GDPRiS Platform v2 Guidance for Users

DP and General Staff

Training

Contents

Training

* For each course you wish to access, please log into GDPRiS *

* You may have been automatically enrolled on courses by your DP lead, however, you can also enrol on any courses on the training page following the same process set out below.

Navigate to **Training** via the **Documents and Training** area on the **Navigation Pane**.

Courses can be filtered to **Enrolled** or **Not Enrolled**

Under **Courses** click **Enrol** for the one relevant to you

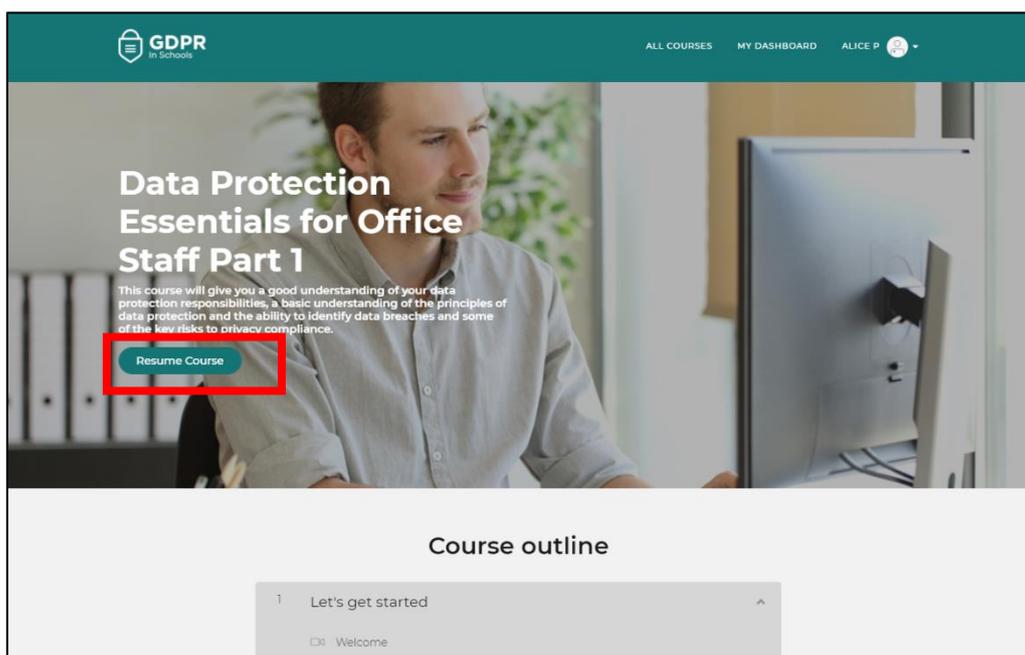You will then notice a progress bar under the course title.

Click on the **course title** – this will open the course on a **new page**.

Click **Resume Course.**

The course is then presented on screen.
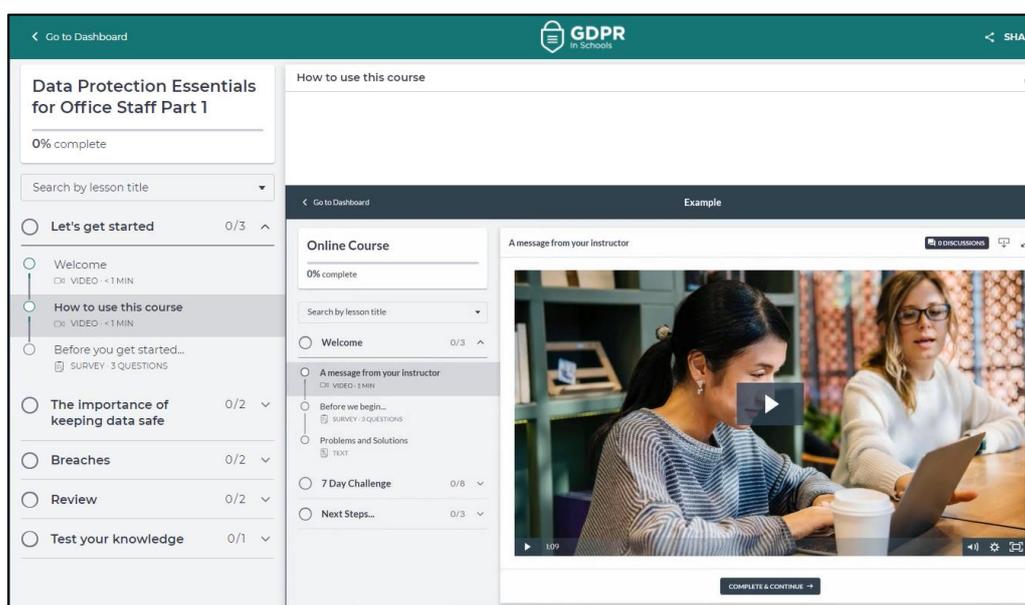
The courses are self-paced, and you need to **complete each section.**

Sections are a mixture of videos and presentations and questions to answer.

You will have the opportunity to download relevant documents as you progress through the course.

Certificate

Once you have completed the course you can download a certificate to keep for your CPD.

If you do not download from this page, please use **Go to Dashboard** where you will have the opportunity to download it from there.
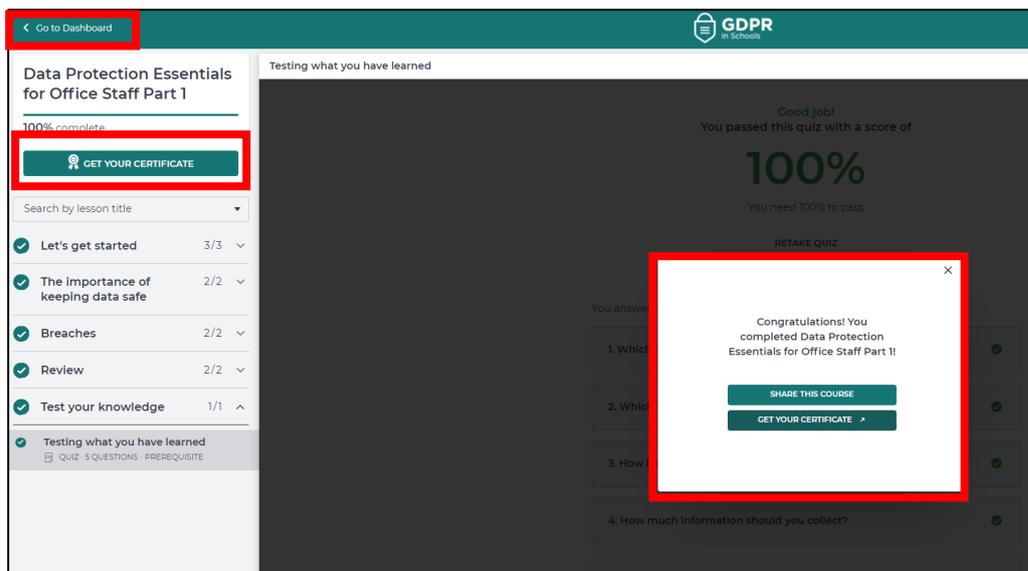
Role Based Training

Enrolment Wizard

The Enrol Users wizard is broken down into three stages, selecting the course you want your users to be enrolled on, choosing which users you would like to be enrolled on that courses and lastly to confirm your choices.

The enrolment process requires you to do enrolments via a single course. This is done this way because of the user selection options.

Navigate to Enrolment Settings via the Documents and Training area on the Navigation Pane.

Select Courses

On the Enrol Users page, select the course which you want your users to be enrolled on.

Select Users

Section 2 of the enrol users wizard is where you select the users from your school/s to be enrolled on the selected course.

The select users page will show you users from the trust and any linked schools. You can filter the users shown on the page via the following filters:

Categories
Schools , if you have a group site, a new filter will appear
User added after
User never enrolled on the course
Last Enrolled between
Only Incomplete courses
A search feature is also available to find users.

How to categorise users in User Management.

Navigate to the **User Management** area via **Administration** on the **Navigation Pane.**
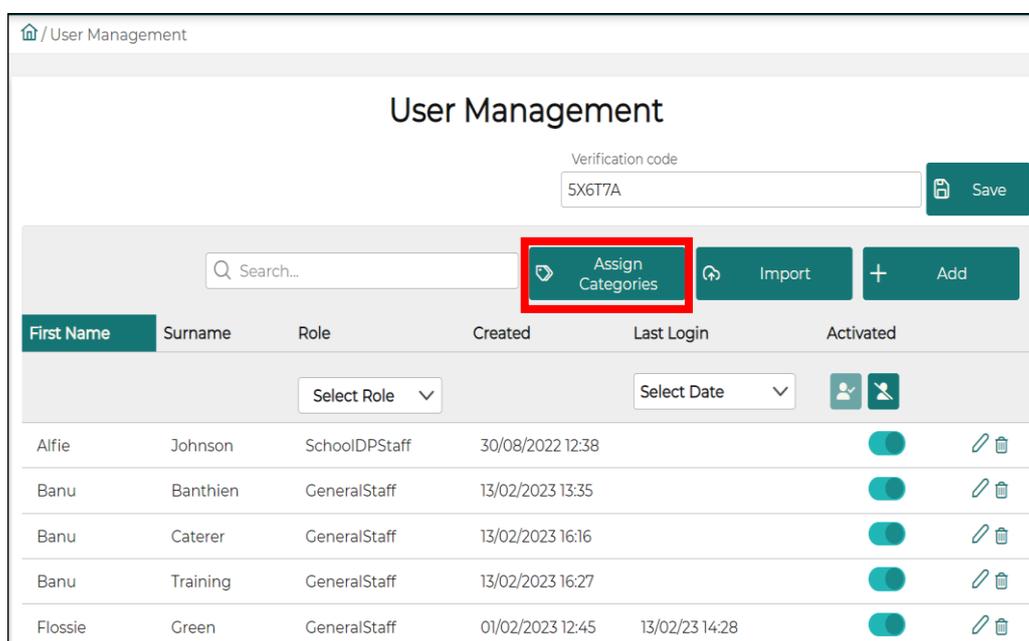
Click on the **Assign Categories button**

You will see a list of your staff that have accounts on the GDPRiS portal.

Select **Add Categories**

Select the users you wish to add a category to.

Select the category/categories you wish to assign to the selected staff.

Please check the **confirmation message** and click **SAVE** again

Filtering

You can filter by categories to check your selections.

If you choose **No Category** it will reduce your list and you will see any staff that you may have missed.
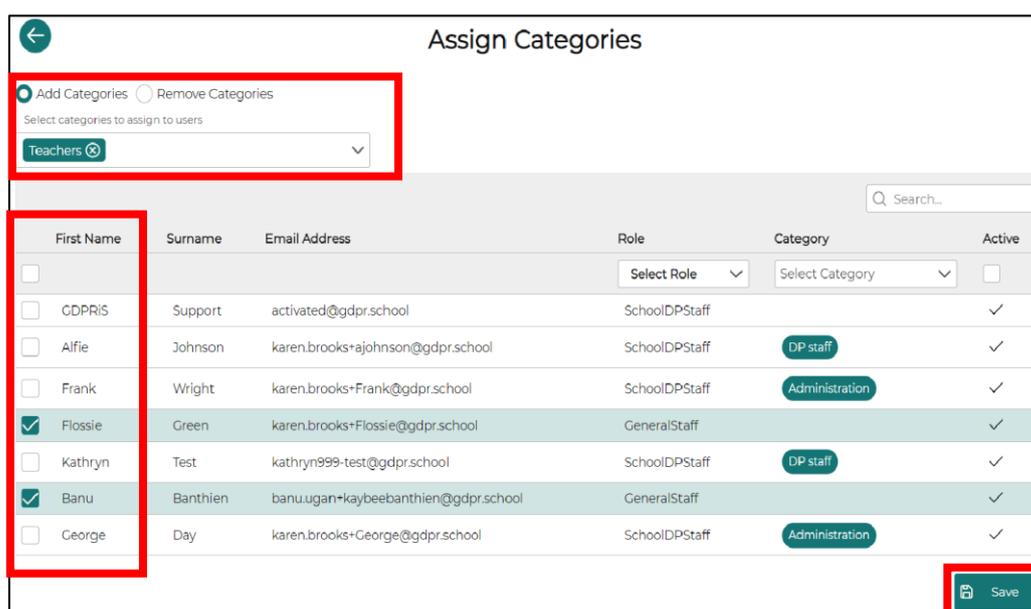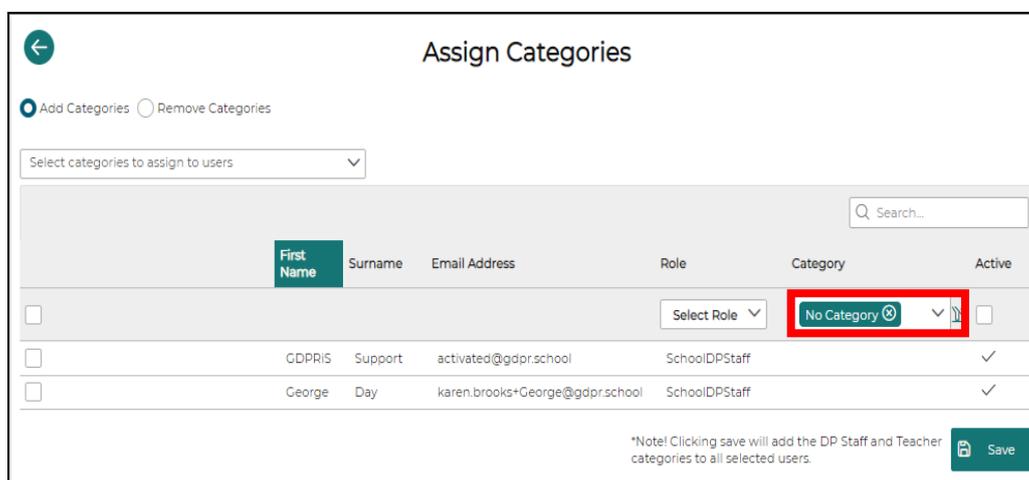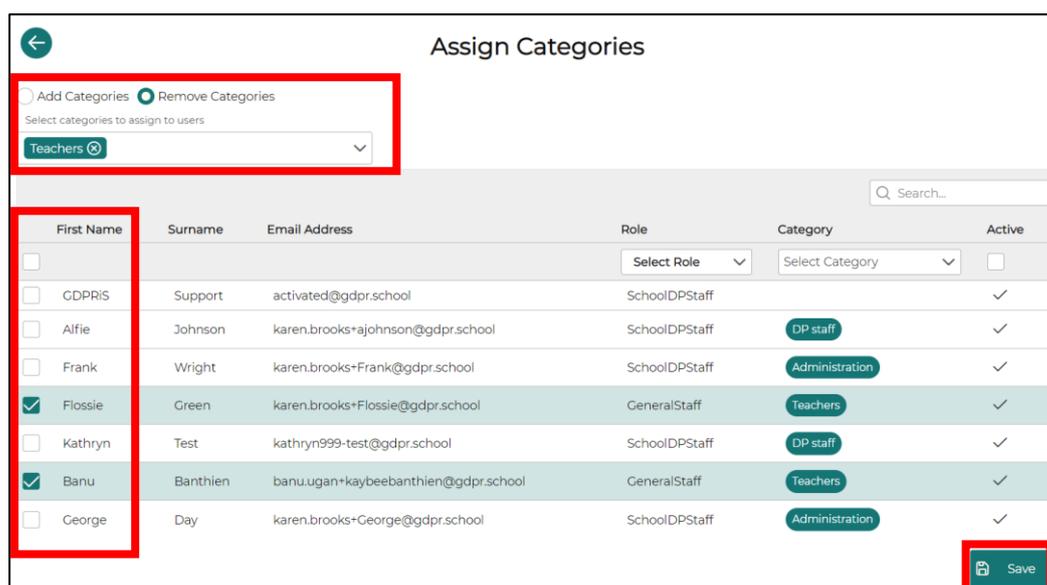

Remove Categories

Note: This process does not unenroll staff from courses

Select **Remove Categories**

Select the users you wish to remove the category/categories from

Select the category/categories you wish to remove from the selected staff.

Please check the **confirmation message** and click **SAVE** again

Contact the Customer Success Team

Office hours

Mon-Thurs: 09:00 - 16:30 GMT

Fri: 09:00 – 15:30 GMT

If you require assistance regarding any section of this help guide, please do not hesitate to contact us via one of the following methods:

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