

# Guide - E-Learning v2.5

Guidelines – E-Learning

<b>Guide approved by</b>	<b>Date approved</b>	<b>Date implemented</b>	<b>Guide owner</b>	<b>Review date</b>
Andrea Malam	31.08.17	31.08.17	LT	31.08.20

Prior to contacting Human Resources regarding the content of this guide, it is recommended that you refer to the most up to date version on the intranet and the relevant policies.

As is the case with all intranet documents, this guide is subject to regular review due to legislative and policy changes. The latest versions of all Human Resource documents can be found on the HR intranet pages.

<b>Version</b>	<b>Date approved</b>	<b>Approved by</b>	<b>Amendment</b>
v1.0	31.08.17	Andrea Malam	New Guidelines
v1.2	28.02.18	Llinos McMullin	Amendments to the logging on process
v2.0	25.04.18	Andrea Malam	Reformatting
v2.1	01.04.19	Llinos Howatson	Amendments to screenshots for new look site
V2.2	10.12.21	Llinos Howatson	Amendments to screenshots and text for new look site
V2.3	01.08.22	Llinos Howatson	Amendments to screenshots and text for new look site
V2.4	12.09.23	Laura Temple	Amendments to screenshots and text for new look site
V2.5	20.06.24	Laura Temple	Amendments to screenshots and text for new look site

Welcome to Denbighshire's E-Learning user guide. The aim of this booklet is to provide users with information about the new E-Learning site which is a collaborative project across the 22 authorities in Wales along with wider Public services and is hosted by the NHS. By collaborating organisations are able to save costs and staff benefit by being able to access E-Learning material as and when they need it.

### **What is E-Learning**

E-Learning is any form of learning conducted via electronic media, typically on the Internet. This can be video, via YouTube, talks streamed via sites such as Ted.com, TV programmes or Modular learning.

### **The benefits of E-Learning**

It's cost effective and saves time, by reducing the time taken away from the office, removing travel costs and doing away with printed materials, online learning helps you to save money and increase workplace productivity.

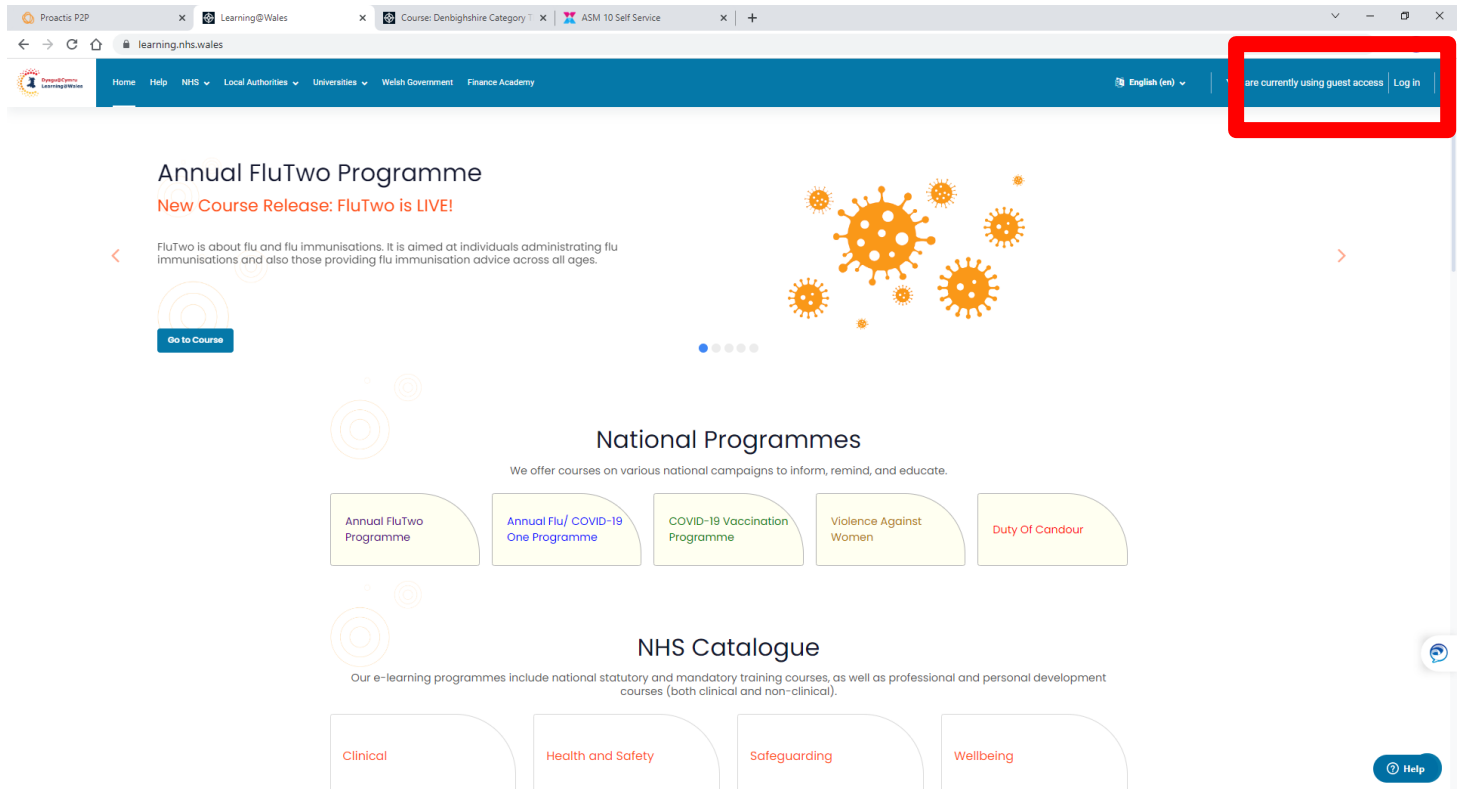
Learning 24/7, anywhere, your schedule, your pace, your place. Many face- to- face courses only operate within normal office hours. By allowing staff to complete the course when and where they like, you can make sure disruptions to busy working schedules are minimised.

It makes tracking of course progress easy. All courses record users interacting via the site and this can be reported on.

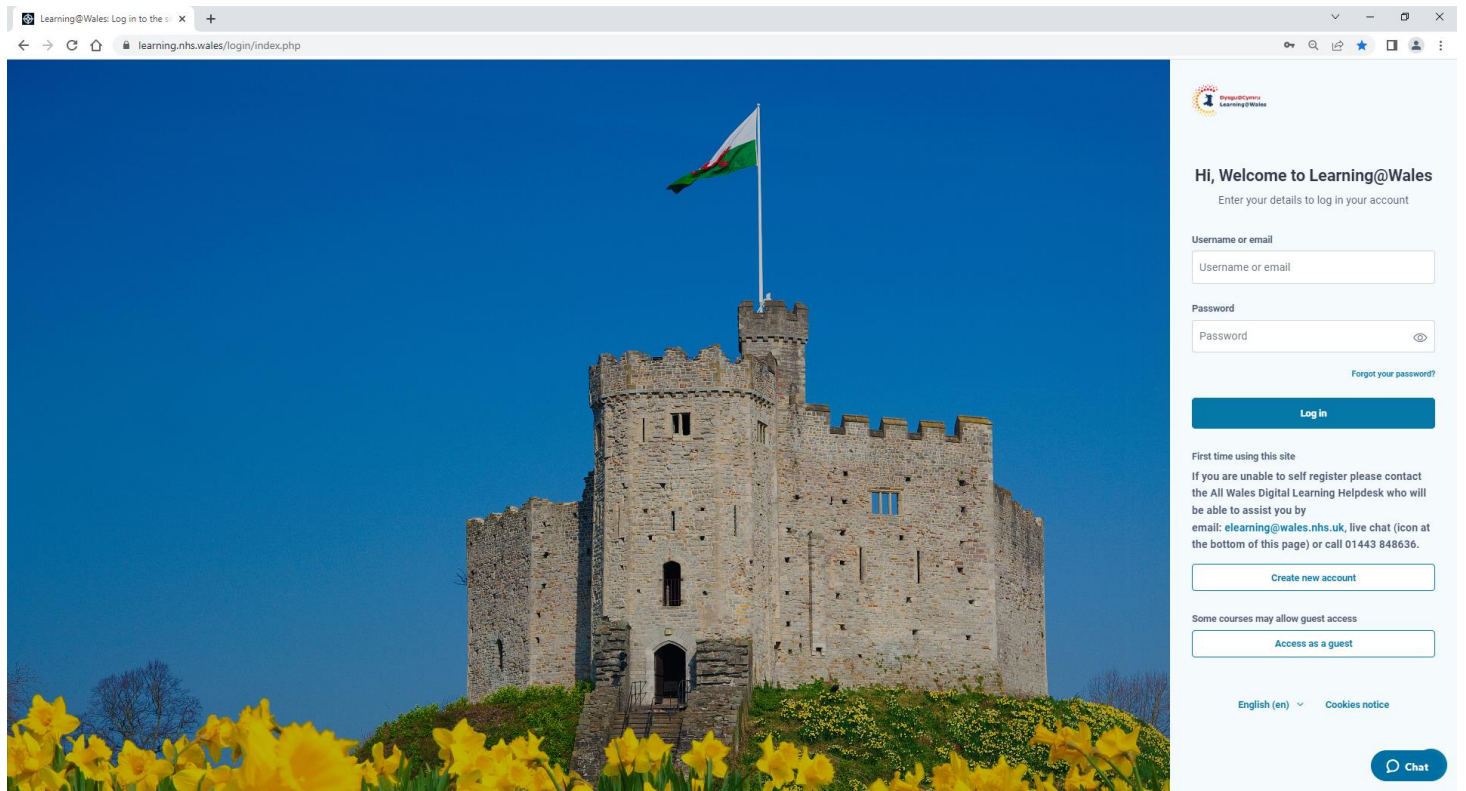
### **Accessing the site**

To access the site users can access the site via Linc or by typing in <http://learning.wales.nhs.uk/login/> to a web browser which can be accessed from any pc, tablet or mobile phone device without having to use CAG or the intranet.

If you use the <http://learning.wales.nhs.uk/login/> link you will be presented with the next page. Enter your username which will be your normal sign on e.g. johe8513, all lower case. This will be the first 3 letters of your name followed by your payroll number. Your password will be **Denbighshire1%** with a Capital **D**. Click the red login button at the top right of your screen.



If you are having issues with your password you are able to reset your own password, where an email will be sent to you (however your email address must be up to date). You can also use the chat function at the bottom of the page or call HR Direct on 01824 706200.



Now you will be presented with the below page and you will need to select Local Authorities, then Denbighshire.

The screenshot shows the 'learning.nhs.wales' website. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Help', 'NHS', and 'Local Authorities'. The 'Local Authorities' dropdown menu is open, listing various regions, with 'Denbighshire' highlighted. A red arrow points from a text box on the right to the 'Denbighshire' option. The main content area features a 'New Course Release: Annual FluTwo' section with a 'Go to Course' button. Below this are 'National Programmes' and 'NHS Catalogue' sections.

**Click Local Authorities & Denbighshire**

You will be taken to the Denbighshire E-Learning Page

The screenshot shows the 'Denbighshire County Council's E-Learning' page. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Site administration', 'Help', 'NHS', 'Local Authorities', 'Universities', 'Welsh Government', and 'Finance Academy'. The main heading is 'Welcome To Denbighshire County Council's E-Learning Page'. The page features the 'sir ddinbych denbighshire County Council' logo. Below the logo is a 'Denbighshire County Council's E-Learning' section with a 'Visit Us' button. The 'Course Catalogue' section has three buttons: 'Councillor', 'Employee', and 'Manager'.

**Welcome To Denbighshire County Council's E-Learning Page**

**Denbighshire County Council's E-Learning**

Please select the appropriate Course in the Course Catalogue below, if you are a Manager, Employee or Councillor. The courses will take you to the available E-Learning Modules depending on your role. There are both Mandatory and Non-Mandatory E-Learning Modules. If you are a Manager, there are Mandatory modules for completion under the Manager and Employee courses.

For further help and support, please see our E-learning Guide.  
For further information on Denbighshire County Council's Learning and Development opportunities please click the button below to visit our web pages.

**Visit Us**

**Course Catalogue**

Councillor Employee Manager

Select Employee or Manager and you will now access the courses available to you under each of those categories.

Welcome To Denbighshire County Council's E-Learning Page

**Denbighshire County Council's E-Learning**

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[Visit Us](#)

**Course Catalogue**

- Councillor
- Employee
- Manager

Select whether the module you want to complete is Mandatory or Non-Mandatory

**Employee Course Categories**

Welcome to Denbighshire County Council E-learning Portal. If asked for an enrolment key to open a module, use Denb106%.

[Back to DCC Home Page](#) [Mandatory Modules](#) [Non-Mandatory Modules](#)

Courses / Local Authorities / Denbighshire Local Authority / Employee Course Categories

**Employee Course Categories**

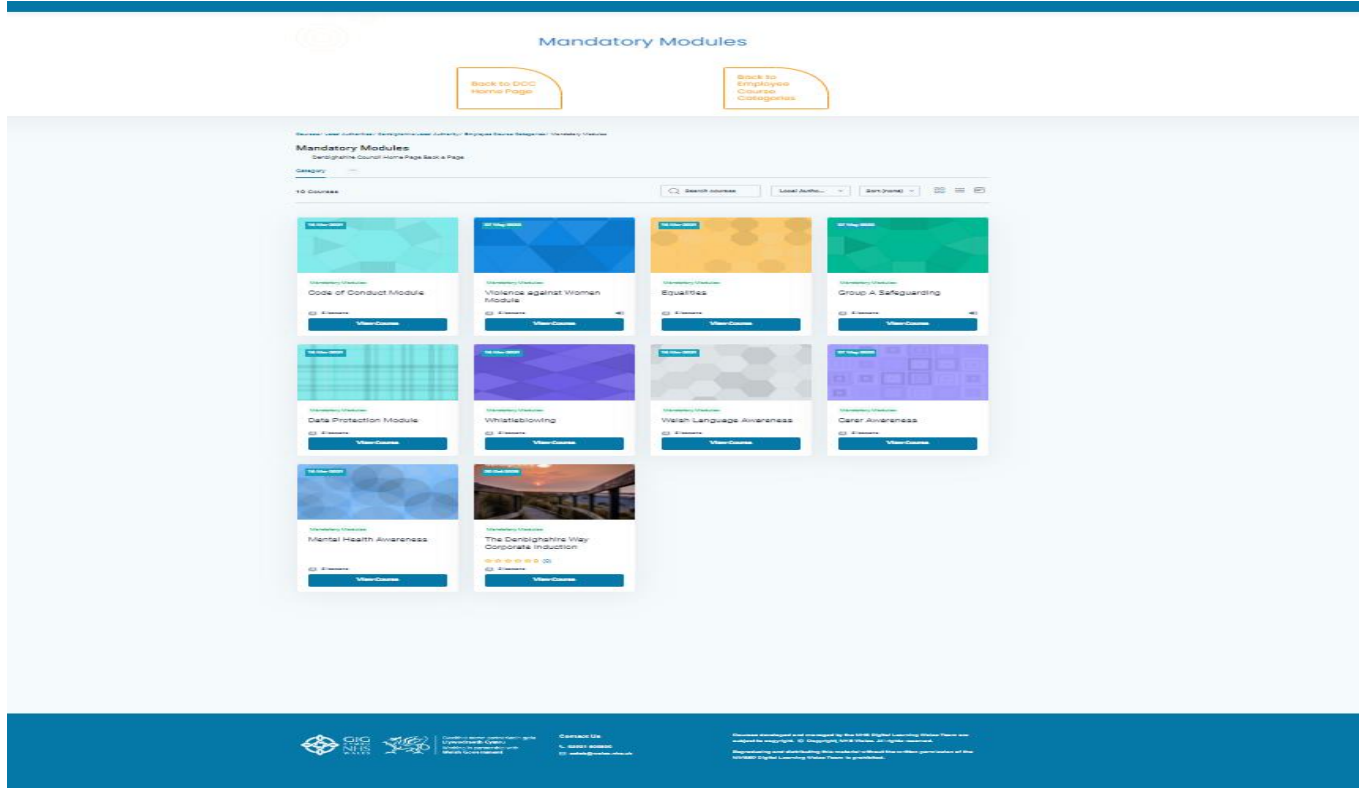
Denbighshire Council Home Page Use the below buttons to move through the different modules available for Denbighshire County council employees To log in use your normal user name, e.g. johed513. Your password will be Denbighshire1% with a Capital 'D'. If asked for an enrolment key to open a module, use Denb106%.

Category:

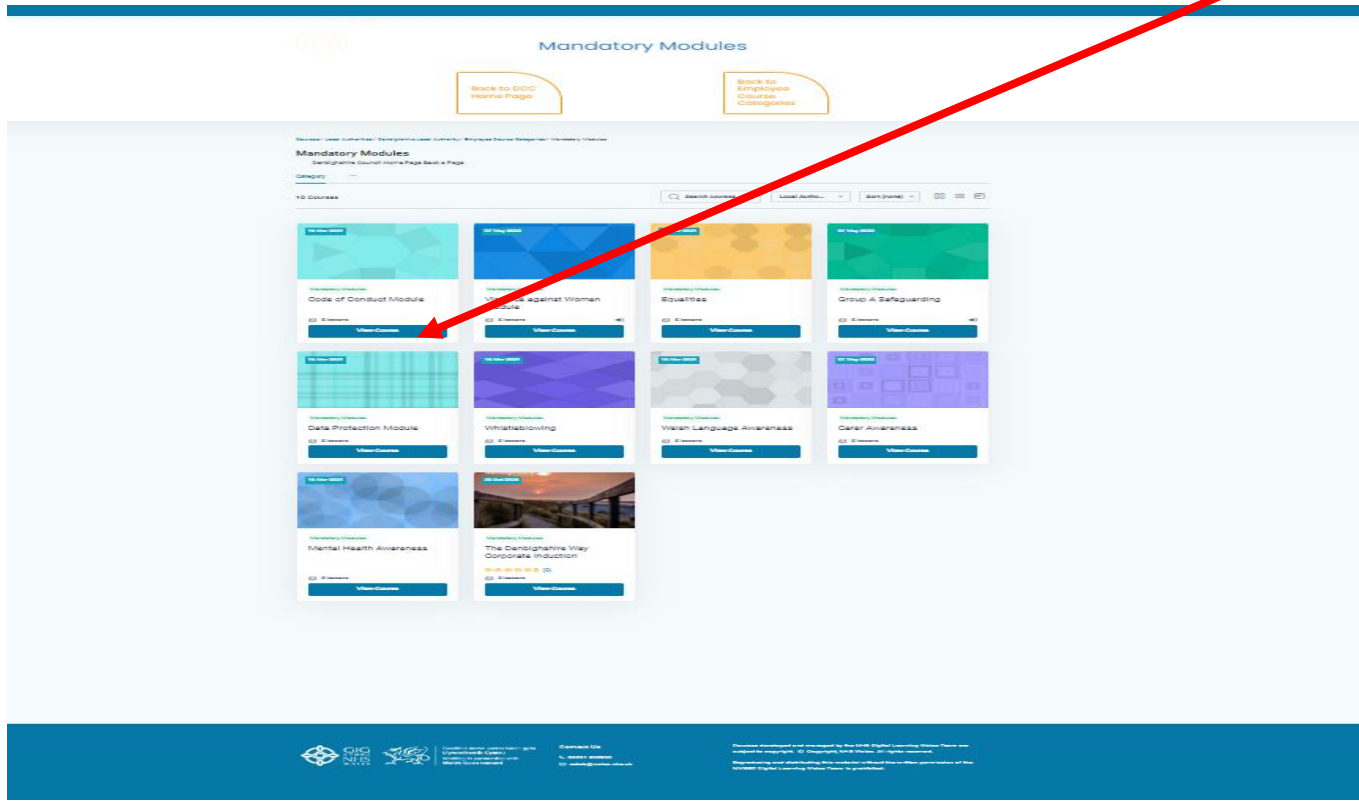
20 Courses  Search courses  Local Author...  Sort (none)

Date	Category	Module Name	Lessons
16 Mar 2021	Mandatory Modules	Code of Conduct Module	3 lessons
07 May 2022	Mandatory Modules	Violence against Women Module	3 lessons
16 Mar 2021	Mandatory Modules	Equalities	3 lessons
07 May 2022	Mandatory Modules	Group A Safeguarding	3 lessons
16 Mar 2021			
16 Mar 2021			
16 Mar 2021			
07 May 2022			

Once you have chosen your category a list of the modules will appear as below. Click on the one that you want to complete.



To complete the module click on the 'View Course' on the title.



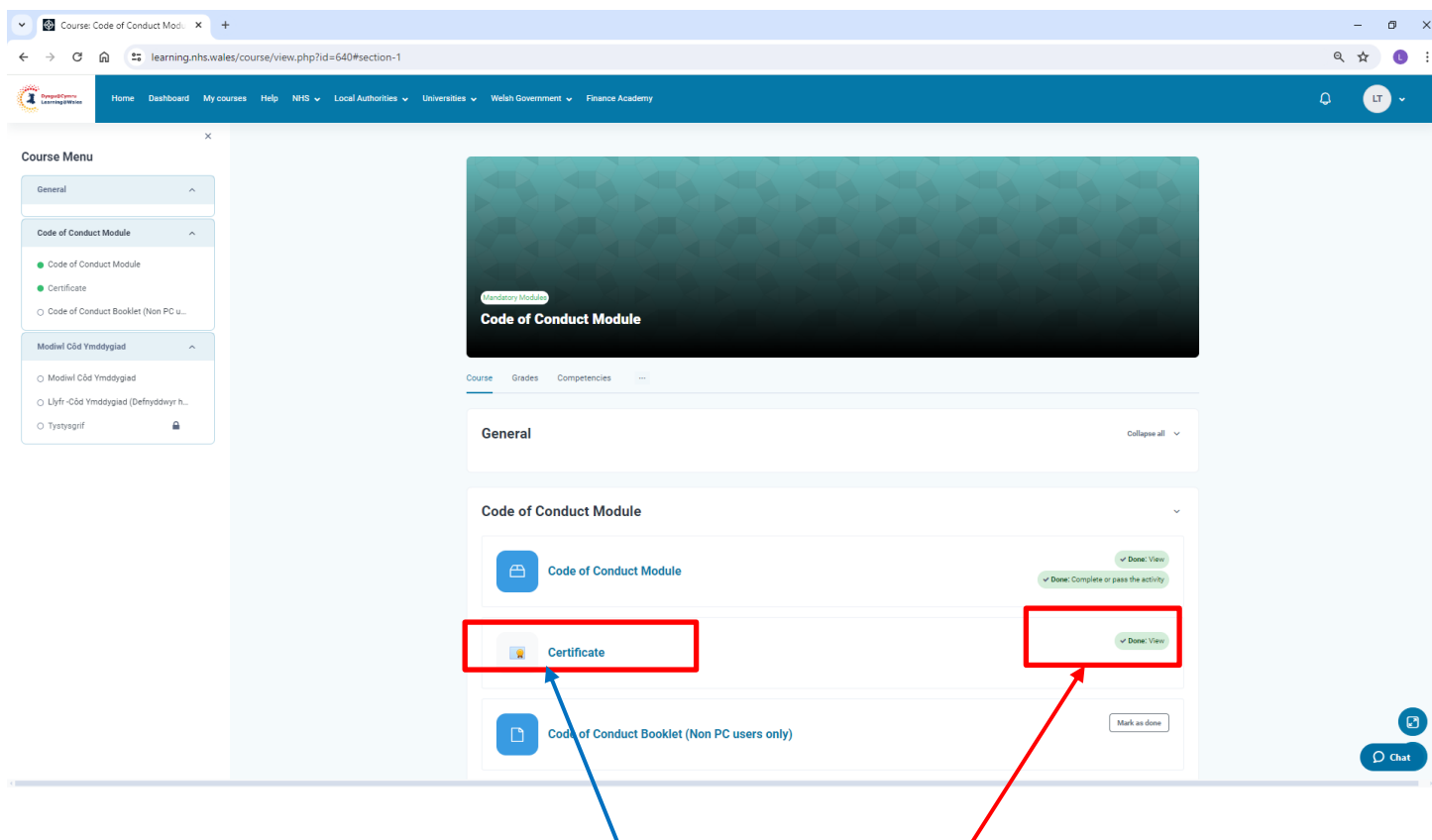


Then click on the Title of the course which will take you in to the module

The screenshot shows the NHS Learning for Wales LMS interface. On the left is a 'Course Menu' with sections for 'General', 'Code of Conduct Module', and 'Modiwl Cŏd Ymddygiad'. The 'Code of Conduct Module' section is expanded, showing items like 'Code of Conduct Module', 'Certificate', and 'Code of Conduct Booklet (Non PC users only)'. The main content area displays the 'Code of Conduct Module' page with a 'General' section and a 'Code of Conduct Module' section containing the same items. A red arrow points from the text box above to the 'Code of Conduct Module' title in the course menu.

If you are asked to enter an enrolment key, please enter Denb106%. This will only be required for some . When you have completed an E-Learning module you will see the following screen. Clicking 'Exit activity' will take you back to the module page and will ensure that your completion has been saved.

The screenshot shows the NHS Learning for Wales LMS interface in 'Review mode'. The main content area displays the 'Code of Conduct Module' page with a 'Review mode' section. The 'Exit activity' button is highlighted with a red box. The text 'The content has ended. You may close this window.' is visible in the center of the page.



Once you have successfully completed your learning you will see 'Done' alongside the module and your certificate will be available to download by clicking on it.

To return to the list of modules or return to the home page select the option on the blue toolbar underneath the title Local Authorities and select Denbighshire.

In the event of any problems please contact HR Direct, [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk) or telephone 01824 706200.

## **Password Resets**

If you need to reset your password you can click the link forgotten password on the login page and you will be e-mailed with a new password. This will only be available to users who have been set up with personal email addresses. If you are unsure please contact HR Direct. Technical problems can also be reported to the NHS via the live chat option at the bottom right of the screen.