

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.

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Dashboard

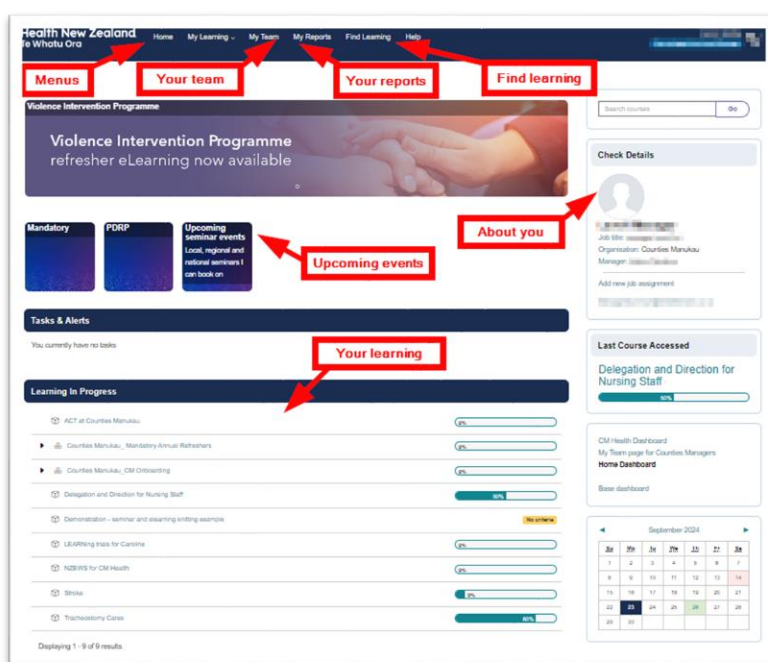
Login to the learning site used in your local area.

- <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

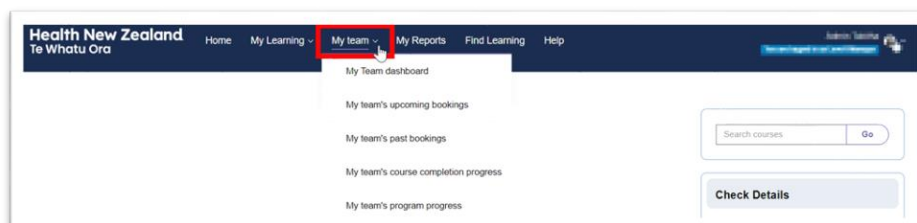
There is an area dedicated on your dashboard to tasks and alerts, relating to your learning and your team.



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.

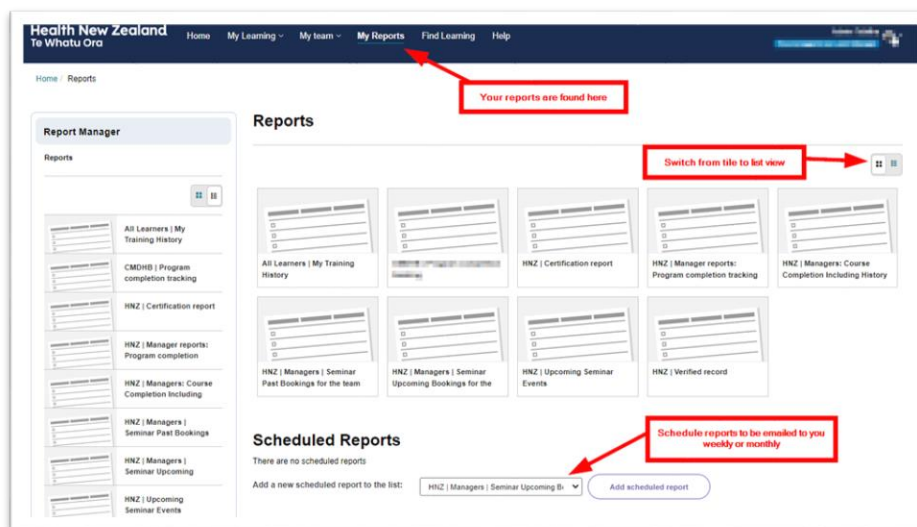


My Reports

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.

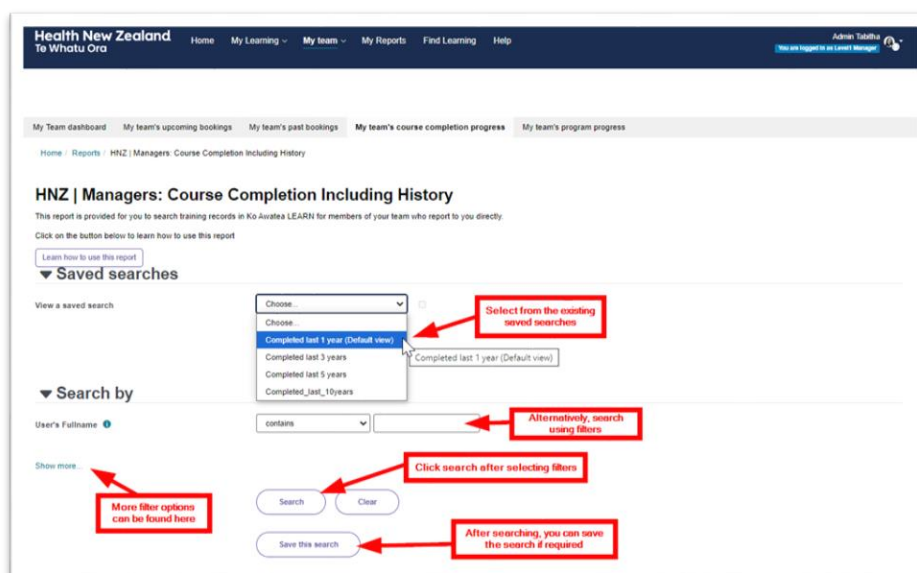
Familiarise yourself with the reports relating to past and upcoming events, course and program progress and certifications for your team. The reports and their results are tailored, and access is granted to relevant people, so your report list and results of filter searches reflect your role and will 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.

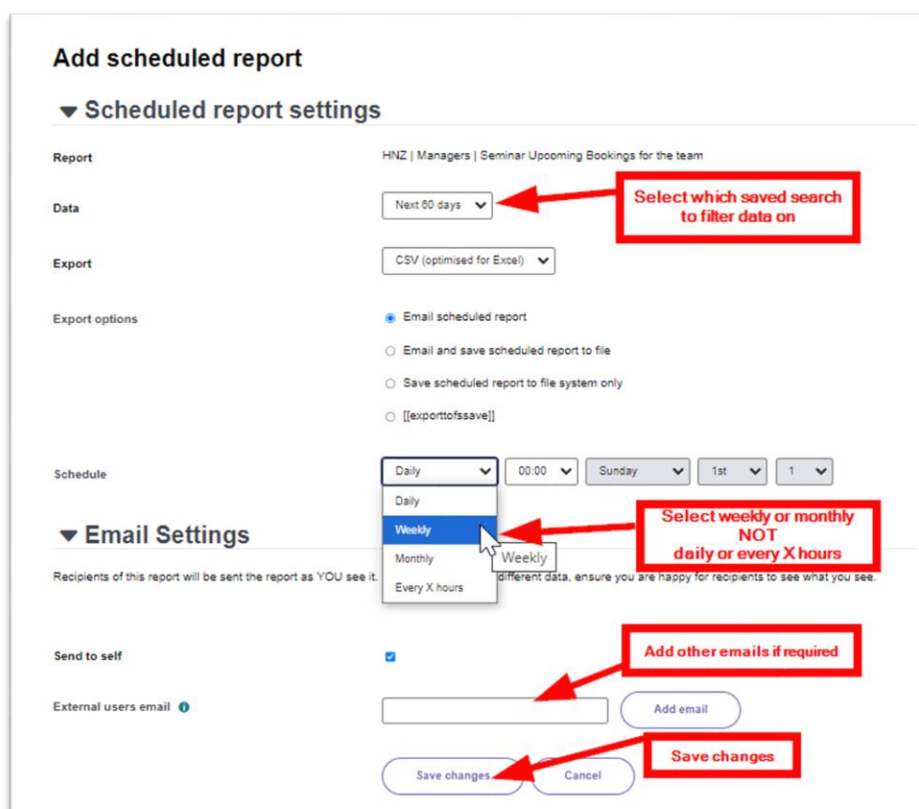
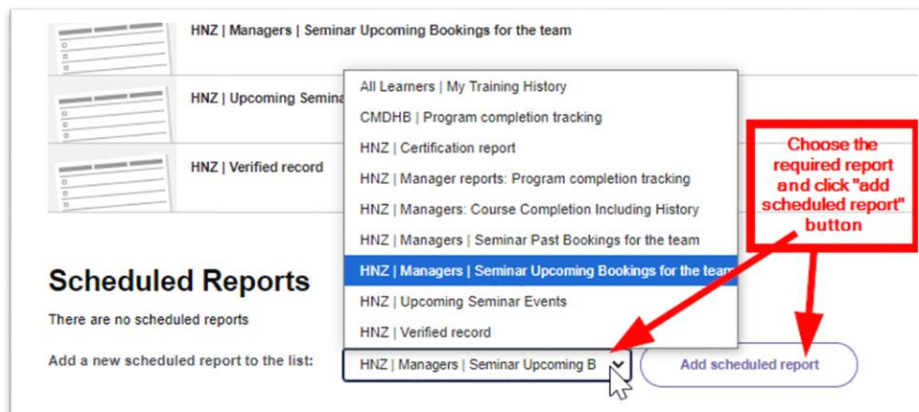


Under the report results table, there are various export options, as appropriate to that report.

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 screenshot shows the Health New Zealand learning site dashboard. A red box labeled "Search in Find Learning" points to the "Find Learning" link in the top navigation bar. Another red box labeled "Upcoming events" points to the "Upcoming Seminar Events" button in the main content area. A third red box labeled "Look in the calendar for upcoming events" points to a calendar widget in the bottom right corner of the dashboard.



The icon for the seminar looks like this:
listed as Upcoming events and Past events.

Clicking on the seminar activity in the course page shows events

Please **discuss with your manager** and then select the preferred agreed date:

- Click "Go to event"
- Read the terms and conditions and check the box to confirm
- Click "sign-up"

Please note: You will receive a calendar invite with all the details when you sign up. Please accept this.

Need to cancel? Declining the calendar invite will not cancel your registration on this facilitated session. Return to the course and click "cancel attendance" to cancel your registration.

Event: All | Booking: All | Room: All

Upcoming events

Last reservations are 2 days before the event starts. Unallocated reservations will be deleted 0 days before the event starts.

Context	Facilitator	District	Event status	Seats available	Sign-up period	Session times	Rooms	Facilitators	Session status	Actions
MidCentral	National Learning Management	Te Pae Hauora Ruahine o Taranaki MoCentral	Upcoming Booking open	48		26 September 2024, 3:00 PM - 3:30 PM			Upcoming	Go to event
MidCentral	National Learning Management	Te Pae Hauora Ruahine o Taranaki MoCentral	Upcoming Booking open	44		26 September 2024, 3:30 PM - 4:00 PM			Upcoming	Go to event
MidCentral	National Learning Management	Te Pae Hauora Ruahine o Taranaki MoCentral	Upcoming Booking open	34		27 September 2024, 10:00 AM - 10:30 AM	MidCentral Education Centre Teams call		Upcoming	Go to event

Past events

Context	Facilitator	District	Event status	Seats available	Session times	Rooms	Facilitators	Session status
Leadership council meeting 19/09/2024	Caroline and Tabitha	Te Pae Hauora Ruahine o Taranaki MoCentral	Over	10	19 September 2024, 12:30 PM - 1:00 PM	Teams call		Session over
MidCentral	National Learning Management	Te Pae Hauora Ruahine o Taranaki MoCentral	Over	34	10 September 2024, 10:00 AM - 10:30 AM	MidCentral Education Centre Teams call		Session over
MidCentral	National Learning Management		Over	36	10 September 2024, 9:00 AM - 9:30 AM	MidCentral Education Centre Teams call		Session over
MidCentral	National Learning Management Team		Over Booking full	0	29 August 2024, 9:30 AM - 10:30 AM	MidCentral Education Centre		Session over

Home / My courses / Seminar training 2024 / Bookings / Training for people administering Seminars in the learning site

Allocate spaces for team (55)
Reserve spaces for team (55)

Training for people administering Seminars in the learning site

Please **discuss with your manager** and then select the preferred agreed date:

- Click "Go to event"
- Read the terms and conditions and check the box to confirm
- Click "sign-up"

Please note: You will receive a calendar invite with all the details when you sign up. Please accept this.

Need to cancel? Declining the calendar invite will not cancel your registration on this facilitated session. Return to the course and click "cancel attendance" to cancel your registration.

Event: Training for people administering Seminars in the learning site

Context: MidCentral
Facilitator: National Learning Management
District: Te Pae Hauora Ruahine o Taranaki MoCentral
Seats available: 34
Event booking: Booking open
Details: **NOTE: change in date due to scheduled site outage - please rebook or talk to Julie for another training time**

Kia ora
This session is for MidCentral.
This event can be attended online from any device with internet access. You will need a headset. A camera is helpful.
Alternatively, you can pop into the MidCentral Education Centre where the education team will ensure there is a room setup to connect to this event.
Join the meeting now
Meeting ID: 455 848 162 389
Passcode: dsk9hm
Thank you
National Learning Management Team

Sessions

status	Time	Rooms
Upcoming	27 September 2024, 10:00 AM - 10:30 AM	MidCentral Education Centre Teams call

View all events

Sign-up

Self authorisation

By checking this box, I confirm that I have read and agreed to the Terms and conditions (opens a new window).

Additional information

Sign-up

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@tewhatauora.govt.nz if they need support answering your questions.