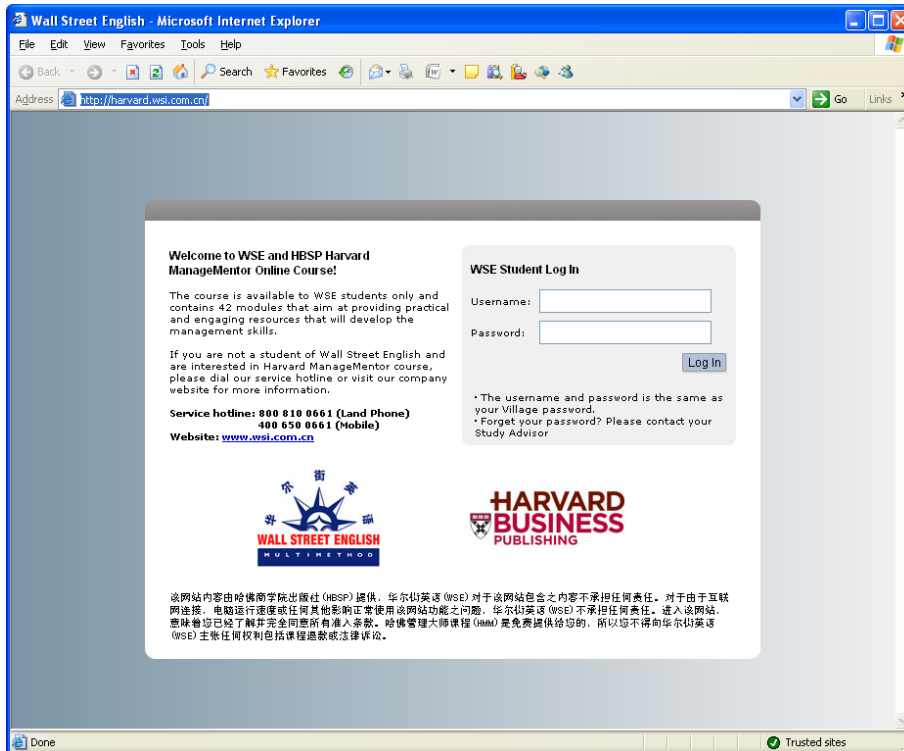


# Quick User Guide for Harvard ManageMentor Online Learning Platform

## 哈佛管理大师在线学习平台用户快速指南

1. Launch Internet Explorer, type address <http://harvard.wsi.com.cn/> and press Enter key. Login page will be displayed.

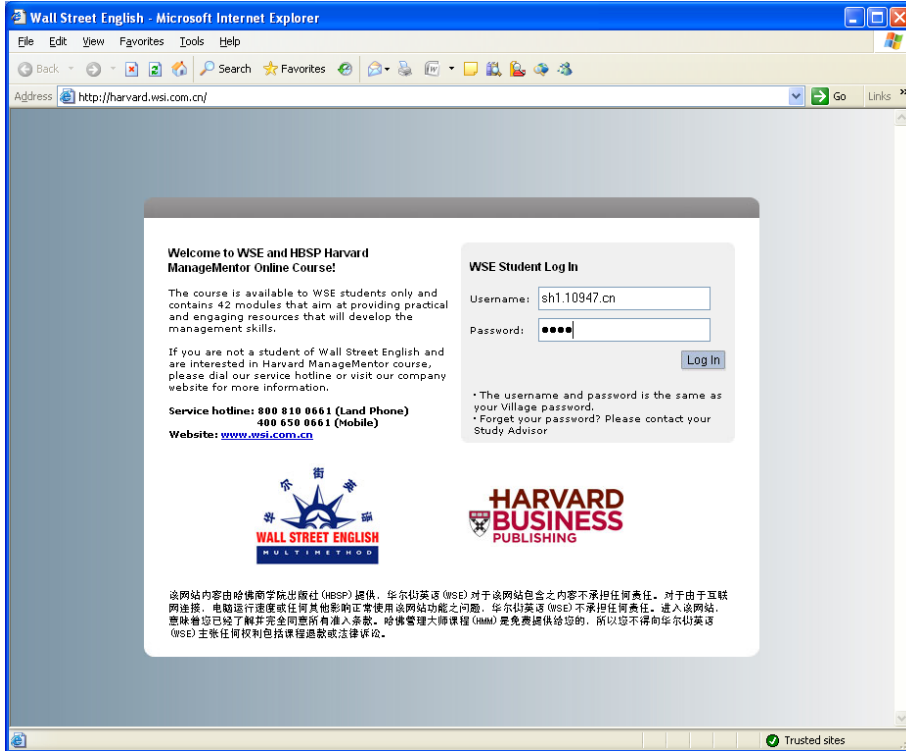
启动 Internet Explorer, 在地址栏输入 <http://harvard.wsi.com.cn/> 并按回车键。您将看到哈佛管理大师在线学习平台的登录页面。



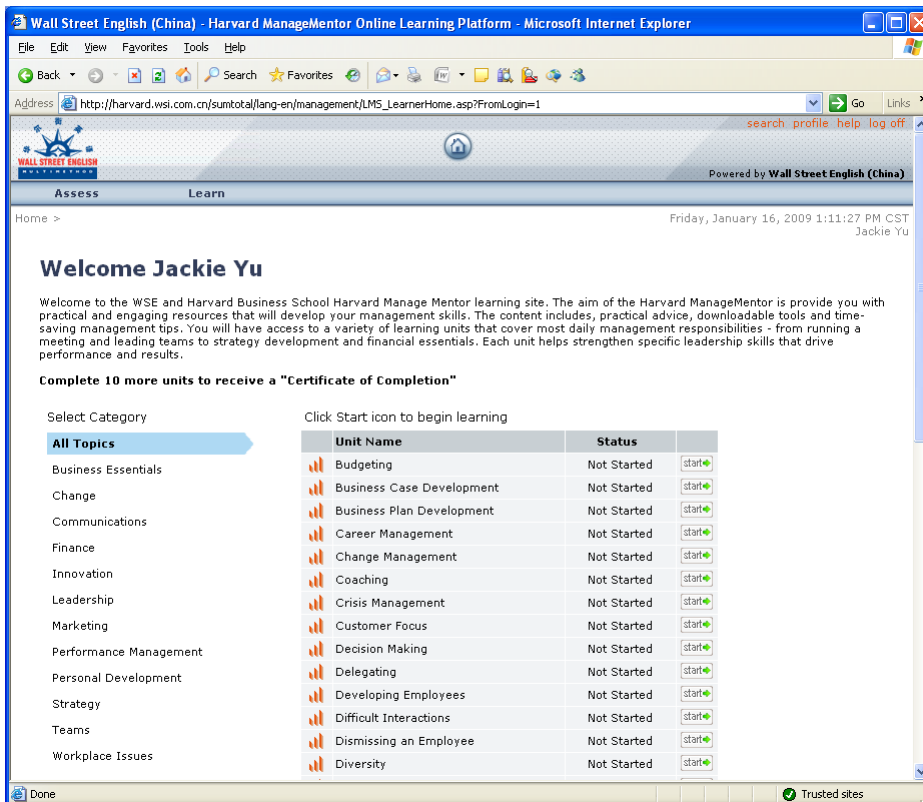
2. In login page, type username and password and click **Log In** button. The initial username and password is the same as your Village username and password.

在登录页面, 输入用户名与密码并点击 **Log In** 按钮。


初始用户名和密码设定与您的 Village 用户名和密码相同。




3. If your username and password is correct, you will be navigated to homepage.  
 如果您输入的用户名和密码正确，将被引导哈佛管理大师在线学习平台的首页。




4. Select a category and choose a unit, begin study by clicking  button.

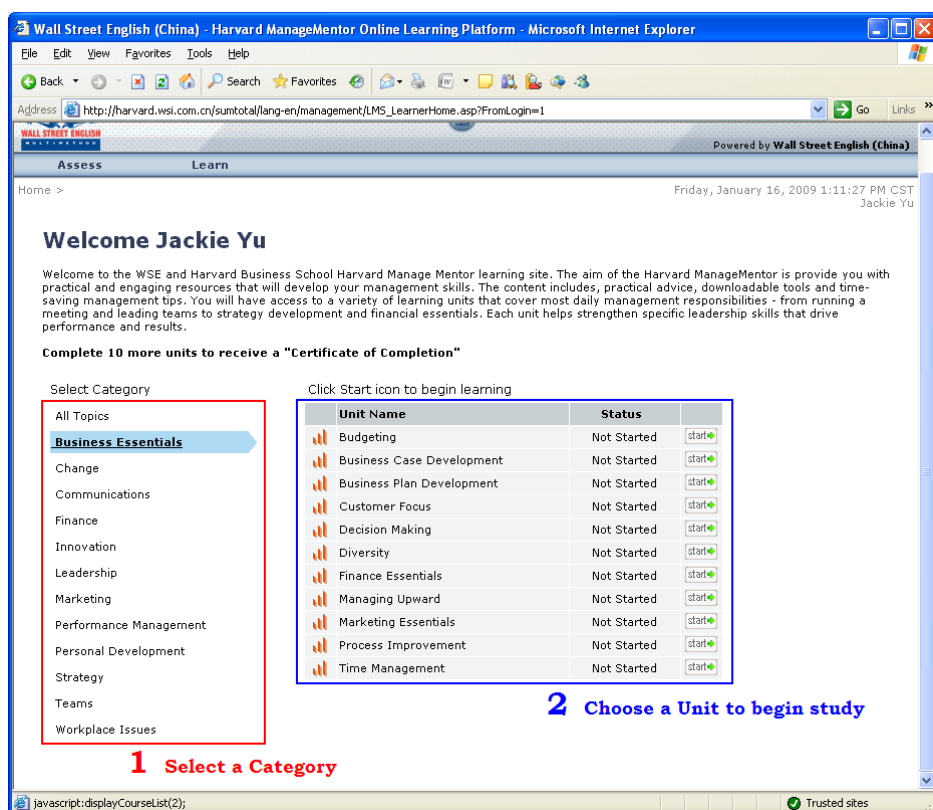
**\*NOTE\*:** Before clicking  button, make sure the pop-up blocker is turned off in your web browser.

To turn off pop-up blocker in **Internet Explorer**, select **Tools** menu > **Pop-up Blocker** and click **Turn off Pop-up Blocker**.

先选择一个类别，再选择一个课程单元，点击  按钮开始学习。

**注意：**在点击  按钮前，需确保 **IE** 浏览器不会阻止弹出窗口。

要在 **IE** 浏览器中关闭弹出窗口阻止程序，选择工具菜单 > **弹出窗口阻止程序**，并点击**关闭弹出窗口阻止程序**。



Wall Street English (China) - Harvard ManageMentor Online Learning Platform - Microsoft Internet Explorer

Address: http://harvard.wsi.com.cn/suntotal/lang-en/management/LMS\_LearnerHome.asp?FromLogin=1

Powered by Wall Street English (China)

Assess Learn

Home > Friday, January 16, 2009 1:11:27 PM CST Jackie Yu

## Welcome Jackie Yu












Welcome to the WSE and Harvard Business School Harvard ManageMentor learning site. The aim of the Harvard ManageMentor is provide you with practical and engaging resources that will develop your management skills. The content includes, practical advice, downloadable tools and time-saving management tips. You will have access to a variety of learning units that cover most daily management responsibilities - from running a meeting and leading teams to strategy development and financial essentials. Each unit helps strengthen specific leadership skills that drive performance and results.

**Complete 10 more units to receive a "Certificate of Completion"**

Select Category

- All Topics
- Business Essentials**
- Change
- Communications
- Finance
- Innovation
- Leadership
- Marketing
- Performance Management
- Personal Development
- Strategy
- Teams
- Workplace Issues

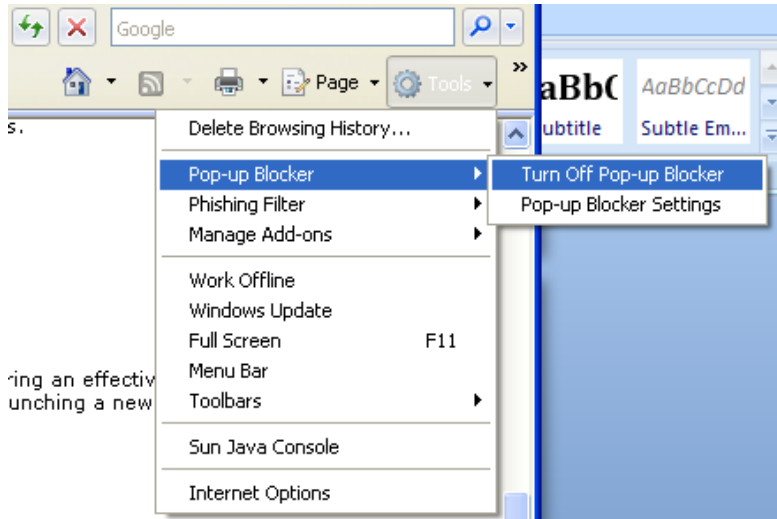
Click Start icon to begin learning

Unit Name	Status	
Budgeting	Not Started	
Business Case Development	Not Started	
Business Plan Development	Not Started	
Customer Focus	Not Started	
Decision Making	Not Started	
Diversity	Not Started	
Finance Essentials	Not Started	
Managing Upward	Not Started	
Marketing Essentials	Not Started	
Process Improvement	Not Started	
Time Management	Not Started	

**1** Select a Category

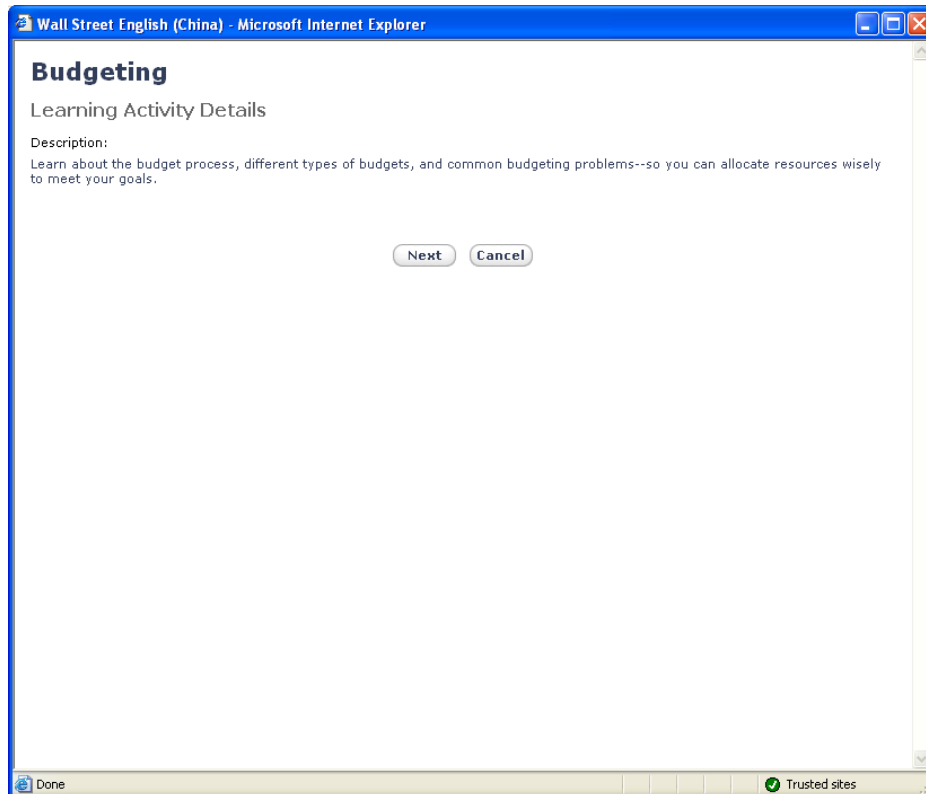
**2** Choose a Unit to begin study

javascript:displayCourseList(2); Trusted sites



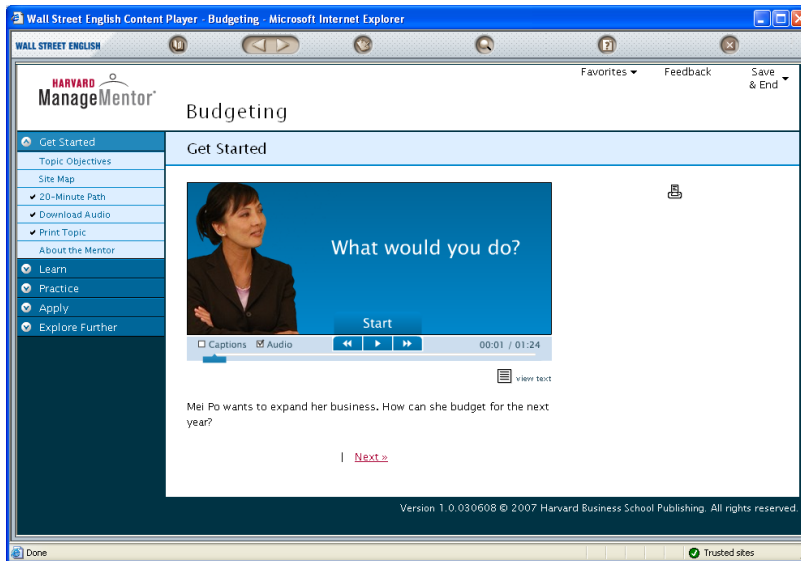
5. If you study the unit for the first time, the specified unit information will be displayed, click **Next** button to continue.

如果您是第一次进入课程单元，该课程单元的信息将会显示在浏览器上，点击 **Next** 按钮继续。



6. You are able to study the specified unit now.

现在，您可以学习该课程单元了。

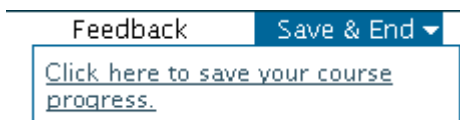



7. To save the study progress, select **Save & End** menu on the top right of the window and click **Click here to save your course progress** link before Exit.


**\*NOTE\***: For some browsers, you shall maximize the study window or scroll the scrollbar to right most to make **Save & End** menu visible.

如何保存学习进度：在退出学习前，点选窗口右上角的 **Save & End** 菜单并点击 **Click here to save your course progress** 链接。



**注意**：对于某些版本的浏览器，为使 **Save & End** 菜单可见，您需要将学习窗口最大化或将横向滚动条拖动至最右端。



8. To end your study, click  **Exit** button. A learning detail window will appear. It tells how much time you've spent on this unit as well as the completion status of the unit.

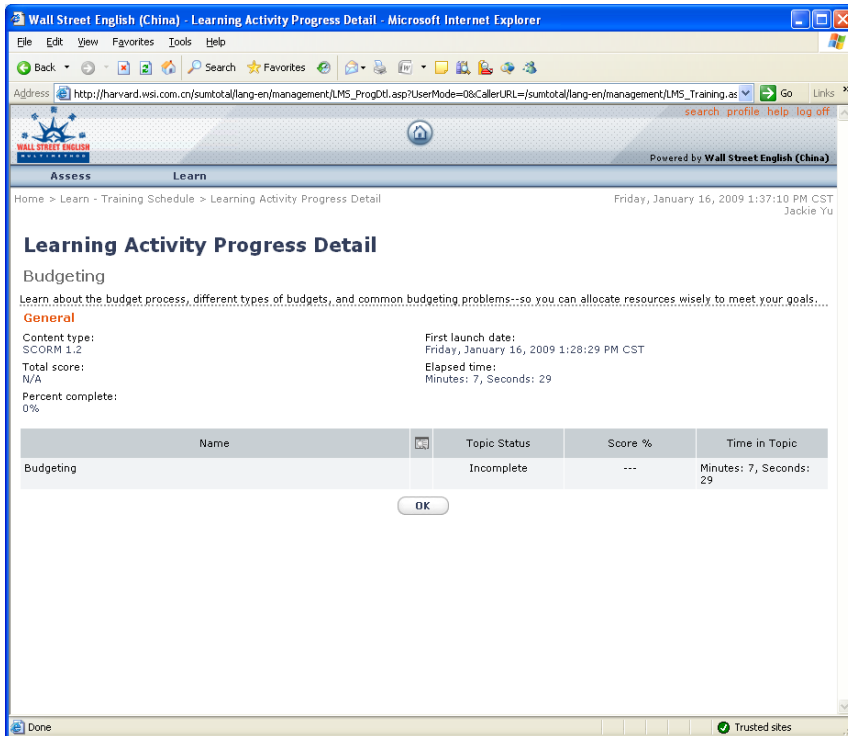
You can then click  **Learner** button to go back to homepage.

**\*NOTE\***: The **Percent Complete** value is either 0% or 100%. 0% indicates the course is not completed yet while 100% means it's completed.


如何结束学习：点击  **Exit** 按钮。您可以从学习详情窗口中了解此次学习的时长以及课程单元的完成状态。点击  **Learner** 按钮回到首页。

**注意**：**Percent Complete** 只可能有两个值：0% 或者 100%。0%表示课程尚未完成，

而 100% 表示课程已完成。

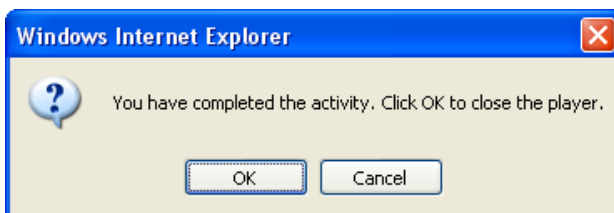
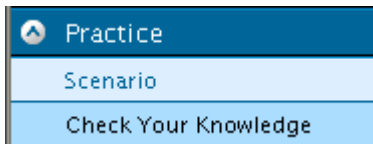


- To complete the study of specified unit, you should finish **Check Your Knowledge** section under **Practice** tab in the unit.


Once you have completed the **Check Your Knowledge** section, please save your study progress, then click  **Exit** button.

The message box will appear to inform you that the unit has been completed.

Click **OK** button to close the pop-up windows.



如何完成一个课程单元的学习： 您必须完成该课程 **Practice** 菜单下的 **Check Your Knowledge** 部分。

在完成 **Check Your Knowledge** 部分后，请保存学习进度并点击  **退出**按钮。

此时，弹出对话框出现，提醒您该课程的学习已经完成。

点击 **OK** 按钮关闭弹出窗口。

## Frequently Asked Questions

### 常见问题

Q: Can I use browsers other than Internet Explorer to study Harvard ManageMentor course?


A: No. Internet Explorer is the only browser that is fully compatible with our online learning platform.

Q: 我能使用除 Internet Explorer 以外的其他浏览器来访问哈佛管理大师课程吗？

A: 不能。只有 Internet Explorer 浏览器才能完全兼容我们的在线学习平台。

Q: How can I finish the study of one specified unit?

A: Please finish **Check Your Knowledge** section under **Practice** tab in the unit.


Once you have completed the **Check Your Knowledge** section, please save your study progress, then click  **Exit** button.

The message box will appear to inform you that the unit has been completed.

Click **OK** button to close the pop-up windows.

Q: 如何才能完成一个课程单元的学习？

A: 您必须完成该课程 **Practice** 菜单下的 **Check Your Knowledge** 部分。

在完成 **Check Your Knowledge** 部分后，请保存学习进度并点击  **退出**按钮。

此时，弹出对话框出现，提醒您该课程的学习已经完成。

点击 **OK** 按钮关闭弹出窗口。


Q: I've already spent some time studying on one unit, but the Percent Complete value of

that unit still shows 0%. What happened?


A: This is not an issue. The **Percent Complete** value is either 0% or 100%. 0% indicates the course is not completed yet while 100% means it's completed.

Q: 我学习某个课程已经有一段时间了，但是 **Percent Complete** (课程完成度) 始终显示 0%。这是怎么回事呢？

A: 这是正常的。**Percent Complete** 只可能有两个值：0% 或者 100%。0%表示课程尚未完成，而 100% 表示课程已完成。

Q: The study window didn't appear after I clicked  button. What should I do?

A: Please make sure your browser's pop-up blocker is turned off. To turn off pop-up blocker in **Internet Explorer**, select **Tools** menu > **Pop-up Blocker** and click **Turn off Pop-up Blocker**.

Q: 点击  按钮后，学习窗口并没有出现。我应该怎么做？

A: 请确保 **IE** 浏览器不会阻止弹出窗口。要在 **IE** 浏览器中关闭弹出窗口阻止程序，选择工具菜单 > **弹出窗口阻止程序**，并点击**关闭弹出窗口阻止程序**。

Q: In study window, I didn't see Save & End menu. What should I do?

A: For some browsers, you shall maximize the study window or scroll the scrollbar to right most to make Save & End menu visible.

Q: 在学习窗口中，我看不见 **Save & End** 菜单。我应该怎么做？

A: 对于某些版本的浏览器，为使 **Save & End** 菜单可见，您需要将学习窗口最大化或将横向滚动条拖动至最右端。

Q: How could I save my study progress?

A: Select **Save & End** menu on the top right of the window and click **Click here to save your course progress** link.

Q: 如何保存我的学习进度？

A: 点选窗口右上角的 **Save & End** 菜单并点击 **Click here to save your course**



**progress** 链接。

Q: How can I get the "Certificate of Completion" of Harvard ManageMentor course?

A: You should complete at least 10 units. Once you've completed 10 units, consult your Study Advisor to obtain the certificate.

Q: 如何才能获得《哈佛管理大师》课程结业证书?

A: 您需要完成至少 10 个课程单元的学习才可以取得该证书。在您完成 10 个课程单元的学习后, 请联系学习顾问以领取证书。

Q: I could not remember my username and password. How can I get it back?

A: Please consult your Study Advisor.

Q: 我忘记了用户名和密码。如何才能取回?

A: 请咨询学习顾问。

Q: Can I change my name, username and password in the system?

A: No.

Q: 我能不能更改系统中显示的名字、登录用户名和密码?

A: 不能。

Q: Do I have any access limit to Harvard ManageMentor learning site?

A: Yes. Normally, you have 1 year access to the site, and for each unit, you could only complete it twice.

Q: 我对哈佛管理大师学习网站的访问有没有任何限制?

A: 有限制。通常, 您拥有 1 年的学习时间。同时, 对于每个课程单元, 您只能完成两次。