

eLearning Guidance for Learners



Here are a few tips to help you get the most out of your elearning:

Identifying your learning

- Reflect on your learning needs e.g. how the learning links to your Performance Review & Development (PRD) development plan, and helps to support the priorities of your service area and the work that you do.
- This may be an area of development that interests you personally, but is unrelated to the work you do. No problem – we suggest you discuss this with your manager, but you can always access LearnNet courses from home, the library or one of the Learning Cafés in your own time.
- You can either search for courses or browse the catalogue by subject area. If you can't find what you are looking for then please contact me, as provision changes regularly and it maybe that I can find something suitable. If not, I may be able to help you with alternative approaches to help you meet your learning needs.
- Don't assume that because the course title looks relevant, the course will meet your needs. Always read the course description and outline. This will give you a better idea of what's covered, the level, and how long it will likely take to complete.
- It may be that only part of a course is suitable. This is a major benefit of elearning; you can choose to complete only the topics you need! Equally, you can select several topics from different course, tailoring the learning to your specific needs.



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Planning your learning

- Once you have identified the appropriate courses(s), consider how you are going to approach the learning and discuss with your manager.
- Unlike a tutor-led course which has a fixed date, you will need to plan when you are going to undertake elearning. Consider factors like busy / quiet periods for your team and your work. Another benefit of elearning is that it is very flexible; you can undertake it as and when you need it (“just in time”) – but this can also be a disadvantage as you will need to be organised and self-disciplined in order to complete the learning.
- Consider also when you learn best and when your concentration / energy levels are higher. Are you a morning or afternoon person?
- If you don't have a LearnNet account then request one (details below). Attempt to log in at www.elcelearning.net. The system can send you your password if you have forgotten it, but please contact me if you have forgotten your username (typically your 7-digit employee number), or if you are experiencing difficulties.
- Plan where you are going to undertake your learning; at desk, from home, in a Learning Café etc. Busy and noisy environments aren't conducive to learning, so you may need to make arrangements. Also, some courses have sound, so you may need headphones or to find somewhere where you won't disturb your colleagues. Contact me if you require a set of headphones. Do you need to book a room or computer beforehand? Don't leave it until the last minute! Make sure that the environment is suitable, considering Display Screen Equipment (DSE) issues such as seating position, light, special requirements etc. If possible, test that you can login and access the course beforehand.



Note: if you are not aware of DSE issues, then we recommend undertaking the '[Display Screen Equipment \(VDU\) and Workstation Health & Safety](#)' course to ensure that you are using your computer safely.

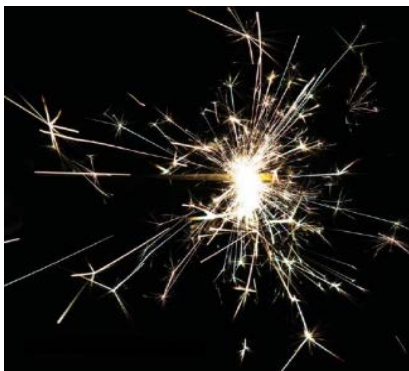
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Undertaking your learning

- Complete the pre-course assessment before you start your learning. As well as providing us with useful information, it is designed to help you to focus on planned outcomes and objectives.
- Take a little time to go through the features of the course and all of the menu options, so that you get the most out of it.
- Again – ‘chunk’ longer elearning into session of around 30 minute or so. Any longer and it’s difficult to maintain concentration, and it’s important to take regular breaks from the computer. Your progress is saved when you exit the course correctly, so it is easy to pick up where you left off.
- Take a look at the additional resources such as web links, documents etc, as they help to build on the learning and expand your knowledge of the subject and issues.
- Think of relevant examples as you work through the course e.g. if you are undertaking an IT course, create work-related documents as you learn; that way you are putting your knowledge straight into practice, and by applying it to you work are more likely to remember what you learn.



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Post-learning

- Complete the post-course assessments. Again, they provide us with useful feedback but also allow you to reflect on the learning.
- As with any course, consider a plan for how you can put your learning into practice. Actively seek opportunities to use what you have learned.
- Share what you have learned with others, and if you think the elearning would benefit them, then please recommend it to them.
- It is a fact that we typically forget much of what we learn on a course over time. Again, an advantage is that you can access the elearning at any point – it is always available.
- Don't forget to discuss the course and learning outcomes / plans as part of your PRD.



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Help & Support

- You'll find links to the 'Help' section within each course, and we have provided an online guide that takes you through the features.
- There is also a Frequently Asked Questions section which provides answers to some of the most commonly asked questions.
- Most courses have a course 'Mentor' or subject expert who is available to answer any questions you may have about either using the course, or the topics. Use 'Mentor Direct' to contact them within each course to contact them.
- Discussion forums are a useful way of seeking advice / guidance from others, and for sharing your thought / experiences with other learners.
- Contact me if you have any technical issues regarding LearnNet, or your account (details below).

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