

LearnTogether Learning User Guide

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1. Accessing LearnTogether

LearnTogether is web based, and can be accessed anywhere and on any device but we do not recommend completing your training on your mobile phone as this has not been tested.

2. Log in to LearnTogether

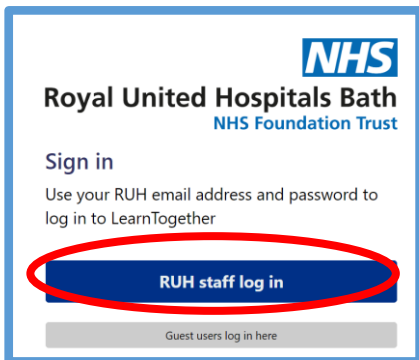


To find LearnTogether on your RUH computer or laptop go your Desktop Dashboard or our Staff Development web pages: <https://webserver.ruh-bath.nhs.uk/Training/index.asp> and



look for this icon.

Alternatively type the link: **learntogether.ruh.nhs.uk** into your web browser. You can also use this address if you are using your own device.



Click on **RUH staff log in** and you will be taken to the NHSmail login page. Log in using your **NHS mail address and password**.

Multi-Factor authentication

In addition to your email address and password, NHSmail 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/>

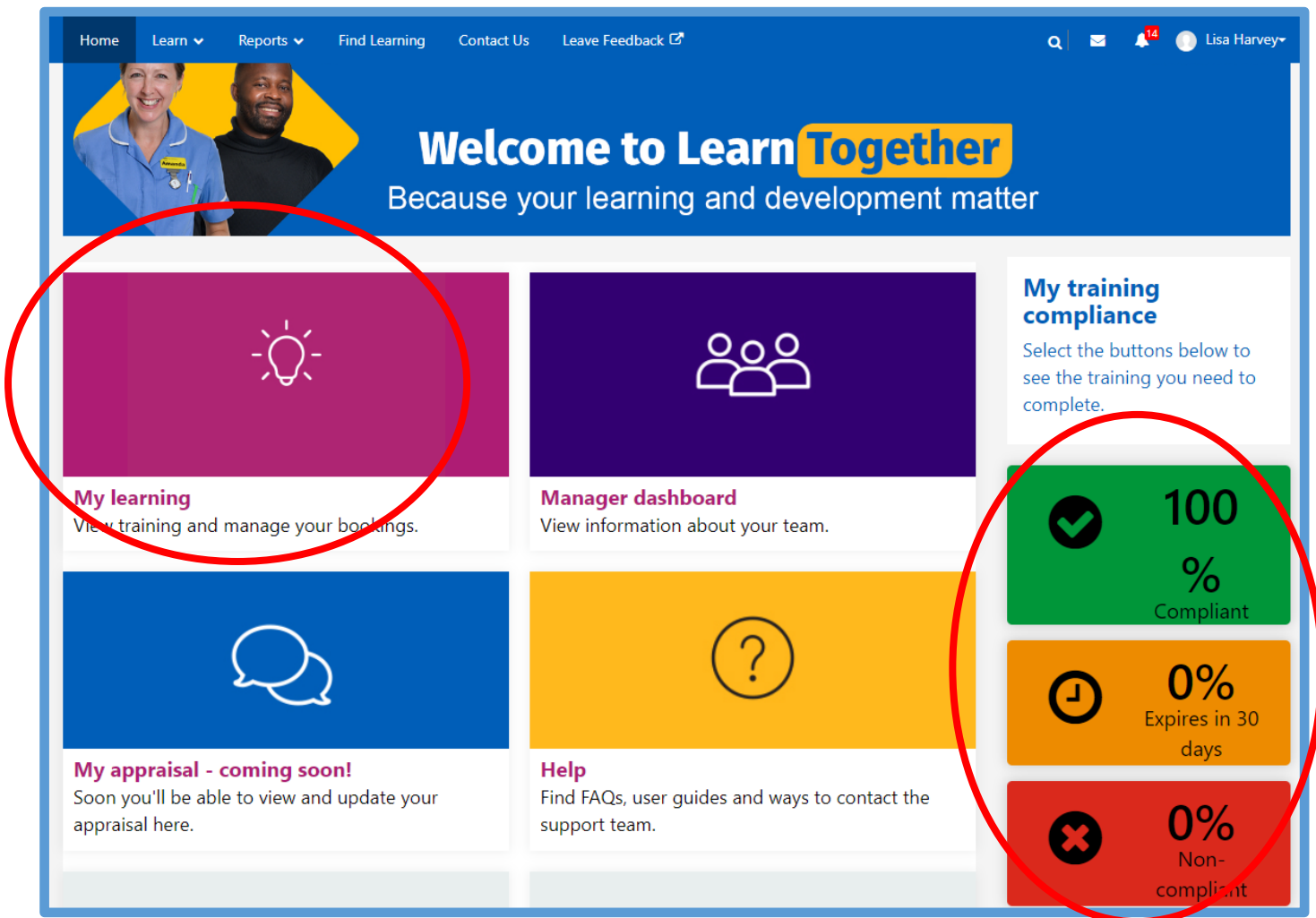
Once MFA is set up click on Azure Multi-Factor Authentication to complete your login via the app or text.

3. View your training requirements and training options.

Training Requirements

The LearnTogether homepage shows your mandatory training compliance and links to other dashboards, reports and help pages.

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



Scroll down and look at the **REQUIRED LEARNING** tab.

Each mandatory training subject that has been set as a requirement for you is listed as a 'certification'. A certification for a mandatory subject shows the learning options available and how often the training must be updated. The 'status' column shows whether you have completed training or not, and the **Expiry Date** column indicates the date by when you are required to update training in this certification. This can be updated within 3 months of the certification expiry date. If mandatory training is completed again earlier than 3 months before expiry date the new completion date will not be recorded.

REQUIRED LEARNING	ENROLMENTS	CLASS BOOKINGS			
Certification name	Status	Completion date	Expiry date	Previous completions	
Dementia Awareness Level 1	Complete ✓	13 Nov 2019	13 Nov 2069	0	
Equality, Diversity & Human Rights	Complete ✓	13 Dec 2020	13 Dec 2023	0	

Enrol and complete eLearning.

From the **Required Learning** tab click on the subject **Certification name**.

You will see the **certification path** which looks like the screen below, giving options for the training that will give you compliance, for example **eAssessment**, **eLearning** or **classroom** training.

Equality, Diversity & Human Rights Awareness eLearning	View course	Not tracked
Equality, Diversity & Human Rights - eAssessment	View course	Not tracked
Equality, Diversity & Human Rights (Facilities) - classroom	View course	No criteria

Click on your chosen eLearning or eAssessment course and you will see the course page that looks like the screen below.

Learning Outcomes

View the learning outcomes for this course.

View

eLearning

Play eLearning from here. Once complete, close tab.

Play

Certificate

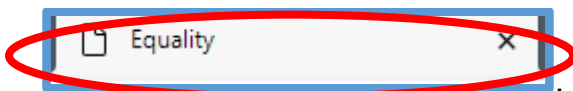
View your certificate of achievement.

Download

Click **Play** on the eLearning tile. Complete the training.

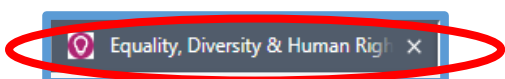
To close the programme and save your progress and result, look at your web browser which is located at the top of your screen. See screen shot below.

Click the **x** on the **white** tab, as per screen shot below, which shows the title of the training programme you have just completed. **Your result will be saved automatically.**



Please do not:

1. Click on the x on the tab which contains the lightbulb icon, see screenshot below. You will be logged out of LearnTogether and your progress and result **will not be saved**.

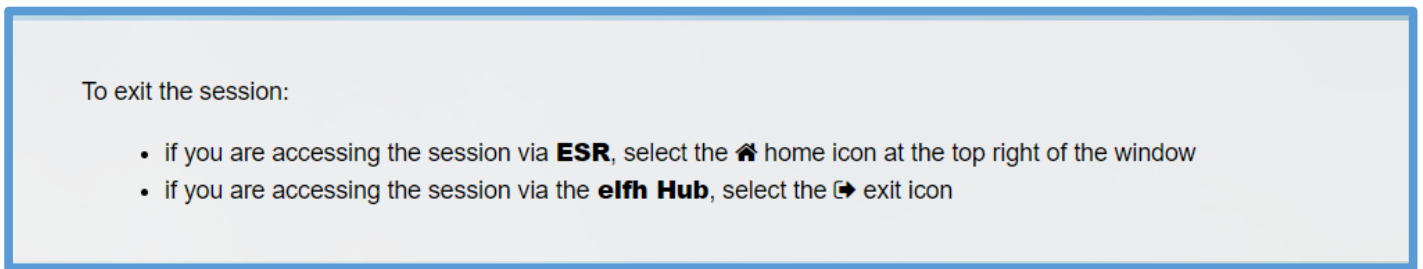


2. Click on the x to the right of your web browser. See screen shot below. . You will be logged out of LearnTogether and your progress and result **will not be saved**.

Course completion data is refreshed on the hour every hour. If you have completed some eLearning recently, please check back later to confirm that your record has been updated.

Compliance can be updated within 3 months of the certification expiry date – if mandatory training is completed again before then the new completion date will not be recorded.

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



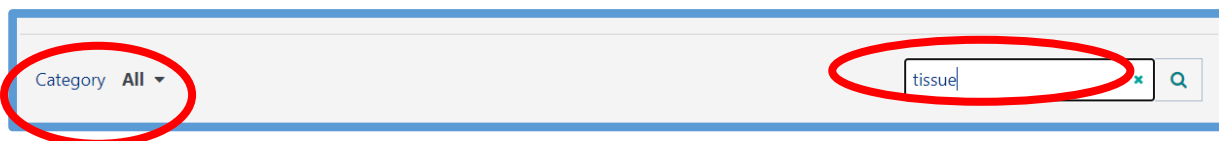
This can be ignored, just exit the eLearning in the same way as all eLearning courses on LearnTogether.

4. Find Learning in the catalogue and book onto a class.

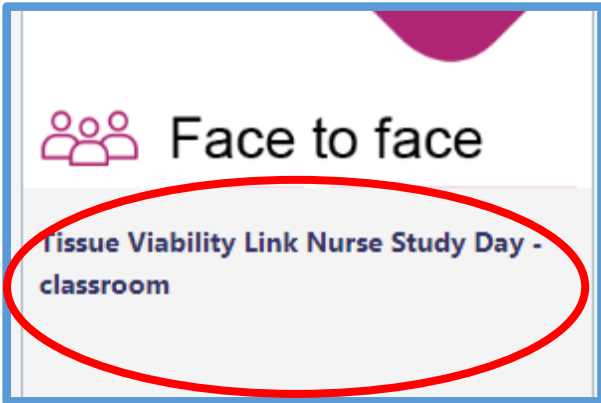
From any dashboard, click on **Find Learning** in the top menu bar as per screen below:



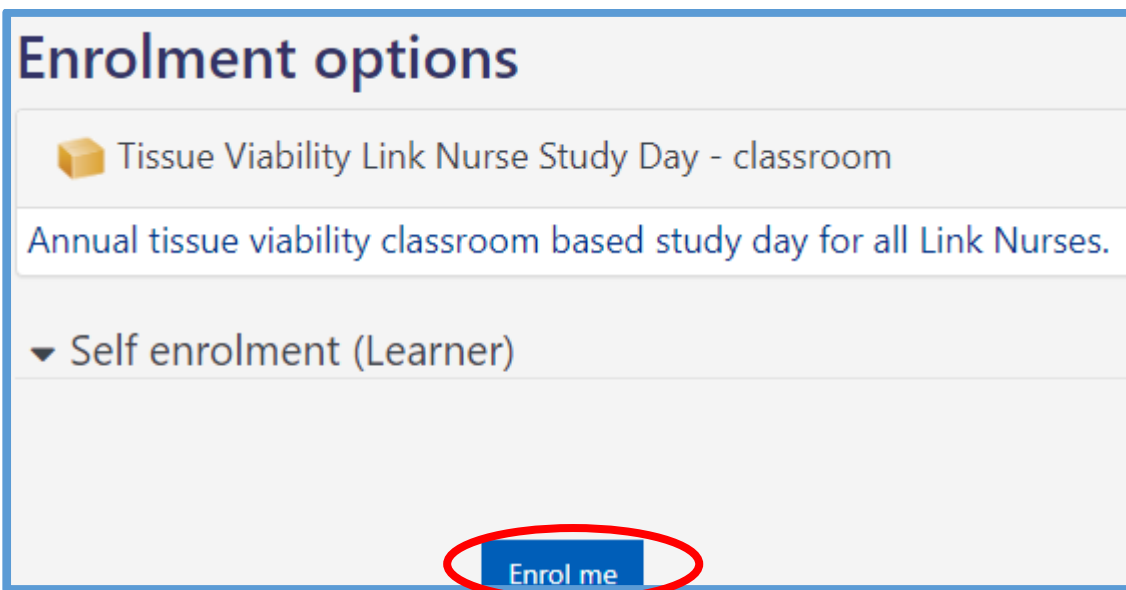
Search on a keyword for e.g. **Vac**. When using abbreviations or partial words such as **Vac** the system returns one result, but adding an asterisk **Vac*** will return all results with **Vac** included within course words or keywords. You can then filter by categories if required or search by selecting a **Category**.



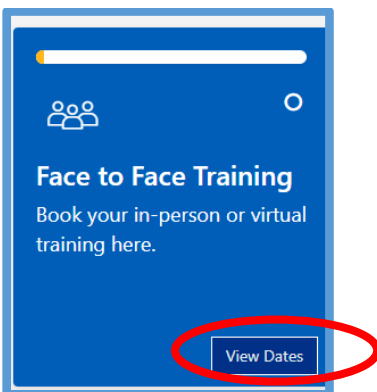
From the returned list, locate the tile for the **face to face course** and **click** onto the course tile to open.



Click **Enrol me**.

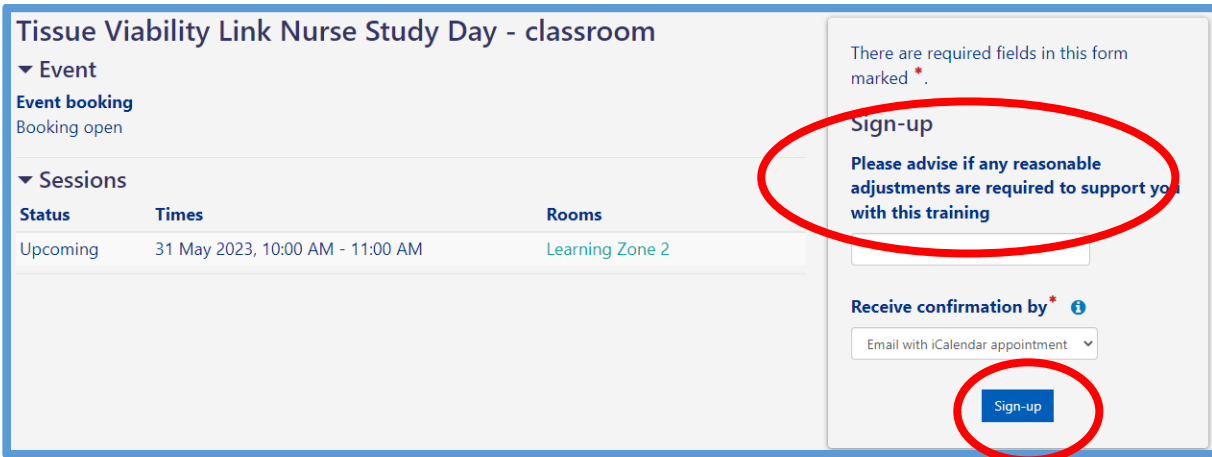


Click **View Dates**.

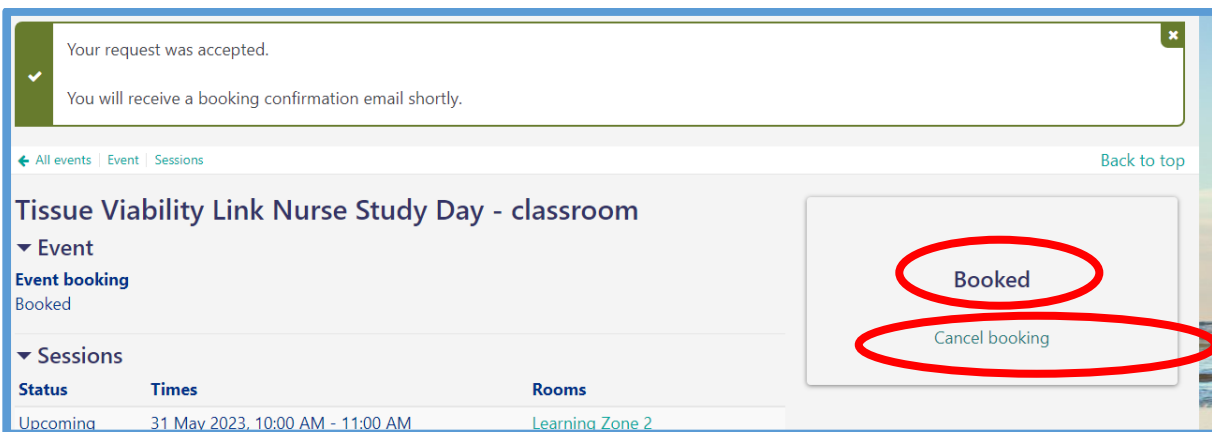


Click **Book** alongside your preferred date of training.

From the returned screen below and in the box on the right hand side of the screen, fill in any adjustments required, select the method to receive confirmation and click **Sign-Up**.



You will receive confirmation that your booking request has been accepted. You can also cancel your booking at this point.



5. Manage enrolments and class bookings.

Enrolments

The enrolments tab lists all courses you have enrolled onto i.e. you have opened the course page but you may not have necessarily started the eLearning. You can unenrol. LearnTogether will take up to an hour to update your list.

Cancelling a classroom course booking.

To cancel your classroom booking click the **My learning** dashboard. Click the **CLASS BOOKINGS** tab. Select the **Manage booking** tab alongside the course you wish to cancel.

REQUIRED LEARNING	ENROLLMENTS	CLASS BOOKINGS	
Future Previous			
Course Name	Session Start Date/Time	Signup status	Session Link
Welcome to the RUH - classroom	2 May 2023, 9:00 AM	User Cancelled	Manage booking
Resuscitation INDUCTION Training (new starters only) - classroom	31 May 2023, 10:00 AM	User Cancelled	Manage booking

CSV [Export](#) [Print full log](#)

Click **Cancel booking**.

Welcome to the RUH - classroom

Event

Event booking
Booked

Sessions

Status	Times	Rooms
Upcoming	29 June 2023, 1:00 PM - 2:30 PM	Education Centre (building E7)

Booked

[Cancel booking](#)

Notifications

You can view confirmation of all your course bookings and cancellations by clicking the bell icon at the top of the page.



Click **View full notification** to see the text.

Notifications

Course booking cancellation
2 days 3 hours ago [View full notification](#)

Course booking confirmation: Resus Advanced Paediatric Life Support (ALSG APLS) - classroom
10:00 AM - 11:00 AM, 31 May 2023
2 days 3 hours ago [View full notification](#)

6. Certificates

How to retrieve your certificate upon completion of your eLearning or eAssessment.

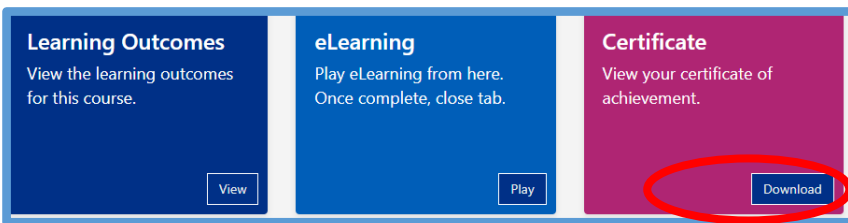
At the top of your screen, look at your web browser as per screen below:



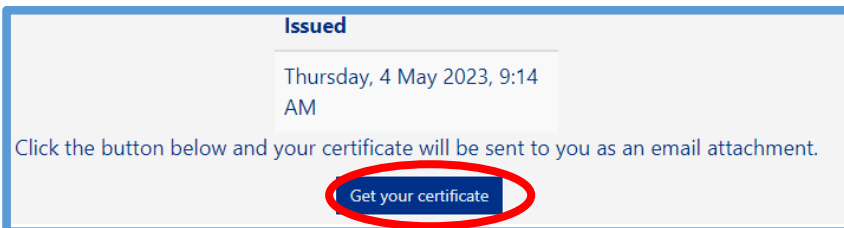
Click the **x** on the **white** tab which shows the title of the training programme you have just completed. Looks like the screen below.



You will see the screen below. Click **Download** on the **Certificate** tile.

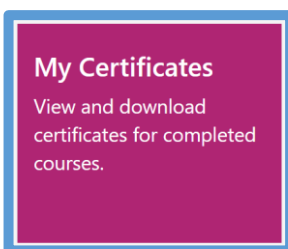


Click **Get Your Certificate**. **Save a copy of your certificate**.



To download your certificates retrospectively.

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



You will see a list of completed courses, click **Get your certificate** tab next to the one you want to download.

Issued

Thursday, 4 May 2023, 9:14 AM

Click the button below and your certificate will be sent to you as an email attachment.

[Get your certificate](#)

Save a copy of your completion certificate.

The screenshot shows a PDF document viewer displaying a certificate. The certificate is from NHS Royal United Hospitals Bath, NHS Foundation Trust. The main heading is 'Certificate of achievement'. The text reads: 'This is to certify that Lisa Harvey has completed Information Governance - eLearning'. The certificate is signed by Graeme Temblett-Willis on 12 April 2023. The NHS logo and 'The RUH, where you matter' are also visible. A red circle highlights the 'Print' icon in the top right corner of the PDF viewer.

7. Manager dashboard

If you are a line manager you will have access to the Manager Dashboard to view compliance information about your team. From the **Home** page click the **Manager Dashboard** tile. You will see the overall training compliance status for your team of direct reports with the report below showing the detail for each person.



Manager dashboard

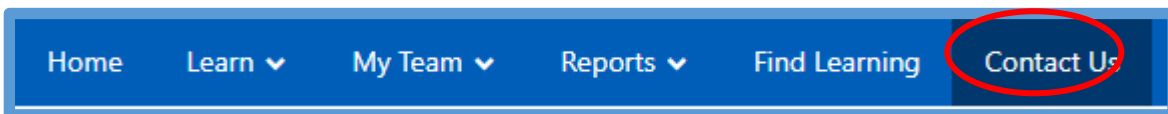
View information about your team, including their training compliance.

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

8. Getting help

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

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



9. Leaving feedback via the training platform

We would really value your feedback about your experience of using LearnTogether. The Leave Feedback button can be found in the top menu bar or the footer on each page.

[Leave Feedback](#)

Click to go to a very short survey and leave feedback.

