

Registering Learners with CaptureIT on the Network Partner website

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This Guide contains step-by-step information on how to register learners with CaptureIT for the Be Connected program

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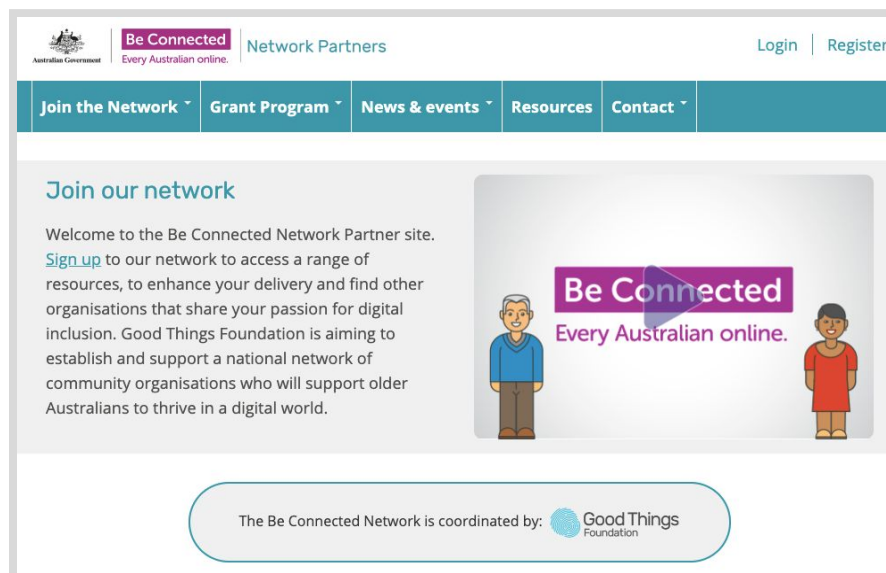
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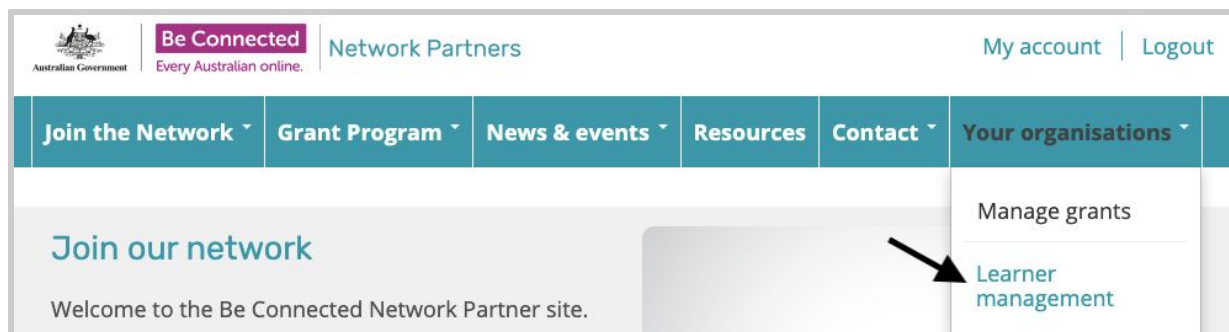
Navigating the Learner Management Section

1. Load the homepage of the Be Connected Network Partner site (www.beconnectednetwork.org.au) and log in to your account. The Login button is in the top right hand corner of the home screen.



2. Once logged in, you will see on the homepage an additional tab on the right hand side of the navigation bar called 'Your Organisations'. Hover your mouse over this tab, and select '**Learner Management**' from the drop down menu.

Note: If you are logging in on a mobile device, the 'Your Organisations' tab will be found in the collapsible hamburger menu. Tap on the arrow to expand it, then select '**Learner Management**'.



3. Your Learner Management dashboard will then load. This is where you will see a list of learners (once they have been added to CaptureIT), as well as groups you have created and search functions.

Learner Management

Managing your learners at 8000937 - Good Things Foundation Australia [Change Centre](#)

By viewing and managing learner data in this learner management section you agree to protect the personal data of all your learners through your obligations as a data processor.

Groups

All groups

Create new group

Learners

Find learner by name

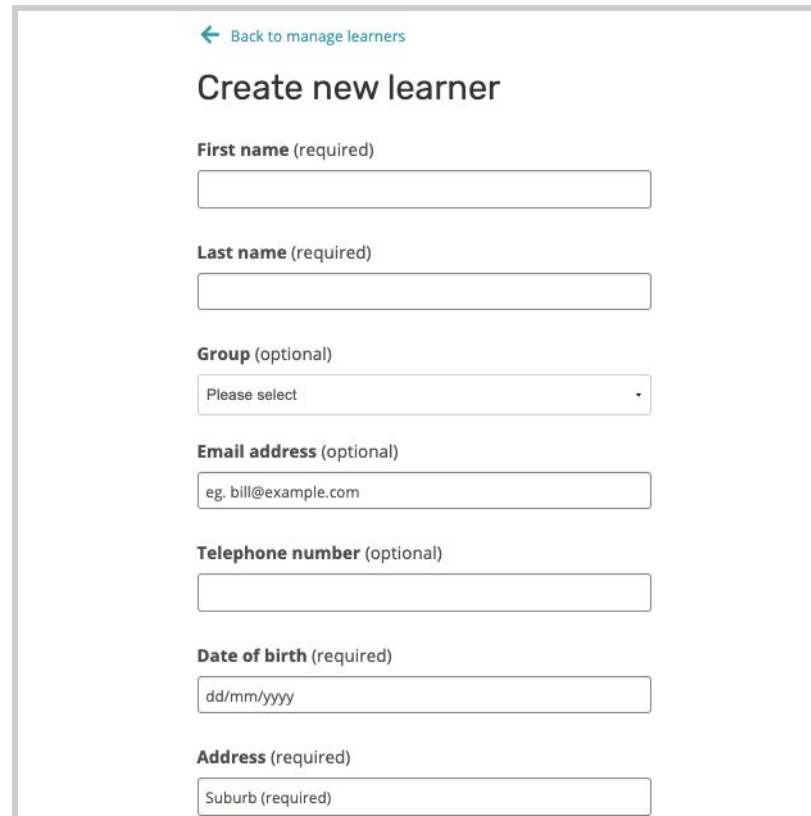
Create new learner

Everyone in all groups (3 results) [All roles](#)

Name	Username	Email	Organisation	Registration date	Role
Allison Markkula	allisonmarkkula		8000937	17/06/2019	Learner
Bridget Rowe-Sykes	bridgetrowe-sykes		8000937	17/06/2019	Learner
Tom Grant	tomgrant1		8000937	17/06/2019	Learner

Adding a learner

1. Click on the button **'Create new learner'** under the Learners search-bar.
2. A blank form will display. Here you will see boxes into which you can enter the details for your learner



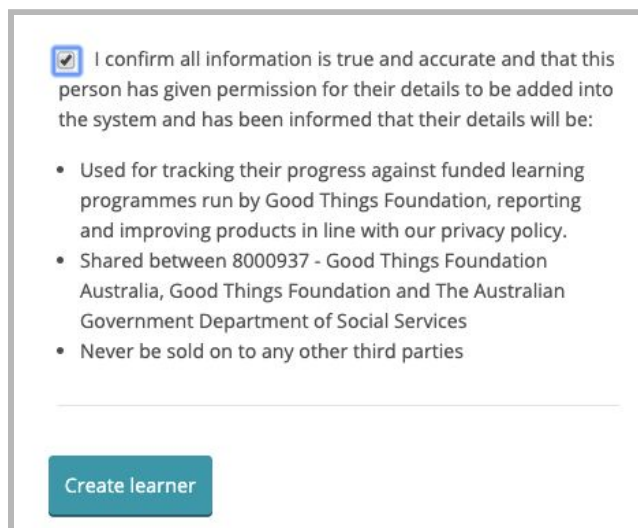
The screenshot shows a web form titled "Create new learner". At the top left of the form area is a link with a left-pointing arrow and the text "Back to manage learners". Below the title, there are seven input fields, each with a label and a requirement status in parentheses:

- First name (required)**: A text input field.
- Last name (required)**: A text input field.
- Group (optional)**: A dropdown menu with "Please select" and a downward arrow.
- Email address (optional)**: A text input field with the placeholder text "eg. bill@example.com".
- Telephone number (optional)**: A text input field.
- Date of birth (required)**: A text input field with the placeholder text "dd/mm/yyyy".
- Address (required)**: A text input field with the placeholder text "Suburb (required)".

3. Fill in the following details for the learner:
 - First name (**required**)
 - Last name (**required**)
 - Group (optional)
 - Email address (optional)
 - Telephone number (optional)
 - Date of birth (**required**)

- Address (Suburb, State, Postcode - **required**)
- Gender (**required**)
- Country of birth (**required**)
- Language Spoken at Home (**required**)
- Is the person of Aboriginal Or Torres Strait Islander origin (**required**)
- Does the person have a disability (**required**)

4. At the bottom of the fields, you will see a tick box confirming that the information you are providing is true and accurate and that you have permission to record it in the system. Select the button '**Create learner**'.

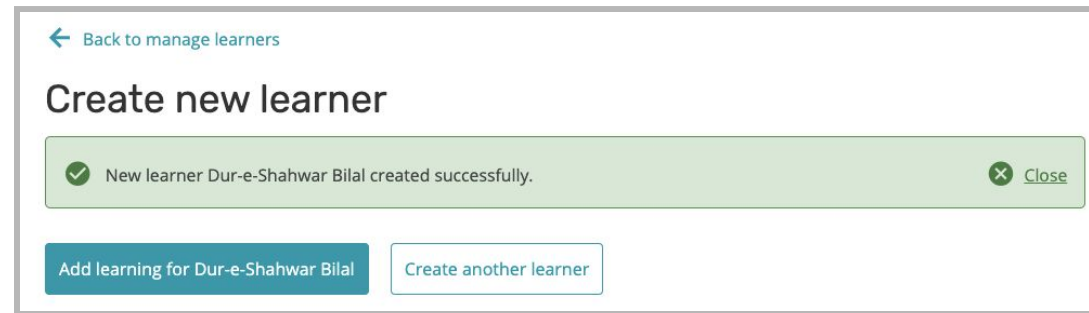


☒ I confirm all information is true and accurate and that this person has given permission for their details to be added into the system and has been informed that their details will be:

- Used for tracking their progress against funded learning programmes run by Good Things Foundation, reporting and improving products in line with our privacy policy.
- Shared between 8000937 - Good Things Foundation Australia, Good Things Foundation and The Australian Government Department of Social Services
- Never be sold on to any other third parties

[Create learner](#)

5. When you have successfully created a learner, you will see a confirmation screen. From here you can either start adding activities for this learner, create another learner, or return back to the manage learners screen to see your full list of learners by selecting '**Back to manage learners**' in the top left of your screen.



Adding and Removing Activities

Once you have created a learner, you can add different activities that the learner has completed to their account.

1. Select a learner from the Learner Management list to load their record. Here you can see and edit the details you entered when they were added to CaptureIT.

This screenshot displays the 'Details' tab of a learner's profile. At the top, there is a 'Back to manage learners' link. The learner's name 'Elise Fixsen' is prominently displayed, with tabs for 'Details' and 'Capture IT'. Below the name, a summary bar shows 'Username: elisefixsen', 'User ID: 2344744', 'Created: 17/06/2019', and 'Registered by: Tutor'. The 'Role' is listed as 'Learner', with an 'Enable tutor access' button and a note that 'Tutor access requires a valid email address.'. The 'Edit learner' section contains two required text input fields: 'First name' (containing 'Elise') and 'Last name' (containing 'Fixsen').

2. On the top menu hover over '**CaptureIT**', and you will see the '**Be Connected**' program appear as a drop down. Select 'Be Connected'.

← Back to manage learners

Elise Fixsen

Details Capture IT

Be Connected >

Role: **Learner** [Enable tutor access](#) Tutor access requires a valid email address.

- You will see a list of topics from the [Be Connected Learning Portal](#) - Topic Library. You will also see a tick box, where you are asked to confirm that learner is informed of the course details stored.

Elise Fixsen

Details Capture IT

Capture IT: Be Connected

☒ I confirm that this person has been informed that these details will be stored in line with our [privacy policy](#) and used to manage their interactions with the Be Connected funded programme and for statistical analysis. Good Things Foundation will share these details with 8003943 - Good Things Community Group for the purposes of this programme only.

Introduction to Be Connected [Add activity](#)

The Absolute basics [Add activity](#)

Note: From 1 January 2021 all learners on CaptureIT must have an activity attached to them. 'Introduction to Be Connected' on CaptureIT can be completed when a learner is first recorded on the system.

- Click on '[Add activity](#)' for the relevant topic that the learner has completed to see a screen which enables you to add activities. Select the course and activity completed from the drop down menus and confirm the date is correct. You have the option to enter how much time you spent supporting that person with the learning activity in minutes. Once you have entered the relevant information, select '[Save](#)'.

The Absolute basics

Course
What is a computer? ▾

Activity
1. What is a computer? ▾

Date
17/06/2019

Time spent (optional)
time spent in minutes

Save **Cancel**

Note: If you need to find which activity was completed from the Be Connected learning portal but not sure what course it was in, check out our [Course List](#) on the Be Connected Resource page or the [learning portal site map](#).

Introduction to Be Connected

Course
Select Course ▾

Activity
Select Activity ▾

Date
04/11/2020

Time spent (optional)
time spent in minutes

Save **Cancel**

The activity you have created will save for that learner. You will then see it appear under the list of Topics for that learner.

Elise Fixsen

DetailsCapture IT

Capture IT: Be Connected

☒ I confirm that this person has been informed that these details will be stored in line with our [privacy policy](#) and used to manage their interactions with the Be Connected funded programme and for statistical analysis. Good Things Foundation will share these details with 8000937 - Good Things Foundation Australia for the purposes of this programme only.

The Absolute basics (1 Activity)

Add activity

What is a computer? > 1. What is a computer?

Date completed 06/17/2019

View activity

Top tip: If you have completed any other digital literacy activities with the learner not included in the Be Connected program, you can add details of this through the 'Other' section at the very bottom of this screen.

5. If needed, you can remove an activity that you have added. Below the topic you will see the activity and the date it was created. To remove the activity, click on '**View activity**'. You will then see the '**Delete**' button. Clicking on this will immediately remove the activity.

The Absolute basics (1 Activity)

Add activity

What is a computer? > 1. What is a computer?

Date completed 06/17/2019

Date completed: **06/17/2019**

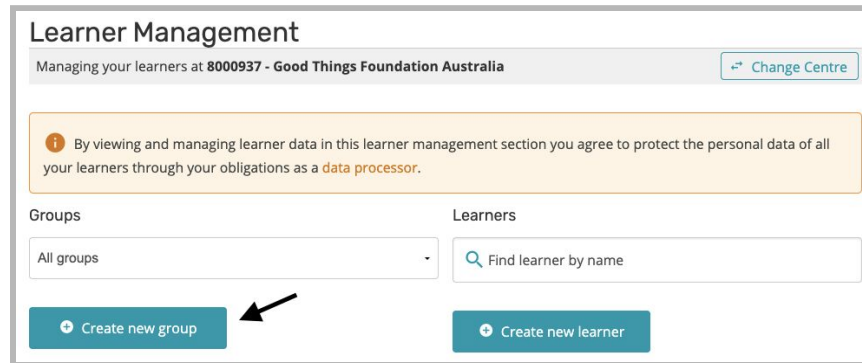
Hide activity

Delete

Creating groups and adding activities

Creating groups allows you to add activities to a group of learners rather than to individual learners. This can save you time if a group have all covered the same topic and activities.

1. On the Learner Management dashboard you will see the button **'Create a New Group'** on the left side of the screen.



The screenshot shows the 'Learner Management' interface. At the top, it says 'Managing your learners at 8000937 - Good Things Foundation Australia' with a 'Change Centre' button. Below this is a yellow information box stating: 'By viewing and managing learner data in this learner management section you agree to protect the personal data of all your learners through your obligations as a data processor.' The interface is divided into two main sections: 'Groups' and 'Learners'. Under 'Groups', there is a dropdown menu currently set to 'All groups' and a teal button labeled 'Create new group' with a plus icon. An arrow points to this button. Under 'Learners', there is a search bar labeled 'Find learner by name' and a teal button labeled 'Create new learner' with a plus icon.

2. The first step is to create a name for the group. Type in a name for the group into the text field.
3. Select learners from your existing list to add to the group by ticking the checkbox against their name in the column 'Add learner'. Select the button **'Create new group'** to save.

Create new group

Tuesday Session

2 learners to add

Create new group Cancel

+ Add learners - Remove learners

Find a learner by name

Add learner	Name	Username	Registration date
<input checked="" type="checkbox"/>	Allison Markkula	allisonmarkkula	2019-06-17 11:24:52
<input checked="" type="checkbox"/>	Bridget Rowe-Sykes	bridgetrowe-sykes	2019-06-17 11:32:25
<input type="checkbox"/>	Elise Fixsen	elisefixsen	2019-06-17 14:04:51
<input type="checkbox"/>	Tom Grant	tomgrant1	2019-06-17 11:24:06

- To add an activity for the group (which will also add the activity to the records of each individual learner in it), return to the Learner Management screen.
- Select the group name from the drop-down menu under **'Groups'**. You will then see a button **'Manage this group'** in the centre of the screen between 'Create new group' and 'Create new learner'.

Learner Management

Managing your learners at 8000937 - Good Things Foundation Australia [Change Centre](#)

i By viewing and managing learner data in this learner management section you agree to protect the personal data of all your learners through your obligations as a **data processor**.

Groups

Tuesday Session

+ Create new group

Learners

Find learner by name

Manage this group

+ Create new learner

Everyone in 'Tuesday Session' (2 results)

All roles

Name	Username	Email	Organisation	Registration date	Role
Allison Markkula	allisonmarkkula		8000937	17/06/2019	Learner
Bridget Rowe-Sykes	bridgetrowe-sykes		8000937	17/06/2019	Learner

6. Click on the **'Manage this group'** button. This will take you to a new screen where you will add the activities for this group. Click on **'CaptureIT: Be Connected'**.

Add learner	Name	Username	Registration date
<input type="checkbox"/>	Elise Fixsen	elisefixsen	2019-06-17 14:04:51
<input type="checkbox"/>	Tom Grant	tomgrant1	2019-06-17 11:24:06

7. The process is the same as for adding activities to individual learners. At the top of the screen is the 'tick box' agreement regarding sharing the information. Select **'Add activity for all learners in group'** for the relevant topic on the list.

Note: If you need to find which activity was completed but not sure what course it was in, check out our [Course List](#) on the [Be Connected Resource page](#) or on the Learning Portal.

Tuesday Session
Details
CaptureIT: Be Connected

Capture IT: Be Connected

☒ I confirm that this person has been informed that these details will be stored in line with our [privacy policy](#) and used to manage their interactions with the Be Connected funded programme and for statistical analysis. Good Things Foundation will share these details with 8000937 - Good Things Foundation Australia for the purposes of this programme only.

The Absolute basics
Add activity for all learners in group

Getting to know your device
Add activity for all learners in group

Getting started online
Add activity for all learners in group

8. You will then see the screen to add an activity. Select the course, activity, date completed, time spent, and then select '**Save**'.

The Absolute basics

Course
What is a computer?

Activity
1. What is a computer?

Date
18/06/2019

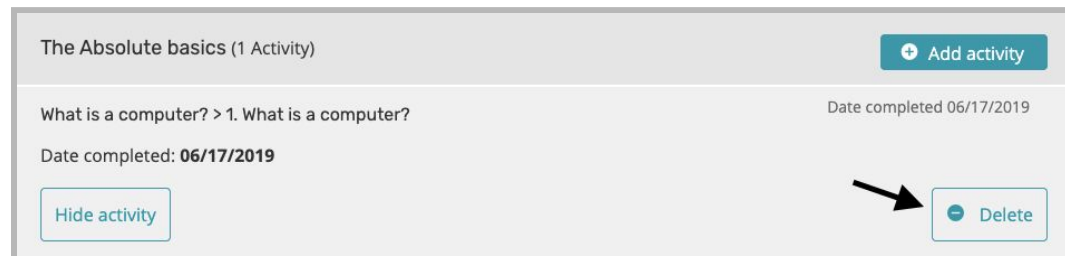
Time spent (optional)
time spent in minutes

Save
Cancel

The saved activity will then appear for this group's learners.

Top tip: If you have completed any other digital literacy activity with the group, not included in the Be Connected program, details of this can be added through the 'Other' section at the very bottom of the topic list.

9. To remove an added activity for the group, click through to **'View activity'** and select **'Delete'**. This will immediately remove the activity.



Managing learners of a group - Adding and Removing Learners From a Group

Learners can be added or removed from a group after it has been created.

1. From the Learner Management dashboard screen, select the group name from the 'Groups' drop-down menu of the group you would like to edit. Select the button **'Manage this group'**.

Learner Management

Managing your learners at 8000937 - Good Things Foundation Australia [Change Centre](#)

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Groups
 Tuesday Session
[Create new group](#)
[Manage this group](#)

Learners
 Find learner by name
[Create new learner](#)

Everyone in "Tuesday Session" (2 results) All roles

Name	Username	Email	Organisation	Registration date	Role
Allison Markkula	allisonmarkkula		8000937	17/06/2019	Learner
Bridget Rowe-Sykes	bridgetrowe-sykes		8000937	17/06/2019	Learner

- This will load the group management screen. Under the **'Add learners'** section, select which learners you would like to add by ticking the checkbox in the 'Add Learner' column and then select the button **'Save all changes to group'**.

Monday Morning

[Details](#) **CaptureIT: Be Connected**

1 learner in group | [Edit group name](#)

[Save all changes to group](#) [Cancel](#)

[+ Add learners](#) [- Remove learners](#)

Find a learner by name

Add learner	Name	Username	Registration date
<input type="checkbox"/>	Allison Markkula	allisonmarkkula	2019-06-17 11:24:52
<input type="checkbox"/>	Bridget Rowe-Sykes	bridgetrowe-sykes	2019-06-17 11:32:25
<input type="checkbox"/>	Dur-e-Shahwar Bilal	dur-e-shahwarbilal	2019-06-18 14:42:51
<input type="checkbox"/>	Tom Grant	tomgrant1	2019-06-17 11:24:06

3. Similarly, under the '**Remove learners**' section, select which learners you would like to remove from the group by ticking the checkbox in the 'Remove Learner' column and select the button '**Save all changes to group**'.

Monday Morning

Details

CaptureIT: Be Connected

1 learner in group | [Edit group name](#)

Save all changes to group

Cancel

+ Add learners

- Remove learners

Find a learner by name

Remove learner	Name	Username	Registration date
<input type="checkbox"/>	Elise Fixsen	elisefixsen	2019-06-17 14:04:51