

SERVICES FOR SCHOOLS

Learning Zone

Getting Started

Guidance for Isle of Wight Schools

Version 2

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Accessing the Learning Zone

For your school, access to the Learning Zone is via the Hampshire County Council web page:

<https://www.hants.gov.uk/educationandlearning/learning-zone>

Click on the **green buttons** at the bottom of the page to either **Register** or **Sign In** to the Learning Zone

[Home](#) > [Education and learning](#)

The Learning Zone

Hampshire County Council offers a wide range of learning activities via the Learning Zone

Learning Zone activities include taught courses and online learning. Many of the activities are open to other organisations and individuals including:

- all schools that are not Hampshire maintained schools
- Shared Lives carers and Foster Carers
- private and voluntary sector organisations

- 1 Your Learning Zone account**

You need a Learning Zone account to view and book learning activities. To apply for an account use the online form below. In the form you need to provide:

 - your name
 - email address
 - the customer number for your organisation to verify that you can make bookings
- 2 Customer number, organisation code, and registration code**

How to obtain the customer number, organisation code, and registration code for your organisation, or for you as an individual:

 - + Other schools and education customer groups
 - + Shared Lives carers
 - + Foster Carers
 - + PaCT: private and voluntary sector
 - + IT Contractors
- 3 Apply for a Learning Zone account**

In the section "New User" select the link "Click here to register"

[Apply for a Learning Zone account >](#)
- 4 Sign in to your Learning Zone account**

[Sign in to Learning Zone account >](#)
- 5 Help after your account is set up**

After you have set up your Learning Zone account, booking and paying for courses should be straightforward.

You can also see our [Learning Zone help pages](#) for assistance with some of the system's more advanced features.

In this guide

- 1 Your Learning Zone account**
- 2 Customer number, organisation code, and registration code
- 3 Apply for a Learning Zone account
- 4 Sign in to your Learning Zone account
- 5 Help after your account is set up

Guidance on logging in is also provided on the front page of the Hampshire Teaching and Leadership Website: <https://www.hants.gov.uk/educationandlearning/htlc>

Logging In and Registering

If you already have a user ID and password

If you have already registered or have been registered on the site, log in using the below fields; use your allocated User ID and the password you set or the password you have been sent, then press the **Submit** button.



Login

User ID
EXT19017

[Forgot User ID?](#)

Password
.....

[Forgot your password?](#)

Submit

New User

Are you a new user? [Click here to register.](#)

If you are a new user and have not yet registered for a Learning Zone account, please see our [Learning Zone help page](#) for further guidance. Prior to registration, you may also browse our course offering by selecting the "Catalogue" tab above.

If you have already registered for an account but your account is locked, please contact LMSGlobal@hants.gov.uk for support.

New User Registrations

If you do not have a user ID and password

If you are accessing the site for the first time and need to register, use the **Click here to register** link under the **New User** heading (shown below).

You will land on the screen below where you should enter the details requested.

Please note the information you'll need to complete the three fields below can be obtained from your school's Headteacher and Business Manager/Administrator. You will need to ask them for the following codes in order to create your Learning Zone account:

- **Registration Code**
- **Organisation ID**
- **Customer Number**

If your school has not been sent these codes, your Headteacher or Business Manager / Administrator can get them quickly by emailing htlc.courses@hants.gov.uk and requesting access for your school.

Complete the other fields as directed, read our **Privacy Notice**, and **tick the box** to acknowledge you have done so, and then click the **Submit** button

Create New Account

Set up an account

Please complete all mandatory fields below in order to register for your Learning Zone account.

By submitting your account information, you agree that Hampshire County Council can use the information you provide to create your learning account and identify and authenticate you each time you log in to your learning account.

If you do not know your Registration Code, Organisation ID or Customer Number, please refer to our guidance on the [Learning Zone help page](#).

Please note the following:

- Your password must be at least 8 characters in length.
- Your password should not exceed 40 characters.

* Required Fields.

Account Information

* User ID :	EXT36528
* Password :	<input type="password"/>
* Re-Enter Password :	<input type="password"/>
* Security Question 1 :	Select a question <input type="button" value="v"/>
* Response :	<input type="text"/>
* Confirm Response :	<input type="text"/>
* Security Question 2 :	Select a question <input type="button" value="v"/>
* Response :	<input type="text"/>
* Confirm Response :	<input type="text"/>
* Registration Code :	<input type="text"/>

Contact Information

* First Name :	<input type="text"/>
* Last Name :	<input type="text"/>
* Email Address :	<input type="text"/>
* Confirm Email Address :	<input type="text"/>
Telephone Number :	<input type="text"/>

Additional Information

* Organisation ID :	<input type="text"/>
* Customer Number :	<input type="text"/>
* Organisation Name :	<input type="text"/>
* Job Title :	<input type="text"/>
* Job role/interest (HCC/HIA S/HTLC users only) :	<input type="text"/>

To access and use the system, read and accept the document listed below. Click on the link to open the document.

[Privacy Statement](#)

☐ I acknowledge that I have read the above document.

If you make a mistake before submitting the form, click the **Reset** button to reset the form and have another go.

Please make a note of the User ID beginning EXT which is automatically generated as you will need this each time you log in.

If you experience any difficulty with this process, please contact htlc.courses@hants.gov.uk

My Learning page

If you use the keyword search in the top browser bar, it will only search for learning items that you currently have in your Learning Assignments.

My Learning Assignments

This section contains any learning items that you have booked ('Enrolled'), Assigned (this could be a learning item you have assigned yourself, 'elf-Assigned' or been assigned by a colleague). 'Required' indicates mandatory training.

Information

The contact details for HTLC can be found at the bottom of this section.

Recommendations

Learning Items can be recommended to you via a colleague.

Learning History

This will display any learning items completed within the last 30 days. To view a complete list of your learning history, click View All to open your Completed Work list.

Find Learning

Use this to search for a course – using course title or keyword/s from the title.

Browse all courses

Use this to browse and explore a wider range of professional learning in areas of interest. Please note: all HTLC courses are listed in 'Professional Skills'. Use the arrows to narrow down the selection from here.

Featured

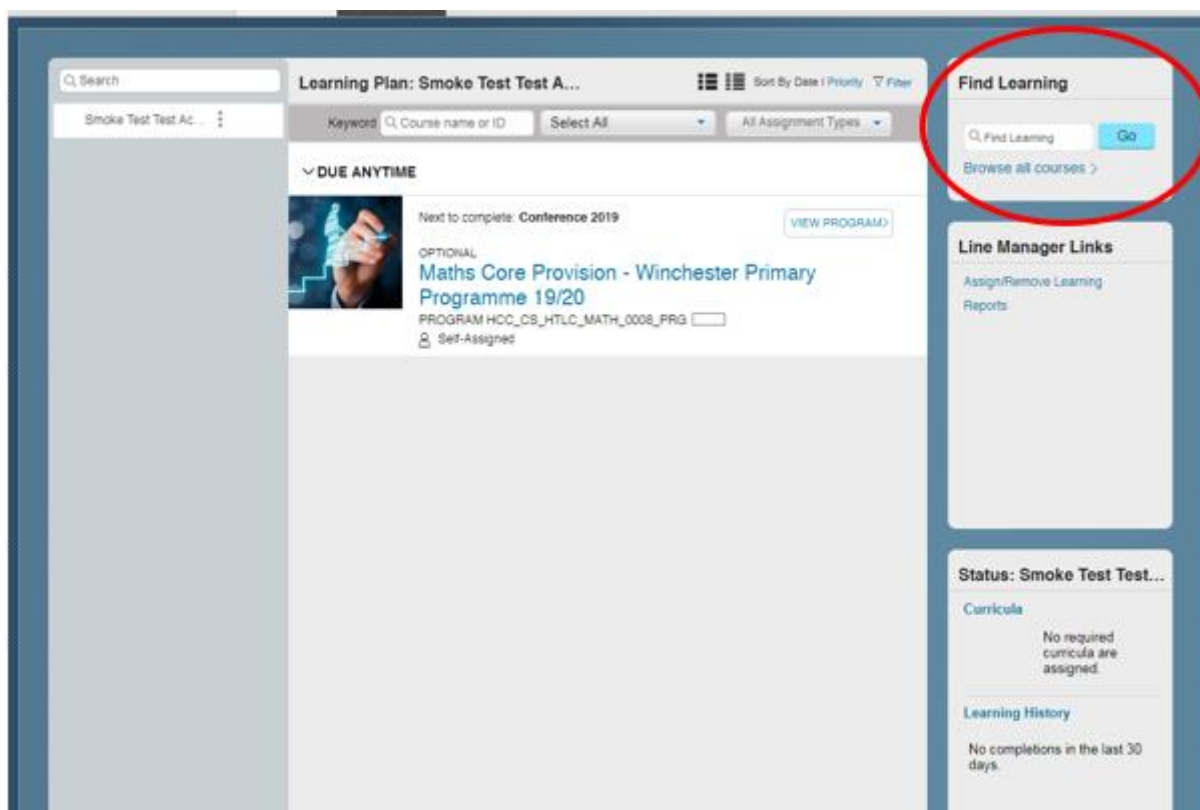
Upcoming learning items that have been flagged by HTLC. Featured courses will be highlighted on School Communications.

Upcoming Learning Opportunities

A chronological list of learning you are booked or enrolled on.

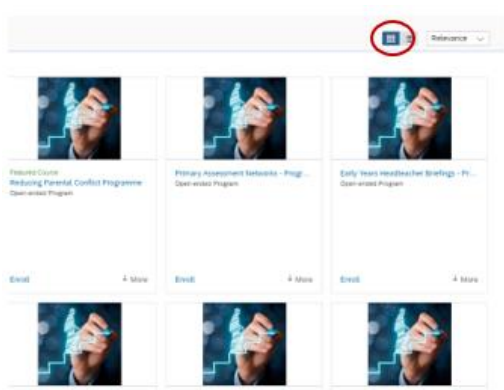
Searching for a Course

Use the **Find Learning** box on the top right of the My Learning page. This is the easiest, fastest and most efficient way of searching, particularly when are looking for a specific offer and have some information about it.

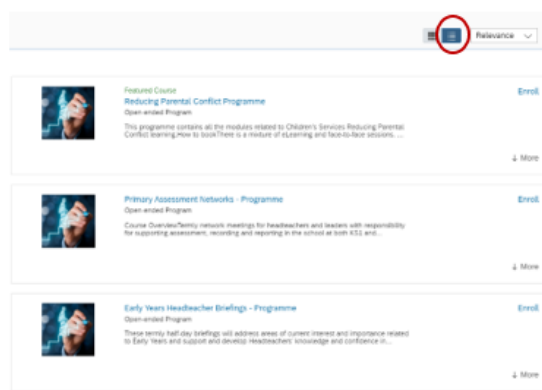


- Search using two or three key words from the course title. Key words for courses are included in Schools Communications and flyers.
- As you type, the Learning Zone will suggest titles. Select the one you want and click **Go**.
- You can view your returned search results in either List View or Card View. We recommend using List View as it displays more details. Click on the buttons on the top right of the screen to navigate between the two different views.

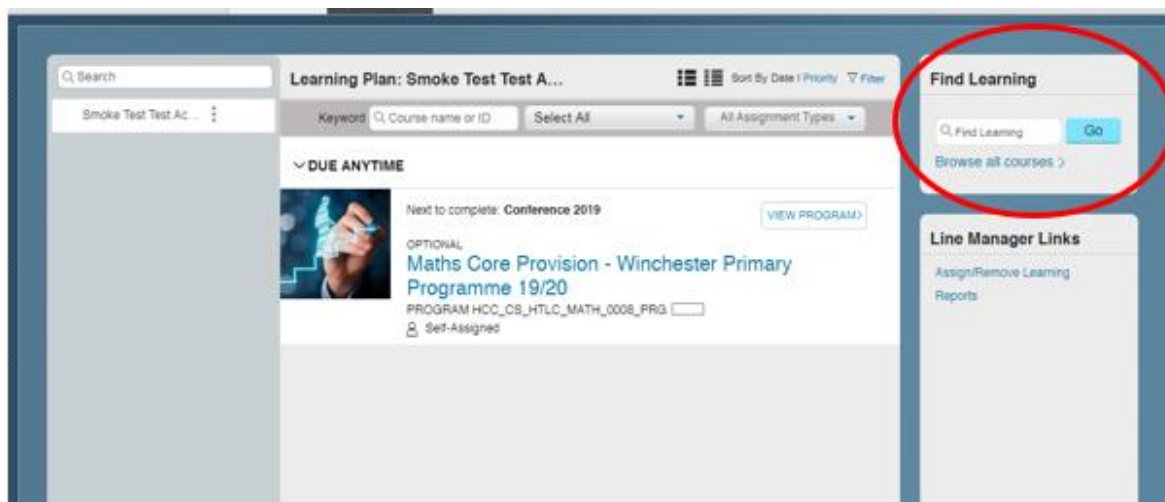
Card View



List View

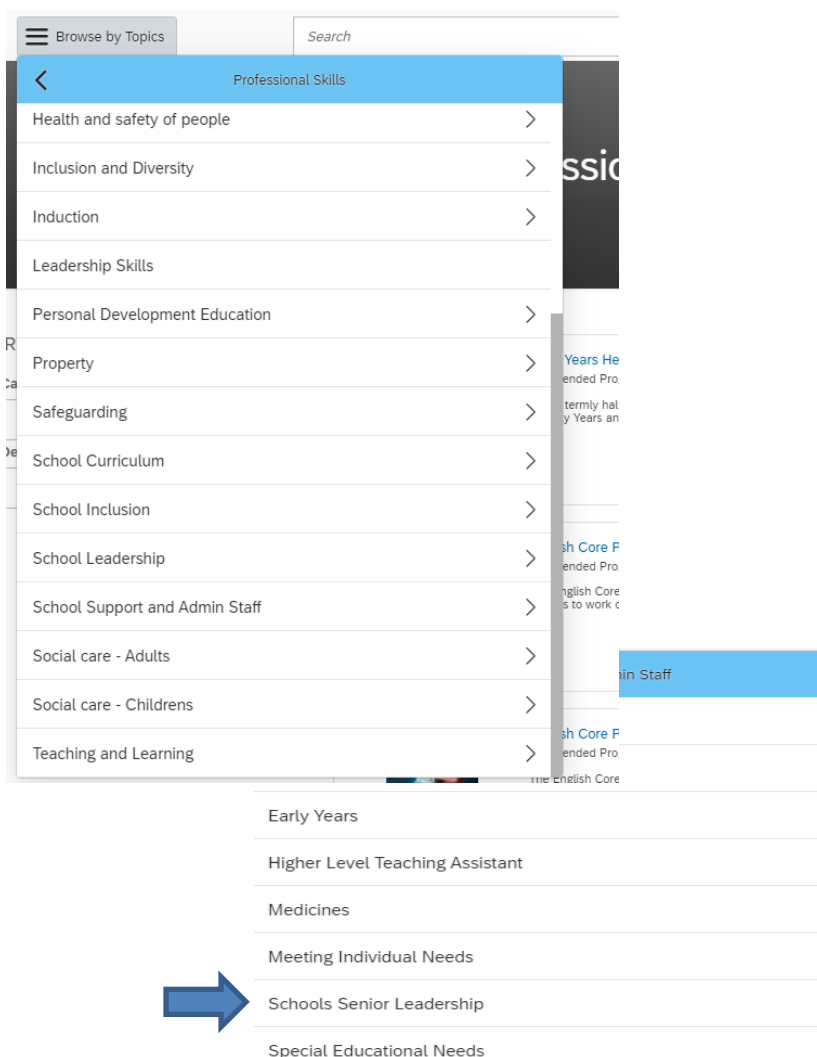
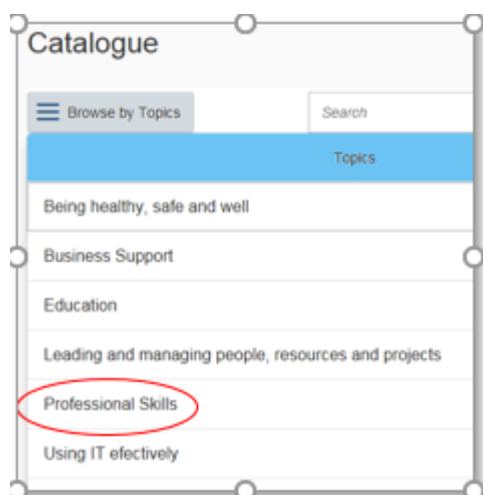


If you want to take a more general look at the learning items available and explore what is available in an area of interest, click on **Browse all courses**.



Here you can browse by topic (allowing you to view available learning by subject area).

All HTLC courses are listed in the 'Professional Skills' area



When you click on Browse all Courses, you may also see a list of any learning that has been recommended to you by your peers, as well as the current **Featured Learning**.

Recommended for you



English Core Provision - Test Valley Primary Programme 19/20 Program

The English Core Provision offer for Hampshire schools provides opportunities for English leaders to work collaboratively through a series of subject network meetings and an annual conference.



Making Headway (East) (LMS_CRS HCC_CS_HTLC_SNRL_10257CRS)

Course Overview This course aims to recognise and develop the potential of teachers who have clear aspirations to become deputy/assistant headteachers (must be recommended by their

[See Offerings](#)

Featured Learning



Featured Course

Securing the Expected Standard at KS1 (LMS_CRS HCC_CS_HTLC_ARRA_07799CRS)

This is a multi-session course that will ensure that teachers of Year 2 have a clear understanding of the expected standard that will be part of statutory assessment in reading, writing and mathematics

[See Offerings](#)



Featured Course

Food Safety in Catering (Level 2) for Teachers and Support Staff for all Key Stages (LMS_CRS HCC_CS_HTLC_TECH_08523CRS)

Course Overview A course for food technology teachers and support staff. This course will increase the level of safe and hygienic practice when children are engaged in food technology


[See Offerings](#)

To see further information about the course content

Click on the course title – this opens a new screen with further information. You may need to click on the ‘More’ button on this page to display full course details. From here, use the small back arrow to return to the results screen.

To view available dates for the course

Click on **See Offerings**.



Primary Science Co-ordinators Networks- Summer Term
(LMS_CRS HCC_CS_HTLC_SCI_11774CRS)
[Assign to Me](#)


Course OverviewThis network takes the form of a half-day session each term in various locations around the county. It allows science co-ordinators to work together on current ...


[See Offerings](#)

↑ Less

Primary Science Co-ordinators Networks- Summer Term
[Assign to Me](#)
[Assign to Others](#)

Details Offerings

 22/6/2020 13:00 - 22/6/2020 16:30 UTC

 Havant Area

168.00 GBP | 30 seats available

[Add to cart](#)

Making Headway (East)
(LMS_CRS HCC_CS_HTLC_SNRL_10257CRS)
Course Overview This course aims to recognise and develop the potential of teachers who have clear aspirations to become

[See Offerings](#)

[Assign to Me](#)

[Less](#)

Making Headway (East)

[Assign to Me](#)
[Assign to Others](#)
[Recommend](#)

[Details](#) [Offerings](#)

11/10/2019 09:30 - 26/3/2020 16:00 Europe/London

Solent Hotel and Spa - Rookery Ave, Whiteley, Fareham PO15 7AJ

465.00 GBP 6 seats available

The price displayed includes all adjustments relating to HTLC and/or HIAS subscriptions relevant to your school.

For a multi session course, the dates displayed will be the first and the last session. The venue/location for the first session is also displayed.

To view all the dates and locations of a course (if more than one session), click on the date (in blue), another window will open listing the full programme *see overleaf

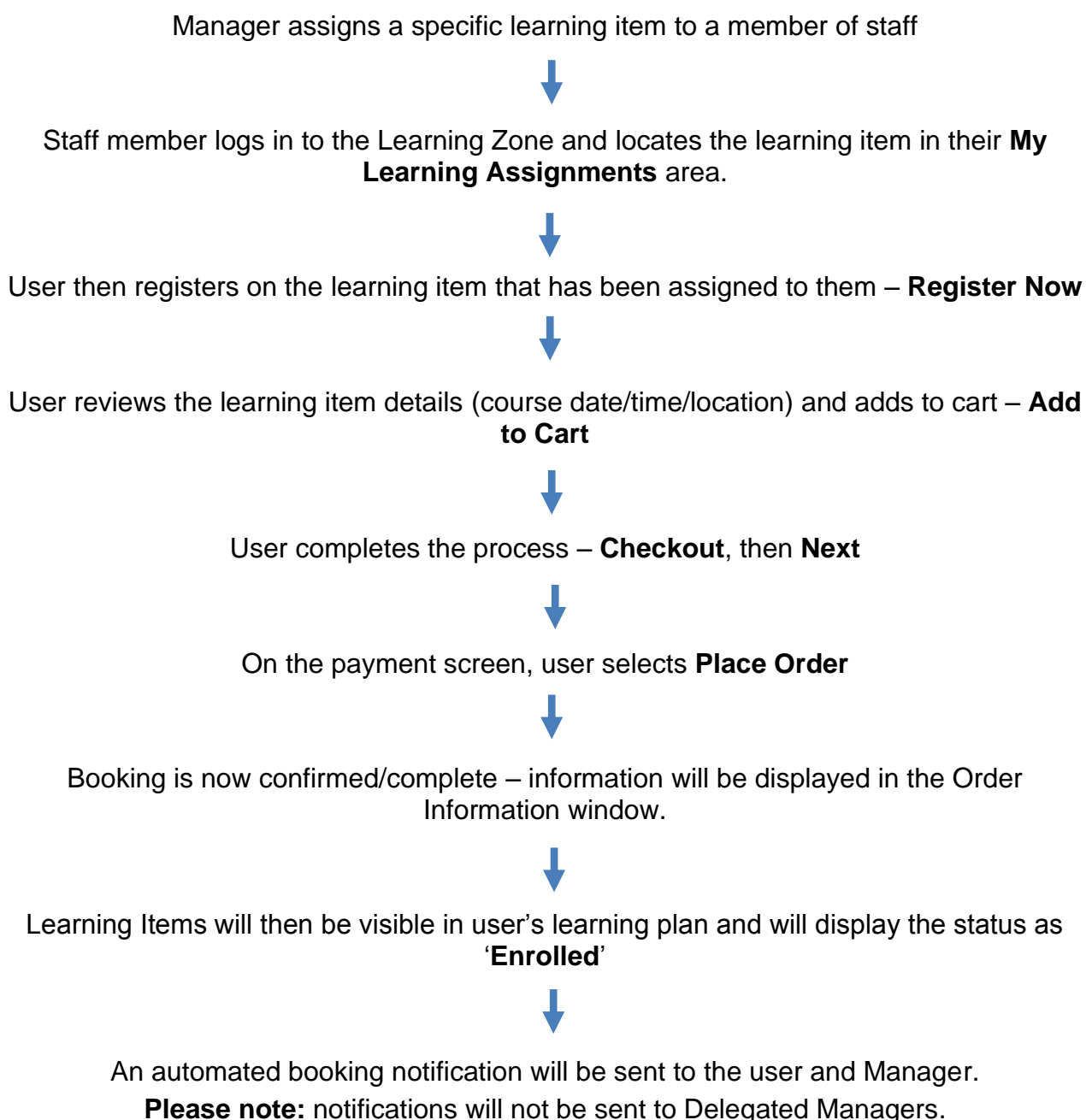
Full details of a multi session course – available by clicking on the date in see offerings.

▼ **SEGMENT DETAILS**

Segment	Start	End	Facility & Location	Instructor
1	11/10/2019 09:30 Europe/London	11/10/2019 16:30 Europe/London	Solent Hotel and Spa - Rookery Ave, Whiteley, Fareham PO15 7AJ - Solent Hotel and Spa - Rookery Ave, Whiteley, Fareham PO15 7AJ	Bettridge, Sarah
2	7/11/2019 12:30 Europe/London	7/11/2019 17:00 Europe/London	Salisbury Infants School - Barnes Ln, Salisbury Green, Southampton SO31 7BJ - Salisbury Infants School - Barnes Ln, Salisbury Green, Southampton SO31 7BJ	Bettridge, Sarah
3	5/12/2019 12:30 Europe/London	5/12/2019 17:00 Europe/London	Red Barn Primary School - Linden Lea, Portchester, Fareham PO16 8HJ (location)	Bettridge, Sarah
4	10/1/2020 09:00 Europe/London	10/1/2020 16:30 Europe/London	Solent Hotel and Spa - Rookery Ave, Whiteley, Fareham PO15 7AJ - Solent Hotel and Spa -	Bettridge, Sarah
5	30/1/2020 12:30 Europe/London	30/1/2020 17:00 Europe/London	HU, HAVANT PO9 5PE - Sharps Copse Primary School	

Booking a Course

Process overview

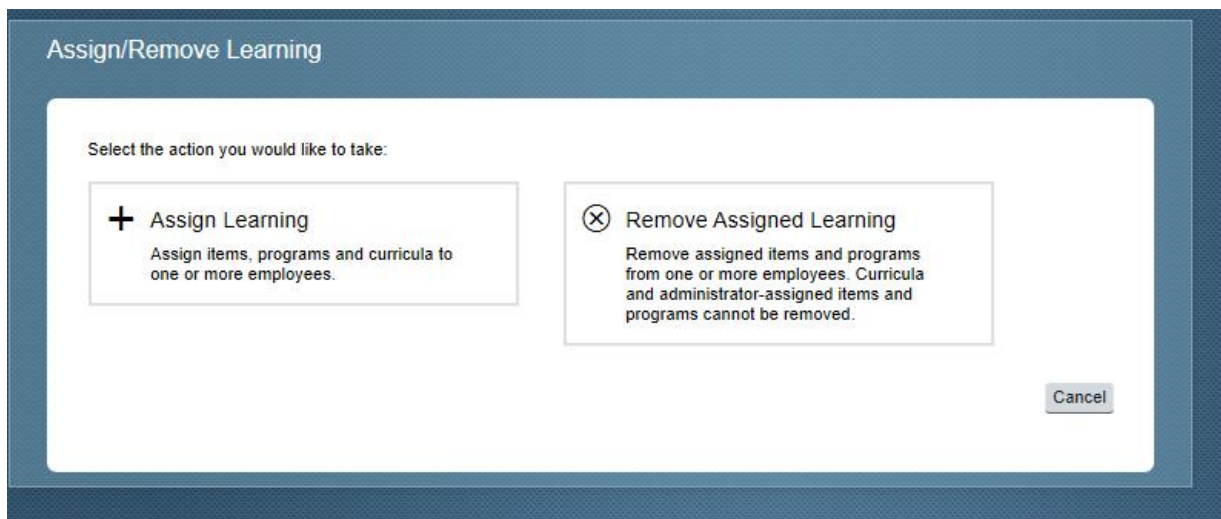


Assigning Learning Items (Manager)

The member of school staff with 'Manager' permissions assigns training to user. There are two ways of doing this.

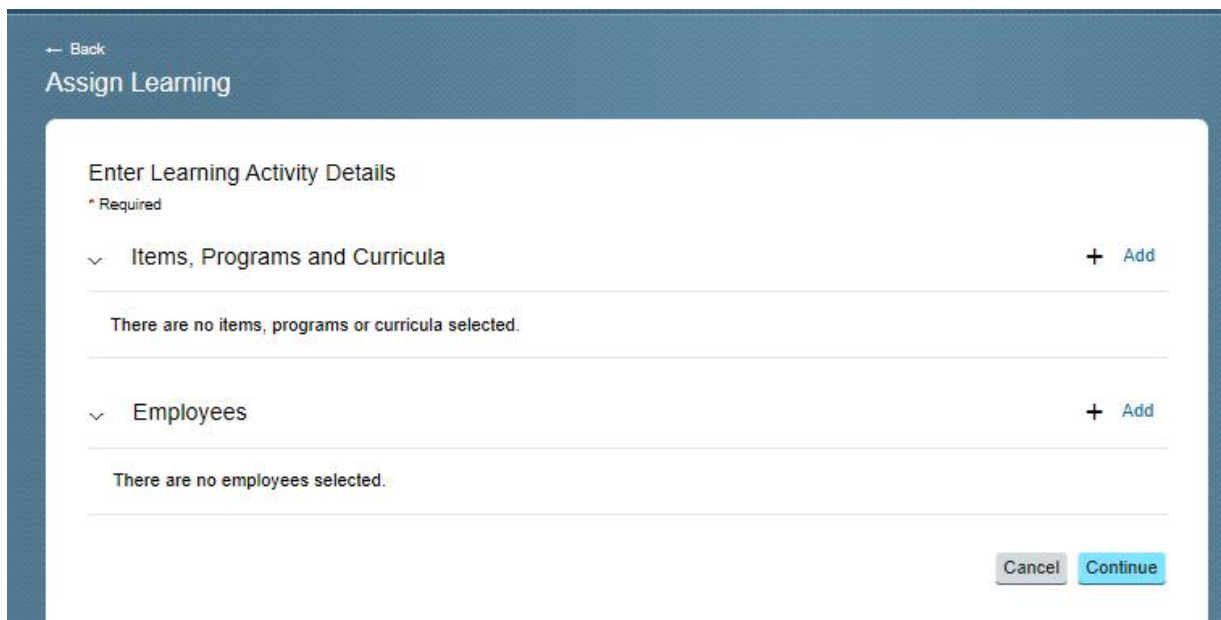
Option 1

From your My Employees tab, go to the **Line Manager Links** box on the right hand side and click **Assign/Remove Learning**



The dialog box is titled "Assign/Remove Learning". It contains a prompt "Select the action you would like to take:" followed by two options. The first option, "+ Assign Learning", includes the description "Assign items, programs and curricula to one or more employees." The second option, "⊗ Remove Assigned Learning", includes the description "Remove assigned items and programs from one or more employees. Curricula and administrator-assigned items and programs cannot be removed." A "Cancel" button is located at the bottom right.

Click **Assign Learning**



The screen is titled "Assign Learning" with a "Back" link. It has a section "Enter Learning Activity Details" with a "* Required" note. There are two main sections: "Items, Programs and Curricula" and "Employees". Each section has a dropdown arrow, a "+ Add" link, and a message stating "There are no items, programs or curricula selected." and "There are no employees selected." respectively. At the bottom right, there are "Cancel" and "Continue" buttons.

Click the Add (+) link and search for the learning item in the Search box. When you have found the item you wish to assign, click **Select** then close the window.

Important: **ASSIGN** is not a booking

Under Assignment Type you have the option to select whether this is a mandatory (compliance), optional, recommended or required learning item.

You can also add a required by date, if applicable (this is the date when you as a manager require the employee to complete the learning item (can be left blank if no due date)).

← Back

Assign Learning

Enter Learning Activity Details

* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
Secondary Science Subject Leader Network – Spring 1		<div>Compliance Optional Recommended Required</div>	---	9/1/2020		X

Employees + Add

There are no employees selected.

Cancel Continue

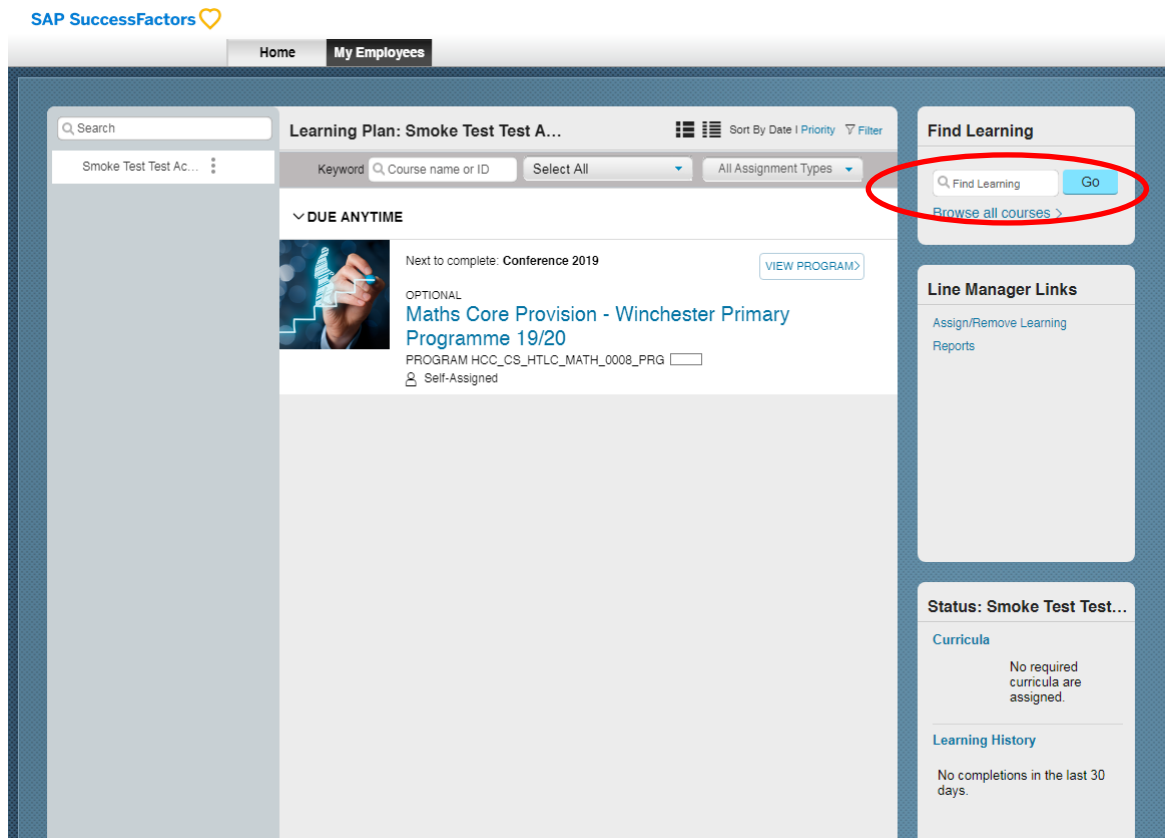
Select the employee/s from the Add (+) link.

Press **Continue** then **Assign Learning**

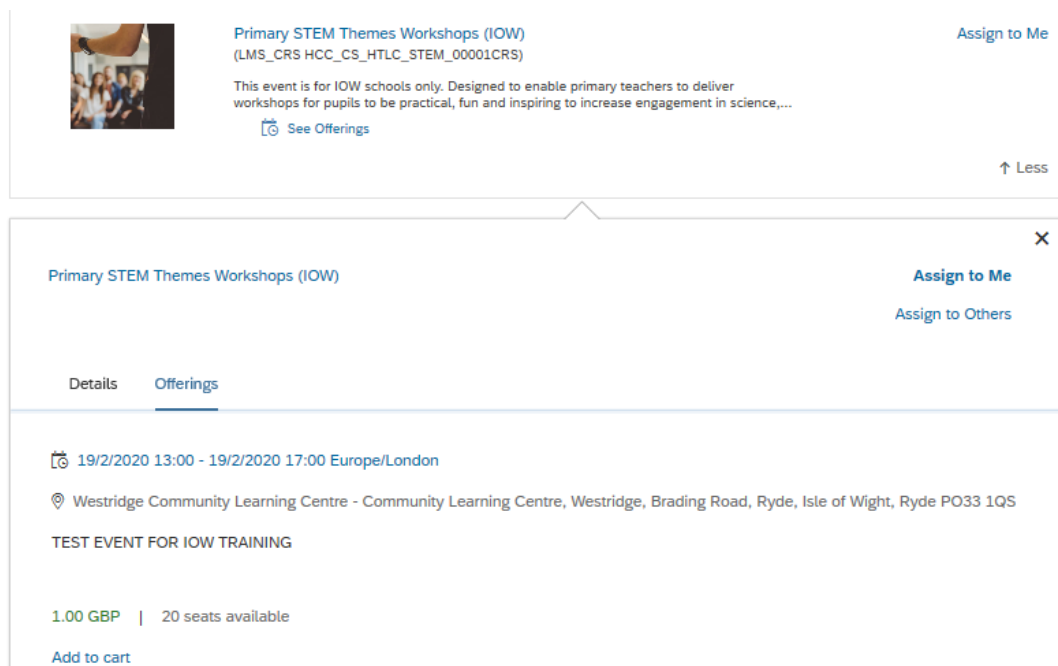
*Only Learning Zone Managers can recommend learning to colleagues

Option 2

From your Home tab, search for the course in the Find Learning box.



Click **See Offerings** to review the dates / location details, then **Assign to Others**



Click the Add (+) symbol to select the employee you wish to assign

← Back

Assign Learning

Enter Learning Activity Details

* Required

✓ Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
Primary STEM Themes Workshops (IOW)		Optional	---	8/1/2020		×

✓ Employees + Add

There are no employees selected.

Cancel Continue

You can select multiple employees from this list, if required

Select Employees

<input type="checkbox"/> Employees	Region	Job Code	Line Manager	Organisation
<input type="text" value="Employees"/>	<input type="text" value="Region"/>	<input type="text" value="Job Code"/>	<input type="text" value="Line Manager"/>	<input type="text" value="Organisation"/>
			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organisation

<input type="checkbox"/> Jo-Bloggs			Scott Katie	HCC_Externals (1000)
<input checked="" type="checkbox"/> Paul-Smith			Scott Katie	HCC_Externals (1000)
<input type="checkbox"/> Amy-Brown			Scott Katie	HCC_Externals (1000)
<input type="checkbox"/> Fred-White			Scott Katie	HCC_Externals (1000)
<input type="checkbox"/> Ann-Black			Scott Katie	HCC_Externals (1000)
<input type="checkbox"/> Amy-Brown			Scott Katie	HCC_Externals (1000)

Employees selected: 1

Cancel Add

Select the member of staff you are assigning the training to using the check box.
Once selected click **Add**

Assign Learning

Enter Learning Activity Details

* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
Primary STEM Themes Workshops (IOW)		Optional	---	8/1/2020		

Employees + Add

Name	Remove
Paul-Smith	

Cancel Continue

Click **Continue**

Assign Learning

Confirm Details

Items, Programs and Curricula

Title	Type	Assignment Type	Priority	Assign Date	Required Date
Primary STEM Themes Workshops (IOW)		LMS_OPT	---	8/1/2020	

Employees

Name
Paul-Smith

Cancel Assign Learning

Click **Assign Learning**

You will receive a message advising that the learning item has been assigned to the specified employee.

Assign Learning

Successfully Assigned

The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned

Close

Registering on Learning Items (User)

Once a course has been assigned to a user they will be visible in their **My Learning Assignments** area. The user then needs to log in, review the assigned learning and book themselves on the required date and location for the training.

Click on the REGISTER NOW button next to the course you have been assigned.

The screenshot displays the 'My Learning Assignments' dashboard. At the top, there's a search bar with 'Keyword' and 'Course name or ID' fields, and a 'Select All' button. Below this, a list of assignments is shown. The third assignment, 'Primary STEM Themes Workshops (IOW)', is highlighted with a red box. A red arrow points from this box to the 'REGISTER NOW' button. The right sidebar contains sections for 'Find Learning', 'My Curricula', and 'Learning History'.

My Learning Assignments

Sort By Date | Priority | Filter

Keyword Course name or ID All Assignment Types

Preparing for KS1 Statutory Assessment
Developing Teaching and Learning to Achieve the Expected Standard (Guidance for All Schools) (IOW)
LMS_CRS HCC_CS_HTLA_ARRA_07787CRS
Self-Assigned

Preparing for KS2 Statutory Assessment
Developing Teaching and Learning to Achieve the Expected Standard (Guidance for All Schools) (IOW)
LMS_CRS HCC_CS_HTLA_ARRA_07788CRS
Self-Assigned

Primary STEM Themes Workshops (IOW)
LMS_CRS HCC_CS_HTLA_STEM_00001CRS
Assigned by Katie Scott

Teachers New to Y2 Standards in English, Maths

Find Learning

What do you want to LEARN today?

[Browse all courses >](#)

My Curricula

☒ You currently have no required curricula.
[Go to Curriculum Status](#)

Learning History

No learning events were recorded in last 30 days.

A new window with more information including the date/time and location of the course will open.

Primary STEM Themes Workshops (IOW) ⓘ

LMS_CRS HCC_CS_HTLIC_STEM_00001CRS

Item Description:
This event is for IOW schools only. Designed to enable primary teachers to deliver workshops for pupils to be practical, fun and inspiring to increase engagement in science, technology, engineering and maths. Motivate your learners in science, technology, engineering and maths with interactive and engaging workshop ideas and activities.

▼ **ASSIGNMENT INFORMATION**

Required Date:	Completion Date:	Days Remaining:
Assignment Type: LMS_OPT	Assignment Date: 8/1/2020	Assigned By: 3191633,Scott, Katie

> **CURRENT REGISTRATION**

▼ **AVAILABLE SCHEDULED OFFERINGS**

Description	Day(s)	Start ≡	End	Location	Available Seats	Price	Action
TEST EVENT FOR IOW TRAINING	1	19/2/2020 13:00 Europe/London	19/2/2020 17:00 Europe/London	Westridge Community Learning Centre - Community Learning Centre, Westridge, Brading Road, Ryde, Isle of Wight, Ryde PO33 1QS -	20	1.00 (GBP)	View Details Add to Cart

Check the information and click **Add to Cart**

When you have finished updating the contents of your Shopping Cart, click **Checkout** to purchase. You may not update the quantity of scheduled offering registrations.

Title	Unit Price (GBP)	Quantity	Total Price (GBP)	Add to Learning Plan	Action
Primary STEM Themes Workshops (IOW) View Scheduled Offering Details 19/2/2020 13:00 Europe/London Westridge Community Learning Centre - Community Learning Centre, Westridge, Brading Road, Ryde, Isle of Wight, Ryde PO33 1QS	1.00	1	1.00	Already assigned	✕

Total Before Savings:	1.00
You Saved:	0.00
Payable:	1.00

Enter Coupon Code: [Apply](#) [Checkout](#)

Click **Checkout**

Checkout

Select Payment Method

Select Payment Method

Select a Payment Method and click **Next** to continue with the Checkout Process.

☒ Use a purchase order
☒ Hampshire County Council (LMS_HCC)

Return to Shopping Cart

Next

Click **Next**

Select Payment Method → Shipping Address → **Payment**

Payment

Click **Place Order** to submit your order.

Title	Unit Price (GBP)	Quantity	Total Price (GBP)
Primary STEM Themes Workshops (IOW)			
View Scheduled Offering Details Date/Time/Facility: 19/2/2020 13:00 Europe/London Westridge Community Learning Centre - Community Learning Centre, Westridge, Brading Road, Ryde, Isle of Wight, Ryde PO33 1QS	1.00	1	1.00
			Cancellation Policy
Purchase will be charged to Purchase Order Hampshire County Council (LMS_HCC)		Total Before Savings:	1.00
		You Saved:	0.00
		Payable:	1.00

Return to Payment Method Selection

Place Order

Click **Place Order**. The order information will then be displayed.

← Back

Checkout

Select Payment Method → Shipping Information → Payment → **Order Summary**

Order Information

Order Number: ORDNO-51521
Order Date: 8/1/2020
Order Status: Approved
Purchased items have been added to your Learning Plan. [Home](#)

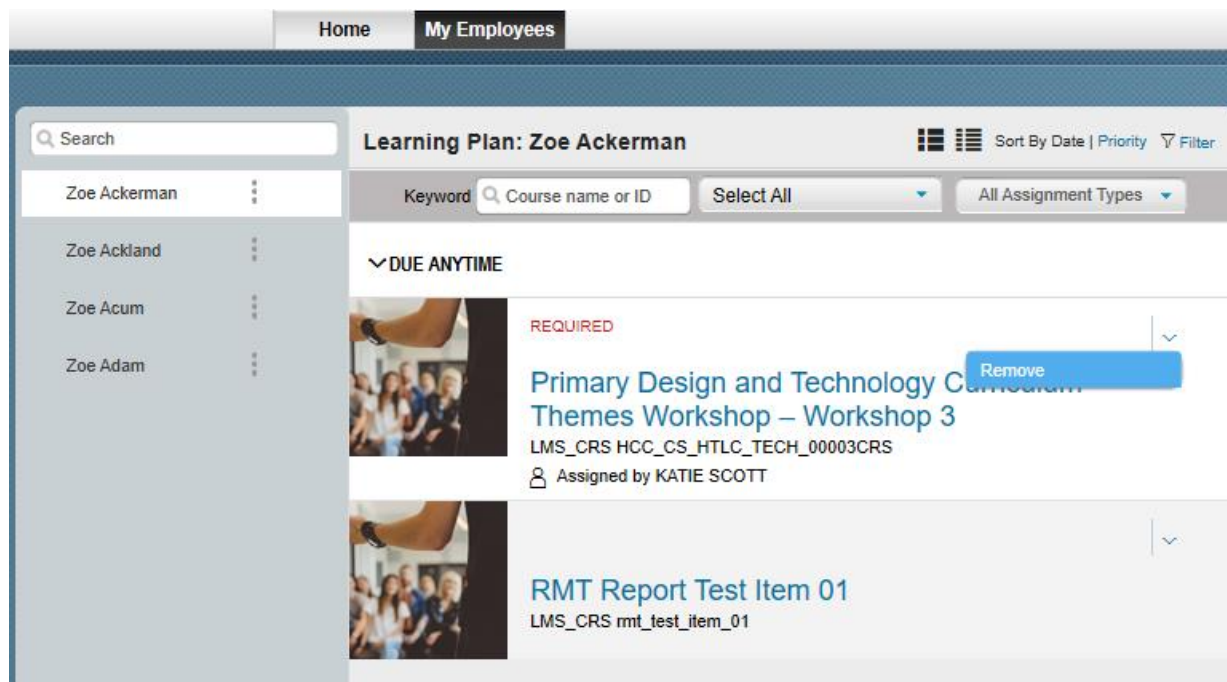
Title	Unit Price (GBP)	Quantity	Total Price (GBP)	Status
Primary STEM Themes Workshops (IOW)				
View Scheduled Offering Details 19/2/2020 13:00 Europe/London Westridge Community Learning Centre - Community Learning Centre, Westridge, Brading Road, Ryde, Isle of Wight, Ryde PO33 1QS	1.00	1	1.00	Approved
Purchase was charged to Purchase Order Hampshire County Council (LMS_HCC)		Total Before Savings:	1.00	
		You Saved:	0.00	
		Payable:	1.00	

You should now be able to view the course in your Learning Assignments. The status will show as 'Enrolled' which means the booking is confirmed.

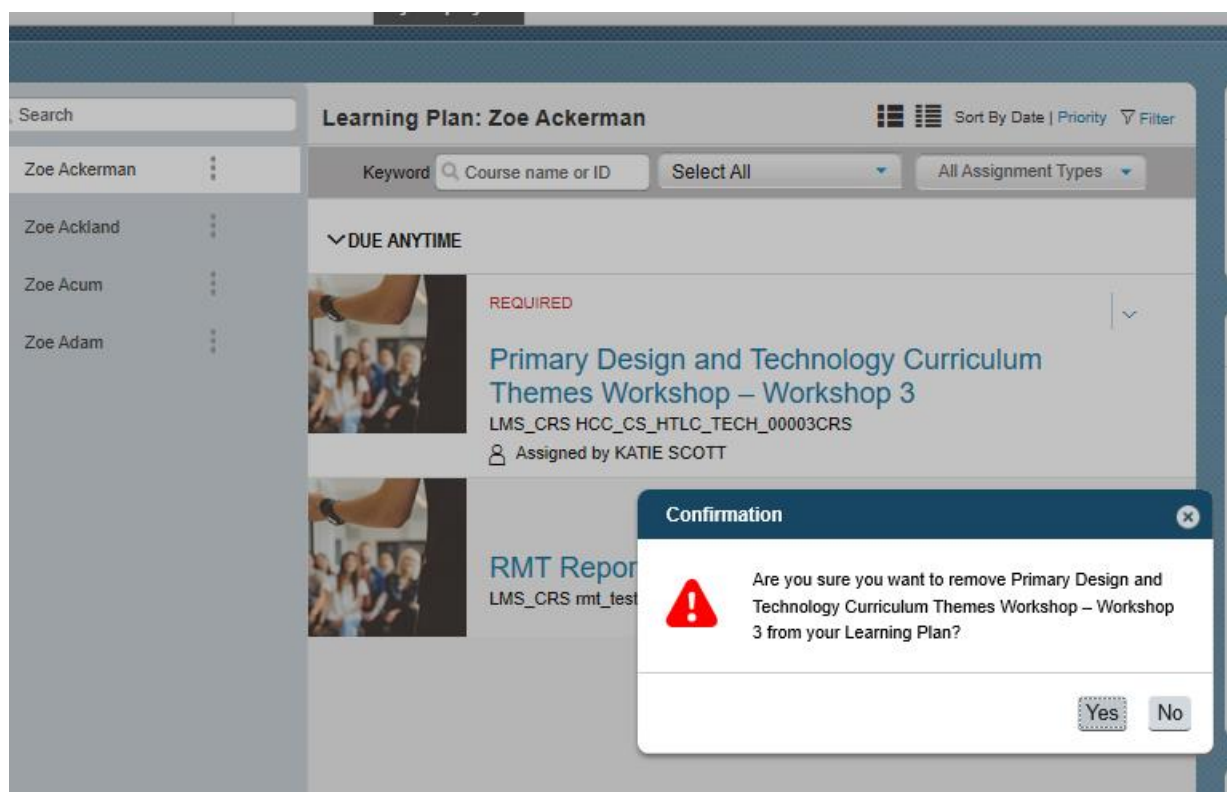
Removing Assigned Learning Items from Staff Learning Plans (Manager)

To remove an assigned learning item from a member of staff's to do list, click on the My Employees tab at the top of your home page.

Click on the drop down arrow and **Remove**



Click **Yes**

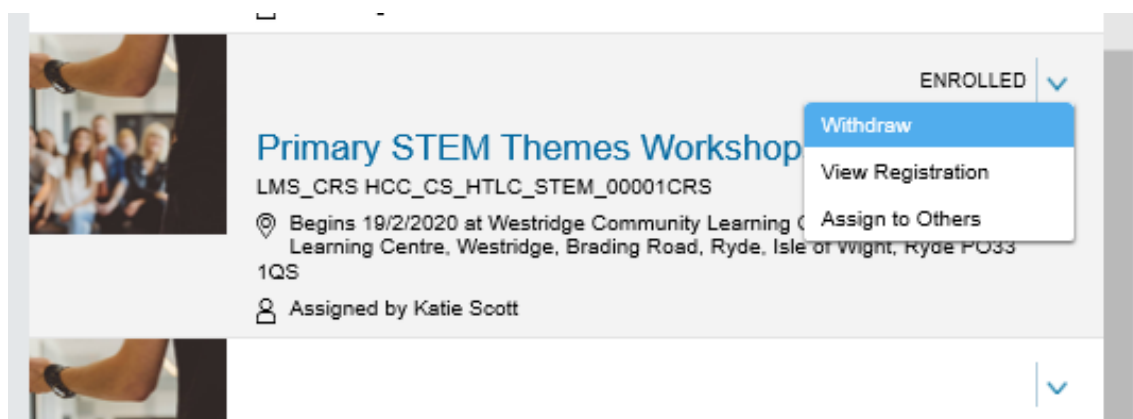


Withdrawing / Cancelling a Course Booking (User)

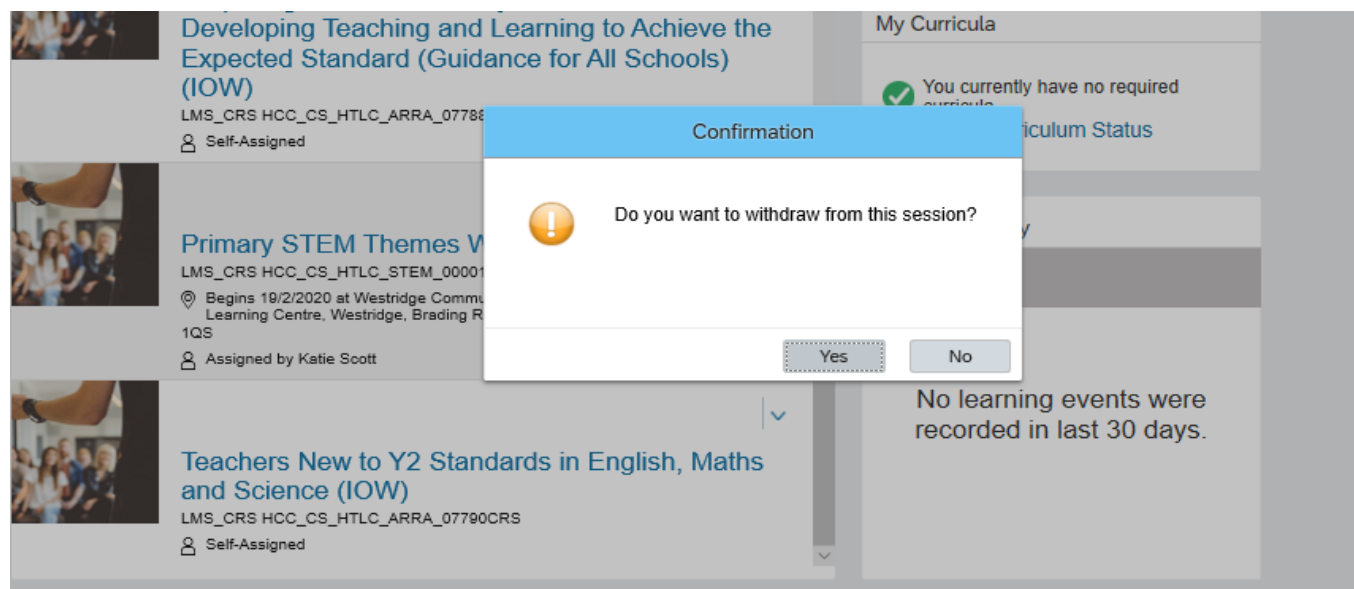
Withdrawals outside the cut off period

Only a user can cancel a booking. A manager can only remove from a learning plan once assigned (not when booked)

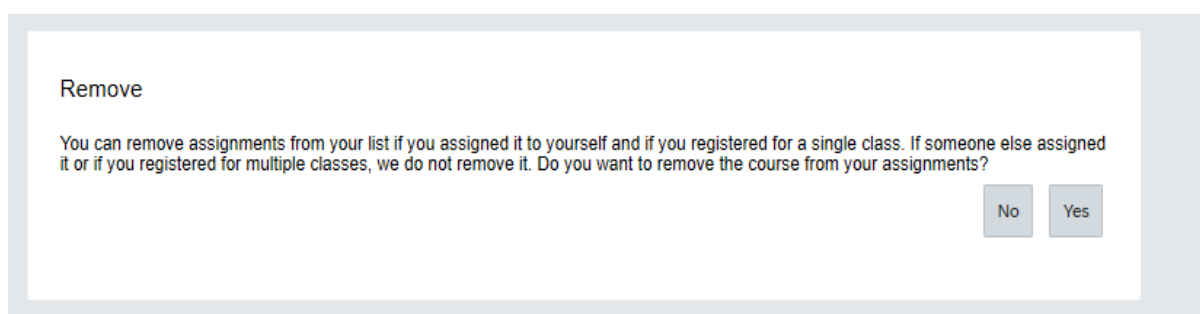
Navigate to the **My Learning Assignments** page. Find the relevant learning item title in your learning assignments. Click on the arrow next to the title to expand the **Options** menu. Click **Withdraw**.



A Confirmation message will appear asking if you want to withdraw from the session. Click **Yes**.

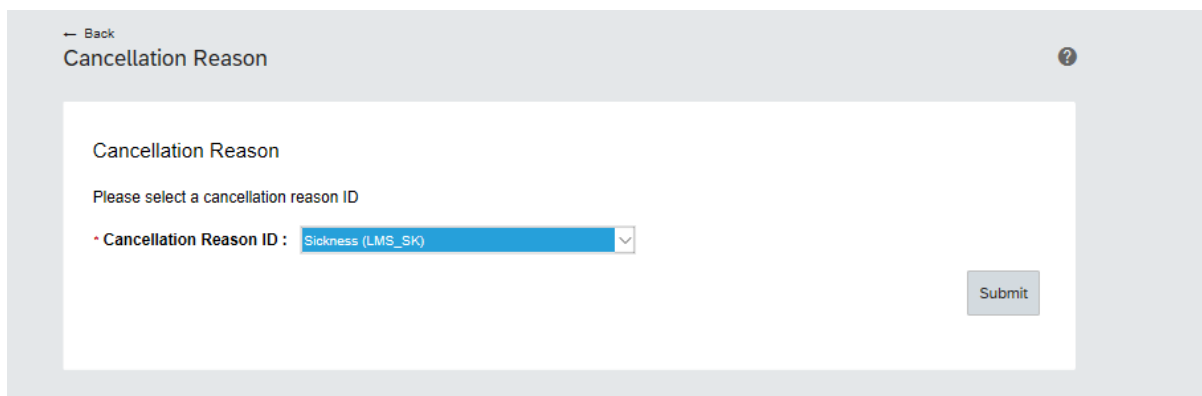


A message will display to ask you if you wish to remove the item, click **Yes**

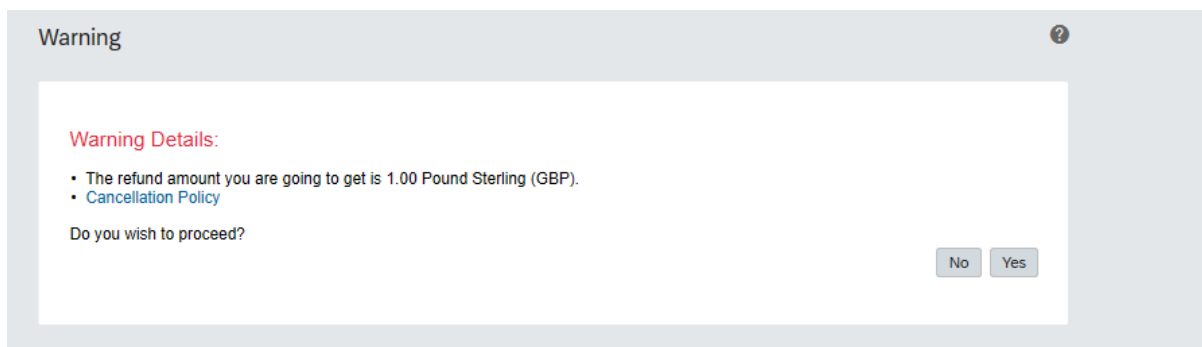


You can cancel a place on a course but you are unable to remove it from your learning plan if it has been assigned as required by your Manager.

Select a cancellation reason from the drop down list.



The screenshot shows a web form titled "Cancellation Reason" with a "Back" link and a help icon. The form contains a label "Cancellation Reason" and a prompt "Please select a cancellation reason ID". Below this is a dropdown menu labeled "Cancellation Reason ID :" with "Sickness (LMS_SK)" selected. A "Submit" button is located at the bottom right of the form.



The screenshot shows a "Warning" dialog box with a help icon. It contains a section titled "Warning Details:" with two bullet points: "The refund amount you are going to get is 1.00 Pound Sterling (GBP)." and a link to "Cancellation Policy". Below this is the question "Do you wish to proceed?" and two buttons, "No" and "Yes".

If the course is chargeable and you are withdrawing in the cancellation period, the system will indicate the cancellation charge. You will need to confirm that you accept these charges.

Withdrawals within the cut off period

Navigate to the My Learning Assignments page. Find the relevant learning item title in your learning assignments. Click on the arrow next to the title to expand the Options menu. Click Withdraw.

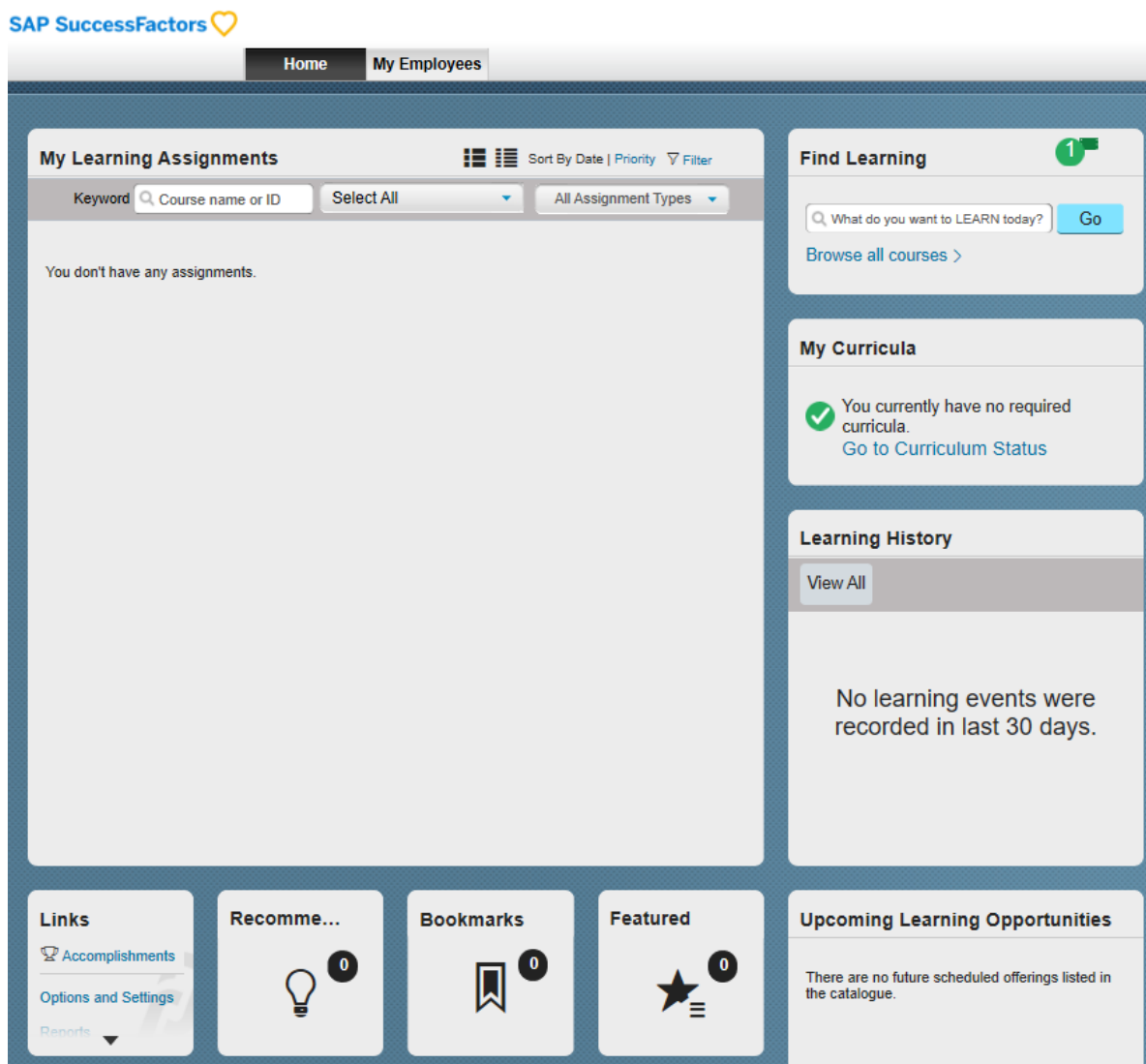
An error message will be shown to inform you that you cannot withdraw from the course as the cut-off date has passed.

You will need to contact the HTLC Events Team to make an off-system withdrawal request.

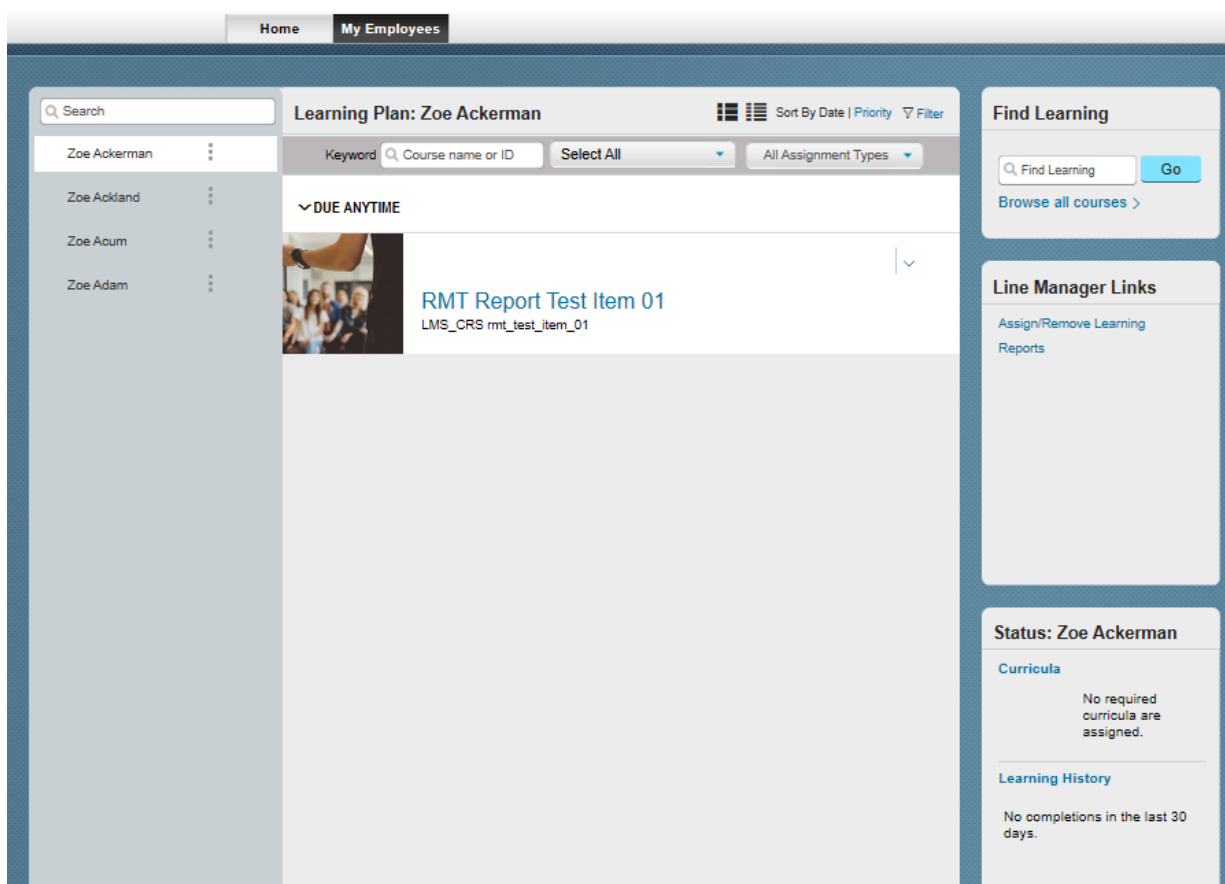
Manager Guidance

As a manager, once you have logged in to the Learning Zone you will see the Home tab. From here you can manage learning items (courses) for yourself and for your staff.

From the Home page you can search for learning items and assign them either to yourself and your own learning plan or to those of your team members.



If you click on the My Employees tab you will switch from a personal view to a team view.



From here you can access the **Line Manager Links** tile.

These links enable you to go to different sections to manage your team's learning items. You can:

- **Assign or remove items** from their Learning Plan (To-Do List)
- Access **reports**

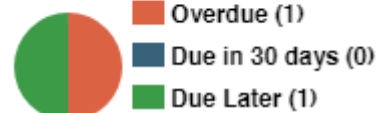
Line Manager Links

[Assign/Remove Learning Reports](#)

You can also view a learning status overview for your staff members, including a learning history from the last 30 days.

Status: Generys Willis

Curricula

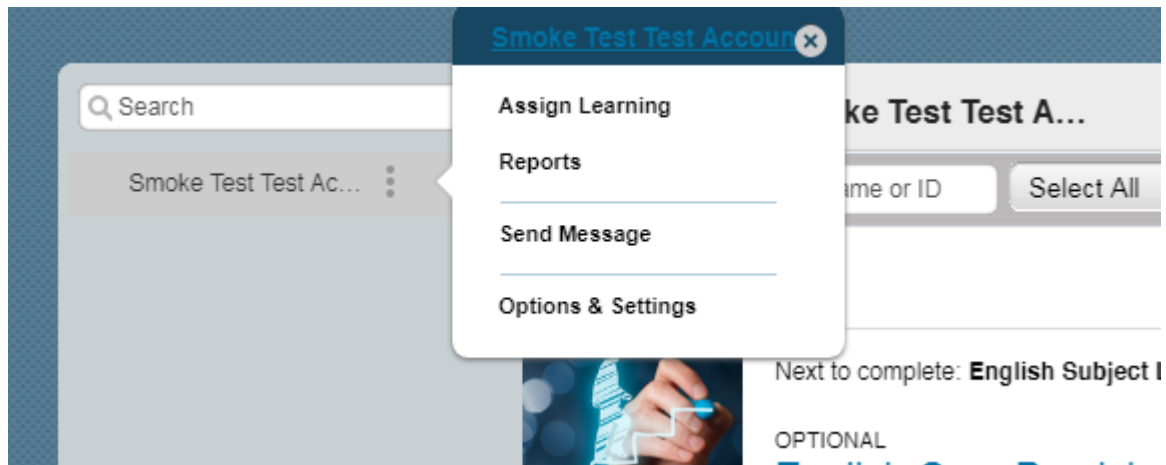


Learning History

1 item completed in the last 30 days.

If you click on the vertical dots next to a team member name, you can take a number of actions including:

- running reports for that specific employee, for example on learning history
- review options and settings for that employee
- send message – send an email directly to that employee



Delegating Manager Functionality

You may wish to delegate your manager functionality to another member of staff.

Note – before you do this it is essential that you know the external ID of the staff member you wish to delegate to – please call HTLC to confirm.

1. Go to **Options and Settings**
2. In **Delegates** click **Add**

Delegates

Add...

Edit...

Remove

3. Click on **advanced search** and input the User ID of the person you wish to delegate to
Note: do not search by name. There may be multiple users with the same name, so you need to be careful not to give access to your staff data to the wrong person. It is important to only search by User ID to be sure of allocating to the right person.

Search Users

Enter a value for each field that you want to use to filter your search. Click Search to display the results.

Case sensitive search: ☐ Yes ☒ No

User ID:

External ID:

Last Name:

First Name:

Middle Initial:

Role ID:

User Status: ☒ Active ☐ Not Active ☐ Both

Profile Status: ☐ Active ☐ Expired ☒ Both

Position ID:

Native Deeplink User: ☐ Yes ☐ No ☒ Both

Gamification User ID:

4. On the next screen, click **select**

View Users Results			
User ID	User Name	Job Location	Organisation ID (Int)
EXT28011	Test Account, Smoke Test		HCC_Externals (1000) <input type="button" value="Select"/>

View Learning History of Staff Members

Managers can view an employee's completed learning history by clicking on **Learning History** in the status tile.

Status: Generys Willis

Curricula

Overdue (1)
 Due in 30 days (0)
 Due Later (1)

Learning History

1 item completed in the last 30 days.

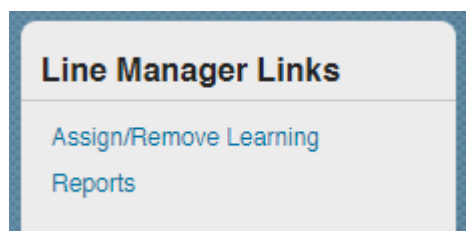
Completed work displays a list of items that the employee has completed and the dates the employee completed them.

Use the Title field to search for a particular course and click on the item for more details.

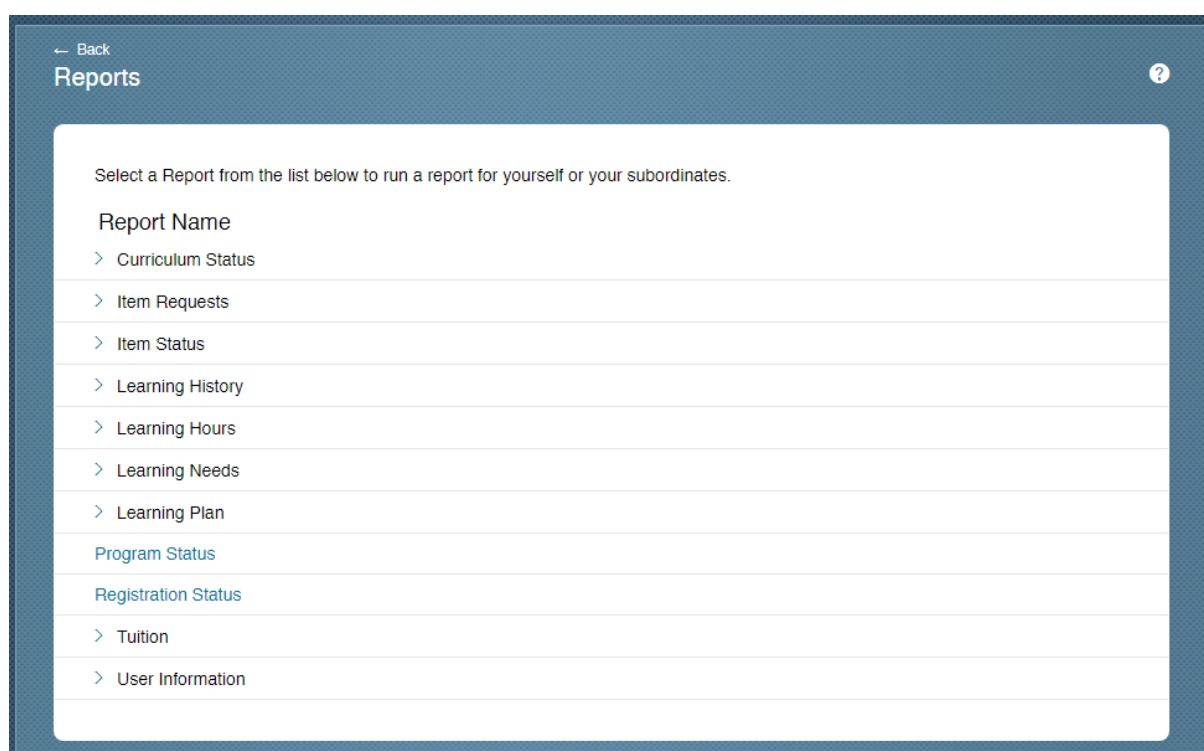
Generys Willis LMS Team Leader				
2019				
7/1/2019 16:55	Support Staff Offering Jan - Feb 2019	Confirmed		
4/1/2019 09:05	TLP 2018-19 Welcome	Confirmed		
21/12/2018 13:46	Support Staff Offering Jan - Feb 2019	Confirmed		
21/12/2018 13:29	Support Staff Offering Jan - Feb 2019	Confirmed		
13/12/2018 08:32	Working with Financial Procedures and Controls	eLearning Passed		
6/12/2018 08:38	Data Protection (GDPR)	eLearning Passed		

Manager Reports

A number of reports can be run on employee's learning. To access click on **Reports** under the Line Manager Links on the My Employees tab



Click on Reports to view a list of available reports. Click the expand icon > to see additional reports in each group

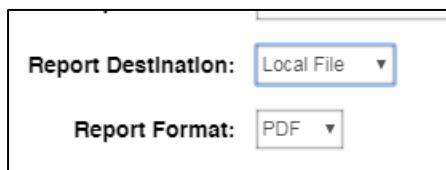


For each report you can use the drop downs and criteria fields to determine options

For example, you can run reports for yourself, your direct subordinates or all subordinates

User:	<input checked="" type="radio"/> Self	<input type="radio"/> Direct Subordinates	<input type="radio"/> All Subordinates	<input type="radio"/> All
	<input type="checkbox"/> Include Alternate Subordinates			

Some reports will state (CSV) in brackets, which mean they should be opened in Excel. Others have a option for report format – select Local File and PDF to save a copy



The image shows a screenshot of a web-based form for configuring a report. It contains two dropdown menus. The first dropdown is labeled 'Report Destination:' and has 'Local File' selected. The second dropdown is labeled 'Report Format:' and has 'PDF' selected. Both dropdowns have a small downward-pointing arrow on the right side of the selection box.

For PDF reports you can also customise the header and footer

Registration Status

- To see what courses your team have enrolled on, run the Registration Status report
- Select date periods to review bookings for a specific period

Learning History

- Displays information about Items that team members have completed
- Use the filters to select the Learner, and date range for which you would like the report return results
- Select a 'detailed' csv report to include any costs in the 'tuition' column

Learning Plan

- This report returns the learning plan (to-do list) for team members, i.e. all learning items, curricula etc they need to complete and any required by dates
- *Tip: You can assign (add) items or review this plan (to-do list), under the 'my employees' tab*

Help and Guidance

Talk to us

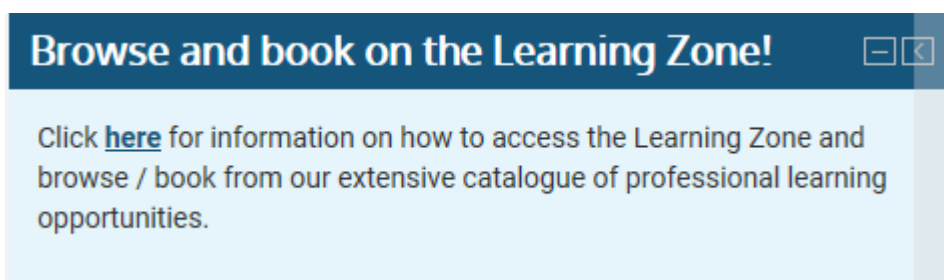
If you need to speak to one of the Learning Support Team you should use the contact details below:

Email: htlc.courses@hants.gov.uk

Telephone number: 01962 718600

Moodle Sites

<https://hias-moodle.mylearningapp.com/>

A banner with a dark blue header and a light blue body. The header contains the text "Browse and book on the Learning Zone!" in white, followed by two small square icons. The body contains the text "Click [here](#) for information on how to access the Learning Zone and browse / book from our extensive catalogue of professional learning opportunities." in dark blue.

Browse and book on the Learning Zone!

Click [here](#) for information on how to access the Learning Zone and browse / book from our extensive catalogue of professional learning opportunities.

The Learning Zone guide for Isle of Wight schools is located on this page.