

iLearn Staff User Guide

iLearn



Kent and Medway
NHS and Social Care Partnership Trust

Home Record of Learning Performance Team Reports Find Learning

Search course    

Dashboard / My Learning

Welcome to iLearn

If you have any queries on how to use this system please look at iconnect for some useful guides

Hello **Emma** Welcome to iLearn. Your current manager is

Samantha Clark;

[Change Manager](#)

Welcome to iLearn, please click on the buttons to the right to access the most popular areas of the system or you can use the menu bar above.



My Essential Training



Revalidation (Coming Soon)



Appraisal (Coming Soon)



Supervision (Coming Soon)



Training Catalogue



Compliance Reports

My Compliance



11 Compliant

[Emma Matthews] You are logged in as Emma Matthews [Log out](#)

Powered by Totara

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Browser and Mobile Support on iLearn

iLearn can be used on any of the following browsers and supports mobile technology, which means you can use it on any smartphone or mobile device.

Desktop browsers

Chrome: The latest stable release

Firefox: The latest stable release

Microsoft edge: The latest stable release

Safari 10

Internet Explorer 11



Mobile browsers

iOS Safari 9

Android browser: The latest stable release

Chrome for Android: The latest stable release



Logging In

To access **iLearn** you need to go to <https://ilearn.kmpt.org>

There is a link available on i-connect as well as a shortcut on your KMPT desktop

https://ilearn.kmpt.org/login/index.php

Edit View Favorites Tools Help

KENT Staging Log in to th... Support The Helpdesk Healthcare Learning Man... The Performance Cycle (2) Word Art - Edit - WordArt Sign In The Performance Cycle Trust systems 194 Funny and Interesting...

iLearn RESPECT OPEN ACCOUNTABLE WORKING TOGETHER INNOVATIVE EXCELLENCE

NHS
Kent and Medway
NHS and Social Care Partnership Trust

Log in

Username

Password

Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

You are not logged in.

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Logging In

If you are a permanent KMPT member of staff your login will be:

Username: Use Your Main Windows Logon

Password: Hospital1 (you will then be asked to choose your own password)

If you have issues with logging in please email us and we will get back to you as soon as possible

New Staff will be issued with their login after they have completed their Corporate Induction

Temporary/Locum & Honorary Workers

If you previously had access to AT-Learning then you will be issued with your username and password from 3rd September 2018. You can also email kmpt.training@nhs.net to request your details if you haven't received them by 10th September 2018.

The screenshot shows a web browser window displaying the iLearn login page. The browser's address bar shows the URL <https://learn.kmpt.org/login/index.php>. The page header features the iLearn logo and several navigation icons. The main content area contains a 'Log in' form with the following elements:

- Log in** (Section Header)
- Username** (Label)
- Username input field
- Password** (Label)
- Password input field
- Remember username
- Log in** (Button)
- Forgotten your username or password? (Link)
- Cookies must be enabled in your browser (Info icon)

The footer of the page displays the text 'You are not logged in.' and 'Powered by Totara'.

Your iLearn homepage

Your **iLearn** homepage gives you access to:

- Your current Essential Training Compliance
- Record of Learning
- Ability to update your Manager information
- Useful Reports
- Training Catalogue – you can book your training
- Your Staff's Training Compliance (for Managers)
- Nurse Revalidation Module (for Nurses – coming soon)
- Record of Your Supervision (coming soon)
- Record of Your Appraisal (coming soon)



Home Record of Learning Performance Team Reports Find Learning

Search course    

Dashboard / My Learning

Welcome to iLearn

If you have any queries on how to use this system please look at iconnect for some useful guides

Hello **Emma** Welcome to iLearn. Your current manager is

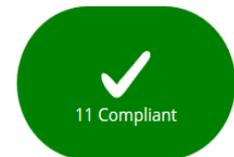
Samantha Clark:

[Change Manager](#)

Welcome to iLearn, please click on the buttons to the right to access the most popular areas of the system or you can use the menu bar above.

 My Essential Training	 Revalidation (Coming Soon)	 Appraisal (Coming Soon)
 Supervision (Coming Soon)	 Training Catalogue	 Compliance Reports

My Compliance



[Emma Matthews] You are logged in as Emma Matthews [Log out](#)

Your Essential Training Compliance

My Compliance



The traffic light system in **iLearn** allows you to see at a glance your current Essential Training Compliance, also known in this system as a **Certification**.

- When you click on the **red** traffic light it will show you what course(s) you are currently out of date with.

It will take you to the below screen and will give you the option to launch the Essential Training you are required to complete. If this is **e-learning** then you will be able to complete the relevant course. If this is a **classroom based** session then the next screen will allow you to see what is available and to book.

iLearn



Kent and Medway
NHS and Social Care Partnership Trust

Home

Record of Learning

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Search course



Dashboard / Reporting Dashboard

Me

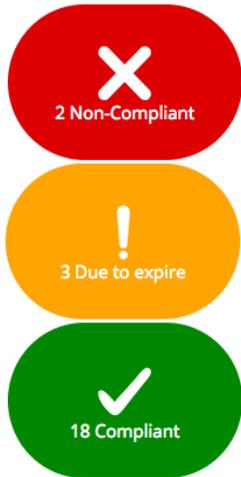


My Required Learning

Certification name	Status	Expiration date	Launch Certification
Data Security (Information Governance)	Expired		Launch Certification

Your Essential Training Compliance

My Compliance



- When you click on the **amber** traffic light it will show you what course(s) you are due to go out of date with (in the next 90 days). You can launch any **e-learning** course up to one month prior to the expiry date. You can book a **classroom** session as far in advance as is available.
- When you click on the **green** traffic light it will show you an overview of your Essential Training, this is also available on the Compliance Reports button on the homepage, an example of this is below.
- If you manage staff you will be able to see all of this information for you and your staff members.
- It will show you all areas of Essential Training but you only need to focus on the ones that have a coloured date box – if there is no date box this isn't an area of essential training that is required.

Me & My Direct Team Reports

	COSHH (Housekeeping & Domestic Staff) - 3 Years	CPR & AED - Yearly	Data Security (Information Governance)	Drug Prescription and Administration Chart - Once	Dual Diagnosis - Drug & Alcohol Awareness (FSCG Only) - Yearly	Equality and Diversity - 3 Yearly	Equality and Diversity - Yearly	Fire Training - 2 Yearly (Non Inpatient Staff)	Fire Training - Yearly (Inpatient Staff)
Conflict Management									
	26/07/2019		Not certified			11/09/2020		23/11/2018	

Managing Your Training on iLearn



iLearn allows you to manage your own training, this includes booking, cancelling and amending your training. Learning and Development are on hand to assist you with any queries you may have and can guide you through the process – you can call 01227 812207 / 01622 722193 or email us kmpt.training@nhs.net .

Some courses are restricted to the Target Audience (those who are required to do) and other courses may need to have a level of authorisation before the booking is confirmed (either your Manager or Learning and Development).

You will receive confirmation via email that the action you have taken has been completed.

The next few pages provide you with detailed instructions on how manage your training.

Finding and Booking Courses on iLearn



- When searching for a course you can click on the **Training Catalogue** button on your homepage, or go to the **Find Learning** option on the menu bar or go to the **Search Course** box on the right.
- If the course you would like to undertake forms part of one of your Essential Training Requirements (Certifications) please use the **Red** traffic light link to ensure you choose the right course or use the Certification option on the “Find Learning” link on the menu bar.

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Home Record of Learning Performance Team Reports Find Learning Search course

Dashboard / Courses / Leadership, Development and Management Skills / Disciplinary and Investigations

ADMINISTRATION

- Course administration
- Unenrol me from Disciplinary and Investigations

Course Dates

- Legacy Data 2015 [View all events](#)
- Legacy Data 2016 [View all events](#)
- Legacy Data 2017 [View all events](#)
- Legacy Data 2018 [View all events](#)

Date	Time and Time Zone	Location	Room	Seats available	Status	Options
29 October 2018	9:30 AM - 4:30 PM	Europe/London		18	Booking open	Sign-up

[View all events](#)

UPCOMING EVENTS

Your progress

There are no upcoming events

[Go to calendar...](#)

[New event...](#)

Click on “view all events”

Booking Courses on iLearn

All events in Legacy Data 2018

Upcoming events

Date	Time and Time Zone	Location	Room	Seats available	Status	Sign-up period	Options
29 October 2018	9:30 AM - 4:30 PM Europe/London			18	Booking open		Sign-up

Click on "sign up"

Sign-up for Legacy Data 2018

Event date/time

29 October 2018, 9:30 AM - 4:30 PM Europe/London

Duration

7 hours

Seats available

18

Requests for session organiser

[Sign-up](#) [Cancel](#)

Put in any special requests and click "sign up"

You will receive a message confirming your booking is complete. You will automatically receive a detailed confirmation email, copied to your manager

✓ Your booking has been completed. ✕

All events in Legacy Data 2018

Upcoming events

Date	Time and Time Zone	Location	Room	Seats available	Status	Sign-up period	Options
29 October 2018	9:30 AM - 4:30 PM Europe/London			17	Booked		More info Cancel booking

Cancelling Courses on iLearn

Click on “Record of Learning” and then “My Bookings” and it will provide you with a list of your current bookings. Click on the name of the course you wish to cancel. Then click “cancel booking”



Date	Time and Time Zone	Location	Room	Seats available	Status	Options
29 October 2018	9:30 AM - 4:30 PM	Europe/London		17	Booked	More info Cancel booking

[View all events](#)

▼ Cancel booking

Are you sure you want to cancel your booking?

Cancellation Reason*

- Choose...
- Annual Leave
- Booked onto another Course
- Maternity Leave
- Sickness
- Staff Shortages
- Travel issues
- Work Commitments

Select a reason for cancellation in the and confirm your cancellation by clicking “yes”

You will receive an email confirming your cancellation which is copied to your manager.

If the course you are cancelling off is within 7-days you will need to cancel by emailing kmpt.training@nhs.net you will be unable to cancel yourself off via iLearn

Completing E-learning on iLearn



- When searching for a course you can click on the **Training Catalogue** button on your homepage, or go to the **Find Learning** option on the menu bar or go to the **Search Course** box on the right.
- If the course you would like to undertake forms part of one of your Essential Training Requirements (Certifications) please use the **Red** traffic light link to ensure you choose the right course or use the Certification option on the “Find Learning” link on the menu bar.



Search results: 1

 **E-Learning: Scanning and Uploading Documents to RiO** %

E-Learning: **Scanning and Uploading Documents to RiO**: 1. How to prepare documents for scanning Preparing documents for scanning correctly Type of documents that are appropriate for scanning 2. How to prepare the scanner Familiarise with functions such as Layout, DPI for scan quality 3. How to scan a document Identify items to be removed before scanning How to scan documents that are difficult to read 4. How to upload documents to RiO Watch a demonstration and familiarise with the correct naming convention. 5. How to maintain the team folder Locate the team folder and tidy 6. How to find an uploaded document Watch a demonstration of search and filter 7. How documents must be destroyed Follow the guidance on destroying documents and the exceptions. This course is designed for all staff who upload scanned documents to RiO.

Category: Systems Training

Click on course name

Then click on Enrol me

Enrol me

Scanning Go

Completing E-learning on iLearn

iLearn



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ADMINISTRATION

Course administration

Unenrol me from
E-Learning: Scanning and
Uploading Documents to
RiO

Your progress

Scanning and Uploading Documents to RiO

This course is aimed at all staff that uploads scanned documents to RiO.

E-learning Course

Please click on the e-learning link below.

The course will open in a new window/tab.

When you have completed the course please close the new window/tab, allowing iLearn to refresh your completion details before logging out.

If you are partially completed you will be able to click on the e-learning link and 'resume completion' to return to your place in the course.

[Scanning and Uploading Documents to RiO](#)

Click on course name

Useful Links and Documents

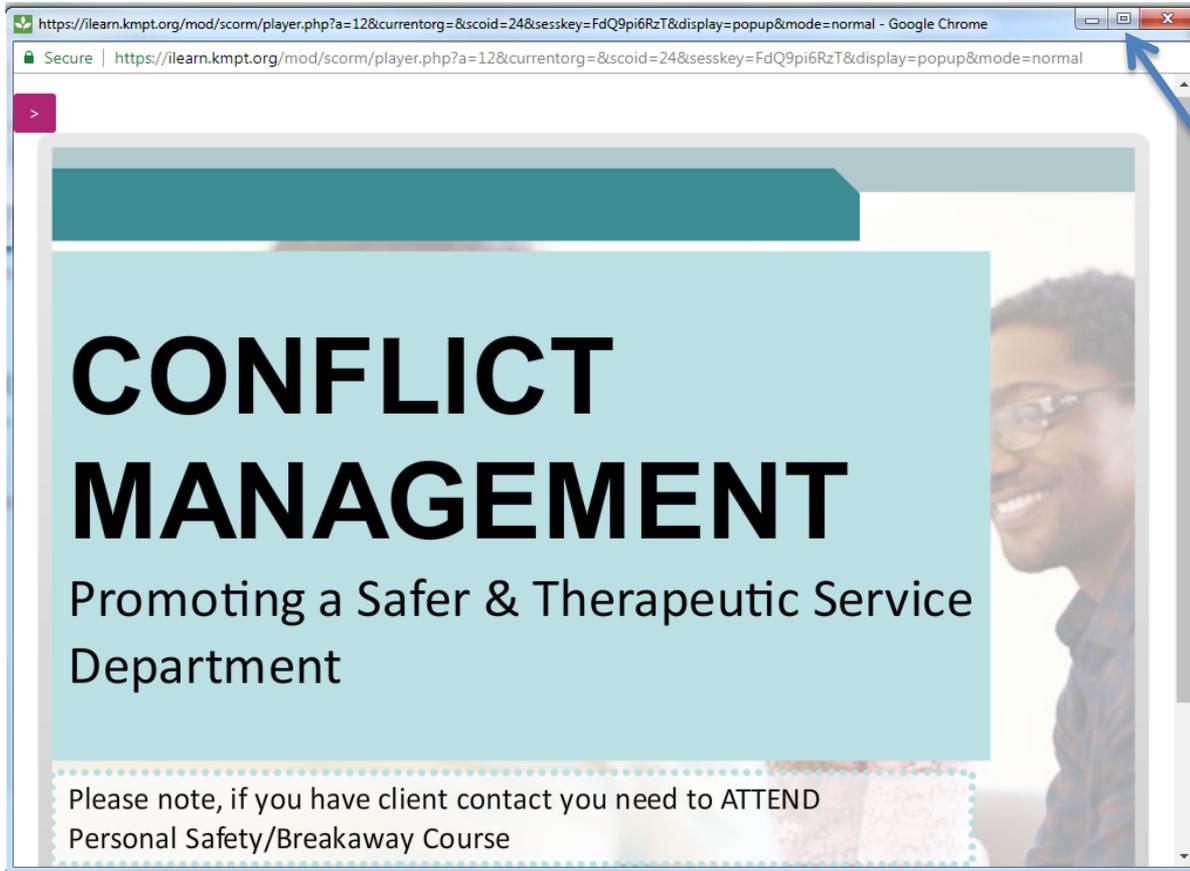
[RiO - KMPT](#)

Certificate

[Scanning and Uploading Documents to RiO - certificate](#)

Your e-learning course appears
in a new tab or a pop up window.

Completing E-learning on **iLearn** tip



Not seeing the buttons to move through the course?

Make sure your e-learning course window is maximised.

Viewing your Bookings on iLearn

iLearn



Home

Record of Learning

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Dashboard

My Bookings

Learning Plans

- To view your existing or past bookings on iLearn click “Record of Learning” on the menu bar and “My Bookings”
- There are different tabs for your Past and Future bookings and they show your attendance status

FUTURE BOOKINGS

PAST BOOKINGS

My Past Bookings: 7 records shown

Show/Hide Columns

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Absence Management and Confidence in Having Difficult Conversations	Legacy Data 2015	3 December 2015	9:30 AM Europe/London	4:30 PM Europe/London	Legacy Cancellation
Fire Training	Legacy Data 2016	2 September 2016	9:30 AM Europe/London	10:45 AM Europe/London	Fully attended

Certificates on iLearn

When the attendance has been marked for your course (this is immediate for e-learning courses), you will receive an email notification to confirm your certificate is ready to download*.

To download the certificate you need to go to:

- Record of Learning
- My Bookings
- Select the course you wish to download the certificate for
- Click on certificate at the bottom of the page
- Click to download

Please note – certificates are only available to download for courses attended from 2018 onwards. You can download a report to confirm your attendance for all historical data.

**Certificates for some certified training, for example Immediate Life Support, will be emailed to you after the course and will not be available via iLearn*



Change Manager Button

Hello Emma Welcome to iLearn. Your current manager is Samantha Clark;

Change Manager

To the left of your home screen on **iLearn** you have the ability to change your manager if it is incorrect. You do this by clicking the “Change Manager” button displayed.

You will be taken to your Profile Page and you should click on your assignment number (if you have more than one assignment number please select the correct one).



Job assignments

55555555

Add job assignment

Manager Samantha Clark -

Choose manager

Inform workforce of your change

Scroll down to the Manager section and click choose manager, type in your manager’s name in the search function and click OK.

You should also click “**Inform Workforce of your change**” so that the central system is also updated. This will open up an email for you to confirm the change.

Choose manager

BROWSE

SEARCH

JOB ASSIGNMENT

Search

Search

Please do not change any other information on your profile page as it will not be actioned – if you have any other changes you should inform Workforce Information about this via a Staff Change form available on i-connect

Text Reminders

Text Reminders for courses will not be available until further notice because the text reminder system needs to be reconfigured.

Staff will receive notification of their booking at the time of booking (copied to their manager) and will also receive a reminder letter 10 days before the course.

You and your manager can check your future bookings directly on [iLearn](#) at any time.

Future iLearn Projects

iLearn is much more than a Learning Management System.

Future updates coming soon include:

- Supervision
- Appraisal
- Nurse Revalidation
- Online Evaluation of Training Courses
- Competency Assessments, e.g. Medical Devices

If you have any ideas for improvements that can be made to the system, please email kmpt.training@nhs.net

We would also love to hear your feedback – kmpt.training@nhs.net