

# iLearn

**Recommend learning to colleagues**

# Recommend learning to colleagues

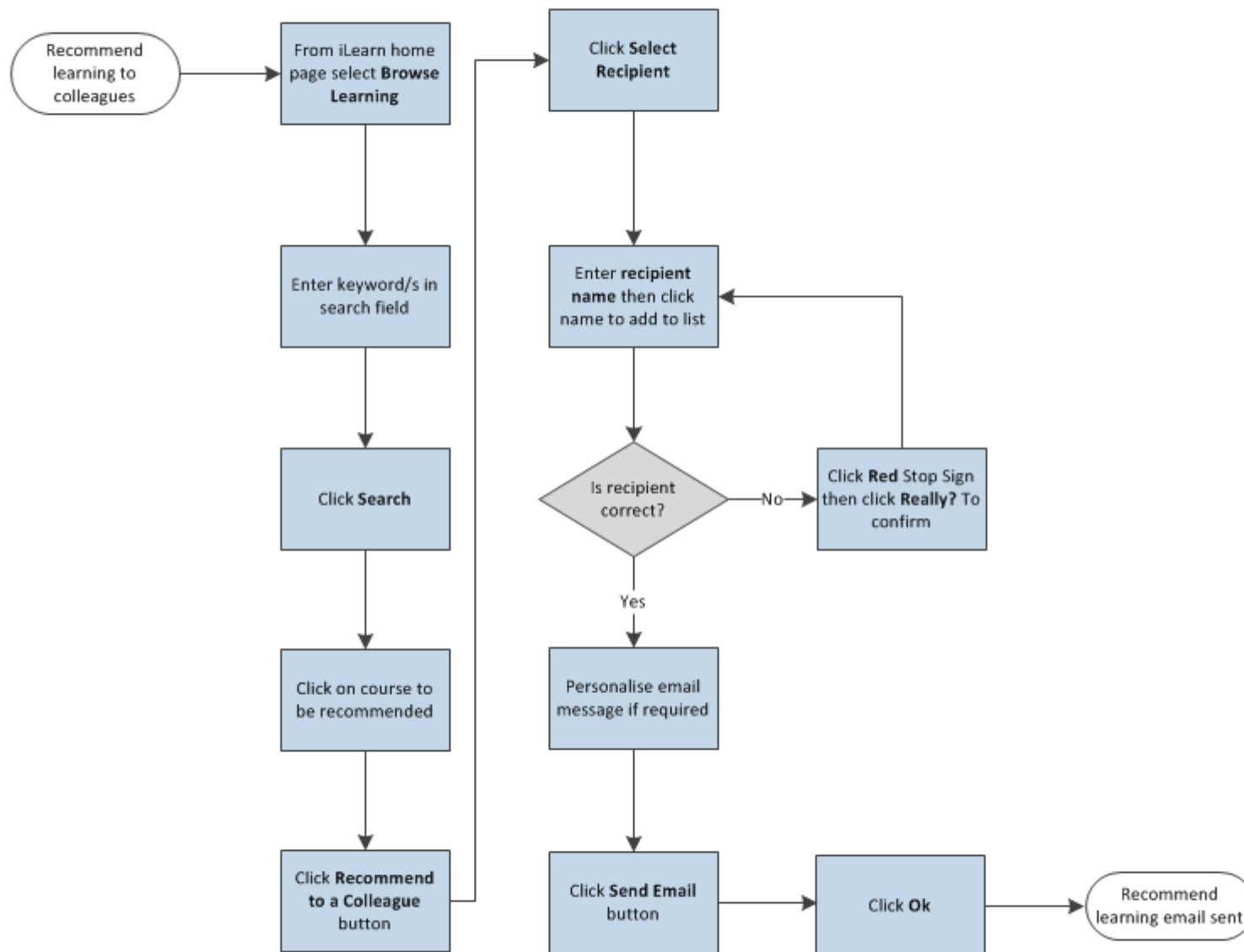
This guide provides a general overview on how to recommend learning to colleagues.

For	All users
Last Updated	May 2016 (Version 2.0)
Menu	<a href="#">Browse Learning</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

*Note: iLearn is customised for your department and therefore the menu and layout of your site may be slightly different to the images in this guide.*

## In this guide:

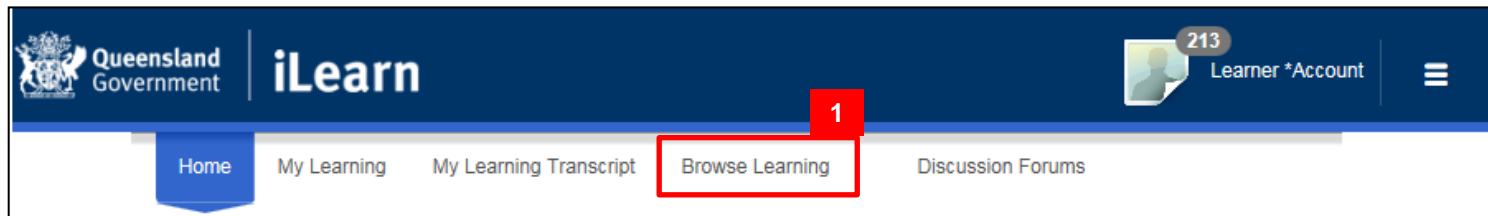
- **Recommend learning to colleagues – process flow diagram** **Page 3**
- **Recommend learning to colleagues – step by step instructions** **Page 4, 5, 6, 7**
- **Accessing recommended learning** **Page 8**



## Recommend learning to colleagues

If the learning you wish to recommend is not already on your screen, search the learning item by following steps 1 to 3.

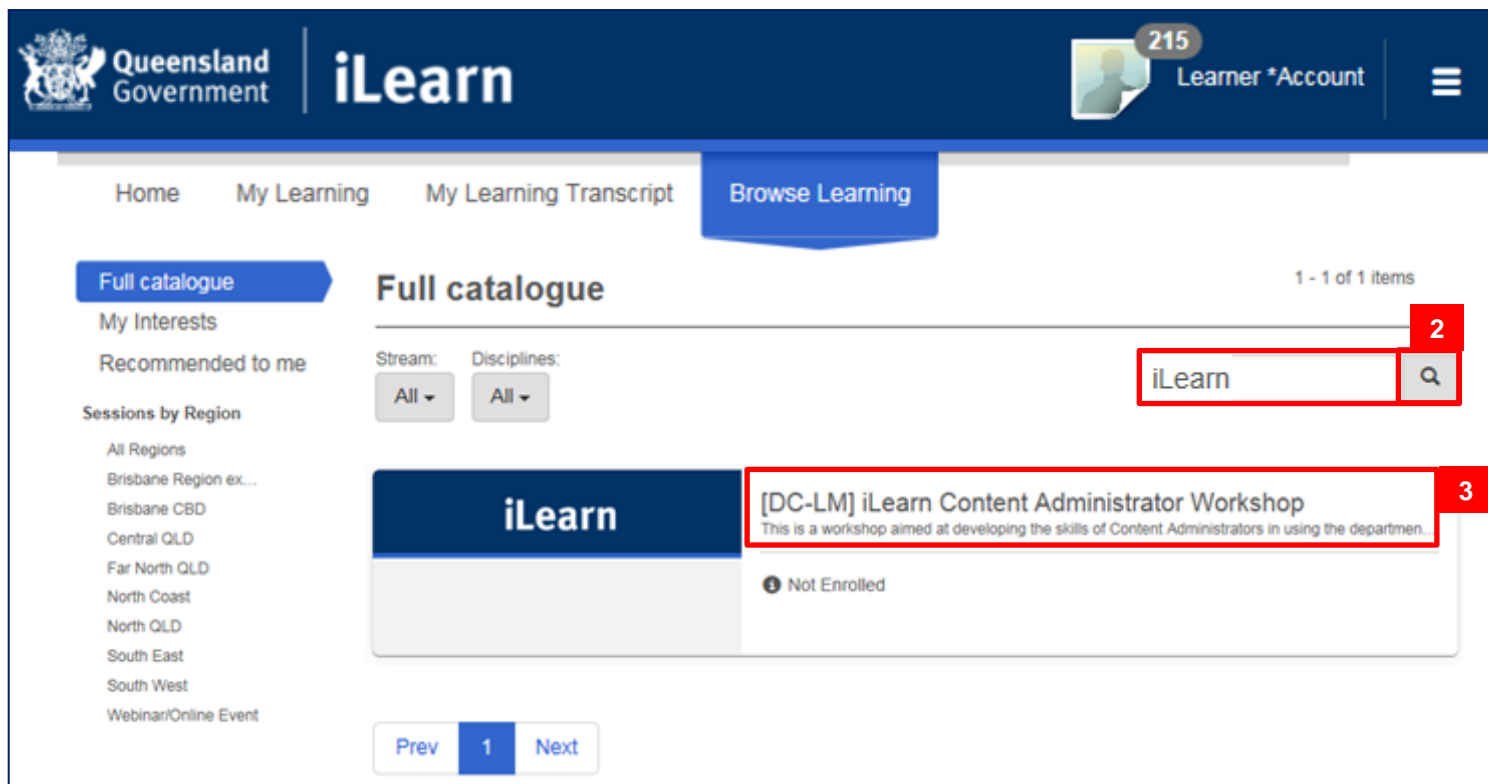
If the learning you wish to recommend is already on the screen skip to Step 4.



1

Search for the learning you wish to recommend using one of the Search facilities.

In this example we have used '[Browse Learning](#)' from the iLearn home page.



2

Enter keyword/s in the search field and click '[search](#)' icon.

3

Click on the [learning](#) to be recommended.

Home

My Learning

My Learning Transcript

Browse Learning

Back to list

Full catalogue

My Interests

Recommended to me

#### Sessions by Region

All Regions  
Brisbane Region ex...  
Brisbane CBD  
Central QLD  
Far North QLD  
North Coast  
North QLD  
South East  
South West  
Webinar/Online Event

## Learning Event: [DC-LM] iLearn Content Administrator Workshop

Below are all the upcoming sessions for this event.

Search for Sessions

### When and where

Register By

Places Available

**BRISBANE CBD - Level 1 Training Room, 111 George Street - Brisbane** [View Session Information](#)  
Thursday July 21 2016 from 9:00 AM to 4:00 PM (Brisbane UTC+10)

21/07/2016 9:00  
AM

10

[Attend Session](#)

**BRISBANE CBD - Level 1 Training Room, 111 George Street - Brisbane** [View Session Information](#)  
Wednesday June 22 2016 from 9:00 AM to 4:00 PM (Brisbane UTC+10)

22/06/2016 9:00  
AM

10

[Attend Session](#)

Recommend to a colleague

4

### Extended Information

Additional information about this Catalogue Item.

Code DC-LM

4

Scroll down the page and click  
'Recommend to a colleague'.

Search Hint: Find people fast by searching for their first name and surname with a space in between (ie 'John Smith') or via their email address (ie 'john.smith@company.com').

**Recipients**

Select Recipient

lola

**Lola \*Citizen [lcitizen]**

iLearn - Learner \*Account has recommended an item: [DC-LM] iLearn Content Administ

**Message**

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ Formats ▾ **B** *I* [List Icons]

[List Icons] [Link Icon] [Code Icon]

**Learner \*Account has recommended the following iLearn item to you:**

**[DC-LM] iLearn Content Administrator Workshop**

<https://dcsds.cis.janisoncloud.com/mylearning/catalogue/details/5cea3060-2f71-e411-80bd-00155d537b25>

For more information please visit [iLearn Support](#).

\*Please do not reply to this email\*

div » p Words: 30

**Send Email** or **Cancel**

**Recipients**

Select Recipient

**Lola \*Citizen [lcitizen]**

**5**

Click '**Select Recipient**', then click in the pop up box and start typing the name of the recipient. Click on the recipient's name and they will be automatically added to the list.

#### TIPS

You may add more than one recipient by following Step 5.

If you add an incorrect recipient go to Step 7.

**6**

The '**Message**' body is pre-filled. You may personalise the message prior to sending if you wish.

Search Hint: Find people fast by searching for their first name and surname with a space in between (ie 'John Smith') or via their email address (ie 'john.smith@company.com').

#### Recipients

Select Recipient

Lola \*Citizen [lcitizen]

Basic \*UserBR [dpctestuser2]

7



Really?

iLearn - Learner \*Account has recommended an item: [DC-LM] iLearn Content Administ

#### Message

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾



Learner \*Account has recommended the following iLearn item to you:

[DC-LM] iLearn Content Administrator Workshop

<https://dcsds.cls.janisoncloud.com/mylearning/catalogue/details/5cea3060-2f71-e411-80bd-00155d537b25>

For more information please visit [iLearn Support](#).

\*Please do not reply to this email\*

div » p

iLearn



Email successfully sent to Recipients (1).

Ok

9

Send Email

or Cancel

8

7

If you add an incorrect recipient click on the 'Red Stop Sign' and then click 'Really?' to confirm.

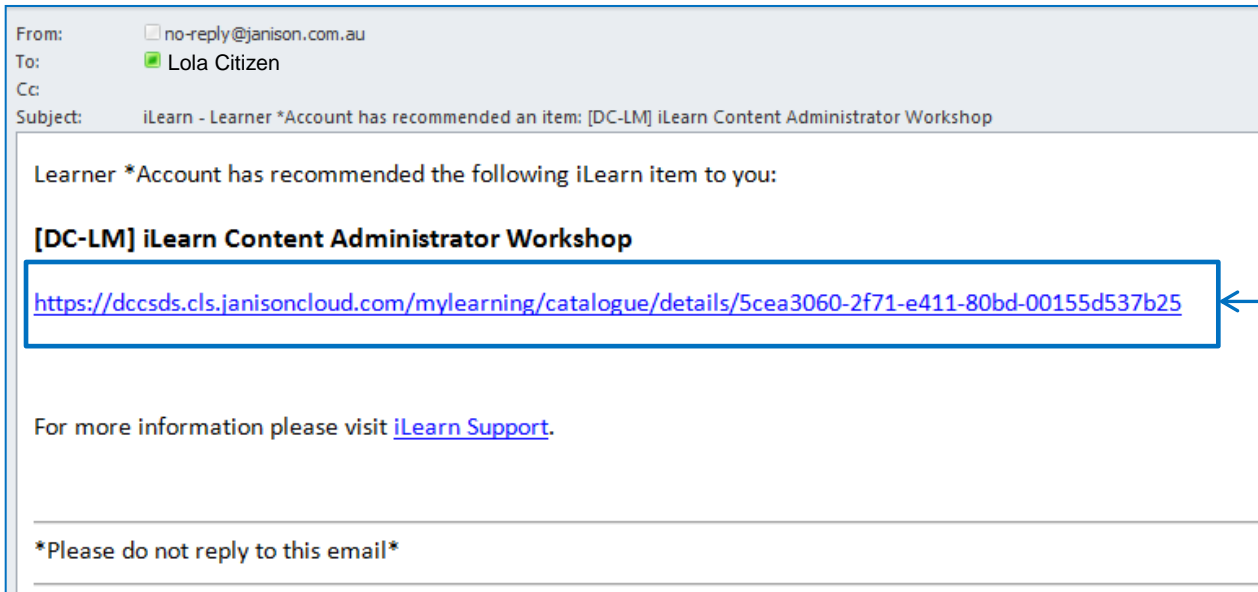
8

Click 'Send Email' to continue.

9

A pop-up message appears advising that your email was sent. Click 'Ok'.

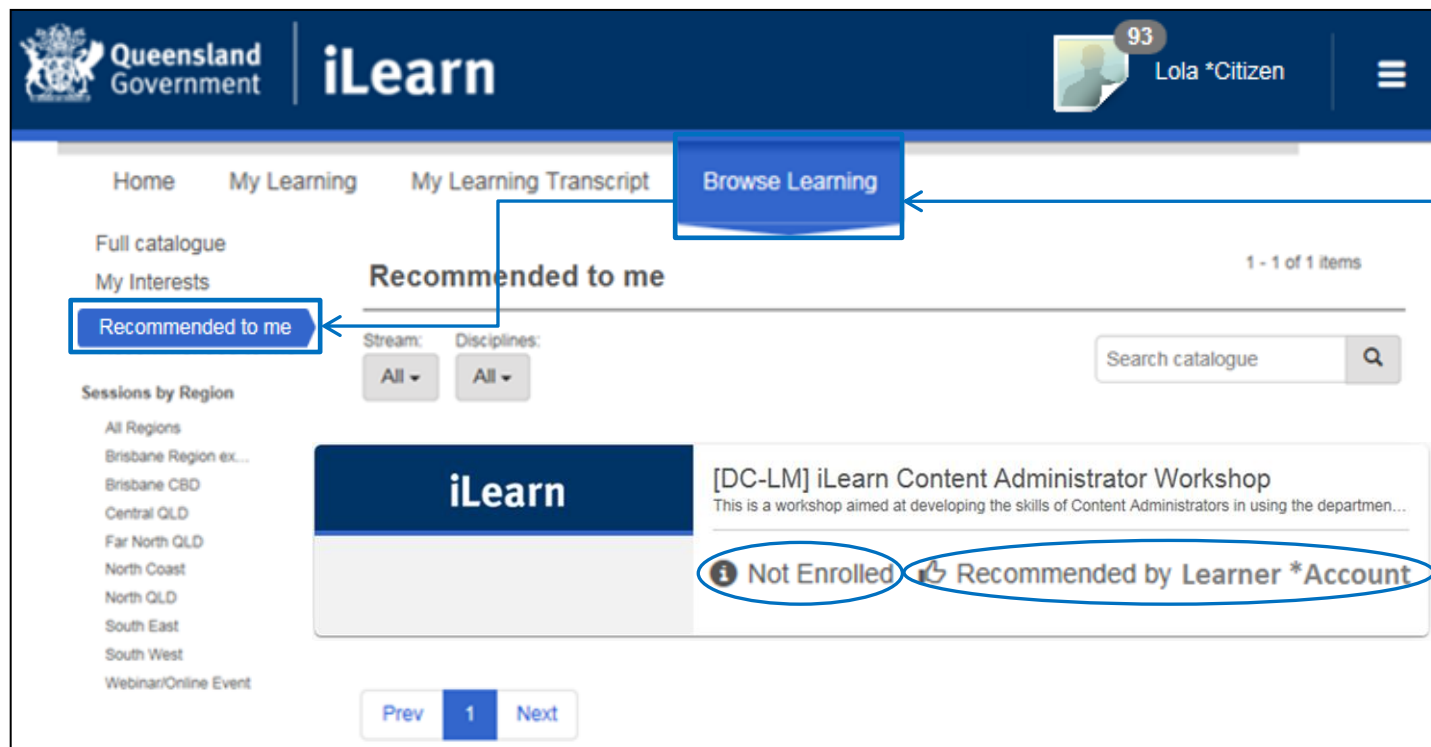
# Accessing recommend learning



The recipient receives a recommended learning notification.

## TIPS

The email notification contains a **direct link** to the recommended learning in iLearn.



## TIPS

Alternatively the recipient can access the recommended learning by clicking on **'Browse Learning'**, then click on **'Recommended to me'**. A list of recommended learning will appear.

## TIPS

**Your Enrolment Status.**

Recommended learning and the name of the person who recommended the learning.