

Sign in & registration

If arriving at the [Learning Hub](#) for the first time, you will need to perform one of two actions to gain access to the Learning Hub. If you already have an eligible e-Learning for Healthcare (e-LfH) account, you can **Sign in (A)** to the Learning Hub using those details. Otherwise you will need to **Create an account (B)**.

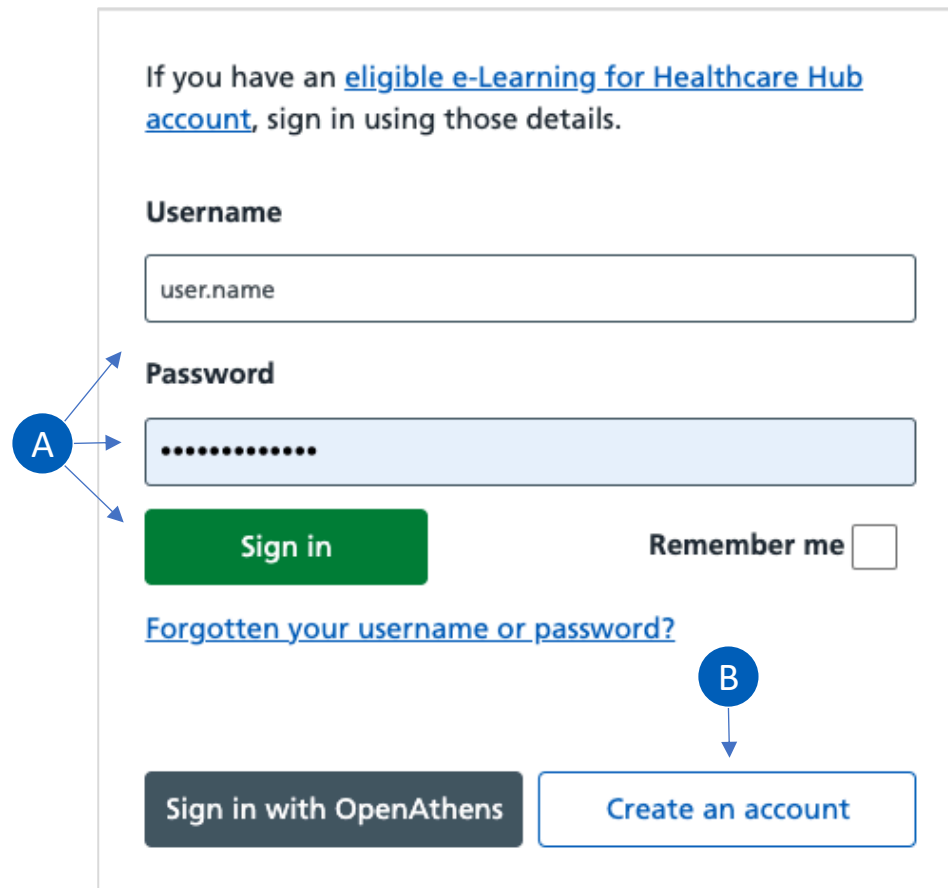
Signing in for the first time using existing e-LfH details will prompt the platform to display screens where basic profile details can be entered.

If you **Create an account** you will be guided through a series of screens where you will be asked to enter basic information on you, your role and your place of work. You will also be sent a validation email, which includes your username, during this process.

If you have an **OpenAthens** account, these details can also be used to sign in to the Learning Hub.

On completion of steps 2, 3 or 4 you will see the Learning Hub home page, where you will be able to contribute a resource.

Further support with signing in and registration can be found on the [Learning Hub support page](#).



If you have an [eligible e-Learning for Healthcare Hub account](#), sign in using those details.

Username

Password

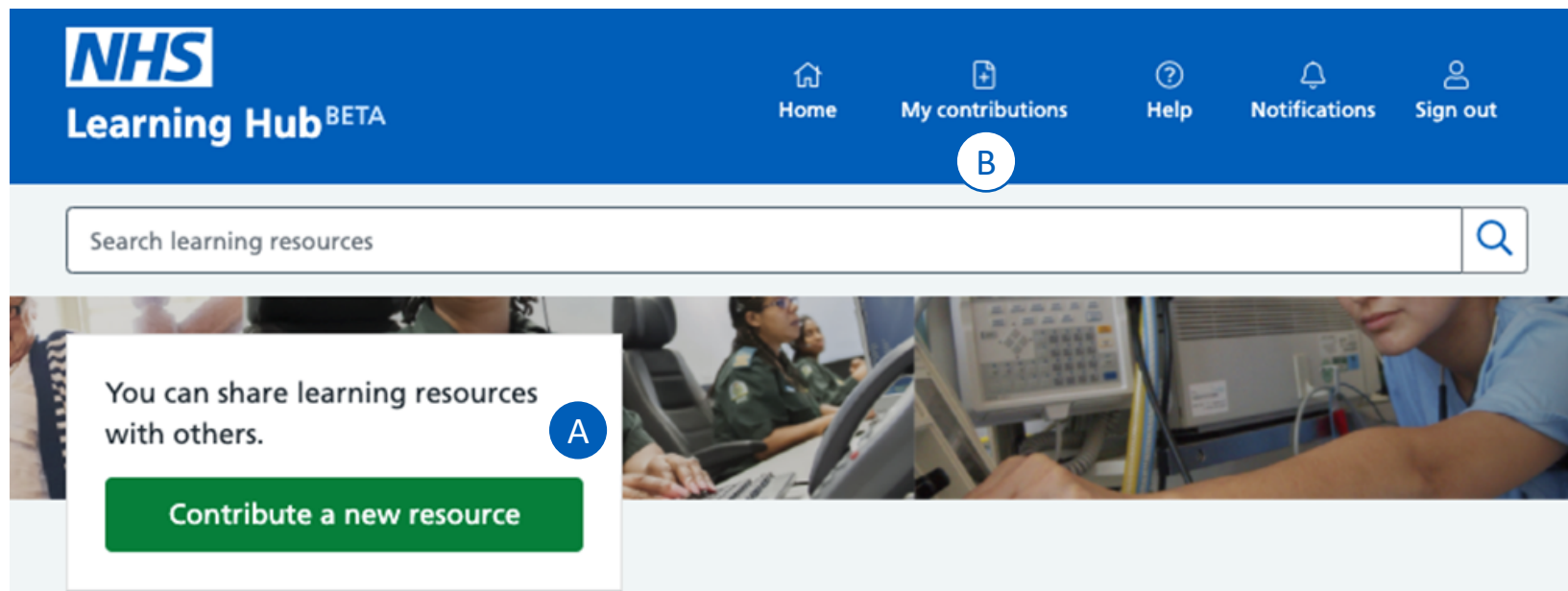
Sign in **Remember me** ☐

[Forgotten your username or password?](#)

A (points to Sign in button)

B (points to Create an account button)

Sign in with OpenAthens **Create an account**



Contribute a new resource to the Learning Hub

You can contribute a resource by selecting **Contribute a new resource (A)** on the home page.

Alternatively, to see all your previously contributed resources, select **My contributions (B)** at the top of the screen. You will also find an option to contribute new resources from there.

Contribute a resource - getting started

Enter an appropriate and meaningful **Title (A)** for your resource. Consider that this title might be what users will search for.

Select the **Type** of resource you wish to contribute from the drop down menu **(B)**. Use the inline support **(C)** if you are unsure which type to select.

To contribute a video, select **File upload**.

Having selected **File upload** you will notice the maximum file size you can upload to the Learning Hub is 2GB.

Select **Choose file (D)** and locate the resource you wish to upload from your device.

Once the resource is selected, a progress bar will show when your resource has been uploaded.



The yellow triangle indicates a mandatory field and will disappear once the field has been completed correctly.

Title

Give your resource a concise, useful title that will make sense to learners.

A

Type

▼ [What type of resource should I select?](#)

C

File upload

If you have a file stored on your computer or storage device that you want to add, for example a Word document, image, video or audio file.

Article

If you want to publish text on a topic and attach associated files.

Web Link

If you have a link to a website that you want to share, for example <https://www.nhs.uk>

B

Please choose...



You can upload a file from your computer or other storage drive you are connected to.
Maximum file size 2GB

Choose file

No file chosen

D

Contribute a resource - upload

Confirmation of your resource upload will be followed by the options displayed opposite, showing the **Uploaded file (A)** (please check this is the correct file). If not, select **Change** to choose again.

Although optional, it is strongly advised that a **Transcript (B)** and **Closed captions (C)** are also uploaded to accompany your video resource.

Both **Transcripts** and **Closed captions** will help your resource be more accessible to all.

Complete the **Additional information (D)** field if you feel there is information about the resource that is needed for users to be able to use it.

Type

File upload

Change resource type

Uploaded file

IMG_2335.mp4 (59.3 MB)

Change

Transcript (optional)

Please upload a transcript file to support learners that need to use an alternative format of this resource. This must be either a Word (.doc or .docx), PDF (.pdf) or Text (.txt) file.

Choose file

No file chosen

Closed captions (optional)

Please upload a closed captions file to support learners that need the audio displayed as text on this video. This must be a file that has a .VTT file extension.

Choose file

No file chosen

Additional information (optional)

Add any further information that is relevant to this resource or will help learners to use it, for example, how it was developed or what is required for it to be used.

You can enter a maximum of 250 characters

Contribute a resource - description

It is important to write an accurate and detailed **Description** for your resource.




Users will make an informed decision on viewing the resource based on the **Description**.

Use the text box **(A)**, with basic formatting functions **(B)**, to describe your resource with as much detail as you feel necessary.

If the content might be considered sensitive to those viewing it, select the check box **(C)** to warn users of this before they open it.

Description

Write a description that explains the resource and its benefits to learners.

↩ → | **B** *I* |    **B**

A

Do you want learners to be notified that this resource contains sensitive content, which they may find offensive or disturbing, before they access it?

☐

Yes

C

Contribute a resource - keywords and licencing

Enter as many **Keywords (A)** as you feel necessary to help users find your resource on the Learning Hub. These **Keywords** should represent what users might use to search for your resource.

Once you have entered a **Keyword**, use the +Add **(B)** button to add the **Keyword** to your resource. **Keywords** will be listed beneath, every time the +Add button is used **(C)**.

The red cross next to each **Keyword** can be used to remove it from the resource.

Use the drop down **(D)** to see which licences are available **(E)**.

Selecting the correct **Licence** is very important. If you are not sure which licence to choose for the resource, use the **More information on licences link (F)**. Please note, this link will navigate you away from the Learning Hub.

If you are still not sure, after reading the information available, check with colleagues which licence is appropriate.

Keywords

Add one or more relevant keywords to help learners find this resource, for example coronavirus. Enter one keyword and add it before entering another.

A

You can enter a maximum of 50 characters

B

 +Add

video ✕

training ✕

C

Licence ⚠

It is your responsibility to select the most appropriate licence type for this resource.

[More information on licences](#)

Please choose...

D

- ✓

Please choose...
 Creative commons: Attribution-NonCommercial 4.0 International
 Creative Commons: Attribution-NonCommercial-ShareAlike 4.0 International
 Creative Commons: Attribution-NonCommercial-NoDerivatives 4.0 International
 © All rights reserved

E

Contribute a resource - authors

Add the **Authors** that should be attributed to this resource.

If, as the contributor, you are also the author or co-author, select the check box to attribute yourself to the **Authors (A)**.

For each **Author**, complete the **Author name** (mandatory) and their **Organisation** (mandatory). If possible, also add the author's **Role** (optional) **(B)**.

Use the +Add button **(C)** to add the **Author**, after you have entered their details into the relevant fields.

Each **Author** that is added to the resource will be displayed at the bottom of this section **(D)**. Check the details are correct. If not, use the **Delete** option and add them again.

Repeat this process for each **Author** you wish to add. You can add a maximum of three authors.

Authors

Add the authors that should be attributed to this resource. You can add an author as a name, name and organisation, or just an organisation. An author could be an individual or a team. The role of the author is optional. Enter one author and add it before entering another. You can add a maximum of three authors.

☐ I am the author or co-author **(A)**

Author name

You can enter a maximum of 100 characters

Organisation

You can enter a maximum of 100 characters

Role (optional)

You can enter a maximum of 100 characters

+Add **(C)**



John Smith, Health Education England, Trainer

(D)

Delete

Contribute a resource - publish


Once all previous steps have been completed, there are 3 options available at the bottom of the screen.

If any mandatory steps have been missed, or completed incorrectly, the yellow warning triangle will be present **(A)**. Check the contribution form, looking for yellow warning triangles, to locate which fields require attention. You can only publish a resource when there are no yellow warning triangles present.

Publish this draft (B) – Selecting this button will publish your resource to the Learning Hub.

Save this draft for later (C) – Selecting this button will save the resource as a draft so that you can return later and complete your contribution. The resource will not be published, and it will not be visible to anyone on the Learning Hub.

Discard this draft (D) – Selecting this button will delete the draft and it will be removed from the Learning Hub.



You can only publish a resource when you have entered all of the mandatory information. A

Publish this draft

Save this draft for later

Discard this draft

B
C
D

Contribute a resource - My contributions

The **My contributions** menu, at the top of each page, is where you can manage resources you have contributed. Resources are placed into one of four sections **(A)**. The number in brackets indicates how many resources are inside each section. Select a section to view the resources in it.

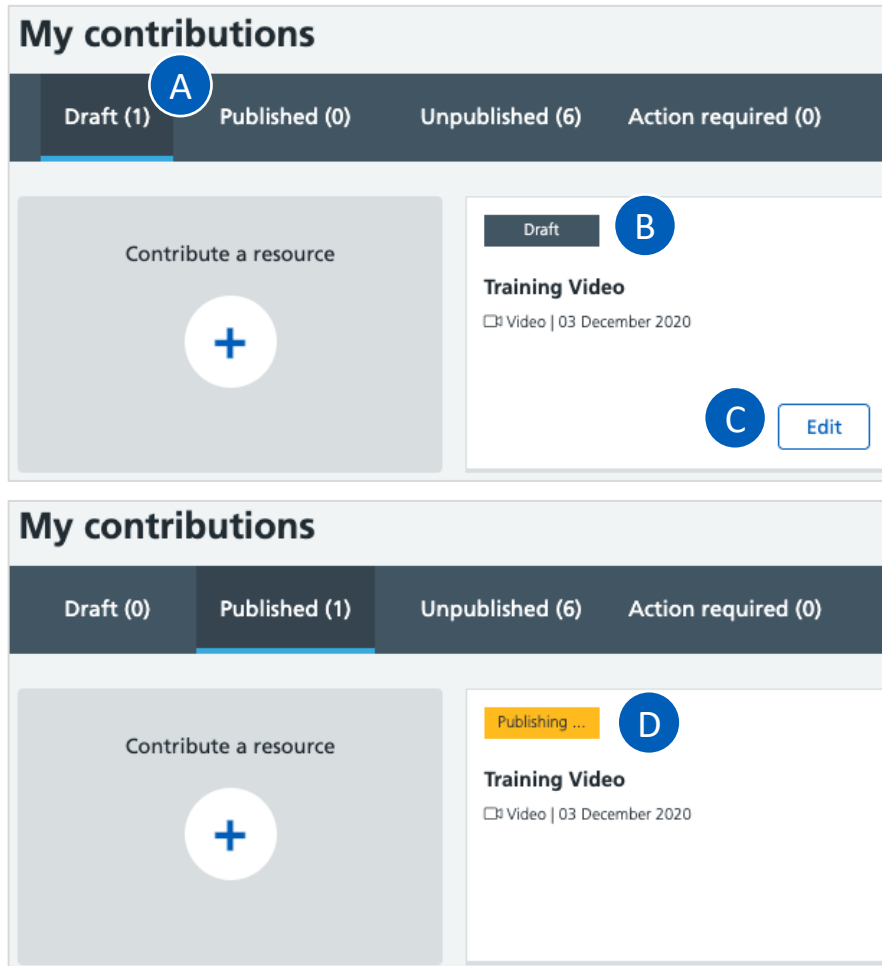
Draft – Shows all resources that are not published. If you select **Save this draft for later** on the contribution form, the resource will be stored here **(B)**. To **Edit**, and then publish the resource, use the **Edit** button **(C)**.

Published – Shows all resources that have been published to the Learning Hub **(D)**.

Unpublished – Shows resources that have been unpublished by either the contributor, or an administrator.

Action Required – Shows resources that have been reported by other users (for example, factually incorrect information).

Larger resources (for example, videos) will show **Publishing...** **(D)** until the resource has been published to the Learning Hub, at which point this will change to **Published**.



My contributions

Draft (1) Published (0) Unpublished (6) Action required (0)

Contribute a resource

Training Video

Video | 03 December 2020

Edit

My contributions

Draft (0) Published (1) Unpublished (6) Action required (0)

Contribute a resource

Training Video

Publishing ... Video | 03 December 2020

Contribute a resource - sharing the resource

There are several options available for sharing the contributed resource to other users, once the resource has been uploaded to the Learning Hub.

Locate the resource you wish to share (by either searching for it, or locating it in your **My contributions > Published** area), and ensure you are viewing the resource's published page. Within this page there are now several **share** options towards the bottom of the page (see image).

Select the Facebook button **(A)** to open a Facebook window that enables you to create a new post and share this resource on your feed.

Select the Twitter button **(B)** to open a Twitter window that enables you to create a new post and share this resource on your feed.

Select the LinkedIn button **(C)** to open a LinkedIn window that enables you to create a new post and share this resource on your feed.

Select the Copy URL button **(D)** to open an address bar (E) where you can select the URL (which automatically copies it) and send it to other users (by email, for example).

Authored by:

John Smith, Health Education England, Trainer

Licence:

© All rights reserved

[More information on licences](#)

A video about using the Learning Hub



A



B



C



D



[Report this resource](#)



<https://learninghub.nhs.uk/Resource/1121/Item>

E

NB. It is important to note that a Learning Hub account will be required to view shared resources.