Learner Homepage Overview

This functionality can be accessed from the My ESR Dashboard for use Employee Self Service (Limited Access) URP's.	ers of the Employee Self Service and
Log in to ESR	
 In your My ESR Dashboard, you will find a number of portlets pro 	oviding easy access to key information
and direct links, as well as a sidebar navigation pane with links to	all areas within Self Service. The
Header bar contains a Notifications icon, which will display a court	nt of open ESR notifications.
Electronic Staff Record South Tees Hospitals NHS Foundation Trust	O, Accessibility 🖬 👗 👻
My Role Announcements	My Payslip and P60
My Pages	NHS № ▲ Pay. date: 31-Mar-2021 + ₩ ▲ P60: 2019/2020 + +
Dashboard	Email me when Payslip available 🐢 🔘 🔟
Portal Content > Welcome to ESR of the second secon	
ESR Navigator	
My Personal Information >	View My Payslips View My P60s
My Pay & Rewards > My Personal Information Mandatory Training	P My e-Learning P
My Compliance &: Assignments:	Show mandatory learning only
Competency All - Assignments Percentage Compliance: 102	000 Data Security Awareness
My Absence 'Update My Contact Details' to amend some of your details.	Level 1
My Equality and Diversity Information: You have one or more compo	etencies with
The My Enrolments and e-Learning portlet displays the e-Learning c	ourses you were enrolled on, up to a
maximum of 20 courses, with your most recent being displayed first	. The left and right arrows enable you
to scroll through the courses.	
• Click the wy Learning link in the suebar havigation panel, of	My Enrolments And e-Learning
select the Learner Homepage button under the My	···, _···· ,
select the Learner Homepage button under the My Enrolments and e-Learning portlet.	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner
select the Learner Homepage button under the My Enrolments and e-Learning portlet.	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details.
select the Learner Homepage button under the My Enrolments and e-Learning portlet.	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details.
select the Learner Homepage button under the My Enrolments and e-Learning portlet.	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details.
select the Learner Homepage button under the My Enrolments and e-Learning portlet.	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details.
select the Learner Homepage button under the My Enrolments and e-Learning portlet.	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details. 503 Fire Safety Play Status: Not Attempted
select the Learner Homepage button under the My Enrolments and e-Learning portlet.	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details.
select the Learner Homepage button under the My Enrolments and e-Learning portlet.	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details.
 select the Learner Homepage button under the My Enrolments and e-Learning portlet. The Learner Homepage is displayed, where you can also browse t 	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details. 503 Fire Safety Play Status: Not Attempted Learner Homepage
 Select the Learner Homepage button under the My Enrolments and e-Learning portlet. The Learner Homepage is displayed, where you can also browse t Learning History. Your current learning is displayed by default. 	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details. 503 Fire Safety Play Status: Not Attempted Learner Homepage
 select the Learner Homepage button under the My Enrolments and e-Learning portlet. The Learner Homepage is displayed, where you can also browse t Learning History. Your current learning is displayed by default. 	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details. 503 Fire Safety Play Status: Not Attempted Learner Homepage the Course Catalogue and view your
 select the Learner Homepage button under the My Enrolments and e-Learning portlet. The Learner Homepage is displayed, where you can also browse t Learning History. Your current learning is displayed by default. 	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details. 503 Fire Safety Play Status: Not Attempted Learner Homepage the Course Catalogue and view your
 select the Learner Homepage button under the My Enrolments and e-Learning portlet. The Learner Homepage is displayed, where you can also browse t Learning History. Your current learning is displayed by default. 	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details. 503 Fire Safety Play Status: Not Attempted Learner Homepage the Course Catalogue and view your
 select the Learner Homepage button under the My Enrolments and e-Learning portlet. The Learner Homepage is displayed, where you can also browse t Learning History. Your current learning is displayed by default. 	A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details. 503 Fire Safety Play Status: Not Attempted Learner Homepage the Course Catalogue and view your

		Q Â Search Home Fan	★ 🔅 Logged In As nrites Settings	? ひ ∰ Help Logout Portal	
Current Learning Requested Learning Forums and Char	s	Sarogue Cean ming r hason y			
Search Course 🔍	El asmine Enrolmente Enrolments Certifici	Exact Phrase	Go Advanced Sea	rch	
<u>∫</u> Announcements	E-Learning Enrolments	Lourning Lands - External Contrains			
National Coromavirus (COVID-19) e-Learning and Resources You have 0 new notifications.	All current e-Learning enrolments are displayed in ti directed to the relevant screen.	is section. To view more detail about each enrolmen	, click your enrolment status. Click the play button to pl	ay the course or be	
Competence Requirements	Course Name 🔿	Status A Item Enrolment In Status	A Completion A Score A Move to History Un	enrol Evaluate Play	
Click "Beach" to find certifications, courses and learning paths with the required competence	000 Equality and Diversity and Human Righ 000 Preventing Radicalisation - Basic Preve	ts Level 1 Passed 😹 Completed	100 g ⁻³ . 25-Mar-2021 g ⁻⁰	<u>a</u> aa aa	
Competence Name Expery Search Date Search NSISCSTF26rlgsardingAdults (Version 2) - Level Q	000 Preventing Radicalisation - Awareness 3)	Passed Completed	26-Mar-2021	5a. oo	
NHS/CSTF:Safeguarding Children (Version 3) - Level 3 - 3 Years)	000 Data Security Awareness Level 1	Passed Completed	25-Mar-2021		
Stow Key	000 Conflict Resolution Level 1	Passed Completed	P	Sa (38)	
Ine ANNOUNCEMENTS region display	's the number of	unread notific	cations you hav	e and contains	a link to
appouncements	age. This region	also displays a	iny nationally o	r locally create	u
The COMPETENCE REQUIREMENTS re	gion will be non	ulated where	one of the follo	wing is true:	
• You have never had the Co	mpetence (RED)				
• You have the Competence	but at a lower le	vel than requi	red (RED)		
\circ You had the Competence b	ut is has expired	(RED)			
 You have the Competence 	but it will expire	within the ne	xt 90 days (AM	BER)	
 There is action underway to 	o achieve the co	mpetence (i.e.	you have enro	lled on a class	or
renewed a certification) (R	ED WITH GREEN	FLASH)			
 If no action is required, you 	i will see a mess	age as follows	Your Compet	ences are up to	date.'
✓ Hide					
Compliant with three months or more left					
Compliant with less than three months left					
Compliant, less than three months left, und	erway				
Not Compliant (may be expired or at a lowe	r level or has never ha	d the competence,	check expiry date ar	nd level attained to s	ee which)
Not Compliant, under way					
Has the competence but it is not required	and a second second				
'No Expire' in the expire date field means the Fr	required nolovee has the comp	etence without an	and date i.e. Compet	ence is required once	eonly
Ho Expiry in the expiry date field means the El	npioyee has the comp	etence without and	and date i.e. compet	ence is required one	e only
	1 11 11				
Clicking the Search icon will dis	play all items ava	allable which (could supply the	e selected Com	petence
on completion.					
The region also contains a button allow	wing you to navi	gate directly t	o the Complian	ce and Compet	ency
form.					
Please note that the information displ	ayed here is bas	ed on what ha	s been specifie	d by your Empl	oying
Authority.					
 The Course Catalogue icon is near page. 	the top of the				
			Course Cat	alogue	
			Course odi		
The Course Catalogue is displayed by	category. Select	ing a categor	y will display a	ll available lea	rning.
Updated 30 March 2021					

Within this Course Category page, you may see a Lea selected category. This is also where courses will disp	rning Certification and a Learning Path within the play, and clicking on the name of a Learning Event
will give further details and the option to enrol or sul please refer to the 'How do I enrol on training?' user	bscribe. To learn how to enrol on a learning event, guide.
 Also near the top of the page is the Learning History icon. This displays your completed, cancelled, and expire learning. 	Learning History
 Selecting the Learning icon displays the Learner Homepage. 	Learning
On the Learner Homepage, there are a few different	tabbed regions:
• E-LEARNING ENROLMENTS: details all e-Learning	and the enrolment status.
• ENROLMENTS: details all current enrolments, inclu Learning Path.	uding those that are part of a Learning Certification or
 CERTIFICATIONS: details all subscriptions to a Cert the related course. 	ification, and gives you the facility to renew or play
LEARNING PATHS: details all active Learning Paths	. Here there is also the facility to create your own
Learning Path using the Create button.	
• EXTERNAL LEARNING: details external learning the	at has been completed and that which is awaiting
approval. There is also the facility to add a new ex	ternal learning record using the Create button.
How to Play e-Learning content:	
Click the Pertol icen Potel in the ten right hand as	mor of the page to return to the My FCD Deckhoord
Click the Portal icon the played directly from	Muelamina
An e-Learning course can be played directly from the My ESP Dashboard without the need to	Show mandatory learning only
navigate to the Learner Homenage	
nuvigute to the Learner nonnepuge.	000 Preventing Radicalisation - Basic Prevent Awareness
	< Play >
	Status: Not Attempted
	Learner Homepage
If the e-Learning course is not part of a Learning Cert but is not renewable, the e-Learning course will laun	ification, or is part of a single Learning Certification ch automatically.
 Click the > icon to navigate to the course you wish 	to play.
Click the Play button to launch the course.	
• When you've completed the course, or if you need	t to leave the page whilst still in process, exit using
the Home icon in the ton-right corner of the page	• this will ensure you exit e-learning content
correctly and that your compliance is saved	, this will chouse you exit e-rearning content
If the e-Learning course is part of multiple Learning (Certifications. the Learning Certification Ontions
Available window will open automatically. If an e-Le	arning course is linked to more than one
Certification, ESR does not know under which Certific	ation you wish to play the e-Learning content.
 Click the > icon to navigate to the course you wish 	to play.
Click the Play button to launch the course.	
The Learning Certification Options Available page	will be displayed. Click the Go to Certifications
Updated 30 March 2021	

bu bu bu bu you bu bu volution bu bu volution volution	tton. e Certifications tab will be displayed, where you can select the e-Learning course to launch. Here, u click the Play button to launch the appropriate e-Learning course. hen you've completed the course, or if you need to leave the page whilst still in process, exit using e Home icon in the top-right corner of the page rrectly and that your compliance is saved. e-Learning course is part of a Learning Certification and is renewable but the end date has passed: ck the > icon to navigate to the course you wish to play. ck the Play button to launch the course. e Learning Certification Options Available page will be displayed, but the Play button will be greyed
 The you When the conditional sectors of the conditional s	 e Certifications tab will be displayed, where you can select the e-Learning course to launch. Here, u click the Play button to launch the appropriate e-Learning course. hen you've completed the course, or if you need to leave the page whilst still in process, exit using e Home icon in the top-right corner of the page it this will ensure you exit e-Learning content rectly and that your compliance is saved. e-Learning course is part of a Learning Certification and is renewable but the end date has passed: ck the > icon to navigate to the course you wish to play. ck the Play button to launch the course. e Learning Certification Options Available page will be displayed, but the Play button will be greyed
you Wh the cou <i>If the o</i> Cline Cline Th ou ou	 u click the Play button to launch the appropriate e-Learning course. hen you've completed the course, or if you need to leave the page whilst still in process, exit using e Home icon in the top-right corner of the page it is will ensure you exit e-Learning content rectly and that your compliance is saved. e-Learning course is part of a Learning Certification and is renewable but the end date has passed: ck the > icon to navigate to the course you wish to play. ck the Play button to launch the course. e Learning Certification Options Available page will be displayed, but the Play button will be greyed
 WI the contract of the contr	 then you've completed the course, or if you need to leave the page whilst still in process, exit using the Home icon in the top-right corner of the page this will ensure you exit e-Learning content this will ensure you exit e-Learning content the Play button to launch the course. the Play button to launch the course. the Play button to launch the course.
the con If the c Clin Clin Th ou e Clin	 Home icon in the top-right corner of the page i; this will ensure you exit e-Learning content rectly and that your compliance is saved. i: Learning course is part of a Learning Certification and is renewable but the end date has passed: ick the > icon to navigate to the course you wish to play. ick the Play button to launch the course. ie Learning Certification Options Available page will be displayed, but the Play button will be greyed
If the of contract of the cont	 Home icon in the top-right corner of the page is this will ensure you exit e-Learning content rrectly and that your compliance is saved. <i>e-Learning course is part of a Learning Certification and is renewable but the end date has passed:</i> ck the > icon to navigate to the course you wish to play. ck the Play button to launch the course. e Learning Certification Options Available page will be displayed, but the Play button will be greyed
If the of Clinic Three of the output of th	e-Learning course is part of a Learning Certification and is renewable but the end date has passed: ck the > icon to navigate to the course you wish to play. ck the Play button to launch the course. e Learning Certification Options Available page will be displayed, but the Play button will be greyed
 Clin Clin Clin The output of the out	ck the > icon to navigate to the course you wish to play. ck the Play button to launch the course. e Learning Certification Options Available page will be displayed, but the Play button will be greyed
 Clivit Clivit The output Clivit 	ck the > loon to havigate to the course you wish to play. ck the Play button to launch the course. e Learning Certification Options Available page will be displayed, but the Play button will be greyed
Cli Th ou Cli	ck the Play button to launch the course. e Learning Certification Options Available page will be displayed, but the Play button will be greyed
 The output of the output of the	e Learning Certification Options Available page will be displayed, but the Play button will be greyed
• Cli	
• Cli	t.
	ck the Renew and Play button to renew the Certification and launch the course.
• WI	nen you've completed the course, or if you need to leave the page whilst still in process, exit using
the	Home icon in the ton-right corner of the page 👘 this will ensure you exit e-learning content
co	rrectly and that your compliance is saved.
lf t	the e-Learning course is part of a Learning Certification that is renewable and the end date has NOT
pa	ssed:
• Cli	ck the > icon to navigate to the course you wish to play.
• Cli	ck the Play button to launch the course.
• Th	e Learning Certification Options Available page will be displayed. You can either:
	• Click the Play button in this window to launch the course (without renewing the Certification)
	 Click the Renew and Play button to renew the Certification and launch the course.
• WI	nen you've completed the course, or if you need to leave the page whilst still in process, exit using
+ I a .	
the	e Home icon in the top-right corner of the page is style in this will ensure you exit e-Learning content
CO	
• Cli	ck the Portal icon Portal in the top right-hand corner of the page to return to the My FSR Dashboard .
•	