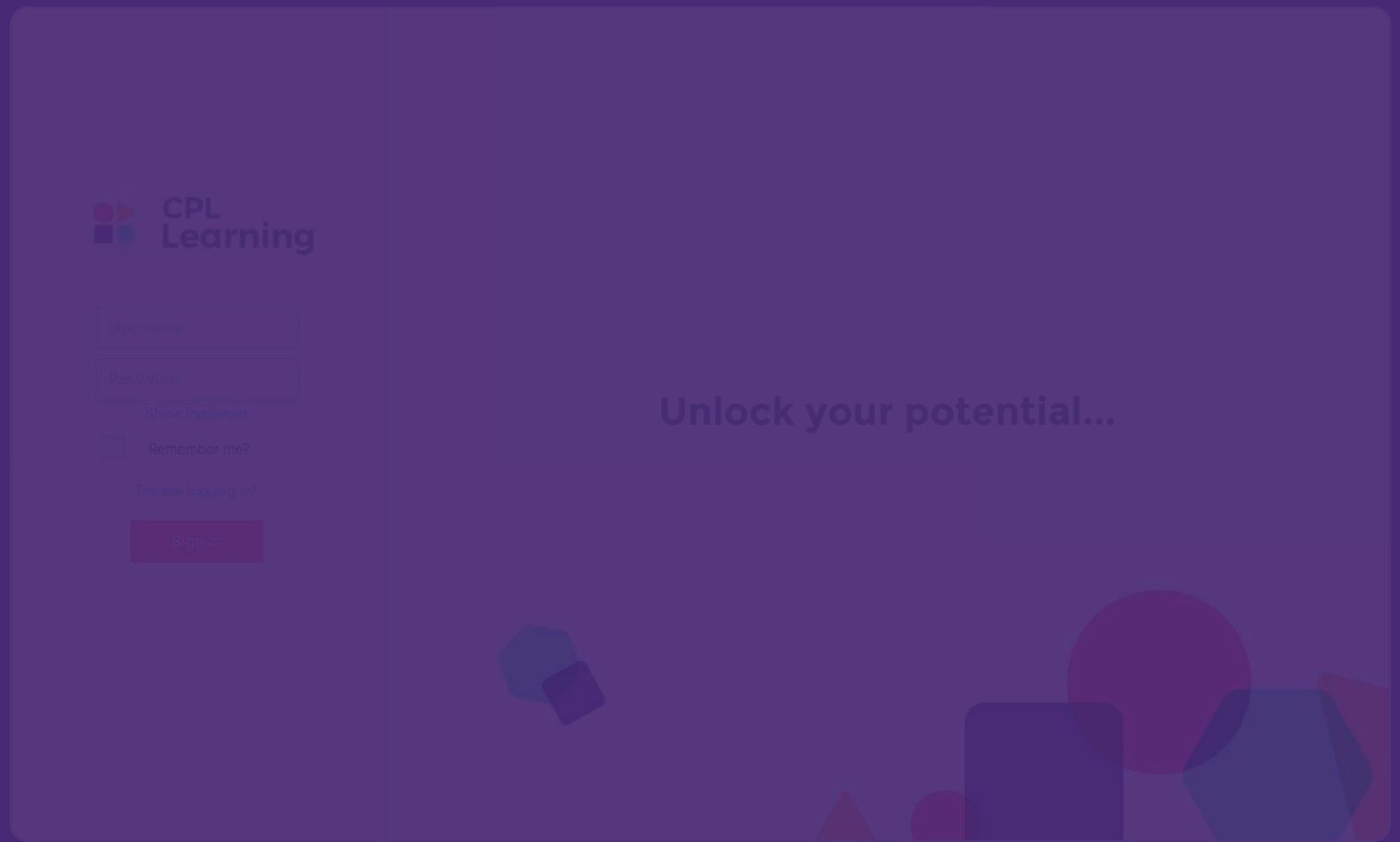
# Your console user guide

cpllearning.com

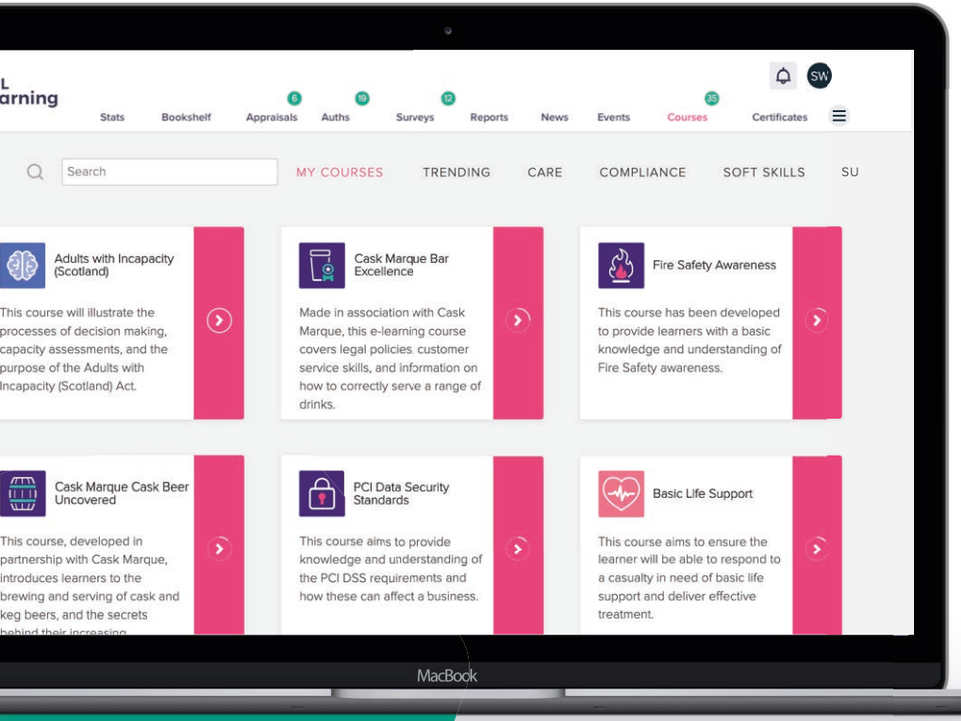



CPL Learning

# Contents

The Console is a learning management system that puts you in control of both your own and your team's training.

This guide aims to walk you through so you can make the most of your platform.




## Getting Started



## Using the Platform



## Support

# Logging in

## Web address

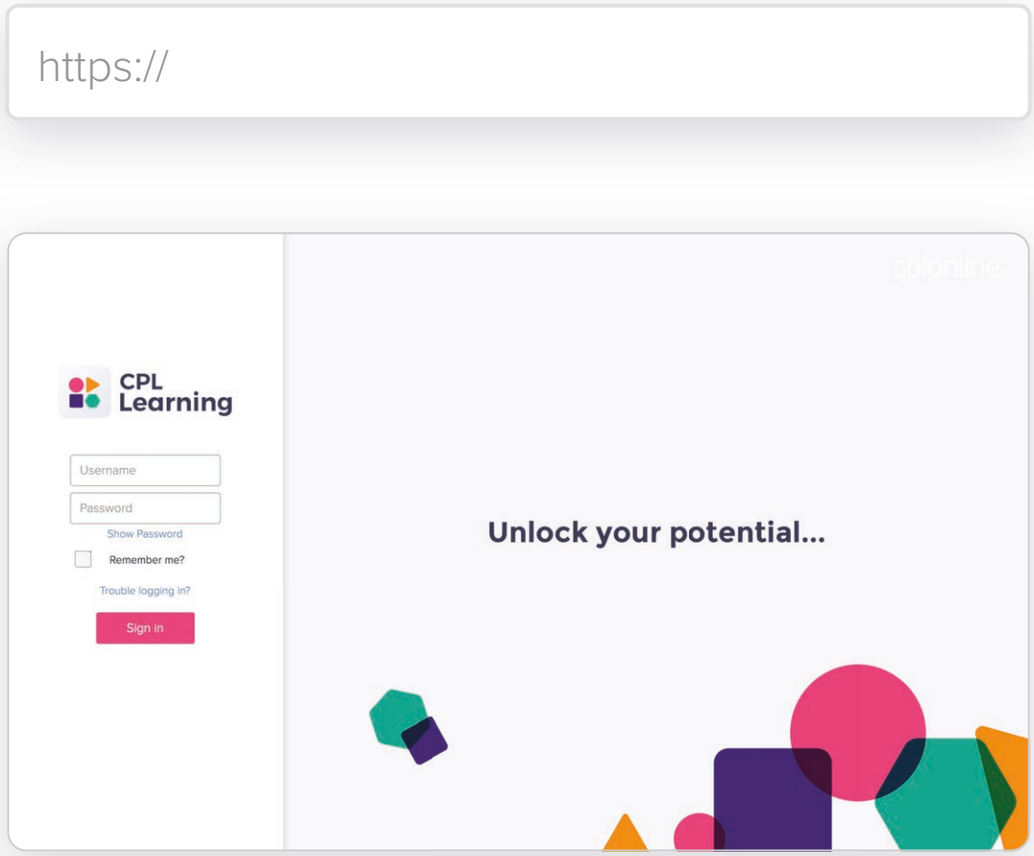
To access your eLearning platform, please enter the following web address in your browser.

## Credentials

This will bring you to the sign in page. Enter your username and password using the below format.

Username

Password



# The Basics

## Home

You can navigate home at any point by selecting your company logo.

## Tabs

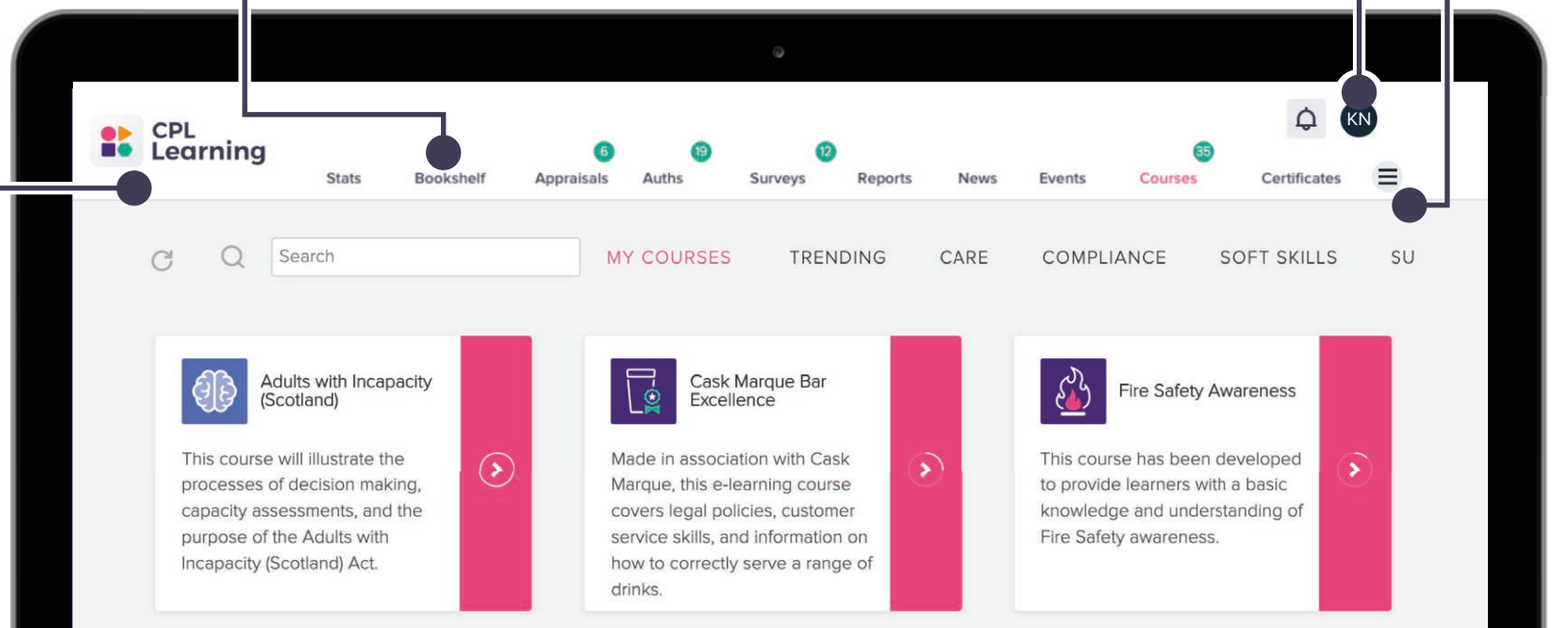
The tabs allow for quick navigation between sections. They also display notification bubbles to let you know where new content is available.

KN

Use this menu to navigate to the following pages:

- Home
- Profile
- Account
- About
- Sign out

When the tabs run out of space on screen... this is where you can find them. Simply select the icon to view a list of sections.



# Courses

Easy access to our compliance, product knowledge and personal development courses

## Search & Filter

View all courses allocated to you. Use our search function and predefined categories to help you find a specific course. To access a course, simply select the tile and begin learning.

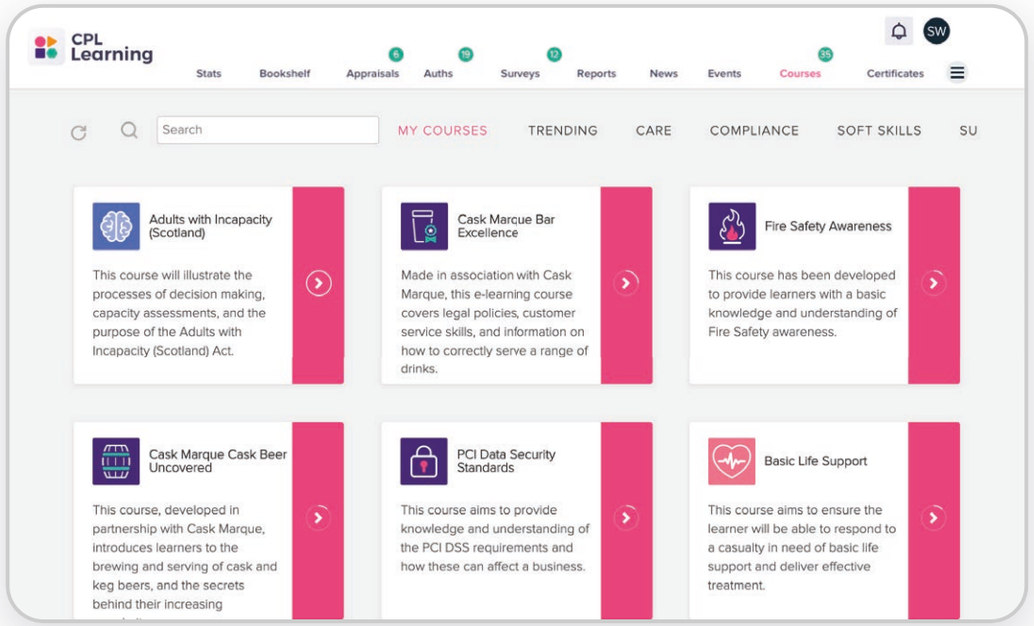
## Trending

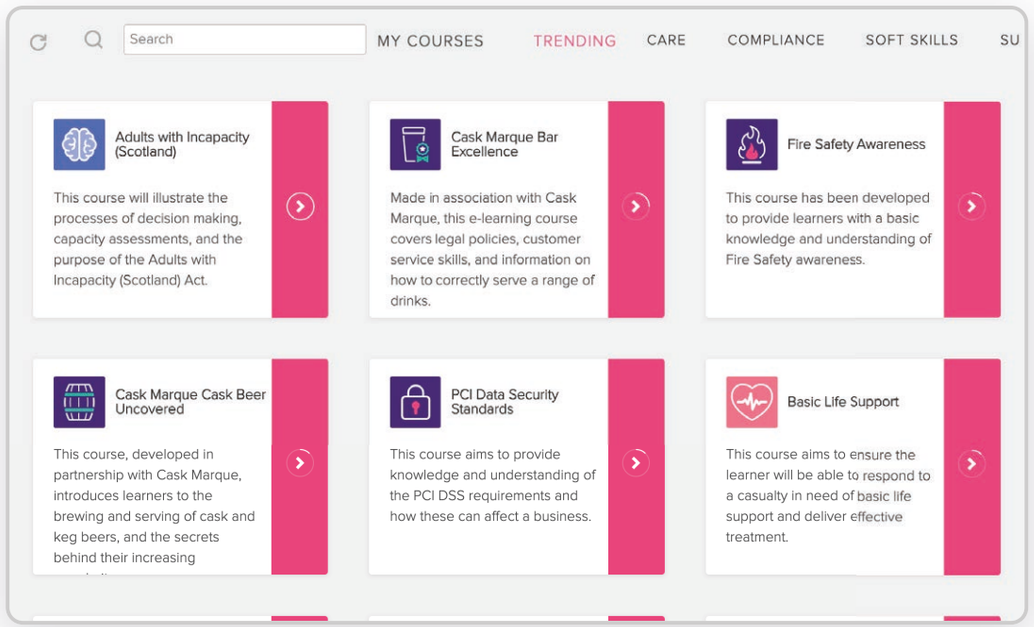
See the courses popular amongst your peers.

## Refresh

The refresh button will allow you to keep your course status up to date.

Go to the next page to learn about our course navigation



## Course navigation

**Progress** - Navigate between pages you have already visited within the course.

**Navigation** - If the arrows are not visible, complete an action on the page to proceed.

**Pinned pages** - Pin pages so you can quickly return to particular parts of the course.

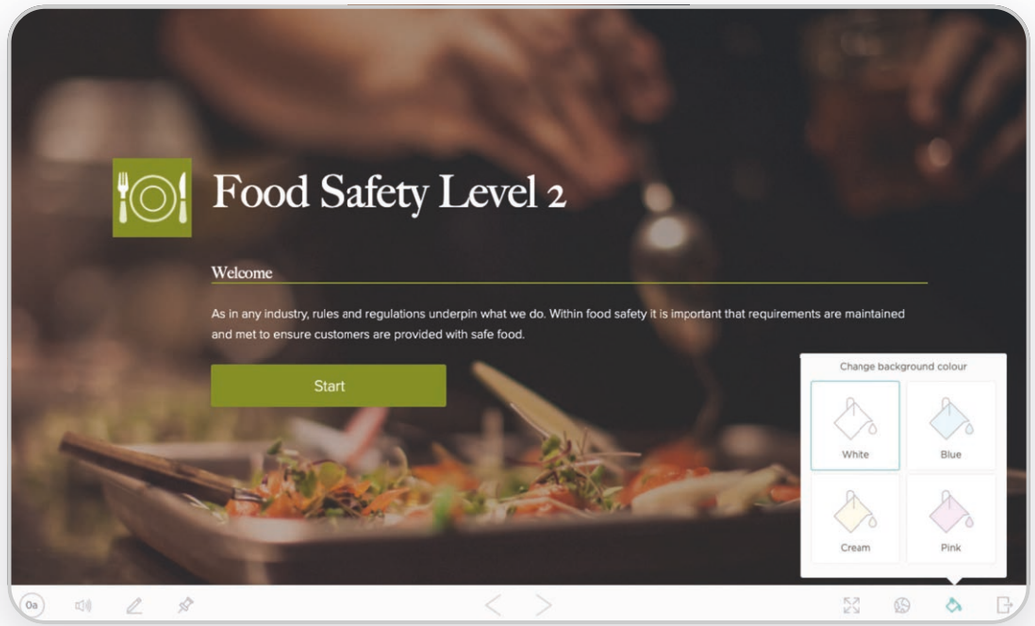
**Notes** - Add annotations to help your learning. These cannot be accessed during the final exam.

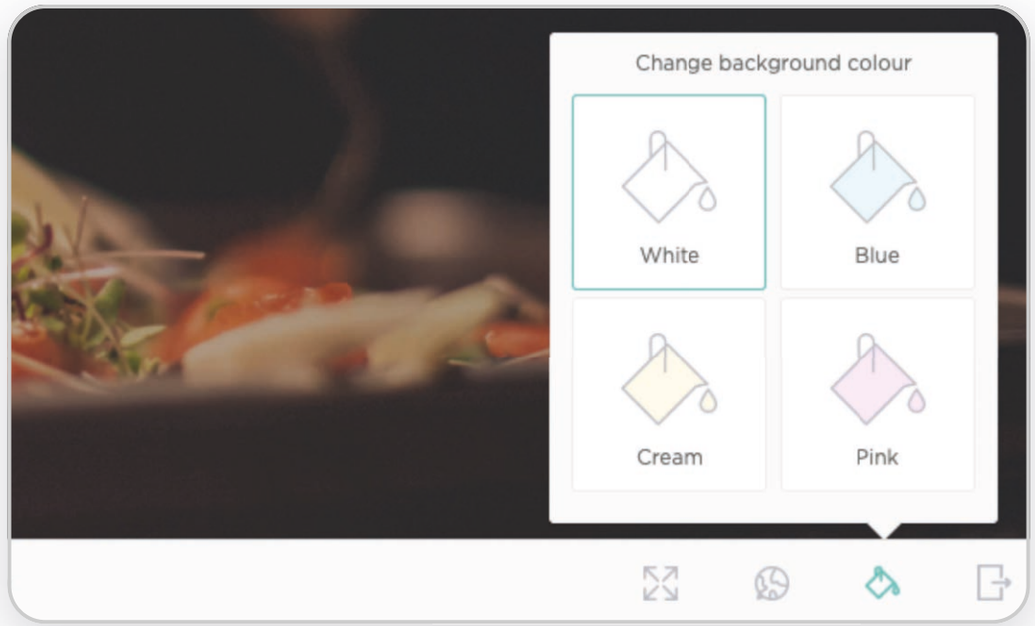
**Audio** - Adjust the volume settings and replay the voiceover within a page if you missed a bit.

**Accessibility** - Allows you to select an alternative background colour to make text easier to read.

**Translation** - Choose from a wide selection of languages to translate the course content.

**Save & Exit** - Leave a course midway through, take a break, and resume from where you left off.



# Certificates

View, download and print your course completion certificates

## My Certificates

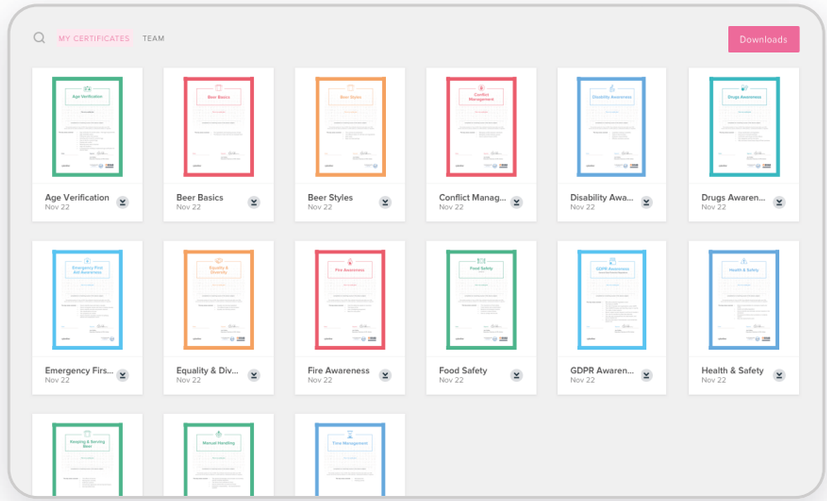
Browse and download certificates from any of your completed eLearning courses.

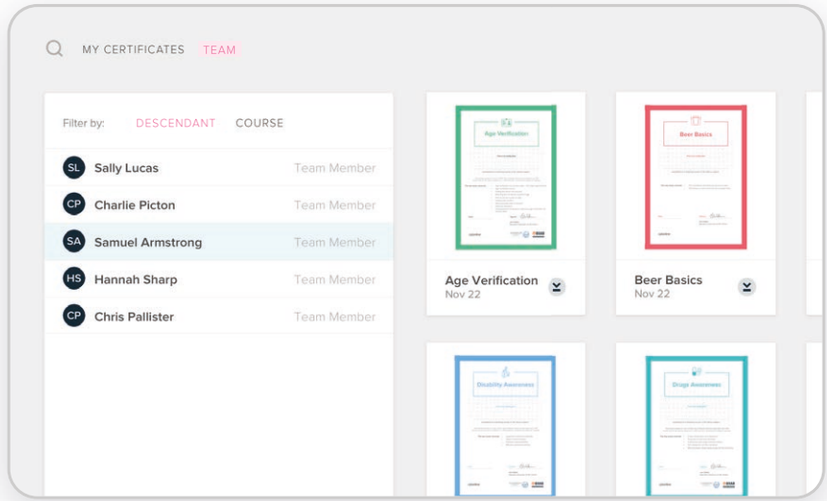
## Team Certificates

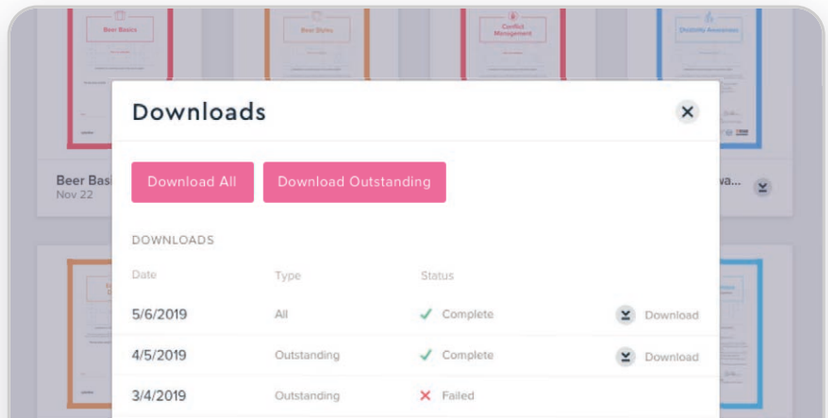
Browse and download certificates for any member of your team .

## Download Certificates

Need to download a batch of certificates? Use the download all button to request a full zip file of certificates for you or your team.



# Stats

Provides individuals with an instant view of their online learning progress. Managers can review team performance, comparing training history, progress and outcomes from e-learning courses.

## My Stats

View which courses you have passed, which courses you have failed and those you have not yet started.

## Timeline

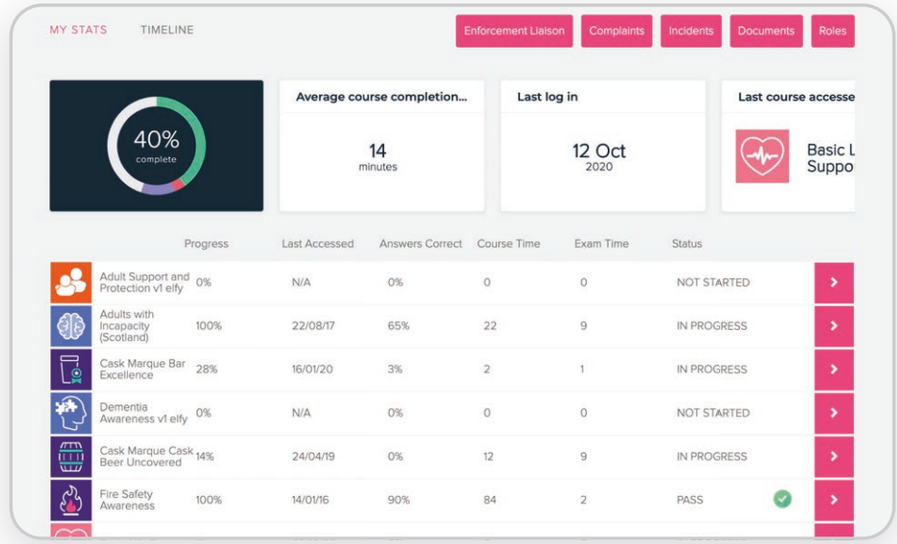
A timeline of your learning and development where you can filter which records to show by type, add training records and download.

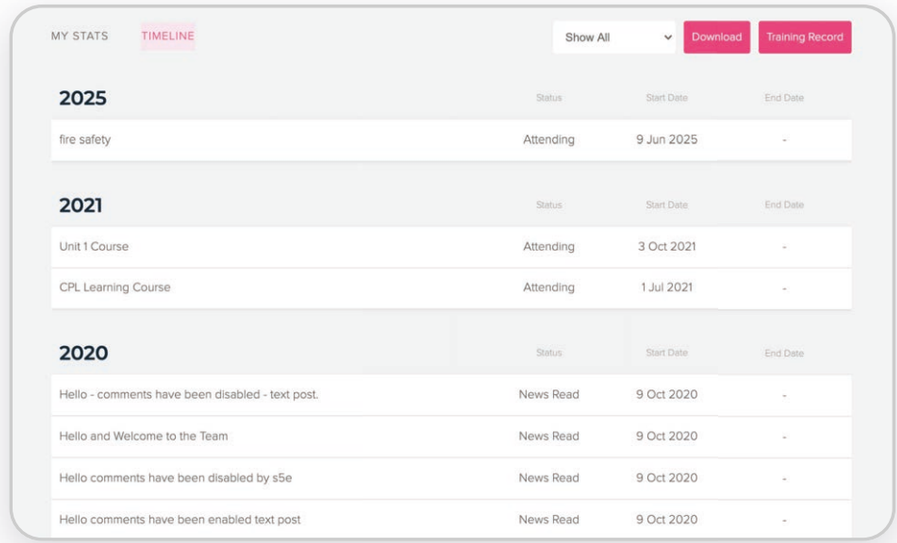
## Descendants

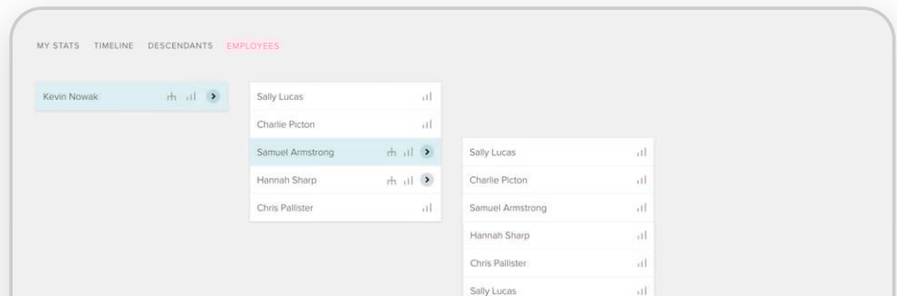
See where your team are performing well and courses team members are struggling with. Reset failed courses for team members to retake.

## Employees

An overview of your team's hierarchy (up to 20 levels down), with access to each team members individual stats.



# Bookshelf

Upload resources to provide team members with access to the most current content. Assign to specific job roles and set permissions to ensure confidentiality. Toggle between tile and list view to suit your viewing preference.

## Search & Trending

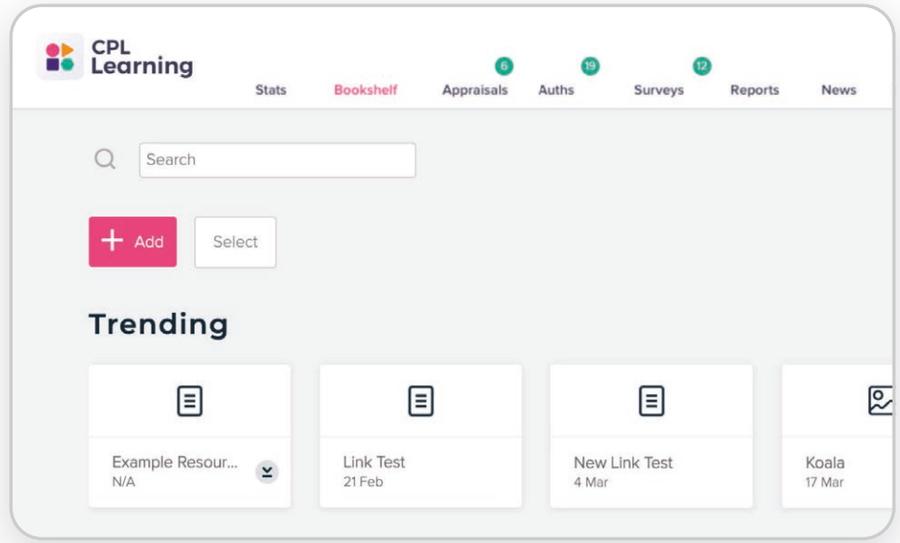
If you are looking for something specific, use our keyword search function to save you time. Or see what is popular with your peers with our Trending items.

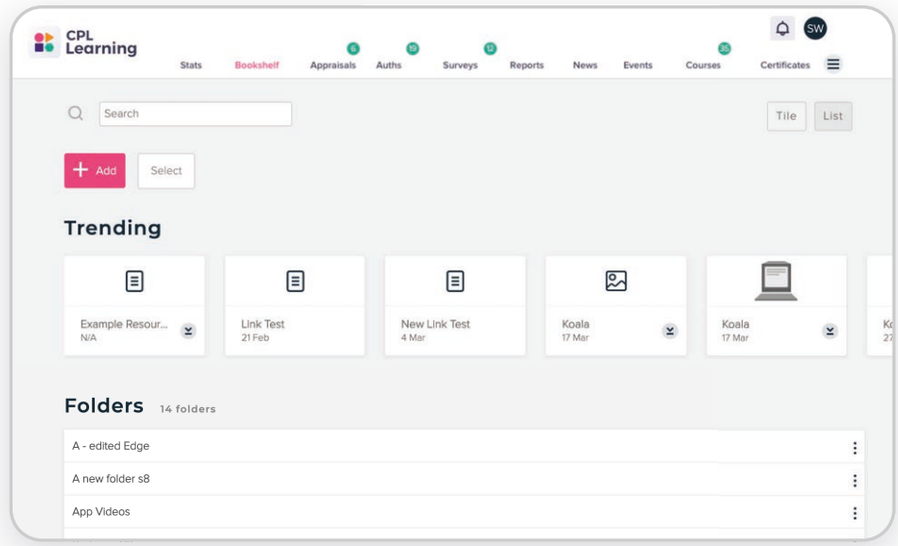
## View & Organise

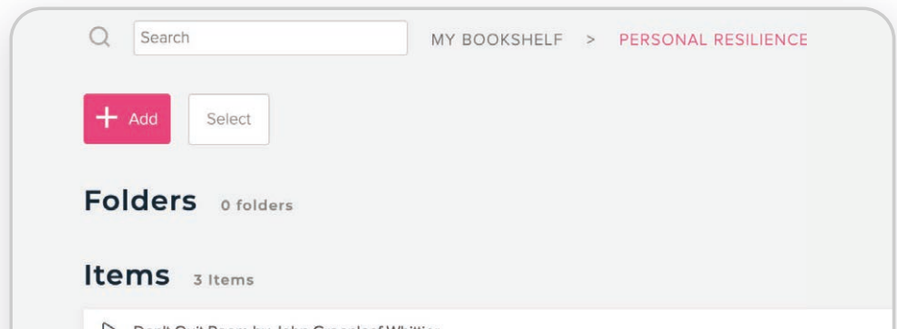
Clear, organised folders allow you to quickly navigate through resources. You can also toggle between tile and list views to optimise your browsing experience even further.

## Upload & Edit

Admin users can create folders and add items by simply selecting Add. Once created these items are just as easy to edit and remove using the ⋮ icon.



# Events

Events boost team engagement, share knowledge and increase connection and interest

## Calendar

Provides a clear view of all upcoming / past events.

## Filter

Refine your event search using the filters which include available events, booked events and events pending approval.

## Register Interest

Upcoming events that are yet to have a date confirmed, where team members can register their interest to receive further information.

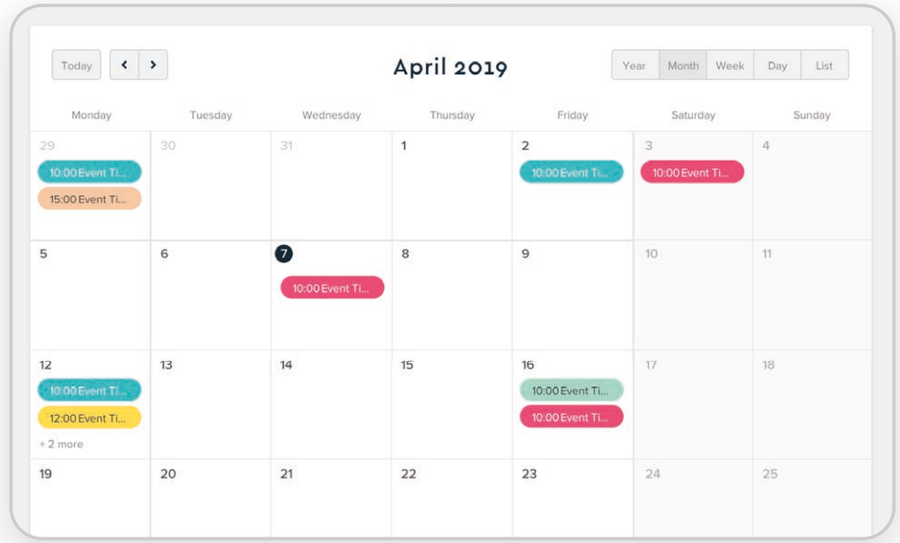
## Requests

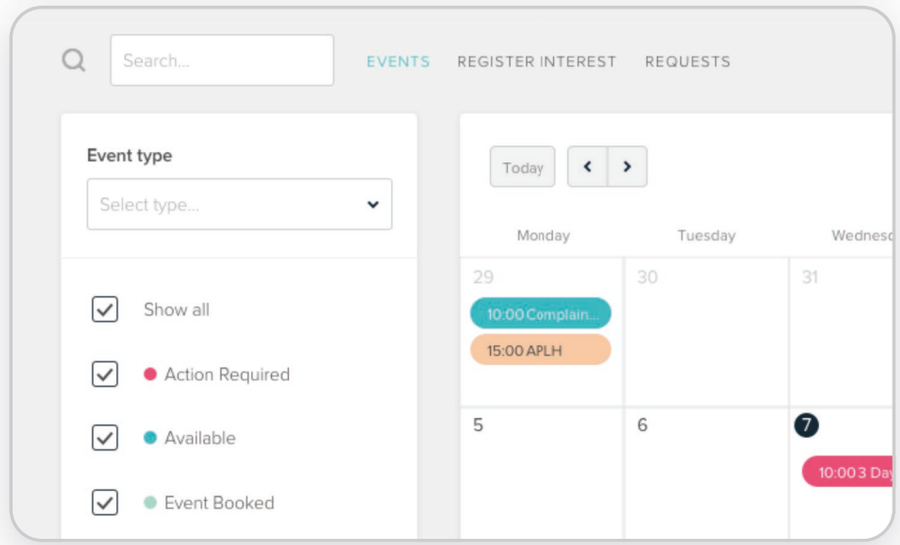
Manage your own and your team's event requests.

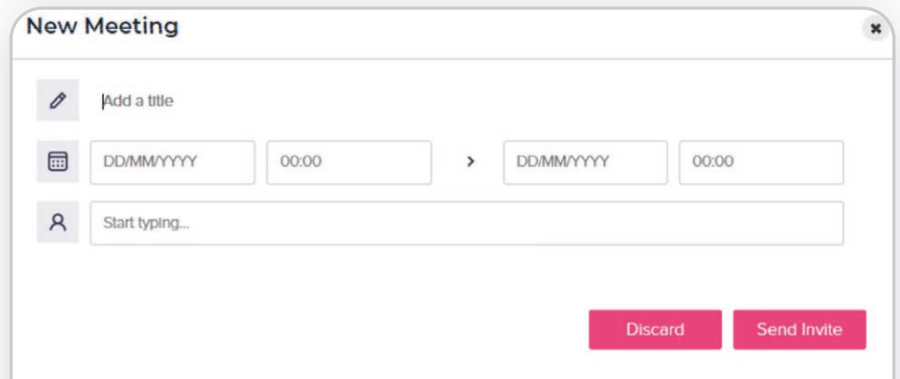
## Video Meetings

Connecting with colleagues has never been so easy! Now you can set up your own video meeting on our platform. Simply click on the video icon, fill in the meeting details then send the invite.

Once you have sent the invite the meeting will appear in your calendar, where you can join or cancel the meeting.



# Appraisals

View, download and print your course completion certificates. Toggle between tile and list view to suit your viewing preference.

## Content

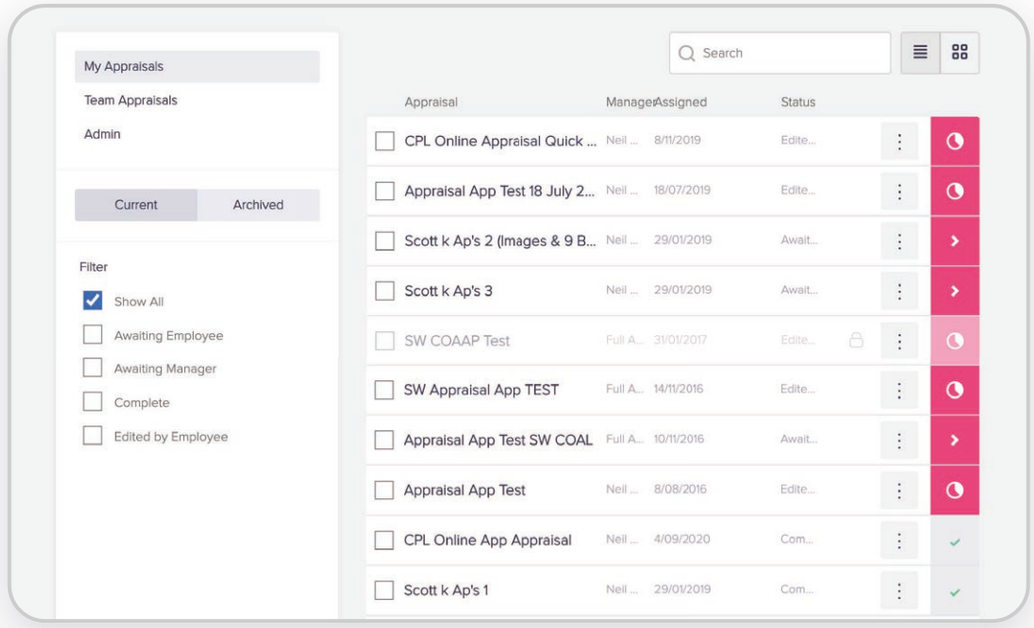
Simple and intuitive layout allows you to switch between sections as you are completing your appraisal.

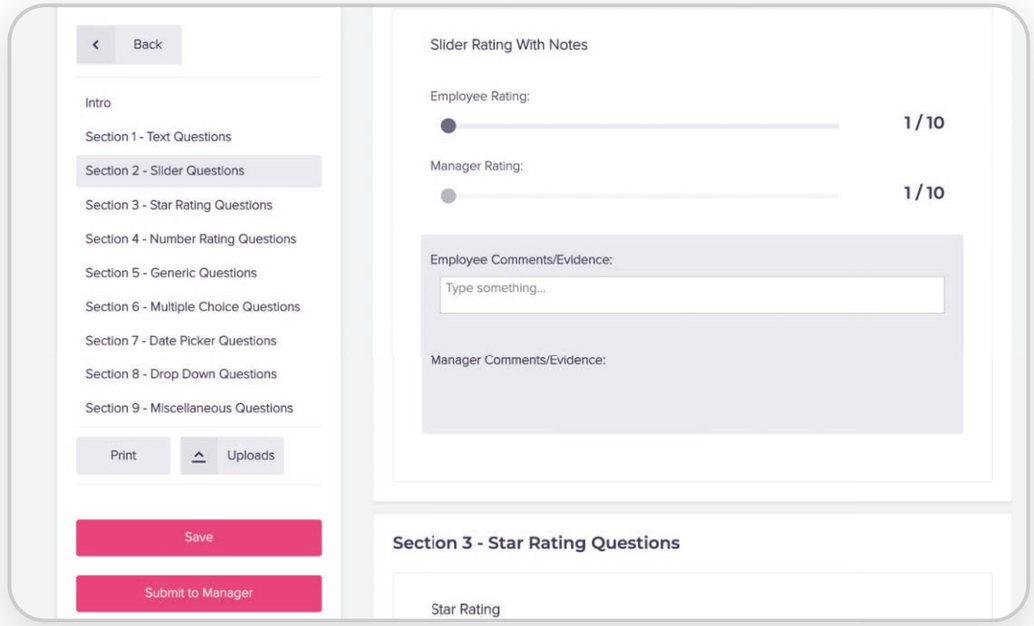
## Admin

Provides functionality to mark appraisals as no longer required and transfer a team member's appraisal to another manager.

## Filter

Refine your search through appraisals by using the Status and View filters.



# Surveys

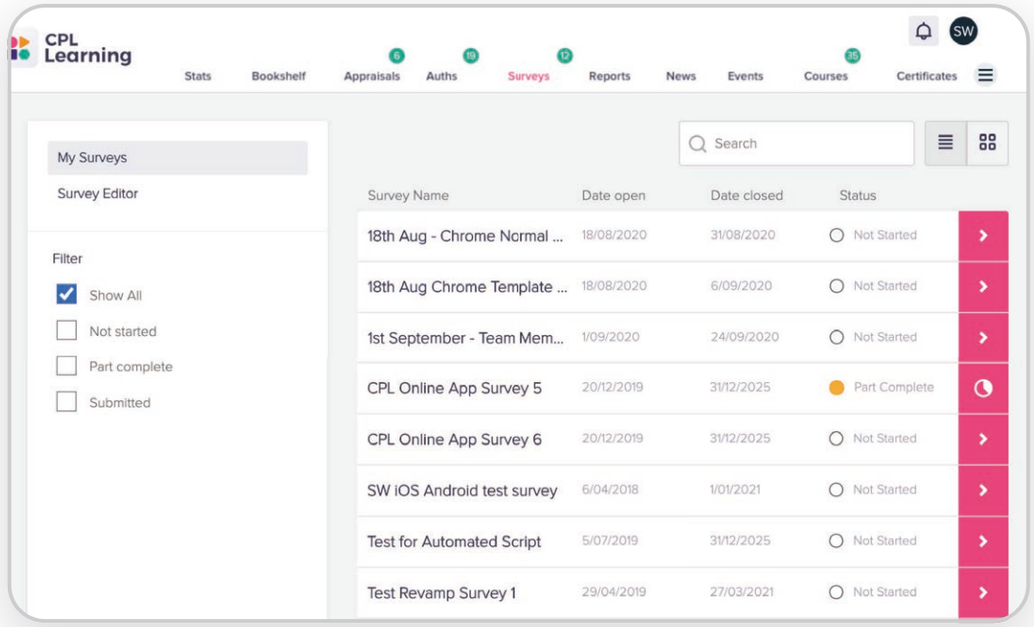
Surveys help you improve communication and engagement by encouraging team feedback. Toggle between tile and list view to suit your viewing preference.

## Search

Use the search function to quickly find a specific survey.

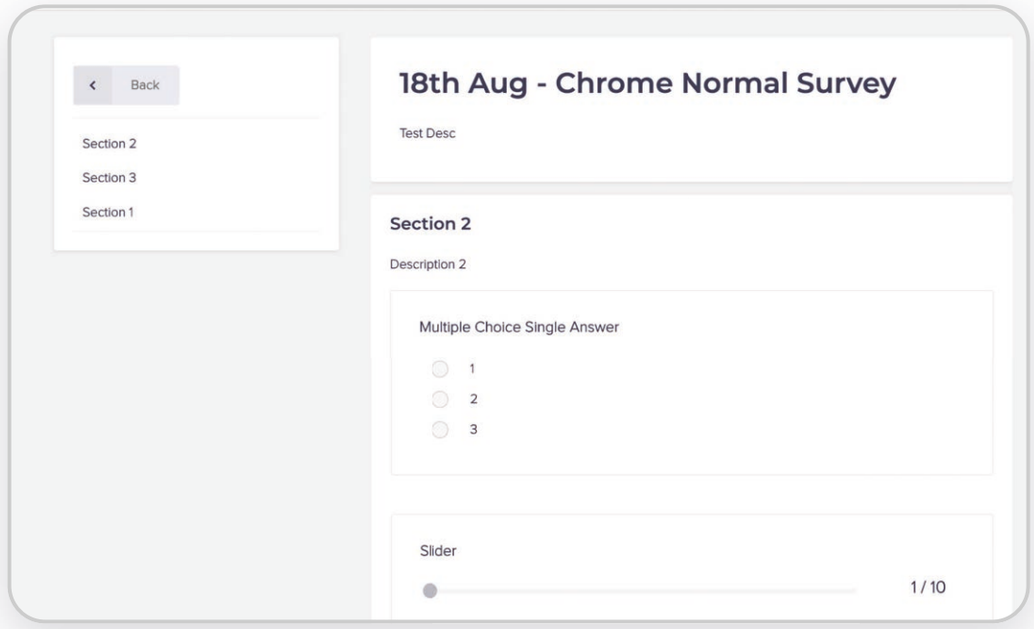
## Filter

Choose from four filters to view your surveys by their status.




## Content

Simple and intuitive layout allows you to switch between sections as you are completing your survey.



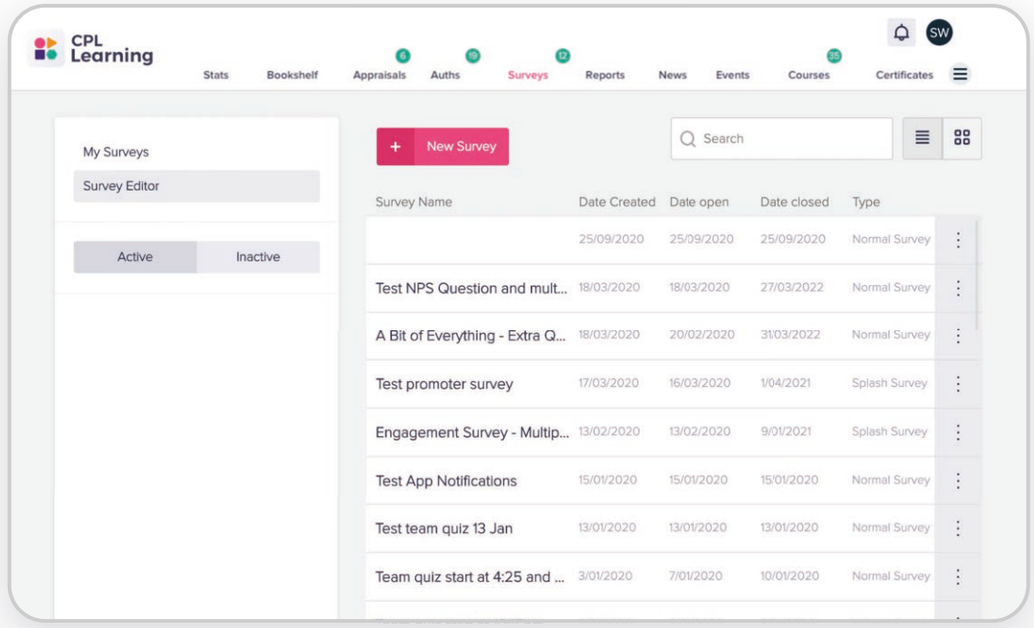
# Survey Editor

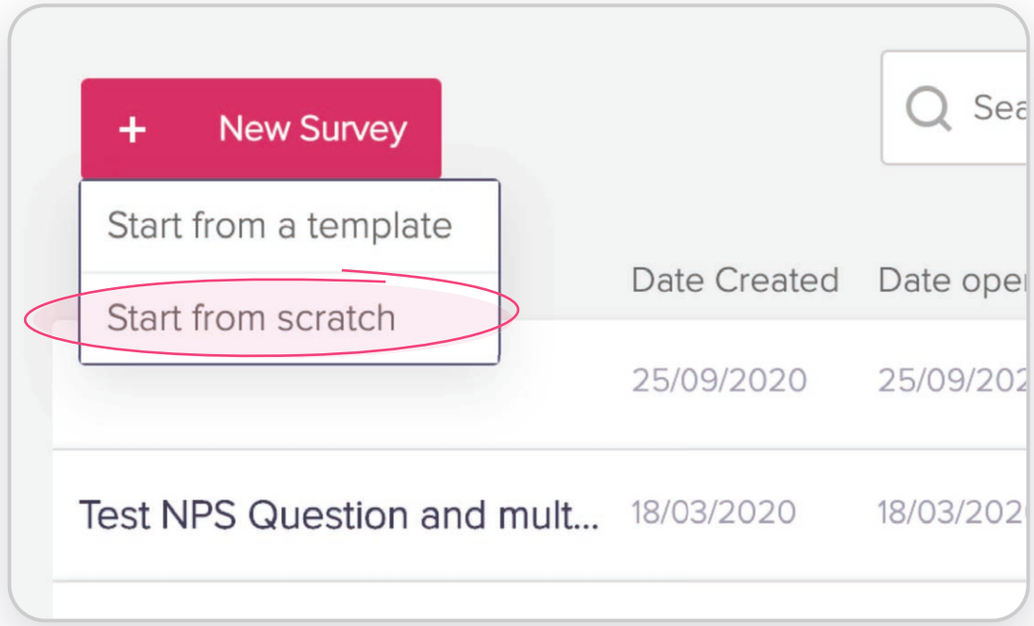
Surveys help you improve communication and engagement by encouraging team feedback. Toggle between tile and list view to suit your viewing preference.

## Start from Scratch

You can create a survey from scratch by clicking ‘New Survey’ and ‘Start from scratch’. Here you can choose to create a standard or a splash survey.

Once the survey has been created, you are free to start building your survey.



# Features

## Add Section

Here you can add new sections to the survey.

## Add Question

Here you can select from a variety of question types to add to the survey

## Preview button

This allows you to preview the survey before you allocate it.

## Allocation button

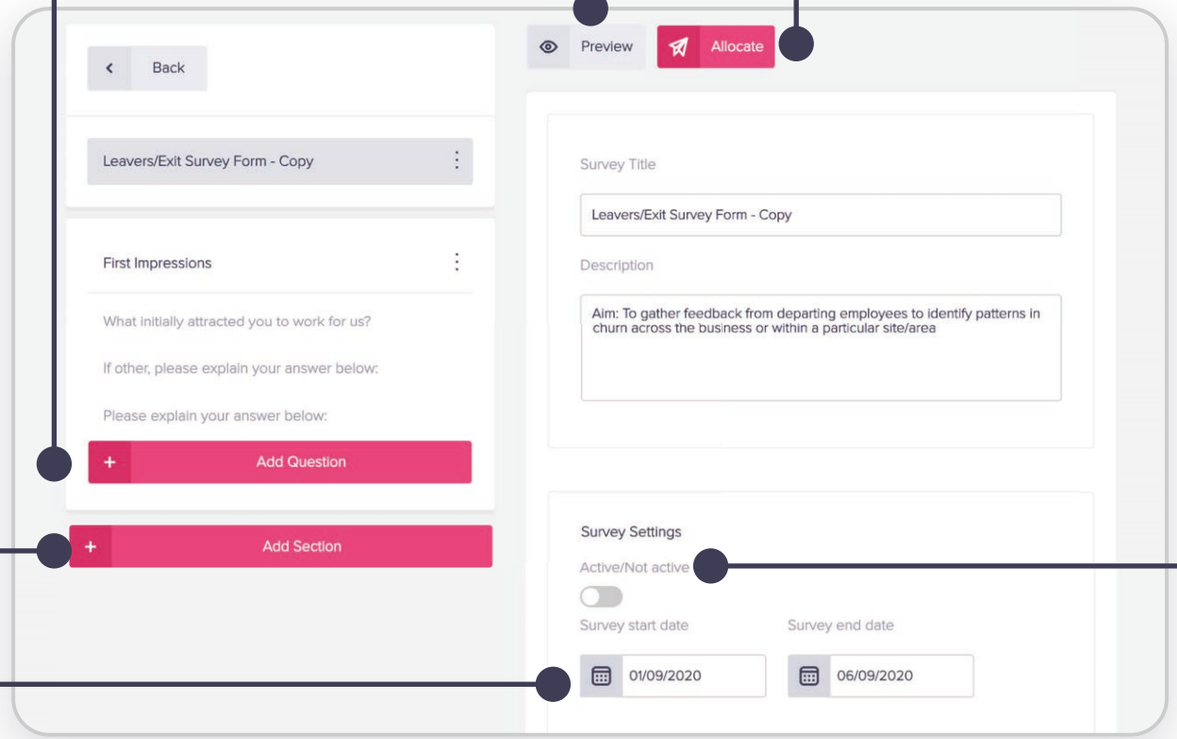
When you are happy with your survey, you can allocate it by division, position, site, and individual employees.

## Date pickers

Here you can select the start and end date for the survey.

## Active/ inactive

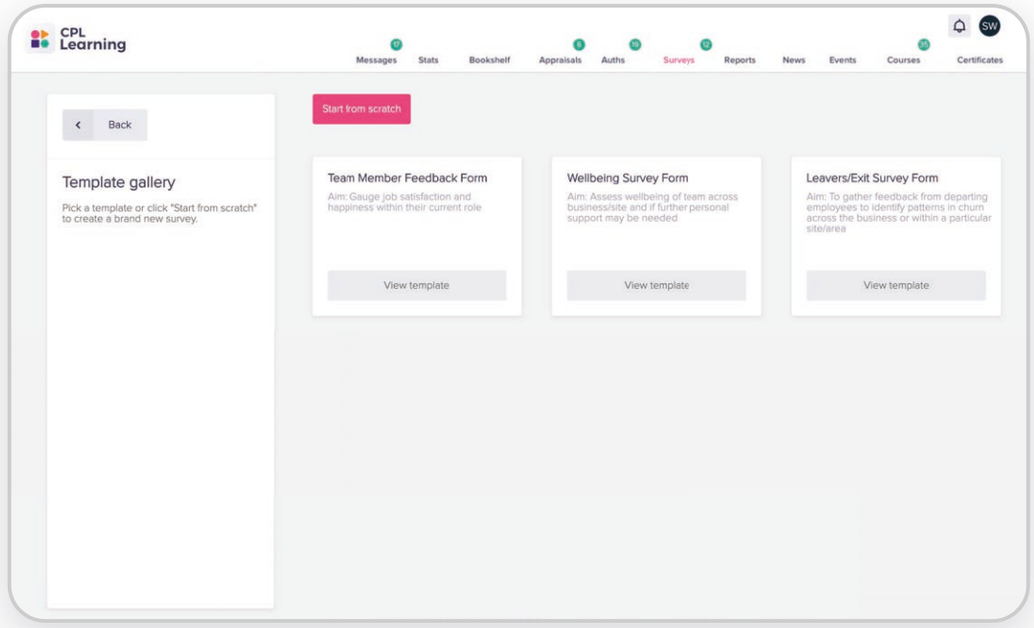
This toggle allows you to activate or deactivate the survey form.

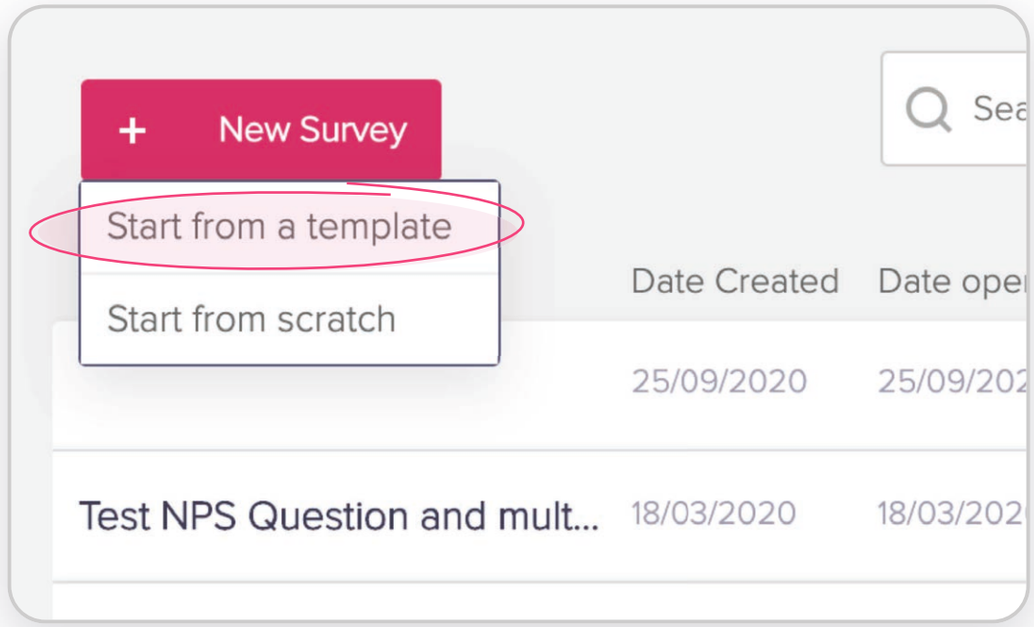


## Start from a Template

Templated surveys have been have created to aid super speedy set ups!

Simply click ‘New Survey’ then select ‘Start from a template’



# Authorisations

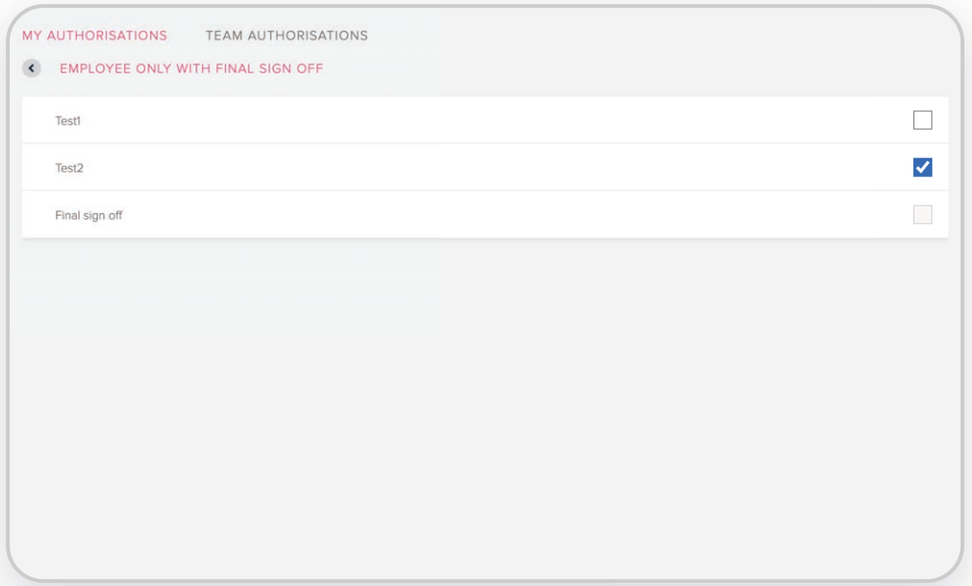
View and mark off assigned tasks and groups of authorisations. Monitor and quality check team member task sign-offs.

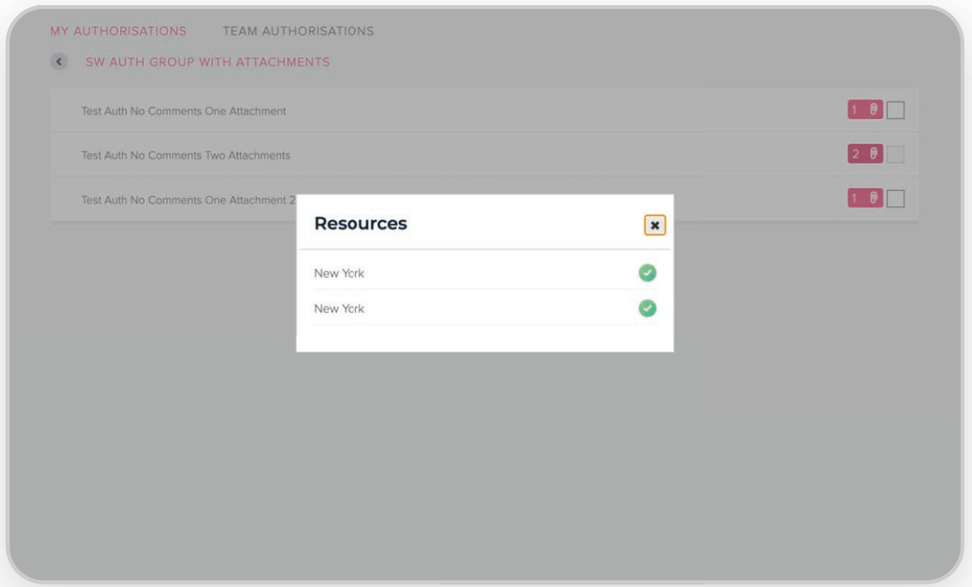
## Documents

Download documents that support your authorisations.

## Comment

Download documents that support your authorisations.



# News

A secure internal social media solution. Allows any team member to start a conversation by posting and leaving comments and likes.

## Feed

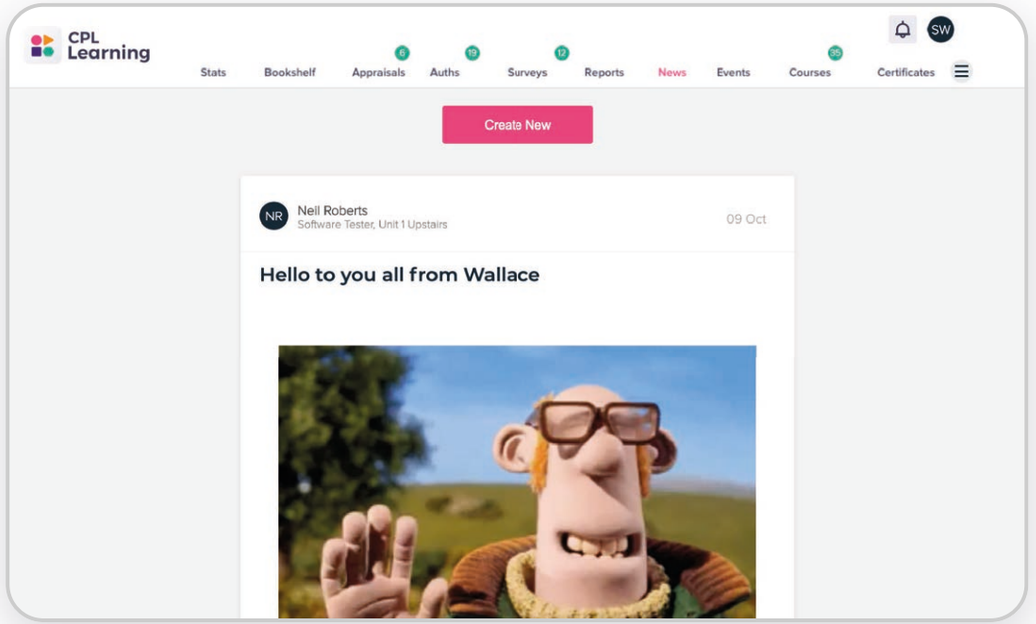
See what your peers are talking about and keep up to date with company news.

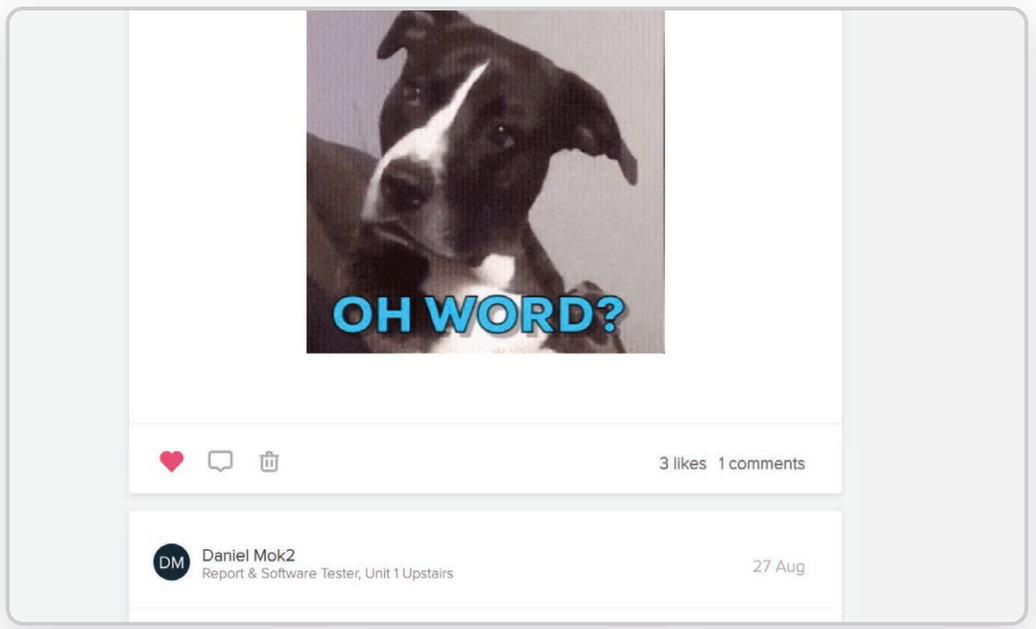
## Like & Comment

Engage with others with likes and comments.

## Share

Create your own posts and tailor them using the text/media toggle. Media allows you to upload your chosen media at ease and add a complimentary caption or hyperlink. Text allows you to tailor and edit your post with rich text formatting as well as adding documents and hyperlinks, providing valuable information to your team.



# Messages

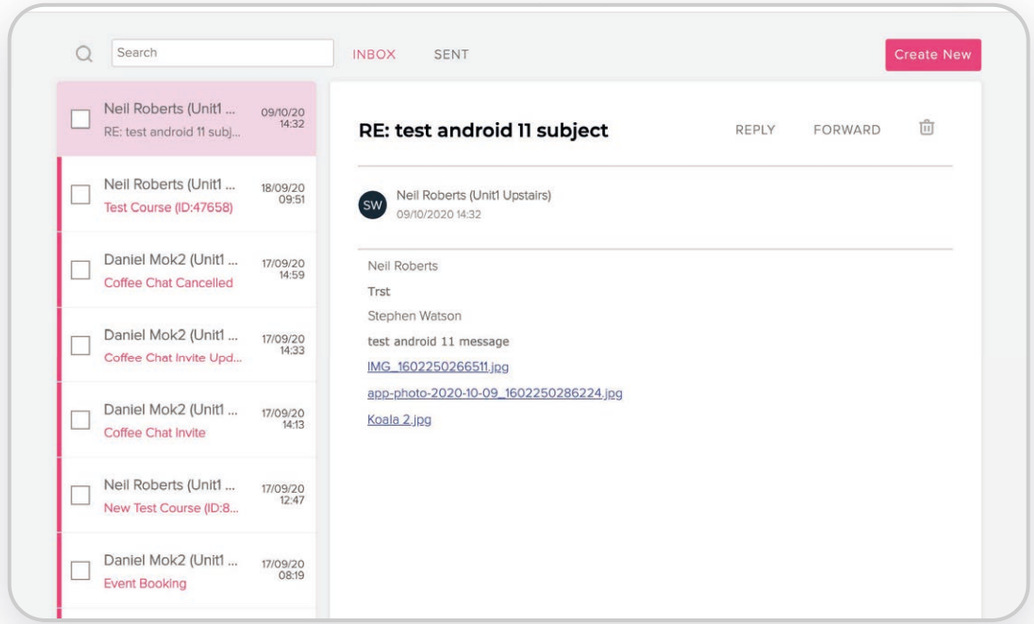
Allows users to communicate with one another. Messages also has notification functionality built in depending on use of our other products.

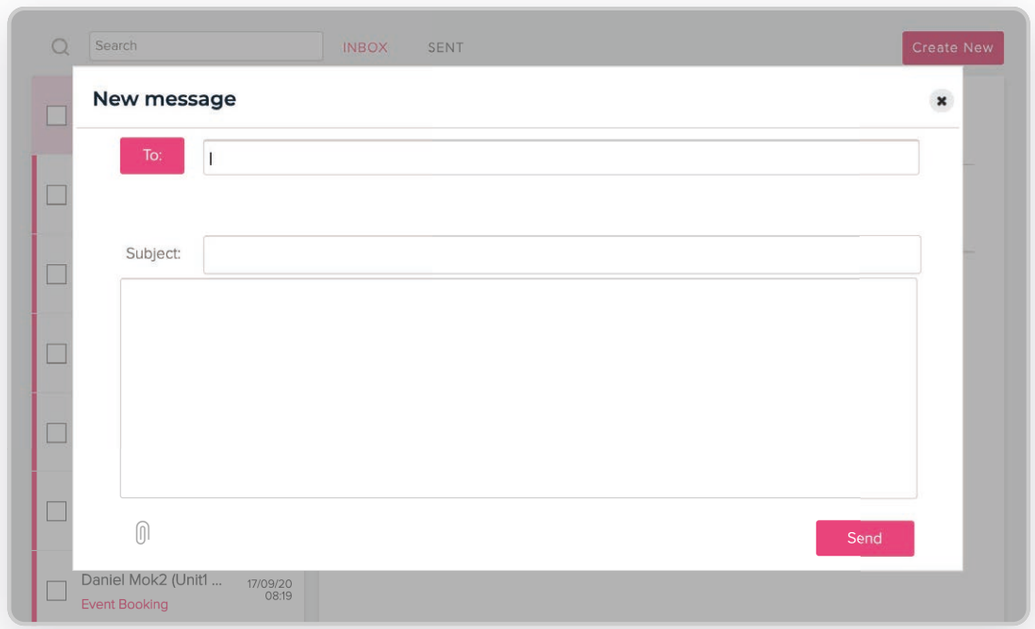
## Inbox & Sent

View all messages received and sent. Highlight messages as unread and delete messages to tidy up your inbox.

## Create

Attach files to your messages, format the text and send to users within your company address book.

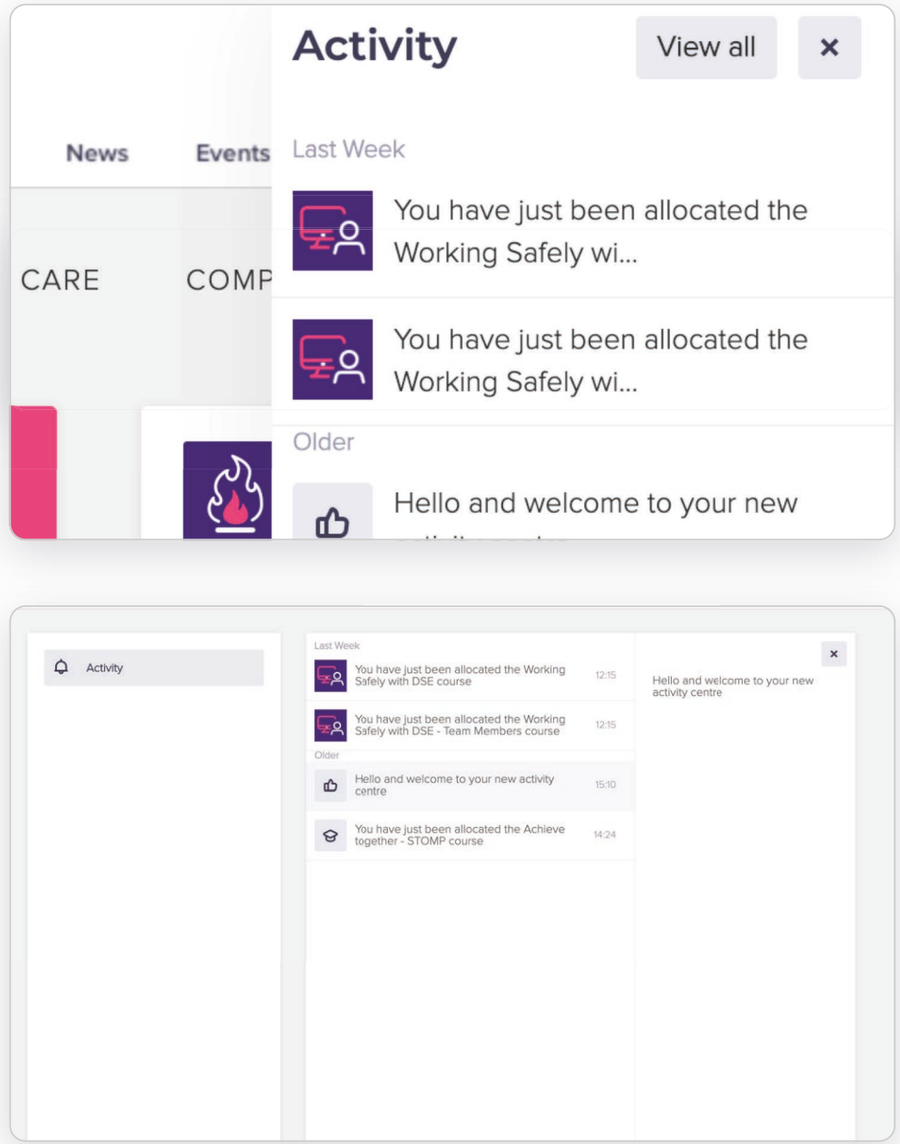


# The Activity Centre

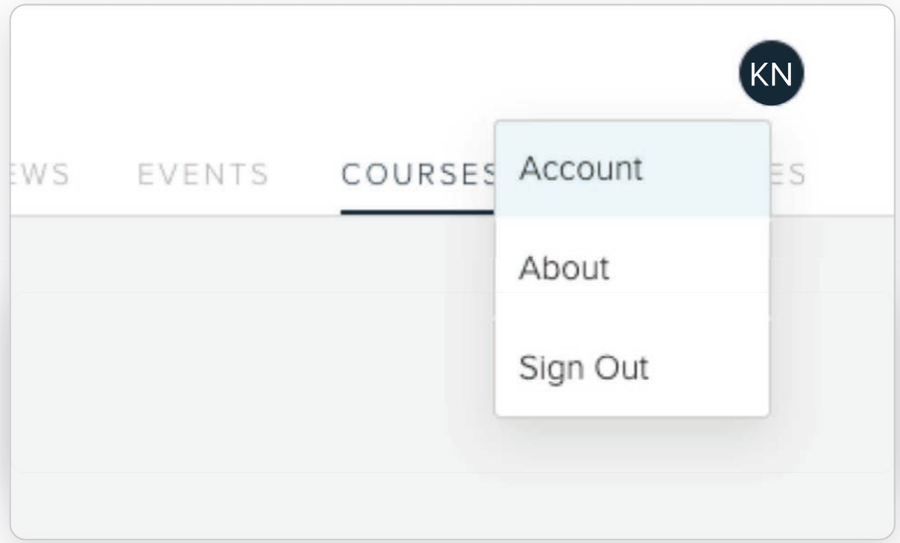
The Activity Centre is the platforms new notification hub. Here you will be notified on new courses or when content becomes available on the platform as well as feature updates!

You can swiftly navigate through the console by clicking on the notification as it will take you to the relevant section of the console.



# Managing your account

To access the account area, select your initials in the top right corner and the select Account.

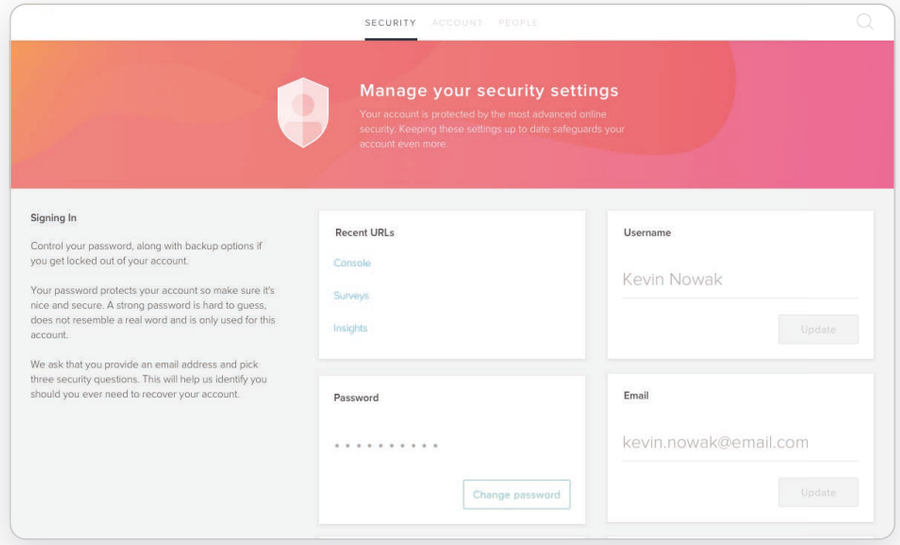



## Security

Control your password, along with backup options if you get locked out of your account.

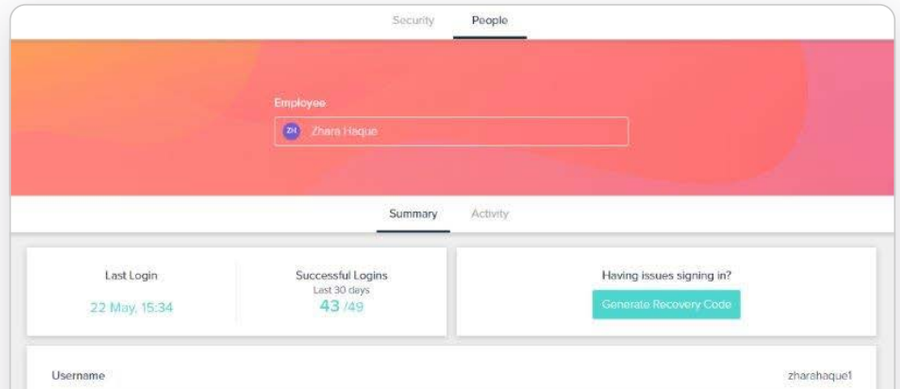
Your password protects your account so make sure it's nice and secure. A strong password is hard to guess, does not resemble a real word and is only used for this account.

We ask that you provide an email address and pick three security questions. This will help us identify you should you ever need to recover your account.




## People

This area allows you to support team members with any account enquiries. You can view a summary of their account access, what security information they have linked to their account and provide a recovery code if required.



CPL Learning


Call 0151 647 1057

Email support@cplonline.co.uk


8am-6pm, Monday to Friday

10am-2pm, Saturday and Sunday (email support only)