

Training and Development Manager (TDM) v2 trainee information

Introduction

Training and Development Manager (TDM) v2 is the new, updated version of what is currently known as 'HELP', the self-service portal where trainees create their accounts, enrol onto courses, and access their certificates for completed courses. Migration from TDM v1 to TDM v2 is scheduled for week commencing 16th December 2024 and will have completed by Friday 20 December 2024. There will be no downtime during the migration

If you have any issues at any point, please contact the team for assistance at england.regionalteaching.yh@nhs.net

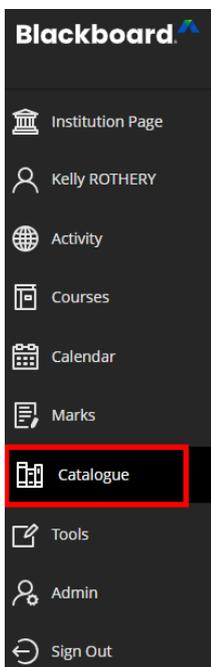
Part 1: Launching TDM v2

1.1 To access TDM v2 please log in to Blackboard Learn using your school's link from the table below.

Anaesthesia and ICM	heeyhanaesthetics.blackboard.com
Dental	heeyhdental.blackboard.com
Emergency Medicine	heeyhemergencymedicine.blackboard.com
Foundation	heeyhfoundation.blackboard.com
General Practice	heeyhgeneralpractice.blackboard.com
Histopathology	heeyhpathology.blackboard.com
Medicine	heeyhmedicine.blackboard.com

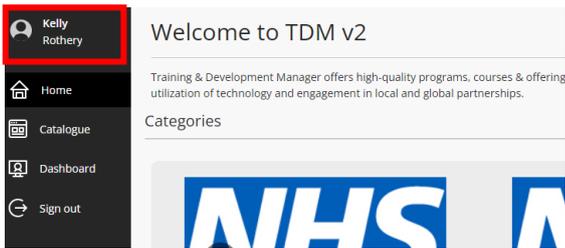
Obstetrics and Gynaecology	heeyhobsandgynae.blackboard.com
Ophthalmology	heeyhophthalmology.blackboard.com
Paediatrics	heeyhpaediatrics.blackboard.com
Psychiatry	heeyhpsychiatry.blackboard.com
Radiology	heeyhradiology.blackboard.com
Surgery	heeyhsurgery.blackboard.com

1.2 Once you have opened the landing page, please navigate to 'Catalogue' on the left-hand side menu on the landing page (please note that each School's landing page will look different, but the side menu will remain the same). This will launch a new window and open TDM v2 for you.



Part 2: Updating your profile

2.1 Firstly, you will be required to update your account information. Once TDM v2 has launched, please click on your name in the top left-hand corner of your screen.



N.B. Please ensure that you are doing this on TDM v2 and not the main Blackboard Learn page.

2.2 This will open your account details. You will need to update the following information:

- GMC number
- School
- Training Grade
- Trust name.

A screenshot of the 'Edit your profile' form. The form is titled 'Edit your profile' and has a close button in the top left. It is divided into several sections: 'Personal information', 'Security', and 'General information'. In the 'Personal information' section, the 'GMC/GDC Registration Number' field is highlighted with a red box. In the 'Security' section, the 'Password' and 'Confirm Password' fields are visible. In the 'General information' section, the 'School', 'Trust Name', and 'Training Grade' dropdown menus are highlighted with red boxes. At the bottom of the form, there is a 'Terms and Conditions' section with a checkbox and a 'Save' button.

2.3 Once you have updated this information, click save in the bottom right corner of your screen.

Part 3: Accessing the course catalogue and enrolling onto a course

3.1 To enrol onto a course, click on Catalogue on the left-hand menu. This will take you to the latest version of the course catalogue

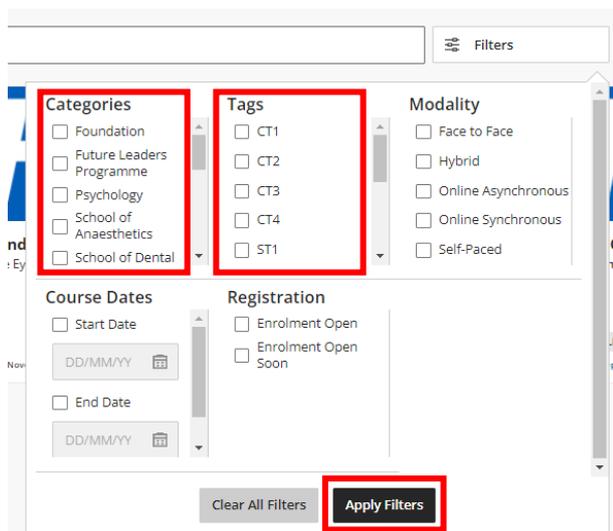


3.2 To find courses relevant to your training, click on 'Filters,' this will open a drop-down window in which you can search courses by school (categories), training grade (tags), type of course (modality), course dates, and availability.

The main ones you will need to use are categories and tags, as future courses will be linked to your school and training grade.

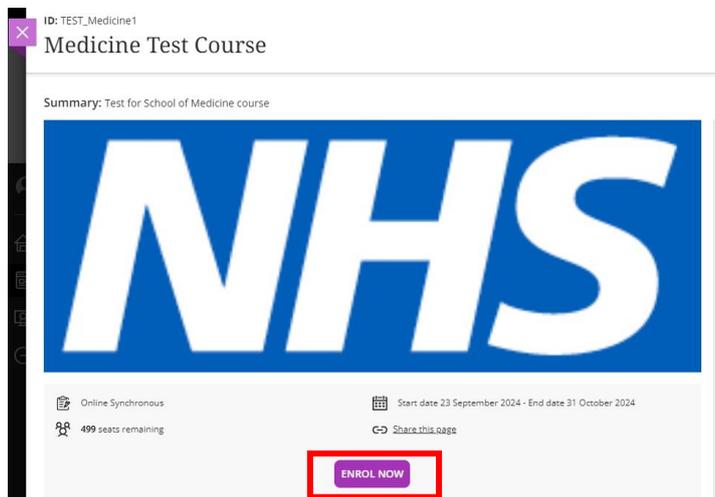


3.3 Select your school (from the categories list) and training grade (from the tags list) to filter the catalogue and then click 'Apply Filters'.



3.4 To enrol onto a course, click on the thumbnail of the course you want to enrol onto. This will open the course information page.

Click 'Enrol Now' to add yourself onto the course.



3.5 You will receive an email confirming that you have been enrolled onto the course.

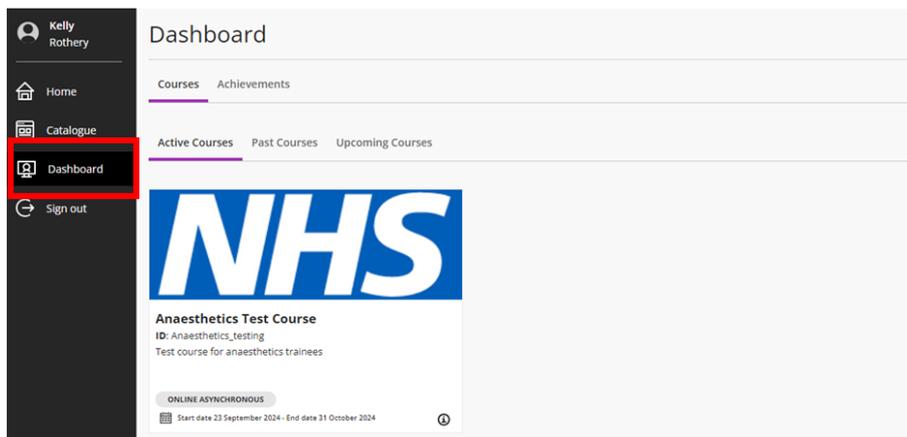
Part 4: Accessing a course

4.1 Once you have enrolled onto courses, you can find these in your 'Dashboard' in the left-hand menu of TDM v2.

These are split into 3 categories:

- 'Active Courses' for courses that are currently underway,
- 'Past Courses' for those courses that are now closed,
- 'Upcoming Courses' for those courses happening in the future.

Formatted: Font: (Default) Arial, 12 pt



4.2 Click on the thumbnail for the course you wish to access and then click 'Start Course,' and this will redirect you to the main course page on Blackboard Learn.

NIHS START COURSE

Anaesthetics Test Course
ID: Anaesthetics_testing
Test course for anaesthetics trainees

ONLINE ASYNCHRONOUS

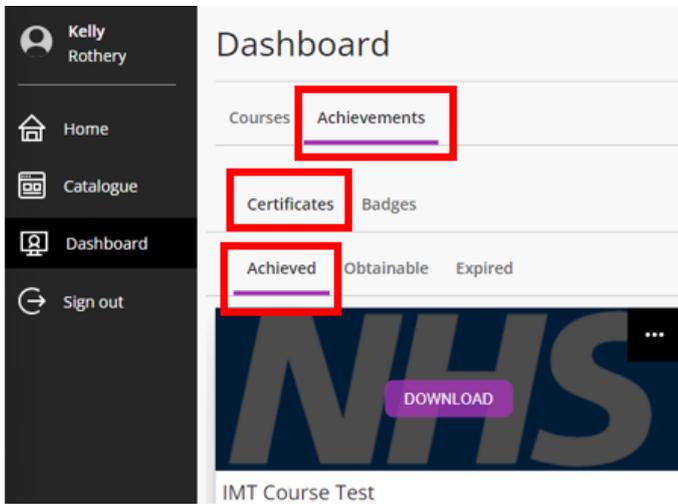
Start date 23 September 2024 - End date 31 October 2024

4.3 Once you are in the course page, you can interact with the course in the usual ways relevant to your teaching programme's requirements.

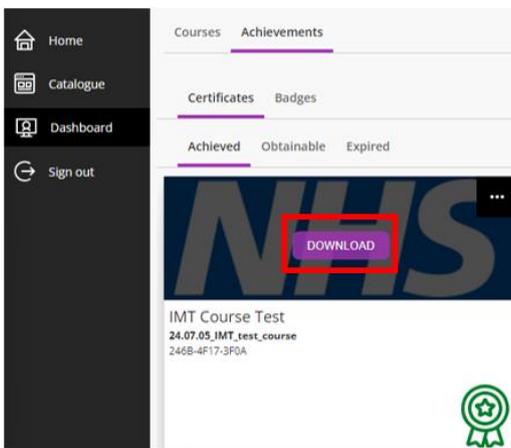
Part 5: Downloading course certificates

5.1 In order to download your certificates you will need to launch TDM v2 (as per the instructions in Part 1) and click on Dashboard in the left-hand menu.

5.2 Once in your Dashboard, click on 'Achievements,' select 'Certificates' and then select 'Achieved'



5.3 Click the purple 'Download' button to download your certificate. This will download a PDF certificate to the default download location on your device.



If you select 'Obtainable,' this will show you certificates that you can obtain once all the course requirements are met.

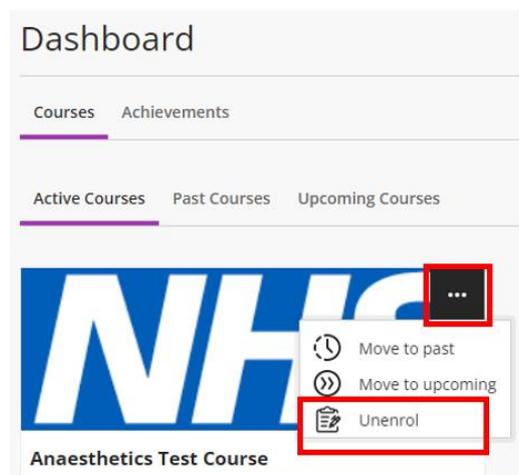
If you select 'Expired' this will show you historic certificates. Please note the course certificates we issue do not expire, so there should be nothing to see in this last area.

Part 6: Unenrolling from a course

6.1 In your dashboard, (see Part 1) hover your cursor over the course you wish to unenroll from

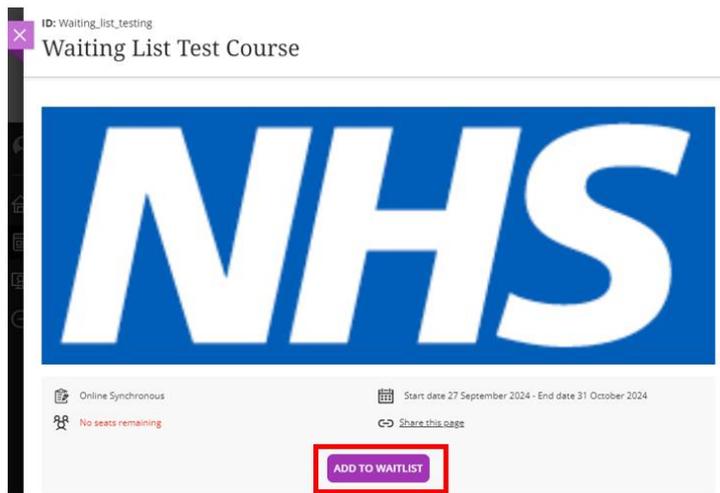
3 dots appear in the top right-hand corner of the thumbnail.

- Click the three dots,
- A small menu will open, select to unenroll from the course.
- Once you have done this, you will receive an email notification of the unenrolled from the course.



Part 7: Joining a course waiting list (where available)

7.1 If waiting lists are enabled by your School, and a course is fully booked, rather than having an 'Enrol Now' button, there will be an 'Add to Waitlist' button (see image below) on the course once you have opened it from the catalogue



7.2 If you wish to add yourself to the waiting list, please click 'Add to Waitlist.' You should then receive an email advising that you have been added to the list for that course.
7.3 If a place becomes available on a course with a waiting list, we will allocate the place on a first come, first served basis from the waiting list.

7.4 If you are subsequently allocated a place, you will receive an email advising that you have been enrolled onto the course and will be asked to unenroll if you are no longer able to take the place.