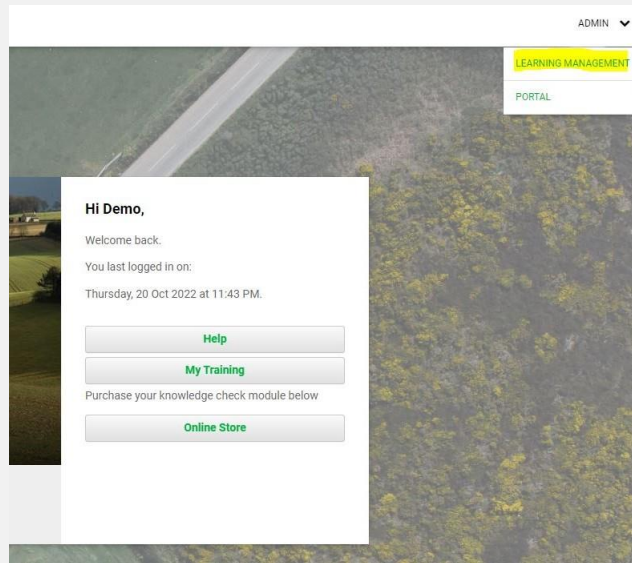


How to Assign your courses - 1

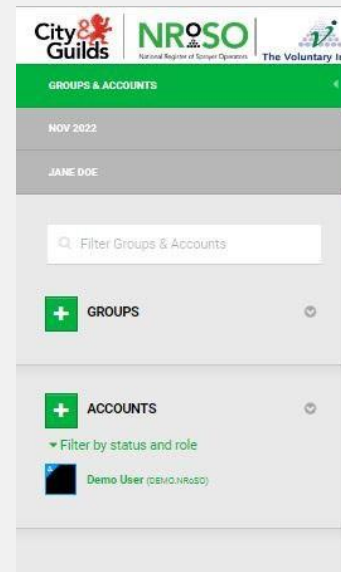
1

Access the [NRoSO Portal](#) and login using your new credentials. In the top right dropdown menu, select **'Learning Management.'**



2

You should see that you are now sitting within a group under your trainer's name (e.g., 'Jane Doe'). In order to assign your courses, you will need to create an account first (unless you are assigning them to yourself). Select the **'+ Accounts'** button.



How to Assign your courses - 2

3

Create an account by populating the mandatory fields, marked with an orange dot. **Add the NRoSO member ID against the "employer Reference" field.** When you are finished, select **'Save.'** *Note, this will trigger an email to be sent to the user with instructions on how to access their account.*

The screenshot shows the 'Demo Account' creation interface. The left sidebar contains 'GROUPS & ACCOUNTS' with a search bar and expandable sections for 'GROUPS' and 'ACCOUNTS'. The 'ACCOUNTS' section is expanded, showing 'Demo User (demo@ukaso)'. The main content area is titled 'Demo Account' and contains two sections: 'ACCOUNT DETAILS' and 'PERSONAL DETAILS'. The 'ACCOUNT DETAILS' section includes fields for Username (filled with 'Demo.account1'), Password, Confirm password, Time Zone (set to 'Use site timezone'), Funding type (set to 'Select funding type'), and Funding code. The 'PERSONAL DETAILS' section includes fields for First name (filled with 'Demo'), Middle name, Last name (filled with 'Account'), Email (filled with 'demoaccount1@website.com'), Date of birth (format DD/MM/YYYY), Company, Employee Reference (filled with '123456789'), Phone, and Mobile. A green 'Save' button is located at the bottom right of the form.

4

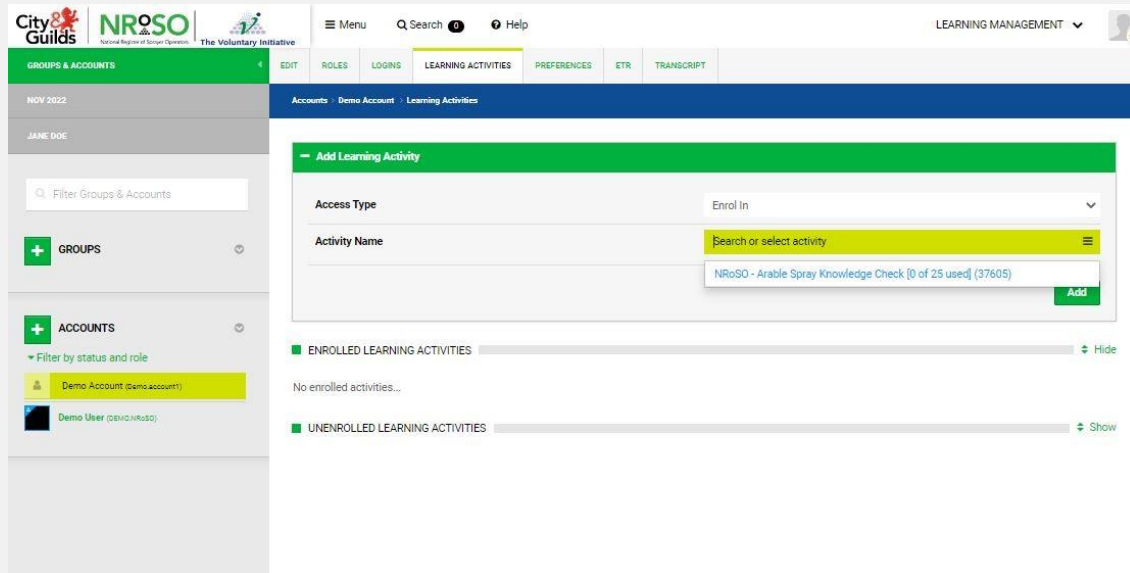
This account will now appear to the left within the group tree. Select this account, and navigate to the **'Learning Activities'** tab.

The screenshot shows the 'Learning Activities' tab in the system. The left sidebar is the same as in the previous screenshot, but the 'Demo Account (demo.account1)' is now highlighted in yellow. The main content area has a top navigation bar with tabs: 'EDIT', 'ROLES', 'LOGINS', 'LEARNING ACTIVITIES' (highlighted), 'PREFERENCES', 'ETR', and 'TRANSCRIPT'. Below the navigation bar, there is a breadcrumb trail: 'Accounts > Demo Account > Learning Activities'. A large green button with a plus sign and the text '+ Add Learning Activity' is prominent. Below this, there are two sections: 'ENROLLED LEARNING ACTIVITIES' with the text 'No enrolled activities...' and 'UNENROLLED LEARNING ACTIVITIES'.

How to Assign your courses - 3

5

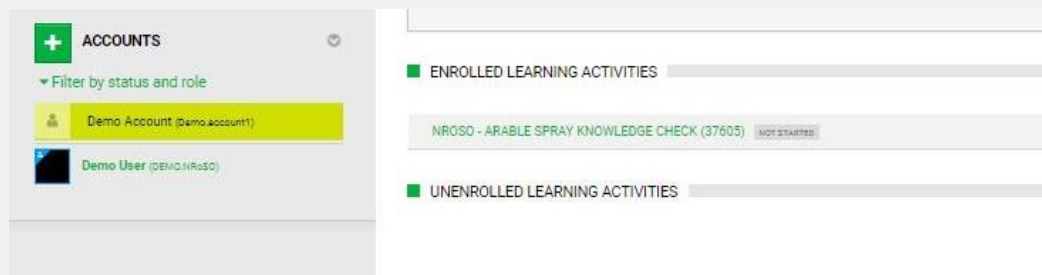
Select '+Add Learning Activity,' and select the course you would like to assign. Note that this will show you how many licenses are available. This will decrease as you assign this to additional accounts.



The screenshot shows the Kineo Learning Management System interface. The top navigation bar includes logos for City & Guilds, NROSO, and The Voluntary Initiative, along with a search bar and user profile. The main content area is titled 'Accounts > Demo Account > Learning Activities'. A sidebar on the left shows 'GROUPS & ACCOUNTS' with a search filter and a list of accounts, including 'Demo Account (demo.account1)' and 'Demo User (demo.nroso)'. The main area features a 'Add Learning Activity' form with fields for 'Access Type' (set to 'Enrol In') and 'Activity Name' (with a search dropdown showing 'NROSO - Arable Spray Knowledge Check [0 of 25 used] (37605)'). Below the form are sections for 'ENROLLED LEARNING ACTIVITIES' (currently empty) and 'UNENROLLED LEARNING ACTIVITIES' (with a 'Show' button).

6

This course will now appear under 'Enrolled Learning Activities' for this account (and reveal the account's progress).



The screenshot shows the Kineo Learning Management System interface after the course has been assigned. The sidebar on the left shows the 'ACCOUNTS' section with 'Demo Account (demo.account1)' selected. The main area shows the 'ENROLLED LEARNING ACTIVITIES' section, which now contains the course 'NROSO - ARABLE SPRAY KNOWLEDGE CHECK (37605)' with a 'NOT STARTED' status. The 'UNENROLLED LEARNING ACTIVITIES' section remains empty.

NEXT:
How to Access your courses