

iLearner Overview – Guide for Learners

This is a step-by-step instruction to enable you to access the iLearner system. Alternatively you can access the step-by-step videos on our website (<http://www.roveconsultancy.co.uk/iLearner/>).

1. Go to www.icanqualify.net
2. Type in your **username** and **password** given
3. Click the '**Login**' button
4. You will be presented with some documents to read*. You need to scroll down to the bottom of each page and click 'I agree'. Use the outer scroll bar! Don't worry if you can't read the document, you can always access it via 'online documents' later on.
5. You will be prompted to change your password. Make a note of your new password – you are the only one who knows it.
6. You will then be taken to a new screen to fill in your personal details.
7. Fill in the **My details** section, ensuring you put all the details in including your address, email address, telephone number so that we can contact you.

When you have completed this section you must click the '**Update these details**' button.

8. Now use the scroll bar on the right to move down the page and complete each section in turn.

You can upload a CV using the **browse** button, then click '**Upload**'. You should upload copies of your certificates into the CPD library by using the browse button and then choosing upload. (If you make a mistake you can use the remove tool to remove it).

- Then click '**Save my answers**' – on the right.
- Scroll down and complete your circumstances.
- Then click '**Save my answers**' – on the right.
- Scroll down and complete '**Your qualifications**' section, click '**Add qualification**' to add a new qualification.
- Then click '**Save my answers**' – on the right.
- Scroll down and complete '**Your Employment**'
- Then click '**Save my answers**' – on the right.
- Scroll down and complete '**Your learning style**'
- Then click '**Save my answers**' – on the right.

When you have completed all sections, scroll to the bottom of the page and **put a tick** beside 'When you have completed all the questions in this interview, check this box'

Then click '**Save my answers**' – on the right.

9. You will then be presented with your inbox – click on the 'Mail ID' beside a message to see the message contents.

You can then use the **reply** button to reply to the message from your tutor.

10. On the left hand side you will see a variety of buttons:

- A. **Home** – this is where you are taken when first logging in so that you can access any new emails and assessments.
- B. **Mail** – this is where you access your Emails and send mails to your tutor.
 - Use the **Create New Mail** to send a message to your tutor (or admin for support regarding your course).

Please ensure that you send an email to your tutor now so that they know you can use the system.

- Use the All inbox to see all the messages you have received. Remember to click on the Mail ID to view the email.

Attachments regarding work to be done will be sent to you, you will need to download them by clicking on the view/read me button*

If you are sent a zipped file you need to open up the zipped file and use the 'extract all files' button to see and amend the contents.

- Use All sent to see all the messages you have sent
 - Threaded enables you to see a history of your communications
- C. **Online documents** – You can access this and see a variety of documents, including policies and procedures, a variety of documents including: your learner agreement, your appeals procedure and the qualifications standards.

This area also includes some useful learning resources for your course.

Please note to be able to read these pdf documents you need to have an up to date adobe reader (available for free from adobe.com)

- D. **Your Details** – stores your name and address (as entered earlier) and other details.
- E. **Your portfolio** – enables you to see your portfolio of evidence submitted (if applicable to your course)
- F. **Your Activities** – enables you to see any activities (if applicable) that have been assigned to you via your tutor. You can use the **view** or **read me** button to view your assigned activities*

- G. **Tasks and plans** – enables you to see any tasks or plans (if applicable) that have been assigned to you via your tutor.
- H. **Contact logs** - enable you to see any contact made via email, telephone and any scheduled contacts.
- I. **Progress** – enable you to see your progress for your unit on a chart, or you can use the view buttons to see further detail of progress.
- J. **Still to do** – enables you to see what you need to do/submit to complete your course. Use the view buttons to see further detail of what elements you need to submit.
- K. **Online Tests** – enable you to see any online tests (if applicable) set by your tutor.
- L. **Reviews/ILP** – shows you any reviews you have had regarding your progress and any plans set.
- M. **Log out** – enables you to log out of the system.

* Please note that occasionally your browser will block these documents from being viewed, if this is the case you will normally see a yellow bar at the top of the screen. You need to click 'Allow access/website' to see/download the document.

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