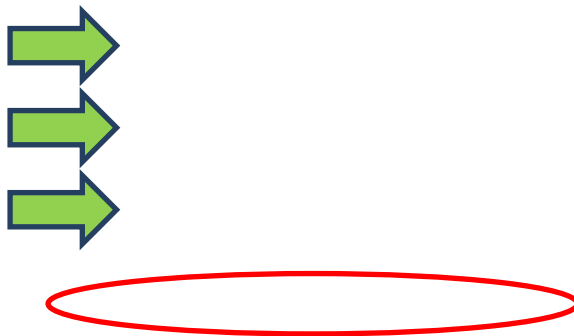


Briefing Note on All Wales Academy

Accessing All Wales Academy

1. Go to <http://awa.learningpool.com>
2. 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).

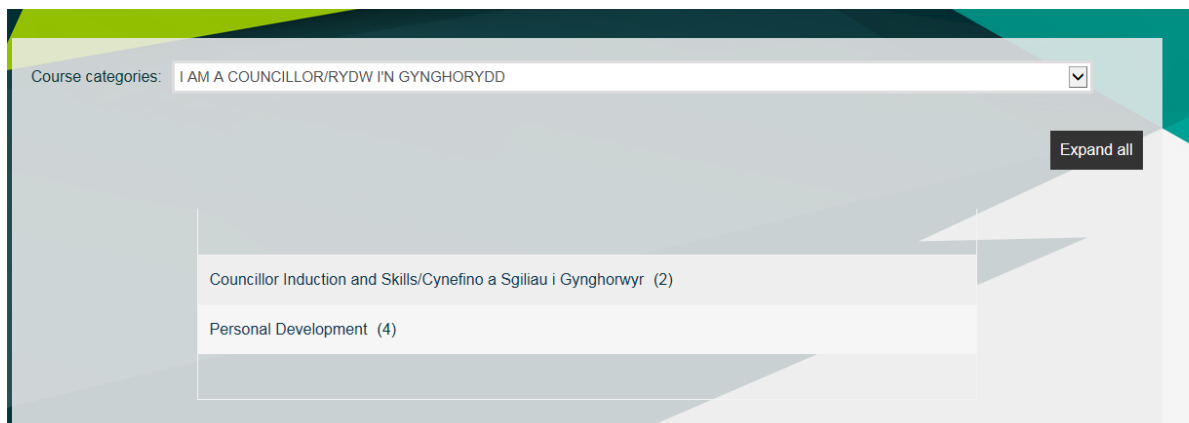


3. Once logged into the site, select the 'I am a Councillor' button from the home page to take you to Councillor specific content.



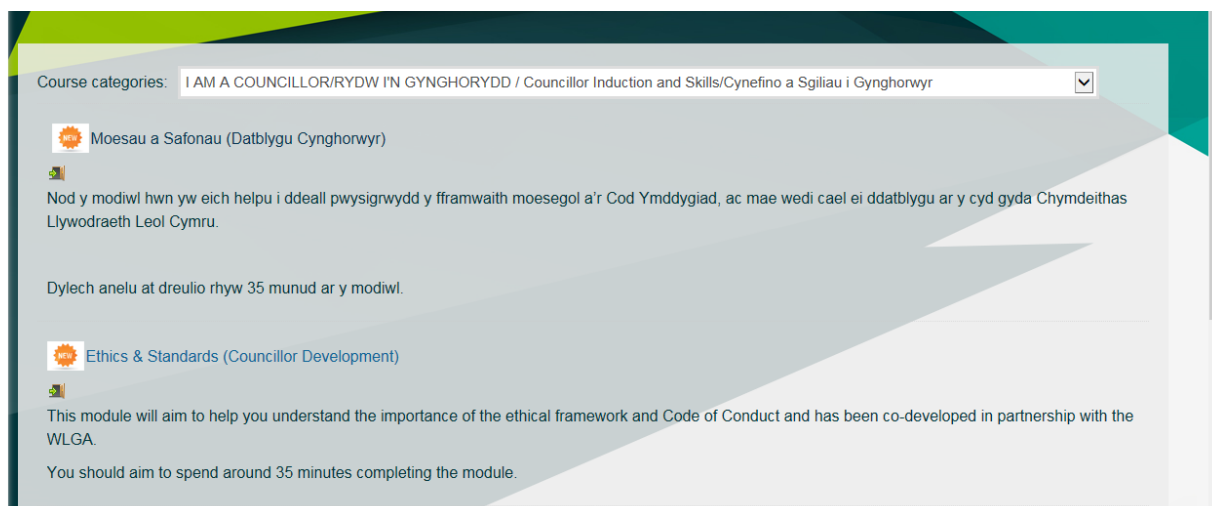
(If you have never used e-learning before, you may find it useful to select the 'First Time Here' tap at the top to access some useful videos that show you how to navigate the site and modules)

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

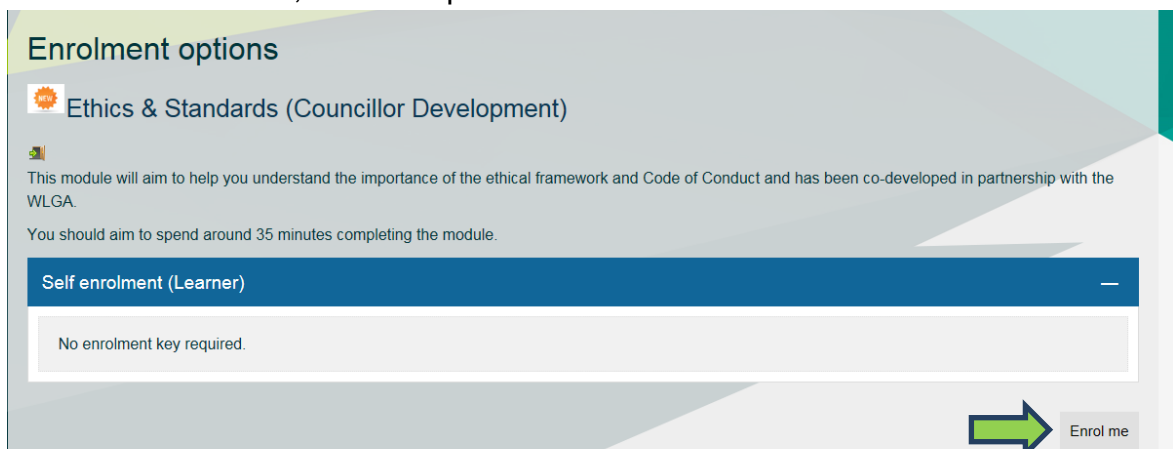


This will inform you of the categories currently available and the number of courses sitting within each of those categories.

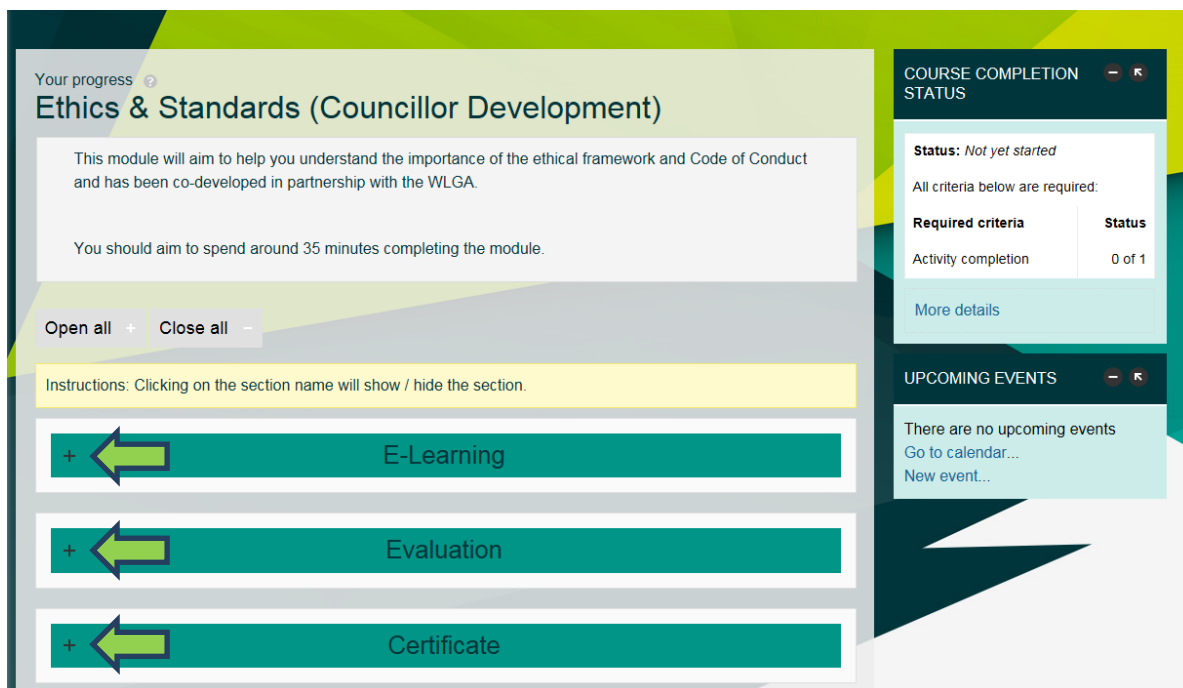
Select one of the categories and it will expand to show the names of each of the courses with a short blurb for each, e.g:



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:



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.

