



vLearn

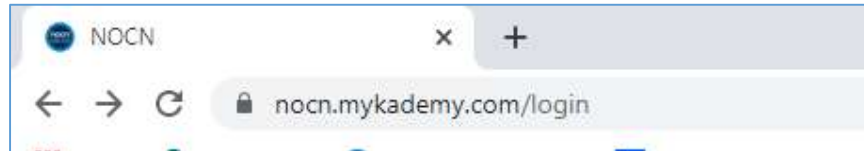
# **vLEARN DOCUMENT MANAGER**

USER GUIDE

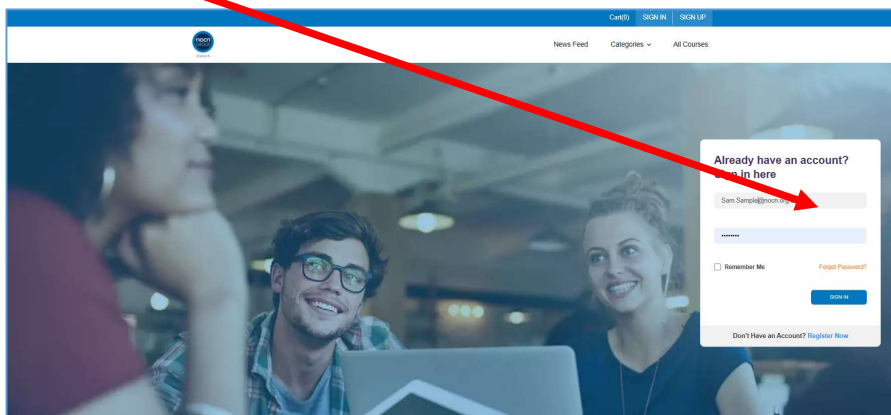


## LOGGING ON

Log in to the system – click the link that was emailed to you or type it into the search bar. The link will be specific to your centre and will look similar to the one shown below.

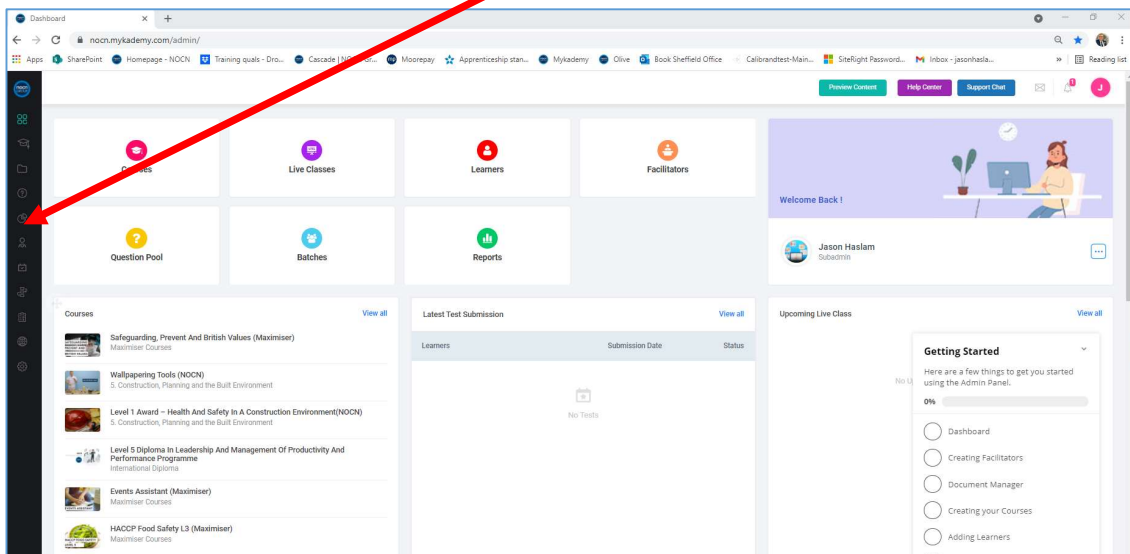


Enter the user name and password you have been provided or sign up to register an account.

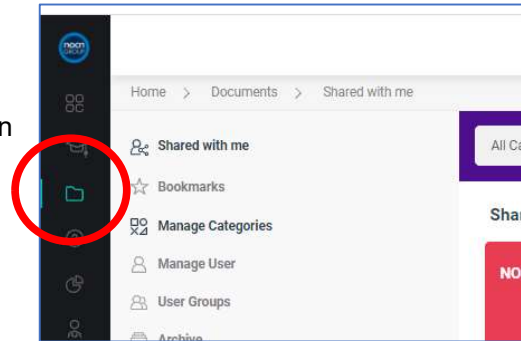


## Accessing documents and files

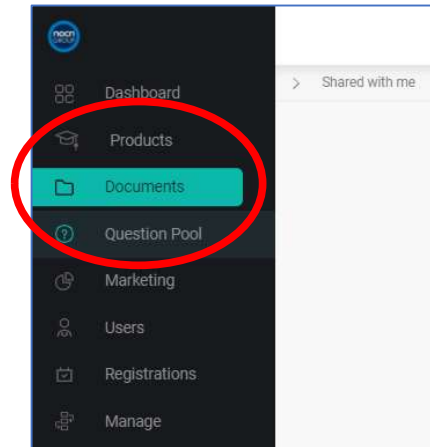
Once logged in you will see the screen shown below. Developers need to use the left hand menu bar (black with green icons).



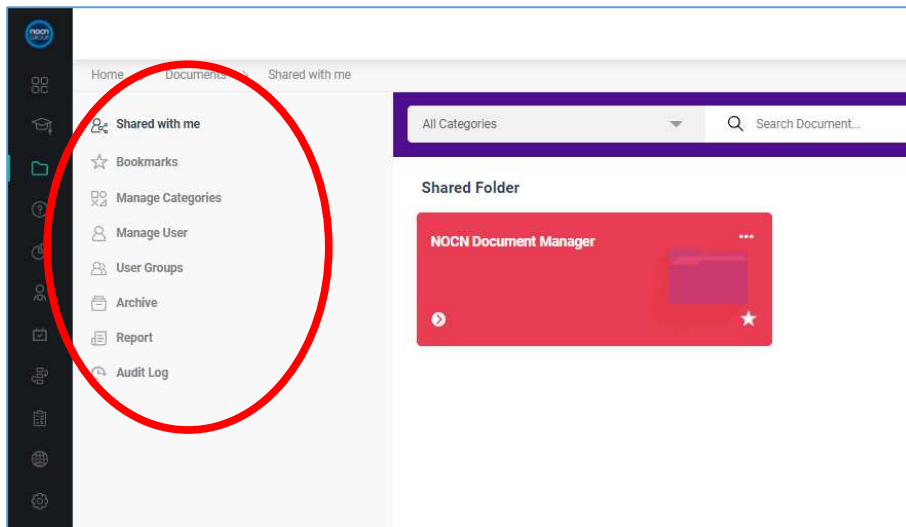
Use the mouse to hover over the 'Documents' tab in this menu.



Hovering over the 'Documents' tab will expand the menu with the specific wording. This can be selected by left clicking the mouse whilst hovering over it.



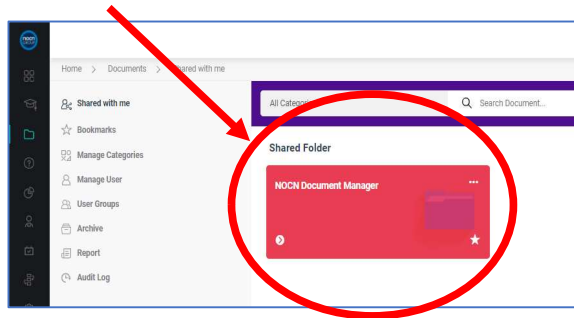
Once selected a new menu will appear along side the black menu bar. This is where you access the different areas of vLearn.



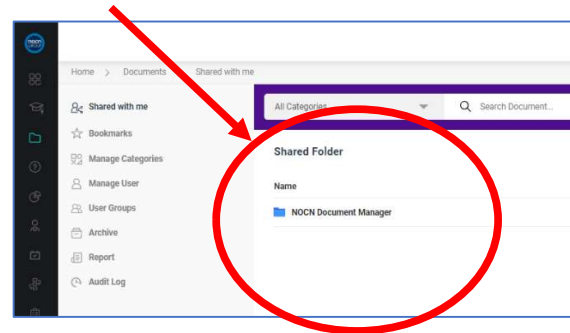
Your area of vLearn will be listed on the right-hand side of the screen.

vLearn allows you to look at the same folder in two ways:

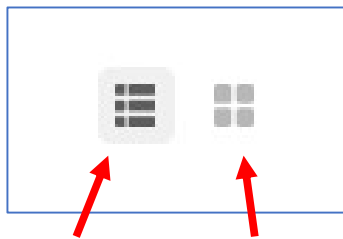
'Tile' view



'File' view



To change the between 'file' and 'tile' view, use the buttons located just under the purple search bar towards the right of the page.



File view      Tile view

The same content is available using either the 'file' or 'tile' view. Use whichever you prefer in vLearn.

You can also use the 'search document' bar in the purple ribbon if you know the name of anything you want to instantly find.

\*However, this search function will only search 'specific' words in the title of a document or any associated 'tags' linked to the document. Anything uploaded on to vLearn has the option to have a 'tag' attached to it.

For example, a carpentry and joinery document may have a tag such as 'timber trades' to help centres find the document. (Be aware, if the tag hasn't been issued to the document, the 'timber trade' search will not return it in the results)\*

