

Learning Connect

How it works

Steps-by-Steps Information For Company & Individual

- Create Company's account, Manager's account & User's Account.
- Grant "New Course Permission" to Manager.
- How Manager can "Assign course" to user.
- How user (Individual) can start the course.

Page-03

Page-07

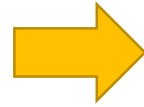
Page-09

Page-14

Overall Hierarchy



Create Company



- When you sign up for your organisation that account will be a **Company Admin's Account**.
- A Company Admin's Account can **Purchase courses**, Create Manager & See overall company's progress report.

Create Manager



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

Create user



User can do the courses & download the certificate

Create Company



- Step 1: Go to URL: www.learningconnect.co.uk
- Step 2: Click on **LOGIN**
- Step 3: Click on Create an account
- Step 4: Fill in the form
- Step 5: Tick the Learning Connect Terms & Conditions
- Step 6: Click on “Create your account”

Successfully Registered, Please login to continue.
To Buy Courses & Create Manager

How To Buy Courses




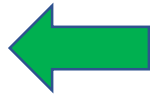
John Smith
Company




NAVIGATION

 Available courses

 Buy courses



 Create Manager

 Show Manager

 New Course Permission

 View Certificates

 Completion Report

Step 1: Log in as a Company

Step 2: Click on “Buy Courses” (Redirect you to Home page of website)

Step 3: Fill in the number of courses you need

Step 4: Click on “Add to Cart”

Step 5: Click on Basket 

Step 6: Click on “Confirm & Pay”

Step 7: Payment

Note: When you will click on “Confirm & Pay” page will redirect to the PayPal. You can make a payment by using your PayPal account OR If you don't have a PayPal account then click on “PAY BY DIRECT OR CREDIT CARD”.

When you will click on “PAY BY DIRECT OR CREDIT CARD” - PAYPAL

Step 1: Please fill in the form.









Step 2: Click on “Pay Now”

All Purchased Courses will come to the Company account instantly.

Available courses to Company



NAVIGATION

-  Available courses 
-  Buy courses
-  Create Manager
-  Show Manager
-  New Course Permission
-  View Certificates
-  Completion Report








Company can check all purchased courses by click on
“Available Courses”

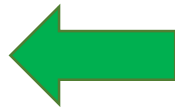
Create Manager



Once you successfully Logged in as a Company

NAVIGATION

-  Available courses
-  Buy courses
-  Create Manager
-  Show Manager
-  New Course Permission
-  View Certificates
-  Completion Report



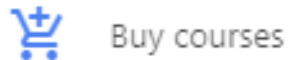
- Step 1: Click on “Create Manager”
- Step 2: Fill in the form
- Step 3: Submit

A Message will come on screen
Registered successfully

Course Permission to Manager



NAVIGATION



- ▼ Step 1: Click on “New Course Permission”
- Step 2: click on **New Course Permission** button.
- Step 3: Please select Manager, Category & Course
- Step 4: Save Changes











Modified Successfully

Note: Please grant permission – Just only one time for one course/package. If grant more than one – Course will go automatically to the Manager’s My course.

Create User



NAVIGATION

-  My Course
-  My Certificates
-  My course progress
-  Available courses
-  Create User 
-  Show User
-  Assign Course
-  View Certificates
-  Completion Report

Log in as a Manager to Create user

Step 1: Click on “Create User”

Step 2: Fill in the form

Step 3: Submit

A Message will come on screen

Registered successfully

Assign Course to User



Login as a Manager

NAVIGATION

- My Course
- My Certificates
- My course progress
- Available courses
- Create User
- Show User
- Assign Course
- View Certificates
- Completion Report

Step 1: Click on Assign Course

Step 2: Click on **New Course Assign** button

Step 3: Please select User, Category & Course

Step 4: Save Changes

Note: Automatic Notification will sent to user Registered Email

View Certificates - Company



John Smith
Company



NAVIGATION



Available courses



Buy courses



Create Manager



Show Manager



New Course Permission



View Certificates



Completion Report


Click on “View Certificates”


Company can view any user’s
certificate, reports & enable to
download the certificates.

View Completion Report - Company



NAVIGATION

 Available courses

 Buy courses

 Create Manager

 Show Manager

 New Course Permission

 View Certificates

 Completion Report












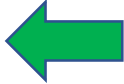

Click on Completion Report

Company can see overall progress report of the company.

View Certificates - Manager



NAVIGATION

-  My Course
-  My Certificates 
-  My course progress
-  Available courses
-  Create User
-  Show User
-  Assign Course
-  View Certificates 
-  Completion Report

Click on “My Certificate”

Manager can see their own certificate












Click on “View Certificates”

Manager can see – own user’s certificate Only.

View Completion Report – Manager



NAVIGATION

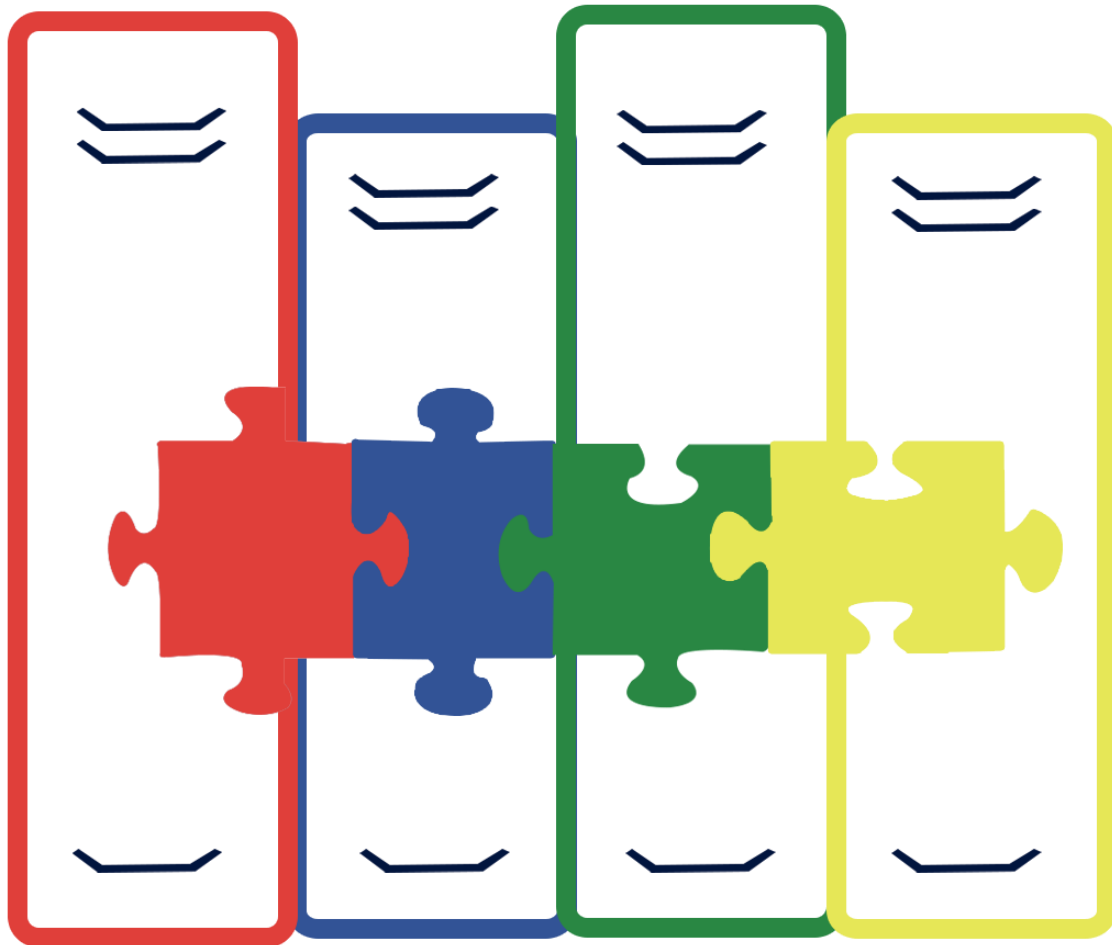
-  My Course
-  My Certificates
-  My course progress 
-  Available courses
-  Create User
-  Show User
-  Assign Course
-  View Certificates
-  Completion Report 

Click on “My Course Progress”

Manager can see – own progress report.

Click on “Completion Report”

Manager can see – own user’s
completion report only.



How it works

Step-by-Step Information For User (Individual)

- How to Login
- How to [Start Single Course / Package Course](#)
- How to [Start Single Course - Exam / Package Course - Exam](#)
- How to change password / Logout

How to Log in



- Step 1: Go to URL: www.learningconnect.co.uk
- Step 2: Click on **LOGIN**
- Step 3: Type your Username & Password
- Step 4: Click on Login.

Note: To get your Username/Email & Password – Please check you email or speak with your manager.

How to Start Single Course



Step 1: Click on “My Course”

NAVIGATION



Step 2: In Course Action column – Please click on “Start Course”

Step 3: Go through the study material

How to Start Single Course - Exam



Step 1: Click on “My Course”

Step 2: In Exam Action column – Please click on “[Start Exam](#)”

Step 3: Click on - [Start Exam \(Announcement\)](#)

Step 4: Go through the Exam

Step 5: Click on [Submit](#)

Step 6: Click on - [Submit\(Announcement\)](#)

Note: Once you click on “Submit” button – Page will redirect to the “View my certificate” page.

*Not Achieved – If you achieve less than 80% - “View Certificate” column will show – **Not Achieved**

** View Certificate – If you achieve ($\geq 80\%$) - “View Certificate” column will show – **View Certificate**

How to Start Package Course



Steve Thomas
Individual

NAVIGATION



My Course



View Certificates



View course progress



Report a Concern

Step 1: Click on “My Course”

Step 2: In “Course Action column” – Please click on “**Show Course**”

Step 3: “Show my package courses” page will open automatically.

Step 4: In Course Action column – Please click on “**Start Course**”

Step 5: Go through the study material

How to Start Package Course - Exam



- Step 1: Click on “My Course”
- Step 2: In Course action column – Click on “**Show Course**”
- Step 3: “Show my package courses” page will open automatically.
- Step 4: In Exam Action column – Click on “**Start Exam**”
- Step 5: Click on – **Start Exam (Announcement)**
- Step 6: **Exam**
- Step 7: Click on **Submit**
- Step 8: Click on – **Submit (Announcement)**

Report a concern



If you have any concerns regarding the platform – you can contact admin directly using “Report a Concern” form.

Learning Connect team member will contact you within 24 hrs.

How to Change password / Logout



Steve Thomas
Individual



NAVIGATION



My Course



View Certificates



View course progress



Report a Concern

Change Password

Step 1: Click on “drop down icon”

Step 2: Click on “My Profile”

Step 3: Fill in the form

Step 4: Click on **Submit** button

Logout

Step 1: Click on “drop down icon”

Step 2: Click on “Logout”