

Learning site guide for managers

This is a generic guide for managers using the learning sites. It includes dashboards and menus, reports, and seminars for education events.

Always ensure you are up to date on local processes. This guide is a support only and may include content not relevant to you. Please ask if you are unsure.

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Dashboard

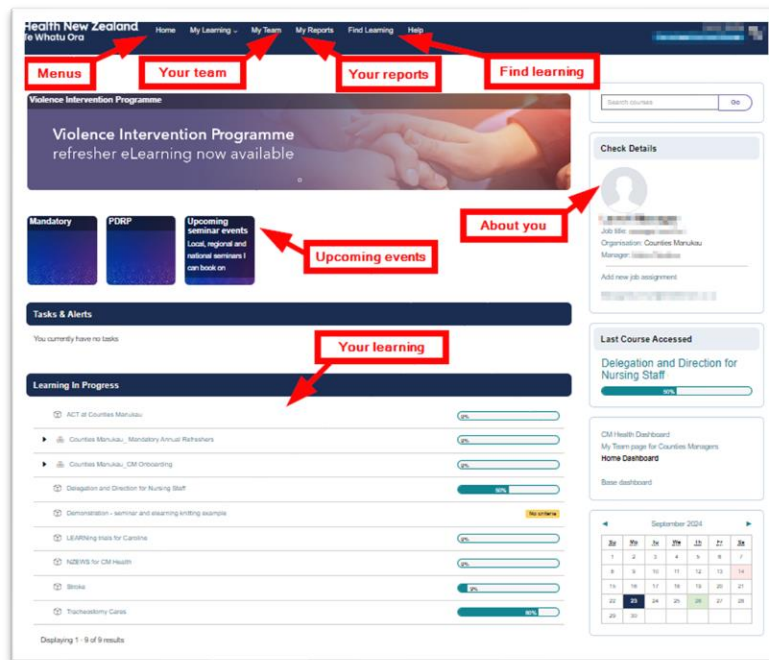
Login to the learning site used in your local area.

- <https://koawatelearn.co.nz> - usually your email address is your username.

The first page that loads when you login is your main dashboard. Familiarise yourself with the menus at the top of the page and the sections in the two columns on the page.

Tasks and alerts

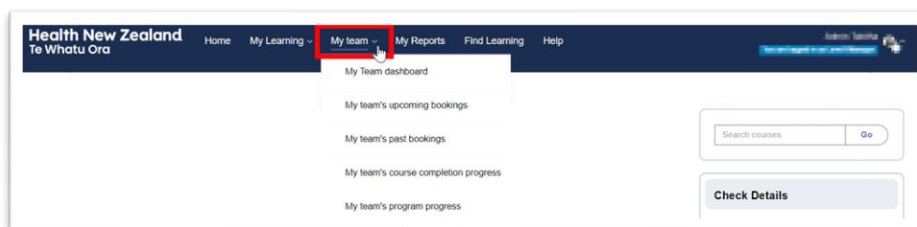
There is an area dedicated on your dashboard to tasks and alerts, relating to your learning and your team.



My team

You can see a list of direct reports, with some information about them, such as bookings, records and reports. As we work towards integrating HR data, any corrections to your direct reports should be discussed with your HR team.

Familiarise yourself with what is available to you in the My team menu. New items are added as they are developed.

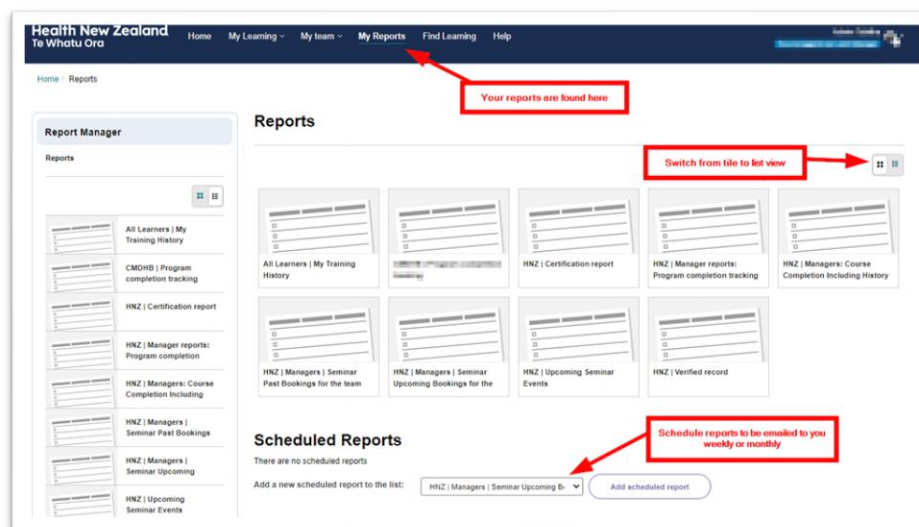


My Reports

There are reports relating to your own learning, and to your team. They show current and up to date information held in the learning site.

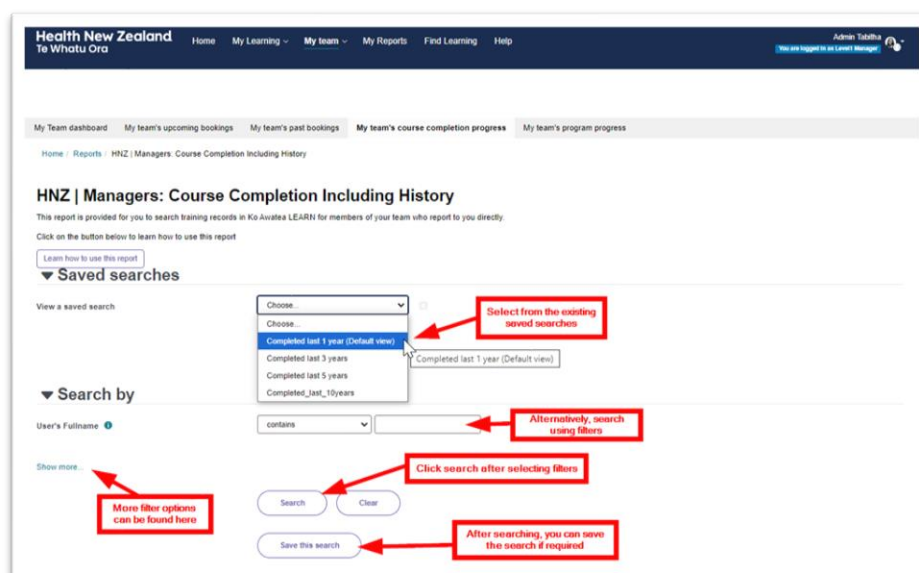
Familiarise yourself with the reports relating to past and upcoming events, course and program progress and certifications for your team. The reports and their results are tailored, and access is granted to relevant people, so your report list and results of filter searches reflect your role and will differ to another person's report list and search results. Please treat private data with respect and in compliance with the Privacy Act 2020.

The verified record report is available to all users of the learning site and gives a record that can be provided by the individual to their responsible authority, such as the Nursing Council of New Zealand.



Saved searches

Some reports contain saved searches we have created for you.

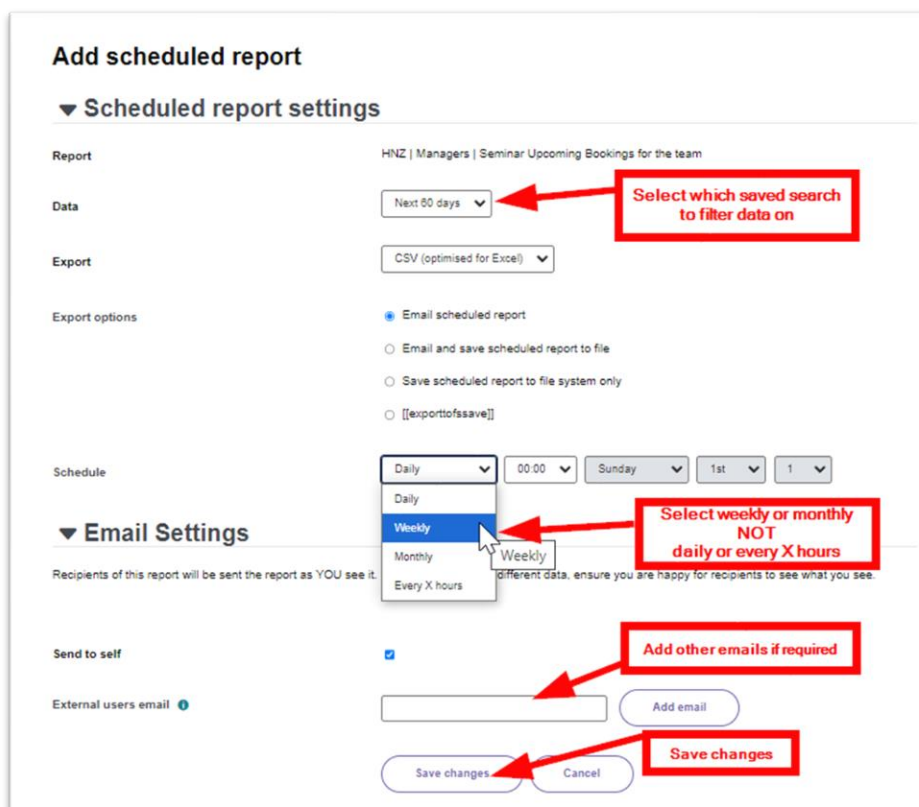
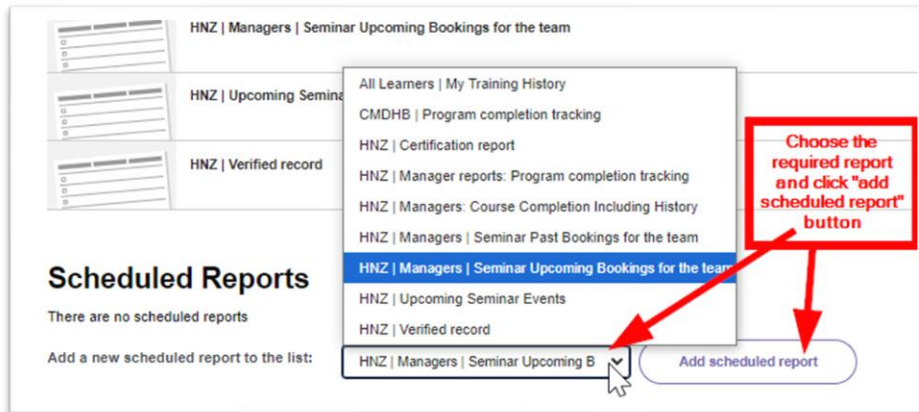


Under the report results table, there are various export options, as appropriate to that report.

Scheduled reports

From “my reports” menu, below the list of available reports, there is the option to schedule reports. This allows you to email yourself the reports. It requires “saved searches” to have been created for that report.

Weekly or monthly, not daily, scheduled during off peak times, only the data you need, impacts the system performance



Outlook tip

You can use rules for forwarding the scheduled report emails, such as to your Associate Clinical Charge Nurses.

If you are not interested in seeing the emails as they arrive, you can set up a rule to automatically file them into a folder.

If you have not setup rules in Outlook before, please check the Outlook help.

Questions?

Discuss with your local leads who are supported by nationallearningmanagement@tewhatauora.govt.nz if they need support answering your questions.