Learning@Wales

USER GUIDE FOR NHS WALES – THE ESSENTIAL GUIDE TO MOUTH CANCER

Website:
https://learning.wales.nhs.uk

Contact us on:
Elearning@wales.nhs.uk
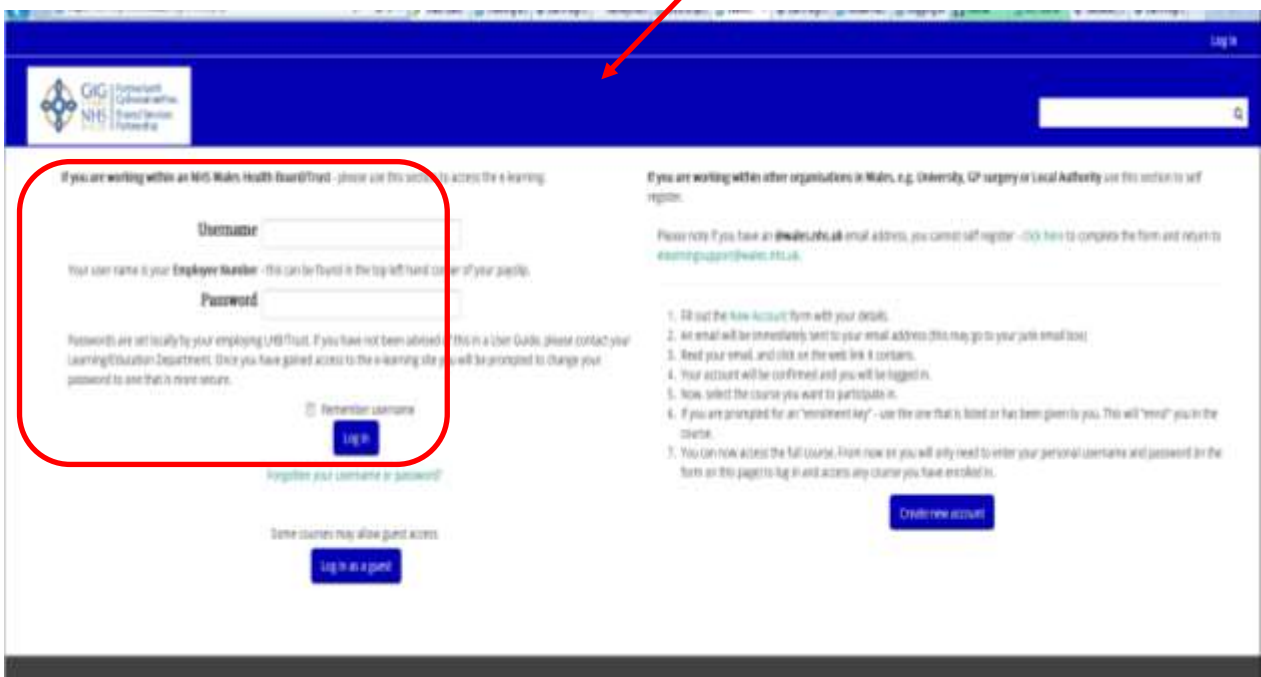Or call 01443 848636

Cours

Getting Started – How to Login

NHS Wales staff cannot self register for an account with their NHS email address.

If you already have an existing e-learning account, please login using your username (ESR staff number) and password and proceed to the courses section (page 5).

If you do not have a login - NHSWales staff should follow the instructions on the left of the screen:

If you have forgotten any of your details, please click the 'Forgotten your username or password?' link and follow the instructions. Any further issues, contact our helpdesk elearning@wales.nhs.uk or call 01443 848636

How to Access Courses

You can use search facility and type in cancer here:

Or

Select **'NHS Wales'** icon from the menu on the Home Page

**The course categories are displayed, now select the category below:**

You will be required to select an enrolment key to access the e-learning modules.

Please note down the enrolment key for your organisation.

Use the scroll bars to scroll up and down the page and view full list of enrolment keys or turn to the last page of this guide where they are listed. If you are unable to find your enrolment key, you will need to contact your Local Learning & Development team.

Below the list of the enrolment keys on the same page, you will find the list of e-learning modules available.

In order to access the e-learning course, select the module name and the system will ask you for your organisations Enrolment Key.

eg. Click on the module name, and then enter your enrolment key.
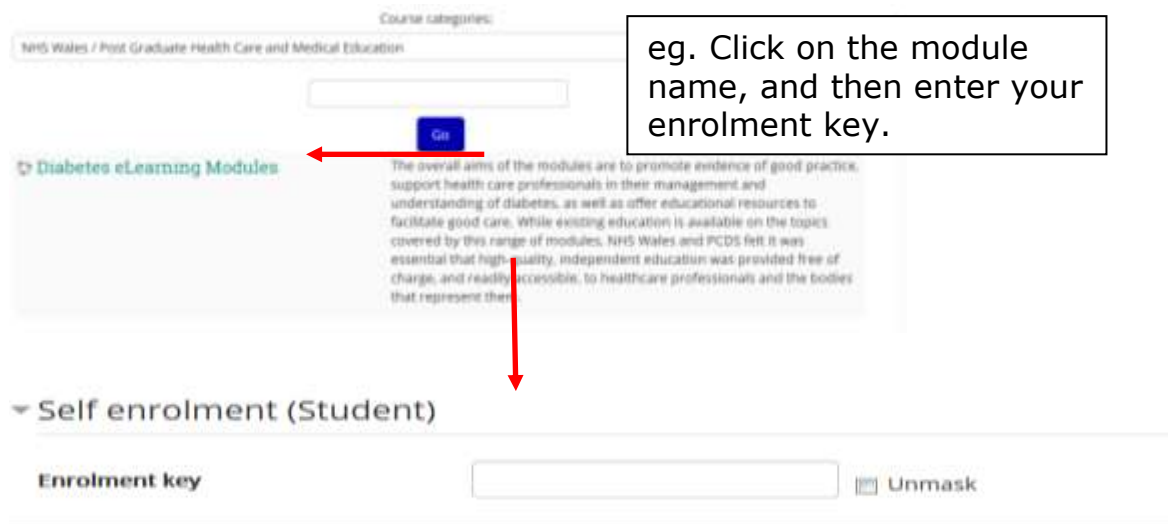
The target audience and learning outcomes will be displayed for each e-learning module. Scroll down the page to enter your enrolment key then select 'enrol me'

Please Note: the enrolment keys are very case sensitive. Please ensure you type in correctly; DO NOT copy/cut and paste.

Course Format

The majority of course consist of three elements as illustrated in this Health & Safety course example.

This icon represents the e-learning content. Select the icon; wait for the package to load and progress through the e-learning as directed.

This icon represents the assessment element. Select icon to proceed to the

This icon represents the Certificate. This provides the learner with an option to generate a certificate for their records. This option is subject to the learner achieving the required pass mark which will be displayed in the course information

<u>Completing the Assessment</u>

After completing the e-learning course you will be required to undertake the assessment.

Click   to access the assessment questions.

Guidance on how to answer the questions will be provided, for example, select only one answer, choose from the list provided etc.

Once you have completed the assessment by answering all questions, you should recheck your answers before submitting. You will be alerted to any questions that have not been attempted. You will also be reminded that you will not be able to change your answers once you submit. When you think you have answered all questions to the best of your knowledge select, 'Submit all and finish'

Confirmation

⚠ Once you submit, you will no
to change your answers for this
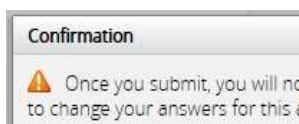
Unsuccessful attempts

If you have not met the minimum assessment score within 3 attempts, the account for the course being undertaken will be locked. Should this happen, please notify your line manager or organisational contact, details of which are available under the **'Help'** tab at the top of the homepage.

How to Print/Save the Certificate

Once you have completed and passed your assessment, select the 'Finish Review' option as highlighted below:

The following screen will appear confirming your pass mark.

Click on the certificate icon on the right hand side

Then click the 'Get your Certificate' option as per below;

The system will then generate you a certificate in a PDF. Format in which you can then either Print or Save on your file.

CERTIFICATE of ACHIEVEMENT

This is to certify that

Donna Harris

has completed the course

Fire Safety

April 29, 2016

5bsJKQzIyk

Please note: If the Save/Print option is not available when the certificate is generated, please use the keyboard shortcut keys as below

Shift+Ctrl+S   **to Save**

Ctril+P   **to Print**

Information

1. If you experience any problems viewing images, distorted pages or requiring any software updates please contact your local IT support.

2. Enrolment keys are published on the site and do not need to be requested.

IT Requirements

Your machine or device will require 3 specific packages to complete all e-learning modules. Please ensure you have the following packages;

- Internet Explorer 8
- Flash Player [Version 10]
- Silverlight [Minimum Version 4]

Most modern day computers will have these already installed. Any problems with the 3 packages, you will need to contact your local IT department.

Accessibility

To make web pages easier to see, you can change the font type and size, and the foreground and background colours that are used to display web pages. You can also specify the colour used for links in web pages, and override colours used on web pages.

Keyboard Shortcuts to Temporarily Change Font Sizes

Press and hold **Ctrl** button (bottom left) and **+** symbol (top right) to **increase** font size.

Press and hold **Ctrl** button (bottom left) and - symbol (top right) to **decrease** font size.

Additional Changes

To make these changes, select **Internet Options** from the **Tools** menu
in Internet Explorer 8 (top right of screen):

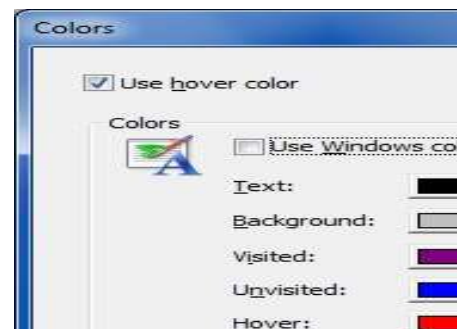
For other versions of Internet Explorer click here

Note: If this does not work it could be because your computer settings
cannot be changed due to local IT policies - contact your local IT support
for further help.
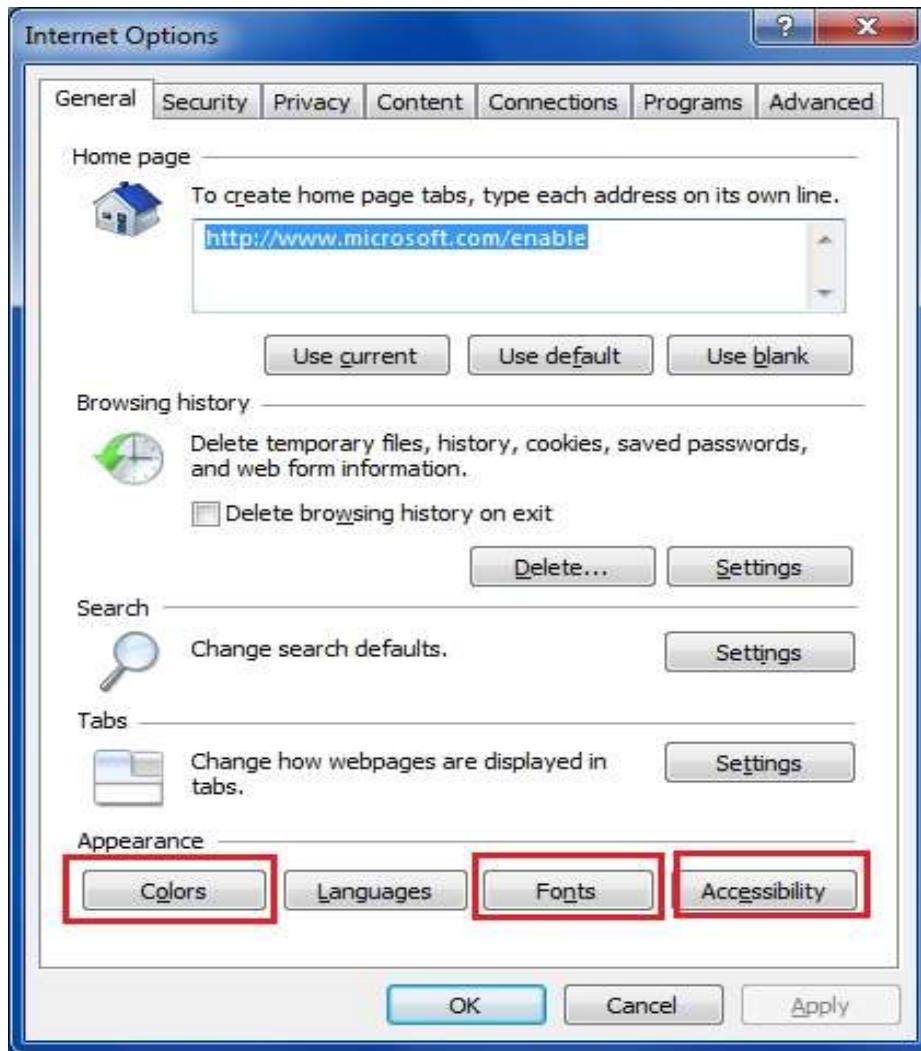
Then, select one of the buttons at the bottom of the dialog box:

- **Fonts**—to change the font type and size used on webpages.
- **Colours**—to change the font colours used on webpages.
- **Accessibility**—to make Internet Explorer ignore colors, font styles and font sizes used on webpages, or to format webpages using your own stylesheet.
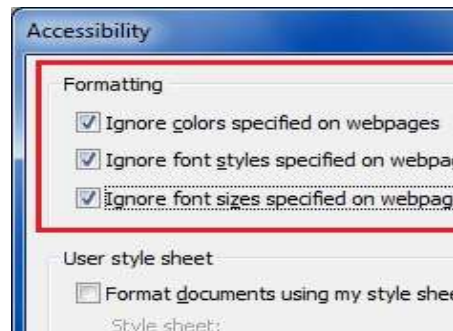

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Note: If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.

Enrolment Keys for NHS Wales

groupname	enrolmentkey
ABMU Health Board	Arbt4n!
Aneurin Bevan Health Board	Abm65v!
BCU Health Board	Cn7sk2!
Cardiff and Vale UHB	Cv36eb!
Cwm Taf Health Board	Cty9hs!
Hywel Dda Health Board	Hbrc35!
Hywel Dda Health Board 2	Hywel87!
Powys Teaching Health Board	Pthb45!
Public Health Wales NHS Trust	Phvs45!
Velindre NHS Trust	VelHS1!
WAST	w25rtx!
NWSSP -Shared Services	Nwssp1!
NWIS	Nw28ex!
WBS	Wb67kg!

ABMU Primary Care	ABmPC65%
Abhb Primary Care	ABHBPC95%
BCU Primary Care	BCUPC85%
C&V Primary Care	C&VPC85%
CT Primary Care	CTPC85%
HD PC	HDPC95%
Powys PC	POWYSPC85%
PHW PC	PHWPC85%
Velindre PC care	VELINDREPC85%

Please note enrolment keys are case sensitive and must be typed in (not copy/paste)