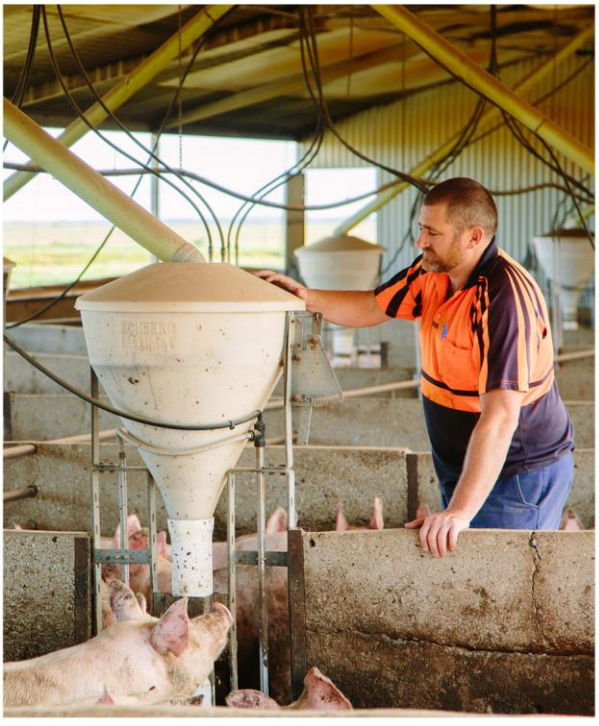
Australian Pork Limited

2021

Litmos LMS Platform User Guide - LEARNERS



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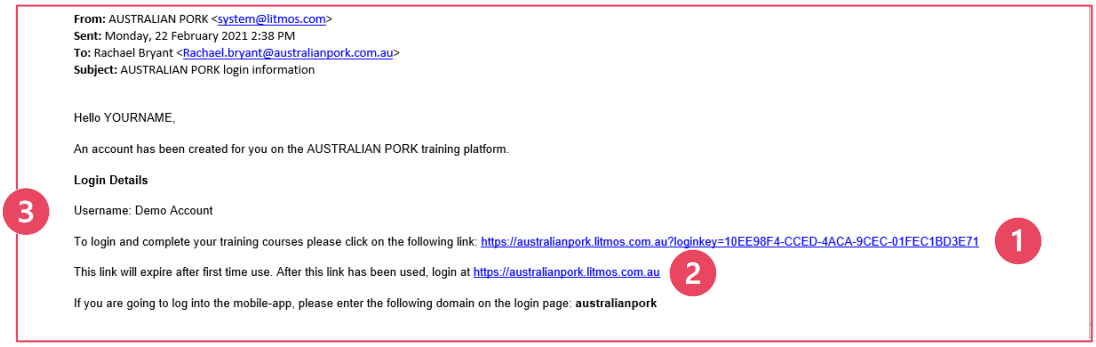
1. Setting up your account

1.1 Account creation email

Once your team leader has created you an account you will receive an email. Use the links in this email to log on and set up your account.

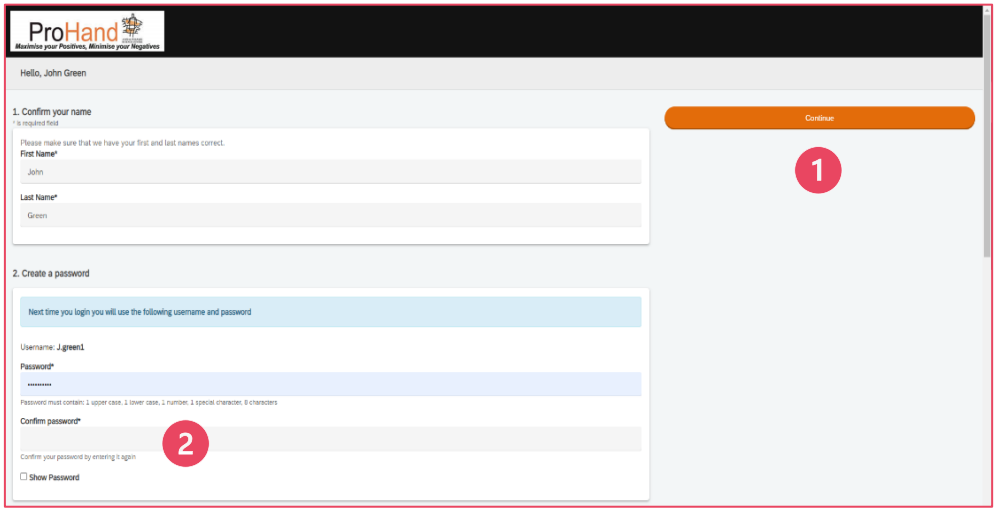


1. Use this link the first time you log on, this will take you to set up your account (see Section 2.2). This link expires after one use.
2. Use this link any other time you want to log on to the training system
3. Your username will be displayed here

You do not need a password to log in the first time provided you are using the first link

1.2 Complete your account details

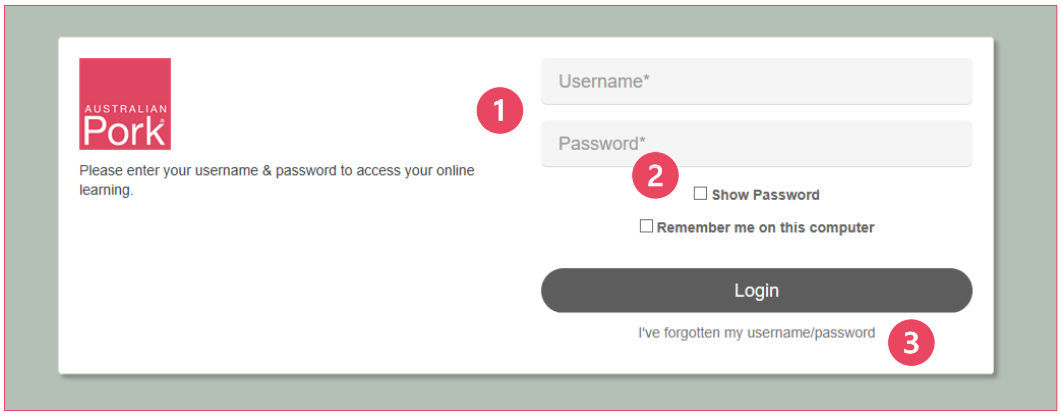
When you log in for the first time (using the first link) you will be taken to this screen to set your password. You are required to supply your company, country, and state, please also fill out other information as you see fit.



1. Click here once finished setting up your account, note you must fill out the fields with an *
2. Your password must be at least 8 characters and contain a minimum of 1 upper case, 1 lower case, 1 number and 1 special character

1.3 Logging on

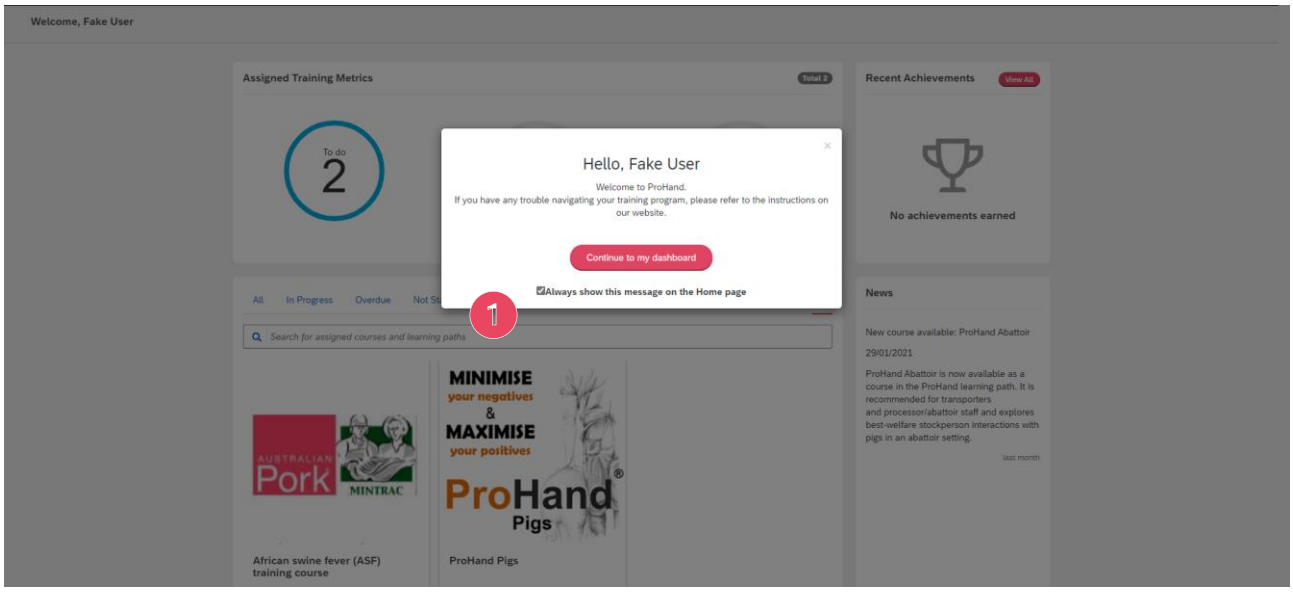
Upon setting up your account you can log on at any time by visiting the second link provided.



1. Ensure you enter your username and password with the correct case as it is case sensitive then press Login
2. Here you can opt to show your password as you type it to make it easier
3. If you have forgotten your username or password, please click here

1.4 I'm logged in, now what?

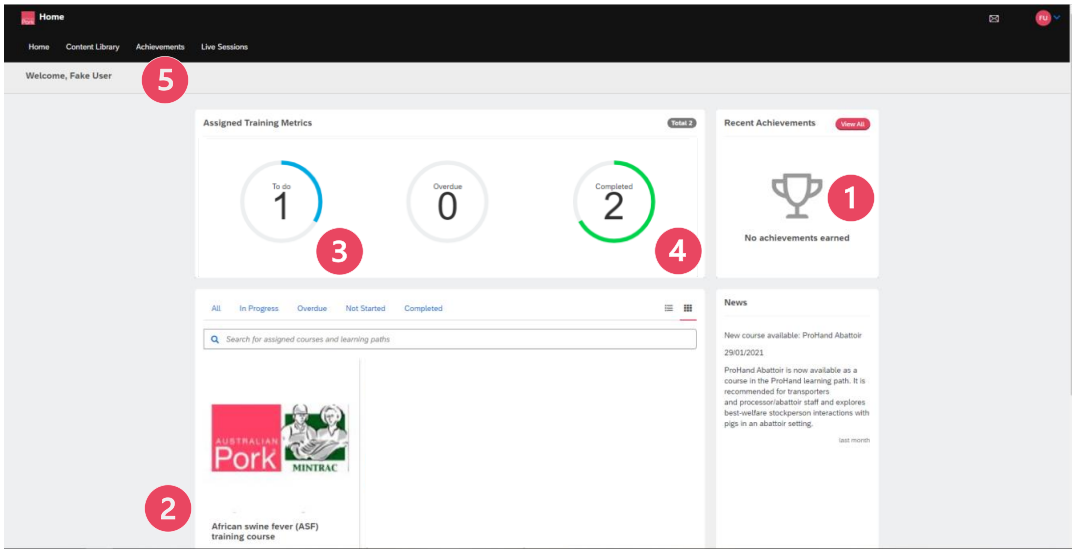
This is the first page you will encounter.



1. You can permanently remove the message by unticking the box alternatively press the "x". This will open your dashboard

2. Navigating your dashboard

Your Dashboard contains your courses assigned to you and gives you an overview of your progress and achievements.



1. This is where your achievements will display, such as courses you have completed. You can also access any completion certificates from here
2. Your assigned courses are displayed here. Click on the course you want to start, continue, or revisit
3. This shows your how many assigned courses you still have to complete
4. This shows you the number of assigned courses you have already completed
5. To access your certificates later you can always view them in your achievements tab

Upon completing a course your dashboard will change to reflect this.

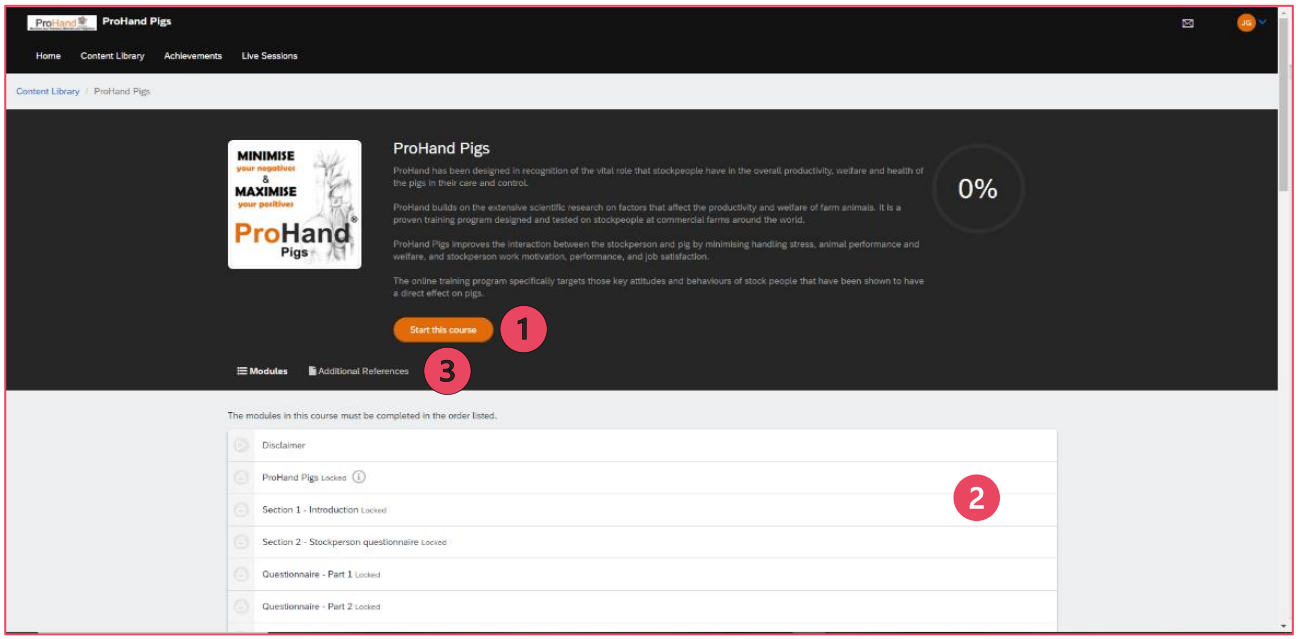
3. Navigating your course

3.1 Course homepage

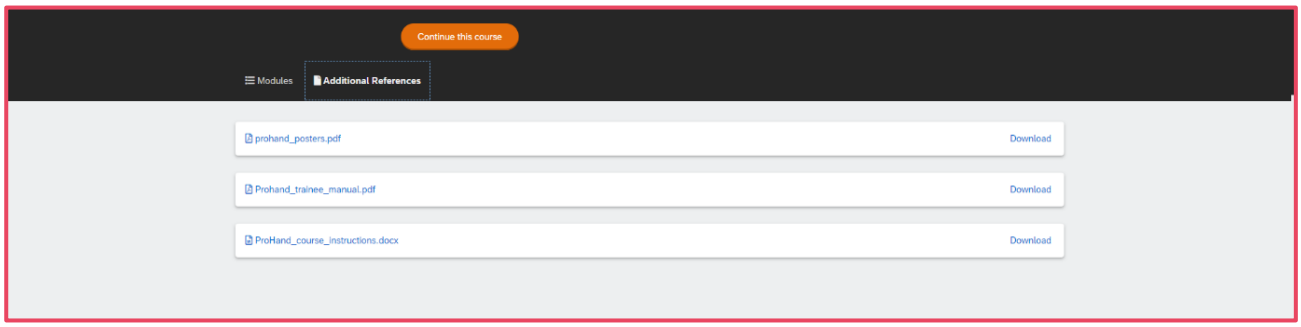
Once you have selected a course you will arrive at this screen. Here you can find a brief description of the course and navigate the course.

Please note you will only be able to complete modules in the listed order however, you can return to previous modules once you have completed them.

You do not need to complete courses in one sitting, and can pick back up where you left off at a later time.



1. Press 'Start this course' to start at the first module. This button will change to 'Continue this course' if you are returning to the course
2. The upcoming modules are displayed here
3. Clicking on "Additional References" will take you to this screen with related resources for your course. See below.



This instructional document will also be available here for your convenience.

3.2 Navigating different module types

3.2.1 General module guide

1 If you click on the top left button a navigation pane will appear

2 Here you can access the additional resources

Completed modules will be fully coloured, the current module you are up to and partially completed modules will be half coloured/half white while upcoming modules will be white and locked.

Modules that do not have a padlock can be accessed at any time – this means you can complete the course out of order, or only complete specific parts of the course. Note, however, you will not receive a certificate of completion unless you have completed the course in full.

3.2.2 Video modules

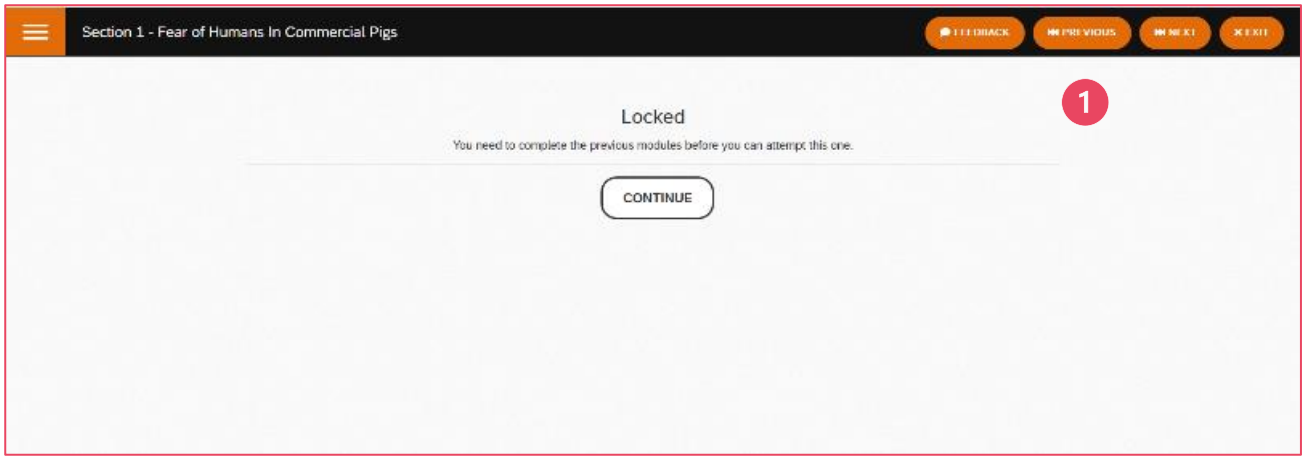
This is a video module. Video modules will start playing automatically.

All module types will have the same buttons in the top right corner (2)and have access to the navigation pane in the top left corner ( ).

1. Please note you must play the entire video/complete the whole module prior to clicking the next button
2. You can revisit previous modules at any time using the navigation pane ( ) or previous button
3. Scroll down on the page to view the navigation bar that allows you to adjust the volume, rewind the video, change the resolution, or make the video full screen

Pause the video at any time by clicking anywhere on the video

Should you go to the next module **without** completing a module fully this message will appear.

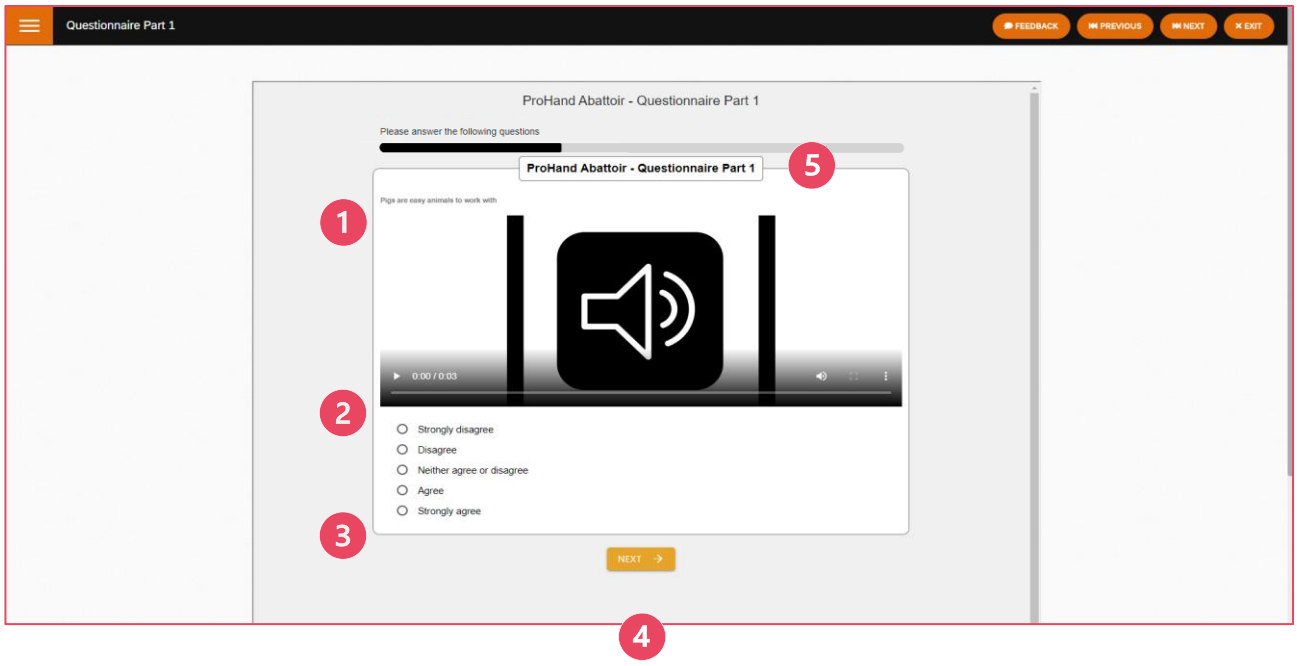


1. You will need to go back to the previous module using the previous button in the top right (continue button will not work)

3.2.3 Questionnaire modules

This is a Questionnaire module. While completing any questionnaire module **DO NOT** use the top right-hand buttons until you have your Questionnaire result, as using any of these will restart the questionnaire.

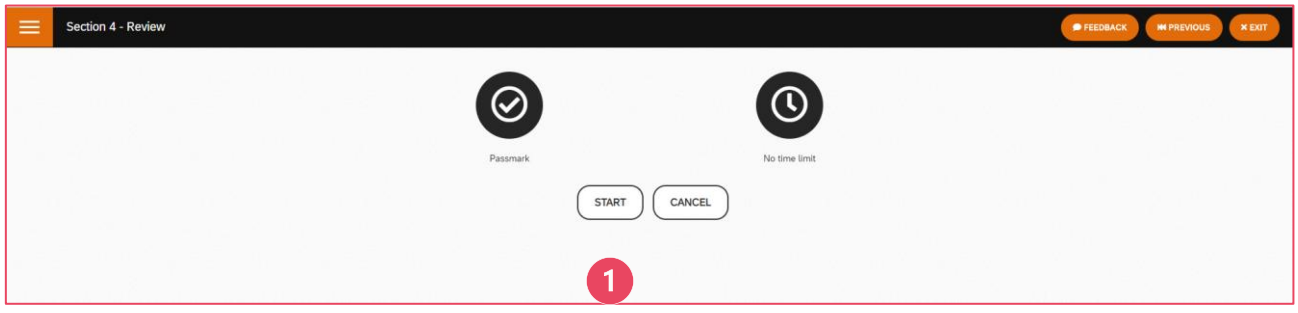
Please note that Questionnaires **must** be completed in one sitting.



1. The question you need to answer
2. Hear the question by pressing play
3. You only need to select one option, do this by clicking on the circle next to answer you want to select
4. Please use the next button at the bottom of the question
5. This is a progress bar, here you can see this user is just under 1/3rd of the way through the questionnaire

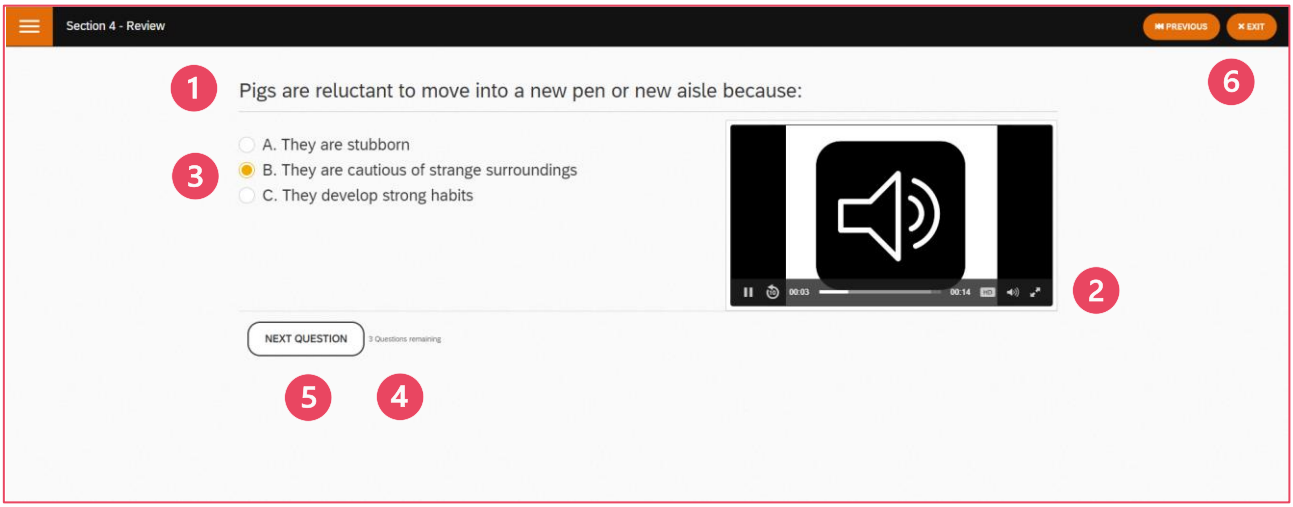
3.2.4 Review modules

When you arrive at this screen you are about to be asked a set of review questions.



1. Press the start button to go to the first question (see over the page)

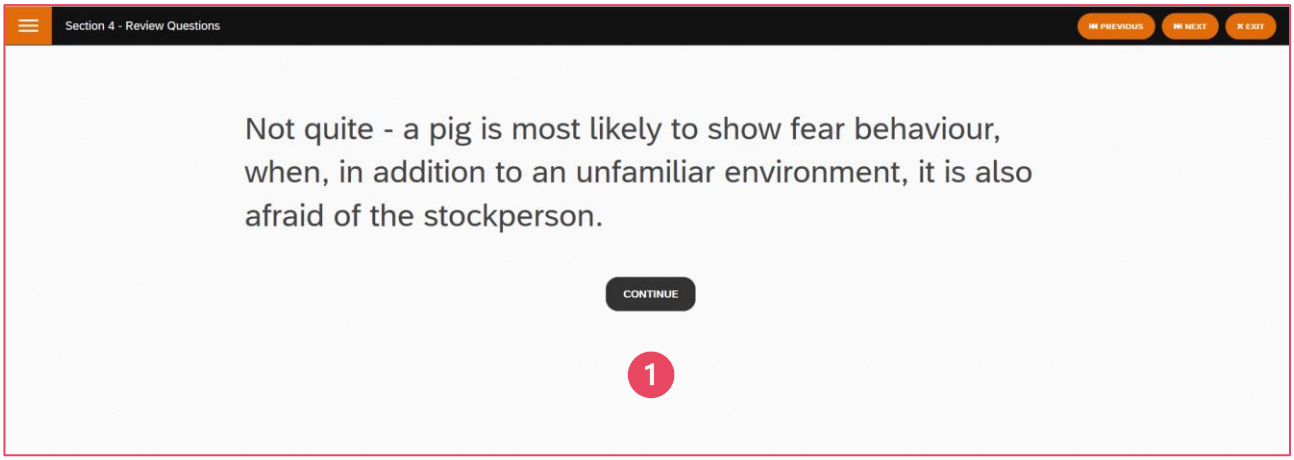
After selecting start this screen will appear with the first question.



1. Question (Written)
2. Question (Audio) – press play to listen
3. You only need to select one option, do this by clicking on the circle next to answer you want to select. Here the user has selected the second answer "B".
4. Here you can see how many questions remain
5. Select Next Question to submit your answer and reveal the next question
6. The next button disappears as you need to use the "Next Question" button

If you do not select an option before pressing next you will automatically get the answer marked as if you answered incorrectly

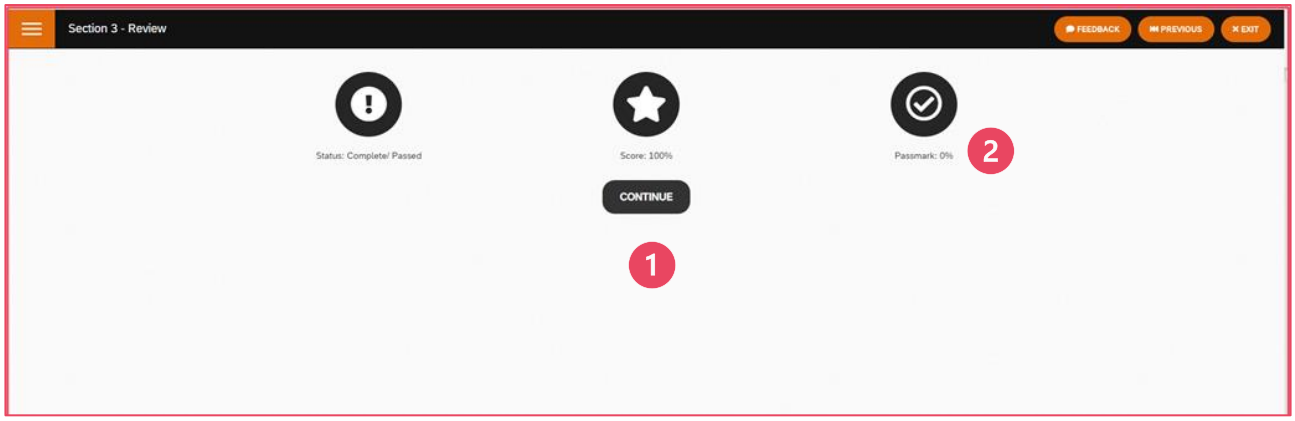
Once you answer a question you will receive feedback.



1. Please press continue to go to the next question

Review questionnaires do not need to be completed in one sitting. If you exit and return it will start at the next unanswered question.

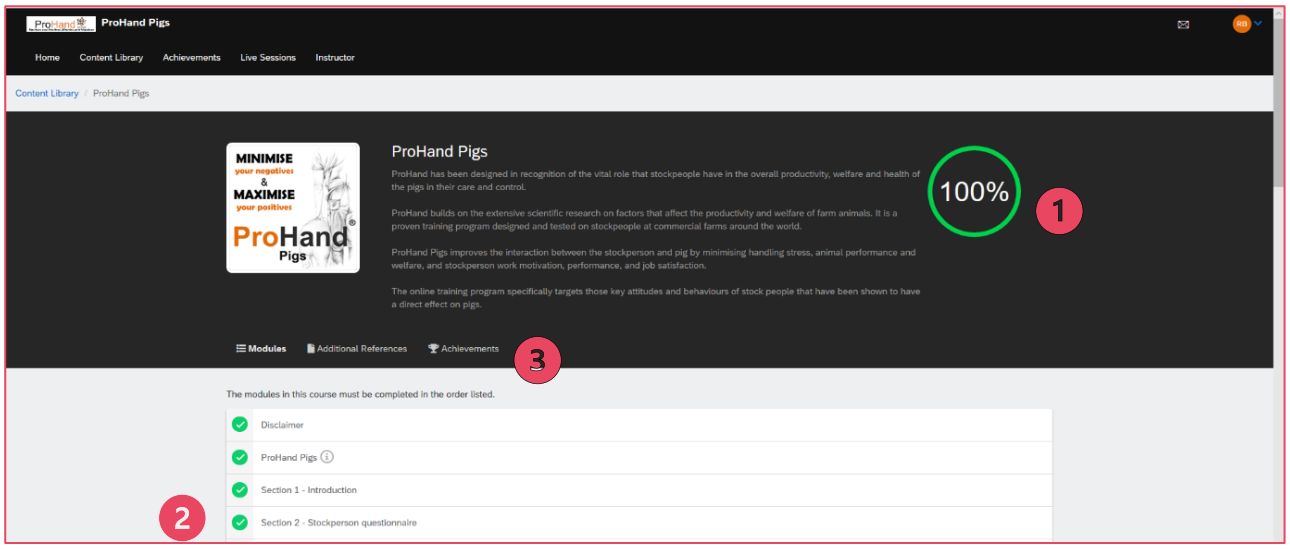
Upon completing a set of Review Questions you will receive your results and be able to continue onto further modules.



1. Continue the course here
2. This tells you how well you need to do to pass.

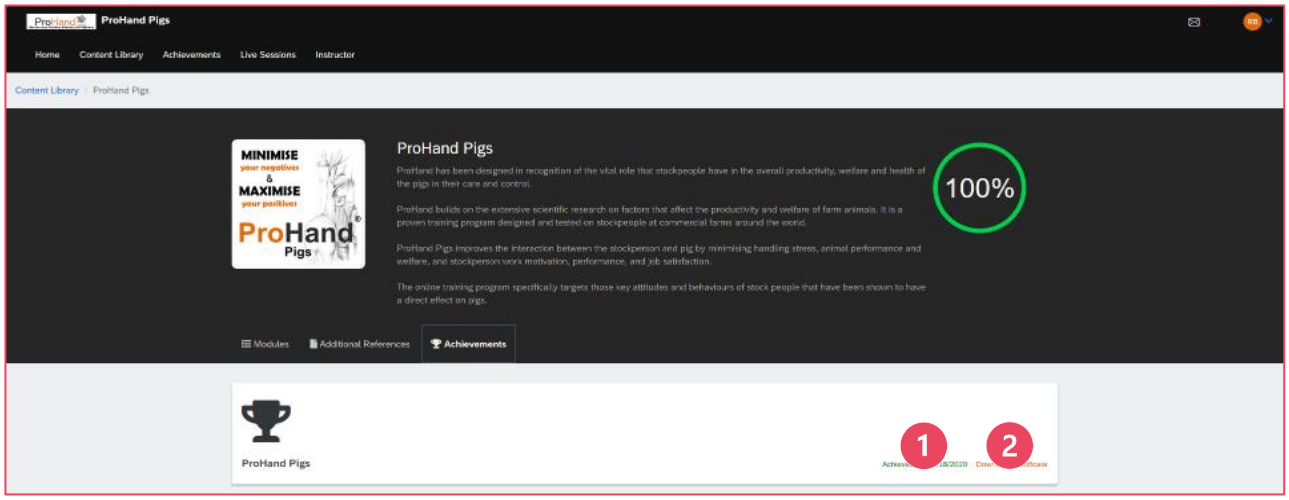
4. Completing your course?

After completing your course your course dashboard will look like this.



1. You can now see your module is 100% completed
2. All modules will now be unlocked and can be opened in any order
3. A new "Achievements" tab will appear, click to open

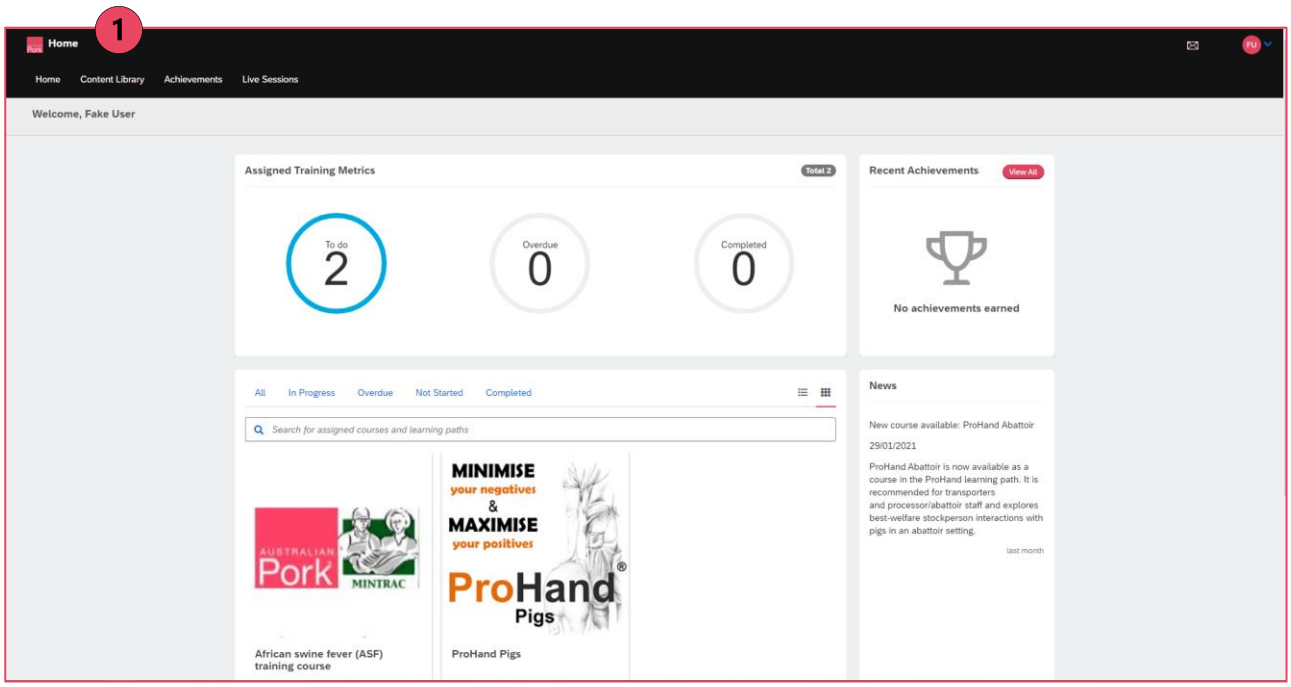
Once in your Achievements tab you will have the option to download and print your course certificate.



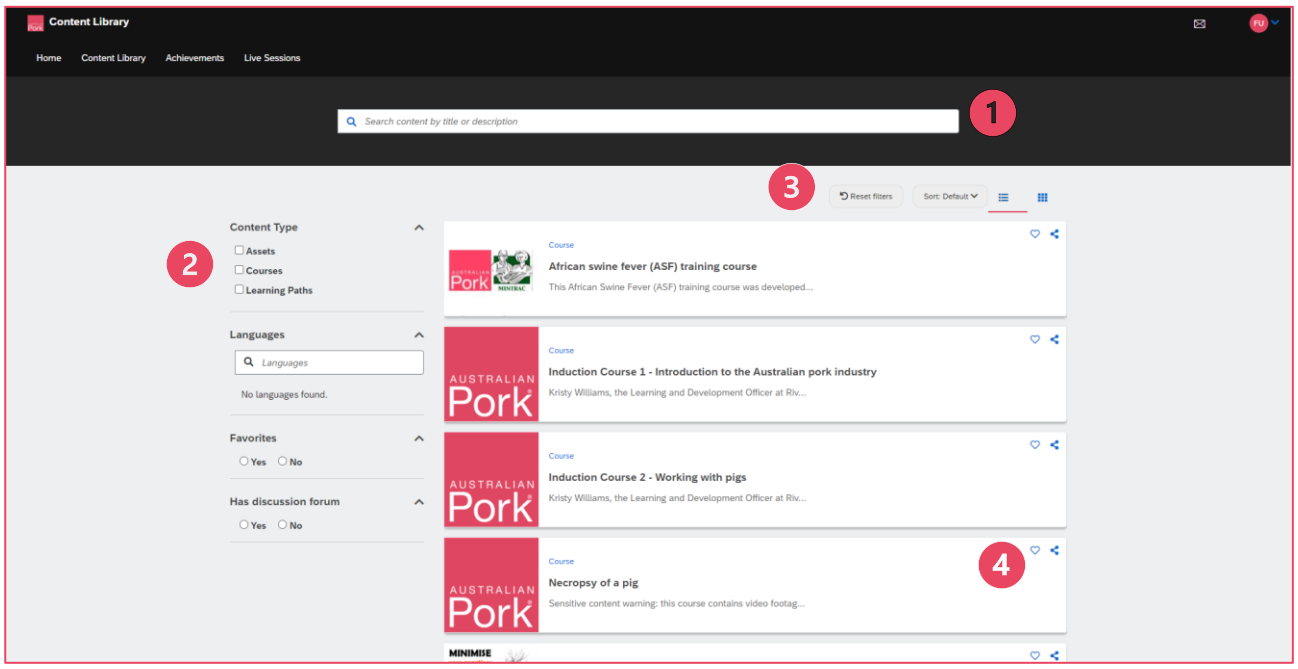
1. Achievement date
2. Download certificate to print

5. Want to find other free courses?

You also have access to Australian Pork's other courses, even if they have not been specifically assigned for you to complete. To access these, follow the steps below.



1 From your dashboard select "Content Library" from the top navigation bar. This will take you to all the other courses avaliable. See below.



1 Search courses here

2 Filter the courses

3 Reset course filters

4 Favourite a course by selecting the heart

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