



**HEREFORDSHIRE &
WORCESTERSHIRE
TRAINING HUB**

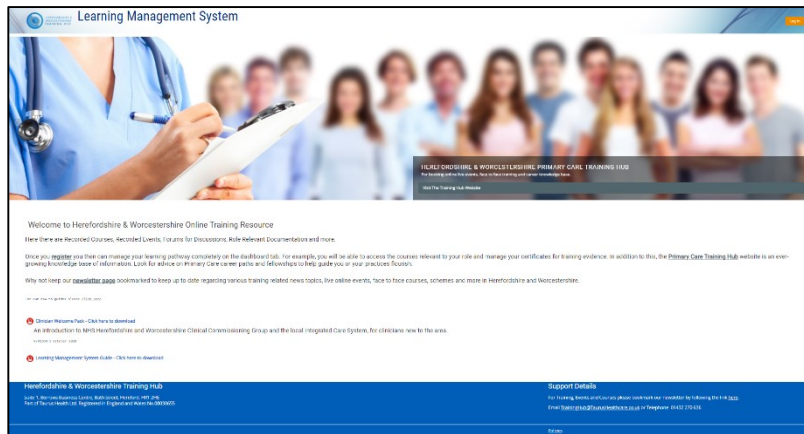
LEARNING MANAGEMENT SYSTEM
EVENT GUIDE

Herefordshire and Worcestershire Training Hub Team
traininghub@taurushealthcare.co.uk

Herefordshire and Worcestershire Training Hub Learning Management System (LMS)

Contents

Introduction	1
Reminder Email	2
How to access the live event(s) with your reminder email	3
How to access the live meeting link	4
Tips	5



Introduction

On the Training Hub Learning Management System (LMS) you will find Recorded Courses, Recorded Events, Forums for Discussions, Role Relevant Documentation and more.

Once you register you then can manage your learning pathway completely on the dashboard tab. For example, you will be able to access the courses relevant to your role and manage your certificates for training evidence. In addition to this, the [Primary Care Training Hub Website](#) is an ever-growing knowledge base of information. Look for advice on Primary Care career paths and fellowships to help guide you or your practice/PCN to flourish.

Why not keep our [newsletter](#) page bookmarked to keep up to date regarding various training related news topics, live online events, face to face courses, schemes and more in Herefordshire and Worcestershire.



Support Email & Telephone : traininghub@taurushealthcare.co.uk | 01432 270636

Login URL <https://www.hwth-lms.co.uk/login/index.php>

Registration Guide – [Click Here](#)

Reminder Email

You will receive this type of email 7 days and 1 day before the event. The reminder email will provide you with the **Meeting Link** in the Learning Management System and **Enrolment Key** to enter the course.

7 Days Before Event Reminder Email	1 Day Before Event Reminder Email
 <p>HEREFORDSHIRE & WORCESTERSHIRE TRAINING HUB</p> <p>Dear Colleague,</p> <p>You have an event coming up in 7 days. Should you have any questions, or would like to cancel your booking please contact us at traininghub@taurushealthcare.co.uk</p> <p>Please read our terms and conditions</p> <p><i>Event</i></p> <p>Name: <i>An Introduction to Common Skin Lesions seen in Primary Care</i></p> <p>Date: XX/XX/2021</p> <p>Start Time: XX:XX pm</p> <p>End Time: XX:XX pm</p> <p>Venue: Learning Management System</p> <p>Tutor: XXXXXXXXXXXXXXXXXXXXX</p> <p>Link: Meeting Link - XXXXXXXXXXXXXXXXXXXXXXXXXXXX Enrolment Key - XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p><i>Your Details</i></p> <p>Name Colleague</p> <p>Email colleagueemail@colleagueemail.co.uk</p>	 <p>HEREFORDSHIRE & WORCESTERSHIRE TRAINING HUB</p> <p>Dear Colleague,</p> <p>You have an event tomorrow. Should you have any questions, or would like to cancel your booking please contact us at traininghub@taurushealthcare.co.uk</p> <p>Please read our terms and conditions</p> <p><i>Event</i></p> <p>Name: <i>An Introduction to Common Skin Lesions seen in Primary Care</i></p> <p>Date: XX/XX/2021</p> <p>Start Time: XX:XX pm</p> <p>End Time: XX:XX pm</p> <p>Venue: Learning Management System</p> <p>Tutor: XXXXXXXXXXXXXXXXXXXXX</p> <p>Link: Meeting Link - XXXXXXXXXXXXXXXXXXXXXXXXXXXX Enrolment Key - XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p><i>Your Details</i></p> <p>Name Colleague</p> <p>Email colleagueemail@colleagueemail.co.uk</p>

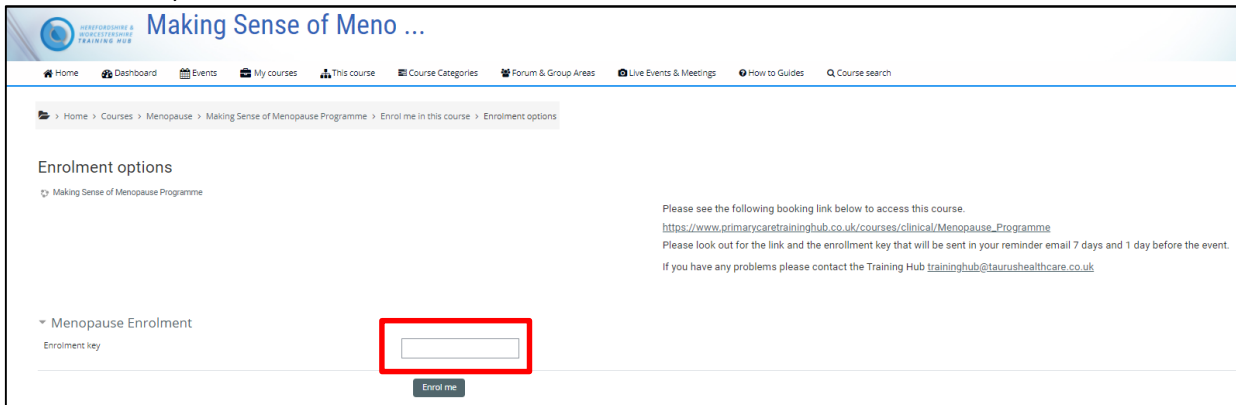
All emails from the Primary Care Training Hub Website and Learning Management System will use the email address you used to register on the sites with.

How to access the live event(s) with your reminder email

Recommended requirements to join all the meeting events

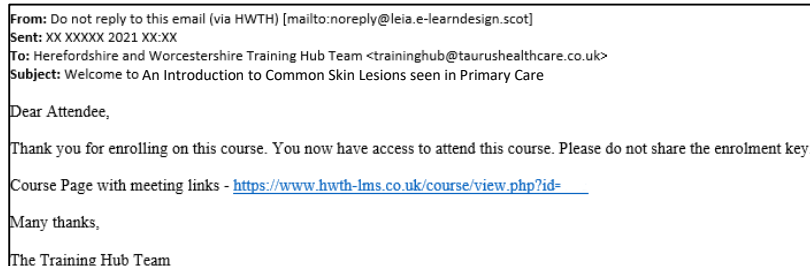
- Desktop/Laptop: Chrome, Firefox or Edge (latest versions)
- Mobile iOS (12.2+): Safari Mobile
- Mobile Android (6.0+): Chrome Mobile
- Headset for audio
- Webcam and microphone
- Internet Explorer and legacy EDGE browsers are not supported due to security reasons

1. Click the URL in your reminder email or copy and paste the URL into your browser
2. Type the Enrolment Key into the box provided on the screen (highlighted in the screenshot below)



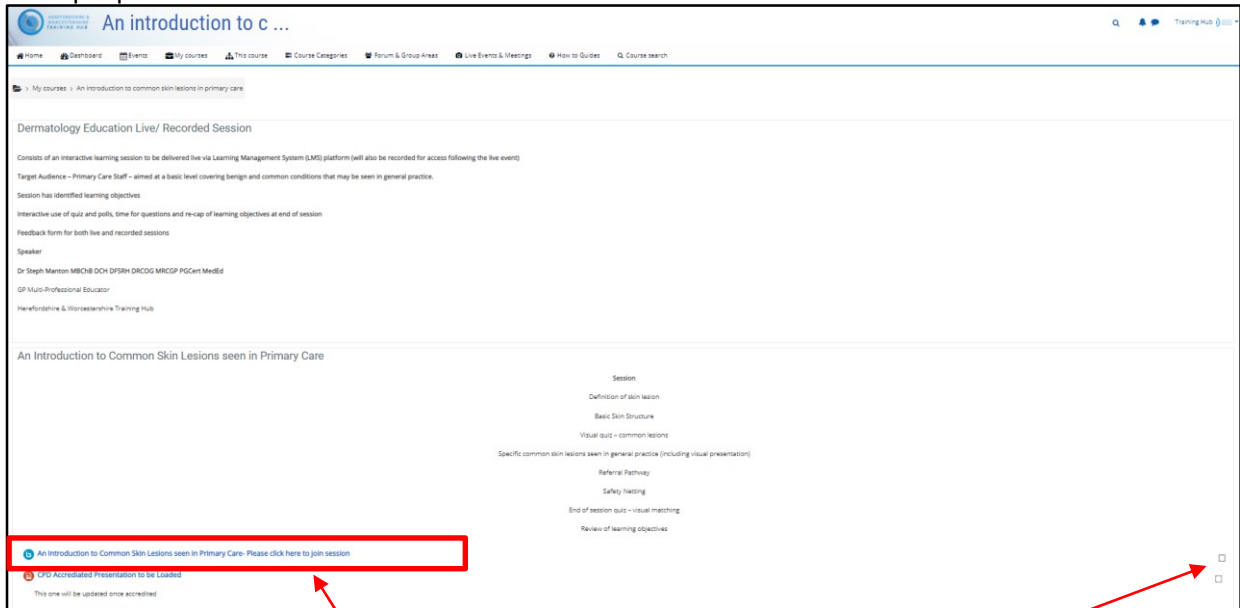
3. Then click the 'Enrol me' button
4. You will receive an email from the Learning Management System (noreply@leia.e-learndesign.scot email address) with a course page URL if you need it.

Example Email Screenshot



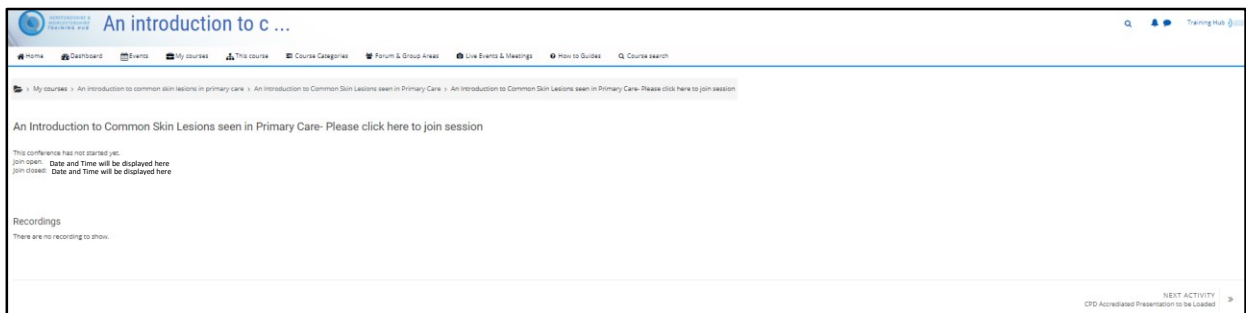
How to access the live meeting link

Now you are enrolled on the course you will see a page like in the screenshot. Using Session 1 as an example please see the instructions below the screenshot.

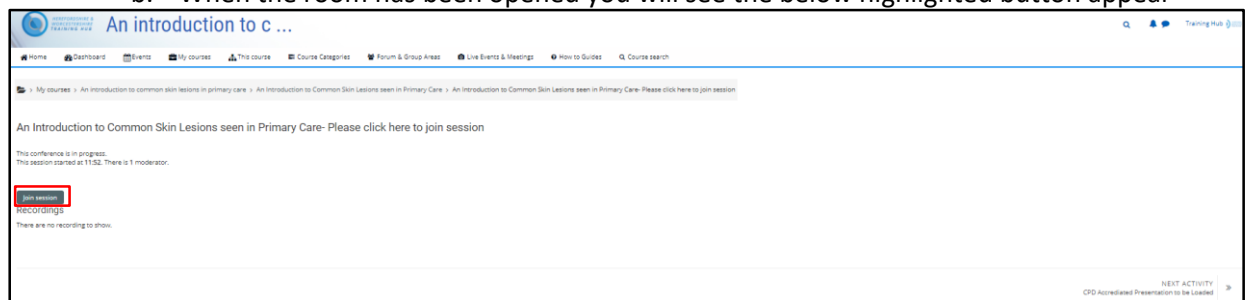


Course Page Above Screenshot
 this is the icon for our live streaming software BigBlueButton
 this Tick box means you have completed the activity

1. On the day and at the time of the meeting click on the link that says the Session Title and “Please Click Here to join the Meeting” (highlighted by the red box in the above screenshot)
 - a. If you have clicked on the link before the meeting has been opened you will see the below page



- b. When the room has been opened you will see the below highlighted button appear



2. Click on the ‘Join session’ button and follow the onscreen instruction to setup your audio

For more information on how to join a live meeting please [click here](#).

Tips

- For a guide on how to join and device requirement please [click here](#)
- Refresh the page if you have walked away and come back and the 'Join session' button is not visible
- Clear your browser cache if you having problems logging in
- If your password or username is coming up incorrect you can check your username and reset your password using the forgotten password link on the same page as you log in
- The Job Role you registered with dictates your ability to access courses and live/recorded events
- You can access the courses via your
 - Dashboard
 - My Courses drop down in a header
 - Categories drop down in the header
- Access to Forum and Group Dedicated areas are invite only to participate. Email the Training Hub to enquire about enrolment
- Recorded live sessions can be found on the same course pages as the live events
- You can access you certificates for your completed courses and live events after or before feedback on the course page or in your profile (which can be found in the drop down in the top right of the webpage)
- The Registration Guide has other helpful tips around your logging in and subscription to forums [click here](#).