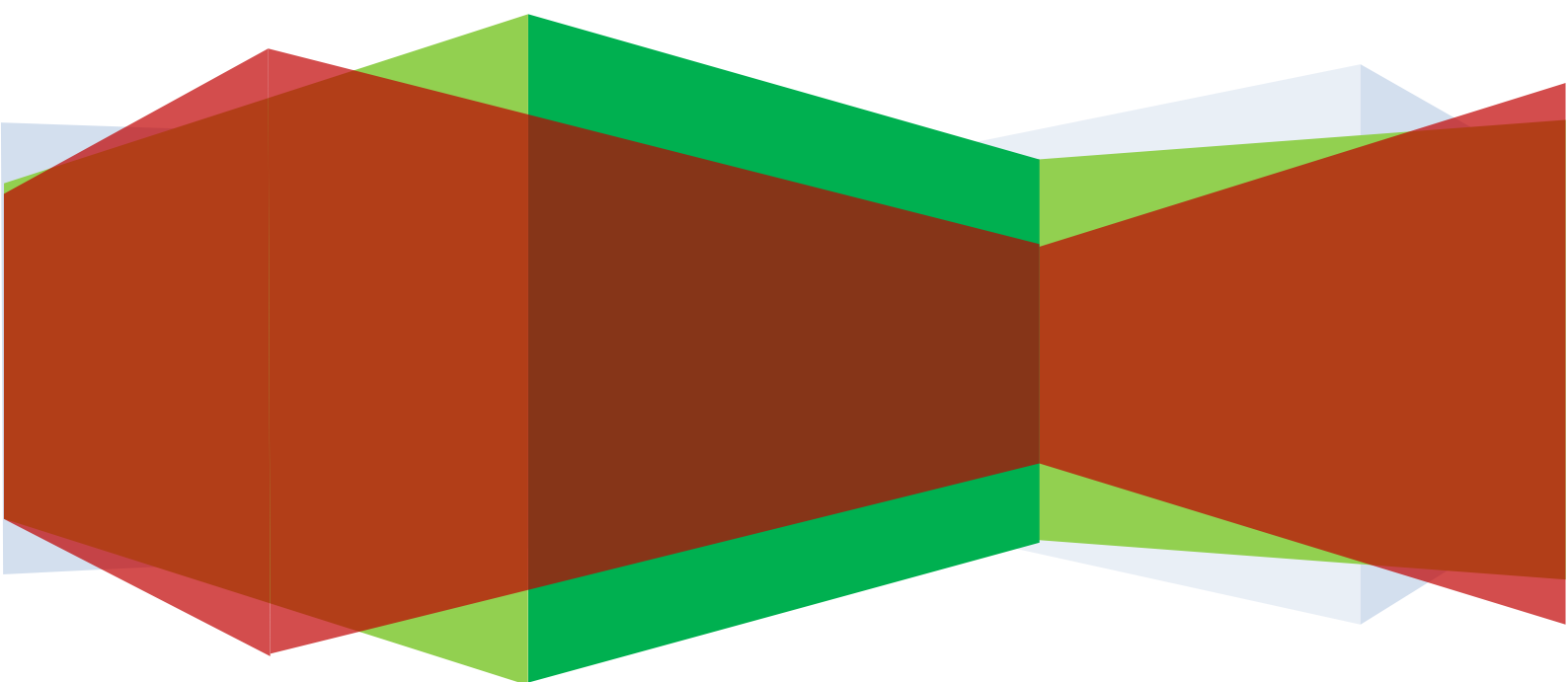


The Hub User Guide

Part 1 – How to Use Leicestershire Learning Hub
Leicestershire Social Care Development Group (LSCDG)



This guide is designed to illustrate how to use the Leicestershire Learning Hub (the Hub) – it is intended to illustrate how to navigate around the Hub and demonstrate its basic functions.

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The Hub

The Hub is the new Learning Management System that was introduced on 6th June 2016. It is designed to simplify how to access learning events including e-learning.

The Hub is an internet based application and can therefore be accessed on any laptop/PC/tablet as long as there is an internet connection.

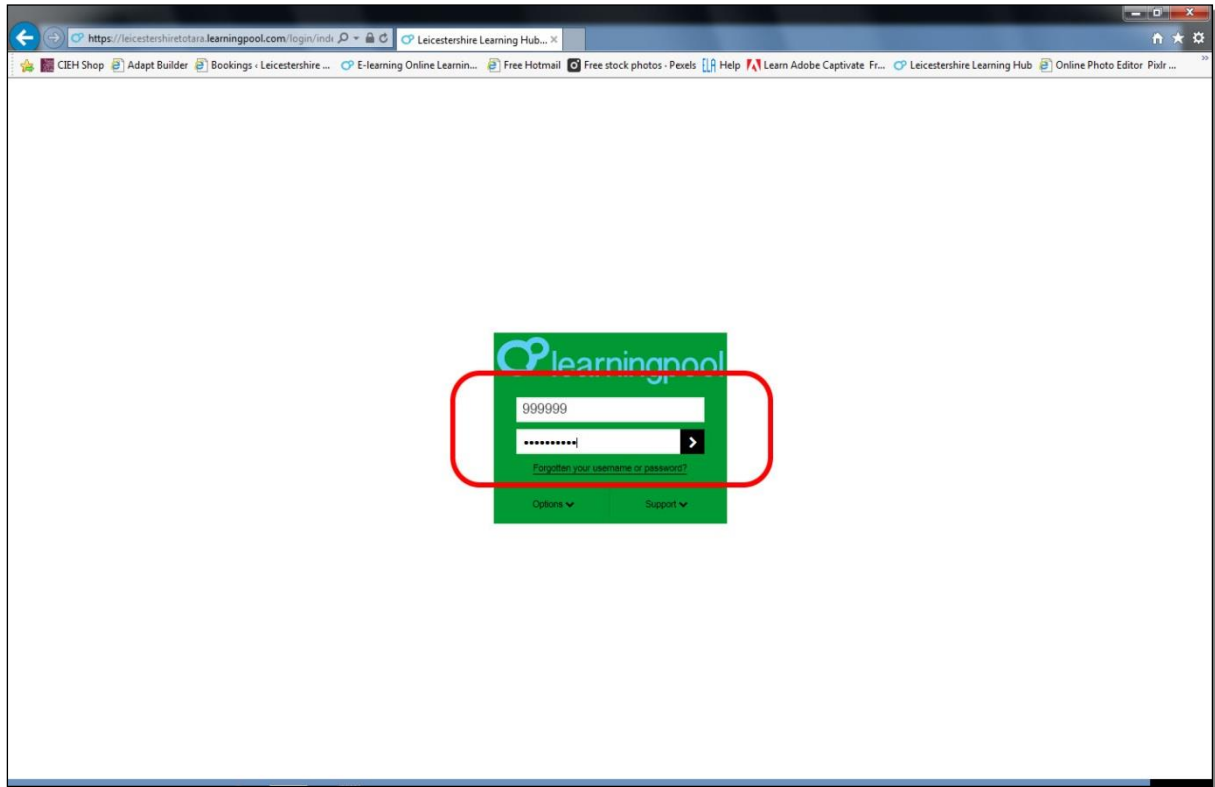
The users of the LSCDG will be expected to access the Hub to manage their training needs, including booking and cancelling workshops.

Those staff that do not have internet access or emails will continue to access learning events through their manager as is the case now (see Manager User Guide).

Logging On

You should have been sent an email with a link to the Hub if you submitted your user account to LSCDG:

Go to <https://leicestershiretotara.learningpool.com/login/index.php> and you will be presented with the log in page:

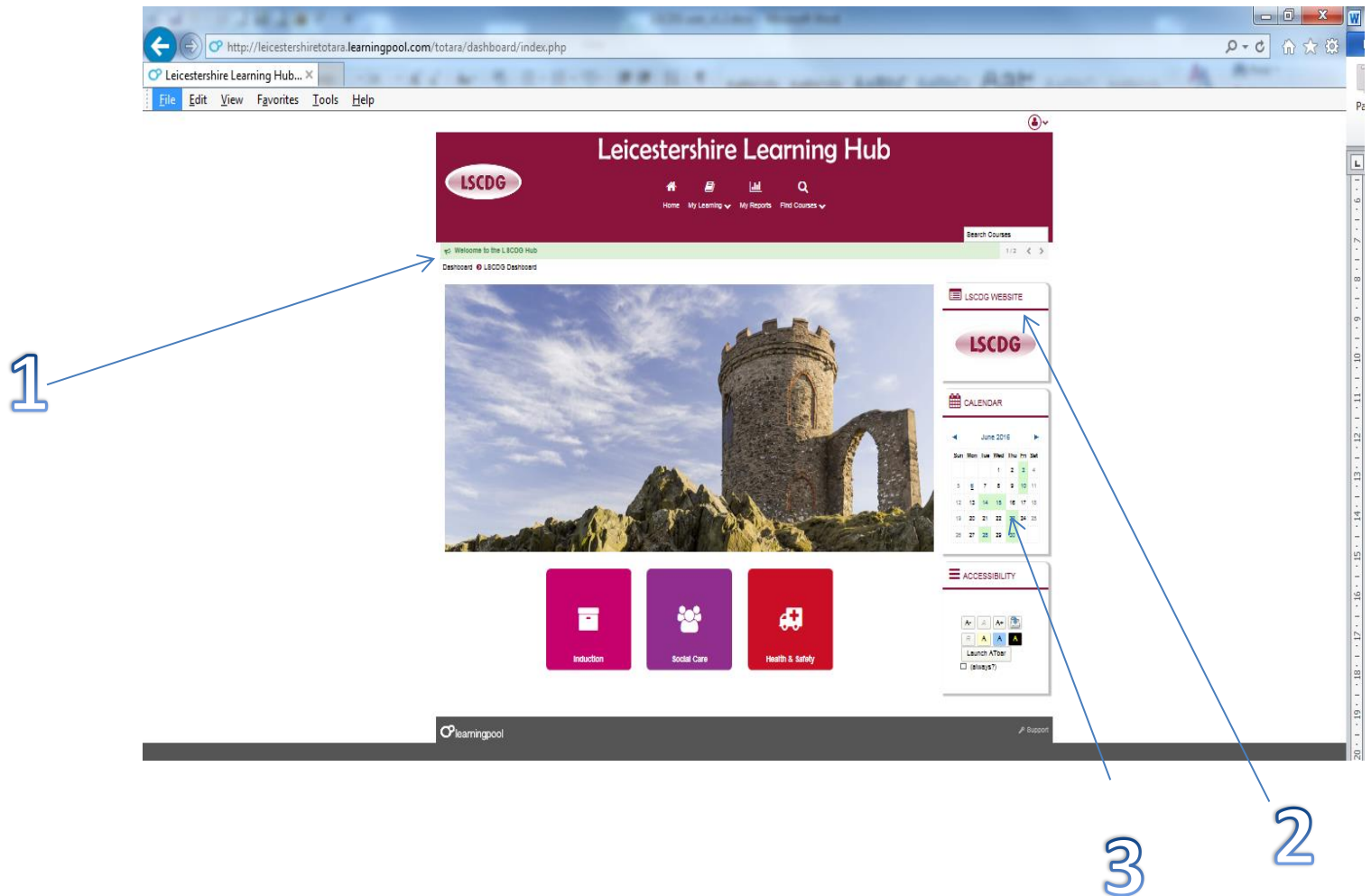


Enter your Username and password in the boxes and click the arrow.

Your username is your name and surname so for e.g. Test Name, would be test.name (lower case)

Your initial password is in the email that was sent to you. On the first log in you will be required to change your password.

The Home Page

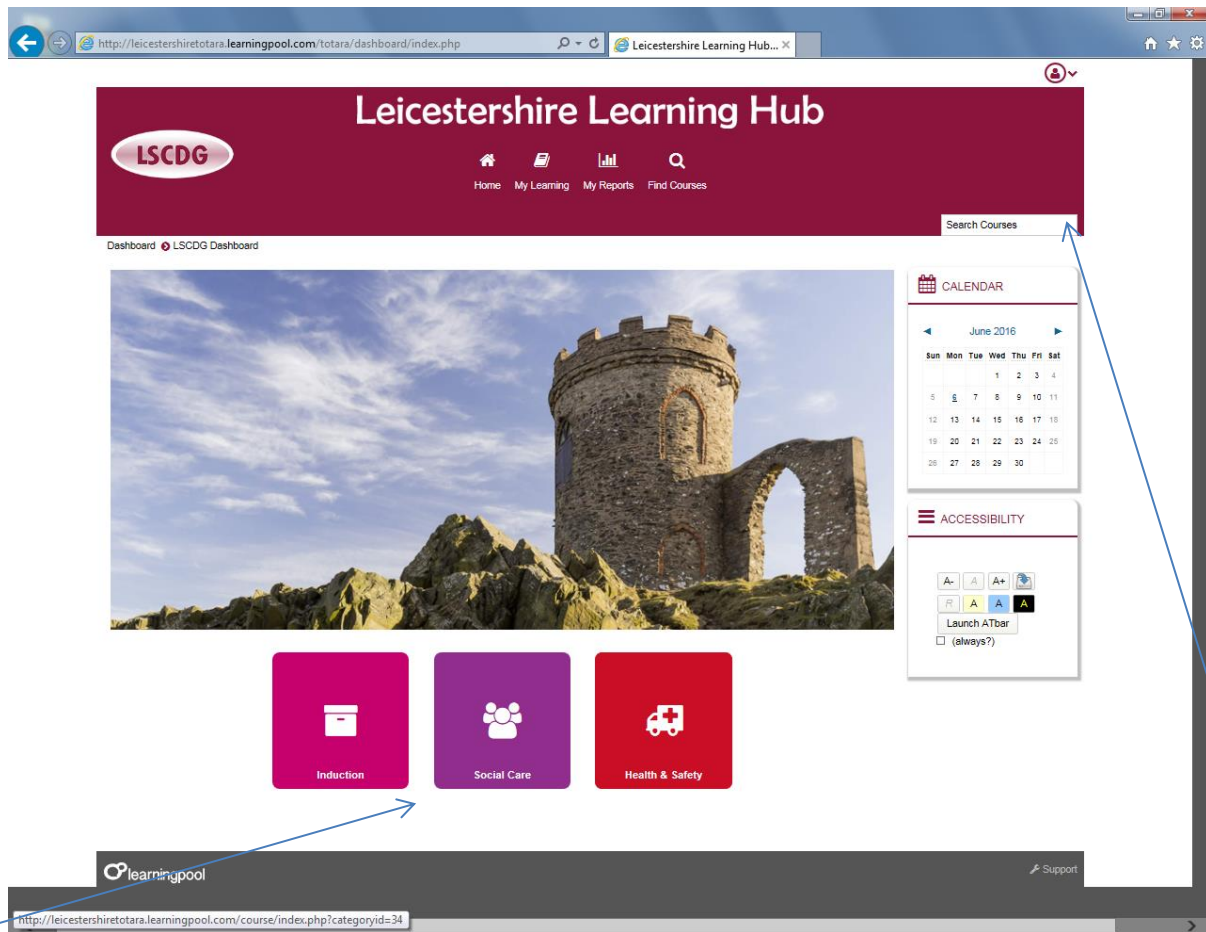


You will be presented with the homepage as shown above.

1: Tickertape – this is a scrolling information bar that will give news items, for example a new course or the site will be closed for repairs on specific dates.

2: The LSCDG logo will take you back to the website.

3: Calendar – this is the calendar that shows what events you are booked on.

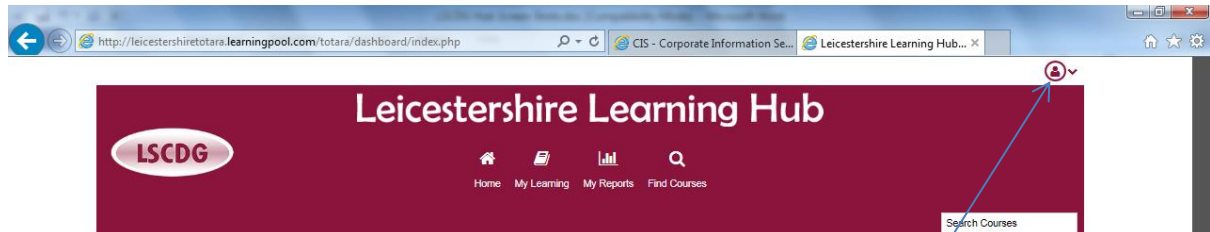


1: Course Search – this search box allows you to search for a specific course or keyword, type in the box and click go.

2: Subject Area Buttons – these are links to different areas within the system that list the learning events available within that particular subject area.

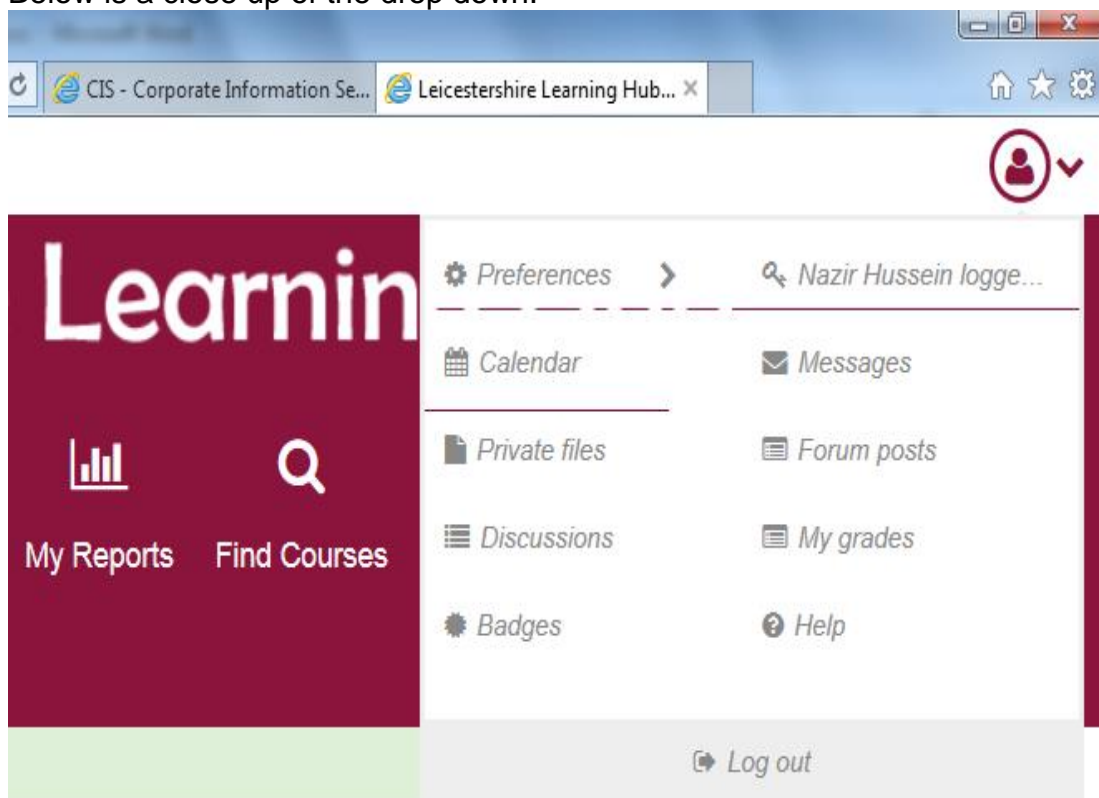
Preferences & Logging Out

You can set preferences, change your password and customise your settings.



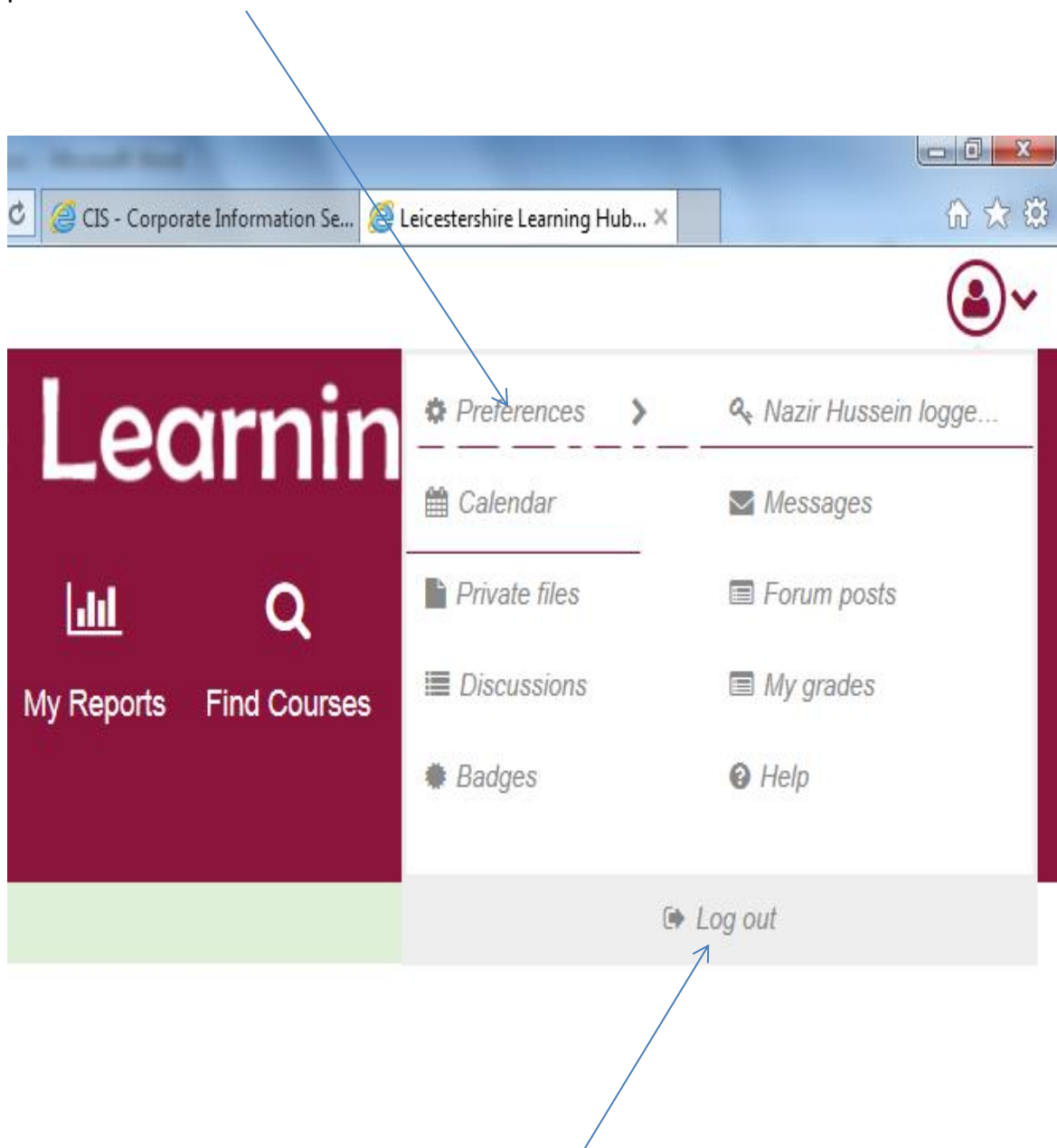
At the top of the page click the arrow next to the magenta man icon.

Below is a close up of the drop down.



This opens the above box where you can access different aspects of your account.

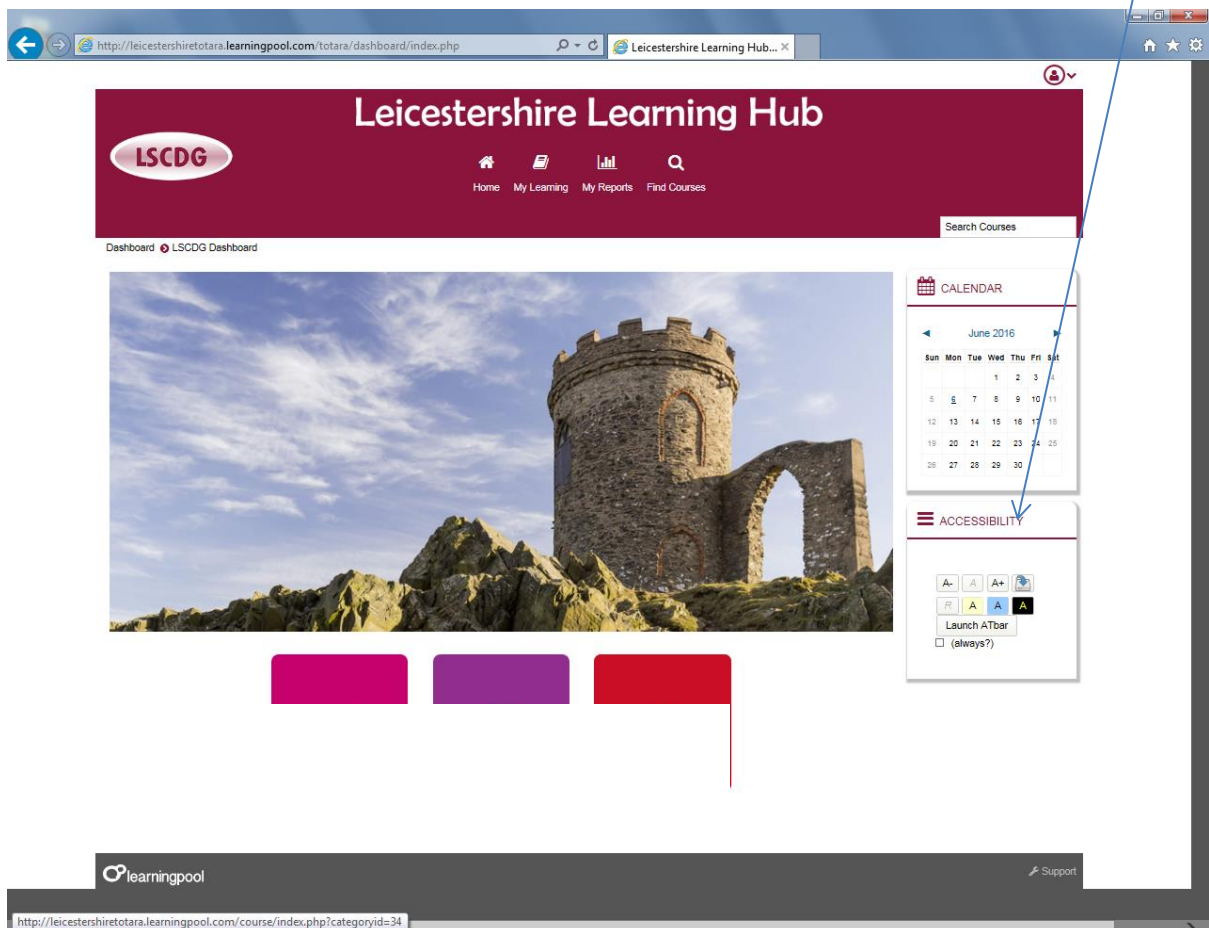
Click on the *Preferences* link and you can change password and access other preferences.

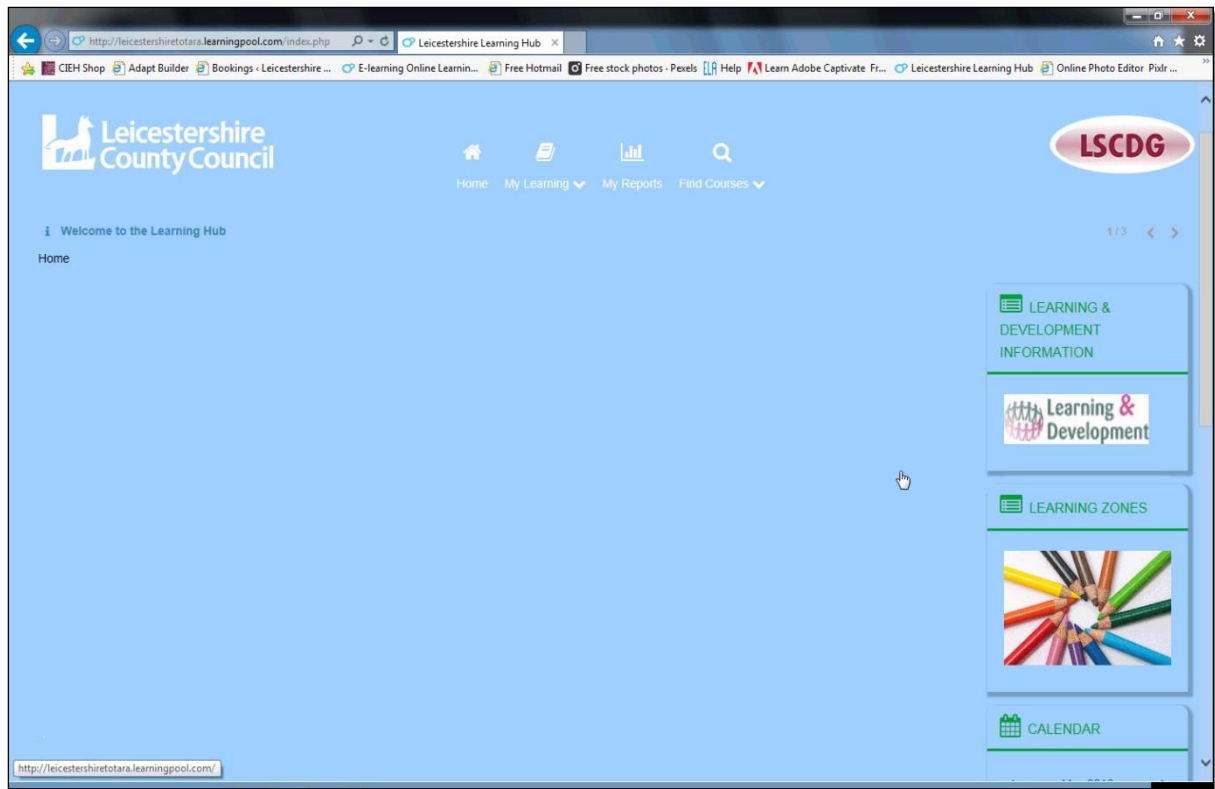


To log out click the *Log out* link at the bottom.

Accessibility

The Hub has an Accessibility block that enables you to change the settings on how it looks.





Site colour and text size can be altered and the system is compatible with most screen reader software.

Any changes to the settings will not be saved and will revert to the default settings when you log out.

You will need to change the settings each time you log in.

My Learning

The magenta band across the top has labels that allow you to explore your previous learning, check on any bookings etc.



Click the arrow by **My Learning**

This will give the following choices:

The screenshot shows the Leicestershire Learning Hub dashboard. At the top, there is a maroon header with the 'LSCDG' logo and navigation links: Home, My Learning, My Reports, and Find Courses. Below the header, a 'My Bookings' dropdown menu is open, showing options for 'Learning Plans' and 'Record of Learning'. A blue arrow points from the 'Record of Learning' option down to the text below. The main content area features a large image of a stone tower on a rocky hill. Below the image are three colored buttons: 'Induction' (pink), 'Social Care' (purple), and 'Health & Safety' (red). On the right side, there is a 'CALENDAR' widget showing June 2016 and an 'ACCESSIBILITY' widget with various controls. The footer includes the 'learningpool' logo and a 'Support' link.

In the first instance we will be looking at your **Record of Learning** – click on the drop down menu to show your learning record.

Record of Learning

The screenshot shows the 'Record of Learning : All Courses' page in the Leicestershire Learning Hub. The page has a sidebar with 'LEARNING PLANS' and 'RECORD OF LEARNING' sections. The main content area displays a table of 21 records. The table has the following columns: Type, Course Title, Progress, Course completion date, and Previous Completions. The 'Demonstration Course' is highlighted with a red box, showing an orange progress bar and a laptop icon. The '4Ways2Warmth' course is also highlighted with a red box, showing a green progress bar and a laptop icon.

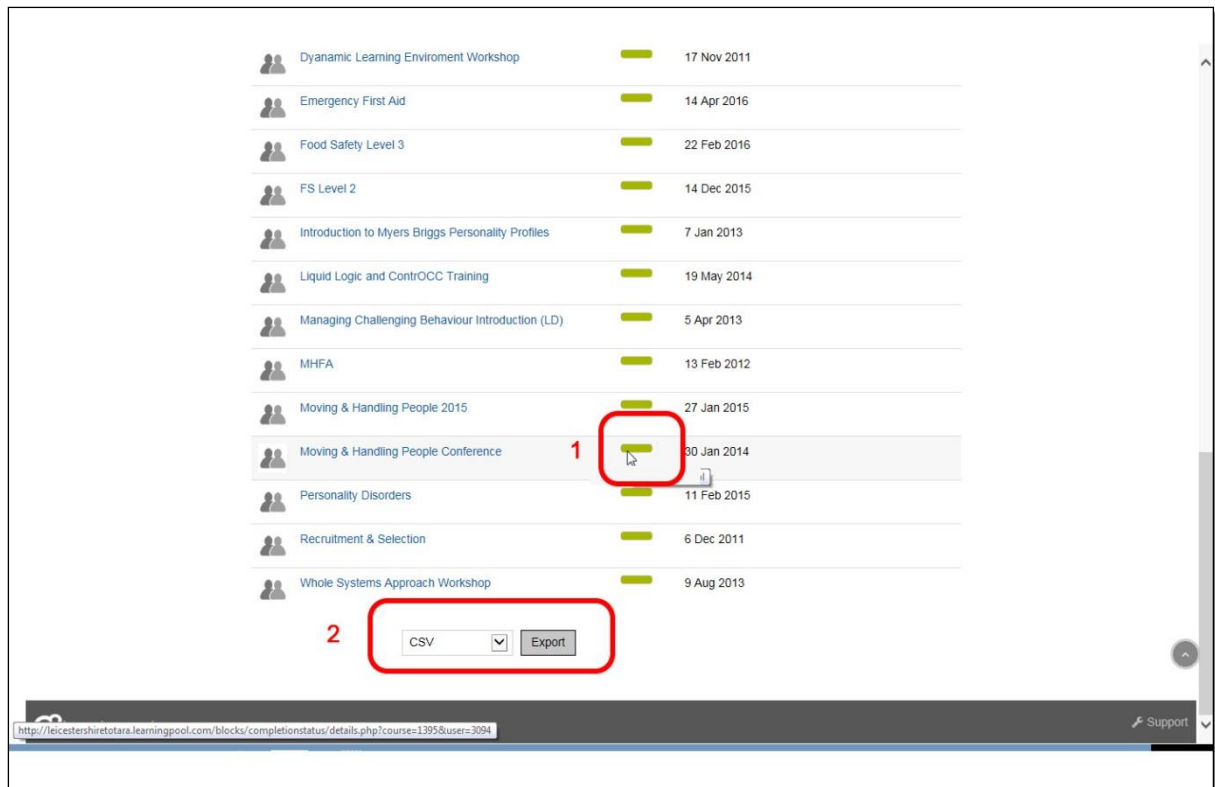
Type	Course Title	Progress	Course completion date	Previous Completions
Laptop	4Ways2Warmth	100%	1 Feb 2016	
People	ACAS Employing People	100%	18 Jan 2012	
People	Adobe Captivate Training	100%	20 Mar 2013	
People	Brain Friendly Learning	100%	28 Jun 2011	2
People	Briefings on Mental Health First Aid for Potential Instructors	100%	1 Dec 2011	
People	ContrOCC	100%	8 Jul 2014	3
People	Demonstration Course	50%		
People	DFH Key Trainer	100%	14 Apr 2014	
People	Dyanamic Learning Enviroment Workshop	100%	17 Nov 2011	
People	Emergency First Aid	100%	14 Apr 2016	
People	Food Safety Level 3	100%	22 Feb 2016	
People	FS Level 2	100%	14 Dec 2015	
People	Introduction to Myers Briggs Personality Profiles	100%	7 Jan 2013	

Initially you will go to the **Courses** tab

This will show all of the courses that you have completed or are enrolled on including dates. You are able to search courses.

The course highlighted above is an incomplete course as the bar is orange and not full.

The icons by the side of the course indicate what type of course it was – silhouette is workshop and laptop is e-learning.

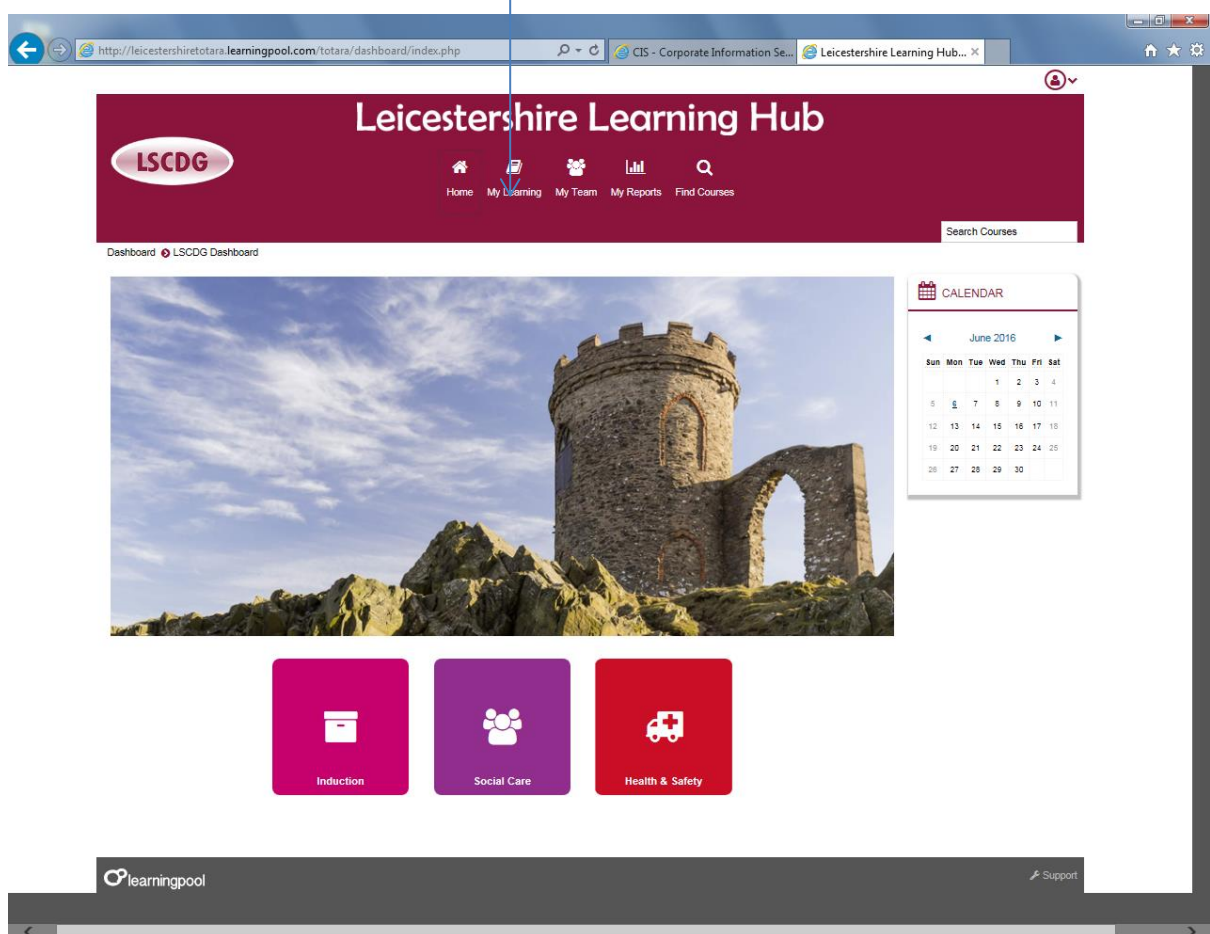


1: Complete course – this course is complete as the bar is green and is full.

2: You are able to export your course completions in a variety of formats including: csv, excel spreadsheet and pdf.

Bookings

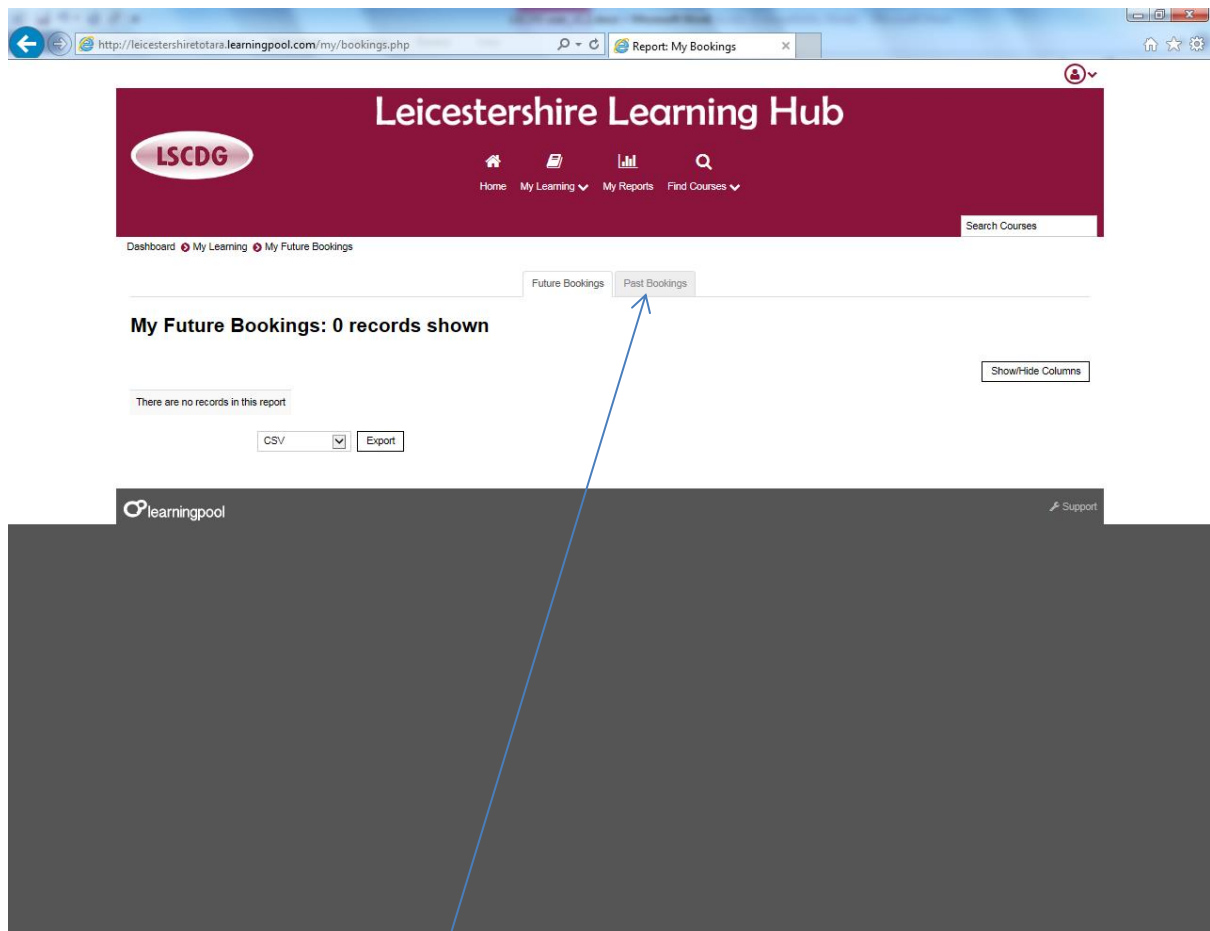
On the home page click the **My Learning** link again.



You will be presented with the choices:

The screenshot shows the Leicestershire Learning Hub dashboard. At the top, there is a maroon header with the 'LSCDG' logo and navigation links: Home, My Learning, My Reports, and Find Courses. A search bar is located on the right. Below the header, a dropdown menu is open under the 'My Learning' link, showing options: My Bookings, Learning Plans, and Record of Learning. A blue arrow points from the 'My Bookings' option to the 'My Bookings' link in the footer. The main content area features a large image of a stone tower on a rocky hill. Below the image are three colored buttons: Induction (pink), Social Care (purple), and Health & Safety (red). On the right side, there is a 'CALENDAR' widget showing June 2016 and an 'ACCESSIBILITY' widget with various icons and a 'Launch ATBar' button. The footer includes the 'learningpool' logo and a 'Support' link. The browser address bar shows the URL: http://leicestershirelearningpool.com/totara/dashboard/index.php.

Click the **My Bookings** link from the dropdown menu.



At present there are no future bookings registered on the system – we shall see this change after we book a place on a course.

If you click on the **Past Bookings** tab you will see any previous bookings that you have booked through the Hub.

The screenshot displays the 'My Past Bookings' page in the Leicestershire Learning Hub. The page header features the 'Leicestershire Learning Hub' title and the 'LSCDG' logo. A navigation bar includes links for 'Home', 'My Learning', 'My Reports', and 'Find Courses'. A 'Search Courses' input field is located on the right. Below the navigation bar, there are tabs for 'Future Bookings' and 'Past Bookings', with 'Past Bookings' being the active tab. The main content area shows 'My Past Bookings: 1 record shown'. A table lists the booking details:

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Emergency First Aid	Emergency First Aid	17 February 2016	9:00 AM Europe/London	5:00 PM Europe/London	Fully attended

Below the table, there are 'CSV' and 'Export' buttons. The footer of the page includes the 'learningpool' logo and a 'Support' link.

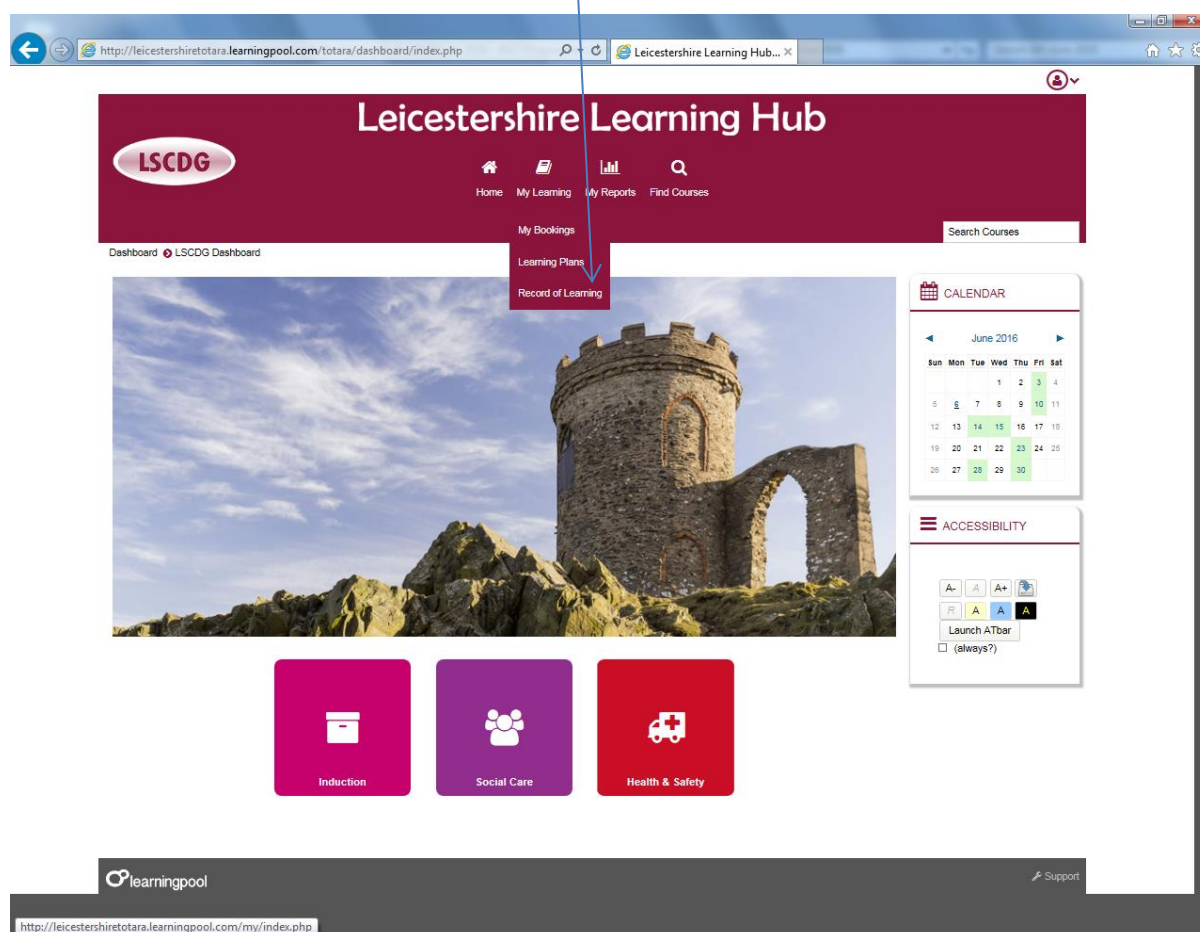
Only the bookings made through the Hub are visible – historical bookings will not show up here.

You can export this information in a variety of formats as well.

Certifications

Some qualifications or subjects have to be renewed if the person is still going to be able to practice their skills, for instance First Aid or Food Safety. These courses are called **Certifications** in the Hub and to access your Certifications you should go click the **My Learning** link at select **Record of Learning** from the dropdown menu.

The Hub will remind you and your line manager a set time before a renewal of a **Certification** is due



Leicestershire Learning Hub

LSCDG

Home My Learning My Reports Find Courses

Search Courses

Dashboard My Learning Record of Learning All Certifications

LEARNING PLANS

- Manage plans

RECORD OF LEARNING

- All Learning
- Active Learning
- Completed Learning

Record of Learning : All Certifications

Courses Other Evidence Certifications

1 record shown

Search by

Certification name

contains

Certification path

is any value Unset

Status

Select the **Certifications** tab

The screenshot shows the Leicestershire Learning Hub interface. The header includes the LSCDG logo and navigation links: Home, My Learning, My Reports, and Find Courses. The main content area is titled 'Record of Learning : All Certifications' and features a search bar and several filter dropdowns: Certification name (contains), Certification path (is any value, Unset), Status (is any value, Unset), and Renewal status (is any value, Not due for renewal). Below the filters are 'Search' and 'Clear' buttons. A table below the filters displays the search results. The table has columns for Certification name, Certification due date, Status, Renewal status, Window opens, Expiration date, Completion date, Previous completions, and Progress. One record is shown: 'Emergency First' with a completion date of 02 March 2019, 3:08 PM, and a status of 'Certified'. A blue arrow points to the 'Add' button next to the 'Emergency First' certification name.

Certification name	Certification due date	Status	Renewal status	Window opens	Expiration date	Completion date	Previous completions	Progress
Emergency First	02 March 2019, 3:08 PM	Certified	Not due for renewal	2 Nov 2018	2 Mar 2019	2 Mar 2016		<div></div>

This now shows any Certification, its completion and renewal dates and status.

Required Learning

If a **Certification** is due for renewal an additional field will appear on the dropdown menu of the My Learning link.

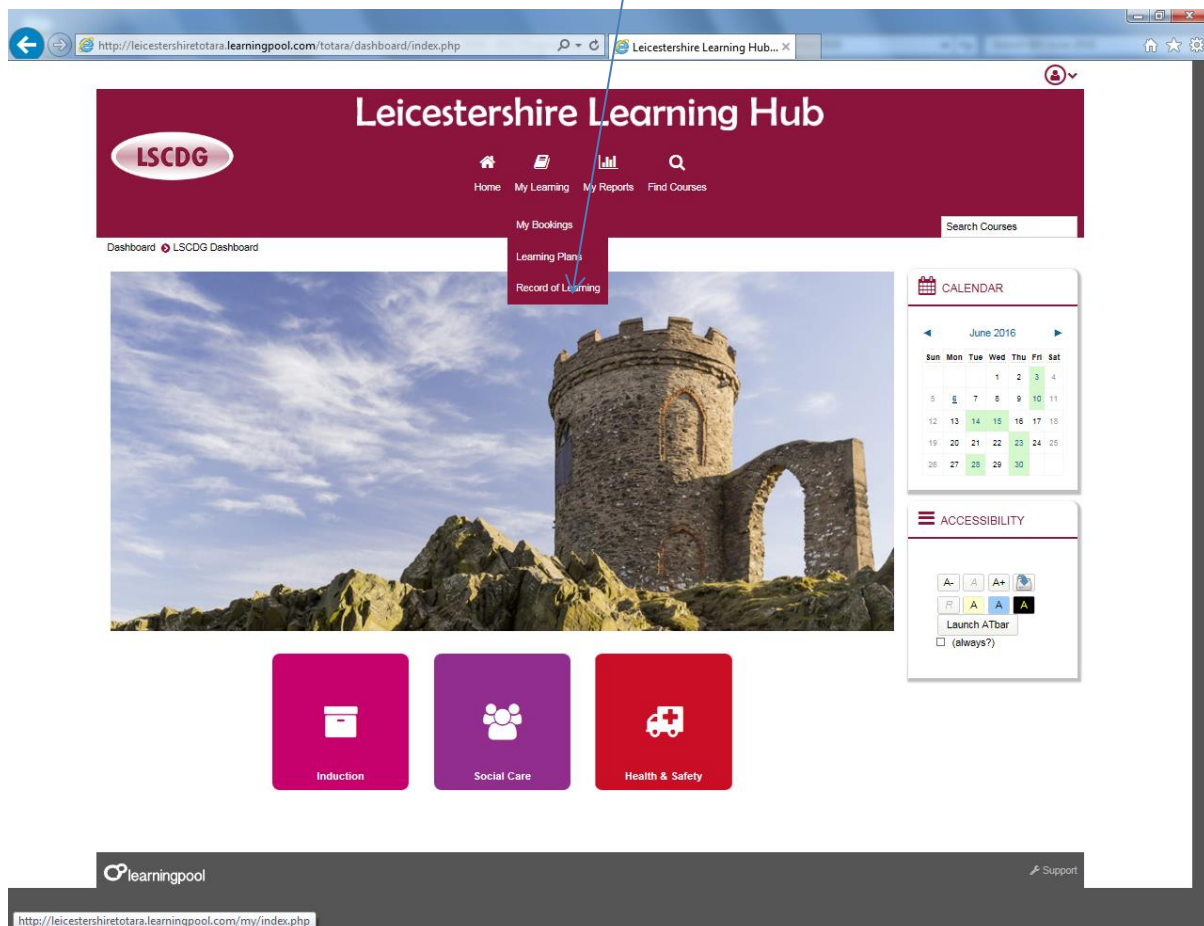


If this appears you should select and it will display what **Required Learning** you should undertake and by what date.

Other Evidence

You may attend courses or CPD events or receive qualifications that are not arranged through the Hub but you will still want to add them to your training record.

Select the My Learning link and then Record of Learning on the dropdown menu.



Leicestershire Learning Hub

LSCDG

Home My Learning My Reports Find Courses

Search Courses

Dashboard > My Learning > Record of Learning > All Certifications

LEARNING PLANS

- Manage plans

RECORD OF LEARNING

- All Learning
- Active Learning
- Completed Learning

Record of Learning : All Certifications

Courses Other Evidence Certifications

1 record shown

Search by

Certification name ⓘ

contains [dropdown]

Certification path ⓘ

is any value [dropdown] Unset [checkbox]

Status ⓘ

is any value [dropdown] Unset [checkbox] [dropdown]

Renewal status ⓘ

[dropdown]

Click the **Other Evidence** tab.

Leicestershire Learning Hub

LSCDG

Home My Learning My Reports Find Courses

Search Courses

Dashboard My Learning Record of Learning Other Evidence Add evidence

LEARNING PLANS

- Manage plans

RECORD OF LEARNING

- All Learning
- Active Learning
- Completed Learning

Record of Learning

Courses Other Evidence Certifications

Add evidence

Back to all Evidence

Evidence name* LMS Test Extra Evidence

There are required fields in this form marked *.

Evidence Description

Paragraph B I [List Icons]

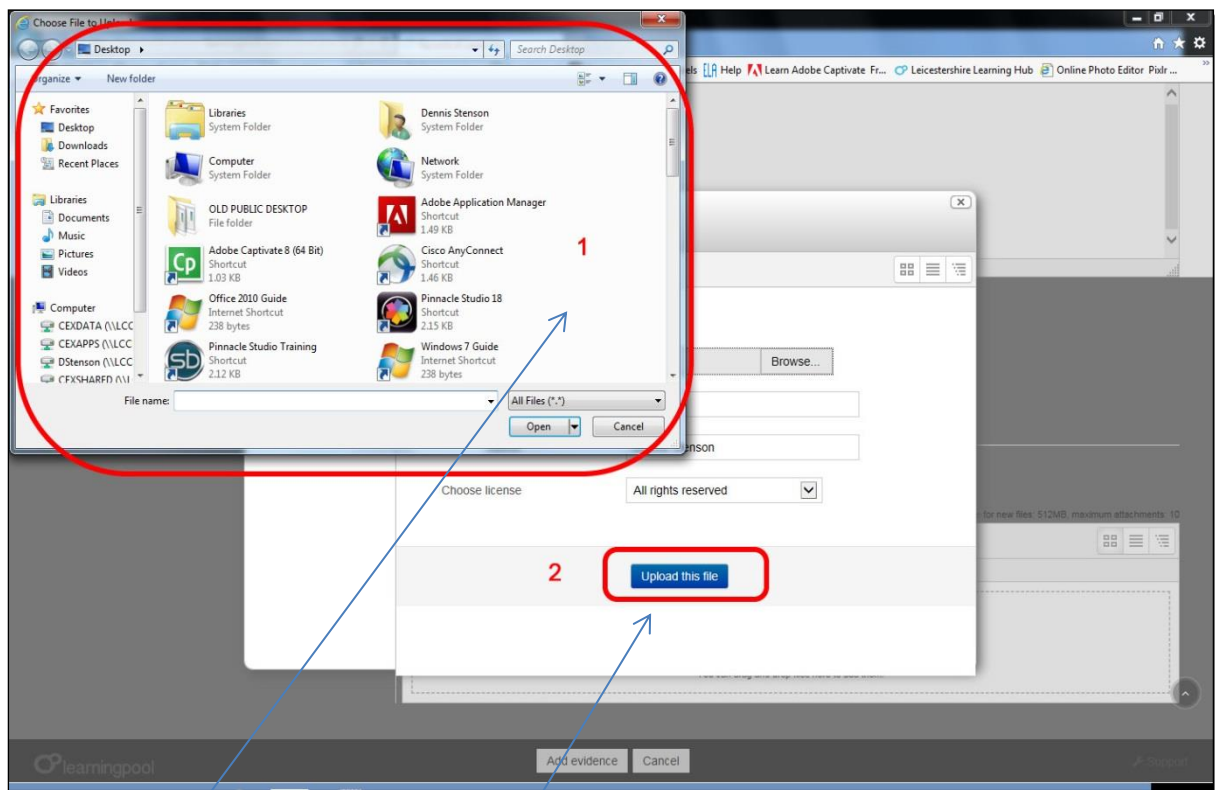
This is a test

Path: p

3 Add evidence Cancel

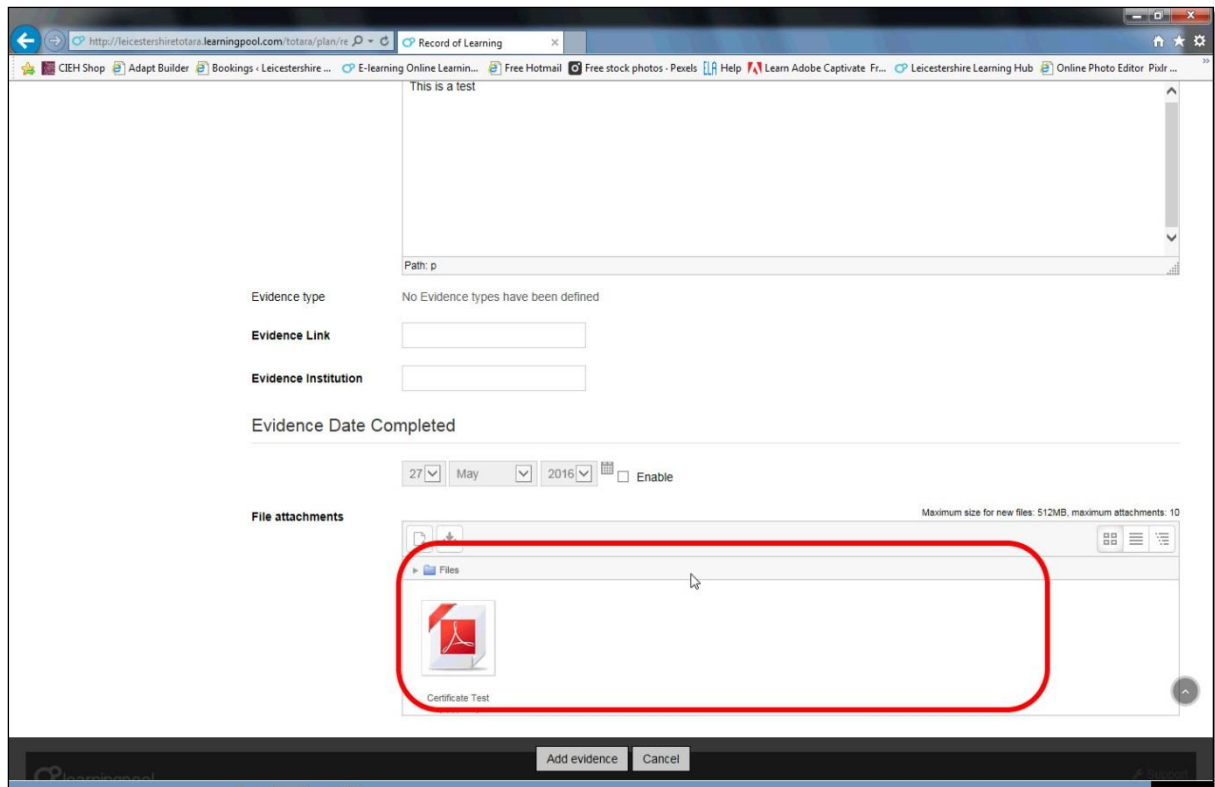
- 1: Evidence name – type the name of the evidence in the box.
- 2: Evidence Description – type what the evidence is and then...
- 3: Add evidence – click the **Add evidence** button.

This is where you can add a certificate or other proof or evidence to the system.

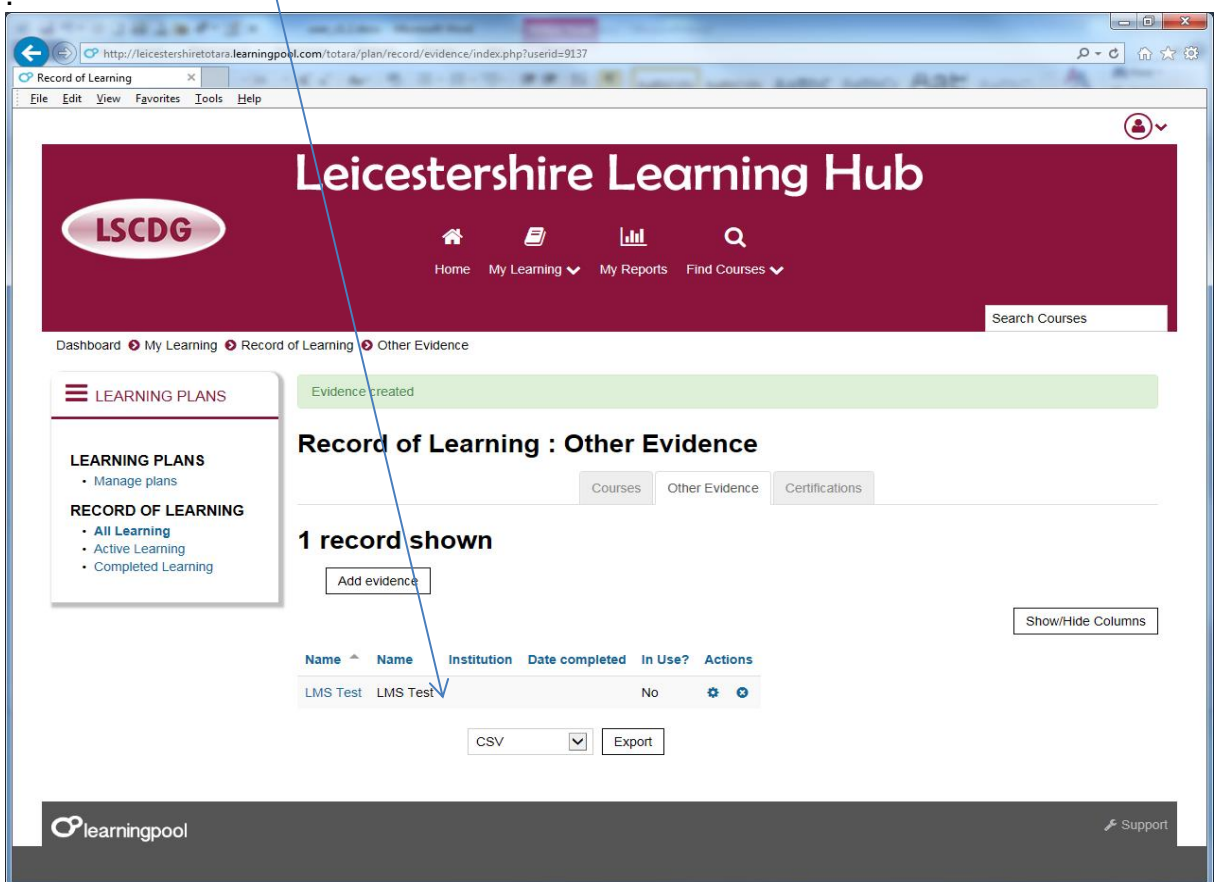


1: Select the evidence – find the evidence where it is stored on your computer and select it.

2: Upload – click the **Upload this file** button.



You have now added the evidence



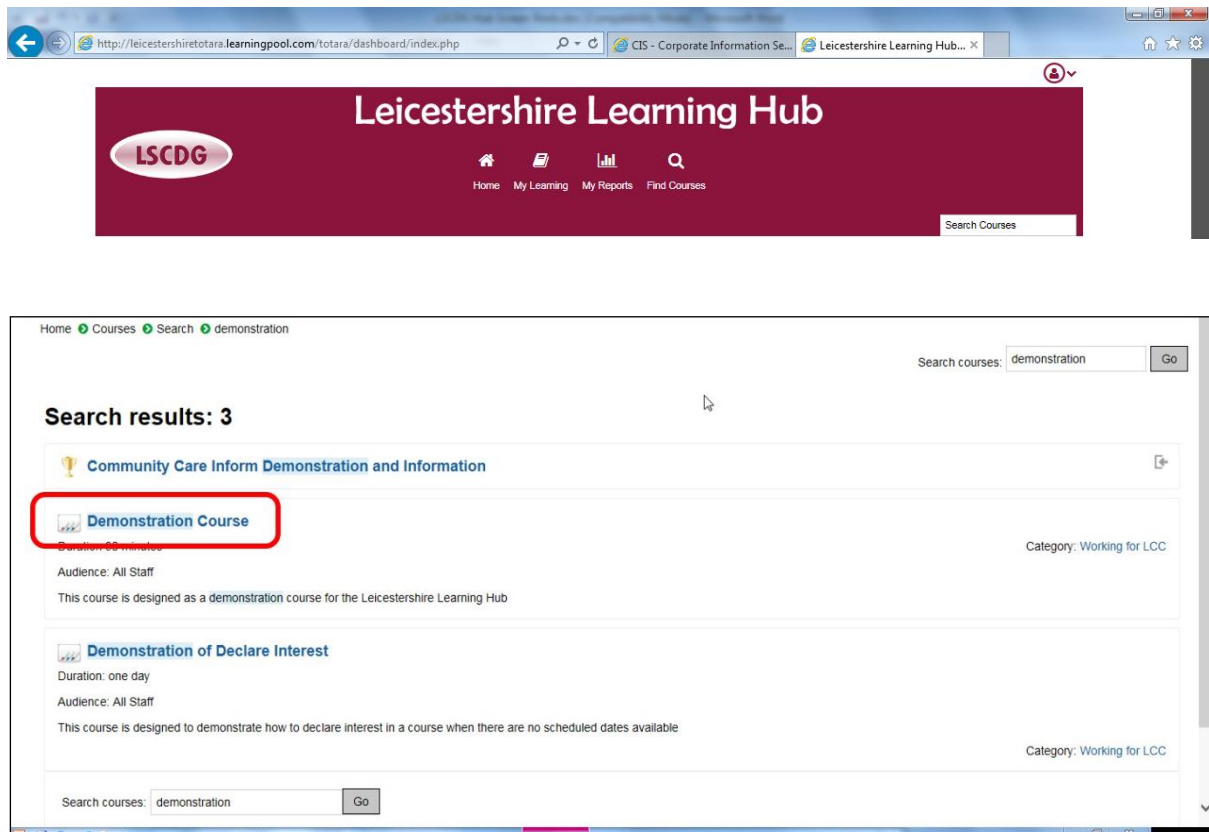
Booking on a Course

The next section of this guide will take you through how to manage bookings on the Hub, including booking a place and cancelling a place.



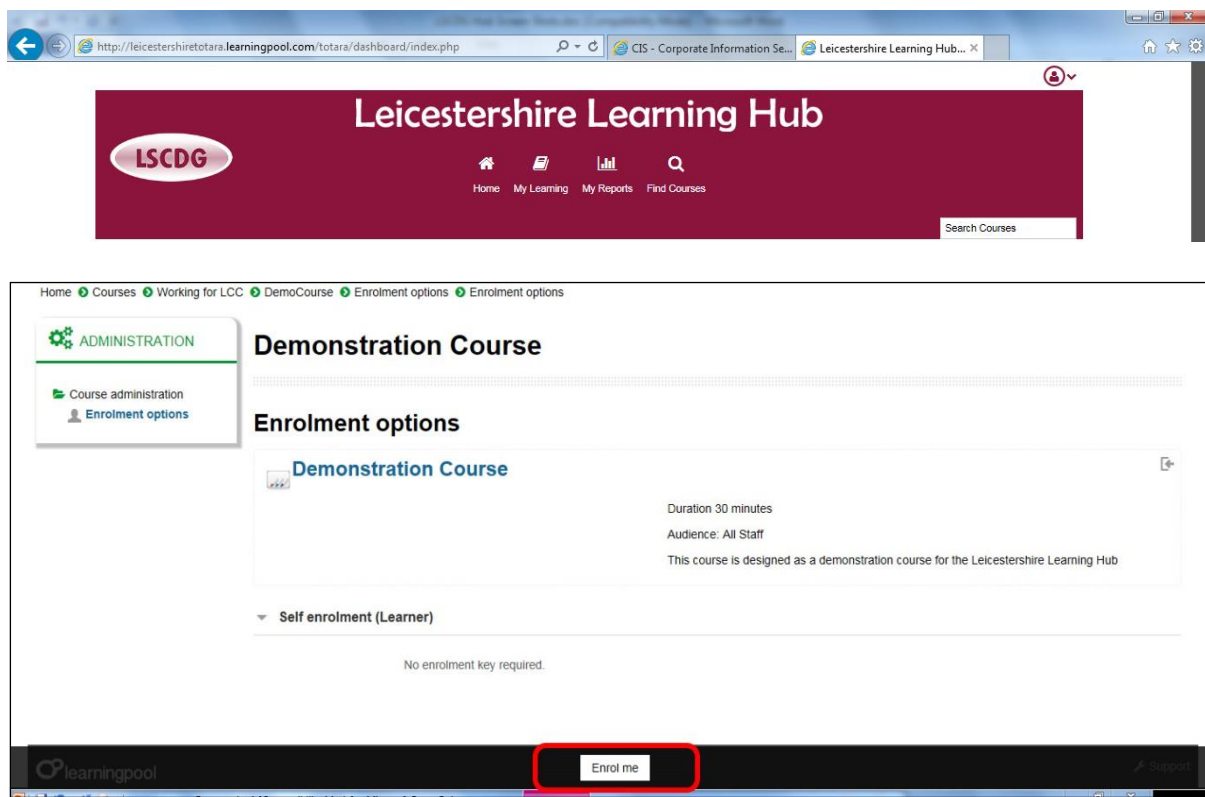
From the Homepage type the name of the course you wish to find in the search box and click the search icon.

The results are displayed alphabetically. Those courses with a Cup/Trophy icon are historical courses migrated over from the old database and should be ignored.



Click on the course you wish to view.

This will take you to the **enrolment** page.



If this is the course you wish to do then click the **Enrol me** button.

NB – Enrolment in the Hub does not mean you have a place on the course; it means that you have begun the process of booking a place, a place will only be confirmed once the whole process, including managerial approval, is complete.

You will now be at the course page – it is important that you read, understand and agree to the L&D terms and conditions because when you book a place on a course you are agreeing to all of these terms and conditions.

The screenshot shows the Leicestershire Learning Hub interface. At the top is a maroon header with the LSCDG logo and navigation links: Home, My Learning, My Reports, and Find Courses. Below the header is a search bar. The main content area is titled 'Demonstration Course' and includes a 'Your progress' indicator. On the left, a 'COURSE COMPLETION STATUS' box shows 'Status: Not yet started' and 'All criteria below are required:'. The course details include 'Duration 30 mins', 'Audience: All staff', and a description: 'This course is designed as a demonstration course for the Leicestershire Learning Hub'. There are 'Open all' and 'Close all' buttons. Below this is a 'Workshop' section with a red box highlighting a link to the 'Full Cancellation Policy 32,563 word document'. The text states: 'You must read and accept the terms and conditions before you can access the workshop. By booking on the workshop you are automatically agreeing to the above terms and conditions.' Below the policy link is a table of workshop sessions.

Date	Time and Time Zone	Room	Seats available	Status	Options
7 July 2016	9:00 AM - 9:30 AM Europe/London	Basset Street, Wigston Rm 2 Basset Street, Wigston (Room details)	8	Booking open	Sign-up
15 July 2016	11:30 AM - 12:30 PM Europe/London	County Hall Room 102 (ICT Training Room) County Hall, Glenfield (Room details)	9	Booking open	Sign-up
26 July 2016	2:30 PM - 3:30 PM Europe/London	County Hall Room 101	9	Bookings closed	Sign-up

You can read the T&Cs by clicking on the link.

The screenshot shows a PDF document titled 'LSCDG Charging Policy Information.pdf' in Adobe Reader. The document contains the following text:

Terms & Conditions for LSCDG Bookings

Delegates are expected to fully engage and attend all elements of all learning activities. Failure to attend without adequate notice results in a cost to the Leicestershire Social Care Development Group (LSCDG); costs will be charged to delegates unless there are exceptional circumstances. Recouped monies will be diverted to fund other learning activities within LSCDG. In the event that the absence is disability related the manager should bring this to the attention of LSCDG and the late cancellation charge will not apply.

Delegates who cannot attend a booked learning activity must notify their manager. The manager, in turn, must notify LSCDG and should endeavour to find a replacement. Before nomination, the replacement's suitability for the learning activity, personal development and organisational objectives must be established by the line manager.

You do not need to send any payment, however we need a named person to send invoices to, without this information the booking will not be valid, the on line form will not allow you to submit the application

CANCELLATIONS

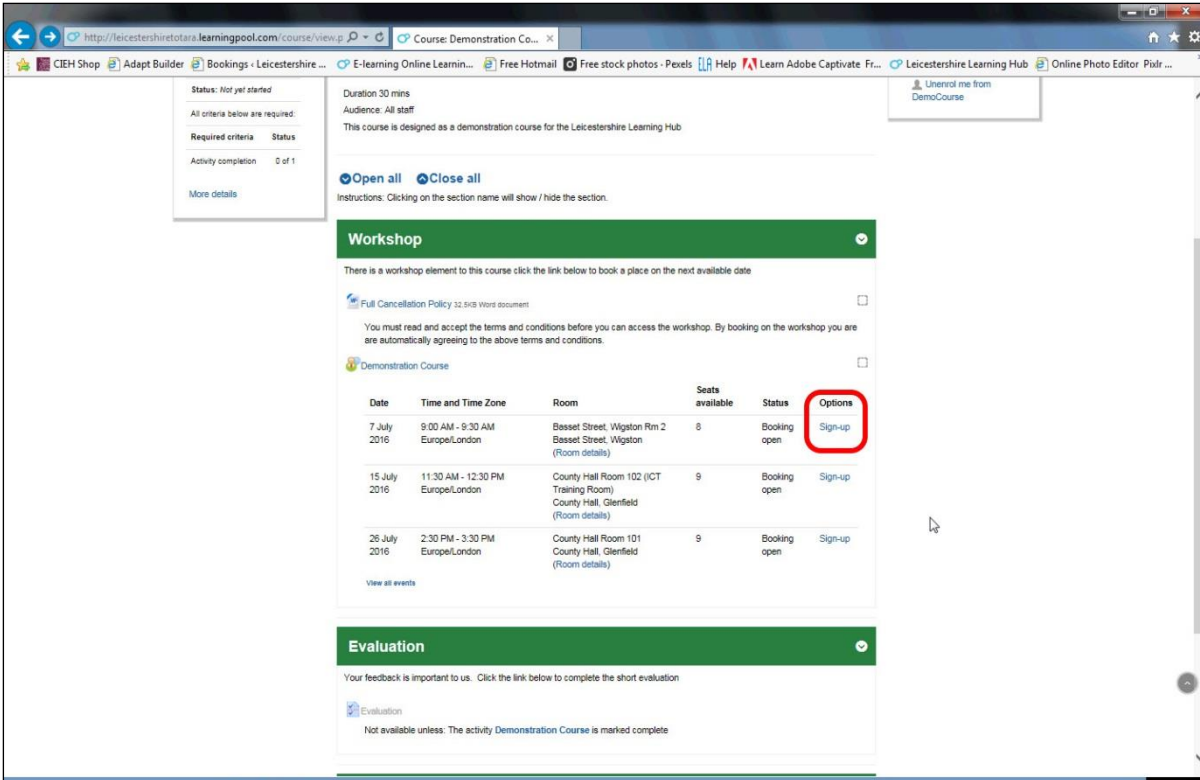
Notice is required as follows:

If a replacement cannot be found, the following charges will apply:

The available course dates are displayed on the right hand side, if a course is full it will be visible but show as full but with the option to add your name to the waitlist. Allocations of places are on a first come, first served basis so when you book on a course your place will only be confirmed when your manager approves it. The requested place is not reserved and if there is a delay in your manager approving your request for a place the course could be full.

If a course date is full you can sign up to it but you will only be added to the waitlist and will only be contacted should a place become available

When you choose a date this does not mean you have secured a place, only when the whole process is complete will you receive confirmation – if you (or your manager if you do not have LCC email) do not receive email confirmation of your place then you do not have a place on the course.



The screenshot shows the Leicestershire Learning Hub interface. The course is titled 'Demonstration Course' and is currently 'Not yet started'. The duration is 30 minutes and the audience is 'All staff'. The course is designed as a demonstration course for the Leicestershire Learning Hub.

Under the 'Workshop' section, there is a table of available dates and times. The 'Options' column for each row contains a 'Sign-up' link, which is highlighted with a red box in the screenshot.

Date	Time and Time Zone	Room	Seats available	Status	Options
7 July 2016	9:00 AM - 9:30 AM Europe/London	Basset Street, Wigston Rm 2 Basset Street, Wigston (Room details)	8	Booking open	Sign-up
15 July 2016	11:30 AM - 12:30 PM Europe/London	County Hall Room 102 (ICT Training Room) County Hall, Glenfield (Room details)	9	Booking open	Sign-up
26 July 2016	2:30 PM - 3:30 PM Europe/London	County Hall Room 101 County Hall, Glenfield (Room details)	9	Booking open	Sign-up

Below the workshop section, there is an 'Evaluation' section. It states: 'Your feedback is important to us. Click the link below to complete the short evaluation'. The evaluation link is not available unless the activity 'Demonstration Course' is marked complete.

Choose the date and time you wish to attend the course and click the **Sign-up** link.

The screenshot shows the 'Sign-up for Demonstration Course' page in the Leicestershire Learning Hub. The page has a maroon header with the LSCDG logo and navigation links. The main content area is white and contains the following information:

- Demonstration Course**
- Sign-up for Demonstration Course**
- Duration:** 00:30:00
- Event datetime:** Room: Basset Street, Wigston Rm 2 (Room details), Free Parking available on Countesthorpe Road, South Wigston LE15 4P.
- 7 July 2016, 9:00 AM - 9:30 AM Europe/London**
- Seats available:** 8
- Approval required by:** Manager Approval

Below this information is a form with the following fields:

- Manager's name:** Paul Lewis
- Discount code:** [Empty field]
- Requests for session organiser:** [Empty field, highlighted with a red box and number 1]
- LCC Cost Code:** 1234 (highlighted with a red box and number 2)
- Receive confirmation by:** Email with iCalendar appointment (selected)

At the bottom of the form, there is a 'Request approval' button (highlighted with a red box and number 3) and a 'Cancel' button.

1: If you have any special requests, for example a hearing loop, you can add the details here

2: Cost Code – enter the LCC Cost Code (Leicestershire County Council Employees only)

3: Request approval – click the **Request approval** button to start the approval process.

The screenshot shows the Leicestershire Learning Hub interface. At the top, there's a navigation bar with the LSCDG logo and links for Home, My Learning, My Reports, and Find Courses. Below this, the main header displays 'Leicestershire Learning Hub' and a search bar. The left sidebar contains a 'COURSE COMPLETION STATUS' section with a 'Status: In progress' indicator and a 'Required criteria' table showing 'Activity completion' at '0 of 1'. The main content area is titled 'Demonstration Course' and features a red-bordered box containing the message: 'Your booking has been completed but requires approval from your manager. You should immediately receive a confirmation email.' Below this, course details are listed: 'Duration 30 mins', 'Audience: All staff', and 'This course is designed as a demonstration course for the Leicestershire Learning Hub'. On the right, an 'ADMINISTRATION' sidebar includes a 'Course administration' section with a link to 'Unenrol me from DemoCourse'. The bottom section, titled 'Workshop', contains a table of available dates. A red-bordered box highlights the 'Status' and 'Options' columns for the first entry, which shows a 'Requested' status and options for 'More info', 'Cancel', and 'booking'.

Leicestershire Learning Hub

LSCDG

Home My Learning My Reports Find Courses

Search Courses

Home Working for LCC DemoCourse

COURSE COMPLETION STATUS

Status: In progress

All criteria below are required:

Required criteria	Status
Activity completion	0 of 1

[More details](#)

Demonstration Course

Your booking has been completed but requires approval from your manager.
You should immediately receive a confirmation email.

Duration 30 mins
Audience: All staff
This course is designed as a demonstration course for the Leicestershire Learning Hub

ADMINISTRATION

Course administration
Unenrol me from DemoCourse

Workshop

There is a workshop element to this course click the link below to book a place on the next available date

[Full Cancellation Policy 32.5KB Word document](#)

You must read and accept the terms and conditions before you can access the workshop. By booking on the workshop you are automatically agreeing to the above terms and conditions.

Demonstration Course

Date	Time and Time Zone	Room	Seats available	Status	Options
7 July 2016	9:00 AM - 9:30 AM Europe/London	Basset Street, Wigston Rm 2 Basset Street, Wigston (Room details)	7	Requested	More info Cancel booking

[View all events](#)

The page now shows pending approval information and you no longer have a **Sign up** option.

Once your manager approves the booking you will receive a confirmation email to confirm your place.

If you now go to the **My Learning** link and choose **My Bookings**.

The screenshot shows the Leicestershire Learning Hub dashboard. The header is maroon with the LSCDG logo and navigation links: Home, My Learning, My Reports, Find Courses. A blue arrow points to the 'My Learning' link. Below the header, there's a large image of a stone tower. To the right, there's a 'CALENDAR' widget showing June 2016 and an 'ACCESSIBILITY' widget. At the bottom, there are three colored buttons: Induction (pink), Social Care (purple), and Health & Safety (red). The footer shows the learningpool logo and a support link.

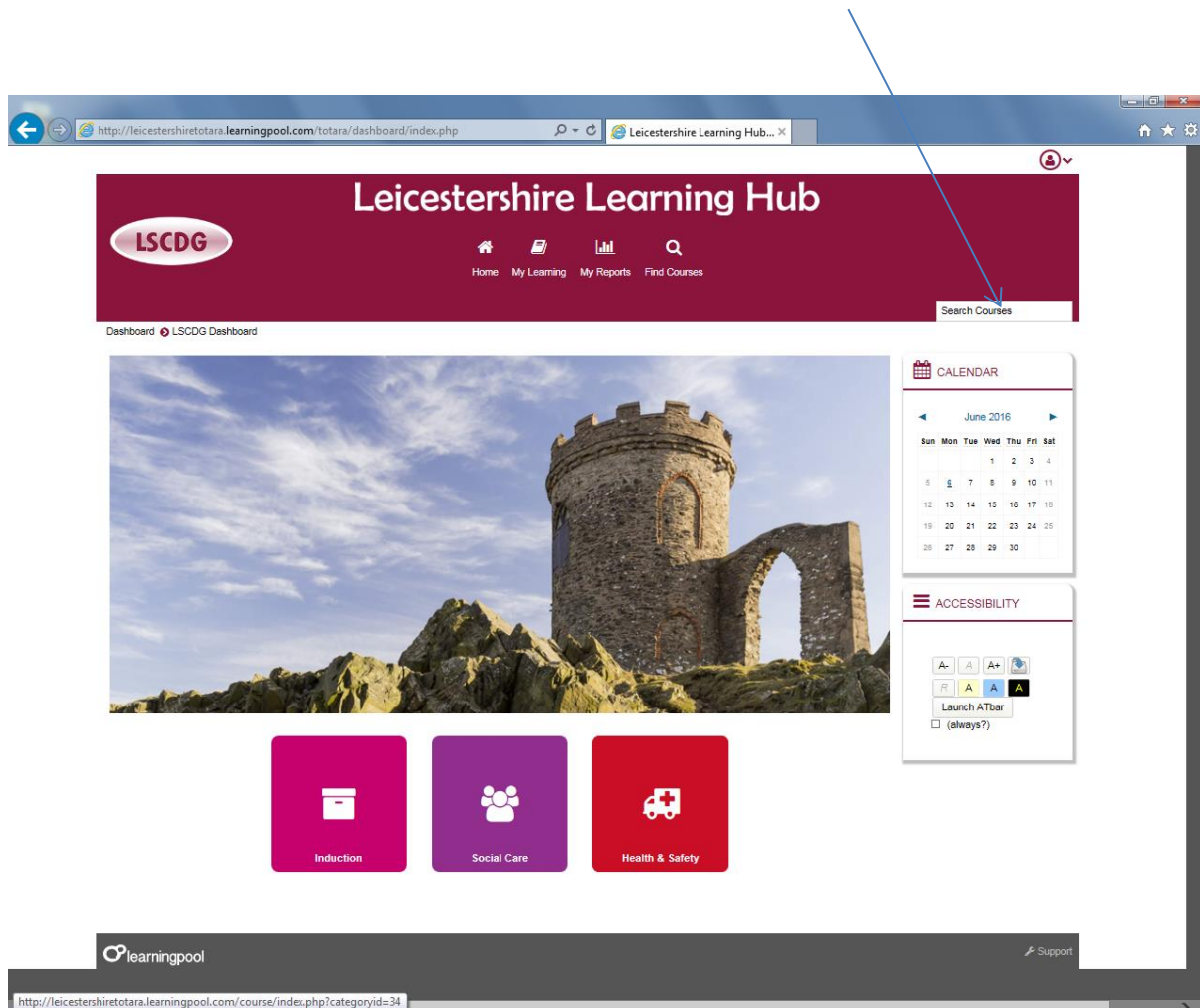
The screenshot shows the 'My Future Bookings' page in the Leicestershire Learning Hub. The page has a maroon header with the LSCDG logo and navigation links: Home, My Learning, My Reports, Find Courses. Below the header, there's a section for 'My Future Bookings: 1 record shown'. A table displays the booking details, with a red box highlighting the table content. The table has columns: Course Name, Event Name, Session Start, Event Start Time, Event Finish Time, and Status. Below the table, there are buttons for 'Future Bookings', 'Past Bookings', 'Show/Hide Columns', 'CSV', and 'Export'.

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Demonstration Course	Demonstration Course	7 July 2016	9:00 AM Europe/London	9:30 AM Europe/London	Booked

Cancel a Booking

If you wish to cancel a booking you must do this through the system.

Search as before for the course booking you wish to cancel.



The screenshot shows the Leicestershire Learning Hub interface. At the top, there is a maroon header with the LSCDG logo and navigation links: Home, My Learning, My Reports, and Find Courses. A search bar is located on the right side of the header. Below the header, a breadcrumb trail reads: Home > Courses > Search > demonstration. On the right, a search filter box contains the text 'demonstration' and a 'Go' button. The main content area displays 'Search results: 3'. The first result is 'Community Care Inform Demonstration and Information'. The second result, 'Demonstration Course', is highlighted with a red rectangle. Below it, the third result is 'Demonstration of Declare Interest'. Each result includes details such as duration, audience, and a description. A second search bar is located at the bottom of the page.

Leicestershire Learning Hub

LSCDG

Home My Learning My Reports Find Courses

Search Courses

Home > Courses > Search > demonstration

Search courses: demonstration Go

Search results: 3

Community Care Inform Demonstration and Information

Demonstration Course

Duration: 30 minutes

Audience: All Staff

This course is designed as a demonstration course for the Leicestershire Learning Hub

Category: Working for LCC

Demonstration of Declare Interest

Duration: one day

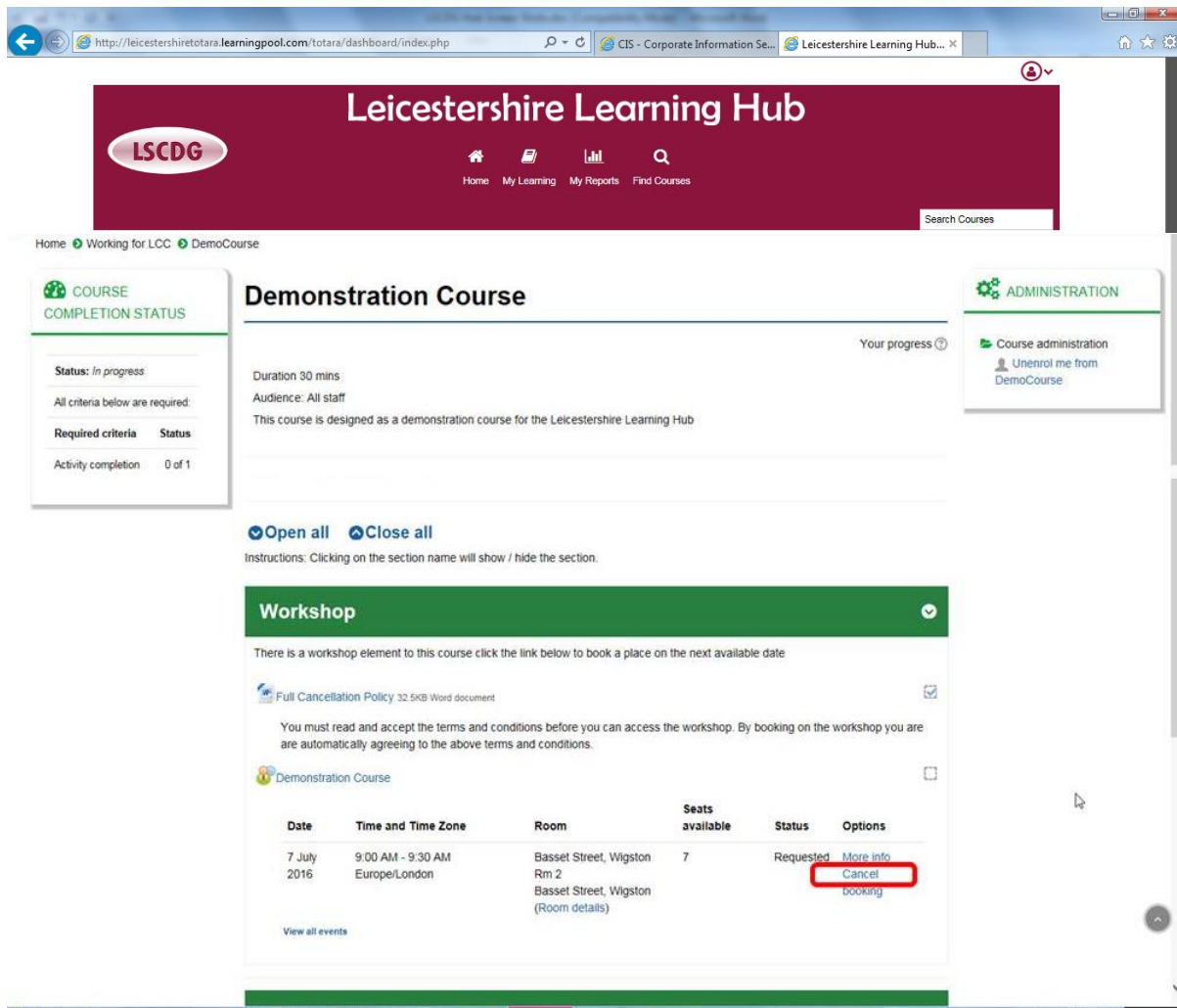
Audience: All Staff

This course is designed to demonstrate how to declare interest in a course when there are no scheduled dates available

Category: Working for LCC

Search courses: demonstration Go

Click on the course.



The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes the LSCDG logo and links for Home, My Learning, My Reports, and Find Courses. The main header is a maroon banner with the text "Leicestershire Learning Hub". Below the banner, the breadcrumb trail reads "Home > Working for LCC > DemoCourse".

The left sidebar contains two sections:

- COURSE COMPLETION STATUS**: Shows "Status: In progress", "All criteria below are required:", and a table with "Required criteria" and "Status". The "Activity completion" row shows "0 of 1".
- ADMINISTRATION**: Includes "Course administration" and a link to "Unenrol me from DemoCourse".

The main content area is titled "Demonstration Course" and includes a "Your progress" indicator. It lists course details: "Duration 30 mins", "Audience: All staff", and "This course is designed as a demonstration course for the Leicestershire Learning Hub".

Below the course details, there are "Open all" and "Close all" buttons, followed by instructions: "Clicking on the section name will show / hide the section.".

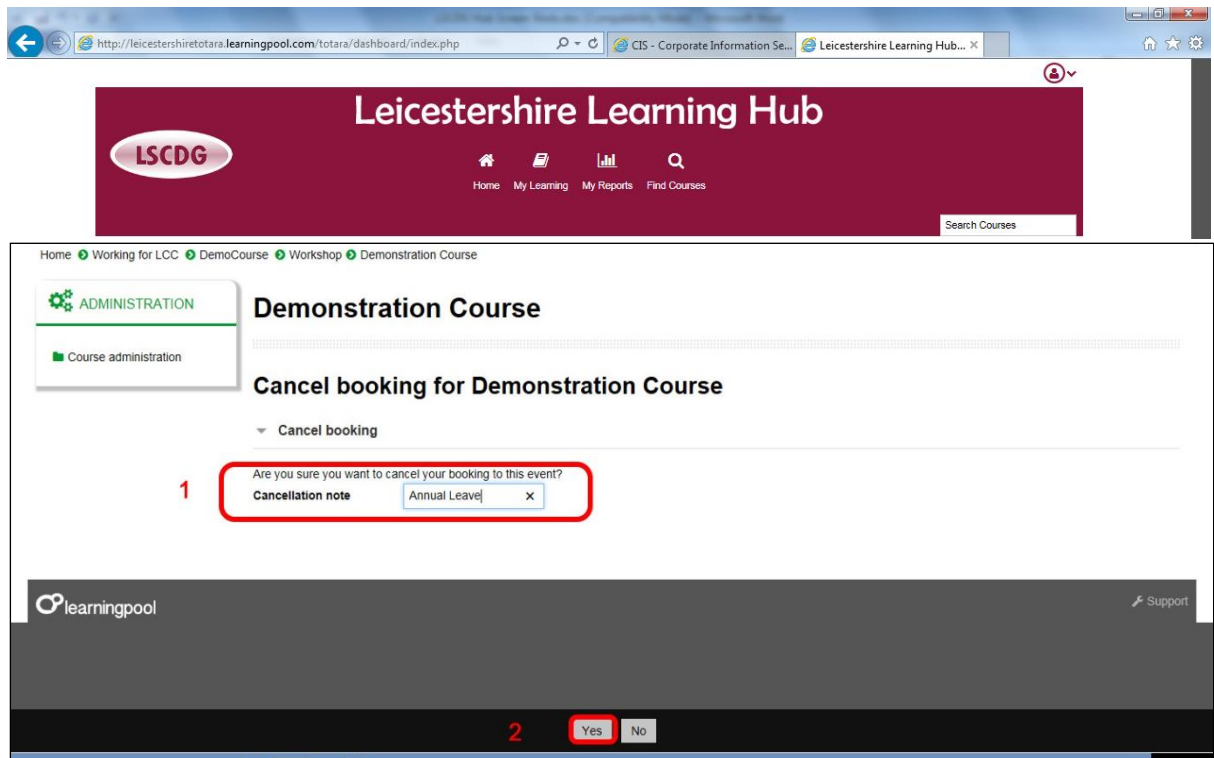
The "Workshop" section is highlighted with a green header. It contains a message: "There is a workshop element to this course click the link below to book a place on the next available date". Below this is a link to "Full Cancellation Policy 32.5KB Word document".

A table lists the workshop details:

Date	Time and Time Zone	Room	Seats available	Status	Options
7 July 2016	9:00 AM - 9:30 AM Europe/London	Basset Street, Wigston Rm 2 Basset Street, Wigston (Room details)	7	Requested	More info Cancel booking

A red box highlights the "Cancel booking" link in the "Options" column of the table.

Click the **Cancel** link on the right hand side.



1: Cancellation note – add the reason you wish to cancel your place here – remember the L&D Terms and Conditions apply for all cancellations.

2: Confirm cancellation – to confirm your cancellation click the **Yes** button.

The screenshot shows the Leicestershire Learning Hub dashboard. At the top, there is a maroon header with the LSCDG logo and navigation links: Home, My Learning, My Reports, and Find Courses. A search bar is also present. Below the header, the main content area is titled "Demonstration Course". A green box with a red border contains the message: "Your booking has been cancelled. You should immediately receive a cancellation email." To the left of this message, there is a sidebar with "COURSE COMPLETION STATUS" showing "Status: In progress" and "All criteria below are required: Required criteria Status". Below this, it shows "Activity completion 0 of 1" and a "More details" link. To the right of the main message, there is an "ADMINISTRATION" sidebar with "Course administration" and a link to "Unenrol me from DemoCourse". Below the main message, there is a section for "Workshop" with a green header and a dropdown arrow. The text below the header says: "There is a workshop element to this course click the link below to book a place on the next available date". Below this, there is a link to "Full Cancellation Policy 32.5KB Word document". At the bottom, there is a note: "You must read and accept the terms and conditions before you can access the workshop. By booking on the workshop you are automatically agreeing to the above terms and conditions."

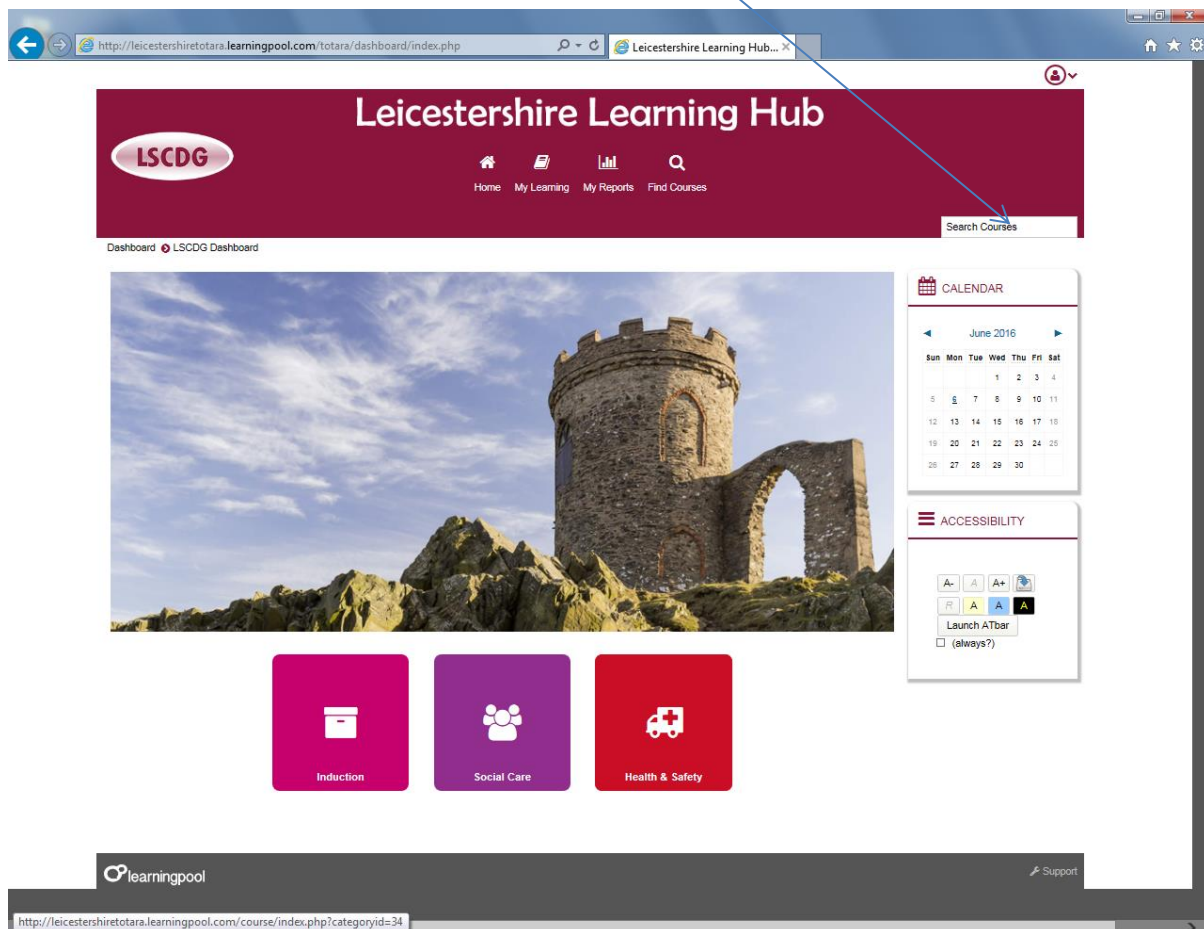
This page will be displayed. You will receive a cancellation email; in addition your manager will also receive an email informing them you have cancelled your place on the course.

Declare an Interest in a Course

Some courses are demand led or sometimes all workshops on a course may be full this would trigger the **Declare an Interest** option.

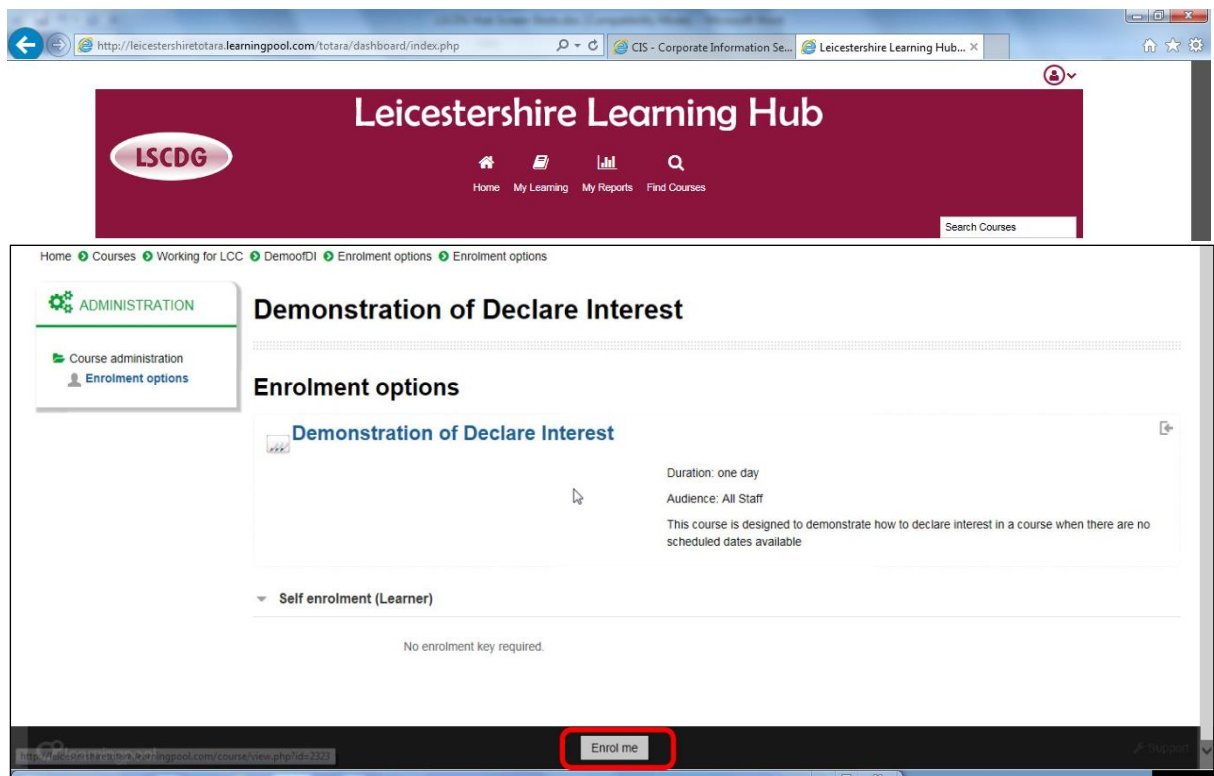
Declare an Interest will only be available for courses that have no dates available.

Search for a course as previously demonstrated.



The screenshot shows a web browser window with the URL <http://leicestershirelearningpool.com/totara/dashboard/index.php>. The page header is maroon with the 'LSCDG' logo and navigation links: Home, My Learning, My Reports, and Find Courses. A search bar in the top right contains the text 'Search Courses'. Below the header, a breadcrumb trail reads 'Home > Courses > Search > demonstration'. A search bar on the right shows 'Search courses: demonstration' with a 'Go' button. The main content area displays 'Search results: 3'. The first result is 'Community Care Inform Demonstration and Information'. The second result is 'Demonstration Course', which includes details: 'Duration: 30 minutes', 'Audience: All Staff', and 'This course is designed as a demonstration course for the Leicestershire Learning Hub'. The third result is 'Demonstration of Declare Interest', which includes details: 'Duration: one day', 'Audience: All Staff', and 'This course is designed to demonstrate how to declare interest in a course when there are no scheduled dates available'. A red rectangle highlights the title 'Demonstration of Declare Interest'. At the bottom, another search bar shows 'Search courses: demonstration' with a 'Go' button.

Click on the course you wish to join.

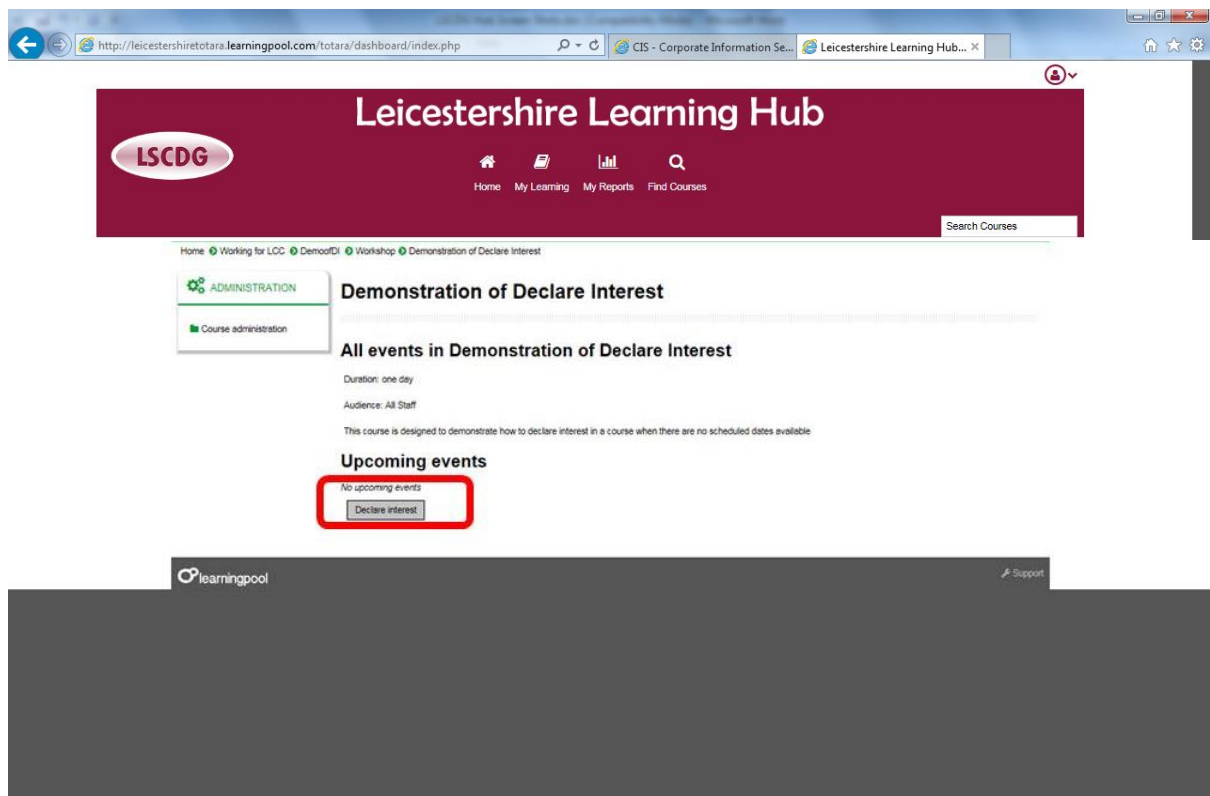


Enrol on the course by clicking the **Enrol me** button.

The screenshot shows the Leicestershire Learning Hub interface. At the top, there's a maroon header with the LSCDG logo and navigation links: Home, My Learning, My Reports, and Find Courses. Below the header, a breadcrumb trail reads: Home > Working for LCC > DemootDI. The main content area is titled 'Demonstration of Declare Interest'. On the left, a 'COURSE COMPLETION STATUS' sidebar shows 'Status: Not yet started', 'All criteria below are required', and 'Required criteria' with a table showing 'Activity completion' as '0 of 1'. On the right, an 'ADMINISTRATION' sidebar includes 'Course administration' and 'Unenrol me from DemootDI'. The main content area includes a 'Your progress' indicator, course details (Duration: one day, Audience: All staff), and a description. It features two expandable sections: 'Workshop' and 'Evaluation'. The 'Workshop' section contains a link to 'Full Cancellation Policy' and a text block stating that users must read and accept terms and conditions before accessing the workshop. A red box highlights a link labeled 'Demonstration of Declare Interest' within the Workshop section. The 'Evaluation' section contains a link to 'Evaluation' and a note that it is not available unless the 'Demonstration of Declare Interest' activity is marked complete.

As you can see there are no available dates but there is a link to enable you to declare an interest in this course.

Click on the link.



Click on the **Declare interest** button.

The screenshot shows a web browser window with the URL <http://leicestershirelearningpool.com/totara/dashboard/index.php>. The page header is a dark red banner with the 'LSCDG' logo and the text 'Leicestershire Learning Hub'. Below the banner are navigation links: Home, My Learning, My Reports, and Find Courses. A search bar labeled 'Search Courses' is on the right. The main content area has a breadcrumb trail: Home > Working for LCC > DemoofDI > Workshop > Demonstration of Declare Interest. On the left is a sidebar with 'ADMINISTRATION' and 'Course administration'. The main heading is 'Demonstration of Declare Interest'. Below it is the sub-heading 'Declare interest in Demonstration of Declare Interest'. The form details include: Duration: one day, Audience: All Staff, and a description: 'This course is designed to demonstrate how to declare interest in a course when there are no scheduled dates available'. A bold instruction states: 'You can declare an interest in Demonstration of Declare Interest in order to be considered when new events are added or places become available in existing events'. The 'Reason for interest:' label is followed by a text input box containing 'I need to do this to help me do my job'. A red circle with the number '1' is around the input box. At the bottom, a dark bar contains the 'learningpool' logo, a red circle with the number '2' next to a 'Confirm' button, and a 'Cancel' button. A 'Support' link is in the bottom right corner.

1: Reason – type the reason for your interest in this box.

2: Confirm – click the **Confirm** button to register your interest in this course.

The screenshot displays the Leicestershire Learning Hub interface. At the top, there is a maroon header with the 'LSCDG' logo and navigation links: Home, My Learning, My Reports, and Find Courses. A search bar is located on the right side of the header. Below the header, the main content area is titled 'Demonstration of Declare Interest'. On the left, a sidebar shows 'COURSE COMPLETION STATUS' with a table indicating 'Status: Not yet started' and 'Activity completion: 0 of 1'. The main content area includes course details: 'Duration: one day', 'Audience: All staff', and a description: 'This course is designed to demonstrate how to declare interest in a course when there are no scheduled dates available'. There are buttons for 'Open all' and 'Close all', and a note: 'Instructions: Clicking on the section name will show / hide the section.' Below this, a green section titled 'Workshop' contains a link to 'Full Cancellation Policy 32.5KB Word document'. On the right, an 'ADMINISTRATION' sidebar offers 'Course administration' and 'Unenrol me from DemoofDI'.

You will be returned to the course page.

Accessing Help

If you are having problems with the Hub there are two ways to access:

Learning Pool

For problems with lost passwords, unable to log on

Call 0845 074 4114 or email support@learningpool.com

There is a forgotten password facility on the log-in page, please remember that this will only work if you have an email address or you have added your personal email address to your account.

Leicestershire Social Care Development Group (LSCDG)

For problems concerning courses, setting up new users:

Email: lscdg@leics.gov.uk

Tel: 0116 305 7438 or 0116 305 7363

www.lscdg.org