IT Skills Development E-bulletin

Knowledge Bank - Only a Month Away!!

The Knowledge Bank release date has now been fixed for Monday 3rd of November.

Knowledge Bank allows on demand training at the touch of a button for the whole of your organisation!

We will be providing demonstrations at the Autumn User Groups and those attending will get an early opportunity to try out this exciting new development.

Knowledge Bank is a new system that has been developed from the IT Skills Pathway materials to give you just in time training!

WHAT DO YOU NEED TO DO: From November the 2nd, the Knowledge Bank Tab will automatically be available on the dashboard for all IT Skills Pathway Centres.

We will give out full instructions on how you give access to your staff in the October edition of the Bulletin. WATCH THIS SPACE!!

New Microsoft OneNote 2010 module - Release soon

The New OneNote 2010 module has been undergoing extensive testing in the past few weeks and it is expected to be released during October.

OneNote is a powerful tool and very useful for Project work and collating information in one place. If used correctly this application has great potential to save time and increase efficiency.

LEVEL THREE
LEVEL TWO
LEVEL ONE
ENTRY

Self Registration - Approval needed (Part 2)

When a candidate registers outside of the approved NHS network the system will automatically pick up the IP address and ask the centre manager to approve the registration through their dashboard. The development team have added extra information onto the centre dashboard (Figure 1) which shows your IP address and the Preapproved IP prefix of your organisation. There is also an information button which explains this (Figure 2).

Your IP address:	194.176.105.1
Preapproved IP prefix:	194.176.105 ℹ
Your Shockwave version:	12,0,7,148 ℹ

Figure 1

Preapproved IP Address Prefix

For course customisations where self-registration is switched on, learner registrations will need approval by a centre administrator unless registration happens from within the centre's network.

To check this, we compare the IP address of the person registering with a predetermined IP address prefix. If it doesn't match, the registration will not be automatically approved.
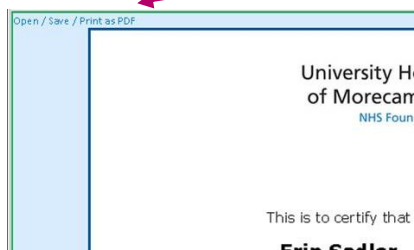
If you need to change your pre-approved IP address prefix, please raise a support ticket indicating the prefix that you need it changing to. Usually this will be the first three parts of your IP address.

Figure 2

YOU SAID WE DID - New Developments to the IT Skills Pathway Tracking System

Following feedback from some of our IT Skills Pathway Centres, We took what you asked for and made it happen:
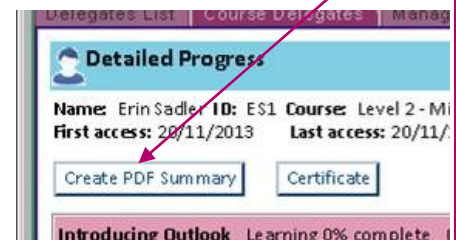
1) When you produce a certificate (either as a learner or from the tracking system), the option to output it to PDF is now available in the top left corner:

Open / Save / Print as PDF

University H[...]
of Morecam[...]
NHS Foun[...]

This is to certify that

Erin Sadler

2) The option to create a PDF summary is available from the Overall Progress section of the learning menu:

Using notes and the journal

Overall Progress
Course Status: **COMPLETE** [Create PDF Summary] [Certificate]
Assessments Passed: 7 out of 7

To complete this course, you must pass all post learning assessments

Your Shockwave version: 12,1,3,153 ℹ

3) And also from the View Detailed Progress screen in the tracking system (under Delegates / Course Delegates):

Delegates List | Course Delegates | Manag[...]

Detailed Progress

Name: Erin Sadler **ID:** ES1 **Course:** Level 2 - M[...]
First access: 20/11/2013 **Last access:** 20/11/[...]

[Create PDF Summary] [Certificate]

Introducing Outlook Learning 0% complete [...]

4) An example of the summary:

Progress as at: 9/17/2014 8:20:42 AM

University Hospitals **NHS**
of Morecambe Bay
NHS Foundation Trust

Progress Summary for Erin Sadler

Level 2 - Microsoft Outlook 2010 - PL Assess Testing
To complete this course, you must pass all post learning assessments

Course Status: **COMPLETE** (Completed: 11/20/2013 4:46:44 PM)
Assessments Passed: 7 out of 7

Section	Diagnostic Score	Learning % / Time	Post Learning Assessment
Introducing Outlook	Not attempted	0% complete 0 mins	100% - 1 attempt(s) PASSED
Writing and sending emails	Not attempted	0% complete 0 mins	100% - 1 attempt(s) PASSED
Managing emails	Not attempted	0% complete 0 mins	100% - 1 attempt(s) PASSED
Using the Calendar	Not attempted	0% complete 0 mins	100% - 1 attempt(s) PASSED
Working with Contacts	Not attempted	0% complete 0 mins	100% - 1 attempt(s) PASSED
Using Tasks	Not attempted	0% complete 0 mins	96% - 1 attempt(s) PASSED
Using Notes and the Journal	Not attempted	0% complete 0 mins	100% - 1 attempt(s) PASSED

IT SKILLS PATHWAY

IT Skills User Groups—Autumn 2014

There are still places left on the following Autumn IT Skills User Groups! So if you wish to attend and see the new Knowledge Bank in action reserve your place now, by e-mailing it.skills@hscic.gov.uk. There'll be a demo of the new WebEx training Centre software and we also want your input about how you're using technology to deliver better training. There'll also be the usual updates about the IT Skills Pathway and Training Quality Improvement (TQI) initiatives as well as the chance to share your experiences.

Location	Date	Time
Manchester	Tuesday 14th October	10:30—15:00
Redditch	Wednesday 15th October	10:30—15:00
London	Wednesday 22nd October	10:30—15:00

October IT Skills Pathway Tracking System Webinar

We run monthly two hour training webinars for new centres or centres wanting a refresh about using the Pathway and materials. The IT Skills Pathway Tracking System webinars go through the tracking system and materials in lots of detail and give attendees an opportunity to ask lots of questions.

The October session will be held on Thursday 22nd October, 10 - 12. 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 University of Manchester

2 The Health Informatics Service - Calderdale and Huddersfield

3 Sheffield Teaching Hospitals NHS Foundation Trust

4 Gloucestershire Hospitals NHS Foundation Trust

5 NHS England

6 Teesside University

7 NHS Business Services Authority

8 Birmingham Community Healthcare NHS Trust

9 Southern Health and Social Care Trust

10 The Royal Wolverhampton NHS Trust

Pathway elearning

No. of learners in August 2014	1454
Total pathway learners (since release 4)	110583

IT SKILLS PATHWAY