

## User guide – How to add additional learning V1

### Other associated guides

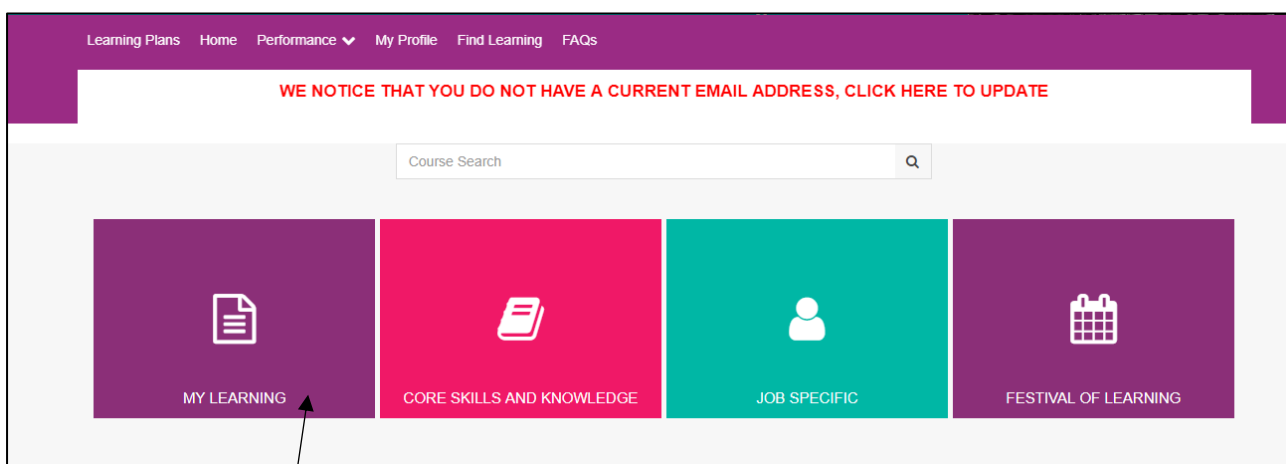
Derbyshire Learning online user guide

User guide – DLO navigation

Derbyshire Learning Online has the facility to add Other Learning that you have attended/completed. These should be conferences or events that are a one off and unlikely to be repeated but are relevant to your role or evidence (CPD).

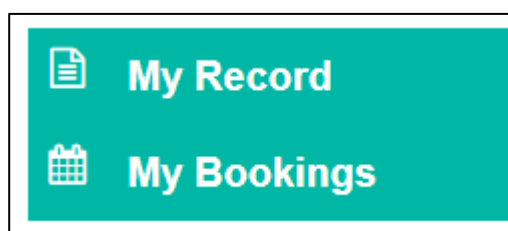
For example you may have attended a breakfast seminar as part of your professional development and want it added to your training record.

Once you have logged into Derbyshire Learning online

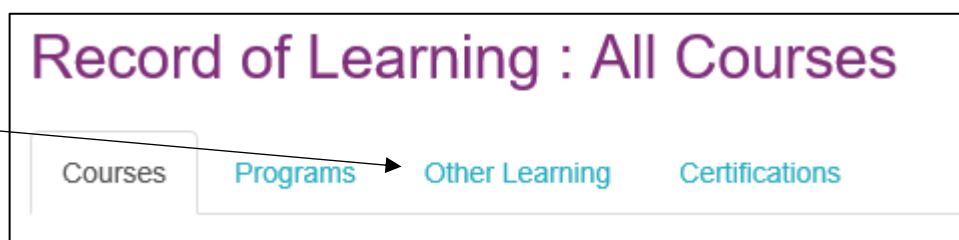


Select My Learning

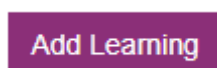
Select My Record



Select Other Learning



Select Add Learning button



## Add Learning

**Learning name**

**Learning type** Select a learning type ▼

**Provider**

**Start date** 17 ▼ June ▼ 2019 ▼  **Enable**

**Finish date** 17 ▼ June ▼ 2019 ▼  **Enable**

**File attachments** Maximum size for new files: 900MB

You can drag and drop files here to add them.

Add Learning
Cancel

<b>Learning name</b>	This should be the name of the conference or learning event that you have attended.
<b>Learning type</b>	From the drop down list select the most appropriate type.
<b>Provider</b>	Enter the organisation that delivered the learning activity
<b>Start date</b>	Date attended event
<b>Finish date</b>	Enter the end date if appropriate
<b>File attachments</b>	<p>You can attach a copy of the attendance certificate. This can be though the drag and drop process (select file and whilst selected drag it into the box) or through the add file  button where you can browse for the file by selecting  Upload a file</p>

Add Learning

Once you have added the Learning you can Edit and update the evidence by selecting the edit icon.

