

# Warwickshire Interactive Learning Management

**“WILMa”**



## Quick Reference Guide





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

*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

*Get your training on demand with **WILMa**!*



## *What you need to know to get started...*

On any computer with internet access:

Visit: **warwickshire.learningpool.com**

Tip... No www.necessary!

## *Signing up...*

You will see the following login screen , you will need to create a new account, by clicking on this button

This will then direct you through onto a sign up form, scroll down through the form entering your information and ensuring you complete all fields marked \*

Answer the security question/CAPTCHA then click the arrow displayed to the left of 'Please click here to fill out your organisation information'

▶ **Please click here to fill out your organisation information.**



### *Choosing your position and organisation...*

Complete the following steps to enter your Position and Organisation, click the 'Choose position ' button

▼ Please click here to fill out your organisation information.

Position (known as)

Position ?

Choose position

Organisation ?

Choose organisation

If your organisation is not listed in the organisations above, please enter it below.

Cancel

Create my new account

Once clicked a pop out tab will open as follows

You can either browse the hierarchy and select the most relevant position or click the 'Search' tab and type any part of your position and select from the list of matching positions. When you have selected an option, click 'OK'

You be returned to the screen above, repeat the same process for your Organisation by clicking the 'Choose Organisation' button.

### *If you Organisation is not on the system...*

You may encounter difficulties and are unable to find the organisation you work for on **WILMa**, if this is the case, enter the name of your organisation in the text box on the screen . Please ensure you have searched for your organisation to ensure it does not already exist before entering information into this box

If your organisation is not listed in the organisations above, please enter it below.

Cancel

Create my new account

When completed, click on the 'Create my new account button'. Your request will be sent to an administrator who will check the details and approve the account or contact you if there are any problems.

If you find your position is not on WILMa or if you are experiencing problems signing up please contact the following: [wilma@warwickshire.gov.uk](mailto:wilma@warwickshire.gov.uk)



### *Once logged in...*

The home page contains a button bar to help you navigate around the system.



'**My Learning**' - enables access via 'My Bookings' to a list of current face to face courses you are booked to attend (details of charges will be contained on the course page or in the Terms & Conditions document available from the login page.) 'Record of Learning' will display any course that you have enrolled on indicating whether you have completed the course.

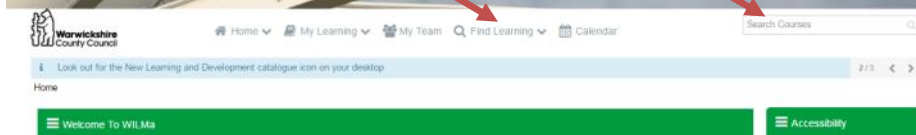
'**Find Learning**' - will enable you to browse and search for courses by category. You can also use the 'Search Courses' box on the home page.

'**Calendar**' - enables you to view all available courses on specific dates



### *Finding a course or event...*

To find a course, click on the scrolling images on the home page, or click on 'Find Learning' or can use the 'Course Search' bar to the top right of the page.



## Choose a course...

Each course has an introduction page providing information about the course. By clicking on the course title in a list of search results, you will then be taken to the **enrolment options** page, to view more details and sessions for a course click on the 'Continue to Course' button within the black bar at the bottom of the page.



This will then take you onto the course page, containing additional detail about the course. From this page you can access the specific activities such as requesting a place on a session or completing an eLearning package, taking a quiz or completing an evaluation. See example below:

### ICT Getting More from Google Mail & Calendar

Your progress

For users who want to customise and maximise effectiveness with Google Mail and Google Calendar.

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

- Set up and customise your Inbox
- Use Labels to manage your Inbox
- Search and Filter to find and organise your Inbox
- Set up meetings and invite others
- Find and customise Mail and Calendar Settings

Course length is approximately 3 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 'Pre Course Tasks' link below to post about how you are using Google Mail and Calendar, and what you would like to improve as a result of the course.

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

Pre Course Tasks



Face to Face Event (F2F)



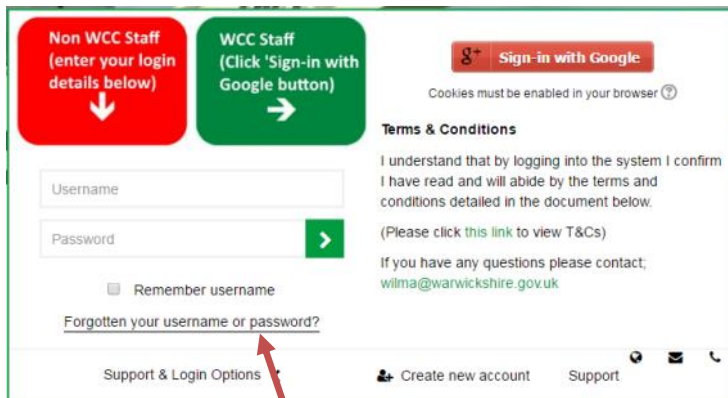
Evaluation



Click on the arrow to the right of each section title to view the contents of the section. Each section will contain different activities.



## Forgotten your password?



The screenshot shows a login interface with two main buttons at the top: a red button for 'Non WCC Staff' and a green button for 'WCC Staff'. To the right is a 'Sign-in with Google' button. Below these are input fields for 'Username' and 'Password', a 'Remember username' checkbox, and a link for 'Forgotten your username or password?'. A red arrow points from this link to the list of help options below. The bottom of the page includes links for 'Support & Login Options', 'Create new account', and 'Support'.

Non WCC Staff  
(enter your login details below)

WCC Staff  
(Click 'Sign-in with Google' button)

Sign-in with Google

Cookies must be enabled in your browser

Terms & Conditions

I understand that by logging into the system I confirm I have read and will abide by the terms and conditions detailed in the document below.

(Please click [this link](#) to view T&Cs)

If you have any questions please contact; [wilma@warwickshire.gov.uk](mailto:wilma@warwickshire.gov.uk)

Username

Password

☐ Remember username

[Forgotten your username or password?](#)

Support & Login Options

Create new account

Support

There are 3 different ways to get help...

1. Click the 'Forgotten your username or password?' in the Login box.
2. Email the Learning Pool team at **support@learningpool.com**.
3. Call the Learning Pool team on **0845 0744 114**

## Your password reminder...

Write a short hint here to remind you what password you have chosen for **WILMa**.

Remember not to write your actual password though!



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# Growth Learning Change

*Happy to help...*

## **Got a question?**

Frequently asked questions (FAQ's) are available within WILMa.

## **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](mailto: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](mailto:Support@learningpool.com)

or

[wilma@warwickshire.gov.uk](mailto:wilma@warwickshire.gov.uk)

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