

DIVERSITY IN THE WORKPLACE E-LEARNING COURSE HELPSHEET

Aberystwyth University has recently subscribed to an e-learning course to help staff learn more about diversity issues. This helpsheet will help you get the best from the course.

In order to use the course, you will need to be comfortable doing the following:

- Using a mouse and keyboard
- Using a Web browser (such as Internet Explorer or Firefox)
- Navigating a Web page (e.g. using links, moving between pages)

If you feel you may need help with any of these aspects, please contact the **Advisory Service** on ext **2474**.

You will also need access to a computer connected to the Internet – you may be able to do this from your office. If you do not have access to a computer as part of your work, you can use one of the public workstation computers provided throughout campus. A list of these can be found on the Web at <http://www.inf.aber.ac.uk/locations/wsrooms.asp> or in the printed Information Services Guide (available in all Aberystwyth libraries). Staff in Advisory or on the library Enquiry Desks will also be able to help you.

As a member of staff you are also entitled to use the Staff Development Learning Centre which is on level E of the Hugh Owen Library (please contact the Centre for the Development of Staff and Academic Practice for more details).

If you wish to use one of the University computers (either in an office or a public access computer) you will need an active Aberystwyth computing account which provides you with a username and password. The username is likely to be in the form of 3 letters (e.g. xyz) and the password will be unique to you. If you are unsure whether you have an account, please contact Advisory.

ACCESSING THE E-LEARNING PACKAGE

Open up a Web browser on your computer and load up the address below:

<http://aberystwyth.marshallacmtraining.co.uk>

Once you have done this you should see the login screen for the e-learning course.

Type in your email address, e.g. abc@aber.ac.uk and the default password of "password" given by the system (please note that this is not your Aberystwyth University password).

Note that you can choose which language you wish to work in on this screen – by default you will login in English. If you wish to use Welsh, click on arrow next to the word 'English', and then click on the word 'Cymraeg'.

Once you are happy you have entered the details correctly, click on the **Cyflwyno | Submit** button.

You will then see a link to the course

[Amrywiaeth yn y Gweithle AU | Diversity in the Workplace HE](#)

Click on this link and the diversity e-learning course will begin.

CHANGING PASSWORD

The first time you use the course, you will need to enter the default password allocated by the system: password. You must change this to another password.

Select 'Password' from the menu bar and change your password to something more memorable. **When changing your password it is important that you do not use the same password as your University account.** Please remember that passwords are personal to you and need to be kept safe and secure.

To change your password, type your chosen password into the New password and Confirm password boxes and click onto the Submit button. A message will appear "Password changed - Your password has

been updated. Please keep your password protected and do not share it with other people“. Additionally, an email will be sent to you confirming this change.

PROGRESSING THROUGH THE COURSE

You should read each page of the course carefully – if you feel you have not understood a point, you can go back to the previous page by clicking on the **Previous** button at the bottom of the page.

When you are ready to move to the next page, click the **Next** button at the bottom of the page.

You can also navigate through the course by clicking on the links on the left-hand side of the screen. Please note that there may be more than one page relating to these links, so you are advised to use the Next button to progress through the course.

There are also links to relevant news articles on the right-hand side of the screen. These will open a new browser window; when you have finished reading the article, click once on the cross in the top right-hand corner of the screen to close this window down and return to the e-learning package.

TAKING THE QUIZZES

At certain points in the course, you will be asked a series of questions to check whether you have understood the topic. These will be in the form of multiple choice questions.

Read the question carefully and then look at the set of possible answers – in most cases you will be asked to choose 1 from a set of 4 possible answers. To select the correct answer, click once with your mouse in the circle next to the answer you wish to choose – this will put a small dot into the circle. Click on the **Submit** button and you will be told whether your answer was correct.

Read the feedback and then click on the **Next Question** link to see the next question.

You will also be given a mandatory quiz at the end of the course under the section “Summary and Mandatory Quiz’. The results from this mandatory quiz are monitored and will be used to determine whether you have passed the course or not.

Please note that you cannot go back and change your answer once you have pressed **Submit**.

Once you have completed and passed this mandatory quiz / end of course assessment, you have finished the diversity e-learning course and have an opportunity to print out a certificate. If you have not passed this quiz, you will have the opportunity do the course and quiz again.

Additionally, there is a Resource section with Diversity Terminology and Useful websites that can be read for further learning and also a Module Help to assist with the course.

SOME THINGS TO NOTE

1. When setting your password for the e-learning course, **DO NOT** use your Aberystwyth password. Use another password unrelated to your Aberystwyth one.
2. You can change language at any point in the course, by clicking the language link, i.e. Cymraeg or English in the top right-hand corner of the screen.
3. If you do not use the course for 30 minutes you will be 'timed out' of the system – this means you will need to login again.
4. You cannot change the answers to quiz questions – make sure that you have selected the one you feel to be correct before clicking on the Submit button
5. If you wish to stop the course before the end, click on the Bookmark link at the top of the text. This will mean that the system remembers where you last stopped.