

LEARN



Trainers and assessors – how to switch roles so your own activities are recorded

Are you a trainer or assessor of an elearning course and want to complete the course yourself?

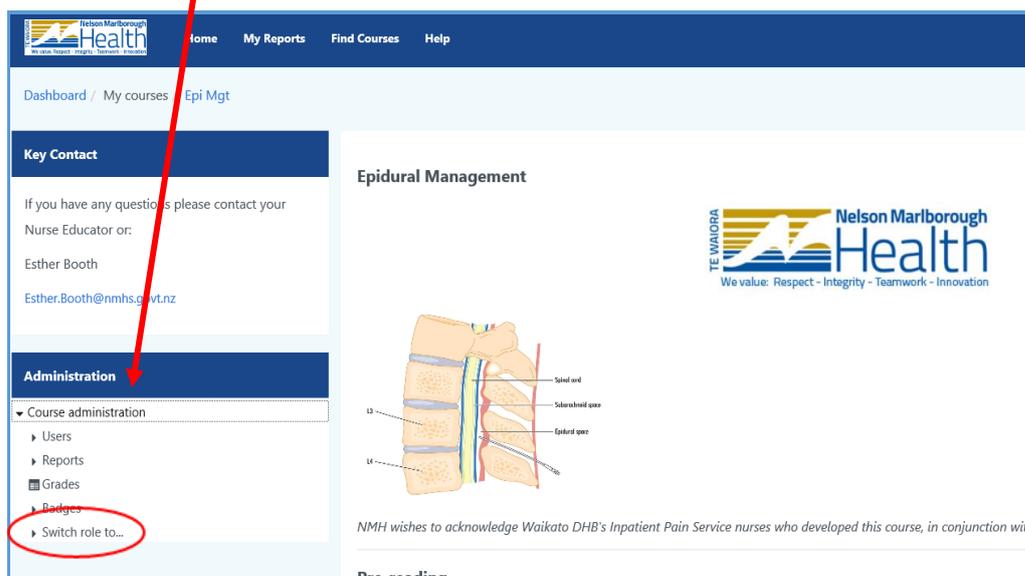
You will need to switch your role in the course to 'learner' so that your own course completion and grades are recorded correctly.

Otherwise you run the risk of wasting your time and not being able to complete the course yourself!

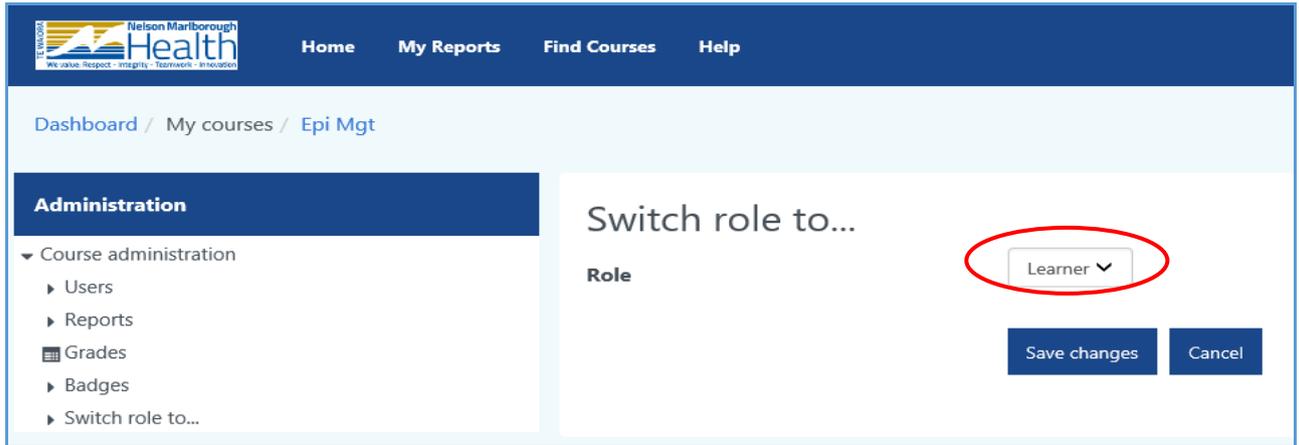
Follow the instructions below, and remember at the end to switch your role back.

A quick tip is that if you see something strange on a quiz like '405' attempts made, you are not in the learner role! You are seeing the total number of attempts across all users.

1. Log into LEARN
2. Open the course you need to complete.
3. On the LH side of the screen in the Administration block select Course Administration, then Switch role to...

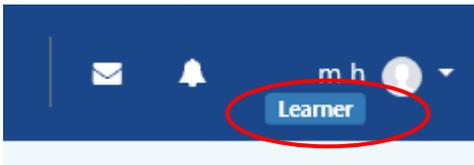


4. Select Learner from the drop down box:



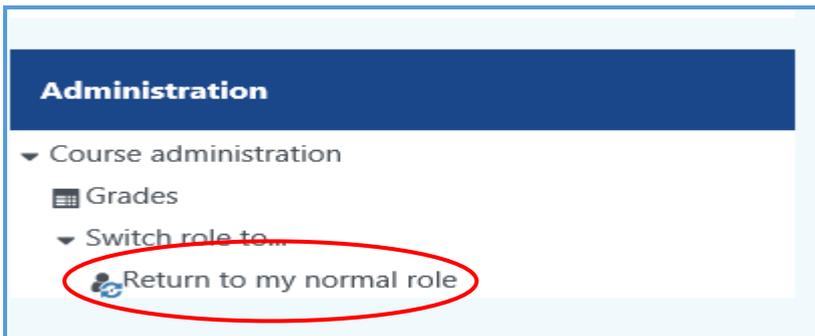
5. Then click  button.

6. Check the top RH corner of the screen – Learner should appear under your name:



7. Complete the course as per usual.

8. When finished return to your default Trainer role by selecting Return to my normal role in the Administration Block on LH side of the screen:



9. Learner will disappear from underneath your name and you are now back to your default role of Trainer:



Remember: you only need to do this for Learn courses that you have been assigned the Trainer role and want your results recorded – for all other courses your default role is Learner so results are recorded automatically.

If you are not sure:

- a) Check the Administration block on the LH side of the screen – if you have the ► Switch role to... option under Course Administration you have been assigned the Training role for that course and will need to switch to the Learner role if you want your results recorded.
- b) If you can't see the Switch role to... option and there is no role displayed directly under your name then you only have the Learning role assigned for that course so can continue with the course as per usual and your results will be recorded.

For assistance switching roles please e-mail eLearning@nmdhb.govt.nz