

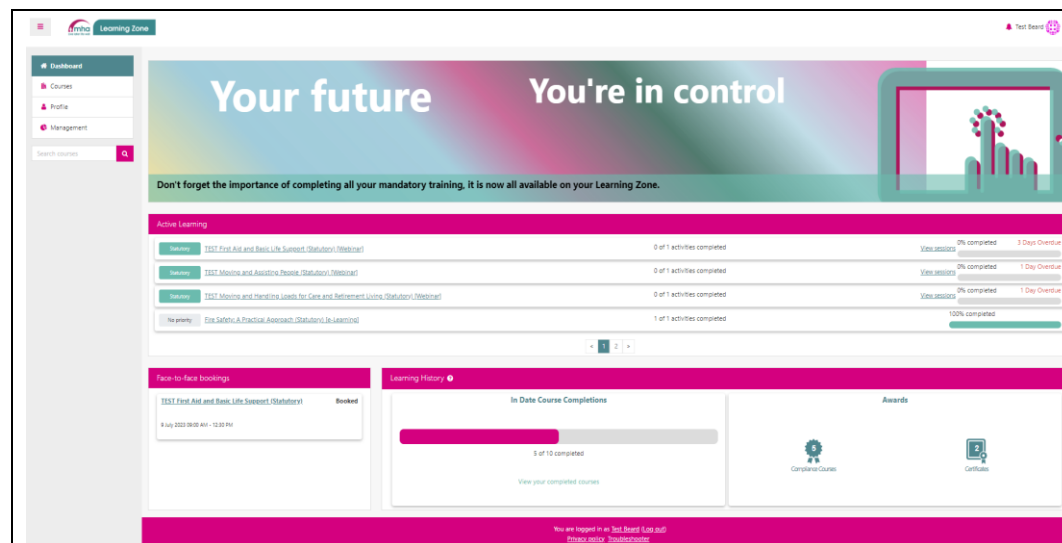
## Learning Zone Guide: Dashboard Navigation (MHA Colleagues & Volunteers)

This guide provides instructions on navigating around the Dashboard screen in the Learning Zone system. This guide is relevant for both MHA colleagues and volunteers.

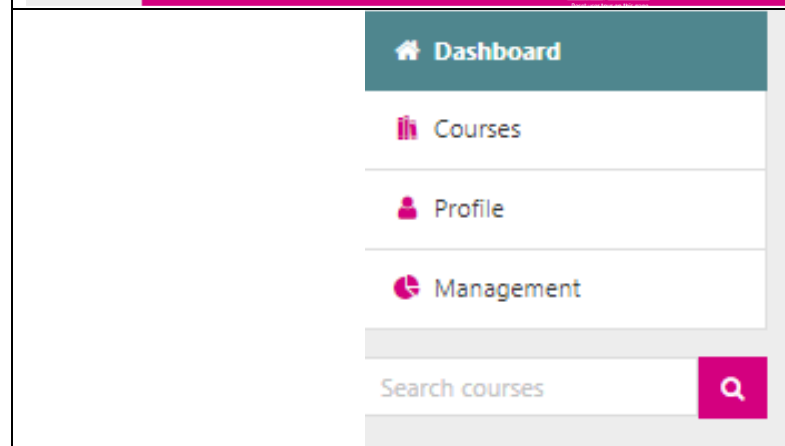
This guide will cover the following areas;

1. Overview of the main menu
2. Messaging carousel
3. Using and reviewing your Active Learning
4. Using and reviewing Face-to-Face Bookings
5. Using and reviewing your Learning History
6. Logging out

## 1. Overview of the main menu



1. Once logged into the Learning Zone, the first screen that non-management users will be taken to is their **Dashboard**
2. **Please note** for Managers you will be taken to the **Management** screen but can navigate to the Dashboard by clicking on **Dashboard** in the main menu on the left-hand side of the screen.



3. On the left-hand side of the screen is a menu that enables you to navigate to different screens within the Learning Zone
4. All users will have access to their Dashboard, Courses and Profile screens
5. Only managers will have access to the Management screen

Search results: 4

 [Fire Evacuation Safety \(Statutory\) \[Face to face\]](#)

[View sessions](#)

 [Fire Safety and Emergency Response \(Statutory\) \[Webinar\]](#)

[View sessions](#)

 [Fire Safety: A Practical Approach \(Statutory\) \[e-Learning\]](#)

 [TEST Fire Safety and Emergency Response \(Statutory\) \[Webinar\]](#)

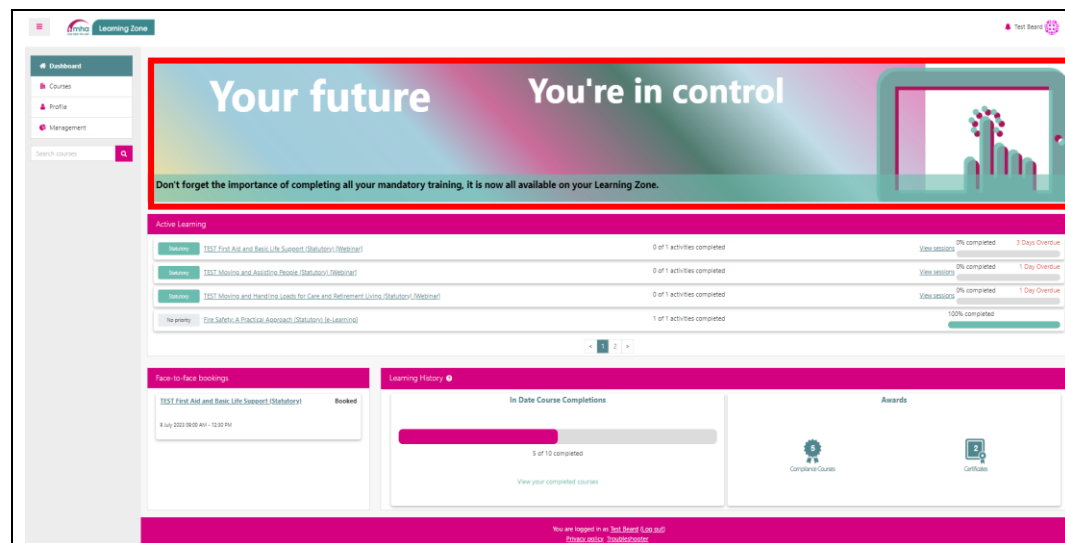
[View sessions](#)

fire safety



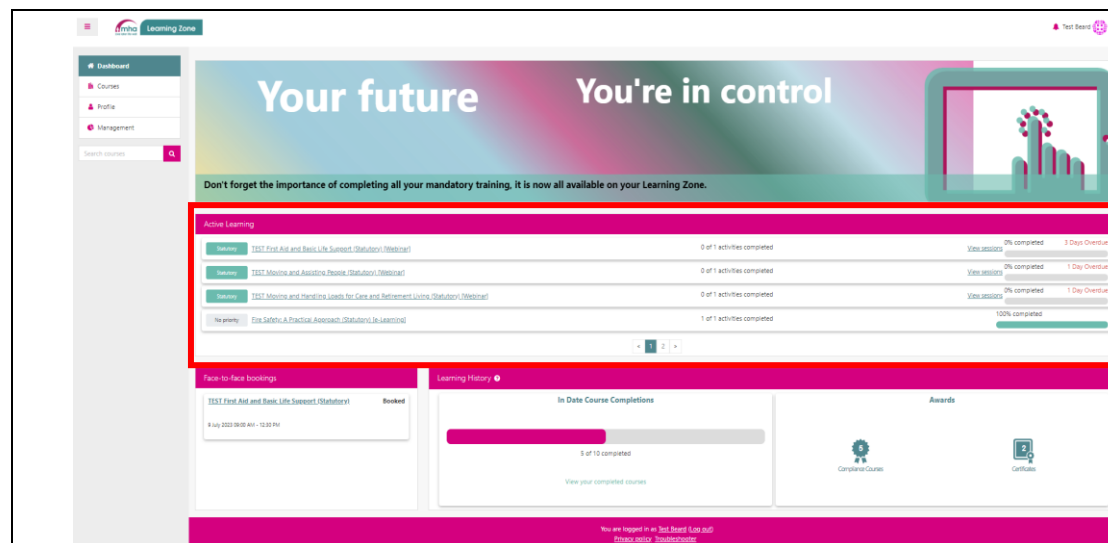
6. Under this list of menu options is a search box
7. This search box can be used to search for a course within the Learning Zone
8. Enter a full or partial name for the course or topic you are interested in and click the magnifying glass symbol next to the search box
9. Any search results will then be displayed. In the example above a number of courses relating to a search of Fire Safety were returned. To access one of these courses just click on the name.

## 2. Messaging carousel



1. At the top of your Dashboard screen is a messaging carousel – shown outlined in red on the image here.
2. There are 3 different images that can be displayed and move around on the carousel at timely intervals.
3. The People Development Team will add key messages here and therefore it is important that when you access the Learning Zone you keep an eye out for any new messages.

### 3. Using and reviewing your Active Learning



1. The main part of the Dashboard screen is your Active Learning section.
2. This section will show two types of learning.
  - Any learning that you have been auto assigned by the system based on your job role(s) at MHA and is requiring completion.
  - Any learning that you have self-enrolled on but not yet completed.

Active Learning			
Statutory	<a href="#">TEST Confidentiality and Information Handling (Statutory) (e-Learning)</a>	1 of 1 activities completed	100% completed
Regulatory	<a href="#">TEST Safeguarding Adults at Risk (Regulatory) (e-Learning)</a>	0 of 1 activities completed	0% completed 2 Days Overdue
MHA Mandatory	<a href="#">One MHA Induction (MHA Mandatory) (Webinar)</a>	0 of 1 activities completed	<a href="#">View sessions</a> 0% completed 10/06/2023
MHA Mandatory	<a href="#">New Leaders Induction (MHA Mandatory) (Webinar)</a>	1 of 1 activities completed	<a href="#">View sessions</a> 100% completed

3. Most of the courses displayed in this section will be your outstanding Compliance courses. These will be displayed with one of four different priority markers, each of which are outlined below.

- **Statutory Learning** – this is learning that you are required to complete by law due to the job role(s) that you hold. This type of outstanding learning will always show at the top of your Active Learning list.
- **Regulatory Learning** - this is learning that you are required to complete by our regulators based on the job role(s) that you do. This type of outstanding learning will be displayed second in the list.
- **MHA Mandatory Learning** – this is learning that MHA has decided that you need to complete based on your job role(s). This type of outstanding learning will be displayed third in the list.
- **No Priority Learning** – this type of learning will be non-compliance personal development courses. This type of learning will be displayed fourth in the list.

4. You may have several courses outstanding or due for completion and therefore they may be displayed across more than one page. You can see this by the page indicator at the bottom of the section and use the left and right arrows to scroll between pages.

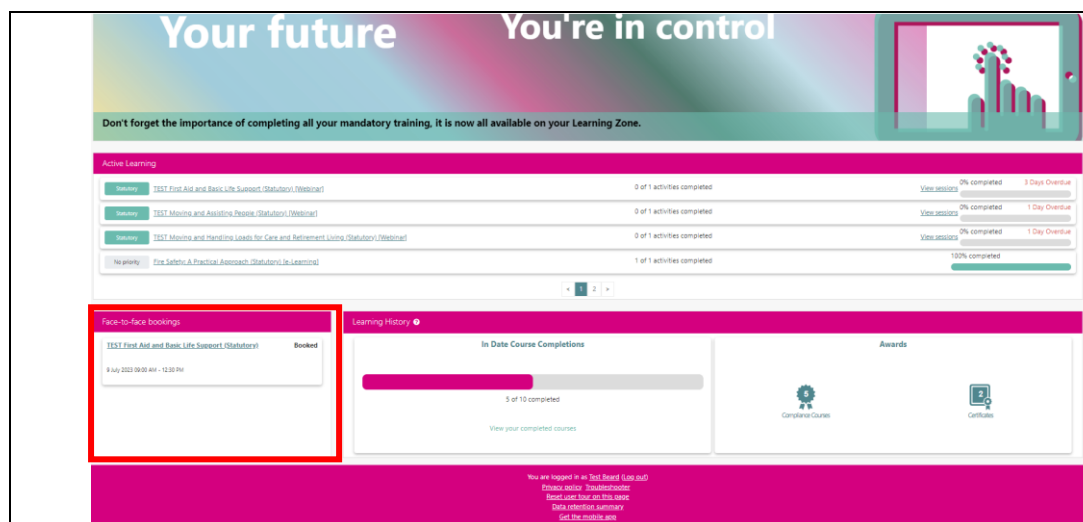
Active Learning				
Statutory	<a href="#">TEST First Aid and Basic Life Support (Statutory) [Webinar]</a>	0 of 1 activities completed	<a href="#">View sessions</a>	0% completed <span>2 Days Overdue</span>
Statutory	<a href="#">TEST Moving and Assisting People (Statutory) [Webinar]</a>	0 of 1 activities completed	<a href="#">View sessions</a>	0% completed <span>10/05/2023</span>
Statutory	<a href="#">TEST Moving and Handling Loads for Care and Retirement Li...</a>	0 of 1 activities completed	<a href="#">View sessions</a>	0% completed <span>10/05/2023</span>
Statutory	<a href="#">TEST Confidentiality and Information Handling (Statutory) [e-...</a>	1 of 1 activities completed		100% completed

## 5. For each course you will be provided with

- **Full name of the course.** If this is not fully visible then hover the pointer of your mouse over the title and the full name will be displayed. This name also acts as a link which can be clicked to take you to the course enabling you to complete it if it is e-learning or a video or review dates of sessions and make a booking to attend a face to face or webinar.
- **Number of activities to be completed within the course.** In most cases this will be one activity which may be to complete an e-learning module, watch a video or attend a webinar / face to face session. However, there are some courses that contain a blend of these and more that would need to be completed for the courses to be completed overall.
- **View Sessions.** The ability to view sessions for any courses that are webinar or face to face. Please note you cannot make a booking form this link, just view dates that are available. To see dates and make a booking click the course title.
- Finally, you will be provided with a completion bar and an indication of the status of the course.
  - **Completion Bar** – this will show how far through the course you are in a percentage.
  - **Status** – there are 3 main statuses for courses.
    - **Complete** – once completed courses will remain in your Active Learning for 24 hours and then they will disappear.

- **A date in orange text** – these are courses that are in their refresh window for completion. The date displayed is the date that the course needs to be completed by to prevent it becoming overdue.
- **X Days Overdue** – these are courses that are overdue and need to be completed as soon as possible to maintain your compliance. The number of days the courses is overdue will also be shown

## 4. Using and reviewing Face-to-Face Bookings



**Your future You're in control**

Don't forget the importance of completing all your mandatory training. It is now all available on your Learning Zone.

**Active Learning**

Course	Progress	Completion Date
1531 First Aid and Basic Life Support (Statutory) (Webinar)	0 of 1 activities completed	0% completed 5 Days Overdue
1531 Moving and Assisting People (Statutory) (Webinar)	0 of 1 activities completed	0% completed 1 Day Overdue
1531 Moving and Handling Loads for Care and Retirement Living (Statutory) (Webinar)	0 of 1 activities completed	0% completed 1 Day Overdue
1531 First Aid and Basic Life Support (Statutory) (Webinar)	1 of 1 activities completed	100% completed

**Face-to-face bookings**

Booking	Status
1531 First Aid and Basic Life Support (Statutory) (Webinar)	Booked

9 July 2023 09:00 AM - 12:00 PM

**Learning History**

**In Date Course Completions**

5 of 10 completed

**Awards**

Compliance Courses

Certificates

You are logged in as Just Board (User ID)

Please contact your administrator

Reset your password

View your completed courses

Get more information

1. In the bottom left of your Dashboard there is a section called Face-to-Face Bookings
2. This section will list any face to face or webinar courses that you have been booked onto.

**Please note** – colleagues in our Care Homes and Retirement Living schemes will continue to have face to face and webinar courses booked for them by the designated person within their home / scheme.



<div data-bbox="369 304 1126 778"> <p>Face-to-face bookings</p> <div data-bbox="398 395 1097 544"> <p><u><a href="#">TEST Moving and Assisting People (Statutory)</a></u> <b>Booked</b></p> <p>9 July 2023 02:30 PM - 04:30 PM Location: Online, Venue: Webinar, Room: Zoom</p> </div> <div data-bbox="398 560 1097 708"> <p><u><a href="#">TEST First Aid and Basic Life Support (Statutory)</a></u> <b>Booked</b></p> <p>9 July 2023 09:00 AM - 12:30 PM</p> </div> </div>	<p>3. The information displayed in this section is as follows.</p> <ul style="list-style-type: none"> <li>• Name of the course that you have been booked on.</li> <li>• The status of the course booking</li> <li>• Date / time and location that you have been booked to attend</li> </ul>
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## TEST Moving and Assisting People (Statutory)

Dashboard / My courses / TEST Moving and Assisting People (Statutory) / To book a place on this course click on the link below / TEST Moving and Assisting People (Statutory)

### All sessions in TEST Moving and Assisting People (Statutory)

**To do:** Fully attend the activity

#### Upcoming sessions

Location	Venue	Room	Date	Time	Seats available	Status	Options
Online	Webinar	Zoom	9 July 2023	2:30 pm - 4:30 pm	14	Booked	More info Cancel booking
			10 July 2023	2:30 pm - 4:30 pm	15	Booking open	none
			11 July 2023	10:00 am - 12:00 pm	15	Booking open	none
			11 July 2023	2:30 pm - 4:30 pm	15	Booking open	none
			13 July 2023	10:00 am - 12:00 pm	15	Booking open	none
			16 July 2023	10:00 am - 12:00 pm	15	Booking open	none
			19 July 2023	10:00 am - 12:00 pm	15	Booking open	none
			19 July 2023	2:30 pm - 4:30 pm	15	Booking open	none
			20 July 2023	10:00 am - 12:00 pm	15	Booking open	none
			23 July 2023	10:00 am - 12:00 pm	15	Booking open	none
			26 July 2023	7:00 pm - 9:00 pm	15	Booking open	none
			30 July 2023	10:00 am - 12:00 pm	15	Booking open	none
			30 July 2023	2:30 pm - 4:30 pm	15	Booking open	none

Previous sessions

- When it is time to attend this training session you will be able to log into your Learning Zone account and from your **Dashboard** click on the name of the course link in your **Face-to-Face Bookings** section.
- This will take you to the screen shown above.
- The course that you have a place booked onto will be the one highlighted in the mint green shade.
- Click on **More Info** in the **Options** column.

## TEST Moving and Assisting People (Statutory)

Dashboard / My courses / TEST Moving and Assisting People (Statutory) / To book a place on this course click on the link below / TEST Moving and Assisting People (Statutory)

### Sign-up for TEST Moving and Assisting People (Statutory)

Location	Online
Venue	Webinar
Room	Zoom
Session date/time	9 July 2023, 2:30 pm – 9 July 2023, 4:30 pm
Seats available	14
Duration	2 hours
Normal cost	£35
Details	<p><b>Instructions</b></p> <p>It is very important that you find a quiet space where you won't be disturbed during your training session. Please be aware that it is MHA policy to only allow up to 3 colleagues to share one laptop or up to 6 colleagues to share a large screen/projector for webinar training sessions. All colleagues must make themselves known to the trainer.</p> <p>Please join the training 15 minutes before the start time to register and check your device is working correctly.</p> <p>If you have any issues regarding accessing the training on the day, please contact <a href="mailto:peopledevelopment@mha.org.uk">peopledevelopment@mha.org.uk</a> at least 15 minutes prior to the start of the training. We will not be able to offer any support after the training has started.</p> <p>Zoom webinar link:</p> <p><a href="https://mha.zoom.us/j/4362038596">https://mha.zoom.us/j/4362038596</a></p>

Cancel booking –  
Go back

8. You will then be taken to the above screen where you will see key information about the course that you are booked onto. This includes.

- **Location**
- **Venue**
- **Room**
- **Session date/time**
- **Seats Available** – this is the number of spaces that are still available to be booked for this course.
- **Duration** – the length of time that the course takes to complete.

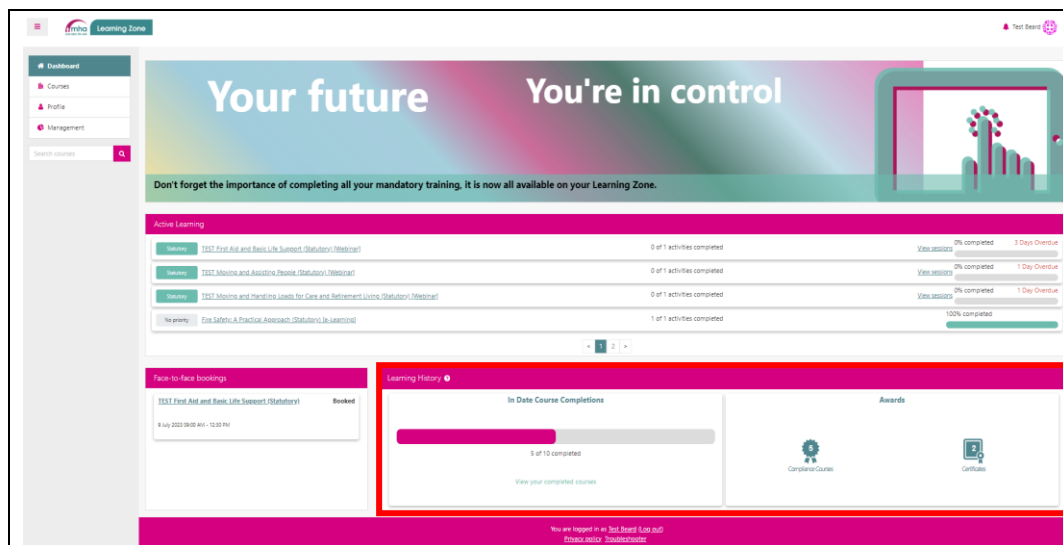
- **Normal cost** – this is the cost per person to attend this course. You will **NOT** be charged this cost but is provided to enable you to understand the level of investment that MHA makes in your learning and development.
- **Details** – this includes some instructions that you should note before joining the course.
  - If the course is a webinar, then the link to join the course will be provided. This can be clicked directly from the Learning Zone and you will be transported automatically to the course.
  - If the course is face to face, then you will see a link to a Google Map for the venue.

9. Once you have fully attended this course the trainer will take the attendance and mark you as attended.

10. The course will then show in your Active Learning section as complete for 24 hours before disappearing.

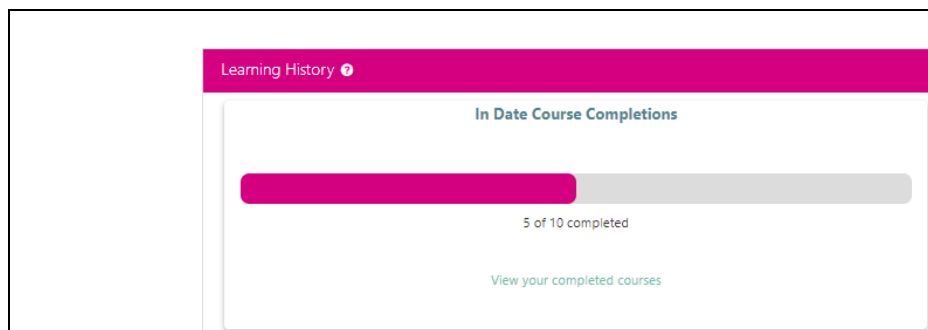
11. The course attendance will also be logged against your training record within the Learning Zone.

## 5. Using and reviewing your Learning History



1. In the bottom right of your Dashboard there is a section called **Learning History**
2. This section is split into two areas.
  - **In Date Course Completions**
  - **Awards**

### Learning History – In Date Course Completions Section



1. The **In date Course Completions** section provides an indication of the numbers of courses completed out of the number of courses required to be completed.
2. The number of courses completed includes any compliance courses that remain in date and are fully complete, any one off compliance courses

that are fully completed and any personal development courses fully completed.

3. Click on **View Completed Courses** to display the **My Course History** screen

## My Course History

My course history   My statutory courses   My regulatory courses   My MHA Mandatory courses   My face to face sessions

Your learning history is displayed in the table below. You can expand a course using the arrows to see which activities you have completed within that course.

- ▶ New Leaders Induction (MHA Mandatory)
- ▶ Fire Safety: A Practical Approach (Statutory)
- ▶ TEST Confidentiality and Information Handling (Statutory)
- ▶ TEST Anti-Bribery (MHA Mandatory)
- ▶ TEST Dementia: An Introduction (MHA Mandatory)
- TEST Confidentiality and Information Handling (Statutory)

	11/05/2023	1 of 1
	11/05/2023	1 of 1
Statutory	Completed on 10/05/2023	1 of 1
MHA Mandatory	Completed on 07/05/2023	0 of 1
MHA Mandatory	07/05/2023	0 of 1
Archived	07/05/2023	

4. This screen will show you a list of all the courses that you have completed and the date you completed them on. It will also show any archived courses that have been completed on the Learning Zone and are now not in date.

## My Course History

My course history My statutory courses My regulatory courses My MHA Mandatory courses My face to face sessions

Your statutory, regulatory or MHA Mandatory courses are displayed in the table below. You can expand a course using the arrows to see which activities you have completed within that course.

- ▶ TEST Confidentiality and Information Handling (Statutory)
- ▶ TEST Moving and Assisting People (Statutory)
- ▶ TEST Moving and Handling Loads for Care and Retirement Living (Statutory)
- ▶ TEST First Aid and Basic Life Support (Statutory)

Statutory	13/05/2023	Completed on 10/05/2023	1 of 1
Statutory	Not Started	10/05/2023	0 of 1
Statutory	Not Started	10/05/2023	0 of 1
Statutory	Not Started	08/05/2023	0 of 1

5. Clicking on the **My Statutory Courses** will show you any statutory compliance courses that have been completed and any that are Not Started. Courses that are Not Started includes courses that are showing as Overdue on your **Active Learning** as they are new versions of the previous completed course that have now expired and therefore have not yet been started.
6. The My Regulatory, My MHA Mandatory and My face to face courses show the same information as outlined above but for the different types of courses

## Learning History – Awards Section

### Awards



1. The **Awards** section displays two pieces of information
  - Compliance Courses
  - Certificates

## Compliance history for Test Beard

Show  entries

Search:

First name	Surname	Course name	Compliance name	Status	Completion date	Expiry date
Test	Beard	TEST Anti-Bribery (MHA Mandatory)	TEST Anti-Bribery (MHA Mandatory)	Compliant	07 May 2023	permanent
Test	Beard	TEST Dementia: An Introduction (MHA Mandatory)	TEST Dementia: An Introduction (MHA Mandatory)	Compliant	07 May 2023	permanent
Test	Beard	New Leaders Induction (MHA Mandatory)	New Leaders Induction (MHA Mandatory)	Compliant	11 May 2023	permanent
Test	Beard	TEST Confidentiality and Information Handling (Statutory)	TEST Confidentiality and Information Handling (Statutory)	Compliant	10 May 2023	12 May 2023
Test	Beard	Fire Safety: A Practical Approach (Statutory)	Fire Safety: A Practical Approach (Statutory)	Compliant	11 May 2023	10 May 2024
Test	Beard	TEST Moving and Assisting People (Statutory)	TEST Moving and Assisting People (Statutory)	Expired	07 May 2023	10 May 2023
Test	Beard	TEST Moving and Handling Loads for Care and Retirement Living (Statutory)	TEST Moving and Handling Loads for Care and Retirement Living (Statutory)	Expired	07 May 2023	10 May 2023
Test	Beard	TEST Confidentiality and Information Handling (Statutory)	TEST Confidentiality and Information Handling (Statutory)	Archived	07 May 2023	09 May 2023
Test	Beard	TEST First Aid and Basic Life Support (Statutory)	TEST First Aid and Basic Life Support	Expired	07 May 2023	08 May 2023

Showing 1 to 9 of 9 entries

First Previous  Next Last

- The number of Compliance courses shown in the rosette icon on the Learning History section is the number of compliance courses that are complete and remain within date.
- Clicking on Compliance Course will show you the above screen where all the compliance courses that you have completed, have been archived or have expired will be listed. For each course the Completion Dates and Expiry Dates will be displayed.
- Please note** that this will only show compliance courses that were completed most recently or are a One-Off completion within Altura (previous LMS) and all those that have been completed in the Learning Zone. If you require a list of all courses that were completed in Altura please email [peopledevelopment@mha.org.uk](mailto:peopledevelopment@mha.org.uk)

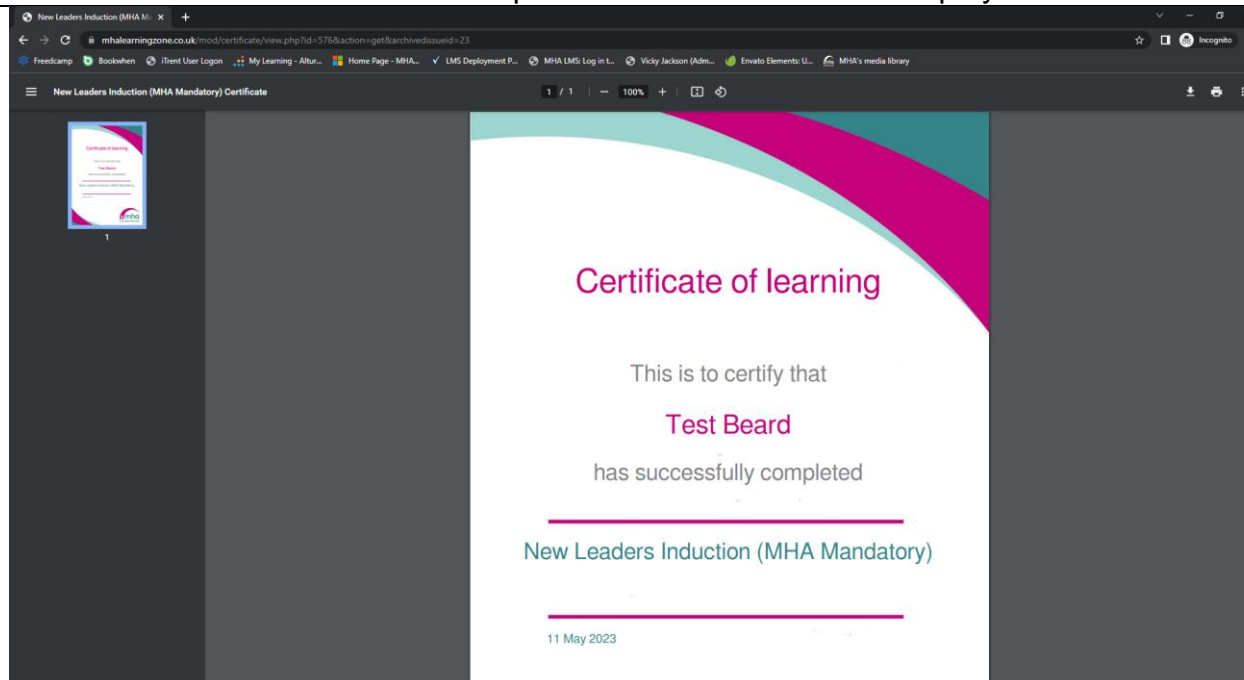
## My Certificates

Any certificates you have achieved are displayed in the table below. If the certificate is still visible you will be able to open it in a new window to print it.

Certificate	Course	Date Issued
New Leaders Induction (MHA Mandatory) Certificate	New Leaders Induction (MHA Mandatory)	11/05/2023
TEST Confidentiality and Information Handling (Statutory) Certificate	TEST Confidentiality and Information Handling (Statutory)	10/05/2023



5. The number of Certificates that have been claimed will be shown in the icon in the Learning History section
6. Clicking on the Certificates will display the screen shown above.
7. This provides a list and link to each certificate that has been claimed for courses completed and the date the certificate was issued.
8. Click on the name of the course in this screen a copy of the Certificate will be displayed as shown below



9. If you feel that a certificate is missing then click on the course that you have completed from your **My Course History** screen

### My Course History

My course history   My statutory courses   My regulatory courses   My MHA Mandatory courses   My face to face sessions

Your learning history is displayed in the table below. You can expand a course using the arrows to see which activities you have completed within that course.

- ▶ New Leaders Induction (MHA Mandatory)
- ▶ Fire Safety: A Practical Approach (Statutory)
- ▶ TEST Confidentiality and Information Handling (Statutory)
- ▶ TEST Anti-Bribery (MHA Mandatory)
- ▶ TEST Dementia: An Introduction (MHA Mandatory)
- ▶ TEST Confidentiality and Information Handling (Statutory)

	11/05/2023	1 of 1
	11/05/2023	1 of 1
Statutory	Completed on 10/05/2023	1 of 1
MHA Mandatory	Completed on 07/05/2023	0 of 1
MHA Mandatory	07/05/2023	0 of 1
Archived	07/05/2023	

10. This will take you to the course screen.

11. If the course is completed and in date, you will see a green banner in the course that advises it is **Done**.

## New Leaders Induction

### COURSE OVERVIEW

This induction course, which is open to all newly appointed leaders/managers, aims to provide an overview of central support services and other general information which can help you succeed in your role.

This course will enable you to;

- Consider what it means to be a leader/manager at MHA
- Gain an overview of our central support services and how they can help you in your role
- Explore the range of options available to support your development

To book a place on this course click on the link below

 New Leaders Induction (MHA Mandatory)

Sign-up for an available upcoming session

Online, 29 June 2023 11:00 pm - 3:30 pm

[View all sessions](#)

**Done: Fully attend the activity**

### Certificate of Completion

 New Leaders Induction (MHA Mandatory) Certificate

12. To get your Certificate for this course and for it to show in your Certificates section on your Dashboard click on the Certificate link in the course screen

## New Leaders Induction

### COURSE OVERVIEW

This induction course, which is open to all newly appointed leaders/managers, aims to provide an overview of central support services and other general information which can help you succeed in your role.

This course will enable you to;

- Consider what it means to be a leader/manager at MHA
- Gain an overview of our central support services and how they can help you in your role
- Explore the range of options available to support your development

To book a place on this course click on the link below

 New Leaders Induction (MHA Mandatory)

Sign-up for an available upcoming session

Online, 29 June 2023 11:00 pm - 3:30 pm

[View all sessions](#)

**Done:** Fully attend the activity

### Certificate of Completion

 New Leaders Induction (MHA Mandatory) Certificate

13. You will then see the screen below displayed

14. Click **Get Your Certificate**

15. Your Certificate will be displayed as a pdf on screen and you can save it or print it. IT can then always be accessed from your Certificates section on your **Dashboard**

## Summary of previously received certificates

### Issued

Thursday, 11 May 2023, 10:30 am

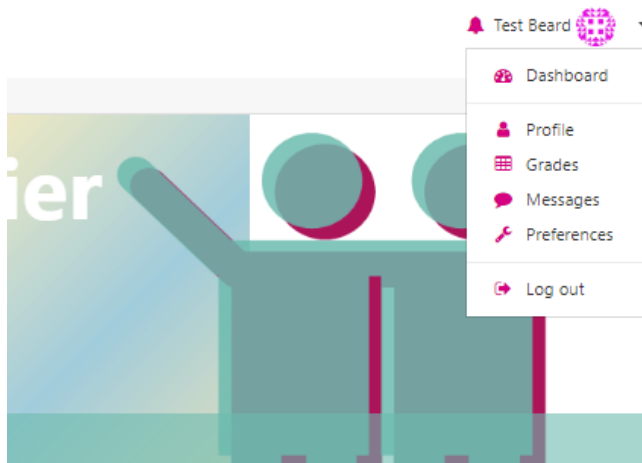
Click the button below to open your certificate in a new browser window.

Get your certificate

← New Leaders Induction (MHA Mandatory)

Jump to...

## 6. Logging out



1. To Log out of the Learning Zone click on your Name in the top right-hand corner of the screen.
2. From the drop down that will appear click on **Log Out**
3. You will then be successfully logged out of the Learning Zone system.