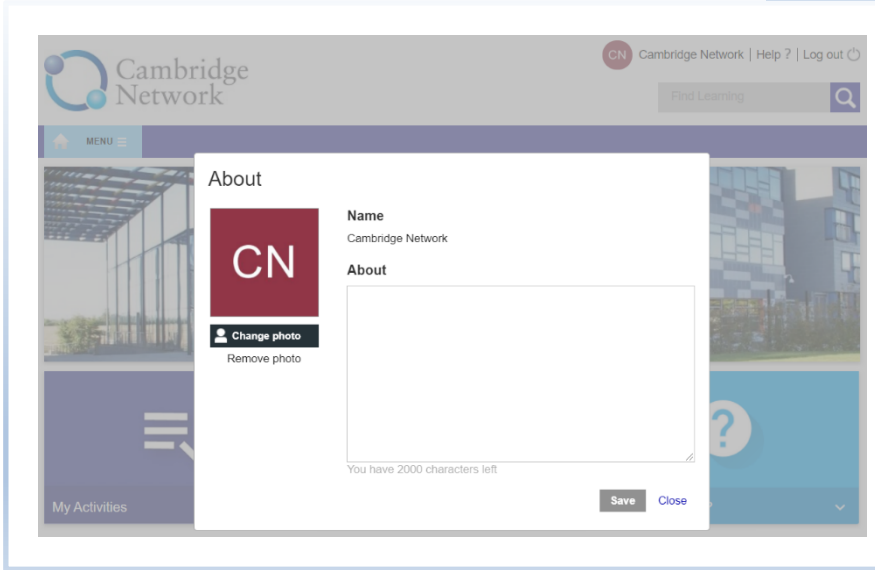
Cambridge Network

CN eLearning User Guide

Getting Started

Once registered, you will be provided with a username and password.

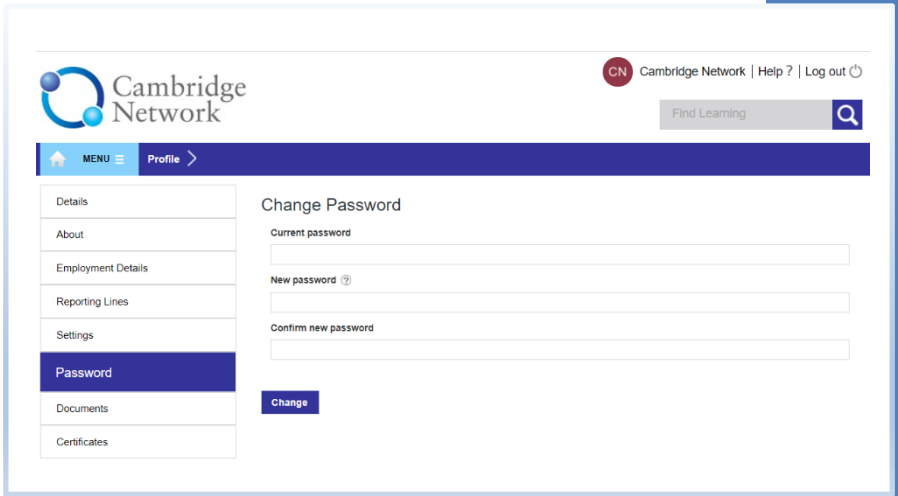


Customise your profile

- Click on your initials at the top right of the screen.
- Add a picture and a bit about yourself.

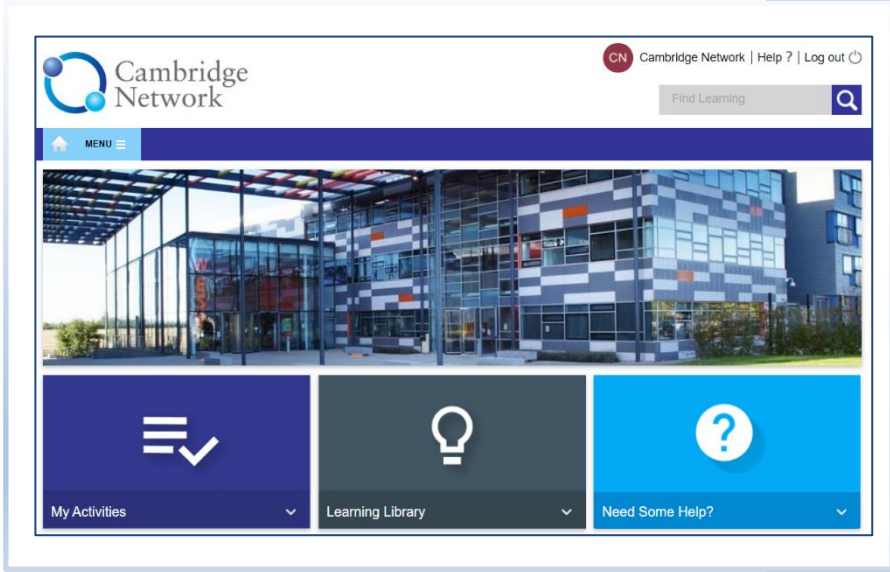
Change your password

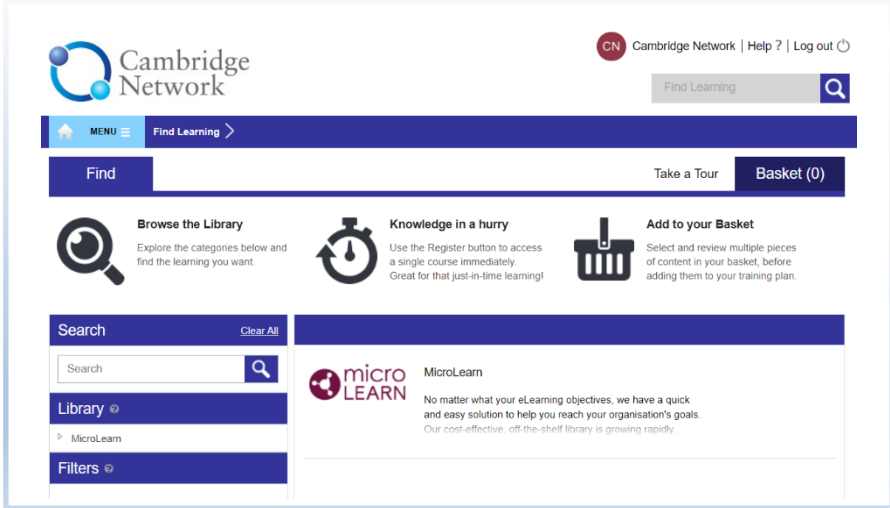
- Click on your name at the top right of the screen.
- Select ‘Password’ from the menu.
- Password must be a least 8 characters and contain at least one upper case letter, one number and one symbol.



Learning Library

- Select ‘Learning Library’ from the homepage
- Select MicroLearn to open the course catalogue
- You will see an overview of over 160 course titles in 16 learning categories.





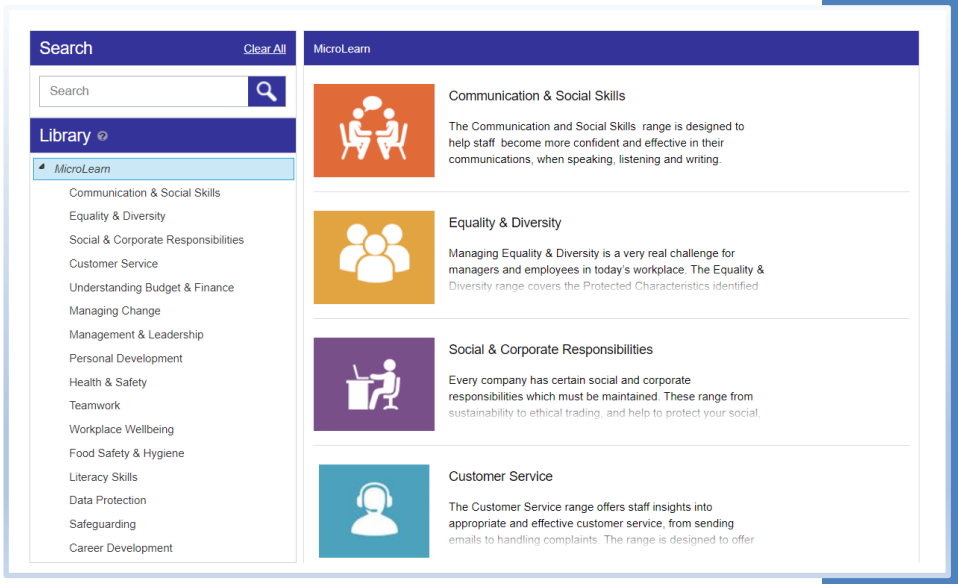
Finding a course

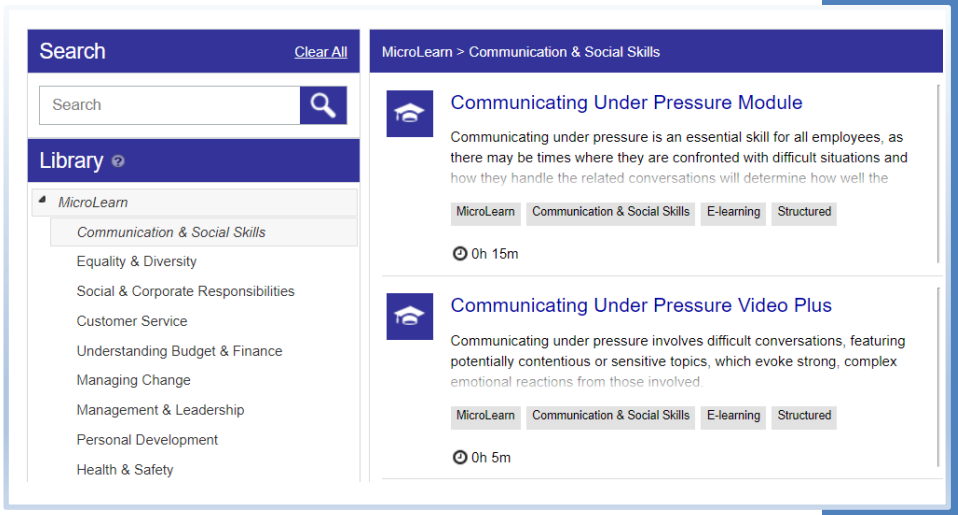
Course categories range from business skills and professional development to workplace compliance and wellbeing.

For each title you can select the full course module, or a shortened ‘Video Plus’ refresher course.

When you open a category in the MicroLearn catalogue you’ll be able to preview all the available individual courses, with a brief overview.

Click here to download course content



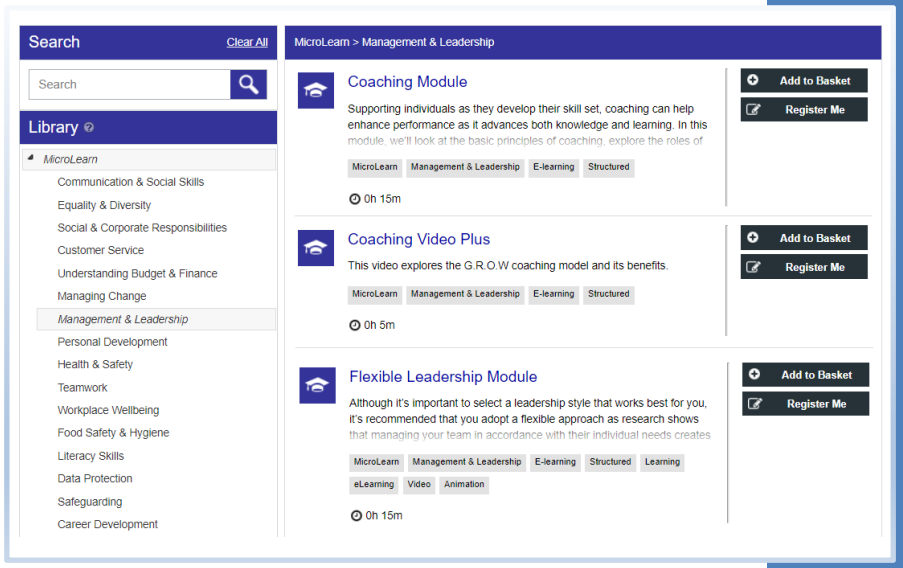


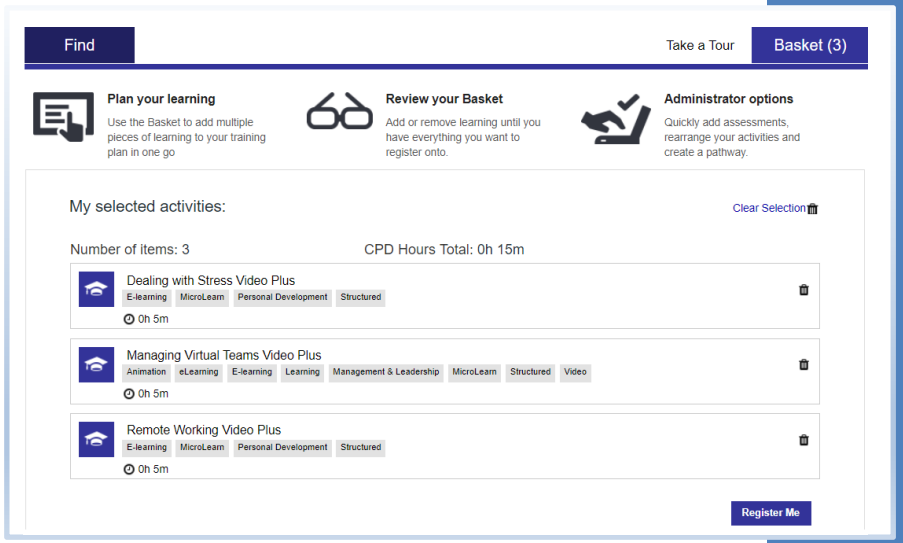
Selecting a course

To add a single course to your learning activities, simply click on ‘Register Me’.

Alternatively you can use ‘Add to Basket’ if you want to select a group of courses.

Once you have finished adding multiple courses, click ‘Register Me’ at the bottom of your basket.



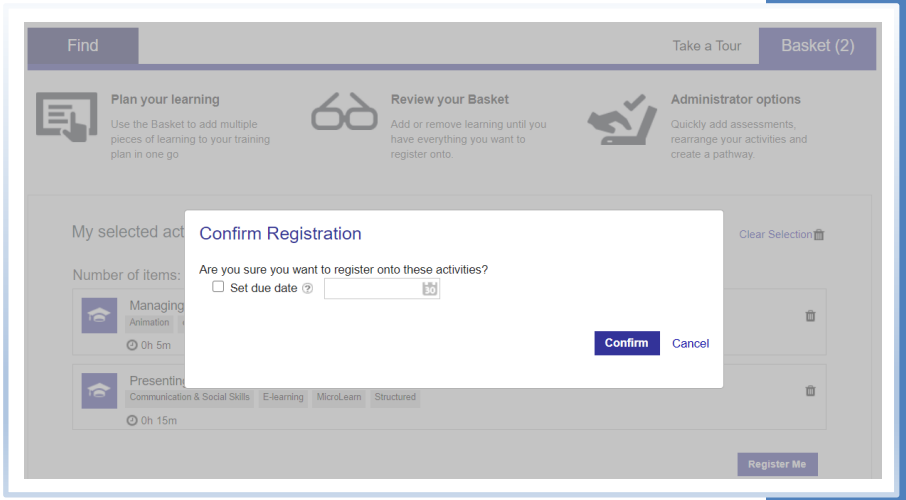


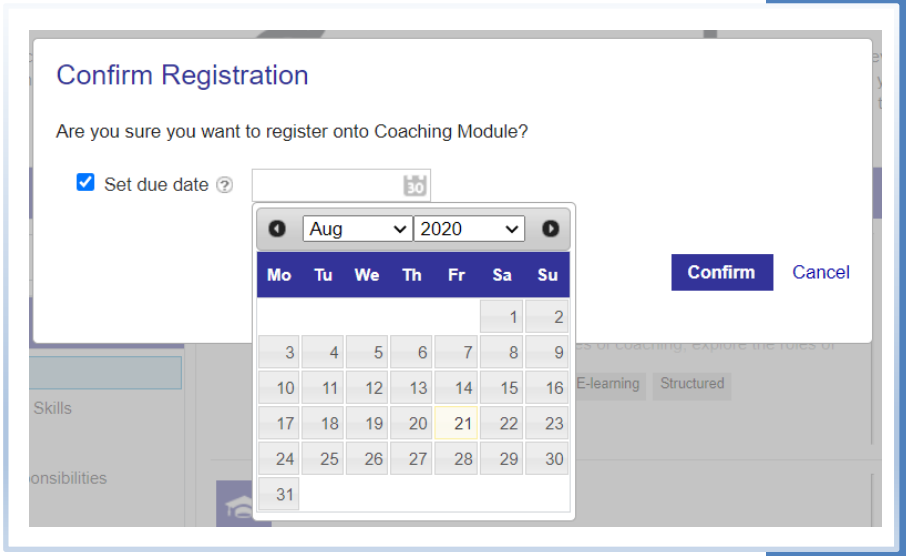
Confirming a course

After registering onto a single course, or a selection of courses, click the ‘Confirm’ button.

You can set yourself a course completion date.

Once confirmed, your courses will be transferred to your learning activities.





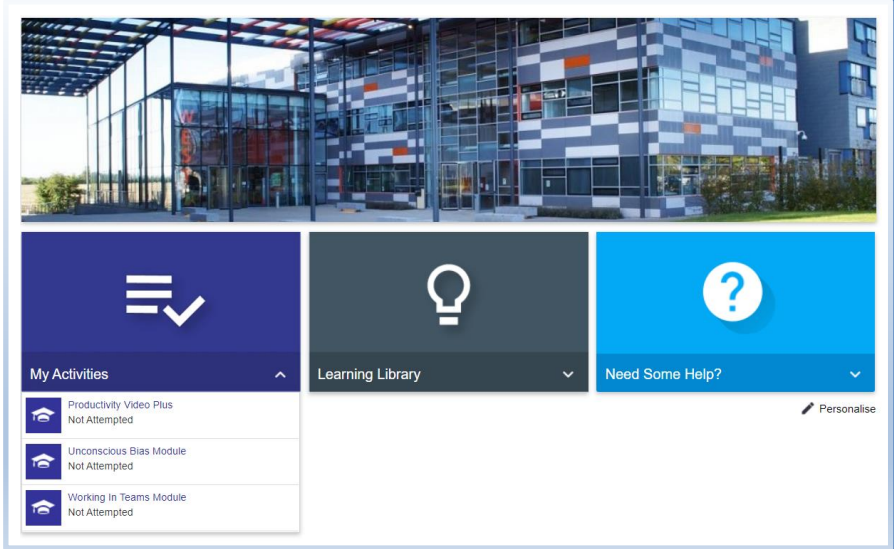
My activities

Quick view of registered courses

Select the arrow next to ‘My Activities’ on the homepage to see a list of outstanding courses.

Courses will show as ‘Not Attempted or ‘Incomplete’.

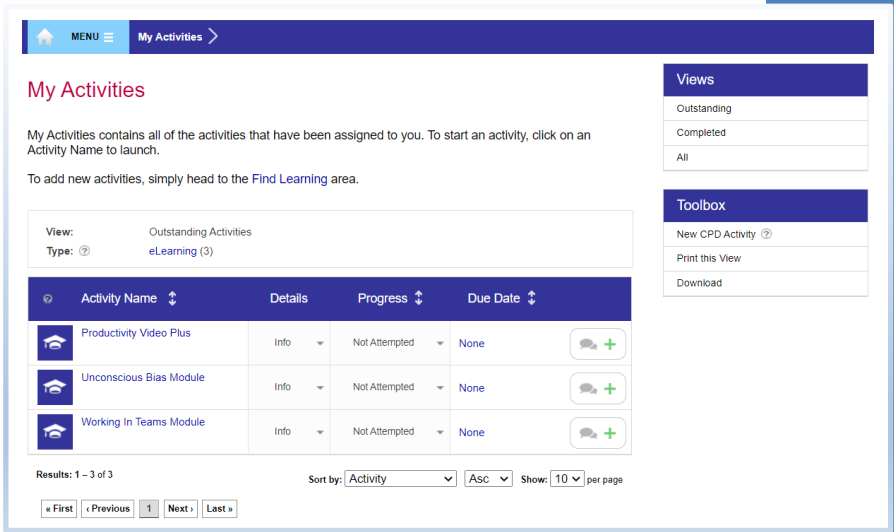
Click on a course title to launch it.



In depth view

Select the ‘My Activities’ portlet to get an in depth view of course details, progress and, where applicable, course due dates.

Select ‘Completed’ to review finished courses, view course statistics, and re-take them. If you are using courses towards CPD hours you can print or download your completion status.



Quick Tips

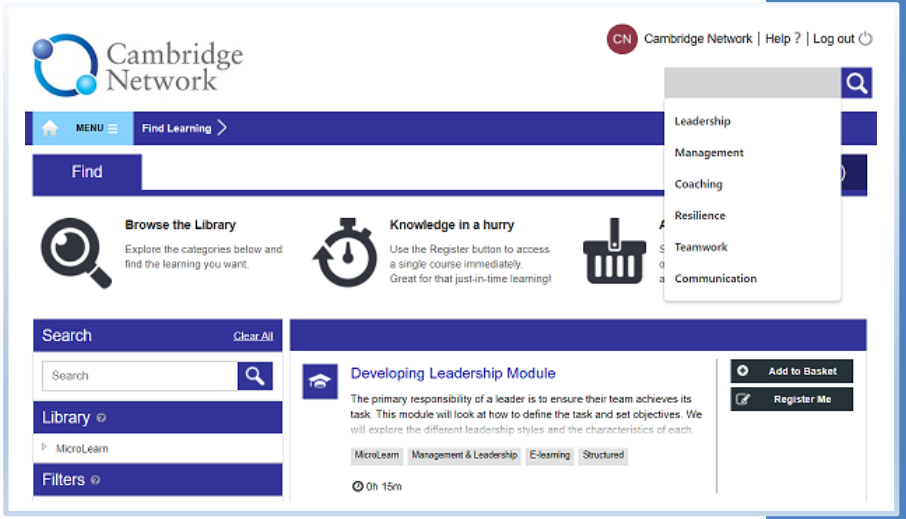
Quick Search

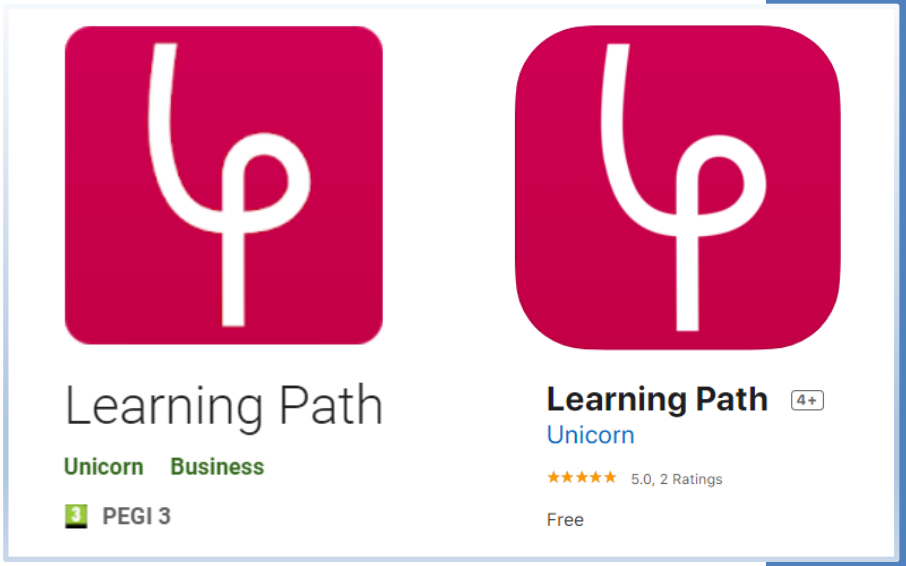
Type a subject or key word into the ‘Find Learning’ box which will display a list of all the related courses.

Learn on the go

Search for ‘Learning Path’ in the Apple App Store or Google Play to continue learning on the go.

Login using your usual URL website address, username and password.





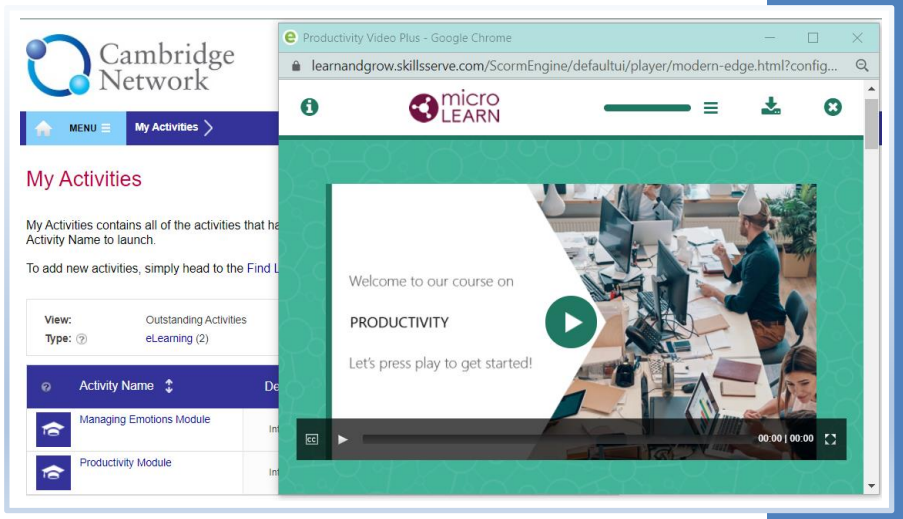
Courses

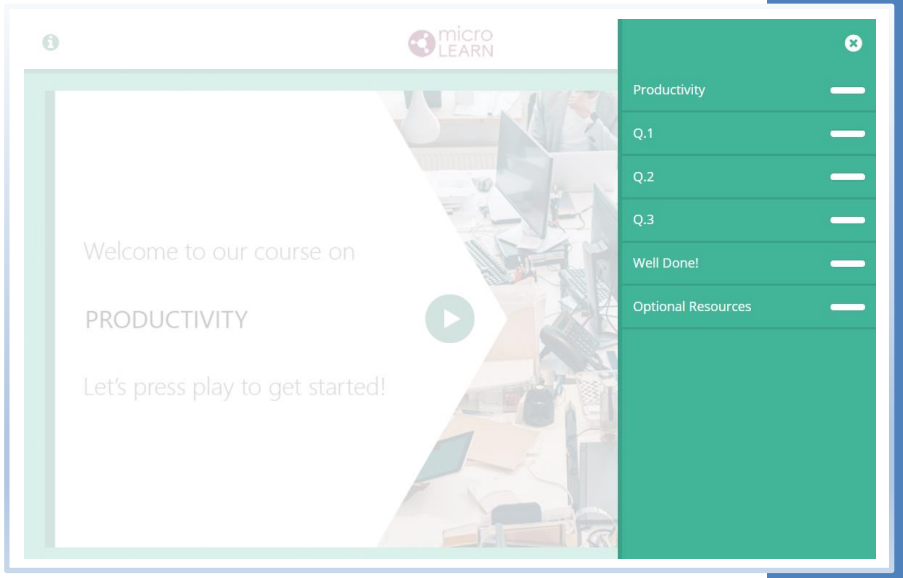
Launching a course

Click on the title of the course you want to complete and it will open in a new window.

Contents

Each course will contain an animated video introduction, followed by a study section.

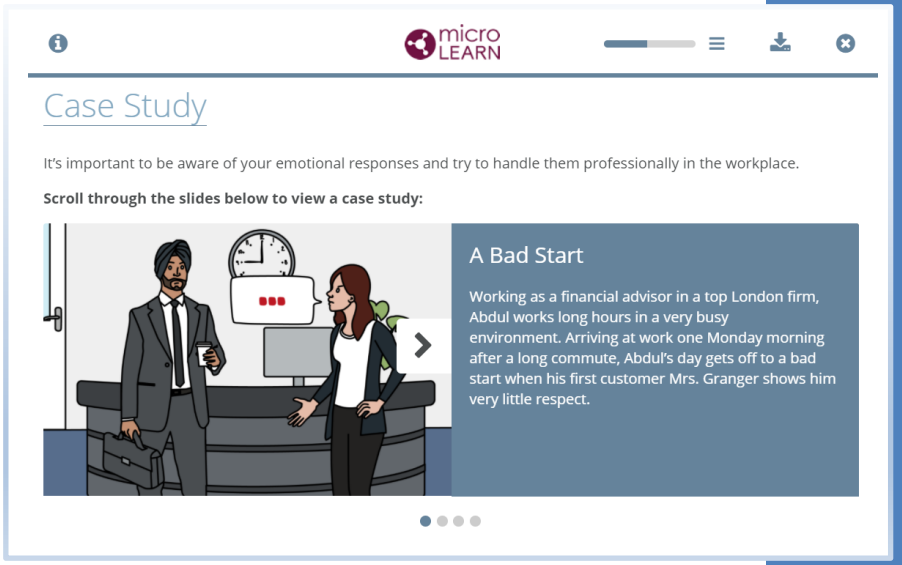


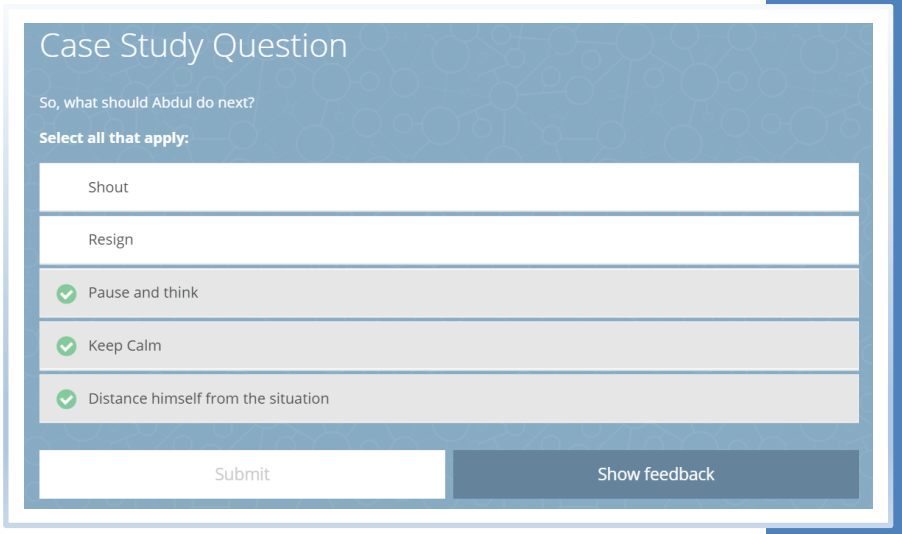


Case Studies

Many courses contain case studies where you will be asked to apply your knowledge and understanding of the study material to a particular situation and answer questions with multiple choice answers.

Don’t worry if you choose the wrong answer, you will be given feedback and see the correct answer after you submit.

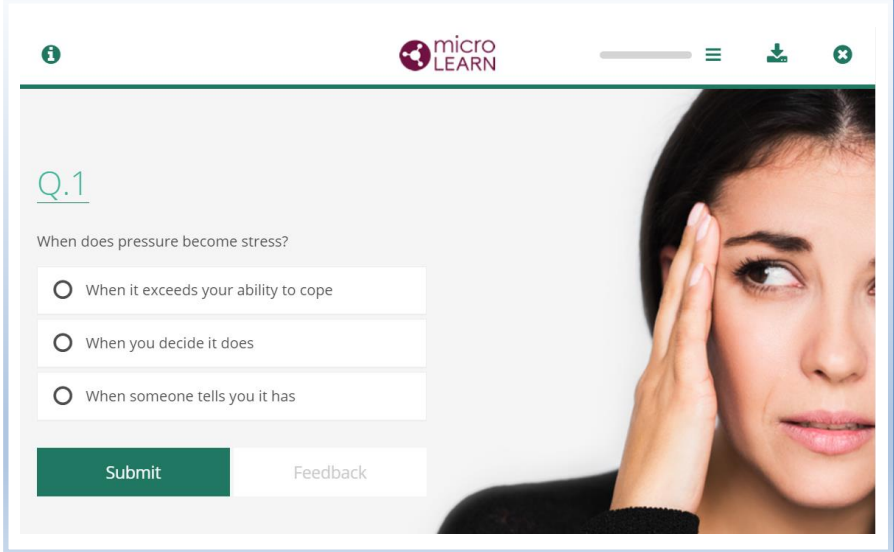


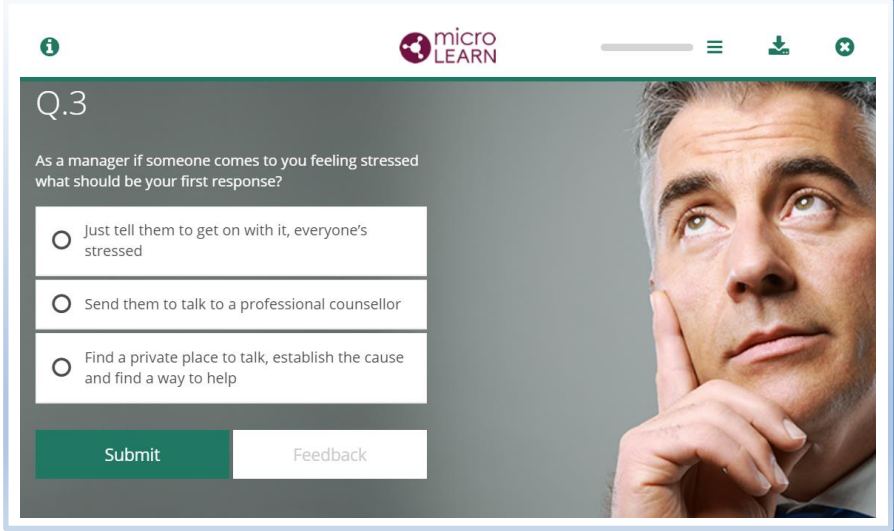


Check my understanding

Each course has a ‘Check my understanding’ section at the end. This contains 5 questions with either multiple choice or single word written answers.

Once you submit an answer it will appear correct/incorrect and show feedback.





Completing a courses

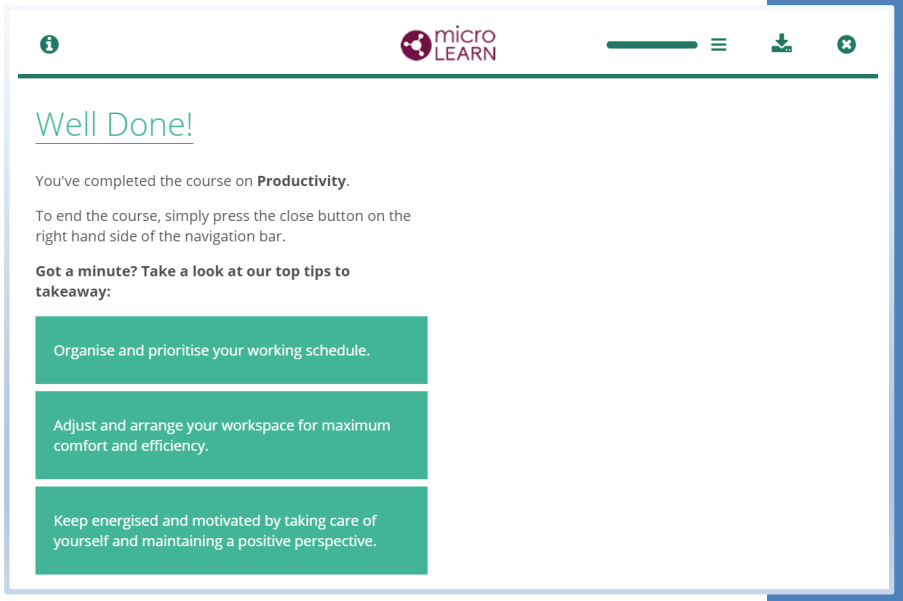
Completing a course

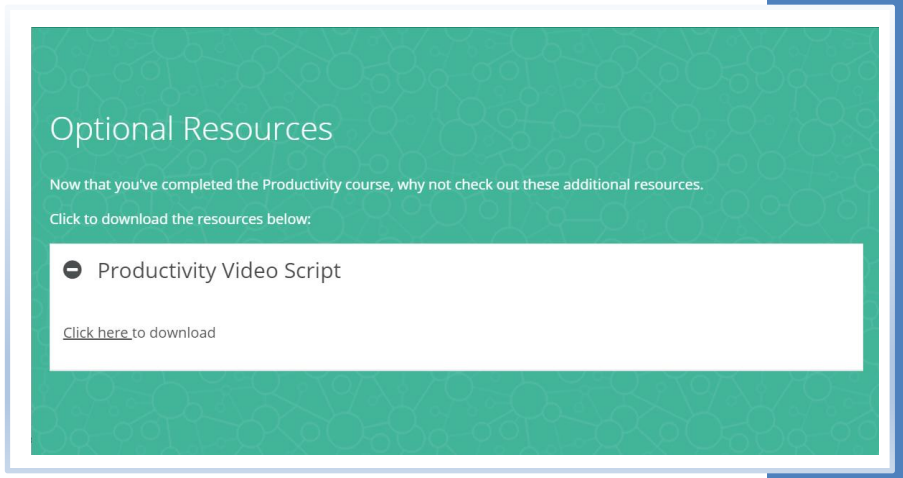
All MicroLearn courses are approximately 15 minutes long.

Additional resources

The end of each course has take away ‘Top Tips’ to summarise what you have learnt.

You will also be able to download the course transcript if you want to keep this for future reference. Many of our courses also have downloadable infographics, toolbox talks and information sheets.

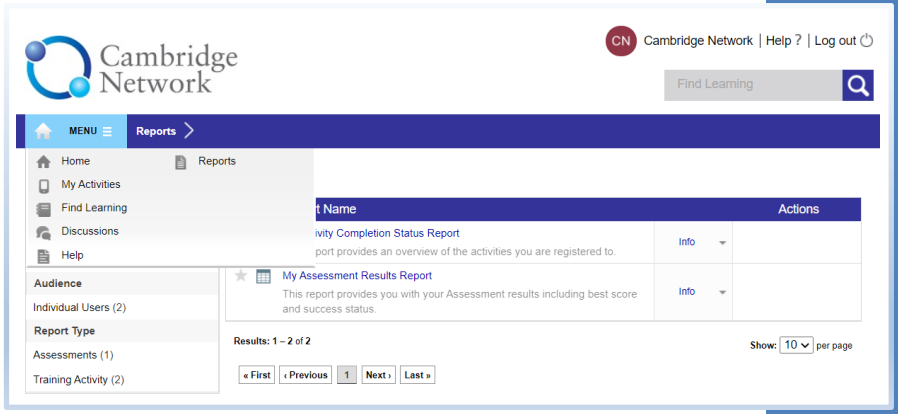


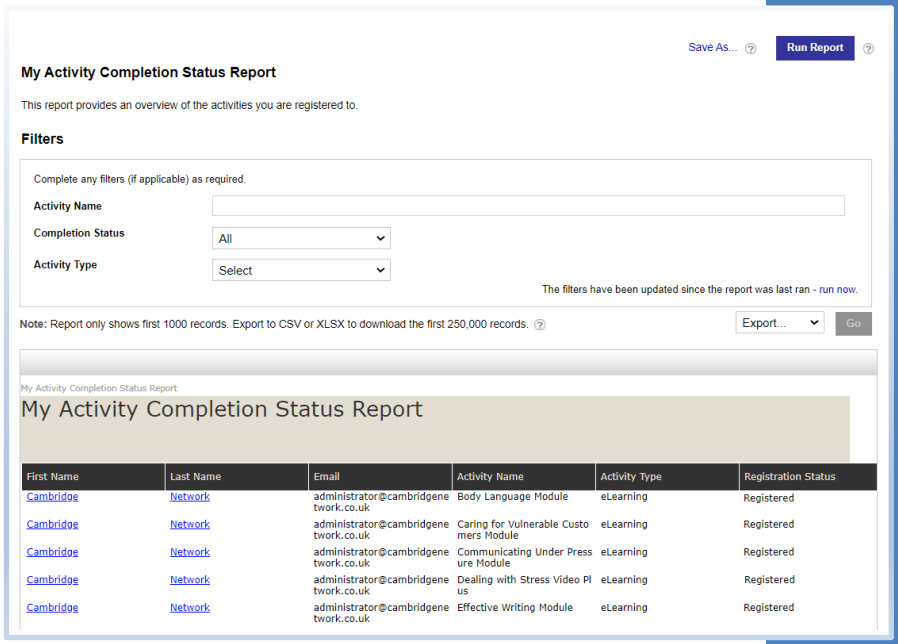


Course completion reports

To create your own learning activity report, which will show details of all the courses you've completed as well as those that are still outstanding, go to the Menu at the top left of the screen and select **reports.**

Then click on 'My Activity Completion Status Report'.

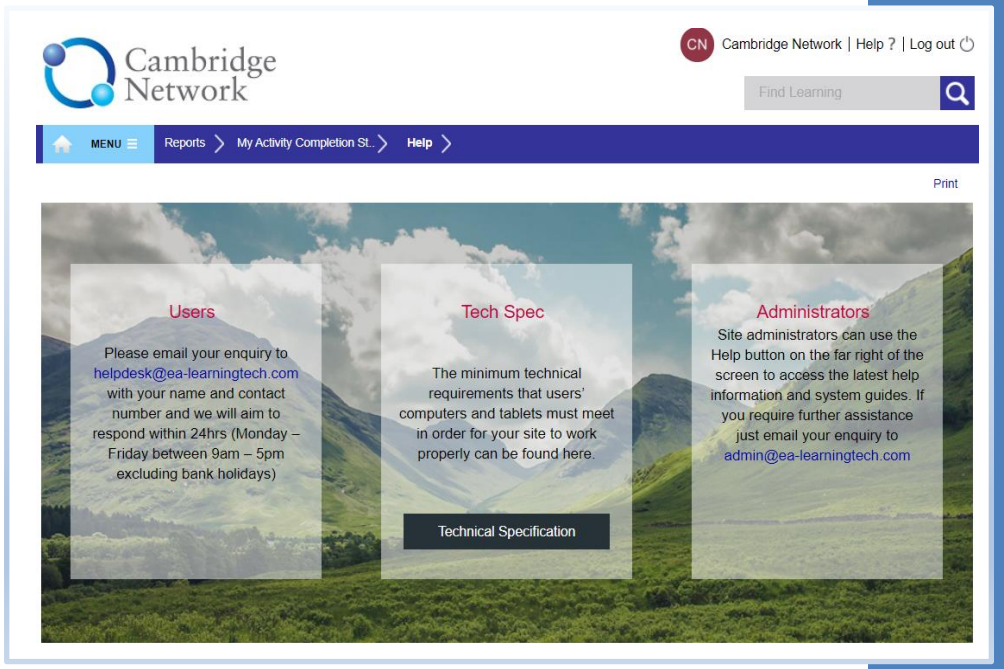




Need help?

If you need help, or have a problem with a course, then please contact us via email.

In addition you can click on the ‘Help’ button at the top right of your screen for direct technical assistance. You will find information about the technical specification of your PC or device necessary to run the courses and an email link straight to the technical support team.

Contact us:

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