

Learner Homepage Overview

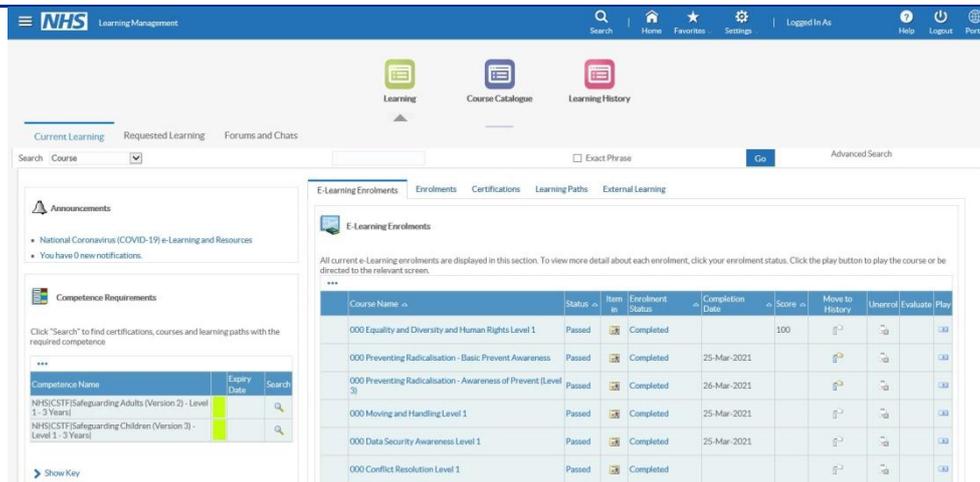
This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service. The **Header** bar contains a **Notifications** icon, which will display a count of open ESR notifications.

The My Enrolments and e-Learning portlet displays the e-Learning courses you were enrolled on, up to a maximum of 20 courses, with your most recent being displayed first. The left and right arrows enable you to scroll through the courses.

- Click the **My Learning** link in the sidebar navigation panel, or select the **Learner Homepage** button under the **My Enrolments and e-Learning** portlet.

- The **Learner Homepage** is displayed, where you can also browse the Course Catalogue and view your Learning History. Your current learning is displayed by default.



The **ANNOUNCEMENTS** region displays the number of unread notifications you have and contains a link to navigate directly to the notifications page. This region also displays any nationally or locally created announcements.

The **COMPETENCE REQUIREMENTS** region will be populated where one of the following is true:

- You have never had the Competence (RED)
- You have the Competence but at a lower level than required (RED)
- You had the Competence but it has expired (RED)
- You have the Competence but it will expire within the next 90 days (AMBER)
- There is action underway to achieve the competence (i.e. you have enrolled on a class or renewed a certification) (RED WITH GREEN FLASH)
- If no action is required, you will see a message as follows: 'Your Competences are up to date.'

Hide

-  Compliant with three months or more left
 -  Compliant with less than three months left
 -  Compliant, less than three months left, under way
 -  Not Compliant (may be expired or at a lower level or has never had the competence, check expiry date and level attained to see which)
 -  Not Compliant, under way
 -  Has the competence but it is not required
- Does not have the competence and it is not required

'No Expiry' in the expiry date field means the Employee has the competence without an end date i.e. Competence is required once only

Clicking the **Search** icon  will display all items available which could supply the selected Competence on completion.

The region also contains a button allowing you to navigate directly to the Compliance and Competency form.

Please note that the information displayed here is based on what has been specified by your Employing Authority.

- The **Course Catalogue** icon is near the top of the page.



The Course Catalogue is displayed by category. Selecting a category will display all available learning.

Within this Course Category page, you may see a Learning Certification and a Learning Path within the selected category. This is also where courses will display, and clicking on the name of a Learning Event will give further details and the option to enrol or subscribe. To learn how to enrol on a learning event, please refer to the 'How do I enrol on training?' user guide.

- Also near the top of the page is the **Learning History** icon. This displays your completed, cancelled, and expire learning.



- Selecting the **Learning** icon displays the **Learner Homepage**.



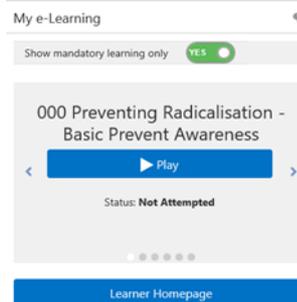
On the Learner Homepage, there are a few different tabbed regions:

- **E-LEARNING ENROLMENTS:** details all e-Learning and the enrolment status.
- **ENROLMENTS:** details all current enrolments, including those that are part of a Learning Certification or Learning Path.
- **CERTIFICATIONS:** details all subscriptions to a Certification, and gives you the facility to renew or play the related course.
- **LEARNING PATHS:** details all active Learning Paths. Here there is also the facility to create your own Learning Path using the **Create** button.
- **EXTERNAL LEARNING:** details external learning that has been completed and that which is awaiting approval. There is also the facility to add a new external learning record using the **Create** button.

How to Play e-Learning content:

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.

An e-Learning course can be played directly from the My ESR Dashboard without the need to navigate to the Learner Homepage.



If the e-Learning course is not part of a Learning Certification, or is part of a single Learning Certification but is not renewable, the e-Learning course will launch automatically.

- Click the > icon to navigate to the course you wish to play.
- Click the **Play** button to launch the course.
- When you've completed the course, or if you need to leave the page whilst still in process, exit using the **Home** icon in the top-right corner of the page ; this will ensure you exit e-Learning content correctly and that your compliance is saved.

If the e-Learning course is part of multiple Learning Certifications, the Learning Certification Options Available window will open automatically. If an e-Learning course is linked to more than one Certification, ESR does not know under which Certification you wish to play the e-Learning content.

- Click the > icon to navigate to the course you wish to play.
- Click the **Play** button to launch the course.
- The **Learning Certification Options Available** page will be displayed. Click the **Go to Certifications**

button.

- The **Certifications** tab will be displayed, where you can select the e-Learning course to launch. Here, you click the **Play** button to launch the appropriate e-Learning course.
- When you've completed the course, or if you need to leave the page whilst still in process, exit using the **Home** icon in the top-right corner of the page ; this will ensure you exit e-Learning content correctly and that your compliance is saved.

If the e-Learning course is part of a Learning Certification and is renewable but the end date has passed:

- Click the > icon to navigate to the course you wish to play.
- Click the **Play** button to launch the course.
- The **Learning Certification Options Available** page will be displayed, but the **Play** button will be greyed out.
- Click the **Renew and Play** button to renew the Certification and launch the course.
- When you've completed the course, or if you need to leave the page whilst still in process, exit using the **Home** icon in the top-right corner of the page ; this will ensure you exit e-Learning content correctly and that your compliance is saved.

If the e-Learning course is part of a Learning Certification that is renewable and the end date has NOT passed:

- Click the > icon to navigate to the course you wish to play.
- Click the **Play** button to launch the course.
- The **Learning Certification Options Available** page will be displayed. You can either:
 - Click the **Play** button in this window to launch the course (without renewing the Certification)
 - Click the **Renew and Play** button to renew the Certification and launch the course.
- When you've completed the course, or if you need to leave the page whilst still in process, exit using the **Home** icon in the top-right corner of the page ; this will ensure you exit e-Learning content correctly and that your compliance is saved.

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.