Guide - E-Learning v2.4

Guidelines – E-Learning

Guide approved by	Date approved	Date implemented	Guide owner	Review date
Andrea Malam	31.08.17	31.08.17	LT	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
V2.2	10.12.21	Llinos Howatson	Amendments to screenshots and text for new look site
V2.3	01.08.22	Llinos Howatson	Amendments to screenshots and text for new look site
V2.4	12.09.23	Laura Temple	Amendments to screenshots and text 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 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.

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 willbe the first 3 letters of your name followed by your payroll number. Your password will be **Denbighshire1%** with a Capital **D**. Click the red login button at the top right of your screen.
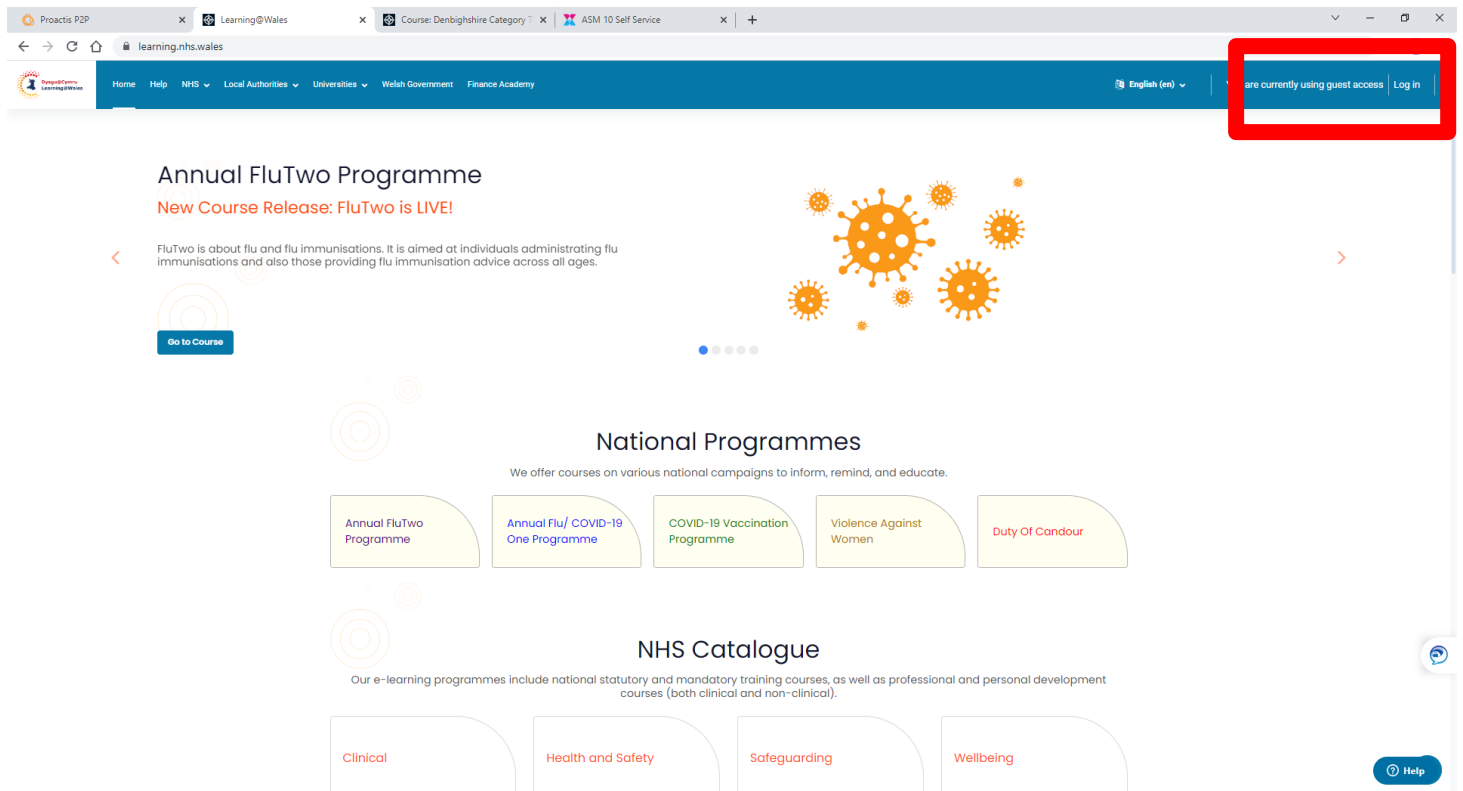
If you are having issues with your password you are able to reset your own password, where an email will be sent to you (however your email address must be up to date). You can also use the chat function at the bottom of the page or call HR Direct on 01824 706200.
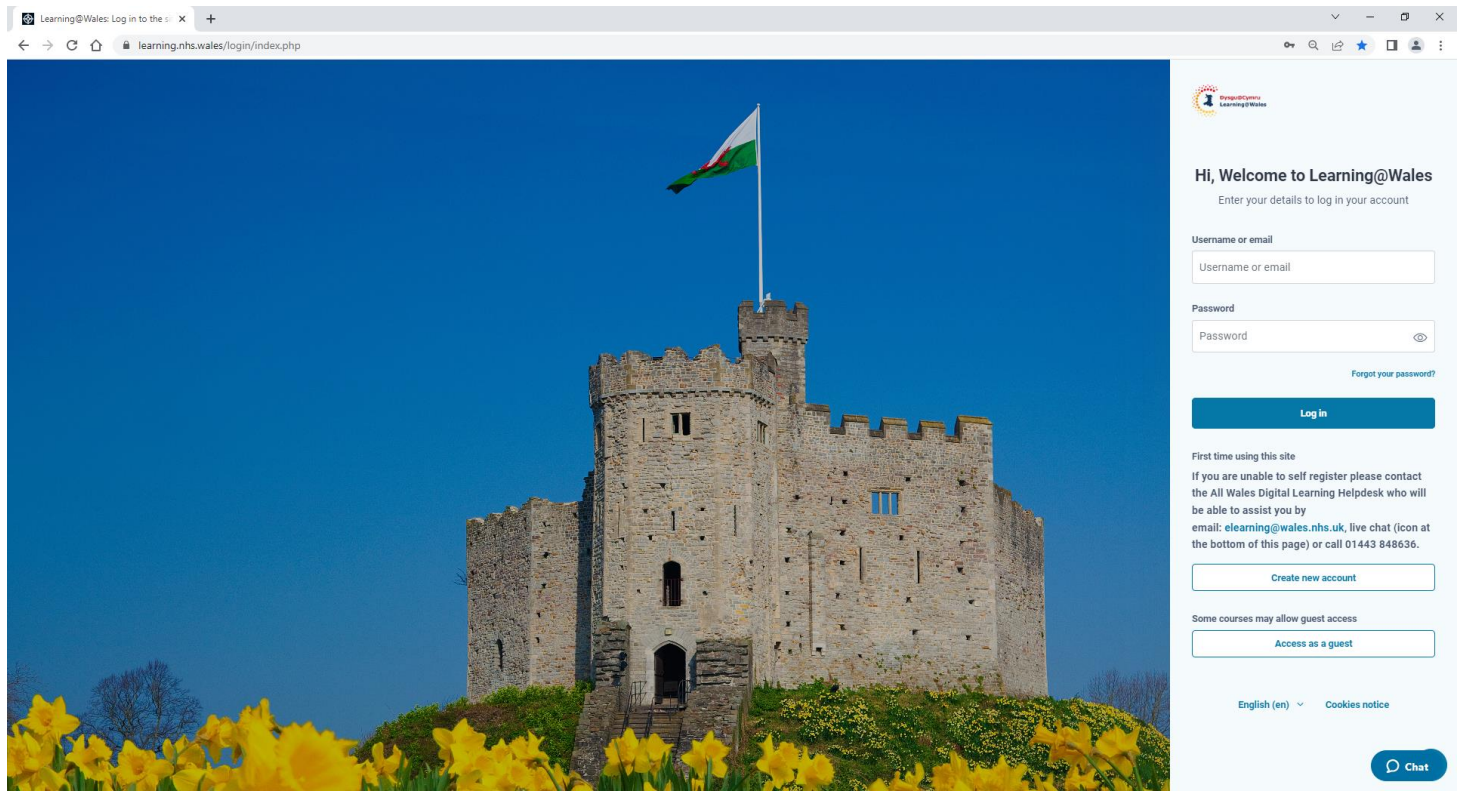
Now you will be presented with the below page and you will need to select Local Authorities, then Denbighshire.

Select whether you want to enter the site in Cymraeg or English.

Select Employees, and you will may now access the courses available to you under various categories.

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

Select Employees

Once you have chosen your category a list of the modules will appear as above. Click on the one that you want to complete.

To complete the module click on the title.

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.

Once you have successfully completed your learning you will see 'Done' alongside the module and your certificate will be available to download by clicking on it.

To return to the list of modules or return to the home page select the option on the blue toolbar underneath the title Local Authorities and select Denbighshire.

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.