

Eaco: Learning Courses

USER GUIDE

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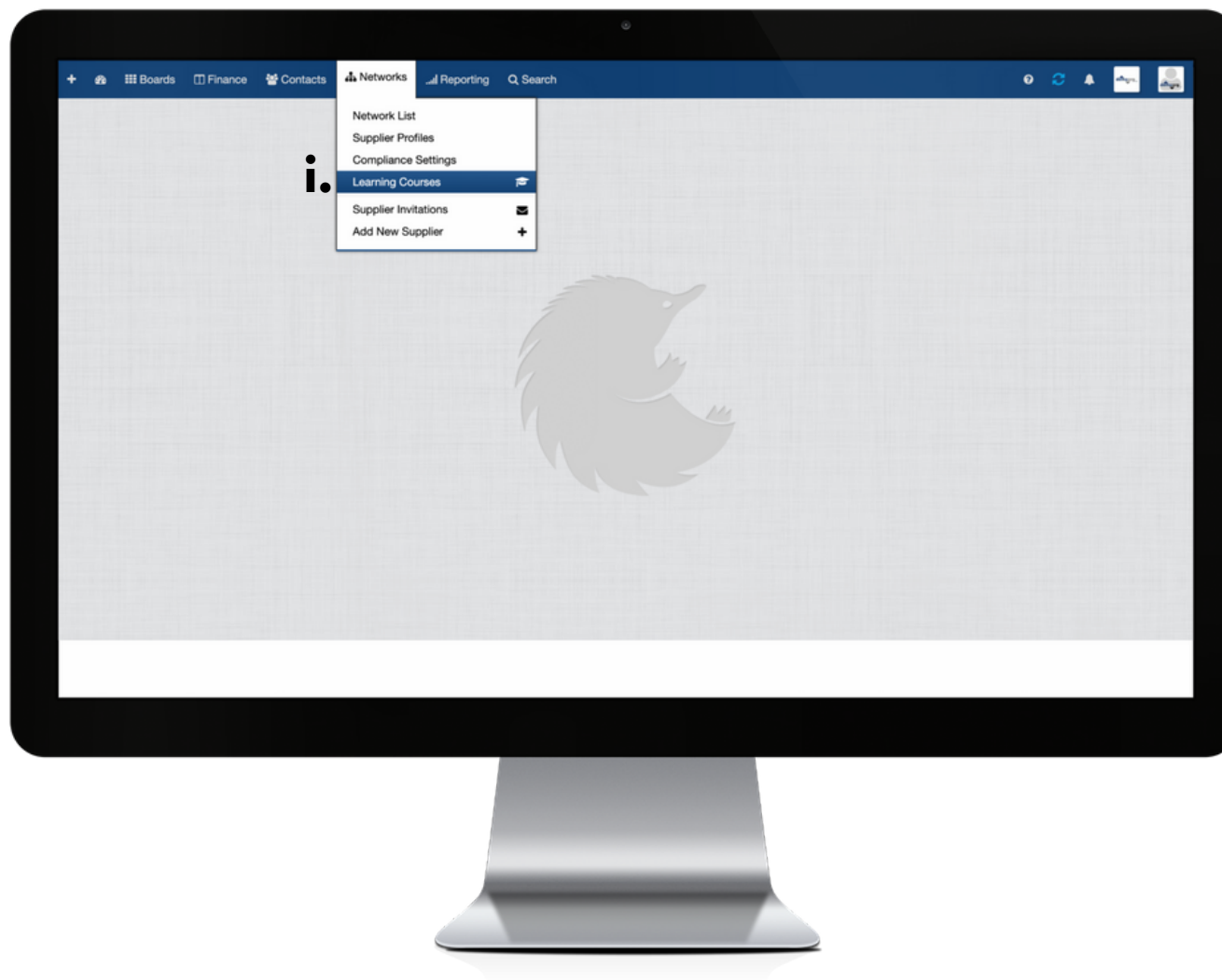
INDEX

User Instructions

- 1. Get Started.....3-4
- 2. Learning Courses Register.....5-6
- 3. Establish a New Learning Course.....7-13
- 4. Previewing a Learning Course.....14-15
- 5. Completing a Learning Course.....16-23

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OPTIMISE

1. GET STARTED



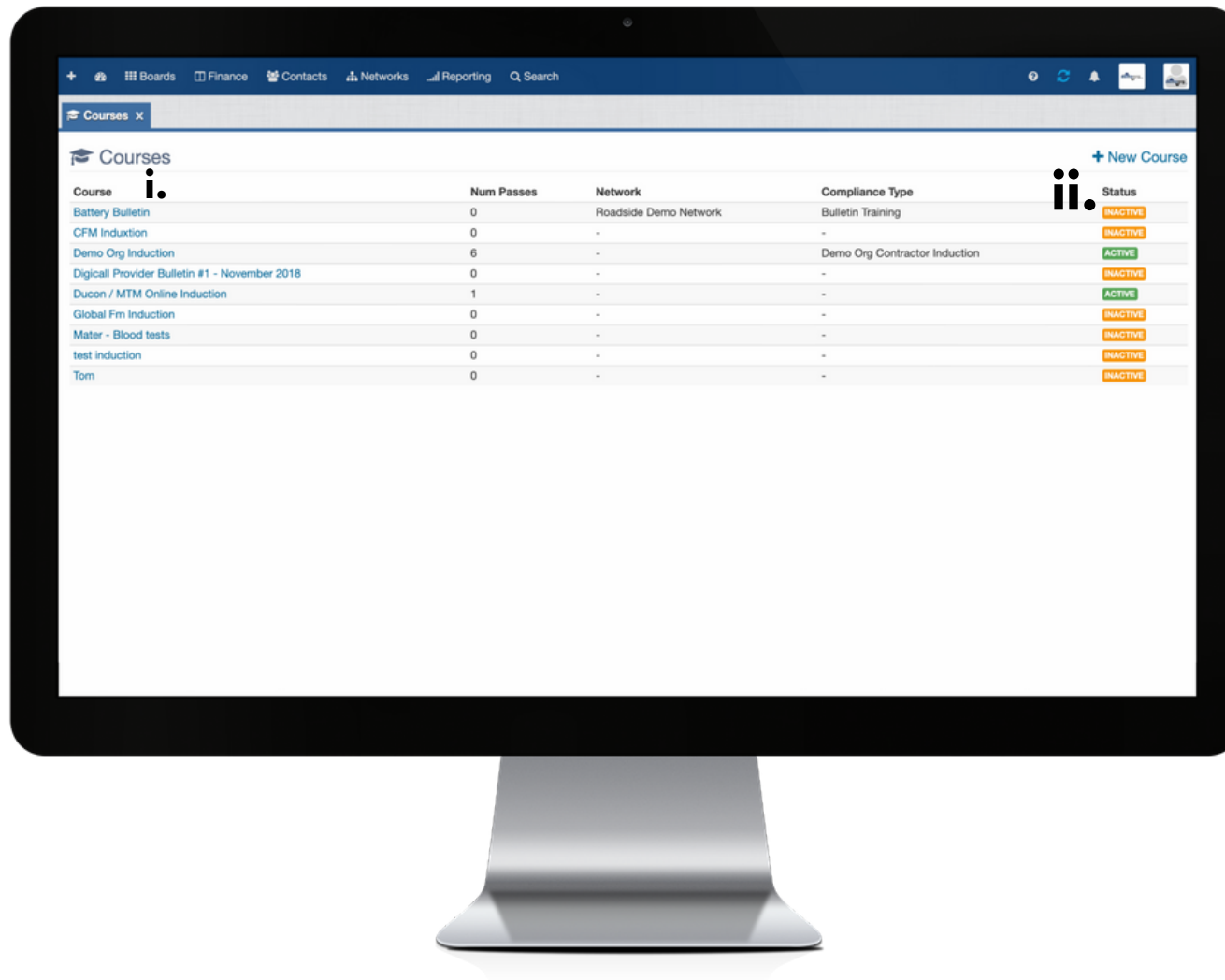
Your organisation's Networks module, which is accessible as a main menu item of the Eaco Control Centre's navigation bar, contains a section dedicated to establishing and managing Learning Courses (i).

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2. LEARNING COURSES REGISTER





Upon clicking on the Compliance Settings option from within the Networks Module of your Eaco Control Centre, your Compliance Status Register main page (i) will appear.

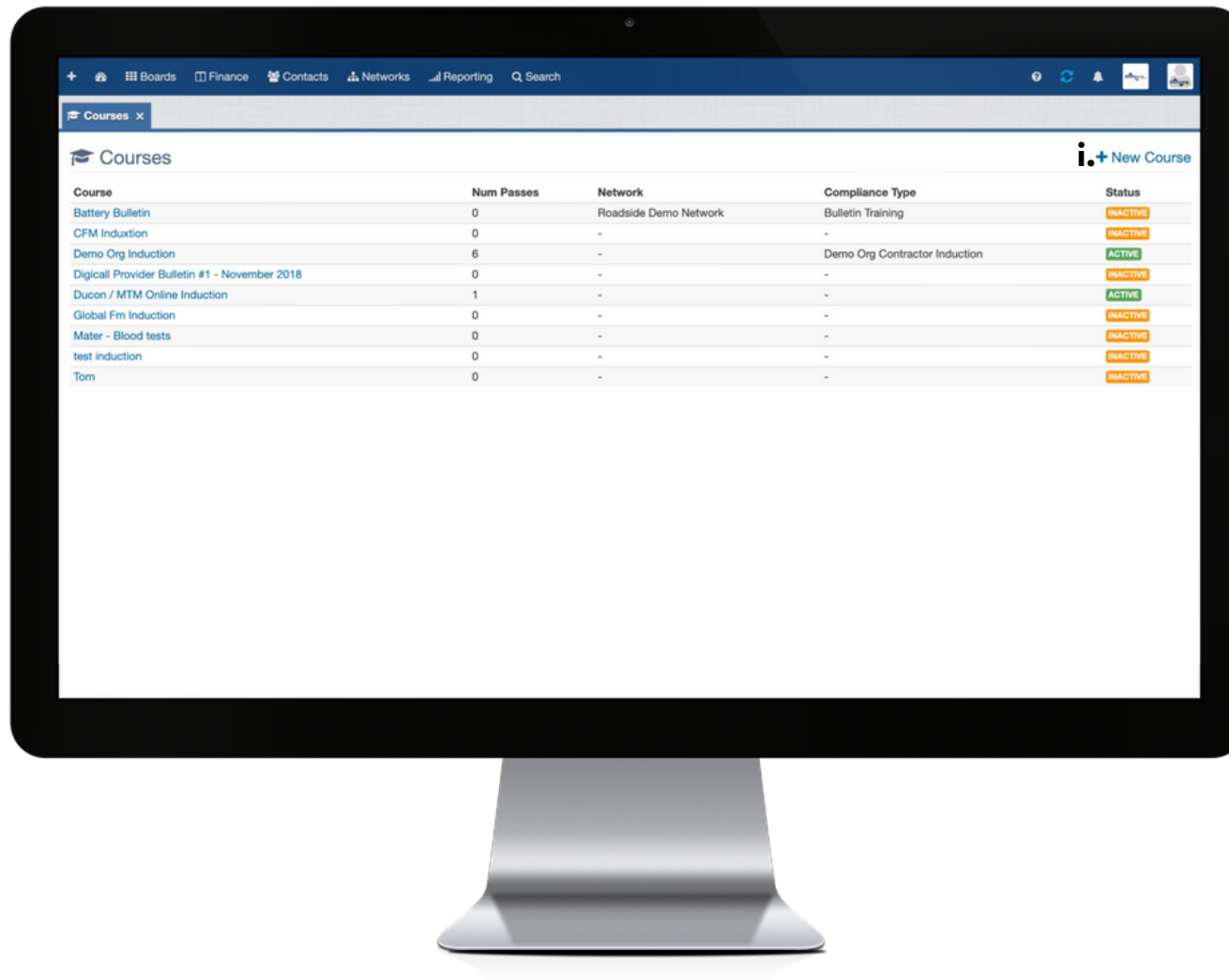
ii: the Status of an established Learning Course will be displayed in this column to indicate whether a Learning Course is open for completion (Active) or not open (inactive).

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3. ESTABLISH A NEW LEARNING COURSE

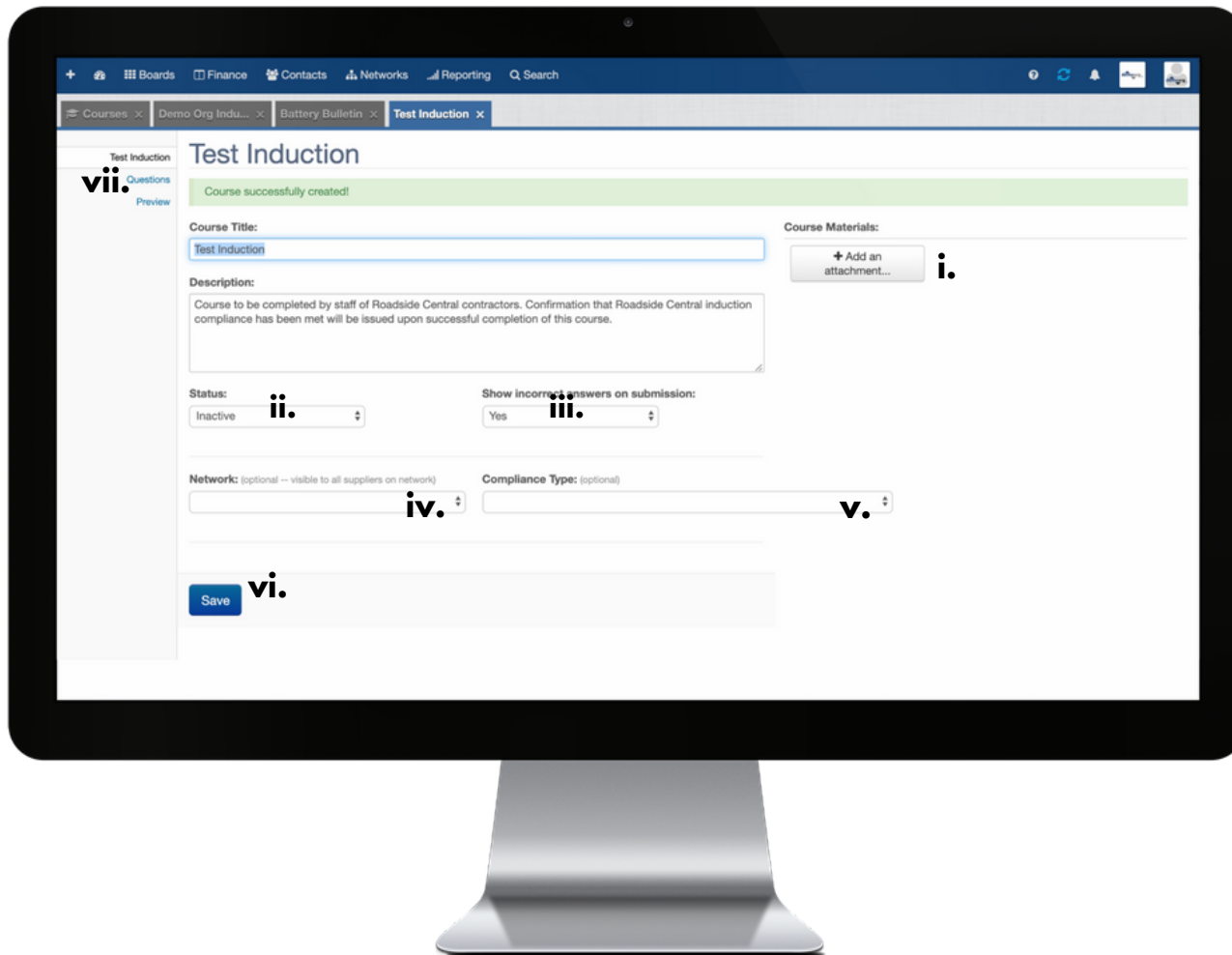




i: click + New Course to open the Create Course wizard.

The image shows a computer monitor displaying a web application interface for creating a course. The browser's address bar shows 'Create Course' and the page title is 'Create Course'. The form has two input fields: 'Course Name' and 'Course Description'. Below the fields are two buttons: 'Create Course' and 'Cancel'. The browser's address bar shows 'Create Course' and the page title is 'Create Course'.

- i: complete this field in order to name the Learning Course to be created.
- ii. complete this field to provide a description on the objective of the Learning Course.
- iii. click Create Course to save these settings (a notification will appear, highlighted in green to confirm the Course has been successfully created - see next screenshot on following page). Proceed to the next stage of the Course wizard.



i: Upon initial creation of a Learning Course, you will be prompted to supply additional material and/or instruction as necessary. To attach materials applicable to the Learning Course being established, use this button to upload attachments.

ii. The Status field enables you to control when the Learning Course is either Active for completion or Inactive to disable access to complete it.

iii. This field relates to setting the Learning Course to report or withhold incorrect answers on submission. Select Yes to enable the reporting of incorrect answers on submission, otherwise select No. **If Yes, when a user attempts the exam and fails, a tick will be placed next to each question they answered correctly and a cross next to each question they answered incorrectly.**

iv. If you wish to set access to the Learning Course for a specific Supplier Network, use the drop down menu here to select from your list of Supplier Networks, otherwise leave this field blank.

v. To set the Learning Course for a specific Compliance Type, use the drop down menu here to select from your list of Compliance Types, otherwise leave this field blank.

> If a Compliance Type is specified, Suppliers who require that Compliance Type will have access to the course. This is based on the Compliance Rules for the networks that Suppliers are profiled on. Upon completion of the course, the user will receive a Certificate of Compliance.

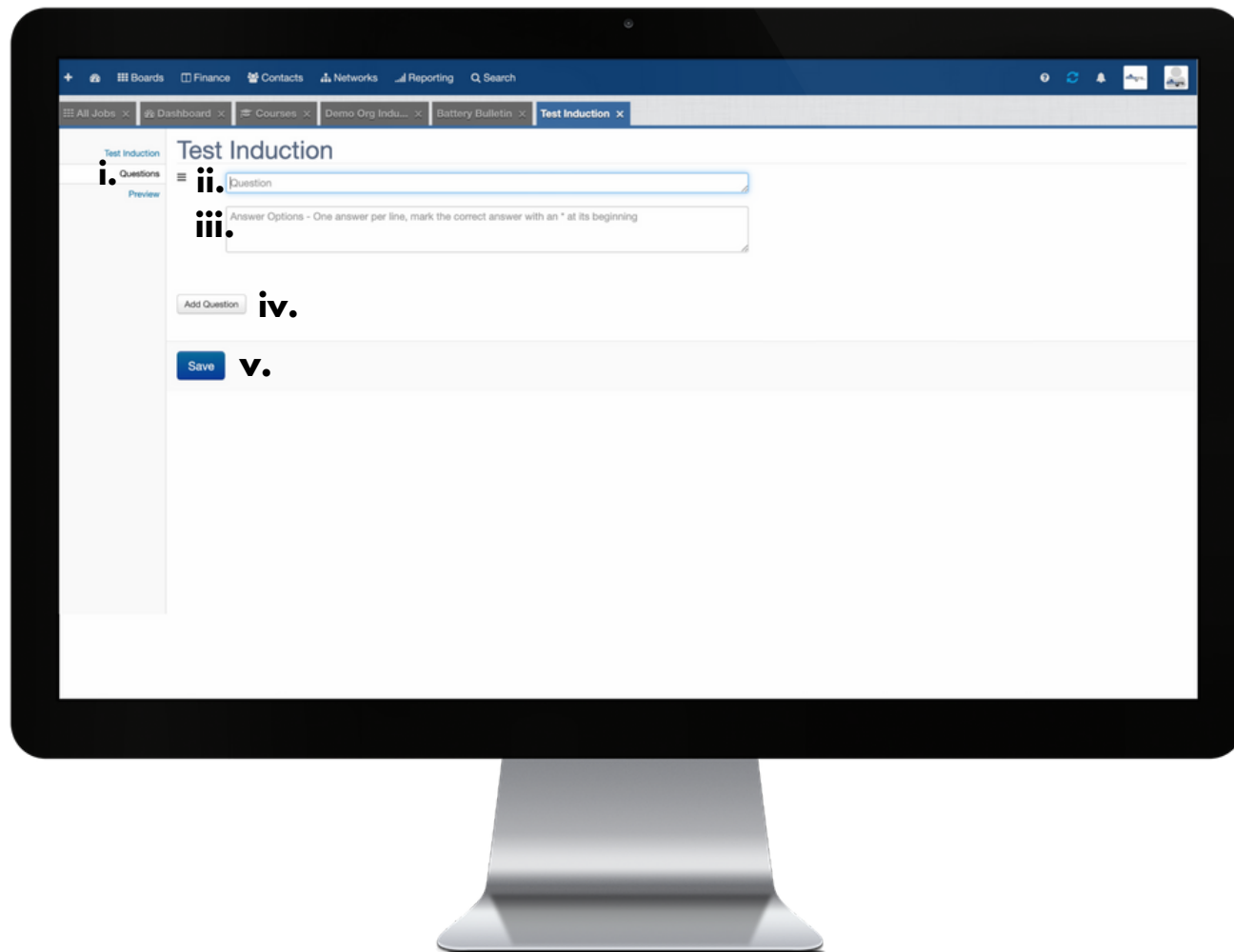
> If left blank (i.e. a Compliance Type is not specified), the user will receive a Certificate of Completion.

vi. Click here to Save the Learning Course settings. Upon clicking Save, a new field will appear, titled "**Expires after**" to prompt you to set an expiry date for the course. This field will only appear if you specified a Compliance Type for the course and it is to represent the period of time the course remains valid. Consequently, this period of time is the maximum period a Supplier can be deemed compliant (e.g. a course expiring after 12 months means that a Supplier will need to complete the course again in order to remain compliant).

Once you have completed applying the initial setting for the creation of your Learning Course, move on to the Questions section (vii) of the Learning Course creation (second item in the left hand menu).

Note: If **Network (iv.)** and **Compliance Type (v.)** are both specified, the course will be accessible by:

- > All users of Suppliers on the selected network, AND
- > All users of Suppliers whose profiles require them to have a compliance of the selected type for them to be deemed compliant on one or more networks.



- i: The Questions section of the Learning Course set up enables you to create Questions and applicable Answers. An unlimited number of course questions can be added.
- ii. Use this field to type your Question - course questions are multiple choice in format.
- iii. Complete this field by entering answer options for multiple choice question - questions can require single or multiple answers. Each answer should be specified on a new line, and each correct answer should be preceded by an asterisk * (see screenshot on following page for an example).
- iv. Click Add Question to add another Question and repeat Steps ii and iii - repeat this step as often as necessary until all course questions and answers are added.
- v. Click here to Save the Learning Course question and answer settings.

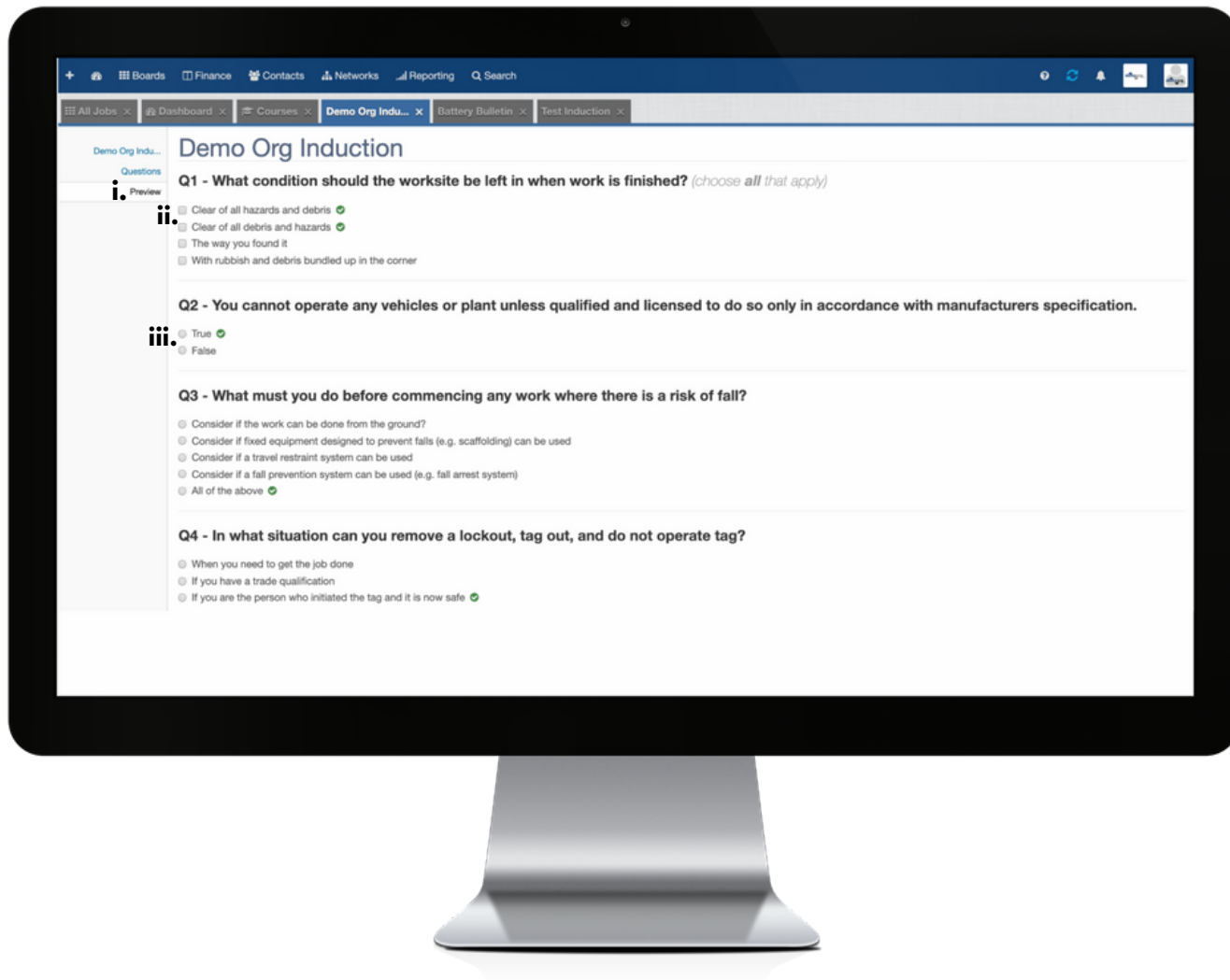
Learning Course Set Up - Examples of Questions and Answers

The screenshot displays a web application interface for a learning management system. At the top, a dark blue navigation bar contains icons for various modules: Boards, Finance, Contacts, Networks, Reporting, and a search function. Below this, a lighter blue breadcrumb trail shows the current path: All Jobs > Dashboard > Courses > Demo Org Indu... > Battery Bulletin > Test Induction. The main content area is titled 'Demo Org Induction' and features a green banner stating 'Course saved successfully'. On the left, a sidebar menu includes 'Questions' and 'Preview'. The main area lists three questions with their respective answers:

- Q1 - What condition should the worksite be left in when work is finished?**
 - * Clear of all hazards and debris
 - * Clear of all debris and hazards
 - The way you found it
 - With rubbish and debris bundled up in the corner
- Q2 - You cannot operate any vehicles or plant unless qualified and licensed to do so only in accordance with**
 - * True
 - False
- Q3 - What must you do before commencing any work where there is a risk of fall?**
 - Consider if the work can be done from the ground?
 - Consider if fixed equipment designed to prevent falls (e.g. scaffolding) can be used
 - Consider if a travel restraint system can be used
 - Consider if a fall prevention system can be used (e.g. fall arrest system)
 - * All of the above

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4. PREVIEWING A LEARNING COURSE



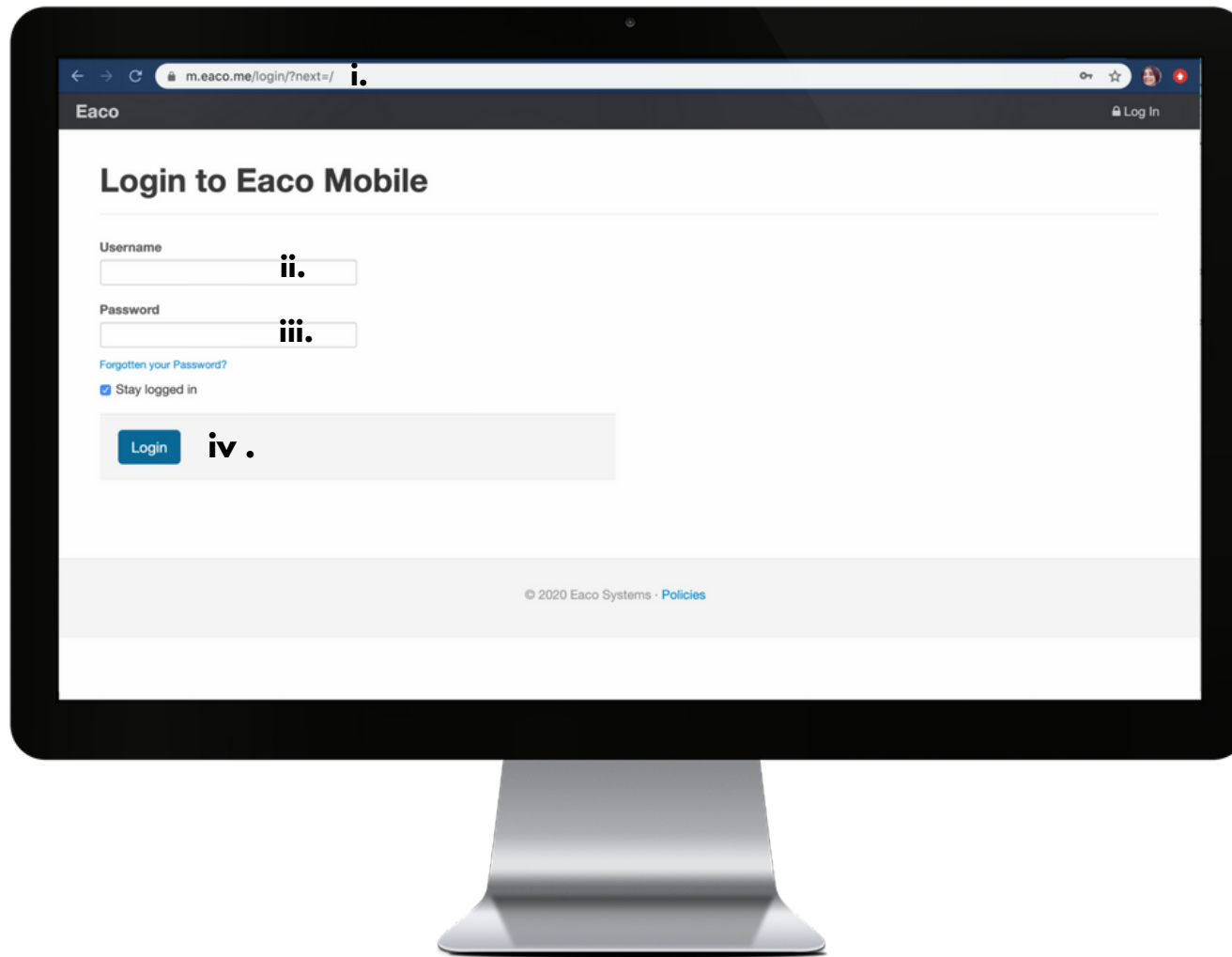
- i. To preview the Learning Course, click on the Preview option in the menu to the left of screen.
- ii. Check boxes will appear under Questions that have more than one correct answer (i.e. more than one correct answer can be selected).
- iii. Radio buttons will appear under Questions where there is only one correct answer.

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5. COMPLETING A LEARNING COURSE



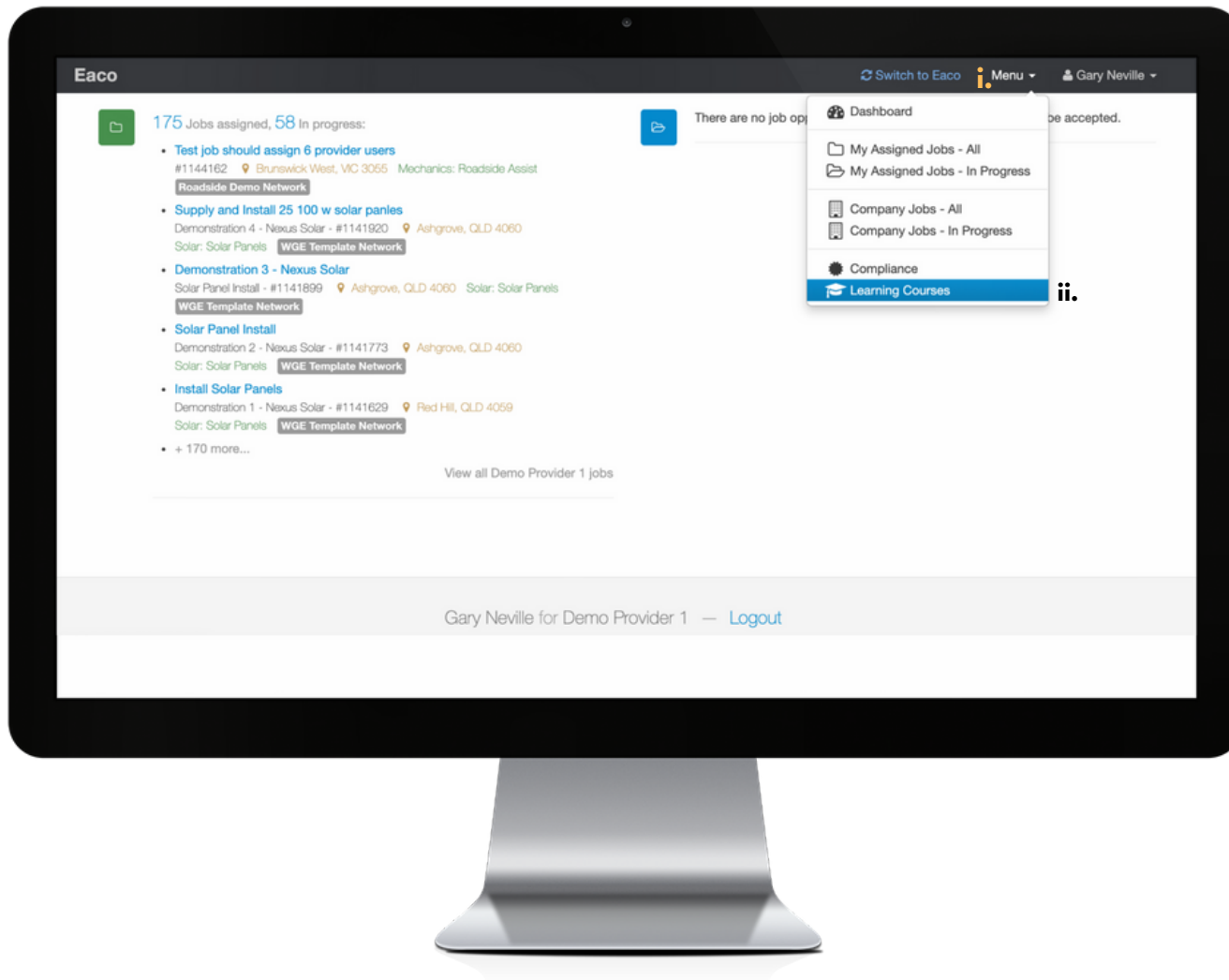


i: A Learning Course can be accessed by those authorised to complete it via the Eaco Mobile portal - visit <https://m.eaco.me>.

ii. The authorised User should enter their Eaco login Username in this field.

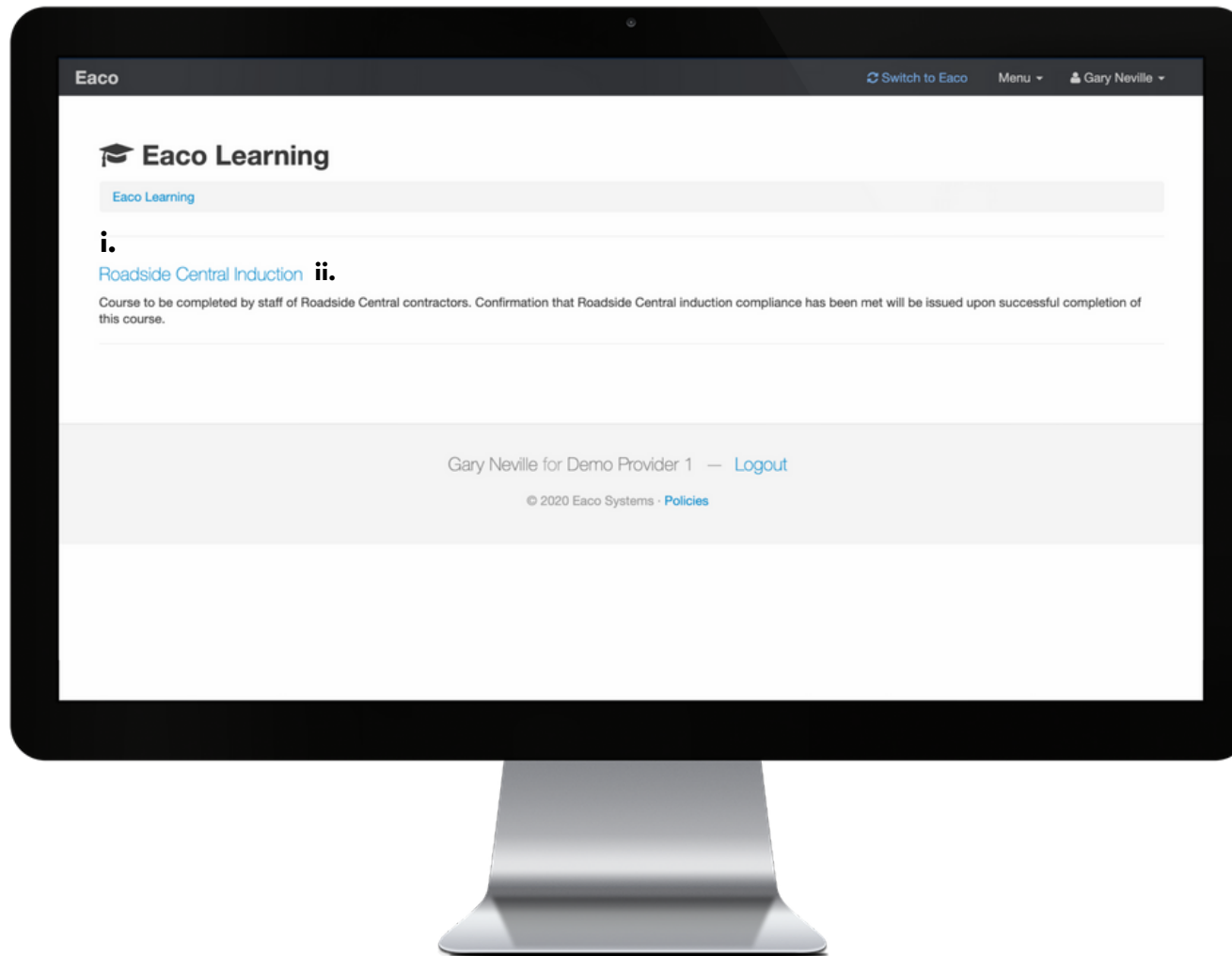
iii. The authorised User should enter their Eaco login Password in this field.

iv. The authorised User should click here to Login.



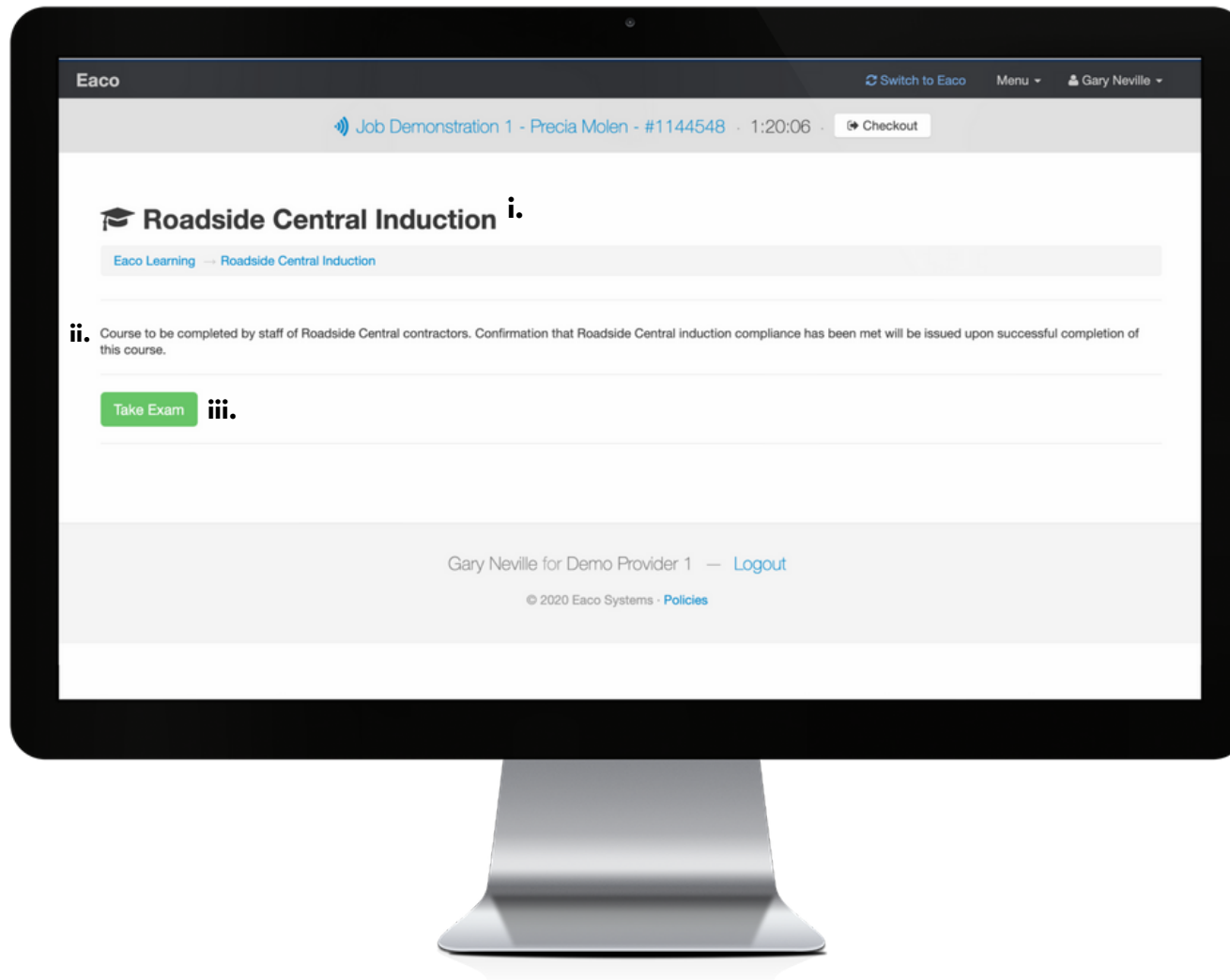
i: Once logged in to Eaco Mobile, a User can look within the Menu for access to Learning Courses - visit <https://m.eaco.me>.

ii. Click Learning Courses from within the Menu, this will take you to the Eaco Learning main page. All Learning Courses that the User is registered to complete, will appear listed in this section.



i: Below will list all Learning Courses the User is registered to complete. If the list is blank, this means the User has not been registered to complete any Learning Courses.

ii. To complete a Learning Course click on the name from within the list of courses showing. This will direct the User to start the course.



i: This is the name of the course to be completed.

ii. This is a description of the course to be completed.

iii. To commence completion of the course, click Take Exam.

Q1 - What condition should the worksite be left in when work is finished? (select *all that apply*)

- ☒ Clear of all hazards and debris
- ☒ Clear of all debris and hazards
- ☐ The way you found it
- ☐ With rubbish and debris bundled up in the corner

Q2 - What must you do before commencing any work where there is a risk of fall?

- ☐ Consider if the work can be done from the ground?
- ☐ Consider if fixed equipment designed to prevent falls (e.g. scaffolding) can be used
- ☐ Consider if a travel restraint system can be used
- ☐ Consider if a fall prevention system can be used (e.g. fall arrest system)
- ☒ All of the above

Q3 - When must a risk assessment be conducted?

- ☒ When something goes wrong
- ☐ Before you start work
- ☐ Each month

Q4 - When must you notify your supervisor of a hazard?

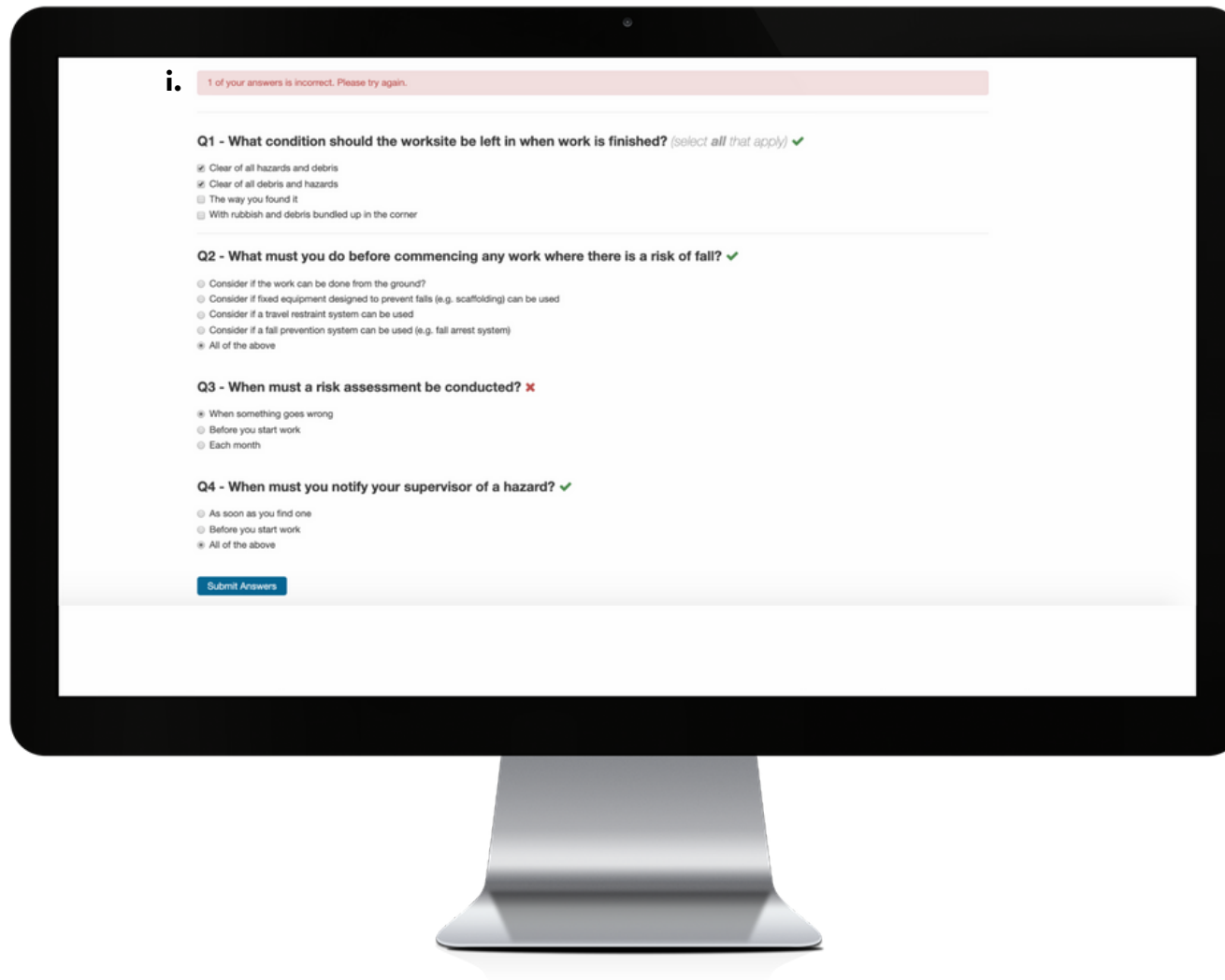
- ☐ As soon as you find one
- ☐ Before you start work
- ☒ All of the above

[Submit Answers](#) **i.**

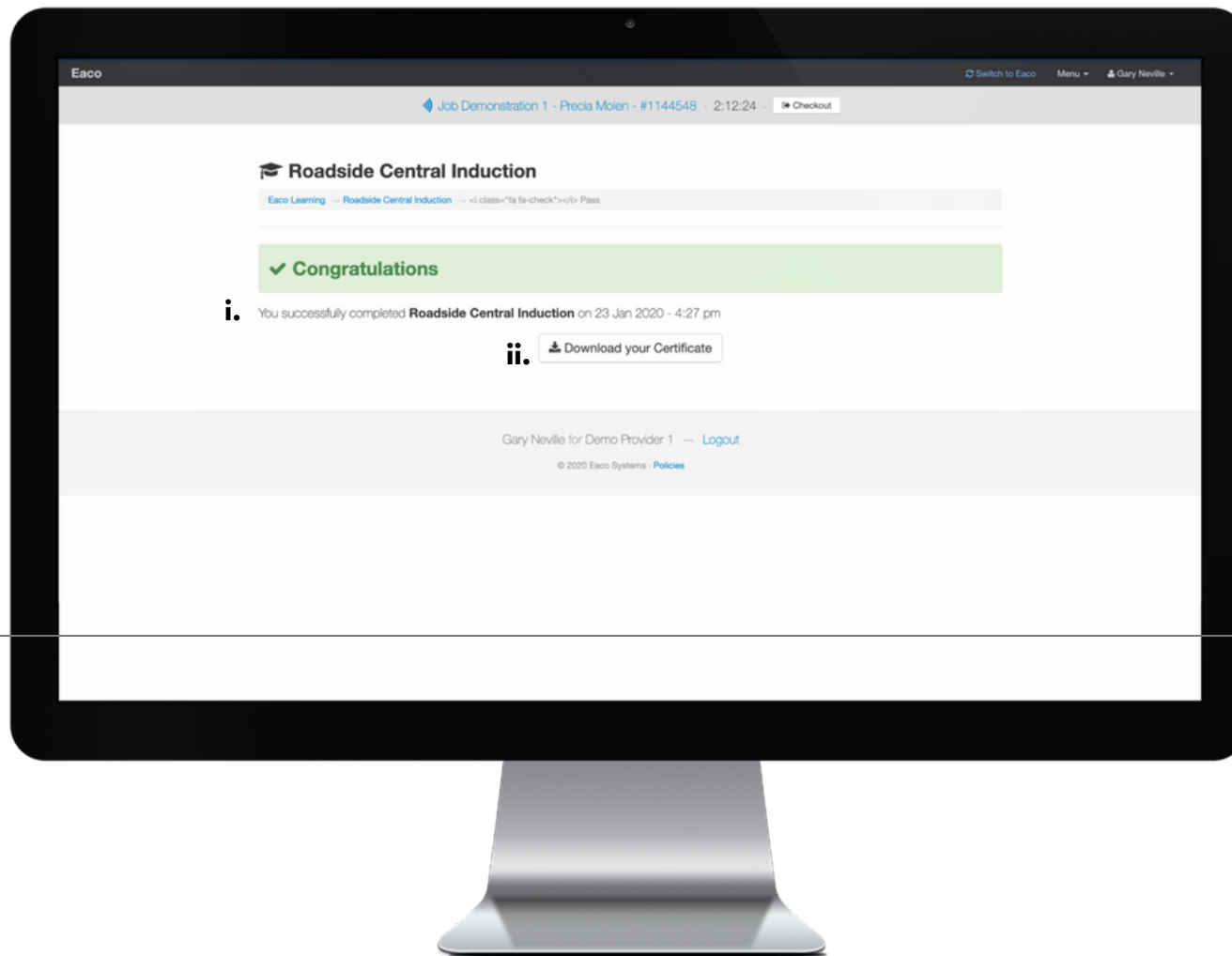
Upon clicking Take Exam, the User will be directed to answer the Course Questions. Questions

Check boxes will appear under Questions that have more than one correct answer (as per Q1 in this screenshot). Radio buttons will appear under Questions where there is only one correct answer (as per Qs 2, 3 and 4).

Click Submit Answers (i.) in order to confirm completion of the Learning Course. In the event that all questions have not been correctly answered, the User will be prompted to try again (see screenshot on following page). Upon successful completion, the User a confirmation message will appear following submission of the correct answers (see screenshot on Page 24 of this Guide).



i. In the event that all questions have not been correctly answered, this message will appear to prompt the User try again.



i. In the event that all questions have been correctly answered, this message will appear to confirm the User has successfully completed the Learning Course. Successful completion of a Learning Course for purposes of a Supplier meeting compliance requirements, will be registered as Verified (refer to the Eaco Supplier Management Compliance Guide, pages 10 and 11).

ii. Upon successful completion of the Learning Course, the User is able to download a Certificate to retain as proof of completion/compliance.