Registering Learners with CaptureIT on the Network Partner website

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.

![Homepage of Be Connected Network Partner site](image)

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.
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.

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 (optional)
● Country of birth (optional)
● Language Spoken at Home (optional)
● Is the person of Aboriginal Or Torres Strait Islander origin (optional)
● Does the person have a disability (optional)

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’.

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.

2. On the top menu hover over ‘CaptureIT’, and you will see the ‘Be Connected’ program appear as a drop down. Select ‘Be Connected’.
3. 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.

![Capture IT: Be Connected](image)

4. 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 and Getting to know your device](image)
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 the learning portal site map.

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

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.
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.

4. 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.

5. 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’.
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’.

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.

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

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’.
2. 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’.

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’.