FA EDUCATION

Learning Management System

Learner Guide

Introduction

The Learning Management System (LMS) is your new home for The FA Level 1 & FA Level 2 coaching courses. LMS provides you with the ability to view available courses, enrol onto them and manage your online learning profile. Course specific content is available within your learning environment such as e-learning modules and details of your course face-to-face sessions.

Do you have a Football Association Number (FAN) - check your FAN

Everyone who uses the LMS will require a FAN.

Steps if you do not have a FAN

Before you create a new FAN it is important to check if you already have one, this avoids duplication. To check if you already have a FAN please visit: https://secure.thefa.com/fan/RetrieveFANDetails.aspx

Once you have checked, and confirmed that you do not have a FAN you can go ahead and create one by selecting **Register Now** followed by completing all the required fields and selecting **Submit details**.
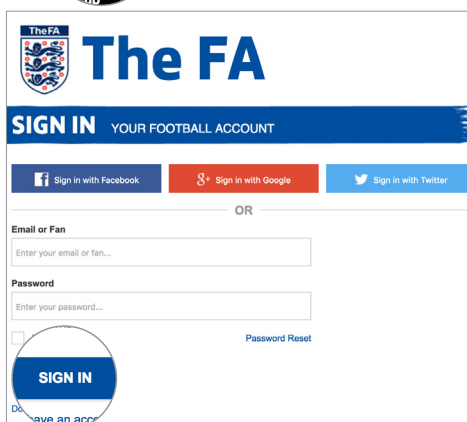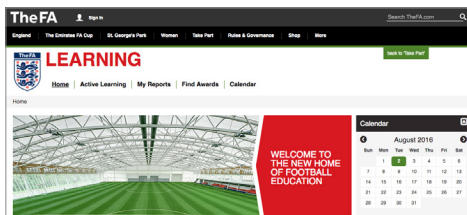
Once you have a FAN - logging in

Now you have your FAN you can log into the LMS.

Firstly, go here: learning.thefa.com/

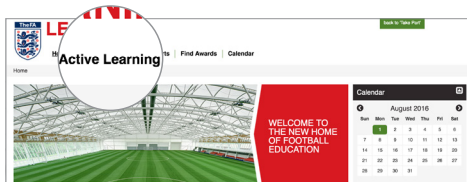Next, select **Sign In** at the top of the page.

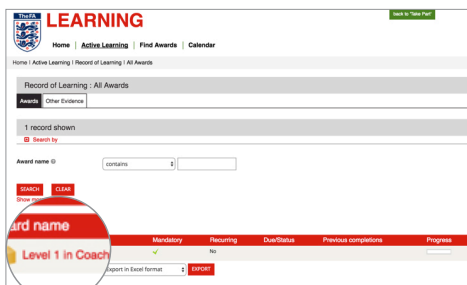Enter your FAN ID and correct password followed by selecting **Sign In**.

Accessing your learning

Once you're signed in, you then need to navigate to your current learning page.
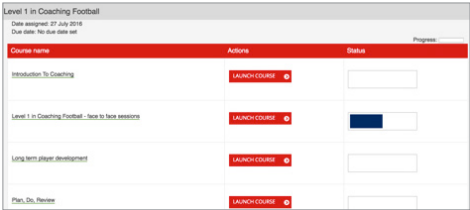
Firstly, select **Active Learning**, followed by **Record of Learning** from the menu bar.

To access your course select it from the menu. In this example we are selecting the **Level 1 in Coaching Football.**
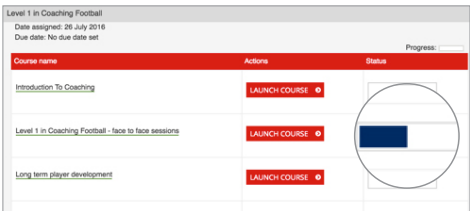
When you have enrolled you will then be presented with your learning environment which will look similar to this.
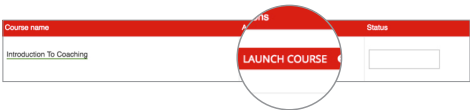
Viewing and managing your learning

From here you can launch your e-learning course and you will see a **status** bar for each module. There is an overall **progress** bar at the top right which shows the average for all e-learning modules for the enrolled coaching certification.
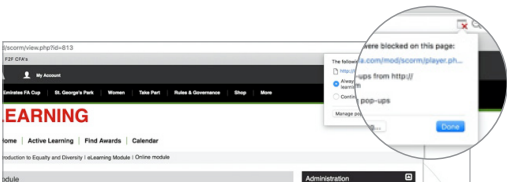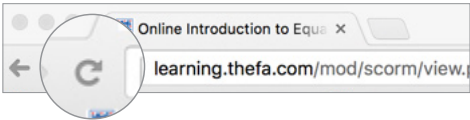
Launching an e-learning course

Select the relevant course by selecting **LAUNCH COURSE**.

With the latest version of **Google Chrome**, if pop-ups are blocked you will see a small red **x** appear when you try to launch an e-learning module. Select the red **x** and a menu will load.

Firstly check the radio button **Always allow pop-ups from http://learning.thefa.com**, followed by selecting **Done**.

You will then need to reload the page to restart the e-learning course, to do this click on the **Reload this page** icon.
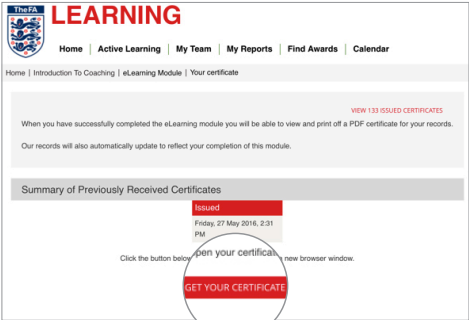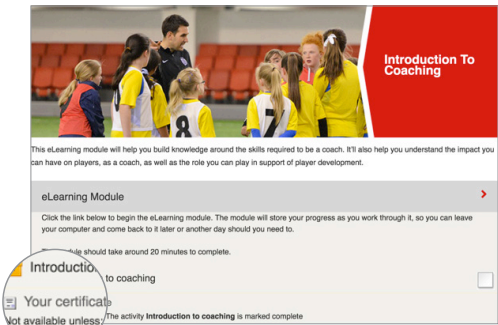
Your e-learning course will then launch in a new pop-up window.

Printing e-learning module certificates

Upon completion of the course and any associated questions, you will then have the ability to download and print your module certificate.

To do this, select **Your certificate**, then **GET YOUR CERTIFICATE** from the next screen.

A pop-up window will then launch, which will show your certificate.

From here you can then print your certificate or save to your computer hard drive.

Afterwards, you can then navigate back to your learning environment. **Note**: It is important to Sign Out correctly when you have completed your learning. To do this firstly select **My Account**.

Followed by **Sign Out**

If you do not Sign Out there is a risk that your session learning history may not be captured and updated.