Herefordshire and Worcestershire Training Hub Learning Management System (LMS)

Contents

Introduction

On the new 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

How to Log in

Home Page URL www.hwth-lms.co.uk

Click on the 'Log in' Button top right of Home Page (marked in red in the below screenshot)
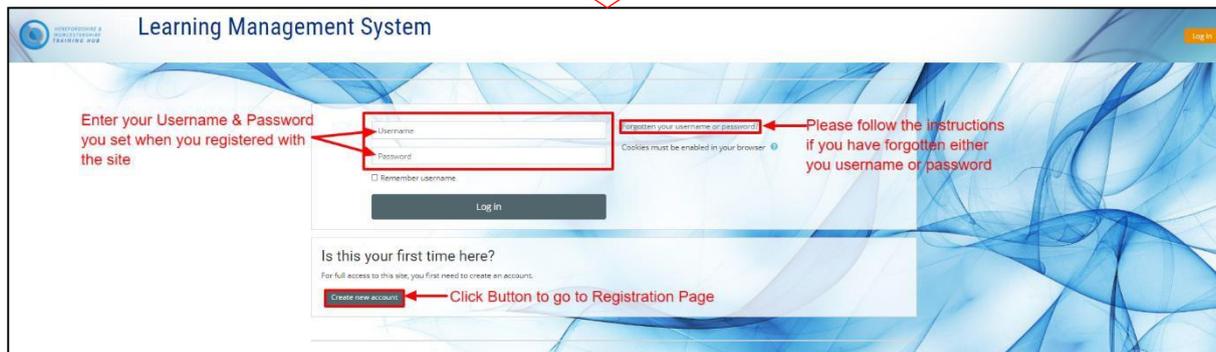
How to Register

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

Registration Page URL www.hwth-lms.co.uk/login/signup

Please fill all Required fields: -
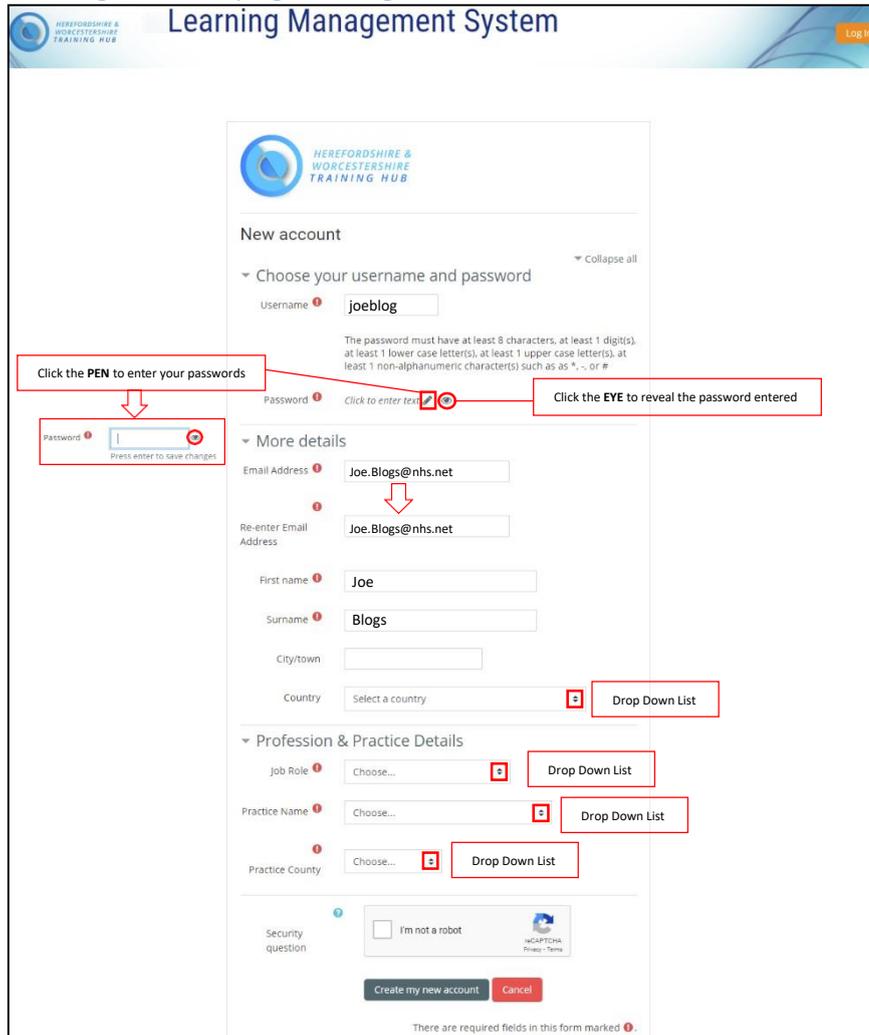
Username – Lowercase

Password – The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #. This is for security reasons and your online protection.

To enter your password, click the **pen** and to see what you have entered hit the **eye**.

Email address and **Re-enter Email address** –Please duplicate your email address for security reasons. Please use your intuitional email address rather than your personal email address.

Please Screen shot on the next page which gives you some pointers you may need.

How to use Forgotten Username or Password

Forgotten Password URL https://www.hwth-lms.co.uk/login/forgot_password.php

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Confirmation Screen Message after you click either search button

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.
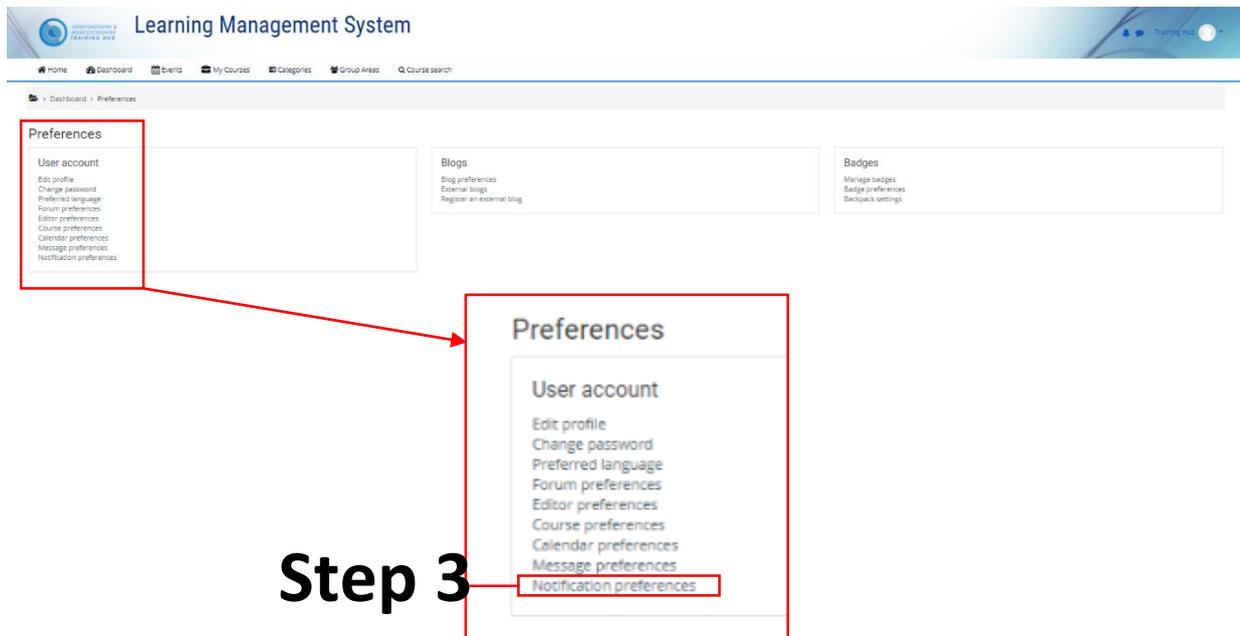
How to manage your Notifications

You must be logged in to manage your notifications

Step One → Click on the drop down arrow to the top right of the web page

Step Two → Select Preferences

Step 1

Step 2

Step Three → Under the block User Account click on Notification Preferences

Step 3

Step Four → Here you can pick and choose what notifications you receive, how you receive them or disable all notifications

Learning Management System

Step 4

Online notifications   *Email Notifications*

> Dashboard > Preferences > User account > Notification preferences

Notification preferences

☐ Disable notifications

	Web		Email	
Assignment	Online	Offline	Online	Offline
Assignment notifications	Off	Off	On	On
Feedback	Online	Offline	Online	Offline
Feedback notifications	Off	Off	On	On
Feedback reminder	Off	Off	On	On
Forum	Online	Offline	Online	Offline
Subscribed forum posts	Off	Off	On	On
Subscribed forum digests	Off	Off	On	On
Open Forum	Online	Offline	Online	Offline
Subscribed Open Forum posts	Off	Off	On	On
Subscribed Open Forum digests	Off	Off	On	On
Lesson	Online	Offline	Online	Offline
Lesson essay graded notification	Off	Off	On	On
Signup sheet	Online	Offline	Online	Offline
Signup sheet notification	Off	Off	On	On
Badge recipient notifications	On	On	Off	On
Badge creator notifications	Off	Off	Off	On
Comment posted on a learning plan	Off	Off	On	On
Comment posted on a competency	Off	Off	On	On
Insights generated by prediction models	On	On	Off	On
Message contact requests notification	Off	Off	Off	On
Asynchronous backup/restore notifications	On	On	Off	On
Grade notifications	On	On	Off	On
Manual enrolments	Online	Offline	Online	Offline
Manual enrolment expiry notifications	Off	Off	On	On
Self enrolment	Online	Offline	Online	Offline
Self enrolment expiry notifications	Off	Off	On	On
Event Reminders	Online	Offline	Online	Offline
Reminder notifications for Site events	Off	Off	On	On
Reminder notifications for User events	Off	Off	On	On
Reminder notifications for Course events	Off	Off	On	On
Reminder notifications for Course Category events	Off	Off	On	On
Reminder notifications for Group events	Off	Off	On	On
Reminder notifications for Activity events	Off	Off	On	On
Data privacy	Online	Offline	Online	Offline
Data request processing results	On	On	On	On
Inbound message configuration	Online	Offline	Online	Offline
Message to confirm that an inbound message came from you	Off	Off	On	On
Warning when an inbound message could not be processed	Off	Off	On	On
Confirmation that a message was successfully processed	Off	Off	On	On

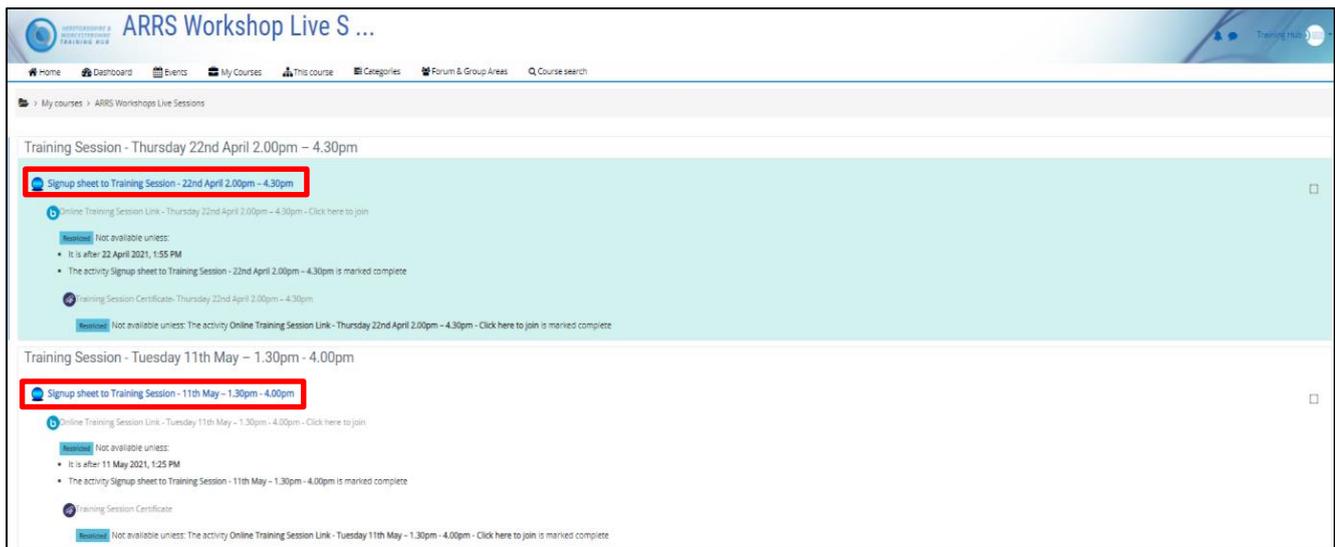## How to Sign-up to the ARRS Workshop Live Webinar

Navigate to the LMS and login www.hwth-lms.co.uk

1. On the Home Page you will see a list of courses. Click on the course **ARRS Workshop Live Sessions** box.
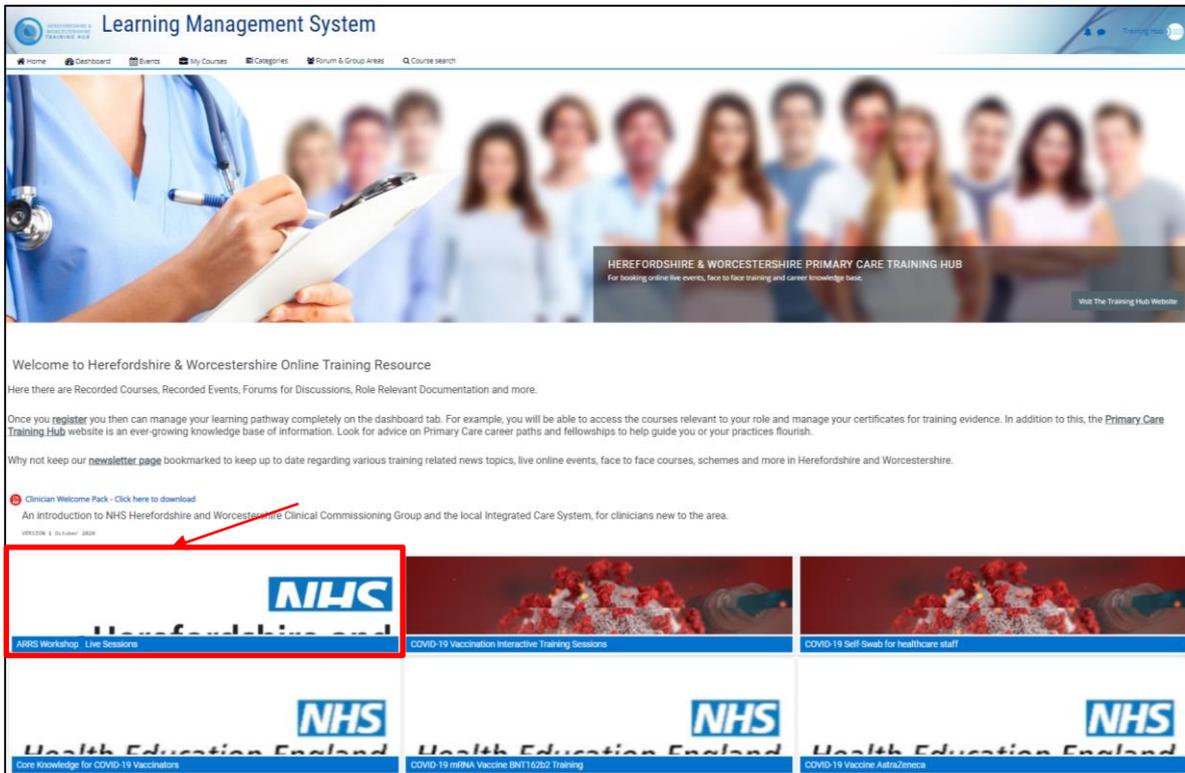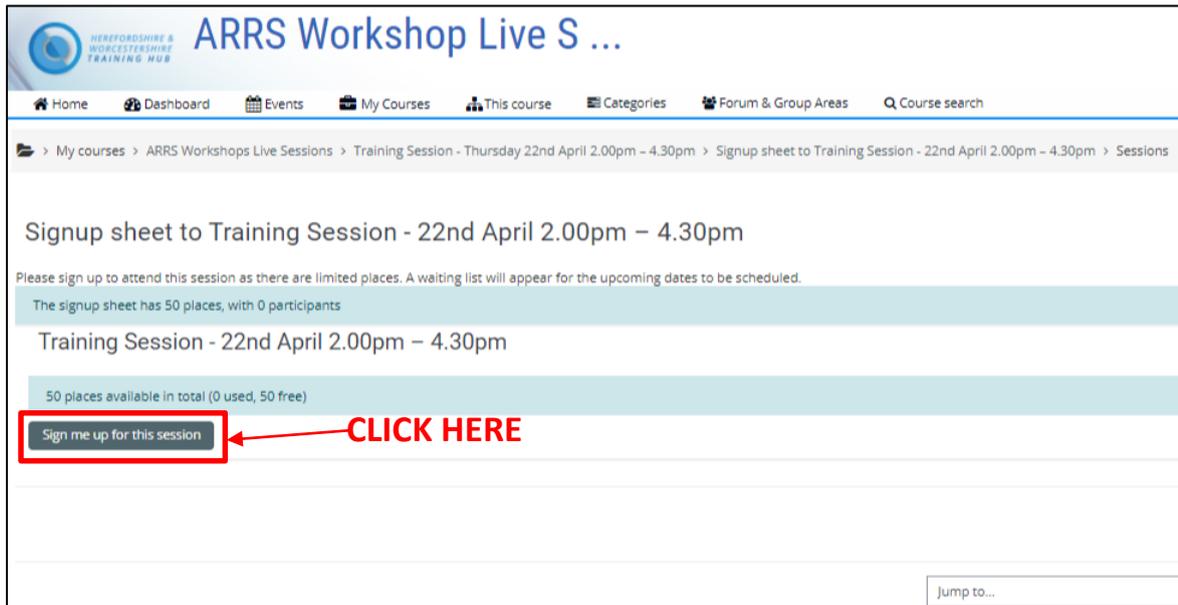

Home Page Screenshot

2. For each Session being held you will see a **Signup Sheet to Training Session** with a date on the course page (*Like the screenshot below*). You must sign up to join any of these sessions.

a. Please click on the date link you wish to sign up too. (*The screenshot below shows you an example of the first two dates in the series. The rest of the dates will be below when scheduled*)
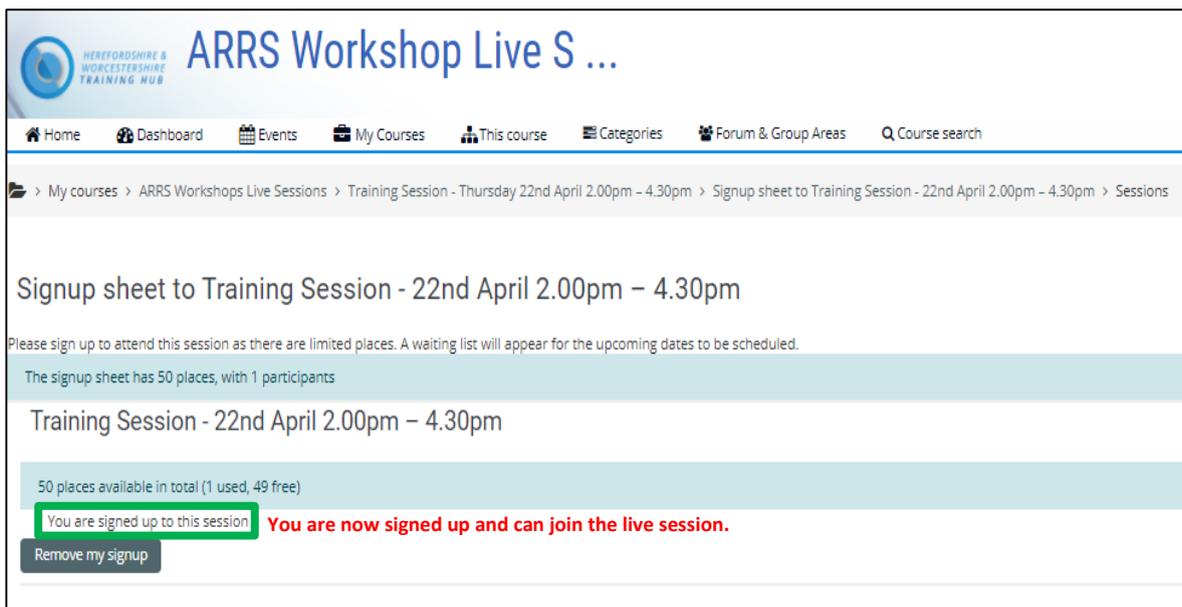

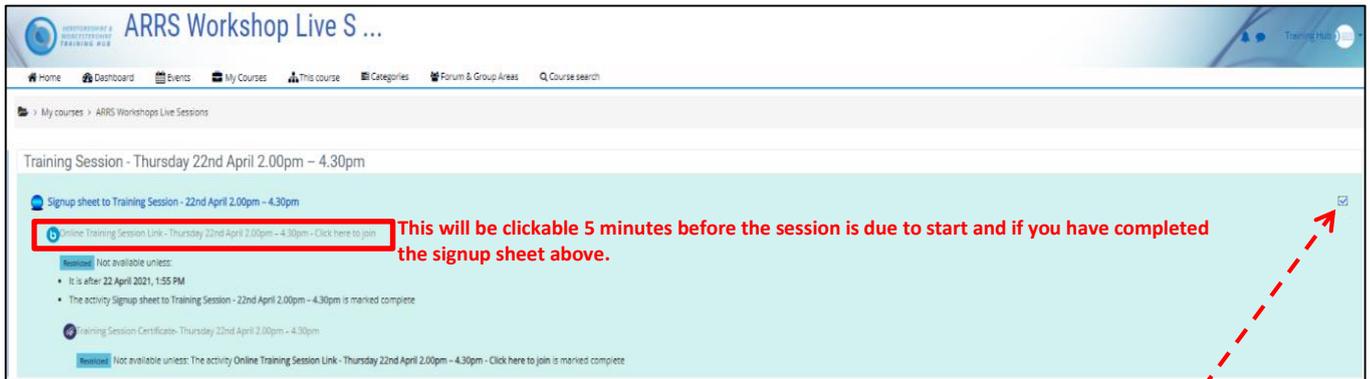*Course Page Screenshot*

3. Click the Sign me up for this session button

Sign Up Page Screenshot

Confirmed Sign Up Page Screenshot
(where you can remove your sign up if you can't attend)

How to Connect to an ARRS Workshop Live Webinar

On the Course Page you can click the **Online Training Session Link - DATE- Click here to join**

Course Page Screenshot

🅑 this is the icon for the our live streaming software BigBlueButtonBN)

☑ this Tick box means you have completed the activity to the left)

Tips

☞ *Refresh the page if you have gone away and come back*

☞ *Make sure you can see a little tick in the box on the right of the activity*

☞ *The Job Role you registered with dictates your ability to access courses and live/recorded events*

☞ *You can access live sessions from your events calendar*

☞ *You can access the courses via your*
   - ○ *Dashboard*
   - ○ *My Courses drop down in the header*
   - ○ *Categories drop down in the header*

☞ *Access to Forum and Group Dedicated areas will be dependent on if you have been invited to participate*

☞ *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 event on the course page or in your profile (which can be found in the drop down in the top right of the webpage)*