

E-learning platform

Instruction for use



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Welcome!

If you're reading this guide, it's probable that you had receive an e-mail invitation about job security course.

LOG-IN

- ▶ Open one of the following **browser***:



GOOGLE CHROME



INTERNET EXPLORER



MOZILLA FIREFOX



MICROSOFT EDGE



SAFARI

*Check the browsers version. Help with [technical requirement](#).

- ▶ Going on <https://apps.unimi.it/elearning> website and log-in with your UNIMI credentials.

Autenticazione Unimi

Autenticazione

Home > Autenticazione

Email di ateneo o nome utente

Tipo utente

Password Mostra

Ricordami

Entra

Non ricordi la password o il nome utente?
Registrali al portale come utente esterno

Trasparenza Accessibilità Privacy Note legali Mappa del sito

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Platform

Once you enter in e-learning platform you can see the course list.

Courses manager

All New In progress Concluded Expired

Workers' General Training

Duration: 4 hours

Course Status	Modality	Course registration date	Course start date	Course end date	Course dates	Days left	Enter the course >
NEW	Online	01/30/2019 01:00 am	--	--	Continuous training	60	Enter the course >

Formazione generale dei Lavoratori

Durata complessiva del corso: 4 ore

Course Status	Modality	Course registration date	Course start date	Course end date	Course dates	Days left	Enter the course >
IN PROGRESS	Online	01/30/2019 01:00 am	01/30/2019 11:41 am	--	Continuous training	60	Enter the course >

ATTENTION!

If you can't click a button "enter the course" the course is expired. Every course will have a specified time limit to complete it.

► Click on "Enter the course" to show the details.

MAIN CONTENTS

In "Dashboard" you can see the main information about your course.

► To start the course click on "Online material" panel.

Dashboard **On line material**

Course program

The course "Workers' General Training" is made on AiFOS' e-learning platform . In particular were addressed at the hearing the following issues:

- Perception of the risk
- Organization of prevention in the company
- Safety Individuals
- Workers
- Mothers' protection at work
- Individual protection devices
- Supervision and sanctions
- Information, Theoretical and Practical Training

CLASS SCHEDULE

STATUS OF COURSE IN %

Status of your course: **IN PROGRESS**

0%

- Teaching staff of the course**
Teachers, Tutor or other personnel assigned to this course
- Course statistics**
View your educational statistics
- Activity Log**
View the log of your activities in this course

DOCUMENTS AND TUTOR CONTACTS

Mode: Online

Course registration date: 01/30/2019 01:00 am

Course start date: 01/30/2019 03:40 pm

End date: --

Schedule dates: Continuing education



ON LINE MATERIAL

Now you can start the course.

You can see **all the chapters** of your course and you can **follow your progress**.

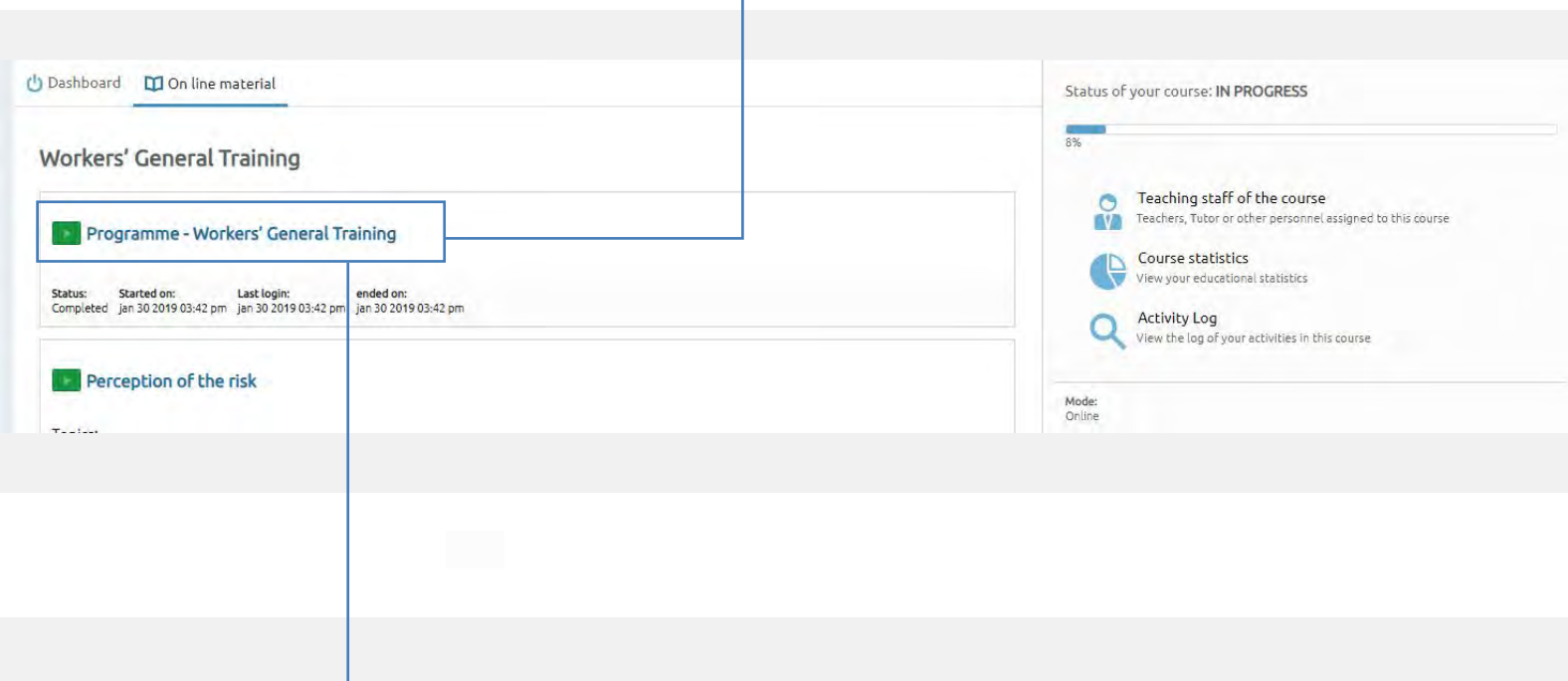
If you put down your work you **can resume** it in every time you want .

LEGENDA

-  The chapter is **locked**. You have to finish the previous chapter.
-  The chapter is **available** (you have to finish it to step the next chapter) or the chapter is **completed**.

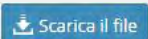
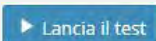
N.B. The chapter is in **hierarchic position**.

- ▶ **Start the course, click on the name of the first open chapter** (when you finish the current chapter the next one will unlock automatically)



The screenshot displays the course interface for 'Workers' General Training'. The main content area shows a list of chapters. The first chapter, 'Programme - Workers' General Training', is highlighted with a blue box. Below it, the second chapter, 'Perception of the risk', is visible. A blue line connects the highlighted chapter to the text above. The right sidebar shows the course status as 'IN PROGRESS' with a progress bar at 8%. Below the progress bar, there are three sections: 'Teaching staff of the course' (Teachers, Tutor or other personnel assigned to this course), 'Course statistics' (View your educational statistics), and 'Activity Log' (View the log of your activities in this course). The mode is set to 'Online'.

You can find different situations:

- Download file **.pdf** if you see the button  . The file will be download in your pc folder.
- Do your final test when you see the button  .

- ▶ The course is composed of multimedia-slides. To continue the course is necessary interact with every single slides.

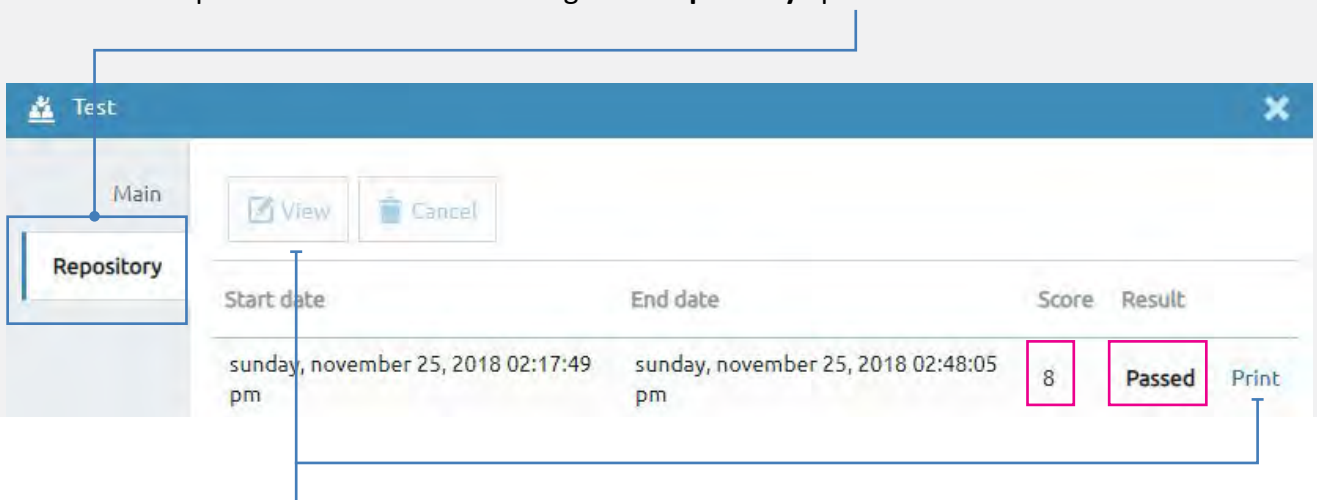
TEST

During the course, to test your knowledge, you'll find exercise or intermediate test.

At the end of the course/main chapter you have to **pass a final test**:

- You have **3 chances** to pass it;
- You have to answer correctly **7 out of 10 questions**;
- if you fail an attempt your account will be locked for 30 minutes. In such a case, please wait 30 minutes and try again.

- ▶ Download the final test every time you want (right or wrong).
Click on final chapter named "Final test" and go in "**Repository**" panel.



You can see the test in your browser and if you want you can download it to your computer.

TRAINING CERTIFICATE

When the score of the course is **100%** you can download the training certificate by clicking "certificate of the course" and "Training booklet".

The screenshot shows a course completion screen. At the top, it says 'Status del tuo corso: CONCLUSO' with a 100% progress bar. Below are several options, with 'Certificate of the course' and 'Training booklet' highlighted in a pink box. A blue line connects this box to the text in the previous block.

Mode: Online