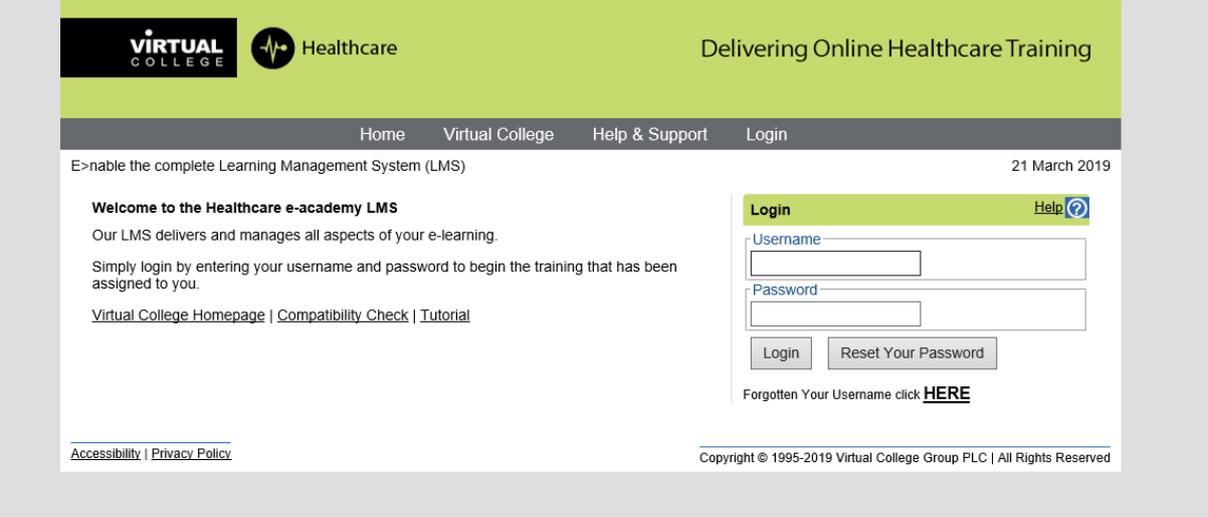


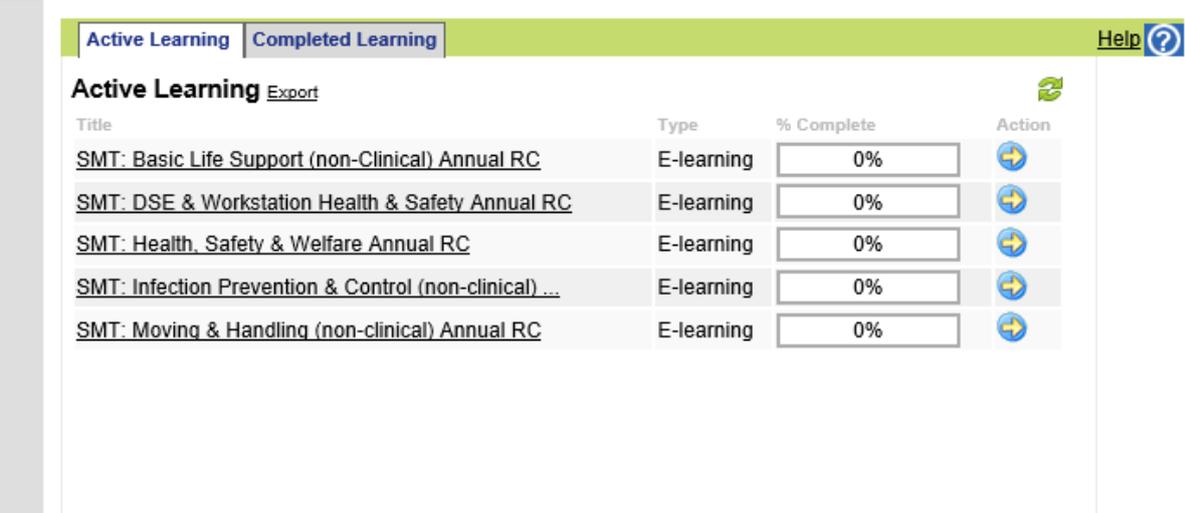
USER GUIDE FOR VIRTUAL COLLEGE

1. Go To <https://healthcareea.vctms.co.uk>
2. Login using Username and Password sent to you.



The screenshot shows the login page for the Virtual College Healthcare LMS. The header includes the Virtual College logo, the word 'Healthcare', and the tagline 'Delivering Online Healthcare Training'. A navigation bar contains links for Home, Virtual College, Help & Support, and Login. The main content area features a welcome message, a login form with fields for Username and Password, and buttons for Login and Reset Your Password. A 'Forgotten Your Username' link is also present. The page footer includes accessibility and privacy policy links, and a copyright notice for 1995-2019 Virtual College Group PLC.

3. Once you have logged in you will see:



The screenshot shows the dashboard for the Virtual College LMS. It features a navigation bar with 'Active Learning' and 'Completed Learning' tabs, and a 'Help' icon. The main content area is titled 'Active Learning' and includes an 'Export' link. Below this is a table listing active learning modules with columns for Title, Type, % Complete, and Action.

Title	Type	% Complete	Action
SMT: Basic Life Support (non-Clinical) Annual RC	E-learning	0%	
SMT: DSE & Workstation Health & Safety Annual RC	E-learning	0%	
SMT: Health, Safety & Welfare Annual RC	E-learning	0%	
SMT: Infection Prevention & Control (non-clinical) ...	E-learning	0%	
SMT: Moving & Handling (non-clinical) Annual RC	E-learning	0%	

4. Click on the module you would like to do

Course Description:

To keep your knowledge up to date, 11 months after completing this course, you will be allocated a refresher course.

Course Status	Course Breakdown				
Status: Active Last Location: Not Started Total Time Spent: 0 hr 00 mins Total Time Allowed: N/A Deadline: N/A	Statutory & Mandatory Training: Basic Life Support (Non-Clinical) V1.2 0% 2 Activities 				
	Statutory Mandatory Training Basic Life Support Non-Clinical	Not Attempted	N/A	N/A	Start >>
	Assessment	Has Prerequisites	N/A	N/A	View [+]
Preferences					

5. Click on the Start button (right hand side)

You have chosen to launch the following training unit:-
Statutory Mandatory Training Basic Life Support Non-Clinical
 Please click "Begin Training" to load this content

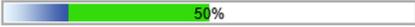
[Begin Training](#)

6. Begin your training module

7. At the end of the module there is an assessment, you will need to complete over 75% to pass. If you need another attempt please phone the office on 0117 9702755.

Overall Progress: 50%

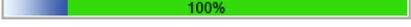


Course Status	Course Breakdown															
Status: Active Last Location: Statutory and Mandatory: Moving and Handling Objects and People Total Time Spent: 60 mins Total Time Allowed: N/A Deadline: N/A	Statutory and Mandatory: Moving and Handling Objects and People  2 Activities  <table border="1"> <thead> <tr> <th>Title</th> <th>Status</th> <th>Date</th> <th>Time Taken</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Manual Handling Objects and People</td> <td>Completed</td> <td>05 November 2014</td> <td>00:43:21</td> <td>show[+]</td> </tr> <tr> <td>Assessment</td> <td>Failed</td> <td>10 December 2014</td> <td>00:08:32</td> <td>show[+]</td> </tr> </tbody> </table> <p>Attempts Remaining: 0 Add Attempt Comments / Grade: You have not yet reached the required pass mark of 75%. Please return to the training material to undertake further learning before taking the quiz again.</p>	Title	Status	Date	Time Taken	Action	Manual Handling Objects and People	Completed	05 November 2014	00:43:21	show[+]	Assessment	Failed	10 December 2014	00:08:32	show[+]
Title	Status	Date	Time Taken	Action												
Manual Handling Objects and People	Completed	05 November 2014	00:43:21	show[+]												
Assessment	Failed	10 December 2014	00:08:32	show[+]												

8. When you pass you will be able to download and print your certificate.



Course Description:
To keep your knowledge up to date, 11 months after completing this course you will be allocated a refresher course.

Course Status	Course Breakdown															
Status: Active Last Location: Statutory & Mandatory Training: Equality, Diversity and Human Rights V1.2 Total Time Spent: 1 hr 58 mins Total Time Allowed: N/A Deadline: N/A Preferences Audio On <input checked="" type="radio"/> Off <input type="radio"/> Text On <input checked="" type="radio"/> Off <input type="radio"/>	<div style="background-color: #f9e79f; padding: 10px; text-align: center; font-weight: bold;">Please click  to print your certificate</div> Statutory & Mandatory Training: Equality, Diversity and Human Rights V1.2  2 Activities  <table border="1"> <thead> <tr> <th>Title</th> <th>Status</th> <th>Last Accessed</th> <th>Time Taken</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Statutory and Mandatory Training Equality Diversity and Human Rights</td> <td>Completed</td> <td>26 February 2019</td> <td>01:35:59</td> <td>Review >> [+]</td> </tr> <tr> <td>Assessment</td> <td>Passed</td> <td>05 March 2019</td> <td>00:05:54</td> <td>Review >> [+]</td> </tr> </tbody> </table> <p>Comments / Grade: Well done - you have passed.</p>	Title	Status	Last Accessed	Time Taken	Action	Statutory and Mandatory Training Equality Diversity and Human Rights	Completed	26 February 2019	01:35:59	Review >> [+]	Assessment	Passed	05 March 2019	00:05:54	Review >> [+]
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Statutory and Mandatory Training Equality Diversity and Human Rights	Completed	26 February 2019	01:35:59	Review >> [+]												
Assessment	Passed	05 March 2019	00:05:54	Review >> [+]												
	Evaluation Breakdown Evaluation Click HERE to export your responses for this evaluation.															