



# eLearning Training Hub User Guide

## Welcome to the Children in Scotland eLearning hub!

We are pleased to provide you with a hub of resources aimed at strengthening the children's sector workforce across Scotland on a range of issues and topics. Each eLearning course is made up of interactive elements, resources and useful links that will give you access to new information, legislation and practical support for your own situation and setting.

You can complete each course at your own pace, and the system will be able to save your progress as you go along.

In this user guide, you will find information on how to access and make best use of this platform to support you on your learning journey.

For further information, please contact: [events@childreninscotland.org.uk](mailto:events@childreninscotland.org.uk)

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### Get in touch

We are happy to answer any questions you might have about the eLearning hub.

Get in contact: [events@childreninscotland.org.uk](mailto:events@childreninscotland.org.uk)





# eLearning Training Hub User Guide

## 1. Accessing the eLearning hub

You can access our eLearning hub via our website, or by clicking on the link here:  
<https://lms.childreninscotland.org.uk/login/index.php>

This link will take you to the login screen.

**Children in Scotland  
eLearning Hub**

Username

Password

Log in

[Lost password?](#)

**Is this your first time here?**  
For full access to this site, you first need to create an account.

Create new account

Cookies notice

### Logging on for the first time

If this is your first time accessing our eLearning hub, please click on "Create new account", underneath the blue "LOGIN" button (see image above).

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Please complete the registration form to create your new account. The form will ask you for the following:

- Username (lower case letters only)
  - The username will appear on your course completion certificate, so we recommend using: firstname.surname
- Password
- Your email address
- First name
- Surname
- City/town (optional)
- Country (optional)
- Organisation (please type in “N/A” or “self-employed” if not affiliated with an organisation)
- Job title (please type in “parent” or “carer” if not signing up as a practitioner)

Once completed, you will receive a confirmation email. This may take a few minutes. Please also check that this email doesn't land in your spam/junk folder.

Click on the link in your email to complete your registration. This may take a few minutes, but will take you straight to the eLearning dashboard.

The screenshot displays the eLearning Hub dashboard for a user named Monica. The top navigation bar includes the logo and links for Home, Dashboard, My courses, Useful Videos, and Need Help?. The main content area is divided into three sections: a welcome message, a timeline, and a calendar. The timeline section has filters for 'Next 7 days' and 'Sort by dates', and a search bar for 'Search by activity type or name'. Below the timeline, it states 'No activities require action'. The calendar section is for 'April 2023' and shows a grid with dates 1 and 2 on Saturday and Sunday. A 'New event' button is visible in the top right of the calendar section.

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## **Already registered**

If you've already registered, please log in using your username and password which you set yourself during registration.

## **Forgot your password**

If you forget your password, all you do is click on 'Lost password?' on the original login screen and this will send a link to your email address (please check your spam/junk folder if it doesn't find its way to your inbox).

## **Which device works best?**

Technically, you can access the eLearning hub on any device, including a laptop or PC, tablet or smartphone. For the best possible experience, we do recommend using a laptop or PC, so you can access content on a large screen and save the link in your browser. Some work devices block external software or pop-up windows, so we encourage you to try a personal device, if you have difficulties accessing any of the content.

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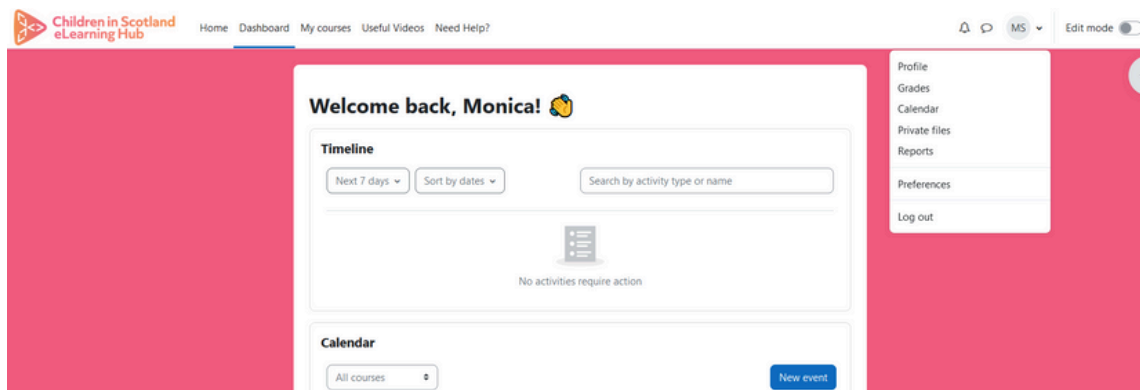




## 2. Updating your profile

Once logged in, you can further set up your user profile.

To do this, go to the top right corner of your screen, and click on the arrow that appears to the right of your name and a drop down menu will appear. You now need to select 'Profile' from this menu.



Then select "Edit profile" under "User details" to make changes to your profile. To personalise your profile, you can choose to upload a photograph of yourself at this point. You can do this by uploading a photograph you have saved on your computer.

All mandatory fields are highlighted with red asterisks so these must be completed to allow you to fully access the courses. Most likely, you would've already completed this as part of the initial registration.

All changes then need to be saved by "Update Profile" at the bottom of the page.

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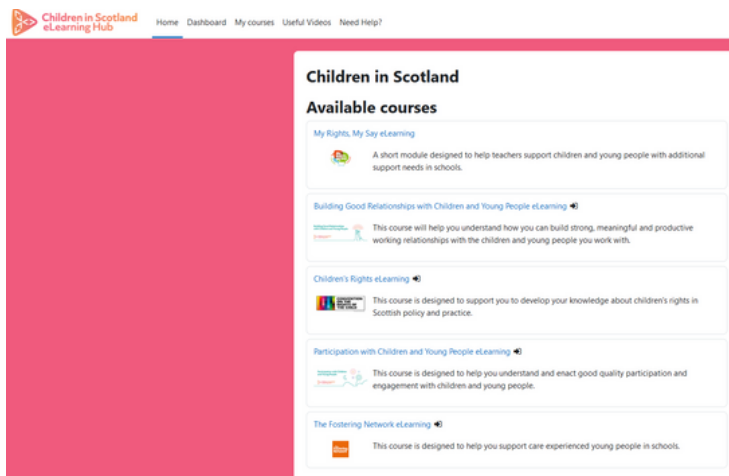
Get in contact: [events@childreninscotland.org.uk](mailto:events@childreninscotland.org.uk)



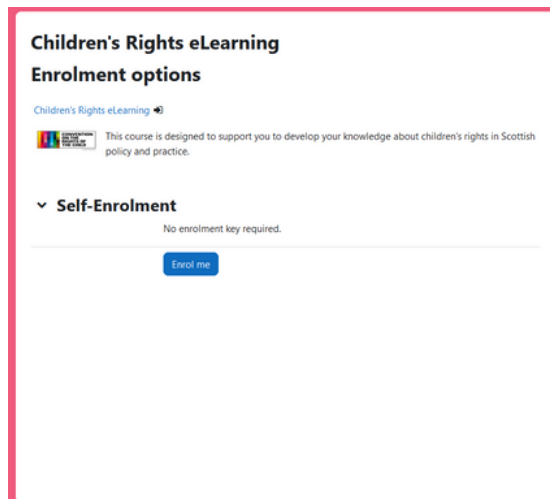
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## 3. Enrolling in a course

Once you have logged on, you will be taken to the front page of the eLearning hub known as the Dashboard. Along the top, click on the Home button.



To enrol on a course, you need to click on the course, and then click the 'Enrol me' box below the course description:



By clicking on this box, you will automatically be enrolled in the course, and you will be taken to the course page which contains its description, contents and supporting resources.

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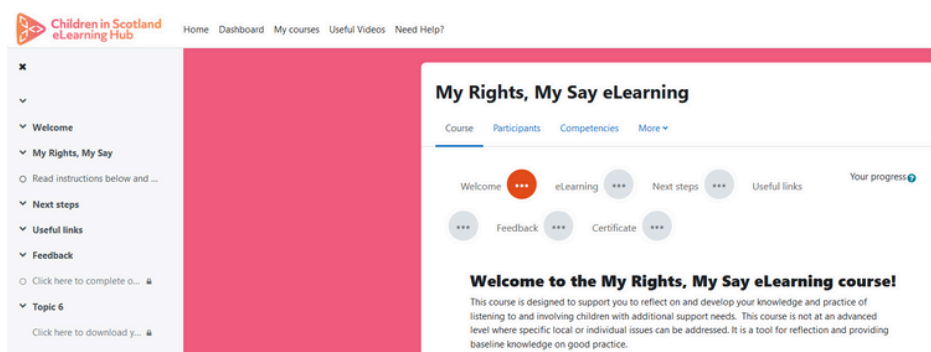




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## 4. Starting a course

From the course page, you can start your eLearning journey. Most courses will list a selection of “buttons” at the top of the page to help you navigate through the resources. There will also be a course index along the left of the screen that can be toggled open/closed.



The eLearning module is often listed as “eLearning”, with a link taking you to the eLearning module file. At the bottom of the page click "Enter" to start the SCORM file. This may take a moment to load. If it doesn't load, exit and click "Enter" again.

The advantage of this eLearning platform is that once you have completed a course, you can revisit the course materials at any point. By accessing the course in the same way that you did when you first completed it, you can revisit the course at any time. Just remember that by selecting Preview you won't affect your course records.

If you want to work through the module again, for example, to overwrite your previous score, then select Delete all (previous) SCORM attempts (see grey box in image below).

By revisiting a course, you can not only access the course content at any time, but also the supporting handouts and materials

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## 5. Completing a course

By registering for a course, you will be taken to the course page. To be able to access any audio content (which some courses may include), it is recommended to plug a set of earphones into your device. Each course is split into a number of topics which can be completed at your own pace. There will also be an indication of how long it should take you to complete this.

Some links will open in a new browser window or separate pop-up window. If you click and nothing happens, please check your security setup and unblock pop-up windows. Some work devices block this as a security feature, so either speak to your IT team or try a personal device instead. You can always right-click a link to open its content in a new window yourself.

Some elements of a course will have to be completed in order to successfully finish a course or continue with the course programme. A message will highlight content that is restricted and what needs to be completed in order to access it.

The eLearning platform will record your progress as you work through the modules, meaning that if you are unable to complete a course or module in one go, you can re-visit the training at any time, picking up where you left off.

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## 6. Inactive accounts

If you are not using your eLearning account for a while, so your account remains inactive for a long period of time, we will automatically delete your user profile from our system.

You can always create a new user profile if your inactive account has been removed. However, this will delete any completed courses from your profile. Please make sure that you save any certificates and downloadable resources (if available) after completing a course, if you want to avoid the risk of losing it due to your account being deleted. Once your account has been deactivated and removed, we cannot issue certificates or resources retrospectively.

If you're not sure whether your account is still active, try to login first – if this doesn't work, please contact the team

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## 7. Further assistance

This eLearning hub is designed to provide you with easy and convenient access to resources that can aid your personal development.

We hope you have found this guide to be helpful and we thank you for including us in your learning journey. If you would like further assistance, or have any questions or comments, please contact:

[events@childreninscotland.org.uk](mailto:events@childreninscotland.org.uk)  
[www.childreninscotland.org.uk](http://www.childreninscotland.org.uk)

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