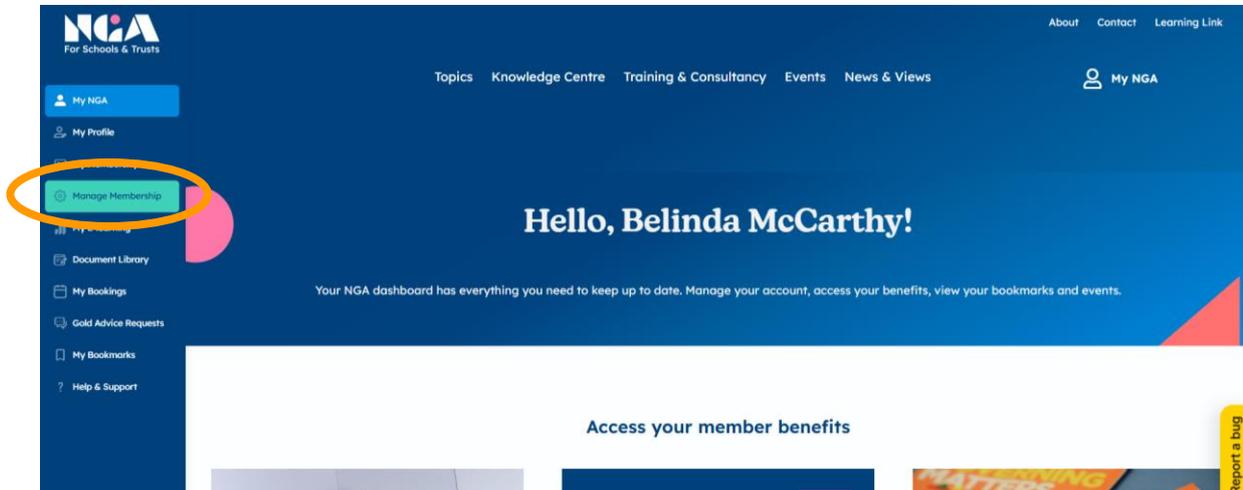# How to manage your board's e-learning

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: 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.

Export CSV 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 CSV 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**
   - 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) | × | ▾ |

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.