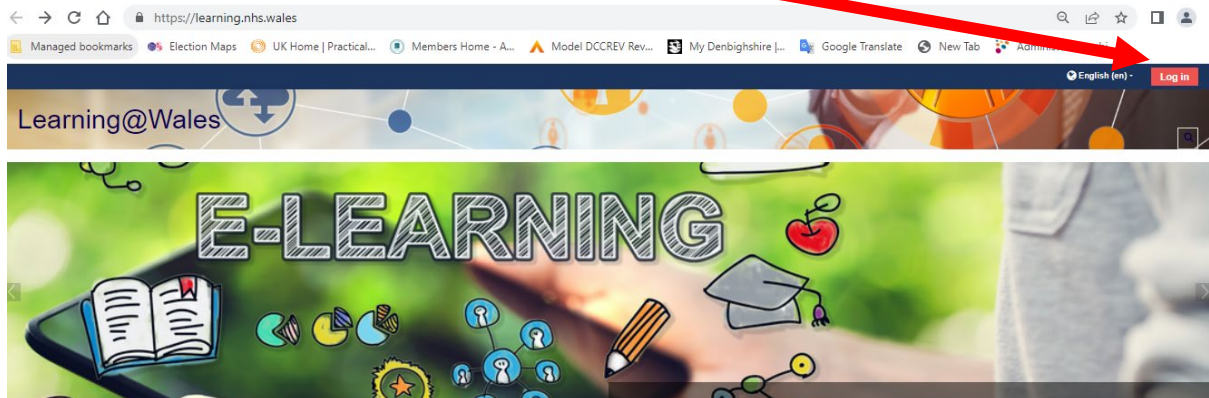


## Concise Guide to e-Learning Courses for Councillors

1) The site is accessed from this link: <https://learning.nhs.wales/>

2) Choose 'Log in'



3) Enter your username which will be your normal sign on e.g. [REDACTED], all lower case. This will be the [REDACTED]. Your password will be [REDACTED].

Click the red login button at the top right of your screen.

4) From the 'Local Authorities command (see below) choose 'Denbighshire'.



5) On the following screen, choose Cymraeg or English for your language choice.

Course categories: Local Authorities / Denbighshire Local Authority



Croeso i Portal E-Ddysgu Cyngor Sir Ddinbych. Welcome to Denbighshire County Council E-learning Portal.

*I fewngofnodi defnyddiwch eich enw defnyddiwr arferol, e.e. joha8513. Eich cyfrinair fydd Denbighshire1% gyda 'D' fawr. Os gofynnir am allwedd cofrestru i agor modiwl, defnyddiwch Denb106%.*

*To log in use your normal user name, e.g. joha8513. Your password will be Denbighshire1% with a Capital 'D'. If asked for an enrolment key to open a module, use Denb106%.*

Cymraeg

English

6) Choose 'Councillors'

The button below will take you to the available e-learning modules.

To log in use your normal user name, e.g. joha8513. Your password will be Denbighshire1% with a Capital 'D'. If asked for an enrolment key to open a module, use Denb106%.



## 7) Choose 'Mandatory Modules'



## 8) Choose the course you want from the list below.

Course categories: [Local Authorities](#) / [Denbighshire Local Authority](#) / [English](#) / [Councillors](#) / [Mandatory Modules](#)



[Denbighshire Council  
Home Page](#)



[Back a Page](#)

Search courses

- [Well-being of Future Generations \(Wales\) Act 2015](#)
- [Social Media Awareness](#)
- [Public Speaking & Working with the Media](#)
- [Planning for Planning Committee Members](#)
- [Local Government Finance](#)
- [Introduction to Planning](#)
- [Introduction to Licensing](#)
- [Governance, Audit & Risk Management](#)
- [Ethics & Standards](#)
- [Equality & Diversity](#)
- [Effective Scrutiny](#)
- [Community Leadership & Casework](#)
- [Chair Meetings Effectively](#)
- [Welsh Language Standards](#)
- [Social Services & Wellbeing \(Wales\) Act 2014](#)
- [Corporate Parenting](#)
- [Corporate Governance](#)

## 9) Choose the 'Enrol me' box (as arrowed below).

## Enrolment options

 Social Media Awareness

### ▼ Self enrolment (Student)

No enrolment key required.



10) Click the green icon next to the course name (as arrowed below).

 **New Mandatory Modules for Elected Members May 2022**

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Social Media Awareness E-Learning Module

You can complete the module by clicking on the below green icon and heading. Once into the

 **Social Media Awareness**

**To do:** Pass the activity   **To do:** Receive a grade   **To do:** Receive a score of 79 or more

---

g Module

Topic 2

---

Topic 3


11) Choose 'Enter'.

**To do:** Pass the activity   **To do:** Receive a grade   **To do:** Receive a score of 79 or more

---

Number of attempts allowed: Unlimited  
 Number of attempts you have made: 0  
 Grading method: Highest attempt  
 Grade reported: None

Mode:  Preview  Normal

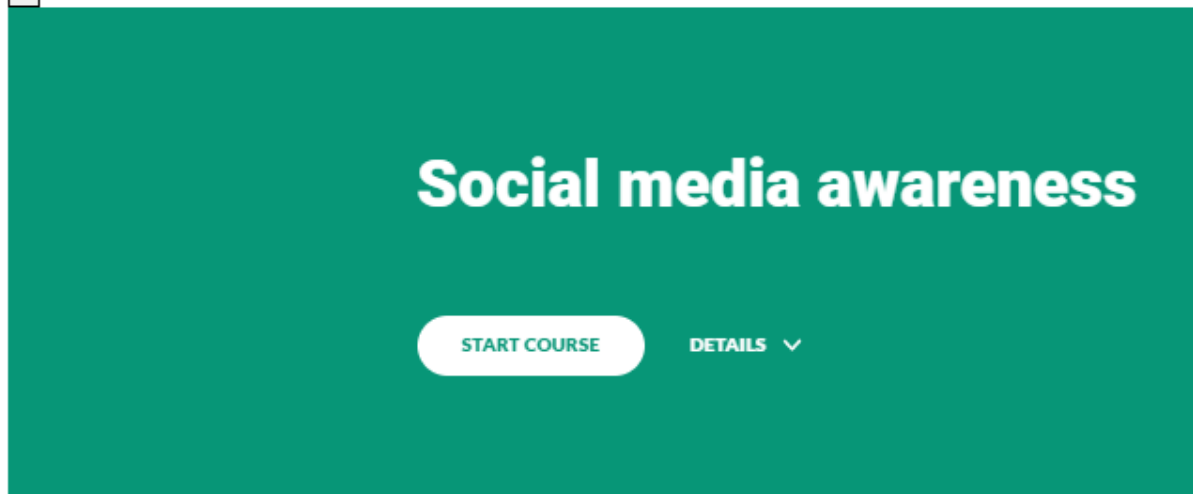
**Enter** 

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« PREVIOUS ACTIVITY  
 New Mandatory Modules for Elected Members May 2022

12) Choose 'Start Course'.

## Social Media Awareness

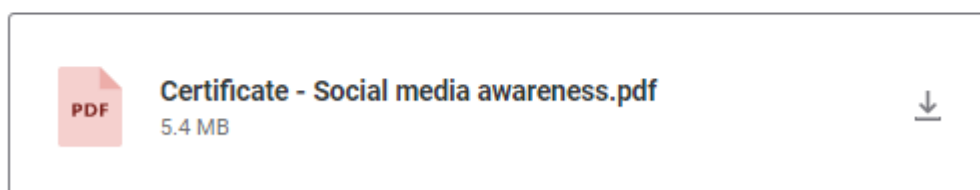


13) The course will now start and you progress through it by scrolling down the screens, answering any quiz questions and pressing 'Continue' or 'Next' etc., where prompted.

14) A certificate can be downloaded on completion of the course.

## Download your certificate

*Click the link to download your certificate.*



15) After downloading your certificate, you can exit the course by choosing the 'Exit activity' button:





- Communications team
- IT/Digital team



## Download your certificate

*Click the link to download your certificate.*

	<b>Certificate - Social media awareness.pdf</b> 5.4 MB	
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