

iLearn User Help for Students

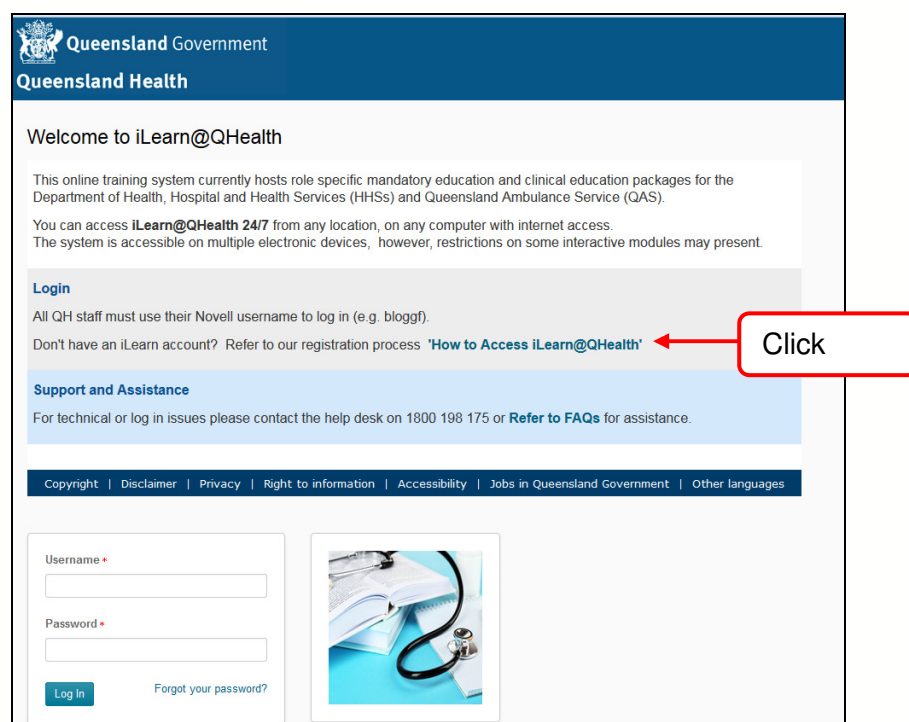
How to use iLearn

How to register onto iLearn

The following instructions provide an overview on how to register yourself on iLearn.

How to Register

Step 1 From the login screen <https://ilearn.health.qld.gov.au/d2l/login>, click on the link *How to Access iLearn@QHealth*



The Frequently Asked Questions window opens.

Step 2 Select *Go here* (launches in new window) to complete our registration form to create a new user account.

Frequently Asked Questions

Categories

- How can I Access iLearn@QHealth?
- System Support
- Password FAQs
- Locating Courses
- Certificates and Awards FAQs
- Course enrollment and unenrollment
- Trouble Shooting Technical Issues
- Returning student, trades person or employee
- I am relocating to another area of Qld Health
- Student Help

Category: View All Categories

How can I Access iLearn@QHealth?

REGISTRATION PROCESS

You will need to complete our registration form to create your own user account.

Note: A Registered Email Address can only be used once (you cannot use one email address for multiple user accounts).

About System Emails: Some email providers may consider a system generated email as SPAM or Junk (Hotmail & Gmail are problematic). Please check these folders if you haven't received a registration confirmation email. If you experience issues with registration please contact **1800 198 175 for support**.

Select the most suitable category you belong to to get started:

I am a STUDENT on clinical placement

[Go here](#) (launches in new window) to complete our registration form to create a new user account.

Select 'Non Queensland Health Learner'

Click the Register button

Complete the form with the following information:

- Use your University email address (preferred) or personal email if you do not have a tertiary email account.
- List 'Student' as your Position
- List your University as Employer
- List Student Placement coordinator details within Supervisor 'Name & Contact'.

Click

Step 3 Select *I do not have an iLearn@Health username and password*

Step 4 Select *Submit*

Registration Form

Select one of the following options:

I have an existing iLearn@QHealth username and password

I do not have an iLearn@QHealth username and password

Back Submit

Step 5 Click on web link *Non Queensland Health learner (e.g. student, trades, contractor, volunteer)*

Self Registering Course Offerings

Course Offering Code ▲	Course Offering Name	Course Offering Cost
CP_Self Reg External	Non Queensland Health learner (e.g. student, trades, contractor, volunteer)	
CP_Self Reg Internal	Queensland Health employee (e.g. staff, contracted employee)	
CP_Self Reg MH Practitioner	Mental Health Act (Non Queensland Health employee)	

Step 6 Select the *Register* button

Description	
Course Offering List > Course Offering Description	
Step 1: View Course Offering Information	
<p>Course Offering Name: Non Queensland Health learner (e.g. student, trades, contractor, volunteer)</p> <p>Course Offering Code: CP_Self Reg External</p> <p>Non Queensland Health iLearn@QHealth learner registration</p> <p>Please complete this form to register for your new iLearn@QHealth account.</p> <p>Description:</p> <p>You should only use this form if:</p> <ul style="list-style-type: none"> • you are a health professional or student and • are not a Queensland Health employee or contractor. 	
Cancel	Register

Step 7 Complete the *External User Registration* form

Clinical Placement Students
<p>Use your University email address (preferred) <i>Note: if you use a personal email it may take longer to process your registration</i></p> <p>List <i>Student</i> as your <i>Position</i></p> <p>List your <i>University</i> as <i>Employer</i></p> <p>List <i>Placement co-ordinator details</i> within <i>Supervisor Name & Contact</i></p>

All fields marked with a *red asterisk are required.

Registration Form

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#)

Step 2: Enter Registration Information

Required fields are marked with a *

* **First Name:**

* **Last Name:**

* **Email:**

Email Tip: For faster registration, please use an email address that identifies your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g. @hotmail etc).

* **Business Phone:**

* **Position:**

* **Employer:**

* **Supervisor's Name:** ⓘ

* **Supervisor's Contact Number:** ⓘ

Address 1:

Address 2:

* **City:**

* **State/Province:**

* **ZIP/Postal Code:**

* **Country:**

Office Use:

Back Submit

Step 8 You will be notified once your registration application has been completed and checked.

Please Note: Registrations will be processed within 1-3 business working days.

Tip: We recommend you also check your email 'junk' and 'spam' folders as some email providers or your account settings may deem our system email as junk or spam. If you do not receive email notification with 4 working days call the InfoService Centre on 1800 198 175

How to locate courses on iLearn

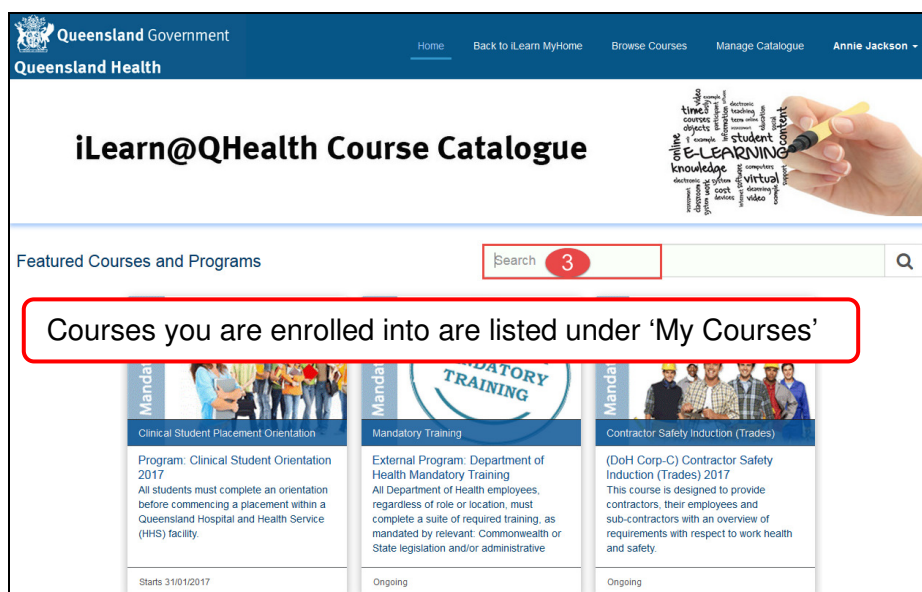
Login to iLearn: <https://ilearn.health.qld.gov.au/d2l/login>

The following instructions provide an overview on how to search for courses on iLearn.

Step 1: At *My Home* (refer point 1) > click on *Course Catalogue* (refer point 2)



Step 2: In the *Course catalogue* > type e.g. *Placement* > select  search (refer point 3)



You can also view and access courses located on the front screen.

Step 3 Select the course heading from the right hand side panel > select *log in* to enrol > select *enrol* > select *launch*

The course is now open and ready to complete and will appear in the *My Courses* list on *My Home* page.

How to complete a course on iLearn

The following instructions provide an overview on how to complete a course on iLearn. Examples are provided on how to complete a quiz, view quiz scores, monitor your progress and access your certificate.

Course completion

You will be able to see all relevant sections of a course from the *Table of Contents*.

There are release conditions set against each content area. When you successfully complete a section of content the next section will appear in your *Table of Contents* menu.

Be mindful that some content may open in a new Tab. Close the Tab when you are finished viewing the content and return to the course page.

If you do not see 'Completion Awards or Certificates' appear in the *Table of Contents* then you have not successfully completed the course.

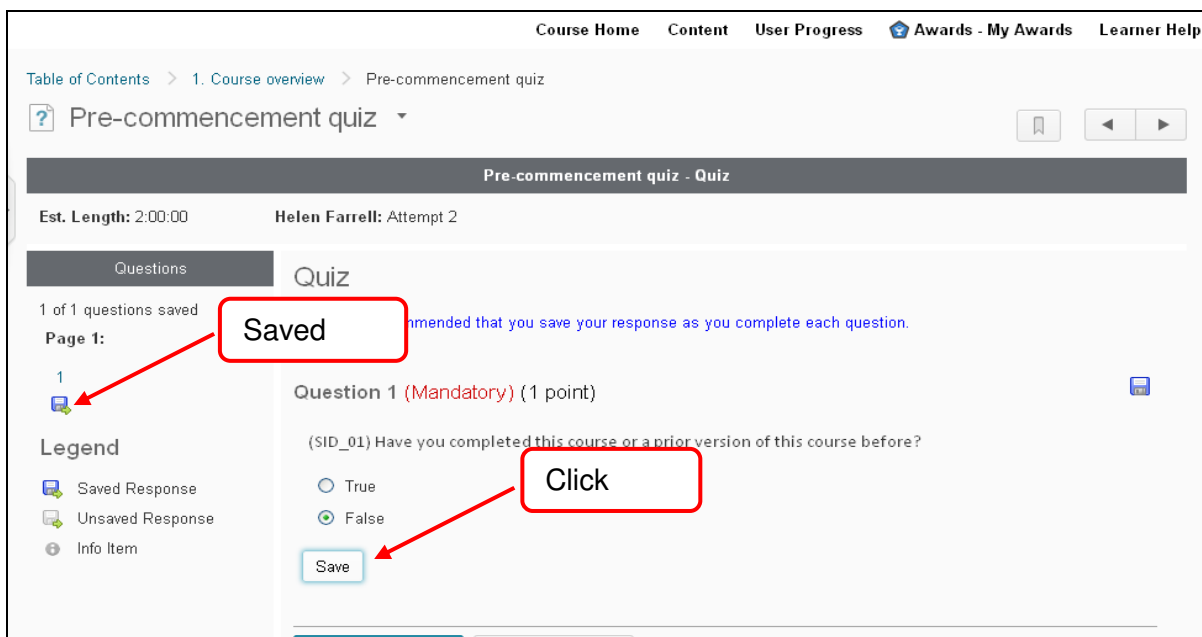
Quiz instructions – how to complete a quiz

The following instructions show how to complete a quiz.

Step 1 Click on the *Quiz* link

Step 2 The *Quiz* opens (refer diagram 1)

Diagram 1

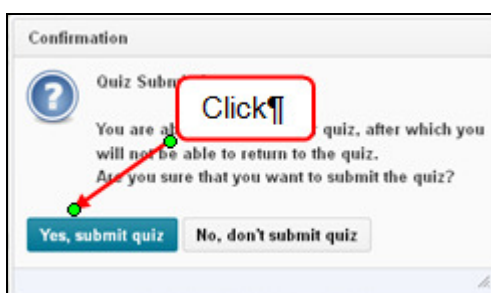


Step 3 Select an answer and select Save

Step 4 Select Save All Responses

Step 5 Select Submit Quiz

Step 6 Select Yes, submit quiz **Note: This is a 3 click process**



How to locate your Awards / Certificates

The following instructions provide an overview on how to access completion certificates on iLearn.

What are badges?

Badges provide additional information on the completion of a training course. The badge lists date of issue, date of expiry and course name. Badges can be converted to PDF and can be saved or printed.

What are Certificates?

Your certificate is a statement of completion. It is not recognised by vocational education organisations [*registered training organisation*] and does not provide you with credits towards any RTO course.

Certificates can be converted to PDF and can be saved or printed.

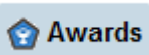
Access Your Awards from the course navigation

From the course navigation you can access any of your **Awards** (badges and certificates)




Note: there is a delay to receiving Certificates

TIP the user is recommended to close their account and wait approximately 15 minutes and reopen their

account and the certificate will be available within the  area. If the certificate does not pop up when you reopen your account select your course and select Awards and your certificate will be displayed. Or alternatively select *Awards* on your *My Home page* and your certificate will be displayed.

If however your certificate is not displayed please check that you have completed all required modules, quizzes and surveys within the **Class Progress** area.

NOTE The green ticks  do not indicate that you have completed the course. The green ticks indicate that a module has been opened and viewed in it's entirety.