Learning Seat

User Guide

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INDEX

Training Accreditation

Learning Seat work with Accredited Online Training for qualified courses.

For full details visit the Accredited Online Training website at www.aot.edu.au

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Getting Started in Learning Seat

Complete a training module in your Learning Seat account.

Go to **www.learningseat.com/rch** and type in your **username** (RCH employee number) and **password**.

Forgotten your password? Click on the **Forgotten your password** link and then go to your email inbox.

Your **My Account** page will appear. Click the **Detail** button of your module.

Details of the module will appear, includes all components (if applicable). Click the **Start** button on the first component of the learning to begin.

Once you have completed all the components within the learning, your Status in your Account will change to **'Completed'** for this learning.

You will also receive a **Certificate of Completion** in your email inbox.

Once you have been assigned a course or have registered to a course that has a due date, you will receive notification and reminder emails from elearning@learningseat.com periodically.

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How to Browse the Course Library in Learning Seat

Register to RCH professional training, or browse other training modules available to you.

Go to **www.learningseat.com/rch** and type in your **username** (RCH employee number) and **password**.

Forgotten your password? Click on the **Forgotten your password** link and then go to your email inbox.
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Your **My Account** page will appear.
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Go to **Course Library** > **Browse** to view all **RCH mandatory competencies and professional training** including some useful manager and industry sector related courses.

| My Account |
| Manage Users |
| Manage Content |
| Manage Discussions |
| Admin |
| **Course Library** |
| › Browse |
| › View Brochure |
| › Search |
| › Gov't Funded Training |
| Help |
| Log... |

Browse to view RCH mandatory and professional Training

Search other training modules available to you.
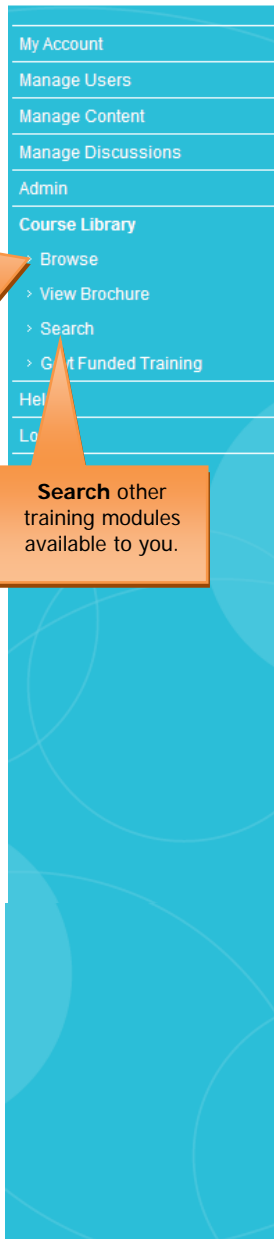
Course Library » Browse

Browse through the available courses by clicking on the links below.

ROYAL CHILDREN'S HOSPITAL COURSES
Mandatory Competencies
Bullying Prevention (2012)
Emergency Procedures Training_BUNDLE - June 2012
Equal Employment Opportunity (2012)
Hand Hygiene - Quiz
OHS in the Office (2011)
Privacy (2012)
Sexual Harassment Prevention (2012)

PROFESSIONAL TRAINING
Opioid Primary Competency_Training BUNDLE
Opioid Advanced Competency_Training BUNDLE
PCA Primary Competency_Training BUNDLE
PCA Competency Advanced_Training BUNDLE
Epidural Competency Primary_Training BUNDLE
Epidural Competency Advanced_Training BUNDLE
Neonatal Opioid and Epidural Competency_Training BUNDLE
Nursing Preceptorship Workshop Online Learning
Nursing Basic Life Support (RCH Level 2) Online Learning
IMRIS Training_BUNDLE

GENERAL TRAINING
Request for Learning & Development
Induction
Compliance and Governance
Management and Business
Qualifications
Personal Development Assessments
Self Development
Project Management
IT and Computing Applications

INDUSTRY SECTOR TRAINING
Financial Services
Hospitality
Welfare and Aged Care
Local Government
Recruitment
Medical Practice
Retail

RCH Manager Courses
Managing OHS: A Guide for People Managers At Royal Children's Hospital
How to Improve your Risk Awareness
IMRIS Training Workshop

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How to Register to a Course in Learning Seat

Browse, search and register to RCH professional training and other training modules available to you in Learning Seat.

Go to **www.learningseat.com/rch** and type in your **username** (RCH employee number) and **password**.

Forgotten your password? Click on the **Forgotten your password** link and then go to your email inbox.

Your **My Account** page will appear.

Go to **Course Library** and **Browse**

A list of <u>RCH</u> relevant courses and mandatory compliance training will appear in the list. Select the course to register and click **Register Now**

As part of the Learning Seat suite, you have hundreds of courses available to you. To search a particular course/subject, click on **Course Library** and **Search**. Type in your search field and click **Search.** Click **Detail** button to register for this course.

Click **Register Now** button

Course Fees

Please note, some courses impose a fee. If this is the case, an email will be sent to the Users Manager for approval as course fees are allocated back to your cost centre.

Courses that do no impose a fee are approved automatically through the Learning Seat system. This may take up to 48 hours to appear in your Learning Seat account. Once a course(s) you have registered too have been approved, the User will receive a confirmation email advising them that they have been assigned a Learning.

How to Upload a Course in Learning Seat

You can create professional training on Learning Seat and track results to ensure staff are up-skilling and keeping up-to-date with mandatory competencies.

> **Note**: Ensure you have all your course components ready for upload into Learning Seat before you begin; i.e. Your pre-reading material is in a PowerPoint or PDF document; you have outlined your quiz questions and answers as true or false or multiple choice; you have had your course content approved by your Manager and reviewed by your Manager/colleague(s) for accuracy.

Go to **www.learningseat.com/rch** and type in your **username** (RCH employee number) and **password**.

Forgotten your password? Click on the **Forgotten your password** link and then go to your email inbox.

Your **My Account** page will appear.

Go to **Manage Content** > **Add Learning**

Manage Content

This area allows authorised users to:

- Create new learning content, including trackable learning/documents, on-line assessments and other learning such as seminars etc.
- Edit details for existing learning content.
- Edit the Course Library (catalogue of learning that users may view and search) in the "Course Library" area.

Note: If you cannot see Add Learning in your menu, email learning.seat@rch.org.au

Select the type of learning you wish to create. Click **Next**

Add Learning

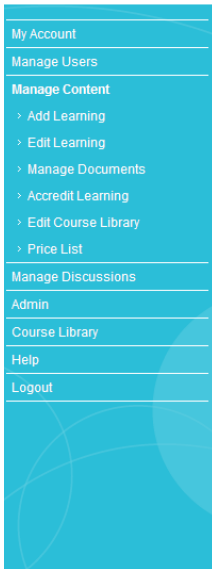Please select the type of learning you wish to create, then click the Next button.

Tracked Documents
Track documents and other objects that are accessible on your company's website or on the world wide web. Once the user opens the document, the learning status is changed to "Complete".

Tracked Learning
Track learning on your company's website or on the world wide web. Unlike tracked documents, the status and score for tracked learning is controlled by embedded communications within the learning.

On-line Assessments
Create your own multiple choice and true/false assessments. Assessments are scored, with results reported as a percentage score.

On-line Examinations
Similar to on-line assessments, but are conducted under exam conditions and involves **manual marking of results.**

Assessment Guide
Create assessment tasks or specify evidence requirements. Learners are required to complete specified tasks or produce required evidence to be deemed competent. **This type of task requires authorised assessors to manually evaluate student responses.**

On-line Surveys
Create your own multiple choice, true/false, yes/no and short answer surveys.

Other Learning
Define and store data for other learning. This includes training such as Seminars, Assignments, Video or Online Learning conducted through other means.

Higher Level Program
A High Level Program is built up from other learning objects. Using this function you can bring together related learning into an assignable program of learning.

Next

Tip: Your course content should include a pre-reading component and a quiz component. Select Higher Level Program if you have more than one component to your course.

If your course only consists of one component, select On-line Assessments to produce a quiz or Tracked Documents to upload reading material only.

Let's produce a Higher Level Program which will consist of two components; pre-reading material and a quiz.

Select **Higher Level Program** and click **Next**

Always include a course **Overview** and **Objective** so your User understands the learning outcome.

Prerequisites may include an overview of the "components" within the course.

Comments may include your version on this particular subject. Example: This is Part 1 of 3.

Name is the title of your course. To adhere to version control, include the year.

Your Learning Type in most cases will be **Learning, Online**

Duration will give your User an indication of how long it will take them to complete the course.

Add Learning

Please enter the details for the Learning Object below ... marked with an asterisk(*)

Menu	
My Account	
Manage Users	
Manage Content	
› Add Learning	
› Edit Learning	
› Manage Documents	
› Accredit Learning	
› Edit Course Library	
› Price List	
Manage Discussions	
Admin	
Course Library	
Help	
Logout	

Name: *

Learning Code:

Learning Type: *   * Please Select *
* Please Select *
Assessment
Learning, Online
Learning, Instructor Led
Learning, CDROM
Learning, Video
Other
Project/Assignment
Seminar
Seminar/Workshop
Workshop
Combination of the above

Overview:

Objectives:

Duration/Length:

Prerequisites:

Comments:

Schedule:

Venue:

Provider:

Instructor:

Maximum Enrolments:

Current Enrolments: 0

Assignable: *   Yes ▾ *Should the learning be available to assign to users ?*

View Desc: *   Yes ▾ *Should the full learning description be viewed by default?*

Certificate: *   Yes ▾ *Should a certificate be issued on completion of this learning?*

Save 💾

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Example only

Example Name:
Mercury 101_BUNDLE_2013
***Bundle** indicates more than one component.*

Edit Learning

Use this page to update the learning details below.

Components   Resources   Sign-in Sheet

My Account
Manage Users
Manage Content
› Add Learning
› Edit Learning
› Manage Documents
› Accredit Learning
› Edit Course Library
› Price List
Manage Discussions
Admin
Course Library
Help
Logout

Name: *   Mercury 101_BUNDLE_2013

Learning Code:

Learning Type: *   Learning, Online

Overview: This is an introductory course on how to get started in Mercury.

Objectives: Navigate your way around Mercury to perform Manager related tasks, i.e. recruitment requests.

Duration/Length: 15 minutes; includes pre-reading and quiz.

Prerequisites: The pre-reading material is a component in the course. Complete this task to pass the training.

Comments:

Schedule:

Venue:

Provider:

Instructor: Human Resources

Maximum Enrolments:

Current Enrolments: 0

Assignable: *   Yes   *Should the learning be available to assign to users ?*

View Desc: *   Yes   *Should the full learning description be viewed by default?*

Certificate: *   Yes   *Should a certificate be issued on completion of this learning?*

Save

Click **Save** once you have completed the above fields.

You are now ready to upload your pre-reading component. Click **Add another learning**

Learning » Mercury 101_BUNDLE_2013

My Account
Manage Users
Manage Content
› Add Learning
› Edit Learning
› Manage Documents
› Accredit Learning
› Edit Course Library
› Price List
Manage Discussions
Admin
Course Library
Help
Logout

Mercury 101_BUNDLE_2013 is made up of the following components:

        Weighting

No learning components exist for this learning
Add   Click here to add components to this learning.

Note:
Weight is the percentage that each component contributes towards the final result.
The total weight of all components MUST add up to 100%

When you are satisfied with the components you have selected you may:
Add/Edit/Delete any resources for the learning
Add another Learning
Edit another Learning
Return to your Home Page

Previous Page

Select **Tracked Documents** and **Next**

Name your component; keep it consistent to your course title name. For example, the name of your course is *Mercury 101_BUNDLE_2013*. Your course component is *Mercury 101_Pre-Reading_2013*

Change the following:
Assignable: No
Certificate: No
Hosted: Yes
#

Click **Save**

#

Click **Browse** to upload your document. Click **Upload**

Upload Tracked Document

ⓘ Please select the document you wish to upload.
Available document types are: Adobe PDF (.pdf), MS Word (.doc, .docx, .docm, .dotx, .dotm), MS Excel (.csv, .xls, .xlsx, .xlsm, .xltx, .xltm, .xlsb, .xlam, .xll), MS Powerpoint (.pps, .ppt, .pptx, .pptm, .potx, .potm, .ppam, .ppsx, .ppsm) or plain text (.txt)

Learning Name	Mercury 101_Pre-Reading_2013
File *	H:\Organisation Develo Browse...

Upload   Cancel

Left navigation menu:
My Account
Manage Users
Manage Content
> Add Learning
> Edit Learning
> Manage Documents
> Accredit Learning
> Edit Course Library
> Price List
Manage Discussions
Admin
Course Library
Help
Logout

Choose file dialog:
Look in: NEW Docs

Learning Seat_Export Data.pdf
Manager Resource_New Employee Induction Checklist.doc
Manager Resource_New Employee Induction Checklist.pdf
Mercury_Manual_How to Get Started and Recruit a Position.doc
Mercury_Manual_How to Get Started and Recruit a Position.pdf
Mercury_Manual_How to Manage Applications.doc
Mercury_Manual_How to Manage Applications.pdf
Mercury_Manual_How to Process a Termination.doc
Mercury_Manual_How to Process a Termination.pdf
Mercury_Manual_How to Process a Variation.doc
Mercury_Manual_How to Process a Variation.pdf
PDAD Non-Clinical.doc
PDAP_A Guide For Employees.doc
PDAP_A Guide For Managers.docx
PDAP_Clinical Employee.doc

PDP_Non-Cl
Privacy_con
RCH GUIDE
Recruitment
Recruitment
Recruitment
Recruitment
Recruitment
Recruitment
Recruitment
Recruitment
Recruitment
Recruitment
Security_Cli

File name: Mercury_Manual_How to Get Started and Recr   Open
Files of type: All Files (*.*)   Cancel

My Recent Documents
Desktop
My Computer
My Network Places

Now we are going to update the Quiz component of your course. Got to **Add Learning**

File successfully uploaded - Mercury_Manual_How to Process a Termination.pdf.

Left navigation menu:
My Account
Manage Users
Manage Content
> Add Learning
> Edit Learning
> Manage Documents
> Accredit Learning
> Edit Course Library
> Price List
Manage Discussions
Admin
Course Library
Help
Logout

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Select **On-line Assessment** and **Next**

Name your component; keep it consistent to your course title name. For example, the name of your course is *Mercury 101_BUNDLE_2013*. Your course component is *Mercury 101_Quiz_2013*

Click **Save**

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Click **Add** to start typing in your questions and answers.

First select your **Question Type.** You must do this for every question.

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Type in your questions and answers. Select the **Correct** answer.

> **Tip**: Type in copy for **Feedback if correct** and **Feedback if not correct**. See example above. **IMPORTANT**, if you are going to allow your Users more than one attempt to pass the quiz component of your course, **DO NOT** give them the answer in the Feedback if not correct field. Only do this if you are giving your Users one attempt.

Click **Save** and continue **Add**ing questions to your quiz.

You are now ready to add your components to your Course. Go to **Edit Learning**

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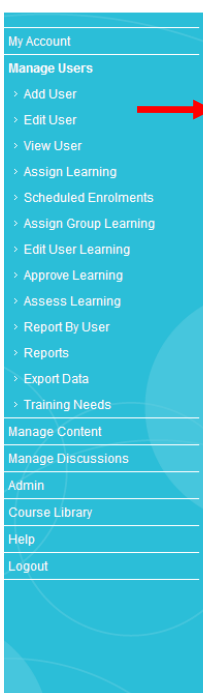Search for your **Learning Name** (Bundle) and **Edit**

Edit Learning

Enter the name of the learning you wish to edit. Or search for all learning by leaving the Learning Name field blank.

My Account
Manage Users
Manage Content
› Add Learning
› Edit Learning
› Manage Documents
› Accredit Learning
› Edit Course Library
› Price List
Manage Discussions
Admin
Course Library
Help
Logout

Learning Name   Mercury

                                 (Search 🔍)

Search Results

You must select the original Learning Title (not the components)

RCH   Mercury 101_BUNDLE_2013   (Edit)   (Delete)
RCH   Mercury 101_Pre-Reading_2013   (Edit)   (Delete)
RCH   Mercury 101_Quiz_2013   (Edit)   (Delete)

Click **Components** and then **Add**

Edit Learning

Use this page to update the learning details below.   (Components)   (Resources)   (Sign-in Sheet)   (Comments)

My Account
Manage Users
Manage Content
› Add Learning
› Edit Learning
› Manage Documents
› Accredit Learning
› Edit Course Library
› Price List
Manage Discussions
Admin
Course Library
Help
Logout

Name: *   Mercury 101_BUNDLE_2013
Learning Code:
Learning Type: *   Learning, Online
Overview: This is an introductory course on how to get started in Mercury.
Objectives: Navigate your way around Mercury to perform Manager related tasts. i.e. recruitment requests.
Duration/Length: 15 minutes, including pre-reading and quiz.
Prerequisites: The pre-reading material is a component is the course. Complete this task to pass the training.
Comments:
Schedule:
Venue:
Provider:
Instructor: Human Resources
Maximum Enrolments:
Current Enrolments: 0
Assignable: *   Yes   Should the learning be available to assign to users ?
View Desc: *   Yes   Should the full learning description be viewed by default?
Certificate: *   Yes   Should a certificate be issued on completion of this learning?
                           (Save 💾)

Learning » Mercury 101_BUNDLE_2013

Mercury 101_BUNDLE_2013 is made up of the following components:

My Account
Manage Users
Manage Content
› Add Learning
› Edit Learning
› Manage Documents
› Accredit Learning
› Edit Course Library
› Price List
Manage Discussions
Admin
Course Library
Help
Logout

                                                                    Weighting

No learning components exist for this learning
(Add)   Click here to add components to this learning.

Note:
Weight is the percentage that each component contributes towards the final result.
The total weight of all components MUST add up to 100%

When you are satisfied with the components you have selected you may:
Add/Edit/Delete any resources for the learning
Add another Learning
Edit another Learning
Return to your Home Page

Previous Page

Search for your components via **Learning Name**.

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> **Tip**: If you entered consistent Learning Names for your components, they will all appear in the search results. This will allow you to add all your components and their weighting (% pass rate) at once.

Click **Save**

Your components are now added to your Course. You will now be able to assign learning to Users.

Email **learning.seat@rch.org.au to add your course to the Course Library.** This will allow
Users to register to the course.

How to Assign Learning in Learning Seat

Assign professional training to your staff members.

Go to **www.learningseat.com/rch** and type in your **username** (RCH employee number) and **password**.

Forgotten your password? Click on the **Forgotten your password** link and then go to your email inbox.
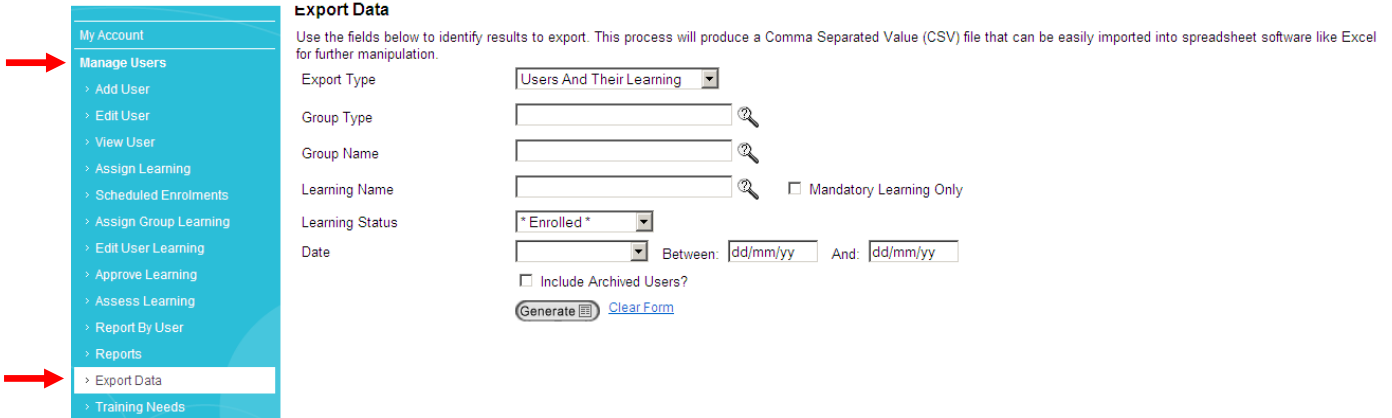

Your **My Account** page will appear.

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Go to **Manage Users** and **Assign Learning**.

Click on **Assign Learning** from the New version.

Type in the **Learning Name** (course) and **Search**

Click on the Learning Name you want to assign and click the **green arrow** to select.

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To assign multiple courses to the same users, type in another Learning Name and Search and follow the steps.

The Learning Name(s) will now appear in the **Selected Learning** list. Click **Next**.

Repeat the above steps to assign the Learning to **Users**.

Type in the user by **Surname** and **Search**.

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Click on the User you want to assign the Learning too and click **green arrow** to select.
To assign multiple users to the same Learning, type in another User Surname and Search and follow the steps.

Note: You can only assign learning to individuals you have permission too – i.e. within *your* department/ward/cost centre. If you believe you do not have the correct permissions in your Learning Seat profile, please email learning.seat@rch.org.au

The Users **Username** (RCH employee number) will appear in the Selected Users list. Click **Next**.

Select if this is a **Mandatory Learning**. If so, nominate a due date via the **calendar** and click **Next**.

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You may **assign the enrolment in the future** if necessary. Select your future enrolment date via the calendar and click **Next**.

Confirm Assign Learning by clicking **Assign**. If you need to make changes, click Back.

Assign Group Learning by clicking on **Manage Users** > **Assign Group Learning**

Enter in your **Learning** name and click **Search.**

Select the Learning you want to assign from the search results. Click **Next**.

Select your **Group Type** by clicking on the **Hourglass**. Click on a **Group Type** from the pop-up window.

If you selected **Department**, type in your **department name in Group Name** and click **Search**.

Select your Group Name from the search results. Click **Next**.

The same steps apply if you select Cost Centre, Division or Labour Category.

Note: You can only assign learning to Groups you have permission too – i.e. within *your* department/ward/cost centre. If you believe you do not have the correct permissions in your Learning Seat profile, please email learning.seat@rch.org.au

Specify if this is a **Mandatory Learning**, and if yes, **Required By** (due date)

Click **Save** to assign your Learning

The User will receive a confirmation email advising them that they have been assigned a Learning.

How to Export Data in Learning Seat

Track Users' training results and completion rates.

Go to **www.learningseat.com/rch** and type in your **username** (RCH employee number) and **password**.

Forgotten your password? Click on the **Forgotten your password** link and then go to your email inbox.

Your **My Account** page will appear.

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Go to **Manage Users** and **Export Data** for Users And Their Learning

Export Type remains as **Users And Their Learning**

Click on the hourglass for **Group Type** icon and select one of the following Groups.

You will only have access to specific Group Types according to your own Learning Seat profile permissions. If you need access to other Group Types, email learning.seat@rch.org.au

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Start typing in your **Group Name** and then click the hourglass to select your Group Name.

Start typing in your **Learning Name** in the space provided and select your course.

E.g. Emergency (Emergency Procedures Training_BUNDLE_June 2012)

Learning Status remains as **Enrolled**

Click **Generate** to export your data into an Excel Spreadsheet

A window will appear, click on **click here** to launch your Excel Spreadsheet

You can now manipulate your spreadsheet according to your needs.
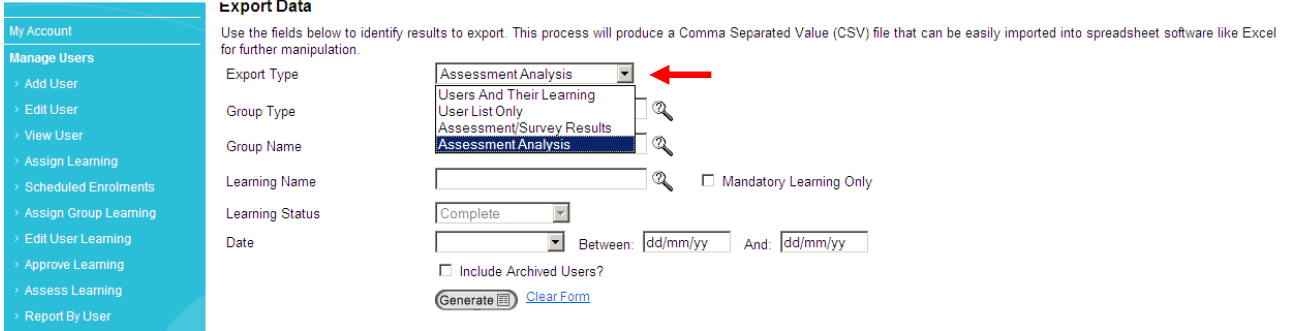
Analysing Quiz Results

Find out what questions your Users answered correctly and incorrectly, and their overall percentage pass rate per question.

Drop down the **Export Type** list and select **Assessment Analysis**

Click on the hourglass for **Group Type** icon and select one of the following Groups.

 You will only have access to specific Group Types according to your own Learning Seat profile permissions. If you need access to other Group Types, email learning.seat@rch.org.au

Start typing in your **Group Name** and then click the hourglass to select your Group Name.

Start typing in your **Learning Name.** Ensure you are selecting the Quiz component of your assessment. E.g. Nursing Preceptorship Model QUIZ. Click **Generate**.
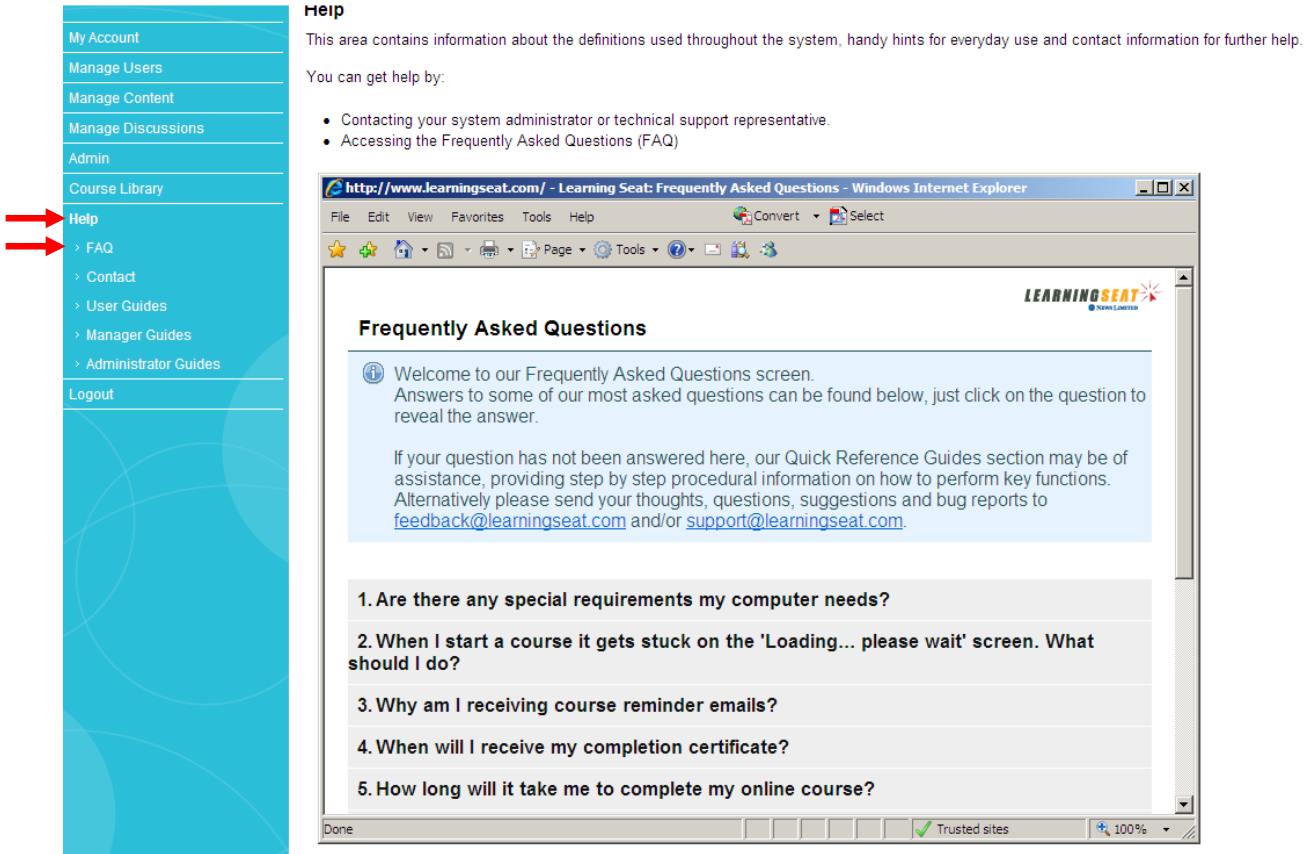

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Frequently Asked Questions

Learning Seat houses a FAQ screen to answer some of your most commonly asked questions. Go to **Help > FAQ** and click on the question to reveal the answer.

Tip: One of the most useful tip to know as a User is **how to save your course progress**.

The sections that have already been completed, indicated with a tick, are saved automatically when you exit a course.

If you are in the middle of a section, select the **Bookmark button** in the course menu at the top of the page and you will then be presented with the option of bookmarking the current page or returning to a previously bookmarked page.
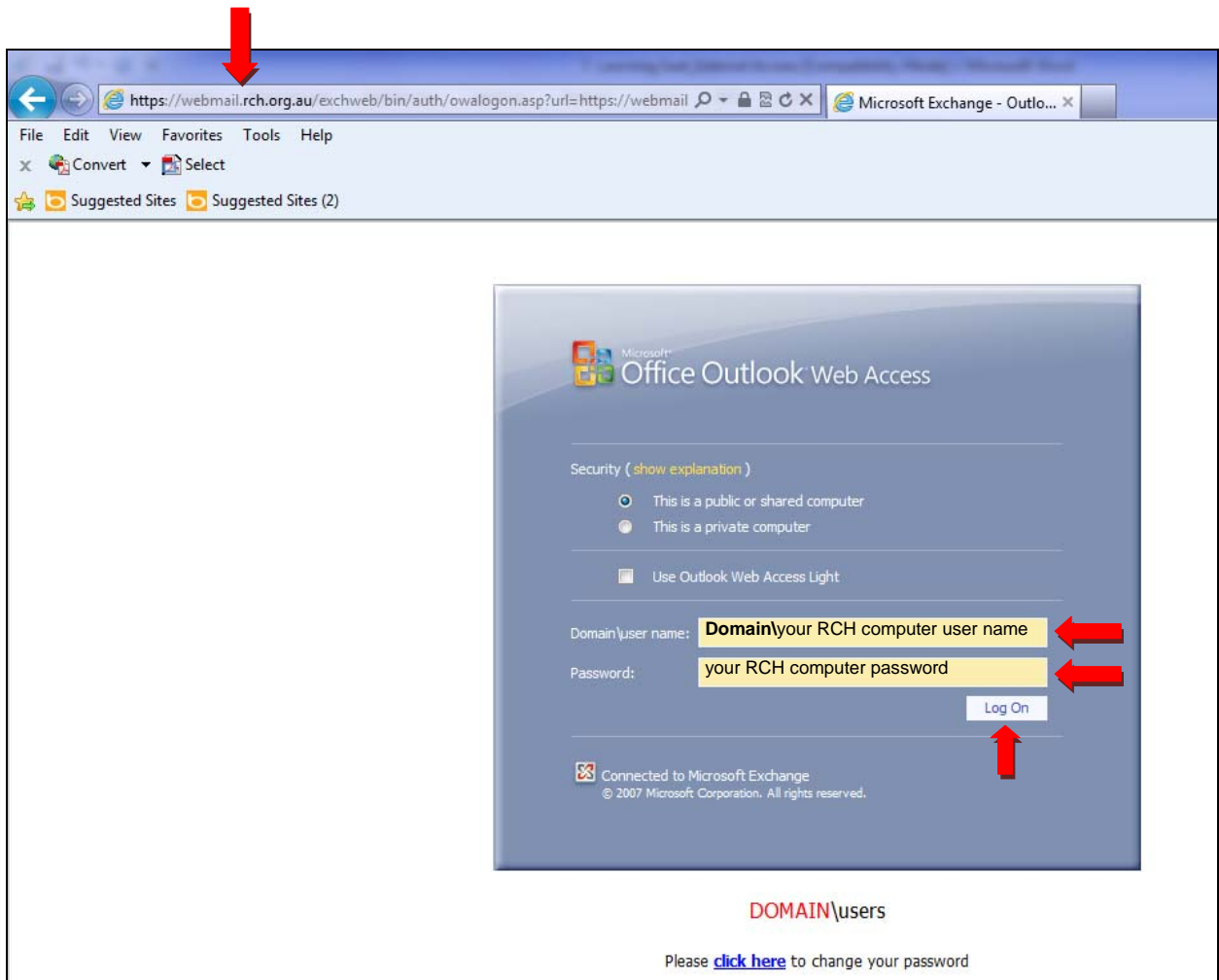
External Access

Accessing your learning and RCH email account off-site.

Learning Seat is hosted via the web, so you do not have to log into the RCH network to access your training. Go to **www.learningseat.com.au/rch** and type in your **username** (RCH employee number) and **password** at the log-in screen.

Forgotten your password? Click on the **Forgotten your password** link and then go to your RCH email inbox.

To **access to your RCH email account externally**, type webmail.rch.org.au in the address toolbar.