

Online 'Student Diversity Training Module' Instructions

Reviewed: 17 Sept 2015

Contact: diversity@st-andrews.ac.uk

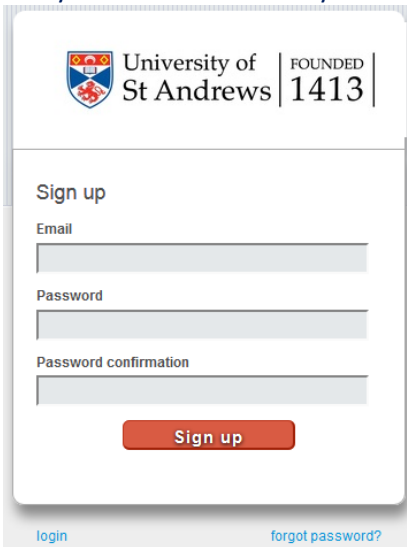
Web: <http://www.st-andrews.ac.uk/hr/edi/training/studentonline/>

The online module has been developed to be non-flash therefore using "HTML 5" in order to compatible with screen reader software. The module takes approximately 30-40 mins to complete.

To commence the start of the module you will need to enrol online.

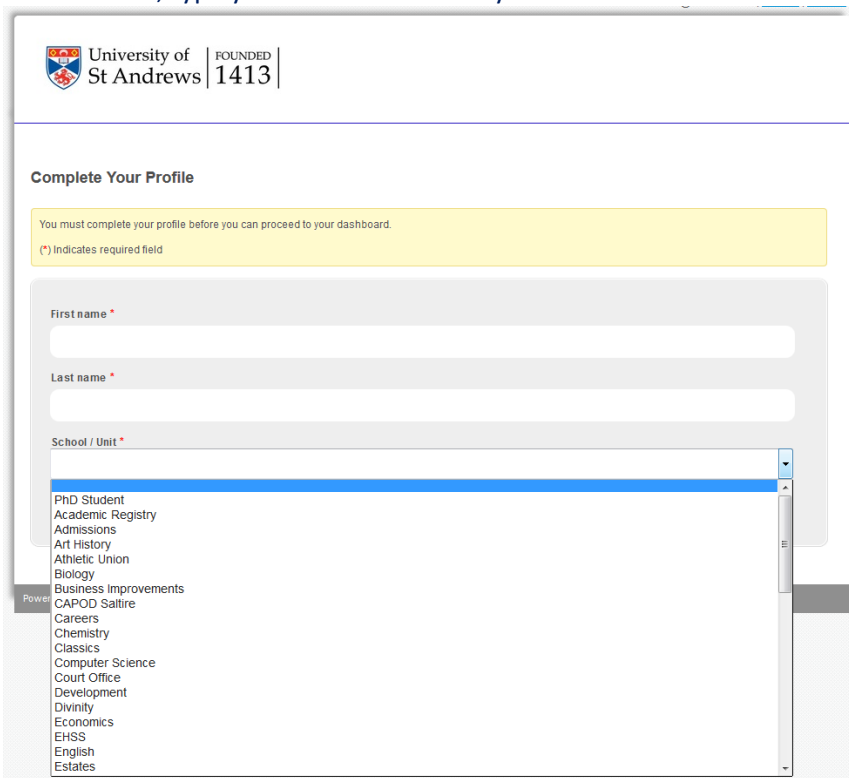
Log onto webpage: http://standrews.learnupon.com/users/sign_in or if a new user please log onto webpage: http://standrews.learnupon.com/users/sign_up

Use your current University email address but please use a different password.



The screenshot shows the 'Sign up' form for the University of St Andrews. At the top left is the university's crest and logo, with the text 'University of St Andrews' and 'FOUNDED 1413'. Below this is the heading 'Sign up'. The form contains three input fields: 'Email', 'Password', and 'Password confirmation'. A red 'Sign up' button is positioned below the fields. At the bottom left, there is a 'login' link, and at the bottom right, there is a 'forgot password?' link.

If a new user, type your name and select your school.



The screenshot shows the 'Complete Your Profile' form. At the top left is the university's crest and logo, with the text 'University of St Andrews' and 'FOUNDED 1413'. Below this is the heading 'Complete Your Profile'. A yellow warning box states: 'You must complete your profile before you can proceed to your dashboard. (*) Indicates required field'. The form contains three input fields: 'First name *', 'Last name *', and 'School / Unit *'. The 'School / Unit *' dropdown menu is open, showing a list of options: PhD Student, Academic Registry, Admissions, Art History, Athletic Union, Biology, Business Improvements, CAPOD Sallire, Careers, Chemistry, Classics, Computer Science, Court Office, Development, Divinity, Economics, EHSS, English, and Estates.

Select "Catalogue".

The screenshot shows the 'catalogue' tab selected in the top navigation bar. The main content area includes a welcome message, a 'Courses' summary with 0 Enrolled, 0 Completed, and 0 Total courses, and a 'Recent Activity' section showing 'No activity yet'. On the right, there are 'Quick Links' for Catalogue, Messages, and Account, and a 'Change Language' dropdown set to 'UK English'.

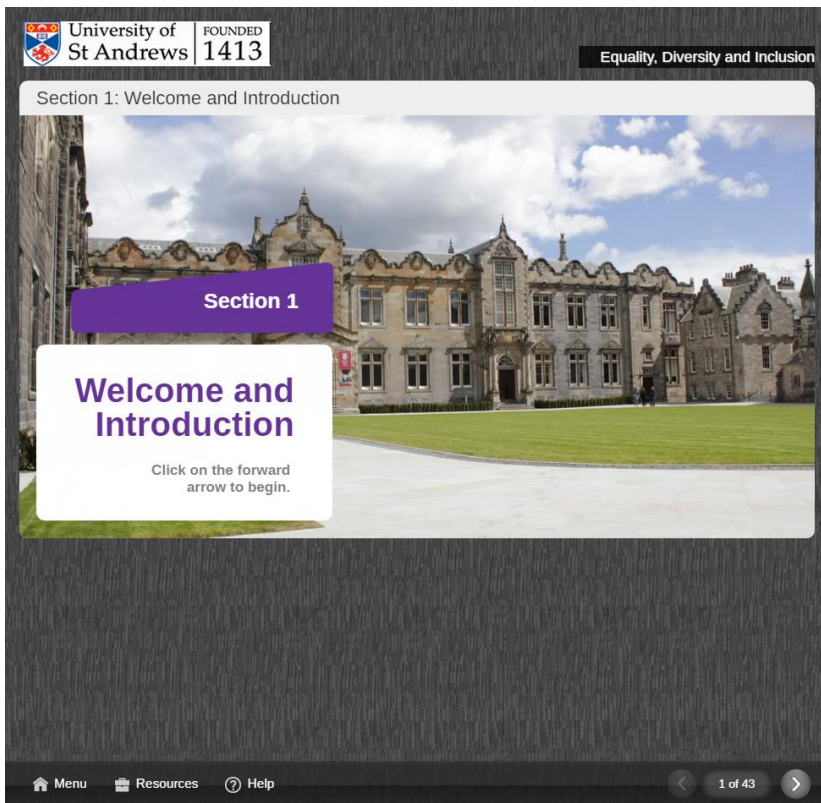
Choose "Student Diversity Training Module" and select "Enrol in Course" then "Yes".

The screenshot shows the 'catalogue' page with a search bar at the top. A list of courses is displayed, including 'Diversity in the Workplace', 'Equality Data', 'Recruitment and Selection', and 'Student Diversity Training Module'. Each course entry has an 'Enrol in Course' button. The 'Student Diversity Training Module' is highlighted as the selected course.

Select "Launch".

The screenshot shows the course details for 'Student Diversity Training Module'. The 'Courses' summary now shows 3 Enrolled, 0 Completed, and 3 Total courses. The course entry table shows the user is enrolled on 08 Sep 2015 with 1 module and progress 'Not Started'. A 'Launch' button is visible next to the 'View Details' link. The 'Recent Activity' section shows 'You launched module Diversity in the Workplace about 1 hour ago' and 'You were enrolled in course'.

You will then be logged into to the start of the 'Student Diversity Training Module' course with learning elements and an **end of module quiz each student is required to gains at least 55% to pass** - however the test can be re-taken as required.



Completions:

- Once completed select the "**dashboard**" tab and it will take you back to your learning dashboard.
- Select "**Completed**" then "**print**" for your certificate".
- The HR E&D Officer monitors all completions.