

Herefordshire and Worcestershire Training Hub Learning Management System (LMS)

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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 <u>Primary Care Training Hub Website</u> 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 <u>newsletter</u> 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 <u>www.hwth-lms.co.uk</u>



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.



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	Username 0	joeblog	
Click the PEN to enter your passwo	rds	The password must have at least 8 ch at least 1 lower case letter(s), at least 1 least 1 non-alphanumeric character(s)	aracters, at least 1 digit(s), I upper case letter(s), at such as as *, -, or #
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Password 0	✓ More deta	ils	
Press enter to save changes	Email Address 0	Joe.Blogs@nhs.net	
	0	4.h	
	Re-enter Email Address	Joe.Blogs@nhs.net	
	First name 0	Joe	
	Surname 0	Blogs	
	City/town		
	Country	Select a country	Drop Down List
	 Profession 	& Practice Details	
	Job Role 0	Choose •	Drop Down List
	Practice Name 0	Choose	Drop Down List
	Practice County	Choose	wn List
	Security question	I'm not a robot	NGATCHA Marao Tema

Screensho

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.

Username		
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How to manage your Notifications

You must be logged in to manage your notifications

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

Step Two → Select Preferences



Step Three \rightarrow Under the block User Account click on Notification Preferences

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		Preferences		
		Edit profile Change password Preferred language		
		Editor preferences Course preferences Calendar preferences		
	Ctan 2	Message preferences		



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

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Feedback reminder	Off	or	On	On
Forum	Online	Offine	Online	Offine
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Subscribed forum digess	Off	Off	On	On
Open Forum	Online	Offline	Online	Offline
Fubscritted Open Rinum posts	Off	Off	On	On
Lubscribed Open Rinum digets	on	or	On	On
Lesson	Online	Offine	Online	Offine
Lesson essay graded notification	no	or	On	On
Signup sheet	Online	Offine	Online	Offline
Signup intex notification	no	or	On	On
Bedge recipient notifications	On	On	Off	On
Bedge creation motifications	Off	Off	Off	On
Comment posted on a learning plan	no	or	On	On
Comment passed on a competency	Off	Off	On	On
insigna generated by prediction modes	On	On	Off	On
Ulessage contact requests notification	Off	or	on	On
Asynchronous becupinessore notifications	On	On	Off	On
Crade notifications	On	On	Off	On
Manual enrolments	Online	Offine	Online	Offline
Manual enotiment exploy notifications	no	or	On	On
Self enrolment	Online	Offine	Online	Offline
Self-envolment explity rotifications	Off	or	On	On
Event Reminders	Online	Offline	Online	Offline
Reminder notifiations for Size events	Off	or	On	On
Reminder racifications for User events	Off	orr	On	On
Reminder reoffusions for Course evens	Off	Off	On	On
Reminder rectifications for Course Category events	Off	Off	On	On
Removaler restructions for Group events	Off	or	On	On
Reminder notifications for Activity events	Off	or	On	On
Data privacy	Online	Offline	Online	Offine
Data request processing results	On	On	On	On
Inbound message configuration	Online	Offine	Online	Offine
Wessage to confirm that an indound message came from you	Off	or	On	On
Warning when an inbound message could not be processed	Off	Off	On	On
Confirmation that a message was successfully processed	Off	or	On	On
				-



How to Sign-up to the ARRS Workshop Live Webinar

Navigate to the LMS and login <u>www.hwth-lms.co.uk</u>

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

MERE WOR		RRS W	orksho	p Live S	S			
😭 Home	🚯 Dashboard	🛗 Events	My Courses	This course	E Categories	🚰 Forum & Group Areas	Q Course search	
🗁 > My course	es > ARRS Worksh	ops Live Session	s > Training Session	- Thursday 22nd Ap	oril 2.00pm – 4.30pn	1 > Signup sheet to Training S	iession - 22nd April 2.00pm – 4	.30pm > Sessions
Signup :	sheet to Tr	raining Se	ession - 221	nd April 2.0	00pm - 4.3	0pm s to be scheduled.		
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Sign me up t	for this session	•	-CLICK H	IERE				
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Sign Up Page Screenshot

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😭 Home	🚯 Dashboard	🛗 Events	💼 My Courses	This course	Categories	嶜 Forum & Group Areas	Q Course search
🖕 > My cours	es > ARRS Work	shops Live Sessio	ns > Training Sessior	n - Thursday 22nd A	pril 2.00pm – 4.30p	m > Signup sheet to Training	Session - 22nd April 2.00pm – 4.30pm > Sessions
Signup Please sign up t	sheet to	Training S	Session - 22	nd April 2.1 ng list will appear fo	00pm - 4.3 or the upcoming dat	80pm es to be scheduled.	
The signup sl	heet has 50 place	es, with 1 participa	ants				
Training	g Session -	22nd Apri	l 2.00pm – 4.	30pm			
50 places a	available in total (1 used, 49 free)					
You are s Remove my	igned up to this s signup	You a	are now signed	up and can jo	oin the live se	ssion.	

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
 - o **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)