Learners
Learning Hub User Guide

Queens Road Learning Centre
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Walthamstow E17 8QR
020 8496 2974

The Junction
2-4 Cathall Road
Leytonstone E11 4LF
020 8496 2974

adult.learning@walthamforest.gov.uk
www.facebook.com/lbwfadultlearning
www.lbwfadultlearning.co.uk

Waltham Forest

Getting help

- This guide shows the main features of the Learning Hub.

- If you do not have an email address, please speak with your lecturer to find out how you can create one.

- If you have problems using the Learning Hub, or accessing a course, please let your lecturer know. Your lecturer will need your full name and correct email address.

- Ask your lecturer to email adult.learning@walthamforest.gov.uk and to let the Business Support team know your correct email address.
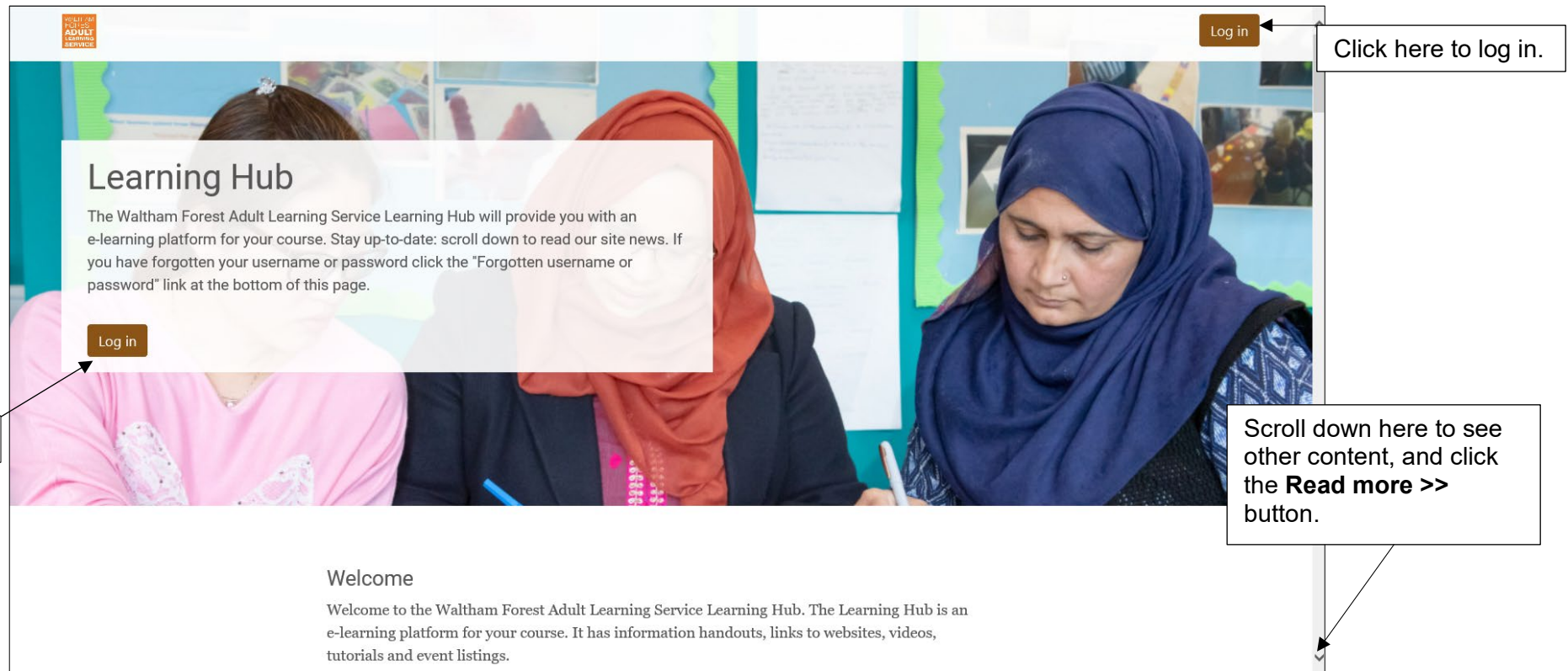
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Important information

- In order to be enrolled on your course on the Learning Hub, you must have given us your email address at the time of enrolment.

- Learners must create an email account if they do not have one. If you do not have a smart phone, tablet or a computer, please ask for help at your local library.

- To read information that is stored on the Learning Hub, you can use a tablet, pc, laptop, desktop computer or your mobile phone.

- The Announcement Forum (previously called News Forum) listed on your course is for important information and news from your lecturer.

- Other forums allow you to take part in discussions with your classmates and/or your lecturer.

- If you have not been sent a username and password to your email address, this may be because you have not supplied us with an email address on your enrolment form, or you may have made a spelling mistake when you wrote it down or you have changed your email address and have not told us.

- In the first instance, please do let your lecturer know that you have not received an email with your username and password and give the lecturer your correct email address. Ask your lecturer to email adult.learning@walthamforest.gov.uk and then ask them to let the Business Support team (frontline staff) know your correct email address. The team will either add the email address to your database record or if your email address is incorrect on our system, they will correct it for you.

- If you do not have an email address, please speak with your lecturer to find out how you can create one.

Logging in

- Open up your browser and in the address bar type www.lbwfadultlearning.co.uk/learninghub

- Follow the 'Log in' link

Click here to log in.

Click here to log in.

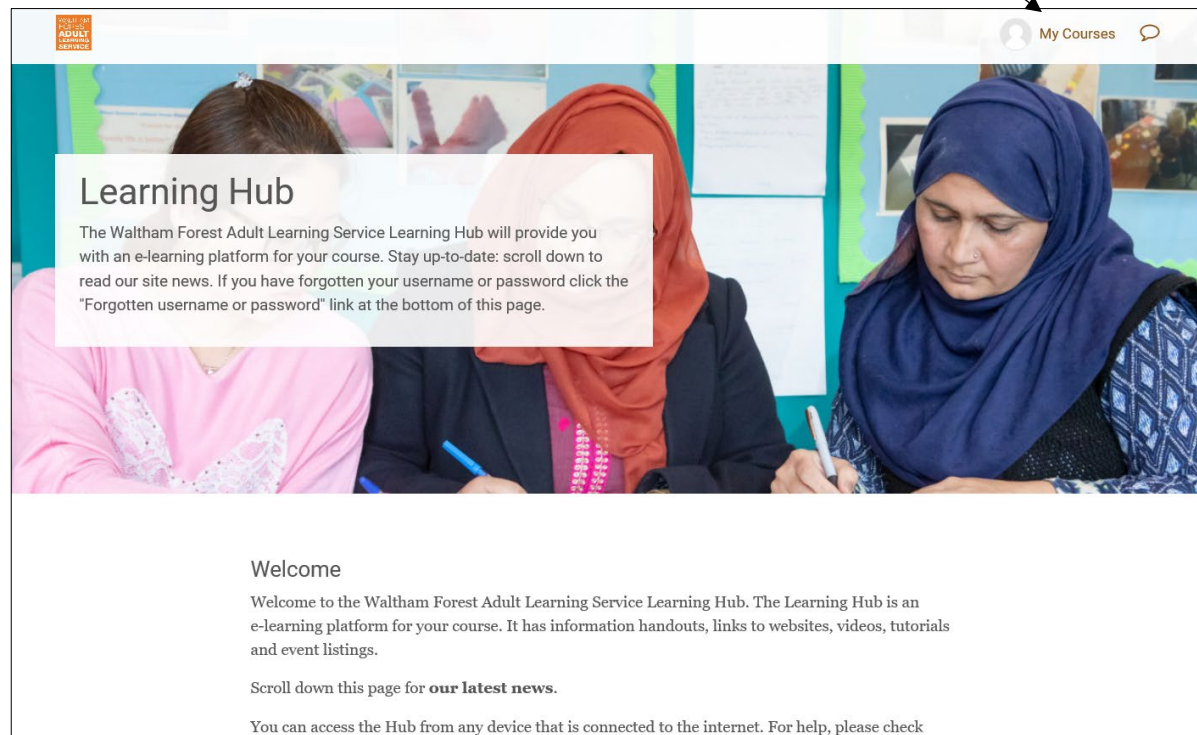Scroll down here to see other content, and click the **Read more >>** button.

When you scroll down, you will see Getting Started, a quick guide to accessing the Learning Hub.

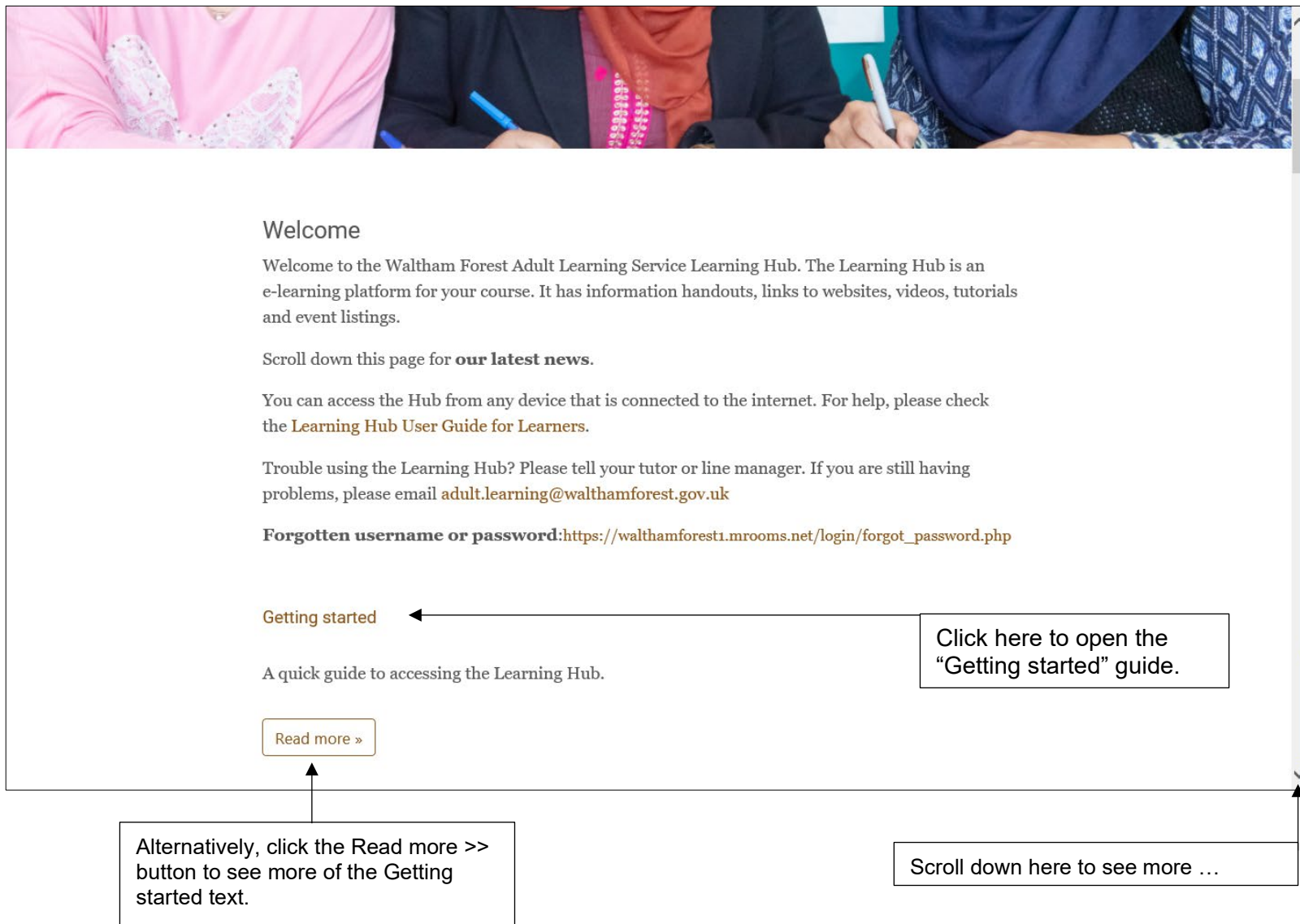After you have clicked on Log in, you are presented with the form below:

- Enter your username and password (this would have been sent to you via email) in the form displayed and click the Log in button or press Enter

- Once you are logged in, the site will look as displayed overleaf:

You will see the 'My Courses' link including your picture, if you have logged in previously and have uploaded your photograph in your profile.

When you scroll down, you will see Getting Started, a quick guide to accessing the Learning Hub and other content.

Scroll down here to see more …

Welcome

Welcome to the Waltham Forest Adult Learning Service Learning Hub. The Learning Hub is an e-learning platform for your course. It has information handouts, links to websites, videos, tutorials and event listings.

Scroll down this page for **our latest news**.

You can access the Hub from any device that is connected to the internet. For help, please check the Learning Hub User Guide for Learners.

Trouble using the Learning Hub? Please tell your tutor or line manager. If you are still having problems, please email adult.learning@walthamforest.gov.uk

Forgotten username or password:https://walthamforest1.mrooms.net/login/forgot_password.php

Getting started

Click here to open the "Getting started" guide.

A quick guide to accessing the Learning Hub.

Read more »

Alternatively, click the Read more >> button to see more of the Getting started text.

Scroll down here to see more …

- Click the "Getting started" link or the Read more>> button and you will see the following:

Scroll down here to see more …

Scroll down to see further instructions on how to getting started and links to site news and other useful information on the Learning Hub.

- Scroll to the bottom of the Getting started guide and you will see further useful links.

Click here to see Site news.

Click here to jump to site news and public pages. For example:
- Site news
- Creativity, learning and wellbeing
- Get a new job: help, courses and resources
- Safeguarding: where to get help

Click here to see course information, etc.

- To see content on the Home page of the Learning Hub, please scroll down to see topics, such as:

  Enrol on 2020-21 course: gain an new skill or qualification
  Creativity, learning and wellbeing
  Get a new job: help, courses and resources
  Safeguarding: where to get help
  Good news stories (March-April 2020)
  Marketing and promotion banners and assets
  Search courses and Site news

Scroll down here to see more …

- Scroll down to just above Site news, and you will see the Search courses text box.

Type the name of a course or the course code into the Search box and click Go

Search courses   Go

Site news

Creative sharing: take part in Share-ArtBox

7 July 2020, 5:04 PM

Find out if your child could get free school meals. Read this pdf from Hackney Migrant Centre, Project 17 and Sustain. You can also visit the government website to check and apply for free school ...

Read more »

Free school meals: could your child be eligible

7 July 2020, 4:48 PM

Scroll down to see the bottom of the Home page.

- Scroll down to see the bottom of the Learning Hub Home page
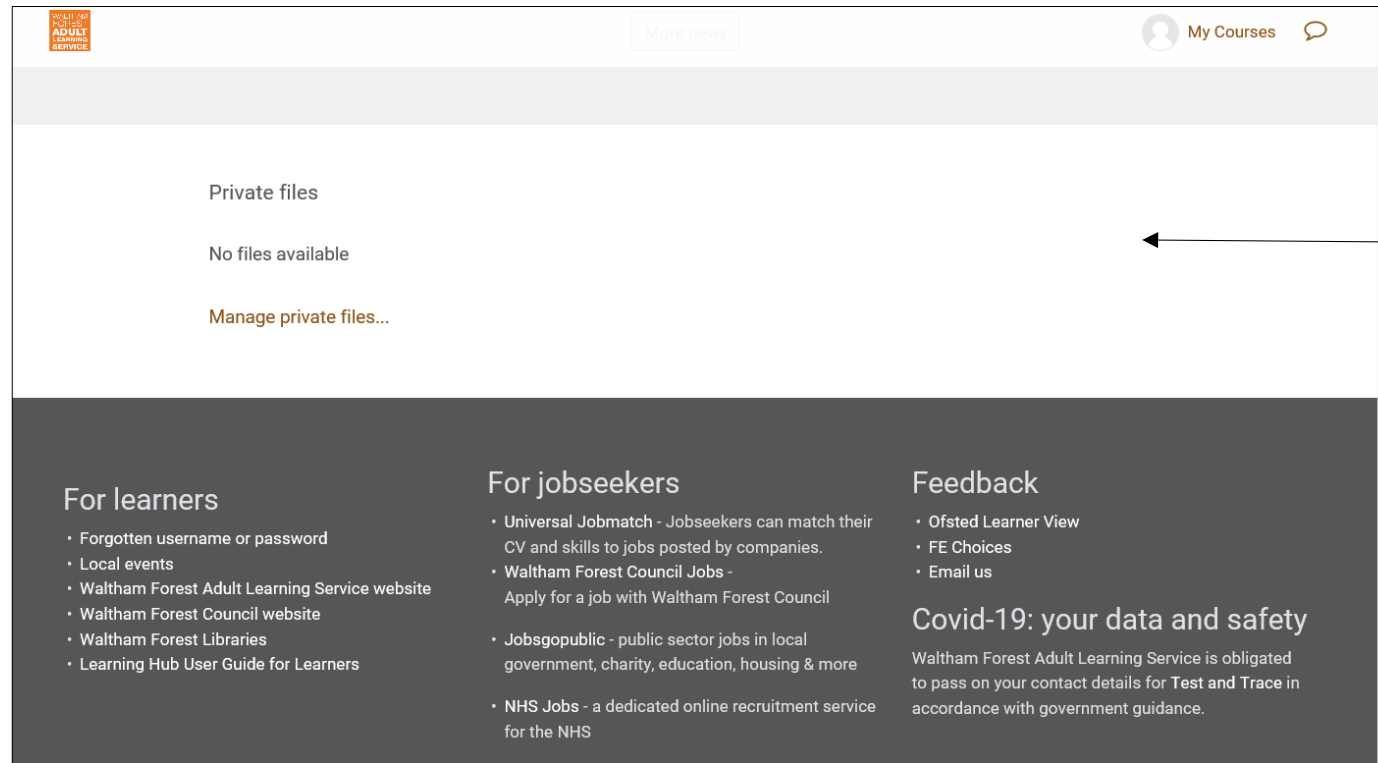
This area will show files that you have uploaded (if any) to your Learning Hub account.

To upload files, simply click 'Manage private files…' and drag and drop your files into the upload box.
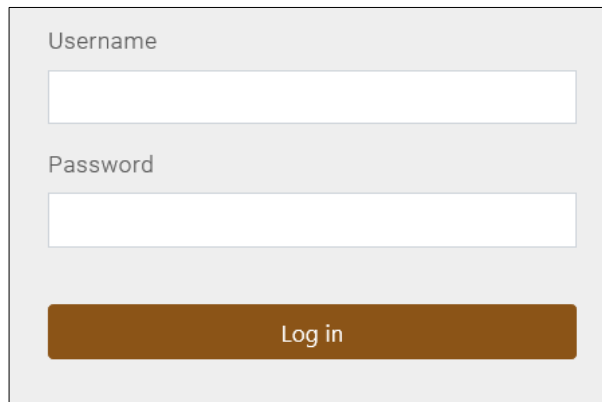
The 'For learners' area contains links to relevant websites, useful information, documents and news about local events, etc

The 'For job seekers' area contains links Universal Jobmatch and other websites offering jobs.

The 'Feedback' area provides links to feedback forms, our contact email and information on Covid-19: your data and safety.

Forgotten your Password or Username?
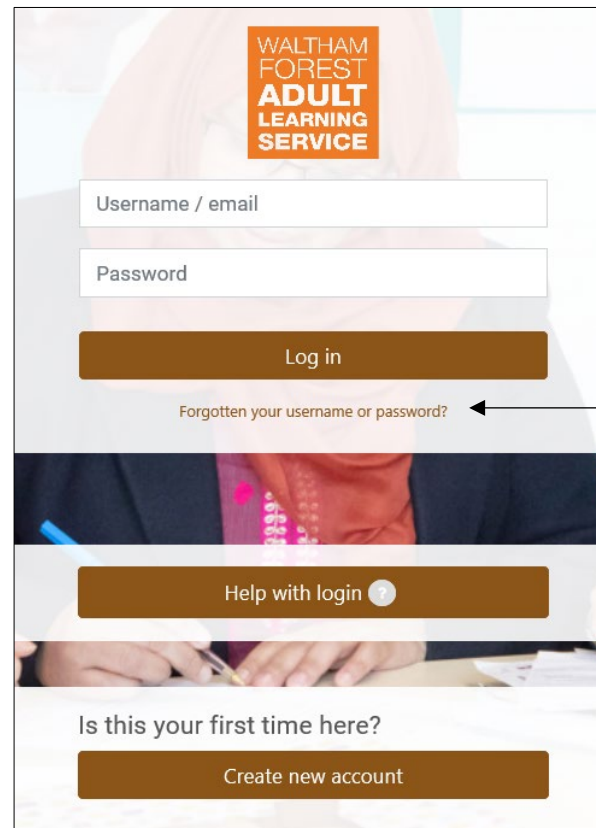
- In the Login form, where you enter your password and username, towards the bottom right corner of the log in screen, click the "Help" button as shown below and you will be taken to a form where you will be able to re-set your password.
- If you type the wrong password into the Password box, you will be taken to the same form.

- Click the "Forgotten your username or password?" link – see form on page 12.
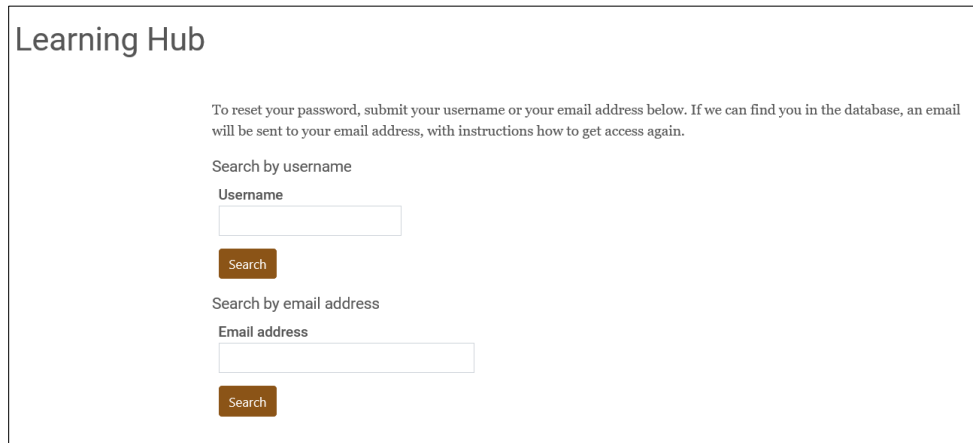
Username

Password

Log in

ⓘ Help

Click here for Help
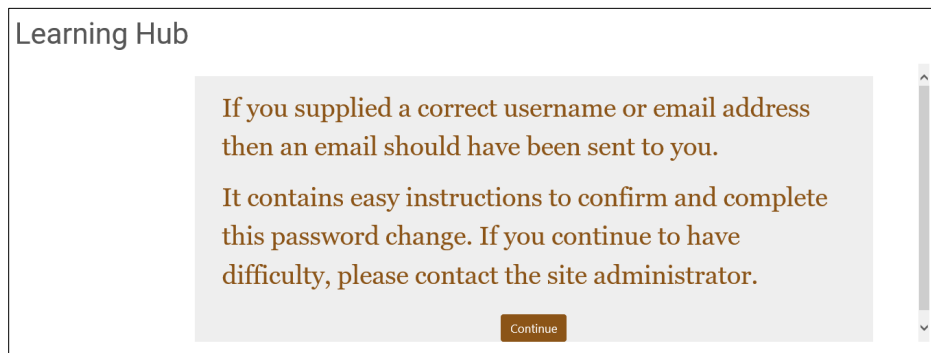
Username / email

Password

Log in

Forgotten your username or password?

Click the "Forgotten your username or password?" link here

Help with login ❓

Is this your first time here?

Create new account

Learning Hub

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search

Search by email address

Email address

Search

- Enter your username or your email address in the relevant boxes and click the Search button and you will be presented with the message shown below.

- Click Continue to be returned to the Log in screen.

Learning Hub

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

- You must now check your email account for the message containing a link to re-set your password. If you have received the message on your mobile phone, you must continue to re-set your password on the phone. Once done, log out of the Learning Hub on your mobile phone and then log in to the Learning Hub on your computer using the new password.

Important! You must re-set your password within 4 hours of receiving the link, or you will need to repeat the instructions on page 11 and 12.

Opening a course

After you have logged in, click My Courses' and you will see the screen below listing the courses you are currently enrolled on, any deadlines you may have been set, emails that you have received and any forum posts that have been made in your courses, as shown below:

- Click the course you want to open – you will now see content of the course as displayed below:

- Click the course icon to open the course – below is the open Learning Hub training course to show you how you will see it as a learner:

Click here to search for course topics.

Scroll down to see more of the course content.

- Scroll down to see more of your course.

(Learning Hub training course - continued from previous page)

keep on a memory stick.

You have access to your profile where you can change your password, set preferences and upload your photo.

As a lecturer, you are a course creator and have many more options available to you.

My Courses

FORUM

Announcements

FORUM

Social forum

DOC

Photography exercise new

Click here to go back to the My Courses page or to log out.

Click here to create a forum post.

Click here to open this document.

Click here to see important announcement from your lecturer or the Adult Learning Service.

(Learning Hub training course - continued from previous page)

NEXT SECTION
Different files

Course Contacts

Verena Butterfield
message ⋯

Reset user tour on this page

For learners
- Forgotten username or password
- Local events
- Waltham Forest Adult Learning Service website
- Waltham Forest Council website
- Waltham Forest Libraries
- Learning Hub User Guide for Learners

For jobseekers
- **Universal Jobmatch** - Jobseekers can match their CV and skills to jobs posted by companies.
- **Waltham Forest Council Jobs** - Apply for a job with Waltham Forest Council
- **Jobsgopublic** - public sector jobs in local government, charity, education, housing & more
- **NHS Jobs** - a dedicated online recruitment service for the NHS

Feedback
- Ofsted Learner View
- FE Choices
- Email us

Covid-19: your data and safety
Waltham Forest Adult Learning Service is obligated to pass on your contact details for **Test and Trace** in accordance with government guidance.

Click here, then choose Messages to email your lecturer.

Click here to move to the next section.

Opening a Word document

Document file extension

DOC

Creating A Fishbone
Diagram

Click this box to mark the document as completed.
For example, a document that you have read as
part of an activity in the classroom

Icon indicating type of document
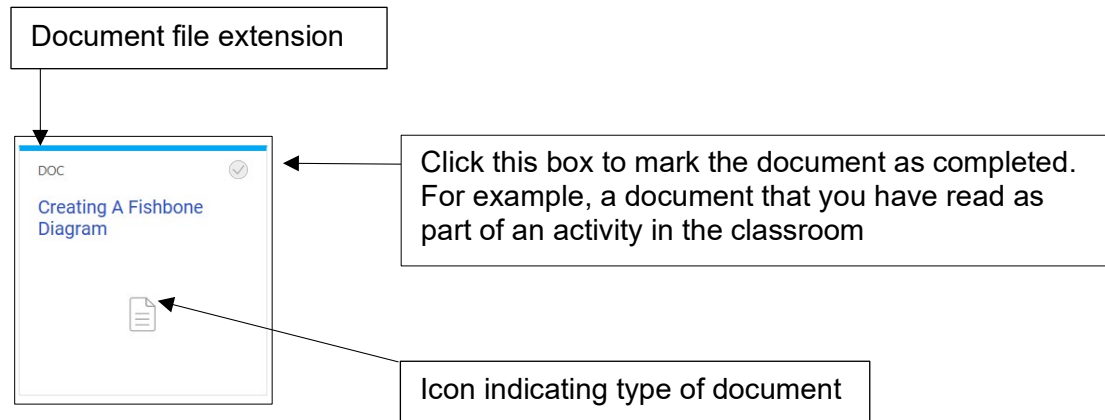
- In your list of documents, click to select the Word document to open – a toolbar opens at the bottom of your screen
- Click the Open button to open the Word document – if you see a yellow bar at the top of the document, click Enable Editing to be able to make changes to the document
- Click the Save drop down arrow and choose Save as to save the Word document in a specific location or click Cancel to close the toolbar

Opening a PowerPoint Presentation

Presentation file extension

PPT

Working with
Computers

Click this box to mark the presentation as
completed. For example, a presentation that you
have read as part of an activity in the classroom

Icon indicating type of document
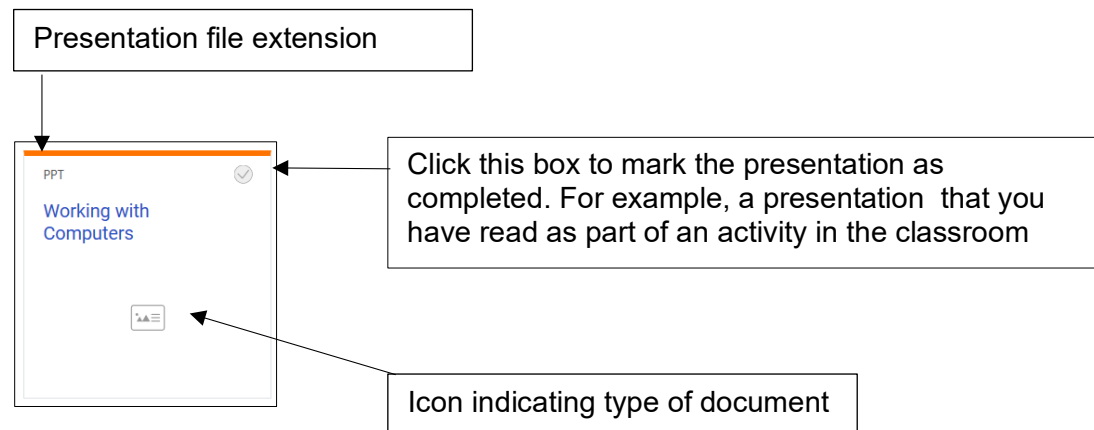
- In your list of documents, click to select the PowerPoint presentation to open – a toolbar opens at the bottom of your screen
- Click the Open button to open the PowerPoint presentation – if you see a yellow bar at the top of the document, click Enable Editing to be able to make changes to the presentation
- Click the Save drop down arrow and choose Save as to save the PowerPoint presentation in a specific location or click Cancel to close the toolbar

Opening an Excel Spreadsheet

Excel spreadsheet file extension

XLS

Practise Exercise 6 -
Relative-Absolute

This exercise is for calculations with
absolute and relative cell addresses.

Click this box to mark the presentation as completed. For example, a document that you have read as part of an activity in the classroom

Icon indicating type of document

- In your list of documents, click to select the Excel spreadsheet to open – a toolbar opens at the bottom of your screen
- Click the Open button to open the Excel spreadsheet – if you see a yellow bar at the top of the document, click Enable Editing to be able to make changes to the presentation
- Click the Save drop down arrow and choose Save as to save the Excel spreadsheet in a specific location or click Cancel to close the toolbar

Opening a PDF File

PDF document file extension

PDF

WorkSkills Listings
Summer 16 (4)

Click this box to mark the PDF as completed. For example, a PDF document that you have read as part of an activity in the classroom
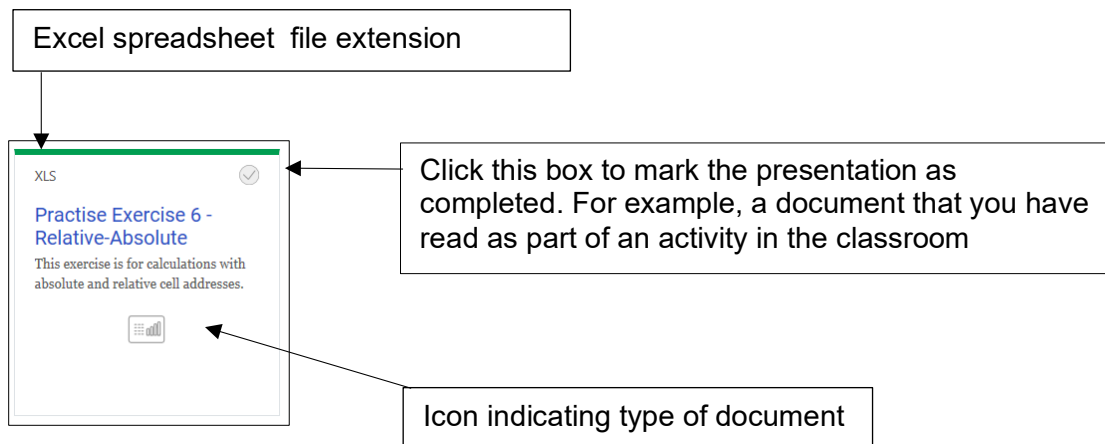
Icon indicating type of document
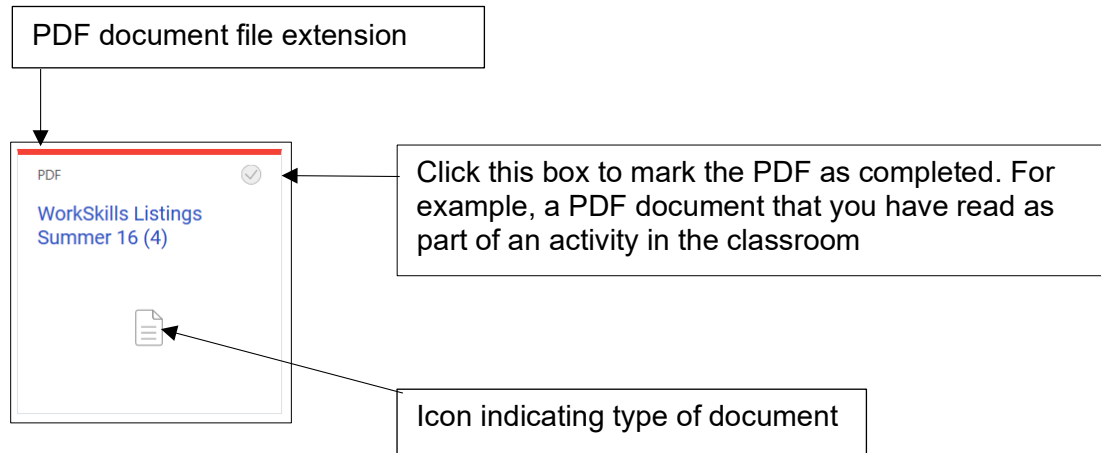
- In your list of documents, click to select the PDF document to open – a toolbar opens at the bottom of your screen
- Click the Open button to open the PDF document – please note that this document is read only

Opening a Hyperlink

Links inserted as a label

Link to Google search engine

Link to Yahoo search engine

To select the link, point to the link – your mouse pointer will change into a pointing hand

Websites

www.google.com
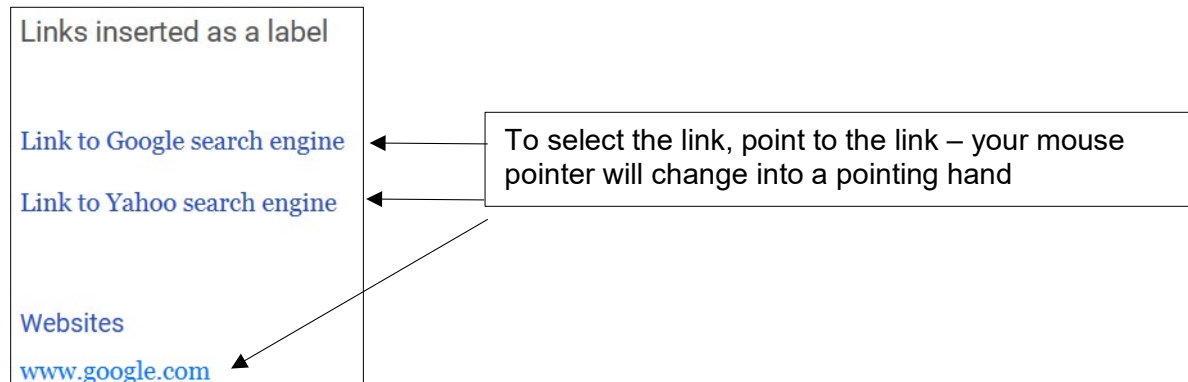
- To open a link, move your mouse pointer over the link and when the pointing hand symbol appears, click the left button on your mouse – the website will open in a separate window

Editing Your Profile

- To edit your details, click on your username at the top of the screen and under User Details, click Edit profile

- Make any changes necessary, eg, add your photograph or change your email address. (Please note: If you change your email address you must tell frontline staff and ask for your database record to be updated.)

- When you have finished editing your profile, click the 'Update profile' button.

Your Firstname Lastname

💬 Message

Customise this page | Reset page to default

User details

Edit profile

Preferences

Email address

verena.butterfield57@gmail.com

Country

United Kingdom

City/town

London

Privacy and policies

Contact the privacy officer

Data requests

Export all of my personal data

Delete my account

Data retention summary

Course details

Course profiles

DI00066C2 Email Etiquette (DI00066C2)

LC Important information for learners

Leatra Learning Hub training course

Miscellaneous

Blog entries

My certificates

Forum posts

Forum discussions

Open Forum posts

Open Forum discussions

Learning plans

Changing Your Password

- To change your password regularly, click your name at the top of the screen
- Under User details, click Preferences and then choose Change password – the Change password form opens (next page)

Firstname Lastname

💬 Message

Customise this page   Reset page to default

User details	Privacy and policies	Course details	Miscellaneous
Edit profile	Contact the privacy officer	**Course profiles**	Blog entries
Preferences	Data requests	DI00066C2 Email Etiquette (DI00066C2)	My certificates
Email address	Export all of my personal data		Forum posts
verena.butterfield57@gmail.com	Delete my account	LC Important information for learners	Forum discussions
Country	Data retention summary		Open Forum posts
United Kingdom		Leatra Learning Hub training course	Open Forum discussions
City/town			Learning plans
London			

Click Preferences.

Preferences

User account	Repositories	Blogs
Edit profile	Manage instances	Blog preferences
Change password		External blogs
Preferred language		Register an external blog
Forum preferences		

Click Change password.

- Click your username and choose Preferences

- Select Change password

- In the Current password box, type your old password

- In the New password box, type the new password
  (the password must be at least 8 characters long and must include at least 1 upper case and 1 lower case letter and at least 1 number)

- In the New password (again) box, re-type the new password

- Click Save Changes

Home / Dashboard / Preferences

Your Firstname Lastname

Change password

firstname.lastname

letmein.butterfield

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Current password

Enter the current password.

New password

Enter the new password.

New password (again)

Re-enter the new password.

Save changes   Cancel

Click Save changes.

Logging Out

- To log out of the Learning Hub, at the top right of your screen, click either your picture or the 'My Courses' link – you will now see the page containing the courses you are enrolled on, your deadlines, messages and forum posts – and click Log out at the top of the screen.

- Close your browser window