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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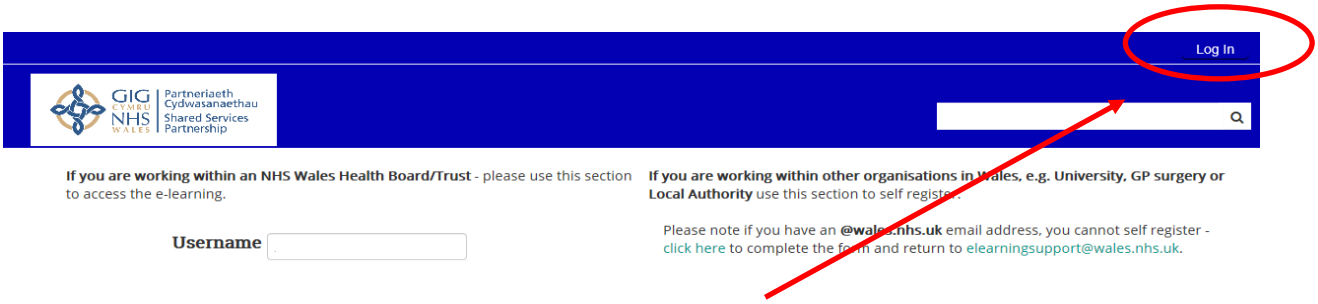
Getting Started – How to Login



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 up load GP form.csv

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

How to Access Dental (Primary Care) Section

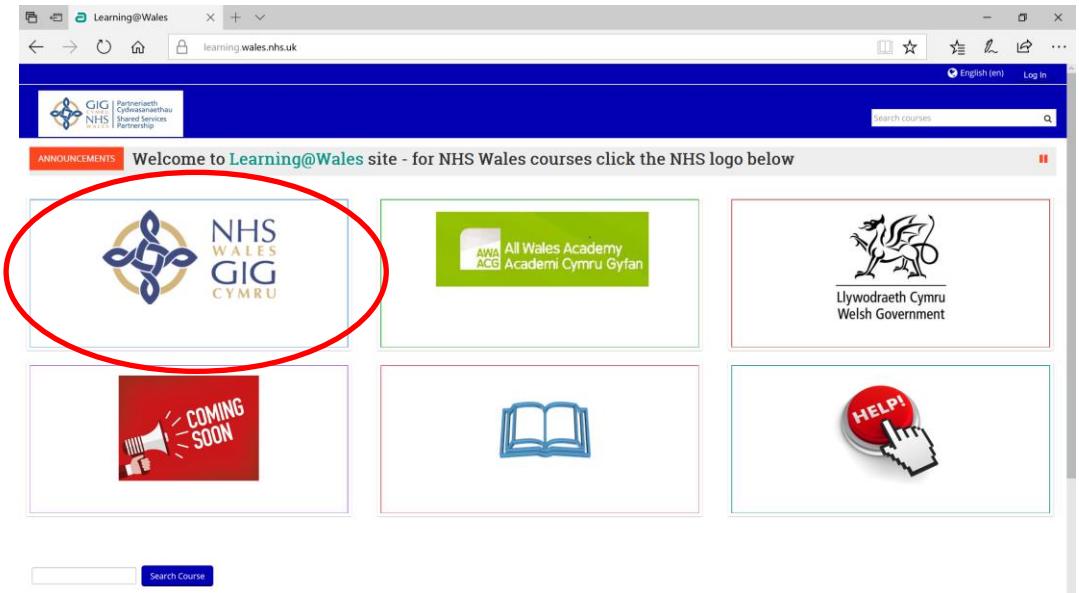
You can click on this link:

NHS E-learning Dental (Primary Care)

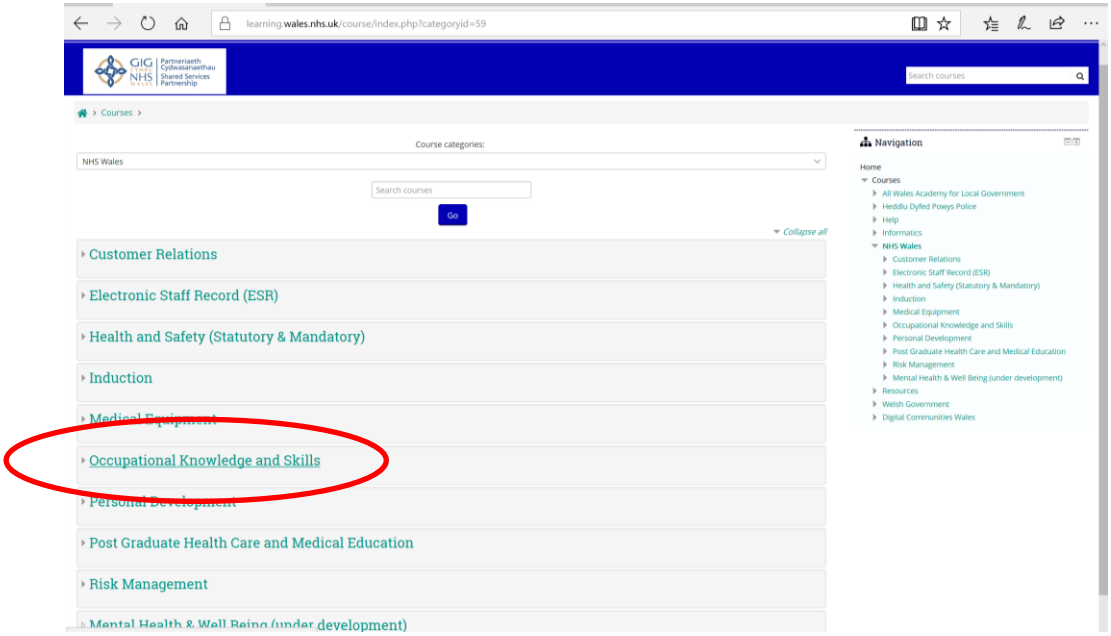
if the link doesn't work you can copy this direct URL into the web browser : https://learning.wales.nhs.uk/course/index.php?categoryid=285

or

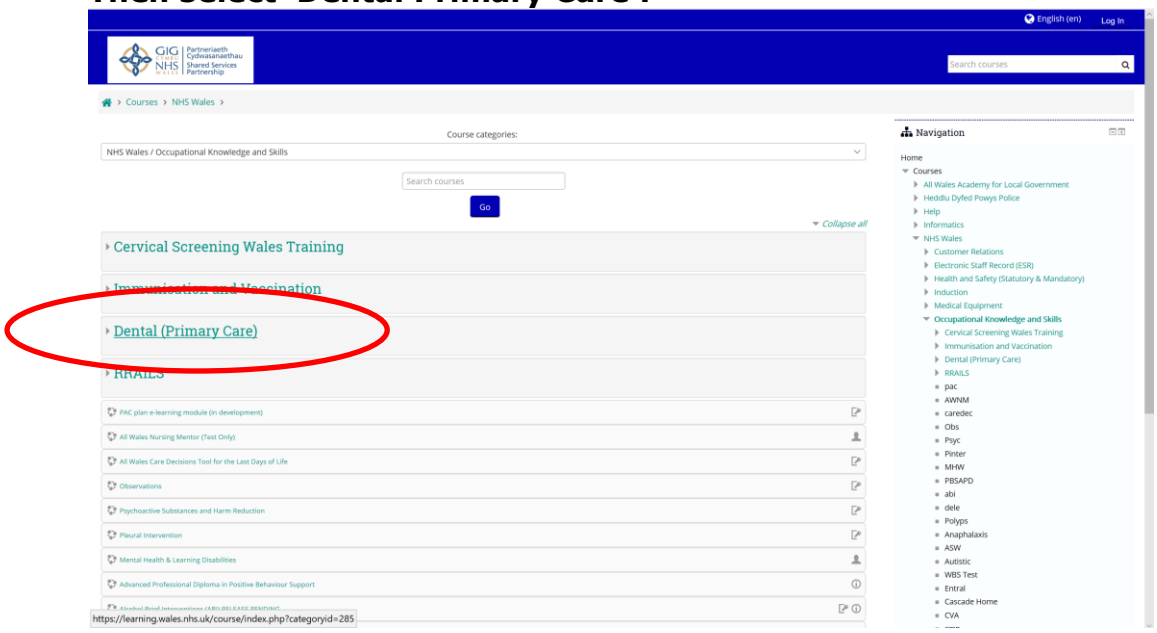
From the home screen select 'NHS Wales':



Then select 'Occupational Knowledge and Skills':



Then select 'Dental Primary Care':



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

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.

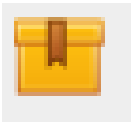
These keys are listed below, please note these are case sensitive:

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

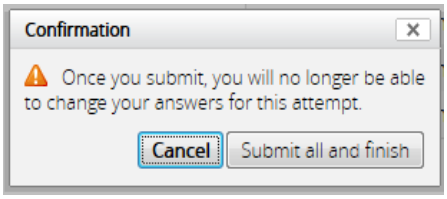
Completing the Assessment

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'



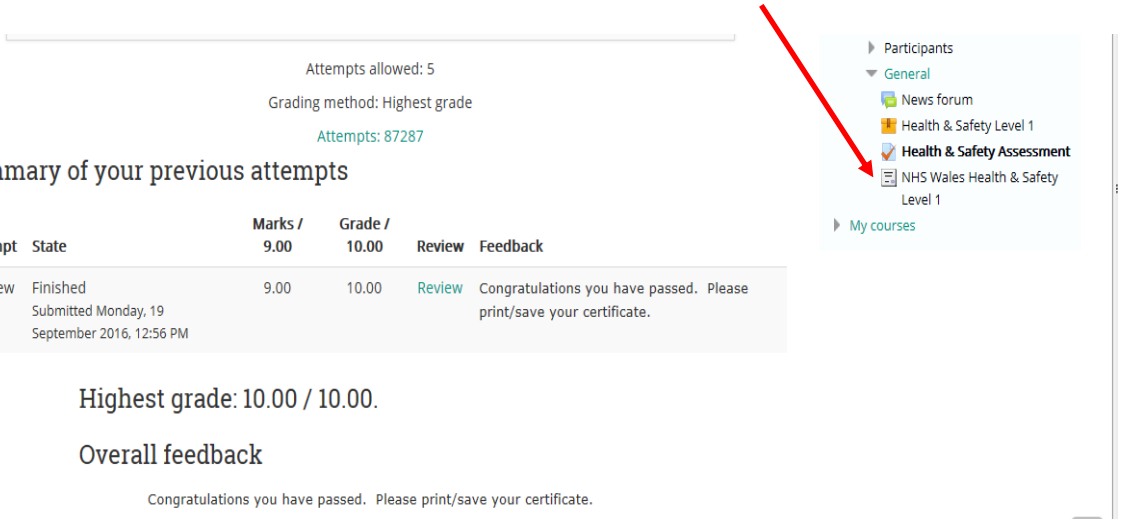
Unsuccessful attempts

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.

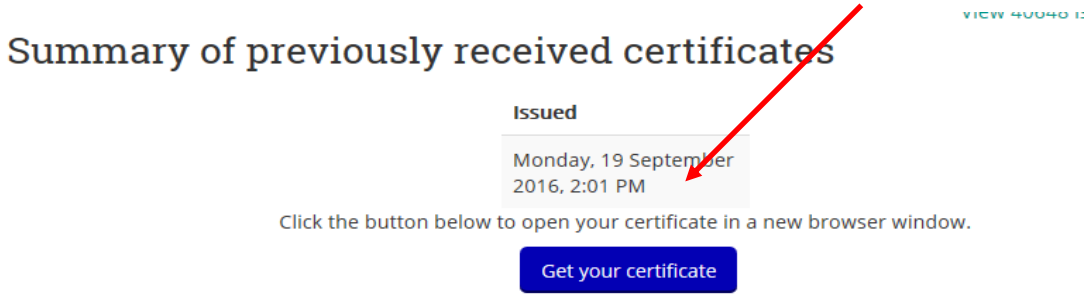
How to Print/Save the Certificate

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

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



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



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.

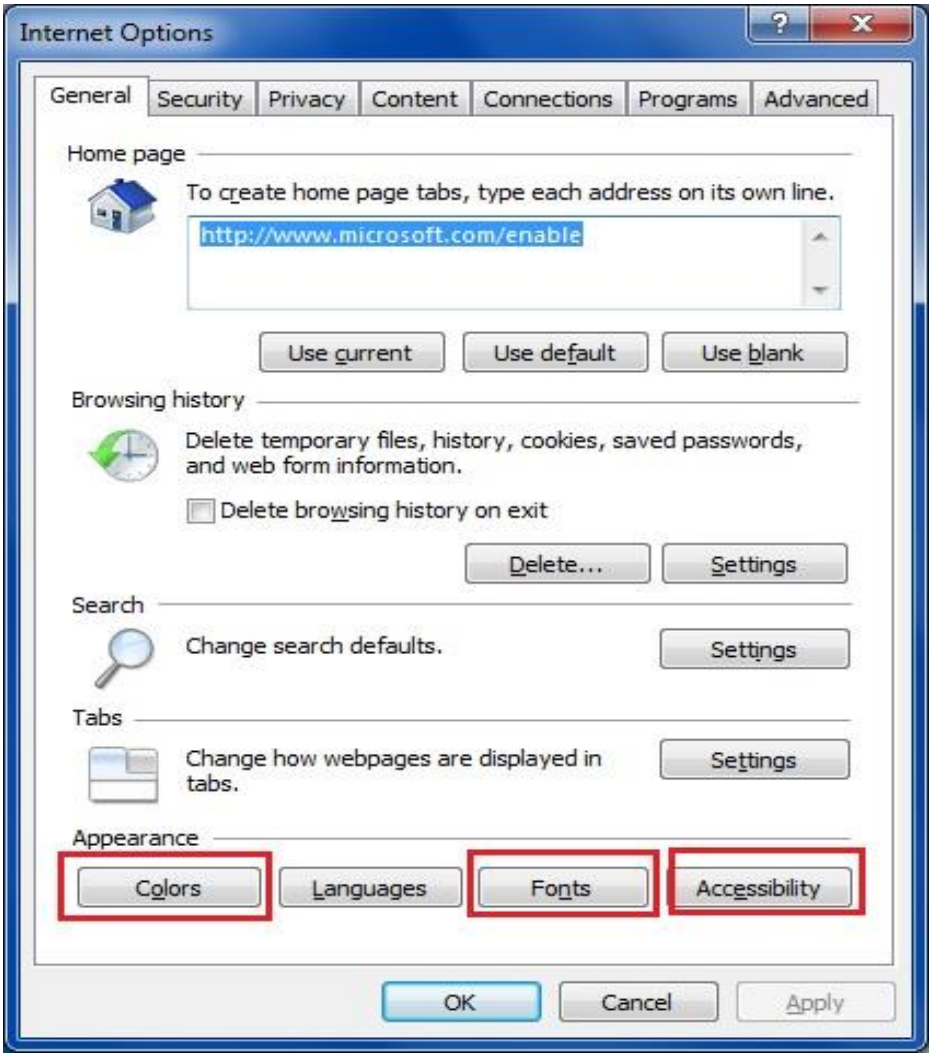
Press and hold **Ctrl** button (bottom left) and - symbol (top right) to **decrease** font size.

Additional Changes

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

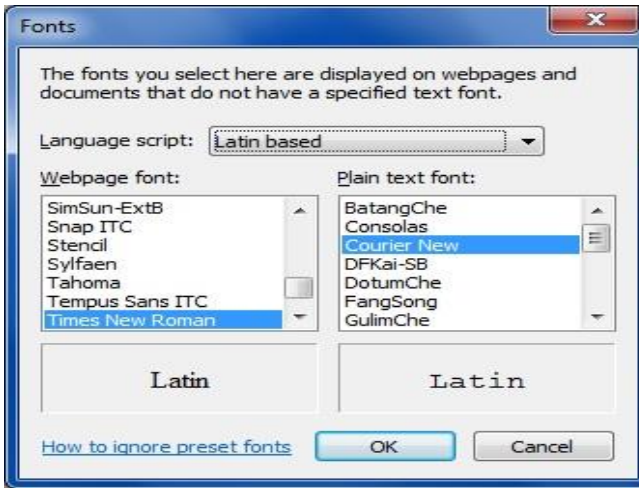
For other versions of Internet Explorer click here

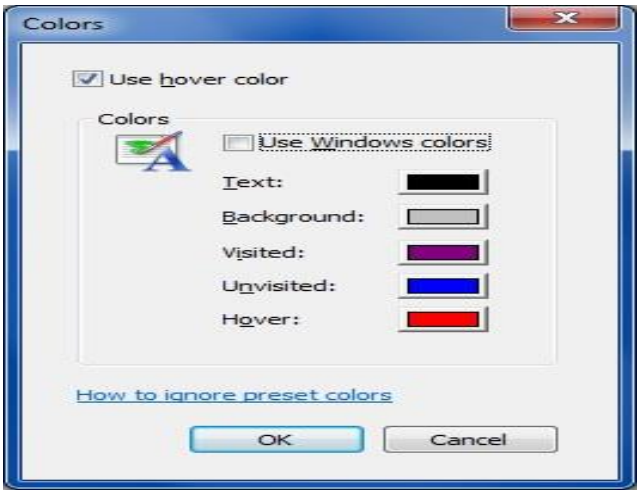
Note: If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.

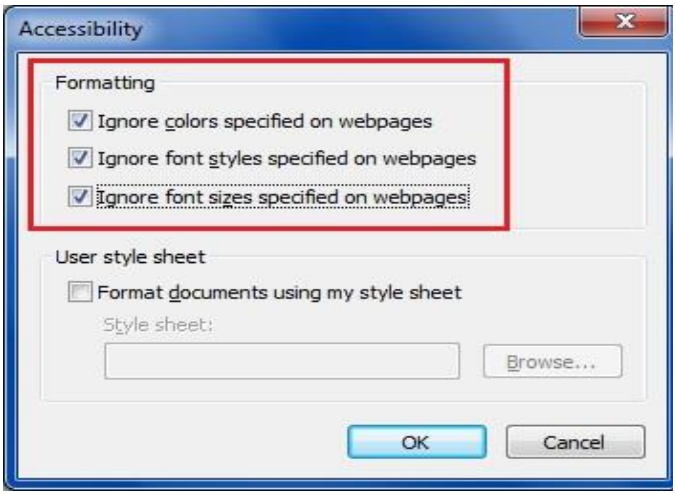


Then, select one of the buttons at the bottom of the dialog box:

- **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.







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