

Grampians Learning Hub

Online Learning Management
Program

GRAMPIANS
LEARNING
HUB

User Guide



TABLE OF CONTENTS

Introduction	3
Accessing & logging on	4
The LMS Program Explained:	
Dashboard / home page tiles	5
Dashboard / home page tab bar	6 - 7
My Learning:	
a) Display Screen	8
b) My Bookings	9
c) My Record of Learning	10 - 12
d) My CPD	13 -
Find Learning tile / tab:	
a) Tile or List views	14
b) General information	15
Engage tile / tab	16
My Reports tab	17 - 18
Help tab:	
a) Contact Support	19
b) Support Request & FAQ's	20
c) Check System	20
Enrolling into a course/certification	21 - 23
Enrolling into a seminar/skills check	24 -
Uploading Certificates	25 - 29
How to unenroll	30
How to add external CPD evidence	31 - 32
Certification Notifications	33
Troubleshooting:	
a) Blocked popups	34
b) Forgotten username or password	34

Introduction

Welcome to the new and improved Grampians Learning Hub (GLH).

The Grampians Learning Hub (GLH) is the new online learning management system (LMS) that has been introduced to streamline the education of all staff. In an endeavour to improve online learning throughout the Grampians Region, 10 health services have aligned to develop a new online training platform. These health services include:

- Ballarat Health Services
- Beaufort and Skipton Health Service
- Central Highlands Rural Health
- East Grampians Health Service
- East Wimmera Health Service
- Edenhope and District Memorial Hospital
- Rural Northwest Health
- Stawell Regional Health
- East Wimmera Health Service
- West Wimmera Health Service

This was done with the purpose of:

- Improving the USER experience
- The ability to streamline education throughout the region
- The development of a Regional Mandatory Training Matrix so each health service offers similar mandatory training requirements

With this new system there have been many improvements to make your learning easier to access. These improvements include:

- Easier for you to recognise mandatory training
- Easy access to your training records
- One place to keep your certificates, skill checks and learning achievements
- The ability to be able to demonstrate learning to more than one health service if working in any of the affiliated hospitals
- Easier access to training days, skill check appointments etc.
- Single Sign on capacity so that you will never forget your password
- The same online training platform and requirements no matter where you work within the health service collaborating in the platform

Accessing and Logging On

There 2 options for accessing the new system:

1. Click on a link on the intranet as is current practice
2. Copy and paste the following URL into your browser. <https://grel.androgogic.com.au/login/index.php>
This will provide access to the website on any device, anywhere, any time.

To log in:



DO NOT use this log in unless instructed specifically to do so (only for manually set up accounts)

Log in by clicking on your individual Health Service

If logging in externally you will be taken to the sign in page where you enter your **USER NAME** and **PASSWORD**



Edenhope and District Memorial Hospital

Sign in

someone@example.com

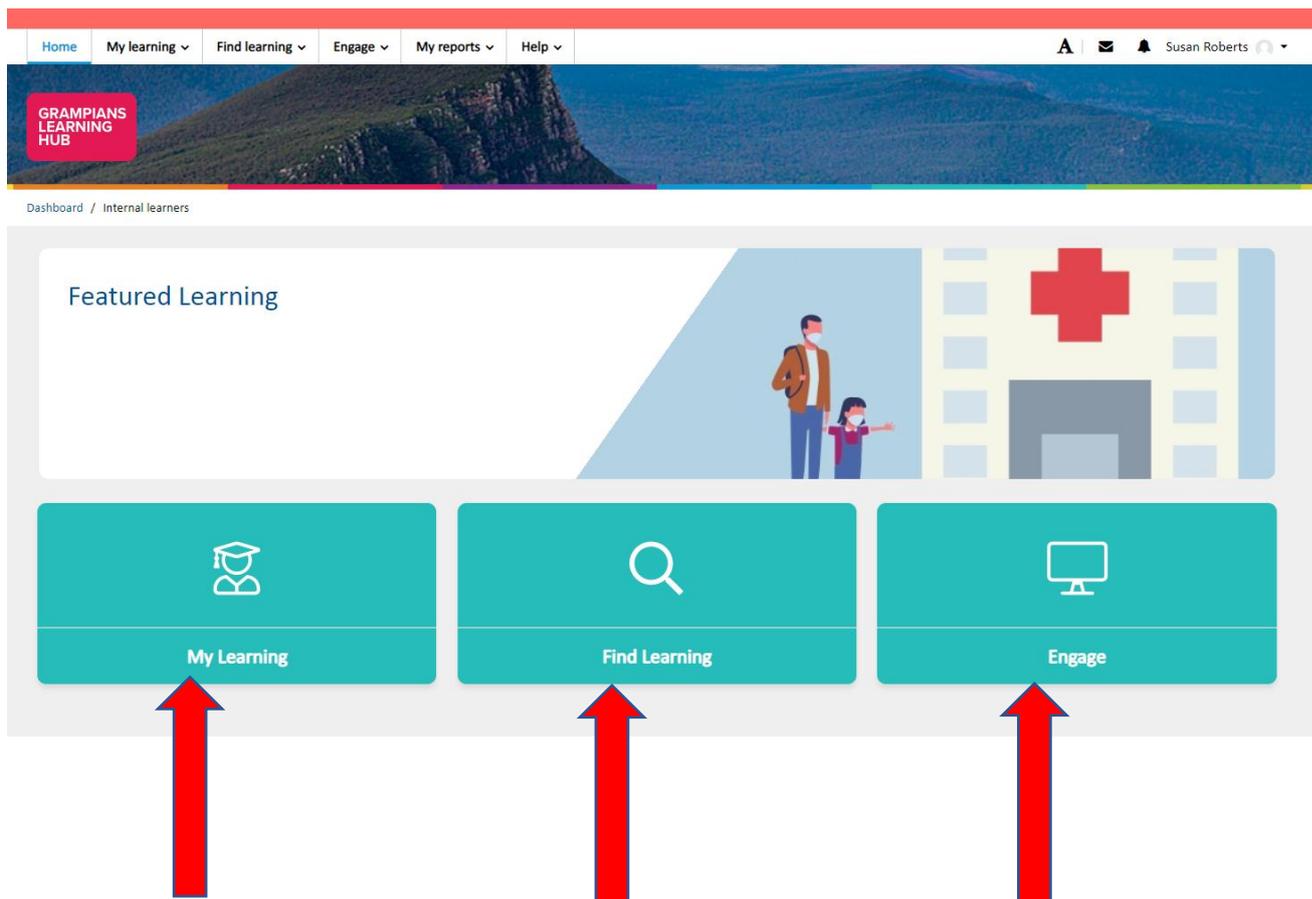
Password

Sign in

Your **USER NAME** is your workplace email address

Your **PASSWORD** is the same as the one that you use for your workplace email / SSO (single sign on)

Dashboard / Home Page Tiles



This tile displays the “Required learning” you have been allocated as well as any other optional learning you have chosen to complete.

The completion details for your learning will be shown in both in a written and chart-style format (see page 8).

This tile shows all the available courses in the system.

From this list you can choose to enrol into any that you are interested.

Once enrolled it will then be displayed in your “My learning” screen under the “Optional learning” section

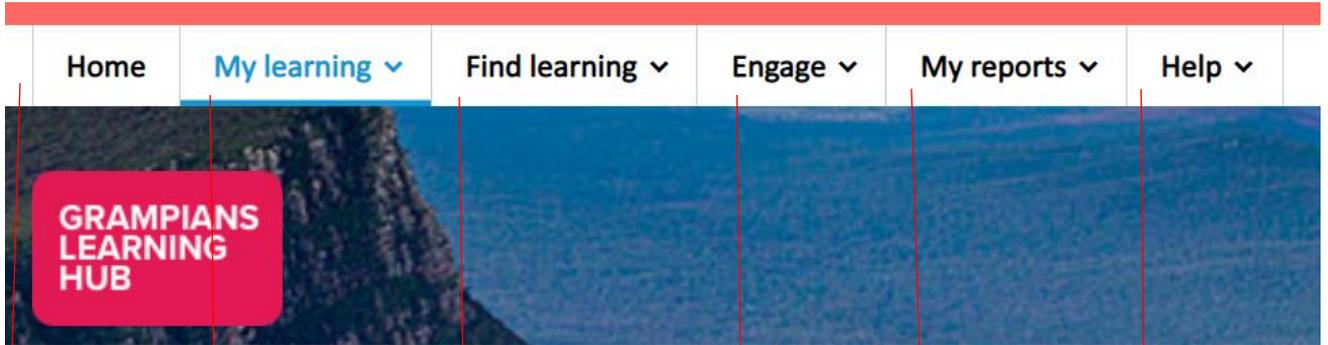
This feature allows you to personalise your learning space.

You can create your own resources and share them, find available workspaces/groups and create your own workspaces.

More education to follow later in the year regarding this feature.

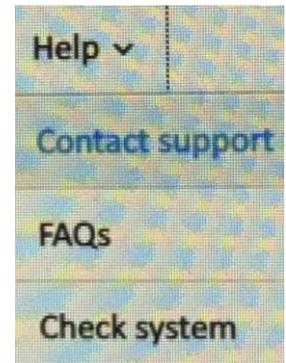
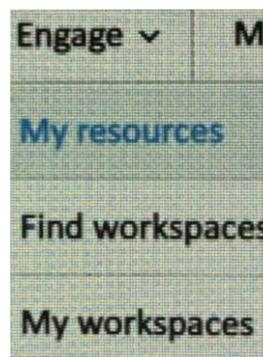
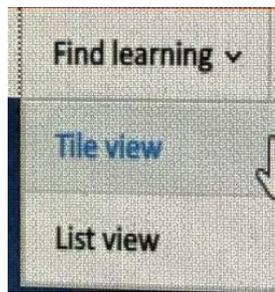
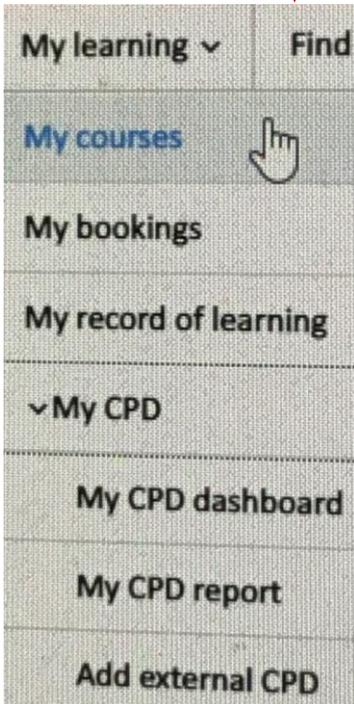
Dashboard / Home Page Tabs

The tab bar provides you with the following access:



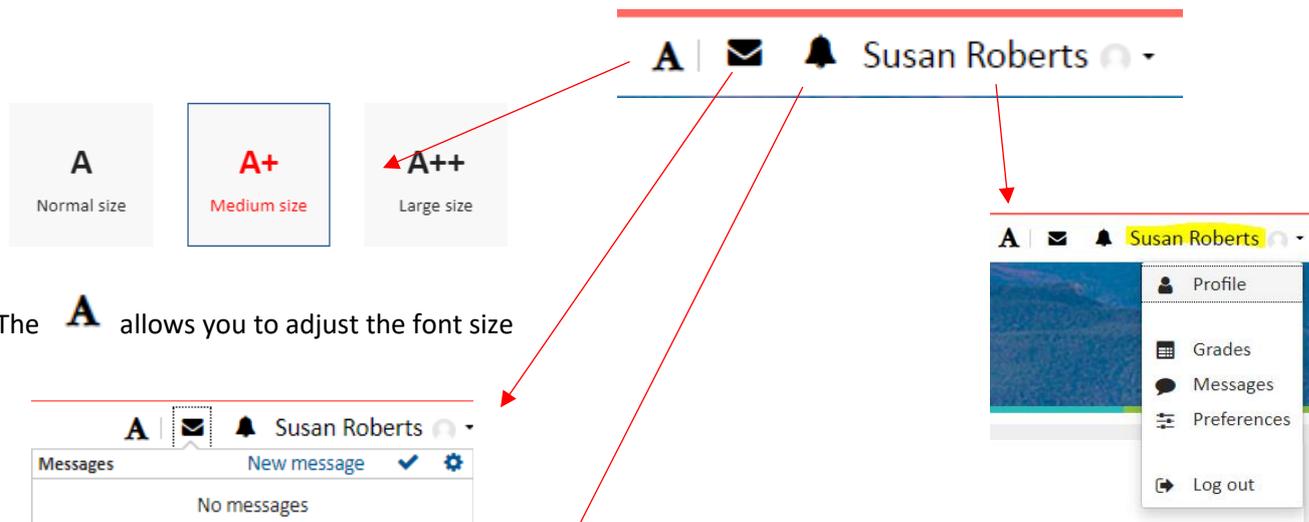
This tab will bring you back to the home / dashboard page shown on the previous page

This tab will take you to your completion status report page shown on pages 10 - 12

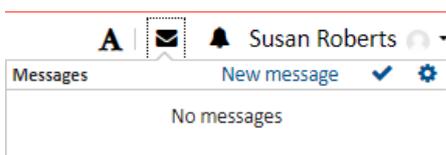


These tabs provide a drop-down list of further options as shown. These are explained in more detail on the following pages.

Other icons on the Dashboard/Home page tab bar:

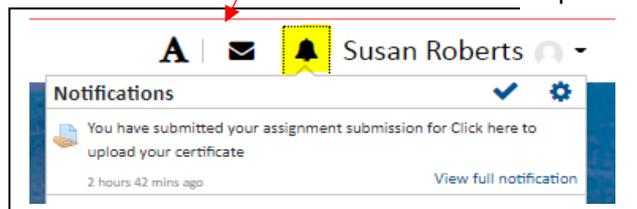


The **A** allows you to adjust the font size



The envelope icon is your message alert and if clicked, will show any messages you have

Your name will show a drop-down box which gives you access into your profile, messages, grades, preferences and the option to log out



The bell icon displays any notifications you have received

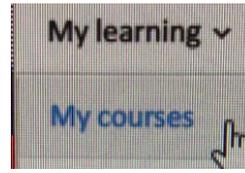
My Learning

My Learning Tile/My Courses Tab:

VIA



OR



- The 2 graphs on this screen indicate the completion for your **Required Learning** (the learning that you are required to complete in alignment with your role at your health service) and **Optional Learning** (courses you have enrolled into yourself AND courses assigned to you by your managers in addition to the required learning).
- These graphs will turn green as you complete your courses.
- The list under each of these 2 headings shows information for each individual course regarding:
 - If it has been started and if so, when
 - Date the course is due
 - Your progress in the course
 - The date of enrolment
 - Completion details

Completion Dashboard

MY LEARNING

Learning type

- Mandatory
- Optional

Update

Required Learning

Optional learning

Required Learning

▼ Certification: Bullying in the Workplace - Certification Not started , Due 6/1/2022

Course	Status	Progress	Enrolled	Commenced	Completed
Bullying in the Workplace	Not yet started	<div style="width: 0%;"></div>	6/12/2021	—	—

▼ Certification: Handy Hygiene - Certification Complete Started 11/12/2021 , Due 11/12/2022 , Completed 11/12/2021

Course	Status	Progress	Enrolled	Commenced	Completed
Hand Hygiene - in Healthcare Settings External Course from Hand Hygiene Australia	Complete	<div style="width: 100%;"></div>	11/11/2021	11/12/2021	11/12/2021

▼ Certification: Foundational Practice - SHRFV / MARAM - Certification Not started , Due 6/1/2022

▼ Certification: Infection Prevention & Control Principles: Hand Hygiene (Certification) Not started , Due 6/1/2022

▼ Certification: Violence in the Health Care Setting Part 1 - Predicting, Preventing & Managing Violence (Certification) Not started

▼ Certification: Fire & Safety - Certification Not started

Course	Status	Progress	Enrolled	Commenced	Completed
Customer Service in Healthcare	Not yet started	<div style="width: 0%;"></div>	27/12/2021	—	—
Person Centred Care	Not yet started	<div style="width: 0%;"></div>	27/12/2021	—	—

Optional learning

Course	Status	Progress	Enrolled	Commenced	Completed
Basic Life Support - theory and practice	Not yet started	<div style="width: 0%;"></div>	24/12/2021	—	—
BloodSafe - Clinical Transfusion Practice	Not yet started	<div style="width: 0%;"></div>	25/12/2021	—	—
Employee Welcome Kit	In progress	<div style="width: 25%;"></div>	25/12/2021	11/12/2021	—

“My Bookings”



- This page provides details for any bookings (both past and future) you have made for face-to-face seminars or skill checks. It will remain blank, as shown below, if you have not booked into anything.

FUTURE BOOKINGS	PAST BOOKINGS
-----------------	---------------

My Future Bookings: 0 records shown

Show/Hide Columns

There are no records in this report

Export as

CSV



Export

FUTURE BOOKINGS	PAST BOOKINGS
-----------------	---------------

My Past Bookings: 0 records shown

Show/Hide Columns

There are no records in this report

Export as

CSV



Export

“My Record of Learning”

There may be 1 or 2 different tabs on this display screen:

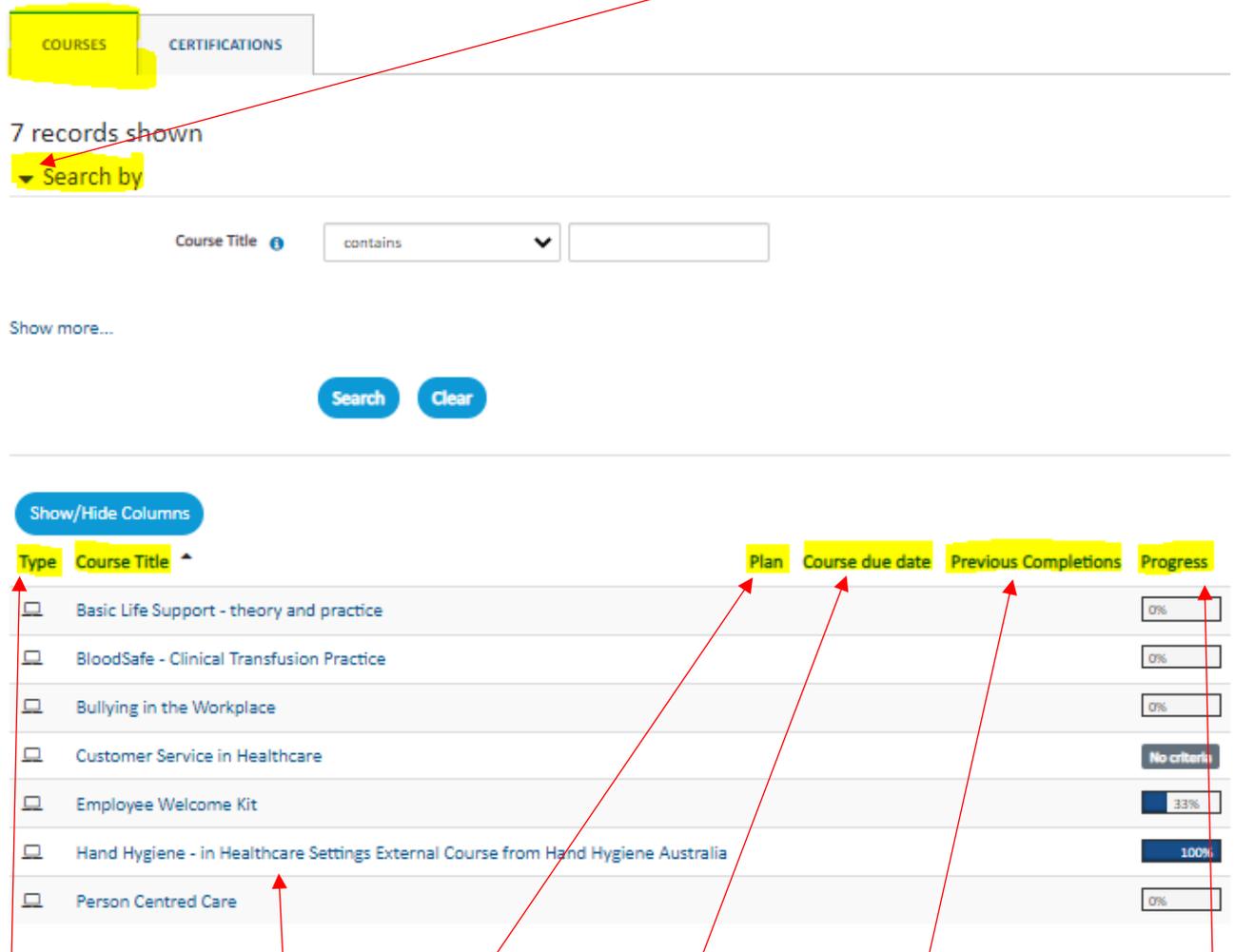
- 1 If you have only been allocated your role specific certifications, you will only have a “certifications” tab
- 2 If you have also either enrolled into an “Optional learning” course or had one allocated to you, there will also be a “course” tab shown



“**COURSES**” tab: lists all the courses you have been enrolled into, including both Required and Optional learning. Courses include online learning modules, packages, quizzes, assessments and certificates.

You can search for individual courses in this area

Record of Learning : All Courses



7 records shown

Search by

Course Title contains

Show more...

Search Clear

Show/Hide Columns

Type	Course Title	Plan	Course due date	Previous Completions	Progress
	Basic Life Support - theory and practice				0%
	BloodSafe - Clinical Transfusion Practice				0%
	Bullying in the Workplace				0%
	Customer Service in Healthcare				No criteria
	Employee Welcome Kit				33%
	Hand Hygiene - in Healthcare Settings External Course from Hand Hygiene Australia				100%
	Person Centred Care				0%

Type column shows the type of course

The blue course title can be used as a link to open the course

The Plan column shows ?????

The due dates for each course will be listed where applicable

The date of the last completion for each course will be listed if done previously

Your current progress in each course will be shown

“CERTIFICATIONS” tab: lists all the certifications you have been allocated. Certification courses are those you will be enrolled into for mandatory training purposes, need to be regularly completed on a periodic basis and need to be completed within a certain time frame. You will be enrolled by your organisation into these certifications and will not need to self-enrol. These are listed under “Required learning”.

Record of Learning : All Certifications

COURSES **CERTIFICATIONS**

6 records shown

Search by

Certification name

Certification path

Status

Renewal status

Show more...

Search Clear

You can search for individual certifications in this area

Show/Hide Columns

Certification name	Certification due date	Status	Renewal status	Window opens	Expiration date	Completion date	Previous completions	Progress
Bullying in the Workplace - Certification	06 January 2022, 9:51 PM Due in 3 day(s)	Not certified					0	0%
Fire & Safety - Certification		Not certified					0	0%
Foundational Practice - SHRFV / MARAM - Certification	06 January 2022, 9:54 PM Due in 3 day(s)	Not certified					0	Not assigned
Handy Hygiene - Certification	11 December 2022, 7:55 PM	Certified	Not due for renewal	11 Oct 2022	11 Dec 2022	11 Dec 2021	0	100%
Infection Prevention & Control Principles: Hand Hygiene (Certification)	06 January 2022, 9:59 PM Due in 3 day(s)	Not certified					0	0%

Your current progress will be shown for each certification

Previous completions will show the number of times you have previously completed each one

Completion date is the date each certification was last completed.

The blue certification title can be used as a link to open it

The due dates for each certification will be listed where applicable

The status will show if you are certified or not for each

Renewal Status will identify for each how often they need to be completed (yearly, 2nd yearly etc.)

Window opens will show when each certification will re-open and be available again

Expiration date shows the date this certification will no longer be open for you to attempt/complete

“RECORD OF LEARNING” side box:

This list gives you direct links/access to each certification listed. Just click on blue writing to open whichever one you want

The All Learning link will take you directly to your “Record of Learning” page (example on page 10 & 11)

The Active Learning link will take you directly to your “Record of Learning” page BUT only the courses and certifications with progress below 100% will be shown (use top tabs to move between courses & certifications as shown on pages 10 & 11)

The Completed Learning link will take you directly to your “Record of Learning” page BUT only the completed courses and certifications will be shown (use top tabs to move between courses & certifications as shown on pages 10 & 11)

The Evidence bank link will take you directly to your “Evidence bank” page (see below). This will list any evidence you have uploaded into your LMS system from external courses/seminars/study days etc. Again, on this page there is a “search by” area where you can search for specific evidence. There is also a “Add evidence item” link you can use to upload additional evidence of learning.

Learning

Required Learning

Certifications

- [Bullying in the Workplace - Certification](#)
- [Fire & Safety - Certification](#)
- [Infection Prevention & Control Principles: Hand Hygiene \(Certification\)](#)
- [Violence in the Health Care Setting Part 1 - Predicting, Preventing & Managing Violence \(Certification\)](#)

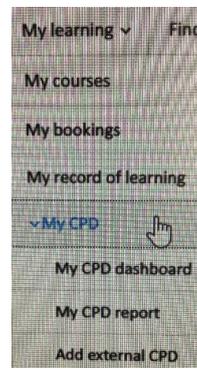
Record of Learning

- [All Learning](#)
- [Active Learning](#)
- [Completed Learning](#)

Other Evidence

- [Evidence bank](#)

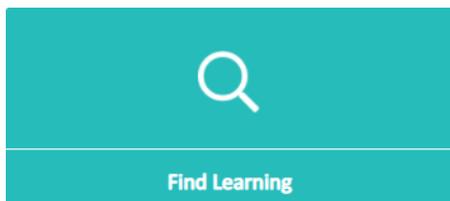
“My CPD” screen



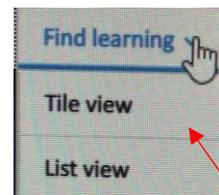
To be completed.... unable to access in test site

Find Learning Tile/Tab

VIA



OR

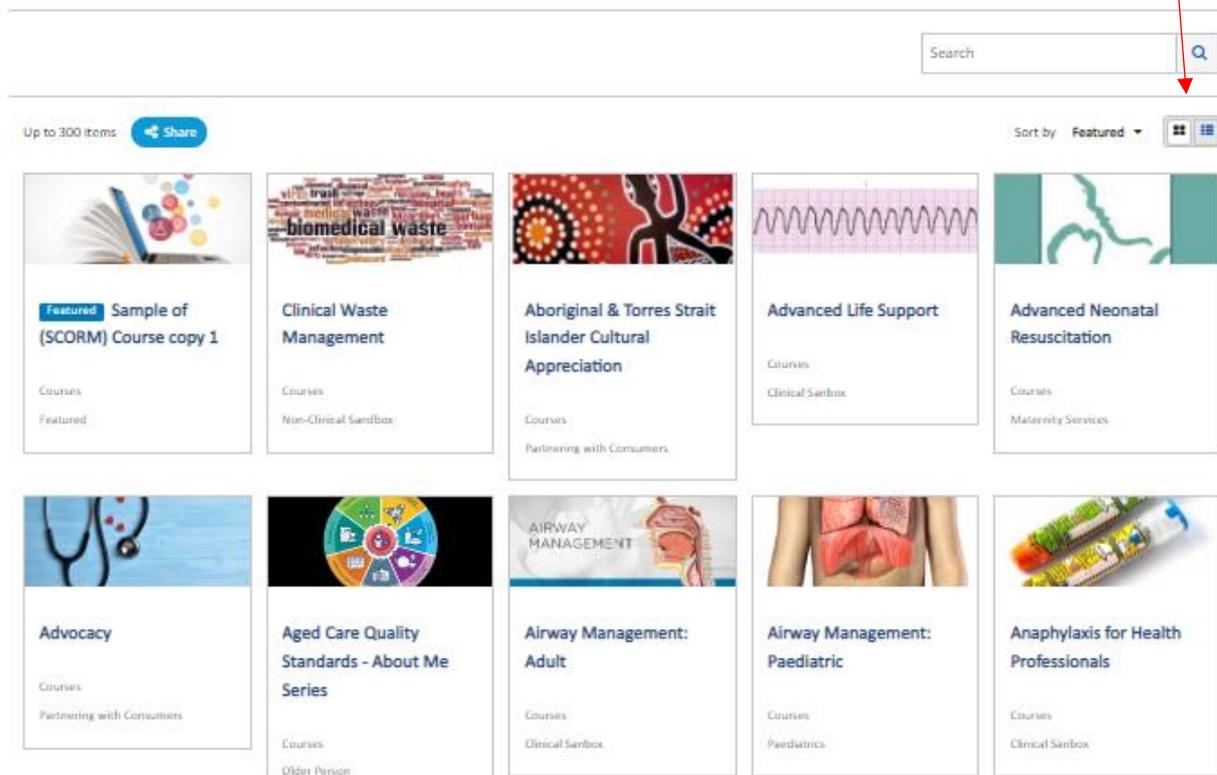


TILE view:

Change your view between "tiles" and "lists" from the tab bar

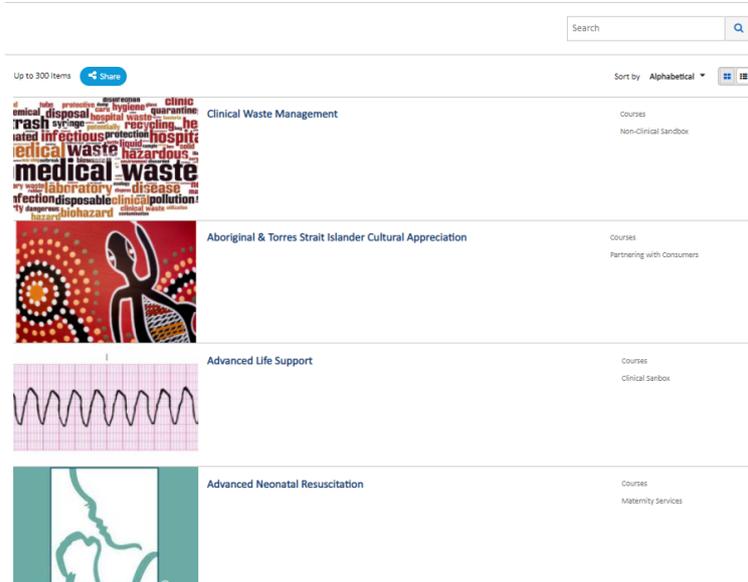
OR from the icons on top right corner of the Find Learning page

Find learning



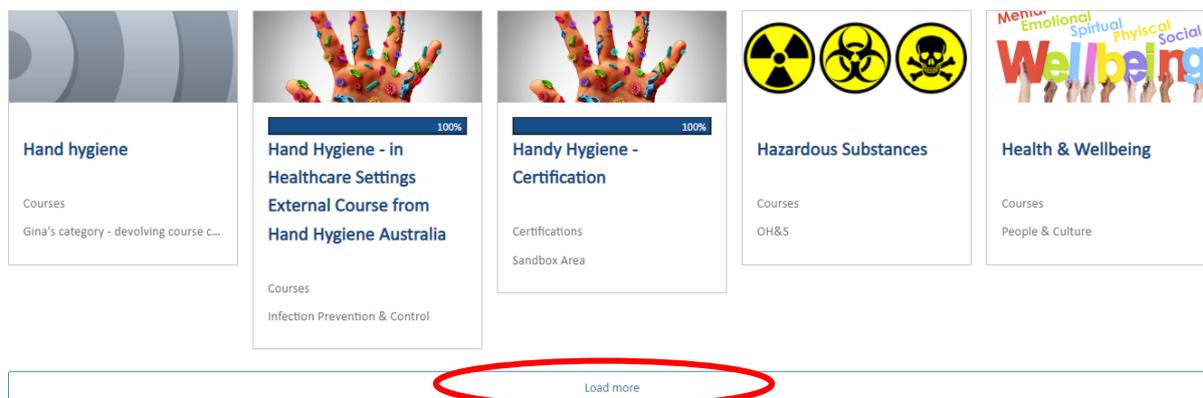
LIST view:

Find learning

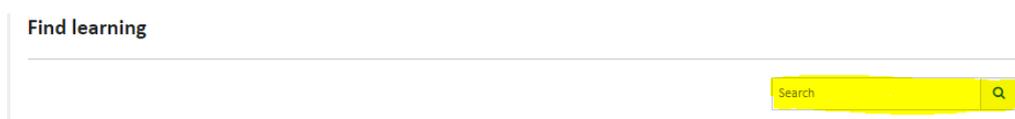


“FIND LEARNING” general information

- This is the section where you will be able to look through all of the available courses and seminars to see if there is anything you may wish to self-enrol into.
- To view more courses, click the “Load More” tab at the bottom of the page



- Additional courses do not add to your Required Learning / Mandatory course list. They will be shown in your Optional Learning list instead.
- If you are looking for something specific, instead of scrolling through numerous pages to find what you are after you can instead search for it using the search box on the top left-hand side of the screen (below)

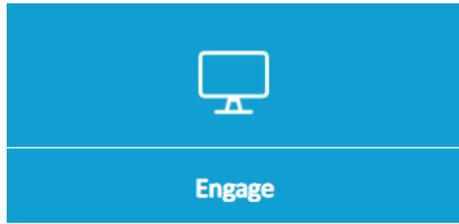


- Courses involve and include online learning modules, packages, quizzes, assessments and certificates.
- Certification courses are those you will be enrolled into for mandatory training purposes, need to be regularly completed on a periodic basis and need to be completed within a certain time frame.
- Seminars are face-to-face learning and study days or skills check sessions within the organisation.

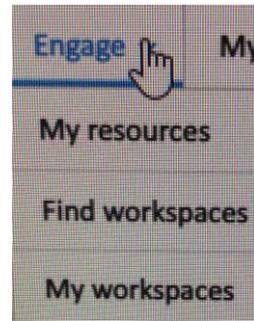
Certification	Course	Seminar / Skill Check
Mandatory	Non-mandatory	May be mandatory or voluntary
Is required to be repeated	May be required by the organisation or self interest	If mandatory will form part of the certification and will require the skills check form to be uploaded into the system
Is enrolled by the organisation	Is enrolled by your manager, the organisation or your self	Can be organisation or self-enrolled
Says Certification in the title	Can be repeated if wanted	Offers the opportunity for you to book a time for your skill checks.

Engage Tile/Tab

VIA

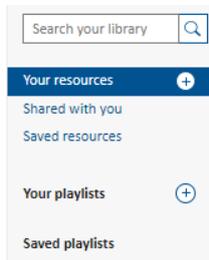


OR



- This is a personal library for your convenience.
- As you complete courses, you may be offered the opportunity to download resources. You can save these within the engage tab to refer to at a later date.
- Further education & instruction relating to this feature will be provided later in the year

The Engage tile OR My Resources tab:



Your resources



The Find Workspaces tab:

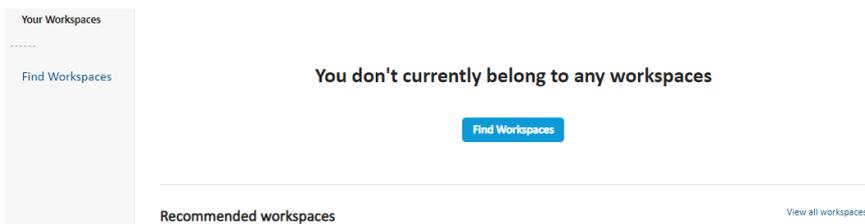
Find Workspaces



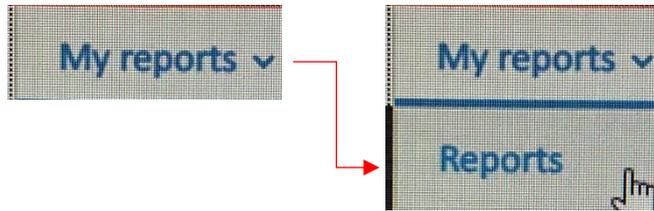
1 workspace Sort by Recent



The My Workspaces tab:



My Reports Tab



- To open your reports, first click onto the down arrow next to the My Reports tab, then click on the blue “Reports” tab that opens underneath
- This will bring up your available reports.



- Your “Learner course completion status overview” tile (shown above) will give you an overview of your course completion status in a report format.
- Click anywhere on this tile to display your Learner course completion status data (shown below). This will provide details on how many courses you have completed; how many you have started and how many are in progress in both numerical and graph formats.

Learner course completion status overview

3 records shown

▼ Search by

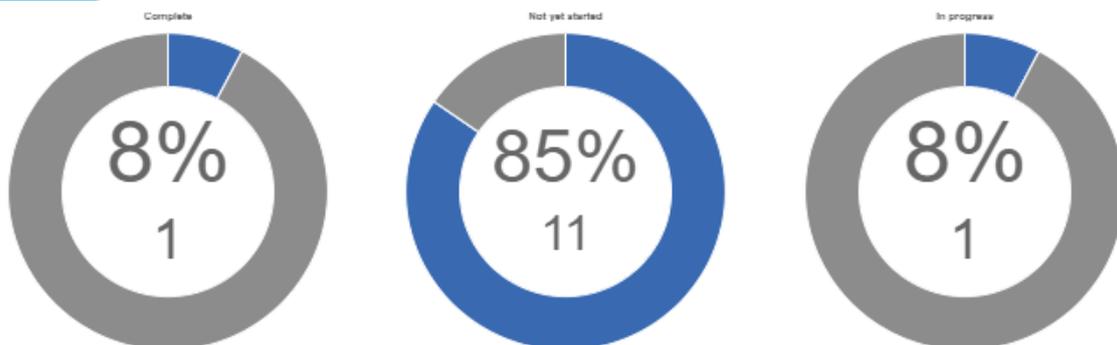
Completion Status ? Not yet started In progress Complete Complete via rpl

User's Fullname ?

Is complete? (any method) ?

Is not complete? ?

Show/Hide Columns



Status	Number of Courses	User's Fullname
Complete	1	Susan Roberts
Not yet started	11	Susan Roberts
In progress	1	Susan Roberts

Export as

- You can alter the data displayed and adjust the report to suit your needs by searching any of the listed data (i.e. only view courses not yet started) by using the search by section and then pressing the blue search button to refresh the page

Learner course completion status overview

1 record shown

Search by

Completion Status ⓘ All of the selected ▼
 Not yet started In progress Complete Complete via...

User's Fullname ⓘ contains

Is complete? (any method) ⓘ any value ▼

Is not complete? ⓘ any value ▼

Search Clear

Save this search

Show/Hide Columns

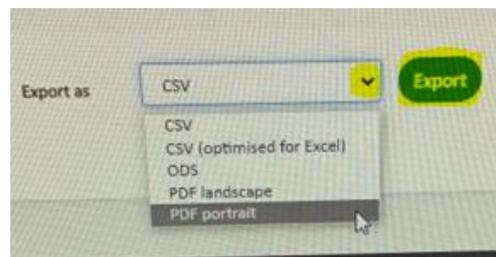
Not yet started

100%
11

Status	Number of Courses	User's Fullname
Not yet started	11	Susan Roberts

Export as CSV ▼ Export

- To print or save the report, press the arrow next to the CSV and choose which format you want it in and then press the Export button.

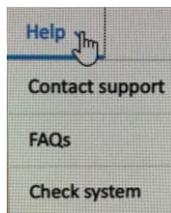


- A downloads dialogue box will appear. Press the blue "Open file" link to open your download. You then can print or save the document.

Downloads 📁 🔍 ⋮ 🌟

learner_course_completion_status_overview_report (3).p...
[Open file](#)

Help Tab



The HELP TAB provides an option to seek assistance from the help desk, consider the FAQs (Frequently Asked Questions) or look for notifications.

If you have any concerns or difficulties you cannot solve with this “Help” option, please contact your manager or a member of the education team.

The Contact Support tab:

SUPPORT REQUEST FAQs

Support request

There are required fields in this form marked *.

Your support request

First name *

Last name *

Email *

Contact number *

Description of technical issue experienced *

Steps to help us replicate what you experienced *

Uploaded file Maximum size for new files: 250MB

You can drag and drop files here to add them.

The Contact Support tab:

SUPPORT REQUEST FAQs

Search by Question or Answer

Search

1 FAQs found

How do I install a PDF reader?

Click on the graphic below to go to the Adobe Reader download site:



Adobe Acrobat Reader DC

The Check System tab:

- You can use this tab to check the system for any issues, incompatibilities with your browser or pop-up window problems

Browser compatibility report

Check all of the features below to ensure that your system meets the minimum requirements.

Feature	Requirement	Outcome
OS	The following operations systems are supported: <ul style="list-style-type: none">WindowsMacOSLinux	✓ PASS - You are using Windows
Browser	<ul style="list-style-type: none">Internet Explorer (IE 10 required for drag and drop of files from outside the browser into Moodle) - 11.0 and laterMozilla Firefox - 87.0 and laterGoogle Chrome - 89.0 and laterOpera - 74.0 and laterSafari - 14.0 and laterMobile browsers: Android, iPad and iPhone browsers	✓ PASS - You are using Chrome 9
JavaScript	JavaScript is required for full functionality of the LMS.	✓ PASS - JavaScript is enabled.
Cookies	Cookies are required for full functionality of the LMS.	✓ PASS - Cookies are enabled.
PDF reader	PDF reader plugin installed in the browser.	✓ PASS
Pop-up windows	Some pages of the LMS require that pop-up windows are allowed in the browser.	✓ PASS - Pop-ups are allowed.

Enrolling into a Course/Certification

Either:

- From your “My Learning” tile or “My courses” tab, click on the blue writing for the course you want, then click launch course and then click once again on the Course name written in blue (see below):

Completion Dashboard

MY LEARNING

Learning type Mandatory Optional

[Update](#)

Required Learning 

Optional learning 

Required Learning

- ▼ Certification: Bullying in the Workplace - Certification Not started , Due 6/1/2022

Course	Status	Progress	Enrolled	Commenced	Completed
Bullying in the Workplace	Not yet started		6/12/2021	—	—
▼ Certification: Handy Hygiene - Certification Complete Started 11/12/2021 , Due 11/12/2022 , Completed 11/12/2021					
Course	Status	Progress	Enrolled	Commenced	Completed
Hand Hygiene - in Healthcare Settings External Course from Hand Hygiene Australia	Complete		11/11/2021	11/12/2021	11/12/2021
▼ Certification: Foundational Practice - SHRFV / MARAM - Certification Not started , Due 6/1/2022					
▼ Certification: Infection Prevention & Control Principles: Hand Hygiene (Certification) Not started , Due 6/1/2022					
▼ Certification: Violence in the Health Care Setting Part 1 - Predicting, Preventing & Managing Violence (Certification) Not started					
▼ Certification: Fire & Safety - Certification Not started					
Course	Status	Progress	Enrolled	Commenced	Completed
Customer Service in Healthcare	Not yet started		27/12/2021	—	—
Person Centred Care	Not yet started		27/12/2021	—	—

Optional learning

Course	Status	Progress	Enrolled	Commenced	Completed
Basic Life Support - theory and practice	Not yet started		24/12/2021	—	—
BloodSafe - Clinical Transfusion Practice	Not yet started		25/12/2021	—	—
Employee Welcome Kit	In progress		25/12/2021	11/12/2021	—

Bullying in the Workplace - Certification

You are required to complete this program under the following criteria:

- Member of audience 'Internal learners'.

Your certification is in progress

Date assigned: 07 December 2021

Due date: 06 January 2022, 9:51 PM

Progress:

This is the annual certification for Bullying in the Workplace

Original certification path

Course set 1

All courses in this set must be completed (unless this is an optional set).

Allow at least 1 day(s) to complete this set.

Course name

Bullying in the Workplace

Actions

[Launch course](#)

Learning Outcomes

[Show more](#)

[Bullying in the Workplace](#)

[Bullying in the Workplace](#)



Bullying in the Workplace

Everyone has the right to feel safe and respected while they're at work. Bullying and harassment can happen in any type of workplace - and everyone has a role in ensuring a safe working environment, not just employers and managers. All team members should take reasonable steps to prevent them from happening and to deal with them when they do.

Bullying in the Workplace

Workplace cultures, personal beliefs, lack of respect and ignorance about people's rights in the workplace increase the risk for bullying and harassment. All workers must know what is meant by bullying and harassment, what their rights are and how to respond so their rights are upheld. Conflict resolution with a focus on respectful and factual communication will provide a framework to deal with workplace conflict. Bullying and Harassment aligns to Standard 7 of the Quality Aged Care Standards.

OR

- Click on the picture of the course/certification you would like to enrol into.



Anaphylaxis for Health Professionals

1. This will bring up the Enrolment Options screen (below)

Enrolment options

Anaphylaxis for Health Professionals

Anaphylaxis e-training for health professionals comprises of eight modules that are designed to be completed in order.

Each module should take around 10-15 minutes to complete.

The pre-test is for review of your current knowledge base and must be completed. The short quiz after each module allows you to monitor your understanding.

Modules 1-7 evaluations do not count toward the final assessment. Module 8 provides the overall course **final assessment** and may contain similar questions.

To obtain your **Certificate of Completion** a score of 80% or greater must be achieved.

If you are required to achieve 100% for the Assessment choose the appropriate **Certificate**.



▼ Self enrolment (Learner)

No enrolment key required.

[Enrol me](#)

2. Click on the blue “Enrol me” tab at the bottom of the Enrolment screen

3. You will automatically be directed to that course/certification page. Here will be listed information about the course, the learning objectives, learning activities (if applicable).

Anaphylaxis for Health Professionals

Participants

Badges

Anaphylaxis for Health Professionals

Anaphylaxis for Health Professionals

Administration

Course administration

Unenrol me from Anaphylaxis for Health Professionals

Anaphylaxis for Health Professionals

This course provides the most up to date information about prevention, recognition and emergency treatment of anaphylaxis, including information about adrenaline (epinephrine) autoinjectors and ASCIA Action Plans for Anaphylaxis. First developed in 2011, the course is reviewed each year by the Australasian Society of Clinical Immunology and Allergy (ASCIA), the peak professional body of allergy and immunology in Australia and New Zealand.

Anaphylaxis for Health Professionals

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Learning Objectives

Show more

[Link to Anaphylaxis for Health Professionals](#)

Certificate

Please upload your certificate here.

To upload your certificate:

1. Add submission
2. File submission
3. Add file by either uploading or drag and drop
4. Save changes
5. Submit assignment
6. Confirm Submission
7. Tick the box to Acknowledge your own work
8. Continue

[Click here to upload your certificate](#)

4. If you wish to start immediately, click onto the module link written in blue (see above). If you do not start immediately, the course/certification will be listed on your 'My Learning' page under Optional Learning for future use.

Please Note:

If you get the following message and are unable to enrol into the course/certification you want to complete, please see your Manager.

Enrolment options

Airway Management: Paediatric

You can not enrol yourself in this course.

Continue

Enrolling into a Seminar/Skill Check Session

To be completed

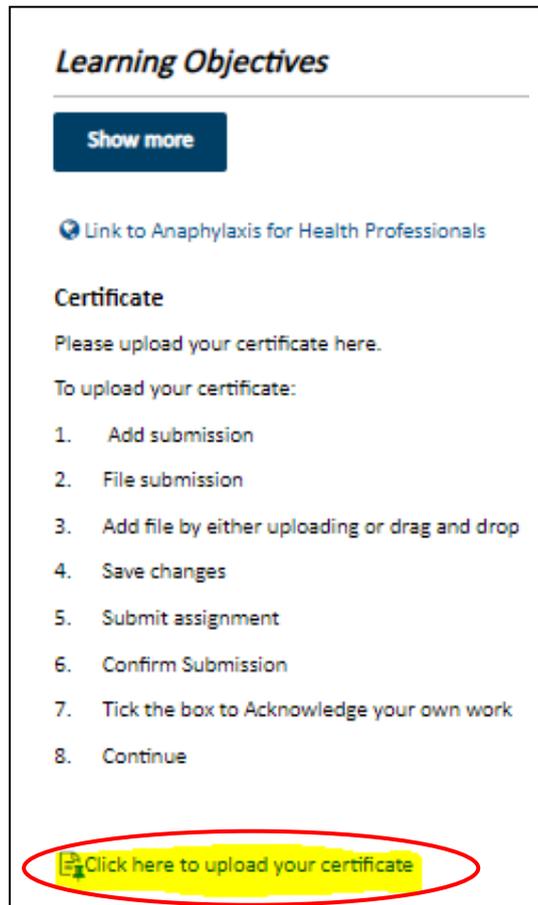
If booking into a seminar or skill check session, you will potentially have the option to choose a date and time that suits you. Once you have enrolled into this session, you will receive an email outlook invitation to put into your calendar, a notification will be sent to the facilitator and you will be booked in. You then attend the session. If this is a certification skill check, you will need to save copy and upload the completed and signed skill check document into the course through the link provided.

Uploading Certificates

- All internal courses will provide and save a certificate of completion within the LMS. You can then download, print or save the certificate for your personal records if you wish to do so.
- If you are completing a courses / certification that takes you to an external source then you will need to upload the certificate into your LMS course as proof of completion.
- Examples of these course include:
 - Hand Hygiene Australia, Do Food Safely and Blood safe modules.
 - This is also relevant for any skill checks that you complete.

To upload your certificate or skills check documents:

- Once you have completed the course/certification you will be provided a certificate that you will have to download or open and then save to a safe place on your computer
- After exiting the external course/certification you will need to open it again from your “My Learning” tile or “My Courses” tab (see page 8).
- When opened, scroll to the bottom of the screen where there will be a “Certificate” heading with instructions and a blue link to upload your certificate. Click onto this link



Learning Objectives

[Show more](#)

[Link to Anaphylaxis for Health Professionals](#)

Certificate

Please upload your certificate here.

To upload your certificate:

1. Add submission
2. File submission
3. Add file by either uploading or drag and drop
4. Save changes
5. Submit assignment
6. Confirm Submission
7. Tick the box to Acknowledge your own work
8. Continue

[Click here to upload your certificate](#)

- The following screen will appear. Click onto the blue “Add Submission” icon

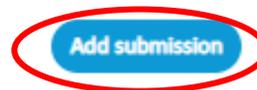
Click here to upload your certificate

To upload your certificate:

1. complete the course
2. save a copy of your certificate on your device
3. click on the link and upload your certificate

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

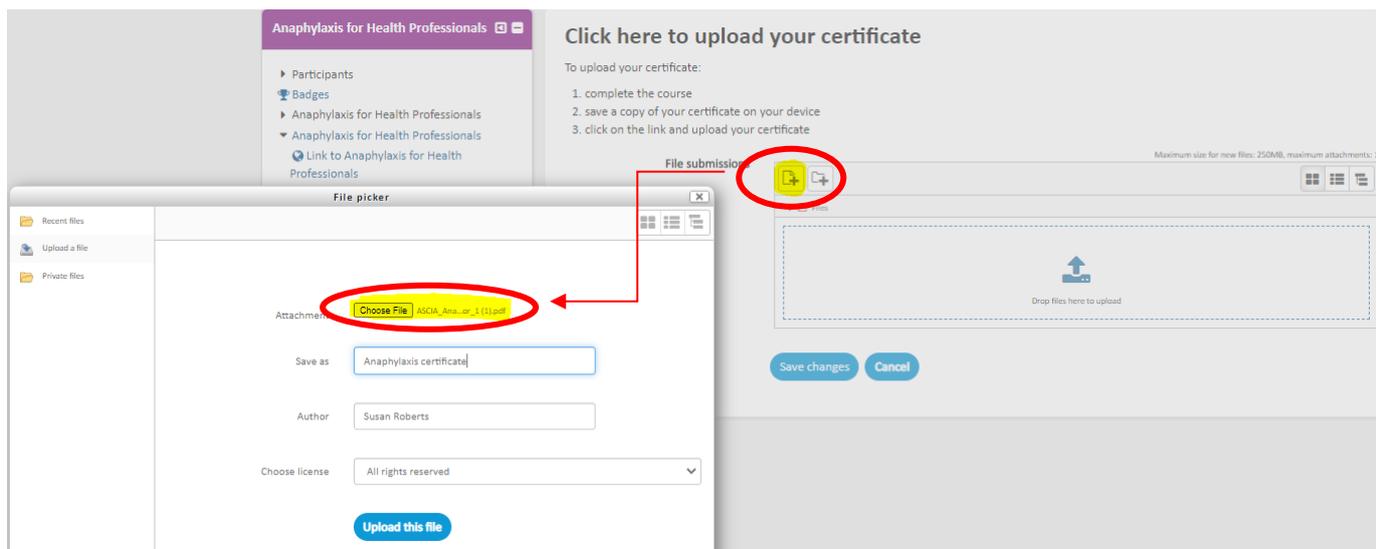


Make changes to your submission.

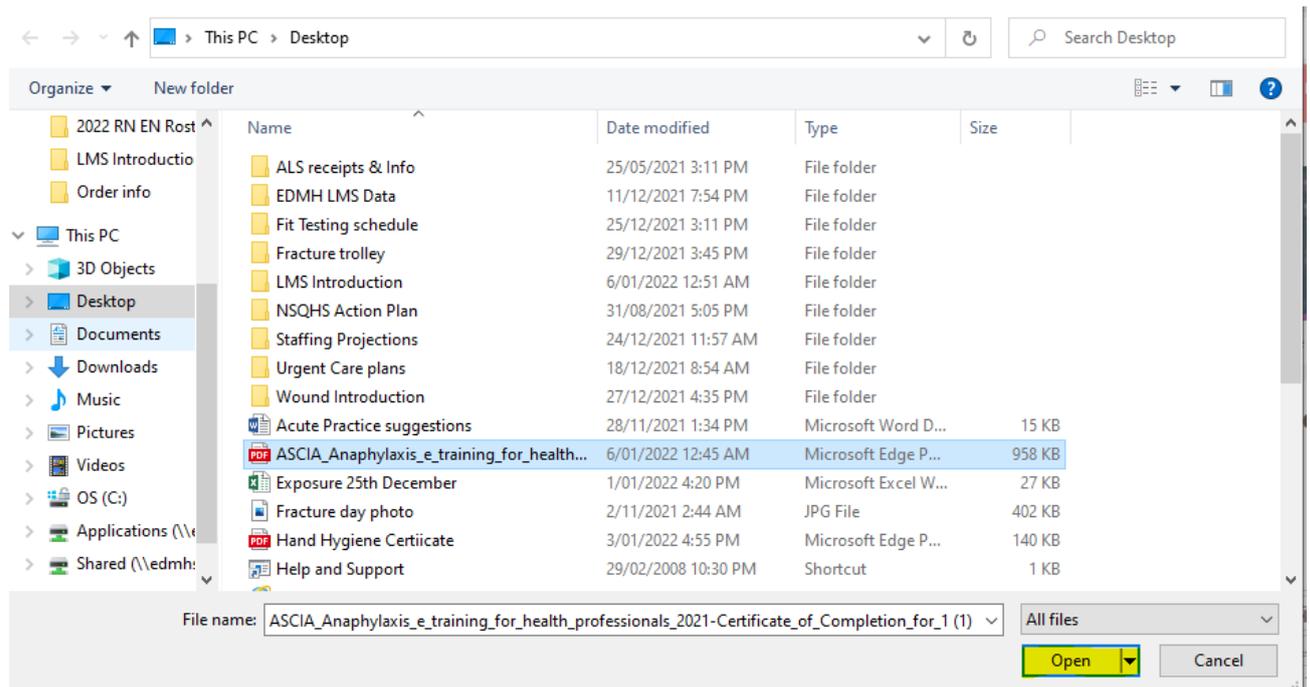
You will then have 2 different options to upload your certificate.

The first option:

- a) Click onto the “add file” icon, then once the dialogue box is displayed, press “choose file”



- b) This will open up a window to your computer (as below)
- click onto the file you want (this will populate the bottom “file name” box)
 - click onto the “open” prompt in the bottom right corner



- c) Your chosen file will be added as the attachment and all you need to do is click onto the blue “Upload this file” icon

Attachment ASCIA_Ana...er_1(1).pdf

Save as

Author

Choose license

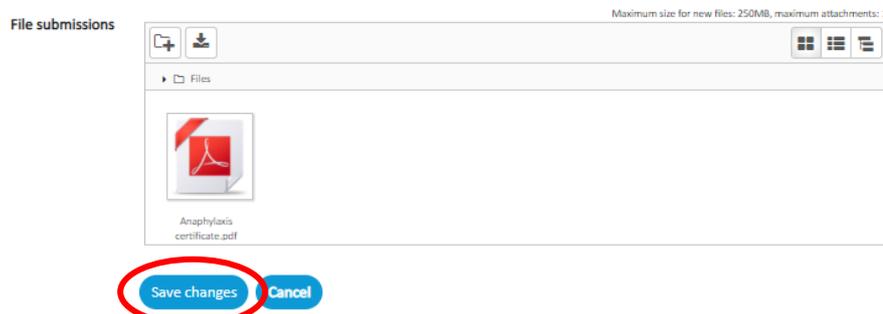
Upload this file

- d) Once your certificate has been loaded and appears in the submission box, press the blue “Save changes” icon

Click here to upload your certificate

To upload your certificate:

1. complete the course
2. save a copy of your certificate on your device
3. click on the link and upload your certificate



e) This will return you to the following page, where you press the blue “submit assignment” tab to submit your certificate

Click here to upload your certificate

To upload your certificate:

1. complete the course
2. save a copy of your certificate on your device
3. click on the link and upload your certificate

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Thursday, 6 January 2022, 1:05 AM
File submissions	 Anaphylaxis certificate.pdf
Submission comments	▶ Comments (0)

[Edit submission](#)

Make changes to your submission.

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

f) Then you have to “tick” that your assignment is your own work and press the blue “continue” tab

Click here to upload your certificate

To upload your certificate:

1. complete the course
2. save a copy of your certificate on your device
3. click on the link and upload your certificate

Confirm submission

There are required fields in this form marked *.

This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#)

[Cancel](#)

g) Your certificate will now be successfully submitted

Click here to upload your certificate

To upload your certificate:

1. complete the course
2. save a copy of your certificate on your device
3. click on the link and upload your certificate

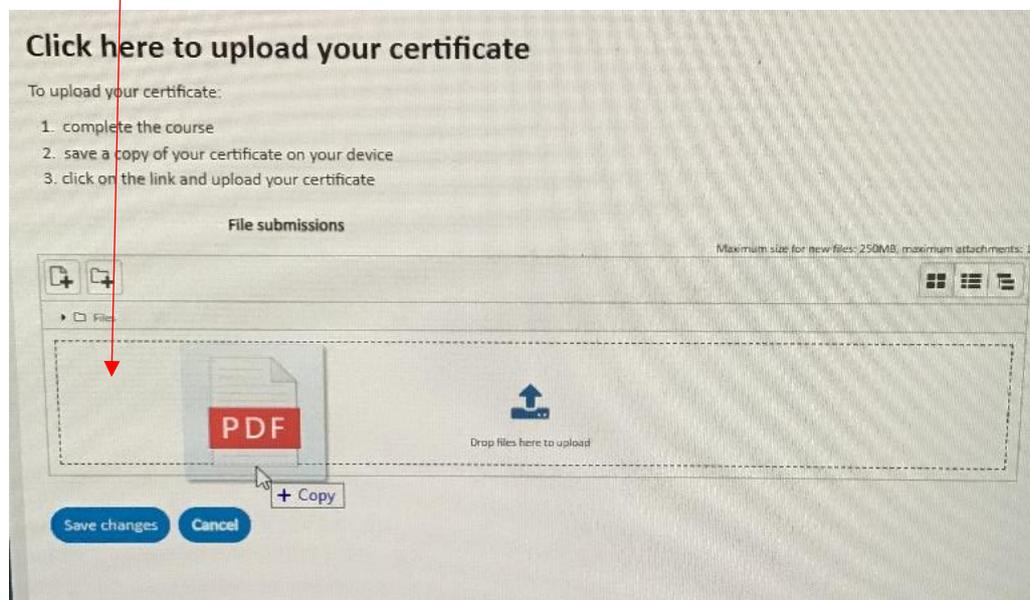
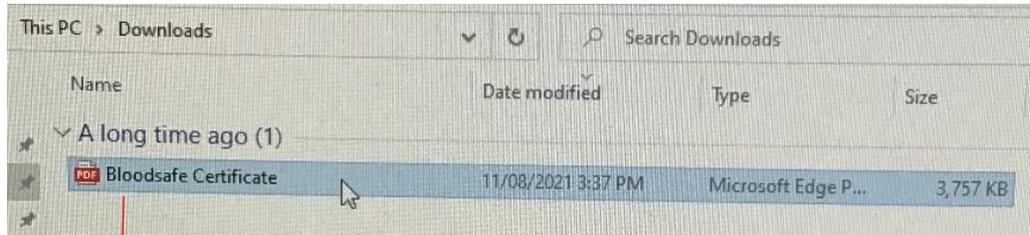
Submission status

Attempt number	This is attempt 1.
Submission status	Submitted
Grading status	Not graded
Last modified	Thursday, 6 January 2022, 1:13 AM
File submissions	 Anaphylaxis certificate.pdf
Submission comments	▶ Comments (0)

OR

The second option:

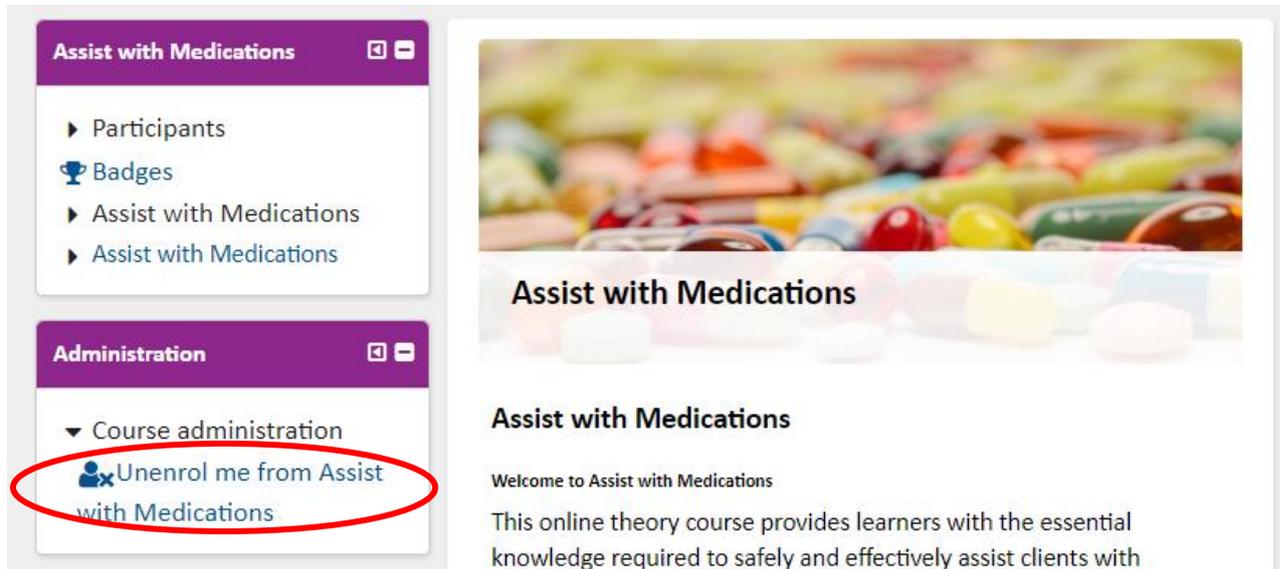
- a) You can drag and drop your item directly into the submission box. To do this:
- open the location on your computer where you have saved your document
 - left click onto the document and while still holding down the left side of your mouse, drag it over onto the submission box



- b) Then continue as for 1d – 1g above

How to un-enrol

- Open up the course/certification you want to cancel your enrolment in by either going into “Find Learning” and opening the course by clicking on the course tile (pg. 15) OR by clicking on the blue course name link in your “My Learning” display screen (pg. 8).
- To the left of the Course information will be a box labelled “Administration” in a purple heading. Below this is the option to unenroll from that specific course. Click on this blue unenroll link.



- You will then be asked to confirm that you wish to unenroll. Press the blue continue button. This will un-enrol you and then take you back to the home screen.

Confirm

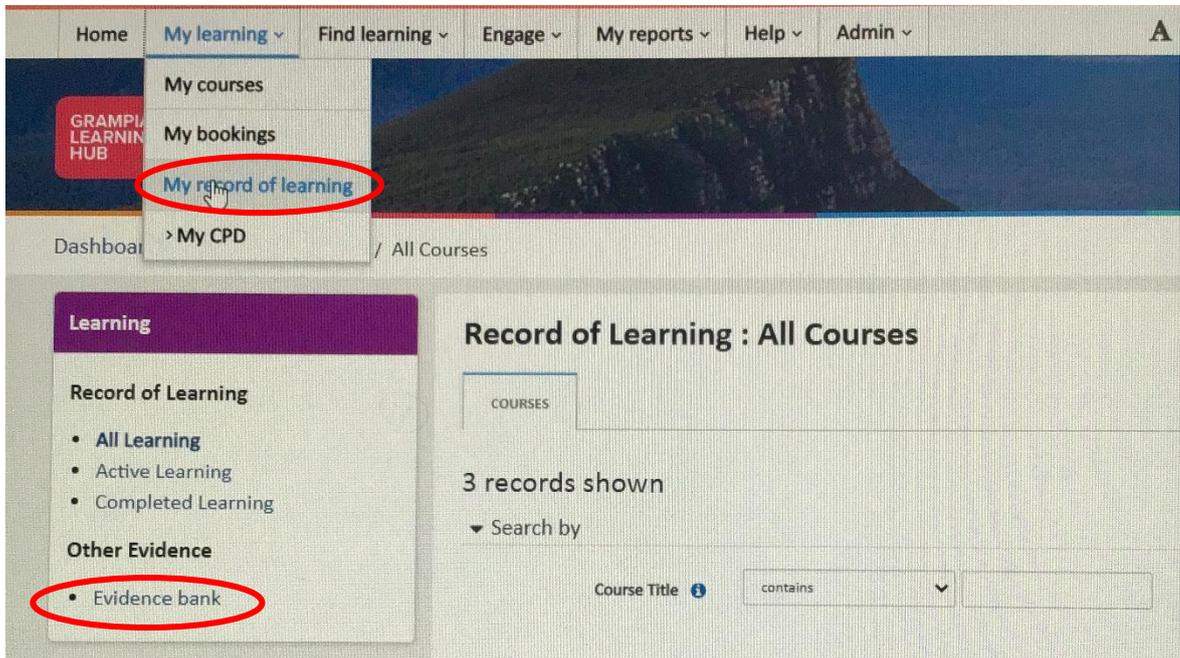
Do you really want to unenrol yourself from course "Delirium "?

Continue

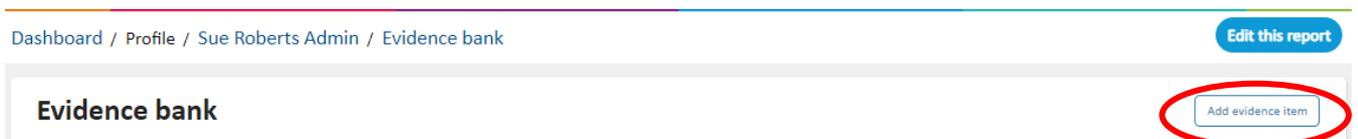
Cancel

How to add External CPD evidence:

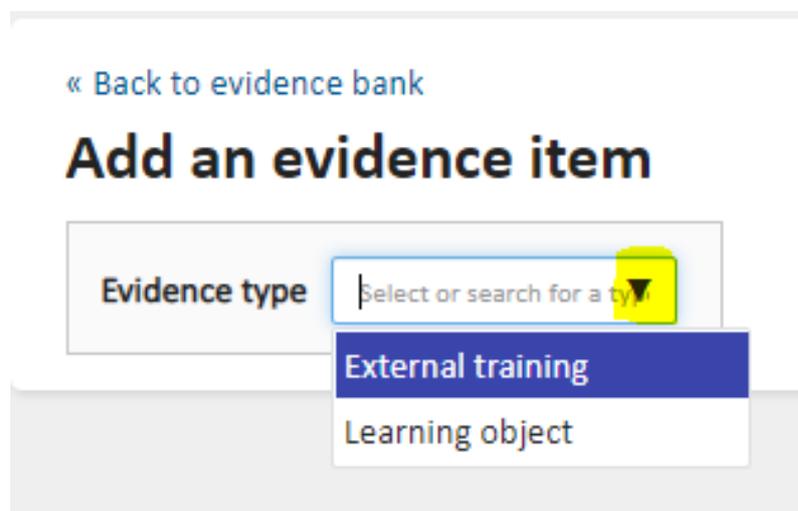
1. Open the “My Record of Learning” tab and then click onto the blue “Evidence Bank” writing at the bottom of the Learning box at the left of the screen.



2. Then click on the “add evidence item” icon



3. Select the correct option for your evidence from the drop-down list OR type in your own title or description



- If you select External Training, you will have to either confirm your choice (by clicking the “use this type” icon) or cancel

[« Back to evidence bank](#)

Add an evidence item

Evidence type

External training
Provide information about external training completed

- You will then need to complete all required information below (marked with red star) before uploading your evidence. It is recommended you complete all items for a thorough record.

[« Back to evidence bank](#)

New External training evidence item

There are required fields in this form marked *.

Evidence name

External training type*

External training description

↕ A B / ☰ ☰ 🔗 🔗 🖼️ 📄 📄 ↶ ↷

External training URL ⓘ URL Text Open in new window

External training institution

External training date completed Enable

External training attachment Maximum size for new files: 250MB

📁 Files

You can drag and drop files here to add them.

- To upload your evidence, follow the same steps as when uploading your certificate (see pages 26 – 29)
- This will then be listed on your “Evidence Bank” page

Name	Type	Creation date ▲	Creator	In use	Actions
Certificate of cuteness	External training	17 Sep 2021 at 20:22	Sue Roberts Admin	No	✎ ✖

Export as

Certification Notifications:

- As part of the certification management system you will receive notifications through the system and into your work emails. These notifications will appear as follows:

For New Certifications:

- You will get a course due notification 2 months prior to the due date. This will indicate that the certification is now open for you to complete as per your organisation's requirements.
- You will receive an overdue notice once you have passed the due date. This will also prompt an email to your manager for them to monitor and manage as per your local mandatory training policy.

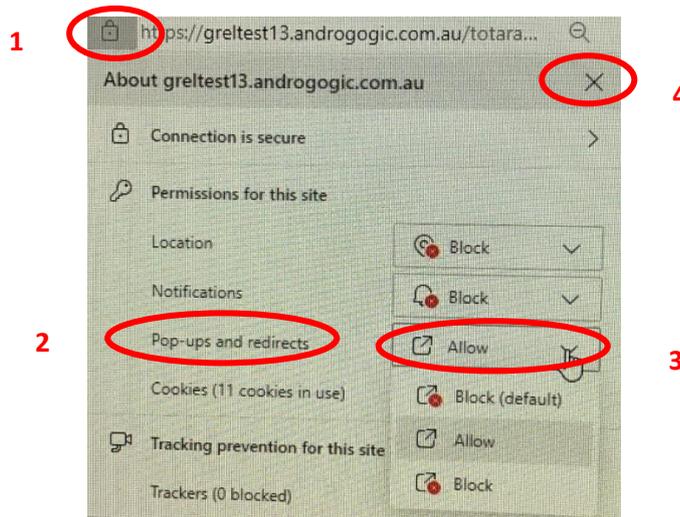
For Recertification's:

- You will get a recertification window open 2 months prior to the due date. This will indicate that the certification is now open for you to complete as per your organisation's requirements.
 - You will receive an overdue notice once you have passed the due date and have not completed the recertification. This will also prompt an email to your manager for them to monitor and manage as per your local mandatory training policy.
- Management of failure to certify or recertify is specific to your organisation's Mandatory Training Policy. It is advisable that you make yourself familiar with the policy to ensure you have a full understanding of the process, your responsibilities and consequences for not completing your assigned mandatory training.

Troubleshooting

Popups blocked:

- When trying to launch a course you may get an error message to indicate the *popups are blocked*
- In this circumstance you will need to unlock your popups to enable the course to be loaded and proceed.
- You do this by:
 - Clicking on the padlock icon next to the URL at the top of the page
 - Open the “popups and redirect” option
 - Click on the Allow tab as shown below
 - Then close the window by clicking on the X at the top right-hand corner
- You will now be able to open into the course



Forgotten username or password:

If you have forgotten either of these, just click onto the “Forgot username or password” blue writing on the login page

The image shows a login page with the title 'Log in'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember username' and a link labeled 'Forgot username or password?'. The link is highlighted in yellow.

You will then be directed to a page for you to submit your username or email details to receive instructions on how to get access again

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Username

Search

Email address

Search

Developed by:

Sue Roberts; Clinical Training Coordinator Grampians Health- Edenhope District Hospital, 2022

Contributors:

BSHS: Kim Stevens; Education Department 2021

Patricia Flood; Project Officer- Grampians Regional E-Learning Project

Bendigo Health, GOLD How to Guides v2; Administration Team Organisational Development- People and Culture