

### 1 About the e-LfH Learning Management System

The e-LfH Learning Management System (LMS) is an educational web-based platform that provides quality assured online training content for the UK's healthcare workforce. The content has been created in partnership with the relevant professional bodies, typically royal colleges, and e-LfH e-learning specialists. The e-learning complements existing training programmes and provides an excellent source of reference information 'on the job'.

### 2 What does it offer me?

The content available to you on the e-LfH LMS is relevant to your job role or specialty. You can instantly access high quality, up-to-date educational material from any computer with an internet connection.

#### Useful terms

##### Learning Management System (LMS)

This is the web-based platform that delivers and tracks your online learning.

##### Programme

A complete set of learning materials and supporting content covering a specialty, such as Anaesthetics, or subject, such as End of Life Care for All.

##### Course

A set of sessions that are grouped together.

##### Learning Path

A group of sessions around a certain topic, recommended for you to work through.

##### Session

A single piece of learning containing interactive tasks, images, animations and video.

### 3 Gaining access

To access the e-LfH LMS please follow these five simple steps:

**Step 1** Access the e-LfH website by typing [www.e-lfh.org.uk](http://www.e-lfh.org.uk) into your browser.

**Step 2** Select **Log in to your e-learning** in the top right hand corner of the e-LfH home page.

**Step 3** Log in to the e-LfH Learning Portal using your existing username and password.

**Step 4** Select 'Launch e-LfH Learning Management System' from the left hand menu.

**Step 5** If you are a first time user, before you can gain access you will have to accept the terms and conditions by selecting the 'Accept' button.

If you have accessed the e-LfH Learning Management System before, you will be taken to the home page.

You now have access to high quality online learning

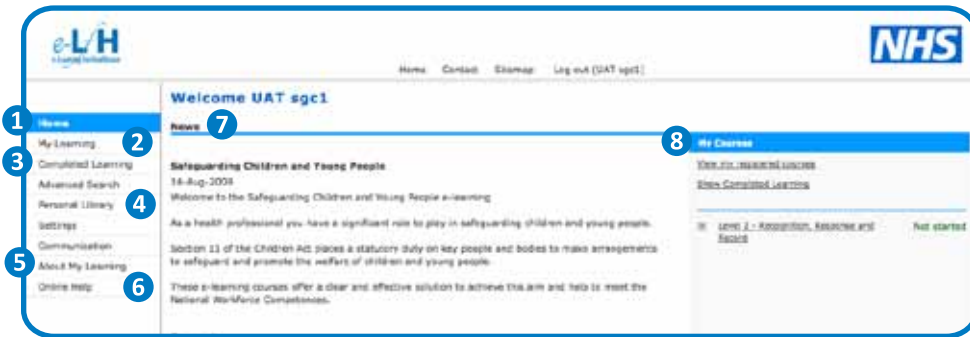
For general support queries, please visit:

<http://portal.e-lfh.org.uk/support>

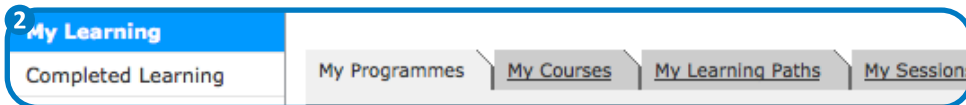
To register, please visit:

<http://portal.e-lfh.org.uk/registration>

## 4 Finding your way around



- 1 Home**  
This contains all the links you need to be able to access your learning and other information about the programmes you have been registered on.
- 2 My Learning**  
This takes you to the programmes you have been registered on. These programmes contain all the available courses and sessions. For more details see the additional section below.
- 3 Completed Learning**  
This takes you to an area that lists all of your completed courses and sessions.
- 4 Personal Library**  
You can choose to add e-learning sessions or Word documents here, for example to bookmark content that you may need to refer to on a regular basis or want to return to at a later stage.
- 5 About My Learning**  
This area offers you more information on your learning programmes.
- 6 Online Help**  
This area provides support information on all aspects of the LMS.
- 7 News**  
You can keep up to date on all the latest developments to your programmes as well as important information regarding e-LfH and the LMS.
- 8 Quick Access Panel**  
This set of links allows you quick access to items such as courses or sessions you have started and messages you may have waiting for you.



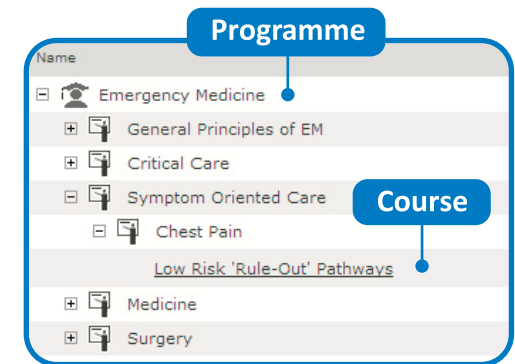
When you select My Learning you will see four tabs: My Programmes, My Courses, My Learning Paths and My Sessions. These contain all of the content that you have not yet completed. Use the tabs to access the content that is available to you.

## 5 Accessing your learning

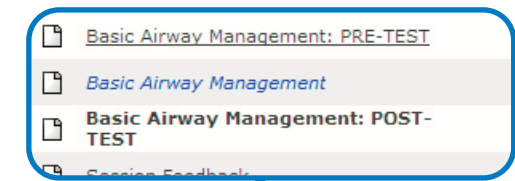
When you select My Learning you will see a list of programmes.

These programmes contain all the courses available to you.

Select the programme title to see the courses. To access a course select the course title.



When you access a course you will see a list of sessions. These sessions may be divided into folders.



Select a session title and a new window will be launched containing the learning material.

When you have completed a session, close the browser window in the normal manner.



## 6 How your learning is recorded

Course progress and completion is recorded and added to your Completed Learning.

If applicable, you can see the scores you have achieved for each session, and also download completion certificates for each course in Completed Learning.

