Use internet explorer to access e-Learning by using the Internet Browser. You will find a shortcut icon for this on your desktop or the taskbar at the bottom of your screen.

Type https://blackburn.melearning.university/user/login and you will proceed to the course login screen.

Click on ‘Course library’ to find the course(s) you wish to complete.

The course catalogue will appear. Tick the relevant categories, noting that multiple ones can be selected.

Once selected the course titles will appear. Click on ‘details’ to view more information for each module.
The course details will appear.

Alternatively, click on course flyer to download the course content and objectives.

**Course Enrolment**

If interested in enrolling, click on ‘**enrol**’ under enrolment details.

A confirmation message will appear, if you are sure you want to enrol on the course, click on the enrol button. The online course details will appear.

Click on ‘**launch**’ to activate the course.
You will receive prompts and reminders of course enrolment until the course is launched.

You will be redirected to the course.

Click on the sections you want to start listed under the Menu.

You will automatically be directed to the relevant section.
To exit, click on the exit button to return to the main menu.

A message will appear asking if you are sure you want to exit the course. Click on OK if you still wish to exit.

To regain access to a partially completed course click on ‘access course’ under ‘My courses’, as detailed below.

Then click on the Launch button again. This will then take you to the point you last left the course.

For some courses e.g. safeguarding, there is an additional mandatory feedback module. This module must be completed as this is a mandatory requirement for the course. If it is not completed then automated e-mail reminders are sent requesting completion.

Once a course has been completed, refresher guides can be accessed at any time by clicking on the relevant fact sheet under refresher guides.
Home

To review your activity, click on Home.

The following will appear, showing your active courses, current certificates and overall course status.