

A Quick 'How To' Guide for the Learn Together Hub



The Learn Together Hub Network

Welcome to the Learn Together Cambridgeshire Hub, our online community for teachers, leaders and subject specialists to share knowledge, ideas and resources.

Lead Organisation: Cambridgeshire County Council

CONTACT: learn.together@cambridgeshire.gov.uk

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1.0 OVERVIEW

The Learn Together Hub is an online collaborative platform, used to share documents, information, conversation and ideas between us, Cambridgeshire County Council and colleagues in School and Early Year settings.

The Hub homepage is here: <https://khub.net/learntogether>

Within the Hub we have created service-specific 'Groups'. Each group has each own features, tailored specifically around a particular service or topic area. You can join as many groups as you like and new groups will be added on a regular basis.

The Learning Hub homepage is open and does not require a log in. You will be able to access several 'need to know' documents, such as Strategies and Schools Finance guidance, without having to log in. You can view these documents by clicking on the area below:



The Learn Together Hub Network

Remove as home network

Show all network groups

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Lead Organisation: Cambridgeshire County Council

Strategy for School Improvement
2014-16



Strategies, Reports and Schools Finance

Get our latest Strategies and School Finance Documents here. View our strategies and reports.



Training

View and book our training courses and briefings.



Recruitment support for schools

Find out more about our teacher recruitment and retention offer.



Featured event:

E-Safety Conference, 11 November 2016 - For all school staff

Find out more about other conferences

Contact & quick links

To get in touch contact:

learn.together@cambridgeshire.gov.uk

Useful links:

[The Learn Together Cambridgeshire website](#)

[The PRIDE database](#)

[The ICT Service](#)

[Primary School Improvement](#)

To access information, discussion and features within a group, you will be required to sign in. Once registered and joined to groups, you will only need to log in once to view activity across all your groups.

2.0 Registering

To register click on 'Show all network groups' (top right) and then select 'Cambridgeshire School Governance Hub' from the list of groups.



Cambridgeshire School Governance Hub - for Governors and Clerks

19 members

Login

Started: Feb 2016

Lead organisation: Cambridgeshire County Council

Facilitators: Marc Mageean, Alan Scott, School Governance Team Cambridgeshire

An information sharing platform for Cambridgeshire Governors and Clerks.

- For Governor Training/Briefing Bookings and Training Queries
- governor.training@cambridgeshire.gov.uk / 01223 715324
- For Procedural Advice and Other School Governance Related Enquiries
- school.governance@cambridgeshire.gov.uk

Click 'Login'

Email Address

This field is required.

Password

This field is required.

Keep me signed in

Sign In



 [Register](#)  [Forgot Password](#)

Click on the 'Register' link and complete the registration details.

Register on Knowledge Hub for free

Simply submit your details below (make sure your password has a minimum of 8 characters) and you'll be sent an email to verify your account.

[Need help?](#)

First Name

Surname

Job Title

Organisation

Email Address

Password

Confirm Password

Word verification (Required)

If this text is not legible please click 'refresh'



***** We advise you to register with your own individual address, rather than office@ , as this will allow you more flexibility over which groups you are a member of *****

3.0 Logging In

Once you have registered, you will be brought to an 'Activity' page once you log in. The Activity page should look like this:

TO GET TO THE LEARNING HUB HOME PAGE,
AND COMPLETE LIST OF GROUPS, CLICK HERE

The screenshot shows the Learning Hub interface. At the top, there are logos for 'Learn Together Cambridgeshire' and 'Cambridgeshire County Council'. A navigation bar includes links for Home, Groups, People, Library, Blogs, Events, Jobs, Services, Help, and Showcase. A search bar is located on the right. Below the navigation bar, there are tabs for Activity, My content, My messages, My favourites, My notifications, and My jobs. The main content area is divided into sections: 'My conversations', 'My connections', and 'My groups'. The 'My groups' section is highlighted, showing a list of groups. A callout box points to the 'My groups' section, stating: 'Your Activity Feed will show a high-level overview of any activity that has been taking place across your full list of groups. This is a good way of getting a quick idea of what is happening across your groups.' Another callout box points to the 'My groups' section, stating: 'Each group that you are a member of will be listed here. Simply click on a group here to access it. You will now be logged in, so can access any of the groups without having to login again.'

4.0 Accessing a Group

When you first try to access a group, you will be asked to provide some information to join. We would recommend you give your name, establishment and position. You should receive an email shortly afterward saying your request has been accepted. Some groups have been created with an 'auto-accept' function, so you can join straight away.

5.0 Notifications

When you first log in to a group, you will be prompted to select how you want to receive Notifications from the group. Notifications take the form of a high-level 'summary' email, which you will receive at your selected frequency. You can change your notification settings

on any of your groups at any time. ** We recommend you select Weekly notifications initially.

6.0 Features of a Group: A typical group will contain some, or all of these features:



Activity Feed:

This will give you a quick overview of the latest activity occurring within this particular group.

Forum:

You can reply to any existing forums that are running, or even start your own.

Library:

This is where you will find any documents, guidance notes or toolkits relevant to the group. In some groups you can upload your own documents as well.

Blogs:

View RSS feeds and Blogs that have been imported into the group.

Events:

Our teams may use this to highlight latest training and conferences. Please note, all courses will still be booked through the [Learn Together Cambridgeshire](#) website.

Wiki:

This section allows you to add comments to existing working documents. This could be useful for building examples of best practice, or sharing peer-to-peer thoughts and opinions.

Ideas:

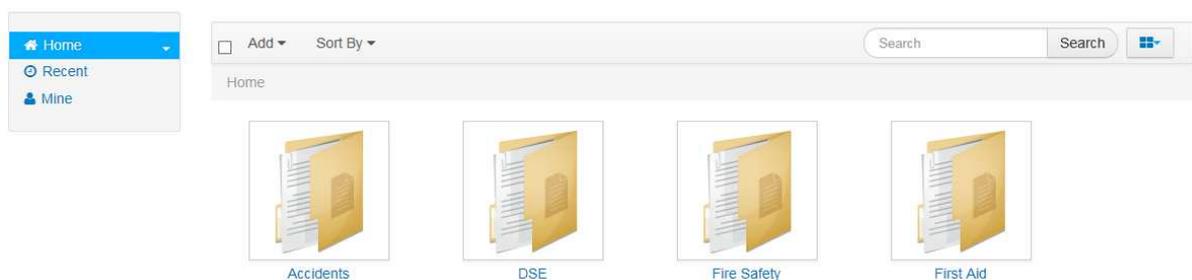
Like or Dislike an idea, or create your own. Ideas with the most 'likes' stay to the top.

Members:

See the membership list within the group, and contact colleagues directly.

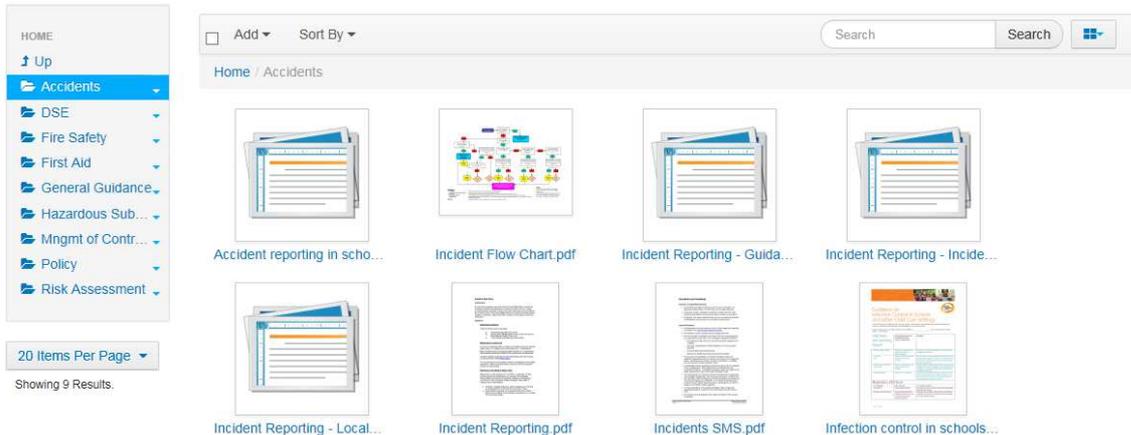
7.0 Using the Library

A typical library will look like this:



You can search for documents by clicking in the folders, or use the search bar to look for titles or keywords.

- If you open a folder, it will look something like this below. You will notice you can move between folders using the Navigation section on the left.



- Once you have selected a document, click 'Download' to open it:



8.0 Finding the full list of Groups

To view all current Learn Together Groups, please here on the Hub homepage:



New groups will be added on a regular basis.

9.0 Getting back to the Hub homepage

To get back to the Learn Together Hub homepage at any time:

On the top navigation bar, select 'The Learn Together Hub' in My Networks

