

# Electronic Staff Record

## Supporting Virtual Classrooms

With more use of digital technology, employers are looking at different ways of providing training online, beyond e-Learning. This may be by webinar or live/pre-recorded video. The Learning Management functionality within ESR can help you to deliver this training.

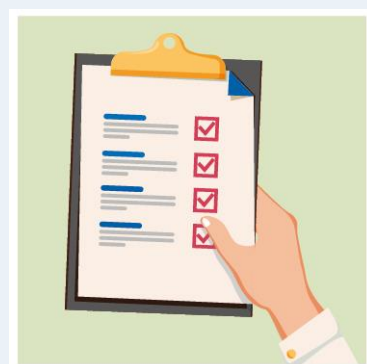
### What are the Benefits?

- ✓ Use in conjunction with multiple delivery platforms (MS Teams, Webex etc.).
- ✓ Nominate multiple Instructors/Class Administrators to manage Classes and record attendance online.
- ✓ Automated emails advising registration/joining details.
- ✓ 'Notification' option to email Learners with updates/information.
- ✓ Management of numbers attending.
- ✓ Waitlist ability.
- ✓ Questions banks to test knowledge and/or evaluate learning.
- ✓ Automated update of competence following recording of attendance.
- ✓ Group learning methods together for blended training delivery.
- ✓ Record your virtual learning and make it available to Learners to view at a time that suits them.
- ✓ Reports to identify training needs (numbers, timescales, non compliance) and class management (registers, identify need for more Learners or Classes).

### Instructor / Administrator Experience



- Create Learning Objects consisting of virtual classrooms, recorded classes/messages, e-Learning, reading material, evaluations and tests within the ESR LM Catalogue and group these together where relevant with Certifications and Learning Paths.
- If needed, specify which Learners should complete training either by learner type or previous learning.
- Reports are available to identify:
  - Classes with waitlisted delegates.
  - Classes with low bookings.
  - Compliance timeline reports showing which Learners need to attend training and when.
- Learners can search for training and book themselves a place (where relevant criteria are met).
- Webinar/Video call details can be included either in the Class detail when the Learner books themselves on training or in the automated joining instruction email.
- Contact your Learners on an ad hoc basis using either the 'Notify' or 'Forum' functions available with any other material or instructions.
- Recording attendance can be automated (where all components are Learning Objects).
- Manual attendance recording is also possible via any internet enabled device (on NHS WiFi) using the 'Update Attendance' portlet.
- Learner compliance will be updated as soon as their learning status is completed (either automatically or manually).



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### Learner Experience

- At the point when training is due (either for the first time or at renewal), the Learner will either be auto enrolled onto relevant training or will be able to search using the icon available in the My Compliance Matrix and Learner Home Page from any internet enabled device.
- Once enrolled onto relevant training, the 'Play' button will launch the live or recorded webinar/video.
- The Learner can take part in the live virtual learning as normal or watch a pre-recorded version from the workplace, at home or on the move via any internet enabled device.
- Once the virtual class is over, the Learner can complete evaluations or tests, all in ESR Learning Management.
- When all mandatory components of the training are completed successfully, the competence will be automatically awarded and the Learner's compliance status will be display Green.



### What Steps Can I Take to Create My Virtual Learning?

#### Create the various options in the ESR LM Catalogue

- Create [Learning Objects](#) and add to new [Courses](#), [Offerings](#) and [Classes](#) or add to existing Catalogue items.
- Virtual meeting instructions or registration details can be included in the automated Joining Instruction email held within the Offering. The instructions would need to be the same for all Classes within the Offering.
- Don't forget to add the [competence](#) to record compliance and enable auto enrolments or to help Learners find training.
- Use the [Scheduler](#) option to create multiple Classes at once (i.e. Classes at 10am every 2nd Monday).
- Populate the 'Maximum' and 'Minimum' attendees to restrict numbers to the level that can be managed virtually. This may be larger numbers for a webinar but smaller numbers for a video classroom. You can then use the [Class Listing](#) ESR BI analysis to identify where virtual classes are at risk of cancellation due to low attendance:
- Enter the [Withdrawal Restriction Period](#) in the Class if you want to ensure Learners cannot withdraw themselves too close to the event.
- Use the [Waitlist](#) function to ensure that any withdrawals can automatically be replaced with a waitlisted Learner. You could also open a 'Register Your Interest' Class to transfer candidates from once new dates become available.

#### Nominate your Instructors and Class Administrators

- Class Administrators can create Classes within existing Offerings, add/update delegates and run reports and will need to be set up in the relevant [OLM Data Group](#)
- Learning Instructors can view details of Classes, update existing delegate status, run reports and manage Forums. Learning Instructors will need to be set up as an [Internal Trainer Resource](#) and booked as a [Resource](#) against the Class.

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### Enrol Learners

- [Auto Enrolment](#) will automatically enrol Learners onto relevant training at the point that it is required (new requirement, renewal time, position change etc.).
- You can also enable Learners and Managers to 'Self Enrol' via ESR Self Service without Manager approval or the requirement for Learning Administration intervention. You can specify who should access training based on the [Learner Access](#) restrictions and [Prerequisites](#) to ensure Learners meet the relevant criteria for training if applicable.
- As soon as Learners have a 'Confirmed' status on the Class and an email address recorded on their HR record ([Office Details](#) tab) they will receive an automated Joining Instruction email to confirm their place and any other information added to the [Offering](#) detail.

### Stay in Touch with Learners

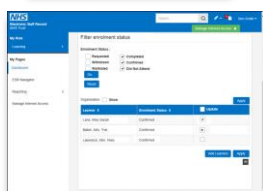
- Use the [Notify](#) option in the Class detail to send ad-hoc emails and notifications or outlook appointments to your Learners.
- Classes also have [Forums](#) in which the Instructors can provide links, documents etc.



### Record Attendance

- Where learning is created as a [Learning Object](#), successful completion will automatically record attendance, meaning manual intervention is not required.
- Attendance can be recorded by Learning Administrators, Class Administrators or [Learning Instructors](#). Both the [Learning and Class Administrators](#) can also add new enrolments.
- The Update Attendance Portlet is available to all Learning URPs in the [Learning Dashboard](#). This provides a quick method to update attendance status and can be accessed via a mobile device using WiFi on the NHS network.
- Successful attendance of Classes with an associated competence will automatically update the Learner's Competence Profile.

Day	Date	Classes	Min. not met
Wed	13/12	7	2
Tue	12/12	1	1
Mon	11/12	5	2
Sun	10/12	0	0
Sat	09/12	0	0
Fri	08/12	4	4
Thu	07/12	1	0



### Test Knowledge Learned or Assess Learner Experience

- [Question Banks](#) can be used to create [Tests](#) for Learners to complete at the end of their training to either assess their subject knowledge or evaluate their experience. The test results are anonymised but can be [reviewed](#) if any questions are frequently answered incorrectly.
- [Learning Evaluations](#) can be created and [associated with a Course/Class](#).

### Group Multiple Learning Methods Together

- Where several different methods of learning need to be completed (i.e. virtual classroom, test, e-Learning), you can group them together within a single [Certification](#). Where the Certification is the only Catalogue item to meet a competence required, Learners will be auto-subscribed at the point when they need to complete the training. It is then up to the Learner to select the events/dates suitable for them.
- Certifications are made up of components which can include optional training and/or material in addition to the mandatory elements.