




## How to Access Digital Learning Solutions

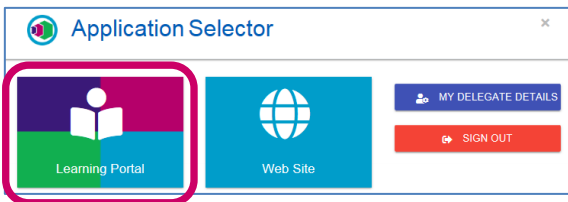
To access Digital Learning Solutions please click on the link below or enter it into your web browser:

<https://www.dls.nhs.uk/>

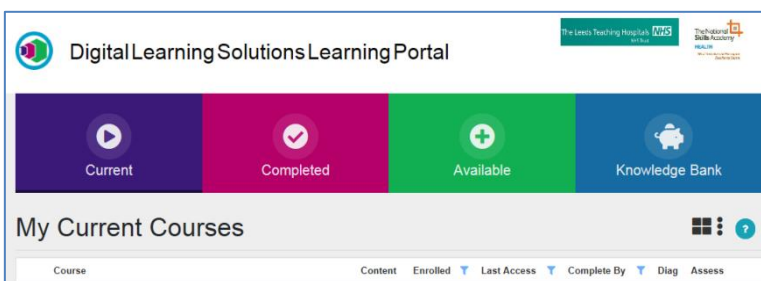
1. The Digital Learning Solutions site is displayed. Please click on *Login / Register* 
2. Click on *Register* again 
3. Fill in the fields. **Please ensure you register as a Delegate.** To complete the registration click on *Register* 

**Please register using your NHS email account if you have one. Your registration will be approved within 24 hours of registering. You will receive an email to let you know your account is active.**

4. Once your registration has been approved please login to Digital Learning Solutions
5. **Click** on *Learning Portal*



6. Your Digital Learning Solutions Learning Portal is displayed




- Current** lists your current courses you have enrolled on
- Completed** lists all your completed courses
- Available** lists all available courses you can enrol onto
- Knowledge Bank** list of various video tutorials

7. **Click** on *Available*

## 8. Clinical Systems eLearning Courses

You may be required to complete the following eLearning courses (or others not on the list):

eLearning Course	Description
eMeds for Prescribers	<i>Electronic Medicines Prescribing</i>
eMeds for Nurses	<i>Electronic Medicines Administration</i>
Epro - Digital Dictation for Authors	<i>Only if you intend to dictate patient clinic letters</i>
ICE OrderComms Requesting	<i>Requesting tests</i>
ICE OrderComms Reporting	<i>Reporting on tests</i>
PPM+	<i>Electronic Health Record System</i>

To Add a course onto your list of Current courses, click on the  in front of the course



a. Your Learning Menu for the course will be displayed

**Learning Menu**


PPM+ - LTHT  
Average course length: 50m

Leeds Teaching Hospitals Trust

How to use:   

-  Introduction, Logging In, Contacts and Teams 0% complete 0 mins (average time 20 mins)
-  Navigating the Home Screen, Searching for a Patient and Navigating the Single Patient View 0% complete 0 mins (average time 20 mins)

b. To mark the eLearning as completed, you **MUST** complete all sections within the Learning Menu (the pink headings). To complete a section, click on the  to expand the section

Click  to launch the tutorial (eLearning)

 Introduction, Logging In, Contacts and Teams 0% complete 0 mins (average time 137 mins)

Introduction, Logging In, Contacts and Teams  
Not started 0 mins (average time 7 mins)  

c. Please ensure you complete **ALL** sections including the Disclaimer. Without completing this section, the eLearning will not be marked as *Completed* on your learning record and you **will not** be given access to the system


 Disclaimer 0% complete 0 mins (average time 0 mins)

Disclaimer  
Not started 0 mins (average time 1 mins) 

### **IMPORTANT - Please Read** (Clinical Systems eLearning Courses)

Please ensure you have enough time to finish each section of the eLearning course as it will not remember where you have got to within a section. Only the completed sections will be saved once you log out

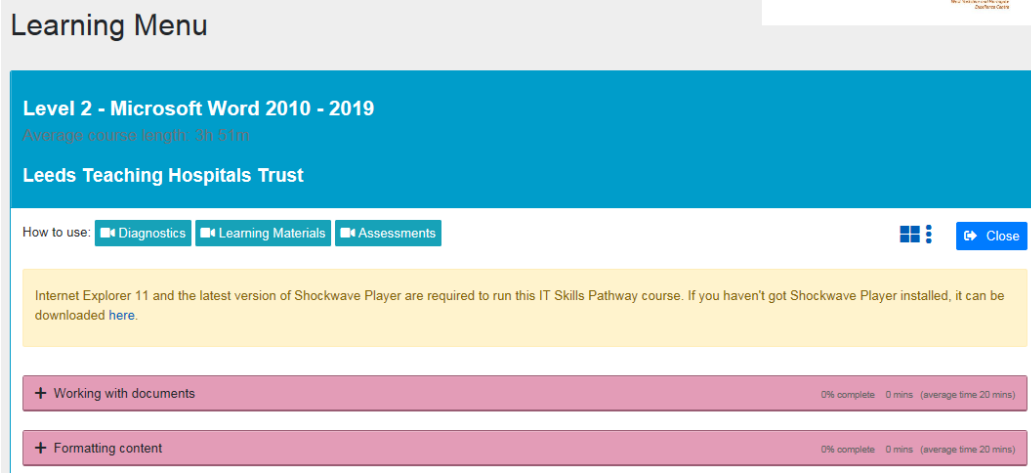
## 9. General eLearning Courses

To Add a course onto your list of Current courses, click on the  in front of the course




Level 2 - Microsoft Word 2010 - 2019

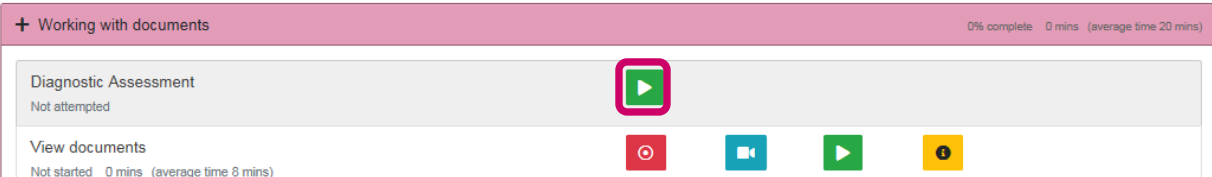
- a. Your Learning Menu for the course will be displayed



The screenshot shows a 'Learning Menu' for the course 'Level 2 - Microsoft Word 2010 - 2019'. The menu is titled 'Leeds Teaching Hospitals Trust' and includes a 'How to use' section with tabs for 'Diagnostics', 'Learning Materials', and 'Assessments'. A yellow warning box states: 'Internet Explorer 11 and the latest version of Shockwave Player are required to run this IT Skills Pathway course. If you haven't got Shockwave Player installed, it can be downloaded here.' Below this are two expandable sections: '+ Working with documents' (0% complete, 0 mins, average time 20 mins) and '+ Formatting content' (0% complete, 0 mins, average time 20 mins).

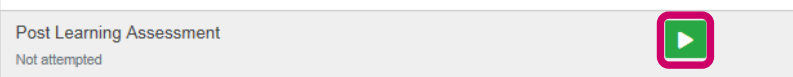
- b. To mark the course as completed, you **MUST** complete all sections within the Learning Menu (the pink headings). To complete a section, click on the  to expand the section

Click  to launch each tutorial



The screenshot shows the expanded 'Working with documents' section. It includes a 'Diagnostic Assessment' (Not attempted) with a green play button icon highlighted by a red square, and a 'View documents' section (Not started, 0 mins, average time 8 mins) with icons for a red stop button, a blue video camera, a green play button, and a yellow information icon.

- c. Please ensure you complete **ALL** sections including the Post Learning Assessment within each section. Without completing the Post Learning Assessments, the course will not be marked as *Completed* on your learning record and you **will not** be able to print a certificate

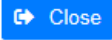

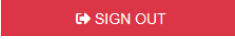


The screenshot shows the 'Post Learning Assessment' section (Not attempted) with a green play button icon highlighted by a red square.

### **IMPORTANT - Please Read** (General eLearning Courses)

Please ensure you have enough time to finish each section of the eLearning course as it will not remember where you have got to within a section. Only the completed sections will be saved once you log out

It is important each *Post Learning Assessment* is completed with a score of 85% or higher to pass

10. You can exit the Learning Menu by **clicking** *Close* on the top right 
11. You can add as many courses from the *Available* list to your *Current Courses*
12. Once all the courses have been **added**, they will appear in your list of *Current* courses
13. Once courses have been **completed**, they will appear in your list of *Completed* courses
14. To exit the DLS Learning Portal click the Applicator Selector on the top right 
15. Select *SIGN OUT* 

## How to Update your details on Digital Learning Solutions eLearning

Having registered on the Digital Learning Solutions (DLS) platform, you may wish to update some of your details. **The Deanery advises that you use your nhs.net address as the default**, but if for any reason you have not received one at the time of registering on the DLS, you may use another in the interim. This guide is provided to help you to update the details as soon as your nhs.net address has been issued to you.

To access Digital Learning Solutions click on the link below or enter it into your web browser:

<https://www.dls.nhs.uk/>

1. The Digital Learning Solutions site is displayed. Please click on *Login / Register*



2. Click on *MY DELEGATE DETAILS*





3. Click on the details you wish to alter. Note that only the backspace key deletes text. In this example we are altering the e-mail address to the nhs.net one now issued

Manage My Profile	
First name	<input type="text" value="Test"/>
Last name	<input type="text" value="Account"/>
Email address	<input type="text" value="Test.Account1@nhs.net"/>
Job group	<input type="text" value="Informatics / IT"/>
Organisation / company:	<input type="text" value="Leeds Teaching Hospitals Trust"/>
Sector:	<input type="text" value="Public"/>
Professional Registration Number:	<input type="text"/>

4. You may also wish to alter any subscriptions or preference settings

Manage e-mail notification preferences	
Course completion reminder ⓘ	<input checked="" type="checkbox" value="Subscribed"/>
New course enrollment ⓘ	<input checked="" type="checkbox" value="Subscribed"/>
Course completed ⓘ	<input checked="" type="checkbox" value="Subscribed"/>
Course incomplete feedback requests ⓘ	<input checked="" type="checkbox" value="Subscribed"/>
Completed course followup feedback requests ⓘ	<input checked="" type="checkbox" value="Subscribed"/>
Course re-enrollment ⓘ	<input checked="" type="checkbox" value="Subscribed"/>
<input type="button" value="Set password"/>	

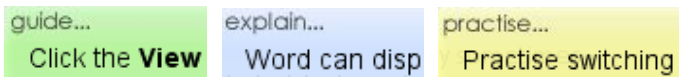


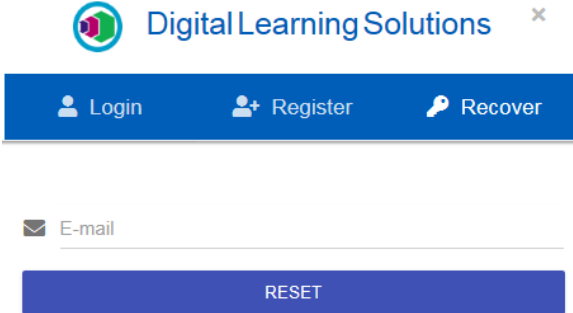
5. You may alter your password in this view

Manage e-mail notification preferences	
Course completion reminder ⓘ	Subscribed
New course enrollment ⓘ	Subscribed
Course completed ⓘ	Subscribed
Course incomplete feedback requests ⓘ	Subscribed
Completed course followup feedback requests ⓘ	Subscribed
Course re-enrollment ⓘ	Subscribed
<a href="#">Set password</a>	

6. Type your new password details then click Save

<a href="#">Set password</a>	
New password	<input type="password"/>
Retype new password	<input type="password"/>
<a href="#">Save</a>	

## More Information

General eLearning Courses	
Most of the courses have learner interaction so please read the instructions carefully in the different text boxes which appear throughout the learning	
'How To' videos are available with each section	
Click on the different icons to view information relating to the course	
Clinical Systems eLearning Courses	
The following eLearning courses are demonstration videos with no learner interaction	<ul style="list-style-type: none"> <li>• Epro - Digital Dictation for Authors</li> <li>• ICE OrderComms Requesting</li> <li>• ICE OrderComms Reporting</li> </ul>
The following eLearning courses have learner interaction so please read the instructions carefully	<ul style="list-style-type: none"> <li>• eMeds for Prescribers</li> <li>• eMeds for Nurses</li> <li>• NG Tube Insertion</li> <li>• PPM+</li> </ul>
General Information	
All courses can be redone at any time as a refresher	Access the course through your list of <i>Completed</i> courses
Forgot your Password?	<p>From the login screen, <b>click</b> <i>Recover</i> and enter your email address you registered with</p>  <p><b>Click</b> <i>RESET</i>. An email will be sent to you asking you to click on a link to reset your password</p>
Forgot your User ID?	Email <a href="mailto:ittraining.ltht@nhs.net">ittraining.ltht@nhs.net</a> Telephone: 0113 2060277
General queries	Email <a href="mailto:ittraining.ltht@nhs.net">ittraining.ltht@nhs.net</a> Telephone: 0113 2060277