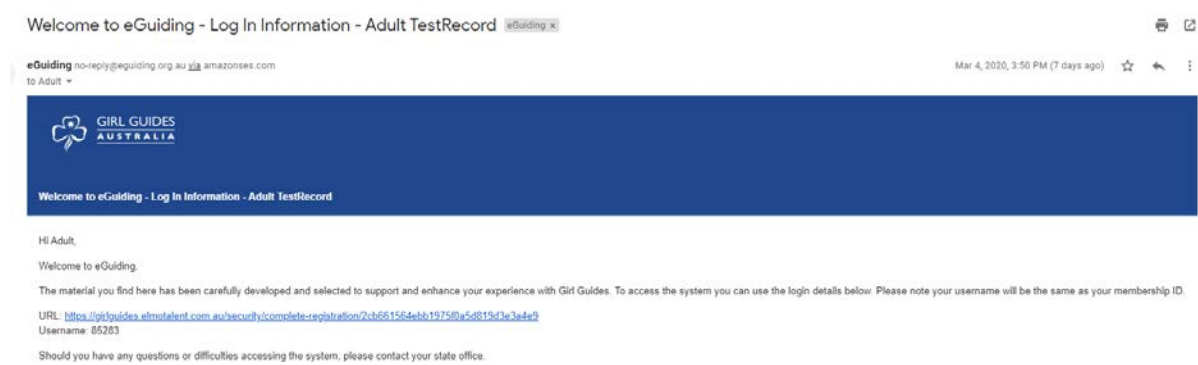


e-Guiding Learning Management System

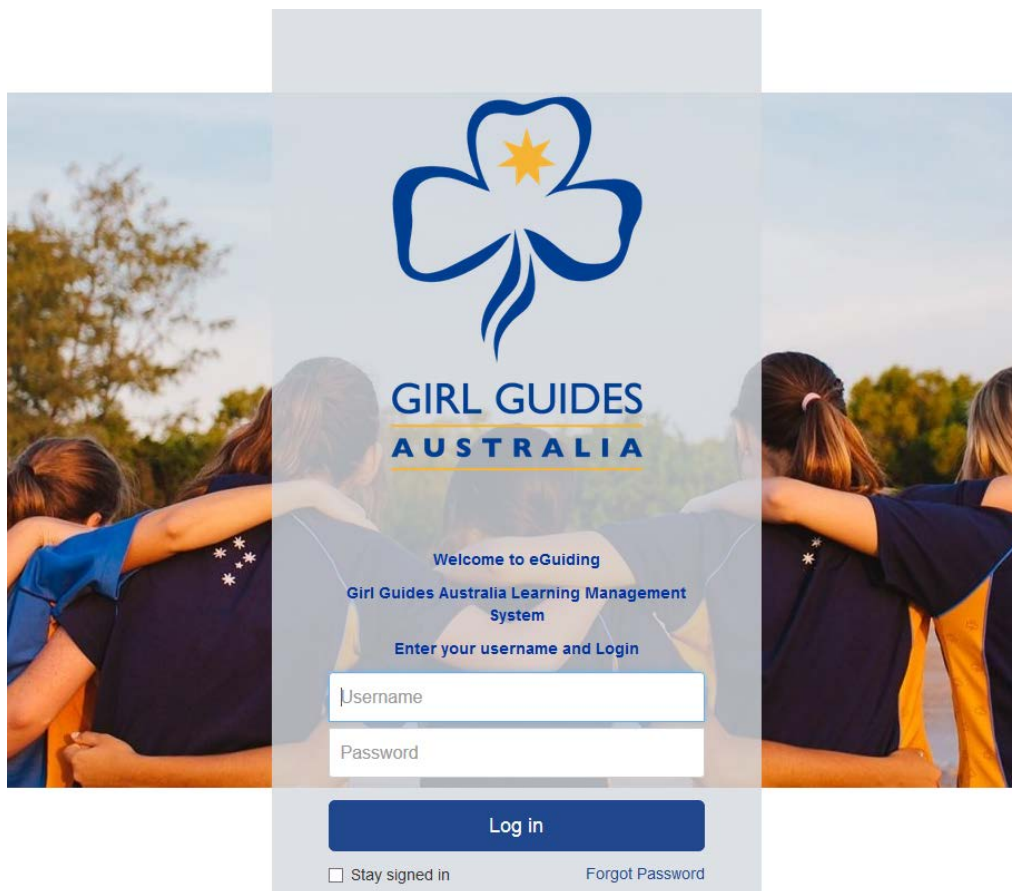
Dear Member,

You will receive a Welcome Email from Girl Guides e-Guiding (no-reply@eguiding.org.au), like the one below.



Follow the link and log in using the details in your email.

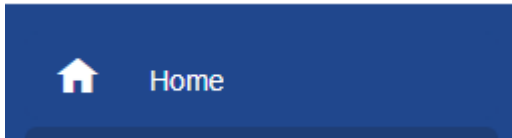
Username: will be your Membership ID for Girl Guides Victoria



If you want to go directly to our platform, then use the following link:

<https://girlguides.elmotalent.com.au/>

Navigation your way around the e-Guiding platform



Home Screen:

Welcome to your online learning tool and navigation screen and a to do list.

The screenshot shows the Home screen of the Girl Guides Australia eLearning Management System. On the left is a dark blue navigation sidebar with the Girl Guides Australia logo at the top, a user profile for "Yori Bear", and menu items for "Home", "Profile", and "Learning". The main content area is titled "Home" and contains a welcome message, a "To Do List" table, and a video player.

Girl Guides Australia eLearning Management System

Welcome to Your Online Learning Tool

For the last few months a dedicated team of staff and volunteers across the country has worked together to develop relevant online training to assist in the delivery of Girl Guides Learning & Development.

This tool enables you to access, complete and record components of your learning from the comfort of your own home and at a time that is convenient for you.

We appreciate that as a volunteer you already dedicate much of your time to Guiding and we thank you for taking further time to enhance and build upon your existing skill set. We trust that this suite of modules will be both beneficial to you and to Guiding, and will ensure that we continue to deliver on our mission.

We hope that the content you access here supports you thoughtfully in your volunteer role as you continue to empower girls and women in Australia.

Should you require any assistance please email elmo.admin@girlguides-nswwact.org.au.

Your current enrolments, along with any outstanding tasks are listed below in the "To Do List" section.

To view available training opportunities click on the "LEARNING" tab in the menu. Exciting new courses are still being developed and will be added to the course catalogue as they become available. Make sure to check back regularly for any topics of interest.

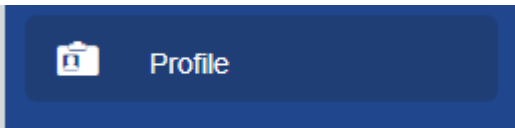
**For a brief overview of the platform please refer to [this document](#).*

To Do List	Status	Due
Guiding Orientation	Not Yet Started	02/09/2019
Building and Managing Teams	Not Yet Started	02/09/2019
Managing Difficult Situations	Not Yet Started	02/09/2019
Leadership Skills	Not Yet Started	02/09/2019

An Introduction to Girl Guides

Girl Guides Australia: About Us

Watch later Share



Click on **Profile**

Profile Screen:

Gives you your Guiding details and a snapshot of the courses you have been invited to complete or have completed.

Tori Bear
 Position
 Location
 Other Roles

Unit Leader
 VIC
 Assistant District Manager, Olave

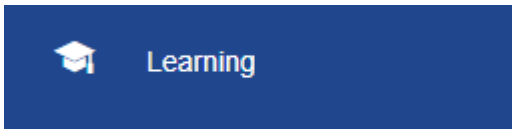
Action -

Summary

Activity Resume

Learning

Learning	Status	Due	Complete
Guiding Orientation	Not Yet Started	02/09/2019	-
Building and Managing Teams	Not Yet Started	02/09/2019	-
Leadership Skills	Not Yet Started	02/09/2019	-
Managing Difficult Situations	Not Yet Started	02/09/2019	-



Click on **Learning**

Learning Screen:

My Learning Tab – This tab show what learning you need to complete and have completed. Any modules with an asterisk next to the module title indicates that this is a module that must be completed in relation to an appointment you hold or qualification that you are working towards.

Click on the Title of the module to start your training.

Learning

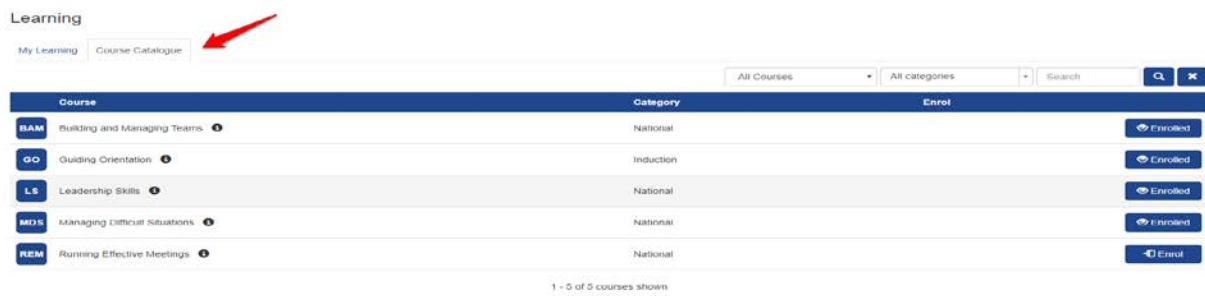
My Learning Course Catalogue

All categories All learning Search

Learning	Category	Status	Date
GO Guiding Orientation	Induction	Not Yet Started	Due: 02/09/2019
BAM Building and Managing Teams *	National	Not Yet Started	Due: 02/09/2019
LS Leadership Skills *	National	Not Yet Started	Due: 02/09/2019
MDS Managing Difficult Situations *	National	Not Yet Started	Due: 02/09/2019

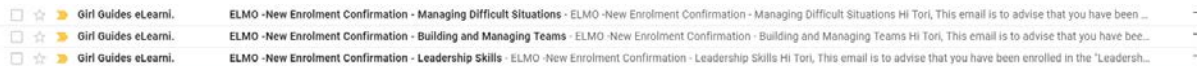
1 - 4 of 4 learning tasks shown

Course Catalogue Tab – allows you to see and enrol in self-directed courses by clicking the Enrol button on the right.



Emails you will receive from e-Guiding Enrolment in Modules

You will receive an email with link to start each and every module that you have been enrolled in (self-directed or automatic). You can use this link to access the module, or log into the platform, and access the module via your To Do List or Learning Tab.



ELMO -New Enrolment Confirmation - Guiding Orientation > CEO/Elmo x

Girl Guides eLearning <noreply@elmotalent.com.au>
to Tori



Hi Tori,

This email is to advise that you have been enrolled in the "Guiding Orientation" course. This course is due on 02/09/2019.

To access the course click the link below:

https://girlguides.elmotalent.com.au/learning/view-course/4?_j=1

If you have received this email in error or require further assistance, please contact your System Administrator at noreply@elmotalent.com.au

Sign in with your

Username – GGV Membership ID number

Password – you created when you were invited to join eLearning

Reminder of incomplete modules

Reminder emails will be sent out to remind you that you haven't completed a module. Each module has an allocated completion time. For example, if the module has been allocated

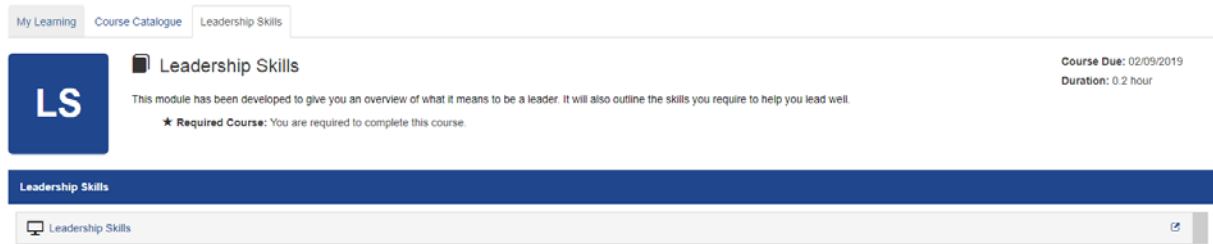
four weeks, you would receive a reminder email at the two week mark indicating that you have not yet completed the module.

Completing a Module

By clicking the email link or by going to the Learning / My Learning tab and selecting the eLearning module you would like to complete.

This screen has the title of the module you will be completing and the estimated time it will take to complete the module.

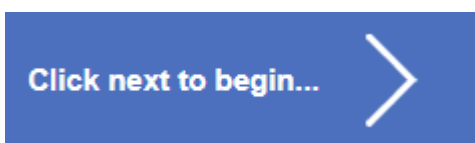
Click on the module name under the Leadership Skill line.



Click here - use this menu to see the course contents and navigate through the sections of the module.



Click here - to get an overview of the interactive features and some FAQ's.



Click here - to begin your eLearning.

Click through the sides to complete you eLearning module. Remember to click on or rollover all of the interactive images and buttons as they will contain additional content that is important for your learning.

You will received a confirmation email when course has been completed.

This will be added to your Girl Guides Victoria profile within 7 – 10 business days.

A certificate of completion is available for every module. It is up to you as to whether you keep a copy of these. You do NOT need to send them to Guide Office.