Learning Connect User Guide

Welcome to Learning Connect. These instructions will walk you step-by-step through setting up and managing your account. If you require any further assistance, please call us on Toll Free: 0800 644 6899 or e-mail support@learningconnect.co.uk

First, let us define a couple of terms.

Accounts

Every person who accesses the Learning Connect website will require an account. Every account will have their own username and password. It is not possible to share usernames and passwords or to have a generic username and password for everyone in the organisation.

Each user account will be one of four types:

- Company (Admin),
- Company Manager,
- Company User (Individual),
- Individual.

Company (Admin)

When you sign up for your organisation's first account, this account will be a Company Admin's Account.

A Company (Admin) can purchase courses, give permission to the managers to use the courses and add additional Managers to their account but can't manage Individual themselves.

Company Manager

A Company manager can create user, assign course to the user. Company Manager also take courses themselves.

Company User (Individual)

A Company user (Individual) is an account that has been created by their manager in order to be able to take training courses. A manager may create as many User Accounts as they require, and each Users may be assigned multiple courses.

Individual

Individual is an account created by Individual itself. Individual can buy the course directly from the site.

Courses

There are a wide range of courses available for you to take online. Each course is made up of four sections – Introduction, Video, Presentation & Resources. Each course has Exam consisting of a multiple-choice question assessing your knowledge. On completion of the course you will receive a FREE certificate showing your score with date & time of achievement.

Purchasing Courses

You can buy any course online by simply click on "Add to Cart" button and increase the number of courses as you want by adding number in boxes provided.

Note: Any Course - £1.00 + VAT. Minimum Cart should be £12.00

After adding courses in Cart – Click on Cart – Top (Right hand side corner) for cart details.

Note: Company (Admin) can purchase as many as courses or packages they want. There is no expiry date on "the courses" until unless it's assign to the company user (Individual) Or Company Manager. For instance, you purchased 1000 courses & assigned only 900 courses. Still you have 100 courses to assign anytime, anywhere. There is no time restriction.

Click on "Confirm and Pay"

CART DETAILS

Item Description	Quantity	Item Price	Sub-Total	Update
Mental Capacity Act and DoLS **Category:** Mandatory Care Courses	20	1.00	£20.00	↻ 🗑
Medication Administration **Category:** Mandatory Care Courses	20	1.00	£20.00	↻ 🗑
Epilepsy and Buccal Midazolam **Category:** Specialised Care Courses	20	1.00	£20.00	↻ 🗑
		Total	£60.00	
		Grand Total including VAT(20%)	£72.00	

⇨ Confirm and Pay

If you are login already, it will redirect you to the Secure PayPal page where you can pay by Direct Debit/Credit Card or Login to your PayPal account.

As soon as your payment has completed, your courses will automatically be added to your account, and a receipt will be e-mailed to you.

If you are Not login – Please login to do payment OR Don't have any account – **Create an account** – Free of cost.

Once you create account on learning connect, please login to do secure PayPal payment.

All Courses has 14 Day Money Guarantee. Please check for ***Terms and Conditions**

Creating Company (Admin)/ Individual Account

Creating a new account is easy, simply click the "Create an account" button at the Login page of our website, and complete the details requested.

Your e-mail address has to be unique, please input a valid e-mail address as this is where receipts and notifications will be sent. Your password must be a minimum of 6 characters long for security.

A confirmation e-mail of your username and password will be sent to your e-mail address. If you don't receive this e-mail, please check your spam folder or refresh your mail account.

Company (Admin) Account Screen

When you log into your Company (Admin) Account you will be presented with 4 tabs & their sub tabs, allowing you to see your data either grouped by "Courses", "User", "View Certificates", "View Course Progress". Once you have selected a tab, Learning Connect will remember your selection for convenience.

m the "Available Courses" tab, Company (Admin) can see

a list of bought courses,

which are available to the company account.

From the "Buy Course" tab, Company (Admin) can buy

Courses online from website,

Redirect to "www.learningconnect.co.uk".

From

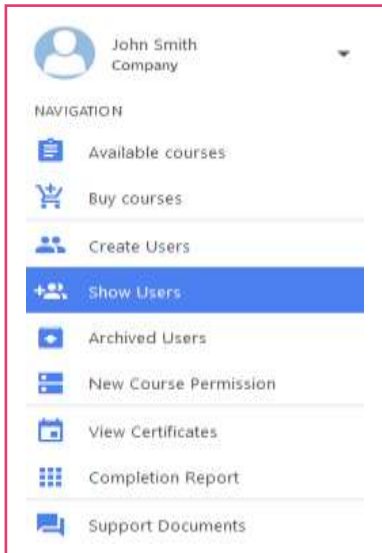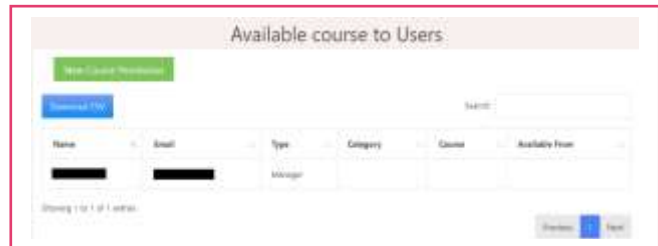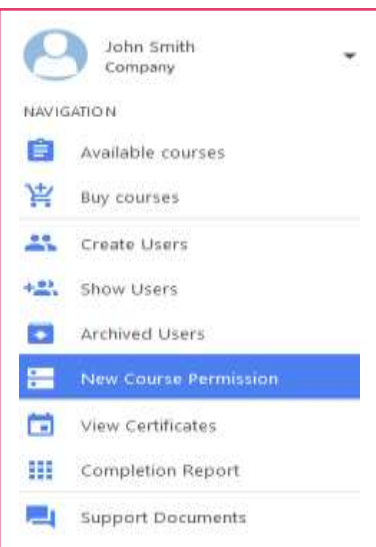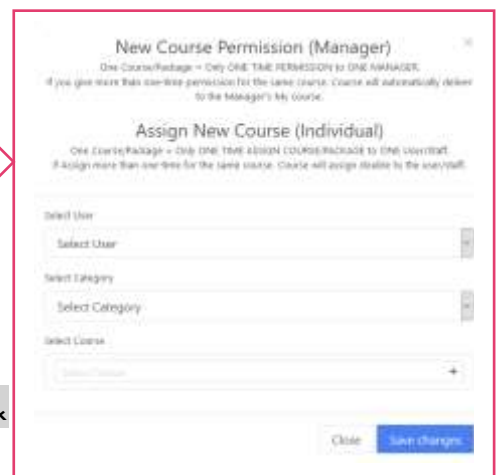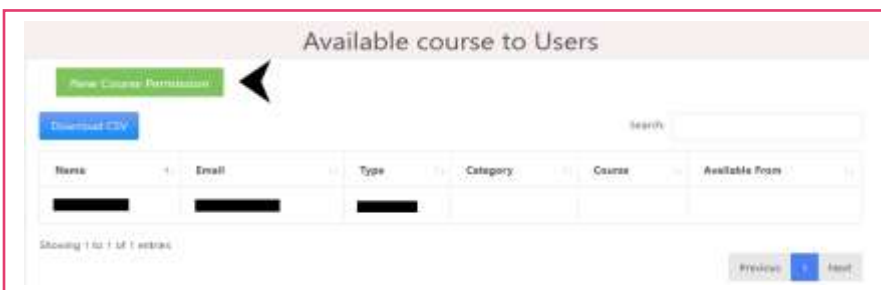the "Create User" tab,

Company (Admin)

can Create User,

By filling requested details.

From the "Show Manager" tab,

Company (Admin) can See list of Managers.

From the "New Course Permission" tab,

Company (Admin) can see list of permitted courses

Authorised to the Managers & the User.

From the "New Course Permission" tab,
Company (Admin) can give permission to the Manager &
the User.

Note for Manager: Permission should give only once. If it's happen more than once,
The courses will automatically assign in Manager's "My courses".

From the "View Certificates" tab, Company (Admin) can see the Certificates achieved by the Company users.

From the "Completion Report" tab, Company (Admin) can see the completion Report of the Company users.

By click, on Managers name, Company(Admin) can see Particular Manager's User (Individual) progress report.

Dashboard

Total Assign Package	Total Assign Single Courses	Total Manager
0 (Total: / Used:)	0 (Total: / Used:)	1
Updated: 14:10:22	Updated: 14:10:22	Updated: 14:10:22

1. Company (Admin) can see total assign package to the company by the administrator. In brackets, Company (Admin) can see Total number of Quantity of packages & Total number of packages used.

2. Company (Admin) can see total assign single course to the company by the administrator. In brackets, Company (Admin) can see Total number of Quantity of single course & Total number of single course used.

3. Company (Admin) can see total number of Managers created by the Company (Admin).

Company Manager Account Screen

Company Manager account screen is similar to the Company (Admin). Company Manager can be as a Company (Individual) on same dashboard.

*Company Manager cannot buy the courses buy its own. Company (Admin) can buy courses behalf of Company Manager.

Assign Course to the Company user (Individual)

Steve Thomas
Manager

- My Course
- My Certificates
- My course progress
- My archived courses
- Available courses
- Create User
- Show User
- Archive User
- **Assign Course**
- View Certificates
- Completion Report
- Support Documents

Assign New Course

One Course Package = Only ONE TIME ASSIGN COURSE/PACKAGE to ONE User (Staff).
If Assign many than one time for the same Course, Course will assign double to the user/staff.

Select User
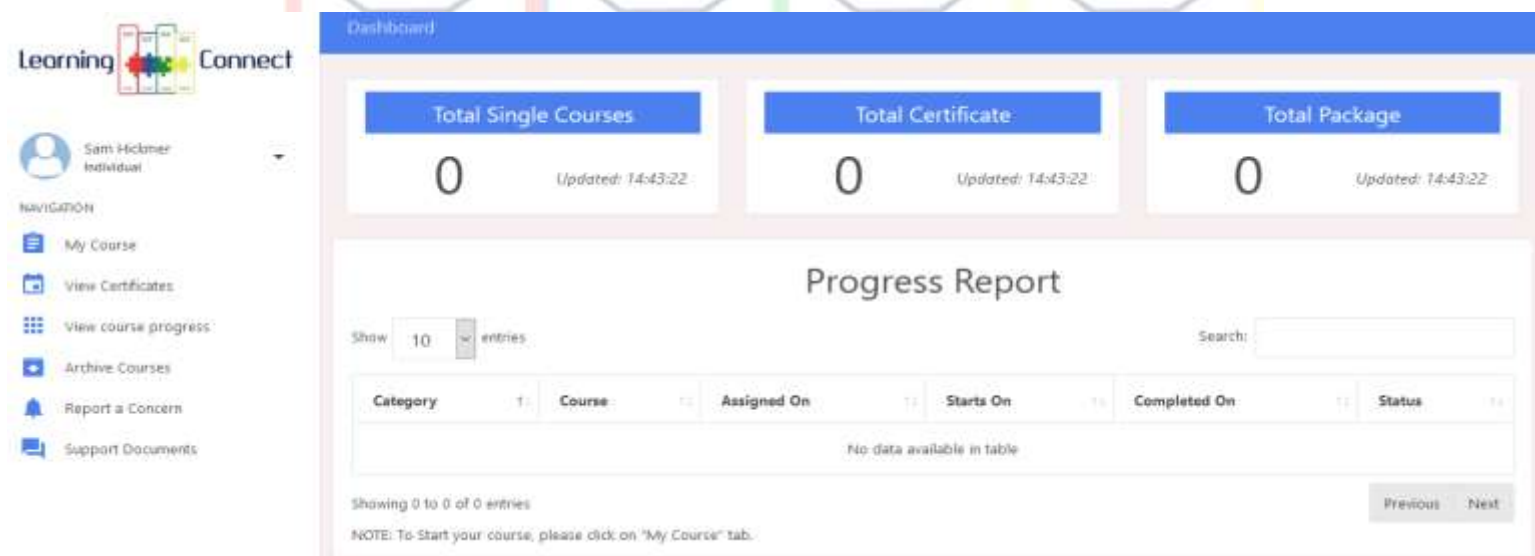
Select Category

Select Course

To assign the course to the user Please Select User (Individual), Course Category, Course Click "Save Changes".

Once the changes will save, User will get "Course Enrolment" Email confirmation from Learning Connect.

Company User (Individual) / Individual Account Screen

The individual account user can buy courses only. If Company user (Individual) want to do any course – need to contact with company (Admin) or Company Manager account holder.

Learning Connect

Sam Hickmer
Individual

NAVIGATION

- My Course
- View Certificates
- View course progress
- Archive Courses
- Report a Concern
- Support Documents

Dashboard

Total Single Courses	Total Certificate	Total Package
0 Updated: 14:43:22	0 Updated: 14:43:22	0 Updated: 14:43:22

Progress Report

Show 10 entries   Search:

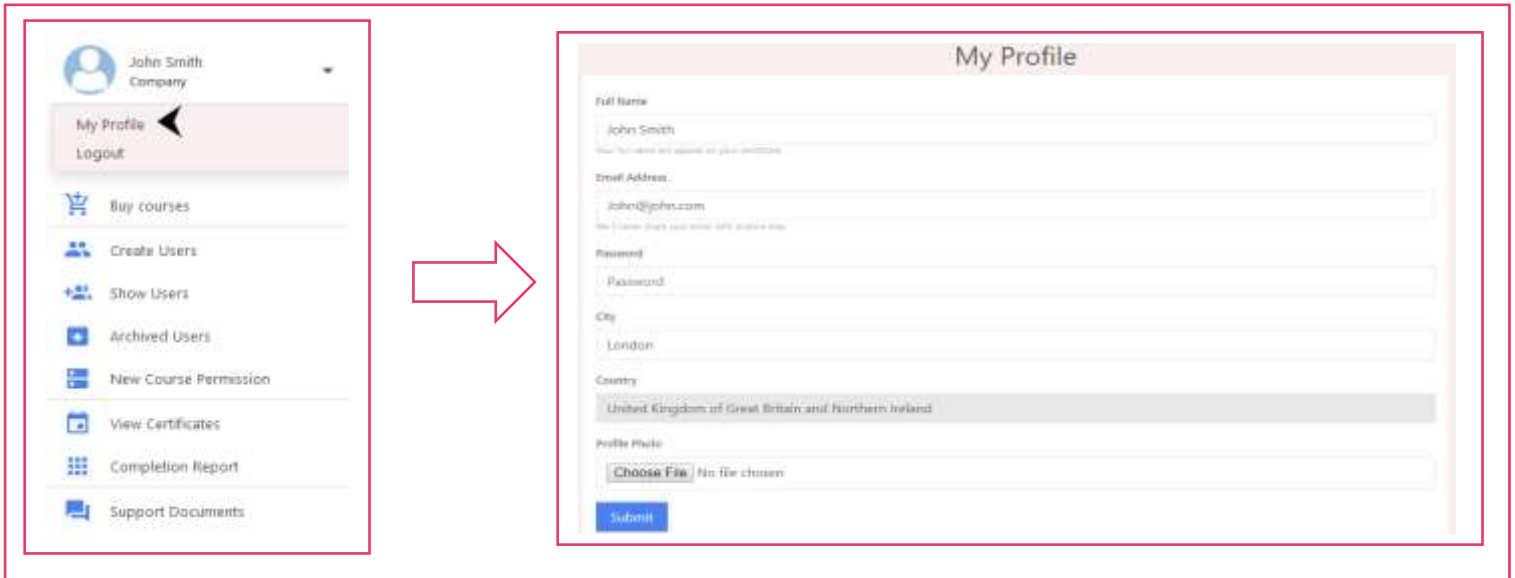| Category	Course	Assigned On	Starts On	Completed On	Status
			No data available in table		

Showing 0 to 0 of 0 entries

NOTE: To Start your course, please click on "My Course" tab.

Previous   Next

Update Profile/Change Passwords

You can update profile or change your own password by clicking the "My Profile" tab and update profile or choose a new password. Remember that passwords must be at least 6 characters long.
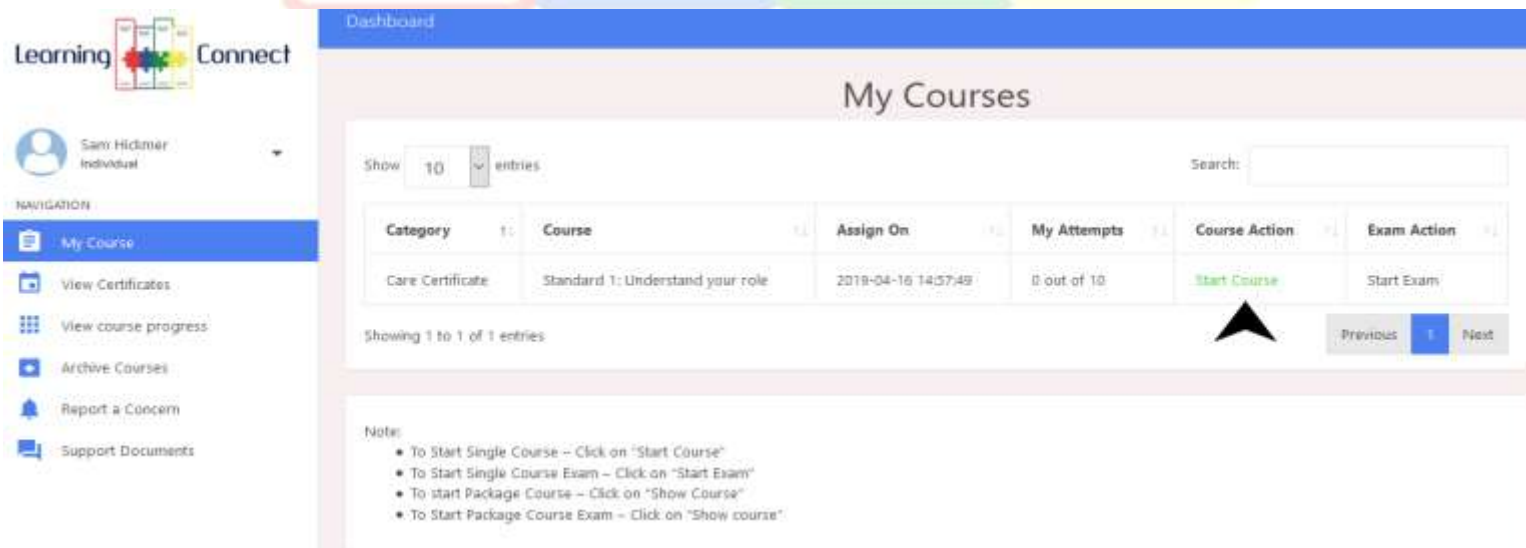

Taking a course

Log into the correct User Account in order to take a training course.

Training courses can be taken 24/7, 365 days a year from any internet connected computer. You will need a modern web browser on your computer to get the best results (Internet Explorer 10+, Chrome) although you can still use older versions of Internet Explorer as long as you have an up to date version of Adobe Flash Player installed.

You can also take courses on tablet devices, such as an iPad, and on many modern mobile phones, although you will need to be on WIFI or have a very good 3G/4G mobile signal to access the video content. When you have logged into your account, you can click the Start Course button in the courses row.

Each course has an Introduction, Video clip, Presentation and Resources.

You can start video by clicking the play button that appears bottom of the player. You can pause the video by clicking on it. Hovering your mouse over the video will let you access the trackbar which allows you to skip backwards in the video, adjust the volume and make the video full screen.

You can start presentation by click on button provided by google slides to go on next or previous page of presentation.

Resources can access by click on "View Now" button – which will open in a new page.

Once user finish with Course materials able to "start Exam".

Each course has Multiple choice questions & True False – Once user finish with exam can click on submit button to get instant result.

Every user has number of attempts to pass the course. If user used all attempts, then Company Manager need to assign same course again to get more attempts.

Report a Concern

Company User (Individual)/ Individual

Can report any issue

Related to their account or course.

Logging Out
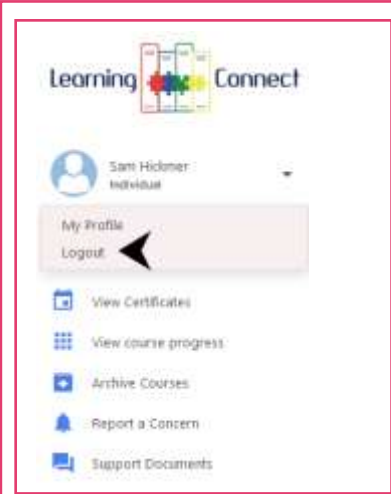
When you have finished using the website, please remember to log out in order to keep your account secure.

If you close your browser window you will have to log back in, but you won't be completely logged out unless you actually click the button.

You will also be logged out automatically after approximately 20 minutes of inactivity.

Thanks

Learning Connect