

eLearning Platform

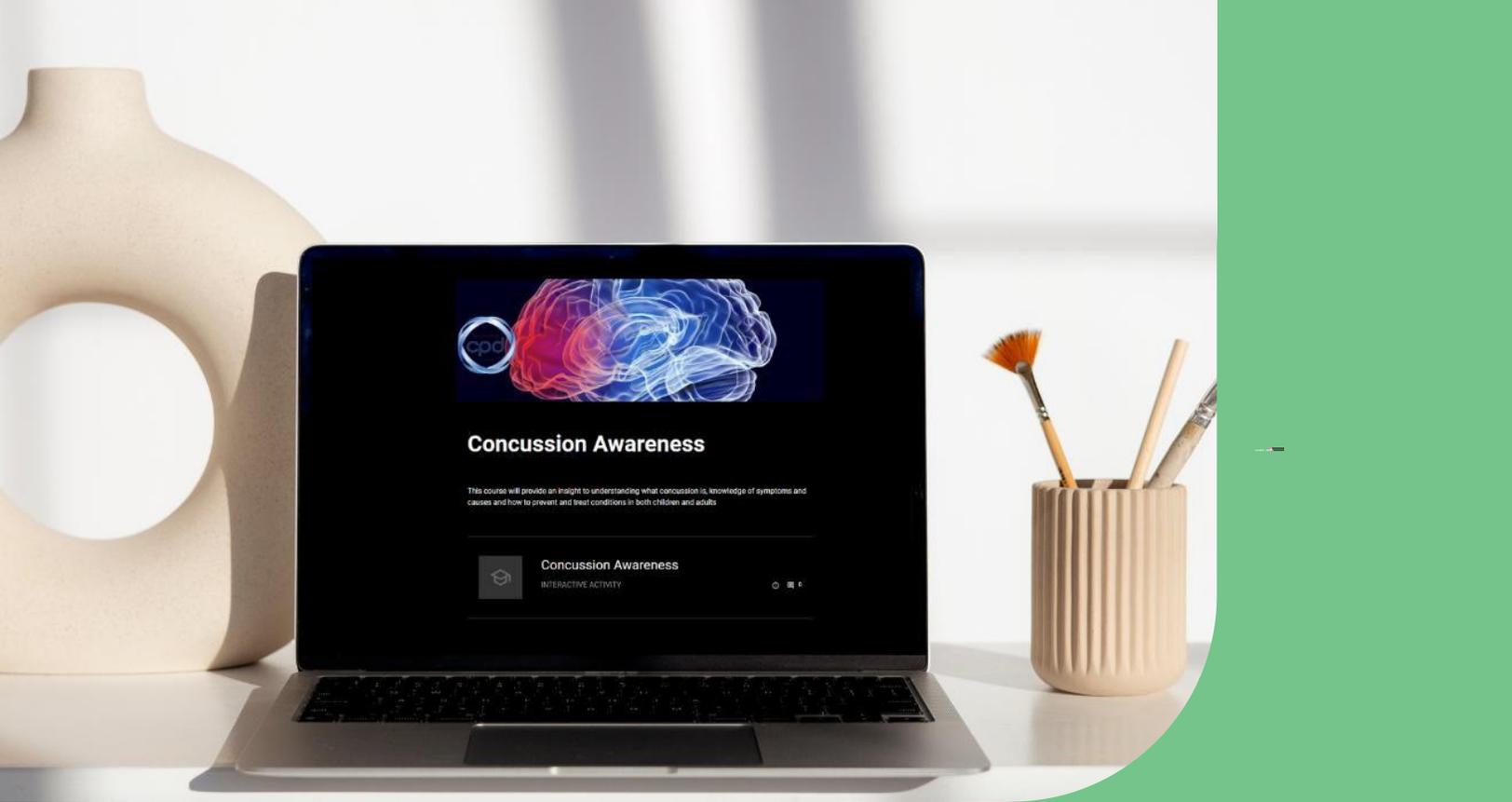
User Guide for Admins

v.6.6



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Introduction

Welcome to our upgraded eLearning platform, offering you a wide array of courses across various topics including data protection, health and safety, and safeguarding.

This guide provides easy-to-follow steps that will get you up and running on the new platform.

At Judicium Education, our mission is to make high-quality compliance education accessible to everyone, regardless of location or background. Using the latest educational technology, we provide a dynamic and interactive learning environment.

Getting started: the dashboard

You can access the new Judicium eLearning platform at:
<https://judiciumentraining.learningcloud.me>. It's a good idea to save this as a bookmark in your browser.

After we first set you up, you will receive a welcome email prompting you to set up a password. If you have not received this, please contact support@judicium.com.

When you log in to the Judicium eLearning platform, you will see the dashboard shown on the next page.

From here you can manage the learners in your organisation, manage the courses on which they are enrolled, access the courses and receive messages about the Judicium eLearning platform.

Please see more info and guide videos here:
<https://www.judiciumentraining.co.uk/elearningplatform>

Please note that in the platform, schools are referred to as 'groups' - so each school is set up as its own 'group'.

Please also note that school years have been added to all courses, making clear which course to enrol learners onto each school year, e.g. 'Health and Safety Basics 2024/25'. Historical courses are marked (historical records).

LMS - Access and complete your own online training and courses, and through Learner Management, set up training, enrol learners onto courses and create reports to track their progress

Announcements - Read announcements about eLearning and online courses from Judicium Education

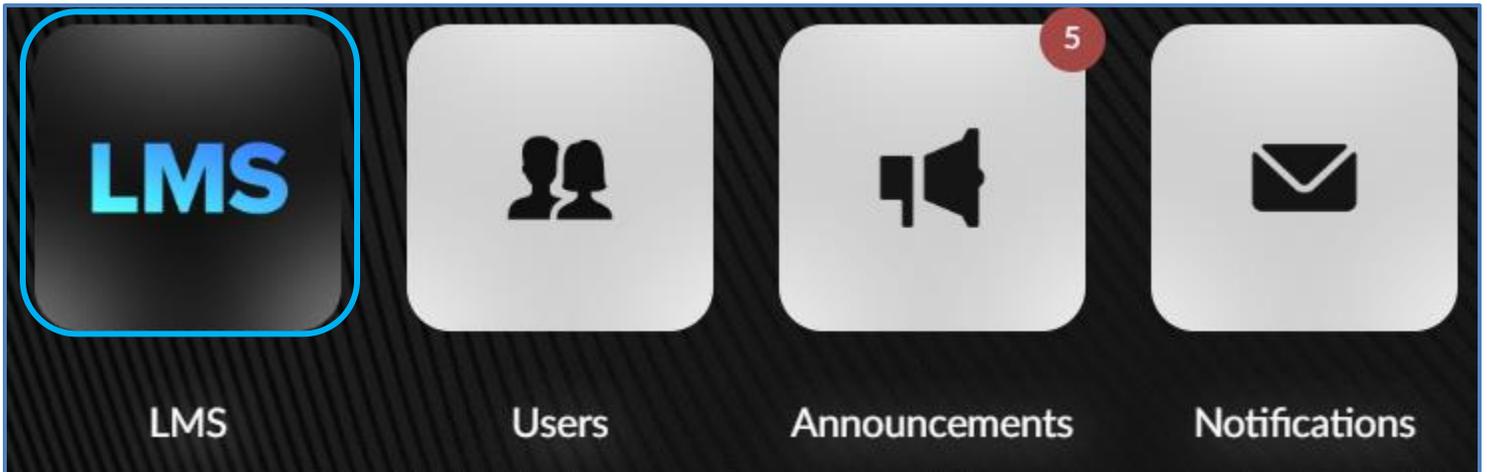
The screenshot shows the 'Learning Cloud' dashboard. At the top, there is a navigation bar with several colored tabs: 'Data Protection Officer (DPO)' (red), 'Employment Law & HR Advisory' (teal), 'Governance & Clerking' (green), 'Health & Safety' (orange), 'Safeguarding' (purple), and 'SEND Service' (dark purple). The user's name 'Chris' and a profile icon are visible in the top right. The main dashboard area features four large, semi-transparent icons: 'LMS' (a blue square with white text), 'Users' (a white square with a black person icon), 'Announcements' (a white square with a black megaphone icon and a red '2' notification badge), and 'Notifications' (a white square with a black envelope icon). Below these icons are smaller, semi-transparent panels with icons representing various functions like a target, a video player, and a document. Red arrows point from the callout boxes to their respective icons. A 'Current events' sidebar is visible on the left. At the bottom left, it says 'Developed by Netex Learning ver. 2.74.0'.

Users - Add and remove learners, set them to active/inactive, update their details and send them welcome emails

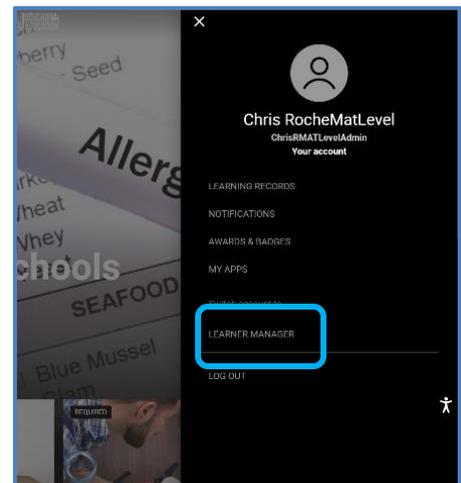
Notifications - View notifications about your training and learners

Enrolling a learner

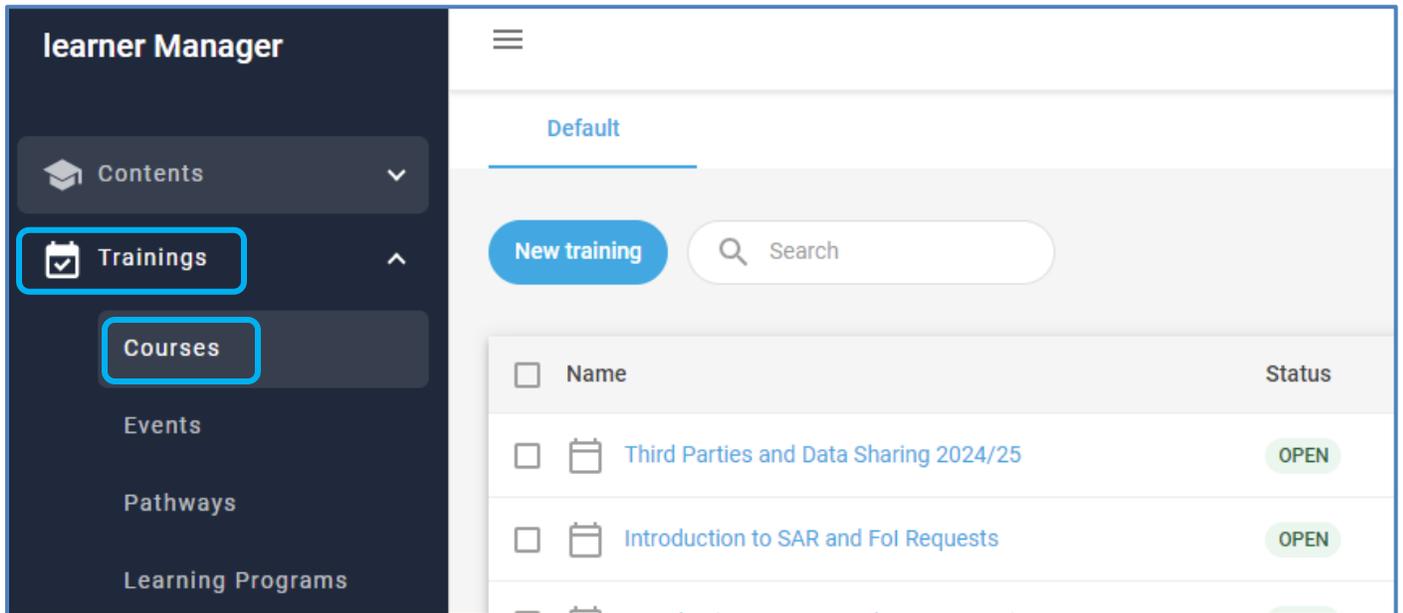
1. On the dashboard, click on **LMS**.



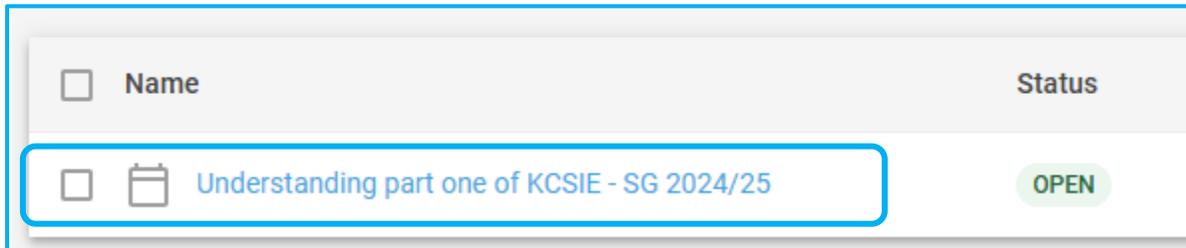
2. You will then see your own **personal** learner page. Click on the **top right-hand** profile icon and select '**Learner Manager**' from the menu. This will open your **admin portal**, you can start enrolling learners.



3. From the left-hand menu, select “Courses” under “Trainings”.



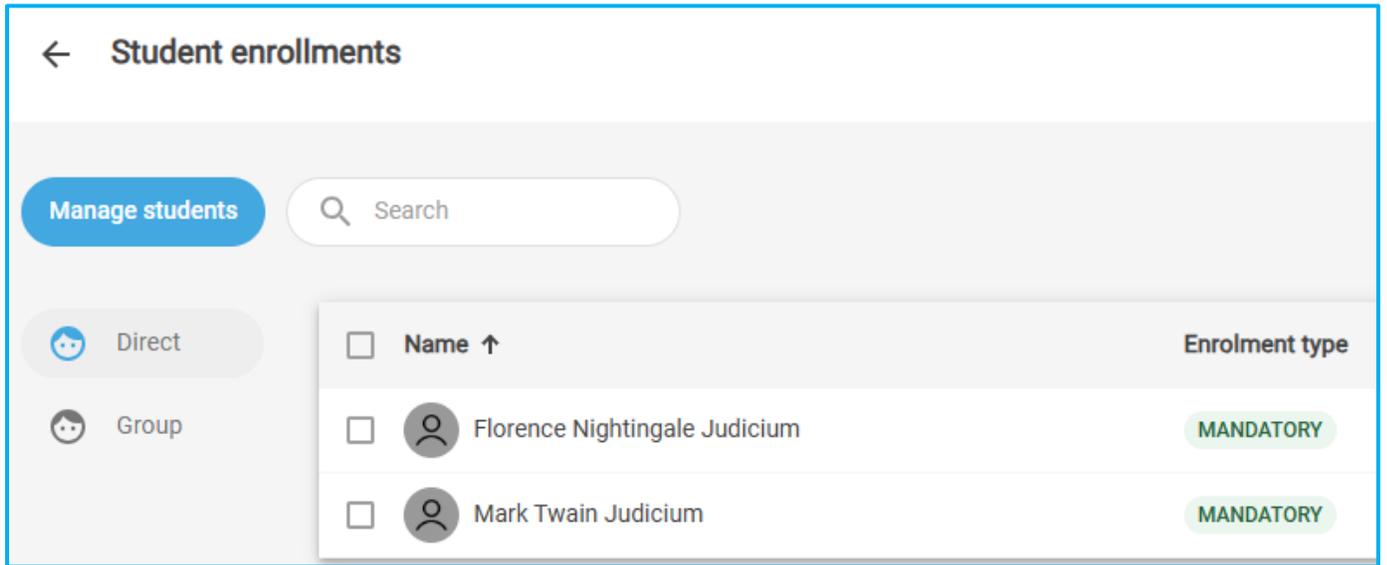
4. To enrol learners on to the course, select the course.



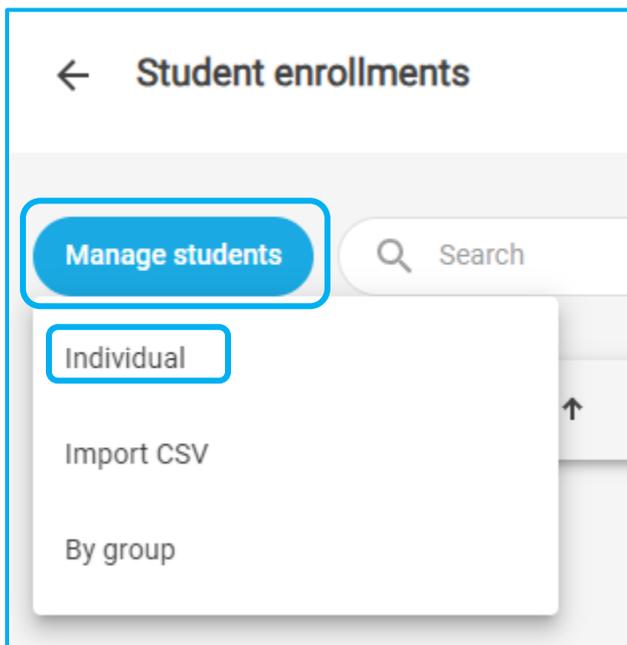
5. Then select “Enrolment”.



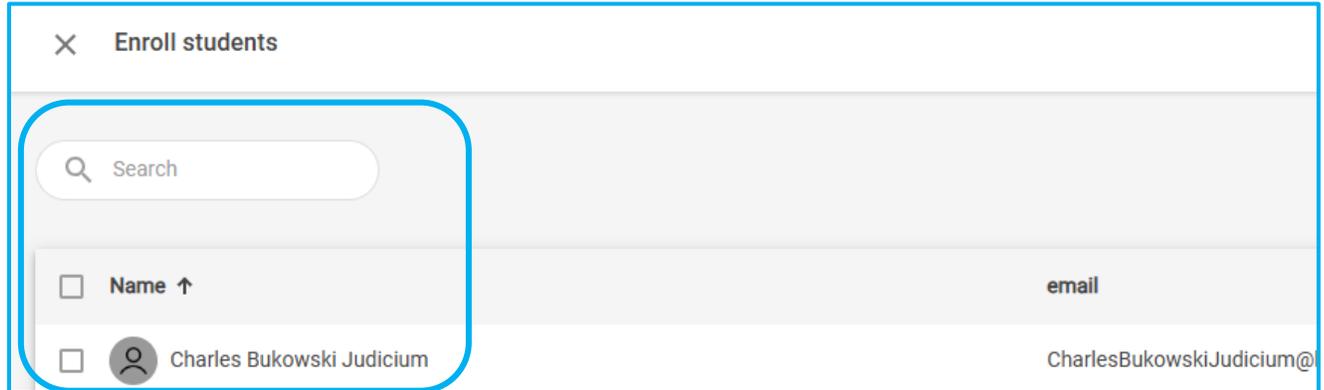
6. You then see the training and who is already enrolled.



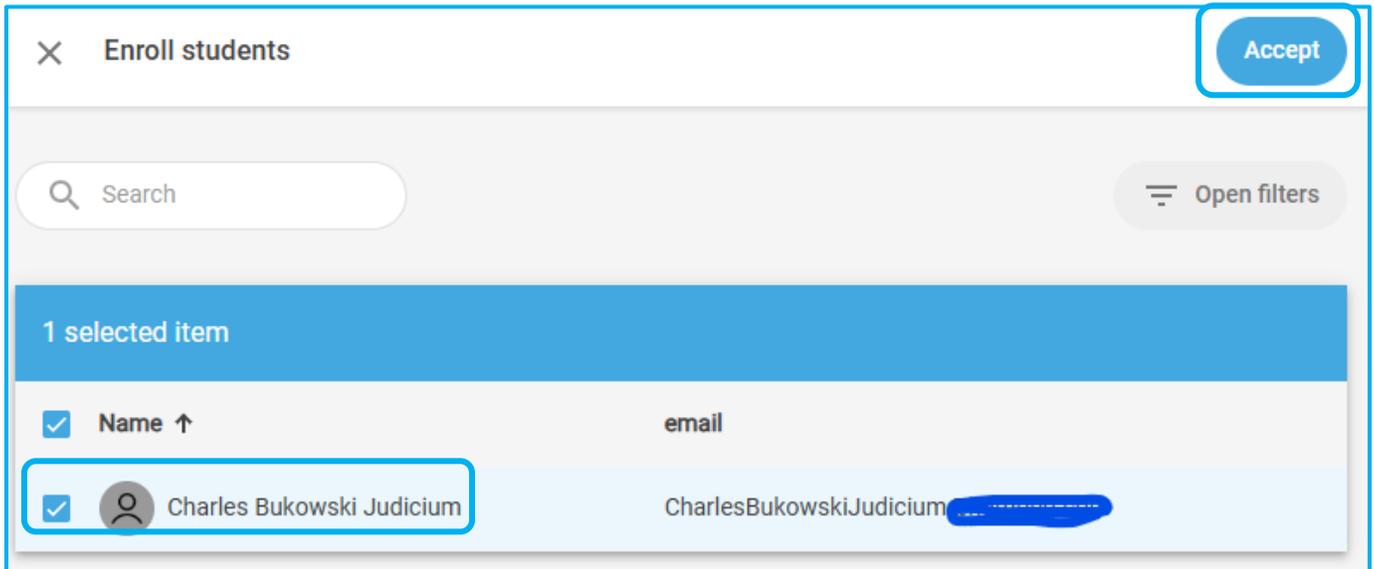
7. To enrol more staff onto the training select “**Manage students**” then “**Individual**”.



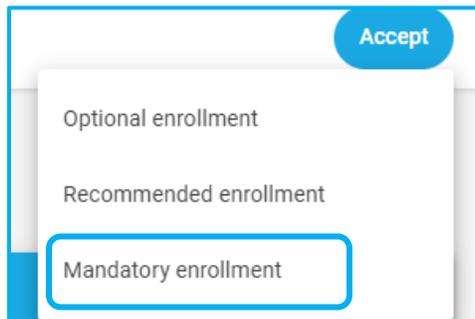
You now see unenrolled users, so you can either tick the ones you want to enrol or search for them using the search function.



8. Then tick the user/s and select “Accept”.

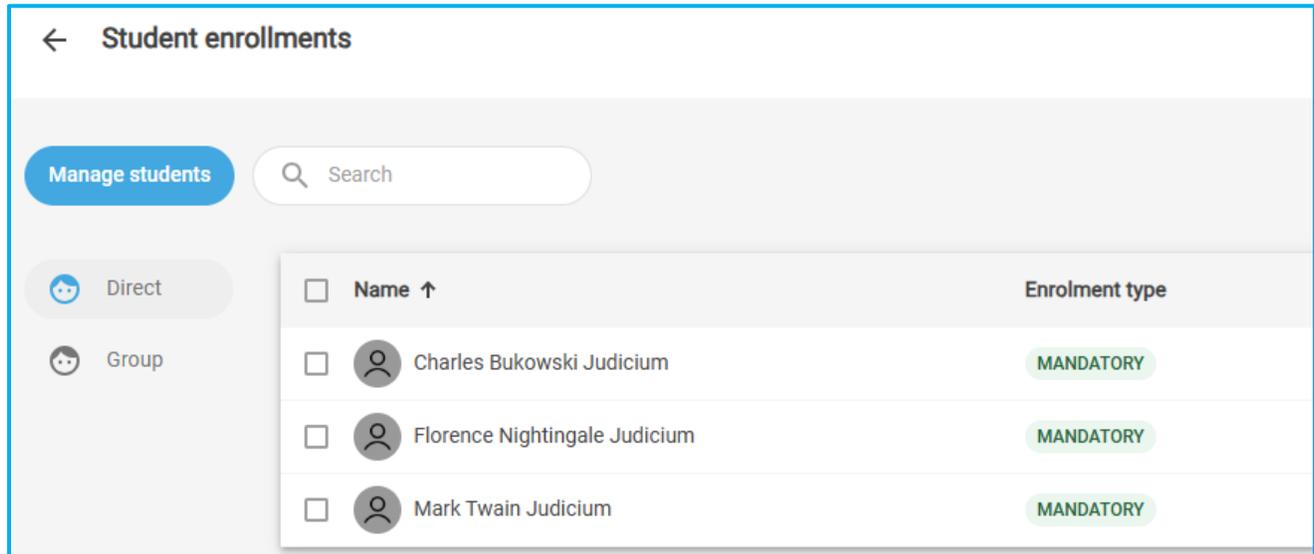


9. If this training is required, this should be **Mandatory**.



10. Then select “Accept”.

You should now see who is enrolled onto the training.

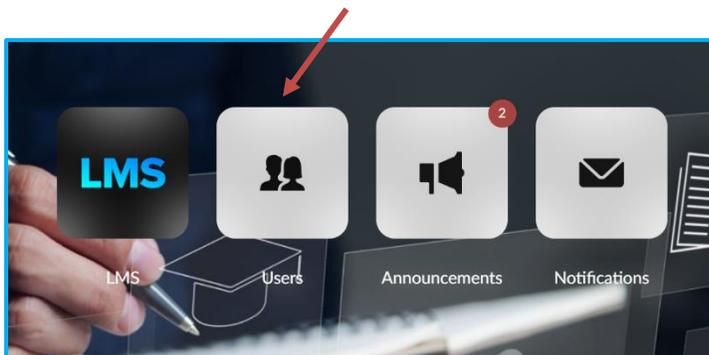


Managing learners

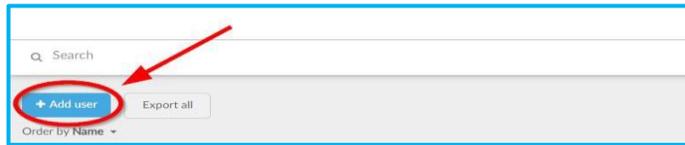
One of your first task in the Judicium eLearning platform is likely to be adding users: the people in your school, MAT or organisation who will be completing the courses.

Adding an individual learner

1. On the dashboard, click on **Users**.



2. In the top left of the screen, click on **Add user**.



This opens the new user **Registration information** form.

Complete the form with the user's details. You must complete the fields marked with an asterisk (*). These are explained in more detail below. If you wish, you can leave the other fields blank for now.

3. Enter a username for this user. This is commonly the same as their school email.
4. Next, complete their first name, surname and email address in the appropriate fields. Make sure these are all spelled correctly.

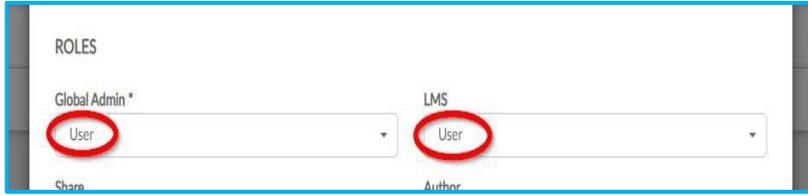
A screenshot of a web form titled 'Add user' with a close button (X) in the top right corner. The form is divided into two main sections. On the left, under the heading 'REGISTRATION INFORMATION', there is a large square placeholder for a profile picture with a 'Browse...' button below it. Below the picture area, there are dropdown menus for 'Time zone *' (set to '(GMT +01:00) Brussels, Copenhagen'), 'Language *' (set to 'English'), and 'Country' (set to 'Select'). On the right side of the form, there are several input fields: 'Username *', 'Name *', 'Surname *', 'E-mail *', 'Password', 'Office phone', 'Mobile phone', 'Location', 'Groups *' (a dropdown menu currently showing 'Judicium Academies'), and 'Line manager' (a dropdown menu currently showing 'Select').

5. In the **Groups** field, you will see all the school/s for which you are an administrator. Select the correct group for this user.

Do not change the **Time zone** and **Language** settings.

6. Leave the **Password** field **empty** so the user can set their own password when they log in for the first time.

7. Scroll down to the **Roles** section of the form.



The screenshot shows a form titled "ROLES". It contains two dropdown menus. The first dropdown menu is labeled "Global Admin" and has "User" selected. The second dropdown menu is labeled "LMS" and also has "User" selected. Both "User" selections are circled in red. Below the "Global Admin" dropdown, the text "Share" is partially visible. Below the "LMS" dropdown, the text "Author" is partially visible.

In the **Global Admin** field, click on the dropdown menu and choose **User**.
Do the same in the **LMS** field.

8. At the bottom of the form, click the **Send welcome email** box. This will automatically send an email to the user containing a link to the eLearning platform, where they can create their password and access their courses. Please note they will only see a course on their home screen if enrolled onto a course. **Activate** will be ticked already: do not change this setting.
9. Click **Create** in the bottom right corner of the form to save the user.

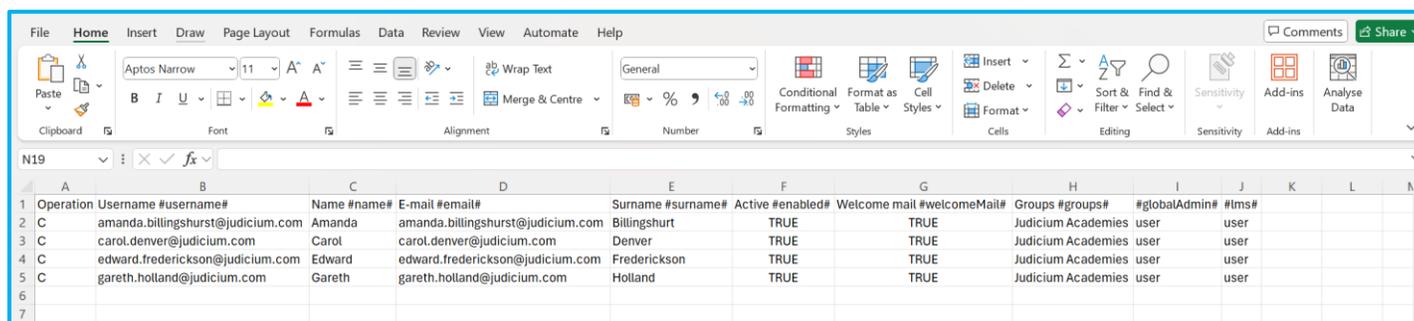
Adding multiple learners

If you want to add several learners at once, you can import their details using a simple template CSV (comma-separated values) file. There is an “Learner Management” part being developed which will make bulk upload of learners easier but for the time being please contact us for a custom template.

Judicium Education can provide you with this template when you are first onboarded to the platform. If you have not received it, please contact support@judicium.com and we can help get you set up.

Filling in the CSV file

1. Open the template CSV provided by Judicium Education in a software such as Microsoft Excel.
2. The CSV file has 10 mandatory fields to fill in:



1	Operation	Username #username#	Name #name#	E-mail #email#	Surname #surname#	Active #enabled#	Welcome mail #welcomeMail#	Groups #groups#	#globalAdmin#	#lms#
2	C	amanda.billingshurst@judicium.com	Amanda	amanda.billingshurst@judicium.com	Billingshurst	TRUE	TRUE	Judicium Academies	user	user
3	C	carol.denver@judicium.com	Carol	carol.denver@judicium.com	Denver	TRUE	TRUE	Judicium Academies	user	user
4	C	edward.frederickson@judicium.com	Edward	edward.frederickson@judicium.com	Frederickson	TRUE	TRUE	Judicium Academies	user	user
5	C	garth.holland@judicium.com	Gareth	garth.holland@judicium.com	Holland	TRUE	TRUE	Judicium Academies	user	user
6										
7										

- **Operation:** For every new user, type ‘C’, which stands for ‘Create’.
- **Username:** Enter the new learner’s username. Please note, this is normally the same as their email address.
- **Name:** Insert the new learner’s first name
- **Email:** Insert the new learner’s email address
- **Surname:** Enter the new learner’s surname.
- **Active:** This determines whether the new learner is active or inactive. Type

'TRUE' to ensure that they are added as an active learner.

- **Welcome mail:** Type 'TRUE' This sends the learner a welcome email.
- **Groups:** Enter the name of your school exactly as it is on NETEX.

Important: Please ensure the school is added exactly as it appears in the platform. It might be easier to copy and paste this information from the eLearning platform itself. If you have any problems with the upload, please email support@judicium.com the template you tried to upload and we will assist you.

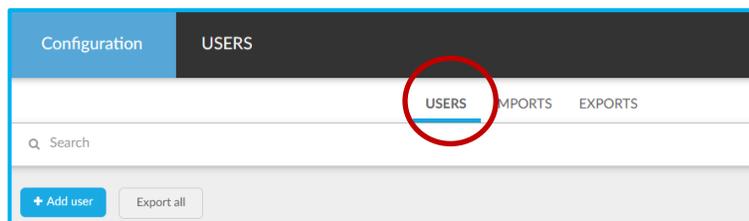
- **Group Admin:** Please enter 'user'. This ensures they are added as a **learner only**.
- **User:** Again, please enter 'user'. This ensures they are added as a **learner only**.

Uploading the CSV file to the eLearning platform

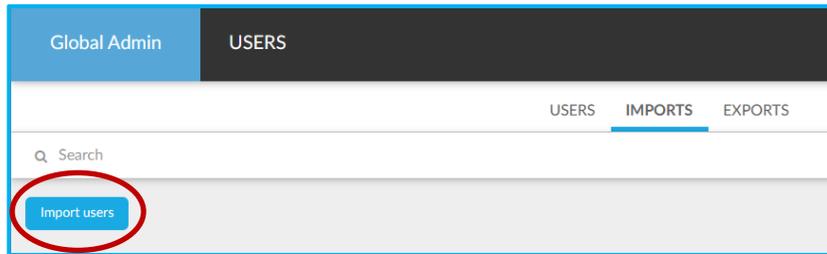
1. On the dashboard, click on **Users**.



2. In the **Users** section, click on **Imports** in the top navigation bar.

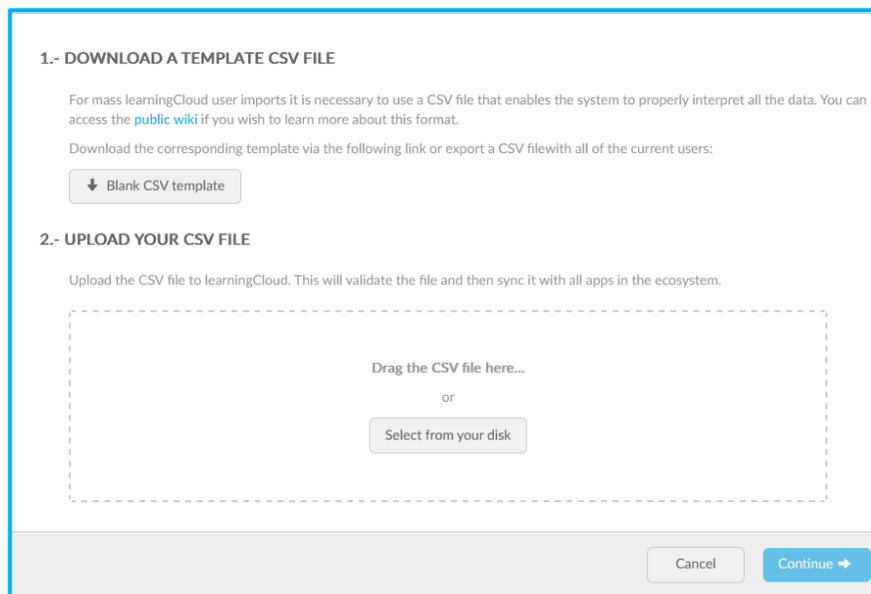


3. Click the **Import users** button in the top left corner of the screen.

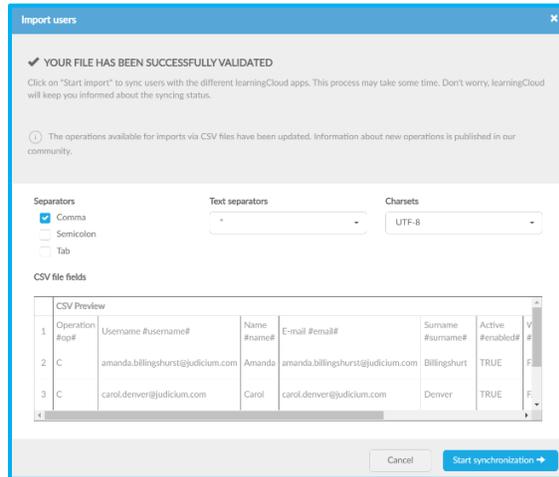


4. Under 'Upload your CSV file', drag your completed template file to the upload window or select it from your disk, then click **Continue**.

Important: here, you are also given the option the download the template CSV file. Please do not use that template as it is more complicated then the CSV template Judicium provides.



5. You should be told that your file has been successfully validated. Click **‘Start synchronization’**.



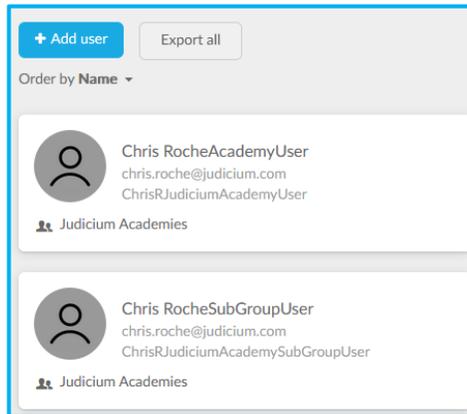
Note: If there are any errors, these will be listed and you will need to correct the CSV file before trying again.

You will be told that your synchronization is complete and you will receive an email confirming the import.

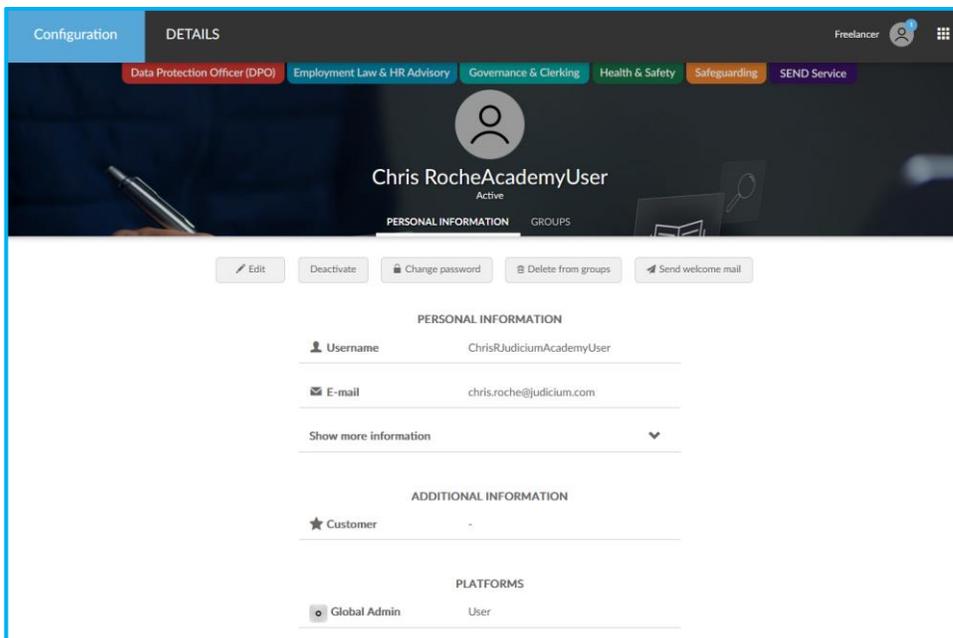
Editing a learners' details

Once a learner's details are saved in the eLearning platform, you can easily amend them exempt the **username**.

1. In the dashboard, click on **Users**, then click on the card for the learner whose details you need to edit.



2. This will open their profile. Scroll down to see the details of their settings for the eLearning platform and use the arrow button next to **Show more information** to see their personal details.



Use the grey buttons below the header bar to do the following tasks:

- **Edit:** make changes to the user's details, such as first name, surname, username, group/school.
- **Deactivate:** change the user's status to deactivated so they can no longer log into the platform, but their learner record will be saved.
- **Change password:** use this to reset the user's password, for example, if they

have forgotten their password.

- **Delete from groups:** delete the user from the groups they are currently in. This will also delete their learning record. Note: this action cannot be undone. Please **deactivate** users instead.
- **Send welcome mail:** send a welcome email to the user's email address, which asks them to log in and reset their password.

Unenrolling learners

1. Select the training that you want to unenroll a learner from.
2. Click on the box next to the name of the user whose enrolment you want to change. This will reveal four options in the blue bar above the list of users.

1 selected item		Optional	Recommended	Mandatory	Exclude
<input checked="" type="checkbox"/> Name ↑	Enrolment type	Enrolled by	Modification date		
<input checked="" type="checkbox"/> Freelancer Freelancer	MANDATORY	Freelancer2	08/15/2024		

3. You can now select **Exclude** to unenroll the learner.

If you have any questions regarding the Judicium eLearning platform, please contact support@judicium.com

Tips for your learners

Once your learners have passed the assessment of a course, please make sure they use the “X” in the top right corner to close the course. Otherwise, it might register as “In Progress” instead of “Complete” on the system.

