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Learning Seat

User Guide

HUMAN RESOURCES

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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.



user name

password

[forgotten your password?](#)

login

The Royal Children's Hospital Melbourne

Welcome

to The Royal Children's Hospital eLearning centre

Please enter your username and password to begin.

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



results for: Wendy White » All Learning

Learning	Due	Status	Result	
Bullying Prevention (2011)	03/09/11	Not Attempted		Detail Delete
Emergency Procedures Training 2012 - OLD!	03/09/11	Not Attempted		Detail Delete
Emergency Procedures Training_BUNDLE - June 2012	03/08/12	Not Attempted		Detail Delete
Equal Employment Opportunity (2011)	28/10/11	Not Attempted		Detail Delete
Hand Hygiene - Quiz	30/11/11	Not Attempted		Detail Delete
Introduction to The Learning Centre		Not Attempted		Detail Delete
New Hospital Mandatory Training Bundle	30/11/11	Not Attempted		Detail Delete
OHS in the Office (2011)	28/10/11	Not Attempted		Detail Delete
Opioid Competency Advanced	31/12/11	Not Attempted		Detail Delete
Opioid Competency Primary	31/12/11	Not Attempted		Detail Delete
Privacy (2011)	28/10/11	Not Attempted		Detail Delete
Sexual Harassment Prevention (2011)	28/10/11	Not Attempted		Detail Delete

Note: Result is a weighted average for the completed sections of the course.

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

Browse Learning

Emergency Procedures Training_BUNDLE - June 2012

Overview

This course covers requirements for emergency procedures within The Royal Children's Hospital.

This course is designed for all employees who need to understand and manage various emergency situations. This understanding and management of emergencies will ensure your safety in the workplace.

Objectives

At the end of this learning exercise, you should be able to:

- explain how to initiate an emergency code
- identify the colour & standard procedures for each emergency code
- list the fire alarm activation methods

describe how to respond to the fire alarm (alert tone)

- explain how to respond to discovery of a fire (Standard Fire Instructions)
- identify the considerations for Fire Extinguisher use
- explain your standard Evacuation Procedures

Duration

5-15 Minutes

Prerequisites

Pre-reading material is available, but not mandatory.

Comments

You will need to score a minimum 80% pass mark for the quiz component to successfully complete your Emergency Procedures Training.

Components

	Weighting		
Emergency Procedures Training_Pre-Reading - June 2012	0 %	(Detail)	(Start)
Emergency Procedures Training_Quiz - June 2012	100 %	(Detail)	(Start)

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.

my Learning » All Learning

[Personal Training](#) [All Learning](#) [\(Not Attempted\)](#) [Incomplete](#) [Complete](#) [Mandatory](#)

Learning	Due	Status		
Bullying Prevention (2011)	03/11/12	Completed	(Detail)	(Start)
Emergency Procedures Training 2011 - OLD!	30/11/11	Completed	(Detail)	(Start)
Emergency Procedures Training 2012 - OLD!		Completed	(Detail)	(Start)
Emergency Procedures Training_BUNDLE - June 2012	03/08/12	Completed	(Detail)	(Start)
Equal Employment Opportunity (2011)	30/11/11	Completed	(Detail)	(Start)
Hand Hygiene - Quiz		Completed	(Detail)	(Start)
Introduction to The Learning Centre		Completed	(Detail)	(Start)
New Hospital Mandatory Training Bundle		Completed	(Detail)	(Start)
OHS in the Office (2011)	30/11/11	Completed	(Detail)	(Start)
Privacy (2011)	30/11/11	Completed	(Detail)	(Start)
Sexual Harassment Prevention (2011)	30/11/11	Completed	(Detail)	(Start)

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 elarning@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.

#



user name

password

[forgotten your password?](#)

login

The Royal Children's Hospital Melbourne

Welcome

to The Royal Children's Hospital eLearning centre

Please enter your username and password to begin.

#

Your **My Account** page will appear.

#



my Learning » All Learning

Personal Training | All Learning | Not Attempted | Incomplete | Complete | Mandatory

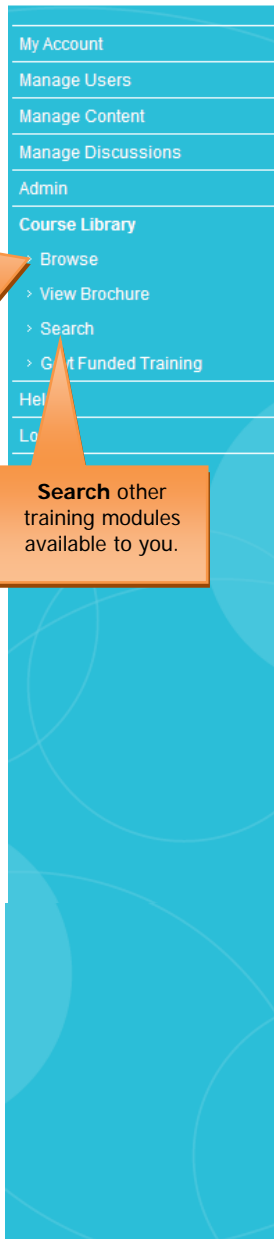
Learning	Due	Status		
Adolescent Transition Knowledge - Bundle - MODULE 1		Incomplete	Detail	Start
Bullying Prevention (2011)		Incomplete	Detail	Start
Emergency Procedures Training 2011		Completed	Detail	Start
Equal Employment Opportunity (2011)		Not Attempted	Detail	Start
Hand Hygiene - Quiz		Not Attempted	Detail	Start
Introduction to The Learning Centre		Incomplete	Detail	Start
New Hospital Mandatory Training Bundle		Completed	Detail	Start
OHS in the Office (2011)		Incomplete	Detail	Start
Privacy (2011)		Incomplete	Detail	Start

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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.



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.



user name
password
forgotten your password?
login

The Royal Children's Hospital Melbourne

Welcome

to The Royal Children's Hospital eLearning centre

Please enter your username and password to begin.

Your **My Account** page will appear.



my Learning » All Learning

Personal Training | All Learning | Not Attempted | Incomplete | Complete | Mandatory

Learning	Due	Status		
Adolescent Transition Knowledge - Bundle - MODULE 1		Incomplete	(Detail)	(Start)
Bullying Prevention (2011)		Incomplete	(Detail)	(Start)
Emergency Procedures Training 2011		Completed	(Detail)	(Start)
Equal Employment Opportunity (2011)		Not Attempted	(Detail)	(Start)
Hand Hygiene - Quiz		Not Attempted	(Detail)	(Start)
Introduction to The Learning Centre		Incomplete	(Detail)	(Start)
New Hospital Mandatory Training Bundle		Completed	(Detail)	(Start)
OHS in the Office (2011)		Incomplete	(Detail)	(Start)
Privacy (2011)		Incomplete	(Detail)	(Start)

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

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](#)

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

Programs - Browse » PCA Primary Competency Training BUNDLE

PCA Primary Competency Training BUNDLE
[Register Now](#) ←

Duration
There is a 90 minute duration to complete the quiz component of the PCA Primary Competency Training BUNDLE

Prerequisites
To have studied the education package, pre-reading and clinical practice guideline(s).

Instructor
Content owner: Sueann Penrose, ext 55945

Components

	Weighting	
PCA Primary Competency Clinical Practice Guidelines	10 %	Detail
PCA Primary Competency Practicle Education Session	5 %	Detail
PCA Primary Competency Patient Controlled Analgesia for Children	10 %	Detail
PCA Competency Primary	75 %	Detail

Note: Weight is the percentage that each component contributes towards the final result.

[Previous Page](#)

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.

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

Learning Name:
[Search](#)

Search Results

RCH	Microsoft Office 2010: Transition from Office 2003 (First Look)	Detail
RCH	Microsoft Office Outlook 2010: Transition from Outlook 2003	Detail
RCH	Microsoft Project 2000: Advanced	Detail
RCH	Microsoft Project 2000: Level 1	Detail
RCH	Microsoft Project 2000: Level 2	Detail
RCH	Microsoft Project 2002: Level 1	Detail
RCH	Microsoft Project 2002: Level 2 (Revised)	Detail
RCH	Microsoft Project 2003: Level 1	Detail
RCH	Microsoft Project 2003: Level 2	Detail
RCH	Microsoft Project 2010: Level 1	Detail
RCH	Microsoft Project 2010: Level 2	Detail
RCH	Microsoft Windows Vista Bundle	Detail
RCH	Microsoft Windows Vista: Level 1	Detail
RCH	Microsoft Windows Vista: Level 2	Detail

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Click **Register Now** button

Browse Learning

Microsoft Project 2010: Level 2

[Register Now](#)

Overview

As a project manager, your primary job is to deliver a quality product on time and within budget, as well as communicate effectively with all the members of the project team.

Microsoft Project 2010 enables you to create and manage project plans that will help you achieve this. In this course, you will gain more knowledge on some of the more advanced features and functions of the application. You will import and export project information, as well as update and manage project tasks and costs. Whether you are a trained Project Management Professional (PMP), a resource manager, or a project team member, Microsoft Project 2010 helps you monitor and modify your plan regularly so you can compensate for any bumps on the road and keep your project moving on track.

This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2010, and who needs to use Microsoft Project 2010 to manage and customise those plans through the implementation stage of a project.

Objectives

In this course, you will manage and customise project plans during the implementation stage of a project.

Hardware and Software Required:

- Browser Microsoft Internet Explorer 6 (or higher).
- Browser Mozilla Firefox 2 (or higher).
- Browser Apple Safari 2 (or higher).
- Operating System Microsoft Windows 2000, XP, or Vista.
- Operating System Apple Mac OS X 10.4 (or higher).
- Processor Pentium III 1 GHz.
- Processor Macintosh Intel-based or PowerPC G4 (or better).
- RAM 512 MB (1 GB or more recommended).
- Internet connection 256K (broadband recommended).
- Adobe Flash Player 8 (current version recommended).
- Adobe Reader 7 (or higher).
- Other requirements may apply to supplemental offline activities. Omitting these optional activities does not affect course completion.

Duration

5 hrs

[Previous Page](#)

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 not 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.

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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.



user name
password
[forgotten your password?](#)
login

The Royal Children's Hospital Melbourne

Welcome

to The Royal Children's Hospital eLearning centre

Please enter your username and password to begin.

Your **My Account** page will appear.



my Learning » All Learning

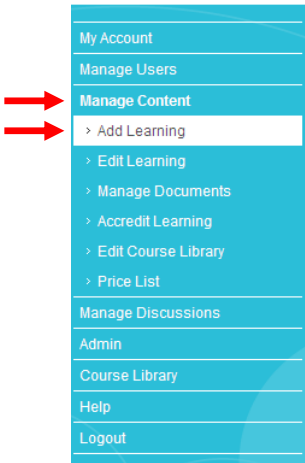
Personal Training | All Learning | Not Attempted | Incomplete | Complete | Mandatory

Learning	Due	Status
Adolescent Transition Knowledge - Bundle - MODULE 1		Incomplete (Detail) (Start)
Bullying Prevention (2011)		Incomplete (Detail) (Start)
Emergency Procedures Training 2011		Completed (Detail) (Start)
Equal Employment Opportunity (2011)		Not Attempted (Detail) (Start)
Hand Hygiene - Quiz		Not Attempted (Detail) (Start)
Introduction to The Learning Centre		Incomplete (Detail) (Start)
New Hospital Mandatory Training Bundle		Completed (Detail) (Start)
OHS in the Office (2011)		Incomplete (Detail) (Start)
Privacy (2011)		Incomplete (Detail) (Start)

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

#

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manage Content

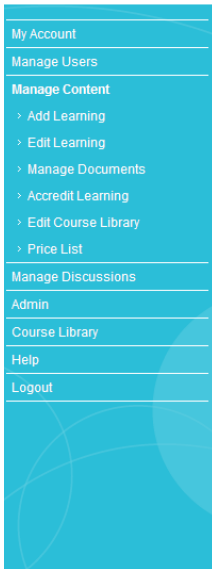
This area allows authorised users to:

- 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.

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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.

Add Learning
Please enter the details for the Learning Object below

Name: * *Name is the title of your course. To adhere to version control, include the year. marked with an asterisk(*)*

Learning Code:

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

Overview:

Objectives:

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

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?*

#

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Example only

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

Edit Learning

Use this page to update the learning details below.

Components Resources Sign-in Sheet

Name: *

Learning Code:

Learning Type: *

Overview:

Objectives:

Duration/Length:

Prerequisites:

Comments:

Schedule:

Venue:

Provider:

Instructor:

Maximum Enrolments:

Current Enrolments: 0

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

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

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

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

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

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

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

Learning » Mercury 101_BUNDLE_2013

Mercury 101_BUNDLE_2013 is made up of the following components:

	Weighting
No learning components exist for this learning	
<input type="button" value="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](#)

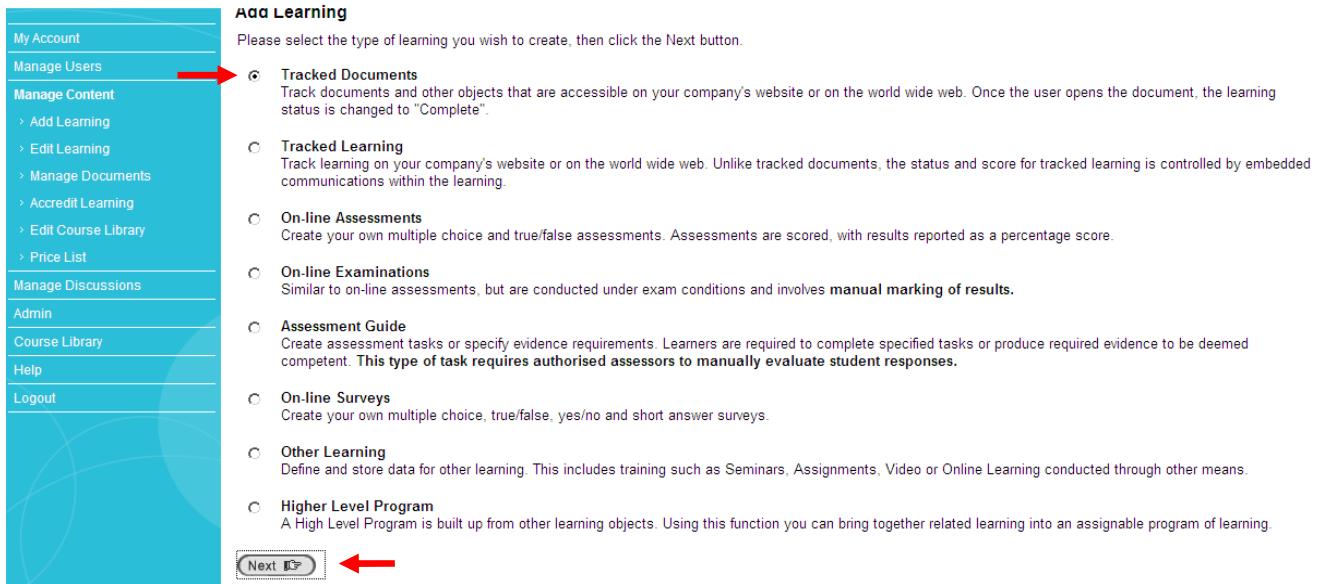
[Previous Page](#)



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Select Tracked Documents and Next

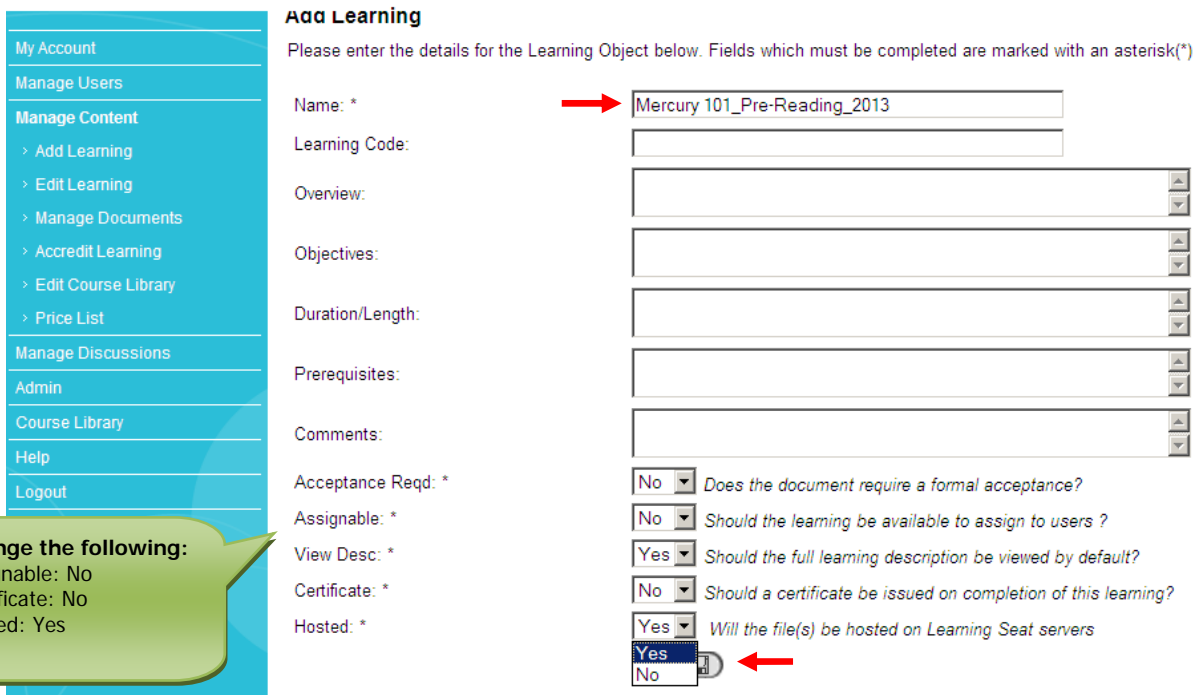


Add Learning
Please select the type of learning you wish to create, then click the Next button.


- 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.



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**



Add Learning
Please enter the details for the Learning Object below. Fields which must be completed are marked with an asterisk(*)

Name: * 

Learning Code:

Overview:

Objectives:

Duration/Length:

Prerequisites:


Comments:

Acceptance Reqd: * Does the document require a formal acceptance?

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

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

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

Hosted: * Will the file(s) be hosted on Learning Seat servers
 

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

Click **Save**

#

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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, .xslm, .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**

Choose file

Look in: NEW Docs

File name: Mercury_Manual_How to Get Started and Recr

Files of type: All Files (*.*)

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

My Account

Manage Users

Manage Content

> **Add Learning**

> Edit Learning

> Manage Documents

> Accredited Learning

> Edit Course Library

> Price List

Manage Discussions

Admin

Course Library

Help

Logout

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

#

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Select On-line Assessment and 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**
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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

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*

Add Learning
Please enter the details for the Learning Object below. Fields which must be completed are marked with an asterisk(*)

Name: *

Learning Code:

Overview:

Objectives:

Duration/Length:

Prerequisites:

Comments:

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

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

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

Save

Change the following:
Assignable: No
Certificate: No

Click **Save**

#

#

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

Edit Assessment Questions - Mercury 101_Quiz_2013

Use this page to add questions to your assessment, modify existing questions and if necessary, change the sequence of questions asked.

The current questions for this assessment are shown below.

No questions defined as yet.

Add Click here to add questions to the assessment.

Users of this assessment will be asked all of the above questions in the order displayed. You can modify the assessment to ask a number of random questions [here](#).

There is no defined pass mark for the assessment. The score for the first attempt will be recorded. If you would like to specify a pass mark please click [here](#).

There is no defined time limit for the assessment. If you would like to specify a time limit please click [here](#).

You can modify the introduction page of the assessment [here](#).

When you are satisfied with the questions you have created you may:

- [Add/Edit/Delete any resources for the learning](#)
- [Return to Learning Details](#)
- [Add another Learning](#)
- [Edit another Learning](#)
- [Return to your Home Page](#)

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

Edit Assessment Question - Mercury 101_Quiz_2013

Use this page to construct a question for the assessment.

Question Type: * **Multiple Choice**

Number Of Responses: *

Question

Responses

A. Correct

B. Correct

C. Correct

D. Correct

Feedback if correct

Feedback if not correct

Save

#

#

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

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

Edit Assessment Question - Mercury 101_Quiz_2013

Use this page to construct a question for the assessment.

Question Type: * Multiple Choice

Number Of Responses: * 4 If Multiple Choice, select the number of responses.

Question

How do I register to Mercury?

Responses

A. Email Human Resources Correct

B. Go to Mercury and click Reigster Now Correct

C. Email IT Correct

D. I am automatically registered Correct

Feedback if correct

That is correct!

Feedback if not correct

Unfortunately that is not correct. You must go to Mercury and click Register Now.

Save

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 **Adding** questions to your quiz.

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

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

edit Assessment Questions - Mercury 101_Quiz_2013

Use this page to add questions to your assessment, modify existing questions and if necessary, change the sequence of questions asked.

The current questions for this assessment are shown below.

Q1. How do I register to Mercury?	Edit	Delete	▲	▼
Q2. I can change my personal details in Mercur	Edit	Delete	▲	▼
Q3. I have to go through Mercury to recruit a	Edit	Delete	▲	▼

Add Click here to add questions to the assessment.

Users of this assessment will be asked all of the above questions in the order displayed. You can modify the assessment to ask a number of random questions [here](#).

There is no defined pass mark for the assessment. The score for the first attempt will be recorded. If you would like to specify a pass mark please click [here](#).

There is no defined time limit for the assessment. If you would like to specify a time limit please click [here](#).

You can modify the introduction page of the assessment [here](#).

When you are satisfied with the questions you have created you may:

- [Add/Edit/Delete any resources for the learning](#)
- [Return to Learning Details](#)
- [Add another Learning](#)
- [Edit another Learning](#)
- [Return to your Home Page](#)

#

#

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.

Learning Name:

Search Results

RCH	Mercury 101_BUNDLE_2013	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
RCH	Mercury 101_Pre-Reading_2013	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
RCH	Mercury 101_Quiz_2013	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Click Components and then Add

Edit Learning

Use this page to update the learning details below.

Name: *

Learning Code:

Learning Type: *

Overview:

Objectives:

Duration/Length:

Prerequisites:

Comments:

Schedule:

Venue:

Provider:

Instructor:

Maximum Enrolments:

Current Enrolments: 0

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

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

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

Learning » Mercury 101_BUNDLE_2013

Mercury 101_BUNDLE_2013 is made up of the following components:

	Weighting
No learning components exist for this learning. <input type="button" value="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.

#

#



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.

- 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

Add components - Mercury 101_BUNDLE_2013

Find the components you wish to add by using the search function.

Learning Name

Search Results

Add components by entering a percentage weighting against each item required. Once you are satisfied with your selections, press the Save button to complete the process.

Mercury 101_BUNDLE_2013	<input type="text" value=""/>	%
Mercury 101_Pre-Reading_2013	20	%
Mercury 101_Quiz_2013	80	%

Allocate a weighting (% pass rate) to each of your components. Do not add a weighting to your original course title.

Click **Save**

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

- 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 » Mercury 101_BUNDLE_2013

Mercury 101_BUNDLE_2013 is made up of the following components:

	Weighting			
Mercury 101_Pre-Reading_2013	20 %	<input type="button" value="Delete"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Mercury 101_Quiz_2013	80 %	<input type="button" value="Delete"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>

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](#)

You can change the order of your components.
Tip: Ensure all your pre-reading material(s) is always first; your quiz should be your last component.

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.



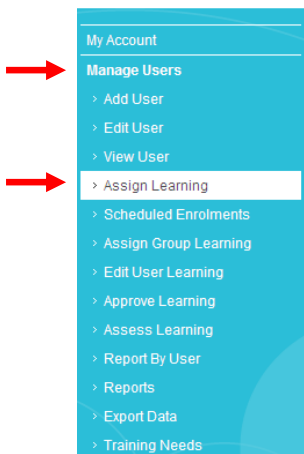
my Learning » All Learning

Learning	Due	Status		
Adolescent Transition Knowledge - Bundle - MODULE 1		Incomplete	Detail	Start
Bullying Prevention (2011)		Incomplete	Detail	Start
Emergency Procedures Training 2011		Completed	Detail	Start
Equal Employment Opportunity (2011)		Not Attempted	Detail	Start
Hand Hygiene - Quiz		Not Attempted	Detail	Start
Introduction to The Learning Centre		Incomplete	Detail	Start
New Hospital Mandatory Training Bundle		Completed	Detail	Start
OHS in the Office (2011)		Incomplete	Detail	Start
Privacy (2011)		Incomplete	Detail	Start

#

#

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



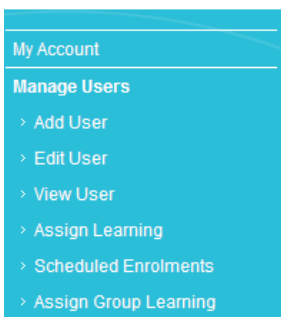
manage Users

This area allows authorised users to view and manage learning information for users under their scope of control.

Depending on the roles that have been assigned to you this area may be used to:

- Add and edit data for a user, including the roles they perform, their membership in groups and any authority they may have over other users.
- Assign learning to users.
- Generate reports for users under your control.
- Extract data for users under your control.


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



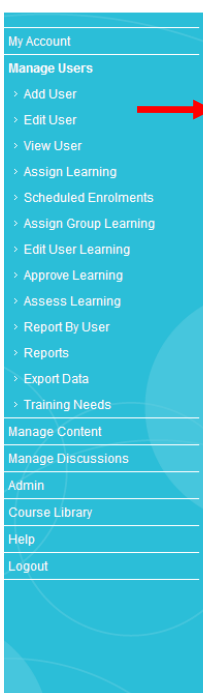
Assign Learning - Step 1

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

Learning

 Try our new version of [Assign Learning](#) and [let us know](#) what you think

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



1 Assign Learning: Select Learning

1 → 2 → 3 → 4
Learning Users Options Confirm

Learning Name *

Learning Name	Code	Cost (Ex. GST)
Neonatal Opioid and Epidural Competency		\$0.00
Neonatal Opioid and Epidural Competency_Epidural Guidelines		\$0.00
Neonatal Opioid and Epidural Competency_Opioid Guidelines		\$0.00
Neonatal Opioid and Epidural Competency_Training BUNDLE		\$0.00
Opioid Advanced Competency_Infusion Clinical Practice Guidelines		\$0.00
Opioid Advanced Competency_Training BUNDLE		\$0.00
Opioid Competency Advanced	PAIN02	\$0.00
Opioid Competency Primary	PAIN01	\$0.00
Opioid Primary Competency_Analgesia for Children		\$0.00
Opioid Primary Competency_Infusion Guideline		\$0.00
Opioid Primary Competency_Infusion Practical Education Session		\$0.00
Opioid Primary Competency_Training BUNDLE		\$0.00

Selected Learnings *

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

#

#

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

1 Assign Learning: Select Learning

Learning Name * Search

Search Results Select All

Learning Name	Code	Cost (Ex. GST)
Neonatal Opioid and Epidural Competency		\$0.00
Neonatal Opioid and Epidural Competency_Epidural Guidelines		\$0.00
Neonatal Opioid and Epidural Competency_Opioid Guidelines		\$0.00
Neonatal Opioid and Epidural Competency_Training BUNDLE		\$0.00
Opioid Advanced Competency_Infusion Clinical Practice Guidelines		\$0.00

Selected Learnings * Select All

Learning Name
No selections made.

« Back Next »

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

1 Assign Learning: Select Learning

Learning Name * Search

Search Results Select All

Learning Name	Code	Cost (Ex. GST)
Neonatal Opioid and Epidural Competency		\$0.00
Neonatal Opioid and Epidural Competency_Epidural Guidelines		\$0.00
Neonatal Opioid and Epidural Competency_Opioid Guidelines		\$0.00
Opioid Advanced Competency_Infusion Clinical Practice Guidelines		\$0.00
Opioid Advanced Competency_Training BUNDLE		\$0.00
Opioid Competency Advanced	PAIN02	\$0.00
Opioid Competency Primary	PAIN01	\$0.00
Opioid Primary Competency_Analgesia for Children		\$0.00
Opioid Primary Competency_Infusion Guideline		\$0.00
Opioid Primary Competency_Infusion Practical Education Session		\$0.00
Opioid Primary Competency_Training BUNDLE		\$0.00

Selected Learnings * Select All

Learning Name
Neonatal Opioid and Epidural Competency_Training BUNDLE

« Back Next »

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

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

#

#

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.*

2 Assign Learning: Select Users

User * Search

Name	Username
Bartlett, Karen	4002122
Bartlett, Kirsty	2002114
Bartlett, Lisa	229555
Bartlett, Murray	4001027

Selected Users *
No selections made.

« Back Next »



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**.

2 Assign Learning: Select Users

User * Search

Name	Username
Bartlett, Karen	4002122
Bartlett, Lisa	229555
Bartlett, Murray	4001027

Selected Users *

« Back Next »

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

3 Assign Learning: Options

Mandatory Learning?

Required Date *

Assign the enrolment(s) in the future?

« Back

Select a Date

April 2012

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Reset Close

#

#

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**.

Assign Group Learning - Step 1
Enter the name of the learning you wish to assign. Or search for all learning by leaving the Learning field blank.

Learning

Search Results
Click in the checkbox to the left of each learning name to make your selection, then press the Next button at the end of the list to continue.

Select: [All](#), [None](#)

Learning Name	
<input type="checkbox"/>	Neonatal Drug Competency for NETS Transport Staff
<input type="checkbox"/>	Neonatal Opioid and Epidural Competency
<input type="checkbox"/>	Neonatal Opioid and Epidural Competency_Epidural Guidelines
<input type="checkbox"/>	Neonatal Opioid and Epidural Competency_Opioid Guidelines
<input checked="" type="checkbox"/>	Neonatal Opioid and Epidural Competency_Training BUNDLE
<input type="checkbox"/>	Neonatal Ventilation Competency for NETS Transport Staff

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

Assign Group Learning - Step 2
You have chosen to assign the following learning:
Neonatal Opioid and Epidural Competency_Training BUNDLE RCH

Enter the name and/or type of the group you wish to assign learning to. Or search for all groups by leaving the fields blank.

Group Type

Group Name

Group Type Id	Group Type Name	Company Id
30176	Cost Centre	RCH
11786	Department	RCH
11787	Division	RCH
30530	Labour Category	RCH

#

#

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**.

Assign Group Learning - Step 2
You have chosen to assign the following learning:
Neonatal Opioid and Epidural Competency_Training BUNDLE RCH

Enter the name and/or type of the group you wish to assign learning to. Or search for all groups by leaving the fields blank.

Group Type

Group Name

Or you can search for all groups by leaving the Group Name field blank and initiating the search.

Search Results Select: [All](#), [None](#)

Group Name
<input checked="" type="checkbox"/> Kelpie Ward

Click in the checkbox to the left of each group name to make your selection, then press the Next button at the end of the list to continue.

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

Assign Grp Learning - Step 3
This is the final step in the assignment process. You have chosen to assign the following:
Neonatal Opioid and Epidural Competency_Training BUNDLE RCH

Please enter the following details. Required fields are marked with an asterisk(*)

Mandatory Learning * (if yes) Required By:

Groups to Assign Learning to:

Kelpie Ward

Assign the learning to the groups above by pressing the Save button below. The assignment process may take some time depending on the number of people in the groups, so please be patient.

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.



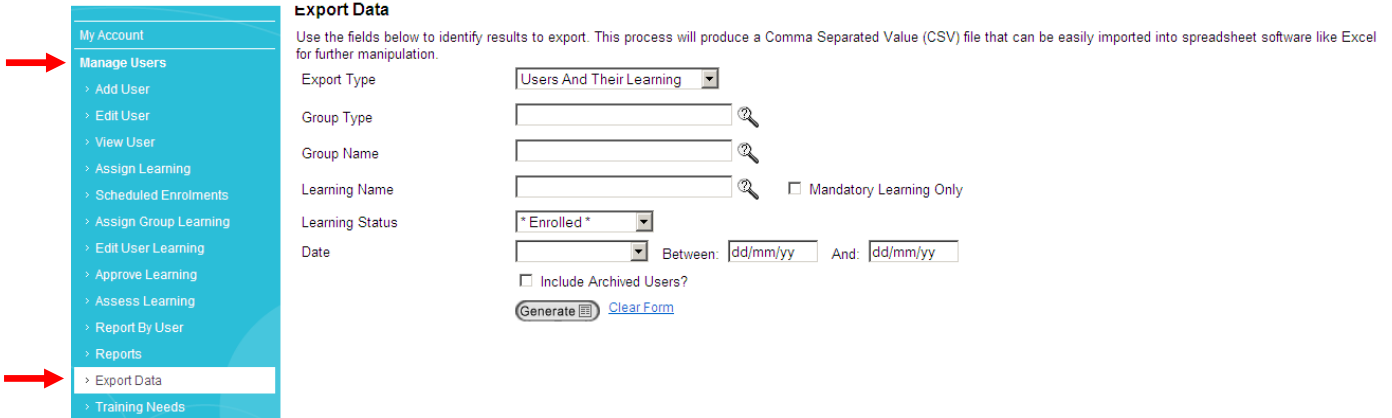
My Account	my Learning » All Learning					
	Personal Training	All Learning	Not Attempted	Incomplete	Complete	Mandatory
	Learning	Due	Status			
> My Learning	Adolescent Transition Knowledge - Bundle - MODULE 1		Incomplete	Detail	Start	
> My Results	Bullying Prevention (2011)		Incomplete	Detail	Start	
> My Details	Emergency Procedures Training 2011		Completed	Detail	Start	
> My Personal Training	Equal Employment Opportunity (2011)		Not Attempted	Detail	Start	
> My Training Needs	Hand Hygiene - Quiz		Not Attempted	Detail	Start	
> My Discussions	Introduction to The Learning Centre		Incomplete	Detail	Start	
Manage Users	New Hospital Mandatory Training Bundle		Completed	Detail	Start	
Manage Content	OHS in the Office (2011)		Incomplete	Detail	Start	
Manage Discussions	Privacy (2011)		Incomplete	Detail	Start	

#

#

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

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



Export Data

Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type:

Group Type:

Group Name:

Learning Name: Mandatory Learning Only

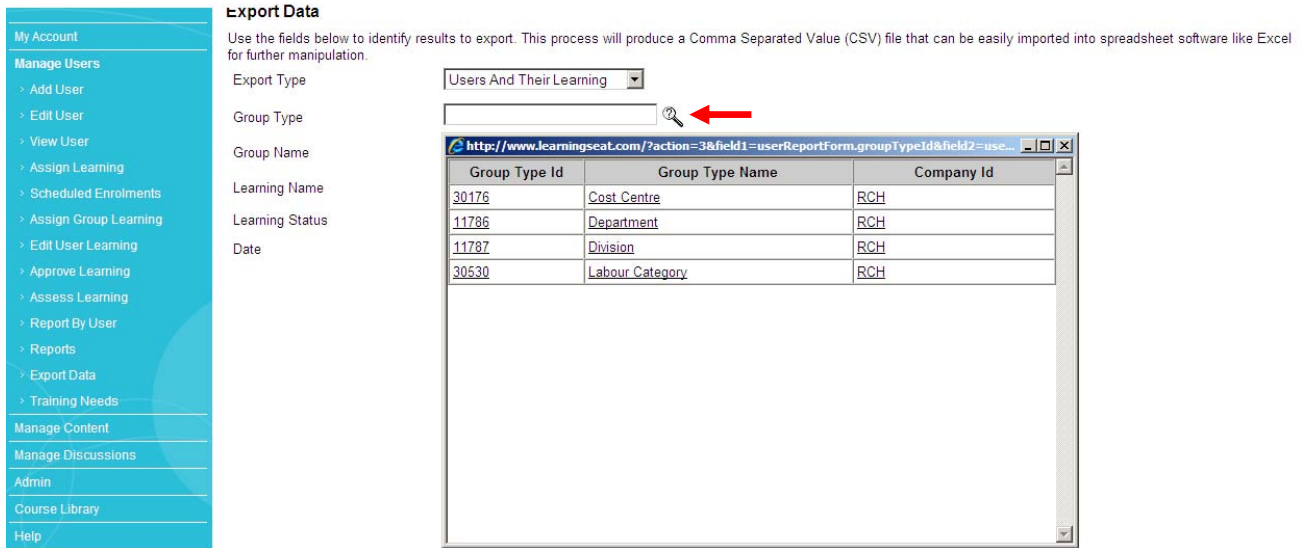
Learning Status:

Date: Between: And:

Include Archived Users?

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*



Export Data

Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type:

Group Type:

Group Name:

Learning Name:

Learning Status:

Date:

Group Type Id	Group Type Name	Company Id
30176	Cost Centre	RCH
11786	Department	RCH
11787	Division	RCH
30530	Labour Category	RCH

#

#


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

Export Data

Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type: Users And Their Learning

Group Type: Division

Group Name: 

Learning Name:

Learning Status:

Date:

Group Id	Group Name	Group Type Name	Company Id
120741	Acute Operations	Division	RCH
47032	Acute Operations and Hospital Performance	Division	RCH
170028	Acute Ops & Hosp Perf	Division	RCH
164096	Clinical Support Serv	Division	RCH
120895	Communications & Marketing	Division	RCH
133911	Communications & Mktg	Division	RCH
120904	Education Institute	Division	RCH
120909	Executive Services	Division	RCH
120915	Finance & Corporate	Division	RCH
120950	Legal Services	Division	RCH
120954	M C R I	Division	RCH
47046	Medical Services	Division	RCH
120971	Medicine	Division	RCH

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

E.g. Emergency (Emergency Procedures Training_BUNDLE_June 2012)


Export Data

Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type: Users And Their Learning

Group Type: Division

Group Name: People & Culture

Learning Name:  Emergency Mandatory Learning Only

Learning Status:

Date:

Learning Id	Version No	Learning Name	Company Id
39666	1	Emergency Procedures 2011 - Quiz - OLD!	RCH
39612	1	Emergency Procedures 2011 - Training - OLD!	RCH
35970	1	Emergency Procedures Training 2011 - OLD!	RCH
39820	1	Emergency Procedures Training 2012 - OLD!	RCH
56492	1	Emergency Procedures Training_BUNDLE - June 2012	RCH
56475	1	Emergency Procedures Training_Pre-Reading - June 2012	RCH
56479	1	Emergency Procedures Training_Quiz - June 2012	RCH
LSEATSDISL03Z	1	Making and Reviewing Emergency Plans (WHS)	RCH
ZGB21B	1	OHS Emergency Management	RCH
LSEATSDISL03B	1	OHS How to Formulate Workplace Emergency Plans	RCH

#

#

Learning Status remains as **Enrolled**

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

Export Data

Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type:

Group Type:

Group Name:

Learning Name: Mandatory Learning Only

Learning Status: **→**

Date: Between: And:

Include Archived Users?

→ [Clear Form](#)

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

Export Data

Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type:

Group Type:

Group Name:

Learning Name: Mandatory Learning Only

Learning Status:

Date: Between: And:

Include Archived Users?

[Clear Form](#)

<http://www.learningseat.com/?exportFormat=User%20Learning&groupId=133932&group...>

The export file has been created successfully. Please [click here](#) to download the file.

[Close This Window](#)

You can now manipulate your spreadsheet according to your needs.

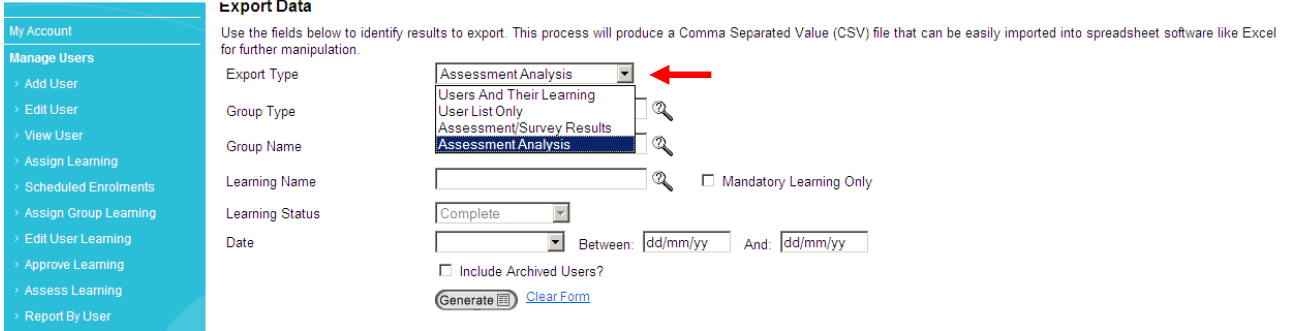
#

#

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**



Export Data

Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type: Assessment Analysis (indicated by a red arrow)

Group Type: [Search icon]

Group Name: [Search icon]

Learning Name: [Search icon] Mandatory Learning Only

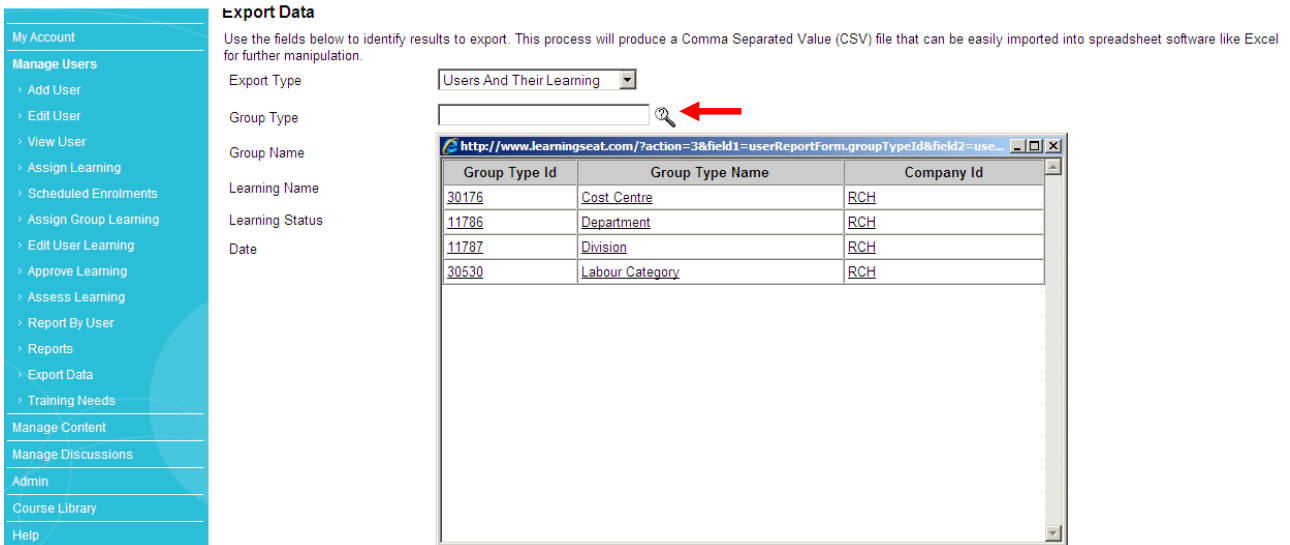
Learning Status: Complete

Date: [Dropdown] Between: dd/mm/yy And: dd/mm/yy

Include Archived Users?

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*



Export Data

Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type: Users And Their Learning (indicated by a red arrow)

Group Type: [Search icon] (indicated by a red arrow)

Group Name: [Search icon]

Learning Name: [Search icon]

Learning Status: [Search icon]

Date: [Search icon]

Group Type Id	Group Type Name	Company Id
30176	Cost Centre	RCH
11786	Department	RCH
11787	Division	RCH
30530	Labour Category	RCH

#

#

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

Export Data
Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type: Assessment Analysis

Group Type: Department

Group Name: Kel

Learning Name: [Empty]

Learning Status: [Empty]

Date: [Empty]

<http://www.learningseat.com/?action=2&field1=userReportForm.groupId&field2=userRep...>

Group Id	Group Name	Group Type Name	Company Id
176188	Kelpie Ward	Department	RCH

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

Export Data
Use the fields below to identify results to export. This process will produce a Comma Separated Value (CSV) file that can be easily imported into spreadsheet software like Excel for further manipulation.

Export Type: Assessment Analysis

Group Type: Department

Group Name: Kelpie Ward

Learning Name: Nursing Preceptorship Model QUIZ Mandatory Learning Only

Learning Status: Complete

Date: [Empty] Between: dd/mm/yy And: dd/mm/yy

Include Archived Users?

Generate [Clear Form](#)

User Id	Company Id	Surname	First Name	User Status	Completion Date	Score	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Cost Centre	Department	Division						
5	688391	RCH	[User details (deleted for privacy)]	Active	11-Feb-12	100	Y	Y	Y	Y	Y	Y	Y	Y	0	F0905	H.A.C.C.						
6	688555	RCH	[User details (deleted for privacy)]	Active	6-Aug-12	88	Y	Y	Y	N	Y	Y	Y	Y	0	A1252	Neonatal Services						
7	688817	RCH	[User details (deleted for privacy)]	Active	13-Feb-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	A0702	P.I.C.U. Nursing						
8	688819	RCH	[User details (deleted for privacy)]	Active	24-Apr-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	A8052	Recovery						
9	690846	RCH	[User details (deleted for privacy)]	Active	13-Mar-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	A1635	Cockatoo Ward						
10	690848	RCH	[User details (deleted for privacy)]	Active	29-Mar-12	100	Y	Y	Y	Y	Y	Y	Y	Y	0	B0102	Dolphin- Short Stay U						
11	690849	RCH	[User details (deleted for privacy)]	Active	9-Feb-12	100	Y	Y	Y	Y	Y	Y	Y	Y	0	P0503	Nurse Bank						
12	690854	RCH	[User details (deleted for privacy)]	Active	14-Mar-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	B0102	Dolphin- Short Stay U						
13	690908	RCH	[User details (deleted for privacy)]	Active	16-May-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	A1602	Kelpie Ward						
14	690910	RCH	[User details (deleted for privacy)]	Active	1-May-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	A1602	Kelpie Ward						
15	690911	RCH	[User details (deleted for privacy)]	Active	9-Aug-12	100	Y	Y	Y	Y	Y	Y	Y	Y	0	A1602	Kelpie Ward						
16	690944	RCH	[User details (deleted for privacy)]	Active	16-May-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	A1630	Sugar Glider Ward						
17	690963	RCH	[User details (deleted for privacy)]	Active	4-May-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	A1635	Cockatoo Ward						
77	841187	RCH	[User details (deleted for privacy)]	Active	22-Aug-12	88	Y	Y	N	Y	Y	Y	Y	Y	0	A1645							
78	984566	RCH	[User details (deleted for privacy)]	Active	16-Aug-12	88	Y	Y	Y	Y	Y	Y	Y	N	Y	0	A0702						
80	Total Correct (Y):															74	72	50	74	66	73	71	74
80	Total Correct (%):															100%	97%	68%	100%	89%	99%	96%	100%
81	Total Incorrect (N):															0	2	24	0	8	1	3	0
81	Total Incorrect (%):															0%	3%	32%	0%	11%	1%	4%	0%
83	Total Not Yet Assessed :															0	0	0	0	0	0	0	0
84	Total Not Yet Assessed (%):															0%	0%	0%	0%	0%	0%	0%	0%
85	Total Answered:															74	74	74	74	74	74	74	74
85	Total Answered (%):															100%	100%	100%	100%	100%	100%	100%	100%
87	Average Score: 94%																						

Average overall Quiz score

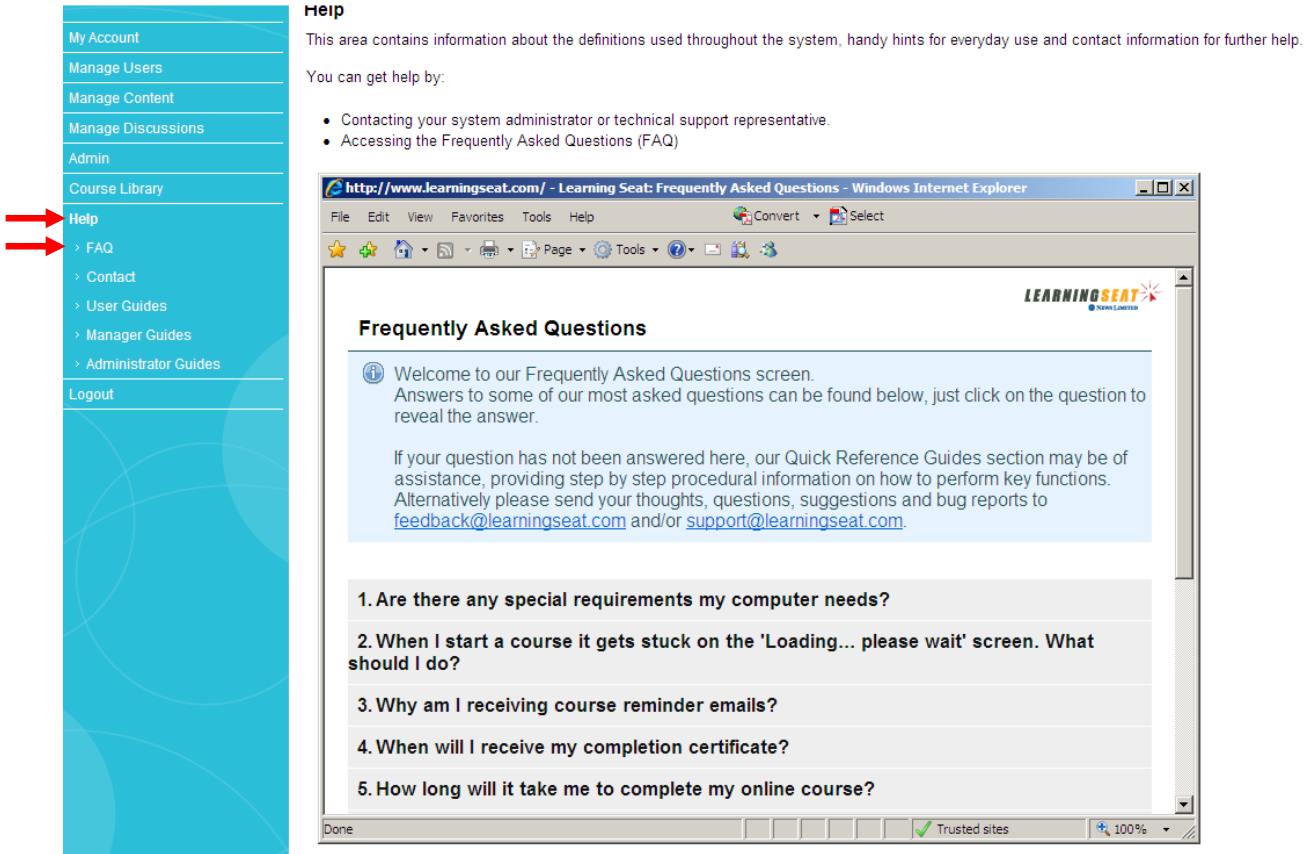
Individual question analysis.

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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.



The image shows a screenshot of the Learning Seat user interface. On the left is a vertical navigation menu with items: My Account, Manage Users, Manage Content, Manage Discussions, Admin, Course Library, Help, > FAQ, > Contact, > User Guides, > Manager Guides, > Administrator Guides, and Logout. Two red arrows point to the 'Help' and '> FAQ' items. To the right of the menu, the 'Help' section is expanded, showing a description: 'This area contains information about the definitions used throughout the system, handy hints for everyday use and contact information for further help.' Below this, it says 'You can get help by:' followed by a bulleted list: 'Contacting your system administrator or technical support representative.' and 'Accessing the Frequently Asked Questions (FAQ)'. Below the list is a screenshot of a web browser window showing the 'Frequently Asked Questions' page. The browser address bar shows 'http://www.learningseat.com/'. The page content includes a welcome message, a list of five FAQ questions, and a 'Done' status bar at the bottom.

Help
This area contains information about the definitions used throughout the system, handy hints for everyday use and contact information for further help.

You can get help by:

- Contacting your system administrator or technical support representative.
- Accessing the Frequently Asked Questions (FAQ)

Frequently Asked Questions

Welcome to our Frequently Asked Questions screen. Answers to some of our most asked questions can be found below, just click on the question to reveal the answer.

If your question has not been answered here, our Quick Reference Guides section may be of assistance, providing step by step procedural information on how to perform key functions. Alternatively please send your thoughts, questions, suggestions and bug reports to feedback@learningseat.com and/or support@learningseat.com.

1. Are there any special requirements my computer needs?
2. When I start a course it gets stuck on the 'Loading... please wait' screen. What should I do?
3. Why am I receiving course reminder emails?
4. When will I receive my completion certificate?
5. How long will it take me to complete my online course?

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.

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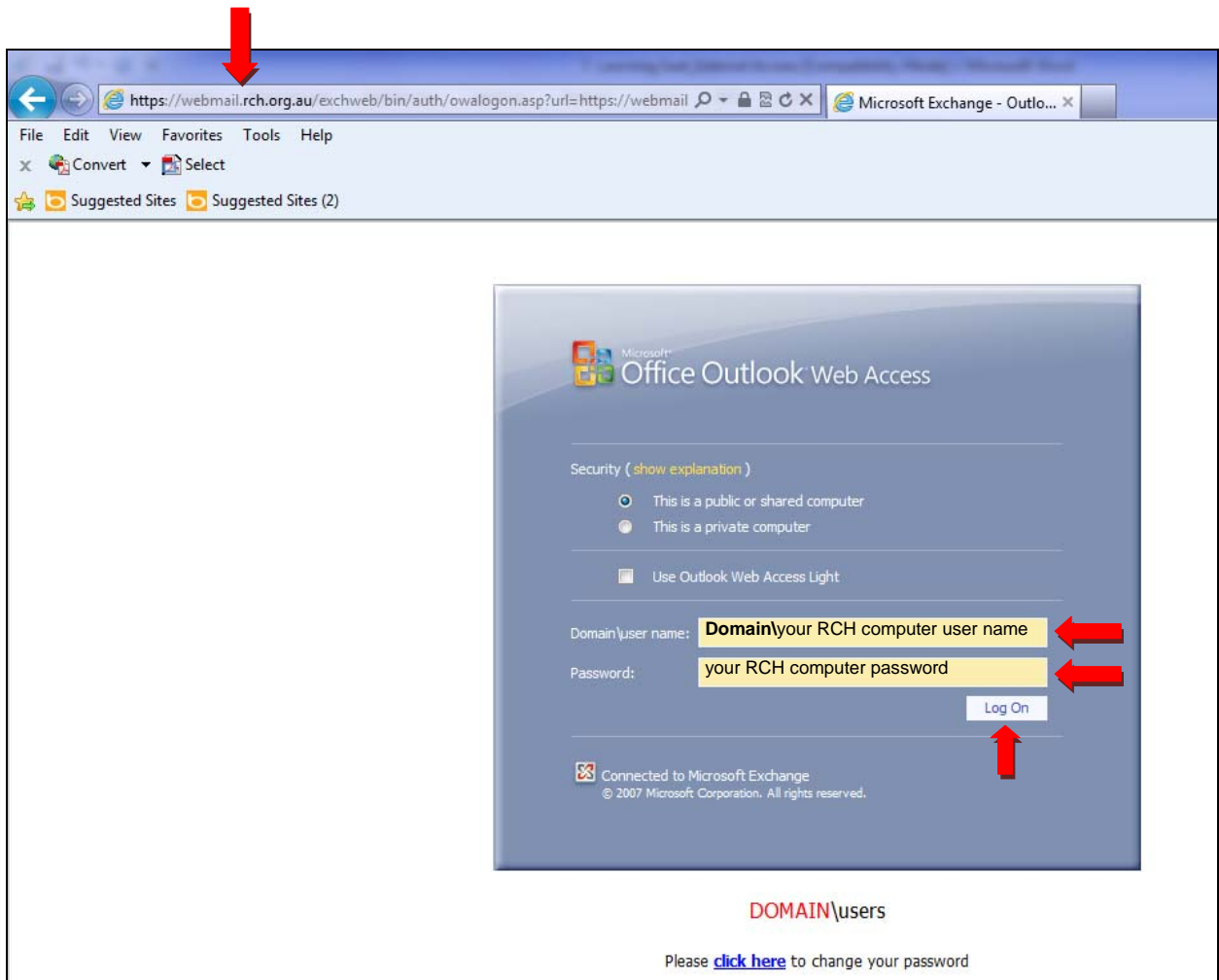
External Access

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.



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