# Learning Platform – Administrator Guide

Contents

Login and reset password

The main contact for your Alliance membership will automatically receive a welcome email which includes a password and a direct link to the login page. The username is the email address used when signing up for Alliance membership.
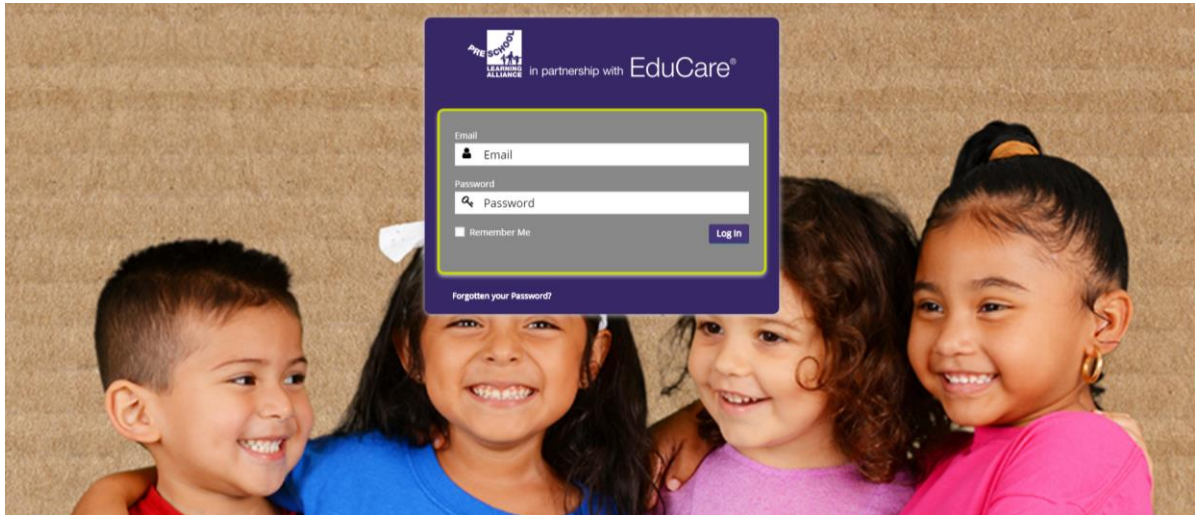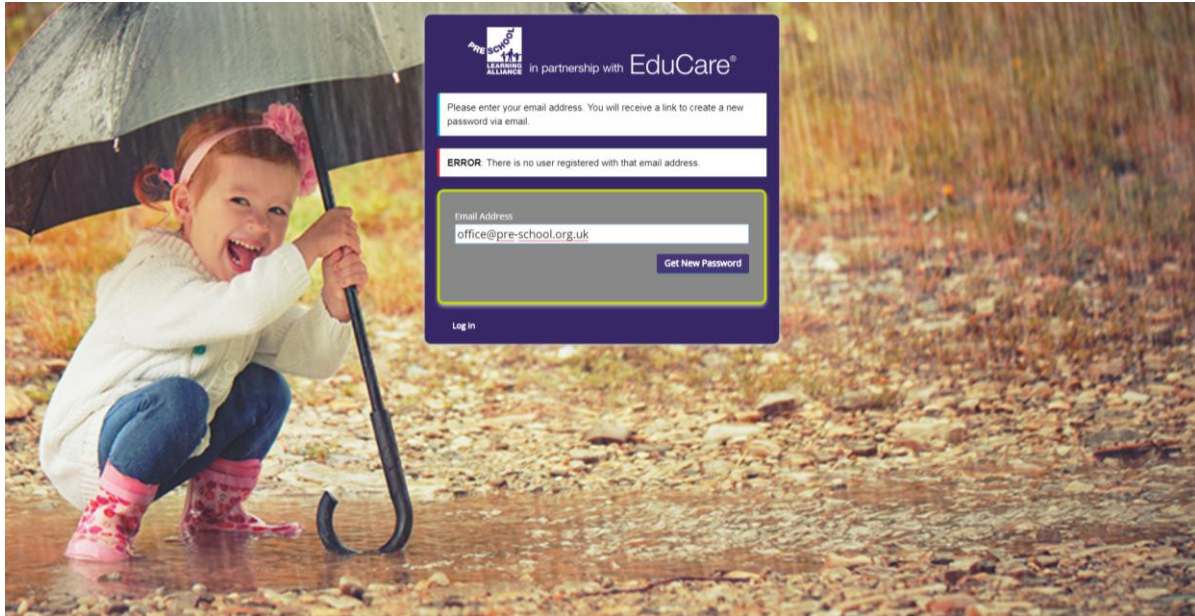

If you are not sure of your password, please select 'Forgotten your password?'. Here you will be able to enter your email address to request a password reset. An email will be sent to you with a link to create a new password.

If you do not receive the email, or have not received your welcome email, please check your junk folder or, if applicable, speak with your web administrators as the email may have been picked up by your setting's email quarantine.
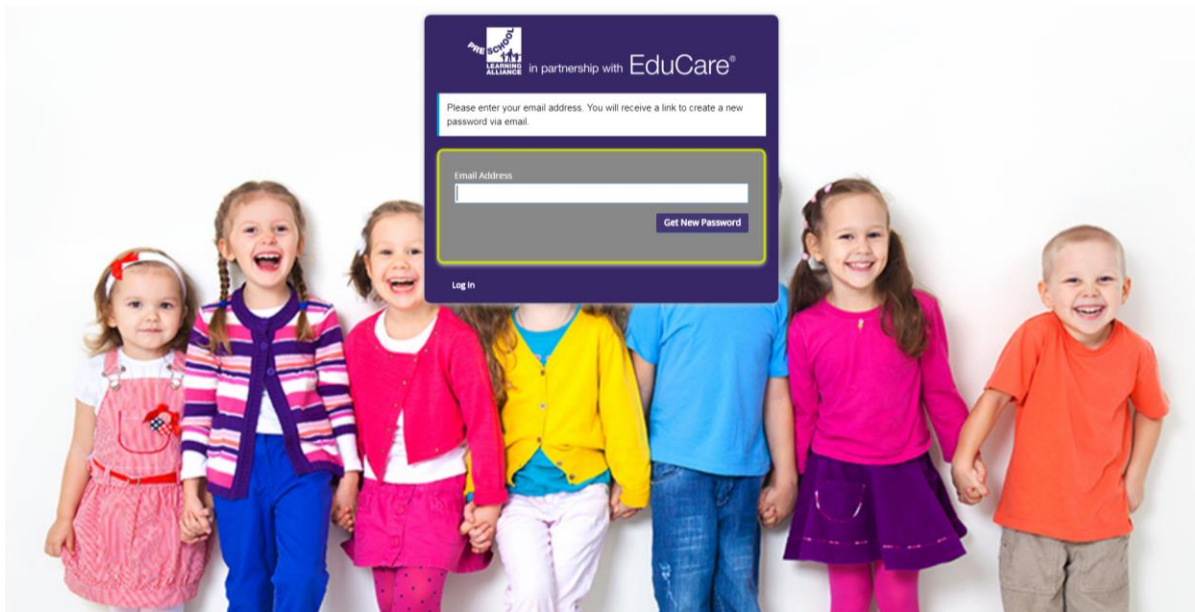
If your email is not associated with a current account on the learning platform, an error message will appear displaying 'There is no user registered with that email address'.

Please ensure your email is correct, if it is correct and you are still unable to access your learning, please contact EduCare and reference your Alliance membership details.

Home page

On the homepage you have two quick links which enable you to:

- Start your learning
- Register your staff

There is a navigation bar at the top of the page to reach other sections of the website such as the 'Special offers', administration and reporting, your profile, and the help section. You can also view your basket for any courses you have added to purchase.

Finally, at the bottom of your home page you can see a selection of featured courses which have either been recently launched or the subject matter is topical.

Register staff/assigning purchased courses

From the homepage, select 'Register my staff' or click 'Register staff' under the administration drop down menu in the navigation bar.
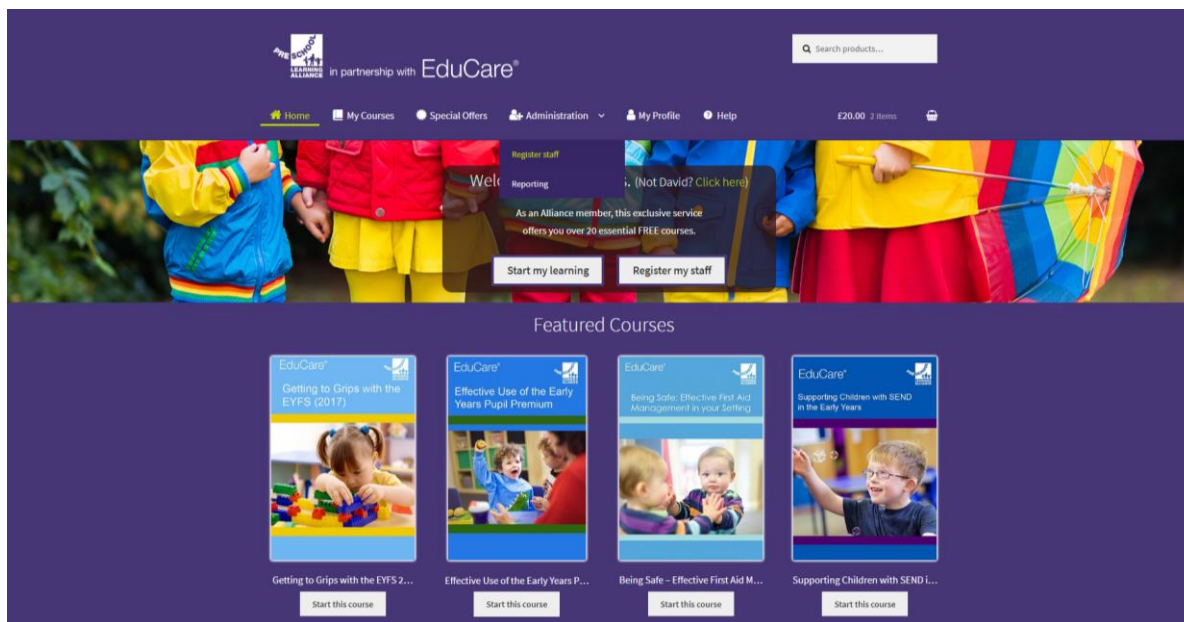

On the Register staff page you will be able to select the courses you would like to allocate to your staff.

As standard you will see 'Free Alliance Courses'. These are the 20+ courses available to you as an Alliance member. Your setting will be able to allocate learning to 30 members of staff as standard, the number of available places is shown in brackets. Please contact EduCare if you would like to add more than 30 members of staff. You will also be able to see, and allocate, any other courses you have purchased ('A Practical Guide to the GDPR for Education' in the example below).
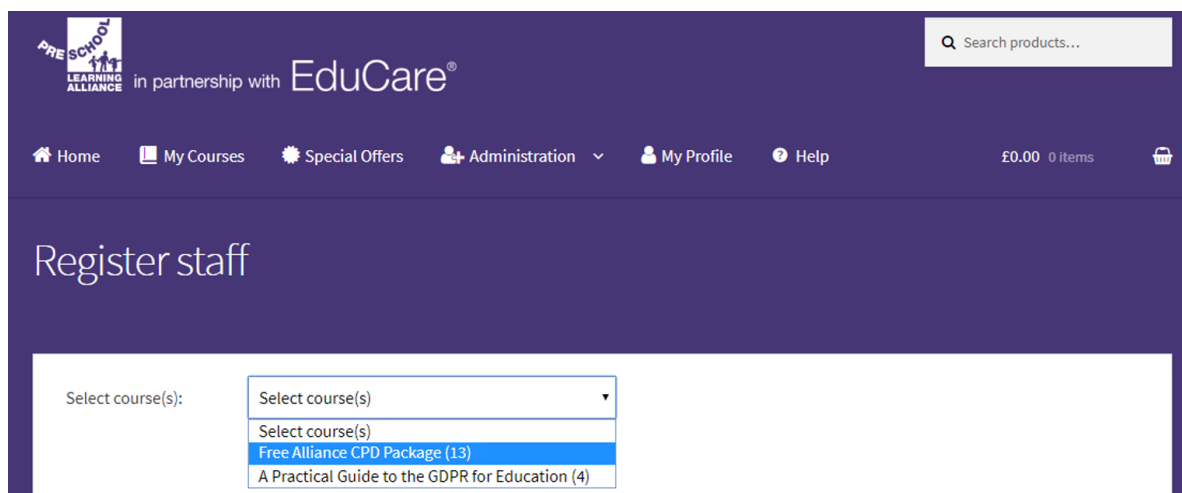
Once you have selected the learning you would like to allocate to staff, a drop-down table will display any members of staff already allocated to this learning. It will be blank to begin with.
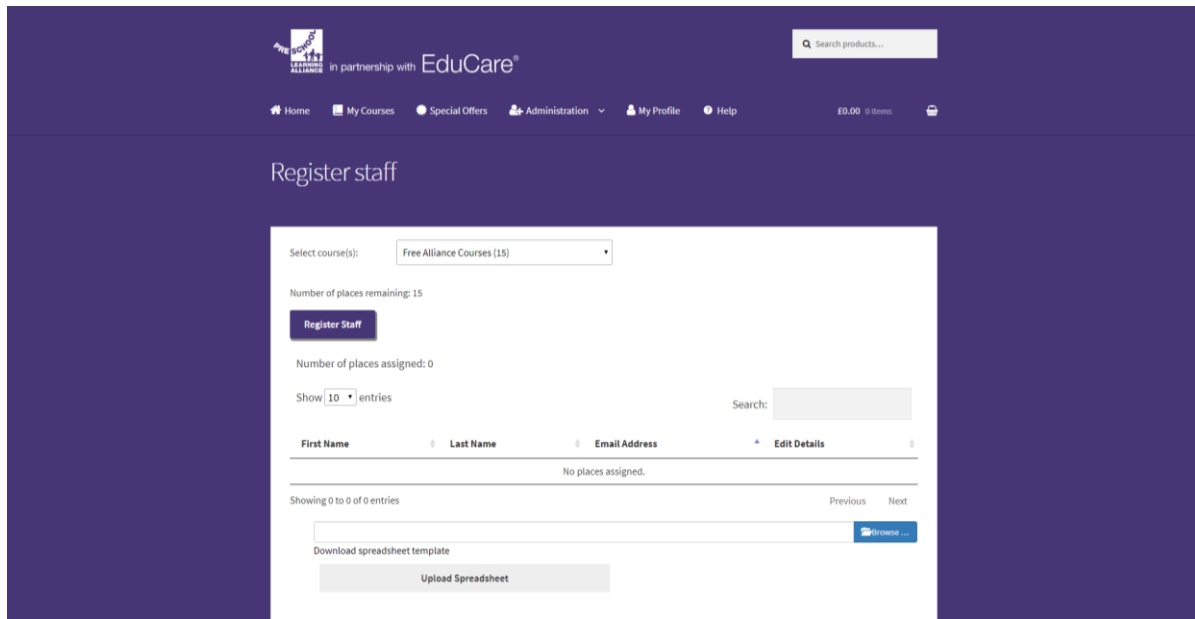

To add individual learners, select 'Register staff'. Enter the first name, last name, and a **unique** email address for the person you would like to access the training.
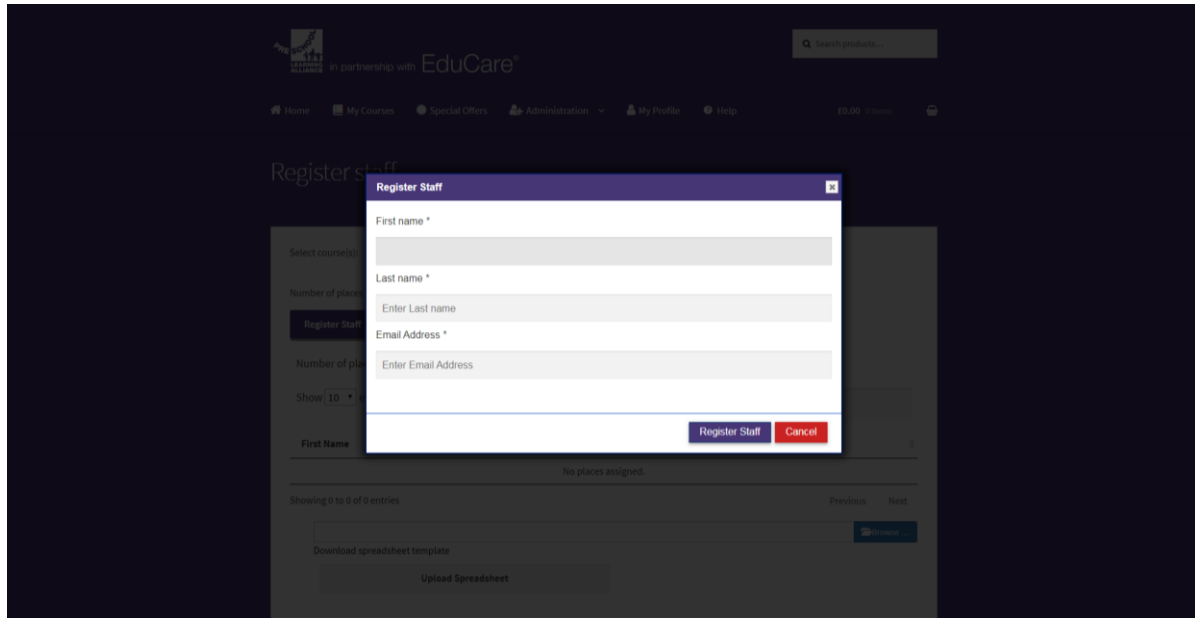
Note: You cannot add multiple learners using the same email address e.g. office@pre-school.org.uk

Once you have added a learner, you will see confirmation that their email was assigned successfully, and the learner's details will appear in the table.
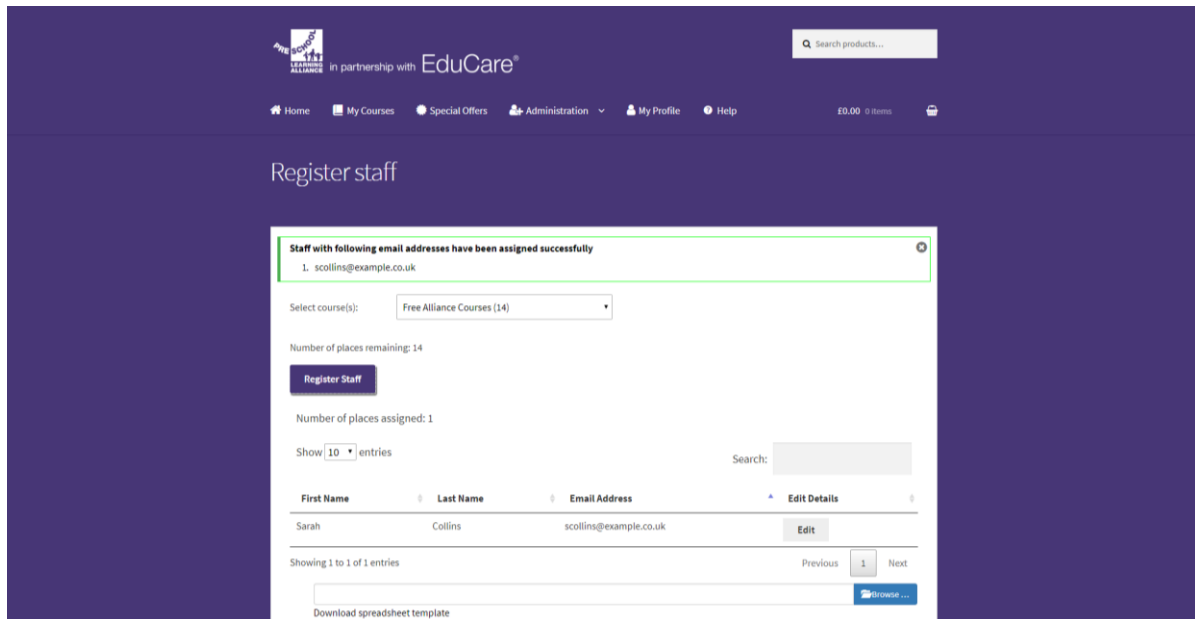
You also can bulk assign learners by uploading a spreadsheet with your learners' details. The spreadsheet must use the correct format and should be saved in the CSV file type.

See the examples below:

Spreadsheet format:

	A	B	C	D	E
1	First Name	Last Name	Email		
2	John	Smith	jsmith@example.co.uk		
3	Jane	Doe	jdoe@example.co.uk		
4	Joe	Bloggs	jbloggs@example.co.uk		
5					
6					

CSV file type:

File name: sample_upload_learners

Save as type: CSV (Comma delimited)
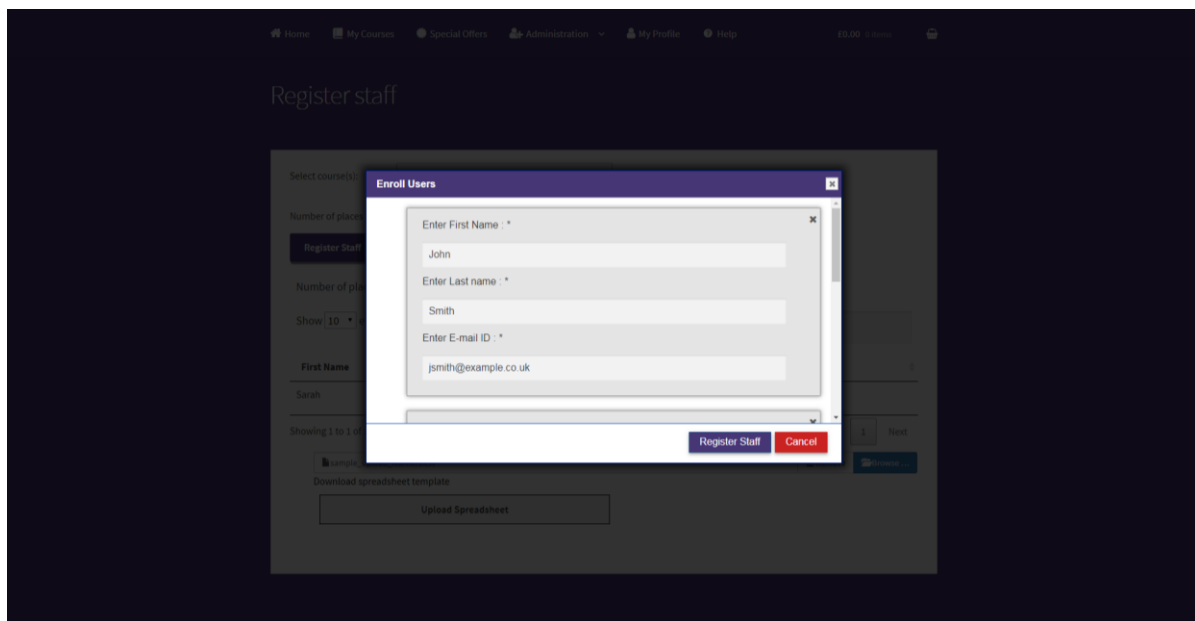
Once the spreadsheet has been created, save the file on your computer, select 'Browse' on the Register staff page, and upload the file from the saved location.
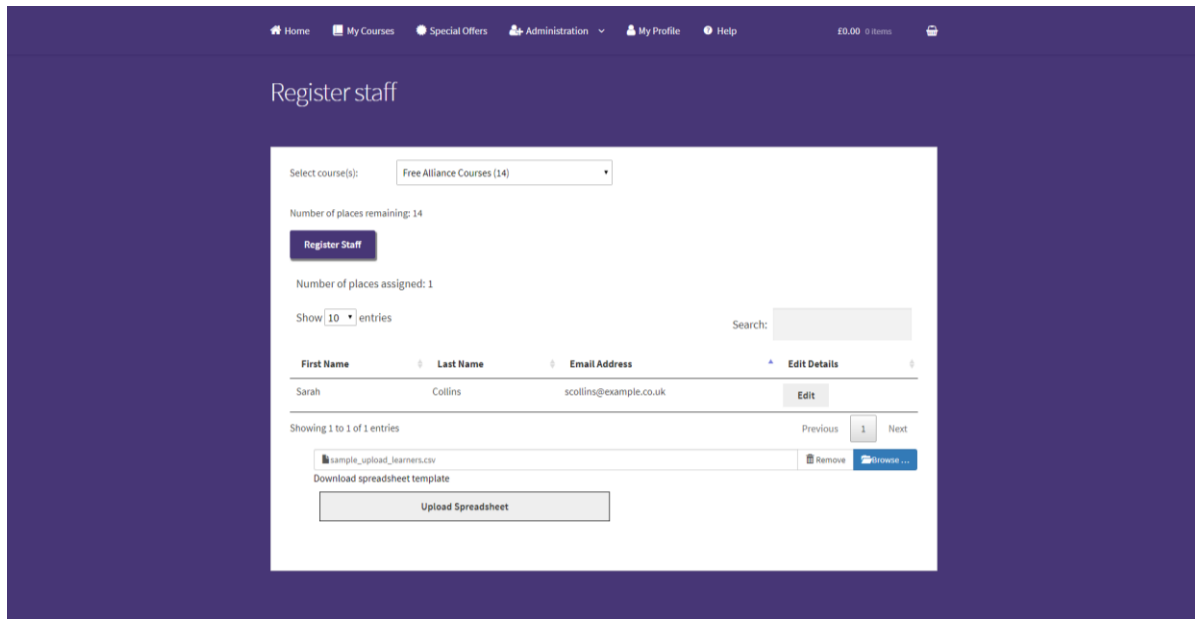
A window will open to confirm the details of all staff to be uploaded.

Select 'register staff' and you will see confirmation that the learners were assigned successfully.

Access your learning

From the homepage click 'Start my learning' or select 'My Courses' in the navigation bar.
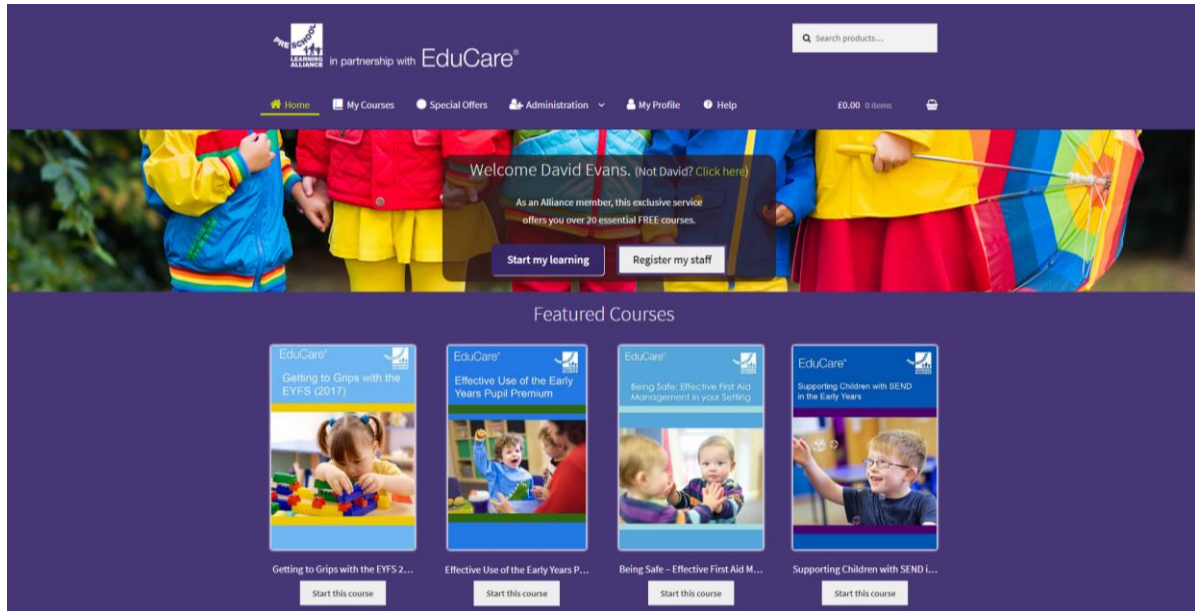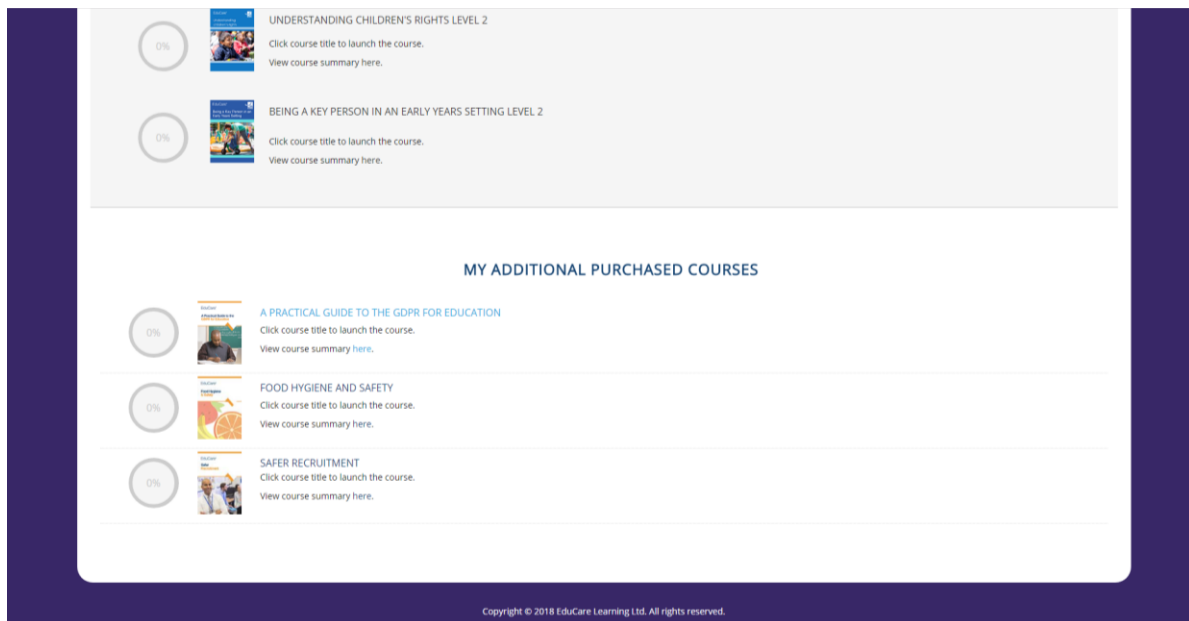

On this page you will see all the courses available to you. Each course has a progress wheel which displays the how much of the course has been completed.

At the top, under the 'My Alliance CPD Package' you will see the list of all the free courses available through Alliance membership.
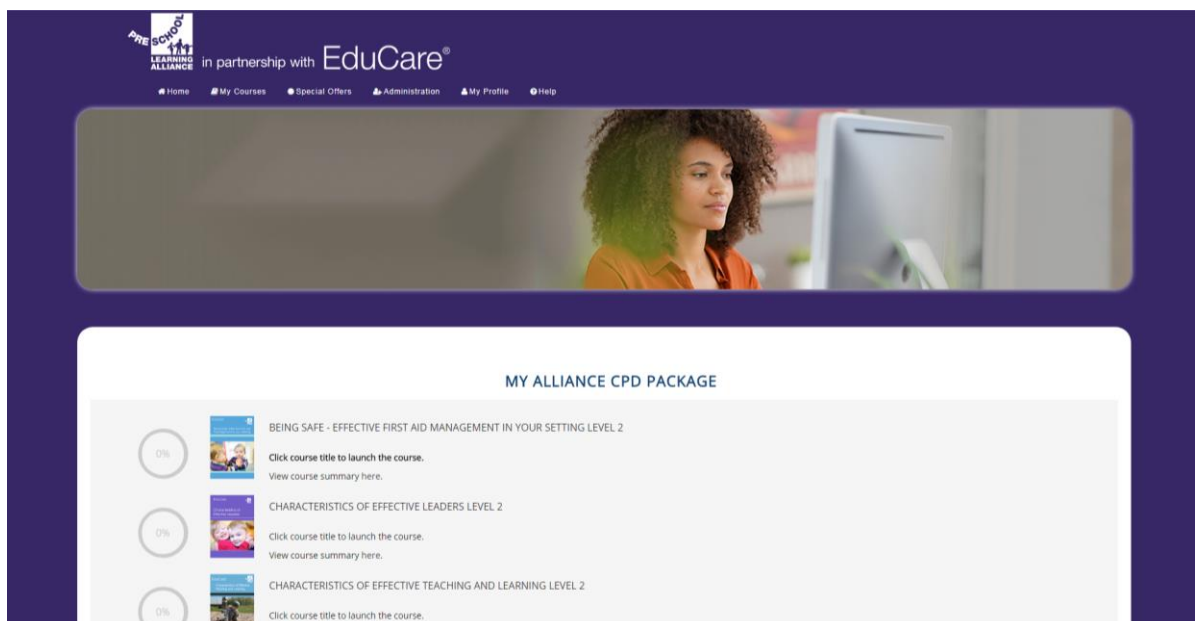
Below this section, under the heading 'My Additional Purchased Courses' you will see any other courses you have purchased and allocated to yourself from the 'Special Offers' section.

When you select a course, you will see a number of drop-down sections. Module sections include the learning content for the module, the questionnaire, and the text-only version (PDF) of the learning content.

Note: You will not be able to access the questionnaire until you have opened the learning content.

You will not be able to access module two until you have completed the module one questionnaire.

Once you select the learning content or the questionnaire it will open in a new window. Simply follow the instruction on screen to complete the training or questionnaire.
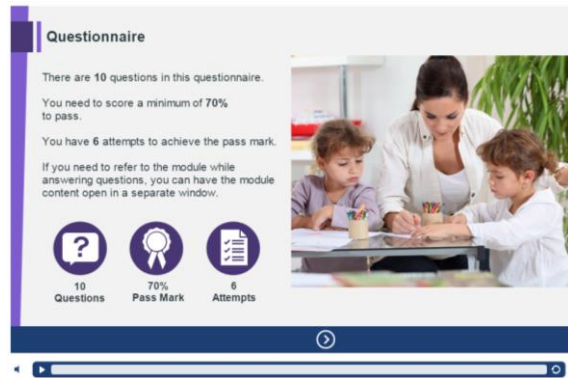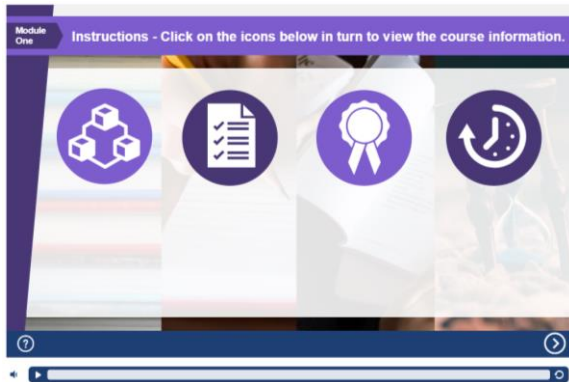
Once you have successfully completed the final activity for the course (typically a questionnaire in the final module) you will be able to access and download your certificate from the last drop-down section.
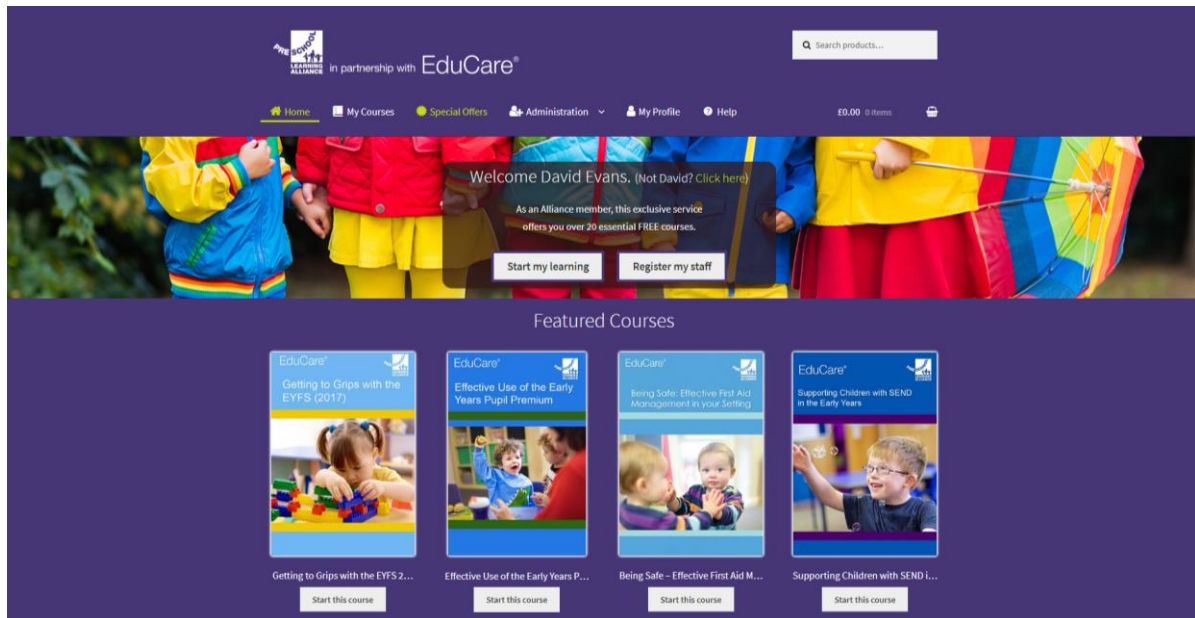
At the bottom of the course page you will see 'Resources' such as links to further reading and additional learning material. You will also see 'Course Badges' which are issued upon completion of the course and can be downloaded to share your achievements online.

Purchasing discounted courses

Select 'Special offers' from the top navigation bar

On the 'Special offers' page you will be able to view all the EduCare courses which are available at a discount for Alliance members. Select a course to view more information, or to add to the basket.
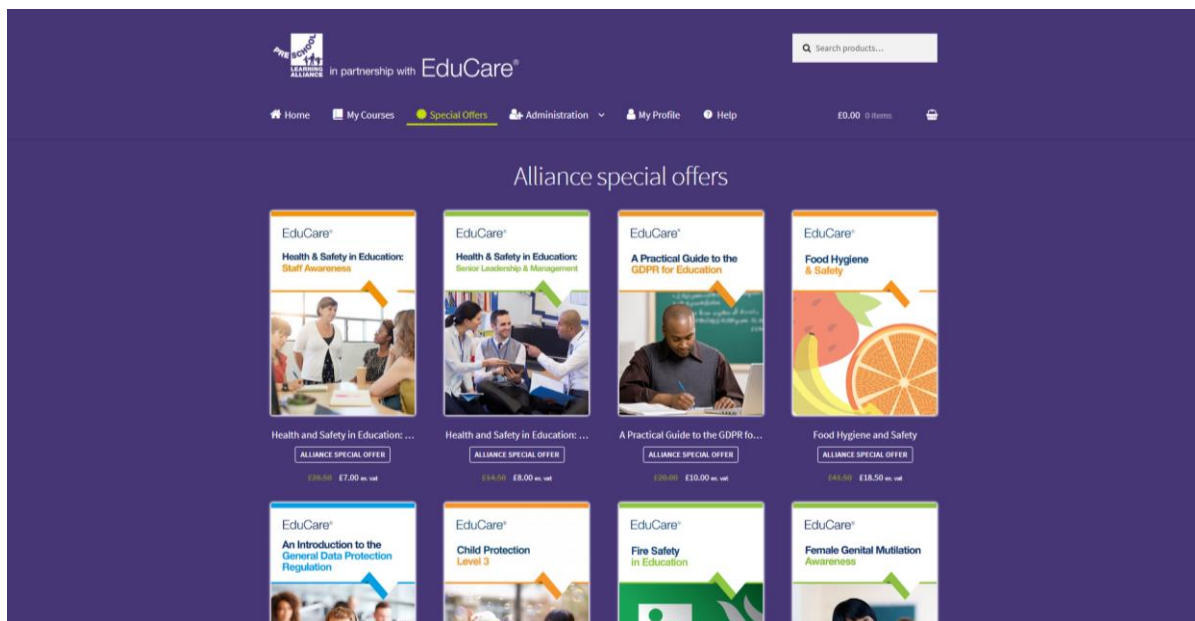
If you would like to purchase **multiple copies** of the course, or to **assign the course to your staff**, **tick the box** above 'Add to basket'.

If you are purchasing a **single copy** for yourself, **do not tick the box**.

Select 'Add to basket' to proceed.

You will receive confirmation that the course was added to your basket. Click 'Special offers' to continue shopping or select 'View basket' to review your selected items and proceed to checkout.

In the basket, you can review the courses you have selected and, if you chose to buy for others, you can change the quantity of courses selected.

Once you are happy with your choice, select 'Proceed to checkout'.
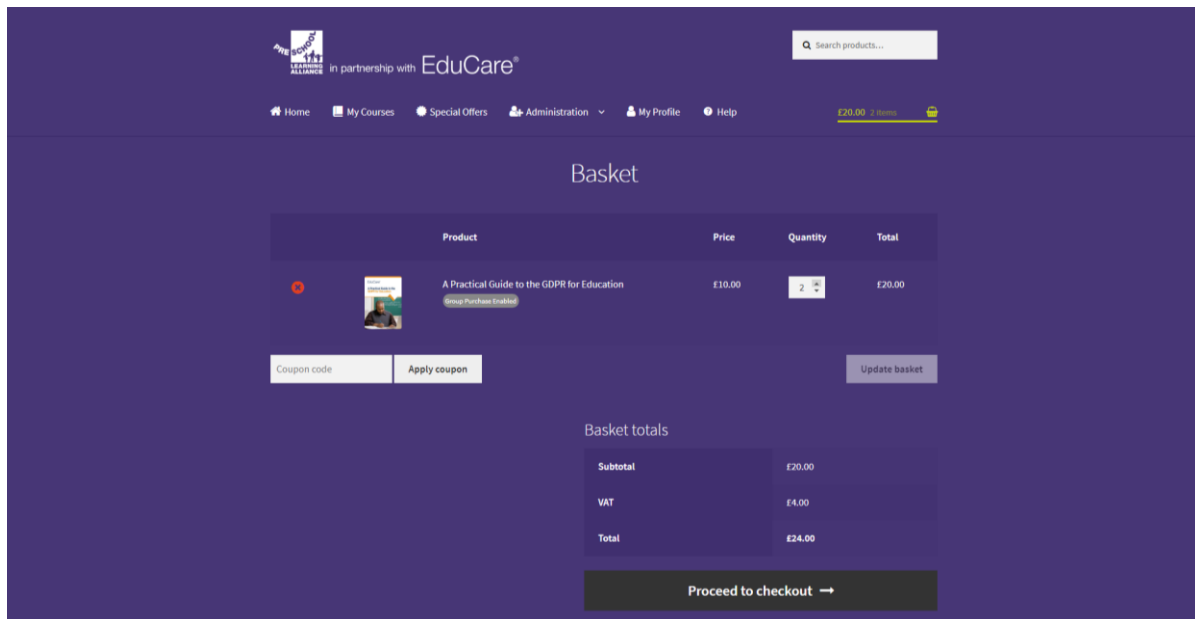
Enter your billing details at the checkout and select 'Pay securely with SagePay' to enter your card details and to complete your order. You will receive confirmation of your order via email.
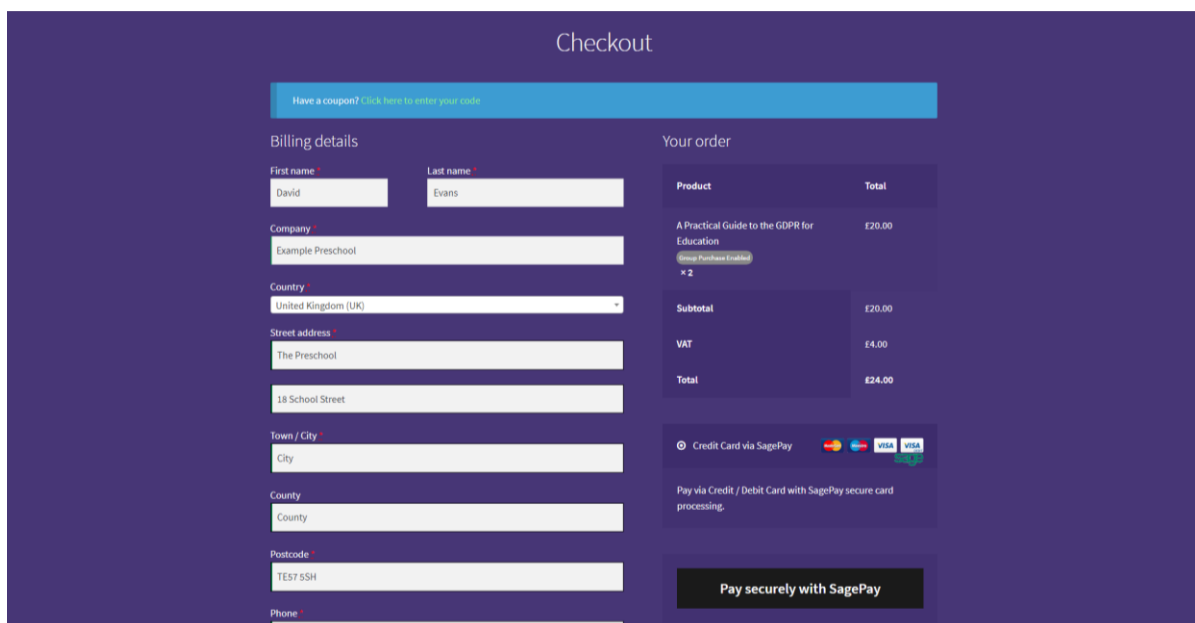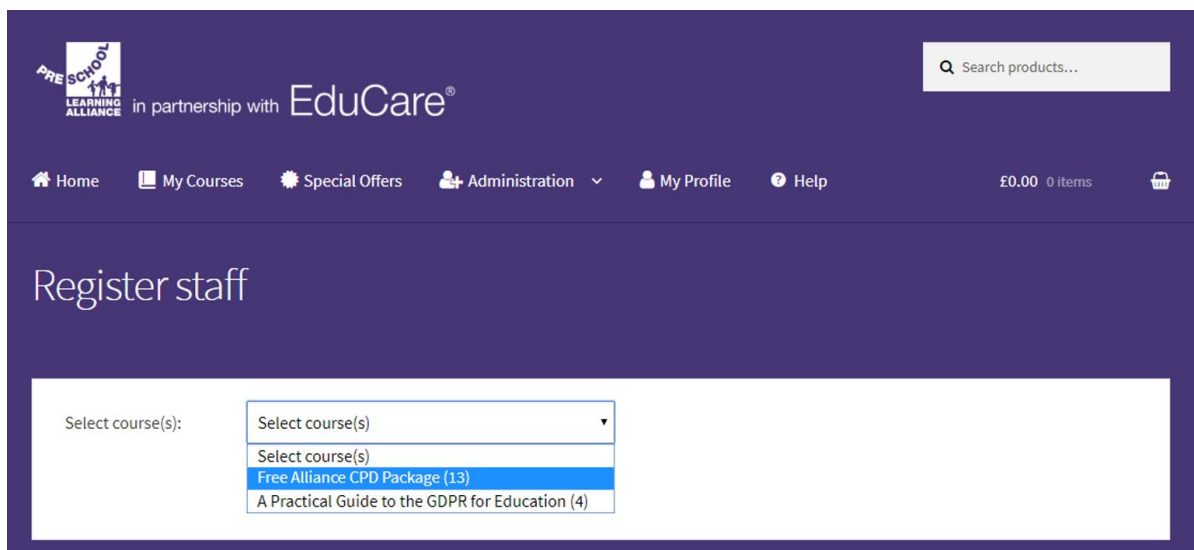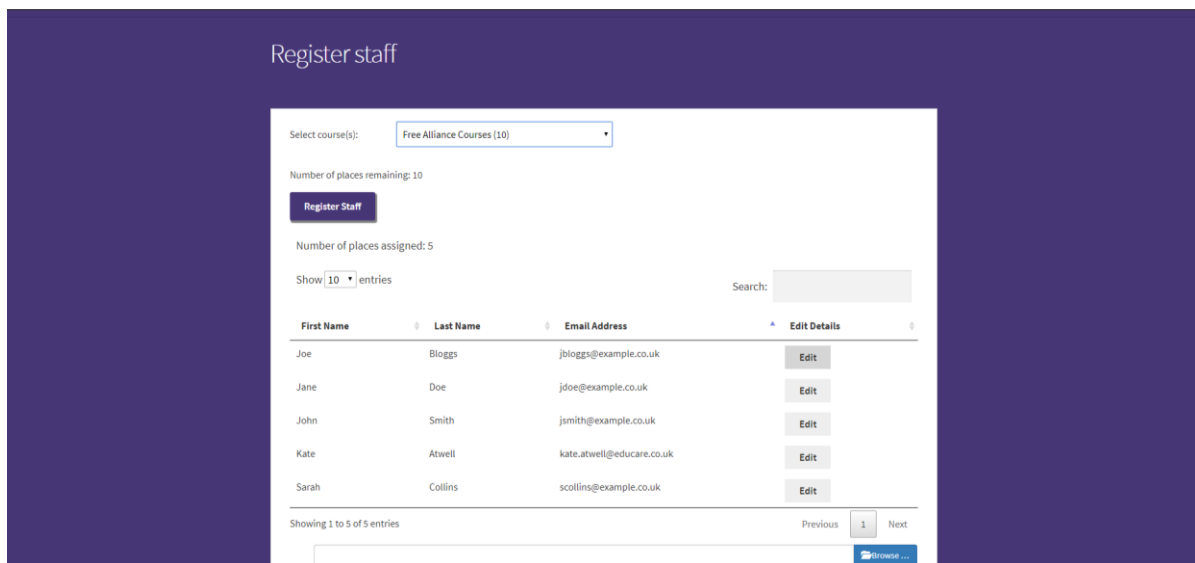
Updating learner details

To update the details of your learners, from the homepage, select 'Register my staff' or click 'Register staff' under the administration drop down menu in the navigation bar.
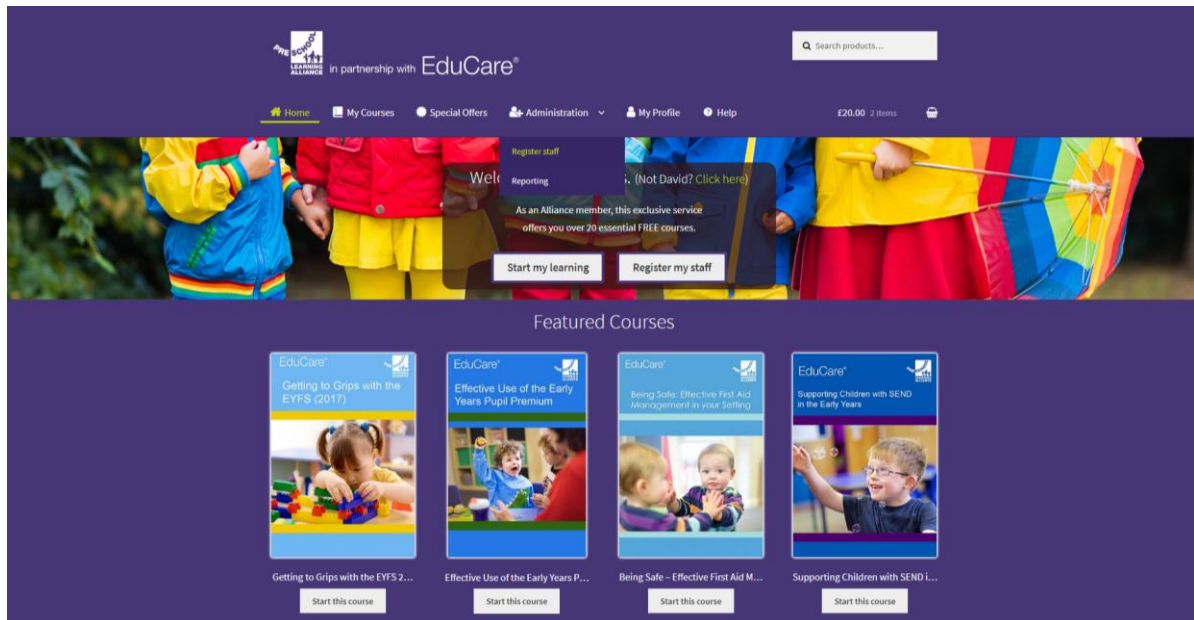
Select the package/course(s) where the learner has been registered.

Select the learner that you would like to update and click 'Edit'.

In the pop-up window, update the learner's details and click 'Save Changes'.