

Derbyshire County Council's Community Safety Unit have developed a number of eLearning modules you may wish to access, including:

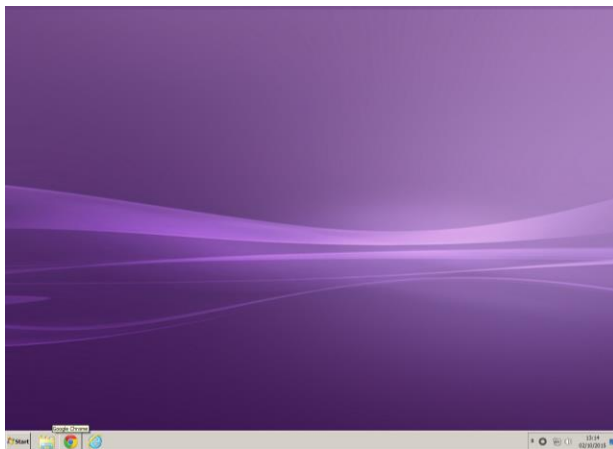
- Anti-Social Behaviour Tools and Powers
- Child Sexual Exploitation: An Introduction
- Community Safety: An Introduction
- Cybercrime and Online Safety
- Domestic Abuse: An Introduction
- Hate Crime: An Introduction
- Honour Based Violence and Forced Marriage
- Modern Slavery: An Introduction
- Prevent (Counter Terrorism)

This document will help you to log-in to any of these modules. Each course also has its own completion guide, available via Safer Derbyshire and Derbyshire Learning Online.

Process

1. From your desktop **open Google Chrome web browser or alternatively Microsoft Internet Explorer 11**. In this example we are using Google Chrome. *Please note the eLearning module will not work properly in older versions of Internet Explorer – you will need a newer browser.*

Desktop



2. Click Google Chrome button

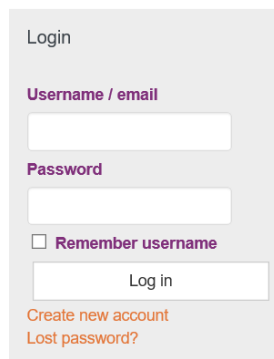


In the address bar type **derbyshire.learningpool.com**

(Do not type 'www' or 'http' before the address)

3. As required, complete the following fields: Username and Password:

Learning On-Line on Learning Pool - Google Chrome



The screenshot shows a login form titled "Login". It contains the following elements:

- A label "Username / email" above a text input field.
- A label "Password" above a text input field.
- A checkbox labeled "Remember username".
- A "Log in" button.
- Links for "Create new account" and "Lost password?" below the button.

Returning to Derbyshire Learning Online? If you have logged into this site to complete eLearning before, you should use the username and password you saved previously. You will have been asked to change the password to something personal to you. If you can't remember your password, use the 'Lost Password?' function on the log-in screen.

New to Derbyshire Learning Online?

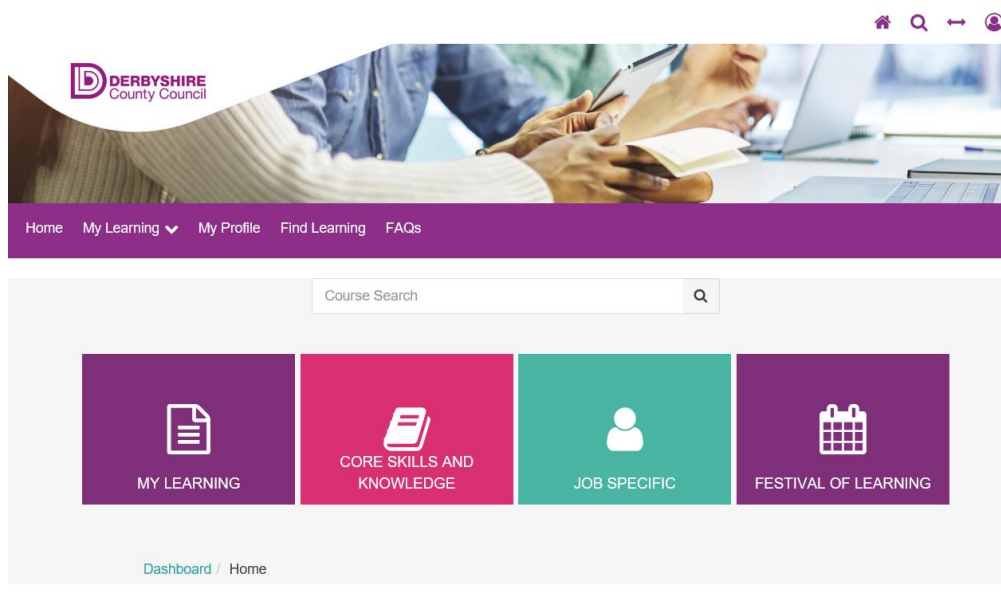
DCC Staff / SAP School staff: Your **Username** is your SAP payroll number e.g. 01800***. Your initial **Password** is usually either **welcome** or **Welcome1**. If you are returning to the site, you should use the username and the password you saved previously.

DCC Elected Members: Your **Username** is your SAP payroll number e.g. 01800***. Your initial **Password** is usually **Welcome1**. If you are returning to the site, you should use the username and the password you saved previously.

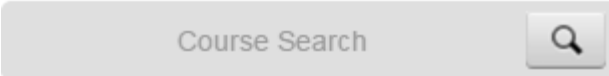
Other Schools & Academies / Governors / Partner Organisations: You will need to request a registration key from communitysafety.training@derbyshire.gov.uk. You will then be emailed instructions of how to create an account. If you are returning to the site, you should use the username and the password you saved previously.

All users: If you can't sign in after trying the above, please email dlo@derbyshire.gov.uk

Once you have successfully logged in you will be able to view your user profile. **The home page will be displayed similar to shown below.**



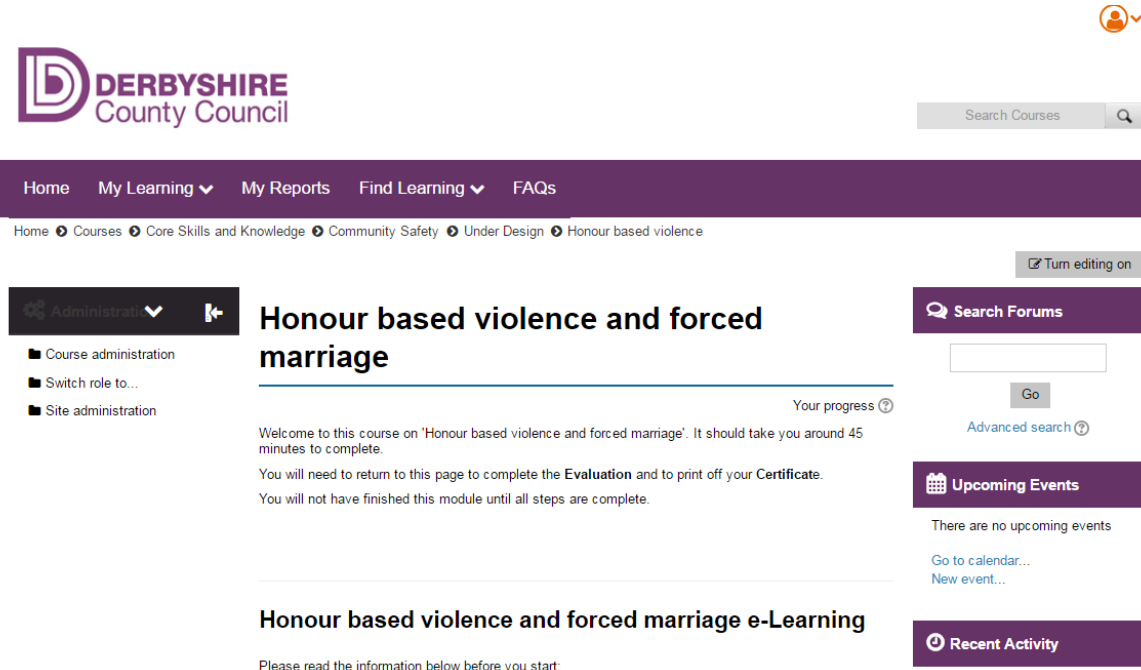
4. Use the course search option. **Type in a key word from the course** e.g. Prevent or Domestic and **click on the search icon or click enter.**



If you are not sure which course you are looking for, click into 'Core Skills and Knowledge' on the home page and then 'Community Safety' to see the full range of courses available. You may also wish to look at the 'Safeguarding' section for other available courses e.g. CSE eLearning.

5. **Click on the link for your preferred course** and then **enrol me** to enrol yourself on the course.

6. You should then see the course page, similar to the one shown below:



The screenshot shows the course page for 'Honour based violence and forced marriage'. At the top, there is a search bar and a user profile icon. Below the search bar is a navigation menu with links: Home, My Learning, My Reports, Find Learning, and FAQs. A breadcrumb trail shows the path: Home > Courses > Core Skills and Knowledge > Community Safety > Under Design > Honour based violence. On the left, there is an 'Administration' dropdown menu with options: Course administration, Switch role to..., and Site administration. The main content area has the title 'Honour based violence and forced marriage' and a 'Your progress' indicator. Below the title, there is a welcome message: 'Welcome to this course on 'Honour based violence and forced marriage'. It should take you around 45 minutes to complete. You will need to return to this page to complete the Evaluation and to print off your Certificate. You will not have finished this module until all steps are complete.' Below this, there is a section for 'Honour based violence and forced marriage e-Learning' with the instruction: 'Please read the information below before you start:'. On the right side, there are three widgets: 'Search Forums' with a search input and 'Go' button; 'Upcoming Events' with the message 'There are no upcoming events' and links for 'Go to calendar...' and 'New event...'; and 'Recent Activity'.

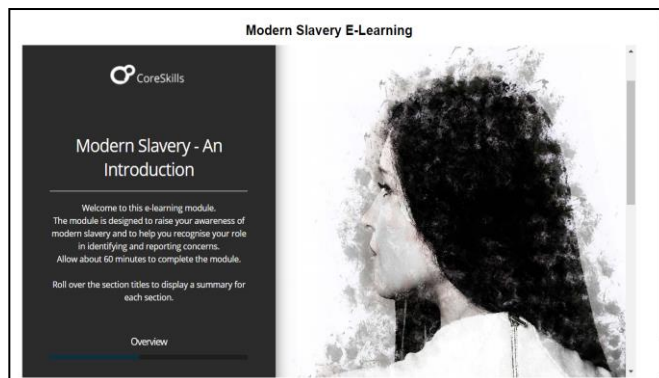
7. Read the instructions, then scroll down and click the eLearning web-link. In this example:

 [Honour based violence and forced marriage eLearning](#)

(Most community safety courses also have a course completion guide, just below the module – you may wish to open or print it off to help you progress through the course)

8. On the next page click

Enter



You will then see the home screen for that module; examples shown above. Work through each section in turn, starting with the first menu block, often called *Introduction* or *Overview*.

In each section you should scroll down, using the two sliding bars to the right of the screen, and complete the various activities on that page.

Don't skip any activities or you will not complete the module – take care to click or tap on all the arrows and drop down menus, even if you think you know that bit already – it all counts towards your completion.

At the bottom of each page, click 'Next' to move onto the next section. You won't return to the home screen in between unless you choose to.

When you have completed the module, you **MUST** return to the Learning Pool course page to complete any other sections related to the course, useful documents, websites, evaluation etc. You will need to scroll down the Learning Pool page to see these sections.

When all compulsory sections for your chosen course are marked complete, you will be able to access your certificate.

To access further courses return to the Derbyshire Learning Online home page and repeat step 4 onwards.

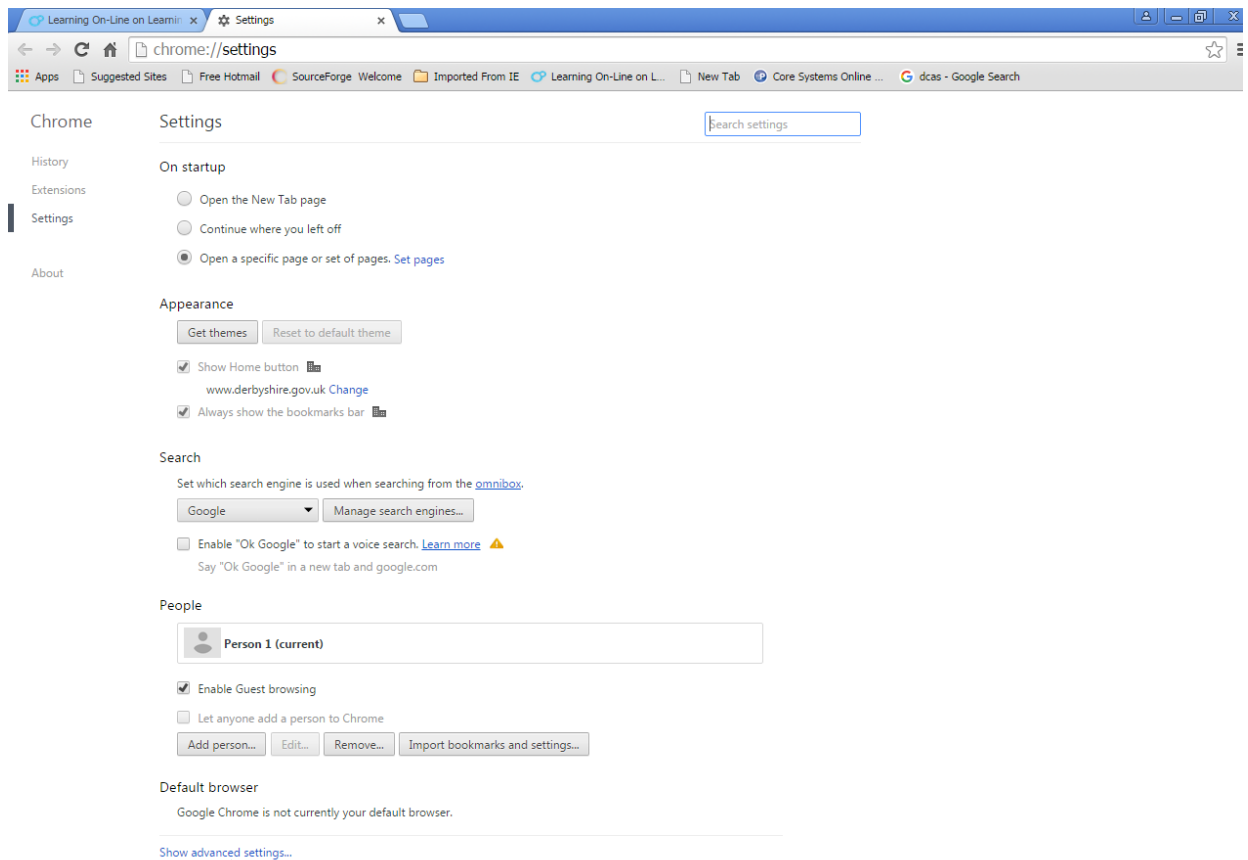
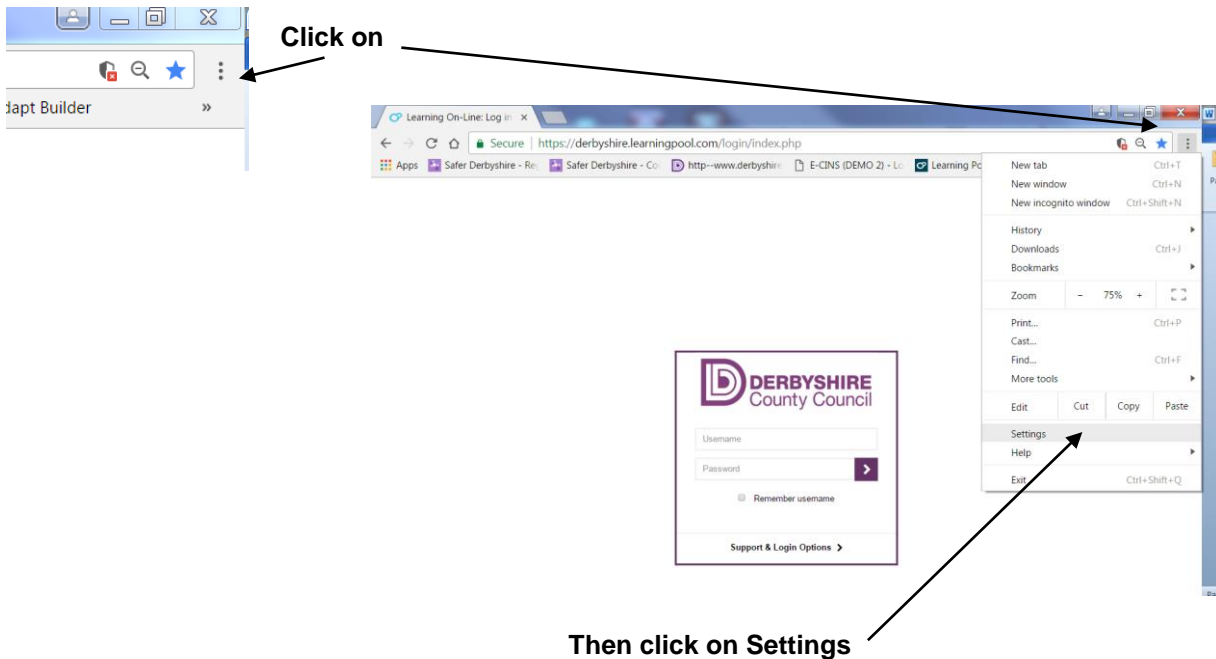
Course not loading?

See next page...

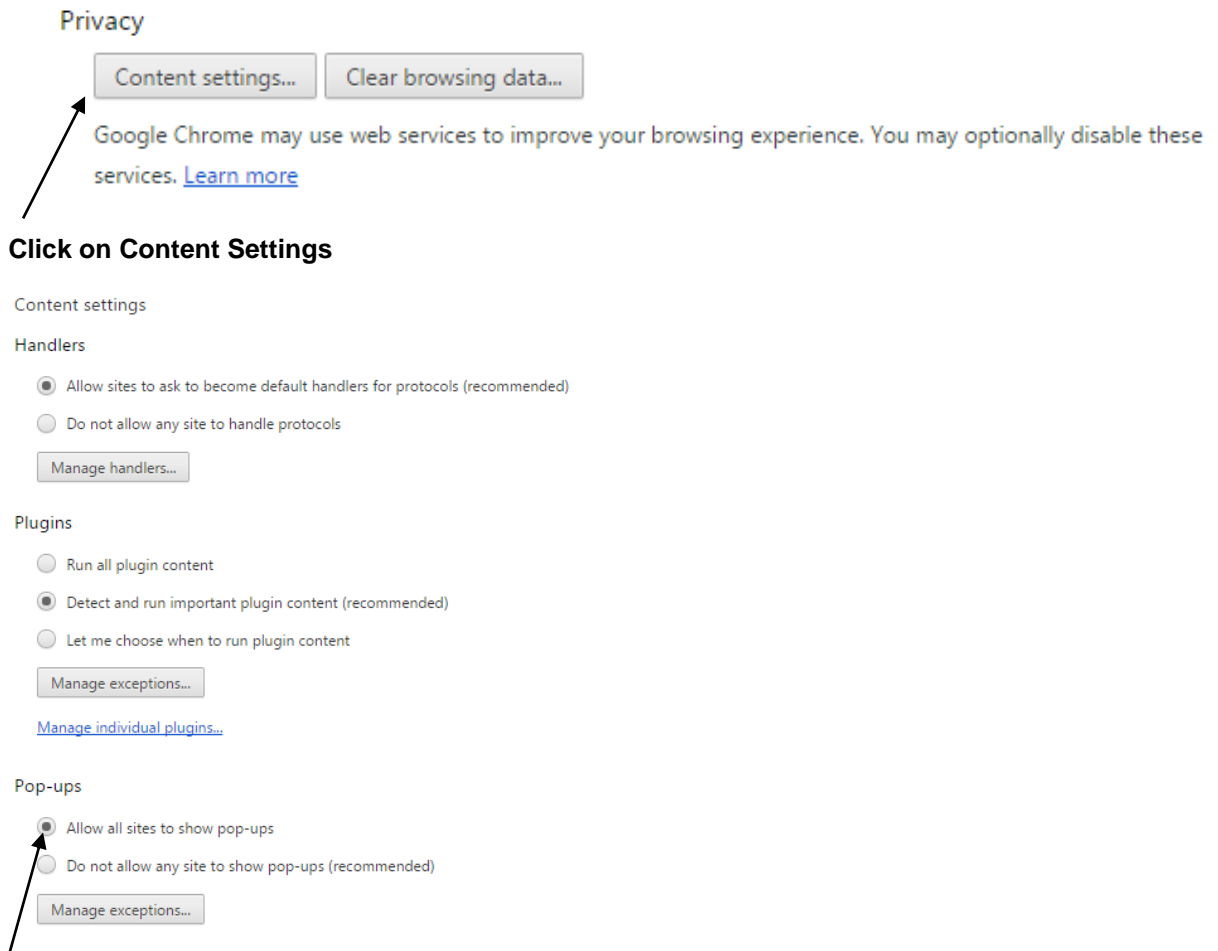
How to access Derbyshire Learning Online community safety eLearning.

(Enable 'pop-ups'– Pages 5-6)

If the course does not load you may need to check your web browser settings and change to **allow pop ups**. To do this:



Click on Show advanced settings



The screenshot shows the 'Privacy' section of a web browser's settings. At the top, there are two buttons: 'Content settings...' and 'Clear browsing data...'. Below these is a text block: 'Google Chrome may use web services to improve your browsing experience. You may optionally disable these services. [Learn more](#)'. An arrow points from the 'Content settings...' button to the 'Click on Content Settings' instruction below. The 'Content settings' section is expanded, showing 'Handlers' and 'Plugins'. Under 'Handlers', the first option 'Allow sites to ask to become default handlers for protocols (recommended)' is selected. Under 'Plugins', the second option 'Detect and run important plugin content (recommended)' is selected. Below 'Plugins' is a link 'Manage individual plugins...'. The 'Pop-ups' section is also expanded, and the first option 'Allow all sites to show pop-ups' is selected. An arrow points from this option to the instruction below.

Click on Content Settings

Ensure that the option Pop-ups > Allow all sites to show pop-ups is checked.

Return to course page and reload.

Once you have finished the eLearning module, you must return to the course page and complete any compulsory sections, before you can access your certificate of completion.

Please see the relevant **course completion guide** for more details.

If you still have problems accessing the course, after following this guide, please email dlo@derbyshire.gov.uk