Royal United Hospitals Bath
NHS Foundation Trust

LearnTogether Learner User Guide

For further information and support please contact:

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LearnTogether Learner User Guide

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1. Accessing LearnTogether

LearnTogether is web-based system and can be accessed anywhere and on any device. However, please note we do not recommend completing your LearnTogether training on a mobile phone. We recommend that you log into LearnTogether using **Microsoft Edge** or **Chrome** as your web browser.

2. Find LearnTogether

To find LearnTogether on your RUH computer or laptop go to your Desktop Dashboard icon on your computer desktop as per screen below:



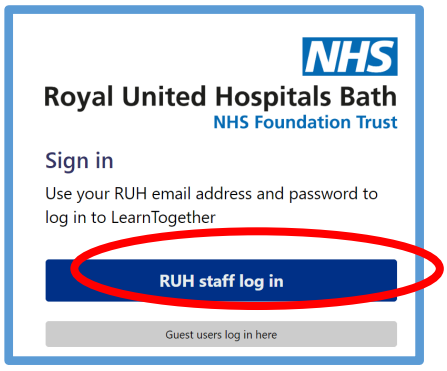
and look for the icon below:



or type the link: learntogether.ruh.nhs.uk into your web browser. You can also use this link if you are using your own device/working outside of the Trust.

3. Login to LearnTogether

As per the screen below, press on the **RUH staff login** and you will be taken to the NHS Mail login page. Login using your NHS email address and password.



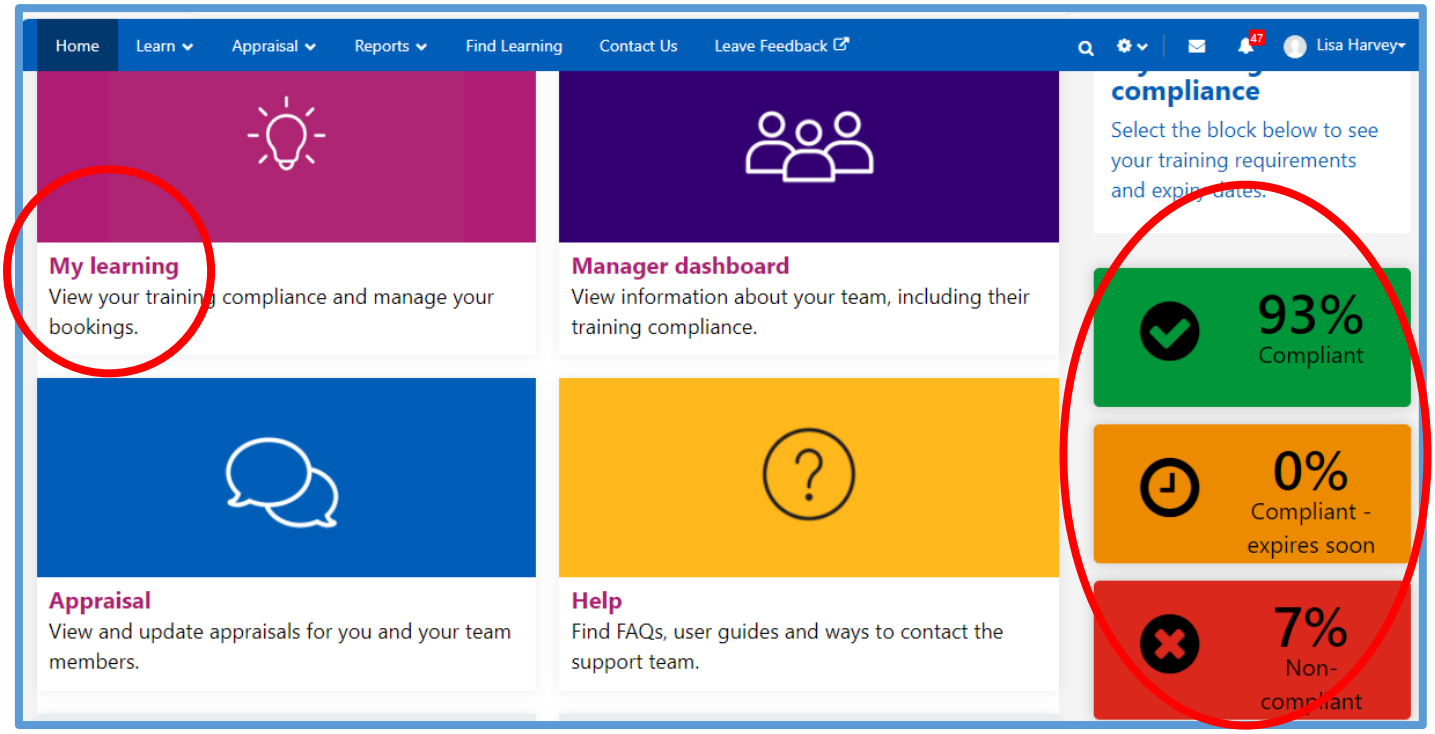
Multi-Factor authentication

In addition to your email address and password, NHS Mail now requires a second form of authentication, such as an authentication app on your mobile phone, text message, phone call or FIDO2 token. This second layer of security is designed to prevent anyone but you from accessing your account, even if they know your password. If you have not already set this up, please contact IT or view further information here: https://support.nhs.net/knowledge-base/getting-started-with-mfa/

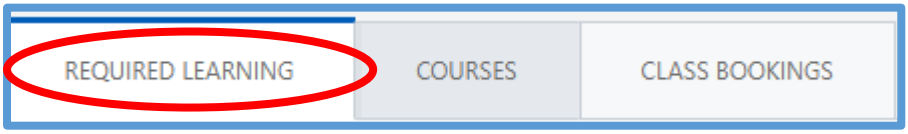
Once MFA is set up press on Azure Multi-Factor Authentication to complete your login via the app or text.

4. View your training requirements and training options

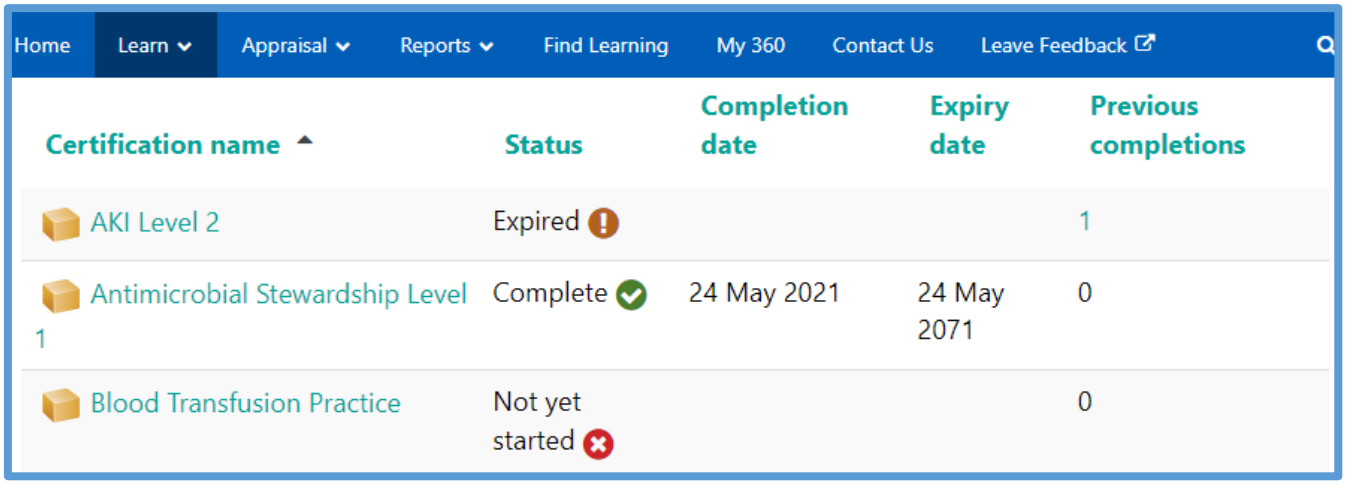
On the **LearnTogether** homepage, you will see your training compliance block. Press on the training compliance block **or** the **My learning** tile to go to the **My learning** dashboard.



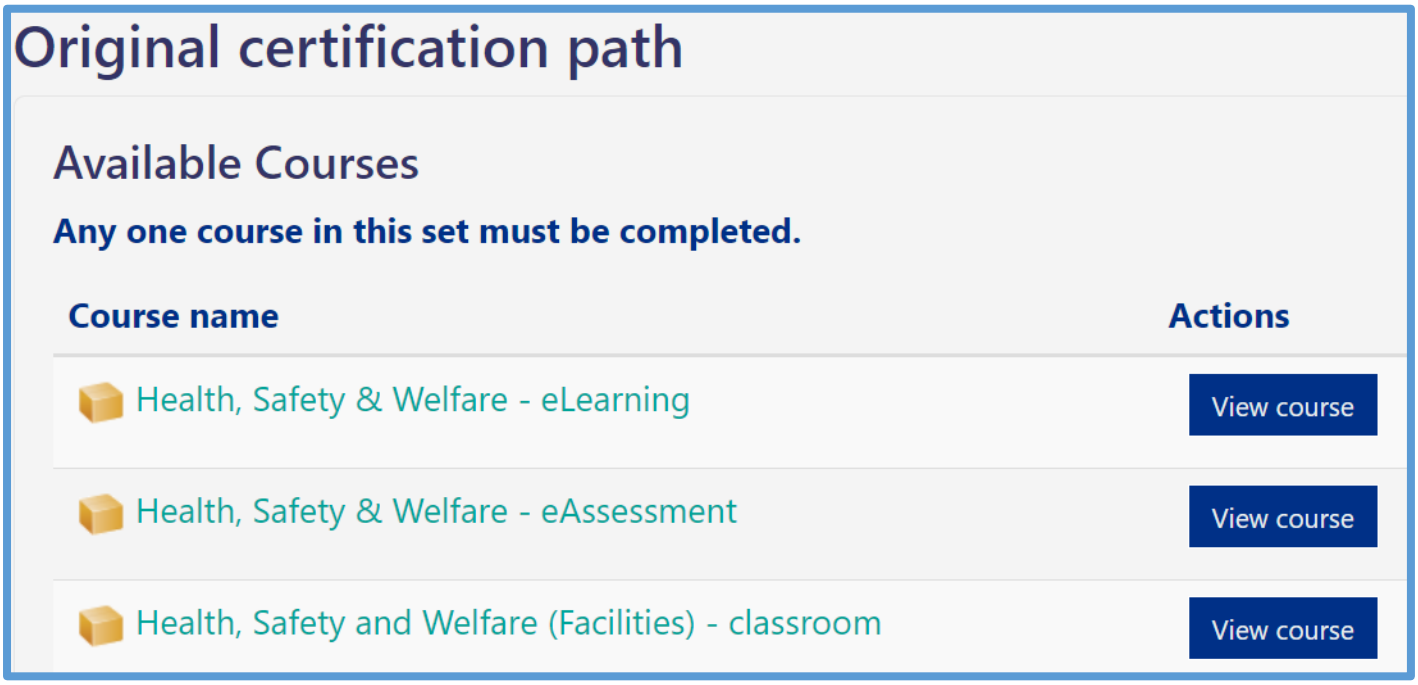
Scroll down and press the **REQUIRED LEARNING** tab.



The Required Learning list is a list of all the mandatory training you need to complete. See screen below.



The screen below gives the options for the training that will give you compliance, for example eAssessment, eLearning or classroom training.



Do I complete the eLearning or the eAssessment training programmes?

New staff:

We recommend that new members of staff complete the eLearning programmes with the word **'eLearning'** in the title. You can try and pass the ten questions in the eLearning programme as many times as you like.

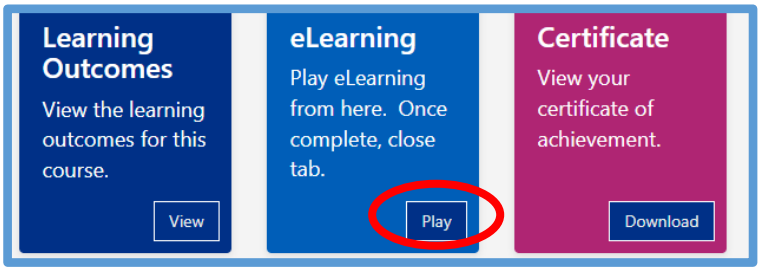
Existing staff:

Training programmes with the word 'eAssessment' in the title, are recommended for existing staff to refresh their Mandatory training. This allows you to refresh your memory with a 30-question exam. You can only try and pass the eAssessment 3 times. Taking a break during the test will count as one attempt.

After you have decided if you want to complete the **eLearning** or **eAssessment**, press onto the course title that you need to complete as per screen below.

You will see the course page that looks like the screen below.

Press **Play.** Complete the training.

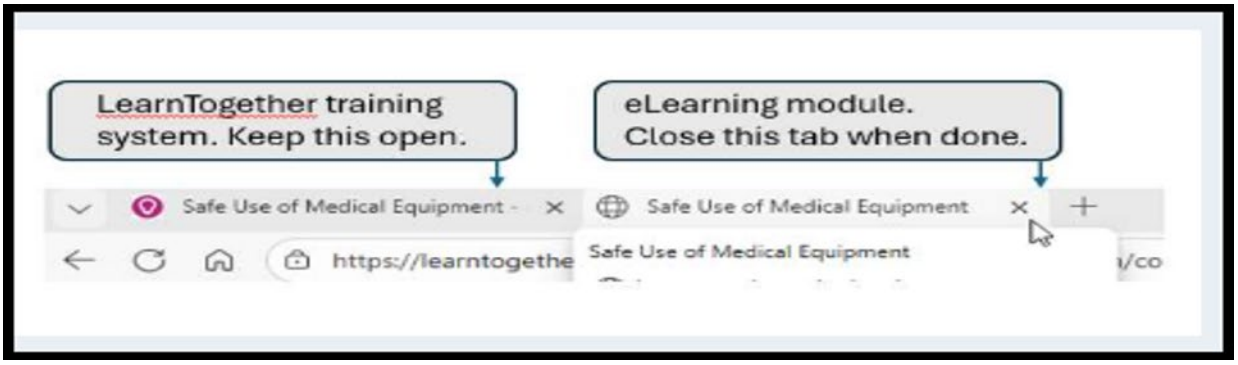


5. Saving your progress and your result

How do you exit the course?

Please pay attention to the instructions in the course and the user guide to ensure you exit correctly. There are two ways to exit:

The majority of courses require you to exit by closing the browser tab.



Some courses have an Exit Course button located at the top right of the screen.

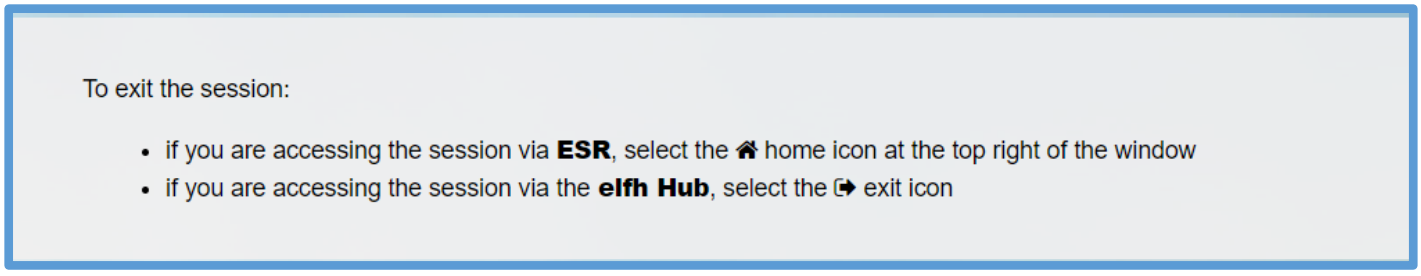


Your progress/result will be saved automatically in LearnTogether.

We do recommend that you take a photograph of your full computer screen showing your end result (pass %) and the date (found bottom right of the screen on the menu bar).

The completion of the eLearning course should update straight away but any **compliance %** progress takes up to an hour to update (on the hour). Please check back later to confirm that your record has been updated.

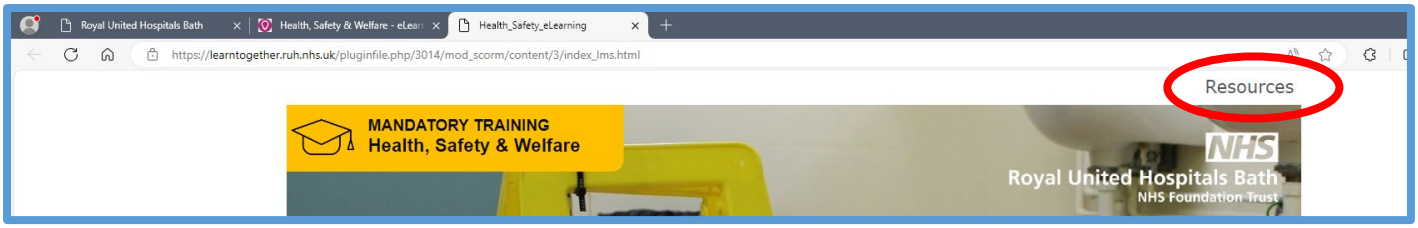
Note: Some eLearning provided by eLearning for Healthcare has the following message at the end.



This can be ignored, just exit the eLearning in the same way as all eLearning courses on LearnTogether.

6. Resources

The Resources tab has useful links and documents relevant to the training programme that you have opened.

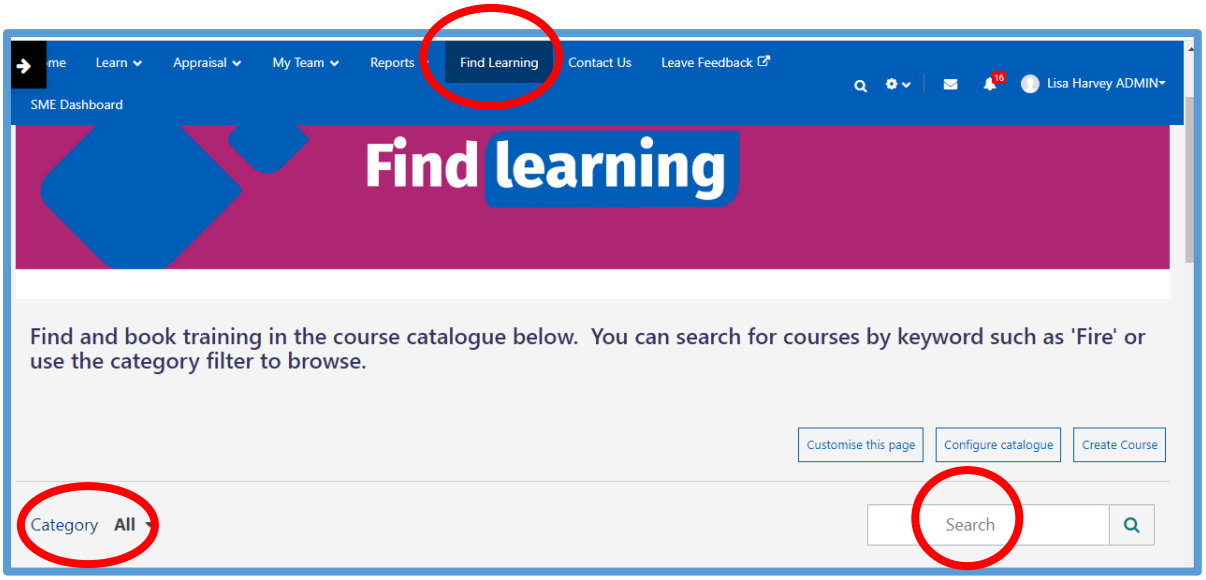


7. Find learning in the course catalogue.

Press **Find Learning** in the top menu bar as per screen below.

Search by typing a keyword into the empty search box e.g. tissue.

You can also search by subject categories by pressing on the Category button e.g. mandatory, job knowledge & skills, personal & leadership development.



Millennium Training in LearnTogether.

It is important to contact the IT training team if you are not sure which Millennium training programme(s) you are required to complete for your job role: ruh-tr.IT-Training@nhs.net.

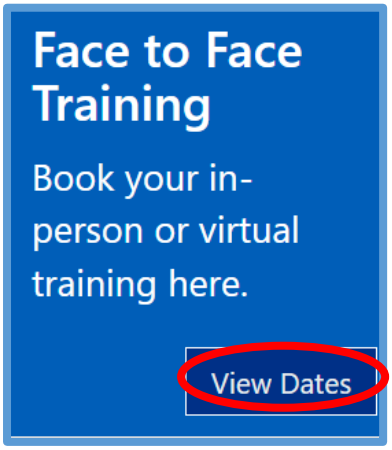
To find Millennium training type **Millennium** into the empty **search** box.

From the returned list select press onto the relevant course tile for your role. Press **Play or View** on each of the programme tiles to complete the training. Once you have enrolled on a course and started it, it will then appear in your enrolments list.

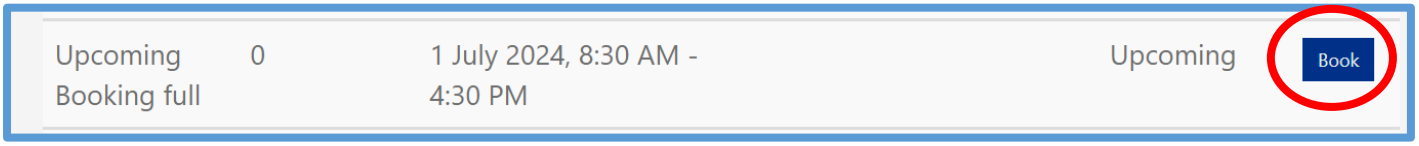
8. Book onto a classroom-based training programme.

From your list of required learning or learning that you have found ('Find Learning' tab), press onto the **certification** that you want to update and select the **classroom** option.

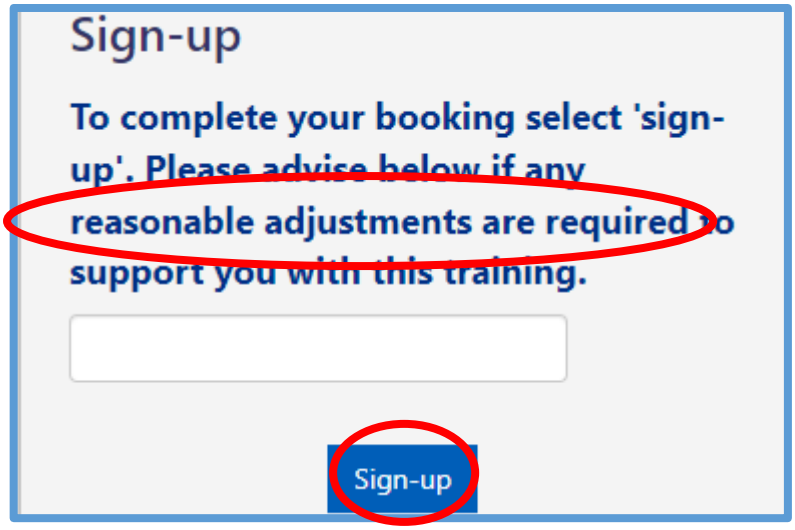
Press the **Face-to-Face Training** tile. Press **View Dates** as per screen below.



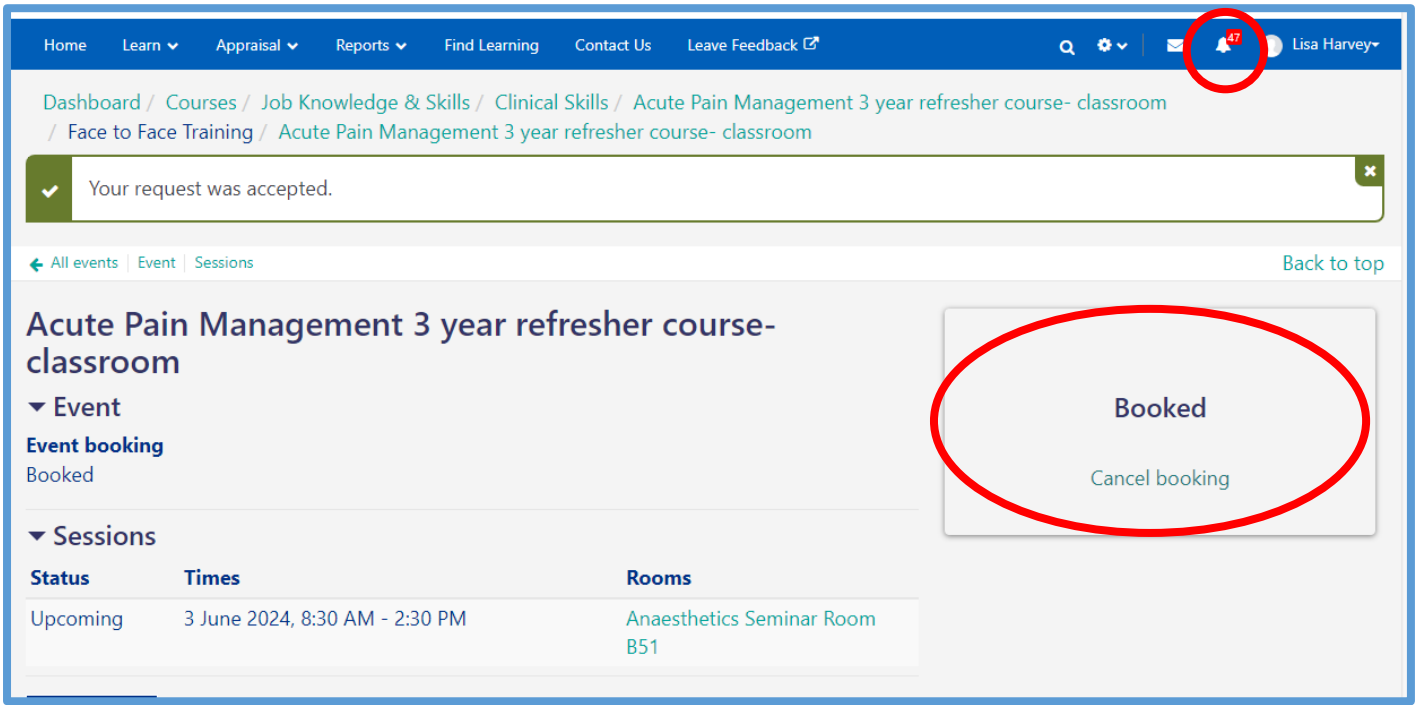
Press **Book** alongside your preferred date of training.



Fill in the reasonable adjustments if needed, select the method to receive confirmation and press **Sign-Up**. See screen below.



Your booking will be confirmed as per the screen below.



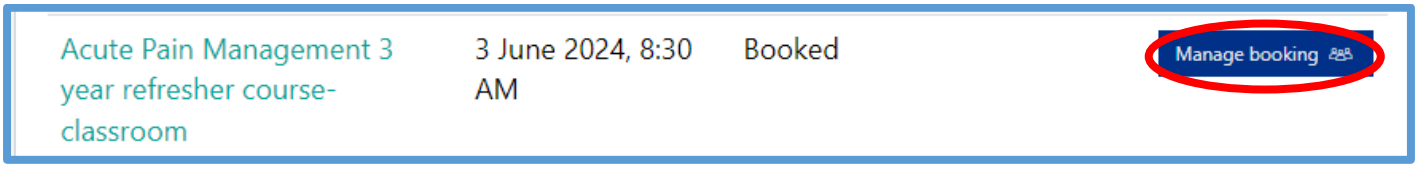
- Cancelling a classroom course booking

Important: You must cancel a previously booked classroom booking before you can re-book onto an alternative training date.

To cancel your classroom booking press the **My learning** dashboard.

Press the **CLASS BOOKINGS** tab.

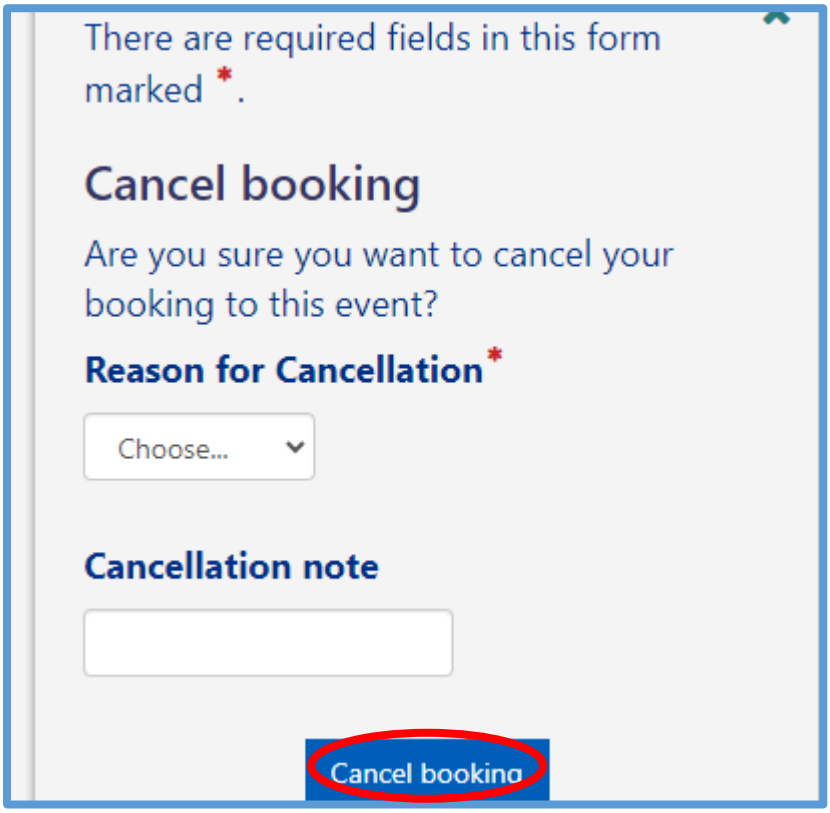
Select the **Manage booking** tab for the course you wish to cancel. See screen below.

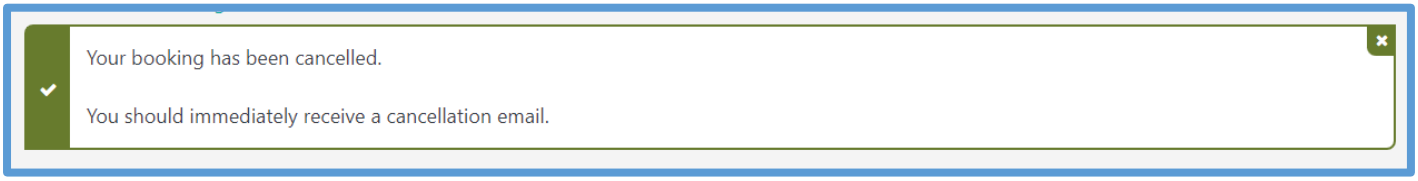


Press **Cancel booking.**



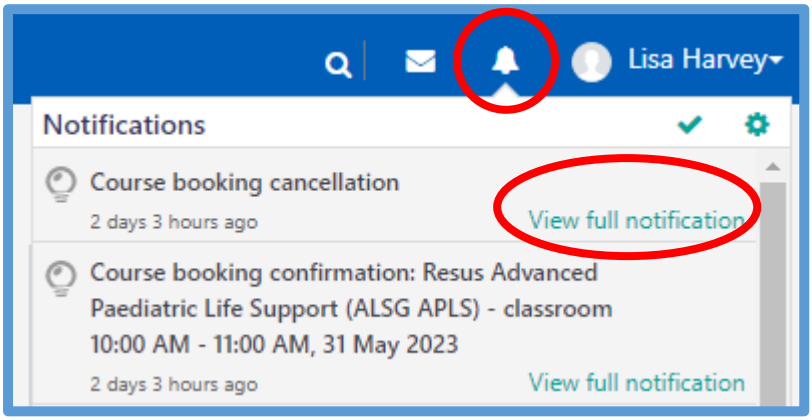
Fill in the required fields as per screen below and press **Cancel booking.**





- Notifications

You can view confirmation of all your course bookings and cancellations by pressing the notifications icon at the top of the page. Press **View full notification** to see the text. See screen below.



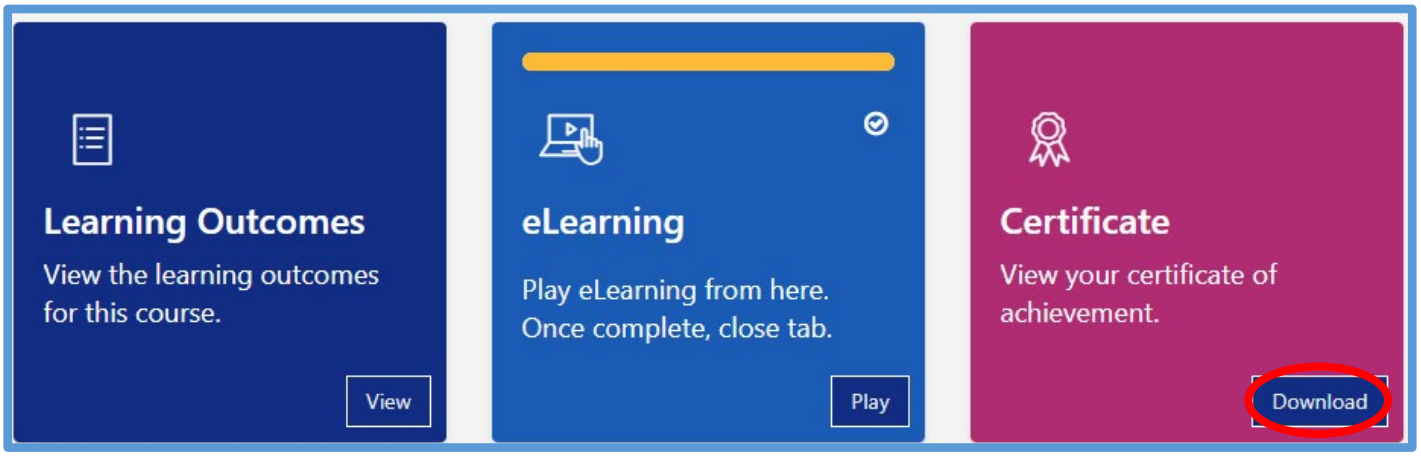
- Courses

The courses tab lists all the courses you have enrolled onto i.e. you have opened the course page, but you may not have necessarily started or completed the eLearning.

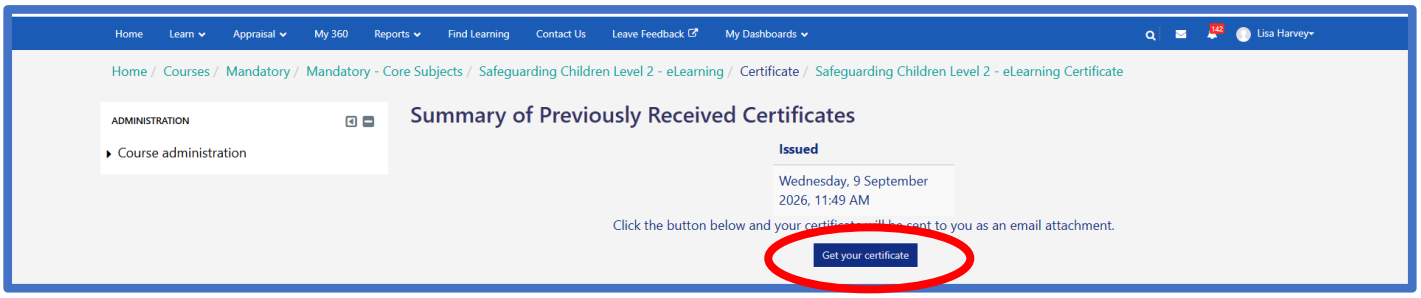
9. Certificates

How to retrieve your certificate upon completion of your eLearning

On exiting the eLearning correctly, you will see the screen below. Press Download on the Certificate tile.



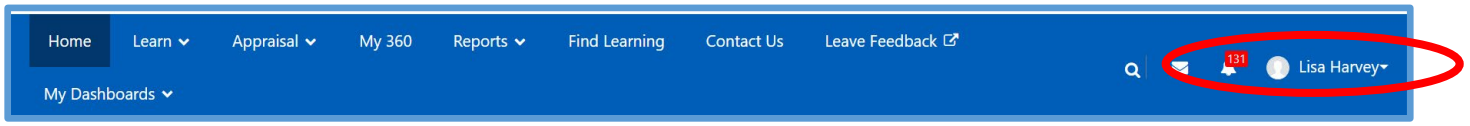
Press Get Your Certificate.



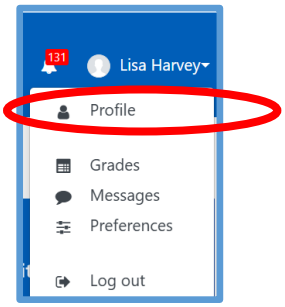
Your certificates will all be available in the My Certificates tab to download retrospectively as long as you have access to LearnTogether.

10. How to view your Record of Learning

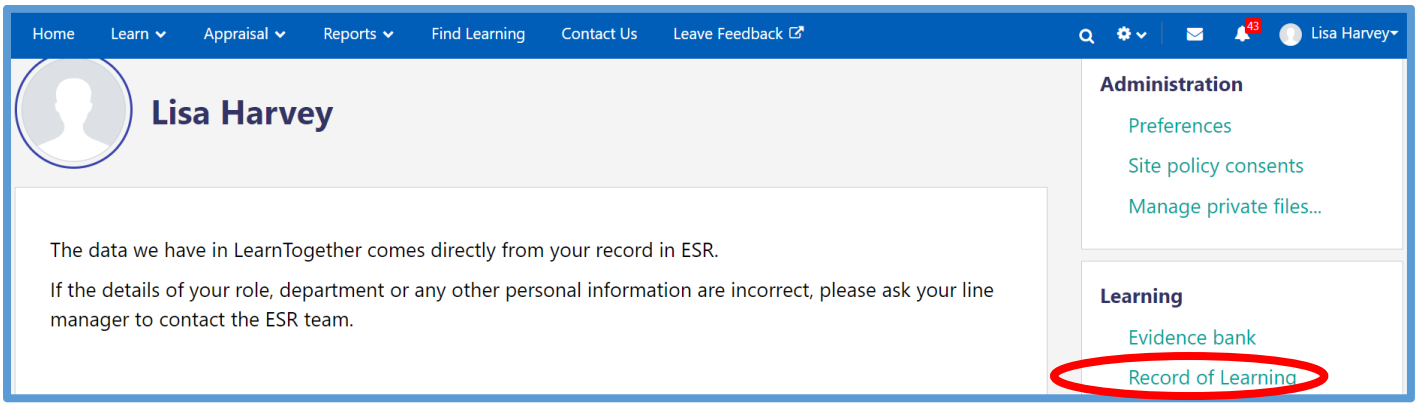
Press on your name on the top menu bar



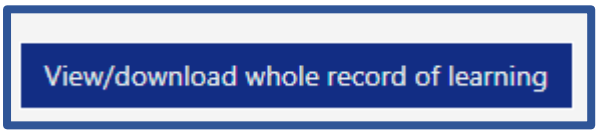
Select 'profile'



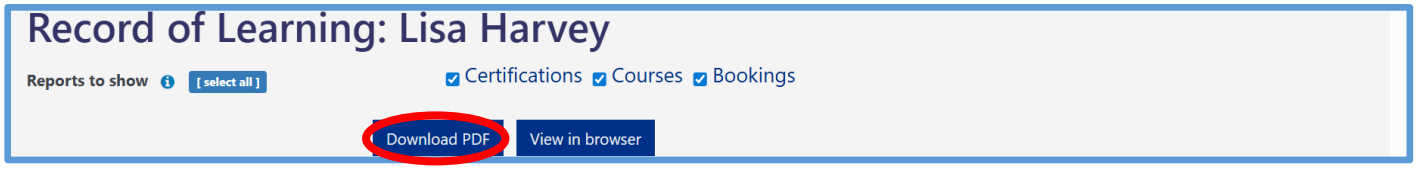
Press **Record of Learning** as per screen below.



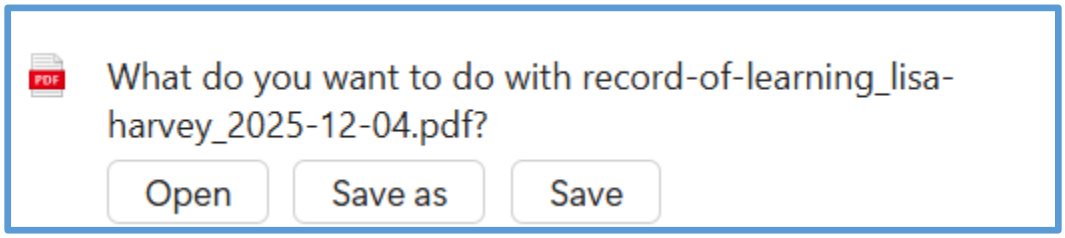
To download and save a copy of your record of learning, scroll down to the bottom of the page, press '**View/download whole record of learning.'**



Select 'Download PDF.'



Select one of the options below.



11. Manager dashboard

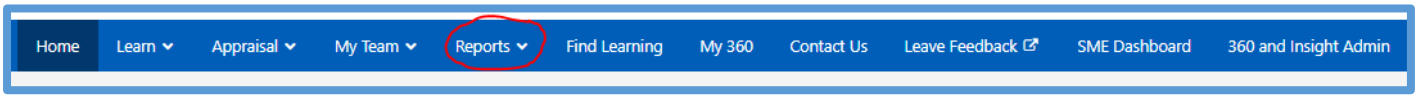
The LearnTogether Manager Dashboard includes everyone for whom you are the recorded line manager on ESR.
Please note that the list of direct reports comes from manager information held in **ESR**.
To include (or remove) someone from your Manager Dashboard you need to contact Workforce Information who manage ESR data.
If you are a manager but cannot access the dashboard, or the names of your direct reports are not correct please email: ruh-tr.workforceinformation@nhs.net

On the Manager Dashboard, line managers can allocate an appraiser for their staff members. As a line manager, you can allocate yourself, or you can allocate someone else.

The My Appraisees page on LearnTogether shows everyone for whom you are the allocated appraiser. This could show staff for whom you are not the line manager, so this list of staff showing on the My Appraisees page could be different than the Manager Dashboard. To include (or remove) someone from the Manager Dashboard, the line manager needs to go to the Manager Dashboard and allocate an appraiser in the “My team members (choose appraiser)” section.”

12. Reports

You will find a set of reports in LearnTogether under the **Reports** in the top menu bar. This includes course completion and class booking reports.



13. Appraisal

Agenda for Change staff complete their appraisal on LearnTogether (Medical and Dental staff use a different system).

For information about appraisals, including a guide and Frequently Asked Questions, visit the intranet page here or type the web link below into your web browser:

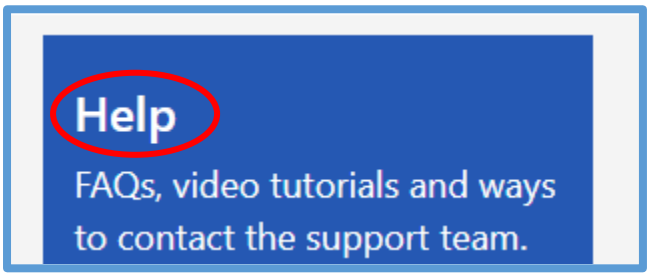
https://webserver.ruh-bath.nhs.uk/Training/appraisals/index.asp?menu_id=1

Or you can watch a short walkthrough video here: https://youtu.be/WNOv_zloklg

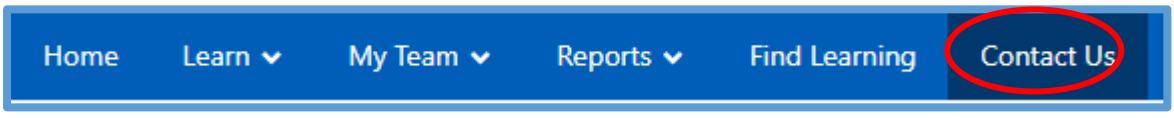
Please note this link only works on RUH computers.

14. Getting help

On the LearnTogether **Home** page and **My Learning** page there is a **Help** tile which will take you to our support web pages.



If you need to contact someone for support, then press on **Contact Us** in the top menu or the footer bar.



15. Leaving feedback

We really value your feedback about you experience of using LearnTogether. Press the **Leave Feedback** button can be found in the top menu bar or the footer on each page to go to a short survey and leave feedback.

