

Belearn

User guide

The online computer training solution

for companies, training centres and higher education institutions





Log in to the portal

Read the email you have received and click on the link

The screenshot shows the Belearn login page. At the top, it says 'To log in, please provide your login details'. There are two input fields: the first contains 'SM_IT' and is marked with a blue square containing the number '1'; the second contains dots and is also marked with a blue square containing the number '1'. To the right of these fields is a language dropdown menu showing 'English' with a blue square containing the number '3' next to it. Below the password field is a link 'Forgotten password?' marked with a blue square containing the number '2'. At the bottom left, there is a disclaimer: 'Remember that the username that was sent to you is only valid for a single identified user and is not transferable.' To the right of this is a 'Log in' button. At the very bottom, there are links for 'General terms and conditions of use' and 'Data protection policy of the ENI group', the copyright notice 'Copyright - © Editions ENI', and the ENI logo.

1

Input your username and your password

You haven't received your login details yet? Contact the project's manager within your organisation or email us at css@eni.fr. Don't forget to specify your first and last name, as well as the name of your organisation.

2

Reset your password

Forgotten your password? Simply click **Forgotten password?**, input your email address and click **OK**. You will receive an email to reset your password.

3

Choose a language

Choose your learning language: this language will be used in your portal. **Belearn** is available in 5 languages (English, French, Spanish, German and Dutch).





Customise your profile

Choose a mode, a favourite colour and a goal

Belearn
BOOKS | LESSONS | VIDEOS | ONLINE COURSES

Search

Home My notes My favourites My account

My profile

Oriane BOUVRON
obouvron@eni.fr

1 **Picture or avatar**

2 **Preferred colour and mode**

3 **Weekly goal**

Weekly learning goal
00h00

Dark mode

CANCEL SAVE

Belearn
BOOKS | LESSONS | VIDEOS | ONLINE COURSES

Lessons and books Search

Home My favourites My account

My profile

Oriane BOUVRON
obouvron@eni.fr

1 **Picture or avatar**

2 **Preferred colour and mode**

3 **Weekly goal**

Weekly learning goal
00h00

Light mode

CANCEL SAVE

When logging in for the first time, first go to your profile page in order to customise your portal.

You can edit your profile at any time: simply click the **My account** icon in the top right corner and choose **My profile and my goal**.

1

Picture or avatar

Upload a picture from your device (png, jpg, jpeg, gif or bmp of 500 kb maximum) or pick one of the provided avatars.

2

Preferred colour and mode

Choose your preferred colour of the 5 available colours and choose in which mode you would like to view the website (dark or light mode).

3

Weekly goal

Set a weekly goal, measured in hours and minutes, of time to spend viewing learning materials.

Portal customisation is optional: you do not have to customise your portal in order to use it!





Browse from the home page

Access all the features

The screenshot shows the Belearn home page. At the top, there is a navigation bar with the Belearn logo, links for BOOKS | LESSONS | VIDEOS | ONLINE COURSES, a search bar (labeled 1), and user links for Home, My notes, My favourites, and My account. Below the navigation bar, the main content area is divided into two columns. The left column contains a user profile section (labeled 4) for 'Oriane BOUVRON' with a 'Last viewed content' list (labeled 2) and a 'Favourites' list (labeled 3). The right column is titled 'Online courses' and displays four course cards, each with a 'See all my courses' link (labeled 3). The footer contains copyright information for ENI.

Once logged in, your home page enables access to the various resources included in the subscription you have chosen:

- **Belearn Office Software**
- **Digital test ENI™**

1

Search bar

Carry out a search to find lessons, books and online courses.

2

Last viewed content

You can easily find the content you have last viewed: they are saved to your profile.

3

Your favourites

Create a customised list of favourite resources.

4

Collapse your profile

Immerse yourself in your learning environment.





Find learning materials (1/3)

Using the categories menu

To simplify searches, all the learning materials are sorted into 3 category levels.
For example:

- 1 Click on **Office applications** to view the corresponding sub-categories.
You therefore have direct access to all the learning materials in this category, using the **See all** button.
- 2 Refine your search via the 3 **Microsoft 365** sub-categories:
Teams – Office on the web – Others : SharePoint, OneDrive..

The screenshot displays the Belearn website's navigation menu. At the top, the 'eni Belearn' logo is on the left, and a search bar is on the right. Below the logo, links for 'BOOKS | LESSONS | VIDEOS | ONLINE COURSES' are visible. The 'Office applications' category is highlighted in blue. A dropdown menu for 'Microsoft 365' is open, showing sub-categories: 'Teams', 'Office on the web', and 'Others: SharePoint, OneDrive...'. A 'See all' button is located at the bottom left of the menu. The main content area lists various learning materials under different categories: 'Office software suite' (Microsoft), 'Online courses' (Excel, Word, PowerPoint, Outlook, Microsoft 365 - Teams), 'Windows - Internet - Computer security' (Word - Word processor, Excel - Spreadsheet, PowerPoint - Slide Shows, Outlook - Messaging service, Others).

eni Belearn
BOOKS | LESSONS | VIDEOS | ONLINE COURSES

Search

Home My notes My favourites My account

Office applications

1 Microsoft 365

2 Teams
Office on the web
Others: SharePoint, OneDrive...

1 See all

Office software suite
Microsoft

Online courses
Excel
Word
PowerPoint
Outlook
Microsoft 365 - Teams

Windows - Internet - Computer security
Word - Word processor
Excel - Spreadsheet
PowerPoint - Slide Shows
Outlook - Messaging service
Others





Find learning materials (2/3)

Using the search engine

According to your chosen subscription, choose the type of search you would like to carry out. You can search using keywords.

The screenshot displays the Belearn platform interface. At the top, there's a navigation bar with the Belearn logo, a search bar, and links for Home, My notes, My favourites, and My account. Below this, a filter sidebar on the left allows users to refine results by Type (Books, Lessons, Online courses) and Topic (Office applications, Word, Excel, PowerPoint, Outlook, Microsoft 365, Teams, Online courses, Excel, Word, PowerPoint, Outlook, Microsoft 365 - Teams). The main content area shows a grid of search results for 'Office applications', with a 'MY COURSES' tab selected. The results are sorted by 'Publication date' and show six items, each with a thumbnail, title, and description. A blue box with the number '2' is overlaid on the bottom right of the grid.

1

A search within the lessons and books or online courses included in your subscription.

2

The learning materials are, by default, sorted by relevance. You can also sort them by publishing date.

3

The filters are used to sort your resources by:

- Type
- Section
- Level
- Publishing date





Find learning materials (3/3)

Using various filters

To sort through the search results, use filters.

Looking for a comprehensive book or lesson to learn?

Use the filters to display entire books or lessons.
A lesson consists of several videos.
Example: "Office 365".

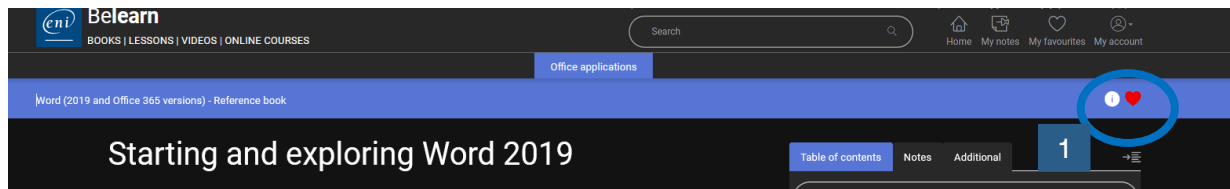
The screenshot shows a search results interface with a dark theme. On the left, there is a 'Filter my results' section with a 'Remove all' button. Below this are two filter categories: 'Type' and 'Topic'. The 'Type' category has three checked options: 'Books', 'Lessons', and 'Online courses'. The 'Topic' category has a list of options, including 'Office applications' (with sub-items: Word - Word processor, Excel - Spreadsheet, PowerPoint - Slide Shows, Outlook - Messaging service, Microsoft 365, Teams) and 'Online courses' (with sub-items: Excel, Word, PowerPoint, Outlook, Microsoft 365 - Teams). On the right, there is a 'MY COURSES' section showing '6 result(s)'. The first result is an 'ONLINE COURSE' titled 'Office 365 The collaborative work environment (v1.2.1)' with a description: 'Take full advantage of the new work environment offered by Microsoft, in...'. The result is accompanied by a thumbnail image showing a person's hand holding a tablet with a cloud icon.



5

Manage your favourites

Add or remove a resource from your favourites



1

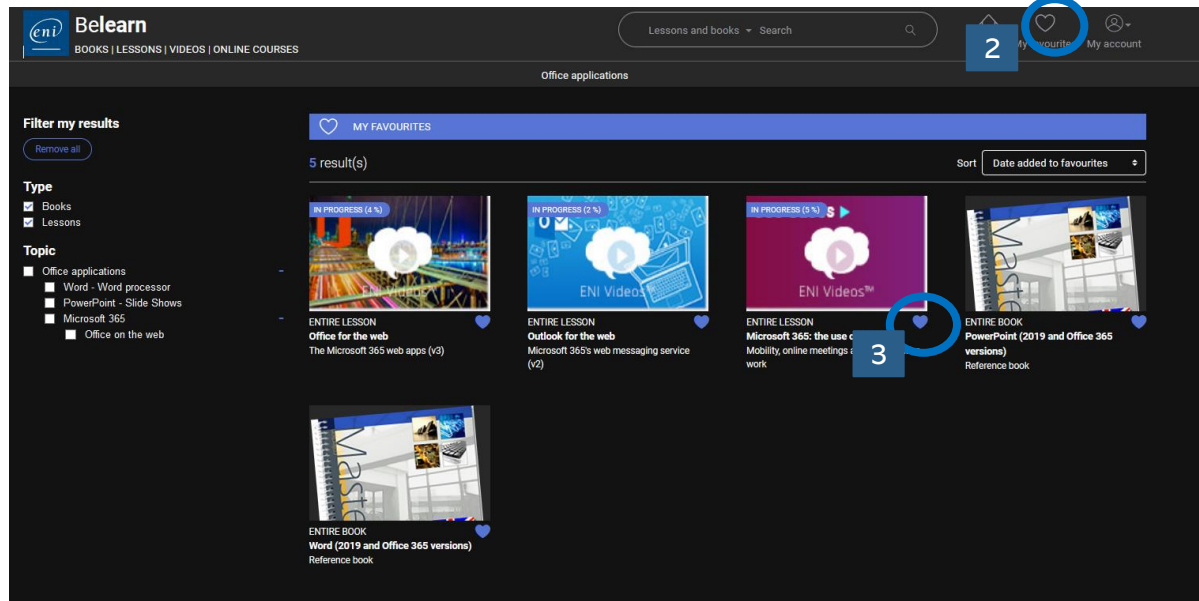
You can create a custom library by adding books and lessons to your favourites or removing them.

2

Access all your favourites by clicking the favourites icon on your home page.

3

To remove a resource from your favourites, simply click the heart symbol.





Read a book

View the detailed summary, the notes and download the additional content

All our books have a detailed summary that you can use to reach the parts you are more specifically interested in.

1 Quickly access your notes and download additional files, where appropriate.

2 Add bookmarks.



3 Hide the summary, if need be, and enter full screen mode.

4 Change the font size or download one of the book's topics to keep it

5 Use the search bar to quickly access sought content.






Watch a video

View the detailed summary, the notes and download the additional content

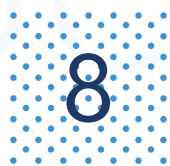
The screenshot shows the Belearn interface. At the top, there's a navigation bar with the Belearn logo and a search bar. Below it, a blue banner reads 'Office applications'. The main content area is divided into two parts. On the left, a video player shows a lesson titled 'Cubism' with a video player and a 'Next' button. On the right, a 'Table of contents' panel is visible, listing various topics with timestamps. A search bar is located at the top right of the table of contents panel.

All our videos have a detailed summary that you can use to reach the parts you are more specifically interested in.

- 1 Quickly access your notes
- 2 Add bookmarks. 
- 3 Hide the summary, if need be, and enter full screen mode.
- 4 Use the search bar to quickly access sought content.

The screenshot shows the Belearn interface with the 'Notes' tab active. The 'Notes' tab is highlighted in blue. Below the tab, there's a search bar labeled 'Search in the lesson'. Underneath the search bar, there's a section titled 'My notes' with a text input area and a checkmark icon.





Pursue an office software course (1/8)

Thanks to our MEDIAplus solution (depending on your subscription)

All our online office software courses consist of modules (for example Excel level 1, Excel level 2), containing lessons and exercises, grouped into sub-modules, as indicated in the summary:

- 1 Online course
- 2 Modules
- 3 Sub-modules
- 4 Our courses with adaptive assessment offer, before starting your training, to assess your needs and suggest the modules adapted to your level.
- 5 You can, at any time, click the "My activity" button in order to view your progress. Your progress and the time spent is displayed per module. You can also download the document as a PDF.





Pursue an office software course(2/8)

With our MEDIPlus solution (according to your subscription)

Belearn
BOOKS | LESSONS | VIDEOS | ONLINE COURSES

Excel 2019 - From essential to advanced skills

My modules

IN PROGRESS (20%)

COURSE 4h10
Excel 2019
Level 1: Essential skills

IN PROGRESS (1%)

COURSE 5h25
Excel 2019
Level 2: Intermediate skills

COURSE 3h55
Excel 2019
Level 3: Advanced skills

use cases ▶
ENI Videos™

ENTIRE LESSON 0h22
Office 2019: use cases
Excel, Word or PowerPoint with an Office 365 subscription

Additional

Excel 2019 and Office 365 versions

Our online office software courses can consist of modules:

- 1 MEDIAplus
- 2 Lesson
- 3 Digital book

In order to reach a 100% progress, you must study all the resources available in your online course.

Additional content is available to take your learning further but is not taken into account when calculating your course progress. You do not have to study these additional resources in order to reach 100% in your progress.





Pursue an office software course(3/8)

Open a module

Click on the module/course you would like to pursue and click the "Start now" button.

A new tab opens and loads the remote machine in which you will be able to practice.

You can also click directly on a topic in the summary in order to open the remote machine on the topic concerned.

The screenshot shows the Belearn interface with the following elements:

- Header:** Belearn logo, navigation links (BOOKS | LESSONS | VIDEOS | ONLINE COURSES), search bar, and user account links (Home, My notes, My favourites, My account).
- Breadcrumb:** Excel 2019 - From essential to advanced skills.
- Left Sidebar:** My activity, Help, and My modules.
- My modules section:** Four course cards are displayed:
 - Excel 2019 Level 1: Essential skills** (4h10, 20% progress)
 - Excel 2019 Level 2: Intermediate skills** (5h25, 1% progress)
 - Excel 2019 Level 3: Advanced skills** (3h55)
 - Office 2019: use cases** (0h22, ENTIRE LESSON)
- Table of contents:** A list of topics with durations, including 'You need to know: About your spreadsheet application' (00:05:00), 'Opening a workbook' (00:05:00), 'Overview of the environment' (00:05:00), 'Moving around a workbook' (00:05:00), 'You need to know: Text made easy' (00:05:00), 'Entering data' (00:05:00), 'You need to know: Selecting, copying, moving' (00:05:00), 'Selecting and deleting cells' (00:05:00), and 'Undoing and redoing an action' (00:05:00).

The dialog box contains the following text:

Information

Click or tap the button below to start.
Please wait a few moments during the connection.

Start now





Pursue an office software course(4/8)

Access the lessons and exercises

Excel 2019

Excel 2019 - Level 1: Essential skills
Learning basic skills for Excel 2019

14 % topics completed

Display only the topics to complete

Get started in Excel

Predicted time: 1h10 14 topics 7/14 (50%)

Topic	Status	Description
1	Completed	You need to know: About your spreadsheet application
2	Completed	Opening a workbook
3	Completed	Overview of the environment
4	Completed	Moving around a workbook
5	Completed	You need to know: Text made easy
6	Completed	Entering data
7	Completed	You need to know: Selecting, copying, moving
8	Attempted unsuccessfully	Selecting and deleting cells
9	Viewed but not attempted	Undoing and redoing an action
10	Viewed but not attempted	Column width/row height
11	Viewed but not attempted	You need to know: Saving files
12	Viewed but not attempted	Saving a workbook
13	Viewed but not attempted	Modifying the contents of a cell
14	Viewed but not attempted	Creating a new workbook

Set out your first Excel calculations

Predicted time: 0h20 4 topics 0/4 (0%)

The MEDIPlus environment opens in a new tab. This may take a few moments, please wait until the course is properly displayed.

Expand a sub-module to view the topics.
The topic to open. Please wait for the items while the items load.

In the example to the left, the presented sub-module contains 14 topics. A tick icon (first 7 topics) indicates that the topic has already been completed. A red circle indicates the topic was attempted unsuccessfully (8th topic). A blue circle indicates the topic was viewed but not attempted (9th and 10th topics).

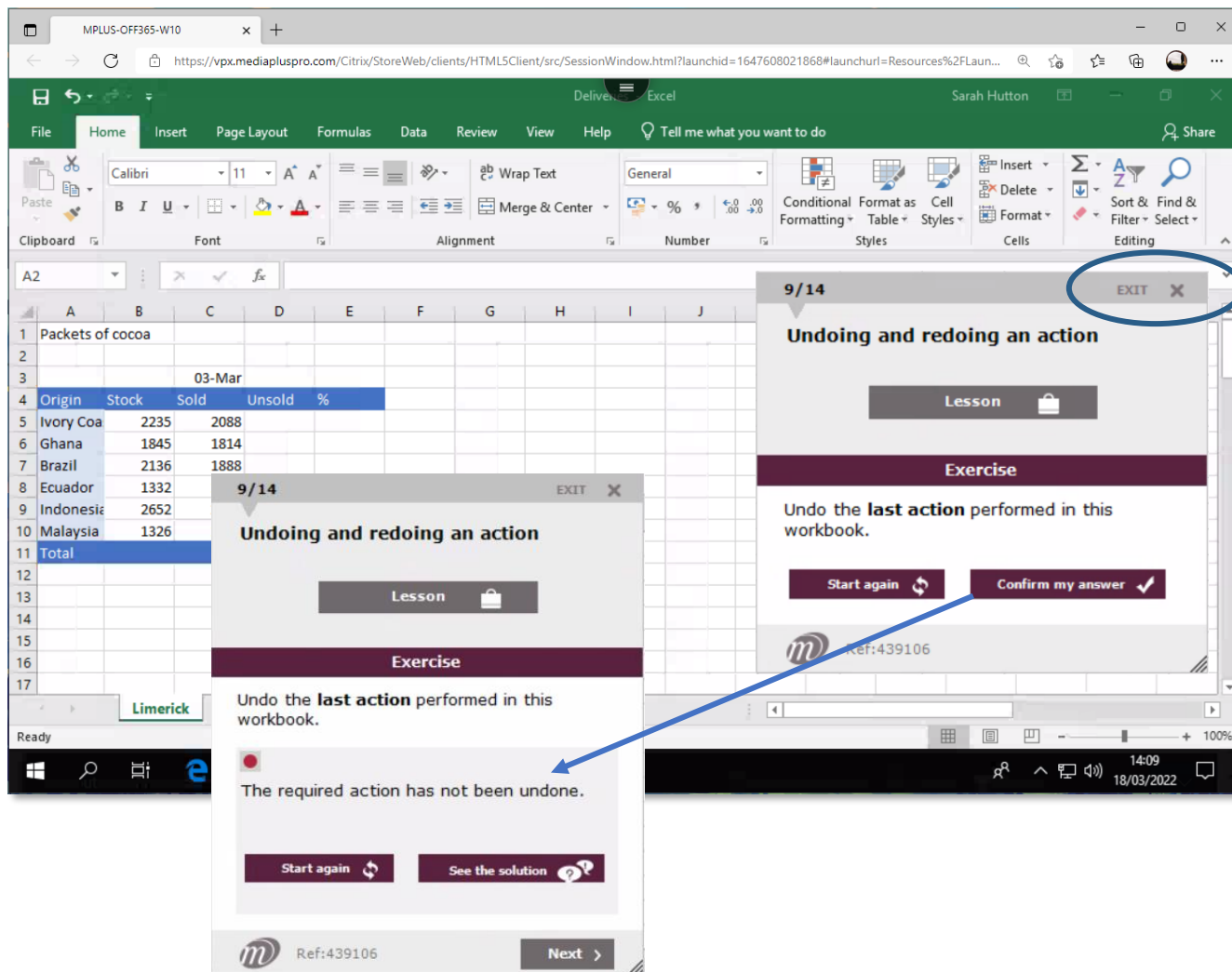
You can access every topic and carry out the associated exercises as many times as you like and in any order.





Pursue an office software course(5/8)

Access the lessons and exercises



The course teaches you directly within the app.

You can open all the menus and all the dialogue boxes.

A small dialogue box displays everything relating to the current topic: its name, your progress, the exercise and the buttons to access to the lesson, confirm your answer, reset the topic, watch the solution and access the next topic. This dialogue box can be moved and/or resized.

You can therefore watch the lesson, as many times as you like, confirm your answer and watch the solution, if necessary.

You do not need to finish an entire module in order to exit the course. MEDIAPLUS saves all your answers. You can choose to stop at any time by clicking "Exit".





Pursue an office software course(6/8)

Exiting the course

Once you have exited the topic you were working on, you will be redirected to the page listing your sub-modules.

To correctly exit the online course, click the "Return to the online course" link.

Your temporary session on the remote machine saves your results and your progress. It then closes and redirects you towards your training programme.





Pursue an office software course(7/8)

Good practices

1 Watch the lesson

It will teach you all you need to know about the current subject. You can re-watch it as many times as you like. The video will show you all the relevant methods (keyboard shortcuts, tools, shortcut menu options...) but also other related features.

You can quickly browse through the lesson using the menu or scrolling through the subtitles, for example.

2 Carry out the exercise

Read the question carefully and carry out any required actions in order to complete the exercise. The question is directly linked to lesson you just watched. You can use all the menus, options, tools and keyboard shortcuts.

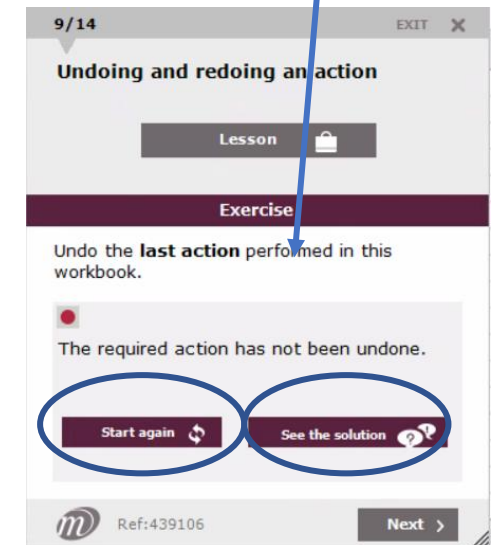
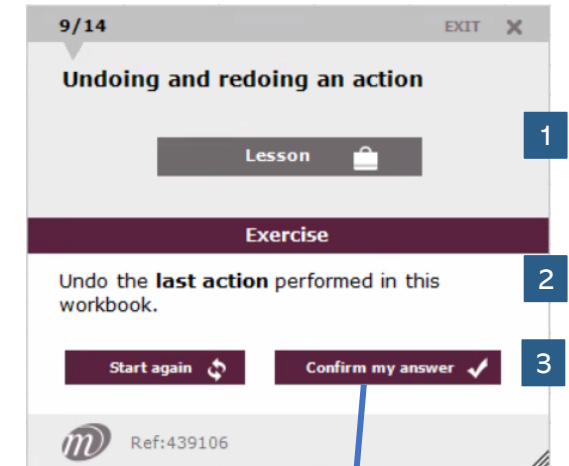
If you think you have made a mistake and would like to start over, you can click the "Start again" button to cancel all the actions you have performed and reset the exercise. The cancelled actions will not be taken into account when checking your response.

3 Confirm your answer

If you have answered correctly, the dialogue box indicates "Well done. You have answered correctly". You can then continue through the course using the "Next" button.

If your answer is incorrect, the dialogue box indicates what went wrong. You then have several options to continue the course:

- Reset the topic and redo the exercise, keeping the previous error indication in mind.
- Reset the topic, watch the lesson again and redo the exercise.
- Watch the solution video, reset the topic and redo the exercise.
- Move on to the next topic. The current topic will remain incomplete and you can return to it later in order to complete it.





Pursue an office software course (8/8)

"You need to know" topics

You need to know: About Microsoft 365

Contents

- ▼ The basics
 - 1. **Introduction to Microsoft 365**
 - 2. The Microsoft 365 services
 - 3. Exchange
 - 4. SharePoint
 - 5. OneDrive for Business
 - 6. Teams
 - 7. Yammer
 - 8. Office applications
 - 9. Microsoft 365 updates
- ▼ The details
 - 1. Signing in to Microsoft 365

Introduction to Microsoft 365

Microsoft 365 is a SaaS (*Software as a Service*) type service that offers a comprehensive set of applications and services installed on the Microsoft servers (in the cloud).

This platform enables the users to collaborate in a secure environment. As long as an internet connection is available, each user can access the platform from any location and from any device (desktop computer, tablet or portable computer).

Microsoft 365

Microsoft servers

Tablet

Smartphone

PC

Macintosh

1/4

You need to know: About Microsoft 365

Information

Read the entire contents within each title in order to validate the lesson.

Ref:83688001

Next

The "You need to know" topics give you extra details to read.

In order to complete these topics, you must therefore read all the important information they provide.

You must access each available page in the topic (using the menu to the left, if necessary) and scroll through its entire contents, from top to bottom.

Once you have read everything, you can click the Next button and the topic will be marked as completed.

5

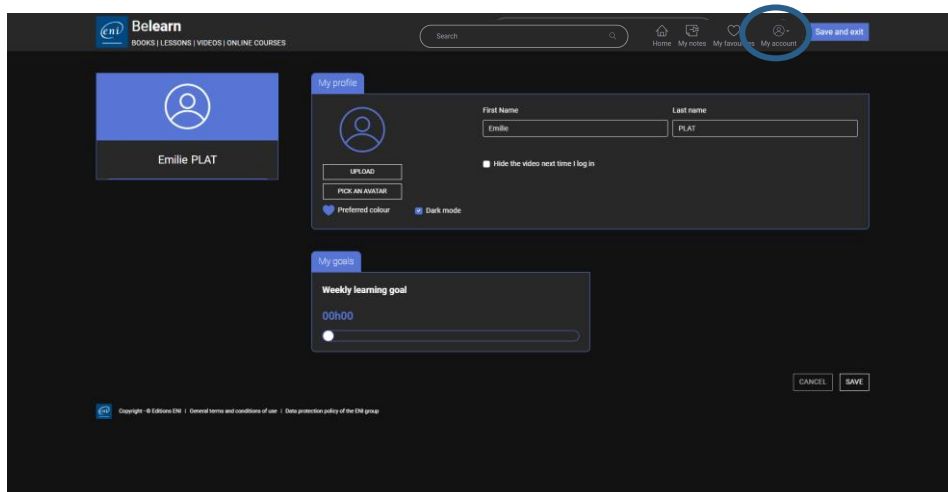
You need to know: Text made easy





Log in via an LMS* platform 1/2

Logging in via a *Learning Management System



Input your username and password


Access your e-learning training platform

Pursue the course of your choosing

Click the link to computing course you would like to pursue and that is at your disposal.

According to the LMS settings, the ENI training materials will open in a new tab or a new window.

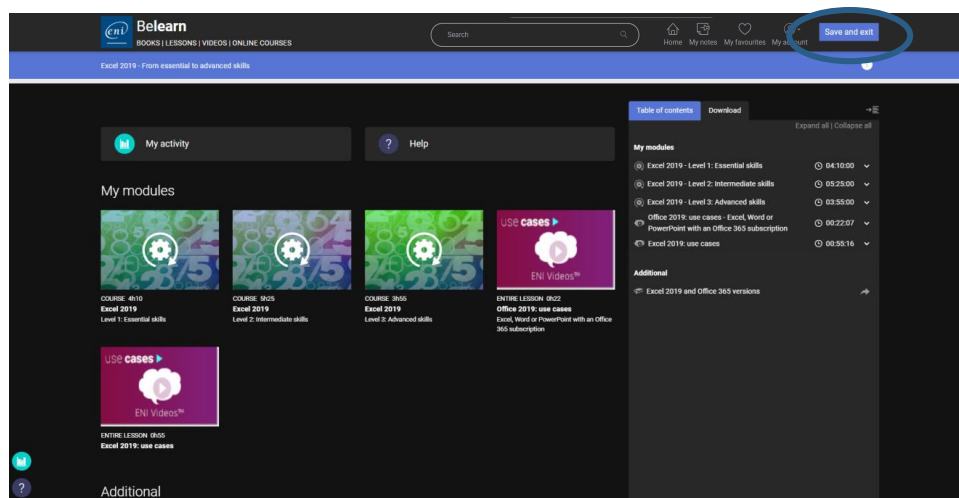
My profile page and my online course

If you are logging in to ENI training materials for the first time, you will see your profile page displayed. To find out more, go to [2. Customise your profile](#). You can also simply skip this step by going to the home page. 

Then access the available content directly (online courses, books, videos... according to your subscription)

- Belearn IT
- Belearn Office Software, Web and DTP
- Digital Test ENI™

To find out more about the various training materials and their features, view the dedicated topics in the summary.





Log in via an LMS platform 2/2

Exiting the ENI training space and returning to the LMS

The screenshot displays the Belearn LMS interface. At the top, there is a navigation bar with the Belearn logo, a search bar, and several icons for navigation: Home, My notes, My favourites, My account, and a 'Save and exit' button which is highlighted with a blue circle. Below the navigation bar, the main content area is divided into sections. On the left, there is a 'My activity' section with a 'My modules' subsection. The 'My modules' section displays four course cards: 'Excel 2019 - Level 1: Essential skills', 'Excel 2019 - Level 2: Intermediate skills', 'Excel 2019 - Level 3: Advanced skills', and 'Office 2019: use cases'. On the right, there is a sidebar with a 'Table of contents' section and an 'Additional' section. The 'Table of contents' section lists the modules and their durations, while the 'Additional' section lists 'Excel 2019 and Office 365 versions'.



Saving and exiting

To ensure your progress and results are communicated to your LMS, you must click the **Save and exit** button.

If you forgot, ENI will save your data and they will be available the next time you log in. However, they won't be synced with your LMS platform until you log in again.

The open tab or window will automatically close and redirect you towards your LMS platform.

