

LMS Configuration Procedure for Client Administrators

Version 4.6



Contents

Purpose	3
Process flow and responsibility	3
Types of courses	3
LMS template sizes	3
LMS scorm settings to mark a course as complete	5
Difference between each role and the permissions for each role	5
How to configure a classroom booking in our LMS	6
How to configure a single scorm online course in our LMS	10
How to configure a multi-scorm online course in our LMS	13
Email pegasus to configure middleware	13
Communication emails a learner receives	14
Reports	15
How to download an attendance report	16
Pass out a course for a learner (not a group of learners)	18
Pass out a course for a group of learners	20
How to change a learner's classroom course date	22
How to remove a learner from a classroom course	25
How to lock and unlock a course	26
How to change a learner's name in the LMS	27



PURPOSE

The purpose of this document is to outline the LMS configuration process, to ensure a consistent approach and reduce setup errors.

PROCESS FLOW AND RESPONSIBILITY

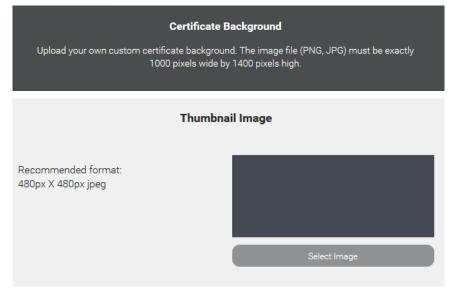
The following process flow outlines the high-level steps required to configure a training course in the LMS and indicates where the step is undertaken and whom responsibility it is to perform that step.

Process Step	What Module	Whom
1. Create Course & Configure	LMS	Yancoal
2. Send an email to Pegasus with course and competency details	Email	Yancoal
3. Configure Middleware	Training Middleware	Pegasus
4. Create Course Events	LMS	Yancoal
5. Schedule attendees	Client Portal for Employees Contractor Portal for Contractors	Yancoal Contractors
6. Pass out attendees	LMS	Yancoal

TYPES OF COURSES

- Classroom course
- Online course

LMS TEMPLATE SIZES





Header Image				
Recommended format: 1600px X 480px jpeg	Select Image			

Logo

Recommended format: No greater than 500px wide x 250px high and 100kb PNG with transparent background



LMS SCORM SETTINGS TO MARK A COURSE AS COMPLETE

The below options are used to record a result.

- success = passed -> passed
- success = unknown and completion = complete -> passed
- completion = unknown and success = unknown -> yet to start
- completion = complete and success = failed -> failed
- All else -> in progress

Г

DIFFERENCE BETWEEN EACH ROLE AND THE PERMISSIONS FOR EACH ROLE

Learner	 Can view and complete their own booked courses. To do this, they need to select 'My Profile'. Can view their own certificates from all the enterprises. Access this via the 'My Profile' tab. Can view 'My Calendar', if they have a booked classroom event. Can change their own email and password. If they have completed an Avetmiss form, they can view the details they entered.
Client Administrator	 Have the same rights as an Administrator, but they are not able to: See the 'Settings' and 'Sales' tab Remove users from group Add users to group Edit group settings Create and delete groups Remove, Deactivate or Reactivate Users Create a course Delete or archive a course Assign a user access level
Pegasus Administrator	 Have the same rights as an Administrator, but they are not able to: View/Edit Enterprise Details View/Edit AVETMISS settings View/Edit Webhooks View/Edit Billing info View/Edit Settings View/Edit Roles View/Edit Enterprise Access Levels View/Edit Group Access Levels View/Edit Customisation See the 'Sales' tab Create and delete groups Edit group settings
Administrator	Have full system rights



HOW TO CONFIGURE A CLASSROOM BOOKING IN OUR LMS

Ensure you are logged in as a Client Administrator. To know this, you will see the word,
 'Administration' on the top left-hand side and the right-hand side of the Courses tab.

	Home Courses My Profile People Reports	
	Courses	
Administration	Create Course Administration	~
2. Click on 'Create Course'		
	Home Courses My Profile People Reports	
	Courses	
Administration	+ Create Course Administration	~

3. Enter the course name, upload a thumbnail image for the course and the header for the course.

New Course

Create a course using your own content and our library of course modules.

Course Name What is this course about?	
Type a few sentences to describe this course	
	i.
Thumbnail image	Header image
Recommended: 480px X 480px JPEG. Under 1 MB	Recommended: 1600px X 480px JPEG. Under 1 MB
Create course	Cancel

3. Under the 'Structure', click on 'Add Section' and name this section, the name of the course e.g. Pegasus Classroom Office Induction and select 'Submit'.



4. Click on 'Add Module' and select 'Face to Face Event.



- 5. Title the event the name of the course and make sure you have in the name, 'Classroom' so we can see easily the difference between the online courses and classroom courses.
- 6. Select when the event is to award the pass. Usually you wish this to be set to: *Manually set by Administrator.*

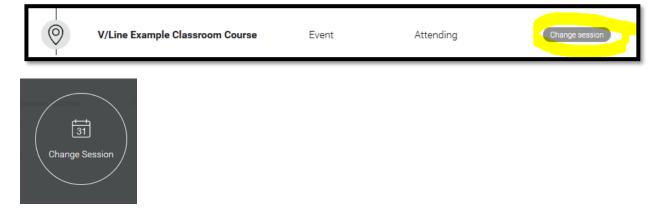
When is the Event "Passed"? Manually set by Administrator

NOTE: if you select to award the pass *After the event date* is will award the competency 15 minutes **after** the course date and time has passed. Plus, all those who are in the course will receive the competency, but some people may have not shown up. For this reason, we usually set this to *Manually set by Administrator*.

7. Select if you wish for the user (i.e. the person booked into the course) to be able to change their classroom session date. Usually this is set to 'No' but if you select 'Yes', the person booked into the classroom session can change their date if there are available alternative session dates.

Allow the user to change their	Yes	No
session		

If the learner wishes to change their session date, they login and go to 'My Profile' and find the classroom course they wish to change. Once they select the classroom course, they can select 'Change session' and then click on the 'Change Session' button. Upon selecting the alternative date, they will be booked into the new date.



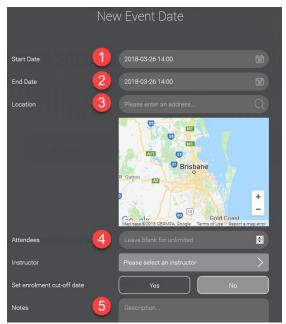


	1 tify Admins @	History	Dow	Even	t Module	> Even	t Date Sele	ge Statu	a	Lock Enrolment ()
		Select se	ssion ·	- V/L	ine	Exar	nple	Cla	ssroc	om Course
<	2018	>	<			April 2018	8		>	11 April 2018
Jan	Feb	Mar	Sun	Mon	Tue	Wed	Thu	Fri	Sat	V/Line Example Classroom
Apr	Мау	Jun								Course Newcastle West
Jul	Aug	Sep				11	12		14	Time: 13:00 - 14:00 Location: 426 King St, Newcastle
Oct	Nov	Dec		16	17			20	21	West NSW 2302, Australia
			22		24		26	27	28	Available seats: 20 / 20
			29	30			3		_	Select
					•	Back to toda	y			

8. Keep the outcome details as per below.

Tankston s	Outcome	
Outcome if failed	Prevent user from continuing	\rightarrow
Allow Course to be passed overall even if this module is failed?	Yes	No

Add the various dates and locations and select 'Submit'. The attendee's number is the number of seats that the classroom can permit. Usually this is around 15 to 20. The sections numbered 1 to 5 should be filled in.





10. Under the same tab, type in the 'Author Name'. This is your company name and select 'Save'.

	Author Details
Author Name	John Holland
Under the 'Settings' tab, deselect t	the view option for 'All enterprise users', 'User not logge

11. Under the 'Settings' tab, **deselect** the view option for 'All enterprise users', 'User not logged in' and 'Enrol' so they are **not** ticked. It is important that you deselect these settings as our booking should only occur from the contractor or client portal, not from booking directly into the LMS otherwise if the learner does a course by booking directly into the LMS without going via the portal, the competency(ies) from the training will not be awarded back into Onsite.

Group access settings

Configure who can view and enrol in this cours users"	e. Groups' spe	cific perm	nissions will o	verride the sett	ings for "	All en	terprise
	View	Enrol	Mandatory	Time limit 🕜			
All enterprise users				•	Days	>	
User not logged In							
\equiv_{\checkmark} Groups with specific permissions							Add

- 12. No need to add any Sales information as this is actioned from the Onsite end.
- 13. Under 'Course coupons' turn this off, so it is disabled.

Course coupons By enabling course coupons, you can allow users to purchase enrolments in this course to distribute later, without having to provide learner details upfront.

- 14. Under 'Section Access' we usually set this to 'Off' for 'Allow the user to access sections in any order' as turning this on will make the first module of each section available to the user by default.
- 15. Once happy with the settings, select 'Save Changes'.
- 16. Finally, under the 'Customisation' tab you can turn on or off certain sections. Hide the following sections: support, review, description and buy/enrol button then select 'Save Changes'.



Customise Layout					
Preview					
	Navigation Bar	Show	Hide		
Training and Development	Header Section	Show	Hide		
	Buy/Enrol Button	Show	Hide		
Course modules	Description Section	Show	Hide		
Image:	Reviews Section	Show	Hide		
trip (Poste Dauk trip (Poste Dauk trip) trip (Poste Dauk trip) trip (Poste Dauk trip)	Support Section	Show	Hide		
Paralana Hanakata Tarana	Priority	Structure	Description		

HOW TO CONFIGURE A SINGLE SCORM ONLINE COURSE IN OUR LMS

Ensure you are logged in as an Administrator. To know this, you will see the word,
 'Administration' on the top left-hand side and the right-hand side of the Courses tab.

Courses	
Administration	Create Course Administration 🗸
2. Click on 'Create Course'	
Home Courses My Profile People Reports	
Administration	Create Course Administration



3. Enter the course name, upload a thumbnail image for the course and the header for the course.

New Course

Create a course using your own content and our library of course modules.

Course Name What is this course about?	
Type a few sentences to describe this course	
Thumbnail image	Header image
Recommended: 480px X 480px JPEG. Under 1 MB	Recommended: 1600px X 480px JPEG. Under 1 MB
Create course	Cancel

4. Click on 'Add Module' and select 'Scorm Course'.



NOTE: Create all modules in the first section so the learner is not awarded a pass until they have completed all sections/modules.

- 5. In the 'Module Title', type the name of the online course. Ensure this matches the name that you have approved for the online course.
- 6. Upload the Scorm Package.
- Courses should be set to launch behaviour in 'Frameset', but you will need to test this on completion of setting up your course. If the course does not load, change this to 'New window'.

La	unch behaviour	
This setting determines how the SCORM player is launched. It should	Frameset	>
be left as Frameset under most circumstances.		



8. Ensure the 'Outcome' is set to 'Prevent the user from continuing' and the 'Allow course to be passed overall even if this module is failed?' is set to 'No' then select, 'Done'.

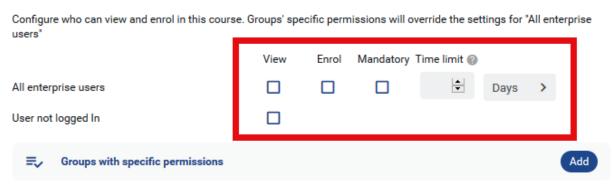
	Outcome	
What should happen if the user fails this module?	Prevent the user from continuing	>
Allow Course to be passed overall even if this module is failed?	Yes No	

9. Add another module called 'Certificate' and name the 'Module Title' to 'Certificate'.



- 10. The 'Certificate Title' must be the <u>exact name</u> of the course.
- 11. Upload the certificate template and select 'Submit'. The template is included with this document.
- 12. Under the 'Information' tab, enter the author name. This is the company name. Save any changes.
- 13. Under the 'Settings' tab, **deselect** the view option for 'All enterprise users', 'User not logged in' and 'Enrol' so they are **not** ticked. It is important that you deselect these settings as our booking should only occur from the contractor or client portal, not from booking directly into the LMS otherwise the learner does a course by booking directly into the LMS without going via the portal, the competency(ies) from the training will not be awarded back into Onsite.

Group access settings



14. No need to add any Sales information as this is actioned from the Onsite end.



15. Under 'Course coupons' turn this off, so it is disabled.

Course coupons



By enabling course coupons, you can allow users to purchase enrolments in this course to distribute later, without having to provide learner details upfront.

- 16. Under 'Section Access' we usually set this to 'Off' for 'Allow the user to access sections in any order' as turning this on will make the first module of each section available to the user by default.
- 17. Once happy with the settings, select 'Save Changes'.
- 18. Finally, under the 'Customisation' tab you can turn on or off certain sections. Hide the following sections: support, review, description and buy/enrol button then select 'Save Changes'.

Custom	Customise Layout				
Preview					
Size (1976 From Face) Size Size	Navigation Bar	Show	Hide		
Training and Development	Header Section	Show	Hide		
	Buy/Enrol Button	Show	Hide		
Course modules	Description Section	Show	Hide		
image image image image image image image image image image	Reviews Section	Show	Hide		
Wing Distantion more and a second s	Support Section	Show	Hide		
Produced Research Produced Research	Priority	Structure	Description		

HOW TO CONFIGURE A MULTI-SCORM ONLINE COURSE IN OUR LMS

The only difference from the above steps is to upload a second Scorm file but make sure you upload it in the first section so that the pass mark is not awarded on completion of the first Scorm course.

1/3	Online Course		
\bigcirc	Module 1 Test that allows unlimited attempts at examp	Online course	Passed
×	Module 2 Test - that will allow only one attempt at the exam and therefore can have a fail	Online course	Failed
6	Certificate	Certificate	

EMAIL PEGASUS TO CONFIGURE MIDDLEWARE

To facilitate the LMS passing the competency to the Client Portal, a training middleware must be configured by Pegasus. Upon Completion of setting up a training course, the following form is to be completed: <u>https://form.jotform.co/91387186178874</u> Upon submission, this form will automatically be sent to our configuration inbox to action.



COMMUNICATION EMAILS A LEARNER RECEIVES

1. When you are booked into your first LMS enterprise, you will receive two emails. One is an invite to the LMS informing you of your username and password and the other is an email that informs the learner of the booked in course(s) and has it will show your username again but not your password. The learner will be automatically added to that enterprise as 'Active' so there is no need for the learner to accept/activate their profile.

2. When you are booked into your second or more LMS enterprise, the learner will only receive one email. This email is actually an accept invitation link that redirects to the course link after the learner has accepted the invite. The learner will sit as 'Invited' in that enterprise until they click on the acceptance invitation link, where they create their own password. Once they have created their password, their status will show as 'Active'.

Here is what I mean about the links for point 2:

Acceptance link: https://visy.lms.poweredbyonsite.com/acceptInvitation/779c6707-7c03-4ee9-ac53-998f50f2882f/30943

The above link redirects to this link if I have accepted the link above already: https://visy.lms.poweredbyonsite.com/courses?redirectUrl=%2FcourseDetails%2F30943

Should you book a learner into an online course, they will receive an email such as the one below. They are required to click on the 'Click here to get started' button which will take them to the appropriate client enterprise to login to either start their online course or see the details of their classroom course.

Pegasus Powered by Onsite
Pegasus Demonstration - Invitation
Hello Sarah,
As part of your compliance to work for Cross Yarra Partnership, you must successfully complete the following training - • CYP Online Induction
CYP Project Induction Session: 30 Oct 2018 8:00AM Cultural Awareness eLearning
<u>CYP Global Mandatory Requirements</u> Your <u>username</u> for logging in is EPE-1015180
Click here to get started
Click <u>here</u> to read our terms and conditions on course cancellations, notice period required to move a face to face course, and expliny of online course bookings. <u>Peaasus Demonstration</u> © 2018 Pegasus

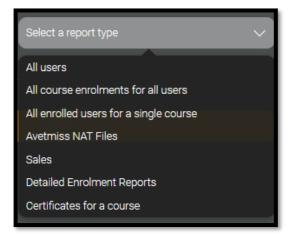


Upon logging in as a learner, click on the 'My Courses' tab, where the learner will be able to see all courses in the various status i.e. 'Yet to Start', 'In Progress', 'Passed' and 'Failed'.



REPORTS

There are many types of reports you can run. Here is the list of the types of reports:



Attendance Report Example:

Here is an example of a report that shows all those who are booked in to a classroom event. NOTE: For this example, I selected the 'All enrolled users for a single course' report. As I kept the date range open, I am able to see all events however should a client only wish to see one particular date, they just need to add this into the report filter.



1	Α	В	С	D	E	F
1	User ID	First name	Last name	Email address	Current status	Event Dates
2	204416	Louisa	Boulton	lboulton@pegasus.net.au	Yet To Start	Pegasus Classroom Office Induction - 17/05/2017 18:00
3	208609	Brooke	Cronin	BCronin@pegasus.net.au	Yet To Start	Pegasus Classroom Office Induction - 17/05/2017 18:00
4	208608	Rhiannon	Manning	ben.j.satchell+rhi@gmail.com	Yet To Start	Pegasus Classroom Office Induction - 17/05/2017 18:00
5	193905	Pru	Killick	pkillick@pegasus.net.au	Yet To Start	Pegasus Classroom Office Induction - 30/05/2017 15:00
6	193906	Sarah	Spurling	sspurling@pegasus.net.au	Yet To Start	Pegasus Classroom Office Induction - 30/05/2017 15:00
7						

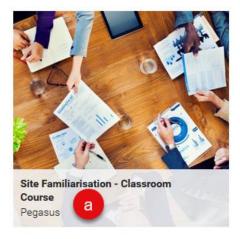
Here is the type of information that you can drag and drop to re-order the report or remove certain fields all together.

Cours	Report Colu		aport	
Columns to inclu	de in report			
User ID				
First name			Remove	
Last name			Remove	Recon
Email address	Filter by email		Remove	
Current status	Filter by status	1 Aug 2016 10:06	> Remove	
Event Dates	0	9 Jan 2017 09:59	Remove	
Enrolment date	I	ť	त्री Remove	
Completion date	I	oway 2017 100 (Remove	2
Historical status	Filter by status		> Remove	
Total time spent				2
Certificates				
Custom fields				

HOW TO DOWNLOAD AN ATTENDANCE REPORT

To do this:

a. Click on the classroom course you would like to download the attendance report from.



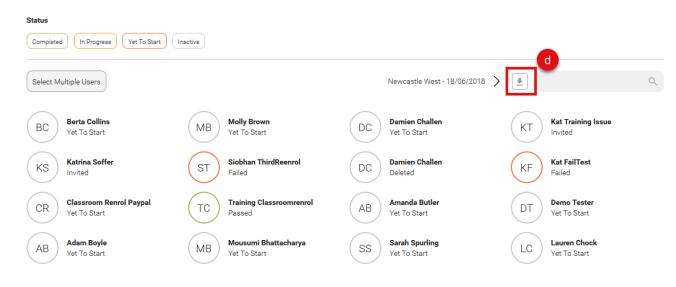
- b. Scroll down until you see 'Who's Signed Up'.
- c. Select the date from the 'Filter by Event' that you wish to run the attendance report from.



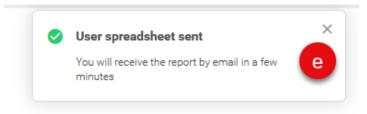
	b M	/ho's Signed Up	
Status			
Completed In Progress Yet To Sta	Inactive		
Select Multiple Users		C Filter by Event 🗸	Q
TB Tara Baker Yet To Start	BC Berta Collins Yet To Start	Show All Events Newcastle West - 21/03/2018 10:00 Newcastle West - 18/06/2018	
TS Testing sdglsdk Failed	EC Emily Cassidy Yet To Start	MB 10.00 Newcastle West - 14/05/2018 SS Sarah Spurling Yet To Start	

d. Click on the download icon that is next to the 'Filter by Event' dropdown.

Who's Signed Up



e. The attendance report will then be sent to the email address of the administrator downloading it.





PASS OUT A COURSE FOR A LEARNER (NOT A GROUP OF LEARNERS)

There are two ways to do this.

To do this,

- 1. Logged in as Administrator
- 2. Click on 'People' tab

Home	Courses	My Profile	People	Reports

- 3. Search for the learner you wish to mark as passed
- 4. Click on their name

Search results for "spurling" Showing 1 of 1 user Clear Search			+ Add user	spurling	×
	ACCOUNT STATUS	LOT SEEN	DAYS ACTIVE (4 WKS)	ENTERPRISE ACCESS LEVEL	AL
Sarah Spurling sspurling@pegasus.net.au	Enabled	30 Jan 2019 15:03	9	Administrator	-

5. Click on the 'Course' tab

Sarah Spurling Last Login 31 January 2019						
PROFILE	COURSES	CERTIFICATES				
User info						

6. Search for the course you wish to mark the learner as passed and click on that course



7. Click on Change Status

Site Familiarisation - Classroom Course							
YET TO START							
Sarah Spurling							
Solview history Download Report ♥ Change Status Lock Enrolment							
Course content							

8. Click on Set to Passed

Set enrolment status for user									
Set Display Date to	2019-01-31 15:25								
Enrolment Remind Date									
Enrolment Reset Date									
		×							
Reset Course	Set to Passed	Set to Failed							



9. Scroll down to the actual course and pass out **all Actions** from top to bottom by clicking on the Action button next to each module and marking them to passed. Once you have done this, the certificate is also available for the learner to view/download/save/print.

	Mandatory Contractor Induction - Part	А		
	BHP Asset Induction	Online course	Yet To Start	A
3	BHP Site Induction	Online course	Yet To Start	
3	BHP Field Leadership - Overview	Online course		A
3	BHP Field Leadership - Take Time Talk	Online course		A
3	BHP Ground Control Awareness	Online course		A
3	BHP Mental Health Induction	Online course		A
h	Certificate	Certificate		A

PASS OUT A COURSE FOR A GROUP OF LEARNERS

For option this option,

- 1. Logged in as Administrator
- 2. Click on 'All Courses' tab

	Home	Courses	My Profile	People	Reports
ALL COURSES ARCHIVED					

3. Go to the course that you would like to pass the group of learners in and click on 'Course Insight'.





4. Then scroll down until you see all enrolments in the course and filter the enrolments by selecting the classroom date that you wish to mark their course status.

Who's Signed Up										
	ENT IN PROGRESS NOT YET COMPETENT	O YET TO START								
All enrol Showing 2 of 2	ments enrolments Clear filters		Paxton - 25/03/	(2019 10:00 > 👤 🔍						
	NAME	ACCOUNT STATUS	LAST LOGIN	ENROLMENT STATUS						
	Example Person sspurlingTEST@pegasus.net.au	Enabled	13 Feb 2019 07:59	O YET TO START						
	Sarah Spurling sspurling@pegasus.net.au	Enabled	13 Feb 2019 08:04	O YET TO START						

5. Tick the box beside all the learners that you wish to mark as passed and select 'Edit event session status'.

	Who's Signed Up									
Co Co	COMPETENT IN PROGRESS NOT YET COMPETENT O YET TO START									
	All enrolments Paxton - 25/03/2019 10:00 >									
	2 enrolments selected Set enrolment status	ট Edit event session status			Clear selection					
	NAME	ACCOUNT STATUS 🔺	LAST LOGIN	ENROLMENT STATUS						
	Example Person sspurlingTEST@pegasus.net.au	Enabled	13 Feb 2019 07:59	O YET TO START						
	Sarah Spurling sspurling@pegasus.net.au	Enabled	13 Feb 2019 08:04	O YET TO START						

6. Select 'Set to Pass'.

Set enrolment status for 2 users								
Set Display Date to	2019-01-31 15:50							
Enrolment Remind Date								
Enrolment Reset Date								
5		×						
Reset Course	Set to Passed	Set to Failed						



7. If anyone failed, tick the box beside their name and mark them as failed.

Set enrolment status for user								
Set Display Date to	2019-01-31 15:53							
Enrolment Remind Date								
Enrolment Reset Date								
			•					
Reset Course	Set to Passed	X Set to Failed						

8. If someone did not attend the classroom session, <u>do not mark them as failed</u>, instead move their session to the new date. See 'How to change a learner's classroom course date' below.

HOW TO CHANGE A LEARNER'S CLASSROOM COURSE DATE

There are a few ways to change a learner's course date however the quickest method is listed below.

1. Go to the course that you would like to remove the learner from and click on 'Course Insight'. See image below.



2. Then scroll down until you see all enrolments in the course and search for the learner you wish to change. Once you find that learner, click on the three dots to the right of their name and select 'View event details'.

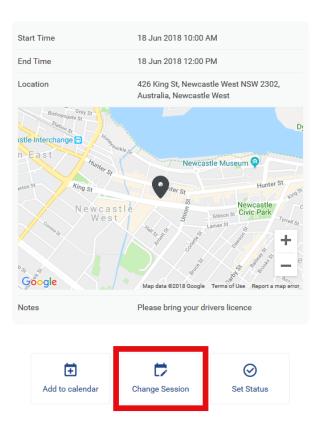


 results for "sarah" 4 enrolments Clear Search		F	iter by Event	>	sarah	Q
NAME	ACCOUNT STATUS	LAST LOGIN	COURSE STATUS			
Sarah Spurling QA-1015180	Enabled	02 Mar 2018 15:13	O YET TO START			•••
				-	 Enrolment Histor Download Report View user profile View event detail Notify Admins Set enrolment st Lock enrolment Remove from us 	rt ils atus

3. Select 'Change Session'.

Site Familiarisation - Classroom induction

This is an example of a Classroom training booking.





4. Select the new session date and then click on 'Done'.

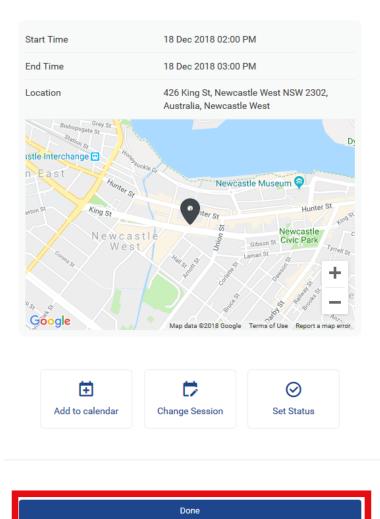
Event Module Event Date Selection

Select session - Site Familiarisation - Classroom induction

<	2018	>	<		Dec	ember 2	018		>	18 December 2018
Jan	Feb	Mar	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Site Familiarisation - Classroom
Apr	May	Jun	25	26	27	28	29		1	induction Newcastle West
Jul	Aug	Sep	2	3	4	5	6	7	8	Time: 14:00 - 15:00 Location: 426 King St, Newcastle
Oct	Nov	Dec	9	10	11	12	13	14	15	West NSW 2302, Australia
			16	17	18	19	20	21	22	Available seats: 50 / 50
			23	24	25	26	27	28	29	Select
			30	31	1	2	3	4	5	
					Ba	ick to tod	lay			

Site Familiarisation - Classroom induction

This is an example of a Classroom training booking.





HOW TO REMOVE A LEARNER FROM A CLASSROOM COURSE

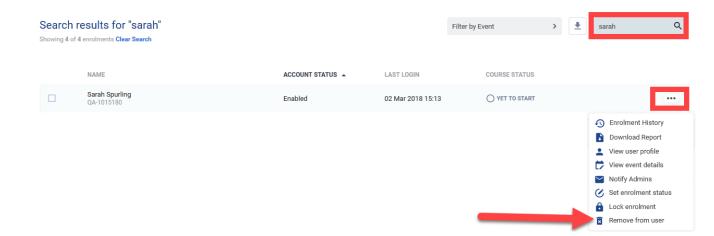
There are a few ways to remove a learner from a course however the quickest method is listed below.

NOTE: ONLY EVER REMOVE A LEARNER FROM A COURSE IF THEY SHOULD NEVER HAVE BEEN BOOKED INTO THE COURSE AT ALL. IF THEY ARE JUST IN THE INCORRECT SESSION DATE, CHANGE THEIR SESSION DATE AS EXPLAINED ABOVE.

1. Go to the course that you would like to remove the learner from and click on 'Course Insight'. See image below.



2. Then scroll down until you see all enrolments in the course and search for the learner you wish to remove from the course. Once you find that learner, click on the three dots to the right of their name and select 'Remove from user'.





HOW TO LOCK AND UNLOCK A COURSE

If you have assigned a course to a learner and you do not wish for them to do the course until a certain date and/or time, you can lock the course so that the learner is not able to start it until you have unlocked it.

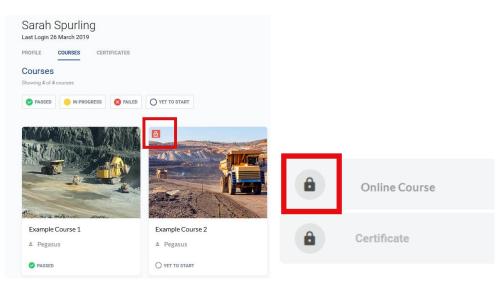
To do this:

- 1. Go to the course.
- 2. Scroll down to the section that shows 'Who's Signed Up'
- 3. Click on the person's name.
- 4. Click the ellipsis (three dots next to their name) and select 'Lock enrolment'.

PASSE	D IN PROGRESS S FAILED YET TO START	Who's Sig	ned Up		
Showing 5 o	f 5 enrolments roolment selected Set enrolment status				Lear selection
	NAME Sarah Constable SConstable@pegasus.net.au	ACCOUNT STATUS A	LAST LOGIN 08 Mar 2019 07:51	ENROLMENT STATUS	Enrolment History Download Report
	Sarah Jayne sd.cooney⊜hotmail.com	Enabled	08 Mar 2019 08:04	O YET TO START	 View user profile Notify Admins Set enrolment status
	Joel McKenty jmckenty@whitehavencoal.com.au Sarah Spurling sspurling@pegasus.net.au	Enabled	25 Sep 2018 11:37 26 Mar 2019 09:15	♥ PASSED	Lock enrolment Unenrol User
	John Smith JohnSmithPegasas@gmail.com.au	Enabled	05 Sep 2018 08:45	O YET TO START	

To unlock the learner, do the same as above but this time, select unlock.

When the learner logs in to view their courses, it will have a little red lock on the course to symbolise that the course is locked. When they click on the course, they will also see a lock on the online course and no launch button, until it is unlocked by the administrator.





HOW TO CHANGE A LEARNER'S NAME IN THE LMS

If a learner has had a name change or the administrator who booked the learner into the course(s) spelt their name incorrectly, you can change this if you have administrator rights only.

1. To do this, find the person under the 'People' tab and select the appropriate person from the list.

							Home Courses My	y Profile People Re	eports
Use	rs Groups								
All users Showing 1 - 50 of 94 users									
□ ~	NAME 🔺	AC	COUNT STATUS	LAST SEEN	1	DAYS ACTIVE (4 WKS)	ALL COURSE PROGRESS	S ROLE	
	Pegasus Administrator CluiAdmin@pegasus.net.au	Act	live				0/0		

2. Then select 'Edit name' under the learner's profile and correct the name accordingly.



NOTE: Learners are not able to change their own name. Once you have actioned this, all the learner's certificates will update with the new spelling of their name.