

My Learning Source Guide for Trainers



Release date: September 2014

This manual will demonstrate the key aspects of the Trainer's ability to use the new system effectively. The manual will act as a guide to understand the functionality of the new system.

The purpose of the Trainer account is to be able track and monitor as well as ADD your courses to the system.

You will be permitted to receive information via the account as well as your email address. You can download an attendance and take a register from the account for each of your courses.

Once you log onto your account you will view the following:-

- All your courses coming up in the next 28 days
- Un-activated courses which are either incomplete or yet to be approved/published by the OD Admin team
- Recently completed courses
- Your courses in the last 48 hours which require you to take a register
- Your account which will enable you to add an image/enter your personal details
- An overview of your company provider
- The ability to add another trainer to your provider
- The ability to add a new course to the system ready for approval

Trainer Pack for new providers

The Trainer pack is sent to the provider once the initial application (Register your interest in becoming a provider) is approved. The initial application is located on the website. If you go to the My Learning Source home page and then navigate to the JOIN US section of the website. You will see a link to New Providers. Once you click on the link you will be able to enter your details and submit the application which in turn is approved or rejected by the MLS team.

REGISTER YOUR INTEREST IN BECOMING A PROVIDER

Fields marked with a * need to be completed

1 PROVIDER DETAILS

Provider type*
Select most appropriate match

Limited Company

Provider name*

Web-labs.co.uk

Company description

B I [bulleted list] [numbered list] [link] [unlink] [help]

www.web-labs.co.uk
Software house based in Milton Keynes.

Provider Type: Use the drop down button to reveal the options. Select the option that represents your organisation.

Provider Name: Enter the name of the Provider.

Company Description: Enter the description of the provider.

Contact name*

Matthew Collins

Contact telephone*

321321313213

Contact email*

mattcollins@web-labs.co.uk

Submit

Contact Name: Enter the main contact name for the provider.

Contact Telephone: Enter the contact telephone number

Contact Email: enter the contact email address.

Click on the **Submit button** once you've successfully entered your details.

The application is then sent to the MLS admin team who will review the initial details and decide if the application is approved or rejected. If approved you will receive an email to the email address you cited in the application which contains a "Trainer pack for new training providers". This Trainer pack for new training providers is a more detailed application on the provider. To access the trainer pack you must click on the link inside the email called Trainer pack.

This action will open up an application form which you are required to complete and submit.

PROVIDER TRAINER PACK

Fields marked with a * need to be completed

1 COMPANY INFORMATION

Name
Neil Williams

Address *
33 will drive
london

Name: Enter the name of the main contact for the provider.

Address: Enter the address of the location of the provider.

Telephone (Office) *
4324234242344

Telephone (Mobile) *
234234234234234

Upload a logo image to go with your organisation *
File size: Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.

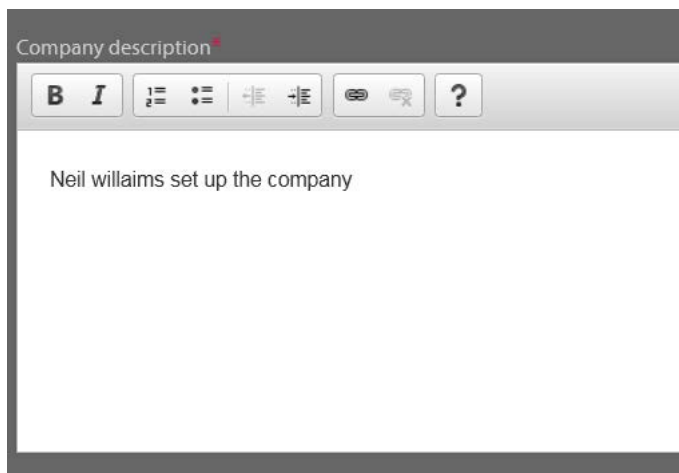
Browse... No file selected.

Telephone(office): Enter the contact number for the office.

Telephone(mobile): Enter the mobile number for the main contact

Browse: To add your company (provider) logo or image you must click on the Browse button. This action will automatically open up your directories enabling you to locate an image you wish to upload. Simply double click on the image/logo you wish to upload. The file path details will then appear in the text box above. You can change this once you get approval by editing your profile.

Files must be less than 2MB and you can only upload PNG, GIF, JPEG and JPG.



Company Description: You can use the text area to enter a description about the provider. This can include a brief background of the company and what the company specialises in.

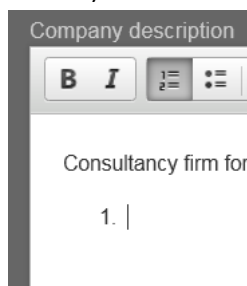


The Company description text area also has some additional functionality.

It is important to understand the functions you can perform here.

- B** -Any text which you highlight inside the text area and then click on the “B” icon will become **BOLD**. Alternatively if you click on the Bolded text again using the “B” icon it will revert back to normal.
- I** - Any text which you highlight inside the text area and then click on the “I” icon will become *Italic*. Alternatively if you click on the text again using the “I” icon it will revert back to normal.

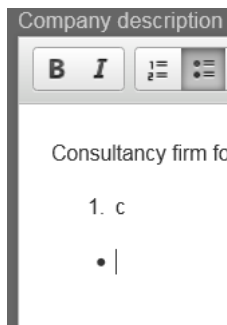
The number icon shown below once clicked upon will start a number sequence (ordered list) from 1 onwards (which is slightly indented)



As seen above once you must place the cursor into the correct position before clicking onto the icon. The number will show where the cursor currently appears. You then enter the text with the number and press return. That process will then show the next number in sequence and so forth.

To stop the sequence, simply uncheck the icon in the rich text area or do a quick double return press.

The icon to the right is the “Unordered list” icon. This will show bullet points instead of numbers. You must follow the same process here.

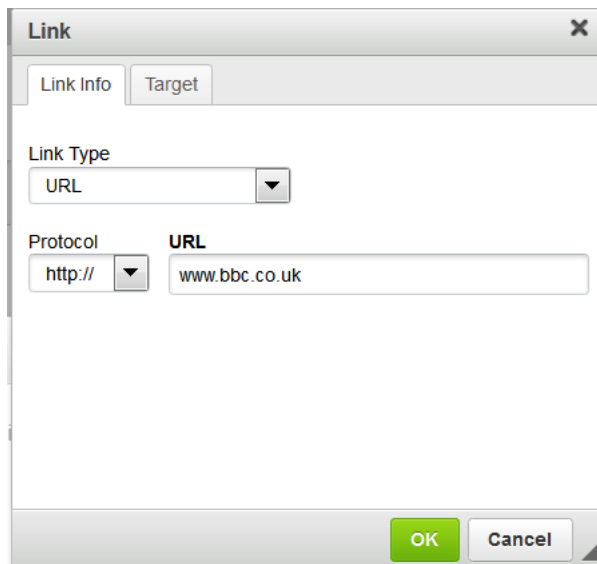


These icons are the Decrease and increase indent buttons. These buttons allow you to increase and decrease text which appears in the text area. Remember to increase or decrease the sentence or text you must highlight the text you wish to manipulate.



- this icon enables you to perform hyperlinks. This action makes the word within a text area a link to an external website or email address.

- 1) First you need to select the word or email address you wish to make a hyperlink.
- 2) Highlight the word or name (email address) i.e. [BBC news organisation](#)
- 3) Click on the LINK icon.
- 4) This action brings up a new pop window.




link type: Click on the drop down button to reveal the options. The URL however is selected by default and is used primarily for adding links to other websites.

URL: enter the web address you wish to point the text too i.e. www.bbc.co.uk This must be correctly formatted.

Next click on the TARGET tab and use the drop down to select the appropriate target. Ideally you'd want to select NEW window(open) – this creates a new window which means you can view the new link address and the current address.

Once you've entered the details click on the OK button. You should now see the word you highlighted in blue with a underline signifying it's a link.

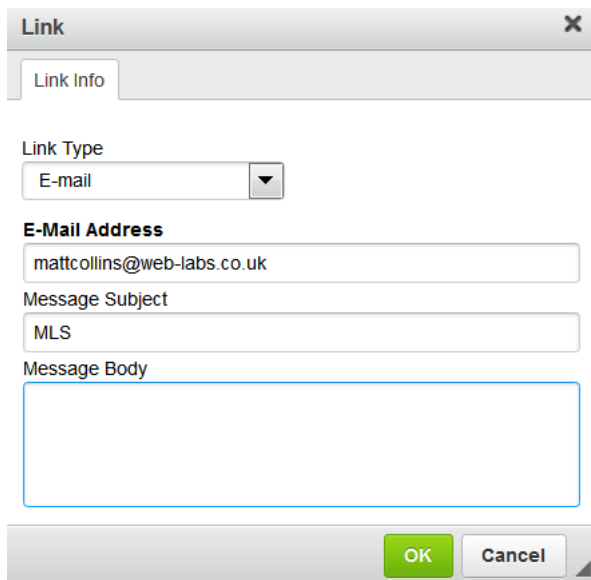
If you wish to remove the hyperlink at any time and revert it back to normal text then simply highlight the word and click on the  remove link icon.

Consultancy firm for public and private companies. Based in West London

[BBC news organisation](#)

If you wish to make a word so that it points to an email address i.e. matt Collins

Then highlight the text as before and click on the LINK icon.



The screenshot shows a 'Link' dialog box with the following fields and options:

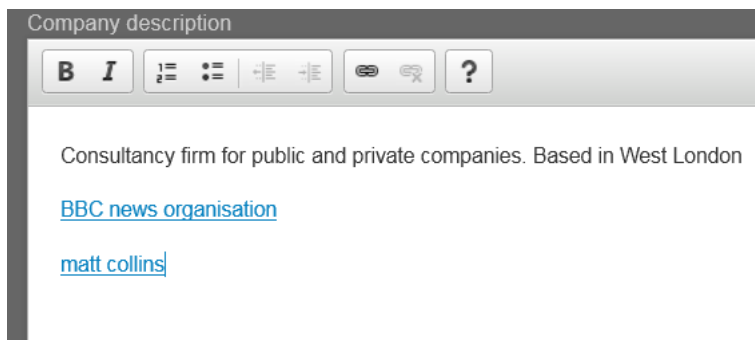
- Link Type:** E-mail
- E-Mail Address:** mattcollins@web-labs.co.uk
- Message Subject:** MLS
- Message Body:** (Empty text area)

Buttons: OK, Cancel

This brings up new options.

- 1) You have to change the link type to EMAIL from URL
- 2) You must then enter the email address the word/name go to.
- 3) Enter a message subject.
- 4) Message body is optional. The text you enter in the text area will appear in the message body of the email.

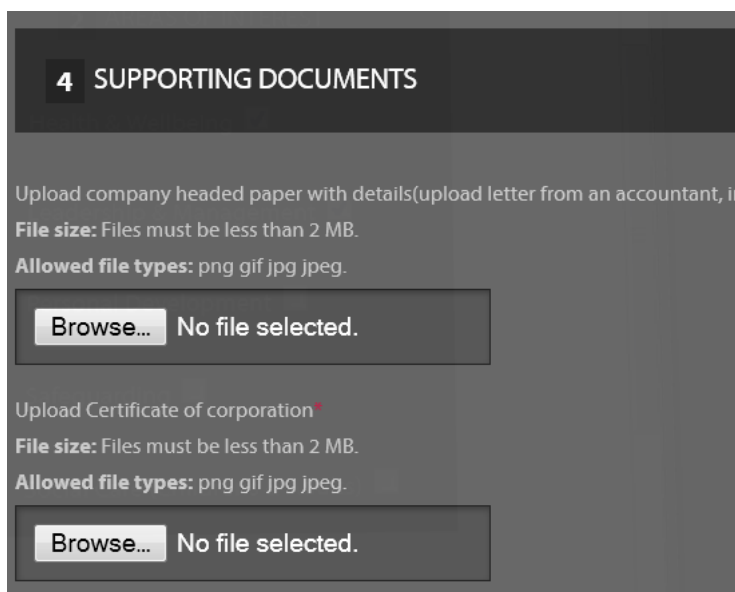
Click OK once you've entered the details.



You can now see both links are working as intended.

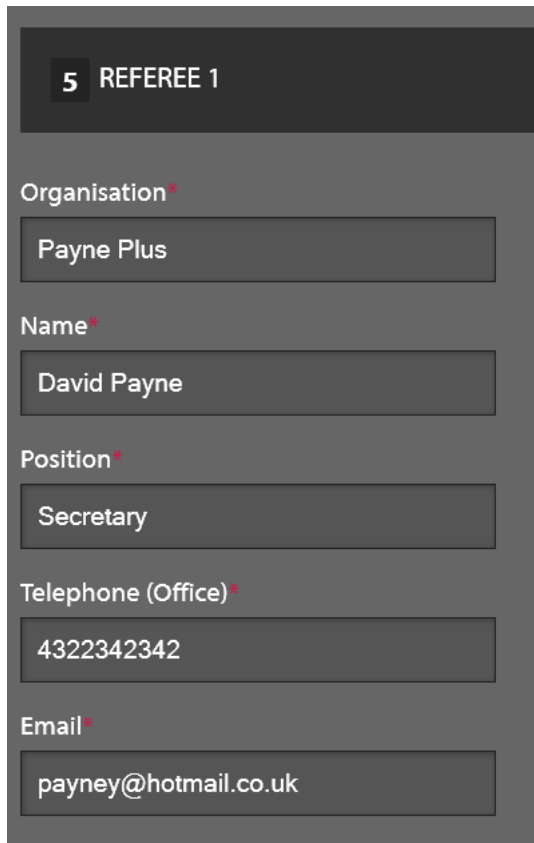


Areas of Interest: Please select the checkbox next to the area of interest. This relates to what type of courses your provider can offer. You can select or de-select by clicking inside the box next to the area.



Supporting Documents: This feature enables you to add supporting documents to your cause. You can add certificates or manuals to what you can offer MLS.

You can add up to 3 separate documents. As per with the logo you must click on the Browse button to open up your directories. Simply locate the document you wish to upload then double click on the file. This will then show in the text box on the screenshot.



5 REFEREE 1

Organisation*
Payne Plus

Name*
David Payne

Position*
Secretary

Telephone (Office)*
4322342342

Email*
payney@hotmail.co.uk

Referee1

Organisation: Enter the organisation the referee belongs to.

Name: Enter the full name of the referee

Position: Enter the current position in the organisation of the referee

Telephone (office): Enter the office telephone number of the referee

Email: Enter the email address of the referee.

Submit the information now for the 2nd referee.

6 REFEREE 2

Organisation *

Name *

Position *

Telephone (Office) *

Email

The 2nd referee must be different from the 1st referee.

7 PRIMARY CONTACT/TRAINER

Name *

Telephone (Office) *

Telephone (Mobile) *

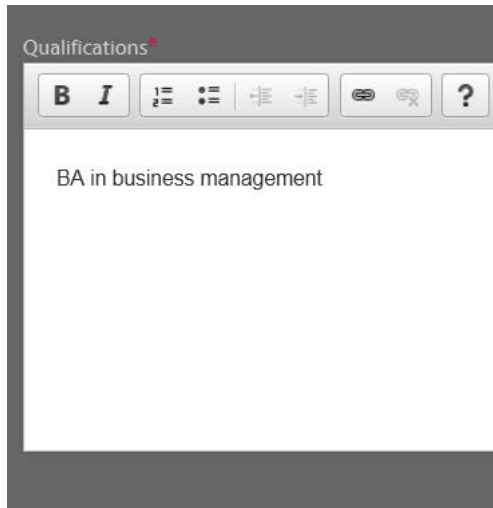
Email *

Name: Enter the name of the primary contact/Main trainer. This trainer once approved will be able to edit the provider details and add new trainers to their account. (however, all new trainers must be approved by the MLS team before they can access their account)

Telephone(Office) : Enter the office number for the main contact/Trainer.

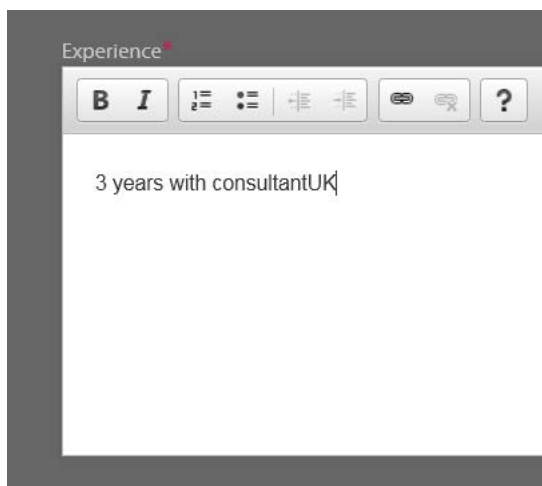
Telephone(Mobile) : Enter the mobile number for the main contact/Trainer.

Email: Enter the email address of the main contact/Trainer. **This email address is important as it is USED as part of the login to your account once successful. Along with the password you entered below.**



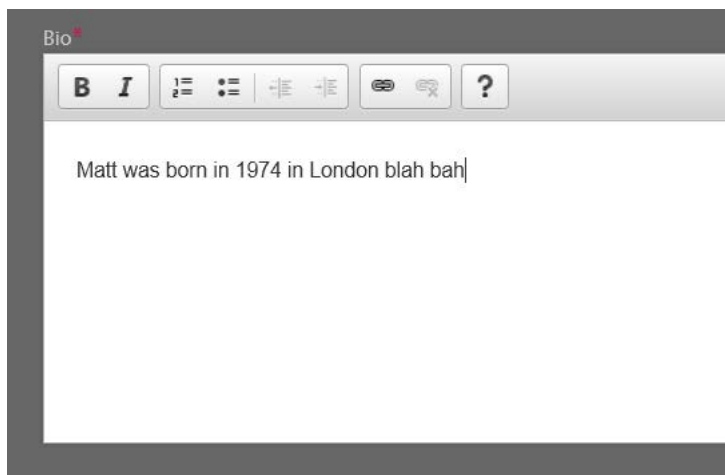
The screenshot shows a form field titled "Qualifications" with a red asterisk. The field contains the text "BA in business management". Above the text is a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, decrease indent, increase indent, link, unlink, and help (?).

Qualifications: Enter the qualifications for the main trainer/contact.

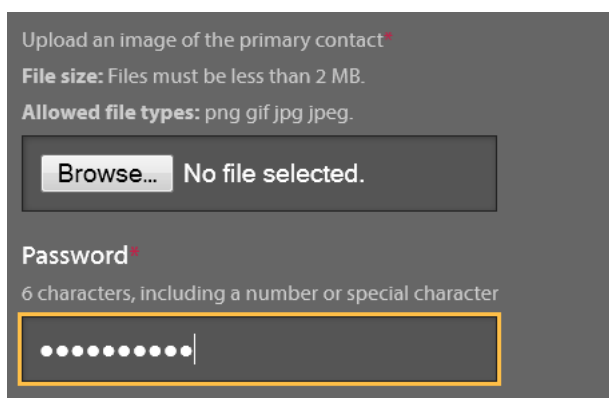


The screenshot shows a form field titled "Experience" with a red asterisk. The field contains the text "3 years with consultantUK". Above the text is a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, decrease indent, increase indent, link, unlink, and help (?).

Experience: Enter the experience of the main trainer/contact.



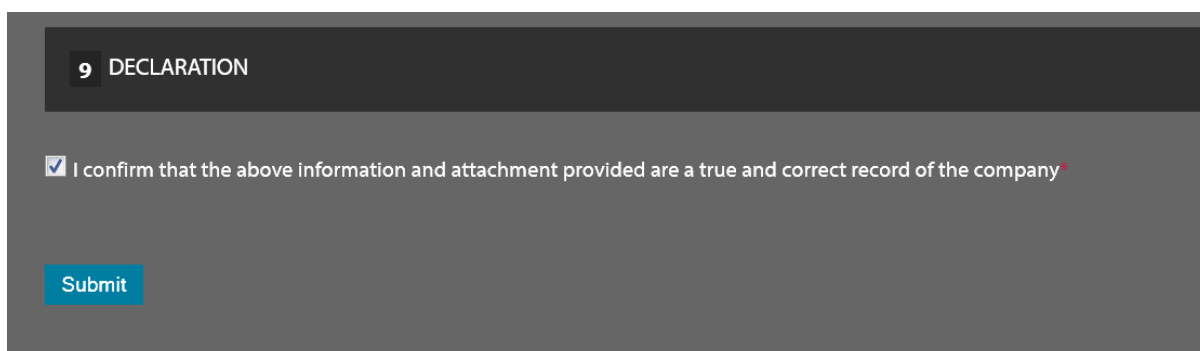
Bio: Enter a biography about the trainer. This should be an insight into the trainer’s background.



Browse: If you wish to add an image of the trainer you must click on the Browse button to open up your directories. Locate the image you wish to use and double click on the image file.

This will populate the text box and once you submit will be the image which is shown on the account /courses. You can change this at a later date when you get access to your account.

Password: This is the password you will use once your account gets approval. The password must be a minimum of 6 characters and contain a special character or number for instance, loachs4 or loachs!



Check the checkbox to confirm all the information submitted is accurate and correct. You cannot by pass this section or submit until you do. Click on the **Submit** button to send trainer pack for review.

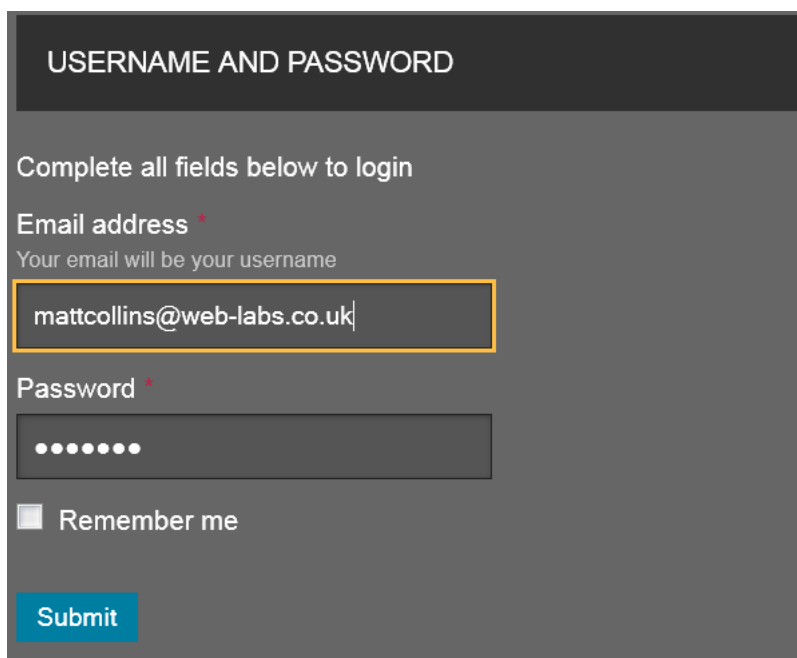
Sign In to the Trainer Account

The Trainer Account will only become available once the MLS team approve the trainer pack which is returned. Once the trainer pack is approved you will be able to access the system. You will receive notification that the trainer pack was successful. The email address and password you entered into the trainer pack application can therefore be used to sign in to the account.

Please note: Once you have access to your trainer account you will be permitted to add new trainers for your provider. However, once you submit these new trainer accounts they will need to be reviewed and approved by the MLS team. Once the new trainers have been approved the individuals will receive notification.

The Login section can be found here:-

<http://mls.web-labs.co.uk/login/>



The screenshot shows a login form with a dark grey background. At the top, there is a dark grey header with the text "USERNAME AND PASSWORD" in white. Below the header, the text "Complete all fields below to login" is displayed. The form contains three main sections: "Email address" with a red asterisk, a subtext "Your email will be your username", and a text input field containing "mattcollins@web-labs.co.uk"; "Password" with a red asterisk and a password input field with six dots; and a "Remember me" checkbox. At the bottom left, there is a blue "Submit" button.

Email Address: Enter your email address into the field. This is the email address entered for the MAIN contact/TRAINER on the trainer pack.

Password: Enter your designated password into the field. You will be able to change the password once you log onto the system. The password entered will be the password you used when submitting the trainer pack. If you cannot log onto your account then please contact the MLS team.

Remember me: The checkbox if selected will remember your log in details on the Smart phone/PC/Laptop/tablet saving you time when logging in constantly. If unchecked the login section will not store details.

Submit: Click on the submit button when you've entered your username and password into the fields below.

PLEASE COMPLETE THE FORM

The following fields need to be completed correctly in order to submit this form.

1. you username and password were not recognised

If you are unsuccessful you may have entered into your account incorrectly. So please try again.

If you are still unable to log on to the system then please contact a member of the MLS team.

FORGOTTEN YOUR PASSWORD?

Enter your member email address below and we'll email you a link to reset your password.

Email address

Submit

If you have forgotten your password, then use the field in the screen shot to enter your password and then click on the submit button. You will receive an email enabling you to reset your password.

If you are successful you will be to view your trainer account.

Your first action should be to change your password. Please go to the **MYPROFILE section** of your account and enter in your new password(and confirm password ensuring they match) and click on the **Submit** button.

1 USERNAME AND PASSWORD

Email address *

Your email will be your username

Password *

6 characters, including a number or special character

Confirm Password *

Manage Courses

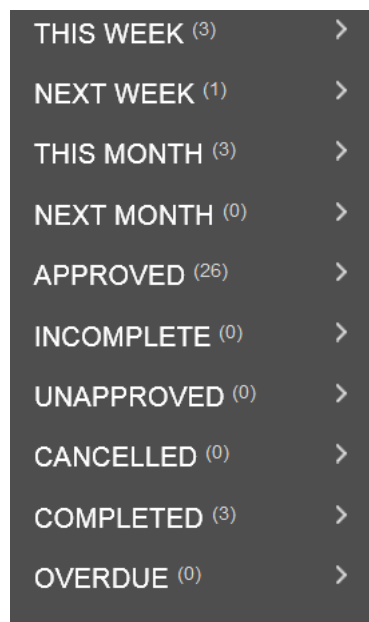
Trainers are assigned to courses by Southwark Council as part of registering new courses on the MLS website. If your Trainer's Account is empty, it means that no courses have been assigned to you. Your account only shows courses for which you are the assigned trainer.

You will receive a notification email each time a new course is added to your Account. This makes it easy to keep track of upcoming engagements.

However, as an approved trainer you are able to add new courses and submit for publication. These courses will only publish and be shown on the website if a MLS team member approves them.



On the right hand side you will see the option to click on courses. This allows you to start the process for adding a new course.



When you click on courses you will be able to see a complete overview of your courses.

For instance you can see you have completed 3 courses and you have 1 course next week.

Manage Courses

Your account only shows courses for which you are the assigned trainer. You will receive a notification email each time a new course is added to your account.

This makes it easy to keep track of upcoming engagements.

YOUR COURSES IN THE NEXT MONTH 28 DAYS				
Title	Date	Spaces	Bookings	Schedule Status
Test	20/10/2014	12	0	Approved
Test Course	23/10/2014	12	0	Approved

You will receive automated emails when someone cancels their place on the course. You will also receive an email if there is any change to the course details or if the course is cancelled.

You will receive a full list of who is attending the course which can be reviewed on your account for the course and you will receive any special requirements one of the delegates may have who is attending your course.

Once each day of a course or course is completed you must take the register and submit it. Please note that if this is not undertaken on the day, you will not be paid. You are also now permitted to add a course evaluation of how you feel each course date went.

My Account

Once you log on to the MLS website you will visualise the home page. However, you are now logged onto your account. On the top navigation bar you will see you have new options appearing.



Search: Enables you to search for courses or e-courses on the system.

My Account: Enables you to access your account.

Logout: Clicking onto the logout link enables you to log out of your account and returns you back to the standard home page and settings. You will need to login again if you wish to go back to your account.

Once you click onto the MyAccount section you will view the following right hand side action buttons.

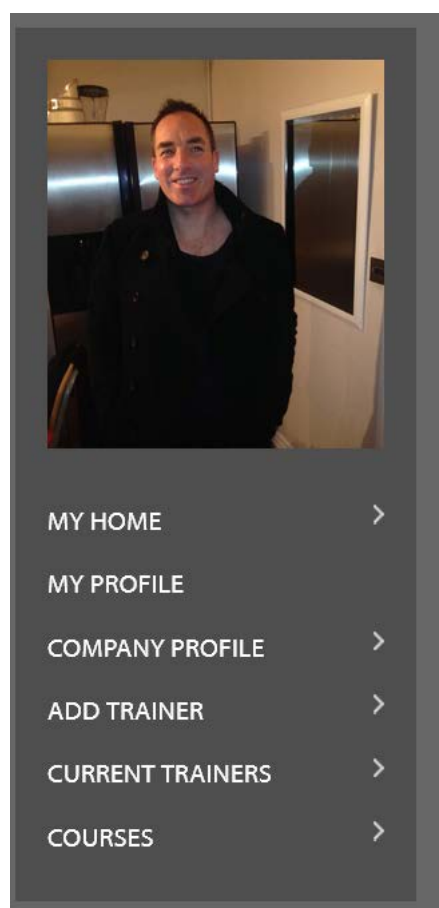


Image of the trainer: Displays the image of the trainer. This image can be changed by going to the My Profile section.

My Home: Clicking onto the MyHome button will take you to your home page for your account (current page we are reviewing now)

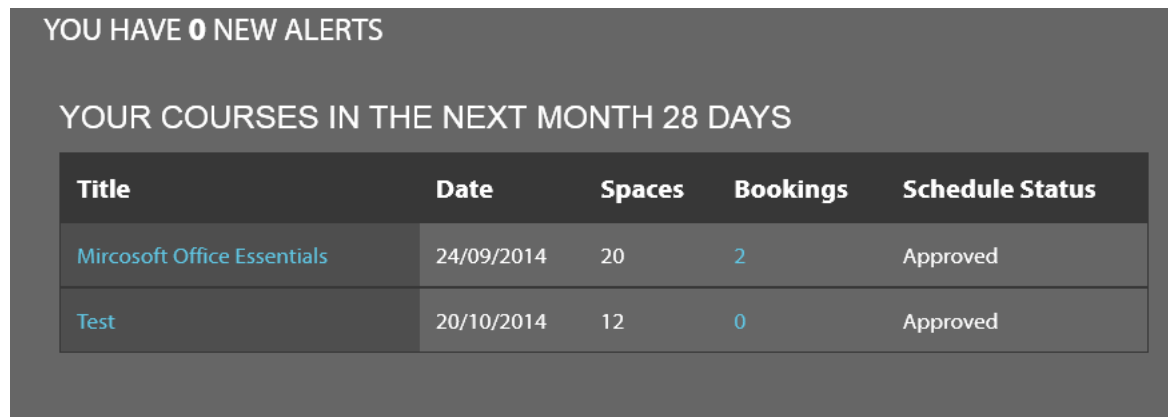
MyProfile: Clicking onto the MyProfile button will enable you to view your account details i.e. change your password, profile image and other personal details.

Company Profile: Clicking onto the company profile will enable you to view the company details. You can edit these details.

Add Trainer: Clicking onto the Add trainer button enables you to add a new trainer to your provider. However, the trainer cannot become active until they are approved by the MLS team.

Current Trainers: Clicking onto the button enables you to view the all current trainers for this provider.

Courses: Enables you to view your current courses for the weeks ahead and also allow you to add a new course for submission.



Title	Date	Spaces	Bookings	Schedule Status
Mircosoft Office Essentials	24/09/2014	20	2	Approved
Test	20/10/2014	12	0	Approved

New Alerts: Any new alerts will be shown in this section.

Your courses in the next month 28 days: Displays all courses which have been approved for the timeframe cited.

Title: Displays the title of the course. If you click on the title it will show you the course details.:

However, once a course has been submitted and approved you cannot edit the details. You can only edit course information of courses you've yet to submit or courses which have been rejected (revisions needed)

Date: Displays the date of the course (or first date of the course if it is a multi day course)

Spaces: Displays how many spaces are available for this course.

Schedule Status: Displays the status of the schedule.

- **Approved** – means the course has been approved by the MLS team and is available on the website for delegates to book onto.

- **Ready for review**- means you've completed the course details but have yet to submit the course for review.
- **Draftwork in progress** – Means you are currently working on the course information.
- **Revisions needed**- Means you submitted a course which was rejected by the MLS team. You now have to make changes before you can submit the course for review.
- **Cancel** – Means the course for some reason has been cancelled.

Bookings: Displays how many delegates are currently booked on the course. If you click on the number you will see the details of the members booked on the course (see below)

DELEGATES					
Name	Email	Directorate/ AssociateOrg	Job Category	Special needs	Booking type
Mr Matthew Collins	southwarktesting@outlook.com	Chief Executive's Department	Administration	Mobility	Confirmed
Mrs Suzanne Rosenberg	suzanne.rosenberg@southwark.gov.uk	Chief Executive's Department	HR/OD	None	Confirmed

Name: Displays the full name of the delegate.

Email: Displays the delegates email address

Directorate/Associate org: Displays the directorate department the delegate belongs to.

Job Category: Displays the delegates job category.

Special Needs: Displays any special needs/requirements the delegate has.

Booking type: Displays the booking type.

Reverting back to the home page you will be presented with other panels relating to your courses.

UNACTIVATED COURSES				
Title	Date	Spaces	Bookings	Course Status
E- form training	n/A	10	N/A	Draftwork in progress
E form Training	n/A	10	N/A	Draftwork in progress
Learning	n/A	10	N/A	Draftwork in progress
E Form Training	n/A	8	N/A	Draftwork in progress

Un-activated courses will display all courses that have yet to be submitted and are currently in progress.

If you click on the name of the course you will be able to view the existing course details and complete the course information and submit accordingly.

RECENTLY COMPLETED COURSES				
Title	Date	Spaces	Bookings	Schedule Status
10101	17/04/2014	12	0	Completed
Personal Development	02/07/2014	10	1	Completed
Mini Bus Driver Awareness Scheme	25/07/2014	4	1	Completed

The **Recently Completed Courses** panel will show you all courses you've recently completed.

If you wish to view the course information then click on the title of the course. Alternatively you can view all delegates who attended this course by clicking onto the number in the bookings field.

Finally, you have the courses you've completed in the last 48 hours which require a register to be taken and submitted.

YOUR COURSES IN THE LAST 48 HOURS THAT REQUIRE A REGISTER						
Title	Date	Spaces	Bookings	Schedule Status	Register	
Positive Reinforcement Seminar	01/08/2014	50	0	Approved	01/08/2014 register	
Fitness and Nutrition for Beginners	01/08/2014	20	0	Approved	01/08/2014 register	
Social Care 2014 Intermediate	28/07/2014	6	1	Approved	28/07/2014 register	
E Form Training2014	14/08/2014	2	0	Approved	14/08/2014 register	

You can click on the title of the course to view the course details.

To take a **register** you must click on the register link on the far right side of the panel.

The course will be removed from this section once the register has been submitted.

If you click on the register you will see the following page

Associates
Price: £0

THIS COURSE DATE WILL BE COMPLETED ONCE YOU FILL OUT THE REGISTER OF ATTENDEES

Start time: 28/07/2014
08:00:00

End time: 28/07/2014
09:00:00

Length: 1 hour

CPD: 20

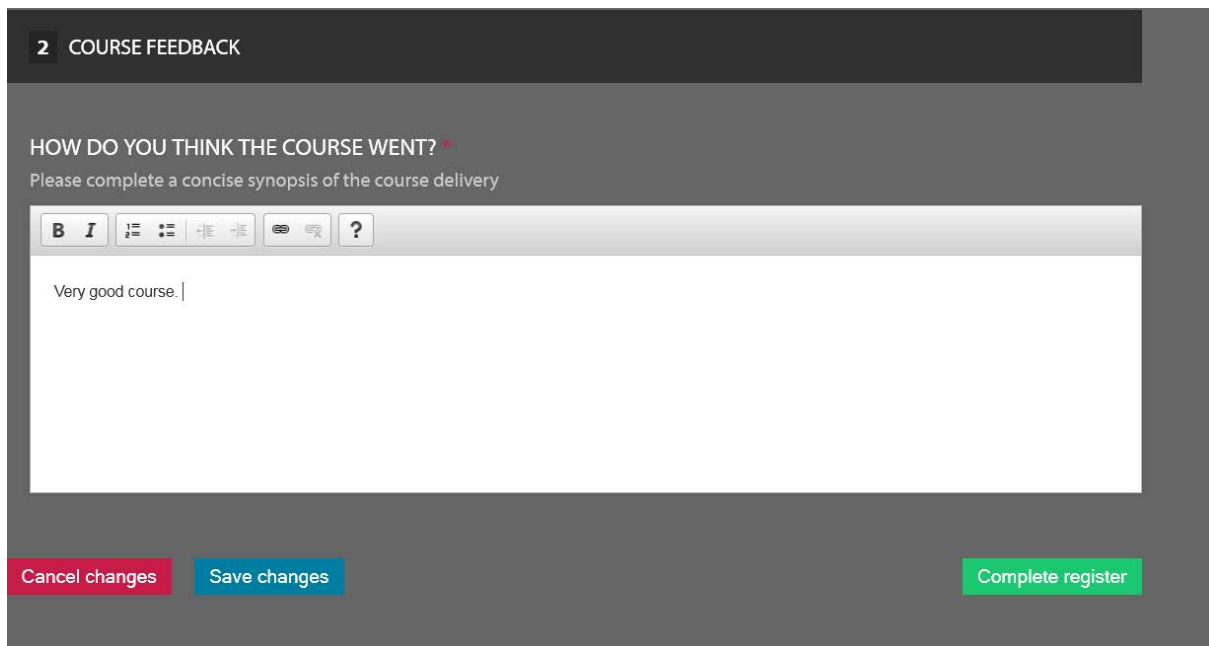
Displays the initial course details

1 COMPLETE THE REGISTER OF ATTENDEES

Matthew Collins
Administration

This section will show you all the delegates who were initially booked onto this course.

Simply review the list and check the checkbox next to the delegates name if they attended the course.



2 COURSE FEEDBACK

HOW DO YOU THINK THE COURSE WENT? *

Please complete a concise synopsis of the course delivery

B I [List icons] [Link icon] [Unlink icon] [Help icon]

Very good course. |

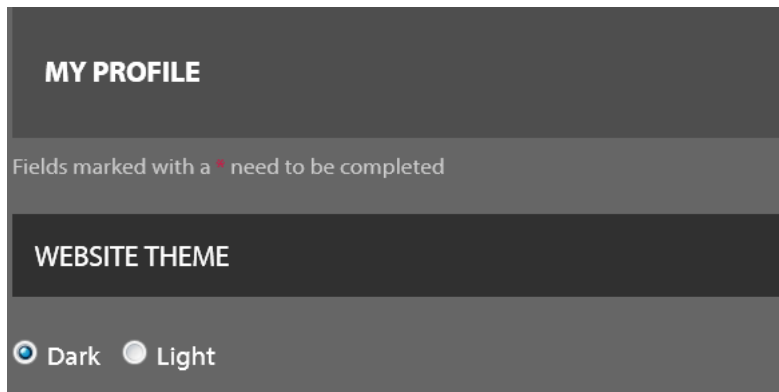
[Cancel changes](#) [Save changes](#) [Complete register](#)

The next stage is for the trainer to give their opinion on how the course went.

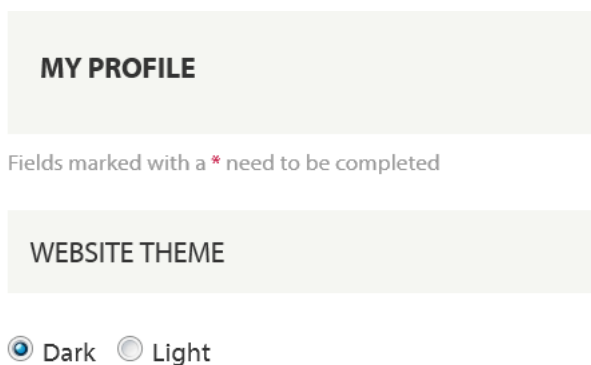
Once you've entered the details you must click on the **Complete register** to submit the information. Or **Save changes** which saves the information you've entered but does not submit it.

My Profile

The My Profile section enables you to make changes to your existing profile.

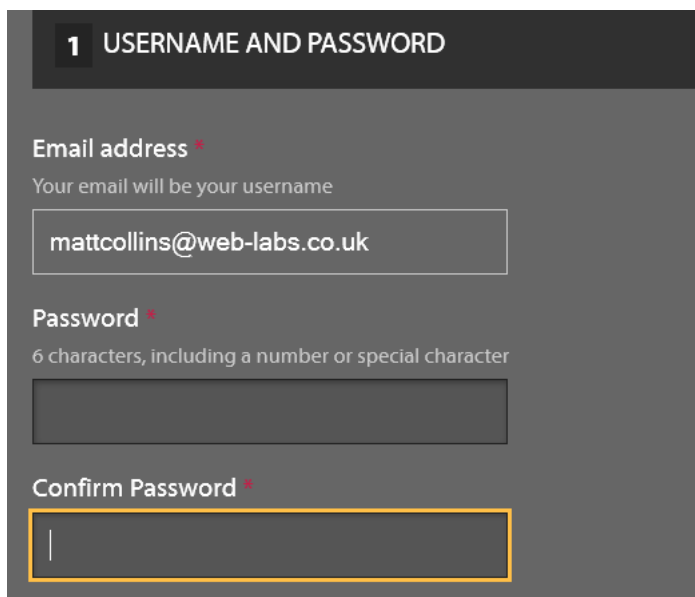


Your first task is to decide on the background colour to your account. By Default it is set as dark as what you see via the screenshot. However if you select the “Light” colour you will see the following background on your account.



You must click on the **submit button** at the bottom of the page to process the change.

The next section enables you to change your password for your account.



The screenshot shows a dark-themed form with the following elements:

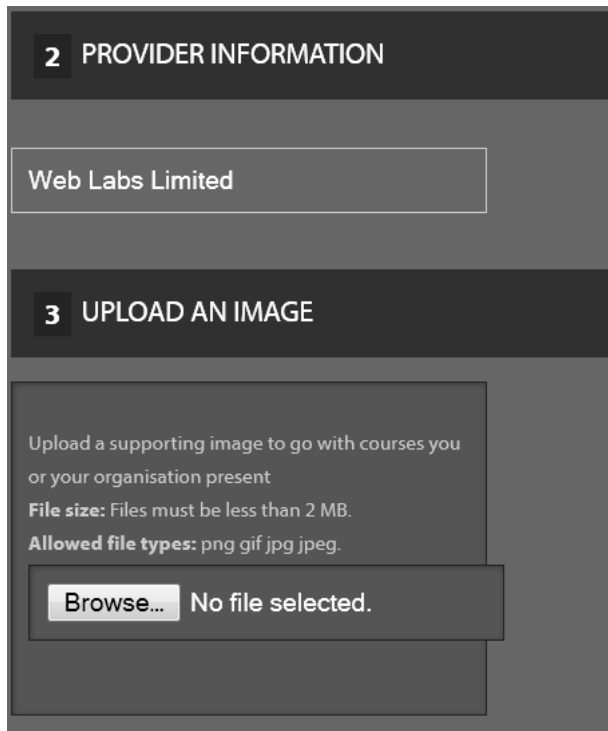
- Section Header:** "1 USERNAME AND PASSWORD" in a dark grey bar at the top.
- Email address:** A label "Email address" with a red asterisk. Below it is the text "Your email will be your username". A text input field contains the email address "mattcollins@web-labs.co.uk".
- Password:** A label "Password" with a red asterisk. Below it is the text "6 characters, including a number or special character". A text input field is present but empty.
- Confirm Password:** A label "Confirm Password" with a red asterisk. A text input field is present but empty, highlighted with a yellow border.

Email Address: Displays the email address of the trainer and which is used to log in to your account. This cannot be changed.

Password: If you wish to change your password, you must enter your new password into the text box. Remember you must enter a password 6 characters minimum including a special character or number.

Confirm Password: Re-enter the password again to ensure it matches. As the characters you enter are displayed in bullet points.

The **Provider Information** enables you to view the provider name. You cannot edit or change the provider name.



The screenshot shows a two-step form. Step 2, 'PROVIDER INFORMATION', has a text input field containing 'Web Labs Limited'. Step 3, 'UPLOAD AN IMAGE', includes instructions: 'Upload a supporting image to go with courses you or your organisation present', 'File size: Files must be less than 2 MB.', and 'Allowed file types: png gif jpg jpeg.'. Below this is a file selection area with a 'Browse...' button and the text 'No file selected.'.

If you wish to upload a new profile picture which accompanies your courses you will need to click on the Browse button to open your directories.

Once you locate the image file you must double click on the file. The file name will then show in the text box above. Once you click on the Submit button the new image will be displayed. You must upload images under 2MB.

The Person Information section enables you to update your person details.

3 PERSON INFORMATION

Mr Mrs Miss Ms Dr Cllr

Forename *

Matthew

Surname *

Collins

Work phone number *

01525374859

Mobile phone number *

Used for urgent notifications only (e.g., change of venue)

07984646860

Title: you can select the option by clicking inside the radio button next to the appropriate option.

Forename: You can manually change your forename.

Surname: You can manually change your surname.

Work Phone Number: You can manually change your work telephone number

Mobile Phone Number: you can manually change your mobile telephone number.

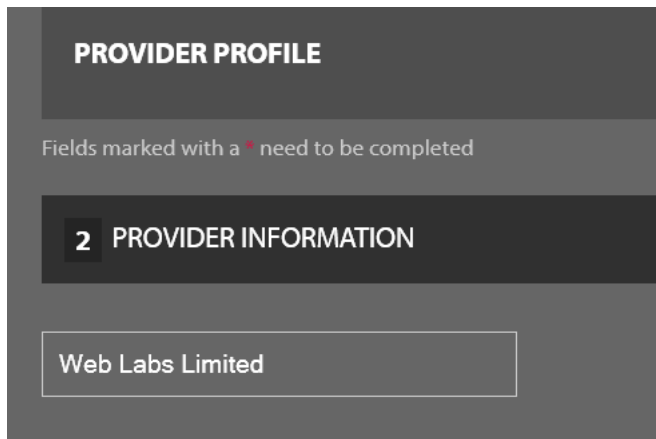
Cancel Submit

To confirm and process all the changes you've made please click on the Submit button.

Alternatively click on the Cancel button if you do not wish your changes to be confirmed.

Company Provider

The Company Provider section displays all the information about the provider.



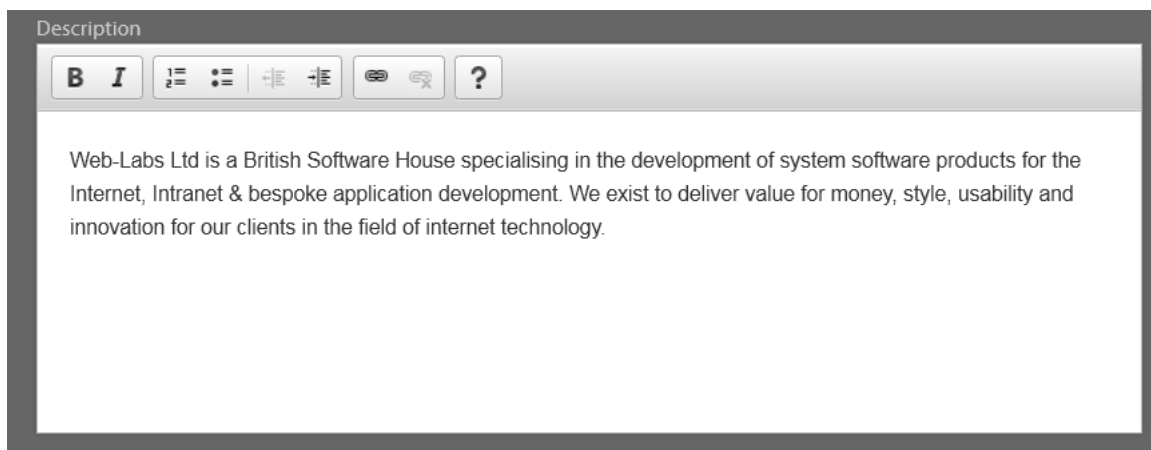
PROVIDER PROFILE

Fields marked with a * need to be completed

2 PROVIDER INFORMATION

Web Labs Limited

Displays the provider name. This cannot be changed.

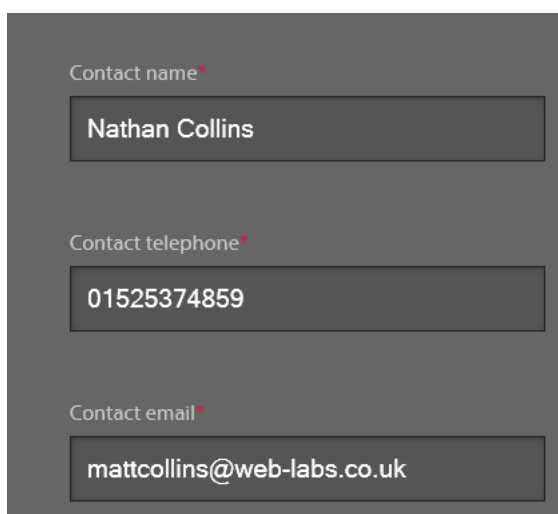


Description

B I [List icons] [Link icon] [Help icon]

Web-Labs Ltd is a British Software House specialising in the development of system software products for the Internet, Intranet & bespoke application development. We exist to deliver value for money, style, usability and innovation for our clients in the field of internet technology.

Description: Displays the description of the provider. This can be manually changed.



Contact name*

Nathan Collins

Contact telephone*

01525374859

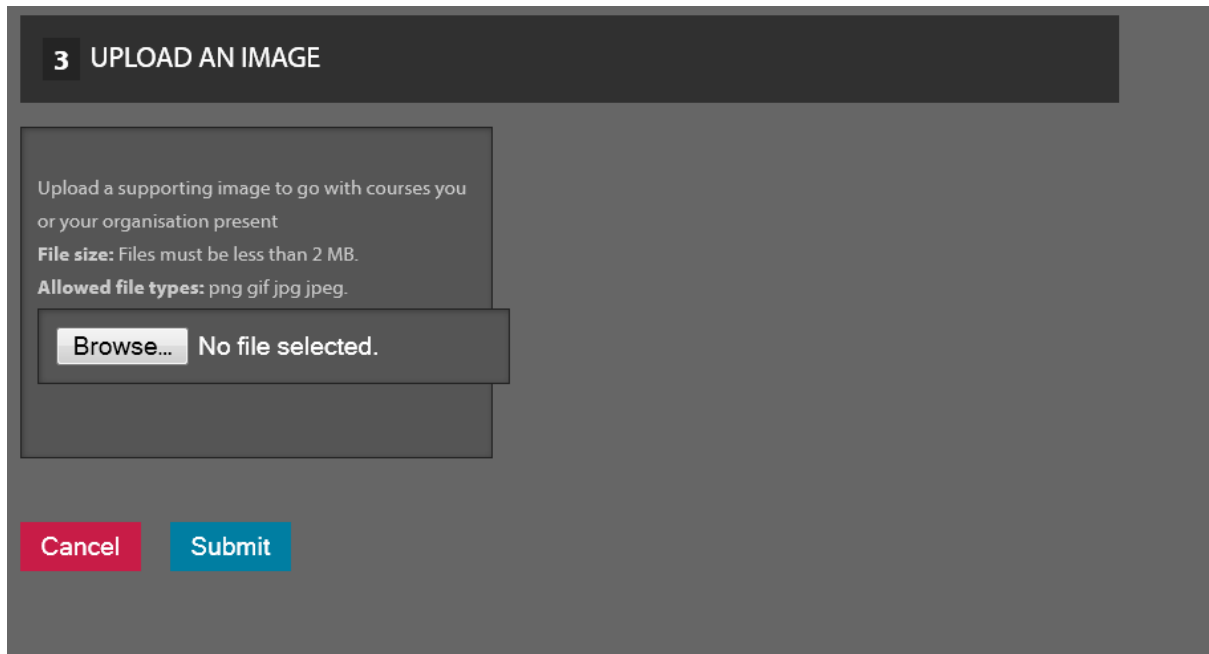
Contact email*

mattcollins@web-labs.co.uk

Contact Name: Displays the main contact for the provider.

Contact Telephone: Displays the main contact's telephone number

Contact Email: Displays the main contact's email address.



3 UPLOAD AN IMAGE

Upload a supporting image to go with courses you or your organisation present

File size: Files must be less than 2 MB.

Allowed file types: png gif jpg jpeg.

No file selected.

Upload an Image: If you wish to change the provider logo then you must click on the **Browse button**

This action will open up your directories whereby you can then select the image by double clicking onto it. Once you have done that action the image file details will appear in the text box above.

To confirm any changes you make you must click on the **Submit** button.

Add Trainer

Once you have an account on the system you will be able to add new trainers to your provider. However, all new trainers must be approved before they can access their accounts. If successful the trainer will be notified by email that their account is now active and can be used.

Once the main trainer for the provider submits the details via the application form on the account the details are passed to the MLS team for review. An automated email is sent out to the MLS team informing them of a potential new trainer.

The MLS team will review the application and either approve or reject the account. If approved the trainer will receive an email with the following information.

Dear Joe Smith

This is to confirm that your "trainer account" has been set up on 'mylearningsource'. You are required to check and manage the attendance list for all your courses. To do this, you will find a user guide attached which will help you to:

- **Download the attendance list for your course - you must review this beforehand to see if any participant has requested special requirements.**
- **Take the attendance online - this must be completed within 24 hours after the end of the course.**
- **Review evaluation results for your past courses online.**

Organisational Development Team , Southwark Council.

The trainer now will be able to log on to their account and start adding their courses, changing their preferences, image etc.

When you click on the Add trainer link you will be permitted to enter information inside the trainer application form on behalf of the new trainer.

TRAINER PROFILE

Fields marked with a * need to be completed

1 USERNAME AND PASSWORD

Email address *
The email will be your username

David@web-labs.co.uk

Password *
6 characters, including a number or special character

••••••

Confirm Password *

••••••

Email Address: This must contain the trainer’s email address. This email address will also act as the trainer’s log in (username) The email address entered must be properly formatted and be unique to the system.

Password: Enter the password you wish the new trainer to use. This can be changed once the new trainer logs into their account. You must ensure the password is 6 characters minimum and must contain a special character or number.

Confirm Password: Enter the same password in again to ensure the password you entered in the above field matches. All characters are displayed in bullet points for security reasons. If the passwords do not match you will be notified and required to enter the passwords in again.

The next stage is submitting an image of the trainer.

2 PROVIDER INFORMATION

Web Labs Limited

3 UPLOAD AN IMAGE

Upload a supporting image to go with courses you or your organisation present
File size: Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.

Browse... No file selected.

You must click on the browse button to open up your directories. You then need to locate the image you wish to use and simply double click on the image. The image file will appear in the text box and will load once you click on the submit button.

The next stage is adding the personal information of the new trainer.

3 PERSON INFORMATION

Mr
 Mrs
 Miss
 Ms
 Dr
 Cllr

Forename *

David

Surname *

James

Work phone number *

343242423424

Mobile phone number *

Used for urgent notifications only (e.g., change of venue)

432432423432

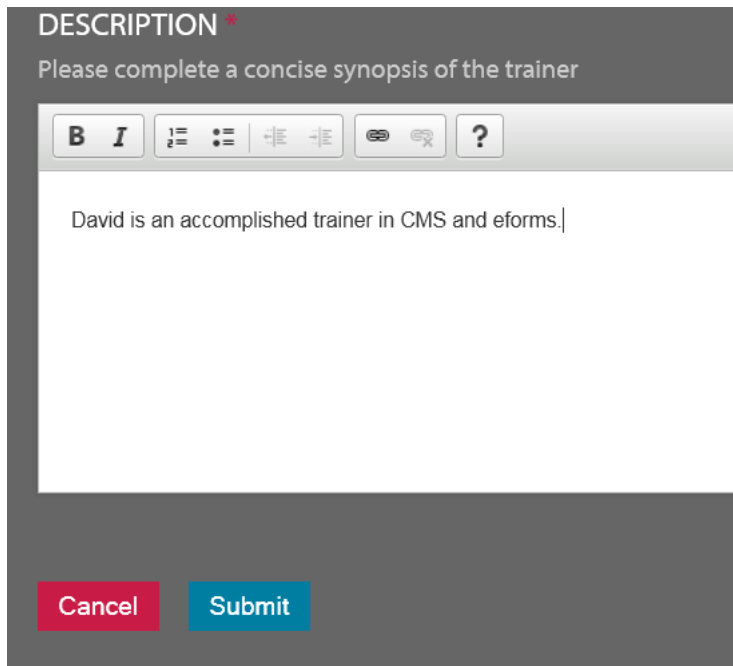
Title: Select the radio button next to the appropriate title for the new trainer.

Forename: Enter the first name of the new trainer.

Surname: Enter the surname of the new trainer.

Work Telephone Number: Enter the work telephone number for the new trainer.

Mobile phone Number: Enter the new trainer's mobile phone number.



The screenshot shows a form titled "DESCRIPTION" with a red asterisk indicating a required field. Below the title is the instruction "Please complete a concise synopsis of the trainer". The form contains a rich text editor with a toolbar featuring icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, and help (?). The text area contains the example text "David is an accomplished trainer in CMS and eforms." At the bottom of the form are two buttons: a red "Cancel" button and a blue "Submit" button.

Description: Enter a description about the new trainer. Their experience and qualifications for example.

Once you've entered the information correctly please click on the **Submit** button.

Current Trainers

The Current Trainers section on the account will display all the current trainers for the provider.

TRAINERS			
Name	Telephone	Email	Status
Mr Matthew Collins	07984646860	mattcollins@web-labs.co.uk	Approved
Mr Nathan Collins	433324324324	nbc@web-labs.co.uk	Approved
Mr Steve Clark	07941401132	shootingstaineslegend74@hotmail.co.uk	Approved
Mr Luke Cox	31212312321313	Luke@web-labs.co.uk	Approved
Mr Nick Cumber	423432423424	Nick@web-labs.co.uk	Approved
Mr Steve Jones	43432424	Steve@web-labs.co.uk	Approved
Miss Jane Smith	242424234234234	Jane@web-labs.co.uk	Rejected
Mr Adrian Brotherton	31233213213213	Adrian@web-labs.co.uk	Approved
Mr Lewis McGugan	23213123213213	lewisMcgugan74@web-labs.co.uk	NonApproved
Mr David James	432432423432	David@web-labs.co.uk	NonApproved

Trainers: Displays the name of the trainer. If you click on the trainer's name you will be able to view their profile details. You will be able to edit their information if you have sufficient permission.

Telephone: Displays the trainer's contact telephone number.

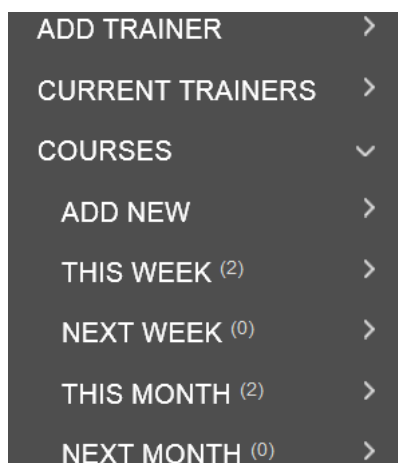
Email: Displays the trainer's email address

Status: Displays the current status of the trainer.

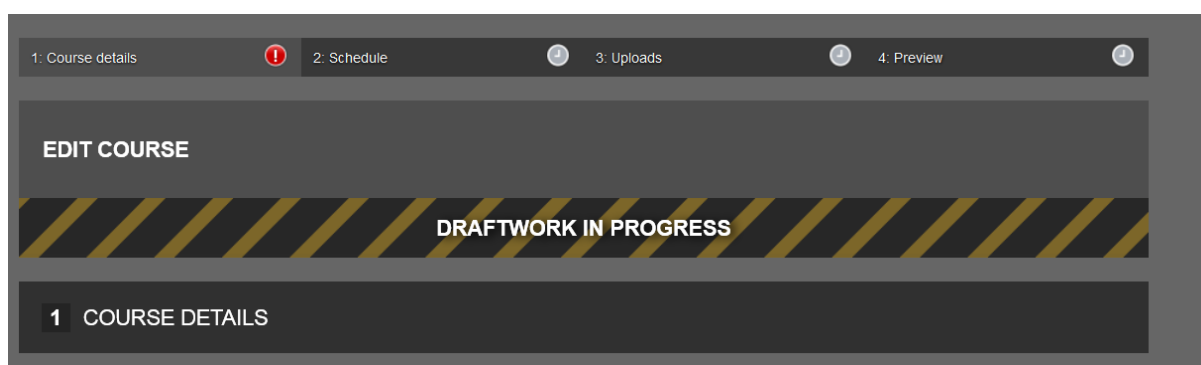
- **Approved-** means the trainer's account has been approved and is active.
- **Rejected** – means the trainer's application was rejected by the MLS team.
- **Non-Approved-** means the trainer's account is currently being reviewed by the MLS team.
- **Disabled/Suspended** – means the trainer's account has been temporarily suspended.

Courses

On the trainer's account if you view the right hand side you will see a link called COURSES. Click on the courses



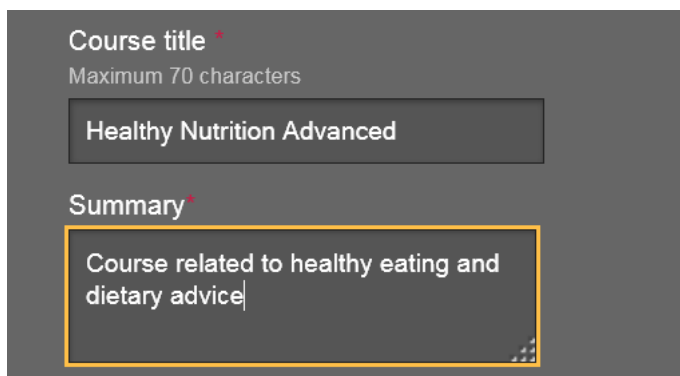
To add a new course, please click on the ADD NEW link to start the process.



Adding a new course has 4 stages.

- 1) Course details - enter the course details
- 2) Schedule – select the date/time/Venue the course will occur
- 3) Uploads – you can upload files to be available for the members i.e. PDF, word documents.
- 4) Preview – you can preview how the course will LOOK once you go LIVE.

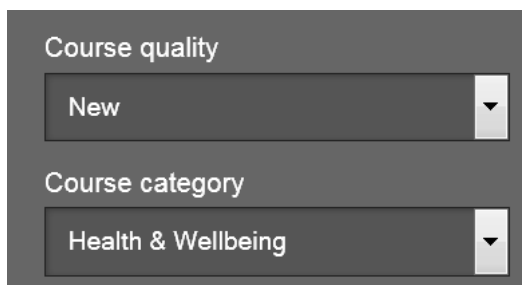
The first section on Course details is -



The screenshot shows a form with two sections. The first section is titled 'Course title' with a red asterisk and a subtext 'Maximum 70 characters'. Below it is a text input field containing 'Healthy Nutrition Advanced'. The second section is titled 'Summary' with a red asterisk. Below it is a text input field containing 'Course related to healthy eating and dietary advice'.

Course Title: The course title must be less than 71 characters. This is a mandatory field.

Summary: The Summary should outline information about the course. This is a mandatory field

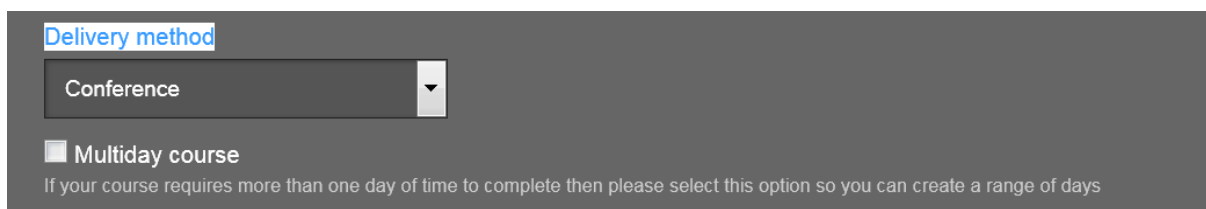


The screenshot shows two dropdown menus. The first is titled 'Course quality' and has 'New' selected. The second is titled 'Course category' and has 'Health & Wellbeing' selected.

Course quality: Use the drop down button to reveal the options.

- New – means the course is a new course for the members
- Refresher - means the course is a refresher course for those who wish to go through a previous course.
- Modular – Is a course module

Course Category: Use the drop down button to reveal the options. Then select the most appropriate course category. This will show up on the indexes of that course and can be found using the search by category function on the search page.



The screenshot shows a dropdown menu titled 'Delivery method' with 'Conference' selected. Below it is a checkbox labeled 'Multiday course' which is currently unchecked. A subtext below the checkbox reads: 'If your course requires more than one day of time to complete then please select this option so you can create a range of days'.

Delivery Method: Use the drop down button to reveal the options. Click on the appropriate option.

Multi Day Course : If the course you are adding has more than one day assigned to it then you must check the checkbox. This will enable you to add multiple dates. The checkbox however should be left blank if the course is only 1 day.

Duration *

8 hours

CPD Hours *

50

Duration: Enter the duration of the course.

CPD hours: Enter how many CPD points completing this course will achieve.

CPD hours – note that this equates to 1 CPD point per hour of training undertaken.

Training cost *

222

Venue cost

0

Number of Places on this Course: You must enter the maximum number of places on this course. You can enter manually inside the text box the number or alternatively use the “up” and “down” arrows to get to the total. Simply click on the up arrow to increment by 1 each time. Click on the Down arrow to decrease the number.

Price(for Southwark Employees): A trainer is unable to add a price for Southwark employees. This can only currently be actioned on the content management system (click on the course and click edit)

Training cost *

222

Venue cost

0

Training Cost: Enter the training cost. You can only use numerical numbers and decimal points i.e. 300.00

Venue Cost: This is disabled for trainers. You can only add the venue cost in the Content management system.

WHO IS IT FOR? *
Please complete a concise synopsis of the course you are offering

B I [List Icons] [Link Icon] [Help Icon]

Outline who should take this course and why. |

Who is it for? : The text area enables you to complete a full briefing of who should undertake the course and why.

WHAT DOES IT COVER? *

B I [List Icons] [Link Icon] [Help Icon]

Enter what fields the course covers. |

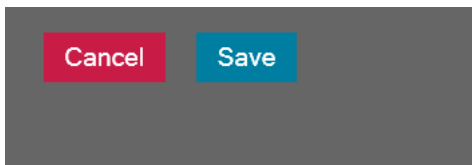
What does it Cover?: The text area enables you to enter a full list of topics/areas the course covers. Entering the syllabus is highly recommended.

WHAT ARE THE COURSE OUTCOMES *

B I [List Icons] [Link Icon] [Help Icon]

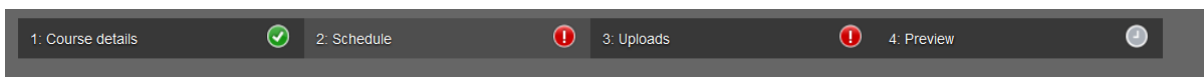
The outcomes are |

What are the course outcomes: Use the text area to fully communicate what the course outcomes are. What qualifications and experience will you gain from undertaking this course.



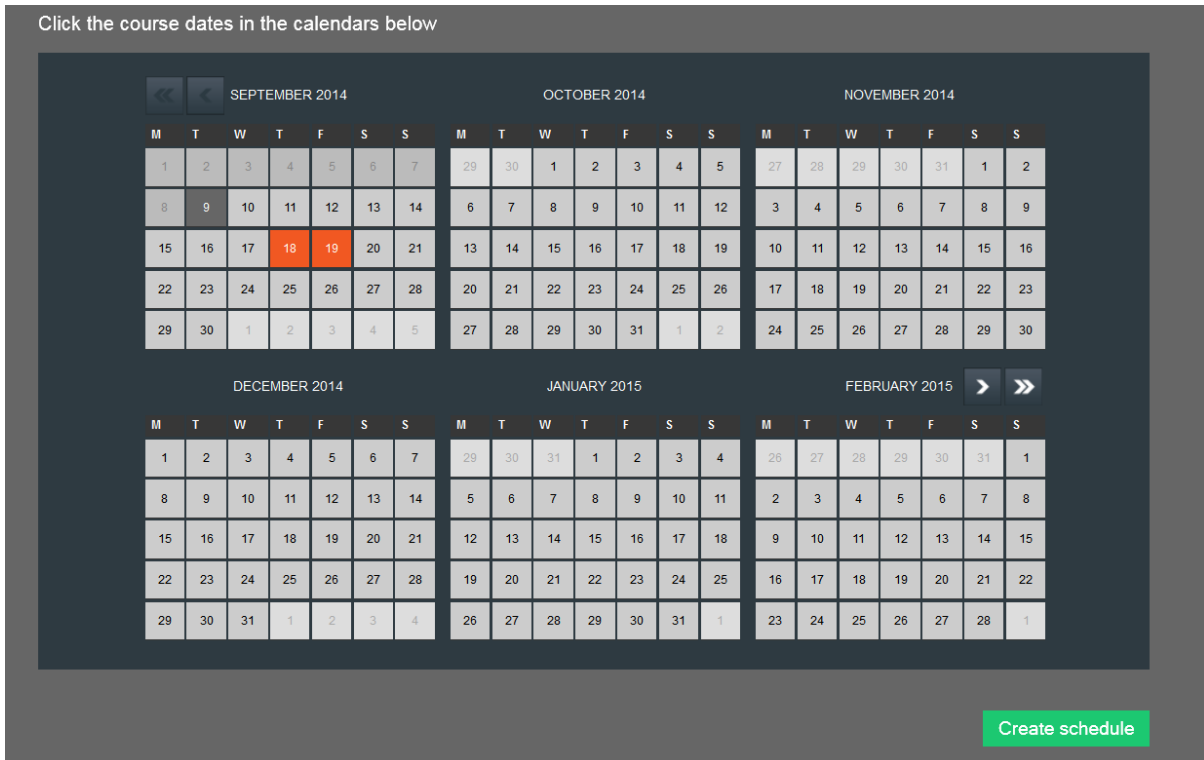
Once you've entered all the details you must then click on the **Save button**. This means you can go to the next stage in the knowledge the information you've entered is saved and is stored enabling you to come back at a later time and finish it. This will then show in the trainers account under "MY UNACTIVATED COURSE".

However, once you've entered the details you can continue to stage2 (schedules) by scrolling to the top of the page and clicking onto the Schedule link as shown below. You will also see once a section has been completed the GREEN tick will appear next to the completed section. You can click on Course details to return to that section at any time before you submit for publication to make changes.



Section 2 is the Schedule.

The schedule section allows you to select the date/s for the course. You will be presented with a calendar which if the date is grey means there is currently no course booked on that day. If the day is marked by Orange a course/s is active.



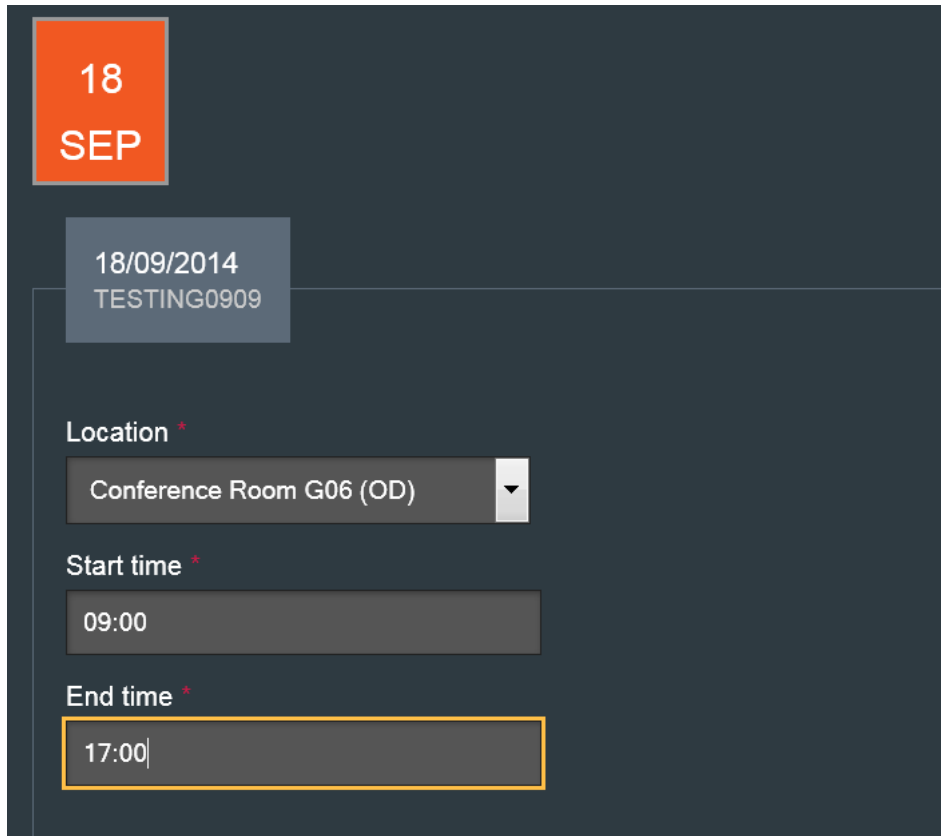
Your first task is to select the dates of the month the course will take place. As you can see from the screenshot two dates have been selected as the example course is a multi day course.

Simply click inside to select or deselect the date.

You can use the arrows on the right hand side to scroll across to additional months.

Once you've selected your dates you must click on the CREATE SCHEDULE button.

This action takes you to an additional screen whereby you can select the location and enter in the start and finish time.

A screenshot of a scheduling form interface. At the top left, there is an orange square containing the number '18' and the text 'SEP' below it. Below this, a grey box displays the date '18/09/2014' and the text 'TESTING0909'. The main form area has a dark background and contains three input fields: 'Location *' with a dropdown menu showing 'Conference Room G06 (OD)', 'Start time *' with a text box containing '09:00', and 'End time *' with a text box containing '17:00'. The 'End time' field is highlighted with a yellow border.

You can see this is the 1st selection (out of 2) you need to enter the details for course day 2 or 3 and so forth.

Location: Use the drop down button to reveal all the available locations. Simply click on the correct location from the options.

Start time: Enter in the time the course will start. The format must be as follows 09:00

End time: Enter in the time the course will finish. The format must be as follows 17:00. These fields are mandatory.

Then click on the Save button to process this information.

You will see then an overview of what dates you've selected.

You can ADD a new scheduling date by clicking onto the ADD SCHEDULE button.

2 SCHEDULE

Add schedule

SCHEDULE - CREATED 09/09/2014 19:17

TESTING0909

18
SEP

19
SEP

Delete schedule

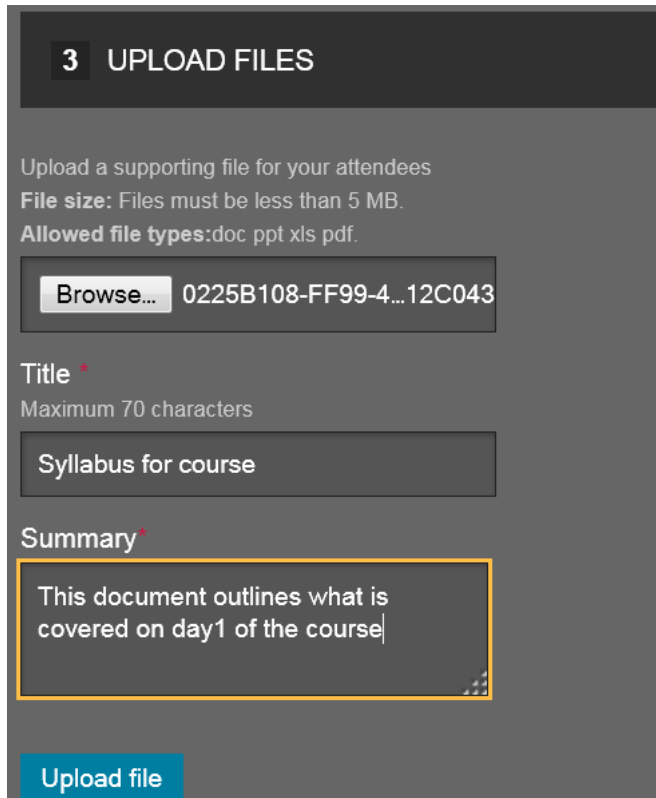
Edit

You can edit the existing dates/times/location by clicking onto the Edit button at the bottom of the page. You are also permitted at this stage to DELETE the schedule by clicking onto the **Delete schedule** button.

Section 3- UPLOADS

This section enables you to upload document to the course. This can then be downloaded by members who are interested or booked on the course.

The files added here must be WORD doc, PDF, XLS or PPT and must be under 5MB in size.



Browse: To upload a file simply click on the browse button- this action will open up your documents on the PC/laptop which you are using. Simply click on the document you wish to upload.

This action will add the document file name into the browse field like shown above.

Title: Enter a title for the document. It must be less than 71 characters.

Summary: Enter a summary for the file outlining what the document is about.

Then once the details are entered please ensure you click on the **UPLOAD file**.

The uploaded file will now show on this section.

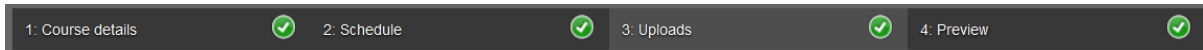


You can remove the document at any time by clicking onto the REMOVE button.

Alternatively to read the document you can click on the document title. Shown above.

Finally, you can repeat the process and add an another upload if necessary.

Once you completed this section then click on the PREVIEW button to view how the course will look once published. Click on the **back button** to go back to the course adding section.



You will see that all the sections have been successfully completed.

Once you've carefully reviewed your course details. Please click on the 1) course details again to submit the course for publication.



Click on the Submit course for publication button to send the course for approval by the OD admin team. Once the course has been submitted the OD admin team will receive an email informing them there is a new course which has been added to the system.

The OD team are responsible for publishing the course and adding the Course image.

Substitutions

With regard to substitutions i.e: delegate advises us that not able to attend course they need to delete their place on MLS (if there is enough time) and for their colleague to book their own place on that particular course via MLS so that is captured on their CPD page.

The status quo should also remain for the Trainer so that on the day of delivery if Delegate doesn't show then the Trainer can update the attendance sheet with the substitutes name .