

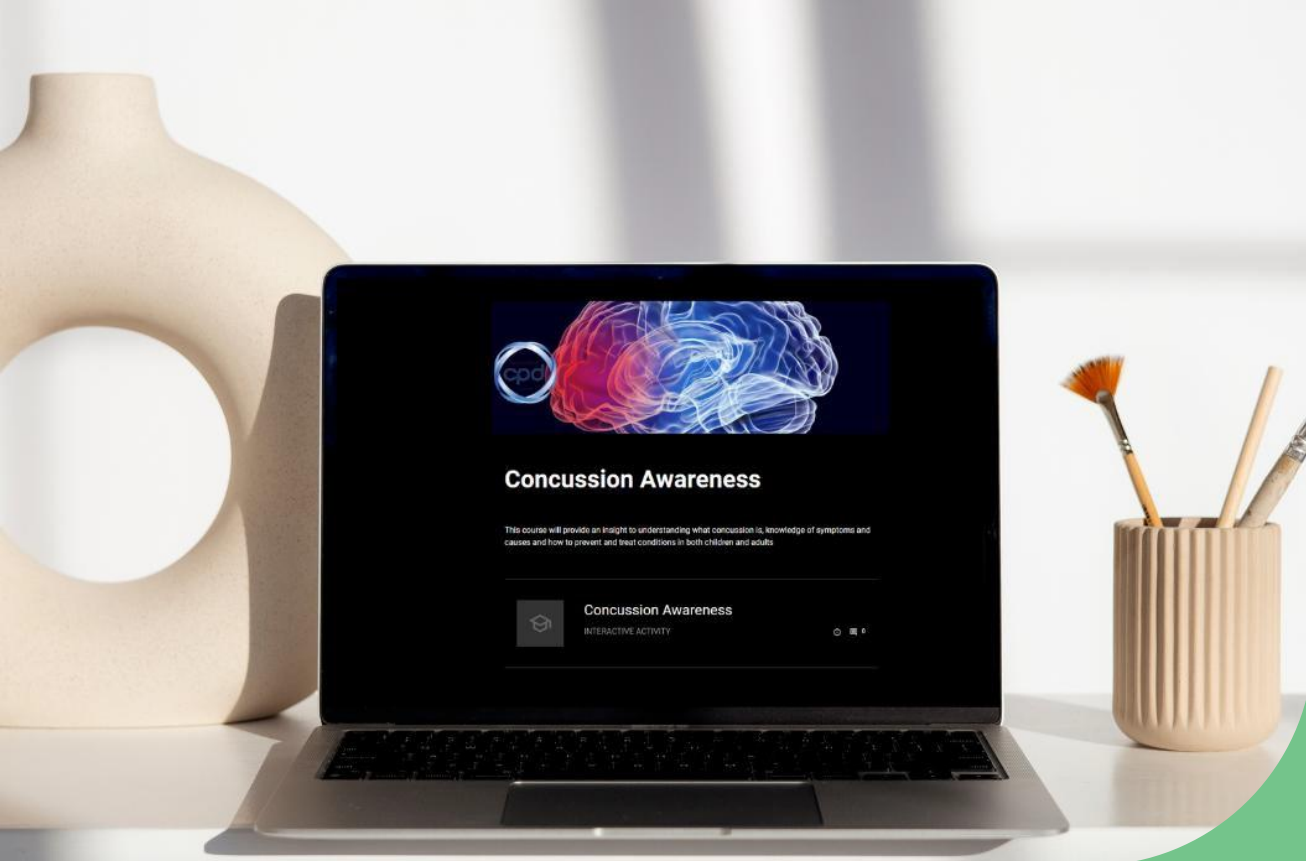
eLearning Platform

User Guide for Admins



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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://judiciumtraining.learningcloud.me>

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 system.

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

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 displays the 'Learning Cloud' dashboard. At the top, a navigation bar includes links for 'Data Protection Officer (DPO)', 'Employment Law & HR Advisory', 'Governance & Clerking', 'Health & Safety', 'Safeguarding', and 'SEND Service'. The user 'Chris' is logged in. The main dashboard features four primary icons: 'LMS' (a blue square with white text), 'Users' (a grey square with a person icon), 'Announcements' (a grey square with a megaphone icon and a red '2' badge), and 'Notifications' (a grey square with an envelope icon). Below these icons are labels: 'LMS', 'Users', 'Announcements', and 'Notifications'. A vertical sidebar on the left is labeled 'Current events'. The background of the dashboard shows a hand holding a pen over a laptop screen displaying a video player. At the bottom left, a footer reads '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

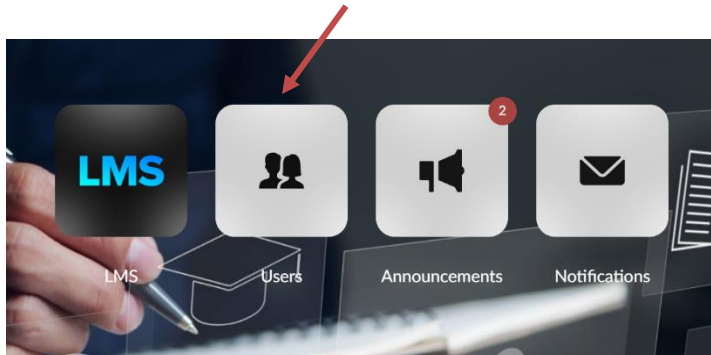
Developed by Netex Learning ver. 2.74.0

Managing learners

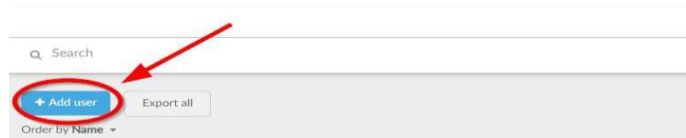
Your first task in the Judicium eLearning platform is likely to be adding users: the people in your school, MAT or organisation who will be completing the courses.

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 but can be changed to a personal email user if preferred.
4. Next, complete their first name, surname and email address in the appropriate fields. Make sure these are all spelled correctly.

- In the **Groups** field, you will see all the schools for which you are an administrator. Select the correct group for this user.

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

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

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

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 the “Welcome” course if they have not been enrolled onto any courses.

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:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Operation	Username #username#	Name #name#	E-mail #email#	Surname #surname#	Active #enabled#	Welcome mail #welcomeMail#	Groups #groups#	#globalAdmin#	#ims#			
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	gareth.holland@judicium.com	Gareth	gareth.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.

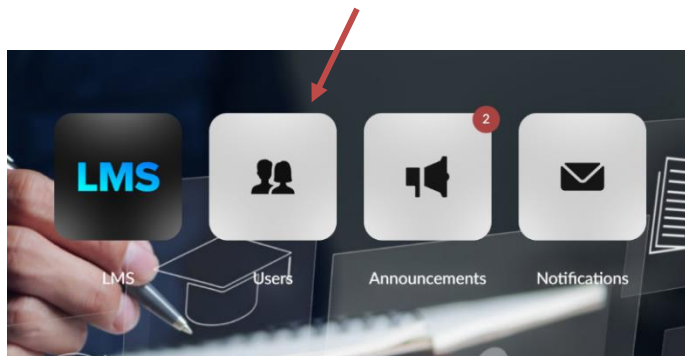
- **Welcome mail:** Type 'TRUE' This sends the learner a welcome email.
- **Groups:** Enter the name of your school.

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.

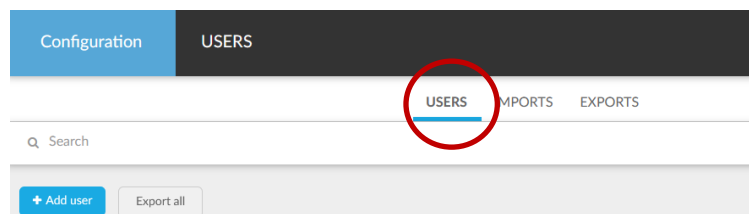
- **Group Admin:** Please enter 'user'. This ensures they are added as a **learner only**.
- **User:** Again, please enter 'user'. This ensures they are added as a **learner only**.

Uploading the CSV file to the eLearning platform

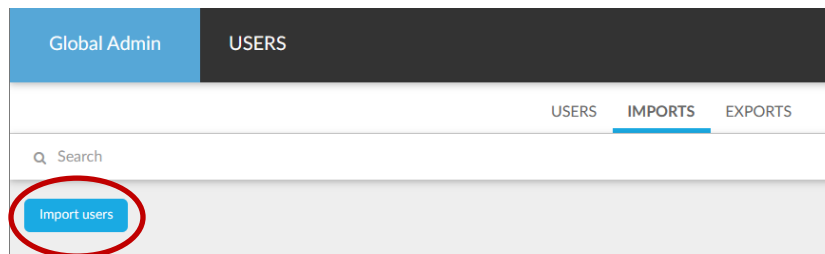
1. On the dashboard, click on **Users**.



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.

1.- DOWNLOAD A TEMPLATE CSV FILE

For mass learningCloud user imports it is necessary to use a CSV file that enables the system to properly interpret all the data. You can access the [public wiki](#) if you wish to learn more about this format.

Download the corresponding template via the following link or export a CSV file with all of the current users:

2.- UPLOAD YOUR CSV FILE

Upload the CSV file to learningCloud. This will validate the file and then sync it with all apps in the ecosystem.

Drag the CSV file here...

or

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

Import users

✓ **YOUR FILE HAS BEEN SUCCESSFULLY VALIDATED**

Click on "Start Import" to sync users with the different learningCloud apps. This process may take some time. Don't worry, learningCloud will keep you informed about the syncing status.

① The operations available for imports via CSV files have been updated. Information about new operations is published in our community.

Separators
☒ Comma
☐ Semicolon
☐ Tab

Text separators
 -

Charsets
 UTF-8

CSV file fields

Operation #	Username #	Name #	E-mail #	Surname #	Active #	
1						
2	C	amanda.billingshurst@judicium.com	Amanda	amanda.billingshurst@judicium.com	Billingshurst	TRUE
3	C	carol.denver@judicium.com	Carol	carol.denver@judicium.com	Denver	TRUE

Cancel Start synchronization →

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

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

Editing a learners' details

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

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

+ Add user Export all

Order by Name ▾

Chris RocheAcademyUser
 chris.roche@judicium.com
 ChrisRJudiciumAcademyUser

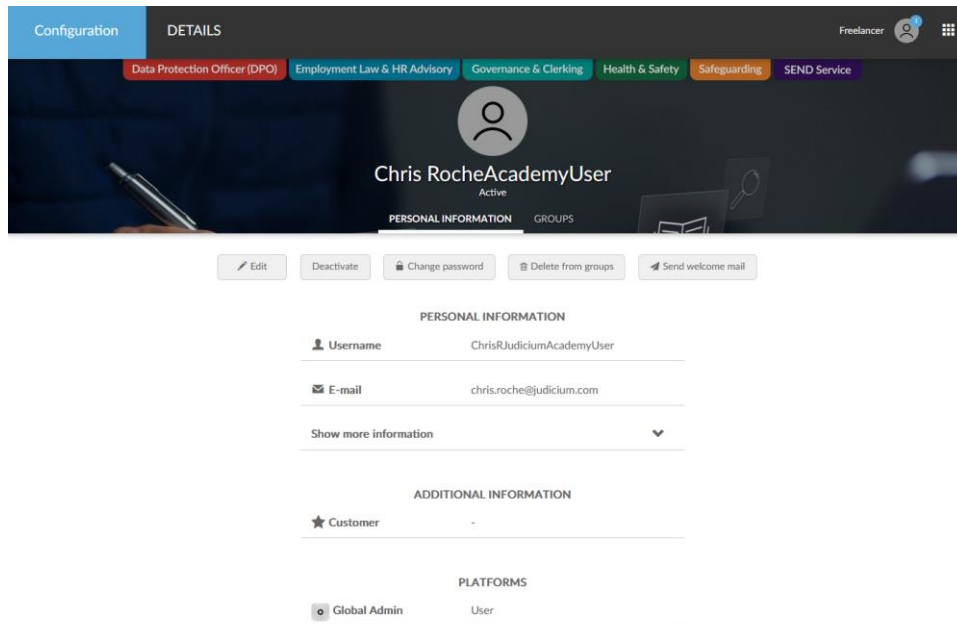
Judicium Academies

Chris RocheSubGroupUser
 chris.roche@judicium.com
 ChrisRJudiciumAcademySubGroupUser

Judicium Academies

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.

Managing learners on courses

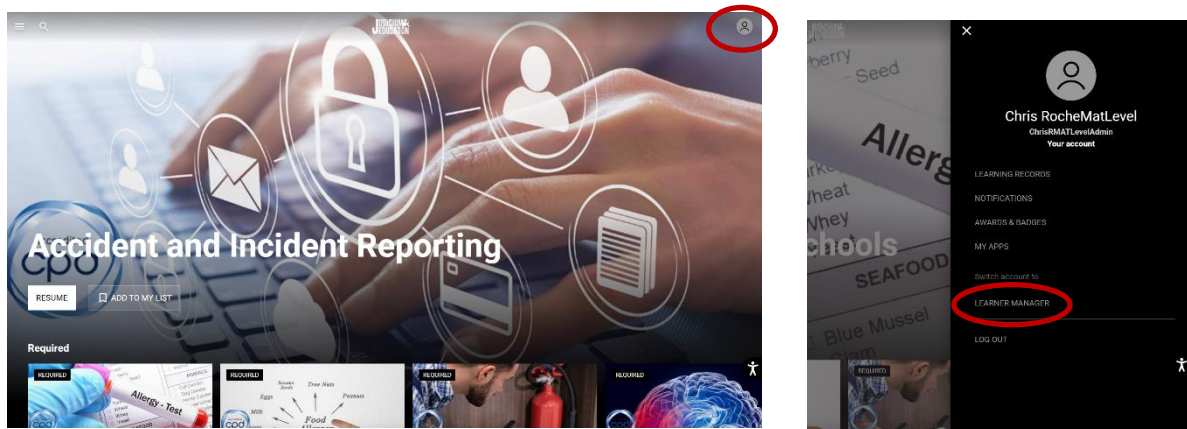
Use the **LMS** section to set up training, enrol learners onto courses and create reports to track their progress.

Enrolling learners on courses

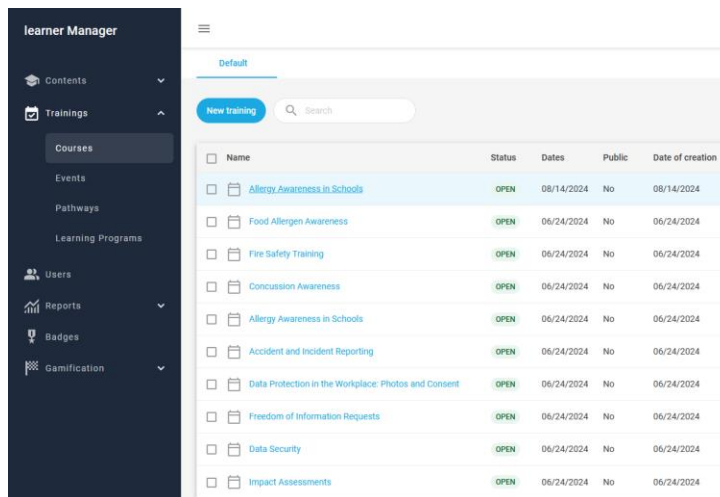
1. From the dashboard, click on **LMS**.



2. You will go through to your own learner portal. Click on the top right hand profile icon, and select '**Learner Manager**' from the menu. This will open your admin portal, so that you can start enrolling learners.

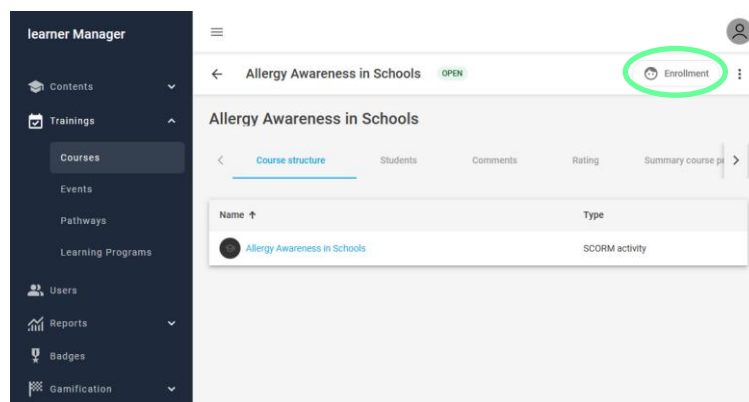


3. In the left-hand navigation bar, click on **Trainings**, and then **Courses**. This will show you a list of the available courses.

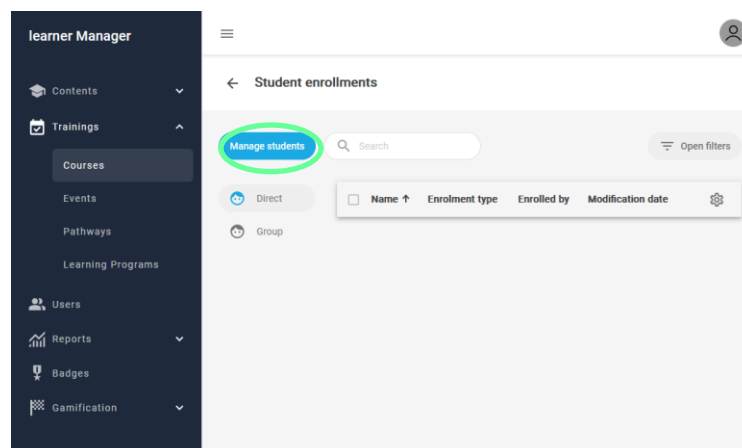


3. Click on the name of the course on which you want to enrol learners.

4. In the top right of the screen, click on the **Enrolment** button.



5. Now click on **Manage students** in the top left of the main screen.



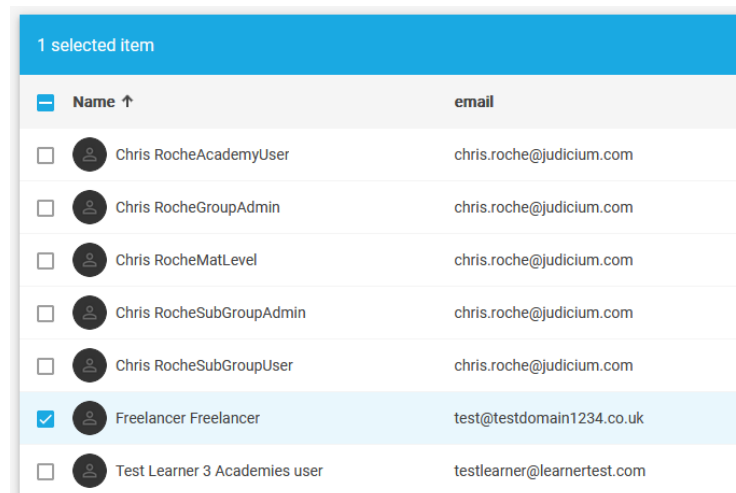
You can now add learners to the course in different ways:

- Individual: choose one or more learners from the list of users registered to your organization.
- **Import CSV: Please do not use this method.**
- Group: enrol a whole group of users from your organization.

See below for more details about how to use these options.

Enrolling an individual learner on a course

1. Choose the user (or users) that you want to enrol on the course from the list by clicking the box beside their name.

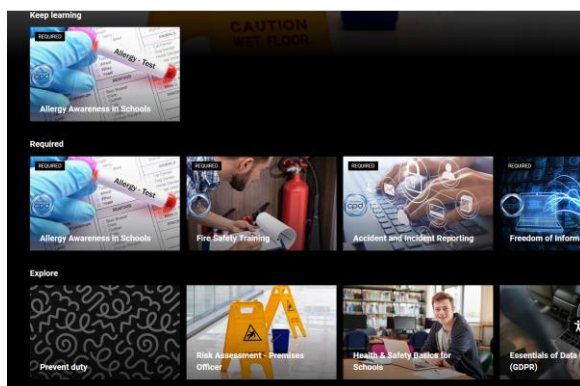


A screenshot of a user selection interface. At the top, a blue header bar says "1 selected item". Below it is a table with two columns: "Name" and "email". The "Name" column has a small icon of a person next to each name. The "email" column contains email addresses. The row for "Freelancer Freelancer" is highlighted in light blue, and its checkbox is checked. The other rows have unchecked checkboxes.

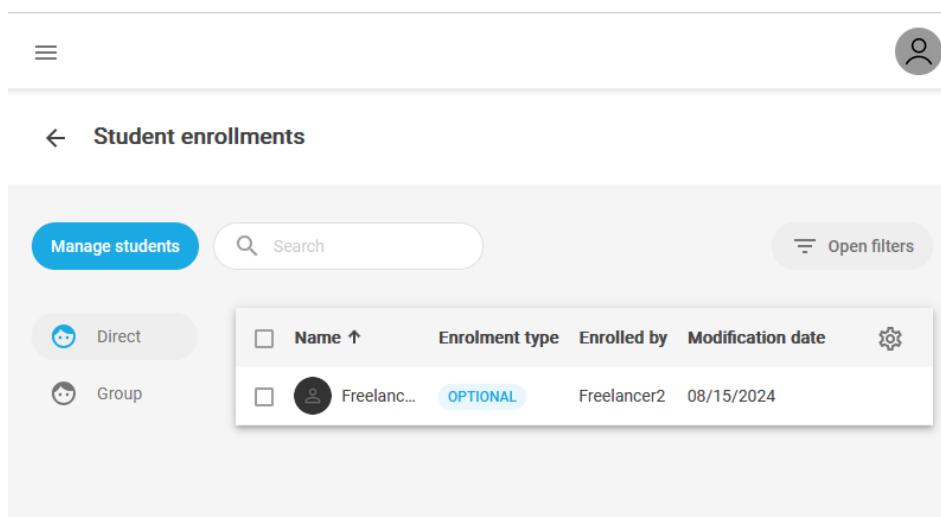
<input type="checkbox"/>	Name ↑	email
<input type="checkbox"/>	Chris RocheAcademyUser	chris.roche@judicium.com
<input type="checkbox"/>	Chris RocheGroupAdmin	chris.roche@judicium.com
<input type="checkbox"/>	Chris RocheMatLevel	chris.roche@judicium.com
<input type="checkbox"/>	Chris RocheSubGroupAdmin	chris.roche@judicium.com
<input type="checkbox"/>	Chris RocheSubGroupUser	chris.roche@judicium.com
<input checked="" type="checkbox"/>	Freelancer Freelancer	test@testdomain1234.co.uk
<input type="checkbox"/>	Test Learner 3 Academies user	testlearner@learnertest.com

2. Click **Accept** in the top right corner of the window: you can now choose the type of enrolment:
 - Optional enrolment: training that is likely to be useful for the learner, but it is not essential they do it.
 - Recommended enrolment: training that your organisation recommends the learner completes.
 - Mandatory enrolment: training that the user must complete.

The option you select here will affect where the training appears on the user's LMS home page.



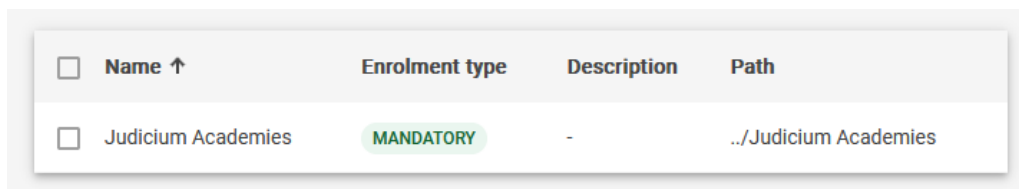
This user will now be listed on the **Student enrolments** page.



Group (school)

Each school that you administer learning for will be listed in the eLearning platform as a separate group.

1. Choose the group (or groups) that you want to enrol on the course by clicking on the box beside the group name.



2. Click **Accept** in the top right corner of the window: you can now choose the type of enrolment:

- Optional enrolment
- Recommended enrolment
- Mandatory enrolment

Please note if a learner has been enrolled onto a course that learner will NOT show up on the list.

See page 14 for an explanation of the enrolment types.

This group will now be listed on the **Student enrolments** page.

Creating a new training

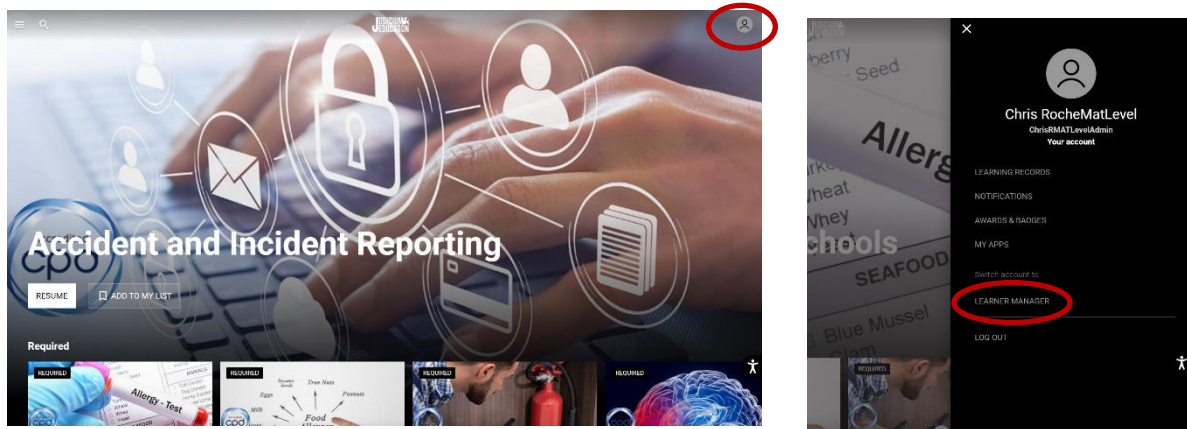
Important: In the Learning Cloud system, learners are enrolled onto **trainings**.

If trainings do not already appear in your trainings list, you can easily create new ones to enrol learners onto.

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

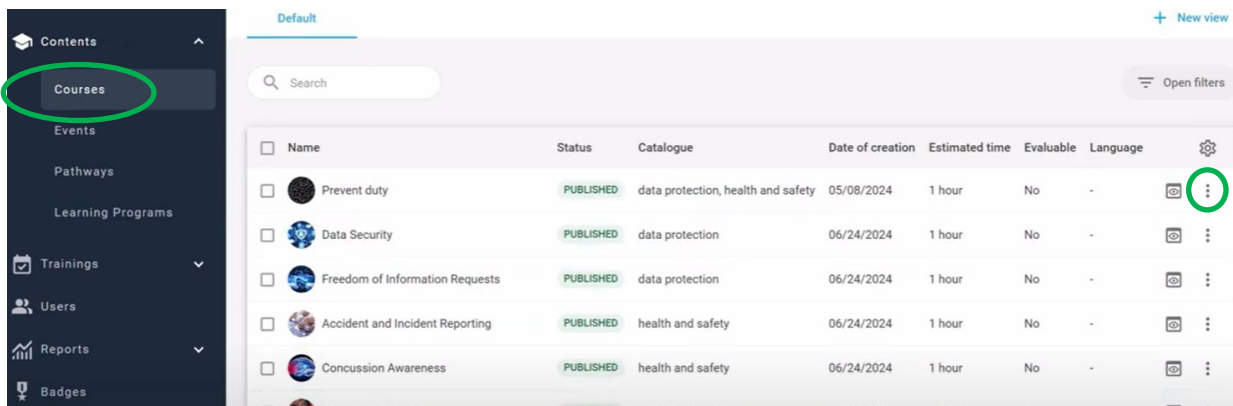


2. You will go through to your own learner portal. Click on the top right hand profile icon, and select 'Learner Manager' from the menu. This will open your admin portal, so that you can start enrolling learners.



3. In the left-hand navigation bar, click on **Contents**, and then **Courses**. This will show you a list of all the available courses from which you can create trainings.

3. Once you've found the course you're looking for, click on the three dots on the right hand side of the course, and select 'Create Training'.



3. Fill in the training details, as follows:

Training name – this is already pre-populated with the name of the course.

Course – this is already pre-populated with the course that you have selected.

Teachers – Ignore. Not used.

Dates – the start date will already be populated; if you want to include an end date for learners to complete their training by, enter this into the end date.

Select certificate – Select Author certificates and then select the type of course. HR for HR, DPO for Data Protection training etc.

Validations – if toggled on, this means that the trainings contents will be automatically completed if the user has done the course previously.

Permanent access to content – we advise making sure this is toggled on as well; good practice means that learners are able to go back to review their work after they’ve completed their training.

Highlighted – toggle this on if you want the training to appear right at the top of learners homepages, in the highlights reel. This is a good way of drawing their attention to it.



Carousels – select one of Judicium Education’s services from this drop down; this just means that the learner will be able to see the training on their homepage under a specific heading, e.g. ‘Data Protection’.

Social - Do not amend anything there please.

4. Select ‘Save’.
5. In the left-hand navigation menu, you can now go to ‘Trainings’ and ‘Courses’, and you’ll be able to see all of the trainings that have been set up, ready to enrol learners onto.

Changing how learners are enrolled and unenrolling learners

1. Follow steps 1 to 4 for Enrolling learners on courses (pages 12–15).
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 change the user's enrolment type (Optional, Recommended or Mandatory – see page 14 for details), or you can choose **Exclude** to unenroll the learner.

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