

## Fire Awareness Training

The Fire Awareness Training course is a "Self-Enrol" course.

To find the course, log into Learn (<u>www.learn.ed.ac.uk</u>) with your EASE details. If you have not previously enrolled in the course and it is not showing in your list of "My Courses", please click on the "Self-Enrol" tab in the top right hand corner.



You may now use the "Search Catalogue" search bar (using "fire awareness" as key words and with "Search Entire Catalogue" selected) or click on the "Self Enrol Health & Safety Courses" in the Course Catalogue (self-enrol courses) section.



Find the course you wish to enrol on in this list and click on the arrow to the right hand side of the "Course ID" (zu\_Fire\_Awareness\_Training) and click on "Enrol". Click "Submit" on the next screen, then OK on the following screen. The course should now open.

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Search Catalogue Course Name	Contains     fire awareness	AND Creation Date Before  26/2 017	Go	
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Before accessing the course materials, you must join a Group related to your current work area (School/Department). *Please take care to enrol into the correct group.* If you join the incorrect Group by accident, please email <u>safetyelearning@ed.ac.uk</u>. Once you have enrolled into the Group, please click on "Home" and the course content will be available to you.

Please use the left hand menu or scroll down to navigate around the course.

Please read the Course Instructions. You **MUST** complete the online training course then click on the <a>Mark Reviewed</a> button. This will release the "Further guidance and links" – please also click on <a>Mark Reviewed</a> once you have looked at these. Only when both sections are now showing <a>Reviewed</a> will the Quiz be released. Once you have completed all of this, you may take the Quiz.

The quiz contains eight multiple choice questions, based on the information provided in the course. When ready to take the test, please click on "Quiz" at the bottom of the screen. The test will not start until you click "Begin" on the following screen. The test is not timed and you can take it as many times as you wish. You must score at least 80% to pass the course. On completion of the quiz, the following box will appear:



## You will then see a summary of your submission and any feedback. Your score is shown at "Attempt Score".

Review Test Submission: Quiz

User	Safety Learning
Course	Fire Awareness Training
Test	Quiz
Started	25/08/17 14:14
Submitted	25/08/17 14:16
Status	Completed
Attempt Score	14.98 out of 16 points

Once you have read that screen, you may progress by clicking on the "OK" button at the bottom right of the screen. This will take you back to the Home screen.

If you have passed, you will now see a message to advise and congratulate you.



If you have failed to answer all of the required questions correctly, you should complete the test again, by clicking "End of Course Quiz" and "Begin" on the following screen. Please select "Start New Submission" to attempt the test again.



Click Start New Submission to take the Test again.