Welcome to

NGA Learning Link

for Account Administrators

E-learning to fast-track your governance skills and knowledge

Contents

Your Learning Link Subscription

Welcome to NGA's e-learning platform Learning Link.

You and your board now have 12 months access to over 60 modules, covering essential areas of governance knowledge that can be completed as and when you need them.

On the following pages we will guide you through setting up your account and the accounts of your board members, how to access our e-learning, and give you some suggestions as to where you might like to start.

You can also find the **full list of available modules** on our website, as well as some recommended **development journeys** for your setting that will help you to get started.

If you would like our team to make you a Learning Link plan that sits alongside your board's existing training schedule, please get in touch via **learninglink@nga.org.uk**.
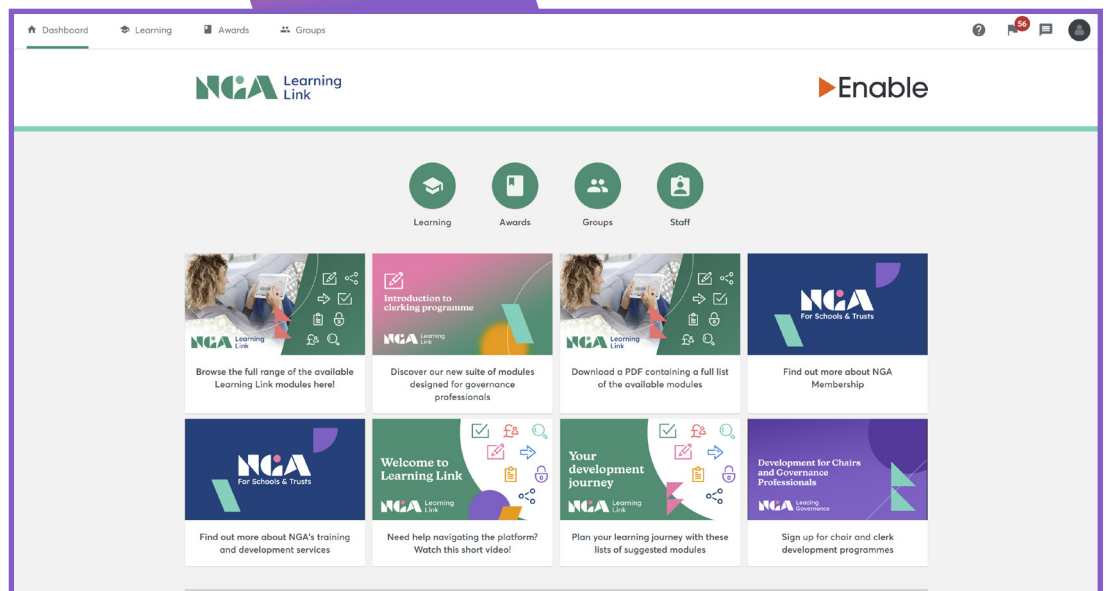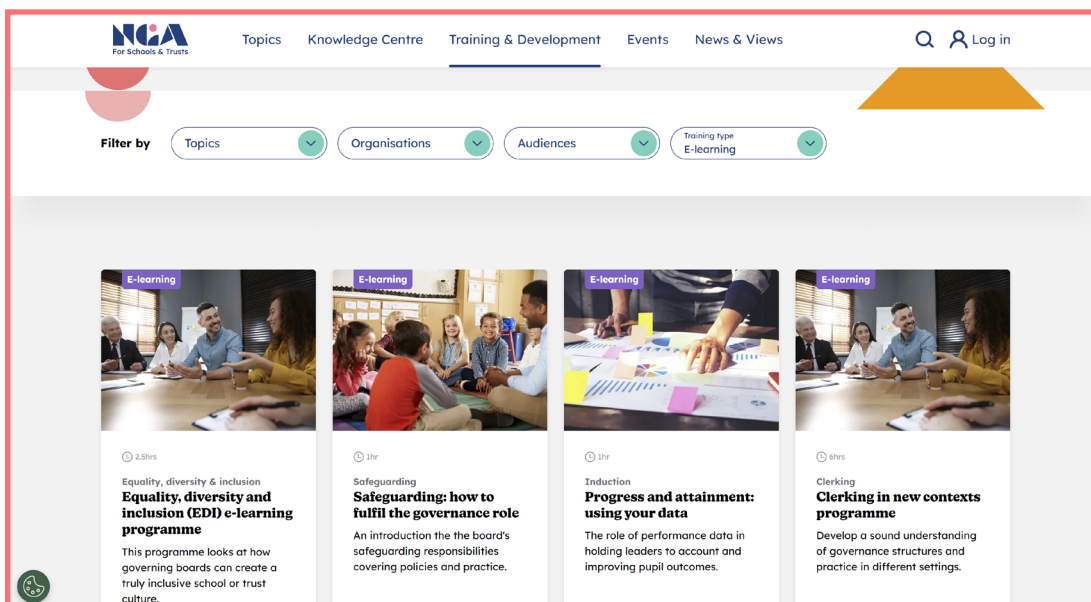
Logging in to your account for the first time

Once your subscription has been processed, you will need to set up your new password and log into your account. See the following two pages for how to do this:
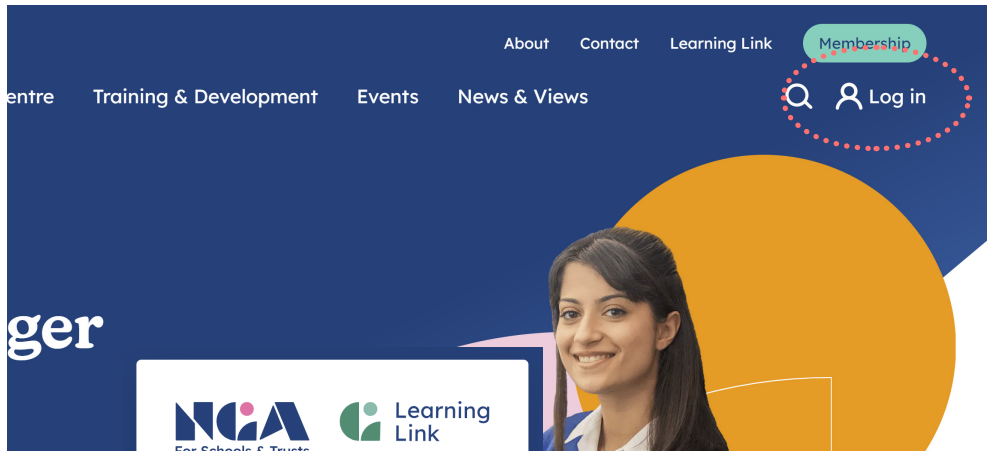
1. Navigate to **www.nga.org.uk** and click Login
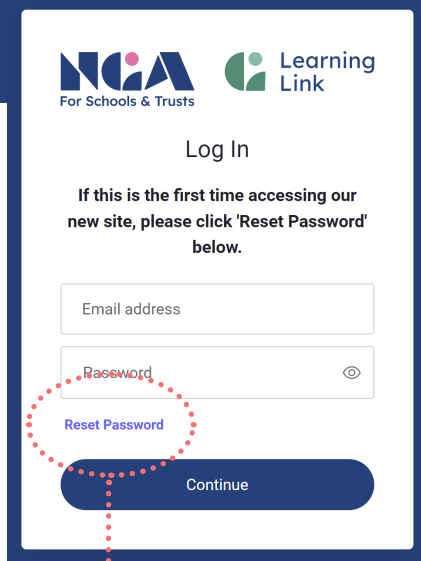
2. On the login screen, if you do not already have an NGA website account, you will need to press 'Reset Password'.
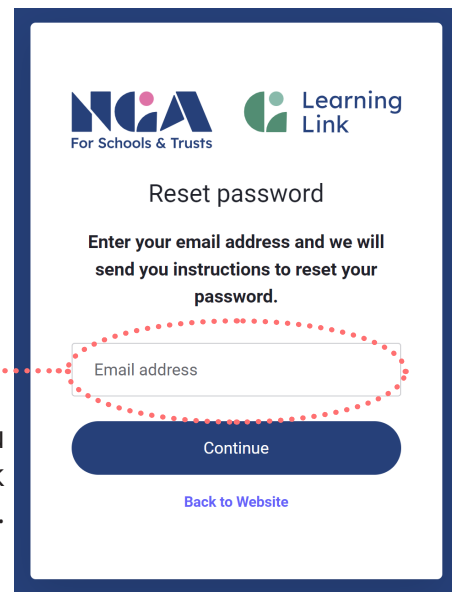
3. Enter the email address you used for your Learning Link registration and click 'Continue'.

4. Check that email address for an email subject line: "Set your new password." Make sure you check your Junk or Spam folder if it is not in your inbox.

Set your password

You have submitted a password change request.

If this wasn't you, you may have been added by your organisation admin and you are being invited to set your password for your new account.

Click here to continue setting a new password.

If it wasn't you please disregard this email and make sure you can still login to your account.

National Governance Association

4. Click the link in the email reading 'Click here' to continue setting your new password.

Change Your Password

Enter a new password below to change your password.

New password

Re-enter new password

Reset password

5. Enter your new password and click 'Reset password'.

6. On the confirmation message click 'Back to Website.

Password Changed!

Your password has been changed successfully.

Back to Website

Log In

If this is the first time accessing our new site, please click 'Reset Password' below.

Email address

Password

Reset Password

Continue

7. This will take you back to the previous login page, where you can enter your email address and new password, and log in to the site.

About   Contact   Learning Link   Membership

News & Views   My NGA

8. Once logged in, you will see our website now has a link to 'My NGA', where you can find your bookmarks, booked events, and other benefits of your subscription.
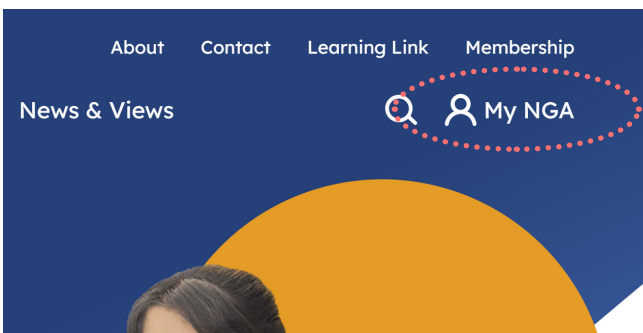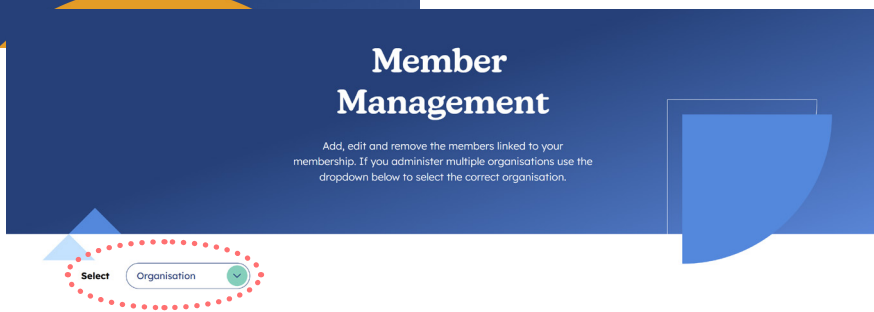
Once you have logged in like this you won't need to go through this process again unless you forget your password and need to reset it.

Managing your board

In order for your board to access Learning Link and their other benefits you will need to ensure you register all your board members on NGA's website. You will have been given administrator permissions in order to do this when you purchased your subscription.

Contact   Learning Link   Membership
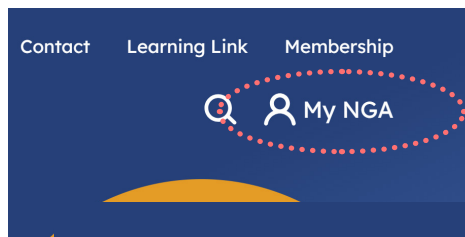
My NGA

1. Visit **www.nga.org.uk/profile/member-management** (this can also be found in your member dashboard by clicking My NGA after logging in.)

Member Management

Add, edit and remove the members linked to your membership. If you administer multiple organisations use the dropdown below to select the correct organisation.

Select   Organisation

2. If you administer multiple boards, you will need to select which board you would like to edit from the drop-down menu on this page.

Select   Organisation
Queen Anne's Prima...

Add Member

Name	Role	Type	Last Activity	
Edward Thatch e.thatch@queenanneprimary.sch.uk	Governor	Non-admin	06 October 2023	•••
Mary Reade m.reade@queenanneprimary.sch.uk	Governance Professional	Admin	05 October 2023	•••
William Kidd w.kidd@queenanneprimary.sch.uk	Account Manager	Admin	07 September 2023	•••

3. You will see any existing members of your board listed. Press **Add Member** to add a new member to your board. Press the **three dots** on the right of each name to see and edit each Member's information, as well as remove a member from your board.

ⓘ Member info

✎ Edit Info

🗑 Remove member
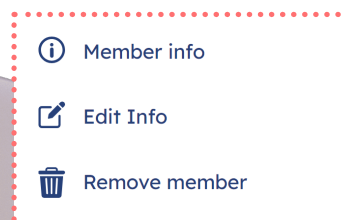
**4.** To add a member, type in their email address and choose their role. This step is important as it will give your users the correct permissions for the platform and ensure they see the content relevant for their role.
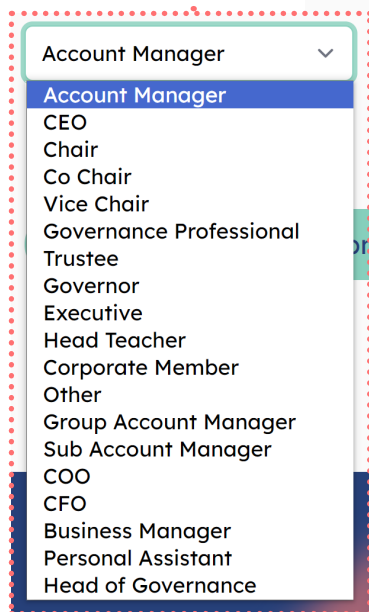
Add Member

Email

john@hotmail.com

Role

Account Manager

Cancel   Submit

Account Manager

| Account Manager |
| CEO |
| Chair |
| Co Chair |
| Vice Chair |
| Governance Professional |
| Trustee |
| Governor |
| Executive |
| Head Teacher |
| Corporate Member |
| Other |
| Group Account Manager |
| Sub Account Manager |
| COO |
| CFO |
| Business Manager |
| Personal Assistant |
| Head of Governance |

For example, if you are adding members for multiple schools, you are able to allocate a governance professional to each local academy committee, who will then be able to administer the members of their board moving forward.

5. Our system will then check the email address against our database, displaying the message 'Attempting to locate and add user." If the user is already known to us, they will be added to your board.

If the email address is not known to us, you will then be taken to a page in which you can add the member's details to the sytem.

Select   Organisation

The task was completed successfully.
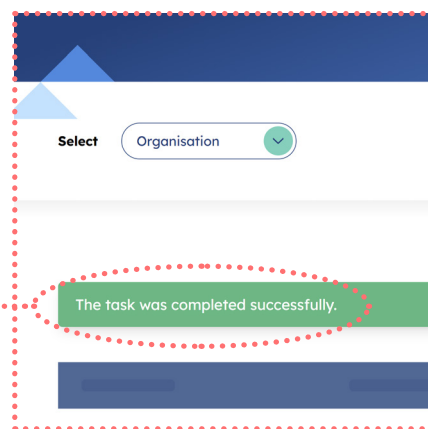
Once your board members are registered they will receive a welcome email from enquiries@nga.org.uk. They will then need to follow the same process detailed on pages 4-5 to log in for the first time.

Downloading your certificates

Congratulations!

Well done, you have been awarded a certificate!

Confirming your details

If this is the first certificate you have been awarded in Virtual College Enable LMS, you will need to confirm your first and last name. This is what will be displayed on the certificate.
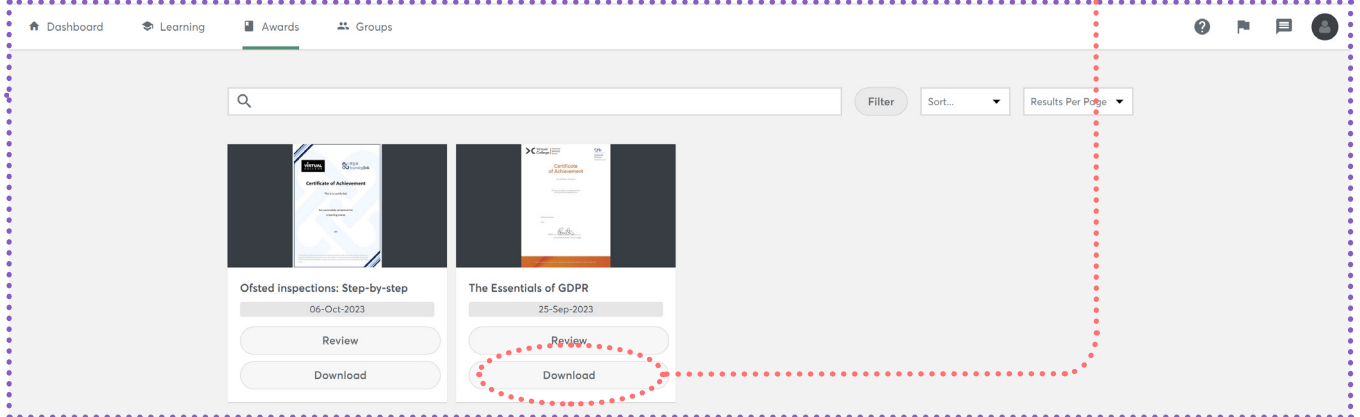
Accessing your certificate

You can download your certificate now, by selecting the **Download Certificate** button on this page. This is a digital PDF which you can share or print as you need.

As well as accessing the certificate from this course, your certificate is also stored in your **Awards**. You can always access and download it again if you need it.

Download certificate   Next →

Upon completion of a module, you will be awarded a certificate of completion.

You can either do so from the congratulations page (left) or by clicking on the 'Awards' tab at the top of the dashboard (below).

🏠 Dashboard   📚 Learning   🏅 Awards   👥 Groups   ❓ 🏳 💬 👤

🔍   Filter   Sort... ▼   Results Per Page ▼

Ofsted inspections: Step-by-step
06-Oct-2023
Review
Download

The Essentials of GDPR
25-Sep-2023
Review
Download

NGA Learning Link   ✕ Virtual College by Netex

Certificate of Achievement

This is to certify that

Your name

has successfully completed the e-learning course

Your course

on

Date of completion

CPD.
The CPD Certification Service

It is important to maintain training records for yourself and your boards.

Downloading board members' certificates

As an administrator for your Learning Link subscription, you have the ability to access and download any certificates that your governors or trustees have been awarded.

1. Navigate to the Staff icon on your Dashboard.

Learning　　**Awards**　　**Groups**　　**Staff**
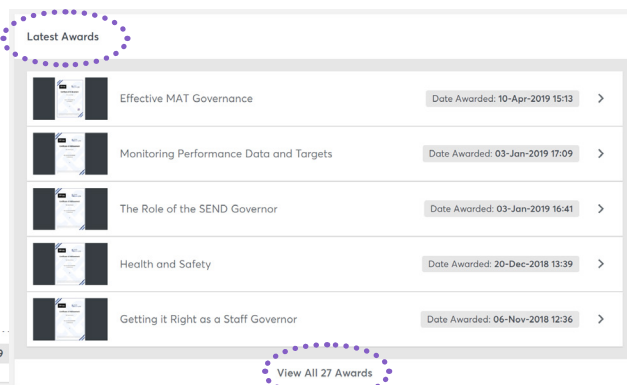
Staff

Your Staff　Reports
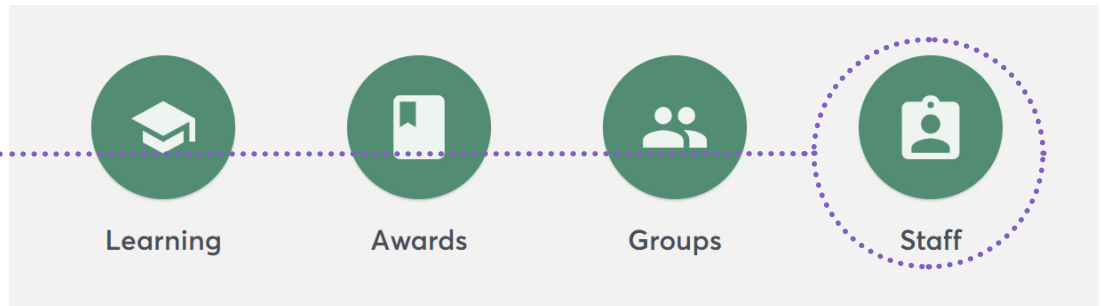
2. Click the **Your Staff** option. Here you will be shown a list of every governor or trustee currently registered for a Learning Link account under your school(s).

Edward Thatch
Direct

William Kidd
Direct
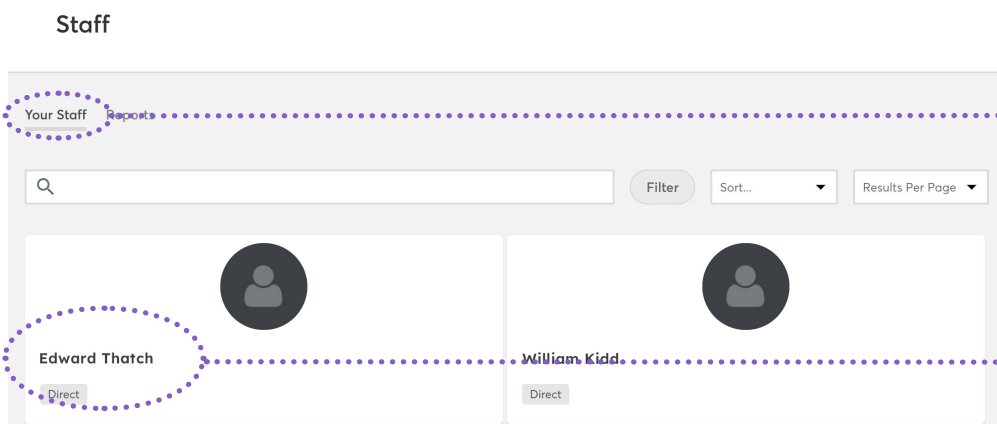
3. Click the name of the user whose certificate you wish to view.

4. On the user's profile, scroll down to the Latest Awards section, which will show you the certificates that they have been awarded.

Latest Awards

	Effective MAT Governance	Date Awarded: 10-Apr-2019 15:13	>
	Monitoring Performance Data and Targets	Date Awarded: 03-Jan-2019 17:09	>
	The Role of the SEND Governor	Date Awarded: 03-Jan-2019 16:41	>
	Health and Safety	Date Awarded: 20-Dec-2018 13:39	>
	Getting it Right as a Staff Governor	Date Awarded: 06-Nov-2018 12:36	>

View All 27 Awards

Effective accountability of the executive...
SCORM　Passed　Accessed: 10-Apr-2019 14:59

Impact on outcomes for pupils
SCORM　Passed　Accessed: 10-Apr-2019 15:12　Time Taken: 12 minutes, 31 seconds

CPD
SCORM　Passed　Accessed: 10-Apr-2019 15:12　Time Taken: 9 seconds

Standard Virtual College
Evaluation　Passed　Accessed: 10-Apr-2019 15:13　Time Taken: 1 minute

CPD Certificate
Certificate　Certificate Awarded　Accessed: 10-Apr-2019 15:13

**5.** Click the **View All Awards** and then the name of the module that you wish to view.

6. You will be shown a breakdown of the sections of that module, as well as the time taken to complete each section. Click the Certificate of Course Completion section at the bottom.
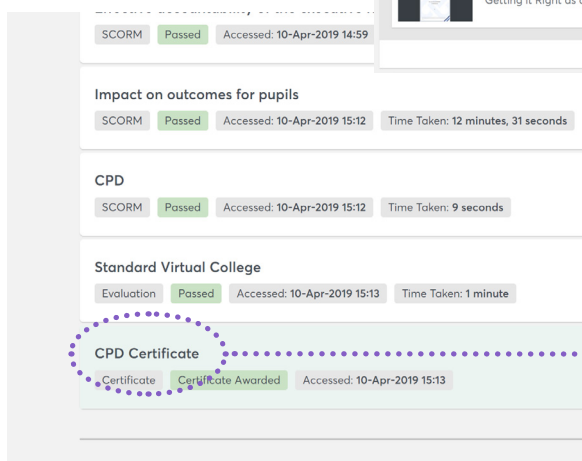
7. This will download a copy of the certificate to your computer (you may be prompted to enter the user's name here too before the download begins).
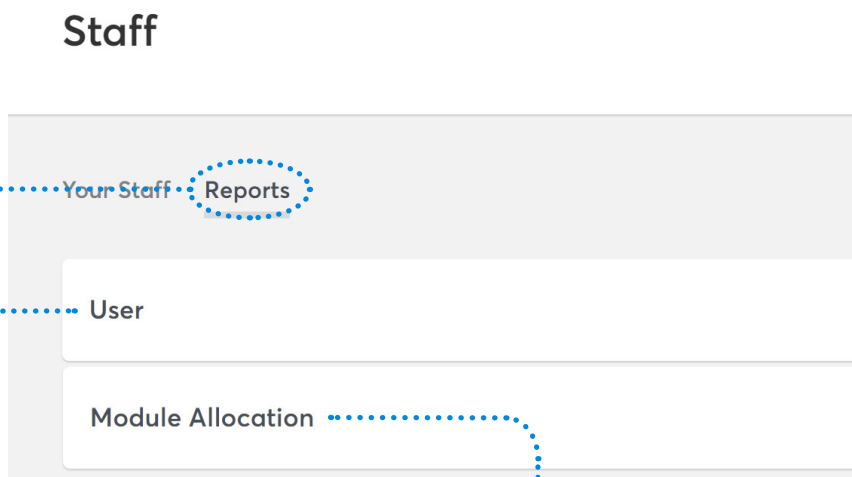
Running reports

1. Navigate to the Staff icon on your Dashboard.

| Learning | Awards | Groups | Staff |
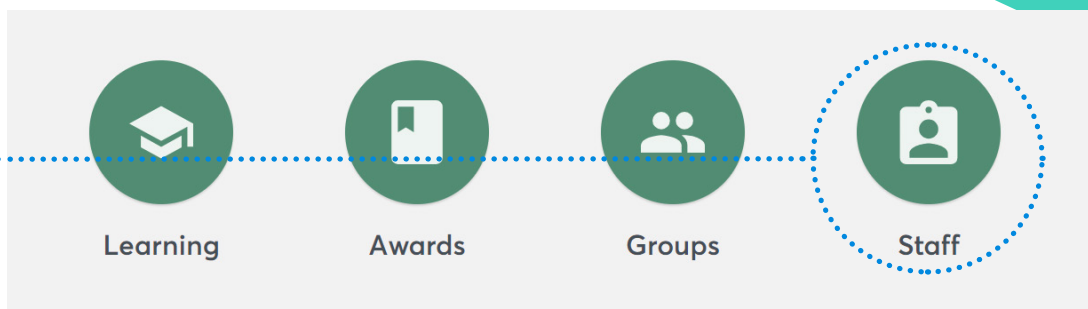
2. Click the Reports option

There are several report types available for you to run. The most useful of these will be the **Module Allocation** and **User** reports.

Staff

Your Staff · Reports

User

Module Allocation

User
This report allows you to view the details of the governors and trustees registered under your school(s). Here you can view the email address they are registered under, whether they have logged in and the date of their last login.

Module Allocation
This report will show you the modules that have been accessed by your governors and trustees. Here you can view the modules that each user has completed and is currently in progress with, alongside the date that each module was started or completed.

3. Click the report you would like to run. The report may take a few seconds to generate depending on the volume of data shown.

4. Once the report has run, you can specify the information shown by clicking the **Columns** option along the top right-hand side of the report.
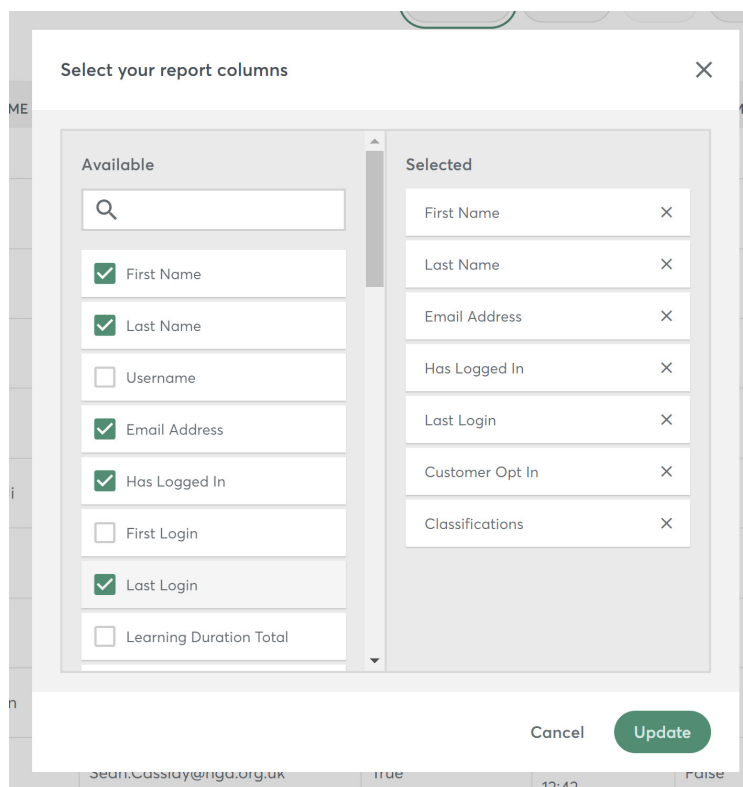
User

Columns   Export   Save   By Date   Update   Exit
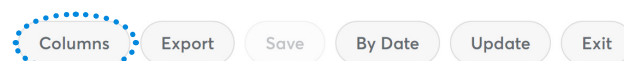
User   25-Oct-2023 11:14

FIRST NAME	LAST NAME	EMAIL ADDRESS	HAS LOGGED IN	LAST LOGIN	CUSTOMER OPT IN	CLASSIFICATIONS
Edward	Thatch	e.thatch@queenanneprimary.sch.uk	True	21-Sep-2022 13:01	False	
Mary	Reade	m.reade@queenanneprimary.sch.uk	True	07-Oct-2020 11:41	False	
William	Kidd	w.kidd@queenanneprimary.sch.uk	True	12-Apr-2018 16:25	False	

5. You will be shown a number of options in the **Available** list, which you can select using the tick boxes. This will transfer them to the **Selected** list. To remove from selected, click the **X** on the specific column.

Be sure to scroll down for more options in the **Available** list.

Click **Update** to see your report.

The most useful columns for each report type will be:

User report
- First name
- Last name
- Email address
- Has logged in (TRUE = Yes the user has logged in, FALSE = No the user has not
- logged in)
- Last log in
- Groups (the school(s) that the user is registered under)

Module allocation report
- Module name
- First name
- Last name
- Progress name (this will show whether the user has completed, is currently in progress with or not started a module)
- Completed date (this will be blank if the user is still in progress with or has not started the module)
- Groups
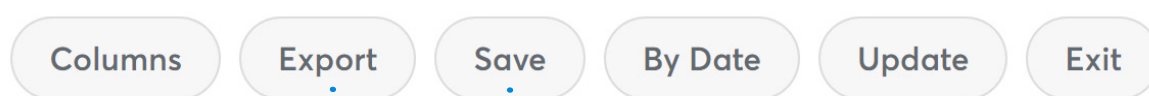
Once you have chosen your Columns, you can save the report so that your choices are remembered the next time you run that report.

The easiest way to edit the report is in Excel. Clicking Export will allow you to view the report in Excel and save it to your computer. This will also be the easiest way to filter the columns in the report (for example if you want to see which users have completed the Safeguarding module).

Accessing our support hub

We have a team dedicated to helping you get everything you need our of our e-learning platform. Some of your queries might be answered by visiting our Frequently Asked Questions page:

?   **www.nga.org.uk/faqs**

For any other queries, please contact us on:

📞   **0121 237 3780 (option 3)**

@   **enquiries@nga.org.uk**

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