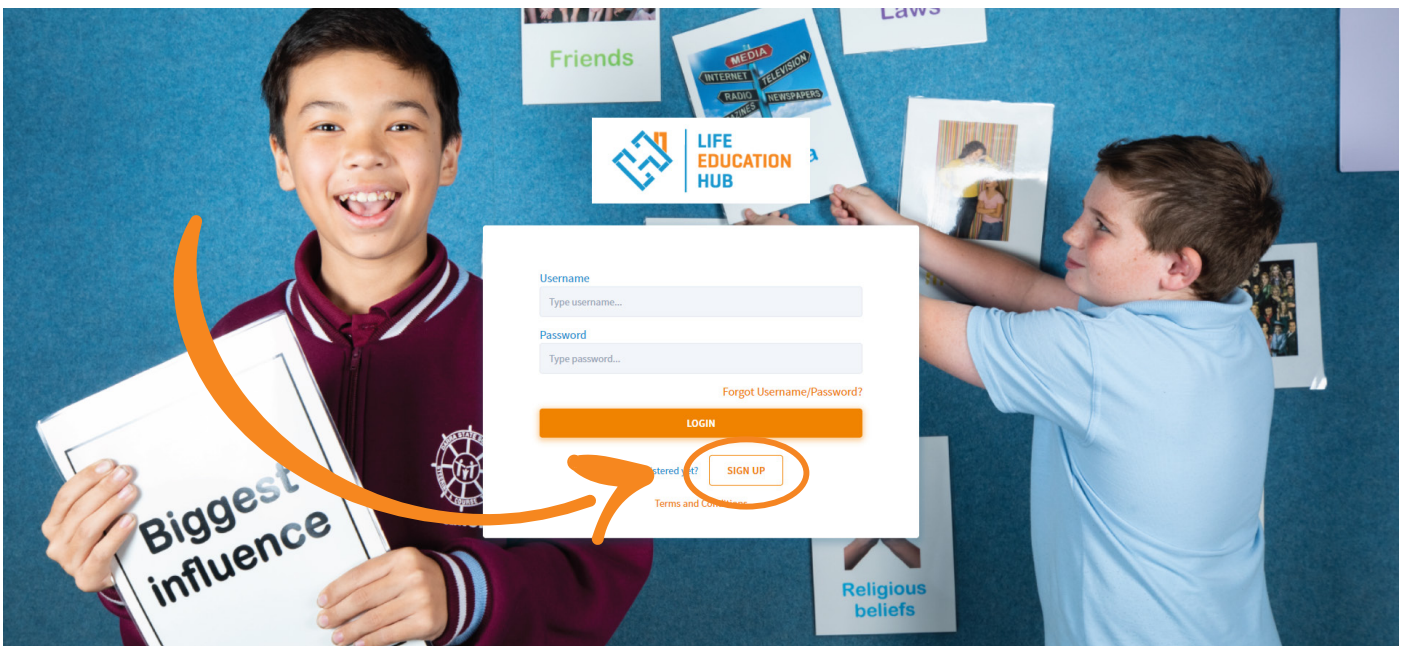




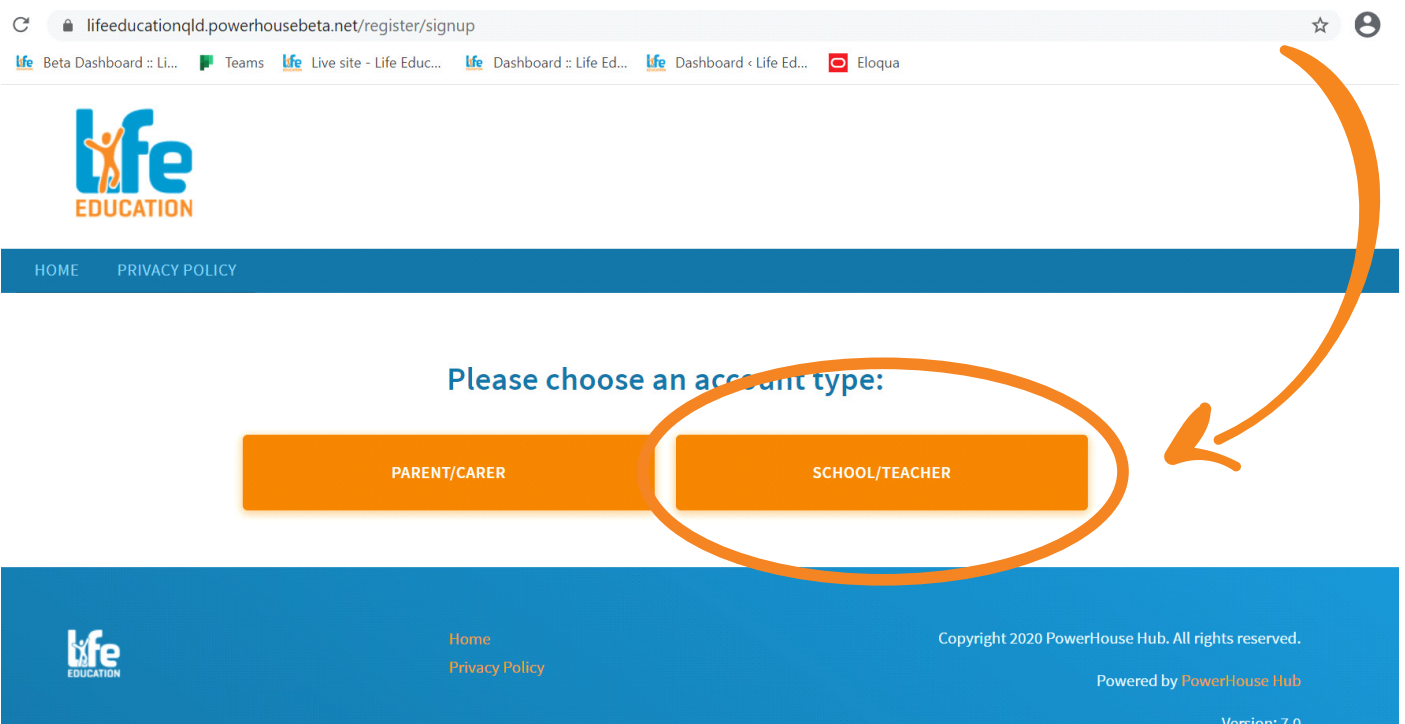
LMS Procedure Manual

Teachers

1. To Register, go to <https://lifeeducationqld.powerhousehub.net/>
2. Click 'Sign Up'



3. You will now be asked to choose an account type. Choose School/Teacher.





4. Complete the registration by filling out the mandatory fields.

Register as a Teacher

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Mobile *	<input type="text"/>
Email *	<input type="text"/>

5. Your role within the school

6. Your schools name, once you start typing it will bring up your school. If you schools name is not displaying please contact the team on [07] 5572 0166 or email onlinelearning.qld@lifeeducation.org.au


7. Add the year level and what you class name is.

Role	<input type="text" value="Class Teacher"/>
School	<input type="text" value="Tamborine Mountain College (North Tamborine, QLD)"/>
Year	<input type="checkbox"/> Prep <input type="text" value="Enter your class name, e.g. Little Wombats"/>
	<input type="checkbox"/> Year 1 <input type="text" value="Enter your class name, e.g. 1A Wombats"/>
	<input type="checkbox"/> Year 2 <input type="text" value="Enter your class name, e.g. 2A Wombats"/>
	<input type="checkbox"/> Year 3 <input type="text" value="Enter your class name, e.g. 3A Wombats"/>
	<input type="checkbox"/> Year 4 <input type="text" value="Enter your class name, e.g. 4A Wombats"/>
	<input checked="" type="checkbox"/> Year 5 <input type="text" value="VIC"/>
	<input type="checkbox"/> Year 6 <input type="text" value="Enter your class name, e.g. 6A Wombats"/>

8. Click to approve the terms and conditions and enter security code to finalise registration

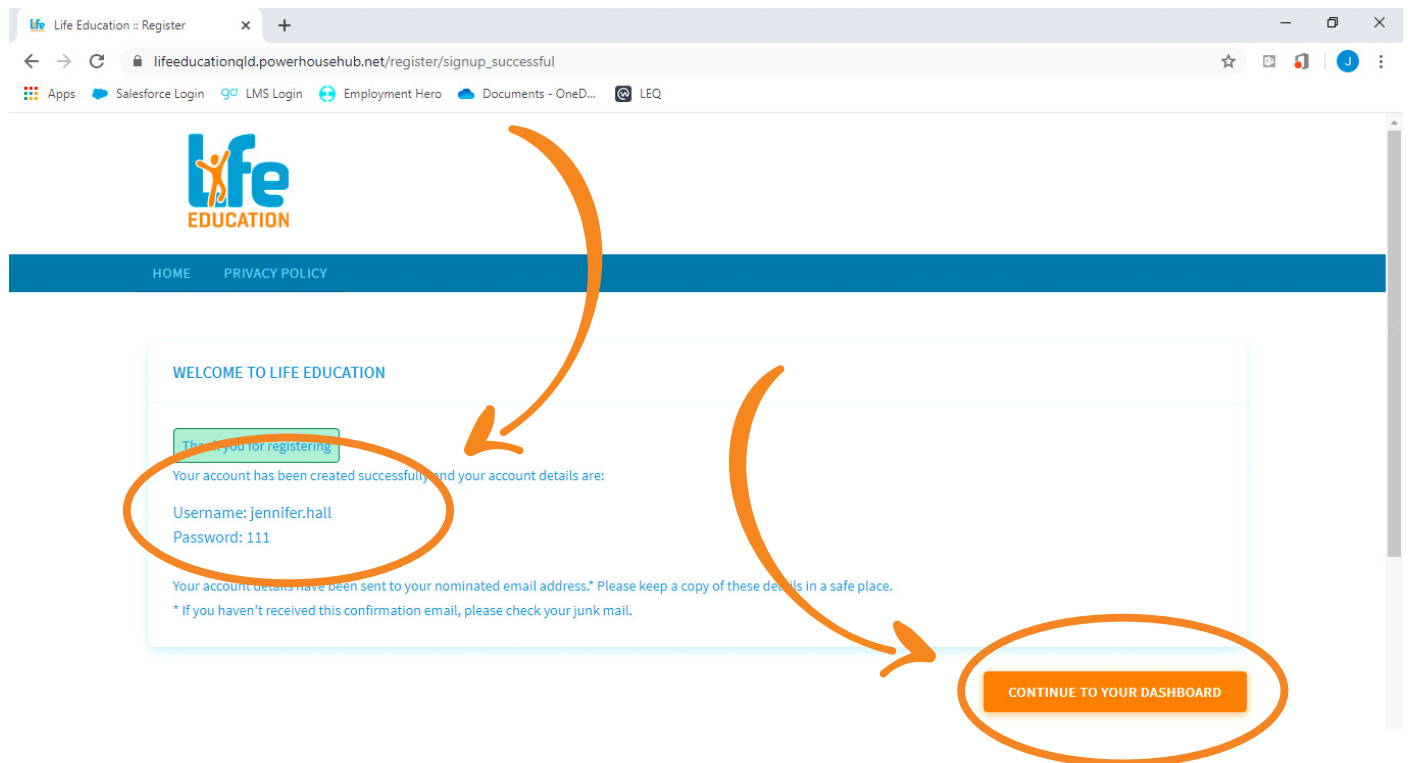


9. Click Register

Terms and conditions *	<input type="checkbox"/> I have read and agree to the terms and conditions .
Security Code *	 In the box provided below, please enter the security code displayed in the box above. <input type="text"/>

10. Your account will be created and you will be given a Username and Password on the screen and will be prompted to Click to Continue to Dashboard.

11. Click 'Continue to Dashboard'.



The screenshot shows a web browser window with the URL `lifeeducationqld.powerhousehub.net/register/signup_successful`. The page features the Life Education logo and navigation links for HOME and PRIVACY POLICY. A central message box contains the following text:

WELCOME TO LIFE EDUCATION

Thank you for registering

Your account has been created successfully and your account details are:

Username: jennifer.hall
Password: 111

Your account details have been sent to your nominated email address.* Please keep a copy of these details in a safe place.
* If you haven't received this confirmation email, please check your junk mail.

An orange oval highlights the registration confirmation text, and another orange oval highlights the **CONTINUE TO YOUR DASHBOARD** button. Two orange arrows point from the highlighted text to the button.



6. Once you enter the dashboard you will automatically be prompted to update your password. Enter in your new password and press update.

The screenshot shows the 'MY DETAILS' page in the Life Education Hub. On the left is a blue sidebar with the 'life EDUCATION' logo and navigation links: DASHBOARD, LESSONS, NEWS, and RESOURCES. The main content area is titled 'MY DETAILS' and features a white box with the heading 'UPDATE YOUR PASSWORD'. Below the heading is a message: 'For security please update your password from the default.' There are two input fields: 'New Password' and 'Re-type New Password'. At the bottom right of the box is an orange button labeled 'UPDATE PASSWORD'.

The Dashboard

The Dashboard provides easy access to your class [groups]. It allows you to see the progress of your class at a glance.

The screenshot shows the 'MY COURSES' dashboard. The left sidebar includes the 'life EDUCATION' logo and navigation links: DASHBOARD, ADD STUDENT, MESSENGER, LESSONS, NEWS, and RESOURCES. The main content area is titled 'MY COURSES' and features a navigation bar with 'My Courses', 'Recommended', and 'Completed Courses'. Below the navigation bar is a large banner image of a blue virus particle with the text 'SUPPORTING YOUR FAMILY DURING COVID-19' and a 'READ MORE' button. At the bottom, there is a section titled 'HEALTH HAROLD VIDEO TIPS!' with a row of video thumbnails.



Add Student

You can add your class list of students and generate their accounts. Please assign each student login details in the configuration of:

Username: firstname.surname

Password: 111

This section allows you to add students in your class [group] and assign them to a group at the bottom of the screen. When assigning students, just click on the year level you are teaching e.g. 5 VIC. This will then allocate the Year 5 module for those students. Don't forget to hit the save button on the bottom of the screen to save your work. This will then populate the lesson content for your students.

Students will then be asked to set their own unique password the first time they access the platform.

If the student forgets / loses their password and has to reset, you will need to provide new password details to the student.

Resetting student password

Click on the students name under 'My Group Users'. You will then enter their profile where you will need to click on EDIT DETAILS.



Once in this section you will see all the details of the student, scroll down to the bottom of the page where you will see change password. Click on this button.

Assigned Groups

Assign the user to groups. By doing this, you are allowing the user accessibility to all course materials, events, webinars, documents etc. assigned to those groups.

Beta_Leanne

- 5 Vic
- Parents
- Students

Login Details

Username
ashton.k

Change Password

CHANGE PASSWORD

SAVE

Type in new password and then re-type new password and press SAVE.

My Group Users

Once you have added students and then assigned them to groups, you can continually monitor their progress. Select the student whose progress you would like to monitor.

Life Education :: Manager

lifeducationqld.powerhousehub.net/manager/manageusers/listusers.learnerdashboard/id,147

MANAGE USERS

ADD STUDENT

MY GROUPS

MY GROUP USERS

Harold G Raffe

Harold G Raffe Student

CONTACT DETAILS

harold.g.raffe@nowhere.com

DASHBOARD SUMMARY EDIT DETAILS ASSIGN COURSES UPLOAD FILES

NEWS

There is no news to display

COURSES

Course	Progress	Status
Years 1 & 2 - Growing Good Friends - Lesson 1	0%	Not Started
Years 1 & 2 - Growing	0%	Not



You will be taken to this student's Dashboard, where you will be able to see;

- Student's profile
- News
- Students enrolled courses

From this menu, you will also be able to view an individual summary of the student's progress, showing you;

- Courses completed
- Documents downloaded
- Items completed

Life Education :: Manager

lifeeducationqld.powerhousehub.net/manager/manageusers/listusers/learnerdashboard/id,147

MANAGE USERS

ADD STUDENT

MY GROUPS

MESSANGER

REPORTS

RESOURCES

+4 All my users

+1 Prep

+3 Year 2

MY GROUP USERS

Jennifer Hall

Harold G Raffe

USER DETAILS - HAROLD G RAFFE

PROFILE

Harold G Raffe
Student

CONTACT DETAILS

haroldg.raffe@nowhere.com

DASHBOARD SUMMARY EDIT DETAILS ASSIGN COURSES UPLOAD FILES

NEWS

There is no news to display

COURSES

Years 1 & 2 - Growing Good Friends - Lesson 1 0% Not Started

ADD STUDENT

MESSANGER

REPORTS

RESOURCES

MY GROUPS

+1 Prep

+3 Year 2

MY GROUP USERS

Jennifer Hall

Harold G Raffe

DASHBOARD SUMMARY EDIT DETAILS ASSIGN COURSES UPLOAD FILES

0 Courses completed

0 Documents downloaded

ITEMS COMPLETED

Item	Completed
1	



Lesson & Resources content

To view lesson content please click on one of the student accounts that you have set up. As you have a manager dashboard, you can view the lesson content however you will not be able to complete the lesson.

USER DETAILS - MACK SHEARER

MANAGE USERS
ADD STUDENT
MESSENGER
REPORTS
RESOURCES

+1 All my users

MY GROUPS
+1 Students

MY GROUP USERS
Mack Shearer

PROFILE
Mack Shearer
Student

CONTACT DETAILS
mack.shearer1@nowhere.com

DASHBOARD SUMMARY EDIT DETAILS ASSIGN COURSES UPLOAD FILES

NEWS
There is no news to display

COURSES

COURSE NAME	COURSE CATEGORY	MANDATORY	RECOMMEND
Years 3 & 4 - All Systems Go - Lesson 1		0%	Not Started
Years 3 & 4 - All Systems Go - Lesson 2		0%	Not Started
Prep - My Body Matters - Lesson 1		0%	Not Started
Healthy Harold Tip! Exercising		0%	Not Started
Healthy Harold Tip! How should we sneeze		0%	Not Started

From the Dashboard, you can also assign courses to students,

USER DETAILS - ASHTON K

DASHBOARD
ADD STUDENT
MESSENGER
LESSONS
NEWS
RESOURCES

+1 All my users

MY GROUPS
+1 5 Vic

MY GROUP USERS
Ashton K

PROFILE
Ashton K
Student

CONTACT DETAILS
ashton.k@nowhere.com

DASHBOARD SUMMARY EDIT DETAILS ASSIGN COURSES UPLOAD FILES

ASSIGN COURSES

COURSE NAME	COURSE CATEGORY	MANDATORY	RECOMMEND
Years 5 & 6 - Relate Respect Connect - Lesson 1	Grades 5 & 6	Assigned Via Groups	<input type="radio"/> assigned <input checked="" type="radio"/> Not assigned
Healthy Harold Tip! Social distancing	Health Harold Video Tips!	Assigned Via Groups	<input type="radio"/> assigned <input checked="" type="radio"/> Not assigned



And upload files such as certifications and training records.

MANAGE USERS
ADD STUDENT
MESSANGER
REPORTS
RESOURCES

+4 All my users

MY GROUPS

+1 Prep
+3 Year 2

MY GROUP USERS

Jennifer Hall
Harold G Raffe

harold.g.raffe@nowhere.com

DASHBOARD SUMMARY EDIT DETAILS ASSIGN COURSES **UPLOAD FILES**

0 Courses completed
0 Documents downloaded

ITEMS COMPLETED

DASHBOARD
ADD STUDENT
MESSANGER
LESSONS
NEWS
RESOURCES

+1 All my users

MY GROUPS

+1 5 Vic

MY GROUP USERS

Ashton K

USER DETAILS - ASHTON K

PROFILE

Ashton K
Student

CONTACT DETAILS

ashton.k@nowhere.com

DASHBOARD SUMMARY EDIT DETAILS ASSIGN COURSES **UPLOAD FILES**

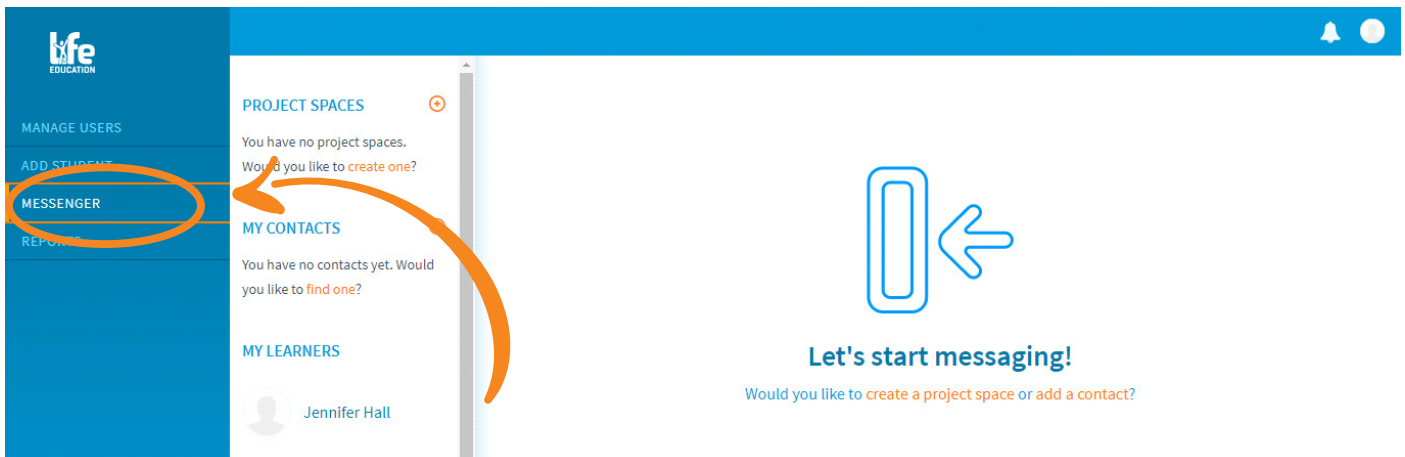
CERTIFICATIONS

User has not uploaded any certificates.

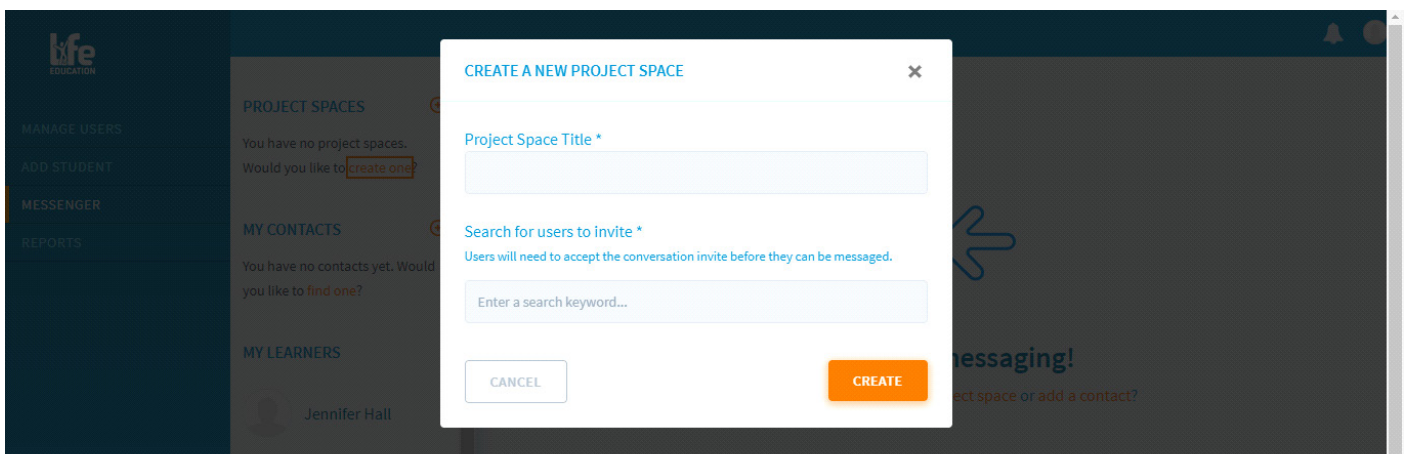
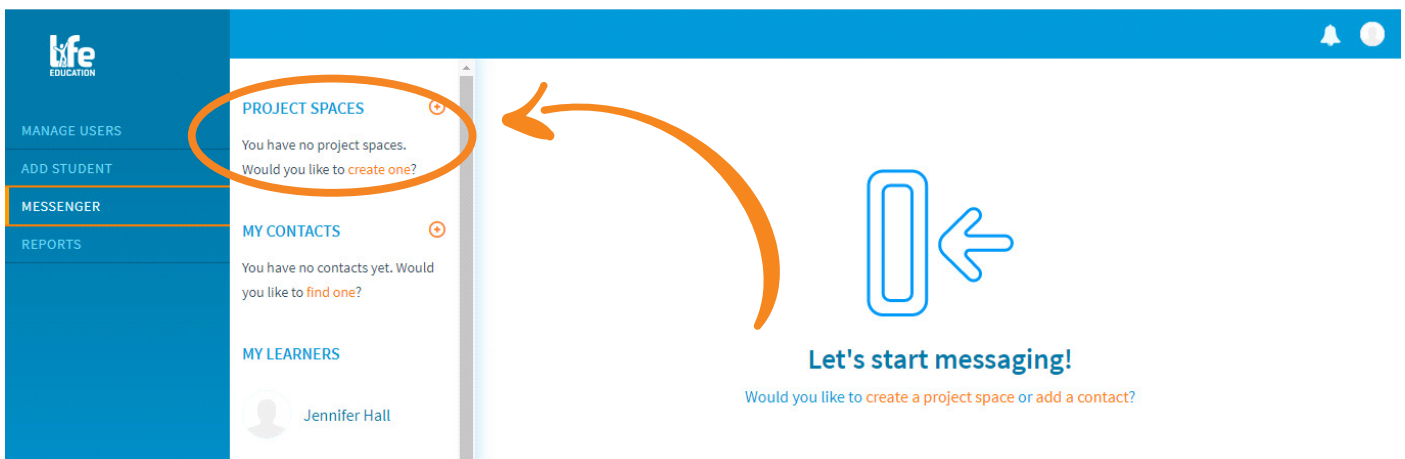


Messenger

When you are logged into Life Education Hub, you can direct message your students individually and they can direct message both you and other students in the class. It is important to note that neither teachers or students can send or receive messages to or from anyone outside of your class group.

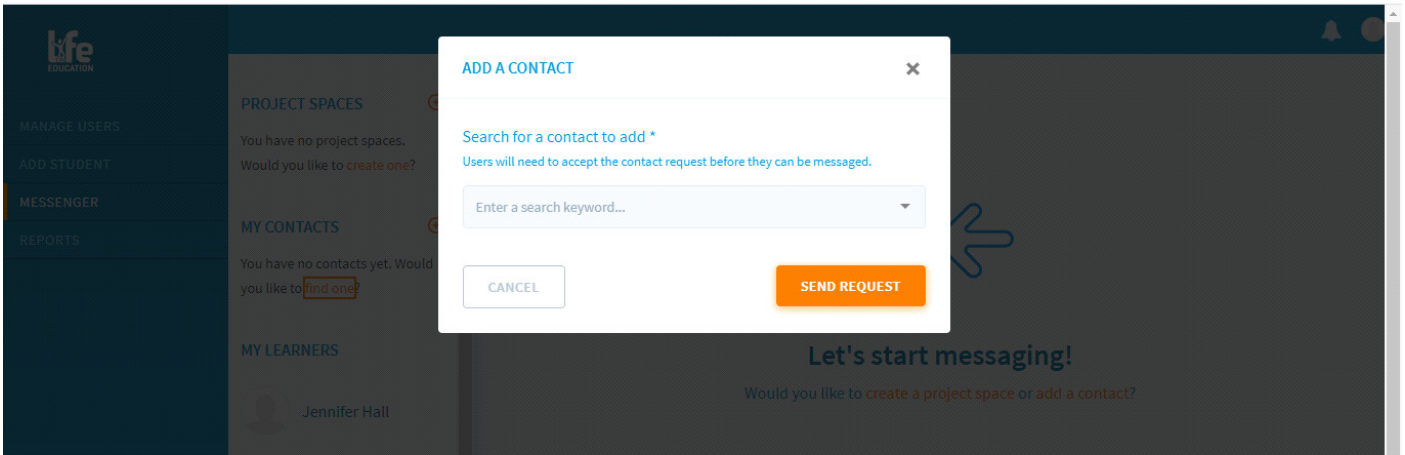


Within this section, you can also create a new project and invite others to this.



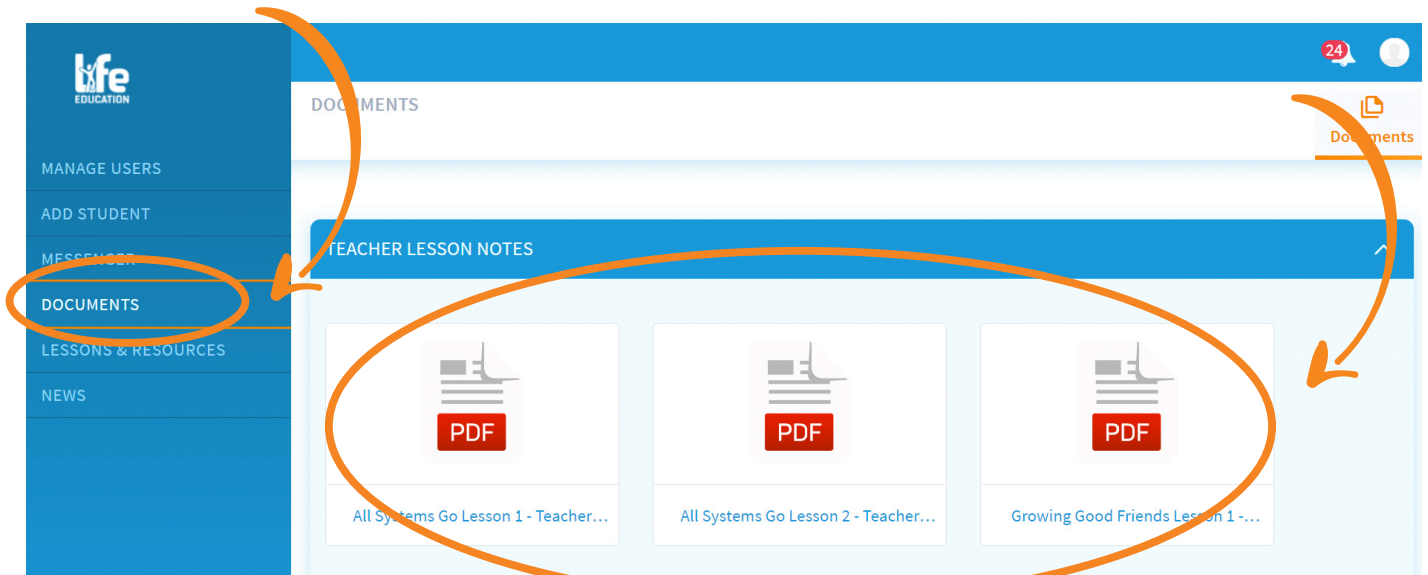


You can search for your students to add them directly.



Documents

In the 'Documents' section of the menu you will have access to lesson notes, including curriculum alignment and other relevant resources to support you. All you do is click on the lesson you require and download.





Lessons & Resources

The lesson & resources section shows you all the lessons that relate to your year level and also additional teacher resources that could be helpful in the planning for your upcoming visit. All lesson plans, activities and class material will be held within the relevant lesson.

News

The news section offers helpful information and podcasts for teachers to use in their lesson preparation or for general knowledge



We hope that Life Education Hub is a helpful resource to you in delivering health education to your students. However if you do have any questions we are only an email away.

For enquiries please email onlinelearning.qld@lifeeducation.org.au
For technical support please call Powerhouse Hub: 07 5555 0180