artspool e-learning

Teachers. e-registration and purchase . Enrol and monitor your students

A : Register on artspool-e-learning.com
* features such as certification are disabled on free courses until users are registered

1. Click **Log In** and create an e-learning user account. You will be sent an email link which you will need to verify. Please keep a note of these login details.
   ** Note – please use your school email address for your account so that your name appears as Mr X or Mrs Y. This is important for when the system enrols your students to avoid your personal information being shown to them.
2. Once registered, you will now have tabs called '**My Account'** and '**My Courses'**. These are not visible prior to registration. You can view your orders here.

B: Purchase your course

1. Go to **Taster Hub** and view the courses. *You cannot create a group for the free courses as these are open to all, but students can still use these independently.*
2. Choose a course *[in Phase 1 there is only "Infra: understanding lighting"]* .
3. Click **Take This Course. This automatically adds you to the basket.** Don't check out yet unless you only wish to buy for yourself.
4. Click **View Basket** and add your students. Make sure you have the correct total.
5. **Update Basket** [really important!] Then **Proceed to Checkout** and complete the transaction. The purchased course appears in **My Courses**. You have now created a group.

C: Enrol your students on the course

1. On the e-learning homepage, click **Group Registration** at the top of the screen.
2. Select the course you have purchased.
3. Scroll down to add your students and their school email addresses. *If you have this on an excel sheet in csv format, you can upload them in one go. It would be a good idea to get them in this format so that you can enrol them easily for other courses.*
4. Don't forget to hit '**Add User'.**

   Your students are now enrolled and an email link has been sent to them. They can all now use the course and the associated tasks independently and at home.

D: To monitor and track your students

1. Click the **artspool-e-learning.com** tab at the very top of the homepage screen.
2. Hover over **LearnDash LMS** and you will see a pop up menu showing:

   - **Assignments**
   - **Group Administration**

- **Submitted Essays**

3. Every time a student uploads an assignment it will appear in the **Assignments** area. You can download and mark it here.
4. Under **Group Administration**, you will see the **Course** and **Actions.**
5. Under **Actions**, click **List Users** to view all of the students you have enrolled.
6. Choose a student and click **Report**

Here you will see the status of that student. It will show which tasks have been started and completed and when. Quiz results will also be posted here.

If you want to export the data, there is a tab for that too under **Actions**.

If you have any problems at any stage, please email us at info@arts-pool.co.uk and we'll help you get set up.