Recording support for Health My Way

**What is covered in this document:**

Navigating the Learner Management Section

1. Load the homepage of the Be Connected Network Partner site (www.beconnectednetwork.org.au) and log in to your organisational account. The Login button is in the top right hand corner of the home screen.
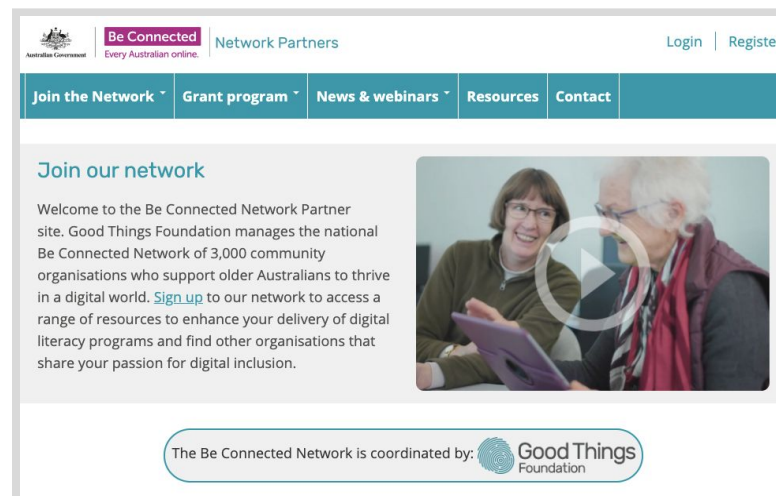
2. Once logged in, you will see on the homepage an additional tab on the right hand side of the navigation bar called 'Your Organisations'. Hover your mouse over this tab, and select 'Capture IT' from the drop down menu.

Note: If you are logging in on a mobile device, the 'Your Organisations' tab will be found in the collapsible hamburger menu. Tap on the arrow to expand it, then select 'Capture IT'.
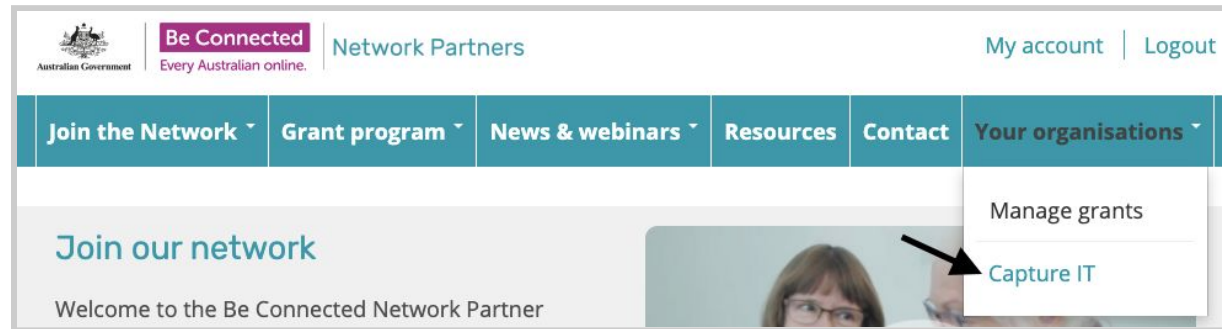
3. Your Learner Management dashboard will then load. This is where you will see a list of learners (once they have been added to CaptureIT), as well as groups you have created and search functions.
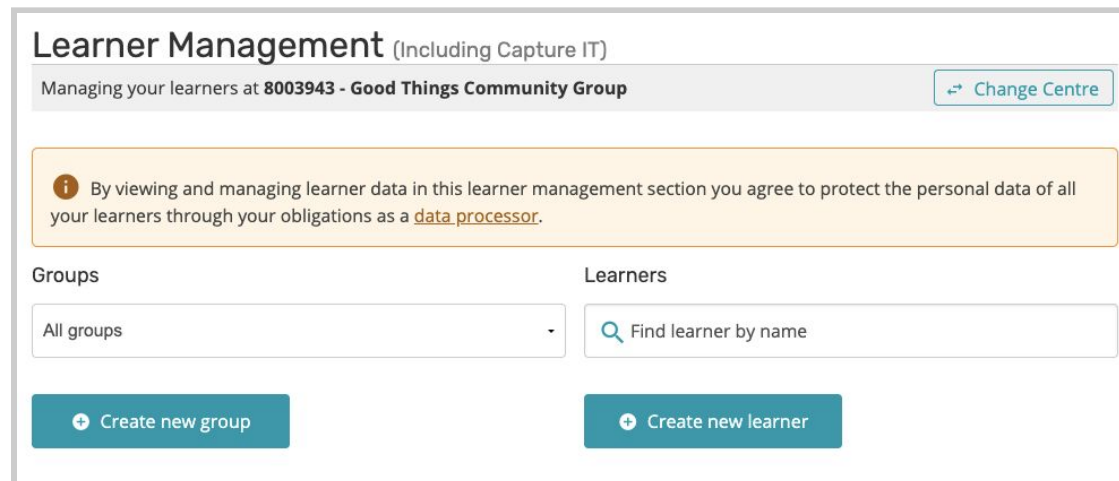
Recording details of engagement events

1. To record an engagement event, you will need to create a tutor account that we can recognise. Add the organisation as a tutor using the 'Create new learner' form.
   a. Fill out organisational details, and in the email address section, please enter [Your Organisation ID]@captureit.org.

First name (required)

Good Things Community

Last name (required)

Tutor

Email address (optional)

8003943@captureit.org

Telephone number (optional)

Date of birth (required)

10/02/2020

   b. After completing the required details, save the 'learner' and click on the name to then promote it to a tutor using the blue center button. Confirm this promotion.

2. Once you have a tutor account on CaptureIT, click the name to access that registration.

3. On the top menu hover over 'Capture IT', and you will see different program options drop down. Select 'Health My Way'.
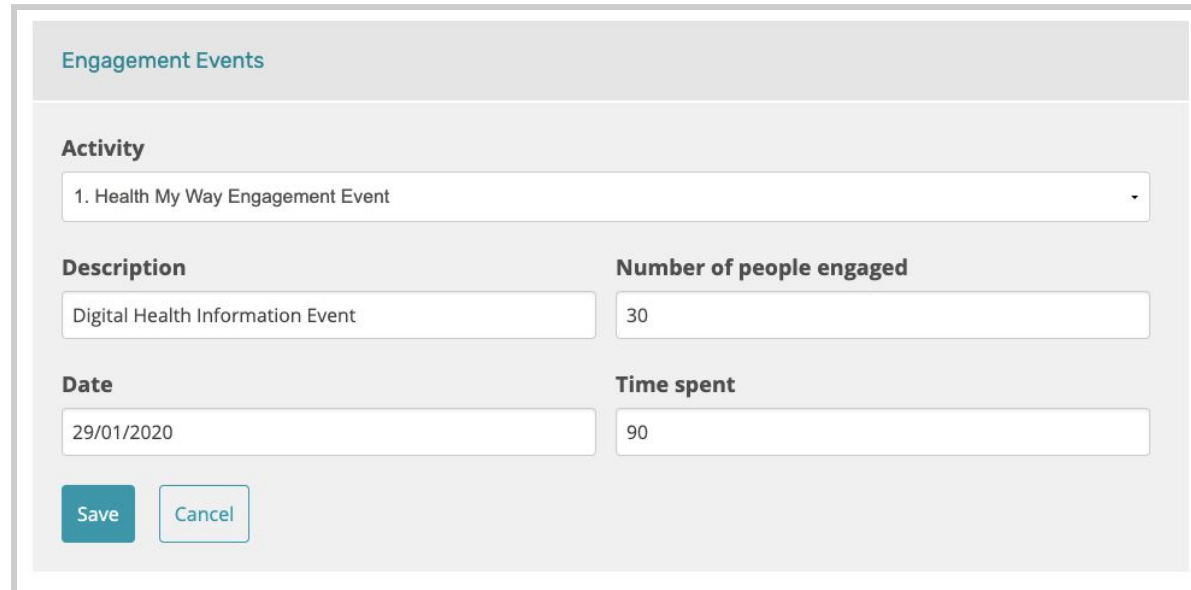

4. Tick the box confirming our privacy policy, allowing you to view the Health My Way activities.

5. Click onto 'Engagement Events' and fill out a short description of the event, the number of people engaged, the date the event was held and how long the event ran (in minutes).

Engagement Events

Activity

1. Health My Way Engagement Event

Description

Digital Health Information Event

Number of people engaged

30

Date

29/01/2020

Time spent

90

Save   Cancel

6. Click save, and your details of the event will be stored. This is how to record every event held to meet the Health My Way requirements.

Adding a learner supported through Health My Way

If a learner is not yet on the CaptureIT system, you will need to add them to show how you have supported them through Health My Way. You will also need to add learners who you have helped through Health My Way, but already have a Be Connected eSafety account (identified through required questions). If the learner is already on capture it, skip to Step 6.
Once you have created a learner, you must add their Health My Way Activity to meet the learner requirements.

1. To add a learner, click on the button **'Create new learner'**.

2. A blank form will display. Here you will see boxes into which you can enter the details for your learner

3. Fill in the following details for the learner:
   - First name (required)
   - Last name (required)
   - Group (optional)
   - Email address (optional)
   - Telephone number (optional)
   - Date of birth (required)
   - Address (Suburb, State, Postcode - required)
   - Gender (optional)
   - Country of birth (optional)
   - Language Spoken at Home (optional)
   - Is the person of Aboriginal Or Torres Strait Islander origin (optional)
   - Does the person have a disability (optional)
   - Is this person also registered on the eSafety learner website (https://beconnected.esafety.gov.au)? (required)
   - Where was the person referred from? (required)

4. At the bottom of the fields, you will see a tick box confirming that the information you are providing is true and accurate and that you have permission to record it in the system. Select the button **'Create learner'**.

5. When you have successfully created a learner, you will see a confirmation screen. From here you can either start adding activities for this learner, create another learner, or return back to the manage learners screen to see your full list of learners by selecting **'Back to manage learners'** in the top left of your screen.
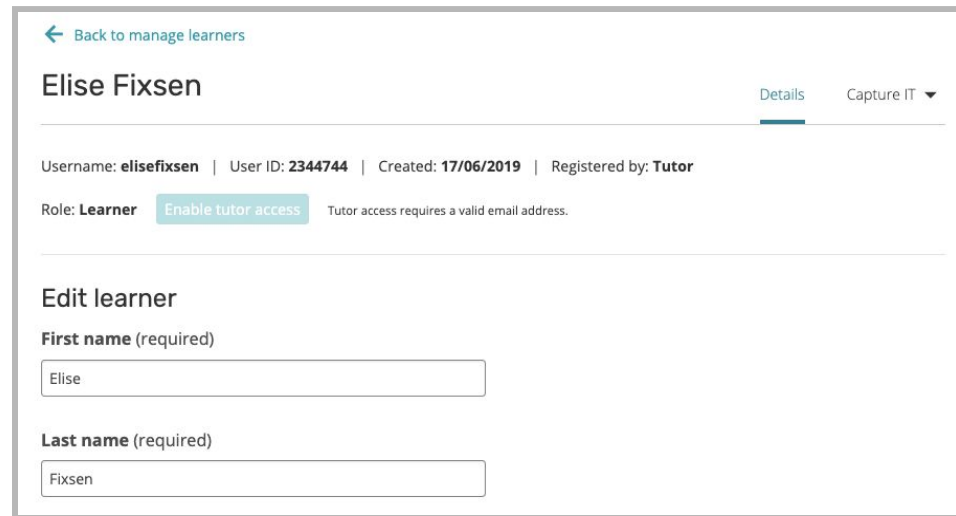
6. To add Health My Way activity to a learner, select the learner from the from the Learner Management list to load their record. Here you can see and edit the details you entered when they were added to CaptureIT.

7. On the top menu hover over 'CaptureIT', and you will see different program options drop down. Select 'Health My Way'.

8. After ticking the box to confirm the private policy, click on **'Add activity'** for **Digital Support Sessions**, and add relevant details of the Health My Way activity that the learner has completed from the drop down menus and confirm the date and time spent on the activity in minutes. Once you have entered the relevant information, select **'Save'**.
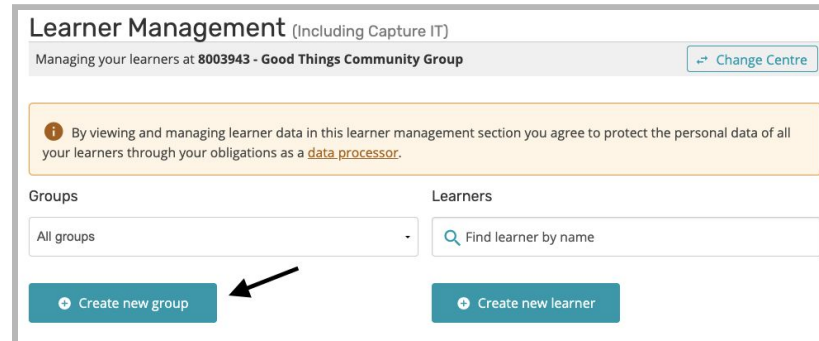

The activity you have created will save for that learner. You will then see it appear under their list of Digital Support Sessions.

9. If needed, you can remove an activity that you have added. Below the topic you will see the activity and the date it was created. To remove the activity, click on **'View activity'** . You will then see the **'Delete'** button. Clicking on this will immediately remove the activity.
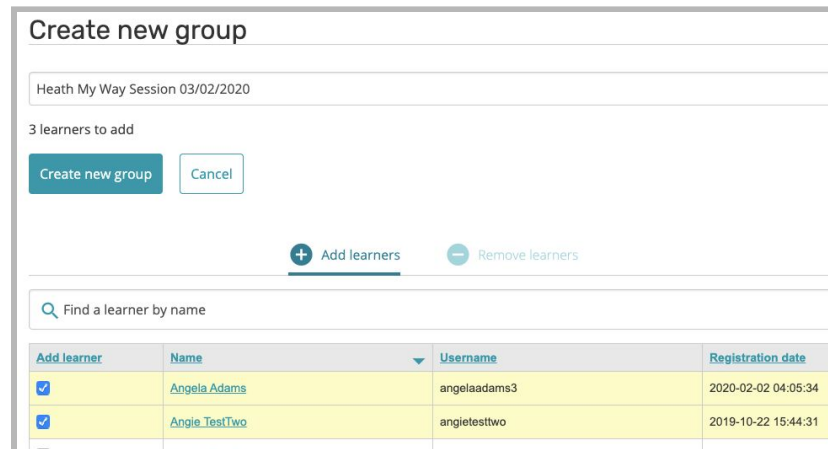
Creating groups and adding activities

Creating groups allows you to add Digital Skills Session activities to a group of learners rather than to individual learners one at a time. This can save you time if a group has covered the same activity.

1. On the Learner Management dashboard you will see the button **'Create a New Group'** on the left side of the screen.

2. The first step is to create a name for the group. Type in a name for the group into the text field.

3. Select learners from your existing list to add to the group by ticking the checkbox against their name in the column 'Add learner'. Select the button **'Create new group'** to save.

4. To add an activity for the group (which will also add the activity to the records of each individual learner in it), return to the Learner Management screen.

5. Select the group name from the drop-down menu under **'Groups'**. You click the button **'Manage this group'** in the centre of the screen between 'Create new group' and 'Create new learner'.
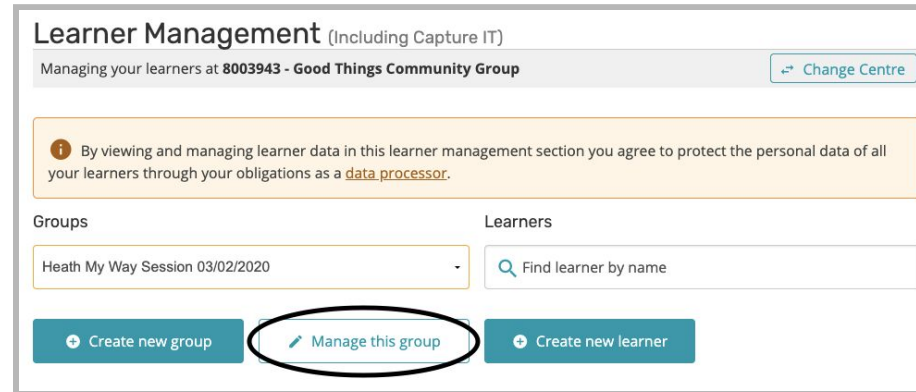
6. This will take you to a new screen where you will add the activities for this group. Click on **'CaptureIT: Health My Way'.**
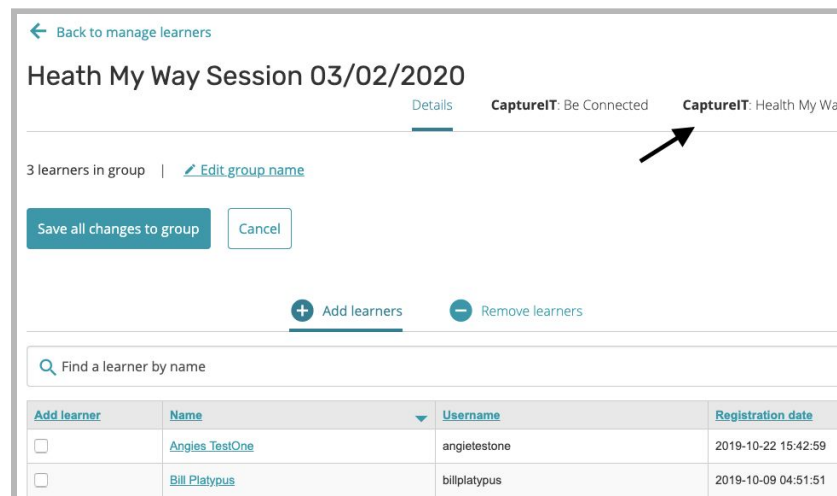
7. The process is the same as for adding activities to individual learners. At the top of the screen is the 'tick box' agreement regarding sharing the information. Select **'Add activity for all learners in group'** for Digital Support Sessions and enter the relevant details.

Capture IT: Health My Way

☑ I confirm that this person has been informed that these details will be stored in line with our privacy policy and used to monitor their interaction(s) with the Health My Way funded programme and for statistical analysis. Good Things Foundation will share these details with 8003943 - Good Things Community Group for the purposes of this programme only.

Digital Support Sessions

Activity

2. Introduction to My Health Record - Privacy and Access ▾

Date   **Time spent**
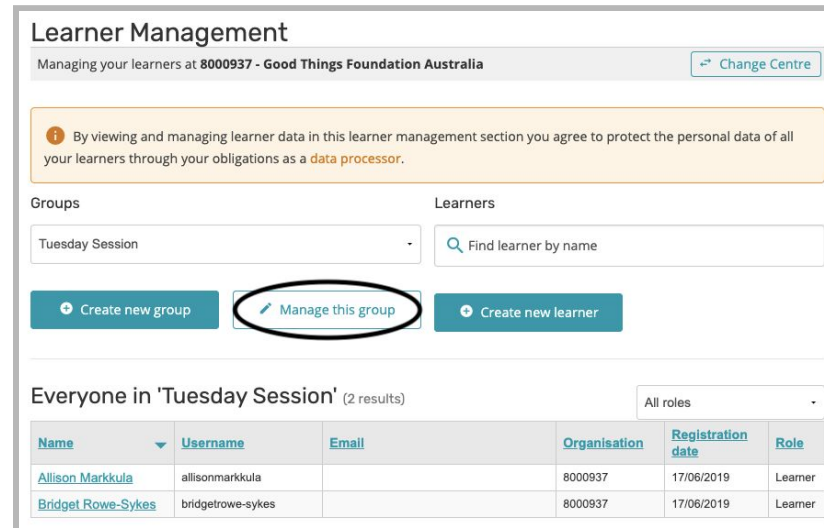
03/02/2020   30

Save   Cancel

The saved activity will then appear for this group's learners.

Managing learners of a group - Adding and Removing Learners From a Group

Learners can be added or removed from a group after it has been created.

1. From the Learner Management dashboard screen, select the group name from the 'Groups' drop-down menu of the group you would like to edit. Select the button **'Manage this group'**.

2. This will load the group management screen. Under the **'Add learners'** section, select which learners you would like to add by ticking the checkbox in the 'Add Learner' column and then select the button **'Save all changes to group'**.

3. Similarly, under the **'Remove learners'** section, select which learners you would like to remove from the group by ticking the checkbox in the 'Remove Learner' column and select the button **'Save all changes to group'**.