

User Guide – Derbyshire Learning Online (DLO) navigation

Other associated guides

Derbyshire Learning online User Guide

User guide – How to add additional learning

1. Log into Derbyshire Learning on Line

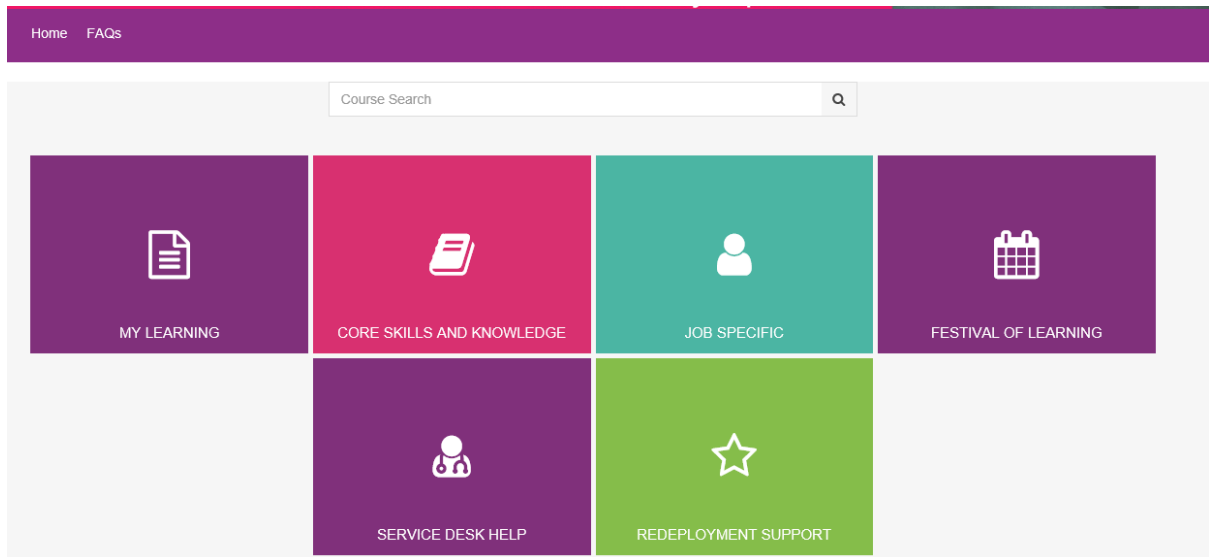
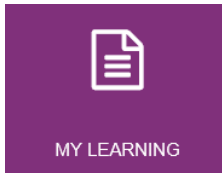


Figure 1

2. **Home** button brings you back to the home page (Figure 1)
3. **FAQs** Frequently Asked Questions (Figure 1)



4. From the Dashboard select My Learning. This page includes
- Alerts – Copies of messages that have been sent to you.
 - Current Learning – Courses that you are currently enrolled on, including the status of the course ie. Not yet started

The screenshot shows the 'My Learning' dashboard. On the left, there are two menu items: 'My Record' and 'My Bookings'. On the right, there are two main sections: 'Alerts' and 'Current Learning'. The 'Alerts' section shows a list of five alerts, including event booking cancellations, seminar booking requests, and reminders. The 'Current Learning' section shows two items: 'Cathy Certification' (marked as 'overdue since 31 Mar' and 'Not yet started') and 'Certification program fullname 101' (marked as 'Not yet started').

5. My Record

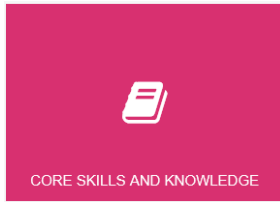
Tabs will appear if a program or certification is assigned to the user.

Record of Learning : All Courses

The screenshot shows the 'Record of Learning : All Courses' page with four navigation tabs: 'Courses', 'Programs', 'Other Learning', and 'Certifications'. The 'Courses' tab is currently selected and highlighted.

- **Courses** – Includes record of course’s enrolled and completed.
- **Programs** – Includes record of any programs that you are enrolled on.
- **Other Learning** – Includes record of previous learning and development. Users can Add Learning, please see guidance for *how to add additional learning*.
- **Certifications** – Includes any certifications you are enrolled on. Will include certification due date, status, renewal status and progress. If you select the certification name it will take you to the detail of the certification path. You can launch a course within the certification and request an extension if applicable.

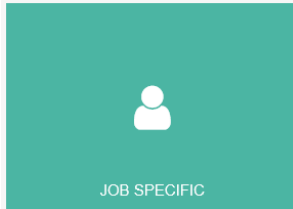
6.



CORE SKILLS AND KNOWLEDGE

This is a link to all the core skills and knowledge courses.

7.



JOB SPECIFIC

This is a link to any job specific courses.

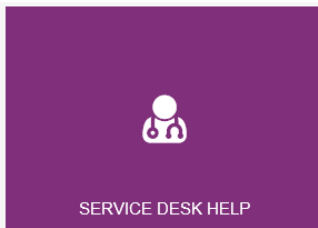
8.



FESTIVAL OF LEARNING

This is a link to external learning provider's courses or information that may be of interest.

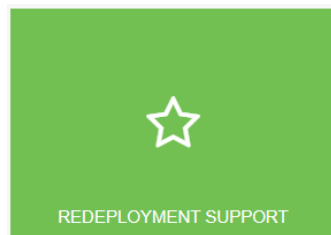
9.



SERVICE DESK HELP

If you are on a DCC network computer, this is a shortcut to Service desk online.

10.



REDEPLOYMENT SUPPORT

Courses and information relating to redeployment support.