

# IT Skills Development E-bulletin



This is our very excited face!

It's Arrived!

**The New Learning Portal**  
**Launch Date w/c 1st May 2017**  
**for All Centres**



This is our very excited face!

We are very pleased to announce the launch of the new IT Skills Pathway Learning Portal for all centres. The Learning Portal is the new one stop shop for your learners to access current learning, see their achievements, enrol on new courses and search the Knowledge Bank.



Here are some Q & As to help your centre get started:-

**Q. How can the learners at my centre access the Learning Portal?**

A. It's easy, replace the hashtags ### in the link below with your centre number (this can be found on the **Dashboard** of the **Tracking System**) and then send the link to your learners:

<https://www.itskills.nhs.uk/learningportal/?cent Reid=###>

**Q. Is the Learning Portal easy to use?**

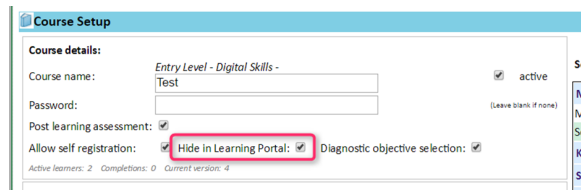
A. Yes it is. We've also developed a quick start guide to help your learners navigate around the system. The **Learning Portal Quick Start Guide** is available from the Tracking System, **Resources** tab, **Trainer Resources**. The resource is a Word document so you can edit it to add your own text, logos, contact details and further information as required.

**Q. Do our existing learners need to register to use the Learning Portal?**

A. No, existing learners will access the Learning Portal using their existing **Delegate ID**.

**Q. Can our centre restrict the courses we offer our learners?**

A. Yes, centres can manage the availability of courses in the Tracking System by clicking **Edit** from the **Course Setup** tab, then check/uncheck the **Hide in Learning Portal** checkbox.

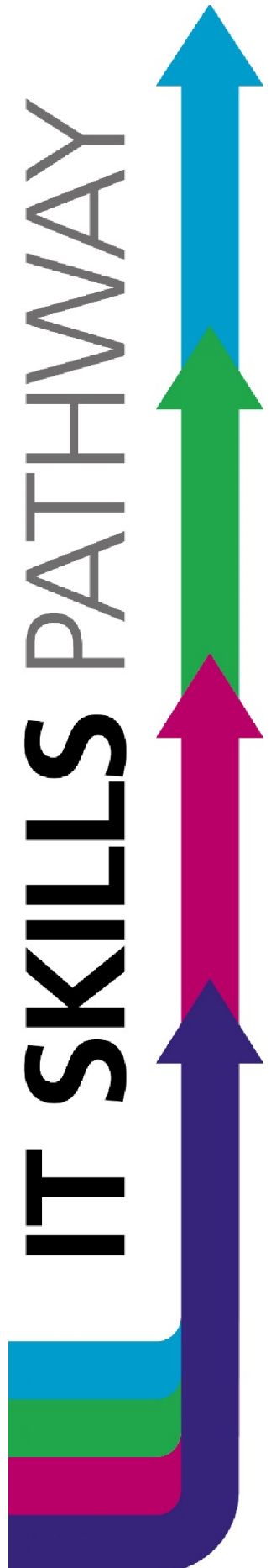


NB. Any courses which don't allow self-registration won't be seen in the Learning Portal. The default ESR courses which are automatically loaded to all centres will also be unavailable via the Learning Portal.

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IT SKILLS PATHWAY



## Q. How does our centre configure the Learning Portal?

A. The Learning Portal is configured from the Tracking System, **Learning Portal** tab, this was previously known as the Knowledge Bank tab. Click the **Edit** button to make changes and click **Update** when finished.

The screenshot shows the 'Learning Portal (and Knowledge Bank)' configuration page. It includes a navigation menu at the top with tabs like Dashboard, Delegates, Course Setup, Learning Portal, Resources, Reports, Centre Logins, Support, Stats, Centres, Admin, and API. The main content area is titled 'Centre Learning Portal and Knowledge Bank Configuration' and contains several form fields: Password (optional) with 'hello' entered, Custom Login Prompt (optional - default ~User ID'), Allow Self Registration (checked), Contact Details for Registration (if no self reg), Allow YouTube Searching in Knowledge Bank (checked), and Default Office Version (optional) set to 2010. An 'Edit' button is at the bottom of this section. Below this is the 'Learning Portal and legacy Knowledge Bank Access' section with links to launch the Learning Portal, generate an email with a link, launch the legacy Knowledge Bank, and generate an email with a link. At the bottom is the 'Centre Knowledge Bank Statistics' table.

**Callout 1:** If you have alias delegate ID's setup on the system you can create a custom login prompt here e.g. Network ID, Payroll number

**Callout 2:** Check this box if you want to allow learners to Self Register to the Learning Portal

**Callout 3:** Useful links to launch your Learning Portal and the Knowledge Bank

Delegate ID	Name	Searches	Videos Watched	Tutorials Launched	YouTube Videos Watched
NB2	Briggs, Nicola	47	5	10	0

NB. Changes made here affect both the Learning Portal and the Knowledge Bank.

## Q. Does this replace the current methods of distributing learning?

A. No, the Learning Portal is another method to distribute learning, if you prefer you can continue to copy URLs or send emails with learning links.

### The benefits of using the Learning Portal

- \*One stop shop for all current, past and future courses
- \*Easy to use and navigate
- \*Instant access to the Knowledge Bank
- \*Ability to enrol directly onto new courses
- \*Learner can see all their achievements
- \*Everything in one place for the learner
- \*No need to send multiple course links to learners
- \*Accessed from one centre link
- \*Learners can self-register
- \*"Admin light" from a centre's perspective

## New "for the Workplace" courses

for the Workplace

The new **HTML 5.0** for the Workplace courses and assessments are now available to all centres and can be accessed from the **Course setup** tab, **Create New Course**.

The Workplace courses include: **Office Essentials, Word, Outlook, Excel and PowerPoint**.

## IT Skills Pathway New Resources—Reminder

**New Frequently Asked Questions (FAQs) — Live** New and updated **FAQs** are available now from the **Support/FAQs** tabs on the IT Skills Pathway Tracking System.

**New Course Content— Available Now** The **new course content** and overviews are now available here <https://www.itskills.nhs.uk/coursecontent> for:-



- Digital Skills
- Office Essentials for the Workplace
- Outlook for the Workplace
- Word for the Workplace
- Coming soon Excel and PowerPoint for the Workplace

## Training Webinars

**Content Management System (CMS)** The CMS System enables centres to create bespoke courses using all of the content available from the IT Skills Pathway and then publish this to learners. Training dates for May are now available and it's easy to book a place for your organisation with Eventbrite, just click [here](#) to view the training dates and register for your preferred date.



**IT Skills Pathway Tracking System** Monthly team training webinars are available to book in May. To see dates and book a place with Eventbrite click [here](#).

## Reminders Checklist

### ✓ Centre Managers

[Access to the new Learning Portal](#)

[Book a training webinar](#)

*Workplace* [New for the Workplace courses](#)

[New Resources—available now](#)



### ✓ All Tracking System Administrators

[Access to the new Learning Portal](#)

[Book a training webinar](#)

*Workplace* [New for the Workplace courses](#)

[New Resources—available now](#)



## Top Pathway centres:

- |  |  |
|--|--|
| 1 Teesside University                              | 6 Devon Partnership NHS Trust                                    |
| 2 University of Manchester                         | 7 The Shrewsbury and Telford Hospital NHS Trust                  |
| 3 Northumbria Healthcare NHS Trust                 | 8 Barking, Havering and Redbridge University Hospitals NHS Trust |
| 4 Sheffield Teaching Hospital NHS Foundation Trust | 9 Skills Development Network, Yorkshire and Humber               |
| 5 Southern Health and Social Care Trust            | 10 NHS Pathways  |

## Pathway learning:

No. of learners in March 2017 3463

Total pathway learners (since release 4) 225027



### Contact us:

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