

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 Delegates tab...**

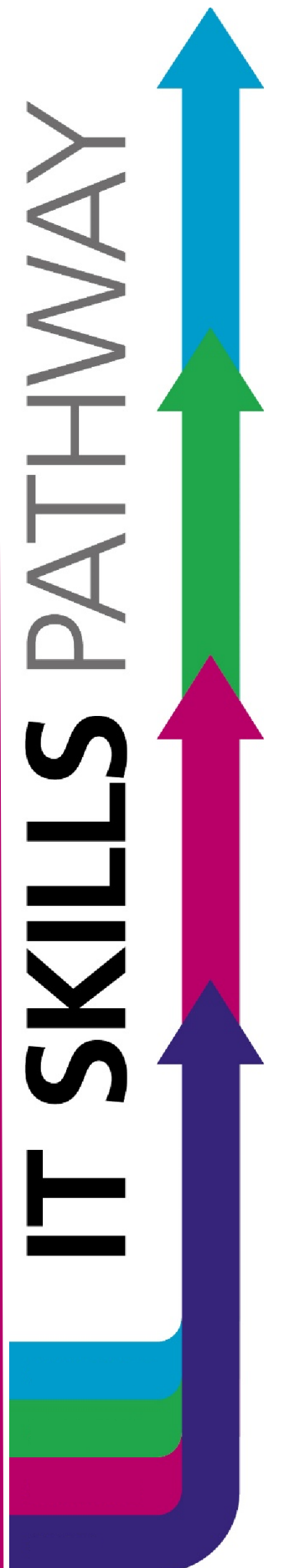
- A. **New layout** ~ clear, clean improved screens and graphics
- B. **Scrolling news and updates** ~ keep up to date with news and developments
- C. **New Quick Access Button to Manage Delegates** ~ get there quicker
- D. **Expand and collapse delegate records** ~ enrolment and progress quick view
- E. **New clear delegate password functionality** ~ clear passwords
- F. **Improved search** ~ find it
- G. **New customise grid** ~ choose which columns you see
- H. **New sorting, grouping and filtering options** ~ bring your data together
- I. **Improved reporting** ~ export defined results to Excel

The screenshot shows the 'IT SKILLS PATHWAY Tracking System' interface. Callout A points to the overall layout. Callout B points to the news banner at the top. Callout C points to the 'Manage Delegates' button in the navigation menu. Callout D points to the expand/collapse icons on the left of the delegate list. Callout E points to the 'Password Set' column. Callout F points to the search bar. Callout G points to the 'Customise Grid' button. Callout H points to the 'Clear Grouping' button. Callout I points to the 'Excel Export' button. The table below shows a list of delegates:

Name	ID	Atlas	Job Group	Registered	Active	Approved	Password Set
Mawdsley, Berle	BM23	Berle	Activities worker or coordinator	10/5/2017	✓	✓	✓
Mawdsley, Carwyn	CM105	Educational Support		13/1/2017	✓	✓	✓

C. New Quick Access Button to Manage Delegates ~ get there quicker

This close-up shows the 'Manage Delegates' dropdown menu with the following options: Register Delegate, Download Centre Delegates for Bulk, Download Job Groups and IDs, and Bulk Upload Delegates. Callout C points to the 'Manage Delegates' button in the navigation menu.



D. Expand and collapse delegate records ~ enrolment and progress quick view

Delegates

Manage Delegates + Clear Grouping Clear Sorting Clear Filter Customise Grid Excel Export

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Name	ID	Alias	Job Group	Registered	Active	Approved	Password Set
+ Mawdsley, Berte	BMS23	Berte	Activities worker or coordinator	10/05/2017	✓	✓	✓
- Mawdsley, Carolyn	CM1565		Educational Support	13/01/2017	✓	✓	✓

Course Started Completed

[-] Assessment Test - T1 31/10/2017

Current Progress Learning Log

Diagnostic Score: 0
Completed
Learning time (mins): 0
Pass Ratio: 0%

Started: 31/10/2017
Evaluated:
Assessments passed: 0

Last Updated: 31/10/2017
Logins: 1
Assessment attempts: 1

E. New clear delegate password functionality ~ clear passwords

Name	ID	Alias	Job Group	Registered	Active	Approved	Password Set
+ Mawdsley, Berte	BMS23	Berte	Activities worker or coordinator	10/05/2017	✓	✓	✓
+ Mawdsley, Carolyn	CM1565		Educational Support	13/01/2017	✓	✓	✓
+ Mawdsley, Carolyn	CM1566		Educational Support	13/01/2017	✓	✓	✓

Click to clear password

F. Improved search ~ find it

Dashboard Delegates + Course Setup Learning Portal Resources Reports Support +

Delegates

Manage Delegates + Clear Grouping Clear Sorting Clear Filter Customise Grid Excel Export

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G. New customise grid ~ choose which columns you see

Settings Grouping Filtering Column Chooser

- Name
- ID
- Alias
- Job Group
- Registered
- Active
- Approved
- Password Set
- Email Address
- Answer1
- Answer2
- Answer3

Delegates

Manage Delegates + Clear Grouping Clear Sorting Clear Filter Customise Grid Excel Export

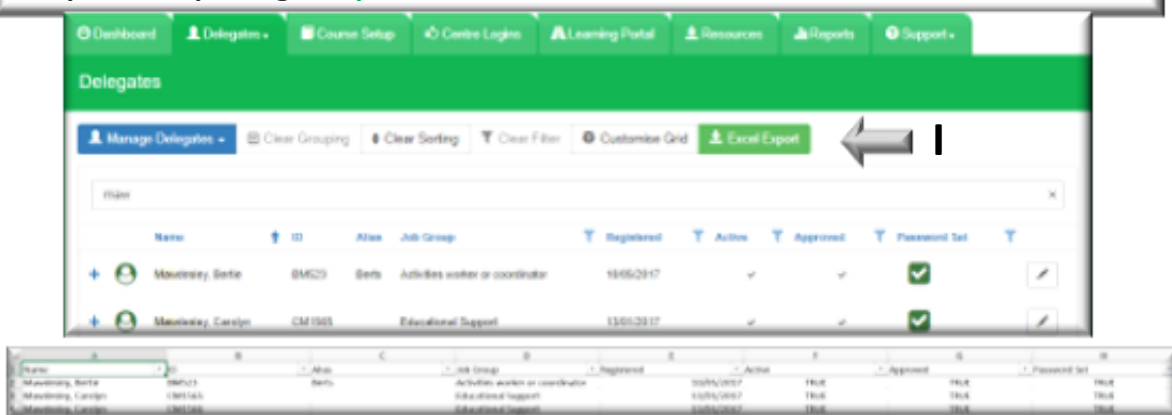
1616

Name	ID	Alias	Job Group	Registered	Active	Approved	Password Set	Email Address
+ Mawdsley, Carolyn	CM1566		Educational Support	13/01/2017	✓	✓	✓	c.mawdsley@delia.net

H. New , sorting, grouping and filtering options ~ bring your data together



I. Improved reporting ~ export defined results to Excel



Attendees at the Spring user groups will be the first centres to get access to the new look Tracking System. To book your place see dates below.

Spring User Group Dates — Last chance to book for Leeds, Newcastle and the North West

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 - Last chance to book	Tuesday	17/04/2018	10:30 to 13:00
Newcastle - Last chance to book	Thursday	12/04/2018	10:30 to 13:00
North West - Last chance to book	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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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 are now available to centres from the **Tracking System, Resources, Trainer Resources, Documents—ITSP001, ITSP002 & ITSP003** 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.

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.



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.

Leaming 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 —Delegates tab		New look Tracking System —The Dashboard
	Spring User Groups—book now		Spring User Groups—book now
	Mandatory Passwords—coming soon		Mandatory Passwords—coming soon
	Content Creator Free 30 day trial		Content Creator Free 30 day trial
	Book Training		Book Training

Top Pathway centres:

1	University of Manchester	6	NHS Pathways
2	Teesside University	7	Coventry & Warwickshire Partnership NHS Trust
3	Northumbria Digital Solutions	8	Sheffield Teaching Hospital NHS Foundation Trust
4	LCW UCC	9	Royal Cornwall Hospital NHS Trust
5	Mid Yorkshire Hospitals NHS Trust	10	Oxford Health NHS Foundation Trust

Pathway learning:

No. of learners last month	2118
Total pathway learners	263322



Contact us:

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