



ELECTRONIC STAFF RECORD

RN564 Guide to Enhancements and Changes Release 61.0.0.0

Information classification: PUBLIC

Revision Date: MAY 2024

Contents

1	Introduction
<u>OLN</u>	<u>1</u>
2	Updates to Learner Homepage User Interface4
3	Changes to Support Updated User Interface in Learning Administration11

1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 61.0.0.0. The details are grouped in functionality order.

The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in a revised Guide to Enhancement Notice.

NOTE: All Employee data used in this publication is fictional. Any similarity with the names used in this publication with the names of actual persons is purely coincidental and not intentional.

NOT PROTECTIVELY MARKED

2 Updates to Learner Homepage User Interface

The Learning Homepage user interface is changing to the latest version available. This will ensure that ESR is on the correct technical path to take advantage of improvements developed by Oracle.

There will be no change to the existing navigation for users, for example:

XXX Employee Self Service > My Learning > Learning.

All existing learning information such as enrolments and subscriptions will remain.

Basic Navigation

Learning Management		Q ∂ ★ ☆ Logged In As 508BSMITH01 ⑦ Search Home Favorites Settings	U (Logout Po
y Learning Home Pag h, Mr. Ben	je	View: Curren	nt 🔿 History
Course Catalogue	Hide	My Current Instructor-Led Enrolments	Hide
Browse categories		Class 🛆 Start Date 🛆	01
Customer Relations	Health and Safety	Class & Start Date 868 Fire Safety 06-MAY-2024 06-May-2024 14:00:00	Play
Induction	Informatics		
Medical Equipment Personal	Occupational Knowledge & Skill Post-Graduate Health	My Current Self-Paced Enrolments	Hide
Development	Care and	Class Start Date Start Date	Play
Resuscitation	Risk Management	000 Data Security Awareness Level 1 📷 24-Apr-2024 17:05:00	
earch Course 🗸	Advanced Search	My Current Learning Paths	Hide
Announcements	Hide	Learning Path 🔺 Due Date 🔺	
New courses available You have 5 new notifications.		888 Induction Training 31-Oct-2024	
- Tou have 5 new nouncations.		ℰ My Current Certifications	Hide
Create a new learning path		Certification Due Date Renew Date	△ Play
Aanage my external classes		888 Information Governance and Data Security - 1 Year 🕒 23-Jul-2024 23-Jul-2024	

The 'My Learning Home Page' is split into two pages 'Current' and 'History' you can toggle between the two by clicking on the required radio button. By default, the 'My Learning Home Page' page displays 'Current' learning.

NOTE: When a user has no enrolments or subscriptions, the right-hand side of the page appears blank.

On the left-hand side of the page the Course Catalogue is displayed. Users can browse categories or perform a search.

My Le	earning Home	Page
	Course Catalogue	Hide
Brow	se categories	
	Customer Relations	Health and Safety
	Induction	Informatics
	Medical Equipment	Occupational Knowledge & Skill
	Personal Development	Post-Graduate Health Care and
	Resuscitation	Risk Management
Search	Course 🗸	٩
	All Learning Certification Learning Path	Advanced Search
	Course Class Category Forum Category Chat	Hide
• 1	ou have 0 new notification	

Users can search by Learning Certifications, Learning Path, Course, Class, Category Forum, Category Chat or All. The search type is defaulted to Course.

						The second
1						Back
Search new learning	Courses					
Advanced search						
Search:	Courses 🗻 888 Fire Safety				Enrol	
 □ Certifications □ Learning Paths ☑ Courses 	Classes				Rows 1	to 7
Classes	Classes 🔺	Type Location 🗠	Start Date 🛆	Alternative Classes	Enrol	
Chats	888 Fire Safety 29-APR-2024	¢	29-Apr-2024	View Alternatives	Add to waitlist of 1	Î
	888 Fire Safety 22-APR-2024	(i)	22-Apr-2024	View Alternatives	Enrol	
	888 Fire Safety 06-MAY-2024	¢ţ	06-May-2024	View Alternatives	Enrol	
	888 Fire Safety 13-MAY-2024	୍ୱ	13-May-2024	View Alternatives	Enrol	

When the results are returned the user can enrol or subscribe on learning they require using the 'cog' icon in the 'Enrol' or 'Subscribe' column.

NHS Learning Management					tings	d In As 508AJOHNSON01		U.ogout
Learning Home Page > Search New Learning > ourse: 888 Fire Safety								
17.52 m						Learner	r Home	Back
📸 ILT classes							Rows 1	to 7
Class 🛆	Language 🛆	Location 🛆	Start Date 🛆	Duration 🛆	Status 🛆	Enrol		
888 Fire Safety 22-APR-2024	English		22-Apr-2024	60 Minute(s)	Normal	Enrol		Î
888 Fire Safety 29-APR-2024	English		29-Apr-2024	60 Minute(s)	Full	Add to waitlist of 1		
888 Fire Safety 06-MAY-2024	English		06-May-2024	60 Minute(s)	Normal	Enrol		
888 Fire Safety 13-MAY-2024	English		13-May-2024	60 Minute(s)	Normal	Enrol		U
888 Fire Safety 20-MAY-2024	English		20-May-2024	60 Minute(s)	Normal	Enrol		•
Course Information		Hide		Other Information				
Course Name: 888 Fire Safety			Deliver	ed Competencies:				
Description: Basic Awareness.			Compete	ncy .		Proficiency Lev	/el	
Objective: To become fully proficient in the actions to take	in the event of a fire			F Fire Safety - 1 Year 🕕		1 - Assessed		
	an the event of a fife.							

Where one of the sections in the search returns a number of results a scroll bar will be displayed on the right-hand side. The number of rows being displayed is also shown in the top righthand corner. Depending on how many results have been returned this number may increase as you scroll through the list.



The 'Announcements' section will show the user if any announcements have been created and also how many open notifications they have. Clicking on the relevant hyperlink will take the users to the required page such as the Announcement page or the Worklist page.



The following links will be displayed to the learner by default:

- Create a new learning path
- Manage my external classes

These links will enable the user to create Learning Paths and add any External Learning.

Forums and Chats	Hide
 888 Category Forum (FORUM) 888 Category Chat (CHAT) 	

Where the learner has been subscribed to any Forums or Chats, these will be displayed on the Learner Homepage beneath the 'Announcements' section.

Layout

h, Mr. Ben		View: © Current	t 🔿 Histor
Course Catalogue	Hide	Sector And Antoine Contract Contract Antoine Contract Ant	Hide
Browse categories			
Customer Relations	Health and Safety	Class _ Start Date _ 888 Fire Safety 06-MAY-2024 06-May-2024 14:00:00	Play
Induction	Informatics		
Medical Equipment	Occupational Knowledge & Skill	My Current Self-Paced Enrolments	Hide
Personal Development	Post-Graduate Health Care and		
		Class 🔺 Start Date 🔺	Play
Resuscitation	Risk Management	000 Data Security Awareness Level 1 📑 24-Apr-2024 17:05:00	
earch Course 🗸	Advanced Search	My Current Learning Paths	Hide
Announcements	Hide	Learning Path A Due Date A	
New courses available		- J100(22024	
You have 5 new notifications.		℅ My Current Certifications	Hide
rooto o pour loorning path			
reate a new learning path		Certification Due Date Renew Date Renew Date	 Play

Learning is displayed to the user in a 'stacked' format, meaning that all learning is contained on one page separated by the learning type, each section having their own title. In order to see all sections a scroll bar will be displayed on the righthand side of the page.

Section Title	Displays
My Current Instructor-Led Enrolments	Displays current 'synchronous' delivery modes e.g. classroom based classes
My Current Self-Paced Enrolments	Displays current asynchronous delivery modes e.g. online classes
My Current Learning Paths	Displays current Learning Paths the learner is subscribed to
My Current Certifications	Displays current Learning Certifications the learner is subscribed to
My Current Waitlists	Displays any classes where the learner may be on the waitlist
My Current External Learning	Displays any current external learning that may have been added

Waitlisting and Alternative Classes

Earning Management		☆ Home	Favorites	Logged In As 508AJOF		U Cogout Port	
My Learning Home Page > Search New Learning							
8						Back	
Search new learning	Classes						
Advanced search	Classes △	Type Location A	Start Date 🔺	Alternative Classes	Enrol		
Search:	888 Fire Safety 29-APR-2024		29-Apr-2024	View Alternatives	Add to waitlist of 1		
Show: Certifications Learning Paths Courses Classes Forums Chats							

Where a learner searches for a class that is full but waitlisting has been enabled the 'enrol' icon will display the message 'Add to waitlist of X' ('X' being the number of available spaces on the waitlist):



If the learner clicks on the 'cog' their enrolment will be added to the 'My Current Waitlists' section of the homepage.



The learner also has the option to click on the 'View Alternatives' link under the 'Alternative Classes' column.

Learning Management				Q Search	A the factor of the factor		7 U	
y Learning Home Page > Search New Learning > Course: 888 Fire Safety								
						Learner Home	Bac	.k
🛗 ILT classes								
Class 🔿	Language 🗠	Location 🗠	Start Date 🗠	Duration 🔿	Status 🛋	Enrol		
888 Fire Safety 27-MAY-2024	English		27-May-2024	60 Minute(s)	Normal	Enrol		
888 Fire Safety 03-JUN-2024	English		03-Jun-2024	60 Minute(s)	Normal	Enrol		
								_

This will display any alternative classes available under that offering and enable the learner to enrol on a different class if required.

Vorkitt > Prom 781284 To		rkflow
This notification does not require a response. You have been placed on the Waiting List for a class From 781284 To 781284 Sent 17-Apr-2024 11:17:53 ID 1189378179 You have been placed on the vailing list for the class below. Important: this does not confirm your place on the class. You should not attend unless you receive a further notification confirming your enrollment. Delegate: Pintor, Mrs. D Class Name: Waitilisting Class 29-APR-2024 Enrollment Number: 18200447 Start Time: 00:00 End Date: 29-APR-2024 Delegate: 29-APR-2024 Enrollment Status: Waitilisted	orklist >	
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Class Name: Waitlisting Class 29-APR-2024 Enrollment Number: 182006447 Start Date: 29-APR-2024 Start Time: 00:00 End Date: 29-APR-2024 Delivery Mode: Classroom Location: Enrollment Status: Waitlisted Valiated	Delegen	
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Please keep a copy of this information for your reference.		Waltered
turn to Worklist	Enrollment Status.	TYAIUSACU
turn to Worklist		
	Please keep a copy of t	this information for your reference.
) Display next notification after my response		
	turn to Worklist	

NOTE: As learners are now able to view alternative classes via the Learner Homepage, the notification titled 'You have been placed on the Waiting List for a class' will no longer display the list of alternative classes available under an Offering.

9 - 14

Learning Management			î Home	★ Favorites S	ettings	In As 508AJOHNSON01
ly Learning Home Page > Search New Learning > Course: 888 Fire Safety						
	ſ				(Learner Home Back
ILT classes		Confirmation You are now enrolled in the class	999 Fire Safety Of MAY 9	124		
				124.		Davis 4 to 7
••• Class △	Langua	Remove from Waitlists or Other Enro			Status 🔿	Rows 1 to 7
888 Fire Safety 22-APR-2024	English	You are enrolled or waitlisted in other cl stay enrolled or waitlisted, then select th Cancel to stay enrolled or waitlisted.			Normal	Enrol
888 Fire Safety 29-APR-2024	English	Course 888 Fire Safety			Full	Already waitlisted
888 Fire Safety 06-MAY-2024	English	Select Enrolment: Remove			Normal	Enrol
888 Fire Safety 13-MAY-2024	English	Class Name 888 Fire Safety 29-APR-2024	Type Start Date Image: Constraint of the second seco	Status Waitlisted	Normal	Enrol
888 Fire Safety 20-MAY-2024	English	Show Key Notation		Cancel	Normal	در المراجع الم Enrol
Course Information			Delivered Compe	tencies:		
888 Fire Safety			· · · · · ·			
Description: Basic Awareness.			Competency			Proficiency Level
Dijective: To become fully proficient in the actions to ta	ke in the event of	a fire.	NHS CSTF Fire Sat	ety - 1 Year 🕕		1 - Assessed
Audience: All staff.			Categories:			

By ticking the checked box next to the required class and pressing the 'Remove' button, the learner has the option to remove themselves from classes where they are waitlisted or enrolled. If when presented with this popup box the learner decides to press the 'Cancel' button then no action will be taken and the user will remain enrolled in all classes.

Further Guidance

Updated User Manual and online learning materials will be available on the ESR Hub prior to the release as follows:

User Manual

Oracle Learning Management

Administrator Self Service

Employee Self Service

Manager Self Service

Supervisor Self Service

Online Learning

How to Guides

3 <u>Changes to Support Updated User Interface in Learning</u> <u>Administration</u>

Search and View Learner Page for Learning Administrator URP

Navigation Path: XXX Learning Administration

Manage Learners > Search and View Learner

y Learning Home Pag	ge	Search Home Favorites Settings Help	Logout F
h, Mr. Ben		View: Current	⊖ History
Course Catalogue	Hide	My Current Instructor-Led Enrolments	Hide
Browse categories		Class △ Start Date △	
Customer Relations	Health and Safety	Class A Stati Date A 888 Induction (Class) 20-MAY-2024 20-May-2024 00:00:00	Play
Induction	Informatics	888 Fire Safety 06-MAY-2024 06-May-2024 14:00:00	
Medical Equipment	Occupational Knowledge & Skill		
Personal Development	Post-Graduate Health Care and	Wy Current Self-Paced Enrolments	Hide
Resuscitation	Risk Management	Class 🗠 Start Date 🗠	Play
		000 Data Security Awareness Level 1 📷 🖌 03-Apr-2024 13:05:00	
course V	Advanced Search		
Announcements	Hide		
New courses available			
Compliance and Competence			
alent Profile			
reate a new learning path			

<u>Links</u>



Learning Administrator users will have links available to them which will enable them to view a learner's 'Compliance and Competence' information and also their 'Talent Profile' report.

Class Administrators will have access to the 'Compliance and Competence' link only.

Changes to Waitlisting Fields

Changes have been made in Learning Administration to support the changes to waitlisting.

The Deactivate Waitlisting in OLM field has been removed has been removed from the Organisation Trust level settings. The 'Deactivate Waitlisting' field has also been removed from the Course and Offering pages.

24/05/2024

The Waitlist Maximum Occupancy field has also been removed from the Class pages.

To control waitlisting, a new field called 'Maximum Waitlisted' has been introduced. This field can be found within the 'Enrolment' section of the Course, Offering, Class and Copy Class pages.

Enrolment			
Minimum Attendees	5	Maximum Attendees	10
Maximum Internal Attendees		Maximum Waitlisted	2
Return to Catalogue			

It allows Administrators to specify how many learners can be waitlisted on a class. This field is a user defined numeric value, the number defined in this field is the maximum number of delegates allowed with an enrolment status of 'Waitlisted'. If the Maximum Waitlisted = 0 then no learners would be enrolled with a status of 'Waitlisted', as waitlisting has been deactivated.

When using the Maximum Waitlisted functionality the Administrator must also specify the Maximum Attendees.

A datafix will be provided to transfer data that was previously held in the fields being removed as follows:

• Where a trust had 'Deactivate Waitlisting in OLM' set to 'Yes' at Trust Org Level then the 'Maximum Waitlisted' field at Course level will display a value of 'zero' for all active courses, meaning no learners can be enrolled with a status of waitlisted.

This will only impact existing active courses. For newly created courses, administrators will be required to populate the Maximum Waitlisted' field at the relevant level to control waitlisting.

- Where a trust had set 'Deactivate Waitlisting' to 'Yes' at Course level then the 'Maximum Waitlisted' field at Course level will display a value of 'zero', meaning no learners can be enrolled with a status of waitlisted
- Where a trust had set 'Deactivate Waitlisting' to 'Yes' at Offering level then the 'Maximum Waitlisted' field at Offering level will display a value of 'zero', meaning no learners can be enrolled with a status of waitlisted
- Where a trust had set a value in the 'Waitlist Maximum Occupancy' field (zero or above) at Class level then the 'Maximum Waitlisted' field at Class level will display the same value entered.

NOTE: If 'Deactivate Waitlisting' had been set to 'Yes' at a higher level (Organisation, Course or Offering) then the Maximum Waitlisted field will display 'zero' at class level even where the 'Waitlist Maximum Occupancy' field may contain a positive value.

The Maximum Waitlist details are available to report on in ESRBI.

Prevent from Unsubscribing

A new 'Prevent from Unsubscribing' check box in the General section replaces the field 'Prevent Unsubscribing' that was located in the 'Additional Information' section on the Learning Certification page. When checked this will prevent learners from being unsubscribed from Learning Certifications by anyone accept a Learning Administrator.

A data fix will be applied to transfer any values entered in the old field over to the new field.

	rement						An Arrow	Settings	Logged In As 508KSTEELE01	? Help	ل Logout	Portal
		Catalogue	Resources	Learner	Content	Setup						
Catalogue > Catalogue Search >	nd Renewal 🛛 Picture 🕲 Description	Competency Update Settings	Additional Int	formation								
Update Learning C * Indicates required field General	ertification: 888 Information	on Governance a	nd Data Sec	curity - 1 Year						Cancel	Apply	
Primary Category Category Start Date Category End Date												
Certification Name	888 Information Governance and Data Security - 11	rear .										- 11
	This Learning Certification meets the statutory and training requirements and learning outcomes for Inf Governance and Data Security - 1 Year in the UK Co Framework (UK CSTF).	ormation										
Certification Start Date	04-Mar-2024											
Certification End Date	Prevent from Unsubscribing Enable Learner Access											
Learner Certification Completio	n and Renewal									(S) F	leturn to T	Гор

If an Administrator selects this check box, then the 'Unsubscribe' field which is displayed in the 'Certification Information' section of the Learning Certification page will automatically display as 'No'.

		Q Search	I	∂ Home	★ Favorites	C Settings	Logged In As 5088SMIT	101 ? Help	() Logo) 🌐 ut Portal
My Learning Home Page > Search New Learning > Learning Certification: 888 Learning Certifica	tion									
							Learner Ho	me		Back
Certification Information	Mandatory Courses									Hide
You must complete this certification in: 365 Day(s) Completed certification is valid for: 365 Day(s) Renewable Yes Unsubscribe No D	All courses in this section are mandatory.									
Olbassi de Mo	Course a Course start da	te 🔺					Choose class/Play			
	888 Induction 01-Jan-2021									

Clicking on the information icon next to the 'No' displays the following message:

Certific	ation Information		Hide
You began thi	s certification period on:	27-Feb-2024	
You must comp	lete this certification by:	26-Feb-2025	
You can renew	your certification again:	26-Feb-2025	
	Subscription Number:	1	
	Renewable	Yes	
	Unsubscribe	No 🗓	
	Tip	Long Tip: Unsubscribe	
		ibe from this certification. Contact strator to unsubscribe.	

"You cannot unsubscribe from this certification. Contact your learning administrator to unsubscribe."

The field 'Prevent from Unsubscribing' will also be available for reporting in ESR BI via the following navigation:

Subject Area: HR - Learning Certifications Folder: Certification Details