



State Records

State Records' e-learning modules

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Background

- Face-to-face training program not reaching all clients
- Training survey identified high degree of interest in online training/e-learning
- Feb/March 2010 investigated content authoring products
- April 2010 purchased 'Lectora' - ITC Learning and set to work!

What we can provide

- Short modules on various topics
- Free on our website (HTML) – just click and complete
- Can also provide on CD-Rom if required
- State Records will not track usage, just keep statistics
- Can provide SCORM/AICC version for NSW organisations with a LMS – capacity for them to register who is using the courses, keep scores and adapt modules to their needs

Introducing our first online modules...

For Nominated Senior Officers

- *Role of the Nominated Senior Officer* (15 minutes)

For records managers and records staff

- *Recordkeeping concepts* (30 minutes)
- *Framework for recordkeeping in the NSW public sector* (20 minutes)
- *Digital recordkeeping concepts* (30 minutes)
- *Managing email* Parts A and B (30 minutes per part)

For all officers who use email

- *Your responsibilities for managing email* (20 minutes)



State Records NSW - eLearning - Windows Internet Explorer

http://elearning.records.nsw.gov.au/

File Edit View Favorites Tools Help

State Records NSW - eLearning


Home | The State Archives | Recordkeeping NSW public sector | Government Records Repository

eLearning @ State Records

Training resource centre

[Face-to-face](#) | [Online](#) | [Customisable](#) | [Briefing sessions & workshops](#) |

Face-to-face training



We have developed a number of face-to-face training courses for records managers and records staff in NSW public offices. Training is offered in Sydney, Western Sydney and regional areas. For more information on courses, trainers and costs refer to the current [Training Calendar](#).

Online training

[For Nominated Senior Officers](#) | [For records managers and staff](#) | [For all staff in the organisation](#)

We offer a number of free online training modules on records management and recordkeeping in the NSW public sector.

The courses are in HTML and can be viewed by standard browsers. We recommend you use the latest browser version. If you have any difficulties in accessing the modules or if you have suggestions for further online courses please [contact us](#).

For information about copyright conditions attached to the online modules, if you wish to adapt or modify modules and/or provide them within your Learning Management System, check our [Terms and Conditions](#).

Note: These online courses work best in the latest version of Internet Explorer.

Done Internet 125%

- Available from: <http://elearning.nsw.gov.au> (or link to *Training resource centre* from Recordkeeping page)
- Modules expected to become more sophisticated as we learn more about this mode of delivery and about Lectora's capabilities
- Work best with latest version of IE and some include FLASH
- Potential for more topics and collaboration with stakeholders
- Feedback welcome – use Contact us link