

Herefordshire and Worcestershire Training Hub Learning Management System (LMS)

Contents

Introduction	1
How to Log in.....	2
How to Register	2
Screenshot of registration page with guidance:	3
How to use Forgotten Username or Password	3
How to manage your Notifications	4
How to upload documents or folders in Group Dedicated Documentation Areas.....	6



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.

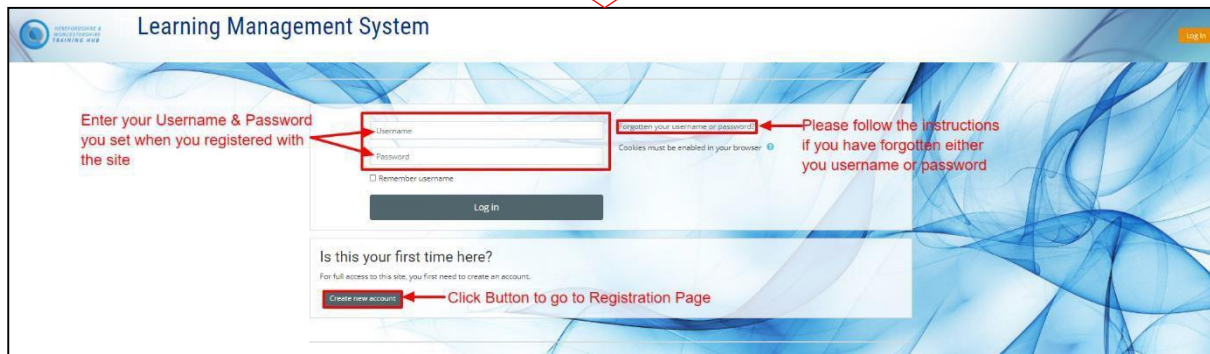
Why not keep our [newsletter](#) page bookmarked to keep up to date regarding various training related news topics, live online events, face to face courses, schemes and more in Herefordshire and Worcestershire.

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/Registration URL www.hwth-lms.co.uk/login/index.php

Please fill all Required fields: -

Username – Lowercase

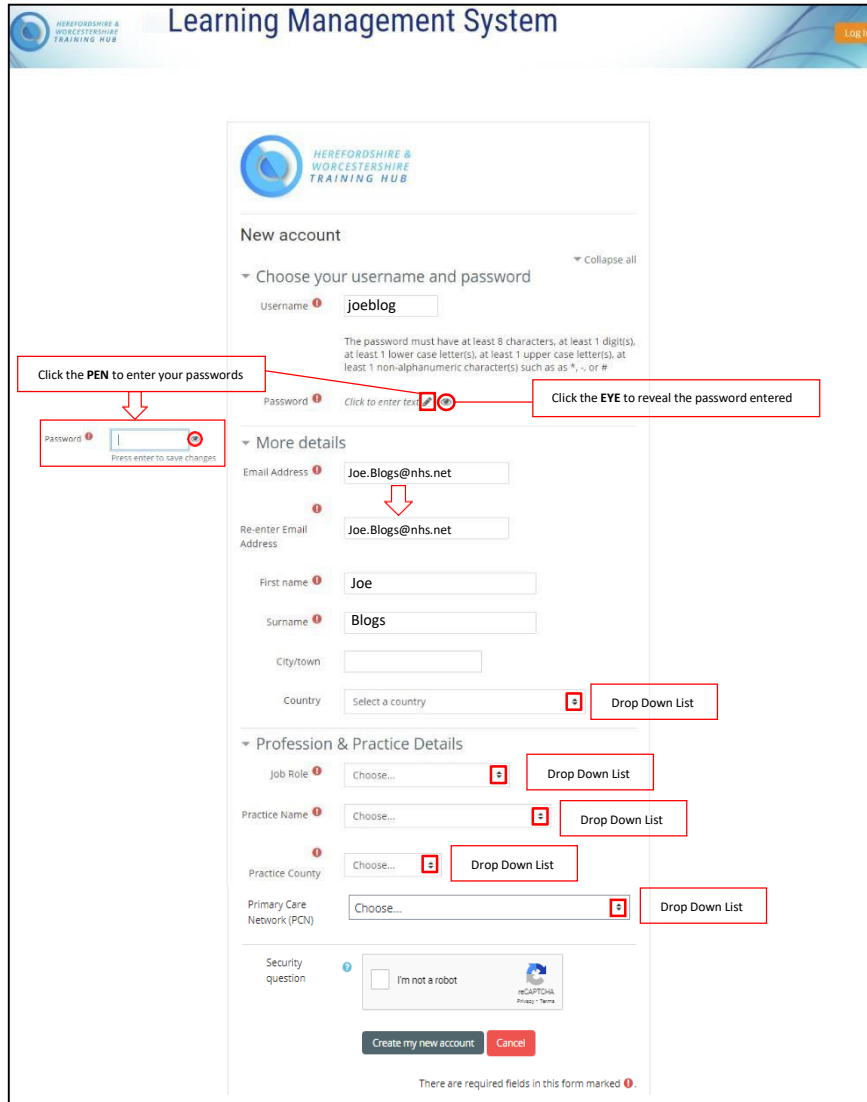
Password – The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #. This is for security reasons and your online protection.

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.](#)

Screenshot of registration page with guidance: -



Learning Management System

New account

Choose your username and password

Username

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 #

Password

Click the PEN to enter your passwords

Click the EYE to reveal the password entered

More details

Email Address

Re-enter Email Address

First name

Surname

City/town

Country

Profession & Practice Details

Job Role

Practice Name

Practice County

Primary Care Network (PCN)

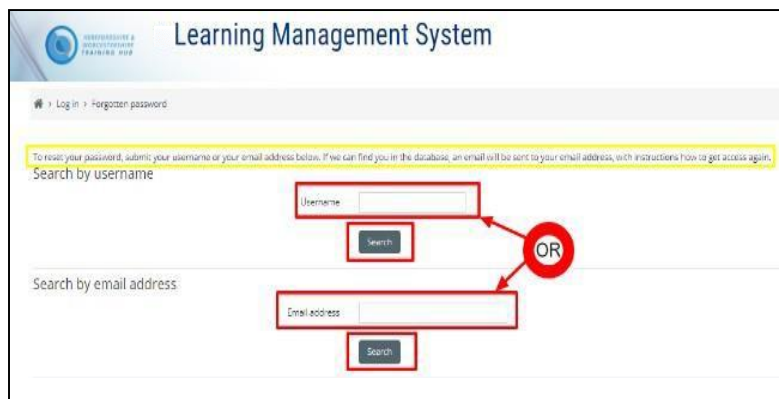
Security question ☐ I'm not a robot

There are required fields in this form marked *

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.



Learning Management System

Log in > Forgotten password

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.

Search by username

Username

OR

Search by email address

Email address

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.

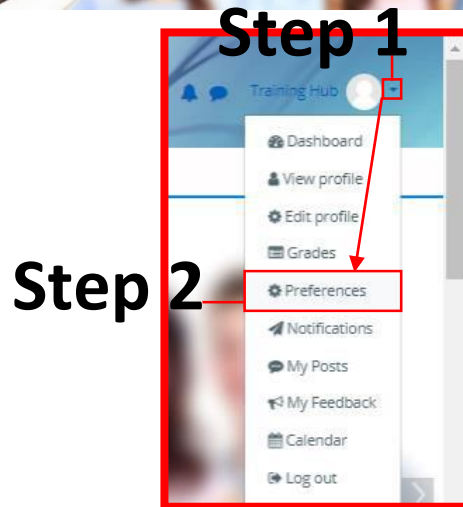
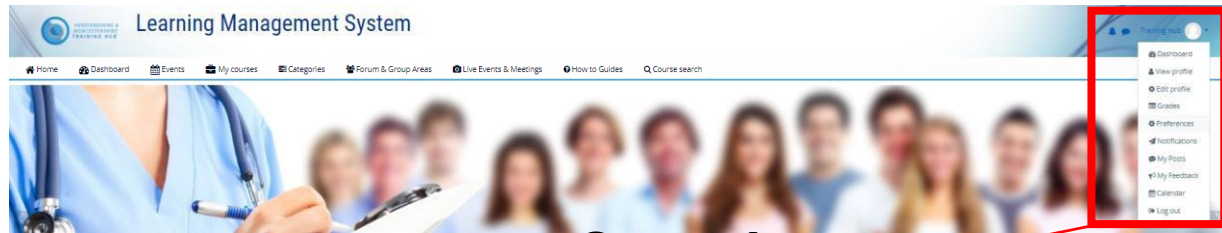
It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

How to manage your Notifications

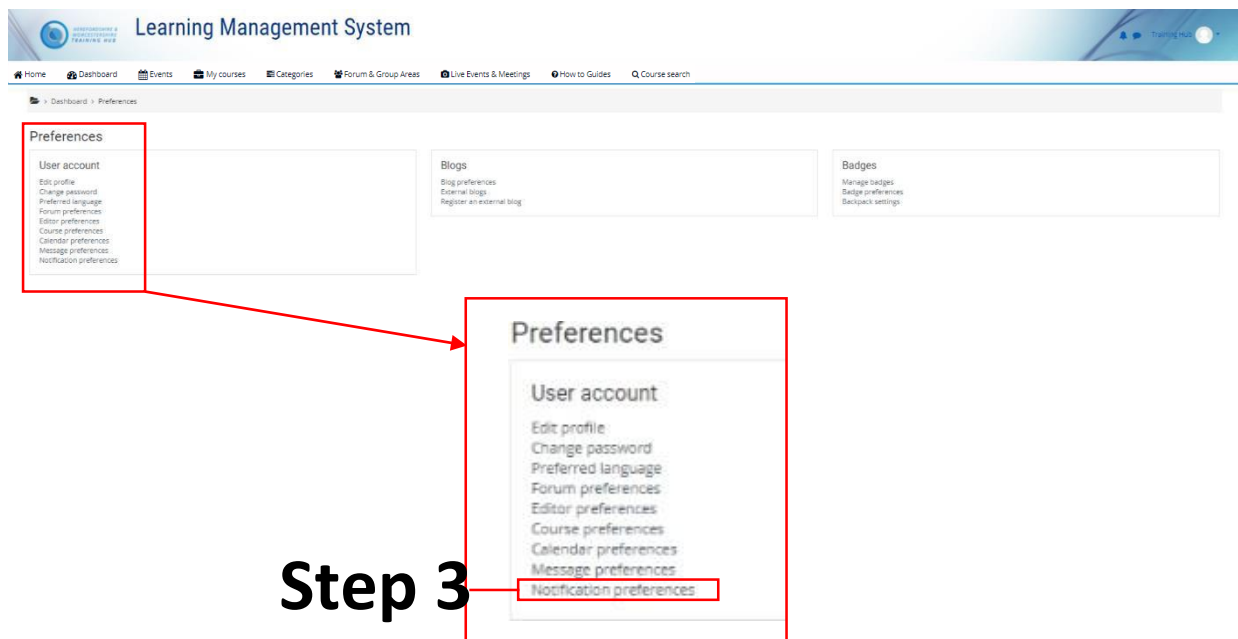
You must be logged in to manage your notifications

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

Step Two → Select Preferences



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



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



Learning Management System

Home Dashboard Events My courses Categories Forum & Group Areas Live Events & Meetings How to Guides Course search

Dashboard > Preferences > User account > Notification preferences

Step 4

Online notifications **Email Notifications**

Notification preferences

☐ Disable notifications

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

How to upload documents or folders in Group Dedicated Documentation Areas

Please review “User Uploading 23.” section of our Terms and Conditions Policy to comply.

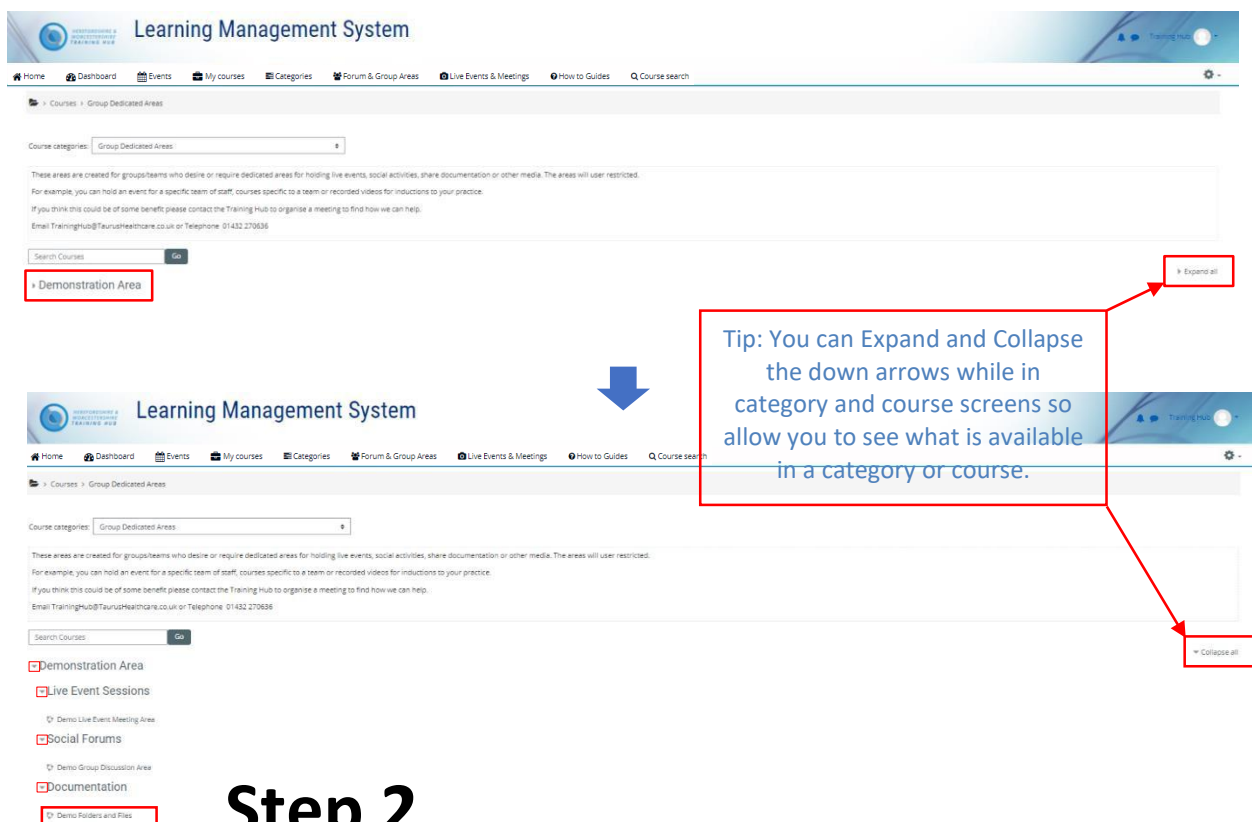
[Click Here to the Learning Management Terms and Conditions page](#)

Maximum size for new files: 512MB

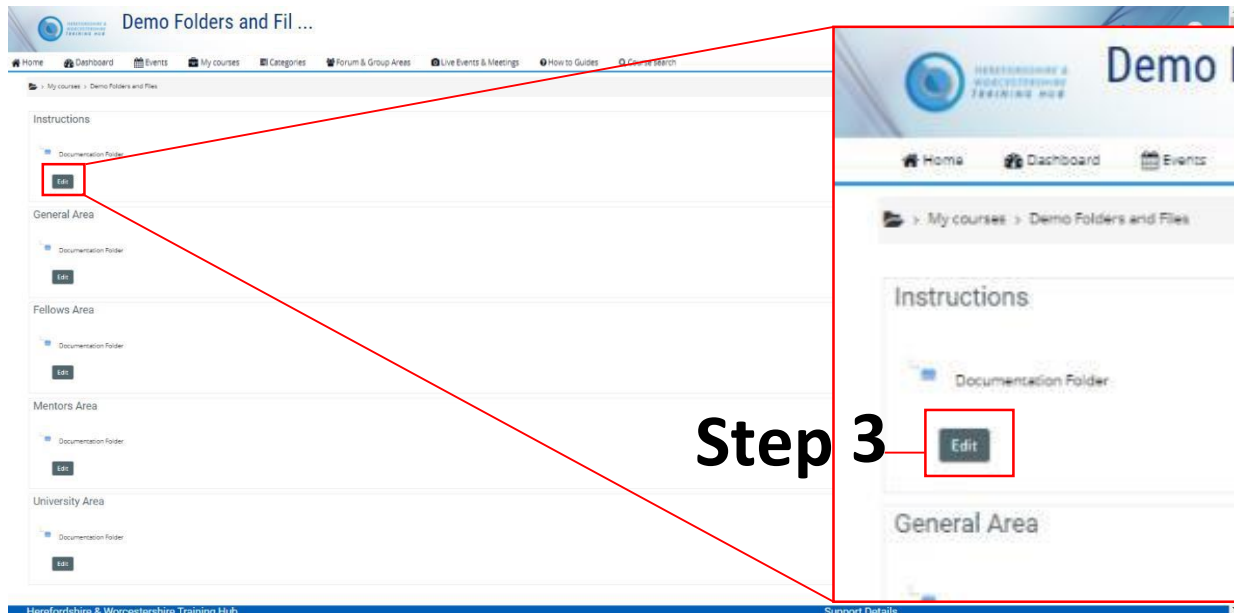
Step One → Select Group Areas from the navigation bar



Step Two → Select then the group/area you have been enrolled and expand the **Documentation** Category and select the folder area you want to upload too



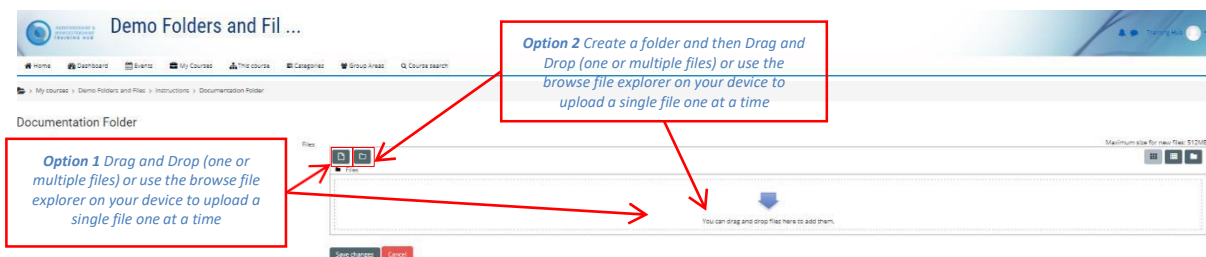
Step Three → Under **Documentation** click the **Edit** button
This is an example screenshot of a page you might see.



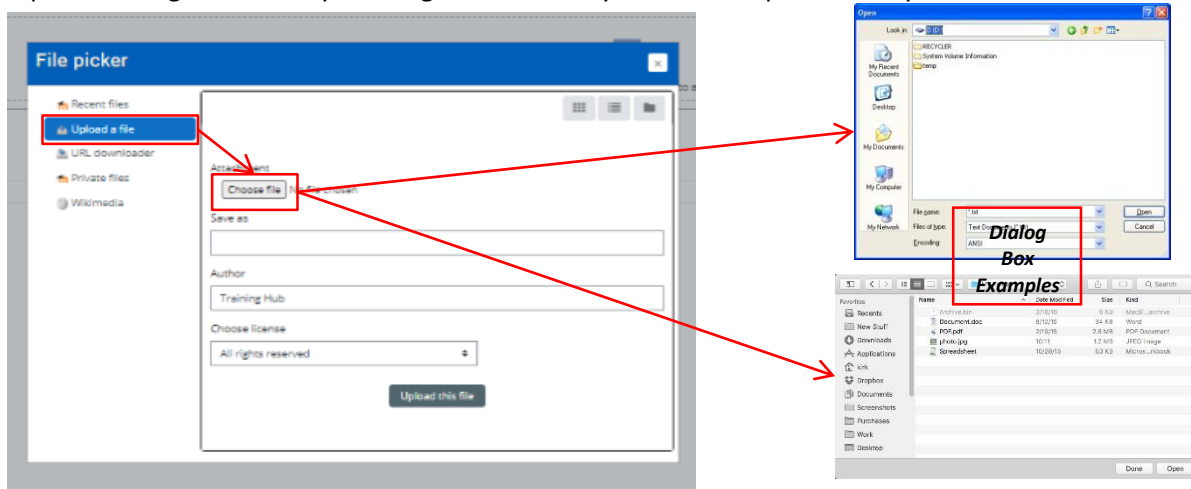
Step Four → On this screen you will have two options

Option 1 For a single file Drag and Drop (one or multiple files) or use the browse file explorer on your device to upload a single file one at a time

Option 2 To create a folder and then Drag and Drop (one or multiple files) or use the browse file explorer on your device to upload a single file one at a time

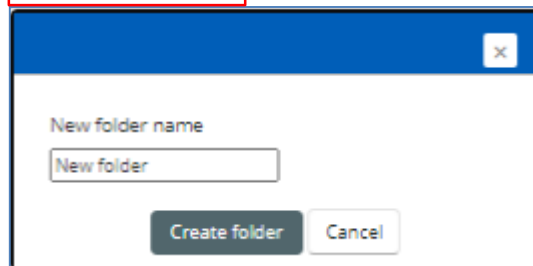


Step Four Option 1 for a single file → Select the grey **File** symbol. A display box will open called **File picker**. Here you can select **Upload a file** and click the button **Choose file**. Which will open a file explorer dialog box where you navigate to the file you want to upload from your device.

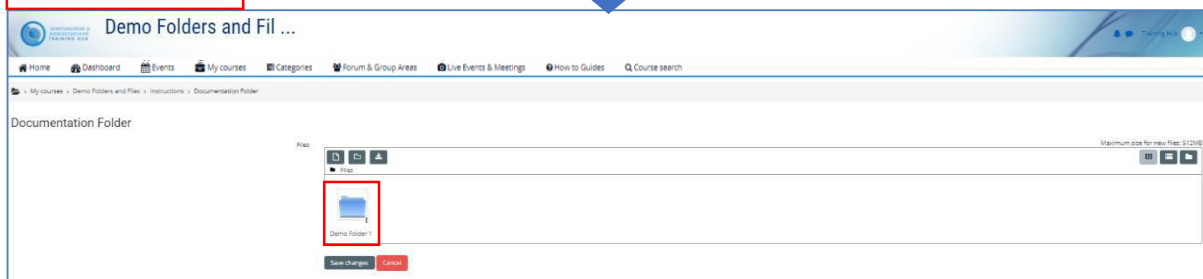


Step Four Option 2 to create a folder → Select the grey **Folder** symbol. A display box will open like in screenshot one below with the option to enter a **New folder** name. Once you have entered the desired name of the folder click the button **Create folder**. Click on the folder icon like in screenshot two below to open this folder up which you can see in screenshot three below. Then like in option one select the grey File symbol to use the browse file explorer option on your device to upload a single file one at a time or Drag and Drop (one or multiple files)

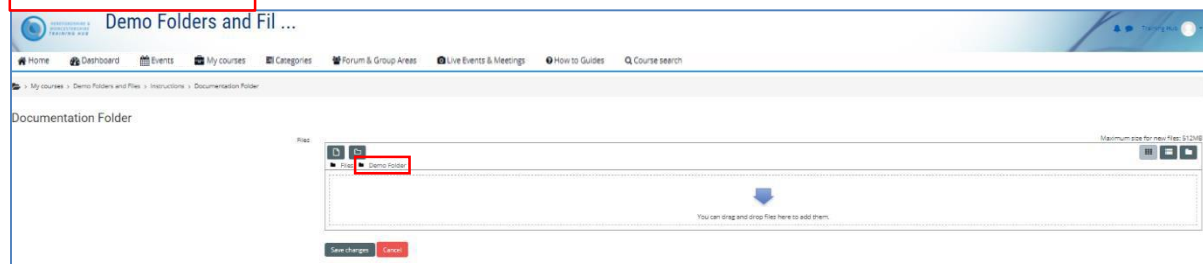
Screen Shot One



Screen Shot Two



Screen Shot Three

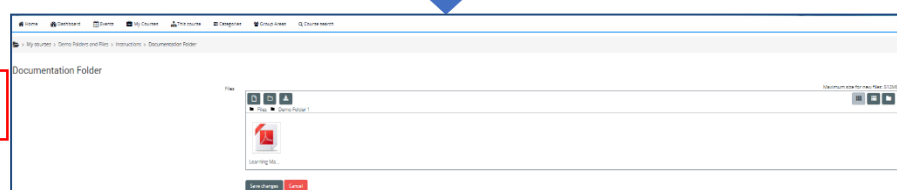


Drag and Drop → To use this option for file or files on your device click the left or right mouse button, then, without releasing the button, drag it inside the box illustrated in the screenshot one below and release the mouse button to drop it. The file will then upload which will depend on your internet speed. It will then display in the box once finished uploaded like in screenshot two.

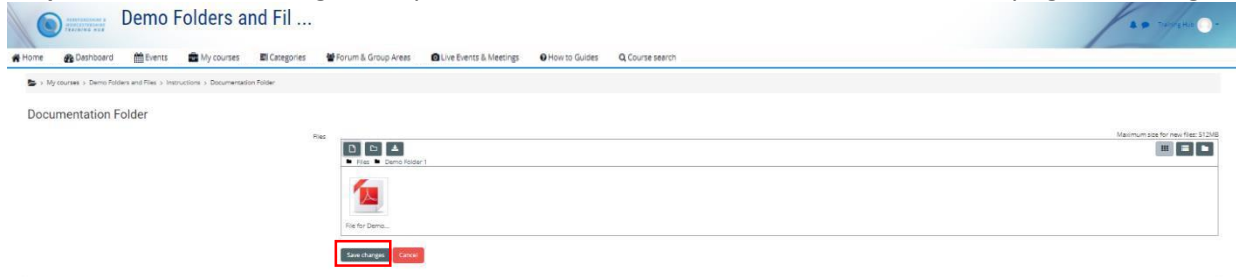
Screen Shot One



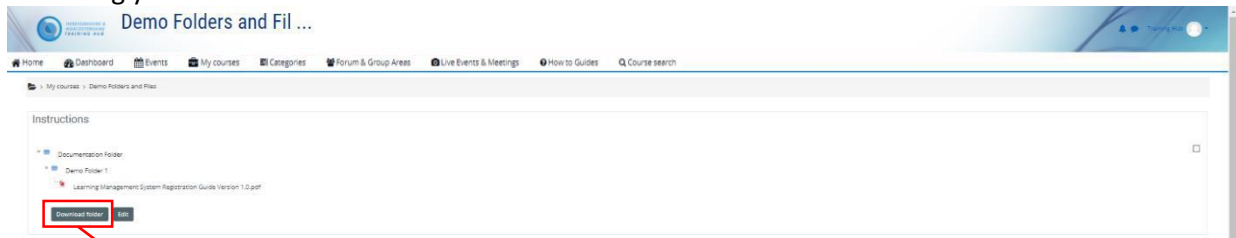
Screen Shot Two



Step Five → After finishing either you folder with files or file then click the button saying **Save changes**.



Returning you to the Documentation area like in the screenshot below.



You can use the Download folder button to download a folder or files that have been uploaded by yourself or someone else.