

USER GUIDE FOR DENTAL (PRIMARY CARE)



Website:

<https://learning.wales.nhs.uk>

Contact us on:

Elearning@wales.nhs.uk

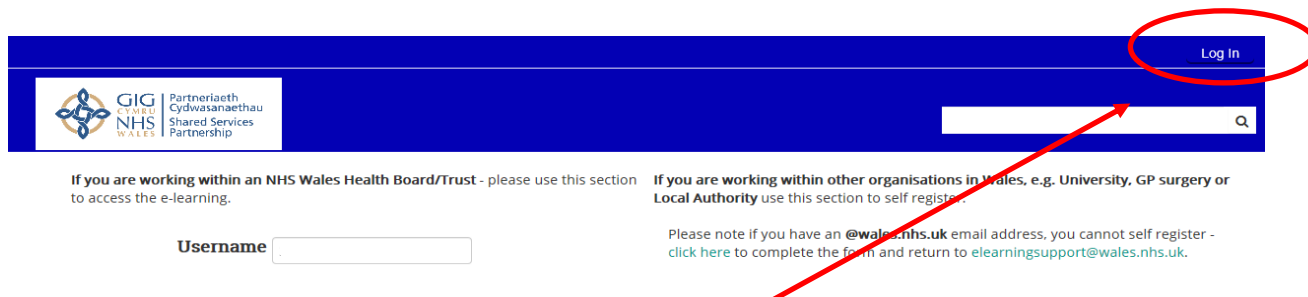
Or

01443 848636

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Getting Started – How to Login



The screenshot shows the NHS Wales e-learning login page. At the top, there is a blue header bar with the NHS Wales logo on the left and a 'Log In' button on the right, which is circled in red. Below the header, there are two columns of text. The left column is for NHS Wales Health Board/Trust users, and the right column is for other organisations in Wales. A 'Username' field is visible on the left. A red arrow points from the 'Log In' button to the 'Username' field.

Log In

GIG Cymru NHS Wales Partneriaeth Cydwasaethau Shared Services Partnership

If you are working within an NHS Wales Health Board/Trust - please use this section to access the e-learning.

If you are working within other organisations in Wales, e.g. University, GP surgery or Local Authority use this section to self register.

Please note if you have an @wales.nhs.uk email address, you cannot self register - click [here](#) to complete the form and return to elarningsupport@wales.nhs.uk.

Username

If you already have an existing e-learning account, please login using your username and password and proceed to the next section.

If you have forgotten any of your details, please click the 'Forgotten your username or password?' link and follow the instructions. Any further issues, contact our helpdesk.

For all new users

Complete and return this form to the helpdesk for single user account:



newaccountrequestform.docx

Complete and return this form to the helpdesk for multiple user accounts:



Blank bulk upload GP form.csv

Or call the helpdesk to set up a new account on 01443 848636



How to Access Dental (Primary Care) Section

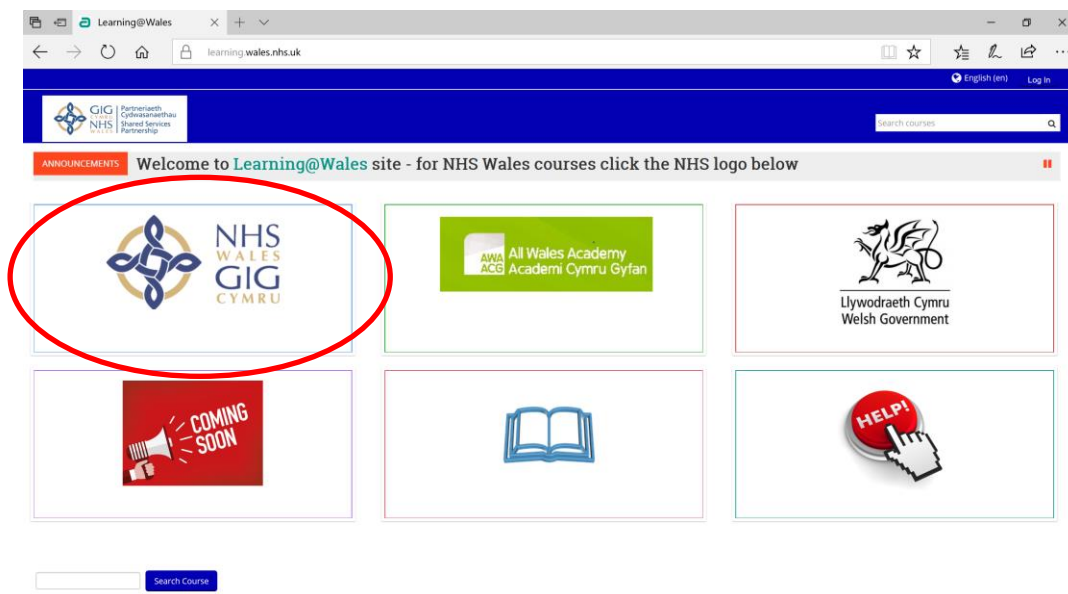
You can click on this link:

[NHS E-learning Dental \(Primary Care\)](#)

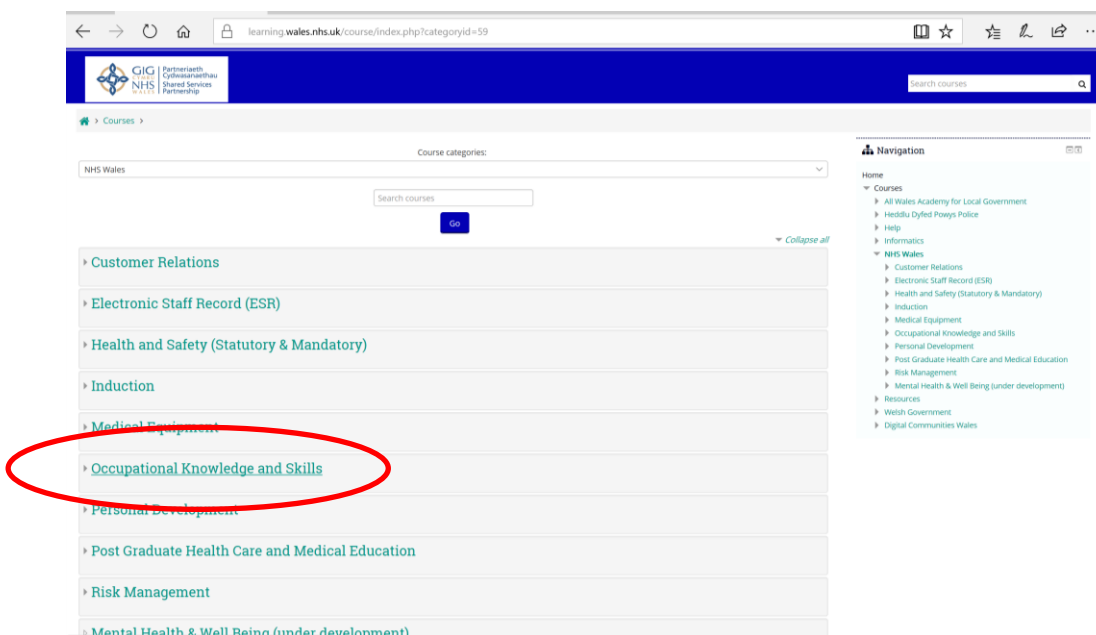
if the link doesn't work you can copy this direct URL into the web browser :
<https://learning.wales.nhs.uk/course/index.php?categoryid=285>

or

From the home screen select 'NHS Wales':



Then select 'Occupational Knowledge and Skills':



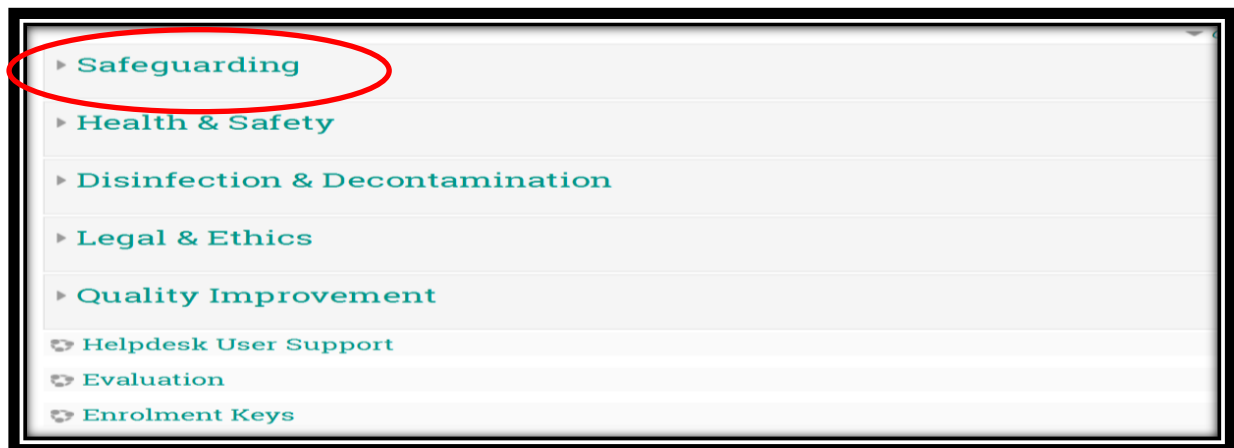
Then select 'Dental Primary Care':

The screenshot shows the NHS Wales e-learning platform interface. The top navigation bar includes the NHS Wales logo and a search bar. The main content area displays a list of course categories, with 'Dental (Primary Care)' highlighted in a red oval. The right-hand navigation pane shows a tree structure of courses, with 'Dental (Primary Care)' selected under the 'Occupational Knowledge and Skills' category. The URL at the bottom of the page is <https://learning-wales.nhs.uk/course/index.php?categoryid=285>.

You are at the home screen for the Dental Primary Care site:

The screenshot shows the home screen of the Dental Primary Care site. It features the Wales Deonity Deoniaeth Cymru logo and a red dragon emblem. The text reads: "Dear colleague Welcome to the Learning@Wales e-learning platform. This is a dedicated portal for dental professionals working in dental practices in Wales to access e-learning modules on a variety of topics relating to their professional role and development. As GDC registrants all dental professionals are required to participate in Continuing Professional Development (CPD) to maintain their skills and keep up to date. The GDC CPD scheme is changing and more information on the Enhanced CPD scheme can be found here: <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd> You are encouraged to plan and reflect on the training you undertake to ensure that it is relevant to your field of practice and the Wales Deanery have worked closely with NHS Wales to ensure that this resource is accessible to all dental professionals and provides them with the knowledge to ensure they are providing the best patient care they can. Other opportunities for accessing different CPD events and activities provided by the Deanery can be found here: <https://dental.walesdeanery.org/> and here: <https://www.maxcourse.co.uk/walesdent/guestHome.asp> I hope you find this resource beneficial to your continuing education. Please do feed back if you have ideas for improvement or concerns via the evaluation link below.

The courses are accessible within each category heading, eg:



Select the relevant course title to commence, eg:



Dental Enrolment Keys

Each course requires you to enter an enrolment key for your Health Board region.

▼ Self enrolment (Student)

Enrolment key

☐ Unmask

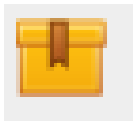
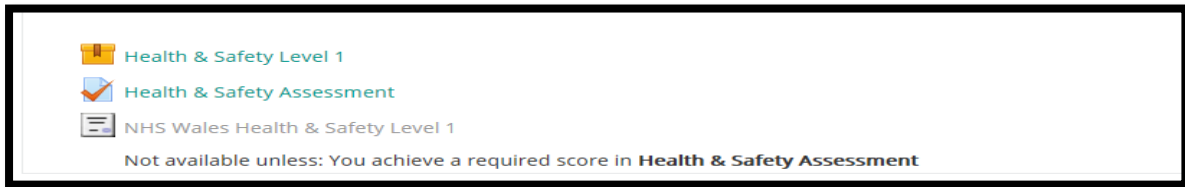
These keys are listed below, please note these are case sensitive:

Group Name	Enrolment Key
ABMU Health Board PC Dental Team	ABMUDen10%
Aneurin Bevan Health Board PC Dental Team	ABHBDen10%
BCU Health Board PC Dental Team	BCUDen10%
Cardiff and Vale UHB PC Dental Team	CVDen10%
Cwm Taf Health Board PC Dental Team	CTDen10%
Hywel Dda Health Board PC Dental Team	HDDen10%
Powys Teaching Health Board PC Dental Team	POWYSDen10%
Public Health Wales NHS Trust PC Dental Team	PHWDen10%
Velindre NHS Trust PC Dental Team	VELDen10%
WAST PC Dental Team	WASTDen10%

Please Note: the enrolment keys are very case sensitive. Please ensure you type in correctly; DO NOT copy/cut and paste.

Course Format

The majority of courses consist of three elements as illustrated in this Health & Safety course example.



This icon represents the e-learning content. Select the icon; wait for the package to load and progress through the e-learning as directed.




This icon represents the assessment element. Select icon to proceed to the Assessment.



This icon represents the Certificate. This provides the learner with an option to generate a certificate for their records. This option is subject to the learner achieving the required pass mark which will be displayed in the course information

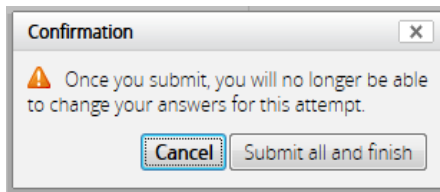
Completing the Assessment

After completing the e-learning course you will be required to undertake the assessment.

Click  to access the assessment questions.

Guidance on how to answer the questions will be provided, for example, select only one answer, choose from the list provided etc.

Once you have completed the assessment by answering all questions, you should recheck your answers before submitting. You will be alerted to any questions that have not been attempted. You will also be reminded that you will not be able to change your answers once you submit. When you think you have answered all questions to the best of your knowledge select, 'Submit all and finish'



Unsuccessful attempts

If you have not met the minimum assessment score within 3 attempts, the account for the course being undertaken will be locked. Should this happen, please notify your line manager or organisational contact, details of which are available under the '**Help**' tab at the top of the homepage.

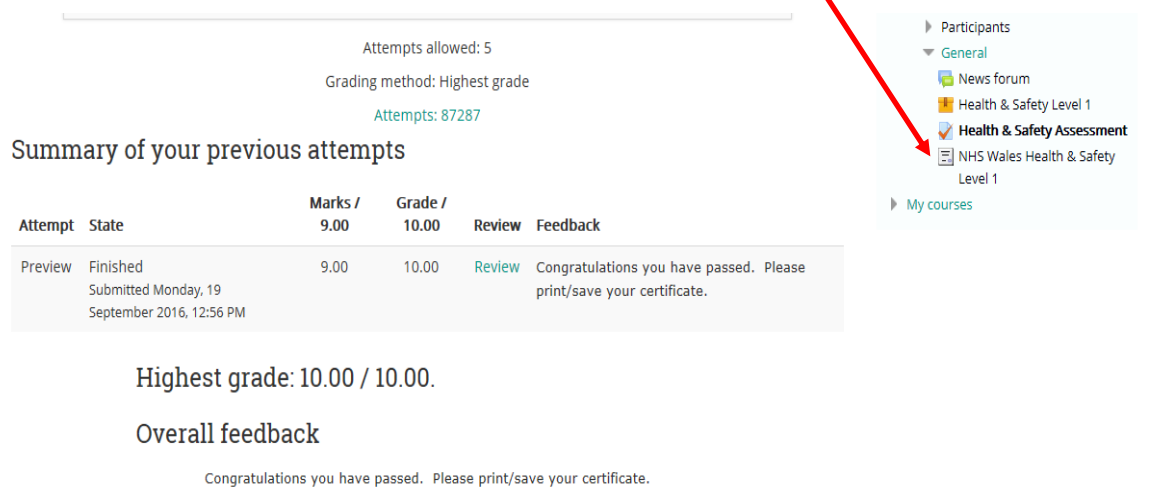
How to Print/Save the Certificate

Once you have completed and passed your assessment, select the 'Finish Review' option as highlighted below:



The screenshot shows the assessment completion interface. On the left, a table displays assessment details: Started on (Monday, 19 September 2016, 12:50 PM), State (Finished), Completed on (Monday, 19 September 2016, 12:56 PM), Time taken (5 mins 8 secs), Marks (9.00/9.00), Grade (10.00 out of 10.00 (100%)), and Feedback (Congratulations you have passed. Please print/save your certificate.). Below this, 'Question 1' is shown as correct with a mark of 1.00. On the right, a 'Quiz navigation' section shows a grid of question numbers 1 through 9, all marked with green checkmarks. A red arrow points to the 'Finish review' button, which is circled in red. Below it is a 'Start a new preview' button. At the bottom right, a 'Navigation' section includes a 'Home' link and a certificate icon.

The following screen will appear confirming your pass mark. Click on the certificate icon on the right hand side



The screenshot displays the 'Summary of your previous attempts' page. It includes a progress bar at the top, followed by 'Attempts allowed: 5', 'Grading method: Highest grade', and 'Attempts: 87287'. A table lists the attempt details: Attempt (Preview), State (Finished), Marks / 9.00 (9.00), Grade / 10.00 (10.00), Review (Review), and Feedback (Congratulations you have passed. Please print/save your certificate.). Below the table, it states 'Highest grade: 10.00 / 10.00.' and 'Overall feedback' (Congratulations you have passed. Please print/save your certificate.). On the right, a 'Navigation' sidebar shows a tree structure with 'Participants', 'General', 'News forum', 'Health & Safety Level 1', 'Health & Safety Assessment', and 'NHS Wales Health & Safety Level 1'. A red arrow points to a certificate icon in the 'Health & Safety Assessment' section. At the bottom right, there is a 'VIEW 40040 1:' link.

Then click the 'Get your Certificate' option as per below;

Summary of previously received certificates



The screenshot shows the 'Summary of previously received certificates' page. It features a table with one row: Issued (Monday, 19 September 2016, 2:01 PM). Below the table, a message states 'Click the button below to open your certificate in a new browser window.' and a blue button labeled 'Get your certificate' is displayed. A red arrow points to the date in the table.

The system will then generate you a certificate in a PDF. Format in which you can then either Print or Save on your file.



Please note: If the Save/Print option is not available when the certificate is generated, please use the keyboard shortcut keys as below

Shift+Ctrl+S **to Save**

Ctrl+P **to Print**

Information

1. If you experience any problems viewing images, distorted pages or requiring any software updates please contact your local IT support.
2. Enrolment keys are published on the site and do not need to be requested.

IT Requirements

Your machine or device will require 3 specific packages to complete all e-learning modules. Please ensure you have the following packages;

- Internet Explorer 8
- Flash Player [Version 10]
- Silverlight [Minimum Version 4]

Most modern day computers will have these already installed. Any problems with the 3 packages, you will need to contact your local IT department.

Accessibility

To make web pages easier to see, you can change the font type and size, and the foreground and background colours that are used to display web pages. You can also specify the colour used for links in web pages, and override colours used on web pages.

Keyboard Shortcuts to Temporarily Change Font Sizes

Press and hold **Ctrl** button (bottom left) and **+** symbol (top right) to **increase** font size.

Press and hold **Ctrl** button (bottom left) and **-** symbol (top right) to **decrease** font size.

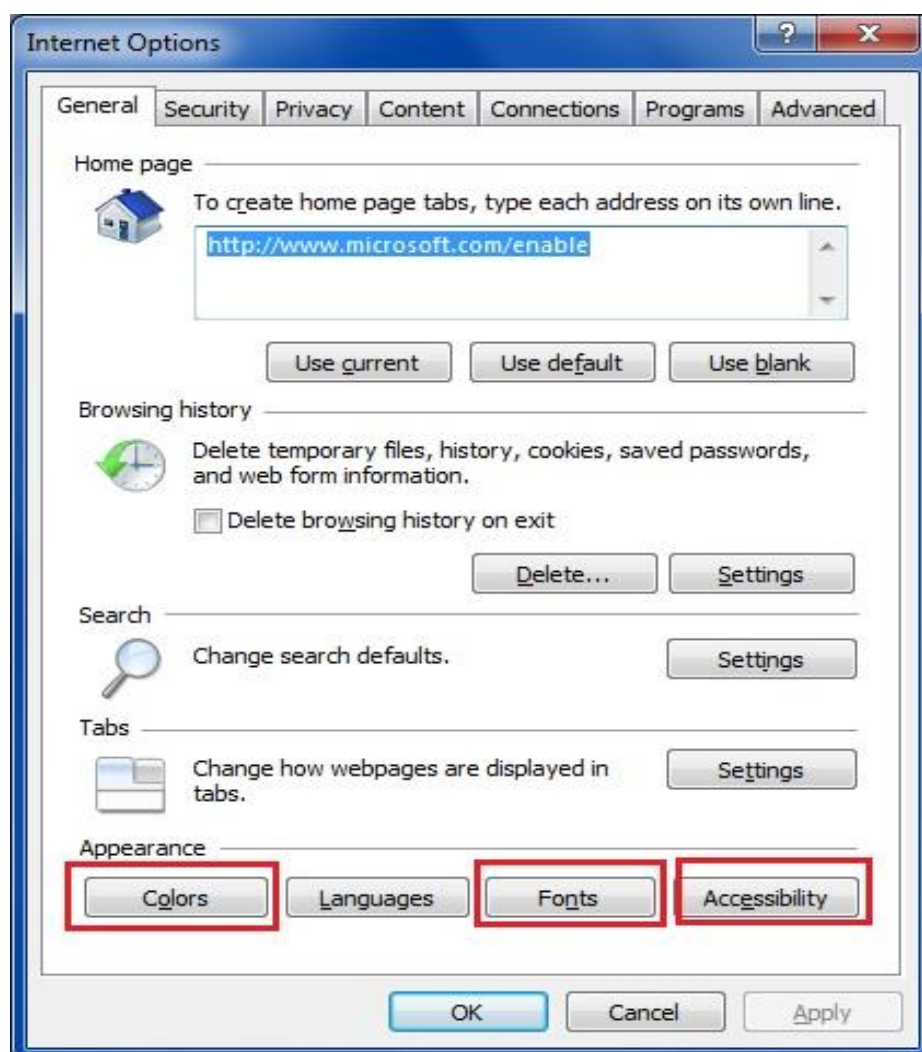
Additional Changes

To make these changes, select **Internet Options** from the **Tools** menu in Internet Explorer 8 (top right of screen):



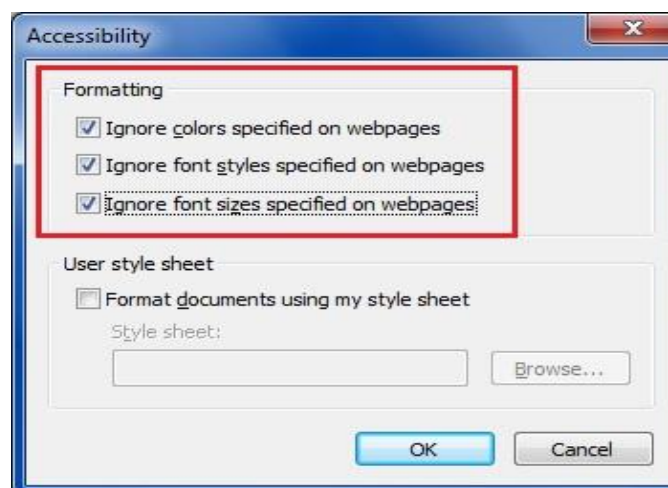
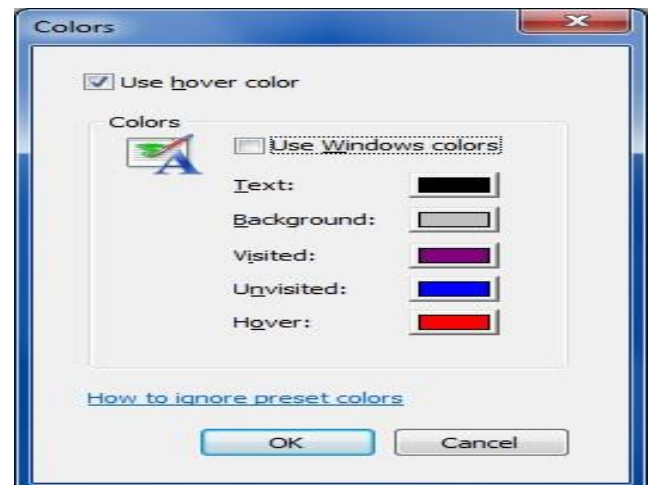
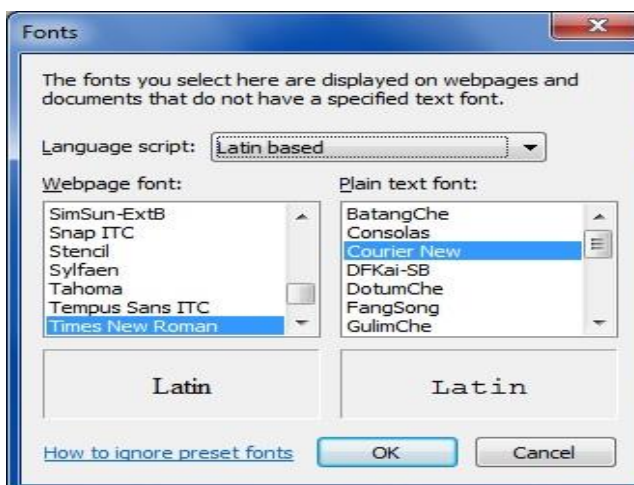
For other versions of Internet Explorer [click here](#)

Note: If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.



Then, select one of the buttons at the bottom of the dialog box:

- **Fonts**—to change the font type and size used on webpages.
- **Colours**—to change the font colours used on webpages.
- **Accessibility**—to make Internet Explorer ignore colors, font styles and font sizes used on webpages, or to format webpages using your own stylesheet.



Note: If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.