



## Learning Network Admin FAQ


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## Switching Between Public and Private Learning Network

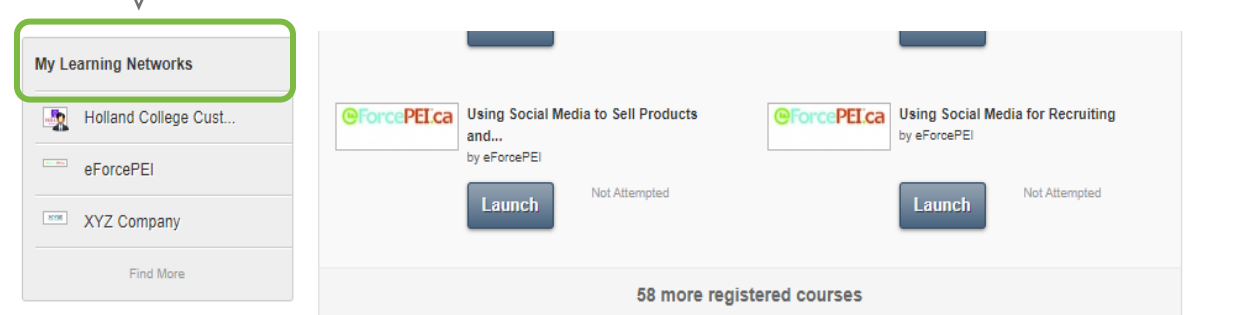
1. After signing in to eForcePEI your profile starts in your public learning network (i.e. eForcePEI) with access to all courses as an individual
2. Switch to your private learning network by selecting "My CoursePark"
3. Under "My Learning Network" select the name of your private learning network

2



The screenshot shows the eForcePEI.ca website interface. In the top navigation bar, the 'My CoursePark' link is highlighted with a green box and a callout bubble containing the number '2'. The main content area displays a list of courses, including 'Using Social Media for Recruiting' by eForcePEI, which is marked as 'Expired On Aug 18, 2021'.

3



The screenshot shows the 'My Learning Networks' section of the eForcePEI.ca website. A green box highlights the 'My Learning Networks' header, and a callout bubble with the number '3' points to it. Below the header, there is a list of networks: 'Holland College Cust...', 'eForcePEI', and 'XYZ Company'. A 'Find More' link is at the bottom. The main content area displays a list of courses, including 'Using Social Media to Sell Products and...' and 'Using Social Media for Recruiting' by eForcePEI. Each course has a 'Launch' button and a 'Not Attempted' status.

## How to Invite New Members to Your Learning Network

1. Click on “Members” from the left column navigation bar
2. Click on “Invite Others”
3. Add Emails: Enter an email address, and click the “+ Add” button
4. Continue to add email addresses, as required
5. Personal Note: Enter a customized initiation message (optional)
6. Check the confirmation box indicating you have an existing business/personal relationship with the recipient
7. Click on “Send Invites”

The screenshot illustrates the process of inviting new members to a Learning Network, with numbered callouts (1-7) highlighting key steps:

- 1:** The "Members" option in the left-hand navigation menu is highlighted with a green box.
- 2:** The "Invite Others" button in the top right corner of the Members section is highlighted with a green box.
- 3:** The "Add" button in the "Add Emails:" section is highlighted with a green box.
- 5:** The "Personal Note:" text area is highlighted with a green box.
- 6:** The checkbox in the "To confirm:\*" section is highlighted with a green box.
- 7:** The "Send Invites" button at the bottom right is highlighted with a green box.

The interface includes the following sections:

- Members:** A header section with a "Search Members" input field.
- Add Emails:** A section with a text input field and an "Add" button. Below it, a "Personal Note:" section with a text area.
- To confirm:\*** A section with a checkbox and the text "have an existing business or personal relationship with the recipients of this email."
- Invite Summary:** A section at the bottom showing "Invite 0 other(s) to 1 Learning Network(s)." and a "Send Invites" button.

## How to Add Additional Course Bundles to your Learning Network

If you are interested in taking advantage of additional course content for your Private Learning Network, you can reach out to support at [support@coursepark.com](mailto:support@coursepark.com) via email with the following information:

**Subject:** *Request additional content*

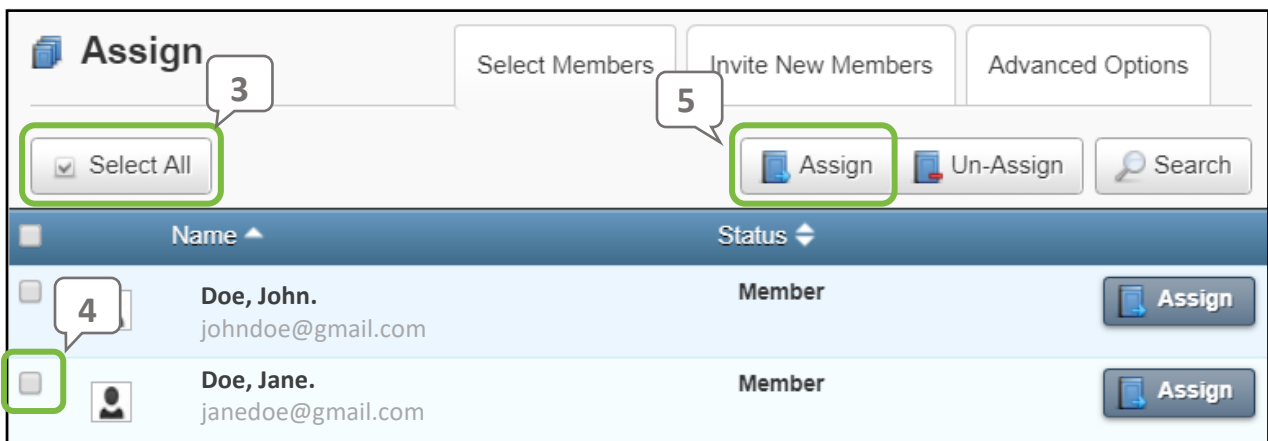
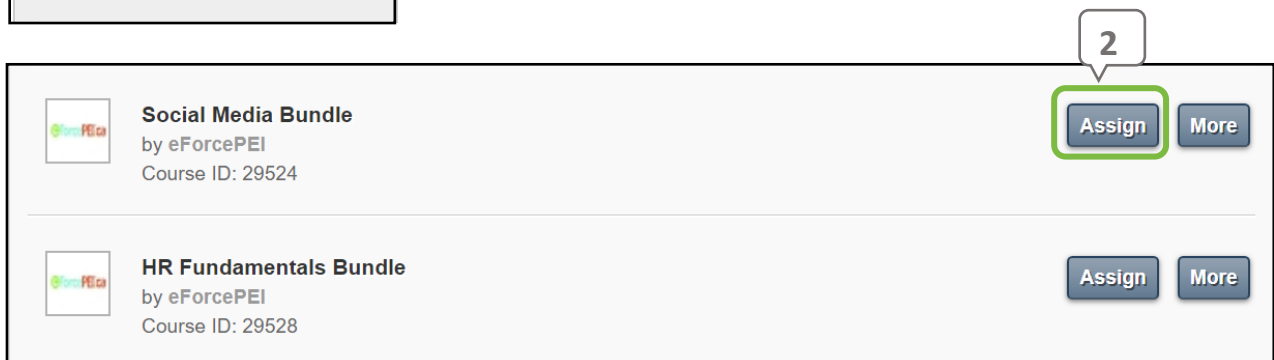
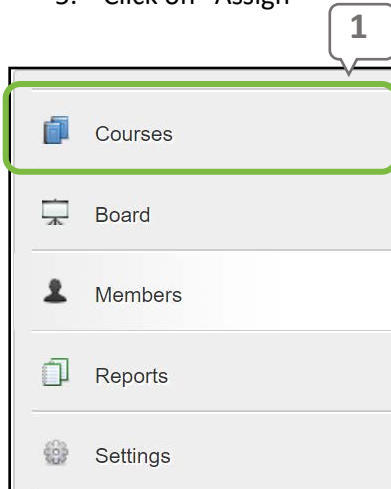
**Body:** *Please add the following bundles to my private learning network:*

- *Bundle 1*
- *...*

For a full list of course bundles available please refer to the “*Full Course Bundles List*”.

## How to Assign Courses to Your Members

1. Click on "Courses" from the left column navigation bar
2. Find the course, and click "Assign" to the right of the course
3. To assign to ALL members, click "Select All"
4. To assigned SELECTED members, click the box next to the user name. You can use the "Search" button to search for selected members
5. Click on "Assign"



## How to Assign a Due Date

1. Click on "Courses" from the left column navigation bar
2. Find the course, and click "Assign" to the right of the course
3. Select "Advanced Options"
4. Select "Apply one of the following due date types"
5. Once your due date has been selected, click on "Selected Members"
6. To assign to SELECTED members, click the box next to the user name. You can use the "Search" button to search for selected members.
7. Click on "Assign"

The member(s) will receive an automated email from CoursePark informing them that they have been assigned a course and to click on the link provided.

*Jane Doe has assigned you the course Social Media in Learning Network eForcePEI*

*Click below to view detail:*

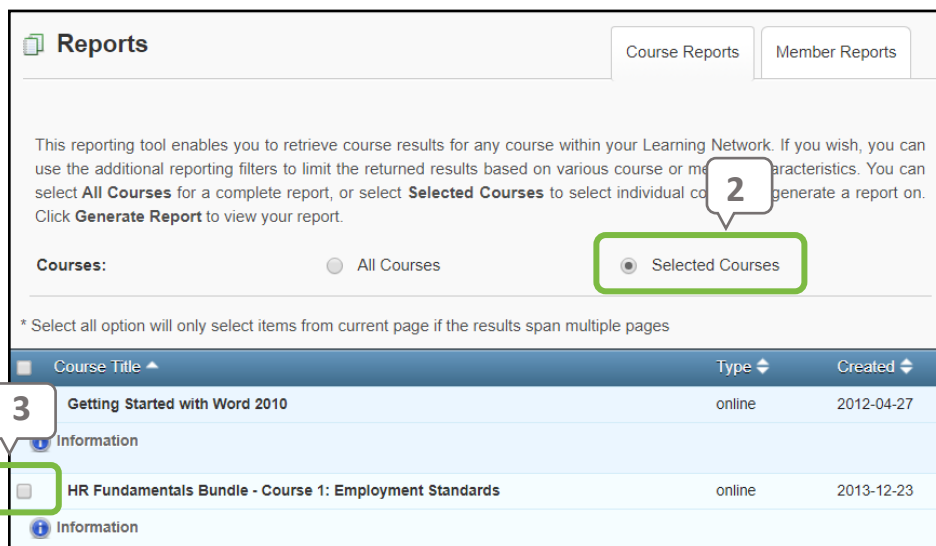
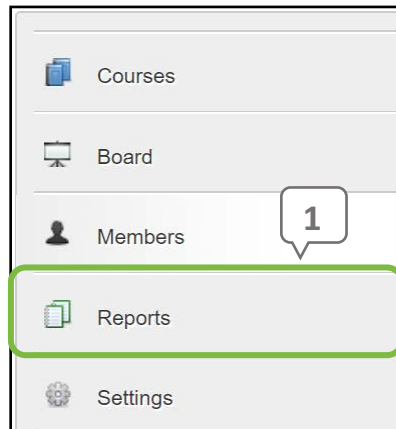
<http://www.coursepark.com/course/indec/show/id/33561/learningNetworkId/2013/referrerLnId/2015>

*If the link is not working, you can copy and paste it into your browser's address bar.*

When the member signs into CoursePark the course data will indicate the Due Date. This feature does not include email notifications.

## How to Obtain a Report of Training Records – By Course

1. Click on “Reports” from the left column navigation bar
2. Click on “Selected Courses”
3. Check the box next to the course you wish to view
4. Choose either “Export Course Report to Excel” or “Generate Course Report” (in current screen)





## How to Obtain a Report of Training Records – By Member

1. Click on “Reports” from the left column navigation bar
2. Click on “Member Reports”
3. Click on “Selected Members”
4. Check the box next to the employee you wish to view
  - You may also use the “Search Members” function
5. Choose either “Export Course Report to Excel” or “Generate Course Report” (in current screen)

The screenshot illustrates the process of generating a training report by member, with numbered callouts (1-5) indicating the steps:

- Step 1:** Click on “Reports” in the left column navigation bar.
- Step 2:** Click on “Member Reports” in the top right of the Reports section.
- Step 3:** Click on “Selected Members” under the “Members” section.
- Step 4:** Check the box next to the employee you wish to view (Doe, John).
- Step 5:** Click on “Export Course Report to Excel” or “Generate Course Report” at the bottom.

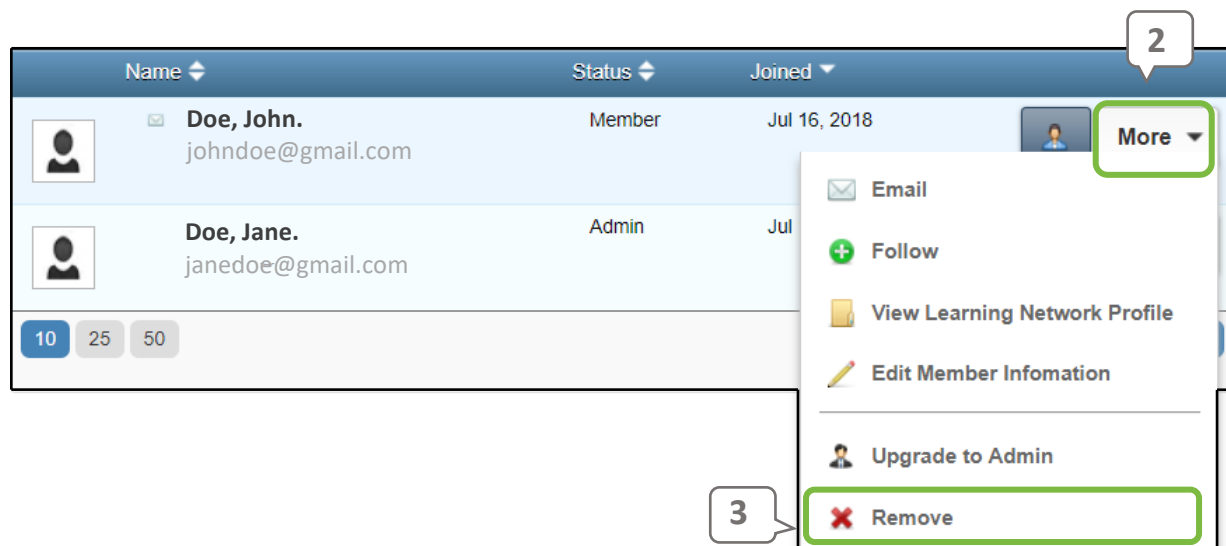
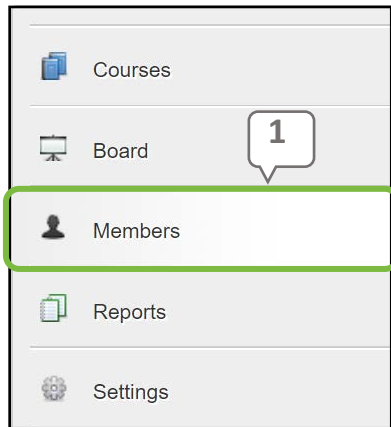
The interface shows the following sections:

- Navigation Bar:** Courses, Board, Members, Reports (highlighted).
- Reports Section:** Course Reports, Member Reports (highlighted).
- Members:** All Members, Selected Members (highlighted).
- Table:**

Last Name	First Name	Email Address	Status
Doe	John	john.doe@gmail.com	Confirmed
Doe	Jane	janedoe@gmail.com	Confirmed
- Filters:** Apply Course Filters, Apply My Member Filters.
- Other:** Include unassigned content (checkbox).
- Buttons:** Export Course Report to Excel, Generate Course Report (highlighted).

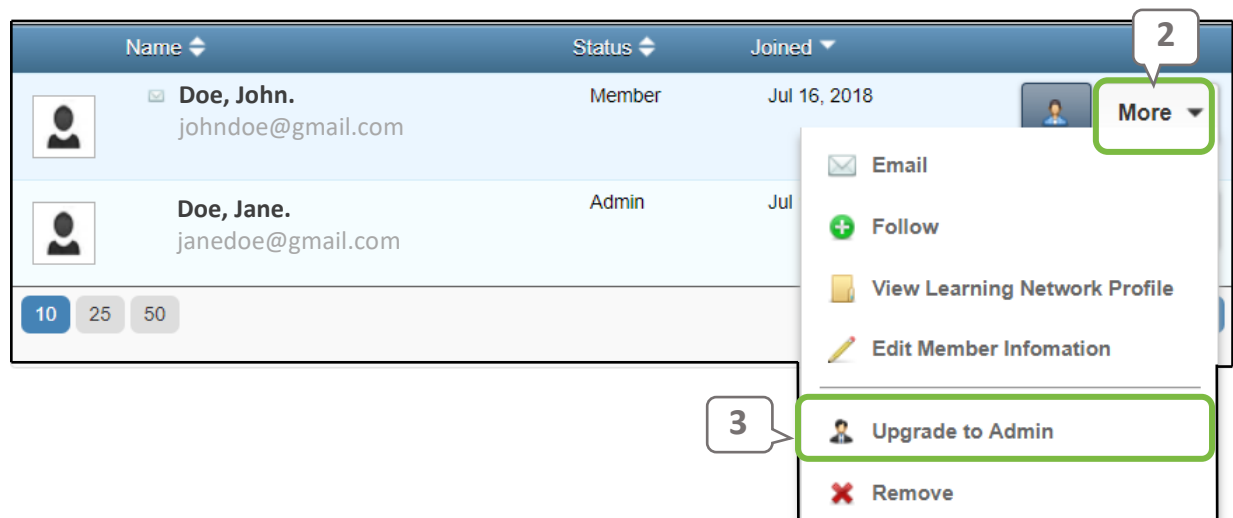
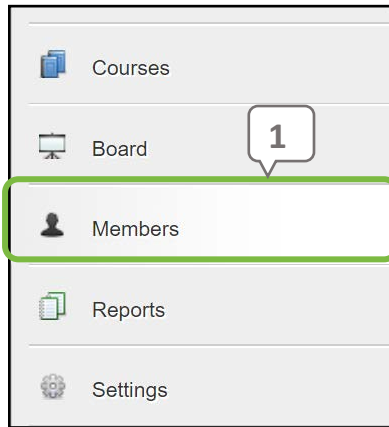
## How to Remove Members

1. Click on “Members” from the left column navigation bar
2. Click on the down arrow next to “More” of the employee you wish to remove
3. Click “Remove”



## How to Upgrade Members to Administration Status

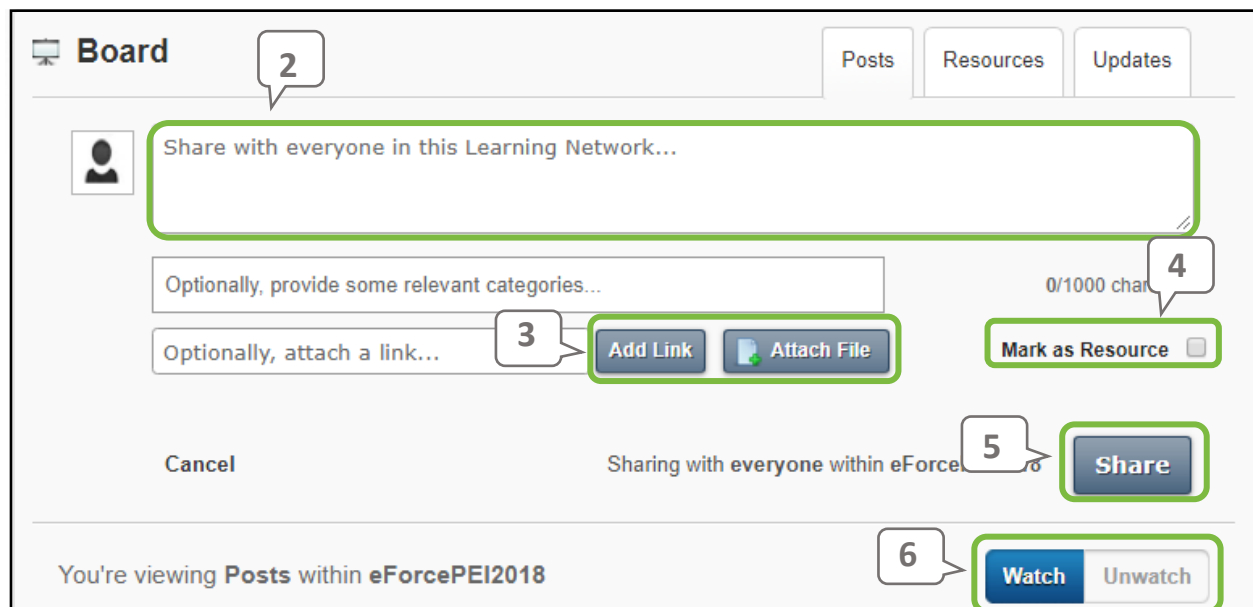
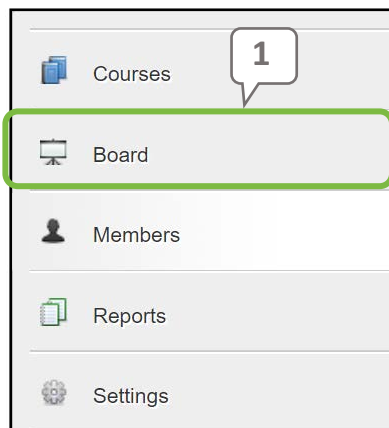
1. Click on “Members” from the left column navigation bar
2. Click on the down arrow next to “More” of the employee you wish to upgrade
3. Click “Upgrade to Admin”



## How to Upload External Links, Word Docs, PDFs

1. Click on “Board” from the left column navigation bar
2. Enter text to introduce the content
3. Add a link or attach a file
4. Mark as Resource – use for frequently referenced files so appear in “Resources” tab.
5. Share = Post
6. Select “Watch” to receive an email notification when someone posts to your board.

*This is where all members collaborate, share best practices, post questions/comments relating to the formal learning modules, and add links to blogs/YouTube/websites etc... that complement e-learning.*



## How to Reach our CoursePark Support Team

1. Click on the blue question mark on the right-hand side of your screen
2. Enter each field in the Support Form
3. Hit "Submit"
4. You will receive an automated email confirming that we have received your request.
5. Our support team is available 8am – 6pm Eastern Standard Time, Monday through Friday
6. Alternatively, email direct via [support@coursepark.com](mailto:support@coursepark.com)



## How to Reach Our PEI Office

For general questions and inquiries please contact our PEI office through the following outlets:



Call (902) 566-9372



Email: [training@eforcepei.ca](mailto:training@eforcepei.ca)



Connect with us on Facebook