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.
4. 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.