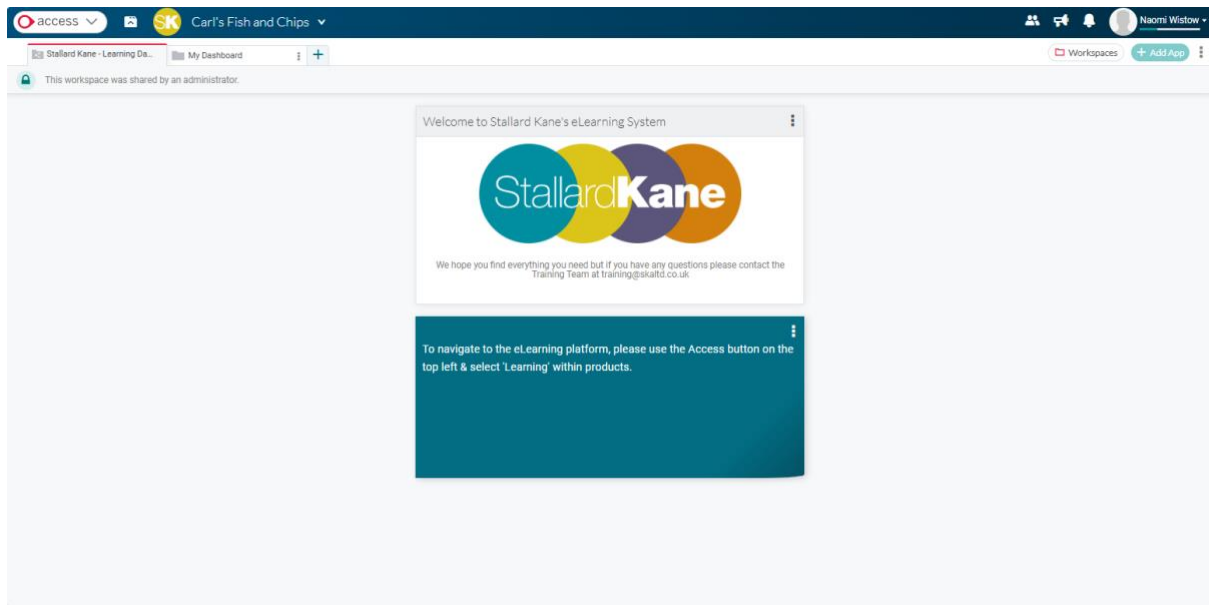


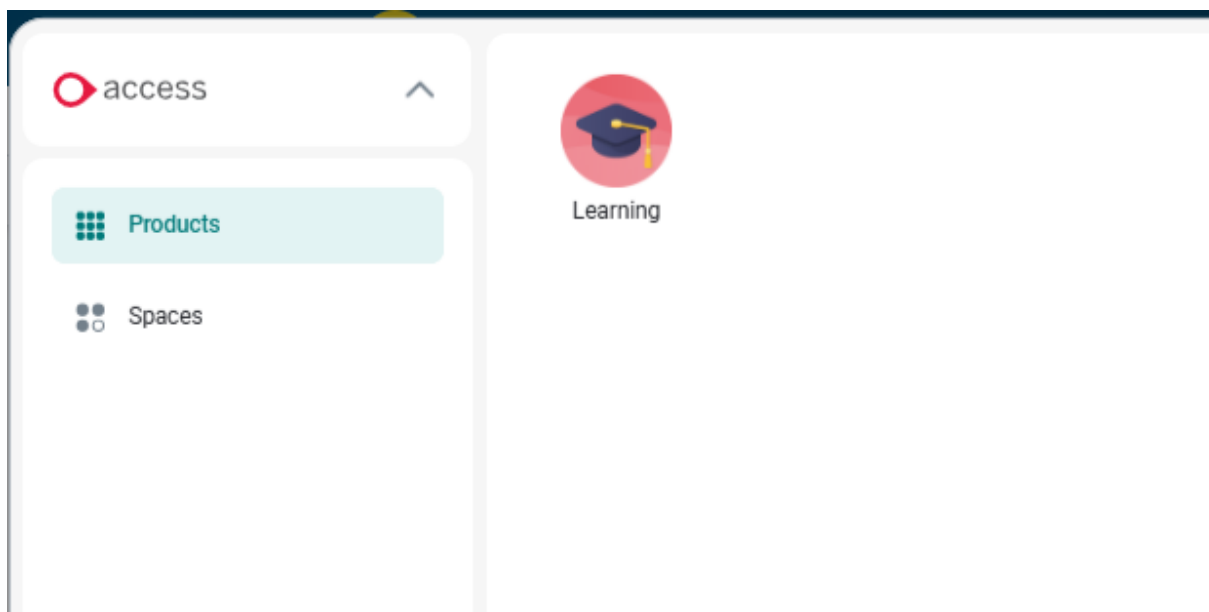
Stallard Kane eLearning Platform Guide

How to apply a voucher when purchasing additional courses

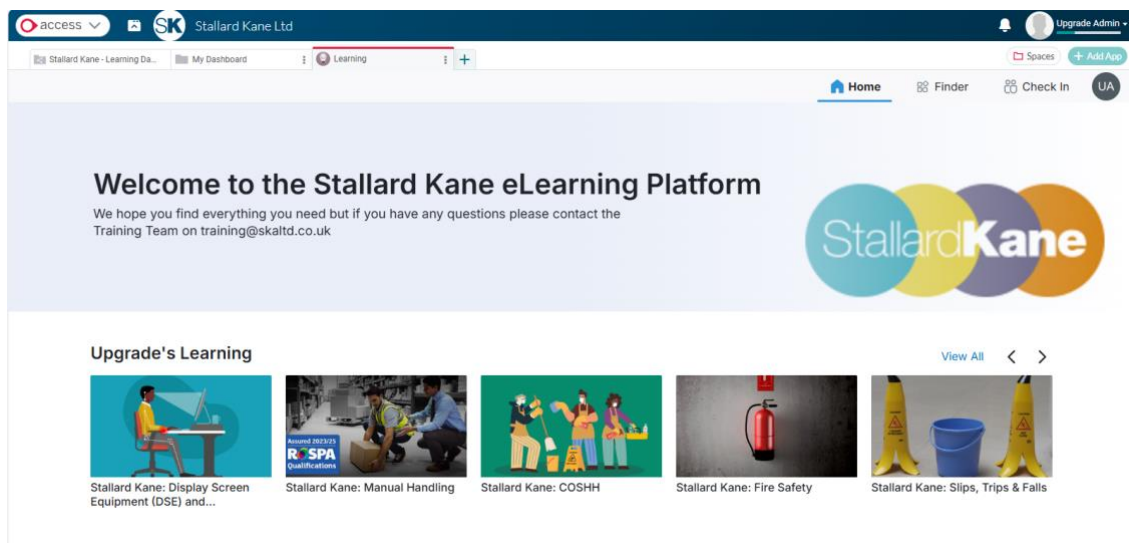
1. Once logged into the platform you should see the following screen:



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



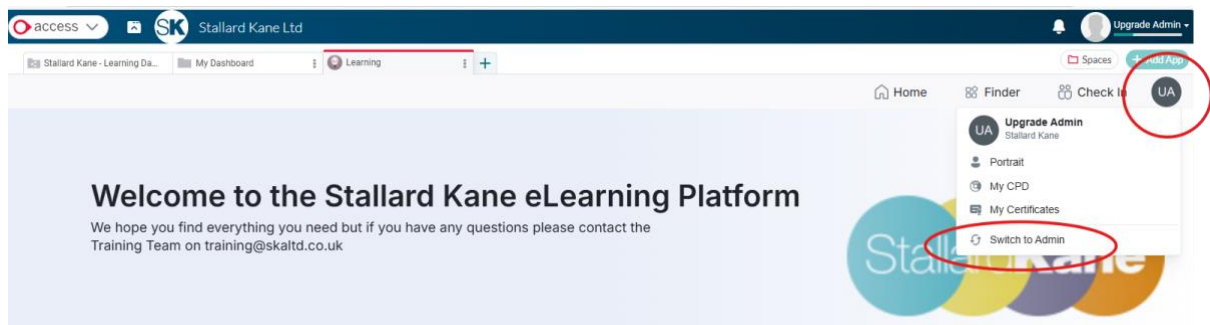
3. You will see the following screen:



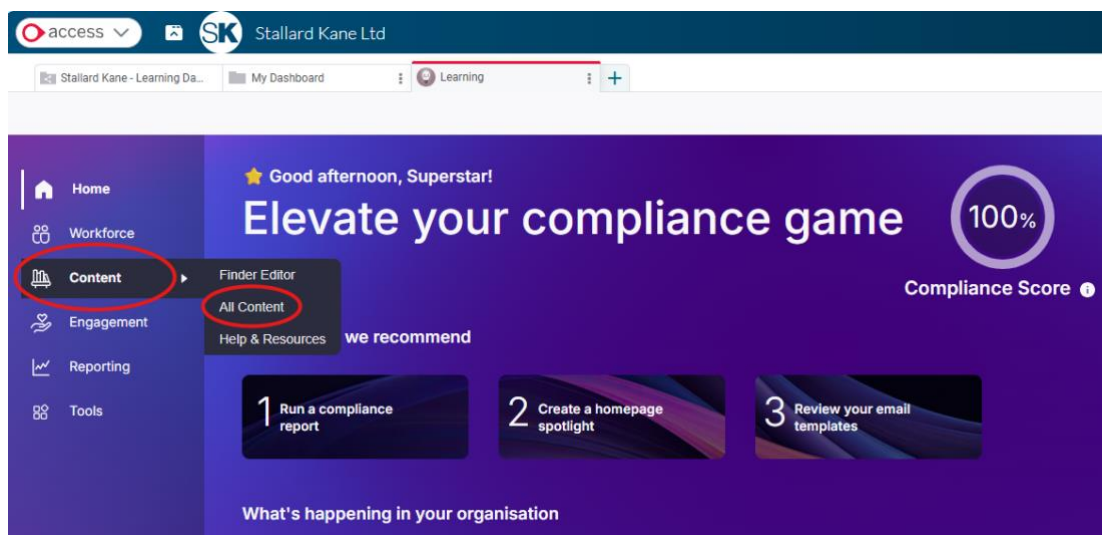
At this stage you are logged in as a Learner & can follow either Option 1 (steps 4-10) or Option 2 (steps 11-16) to find the relevant course.

Option 1.

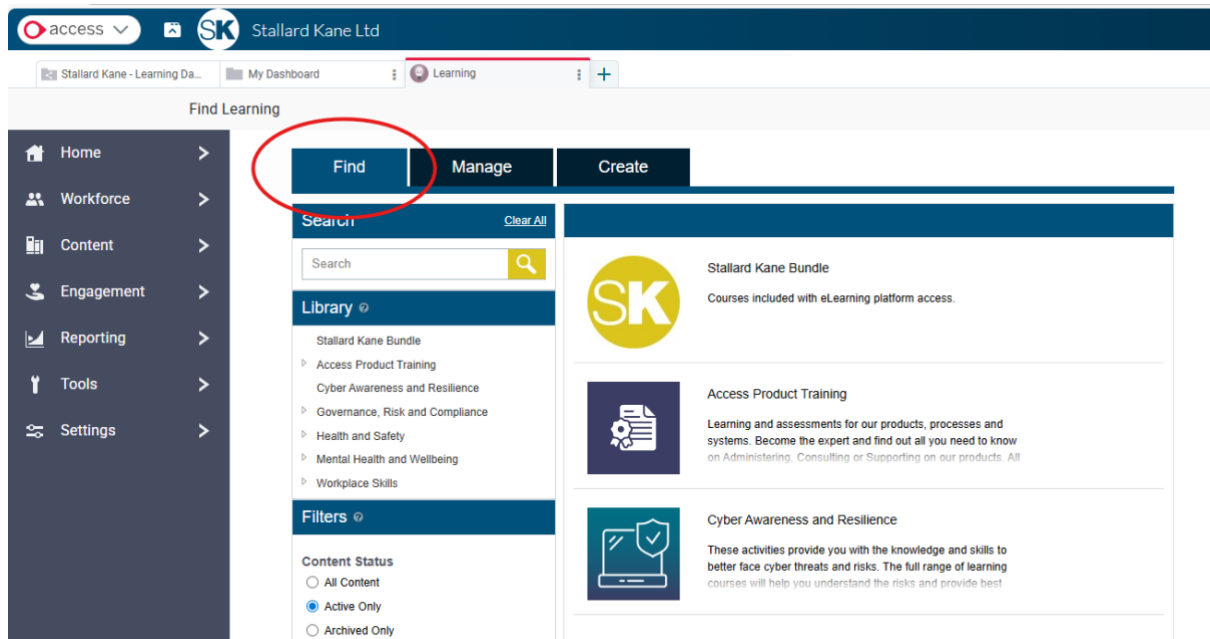
4. On the right, select your initials & then 'Switch to Admin'.



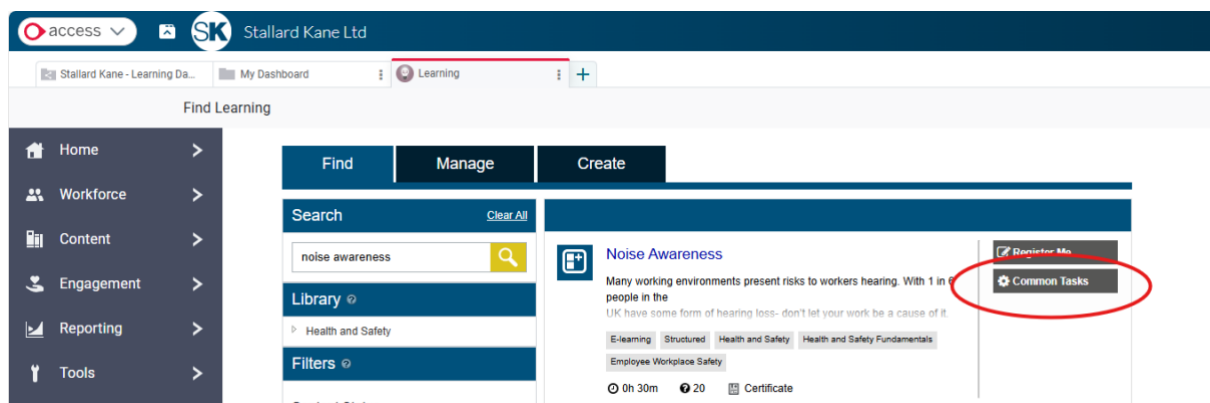
5. Select 'Content' on the left hand side & then 'All Content'.



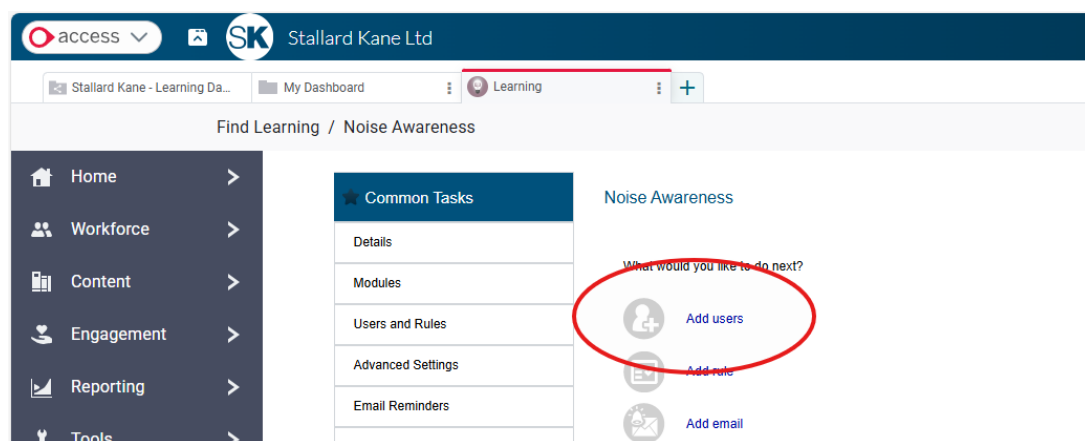
6. On the next page, ensure you are on the 'Find' tab & you can then search for courses either through the search bar or the relevant libraries.



7. Click on 'Common Tasks' next to the relevant course. (Noise Awareness is being used for this example)



8. Select 'Add Users'



9. This will then give you an overview of the course & details on the cost.

The screenshot shows the Stallard Kane eLearning platform interface. The top navigation bar includes the 'access' logo, the company name 'Stallard Kane Ltd', and a 'Learning' tab. The main content area is titled 'Find Learning / Noise Awareness'. On the left, a sidebar menu lists various options: Home, Workforce, Content, Engagement, Reporting, Tools, and Settings. The main content area displays the 'Noise Awareness' course details, including an overview, last updated date (4 Jan 2024), activity code (noisescount), and a list of included modules: Noise Awareness - Introduction, Noise Awareness - Noise in the Workplace, Noise Awareness - Controlling Exposure and Hearing Protection, and Noise Awareness Assessment. The price is listed as (GBP) £ 24.00 (£ 20.00 + VAT 20.00%). At the bottom, there are 'Next' and 'Cancel' buttons.

10. Select Next & go to step 17.

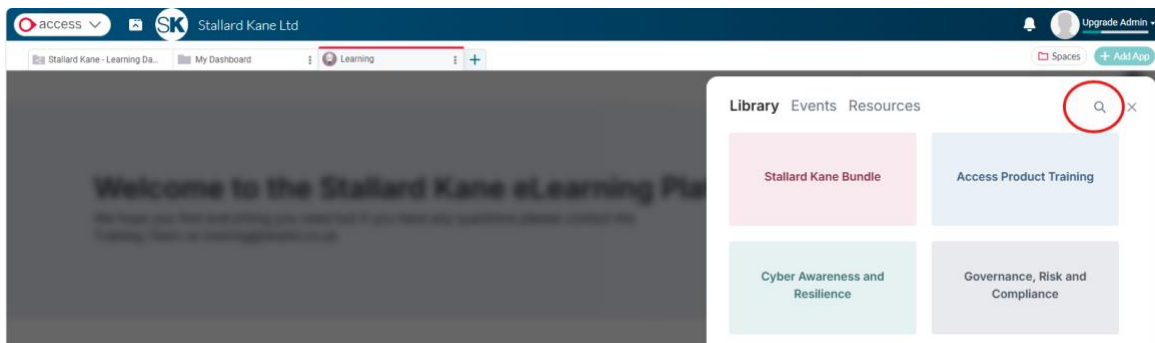
Option 2.

Continues from Step 3.

11. On the right, select Finder:

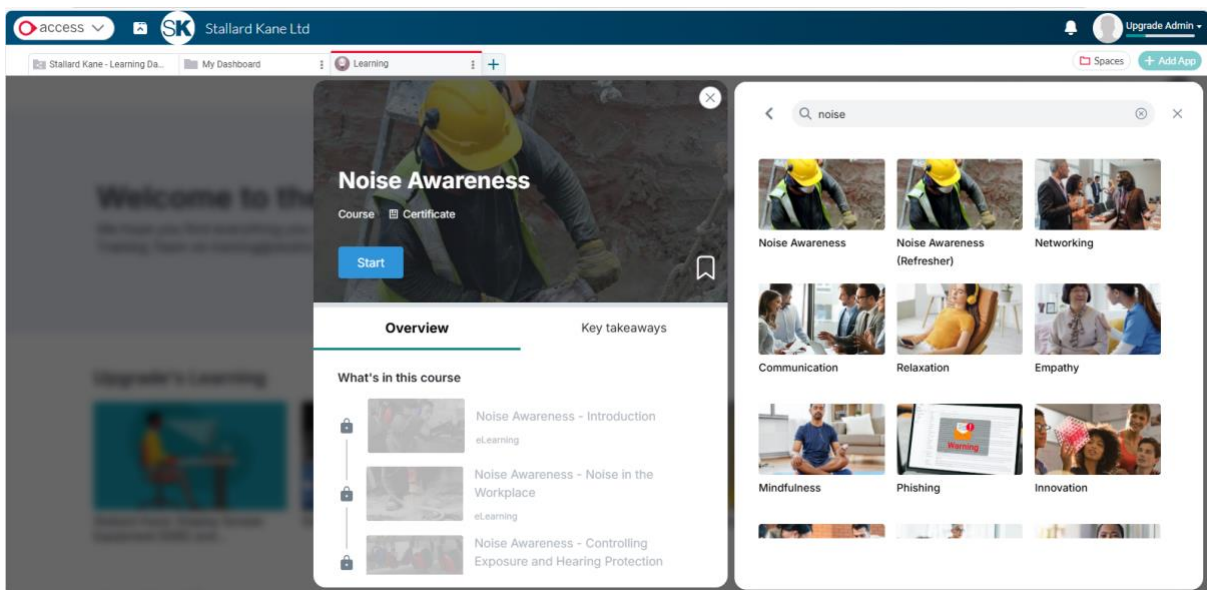
The screenshot shows the Stallard Kane eLearning platform interface. The top navigation bar includes the 'access' logo, the company name 'Stallard Kane Ltd', and a 'Learning' tab. The main content area is titled 'Welcome to the Stallard Kane eLearning Platform'. On the right side, there is a navigation bar with buttons for 'Home', 'Finder', 'Check In', and 'UJA'. The 'Finder' button is highlighted with a red circle. Below the navigation bar, there is a large blue banner with the text 'Welcome to the Stallard Kane eLearning Platform' and a logo for 'StallardKane'.

12. You can search for courses via the libraries or the search button.

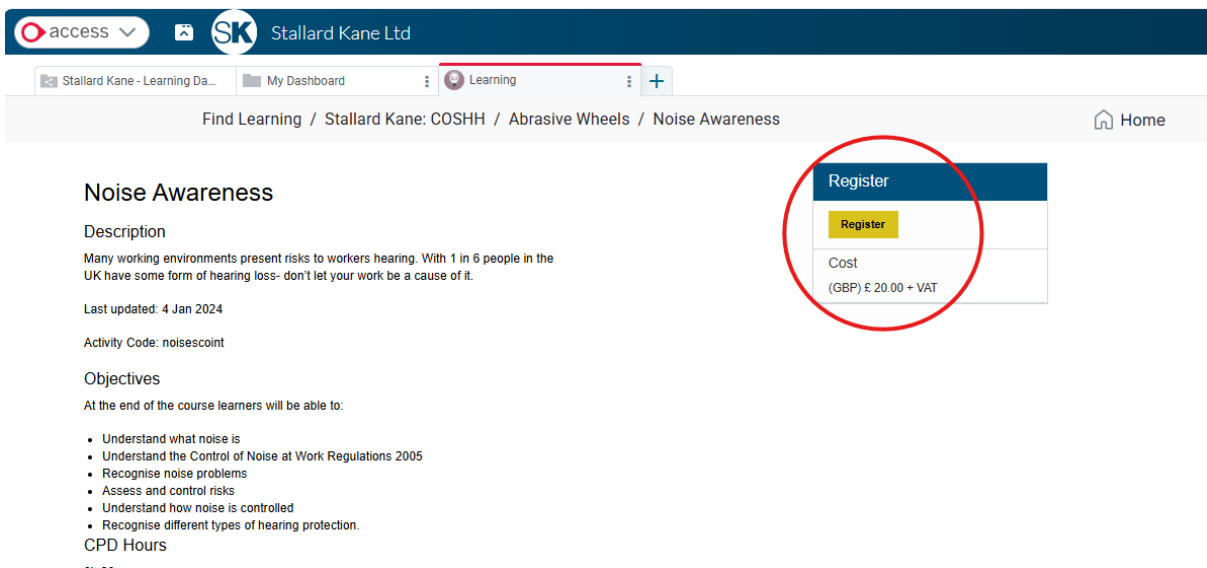


13. Search for the relevant course & then select Start.

(Noise Awareness is being used for this example)



14. Select Register.



15. This will give you an overview of the course & information on cost.

Find Learning / Noise Awareness

Step 1 Details

Step 2 Add Users

Step 3 Payment information

Noise Awareness

Overview

Many working environments present risks to workers hearing. With 1 in 6 people in the UK have some form of hearing loss- don't let your work be a cause of it.

Last updated: 4 Jan 2024

What is included

Noise Awareness - Introduction

Noise Awareness - Noise in the Workplace

Noise Awareness - Controlling Exposure and Hearing Protection

Noise Awareness Assessment

Price

☒ (GBP) £ 24.00 (£ 20.00 + VAT 20.00%)

Next

Cancel

16. Select Next

Next steps for either process route

17. It will take you to the following screen where you can search & add the required users for the course.

Find Learning / Noise Awareness

Step 1 Details

Step 2 Add Users

Step 3 Payment information

Add Users

Name	Activity	Price	Action
Naomi Wistow	Noise Awareness	£24.00	X

Total (inc VAT)

£ 24.00

Previous

Next

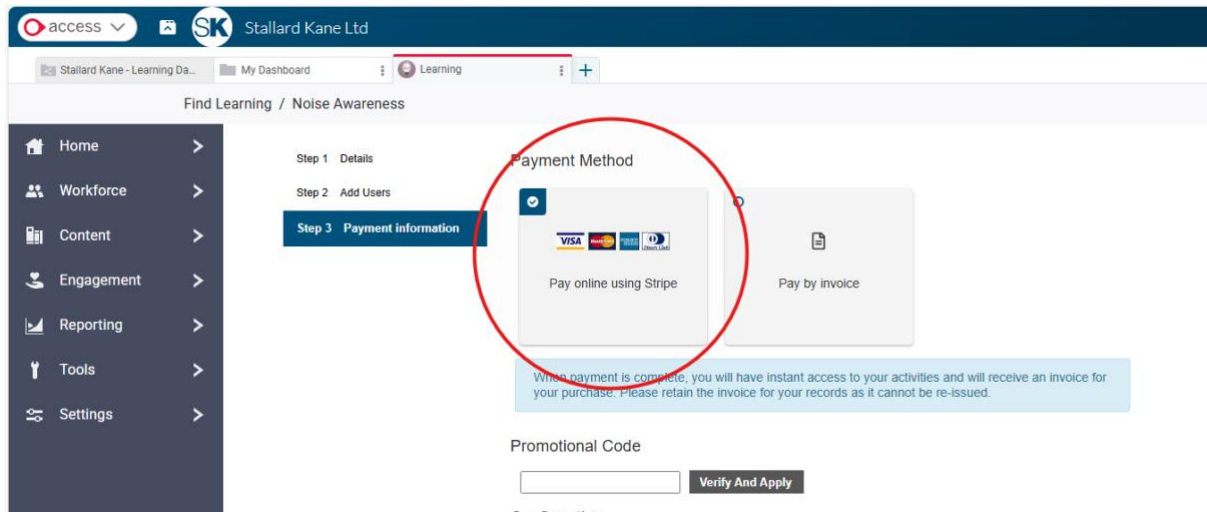
Cancel

18. Once all users are added, select next.

19. This will take you to the payment screen – select one of the following options:

- Pay Online using Stripe – online card payment option which will give instant access to the course

- Pay by Invoice – this needs to be released by SK, so please let us know if selecting this option & we will invoice & release the courses to your staff accordingly.



20. Promotional Code - This is where you insert the voucher code SK have provided for you. Then click Verify & Apply.

Promotional Code

Verify And Apply Valid Code

Confirmation

Name	Activity	Price
 Naomi Wistow	Noise Awareness	£24.00

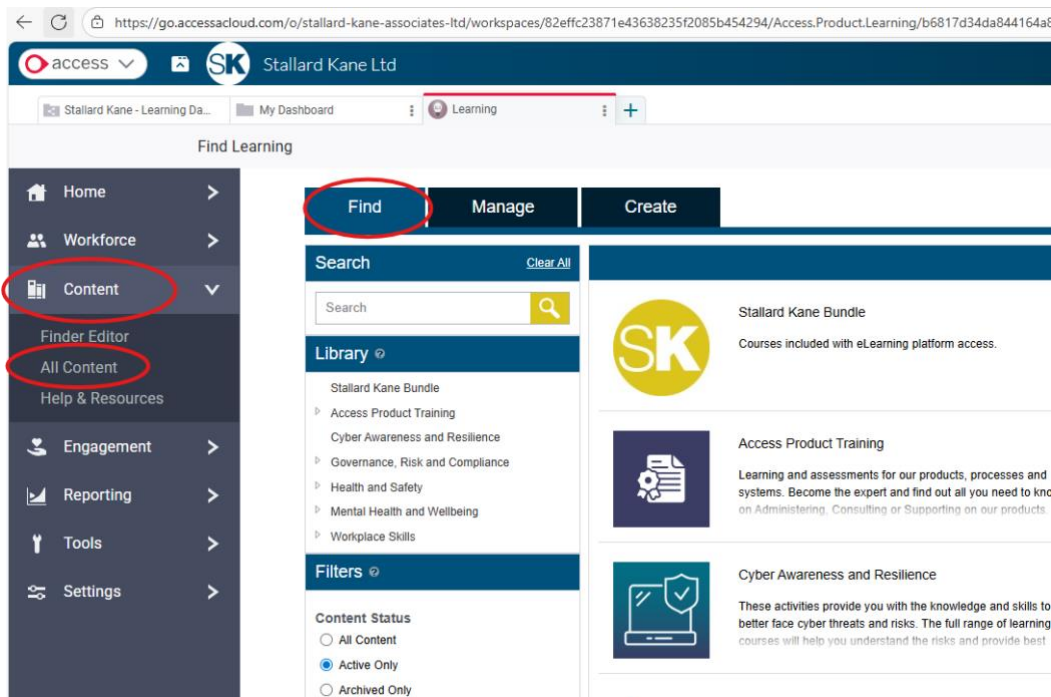
Courseware	Full Price (Ex VAT)
Noise Awareness	£20.00
Total Discount	£5.00
Sub Total (ex VAT)	£15.00
VAT at 20.00%	£3.00
Total (inc VAT)	£18.00

Previous **Confirm** Cancel

21. Select Confirm – this will take you through to the payment window (if selecting pay by card) where you can complete the purchase. It will then confirm the payment & that the users have been enrolled onto the course.

Optional Additional Steps

22. If you want to set a deadline for the course – go back into the course



- Content
 - o All Content
 - Find Tab
 - Search for the required course
 - o Select Common Tasks
 - Users & Rules
 - Click on the Due Date

Common Tasks

Details

Modules

Users and Rules

Advanced Settings

Catalogues

Finance

Email Reminders

Certificate

Permissions

Registered Users

Register User

actions Show Registered Any Status wistow

No items have been selected. Select all 4 items

Name	Username	Registration Date	Due Date	Status	Certificate Expiry
☐ Naomi Wistow	Naomi.Wistow1	12/07/2024	02/08/2024	Not Attempted	
☐ Naomi Wistow	Naomi.Wistow2	18/04/2024	None	Completed	18/04/2025
☐ Naomi Wistow	Naomi.Wistow44	05/12/2024	None	Not Attempted	
☐ Naomi Wistow	Naomi.Wistow57	01/11/2024	None	Not Attempted	

Results: 1 – 4 of 4

Show: 10 per page

« First « Previous 1 Next » Last »

23. This will open the following screen & you can select Due Date & then select a specific deadline date for the user.

No due date

☒ Due date

25/04/2025

Apr2025

MoTuWeThFrSaSu

123456

78910111213

14151617181920

21222324252627

282930

Save Changes

Cancel

24. Save Changes