



LearnTogether V15 Learn Together Learning User Guide

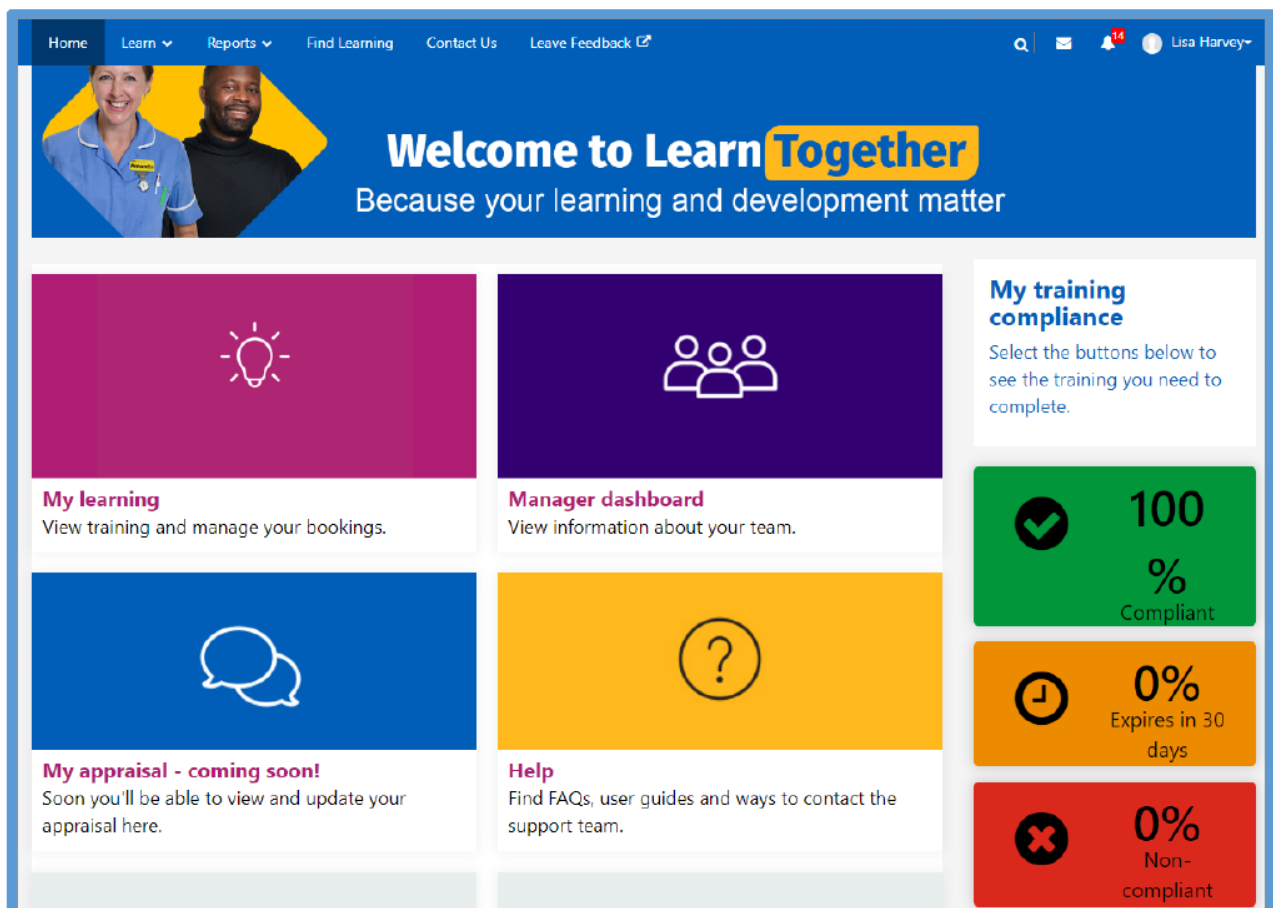
[Home](#) » [LearnTogether](#) » LearnTogether V15 Learn Together Learning User Guide 

Contents

- [1 LearnTogether V15 Learn Together Learning](#)
- [2 Product Information](#)
- [3 Product Usage Instructions](#)
- [4 FAQs](#)
- [5 Accessing To Login](#)
- [6 Manage Enrolments](#)
- [7 Notifications](#)
- [8 Certificates](#)
- [9 Manager dashboard](#)
- [10 Getting help](#)
- [11 Documents / Resources](#)
 - [11.1 References](#)



LearnTogether V15 Learn Together Learning



Product Information

- **Specifications:**
 - **Product Name:** LearnTogether Learning User Guide
 - **Document Version:** V15
 - **Updated by:** Lisa Harvey
 - **Date:** 30 May 2023

Product Usage Instructions

- **Accessing LearnTogether**
 - LearnTogether is a web-based platform that can be accessed from any device. It is recommended to use a computer or laptop for training instead of a mobile phone.
- **Log in to LearnTogether**
 - **To log in to LearnTogether:**
 - Go to your RUH computer Desktop Dashboard or the Staff Development web pages.
 - Click on the RUH staff log-in and enter your NHS mail address and password.
 - Set up Multi-Factor Authentication (MFA) if required.
- **View Your Training Requirements**
 - The LearnTogether homepage displays your mandatory training compliance. Click on the training compliance block or the My Learning tile to view your training requirements.
- **Enrol and Complete eLearning**
 - **To enrol and complete eLearning:**

- Click on the subject Certification name under the Required Learning tab.
- Select your desired eLearning or eAssessment course.
- Click Play on the eLearning tile to start the training.
- Once completed, close the program by clicking the X on the white tab at the top of your screen to save your progress and results.

- **Find Learning in the Catalogue and Book onto a Class**

- **To find learning in the catalogue and book in a class:**
 - Click on Find Learning in the top menu bar.
 - Search for courses using keywords or filters.
 - Locate the face-to-face course tile and click to open.

FAQs

- **Q: Can I access LearnTogether on my mobile phone?**

- **A:** While LearnTogether is web-based and can be accessed on any device, it is not recommended to complete training on a mobile phone as it has not been tested for mobile compatibility.

- **Q: How do I save my progress and results after completing an eLearning course?**

- **A:** To save your progress and results after completing an eLearning course, click the X on the white tab at the top of your screen where the training program title is displayed. Avoid clicking on the X with a lightbulb icon, as that will log you out of LearnTogether without saving your progress.

LearnTogether Learning



- **Document version** V15
- **Document name** LT Learning User Guide
- **Updated by** Lisa Harvey
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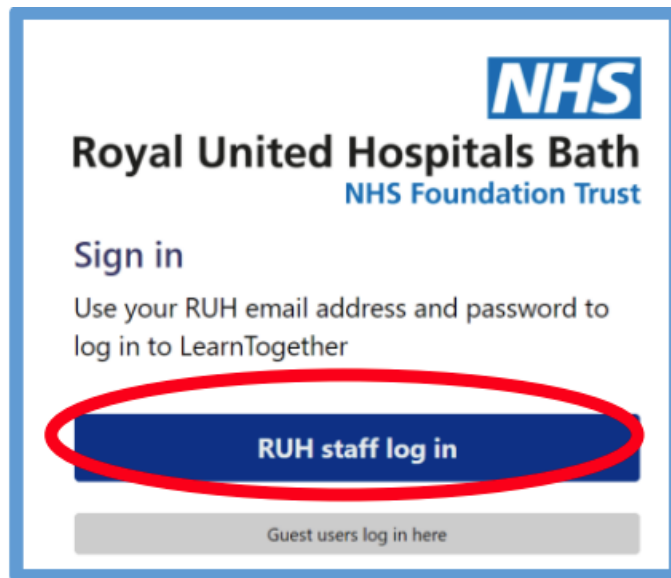
Accessing To Login

Accessing LearnTogether

- LearnTogether is web-based and can be accessed anywhere and on any device but we do not recommend completing your training on your mobile phone as this has not been tested.

Log in to LearnTogether

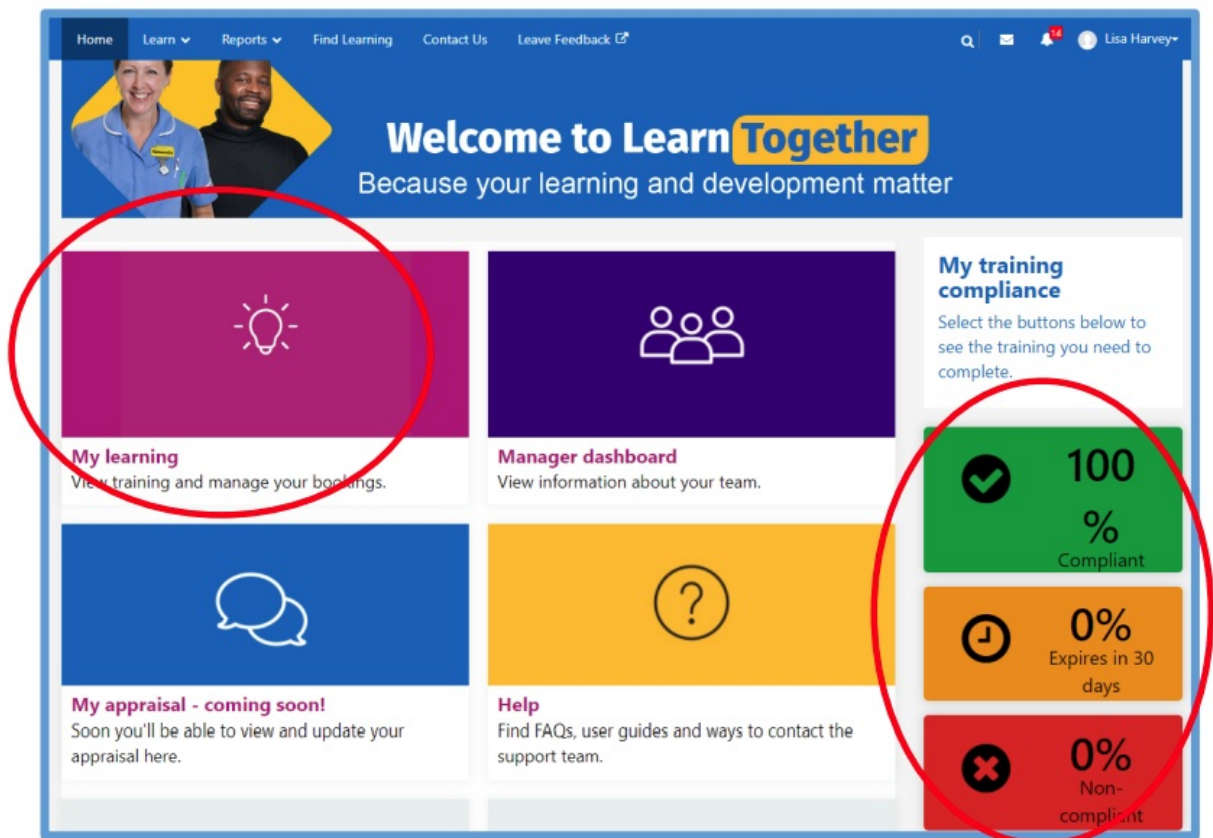
- To find LearnTogether on your RUH computer or laptop go to your Desktop Dashboard  or our Staff Development web pages: <https://webserver.ruh-bath.nhs.uk/Training/index.asp> and look for this icon .
- **Alternatively, type the link:** learn [together.ruh.nhs.uk](https://webserver.ruh-bath.nhs.uk/Training/index.asp) into your web browser. You can also use this address if you are using your device.



- Click on RUH staff login and you will be taken to the NHSmail login page. Log in using your NHS mail address and password.
- **Multi-Factor authentication**
 - In addition to your email address and password, NHSmail now requires a second form of authentication, such as an authentication app on your mobile phone, text message, phone call or FIDO2 token.
 - This second layer of security is designed to prevent anyone but you from accessing your account, even if they know your password.
 - If you have not already set this up please contact IT or view further information here:
<https://support.nhs.net/knowledge-base/getting-started-with-mfa/>.
 - Once MFA is set up click on Azure Multi-Factor Authentication to complete your login via the app or text.

View your training requirements and training options.

- **Training Requirements**
 - The LearnTogether homepage shows your mandatory training compliance and links to other dashboards, reports and help pages.
 - On the LearnTogether homepage, you will see your training compliance block.
 - Click on the training compliance block or the My Learning tile to go to the My Learning dashboard.



- Scroll down and look at the REQUIRED LEARNING tab.
- Each mandatory training subject that has been set as a requirement for you is listed as a 'certification'.
- Certification for a mandatory subject shows the learning options available and how often the training must be updated.
- The 'status' column shows whether you have completed training or not, and the 'Expiry Date' column indicates the date by which you are required to update training in this certification.
- This can be updated within 3 months of the certification expiry date.
- If mandatory training is completed again earlier than 3 months before the expiry date the new completion date will not be recorded.

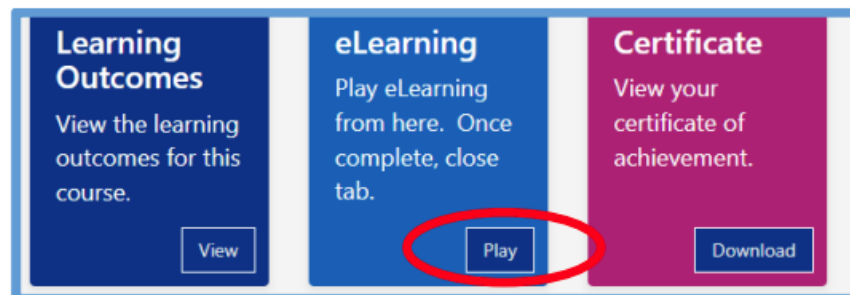
REQUIRED LEARNING				
ENROLMENTS				
CLASS BOOKINGS				
Certification name ^	Status	Completion date	Expiry date	Previous completions
Dementia Awareness Level 1	Complete	13 Nov 2019	13 Nov 2069	0
Equality, Diversity & Human Rights	Complete	13 Dec 2020	13 Dec 2023	0

Enrol and complete eLearning.

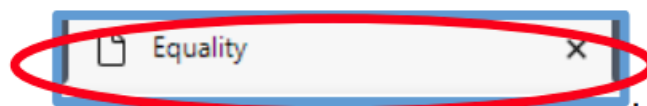
- From the Required Learning tab click on the subject Certification name.
- You will see the certification path which looks like the screen below, giving options for the training that will give you compliance, for example, eAssessment, eLearning or classroom training.



- Click on your chosen eLearning or eAssessment course and you will see the course page that looks like the screen below.

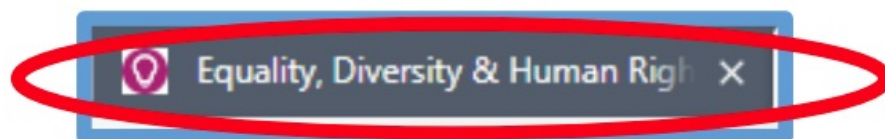


- Click Play on the eLearning tile. Complete the training.
- To close the programme and save your progress and result, look at your web browser which is located at the top of your screen. See the screenshot below.
- Click the x on the white tab, as per the screenshot below, which shows the title of the training programme you have just completed. Your result will be saved automatically.





Please do not:

1. Click on the x on the tab that contains the lightbulb icon, see the screenshot below. You will be logged out of LearnTogether and your progress and results will not be saved.



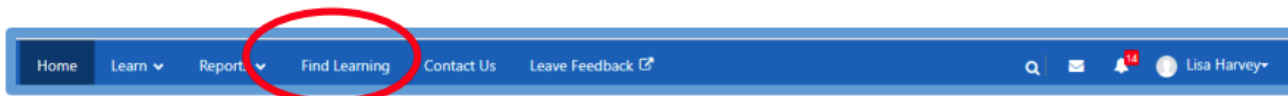
2. Click on the x to the right of your web browser. See the screenshot below. You will be logged out of LearnTogether and your progress and result will not be saved.

- Course completion data is refreshed on the hour every hour. If you have completed some eLearning recently, please check back later to confirm that your record has been updated.
- Compliance can be updated within 3 months of the certification expiry date – if mandatory training is completed again before then the new completion date will not be recorded.
- **Note:** Some eLearning provided by eLearning for Healthcare has the following message at the end.
- **To exit the session:**

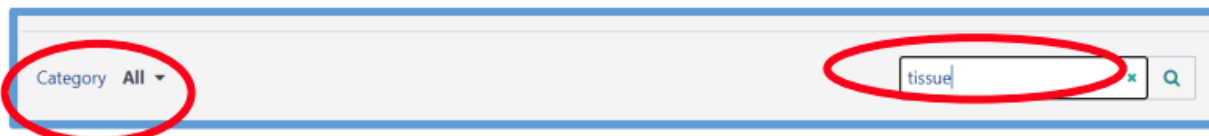
- if you are accessing the session via ESR, select the  home icon at the top right of the window
- if you are accessing the session via the elfh Hub, select the  exit icon
- This can be ignored, just exit the eLearning in the same way as all eLearning courses on LearnTogether.

Find Learning in the catalogue and book onto a class.

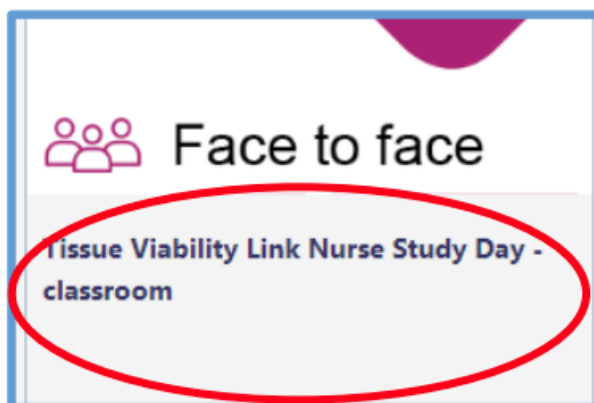
- From any dashboard, click on Find Learning in the top menu bar as per the screen below:



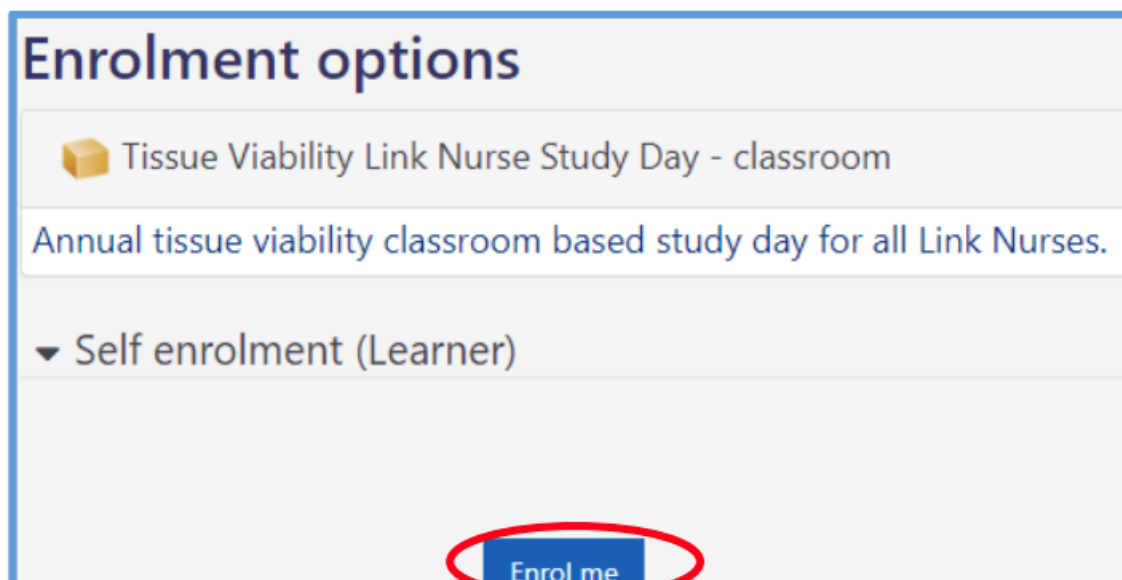
- Search on a keyword e.g. Vac. When using abbreviations or partial words such as Vac the system returns one result, but adding an asterisk Vac* will return all results with Vac included within course words or keywords.
- You can then filter by categories if required or search by selecting a Category.



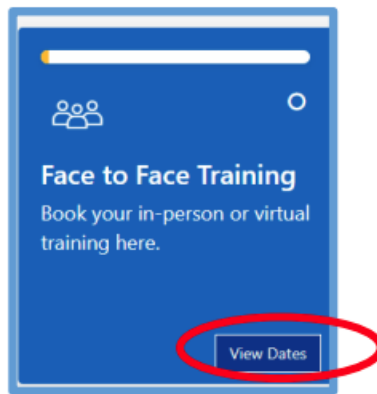
- From the returned list, locate the tile for the face-to-face course and click on the course tile to open.



- Click Enrol me.



- Click View Dates.



- Click Book alongside your preferred date of training.
- From the returned screen below and in the box on the right-hand side of the screen, fill in any adjustments required, select the method to receive confirmation and click Sign-Up.

Tissue Viability Link Nurse Study Day - classroom

▼ Event
Event booking
Booking open

▼ Sessions

Status	Times	Rooms
Upcoming	31 May 2023, 10:00 AM - 11:00 AM	Learning Zone 2

There are required fields in this form marked *.

Sign-up
Please advise if any reasonable adjustments are required to support you with this training

Receive confirmation by * ⓘ
Email with iCalendar appointment ▼

Sign-up

- You will receive confirmation that your booking request has been accepted.
- You can also cancel your booking at this point.

✓ Your request was accepted.
You will receive a booking confirmation email shortly.

← All events | Event | Sessions Back to top

Tissue Viability Link Nurse Study Day - classroom

▼ Event
Event booking
Booked

▼ Sessions

Status	Times	Rooms
Upcoming	31 May 2023, 10:00 AM - 11:00 AM	Learning Zone 2

Booked
Cancel booking

Manage Enrolments

Manage enrolments and class bookings.

Enrolments

- The enrolments tab lists all courses you have enrolled on i.e. you have opened the course page but you may not have necessarily started the eLearning.
- You can unenroll. LearnTogether will take up to an hour to update your list.

Cancelling a classroom course booking.

- To cancel your classroom booking click the My Learning dashboard. Click the CLASS
- BOOKINGS tab. Select the Manage booking tab alongside the course you wish to cancel.

The screenshot shows the 'CLASS BOOKINGS' tab selected in the top navigation bar. Below the navigation bar are 'Future' and 'Previous' buttons. A table lists two bookings:

Course Name	Session Start Date/Time	Signup status	Session Link
Welcome to the RUH - classroom	2 May 2023, 9:00 AM	User Cancelled	Manage booking
Resuscitation INDUCTION Training (new starters only) - classroom	31 May 2023, 10:00 AM	User Cancelled	Manage booking

At the bottom, there is a 'CSV' dropdown, an 'Export' button, and a 'Print full log' button.

- Click Cancel booking.

The screenshot shows the 'Manage booking' page for the 'Welcome to the RUH - classroom' event. On the right side, there is a 'Booked' status and a 'Cancel booking' button circled in red. On the left, under 'Sessions', a table shows the booking details:

Status	Times	Rooms
Upcoming	29 June 2023, 1:00 PM - 2:30 PM	Education Centre (building E7)

Notifications

- You can view confirmation of all your course bookings and cancellations by clicking the bell icon at the top of the page.
- Click View full notification to see the text.

The screenshot shows the Notifications dropdown menu. At the top, the bell icon in the navigation bar is circled in red. The dropdown menu lists two notifications:

- Course booking cancellation**
2 days 3 hours ago
[View full notification](#)
- Course booking confirmation: Resus Advanced Paediatric Life Support (ALSG APLS) - classroom**
10:00 AM - 11:00 AM, 31 May 2023
2 days 3 hours ago
[View full notification](#)

Certificates

How to retrieve your certificate upon completion of your eLearning or eAssessment

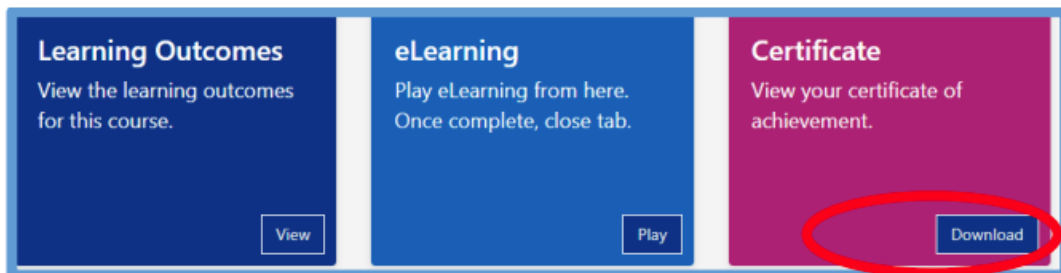
- At the top of your screen, look at your web browser as per the screen below:



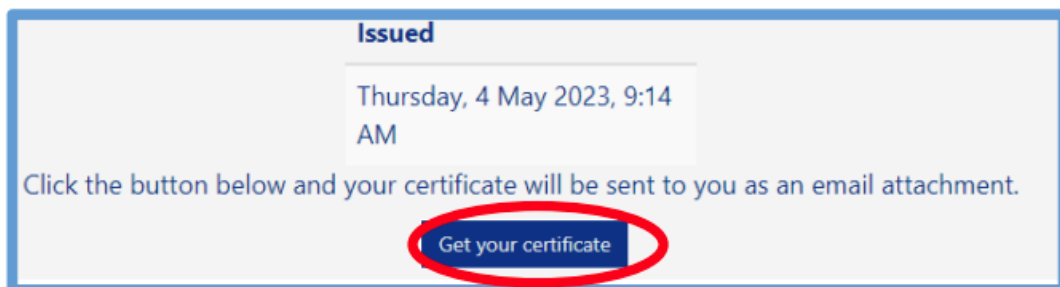
- Click the x on the white tab which shows the title of the training programme you have just completed. Looks like the screen below.



- You will see the screen below. Click Download on the Certificate tile.



- Click Get Your Certificate. Save a copy of your certificate.

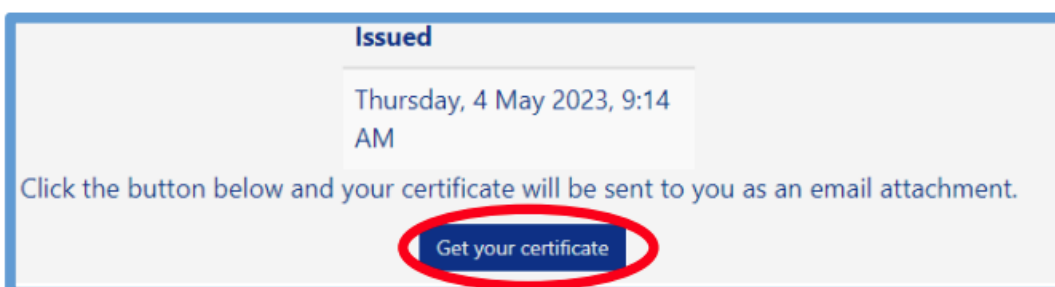


To download your certificates retrospectively

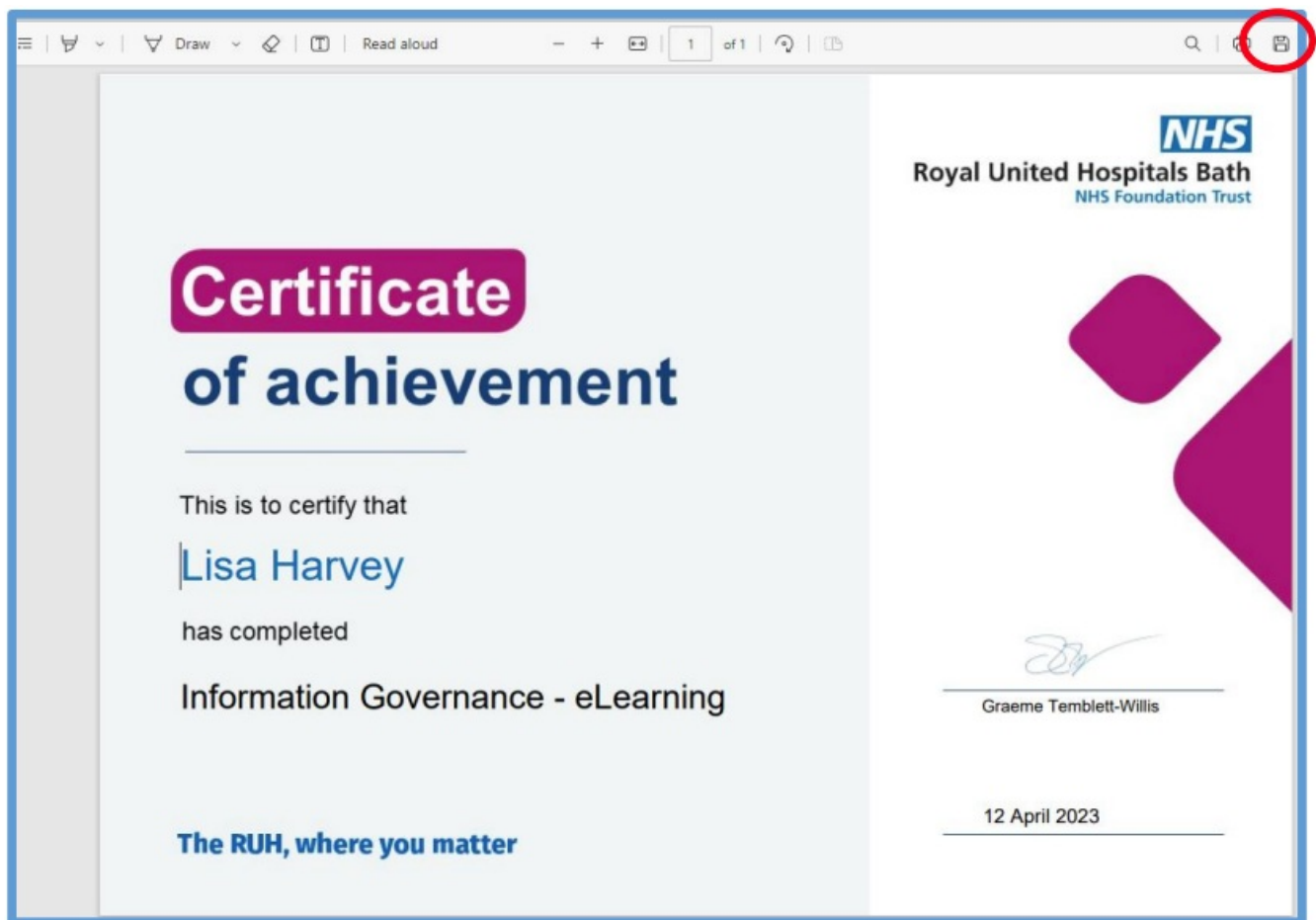
- From your My Learning dashboard, click the My Certificates tab.



- You will see a list of completed courses, click the Get your certificate tab next to the one you want to download.



- Save a copy of your completion certificate.



Manager dashboard

- If you are a line manager you will have access to the Manager Dashboard to view compliance information about your team.
- From the Home page click the Manager Dashboard tile.
- You will see the overall training compliance status for your team of direct reports with the report below showing the detail for each person.



• Manager dashboard

- View information about your team, including their training compliance.
- Please note that the list of direct reports comes from manager information held in ESR. If you are a manager but cannot access the dashboard, or the names of your direct reports are not correct please email: ruh-tr.workforceinformation@nhs.net.

Getting help

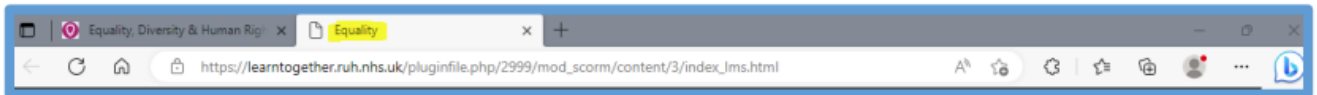
- On the Home page and My Learning page, there is a Help tile that will take you to our help web pages.
- If you need to contact someone for support then click on Contact Us in the top menu or the footer bar.

Leaving feedback via the training platform

- We would value your feedback about your experience of using LearnTogether.
- The Leave Feedback button can be found in the top menu bar or the footer on each page.

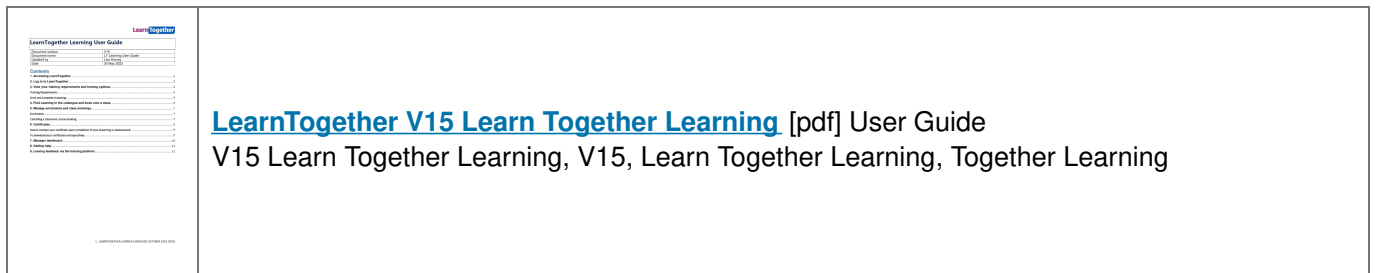
Leave Feedback

- Click to go to a very short survey and leave feedback.



LEARN TOGETHER LEARNER USER GUIDE OCTOBER 2023.DOCX

Documents / Resources



References

- [!\[\]\(9bfa69b6b0f097b09744337d04f22d78_img.jpg\) LearnTogether: Log in to the site](#)
- [!\[\]\(7d26c345cabf494d35782f002b741ce9_img.jpg\) Getting Started with MFA – NHSmail Support](#)
- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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