

LMS USER GUIDE

COMPLETING AN E-LEARNING COURSE (LEARNER VIEW)

INFORMATION - Although a wide variety of e-Learning material can be accessed through the E▶nable Learning Management System, the basic steps that a learner will need to follow are detailed in the following procedure.

- 1) Log onto the system as a learner

To access and undertake your training, please follow the instructions below:

- Click on the following link or alternatively go on the web and key in <http://vctms.co.uk>
- You are now ready to put your unique pre-assigned "Username" and "Password" into the spaces indicated and "Login" button.

E▶nable
the complete LMS solution Create ▶ Manage ▶ Deliver

Home Virtual College Help & Support Login

Welcome to the Learning Management System (LMS) 07 February 2010

Welcome to the E▶nable LMS
Our LMS delivers and manages all aspects of your e-learning.
Simply login by entering your username and password to begin the training that has been assigned to you.
[Virtual College Homepage](#) | [Compatibility Check](#)

Login Help ?

Username
Password
[Forgotten your login details? -Click Here](#)
Login

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- 2) When logging on for the first time, you should use the **Edit Profile** to ensure that your details are correct

You are then taken to the "Dashboard" of your personal training record and you will see the course(s) assigned to you on the "Active Learning" tab.

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>> Dashboard 04 August 2014

Active Learning Completed Learning Requested Learning Personal Development Help ?

Active Learning Export

Title	Type	% Complete	Action
Charlie	Portfolio Course	0%	+
How to Manage Working Parents	E-learning	0%	+
Hannibal	External Course	Evaluation	+
Jenny's Course	In House Training	Questionnaire	+
Jenny's test e-learning course	E-learning	Questionnaire	+

Paul Acres1 Help ?

Organisation: PAB Enable Demonstration
Department: PAB Demos - Dept 1
Manager: paul Learner Manager
Last Login: 21 Jul, 2014

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 Announcements (1)
 Links (2)
 Resources (1)

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3) Amend as necessary and select a secure password that is known only to yourself

4) Select **Save**


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>> [Dashboard](#) >> [Edit My Details](#) 04 August 2014

Paul Acres1 [Help ?](#)


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Manager: paul Learner Manager
Last Login: 21 Jul, 2014

Upload Profile Image - Maximum size 1MB

Mandatory fields marked with a *

Title *	Mr
First Name *	Paul
Initial	
Surname *	Acres1
Email *	paul.butler@virtual-college.co.uk
Confirm Email *	paul.butler@virtual-college.co.uk
Date of birth	1 January -- Select --

Current Password	
New Password (if required)	
Confirm Password	
Payment Method	Cash
Transaction Reference Number	

5) Select the course you wish to access

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>> [Dashboard](#) 04 August 2014

Active Learning [Completed Learning](#) [Requested Learning](#) [Personal Development](#) [Help ?](#)

Active Learning [Export](#)

Title	Type	% Complete	Action
Charlie	Portfolio Course	0%	
How to Manage Working Parents	E-learning	0%	
Hannibal	External Course	Evaluation	
Jenny's Course	In House Training	Questionnaire	
Jenny's test e-learning course	E-learning	Questionnaire	

To access the course click on the course title link or the relevant action icon.

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- 6) Click the relevant Action link to launch each activity, then follow the on screen instructions

In

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>> Dashboard >> Course View: Food Safety and Hygiene Level 2 (Catering)

Course Summary: Food Safety and Hygiene Level 2 (Catering)

Overall Progress: 10%

Course Description:
Food Safety and Hygiene for Catering

Course Status
Status: Active
Last Location: Food Hygiene and Safety for Catering
Total Time Spent: 00 mins
Total Time Allowed: N/A
Deadline: N/A

Course Breakdown

Title	Status	Last Accessed	Time Taken	Action
Welcome and Learning Objectives	Completed	07 February 2010	00:00:26	Review >> [+]
An Introduction to Food Safety and Hygiene	Incomplete	07 February 2010	00:00:15	Continue >> [+]
Impact of Food-Borne Illness	Not Attempted	N/A	N/A	Start >>
Understanding Food Law	Not Attempted	N/A	N/A	Start >>
Food Safety Hazards & Contamination	Not Attempted	N/A	N/A	Start >>
Food Preservation, Storage and Temperature Control	Not Attempted	N/A	N/A	Start >>
Personal Hygiene	Not Attempted	N/A	N/A	Start >>
Hygienic Premises & Equipment	Not Attempted	N/A	N/A	Start >>
HACCP and Summary	Not Attempted	N/A	N/A	Start >>
Online Test	Has Prerequisites	N/A	N/A	View [+]

Activities 2

In the above example, the last activity is the Online Test, which will only become accessible when all of the other activities have been completed.

- 7) To launch an evaluation click on the course title or the relevant action button

If your course includes an Evaluation, this will appear on your Active Learning Tab after you have completed all the learning material and passed the test.

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>> Dashboard 04 August 2014

Active Learning Completed Learning Requested Learning Personal Development Help ?

Active Learning Export

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Hannibal	External Course	Evaluation	Questionnaire
Jenny's Course	In House Training	Questionnaire	Start >>
Jenny's test e-learning course	E-learning	Questionnaire	Start >>

To launch the evaluation click on the course title link or the relevant action icon

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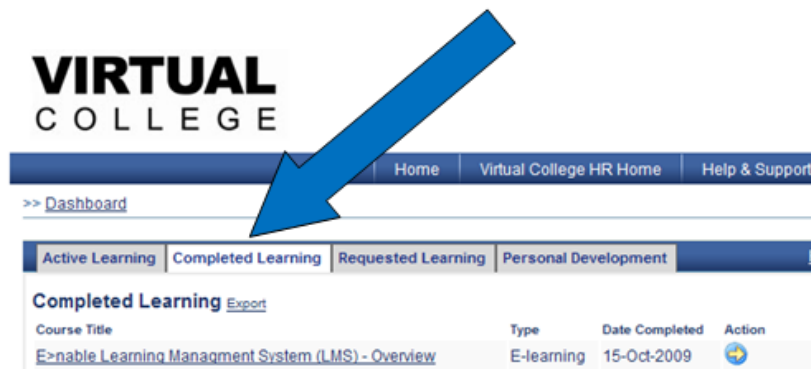
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When you have successfully completed all of the activities in a course and any accompanying evaluation, the course details will move to the completed learning area or your personal training record and you can access this using the “Completed Learning” tab on your dashboard.



If a learner printed certificate is available you can also access this from your completed learning tab

- 8) Select the Print Icon



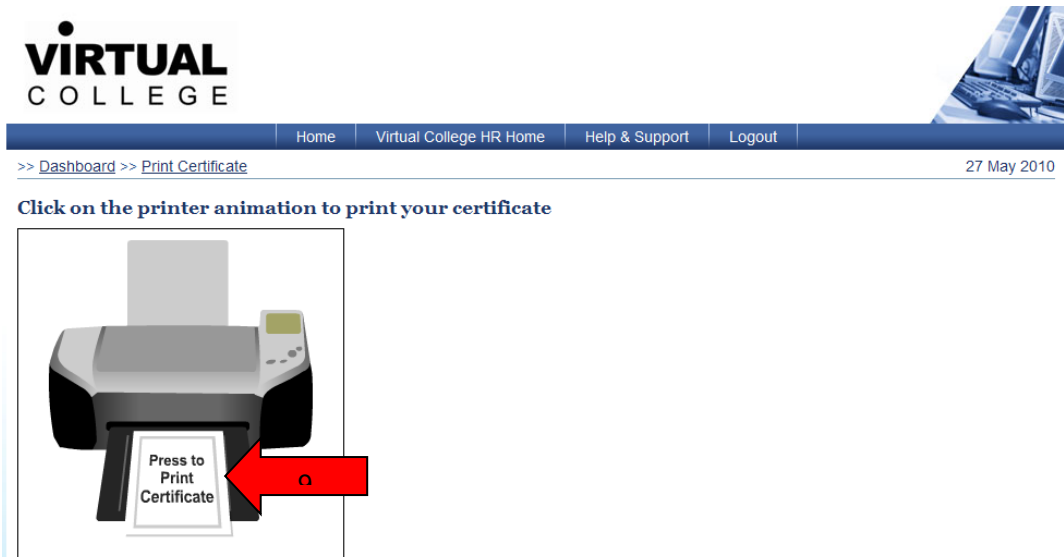
to print your own certificate

A message will appear at the top of the screen whenever there is a new certificate available for you to print

You have a certificate available to print. Please see the 'Completed Learning' tab and click the 🖨 icon.



- 9) Select **Press to Print Certificate**



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