ARCHELEARN QUICK REFERENCE GUIDE

ARCHELEARN ADMINISTRATOR

✉ archelearn@bne.catholic.net.au

📞 07 3324 3075

LOGIN (Personal Email Address)

🌐 https://archelearn.brisbanecatholic.org.au/accounts/external

Use your email and password to log into ArcheLearn.

Welcome to ArcheLearn.
Please log in with your email address.

- User name or email
- Password
- ☐ Remember Me   Forgot your password?
- **Sign in**

Go to Single Sign On

RESET PASSWORD

Click 'Forgot your password'. Enter your email address and click 'Send reset instructions'.

Forgot your password?

- Email
- **Send reset instructions**

Return to login page?
Go to Single Sign On

COMPLETING A COURSE

Click on the course you would like to complete/continue.

Employee's Training
Welcome to ArcheLearn. Select a module to start exploring or visit the Catalogue for further training options available to you.

≡ Training   📖 Catalogue   👤 Profile

🔍 Search my training

- Warden Training 1: Emergency preparation ●
- Warden Training 2: Emergency response ●
- Guide for Assessors: An overview of assessing training ○

Click 'Explore'

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OVERVIEW

Guide for Assessors: An overview of assessing training
🕐 7 minutes

What is this article about?
This topic provides an introduction to assessing training in this learning portal (as a creator or assessor). We discuss the elements within the portal that can be assessed, as well as how to assess those elements.

Why is this article important?
This article is important as it provides a step-by-step introduction to help new assessors make the most of this platform.

Explore

HOW TO CLEAR MY CACHE/BROWSING HISTORY

1. Select '**Menu**' in the upper right corner
2. Select '**Settings**'
3. Select '**Privacy and security**'
4. Select '**Clear browsing data**'
5. Select '**Clear data**'

VIEW COMPLETED COURSES/PRINT CERTIFICATE

Select 'Completed' from the dropdown list.

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🔍 Search my training   Enrolled ⌄
                                         Enrolled
                                         Completed

- Warden Training 1: Emergency preparation
- Warden Training 2: Emergency response ●

Certificates are available.

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🔍 Search my training   Completed ⌄

- Guide for Assessors: An overview of assessing training   Certificate ✓