

# 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, click on the link ‘Register here to create an iLearn account’ (located in the green box) alternatively [click here](#)

#### Diagram 1

The screenshot shows the iLearn@QHealth login page. At the top, there is a header for Queensland Government and Queensland Health. Below the header, it says 'Welcome to iLearn@QHealth'. There is a paragraph of introductory text. On the left, there is a 'Log in' section with instructions for staff. On the right, there is a 'Support and Assistance' section with contact information. At the bottom left, there is a green box containing the text 'Don't have an iLearn account? [Register here to create an iLearn account](#)'. A red box labeled 'Click' with an arrow points to this link. At the bottom of the page, there is a footer with various links like Copyright, Disclaimer, Privacy, etc.

**Step 2** – Select ‘I do not have an iLearn@health username and password’

#### Diagram 2

The screenshot shows the 'Registration Form' with the following content:

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

At the bottom of the form, there are two buttons: 'Back' on the left and 'Submit' on the right. A red box labeled 'Click' with an arrow points to the second radio button, and another red box labeled 'Click' with an arrow points to the 'Submit' button.

**Step 3** – Click on web link ‘Non Queensland Health learner’

**Diagram 3**

Self Registering Course Offerings		
Course Offering Code ▲	Course Offering Name	Course Offering Cost
CP_Self Reg External	<a href="#">Non Queensland Health learner</a>	
CP_Self Reg Internal	<a href="#">Queensland Health employee or contractor</a>	

Click

**Step 4** – Click on the ‘Register’ button

**Diagram 4**

**Description**

[Course Offering List](#) > **Course Offering Description**

**Step 1: View Course Offering Information**

**Course Offering Name:** Non Queensland Health learner  
**Course Offering Code:** CP\_Self Reg External

**Non Queensland Health iLearn@QHealth learner registration**

**Description:** Please complete this form to register for your new iLearn@QHealth account.  
 You should only use this form if:

- you are a health professional or student and
- are not a Queensland Health employee or contractor.

Click

**Step 5** – Complete the External User Registration form

New or Contracted Employees	Clinical Placement Students	Contractors (Trades)
Use your personal email address List your job title with ‘Position’ List Queensland Health as your Employer	Use your University email address List ‘Student’ as your Position List your University as Employer List Placement co-ordinator details within Supervisor ‘Name & Contact’.	Use your business email address List your trade within ‘Position’ (e.g. Electrician) List site location within ‘Employer’ (e.g. Nambour General Hospital) List your site contact within ‘Supervisor Name & Contact’

Complete the registration form according to your profile as listed in the previous table.

All fields marked with a \*red asterisk are required.

### Diagram 5

The screenshot shows a web browser window with the title "Registration Form". The breadcrumb navigation is "Course Offering List > Course Offering Description > Registration Form". The page content is titled "Step 2: Enter Registration Information". A note states "Required fields are marked with a \*". The form contains the following fields:

- \* 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:

At the bottom of the form are "Back" and "Submit" buttons. A red box labeled "Click" with an arrow points to the "Submit" button.

**Step 6** – You will be notified once your registration application has been completed and checked.

**Please Note:** Registrations will be processed within 2-3 working days.

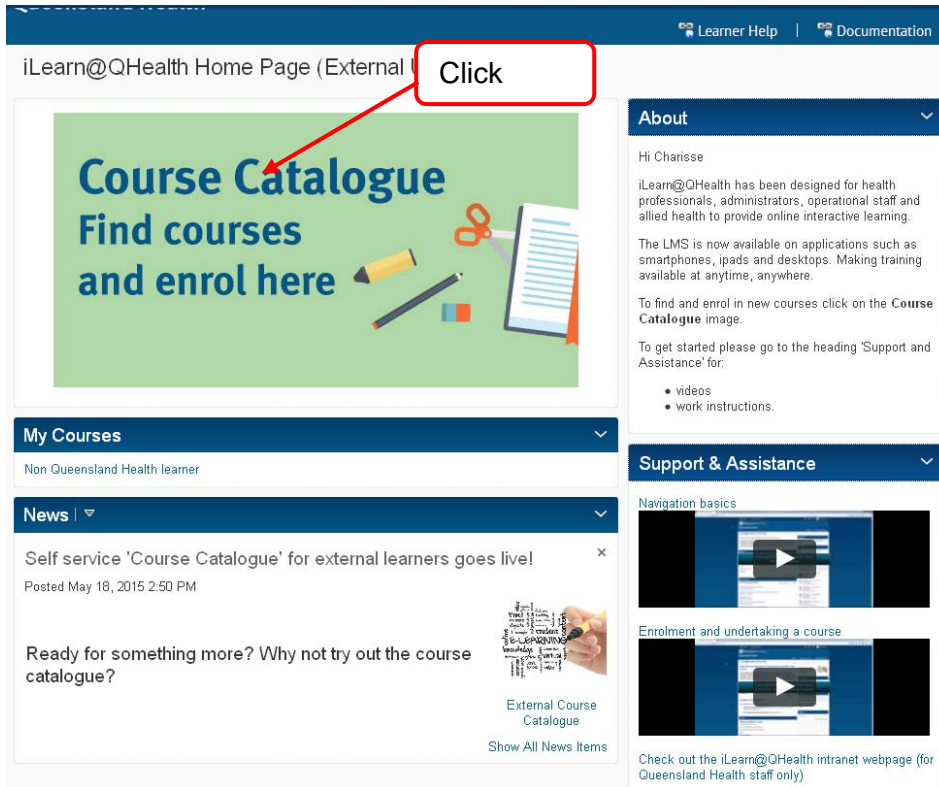
**Tip:** We recommend you also check your email 'junk' and 'spam' folders as some email providers or your account settings may deem our system email as junk or spam. If you do not receive email notification with 4 working days please contact us: [iLearn.comms@health.qld.gov.au](mailto:iLearn.comms@health.qld.gov.au)

# How to locate courses on iLearn

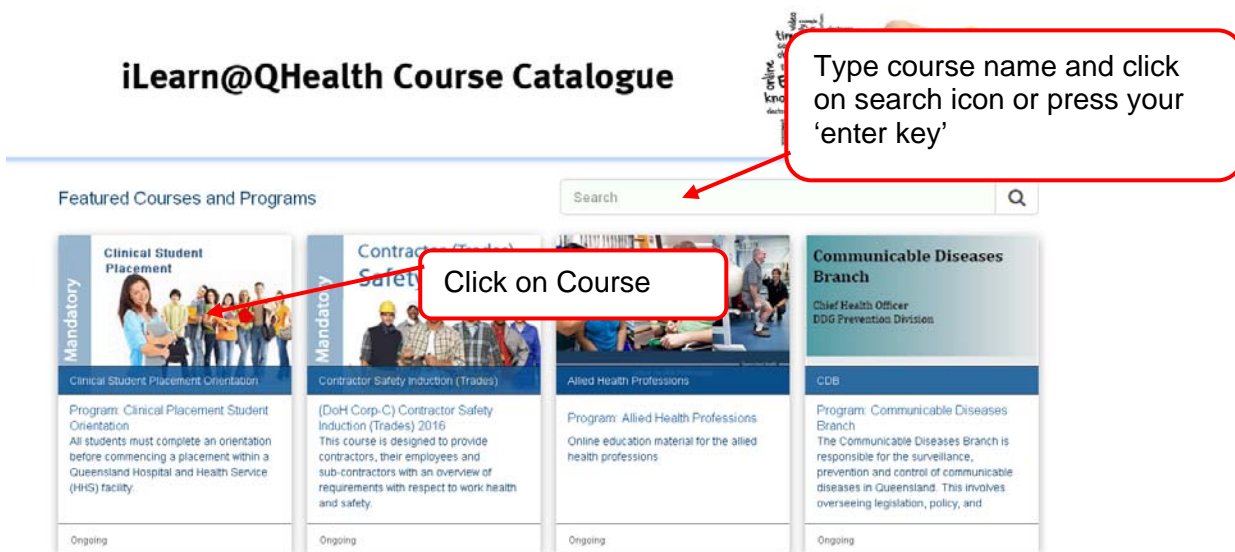
Login to iLearn: <https://ilearn.health.qld.gov.au/d2l/login>

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

**Step 1** – Click on the ‘Course Catalogue’ image



**Step 2** – Type course name or a keyword such as ‘safety’ into search field. You can also view and access courses located on the front screen.



**Step 3** – Click on the ‘Course’ with search results to begin the enrolment process. Follow all of the enrolment prompts.

# 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.

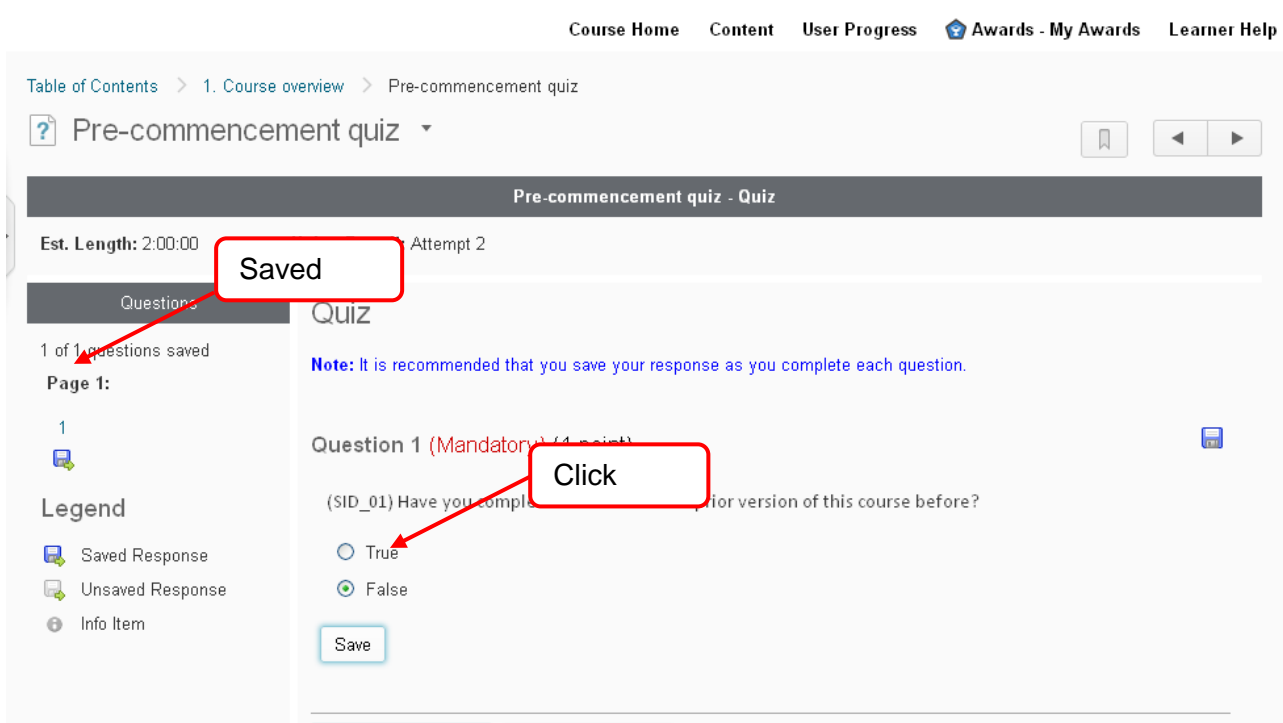
## Quiz instructions – how to complete a quiz

The following instructions show how to complete a quiz.

**Step 1** – click on the Quiz link

**Step 2** – Quiz opens (diagram 1)

### Diagram 1



**Step 3** – Click on answer and 'save'

**Step 4** – Click on 'Save All Responses'

**Step 5** – Click on 'Submit Quiz. > This is a 3 click process.



Table of Contents > 1. Course overview > Pre-commencement quiz

Pre-commencement quiz

Pre-commencement quiz - Quiz

Est. Length: 2:00:00

Questions

0 of 1 questions saved

Page 1:

1

Legend

- Saved Response
- Unsaved Response
- Info Item

Quiz

**Note:** It is recommended that you save your response as you complete each question.

Question 1 (Mandatory) (1 point)

(SID\_01) Have you completed this course or a prior version of this course before?

True

False

Save

Save All Responses

Go to Submit Quiz

Click

1. Click

Course Home Content User Progress Awards - My Awards Learner Help

Table of Contents > 1. Course overview > Pre-commencement quiz

Pre-commencement quiz

Pre-commencement quiz - Quiz

Est. Length: 2:00:00

Questions

1 of 1 questions saved

Page 1:

1

Legend

- Saved Response
- Unsaved Response
- Info Item

Quiz Submission Confirmation

You are about to submit your quiz...

To change your response to any question before submission, click on the question number in the **Quiz Info** menu.

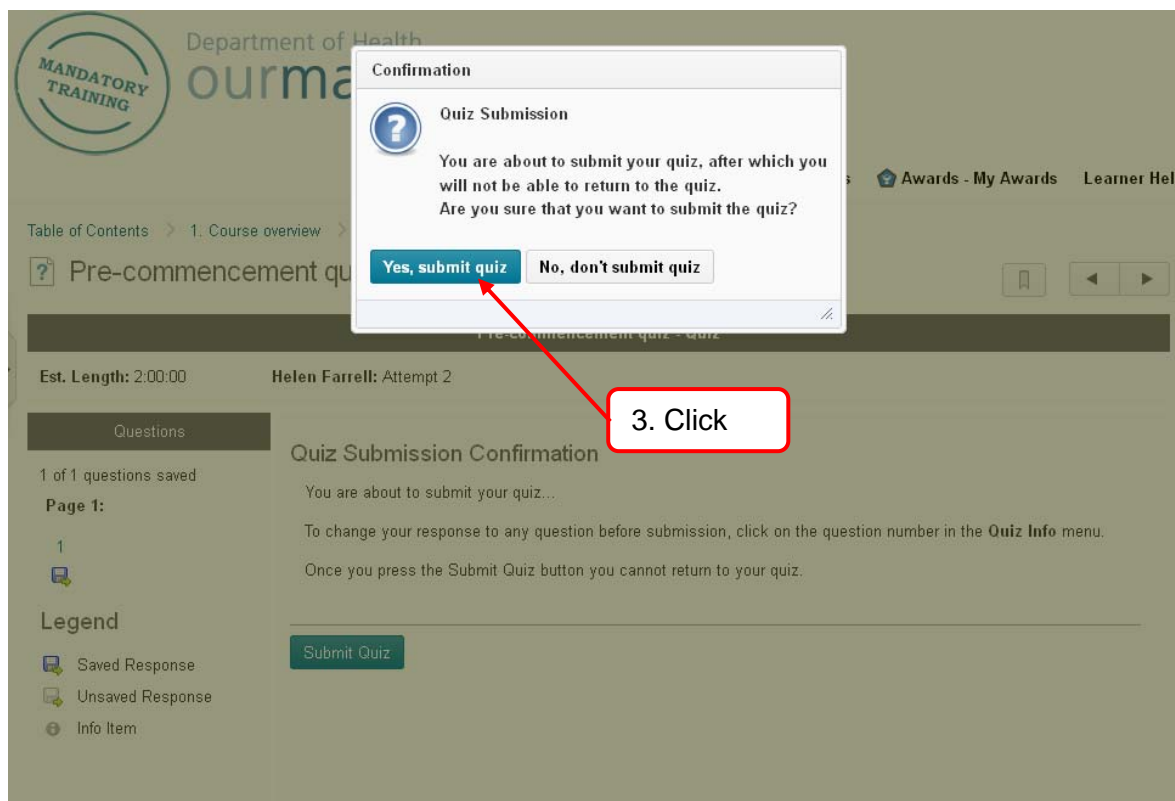
Once you press the Submit Quiz button you cannot return to your quiz.

Submit Quiz

2. Click

## Step 6 – Click on 'Submit Quiz'

### Diagram 4



## How to locate your Awards (certificates and badges)

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)

Course Home   Content   User Progress   **Awards**   Learner Help

**Note:** there may be a slight delay to receiving awards - check back in a few minutes!