PPL Learning Management System – Navigation Guide

Introduction

The purpose of this document is to provide the user with guidance on how to navigate around the LMS (Learning Management System). The LMS hosts the learning content created for the PPL system (Placing Platform). It allows the user to complete learning but also to re-launch learning at any time.

Learning Content

There are three types of learning content available currently:

- eLearning (open an interactive online learning course on specific topics) - opens in a separate window
- PDF Quick Reference Guides (concise guides with instructions on 'how to' on a specific topic) - this can be saved or printed by the user
- User Guides (Broker or Underwriter specific) – these are comprehensive guides covering the life-cycle of a risk from the view of a Broker and/or an Underwriter and are available to be saved or printed by the user

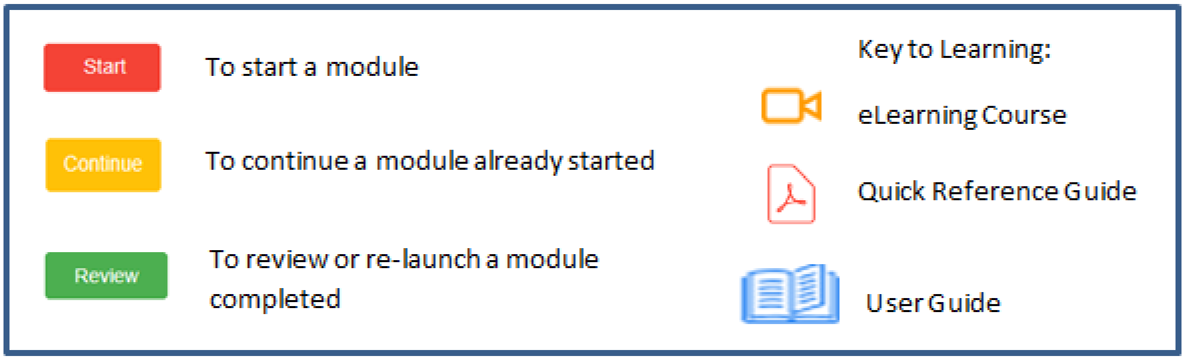
<u>LMS Ribbon</u>

This ribbon is displayed at the top of every screen. Here you will find the following options:

- **My Modules:** click here at any time and you will be taken back to the Home Page
- **Profile:** add/update your profile details and change your password
- **Logout:** to log out of the system
- **Help:** click here to download this guidance document

Launching Learning

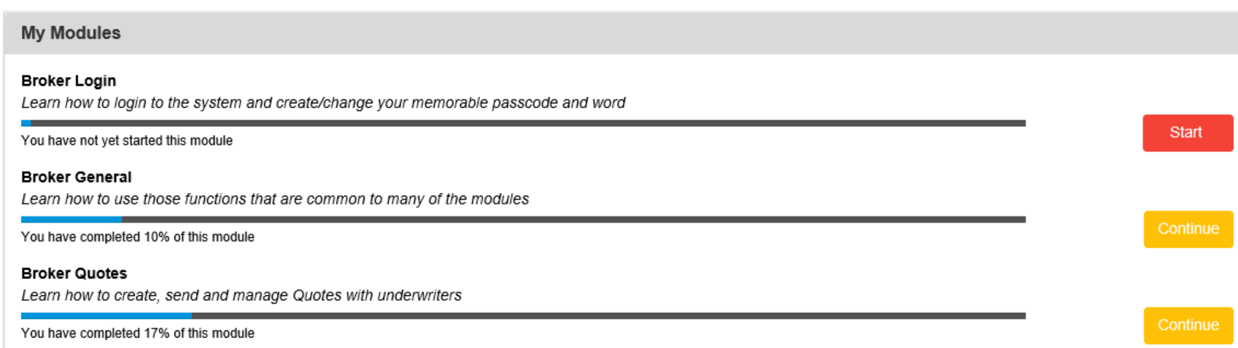
The following information box is displayed at the top of each screen, and details how to launch learning and what type of learning it is. If you are in the MODULE list, reference will be made to modules. If you are in the UNIT list, reference will be made to units.



Modules List – Landing page

Once logged in, the user will be directed to their assigned modules list. This will display all modules and their status of completion.

Modules are groups of training topics that are categorised into the typical life-cycle of a risk and within each module there are a number of learning units.



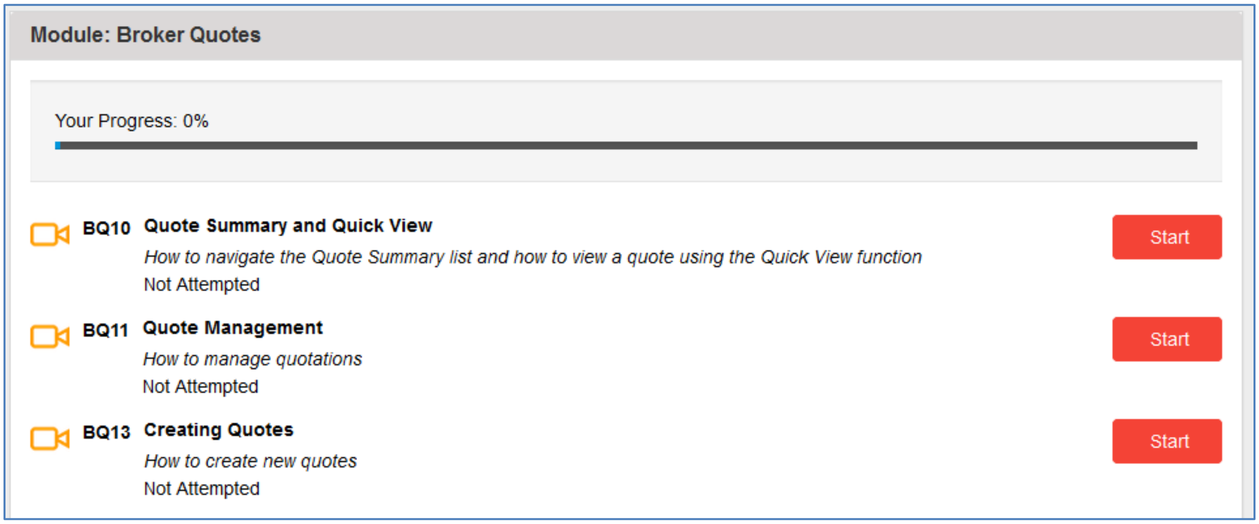
For example: Module: Broker Quotes Units: Quote Summary and Quick View, Quote Management

Status of Modules: are shown on the launch button (**START** – **CONTINUE** - **REVIEW**)

Clicking on the launch button will take you to the list of units within that module. Only when all units in that module are completed will the status of the module change to REVIEW and move to the Modules Completed list.

Units List

The Units list comprises the learning within a module
For example: Module: Broker Quotes   Units: Quote Summary and Quick View, Quote Management



Status of Units: are shown on the launch button (**START** – **CONTINUE** - **REVIEW**)

Click **Back** to move from the Units list to the Module list