

User Guide
eCampus MAPFRE

Sharing

Knowledge

TABLE OF CONTENTS

1. Introduction	3
2. Navigability Aspects of eCampus MAPFRE	5
2.1 General	5
2.2. What is the “Welcome page”?	10
3. Information in eCampus MAPFRE	13
3.1 Rector's Office.....	14
3.2 Banner.....	14
3.3 News.....	15
4. How do I launch My Training?	17
5. 2.0 Tools	30
5.1 eCampus Cafeteria	30
5.2 Participation in 2.0 Tools	33
6. Library/Auditorium	39
7. Requesting help	42
8. eCampus MAPFRE Schools	44
9. eCampus Radio.....	45
10. Contacting the tutor	46
11. Changing the password	47

1. Introduction

“eCampus MAPFRE” is the new virtual campus which, under the umbrella of the MAPFRE Corporate University, will be our channel for sharing all knowledge and online training in the entire MAPFRE Group.

It is intended to unify all online training in every MAPFRE country and company in a single world platform, to harness synergies and good practices, and to share knowledge.

The Corporate University includes a governing body that controls the operation and rules to be applied in eCampus MAPFRE. As is the case with all universities, there are learning areas (My training, Training in progress, MAPFRE schools, etc.), reading areas (Library/Auditorium, news, etc.) and areas to socialize (eCampus Cafeterias, etc.).

Also, not every student attends the same faculty, or what we call schools. Each one of us belongs to one or several schools, depending on our training needs. We will thus be able to view and keep up to date with the content of each school.

In this document you can find all the information required to navigate the eCampus MAPFRE. We also include answers to a lot of possible questions.

Additionally, the different sections include the most relevant information on how to launch and use the different areas in the eCampus.

You can launch this document via the “Welcome page”, from the Library/Auditorium on eCampus MAPFRE (eCampus Guides > subject name: eCampus MAPFRE User Guide) and Can we help you? The procedure is explained later on in this document.

2. Navigability Aspects of eCampus MAPFRE

2.1 General

To launch eCampus MAPFRE, you will receive emails with the platform launch procedure. If you have any problems or if you lose the message, to access:

- from the Internal Portal, under the "On-site" tab you will find the "eCampus" icon in the Direct Access section: <http://wportalinterno>
- Online, via the following link and by entering your normal user name and password: <https://ecampusmapfre.csod.com>

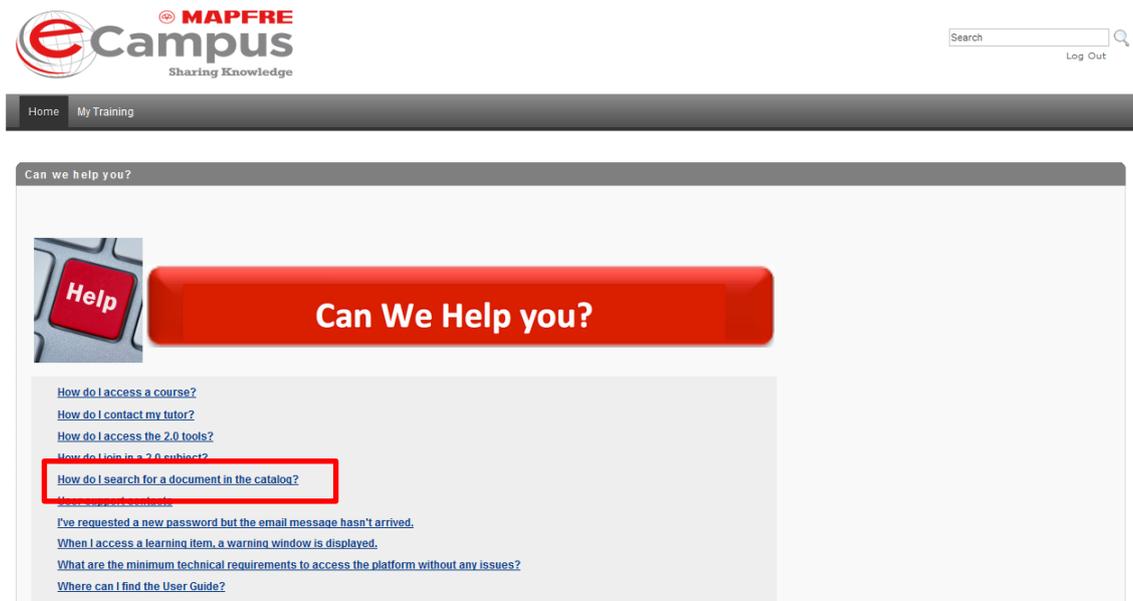
When you first log in, the platform may prompt you to change your password; follow the steps and rules on screen.

NOTE: Email messages from eCampus MAPFRE may be sent to your unsolicited mail folder, as some servers may not recognize the address as a trusted sender.

When accessing your email from a BlackBerry or phone device, you may have to activate the option to view or get images.

Once you access eCampus MAPFRE, there are several ways to browse and launch detailed information:

- **Underscored words.** Click on the underscored words or phrases. to access other functionalities or more information.



- **Hand icon when you hover with the mouse.** If a hand appears when you hover the mouse over an element in the platform, you can click it to be redirected to another functionality or area in the platform.

Welcome, Alicia, to your personalized corporate training center.



eCampus Cafeteria



Library / Auditorium



Training in progress

Due Date	ct
	

News

 eCampus Radio, la radio de eCampus MAPFRE

0 Ratings 

- **"Back" and "Forward" buttons in the browser.** You can go or return to a screen by using the back and forward buttons on your browser.

- **eCampus MAPFRE logo.** Clicking on the logo or on "Home" takes you back to the "Welcome page".



Welcome, Alicia, to your personalized corporate training center.



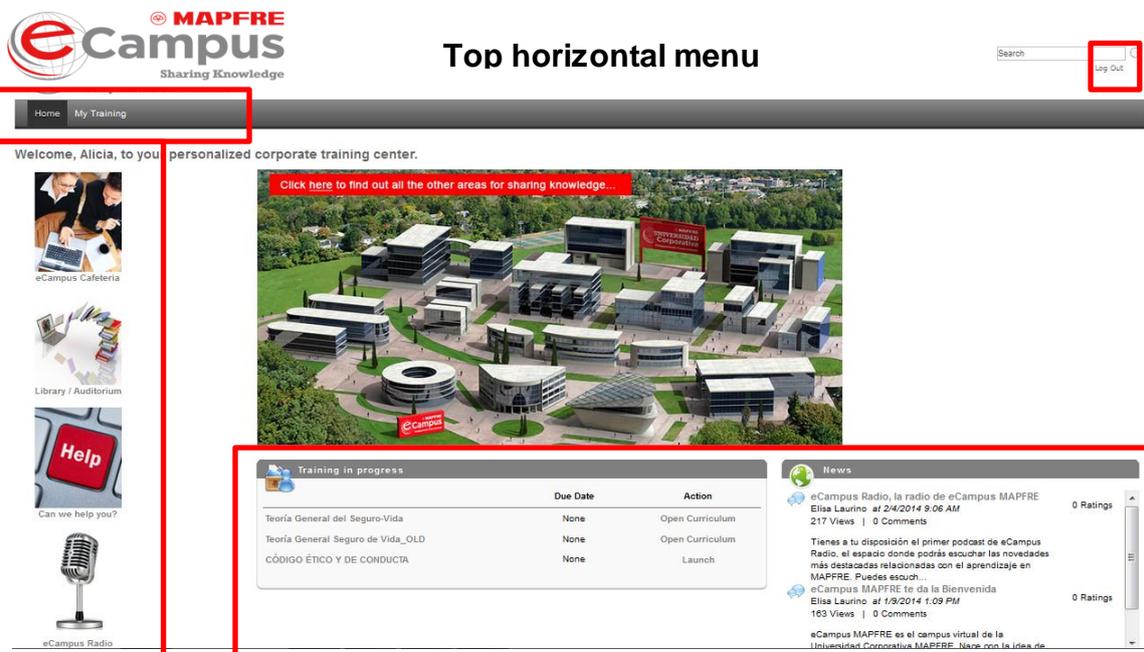
The main content area of the page includes a large aerial photograph of a university campus with a red banner that reads "Click here to find out all the other areas for sharing knowledge...". To the left of the main image are three smaller icons: "eCampus Cafeteria" (showing people at a laptop), "Library / Auditorium" (showing books and a laptop), and "Help" (showing a red button). Below the main image is a "Training in progress" section with a table structure:

Due Date	Action

To the right of the table is a "News" section with a blue globe icon and the text "eCampus Radio, la radio de eCampus MAPFRE" and "0 Ratings".

You can launch the various features and information in eCampus MAPFRE from:

- Top horizontal menu, which contains drop-down menus
- Access buttons on the left-hand side of the screen
- "Widgets" or "tables of contents" located in the middle of the screen.



Top horizontal menu

Search

Home My Training

Welcome, Alicia, to your personalized corporate training center.

Click here to find out all the other areas for sharing knowledge...

Buttons on the left-hand side

- eCampus Cafeteria
- Library / Auditorium
- Help
- Can we help you?
- eCampus Radio

Training in progress	Due Date	Action
Teoría General del Seguro-Vida	None	Open Curriculum
Teoría General Seguro de Vida_OLD	None	Open Curriculum
CÓDIGO ÉTICO Y DE CONDUCTA	None	Launch

News

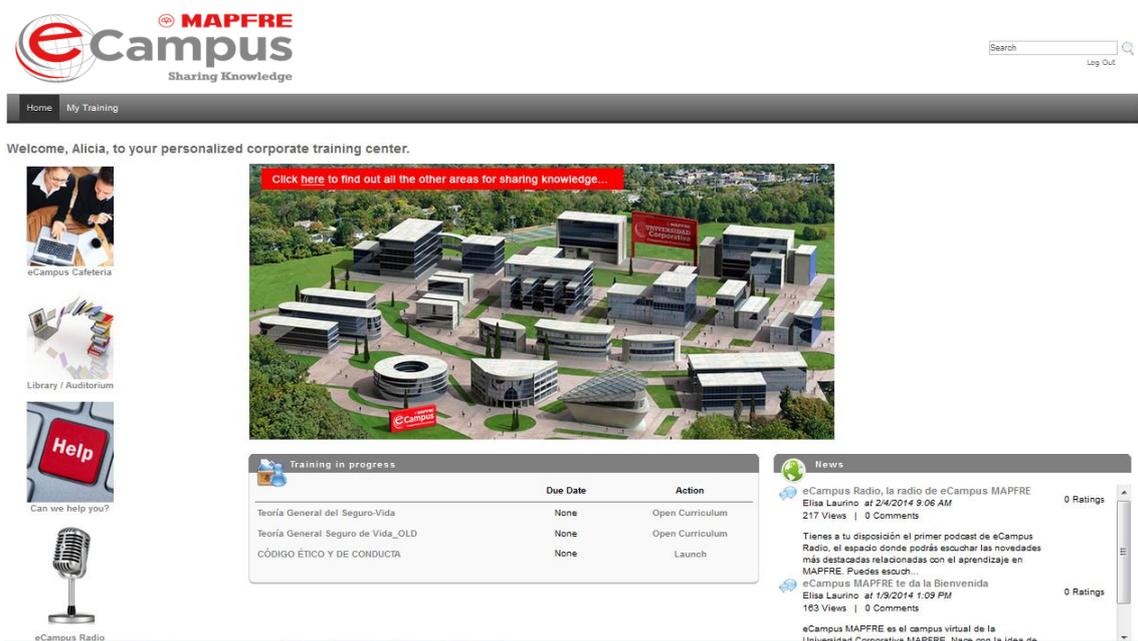
- eCampus Radio, la radio de eCampus MAPFRE
Elisa Laurino at 2/4/2014 9:06 AM
217 Views | 0 Comments
- Tienes a tu disposición el primer podcast de eCampus Radio, el espacio donde podrás escuchar las novedades más destacadas relacionadas con el aprendizaje en MAPFRE. Puedes escuch...
- eCampus MAPFRE te da la Bienvenida
Elisa Laurino at 1/9/2014 1:09 PM
183 Views | 0 Comments
- eCampus MAPFRE es el campus virtual de la Universidad Corporativa MAPFRE. [Ver con la idea de...](#)

Widget or table of contents

To log out from the platform click "log out" on the top right corner of the "Welcome page".

2.2. What is the “Welcome page”?

It's the welcome screen at eCampus MAPFRE, which you access once you have inserted your login details:



The screenshot shows the eCampus MAPFRE interface. At the top left is the logo with the text "MAPFRE eCampus Sharing Knowledge". To the right is a search bar and a "Log Out" link. Below the logo is a navigation bar with "Home" and "My Training" links. The main content area starts with a personalized greeting: "Welcome, Alicia, to your personalized corporate training center." Below this are several interactive elements: "eCampus Cafeteria" (with a photo of people at a table), "Library / Auditorium" (with a photo of books), "Help" (with a red button and a microphone icon), and "eCampus Radio" (with a microphone icon). A large central image shows a modern university campus with a red banner that says "Click here to find out all the other areas for sharing knowledge...". Below the campus image is a "Training in progress" table:

	Due Date	Action
Teoría General del Seguro-Vida	None	Open Curriculum
Teoría General Seguro de Vida_OLD	None	Open Curriculum
CÓDIGO ÉTICO Y DE CONDUCTA	None	Launch

On the right side, there is an "Itnews" section with several news items, including "eCampus Radio, la radio de eCampus MAPFRE" and "Tienes a tu disposición el primer podcast de eCampus Radio".

From the “Welcome page” you can access:

1. Top horizontal menu:
 - a. Home: return to the “Welcome page”.
 - b. Rector's Office: eCampus MAPFRE governing bodies and rules.
 - c. My Training: access to your training file and academic training.
 - d. MAPFRE schools (available in the future)
2. eCampus Cafeteria: location to share via 2.0 tools.
3. Library/Auditorium: access audiovisual file in eCampus.

4. Can we help you?: frequently asked questions and help contact details.
5. Banner: online tour of the campus.
6. Widget or table of contents: Training in progress
7. Widget or table of contents: General news about eCampus MAPFRE.
8. eCampus Radio: podcast repository for eCampus MAPFRE.

Each feature you access by clicking on these drop-down menus, buttons or widget is detailed in the following sections of this guide.

To access the information more quickly, the guide is divided as follows:

Information in eCampus MAPFRE

Rector's Office (top horizontal menu)

Banner

Widget or table of contents: News

How do I launch My Training?

Widget or table of contents: Training in progress

My Training (top horizontal menu)

2.0 Tools

eCampus Cafeteria

Participation in 2.0 tools

Library/Auditorium

Requesting help

eCampus MAPFRE schools (available in the future)

eCampus Radio

Contacting the tutor

3. Information in eCampus MAPFRE

In eCampus MAPFRE there are drop-down menus, buttons or widgets (tables of contents) containing only information for the user. All are accessible from the “Welcome page”:

3.1. Rector's Office (top horizontal menu)

3.2 Banner

3.3. News (widget or table of contents).

3.1 Rector's Office

From the “Welcome page”, click the “Rector's Office” tab in the top horizontal menu to access information such as:

- Welcome to eCampus MAPFRE.
- eCampus MAPFRE philosophy: to be cared for, encouraged and respected.
- Governing bodies, rules of use and contact details for assistance.

3.2 Banner

In the top right corner of the “Welcome page”, you can find the “Banner”.

The banner depicts a tour of the eCampus. By clicking on the banner you access a page with a tour of the eCampus.



3.3 News

In the “Welcome page” you can view a news widget or table of contents, where you can find the latest news headlines and the eCampus Radio latest updates. To read a news item in more detail, click on it to access the respective area. All users of the platform can see the news. In the future, when MAPFRE schools are available, users can comment on news posted in the schools where they are enrolled.

To launch the 2.0 area where all the news and eCampus Radio content can be found, click “News”. The following screen is displayed:



In this screen you can display News and eCampus Radio content by clicking on one of three tabs:

- Latest
- Most voted
- Most viewed

As mentioned above, to return to the previous page, you can use the navigation arrow in the browser, the logo, the "Home" tab or the "Back" button in this screen.

Additionally, from the news widget you can launch eCampus Radio, the new broadcast channel of MAPFRE Corporate University. This is a podcast repository with featured programs and content.

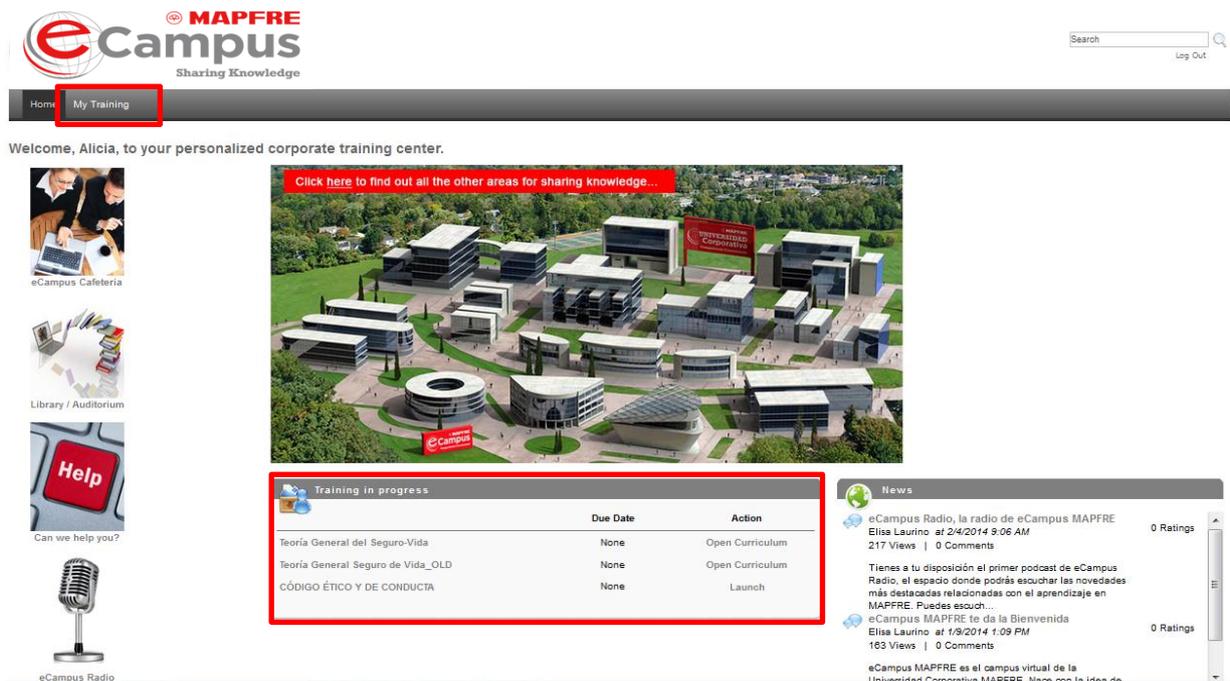
To launch eCampus Radio please follow the same steps as to launch the news.

To launch, simply click the title and you go to a podcast.

4. How do I launch My Training?

eCampus MAPFRE users can complete courses, programs and online content and access completed training. There two ways to access this information from the “Welcome page”:

- “Training in progress” from widget or table of contents:
- “My Training” tab from the top horizontal menu



The screenshot shows the eCampus MAPFRE interface. At the top, the logo and navigation menu are visible, with the 'My Training' tab highlighted. Below the navigation bar, a welcome message reads: 'Welcome, Alicia, to your personalized corporate training center.' On the left side, there are several widgets: 'eCampus Cafeteria', 'Library / Auditorium', 'Can we help you?' (with a 'Help' button), and 'eCampus Radio'. The main content area features a large image of a university campus with a red banner that says 'Click here to find out all the other areas for sharing knowledge...'. Below this image is a table titled 'Training in progress' with the following data:

	Due Date	Action
Teoría General del Seguro-Vida	None	Open Curriculum
Teoría General Seguro de Vida_OLD	None	Open Curriculum
CÓDIGO ÉTICO Y DE CONDUCTA	None	Launch

On the right side, there is a 'News' section with two news items, each showing the author, date, views, and comments.

a) “Training in progress”

Contains all online training where the user has enrolled but has not started (Pending) or has enrolled and has started (In progress).

To launch and start a course, click **Open Curriculum** (in a pathway, program or tool, it is named curriculum) or **Launch** (in the case of a training element, e.g. online course, materials, etc.)

Training in progress		
	Due Date	Action
Teoría General del Seguro-Vida	None	Open Curriculum
Teoría General Seguro de Vida_OLD	None	Open Curriculum
CÓDIGO ÉTICO Y DE CONDUCTA	None	Launch

By clicking a course name, you access its details; if you click a curriculum name, you access its details and milestones.

When you click the course name, you access the following information:

- Description, brief summary of the course objectives and information about the tutor, if available.
- Content provider, company responsible for creating content.
- Scope: global (for all users) or local (for users in a country).
- Creation date: date the content was created.
- Training Type: type of content (technical, commercial, etc.).
- Training Methodology: content format (online course, blended, etc.)
- Promoter: MAPFRE unit that promotes content creation.
- MAPFRE ID: Content code.
- Subsidized training: whether any kind of subsidy is given for completing the content.

- Certified Training: final or intermediate approval by the Training Manager is required.
- Tool: copywriting tool used for the content.
- Available languages

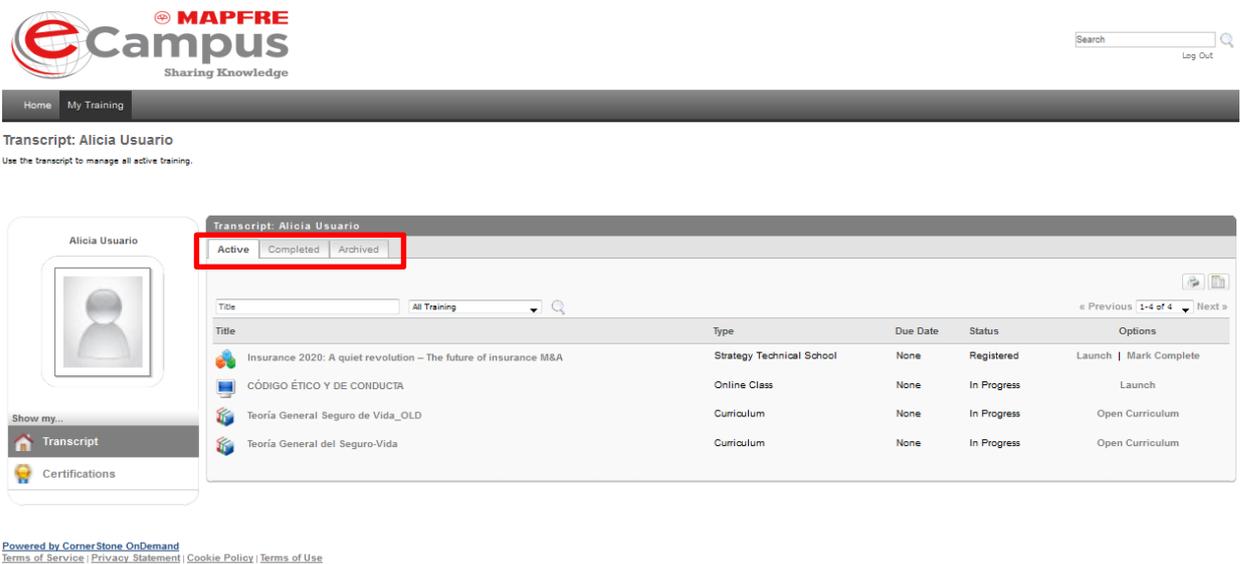
To exit this screen click the “Close” button. If it is not shown, slide to see the rest of the screen.

By clicking the widget title “Training in progress”, the user is directed to their training file or history.

b) “My Training”

You can access also launch a course or training curriculum from the top horizontal menu on the “Welcome page”. From here, users can access their training file or history, including all the information about their online training.

You can access the training “Transcript” or history in two ways:



Transcript: Alicia Usuario

Use the transcript to manage all active training.

Transcript: Alicia Usuario					
<input type="button" value="Active"/> <input type="button" value="Completed"/> <input type="button" value="Archived"/>					
Title	Type	Due Date	Status	Options	
Insurance 2020: A quiet revolution – The future of insurance M&A	Strategy Technical School	None	Registered	Launch	Mark Complete
CÓDIGO ÉTICO Y DE CONDUCTA	Online Class	None	In Progress	Launch	
Teoría General Seguro de Vida_OLD	Curriculum	None	In Progress	Open Curriculum	
Teoría General del Seguro-Vida	Curriculum	None	In Progress	Open Curriculum	

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In this screen, the training is divided into:

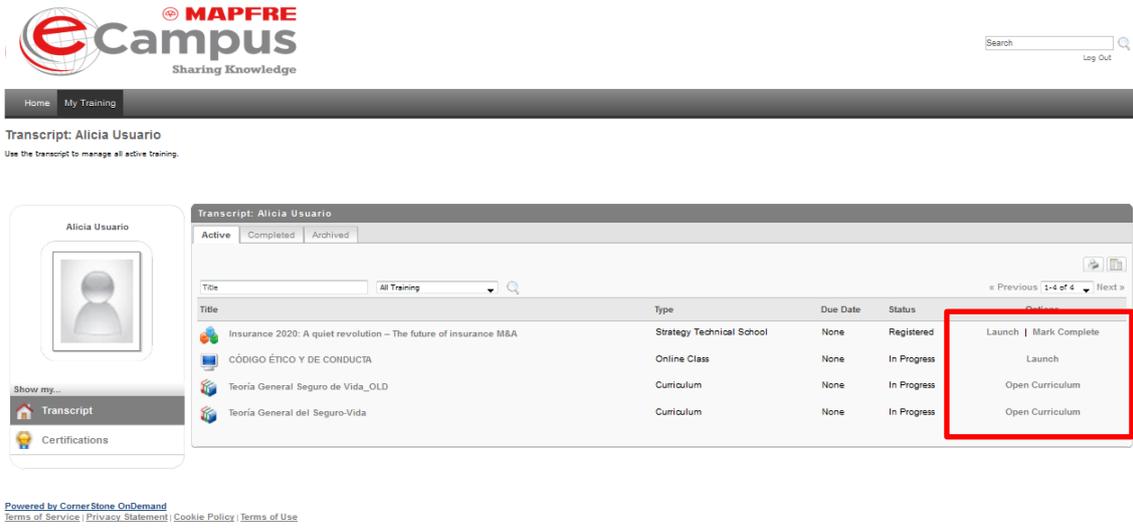
1. ACTIVE TRAINING: The user has yet to finish the training.
2. COMPLETED TRAINING: Training the user has already completed.
3. ARCHIVED TRAINING: Learning elements the user has archived in a separate folder, for easier access.

Users can enroll in:

- A pathway or curriculum: comprising several training milestones.
- A training element (online course, training clip, etc.), or they may have requested materials from the Library.

Training content in which the users are or have been enrolled can have the following status:

- **ENROLLED:** The user is enrolled in the course but hasn't launched its content yet.
- **IN PROGRESS:** The user has accessed the course content but has not finished it or a Training Manager has to approve completion.
- **COMPLETED:** The user has finished going through the course (and passed any assessments within it).
- **PENDING EVALUATION:** The user has completed the course content but still has to fill in the course assessment for it to appear as completed in his/her file.
- **PENDING COMPLETION APPROVAL:** The user has completed the course content but a Training Manager has to approve completion.
- **PENDING PRIOR TRAINING:** To view this course's content, you have to complete the content of a course that appears as a prerequisite in the curriculum navigation tree.
- **NOT STARTED:** (used with the so called "materials" within eCampus MAPFRE, ex: documents) The user has not opened the materials yet.



Transcript: Alicia Usuario

Use the transcript to manage all active training.

Title	Type	Due Date	Status	Actions
Insurance 2020: A quiet revolution – The future of insurance MBA	Strategy Technical School	None	Registered	Launch Mark Complete
CÓDIGO ÉTICO Y DE CONDUCTA	Online Class	None	In Progress	Launch
Teoría General Seguro de Vida_OLD	Curriculum	None	In Progress	Open Curriculum
Teoría General del Seguro-Vida	Curriculum	None	In Progress	Open Curriculum

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From the training “transcript” window you can start a course or curriculum...

- To start a course or material click “Launch”; click “Open” in the screen subsequently displayed.
- To start a curriculum or pathway click “Open curriculum”

These are the steps after you open a curriculum:

- First, you will see a screen similar to this one:



The screen shows:

1. On the left-hand side, under the pathway or curriculum title, you can find related information, i.e. a list of its elements or milestones.
2. In the center of the screen, the “Launch” button will provide access to the element (online course, clip, etc.)
3. The next screen contains the technical requirements for completing the training element or course. Select “Agree” after reading the information.

Useful Information To Complete the Course

Before starting with the course, please verify that your pc is configured as below:



1. Browser

In order to complete the course it is recommended to open it with Internet Explorer.

By using any other browser (Chrome, Mozilla Firefox), the completion information may not be recorded in the system.



2. Pop-up Blocker

Please ensure that you browser's pop-up blocker is disabled prior to launching the course. If you are using Internet Explorer you can find this [user Tools > Pop-up Blocker > Turn Off Pop-up blocker](#).



3. Flash Plug-in

In order to display the course content it is necessary to have installed on your pc the latest version of the Flash Player.



4. Course Completion

In order to complete the course, it is necessary to display all the course pages and to finalize all the activities. If after completing the course, its status within your transcript still appears as "In Progress", please select the F5 key on you keyboard to refresh/reload the page.

Please press the [Agree](#) link below to access the course.

[Disagree](#) [Agree](#)

4. Once you finish the first element, it is marked as completed and you are directed to the second element.
5. To continue with the second element click "Activate". Once you complete this element, click "Mark as completed" to progress to the next element in the training pathway. In the case of an on-site session, after attending, the user must change the status to "Completed".
6. If the pathway or curriculum includes an element requiring participation in a 2.0 tool, please follow the same procedure as for learning elements. Click "Launch" and after completion click "Mark as completed".

Teoría General Seguro de Vida_OLD

Progress: 0%

PROGRAMA DE BIENVENIDA (ESP) (CR020302) NEW	Registered
Teoría General del Seguro - Mapfre Vida - Taller experiencial	Pending Prior Training
Foro de discusión sobre la Teoría General del Seguro	Pending Prior Training
Presentación del Trabajo individual - Taller presencial	Pending Prior Training

[Back](#) [Add to Transcript Archive](#)

PROGRAMA DE BIENVENIDA (ESP) (CR020302) NEW

Details: 

[Launch](#)



When a pathway comprises contributions to 2.0 tools or on-site sessions, it must be certified or approved by a Training Manager.

When a pathway or curriculum requires final certification or approval, it will show as “in progress” in the “My Training” tab (the status indicates the course has been started but not completed). Once it has been certified or approved by the Training Manager, it becomes finished or completed

After the Training Manager has approved completion of the pathway or curriculum, the user will receive an email asking to fill in a satisfaction questionnaire and including the relevant instructions.

On completion of the course, the user receives a completion email.

If, during the pathway, users wish to confirm the progress level of any element or milestone, they can do it from the training “Transcript” screen:

1. Click on the element title
2. Click “Details” to view the progress status.

From this screen, you can also send a training element to "Archived".

PROGRAMA DE BIENVENIDA (ESP) (CR020302) NEW



Training Details

Training Type: Online Class
Provider: MAPFRE
Version: 3.0
Training Hours: 0 Hours 0 Min
Description:
Training Purpose:
Due Date: None

TRAINING PROGRESS

Progress: 0% (0 of 1 units complete)
View Time: 0 Hour(s) 0 Minute(s)
Status: Registered
Modules: [View](#)

Approval History

[Back](#)

To download the training history, you can use any of the tabs (Active, Completed, Archived) in the “Transcript” screen (from “My Training” in the top horizontal menu), or click “Training in progress” in the widget or table of contents, in the “Welcome page”:

Transcript: Alicia Usuario

Use the transcript to manage all active training.

Alicia Usuario



Show my...

- Transcript
- Certifications

Transcript: Alicia Usuario

Active Completed Archived

« Previous 1-4 of 4 Next »

Title	Type	Due Date	Status	Options
 Insurance 2020: A quiet revolution – The future of insurance M&A	Strategy Technical School	None	Registered	Launch Mark Complete
 CÓDIGO ÉTICO Y DE CONDUCTA	Online Class	None	In Progress	Launch
 Teoría General Seguro de Vida_OLD	Curriculum	None	In Progress	Open Curriculum
 Teoría General del Seguro-Vida	Curriculum	None	In Progress	Open Curriculum

« Previous 1-4 of 4 Next »

This screen shows two buttons: one allows you to print the history or report, the other allows you to extract the information in Excel format.

To extract the report in Excel format:

1. Click the icon on the right-hand side of the screen; this screen is displayed:
2. Choose the date criterion.

Filters

Display status and progress information for training on the transcript. Filter the report by Training Title, Training Type, or various date filters.

DATE CRITERIA

Select the date criteria type:

Date training is added to users' transcript

Training Start Date

Training End Date - Session and External training will be filtered using end date. For all other training types, completion date will be used

Date Criteria: From To

TRAINING CRITERIA

Training Type: Online Class Session Event Quick Course Curriculum Library Test Material External Training Posting Video

Training Title:

Subject:

ADVANCED CRITERIA

Include Details (Curriculums Training and Pre or Post Work)

Include Archived Training

Include Completed Training Only

Include Training Detail Information

Export to Excel

3. Choose the training criteria.

ONLINE COURSE: Training type that enables online teaching.

SESSION: Training period.

EVENT: Short training type.

QUICK COURSE: Training type that enables online teaching of a short duration.

CURRICULUM: Integration in a structured training outline, i.e comprising a defined learning plan.

LIBRARY: Whether or not the training is in the library.

TEST: Training type. Corresponds to a learning test.

MATERIAL: Training type.

EXTERNAL TRAINING: Training delivered by a supplier external to MAPFRE.

PUBLICATION: Training type element (in reading format).

VIDEO: training type element.

4. Select “advanced criteria”

ADVANCED CRITERIA

Include Details (Curriculum Training and Pre or Post Work)

Include Archived Training

Include Completed Training Only

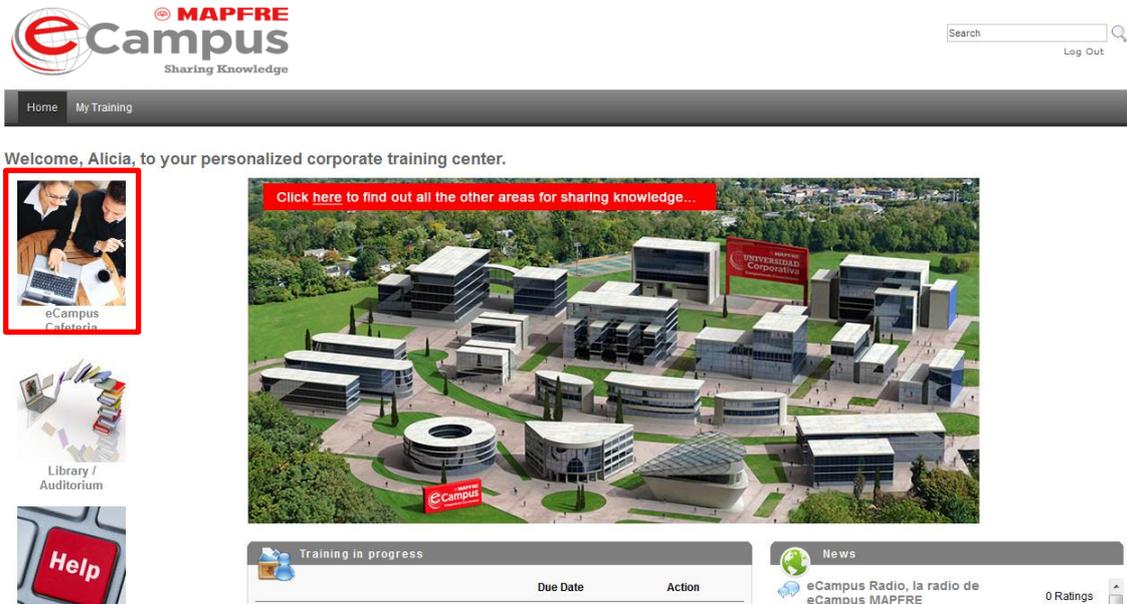
Include Training Detail Information

 Export to Excel

5. Click to export to Excel.

	A	B	C	D	E	F	G	H	I
1	Transcript Report								
2									
3									
4		Name: Alicia Usuario							
5		Date Criteria Type: Date training is added to users' transcript							
6		Start Date: 04/01/2014							
7		End Date: 4/28/2014							
8		Training Type: Curriculum, Event, External Training, Library, Material, Online Class, Posting, Quick Course, Session, Test							
9		Training Title:							
10		Subject(s):							
11		Archived Training Include: No							
12		Completed Training Only: No							
13		Report Generated By: Alicia Usuario							
14		Report Date: 4/28/2014							
15									
16	TITLE	TYPE	REGISTERED	SESSION START DATE	SESSION END DATE	DUE DATE	SCORE	STATUS	COMPLETION DATE
17	Insurance 2020: A quiet revolution – The future of insurance M&A	Strategy Technical School	4/22/2014	N/A	N/A	N/A		Registered	N/A
18									
19									

5. 2.0 Tools



Welcome, Alicia, to your personalized corporate training center.

[Click here to find out all the other areas for sharing knowledge...](#)

eCampus Cafeteria

Library / Auditorium

Help

Training in progress

	Due Date	Action

News

eCampus Radio, la radio de eCampus MAPFRE

0 Ratings

5.1 eCampus Cafeteria

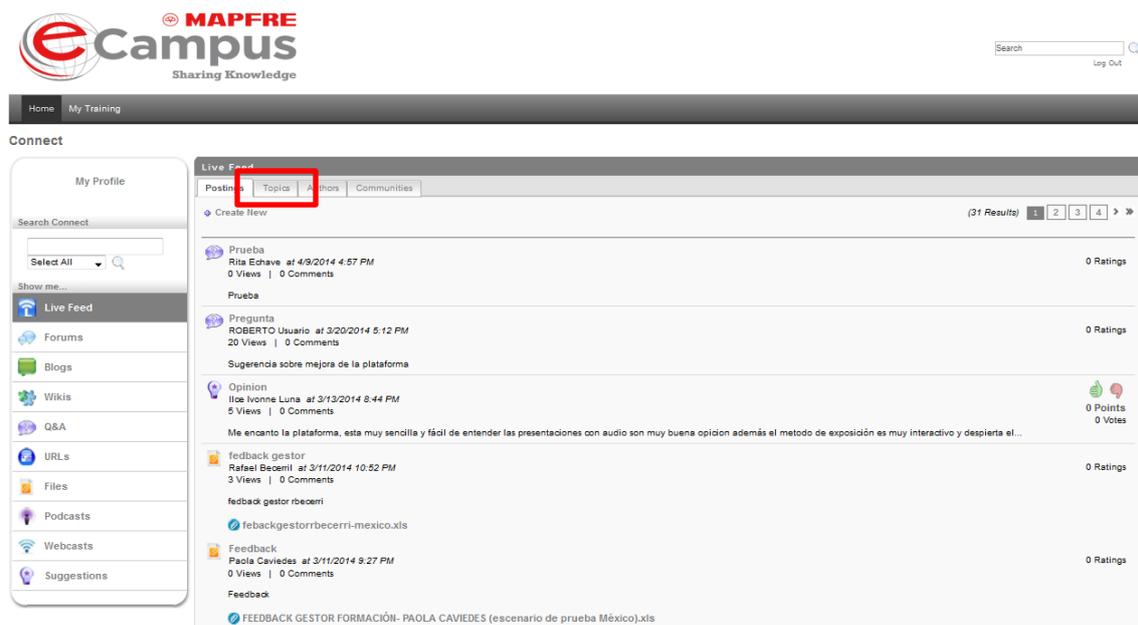
You can launch the eCampus Cafeteria from the “Welcome page”.

Clicking on the Cafeteria button will take you to the various school cafeterias that comprise eCampus MAPFRE (feature available at a later date) and to 2.0 tools (forums, blogs, wikis, etc.). This space can be viewed by all eCampus MAPFRE users and shows every 2.0 contributions or conversation taking place inside eCampus MAPFRE.

The space is organized by topics. Each topic corresponds to the cafeteria of a specific school (feature available at a later date) or to a content that was created for collaboration and conversation inside the campus (e.g. General Insurance Theory Forum).

All eCampus MAPFRE users can view the school cafeterias (feature available at a future date) except the ones that require an "enrollment fee" (Leadership School Cafeteria and Professional Development Cafeteria).

Click eCampus Cafeteria from the "Welcome page" to access the following screen:



From here, to launch a school cafeteria (eCafeteria) you must use the Topics tab (term equivalent to Cafeteria once this feature is available). The tab contents can be ordered by most recent or hierarchy. All of the eCampus MAPFRE cafeterias operate according to a set of regulations that must be observed (in yellow at the top).

School cafeterias (eCafeteria) will also be accessible via the school page at a future date.



The screenshot shows the eCampus MAPFRE interface. At the top left is the logo with the text "MAPFRE eCampus Sharing Knowledge". To the right is a search bar and a "Log Out" link. Below the header is a navigation bar with "Home" and "My Training" links, and a "Connect >" button. The main content area is titled "Danos tu Feedback MEXICO". Below this is a "Postings" section with a "Create New" button. On the left, there is a "Moderators" list: Alicia Sanz, DAVID COLLADO ZAMARRIEGO, Elisa Laurino, EVA DEL OLMO MONTORO, Eva Delgado, and MARTA VIEITEZ ROLDAN. The main post list has tabs for "Most Recent", "Top Rated", "Most Viewed", and "Most Commented". The first post is highlighted with a red box and contains the following text: "¡IMPORTANTE LÉEME! - Normas de la cafeteria", "Elisa Laurino at 3/5/2014 7:36 PM", "25 Views | 0 Comments", and "La cafetería es un punto de encuentro en el que compartir opiniones y conocimiento entre los alumnos pertenecientes a cada escuela. Por ello, ponemos a tu disposición una serie de normas". Below this post are two other posts: "Opinion" by Ice Ivonne Luna and "feedback gestor" by Rafael Becerra. At the bottom right of the post list, it says "(23 Results)" and "1 2 3 >>".

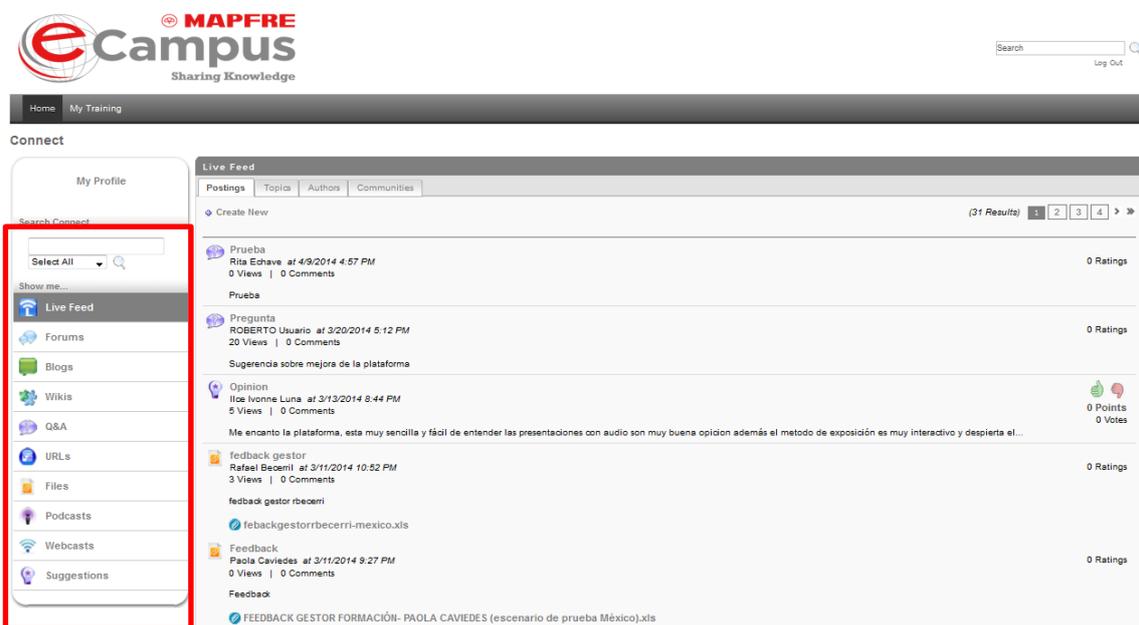
On the left-hand side of this screen, you can see the moderators' names.

The cafeterias may include communities. Communities are public or private groups of people who create their own space within the cafeteria. They may be open to all or restricted to a certain group. This feature will be available in the future.

5.2 Participation in 2.0 Tools

Click on eCampus Cafeteria from the “Welcome page” to launch the 2.0 tools.

The following screen is displayed:



The screen shows every 2.0 tool, but some of them will not be currently available. Currently users can create:

QUESTIONS AND ANSWERS: Ask questions to a specialist in a given topic.

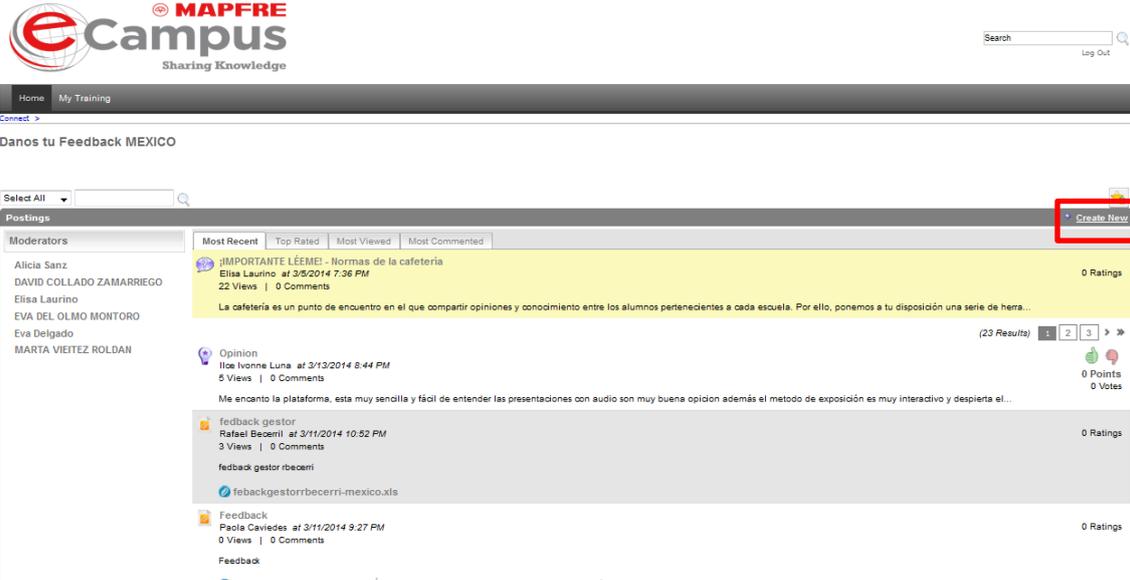
FILE: It allows to share files related to school content with other school members.

URL: It allows to share web addresses.

SUGGESTION: It allows to share suggestions about a given subject.

These actions allow users to contribute to forums, blogs and wikis in the school cafeterias where they are enrolled (feature to be available in the future). To do so, please complete the following steps:

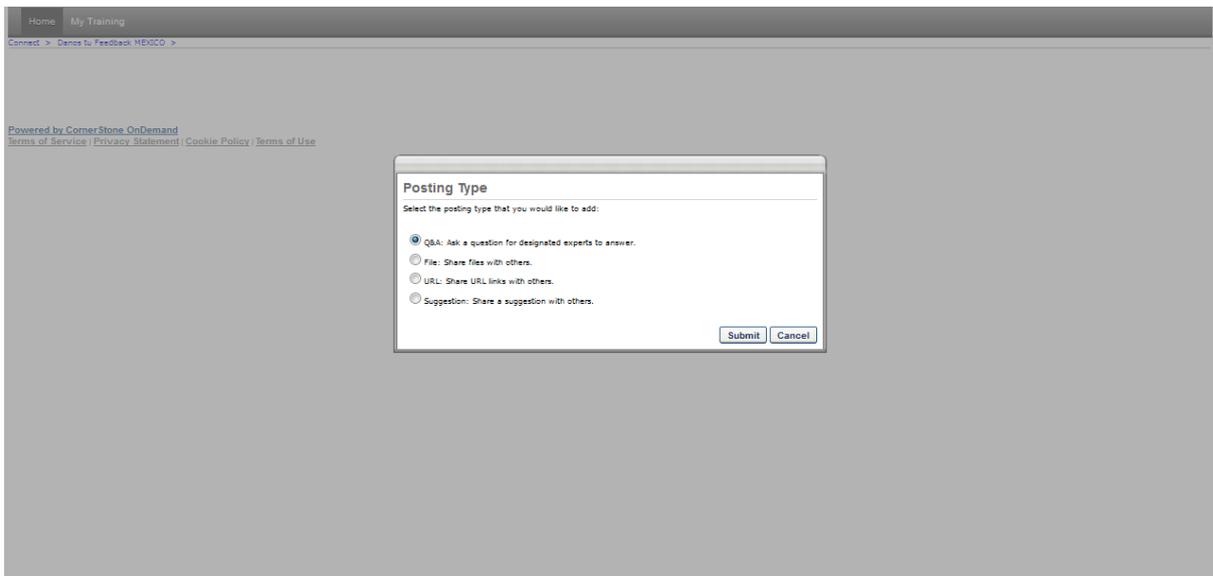
1. Launch the topic to which you to contribute.
2. Click “Create New”.



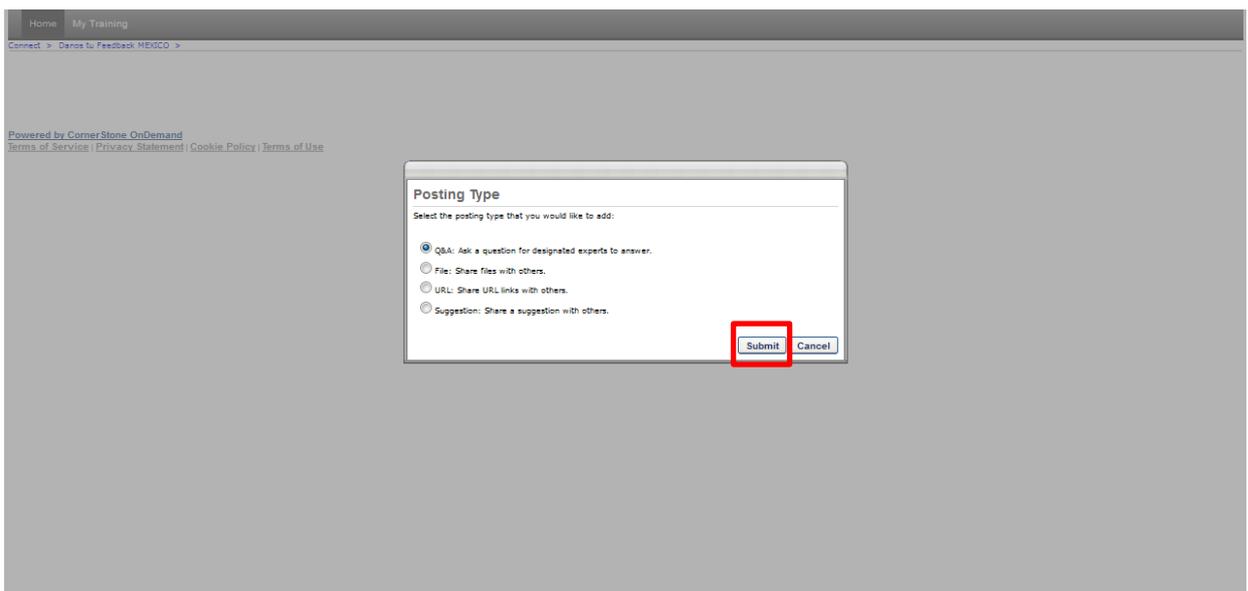
The screenshot shows the eCampus MAPFRE interface. At the top, there is a search bar and a 'Log Out' link. Below the navigation bar, the page title is 'Danos tu Feedback MEXICO'. The main content area is titled 'Postings' and features a 'Create New' button highlighted with a red box. The list of posts includes:

- ¡IMPORTANTE LÉEME!** - Normas de la cafetería
Elisa Laurino at 3/5/2014 7:36 PM
22 Views | 0 Comments
0 Ratings
- Opinion**
Ilea Ivonne Luna at 3/13/2014 6:44 PM
5 Views | 0 Comments
0 Points
0 Votes
- feedback gestor**
Rafael Becerra at 3/11/2014 10:52 PM
3 Views | 0 Comments
0 Ratings
- Feedback**
Paola Caviedes at 3/11/2014 9:27 PM
0 Views | 0 Comments
0 Ratings

3. Select the type of post.



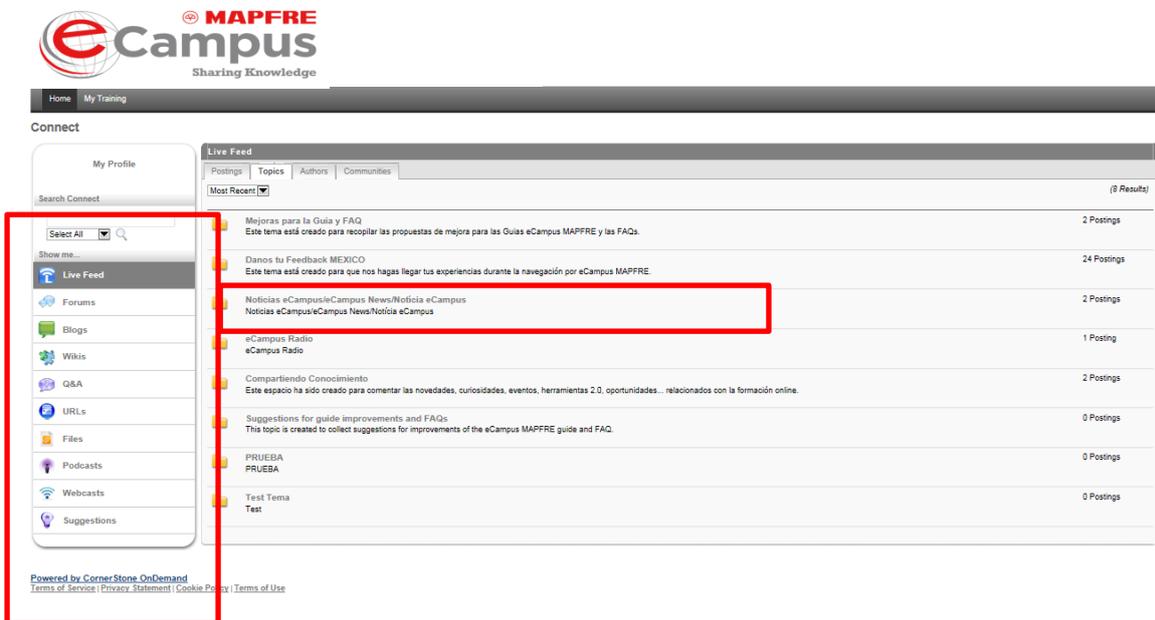
4. Click to submit.



NOTE: Comments need to be approved to confirm they comply with the cafeteria rule. They can be approved before or after being posted.

To share a file:

1. Search for and launch the topic.



The screenshot shows the eCampus MAPFRE interface. On the left, there is a navigation menu with options like Live Feed, Forums, Blogs, Wikis, Q&A, URLs, Files, Podcasts, Webcasts, and Suggestions. A red box highlights this menu. The main content area shows a 'Live Feed' with a search bar and a dropdown menu. The search results are displayed in a table with columns for topic name, description, and number of posts. A red box highlights the search results table.

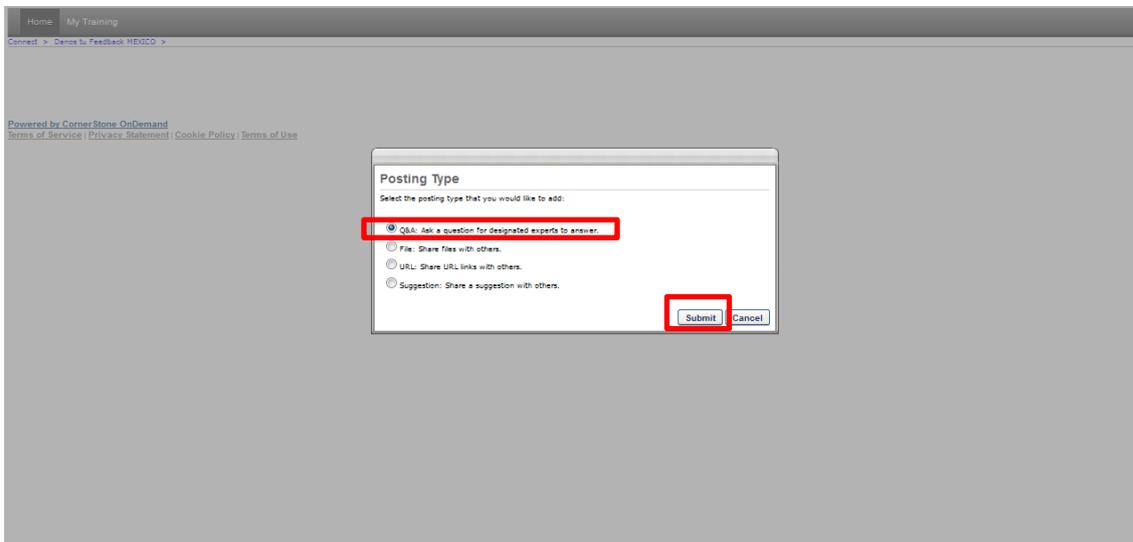
Topic Name	Description	Number of Posts
Mejoras para la Guia y FAQ	Este tema está creado para recopilar las propuestas de mejora para las Guías eCampus MAPFRE y las FAQs.	2 Postings
Danos tu Feedback MEXICO	Este tema está creado para que nos hagas llegar tus experiencias durante la navegación por eCampus MAPFRE.	24 Postings
Noticias eCampus/Campus News/Noticia eCampus	Noticias eCampus/Campus News/Noticia eCampus	2 Postings
eCampus Radio	eCampus Radio	1 Posting
Compartir/etenda Conocimiento	Este espacio ha sido creado para comentar las novedades, curiosidades, eventos, herramientas 2.0, oportunidades... relacionados con la formación online.	2 Postings
Suggestions for guide improvements and FAQs	This topic is created to collect suggestions for improvements of the eCampus MAPFRE guide and FAQ.	0 Postings
PRUEBA PRUEBA		0 Postings
Test Tema Test		0 Postings

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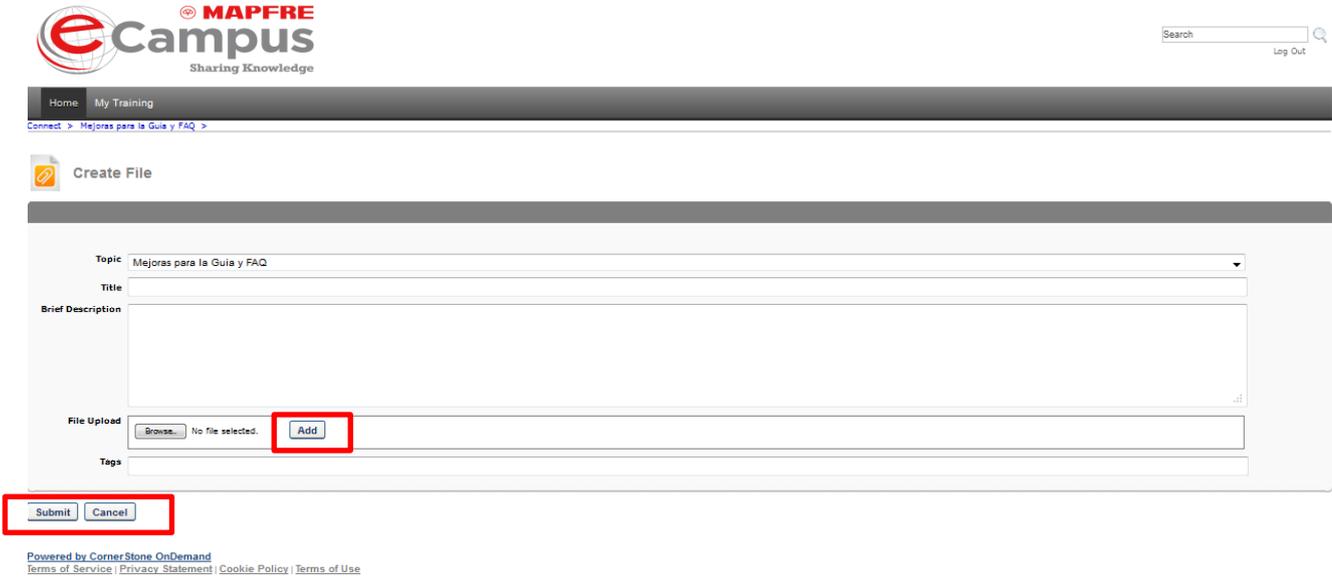
2. Click Create New.



3. Select File and click to submit.



4. Click Browse (search for the file in your computer) and then “Add” and “Submit”.



The screenshot shows the 'Create File' interface on the eCampus platform. At the top left is the eCampus MAPFRE logo. On the right, there is a search bar and a 'Log Out' link. Below the header, there are navigation links for 'Home' and 'My Training', and a breadcrumb trail: 'Connect > Mejoras para la Guia y FAQ >'. The main content area is titled 'Create File' and contains the following elements:

- Topic:** A dropdown menu with 'Mejoras para la Guia y FAQ' selected.
- Title:** An empty text input field.
- Brief Description:** A large empty text area.
- File Upload:** A section with a 'Browse...' button, the text 'No file selected.', and an 'Add' button. The 'Add' button is highlighted with a red box.
- Tags:** An empty text input field.

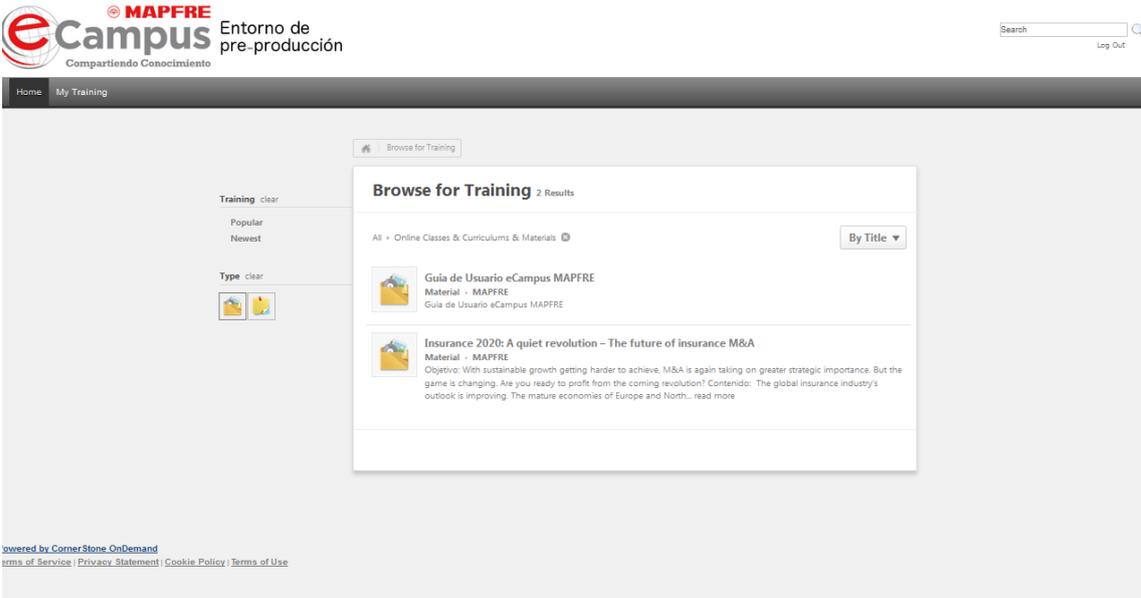
At the bottom left of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box.

At the bottom of the page, there is a footer with the text: 'Powered by CornerStone OnDemand' and links for 'Terms of Service', 'Privacy Statement', 'Cookie Policy', and 'Terms of Use'.

To cancel, click “Cancel”.

6. Library/Auditorium

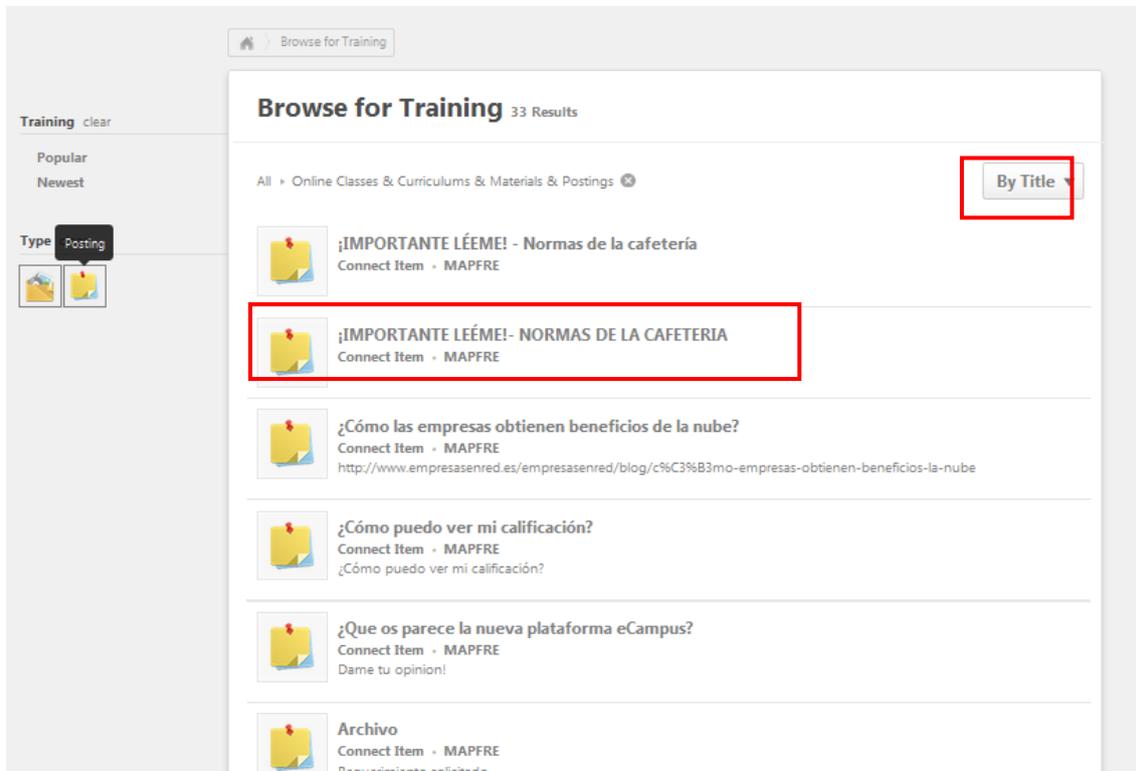
From the “Welcome page”, click the Library/Auditorium button to access materials associated with the course.



The screenshot shows the eCampus MAPFRE interface. At the top left is the logo with the text "Entorno de pre-producción" and "Compartiendo Conocimiento". A search bar and "Log Out" link are at the top right. Below the navigation bar, there's a "Browse for Training" section. On the left, there are filters for "Training" (Popular, Newest) and "Type" (with icons). The main content area shows search results for "Browse for Training" with 2 results. The first result is "Guia de Usuario eCampus MAPFRE" (Material - MAPFRE) with a small icon. The second result is "Insurance 2020: A quiet revolution – The future of insurance M&A" (Material - MAPFRE) with a small icon and a brief description: "Objective: With sustainable growth getting harder to achieve, M&A is again taking on greater strategic importance. But the game is changing. Are you ready to profit from the coming revolution? Contenido: The global insurance industry's outlook is improving. The mature economies of Europe and North... read more". At the bottom left, there are links for "Powered by CornerStone OnDemand", "Terms of Service", "Privacy Statement", "Cookie Policy", and "Terms of Use".

The library is organized by subjects that correspond to the various schools and other types of knowledge that don't have their own school (e.g. HR, Sales, etc.). A subject corresponds to materials associated with a school. To view the content of a subject click its title. For example, this User Guide can be found in the eCampus MAPFRE library under eCampus Guides.

This is a common library to which all eCampus MAPFRE users have access. Inside the library you can search for materials by title, most recent, length or popularity.



Browse for Training

Training clear

Popular
Newest

Type Posting

33 Results

All ▶ Online Classes & Curriculums & Materials & Postings

By Title ▼

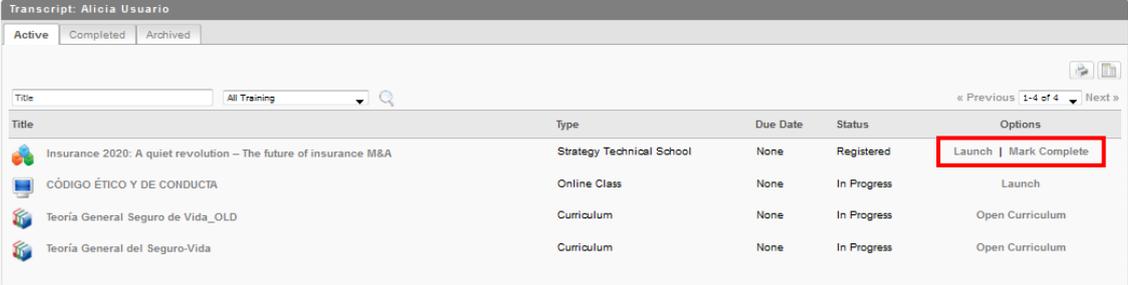
- ¡IMPORTANTE LEÉME! - Normas de la cafetería
Connect Item - MAPFRE
- ¡IMPORTANTE LEÉME!- NORMAS DE LA CAFETERIA**
Connect Item - MAPFRE
- ¿Cómo las empresas obtienen beneficios de la nube?
Connect Item - MAPFRE
<http://www.empresasenred.es/empresasenred/blog/c%C3%B3mo-empresas-obtienen-beneficios-la-nube>
- ¿Cómo puedo ver mi calificación?
Connect Item - MAPFRE
¿Cómo puedo ver mi calificación?
- ¿Que os parece la nueva plataforma eCampus?
Connect Item - MAPFRE
Dame tu opinion!
- Archivo
Connect Item - MAPFRE
Requisimiento solicitado

You can also launch or download materials from the library:

1. Click the subject title to launch related information.

2. Then click “Launch”: by accessing materials from the Library, they are moved to the user's training “Transcript” (accessible from the “My Training” tab or from the widget “Training in progress”); to save them, launch them and:

a) Click “Launch/Mark as completed”.



Transcript: Alicia Usuario

Active | Completed | Archived

Title: All Training

« Previous 1-4 of 4 Next »

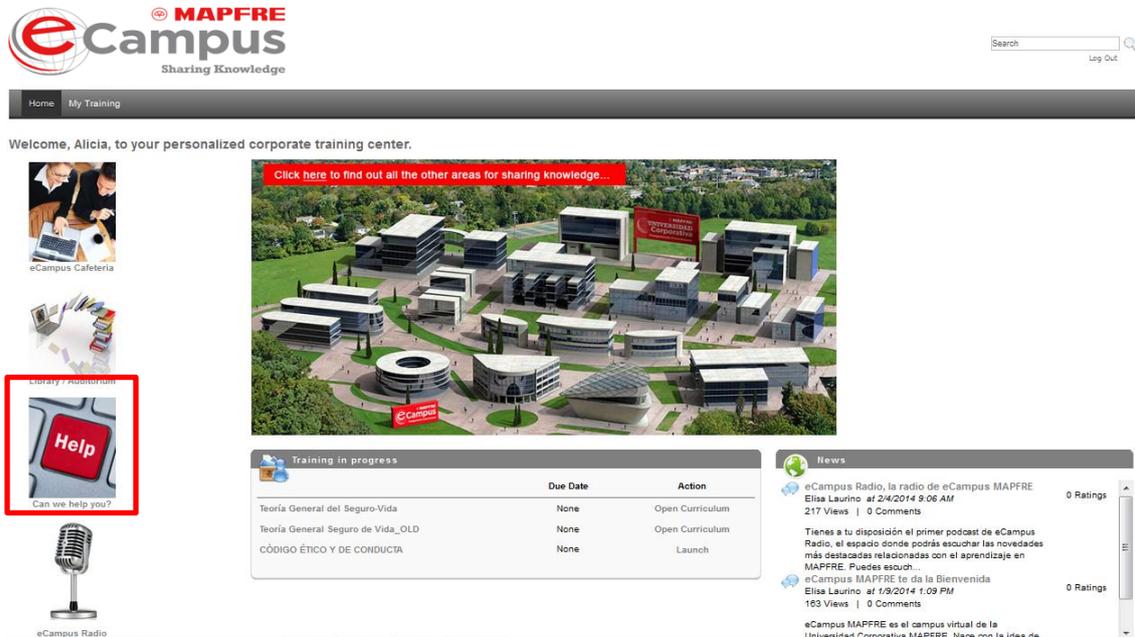
Title	Type	Due Date	Status	Options
 Insurance 2020: A quiet revolution – The future of insurance M&A	Strategy Technical School	None	Registered	Launch Mark Complete
 CÓDIGO ÉTICO Y DE CONDUCTA	Online Class	None	In Progress	Launch
 Teoría General Seguro de Vida_OLD	Curriculum	None	In Progress	Open Curriculum
 Teoría General del Seguro-Vida	Curriculum	None	In Progress	Open Curriculum

b) Click “Launch” to open.

c) Click “Mark as completed” to change the status.

d) Once downloaded, the information can be “Archived”. To this end, click the saved object name under the “title” column and select “Move to archived file”.

7. Requesting help



Welcome, Alicia, to your personalized corporate training center.

Click here to find out all the other areas for sharing knowledge...

Training in progress

	Due Date	Action
Teoría General del Seguro-Vida	None	Open Curriculum
Teoría General Seguro de Vida_OLD	None	Open Curriculum
CÓDIGO ÉTICO Y DE CONDUCTA	None	Launch

News

- eCampus Radio, la radio de eCampus MAPFRE
Elisa Laurino at 2/4/2014 9:06 AM
217 Views | 0 Comments
- Tienes a tu disposición el primer podcast de eCampus Radio, el espacio donde podrás escuchar las novedades más destacadas relacionadas con el aprendizaje en MAPFRE. Puedes escuch...
- eCampus MAPFRE te da la Bienvenida
Elisa Laurino at 1/9/2014 1:09 PM
163 Views | 0 Comments
- eCampus MAPFRE es el campus virtual de la Universidad Corporativa MAPFRE. Nace con la idea de

From the “Welcome page” or using the button Can we help you?, you can launch a list of frequently asked questions (FAQs), a list of contacts and methods to contact the local User Support Service (USS Contacts) and the eCampus MAPFRE User Guide. You access this same screen when you click Can we help you? on the last page of the Rector's Office.

Can we help you?



Can We Help you?

[How do I access a course?](#)

[How do I contact my tutor?](#)

[How do I access the 2.0 tools?](#)

[How do I join in a 2.0 subject?](#)

[How do I search for a document in the catalog?](#)

[User support contacts](#)

[I've requested a new password but the email message hasn't arrived.](#)

[When I access a learning item, a warning window is displayed.](#)

[What are the minimum technical requirements to access the platform without any issues?](#)

[Where can I find the User Guide?](#)

[Where can I find the Incident Recording Procedure in HP Service Manager?](#)

How do I access a course?

When you click on the questions, the link directs you to the answers.

How do I access a course?

There are two ways to access a course:

- a) From the top horizontal menu, click on the "My Training" tab. This option lets you access your academic record, where you will find the titles of the training sessions you have enrolled for. To run or access a training session, click the option associated with the relevant title.
- b) From the "Training in progress" widget on the Welcome Page, click on the option associated with the relevant title to run a training session.

[Top](#)

How do I contact my tutor?

The tutor contact details are located with the training session information. To access this information, simply click on the session name.

You can also find a list of the training sessions you have enrolled for in the "Training in progress" widget on the Welcome Page, or in the top horizontal menu under the "My Training" tab.

[Top](#)

8. eCampus MAPFRE Schools

This feature is not currently available. However, in the future, several schools will be included in eCampus MAPFRE. From the schools you will be able to directly launch their cafeteria and library.

- **Sponsor information.**
- **Training content addressed in the school.** Summary of the pedagogical content offered by the school.
- **School objectives.** On the right-hand side of the page, you can see the school's aim or mission, i.e. its objectives within eCampus MAPFRE.

You will also be able to access:

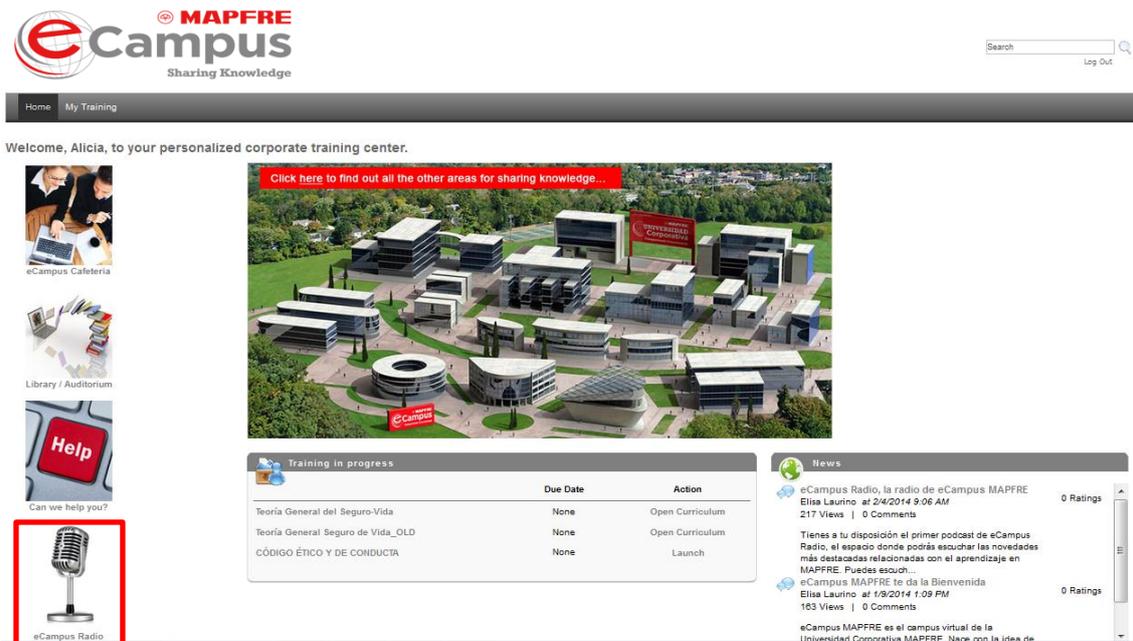
- **News.** From this widget or table of contents, you can launch the latest news. When you click on a news item, you will be directed to the news area.
- **eCafeteria.** At the bottom, you can access the school cafeteria or "eCafeteria". The cafeteria works in the same way as the eCampus MAPFRE cafeteria in the "Welcome page", but concerning only a specific school. All users can see school cafeterias but only those enrolled in a program or course at the school can take part.
- **eLibrary.** At the bottom, you can access the school library or "eLibrary". By clicking this button you access training elements or objects from the school library where the user is.

9. eCampus Radio

From the “Welcome page”, by clicking eCampus Radio, you can access the podcasts repository including every featured program and content.

eCampus Radio is the new channel of the MAPFRE Corporate University.

To launch eCampus Radio content, click the title of the desired podcast.



The screenshot shows the eCampus MAPFRE website interface. At the top left is the logo with the text "eCampus MAPFRE Sharing Knowledge". To the right is a search bar and a "Log Out" link. Below the logo is a navigation bar with "Home" and "My Training" links. A welcome message reads: "Welcome, Alicia, to your personalized corporate training center." Below this are four icons: "eCampus Cafeteria", "Library / Auditorium", "Help", and "eCampus Radio" (which is highlighted with a red box). To the right of the icons is a large image of a modern building complex with a red banner that says "Click here to find out all the other areas for sharing knowledge...". Below the image is a "Training in progress" table and a "News" section.

	Due Date	Action
Teoría General del Seguro-Vida	None	Open Curriculum
Teoría General Seguro de Vida_OLD	None	Open Curriculum
CÓDIGO ÉTICO Y DE CONDUCTA	None	Launch

News

- eCampus Radio, la radio de eCampus MAPFRE
Elisa Laurino at 2/4/2014 9:06 AM
217 Views | 0 Comments
- Tienes a tu disposición el primer podcast de eCampus Radio, el espacio donde podrás escuchar las novedades más destacadas relacionadas con el aprendizaje en MAPFRE. Puedes escuch...
- eCampus MAPFRE te da la Bienvenida
Elisa Laurino at 1/8/2014 1:08 PM
163 Views | 0 Comments
- eCampus MAPFRE es el campus virtual de la Universidad Corporativa MAPFRE. Nace con la idea de...

10. Contacting the tutor

To contact the tutor of a course in which you have enrolled, click the learning object name to which your question refers. Please remember that you can access training in two ways from the “Welcome page”: directly from the widget or table of contents “Training in progress” or from the “My Training” tab in the top horizontal menu.

You then access a screen with information on the relevant learning object. The information also contains the tutor's email address.

Training Details

You are already registered for this training.



GET TO KNOW MAPFRE

Online Class - MAPFRE - 1 hour - \$0.00

Launch

Objetivo: The objective is to disseminate the culture, vision, mission and values, characteristics, MAPFRE's structure and businesses as a Business group, and its principal magnitudes and worldwide dimension Contenido: 1. MAPFRE 2. Vision, Mission and Values 3. Establishment Worldwide 4. Organization Chart 5. MAPFRE Magnitudes 6. Social Dimension 7. FUNDACIÓN MAPFRE

Price
\$0.00

School
Culture and Global Policies School

Training Type
Cross-disciplinary training

Available Languages
English (US)

Subjects
Culture and Global Policies School > Inducción

