A Quick ‘How To’ Guide for the Learn Together Hub

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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:
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

When you first click on a group you will be asked to register, as below.
*** 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:

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.

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.

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 click on 'Join groups - See a list of all The Learn Together Hub groups here'. You will then see the list of groups as detailed in point 2.0. 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, by clicking on the small arrow on the top left menu, and select The Learn Together Hub then click on 'About Learn Together'.

You will then see the list of groups as detailed in point 2.0. New groups will be added on a regular basis.

10.0 Receiving Group Invitations
You may also be invited to join a group in the Learn Together Hub. You will receive an email from notifications@khub.net, titled "colleague's name has invited you to join -group name". An invite will look something like below:
When you receive an invitation, please click on 'VIEW INVITATION' and follow the steps detailed in this document to register.