

# HCC Learning Zone (Learning Management System / LMS)

## Hampshire Maintained Schools

### Accessing the system

#### In School or on a managed laptop?

Access the IBC portal via your HantsConnect page (use your existing username and password), then click on the Learning Zone tile.

#### Accessing from outside school?

Access the Learning Zone via the Hampshire County Council shared services page <https://extra.hants.gov.uk/sharedservices>. Enter your account number and password and also your memorable word (to verify your account), then click on the Learning Zone tile.

### Email Addresses

Without a valid email address, staff will not receive any notifications, so will not be informed of course bookings or cancellations. Please update your 'correspondence email in your ESS record – **this can only be done by the user.**

This is a simple process:

Go to the staff shared services page - <https://extra.hants.gov.uk/employee/>

- Click the ESS Lite tile
- Select "My Information" where the current email address can be checked or amended in the personal data section at the top.
- Please ensure that **both** the Personal Email and Correspondence Email boxes are completed (**Note:** The **Correspondence Email** address is the one required for LMS notifications.)

### Delegating course approvals and acting as a delegated manager

You can delegate the course approvals process from a Line Manager (e.g. Headteacher) to someone who can act on their behalf (e.g. School Manager/Administrator).

#### Headteacher actions

To set this up, the headteacher will need to follow the steps below:

- On the **My Learning** page, navigate to the **Links** section which is located underneath the 'Learning Assignments' box. Click on **Options and Settings**. The **Options & Settings** page will display.
- Click the **Add** button in the **Delegates** area and the **Add Delegate** page will open.
- Use the search box to find and select the person you want to delegate for you.
- Once a delegate has been identified, select **Predefined Permissions** option for the user.
- Click the **Save** button. The Delegate is now selected and permissions are assigned.
- Your delegate will be shown. You can remove them by clicking REMOVE

#### Delegated Manager Actions

In order to act as the delegated manager, the individual will need to follow the steps below:

- **Step 1:** On the **My Learning** page, navigate to the **Links** section which is located underneath the 'Learning Assignments' box. From **Delegator** list select the manager
- **Step 2:** The delegate view will open in a new window (you may have to allow pop up and then repeat step 1 above). The view is the same as for your own learning zone but with a yellow bar at the top (**acting on behalf of....**)
- **Step 3:** Perform required tasks on behalf of the manager. Please note, the user's own My Learning Page becomes inactive whilst the delegate window is open.
- **Step 4:** Close the delegate window when tasks are complete

## Searching for a course

Use the 'Find Learning' search box on your home page (right hand side of screen) and search using one or two **key words** from the title (one word = general search, long list and two or more words = specific course or more detailed result).

When you begin typing, the LMS will suggest titles which you can then select. Click **Go** to be taken to a results page where your selected item will appear at the top of the list.

## List and Card View options

You can view search results in either **List View** or **Card View**. We recommend using List View as it displays more details. Click on the buttons on the top right of the screen to navigate between the two different views.

## Featured

This box contains any upcoming learning items that have been flagged by our course administrators, often including courses promoted on our weekly schools communications.

## Booking a course

When you find the course you need, look for '**See Offerings**' drop down. Choose your date and location and select '**Register Now**' (not assign). Your line manager will be asked to approve the booking.

There is a warning notice that it needs approval. If you proceed, the tile appears with 'pending approval'. All training requests will remain as pending until approved. This means that places will continue to be offered to others until this step is complete.

If you are booking a course for an employee either as a Line Manager or delegated line manager it is recommended to **Find Learning** and then **Register Others** and **Add** from employee list.

## Notifications

Booking notifications are automatically sent to the delegate, delegated manager AND the headteacher (even after course approvals have been delegated). We recommend that rules are set up in the headteacher's email inbox to manage these system generated emails send from the following address: [no-reply@hants.gov.uk](mailto:no-reply@hants.gov.uk).

## “Assign” Learning

The 'Assign' option **doesn't make a firm booking** unless further action is taken by the Learner to register a place or inform line manager/admin. Admin/LM can assign learning to others.

Use "Assign" if you want someone to do a piece of learning, or they are best placed to decide which date is most suitable. They will need to make this final decision and then register before the booking will appear on our system.

## Help

Access LMS Help pages by clicking on the 'Frequently asked questions and help information can be found **here**' link in the information box at the bottom of the My Learning home page. This opens a new tab where you can search by topic, task or keyword. The HTLC contact email and telephone number is also found in the information box.

## TIPS

- Experience is showing that the system works best in Internet Explorer not Chrome.
- Searching on course codes from the old Learning Zone won't work as codes are in a completely new format. The key word search is much enhanced and is likely to be most efficient route to the right course.
- Use the small back button to navigate back to previous pages.
- **Headteachers will currently need to book their own training. They will not appear in the employee list for the delegated manager.**
- Governors will not have a SAP record attached to a school so won't appear on the employee list. An unnamed space will be held for Governors on courses where they can attend with Headteacher.