## Searching for and enrolling in your Waikato DHB Courses

## in Ko Awatea Learn

You now have an account on Ko Awatea Learn.

To login to your new account and display your "**My Learning**" page, do the following.

URL: <u>https://koawatealearn.co.nz</u> and click on <sup>Login</sup>, top right of the screen.

You will then enter in your **username** which is your **"Email address**" i.e. **joe.bloggs@waikatodhb.health.nz** and a **"Password**" and click **"Log in**"



You will now see your "My Learning" page.

HOME	MY LEARNING	FIND COURSES	FIND FORUMS	LIBRARY	HELP		
My learning							
Navigation			My Courses			Recent Learning	
My learning Site home			No course information to show	v.		You are not enrolled in	any courses
<ul> <li>Site pages</li> <li>Courses</li> </ul>			Alerts			Latest badges	
		-	You currently have no alerts			You have no badges to	o display
Messages		••					
Messages	No messages waiting						

**Note:** This is the page you will see each time you login to Ko Awatea Learn.

On fist login you will not have any courses listed in the "**MY LEARNING**" tab in the middle of the screen, so you need to enrol in the courses you need to do.

## How to find my courses:

Click on **FIND COURSES** to see the list of all the DHBs

**Note:** If you search for courses here, you will be searching for the course in all the DHBs in Ko Awatea Learn. More on this later.

To search just for **Waikato DHB Courses**, scroll down and click on "**Waikato DHB**" – see below.

L E A R N	
HOME MY LEARNING FIND CO	URSES FIND FORUMS LIBRARY HELP
My learning ► Courses	
Navigation .	Search courses: Go
My learning ■ Site home ▶ Site pages ▼ Courses	Auckland DHB (84)
	› Awhina Waitemata DHB (134)
	▹ Counties Manukau Health (114)
	→ Hauora Tairawhiti (7)
	Hawkes Bay DHB (65)
	▶ Taranaki DHB (39)
	Waikato DHB (170)

The other way is to: click on **"FIND COURSES**", and from **"FIND BY ORGANISATION**", choose **"WAIKATO DHB**" from the drop down list.

LEAR	Ν							Ross Dewstow
HOME	MY LEARNING	FIND COURSES	FIN	D FORUMS	LIBRARY	HELP		
My learning Nevigation My learning = Site home > Site pome > Site	No messages waiting		My C No co Alerta You c	AUCREAND DHE AURHAL HARTENETS CHE COUNTE I MANIFACH HEAL HUDHAL TARUMHIT HUMHEI BAY DHB HUTYALLEY DHB HARES DHB HUCKETRAL DHB HUCKETRAL DHB		•	Recent Learning You are not enrolled in Latest bedges You have no badges to	
KO AWATEA		AB		NORTHLAND DHE LOUTHERN DHE TARANARD DHE WARKARD DHE WARKARD DHE WARKARD DHE NATIONAL MISOELLANDUJ'S	ERMS OF	USE	SITE DETAILS	PARTNERS AND ASSOCIATES

You will see something like:

Course categories:	
Walkato DHB	~
Waikato District Health Board           Te Hanga Whaioranga Mō Te Iwi – Building Healthy Communities	
This area contains courses for Waikato DHB	
Click on either link for the Lippincott Procedures or the Nursing Council Reference Center <b>Course</b>	Nursing
Click here to go to the Waikato Fire Safety Course 🛛 😽 Fire Safety	
Click HERE for a PDF on how to create your Learn account	
Click HERE for a PDF on how to find and enrol in Waikato DHB Courses	
Search for courses in category: Waikato DHB:	Go
Courses - training, certification and orientation (53)	
Computer Applications (16)	

To find a course, you can click on "**Courses - training, certification and orientation**" and look for your course, or enter part of the course name in the Search field. Learn will search for the exact word or words you enter.

	Search for courses in category: Waikato DH	B: Go	
i.e. to sea	urch for the "Restraint" Course,	enter in "Restraint" and click	on 😡
Search for	courses in category: Waikato DHB:	Restraint	Go

You will then see:

Search results: 1					
🍋 Wai	kato DHB - Restraint Minimisation and Safe Practise	ai			
Who for	All staff who work in a department where rstraint is or could be used.	Waikato District Health Board Te Hango Whaikanago Mõ Te Iwi – Building Healthy Communities			
What	Restraint minimisation and safe practice in the general health care setting.				
	To ensure DHBs meet the Health and Disability Services (Safety) Act 2001 which requi facilities in order to measure compliance against NZS 8142:2000 Restraint minimisation				
Type & level	Level 3 course				
Time	1 hour				
Contact	Restraint representative				
Editing Train Editing Train	er: Jewel Barlow-Armstrong er: John Bell er: Colleen Hartley er: Rachel Sharp	Category: Courses - training, certification and orientation			

**Note:** Searching will look in the Course name and the Course details for a match of what you ask for. If nothing is found, reduce your search words.

Click on the Course Name:

Waikato DHB - Restraint Minimisation and Safe Practise

to see:

L E A R N	Ross Dewstow
HOME MY LEARNING F	ND COURSES FIND FORUMS LIBRARY HELP
My learning ► Courses ► Waikato DHB ► Courses - I Navigation	aining, certification and orientation ► Restraint - Waikato ► Enrolment options ► Enrolment options Enrolment options
Administration	Vaikato DHB - Restraint Minimisation and Safe Practise
<ul> <li>Course administration</li> <li>Enrolment options</li> </ul>	Who for All staff who work in a department where rstraint is or could be used. Weikato District Health Board Te Horge Whotorouge MG Is Let - Building Healthy Communities
	What         Restraint minimisation and safe practice in the general health care setting.           To ensure DHBs meet the Health and Disability Services (Safety) Act 2001 which requires Designated Audit Agencies to audit healthcare facilities in order to measure compliance against NZS 8142-2000 Restraint minimisation
	Type & Level 3 course level
	Time 1 hour
	Contact Restraint representative
	Editing Trainer: Jewel Barlow-Armstrong Editing Trainer: John Bell Editing Trainer: Colleen Hartley Editing Trainer: Rachel Sharp
	▼ Self enrolment (Learner)
	No enrolment key required.
	Enrol me

Click on "**Enrol me**" to be in the course and you would then see:

L E A R N		Ross Dewstow 👤 👻
HOME MY LEARNING	FIND COURSES FIND FORUMS LIBRARY HELP	
My learning ► Waikato DHB ► Courses - training, ce	rtification and orientation ► Restraint - Waikato	
Navigation 📜 🕇	Welcome Learning outcomes Quiz and certificate	References 🔳 🔻
Administration	Who for All staff who work in a department where restraint is or could be used	The HDC Code of Rights
	What Restraint minimisation and safe practice in the general health care setting.	NZS 8142.2:2008 - Health and Disability Services (Restraint Minimisation and Safe
<ul> <li>Course administration</li> <li>Unenrol me from Restraint - Waikato</li> <li>Grades</li> </ul>	When         Within one month of starting.           Every three years thereafter.	Practice) Standards
	Time 1 hour	People 🔳 🔻
Activities 📜 🔻	Contact Your restraint representative or educator	S Participants
E Forums		
Quizzes	Begin 🗪	Recent activity
Resources		Activity since Sunday, 7 August 2016, 8:53 AM Full report of recent activity
	Learning outcomes ►	No recent activity
	ABOUT COPYRIGHT TERMS OF USE SITE DET	TAILS PARTNERS AND ASSOCIATES

**Note:** It is up to you to make sure that you have enrolled in the right course.

When you click on the "**MY LEARNING**" tab, you will see all the courses that you are enrolled in.

On the right of the screen, you will also see the progress of your Learning.

LE	A R	Ν					Ross Dew	stow _
HOME	MY LEARNING	FIND COURSES	FIND FORUMS	LIBRARY	HELP			
My learning								
Navigation		My Courses					Recent Learning	
Messages		Deliriu	m, prevention, dete	ction and nurs	ing manageme	nt	Waikato DHB - Restraint Minimisation and Safe Practise	
No Messages	messages waiting						All My Courses	
		Alerts					Latest badges	
		You currently	have no alerts				You have no badges to display	

Now, Search for all your "Waikato DHB" courses and enrol in them.

They will then be listed under My Learning and look something like:

L E A R N		Ross Dewstow 👤 👻
HOME MY LEARNING FI	ND COURSES FIND FORUMS LIBRARY HELP	
My learning Navigation	My Courses	Recent Learning
messages	Continence management package	Waikato DHB - Restraint Minimisation and Safe Practise Waikato Fire Safety
No messages waiting Messages	ACE 1: Introduction to Clinical Coding	Moodle Passport Stage 1 - Fully Online Delirium, prevention, detection and nursing management
	Assigned RN pre / post anaesthesia / ECT	Lippincott Procedures and Nursing Reference Center Short term Ioan equipment
	Delirium, prevention, detection and nursing management	Deteriorating patient Assigned RN pre / post anaesthesia / ECT
	Deteriorating patient	ACE 1: Introduction to Clinical Coding
	Moodle Passport Stage 1 - Fully Online	All My Courses
	Waikato DHB - Restraint Minimisation and Safe Practise	Latest badges You have no badges to display

## Searching for courses on all the DHB

To do this, click on **FIND COURSES** 

You will see:

	FIND COURSES	FIND FORUMS	LIBRARY	HELP	
• •			Search courses:	Delirium	X Go
	Auckland	DHB (103)			
	Awhina Wa	aitemata DHB (135)			
	▶ Counties M	Manukau Health (11	4)		
	▶ Hauora Ta	irawhiti (7)			

I am going to enter Delirium and click Go to see:

This is a <b>test co</b> this course.	m, Dementia, Depression (3Ds) TEST COURSE urse (under development) and is not currently available for enrolling. Only the test is launched, anyone on Ko Awatea LEARN will be able to enrol to do this course. ur patience.	group have access to	Waitemata District Health Board Best Care for Everyone Category: Test courses			
问 Deliriu	m, prevention, detection and nursing management		4			
Who for	Nurses and other clinical staff	Te Hanga Whaioranga Mō Te Iwi – <b>Bui</b>	ato District Health Board Iding Healthy Communities			
About	Skills and techniques for the prevention, detection and nursing management of delirium					
Level / type	Level 5 Short course					
Pre- requisite						
Contact	Mark Reynolds, Waikato DHB					
Editing Trainer: Editing Trainer: I	Editing Trainer: Karen Griffin Category: Courses - training, certification and orientation Editing Trainer: Mark Reynolds Editing Trainer: Paula von Holzen					
	3 - Delirium Management package		-			
Welcome to the	Welcome to the Delirium Management package - An early identification & intervention e-learning course.					
This course is s	This course is suitable for all health workers who is involved in patient care across secondary, primary and residential care facilities.					

Each DHB has their logo displayed so you know which course you are enrolling in.

Please unenrol when you have finished looking at the course content. It's just good house keeping.