The CSIRO Education and Outreach Learning Homepage

How-to Guide for accessing the Learning Management System and your JAM Collaboration groups

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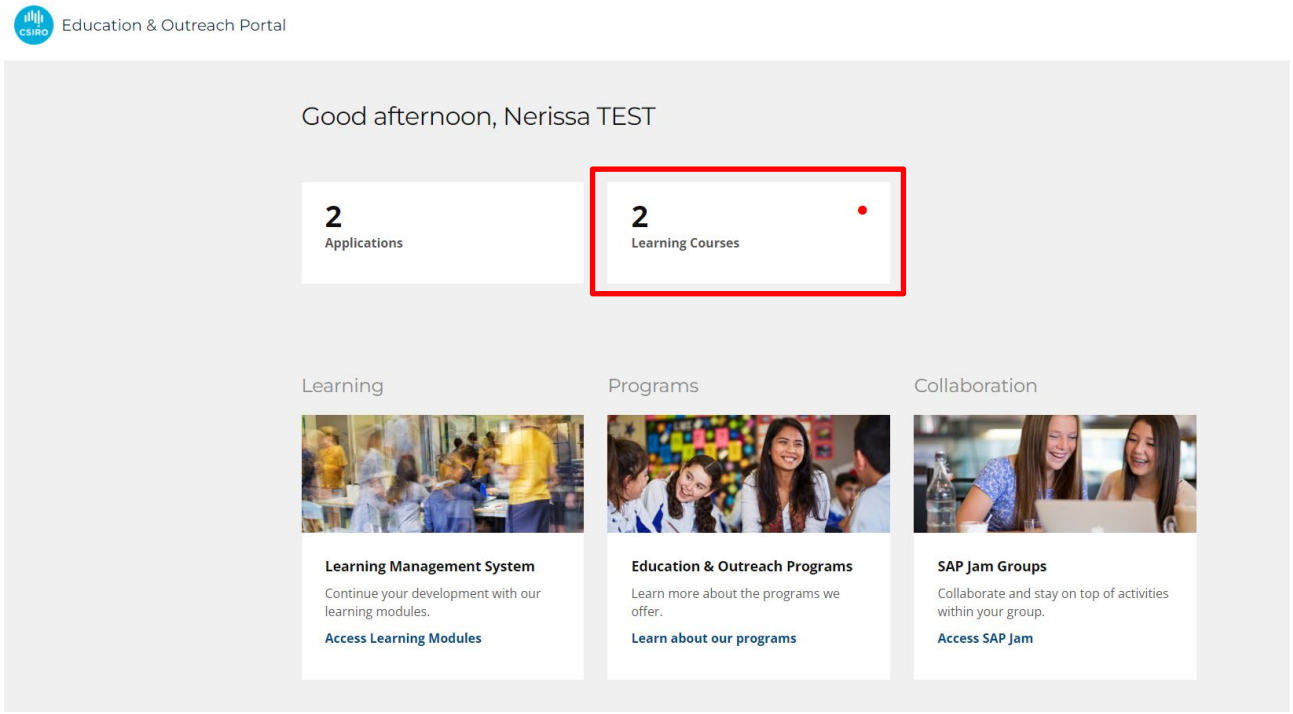
Before you get started

Please note the following conditions required to optimise your online learning experience.

Windows browser recommendations	Google Chrome (latest version) Firefox (latest version) Microsoft Edge (latest version)
Mac browser recommendations	Google Chrome (latest version) Safari (latest version) Firefox (latest version)
Mobile device access	Not supported
Browser pop-ups	The LMS uses a pop-up window to launch modules. Please ensure pop-ups are enabled if prompted. Consult your browser Help for further information.

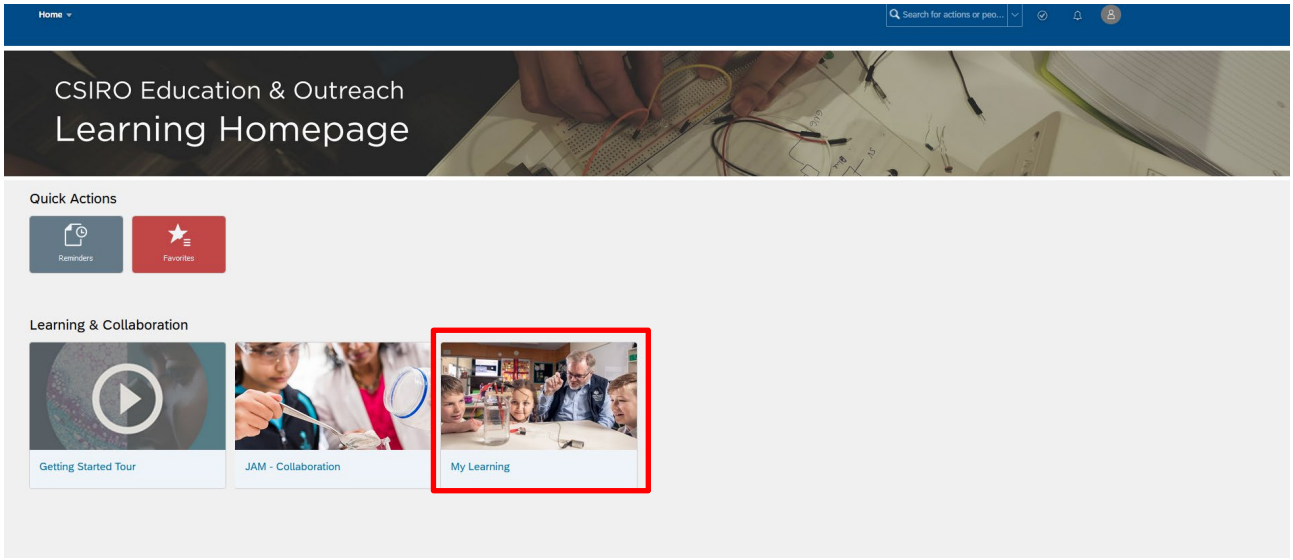
Commencing a CEdO learning program

1. Sign into the Education Portal https://education.csiro.au/
2. From the Education Dashboard click on 'Learning Courses' to access the CSIRO Education and Outreach Learning Homepage. The red dot indicates you have recently been assigned a learning program. If you do not see the 'Learning Courses' tile, and you believe you should see it, please contact cedodigitallearning@csiro.au.

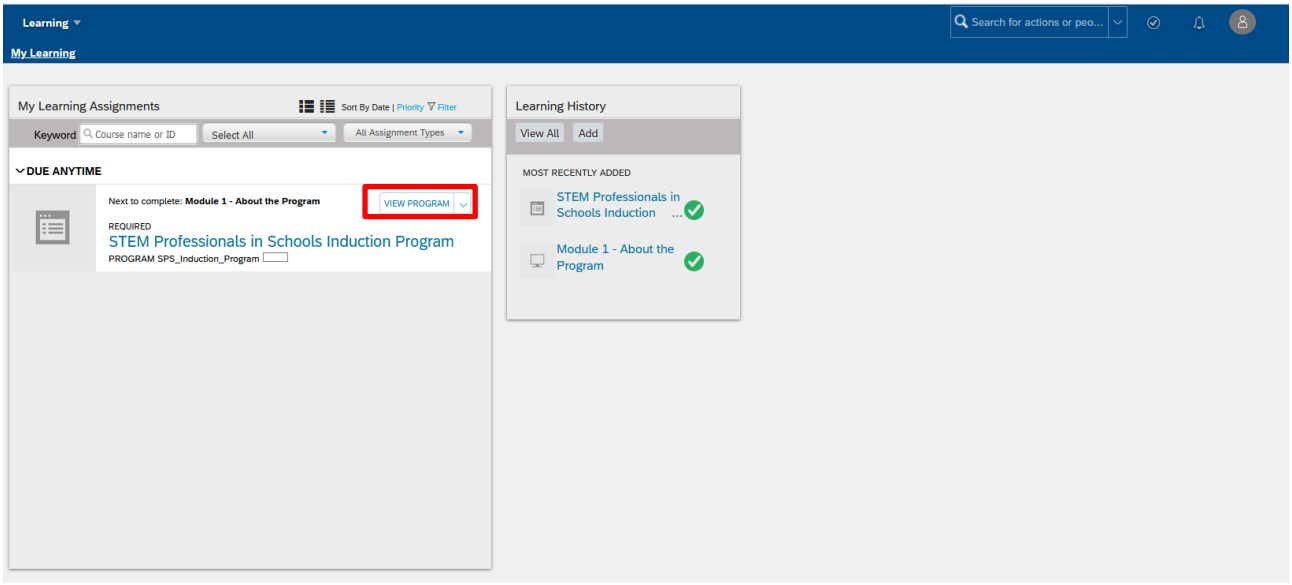


From this homepage you can access your online learning programs and your collaborative JAM groups.

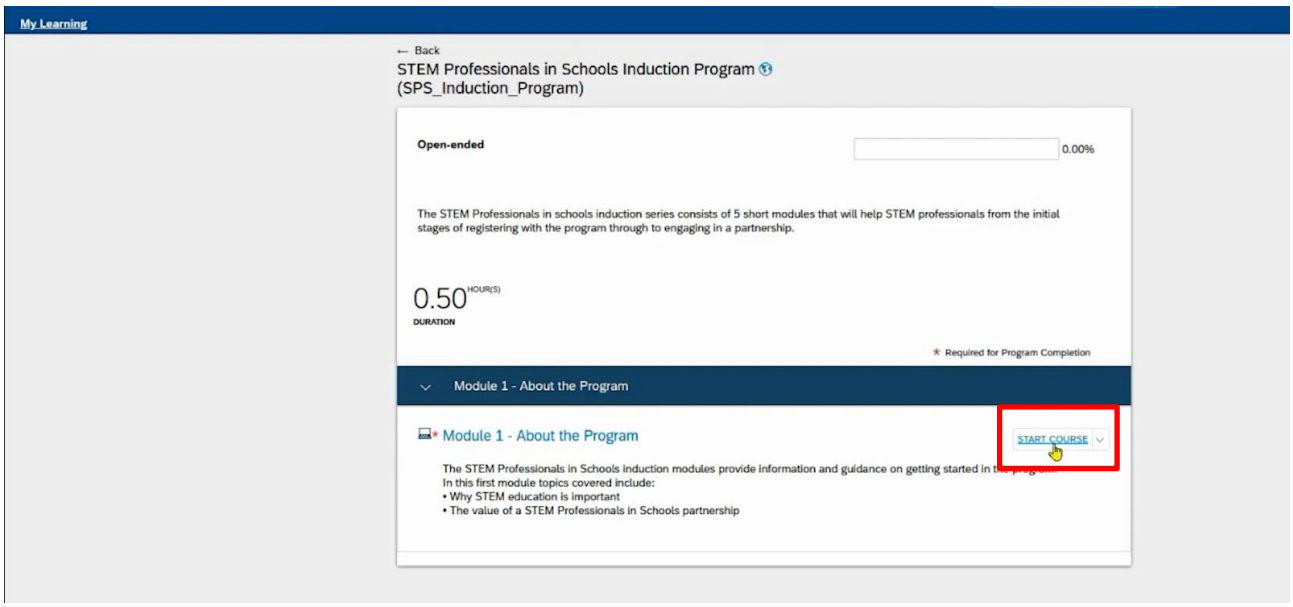
3. To access the CSIRO Education and Outreach Learning Management System (LMS) click on the 'My Learning' tile which take you to your 'learning page' where you can start or continue the learning programs you have been assigned.



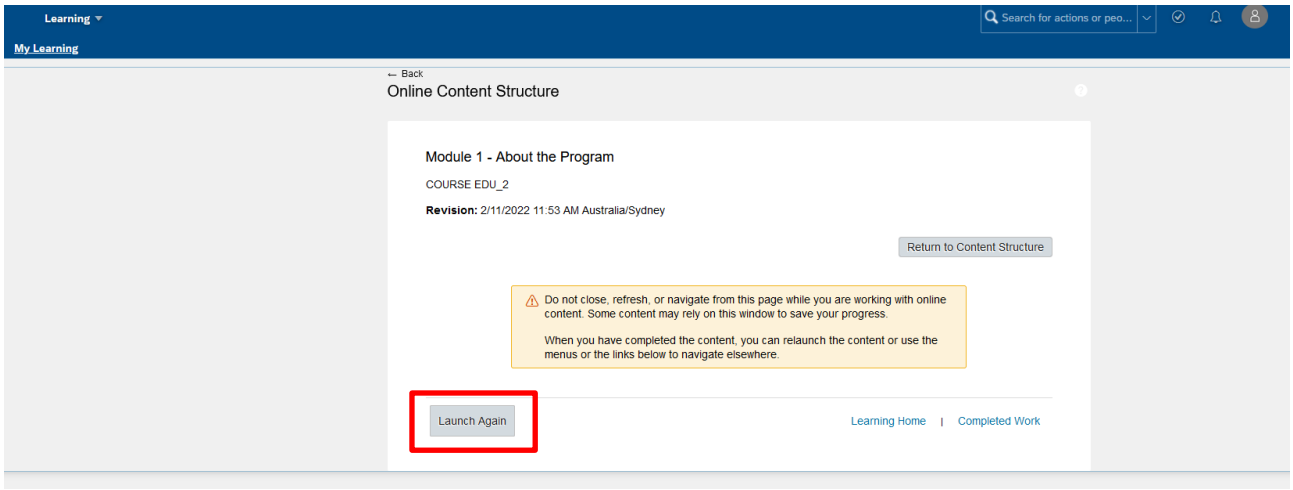
4. Click on the 'View Program' button which will take you to the program agenda, where you can start your program.



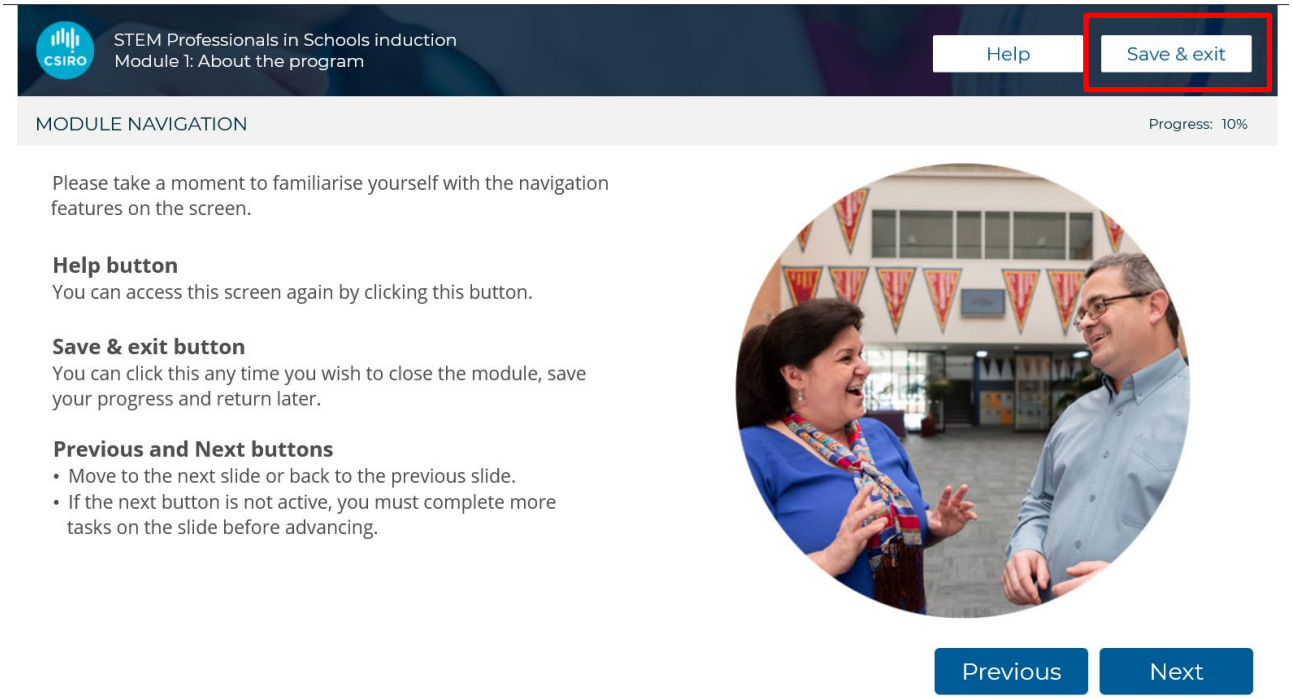
5. To commence your learning, select the first learning item and click on the 'Start Course' button



6. You may have to allow Pop-ups in your browser to launch your learning course. After you have done this, you may need to click 'launch again' to start your learning.



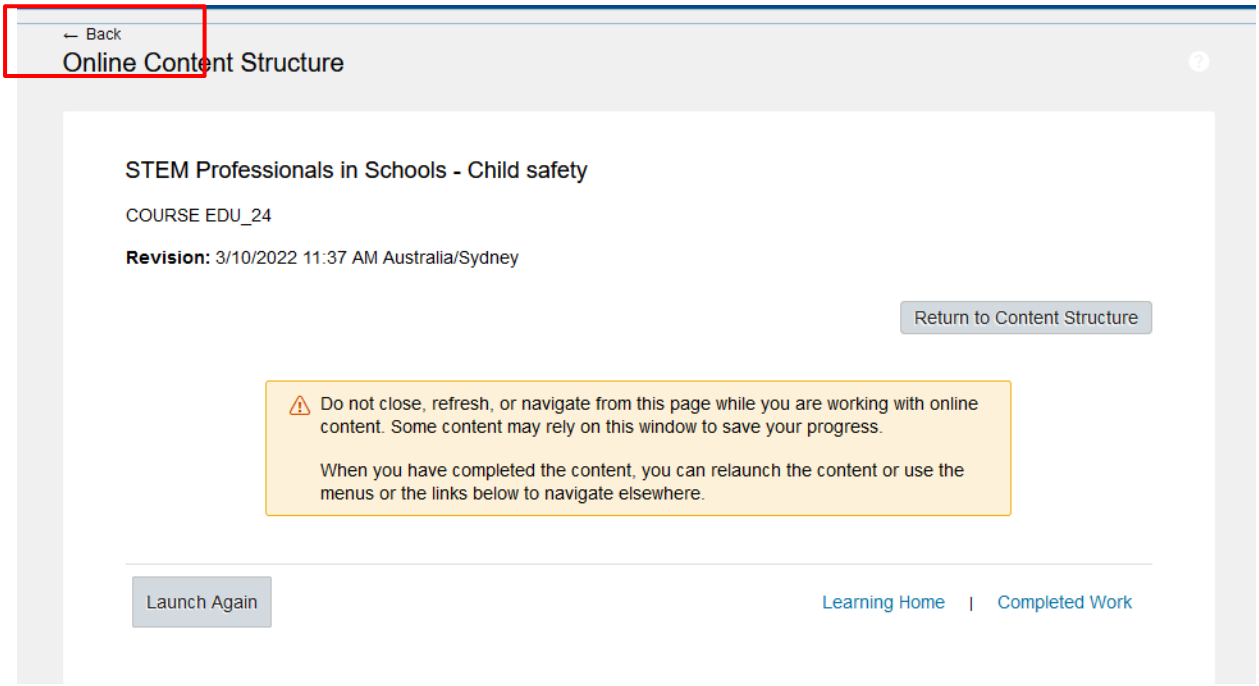
7. When you need to navigate away from your learning program, ensure to use the Save & Exit button. This will save your progress, even if you are mid-learning item.



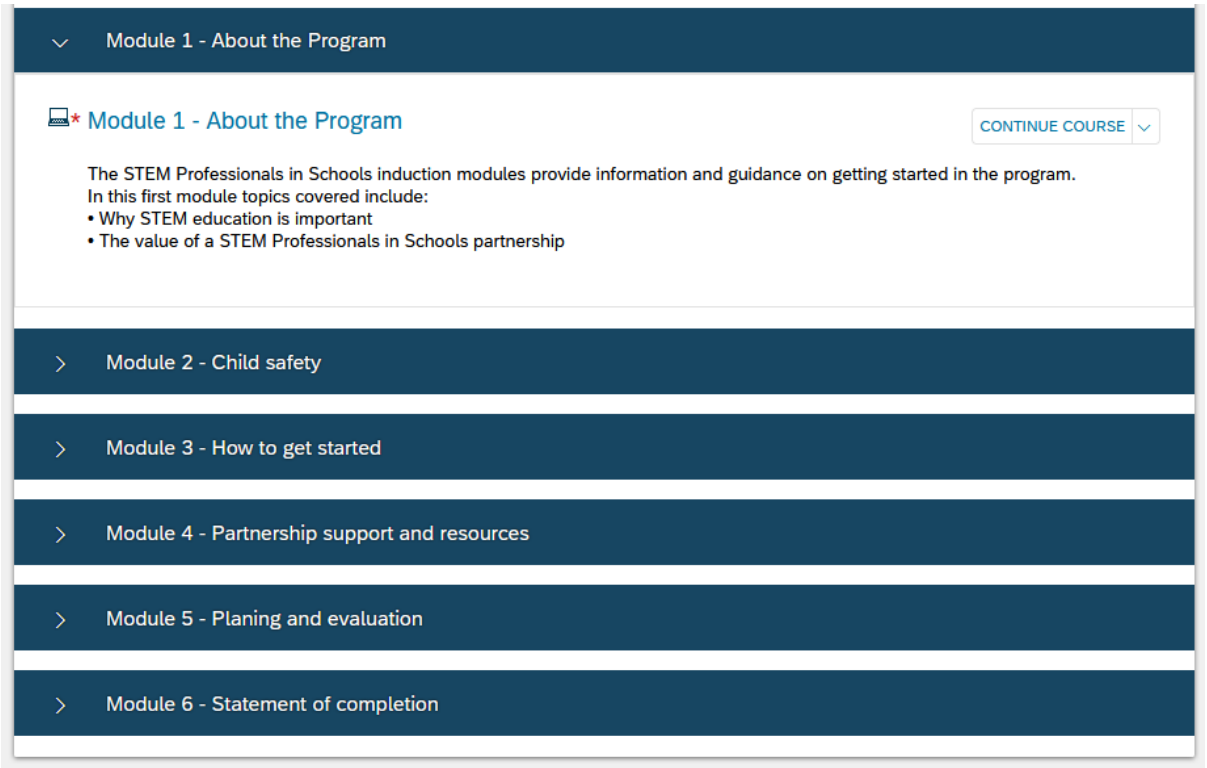
This will take you to the Online Content Structure page.

Navigating a CEdO learning program

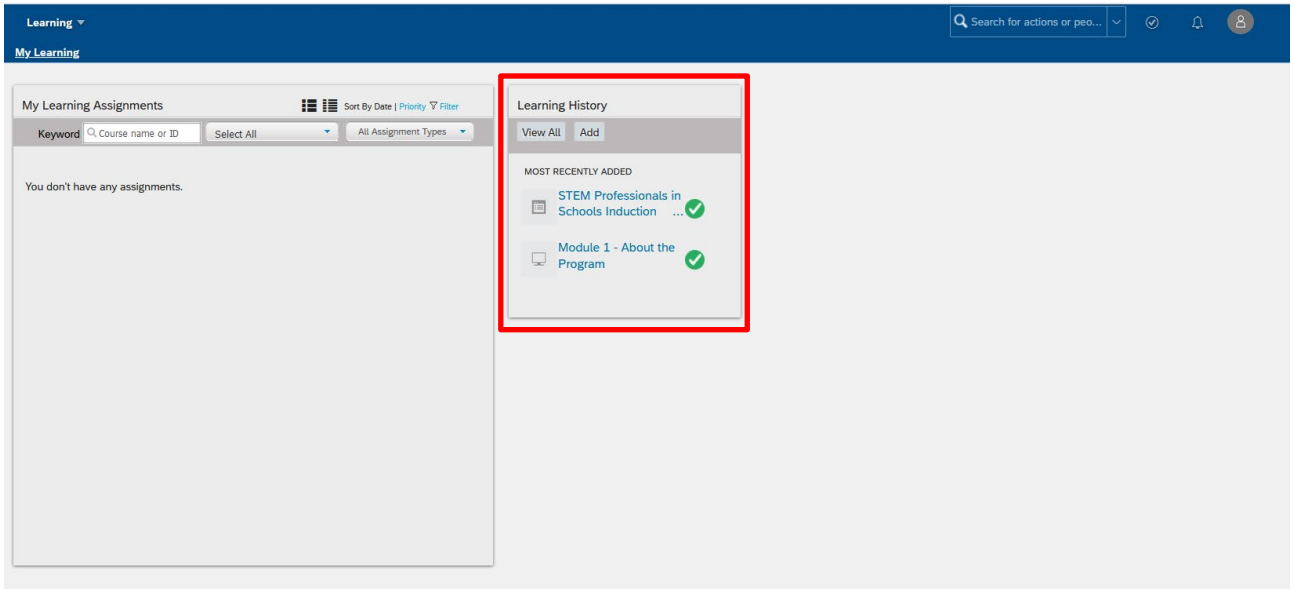
8. When you complete a learning item and are ready to move onto the next, click on the 'Back' button on the Online Content Structure page.



9. This will take you to the program agenda where you can start the next learning item.



10. Once you have completed the learning item, you can navigate back to your ‘Learning page’, you will see the learning items listed in your ‘Learning History’.

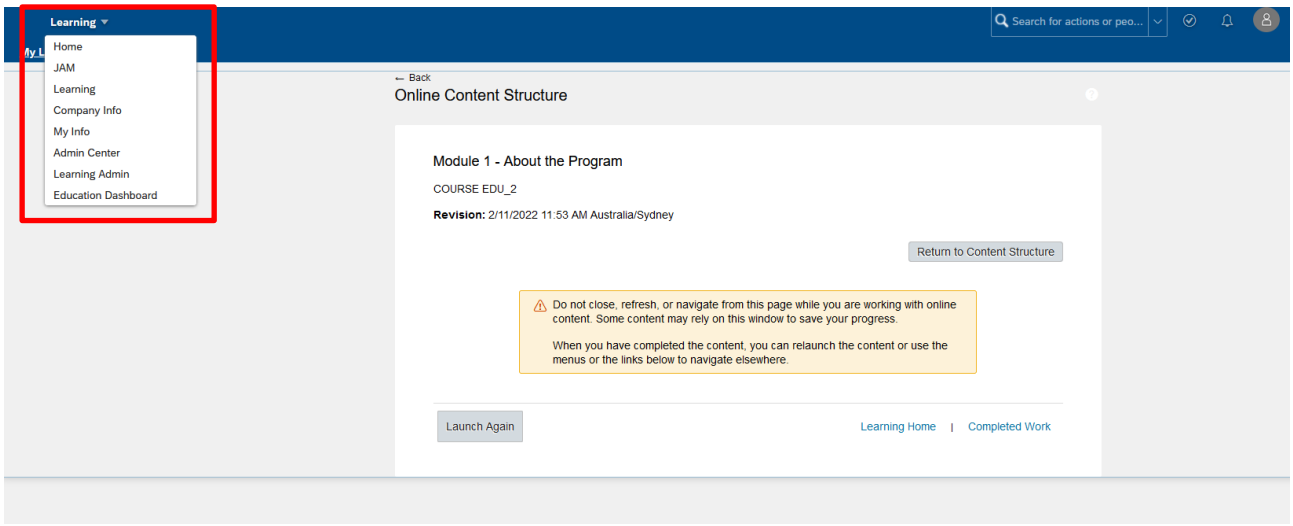


Obtaining a statement of completion

If your learning program has an associated statement of completion, you will be prompted to enter your name and generate a statement of completion at the end of the final learning item. You will need to click on your browser’s menu, select ‘print’ and print the statement of completion to PDF. Save the PDF to your computer.

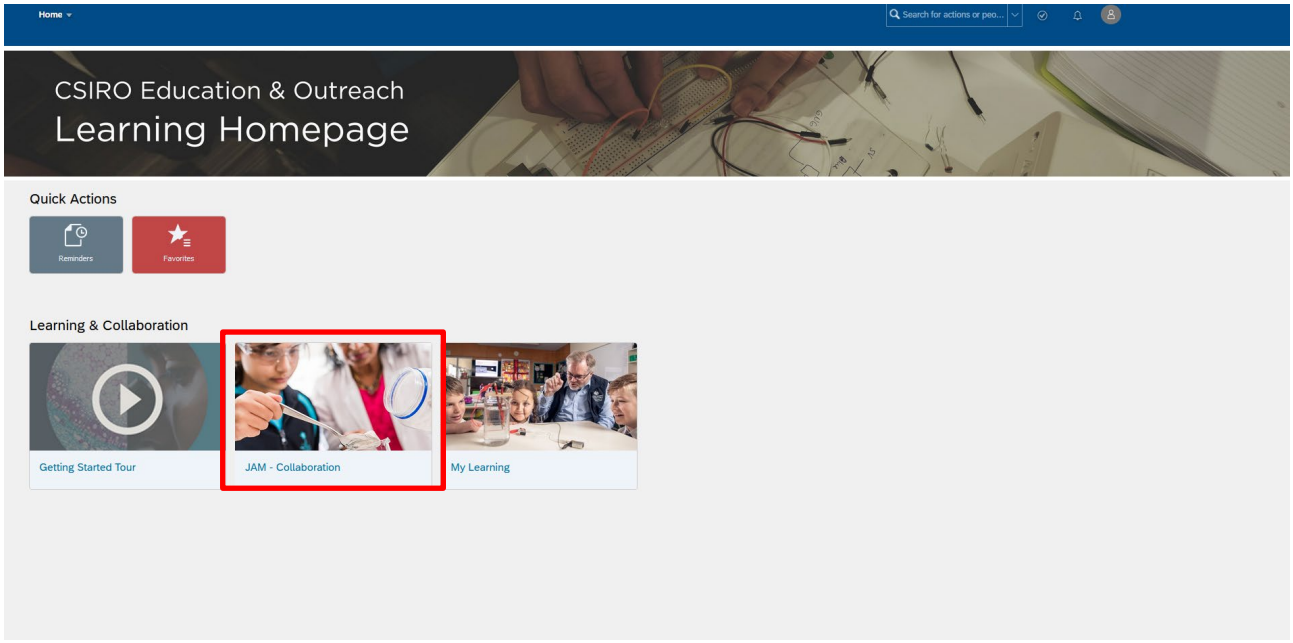
Navigating between JAM and Learning

In the top-left corner, there is a drop-down menu that will allow you to navigate between CSIRO’s Education and Outreach Learning Management System, Learning homepage, and JAM Collaboration.

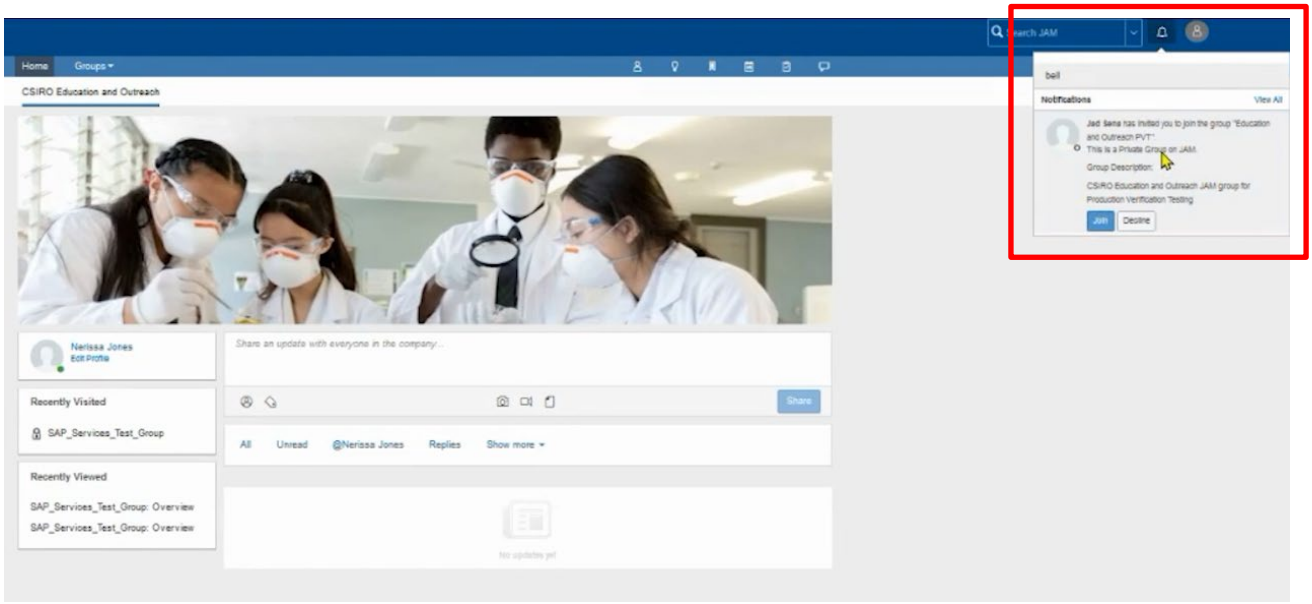


Accessing and joining a JAM group

1. From the ‘Homepage’ click on the ‘JAM Collaboration’ tile. This will take you to the CSIRO Education and Outreach JAM homepage.



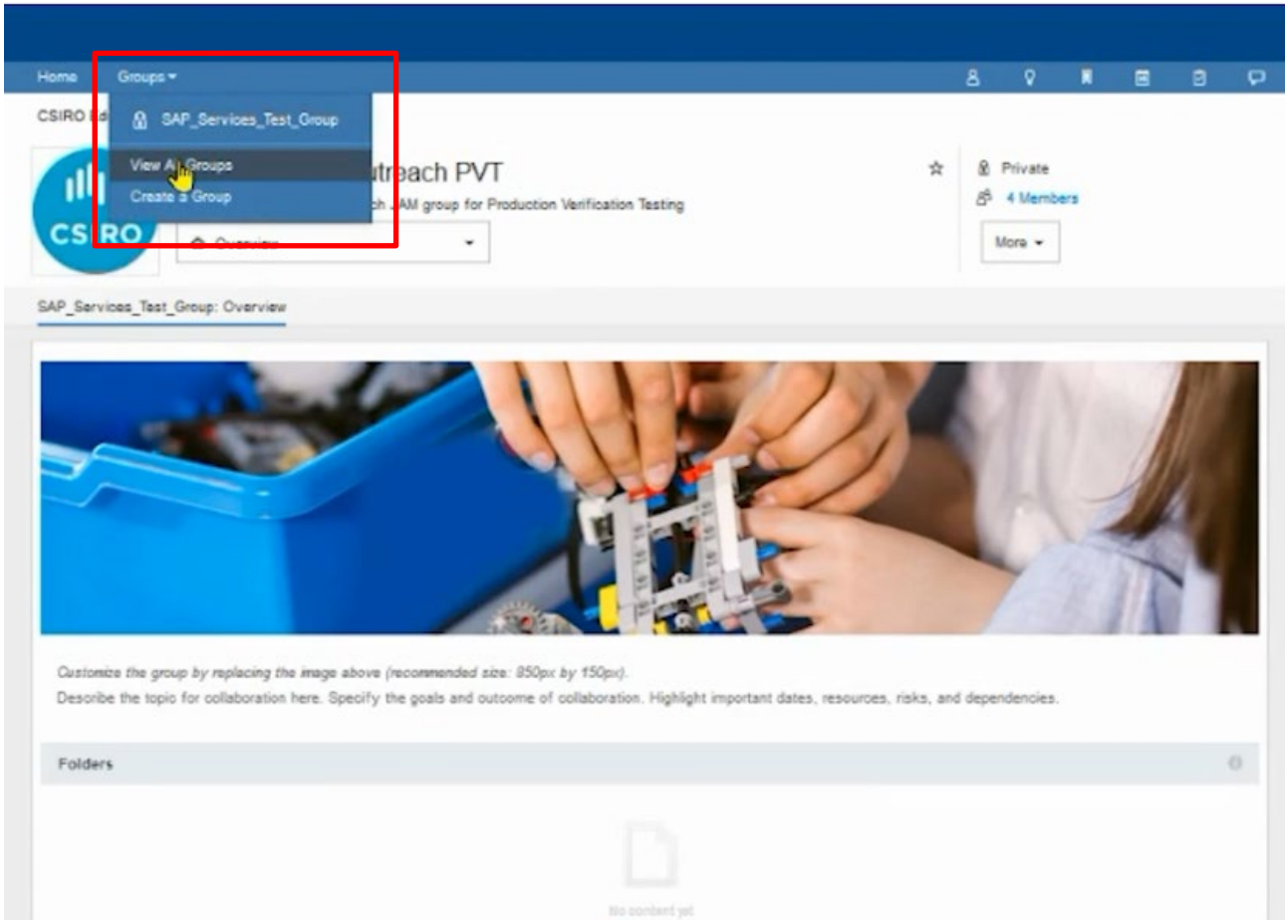
2. Firstly, you will need to join the group and accept the terms and conditions. This can be done by clicking on the notification icon in the top-right of your screen.

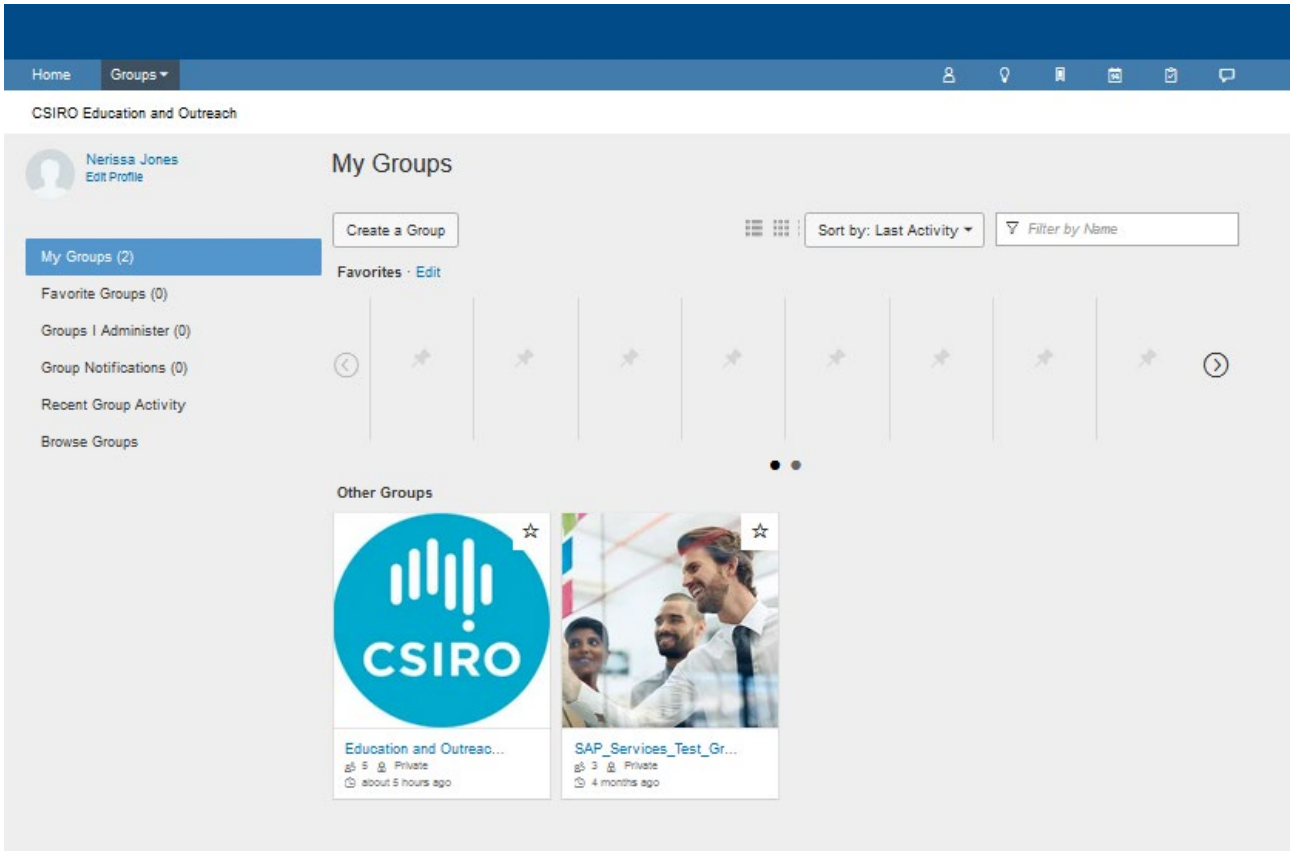


3. Ensure you receive email notifications regularly (‘immediate’ or ‘daily’ depending on your learning requirements).

From your JAM homepage you can navigate to your ‘Groups’. Your groups are associated with the Education program you have been accepted into.

By clicking on the ‘Groups’ drop-down menu, you can navigate between your groups and your JAM homepage.


Home
Groups
SAP_Services_Test_Group
View All Groups
Create a Group
Private
4 Members
More
SAP_Services_Test_Group: Overview
Customize the group by replacing the image above (recommended size: 850px by 150px).
Describe the topic for collaboration here. Specify the goals and outcome of collaboration. Highlight important dates, resources, risks, and dependencies.
Folders


Home
Groups
CSIRO Education and Outreach
Nerissa Jones
Edit Profile
My Groups (2)
Favorite Groups (0)
Groups I Administer (0)
Group Notifications (0)
Recent Group Activity
Browse Groups
My Groups
Create a Group
Sort by: Last Activity
Filter by Name
Favorites · Edit
Other Groups
Education and Outreac...
SAP_Services_Test_Gr...

Support

If you experience any difficulties while completing the modules, please contact a CSIRO Education Officer.

Email: cedodigitallearning@csiro.au.