iLearn User Help for Students

How to use iLearn

How to register on QLD Health iLearn

The following instructions explain how to register as a Bond University student on QLD Health iLearn.

How to Register

Forgot your password?

Step 1: Go to the login screen: <u>https://ilearn.health.qld.gov.au/d2l/login</u> and click on *Register here for an iLearn account.*

A hi	nttps://ilearn.health.qld.gov.au/d2l/login	□ ☆
	Queensland Government Queensland Health	
	Welcome to iLearn	
	iLearn hosts educational material for Queensland Health staff, external health professionals, contractors, students and members of the public.	
	First time here?	
	Register here for an iLearn account	
	Support and Assistance	
	System Check Reset your Password iLearn Help	
	For technical issues please contact the Help Desk on <u>1800 198 175</u> .	
	Username *	
	Password *	
	Log In	



Step 2: The Frequently Asked Questions window will open. Under the heading, *I am a STUDENT on clinical placement*, click *Go here* to complete the registration form to create your QLD Health iLearn account (launches in new window).

How can I Access Learn@QHealth?	View All Categories *		
System Support	How can L Access il earn@OHealth?		
Password FAQs	now can recess reaching a reaching		
ocating Courses			
Certificates and Awards FAQs	REGISTRATION PROCESS		
Course enroliment and unenroliment	You will need to complete our registration form to create your own user account.		
Frouble Shooting Technical ssues	Note: A Registered Email Address can only be used once (you cannot use one email address for multiple user accounts). About System Emails: Some email providers may consider a system generated email as SPAM or Junk (Hotmail & Gmail are problematic). Please check these folders if you haven't received a registration confirmation email. If you experience issues with registration please contact 1800 198 175 for support.		
Returning student, trades person or employee			
am relocating to another area of			
2id Health Student Help	Select the most suitable category you belong to to get started: Click		
	I am a STUDENT on clinical placement Go here (launches in new window) to complete our registration form to create a new a user account. Select 'Non Queensland Health Learner'		
	Click the Register button		
	Complete the form with the following information:		
	 Use your University email address (preferred) or personal email if you do not have a tertiary email accour List 'Student' as your Position List your (howers) as E-monitore 		

Step 3: Select I do not have an iLearn@Health username and password.

Step 4: Click Submit.

	Registration Form		
Select one of the following options:			
I have an existing iLearn@QHealth username and password			
 I do not have an iLearn@QHealth username and password 			
Back		Submit	

Step 5: Click Non Queensland Health learner (e.g. student, trades, contactor, volunteer).

Self Registering Course Offerings				
Course Offering Code		Course Offering Cost		
CP_Self Reg External Non Queensland Health learner (e.g. student, trades, contractor, volunteer)				
CP_Self Reg Internal Queensland Health employee (e.g. staff, contracted employee)				
CP_Self Reg MH Practitione	Mental Health Act (Non Queensland Health employee)			

Step 6: Click Register.

	Description
Course Offering List > Cou	rse Offering Description
Step 1: View Course Of	fering Information
Course Offering Name:	Non Queensland Health learner (e.g. student, trades, contractor, volunteer)
Course Offering Code:	CP_Self Reg External
	Non Queensland Health iLearn@QHealth learner registration
Description:	Please complete this form to register for your new iLearn@QHealth account.
	You should only use this form if:
	 you are a health professional or student and are not a Queensland Health employee or contractor.
Cancel	Register

Step 7: Complete the *External User Registration* form with your name and Bond email and *Bond University's* details exactly as written below. (All fields marked with a *red asterisk are required.)

Step 8: Click Submit.

	Registration Form		
Course Offering List > Course Offering Description > Registration Form			
Step 2: Enter Registration Informa	Step 2: Enter Registration Information		
Required fields are marked with a *			
* First Name:	Your First Name		
* Last Name:	Your Last Name		
* Email:	Your email address		
Email Tip:	For faster registration, please use an email address that identifies your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g. @hotmail etc).	@	
* Business Phone:	07 5595 4476		
* Position:	Clinical Placement Manager		
* Employer:	Bond University		
* Supervisor's Name:	Odette Smith	0	
* Supervisor's Contact Number:	07 5595 4476	0	
Address 1:	14 University Drive		
Address 2:			
* City:	Robina		
* State/Province:	QLD		
* ZIP/Postal Code:	4229		
* Country:	Australia		
Office Use:			
Back		Submit	

Step 9: Registrations are processed within 3 business days. You will be notified by email once your registration application has been completed and checked. Please check your JUNK or SPAM folders as well as your INBOX to ensure you don't miss QLD Health's email.

If you do not receive email notification within 4 working days, call QLD Health's eHealth Info Service on 1800 198 175.

How to locate courses on iLearn

Login to iLearn: https://ilearn.health.qld.gov.au/d2l/login

The following instructions provide an overview on how to search for courses on iLearn.

1. At your My Home page select

Search for courses here to enrol in and access courses.

2. In the search box type a single word only e.g. contractor and select



NOTE: You can also view and access courses located on the front home landing page in the *Course Catalogue*

3. Select the course heading from the right-hand side panel



TIP: If the prompt checkbox is listed under the enrol button read the terms and conditions and tick the checkbox next to *Terms of Service* and *Privacy Policy* and select *Launch Course*

IMPORTANT: Close the course catalogue tab and return to your My Home page



7. The course(s) will open and is ready to complete. Course(s) that you have enrolled into or have been enrolled into will be listed under *My Courses* on your *My Home* page.

TIP: select F5 to refresh your account if the course does not appear under your My Courses

TIP: launch the courses from your *My Home* page



How to complete a course on iLearn

The following instructions provide an overview on how to complete a course on iLearn. Examples are provided on how to complete a quiz, view quiz scores, monitor your progress and access your certificate.

Course completion

You will be able to see all relevant sections of a course from the Table of Contents.

There are release conditions set against each content area. When you successfully complete a section of content the next section will appear in your *Table of Contents* menu.

Be mindful that some content may open in a new *Tab*. Close the *Tab* when you are finished viewing the content and return to the course page.

If you do not see *Completion Certificate* or *Certificate* appear in the *Table of Contents* then you may <u>not</u> have successfully completed the course. Refer to *My Progress*

Quiz instructions – how to complete a quiz

The following instructions show how to complete a quiz.

- 1. Select the Quiz link
- 2. The Quiz opens (refer diagram 1)

Diagram 1

		Course Home	Content	User Progress	🈰 Awards - My Awards	Learner Help
Table of Contents > 1. C		ļuiz				< >
	Pre-c	commencement q	uiz - Quiz			
' Est. Length: 2:00:00	Helen Farrell: Attempt 2					
Questions 1 of 1 questions saved Page 1: 1 E Legend Saved Response Unsaved Response Info Item	Quiz Note: It is recommended that yo Question 1 (Mandatory) (SID_01) Have you complete O True False	Click	nse as you c	omplete each ques n of this course be	stion. efore?	

- 3. Select an answer and select Save
- 4. Select Save All Responses
- 5. Select Submit Quiz
- 6. Select Yes, submit quiz

Note: This is a 3 click process

Confirmation	
Quiz Subn You are at will no be able At you sure the	to return to the quiz, after which you to return to the quiz. at you want to submit the quiz?
Yes, submit quiz No	, don't submit quiz
	h.

How to locate your Certificates

The following instructions provide an overview on how to access completion certificates on iLearn. Refer *How to track course_quiz progress* document for further steps or refer to the *Learner Help* videos

What are badges?

Badges provide information on the commencement of a course only.

NOTE: the badge does not indicate that you have successfully completed a course.

The badge only lists the date of issue / expiry and course name.

What are Certificates?

Your certificate is a statement of completion. It is not recognised by vocational education organisations *[registered training organisation]* and does not provide you with credits towards any RTO course.

Certificates can be converted to PDF and can be saved or printed.

Access Your Certificates from the course navigation

Refer How to track course_quiz progress document or the Learner Help videos for further steps

From the course navigation you can access any of your certificates at the My Certificates area

Note: there is a delay to receiving Certificates

TIP the user is recommended to close their account and wait approximately 30 minutes and reopen their

account and the certificate will be available within the My Certificates area.

Please note there is a time delay in the certificate displaying once the course is completed of approximately 30 minutes. It is recommended to close your iLearn account and wait 30 minutes and reopen your account and the certificate pop up window will display on your *My Home* page.

If the certificate does not pop up when you reopen your account select your course and select *Awards* and your certificate will be displayed. Or alternatively select *My Certificates* on your *My Home* page and your certificate will be displayed.

iLearn User - How to track course & quiz progress

How to track course and quiz progress on iLearn

Login to iLearn: https://ilearn.health.qld.gov.au/d2l/login

The following instructions provide an overview on how to track course and quiz progress on iLearn.

- Select the Select a course...
- 2. Select your course from the dropdown list
- 3. Select either My Progress OR Grades from the navigation bar

My progress option steps:

1.

The Progress Summary window opens.

your name	Progress Summary	🖨 Print	🖉 Help
course title	Grades		
	Grades Received: 0		Þ
Summary			
Grades	Objectives		
Objectives	0 % (0/0)		
Content	In Progress: 0		Þ
Discussions			
Dropbox	Passed: 0		Þ
Quizzes	Needs Remediation: 0		Þ
Checklist			
Surveys	Content		
Course Access	# Visits Time Spent Topics Visited	6 Visited	0 / 215
Login History	0 0d 0h 0m 0s 0		,
	Topics Visited: 0		⊳

- 4. From the *Summary* panel on the left-hand side of the screen select one of the below options and a summary of your progress is displayed on the right-hand side panel for that option
 - a. select Grades
 - b. select Content
 - c. select Quizzes
 - d. select Surveys



Check you have completed all the module requirements e.g. grades, content, quizzes, surveys

5. Quizzes example: a summary of your attempts and pass status is displayed for each quiz on the right-hand side panel (refer step 3 and 4)

	Quizzes Progress Quizzes Completed Attempts Awaiting Grade 100 % (2/2) 0	125 %	🖶 Print 🛛 Help
(UoH Corp-C) Fraud Control Awareness Summary	Uncategorised		~
Grades Objectives Content	Fraud completion quiz Attempts: 1 / Unlimited Highest Attempt Details		3/2 Pass
Discussions Dropbox Quizzes	Random - Fraud Quiz Attempts: 1 / Unlimited Highest Attempt Details	ß	100 / 100
Checklist Surveys Login History			

If a quiz / assessment indicate *review needed* or *not yet competent* or *not started* return to the quizz / assessment and repeat the quiz.

6. Follow the above process till gain the required pass rate / competency.

Grades option steps:

The Grades window opens.

Grades		🖨 Print
Grade Item	Points	Grade
eQuiz 1: Handling antineoplastic drugs and related waste safely	100 / 100	Competent
Competency assessment 1: Handling antineoplastic drugs and related waste safely	100 / 100	Competent
eQuiz 2: Understanding how antineoplastic drugs work	100 / 100	Competent
eQuiz 3: Reviewing protocols and prescriptions	0 / 100	Not started
eQuiz 4: Educating the patient and carer	0 / 100	Not started

- 7. The summary of your progress is displayed on the right-hand side e.g. *competent / not yet competent / not started*
- 8. If a quiz / assessment indicate *review needed* or *not yet competent* or *not started* return to the quiz / assessment and repeat / complete
- 9. Once all the modules, quizzes / surveys have been completed log out of your account (close your account) and wait 30 minutes.

TIPS:

In the Table of contents there are various prompts that indicate items to be completed / completed. The following are a few tips and tricks.

Number of topics / modules to complete

Table of Contents	2 N N
≡ Welcome	7 topics to complete

Number of topics remaining to be viewed e.g 3 of 4 remaining



Topic to be viewed

Search Topics	Q	Resources ~	🖨 Print
Overview		Download Send to Binder	
Bookmarks			
Course Schedule		0 % 0 of 3 topics complete	
Table of Contents	3	Hazardous manual tasks Code of practice 2011 v o ^P Link	•
Contact enquries		Manual tasks involving the handling of people Code of → practice 2001 a ⁰ Link	Task: View this topic
1. How to complete -		Oueensland Health work health and safety risk	
Management of		management implementation standard	
Musculoskeletal Disorders (MSD)			
2. MSD module	3		
Topic has bee	en vie	Wed You have viewed this topic	

Quiz has been completed

Musculoskeletal Disorders (MSD)		100 % 1 of 1 topics complete	
2. MSD module 3	Completion Quiz 🗸		2
3. Completion Quiz 🗸			You have completed the quiz
2. MSD module	3	Completion Quiz 🗸	
3. Completion Quiz	The		
4. Certificate	All tasl	ks are completed	

Please note there is a time delay in the certificate displaying once the course is completed of approximately 30 minutes. It is recommended to close your iLearn account and wait 30 minutes and reopen your account and the certificate pop up window will display on your *My Home* page.

If the certificate does not pop up when you reopen your account select your course and select *My Certificates* and your certificate will be displayed. Or alternatively select *My Certificates* on your *My Home* page and your certificate will be displayed.