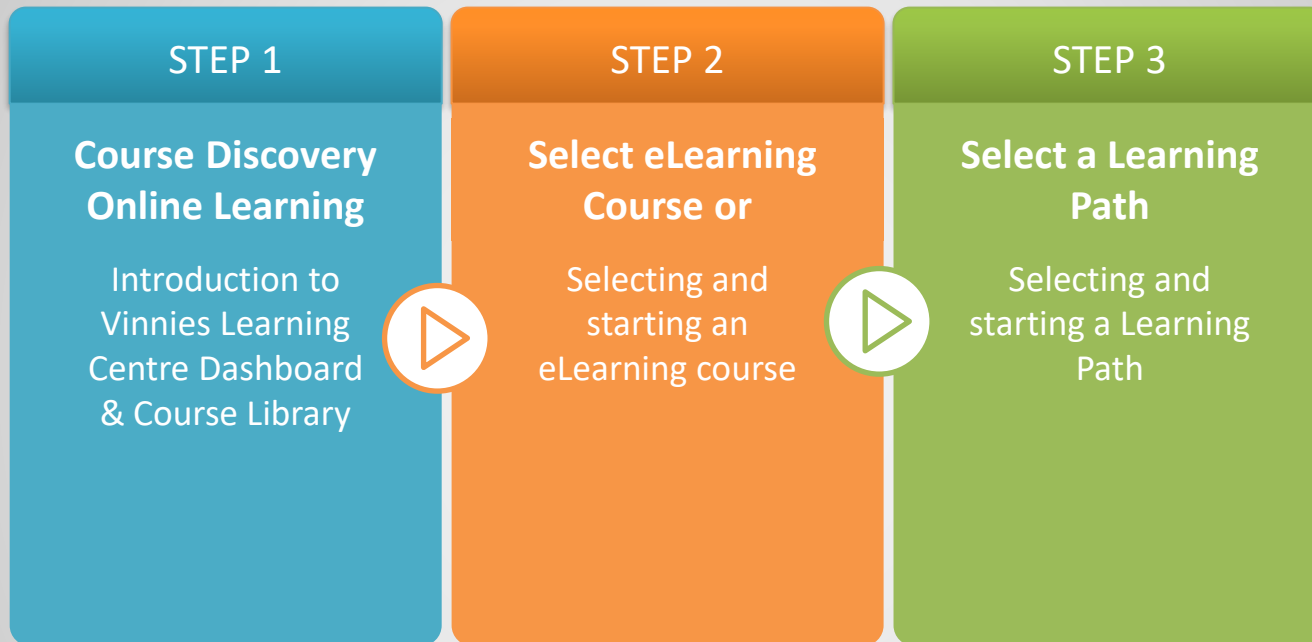


Searching for a Course



Step by step guide for learners to locate eLearning courses and Learning Paths

Searching for Online Courses

Course Discovery

- Learners logging into Vinnies Learning Centre <https://vinnieslearningcentre.litmos.com.au/> will see the following dashboard

The dashboard for Vinnies Learning Centre displays the following information:

- St Vincent de Paul Society** logo and navigation links: Home, Content Library, Achievements, Live Sessions, Instructor.
- Welcome message: Welcome, Marianne SAID
- Vinnies Learning Centre** header
- Progress summary: To do (17), Overdue (0), Completed (9), Login Week Streak (10). Total 26.
- Course filters: All, In Progress, Overdue, Not Started, Completed.
- Course cards:
 - Leading a rapid transition to remote work (67% progress)
 - Managing an engaged & productive remote team (0% progress)
 - Prepping for health & safety in any environment (0% progress)
 - Spiritual Reflections (0% progress)
 - Working effectively from a remote office (0% progress)
 - Accidental Counselor (0% progress)
- Calendar for May 2020 showing available, registered, and past sessions.

Searching for Online Courses

Course Discovery

- At the top of the page you will see Content Library - please click to view the Content Library

Content Library

St Vincent de Paul Society
Home Content Library Achievements Live Sessions Instructor

Welcome, Marianne SAID

Vinnies Learning Centre

To do: 17, Overdue: 0, Completed: 9, Login Week Streak: 10

Total 26

Navigation: All In Progress Overdue Not Started Completed

Calendar: May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

Legend: AVAILABLE SESSIONS (blue), REGISTERED SESSIONS (green), PAST SESSIONS (grey)

Searching for Online Courses

Course Discovery

- Select Content Library to view the below page. You can search for a course either using the Search Bar, Filters or Topics

The screenshot displays the 'Content Library' page of the St Vincent de Paul Society. The page features a navigation menu with 'Home', 'Content Library', 'Achievements', 'Live Sessions', and 'Instructor'. A search bar is located at the top right, with a callout bubble labeled 'Search Bar'. On the left side, there are two callout bubbles: 'Filters' pointing to a sidebar menu and 'Topics' pointing to a 'Topics' section. The sidebar menu includes 'Filters' (with a dropdown arrow), 'View All', 'Courses', 'Learning Paths', 'Collections', 'Recently Viewed', 'Popular Categories', and 'Favorites'. The 'Topics' section lists '20 Free Courses', 'Bullying', 'Communication', 'Communication & Social Skills', and 'Compliance'. The main content area displays a list of five courses, each with a thumbnail image, a title, and a heart icon for favoriting. The courses are: 'A Motivators Tool Kit 1.0', 'A New Way to Train Employees 1.0', 'Aboriginal and Torres Strait Islander Inclusion and Cultural Safety 1.0 (AU)', 'Adaptive Suite - Electronic Communication and Social Media', and 'Adaptive Suite - Privacy 3.0.0 (AU)'. A search bar at the top right contains the placeholder text 'Search for a course or learning path'.

St Vincent de Paul Society *good works* Content Library

Home Content Library Achievements Live Sessions Instructor

Search for a course or learning path

Filters

- ▼Filters
- View All
- Courses
- Learning Paths
- Collections
- Recently Viewed
- Popular Categories
- Favorites

Topics

- ▼Topics
- 20 Free Courses
- Bullying
- Communication
- Communication & Social Skills
- Compliance

A Motivators Tool Kit 1.0

A New Way to Train Employees 1.0

Aboriginal and Torres Strait Islander Inclusion and Cultural Safety 1.0 (AU)

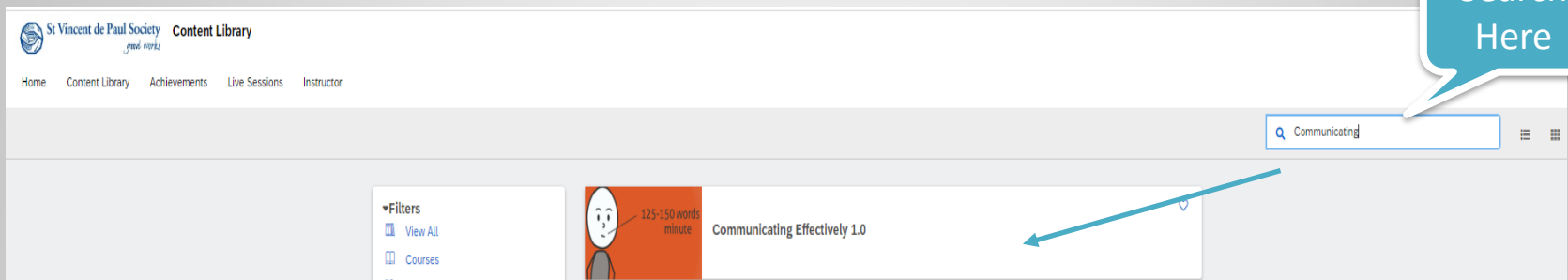
Adaptive Suite - Electronic Communication and Social Media

Adaptive Suite - Privacy 3.0.0 (AU)

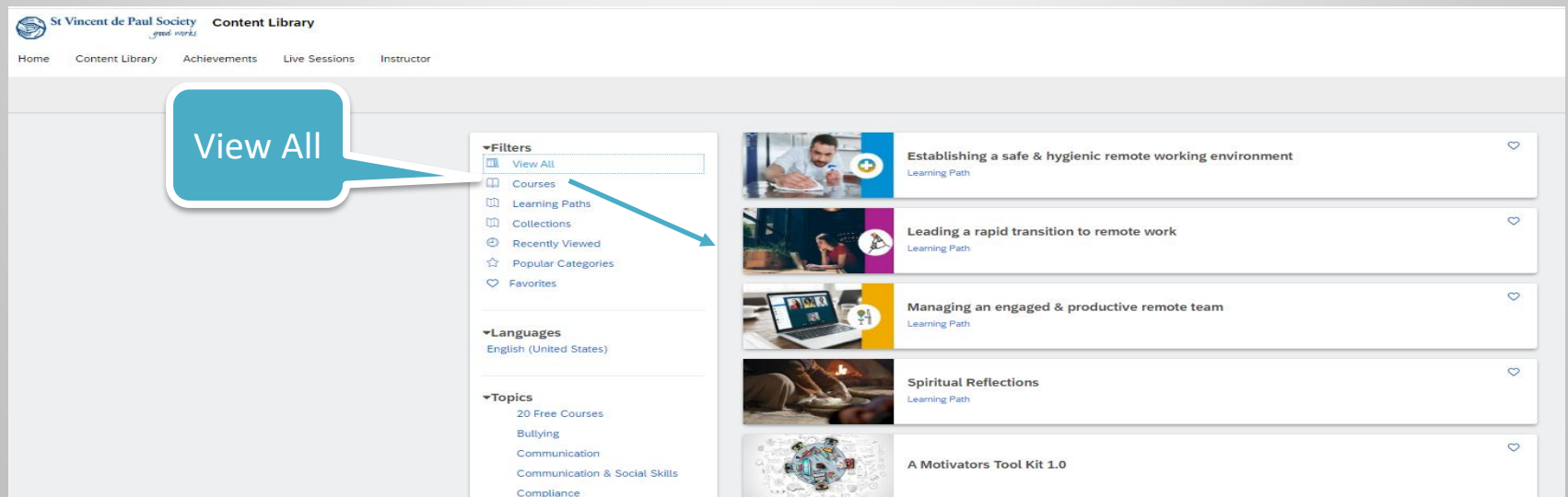
Searching for Online Courses

Course Discovery

- You Type in the course name or key words in the search bar and press enter. The course will appear, then you click on the course to start.



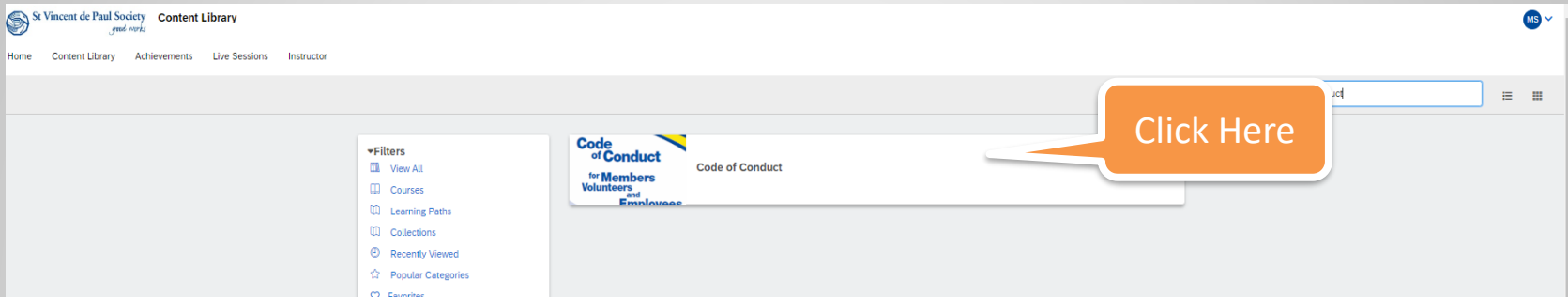
- Alternatively you can select on view all and browse through all the courses.



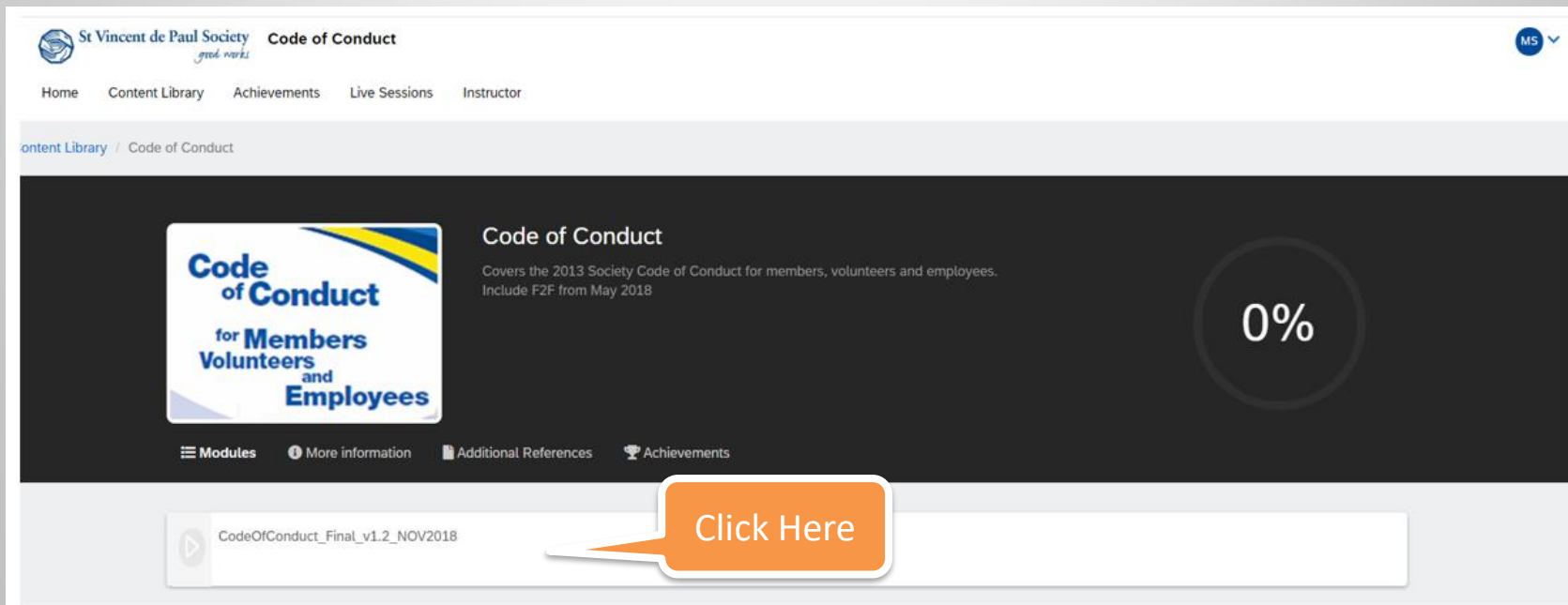
Searching for Online Courses

Selecting a Course

- If you find a course you would like to complete immediately, click on the course to open it.



- Once open, click on the course name to start



Searching for Online Courses

Selecting a Course

- If you find a course you would like to complete at a later date, click on the heart. This will save the course in your favourites for you to complete at a later date.

The screenshot shows the St Vincent de Paul Society Content Library interface. The header includes the logo and navigation links: Home, Content Library, Achievements, Live Sessions, and Instructor. A search bar is located in the top right corner with the placeholder text "Search for a course or learning path".

On the left side, there is a sidebar with the following sections:

- Filters**
 - View All
 - Courses
 - Learning Paths
 - Collections
 - Recently Viewed
 - Popular Categories
 - Favorites
- Languages**
 - English (United States)
- Topics**
 - 20 Free Courses
 - Bullying
 - Communication
 - Communication & Social Skills
 - Compliance

The main content area displays a list of courses, each with a thumbnail image, a title, and a heart icon in the top right corner:

- A Motivators Tool Kit 1.0**
- A New Way to Train Employees 1.0**
- Aboriginal and Torres Strait Islander Inclusion and Cultural Safety 1.0 (AU)**
- Adaptive Suite - Electronic Communication and Social Media**
- Adaptive Suite - Privacy 3.0.0 (AU)**

Two callout boxes provide instructions: "Saves here" points to the "Favorites" filter in the sidebar, and "Click on Heart" points to the heart icon on the first course card.

Searching for Online Courses

Selecting a Learning Path

A Learning path contains a series of courses related to a broad topic

- Under the Filters Menu you will see the options Learning Paths.
- Select the Learning Path you wish to complete and the Courses will be displayed.

The screenshot displays the St Vincent de Paul Society Content Library interface. The top navigation bar includes 'Home', 'Content Library', 'Achievements', 'Live Sessions', and 'Instructor'. A search bar is located at the top right. On the left, a 'Filters' menu is visible, with 'Learning Paths' selected. The main content area shows a list of learning paths:

- Establishing a safe & hygienic remote working environment (Learning Path)
- Leading a rapid transition to remote work (Learning Path)
- Managing an engaged & productive remote team (Learning Path)
- Spiritual Reflections (Learning Path)

A callout box labeled 'Learning Path' points to the first item. A callout box labeled 'Topic' points to the 'Spiritual Reflections' item. A callout box labeled 'Courses' points to the detailed view of the 'Spiritual Reflections' learning path, which lists several individual courses with progress indicators (0%):

- Spiritual Reflection - Martha and Mary
- Spiritual Reflection - No Room at the Inn
- Spiritual Reflection - Social Justice
- Spiritual Reflection - All Souls and Charles O'Neill
- Spiritual Reflection - Piglet and Pooh Conversation
- Spiritual Reflection - Walking on Water

Searching for Online Courses

Select a Course

- Selecting 'Start this learning path' will save in your dashboard. You can complete the courses individually in your own time. The Learning Path will remain in a 'Yet to do' state in your dashboard until all courses are completed.

The screenshot shows a user interface for a learning path titled "Spiritual Reflections". At the top, there is a dark header bar with a small image of a person in prayer, the title "Spiritual Reflections", a blue button labeled "Start this learning path", and a circular progress indicator showing "0%". A green callout bubble with the text "Click here" points to the "Start this learning path" button. Below the header, there is a list of course items, each with a dropdown arrow, a title, a lock icon, an information icon, and a circular progress indicator showing "0%".

Course Title	Progress
Spiritual Reflection - Martha and Mary ⓘ	0%
Martha and Mary ⓘ	
Spiritual Reflection - No Room at the Inn 🔒 ⓘ	0%
Spiritual Reflection - Social Justice 🔒 ⓘ	0%
Spiritual Reflection - All Souls and Charles O'Neill 🔒 ⓘ	0%
Spiritual Reflection - Piglet and Pooh Conversation 🔒 ⓘ	0%
Spiritual Reflection - Walking on Water 🔒 ⓘ	0%

Searching for Online Courses

Select a Course

Below are links to both required and a few suggested courses. If you wish to further develop your skills, the Content Library in the [Vinnies Learning Centre](#) contains many additional courses covering a wide range of topics.

To ensure you meet Vinnies regulatory requirements these Learning Paths should be completed:

[Society Pathway 1](#)

[Society Pathway 2](#)

[Society Pathway 3](#)

[Child Safe Familiarisation](#)

Here are links to some other courses you may like to do:

[Communicating Effectively](#)

[Excel 2016 Basic](#) –([Intermediate](#), [Advanced](#) and other versions also available)

[Five Steps to Problem Solving and Diffusing Upset Customers](#)

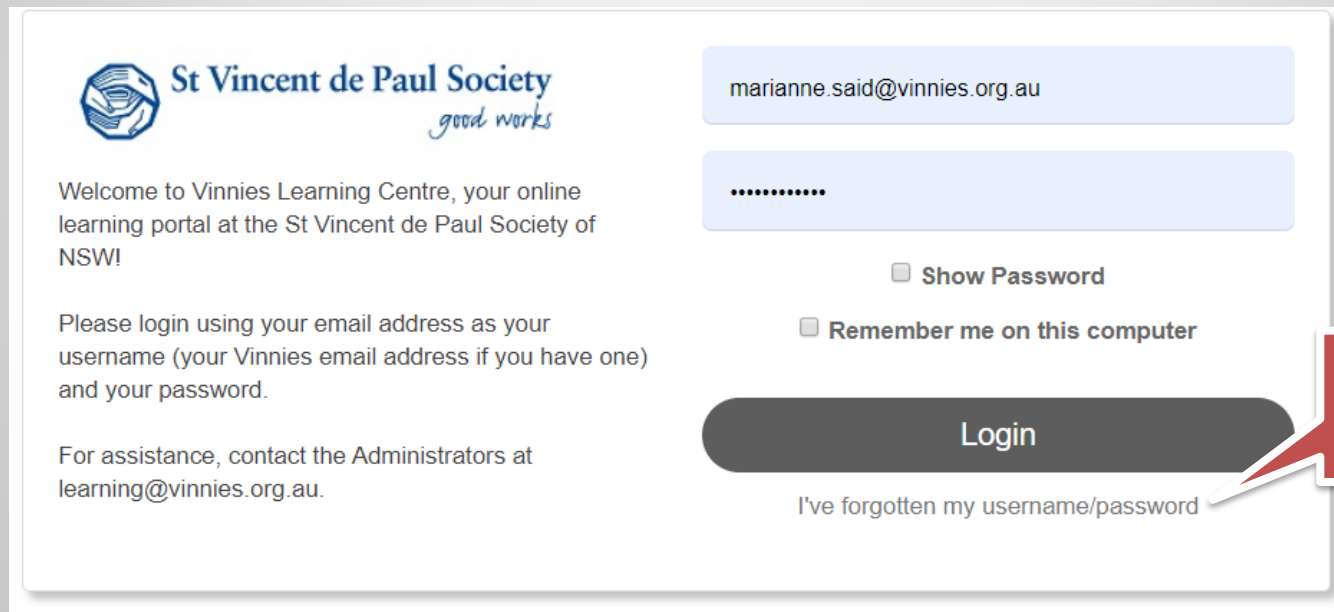
[Five Ways to Wellbeing](#)


Searching for Online Courses

Need Help

If you are having trouble logging in to the Vinnies Learning Centre or have any questions, please contact Learning@vinnies.org.au

If you know your username and have forgotten your password, you can reset your password by clicking on the 'I've forgotten my username/password link'. You will receive a password reset email (please check your spam/junk folder).



 **St Vincent de Paul Society**
good works

Welcome to Vinnies Learning Centre, your online learning portal at the St Vincent de Paul Society of NSW!

Please login using your email address as your username (your Vinnies email address if you have one) and your password.

For assistance, contact the Administrators at learning@vinnies.org.au.

Show Password

Remember me on this computer

[I've forgotten my username/password](#)

Reset password link here



Selecting “**remember me**” will prompt your computer to remember your login details so you don't have to.

NOTE: The “**remember me**” option **shouldn't** be **used** on computers/devices such as, public or shared computers, and computers **you** don't sign in to and cannot lock