SERVICES FOR SCHOOLS

Learning Zone

Getting Started

Guidance for Isle of Wight Schools

Version 3

Contents

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

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

Logging In and Registering

If you already have a user ID and password

If you have <u>already registered or have been registered on the site</u>, 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.

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 :
* Re-Enter Password :
* Security Question 1 : Select a question
* Response :
* Confirm Response :
* Security Question 2 : Select a question
* Response :
* Confirm Response :
* Registration Code :

Contact Information

* First Name :
* Last Name :
* Email Address :
* Confirm Email Address :
Telephone Number :

Additional Information

* Organisation ID :
* Customer Number :
* Organisation Name :
* Job Title :
* Job role/interest (HCC/HIAS/HTLC users only) :

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.

Submit   Reset

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.

My Learning Assignments | Sort By Date | Priority ▼ Filter

Keyword 🔍 Course name or ID | Select All ▼ | All Assignment Types ▼

You don't have any assignments.

Find Learning

🔍 What do you want to LEARN today? | Go

Browse all courses >

My Curricula

✓ You currently have no required curricula.
Go to Curriculum Status

Learning History

View All

No learning events were recorded in last 30 days.

Links
Accomplishments
Options and Settings
Reports

Recommen... 0

Bookmarks 0

Featured 14

Upcoming Learning Opportunities
There are no future scheduled offerings listed in the catalogue.

Information
If you are a HCC employee please contact the relevant team below for support with making or managing your booking. NOTE: Please do not phone the IBC contact centre for learning related queries.
Frequently asked questions and help information can be found here.

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.

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.

Hampshire County Council

www.hants.gov.uk

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.
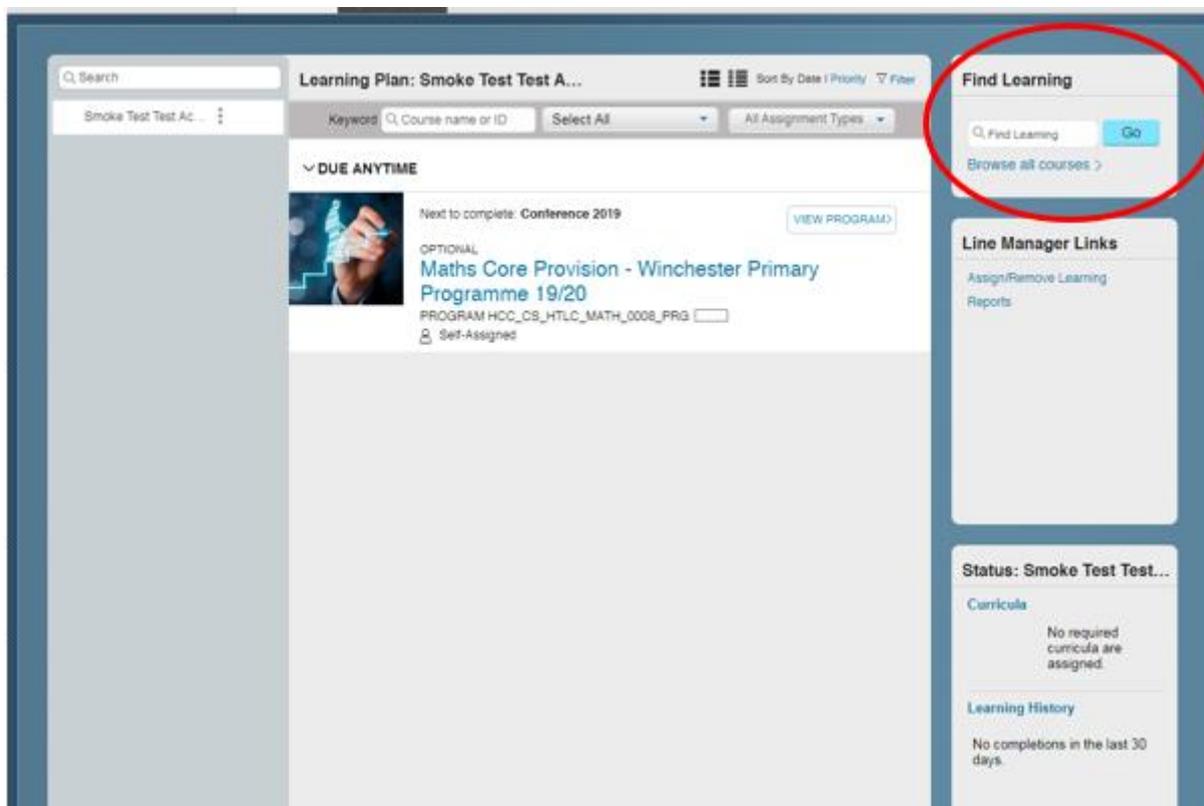
- Search using two or three key words from the course title. Key words for courses are included in the Isle of Wight training directory and course flyers.

- Type the key words and press enter or **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
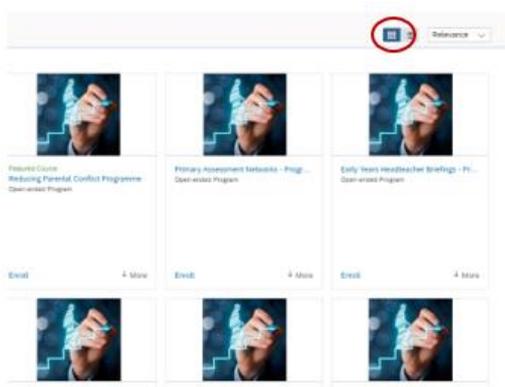
List View
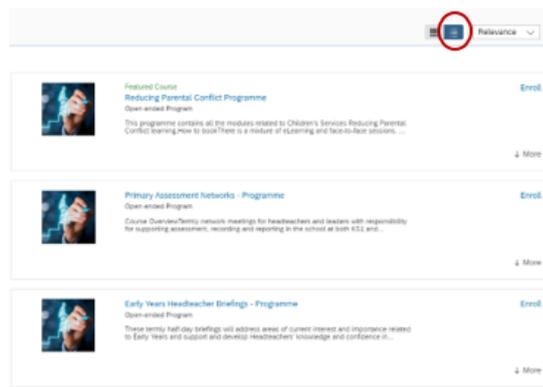
If you want to take a more general look at the learning items available and explore what is available in an area of interest, click on **Browse all courses.**
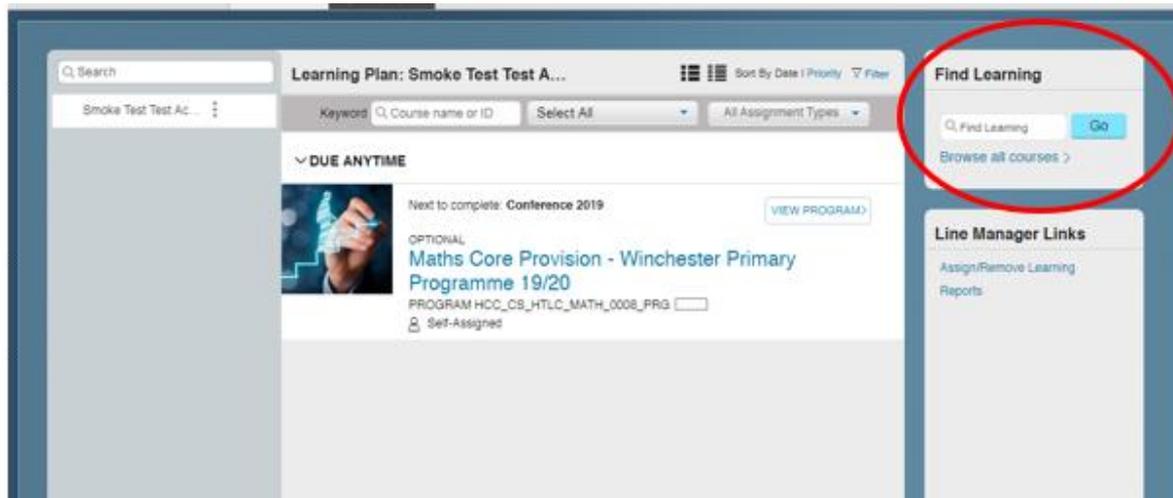
Here you can browse by topic (allowing you to view available learning by subject area).

All HTLC courses are listed in the 'Professional Skills' area
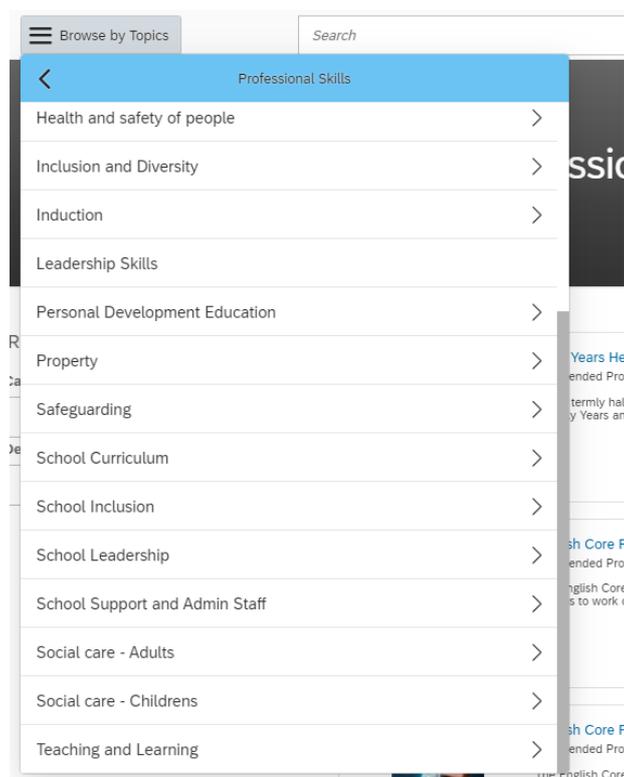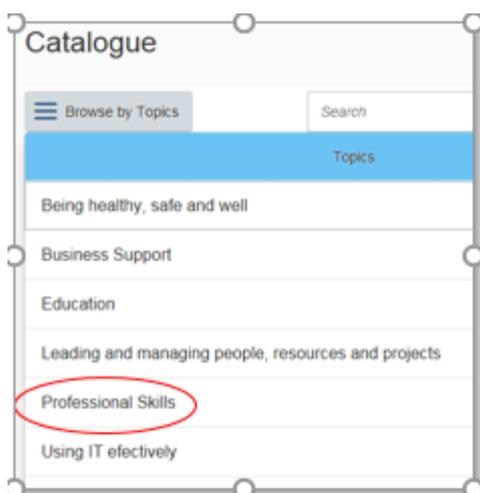
Returned search from Browse all courses > Professional Learning > School Curriculum.

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.**

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 Classes**

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

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	Sarisbury Infants School - Barnes Ln, Sarisbury Green, Southampton SO31 7BJ - Sarisbury Infants School - Barnes Ln, Sarisbury 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 - Rookery Ave, Whiteley, Fareham PO15 7AJ	Bettridge, Sarah
5	30/1/2020 12:30 Europe/London	30/1/2020 17:00 Europe/London	Sharps Copse Primary School - 11 Baybridge Rd, Havant PO9 5PE - Sharps Copse Primary School	Bettridge, Sarah

Booking a Course

Process overview

Manager assigns a specific learning item to a member of staff

↓

Staff member logs in to the Learning Zone and locates the learning item in their My Learning Assignments area.

↓

User then registers on the learning item that has been assigned to them – Register Now

↓

User reviews the learning item details (course date/time/location) and adds to cart – Add to Cart

↓

User completes the process – Checkout, then Next

↓

On the payment screen, user selects Place Order

↓

Booking is now confirmed/complete – information will be displayed in the Order Information window.

↓

Learning Items will then be visible in user's learning plan and will display the status as 'Enrolled'

↓

An automated booking notification will be sent to the user and Manager.
Please note: notifications will not be sent to Delegated Managers.

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 Home tab, search for the course in the Find Learning box.
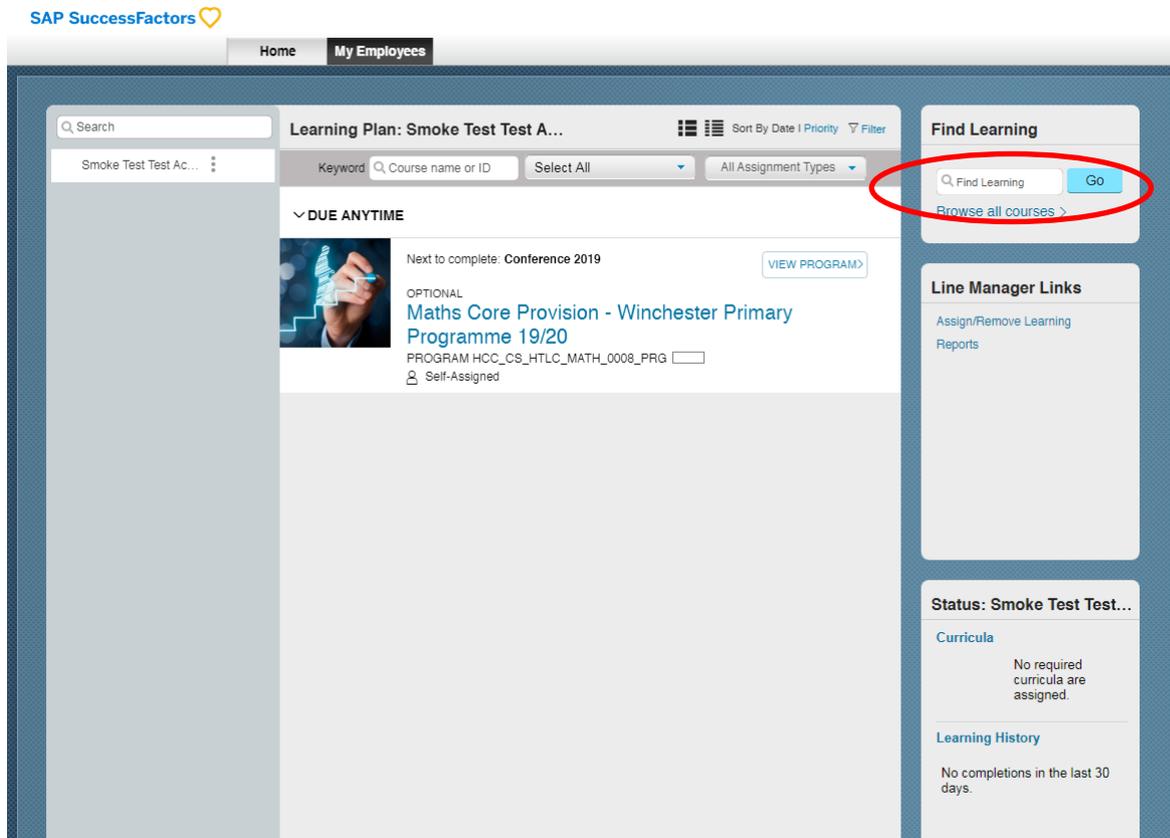
Click **See classes** to review the dates / location details, then **Assign to Others**
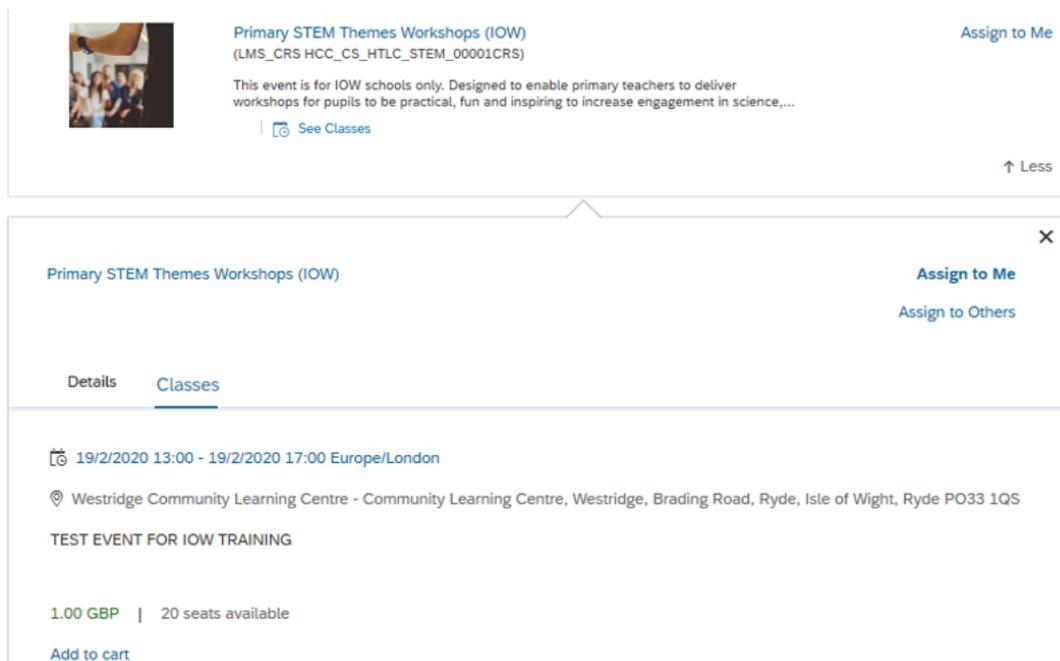
Click the Add (+) symbol to select the employee you wish to assign

You can select multiple employees from this list, if required

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

Click **Continue**

Click **Assign Learning**

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

Option 2
From your My Employees tab, go to the **Line Manager Links** box on the right hand side and click **Assign/Remove Learning**

Click **Assign Learning**

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).

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

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

*Only Learning Zone Managers can recommend learning to colleauges

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.

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_HTLC_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 CLASSES**

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 Class 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**

Click **Next**

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

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**
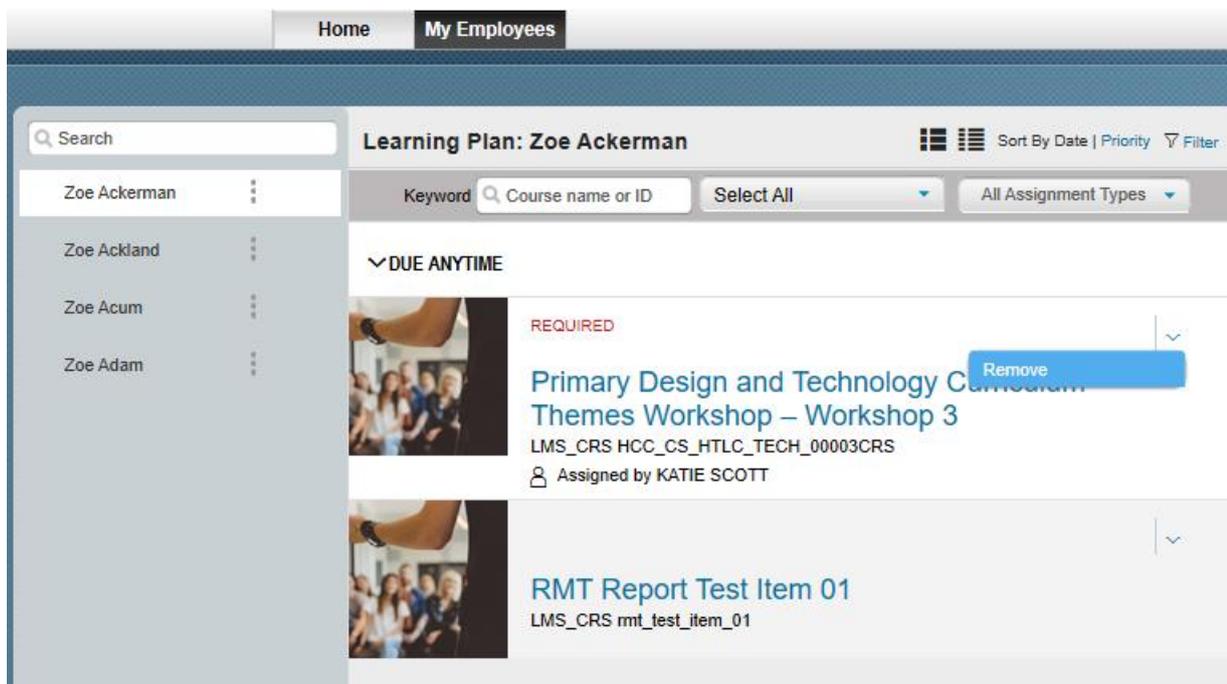
Click **Yes**
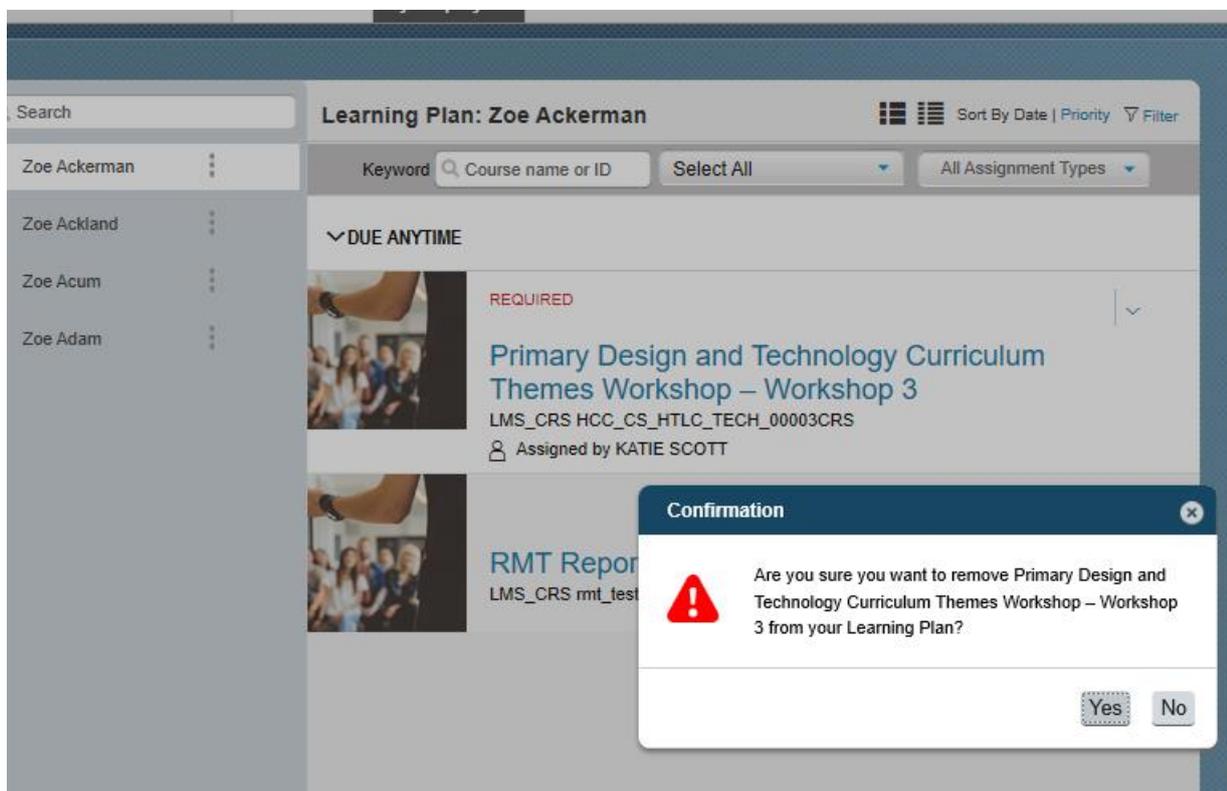
Withdrawing / Cancelling a Course Booking (User)

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**.
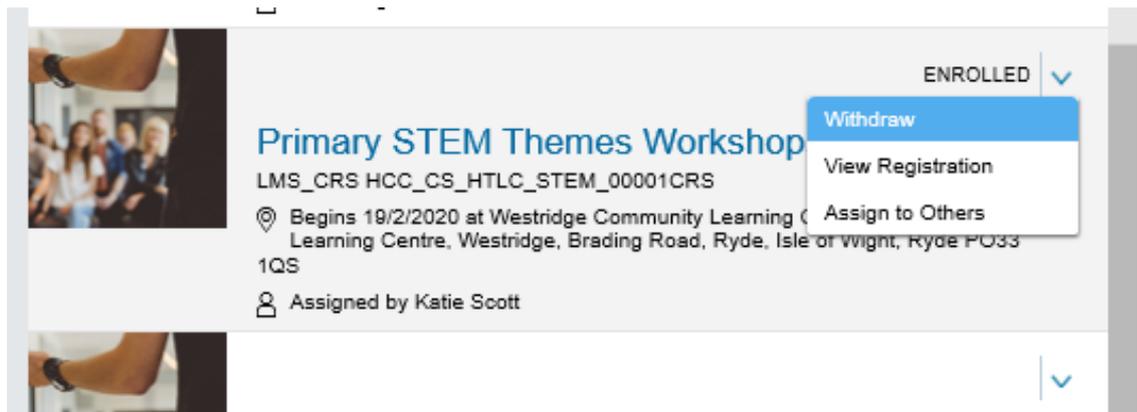
A Confirmation message will appear asking if you want to withdraw from the session**. Click Yes.**
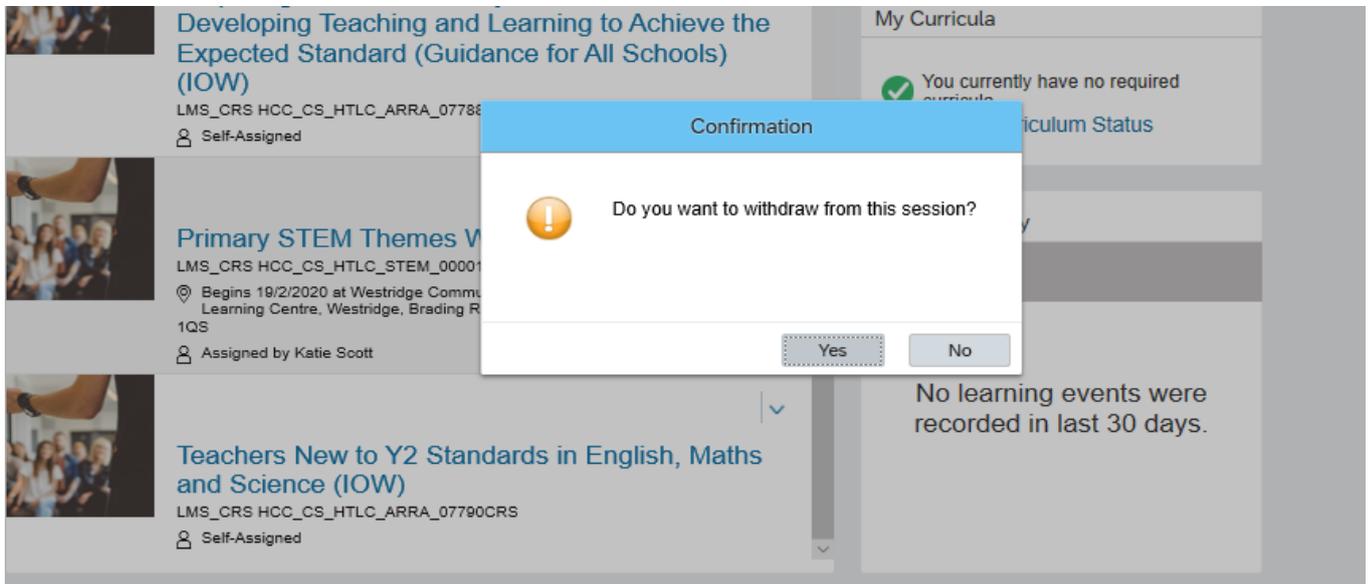
A message will display to ask you if you wish to remove the item, click **Yes**
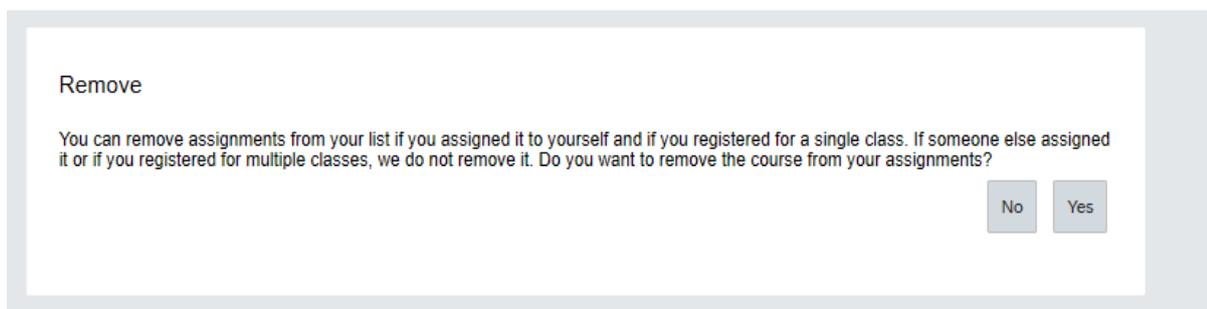
You can cancel a place on a course but you are unable to remove it from your learning plan if it has been assigned as required by your Manager.

Select a cancellation reason from the drop down list.
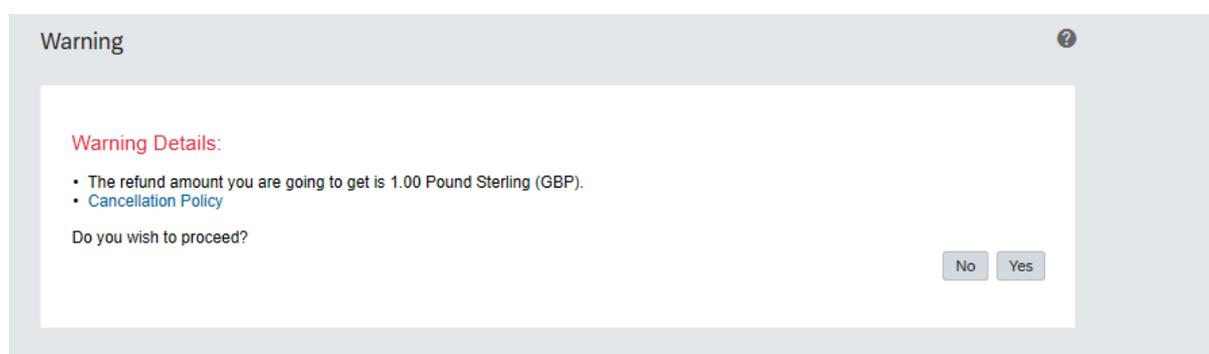
If the course is chargeable and you are withdrawing in the cancellation period, the system will indicate the cancellation charge. You will need to confirm that you accept these charges.

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.
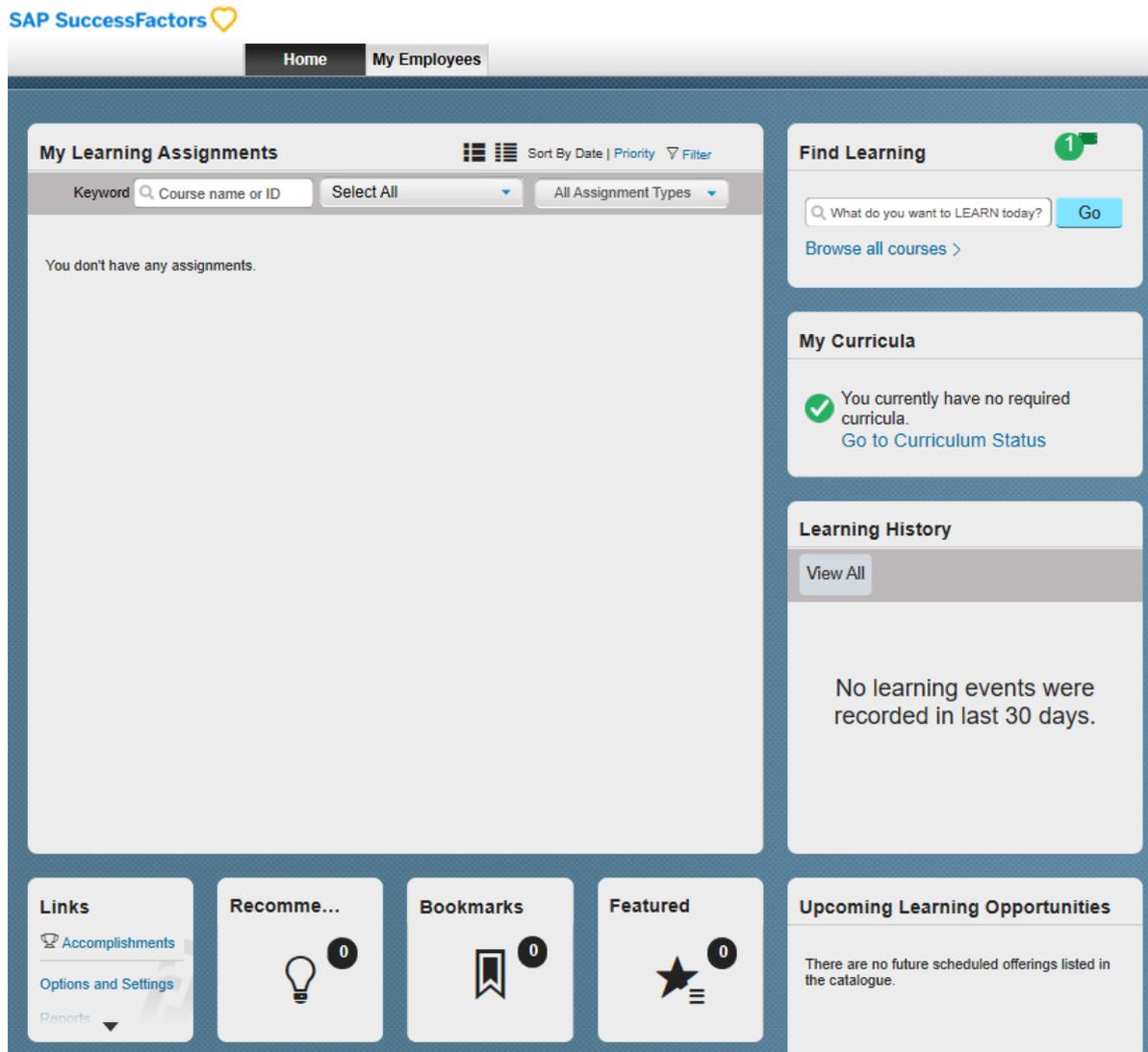
If you click on the My Employees tab you will switch from a personal view to a team view.
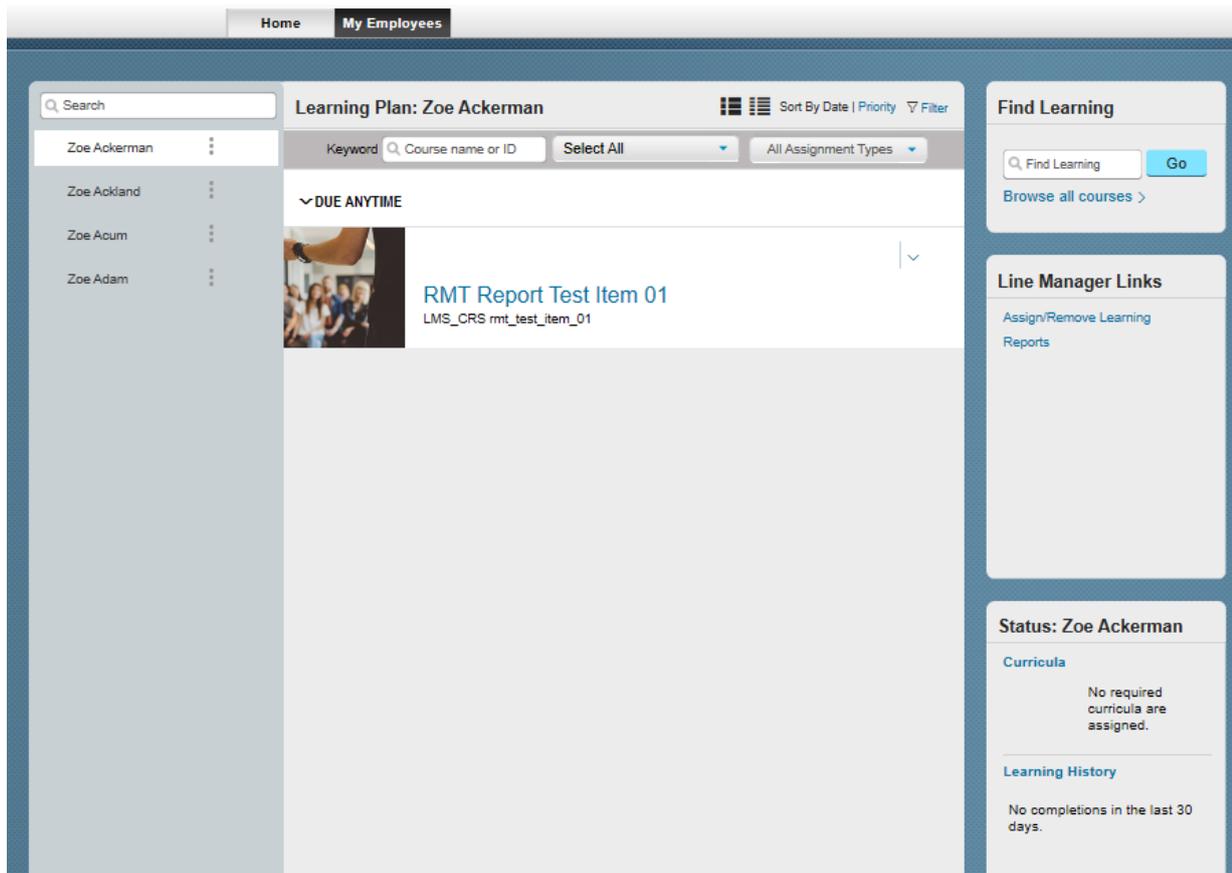
From here you can access the **Line Manager Links** tile.

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** Overdue (1) Due in 30 days (0) Due Later (1) **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
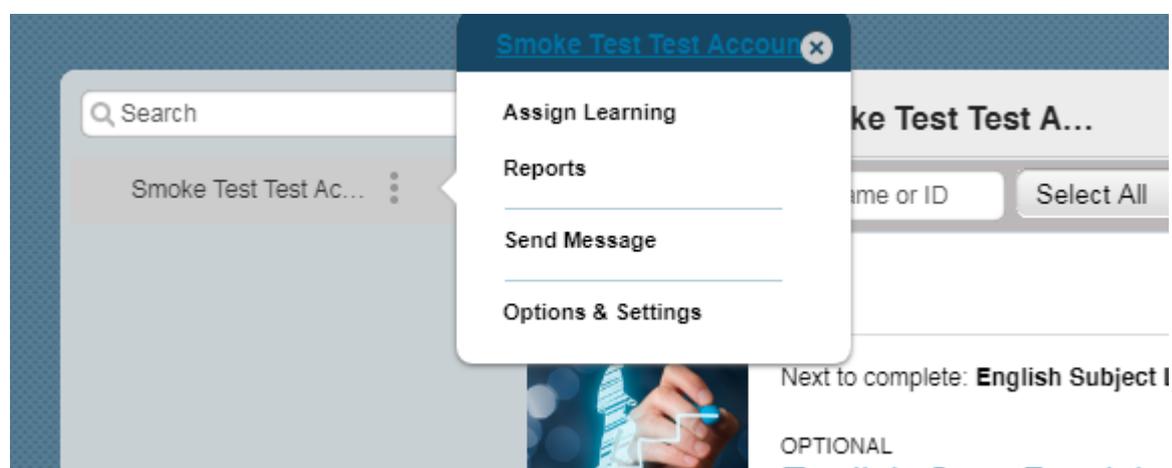
Delegating Manager Functionality

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**

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.


4. On the next screen, click **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.

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.

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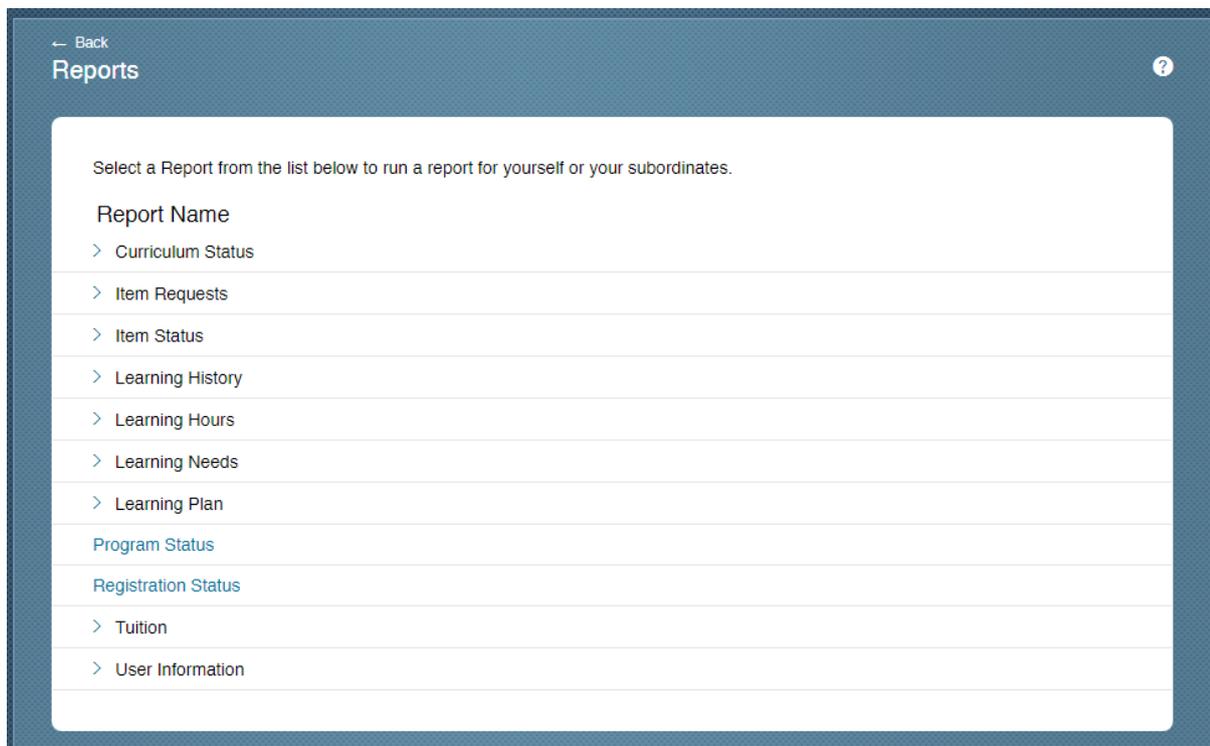
For each report you can use the drop downs and criteria fields to determine options

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

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
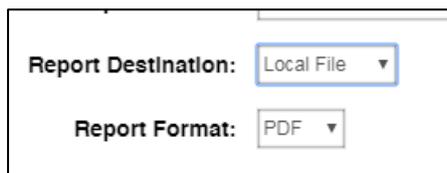
For PDF reports you can also customise the header and footer

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 'detail' in the Report Type to include any costs in the 'tuition' column.
- Please note that this report will only return completed course information, including course costs (to reflect your school's level of subscriptions). Please remember that if you have opted to use your HIAS SLA, this payment will be collected separately.

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/

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.