

## Accessing the Practice-based Learning in the Workplace Modules through Learning@Griffith

### STEP 1: Getting your student ID number and password

You will have already received a welcome email sent to the email address that you provided during your registration for this course which included your student ID number (referred to as your S number). **Your S Number is your username for the course.**

Inside this email you will find instructions for obtaining a password for log in purposes.

**You will need to follow this process to get a password before you can log into the course.**

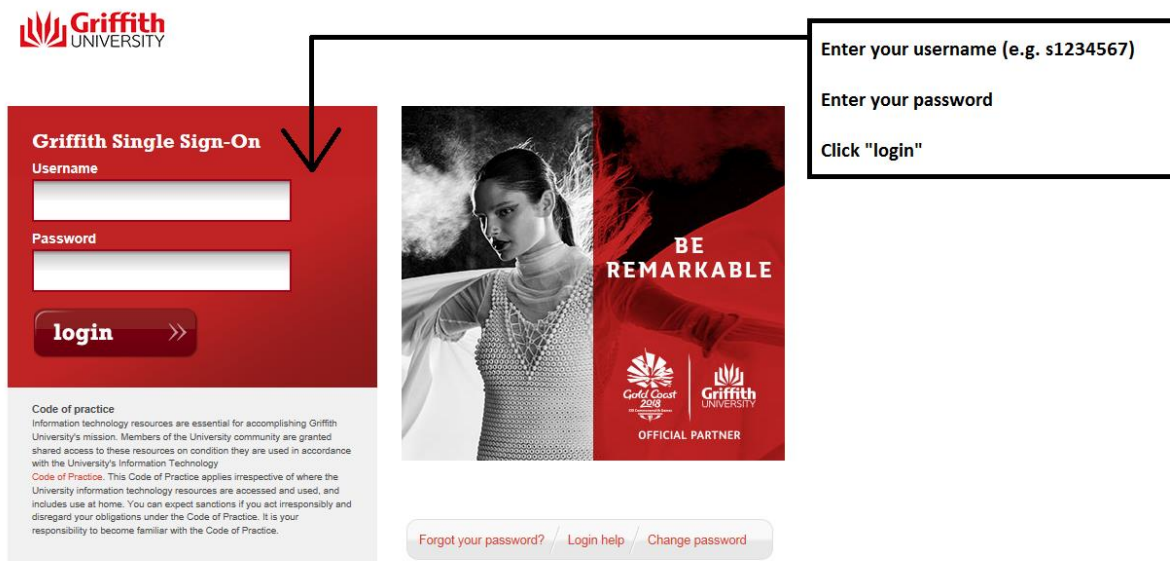
### STEP 2: Accessing Learning@Griffith

Option 1: Click on <https://bblearn.griffith.edu.au/>

OR

Option 2: Visit [griffith.edu.au](http://griffith.edu.au) , at the top of the page click the “STAFF” heading. Under “Staff Resources” you will see Learning@Griffith. Click on that

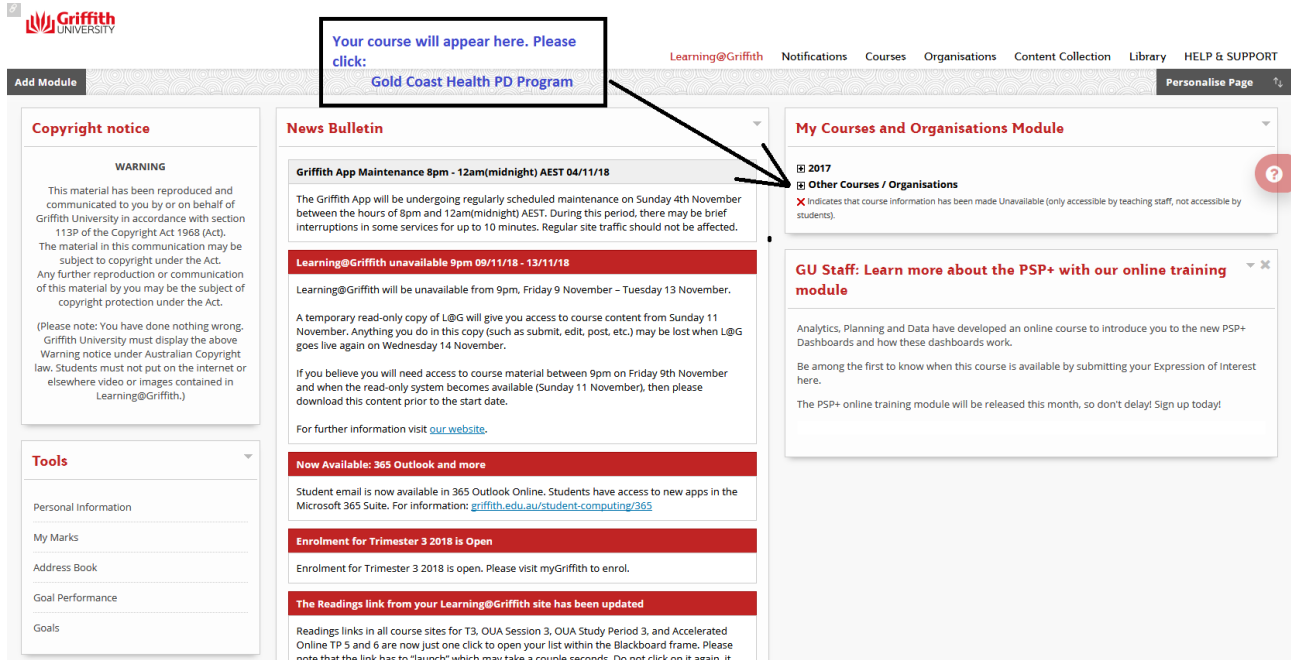
### STEP 3: Log into Griffith University



The screenshot shows the Griffith University login interface. On the left is the 'Griffith Single Sign-On' form with fields for 'Username' and 'Password', and a 'login' button. Below the form is a 'Code of practice' section. On the right is a promotional banner for Gold Coast 2018 Griffith University Official Partner with the text 'BE REMARKABLE'. A black box with white text is overlaid on the right side, containing the instructions: 'Enter your username (e.g. s1234567)', 'Enter your password', and 'Click "login"'. A black arrow points from the top of this box to the 'Username' field in the login form. At the bottom of the page are links for 'Forgot your password?', 'Login help', and 'Change password'.

## STEP 4: Accessing Your Course

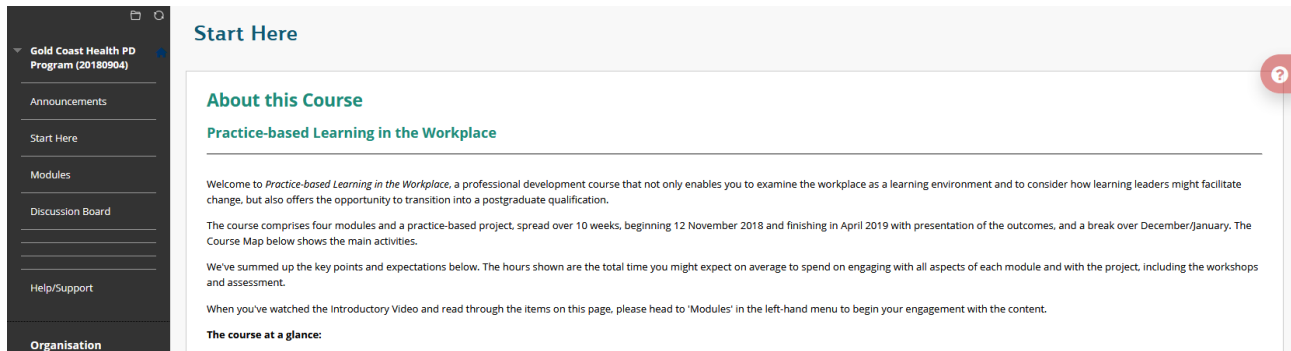
Please note: If you are a previous Griffith student, your online course may appear under your previous courses.



The screenshot shows the Learning@Griffith user interface. At the top, there is a navigation bar with 'Learning@Griffith', 'Notifications', 'Courses', 'Organisations', 'Content Collection', 'Library', and 'HELP & SUPPORT'. Below this is a 'Personalise Page' button. The main content area is divided into several sections:

- Copyright notice:** A warning about the reproduction of material.
- News Bulletin:** Contains several announcements, including 'Griffith App Maintenance 8pm - 12am(midnight) AEST 04/11/18', 'Learning@Griffith unavailable 9pm 09/11/18 - 13/11/18', 'Now Available: 365 Outlook and more', 'Enrolment for Trimester 3 2018 is Open', and 'The Readings link from your Learning@Griffith site has been updated'.
- My Courses and Organisations Module:** This section is highlighted with a callout box that says 'Your course will appear here. Please click: Gold Coast Health PD Program'. It shows a list of courses, including '2017 Other Courses / Organisations' and 'GU Staff: Learn more about the PSP+ with our online training module'.
- Tools:** A sidebar menu with options like 'Personal Information', 'My Marks', 'Address Book', 'Goal Performance', and 'Goals'.

## STEP 5: Inside your course



The screenshot shows the 'Start Here' page for the 'Gold Coast Health PD Program (20180904)'. The page is titled 'Start Here' and features a sidebar menu with options like 'Announcements', 'Start Here', 'Modules', 'Discussion Board', 'Help/Support', and 'Organisation'. The main content area is titled 'About this Course' and 'Practice-based Learning in the Workplace'. It includes a welcome message, a description of the course, and a section titled 'The course at a glance:'.

## Questions?

If you have any questions please contact us at [plhub@griffith.edu.au](mailto:plhub@griffith.edu.au)