



ELAS
e-learning

ELAS LEARNING MANAGEMENT SYSTEM (LMS) USER GUIDE

Part of the **ELAS** group of companies



Quick Guide

To identify the section most applicable to you, please find list below.

If you are an employer or manager looking to distribute e-learning across multiple team members; it is recommended that a copy of this user guide is distributed across your team for their initial use.

Welcome to your LMS – Learning Management System

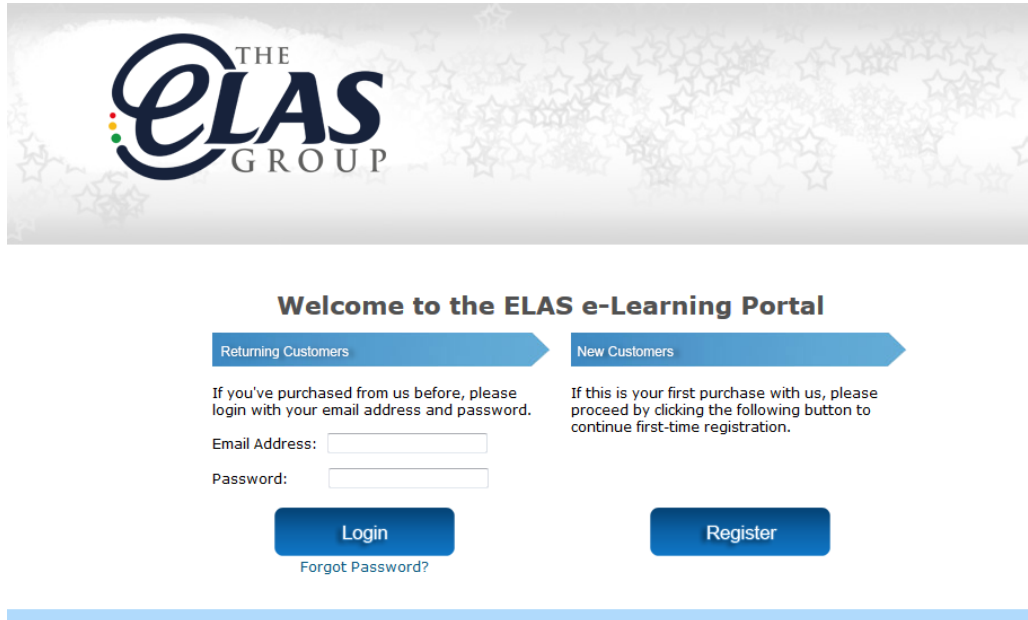
- 1: Your LMS account**
- 2: Using your LMS**
- 3: My account**
- 4: Courses**
 - 4.a: Course enrolment
 - 4.b: My courses
 - 4.c: Completing your courses
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- 6: User guide**
- 7: Account manager section - managing employees/team members**
 - 7.a: Setting up employees on the LMS
 - 7.b: Assigning courses to employees
 - 7.c: Editing employees
 - 7.d: Deleting employees
- 8: Any other issues**

1: Your LMS account

To access the ELAS LMS please type the below URL into your web browser:

elearning.elas.uk.com

You should then be presented with a screen that looks like this:



The screenshot shows the ELAS e-Learning Portal interface. At the top left is the logo for 'THE ELAS GROUP'. The main heading is 'Welcome to the ELAS e-Learning Portal'. Below this are two main sections: 'Returning Customers' and 'New Customers'. The 'Returning Customers' section includes a text prompt: 'If you've purchased from us before, please login with your email address and password.' It features input fields for 'Email Address:' and 'Password:', a 'Login' button, and a 'Forgot Password?' link. The 'New Customers' section includes a text prompt: 'If this is your first purchase with us, please proceed by clicking the following button to continue first-time registration.' It features a 'Register' button.

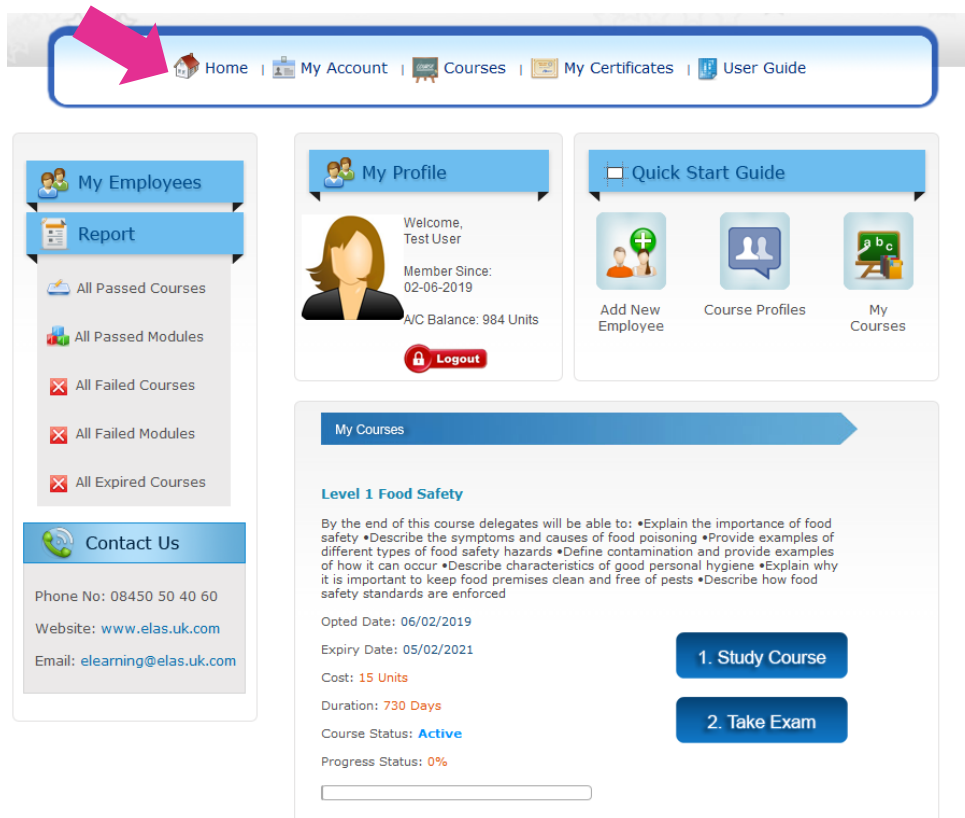
Typically, you should have received your username and password via email (either an automatic email from the LMS or from a member of our training team).

When logging into the system please use the 'Returning Customers' section on the left-hand side of the screen and enter in your details as applicable.

If you have forgotten your username and password, please click the forgot password link, then enter your email address when prompted. You should then receive a new password to the email address entered. If you are having any issues with resetting your password, please contact the ELAS I.T helpdesk team using support@elas.uk.com

2: Using your LMS

Once logged in, you will land on your LMS homepage that looks like the below:



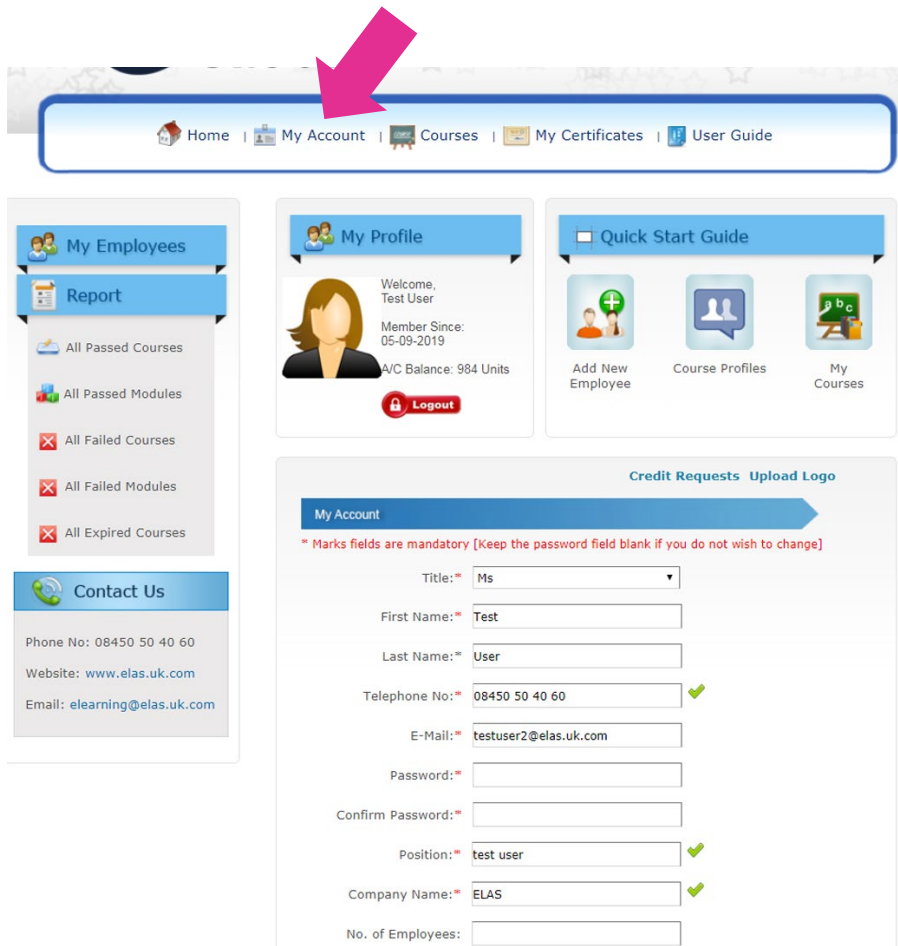
The screenshot shows the LMS homepage with the following elements:

- Top Navigation Bar:** Home | My Account | Courses | My Certificates | User Guide. A pink arrow points to the Home icon.
- My Employees Section:**
 - Report
 - All Passed Courses
 - All Passed Modules
 - All Failed Courses
 - All Failed Modules
 - All Expired Courses
- Contact Us Section:**
 - Phone No: 08450 50 40 60
 - Website: www.elas.uk.com
 - Email: elarning@elas.uk.com
- My Profile Section:**
 - Welcome, Test User
 - Member Since: 02-06-2019
 - A/C Balance: 984 Units
 - Logout button
- Quick Start Guide Section:**
 - Add New Employee
 - Course Profiles
 - My Courses
- My Courses Section:**
 - Level 1 Food Safety**
 - By the end of this course delegates will be able to:
 - Explain the importance of food safety
 - Describe the symptoms and causes of food poisoning
 - Provide examples of different types of food safety hazards
 - Define contamination and provide examples of how it can occur
 - Describe characteristics of good personal hygiene
 - Explain why it is important to keep food premises clean and free of pests
 - Describe how food safety standards are enforced
 - Opted Date: 06/02/2019
 - Expiry Date: 05/02/2021
 - Cost: 15 Units
 - Duration: 730 Days
 - Course Status: **Active**
 - Progress Status: 0%
 - Buttons: 1. Study Course, 2. Take Exam

Your LMS homepage is where you will navigate your way around the LMS and can always be accessed by clicking the home button at the top menu.

3: My account

This is where you will find your personal details that were entered when setting up your e-learning account. These can be changed at any time.



Home | **My Account** | Courses | My Certificates | User Guide

My Employees

Report

- All Passed Courses
- All Passed Modules
- All Failed Courses
- All Failed Modules
- All Expired Courses

Contact Us

Phone No: 08450 50 40 60
 Website: www.elas.uk.com
 Email: elearning@elas.uk.com

My Profile

Welcome, Test User
 Member Since: 05-09-2019
 A/C Balance: 984 Units
 Logout

Quick Start Guide

- Add New Employee
- Course Profiles
- My Courses

My Account

Credit Requests Upload Logo

* Marks fields are mandatory [Keep the password field blank if you do not wish to change]

Title: Ms
 First Name: Test
 Last Name: User
 Telephone No: 08450 50 40 60 ✓
 E-Mail: testuser2@elas.uk.com
 Password:
 Confirm Password:
 Position: test user ✓
 Company Name: ELAS ✓
 No. of Employees:

4.a: Enrolling on courses

This is where you will find all the e-learning courses you have available to complete. If these are not visible, please click on the courses button at the top centre of the page and they should appear.

To undertake an e-learning course follow the below instructions:

- Enrol yourself by clicking the 'enrol now' button, next to the specific course
- Click 'confirm enrolment'

The screenshot shows the ELAS user interface. At the top, there is a navigation bar with links for Home, My Account, Courses, My Certificates, and User Guide. Below this, there are several sections: My Employees (with a Report button and lists of Passed, Failed, and Expired Courses/Modules), My Profile (with user details and a Logout button), and Quick Start Guide (with buttons for Add New Employee, Course Profiles, and My Courses). The main content area is titled 'All Courses' and lists several courses with 'Enrol Now' buttons. A pink arrow points to the 'Enrol Now' button for the 'Driving for Work' course.

The screenshot shows the 'Confirm Your Enrolment' page for the 'Level 1 Food Safety' course. At the top, there is a navigation bar with links for Home, My Account, Courses, My Certificates, and User Guide. Below this, there are sections for My Employees, My Profile, and Quick Start Guide. The main content area is titled 'Confirm Your Enrolment' and displays course details for 'Level 1 Food Safety', including a description, cost (15 Units), and duration (730 Days). A pink arrow points to the 'Confirm Enrolment' button.

4.b: My courses

You can view the full list of courses you are enrolled onto by clicking the home link on your navigation bar and returning to your dashboard.

Here, you can choose to access your e-learning course by selecting 'study course' or go directly to your exam if you have already studied the content.

The screenshot displays the ELAS e-learning dashboard. At the top, the ELAS Group logo is visible. Below it is a navigation bar with links for Home, My Account, Courses, My Certificates, and User Guide. A pink arrow points to the 'Courses' link. The dashboard is divided into several sections: 'My Employees' with a 'Report' dropdown menu; 'My Profile' showing user details and a 'Logout' button; 'Quick Start Guide' with buttons for 'Add New Employee', 'Course Profiles', and 'My Courses'; and 'My Courses' which is the main focus. The 'My Courses' section lists 'Level 1 Food Safety' with a detailed description of learning objectives, dates, cost, duration, and status. Two buttons are present: '1. Study Course' and '2. Take Exam', with a pink arrow pointing to the 'Study Course' button. A 'Contact Us' section is also visible on the left side of the dashboard.

4.c: Completing your courses

Once the course is complete, you can then take the exam. If you fail your e-learning course the first time don't worry; you can take the exam up to three times. In the event you fail a third time you will need to purchase additional credits and re-enrol onto the course.

The screenshot displays the ELAS Group LMS interface. At the top, the ELAS Group logo is visible. Below it is a navigation bar with links for Home, My Account, Courses, My Certificates, and User Guide. The main content area is divided into several sections:

- My Employees:** A sidebar menu with options for Report, All Passed Courses, All Passed Modules, All Failed Courses, All Failed Modules, All Expired Courses, and Contact Us.
- My Profile:** A user profile card for 'Test User' with a 'Logout' button and a balance of 984 Units.
- Quick Start Guide:** A section with icons for 'Add New Employee', 'Course Profiles', and 'My Courses'.
- My Courses:** A section titled 'Level 1 Food Safety' with a description of the course content, dates, cost (15 Units), duration (730 Days), and status (Active). Below the course details are two buttons: '1. Study Course' and '2. Take Exam'. A pink arrow points to the '2. Take Exam' button.

Please note: if you are using the LMS as an employee user and need additional credits to be enrolled onto a course you should notify your line manager.

Please note that you must take the exam in order to achieve your certification.

5: My certificates

This is where you will find all your e-learning certificates. You will need to download copies of your certificates. To do this, simply click the 'download certificate' button.

Home | My Account | Courses | **My Certificates** | User Guide

My Employees

Report

- All Passed Courses
- All Passed Modules
- All Failed Courses
- All Failed Modules
- All Expired Courses

Contact Us

Phone No: 08450 50 40 60
 Website: www.elas.uk.com
 Email: elearning@elas.uk.com

My Profile

Welcome, Test User
 Member Since: 02-06-2019
 A/C Balance: 984 Units
 Logout

Quick Start Guide

- Add New Employee
- Course Profiles
- My Courses

My Courses

Level 1 Food Safety

By the end of this course delegates will be able to: •Explain the importance of food safety •Describe the symptoms and causes of food poisoning •Provide examples of different types of food safety hazards •Define contamination and provide examples of how it can occur •Describe characteristics of good personal hygiene •Explain why it is important to keep food premises clean and free of pests •Describe how food safety standards are enforced

Opted Date: 06/02/2019
 Expiry Date: 05/02/2021
 Cost: 15 Units
 Duration: 730 Days
 Course Status: **Active**
 Progress Status: 0%

1. Study Course
 2. Take Exam

6: User guide

Click this button to download this user guide at any time.

Home | My Account | Courses | My Certificates | **User Guide**

My Employees

Report

- All Passed Courses
- All Passed Modules
- All Failed Courses
- All Failed Modules
- All Expired Courses

Contact Us

Phone No: 08450 50 40 60
 Website: www.elas.uk.com
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My Profile

Welcome, Test User
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Quick Start Guide

- Add New Employee
- Course Profiles
- My Courses

My Courses

Level 1 Food Safety

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Opted Date: 06/02/2019
 Expiry Date: 05/02/2021
 Cost: 15 Units
 Duration: 730 Days
 Course Status: **Active**
 Progress Status: 0%

1. Study Course
 2. Take Exam

7.a: Setting up employees on the LMS

As an employer, it's more than likely that you will be wanting to enrol your employees on the LMS so they can undertake e-learning training.

To enrol your employees, you will need to click the 'add new employee' button.



The screenshot shows the ELAS LMS dashboard. At the top, there is a navigation bar with links for Home, My Account, Courses, My Certificates, and User Guide. Below this, there are three main sections: 'My Employees', 'My Profile', and 'Quick Start Guide'. The 'My Employees' section is highlighted with a pink arrow. The 'My Profile' section shows a user profile for 'Test User' with a 'Logout' button. The 'Quick Start Guide' section has three buttons: 'Add New Employee', 'Course Profiles', and 'My Courses'. The 'Add New Employee' button is highlighted with a pink arrow. Below these sections, there is a 'My Courses' section showing a course titled 'Level 1 Food Safety' with details such as 'Opted Date: 06/02/2019', 'Expiry Date: 05/02/2021', 'Cost: 15 Units', 'Duration: 730 Days', 'Course Status: Active', and 'Progress Status: 0%'. There are two buttons for this course: '1. Study Course' and '2. Take Exam'.

You will then be presented with information fields that you will need to fill out with the employee's information.

You will need to:

- Select course
- Insert the employee's email address
- Insert the employee's title
- Insert the employee's first name
- Insert the employee's last name
- Insert the employee's job position
- Insert the employee's date of birth
- Insert the employee's telephone number
- Create a password that the employee can use to log on to their e-learning account
- Confirm the above password

You will then need to click confirm.

The employee will then receive an email containing their login credentials into their e-mail inbox. Your employee can then follow the instructions and link on the email which will take them to the LMS log in page. Please refer them to this user guide if they are experiencing difficulties using the system at any time.

Log in emails are usually processed within 15 minutes. If your employees have not received an e-mail, please instruct them to check their spam and junk e-mail folders. If your employees are still missing their e-mail, please contact support@elas.uk.com

8.b: Assigning courses to employees

To assign your employees with additional courses you will need to click the 'my employees' button that is on the left-hand side menu. Here you will see a list of all active employees on your LMS account.

The screenshot shows the ELAS LMS dashboard. At the top is the ELAS GROUP logo and a navigation bar with links for Home, My Account, Courses, My Certificates, and User Guide. On the left is a sidebar menu with 'My Employees' highlighted by a pink arrow. Other menu items include Report, All Passed Courses, All Passed Modules, All Failed Courses, All Failed Modules, All Expired Courses, and Contact Us. The main content area is divided into 'My Profile' (with a user profile picture and 'Logout' button), 'Quick Start Guide' (with 'Add New Employee', 'Course Profiles', and 'My Courses' buttons), and 'My Courses' (showing a course titled 'Level 1 Food Safety' with details like 'Opted Date: 06/02/2019', 'Expiry Date: 05/02/2021', 'Cost: 15 Units', 'Duration: 730 Days', 'Course Status: Active', and 'Progress Status: 0%'. There are buttons for '1. Study Course' and '2. Take Exam'.

To add another course to an employee's account you will need to click 'assign course' under their name. You can then choose the relevant course from the drop-down menu as well as confirming the user's email address.

Please remember that you will need enough credits to assign courses. If you need more credits, please get in touch with our Client Development team on **08450 50 40 60**.

8.c: Editing employees

If you have entered the incorrect information or need to edit your employees' details at any time, you can do this by using the 'edit employee' button under the employee's name.

8.d: Deleting employees

If an employee no longer works for your company and you would like to remove them from your LMS, please click delete employee from the 'my employees' section.

9: Any other issues

If you are experiencing issues using your LMS or e-learning that are not covered in this user guide, please send an email to support@elas.uk.com

We aim to get back to all issues and enquiries within 48 hours, but this is usually much quicker. To get the quickest possible response from our LMS support team please follow the recommendations below:

- Include as much information as possible about your issue. Including: time/date, course details, your internet browser, the device you're using.
- Include a screenshot of your issue.
- Put "ELAS LMS issue:" followed by your company name as the email subject.