

Group Management Guidance



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

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

Not	e the following:	the ict service.	DME MEMBERS AREA - HELP AND SUPPORT
•	The name of the Group(s) that you have been assigned to manage	Group Management	
•	The course(s) available or subscribed to by your school/MAT.	Group: Our Premary School - Group Courses 1 Course	
•	The number of users enrolled and the number of licenses purchased/available for allocation for your school/MAT		Reports v
•	You can enrol your staff members here, either manually or by uploading a spreadsheet**	Chris Wade Hict Darlas Hearn Stripson Competed Jo Potering Competed 20 Per Page - • • • 1 • • Group Leaders	1-2 of 2
•	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.	1 leaders Add Group Leader Text Name Text Name Text Text Text	

*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 <u>privacy policy</u> for further information.

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

	Α	В	С	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 Statuses is the default setting
- Views per page.

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

Step One – Filter Results By Group or Course	Step Two – Download Your	Reports Here
Fiters A Enall Y	< <pre>e < page 1 / 1 (4) × ></pre>	Search Groups
Filter By: ICT Service Staffx * All Courses *	Course	Progress
All Users * All Statuses	Dojo - Cyber Awareness and GDPR Online Training	100%
25 ~	Dojo - Cyber Awareness	
FILTER RESET	and GDPR Online Training	25%
	Dojo - Cyber Awareness and GDPR Online Training	
	A Richard Brock	100%
	Dojo - Cyber Awareness and GDPR Online Training	_
	A Test Learner	25%
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Download a report to see details of when the course was started/completed and the total engagement time.