

ENVIRONMENAL ESSENTIALS

Compliance Administrator Support Document

Learnbyee user guide for Managers

Your Asbestos Management Partner

Consultancy Survey Management Plans Remove Specifications Analytical Support Business Critical Data Management Training





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You will need to log into the system using your learnbyee username and password before you can access any information. Please ensure your username and password are typed in excatly the same on your welcome email.

environmental essent	ials
	Returning to this web site?
	Login here using your username and password (Cookies must be enabled in your browser) (?)
	Username alexjohnson
	Password Login
	Remember username
	Login as a guest

As the compliance administrator for your organisation, when you log into the eLearning by Environmental Essentials learning management system you will have access to all of the screens as shown in this document.

• This is the first screen you will see once you have successfully logged into the system. You will need to select the course lisences tab to check how many lisences you have avaliable before enrolling new users onto the system.

e learnin by environment	I G _{al essentials}
	Enrolments My Learning Users Course licences
	Enrolment screen Overview
Settings EII > My profile settings	Welcome to the enrolment/re-enrolment screen. If you wish to add users to the system, you can do so by clicking the users tab above. Below is a list of users you have added to the system alongside courses you have purchased. Use the filters below to narrow your search and then click enrol all at the bottom of the page. This will notify users, by email, that they can access the course. When users have previously been enrolled on the course and need to renew their training, the enrolment procedure is the same. In this case the course will be reset. Note that more than one filter can be applied at a time
	New filter * Show advanced Course Any course User full name contains
	Add filter No rows to display Export (0 users) Enroll all (0 users) Enroll selected



• The course licences tab, once selected, will clearly show how many licenses you have remaining.

e lea	arnir	19 tal essentials					
			Enrolments	My Learning	Users	Course licences	
			Licence	s Enrolmen	t history	Payments history	
Settings	ΞD	To purchase credits please visit the online store www.learnbyee.co.uk					
> My profile settings	s				H	lide help section	
		Course Name			License Purchase	s Licenses ed Remaining	
		UKATA Asbestos Awareness			4	Q	

- If you do not have enough licences and need to purchase more you will need to visit www.learnbyee.co.uk
- If you are purchasing bulk licenses of 25 or more please contact the support line on 0800 0542354 or email <u>admin@learnbyee.co.uk</u> and a member of the team will be happy to assist.





Stage 1 - Adding users to your organisation

• The first thing you need to do is add the users for your organisation. To do this, click 'Users' as highlighted in Red.

				Enrol	nent screen Overview
				Liidi	
lelcome to the enrolm	ent/re-enrolment scree	n.			
ou have purchased. se the filters below to na /hen users have previous set. Note that more thar	rrow your search and the ly been enrolled on the c i one filter can be applied	n click enrol all at the botto ourse and need to renew th at a time	m of the page. This will no eir training, the enrolment	tify users, by email, that they can procedure is the same. In this cas	access the course. the course will be
ou filtor					Hide help section
ew mer				*	Show advanced
Course	Any course				
User full name	contains				

To add a single user click 'Add single user'

e learr	ning mental essentials	[Stephani	e Powner (admin)] You are logged in as Alex Johnsoi	(alexjohnson) (Logout)
		Enr	olments My Learning Users	Course licences
			Users Add single user	dd multiple users
If you have finished adding	users, please proceed to the enrolment s	screen to grant your users access to cour	ses.	ide help section
New filter	contains		* Sho	w advanced
	Add filter			
First Name / Surname	Email address	City/town	Last access	Edit
Alex Johnson	alpha.trading.ltd1(@gmail.com London	Never	el al



e lear	ning mental essentials	
		Enrolments My Learning Users Course licences
		Users Add single user Add multiple users
Add single user		
First name*		
Surname*	Required	
Email address*	Required	
City/town*		
Institution		
Department		
Compliance administrator		
Suspended account		
Send welcome email		
	Save changes Cancel	There are required fields in this form marked *.

The First name, Surname, Email Address and City/Town fields are compulsory and indicated with a red asterisk. DO NOT tick welcome email as this will be sent once enrolled

er	
* Firstname	
Lastname	
Email@email.com	
* Leicester	
ABC Ltd	
t Project Development	
e 🗆 r	
d 🗆 t	
Save changes Gancel There are required fields in this form	maiked *.
er ss t d t e iii	Firstname Lastname Email @email.com Leicester ABC Ltd Project Development O O Save changes Cancel



To add a multiple users click 'Add multiple users'

e le	environme	ng ntal essentials	
			Enrolments My Learning Users Course licences
			Users Add single user Add multiple users
Settings My profile setti 	EII)	Add multiple users	Enter users details below, 1 line per candidate seperated by commas. First name, Last name, Email address, City/town, Institution, Department Note: All information is required except Institution, Department. For example: Joe,Smith.joe.smith@noname.com,London Harveen,Kapur,hk@noname.com,Berlin,./T department Kerry,Evans,kerrye@noname.com,Madrid, Wildlife institute Daniel,Conway,alpha.trading.ltd1@gmail.com,Stoke,Alpha Trading Lydia,Smith,Iydia.smith@gmail.com,London,Alpha Training
		(Save changes Cancel

The email that is added here is where the users login details will be sent too. If you would prefer the login details to be sent directly to yourself enter your own email address here.

• Click on the 'users ' tab at the top of the screen to view all the users who have been added to your company. You will only be able to see the users whose details you have previously saved in this screen.

e le		ng ntal essentials						
					Enrolments I	My Learning U	sers Cou	urse licences
					User	s Add single us	er Add m	ultiple users
Settings	EII	If you have finished add	ding users, ple	ase proceed to the enrolment	screen to grant you	r users access to	courses.	
> My profile settin	igs						Hide h	elp section
		New filter	contains Add filter	×		*	Show ac	dvanced
		First Name / Surnam	ie	Email address	City/to	wn	Last access	Edit
		Lydia Smith		lydia.smith@gmail.com	London		Never	4
		Daniel Conway		aloha trading Itd1@gmail.co	n Stoke		Never	





• Select the enrolment tab at the top of the page

e lea	arnii	ng ntal essentials					8
			(Enrolments My :	arning Users	Course lice	nces
					Enrolment s	creen Over	view
Settings	ΞΠ	Welcome to the enro	Iment/re-enrolment screen.				
> My profile setting	gs	If you wish to add users to the system alongsid Use the filters below to that they can access th the enrolment procedur time	to the system, you can do so by clicking the courses you have purchased. narrow your search and then click enrol all a ne course. When users have previously been e is the same. In this case the course will be	e users tab above. Below t the bottom of the page. enrolled on the course an reset. Note that more tha	is a list of users This will notify u d need to renew an one filter can	s you have ac sers, by ema their training be applied at	lded iil, I, a
		New filter			* Sho	lide help secti ow advance	on d
		Course	Any course				
		User full name	contains 💌				
			Add filter				
		Full name	Course Name	Enrolment period (from - to)	Completion status↓	Cert expiry	
		Sam Jones	UKATA Asbestos Awareness	Net Enrolled	_	_	
		Daniel Conway	UKATA Asbestos Awareness	Not Enrolled	_	_	

• Tick the box at the end of each individual you would like to enrol and press enroll selected. Alternatively you can select to enroll all at the same time.

Full name	Course Name	Enrolment period (from - to)	Completion status↓	Cert expiry	
Sam Jones	UKATA Asbestos Awareness	Not Enrolled	_	_	>
Daniel Conway	UKATA Asbestos Awareness	Not Enrolled	_	_	✓
Lydia Smith	UKATA Asbestos Awareness	Not Enrolled	_	_	✓
Alex Johnson	UKATA Asbestos Awareness	Not Enrolled	_	_	



• Confirm the enrolment of the users by selecting the yes tab

e learnin by environmer	ng Ital essentials	
	Enrolmen	ts My Learning Users Course licences
		Enrolment screen Confirm Overview
Settings III > My profile settings	Change selected user(s) for enrollment UKATA Asbestos Awareness ♥ ♥ Sam Jones ♥ Daniel Conway ♥ Lydia Smith ♥ Alex Johnson Change	
	Are you sure you want to enrol these users to selected course(s)? UKATA Asbestos Awareness 4 user(s) selected for enrollment 4 license(s) remaining Cancel	

Stage 3 - Monitoring progress of users and certificates

• Once users have been enrolled on the enrolment screen you will be able to view the details for when enrolment will run from and to, the completion status of the user and when their certificate will expire (this will only show once the course has been completed and the exam passed)

Full name	Course Name	Enrolment per (from - to)	riod Completion status↓	Cert expiry	
Sam Jones	UKATA Asbestos Awareness	18 JUL 2013 11 SE 20	6 99 13	_	
Daniel Conway	UKATA Asbestos Awareness	18 JUL 2013 11 SE 20	6 9- 13	_	
Lydia Smith	UKATA Asbestos Awareness	18 JUL 2013 11 SE 20	6 99 13	_	
Alex Johnson	UKATA Asbestos Awareness	18 JUL 2013 11 SE 20	6 99 13	_	
	Expo	rt (4 users) Enr	oll all (4 users)	Enroll select	ed



• There are a series of different email alerts that the compliance administrator can receive from the 'Learnbyee' team to indicate the status of users within their organisation.

Types of email alerts and
notifications
Confirmation Of Enrolment
Course Expires 30 Days
Course Expires 7 days
Failed a course
Forgotten Password
60 Day Renewal
30 Day Renewal

•

• Once a user has completed the course you can print off their certificate or view it by looking in the enrollments page. You will need to select the user whose details you would like to view.

	e lea	rnir ronment	I G al essentials					
					Enrolments M	ly Learning User	rs Course lic	ences
						Enrolmen	t screen Ove	erview
	Settings		Welcome to the enro	olment/re-enrolment screen.				
	> My profile settings		If you wish to add use to the system alongsi Use the filters below to that they can access the enrolment procedu time	s to the system, you can do so by clickin le courses you have purchased. narrow your search and then click enrol : he course. When users have previously b re is the same. In this case the course wi	g the users tab above. Ba all at the bottom of the pa een enrolled on the cours II be reset. Note that more	elow is a list of us ge. This will notify e and need to ren e than one filter ca	ers you have a / users, by em ew their trainir an be applied a	added nail, ng, at a
							Hide help see	tion
			Course User full name	Any course Contains Add filter		* 5	show advance	ed
			Full name	Course Name	Enrolment period (from - to)	Completion status↓	Cert expiry	
		<	Sam Jones	UKATA Asbestos Awareness	18 JUL 2013 16 SEP 2013	Completed	18 JUL 2014	
TC/Doc2a Page 10			Alex Johnson	UKATA Asbestos Awareness	18 JUL 2013 16 SEP 2013	e In Progress	_	



• Once you have selected the relevant user their details will appear on the screen below. Select the certificates tab from the top of the page.

e learnin by environmenta	g al essentials	
		Enrolments My Learning Users Course licences Sam Jones's profile
		Profile Courses Certificates Historic
Settings 🖃	First name:	Sam
> My profile settings	Surname:	Jones
	Email address:	rriley@environmentalessentials.co.uk
	City/town:	London
	Institution:	
	Department:	
	First access:	Never
	Last access:	Never

• The users certificate will appear with a red PDF symbol. If you select it will open up the full certificate on a new screen.

e learnin	1 9 tal essentials	
		Enrolments My Learning Users Course licences Sam Jones's profile
		Profile Courses Certificates Historic
Settings EIII	Course Name	Certificate Creation date
	UKATA Asbestos Awareness	UKATA Asbestos 18 Awareness.pdf 2013

• Once the certificate is open it can be printed





Stage 4 - Other compliance administrator tasks



- If a user forgets their username and password you can find their details by going into the user tab of the main screen. You will need to select the edit button for the relevant user.
- You can also update a users email address using the edit cog

Enrolme Settings If you have finished adding users, please proceed to the enrolment screen to grade in the settings My profile settings New filter User full name contains Add filter If you have finished address	nts My Learning U Users Add single us ant your users access to	ers Course li er Add multiple courses. Hide help se Show advance	e users ction ed
Settings If you have finished adding users, please proceed to the enrolment screen to gra > My profile settings If you have finished adding users, please proceed to the enrolment screen to gra New filter User full name contains Add filter First Name / Surname Email address O	Users Add single us	er Add multiple courses. Hide help se Show advanc	e users ction ed
Settings If you have finished adding users, please proceed to the enrolment screen to gra My profile settings If you have finished adding users, please proceed to the enrolment screen to gra New filter User full name Contains Add filter If you have finished adding users, please proceed to the enrolment screen to gra	ant your users access to	courses. Hide help se Show advanc	ction ed
New filter User full name Add filter First Name / Surname Email address	*	Show advanc	ed
First Name / Surname Email address 0			
	City/town	Last E access	idit
Lydia Smith Iydia.smith@gmail.com I	London	Never	4
Daniel Conway alpha.trading.ltd1@gmail.com	Stoke	Never	Edit
Sam Jones rriley@environmentalessentials.co.uk l	London	Never	4
Alex Johnson alpha.trading.ltd1@gmail.co.uk l			

• Once you have selected the edit button the full profile page for that user will appear



- If a user would like to change their password they will need to go to the login page and select forgotten your username or password.
- A new email will be sent to the user . This will allow them to reset their password to one of their own choice.

Expression Expression Control Contro	Returning to this web site? Login here using your username and password (Cookies must be enabled in your browser) (*) Username Password Login Password Login Some courses may allow guest access Login as a guest	
+ Navigation	Contact Us	Follow Us
bome get started	Envivronmental Essentials Ltd Unit 3 Arlington Court	E f
purchase a course	Cannel Row Silverdale Enterprise Park	
news	Newcastle-under-Lyme	
faq	Staffordshire, ST5 6SS	
contact us	Phone: 0800 054 2354 Fax: 0845 456 9954	



Stage 5 - Advanced compliance administrator features



- Once on the enrolment screen use the filter tool for any required enquiry or use a combination.
- You can look at all Enrolled users as shown below

e learnir	1g tal essentials	
		Enrolments My Learning Users Course licences
		Enrolment screen Overview
Settings Ell. > My profile settings	Welcome to the enror If you wish to add user to the system alongsid	plment/re-enrolment screen. Is to the system, you can do so by clicking the users tab above. Below is a list of users you have added de courses you have nurchased
	Use the filters below to that they can access t the enrolment procedu time	is roarow your search and then click enrol all at the bottom of the page. This will notify users, by email, the course. When users have previously been enrolled on the course and need to renew their training, ire is the same. In this case the course will be reset. Note that more than one filter can be applied at a
	New filter	Hide help section
	Course	* Hide advanced
	Enrolled*	any value
	Certificate expiry for individual courses*	NO Yes
	Certificate expiry for courses as a group*	any value
	Completion status*	any value
	User full name	contains 💌
	Surname*	contains 💌
	First name*	contains 💌

• Or certificate details such as valid, in date. Other options are contained in the drop down list for that particular filter

e learnir	ng	
by environmer	ntal essentials	Enrolments My Learning Users Course licences
		Enrolment screen Overview
Settings 🗉	Welcome to the en	rolment/re-enrolment screen.
> My profile settings	If you wish to add use to the system alongs Use the filters below t that they can access the enrolment proced time	ers to the system, you can do so by clicking the users tab above. Below is a list of users you have parchased. to narrow your search and then click enrol all at the bottom of the page. This will notify users, by email, be the course. When users have previously been enrolled on the course and need to renew their training, dure is the same. In this case the course will be reset. Note that more than one filter can be applied at a Hide help section
	New filter	* Hide advanced
	Course	Any course
	Enrolled*	any value
	Certificate expiry for individual courses*	any value any value Show all valid certificates Show all certificates that have es Show all certificates that have es
	Certificate expiry for courses as a group*	any value
	Completion status*	any value
	User full name	contains 💌
	Surname*	contains
	First name*	sontains w



• Main filter page continued. You can also search for other details such as department , town etc

ew miter				_	
				*	Hide advanced
Course	Any course	~			
Enrolled*	any value	~			
Certificate expiry for	any value	~			
courses*					
Certificate expiry for	any value	~			
courses as a group*					
Completion status*	any value	~			
User full name	contains	~			
Surname*	contains	~			
First name*	contains	~			
Email address*	contains	Y			
City/town*	contains	~			
Institution*	contains	Y			
Department*	contains	×			
Suspended account*	any value	~			
	Add filter				
all name	Course Name		Enrolment period	Completion	Cert expiry

• You can also look at specific details for individual users by applying the relevant filters once in the users tab as below

			Enrolments	My Learning User	s Course licences
			L	Jsers Add single user	Add multiple users
Settings 🖃	If you have finished ad	ding users, please proceed to the e	nrolment screen to grant	your users access to c	ourses.
> My profile settings					Hide help section
	New filter			*	Llido odvopsod
					Hide advanced
	User full name	contains	*		
	Surname*	contains	Y		
	First name*	contains	*		
	Email address*	contains	~		
	City/town*	contains	~		
	Institution*	contains	~		
	Department*	contains	~		
	Suspended account*	any value	1		
	System role*	any role	•		
	First access*	□ is after ¹⁸	July		~
		2013	~		
		Is before 18	July		





• Main filter page for users continued. You must apply the filter by pressing the add filter button at the bottom of the page

				* Hide a	idvanced
User full name	contains	~			
Surname*	contains	~			
First name*	contains	~			
Email address*	contains	~			
City/town*	contains	~			
Institution*	contains	~			
Department*	contains	~			
Suspended	any value	~			
account*	,				
System role*	any role	~			
First access*	□ is after ¹⁸		July	~	
	2013	~			
	is before 18		July	×	
	2013	~			
Last access*	☐ is after ¹⁸		July	~	
	2013	~			
	☐ is before 18		 ✓ July 	×	
	2013	~			
Never accessed					
	Add filter				
					Takawa al
					thernel the second

 Once all filters have been applied you will be able to see using our traffic light system the status of your users in reference to their enrolment, completion of the course and certificate expiry date. This can be followed using the colour coded key that you will be able to see more clearly on the actual system.

e learni by environme	ng ntal essentials		Enrolment	s My Learning User	s Course licences
				Enrolment	tscreen Overview
Settings EIII > My profile settings	New filter			* s	how advanced
	User full name	contains Add filter	×		
	First Name / Surname	9	Email address		UKATA Asbestos Awareness
	Lydia Smith		lydia.smith@gmail.com		×
	Daniel Conway		alpha.trading.ltd1@gmail.com		×
	Sam Jones		rriley@environmentalessentials.co.uk	¢	۲
	Alex Johnson		alpha.trading.ltd1@gmail.co.uk		۲
	These symbols refer to th Solution: Output to the symbols of the second Output to th	he LAST certificate the had a certificate for the ficate for the course ent valid certificate for d certificate which will had a certificate for the course ent valid certificate for d certificate which will	hat the user has for the course: this course (no historic certificate), use but the certificate has expired, user is or the course, user is enrolled Il expire in the next 60 days, user is en this course (no historic certificate), use but the certificate has expired, user is or the course, user is not enrolled Il expire in the next 60 days, user is no	r is enrolled enrolled r is not enrolled not enrolled tt enrolled	