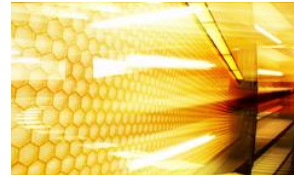




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## **TOP TIPS FOR E-LEARNING**

### **What is e-learning?**

e-Learning is the name given training to courses that are accessed electronically.

The courses are typically delivered from a website which you login to.

Because the website is accessed via the Internet it can be accessed at any time.

**The e-Learning courses are not intended to replace the existing classroom training you receive, but enhance the opportunities available to you.**

There may be times when you need to quickly refresh your memory about a topic or only have a couple of queries which do not require you to attend a full training session or there may be mandatory courses you are required to complete within a set time frame.

### **What is the DLE?**

The Dynamic Learning Environment (DLE) is designed to provide you with access to a range of on-line courses, training updates, development tools and techniques. These will assist in supporting face-to-face training events and give you instant access to a range of e-Learning opportunities.

### **I am a first time user, how do I log in?**

If you are a first time user:

- Type in your username, this is normally your email address.
- You should have received a password via email from Learning and Development. (If not please use the default password of welcome).
- Once you have logged in for the first time, you will immediately be asked to change your password to something more memorable.

### **What if I want to stop working through a course and return to it later?**

The benefit of the DLE is that you can revisit a course as many times as you like in order to complete it. However, we recommend most courses should be completed in two sessions.

To exit a course at any time, click on Menu, located in the bottom left corner of every page, which will take you back to the course contents. Click on Exit, to leave the course and return to the Course Homepage. Your course progress will be saved and will be available the next time you log in.

### **How do I know if I completed a section of a course?**

As you work through the different sections of the course you will be able to see from the Menu page the sections you have completed, the sections half-completed and those still to do.