Quick Reference Guide *Learner*

The Quick Reference Guide (QRG) *Learner* has been developed to assist you in navigating the new **Learning Management System** known as *MyLearning*.

If viewing this document on your computer, you can use your cursor to **click** on each question below to go directly to the associated instructions.

Quick Reference Guide – Learner

- How do I log on to the new *MyLearning*?
- How do I search for a course?
- How do I enrol in a course?
- How do I book myself into an event in a course?
- How do I cancel a booking I have made?
- How do I access my *Mandatory* and *Optional* Learning?
- How do I view my completion record?

Quick Reference Guide *Learner*

This Quick Reference Guide will assist you to get started in the new MyLearning.

How do I log on to the new MyLearning?

MyLearning

Step 1: Click on the MyLearning logo in ZENworks **OR**
you can log in on any device, in any browser using this link

mylearning.sjog.org.au

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Health Care

ST JOHN OF GOD LOGIN

VOLUNTEER LOGIN
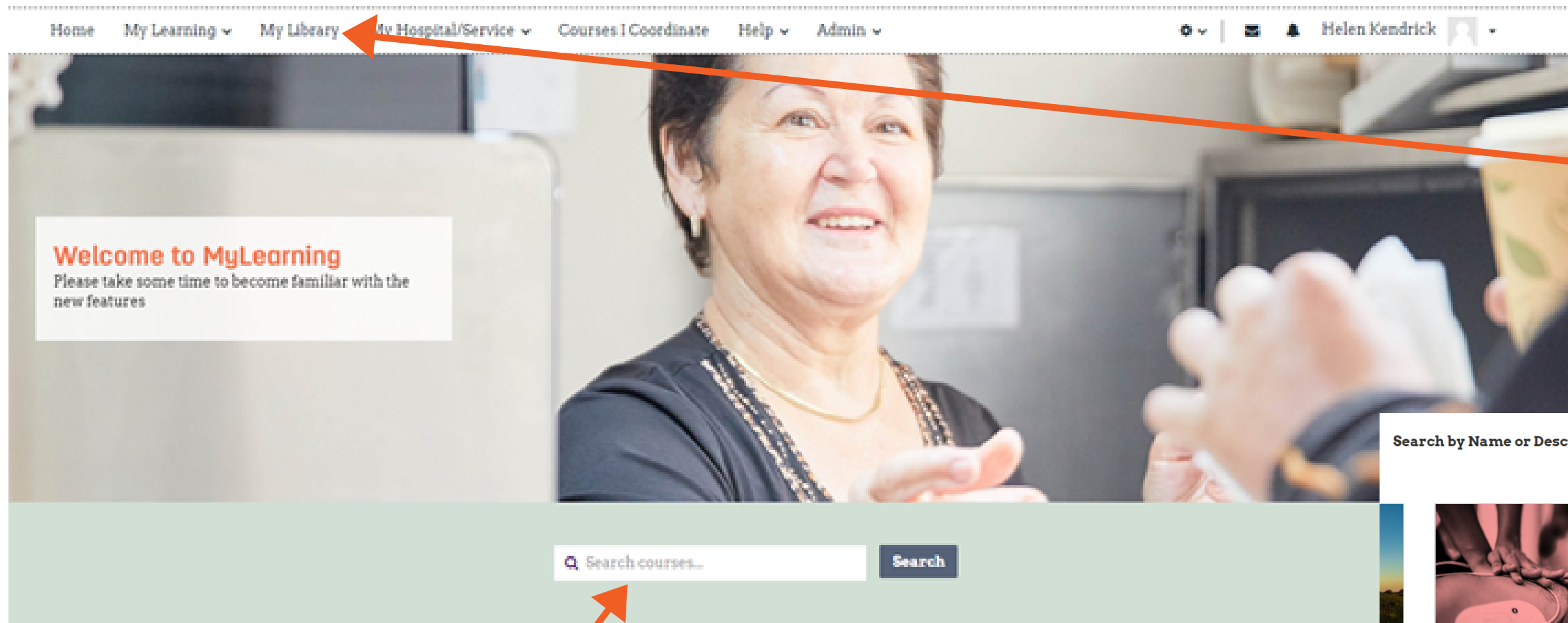
Step 2: You will come to this login screen.

Caregivers, Doctors and Contractors will log in using the **ST JOHN OF GOD LOGIN**

You will use your *username* (i.e. eNumber) and *SJGHC password* to log into the new LMS
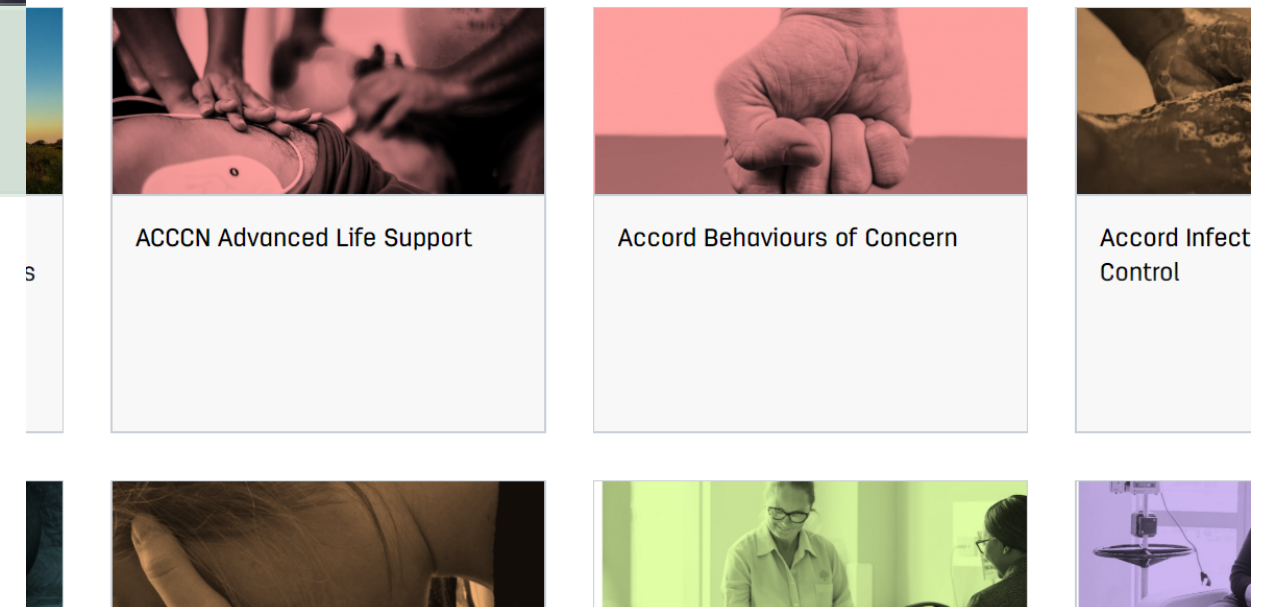
How do I search for a course?

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MyLearning

Home | My Learning ⌄ | My Library ⌄ | My Hospital/Service ⌄ | Courses I Coordinate | Help ⌄ | Admin ⌄   ⚙ ⌄ | ✉ 🔔 Helen Kendrick

Welcome to MyLearning
Please take some time to become familiar with the new features

🔍 Search courses...   **Search**

Option 1: When you log in you will come to your **Home** page. You will find a **Search** bar on this page. Enter a search term here to find a course you are interested in completing.
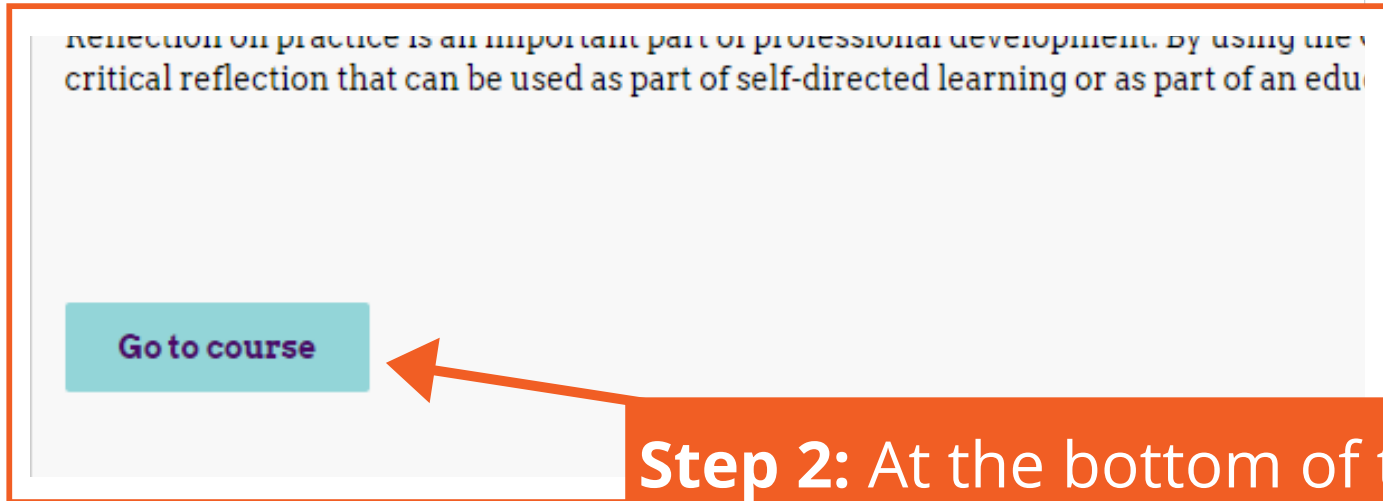
Option 2: You can also view all courses in the **Course Catalogue** by clicking on the **My Library** tab.

Search by Name or Description | 🔍 Search by Name or Description | **Search** | **Refine**

ACCCN Advanced Life Support

Accord Behaviours of Concern

Accord Infect... Control

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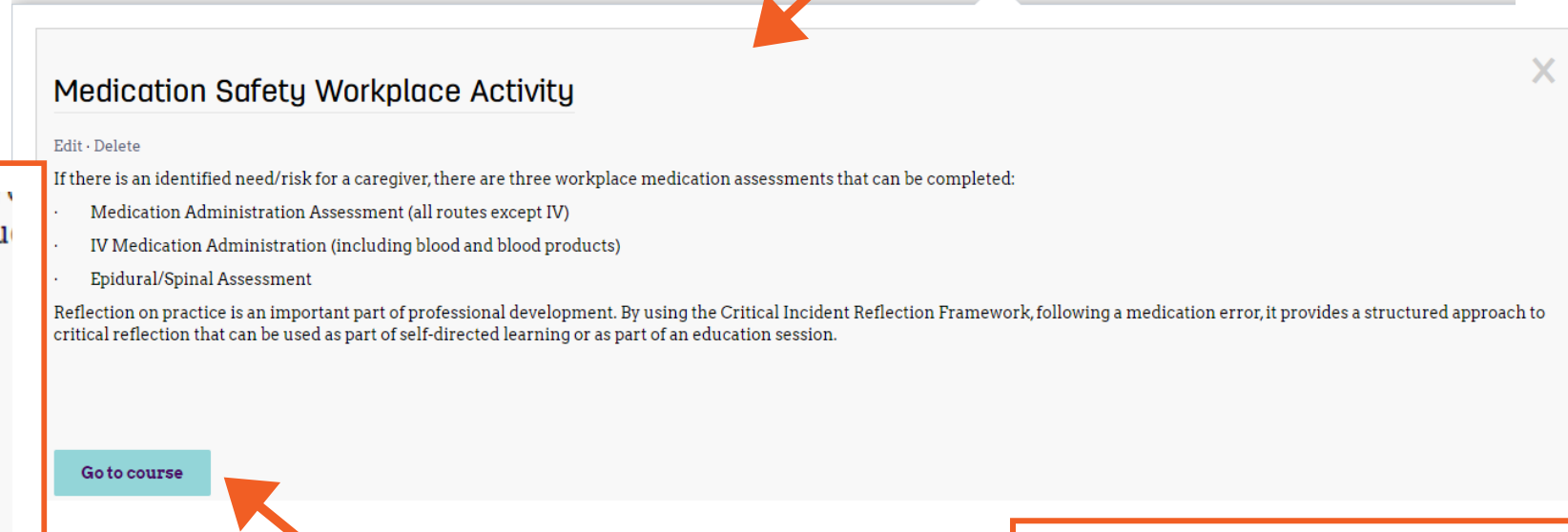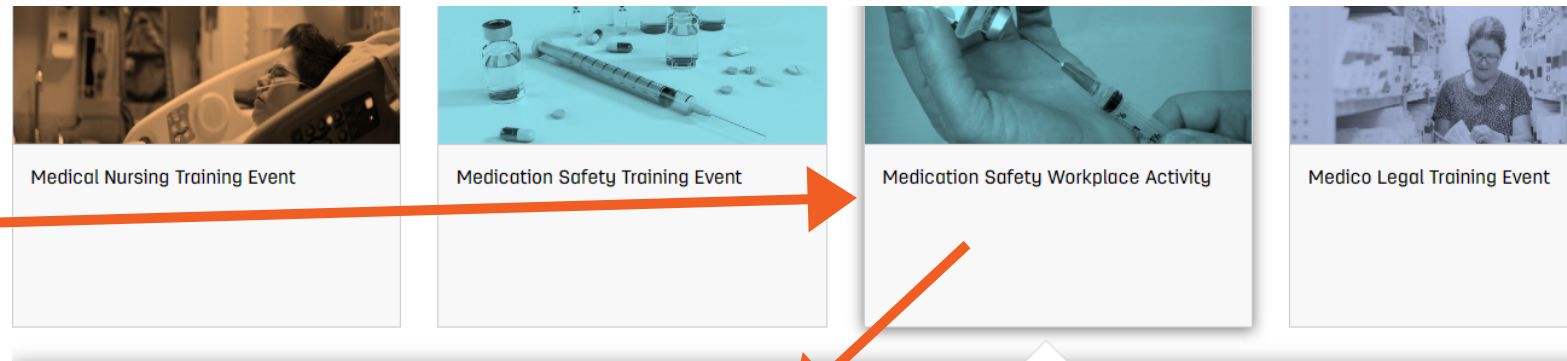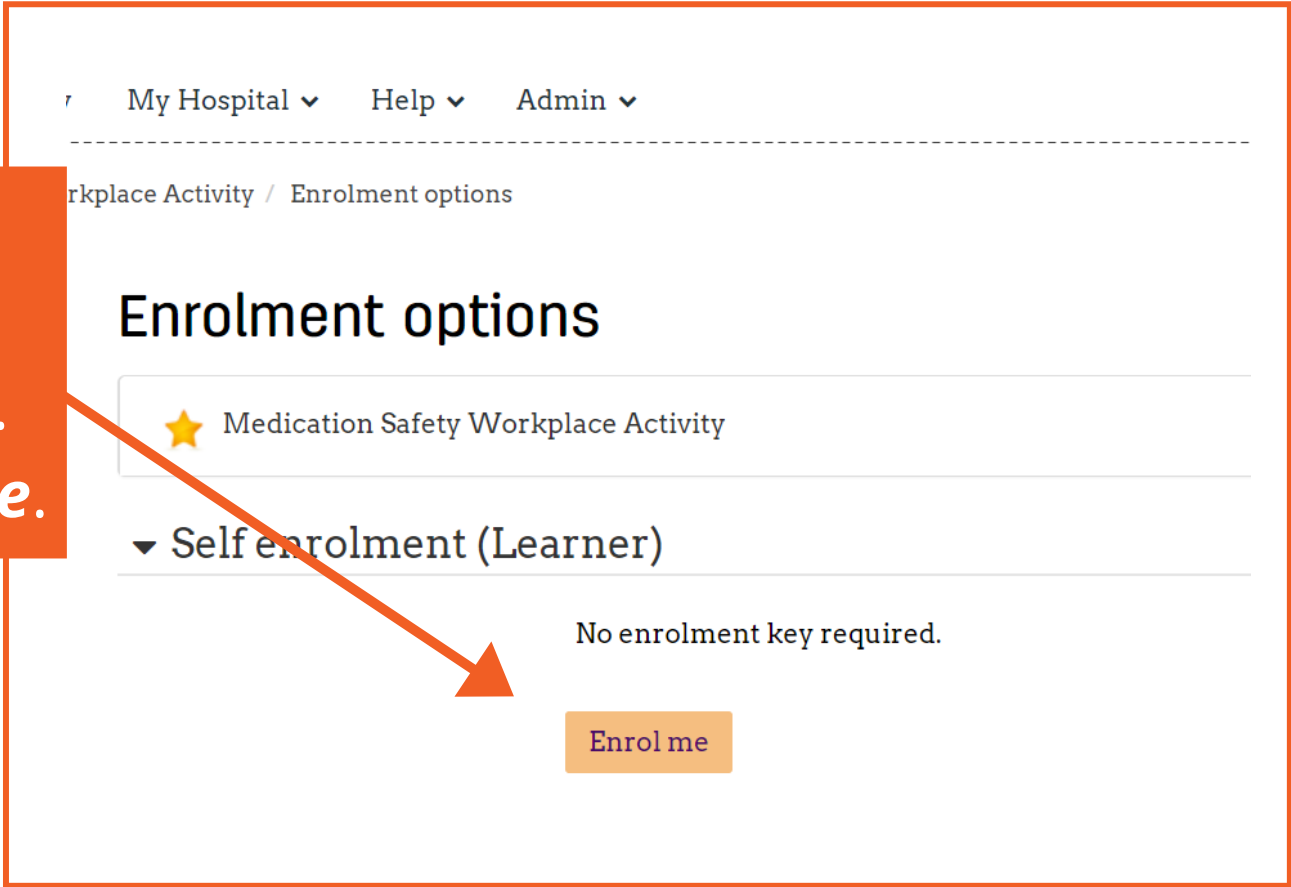∧ **Back to top**

How do I enrol in a course?

Step 1: In the *course catalogue* choose the course that interests you. This will open the description of the course.

Medical Nursing Training Event

Medication Safety Training Event

Medication Safety Workplace Activity

Medico Legal Training Event

Medication Safety Workplace Activity

Edit · Delete

If there is an identified need/risk for a caregiver, there are three workplace medication assessments that can be completed:

· Medication Administration Assessment (all routes except IV)
· IV Medication Administration (including blood and blood products)
· Epidural/Spinal Assessment

Reflection on practice is an important part of professional development. By using the Critical Incident Reflection Framework, following a medication error, it provides a structured approach to critical reflection that can be used as part of self-directed learning or as part of an education session.

Go to course

Reflection on practice is an important part of professional development. By using the critical reflection that can be used as part of self-directed learning or as part of an edu

Go to course

Step 2: At the bottom of the description click on the *Go to course* button.

My Hospital ∨   Help ∨   Admin ∨

rkplace Activity / Enrolment options

Enrolment options

⭐ Medication Safety Workplace Activity

▼ Self enrolment (Learner)

No enrolment key required.

Enrol me

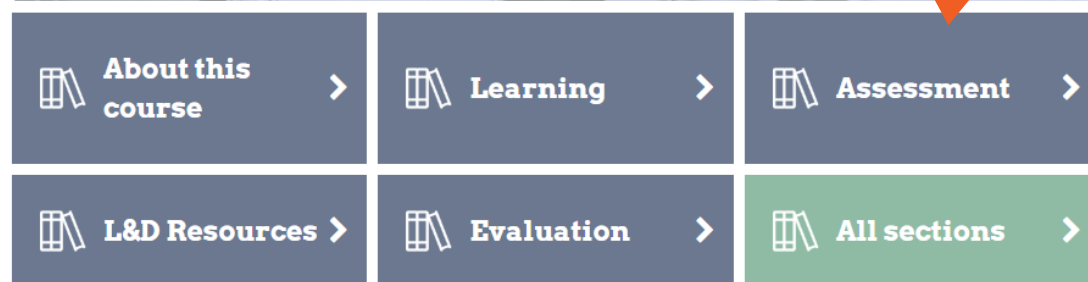**Step 3:** This will take you to the enrolment page. Click on *Enrol me*.

Medication Safety Workplace Activities

Step 4: This will open the *course*, you will be able to complete the education and resources available within.

| 📖 About this course ❯ | 📖 Learning ❯ | 📖 Assessment ❯ |
| 📖 L&D Resources ❯ | 📖 Evaluation ❯ | 📖 All sections ❯ |

⋀ **Back to top**

How do I book myself into an event in a course?

LEARNING & DEVELOPMENT

Step 1: Follow the steps above in *How do I enrol in a course?* Click on the *Assessment* section.

| Home | About this course | Learning | Assessment | L&D Resources | Evaluation |

| All sections |

Manual Task Assessment

About this course >
Assessment >
L&D Resources >
Evaluation >
All sections >

Manual Task Murdoch

Date	Time and Time Zone	Room	Seats available	Status	Options
10 September 2020	9:00 AM - 10:00 AM Australia/Perth	MU MURTEC Demonstration Ward (Room details)	10	Booking open	Sign-up

View all events

Manual Task Assessment

Step 2: Choose a suitable date and time to attend and click on *Sign-up*. You may need to click on *View all events* to see all options.

Sign-up for Manual Task Murdoch

Length of event
1

Event date/time
10 September 2020, 9:00 AM - 10:00 AM Australia/Perth
Duration
1 hour
Room
MU MURTEC Demonstration Ward
(Room details)
100 Murdoch Drive, Murdoch WA 6150

Seats available
10

There are required fields in this form marked *.

Step 3: When you are sure you have the right date and time click on *Sign-up*.

| Home | About this course | Learning | Assessment | L&D Resources | Evaluation |

| All sections |

Manual Task Murdoch

Date	Time and Time Zone	Room	Seats available	Status	Options
10 September 2020	9:00 AM - 10:00 AM Australia/Perth	MU MURTEC Demonstration Ward (Room details)	9	Booked	More info Cancel booking

View all events

Manual Task Assessment

Step 4: The booking will now show in the *Assessment* section of the course.

Requests for session organiser [   ]

Receive confirmation by * ⓘ   [Email with iCalendar appointment ▼]

[Sign-up] [Cancel]

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How do I cancel a booking I have made?

Future Bookings | Past Bookings

Step 1: From your *Home* page click on *My Learning* and in the drop down menu, click on *My Bookings*.

My Future Bookings: 1 record shown

Show/Hide Columns

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Manual Task Assessment	Manual Task Murdoch	16 October 2020, 9:00 AM Australia/Perth	9:00 AM Australia/Perth	10:00 AM Australia/Perth	Booked

Export as [CSV ▼] **Export**

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Home | My Learning ▾ | My Library | Help ▾

- My Learning
- Record of Learning
- Required Learn
- My Bookings
- My CPD
- Mindtools ⧉

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Please t
new fea

Step 2: You will come to a page that shows your future and past bookings. Make sure you are in *Future bookings* and click on the course name.

Step 3: This will take you to the course. Click on *Assessment*.

Manual Task Assessment

- 📖 About this course ›
- 📖 Learning ›
- 📖 Assessment ›
- 📖 L&D Resources ›
- 📖 Evaluation ›
- 📖 All sections ›

Step 4: You will see all your bookings. To cancel, click on *Cancel booking*.

Cancel booking for Manual Task Murdoch

Length of event
1

Event date/time
16 October 2020, 9:00 AM - 10:00 AM Australia/

Duration
1 hour

Room
MU MURTEC Clinical Exam Room 1
(Room details)
100 Murdoch Drive, Murdoch WA 6150

Manual Task Assessment

Your booking has been cancelled.

✓ You and your manager should immediately receive a cancellation email.

Step 5: The following page will display the event details. Once you are certain this is the event you want to cancel, click on *Yes*.

Seats available

∨ Cancel booking

re you sure you want to cancel your booking to this event?

Cancellation note [   ]

Yes | No

Step 6: A green notification should confirm your cancellation.

Date	Zone	Room	Seats available	Status	Options
16 October 2020	9:00 AM - 10:00 AM Australia/Perth	MU MURTEC Clinical Exam Room 1 (Room details)	9	Booked	More info
					Cancel booking

View all events

🎓 Manual Task Assessment

How do I access my *Mandatory* and *Optional* Learning?

LEARNING & DEVELOPMENT

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Step 1: From your *Home* page go to the navigation tabs at the top of the page. Click on *My Learning*.

Home | My Learning ⌄ | My Library | My Hospital/Service ⌄ | Cours

My Learning

Record of Learning
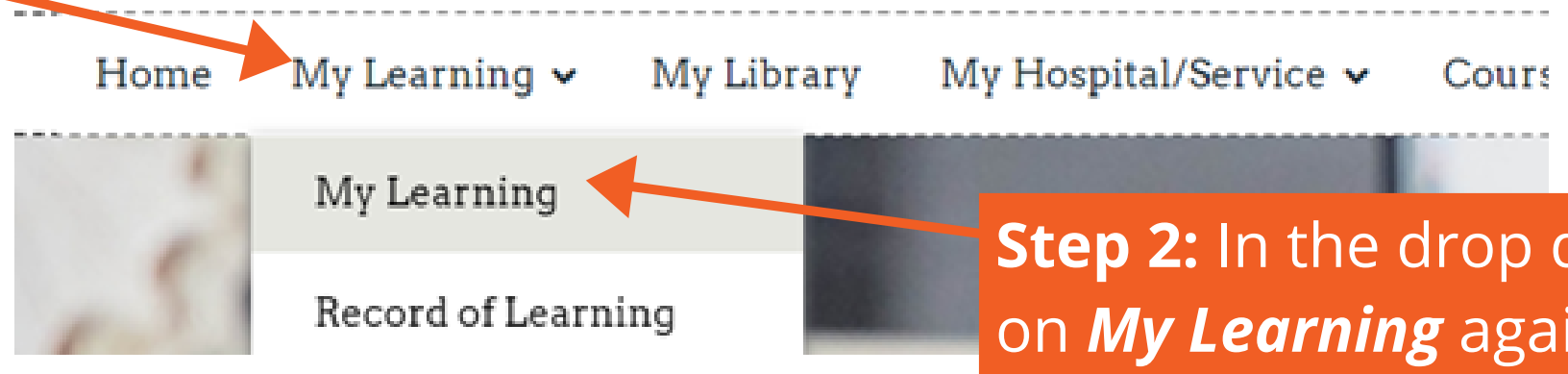
Step 2: In the drop down menu click on *My Learning* again.

You can access *Certifications* allocated to you under the *Mandatory Learning* heading. Plus, any local education requirements can be accessed under the *Optional Learning* heading.

Mandatory learning

Optional learning

Step 3: From this page you can view and access your *Mandatory* and *Optional* learning requirements.

Mandatory learning

Certification: Aseptic Technique Certification [Complete] Started 4/8/2020 , Due 4/8/2021 , Completed 4/8/2020

Course	Status	Activities	Enrolled
Aseptic Technique Education Program	Complete	1/3	4/8/2020

Optional learning

Course		Activities	Enrolled
Breastfeeding Standardised Education Program		0/23	4/8/2020
Medication Safety Workplace Activity			

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How do I view my completion record?

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Step 1: From your *Home* page go to the navigation tabs at the top of the page. Click on *My Learning*.
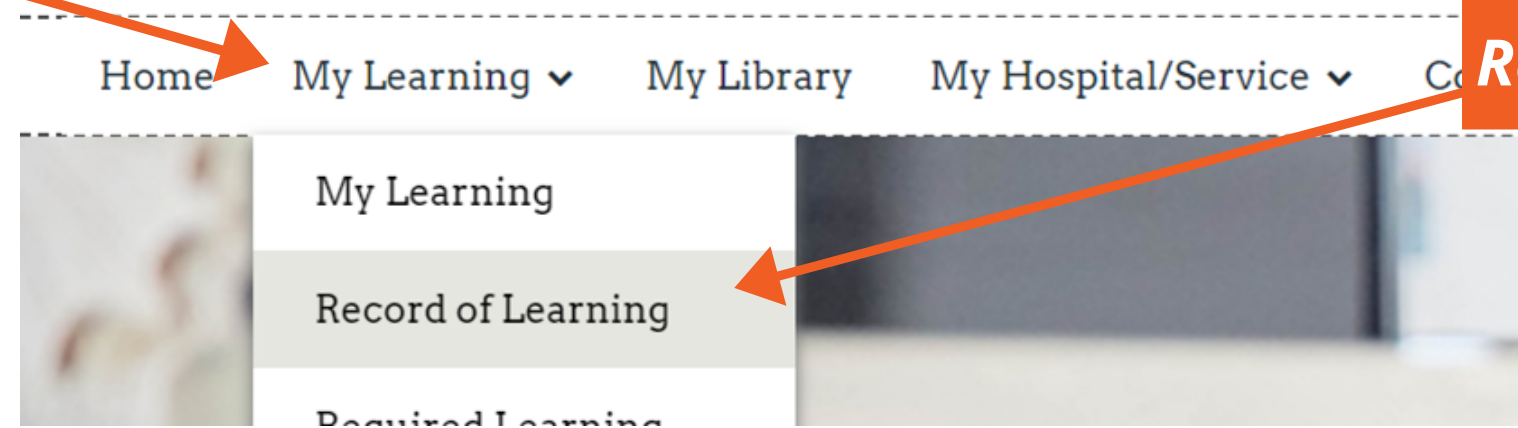
Step 2 : In the drop down menu click on *Record of Learning*.

Step 3: From this page you can view your *Record of Learning*.

You can see *Certifications* allocated to you under the *Mandatory Learning* heading. Plus, any local education requirements can be accessed under the *Optional Learning* heading.

Home   My Learning ⌄   My Library   My Hospital/Service ⌄

My Learning

Record of Learning

Required Learning

Show/Hide Columns

Type	Course Title ▲	Progress
💻	Adult Medication Safety Package	100%
💻	Cybersecurity	100%
💻	Formation Online - Compassion	100%
💻	Line Labelling	0%
💻	Occupational Health, Safety and Wellness for Caregivers	0%
💻	Occupational Violence and Aggression	100%
💻	Rapid Induction into Critical Care Standardised Education Program	100%
💻	SJGHC Orientation	

Export as   CSV ⌄   **Export**

Step 4 : You can download a record of your learning by clicking on *Export* at the bottom of the page. You can export a CSV or PDF.

You can then print a copy of your record of learning, if required.

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