Concise Guide to e-Learning Courses for Councillors

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

2) Choose 'Log in'
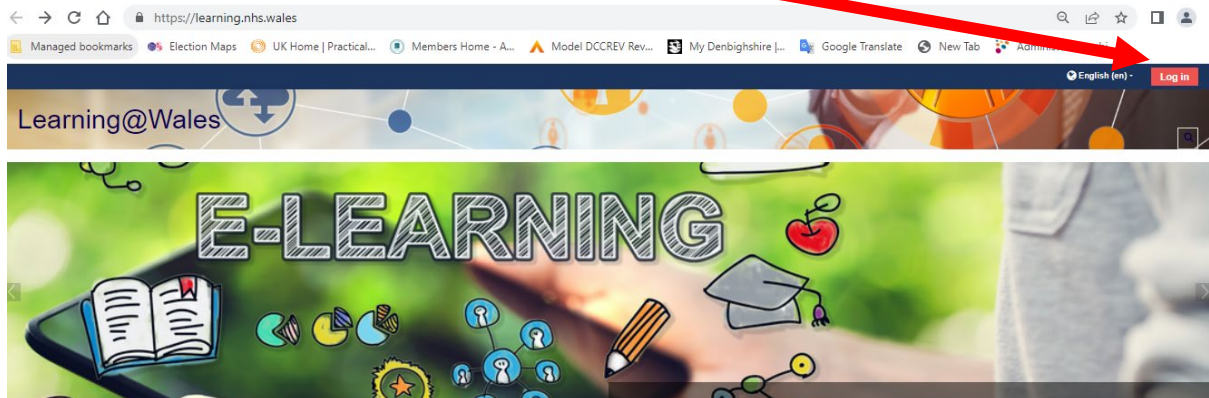
3) Enter your username which will be your normal sign on e.g. ▮▮▮▮▮▮▮, all lower case. This will be the ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮. Your password will be ▮▮▮▮▮▮▮.

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.

6) Choose 'Councillors'

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.

Enrol me

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

New Mandatory Modules for Elected Members May 2022

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
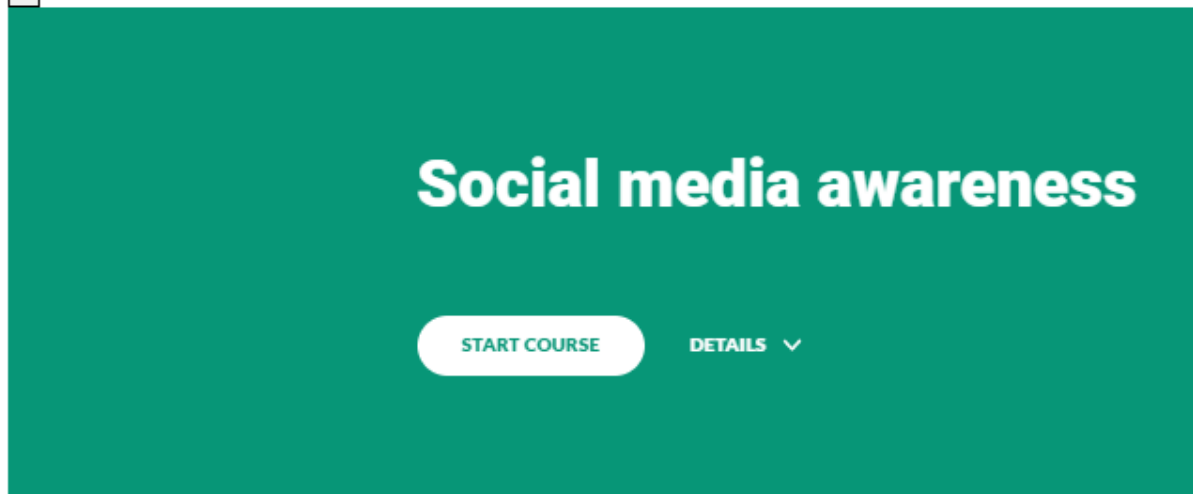
Mode: ○ Preview ● Normal

Enter

PREVIOUS ACTIVITY
« New Mandatory Modules for Elected Members May 2022

12) Choose 'Start Course'.
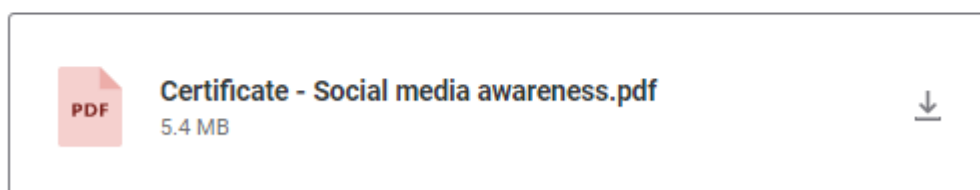
Social Media Awareness

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:

Exit activity

- Communications team

- IT/Digital team

Download your certificate

Click the link to download your certificate.

| PDF | **Certificate - Social media awareness.pdf**
5.4 MB | ↓ |