Making exceptional service the standard

NHS Informatics Merseyside

Navigate the IM-Training Service LMS

This QRG demonstrates how to navigate and use the Course Catalogue, My Training Dashboard and Guides section within the IM-Training Service Learning Management System (LMS).

Quick Reference Guide

Course Catalogue

- From the Home Page → select the red IM Training Course Catalogue tile.

For help and support, please contact OnlineLearning@imerseyside.nhs.uk

IM Training Course Catalogue
View all courses →

How to navigate the IM Training Service LMS

Mersey Care NHS Foundation Trust and NHS Informatics Staff
Click here to update your details

My Training Dashboard

Quick access to Guides and Resources

- Users can Search for or select different Categories to filter courses.

Search Course Catalog

Categories
                                    Reset ↻
☐ EMIS Web Community Care   (24)
☑ EMIS Web Primary Care   (24)
☐ Attend Anywhere   (4)
☐ EMIS Mobile   (2)

- Locate the desired Course → select View Course to view the Course Home Page.

EMIS Web Primary Care

Add and Send Tasks (Primary Care)   ☆☆☆☆☆ 0 ratings
EMIS Web Primary Care - Short video   Type: e-Learning
demonstration on how a user can create a new Task
within EMIS Web. Includes how to send to a Team
or individual Users.   View Course ⊕

The Course Home Page contains information such as the course description, course content and the user's learning progress.

- Click the Enroll to course button.

Enroll to course

- Click the Play course button.

Play course

- Click Go to Learning Items, from the bottom-right.

Go to Learning Items

- Click Start to go to the first learning item → click Start to launch the eLearning package.

Start   Start

- Work through the eLearning and watch the videos that are displayed.

- Click Next → click Continue to proceed to the next learning item.

Next >   Continue

- Repeat this process to move through the different learning items.

Towards the end of the course, a Declaration of Learning and / or an Evaluation Survey will open in a new tab.

- Complete the Declaration / Evaluation → Close the tab once complete.

- When the Confirmation message is displayed, tick the box to confirm understanding → click Next.

☐ I confirm I have read and understood the materials provided.

Once all learning items have been completed, a congratulations message will be displayed.

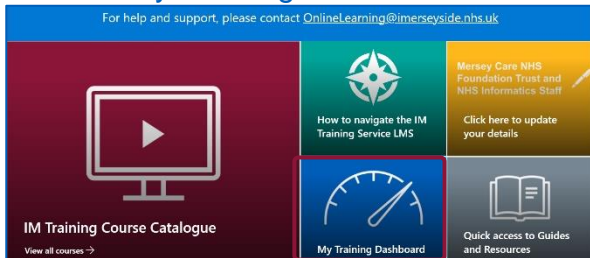- Click the Door icon to exit the content and return to the Course Home Page.

⊟ ⊣   Add and Send Tasks > Add and Send Tasks eLearning

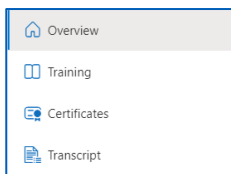Certificates can be located via the Course Homepage or My Training Dashboard.

My Training Dashboard

The My Training Dashboard provides each user with an overview of their enrolled courses and training progress.

- From the Home Page → select the blue My Training Dashboard tile.

The left-side menu can be used to navigate between the different sections of the dashboard.

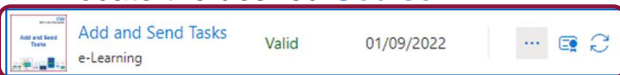- ➢ Overview – Displays a visual overview of the user's training progress.
- ➢ Training – Displays the progress of all the user's enrolled courses.
- ➢ Certificates – Displays a list of all the certificates that the user has earned.
- ➢ Transcript – Displays a list of all the user's certificates and enrolled courses.

Download Certificates

- Navigate to My Training Dashboard → select Certificates.

- Locate the desired Course.

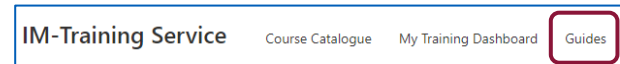

- Select Download Certificate.

Guides

The Guides section can be used to access training guides for different systems.

Users can access guides without the need to enrol on a course.

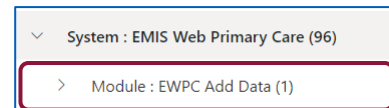- Select the Guides Tab at the top of the screen.

Training guides are sorted into different Systems and Modules. The number of guides assigned to each System / Module is displayed in brackets.
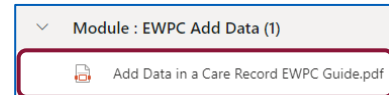
- Select the desired System to see all associated Modules.

- Select the desired Module to see all associated Guides.
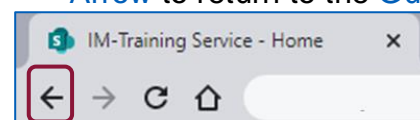

- Select the desired Guide to open.

- If required, click Download to save a copy to the device's Downloads Folder.

Users should ensure that the most up-to-date version is being used as these resources are updated frequently.

- Once downloaded→ click the Back Arrow to return to the Guides section.

For help and support, please contact:
OnlineLearning@imerseyside.nhs.uk