Learning Hub Tutorial

Dear Learners,

Welcome to Flow Medical Learning Hub. This is a cloud-based eLearning solution to give you access to plan and progress your knowledge and skills as per your convenient time. We can visualize your excitement to use eLearning platform and eagerness to lean and enhance your knowledge and skills for your career growth and improve your productivity.

The eLearning portal of Flow Medical Learning Hub has been designed in way to make your learning journey easy and enjoyable. Through this platform, you will be able to get more information such as related articles, books, Instructor-Led Training and Webinar etc. So that, you can understand the course, apply at workplace and develop your behavioral skills as a habit. This eLearning platform will also help you to enhance your productivity that can be converted into measurable learning goals. This learning Hub has two sections: Flow Learning Hub and eLearning Platform. Your gateway to your learning center is Flow Learning Hub and from there you can login and enter in training zone.

In this guide, we will make your learning journey easy and interesting where you will learn to enhance your knowledge and certified to use in your profile.

Contents

1. Flow Medical Hub site.

• Flow Medical Learning Hub: www.flowmedical.training

1.1 Home

When you click the above link you can visit Home page of Flow Medical Learning Hub as shown in the below picture. Let's navigate this site for your clear understanding.
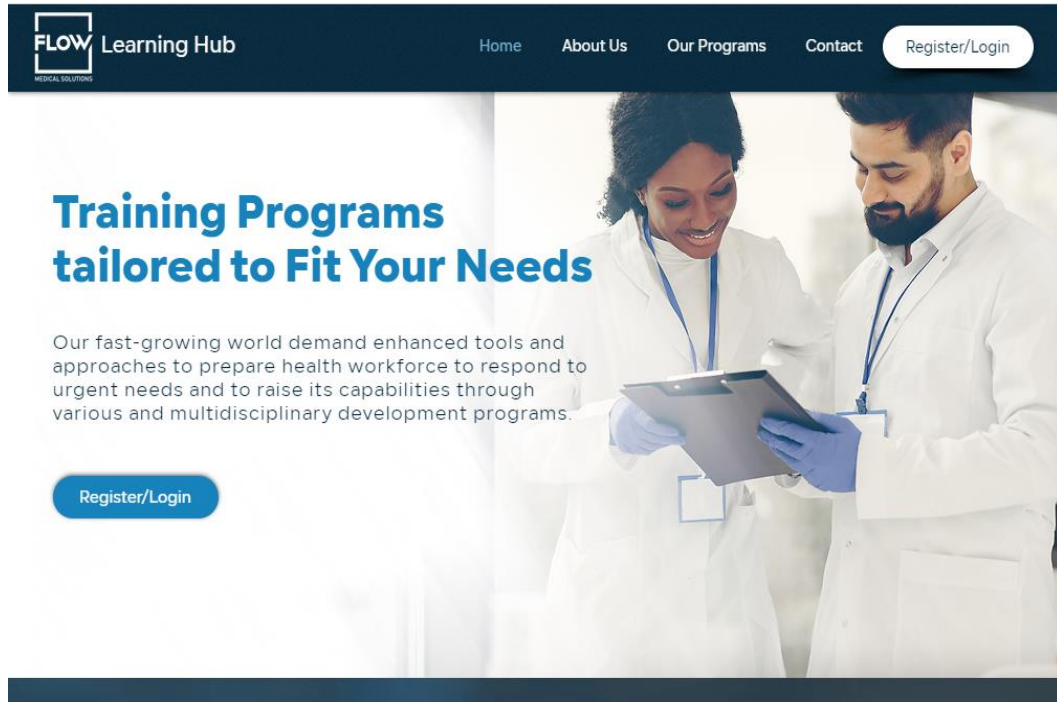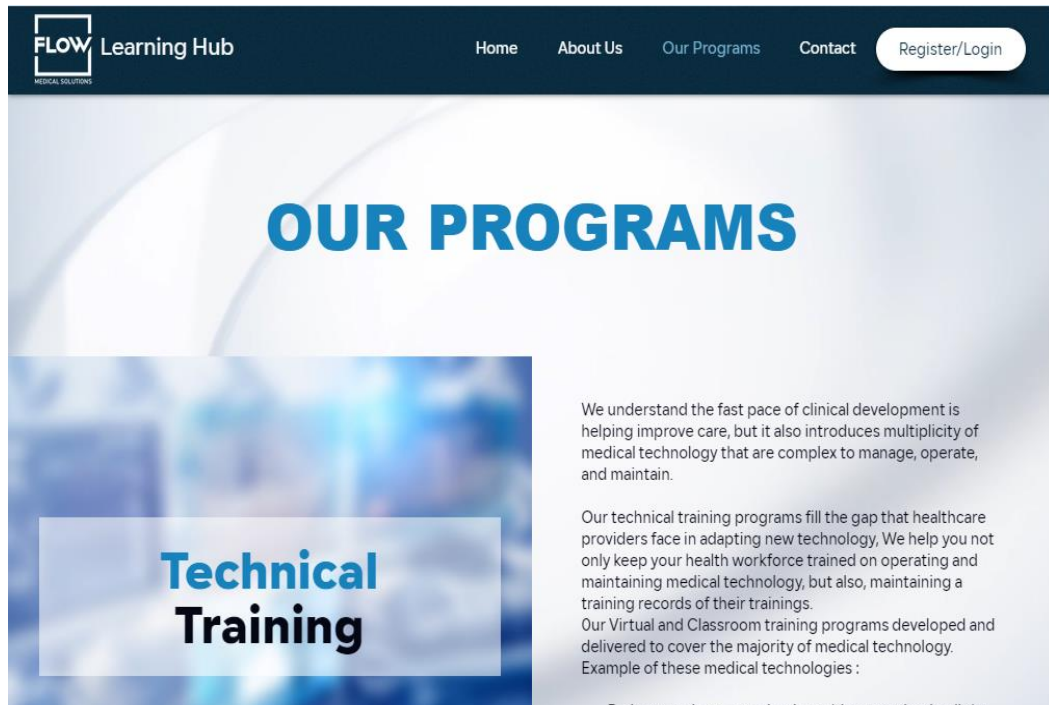

1.2 About us

This section provides you information about Flow Medical Learning Hub and learning activities to enhance your knowledge and skills. You may scroll down to know more about it.
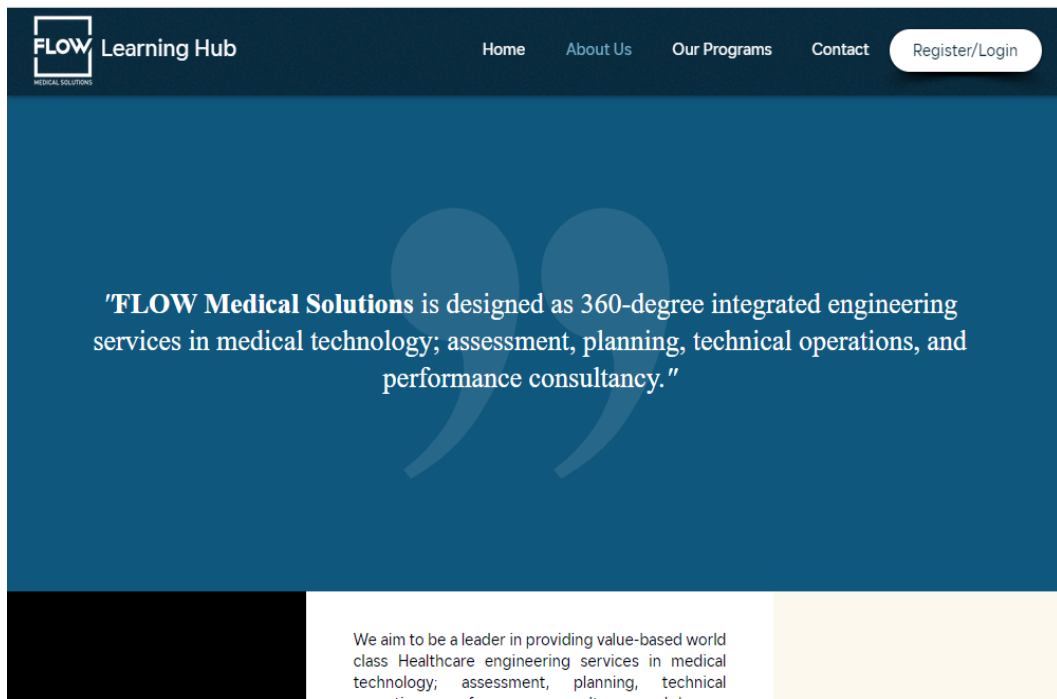
1.3 Our program

The detail of learning program is available under this section. Click on this tab, to know the program detail. You can also scroll down this page to read more.

1.4 Contact

This section helps you to contact us for any information or query. If you need any help to know about training courses or information related to forthcoming program, you need to fill the below form to reach to us. We will reply to you within 24 hours during working days.
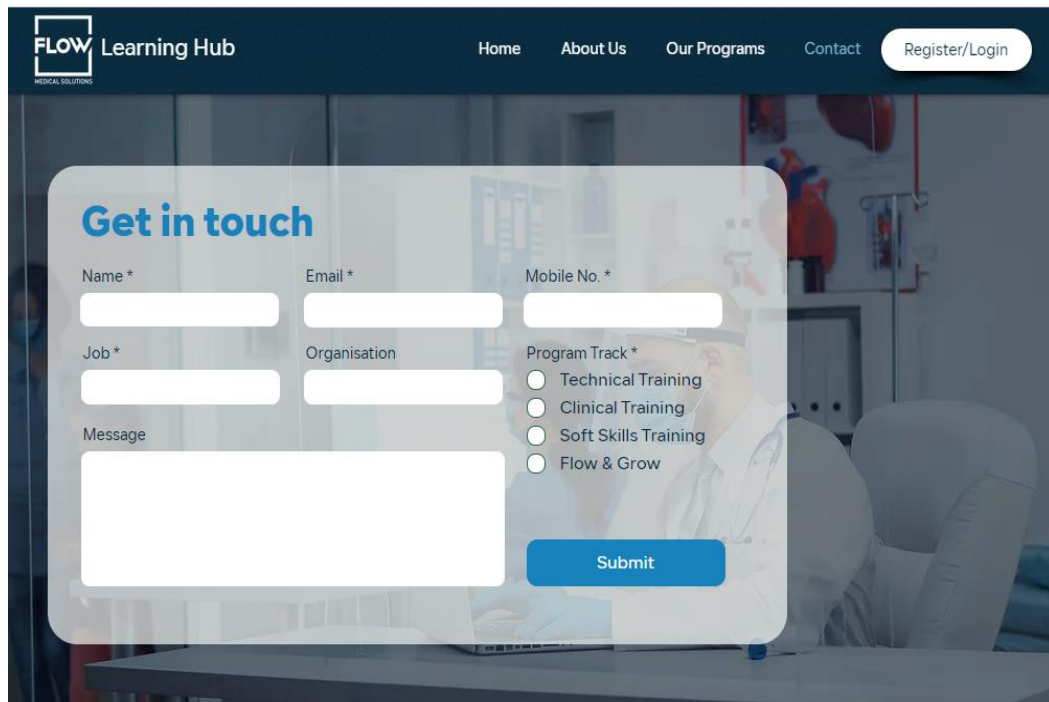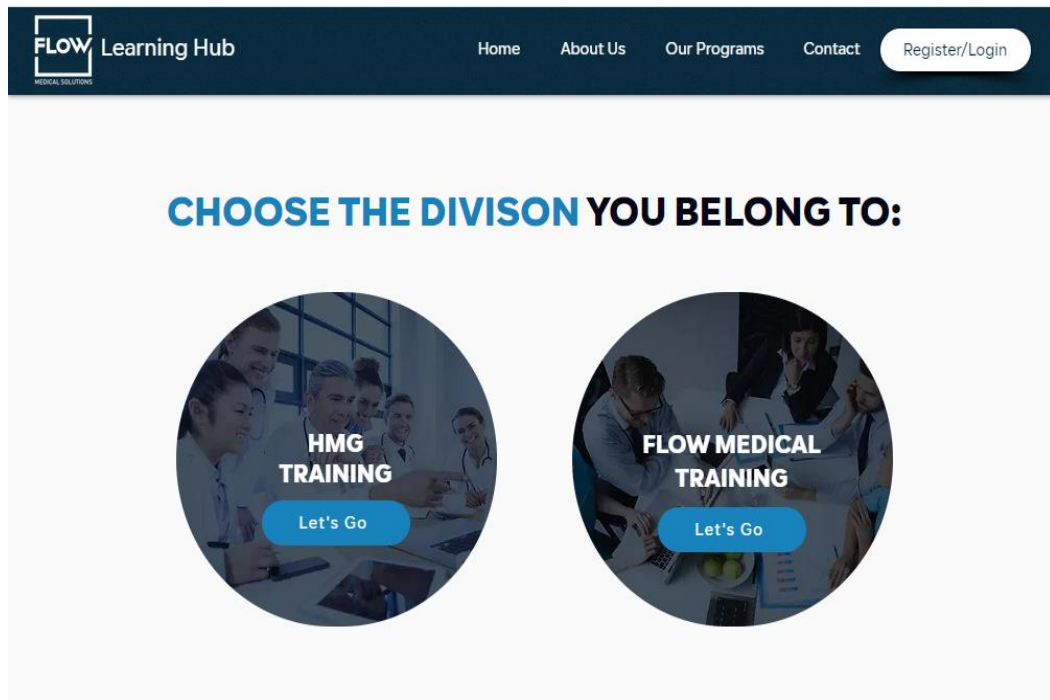
1.5 Register/Login

To start your learning journey, click on Register/Login tab. This will direct you to a new page where you have to choose your division, i.e. your organization/company.

1.6 Selection of Division

Click on the active button inside the circle as per your division:
1- HMG employees training
2- Flow Medical employees training

1.6.1 Login section

After choosing your division, you will be directed to login page to use your login credential. You can find your user name (your employee ID) and password in the email received from admin. In this page you can access to E-learning platform
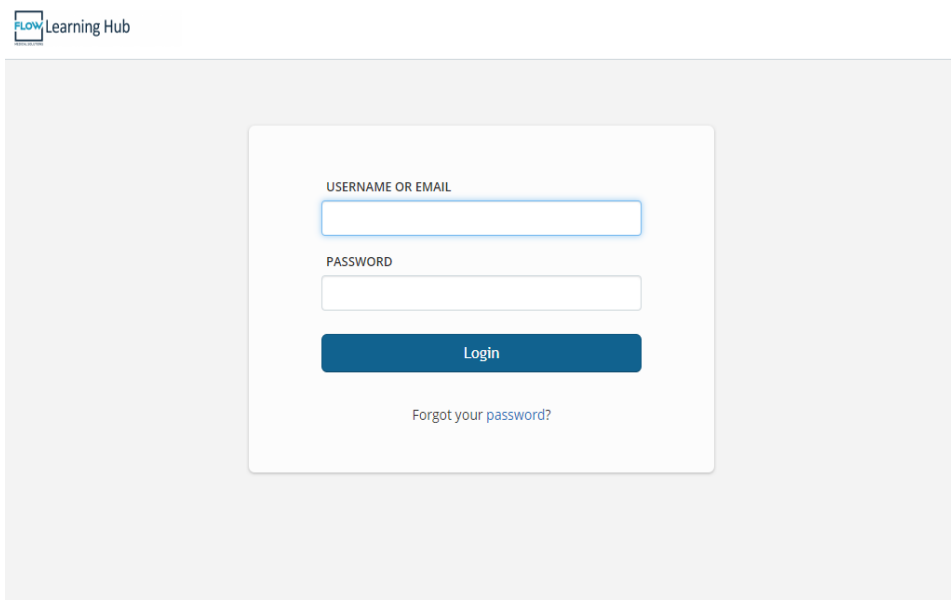
2. Flow Medical E-Learning Platform

2.1 Home

The dashboard of Learner includes an overview of your courses. You will be able to view your course status, invested training time and earned badges and points. You can also see your account and the active feature of this eLearning platform.

1. Points: You may see your earned points after successfully completing your different modules of your courses

2. Learner: From the header you have direct access to your account and the status of your learning

3. Messages: You can send or receive messages to/from system administrator.

**4. My Courses:** You can see an overview of assigned courses.

5. Course Catalog: Information about assigned course can get it from here. For more information see section 2.1.2 Course catalog

6. Progress : It shows your course progress in detail.

7. Calendar: You can see any forthcoming date of ILT/Webinar. For more information see 2.1.4 Calendar

2.1.1 Course view

When you select a course you will see the course summary page or you will go directly to the course view mode and resume from the last seen unit. On the page header, there are next or previous button to navigate back and forth to your course. You need to complete units via various actions; these actions include a button, a question or a minimum elapsed time. Depending on traversal rules, you can only complete units in a serial order. Each course has a course completion rule (e.g., complete a specific test or complete all units).
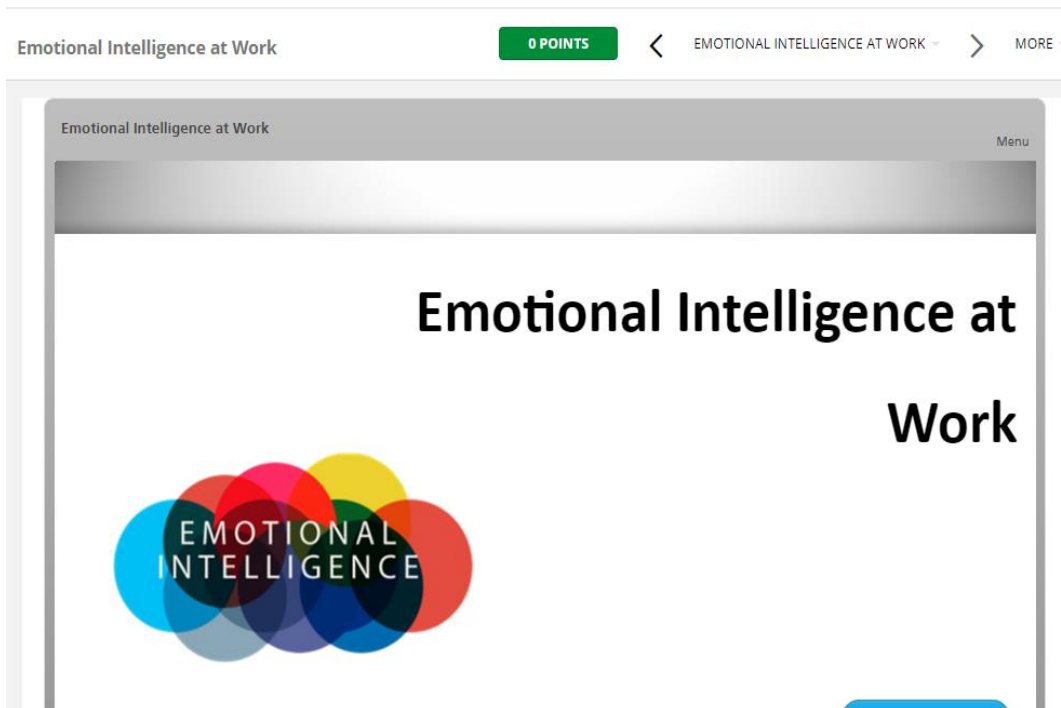

2.1.2 Course catalog

You can see all available system courses for you through the Course catalog. From here you can search for desired courses or view them through hierarchical categories.
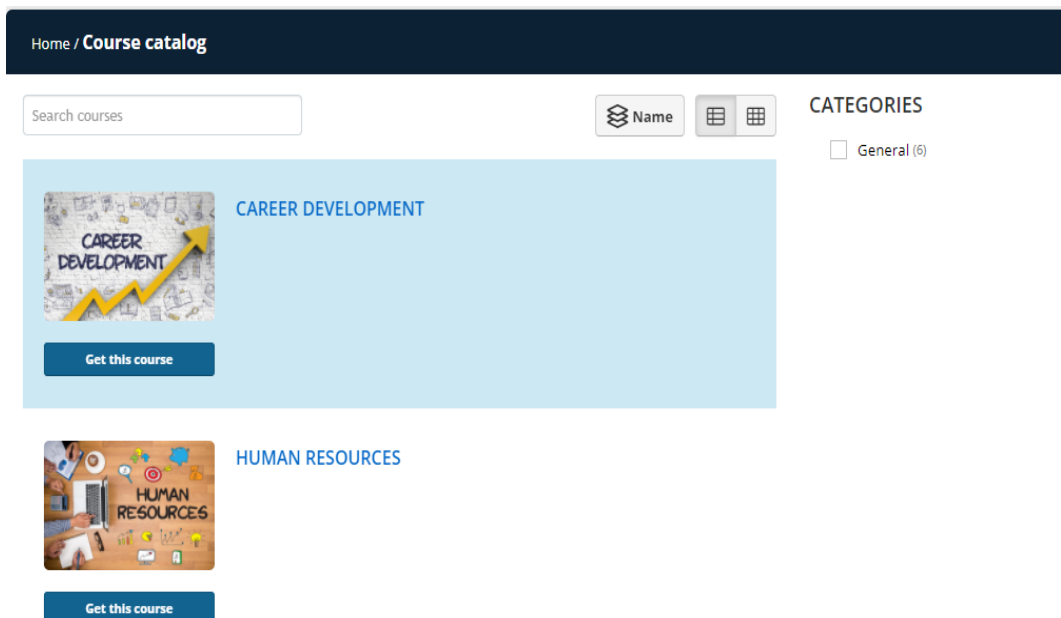
2.1.3 **Progress**

Through the Progress link you can see an overview of your learning progress and your gamification reports. A visit to the Courses tab shows the courses to which you are registered and your completion status. The Timeline tab shows all the actions you have made in the portal (e.g., when you registered or when you completed a course). If you have been awarded Certifications, they will be visible here as well. The same stands for any Badges you may have gained. Clicking on the Infographic button you can access your personal infographic.
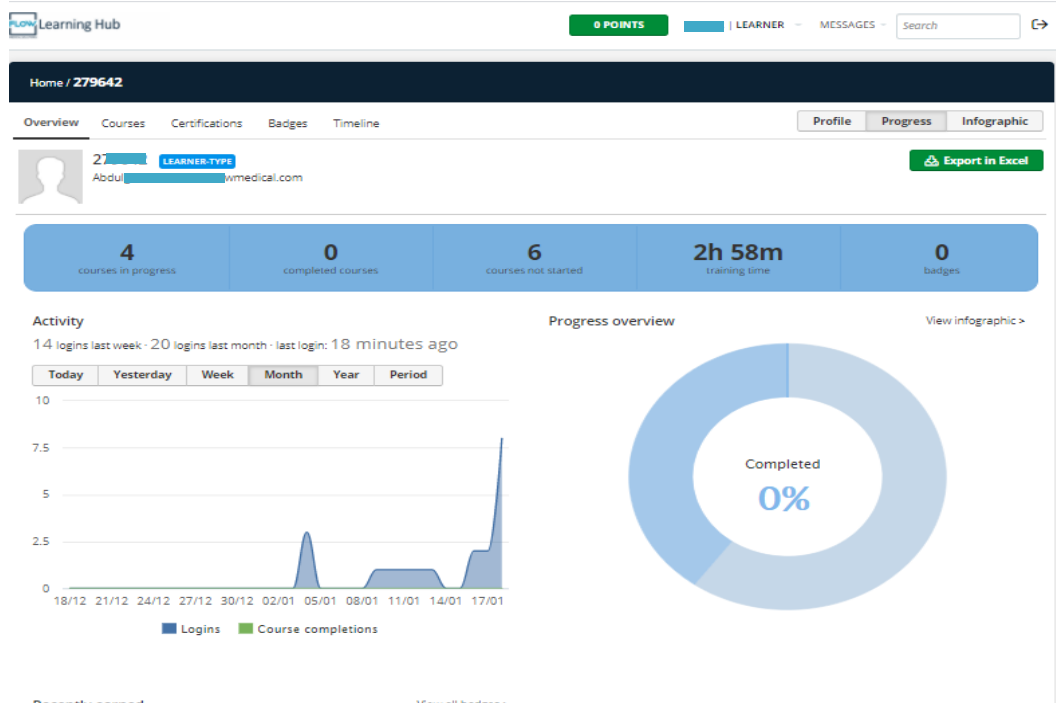
2.1.4 Calendar

On the page of learning hub, you can access to calendar feature where you will find the date of instructor led online training or webinar.
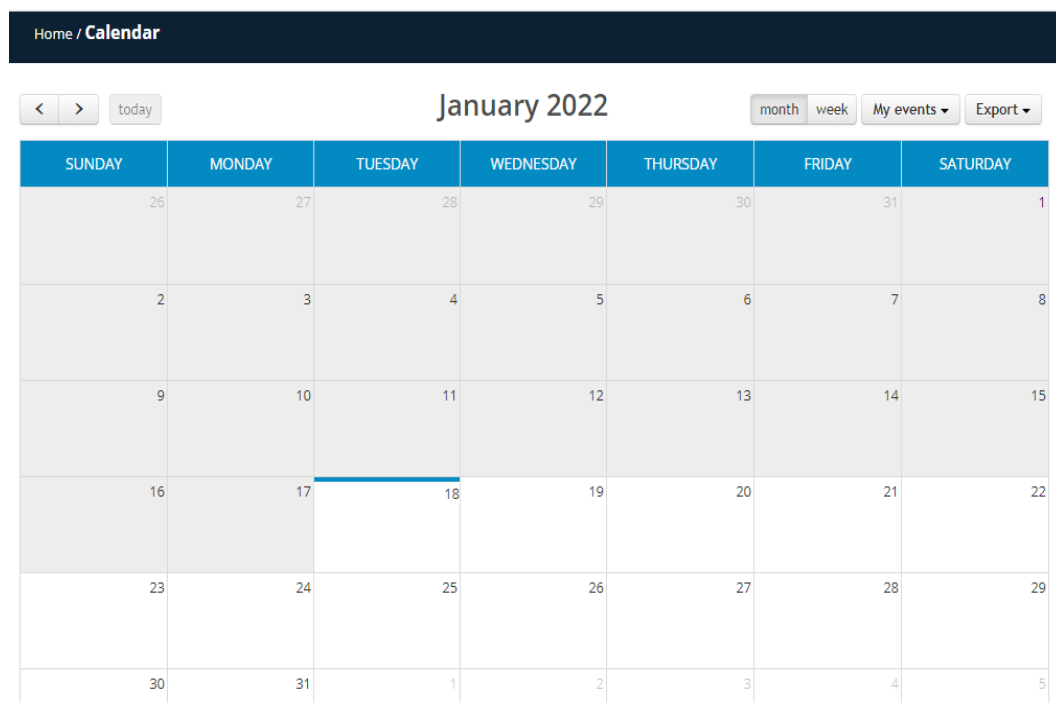
2..2 Feedback

After completion of the course , you will directed to feedback form. You need to submit the form to download your certificate.

2..3 Certification

When you complete a course and the feedback form, a popup will appear with next step options. These options may include an option to go to next course or download a certificate.

For more inquiries, please contact us on the email or massage from Flow Learning Hub.