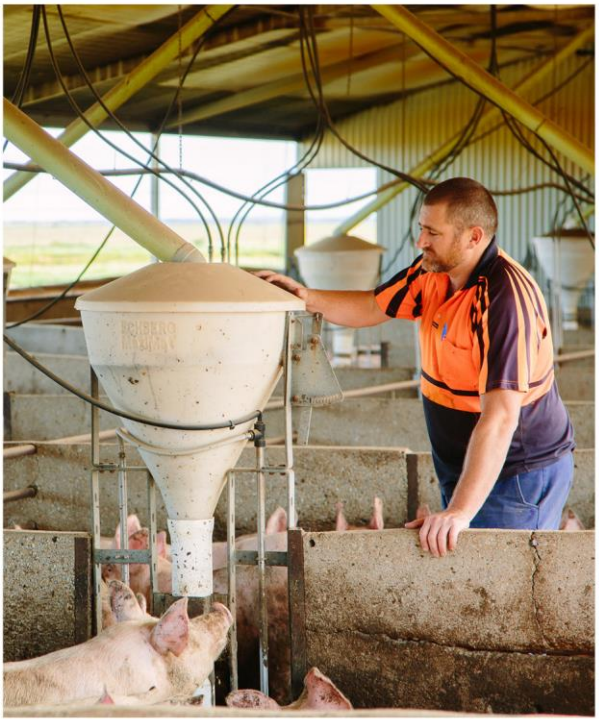
Australian Pork Limited

2021

Litmos LMS Platform User Guide - LEARNERS



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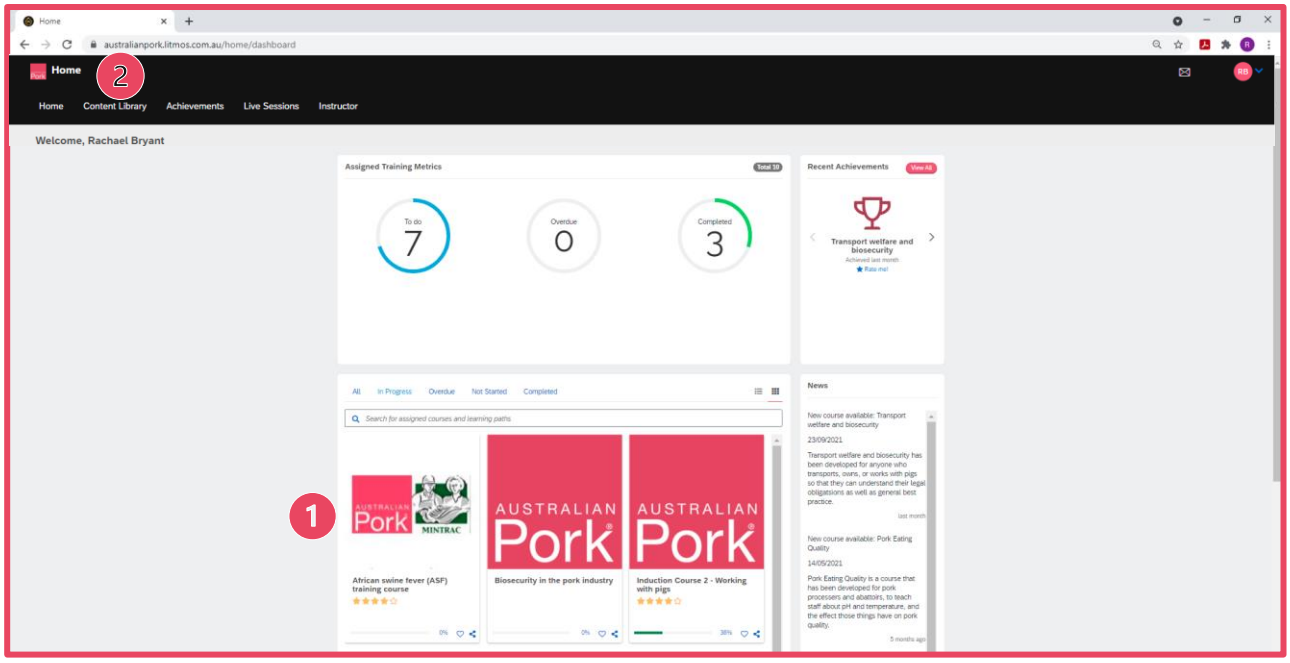
1. Choosing a course



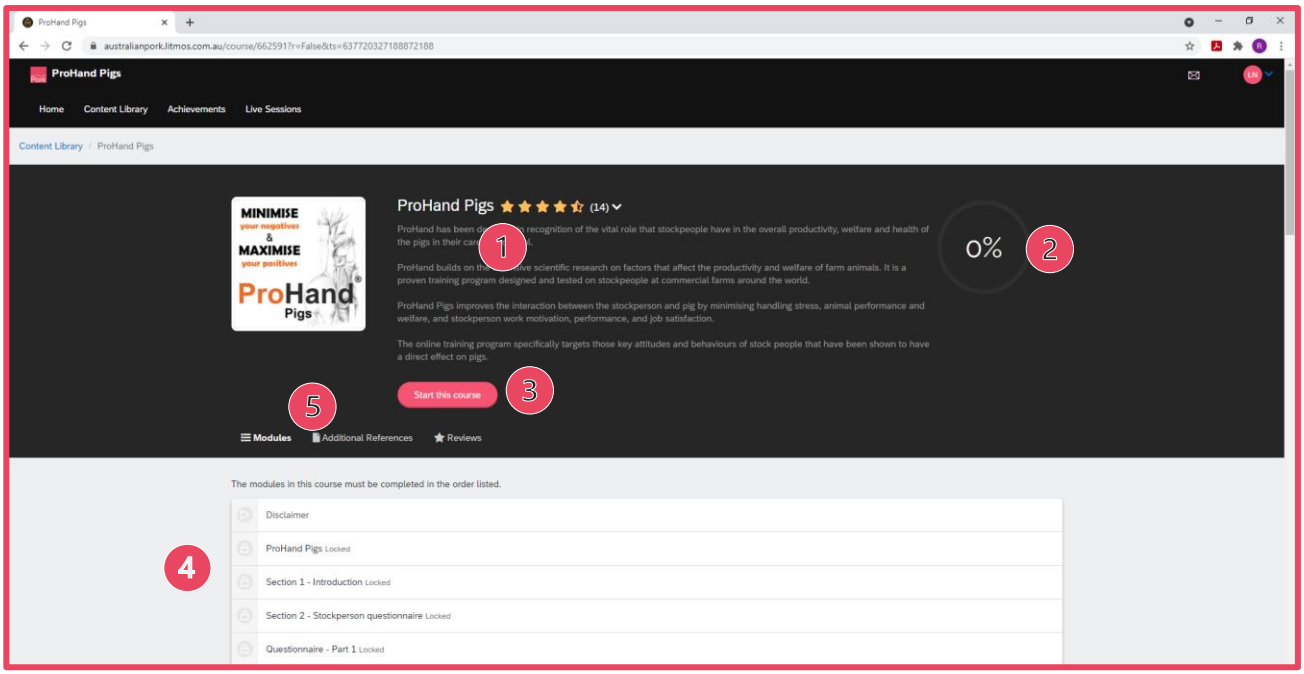
There are two ways to find and access courses on the platform:

1. Courses that have been assigned to you, or that you have already started will appear on your learner dashboard. You can click on a course to open it.

2. The Content Library contains all courses that are available to you. Some of these may be standalone courses, while others may form part of a Learning Path.

2. Course landing pages

Opening a course will take you to the course landing page.



Features of the course landing page:

1. The course title, description, and rating

2. A progress tracker which will tell you how far through a course you are. Courses do not need to be completed in a single sitting; your progress will be saved, and then next time you log in you will be able to pick up where you left off.

3. "Start this course" button, which will begin the course. If you have already started a course, this will instead be a "Continue this course" button.

4. A list of the course modules, which show how many parts or topics there are to a course. In some courses, these must be completed in order. In others, these can be completed in any order/accessed at any point.

Locked – the previous modules must be completed first

Ready – this module is ready for you to complete

Started – you have started but not completed this module

Completed – you have completed this module

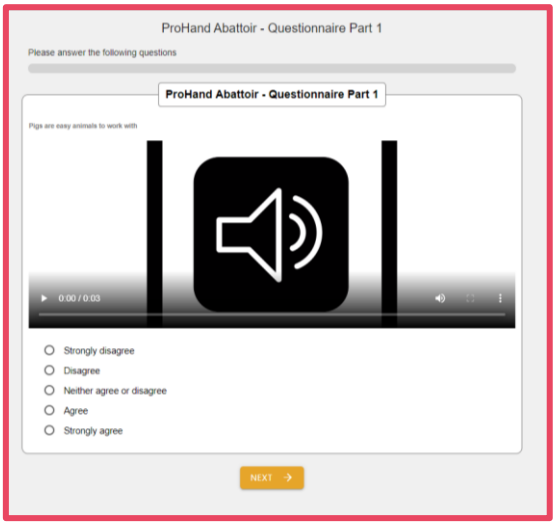
5. Additional resources associated with the course. These are not needed to complete the course, but are useful supporting materials, like posters, manuals, guides, etc.

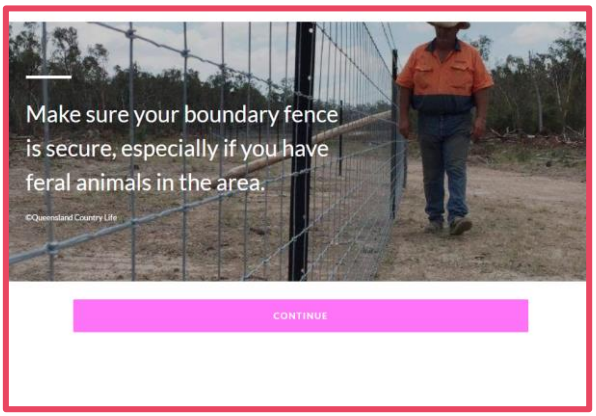
3. Navigating between modules

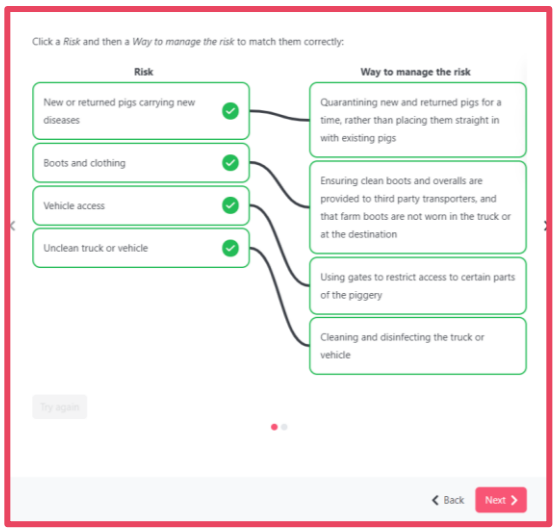
To navigate between modules:

1. If you click on the three lines, you will see a list of the modules appear. Fully white modules are incomplete, half-pink-half-white modules are partly complete, and fully pink modules are complete.
2. "Previous" will take you back to the previous module
3. "Next" will take you forward to the next module once you've completed the one you're in
4. "Exit" will take you back to the course landing page.

4. Navigating between modules



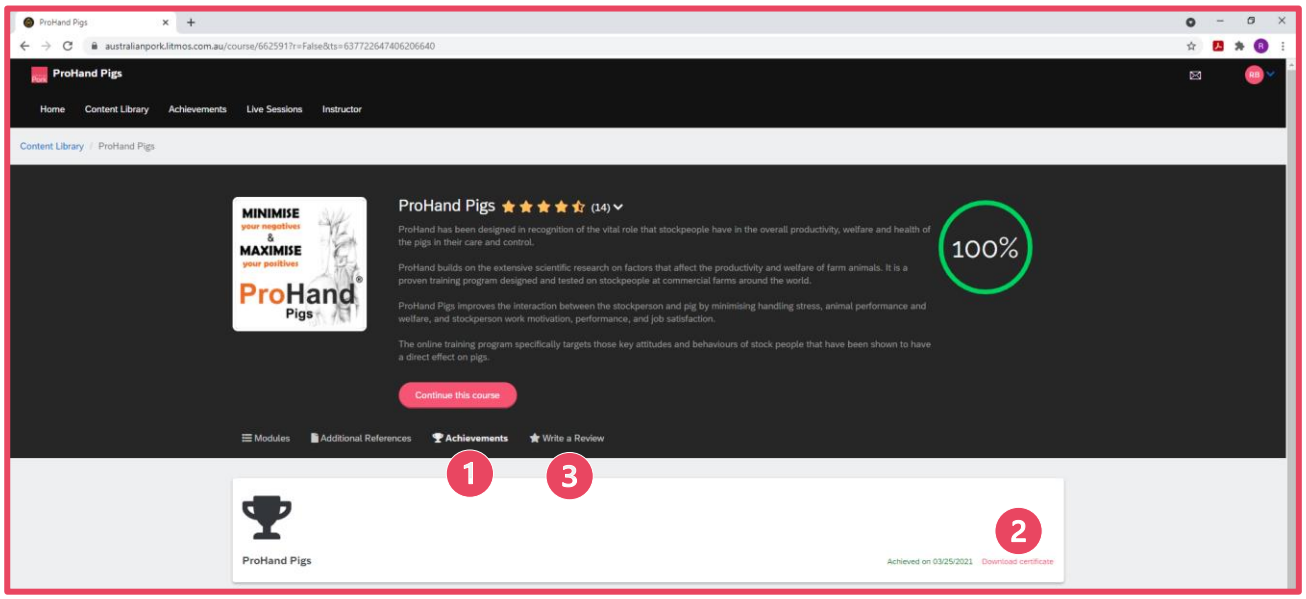




Some modules will contain "internal" navigation in the form of "Next" or "Continue" buttons. These will usually only be available once you've completed all reading, interactive components, or questions associated with that section of the course.

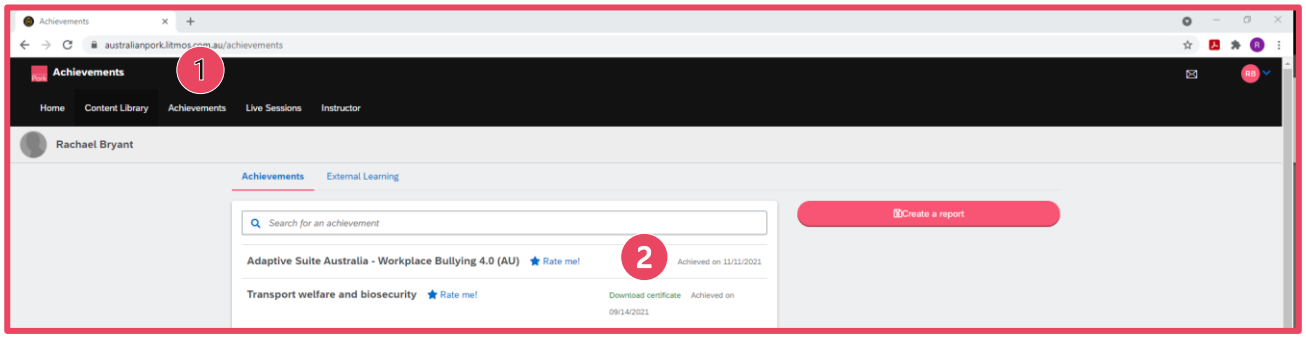
5. Completing a course

After completion, your course your course dashboard will have an achievements tab:



1. Course-specific "Achievements" tab – contains achievements related to a specific course.
2. If you click "Download certificate" you will be able to download your certificate of completion for the course. You may want this for your own records, or may need to provide it to your employer.
3. "Write a Review" tab. This is not compulsory, but feedback is always welcome and can help other learners or employers decide whether a course is worthwhile.

All certificates of completion can be accessed via the "Achievements tab:



1. Learner "Achievements" tab – contains a record of all achievements in all courses a learner has completed.
2. "Download cerfiticate" options for all courses with certificates of completion.

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