



# CBI eLearning User Manual

## What is Moodle?

Moodle™ is a user-friendly Learning Management System (LMS) that supports learning and training needs for a wide range of institutions and organisations.

### Requirements for using CBI eLearning

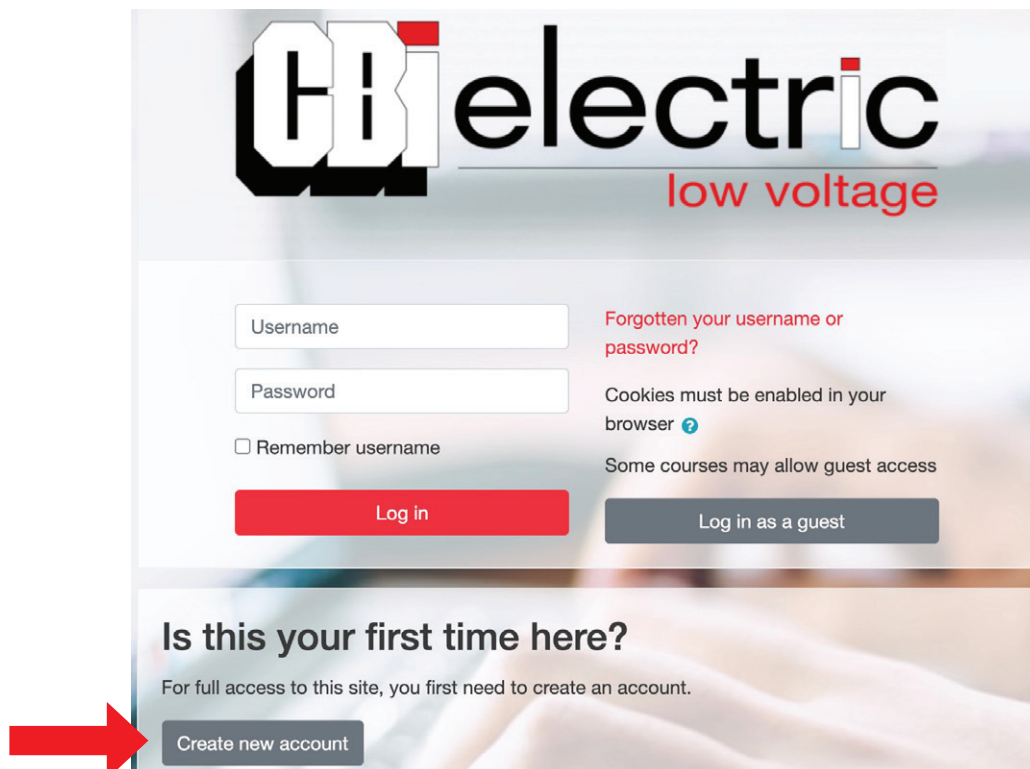
- A PC or Mac with an internet browser such as Microsoft Edge, Mozilla Firefox, Google Chrome (excluding Microsoft Internet Explorer) or a smartphone
- A stable Internet connection

## How do I register to the system on a computer?

**Step 1:** In order to register, follow the link: <https://lms.cbi.co.za/> and Click on “Log in”.



**Step 2:** Click on “Create new account”.



**Step 3:** Enter your credentials and click “Create my new account”. Please ensure that the name and surname you enter is correct, as this is what will appear on your completion certificates.



## New account

▼ Collapse all

### ▼ Choose your username and password

Username !

- Missing username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #

Password !

- Missing password

### ▼ More details

Email address !

Email (again) !

First name !

Surname !

City/town

Country

### ▼ Additional fields

Company !



Create my new account

Cancel

There are required fields in this form marked ! .

You will receive a verification email to the email specified. Click on link in the email under “To confirm your new account, please go to this web address:”

**From:** Charlie Mothiba (via eLearning) <no-reply@cbi-electric.com>  
**To:** User Email <user@useremail.com>  
**Sent:** Monday  
**Subject:** CBI e-Learning Channel Power Up Your Knowledge: account confirmation

Hi User,

A new account has been requested at 'CBI e-Learning Channel Power Up Your Knowledge' using your email address.

To confirm your new account, please go to this web address:



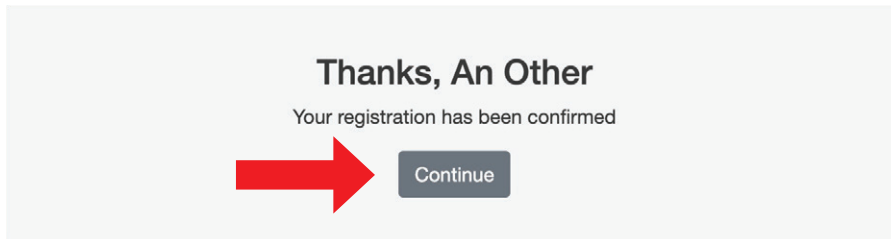
<https://lms.cbi.co.za/login/confirm.php?>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

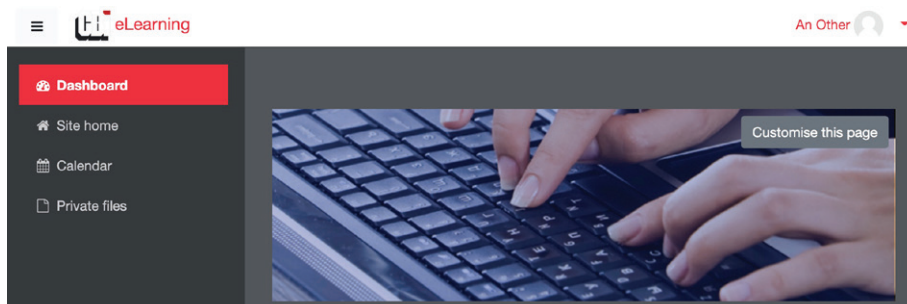
If you need help, please contact the site administrator,

Admin User

Click on "Continue".



Your CBI eLearning Dashboard will appear.

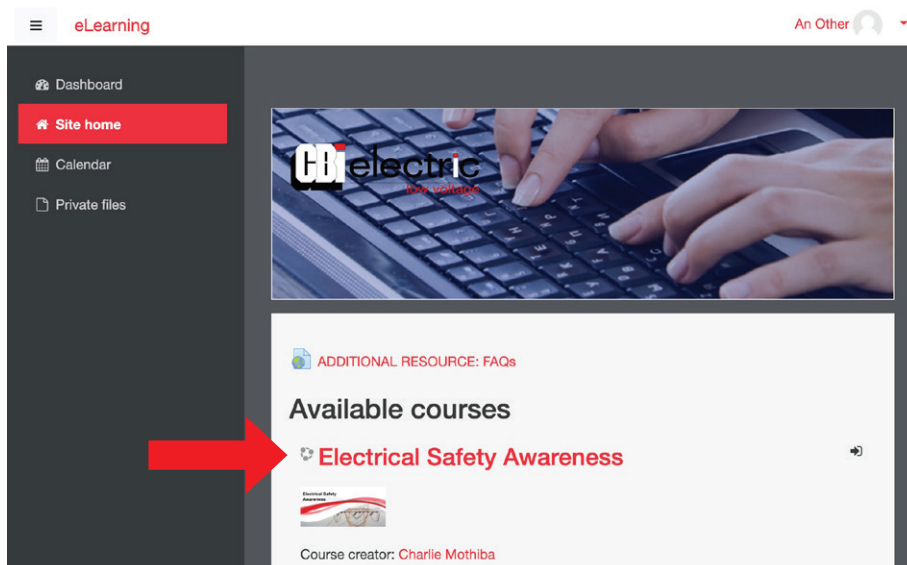


## How to enroll for a course

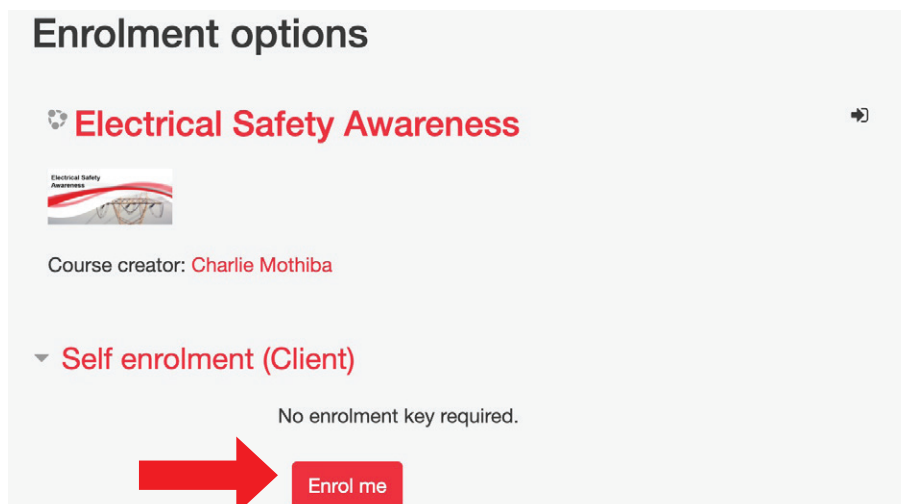
**Step 1:** Click on “Site home”.



**Step 2:** All the available courses will appear. Click on “Electrical Safety Awareness”.



**Step 3:** The enrolment screen for “Electrical Safety Awareness” will appear. Click on “Enrol me”.



You are now enrolled for the course “Electrical Safety Awareness”. Click on “Electrical Safety Awareness Slide” to start the course.

You are enrolled in the course.

Your progress ?

### Electrical Safety Awareness

- Electrical Safety Awareness Slide
- Electrical Safety Awareness Quiz

**Restricted** Not available unless: The activity **Electrical Safety Awareness Slide** is marked complete

## How to complete the course

The “Electrical Safety Awareness” course material will now appear. Scroll through the course material by clicking on the bouncing arrows (either up or down). Ensure that you read the content carefully.

Electrical Safety Awareness Slide

**GBi**electric  
low voltage


### Electrical Safety Awareness

Only manufacturer of circuit breakers on the African continent

Jump to...

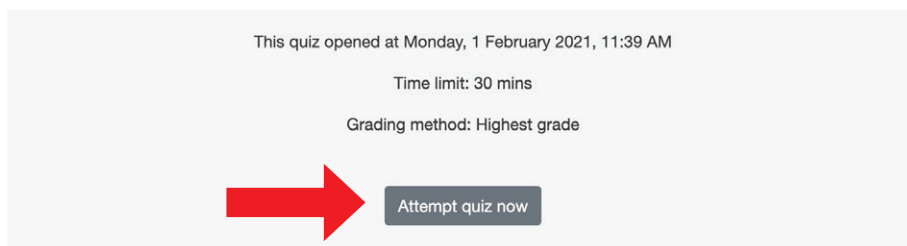
Electrical Safety Awareness Quiz

When reaching the last slide of the course, click on “Electrical Safety Awareness quiz”.



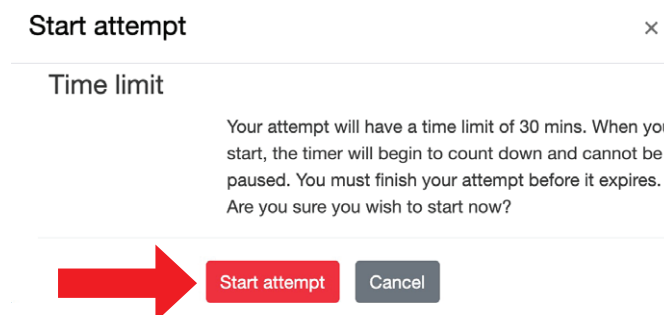
The screenshot shows a slide titled "Electrical Safety Awareness Slide". It features a world map with red arrows pointing to various regions, labeled "Global Footprint". Below the map, there is a paragraph of text: "CBI has taken its product portfolio to a global level and exports the majority of its manufactured products. CBI-electric: low voltage has established subsidiaries and distribution channels in North America, Australia, Asia and Europe. CBI has an established global footprint and maintains a leadership position on home soil." A green button labeled "Click Here for Quiz" is visible. At the bottom of the slide, there is a "Jump to..." dropdown menu and a red link labeled "Electrical Safety Awareness Quiz".

The quiz screen will appear. Click on “Attempt quiz now” if you are confident that you know the course material. You need a 80% pass to receive your course certificate.



The screenshot shows a quiz screen with the following information: "This quiz opened at Monday, 1 February 2021, 11:39 AM", "Time limit: 30 mins", and "Grading method: Highest grade". A red arrow points to a button labeled "Attempt quiz now".

A pop up screen will appear, click “start attempt” to start the quiz. Your attempt will have a time limit of 30 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires.




The screenshot shows a "Start attempt" pop-up screen. It has a close button (X) in the top right corner. The title is "Start attempt". Below the title, it says "Time limit". The main text reads: "Your attempt will have a time limit of 30 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?". At the bottom, there are two buttons: "Start attempt" and "Cancel". A red arrow points to the "Start attempt" button.

Once the last question has been answered, the summary attempt screen will appear. Should you wish to change or review any of your answers, click “Return to attempt”. If you are happy with your answers, click “Submit all and finish”. A confirmation pop up will appear, click “Submit all and finish”.

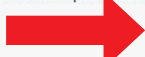
### Electrical Safety Awareness Quiz

#### Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved
11	Answer saved


 [Return to attempt](#)  
Time left **0:27:14**

This attempt must be submitted by Monday, 1 March 2021, 11:37 AM.

 [Submit all and finish](#)

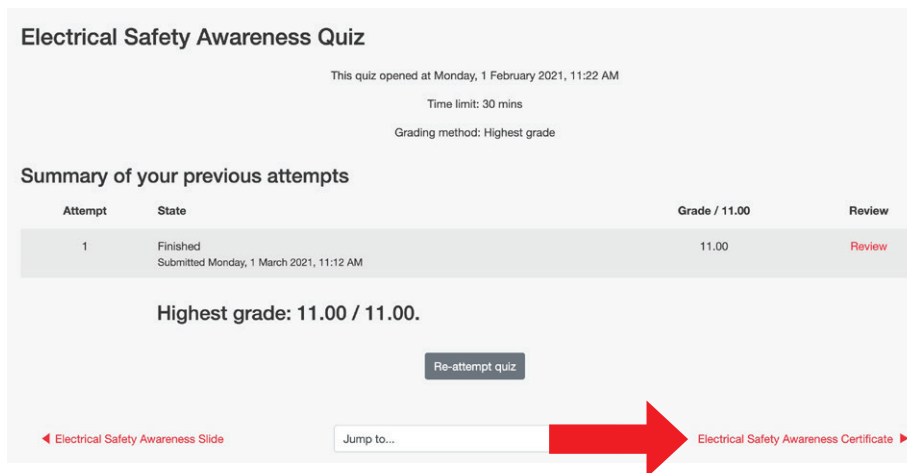
A summary of your results and the questions will now appear. Click “Finish review” at the bottom right of the screen.

<b>Started on</b>	Monday, 1 March 2021, 11:07 AM
<b>State</b>	Finished
<b>Completed on</b>	Monday, 1 March 2021, 11:12 AM
<b>Time taken</b>	4 mins 27 secs
<b>Grade</b>	11.00 out of 11.00 (100%)

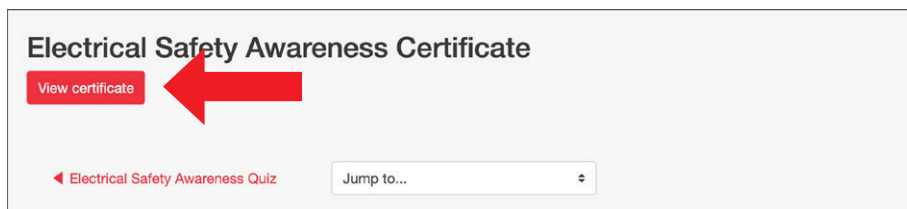
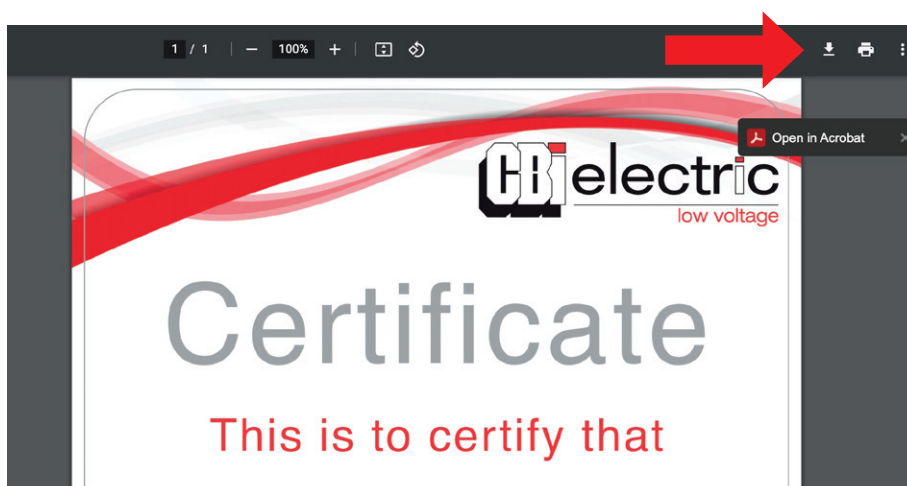
 [Finish review](#)



The summary of your attempts will now appear showing the number of attempts and the grade received. If you did not achieve the 80% pass right, click “Re-attempt quiz” and retake the quiz. If you achieved the 80% pass rate, your certificate of completion will now be available. Click on “Electrical Safety Awareness Certificate”.



The certificate page will now appear, click on “View certificate”. Your course certificate will now appear. Click on the download or print icon at the top right.

Click back on your browser to return to the CBI eLearning site.



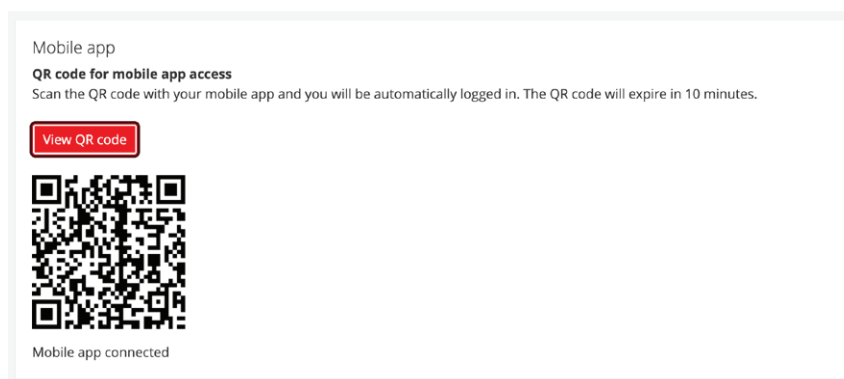
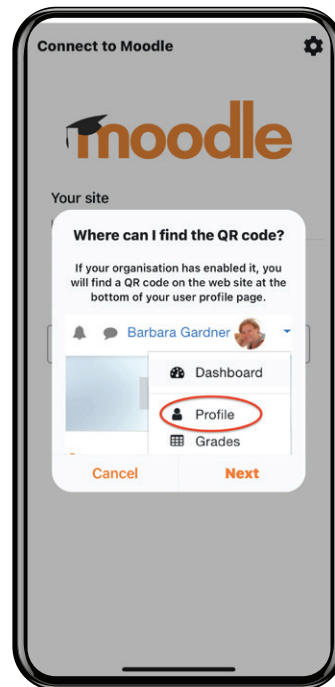
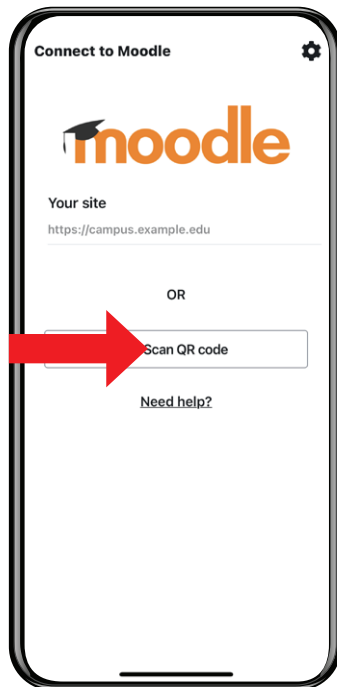
Click on “Site home” and click on the next available course and repeat the instructions above to complete the next course.

## How do I register to the system on a smartphone?

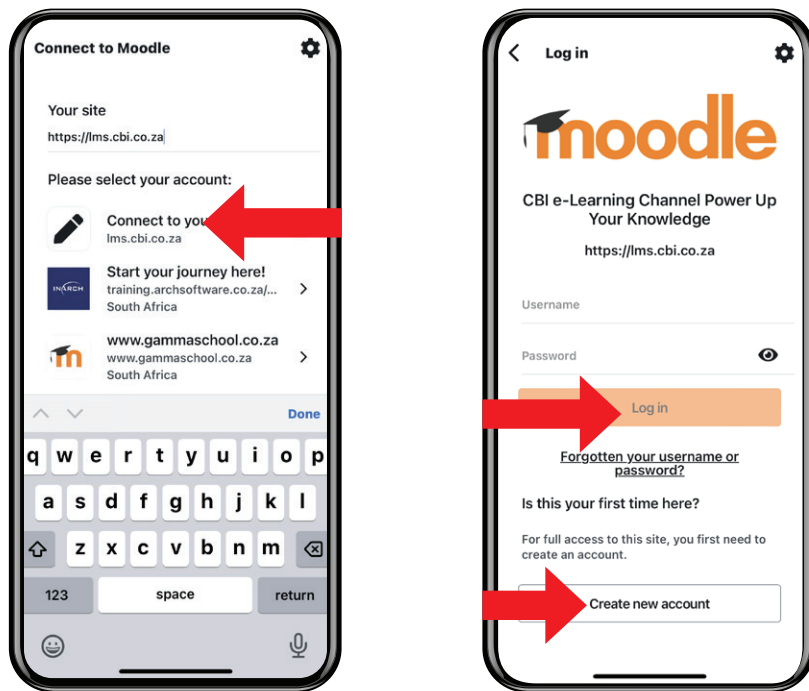
**Step 1:** Download the Moodle App on the App Store or on Google Play:



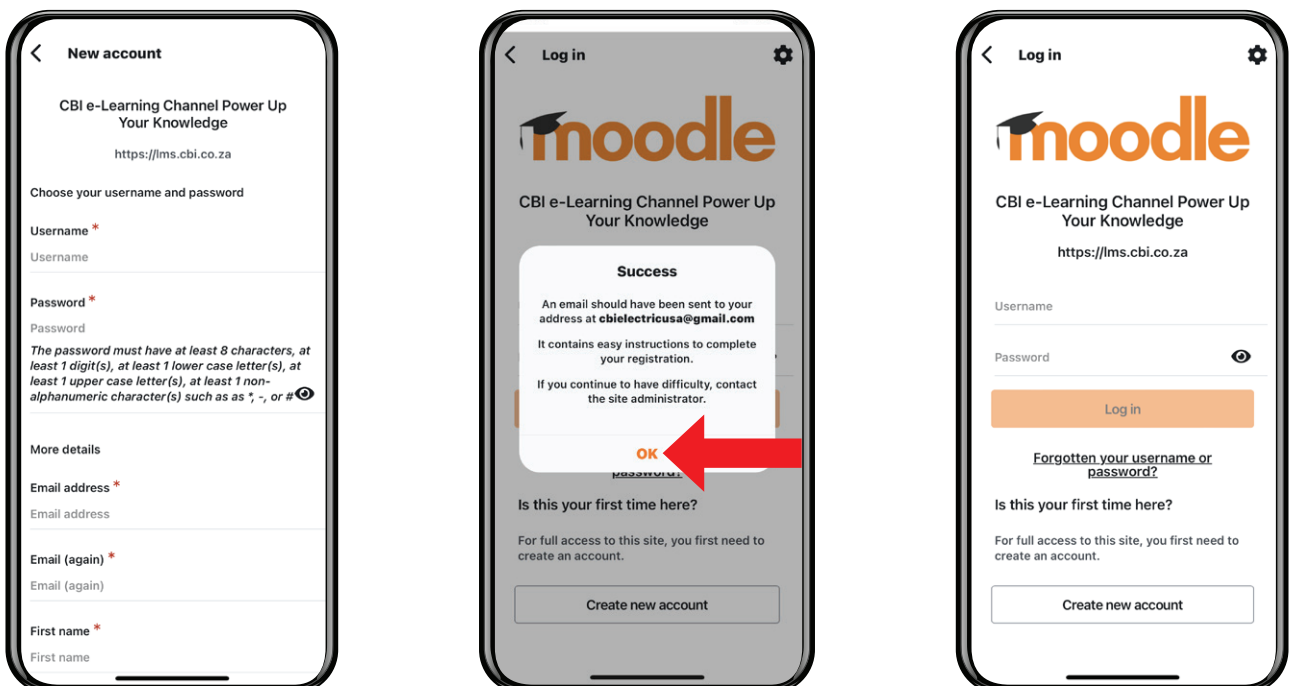
**Step 2:** In order to login or register, open the Moodle App, click on “Scan QR Code” and then “Next” if you have already registered via computer. Log into your profile on a computer, click on “Profile” and click on “View QR Code” and scan the QR code. Follow the link: <https://lms.cbi.co.za/> that appears and click on “Connect to your site”. Alternatively type in the link: <https://lms.cbi.co.za/> and Click on “Connect to your site”. Then log in or click on “Create new account” to register.



**Step 3:** Follow the link: <https://lms.cbi.co.za/> that appears and click on “Connect to your site”. Alternatively type in the link: <https://lms.cbi.co.za/> and Click on “Connect to your site”. Then log in or click on “Create new account” to register.

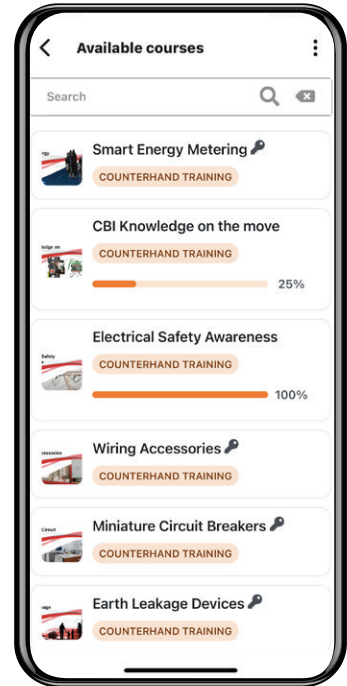
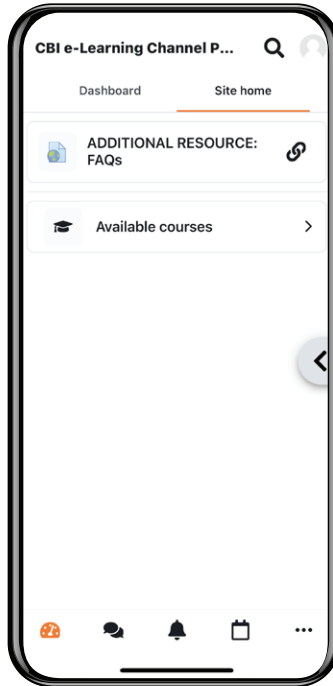
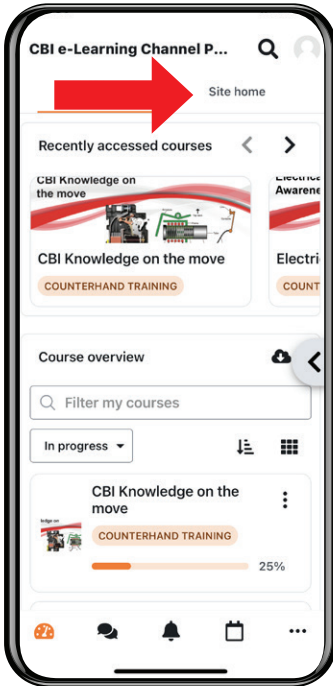


**Step 4:** Enter your credentials and click “Create my new account”. Please ensure that the name and surname you enter is correct, as this is what will appear on your completion certificates. You will receive a verification email to the email specified. Click on the link in the email under “To confirm your new account, please go to this web address:” Close the web browser and open the Moodle App. Enter your username and password then click “Log in”.

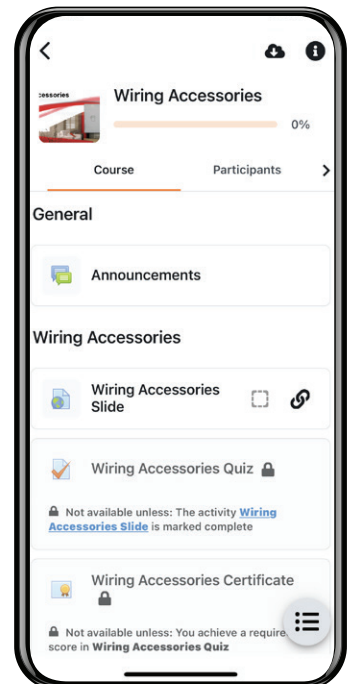
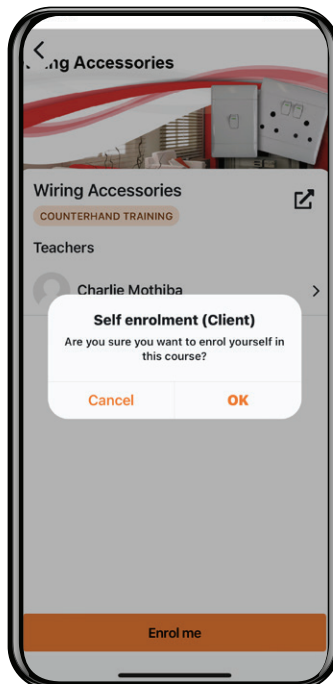
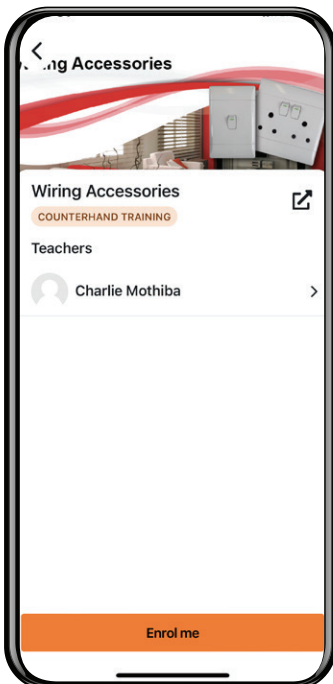


## How to enroll for a course

**Step 1:** Click on “Site home”, then click on “Available courses” and all the available courses will appear. Click on for example “Wiring Accessories”.

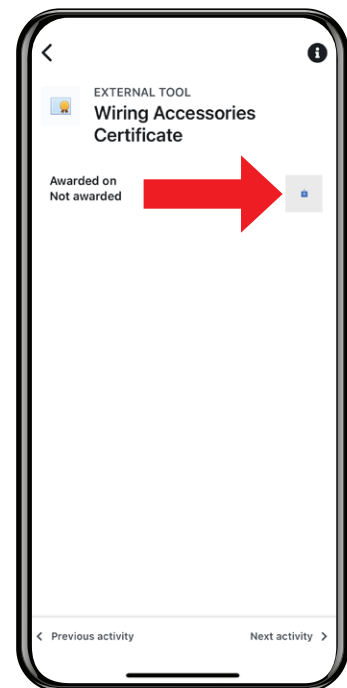
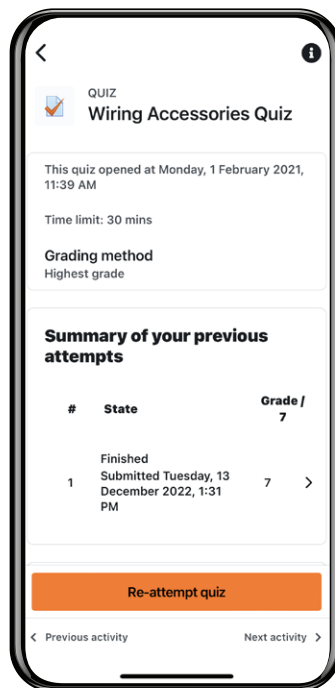


**Step 2:** The enrolment screen for “Wiring Accessories” will appear. Click on “Enrol me”. Click “OK”. You are now enrolled for the course “Wiring Accessories”. Click on “Wiring Accessories Slide” to start the course.



## How to complete the course

The “Wiring Accessories” course material will now appear. Scroll through the course material by clicking on the bouncing arrows (either up or down). Ensure that you read the content carefully. When reaching the last slide of the course, click on “Next activity” on the bottom right and complete the quiz. Once you have completed and submitted the quiz, click “Next activity” at the bottom right of the screen. Click on the blue icon to download your certificate.



Should you have any further queries with regard to the CBI eLearning System, kindly contact us on [cbi@cbi-electric.com](mailto:cbi@cbi-electric.com), subject CBI eLearning Question.



### Head Office:

1 Tripswitch Drive  
Elandsfontein  
Gauteng  
South Africa  
1401

Tel: +27 11 928 2000  
Hotline: 0860 BREAKR  
Email: [cbi@cbi-electric.com](mailto:cbi@cbi-electric.com)  
Website: [www.cbi-lowvoltage.com](http://www.cbi-lowvoltage.com)

Private Bag 2016  
Isando  
1600



Website



Facebook



Instagram



LinkedIn



Pinterest



Twitter



YouTube



TikTok

### Branches:

**BLOEMFONTEIN**  
(Free State / Northern Cape)  
6 AE Viljoen Square, Hilton,  
Bloemfontein  
Tel: (051) 430 8613/4  
E-mail: [bfm@cbi-electric.com](mailto:bfm@cbi-electric.com)

**CAPE TOWN**  
(Western Cape)  
Unit 5 Stanford Business Park, 24  
Assegaa Road Parow Industria  
Cape Town, Western Cape 7493  
Tel: (021) 928 1388  
Fax: (021) 928 1389  
E-mail: [ctn@cbi-electric.com](mailto:ctn@cbi-electric.com)

**DURBAN**  
(Kwazulu Natal)  
10 Heron Park, 80 Corobrick Road,  
River Horse Valley, 4017  
Tel: (031) 569 1087  
Fax: (031) 569 6455  
E-mail: [dbn@cbi-electric.com](mailto:dbn@cbi-electric.com)

**PORT ELIZABETH**  
(Eastern Cape)  
Unit 7, Pickering Square, 84  
Pickering Street, Newton Park,  
Gqeberha, Eastern Cape 6045  
South Africa  
Tel: (041) 374 1270/1/2  
Fax: (041) 373 1919  
E-mail: [pe@cbi-electric.com](mailto:pe@cbi-electric.com)

### International Offices:

**AUSTRALIA**  
**CBI-electric: Australia**  
27 Wedgewood Rd, Hallam  
Victoria 3803 Australia  
Tel: +61 3 8752 9300  
Fax: +61 3 9796 5407  
Email: [sales@cbi-electric.com.au](mailto:sales@cbi-electric.com.au)  
Website: [www.cbi-electric.com.au](http://www.cbi-electric.com.au)

**USA**  
**CBI-electric: North America**  
35 E. Uwchlan Ave Suite 328  
Exton PA 19341 USA  
Tel: +1 610 524 9949  
Fax: +1 610 524 9945  
E-mail: [info@cbibreakers.com](mailto:info@cbibreakers.com)  
Website: [www.cbibreakers.com](http://www.cbibreakers.com)