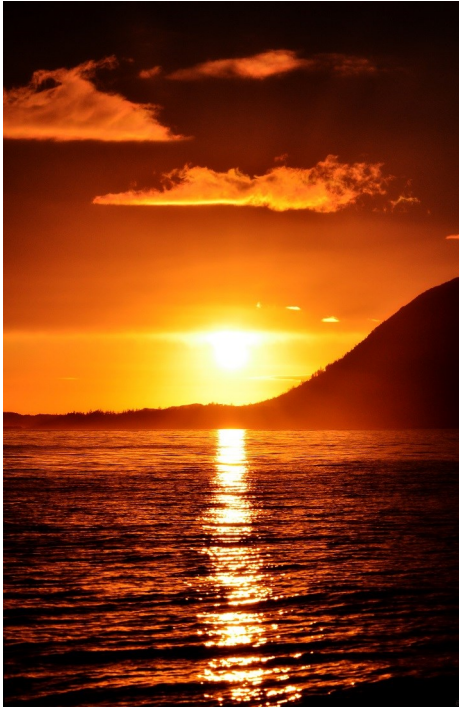


## Digital Learning Solutions E-bulletin

### Summer boot camp bumper CONTENT bonanza



As the sun goes down on this years Summer break there is good news on the horizon.

To kick start the new academic year the DLS team have completed their Summer boot camp program and published a bonanza of content to your centre.



Available now



**2016**

**365**

**Outlook 2016 for the Workplace—  
learning and assessments**

**Outlook 365 for the Workplace—  
learning and assessments**

**Word 2016 for the Workplace—  
assessments**

**Word 365 for the Workplace—  
assessments**

**PowerPoint 2016 for the  
Workplace—assessments**

**PowerPoint 365 for the  
Workplace—assessments**

**Excel 2016 for the Workplace—  
assessments**

**Excel 365 for the Workplace—  
assessments**

Need help to make the courses available at your centre see the Tracking System help file available here:

<https://www.dls.nhs.uk/help/Creatinganewcustomisedcourse.html>



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## 2019 Annual Survey



On Monday 2nd September the DLS 2019 Annual Survey will be released to centres. We'd really appreciate it if you could take 5 minutes to complete the online Smart Survey to provide us with feedback from your centre.

Tell us what you think about our products and services so that the DLS team can use this as a basis for improvement. The survey will close on 30th September.

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## Passwords, Passwords, Passwords—Reminder

### Prevent, Publicise, Provide

### Important information for all centres.

There has been a surge of centre delegates contacting the central team, as a learner this must be hugely irritating and a waste of time and effort for everyone concerned.

We want you all to take the following 3 simple steps to ensure that your centre is set up to fully support all your learners.



#### 1. Prevent *issues*

- Ensure [noreply@dls.nhs.uk](mailto:noreply@dls.nhs.uk) is on your organisation's approved list of senders. You will need help from your local IT service Desk to get this in place across the organisation.
- Learners should be asked to check their junk folders for mail from [@dls.nhs.uk](mailto:@dls.nhs.uk)

#### 2. Publicise local support

Make **YOUR** learners aware of **YOUR** local contact details not ours

To do this go to your Tracking System, Centre / Configuration, DLS Website Centre Information, the help file is available here:

<https://www.dls.nhs.uk/help/DLSWebsiteCentreInformation.html>

**All learners who contact the central team are now being directed to the centre map:**

<https://www.dls.nhs.uk/findyourcentre>

**Check your centre details are available and accurate.**

#### 3. Provide *support*

Delegates are the responsibility of the centre not the central team and one of the most common issue being reported is password recovery.

A new Tracking System feature has been introduced to help your centre administrators set a temporary password for a delegate and notify them via email from the Tracking System. A step by step guide is available from Tracking System, **Support** / Resources / **Trainer Resources—DLS021**: <https://www.dls.nhs.uk/tracking/download?content=MangPass>

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## Digital learning Solutions Training Webinars

### Content Management System (CMS)

The CMS System enables centres to create bespoke courses using national DLS content. Click [here](#) to view training dates and register for your preferred date.

### Tracking System

Monthly team training webinars are now available to book. To see dates and book a place with Eventbrite click [here](#).

# Webinar



*Our webinars are delivered via Skype*

### Hosting Content

Want to learn more about hosting your own in-house content on the Tracking System? Raise a ticket on the Tracking System and let us know your availability for a 30 minute webinar.

### Content Creator

Content Creator is an authoring tool for developing your own local content and a 30 day free trial is available to centres. Please raise a ticket on the Tracking System if you are interested in this trial.

### Top DLS centres:

1	Leeds Teaching Hospitals Trust	6	Northumbria Healthcare NHS Foundation Trust
2	Royal Surrey County Hospital NHS Trust	7	Royal United Hospitals Bath NHS Foundation Trust
3	Worcestershire Acute Hospitals NHS Trust	8	Teesside university
4	Mid Yorkshire Hospitals NHS Trust	9	Mid Essex Hospital Services Trust
5	Coventry & Warwickshire Partnership NHS Trust	10	University Hospital Southampton NHS Foundation Trust

### DLS learning:

No. of learners last month	2601
Total DLS learners	292226



# Digital Learning Solutions

### Contact us:

DLS Centre: [Raise a Ticket](#)  
 Email: [it.skills@nhs.net](mailto:it.skills@nhs.net)  
 Web: [www.dls.nhs.uk](http://www.dls.nhs.uk)