How To: Manage and Use Your Modules.

Welcome. This user guide will explain how to manage and use your modules and will detail the different functions of your module user interface.

00:16 (Time stamps match the corresponding time that has accumulated during the module.)
Dashboard.
Once you've logged in to Open Future Learning, you will see your dashboard, which is a review of your account. From this page, you can see an overview of your active and completed modules by clicking **My Dashboard**, watch our user guide videos by clicking **How it Works**, change your name or password by clicking **My Account**, find out how to contact us by clicking **Contact.** If you are not sure how to sign in or need any general help, please click **Customer Support.**

How to find new learning modules, find my active modules, find my completed modules.

1:02
Finding new learning modules.
By clicking on the **Find New Learning Modules** tab, you will have the option to choose which type of module you would like to take. If you wish, you can type a keyword into the search box to find the module you're looking for. You can read more about each module or watch a trailer to see a summary of the module. When you have decided which module you would like to take, click **Enroll now**. You will be reminded that you have 30 days to complete this module. Click **Okay** to continue. After working on your module and when you want to return to your dashboard again, click **Close Module**.

01:48
Finding my active modules.
By clicking on the **My Active Modules** tab, you will see the different modules that you're currently working on. This page will show you how much of the module you have completed and how many days you have to complete it. To return to the module, click the **Go to Module** button.

02:09
Finding my completed modules.
Click on the **My Completed Modules** tab and choose the type of module. For each completed module, you can download your certificate, download your general and interactive notes, and download both a summary of the module and the reflective action plan. You also have the option to retake modules.

How to start a module, turn pages.

02:37
Starting a module.
To start a module, click the **Find New Learning Modules** button. You will then have the option to choose what type of module you would like to take. When you have decided which module you'd like to take, click **Enroll now**. You will be reminded that you have 30 days to complete this module. Click **Okay** to continue. You can now see the homepage that displays the learning outcomes for the module and each of the chapters. To start the module, click the **Begin Module** button.

03:12
Turning pages.
To turn each page, click the blue arrow in the top right-hand corner of the page.

How to play audio.

03:24
Playing audio.
Each module is narrated for your convenience. Click the blue **Turn Narration On** to have the module read to you. To pause the audio, click **Turn Narration Off.**

How to play films, pause films, restart films.

03:44
Playing films.
As you progress through the module, you'll find a number of short films integrated into each chapter. To play a film, click the large blue play arrow. To turn the close captions on, click the three dots on the lower right-hand corner of the film.

04:00
Pausing films.
You can pause and restart your films by hovering over the bottom of the film and then selecting the white pause button in the lower left corner.

04:12
Restarting films.
To restart the film, click the small white play button. After the film has finished, you can drag the white button back to the start to watch it again.

How to use the interactive graphics, take a break.

04:32
Using the interactive graphics.
Throughout the modules, there are graphics that you can interact with. You may need to click on images/arrows on the interactive graphic.

04:47
Taking a break.
The amount of time it takes to complete our modules ranges from under 30 minutes to three hours. The estimated time to complete the module is listed in the top right-hand corner. This feature also lets you know how far through the module you are. We encourage you to take a break after every 30 minutes of study. You can close the module by selecting the blue **Close Module** button. All of your notes will be saved. And when you sign back in, you will be able to click the **Continue Module** button to restart the module. This will take you back to where you last left the module.

How to make general notes, make interactive notes.

05:34
Making general notes.
After starting the module, you may wish to make notes about what you are learning. You can do this by selecting the notebook icon located in the top right-hand corner and clicking on the **My Notes** button. Click **Save and Close** to save when you have finished making your note.

06:02
Making interactive notes.
As you progress through the module, interactive notes will automatically pop up and ask you questions that will encourage you to reflect on what you are learning and how you can apply it to the lives of the people you support. You must make a note before you can continue with the module. Your notes should reflect your opinion. The notes are not a test and there is no right or wrong answer. Type your response to the note in the box. And when you have finished, click the **Save and Close** button. You can review and update your interactive notes by clicking the notebook icon and then the My **Interactive Notes** button. You can then select the interactive note you wish to update. All your notes are automatically saved. After completing the module, you will be able to access them via your dashboard.

How to answer and pass the final assessment.

06:58
Answering and passing the final assessment.
Please note, you will not be able to start your assessment until you have viewed all the pages in each chapter and answered all the interactive notes. If you come to the end of the module and the module is not 100% complete, please go back to the chapter that is still highlighted and complete all the pages in that chapter. After you have completed the module, you will be prompted to continue to assessment. Read each question and select the right answer by clicking the blue circle next to the correct answer. If you score less than 80%, you will have the opportunity to review the module again and retake the assessment. If you score 80% or higher, you have passed the module.

How to download and print your certificate, module summary, general notesand reflective action plan, complete your reflective action plan, revisit the module for up to 30 days.

08:00
Downloading and printing your certificate, module summary, general notes and reflective action plan.
After completing and passing the module assessment, click on the My **Completed Modules** button to go back to your user dashboard. Then from your user dashboard, locate the module type and the module you completed. From here you can download your certificate by clicking on the **Print Certificate** button. Download your general and interactive notes by clicking on the **Download Notes** button. Download botha summary of the module and the reflective action plan by clicking on the **Download Documentation** button. All these documents will be permanently saved in your user Dashboard and will also be automatically emailed to you and your supervisor. If you choose to retake amodule, all previously saved documents will be deleted.

09:02
Completing your reflective action plan.
The reflective action plan is a document that can help you to put your learning into action. Arrange to meet with your supervisor to complete your action plan and review your learning.

09:17
Revisiting the module for up to 30 days.
After starting each module, you will have up to 30 days to review, complete, and pass the module. If you need longer than 30 days, please contact your organization's Open Future administrator and they can extend access to the module for you.