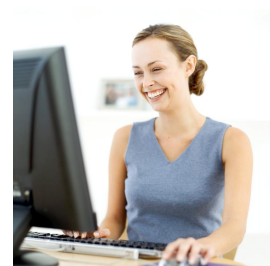




E-Learning User Guide



The following instructions are designed to help you to get started with your e-learning course.

If you have any questions about the course you have been nominated for, or encounter any problems with it please do not hesitate to contact the decha team responsible for e-learning:

Gemma Cook
Tel: 0191 383 3274
E-mail: gemma.cook@durham.gov.uk

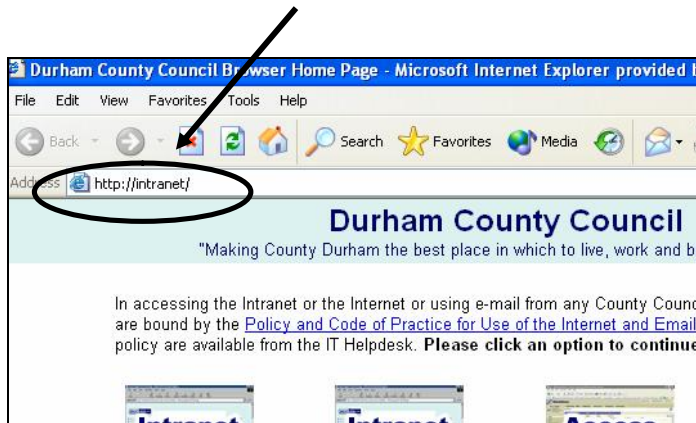
Natalie Wales
Tel: 0191 383 4641
E-mail: natalie.wales@durham.gov.uk



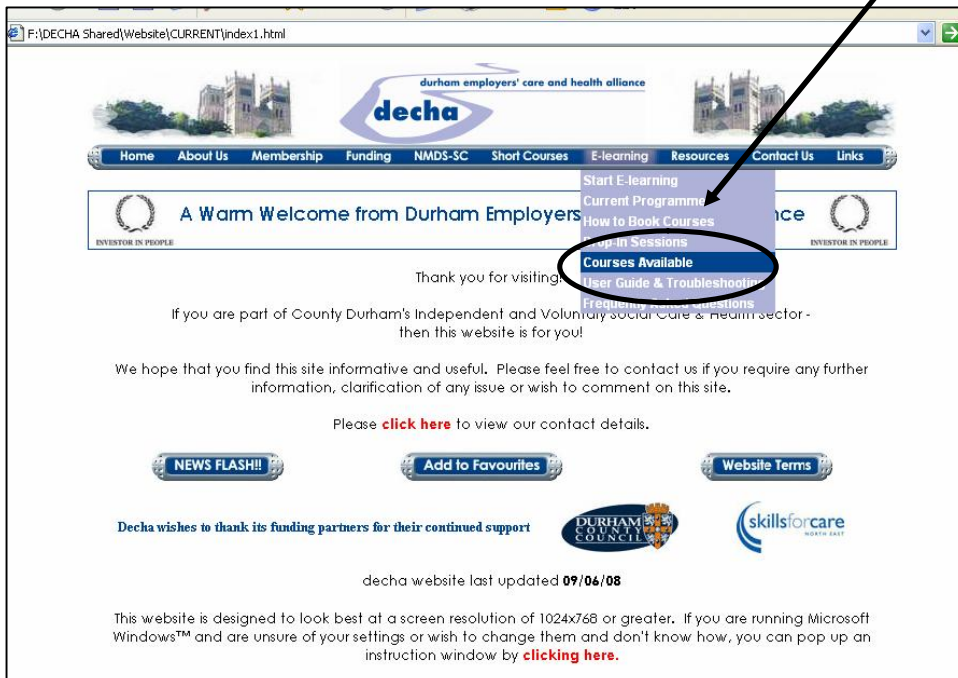
Getting Started:

1. Open internet explorer.
2. When your home page appears type the following address into the address bar and hit the return button on your keyboard.

[Http://www.decha.org.uk](http://www.decha.org.uk)

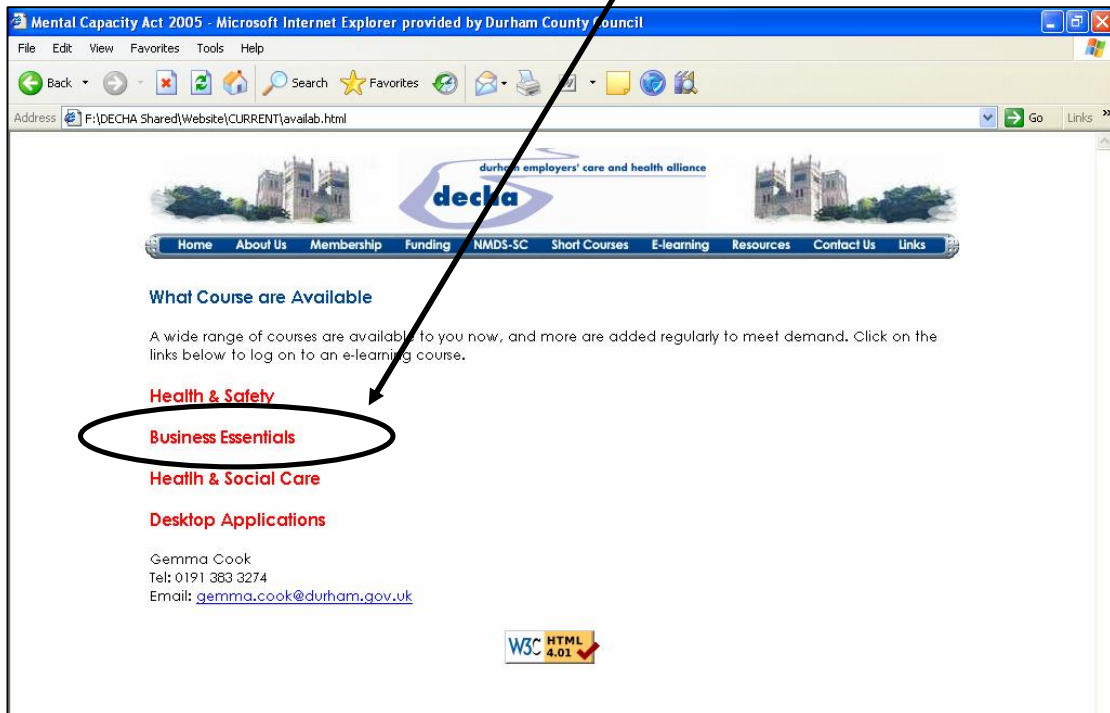


3. When the decha website appears click on the e-learning section of the navigation bar then click on Courses Available.

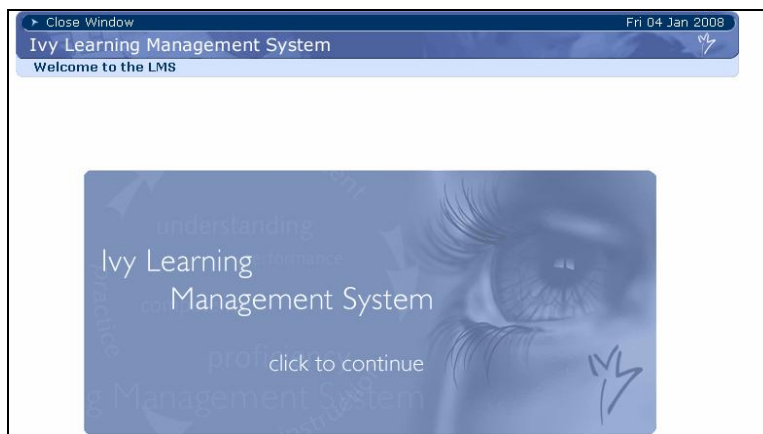




4. When the page loads click on whichever range you have access to, this will then load the ivy Learning Management Screen.



5. When the Ivy Learning Management System screen appears (see below) click anywhere on the screen to continue.





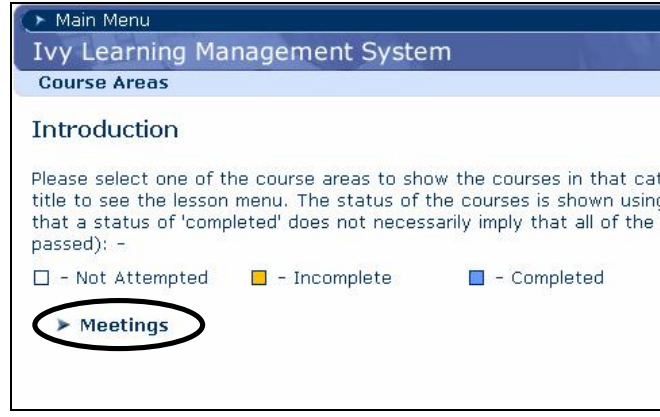
4. When the login screen appears enter your user ID and password (shown on your welcome letter) into the appropriate fields and hit the return key on your keyboard.



6. When the main menu screen appears (shown below) click on the line "My Learning Courses".



7. The following screen shows the name(s) of the course area(s) you have access to. Click on the name of the course area you would like to study.





8. All the courses within the course area will be displayed (shown below). Click on the name of the course you would like to study.

Note: Some courses will be available in both audio and non-audio formats (see the example below). Both courses will cover the same content, so choose the option that you prefer – **there is no need to complete both courses.**

Course Area	Status
Meetings	
▶ Meetings Competency Assessment (no audio)	■
▶ Introduction to Meetings & Meeting Types	□
▶ Introduction to Meetings & Meeting Types (no audio)	□
▶ Meeting Planning and Preparation	□
▶ Meeting Planning and Preparation (no audio)	□
▶ Conducting Effective Meetings	□
▶ Conducting Effective Meetings (no audio)	□
▶ Meeting Behaviour & Dealing with Problem Characters	□
▶ Meeting Behaviour & Dealing with Problem Characters (no audio)	□
▶ Virtual Meetings	□
▶ Virtual Meetings (no audio)	□

9. The contents of the course will be displayed (shown below). Select the part of the course you want to study.

Lesson	Status
▶ Course Lesson	□
▶ Course Post-Test	□

9. The part of the course you selected will launch. Follow the instructions given on screen.