Australian Pork Limited

202 I

Litmos LMS Platform User Guide - LEARNERS

australian **Pork**



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Table of Contents

Ta	ble of (Contentsii		
١.	Sett	ting up your account3		
	1.1	Account creation email		
	١.2	Complete your account details3		
	١.3	Logging on4		
2.	Nav	igating your dashboard5		
3.	Nav	igating your course6		
	3.1	Course homepage6		
	3.2	Navigating different module types7		
	3.2.1	General module guide	7	
	3.2.2	Video modules	8	
	3.2.3	Questionnaire modules	9	
	3.2.4	Review modules	9	
4.	Con	npleting your course? 12		
5.	5. Want to find other free courses?			

I. Setting up your account

I.I 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.

	From: AUSTRALIAN PORK < <u>system@litmos.com></u> Sent: Monday, 22 February 2021 2:38 PM To: Rachael Bryant <u>Sachael.bryant@australianpork.com.au></u> Subiact ALTER UND IOR local information
3	Subject: AD3 INACIAN FOR Rogin Information Hello YOURNAME, An account has been created for you on the AUSTRALIAN PORK training platform. Login Details Username: Demo Account To login and complete your training courses please click on the following link: https://australianpork.litmos.com.au?loginkey=10EE98F4-CCED-4ACA-9CEC-01FEC1BD3E71 This link will expire after first time use. After this link has been used, login at <u>https://australianpork.litmos.com.au</u> If you are going to log into the mobile-app, please enter the following domain on the login page: australianpork

- 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

I.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.

ProHand 2	
Hello, John Green	
1. Confirm your name " a register final	Continue
Please make sure that we have your first and last names correct. First Name*	
John Jakobara	U
Green	
2. Create a password	
Next time you login you will use the following usemame and password	
Usemane: Jgreen1	
Password*	
Passverd must contain: 1 upper case, 1 inver case, 1 inverter, 1 special characters	
Confirm pessword*	
2	
Confirm your password by entering it again	
Show Password	



Click here once finished setting up your account, note you must fill out the fields with an *

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

I.3 Logging on

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

AUSTRALIAN	Username*
	Password*
learning.	
	□ Remember me on this computer
	Login
	I've forgotten my username/password

- 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
- If you have forgotten your username or password, please click here

I.4 I'm logged in, now what?

This is the first page you will encounter.

Welcome, Fake User					
	Assigned Training Metrics		(Tetal 2)	Recent Achievements (New All)	
	2	Hello, Fake User Welcome to ProHand. If you have any trouble navigating your taining program, please refer to the in our website.	×	No achievements earned	
	All in Progress Overdue Not	Continue to my dashboard		News	
	Q Search for assigned courses and learning	ng paths		New course available: ProHand Abattoir	
	Pork MINTRAC	MINIMISE your regatives MAXIMISE your positives ProHand Pigs		ProHand Abstroir is now available as a course in the ProHand learning path. It is not processor/abstroir staff and explores best welfare stockperson interactions with prigri in an abattoir setting.	
	African swine fever (ASF) training course	ProHand Pigs			

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
- 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.

Pro-land Pigs			Ę	a (.
Home Content Library Achlevements Live Sessions					
Content Library / ProHand Pigs					
MINIMISE Une markets MAXIMUS ProHand Pigs	ProHand Pigs Defend has been designed in recognition of the vital role that stockpropile have in the overall productivity, wolfare and health of the pile in brief care and control. ProHand builds on the extensive scientific research on factors that affect the productivity and welfare of farm animals. It is a proven training program designed and tested on stockpeople at commercial farms around the world. ProHand builds to the extensive scientific research on factors that affect the productivity and welfare of farm animals. It is a proven training program designed and tested on stockpeople at commercial farms around the world. The online training program specifically targets those key attitudes and behaviours of stock people that have been shown to have a reset effect on pigs. The the term of term of the term of the term of term of the term of the term of the term of the term of term of term of the term of the term of term of term of term of term of the term of term of the term of the term of the term of term of term of term of term of the term of ter	0%			
The modules in this course must be	completed in the order listed.				
() Disclaimer					
ProHand Pigs Locked ①		0			
Section 1 - Introduction Loca	ed .	9			
Section 2 - Stockperson que	stionnaire Locked				
Questionnaire - Part 1 Locker	1				
Guestionnaire - Part 2 Locker	a				

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.

Continue this course		
	E Modules Additional References	
	Depahand_posters.pdf Dow	nload
	Downd_trainee_manual.pdf Dow	nload
	ProHand_course_instructions.doc: Dow	nload

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

3.2 Navigating different module types

3.2.1 General module guide



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

Here you can access the additional resources

2

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 $\binom{2}{2}$ and have access to the navigation pane in the top left corner (=).



- 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
 - 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.

=	Section 1 - Fear of Humans In Commercial Pigs		• TTEDHACK HEPREVIOUS HEREKL KEXI
		Locked You need to complete the previous modules before you can attempt this one.	1
		CONTINUE	

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 righthand 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.

Questionnaire Part 1	EDBACK	MI NEXT	× EXIT
<complex-block><text></text></complex-block>			

- The question you need to answer
- Hear the question by pressing play

You only need to select one option, do this by clicking on the circle next to answer you want to select

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.

≡	ection 4 - Review	
	Passmark No time limit	
	START	



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.

Section 4 - Review		M PREVIOUS × EXIT
1	Pigs are reluctant to move into a new pen or new aisle because:	6
3	 A. They are stubborn B. They are cautious of strange surroundings C. They develop strong habits 	2
	NEXT QUESTION 3 Questions remaining	

- **1** Question (Written)
- 2 Question (Audio) press play to listen

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.



Please press continue to go to the next question

1

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.

ProHand Pigs		M 😁 🗸
Home Content Library Achievements Live Sessions I	instructor	
Content Library / ProHand Pigs		
MINIMUSE por results por protection Proceeding pigs Modules The modules in this co	 ProHand Pigs And based and seginged in recognition of the stati nole that stockpeople have in the overall productivity, welfare and neutral the inclusion and control. And balls have the extensive scientific research on factors that affect the productivity and welfare of farm animals. It is a fraction and inclusion and tested on stockpeople at commercial farms around the work. And balls not be extensive scientific research on factors that affect the productivity and welfare of farm animals. It is a fraction and inclusion and tested on stockpeople at commercial farms around the work. And balls not be extensive scientific targets those key attitudes and behaviours of stock people that have been shown to have a reserver on the reserver and the productivity productive people that have been shown to have a reserver on the reserver of the science and the productive sci	
Disclaimer		
ProHand Pigs	0	
Section 1 - Int	roduction	
Section 2 - Ste	ockperson questionnaire	

- 1 You can now see your module is 100% completed
- 2 All modules will now be unlocked and can be opened in any order
- 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.

ProHand® ProHand	d Pigs v Achievements Live Sessions Ins	nudar	8	•
Content Library ProHand Pig	Ú.			
	MINIMISE our negative MAXIMUSE our pointee Properties Pigs	 Proclaman Pages Phates has been designed in recognition of the volat role that stackpeople have in the invertal productivity, wefere and heat of the pigs in their care and cookies. Phates has been designed in recognition of the stack role that stackpeople have in the invertal productivity and wefere and heat of the pigs in their care and cookies. Pothore builds on the extendence scientific research on flactors that affect the productivity and wefere and heat of the maximum. It is a flactore build extendence and because the bioexective between the stockperson and pig by maintaing handling stress, animal performance and editers, and doodperson work methodoxies, preference, and yeb satisfications. Pothore builds program specifically targets those say attitudes and behavious of teack prepipe that have been shown to have a direct effect on age. 		
	ProHand Pigs			

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.

Home					8	•
Home Content Library Achievements	Live Sessions					
Welcome, Fake User						
	Assigned Training Metrics		(101A) 2	Recent Achievements (View All)		
	2	Overdae	Completed	No achievements earned		
	All In Progress Overdue Not Sta	arted Completed	= II	News		
		MINIMISE your negatives Maximise your positives ProHand Pigs		29/01/2021 Profinand Abattori is now available as a course in the Profland learning path. It is recommended for transporters and processorbattori staff and explores best-welfare stockperson interactions with pigs in an abattori setting. last month		
	African swine fever (ASF) training course	ProHand Pigs				

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

e (Content Library	Achievements	Live Sessions					
			l	Q Search content by	γ title or description		1	
						3 D Reset filter	Sort: Default 🗸 🧮	
		2	Content Type Assets Courses Learning Paths	^	Pork MINTERC	Course African swine fever (ASF) training course This African Swine Fever (ASF) training course was developed	♡ <	
			Languages Q. Languages No languages found.	^	AUSTRALIAN	Course Induction Course 1 - Introduction to the Australian pork industry Kristy Williams, the Learning and Development Officer at Riz	♡ ≮	
			Favorites Yes No Has discussion forum	^		Course Induction Course 2 - Working with pigs Kristy Williams, the Learning and Development Officer at Rix	♡ <	
			○ Yes ○ No		australian Pork	Course Necropsy of a pig Sensitive content warning: this course contains video footag	4 ° ≺	
							⊘ <	

2 Filter the courses

1

- 3 Reset course filters
- Favourite a course by selecting the heart





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