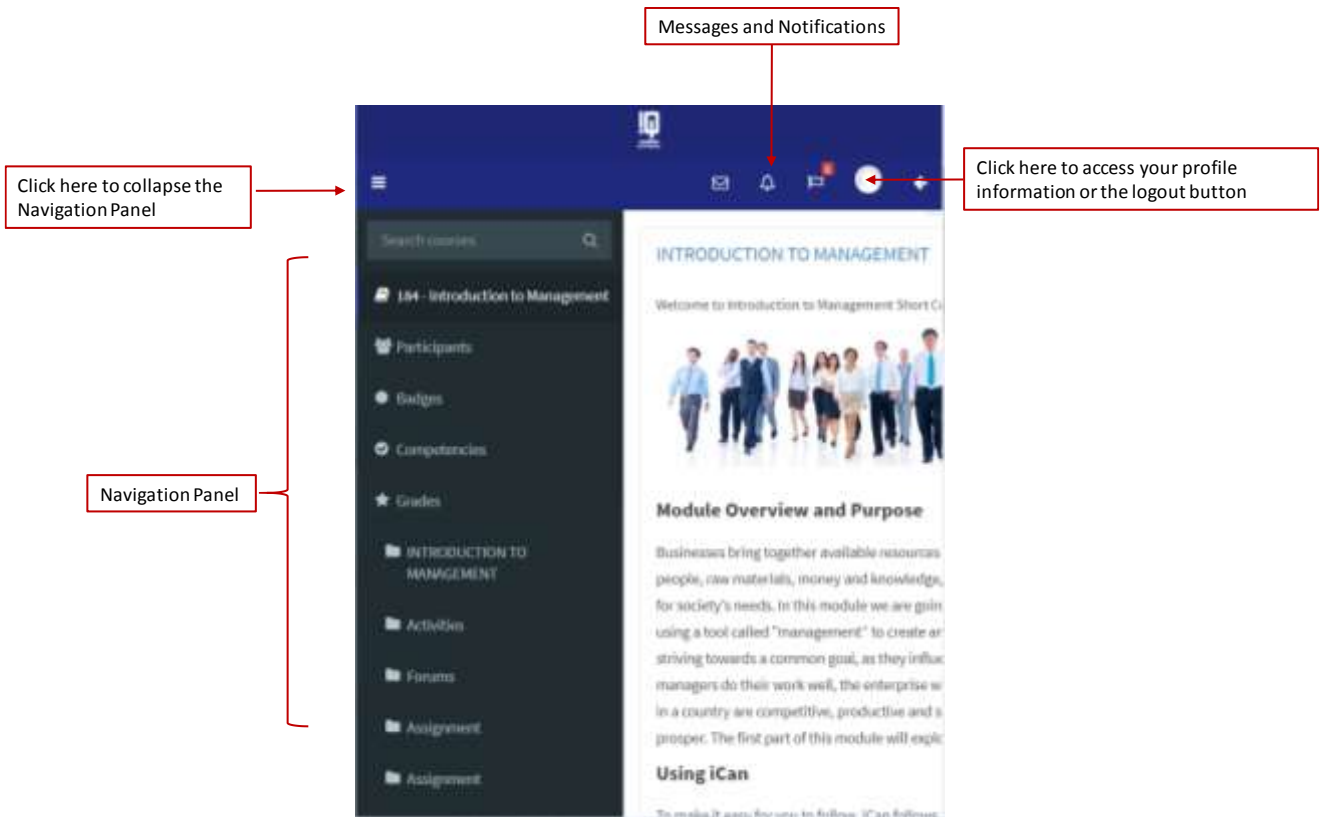


Diagram 2: iCan Navigation on smartphones



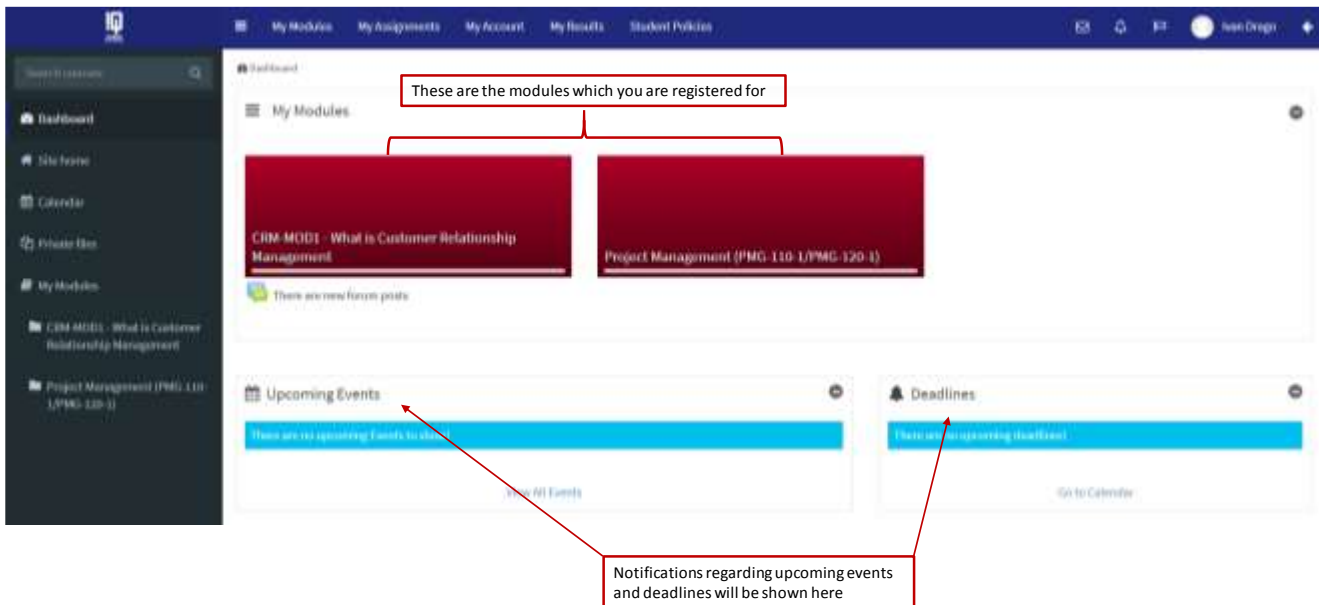
4. Understanding the Dashboard

When you first log into iCan, you will be presented with a dashboard that provides you with key information regarding the modules for which you are registered.

You are able to easily navigate to a module by simply selecting the relevant module name.

The dashboard also informs you of upcoming dates and deadlines.

Diagram 3: iCan Dashboard



5. Downloading and Submitting Assignments

You can download assignments and upload assignments using iCan's 'My Assignment' menu option. Once you have selected this option, please use the drop-down to select the relevant module. You will then be presented with the assignments for the module which you have chosen.

Diagram 4: Accessing assignments

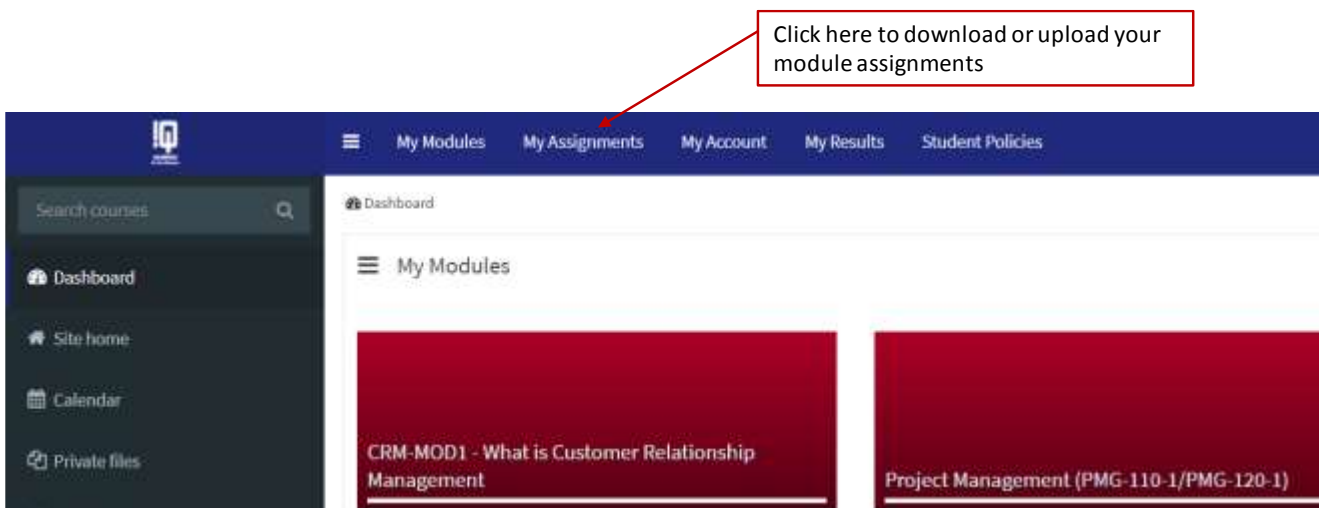
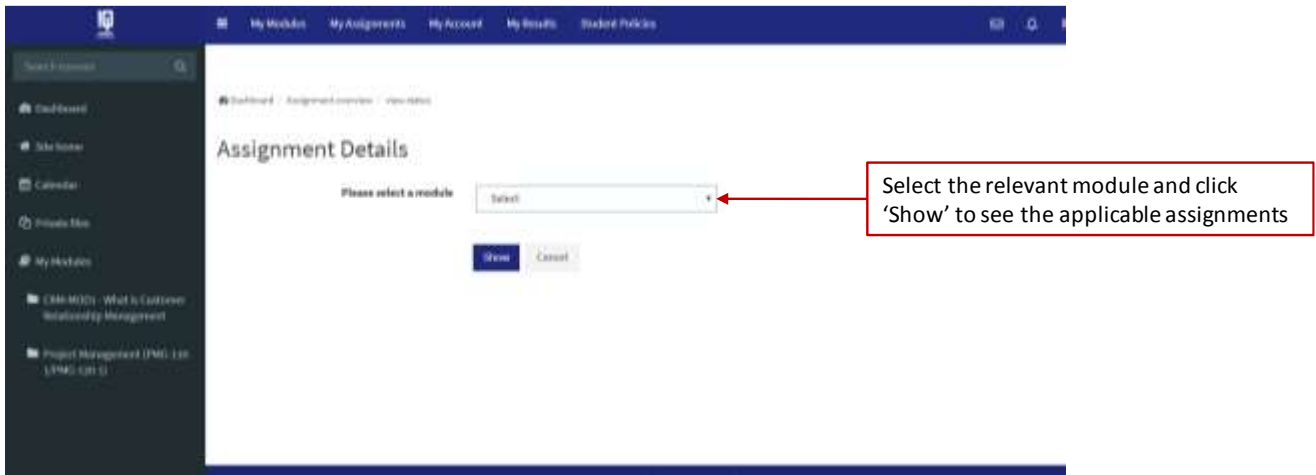


Diagram 5: Selecting module assignments

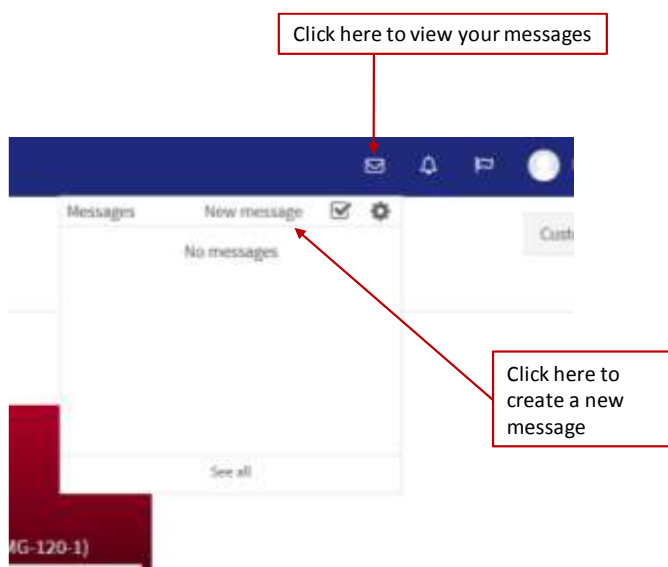


Each assignment contains a download icon (📄) and an upload icon (📁). Please select the '📄' icon to download your assignment, which should download automatically. If you would like to upload your assignment, please select the '📁' icon and then select 'Add Submission'. Please select the file you would like upload as your submission.

6. Messaging

iCan provides you with messaging functionality. This is easily accessed from the mail (x) icon at the top right-hand corner of your screen. Select this icon to see a list of your messages or to create a new message.

Diagram 6: Creating a new message



When attempting to send a message using iCan, you will first need to select the recipient. Select the 'Contacts' icon and search for the relevant individual. Select the individual to whom you wish

to message and thereafter enter the contents of your message where you see the 'Write a message...' text. Press 'Send' to issue your message.

Diagram 7: Selecting contacts when sending a message

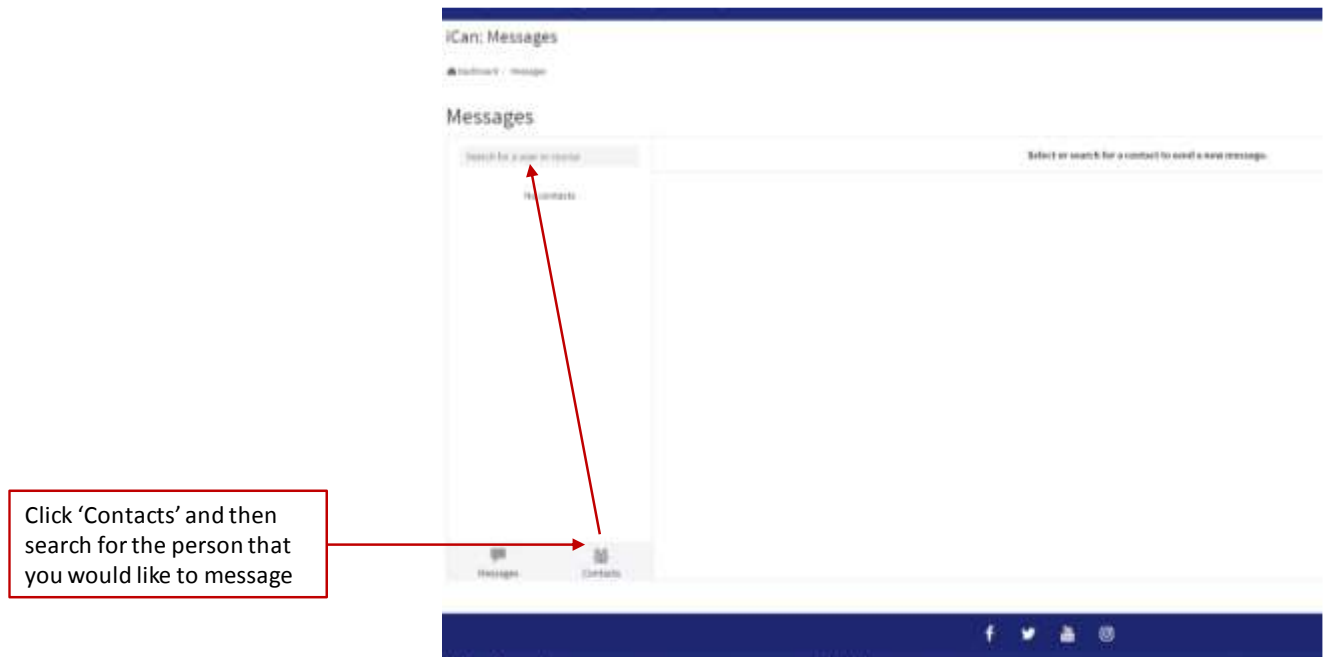
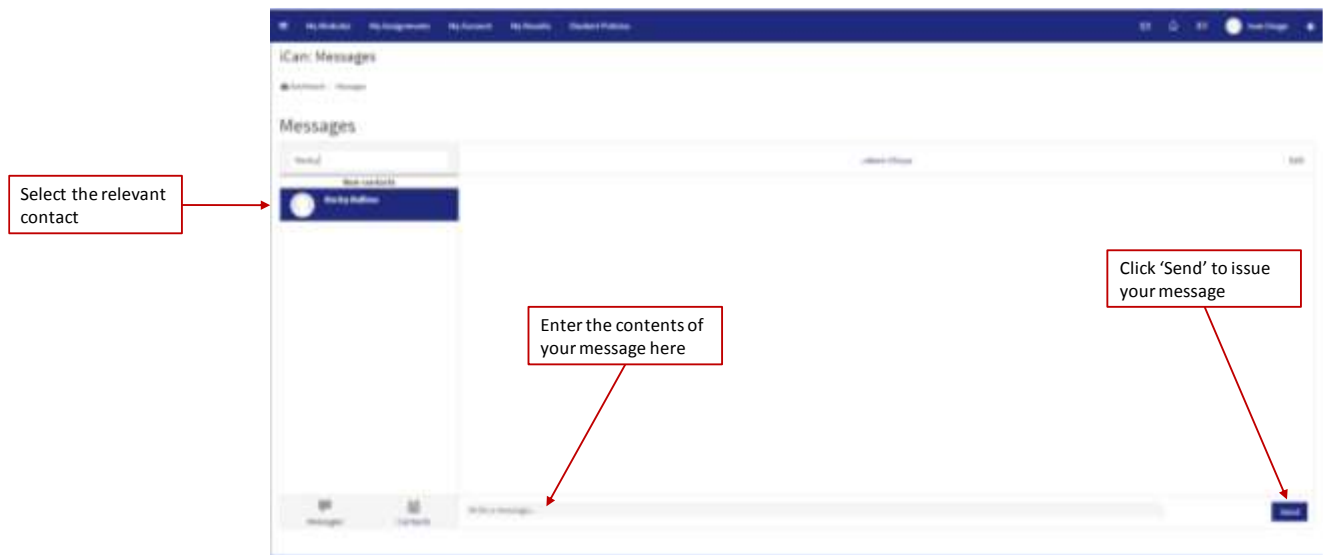


Diagram 8: Compiling and sending a message



7. Viewing/Updating your Profile

If you would like to view or update your profile information (e.g. cell number or email address) simply select your name in the top right-hand corner. You may then select the 'Profile' option

Diagram 9: Accessing your profile

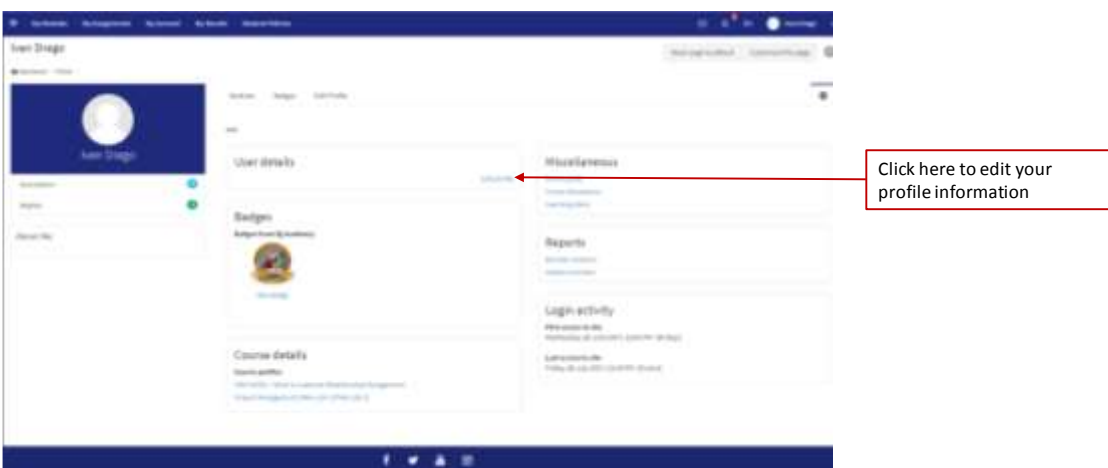


You will now be presented with a view that illustrates your personal profile information. If you would like to update your information, please select the cog icon and then the 'Edit Profile' link.

Diagram 10: Viewing profile information



Diagram 11: Editing profile information

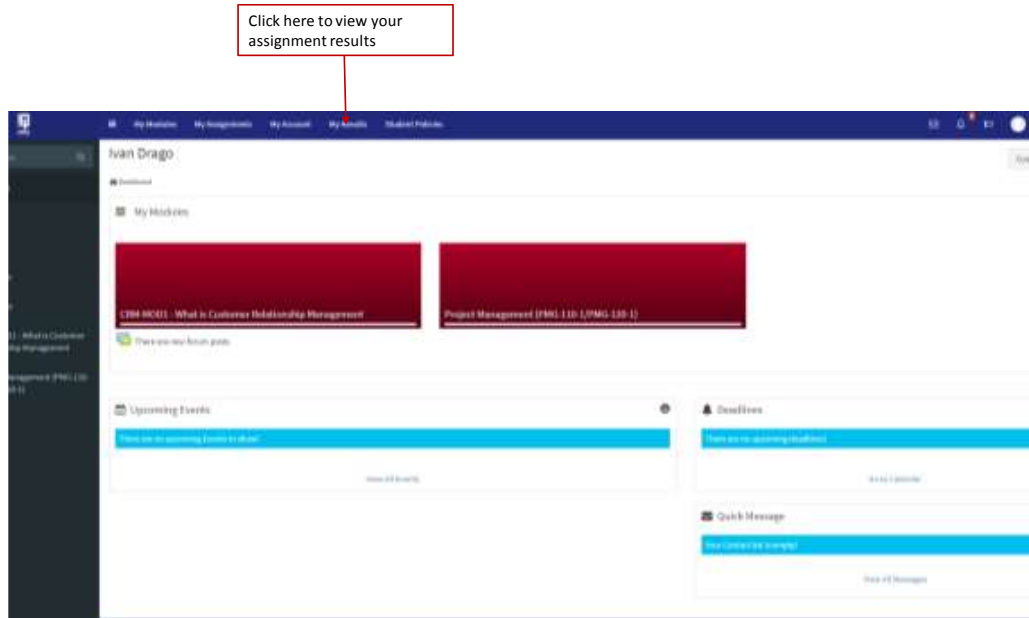


Please be sure to save any changes made.

8. Viewing your Results

You can view your assignment results by selecting the 'My Results' menu option.

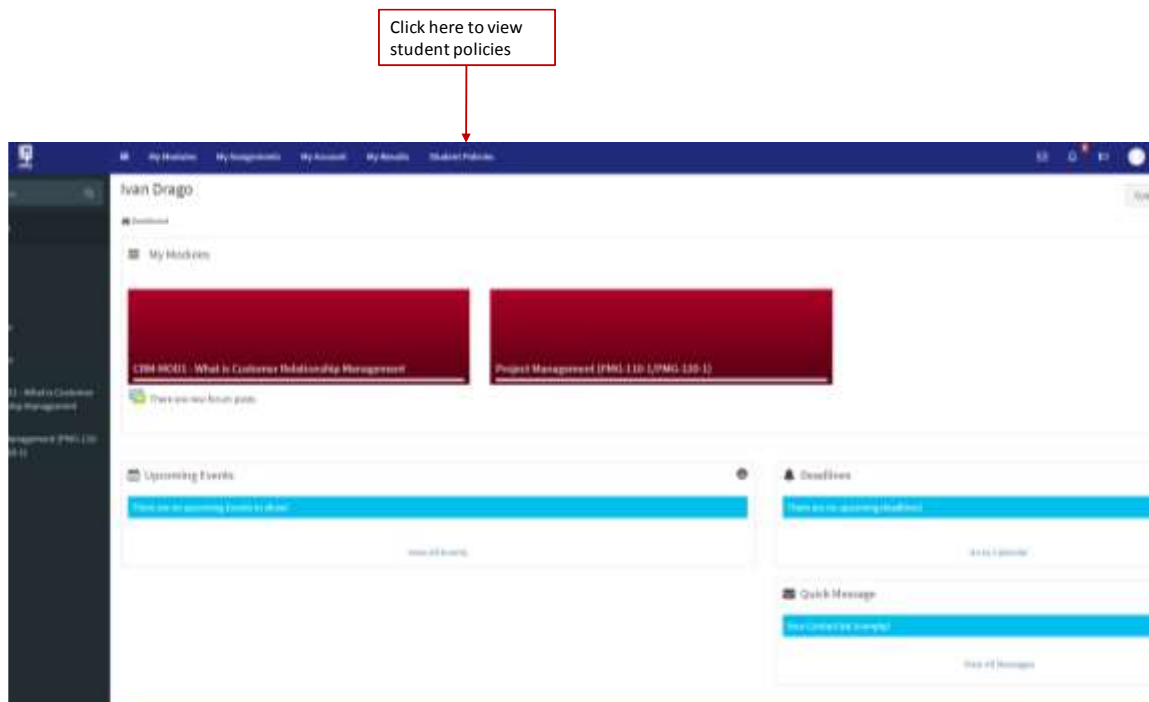
Diagram 12: Viewing your results



9. Viewing Student Policies

Student policies are accessible from the top menu bar. Please select the option titled 'Student Policies' to view a list of important student-related policies. Policies, once selected, will open in a new tab.

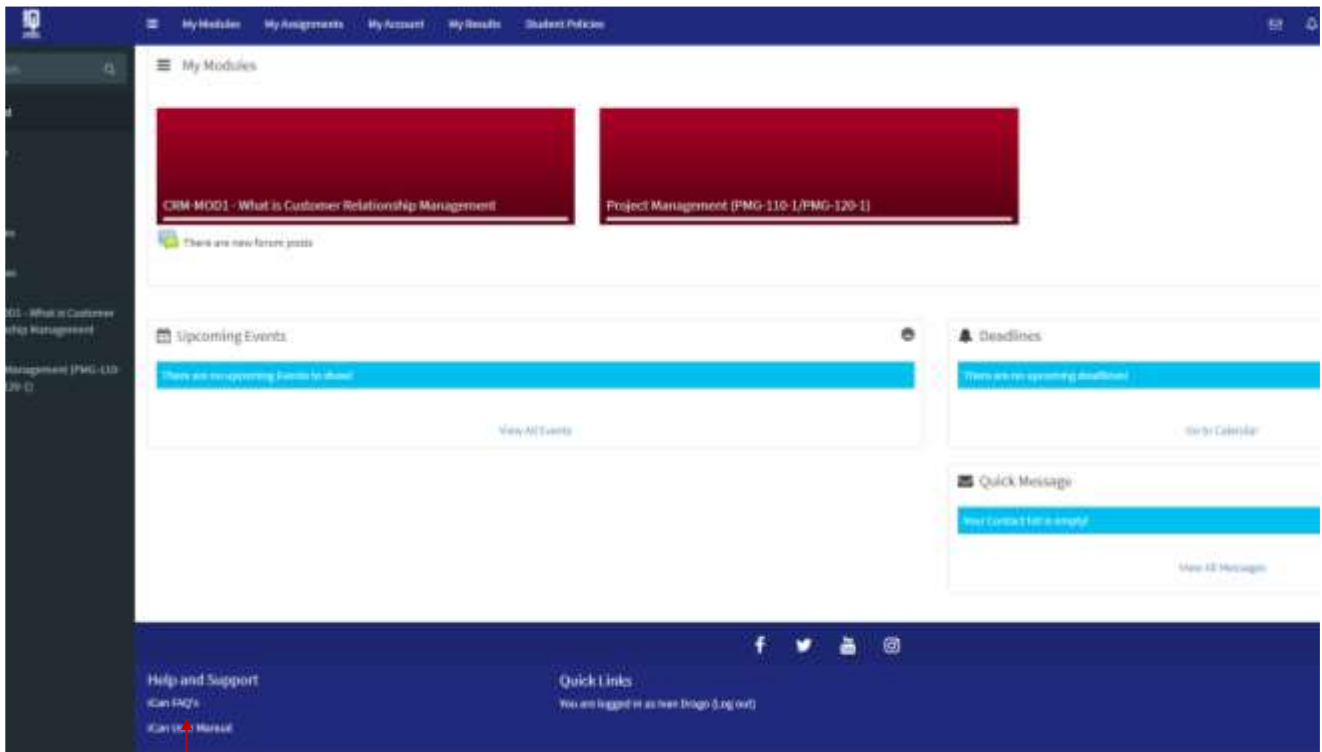
Diagram 13: Viewing student policies



10. Further Assistance

If you require further assistance, please consult the iCan FAQ's document provided.

Diagram 14: Locating Help and Support documents



Click here to view iCan FAQ's

Alternatively, please contact your tutor using iCan's messaging functionality for additional assistance.