



Learning Zone

User Guide

Once you have purchased your licences you will receive an email like the one below.

Dear xxx

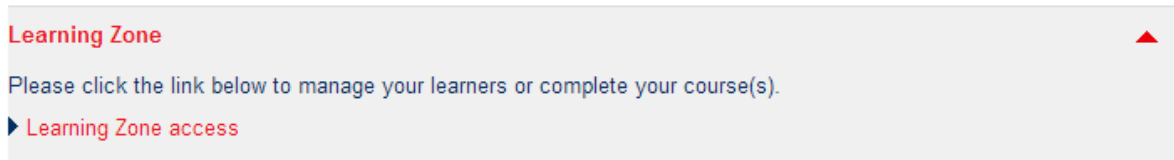
Your account has been updated with [x] licenses for you to use on the [course name] course. Licences can be used to enrol yourself or others.

To start to adding users and enrolling them on the course please login to your online account and access the Learning Zone link in your account..

How to access your account:

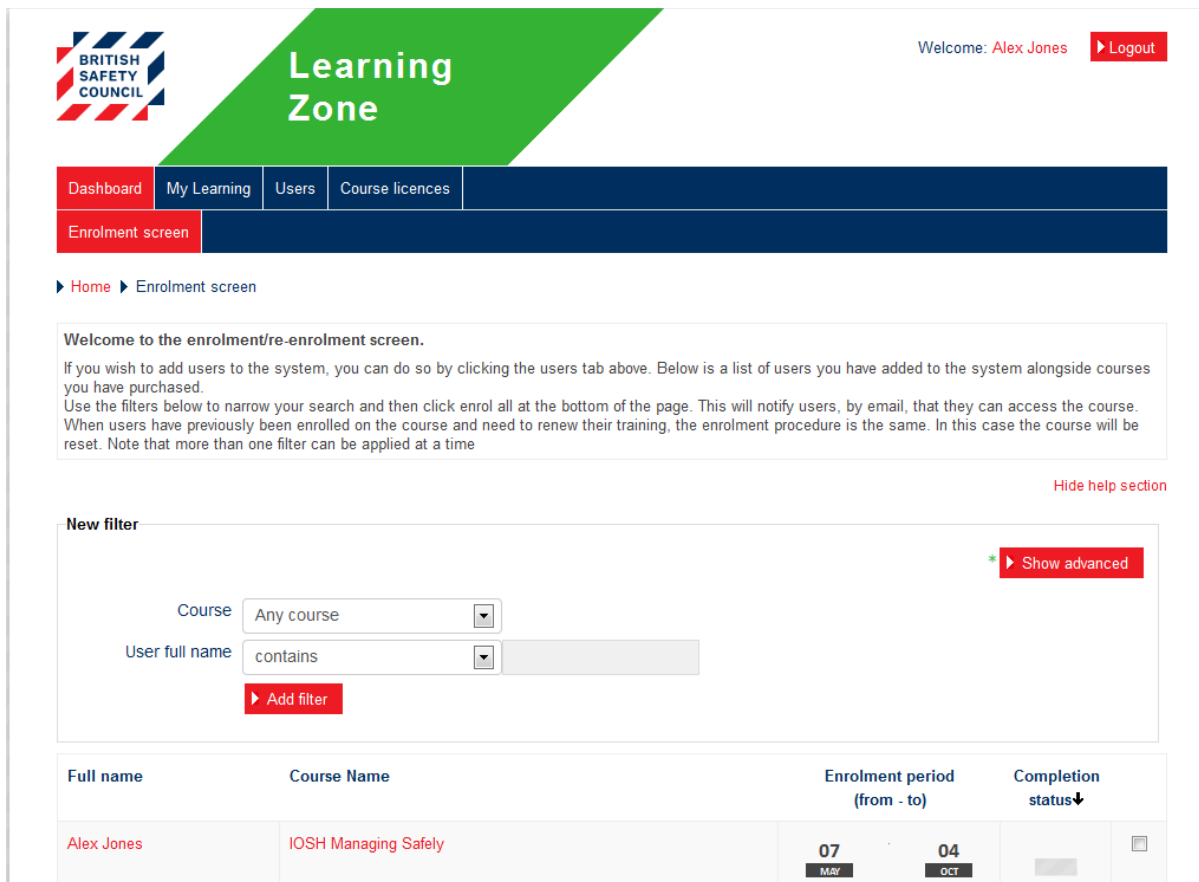
Go to www.britsafe.org and login using your account details. Now that you have purchased licences you will have access to the Learning Zone

Click on 'Learning Zone', then 'Learning Zone access.'



The screenshot shows an email notification with a grey background. At the top left is the text 'Learning Zone' in red. To the right is a small red triangle icon. Below this is the text 'Please click the link below to manage your learners or complete your course(s)'. At the bottom is a red link with a right-pointing arrow: '▶ Learning Zone access'.

You will then see the following dashboard, this is a summary screen that allows you to download a report of enrolment and also enrol new users into a course.



The screenshot shows the Learning Zone dashboard. At the top left is the British Safety Council logo. To its right is a green diagonal banner with the text 'Learning Zone'. In the top right corner, it says 'Welcome: Alex Jones' next to a red 'Logout' button. Below the banner is a dark blue navigation bar with tabs for 'Dashboard', 'My Learning', 'Users', and 'Course licences'. Underneath this is a red 'Enrolment screen' button. Below the navigation bar is a breadcrumb trail: '▶ Home ▶ Enrolment screen'. A white box contains a welcome message and instructions. Below this is a 'New filter' section with dropdown menus for 'Course' (set to 'Any course') and 'User full name' (set to 'contains'), and an 'Add filter' button. To the right of the filter section is a red 'Show advanced' button. At the bottom is a table with columns: 'Full name', 'Course Name', 'Enrolment period (from - to)', and 'Completion status'. The table contains one row for 'Alex Jones' enrolled in 'IOSH Managing Safely' from '07 MAY 2013' to '04 OCT 2013'.

| Full name | Course Name | Enrolment period (from - to) | Completion status |
|------------|----------------------|------------------------------|-------------------|
| Alex Jones | IOSH Managing Safely | 07 MAY 2013 - 04 OCT 2013 | |

1. How to add a new user

To add a user to the system click the “Users” tab in the top line of the menu, this will take you to the user management screen.

There are two options here, add single user and add multiple users.



To add a single user:

Click “Add single user”, complete the relevant information for the users (see example below).

Please note: It is important that all the data is entered accurately. Once enrolled user details cannot be edited. There may be a charge to rectify incorrect data.

There are three compulsory fields:

1. **First name:** The first name of the learner as it should appear on the certificate, please include correct capitalisation.
2. **Surname:** The surname of the learner as it should appear on the certificate, please include correct capitalisation.
3. **Email address:** The email address of the user for contact purposes and reminder messages. If the learner does not have an email address it is recommended that one is created for them internally or via a free third party email provider.

There are also optional fields for filtering. These are only necessary if you will be filtering any reports and dashboard within the Learning Zone system.

- Location:** The location of the learner.
- Company:** The company the learner is attributed to.
- Department:** The department of the learner.

Ticking the box “Organisation manager” means that user will gain access to the site to run reports and can also enrol and manage users. Any user with this ticked will have the same permissions as you.

If you have ticked “Organisation manager” you can select “Welcome email”. This will send out an email informing them of their details. This is necessary only for these users where they will not be studying a course themselves; all other learners will receive a separate welcome email.

Add single user

First name*

Surname*

Email address*

Location

Company

Department

Organisation manager

Send welcome email

To add multiple users:

Click “Add multiple users”



This will provide a text box where you can input the information for multiple users.

It is recommended that you complete this externally in a word processor and paste it in when finished.

There must be one entry per line laid out in the following format (The last three fields 'location, company, department, may be left blank if you wish.)

Firstname, surname, email, location, company, department

All of the examples below are acceptable options.

Joe,Bloggs,joe.bloggs@place.com,Kings Road,The Government,Finance
 Joe,Bloggs,joe.bloggs@place.com,Kings Road,Finance
 Joe,Bloggs,joe.bloggs@place.com,,,Finance
 Joe,Bloggs,joe.bloggs@place.com

All of the above are acceptable options.

Please note: It is important that your data does not include any commas as this is how the system determines where a new column begins and ends.

You can also use the above method with excel. Open a blank spreadsheet and load in your data into the columns in the same format. You can leave gaps in a column if you are not using it. Make sure you don't include column headers in the first line.

| | A | B | C | D | E |
|---|-------------|------------------------------------------------------------------------|-------------|-----|-----------|
| 1 | Joe Bloggs | jo.bloggs@britsafe.org | Hammermsith | BSC | Finance |
| 2 | Fred Perry | fred.perry@britsafe.org | | BSC | Logistics |
| 3 | Kate Wilson | kate.wilson@britsafe.org | Birmingham | | IT |
| 4 | | | | | |

This will need to be saved as a csv file. To do this click save as from the menu bar. The name of the file can be anything but the file format must be CSV(comma delimited) (*.csv)

Find your file in the location that you saved it. Right click on the file on select open with. Select to open the file with notepad. If notepad does not appear you can click choose default program.

When you have opened the document in notepad it should look like this.



Copy all the entries and paste this into the add multiple users screen.

4. Assign a user to a course.

Go to your dashboard and find the user you wish to enrol. You can make use of the filter field as this can help you narrow down a selection. In particular the field “Enrolled” will help you find users who are not enrolled on a particular course.

Tick the name of the user(s) you want to enrol and select the “Enrol selected” button at the bottom of the screen.

Active filters

Enrolled is equal to "No"

[▶ Remove selected](#) [▶ Remove all filters](#)

| Full name | Course Name | Enrolment period (from - to) | Completion status↓ |
|-------------|----------------------|---------------------------------|--------------------------|
| James Brown | IOSH Managing Safely | Not Enrolled | <input type="checkbox"/> |

[▶ Export \(1 users\)](#) [▶ Select all](#) [▶ Enroll selected](#)

A confirmation screen will allow you to change your selection. Make sure you are happy with this before clicking yes.

Change selected user(s) for enrollment

IOSH Managing Safely

James Brown

[▶ Change](#)

Are you sure you want to enrol these users to selected course(s)?


IOSH Managing Safely
 1 user(s) selected for enrollment
 9 license(s) remaining

[▶ Yes](#) [▶ Cancel](#)

If a user is already enrolled there will be a warning. If you continue to enrol a user with a triangle next to their name, this user will take up a licence even though they are already enrolled.

Change selected user(s) for enrollment

IOSH Managing Safely

Alex Jones 

[▶ Change](#)

Are you sure you want to enrol these users to selected course(s)?

IOSH Managing Safely
 1 user(s) selected for enrollment
 8 license(s) remaining

At least one of the selected users is already enrolled in this course and will each use another course credit. Click "YES" to proceed or "Cancel" to change your selection.

[▶ Yes](#) [▶ Cancel](#)

When enrolled the learner will receive a joining email containing their username and password.

Dear xxx,

You can log in at the following address with the details below:

Course: [course name]

URL: [course link]

Username: d00016

Password: *****

You were invited to use this site by [company administrator]. If you need help, please contact the administrator: [administrator email]

Anyone added to the system will be given a username in the format above. Note: As you are the administrator of the system you should login using the MY BRITSAFE tab explained earlier – for simplicity, never follow the steps above – these are for learners only.


5. Editing a user

Click on the users tab and find the user you are looking for using the filters.

Active filters

User full name contains "brown"

[▶ Remove selected](#) [▶ Remove all filters](#)

| First Name / Surname | Email address | City/town | Last access | Edit |
|----------------------|------------------------------|-------------|-------------|-------------------------------------------------------------------------------------|
| James Brown | acmebsc+jamesbrown@gmail.com | Hammersmith | Never |  |

Click on the edit symbol next to the user. This looks like a pencil in a hand.

This will give you a screen where you can edit that user but only for certain fields. Any changes required to locked fields must be completed by our Customer Service Team, please contact us should you wish to change these fields. This is to allow us to notify the relevant bodies of this change. You can change these fields before a user is enrolled in any course but they will become locked afterwards.

You can also give/revoke the permission of organisation manager.

Edit user

Username d00016

First name James

Surname Brown

Email address acmebsc+jamesbrown@gmail.com

Location

Company

Department

Organisation manager

6. View licence usage.

Click the course licences tab.

You will then be able to view a list of licences purchased and licences remaining.

▶ [Home](#) ▶ Licences

| Course Name | Licenses Purchased | Licenses Remaining |
|----------------------|--------------------|--------------------|
| IOSH Managing Safely | 10 | 8 |

If you click on enrolment history you can view a list of when users were enrolled.

| | | | |
|-----------|-------------------|------------------|-----------------|
| Dashboard | My Learning | Users | Course licences |
| Licences | Enrolment history | Payments history | |

▶ [Home](#) ▶ Enrolment history

| Course Name | First Name / Surname | Email address | Date Added |
|----------------------|----------------------|------------------------------|-------------------|
| IOSH Managing Safely | James Brown | acmebsc+jamesbrown@gmail.com | 07 MAY 2013 |
| IOSH Managing Safely | Alex Jones | acmebsc+alexjones@gmail.com | 07 MAY 2013 |

If you click on payments history you can view a list of transactions represented either as a manual transaction allocated by us or as a self made purchase.

| | | | |
|-----------|-------------------|------------------|-----------------|
| Dashboard | My Learning | Users | Course licences |
| Licences | Enrolment history | Payments history | |


▶ [Home](#) ▶ Payments history

| Course Name | Description | Number of places | Transaction Date |
|----------------------|----------------|------------------|-------------------|
| IOSH Managing Safely | Order id: 3749 | 10 | 07 MAY 2013 |

7. How to study a course

All users will land on the “My Learning” page. If you are an administrator you must click the “My Learning” tab in the menu,

Hide help section

| Course Name | Enrolment period (from - to) | Completion status |
|----------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IOSH Managing Safely | 10 MAY 2013 - 07 OCT 2013 |  In Progress ▶ Launch course |

To begin studying, the user must click the launch course button. They can also see when they were enrolled and also what the current status is for the course.

The course page has a few key components.

▶ [Home](#) ▶ [My courses](#) ▶ [IOSHMS](#)

| | |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary | IOSH Managing Safely |
| Module One | Thank you for purchasing this e-Learning course from the British Safety Council. |
| Module Two | Please note that Learner Support is available to you whilst you are undertaking your e-Learning course - details for how to contact our team are contained in the introduction module below. |
| Module Three | Your account will expire 5 months after your initial login, with the final date of enrolment displayed to the left-hand side of this page. It is important that you complete your course, assessment and work-based project within this time. |
| Module Four | Once you have completed your course of learning, you will then have access to complete the online assessment. Once you have successfully passed the online assessment, you can then download your work-based project. |
| Module Five | If you have any queries contact the following email: |
| Module Six | IOSHLearning@britsafe.org |
| Module Seven | Supported browsers |
| Module Eight | Internet Explorer (Windows) Versions: 7, 8, 9 |
| | Firefox (Windows/Mac) Version 1.5+ |
| | Safari (Mac) Version 2.0+ |
| | ▶ Start here: Course Introduction |

The left side is always dominated by the course menu. This allows the user to navigate between unlocked modules and materials.

Each resource is listed underneath any introductory materials. There are a few icons to be aware of that are on the right hand side and represent completion.

 = Not yet started

 = Started but not finished

 = Completed

Most resources are downloadable documents and these are completed simply by viewing them.

Learning modules require that you reach the last page to be deemed complete. If you do not complete the module, this will be indicated by the yellow marker.

Quiz modules require that you achieve a pass grade. If you attempt the quiz/assessment and don't reach the pass mark you will see a yellow marker. The marker will only turn green when you achieve the pass mark.

An assignment module will require that you achieve a pass grade. If you attempt the assignment and do not reach the required standard you will see a yellow marker. The marker will only turn green when you achieve the pass mark.

The learner and the company administrator will receive automatic notifications if either of the following criteria is met:

- You have not started the course. This will be sent out 3 months before the course enrolment end period if you have never attempted anything in the course.
- You are nearing the end of the course. This will send out 2 months before the end of your course if you are not marked as complete on the course.
- In some cases, the administrator will also be notified that the learner's study is incomplete at further intervals.