



# User guide: adding ongoing learning hours for multiple members

**Roles:** Training Managers, Training Administrators.

**Process overview:** This process will allow users with the correct access rights to search for members and add ongoing learning hours for multiple members at the same time. This can be used, for example, to update the learning hours completed by all participants of the same course.

'Ongoing learning hours' includes any training, learning or development completed by an adult member that can be used in their role within Scouting. This process allows ongoing learning as part of an Adult Training Scheme module and any other learning/training completed within or outside Scouting to be recorded.

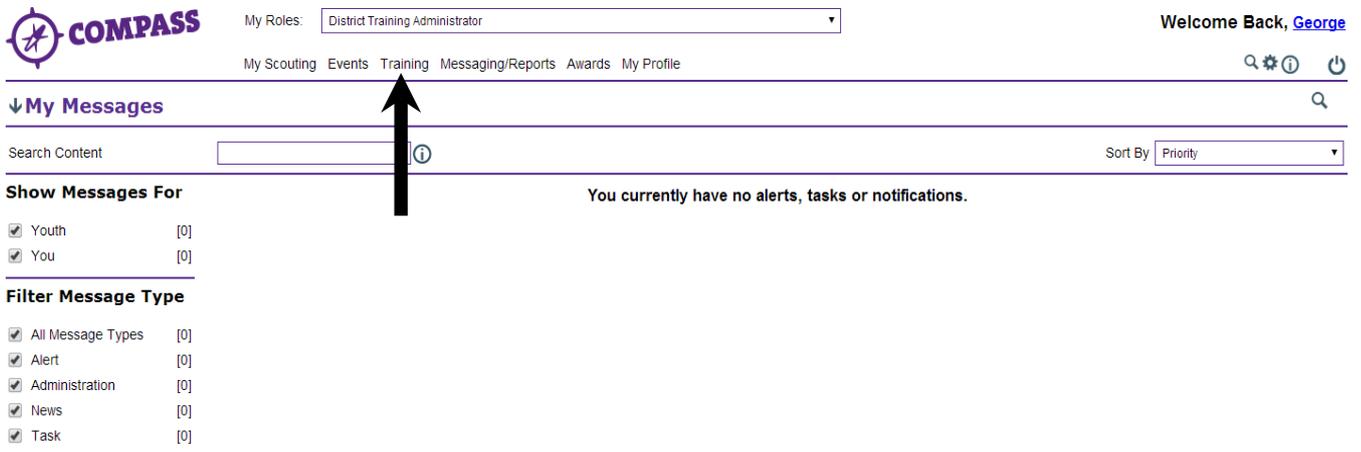
It allows members to record:

- The number of ongoing learning hours completed.
- The date it took place.
- The module title (if relevant).
- A brief description of the ongoing learning.

**Please note:** 'Ongoing learning hours' differs from 'mandatory ongoing learning', which members with relevant roles are required to complete periodically and is checked at the point of review (eg safety, safeguarding and first aid). [Adding mandatory ongoing learning to a member's record](#) is covered in a separate user guide.

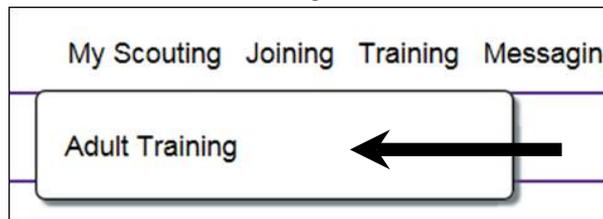
## Process: adding ongoing learning hours for multiple members

- 1 Ensure you have selected the correct role from the 'My roles' dropdown menu at the top of the homepage. (This will be the role that gives you the appropriate access rights to complete this process.)
- 2 Click the 'Training' heading towards the top of the homepage.



The screenshot shows the COMPASS homepage. At the top, there is a navigation bar with the COMPASS logo on the left and 'Welcome Back, George' on the right. Below the logo is a 'My Roles' dropdown menu set to 'District Training Administrator'. The navigation bar includes links for 'My Scouting', 'Events', 'Training', 'Messaging/Reports', 'Awards', and 'My Profile'. The 'Training' link is highlighted with a black arrow pointing upwards. Below the navigation bar is a 'My Messages' section with a search bar and a 'Sort By' dropdown set to 'Priority'. A message box states 'You currently have no alerts, tasks or notifications.' Below this are sections for 'Show Messages For' (with checkboxes for 'Youth' and 'You') and 'Filter Message Type' (with checkboxes for 'All Message Types', 'Alert', 'Administration', 'News', and 'Task').

- 3 A menu will appear underneath. Click on 'Adult training'.

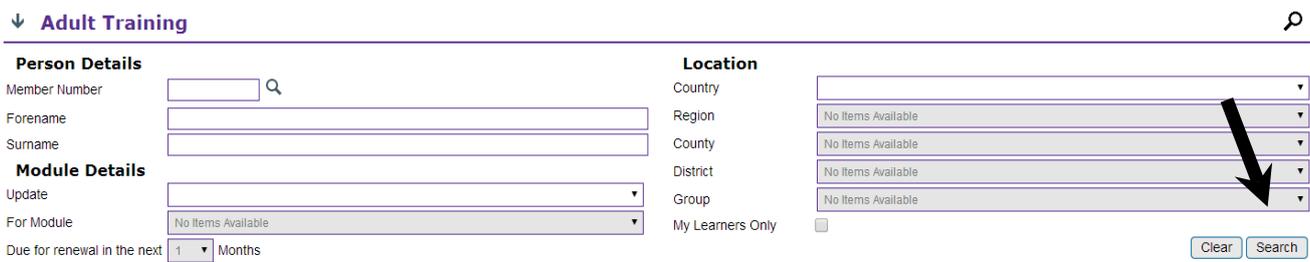


- 4 The 'Adult training' page will appear. This page will allow you to search for members using a combination of different search criteria.

Complete the search fields relevant to your search:

- **Module details** – This allows you to search for a specific module or specific requirements. Using the 'Update' drop down menu will allow you to specify whether you want to search for learners with 'Learning required', 'Validation required' or 'Mandatory on-going learning'.
- **Location** - Your role will affect which locations you can search.

You can enter as little or as much information as you wish, or have available. The more information you enter, the more refined your search will be. When you are ready, click the 'Search' button at the bottom right of the screen.



The screenshot shows the 'Adult Training' search page. It has a search bar at the top right. Below it are two main sections: 'Person Details' and 'Location'. The 'Person Details' section includes fields for 'Member Number', 'Forename', and 'Surname'. The 'Module Details' section includes a dropdown for 'Update' and a dropdown for 'For Module' (set to 'No Items Available'). The 'Location' section includes dropdowns for 'Country', 'Region', 'County', 'District', and 'Group' (all set to 'No Items Available'). There is also a checkbox for 'My Learners Only'. At the bottom right, there are 'Clear' and 'Search' buttons. A black arrow points to the 'Search' button.

- 5 The search results will then appear in the bottom half of the page in a table. Each Member will have a check box next to their name and membership number at the left hand side of the page.

Select the check boxes of all of the members you want to update and click the 'Update training' button at the bottom left of the page.

**COMPASS** My Roles: District Training Administrator Welcome Back, George

My Scouting Events Training Messaging/Reports Awards My Profile

↓ Adult Training - (8 Matches Found)

**Person Details**

Member Number: [ ] Forename: [ ] Surname: [ ]

**Module Details**

Update: [ ] For Module: No Items Available Due for renewal in the next: 1 Months

**Location**

Country: England Region: Greater London County: GL London North East District: Chingford Group: Compass Group My Learners Only: [ ]

γNo	γName	γRole	γLocation	Options
<input type="checkbox"/> 00955267	Mr. George Heale	Section Leader	Scout 1 @ Compass Group	[Update Training]
<input type="checkbox"/> 00955289	Mrs. Pamela Demo	District Explorer Scout Commissioner	District - Compass	[Update Training]
<input type="checkbox"/> 00955414	Mr. Jackie Demo	Section Leader	Scout 1 @ Compass Group	[Update Training]
<input type="checkbox"/> 00955755	Mr. Aidan Demo	Group Scout Leader	Compass Group	[Update Training]
<input checked="" type="checkbox"/> 00955765	Mr. David Demo	Section Leader	Scout 2 @ Compass Group	[Update Training]
<input type="checkbox"/> 00955930	Mr. Mike Demo	Section Leader	Scout 2 @ Compass Group	[Update Training]
<input type="checkbox"/> 00956005	Mr. Ed Demo	Section Leader	Scout 2 @ Compass Group	[Update Training]
<input type="checkbox"/> 00956007	Miss. Kirsty Demo	Section Leader	Scout 2 @ Compass Group	[Update Training]

[Export Options] [Update Training]

- 6 A popup window will appear titled 'Select option – multiple members', with the number of members selected shown in brackets.

This window is split into two sections. The first section is titled 'Ongoing learning options'. This contains options to 'Add OGL hours' or 'Add mandatory OGL training'. (Details of how to add mandatory ongoing learning hours are provided in a [separate user guide](#).)

**Please Note:** If you searched for a specific module, only this module will appear under the 'Member PLP training' heading.

Select 'Add OGL hours', using the 'Select' button to the right of it.

**Select Option-Multiple Members (2)**

**Ongoing Learning Options**

Add OGL Hours (2) [Select]

Add Mandatory OGL Training (2) [Select]

**Member PLP Training**

Update - 001 - Essential Information (1) [Select]

Update - 002 - Personal Learning Plan (1) [Select]

Update - 003 - Tools for the Job (Section Leaders) (1) [Select]

Update - 005 - Fundamental Values of Scouting (3) [Select]

Update - 006 - The Changes in Scouting (2) [Select]

Update - 007 - Valuing Diversity (3) [Select]

Update - 008 - Skills of Leadership (3) [Select]

Update - 009 - Working with Adults (3) [Select]

Update - 010 - First Aid (3) [Select]

[Cancel]

7 A popup window will appear titled 'Update multiple members', followed by the number of people you are updating in brackets.

Fill in the required information, including:

- **Hours** - Enter the number of ongoing learning hours you want to add.
- **Date** - Enter the date on which the ongoing learning took place into the 'Date' box. The date can be entered manually, or selected using the calendar icon to the right of the text box.
- **Module** - Use the dropdown menu to choose the module to which the ongoing learning hours relate.
- **Please Note:** This field is not mandatory, so if the ongoing learning was not related to any Adult Training Scheme modules, this should be left blank.
- **Description** - Provide a brief explanation of the ongoing learning and what it covered.

When you are ready to move on, click the 'Next' button at the bottom right hand corner.

Update Multiple Members (2) X

**Add Ongoing Learning Hours** • Required fields

Hours  [hh.mm]

Date

Module

Description

Close Clear Next

8 The following window will display the names of all members whose records you are updating.

Each Member will have a 'Remove' button at the right hand side of the window. Double check the list and, if you want to prevent any record(s) from being updated, click the 'Remove' button by the relevant name(s).

When you are ready to save your updates you, click the 'Save' button at the bottom right of the page.

Update Multiple Members (2) X

**Members Being Updated**

No	Name	Role	
00955755	Aidan Demo	Group Scout Leader	Remove
00955765	David Demo	Section Leader	Remove

Previous Close Reset Save