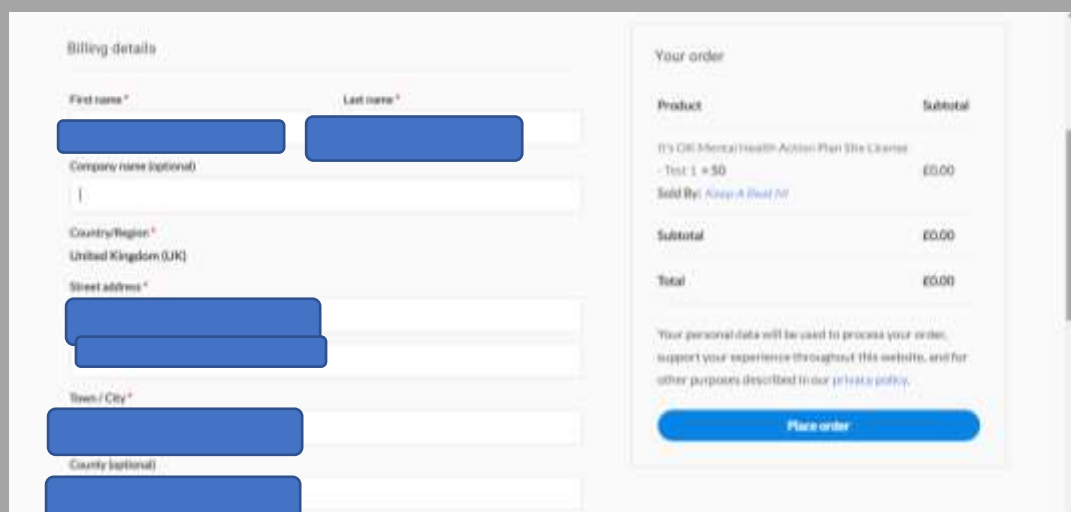
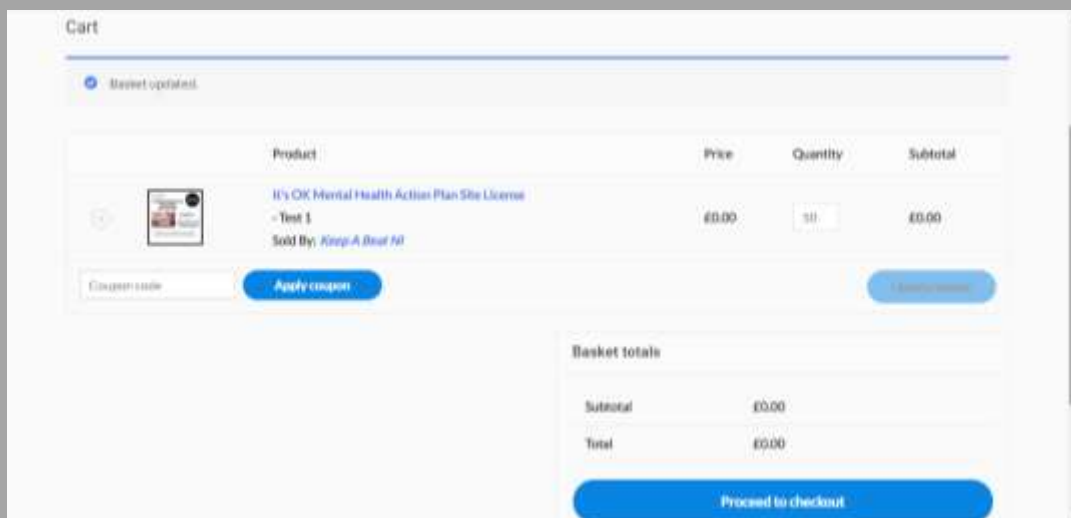
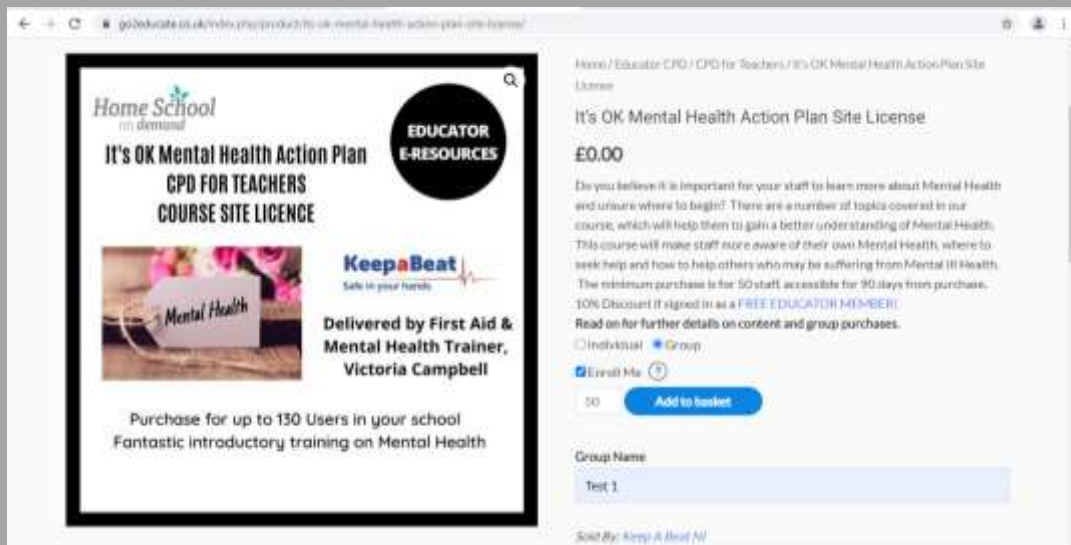
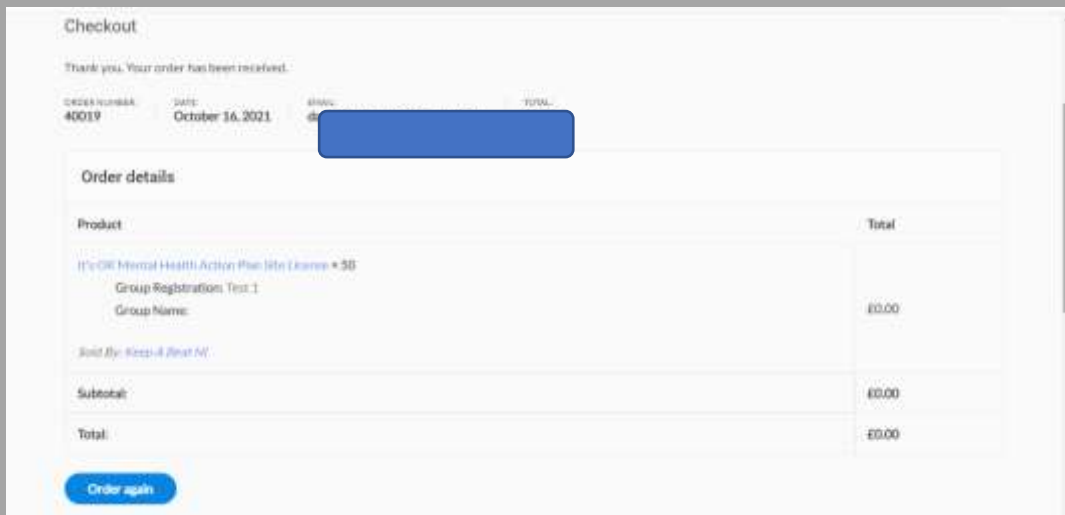


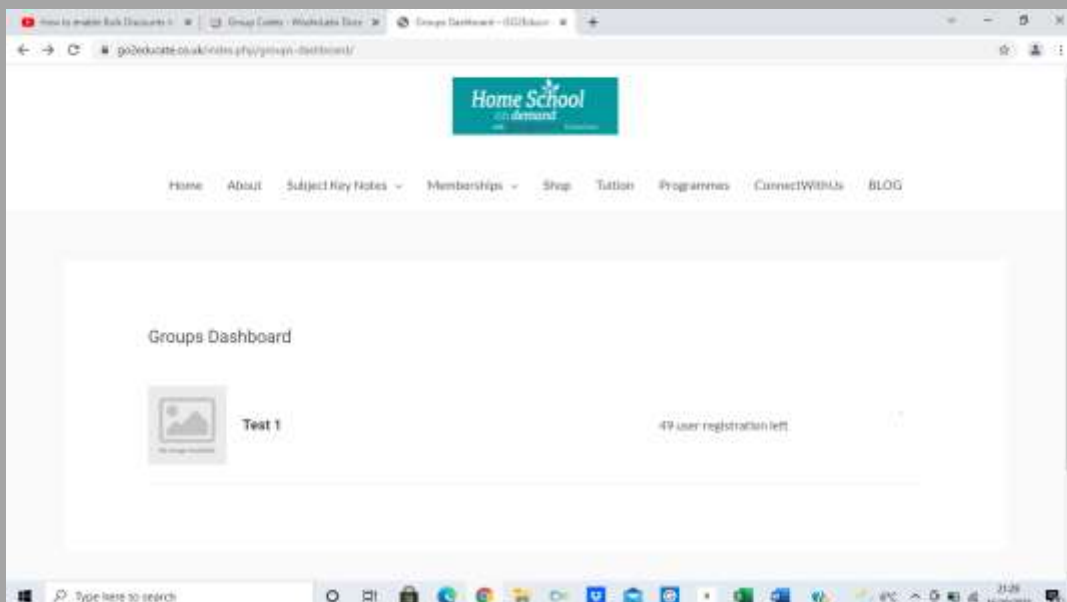
BUYING A COURSE IN BULK FOR A GROUP OF USERS: (1) How to purchase (2) Group Leader Management facilities (3) Manual User Registration (4) Direct Course Access

(1) PURCHASING: FROM THE SHOP TAB, GO TO THE RELEVANT CATEGORY IMAGE AND CLICK ON THE SITE LICENCE COURSE IMAGE YOU WISH TO PURCHASE. ADD TO THE BASKET – illustrated images below





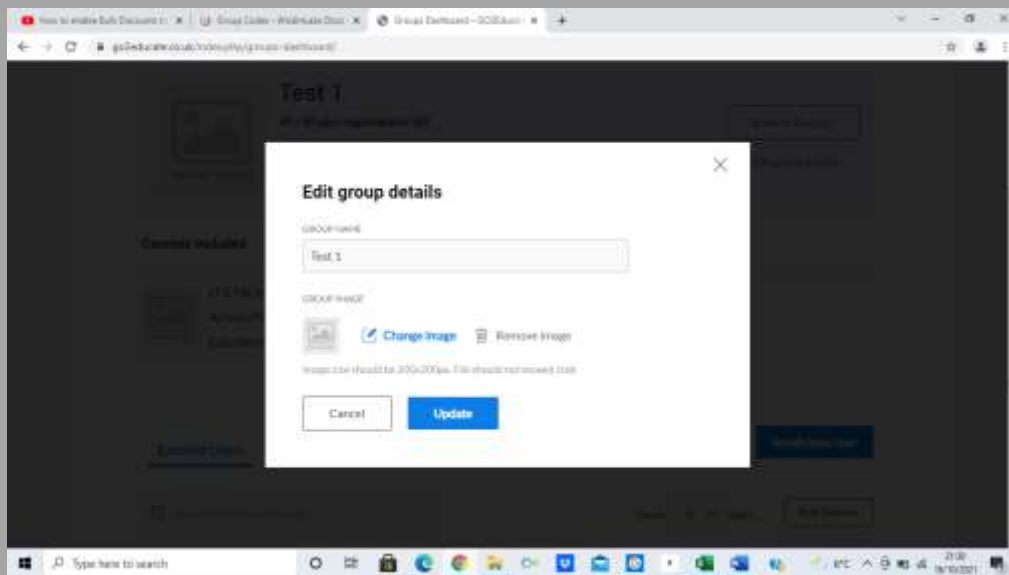
(2) GROUP LEADER MANAGEMENT FACILITIES – Start by clicking on the GROUP you created on purchase. Illustrated images below:



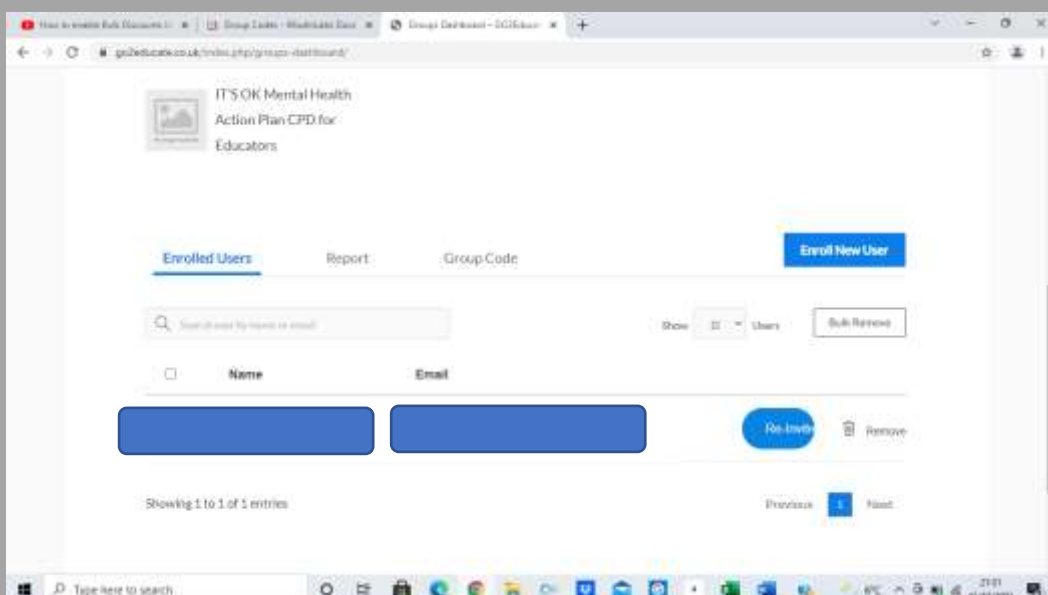


EDITING THE GROUP DETAILS

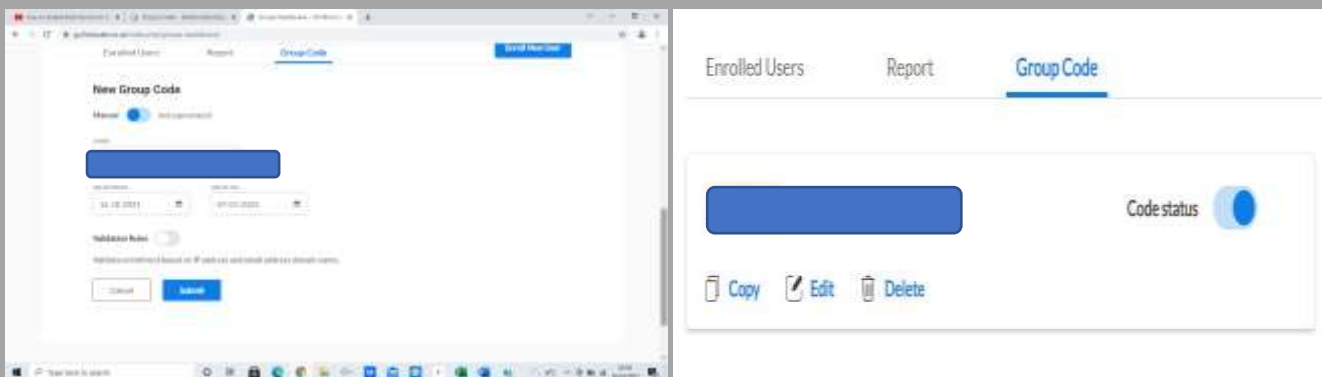
You can edit the group name at this stage if you wish and add a relevant recognisable image for your users e.g., organisation logo



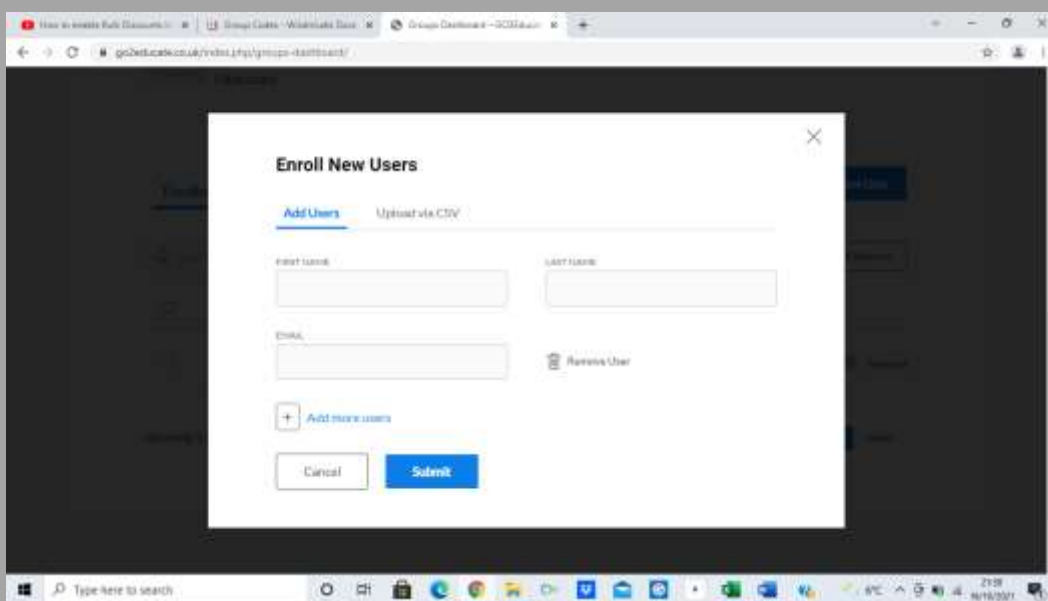
There are 3 tabs available for you to view and edit: Enrolled users (Name, Email address), Reports & Group Code. Within Enrolled Users the 'Reinvite' button is to re-invite users who have forgotten their password



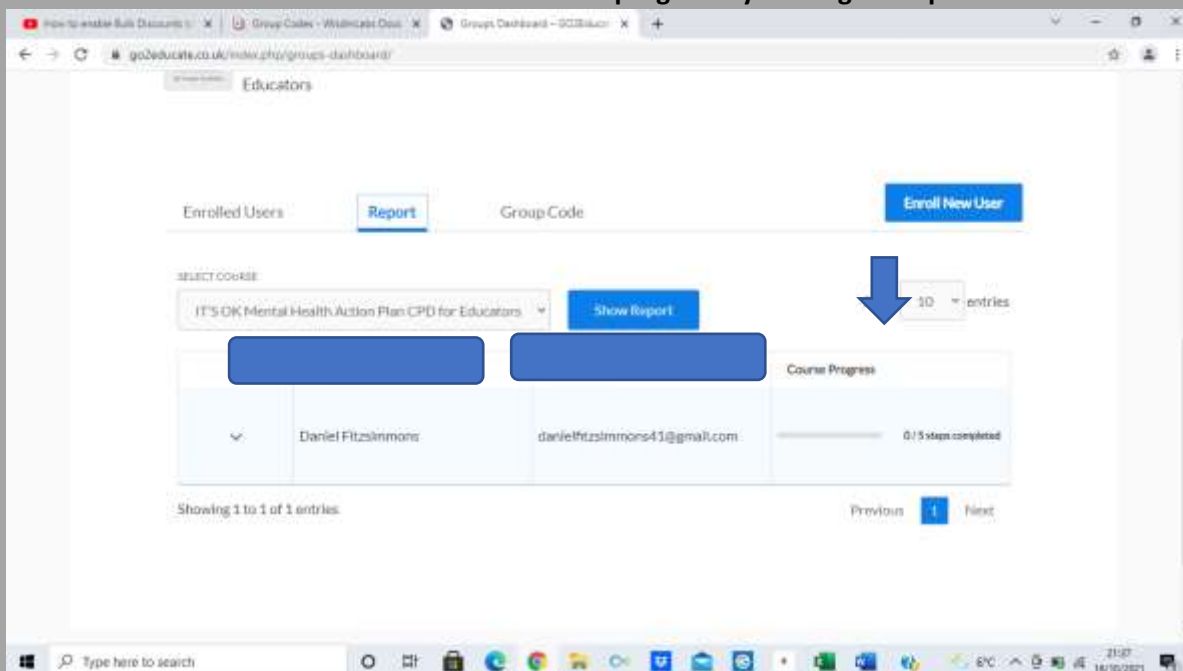
You can create a group code to pass onto and invite users in your organisation to register manually, also setting the validation dates (remembering how many days the course site licence is accessible for) and tick Status to valid group code (otherwise it won't allow users to register).



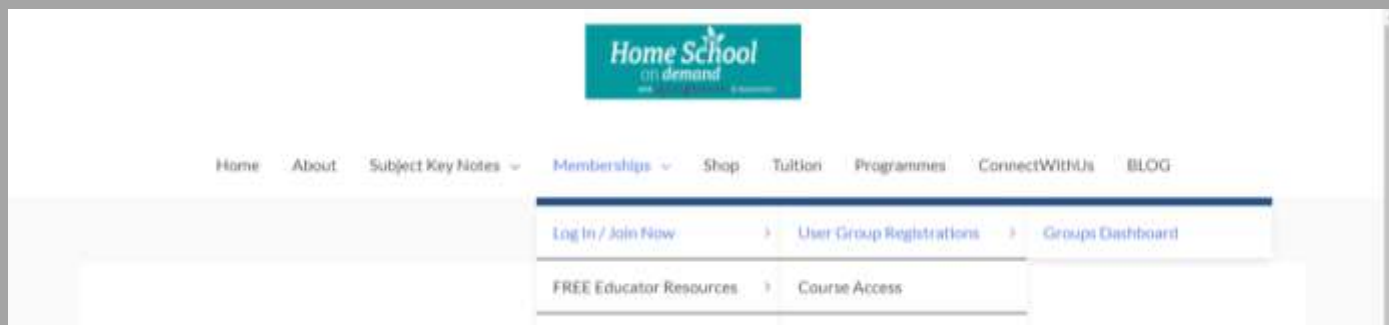
OR Enrol users yourself – this can be done 1 by 1 OR by uploading the data via a CSV file in data order outlined in the form below.



You can also check users course progress by clicking on Report



***TO ACCESS & MANAGE YOUR GROUP IN THE FUTURE – Go to the Memberships Tab, Login & then click on the Groups Dashboard tab**



(3) Manual User Registration: If your members are registering themselves through the Group Code, they will need to access in the following way: Go to Memberships Drop-down, Login, User Group Registration Page

A screenshot of the User Group Registration form. The form contains several input fields: First Name, Last Name, Username, Password, User Password, and Group Code. There are also buttons for 'Cancel' and 'Submit'.

(4) How Users can Access the Course: All users must Login via the Membership drop-down tab. Once logged in the course can be accessed directly via. the Course Access Page.

