

Changes to Learner Homepage

The changes to ESR's Learner Homepage will bring the following benefits to Learners:

- Clearer search results and ability to select different courses.
- Clearer information on Class enrolments.
- Improved waitlisting visibility and information.
- Clearer display of course information.

My Learning Home Page


Perkins, Mr. Richard

View: ☒ Current ☐ History

 Course Catalogue Hide

Browse categories

Customer Relations	Health and Safety
Induction	Informatics
Medical Equipment	Occupational Knowledge & Skill...
Personal Development	Post-Graduate Health Care and...
Resuscitation	Risk Management

Search Course



Advanced Search

 Announcements Hide

• New courses available

 My Current Instructor-Led Enrolments Hide

...

Class	Start Date	Play
298 Customer Relations 07-MAY-2024	07-May-2024 10:30:00	
298 Customer Relations 30-APR-2024	30-Apr-2024 10:30:00	
298 Fire Safety 29-APR-2024 (Not approved yet)	29-Apr-2024 14:00:00	

 My Current Self-Paced Enrolments Hide

...

Class	Start Date	Play
000 Data Security Awareness Level 1  	15-Apr-2024 10:10:00	

 My Current Waitlists Hide

...

Class	Start Date
298 Customer Relations 23-APR-2024 - On waitlist of 1	23-Apr-2024 10:30:00

 My Current Certifications Hide

...

Certification	Due Date	Renew Date	Play
298 Information Governance and Data Security - 1 Year 	02-Jun-2024	02-Jun-2024	

Announcements and Notifications showing new courses as well as learner notifications.

Course Catalogue and **Search** displayed on the left-hand side. You can search for Course, Class, and Learning Certification.

Learning no longer displayed as separate tab, tables will only be displayed where there is an existing event i.e. if you are not waitlisted on any event the 'My Current Waitlist' will not be displayed.

Guide – Self-Enrolment

A guide on how to self-enrol onto training.

1



Learning Management

My Learning Home Page



Perkins, Mr. Richard

View: ☒ Current ☐ History

Course Catalogue

Hide

Browse categories

- | | |
|----------------------|-----------------------------------|
| Customer Relations | Health and Safety |
| Induction | Informatics |
| Medical Equipment | Occupational Knowledge & Skill... |
| Personal Development | Post-Graduate Health Care and ... |
| Resuscitation | Risk Management |

Search Course Advanced Search

Announcements

Hide

- New courses available
- You have 4 new notifications.

Create a new learning path

Manage my external classes

My Current Instructor-Led Enrolments

Hide

Class ^	Start Date ^	Play
298 Fire Safety 29-APR-2024 (Not approved yet)	29-Apr-2024 14:00:00	
298 Customer Relations 30-APR-2024	30-Apr-2024 10:30:00	

My Current Self-Paced Enrolments

Hide

Class ^	Start Date ^	Play
000 Data Security Awareness Level 1	04-Mar-2024 14:46:00	

My Current Waitlists

Hide

Class ^	Start Date ^
298 Customer Relations 23-APR-2024 - On waitlist of 1	23-Apr-2024 10:30:00

My Current Certifications

Hide

Certification ^	Due Date ^	Renew Date ^	Play
298 Information Governance and Data Security - 1 Year	02-Jun-2024	02-Jun-2024	

Search for Courses using the search function.

2



Search New Learning



Search new learning Advanced search

Search:

customer relations

Show:

- ☐ Certifications
- ☐ Learning Paths
- ☒ Courses
- ☐ Classes
- ☐ Forums
- ☐ Chats

Search for sessions, check the boxes if you wish to specify Course, Classes, Certifications.

Click on the cog to **View** upcoming sessions.

Courses	
Courses ▴	Enrol
298 Customer Relations	

3



Search New Learning >

Course: 298 Customer Relations

Learner Home



This list will **Display** which classes have spaces and waitlisted positions or if you are already enrolled onto a session. Click on the cog **Enrol** onto desired date.

ILT classes						
Class ▴	Language ▴	Location ▴	Start Date ▴	Duration ▴	Status ▴	Enrol
298 Customer Relations 16-APR-2024	English		16-Apr-2024	60 Minute(s)	Normal	Enrol
298 Customer Relations 23-APR-2024	English		23-Apr-2024	60 Minute(s)	Full	Add to waitlist of 1 Already enrolled
298 Customer Relations 30-APR-2024	English		30-Apr-2024	60 Minute(s)	Normal	Enrol
298 Customer Relations 07-MAY-2024	English		07-May-2024	60 Minute(s)	Normal	Enrol
298 Customer Relations 14-MAY-2024	English		14-May-2024	60 Minute(s)	Normal	Enrol

Search New Learning >

Course: 298 Customer Relations

Learner Home

Back

A **Popup** will appear, click on **Submit** to finalise the enrolment.

ILT classes

Class	Language
298 Customer Relations 16-APR-2024	English
298 Customer Relations 23-APR-2024	English
298 Customer Relations 30-APR-2024	English
298 Customer Relations 07-MAY-2024	English
298 Customer Relations 14-MAY-2024	English

Course Information

Course Name:
298 Customer Relations

×

Delivery Mode: Classroom (physical)
Course Name: 298 Customer Relations
Enrolment 298 Customer Relations 07-MAY-2024

Class Start and End:
From 07-MAY-2024, 10:30 GMT to 07-MAY-2024, 11:30 GMT

Language:
English

Special Instructions

Submit

Duration	Status	Enrol
Minute(s)	Normal	Enrol
Minute(s)	Full	Add to waitlist of 1
Minute(s)	Normal	Already enrolled
Minute(s)	Normal	Enrol
Minute(s)	Normal	Enrol

You have now successfully enrolled onto this course. This will now appear on your Learner Homepage under **My Current Instructor-Led Enrolments**. Please see the next page for guide on how to **Unenrol**.

Guide – Unenrol

A guide on how to unenroll from training.

1



Learning Management



Home



Favorites



Settings

Logged in As 298RPERKINS



Help



Logout



Portal

My Learning Home Page



Perkins, Mr. Richard

View: ☒ Current ☐ History

Course Catalogue Hide

Browse categories

Customer Relations

Health and Safety

Induction

Informatics

Medical Equipment

Occupational Knowledge & Skill...

Personal Development

Post-Graduate Health Care and ...

Resuscitation

Risk Management

Search Course

Advanced Search

My Current Instructor-Led Enrolments Hide

Class

Start Date

Play

298 Fire Safety 29-APR-2024 (Not approved yet)

29-Apr-2024 14:00:00

298 Customer Relations 30-APR-2024

30-Apr-2024 10:30:00

My Current Self-Paced Enrolments Hide

Class

Start Date

Play

000 Hot Weather Guidance for Carers

12-Apr-2024 16:10:00

000 Data Security Awareness Level 1

04-Mar-2024 14:46:00

Click on the **Class** you wish to unenroll from. This will take you to the next page.

2



Learning Management



Home



Favorites



Settings

Logged In As 298RPERKINS



Help



Logout



Portal

My Learning Home Page >

Class: 000 Hot Weather Guidance for Carers



Course Information

Hide

Course Name:

[000 Hot Weather Guidance for Carers](#)

Description:

This learning is intended to increase the awareness of carers to the health threats posed by high temperatures and the simple actions they can take to protect themselves and those they care for from these risks.

The elearning was developed as part of the third National Adaptation Programme, a cross government strategy to adapt the UK to a changing climate from 2023-2028. Specifically, the session forms part of a coordinated effort by the health sector to ensure health and social care delivery is not disrupted by an increase in extreme weather, resulting from climate change.

The learning is based on guidance published by the UKHSA on hot weather and health.

An evaluation for learners who complete the course is available [here](#)



Class Information

Status:

Confirmed

Delivery:

Online e-Learning; Language: English

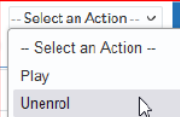
Class Start and End:

From 12-APR-2024

You Enrolled:

12-Apr-2024

Click on the **Dropdown Box** and select **Unenrol**.



Back

Hide

3



Learning Management



Home



Favorites



Settings

Logged In As 298RPERKINS



Help



Logout



Portal

My Learning Home Page > Class >

Unenrol: 000 Hot Weather Guidance for Carers

Use this page to cancel your enrolment in this class.

Enrolment Number 23012

Current Enrolment Status Confirmed

* New Status Withdrawn

* Reason Training Not Required

Select the **Reason** for unenrolling.

Back

Finish

Click **Finish** to finalise this.

You have now successfully unenrolled from this course. This will no longer appear on your Learner Homepage.

Playing a Certification via Dashboard

1

The screenshot displays the NHS Electronic Staff Record dashboard for the Bradford Teaching Hospitals NHS Foundation Trust. The top navigation bar includes 'My ESR', 'Manager', 'Learning', and 'Professional'. The left sidebar lists various 'My Pages' such as 'Dashboard', 'Portal Content', 'ESR Navigator', 'My Personal Information', 'My Pay & Rewards', 'My Learning', 'My Compliance & Competency', 'My Absence', 'My Appraisals and Reviews', 'My Employment', and 'My Property Register'. The main content area features an 'Announcements' section with a 'Welcome to' message and a 'My Compliance' portlet. The 'My Compliance' portlet shows 'Assignments: All - Assignments' and 'Percentage Compliance: 92%'. A green progress bar is visible, and a blue checkmark icon is highlighted with a red box and a red arrow pointing to it from a text box.

Find the **My Compliance** portlet and click on the **blue arrow** to view which competencies are due to expire or have expired.

2

My Compliance

Assignments:

All - Assignments

Percentage Complete

Click into the circle to select the competency you wish to complete.

Competency Name	Status
☒ Information Governance and Data Security - 1 Year	

Once you have selected the competency, click on the **Play** button to start the module.

Play

1

View My Compliance

3

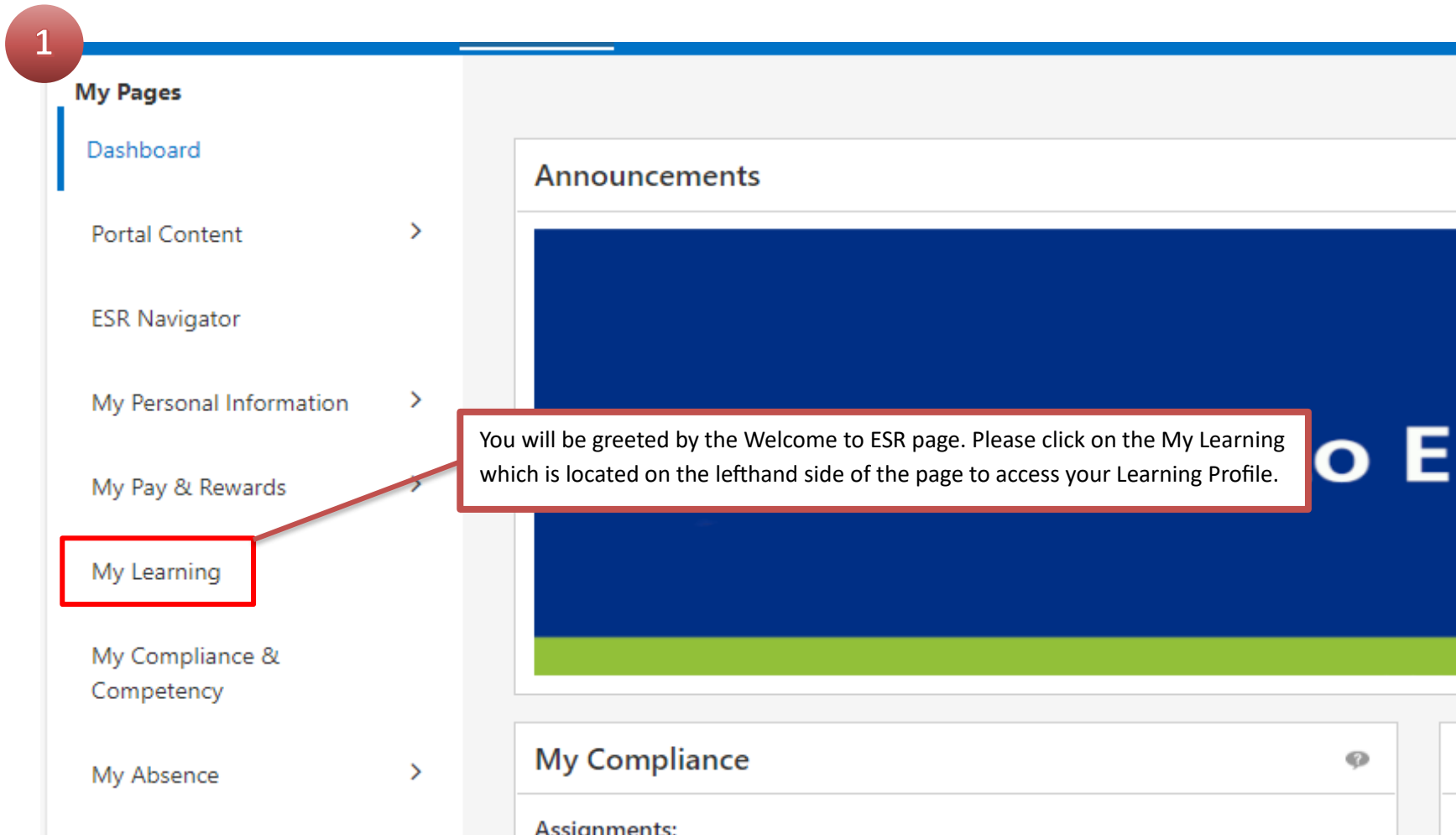
Click the Home icon to exit the course correctly >>>



After completing the Certification, please ensure that you have answered all questions in the assessment and reached the session summary, then exiting the Certification correctly via the Blue House Icon which is located on the top right of the certification.

Playing a Certification via Learner Homepage

1



The screenshot shows the 'My Pages' sidebar on the left with the following items: Dashboard, Portal Content, ESR Navigator, My Personal Information, My Pay & Rewards, My Learning (highlighted with a red box), My Compliance & Competency, and My Absence. The main content area on the right has a header 'Announcements' and a large blue banner with the letters 'O E'. Below the banner is a green bar. At the bottom of the main area is a section titled 'My Compliance' with a sub-section 'Assianments:'. A red callout box points to the 'My Learning' link in the sidebar, containing the text: 'You will be greeted by the Welcome to ESR page. Please click on the My Learning which is located on the lefthand side of the page to access your Learning Profile.'

My Pages

- Dashboard
- Portal Content >
- ESR Navigator
- My Personal Information >
- My Pay & Rewards >
- My Learning**
- My Compliance & Competency
- My Absence >

Announcements

You will be greeted by the Welcome to ESR page. Please click on the My Learning which is located on the lefthand side of the page to access your Learning Profile.

My Compliance

Assianments:

2



Learning Management

My Learning Home Page



Course Catalogue Hide

Browse categories

Customer Relations	Health & Safety
Induction	Informatics
Medical Equipment	Occupational Knowledge & Skill...
Personal Development	Post-Graduate Health Care and ...
Resuscitation	Risk Management

Search Course

Advanced Search

Announcements Hide

You have 268 new notifications.

[Create a new learning path](#)[Manage my external classes](#)

My Current Instructor-Led Enrolments

...

Class

389 GEN - Emotionally Intelligent Leadership (Virtual) 06-Nov-2024
389 GEN Managing Health Wellbeing & Attendance 10-Oct-2024

My Current Self-Paced Enrolments

...

Class

389 Purpose T eLearning 18918842
389 Human Factors Level 2 Clinical Staff eLearning 18203225
389 Blood Gas Analyser Operator Training 18382979
389 ReSPECT Level 3 Authorship eLe...
389 Food Hypersensitivity eLearning

You will see the My Learning Home Page below. You will need to scroll below to view your My Current Certifications and locate the Certification you wish to play.

My Current Learning Paths

...

My Current Certifications

...

Certification

389 Accessible Information Standard

3

My Current Certifications

...

Hide

Rows 1 to 15

Certification ▲	Due Date ▲	Renew Date ▲	Play
389 Accessible Information Standard ⌚	03-Jan-2025	03-Jan-2025	

When you have located the Certification click on the green Play symbol.

4

Click the Home icon to exit the course correctly >>>



After completing the Certification, please ensure that you have answered all questions in the assessment and reached the session summary, then exiting the Certification correctly via the Blue House Icon which is located on the top right of the certification.