



AT-LEARNING - 3 DAY TRAINING PROGRAMME

Day 1: AM - Setting up AT-Learning

Designed specifically for Super Users, Training Providers & Booking Desk Administrators

Time	Topic	What you will learn:
9.30	Welcome and Introductions	This presentation will allow users to understand why AT-Learning was developed, who manages the development and give an overall background to the tool.
9.45	Structure of AT-Learning	The layout and format of the homepage When to use the support function and how to get the most of the support available on the tool
10.00	Setting up Users in AT-Learning	How to manage levels of access in AT-Learning
10.30	Classification Lists & Activity Levels	How to add & edit classification lists in AT-Learning How to add & edit activity levels in AT-Learning
10.45	Break	
11.00	Setting up Global Alerts	What Global System Alerts can be used for How to add and schedule Global System Alerts
11.15	Managing Venues & Caterers	How to add venue information to AT-Learning How to add & edit room layouts in AT-Learning How to add and manage equipment inventories in At-Learning How to add & edit caterers in AT-Learning
11.30	Uploading Logos to AT-Learning	How to upload your organisation's logo into AT-Learning
11.40	Questions, Answers & AOB	Any other expectations from today, & points to pick up on day 3
12.00	Close	

Day 1: PM - Managing Activities, Bookings & Attendance

Designed for Booking Desk Administrators

Time	Topic	What you will learn:
12:45	Creating Standard Activities	How to set up a standard activity and understand the functionality available in the seven key steps - General information - Modules - Detailed information - Target audience - Manage schedules, timetables & tasks - Uploading exercises, tests & handouts - Managing the course evaluation questionnaire
14.00	Pushing Activities to PDPs	How to push activities to individuals and staff group PDPs from AT-Learning
14.15	Creating Ad-hoc Activities	How to set up an adhoc activity based on the two step process: - Adding basic information - Adding schedules
14.45	Break	
15.00	Booking Staff on Activities	How to book and authorize a member of staff onto an activity & activity schedule
15.30	Creating Attendance Lists (Registers)	How to produce attendance registers for activities
15.45	Marking Attendance & Performance	How to mark activity attendance How to mark performance
16.15	Questions, Answers & AOB	Any other expectations from today, & points to pick up on day 2 To understand what is expected of the delegates before the next session
16.30	Close	



Day 2: AM - Managing Umbrella Activities, Cancellations & Producing Certificates

Designed for Booking Desk Administrators

Time	Topic	What you will learn: -
9.30	Welcome and Introductions	
9.45	Creating Umbrella Activities	How to create an Umbrella Activity based on the three step process: - - General information - Associating activities to your umbrella - Managing schedules within the umbrella
10.45	Break	
11.00	Managing Cancellations & DNAs	How to cancel an individual off an activity How to cancel a schedule How to manage DNAs
11.30	Study Leave Process	Add study leave to activities How to enter budget information into the Study Leave form How to
12.10	Certificates	How to produce certificates How to add custom text to certificates How to print & send certificates
12.30	Close	

Day 2: PM - Managing Correspondence

Designed for Booking Desk Administrators & Training Providers

Time	Topic	What you will learn: -
13.00	Creating Correspondence Templates NB. users to bring along copies of existing correspondence for direct input onto AT-Learning	How to add & edit correspondence to AT-Learning - Joining instructions - DNA letters - Course cancellation letters - Refresher reminders letters - Delegate cancellation letters
14.15	Break	
14.30	Managing Correspondence	How to manage correspondence to staff by individual How to manage correspondence to staff by Activity The differences between Snail Mail & email How to copy correspondence to line managers How to view the correspondence history
16.15	Questions, Answers & AOB	Any other expectations from today, & points picked up following the previous day training To understand what is expected of the delegates before the next training session



Day 3: AM - Tasks & Basic Level Reports

Designed for Super Administrators, Booking Desk Administrators & Training Providers

Time	Topic	What you will learn: -
9.30	Welcome and Introductions	
9.45	Pending Tasks	What the functions under the Pending tasks menu are and how this can assist with administration of the tool
10.00	Managing Users	How to set up, & manage User Groups How to manage & set up Client Organisations How to manage NHS Users How to manage non-NHS (external) Users
10.30	Admin Level Reports	How to produce basic reports from training data - How to define parameters - How to view reports - How to download reports into Excel. PDF & other formats
10.45	Break	
11.00	Admin Level Reports Reports	How to produce basic reports from training data - How to define parameters - How to view reports - How to download reports into Excel. PDF & other formats
11.30	Delegate Expectations	To allow the delegates to define any additional help on functionality learnt to date in order for them to take the assessment in the afternoon session eg reminder on bookings, setting up activities etc.
12.00	Questions, Answers & AOB	Any other expectations from today, & points picked up following the previous day training To understand what is expected of the delegates during the afternoon session

Day 3: PM - High Level Reports & Assessment of Knowledge

Designed for Super Users, Training Providers & Booking Desk Administrators

Time	Topic	Aims
13.00	Functionality Review	Review of functionality based on user request (to consolidate learning)
	Break	
14.00	Assessment of Knowledge	To formalize the knowledge gained though the previous session by way of a formal assessment for BDA roles only. The results of this assessment will be presented to the Super User so that they can gauge their staffs knowledge of AT-Learning and determine if any additional training needs to be commissioned.

Guidance Notes:

- For each training session you will be required to bring examples of activities and schedules from your training directory so that we can practice using realistic data.
- Days 1 & 2 should be facilitated on two consecutive days no later than 1 week apart.
- The third training day should be scheduled at least 2 weeks to follow day 1 & day 2 to allow delegates to practice the functions that they have learnt to enable the learning to become embedded into their processes.
- The introduction sessions at the start of each training day should be used to clarify that prior learning understood and consolidated.
- Practice on the system should be completed in the organisation's account using practice accounts so as not to corrupt reporting data.
- The timings indicated on the programmes below are approximate.