

ELMO learning

Key interface changes

My Learning

- 1. When you first view the My Learning page, ELMO will list the course you are enrolled into. By default, it will show 'Incomplete' courses with required courses listed first and then sorted by due date.
- 2. Use the filters (Incomplete, Completed or All) or enter text in the Search box to refine your list of courses
- 3. You can change the view from a large 'Card view' to a compressed 'List view'
- 4. Sort the list order by clicking on the table headings at the top of the course list

Federation University	My Learning					Search by course name
← learning ᢒ My Learning	Incomplete Com	pleted All =				3
Course Catalogue	Course C 4	Privacy and data protection awareness 18m	Category Compliance	Status	Due in 1 day	Required †
		Workplace bullying and occupational violence 30m	Compliance	NOT YET STA	in 1 day	Yes
	-	Introduction to procurement	Compliance	NOT YET STA	25 Mar 2021	Yes

Course Catalogue

The course catalogue shows all available courses, including those on the 'professional development' calendar. You can browse the catalogue by:

- 1. **selecting the 'Course Catalogue' menu** from the left-hand navigation menu (by default, this will show you all courses available to you)
- 2. using the 'All Categories' dropdown to filter by specific category
- 3. switch easily between 'All Courses' and 'Recommended' courses
- 4. entering keywords in the search bar (top right-hand corner) to find the course you are looking for.

Federation University	Course Catalogue Profe	All Courses Recommende	d Search by course name		
← 🔞 Learning	ALL COURSES	3	ti 🕮 =		
	Total courses: 7		1*		
Course Catalogue					
	6h Professional development Cracking the code of sustained collaboration	6h Professional development Cultivating career resilience	3h 30m Professional development Cultivating wellbeing - employee program		
	🗂 Sessions 🛛 🕂 Enrol	🗂 Sessions 🛛 🕂 Enrol	🗂 Sessions 🛛 🕂 Enrol		



Key interface changes

Previewing a course before enrolling

- You can preview course details before deciding to sign-up for a session. •
- Click on a course card or the row to see the course preview. .
- Do not use the 'Enrol' button from this view (go to the How to sign up for a session (pdf, 76kb) for more information).

Course Preview		×
Cultivating career re	silience	
		Target audience
		All staff
		Learning outcomes
		Part one:
		 understand the case for career resilience; identify and consider the competencies required to maintain employability as well as consider career constraints; understand the Career Resilience Framework; and understand core components of career management
Course information		Pad hum
Duration	6h	 apply basic business planning processes to careers; facilitate career resilience through career conversations, including; the dynamics of an effective career conversation assessment of personal sensitivities about career conversations with our manager
		 identify and build a supportive professional and personal network; and establish a personal board of directors to maintain career resilience.
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