IT Skills Development E-bulletin







Level 3 (Expert) assessments available

We are very pleased to inform you that the level 3 Word assessments are now available for use.

This means there is now a full pathway for Microsoft Word learning from beginner right through to advanced.

The diagnostic and post learning assessments for level 2 Outlook 2010 are also now available on the tracking system in the course setup tab.

As with all new assessments we strongly advise you create new courses instead of amending your existing courses to include these new assessments.

If you have a query about this or anything else please send us an email and we'd be happy help, it.skills@hscic.gov.uk.

New menus webinar

We continue to run webinars to show the layout of the new menus that you'll see in the level 2 and 3 materials.

The next session will be Wednesday 12 March, 11:00 –

Course details: Level 2 - Microsoft Outlook 2010 - Section / Tutorial					☐ Biagnostic	Learning
ourse name:	New		active	Introducing Outlook		V .
assword:			(Leave blank if no se)	Explore the Outlook modules		V
ost learning assessm	ent 🗐			Use the Navigation Pane		V
Learning threshold: 100 5% Diagnostic thres			± %	Use the To-Do Bar		V
Allow self registration: Diagnostic objective selection:			100	Create an email		V
Active learners: 0 Cornele issue: 0 Cornent version: 1				View and read emails		∨
Respond to emails					V	
Custom login fields:				Categori se items		∀
ield 1 prompt:		mar mar	ndatory	Flag an email		V
Field 1 options:		* (Separate or with return		Writing and sending emails	<u> </u>	V
		- blank for fr		Write and save drafts		V
ield 2 prompt:		mar 🛅	ndatory	Change message formats	<u> </u>	V
				Apply themes and stationery		✓
ield 2 options:		_		Set default message fonts		V
				Mark how important an email is		V
ield 3 prompt:		mar	ndatory	Mark how sensitive an email is		V
Field 3 options:		^		Set delivery options		∀
		+		Request delivery or read receipts		▽

11:30. If you'd like to find out more about the new menus then please book a place by emailing it.skills@hscic.gov.uk

Full annual survey results available to download

If you'd like to peruse the full annual survey results they can now be downloaded from the NHS Networks site,

http://www.networks.nhs.uk/nhs-networks/nhs-it-training-professionals.

N.B Please remember that you will need to be registered to access, have a look at Ask Maude on page 2 for more information.

T SKILLS PATH

LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY





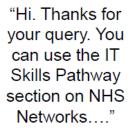
This month, Maude has received a query from a centre.



"Hi Maude. I've been looking for a way to share some of our team's lesson plans and other bits and pieces with other centres.....



".....but I can't find anywhere suitable. Can you suggest anything?"





".... as well as being able to upload, share and download documents you can also use this group to start or join in on discussions."





"The pathway section sits within the NHS IT Training Professionals group, you'll need to be registered first to join in."



"Sounds great Maude. Where do I find it?"



"The URL is http://www.networks.nhs.uk/nhs- networks/nhs-it-training-professionals

"Great, thanks
Maude. I'll get set
up asap so I can
start sharing with
other IT Skills
Pathway centres
and the wider NHS
IT Training
community



Top Pathway centres:

- 1 University of Manchester
- 2 NHS England
- 3 Wirral Community NHS
 Trust
- 4 Teesside University
- 5 Sheffield Teaching Hospitals NHS FT
- 6 Bridgewater Community Healthcare Trust
- 7 Birmingham Community Healthcare NHS Trust
- 8 Norfolk and Suffolk FT
- 9 Imperial College Healthcare NHS Trust
- 10 Gloucestershire Hospitals NHS FT

Pathway elearning:

No. of learners in December 1048 2014

Total pathway learners 97775 (since release 4)

NHS Networks – What would you like to see?



As you'll have seen earlier in the bulletin, Maude has been giving advice about centre sharing in NHS Networks.

There is other functionality available within NHS Networks so we wanted to find out if there is anything else you'd like to see it used for? Why not register onto the IT Skills Pathway section and take a look.

Please send any suggestions to it.skills@hscic.gov.uk

February IT Skills Pathway Tracking System Webinar

The February IT Skills Pathway Tracking System webinar will be held on Thursday 13 February. If you would like to attend please contact us by email (<u>it.skills@hscic.gov.uk</u>) and we'll book you in. We will send the dial in details out to those booked on about a week before each session.

If you would like to attend a webinar but are unavailable on this date please let us know and we'll look into adding another date into the diary.

Please also contact us by email (<u>it.skills@hscic.gov.uk</u>) if you are interested in these sessions but are not yet set up as a centre.



Contact us:

Email: <u>it.skills@hscic.gov.uk</u>
Web: www.itskills.nhs.uk