



Users Handbook V1.0

Courses

When logging on to LearnerBase as a user the opening screen show you a list of all of the courses that you can manage 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 that you manage. 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.

To complete a new register or edit an existing one click in the text box next to the selected session and click on a date. This will then allow you to click the [Add Register](#) button. This will open a modal asking you to either confirm the register creation or edit the register if it already exists. Creating a new register or editing an existing register brings up the same screen except for a new register has every student marked as present by default. You can use the drop-down to select the status for each student and you can enter a note if required. Should you mark a student as late you can enter the number of minutes missed and this will be reflected when calculating the GLH's. If any changes are made you should click the [Save Changes](#) button to commit your changes before clicking the [Finished](#) button which will return you to the course management screen.

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 of the student will appear in the top left corner.

The other section of the student management page is made up of 3 tabs which are covered below.

1.Courses/Units.

Listed here is the current course you are managing along with the options to set an actual end date, change the status, grade the course and view the units associated with the course. Clicking on [view](#) units will change the list to view the units for the selected course. Clicking [ADD](#) to the right of a unit will open a modal allowing you to select a start, planned end date and status for that unit. Finally click the [Add Unit](#) button to close the modal confirming your selections. Clicking [Close](#) closes the modal disregarding your choices and the unit is not added. Once a unit has been added you will have options to set the actual end date, change the status and grade the unit. Clicking the [Back](#) button returns you to the course listing. The [Course Report](#) button opens a PDF, in a separate window, showing the students progress in the courses they are enrolled in.

2.Sessions.

Clicking the Sessions tab lists the sessions available for the course along with an option to either [ADD](#) or [REMOVE](#) the student from each session. Clicking on the [Show Timetable](#) button opens a PDF, in a separate window, showing the students timetable based on the sessions which have been added.

3.Reviews.

Clicking on the Review tab allows you to create a student review. Once created they are listed allowing you to open them as a pdf by clicking the [PDF](#) button. To create a review click the [New Review](#) link. This opens a modal asking you to confirm the review date, clicking the [Create Review](#) button then begins the review process. On this screen you can enter any comments on the students progress since the last review and set targets for the student. You can enter as many targets as required by clicking [Add New Target](#). Each target can be given a target type of general, academic, attendance or behavioural, they can also be linked to an enrolment. Complete your review by adding the names of the people involved in the review process and setting a date for the next review. In order to save the review you must tick that the student agrees to the targets and then click [Save Review](#). You can also view the review before saving by clicking [View Review](#).