



Guest Handbook V1.0

## Courses

When logging on to LearnerBase as a guest the opening screen show you a list of all of the courses that you can view along with the number of students enrolled on the course and the number of units. As you navigate through LearnerBase you can return to this screen at any time by selecting the [Courses](#) menu item at the top of the page to the left of [Logout](#).

### Registers and course stats.

From the initial screen click on a course. This will open a new page listing all of the students currently enrolled on the course and a number of buttons under the top menu.

Clicking the [Course Stats](#) button opens a PDF in a separate window displaying the current course stats, this can be printed or downloaded if required. When you have finished with the course stats simply close this window.

Selecting a session from the drop-down under the course title will enable the [View Session Registers](#) button on the right and clicking this will open a PDF displaying an up to date register for all of these sessions. Again this can be printed or downloaded if required and when you have finished viewing the registers you can simply close this window.

## Student Management

Clicking on a student from the list of students takes you to the management screen for that student.

*At the bottom of the screen you will see the details for the student and if the administrator has included an image a picture if the student will appear in the top left corner.*

The other section of the student management page is made up of 2 tabs which are covered below.

### 1.Details

From the details tab you can view a students progress on their courses by clicking the [Course Report](#) button. This will open the course report as a PDF in a separate window. You can also view the students timetable as a PDF by clicking the [Show Timetable](#) button.

## **2.Reviews.**

Clicking on the reviews tab lists all of the students current review which can be viewed as a PDF by clicking the [PDF](#) button to the right of each review in the list.