

# LearnNet Guide for Home Users

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## Learning Cafés

We encourage Managers to allocate time for their staff to undertake e-learning at work, and employees to plan their e-learning around work commitments. At East Lothian Council we recognise the need for a quiet, relaxed environment to enable self-based development.

We operate 3 Learning Cafes: one at John Muir House, the Brunton Hall and the other at The Corporate Learning Centre, Macmerry, which contain a mix of resources ranging from books and videos to CDs and Internet Access to undertake your e-learning.

What are the opening hours of the Learning Cafés?



### **Brewery Park**

*Monday-Friday 8 a.m. – 9 p.m.*

*Saturday – 8 a.m. – 6 p.m.*

### **Brunton Hall**

*Monday-Friday 8 a.m. – 5 p.m.*

*Saturday 9a.m. – 5 p.m.*

### **Penston House**

*Monday-Friday 8 a.m. – 9 p.m.*

*Saturday 8 a.m. – 6 p.m.*

## **How do I book a time slot in the Learning Cafes?**

### **Brewery Park & Penston House**

You should contact any of the Employee Health & Development Assistants for Brewery Park or Penston House on 01620 827868 (ext. 7868) or email [corpsh@eastlothian.gov.uk](mailto:corpsh@eastlothian.gov.uk).

You should telephone Customer Services at the Brunton Hall on 0131 665 3711.

## **Access from Home**

We do accept that some employees may wish to access e-learning from home, and one of the major benefits of LearnNet is that it can be accessed from any PC meeting the minimum requirements connected to the Internet.

Please refer to the [LearnNet Acceptable Use / Terms of Use](#) to understand your responsibilities.

**Please note:** LearnNet is a Corporate system and we currently only provide support for staff using Council PC's connected via our network.

### **Disclaimer**

We cannot test LearnNet and each e-learning course within every environment, operating system and web browser. We will ensure that Internet Explorer, Mozilla Firefox & Netscape for Windows, and Apple Opera for the Mac should work provided the necessary plug-ins /add-ons are installed. The screen layouts may differ for each browser and each released version of the browsers. Whilst we aim for consistency this is not always possible.

### **Minimum Hardware Requirements**

Minimum PC system requirements are as follows:

- P500+ Processor, 128MB of RAM
- Minimum display resolution 800x600
- Windows 2000, XP, or Vista
- 56K minimum connection; broadband (256 kbps or higher) recommended
- Sound card with speakers or headphones strongly recommended
- At least 40 MB free disk space

Minimum Mac system requirements are as follows:

- Power PC, G3 233 MHz machines or better
- Mac OS X (10) or higher
- 128 MB RAM (or more)
- 56.6 kbps Modem or better (256 kbps or higher) recommended
- Sound card and speakers
- At least 40 MB free disk space

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## Minimum Software Requirements

All of the software required to use LearnNet and access the e-learning is freely available to download.

- PC web browser - [Internet Explorer](#) 5.5 or higher / [Mozilla Firefox](#) 1.0 or higher / [Netscape](#) 4.7 or higher
- [Windows Media Player](#) 9.0 or higher (for PCs)
- [Adobe Acrobat Reader](#)
- [Adobe Flash Player](#) (v8 or higher)

## Additional Settings

LearnNet requires that:

- cookies are enabled for the LearnNet site
- Javascript is enabled
- Pop-ups are allowed for the LearnNet site

### Enabling Cookies

Click the link below to find out how to enable cookies for your particular browser.

<http://www.google.com/cookies.html>

### Enabling Javascript

Click the link below to find out how to enable Javascript for your particular browser.

<http://www.google.com/support/bin/answer.py?answer=23852>

### Enabling Pop-ups

Some of the courses require pop-up windows, therefore pop-ups must be enabled within your firewall / anti-virus application. Please refer to your firewall / anti-virus documentation to allow

\*.elcelearning.net as a trusted site.