

iLearn User Help for Students

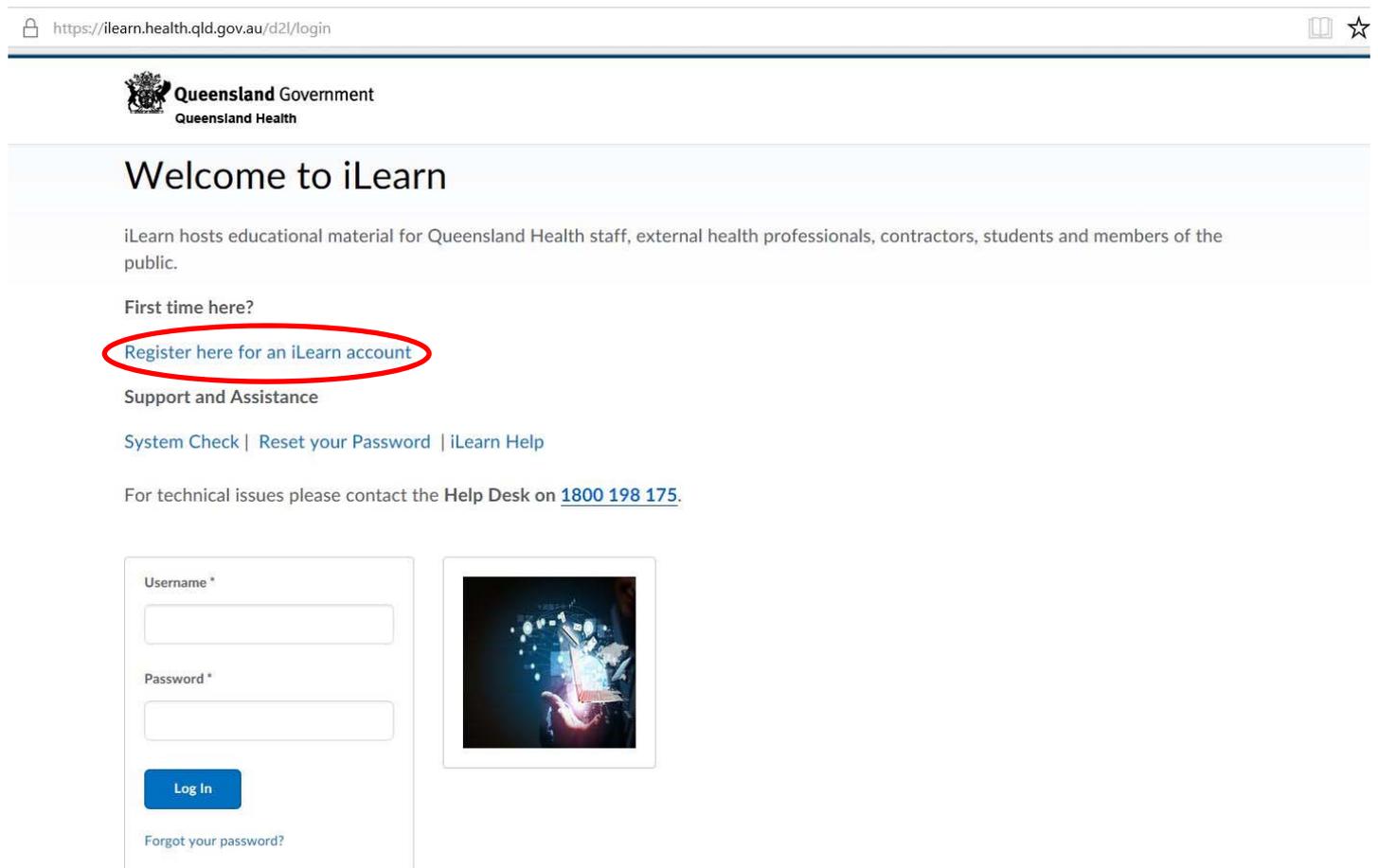
How to use iLearn

How to register on QLD Health iLearn

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

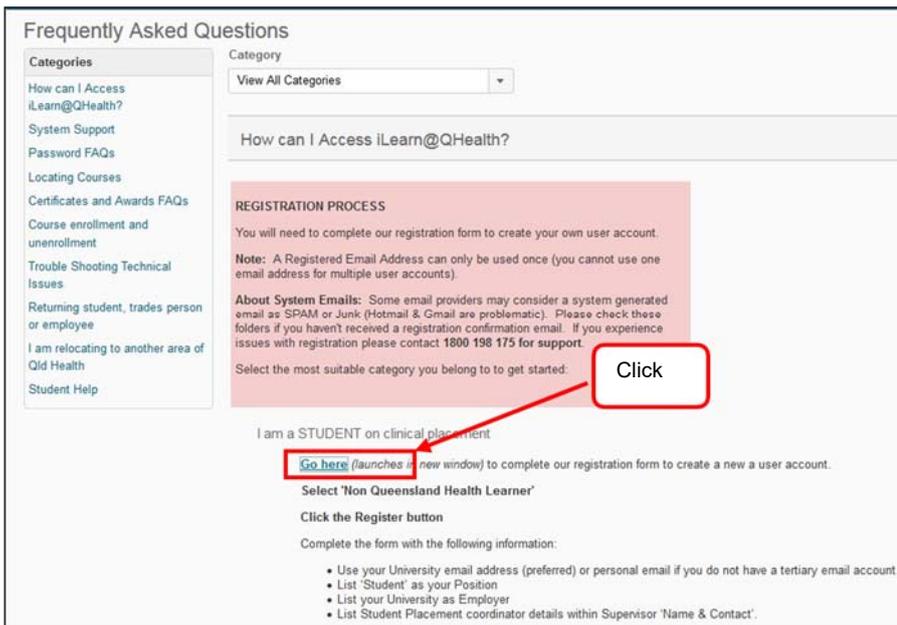
How to Register

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



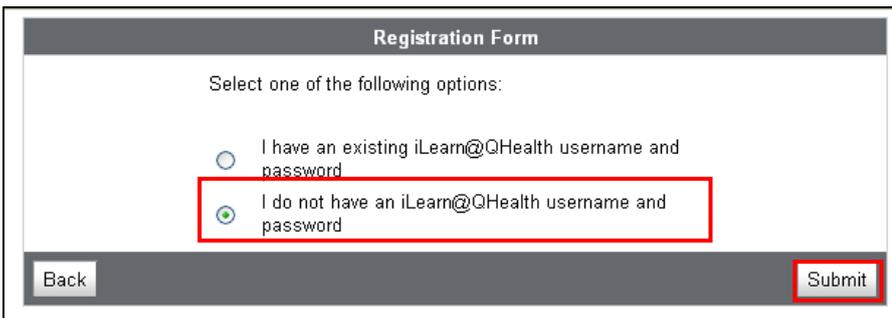
The screenshot shows the iLearn login page. At the top, the URL <https://ilearn.health.qld.gov.au/d2l/login> is visible in the browser address bar. Below the URL bar is the Queensland Government logo and the text "Queensland Health". The main heading is "Welcome to iLearn". Below this, a paragraph states: "iLearn hosts educational material for Queensland Health staff, external health professionals, contractors, students and members of the public." Underneath, there is a section titled "First time here?" with a link "Register here for an iLearn account" circled in red. Below this are links for "Support and Assistance", "System Check | Reset your Password | iLearn Help", and "For technical issues please contact the Help Desk on [1800 198 175](tel:1800198175)". At the bottom left, there is a login form with fields for "Username *" and "Password *", a "Log In" button, and a link "Forgot your password?". To the right of the form is a decorative image of a hand holding a glowing book.

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).



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

Step 4: Click *Submit*.



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

Self Registering Course Offerings		
Course Offering Code ▲	Course Offering Name	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 Practitioner	Mental Health Act (Non Queensland Health employee)	

Step 6: Click *Register*.

Description

[Course Offering List](#) > **Course Offering Description**

Step 1: View Course Offering 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

Please complete this form to register for your new iLearn@QHealth account.

Description: You should only use this form if:

- you are a health professional or student and
- are not a Queensland Health employee or contractor.

CancelRegister

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 Information

Required fields are marked with a *

* **First Name:**

* **Last Name:**

* **Email:**

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:**

* **Position:**

* **Employer:**

* **Supervisor's Name:** ?

* **Supervisor's Contact Number:** ?

Address 1:

Address 2:

* **City:**

* **State/Province:**

* **ZIP/Postal Code:**

* **Country:**

Office Use:

BackSubmit

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*

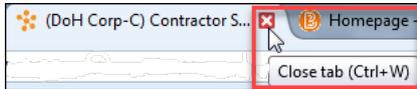
3. Select the course heading from the right-hand side panel



4. Select **Log In to enroll.**
5. Select **Enrol**
6. Select **Launch Course**

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*

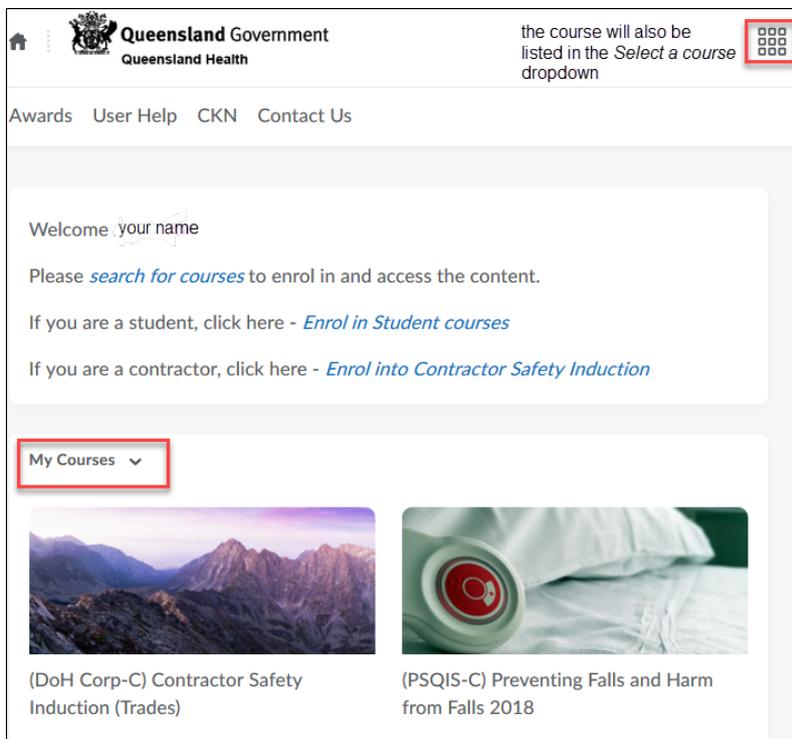
IMPORTANT: Close the *course catalogue tab* and return to your *My Home* page



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.

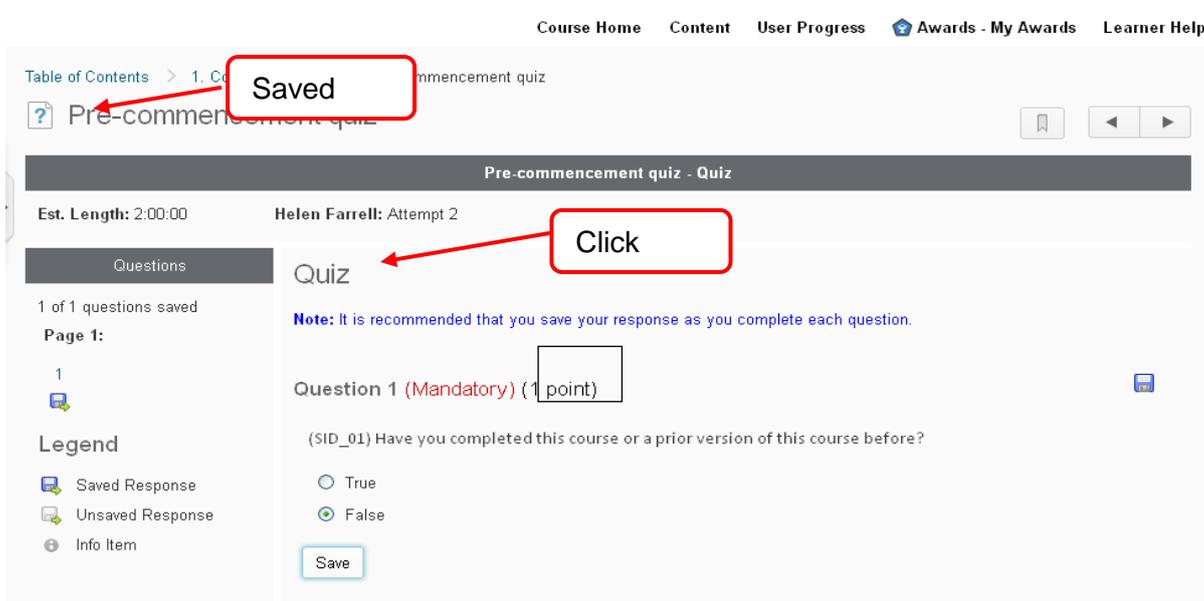
If you do not see *Completion Certificate* or *Certificate* appear in the *Table of Contents* then you may not have successfully completed the course. Refer to *My Progress*

Quiz instructions – how to complete a quiz

The following instructions show how to complete a quiz.

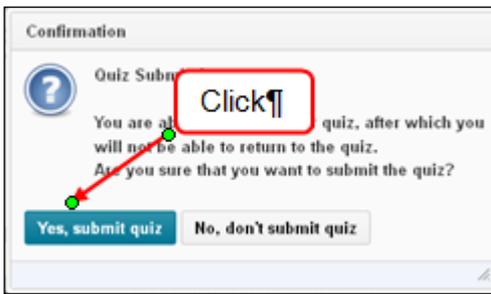
1. Select the *Quiz* link
2. The *Quiz* opens (refer diagram 1)

Diagram 1



3. Select an answer and select 
4. Select 
5. Select 
6. Select *Yes, submit quiz*

Note: This is a 3 click process



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.

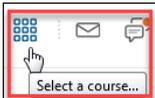
iLearn User - How to track course & quiz progress

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.



1. Select the  icon
2. Select your course from the dropdown list
3. Select either **My Progress** OR **Grades** from the navigation bar

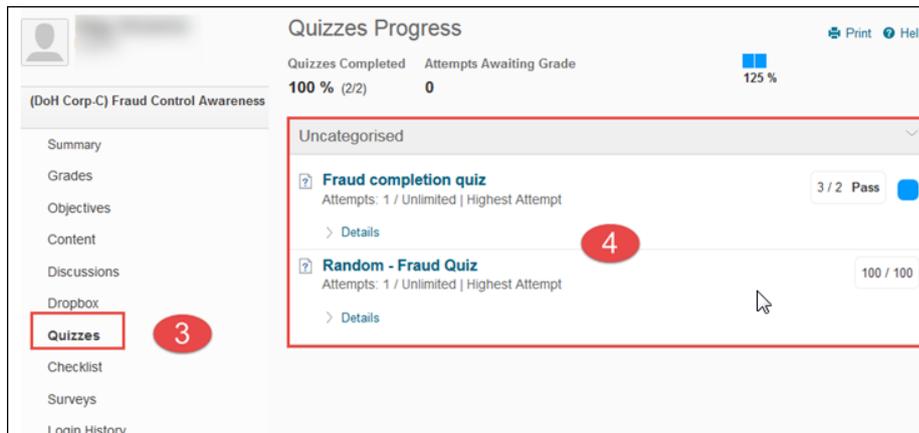
My progress option steps:

The *Progress Summary* window opens.

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)



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

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

Grades option steps:

The *Grades* window opens.

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.

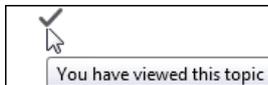
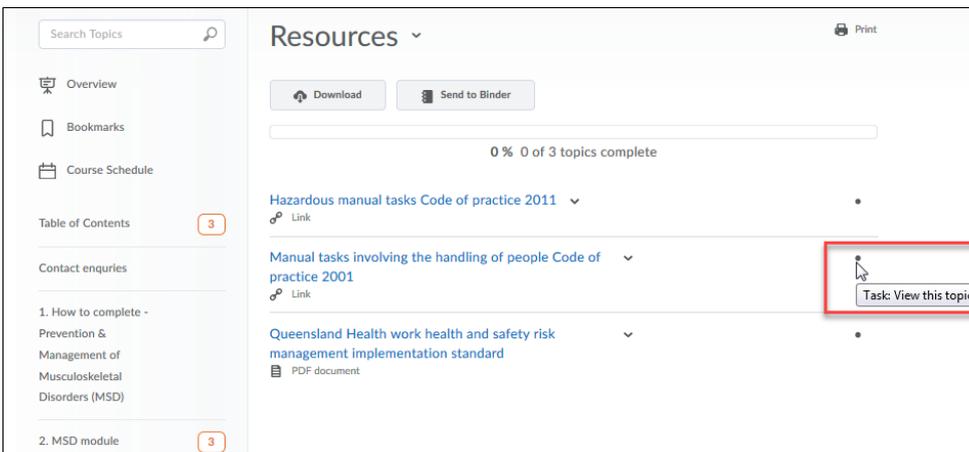
Number of topics / modules to complete



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

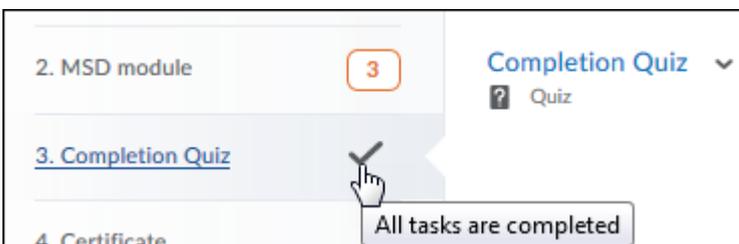
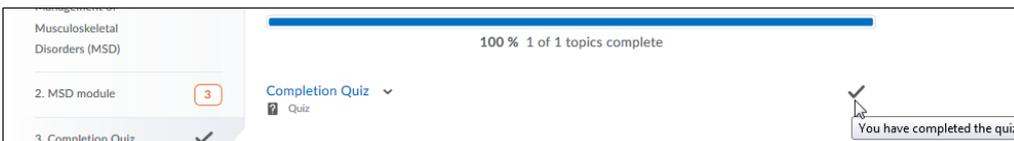


Topic to be viewed



Topic has been viewed

Quiz has been 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.