

“WILMa”



WILMa User Quick Reference Guide



*Working for
Warwickshire*



What you need to know to get started...

Your development is important to Warwickshire County Council. We want to give you effective and innovative ways to learn and develop.

WILMa your Warwickshire Interactive Learning Management System can be accessed via any computer with a link to the internet.

With WILMa you can...

- Access your learning anytime, anywhere!
- Search for and book training events
- Complete eLearning modules
- Track your development
- Link to more learning resources

Visit: warwickshire.learningpool.com

Tip... No www.necessary! **We recommend using Chrome as your browser.**

Enter your username (WCC Employee number) & password to access your learning. Your Employee number can be found at top of your payslip as shown. →

PAY ADVICE

Name: Mrs. Lisa Maxwell	Payroll Name: Admin Monthly
HRMS No: 12345	Pay Date: 30-JUN-2013
Your account will be credited on 28-JUN-13 with a net pay of £	

On your first visit you will need to enter the default password, which is 'Welcome123' and change it when prompted.

Get your training and development on demand with WILMa!



Some learning guidelines...

- Discuss your training needs with your Line Manager so you know what to focus on.
- Check that your Line Manager is in agreement for you to complete a module in work time.
- Plan and schedule your diary for eLearning.
- Put your phone on divert, avoid noisy places (where possible).
- You may need a headset when undertaking eLearning & if working in a busy office.
- Let others know you're busy learning.

Finding a course or event...

There will be specific statutory/mandatory courses you must complete. Your Learning Plan will continue to be developed to include any service specific training that you need to do.

Find Courses

To find a course, click on the images towards the bottom of the home page, or click on 'Find Courses' in the menu at the top of your screen.

If you know the name of the course, you can also put the details in the search box that is available on the home screen.



Finding a course or event...

Each course has an introduction page providing information about the course itself and in some cases, how long it will take.

Choose a course.

To access a particular course, simply click on the course title.

ICT Introduction to eLearning

This short module is intended as quick introduction to the world of eLearning.

As you work through each of the sections on the right you will:

- become familiar with what eLearning is
- experience the types of activities used
- see the benefits of using eLearning

Course duration will depend on the length of the modules and the number of times each module is reviewed.

You will then be presented with the following screen:-

Enrolment options

ICT Google Forms eLearning



For users who wish to increase their Google Forms skills using eLearning

By the end of the course you will be able to:

- Create questions in a Google Form
- Adjust settings and share your Google Google
- Collect and analyse Google Form results
- Download and share data
- Understand the Google Form

Course duration will depend on the length of the modules available and the number of times each module is reviewed.

Self enrolment (Learner)
No enrolment key required.

Continue to course

You must then click on the 'Continue to course' button. Once you have clicked this button, you will be presented with the course (module) description.

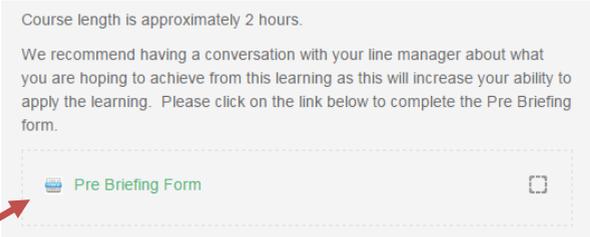
This Topic Outline Page provides you with all the information relevant to that course. A course will include a number of modules, typically a Pre Briefing Form, a piece of eLearning/Face to Face (F2F)/Classroom sessions available, Evaluation Form, Certificate. Work through each module in order to ensure completion of the course.

Note: If you click 'Continue to a course', the course will be added to your Record of Learning. If you then decide you do not wish to complete the course having read more details, please email wilma@warwickshire.gov.uk so it can be removed.

Course Details...

Once you have clicked on 'Continue to course', you will then have access to complete the learning. Depending on the module, there will be a different sections that will need to be completed in order to obtain Course Completion status.

For some courses the Pre Briefing must be completed before you can book onto a session.



Course length is approximately 2 hours.

We recommend having a conversation with your line manager about what you are hoping to achieve from this learning as this will increase your ability to apply the learning. Please click on the link below to complete the Pre Briefing form.

 [Pre Briefing Form](#) 

Click on the link to open and complete the form.

For Face to Face courses, you will be able to then view available sessions. Click the link to view and sign up for sessions. You may require your Manager's approval to book on some courses.



– Face to Face Event (F2F)

Please click the link below to view the available sessions

 [Google Drive Course](#) 

[View all sessions](#)

 [Google Drive](#) 

Course Specification for Google Drive

For eLearning courses, you will be able to open the learning module by clicking on the links available in the eLearning section:-



– Creating a Form

Please access the following eLearning to learn about creating forms in Google Drive.

We will look at how to create a form, some of the options available when creating a form and question types.

 [Menu Options eLearning](#) 

 [Question Types eLearning](#) 

 [Create a Form - Exercise](#) 

 [Google Drive Training - Example](#) 



Once you have completed either your eLearning or your Face to Face (F2F)/ Classroom session, the next section you need to complete is the Evaluation Form:-

– Evaluation

Please click the link below to launch the evaluation form

Evaluation Form

Not available until the activity Google Drive Course is marked complete.

Please note: the Evaluation Form link will not be available until either the eLearning or Face to Face (F2F)/classroom course has been marked as complete.

Once you have completed the Evaluation Form, the Certificate section will then be available if you need to view or print off for your records :-

– Certificate

Please click the link below to receive your certificate

Certificate

Not available until the activity Evaluation Form is marked complete.

Please note: the Certificate link will not be available until the Evaluation Form section has been marked complete.



As you work through each course, you will be able to see how many courses are complete, incomplete or not attempted by clicking on your My Learning area on the Home Page and Record of Learning.

Growth Learning Change

Happy to help...

Got a question?

Frequently asked questions (FAQ's) are available with WILMa

Or

Email wilma@warwickshire.gov.uk

Need help with a module?

Click on the 'Help' button.



Need technical assistance?

If you would like assistance contact Learning Pool's helpdesk on **0845 0744 114** or email support@learningpool.com

The Learning Pool support team is available to help you Monday to Friday 8am to 8pm, Saturday, Sunday and Bank Holidays 9am to 5.30pm.

We hope that you have found this
Quick Reference Guide
a useful tool.



If you require further
assistance, please contact

Support@learningpool.com

or

Wilma@warwickshire.gov.uk

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