



Guide for eLearning Coordinators

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- Upload and enrol groups of students
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 - View and print student answers
 - View all course content

Features of LivCor eLearning

- Students enjoy easy login and access to learning 24/7 and learn at their own pace.
- There is easy navigation of topics within each learning module, and between assessments and learning, to revise topics as needed.
- The learning incorporates audio narration, PDF downloads, demonstration videos and is fully interactive.
- All students can download and print a Statement of Completion on successfully finishing the course.
- Easy management of student enrolment and monitoring.
- Clearly illustrated user guide available for training managers/elearning coordinators.
- Training compliance, monitoring and audit features including:
 - » Students are provided with a unique username and password.
 - » Students must make a declaration of authenticity of the work before commencing the first topic.
 - » Assessment questions include, not only multiple choice (one answer), but multiple select, with a larger number of possibilities, and fill-in-the-blank style questions, for which the correct answer must be known.
 - » Questions are presented in a randomised sequence, making it more difficult for student to student help.
 - » All students must achieve a score of 100% before being allowed to progress to the next learning module.
 - » The eLearning courses comprehensively cover all the knowledge requirements of the relevant training package unit or accredited course, with up to twenty modules and a total five hours of learning and assessment.
 - » All assessments are thoroughly mapped to the Knowledge Evidence requirements of the relevant unit.
 - » Training Managers can view or download actual student responses for audit purposes.



TO ADD AN INDIVIDUAL STUDENT

1. On the welcome page, click the red link SEARCH for or ADD a student.
2. On the Users page, under Add a User Student Template is the default. Click the ADD button.
3. On the Management Permissions page, select your organisation, then click 'Next'.

Welcome

Click here to **SEARCH** for or **ADD** a student

Click here to view **Student Instructions**

Find a User

Search for:

This will search each user's ID, name, user name and e-mail address.

Match:

Search: Area (Department/Group)
 Additional user fields

Also Search by:

Status:

Add a User

Available Templates:

Create from Archive

- Complete the student details:
 FirstName, LastName, UserName and Email.
 (other items are optional)
- When details are complete, click the UPDATE button at the bottom of the page.
 Note that the student's name now appears at the top of the page as a **RED** link.
- Click on the student's name.

THE STUDENT USER PAGE

This page allows you to manage all aspects of a student's eLearning.

The two most essential features are **Enrolments** under the TRAINING heading and **E-mail Password** under PERSONAL.

The steps on the next pages will explain how to enrol a student and send them their login details.

Other useful links on the student's user page are:

- Details**, to update email address or other details.
- Custom Fields**, to add a student to a specific class group by assigning a class # or course date.
- Change Password**, to assign a specific password other than the automatically-generated one.
- Download Results**, to obtain a file with personal details including username and password.
- Competencies** or **Transcript** to view or print past completed courses.

Users > Search Results > Fairbliss, Absley > Details

User Names must:
 - be unique
 - be a least 4 characters long
 - not contain spaces

Public

User ID 146601

* **First Name** Absley

Middle Name/s

* **Last Name** Fairbliss

Company

Job Title

Date of Birth

Gender Female Male Unknown

* **User Name** absleyfairbliss21

Day Phone Number

AH Phone Number

Fax Number

Mobile Phone Number

* E-mail absley@livcor.com.au

PERSONAL

- Details
- Custom Fields
- Change Password
- E-mail Absley Fairbliss
- E-mail Password
- Account Status
- Nicknames
- Notes
- History
- Copy
- Download Results
- Archive
- Delete

SYSTEM

- Permission Overview
- Viewing Permissions
- Management Permissions
- Memberships
- Apply Template

EMPLOYMENT

- Job Titles
- Positions
- User Profile
- Résumés
- Subscriptions

TRAINING

- Competencies
- Certificates
- Enrolments
- Course Plan
- Transcript
- Development Plans
- External Qualifications

COURSE DATE or CLASS ID

Before proceeding to enrol a student, consider assigning them with a course date or identifier to place them in a class group. This will make it easier to monitor progress of the whole class.

- Click on **Custom Fields** under PERSONAL
- Add the course date or class number from the student management system and click 'Update'.
- Click the red student name link at the top of the page to return.

Course Code:

TO ENROL A STUDENT

7. Click on **Enrolments** under TRAINING
8. Click on the red link:
[\[Enrol this User into another course\]](#)
9. Click the 'Search' button to find your available course sessions. *There is no need to type anything into the search field.*
10. Select your course session as required and click on the 'Register' button.
Please do NOT mark the 'Send e-mails' box.
11. Click on the student name in red at the top of the page to return.

Enrolments

* Search:

Status:

Currently Enrolled
0 Enrolments. [Enrol this User into another course]

<input checked="" type="checkbox"/> test	Enrolments: 0
<input type="checkbox"/> Select All	
<input type="checkbox"/> Send e-mails	
<input type="button" value="Register"/>	

TO SEND STUDENT LOGIN DETAILS


12. Click **E-mail Password** under PERSONAL to send the student's login details.

NOTE

To obtain a students' username and password, click on **Download Results** and select the username and password check boxes to download a report.

Another method would be to use your own email address for every student, so **E-mail Password** will come to you. You would then need to forward these details to the student so they can begin.

PERSONAL

- Details
- Custom Fields
- Change Password
- E-mail Absley Fairbliss
- E-mail Password 
- Account Status
- Nicknames
- Notes
- History
- Copy
- Download Results
- Archive
- Delete

SYSTEM

- Permission Overview
- Viewing Permissions
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EMPLOYMENT

- Job Titles
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TRAINING

- Competencies
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- Transcript
- Development Plans
- External Qualifications

TO ADD CLASS GROUPS

1. Before importing a group of students you need a TAB-DELIMITED TEXT FILE of the class. To begin, use the .xlsx (Excel) basic template supplied. (A template that includes Username and Password is also available.)
2. Populate the FirstName, LastName, Email and CourseCode cells, then choose 'Save as...' to apply a file name and choose 'Text (Tab delimited)' as the file type.
3. On your home page, click the red 'Add and Enrol Student' link, then 'Import Users' in the left column.
4. Select the items that are included in your import template: FirstName, LastName, Email and Course Code, ensure all other items are de-selected, then click 'Next'.
5. On the File Upload page, use the 'Browse...' button to find your .txt file.
6. After the file name appears, leave the 'Student Template' selected and click 'Import'.

	A	B	C	D
1	First Name	Last Name	Email	Course Code
2	Test	Person	testperson@gmail.com	30102017
3				
4				
5				

File name:

Save as type:

USER ADMIN

Users

- | Import Users
- | Import Enrolments
- | Import User Competencies
- | Import User Certificates

You can search for users by entering text into the 'Search for' field under the 'Add a User' heading. Note that if you don't enter or select anything, you will have permission to manage, which could take a while.

To add a single user based on a Template, go to the 'Add a User' heading, select a template from the drop-down box, and then click the [Add] button. Users created with this method have Permissions assigned manually. To create a user from an archive, go to the 'Add from Archive' heading. To add several users at once, click [Import Users]

Import File:

(Columns: Login, Password, FirstName, LastName, Email)

[\[View Sample File\]](#)

Apply Template:

- To confirm the associated management permissions for this import, select your organisation, then click the 'Next' button.

NOTE

If any usernames in the import file already exist, you will receive an error message noting which lines in your import file could not be imported.

- You can proceed to bulk enrolment of the imported students by clicking 'Search'.
- To enrol all the recently imported students, click 'Select All' then click 'Next'.
- On the 'Multiple User Options' page, select **Enrol** under TRAINING.
- The remaining steps are the same as for enrolling individual students. (Refer to pages 5 and 6.)

Users > Import Users (Action) > Import Fields > File Upload > Results

Upload Successful.

If you would like to bulk email or enrol these users, click the search button to have the search page list all the users that were affected by this import.

Search

	User Name	Name	Organisation	Department
<input checked="" type="checkbox"/>	test1	Learner, Example1		
<input checked="" type="checkbox"/>	test2	Learner, Example2		
<input checked="" type="checkbox"/>	test3	Learner, Example3		
<input checked="" type="checkbox"/> Select All				
Next >>				

TRAINING

Competency Transcript
Add Competency
Add Certificate
Enrol
External Qualifications

TO CHECK THE PROGRESS OF AN INDIVIDUAL STUDENT

1. Click on the USER ADMIN menu, then select **Users** in the left column.
2. On the Users page, search for the student under 'Find a User'.
3. On the student page select **Enrolments** under the TRAINING heading.
4. In the right hand column of their enrolment, click the **[Grades]** link to display all the modules in the course and the grades achieved.
5. If the student has completed the course, there will be no current enrolment displayed. Click the student name at the top to return, then confirm completion by clicking **Competencies** under the TRAINING heading.

The screenshot shows the USER ADMIN interface. The top navigation bar includes Home, Settings, User Admin, and Training. The left sidebar has a red header for 'USER ADMIN' with links for 'Users' and 'User Templates'. The main content area displays 'Welcome Coordinator!' and two sections: 'Find a User' and 'Add a User'. The 'Find a User' section has a search box, a 'Match' dropdown set to 'All Keywords', search checkboxes for 'Area (Department/Group)' and 'Additional user fields', an 'Also Search by' dropdown, and a 'Status' dropdown. The 'Add a User' section has an 'Available Templates' dropdown set to 'Student Template', an 'Add' button, and a 'Create from Archive' section with an 'Add' button. A 'Current' indicator is visible at the bottom right of the 'Add a User' section.

Currently Enrolled					
1 Enrolments. [Enrol this User into another course]					
1 - 1 (1)					
Course	Session	Course Enrolment	Date Enrolled	Cancel	
HLTAID003 : Provide First Aid v3 Enrolments: 2 / 105	APLH	49132	05-Aug-2015	[Cancel]	[Grades] [Comments] [History]

TRAINING

[Competencies](#)
[Certificates](#)
[Enrolments](#)
[Course Plan](#)
[Transcript](#)
[Development Plans](#)
[External Qualifications](#)

TO MONITOR CLASS GROUPS

1. Click on USER ADMIN menu, then click **Users** in left column
2. Under 'Find a User', in 'Also Search By' select 'Custom Fields', then click 'Search'.
3. On the Search page, enter the course code of the class you're searching for; tick the box labelled 'Course Code', then click the 'Search' button.

The screenshot shows two panels: 'Find a User' and 'Add a User'. In the 'Find a User' panel, there is a search box, a 'Match' dropdown set to 'All Keywords', and search options for 'Area (Department/Group)' and 'Additional user fields'. The 'Also Search by' dropdown is set to 'Custom Fields', which is highlighted by a red arrow. A 'Search' button is at the bottom. The 'Add a User' panel shows 'Available Templates' with 'Student Template' selected and an 'Add' button. Below it is a 'Create from Archive' section with another 'Add' button.

The screenshot shows the 'Find a User' search criteria. The 'Search for' field contains '15012016'. The 'Match' dropdown is set to 'All Keywords'. Under 'Custom Fields', the 'Course Code' checkbox is checked. A 'Search' button is located at the bottom right.

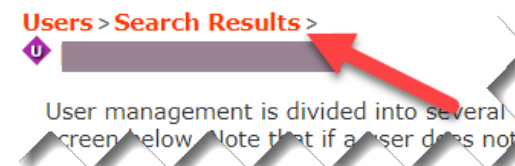
THE SEARCH RESULTS PAGE

On the Search Results page:

- The total number in the class is shown in the grey bar at the top of the table.
- Students who have completed the course and clicked right through to the end to submit their result will have a pink asterisk (*) against their UserName.

For students that do NOT have a pink asterisk (not completed), you can click on their name in the second column, then choose **Enrolments**, then **[Grades]** (see previous page).

Click the **Search Results** link at the top of the page to return to the class list.



TO CHECK PROGRESS FOR ALL CURRENT ENROLMENTS

1. Select the TRAINING menu at top, then click **Trainers** in the left column, then click on Sessions.
2. Click the 'Search' button to find all available sessions for your organisation.
3. On the 'Sessions > Search Results' page, click the red link in the session column.
4. On the 'Grades' page, you can select the status to show 'Current Enrolments', or 'Completed Enrolments' or 'All' enrolments.

The Course Grade table column will display student progress as a percentage of all assessments in the course.

If a student has not started their online work, the Course Grade column will show 'No Grade'.

All completed enrolments will show 100% in the Course Grades column and the word 'Finished' in the Finished Course? column.

Refer to the next page for further information on the Grades Page



* Search: User
 Status:

[Break down of Grades]

1 - 50 (828)					
Student	Course Enrolment	Date Enrolled	Course Grade (Pass = 100.00%)	Finished Course?	
Gary	86126	24-Oct-2017	5.00%	<input type="checkbox"/>	[Comments]
Sam	86283	27-Oct-2017	50.00%	<input type="checkbox"/>	[Comments]
	84618	19-Sep-2017	No Grade	<input type="checkbox"/>	[Comments]

Status:

[Break down of Grades]

1 - 50 (131)				
Student	Course Enrolment	Date Enrolled	Course Grade (Pass = 100.00%)	Finished Course?
	56948	07-May-2016	100.00%	Finished
	56949	07-May-2016	100.00%	Finished

THE GRADES PAGE

The Grades page allows you to view the progress of all students at a glance.

You can look up a specific student by searching:
[Name] > User > GO.

Click on the **Student Name** in the first column to see a more detailed breakdown of the assessments completed. Click **Grades** at the top of the page to return.

FINALISING STUDENT ENROLMENTS

Occasionally you may find students that are still 'Currently Enrolled' but have a Course Grade of 100%. This is because not all students follow their instructions to click through to the end to finalise the course after completing the last assessment.

To finalise a student who has achieved 100%, select the 'Finished Course?' checkbox and click 'Update'.

If you have a very large number of current enrolments:

1. search on course grade equal to 100;
2. click the 'Select All' checkbox at the bottom of the table;
3. click the 'Update' button.

* Search: User
Status:

[Break down of Grades]

1 - 50 (828)					
Student	Course Enrolment	Date Enrolled	Course Grade (Pass = 100.00%)	Finished Course?	
Gary	86126	24-Oct-2017	5.00%	<input type="checkbox"/>	[Comments]
Sam	86283	27-Oct-2017	50.00%	<input type="checkbox"/>	[Comments]
	84618	19-Sep-2017	No Grade	<input type="checkbox"/>	[Comments]

* Search: Course Grade - Equal To
Status:

1 - 24 (24)					
Student	Course Enrolment	Date Enrolled	Course Grade (Pass = 100.00%)	Finished Course?	
Colby	86445	01-Nov-2017	100.00%	<input checked="" type="checkbox"/>	[Comments]
Chris	87212	13-Nov-2017	100.00%	<input checked="" type="checkbox"/>	[Comments]
Gemma	86421	01-Nov-2017	100.00%	<input checked="" type="checkbox"/>	[Comments]
Callaghan, Tam	86422	01-Nov-	100.00%	<input checked="" type="checkbox"/>	[Comments]

Amy	86423	01-Nov-2017	100.00%	<input checked="" type="checkbox"/>	[Comments]
William	86424	01-Nov-2017	100.00%	<input checked="" type="checkbox"/>	[Comments]
				Select All <input checked="" type="checkbox"/>	
				Send e-mails <input type="checkbox"/>	
				<input type="button" value="Update"/>	

TO AUDIT STUDENT ANSWERS

1. Navigate to the Grades page.
(steps 1-3 on page 11)
2. Click on the Student name in the first column.
(red link)
3. To view the student's answers,
click on the assessment result.
(Right hand column in the Assessment row)
4. On the Graded Assessments page, you
can choose to view previous unsuccessful
attempts (if any), as well as the answers used
for the final component grade.
5. At the bottom of the page there is a **Download**
link, so you can print or save the student's
answers. The file is plain text (.txt) with
minimal formatting. You can print the web
page directly if you prefer the html formatted
presentation.
6. Click on **Grades** at the top of the page to
return to the student list.

AID03AF-EDU : Airway - Edu		
Content		
The Content	Split Screen	
Topic Total		/ 0.00
Test		
The Assessment	Assessment	100.00 / 100.00
Topic Total		100.00 / 100.00
Module Grade		10.00 / 10.00

Previous Attempts: 16-May-2016 11:52 PM - 88.89% ◀

++ indicates Currently being used as Component Attempt
◀ indicates Currently Displayed

Inactive

1. Question
What are the assessment principles of first aid?

Question Type: Multiple Choice
Student Answer:
A: Signs
symptoms and diagnosis

Correct Answer:
B: History, signs and symptoms

Automatic Grade: 0.00 / 1.00
Grade: / 1

Notes:

TO ACCESS COURSE CONTENT

1. Navigate to the Grades page. (steps 1-3 on page 11)
2. On the Grades page, you will notice that there are more sub-menu options in the left side column. Click on Course Outline.
3. Click on a link in the course outline to go to the beginning of that module.
4. You can click on the plus sign at left to expand into 'content' and 'test' if you want to go directly to the test questions. Note that the order of the questions will be different for each student.

TRAINING

- | View Course
- | Syllabus
- | Course Outline
- | Grades
- | Pending Assessments
- | Graded Assessments
- | Drop Boxes
- | Answer Questions
- | News
- | Attendance
- | Students
- | E-Mails



- HLTAID003 : Provide First Aid v6
- 📁 AID0 Welcome & Instructions
- 📁 AID01AR Principles and Priorities
- 📁 AID03AR Airway Management
- 📁 AID04R Cardiopulmonary Resuscitation
- 📁 AID03BR Airway Management 2
- 📁 AID05R Medical Conditions
- 📁 AID06R Asthma
- 📁 AID07R Anaphylaxis
- 📁 AID02R Infection Control
- 📁 AID08R Bleeding, Trauma and Shock
- 📁 AID09R Eye and Soft Tissue Injury
- 📁 AID10R Burns
- 📁 AID11R Venomous Bites and Stings
- 📁 AID12R Extremes of Temperature
- 📁 AID13R Poisons
- 📁 AID14R Head and Spinal Injur
- 📁 AID15R Fracture Management
- 📁 AID17R Casualty Examination
- 📁 AID18R Legal Issues
- 📁 AID19R Evaluating First Aid Res
- 📁 AID9DM End of Course