



Early Childhood Australia
Learning Hub



ECA Learning Hub LMS

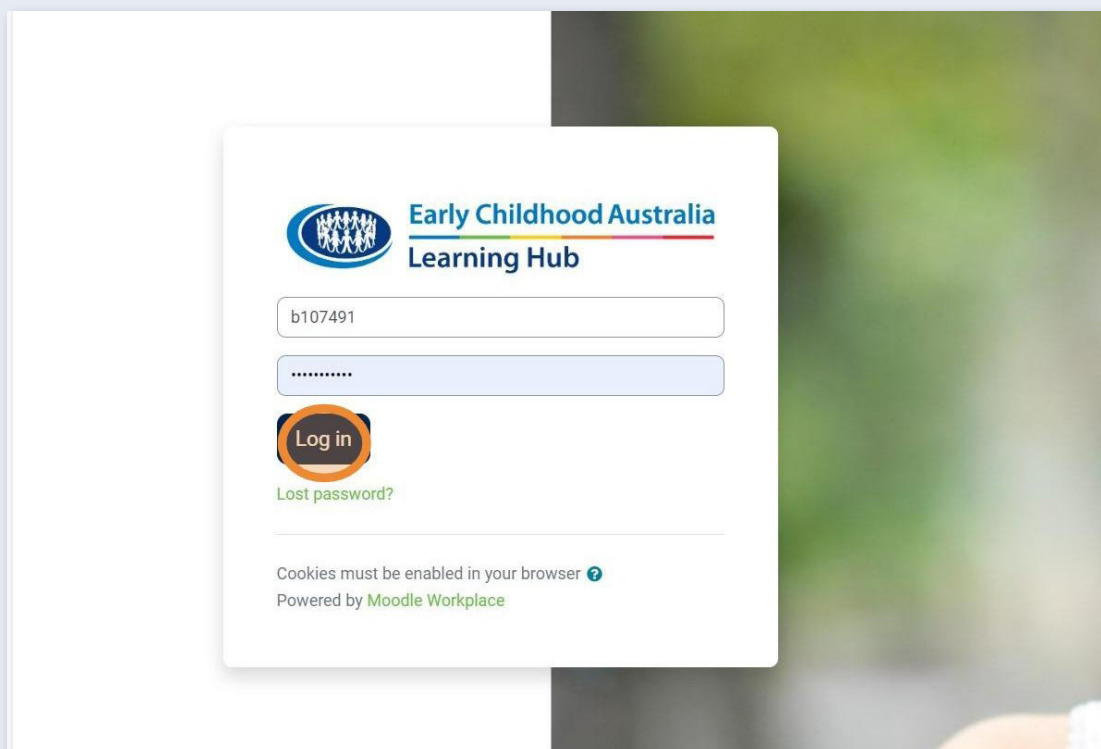
how to
GUIDE

User Management
Dashboard:
Group Coordinator



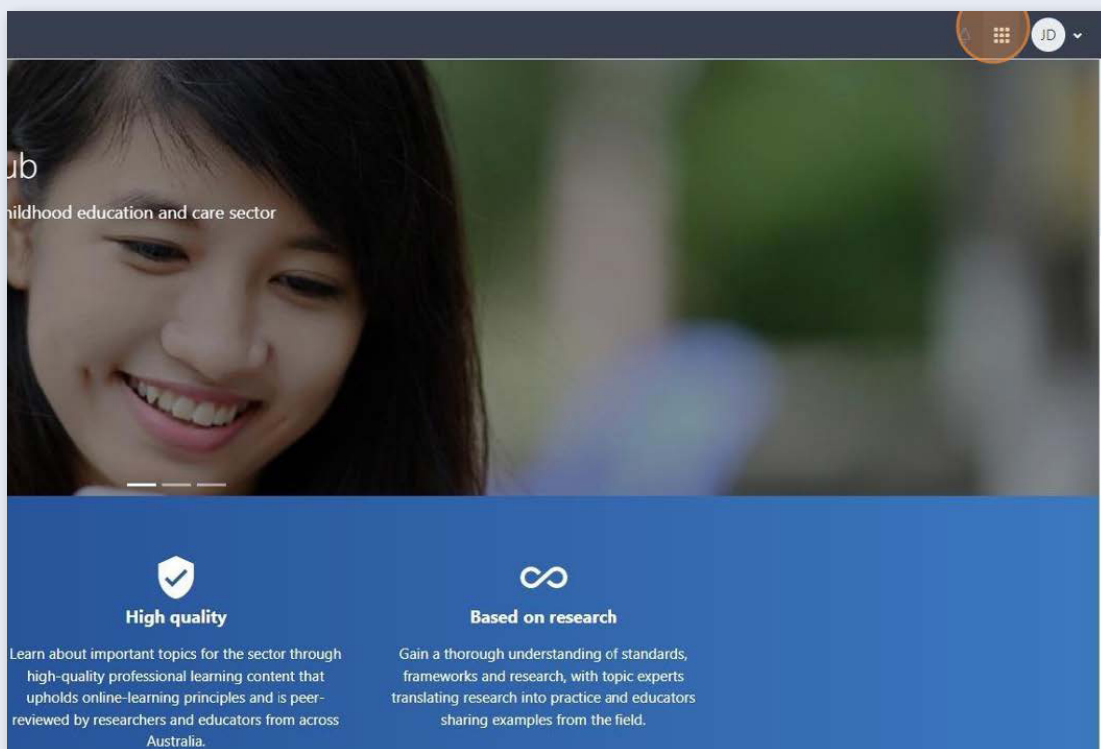
1

Once you have logged into the ECA Learning Hub portal with your unique username and password, you will be taken to the home page.



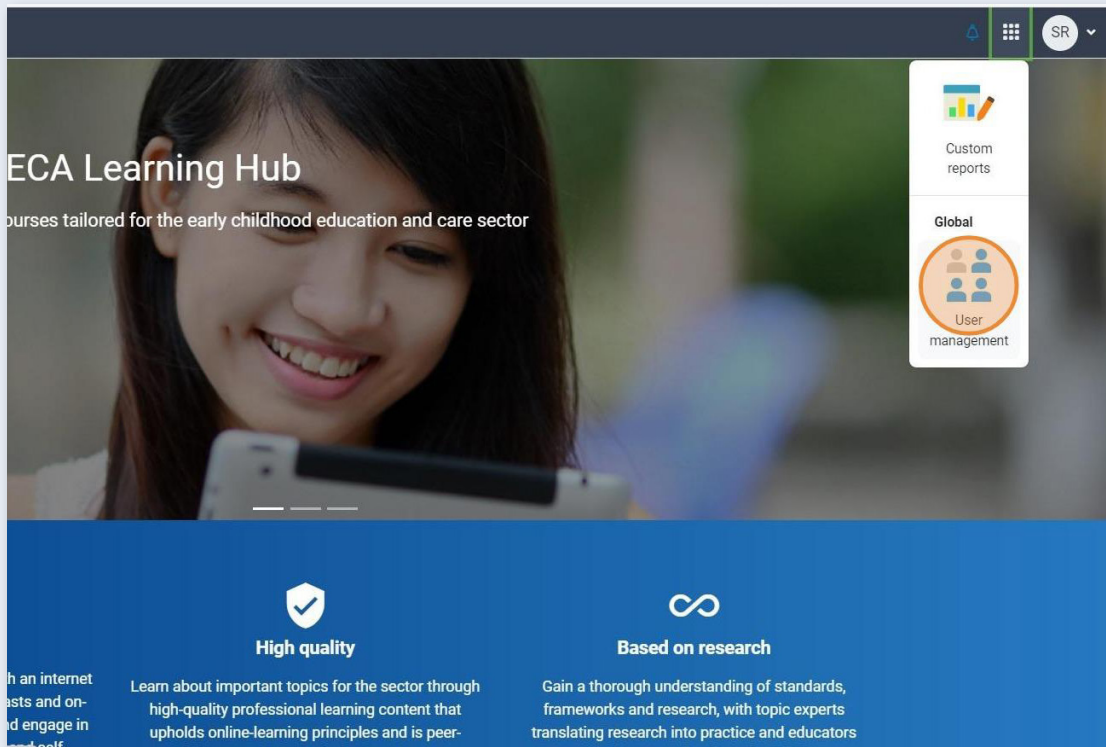
2

From the home page, click **Toggle workplace launcher** (the nine dots) in the right-hand corner.



3

Then click **User management**.

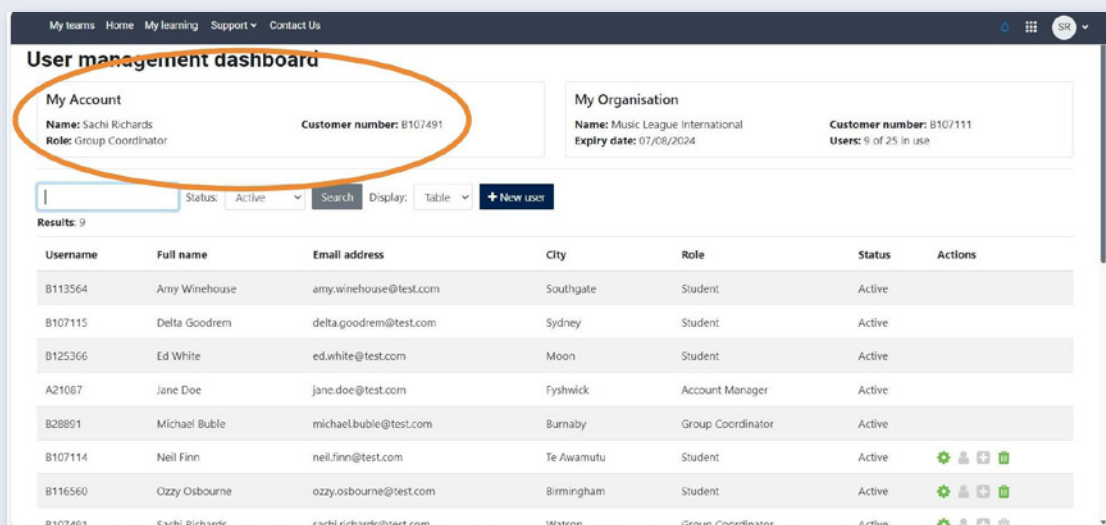


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On the User management dashboard, the details of both your personal and organisational accounts will appear.

The left-hand box showcases:

- your name
- your role
- your personal customer number.



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The right-hand box showcases:

- your organisation's name
- subscription expiry date
- your organisation's customer number
- user allocation count.

The user allocation count shows how many active subscription seats have been allocated out of your subscription tier total.

The screenshot shows the 'User management dashboard' with two summary boxes at the top. The 'My Organisation' box is circled in orange. Below the boxes is a search bar and a table of users.

Username	Full name	Email address	City	Role	Status	Actions
B113564	Amy Winehouse	amy.winehouse@test.com	Southgate	Student	Active	
B107115	Delta Goodrem	delta.goodrem@test.com	Sydney	Student	Active	
B125366	Ed White	ed.white@test.com	Moon	Student	Active	
A21067	Jane Doe	jane.doe@test.com	Fyshwick	Account Manager	Active	
B28801	Michael Buble	michaelbuble@test.com	Burnaby	Group Coordinator	Active	
B107114	Neil Finn	neil.finn@test.com	Te Awamutu	Student	Active	
B116560	Ozzy Osbourne	ozzy.osbourne@test.com	Birmingham	Student	Active	
B107491	Sachi Richards	sachi.richards@test.com	Watson	Group Coordinator	Active	

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By default, the User management dashboard displays any users who have an active or cancelled subscription for your organisation.

You can filter this table to show only active or only cancelled users by clicking the status drop-down menu.

The screenshot shows the 'User management dashboard' with the 'Status' dropdown menu open. The 'Active' option is circled in orange. The table below shows a mix of active and cancelled users.

Username	Full name	Email address	City	Role	Status
B113010	Alicia Keys	a.keys@test.com	New York City	Student	Cancelled
B113564	Amy Winehouse	amy.winehouse@test.com	Southgate	Student	Active
B107521	B.B King	bb.king@test.com	Mississippi	Student	Cancelled
B128390	Billie Eilish	billie.eilish@test.com	Canberra	Student	Cancelled
B107115	Delta Goodrem	delta.goodrem@test.com	Sydney	Student	Active
B125366	Ed White	ed.white@test.com	Moon	Student	Active
B107862	Eric Clapton	eric.clapton@test.com	Ripley	Student	Cancelled
B112949	George Michael	george.michael@test.com	Griffin-on-Thames	Student	Cancelled

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The other optional view for the dashboard is card view, which can be activated by clicking the display drop-down box.

ement dashboard

Customer number: er

My Organi
Name: Mus
Expiry date

Status: Active Search Display: Table + New user

Card

Full name	Email address	City
Alicia Keys	a.keys@test.com	New York City
Amy Winehouse	amy.winehouse@test.com	Southgate
Delta Goodrem	delta.goodrem@test.com	Sydney

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Card display.

My teams Home My learning Support Contact Us

User management dashboard

My Account
Name: Sachi Richards Customer number: B107491
Role: Group Coordinator

My Organisation
Name: Music League International Customer number: B107111
Expiry date: 07/08/2024 Users: 9 of 25 in use

Status: Active Search Display: Card + New user

Results: 9

Amy Winehouse (B113564)
amy.winehouse@test.com
City: Southgate
Role: Student
Status: Active

Delta Goodrem (B107115)
delta.goodrem@test.com
City: Sydney
Role: Student
Status: Active

Ed White (B125366)
ed.white@test.com
City: Moon
Role: Student
Status: Active

Jane Doe (A21087)
jane.doe@test.com
City: Fyshwick
Role: Account Manager
Status: Active

Michael Buble (B28891)
michael.buble@test.com
City: Burnaby
Role: Group Coordinator
Status: Active

Neil Finn (B107114)
neil.finn@test.com
City: Te Awamutu
Role: Student
Status: Active

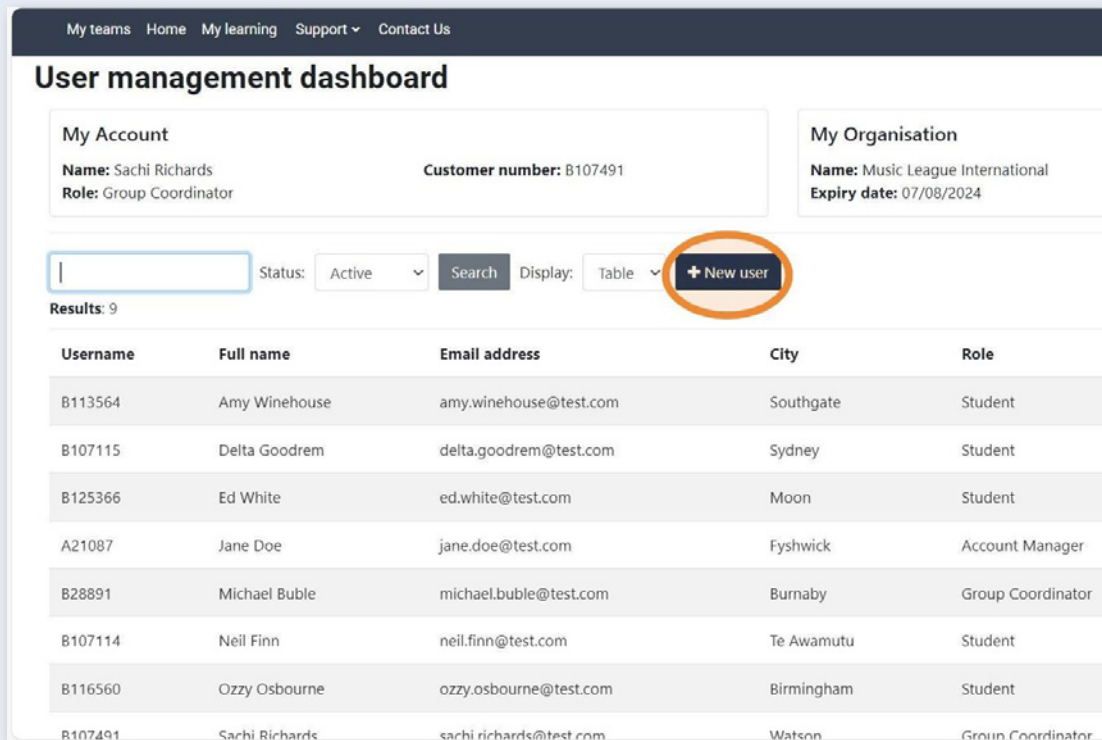
Ozzy Osbourne (B116560)
ozzy.osbourne@test.com
City: Birmingham
Role: Student
Status: Active

Sachi Richards (B107491)
sachi.richards@test.com
City: Watson
Role: Group Coordinator
Status: Active

Adding a new user

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To create a new user click **+ New user**.

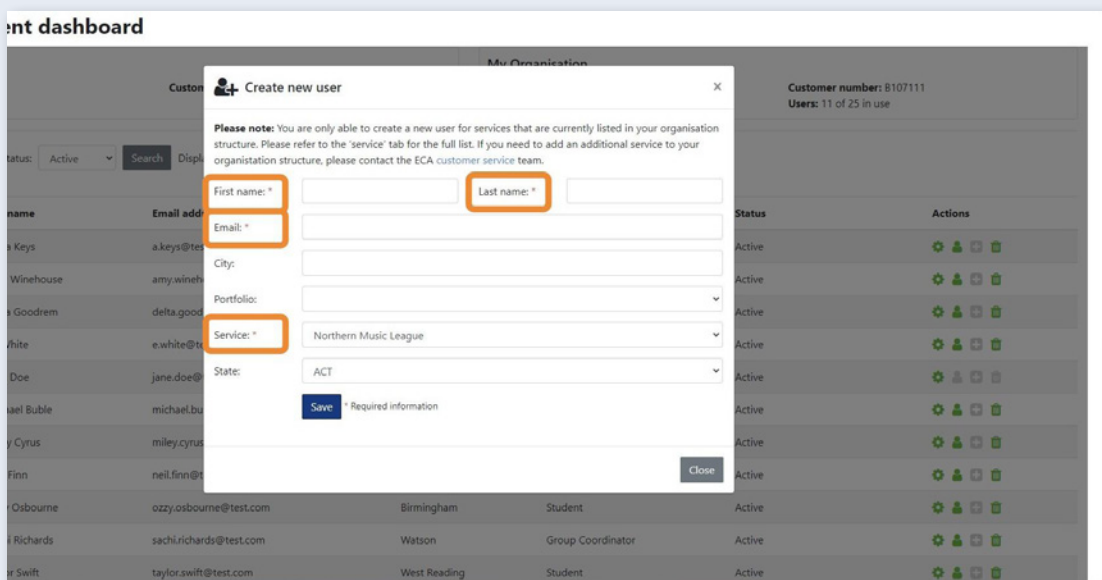


The screenshot shows the 'User management dashboard' with a navigation bar at the top containing 'My teams', 'Home', 'My learning', 'Support', and 'Contact Us'. Below the navigation bar, there are two summary boxes: 'My Account' (Name: Sachi Richards, Role: Group Coordinator, Customer number: B107491) and 'My Organisation' (Name: Music League International, Expiry date: 07/08/2024). A search bar is present with a 'Status' dropdown set to 'Active', a 'Search' button, and a 'Display' dropdown set to 'Table'. The '+ New user' button is circled in orange. Below the search bar, it says 'Results: 9'. A table lists 9 users with columns for Username, Full name, Email address, City, and Role.

Username	Full name	Email address	City	Role
B113564	Amy Winehouse	amy.winehouse@test.com	Southgate	Student
B107115	Delta Goodrem	delta.goodrem@test.com	Sydney	Student
B125366	Ed White	ed.white@test.com	Moon	Student
A21087	Jane Doe	jane.doe@test.com	Fyshwick	Account Manager
B28891	Michael Buble	michael.buble@test.com	Burnaby	Group Coordinator
B107114	Neil Finn	neil.finn@test.com	Te Awamutu	Student
B116560	Ozzy Osbourne	ozzy.osbourne@test.com	Birmingham	Student
B107491	Sachi Richards	sachi.richards@test.com	Watson	Group Coordinator

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Complete all mandatory fields as marked by asterisks.

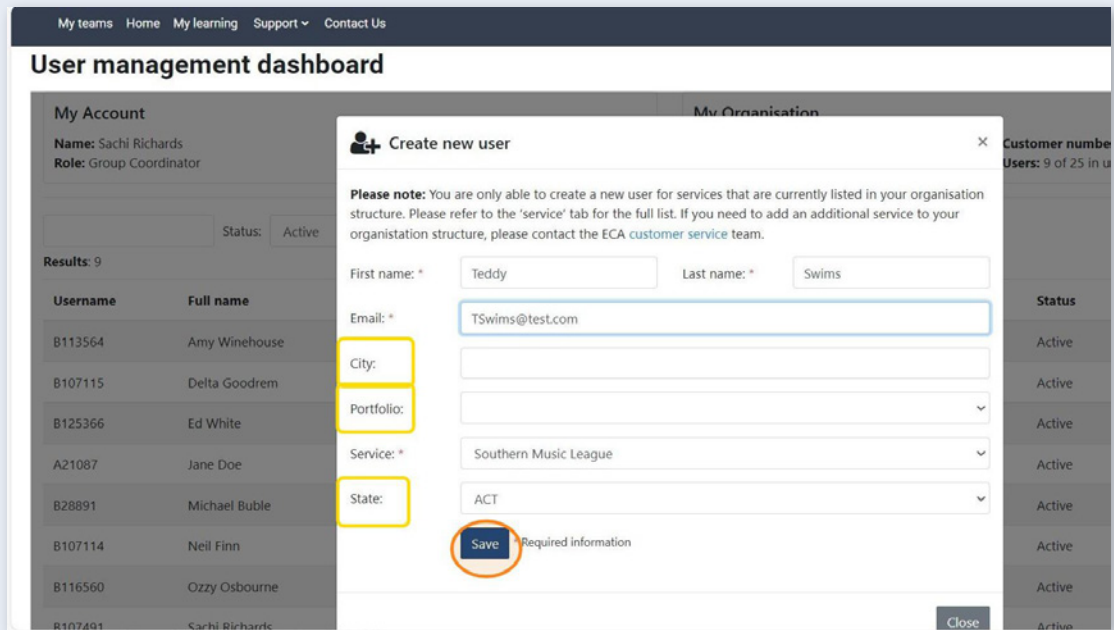


The screenshot shows the 'Create new user' form overlaid on the dashboard. The form contains a 'Please note' message and several input fields. The fields 'First name: *', 'Last name: *', 'Email: *', and 'Service: *' are highlighted with orange boxes, indicating they are mandatory. The 'Service' dropdown is currently set to 'Northern Music League'. The 'State' dropdown is set to 'ACT'. A 'Save' button is at the bottom of the form, with a note '* Required information'. A 'Close' button is at the bottom right of the form. The background shows a list of users with columns for name, email, status, and actions.

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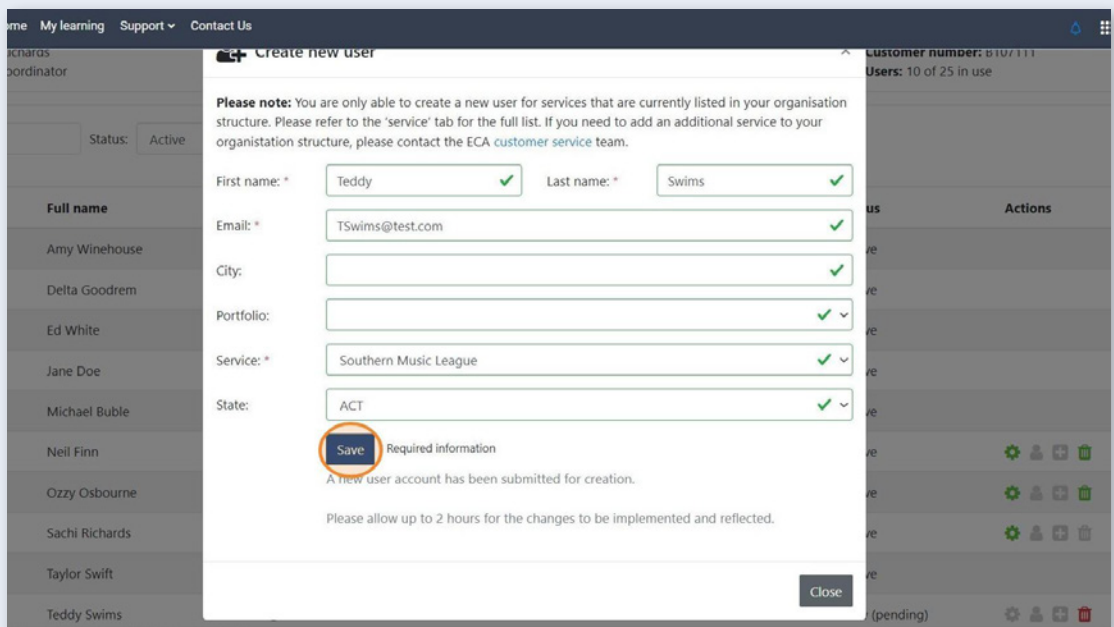
The optional fields are: City, Portfolio and State.

Once completed, click **Save**.



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








Once a new submission has been created, you will need to allow up to two hours for the changes to be implemented and reflected on your account.



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The new user request will show on your dashboard as 'pending' until the submission is successful.

Please note: You can cancel the request during a pending status by clicking the red bin icon on the right-hand side.

Email address	City	Role	Status	Actions
amy.winehouse@test.com	Southgate	Student	Active	
delta.goodrem@test.com	Sydney	Student	Active	
ed.white@test.com	Moon	Student	Active	
jane.doe@test.com	Fyshwick	Account Manager	Active	
michael.buble@test.com	Burnaby	Group Coordinator	Active	
neil.finn@test.com	Te Awamutu	Student	Active	   
ozzy.osbourne@test.com	Birmingham	Student	Active	   
sachi.richards@test.com	Watson	Group Coordinator	Active	   
taylor.swift@test.com	West Reading	Student	Active	
TSwims@test.com	null	Student	New (pending)	   

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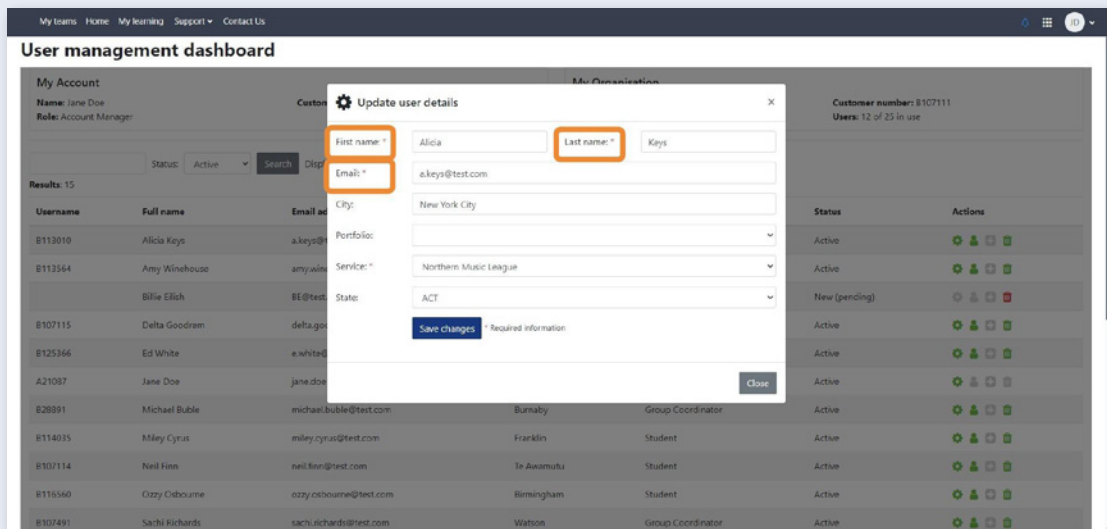
To edit a user's details, click the cog symbol.

Status	Actions
Active	   
Active	   
New (pending)	   
Coordinator	   
Active	   

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From here you are able to update a user's:

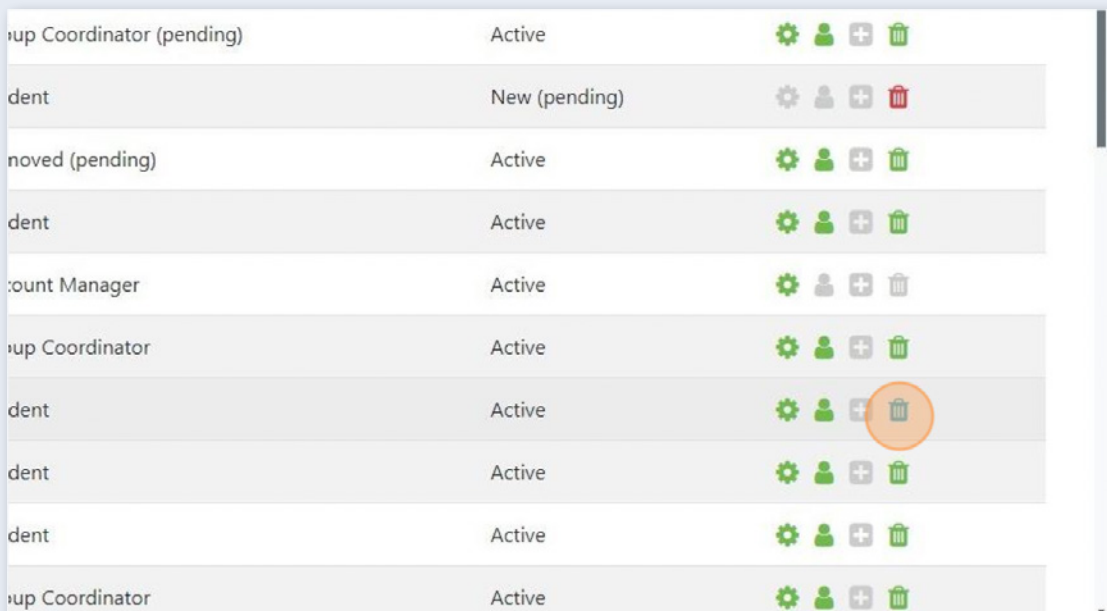
- first name
- last name
- email address.



To cancel a user's subscription

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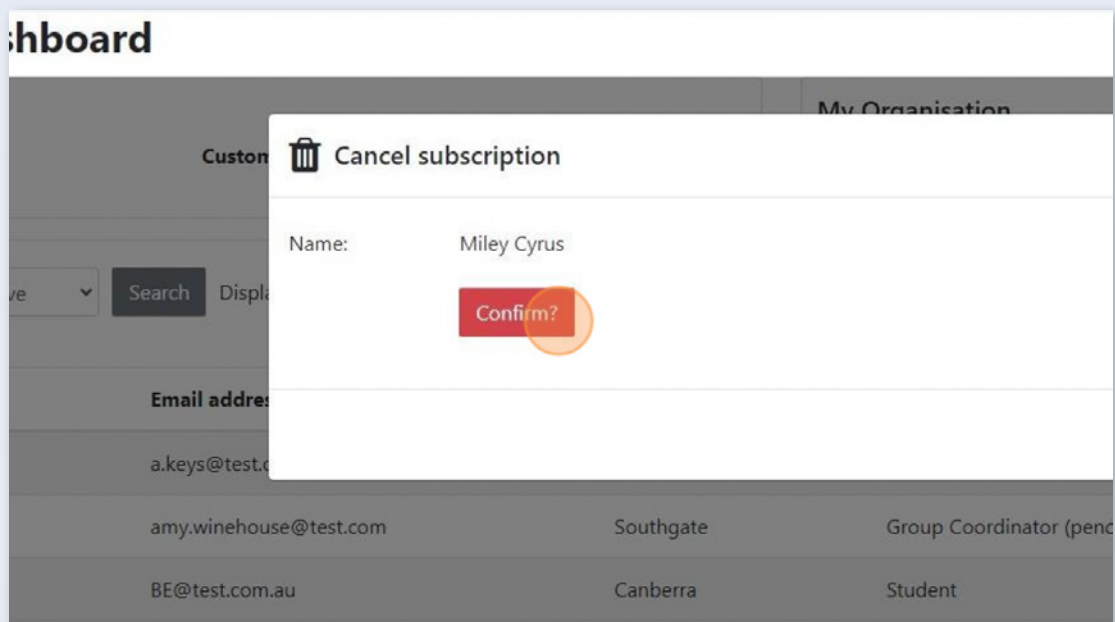
If you have an educator who is going on temporary leave or leaving your organisation permanently, you can cancel their subscription by clicking on the bin icon.



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Once selected, you will be requested to confirm the cancellation.

Click **Confirm**.

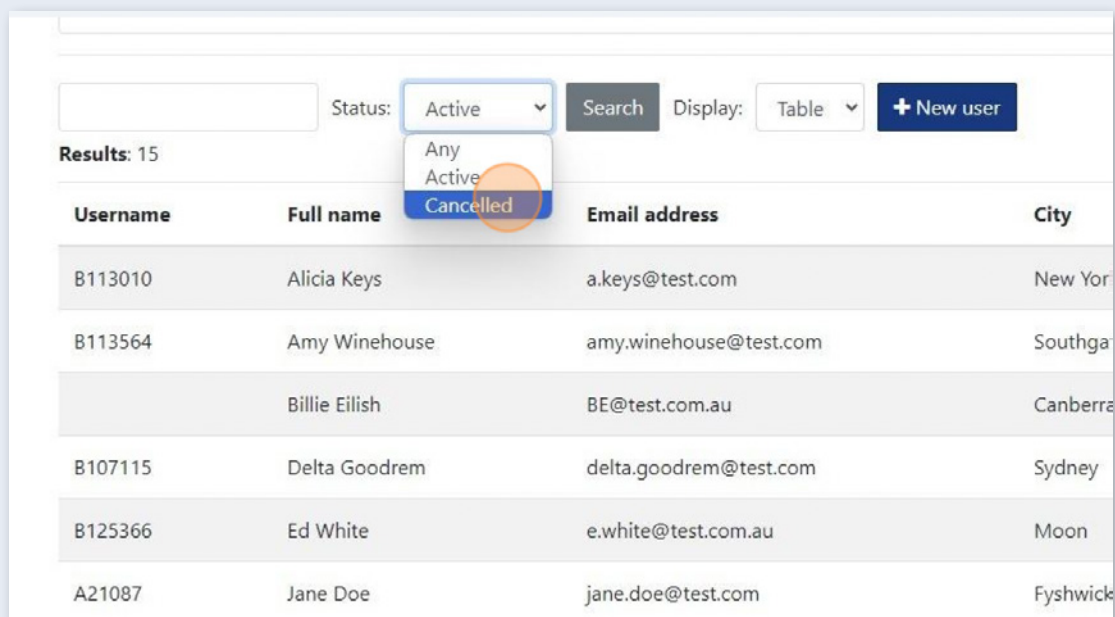


Reactivate cancelled subscriptions

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















You have the option to reactivate cancelled subscriptions. This is a great option for when you have team members returning from temporary leave.

To best filter your search, click on the Status drop-down menu and select **Cancelled**.



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This will then restrict your search to any users who have held a subscription in your organisation.
To reactivate the subscription, click on the plus icon.

	Role	Status	Actions
	Student	Cancelled	   
	Student	Cancelled	   
mes	Student	Cancelled	   
	Student	Cancelled	   
	Student	Cancelled	   
	Student	Cancelled	   
	Student	Cancelled	   
	Student	Cancelled	   

Reactivate Subscription

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Click **Reactivate**.

Name: Harry Styles

Portfolio:

Service: * Northern Music League

State: ACT

Reactivate * Required information

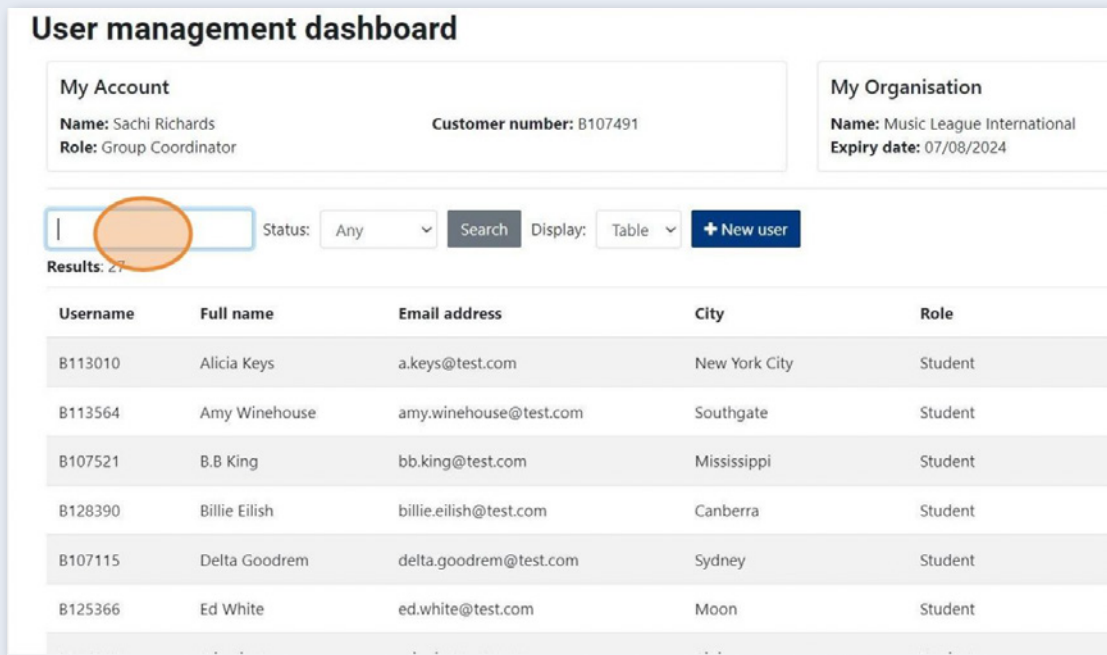
james.hetfield@test.com Downey

john.bonham@test.com Redditch

Search function

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You can search the User management dashboard by entering text into this box:



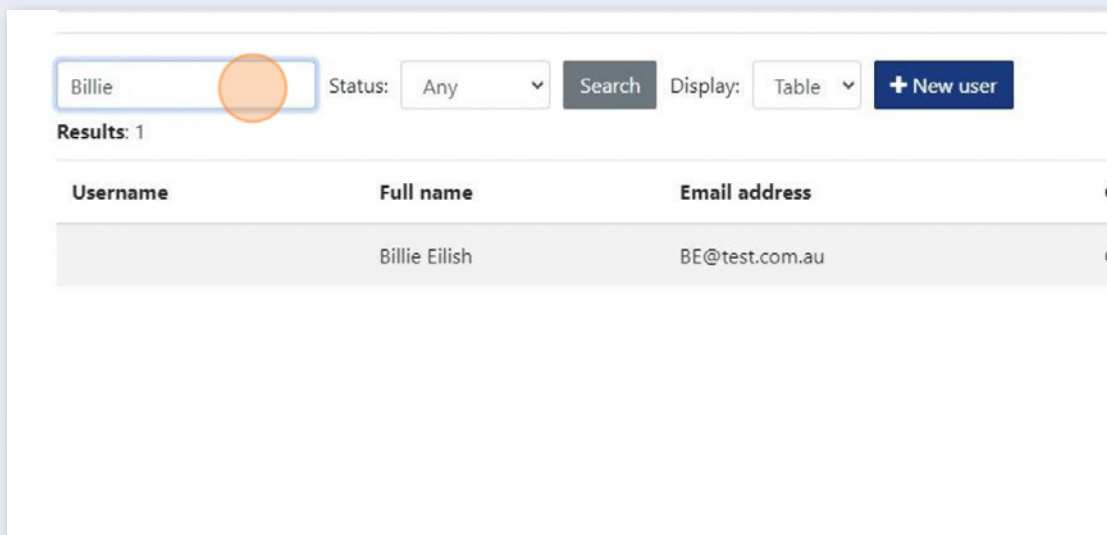
The screenshot shows the 'User management dashboard' interface. At the top, there are two summary boxes: 'My Account' and 'My Organisation'. Below these is a search bar with a text input field, a 'Status' dropdown menu set to 'Any', a 'Search' button, a 'Display' dropdown menu set to 'Table', and a '+ New user' button. The search input field is highlighted with an orange circle. Below the search bar, it says 'Results: 27'. A table lists user details with columns for Username, Full name, Email address, City, and Role.

Username	Full name	Email address	City	Role
B113010	Alicia Keys	a.keys@test.com	New York City	Student
B113564	Amy Winehouse	amy.winehouse@test.com	Southgate	Student
B107521	B.B King	bb.king@test.com	Mississippi	Student
B128390	Billie Eilish	billie.eilish@test.com	Canberra	Student
B107115	Delta Goodrem	delta.goodrem@test.com	Sydney	Student
B125366	Ed White	ed.white@test.com	Moon	Student

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You can search for a user by:

- username (unique customer number)
- first, last or full name
- email address
- role type.



The screenshot shows the search function with the text 'Billie' entered into the search input field, which is highlighted with an orange circle. The 'Status' dropdown is set to 'Any', the 'Search' button is visible, and the 'Display' dropdown is set to 'Table'. Below the search bar, it says 'Results: 1'. A table shows the search results with columns for Username, Full name, and Email address.

Username	Full name	Email address
	Billie Eilish	BE@test.com.au