Digital Learning Solutions Operational E-bulletin

Microsoft Office 2010 — OFF

ON — Digital Workplace

See full details on page 2 of this bulletin

This month we prepare all centres, who have not already done so, to switch to the Digital Workplace.

Need help to switch to the Digital Workplace? See the Tracking System FAQ checklist: https://www.dls.nhs.uk/tracking/faqs?tag=PrepEndSWave

— How can we prepare for the Shockwave end of life?

We've provided a check list below to help you with this:

	Action	Help Documents
1.	Contact learners enrolled on the affected courses and provide them with a timescale to finish any Shockwave reliant courses they have started	A full report of all courses, delegat[...] 1. Go to the Tracking System 2. From the **Delegates, Course Delegates** tab choose **All courses** 3. Choose the **Customise** Grid button 4. Then the **Column Chooser** tab 5. From here you can select the information you need to appear in your report 6. Click the tick in the top right to submit your choice 7. Click **Export to Excel** and you should now have a full report that you can filter and query as appropriate
2.	Hide the Shockwave courses from your Learning Portal to prevent any new enrolments	https://www.dls.nhs.uk/tracking/faqs?tag=LearningPortalRestrictCourses
3.	If applicable remove any learning links to Shockwave courses from your Intranet and emails etc	
4.	Set up (if you've not already done so) "For the Workplace" courses and make these available to all new learners via your Learning Portal	https://www.dls.nhs.uk/help/Creatinganewcustomisedcourse.html
5.	If applicable update the new "For the workplace" learning links to your Intranet, emails etc	
6.	When the timescale for learners enrolled on affected courses has expired, make the Shockwave reliant course/s inactive in the Tracking System	https://www.dls.nhs.uk/tracking/faqs?tag=CourseSetupInactive

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Has your centre switched to the Digital Workplace?

All Shockwave reliant courses will be retired later this year:

So there has never been a better time to switch ….…...

| Microsoft Office 2010 | OFF |
| ON | Digital Workplace |

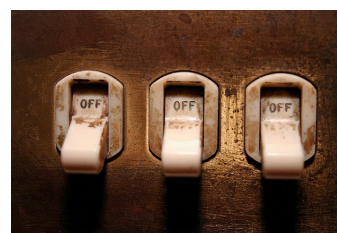| **Why?**	**The Evidence:**
The new Microsoft Enterprise Agreement with the NHS will provide all organisations with access to Office 365	https://digital.nhs.uk/news-and-events/microsoft-365-for-the-nhs
Microsoft will retire support for Office 2010 on Oct 13 2020 (Office 2007 is already retired)	https://docs.microsoft.com/en-us/deployoffice/endofsupport/office-2010-end-support-roadmap#:~:text=For%20Office%202010%2C%20the%20support,Technical%20support%20for%20issues
Shockwave was retired by Adobe in April 2019	https://helpx.adobe.com/shockwave/shockwave-end-of-life-faq.ug.html#:~:text=End%20of%20Life%20for%20Adobe%20Shockwave&text=Effective%20April%209%2C%202019%2C%20Adobe,end%20of%20their%20current%20contracts.
End your learners frustration with green screen Shockwave errors	These learning materials require Shockwave to be installed.
A full range of Digital Workplace courses are available from DLS	https://www.dls.nhs.uk/Learning?brand=ITSkillsPathway

To see which courses are **available** for the Digital Workplace go to FAQ:

https://www.dls.nhs.uk/tracking/faqs?tag=HTML5

To see which courses are **retiring** go to FAQ:

https://www.dls.nhs.uk/tracking/faqs?tag=ShockwaveCourses

Need help to prepare your learners and set up Digital Workplace courses? See the Tracking System FAQ: https://www.dls.nhs.uk/tracking/faqs?tag=PrepEndSWave

Don't get left behind, make the switch today

Digital learning Solutions Training Webinars

Tracking System Monthly team training webinars are now available to book. To see dates and book a place with Eventbrite click here.

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.

Webinar

Our webinars are now delivered via MS Teams

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.

Self Assessment Raise a ticket to book an overview to see how your centre can create self assessments for learners.

Top 10 centres

1	Leeds Teaching Hospitals Trust	6	Herts Urgent Care
2	Northumbria Healthcare NHS Foundation Trust	7	Mid Yorkshire Hospitals NHS Trust
3	Kettering General Hospital Foundation Trust	8	NHS Business Services Authority
4	Worcestershire Acute Hospitals NHS Trust	9	IC24
5	LCW UCC	10	Royal Surrey County Hospital NHS Trust

DLS learning:

No. of learners last month	3760
Total DLS learners	334880

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