

Learning Course Access User Guide

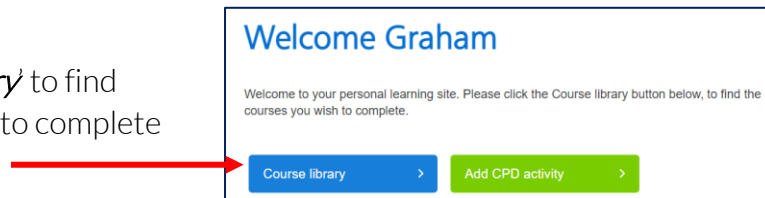
Course Access

Use **Microsoft Edge** to access both online and classroom based learning. You will find a shortcut icon for this on your desktop or the taskbar at the bottom of your screen.

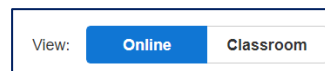


Type <https://blackburn.melearning.university/user/login> and you will proceed to the login screen. Once you have logged in you will be presented with the Welcome page.

Click on '*Course Library*' to find the course(s) you wish to complete

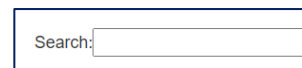


You will then be presented with the option to view either **Online** or **Classroom** courses

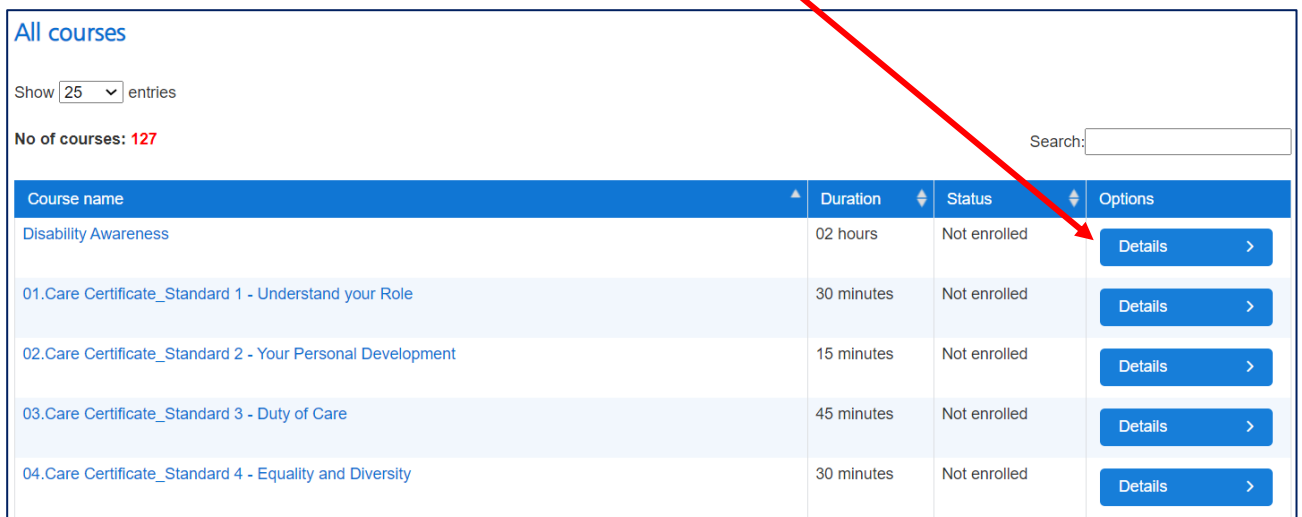


Once you have chosen which courses you wish to view they will be displayed as a list on the page.

You can quickly search for a particular course by using the '**Search**' function

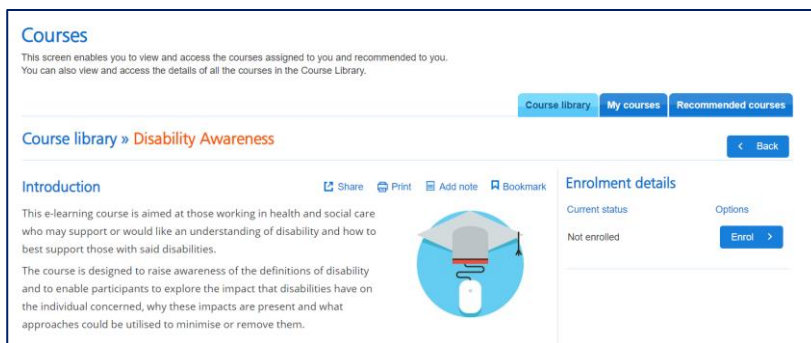


Once selected the course titles will appear. Click on '**details**' to view more information for each module.



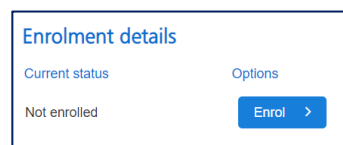
Course name	Duration	Status	Options
Disability Awareness	02 hours	Not enrolled	Details
01.Care Certificate_Standard 1 - Understand your Role	30 minutes	Not enrolled	Details
02.Care Certificate_Standard 2 - Your Personal Development	15 minutes	Not enrolled	Details
03.Care Certificate_Standard 3 - Duty of Care	45 minutes	Not enrolled	Details
04.Care Certificate_Standard 4 - Equality and Diversity	30 minutes	Not enrolled	Details

The course details will appear

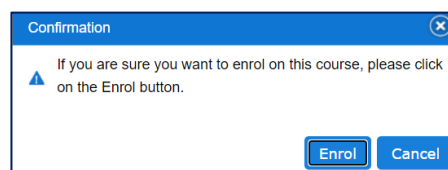


Course Enrolment

If interested in enrolling, click on 'enrol' under enrolment details



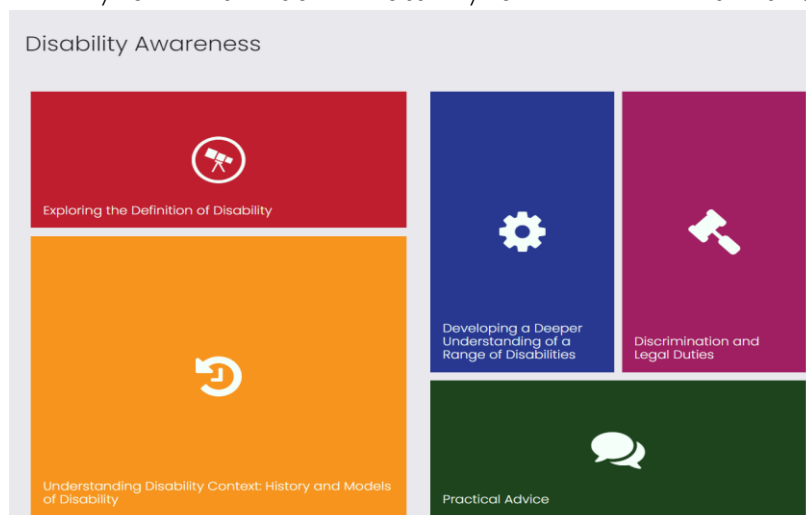
A confirmation message will appear, if you are sure you want to enrol on the course, click on the enrol button. The online course details will appear.



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

Module name	Type	Duration	Status	Score	Option
Modules					
Disability Awareness	Online	02:00:00	Not started	--	Launch >

When you click the launch button you will be redirected to 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.

Evaluation (learning) ?						
Feedback (mandatory)	Evaluation	--	Not started	--	--	--
CPD ?						
Reflection and self-evaluation	CPD	--	Not started	--	--	--