

# MeLearning User Guide



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## MeLearning User Guide

Welcome to the Trust's new Learning Management System. This is a system designed to be a central port of call for the majority of your training needs. It will:

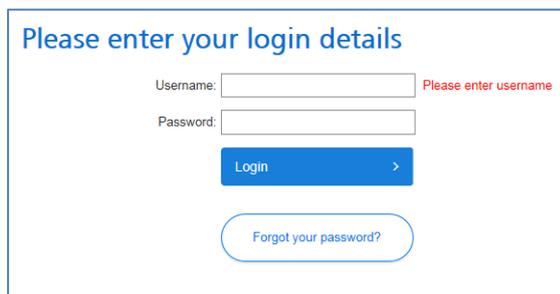
- ❖ List all available training
- ❖ Show all dates available
- ❖ Provide course content and other information available on a flyer
- ❖ Provide a calendar of course dates
- ❖ Allow you to book online for that training
- ❖ Email you confirmations of course bookings
- ❖ Email you Joining Instructions
- ❖ Online evaluations prompted by email
- ❖ Store all your training records and scores
- ❖ Stores certificates
- ❖ Provide hundreds of differing management reports

### Logging in

To login, you will need to access the Learning Portal via the following link

<https://slough.melearning.university/user/login>

This should take you to the login screen where you will be prompted for your username and password. If you have forgotten your username and/or password then click on the 'Forgot your password?' button under the blue Login button. The system will then email you your username and a new password, which you will be prompted to change when you login.

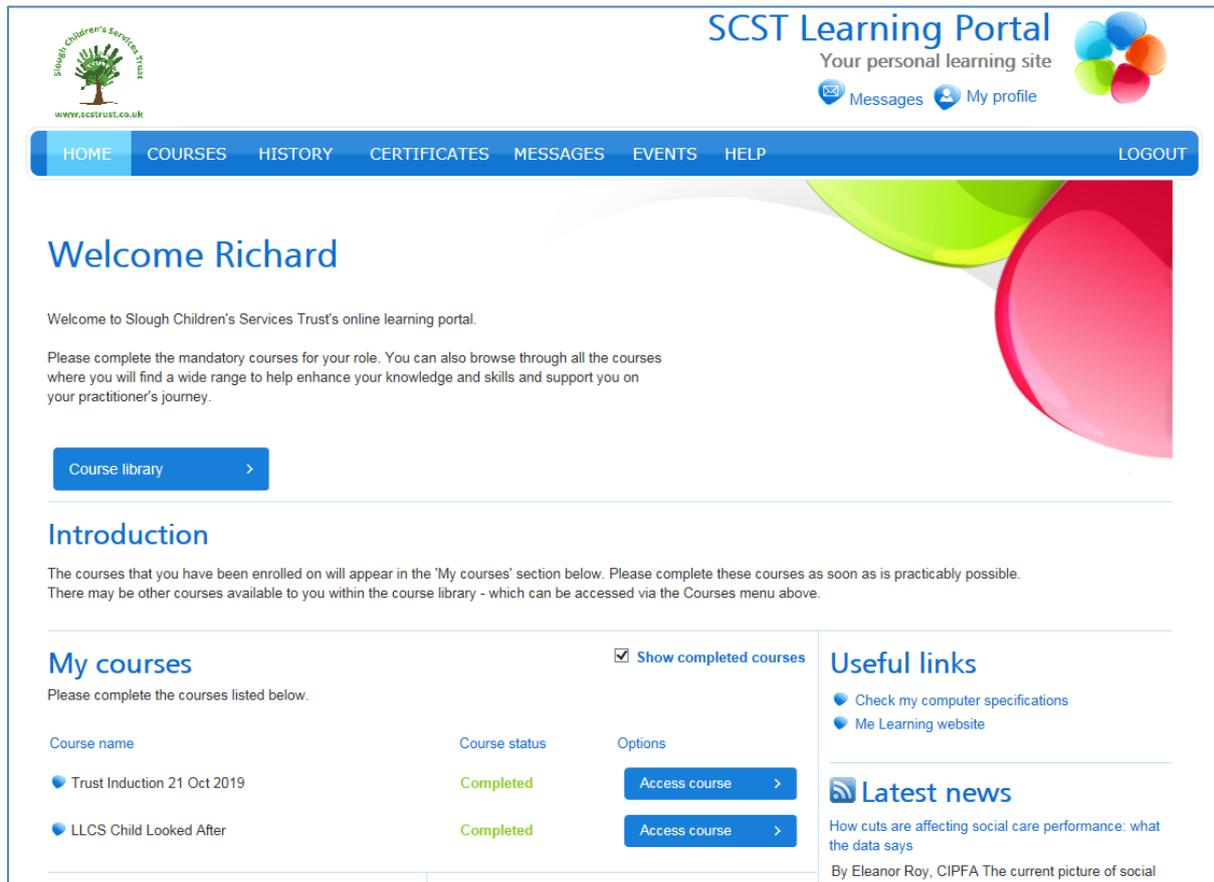


The screenshot shows a login form with the following elements:

- Title: "Please enter your login details"
- Username field: A text input box with the label "Username:" and a red error message "Please enter username" to its right.
- Password field: A text input box with the label "Password:".
- Login button: A blue button with the text "Login" and a right-pointing arrow.
- Forgot your password? button: A rounded rectangular button with the text "Forgot your password?".

Should you have any problems with this, then please email [training@scstrust.co.uk](mailto:training@scstrust.co.uk) or telephone on 01753 875771.

Once you have logged in, you will get the Welcome screen.



**SCST Learning Portal**  
Your personal learning site

Messages My profile

HOME COURSES HISTORY CERTIFICATES MESSAGES EVENTS HELP LOGOUT

## Welcome Richard

Welcome to Slough Children's Services Trust's online learning portal.

Please complete the mandatory courses for your role. You can also browse through all the courses where you will find a wide range to help enhance your knowledge and skills and support you on your practitioner's journey.

[Course library](#)

### Introduction

The courses that you have been enrolled on will appear in the 'My courses' section below. Please complete these courses as soon as is practically possible. There may be other courses available to you within the course library - which can be accessed via the Courses menu above.

#### My courses

Please complete the courses listed below.

Course name	Course status	Options
Trust Induction 21 Oct 2019	Completed	<a href="#">Access course</a>
LLCS Child Looked After	Completed	<a href="#">Access course</a>

Show completed courses

#### Useful links

- [Check my computer specifications](#)
- [Me Learning website](#)

#### Latest news

How cuts are affecting social care performance: what the data says  
By Eleanor Roy, CIPFA The current picture of social

This screen gives you an immediate view of courses you are booked on to in the future, courses that you may be currently doing and courses you have completed.

If you want to access one of these courses, then simply click on the blue 'Access course' button and follow the instructions.

The 'Course library' button gives you access to all courses that you can do, either as e-learning or classroom based. When a course is released for staff to book on, an email from training will be sent out advising of this and you will need to go into the Course library to book on to it.

The area under 'My Courses' covers all the courses that you have completed and those that you have to complete. If you have booked a classroom course, then the status will show 'In Process' until the course date.

## How to book

When you click on 'Course library', you will get the below screen showing all the courses available to you.

Select the one that you want by clicking on the 'Details' Button.

### Courses

This screen enables you to view and access the courses assigned to you and recommended to you. You can also view and access the details of all the courses in the Course Library.

Course library My courses Recommended courses

Course content - all Event calendar >

Course filters

Category Provider

[Clear all filters](#)

#### All courses

Show 25 entries No of courses: 16 Search:

Course name	Type	Duration	Status	Details
Basic Safeguarding Children Awareness	Event	2 Hours 30 Mins	Not enrolled	<a href="#">Details &gt;</a>
LLCS Adopter Domestic only	Enhanced	01 hours 30 minutes	Not enrolled	<a href="#">Details &gt;</a>
LLCS Adopter Recruitment Only	Enhanced	45 minutes	Not enrolled	<a href="#">Details &gt;</a>
LLCS Adoption	Enhanced	04 hours 30 minutes	Not enrolled	<a href="#">Details &gt;</a>

## Enrol on to an e-learning course

If the selected course is e-learning then you will see this screen.

My courses » LLCS Adopter Domestic only
< Back

### Introduction

This course is intended for workers who need to find and update information in the Liquidlogic Children's system.

Course rating: ★★★★★ 2 ratings



[Bookmark](#)

### Enrolment details

Current status: Not enrolled

Options: Enrol >

#### Objectives

By the end of this course you will know how to record the Child in Need process.

#### Audience

This course is intended for workers who have access to the Liquidlogic Children's system.

#### Content

This course contains:

- Video demonstration tutorials – to show you how things are done
- Interactive practice tutorials – to test to see that you can find and / or record information
- Short quizzes – to test the key learning points

Click on 'Enrol' to register for the course.

If you now go to the Home screen you should have the chosen course in your list of courses with 'Not started' next to it.

### My courses Show completed courses

Please complete the courses listed below.

Course name	Course status	Options
Trust Induction 21 Oct 2019	Completed	<a href="#">Access course</a> >
LLCS Child Looked After	Completed	<a href="#">Access course</a> >
LLCS Adopter Domestic only	Not started	<a href="#">Access course</a> >

Click on 'Access course' to start.

You will now be presented with a list of all the modules applicable to this course.

### My courses » LLCS Adopter Domestic only [Back](#)

#### Introduction

This course is intended for workers who need to find and update information in the Liquidlogic Children's system.

Course rating: ★★★★★ 2 ratings

[Show course description](#)



[Bookmark](#)

#### Enrolment details

Current status: Not started

Options: --

---

Content

\*Domestic Adoption ⓘ

Key:

- ⓘ Not activated
- ⓘ Not started
- ⓘ In process
- ✔ Completed
- \* Mandatory

\*Domestic Adoption Status: Not started

To mark this section as completed you must complete all the mandatory modules.

Module name	Type	Duration	Status	Score	Option
*LLCS Start Domestic Adoption Process Demonstration	Online	00:03:04	ⓘ	--	<a href="#">Launch</a> >
*LLCS Adoption Plan Demonstration	Online	00:03:04	ⓘ	--	--
*LLCS Start DA Process and Adoption Plan Practice	Online	00:06:29	ⓘ	--	--
*LLCS Adoption File Demonstration	Online	00:02:50	ⓘ	--	--
*LLCS Permanence Report Demonstration	Online	00:03:33	ⓘ	--	--
*LLCS Adoption Panel Plan Review Demonstration	Online	00:02:42	ⓘ	--	--

Each module can only be accessed once the previous module is completed. Click on blue 'Launch' button to start each module. Once the whole section is completed, ensure that the box is ticked next to Section complete.

To record this section as complete, please click into the 'Section complete' check-box.

Section complete

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MeLearning Guide  
HR L & D RH

09/04/2020

Most e-learning courses come with a practice session and a quiz, if this is the case then the pass rate is 80%.

**There is also an evaluation to complete, until this is done, you have not completed the course and the system will not register you have completed the course.**

**Enrol on to a classroom course**

If the selected course is a classroom then you will see this screen. Click on blue 'View available sessions' to see list of dates, times and locations.

**Course library » Basic Safeguarding Children Awareness**

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**Introduction** 
[Share](#) [Print](#) [Add note](#) [Bookmark](#)

This course is designed to give you a basic awareness of safeguarding for children and young people.



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**Course detail** Duration: 2 Hours 30 Mins

 The certificate will be awarded upon completion of the Level 1 & 2 feedback form.

Module name	Type	Duration	Status	Score
<b>Modules</b>				
Basic Safeguarding Children Awareness	Event	--	Not booked	--
<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">View available sessions &gt;</a>				
<b>Evaluation (learning) ?</b>				
Feedback (mandatory)	Evaluation	--	Not started	--

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**Objectives**

**Course status**

You should then see the following:

Starts	Ends	Locations	Trainers	Spaces available	Option
26 Jun 2020	26 Jun 2020	Meeting Room 1, Slough Children's Services Trust	Nicola Johnstone Sandra Davies	14	<a href="#">Book &gt;</a> <a href="#">View details v</a>
25 Sep 2020	25 Sep 2020	Meeting Room 1, Slough Children's Services Trust	Sandra Davies Nicola Johnstone	20	<a href="#">Book &gt;</a> <a href="#">View details v</a>
11 Dec 2020	11 Dec 2020	Meeting Room 1, Slough Children's Services Trust	Nicola Johnstone Sandra Davies	20	<a href="#">Book &gt;</a> <a href="#">View details v</a>

To express interest please use 'No available sessions?' button on the event page. [See event >](#)

Click on the blue 'Book' button against the date required, then fill in any Special requirements on the below form and then click on the blue 'Book onto session' button.

✕

### Book onto session

Please complete the form below to book onto this session.

#### Special requirements

Your special requirements

Cancel
Book onto session

Your Home screen should now look like this, with the course you have booked listed but not started. You will now receive a confirmation email.

## My courses Show completed courses

Please complete the courses listed below.

Course name	Course status	Options
Trust Induction 21 Oct 2019	Completed	<a href="#">Access course &gt;</a>
Basic Safeguarding Children Awareness	Not started	<a href="#">Access course &gt;</a>
LLCS Child Looked After	Completed	<a href="#">Access course &gt;</a>
LLCS Adopter Domestic only	Not started	<a href="#">Access course &gt;</a>

At this stage there is nothing for you to do except wait for the course. If you click on the blue 'Access course' button then you will see the course details.

Assuming you attend the course, then when attendance is marked, an email will go to you requesting that you complete the evaluation. Once this is completed, you have passed the course and a certificate is produced.

### **How to cancel an e-learning enrolment**

Please email [training@scstrust.co.uk](mailto:training@scstrust.co.uk) if you want to be removed from an e-learning course.

### **How to cancel a Classroom enrolment**

To cancel a classroom course that you can no longer attend, you should do the following:

Go to My Courses on your home screen

Click 'Access Course' button next to the course you want to cancel

Course name	Course status	Options
Trust Induction 21 Oct 2019	Completed	<a href="#">Access course &gt;</a>
Lone Worker Fob Training	Completed	<a href="#">Access course &gt;</a>
Basic Safeguarding Children Awareness	Not started	<a href="#">Access course &gt;</a>
LLCS Manager	In process	<a href="#">Access course &gt;</a>
LLCS Duty Worker	Not started	<a href="#">Access course &gt;</a>
LLCS Child Protection	Not started	<a href="#">Access course &gt;</a>
LLCS Child Looked After	Completed	<a href="#">Access course &gt;</a>

Click on the 'View Booking' button

**Course detail** Duration:

 The certificate will be awarded upon completion of the Level 1 & 2 evaluation form.

Module name	Type	Duration	Status	Score	Option
<b>Modules</b>					
Basic Safeguarding Children Awareness	Event	--	Booked	--	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">View booking &gt;</a>
<b>Evaluation (learning) ?</b>					
Feedback (mandatory)	Evaluation	--	Not started	--	--

Then click on the 'View' button against the session you want to cancel.

**Course detail** Duration:

 The certificate will be awarded upon completion of the Level 1 & 2 evaluation form.

Module name	Type	Duration	Status	Score	Option
<b>Modules</b>					
Basic Safeguarding Children Awareness	Event	--	Booked	--	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Hide booking &gt;</a>

Date	Time	Trainer	Location	Option
Fri 11 Dec 2020	09:30 - 12:00	Nicola Johnstone Sandra Davies	Meeting Room 1, Slough Children's Services Trust	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">View &gt;</a>

You will be taken to the Events Booking system.

Click on Cancel Booking

[Events](#) > [Basic Safeguarding Children Awareness](#)

**11 Dec 2020**

**Please use View Available Sessions button to select session required.**

Mandatory course for all SCST staff unless qualified as a Social Worker. 2.5 hour classroom course to teach the basics of safeguarding children and young people.

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Date and time
Accepting cancellations until 10 Dec 2020
 19 / 20 spaces available
Booked
Cancel booking

Confirm the cancellation on the next screen. You will receive an email confirmation of the cancellation.

To return to the main screen or logout, click on the person icon (top right) and select Logout or Back to LMS

