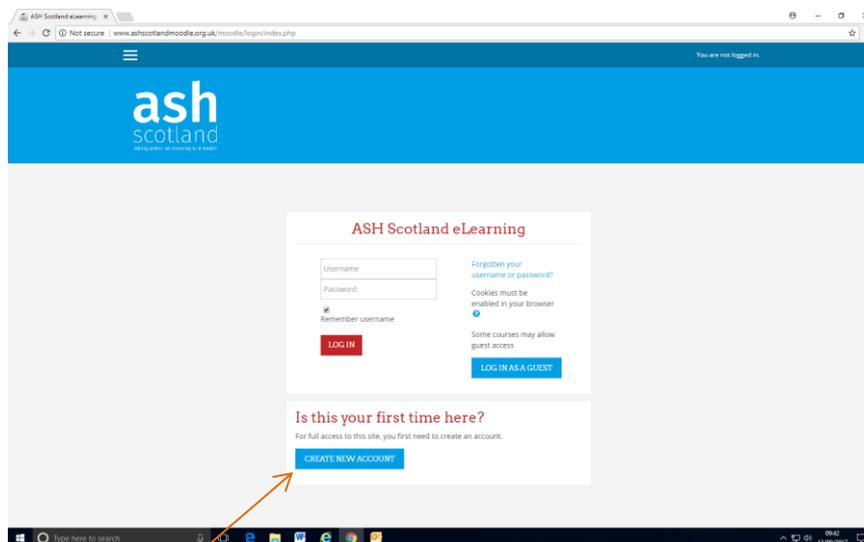# User guide for
ASH Scotland eLearning

This is a brief guide to using the ASH Scotland eLearning site. If however you are having issues that aren't mentioned in this guide, please feel free to email bscheepers@ashscotland.org.uk.
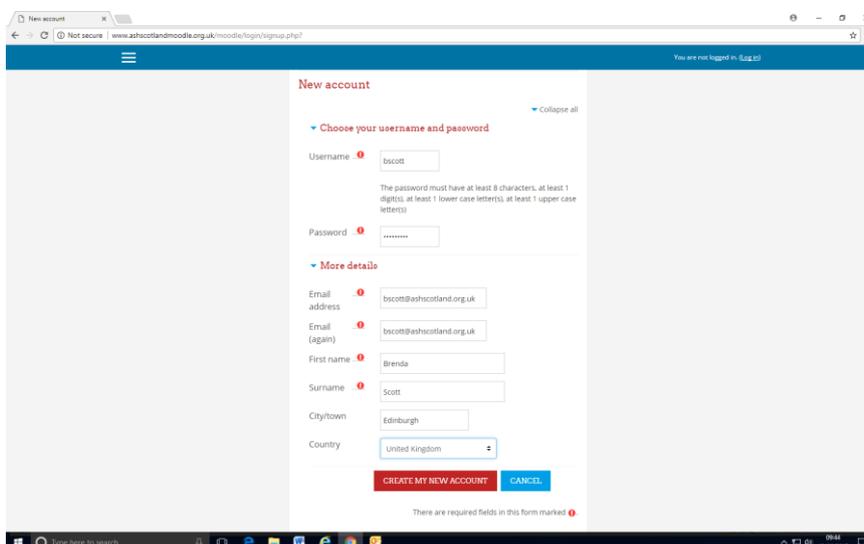
Creating an account:

Although access to the eLearning home page is open to all, you are required to create an account to undertake any of the courses. Please be assured that only the eLearning tutor has access to your details and will NOT share them with any third party organisation without permission.

To create an account, simply follow these steps.

1. Click 'Log in' on the top right corner of the ASH Scotland eLearning home screen (the following screen will appear).
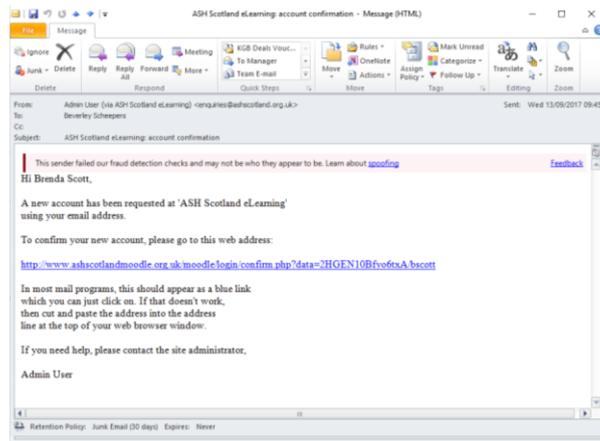

2. Click the blue 'CREATE NEW ACCOUNT' button to open the data entry screen (see below)

3. Fill in your details and click the bottom red button.
4. The system will then generate an email and send it to the email address you provided.

5. Open the email and complete your registration by clicking on the link (see below). PLEASE NOTE: if you don't see the email in your inbox relatively quickly (up to 30 minutes), please look in your SPAM or JUNK MAIL box.
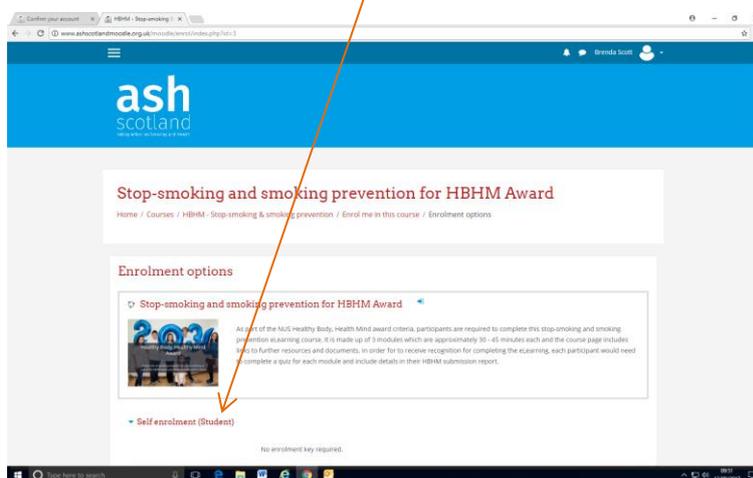

Please email bscheepers@ashscotland.org.uk if it cannot be found in your spam/junk mail either.
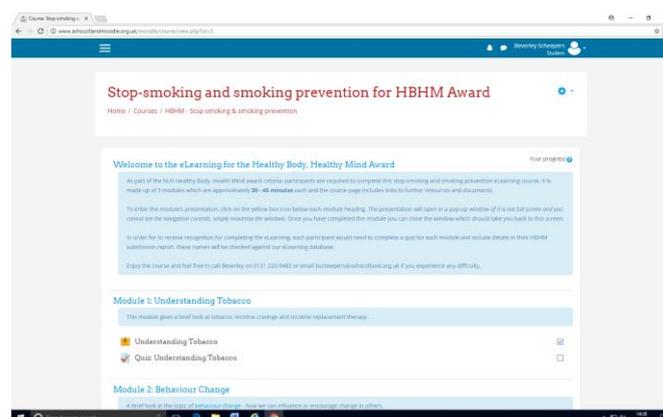
Enrolling on a course and viewing the modules

The eLearning home page will have a section with all the available courses.

Once you select your course it will display the screen below and give you an option to enrol (all our courses are 'self enrolment' and do not need a code or enrolment key).
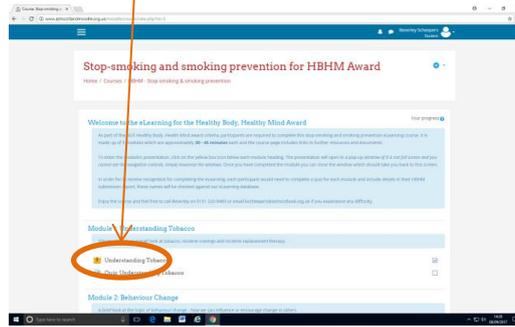
Simply click on 'Self enrolment (Student)' to enrol.

Once enrolled, the *course page* will open and you will have access to all the modules and additional resources within the course.
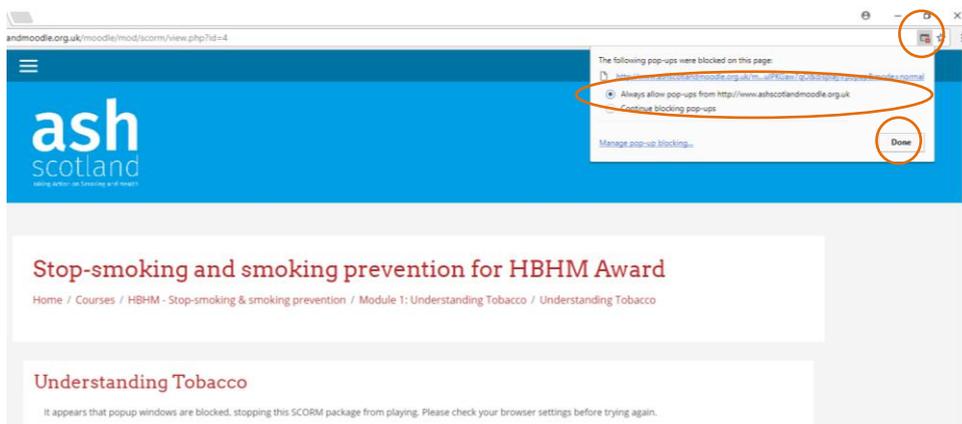
Most of our courses have more than one module to complete, but navigation for each one is the same.

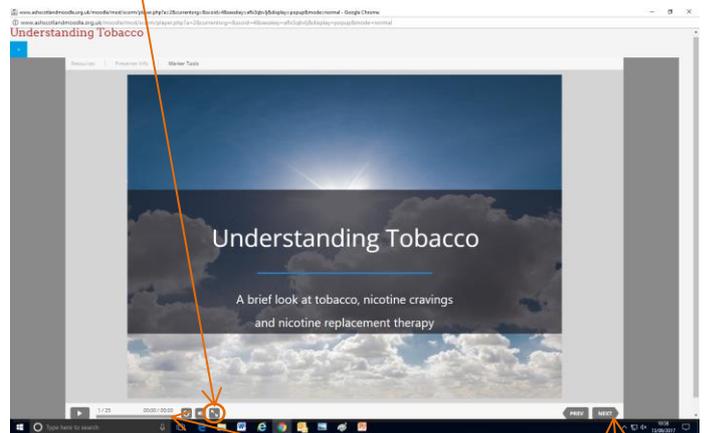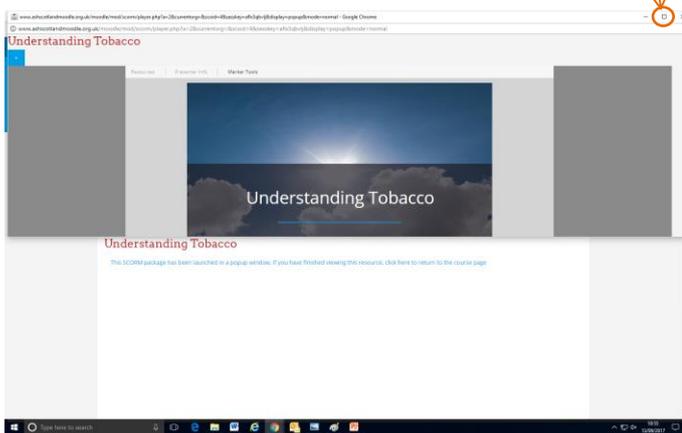1. Select the module by clicking on the yellow box under each module heading and description.

2. This will open a pop-up window with the course presentation.
PLEASE NOTE: Your browser should be able to play 'FLASH' files (Google Chrome or FireFox work well) and you may need to allow pop-ups on the page (see below).
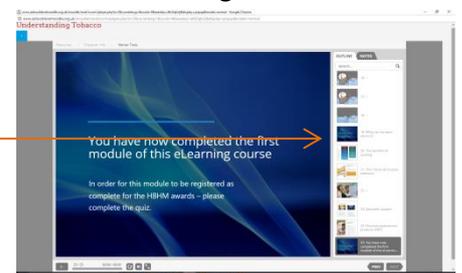

3. Please maximise the pop-up screen if it hasn't automatically done so (see below left). You can further maximise your viewing window by clicking on the grey 'full screen' icon (see below right) and to exit 'full screen' mode, simply press the Esc key.
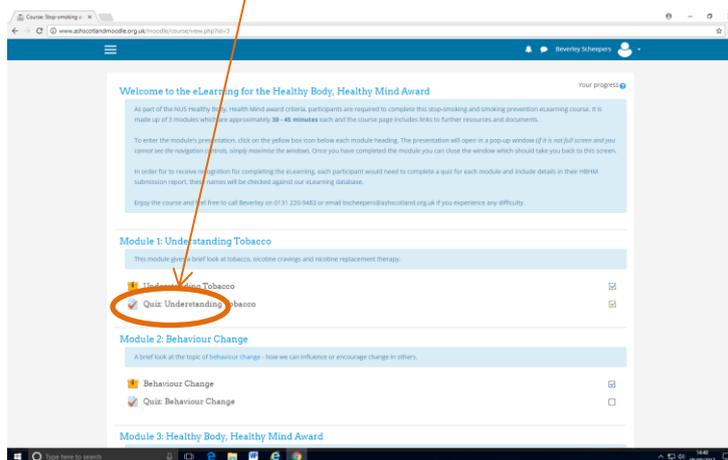

4. There is no narration or audio in these modules, so you won't need to use any of the other grey icons to the left of the 'full screen' icon. Your main navigation buttons are the found on the bottom right of the screen.

5. The final slide of the module has a 'slide view panel' on the right for you to be able to scroll back to any particular slide.

6. Once you have completed the module, simply close the pop-up screen and you will be taken back to the *course page* in order to undertake the quiz.