

Preparing to access on-line courses via Moodle

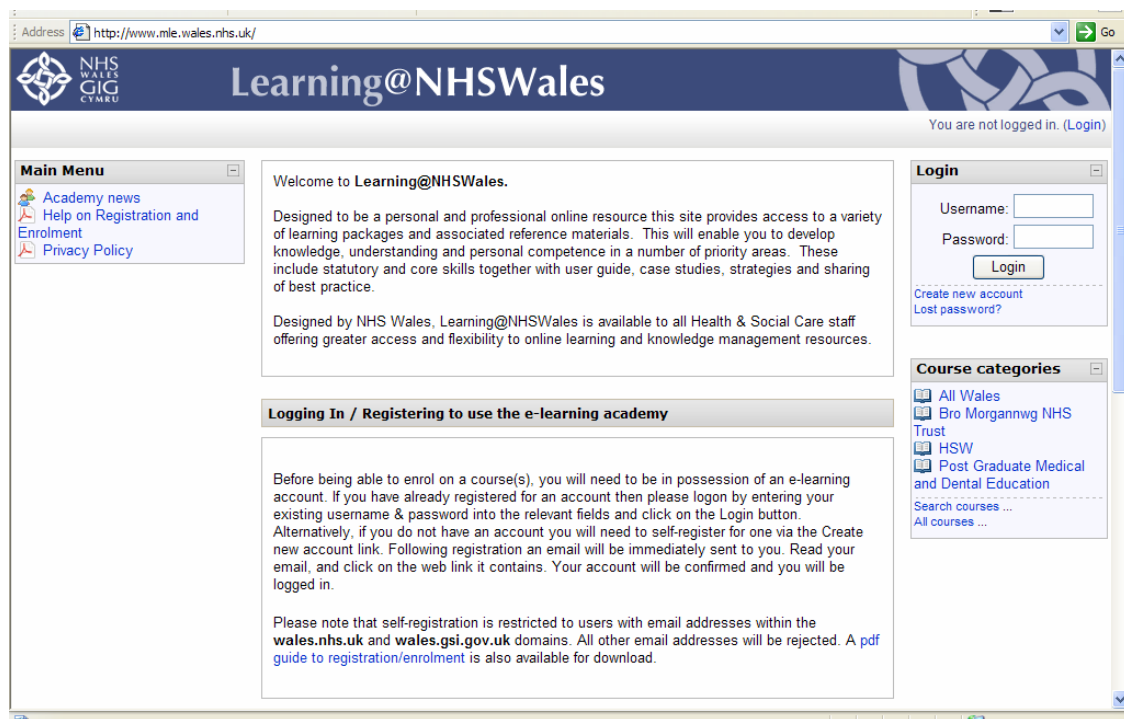
Introduction

This guide shows how to self-register for an e-learning account and introduces the Learning@NHSWales homepage.

Learning@NHSWales is an e-learning platform i.e. it is used to deliver training courses and other online resources. Participants go to the Learning@NHSWales site, logon to a course and work through that course or activity.

The actual appearance on screen is governed by settings on your own computer and as a result what you see may be slightly different to that shown in the examples.

The Homepage



The screen is divided into three main areas each containing 'blocks'. On the left hand side is the Main Menu which can hold a number of resources, like this guide and e-learning Academy news.

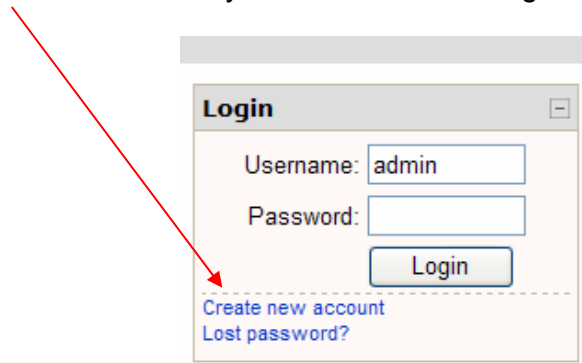
The centre block contains introductory text to the website whilst the right hand side has the log-in block and a directory of available courses. In order to actually see the available courses a user needs to logon to the site.

Logging In – Registering to use the e-learning academy

Before being able to gain access to a course(s), you will need to be in possession of an e-learning account.

If you have already registered for an account, then please login by entering your existing username/password into the relevant fields and click on the Login button.

If you do not have an account you will need to self-register for one.



The screenshot shows a 'Login' window with a title bar. Inside, there are two input fields: 'Username:' containing the text 'admin' and 'Password:'. Below these is a 'Login' button. At the bottom of the window, there are two links: 'Create new account' and 'Lost password?'. A red arrow points from the text above to the 'Create new account' link.

From the Login block select 'Create new account', this will open a new page shown below



The screenshot shows a web page with a breadcrumb trail: 'NHSWA >> Login >> New account'. The main content area has a heading 'Create a new username and password to log in with:' followed by 'Username:' and 'Password:' input fields. Below this is another heading 'Please supply some information about yourself:' with a note '(Note: your email address must be a real one)'. This is followed by several input fields: 'Email address:', 'Email (again):', 'First name:', 'Surname:', 'City/town:', and 'Country:' (a dropdown menu currently showing 'United Kingdom'). At the bottom is a 'Create my new account' button.

Complete all the fields making sure to enter your NHS e-mail account, select the 'Create my new account' button. A confirmation e-mail message will be sent to the e-mail address entered into the new account form.

When it arrives, read the e-mail and click on the web link it contains. Your account will be confirmed and you will be logged in.

Once logged on

Once you have logged on, all available course categories will be displayed. However, even though you now have an e-learning account you will still need to enroll onto courses. Any courses on which you are already enrolled will appear in the right hand block area entitled **My Courses**.

Clicking on the Category text link will display all courses classified under that section. For example, if you click on the Category "All Wales" a list of courses within that category will be displayed.

The screenshot shows the Learning@NHSWales website. At the top left is the NHS Wales GIG CYMRU logo. The main header is "Learning@NHSWales" with a navigation menu on the left containing "Academy news", "Help on Registration and Enrolment", and "Privacy Policy". The user is logged in as "mikestu jones". The main content area includes a welcome message, a description of the site's purpose, and a section for enrolling on a course. Below this is a "Course categories" section with "All Wales" selected, showing sub-categories like "Human Resources" and "Informatics". A "My courses" sidebar on the right lists "NHS Elite", "Confidentiality e-learning toolkit", and "Cascade Site User Course".

Most courses will require some form of enrolment via an enrolment key (password) which has been set by the course facilitator, although others may be freely accessed.

For example, the **Confidentiality e-learning toolkit** course is listed along with the course facilitator's name and a brief description. This course is marked as a protected course (signified by the "key" icon displayed adjacent to the course title), which means only users who have been provided with an enrolment key may enter it. You can obtain the enrolment key from the named facilitator.

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| <p>Confidentiality e-learning toolkit</p> <p>Facilitator (default): Susan Thomas Facilitator (group): sharon greaves Facilitator (group): Rachael Hempsey (Swansea NHS Trust) Facilitator (group): Gillian Jones (North West Wales NHS Trust) Facilitator (group): Tim Knifton (S.E. Wales LHBS) Facilitator (group): Jonathan Meredith (Gwent Healthcare NHS Trust) Facilitator (group): Paddy Moindrot (Powys LHB) Facilitator (group): Barry Morgan (Mid and West LHBS and BSC) Facilitator (group): Claire Parsons (Rhondda Cynon Taff LHB) Facilitator (group): Stephanie Prowle (North Glamorgan NHS Trust) Facilitator (group): Jeannette Short</p> | <p>The Confidentiality e-learning toolkit has been developed as a joint venture between Informing Healthcare, the All Wales Information Governance Managers Group and Learning Industries to provide training to NHS staff involved in the effective use and management of healthcare information.</p> <p>The package will cover a range of key topics including:</p> <ul style="list-style-type: none"> • Data Protection • Information Security • Duty of Confidence • Human Rights Act • Caldicott • Disclosing and Sharing Information <p>This course is available to all NHS Wales staff via an enrolment key. You can obtain this key from the group facilitator for your employer organisation.</p> |
| <p>HI-Profile</p> <p>Facilitator (default): Susan Thomas</p> | <p>... find out who your health informatics colleagues are and where they are located. Start networking now!</p> <p>This resource is available to all NHS Wales staff via an enrolment key. You can obtain this key from the default facilitator.</p> |
| <p>Cascade Site User Course</p> | <p>Cascade is the latest incarnation of the NHS Wales Content Management System. The following course is aimed at users who are responsible for managing website content.</p> |

Search courses:

The reason behind the enrolment key is to enable the course facilitator to control and monitor those using the course. Please do not share the enrolment key with others unless you are requested to do so by your course facilitator or the site administrator.

You will be asked to enter the enrolment key the first time you click on the text link to enter the course.

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: <http://www.nle.wales.nhs.uk/course/enrol.php?id=15>. The page content includes a message: "This course requires an 'enrolment key' - a one-time password that you should have received from Susan Thomas." Below this message is a form with an input field for the "Enrolment key:", a button labeled "Enrol me in this course", and a "Cancel" button. The browser's status bar at the bottom shows "NHSWA >> Courses >> Login to AW104".

After entering the enrolment key and selecting the 'Enrol me in this course' button the Enter Course button will be displayed. Select this button to enter the course itself.

The following screen should now be displayed.

The screenshot shows the Learning@NHSWales interface. At the top, the NHS Wales GIG CYMRU logo is on the left, and the text 'Learning@NHSWales' is in the center. Below this, a user login notification states 'You are logged in as Mikeadmin Jones: Student (Return to my normal role)'. The main navigation bar includes 'Learning@NHSWales Home' and 'Confidentiality e-Learning toolkit Homepage', with a 'Return to my normal role' button on the right.

The left-hand navigation menu is divided into three sections:

- People:** Includes a 'Participants' link.
- Activities:** Includes links for 'Forums', 'Quizzes', and 'SCORMs/AICCs'.
- Administration:** Includes links for 'Assign roles', 'Grades', 'Unenrol me from Confidentiality e-learning toolkit Homepage'.

The central 'Topic outline' section features a banner for 'HI-Profile Health Informatics Professional Development' with the NHS GIG logo. Below the banner, there are links for 'News forum' and 'Foreword'. The main list of topics is as follows:

| | | |
|---|--|--------------------------|
| 1 | Introduction | <input type="checkbox"/> |
| 2 | The Law The Law Self Assessment | <input type="checkbox"/> |
| 3 | Data Protection Act and the NHS Data Protection Act and the NHS Self Assessment | <input type="checkbox"/> |
| 4 | Caldicott Caldicott Self Assessment | <input type="checkbox"/> |
| 5 | Sharing Information Sharing Information Self Assessment | <input type="checkbox"/> |
| 6 | Disclosing Information Disclosing Information Self Assessment | <input type="checkbox"/> |

The right-hand sidebar contains:

- Course Summary & Contacts:** A text box stating: 'The Confidentiality e-learning toolkit has been developed to provide training to NHS staff involved in the effective use and management of healthcare information.'
- Course categories:** A list of categories including 'All Wales', 'Bro Morgannwg NHS Trust', 'HSW', and 'Post Graduate Medical and Dental Education', along with search options.

The layout of the course home page is similar to the Learning@NHSWales Homepage. From the left hand column you can access details of other Participants, take part in forum activities, edit your profile, change your password, and un-enroll from the course.

The centre block contains the main learning activities of the course, whilst the right hand column can display the latest course news and events and can be customized by the course facilitator.

You will receive an email message confirming that you have enrolled onto the course.

Subsequent Logons

The next time you wish to access a course on which you have previously enrolled, follow the instructions in the Logging In and Once Logged on sections of this guide, although you will not need to enter the enrolment key after your first visit.