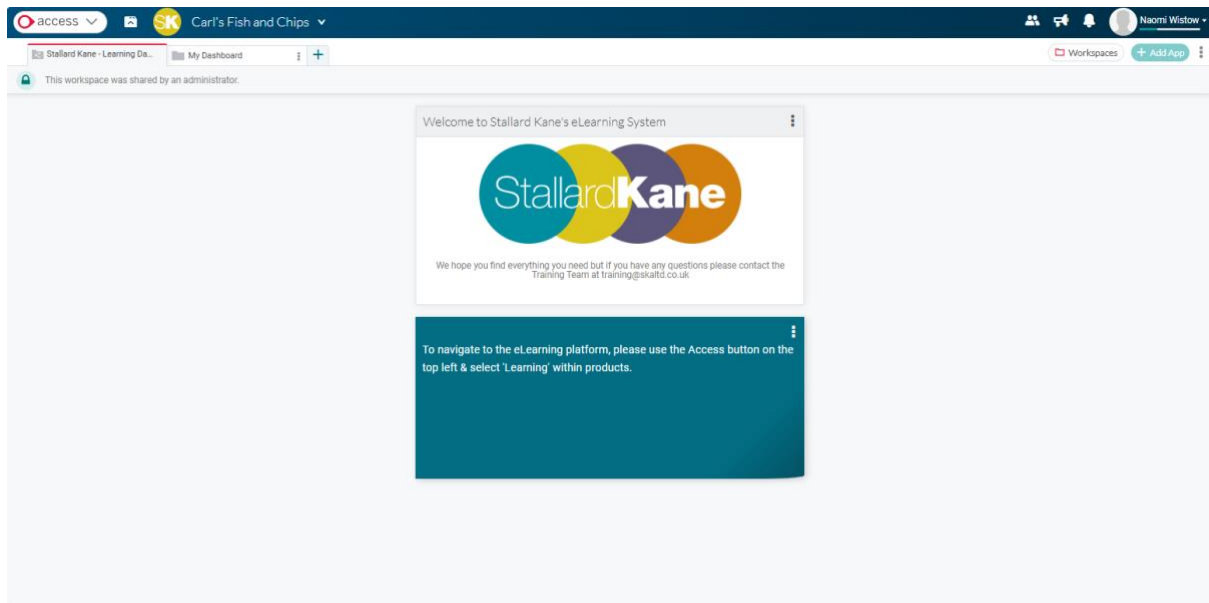


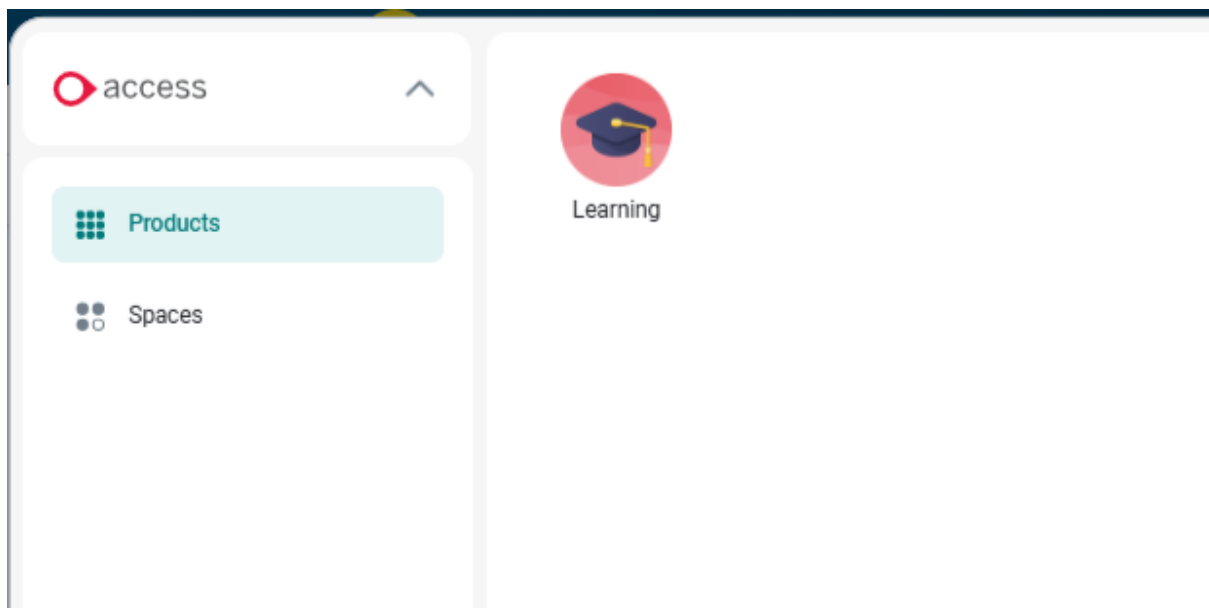
Stallard Kane eLearning Platform Guide

How to assign users to courses

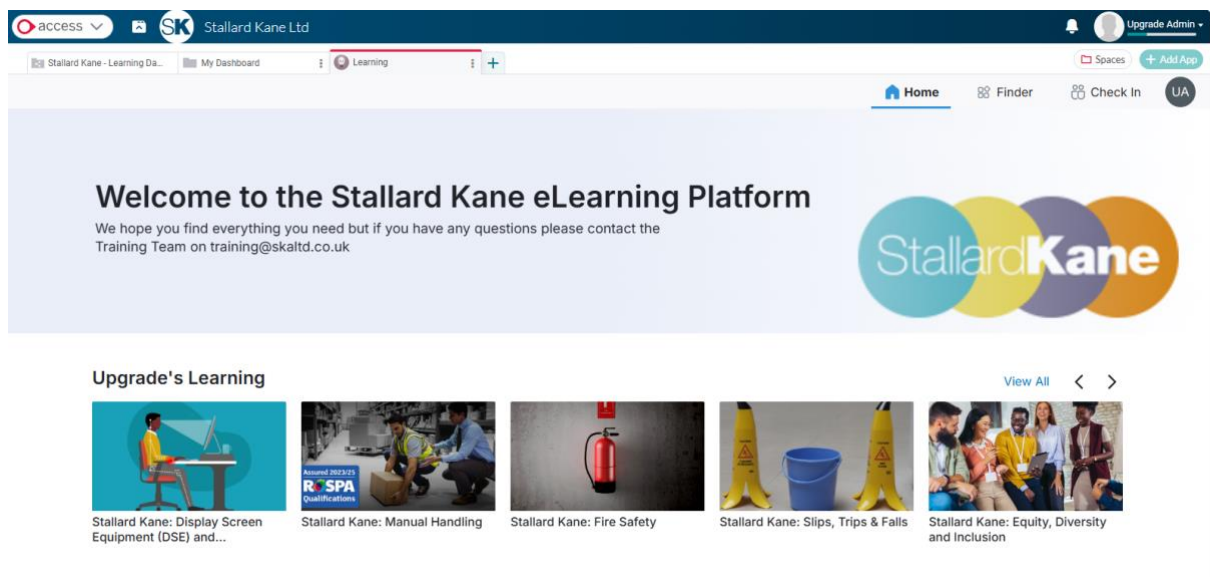
1. Once logged into the platform you should see the following screen:



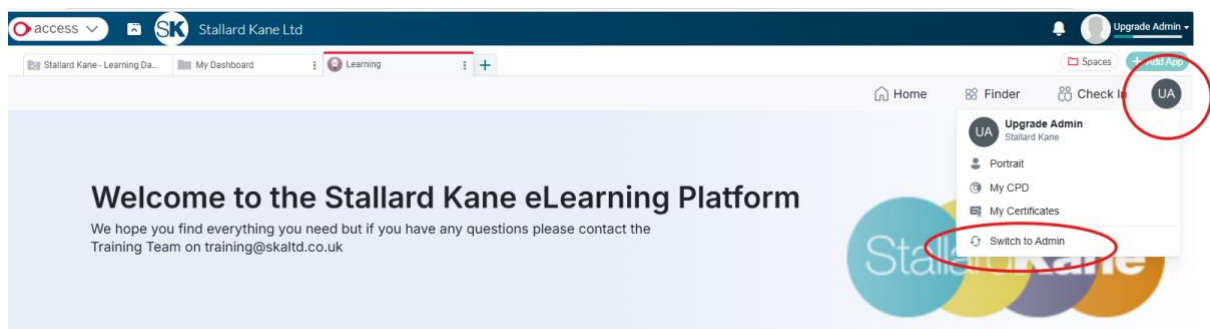
2. Click the Access icon on the top left & select the Learning icon:



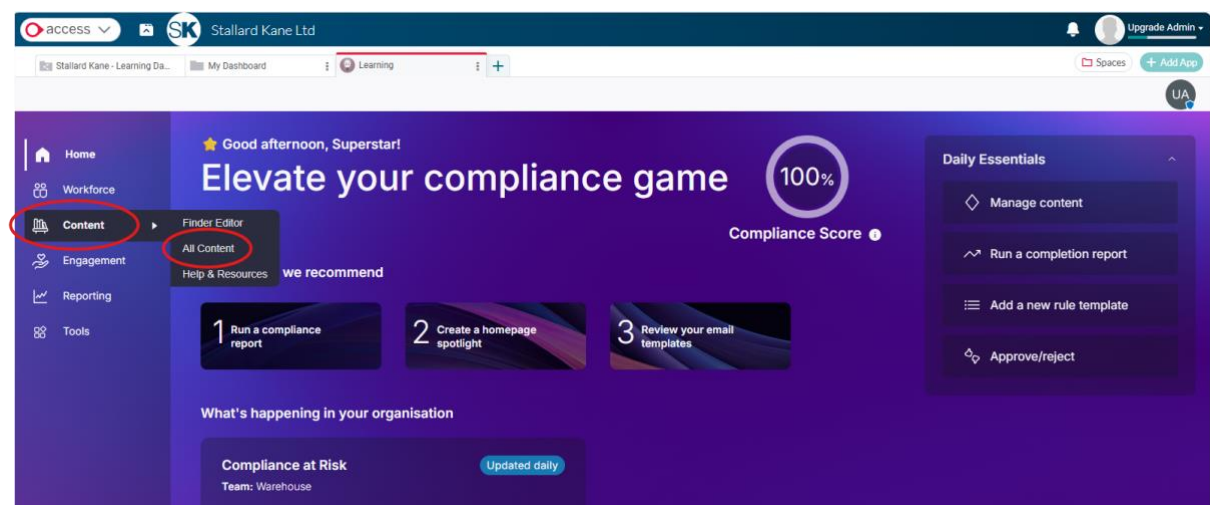
3. You will see the following screen:



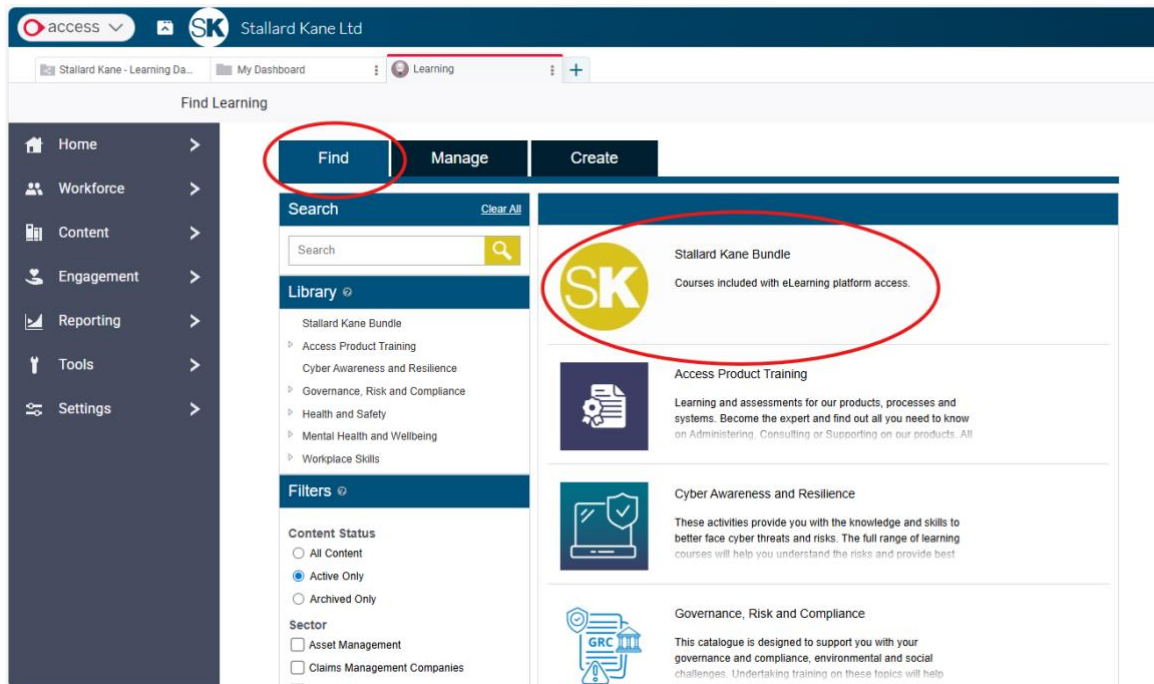
4. On the right, select your initials & then 'Switch to Admin'.



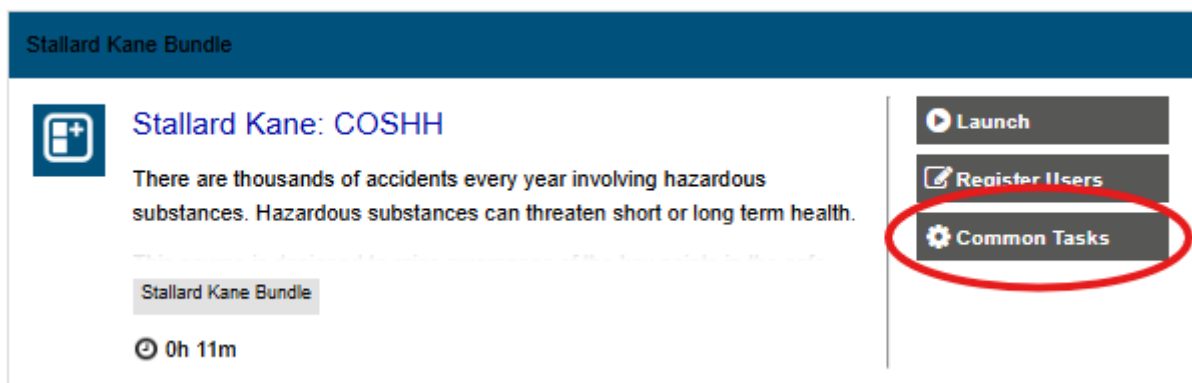
5. On the left, select Content and then All Content:



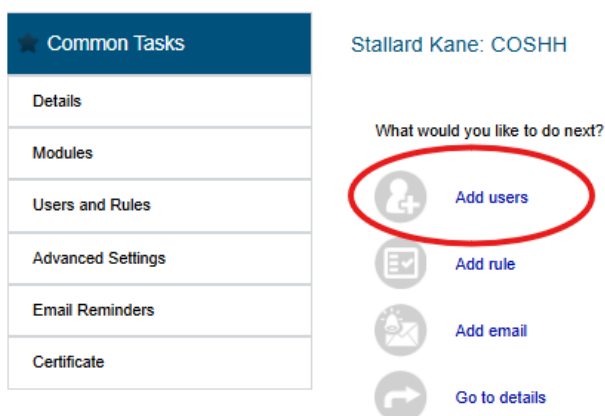
6. Ensure you are in the Find tab. The Stallard Kane Bundle contains the 10 courses included within the eLearning platform access – click on this.



7. Next to the required course, select the Common Tasks icon.



8. Select Add Users.



9. It will take you to the following screen & you can either search for a specific person within your organisation, or selecting Search with the field empty will bring up the full list of users within your organisation.

Find Learning / Stallard Kane: COSHH / Users

Step 1 Selection
Step 2 Other Options

Select the people using the search box on the right.
People selected: 0

☐ No users have been selected.

Filter

Unit
All units

Search ?

Please use the filters above to search for users.

Next Cancel

10. Select the required users & click Next & it will bring you to this screen where you can set a deadline if required

Step 2 Other Options

Use the following options to specify when to register selected users, reset activity progress and set deadline dates to complete this activity.

Due Date

☒ Set due date ?

☒ Specify a date
☐ Specify a date from user creation date
☐ Specify a date from last completion
☐ Specify a date from last due date
☐ Specify a date from when activity is assigned

12 Months

12 Months

12 Months

12 Months

☐ Keep the due dates for existing registrations

Existing registrations

☐ Reset progress ?

Previous Finish Cancel

A specific date users need to complete this activity by.

11. Select Finish.

12. It will then take you to the Users & Rules section within the Common Tasks for that course – this is where you can see all the people who have been registered to the specific course & their status

access

SK

Carl's Fish and Chips

Stallard Kane - Learning Da...

My Dashboard

Learning

Find Learning / Stallard Kane: COSHH

Home

Learning

My Learning

Find

Manage

Create

Team

Admin

System

Common Tasks

Details

Modules

Users and Rules

Advanced Settings

Email Reminders

Certificate

Registered Users

Register User

actions ⓘ Show Registered Any Status search by name

No items have been selected. Select all 2 items

☐	Name	Username	Registration Date	Due Date	Status	Certificate Expiry
☐	Naomi Wells	Naomi.Wells2	16/09/2024	None	Not Attempted	
☐	Naomi Wistow	Naomi.Wistow2	23/07/2024	None	Completed	

Results: 1 – 2 of 2

Show: 10 per page

« First » Previous 1 Next » Last »

Rules History

Add Rule

☐ This list is empty.

Results: 0 – 0 of 0

Show: 10 per page

« First » Previous 1 Next » Last »