

















Managed Learning
Environment

User Guide

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System Overview

The NHS Professionals Managed Learning Environment has been carefully created to make your training requirements as quick and easy to complete as possible. We have tried to ensure that access to the system is easy and clear and that the use of the system is as pleasant as possible. If you believe that during your time using the system that anything is not working correctly or if you find that something was not obvious or difficult to use, then please email the Learning & Development team at mlesupport@nhsprofessionals.uk.

To access NHS Professionals Managed Learning Environment and complete your training you must first login. You will have been provided with a **Username** and **Password** by email. You will need to follow the steps in the '**Login**' section to access the system.

New Applicants

If the mandatory training you are required to complete forms part of your application to join NHS Professionals, upon successful login to the system, by clicking on the **My Learning** link, you will be presented with a list of online course modules available to access and ready for completion.

You have a total of fourteen days to complete all the online modules and associated assessments.

If you fail to complete these in the fourteen days, the Recruitment service will be notified and your application will be withdrawn.

You may be required to attend a practical training session following the completion of the online modules. The online modules provide you with the underpinning knowledge of mandatory training; your knowledge will be applied and further reinforced during your practical training session.

If you are required to attend a practical training session, upon completion of all the online course modules and assessments, you will be presented with an **Events** tab along the top selection bar. You should enter this area and book a classroom for your practical course requirements. You have a further fourteen days to book this course.

If you fail to book a classroom event within the fourteen days the Recruitment service will be notified and your application will be withdrawn.

On completion of all required mandatory training, including the online modules and practical events, the Recruitment service will be notified completing the mandatory training requirements of your application.

A circular icon containing a white right-pointing arrow on a teal background.

Existing Bank Workers – Mandatory Training

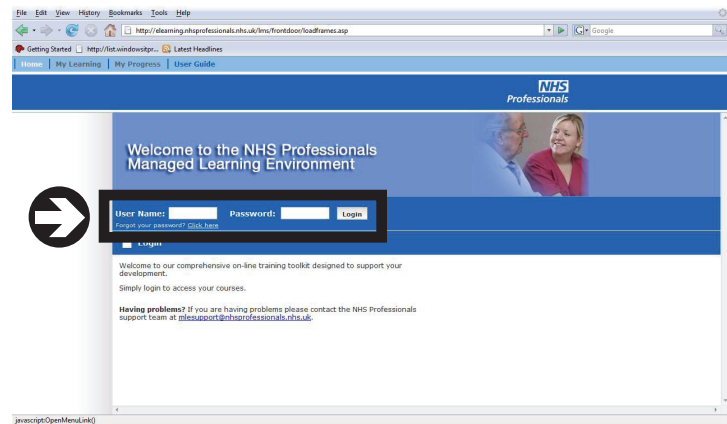
If the training you require is for refresher training, you will have been sent an email advising you to log into the system.

You will be presented with the courses you are required to complete; you may need to book classroom events for any associated practical training.

Login into the System

When you enter the address you have been supplied into your browser address bar, you will be presented with a login screen onto the NHS Professionals Managed Learning Environment.

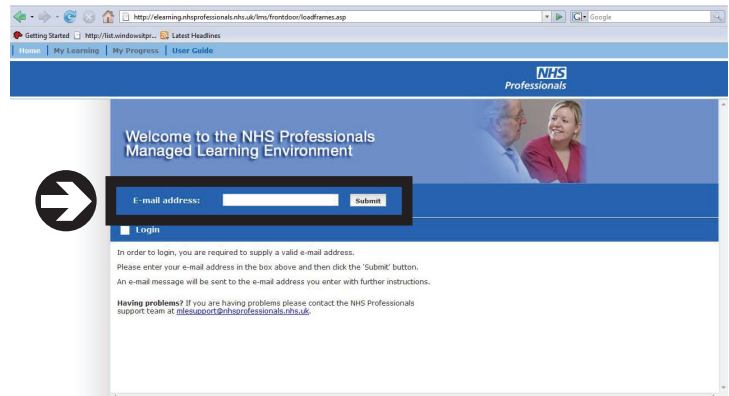
You should enter your supplied **User Name** and **Password** into the boxes and then click the **Login** button.



Login into the System

If this is the first time that you have logged into the system, you will be required to enter your **email address** and **change your password** before you can proceed. This only happens when you initially use the system and you will not be asked to do this again.

Enter your **email address** and click **submit**. This must be a valid and currently used email account.




Getting Started | http://list.windowstr... | Latest Headlines

Home | My Learning | My Progress | User Guide

NHS Professionals

Welcome to the NHS Professionals Managed Learning Environment

 E-mail address: Submit

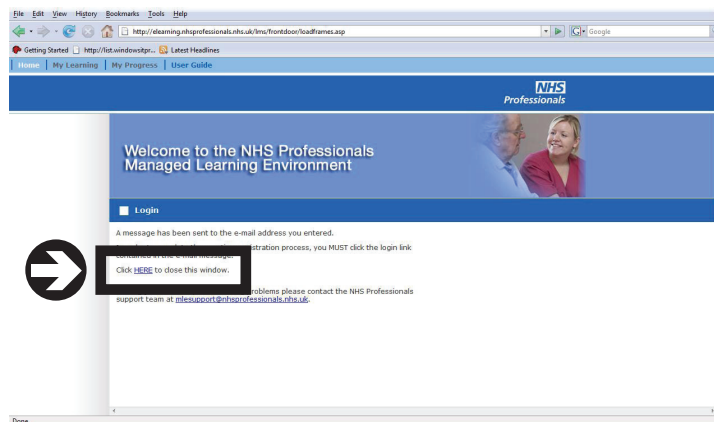
Login

In order to login, you are required to supply a valid e-mail address. Please enter your e-mail address in the box above and then click the 'Submit' button. An e-mail message will be sent to the e-mail address you enter with further instructions.

Having problems? If you are having problems please contact the NHS Professionals support team at nhsupport@nhsprofessionals.nhs.uk

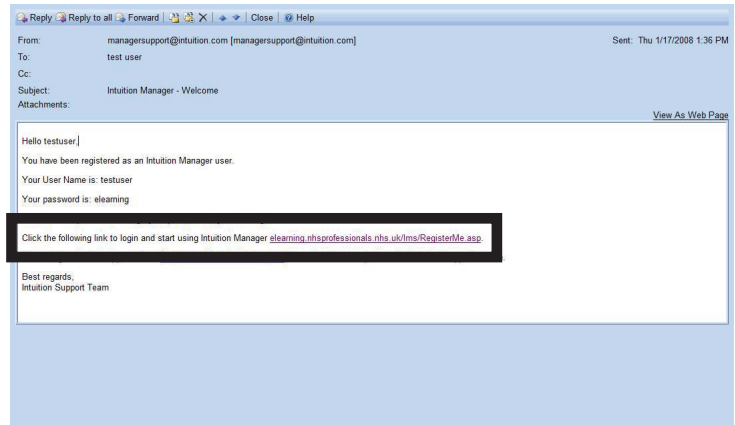
Login into the System

This screen informs you that in order to proceed, the system has sent you an email and you must click on a link supplied in that email to continue. When you have read the screen, click on the **HERE** link to close the window.



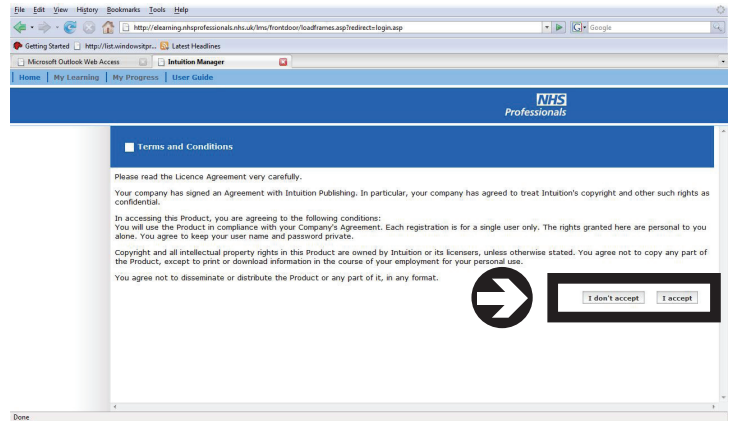
Login into the System

This is the contents of the email you will receive.
Click on the **link** in this email to re-access the system.



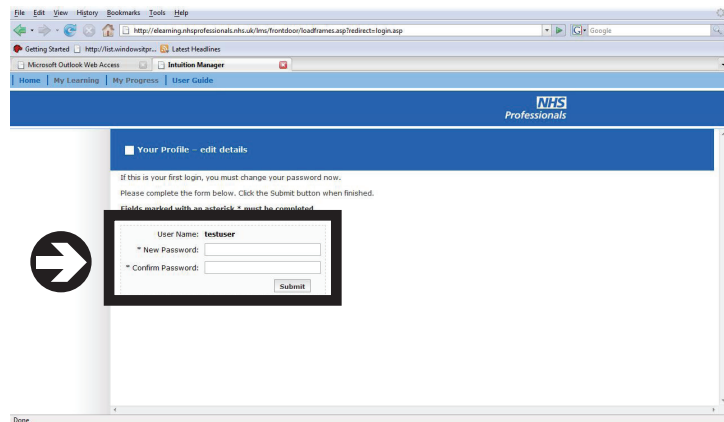
Login into the System

You are requested to read the Terms and Conditions of using the system. Once you have read these and pressed the **I accept** button, you will be taken to the next screen where you will be asked to change your **password** from the default password you were supplied.



➔ Login into the System

When you enter your **new password** and confirm it you will be taken into the system and you can then commence your learning.

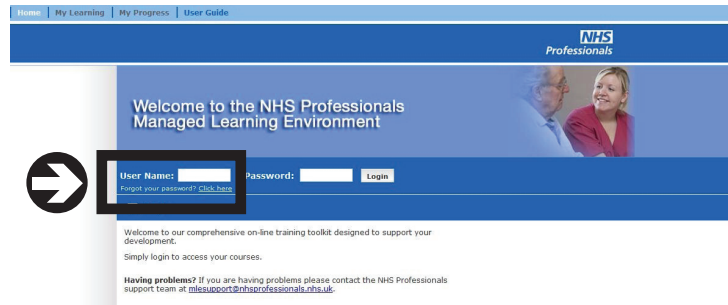


Forgotten User Name or Password

If you forget your User Name or Password, you should click the **Forgot your Password?** link on the login page.

Note: You must have a valid e-mail address to use this facility.

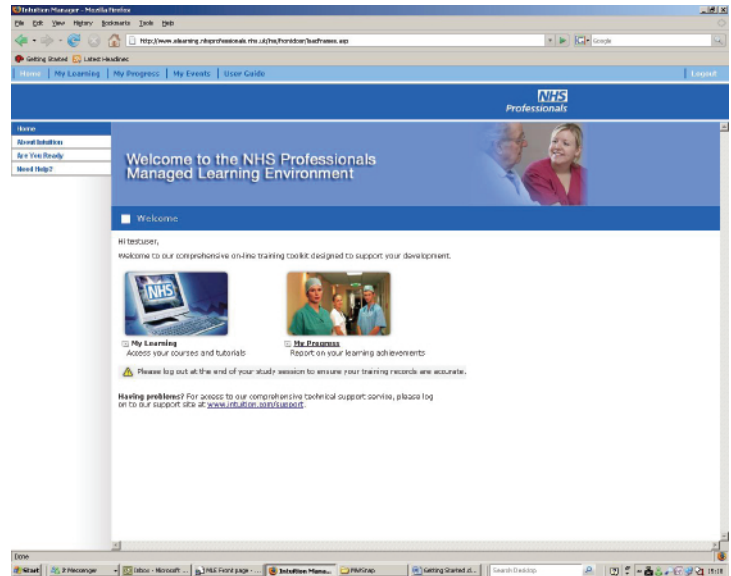
1. On the **Login** page, click the **forgotten password** link and enter your **e-mail address** and click the **submit** button. If the e-mail address is valid, you will be told that you will receive an e-mail with your new Password.
2. When you receive your User Name and Password, enter your **User Name** and **new Password**.
3. You will be brought to the **edit profile** page. We suggest you change your Password.
4. Click **submit** when you are finished editing your profile. You will be logged in and ready to start learning.



What do I do next?

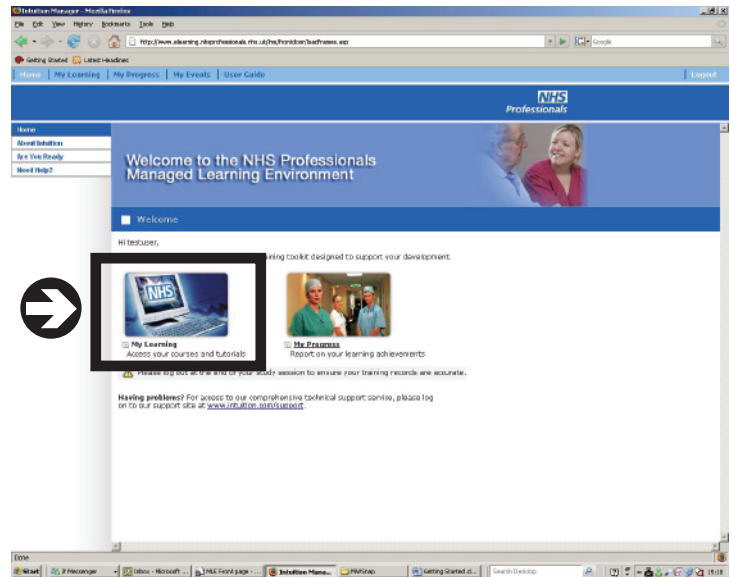
Once you have logged into the system, then you will see the following screen.

This section gives an overview of the main front screen and what you will see when accessing the various areas.



My Learning

Click the **My Learning** tab to access your personalised training plan. This section is sub-divided into three areas to make it easier for you to find the courses, tutorials or assessments you want to study.

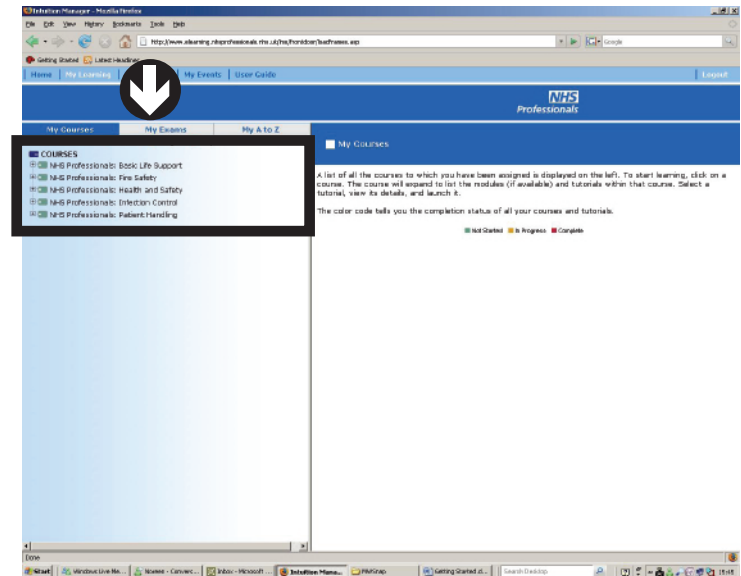


My Learning

About the Tree

The tree contains all the courses and tutorials assigned to you. If nothing appears in the tree you should contact the L&D Service immediately. You may navigate through your courses, tutorials and exams by using the tree in the left hand panel.

- Courses are represented by rectangles.
- Tutorials are represented by circles.
- Exams are represented by rectangles with question marks.



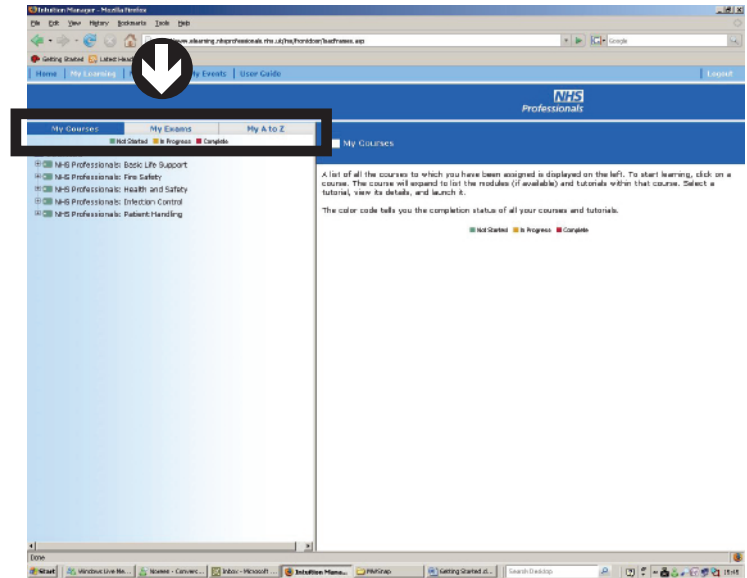
➔ My Learning

About the Tree

You can change your view of the tree by selecting one of the three tab options available above the Course Listing Tree.

- **My Courses**
an alphabetical listing of all the courses assigned to you
- **My Exams**
lists only the exams assigned to you
- **My A to Z**
an alphabetical listing of all the tutorials assigned to you

The size of the tree area can be made wider by placing your mouse on the right hand edge of the frame and dragging it towards the right. Where necessary, scroll bars are provided for ease of navigation.



My Learning

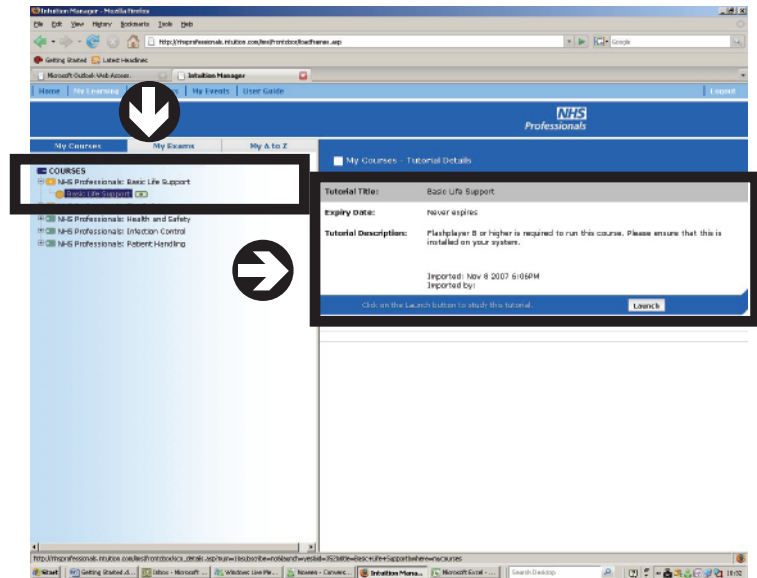
How do I find a course/tutorial?

To see a course's contents, click the **+** symbol beside the course to expand the tree. Similarly, click on the **-** symbol beside a course to hide the course contents. If you click on the course itself, course information will be displayed in the right hand panel.

How do I launch a tutorial?

If you click on a tutorial in the Tree, information about the tutorial will be displayed in the left hand panel.

A **Launch** button is available in this section. By clicking the Launch button, the tutorial will be opened and you may commence your study.



➔ My Learning

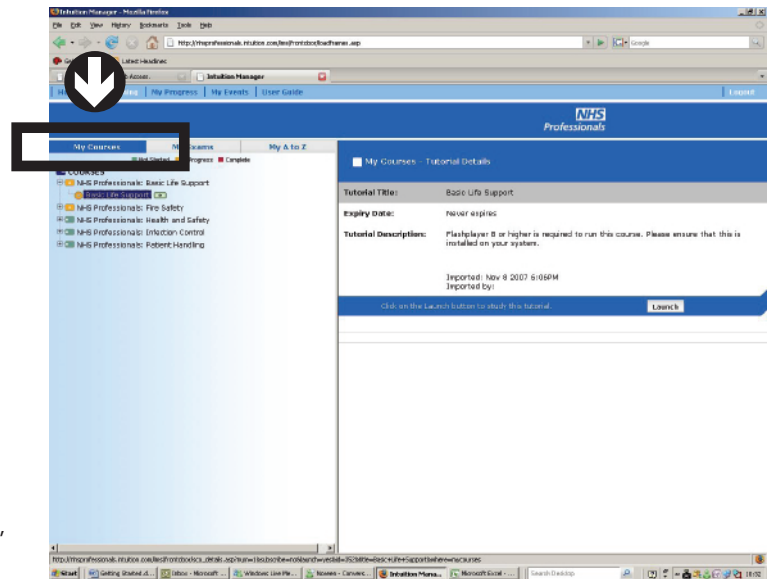
My Courses

This area provides an alphabetical listing of all the courses you have been assigned. A course is a group of tutorials and/or assessments.

You can increase the size of the **My Courses** tree area by placing your mouse on the right hand edge of the frame and dragging it towards the right. Where applicable, scroll bars are provided for your ease of navigation.

The colour code tells you at a glance how you are progressing through your study plan. It represents the completion status of each course.

- **Green** means that you have not started the course.
- **Yellow** means that you have started, but not completed, the course.
- **Red** means that you have completed the course.



My Learning

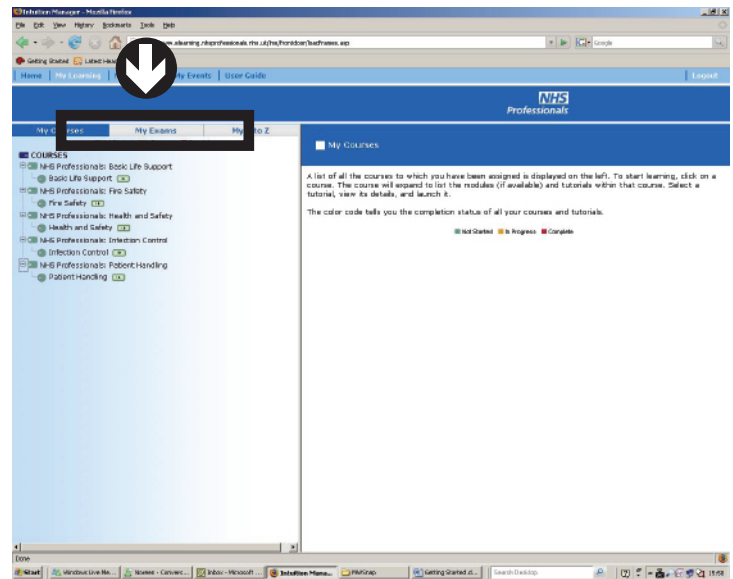
My Exams

Click the **My Exam** tab to see a list of the exams assigned to you. Detailed help on exams is found by clicking the **help** button within an exam. If you click on an exam in the Tree, information about that exam will be displayed in the right hand panel. A **Launch** button is available in this section. Click the Launch button to start the exam.

The colour code tells you at a glance how you are progressing through your study plan. It represents the completion status of each exam.

- **Green** means that you have not started the exam.
- **Yellow** means that you have started, but not completed, the exam.
- **Red** means that you have completed the exam.

Click **My Progress** to see your score for the exams you have taken.



My Learning

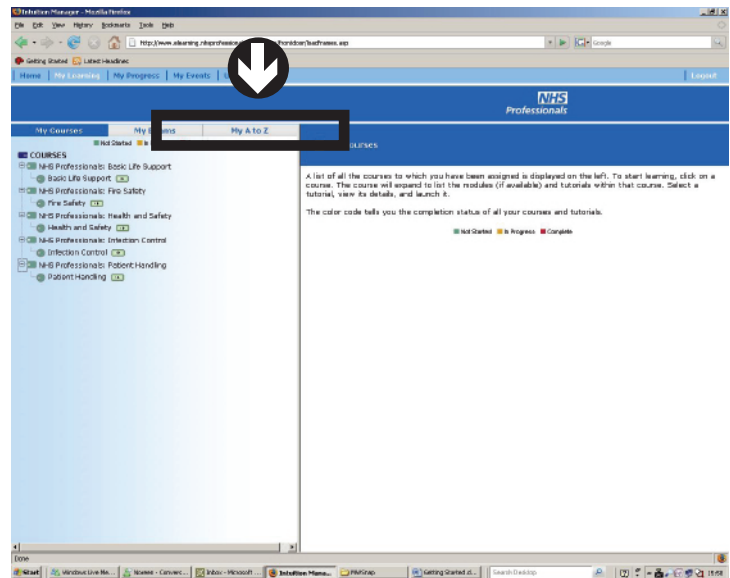
My A to Z

This area provides an alphabetical listing of the tutorials assigned to you.

The size of the A to Z tree area can be made wider by placing your mouse on the right hand edge of the frame and dragging it towards the right. Where applicable, scroll bars are provided for your ease of navigation.

Click on a tutorial to see a short description of that tutorial. The description will be displayed in the right hand panel.

To launch a tutorial in the A to Z tree you click the **Launch** button in the right hand panel. The tutorial will be opened and you may commence your study.



My Learning

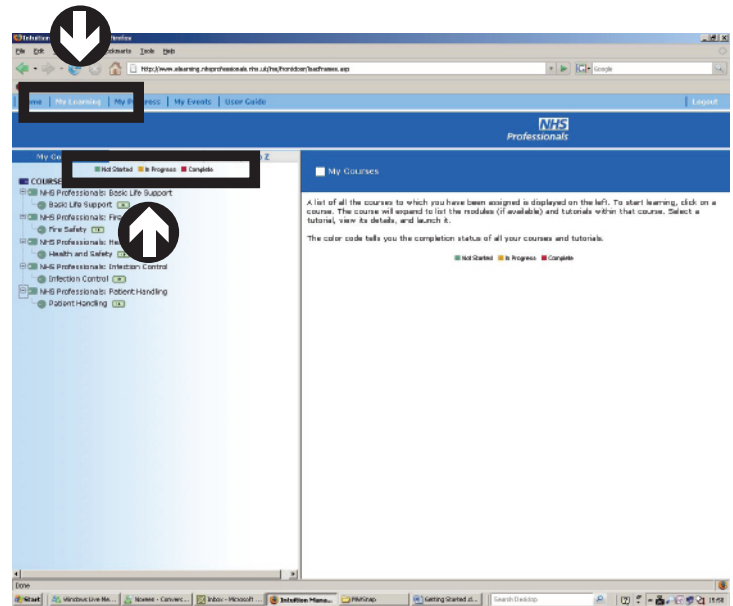
My A to Z (continued)

The colour code tells you at a glance how you are progressing through your study plan. It represents the completion status of each tutorial.

- **Green** means that you have not started the tutorial.
- **Yellow** means that you have started, but not completed, the tutorial.
- **Red** means that you have completed the tutorial.

When you either click on the **My Learning icon** or the **My Learning tab**, which you will see located across the top bar, you will enter the main area where you can access any training that you have to complete.

By clicking on any of the courses or modules you will be able to access the launch tab to start the training course.

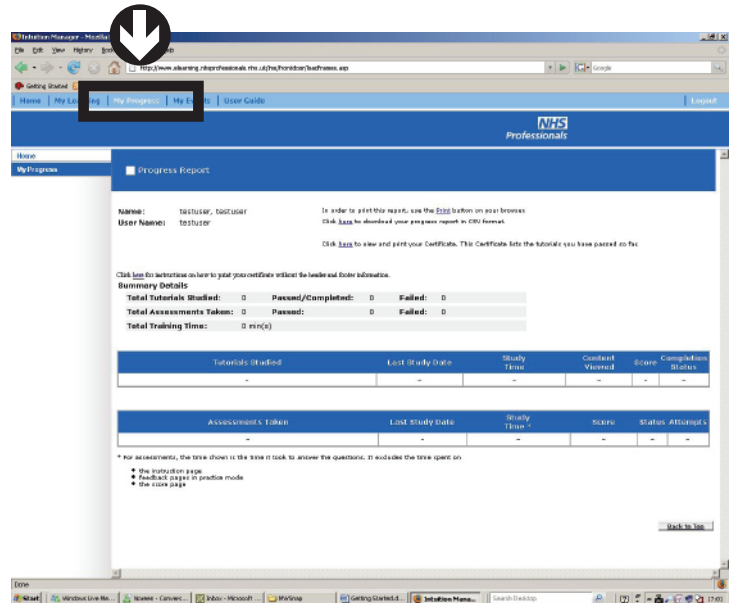


My Progress

The next tab across the top navigation bar is called **My Progress**. When you click on this tab this screen appears.

On this page you can access an overview of exactly what progress you have made with the courses, what assessments you have passed or failed and your total time that you have taken so far.

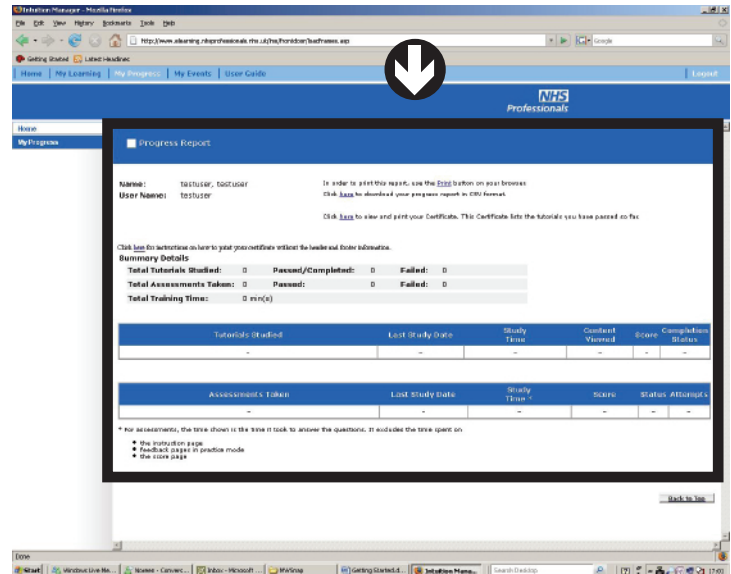
Also available on this screen is the ability to print this report or to print a certificate if you require.



My Progress

This section provides you with a detailed report of your training progress. The following information is provided:

- **Tutorials studied** - this lists all tutorials studied
- **Last study date** - this details the last date you studied a given tutorial
- **Study time** - this records the amount of time you spent studying each listed tutorial
- **Content viewed** - this details the amount of content studied in a tutorial
- **Score** - this gives you the score you received in the tutorial test, if applicable



The screenshot shows a web browser window displaying the 'My Progress' section of the NHS Professionals LMS. A large white arrow icon points to the 'Progress Report' window. The report includes the following details:

Summary Details

| | | | | | |
|--------------------------|----------|-------------------|---|---------|---|
| Total Tutorials Studied: | 0 | Passed/Completed: | 0 | Failed: | 0 |
| Total Assessments Taken: | 0 | Passed: | 0 | Failed: | 0 |
| Total Training Time: | 0 min(s) | | | | |

Below the summary are two tables:

| Tutorials Studied | Last Study Date | Study Time | Content Viewed | Score | Completion Status |
|-------------------|-----------------|------------|----------------|-------|-------------------|
| - | - | - | - | - | - |

| Assessments Taken | Last Study Date | Study Time | Score | Status | Attempts |
|-------------------|-----------------|------------|-------|--------|----------|
| - | - | - | - | - | - |

* For assessments, the time shown is the time it took to answer the questions. It includes the time spent on:

- the instruction page
- feedback pages in practice mode
- the score page

My Progress

- **Status** - this gives you an indication of how far you progressed in a tutorial. The status may be:

Passed: You have passed the tutorial test

Failed: You have failed the tutorial test

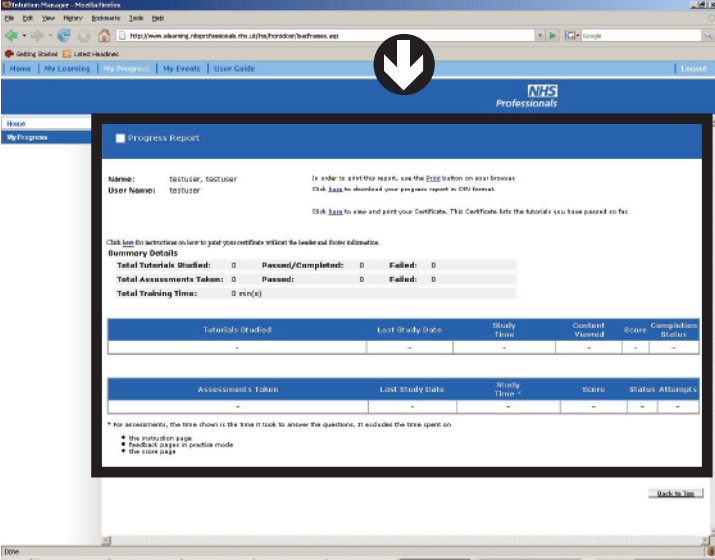
Completed: You have viewed all screens in the tutorial

Incomplete: You have viewed some screens but have not attempted the Evaluate phase.

Not attempted: You have launched the tutorial, but not progressed beyond the menu screen.

How do I print my progress report?

You can print your progress report by clicking the **Print** button on your browser.



The screenshot shows a web browser window displaying the 'My Progress' page. A large white arrow with a black outline points to the 'Print' button in the top right corner of the page. The main content area is titled 'Progress Report' and displays the following information:

Name: tictutor, 0021user
 User Name(s): tictutor

In order to print this report, see the [Print](#) button on your browser.
 Click [here](#) to download your progress report to PDF format.
 Click [here](#) to view and print your Certificate. This Certificate lists the tutorials you have passed so far.

Click on the instructions on how to print your certificate without the header and footer information.

Summary Details

| | | | | | |
|--------------------------|----------|-------------------|---|---------|---|
| Total Tutorials Studied: | 0 | Passed/Completed: | 0 | Failed: | 0 |
| Total Assessments Taken: | 0 | Passed: | 0 | Failed: | 0 |
| Total Training Time: | 0 min(s) | | | | |

| Tutorials Studied | Last Study Date | Study Time | Correct Answered | Score | Completion Status |
|-------------------|-----------------|------------|------------------|-------|-------------------|
| -- | -- | -- | -- | -- | -- |

| Assessments Taken | Last Study Date | Study Time | Score | Status | Attempt |
|-------------------|-----------------|------------|-------|--------|---------|
| -- | -- | -- | -- | -- | -- |

* For assessments, the time shown is the time it took to answer the questions. It includes the time spent on:
 • the instruction page
 • feedback pages in practice mode
 • the score page

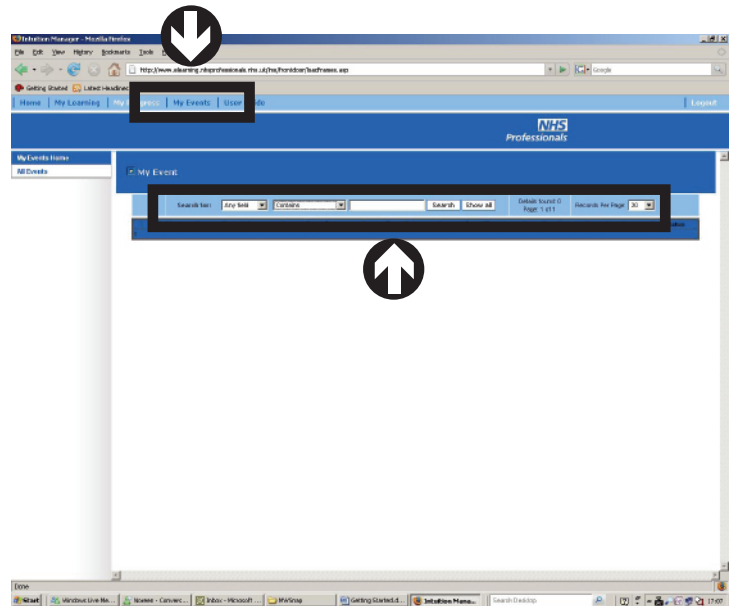
My Events

The next tab is titled **My Events**. You may not have access to this tab until you have completed your mandatory training. But when this tab is available, you will be prompted to access this area to book your classroom practical classes. When you click on this tab you will see this screen.

There is the ability to filter the available events on preferred location, dates, and subjects.

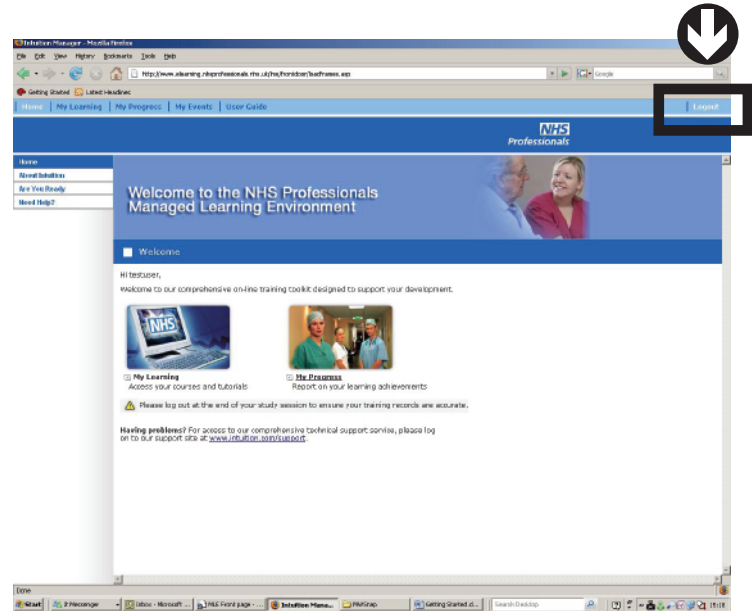
When you attend any classroom courses booked on this screen, your attendance will be updated by your tutor and this will also be shown in your **My Progress** section.

The last tab across the top navigation bar is this **User Guide**. This is accessible at anytime from anywhere within the system for your reference.



Log Out

When you have finished studying, it is important to log out. This will ensure that all the correct information is stored for your progress reports. The **logout** button is available from every screen on the right hand side of the top menu bar.



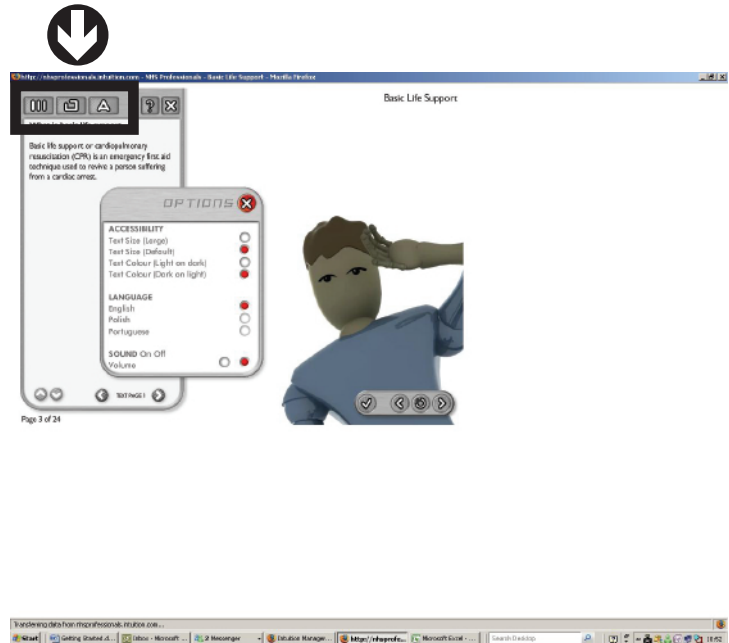
➔ Using the Courses

As you begin your training, it's a good idea to set some preferences on your system. To do this, click on the **options** tag on the top menu of the text box. This is the button in the middle of the three located together.

There are some settings here which will change the size and colours of the text and for the sound to be on or off.

It is recommended that you have sound enabled, then the text that you will see will be a summary of what you are hearing. To enable the sound select the appropriate radio button within the options window (as shown opposite). Should your system not have the ability to use sound, you need to disable the sound; this can be achieved by selecting the appropriate radio button. By disabling the sound you will see all the text that you would hear on the audio to be displayed.

You can minimise or maximise the text window using the **Up** and **Down** chevrons at the bottom left of the window.

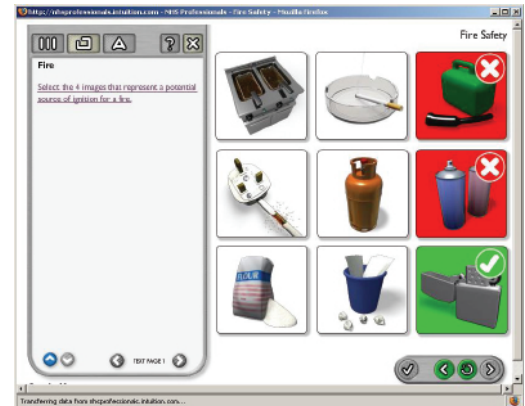
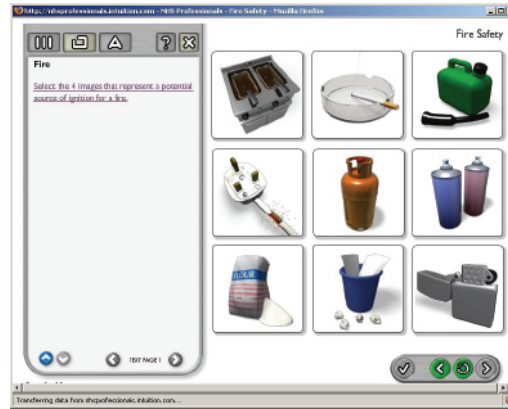


➔ Interactive with the Course

Some of the courses contain screens which require you to interact with what is shown on the screen. The course will not progress any further until you have completed this interaction.

The screen opposite above requires you to select four of the nine items that could be the source of ignition of a fire.

You should click on the four that you think apply and the system will tell you if you are correct or not as shown in the picture opposite below.



Interactive with the Course

Again, in the picture opposite, the system asks you to select the correct fire extinguisher types that you should use for specific types of fire.

A screenshot of a web browser window displaying an interactive learning module. The browser's address bar shows 'http://nhsprofessionals.ninlution.com - NHS Professionals - Fire Safety - Mozilla Firefox'. The page title is 'Fire Safety'. The main content area is titled 'Fire Fighting Appliances' and contains the following text: 'Fire extinguishers and fire blankets are tools designed to be carried and operated by hand to extinguish different types of fire. In the UK fire extinguishers must be red with a distinctive coloured band to indicate the type of fire to which it is suited. Read each statement at the bottom of the screen and select the appropriate fire fighting apparatus.' To the right of the text is a 3D illustration of four red fire extinguishers with different colored bands: 'POWDER' (blue), 'CARBON DIOXIDE' (black), 'WATER' (red), and 'FOAM' (yellow). In front of the extinguishers is a red fire blanket with 'FIRE BLANKET' written on it. Below the illustration is a text box containing the statement: '...used for general fires and those involving plastics.' The interface includes navigation icons at the bottom, such as back, forward, and search buttons, and a 'TEXT PAGE 1' indicator.

The Assessment (Quiz)

When you have completed the course, you will automatically be led into a short assessment to test what you have learnt.

The assessments are interactive and require you to complete a questions and answers progression grid. The directions are made clear in the audio and the text.

Good luck and we hope that you enjoy your learning and that you find the system informative and fun to use.

