Learning site guide for managers

This is a generic guide for managers using the learning sites. It includes dashboards and menus, reports, and seminars for education events.

Always ensure you are up to date on local processes. This guide is a support only and may include content not relevant to you. Please ask if you are unsure.

Contents

Dashboard

Login to the learning site used in your local area.

- https://koawatealearn.co.nz - usually your email address is your username.
- https://www.healthlearn.ac.nz – you set your own username.
- https://connectme.ccdhb.org.nz - usually you will be signed in automatically.
- https://akohealth.nz - usually you will be signed in automatically.

The first page that loads when you login is your main dashboard. Familiarise yourself with the menus at the top of the page and the sections in the two columns on the page.

Tasks and alerts

There is an area dedicated on your dashboard to tasks and alerts, relating to your learning and your team.
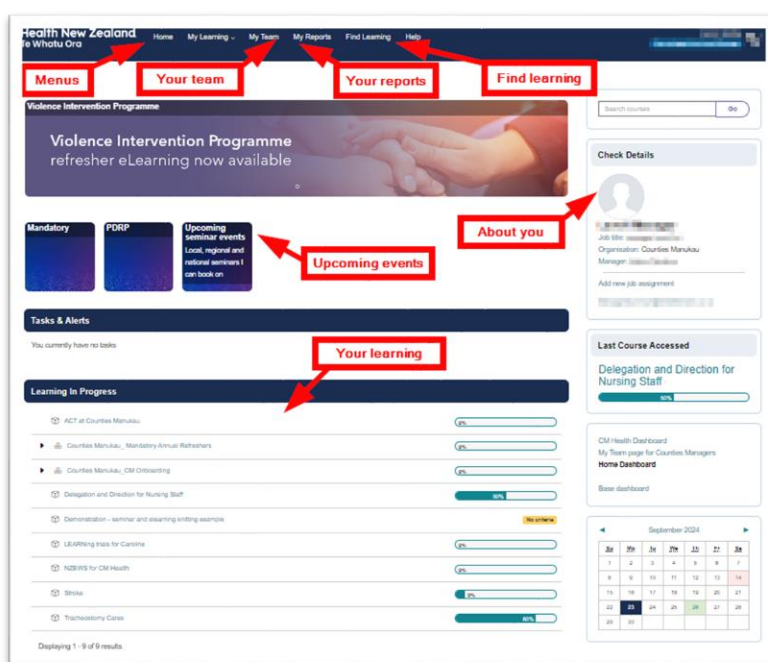
My team

You can see a list of direct reports, with some information about them, such as bookings, records and reports. As we work towards integrating HR data, any corrections to your direct reports should be discussed with your HR team.

Familiarise yourself with what is available to you in the My team menu. New items are added as they are developed.
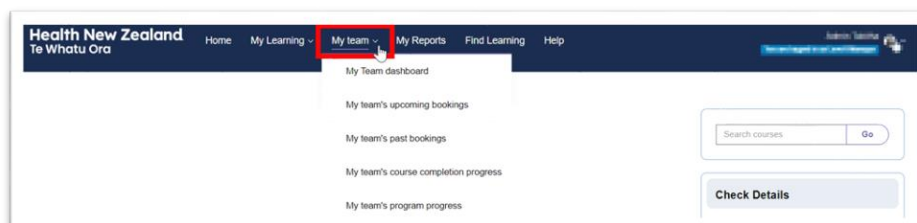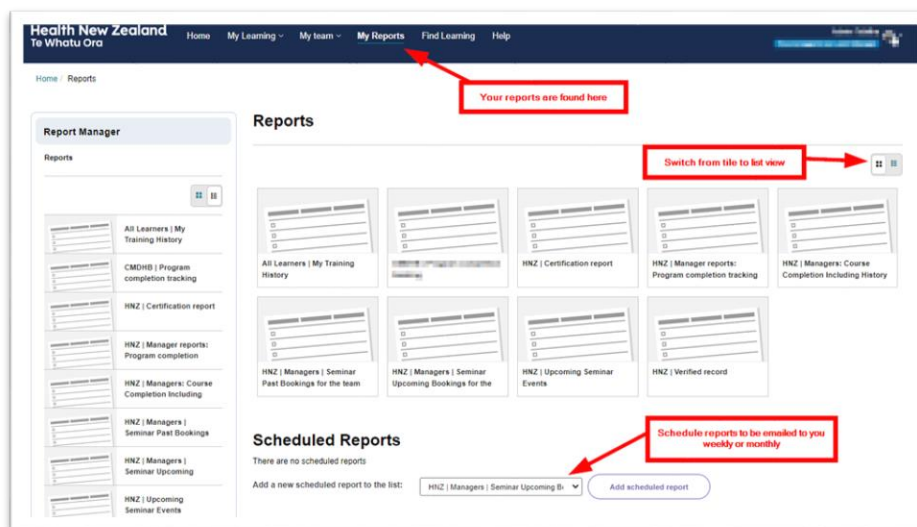
My Reports

There are reports relating to your own learning, and to your team. They show current and up to date information held in the learning site.

Familiarise yourself with the reports relating to past and upcoming events, course and program progress and certifications for your team. The reports and their results are tailored, and access is granted to relevant people, so your report list and results of filter searches reflect your role and will differ to another person's report list and search results. Please treat private data with respect and in compliance with the Privacy Act 2020.

The verified record report is available to all users of the learning site and gives a record that can be provided by the individual to their responsible authority, such as the Nursing Council of New Zealand.

Saved searches

Some reports contain saved searches we have created for you.
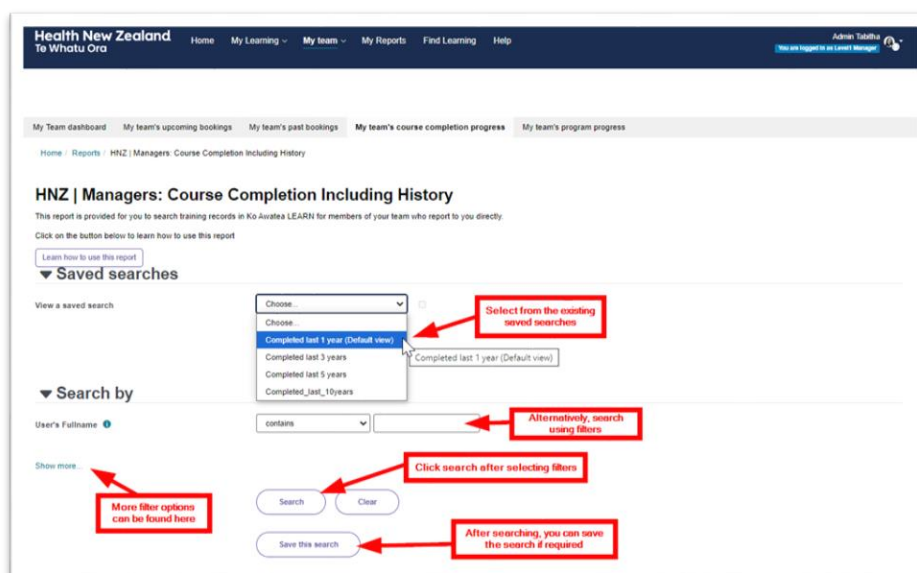
Under the report results table, there are various export options, as appropriate to that report.

Scheduled reports

From "my reports" menu, below the list of available reports, there is the option to schedule reports. This allows you to email yourself the reports. It requires "saved searches" to have been created for that report.

Weekly or monthly, not daily, scheduled during off peak times, only the data you need, impacts the system performance
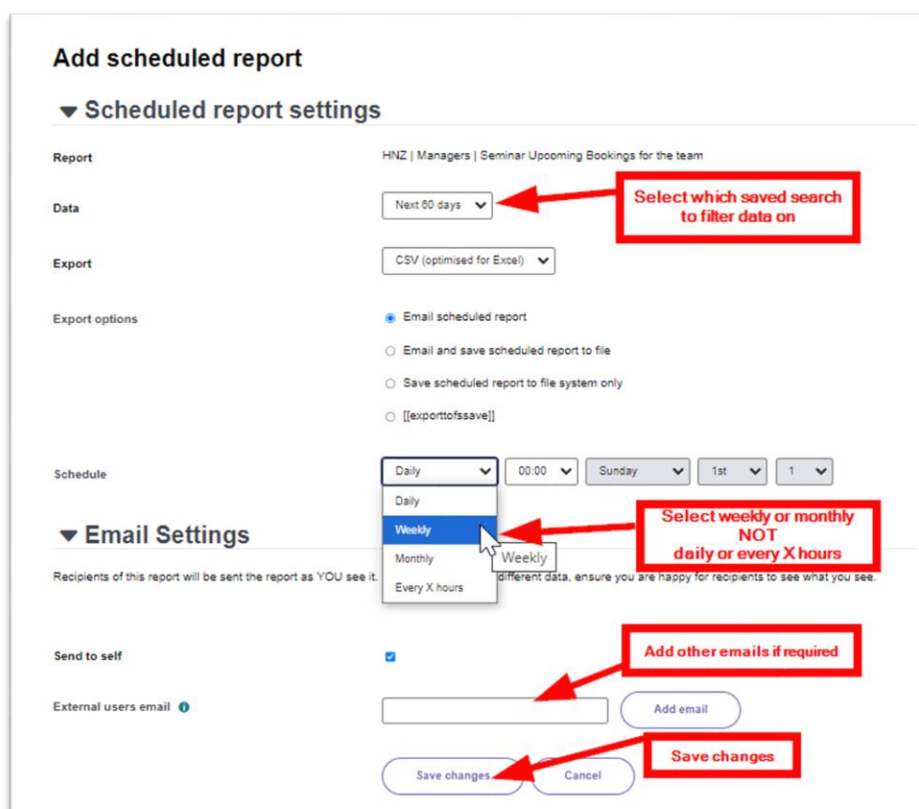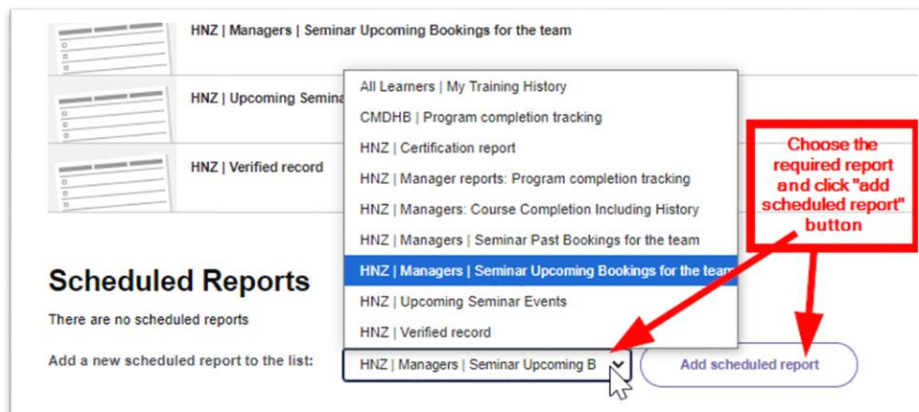
Outlook tip

You can use rules for forwarding the scheduled report emails, such as to your Associate Clinical Charge Nurses.

If you are not interested in seeing the emails as they arrive, you can set up a rule to automatically file them into a folder.

If you have not setup rules in Outlook before, please check the Outlook help.

What is a seminar?

Seminars are a way to organise face-to-face classroom or virtual (teams) workshops or other events using a course in your learning site. Seminars allow the coordinator/facilitator/educator of a course to create a place for advertising, booking and recording attendance for workshops, training, study days, meetings etc.

These can be given:

- Date and Time with set duration
- Location
- Maximum number of attendees
- … and many more things

Learners enrol themselves in a course on the learning site and then in that course they sign up for the seminar event they wish to attend. Because seminars are inside a course on the learning site, they also make it easy for attendees to find related information, such as pre-readings or pre-requisites.

Seminars manage notifications to attendees via email.

Seminar attendance reports are visible to authorised people in the learning site.

Attendance records

The seminar attendance is completed by the facilitator (or administrator) on the same day as the course event runs to ensure reporting on course completions.

How do I find a seminar?

Log into the learning site. There are upcoming seminars visible via the calendar or the upcoming seminar events button on the dashboard. Alternatively, Use **Find Learning** to go to the relevant course page.

The icon for the seminar looks like this: Clicking on the seminar activity in the course page shows events listed as Upcoming events and Past events.

Guiding information

Upcoming events

Click "go to event" for the required day and time

Past events

When signing up, the attendee must agree to any terms and conditions

Information about the event

Self Approval Terms and Conditions

By checking the box you confirm that permission to sign up has been granted by your manager.

Close

Cancelling or changing seminar event sign ups

The person can go back into the course themselves to cancel a booking and choose another date to sign up. We expect that person to have talked to their manager before doing this.

Educators, facilitators and some administrators, can also change bookings for people in their area.

What seminar notifications are sent?

Seminar activities include built in notifications that have been pre setup for your course.

Notifications are emailed based on triggers, such as signing up for the event and when the user cancels. Your notifications are pre-set to include directions and instructions.

When someone signs up for an event, they get an email confirming that they have signed up, and this email contains an attachment that has the calendar invite. They need to open this attachment and accept the invite for it to be added to their calendar.

When someone is manually added/removed from an event that person is sent an email telling them of this.

When someone comes in and chooses to cancel their attendance at an event, they are sent an email with an attachment that will remove the previous calendar entry from their calendar.

If event details are updated, such as date, time, or location, all participants who are signed up will receive an email telling them that the details have changed.

All attendees are sent a reminder two days before the event start time that they have registered for the event. They are sent the details of the event again.

In some instances, there are notifications sent to the assigned manager.

These notifications reduce manual administration of training events as they are automated.

Questions?

Discuss with your local leads who are supported by **nationallearningmanagement@tewhatuora.govt.nz** if they need support answering your questions.