Judicium LMS Detailed User Guide

Version V1.3 August 2025. This is the first version of this guide we have published to customers.

This is the detailed user guide on how to use the new LMS Admin portal. A shorter quick user guide is also available if you prefer.

The guide is for use by people who do enrolments and reporting for the Judicium provided online training courses. It is not a guide on how to complete your individual courses in Learning Cloud.

The new portal is to support the LMS admin only. If you are an LMS Admin in your organisation you will still need to login to Learning Cloud to complete your own training courses.

If you used Learning Cloud in the 2024/25 school year your colleagues who are not admin users will see no changes because of the new LMS admin portal. They will still access their learning using the same learningcloud.me URL and using the same email address and password they did before.

1. Introducing the LMS Admin Portal

The new LMS Admin portal works alongside the Learning Cloud system and has been built to make the work to manage users, enrolments and progress reporting much easier and quicker than using the LMS Admin feature in Learning Cloud itself. Any change you make in this new LMS Admin portal is instantly and automatically made in Learning Cloud, and any learning progress made in Learning Cloud is automatically updated in the reporting within the new LMS Admin portal.

If you used the Learning Cloud LMS Admin feature in the 2024/25 school year, then all your existing and previous data, including schools, users (i.e. learners), course catalogues, and training history, is still in Learning Cloud and can be accessed via the new LMS Admin portal.

If you want to you can still login to Learning Cloud and use the LMS Admin features in there to make any changes. For example, you can check changes you make in the new LMS Admin portal are in the Learning Cloud system whilst you build up trust and confidence in the new LMS Admin portal. Our aim though is you'll find the new LMS Admin portal much better, and it will be what you use all the time.

The new LMS Admin portal allows you to oversee user management, training enrolment and reporting.

User Management

- Add learners individually or in bulk.
- Update learner details (e.g. name, email, role).
- Change learner status between active and inactive.
- Use bulk import for adding many learners at once.

- Use bulk edit to update specific details for multiple learners.
- Assign Role Types (e.g. Teachers, Governors, Premises Staff, SLT) to help with grouping and filtering.

Training Enrolment

- Add one learner to multiple trainings.
- Add multiple learners to one training.
- Unenrol learners from training if needed.

Training Reporting

- Generate real-time reports on learner training progress.
- Filter reports by:
  - School.
  - Role Type.
  - Learning Progress Status.
  - Training Course.
- Reports include Active learners by default and (if you want them) Inactive learners.

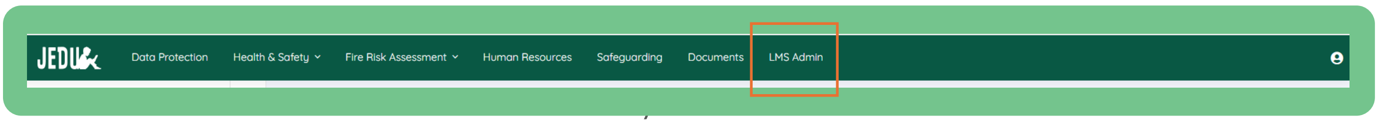
2. Logging In

The new LMS Admin portal is available through your existing Jedu login email address and password (i.e. not your Learning Cloud username and password) at www.jedu.co.uk.

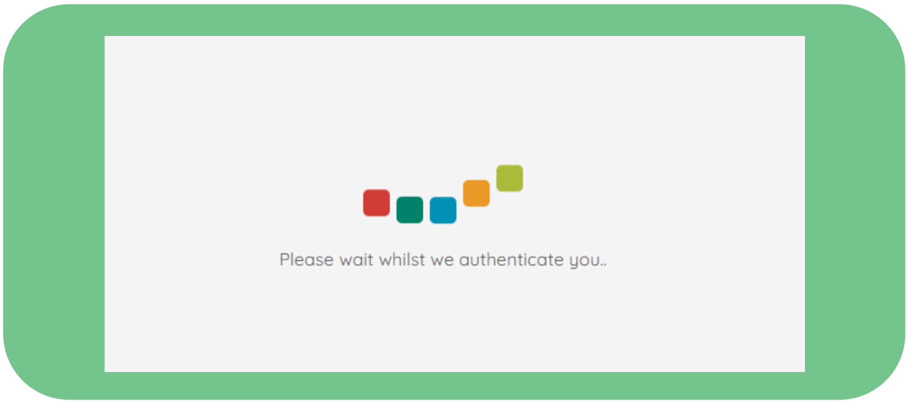
We've done it that way as most people who do LMS admin already use Jedu, and it provides a way to make sure access to your LMS data via the new LMS Admin portal is secure.

If you don't have a Jedu login a colleague who has permissions to add users into Jedu and Learning Cloud can help you. Notes are later in this guide to help; alternatively contact us as support@judicium.com if you get stuck.

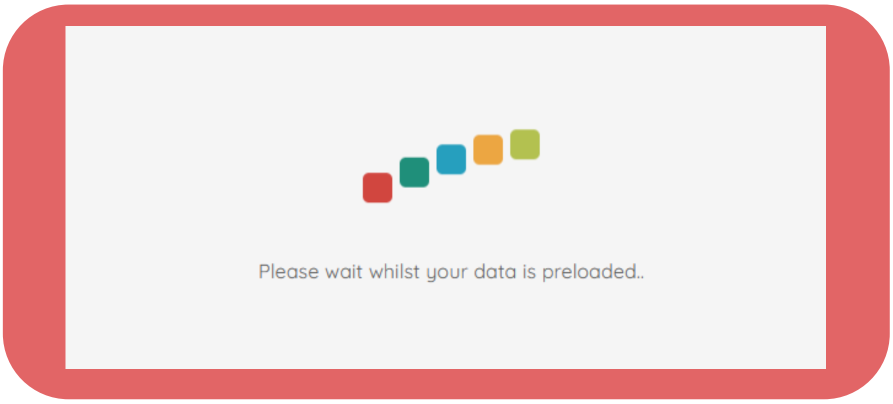
Once you have access to Jedu select the LMS Admin option from the options on the top of the Jedu home page:



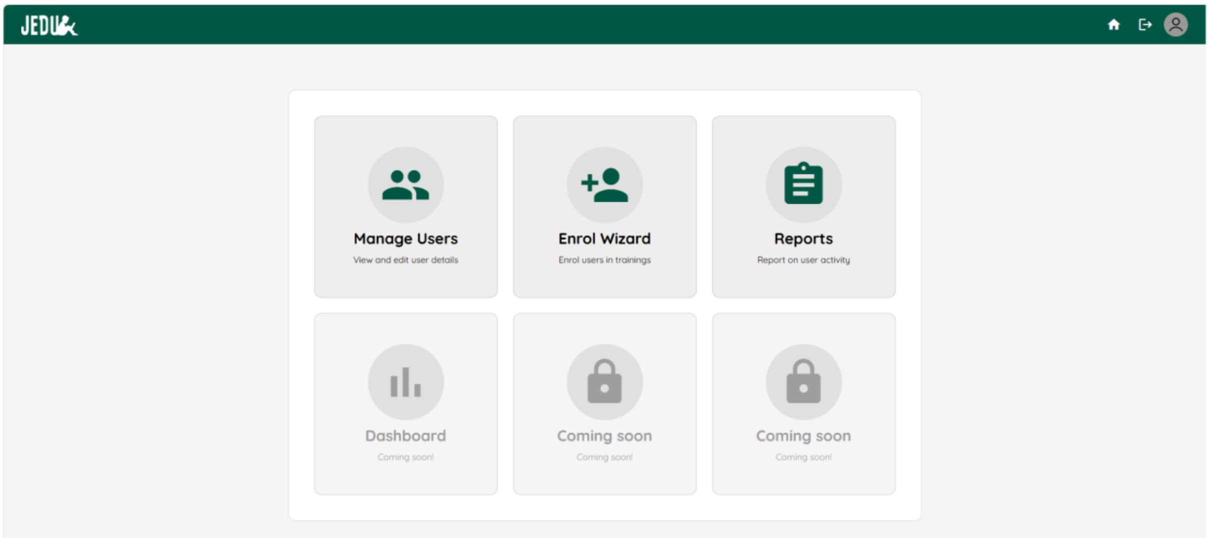
The first screen shows the system checking you can access the Learning Cloud LMS Admin features and what data you're allowed to see (e.g. if you work in a MAT you might only see your own school's LMS data):



If your login is valid (known as "authenticated"), it will be followed quickly by this next screen. We pre-load data you'll need about your learners and trainings to speed things up for you when you use the LMS. The more schools, learners and training courses you have access to, the longer this pre-loading will take, but it should take less than a minute:



You will then see the menu page in the LMS Admin portal which displays all the options you'll need.



When you use the LMS Admin portal for the very first time we suggest you do two things:

Use the Enrol Wizard

- Go to 'Enrol Wizard' and select 'Assign a Training'.
- You'll see all open training courses available to you, based on the Judicium services your school is subscribed to.
- If you don't see the correct catalogues (e.g. Health & Safety), contact support@judicium.com so we can fix it.

Managing Users

- Select 'Manage Users' to view your learner list.
- If you've used Learning Cloud in academic year 2024/25, your existing learners should appear.
- If no users are listed (e.g. you're a new Judicium customer), you'll need to add learners before enrolling them.
- A guide is available to help you with adding learners.

If your training courses and users all appear then you are ready to start enrolling people onto training courses.

3. Logging Out

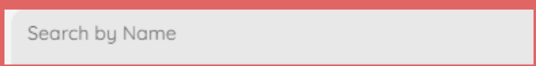
Press on the top right to return to the Jedu menu.

Press on the top right of the Jedu screen to select the logout option.

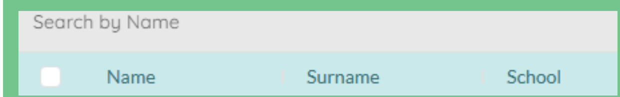
4. Navigating the LMS Portal

You'll see some common things around the system so it's worth knowing what these do:

Returns you to the main menu in the portal.



Allows you to search by name or part of a name to quickly find someone. No need to press Enter — the search updates as you type.



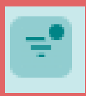
The white checkbox at the top of columns lets you select all displayed entries.

This does the following:

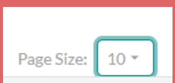
- Allows you to enrol multiple users at once.
- If your data spans multiple pages, this selects entries across **all pages**, not just the current one.
- Use filters to narrow down the list — this guide explains how.

The filter icon next to column names lets you filter displayed data.

- Filter by school (if you have access to more than one), role type, or active/inactive status.
- Click the icon to adjust the filter settings.



Indicates a filter is currently applied to a column. If you're not seeing expected data, check your filters.



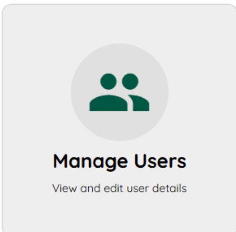
On pages with lists, use the Page Size box at the bottom to adjust how many records are shown per page.

Use the paging controls at the bottom of list pages to:

- Move between pages.
- Jump to the first or last page.
- View the number of records currently displayed.

Hovering over any icon will show a tooltip explaining its function.

5. Manage Users



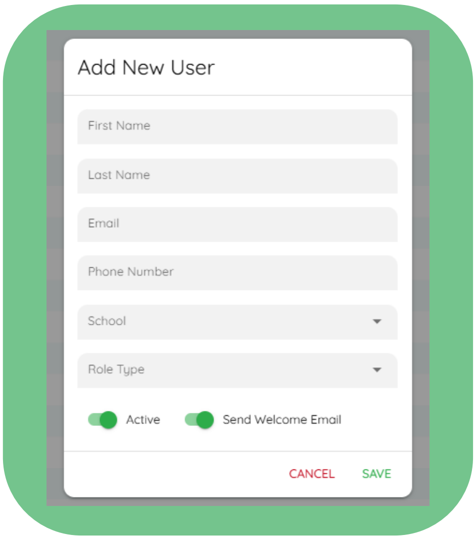
This is where you add users i.e. learners either individually or by csv import, update their details (e.g. email address, which school they work at, update their name) and make them active or inactive.

This is also where you can set the Role Type (e.g. Teacher, Governor, Support, SLT) for each user that will make bulk enrolment and reporting easier.

5.1 Add a New User

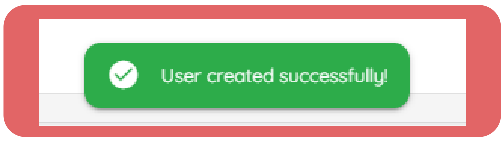
Select 'Manage Users' and you'll see this screen showing your existing users. Data is obscured in this example for data privacy:

Select 'Add New User' near the top right of the page and you'll see this pop-up box:



Enter the person's First Name, Last Name, Email, Phone Number and select the School and Role Type from the drop-down lists. Phone number is optional, everything else is mandatory.

By default, the system will make the new user active and send them a welcome email. If you do not want to make them active or send a welcome email, slide the dot to the left which will make it grey, then click save. If successful, you will see this message and be returned to the list of users:



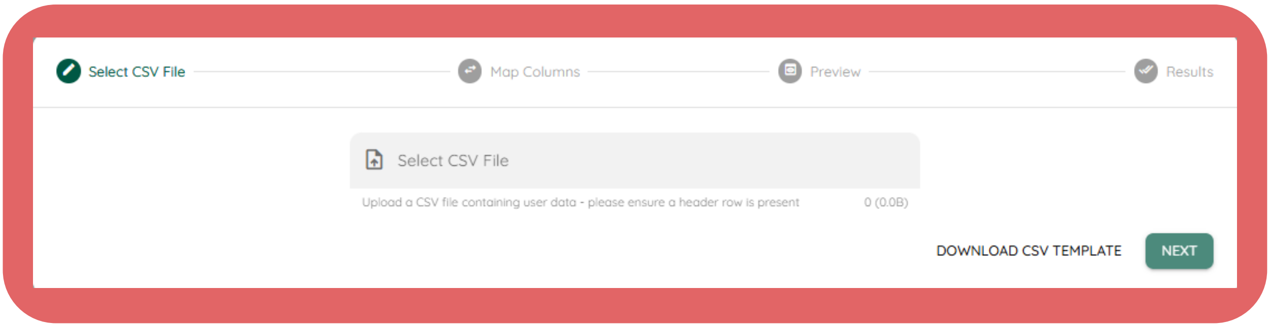
Once the user is added you can enrol them onto training courses, see later in this guide on how to do that.

5.2 Import New Users

You may want to use this when you have many new users to add to save time compared to adding them one by one.

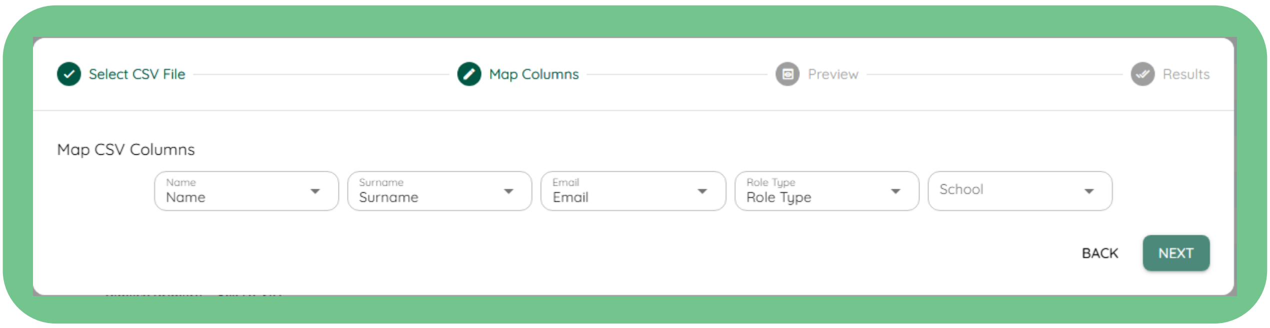
Select 'Manage Users' and you'll see this screen showing your existing users. Data is obscured in this example for data privacy:

Select 'Import New Users' near the top right of the page and you'll see this pop-up box:



Make sure when you've finished adding data to your template that you remove the instructions and the example entry before you import the file, otherwise, you'll get errors when you import the file.

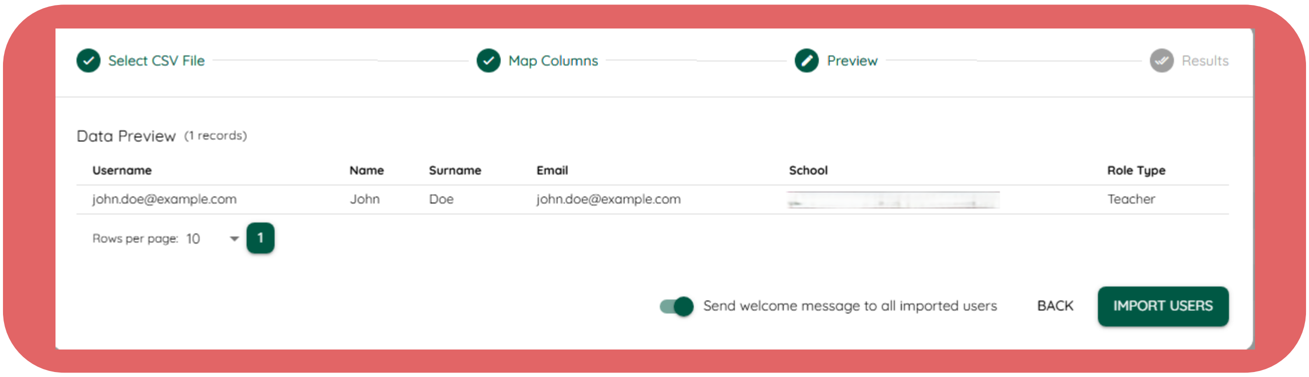
When you are ready to import your spreadsheet click on 'Select CSV File' and click 'Next'. You'll see this screen:



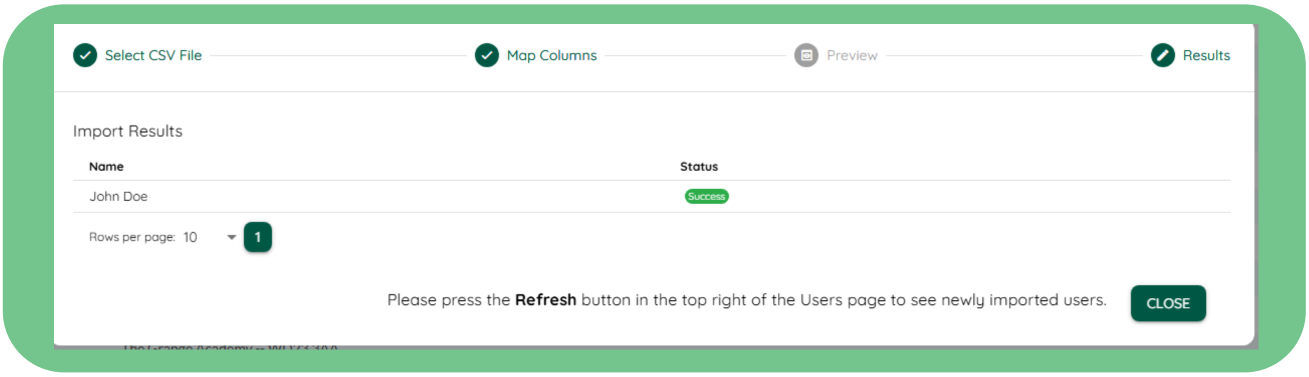
You need to map the 5 columns shown to the columns in the spreadsheet you are importing to make sure the First Name, Surname, Email, Role Type and School all end up with the right data in the right fields. To do this click select each column one at a time. You are effectively matching the column name in the system to the column header name on your spreadsheet.

Then click Next.

The system will then display a preview of the data it is going to upload and show any errors you need to correct. Go back, amend your spreadsheet and upload it again if needed.



Choose to send a welcome email to imported users if needed and select 'Import Users'. You'll then see this confirmation screen. Select 'close', and you are done.



5.3 Make Users Active or Inactive

You may wish to make users inactive when they have left or are on long-term absence. By default, inactive users are excluded from progress reports. You can only enrol active users onto training, so making people inactive avoids accidentally enrolling people onto training courses they will not complete.

Select 'Manage Users' and you'll see this screen showing your existing users. Data is obscured in this example for data privacy:

Search for the person you need and select the 'Toggle User Active/ Inactive' icon in the Actions.

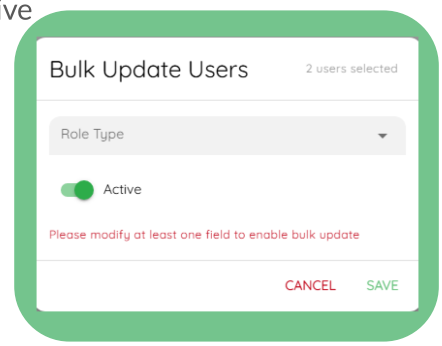
You'll see the person will disappear from the list; this is because the filter on the Status defaults to only show active users.

To make an inactive user active select the 'Toggle User Active/ Inactive' icon in the Actions. When you do this, remember to make sure that your Status column filter is changed to show Inactive people in the list.

You can make multiple people Active or Inactive at the same time. Follow the same process except:

1. Select 'Multiple Users' - tick the checkboxes next to the users you want to edit from the user list.
2. Click 'Bulk Edit Users' - this option is located near the top of the screen.
3. Choose the 'User Status' to Edit - you can only bulk edit users who share the same status:
    - **Active → Inactive**
    - **Inactive → Active**

   Mixed selections (active and inactive together) are **not allowed**.
4. Bulk Update Users Screen - the screen will show a status slider:
    - **Green Slider** = You are making active users inactive
    - **Grey Slider** = You are making inactive users active.
5. Slide the active/inactive slider in the direction you need and click Save. You'll get a success message pop-up, and the user list will be refreshed with the Status filter you had set.

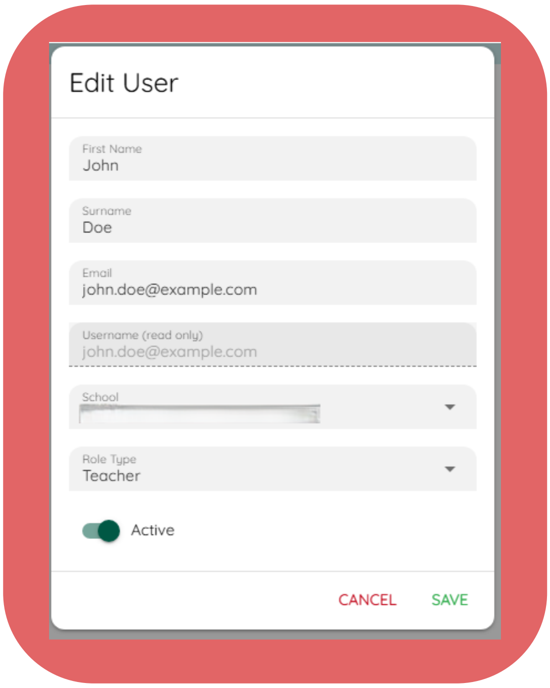


5.4 Update User Information

As well as making users Active or Inactive you can update their name, their email address (i.e. where their email notifications are sent to), their role type and their school (e.g. they move to another school in the same MAT).

On the screen displaying all your users you'll see Actions, one of these is 'Edit User', which has an icon that looks like this

Click on that icon and you'll see this pop-up box:



Change the information you need and click save, and you'll see a 'success' pop-up box briefly displayed.

For technical reasons we're unable to let you change the username for a person. Username is what the person logs into Learning Cloud with to do their learning. If you do need to have a username changed, please contact us at support@judicium.com and we can have it changed for you.

If you need to resend the welcome email to a new user you can select

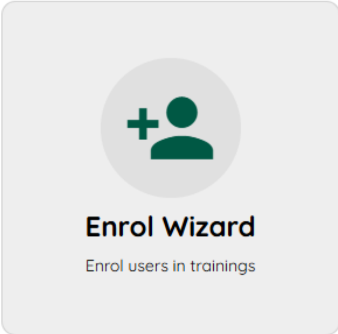
5.5 Admin Users

Adding LMS Admin users must still be done in the Learning Cloud LMS Admin feature; there is currently no means to do that in the LMS Admin portal. Learning Cloud is where admins are assigned to the locations, they are allowed to be an admin for.

LMS Admin users must use the same email address to login to Jedu as their email address in Learning Cloud.

If you need help with these contact us at support@judicium.com.

6 Enrolment



This is the place to enrol people onto training courses. The guide takes you through the two ways you can do this.

You can:

- Add one user to one or many trainings at once
- Add one or many users to a single training at once.

The process is quick and easy, so adding many users to a single training and doing that for several different trainings is not time-consuming.

Useful guidelines:

Open vs Closed Trainings

- Only open trainings are available for enrolment.
- Closed trainings refer to courses from previous academic years.
- If a training you expect to be open is missing, please contact: support@judicium.com

Academic Year Timeline

- Trainings for the current academic year remain open until the end of August.
- At the end of August, we automatically set them to closed, and then no further enrolments will be possible and learners cannot see those trainings if they have not completed them.
- You can still report on closed trainings (see the reporting section of this guide).

New Academic Year Setup

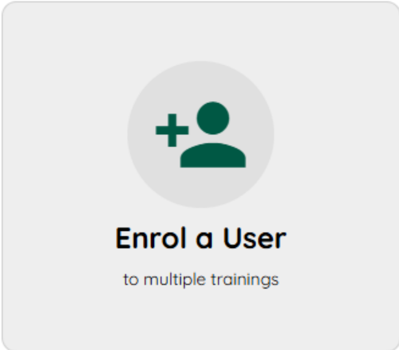
- Each August, we create trainings for the **next academic year**.
- These will appear in the **Enrol Wizard** as open trainings, ready for enrolment.

Enrolment Process

When enrolling users:

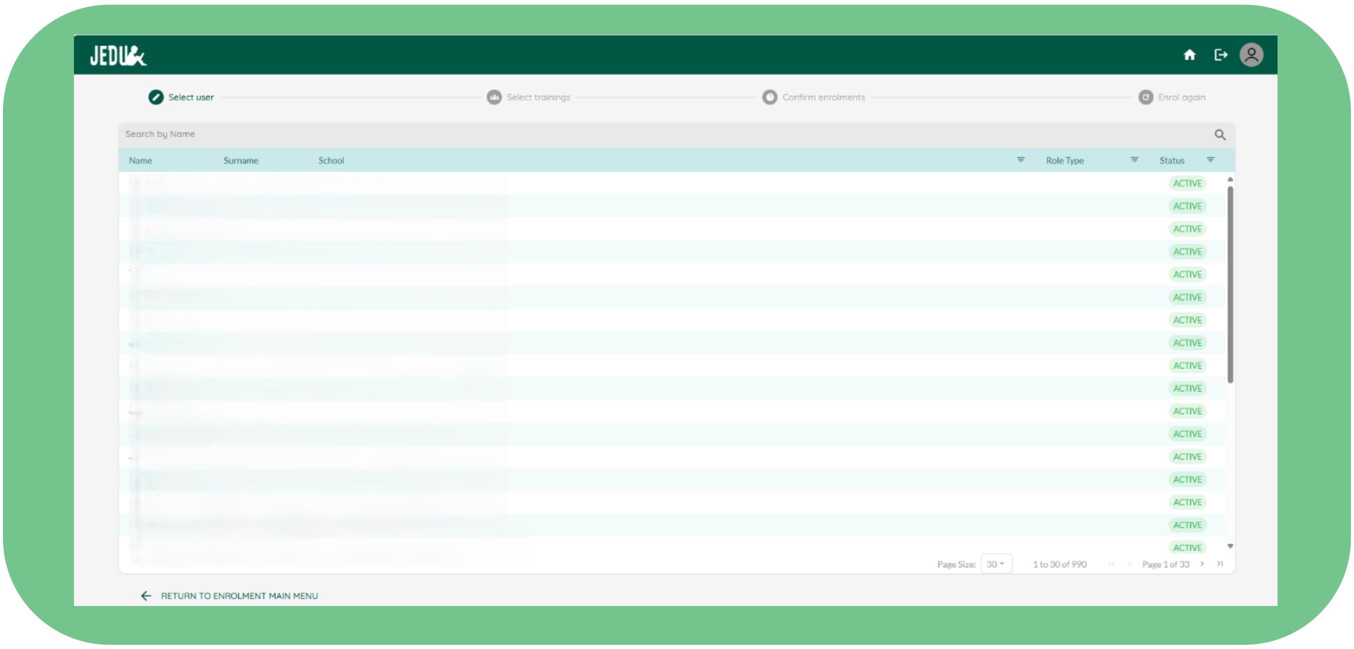
- You'll be asked to confirm before the enrolment is completed.
- You'll receive a notification once enrolments are successful.
- If you make a mistake - use unenrol a user or unassign a Training to correct it.

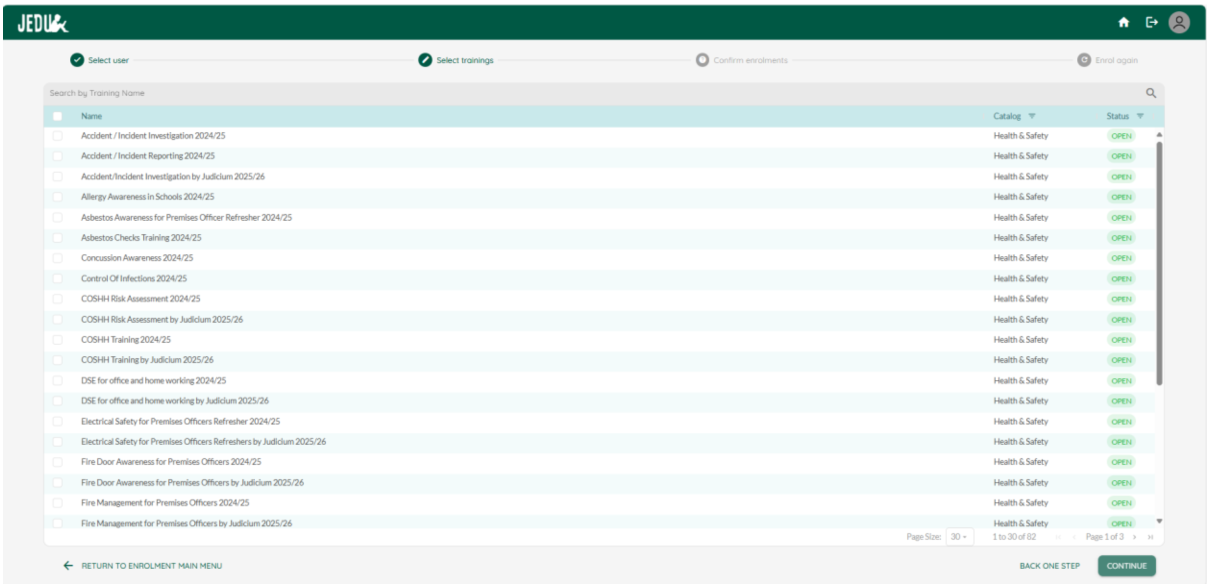
6.1 Enrol A User



You'll normally use this when you have new colleagues joining or a person changes job role.

When selecting 'Enrol a User', you'll see this screen. The Name, Surname, School and Role Type have been removed from the example shown here for data privacy reasons:



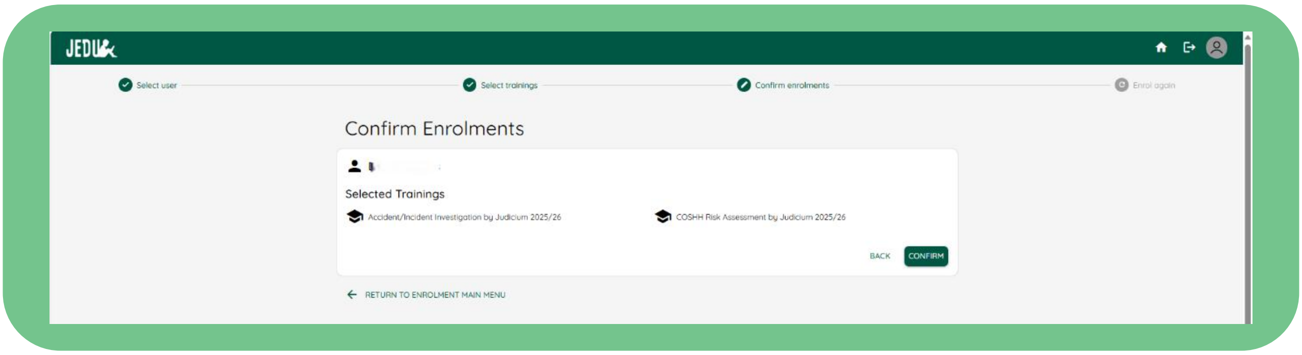


Tick as many courses as needed.

You can change the number of training courses displayed on the page and move between pages as needed.

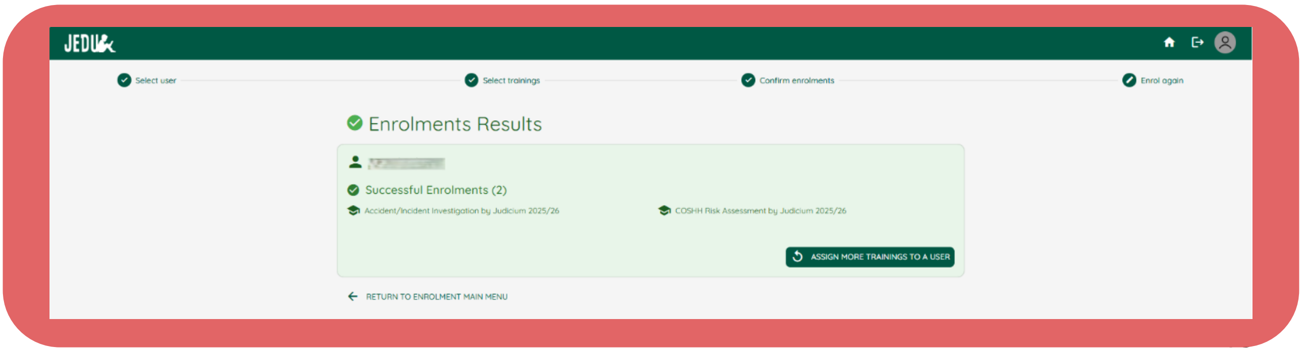
If you use more than one Judicium service, you can use the filter on the catalogue column (e.g. you might have Health & Safety, Safeguarding and Data Protection).

Press 'continue' when you have selected what you need, and you will see this screen with the selected individual's name shown (obscured here for data privacy):



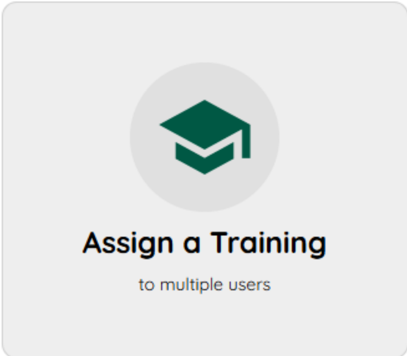
When you are happy click Confirm.

You'll then see this confirmation page to tell you it's all done:



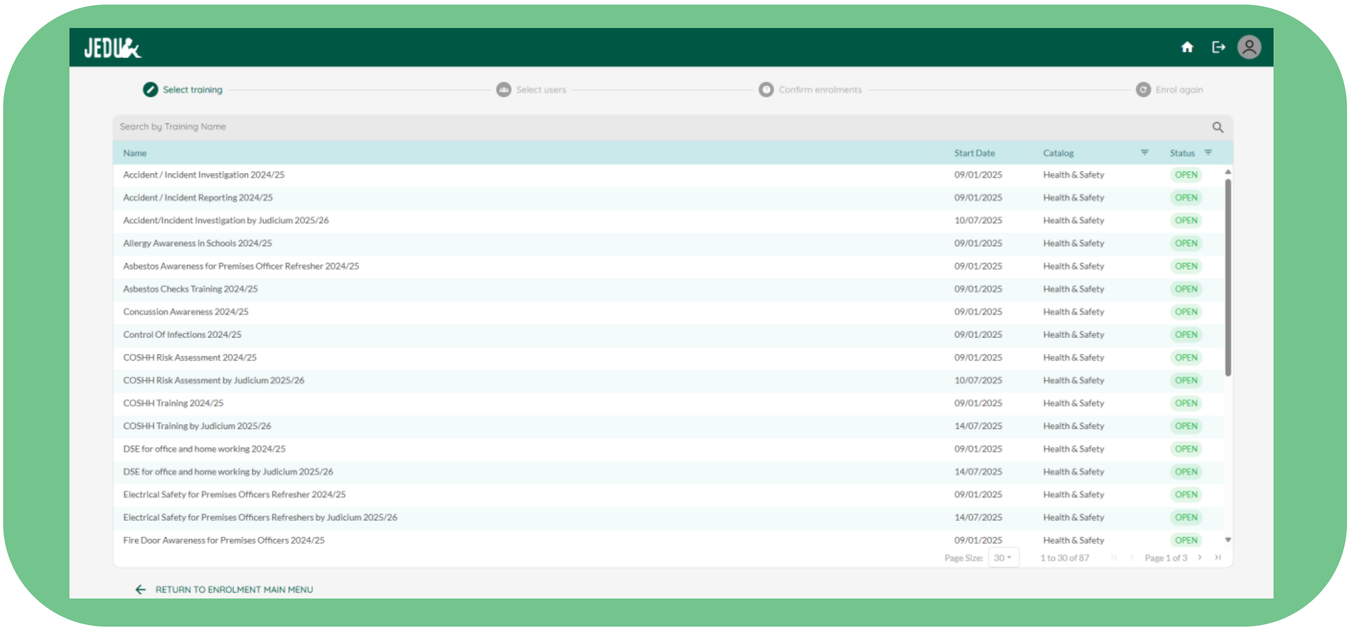
Select 'Assign More Trainings to a User' or 'Return to Enrolment Main Menu' or select Home .

6.2 Assign a Training



You'll normally use this to add many people to a single training, typically at the start of a new school year or when a new course is added that you want to enrol people onto. The process is very similar to Enrol a User.

When select 'Assign a Training' you'll see this screen:

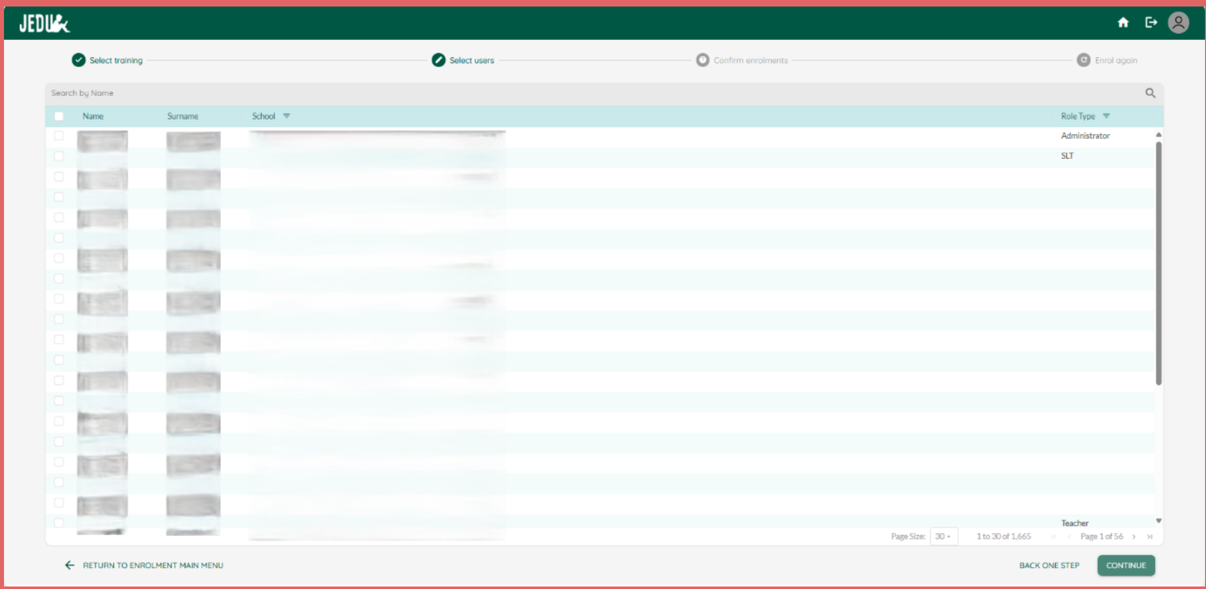


Only open training courses are shown, as you cannot enrol people in closed training courses. closed training courses usually mean these were for previous academic years.

Scroll through the page to find the training course you need and use the filter on catalog if you subscribe to more than one Judicium service to narrow your selection.

You can click on the Name column to change the sort being ascending or descending alphabetic order.

Click on the training course you need and the list of people who are not already enrolled on that training course will be displayed. Only active users are displayed as only active users can be enrolled onto training courses. Names are obscured in the example for data privacy:



Ticking Users

- You can tick as many users as needed from the list.
- To select all users across all pages, tick the checkbox at the top of the left-hand column.
- This will select all users on the current page, all users across other pages in your search results

Navigating the User List

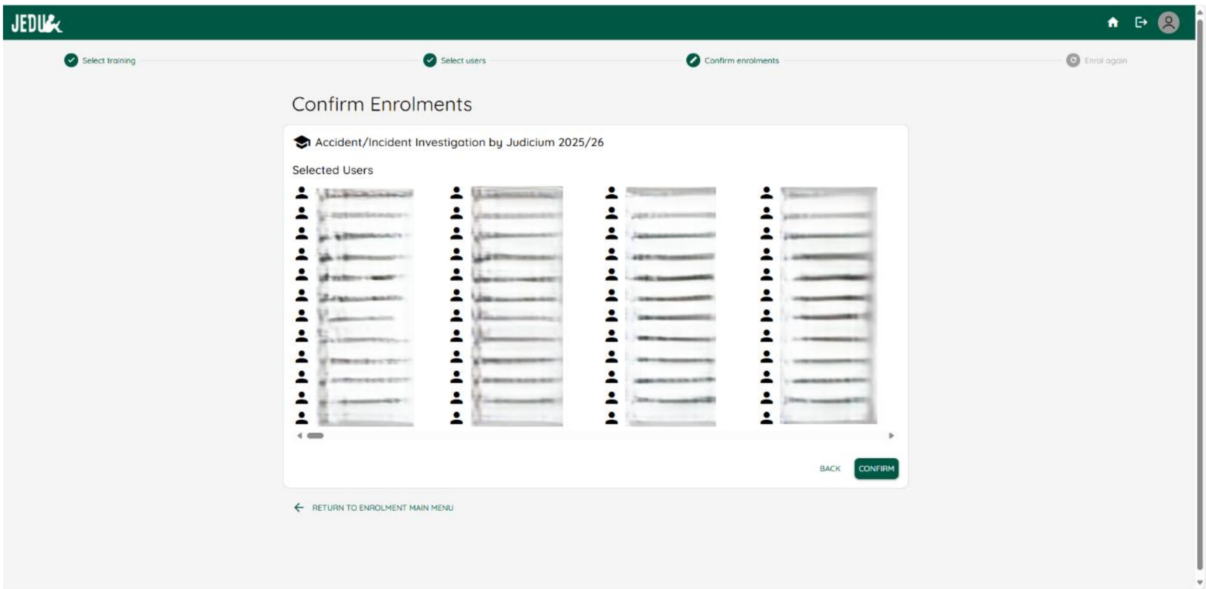
- You can change the number of users displayed per page and move between pages to view more users

Filtering Options

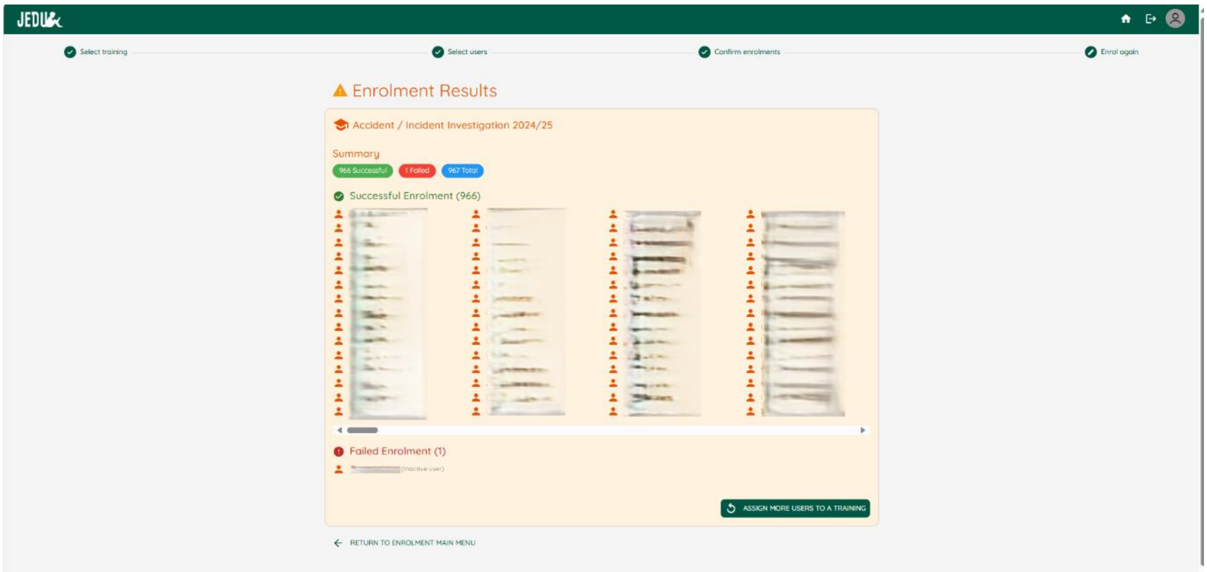
- If you have access to multiple schools, use the school column filter to narrow your selection.
- You can also filter by role type, provided each user has a role type assigned (see earlier in this guide). This is especially useful for targeted bulk actions.

Reviewing Selected Users

- After selecting users, press 'Continue'.
- You'll see a screen listing all selected users (names will be obscured for privacy).
- If the list is long, use the scroll bar at the bottom to move right and view all entries.



Select 'confirm' when you are happy. The more people you add to a training course the longer this will take; usually, it's less than a minute. You'll then see this screen:



In this example 965 enrolments were successful and 1 failed as the user was inactive.

Scroll across to the right to see the full list when it is large.

You can make that user active and enrol them onto the training if needed, or ignore it if the person is genuinely inactive. To do this select 'Assign More users to a Training' or 'Return to Enrolment Main Menu' or select Home

6.3 Unenrol a User

You can remove an individual person from one or more training courses, perhaps because you enrolled them by mistake. The process is very similar to enrolling an individual in training courses.

Select 'Unenrol a User', find the person you want to unenroll, select the training courses they are enrolled on that you want to remove them from, select continue and then confirm.

Remember if you sent notification emails to learners when they were enrolled on the course, you'll need to let them know they've been unenrolled from that course.

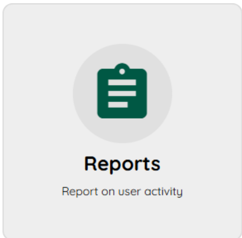
6.3 Unassign a Training

You can remove one or more people from an individual training course, perhaps because you enrolled them by mistake. The process is very similar to assigning multiple people onto a training course:

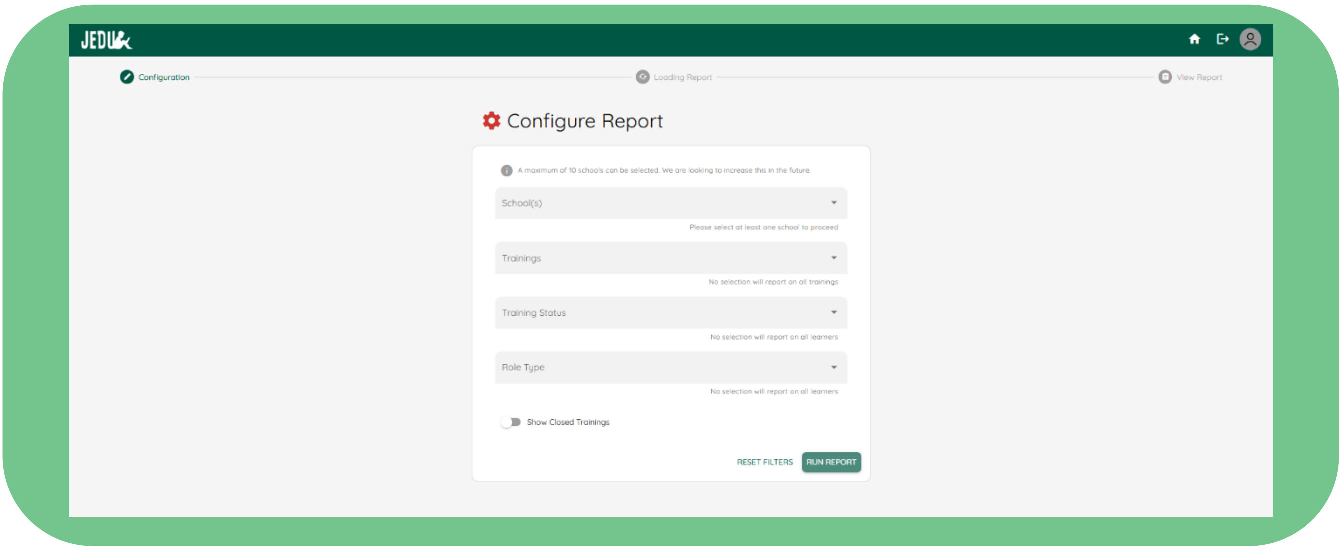
- Select 'Unassign a Training'.
- Find the course you want to unenroll people from.
- Select the people you want to unenroll (you can unenroll all of them) and the training courses that you want to remove them from.
- Select 'continue' and then 'confirm'.

Remember notification emails to learners would have been automatically sent to people when they were enrolled on the course, so you'll need to let them know they've been unenrolled from that course.

7 REPORTING



When you select Reports, you'll see this screen, which is where you can determine what you want to see in the on-screen report. You can then further search, sort and filter the results displayed and export them to Excel or CSV, which is explained further below:



- Choose one or more training courses to include in the report.

Training Status

- Filter by training status for each selected person:
    - Not Started.
    - In Progress.
    - Completed.
- To report on multiple statuses, leave this field blank and use the filter options in the displayed report.

Role Type

- Use this to report on specific groups (e.g. Governors, Teachers, SLT).
- This filter is only useful if role types have been set for each user (see earlier in the guide).

Closed Trainings

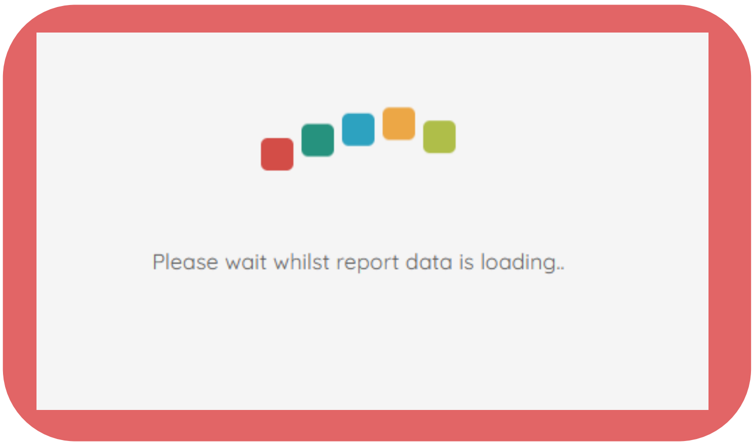
- Closed trainings (from previous academic years) are excluded by default.
- Slide the toggle right to include them, this is useful for historical training reports.

Important Notes:

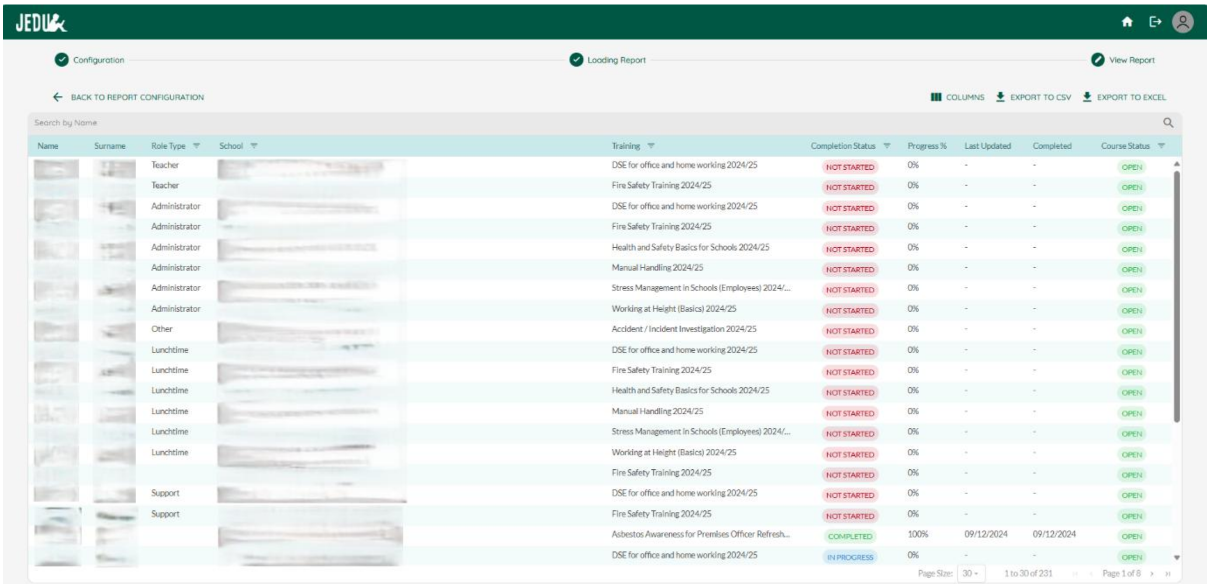
- Report data is real time so if somebody complete a course a minute ago it will show as completed.
- The report only shows active users. To display data for an inactive user you'll need to make that person active first in the edit user process.

The screen tells you what is included if you leave a selection blank.

Select 'Run Report' to display the report info on the screen. You can export it to CSV or Excel when the results are displayed on screen. You'll see this screen whilst the report is running; the bigger your report, the longer it will take to run but usually it will be less than a minute.



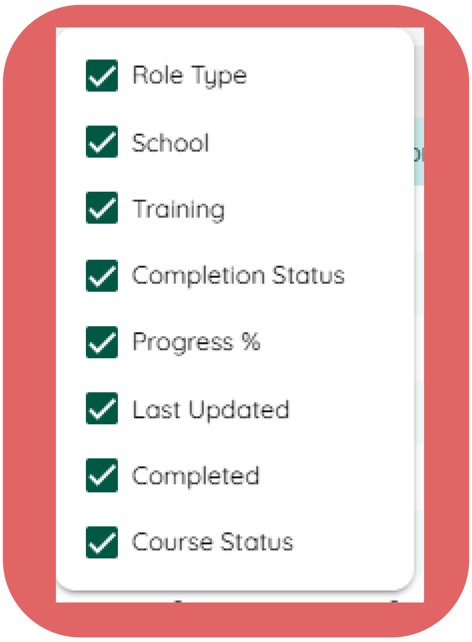
The result page looks like this. The Name, Surname, Role Type and School have been removed from the example shown here for data privacy reasons:



- The default order shown is by ascending by Surname, and for each person, all their selected courses' progress will be shown line by line.
- If you want to see the data for one person you can enter their name or part of it in the Search by name box.
- Last Updated is the date the learner last did some work on the training.
- Completed is the date is the date the learner completed the training.

Additional functionality:

Click on the Columns option to tick and untick which columns you want to display:



You can sort on any column, filter on Role Type, Training, Completion Status or Course Status, change the number of rows per page and move between pages, as explained in the enrolment section of this guide.

The Course Status filter is only effective when you choose to include closed trainings on the Configure Report screen.

Select 'Export to Excel' or 'Export to CSV' if needed. If the data is being imported into another system some systems require a CSV file format, hence why the option is here.

Reporting uses real time data, so for example, if your colleagues are completing their learning on an INSET day you can report on progress throughout the day.

We are working to provide the enrolment date of each learner onto each training so you can have appropriate conversations with colleagues based on how much opportunity each learner has had to start or complete a training. We'll let you know when this is available.

7 COMING SOON

We have focused on the key tasks of adding/updating users, enrolling people onto training courses and being able to report on training progress.

Items not yet in the system include:

- Being able to send reminder emails to learners.
- Including the enrolment date for each user for each training course in reporting.

We'll let you know when these and other new or updated things are added to the new LMS Admin portal. If you have any ideas or feedback, please email us at support@judicium.com.

END