

# Guide - E-Learning v2.6

## Guidelines – E-Learning

Guide approved by	Date approved	Date implemented	Guide owner	Review date
Andrea Malam	31.08.17	31.08.17	LT	31.08.20

Prior to contacting Human Resources regarding the content of this guide, it is recommended that you refer to the most up to date version on the intranet and the relevant policies.

As is the case with all intranet documents, this guide is subject to regular review due to legislative and policy changes. The latest versions of all Human Resource documents can be found on the HR intranet pages.

Version	Date approved	Approved by	Amendment
v1.0	31.08.17	Andrea Malam	New Guidelines
v1.2	28.02.18	Llinos McMullin	Amendments to the logging on process
v2.0	25.04.18	Andrea Malam	Reformatting
v2.1	01.04.19	Llinos Howatson	Amendments to screenshots for new look site
V2.2	10.12.21	Llinos Howatson	Amendments to screenshots and text for new look site
V2.3	01.08.22	Llinos Howatson	Amendments to screenshots and text for new look site
V2.4	12.09.23	Laura Temple	Amendments to screenshots and text for new look site
V2.5	20.06.24	Laura Temple	Amendments to screenshots and text for new look site
V2.6	30.06.25	Emily McGill	Amendments to screenshots and text for new look site

Welcome to Denbighshire's E-Learning user guide. The aim of this booklet is to provide users with information about the new E-Learning site which is a collaborative project across the 22 authorities in Wales along with wider Public services and is hosted by the NHS. By collaborating organisations are able to save costs and staff benefit by being able to access E-Learning material as and when they need it.

### **What is E-Learning**

E-Learning is any form of learning conducted via electronic media, typically on the Internet. This can be video, via YouTube, talks streamed via sites such as Ted.com, TV programmes or Modular learning.

### **The benefits of E-Learning**

It's cost effective and saves time, by reducing the time taken away from the office, removing travel costs and doing away with printed materials, online learning helps you to save money and increase workplace productivity.

Learning 24/7, anywhere, your schedule, your pace, your place. Many face- to- face courses only operate within normal office hours. By allowing staff to complete the course when and where they like, you can make sure disruptions to busy working schedules are minimised.

It makes tracking of course progress easy. All courses record users interacting via the site and this can be reported on.

### **Accessing the site**

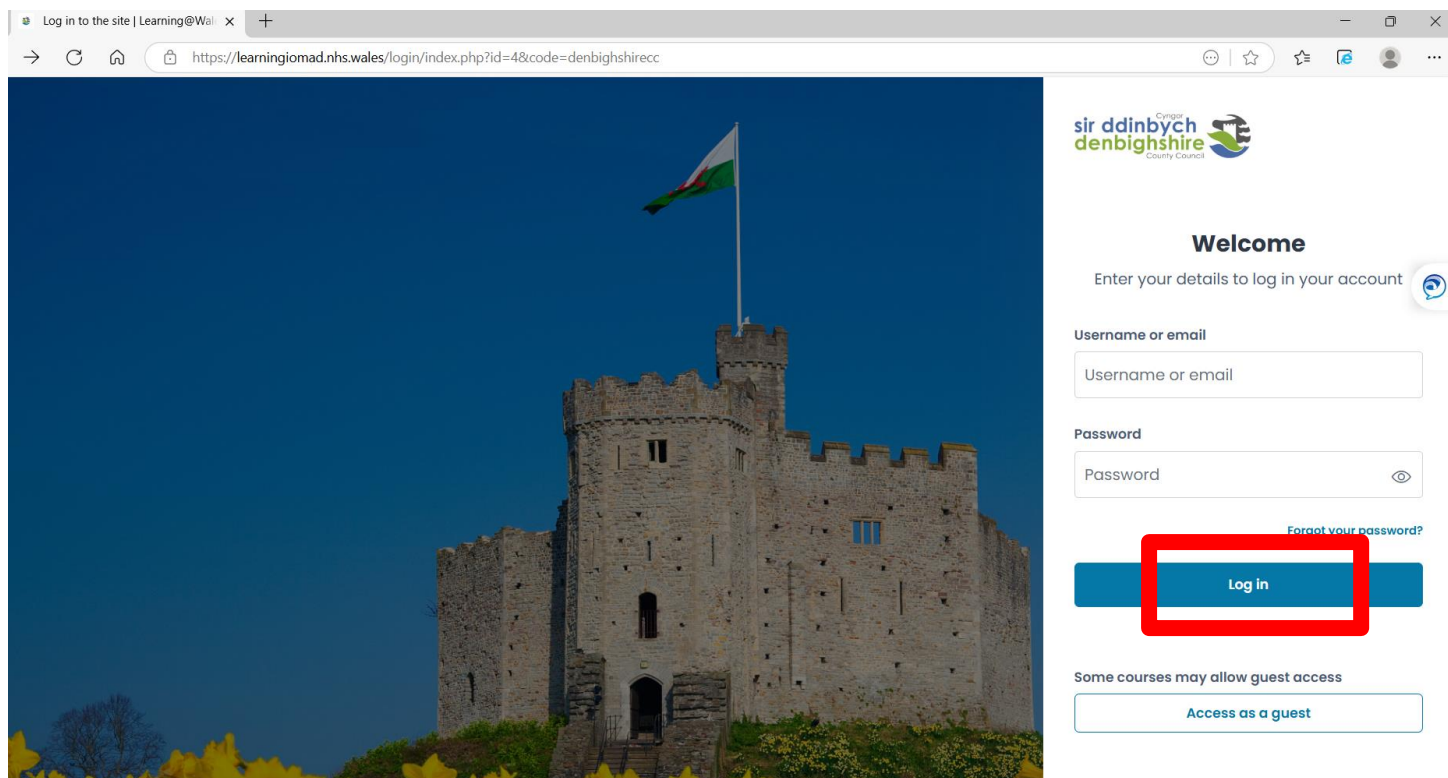
To access the site users can access the site via Linc or by typing in <https://learningiomad.nhs.wales/login/index.php?id=4&code=denbighshirecc> to a web browser which can be accessed from any pc, tablet or mobile phone device without having to use CAG or the intranet.

If you use the <https://learningiomad.nhs.wales/login/index.php?id=4&code=denbighshirecc> link you will be presented with the next page.

Enter your username which will be your normal sign on e.g. johe8513, all lower case.

This will be the first 3 letters of your name followed by your payroll number.

Your password will be **Denbighshire1%** with a Capital **D**. Click the red login button at the top right of your screen.



Log in to the site | Learning@Wales

https://learningiomad.nhs.wales/login/index.php?id=4&code=denbighshirecc

**Welcoming**  
**denbighshire**  
County Council

**Welcome**

Enter your details to log in your account

Username or email

Username or email

Password

Password

[Forgot your password?](#)


**Log in**

Some courses may allow guest access


[Access as a guest](#)

If you are having issues with your password, you are able to reset your own password where an email will be sent to you (however your email address must be up to date). You can also use the chat function at the bottom of the page or call HR Direct on 01824 706200.


You will be taken to the Denbighshire E-Learning Page



[L@W](#) [Dashboard](#) [My courses](#) [Admin dashboard](#) [Home](#) [Shared Courses](#) ▼

 Denbighshire Local Authority EM ▼

Welcome To Denbighshire County Council's E-Learning Page




Course Catalogue

Employee

Manager

Denbighshire County Council's E-Learning

Please choose above whether you are a Manager or an Employee.  
There are both Mandatory and Non-Mandatory E-learning Modules.

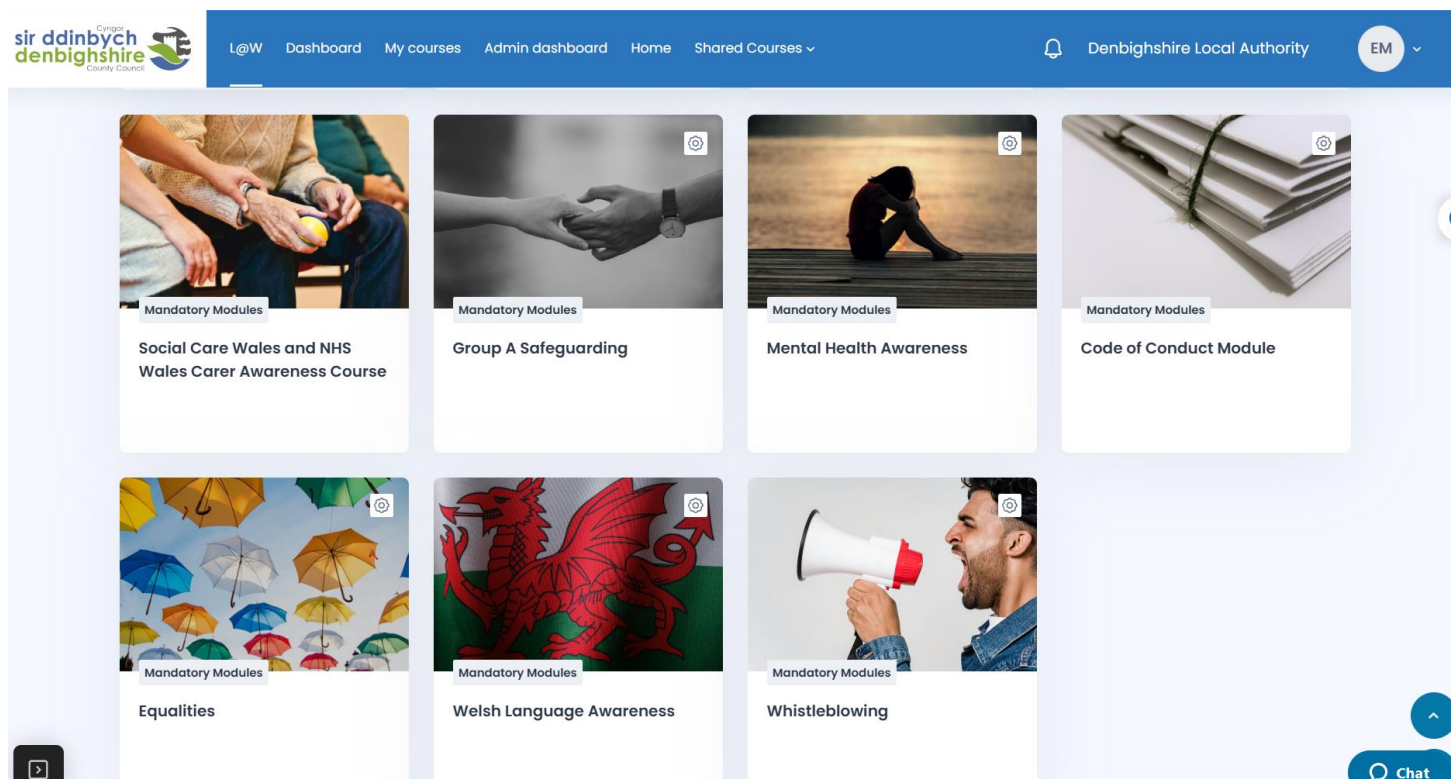


Chat

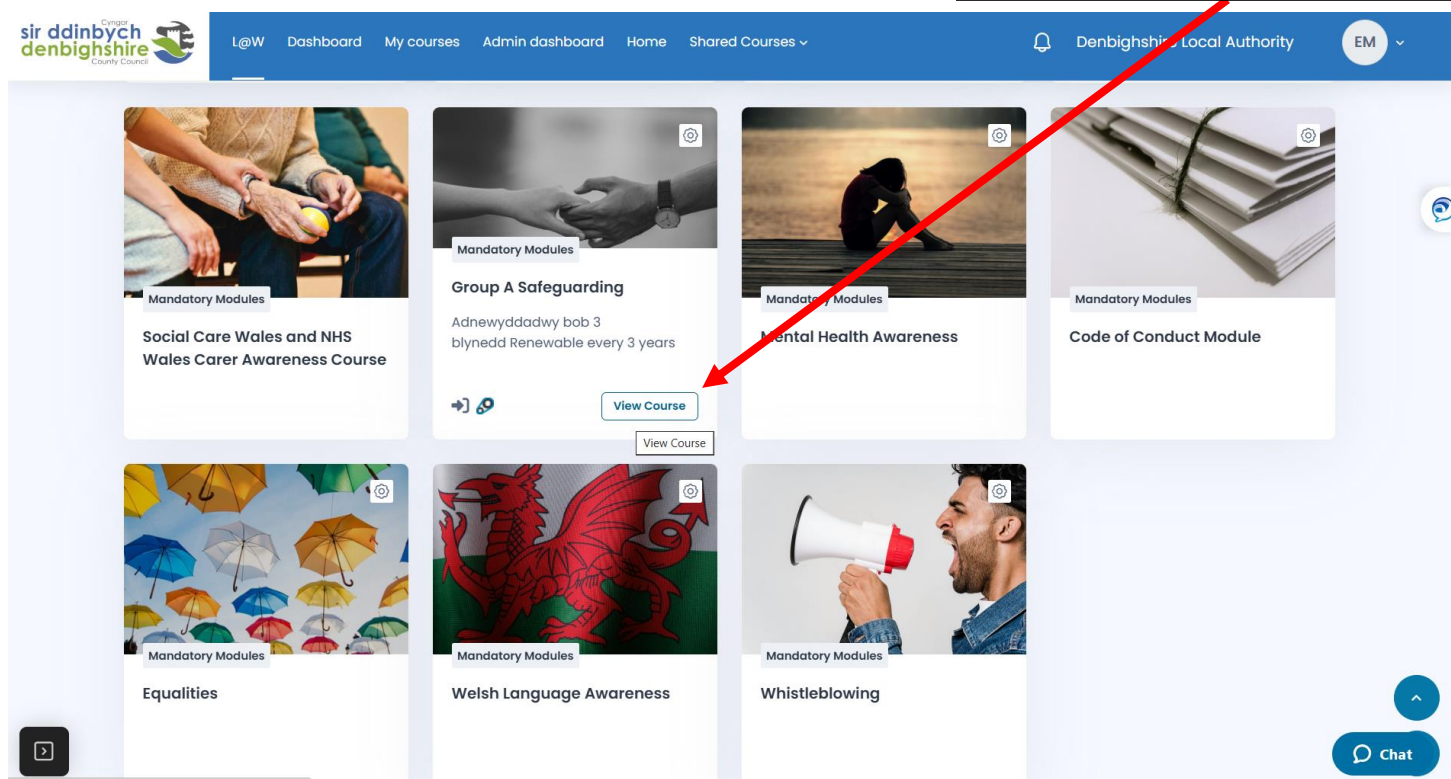
Select whether the module you want to complete is Mandatory or Non-Mandatory

**sir ddinbych**  
**denbighshire**  
County Council

Once you have chosen your category a list of the modules will appear as below. Click on the one that you want to complete.



To complete the module, click on the 'View Course' on the title.



Then click on the Title of the course which will take you into the module

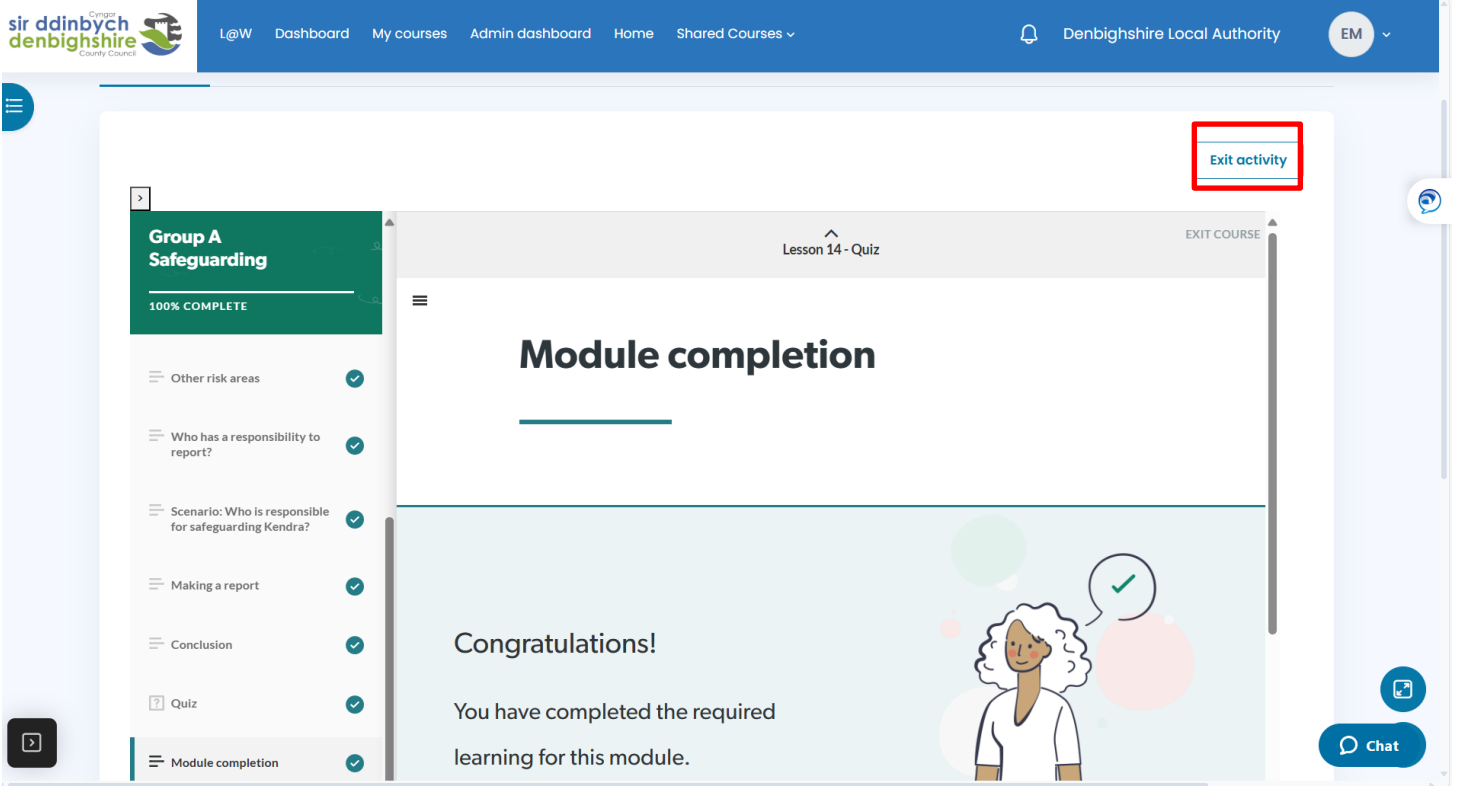
The screenshot shows the L@W interface for Denbighshire Local Authority. On the left is a 'Course Menu' with sections: 'General', 'Group A Safeguarding', and 'Diogelu Grŵp A'. The 'Group A Safeguarding' section is expanded, showing links to 'Group A Safeguarding', 'Group A Safeguarding - Booklet ...', and 'Manual Completion Register (No...)'. The main content area on the right is titled 'Group A Safeguarding' and has tabs for 'Course', 'Settings', 'Participants', 'Grades', and 'Reports'. Under the 'Course' tab, there is a 'General' section and a list of resources: 'Group A Safeguarding' (with a globe icon), 'Group A Safeguarding - Booklet (Non PC users only)' (with a PDF icon), and 'Manual Completion Register (Non PC users only)' (with an XLS icon). A red arrow points from the text box above to the 'Group A Safeguarding' link in the course menu.

If you are asked to enter an enrolment key, please enter Denb106%. This will only be required for some.

The screenshot shows the 'Group A Safeguarding' course page in the L@W system. The page has a breadcrumb trail 'Group A Safeguarding / Group A Safeguarding' and a title 'Group A Safeguarding' with a folder icon. Below the title are tabs for 'SCORM package' and 'Reports'. There are two 'To do' buttons: 'View' and 'Complete the activity'. The 'Complete the activity' button is highlighted with a red box. Below the buttons, there is a section with the following text: 'Number of attempts allowed: Unlimited', 'Number of attempts you have made: 0', 'Grading method: Last completed attempt', and 'Grade reported: None'. At the bottom of the page, there is a 'Prev Section' button and a 'Jump to...' dropdown menu. A red box highlights the 'Enter' button in the 'To do: Complete the activity' section.



When you have completed an E-Learning module you will see the following screen. Clicking 'Exit activity' will take you back to the module page and will ensure that your completion has been saved.



The screenshot shows the L@W dashboard for Denbighshire Local Authority. The top navigation bar includes links to L@W, Dashboard, My courses, Admin dashboard, Home, and Shared Courses. The user is logged in as EM. The main content area has an 'Announcements' section and two course modules: 'Group A Safeguarding' and 'Certificate'. In the 'Group A Safeguarding' module, a green 'Done' button is highlighted with a red box. In the 'Certificate' module, a 'Certificate' link with a document icon is highlighted with a red box. A red arrow points from the 'Done' button to a text box, and a blue arrow points from the 'Certificate' link to the same text box.

Once you have successfully completed your learning you will see 'Done' alongside the module and your certificate will be available to download by clicking on it.

In the event of any problems please contact HR Direct, [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk) or telephone 01824 706200.

### **Password Resets**

If you need to reset your password you can click the link forgotten password on the login page and you will be e-mailed with a new password. This will only be available to users who have been set up with personal email addresses. If you are unsure please contact HR Direct. Technical problems can also be reported to the NHS via the live chat option at the bottom right of the screen.