

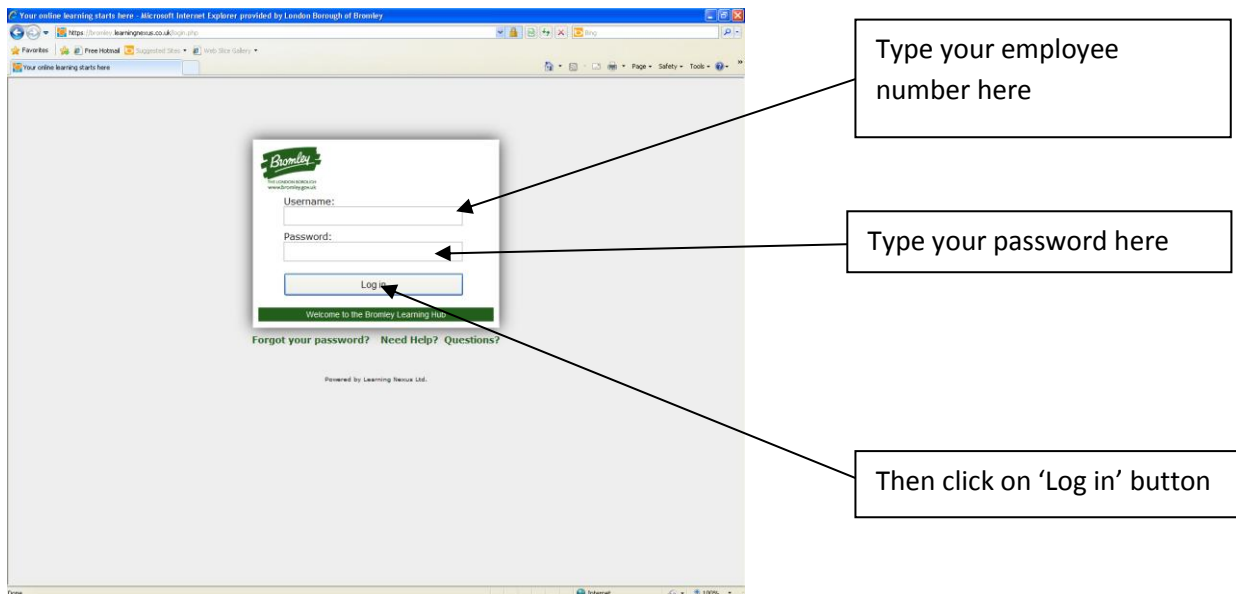
User Guide

To Access the Bromley Learning Hub

When you are first setup on the system you will be sent details of your ID and initial password via an email. If you do not have an email address, your line manager will be contacted and asked to pass your log in details to you.

If you have any queries please contact bromleylearninghub@bromley.gov.uk

The logon page to the Bromley Learning Hub is <https://bromley.learningnexus.co.uk>



The image shows a screenshot of a web browser displaying the login page for the Bromley Learning Hub. The page features a central login form with the following elements:

- A "Username:" label above a text input field.
- A "Password:" label above a password input field.
- A "Log in" button below the password field.
- A "Welcome to the Bromley Learning Hub." message below the button.
- Links for "Forgot your password?", "Need Help?", and "Questions?" below the welcome message.
- A footer that reads "Powered by Learning Nexus Ltd."

Three callout boxes with arrows point to specific parts of the form:

- The top callout box points to the Username field and contains the text: "Type your employee number here".
- The middle callout box points to the Password field and contains the text: "Type your password here".
- The bottom callout box points to the Log in button and contains the text: "Then click on 'Log in' button".

The home page will appear as displayed below. To access a course, click on the appropriate graphic or text for the course range you require e.g. Training for All, Children's Social Care or Adult's Social Care.

You are logged in as Test Account Do Not Remove (Logout)

Home

Quick Links

- Bromley e-learning Policy
- User Guide
- Frequently Asked Questions (FAQ's)

OTHER LBB SYSTEMS

- Bromley Website
- Face to Face Training
- Managers' Toolkit
- MyView - HR Self Service
- Pansophix Online User Guides

Latest News

We will notify you of any system downtime or new courses within this section.

Latest Update

No planned future downtime.

Settings

- My profile settings




Welcome to The **Bromley Learning Hub (BLH)** where you can access a range of learning and development activities linked to our corporate strategy of 'Building a Better Bromley', available anytime and anywhere.

The BLH gives you access to a library of over a 100 online courses offering a range of engaging work-related subjects. With many topics of interest to choose from, the courses are ideal as a refresher, an induction for new staff or as a supplement to other types of learning.

The site will be constantly updated, please refer to the latest news section of this page for announcements.

If you have any problems or queries accessing the Bromley Learning Hub please email: bromleylearninghub@bromley.gov.uk.

Training For All
Children's Social Care
Adult's Social Care

Using the Bromley Learning Hub

Courses are available in both audio and non-audio versions. The use of sound, at some remote London Borough of Bromley (LBB) office locations, may affect network performance. These remote sites are listed within the [FAQ link](#) on this page. At these sites you are advised to use the non-audio versions of the courses or complete the courses from a PC outside the office.

- ELearning content courses are not available to all mobile devices as Flash software is required. Android phones can be used. I pads can only be used later in 2013, when the ELearning content has been updated.
- If you are using a PC on the LBB network, the software and PC setup required should be available. If you have any problems please log a call with the CSIS help desk (0845 266 6512 or ext 6100).
- If you are using a PC, not on the LBB network, you will require the setup below. See our [FAQ link](#), on this page, for further details.
 - Flash Version 8 and above.
 - Internet Explorer browser Version 6 or later versions of Chrome and Firefox browsers.
 - ActiveX controls must be allowed.
 - Screen resolution 1280 x 800 recommended.
- Files provided on this website are in Adobe PDF format. This software is free and you can download it using this link [Download Adobe Acrobat Reader](#).
- The Face to Face Training link, on this page, can only be accessed if you are logged onto the LBB network.
- For details on the Accessibility of this site, see the [FAQ link](#) on this page.

Having selected the course category the courses available within that category are displayed on the screen, under different section headings e.g. Management Short Courses.

Most courses are available in both audio and non-audio versions. Any course you have previously accessed (complete or incomplete courses) will be highlighted with a tick next to them.

Select a course by clicking on the course title.

The screenshot shows the Bromley Learning Hub interface. At the top, there are logos for Bromley Learning Hub and BLH, and a user login status: "You are logged in as Test Account Do Not Remove (Logout)". The navigation bar includes "Home", "My courses", and "Training For All". A "Settings" sidebar is visible on the left with options for "Course administration", "Grades", and "My profile settings". The main content area is titled "INTRODUCTION TO TRAINING FOR ALL" and contains a section for "Management Short Courses". This section lists 36 courses, each with a small icon and a status indicator (a red tick or a grey circle). The course "Equal Opportunities in the Workplace: Recruitment and Selection v2 (Non-Audio)" is highlighted with a red tick. A vertical line points to this course title. The URL at the bottom of the page is "romley.learningnexus.co.uk/mod/scorm/view.php?id=646".

Home ▶ My courses ▶ Training For All

Settings

- Course administration
 - Grades
- My profile settings

Your progress

INTRODUCTION TO TRAINING FOR ALL

This section provides learning opportunities for all staff.
For information on our classroom based training courses please refer to our [Face to Face Training](#) page

Management Short Courses

These courses are specifically designed with managers in mind. Subject areas cover key knowledge and skills that all managers are expected to have, whether newly appointed, experienced or operating at a strategic level.

- An Overview of the Data Protection Act 1998 v8
- An Overview of the Data Protection Act 1998 v8 (Non-Audio)
- Equal Opportunities in the Workplace: Recruitment and Selection v2
- Equal Opportunities in the Workplace: Recruitment and Selection v2 (Non-Audio)
- Freedom of Information Act 2000 v8
- Freedom of Information Act 2000 v8 (Non-Audio)
- Information Governance
- Information Governance (Non-Audio)
- The Bribery Act 2010
- The Bribery Act 2010 (Non-Audio)
- SMARTER Objectives for Managers v2
- SMARTER Objectives for Managers (Non-Audio) v2
- Attracting Candidates and Producing Job Advertisements v2
- Attracting Candidates and Producing Job Advertisements v2 (Non-Audio)
- Candidate References and Selection
- Candidate References and Selection (Non-Audio)
- Job Analysis, Job Descriptions and Person Specifications
- Job Analysis, Job Descriptions and Person Specifications (Non-Audio)
- Shortlisting Candidates and Selection Techniques v2
- Shortlisting Candidates and Selection Techniques v2 (Non-Audio)
- The Recruitment Process - An Overview
- The Recruitment Process - An Overview (Non-Audio)
- Conducting Effective Meetings
- Conducting Effective Meetings (Non-Audio)
- Meeting Behaviour and Dealing with Problem Characters
- Meeting Behaviour and Dealing with Problem Characters (Non-Audio)
- Organising and Running Effective Meetings
- Organising and Running Effective Meetings (Non-Audio)
- Supervisory and Managerial Leadership 360 Appraisal
- Your Leadership Style and Effectiveness
- Delegation

romley.learningnexus.co.uk/mod/scorm/view.php?id=646

The course contents screen will now be displayed; this provides you with a description and overview of the course.

If you have completed a section of the course it will be marked with a green tick within a box. Any section that is incomplete will be highlighted as an orange box. Any section that has not yet been started will be shown simply as an empty box.

Click on the Enter button to continue to the course itself.

Home ► My courses ► Training For All ► Management Short Courses ► Meeting Behaviour and Dealing with Problem Characters (Non-Audio)

Settings

- Course administration
- My profile settings

Meeting Behaviour and Dealing with Problem Characters (Non-Audio)

This course covers meeting behaviour, understanding problem participants, group dynamics, handling conflict, as well as recognising and controlling the various stages of group communication.

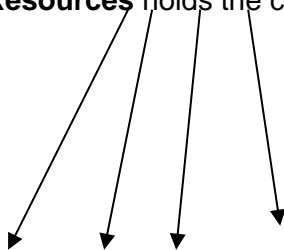
Contents

- Meeting Behaviour and Dealing with Problem Characters (no audio)
- Course Lesson
- Course Post-Test

Enter

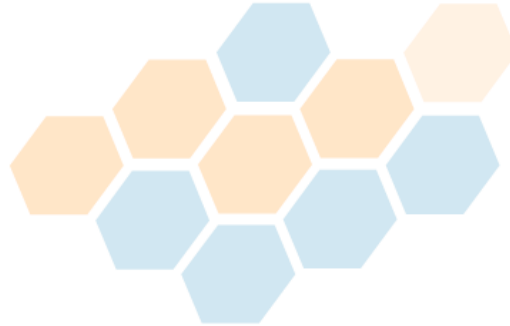
The course will now load for you to complete. The look and feel of the course do vary depending on where and how they have been developed. During your course, there maybe a number of options, across the top of the screen:

- **Main Menu** to return to the main page of the course
- **Search** function, which allows you to search the screens
- **Report** shows your progress through the course
- **Resources** holds the course fact sheet, course notes and other resources.



Introduction to Risk Assessment

- Module 1 - What is a Hazard?
- Module 2 - Types of Hazard
- Module 3 - Hidden Hazards
- Module 4 - What is Risk?
- Module 5 - Risk Assessment
- Module 6 - Risk Control
- Final Assessment



If you have previously accessed a course then selected 'exit' part way through, you will see the following screen below when you next enter the course.

To start where you exited last time you accessed the course select '**Yes**'.

To start the course from the beginning again select '**No**'.

The screenshot displays an e-learning application window titled "Introduction to Risk Assessment v2". The interface includes a top navigation bar with "Main Menu", "Search", "Report", "Resources", and "Glossary" on the left, and "Help" and "Exit" on the right. Logos for "Bromley THE LONDON BOROUGH" and "learningnexus creating e-learning together" are visible in the top right corner. A central dialog box titled "Get bookmark" contains the following text: "This lesson was bookmarked at screen 2 (Module 1 - Self Assessment Question 1) last time." and "Would you like to continue from where you placed a bookmark last time?". Below the text are two buttons: "Yes" and "No". At the bottom of the application window, there is a status bar showing "Module 1 - What is a Hazard?" and "Screen 2 of 7" with a progress indicator. To the right of the status bar are four control buttons: "ZOOM IN" (with a magnifying glass icon), "BACK" (with a left arrow icon), "REPLAY" (with a circular arrow icon), and "NEXT" (with a right arrow icon).

To Exit a Course

Complete the sections and any tests or assessments within the course. When you have finished click 'exit'.

Introduction to Risk Assessment v2

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Main Menu Search Report Resources Glossary Help **Exit**

Introduction to Risk Assessment

- Module 1 – What is a Hazard?
- Module 2 – Types of Hazard
- Module 3 – Hidden Hazards
- Module 4 – What is Risk?
- Module 5 – Risk Assessment
- Module 6 – Risk Control
- Final Assessment

Not yet visited Unfinished Completed Passed Further study recommended

On the screen below select the 'exit' button.

Introduction to Risk Assessment v2

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Main Menu Search Report Resources Glossary Help **Exit**

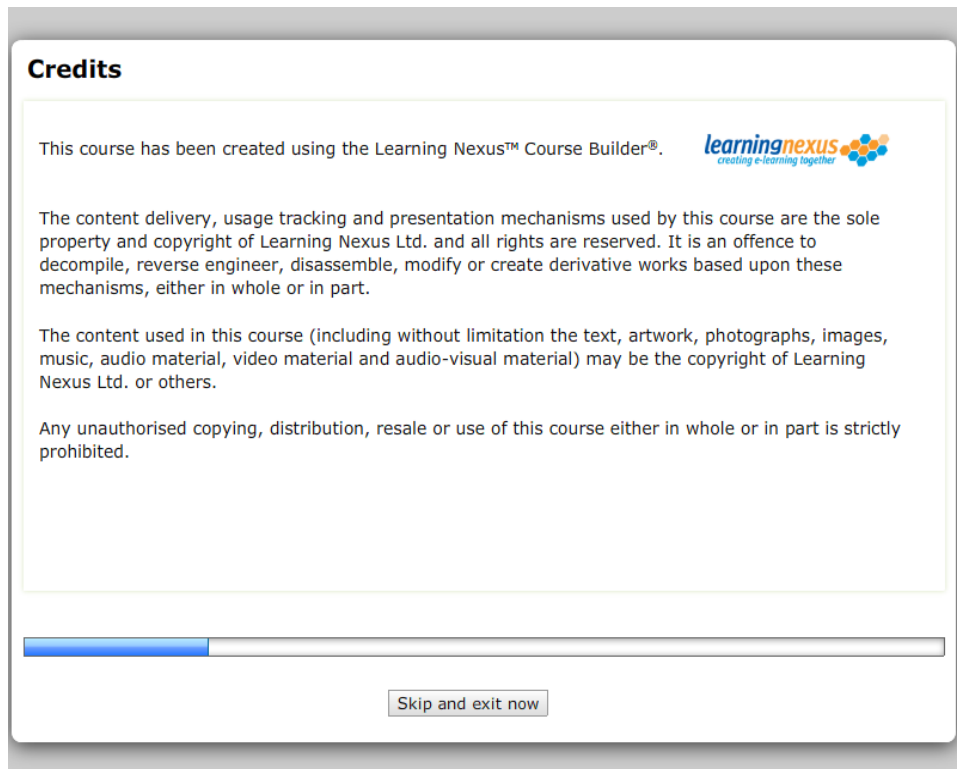
Introduction to the End of Module Assessment

Exit
Are you sure you would like to exit?


Module 1 – What is a Hazard?
Screen 4 of 7

ZOOM IN BACK REPLAY NEXT

A blue bar will be displayed whilst your progress on the course to date is being recorded. If you exit from this screen before it is complete then your progress during this session will be lost. It is important that you wait for the blue bar on the following screen to complete.



Credits

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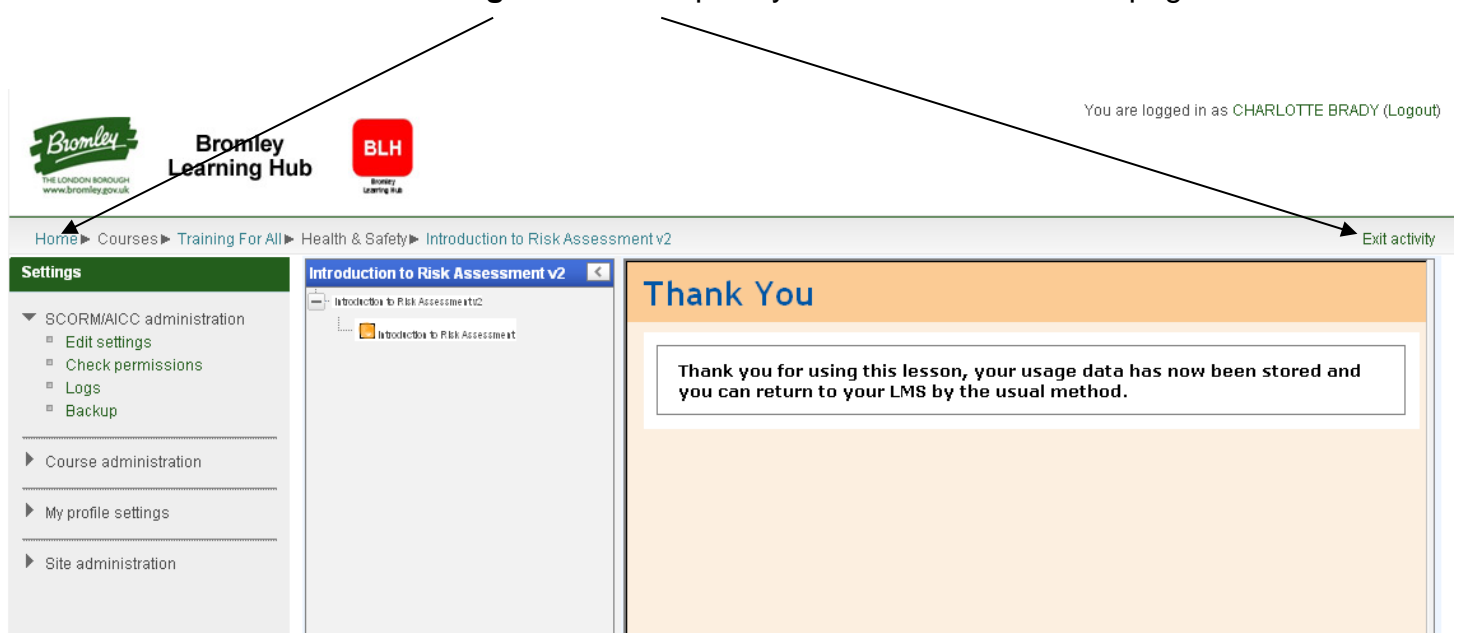
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[Skip and exit now](#)



You will then see the screen below.

Select **'exit activity'** to be taken back to the course list,

Select the link **'Home Page'** to exit completely and return to the home page.



Top right: You are logged in as CHARLOTTE BRADY (Logout)

Top left:  Bromley Learning Hub 

Navigation: Home ► Courses ► Training For All ► Health & Safety ► Introduction to Risk Assessment v2

Settings menu:

- SCORM/AICC administration
 - Edit settings
 - Check permissions
 - Logs
 - Backup
- Course administration
- My profile settings
- Site administration

Course content: Introduction to Risk Assessment v2

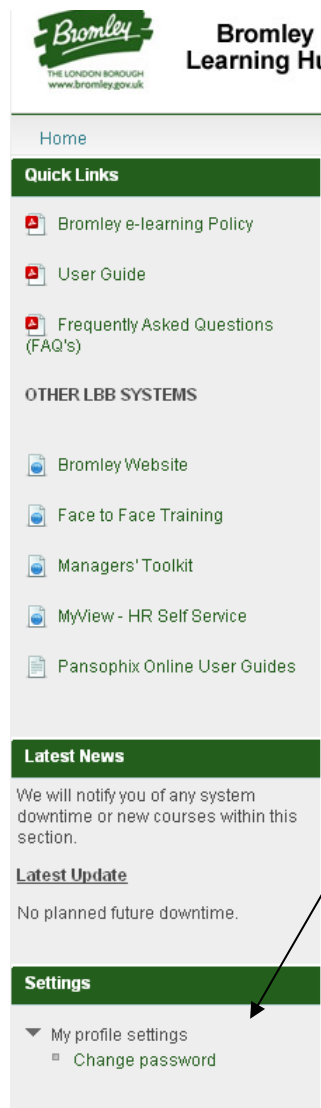
Thank You

Thank you for using this lesson, your usage data has now been stored and you can return to your LMS by the usual method.

Exit activity

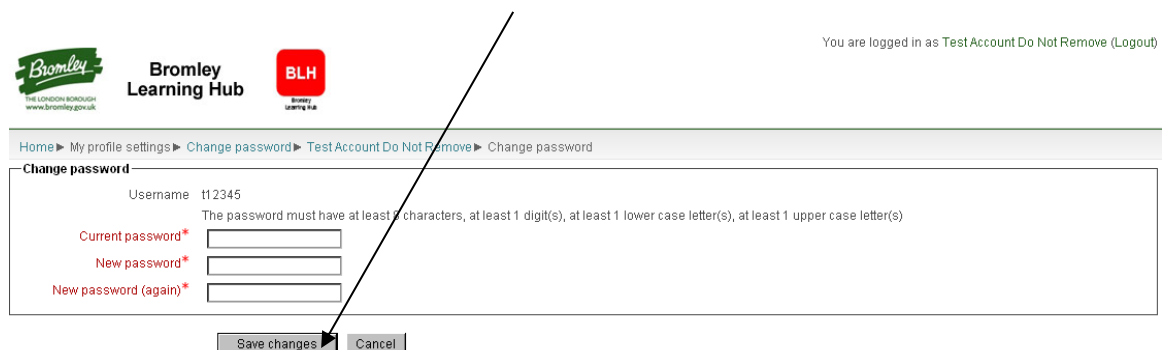
Changing your Password

From any page select the option '**My profile settings**' on the left hand side of the screen under the section entitled "Settings". An option to '**Change Password**' will now be displayed.



The screenshot shows the Bromley Learning Hub interface. At the top left is the Bromley logo with the text 'THE LONDON BOROUGH www.bromley.gov.uk'. To its right is 'Bromley Learning Hub'. Below this is a navigation menu with sections: 'Home', 'Quick Links' (containing Bromley e-learning Policy, User Guide, and Frequently Asked Questions (FAQ's)), 'OTHER LBB SYSTEMS' (containing Bromley Website, Face to Face Training, Managers' Toolkit, MyView - HR Self Service, and Pansophix Online User Guides), 'Latest News' (with a notice about system downtime), 'Latest Update' (stating 'No planned future downtime.'), and 'Settings' (expanded to show 'My profile settings' and 'Change password'). A black arrow points from the 'Change password' option in the menu towards the right side of the page.

When you select this option you will be asked to enter your current password followed by your new password ensuring it contains 8 characters, including 1 digit, 1 lower case and 1 upper case character. Type this new password again and then select the button titled '**Save Changes**'.

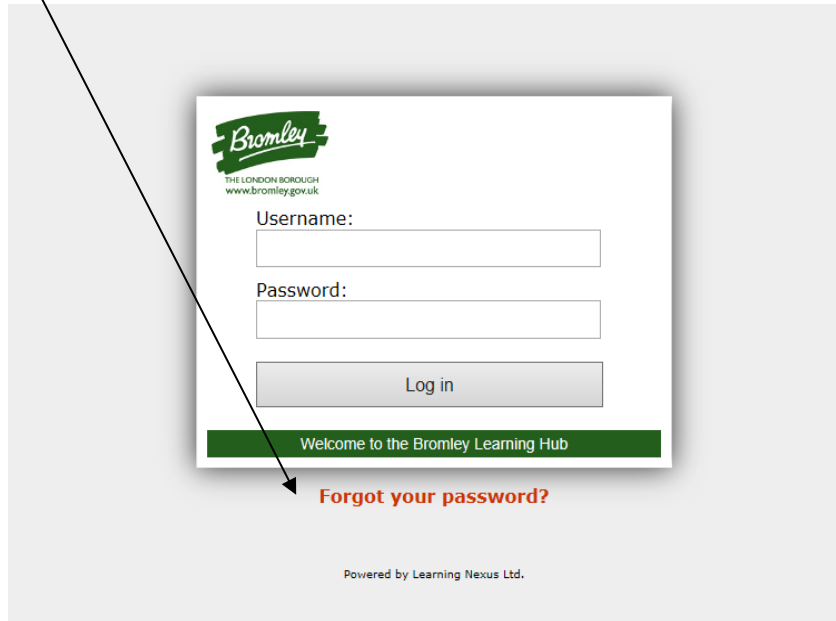


The screenshot shows the 'Change password' form. At the top right, it says 'You are logged in as TestAccountDo Not Remove (Logout)'. The breadcrumb trail is 'Home > My profile settings > Change password > TestAccountDo Not Remove > Change password'. The form title is 'Change password'. The 'Username' field is 't12345'. Below this is a password strength indicator: '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)'. There are three input fields: 'Current password*', 'New password*', and 'New password (again)*'. At the bottom are 'Save changes' and 'Cancel' buttons. A black arrow points from the 'Save changes' button towards the right side of the page.

There are required fields in this form marked *.

Forgotten your Password

On the login screen below select the link '**Forgot your password?**'



Enter either your username or email address (if known) in the screen below and select '**Search**'. If you have a valid email address then you will be sent a confirmation email and then a further email containing your new password.



Bromley Learning Hub



You are logged in as Test Account Do Not Remove (Logout)

Home ► My profile settings ► Change password ► Test Account Do Not Remove ► Change password

Change password

Username t12345

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*

New password*

New password (again)*

Save changes

Cancel

There are required fields in this form marked *.