



Learner Management User Guide

The learning module offers corporate clients the ability to facilitate e-learning programmes to both their service providers and employees, as required. Manage learning programmes and physical classroom environments for on-site facilitated courses.

Learner Management User Guide

Notice

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law.

Table of Contents

Create and Manage Custom Competencies	05
Create and Manage Programs	07
Add Program Content	10
Manage Classroom Schedules	14
Create a Schedule	19

Passport 360

Waterfront place,
1 Eagle street,
Brisbane City

info@passport360.com

Quick Tips

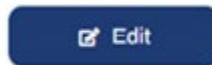
TIP 1: Share a program with and individual using the quick share function.



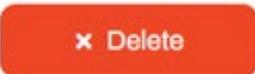
TIP 2: “ View your program set up by selecting the  view button.



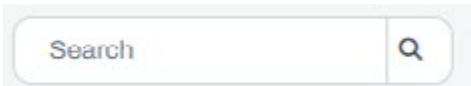
TIP 3: Edit your program details by selecting the edit button.



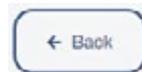
TIP 4: Delete an existing program by simply selecting the delete button.



TIP 5: Use the search function for quick referral to specific data required.



TIP 5: Select the back button to return to the previous page.



Create and Manage

Custom Competencies

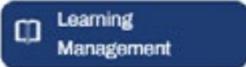
01

Internet Browser settings

Although Google Chrome is the recommended browser for optimal site performance, Passport 360 is supported by all popular browsers.

1. Create and Manage Custom Competencies

Note: It is advised to create your custom competency before you create the program that it needs to be linked to.

To create a new competency, navigate to  available on your dashboard.

Select the  button, once in the field, select . Fill in the competency name and tick that it needs to be active.

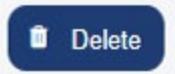
Competency Name	Active
Demo Induction	<input checked="" type="checkbox"/>

Once complete, select . Your competency will appear on top of the listed competencies.

Competency Name	Active
Demo Induction	<input type="checkbox"/>

Your competency will now display as “False” which means that you will not be able to select that competency when adding a competency requirement to a program.

Demo Induction	False
----------------	-------

If you want to delete a competency in the listed items, highlight the required line item and select the  button.

Create and

Manage Programs

02

Internet Browser settings

Although Google Chrome is the recommended browser for optimal site performance, Passport 360 is supported by all popular browsers.

2. Create and Manage Programs

Create your own online programs for Users, Employees, and individuals to complete.

Select the  button. Select 

Fill in the program details.

Program Details

Add a programme name

Enter int days how long your course is valid for

Unique Code used for integration

Select your Competency

Select your Course Type

- Powerpoint (converted to HTML 5)
- Scorm Compliant Course
- Video Led

PowerPoint:

Upload a PowerPoint file for Passport 360 to convert to an html5 friendly course for your convenience.

SCORM Compliant Course:

Upload a readymade SCORM (Shareable Content Object Reference Model) Compliant Course

Video Led:

This program type allows the upload of Video led course content with assessments.

Note: All uploads are limited to a total of 10GB per program.

Specify course minimum pass mark

Mention what the required pass mark is to be compliant in this program.

Max number of attempts

Select the number of times an individual can attempt the course assessment before they are required to start the program right at the beginning again.

If the program has to issue a certificate to the individual on successful completion, ensure that you select "Yes".

Issue a course certificate upon completion?

 Yes

Include course in your visitors management?

 No

Note: If the program that you are creating is required to be used in the Visitors Management Module, you need to select yes. If it is not selected to be used then it will not appear in the dropdown selection for your visitors to complete. (Refer to the Visitors Management Module for more information).

Lastly fill in your course outcomes.

Course outcome

Course outcome

Course outcome

Each program will generate its own unique QR Code which, when scanned will allow the user to access their program via their Smartphone. The Course Outcomes Items are not compulsory but are encouraged. Enter 3 Course Outcomes to give Employees, Users and Individuals an indication of the course content.

Note: These outcomes will accompany the system generated QR Code for your printing convenience.

Once completed all of the required fields, select

Add

Add

Program Content

03

Internet Browser settings

Although Google Chrome is the recommended browser for optimal site performance, Passport 360 is supported by all popular browsers.

3. Add Program Content

To add content to your program, select “add”

All Program Modules



Select the module number, module name and module type.

Module number	Module Name	Module Type
1	Demo Induction	Information

Module Type

- Information
- Assessment
- Competency Questionnaire

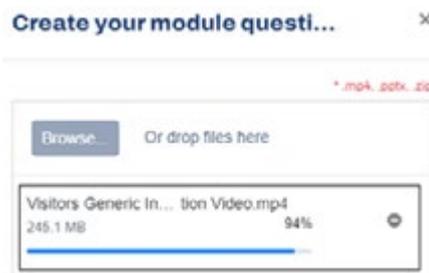
Module Types Explained

Information: this type will require you to upload the content relevant to the type of course that has been created. Eg: a supporting video.

Assessment: This type will require you to create assessment questions.

Competency Questionnaire: This type will require you to create a checklist to support the competency type (refer to checklists user guide for more information).

Once you have created your modules for the program, you will need to upload or create the content for your modules. You will need to select  the button next to each module to complete the action.



3.1) For an Information Type Module, select the content from your PC and upload. The system will display what percentage your content upload is currently sitting at.

PowerPoint:

Select the PowerPoint (only .ppt or pptx files) file from your PC and click upload items. /this will submit the PowerPoint File to the Passport 360 Team for conversion into an html5 friendly course. Once your converted program has been uploaded a notification will be sent to you via email. Your program will now be ready for completion by Users, Employees, and Individuals.

Note: There is a 24 business hours turnaround time on Program Conversions. It is preferable to remove PowerPoint Courses and create a new program rather than replacing a file for conversion reasons.

SCORM Compliant Course:

Upload a readymade SCORM Compliant Course. SCORM Compliant courses are self-contained programs created through e-Learning tools / programs. Eg: Articulate; Letcora etc.

- Only single zipped files will be accepted
- The file must have been exported for use in a LMS
- The file must be SCORM 2004 compliant (or later versions)

Video Led:

Only MP4 with H264 Codec is the accepted file type. Select the relevant file from your PC and click upload items.

3.2) To add Assessment Type Modules select the  button and it will open a new screen whereby you can add your questions.

Create your module questions

Add or Edit a question

Specify Question Order

Select your Question Type

- Yes or No
- True or False
- Multiple Choice

Select the number in which you would like this question to appear in the order.

Note: the ordering of the question will automatically follow on in chronological order of creation, however you can change the order if you wish by using this field.

Select your question type.

Yes or No / True or False:

Selecting Yes or No OR True or False Question types will automatically populate the option fields. You will only need to select the correct answer to save your question.

Multiple Choice:

The question answers will need to be populated as free text, and the correct option must be selected from the correct answer dropdown menu to save the question.

Add or Edit a question

Specify Question Order

A

Yes or No

Question

Can you answer demo question one?

Yes

Clear Add

Once you have selected your question type, ensure that the correct answer is selected and lastly select "Add" to add the question to the question set.

Your created questions will appear in a display on the screen below.

All questions

Questions	Question Type	Answer A	Answer B	Answer C	Answer D
Can you work at heights without your completed training?	Yes or No	Yes	No		
You have to complete your site specific induction to get onto site.	True or False	True	False		
RED, GREEN or BLUE Zones are permitted.	Multiple Choice	RED	Green	Blue	

<< 1 >>

1 of 1 pages (3 items)

If you want to edit a specific question, simply click on the question that you want to edit and it will automatically populate in the table for editing. Once complete, select  and the question will be updated.

Navigate back to the program modules page or the Learning dashboard once your assessment questions have been created.

Manage

Classroom Schedules

04

Internet Browser settings

Although Google Chrome is the recommended browser for optimal site performance, Passport 360 is supported by all popular browsers.

4. Manage Classroom Schedules

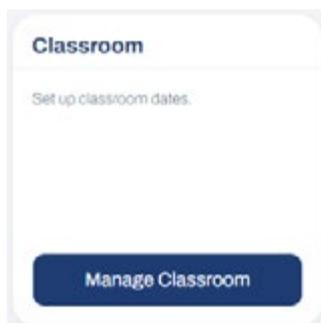
Create on-site, scheduled courses for your Employees, as well as your Linked Service provider Employees.

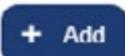
Select on the  button.

All your booked meetings will display in the screen, whereby you will be able to revoke the visits for any given reason.

You are able to have insight into the status of the meeting by looking at your visitors displayed in this field.

4.1 Mangle Classroom



Select the  button and then select .

Fill in your classroom details as needed.

Classroom Details	Classroom Description	Max Classroom Size	Classroom Status
Demo Classroom	Level 1	20	Active

Note: Your classroom status must be set as Active to be available for your schedule.

Once complete select  and your saved classrooms will now be displayed in the manage classroom grid.

Manage Classroom ✕

✕ Cancel
+ Add
✎ Edit
🗑 Delete
🔄 Update

Classroom Details	Classroom Description	Max Classroom Size	Classroom Status
Demo Classroom	Level 1	20	1
555	Safety Training Room, 5th Floor 47 Main S...	15	1
26	BCM Room Grd Floor 44 Main	30	1
Classroom 1	Classroom 1	2	1

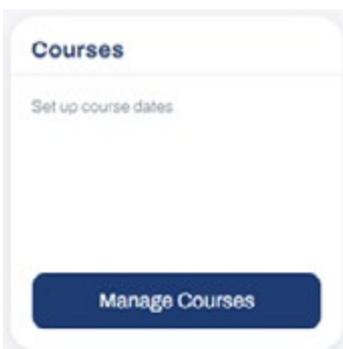
To edit your classroom, highlight the classroom that you need to edit by selecting the live item and select the edit button and then update.

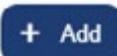
✕ Cancel
+ Add
✎ Edit
🗑 Delete
🔄 Update

Classroom Details	Classroom Description	Max Classroom Size	Classroom Status
555	Safety Training Room, 5th Floor 47 Main S...	15	1

Note: if a classroom is no longer in use, it must be marked as Not Active so that it cannot be selected when creating a schedule.

4.2 Manage Courses



Select the  button and then select 

Fill in your course details as needed.

Manage Courses

Edit or Add Course Information

Course Code

Course Description

Course Validity

Unique Code used for integration

Fill in your course code as well as the course description.

Only numbers must be entered in the Course Validity field for your course to be successfully saved.

If you have a unique code for integration, add that into the field.

Select your start and end dates. This date range means that this course can only be scheduled during this stipulated date range.

Start Date End Date

Price per Course Please specify currency

If your course is being charged for, add the price per course and take note to select the correct currency type.

Mark the duration period of the course (in hours)

Course Duration (in hours) Select your Competency

Note: When selecting your competency, this creates a competency that is saved against Linked Service Provider Employees once they have attended the course. This competency is only applicable to YOUR Company and SHE requirements. This is not displayed on the profiles, but the information will be available in your Reports and the Safety Glance (refer to the People Manager user guide for more information).

Select your course Facilitator from the dropdown selection available.

Please select the date all events of this course will expire

Once all the fields are filled in accordingly, select the



button to save your course.

Note: If a course is no longer active, it must be marked as Not Active – Need screenshots

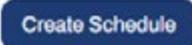
Create a Schedule

05

Internet Browser settings

Although Google Chrome is the recommended browser for optimal site performance, Passport 360 is supported by all popular browsers.

5 Protection Services

Create a Schedule once your classrooms and courses have been created. Navigate to your calendar view and select the  button.

Create Schedule ×

Select Classroom

Course Code

Select Course Facilitator

Select a Course Date Range No

Select Course Start Time
  



- Select the classroom applicable to the schedule.
- Select the course code.
- Select the facilitator responsible for the course.
- Use the toggle selection if you would like to add a date range for the course.
- Select the date that the course needs to start, including a time selection.

Note: If you choose to select a date range, another field will open and require you to specify your date range, it will require you to select days in which the course is applicable, and it will require you to confirm the time that your course starts.

Select a Course Date Range Yes

Specify a Date Range

Select Start Time

Specify the days of training in your Date Range

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes

Once you have made your selection, select the  button. To view your schedules for the month, select the “Month” on your calendar and it will display all your scheduled courses for the month. Only your linked Service Providers will be able to link to your courses.

Classroom Schedule Create Schedule

April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	Apr 1	02	03
04	05	06	07	08	09	10
11	12	13 8:07 AM Anglo Americ...	14	15 8:00 AM Crash Course	16	17 8:00 AM Crash Course

To manage you scheduled courses, select the “Agenda” on your calendar.

Classroom Schedule

April 13 - 19, 2021

13 Tue	<p>Anglo American Head Office Contractor Safety Induction 09:00 to 11:00 8:07 AM - 8:07 AM</p> <p>Crash Course 8:00 AM - 4:00 PM</p>
15 Thu	<p>Crash Course 8:00 AM - 4:00 PM</p>

Click on the course that you would like to manage, and a pop-up screen will appear whereby you need to make a selection.

Crash Course

8 hours

Course: Crash Course

Classroom: Classroom 1

Facilitator: Celeste

Seats Booked: 2 / 2

Manage Event

Add to waiting list

Anglo American Head Office Contractor Safety Induction 09:00 to 11:00

0 hours

Course: Anglo American Head Office Contractor Safety Induction 09:00 to 11:00

Classroom: BCM Room

Facilitator: Celeste

Seats Booked: 1 / 30

Manage Event

Book Training



Note: The “Add to waiting list” will display on all the courses that are fully booked. If an individual selects that option he will be notified if there is a cancellation so that they can fill the space.

Select **Manage Event** to Print your Classlist, Process the training, and to remove any individuals that you feel may not be required in the class.

Click **Print Classlist** to generate a PDF class list of the booked Employees. The class list has a column for signatures for the Employees to sign on the day of the course.

Click **Export Excel** to generate a PDF class list of the booked Employees. The class list has a column for signatures for the Employees to sign on the day of the course.

Click **Process Training** to complete the training record AFTER the course has been completed. This will allocate your competency to the Employee who attended the course.



Select **Book Training** to book your employees for the course. Only Service Providers who have linked to one of your Projects will be able to access and book their Employees on your courses.

Learn more: www.passport360.com

Find us on the Microsoft Appsource and the Azure Marketplace