Viewed by: Learners

Topic: Register onto an e-learning course

Description: Enrol either by self-service, or from assignment by others.

Content:

Launch and complete a course

After browsing the catalogue (help to do this can be found here: <u>Browse/search the Learning Zone catalogue</u>) and finding a course you are interested in enrolling onto you can:

- Select the course title or **More,** to view course details
- Select **Start Course** to launch the online course. The **Online Content Structure** page will display
- Review the outline of content objects. A course may contain one or more content objects, however if the course has only one object, the structure may not be displayed
- Select an object tile to launch that content object and complete the course

Note: Do not close the Online Content Structure window after you launch content. The window must stay open because it needs to record when you complete a content object.

Note: You can also save a course to complete later by finishing a section and selecting next. This will save your answers.

- Completed objects will be listed with checkmarks and date of completion

The system will automatically send notification to you and your Manager when you are enrolled onto an online course. Also, your **My Learning Assignments** section will be updated with a start course status for the online course.

Continue a course

You can also relaunch a course you have already started and pick up where you left off by selecting the **All Assignment Types** area in the **My Learning Assignments** section. This will expand the drop down list.

Select **Online Courses.** Navigate to the required course.

Select **Continue Course** next to the course**.** The **Online Content Structure page** may display and the course launches in a new window.

Note: When you resume, resume at the start of the next section.

Complete the course.

Remove a course

Self-assigned courses may be removed. To remove a course:

- Navigate to the required course via the **My Learning Assignments** section
- Select the arrow to the immediate right of the **Start Course** button next to the course you've chosen to open a drop down list
- Select **Remove**
- Select **Yes** to confirm removal

The course is removed from **My Learning Assignments** page.

Assignment by others

Learning Administrators and Managers can also assign you courses and register you for scheduled offerings. Assignment of e-learning notification will be sent to you. Your **My Learning Assignments** section is also updated.

For help with e-learning please contact course.booking.enquiries@hants.gov.uk