

LearnTogether

Learner

User Guide

For further information and support please contact:

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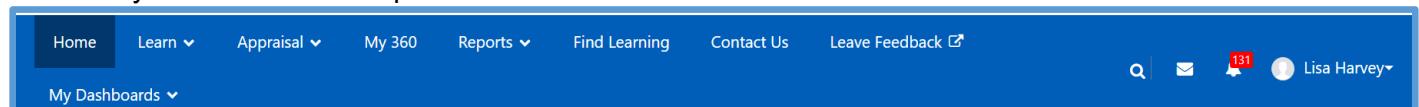
LearnTogether Learner User Guide

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Press on your name on the top menu bar



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1. Accessing LearnTogether

LearnTogether is web-based system and can be accessed anywhere and on any device. However, please note we do not recommend completing your LearnTogether training on a mobile phone. We recommend that you log into LearnTogether using **Microsoft Edge** or **Chrome** as your web browser.

2. Find LearnTogether

To find LearnTogether on your RUH computer or laptop go to your Desktop Dashboard icon on your computer desktop as per screen below:



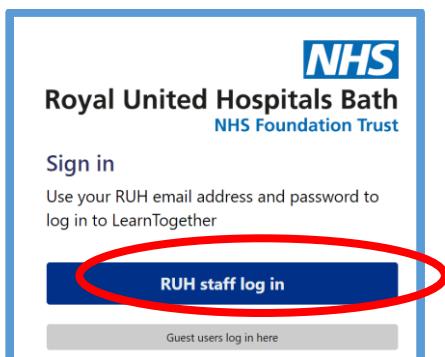
and look for the icon below:



or type the link: learntogether.ruh.nhs.uk into your web browser. You can also use this link if you are using your own device/working outside of the Trust.

3. Login to LearnTogether

As per the screen below, press on the **RUH staff login** and you will be taken to the NHS Mail login page. Login using your NHS email address and password.



Multi-Factor authentication

In addition to your email address and password, NHS Mail now requires a second form of authentication, such as an authentication app on your mobile phone, text message, phone call or FIDO2 token. This second layer of security is designed to prevent anyone but you from accessing your account, even if they know your password. If you have not already set this up, please contact IT or view further information here: <https://support.nhs.net/knowledge-base/getting-started-with-mfa/>

Once MFA is set up press on Azure Multi-Factor Authentication to complete your login via the app or text.

4. View your training requirements and training options

On the **LearnTogether** homepage, you will see your training compliance block. Press on the training compliance block **or** the **My learning** tile to go to the **My learning** dashboard.

The screenshot shows the LearnTogether homepage with several dashboard tiles. The 'My learning' tile (circled in red) contains the text: 'View your training compliance and manage your bookings.' The 'Manager dashboard' tile contains the text: 'View information about your team, including their training compliance.' The 'Appraisal' tile contains the text: 'View and update appraisals for you and your team members.' The 'Help' tile contains the text: 'Find FAQs, user guides and ways to contact the support team.' To the right, a 'compliance' section displays three cards: a green card for '93% Compliant', an orange card for '0% Compliant - expires soon', and a red card for '7% Non-compliant'. The '0% Compliant' card is also circled in red.

Scroll down and press the **REQUIRED LEARNING** tab.

The screenshot shows a navigation bar with three tabs: 'REQUIRED LEARNING' (circled in red), 'COURSES', and 'CLASS BOOKINGS'.

The Required Learning list is a list of all the mandatory training you need to complete. See screen below.

The screenshot shows a table of required learning items. The columns are: Certification name, Status, Completion date, Expiry date, and Previous completions.

Certification name	Status	Completion date	Expiry date	Previous completions
AKI Level 2	Expired !			1
Antimicrobial Stewardship Level	Complete ✓	24 May 2021	24 May 2071	0
Blood Transfusion Practice	Not yet started ✗			0

The screen below gives the options for the training that will give you compliance, for example eAssessment, eLearning or classroom training.

Original certification path

Available Courses

Any one course in this set must be completed.

Course name	Actions
 Health, Safety & Welfare - eLearning	View course
 Health, Safety & Welfare - eAssessment	View course
 Health, Safety and Welfare (Facilities) - classroom	View course

Should you complete the eLearning or the eAssessment training programmes?

New staff:

We recommend that new members of staff complete the eLearning programmes with the word 'eLearning' in the title. You can try and pass the ten questions in the eLearning programme as many times as you like.

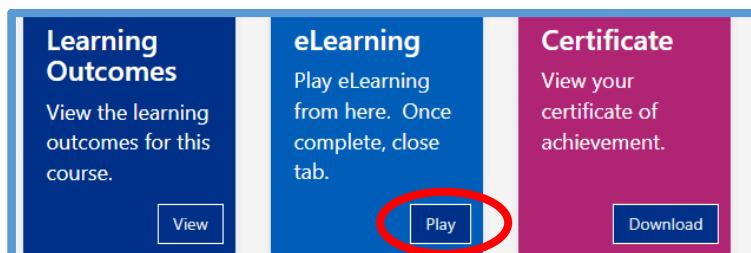
Existing staff:

Training programmes with the word 'eAssessment' in the title, are recommended for existing staff to refresh their Mandatory training. This allows you to refresh your memory with a 30-question exam. You can only try and pass the eAssessment 3 times. Taking a break during the test will count as one attempt.

After you have decided if you want to complete the **eLearning** or **eAssessment**, press onto the course title that you need to complete as per screen below.

You will see the course page that looks like the screen below.

Press **Play**. Complete the training.



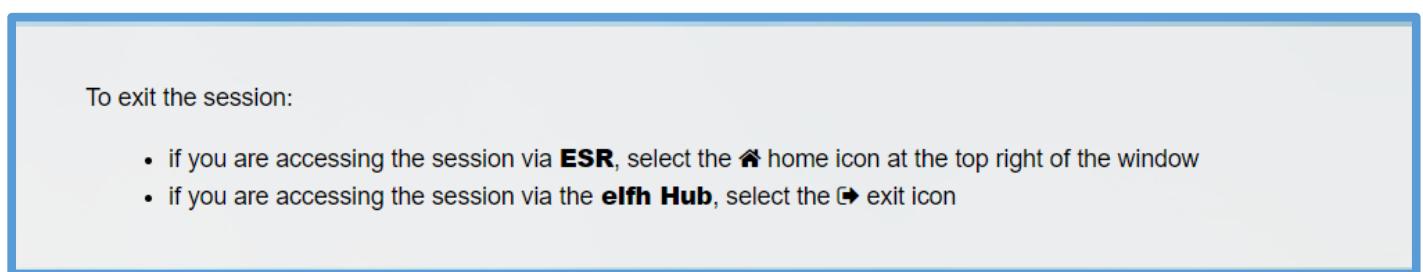
5. Saving your progress and your result

To save your result press the **x** in the browser tab which is currently open and contains the name of the eLearning module. If you do not select the **x** and as per screen below, your result will not be recorded in LearnTogether.



Your progress/result will be saved automatically. Please check back later to confirm that your record has been updated.

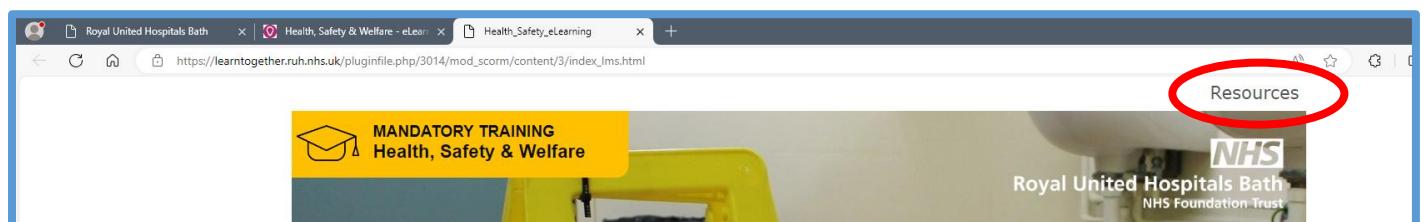
Note: Some eLearning provided by eLearning for Healthcare has the following message at the end.



This can be ignored, just exit the eLearning in the same way as all eLearning courses on LearnTogether.

6. Resources

The Resources tab contains useful links and documents relevant to the training programme that you have opened.

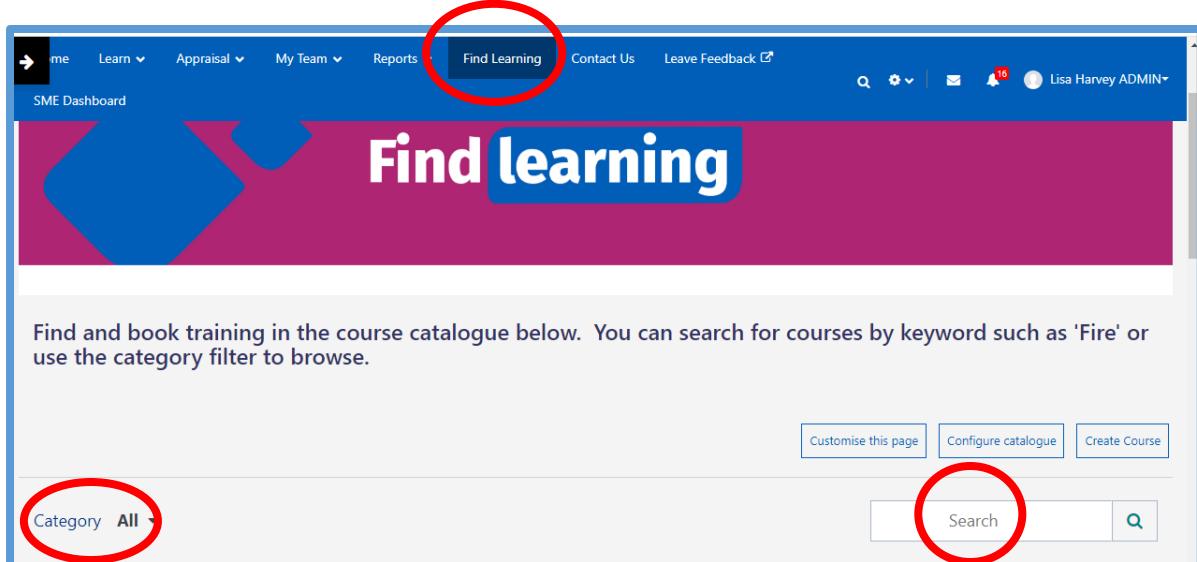


7. Find learning in the course catalogue.

Press **Find Learning** in the top menu bar as per screen below.

Search by typing a keyword into the empty search box e.g. tissue.

You can also search by subject categories by pressing on the Category button e.g. mandatory, job knowledge & skills, personal & leadership development.



The screenshot shows the 'Find learning' section of the Learn Together platform. At the top, there is a navigation bar with links for Home, Learn, Appraisal, My Team, Reports, Find Learning (which is circled in red), Contact Us, and Leave Feedback. Below the navigation bar is a large blue banner with the text 'Find learning'. Underneath the banner, there is a sub-section with the text: 'Find and book training in the course catalogue below. You can search for courses by keyword such as 'Fire' or use the category filter to browse.' On the right side of this sub-section are three buttons: 'Customise this page', 'Configure catalogue', and 'Create Course'. At the bottom of the sub-section are two input fields: 'Category' with a dropdown menu showing 'All' (which is circled in red) and a search bar with a 'Search' button and a magnifying glass icon (which is also circled in red).

Millennium Training in LearnTogether.

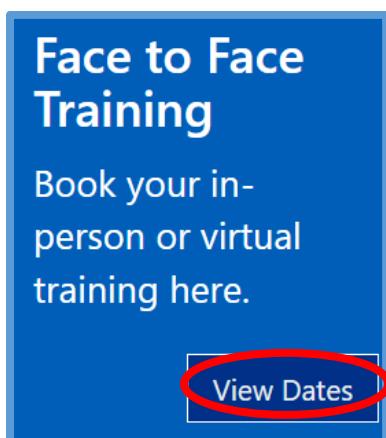
To find Millennium training type **Millennium** into the empty **search** box.

From the returned list select press onto the relevant course tile for your role. Press **Play or View** on each of the programme tiles to complete the training. Once you have enrolled on a course and started it, it will then appear in your enrolments list. Please contact the IT training team for information: ruh-tr.IT-Training@nhs.net

8. Book onto a classroom-based training programme.

From your list of required learning or learning that you have found, press onto the **certification** that you want to update and select the **classroom** option or search for the course in the catalogue.

Press the **Face-to-Face Training** tile. Press **View Dates** as per screen below.



The screenshot shows a blue rectangular tile with the text 'Face to Face Training' in large white letters at the top. Below this, there is a smaller text block that says 'Book your in-person or virtual training here.' At the bottom left of the tile is a button with the text 'View Dates' in white, which is circled in red.

Press **Book** alongside your preferred date of training.

Upcoming 0 Booking full	1 July 2024, 8:30 AM - 4:30 PM	Upcoming Book
----------------------------	--------------------------------	---

Fill in the reasonable adjustments if required, select the method to receive confirmation and press **Sign-Up**. See screen below.

Sign-up

To complete your booking select 'sign-up'. Please advise below if any reasonable adjustments are required to support you with this training.

Sign-up

Your booking will be confirmed as per the screen below.

Dashboard / Courses / Job Knowledge & Skills / Clinical Skills / Acute Pain Management 3 year refresher course- classroom / Face to Face Training / Acute Pain Management 3 year refresher course- classroom

✓ Your request was accepted.

All events | Event | Sessions Back to top

Acute Pain Management 3 year refresher course- classroom

Event

Event booking
Booked

Sessions

Status	Times	Rooms
Upcoming	3 June 2024, 8:30 AM - 2:30 PM	Anaesthetics Seminar Room B51

Booked
Cancel booking

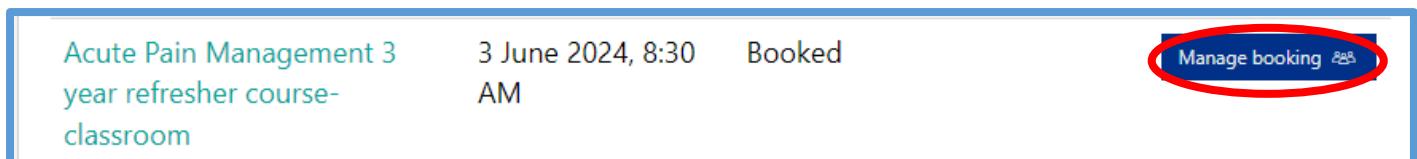
- Cancelling a classroom course booking

Important: You must cancel a previously booked classroom booking before you can re-book onto an alternative training date.

To cancel your classroom booking press the **My learning** dashboard.

Press the **CLASS BOOKINGS** tab.

Select the **Manage booking** tab for the course you wish to cancel. See screen below.



Acute Pain Management 3 year refresher course-classroom

3 June 2024, 8:30 AM Booked

Manage booking 88

Press **Cancel booking**.



Acute Pain Management 3 year refresher course-classroom

▼ Event

Event booking Booked

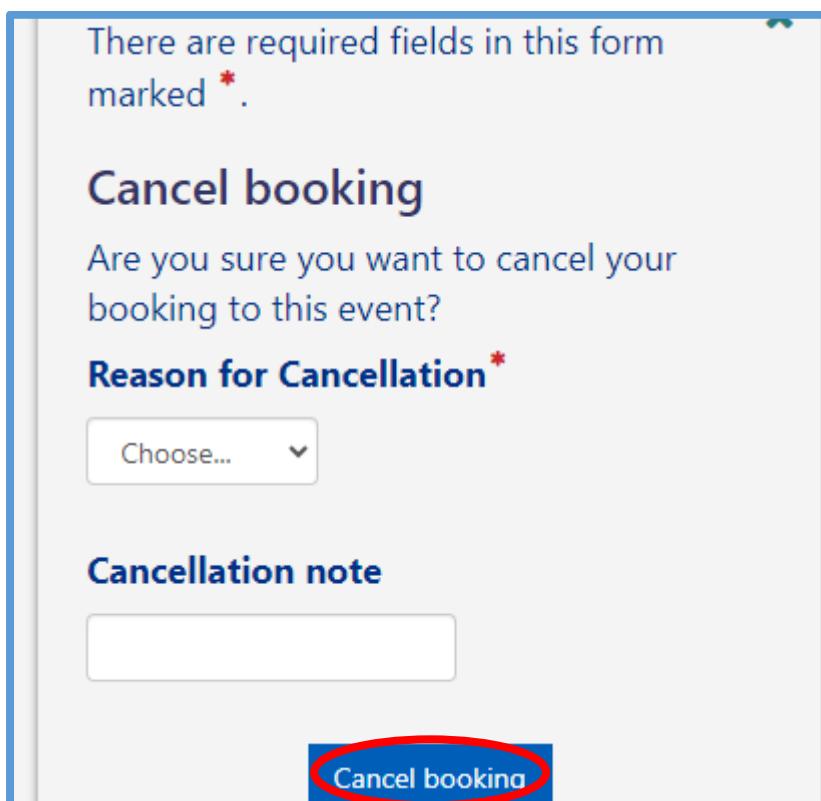
▼ Sessions

Status	Times	Rooms
Upcoming	3 June 2024, 8:30 AM - 2:30 PM	Anaesthetics Seminar Room B51

Booked

Cancel booking

Fill in the required fields as per screen below and press **Cancel booking**.



There are required fields in this form marked *.

Cancel booking

Are you sure you want to cancel your booking to this event?

Reason for Cancellation*

Choose...

Cancellation note

Cancel booking

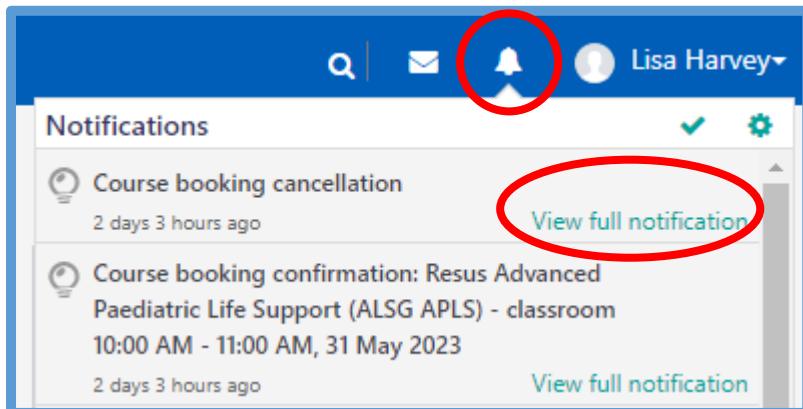


Your booking has been cancelled.

You should immediately receive a cancellation email.

- Notifications

You can view confirmation of all your course bookings and cancellations by pressing the notifications icon at the top of the page. Press **View full notification** to see the text. See screen below.



The screenshot shows the Learn Together dashboard with the 'Notifications' tab selected. At the top, there is a search icon, an envelope icon, a notifications icon (a bell with an upward arrow), and a user profile for 'Lisa Harvey'. Below the header, the 'Notifications' section lists two items. The first item is a 'Course booking cancellation' from 2 days 3 hours ago, with a 'View full notification' link. The second item is a 'Course booking confirmation' for 'Resus Advanced Paediatric Life Support (ALSG APLS) - classroom' on 10:00 AM - 11:00 AM, 31 May 2023, from 2 days 3 hours ago, also with a 'View full notification' link.

- Courses

The courses tab lists all the courses you have enrolled onto i.e. you have opened the course page, but you may not have necessarily started or completed the eLearning.

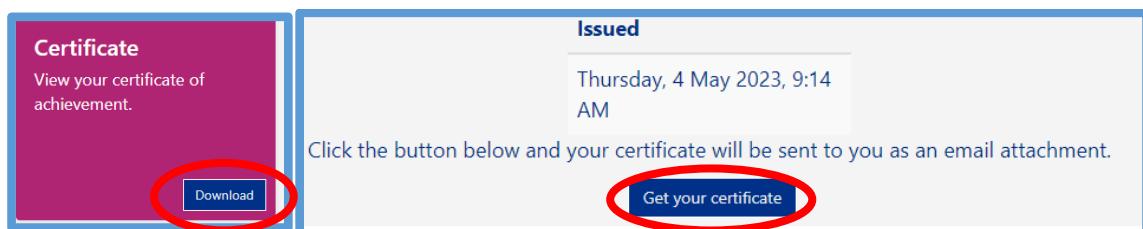
LearnTogether will take up to an hour to update your list.

9. Certificates

- How to retrieve your certificate upon completion of your Learning

Some face to face and most eLearning training programmes have certificates.

On exiting the learning correctly, you will see the screen below. Press **Download** on the **Certificate** tile. Press **Get Your Certificate**.



The screenshot shows the Learn Together dashboard with the 'Issued' section selected. On the left, there is a 'Certificate' tile with the text 'View your certificate of achievement.' and a 'Download' button. On the right, there is an 'Issued' tile with the text 'Thursday, 4 May 2023, 9:14 AM' and a message 'Click the button below and your certificate will be sent to you as an email attachment.' with a 'Get your certificate' button. Both the 'Download' button and the 'Get your certificate' button are circled in red.

You can save a copy of your certificate, but your certificate will be available in the **My Certificates** tab. See below for further information.

- How to download your certificates retrospectively.

From your **My learning** dashboard, press the **My Certificates** tab.

My Certificates

View and download certificates for completed courses.

You will see a list of completed courses. Press the **Get your certificate** tab next to the relevant training programme. See screen below.

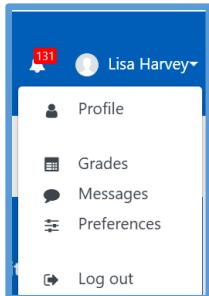
Course Name	Issued date	Download link
Information Governance - eLearning	12 Apr 2023	Get certificate

Download, save, or print a copy of your training completion certificate.

10. How to view your Record of Learning

Press on your name on the top menu bar

Select 'profile'



Press **Record of Learning** as per screen below.

To download and save a copy of your record of learning, scroll down to the bottom of the page, press '**View/download whole record of learning.**'

Select 'Download PDF.'

Select one of the options below.

11. Manager dashboard

The LearnTogether Manager Dashboard includes everyone for whom you are the recorded line manager on ESR. To include (or remove) someone from your Manager Dashboard you need to contact Workforce Information who manage ESR data.

On the Manager Dashboard, line managers can allocate an appraiser for their staff members. As a line manager, you can allocate yourself, or you can allocate someone else.

The My Appraisees page on LearnTogether shows everyone for whom you are the allocated appraiser. This could show staff for whom you are not the line manager, so this list of staff showing on the My Appraisees page could be different than the Manager Dashboard. To include (or remove) someone from the Manager Dashboard, the line manager needs to go to the Manager Dashboard and allocate an appraiser in the “My team members (choose appraiser)” section.”

Please note that the list of direct reports comes from manager information held in **ESR**. If you are a manager but cannot access the dashboard, or the names of your direct reports are not correct please email: ruh-tr.workforceinformation@nhs.net

12. Reports

You will find a set of reports in LearnTogether under the **Reports** in the top menu bar. This includes course completion and class booking reports.



Compliance reporting, for mandatory training and appraisal, is available as PowerBI reports on the Workforce Information Reporting dashboard. This can be found from the **desktop dashboard** on Trust intranet homepage



Go to the desktop dashboard > BIU Insights Portal > Workforce Information Reporting > General Reports > scroll down to Training or Appraisal reports or directly via this link: [General Reports \(sharepoint.com\)](#)

13. Appraisal

Agenda for Change staff complete their appraisal on LearnTogether (Medical and Dental staff use a different system).

For information about appraisals, including a guide and Frequently Asked Questions, visit the intranet page [here](#) or type the web link below into your web browser:

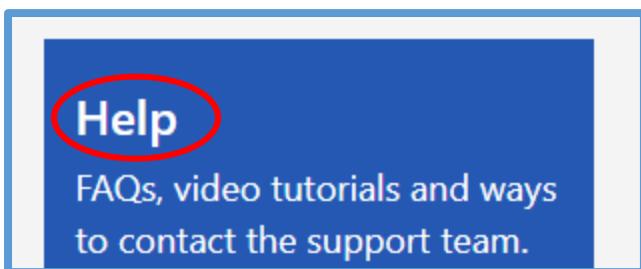
https://webserver.ruh-bath.nhs.uk/Training/appraisals/index.asp?menu_id=1

Or you can watch a short walkthrough video here: https://youtu.be/WNOv_zlokIg

Please note this link only works on RUH computers.

14. Getting help

On the LearnTogether **Home** page and **My Learning** page there is a **Help** tile which will take you to our support web pages.



If you need to contact someone for support, then press on **Contact Us** in the top menu or the footer bar.



15. Leaving feedback

We really value your feedback about your experience of using LearnTogether. Press the **Leave Feedback** button can be found in the top menu bar or the footer on each page to go to a short survey and leave feedback.

