

Instructions and Guidance for using the NERC Peer Review College Online Induction Course

NB – We have had reports of some users encountering issues when trying to complete the course on Ipads. We are looking into this, but for the moment we would not recommend attempting the course on Ipads or other tablet computers. Please accept our apologies for any inconvenience caused.

To log into the course, please go to <https://training.rcuk.ac.uk/login/index.php> . You will need to enter a username and password to log in, which will be sent to you in a separate email.

The training course should take you approximately 45 minutes in total to complete. It is not 'graded' and there is no test element that you must pass. It is composed of three modules, and each module should take you around 15 minutes.

You can leave the course at any time and return to it a later date, as your progress will be saved. To get back to the last viewed page, log into the course and then click on the module name. Once you are on the first page of the module, click on the arrow next to the module title in the very top left-hand corner. This will open a drop down menu displaying all of the module titles. Click on the title, and then click on one of the pages highlighted in green.

The first time you run the course, you will have to watch the introductory video. You will not be able to click on until the video has played through. However, if you come back to the course later then you can just click past the video using the navigation buttons at the top. The same goes for any of the 'interactivity' – to progress through the course you have click the buttons, although if you wish to skip through these pages later then you can do so using drop-down menu described above. Please note that you will have to complete the first module before the second unlocks (and the second before you can access the third).

There is an audio track on the course which you can listen to should you wish. It can be turned off by clicking on the audio icon on the menu. Some of the interactivity (for example, the reviewer 'comments' section) does not have audio.

How to open and run the course:

- Once you enter the site, you will be taken to a home page. This displays various items of information, and you can also change your password to something more memorable by clicking on My profile settings and then change password. This can be found in the 'administration' box in the bottom right-hand corner. Passwords must have at least 8 characters, at least 1 digit, at least one lower case letter, at least one upper case letter and at least one alpha-numeric character.
- On the home page, you will see a box titled 'My courses'. Beneath this you will see a link to the NERC Peer Review course. Clicking on this link will take you into the course page, and you can launch the course by clicking on the 'enter' button.
- The course will then open in a separate window (or tab, if you are using Chrome). **If the course does not open, then please check that you have not got a pop-up blocker enabled on your**

browser. We have found that this has been the cause of the majority of issues with the online training.

- The course will work on all browsers, but seems slowest on IE8 and faster on Chrome and Firefox. If you are using Firefox, then you will need to allow pop-ups. If you are using IE7, then you may get a pop-up message but you should still be able to enter the course. The course will work on both PCs and Macs, but on both systems there may be a small delay the first time you enter the course, as the information loads.

If you encounter any problems, then please email college@nerc.ac.uk.