

## Working Voices eLearning Quick Start User Guide

On a PC, please click this link: <https://workingvoicesdigital.com/login> and enter your Username and Password. Your Username and Password will also work on the Apps.

When logged in to the platform, to the right of the Working Voices logo, along the top, you will see the following menu options: **HOME, COURSES, DASHBOARD, ASSESSMENTS, APP, CPD, HELP, CONTACT.**

### Courses

- Clicking **COURSES** along the menu bar will create a drop-down showing all the Courses on the Platform, arranged in 8 Learning Themes
- Every Course consists of a series of **Modules**
- Every **Module** contains at least one **Film** and some contain several Films
- Select the Course you wish to view from the **COURSE** drop-down menu. That will take you to the Course landing page and the course introduction video will start to play automatically
- To start the actual Course, click the Start Course button on the left of the blue bar at the bottom of the page
- The video can be made to play full screen by clicking the **Expand icon** to the far right of the player bar

### Navigating

Left of the Film window is the Welcome window with a **Modules** drop-down menu on the top right.

Clicking **Modules** enables users to select a **Module**, then navigate to the individual **Film(s)** in that module.

The first **Film** in the **Module** will appear to the right. Although the **Modules** should initially be watched in the order they appear, they can be watched in any order.

Progress for each user's Courses and Modules are automatically tracked through the Website which can then be viewed by selecting **DASHBOARD** from the Main Menu (see below).

### Closed Caption/Subtitles

All the videos have English Closed Captions/Subtitles that function on a PC or iOS. Unfortunately, these do not function on Android devices. Subtitles may be set to 'English' or 'None' by clicking the 'CC' button in the video player's bottom toolbar.

## Dashboard

Click **DASHBOARD** on the top menu. The **User Dashboard** will enable your progress to be tracked through the Courses and Modules. You can also view your Assessment Scores. Pie Charts will display your progress through ALL the Courses available as well as your Average Assessment Score.

## Taking Assessments

Clicking **ASSESSMENTS** on the top menu displays the page where users can view or take the Assessments for any Course they have access to. Simply click **Start Assessment**.

There are between 10 and 40 Assessment questions per Course. When you get to the end of the questions on a PC, the system will automatically display all the questions and each will be marked either Correct or Incorrect.

If you score 80% or more, an 'Order CPD Certificate' button will replace the 'Take Assessment' button. These take between 7 and 30 days to arrive.

## The App

Being registered on the App Store or Google Play Store allows the installation of the App by searching: **WV Digital** within the appropriate store. Just download and install it.

The App also works on iPads. To download the App, on your iPad, search **WV Digital** on the App Store. The results screen will be blank, so next, select the **iPad only** tab from the top left menu. Then click **iPhone only**, The WV Digital app should appear, ready to download and install.

## The App: Logging In

You can use the same Login details as for the PC portal described above. Once logged in, you can tap the [App Explainer Video](#) that displays above the list of Courses that will appear.

**Technical Issues:** If you have any technical issues, in the first instance please:

1. Clear your browser cache
2. Restart your browser
3. Restart your Computer or App

If you continue to experience difficulties, please send a full description of the issue to: [digital@workingvoices.com](mailto:digital@workingvoices.com) with the best telephone number to reach you on.

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