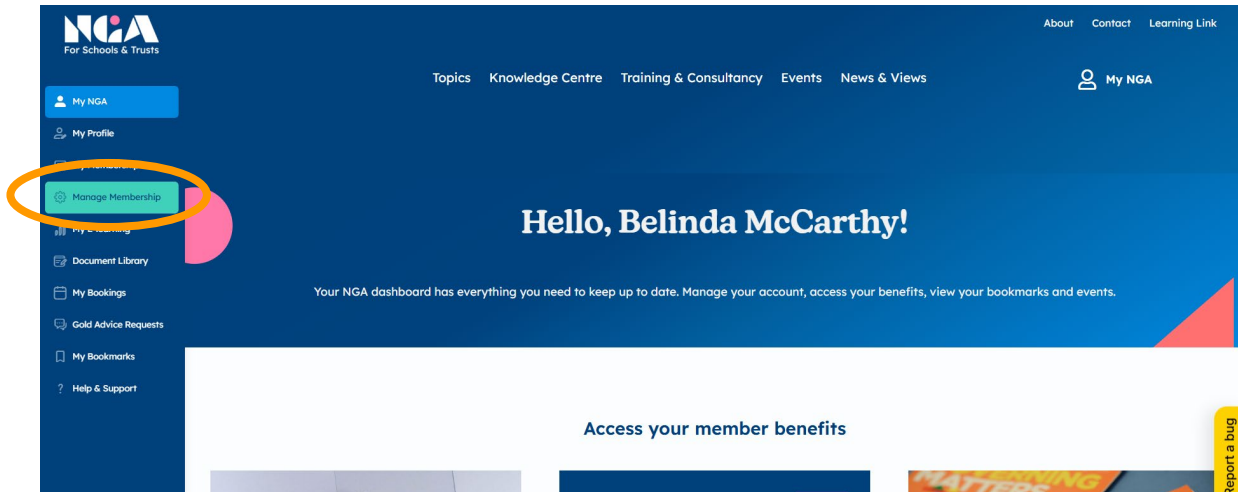
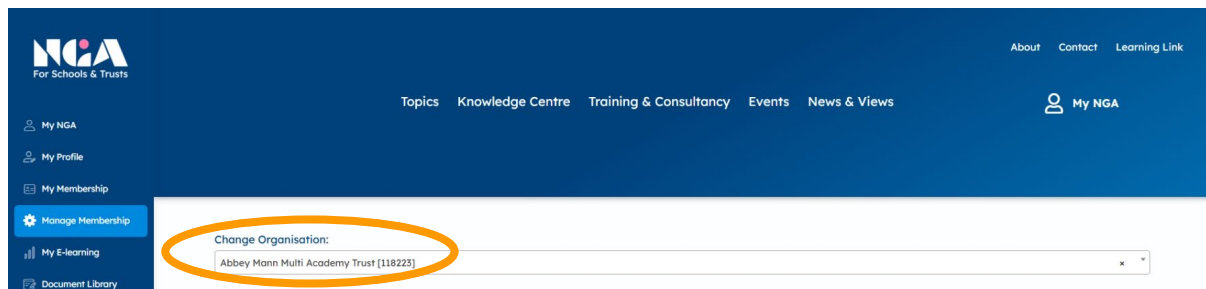


How to manage your board's e-learning

This guide shows how to manage board members and their e-learning. These options are only visible if you have the right permissions.



Navigate to your profile area (<https://members.nga.org.uk>) and click on 'Manage Membership'.



Choose the organisation you want to manage and scroll down.

The initial page is the overarching organisation. For individual schools this will only show one school, but for trusts this may show several schools within it, as in the example below:

Organisation: Trustboard 1

► Update organisation details

Board Name	Board Members	Manage Boards	
Trustboard 1	0	Members	Administrator
Child School 1	0	Members	Administrator
Child School 2	0	Members	Administrator

Organisation: Abbey Mann Multi Academy Trust [118223]

Board Name	Board Members	Manage Boards	
Abbey Mann Multi Academy Trust [118223]	2	Members	Administrator

Organisation Report

No record found.

Download organisation report >

Allocate Learning Modules to a Member

Member

Search member name or email...

Module

Search module title...

Allocate Refresh list

1. Members

- Click Members to view and edit details of board members (see below)

2. Administrator

- Select “Administrator” to manage who has admin access for the board.

3. Export organisation report

- Download a CSV file showing board member training progress and completion data.

4. Allocate Learning Modules

- Assign e-learning modules to individual members.

Clicking 1. Members, we will proceed to the board management page for that individual organisation.

Cont. below

Individual organisation page

1 < Back to Organisation

2 Add Board Member > Import List >

3 Edit > Edit >

4 Search >

5

Abbey Mann Multi Academy Trust [118223]

Board Member Name	Email Address	Role	Admin	Edit Board Member Information
Jordan Simpson	jordan.simpson@nga.org.uk	Trustee	None	Edit >
Tara Roseblade	tara.roseblade@nga.org.uk	Governor	Full admin	Edit >

Board Member Name: Jordan Simpson (NGA_JS) | Course Name: A whole-school approach to food | Search >

User Activity:

Date / Time	Event
Mar 16, 2026 09:49 am	Logged In
Mar 13, 2026 15:33 pm	Logged In

Course: A whole-school approach to food (100%) | Time spent: 00:43:30 | Certificate: Print PDF

Unit	Completed On	Time Spent
A whole-school approach to food	January 5, 2026 3:03 pm	00:02:20
Food Provision	January 5, 2026 3:03 pm	00:04:40
The wider school food offer	January 5, 2026 3:03 pm	00:00:10
Strategic oversight	January 5, 2026 3:03 pm	00:00:10
Module Evaluation		00:01:20

Allocate Learning Modules to a Member

Member: Search member name or email...

Module: Search module title...

Allocate Refresh list

1. Back to organisation

- Click to go back to the main organisation page

2. Managing board

- Click to add a single board member or import a list of new members

3. Edit

- Edit details for existing board members

4. Searching for e-learning

- a. Select a board member from the first dropdown and a module from the second.
- b. Click “Search” to view that member’s activity and progress for the selected module.
- c. Download their certificate if completed.

5. Allocate Learning Modules

- Select a member and type the name of a module, then click “Allocate” to assign it.

Allocate Learning Modules to a Member

Member

Tara (tara.roseblade@nga.org.uk)
x

Module

Search module title...

Allocate
Refresh list

Allocated modules

- Leading Governance facilitator resources: 2024-25 [remove](#)
- Leading Governance facilitator resources 2025-26 [remove](#)
- Essential safeguarding for governors and trustees 25-26 [remove](#)
- The governance of Health and Safety [remove](#)

Once a member is selected, any modules already allocated will be shown, with the option to remove them if needed.

You can then assign additional modules by typing them in and then adding to their to-do list.

Once allocated, the module will appear in the user’s profile. Users can access this via “My NGA” (top right), then “My E-learning” in the left-hand menu.

