

## LMS INFORMATION

From 6th June 2016 the way you book training on the current LSCDG website [www.lscdg.org](http://www.lscdg.org) is no longer available. You will still be able to search for courses but no booking facility is available via the events page.

LSCDG has acquired a new Learning Management System (The Hub) that will facilitate the new on line booking process.

The screenshot shows the LSCDG Leicestershire Learning Hub website. The header is dark red with the LSCDG logo and navigation icons for Home, My Learning, My Team, My Reports, and Find Courses. Below the header is a large banner image of a stone tower with a semi-circular archway. To the right of the banner are three widgets: 'LSCDG WEBSITE' with a link to the website, 'CALENDAR' showing a calendar for March 2016, and 'CLASSROOM CONNECT'. Below the banner are four colored document icons (pink, cyan, red, purple).

The Hub is an improvement to the current system and will allow managers /training coordinator's to have more control and access to staff records such as:

- Ability to approve training requests made by you & staff/book staff on training courses
- Find out what training staff/you are booked onto
- Check your training records
- Find and complete e-learning modules

In order for you to access and book training you will need to create an account for each member of staff, without an account, you cannot login to The Hub.

- One of the most important features of setting up accounts on The Hub is the manager's name and email. Without this information the accounts cannot be created

## **Setting up Users (Creating Accounts)**

Please use the template that is available on the LSCDG website.

<http://www.lscdg.org/lms-information/>

LSCDG will use this information to create the user accounts; you only need to complete this exercise the once. When you complete the template it is necessary that each care provider has identified the name of one individual who has the authority to approve staff training. This could be the manager or training coordinator or even a supervisor but the key to this is we require an individual email for this person, as all correspondence will be communicated by this method.

This may sound all very technical and want to cause as little disruption as possible and LSCDG will work closely with you on this. If you require any assistance completing the template then

Email: [lscdg@leics.gov.uk](mailto:lscdg@leics.gov.uk) Or Phone on: 0116 305 5185/0116 305 7438

User guides for managers and staff are available on the LSCDG website

<http://www.lscdg.org/lms-information/>

If you would like to view a demonstration of the Hub, then please send an email to [lscdg@leics.gov.uk](mailto:lscdg@leics.gov.uk) with the following information

Name:

Position:

Email:

Contact Number:

Establishment Name:

Establishment Address:

Demonstration Date:

### **The Hub Demonstration Dates:**

**9th August 2016** – The Salvation Army (South Wigston) Ladysmith Road, Leicester LE18 4UZ **(20 spaces available Start: 9:30am Finish: 11:30am)**

**11th August 2016** – The Peepul Centre, Orchardson Avenue, Leicester LE4 6DP

**20 Spaces available Start: 9:30am Finish: 11:30am**

**18th August 2016** – Council Chamber, Rutland County Council, Catmose, Oakham LE15 6HP **(30 spaces available Start: 2:15pm Finish: 4:00pm)**