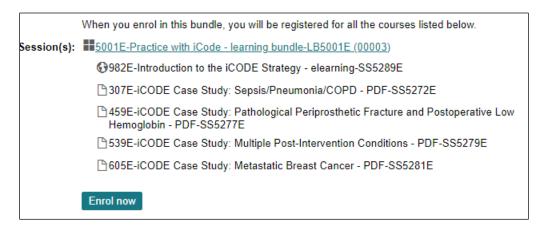
How to Use a Learning Bundle

What is a learning bundle?

A learning bundle groups together a set of related courses. When you enrol in the learning bundle, you will be automatically enrolled in all the courses included in the learning bundle.



How do I enrol in a learning bundle?

You enrol in a learning bundle the same way you enrol in an individual course:

- 1. Find the learning bundle you want to enrol in you can search or browse the catalogues.
- 2. Click the learning bundle name to open its description.
- 3. Click **Enrol now** at the bottom of the description.
- Click Confirm enrolment.
- 5. Click Go to the Knowledge Centre.





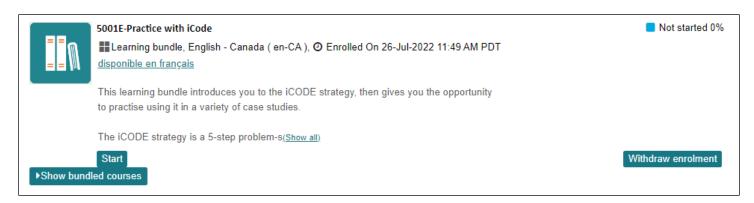


The learning bundle courses will be added to your learning plan. If you enrolled by mistake, click the **Withdraw enrolment** button.

How do I start my training?

The learning bundle is now in your learning plan. You can

- Click the **Start** button to launch the bundle in the Knowledge centre and from there, you can launch each individual course in its own Knowledge centre; or
- Click the Show bundled courses button, which will then display all courses in the bundle and the option
 to open each course in its own Knowledge centre (by clicking Start).



Do I have to complete all the courses in a learning bundle?

No. If you don't want to complete all the courses in the learning bundle, click the **Withdraw enrolment** button for the courses you do not wish to complete. The course will be removed from your learning plan and moved to your records/transcripts page. The courses you have completed will also move to your records/transcripts page.



I've finished the courses. How do I complete the learning bundle?

- If the bundle has an exam and you have successfully completed it, you will receive a certificate for completing the bundle, and all of its courses will move to your records/transcripts page.
- If the learning bundle's courses have exams and you have successfully completed them, you will receive a certificate for each course and they will move to your records/transcripts page.
- If neither the bundle nor its courses have exams, you can withdraw from the bundle once you've completed all desired courses.

How do I get my certificate for completing the learning bundle?

You can get your certificate once you've successfully completed the bundle or the courses within the bundle if they had exams:

- Click My certificates in the Quick access pane on the Learning Centre home page; or
- Click **Print certificate** in the cogwheel menu beside the learning bundle title on the *My records/transcripts* page.

If neither the learning bundle nor its courses have exams, a certificate of participation will be issued.

Need help? Got questions? Contact us at education@cihi.ca.

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