

e-LfH Learner User Guide

e-Learning for Healthcare
(Department of Health in partnership with Professional Bodies & the NHS)



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Version Control

This table confirms changes and new version details that have occurred within the life of the document. Entries to this table should be confirmed by entries made within the Authors table.

Version Author	New Version Reason/Changes	Date	Version
Sarah Vine	Creation of document	12/05/08	0.1
Martin Sinclair	Initial Revisions	22/05/08	0.2
Mandy Lagan	Further enhancements to complement LMS e-Learning materials	30/06/08	0.3
Martin Sinclair	Rewrite	10/7/08	0.4

Introduction

e-Learning for Healthcare (e-LfH) is fully funded Department of Health (DoH) organisation working in partnership with professional bodies and the NHS to deliver e-Learning solutions to the medical community in the United Kingdom.

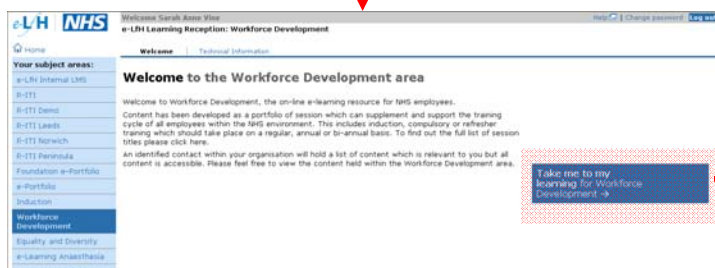
This document is intended to act as a user guide to help users access our e-Learning products across all specialties. We are working with a variety of professional bodies so the screen shots in this document reflect a variety of projects.

Overview of the e-LfH Delivery Platform

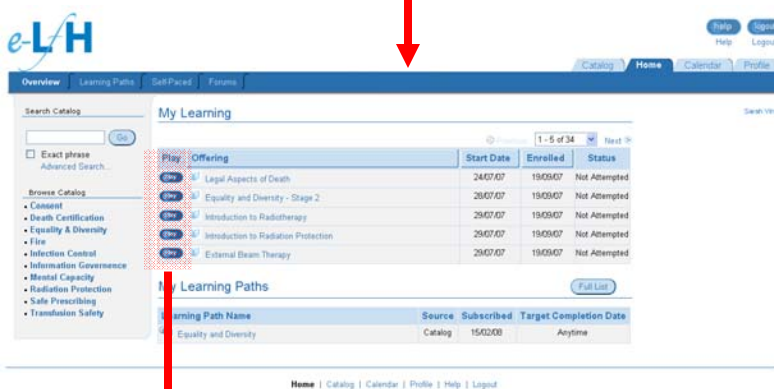
The e-LfH delivery platform is made up of different components, each of which carries out a different role. This may not be obvious to you when you are using the system, but it is good for you to understand what these different parts are.

The e-LfH web site is a web site, just like any other. It is publicly available on the Internet with a web browser, such as Internet Explorer.

From the web site, you can click the Log In button to go to the e-LfH Portal, also known as Learning Reception. Once you have logged in here, the Portal recognises who you are and what your chosen area of study is.



In the Portal, you can change your password or find out more about the materials available to you. You can also go to the Learning Management System, which is where the learning content is stored, by clicking the 'Take me to my Learning' button.



In the LMS, you can choose what you want to study today and work through it at your own pace.

The e-LfH website

The e-Learning for Healthcare website can be found at the address:
www.e-lfh.org.uk.



"An extraordinary project in terms of the breadth and skill of content"

Judges citation for e-LfH

"The most positive development in medical education in 20 years."

Chief Medical Officer,
Professor Liam Donaldson

The website has no technical restrictions and is publicly available on the Internet. If you cannot access the site, it is possible that your Trust has imposed browsing restrictions. Please contact your local trust IT Department to check local firewalls.

The website contains information about e-Learning for Healthcare and the projects it is involved in. It also has a link to the e-LfH Portal, where you can log in and access e-Learning content.

1. To go to the e-LfH Portal from the e-LfH website, click on the **Log in** button in the top right hand corner of the website.

The e-LfH Portal

The e-LfH Portal is also known as **Learning Reception**. This is because it is the place you visit first and 'check in' by logging in to the Portal.

The screenshot shows the e-LfH Learning Reception: Home page. It includes the e-LH and NHS logos, a 'Please log in:' section with 'Username:' and 'Password:' fields and a 'Log in >' button. The main content area features a 'Welcome' header, a 'Welcome to the gateway for your e-learning sessions' message, and a 'What you can do here' section with instructions: 'You can get access to all the learning solutions created by e-LfH. You need to log in to get to your sessions.'

The e-LfH Portal can be found by navigating your web browser to <http://reception.e-lfh.org.uk>.

In order to log in to the Portal and access your learning, you must have a user account. This will consist of a username (typically your GMC number or the first four letters of your surname plus four numbers) and a password. You should change your password when you log in for the first time. If you do not know what your user account details are, please contact your local administrator.

Your user account contains details of what learning content you should have access to. This is normally decided by your specialty or job role. This means the Portal will appear differently to different people, so some of the screen shots that you will see in this User Guide will be different to how the Portal appears to you on your computer. This does not matter, the way you use the Portal is the same for everyone.

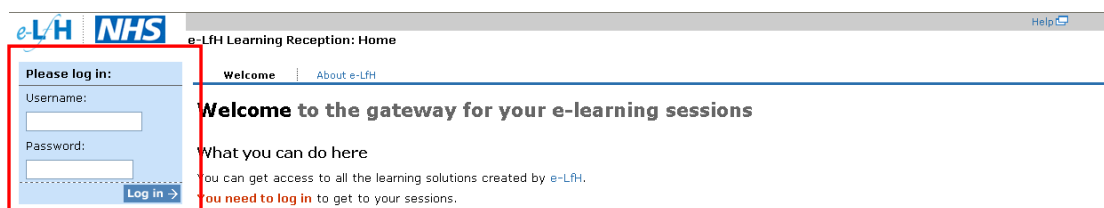
We also keep a record of your first name, last name, email address and place of work. All of this data is kept in order to facilitate the provision of learning content and will never be sold or distributed to any body outside the Department of Health.

Please note that there are certain technical conditions that must be met for you to be able to view the Portal. These are explained in a different document *Technical Requirements - e-LfH learning materials.doc* which you can obtain by contacting your local administrator or emailing support@e-lfh.org.uk.

How to Log in

To log in, navigate your web browser to the e-LfH Portal page, which can be found at <http://reception.e-lfh.org.uk>.

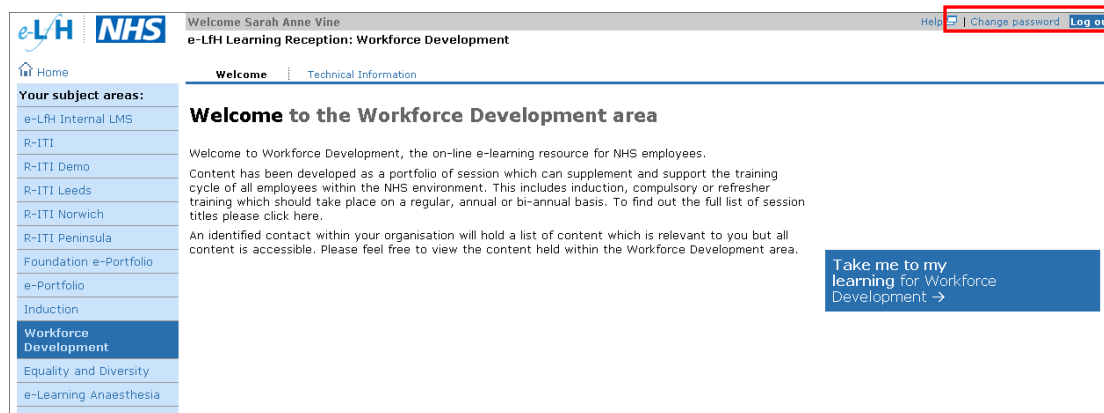
2. Enter your username and password in the fields on the left hand side
3. Click on the **Log in** button.



Changing your password

Once you have logged in for the first time, we recommend that you change your password to keep your account secure. You should do this as soon as possible after you log in for the first time.

4. Click on the *Change password* link in the top right hand corner of the window.



5. Enter the old password and then enter a new password twice. Click on the *Submit* button.

Change My Password: New User1

Old Password

New Password

Confirm New Password

[Home](#) | [Help](#)

6. Click the Done button.

What to do if you forget your password

Please contact the e-LfH Service Desk by emailing them at: support@e-lfh.org.uk

Your password will be reset and a reply returned via email.

The Learning Reception Area

After logging in, you will be presented with the e-LfH Learning Reception. This is the gateway to the learning resources available to you, as well as any other applications you may have access to.

The screenshot shows the e-LfH Learning Reception interface. At the top, it says 'Welcome Sarah Anne Vine' and 'e-LfH Learning Reception: Workforce Development'. There are links for 'Help', 'Change password', and 'Log out'. Below the header, there is a navigation menu with 'Home' and 'Welcome' (highlighted in a yellow box) and 'Technical Information'. The main content area is titled 'Welcome to the Workforce Development area' and contains a welcome message and a button that says 'Take me to my learning for Workforce Development' with a right-pointing arrow. On the left side, there is a list of subject areas, with 'Workforce Development' highlighted in a blue box and enclosed in a red box.

All the different subject areas you can access are shown down the left hand side of the screen (shown in the red box above). Many trainees will only have access to one subject area.

Each subject area will also have a number of tabs (shown in the yellow box above) where you can access other information specific to that subject area. This information will change from specialty to specialty but will typically include:

- The e-Learning Curriculum
- Details about the Editorial Teams involved in the Projects
- Information on the computer settings required to access and run the content

To access the learning, click on the link to '**Take me to me learning**' (although some projects may have a link that says '**Start an e-learning session now**').

Clicking this link will take you through to the Learning Management System for that project, which is where you can do your learning.

Getting Started in the Learning Management System (LMS)

What is an LMS?

The Learning Management System (LMS) is where the e-Learning content is located. The content available to you will be relevant to your chosen area of study and is created in partnership with the relevant competent body, typically a royal college or other professional body. Therefore, the learning material is organised in a way which complements the existing training programmes.

The content in the LMS is broken down into small chunks, known as sessions. You can choose a session to learn from by searching a catalogue or browsing through a series of categories to find the content you want. Once you have found a suitable session, you can launch the session and work through the material at your own pace.

The LMS also stores information about your activity. This information does not form part of your formal assessment but it will be available to your tutors. The information stored includes which sessions you have started, how long has been spent on each one and whether the sessions have been completed.

The content on the LMS will vary from project to project but typically contains:

- Knowledge-based e-Learning sessions
- Scenario-based e-Learning sessions
- Online knowledge checks (please note that these do not form part of your formal assessment)
- Forums
- e-Library articles (on selected projects)

The LMS Home Page

The **Overview** is the home page of the LMS. It is the first page you will see and is accessed by clicking the Home tab. This page is displayed below.

Use these buttons, links and tabs to get different information about the learning, your performance and to log out of the LMS.

The My Learning section lists all the sessions that you are enrolled in but have not completed.

You can see the Catalog on the left hand side of the screen. This is where all the learning content is stored.

Learning Paths are suggested collections of sessions. Not all projects use Learning Paths, but you can create your own, which will be listed here.

The screenshot shows the LMS interface with the following components:

- Navigation Bar:** Overview, Learning Paths, Self-Paced, Forums, Catalog, Home, Calendar, Profile. Help and Logout buttons are also present.
- Search Catalog:** Includes a search box, "Exact phrase" checkbox, and "Browse Catalog" section with categories like Consent, Death Certification, Equality & Diversity, Fire, Infection Control, Information Governance, Mental Capacity, Radiation Protection, Safe Prescribing, and Transfusion Safety.
- My Learning Table:**

Play	Offering	Start Date	Enrolled	Status
	Legal Aspects of Death	24/07/07	19/09/07	Not Attempted
	Equality and Diversity - Stage 2	28/07/07	19/09/07	Not Attempted
	Introduction to Radiotherapy	29/07/07	19/09/07	Not Attempted
	Introduction to Radiation Protection	29/07/07	19/09/07	Not Attempted
	External Beam Therapy	29/07/07	19/09/07	Not Attempted
- My Learning Paths Table:**

Learning Path Name	Source	Subscribed	Target Completion Date
Equality and Diversity	Catalog	15/02/08	Anytime

Locating and starting a session

You can find a session in a variety of ways.

The session may be displayed in the My Learning section. This table displays the session ID and name together with the Start Date, Enrolment Date and the Status of session.

1. Sort the table by clicking on the column headings.
2. Use the drop down menu and **Previous** and **Next** buttons to scroll through the table.
3. Click on the **Play** button within to launch the session.

You can also search the **Catalog** on the left hand side of the screen to find a session.

1. If you are searching for a particular session and you know the session's ID, enter the ID in the search field.
2. You can also search the **Catalog** by typing in keywords, such as the name of an anatomical structure, a condition, investigation or technique.
3. Use the **Browse Catalog** option to navigate through the structure of the content by category.
4. Once you have located the session you wish to learn from, click the session title until you see the **Content Details** page.
5. Click on the **Play** button to start the session.

The screenshot shows the e-LH interface with the 'Patient Consent' content details page. The page includes a search bar, navigation tabs (Catalog, Home, Calendar, Profile), and a table of offerings. The 'Play' button for the 'Patient Consent' offering is highlighted with a red box.

Content Details Patient Consent
By: John Rose, The London Deanery, Ash Communications Healthcare | Language: English | ★★★★★ 1 Review(s)

Description
This session is an outline of the general principles of consent and focuses on the types of consent to treatment. It examines what happens before the age of consent and what can be done when consent is refused. It also looks at consent in the case of people with learning difficulties, living wills and organ donation.

Add to Learning Path
To add this content to an existing learning path, if applicable, select a learning path name from the drop-down list below. To add to a new learning path, select New Personal Learning Path.
[New Personal Learning Path] Add

Enrollment Options
Enroll in this offering or add it to your wish list by clicking the appropriate icon.

Play	Offering	Begins	Ends	Location	Capacity Avail / Limit	Enroll
	Patient Consent	Self-Paced		Online	Unlimited	

e-LfH Sessions

e-LfH sessions are made of a number of pages, with different types of content, including:

- Text
- Still images
- Movies
- Animations
- Hot links
- External documents and web links
- Downloadable content
- Interactions
 - True/false questions
 - Multiple choice questions
 - Drag and drops
 - Image hot spots
 - Free text questions

The various interactions are there to help you learn. Studies have shown that encouraging reflection through the use of interactive exercises improves the learner's retention of information. By attempting the interactions, you will maximise the effectiveness of the learning materials. Also, there may be key information shown in the feedback for an interaction.

e-LfH come in two different looks. For the purpose of this document, we will refer to them imaginatively as version 1 and version 2.

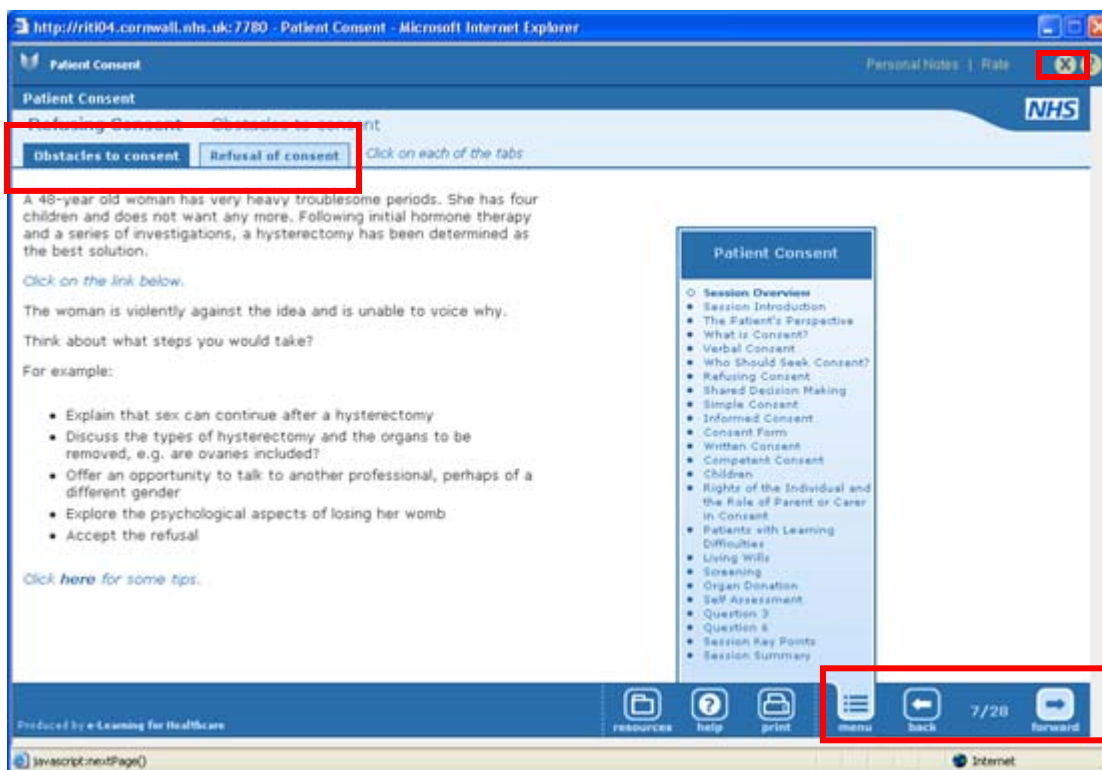
Navigating through Version 1 e-LfH Sessions

The version 1 templates have a fixed screen size with headers and footers. They are used in the following programmes:

- Anaesthetics
- R-ITI
- Workforce Development

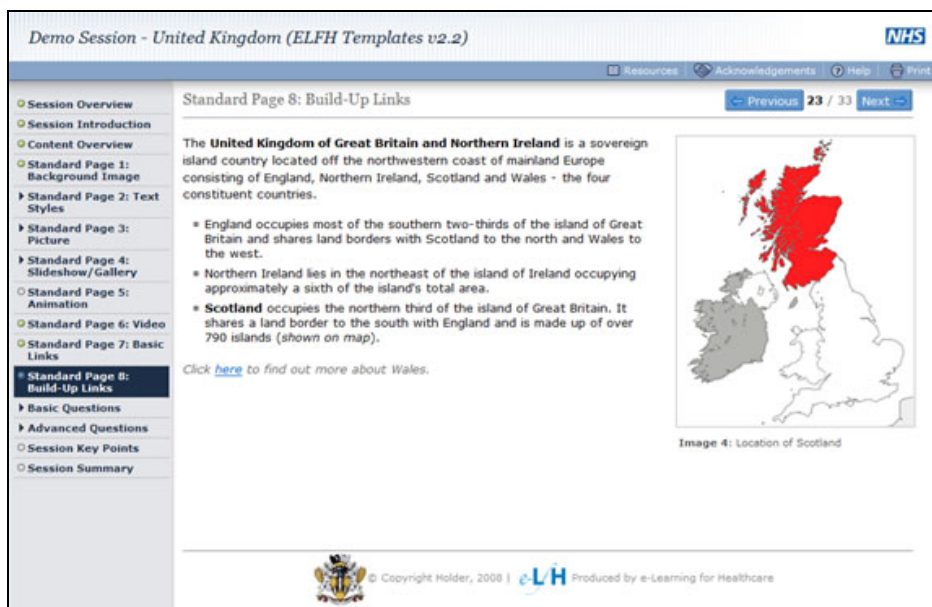
To move through sessions from these projects:

1. Use the **forward** and **back** buttons to move sequentially through the session.
2. Clicking the **menu** button will display a list of all the pages in the session.
3. Click on a particular page title to go to that page.
4. Some pages will display content within a series of tabs at the top of the page. It is important to click on these tabs to ensure you get all the information in the session.
5. Depending on your project, your sessions will either have an **X** or a **Home** button on the right hand side of the top toolbar. Click this button to exit the session.



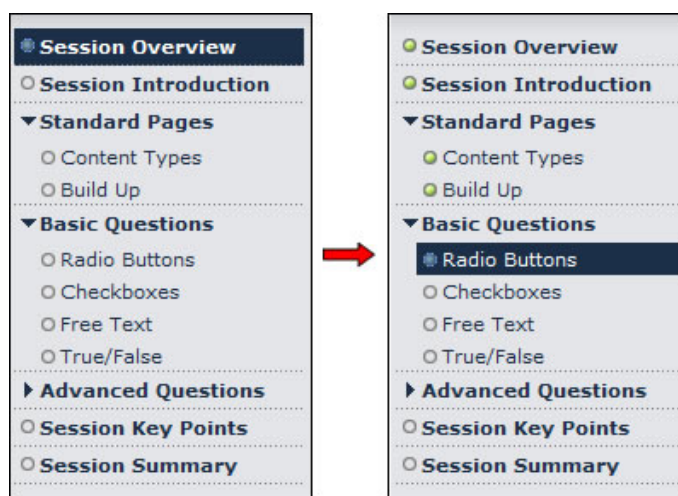
Navigating through Version 2 e-LfH Sessions

In version 2 sessions, the active area expands vertically down the screen as required, making better use of the available space.



Another key difference is that session navigation has been simplified. Instead of working through pages with multiple tabs, simply click **Next** to view all session content.

A static session menu at the left of the screen means you can see your progress through the session at all times. Using the menu, you can also skip direct to any page in the session and *visited* links show the user where they have already been in the session (a green bullet marks visited pages – see below).

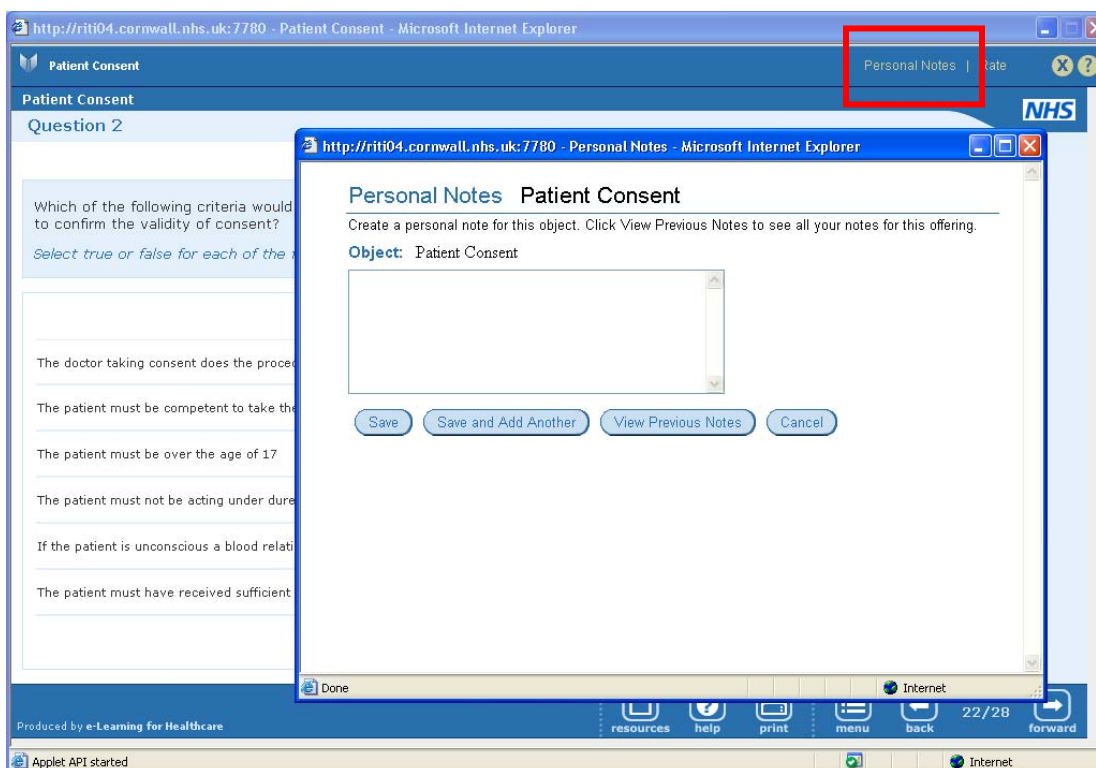


Other Things you can do in the LMS

How to Add Personal Notes

The LMS enables you to add personal notes during or at the end of an e-Learning session. These notes can be displayed in the LMS without launching the session.

1. Click on the **Personal Notes** button in the top right hand corner of the session.
2. Type in the notes required and click on the **Save** button.
3. To revisit your notes at a later stage select **View Previous notes**
4. You can also view your Personal Notes in the LMS later without launching the session.



How to Rate a Session

The LMS has a built in feedback option. This enables the trainee to rate and review all of the e-Learning sessions. This also enables e-LfH to continually improve our products by responding to feedback.

1. To Rate and Review a session click on the **Rate** button in the top right hand corner of the session.
2. Select a rating from 1 to 5 and add text if required.
3. Choose to display the username with the review or keep the entry anonymous.
4. Click the **Preview** button.
5. Click the **OK** button.

The screenshot shows a web browser window displaying the 'Rate and Review Safe Anticoagulation' form. The form is titled 'Rate and Review Safe Anticoagulation' and includes the following elements:

- A rating scale with five stars, where the first star is selected.
- A 'Review Title' text input field.
- A 'Review Text' text area.
- A 'Your Name' field showing 'Richard Scopes'.
- Radio buttons for 'Show Username': 'Display my name with review' (selected) and 'Keep me anonymous'.
- 'Cancel' and 'Preview' buttons at the bottom of the form.

A red box highlights the 'Rate' button in the top right corner of the page. The browser address bar shows the URL: http://nit04.comwall.nhs.uk:7780/1rco_id=48599&classroom_id=48600 - Safe Anticoagulation - Windows Internet Explorer. The browser title is '04 Safe Anticoagulation'. The page header includes 'Personal Notes | Rate' and the NHS logo. The page footer includes 'e-Learning Safe Prescribing' and '23/23'.

How to Use Forums

The LMS allows you to contribute to Forums where you can share knowledge with other learners and tutors. Forums will be set up differently for each project, so the forums available to you may be different to the ones you see here.

1. You can access forums from the Overview page by clicking the **Forums** link in the LMS toolbar.

The screenshot shows the e-LH LMS interface. At the top right, there are 'help' and 'logout' buttons. Below them is a navigation bar with 'Catalog', 'Home', 'Calendar', and 'Profile' tabs. The 'Forums' link in the navigation bar is highlighted with a red box. Below the navigation bar, the user's name 'Sarah Vine' is displayed. The main content area is titled 'My Open Forums' and includes a search bar. Below this is a table of forums with columns for 'Last Post Date', 'Forum', 'Messages', and 'Unsubscribe'.

Last Post Date	Forum	Messages	Unsubscribe
No Messages	Consent	0	
No Messages	Infection Control	0	
No Messages	Mental Capacity	0	
No Messages	Equality & Diversity	0	
No Messages	Blood Transfusions	0	
No Messages	Data Protection	0	
26/02/08 18:03	Safe Prescribing	1	
26/02/08 02:44	Radiation Protection	1	
26/02/08 02:20	Legal Aspects of Death	1	

2. Click on the Forum of your choice to view the discussion topics, add a new topic or to post a response.
3. Click on an existing **topic** to view messages relating to it or create your own **Public Topic** by clicking the **Add New Public Topic** icon.

Forum Topics Radiation Protection

Description

This forum is to discuss the Radiation Protection learning content. Please be considerate to other users in your posts. In particular, please do not post anything abusive, slanderous libellous or illegal in any other way.

Public Topics

The screenshot shows the 'Public Topics' section. At the top right, there is a button labeled 'Add New Public Topic' which is highlighted with a red box. Below this is a section titled 'Select Public Forum Topic(s) and...' with a 'Delete' button. Below that is a table of public topics with columns for 'Select', 'Author', 'Last Post Date', 'Forum Topic', and 'Messages'.

Select	Author	Last Post Date	Forum Topic	Messages
<input type="checkbox"/>	suleman2479	26/02/08 02:44	Requesting Inappropriate Imaging	1

4. To add a new message click on **Add New Message**



5. Enter your related message in the **text** window

6. Add an attachment if required.

7. Click the **OK** button.

How to Run a Learner Report

The LMS provides learner reports which relate to information specific to the trainees training activity. These are available from the **Profile** tab by clicking the **Reports** link.

e-Learning Anaesthesia
Integrated Anaesthesia Learning Portal

Admin Help Logout

Catalog Home Calendar **Profile**

User Information Transcripts **Reports** Orders

Learner Reports: Sarah Test Sarah Test

Learner reports provide you with information specific to your learning. You may be required to enter parameters when running some reports. Enter a report name to locate reports with a specific name or description. Enter a group name to show only reports that belong to a specific group.

Report Name
Group Name

Name	Description	Group Name	Run	Save
1.1 User activity this month	Lists all activity for the current user this month.	Anaestheti Report Group		
1.2 User activity last month	Lists all activity for the current user last month.	Anaestheti Report Group		
1.3 User activity since last August	Lists all activity for the current user since last August	Anaestheti Report Group		
1.4 User activity previous year to last August	Lists all activity for the current user in the 12 months prior to 1st August last year.	Anaestheti Report Group		
1.5 User activity to date	Lists all activity for the current user to date.	Anaestheti Report Group		

Home | Catalog | Calendar | **Profile** | Help | Logout

Click the **Play** button to launch each learning object.

Please quit the content by using the X in the Player toolbar, not your web browser's 'close window' button.

How to Create and Edit a Personal Learning Path

The LMS enables the creation of personalised learning paths. A learning path enables the trainee to group a number of sessions together. For example, a trainee may wish to group a number of e-Learning sessions together with the relevant e-Library articles.

Learning paths may also be created centrally as part of the learning programme.

1. Select the **Learning Paths** tab from the Home page.

The screenshot shows the 'My Learning Paths' page. At the top, there are navigation tabs: Overview, Learning Paths (selected), Self-Paced, and Forums. A 'Create Personal Learning Path' button is visible. Below is a filter input with a 'Go' button. A table displays the following data:

Learning Path Name	Source	Subscribed	Target Completion Date	Status	Unsubscribe
Block 1 - Local Anaesthetic Agents	Personal	17/05/08	16/06/08	Not Attempted	

At the bottom of the page, there are instructions: 'Click the **Play** button to launch each learning object.' and 'Please quit the content by using the X in the Player toolbar, not your web browser's 'close window' button.'

The page displays a list of personal learning paths and subscribed learning paths. It is possible to add courses to an existing learning path, or create a new one.

2. To create a learning path click on the **Create Personal Learning Path** button.
3. Click on the **Add Courses** button to browse and search for courses from the catalog and add them to the learning path.
4. Click on the pencil icon to edit the name of Learning Path, the description of the path and the number of days to complete the learning path.

e-Learning Anaesthesia
Integrated Anaesthesia Learning Portal

Admin
 Help
 Logout

[Overview](#)
[Learning Paths](#)
[Self-Paced](#)
[Forums](#)

[Catalog](#)
[Home](#)
[Calendar](#)
[Profile](#)

Sarah Test

Home > Learning Paths > Learning Path Details

Learning Path Details Block 1 - Local Anaesthetic Agents

[Delete Learning Path](#)

Description

Local Anaesthetic Agents

Path Completion

Path Completion Target: **16 June 2008**

Courses

[Add Courses](#)

Filter [Go](#)

Select Course(s) and... [Delete](#)

⌂ Previous 1 - 2 of 2 Next ⌂

Select	Play	Course Name	Status	Search for Offerings
<input type="checkbox"/>		1_05_06 Local Anaesthetic Agents	Not Enrolled	
<input type="checkbox"/>		1_05_06:(e-Library) Local Anaesthetic Agents	Not Enrolled	

⌂ Previous 1 - 2 of 2 Next ⌂

Select Course(s) and... [Delete](#)