

IT Skills Development E-bulletin



Revealing the new look Tracking System, coming soon to your centre.

We've been updating our look, out with the old and in with the new! As well as looking good, the **new Tracking System** has improved features and functionality. We plan to release the new Tracking System to all centres on **Monday 14th May**. Watch this space as each month in the lead up to the release date we'll be featuring articles in the bulletin that introduce you to "what's new".



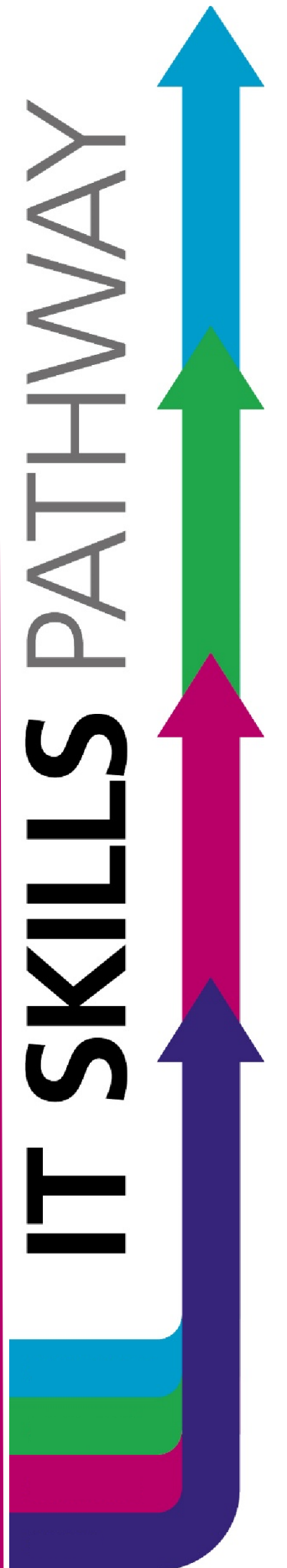
This month we **focus on the Dashboard...**

- A. **New layout** ~ clear, clean improved screens and graphics
- B. **Scrolling news and updates** ~ keep up to date with news and developments
- C. **New Quick Access Buttons** ~ get there quicker

The screenshot shows the 'IT SKILLS PATHWAY Tracking System' dashboard. Callout A points to the navigation menu (Dashboard, Delegates, Course Setup, etc.). Callout B points to the 'IT SKILLS PATHWAY' logo and banner at the top. Callout C points to the 'Centre Dashboard' section, which includes summary cards for Delegates (126), Courses (144), Administrators (5), and Support Tickets (0), as well as a 'Centre Details' table and a 'Usage Chart'.

Centre name	Centre number	Region	Centre manager	Email	Contact number	Banner text	Your IP address	Pre-approved IP
NHS Digital	374	National	David Levison	davidlevison@nhs.net	07500 783968	Problems? Want more IT Training? Call David on 0111 11828856 9am-5pm	134.176.105.150	134.176.105

Attendees at the Spring user groups will be the first centres to get access to the new look Tracking System. [Click here to see dates and book a place.](#)



Get Ready for Passwords in 2018—Important information for all centres

Password access to the IT Skills Pathway will become mandatory for your learners on:

14th May 2018



All learners who access IT Skills Pathway learning and testing materials will be prompted to set up a password, if one hasn't already been set, when they access the **Learning Portal** and **Learning Links** from **14th May 2018**. New resources will be made available to centres from the **Tracking System, Resources, Trainer Resources** to help manage the change.

Below is a summary of the new password security changes learners can expect:-

- **Passwords will no longer be optional.** A user must set a password when they log in if one hasn't already been set.
- Passwords must meet minimum complexity rules: 8 characters with at least one letter, one number and one symbol.
- If a delegate has already set a password that doesn't meet the complexity criteria they will be prompted to set a new one that does when they next try to log in.
- Learners can receive an automated email to reset the password should it be forgotten.
- Failed login attempts won't trigger an account lock-out.

Mandating passwords is in line with best practice, proves identity, and protects security and confidentiality for your learners.

Learners can prepare and learn more about passwords in the **Entry Level - Digital Literacy** course, **Staying Safe, Password Security** module.

"How to....."

Q. We are rolling out Office 2016 at our centre do you have any courses to help our workforce upskill?

A. Yes, there are a range of courses available that will help to prepare and develop the skills your learners will need in the workplace, they include:-

- Word 2016 for the Workplace
- PowerPoint 2016 for the Workplace
- Office 2016 Essentials for the Workplace

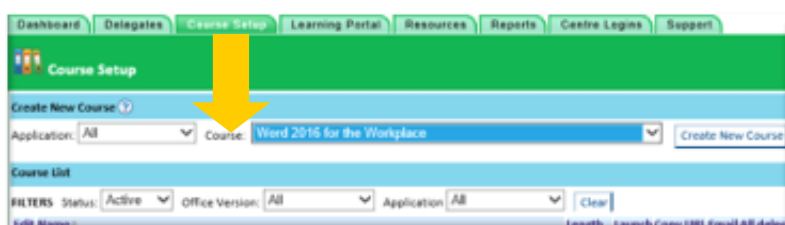
Coming soon:-

- Excel 2016 for the Workplace



The courses above are HTML 5.0 format and will run on most modern browsers without issue (**no Shockwave is required**). All you'll need is Cookies Enabled and <https://www.itskills.nhs.uk> added to your Trusted Sites.

If the courses have not been made available at your centre yet they can be found on the Tracking System in the **Course Setup** tab, **Create New Course** section in the **Course** list. If you need further help with this please refer to the context help within the Tracking System **Creating a new customised course**.



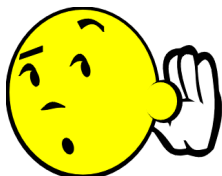
Content Creator—Free 30 Day Trial

To get your **FREE** no obligation Content Creator trial, receive a quote or to make an enquiry, raise a ticket on the Tracking System with the subject: Content Creator.



We're All Ears

A question was raised by Darent Valley Hospital at the London user group last year: *“Learners are experiencing difficulty passing the Digital Literacy test, can anything be done?”*



Yes, we've addressed this issue as well as revamping and redeveloping the course using Content Creator we've reviewed the tests and added an extra question to the question set. This will overcome the situation where a learner scores either 84% or 100%.

The new course has now been published to all centres and is called **Digital Literacy for the Workplace**. Learners currently enrolled and who have started learning on the original Digital Literacy course will be unaffected and can continue this course to completion, however **we strongly recommend that the new course is offered to delegates going forward.**

New Courses

Published: **Digital Literacy for the Workplace** ([see article above](#))
 Office 2016 Essentials for the Workplace
 Excel 2016 for the Workplace

In Development: **Rework of Digital Skills using Content Creator**



New Materials, New Materials, New Materials, New Materials, New Materials

Spring User Group Dates — Booking Now

Attendees at the **Spring User Groups** will get information and updates on all the latest IT Skills Pathway developments. This is also a good opportunity to meet and network with other centres and hear about what is happening in your local region.

Location:	Day:	Date:	Time:
Leeds - Book now	Tuesday	17/04/2018	10:30 to 13:00
Newcastle - Book now— Please note change of date	Wednesday	18/04/2018 12/04/2018	10:30 to 13:00
North West - Book now	Friday	20/04/2018	10:30 to 13:00
Redditch - Book now	Wednesday	02/05/2018	14:00 to 16:30
London - Book now	Thursday	03/05/2018	10:30 to 13:00
National Webinar - Book now	Friday	04/05/2018	10:00 to 12:00

Follow the location link to Eventbrite for venue details and to book a place.

NB. If you are unable to attend one of the face to face meetings please book a place on the National Webinar where we provide most of the information available to attendees at the User Group Meetings.

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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. Click [here](#) to view training dates and register for your preferred date.



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

Hosting Content (charges apply) - 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.

Learning Portal If your centre would like to arrange a training webinar to learn how to set up, configure and launch the Learning Portal please raise a ticket on the Tracking System.

Reminders Checklist

✓	Centre Managers	✓	All Tracking System Administrators
	New look Tracking System —The Dashboard		New look Tracking System —The Dashboard
	Mandatory Passwords —coming soon		Mandatory Passwords —coming soon
	How to —2016 Learning		How to —2016 Learning
	Content Creator Free 30 day trial		Content Creator Free 30 day trial
	Reworked Digital Literacy for the Workplace		Reworked Digital Literacy for the Workplace
	New Courses available now		New Courses available now
	Spring User Groups —book now		Spring User Groups —book now
	Book Training		Book Training

Top Pathway centres:

1	University of Manchester	5	Mid Yorkshire Hospitals NHS Trust
2	Teesside University	7	Royal Cornwall
3	The Dudley Group NHS Foundation Trust	8	Sheffield Teaching Hospital NHS Foundation Trust
4	Northumbria Digital Solutions	9	Skill Development Network—East Midlands
5	NHS Pathways	10	NHS Business Services Authority

Pathway learning:

No. of learners in January 2018	3380
Total pathway learners	261204



Contact us:

ITSP Centre: [Raise a Ticket](#)
 Email: itskills@nhs.net
 Web: www.itskills.nhs.uk