

IT Skills Development E-bulletin



You said we did...

We often ask for your feedback about the materials and resources we offer so that we can improve them for you, our users. As a result of this we have a couple of updates to share with you:

'Learner registration type' icon on delegates tab

There has been no way in the past to identify how a learner has been registered to access the IT Skills Pathway elearning.

With this in mind, new icons have been added to the delegates tab, next to the learner's name, highlighting how they have been registered.

They are:

Name	Delegate ID	Delegate Alias	Job Group	Registered	Active	Self reg	Approved	What is your main place of work?
Smith, Layla	LS341		Estates / facilities / ancillary	09/02/2013	✓		✓	Wansbeck Site
Taylor, James	JT340		Estates / facilities / ancillary	20/05/2013	✓		✓	Newburn Site
Wilson, Matthew	MW118		Estates / facilities / ancillary	13/03/2012	✓		✓	Northgate Site
Aardvark, Aaron	AA371		Health Informatics	25/06/2013	✓	✓	✓	Newburn Site
Anderson, Trevor	TA37		Health Informatics	04/07/2012	✓		✓	Blucher Site
Griggs, Jenny	JG594		Health Informatics	09/04/2013	✓		✓	Blucher Site
salvin, Joyce	JS810		Health Informatics	18/07/2013	✓		✓	Blucher Site
Simm, Colin	CS565		Health Informatics	04/07/2013	✓		✓	Blucher Site
Smith, Colin	CS209		Health Informatics	12/07/2012	✓		✓	Newburn Site

New filters on course setup tab

When on the Course Setup tab you used to only be able to filter on Status and Level.

A suggestion for additional filters has been implemented so you can now sort by application and version, eg Word 2010, which will allow you to better manage your course list.

Name	Launch	Copy	URL	Email	All delegates	In progress	Active
Entry Level - Win 7, Office 2010 - Full Course					2	2	✓
Entry Level - Win 7, Office 2010 - Keyboard skills					1	1	✓

Morecambe Bay closed over Christmas

The Morecambe Bay helpdesk will be closed over the Christmas holiday period.

This applies to the Tracking System Support Tickets and to the eLearning@mbhci.nhs.uk email and will be between Monday 23 December and Monday 6 January inclusive.

In addition, the IT Skills mailbox will be run on skeleton staff during this period.

IT SKILLS PATHWAY

LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY

NLMS (aka ESR, OLM) - How to add Pathway courses as local content

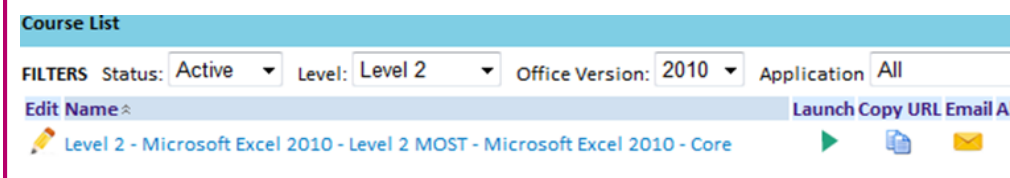
As you may be aware some of the IT Skills Pathway elearning is available through the national catalogue of the National Learning Management System (NLMS).

At the moment, only the full course versions of the Entry Level and Level 1 materials are available as opposed to customised or shortened “bite size” courses.

It has been brought to our attention that some centres using the NLMS are not aware that customised courses can be added, as local content, to the NLMS for learners to access in the same way as they do with any other NLMS learning.

Here is a step by step guide kindly created by Sarah Edwards from Shropshire Community Health.

- ◆ Login to the tracking system and copy the URL for the customised course



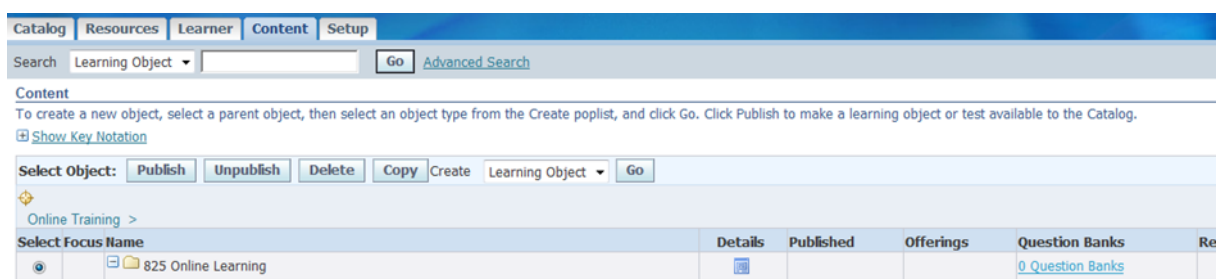
The screenshot shows the 'Course List' interface. At the top, there are filters: Status (Active), Level (Level 2), Office Version (2010), and Application (All). Below the filters, there is a search bar with the text 'Level 2 - Microsoft Excel 2010 - Level 2 MOST - Microsoft Excel 2010 - Core'. To the right of the search bar, there are buttons for 'Launch Copy URL Email A' and 'Launch Copy URL Email B'.

- ◆ Login to ESR and select **Learning Administration URP**



The screenshot shows the 'Oracle Applications Home Page'. On the left, there is a 'Navigator' pane with a list of folders. The folder '825 Learning Administration' is highlighted. On the right, there is a 'Learning Administration' pane with a list of links: Catalog, Learning History, Resource Bookings, Resources, Enrolments & Subscriptions, Content, and Setup.

- ◆ Go to **Content** tab and find and select folder for Online Learning; dropdown to Create **Learning Object** and press **Go**



The screenshot shows the 'Content' tab interface. At the top, there are tabs: Catalog, Resources, Learner, Content, and Setup. Below the tabs, there is a search bar with the text 'Learning Object' and a 'Go' button. Below the search bar, there is a 'Content' section with a message: 'To create a new object, select a parent object, then select an object type from the Create poplist, and click Go. Click Publish to make a learning object or test available to the Catalog.' Below the message, there is a 'Select Object' section with buttons: Publish, Unpublish, Delete, Copy, Create, and a dropdown menu for 'Learning Object'. Below the 'Select Object' section, there is a table with the following data:

Select Focus Name	Details	Published	Offerings	Question Banks	Re
825 Online Learning				0 Question Banks	

◆ Complete relevant details for Learning Object and click **Apply and Add Details**

Catalog Resources Learner **Content** Setup

Content > Create Learning Object

Cancel Apply and Add Details Apply

General

* Identifier 3537298

* Name 825e MOST Word 2010 Level 2 (Core)

* Published Status Published

* Tracking Type SCORM 1.2

Version

☐ Open in New Window

Content

Type URL Access

Starting URL https://www.itskills.nhs.uk/tracking/learn.aspx?CentreID

Player Timeout 500

This value (in minutes) prevents the learner's browser from timing out before you expect the content to end.

Cancel Apply

◆ Click **Create Offering**

Catalog Resources **Learner** Content Setup

Learning Object

Player Prerequisites

CMI Objectives

Content > 825e MOST Word 2010 Level 2 (Core): Learning Object

Use this page to import metadata or content files. Click Import to load object metadata into this learning object.

Import Update Create Offering

General

Identifier 3537298

Name 825e MOST Word 2010 Level 2 (Core)

Published Status Published

Tracking Type SCORM 1.2

Duration 3.5 hours

Language English

Description Level 2 course in Word 2010; to follow on from Level 1 Word 2010 course

Objectives

Audience

Hardware Software Requirements

Mastery Score

Mime Type

Author

Catalog

Catalog Number

Version

☐ Open in New Window

Content

Type URL Access

Starting URL https://www.itskills.nhs.uk/tracking/learn.aspx?CentreID=203&CustomisationID=5017

Player Timeout 500

[Return to Content](#)

Import Update Create Offering

◆ To create a **New Course** and **Offering** and **Class** for your e-learning; you must select radio button **Create a new course**, complete details and select radio button for **Online Learning** and click **Apply**

Catalog Resources Learner **Content** Setup

Content > 825e MOST Word 2010 Level 2 (Core): Learning Object > 825e MOST Word 2010 Level 2 (Core): Add Offering

Use this page to create an online offering in the catalog and associate a learning object with it. This action publishes the learning object and, for online asynchronous offerings only, creates a class.

Cancel Apply

Create Options

✓ TIP Create a new course for this offering or associate this offering with an existing course.

☐ Associate with existing course ☒ Create a new course

Course

Learning Object 825e MOST Word 2010 Level 2 (Core)

* Course 825e MOST Word 2010 Level 2 (Core)

* Category Informatics

Administration

* Sponsor 825 Learning and Development Team

Offering

* Offering 825e MOST Word 2010 Level 2 (Core)

* Language English

Delivery Mode

Select Delivery Mode	Start Date	End Date	Online	Synchronous
<input checked="" type="radio"/> Online e-Learning	01-Jan-1951		Yes	No

Cancel Apply

- ◆ You have confirmation that your Offering and Class have been created

Learning Object

Content >

Confirmation
The offering 825e MOST Word 2010 Level 2 (Core) was successfully created and a class was successfully created for the offering.

825e MOST Word 2010 Level 2 (Core): Learning Object
Use this page to import metadata or content files. Click Import to load object metadata into this learning object.

[Import](#) [Update](#) [Create Offering](#)

General

Identifier: 3537298
Name: 825e MOST Word 2010 Level 2 (Core)
Published Status: Published
Tracking Type: SCORM 1.2
Duration: 3.5 hours
Language: English
Description: Level 2 course in Word 2010; to follow on from Level 1 Word 2010 course
Objectives:
Audience:
Hardware Software Requirements:
Mastery Score:
Mime Type:
Author:
Catalog:
Catalog Number:
Version:
☐ Open in New Window

Content

Type: URL Access
Starting URL: https://www.itsskills.nhs.uk/tracking/learn.aspx?CentreID=203&CustomisationID=5017
Player Timeout: 500

[Return to Content](#) [Import](#) [Update](#) [Create Offering](#)

- ◆ Go to Catalogue and search for your new Course by name and click Details

Object Type: Course

Name: 825e MOST

Start Date:

End Date:

Course Code:

[Go](#) [Clear](#)

To view an object and its children, click View in Hierarchy.

Name	Details
825e MOST Word 2010 Level 2 (Core)	Details
825e MOST Word 2010 Level 3 (Advanced)	Details
825e MOST Excel 2010 Level 3 (Advanced)	Details
825e MOST PowerPoint 2010 Level 2 (Core)	Details
825e MOST Outlook 2010 Level 2 (Core)	Details
825e MOST Excel 2010 Level 2 (Core)	Details
825e MOST Word 2010 Level 2 (Core) test	Details
825e MOST Word 2010 Level 2 (Core) tester	Details

- ◆ You must enable Learners to Self-Enrol; Click on **Learner Access** on the left menu and **Add Access by Assignment**, click **Go**

Course

Learner Access

Prerequisites

Evaluation

Local Access

Add Access by: Assignment [Go](#) [Export Learner Access](#)

Select Enrollment Type	Learner	Organization	Job	Position	Customer	Update	Learner Restriction Area	Learner Group	Attachments
No results found.									

Inherited Access

Inherited From	Object Type	Enrollment Type	Learner	Organization	Job	Position	Customer	Learner Restriction Area	Learner Group
No results found.									

◆ Tick **Self Enrolment** and click **Apply**

◆ **Self-Enrolment** has been successfully applied and learners can now search and enrol onto the Course

Level 2 Excel 2007 assessments available

The diagnostic and post learning assessments for level 2 Excel 2007 are now available on the tracking system.

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

New menus webinars

You may have noticed that there are differences between the elearning menu styles for entry/level 1 and level 2/3 materials.

To explain the differences we are holding some new menus webinars. The January one will be held on Wednesday 8 January, 14:00 – 14:30 . If you'd like to find out more about the new menus then please book a place by emailing it.skills@hscic.gov.uk.

December IT Skills Pathway Tracking System Webinar

The December IT Skills Pathway Tracking System webinar will be held on Tuesday 17 December, 10:00 – 12:00. If you would like to attend please contact us by email (it.skills@hscic.gov.uk) 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 (it.skills@hscic.gov.uk) if you are interested in these sessions but are not yet set up as a centre.

Top Pathway centres:

- | | |
|---------------------------------------|---|
| 1 Teesside University | 6 Wirral Community NHS Trust |
| 2 University of Manchester | 7 5 Boroughs Partnership NHS Trust |
| 3 Sheffield Teaching Hospitals NHS FT | 8 Imperial College Healthcare NHS Trust |
| 4 NHS England | 9 University of Portsmouth |
| 5 Lewisham and Greenwich NHS Trust | 10 The Rotherham NHS FT |

Pathway elearning:

No. of learners in October 2013 2580

Total pathway learners (since release 4) 94593



Contact us:

Email: it.skills@hscic.gov.uk

Web: www.itskills.nhs.uk