

HOW TO GUIDE #1

ULTILEARN AND CLASSIFICATION TRAINING

▶ COMPLETING YOUR CLASSIFICATION TRAINING

You can complete classification training at home using **Utilearn**. Your username is the numbers before the @ in your cadet portal username.

Ask your staff members for your login information if you have forgotten your password.



STEP 3

- Click on the **Start** or **View** button on your registered course to view the content.
- Press **Launch** to start the Course. It will open in a new window. Then click **Go**.
- Click on the topic you want to study using the grey box to the left of the screen. Then click on the item displayed to download it.
- Use these resources to help you before filling in your logbook or starting an exam.

BEFORE YOU START

- ✓ Make sure you know what classification level you need to do.
- ✓ Make sure you know your Utilearn username and Password.
- ✓ If you want to complete Senior Cadet choose three modules from the list available.
- ✓ If you want to complete Master Air Cadet choose three further modules you haven't done yet.

STEP 1

- Open Utilearn via Cadet Portal or by visiting <https://learning.bader.mod.uk>
- If the courses you want to study aren't displayed, click **Explorer Register**. This is near the top of the screen on the right hand side.

STEP 2

- In **Explorer Register** find the course you would like to study. All courses are grouped into folders.
- Click on the course you want to access and then click the **Register** button found near the top right hand corner of the screen. The course should now appear the **My Courses** Area.
- You cannot register for any exams until your Squadron has set you up for them. Read on to find out more about this.

FIRST CLASS

- Download a copy of the First Class Cadet Logbook from Utilearn. It's under **FCC e-Logbook v1**.
- **If you open the booklet on a PC you must download it and open it in Adobe Reader.** If you don't you may lose your work. Make sure to save it when you have finished!
- Email the booklet to a staff member when you have finished or if you need support.

LEADING, SENIOR OR MASTER

- Ask your squadron staff to register you for your exam when you have finished your training.
- The exam will show up in the **My Courses** section. Access it and follow the instructions on-screen.
- **Email a staff member to tell them you have successfully completed the exam.**