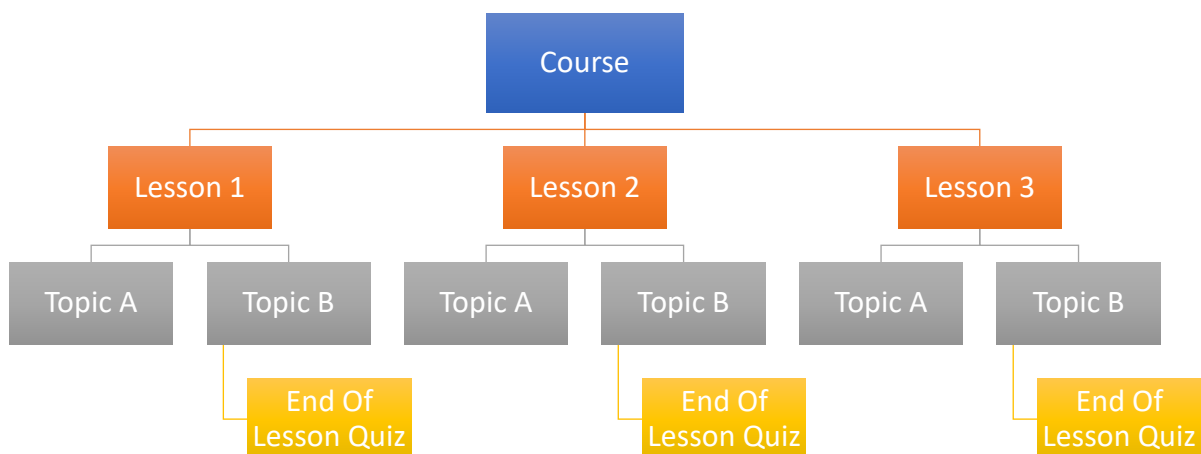# Welcome to your Hydro-X Training E-Learning course

Our E-learning courses have been designed in partnership with UK educational institutions and technology leaders to ensure your staff will be able to learn the appropriate amount of information in the right way, cost-effectively.

The structure of all of our courses is consistent and has been specifically designed to allow you to either sit the whole course in one go by flowing through each section at your own pace, or by stop-starting at appropriate points throughout the course and coming back at any time without losing your way or your progress.

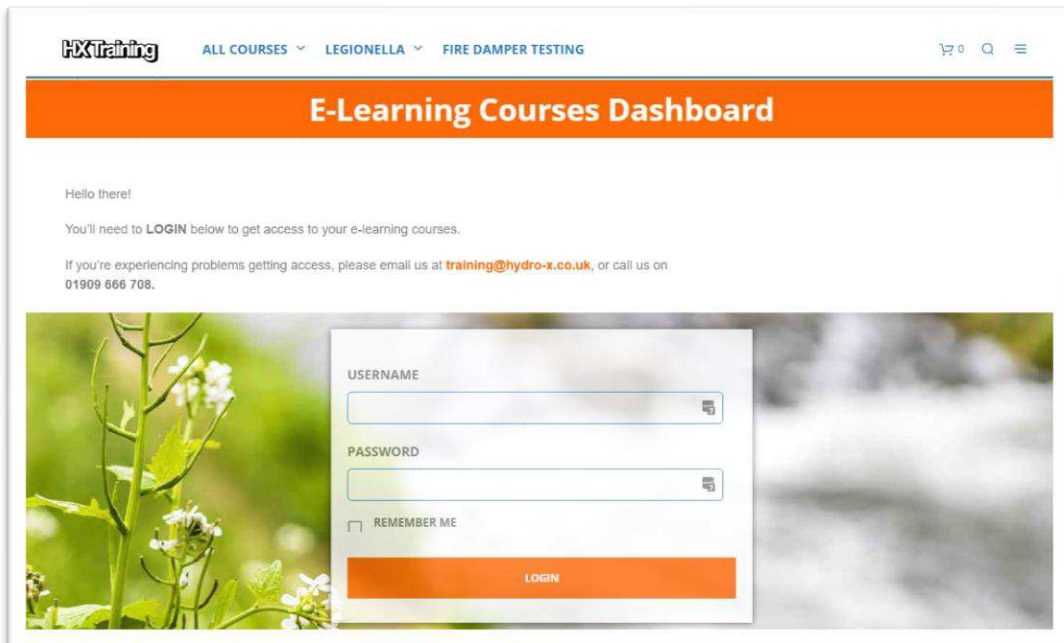An average course is made up of approximately six-minute sections.

A typical course structure can be seen below:

Getting Started

To login to any of your courses – visit www.hydro-x.co.uk/hx-training/course-dashboard/ and enter your username and password. You can also register, or request to reset your password by clicking the **'Forgot Password'** link.
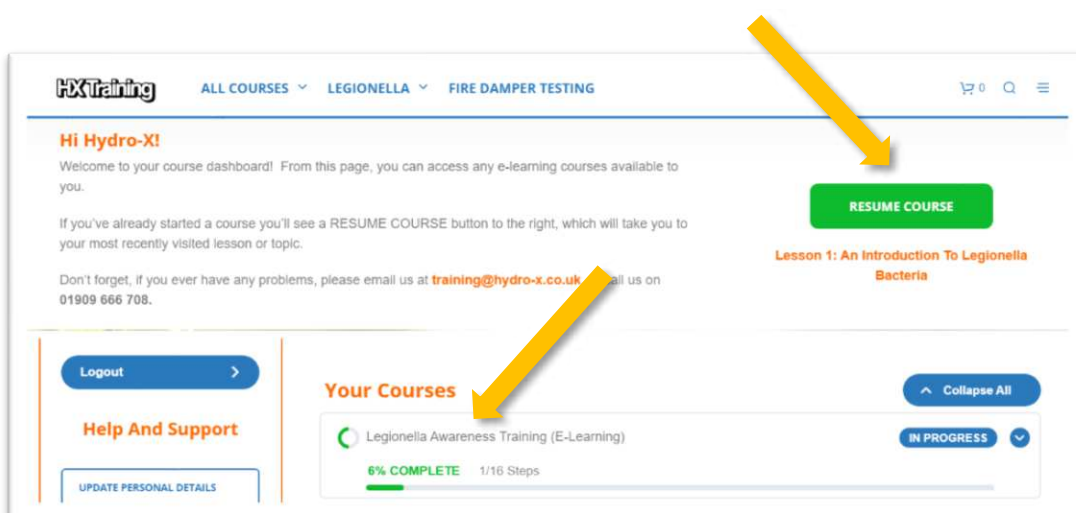
In the event of any difficulty logging in, please contact us on 01909 666708, or email us at training@hydro-x.co.uk

Once logged in, you can easily pick up where you left off (if you've previously started a course) by clicking the green **RESUME COURSE** button.

Alternatively, you can simply select the course you wish to take in the **Your Courses** section by clicking on the course title.

You can also see a summary of your progress to date here.

The Course Page

On the individual course page you will be able to read any special instructions specific to your course, and under the **Materials** tab you will be able to download any support materials – such as a copy of this guide and the printable workbook for your course.

PRO TIP:

Though we try to be as paperless as possible, most of our candidates tell us that they prefer downloading and printing their workbook to take notes, and to keep as a physical reference point for the future.

By expanding the relevant sections of the **Course Content** you will be able to see the various lessons, topics, and quizzes required to complete the course, and also see your progress so far.

Taking The Course

To get started, simply click on one of the Lessons, or one of the Topics within a lesson to go straight to that page.

The real learning in your course takes place in the **Topics** sections – this is where you will read or watch the required content before clicking **Mark Complete** to continue.

Quizzes

To meet the standard of training required and pass the course, you will need to successfully complete a short series of 'quizzes'. A course will normally not have more than 20 multiple choice questions in total, and the quizzes are normally placed at the end of a lesson.

Each quiz will come with its own instructions and let you know how many questions you have to get correct to pass.

After completing the quiz, you will immediately be presented with your results. If you have achieved the minimum level you will see a **Click Here To Continue** button, which will allow you to progress through to the next stage of the course.
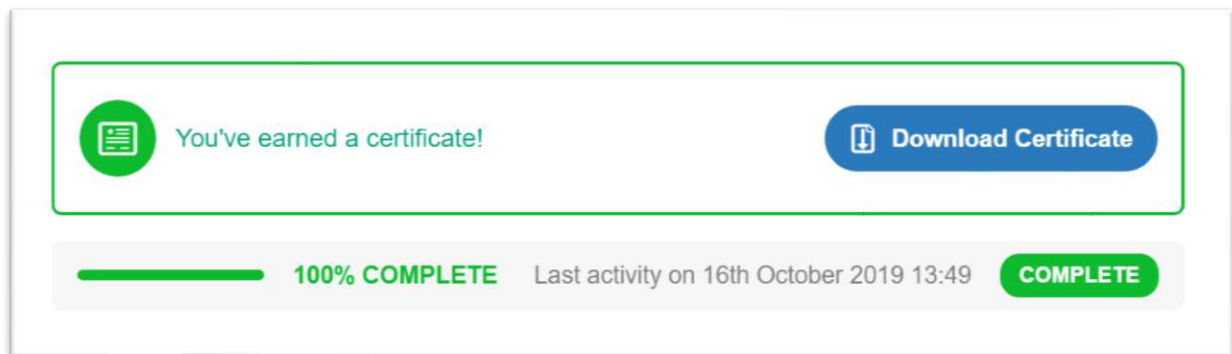
If you failed the quiz you will be able to click the **Restart Quiz** button to retake the quiz, but remember, you only have a fixed number of times you can re-take a single quiz before failing the course.

PRO TIP:

By clicking the 'View Questions' button you can review your answers and the system will show you which questions you got incorrect. This can be very handy if you need to re-take a quiz.

Completing The Course

After successfully completing the final element of the course (normally the final quiz of the final lesson), you will be redirected to the course page where you will now see that you have completed 100% of your course.

You may also see the option to download a certificate if one has been provided for your course.

Please Note: in the case of Accredited courses, certificates are not automatically produced due to the necessary security checks and safeguards. Instead you will be presented with a holding document while your formal certificate is produced.

Wrapping Up

Even after completing your course, you will still have access to all of the content within. Please feel free to login to your e-learning dashboard use this resource as a reference point in your role and duties.

We have carefully designed this learning system to be user-friendly, however, if you have any difficulties whatsoever, please don't hesitate to contact us directly:

Telephone: 01909 666708

Email: training@hydro-x.co.uk