

## How to: Accessing And Navigating Your Learner Dashboard

Once you have registered on the HEIW Pharmacy website <https://www.wcppe.org.uk>, you will be able to access your learner dashboard, this is where you will find all of your course information, e-learning packages, access your calendar of events and much more. You can access your learner dashboard by clicking on one of the two Learner Dashboard tabs, highlighted in red in the image below, on the main page.



You will be taken to your learner dashboard, here you can see the basic main page, as below, this page has yet to have any courses or e-learning packages added, before it has been customised to your personal settings. Your name will appear where it states 'your name here'.

Home Latest News Event Calendar About Services Provided Learning Dashboard Contact My Profile Logout English (en) ▾

Your name here 

 Your name here

Dashboard

Customise this page

**DOWNLOAD CERTIFICATES**    
You do not have any certificates issued to you.

**To access the learning resources, events, courses and assessments you are registered on, please click the appropriate tab below.**

**WCPPE COURSE OVERVIEW**  

Distance learning packs **Distance learning packs (Printed)** Live Events Assessments e-Learning Pre-Reg Other Nesa

You are not registered for any courses in this category.

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You are logged in as . (Log out)  
Home  
Data retention summary

You can customise how your learner dashboard appears and what information or tools you have access to, by clicking on the 'customise this page' tab highlighted below.

Home Latest News Event Calendar About Services Provided Learning Dashboard Contact My Profile Logout English (en) ▾

Your name here 

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Dashboard

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 1 

 Addysg a Gwella Iechyd  
Cymru (ASIG)  
NHS Health Education and  
Improvement Wales (HEIW)

[Return to WCPPE homepage](#)

**Customise this page**

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You are logged in as . (Log out)  
[Home](#)  
[Data retention summary](#)

You will be taken to the customisation page, as below, here you have a drop down menu where you can pick what your learner dashboard looks like, and what tools you wish to utilise.

You can add such functions as a calendar highlighting event dates you have booked, course overview showing you where you are with each course or e-learning topic, latest announcements so you are always up to date with any information added to the website and more.

Home Latest News Event Calendar About Services Provided Learning Dashboard Contact My Profile Logout English (en)

Your name here

Dashboard

ADD A BLOCK

- Add...
- Add...
- Calendar
- Comments
- Course overview
- Download Certificates
- Global search
- HTML
- Latest announcements
- Latest badges
- Learning plans
- Logged in user
- Mentees
- Online users
- Random glossary entry
- Remote RSS feeds
- Tags

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Distance learning packs Distance learning packs (Printed) Live Events Assessments e-Learning

Pre-Reg Other Nesa

You are not registered for any courses in this category.

Reset page to default Stop customising this page

GIG NHS Wales Addysg a Gwella Iestyd Cymru (ASGIC) Health Education and Improvement Wales (HEIW) Return to WCPPE homepage

You are logged in as (Log out)

Home Data retention summary

Once you have added the functions you believe would be useful to you, your dashboard will change appearance with new blocks added with the tools chosen as below. If you change your mind and no longer wish to keep a tool on your dashboard simply click on the settings wheel in the top right of the tool block, and select 'delete from dashboard'.

Home Latest News Event Calendar About Services Provided Learning Dashboard Contact My Profile Logout English (en) ▾ Your name here 

 Your name here

Dashboard

### CALENDAR

March 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### COURSE OVERVIEW

Timeline **Courses**

Sort by dates Sort by courses



No upcoming activities due

### ADD A BLOCK

Add... ▾

### DOWNLOAD CERTIFICATES

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### WCPPE COURSE OVERVIEW

Distance learning packs **Distance learning packs (Printed)** Live Events Assessments e-Learning

Pre-Reg Other Nesa

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« 1 »

Reset page to default Stop customising this page



Adding a Gwella Iechyd  
Cymru (Add(C)  
Health Education and  
Improvement Wales (HEI(W))

[Return to WCPPE homepage](#)

Once you have completed customising your dashboard, you can save all of the changes by clicking on the 'stop customising this page' tab highlighted below.

The screenshot shows a user dashboard interface. At the top is a navigation bar with links: Home, Latest News, Event Calendar, About, Services Provided, Learning Dashboard, Contact, My Profile, Logout, and English (en). A user profile icon and name are visible on the right. Below the navigation bar, the user's name is displayed as "Your name here" next to a placeholder profile picture. A "Dashboard" tab is active. On the left, an "ADD A BLOCK" dropdown menu is open, listing various widgets like Calendar, Comments, Course overview, Download Certificates, Global search, HTML, Latest announcements, Latest badges, Learning plans, Logged in user, Mentees, Online users, Random glossary entry, Remote RSS feeds, and Tags. The main content area contains three blocks: "DOWNLOAD CERTIFICATES" (with a message "You do not have any certificates issued to you."), a large instruction box stating "To access the learning resources, events, courses and assessments you are registered on, please click the appropriate tab below.", and "WCPPE COURSE OVERVIEW" (with tabs for Distance learning packs, Distance learning packs (Printed), Live Events, Assessments, e-Learning, Pre-Reg, Other, and Nesa, and a message "You are not registered for any courses in this category."). On the right, there are two buttons: "Reset page to default" and "Stop customising this page" (highlighted with a red border). Below the main content area, a footer indicates the user is logged in as "Home" and provides links for "(Log out)" and "Data retention summary".

Once you have saved your changes, you will automatically be taken to your dashboard which will now be updated with your personalised tools. If at any point during the customisation of your dashboard you wish to return the page to its basic settings click on the 'reset page to default' tab highlighted in red below. This will return the page back to its original settings.

Home Latest News Event Calendar About Services Provided Learning Dashboard Contact My Profile Logout English (en) ▾

 **Your name here**

Dashboard

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**Reset page to default** Stop customising this page

 Addysg a Gwella Iechyd Cymra (AAGIC) Health Education and Improvement Wales (HEIW)

[Return to WCPPE homepage](#)

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You are logged in as [Home](#) (Log out)

[Data retention summary](#)

Once completed you will again be taken to an interactive version of your learner dashboard, where you will be able to access all the tools chosen through customisation, you will find details of any and all course, events or e-learning you have chosen to complete in your WCPPE Course Overview which is part of the default settings on your learner dashboard, highlighted below. If you would like any assistance with how to register for an event or e-learning then please utilise our guide of the same name.

Home Latest News Event Calendar About Services Provided Learning Dashboard Contact My Profile Logout English (en) ▾ Your name here

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« 1 »

You are logged in as [redacted] (Log out)  
Home  
Data retention summary

Once you have completed certain courses, events or e-learning, you will need to claim your certificate on the individual course or e-learning page before it appears on your Download Certificates page, you will then be able to download a certificate to show completion of said course, event or e-learning. Here you will be able to choose individual certificates to download and save or print etc.

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[Return to WCPPE homepage](#)

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« 1 »

You are logged in as Home (Log out)  
[Data retention summary](#)

To leave your learner dashboard, click on the 'Return to WCPPE homepage' tab, highlighted below, and you will be taken back to the homepage of the website.