

## USER GUIDE FOR DENTAL (PRIMARY CARE)



Website:

<https://learning.wales.nhs.uk>

Contact us on:

[Elearning@wales.nhs.uk](mailto:Elearning@wales.nhs.uk)

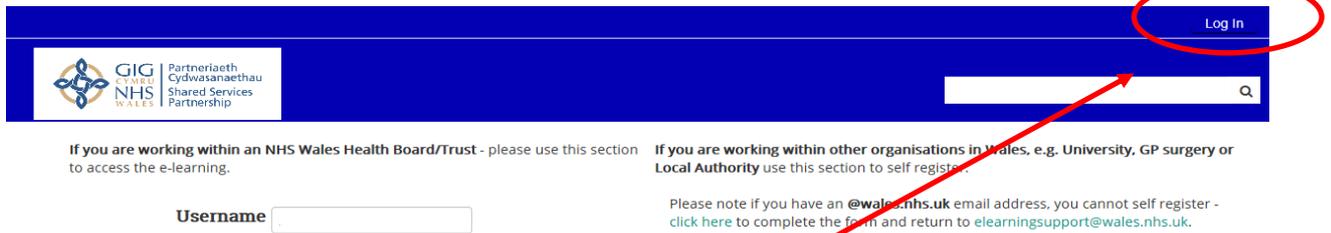
Or

**01443 848636**

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## Getting Started – How to Login



The screenshot shows the top navigation bar of the NHS Wales e-learning portal. On the left is the GIG logo with the text 'Partneriaeth Cydwasaethau Shared Services Partnership'. On the right is a search bar. The 'Log In' button is circled in red. Below the navigation bar, there are two columns of text. The left column says 'If you are working within an NHS Wales Health Board/Trust - please use this section to access the e-learning.' and has a 'Username' label followed by an input field. The right column says 'If you are working within other organisations in Wales, e.g. University, GP surgery or Local Authority use this section to self register.' and has a note about @wales.nhs.uk email addresses. A red arrow points from the 'Log In' button to the 'Username' field.

**If you already have an existing e-learning account, please login using your username and password and proceed to the next section.**

**If you have forgotten any of your details, please click the 'Forgotten your username or password?' link and follow the instructions. Any further issues, contact our helpdesk.**

### **For all new users**

Complete and return this form to the helpdesk for single user account:



newaccountrequestform.docx

Complete and return this form to the helpdesk for multiple user accounts:



Blank bulk upload GP form.csv

**Or call the helpdesk to set up a new account on 01443 848636**



# How to Access Dental (Primary Care) Section

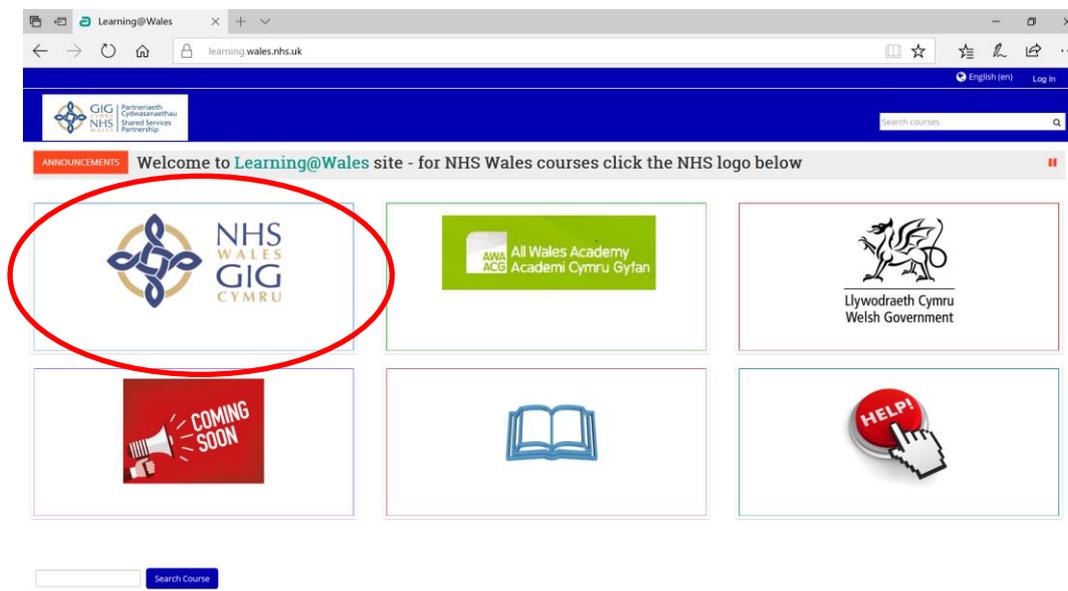
You can click on this link:

## [NHS E-learning Dental \(Primary Care\)](#)

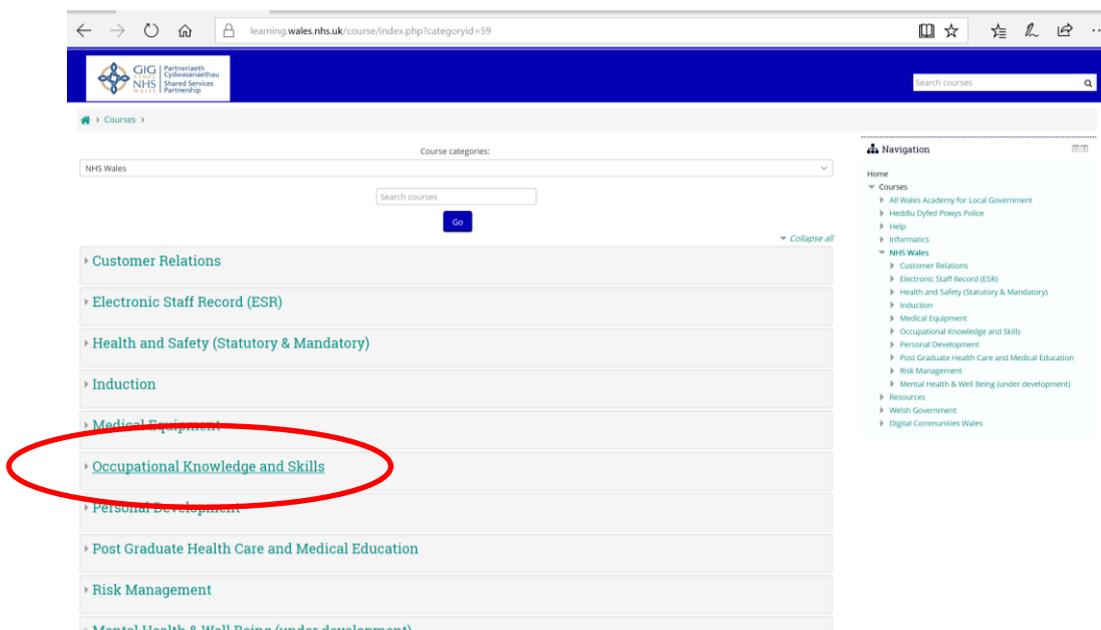
if the link doesn't work you can copy this direct URL into the web browser :  
<https://learning.wales.nhs.uk/course/index.php?categoryid=285>

or

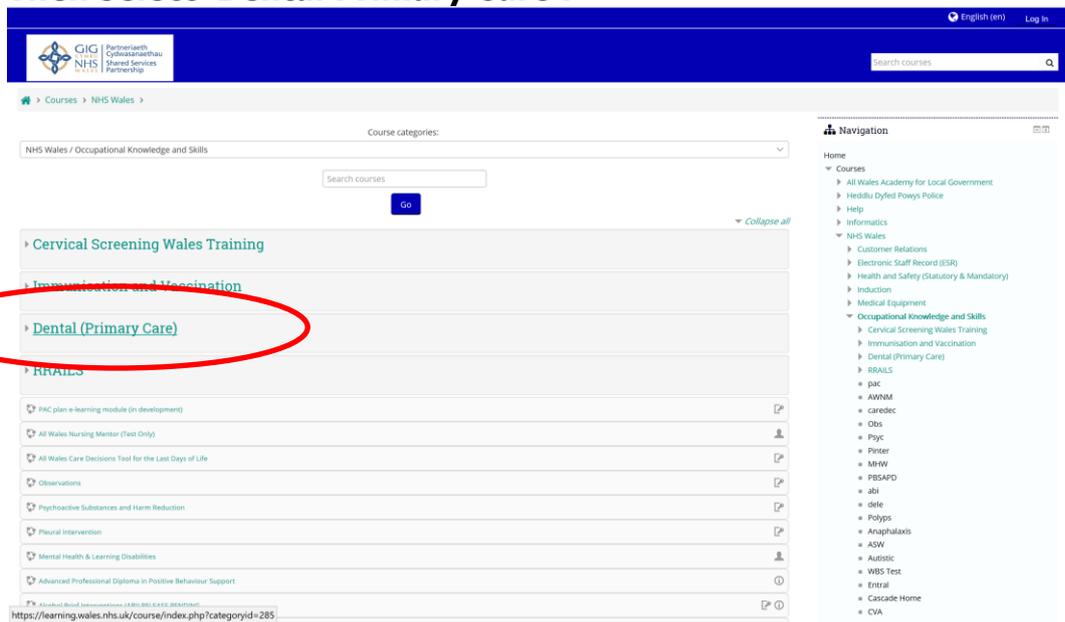
From the home screen select 'NHS Wales':



Then select 'Occupational Knowledge and Skills':

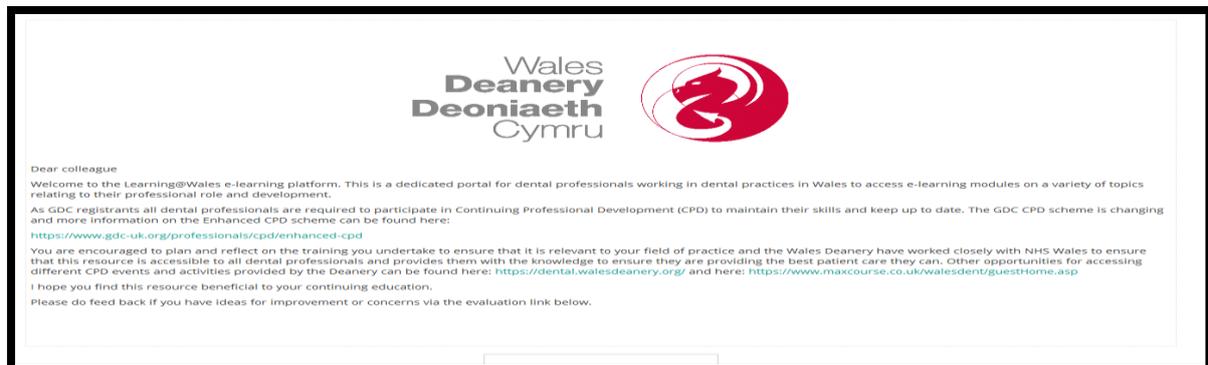


## Then select 'Dental Primary Care':



The screenshot shows the NHS Wales e-learning platform interface. At the top, there is a blue header with the NHS Wales logo and a search bar. Below the header, the main content area displays a list of course categories. The 'Dental (Primary Care)' category is highlighted with a red oval. To the right, a navigation menu is visible, listing various course categories and sub-categories. The URL at the bottom of the page is <https://learning.wales.nhs.uk/course/index.php?categoryid=285>.

## You are at the home screen for the Dental Primary Care site:



The screenshot shows the home screen for the Wales Deoniathe Cymru e-learning platform. The header features the logo for Wales Deoniathe Cymru, which includes the text 'Wales Deoniathe Cymru' and a red circular emblem with a white stylized 'D'. Below the header, the main content area contains a welcome message to colleagues, information about the GDC registrants' CPD requirements, and links to the GDC website and the Wales Deoniathe website. The text reads:

Dear colleague

Welcome to the Learning@Wales e-learning platform. This is a dedicated portal for dental professionals working in dental practices in Wales to access e-learning modules on a variety of topics relating to their professional role and development.

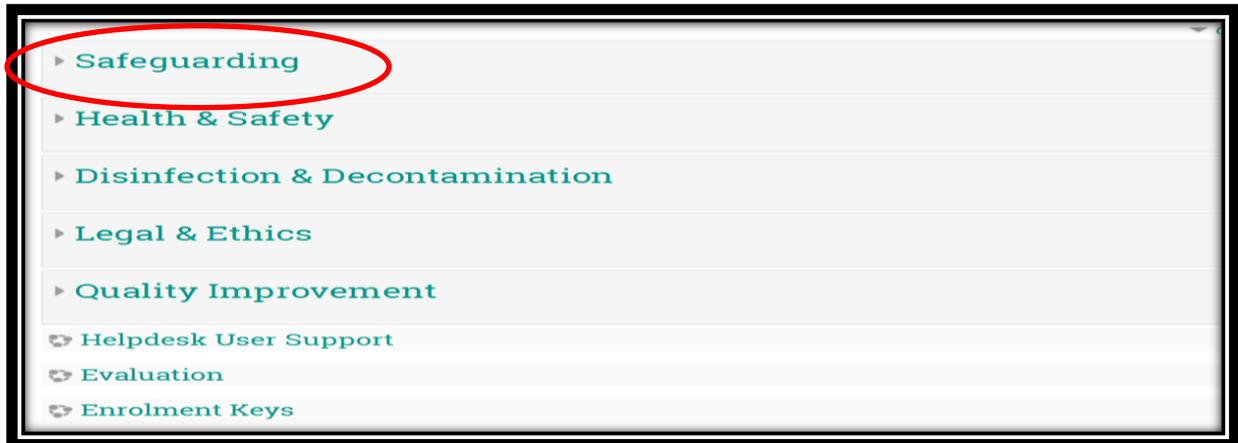
As GDC registrants all dental professionals are required to participate in Continuing Professional Development (CPD) to maintain their skills and keep up to date. The GDC CPD scheme is changing and more information on the Enhanced CPD scheme can be found here: <https://www.gdc-uk.org/professionals/cpd/enhanced-cpd>

You are encouraged to plan and reflect on the training you undertake to ensure that it is relevant to your field of practice and the Wales Deoniathe have worked closely with NHS Wales to ensure that this resource is accessible to all dental professionals and provides them with the knowledge to ensure they are providing the best patient care they can. Other opportunities for accessing different CPD events and activities provided by the Deoniathe can be found here: <https://dental.walesdeoniathe.org/> and here: <https://www.maxcourse.co.uk/walesdent/guestHome.asp>

I hope you find this resource beneficial to your continuing education.

Please do feed back if you have ideas for improvement or concerns via the evaluation link below.

The courses are accessible within each category heading, eg:

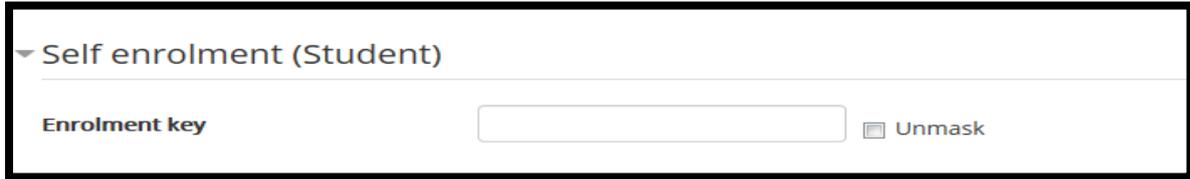


Select the relevant course title to commence, eg:



## Dental Enrolment Keys

Each course requires you to enter an enrolment key for your Health Board region.



▼ Self enrolment (Student)

Enrolment key   Unmask

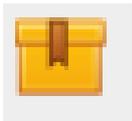
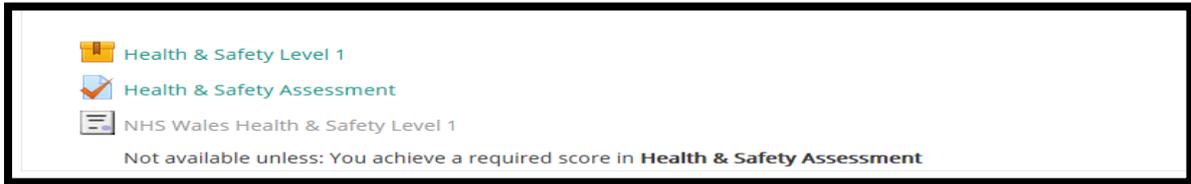
These keys are listed below, please note these are case sensitive:

Group Name	Enrolment Key
ABMU Health Board PC Dental Team	ABMUDen10%
Aneurin Bevan Health Board PC Dental Team	ABHBDen10%
BCU Health Board PC Dental Team	BCUDen10%
Cardiff and Vale UHB PC Dental Team	CVDen10%
Cwm Taf Health Board PC Dental Team	CTDen10%
Hywel Dda Health Board PC Dental Team	HDDen10%
Powys Teaching Health Board PC Dental Team	POWYSDen10%
Public Health Wales NHS Trust PC Dental Team	PHWDen10%
Velindre NHS Trust PC Dental Team	VELDen10%
WAST PC Dental Team	WASTDen10%

**Please Note:** the enrolment keys are very case sensitive. Please ensure you type in correctly; DO NOT copy/cut and paste.

## Course Format

The majority of courses consist of three elements as illustrated in this Health & Safety course example.



This icon represents the e-learning content. Select the icon; wait for the package to load and progress through the e-learning as directed.



This icon represents the assessment element. Select icon to proceed to the Assessment.



This icon represents the Certificate. This provides the learner with an option to generate a certificate for their records. This option is subject to the learner achieving the required pass mark which will be displayed in the course information

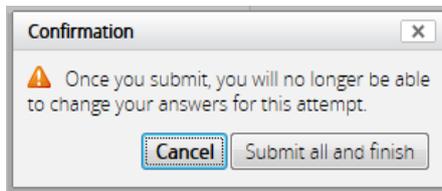
## Completing the Assessment

After completing the e-learning course you will be required to undertake the assessment.

Click  to access the assessment questions.

Guidance on how to answer the questions will be provided, for example, select only one answer, choose from the list provided etc.

Once you have completed the assessment by answering all questions, you should recheck your answers before submitting. You will be alerted to any questions that have not been attempted. You will also be reminded that you will not be able to change your answers once you submit. When you think you have answered all questions to the best of your knowledge select, 'Submit all and finish'



## Unsuccessful attempts

If you have not met the minimum assessment score within 3 attempts, the account for the course being undertaken will be locked. Should this happen, please notify your line manager or organisational contact, details of which are available under the '**Help**' tab at the top of the homepage.

## How to Print/Save the Certificate

Once you have completed and passed your assessment, select the 'Finish Review' option as highlighted below:



Started on Monday, 19 September 2016, 12:50 PM  
State Finished  
Completed on Monday, 19 September 2016, 12:56 PM  
Time taken 5 mins 8 secs  
Marks 9.00/9.00  
Grade 10.00 out of 10.00 (100%)  
Feedback Congratulations you have passed. Please print/save your certificate.

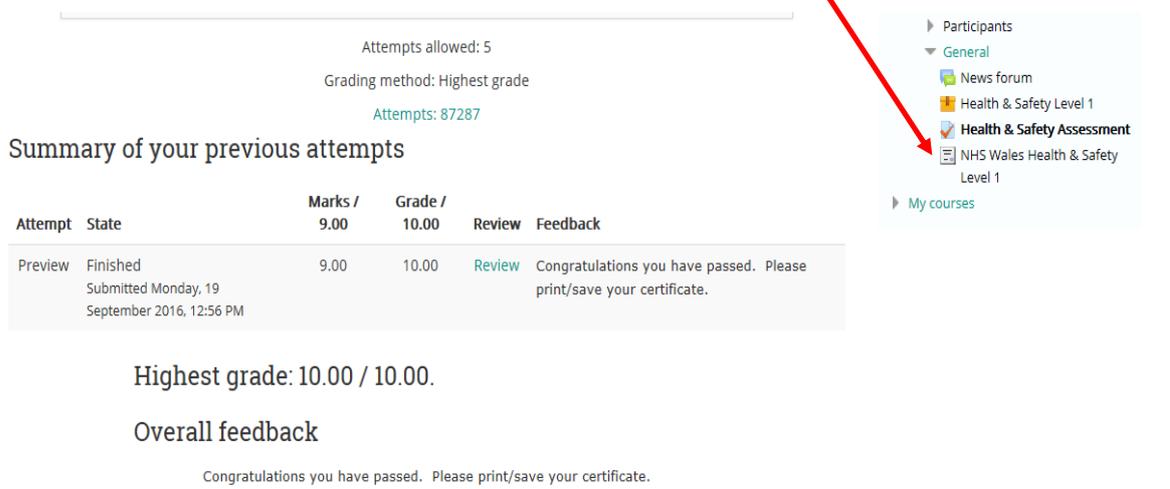
Quiz navigation  
1 2 3 4 5 6  
7 8 9  
Show one page at a time  
**Finish review**  
Start a new preview

Question 1  
Correct  
Mark 1.00 out of 1.00  
Flag question  
Edit question

Which one of these is not part of the 6 pack of regulations?  
Select one:  
 a. Control Of Substances Hazardous to Health Regulations 2002 ✓ Correct  
 b. Personal Protective Equipment Regulations 2002  
 c. Manual Handling Operations Regulations 1992  
 d. Display Screen Equipment Regulations 1992

Navigation  
Home

The following screen will appear confirming your pass mark. **Click on the certificate icon on the right hand side**



Attempts allowed: 5  
Grading method: Highest grade  
Attempts: 87287

Summary of your previous attempts

Attempt	State	Marks / 9.00	Grade / 10.00	Review	Feedback
Preview	Finished Submitted Monday, 19 September 2016, 12:56 PM	9.00	10.00	Review	Congratulations you have passed. Please print/save your certificate.

Highest grade: 10.00 / 10.00.

Overall feedback  
Congratulations you have passed. Please print/save your certificate.

Participants  
General  
News forum  
Health & Safety Level 1  
**Health & Safety Assessment**  
NHS Wales Health & Safety Level 1  
My courses

Then click the 'Get your Certificate' option as per below;

### Summary of previously received certificates



Issued  
Monday, 19 September 2016, 2:01 PM

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

**Get your certificate**

The system will then generate you a certificate in a PDF. Format in which you can then either Print or Save on your file.



Please note: If the Save/Print option is not available when the certificate is generated, please use the keyboard shortcut keys as below

**Shift+Ctrl+S**      **to Save**

**Ctrl+P**              **to Print**

## **Information**

1. If you experience any problems viewing images, distorted pages or requiring any software updates please contact your local IT support.
2. Enrolment keys are published on the site and do not need to be requested.

## **IT Requirements**

Your machine or device will require 3 specific packages to complete all e-learning modules. Please ensure you have the following packages;

- Internet Explorer 8
- Flash Player [Version 10]
- Silverlight [Minimum Version 4]

Most modern day computers will have these already installed. Any problems with the 3 packages, you will need to contact your local IT department.

## **Accessibility**

To make web pages easier to see, you can change the font type and size, and the foreground and background colours that are used to display web pages. You can also specify the colour used for links in web pages, and override colours used on web pages.

## **Keyboard Shortcuts to Temporarily Change Font Sizes**

Press and hold **Ctrl** button (bottom left) and **+** symbol (top right) to **increase** font size.

Press and hold **Ctrl** button (bottom left) and **-** symbol (top right) to **decrease** font size.

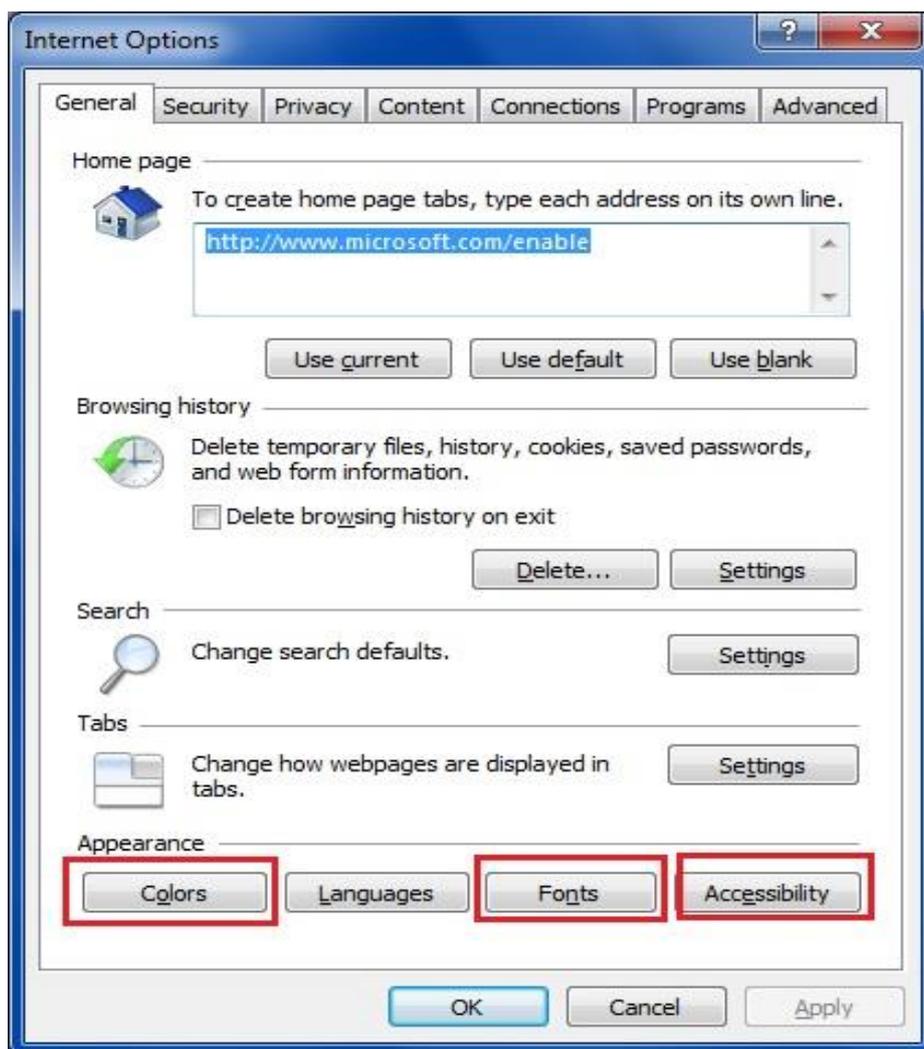
## **Additional Changes**

To make these changes, select **Internet Options** from the **Tools** menu in Internet Explorer 8 (top right of screen):



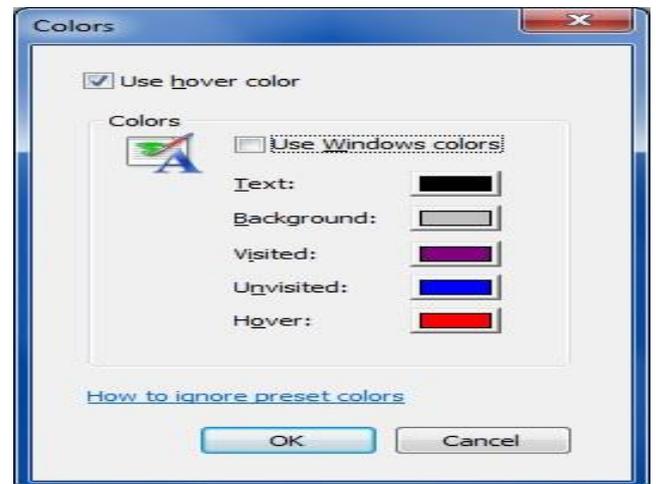
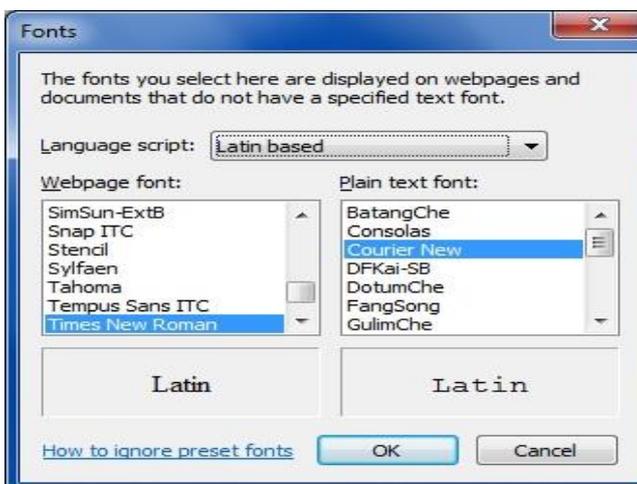
**For other versions of Internet Explorer [click here](#)**

**Note:** If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.



Then, select one of the buttons at the bottom of the dialog box:

- **Fonts**—to change the font type and size used on webpages.
- **Colours**—to change the font colours used on webpages.
- **Accessibility**—to make Internet Explorer ignore colors, font styles and font sizes used on webpages, or to format webpages using your own stylesheet.



**Note: If this does not work it could be because your computer settings cannot be changed due to local IT policies - contact your local IT support for further help.**