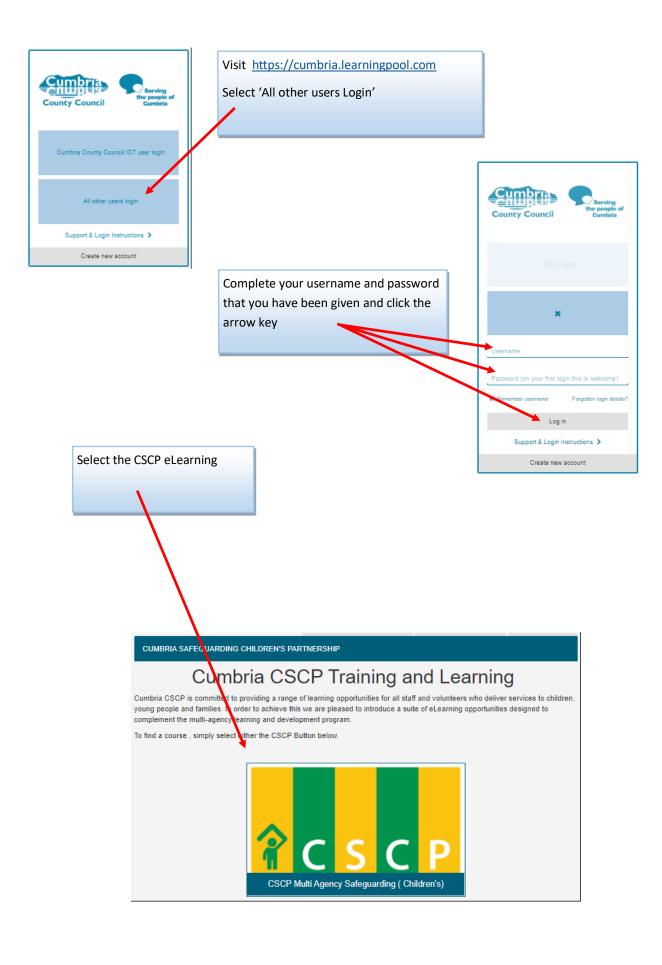
A guide to completing your eLearning course

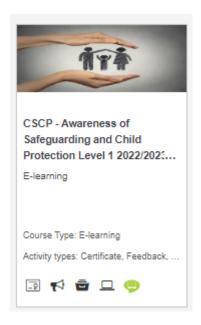
Please use link below:

<u>CSCP - Awareness of Safeguarding and Child Protection</u> <u>Level 1 2022/2023 (eLearning)</u>

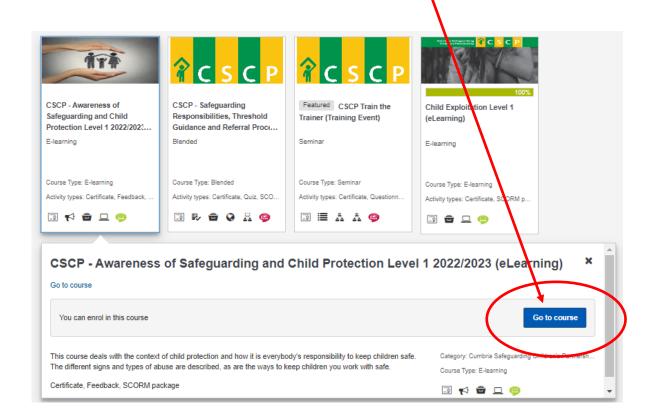
*Please note, this course is available until 31/08/2023



You will see a series of CSCP courses. Select the CSCP— Awareness of Safeguarding and Child Protection Level 1 2021/2022 eLearning

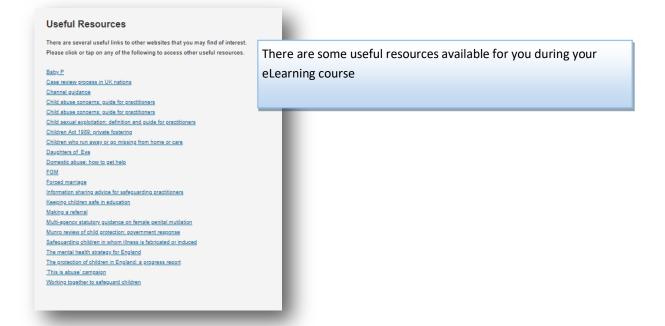


Once you click on the above, the box below will appear. Click "Go to course"

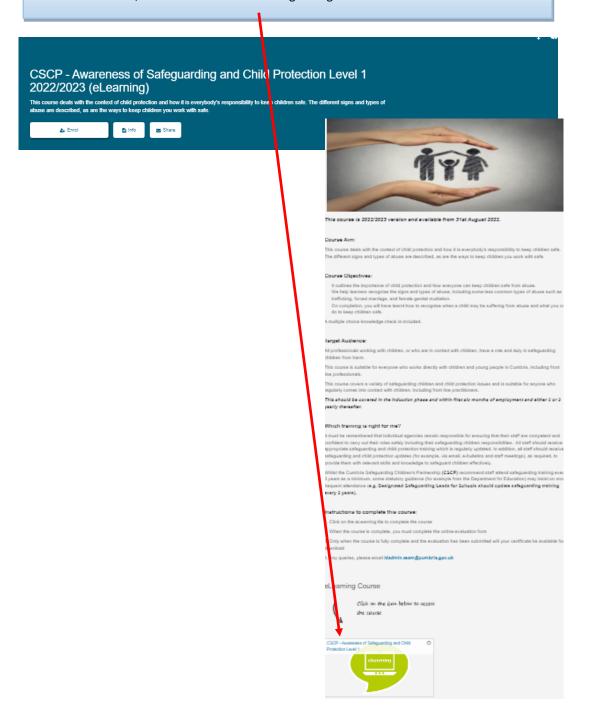


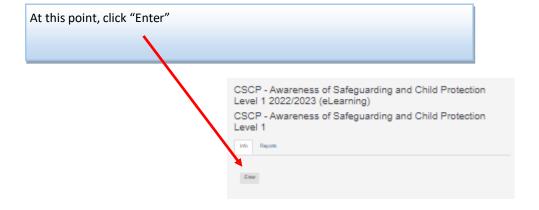
The Course Process





The course page will appear. This includes all the information about the course. Once you have read all information, scroll down to the eLearning to begin the course.



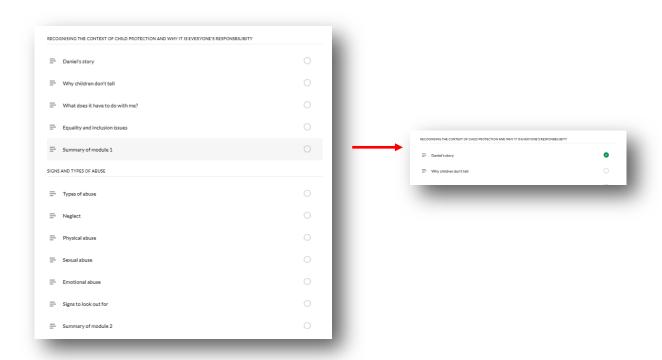


Click "Start Course" to proceed.

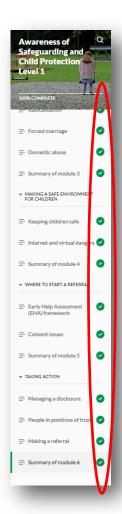
You will also see your course progress below



You will see your progress in the summary screen, ticks will appear when the sections have been completed



All sections need to have a tick next to them to complete the eLearning. Only when the eLearning is complete can you move on to the evaluation.



End of course

You have now come to the end of this eLearning course.

Before closing this course, please check that all modules on the menu to the left have been ticked. Your training record will only be updated if the completion percentage under the course title shows 100%.

Thank you.



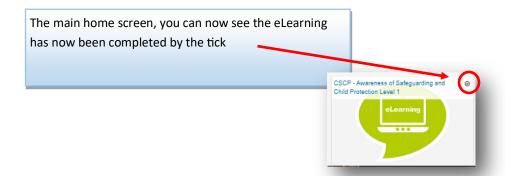
At the end of the course, you must click on "Exit Course at the top right of the screen. DO NOT EXIT OFF THE INTERNET at this stage or you will lose your work.

You will see the prompt below which will redirect you to the course overview page of the course.

EXIT COURSE

CSCP - Awareness of Safeguarding and Child Protection Level 1 2022/2023 (eLearning) CSCP - Awareness of Safeguarding and Child Protection Level 1 2022/2023 (eLearning)

Progress is being saved. Redirecting to course page.



COMPLETING THE EVALUATION



To open the evaluation, click on the tile.

You will notice the circle at the top has not been filled, once the evaluation is complete, this will contain a tick

CSCP - Awareness of Safeguarding and Child Protection Level 1 (eLearning) Awareness of Safeguarding and Child Protection Level 1 Evaluation Form

Click to 'Answer the questions' to launch the evaluation.

Answer all questions. Those marked with * are mandatory.

	feguarding and Child Protection Level 1 (eLearning) ing and Child Protection Level 1 Evaluation Form Mode: User's name will be logged and shown with answers
1. Course Expectations	CSCP - Safeguarding and Child Protection Level 1
2. How was the overall online training experience?*	
3. Did the course cover the content you were expecting? Why or why not?*	© Yes © No © Unsure
4. Why or why not?	
5. List three important things that you learned in this course	
6. What comments do you have about the visual	Submit your answers Cancel



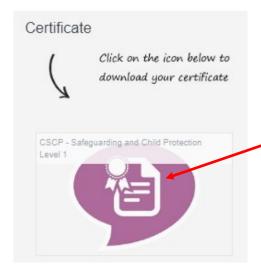
You must answer all questions with * An error will occur if you have missed any (please see above)

Once you have answered 10 questions, go to 'Submit your answers' to continue

You have now completed and ready to download your certificate.

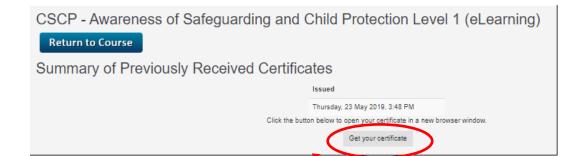


On the home screen, you will notice the circle has now got a tick in it.



You can now download your certificate when you have a tick in the box on the evaluation.

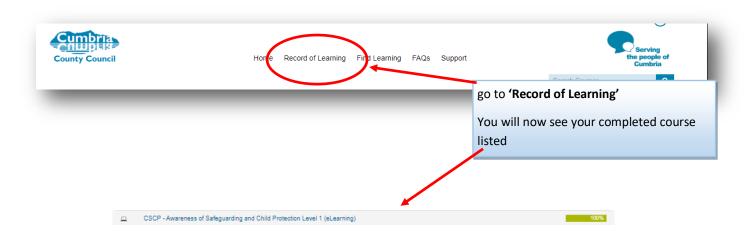
Click tile to download certificate



To download your certificate

You can save or print your certificate





Frequently asked questions

1. Can I stop working through an eLearning course and return to it later?

A benefit of My Learning is that you don't have to complete a whole course in one visit. You can revisit a course as many times as you like in order to complete it. Course duration obviously depends on the size of the course and the sections within it. We recommend spending no more than 1½ hours in each eLearning session you do.

To exit a course at any time, click on **Home**, located in the bottom of every page, which will take you back to the course contents. Click on **Exit**, to leave the course and return to the **Course Homepage**. Your eLearning course and completed sections will be saved in your profile and will be available the next time you log in.

2. How do I know if I have completed a section within an eLearning course?

While working through the course a blue bar will move from left to right across the top of the screen, Once this bar reaches the right hand side the section is complete.

You can click on this bar to show the progress of each stage, if any of the sections are white they are incomplete. You can click or tap on these sections to move back and complete them.

3. How can I find out which eLearning courses I have completed?

Click or tap on Records of Learning on the toolbar at the top of the page, you will then see a list of eLearning courses you have accessed or completed. If they are complete this will show a green bar next to the course title.

Contact

Should you require any further assistance, please contact *Idadmin.team@cumbria.gov.uk*

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Version 8