

GGC - E-learning

E-Learning is a more flexible form of training. On our own, we log on and read through the material to be covered and perform the learning activities. We learn at our own pace, clicking back and forth between pages as we need to review information. It happens in our living rooms, at our computers and can be stopped or started at anytime, so we don't have to complete the entire training at once

Use the link below to begin E-learning now

<http://www.learninglibrary.com/GirlGuides/indexnew2.asp>

1. Click on "new user registration" to set up your account. You will need your iMIS (membership) number to register. (Contact your area/provincial office for this if you do not know your number). Note your email address that was entered is now your User Name. A confirmation and receipt will be sent to this email address. Once you have entered the personal information, go back to the portal homepage and enter your User Name (email address) and password and click the arrow button to login..OR

Registered previously? Input your User Name and password and click the arrow button to login.

You are now at the "Learner Home" screen.

2. Once you have registered, choose CATALOG from the "Learner Home" screen (left bar of the screen).
3. Choose the module(s) you wish to purchase by selecting on the modules one at a time and clicking the "Add to Cart" button. At any time you can go back to viewing the available modules by using the "Categories" button on the left bar of the screen.
4. Once you have added all of the modules you wish to purchase to your cart, click on the shopping cart link at the top right, input your PIN at the bottom of the screen and select "Update Cart" or if you are using your credit card follow the steps for credit cards. The subtotal should now say \$0.00.
5. Click on "Check out Now". Read the "Terms and Conditions" then select the checkbox next to "I agree to the terms and conditions below".
6. Click the "continue checkout" button. Review your order to make sure it is accurate. If it is, click the "Place Order" button to purchase the modules in your shopping cart. A confirmation page will appear with your purchase and a confirmation number.
7. Follow the instructions and click on the link provided to begin taking your module. Once in a module you will have to open the pop up icons or click on the boxes that appear to move through the module.

Happy Learning!

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If you want further information about e-learning – please read on....

Payment Options

There is a \$5 charge per course that is paid either using a credit card or a PIN. In SK some trainings are reimbursed. For more information on this, talk to your District Commissioner.

You can use your credit card to pay for the modules through the Learning Library website. If you are uncomfortable using your credit card on the computer or do not have a credit card, contact the SK provincial office for a PIN.

Girl Guides of Canada is proud to be able to offer an alternative training format for our adult members.

e-Learning is a flexible learning option that goes beyond putting a regular document online. e-Learners receive information through slides, pop-up text boxes and audio-video clips. The course content and the learning process for e-learning modules are similar to the face-to-face training: the same information is covered in easy to follow sections. To check the e-Learner's knowledge, each section ends with a Q&A. If something is unclear, the e-Learner can go back and re-visit the material before starting the next section.

Is E-Learning a good option for you?

- Do you lack the time to attend organized training activities?
- Are trainings often held too far away for you to be able to attend?
- Do you like to set your own pace for learning?
- Are you able to learn on your own without the assistance of a trainer?
- Are you comfortable with using a computer or willing to learn?
- Do you have access to an appropriate computer?

If you answered yes to these questions, e-Learning is a great option for you to improve your skills.

Learning Support

Course Content Support:

If you have a question or concern regarding the content of any of our e-learning modules, email training@girlguides.ca

Technical/Computer Support:

If you have a question or concern regarding a technical or computer aspect of any of our e-learning modules, email support@learninglibrary.com or call 1-877-762-9322 ext.222.

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Recognition

Just like with the face-to-face training, you will get a certificate for every module you complete, and you will be presented with a pin once all the Foundation modules are completed. Unlike face-to-face training, your certificate will be e-mailed to you by the Learning Library. Print it off and keep it as a record of your work. When you have completed the required courses to receive a pin of recognition – speak to your district commissioner as she will be the one to present your pin.

The National Office updates the iMIS files monthly based on information from the Learning Library. It will not immediately be reflected on your iMIS report, but if need be, take your certificates to your iMIS input site to be input manually (please do this with all Safe Guide trainings – Area or Provincial office will input for you).

Technology Needed

1. Adobe Flash Player version 9.0 or better (can be downloaded from the **adobe.com** for FREE)
2. Adobe Acrobat Reader (can be downloaded from the **adobe.com** for FREE)
3. Internet connection speed of minimum 56k/sec
4. Screen resolution: 1024 X 768 pixels
5. Sound card with speakers
6. Any operating system with any browser