

CPCF LMS Instructions

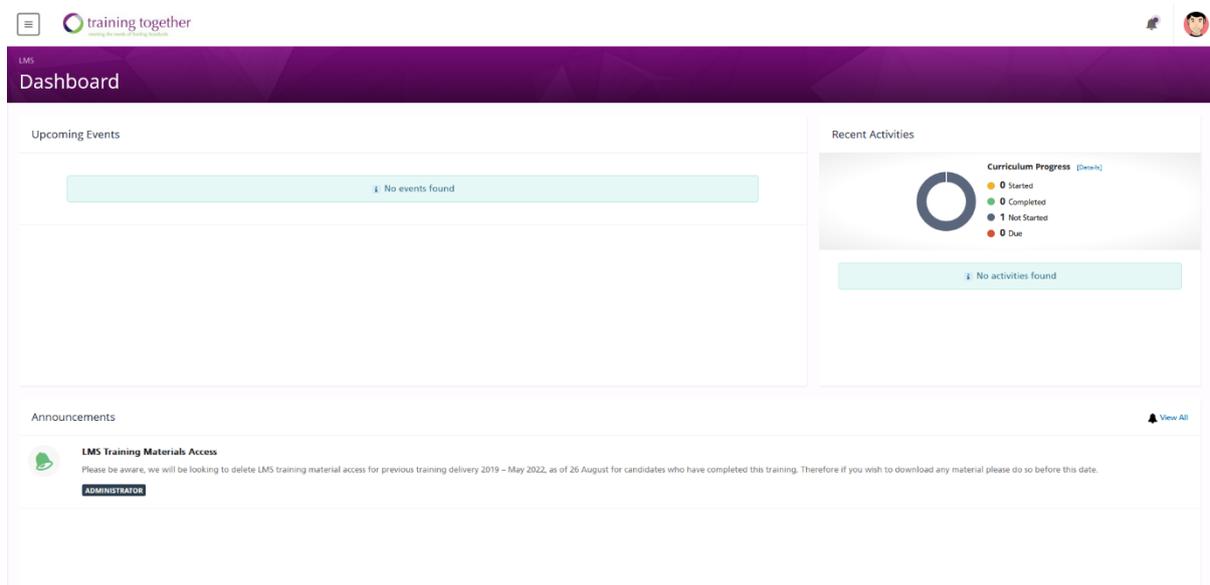
Logging in:

To login to the LMS go to tsi-collaborative-training.co.uk and login using the credentials you have received via email.

After logging in, it is recommended you change your password to something secure and memorable. Instructions on how to do this can be found later in this document.

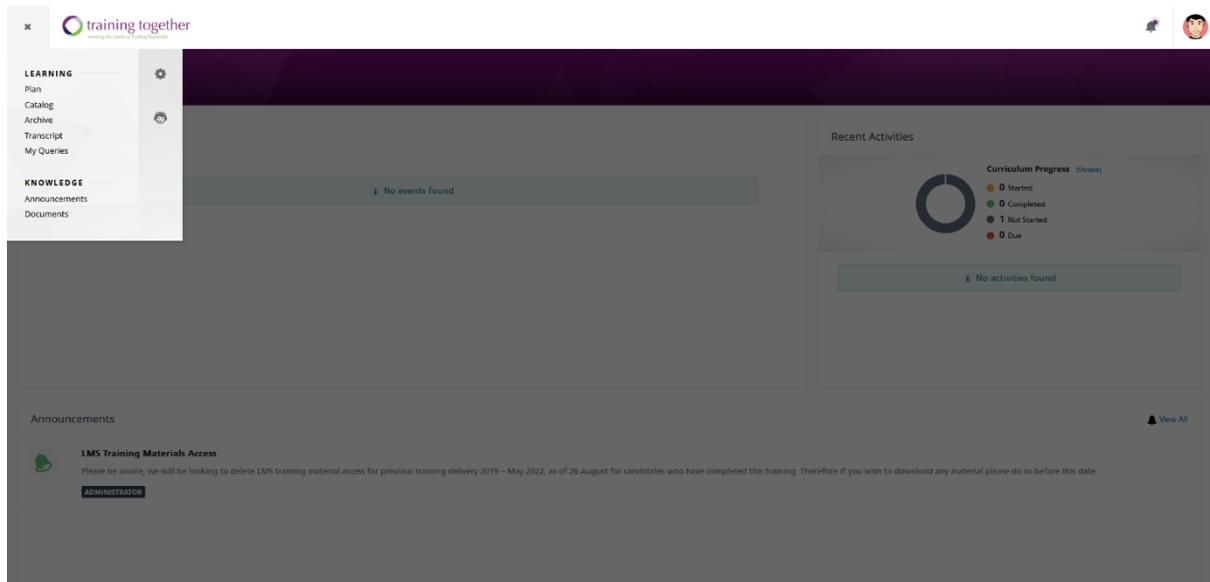
Finding your learning content:

When you login you will see the following page:



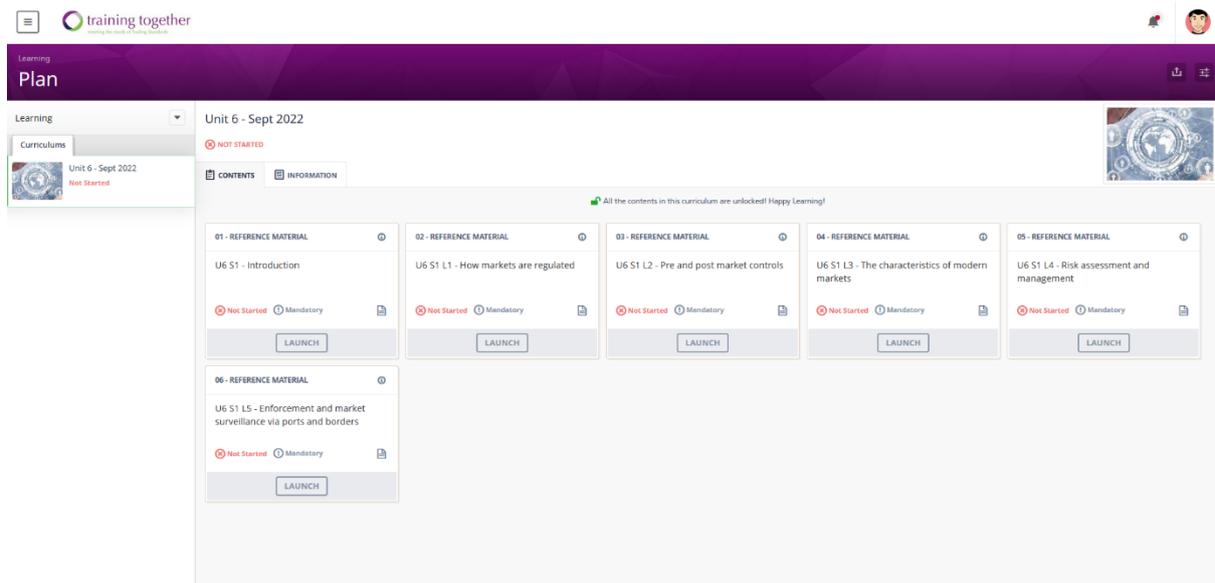
The screenshot shows the LMS Dashboard with a purple header. The main content area is divided into three sections: 'Upcoming Events' (empty), 'Recent Activities' (empty), and 'Announcements'. The 'Announcements' section contains a message from the 'ADMINISTRATOR' regarding 'LMS Training Materials Access'.

In the top right corner, click the three lines and from the dropdown menu, select 'Plan':

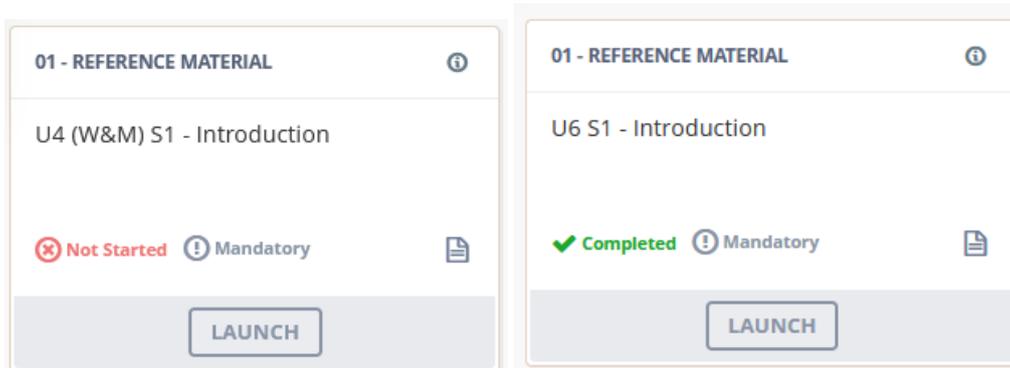


The screenshot shows the LMS Dashboard with the 'Plan' menu open in the top left corner. The menu items are: LEARNING (Plan, Catalog, Archive, Transcript, My Queries) and KNOWLEDGE (Announcements, Documents). The rest of the dashboard content is visible in the background.

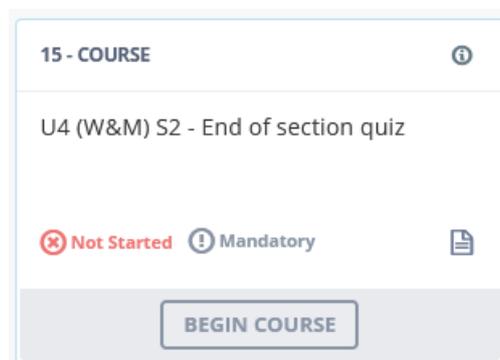
You will then see the below page, with your 'curriculums' (Units) on the left and each individual piece of content in boxes on the right when you select a curriculum:



To download a lesson ('reference material') click 'Launch'. You will then be promoted to save the PDF to your computer. When you have downloaded a document, it will be marked as 'complete'. You can download these in any order you wish:



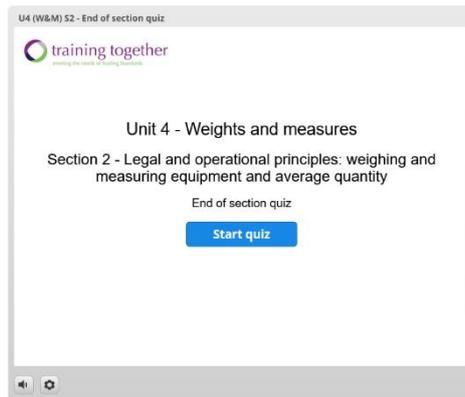
Some of the boxes are labelled as a 'course'. These are quizzes that will help you test your knowledge from the lessons; they cannot be downloaded. Before you start the box will look like this:



These will launch a new window where you can work through the quiz; they cannot be downloaded:



You will then need to click the box at the top of the window to launch the quiz:



If you quit the quiz mid-way through the box will appear as below:



If you complete the quiz the box will appear as below:

15 - COURSE ⓘ

U4 (W&M) S2 - End of section quiz

✔ Completed ⓘ Mandatory 📄

RESUME COURSE

Changing your password:

To change your password, click the three lines menu in top right corner (see first image) and click the cog icon on the right of the small drop-down menu. You will be immediately greeted with the change password page:

The screenshot shows the 'Change Password' page in the 'training together' system. The page has a purple header with the 'training together' logo and a user profile icon. Below the header is a sidebar menu with options: Profile, Change Password, Photo Upload, Time Zone, Organizational Details, General, and Diagnostics. The main content area is titled 'Update Password' and contains a 'Password Details' form with three input fields: '* Old Password', '* New Password', and '* Confirm New Password'. A purple 'Update Password' button is located at the bottom right of the page.