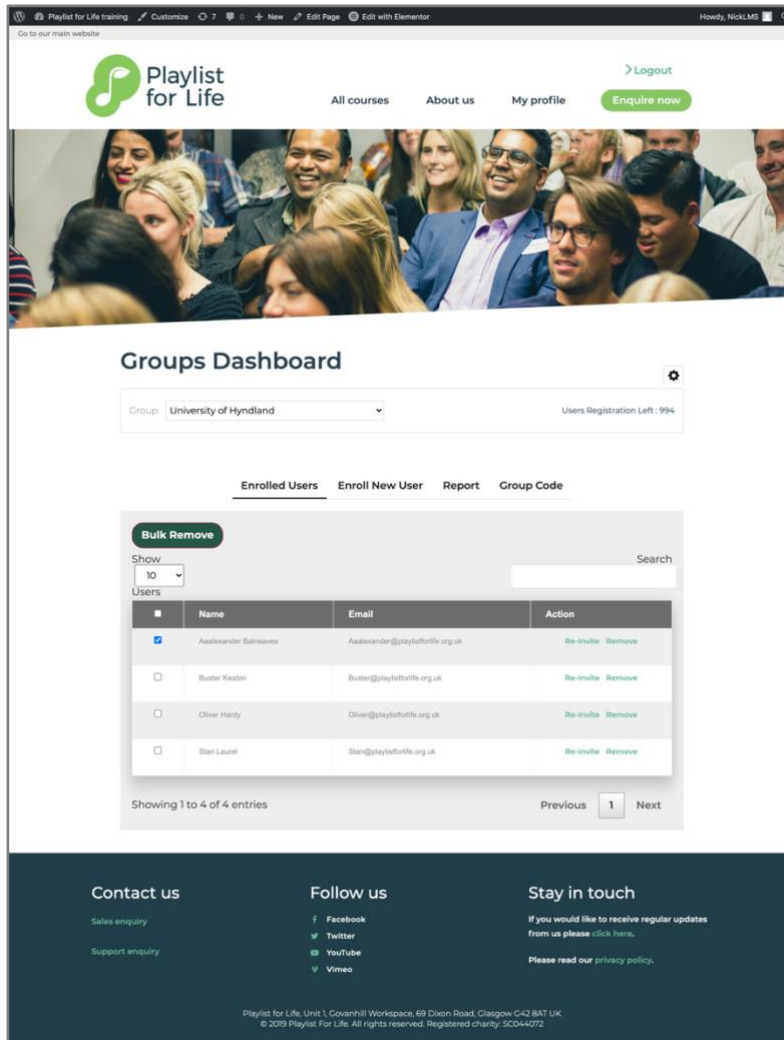


Playlist for Life Training: Guide For Group Leaders

Playlist for Life's eLearning has been set up so that that it easy for you to add your students and monitor their progress.

Every group of students has a **Group Leader**. That's you. It's your job to add students to the system and monitor their progress. You do this via the **Group Dashboard** page of our training platform: <https://training.playlistforlife.org.uk/groups-dashboard/>

As a Group Leader you will be taken directly to that page every time you log in. The page looks like this:



The screenshot shows the 'Groups Dashboard' for the 'University of Hyndland' group. The dashboard includes a search bar, a table of enrolled users, and navigation options.

Groups Dashboard

Group: University of Hyndland | Users Registration Left: 994

Enrolled Users | Enroll New User | Report | Group Code

Bulk Remove

Show 10 Users

Name	Email	Action
Alexander Salmaves	Aalexander@playlistforlife.org.uk	Re-invite Remove
Buster Keaton	Buster@playlistforlife.org.uk	Re-invite Remove
Oliver Hardy	Oliver@playlistforlife.org.uk	Re-invite Remove
Stan Laurel	Stan@playlistforlife.org.uk	Re-invite Remove

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Most Group Leaders will only have one Group in their Dashboard. But if you manage different cohorts of students we may have set up more than one Group for you. If you do have multiple Groups make sure you choose the correct one when adding new students or checking the progress of students.

Registering students

There are three ways to register students. You can pick whichever way is most suitable for you and your students.

- Add students one at a time
- Upload a batch of students
- Generate a code and allow students to register themselves

1. Add students one at a time

If you only have a handful of students this way may be suitable.

- Log into your account and make sure you are on the **Group Dashboard** page
- Click the **'Enrol New User'** tab. The table below will appear.

First Name	Last Name	Email	Action
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	+ X

Submit

- Type in the first name, last name, and email address of your first student in the boxes
- If you want to enter more than one student click the + symbol to add a new row to the table and repeat the step above
- When you have entered all your students click the **Submit** button
- Each student will be added to the eLearning and each student will be sent an email containing their login details and instructions for accessing the course.

2. Upload a batch of students

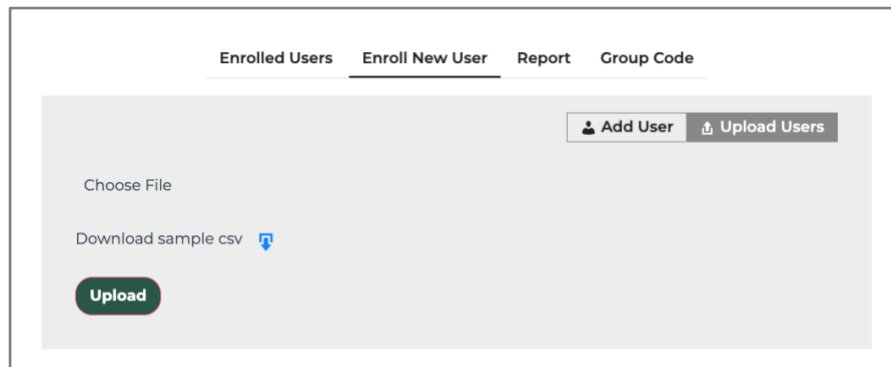
This way may be simplest if you have lots of students and want to make the registration as simple as possible for them.

Firstly, you will need to prepare a spreadsheet of all the students. The first three columns must be labelled 'First Name' / 'Last Name' / 'Email' as per the example below. You can download a template spreadsheet from the Group Dashboard page.

	A	B	C	D
1	First Name	Last Name	Email	
2	Stan	Laurel	Stan@playlistforlife.org.uk	
3	Oliver	Hardy	Oliver@playlistforlife.org.uk	
4	Buster	Keaton	Buster@playlistforlife.org.uk	
5				
6				
7				

Once your spreadsheet is ready, save it as a csv file. You can do that in Excel by selecting 'Save As...' from the file menu and then choosing .csv from the file format option.

- Log into your account and make sure you are on the **Group Dashboard** page
- Click '**Enrol New User**' and then click the '**Upload Users**' button. You will see this panel:



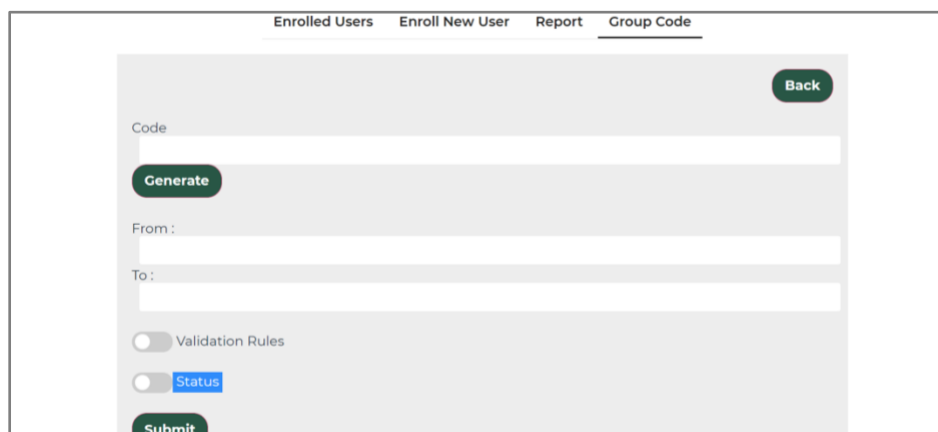
- Click the '**Choose File**' link and select the csv file you prepared earlier.
- Click the '**Upload**' button
- A message will appear at the top of the screen if the upload is successful. If a problem has occurred a message will tell you what went wrong. The most common issues are that one or more email addresses are not valid or that the csv file is not correctly formatted. Make sure you haven't uploaded a spreadsheet in excel format.
- Each student will be added to the eLearning and an email will be sent to their email address containing their login details and instructions for accessing the course.

You can confirm your students have been uploaded correctly by clicking the '**Enrolled Users**' tab and checking the list.

3. Allow students to add themselves

If you would rather students add themselves to the system you can do that easily by generating a code which you then email to your group. The code acts as a key that allows the students access. The same code is used for all your students; you do not need to generate an individual code for each student.

- Log into your account and make sure you are on the **Group Dashboard** page
- Click the '**Group Code**' tab. The form below will appear.

A screenshot of a web interface for generating a group code. At the top, there are four tabs: 'Enrolled Users', 'Enroll New User', 'Report', and 'Group Code' (which is selected). Below the tabs, there is a form with the following elements: a 'Code' input field, a green 'Generate' button, a 'From:' input field, a 'To:' input field, a 'Validation Rules' toggle switch (which is turned off), a 'Status' toggle switch (which is turned on), and a green 'Submit' button. A green 'Back' button is located in the top right corner of the form area.

- Click the **'Generate'** button to generate your code. Do not enter a code yourself as it may conflict with other codes already in the system.
- You can then select a **timeframe** for when registration will be open. Enter a start date and end date in the 'From' and 'To' fields. Note that this is simply the period in which students can register. Students who register within this period will continue to have access after the end date you have chosen.
- You have the option to set the **Validation** rules if you wish but this is completely optional. These allow you to specify an IP address and / or an email domain for students. For example, if you only wish students to access the course while using your Library network you could set the IP address of your library. Or if you wish to restrict students to using their university / college email accounts to register then you would enter the appropriate email domain (e.g. my_college.ac.uk).
- You must set the **Status** switch to on so that it turns blue otherwise your code will not work.
- Finally, press the 'Submit' button and your code will be registered.
- Please do then confirm that the **Status is set to on**. If it is not your code will not work.

Go to our main website

Playlist for Life

All courses About us **Generate code** Login

Group Registration

If you have been given a group code to register on one of our courses please sign up using this form.

IMPORTANT: If you already have a training account please login first then enter your code.

If you have stumbled across this page by accident, please take a look at our [full range of courses](#).

First Name

Last Name

Username

User Email

User Password

Confirm Password

Group Code

Submit

Contact us
Sales enquiry
Support enquiry

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You should then contact your students, give them the code, and direct them to sign up using the code at our Group Registration page here: <https://training.playlistforlife.org.uk/group-registration/>

Students choose their own username and password. The code you have generated will tell the system which course they have access to and will assign you as their Group Leader.

Monitoring Progress

You can track the progress of your students to see what stage they are at and who has completed the training.

- Log into your account and make sure you are on the **Group Dashboard** page
- Click the **'Report'** tab.
- If it is not already selected then choose **'Playlist for Students'** from the drop-down menu next to 'Select Course'.
- Click the **'Show Report'** button
- You will see a table showing the percentage progress of each student. If a student has successfully completed the course a badge will appear in the Rewards tab. You can click the badge to view their Certificate.

	Name	Email ID	Course Progress	Rewards
▼	Aalexander Balneaves	Aalexander@playlistforlife.org.uk	0%	-
▼	Buster Keaton	Buster@playlistforlife.org.uk	0%	-
▼	Oliver Hardy	Oliver@playlistforlife.org.uk	0%	-
▼	Stan Laurel	Stan@playlistforlife.org.uk	0%	-

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Other tasks

As well as the tasks listed above you can also:

- Send a student a reminder email with their login details
- Remove a student from the course completely

To do either of these go to the **'Enrolled Users'** tab, find the student in the list (or use the search field to search for their name), then click one of the options in the right hand column. **'Re-invite'** will send the student a reminder email. **'Remove'** will remove them completely from the course.