

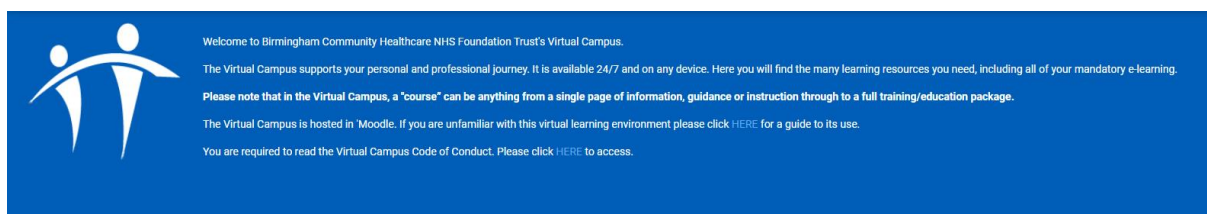
<https://bchceducation.co.uk/>



## Completing Data Security Awareness eLearning on the Virtual Campus

Internet Explorer has been phased out. It is best to use Google Chrome for this course.

1. Once you have logged into the Virtual Campus, click on the Mandatory Training link

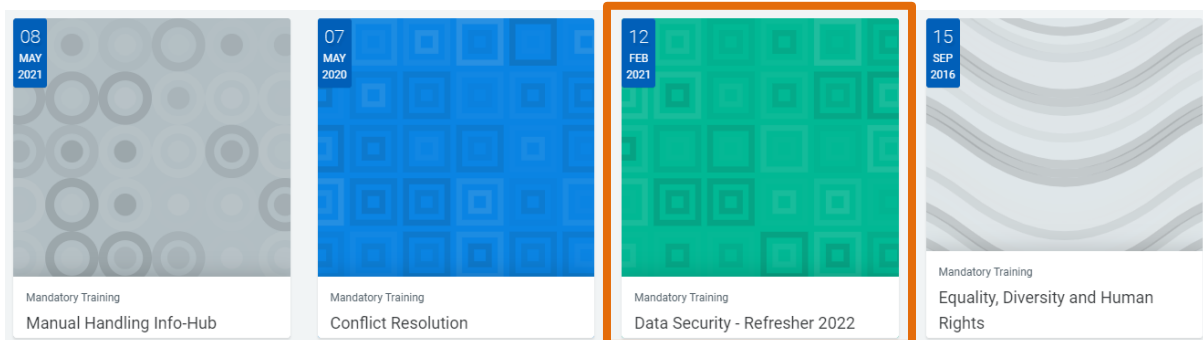


Discover Your Future



You can scroll through different sections using the dots below the section icons

2. Navigate to the course you require and click on the course name – in this example we will be accessing the Data Security Awareness course, but the same technique is used when accessing all courses on the Virtual Campus.



3. Click on the “View” button

The screenshot shows the course page for 'Data Security - Refresher 2022'. The breadcrumb trail is: Home / Courses / Mandatory Training / Data Security - Refresher 2022 / Enrol me in this course / Enrolment options. The page is divided into several sections: 'Course Overview', 'Course Content' (with a 'Start Date: 12/02/21' and 'Category: Mandatory Training'), 'Enrolment options', and a right-hand sidebar. The sidebar contains 'Enrol Now' (highlighted with an orange border), '5064 Students Enrolled', '2 Downloadable Resources', 'Course Features' (Lectures: 4, Start Date: 12 Feb 2021, Skill level: Beginner, Language: English, Assessments: Yes), and 'Tags' (No Tags). In the 'Enrolment options' section, under 'Self enrolment (Student)', there is a 'View' button (highlighted with an orange border) and the text 'No enrolment key required.'

4. Click on the eLearning module text link

**You need to complete both the Data Security Refresher & Cyber Security Refresher Modules to be compliant with Data Security.**

The screenshot shows two course cards. The first card is for 'Data Security Refresher' and the second is for 'Cyber Security Refresher'. Both cards have a title, a brief description, and two buttons: 'To do: View' and 'To do: Complete and pass the activity'. In the 'Data Security Refresher' card, the title 'Data Security Refresher 2022' is highlighted with an orange rectangular box.

5. Click on the blue “Enter” button

Data Security Refresher 2022

To do: View To do: Complete and pass the activity

Number of attempts allowed: Unlimited  
Number of attempts you have made: 0  
Grading method: Highest attempt  
Grade reported: None



Follow the instructions on how to complete the course.

The Data Security Course has three sections of training material, followed by a 14 question assessment (the pass mark is 12/14) – if you do not pass the assessment, you can retake it.

You need to work through the three sections in the left hand column on the course. Each section has several components – all of these components must be completed for the section to record as complete

The panel on the left shows the different sections in the course. The panel on the right shows the topics within the current section. You need to work through all the topics before you can move on to the next section

Data Security - Refresher 2022

Home / My courses / Data Security - Refresher 2022 / Data Security Refresher / Data Security Refresher 2022

**NHS**  
Birmingham  
Community Healthcare  
NHS Foundation Trust

DATA PROTECTION TRAINING

DURATION | APPROX. 30 MINS

- Introduction
- Personal Data
- Protecting Data
- Quiz

20% COMPLETE

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## SECTION 2

- Why GDPR Matters ✓
- The 7 Principles of Data
- Identifying Personal Data
- What is Sensitive Personal Data?

Each of the sections comprises of a series of videos. In the final section, you will be presented with an interactive video where you will need to click on the appropriate areas in order to move forward

Data Security - Refresher 2022

Home / My courses / Data Security - Refresher 2022 / Data Security Refresher / Data Security Refresher 2022

**RECEPTION**

CC ▶

Once you have completed the final section, you will move on to the quiz.

**NHS**  
Birmingham  
Community Healthcare  
NHS Foundation Trust

DATA PROTECTION TRAINING

DURATION | APPROX. 30 MINS

- Introduction
- Personal Data
- Protecting Data
- Quiz

80% COMPLETE

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### SECTION 3

- What is Information Security? ✓
- Data Handling ✓
- Protecting Data in the Office ✓
- The Importance of Incident Reporting

If the course freezes at any time and will not recover, try clicking on the Exit activity button and then reload the course. The course should reopen where you left off

ab1234 ab

Exit activity

ab1234 ab

Data Security - Refresher 2022

Home / My courses / Data Security - Refresher 2022 / Data Security Refresher / Data Security Refresher 2022

18:54 09/05/2022

6. Once you have passed the course, click on “Exit Activity” to record the result

Data Security - Refresher 2022  
Home / My courses / Data Security - Refresher 2022 / Data Security Refresher / Data Security Refresher 2022

**RESULTS**

**YOUR SCORE: 100%**  
**REQUIRED SCORE: 80%**

**Well Done**  
You have passed the quiz  
**CONTINUE**

**Exit activity**

Any results that you record on the Virtual Campus will be picked up by the Learning and Development Team and added to your ESR records.

If you want to check that you have saved your course correctly, click on the eLearning module text link again

Data Security Refresher

This course must be completed each financial year. On the 1st April each year, you will become non-compliant and the course must be taken again. The course contains audio and video and so you must have these setting switched on in order to complete the course. Once you have completed the course, click on the "Exit Activity" button to record your progress.

**Data Security Refresher 2022**  
**Done: View** **Done: Complete and pass the activity**

Cyber Security Refresher

This course must be completed each financial year. On the 1st April each year, you will become non-compliant and the course must be taken again. The course contains audio and video and so you must have these setting switched on in order to complete the course. Once you have completed the course, click on the "Exit Activity" button to record your progress.

**Cyber Security Refresher 2022**  
**To do: View** **To do: Complete and pass the activity**

The next page will display details of your course attempts and your reported score

Data Security - Refresher 2022  
Home / My courses / Data Security - Refresher 2022 / Data Security Refresher / Data Security Refresher 2022

**Data Security Refresher 2022**  
**Done: View** **Done: Complete and pass the activity**

Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 100%  
Grading method: Highest attempt  
Grade reported: 100%

Once you have checked that your score has recorded, why not take the opportunity to find out what else is available on the Virtual Campus?

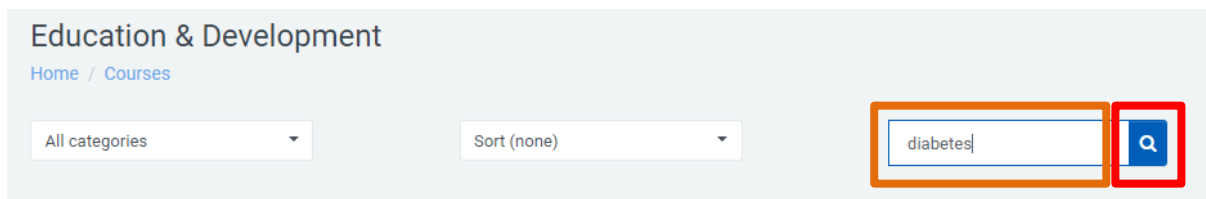
Click on the “home” link in the breadcrumb trail beneath the course title to get back to the Virtual Campus Homepage

## Data Security - Refresher 2021

[Home](#) / [My courses](#) / [Data Security - Refresher 2021](#) / [Data Security Refresher](#) / [Data Security Refresher](#)



Click on the green “Search” button and then type in a search term in the search box.



Click on the search icon  to view your results

