



Election Trainer

Student manual

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Introduction

This document has been written to help students use the *Election Trainer* programme.

Devices required for using Election Trainer

Devices and versions

Election Trainer is supported on the current version, as well as the three previous versions of the four major browsers: Google Chrome, FireFox, Internet Explorer and Safari.

iPhones and iPads will also run *Election Trainer*, provided they are on the latest version of the operating system (iOS).

The programme should also run on the most recent mobile devices that use the Android and Windows operating systems, provided they have been updated with the latest version of the operating system.

However, because of the number of combinations of devices, browsers and versions, we cannot guarantee that *Election Trainer* will work on your device. If it does not, we suggest using another device, or contacting your local authority to see if they can help you.

Pop-ups

The *Election Trainer* programme begins by opening as a pop-up from the **Begin** screen. Because of this, you may need to enable pop-ups in your browser to allow the training to start.

Home

The **Online Election Training Homepage** is your navigation centre for your online election training experience. From this screen, you can navigate to the training course you are subscribed to.

Click on the **HOME** button on any screen to navigate back to the **Online Election Training Homepage**.

MY COURSES
CERTIFICATES
ADMIN AREA

HOME MY COURSES

WELCOME TO ONLINE TRAINING!

This online training is for the EU Referendum on 23rd June 2016.

To guarantee successful completion of the programme and assessment please ensure you view every slide by using the "NEXT" button in the bottom right corner of your window. If you find the assessment unavailable at the end of the programme, please refer to the Menu on the left-hand side of your window to check you have viewed all lessons.

Ready to Start?
Click the **My Courses** link on the left to access your training programme.

My Courses

Click on the **MY COURSES** button to access all of your training courses.

MY COURSES
CERTIFICATES
ADMIN AREA

HOME MY COURSES

ALL OPEN NEW

Sea

 **Polling Station Staff Training Programme - EU Referendum**
You didn't start to attend this course yet, your level is Student
Course is: elearning with: 682 users subscribed
[3r]

Your training courses are listed in the main area of the screen.

HOME MY COURSES

ALL OPEN NEW

Search: 2016

 **Polling Station Staff Training Programme - EU Referendum**
You didn't start to attend this course yet, your level is Student
Course is: elearning with: 682 users subscribed
[3r]

The training programme

Content

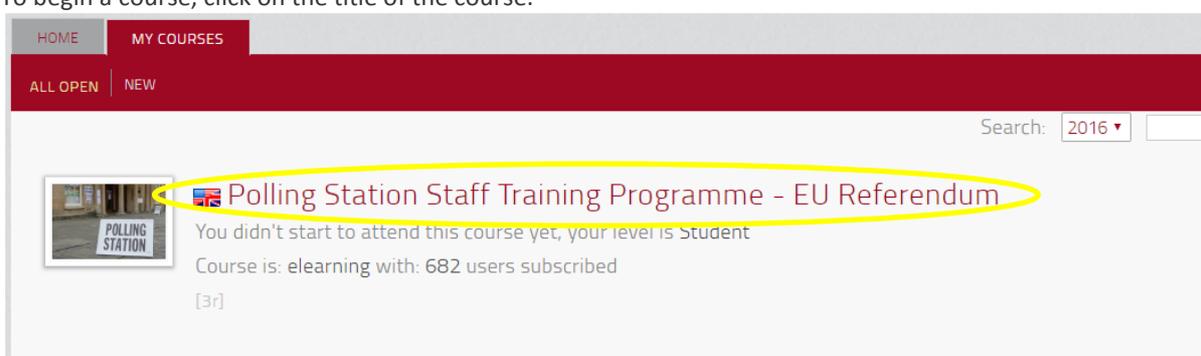
The training comprises two parts. The first is the 'learning' part, where you watch the content and learn about being a Presiding Officer or Poll Clerk. You do not need to complete this section all in one go - you can close the window, and this will save your progress, and then come back another time.

The second is an assessment that you must take to prove your knowledge. You can only access the test once you have completed the 'learning' part. This assessment comprises 20 questions, and you must attain a pass mark of 85% or greater in order to complete the programme. You can take the test as many times as you like, but please note that only your most recent assessment score will be visible to your administrators.

Navigation of the programme

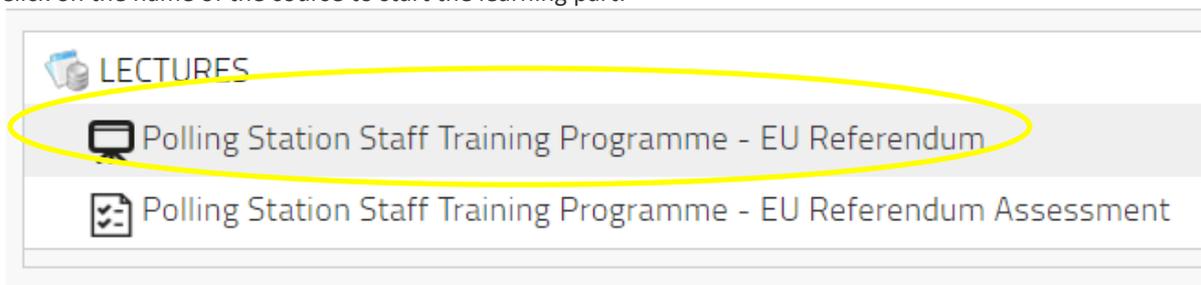
Starting the training course

To begin a course, click on the title of the course.

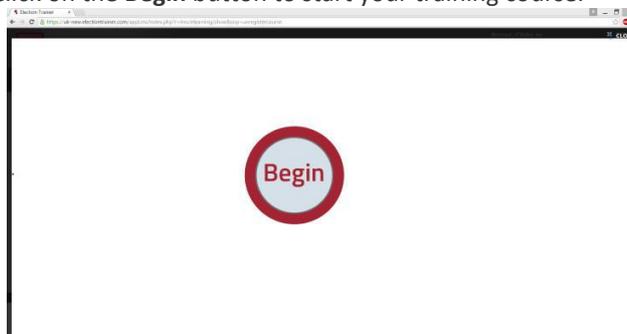


The page will now take you to the page where you can see the two parts of the course. The top one is the learning part, the second is the assessment.

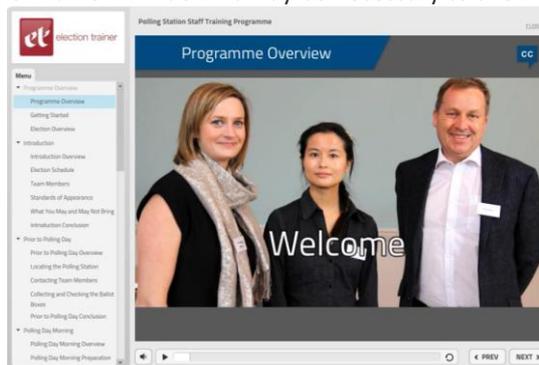
Click on the name of the course to start the learning part:



The **Begin** page displays. Click on the **Begin** button to start your training course.



The training course opens in a new window. It may be necessary to allow pop-ups in your browser.



Closing the training window

Once you decide to close the training window, you will be taken back to the **Begin** page.

- If you use Internet Explorer, you may get a message at the top of the screen asking you whether you wish to leave this page. You should say 'Leave this page', and that will take you back to the main screen. Your progress will be saved when you do this.

- If you use browsers other than Internet Explorer (such as Chrome or Firefox), you will be required to press the 'Close' button at the top left of the **Begin** page, which will take you back to the main screen:



Your progress will be saved when you do this.

The assessment

The assessment can be taken only once you have completed the learning part of the training, and must be passed with a score of 85% or higher in order for you to be able to be employed on polling day.

You cannot take the assessment until you have completed the entire of the learning part of the programme. This is shown by the orange padlock symbol, as show here:

 Polling Station Staff Training Programme Assessment



When the assessment is ready to be taken, the padlock will disappear.

There are two ways of taking the assessment. The first is to take it directly when you finish the learning section. The second is to access it from the main learning screen.

Accessing the assessment from the learning part

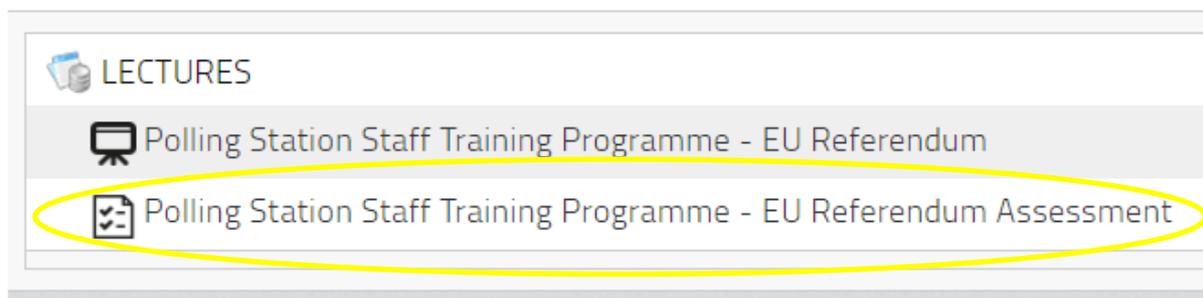
When you complete the training, you are prompted to take the assessment as follows:

Polling Station Staff Training Programme Conclusion

You have almost finished the Polling Station Staff Training Programme. Please click **NEXT**, and then click the Polling Station Staff Training Assessment to take a short assessment to complete this programme.

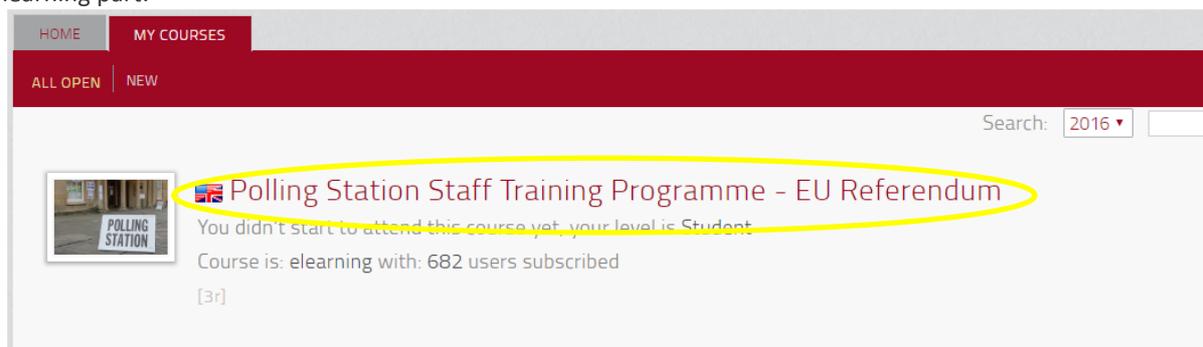
◀ PREV NEXT ▶

When you click NEXT, you are taken back to the main screen, where you should then click on the assessment which is the bottom of the two in the screen:

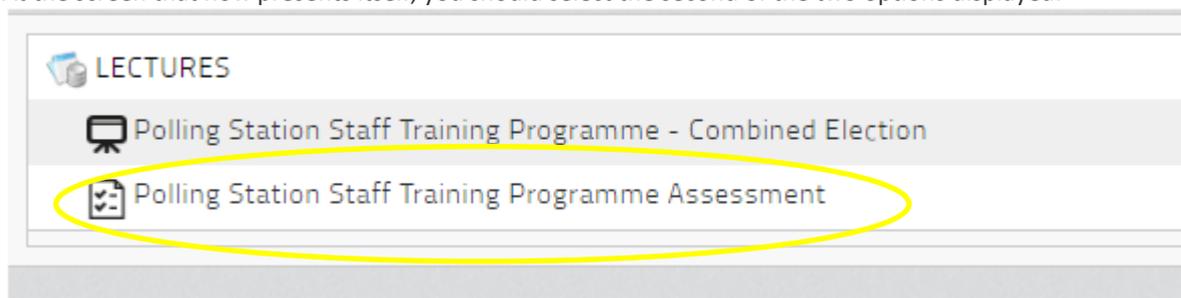


Accessing the assessment from the home screen

You do not have to take the assessment as soon as you finish the learning section. You can come back and take it any time. In order to do this, you should click on the training course, as you will have done to take the learning part:



At the screen that now presents itself, you should select the second of the two options displayed:



This will now start the assessment.

Viewing assessment results

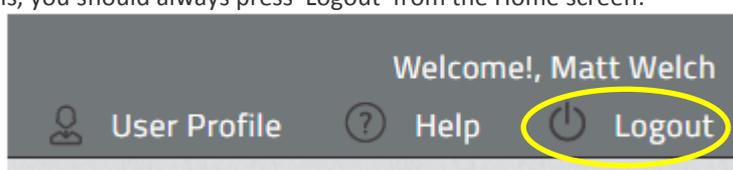
After you have completed the assessment, you can see the scores that you received immediately upon completion, but you can also see the most recent assessment score by clicking on the graph icon as shown here, in the screen where you either pick to start the course or the assessment:



The most recent assessment results are then shown.

Logging out of the programme

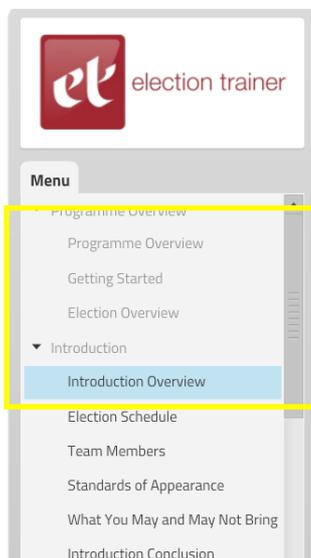
Once you have finished using **Election Trainer** for the time being, you should make sure your account logs out successfully. To do this, you should always press 'Logout' from the Home screen:



If you don't do this, and just close your browser without logging out, you may have difficulty getting back into the programme, as your previous session may still be in progress.

Re-visiting sections of the training.

The course flows such that when you finish a section, it automatically allows you to flow into the next section. Once you have been through a section, the heading for it turns grey, and you can click on it to go back over that section. Use the left-hand pane to go through sections again:



Skipping sections

You cannot skip through sections if you have not completed them already.

Seeking videos

Some of the lessons in *Election Trainer* are videos, and have seek bars to allow you to go back through the video. Please note that if you use the seek bar to navigate around the video too frequently, the video and audio may become out of sync. If this happens, restart the video by using the button:



Certificates

Upon completing all of your assigned training, you will receive a certificate of completion.

Printing a Certificate

To print a certificate:

1. Click on the **CERTIFICATES** button on the left-hand side of the screen.
2. The **Certificates** page displays.
3. From here, you can open and print your certificate of completion.



Revising sections of the course

Once you have completed the programme and passed the assessment, you can go through any sections of the training you want to, in order to revise the content. To access the course once you have completed it, it will be visible under the **Completed** section of **My Courses**:



You can then open the course and navigate it as you like.

User Profile management

Changing your password

If you'd like to make your password something more memorable for yourself, rather than the original one you were given, you can do this.

Click on the **User Profile** link to change your password.



The **User Profile** page appears.

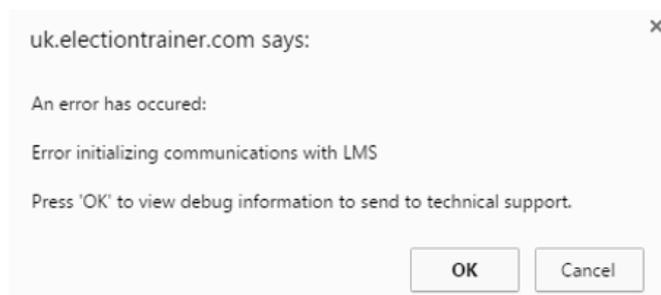
1. Enter your old password in the “Old password” field.
2. Enter your new password in the “New password” field. Please note that passwords can only contain letters.
3. Retype your new password in the “Retype the password” field.
4. Click on the **Save changes** button.

Troubleshooting

This part of the guide contains some resolutions to some issues that you may encounter when using the programme.

Opening the course

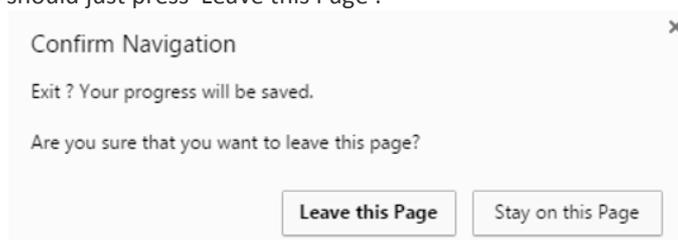
When you click 'Begin' to start the course, the programme will open in a new window. If you accidentally minimise this window, and then click 'Begin' again, you will receive a message like this:



To get round it, just close any of the windows you have open and click 'Begin' once again.

Going back to the Homepage

After closing the training window, and being taken back to the **Begin** page, if you press the back button on your browser to take you back to the Homepage instead of the 'Close' button, you might get a message like the one below, and you should just press 'Leave this Page':



Further assistance

If you require further assistance on using *Election Trainer*, you should contact your local authority for advice.