



Group Management Guidance

Go to <https://ilearnwith.theictservice.org.uk/>

Select Members Area and add your login credentials (works email and LMS password).

Note the following:

- The name of the Group(s) that you have been assigned to manage
- The course(s) available or subscribed to by your school/MAT.
- The number of users enrolled and the number of licenses purchased/available for allocation for your school/MAT
- You can enrol your staff members here, either manually or by uploading a spreadsheet**
- You can also access a report summary to review staff progress however... you'll achieve greater insight of how engaged users have been on the course from here.

*NB that user email address are required as they are used to verify access. They are only visible to the individual user, to your school/MAT's and to the ICT Service staff that are administering the learning management service. Please refer to our [privacy policy](#) for further information.

**When selecting to add users by upload, a link is provided to download a sample .csv file.

	A	B	C	D
1	user_email	user_pass	first_name	last_name
2	test@example.com	123456	John	Doe

Using the Detailed Reporting Tools

The Detailed reporting tool allows group managers to review the progress and engagement of staff.

First select the filtering options:

- Your group(s) and course(s) that you wish to review,
- All Users or specific users
- Apply any status settings. All Statures is the default setting
- Views per page.

Select the Filter button to view a summary of the report.

Download a report to see details of when the course was started/completed and the total engagement time.