

Guide - E-Learning v2.1

Guidelines – E-Learning

Guide approved by	Date approved	Date implemented	Guide owner	Review date
Andrea Malam	31.08.17	31.08.17	LH	31.08.20

Prior to contacting Human Resources regarding the content of this guide, it is recommended that you refer to the most up to date version on the intranet and the relevant policies.

As is the case with all intranet documents, this guide is subject to regular review due to legislative and policy changes. The latest versions of all Human Resource documents can be found on the HR intranet pages.

Version	Date approved	Approved by	Amendment
v1.0	31.08.17	Andrea Malam	New Guidelines
v1.2	28.02.18	Llinos McMullin	Amendments to the logging on process
v2.0	25.04.18	Andrea Malam	Reformatting
v2.1	01.04.19	Llinos Howatson	Amendments to screenshots for new look site

Welcome to Denbighshire's E-Learning user guide. The aim of this booklet is to provide users with information about the new E-Learning site which is a collaborative project across the 22 authorities in Wales along with wider Public services and is hosted by the NHS. By collaborating organisations are able to save costs and staff benefit by being able to access E-Learning material as and when they need it.

What is E-Learning

E-Learning is any form of learning conducted via electronic media, typically on the Internet. This can be video, via YouTube, talks streamed via sites such as Ted.com, TV programmes or Modular learning.

The benefits of E-Learning

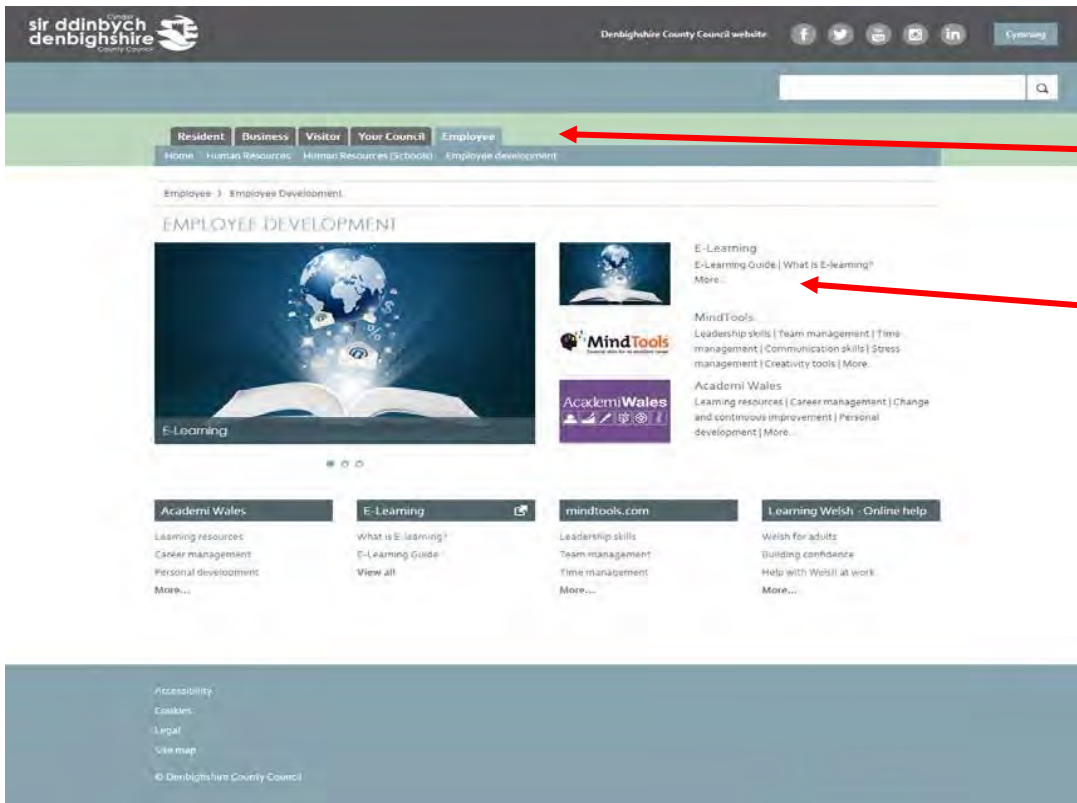
It's cost effective and saves time, by reducing the time taken away from the office, removing travel costs and doing away with printed materials, online learning helps you to save money and increase workplace productivity.

Learning 24/7, anywhere, your schedule, your pace, your place. Many face- to- face courses only operate within normal office hours. By allowing staff to complete the course when and where they like, you can make sure disruptions to busy working schedules are minimised.

It makes tracking of course progress easy. All courses record users interacting via the site and this can be reported on.

Accessing the site

To access the site users need to visit Denbighshire Internet site and go the 'Employee' tab. Then select 'Employee Development' which is situated underneath. As an alternative users can access the site via Linc or by typing in <http://learning.wales.nhs.uk/login/> to a web browser which can be accessed from any pc, tablet or mobile phone device without having to use CAG or the intranet.



Click here for Employee

Click here for E-Learning

If you use the <http://learning.wales.nhs.uk/login/> link you will be presented with the next page. Enter your username which will be your normal sign on e.g. johe8513, all lower case. This will be the first 3 letters of your name followed by your payroll number. Your password will be **Welcome1%** with a Capital **W**. Click the red login button at the top right of your screen.

If you use the Employee Development page via Linc then you will go straight to the Denbighshire logo page and there will be no need to go through the next 3 screens as shown below.



If you already have an account login here.

Username

Your username will be issued to you locally, if you have not been able to self register.

Password

Once you have gained access to the e-learning site you will be prompted to change your password to one that is more secure.

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Some courses may allow guest access

If you are working within the public sector in Wales use this section to self register.

Please note that some organisations do not allow self registration. If you are unable to self register contact the helpdesk via elearning@wales.nhs.uk or 01443 848636.

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Now you will be presented with the below page and you will need to select Local Authorities, then Denbighshire.

Learning@Wales

Search Courses

Home My Courses NHS Local Authorities Welsh Government Learning Disabilities Show blocks Full screen

ANNOUNCEMENTS

All Wales Academy
Blaenau Gwent
Bridgend
Caerphilly
Cardiff
Carmarthenshire
Ceredigion
City of Swansea
Con. Denbighshire
Denbighshire
Flintshire
Gwynedd
Isle of Anglesey
Merthyr Tydfil
Monmouthshire
Neath Port Talbot
Newport
Pembrokeshire
Powys
Rhondda Cynon Taf
Torfaen
Vale of Glamorgan

Carer Awareness

Help

Basic Awareness LD

Chat With Us

ina.wales.nhs.uk/course/index.php?cateoorvid=156

Click Local Authorities and select Denbighshire

You will then see the page below. If used the Employee Development link you will see this page straight away but you will need to log in using the red button at the top of the screen.

Learning@Wales

Search Courses

English (en) Log In

Courses > All Wales Academy for Local Government > Local Sites > Denbighshire County Council

Course categories:
All Wales Academy for Local Government / Local Sites / Denbighshire County Council

Cyngor
sir ddinbych
denbighshire
County Council

Cyflageion
Employees

Chat With Us

Click on the Employees button.

You may now access the courses available to you under various categories, which will include the E-Learning module, Training Booklet, Certificate and Evaluation link.

If you are asked to enter an enrolment key, please enter Denb106%. This will only be required for certain modules.

The screenshot shows the Learning@Wales website. At the top, there is a dark blue header with the Learning@Wales logo and a search bar. Below the header is a navigation menu with links for Home, My Courses, NHS, Local Authorities, Welsh Government, Learning Disabilities, Manage courses, Hide blocks, and Full screen. The breadcrumb trail indicates the user is in 'My courses > All Wales Academy for Local Government > Local Sites > Denbighshire County Council > Cyflogeion/Employees'. A dropdown menu for 'Course categories' is open, showing the current path. The main content area features the Denbighshire County Council logo and a message in Welsh and English: 'Defnyddiwch y botymau isod i symud drwy y gwahanol modiwlau a'r gael i gyflogeion Cyngor Sir Ddinbych. Use the below buttons to move through the different modules available for Denbighshire County council employees'. Two buttons are visible: 'Modiwlau Gorfodol / Mandatory Modules' and 'Modiwlau Datblygu ar gyfer Rheolwyr / Development Modules for Managers'. A search bar and a 'Go' button are at the bottom, along with a 'Chat With Us' button.

Adjust the size of the screen by clicking 'Hide Blocks' and 'Full Screen'

Click on the relevant categories

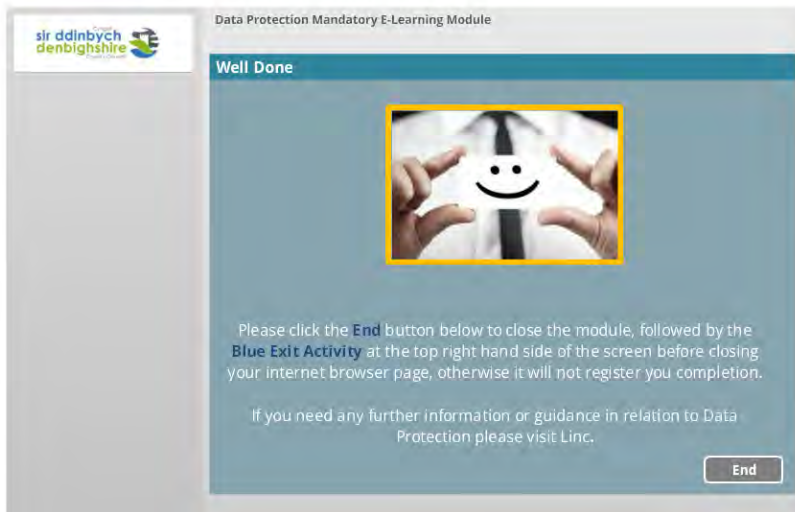
When you have completed an E-Learning module you will see the following screen. Clicking exit activity will take you back to the module page and will ensure that your completion has been saved.



Ensure that you click on 'Exit Activity' otherwise it will not register your progress or completion.

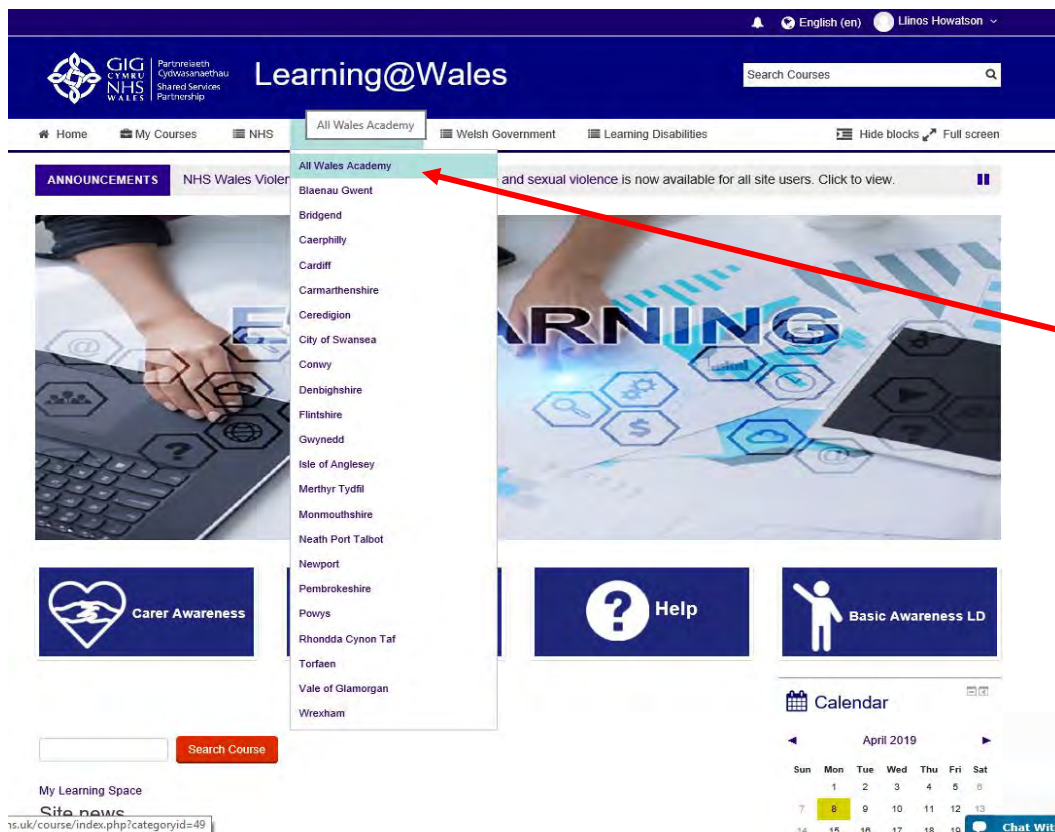
Data Protection

Review mode



Navigating the Learning@Wales site

The platform also hosts 22 other Authorities as well as the NHS and the All Wales Academy E-Learning sites. By clicking the home icon at the top left hand of the page, you will see the following page displayed.



Click here for All Wales Academy courses.

You will have access to various sections, which can be found on the toolbar. The NHS option will access E-Learning predominantly aimed at Health Service professionals however where a course may be of use access can be gained by using an enrolment key. **(A list is in the appendix of this document)**. Under Local Authorities section you can access the All Wales Academy.

Course categories:

All Wales Academy for Local Government / I am an employee

Search Courses

[Expand all](#)

- ▶ Rheoli Newid / Change Management
- ▶ Cynhwysiant Ariannol / Financial Inclusion
- ▶ Trin Gwybodaeth / Handling Information
- ▶ Iechyd, Diogelwch a Lles / Health, Safety & Wellbeing
- ▶ Cynefino / Induction
- ▶ Sgillau Rheoli Pobl / People Management Skills
- ▶ Datblygiad Personol / Personal Development
- ▶ Diogelu / Safeguarding

All Wales - Carer Awareness <https://learning.wales.nhs.uk/course/view.php?id=184>

Violence against women, domestic abuse and sexual violence

In the event of any problems please contact HR Direct, hrdirect@denbighshire.gov.uk or telephone 01824 706200.

Password Resets

If you need to reset your password you can click the link forgotten password on the login page and you will be e-mailed with a new password. This will only be available to users who have been set up with personal email addresses. If you are unsure please contact HR Direct. Technical problems can also be reported to the NHS via the live chat option at the bottom right of the screen.

We also welcome any feedback, please email elearning@denbighshire.gov.uk.

Appendix A – Enrolment Keys

Authority Name	Enrolment Key
Blaenau Gwent County Borough Council	Blaen15%
Bridgend County Borough Council	Bridg25%
Caerphilly County Borough Council	Ccbc101%
The City of Cardiff Council	Card102%
Carmarthenshire County Council	Carm103%
Ceredigion County Council	Cere104%
Conwy County Borough Council	Conw105%
Denbighshire County Council	Denb106%
Flintshire County Council	Flin107%
Gwynedd Council	Gwyn108%
Isle of Anglesey County Council	Angl109%
Merthyr Tydfil County Borough Council	Mert110%
Monmouthshire County Council	Monm111%
Neath Port Talbot County Borough Council	Port112%
Newport City Council	Newp113%
Pembrokeshire County Council	Pemb114%
Powys County Council	Powyc105%
Rhondda Cynon Taff County Borough Council	Rhon115%
City and County of Swansea	Swan116%
Torfaen County Borough Council	Torf117%
Vale of Glamorgan Council	Vale118%
Wrexham County Borough Council	Wrex119%