DEMOCRAIC SERVICES COMMITTEE

Briefing Note on All Wales Academy

Accessing All Wales Academy

- 1. Go to <u>http://awa.learningpool.com</u>
- Enter your username (this will be your email address, all lower case) and the password provided to you by email on 3 September 2015 as your first login Click/tap 'Login'

If you are returning to the site but have forgotten your username or password, select the forgotten username or password link. This will email you to relevant details to be able to continue (please note, this will be to your cardiff.gov.uk email address).



3. Once logged into the site, select the 'I am a Councillor' button from the home page to take you to Councillor specific content.



(If you have never used e-learning before, you may find it useful to select the 'First Time Here' tap at the top to access some useful videos that show you how to navigate the site and modules)

4. On the next screen you will see something similar to this:

Course categories:	I AM A COUNCILLOR/RYDW I'N GYNGHORYDD	\checkmark
		Expand all
	Councillor Induction and Skills/Cynefino a Sgiliau i Gynghorwyr (2)	
	Personal Development (4)	

This will inform you of the categories currently available and the number of courses sitting within each of those categories.

Select one of the categories and it will expand to show the names of each of the courses with a short blurb for each, e.g:



5. To enter the module, click or tap the title of the course and select the 'Enrol me' button



6. You will then be met with the 'Topic Outline' that looks similar to this:

Your progress Ethics & Standards (Councillor Development)	COURSE COMPLETION STATUS	∈ ⊾
This module will aim to help you understand the importance of the ethical framework and Code of Conduct and has been co-developed in partnership with the WLGA.	Status: Not yet started All criteria below are require	red:
You should aim to spend around 35 minutes completing the module.	Required criteria Activity completion	Status 0 of 1
Open all Close all	More details	
Instructions: Clicking on the section name will show / hide the section.	UPCOMING EVENTS	
+ E-Learning	There are no upcoming e Go to calendar New event	vents
+ Evaluation		-
+ Certificate		

Click/tap the '+' to expand each section heading to access the e-learning module/ evaluation/certificate. You must complete the entire module before you are able to access the certificate.

7. Within the module, use the section blocks to move from one section to the next, the 3 bullet points to access any resources within the module and 'Exit Activity' when you wish to exit the module.

