

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.

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.

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	

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

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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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the complete LMS solution Create ▶ Manage ▶ Deliver

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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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Active Learning [Export](#)

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Charlie	Portfolio Course	0%	
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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

Select the relevant action link

Review >> [+]	Click Review if you would like to review an activity again
Continue >> [+]	Click Continue to move on from where you left off
Start >>	Click Start to launch an activity for the first time

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 [+]

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.

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

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**

