2019

Virtual Campus User Guide

EDUCATION & DEVELOPMENT SERVICE, BIRMINGHAM COMMUNITY HEALTHCARE NHS FOUNDATION TRUST

User Guide

Welcome to the Virtual Campus

The Virtual Campus is the Birmingham Community Healthcare (BCHC) NHS Foundation Trust Online Learning Environment. The Campus is organised into 'courses', which provide access to online content and activities. You will also use the Virtual Campus to complete mandatory training eLearning courses and assessments and access other important learning and training resources relevant to your role in BCHC.

How do I access the Virtual Campus?

- Open an up-to-date web browser and type http://bchceducation.co.uk
- In the middle of the screen you will find a link to the login page:


- You will have received a username and password from the Virtual Campus Team – if not, please contact virtual.campus@bhamcommunity,nhs.uk
- The first time you log on you will be asked to read our Privacy Policy and agree to our Terms and Conditions
- Enter your username and password – if you do not know these, contact virtual.campus@bhamcommunity.nhs.uk

How do I navigate the Virtual Campus?

Once logged in, you will be directed to the Campus Homepage. The simplest way to find a course is to navigate through the site, starting with the buttons on the homepage.
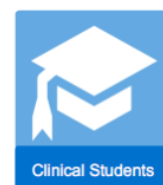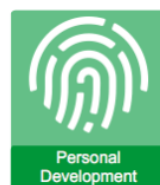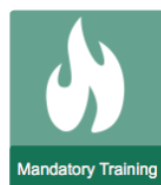
The left navigation menu offers different methods of navigation within the Virtual Campus. The image below is an example.

The '**Courses'** page allows you to navigate all the different sections; courses available. There is also a **Search** facility to help you find 'courses'.

How do I enrol on a course?

When you have reached the course page, the Campus will prompt you to enrol on the "course" (In the Campus, a "course" can be anything from a simple page of information, through to a full training package) Once you are enrolled on a course it will appear in your enrolled courses list.

How are my courses organised?

Your courses will normally be laid out in two columns. The main column includes activities and resources which are organised in topics or by week.

Most courses contain a **Course Dashboard** in the central column that provides quick links to key course information and activities. You will find additional functionality and information in blocks on the right-hand column of your course.

Safeguarding Children Level 1

This Level 1 e-learning package has been written for all staff working for BCHC who have infrequent or no contact with children, young people and or parents/carers.

All such staff are required to complete **Basic Level 1 Safeguarding Children** training **every 3 years** either via this e-learning package, or via a face to face level 1 session, or via the Level 1 workbook which is available through either the Safeguarding Children Team (0121 4667090) or Learning & Development (learninganddevelopment@bhamcommunity.nhs.uk)

This basic recognition and referral package will inform staff of the 4 categories of child abuse, how to recognise abuse and what to do if you are worried about a child suffering abuse or neglect.

There is a short assessment at the end of the package, and following the correct completion of this, you will be able to print your Level 1 certificate. Your completion of the assessment will be recorded for reporting purposes.

(Clinical staff who work with children or who have regular contact with children, young people and/or parents/carers are required to do level 2 training rather than level 1 via a face to face session. NB: You do NOT have to do Level 1 before doing level 2.)

Safeguarding Children Level 1 eLearning Module

News forum

E-LEARNING

ESR Competency

NHS|CSTF|Safeguarding Children (Version 2) - Level 1 - 3 Years|

Renewal Period

3 years

To complete your eLearning, click on the "certificate" icon in the central area of this page.

When you have completed the course, you must click on "Exit Activity" (top right of the course page) If you do not do this, your result will not be recorded.

SEARCH FORUMS

[ ] Go

Advanced search ⑦

LATEST ANNOUNCEMENTS
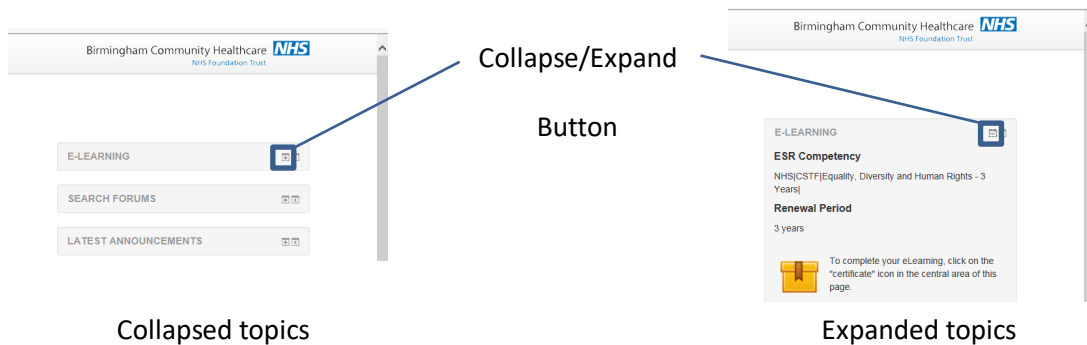
Add a new topic...

(No news has been posted yet)

UPCOMING EVENTS

There are no upcoming events

Go to calendar...
New event...

If your content is presented in collapsed topics- where only the header and summary is visible, click on a section header to open and view the content available.

Collapse/Expand

Button

Collapsed topics

Expanded topics

FAQs

What should I do if I cannot see my courses or if I have a question?

Contact: virtual.campus@bhamcommunity.nhs.uk

**What should I do if I have forgotten my computer username and password?**

Contact: virtual.campus@bhamcommunity.nhs.uk

Where can I get help using the Virtual Campus?

Contact: virtual.campus@bhamcommunity.nhs.uk

How do I know how often I must complete my mandatory training?

In the mandatory training courses all renewal periods are indicated to the right of the screen as below:
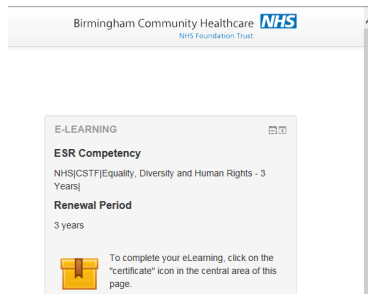
**How often will my records be updated in Electronic Staff Records (ESR)?**

Your records will be updated within a maximum of five working days.

I don't want to take a course; I just want to look at the information on the pages. Why do I have to enrol on a course?

Within the Virtual Campus, any collection of pages is referred to as a course – even if there is no formal course to complete. To view any of the course pages, you will need to first enrol on that course. This does not mean that you will have to complete any of the course content.

How do I reset my password?

Click on your name at the bottom of the page and then on the drop down arrow next to your username (top right corner of the page) and select "Preferences"
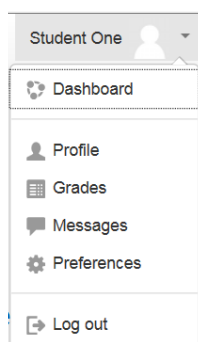
On the preferences page, click on "Change password" (User Account column)

Type in your old password and then input your new password and type in again to confirm. The password must have at least 8 characters, at least 1 digit(s). Once completed, click on "Save changes"

How do I find out which training I need to complete?

Your manager will receive a report each month showing the compliance for their team members. You will be able to access this information directly from them.

The essential to role training is not relevant to my post. Do I need to complete this?

We have included the essential to role training for all staff members. Not everyone will need to complete these. If you are unsure as to which training you need to complete, your manager will be able to give you this information.

When will the training I have completed show up on ESR?

Once you have completed your training on the Virtual Campus, it will be added to your ESR records. This will be completed within 5 working days (Monday-Friday) of the report being generated on the Virtual Campus (this report is generated at midnight on the day of completion).

Will I be able to access the site from home?

The Virtual Campus is available from any location. You do not need to be logged onto the Trust Network to be able to access the site.

How do I log out of the site?

To log out of the site, click on the log out next to your username at the bottom of the page.

You can also log out using the "Logged in user" panel which appears in the left-hand panel on course pages.

This user guide is produced by the Education & Development Service at Birmingham Community Healthcare NHS Foundation Trust.