ONLINE COURSES
AS A GROUP LEADER



GROUP LEADER PRIVILEGES

- As a group leader for a school, organisation or group, you receive additional privileges including:
  - Being able to add and remove users up to your allocated group licence quota
  - Check progress reports on your users. Be able to email users directly.
  - You can request for other users or individuals to become group leaders for your unique group by filling out the additional group leaders form.

BECOMING A GROUP LEADER

- There are two ways to become a group leader
  1) On a request to purchase a group licence, you will complete the group leader request form and send it back to the administration team. You will then select your choice of course(s), the group licence quote, fill in your organisation name and selected group leader details. The administration team will then set up your account online.
  2) Alternatively, you can also register for the first time as you would do as a user, creating a user name and password. You will then receive a confirmation email, upon which you can request to be upgraded to a group leader by completing the group leader form process explained above.

YOUR ACCOUNT & COURSES

- Once you log in, you will have your own account and access to your available courses. To check your account, click on the '**ONLINE COURSES**' tab at the top of the page. The drop down menu will reveal another tab named '**ACCOUNT**'. Here you can see the number of courses you are enrolled on and the certificates you have achieved for completing them.
- As a leader, you also now have access to the group leader administration page which allows you to check the progress of the users enrolled onto your group.
- The users you add to your unique group, can be immediately pre-enrolled onto the courses that you have bought a licence for enrolled manually.
- You can either enrol for a course yourself or if you have gained access to the online courses via a school, organization or company, you may be pre-enrolled on a course.
- In your account you can make changes to you profile, such as added a profile picture, change password etc.

NAVIGATING THROUGH A COURSE

- Once you begin your course, simply follow the on screen instructions. Pay attention to each lesson and the tasks/activities it requires you to do.
- Lessons are completed in sequential order. There is a course navigation panel on the right hand side of the desktop screen, that allows you to go back to a previous lesson if required.
- As you move through the course, there is a progress bar which shows you how much you've completed.
- Clicking on a lesson to complete an activity or to read the content, will open the activity worksheets and course content in a new window as a PDF file.
- To ensure your privacy, the activities you complete, your answers and notes are NOT stored on our system. If you would like to save your own answers, you can save the individual PDF files on your computer, as we don't have any access to your individual PDFs.
- You can only move forward to the next lesson, once you complete the previous lesson.

CERTIFICATE OF COMPLETION

- Once you have completed the course you are eligible for a certificate of completion. You can download this on completion of all the course content. When the course displays 100% complete it will provide your certificate options.

ADDITIONAL NOTES

- Please ensure that any usernames and profile pictures are appropriate and not offensive. Any such users will be removed immediately from the site.
- Our online courses can be completed on both PC and Mac.