



WorkSafe®

Learning Management System

User Guide



Crescent House

37 Abercrombie Court

Arnhall Business Park

Westhill

Aberdeenshire

AB32 6FE

Telephone 01224 636870

Email login@crescent.co.uk

Before you begin

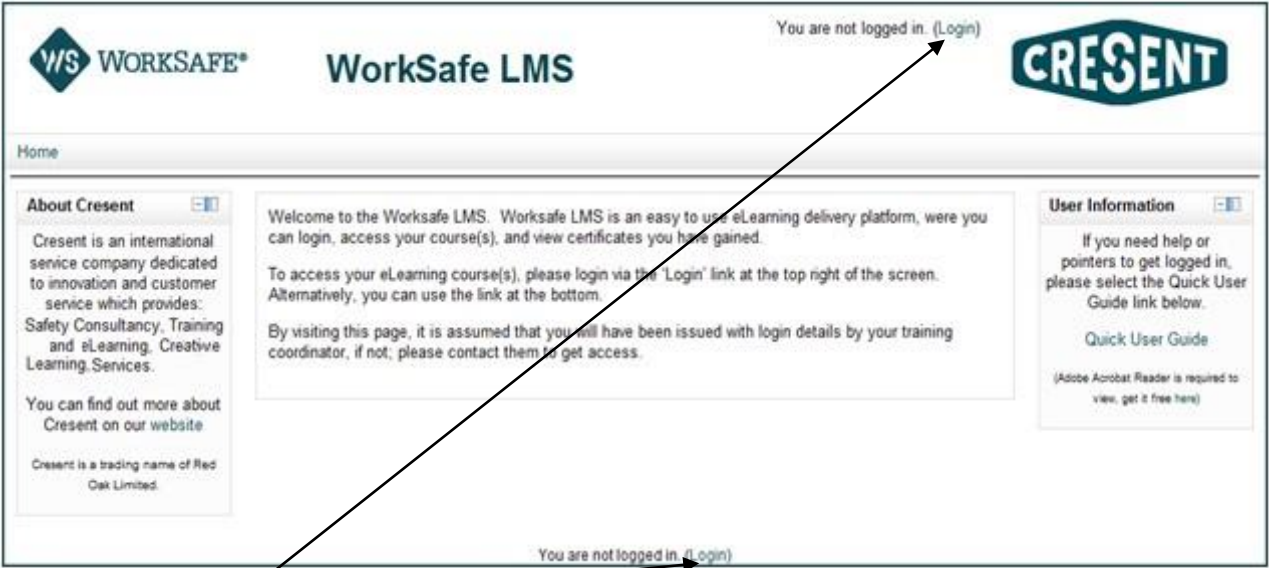
Please ensure that you have access to a computer with sound as all courses make use of voiceovers and sound effects.

Accessing the Site

Using Internet Explorer from an internet connected PC, browse to the following URL:

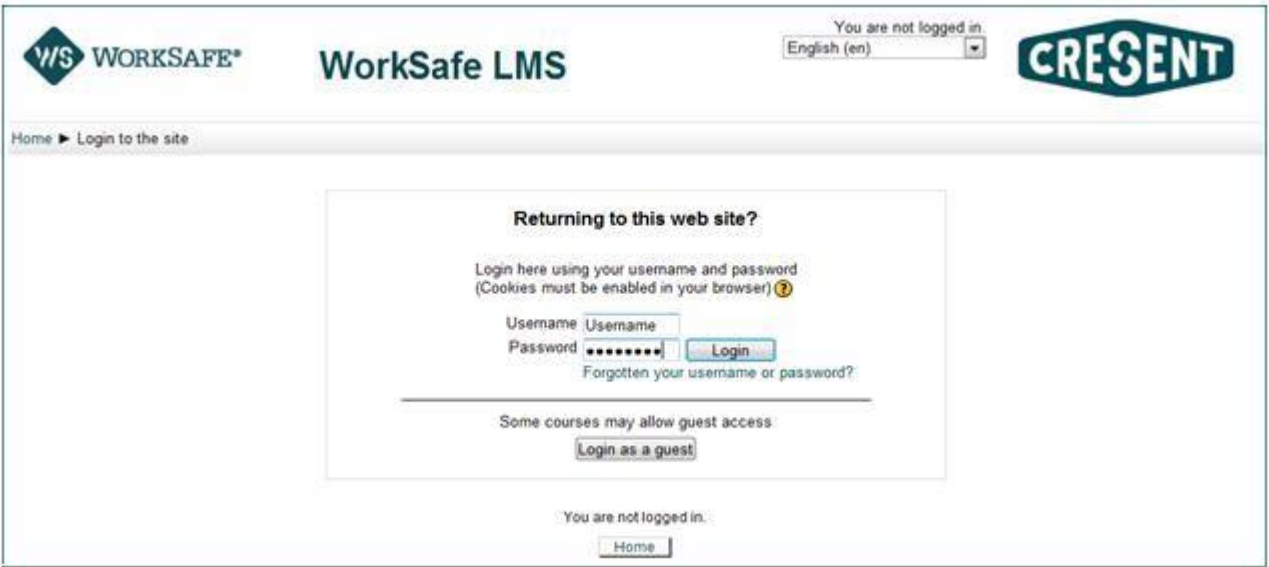
<http://www.training-portal.com>

You will then see the following screen:



Click the login link.

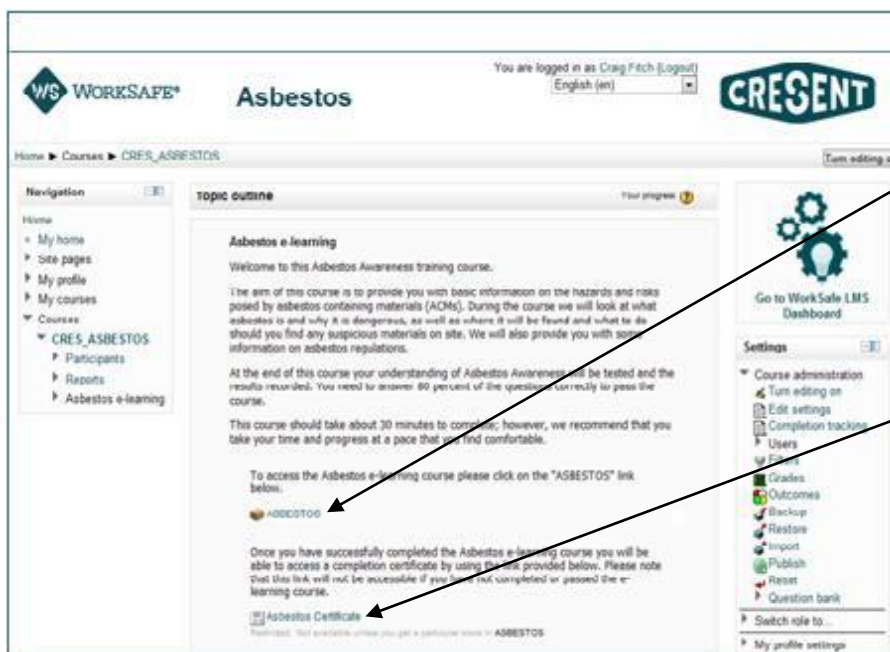
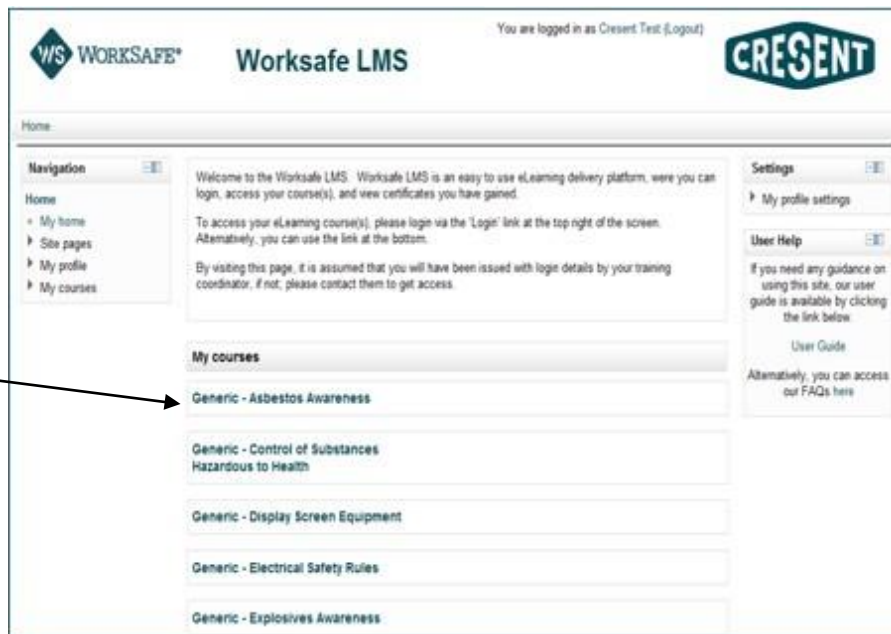
Now you will be able to enter the details provided to you by your training coordinator. Click Login. *(Please Note: Your username is case sensitive, so you must ensure that your username and password are entered exactly as provided).*



Accessing Courses

Once logged in you will see a list of courses that have been made available to you.

From here you can click the course title in order to gain access to it. In this example, we are going to take the "Asbestos Awareness" Course.



By Clicking on the title of the course, we can see the main entry page for the course, once you are ready to begin, click the course link.

Once you have completed and passed the course, the certificate for the course Thwill be generated and become available to you to download/print.

The exceptions to self-certification are the OPITO Authorised Gas Tester Level 1, 2 & 3 courses and On Scene Spill Responder (DBEIS) e-learning course. On successful completion of these courses, delegate details are reported back to the issuing authority and an accredited certificate will be emailed both directly to the delegate and the booking contact. These certificates are distributed on a weekly basis.



You will then be taken to the course launch screen; here you need to click the “Enter” button in order to launch the course.

When you click on the “Enter” Button, this will launch the course in a separate window.



The course will play in this window until complete. Once you see the completion screen you can close the window by clicking the red “X” icon in the top right hand corner of the screen (below).



The course will save your progress as you move through it. If you need to leave the course for any reason, you will be able to resume from where you left off.

Once you have completed the course, and closed the window, you will see the following screen:

Here you can exit from the activity by clicking on the appropriate links.

To return to the course page, click on the lower link. To return to the main page you saw when you logged in; click the "Exit Activity" link.

This will return you to your "Home Page" where you will once again see the list of courses available to you.



Course Certificate

If you have completed and passed the course, you will be able to then view and print your certificate.* To do this, you need to view the course page, if you have just completed the course, you can do this by clicking the “return to course page” link.

The screenshot shows a Moodle course page for 'Asbestos'. At the top, there are logos for 'WS WORKSAFE' and 'CRESENT'. The user is logged in as 'Craig Fitch'. A breadcrumb trail reads: 'Home > Courses > CRES_ASBESTOS > Asbestos e-learning > Asbestos Certificate'. Below the breadcrumb, there is a button labeled 'Get your certificate' and a link 'View 23 issued certificates'. A sample certificate is displayed below, featuring the 'CRESENT' logo and the text: 'CERTIFICATE OF TRAINING', 'This is to certify that', 'Craig Fitch', 'has completed an e-learning course on', and 'Asbestos'.

Alternatively you can access the course again from your main home page, accessed by clicking the “Home” link at the top of the Navigation menu.

Once you have entered, completed and passed the course, a link to the certificate will become available.

By clicking the link you will be shown a page to then generate your certificate.

If you have any difficulties with using the system, please contact your training coordinator in the first instance.

**With the exception of the (OPITO Approved) Authorised Gas Tester Level 1, 2 & 3 and On Scene Spill Responder (DBEIS) e-learning courses. (See page 3 for further details).*

Additional Features / Tips

Password Reset

The Learning Management System will allow you to reset your password should you forget it. This does however; rely on your email address in the system being correct. If you are unsure about this, you can speak to your training coordinator who will be able to reset your password for you.

Home

If you ever find yourself on an unfamiliar page, you will always be able to return to the main login page by clicking on the “Home” link on the Navigation Menu or on the bar under the page heading; see below.

