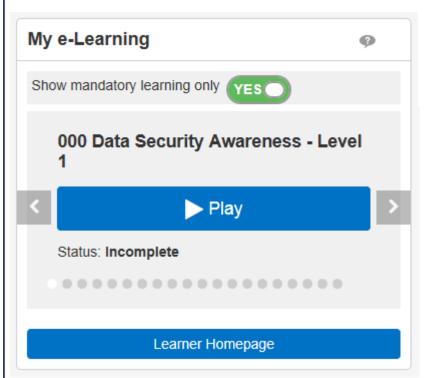
Quick Start Guide to e-Learning in ESR

Play e-Learning

1) Find the My e-Learning Portlet on the My ESR Dashboard.

Where the "Show Mandatory Learning Only" setting is available, selecting Yes will display only e-Learning that will meet your competence requirements. Changing to No will display all of your e-Learning enrolments. The option to "Show Mandatory Learning Only" is displayed when you are enrolled on an e-Learning class which will deliver a competence requirement.



2) A maximum of 20 open e-Learning enrolments are displayed in the Portlet. Navigate through the available enrolments using the arrows until you find the content you want and click the Play button.

3) This will launch the e-Learning in a separate window. Where an e-Learning course is linked to a Learning Certification, there may be additional messages displayed after clicking the Play button. Follow the instructions.

earning Certification Options Available		
Your selected e-Learning course is attached to the followin Please Note : In order for you to gain the competences atta		ew your learning certifications.
Certification Name	Certification Status	Due Date
504 Information Governance	Certified	18-Jul-2019

F

4) Complete the course, some courses have multiple sessions—ensure you	Current Learning Requested Learning Forums and Chats	
play all sessions. Navigate to different sessions by clicking the link.	Search Course I Exact Phrase Go Advanced Search E-Learning Enrolments Enrolments Certifications Learning Paths External Learning	
	Announcements You have 0 new notifications. E-Learning Enrolments	
Outline	All current e-Learning enrolments are displayed in this section. To view more detail about each enrolment, click your enrolment status. Click the play button to play the course or be directed to the relevant screen.	
OOD Data Security Awareness - Level 1	Course Name A Status A Item Enrolment Status Completion Date A Score A History Unenrol Evaluate Play	
000 Welcome Module	the required competence 000 Infection Prevention and Control Incomplete Confirmed 6 % 3 Implete Confirmed 6 % 3 Implete Confirmed 6 % 3 Implete 1 % 3 Implete Confirmed 6 % 3 Implete 1	
000 Module 1 - Introduction to Data Security Awareness	Competence Name Expiry Date Search NHSICSTE/Infection Prevention and Control Image: Competence Name Image: Competence Name - Level 1 - 1 Yearj Image: Show Key Notation	
O00 Module 2 - Introduction to the Law	NHSICSTF[Information Governance - 1 31-May- 2015 0 NHSICSTF[Fire Safety - 1 Year] 30-Jun- 2015 0	
000 Module 3 - Data security: Protecting Information	NHSICSTF Moving and Handling - Level 1 - 1 30-Jun- 2015 NHSICSTF Equality, Diversity and Human 30-Apr- 2017 Rights - 1 Yeari 2017 2017	
000 Module 4 - Breaches and Incidents		
5) Click the 'Home' icon in the top right corner when finished to return to the Portal.	To search for a course, you can use the 'Search' field at the top *(1), or the Competence Requirements search on the left *(2).	
Click the Close icon to exit the course correctly >>> 🏦	Searching:	
Find Other Learning	 Type in a word or short phrase and then click on the 'Go' button or click on a search icon in the Competence Requirements section. If you are using the Competence Requirements search, follow all the steps below. 	
Click the Learner Homepage button in the My e-Learning Portlet	If your competencies are up to date and you are searching for other courses go to Step 5). 2) Click on Details.	
My e-Learning	Certifications Certifications that will give you the competence. Click Details to Subscribe to Certificate. X C S S & ▼ III ▼	
Show mandatory learning only YES	Certification Name A Valid Period A Certification Status A Progress A Competence Level A Details 504 Infection Control - Level 1 365 Day(s) 1 - Assessed II 3) If it is a Certification, click on Subscribe	
000 Data Security Awareness - Level 1	Learning Certification: 504 Infection Control - Level 1	
< Play >	4) Click Finish	
Status: Incomplete	Learning: Current Learning > Subscribe: 504 Infection Control - Level 1	
	5) Click the 'Enroll' button	
	Certification Courses Hide	
Learner Homepage	Select one class for each course below to enroll in. 000 Infection Prevention and Control eAssessment - Level 1	
	夏2 □ ☆ - III -	
	Class Type Language Location Class Start Date Duration	
	O00 Infection Prevention and Control eAssessment - Level 1 Page English 05-Apr-2017	
	Enroll	
	6) Confirm the enrolment by clicking Apply if required	
	You will now be able to play the course from the Portlet	