Monash PDE Platform
Facilitator and Delivery Team Guide

This guide has been developed to support those with 'Facilitator' or 'Delivery Team' access on the Monash PDE platform to complete relevant tasks.

If you have any questions or require support, please email EnterpriseEducation@monash.edu

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COURSE ADMIN & FACULTY DELIVERY TEAM

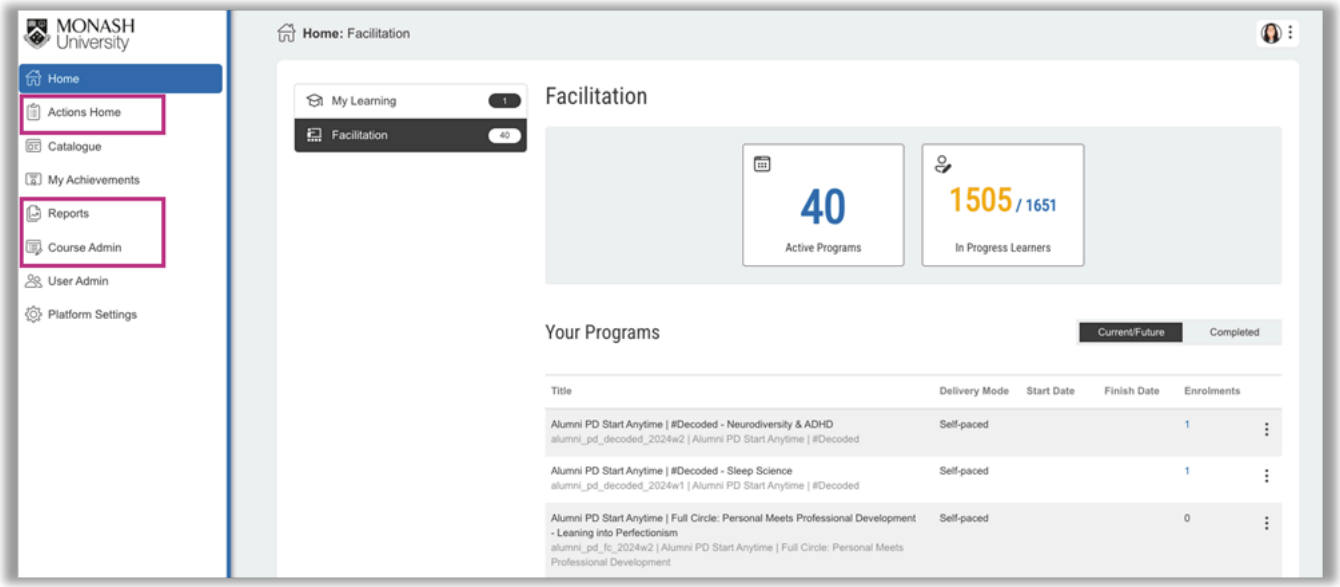
NAVIGATION

Introduction & Context

Monash PDE Platform, powered by Guroo Learning, is a learning platform designed to transform the way organisations deliver, manage, and track professional development courses. This guide is designed to support Delivery Teams and Facilitators by demonstrating how to carry out key tasks within the platform.

Platform Home Screen

1. The platform home screen provides an overview of the programs you have access to.
2. From here, you can access:
   a. Course Admin
   b. Reports
   c. Actions Home

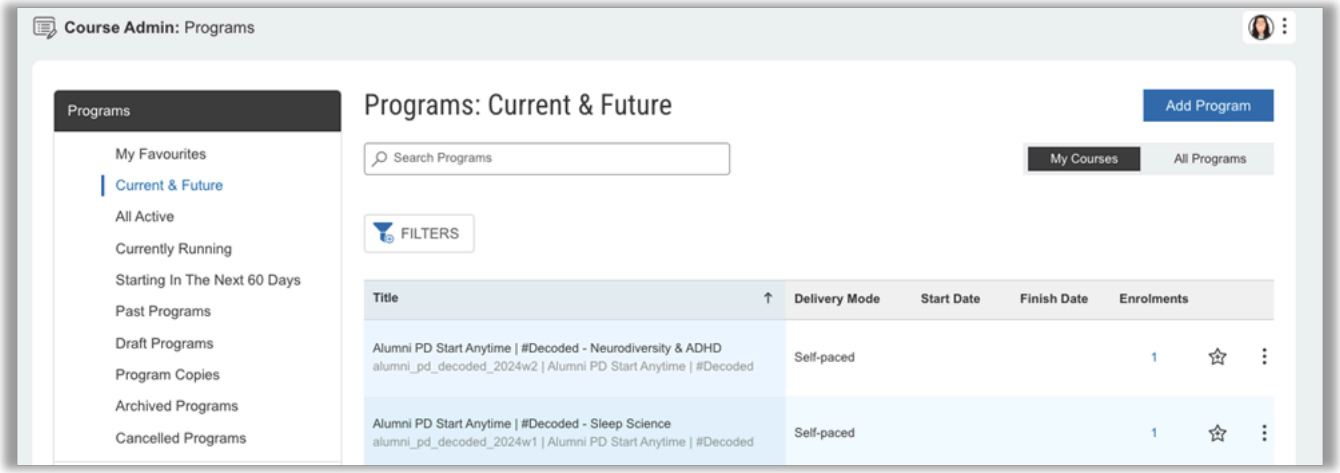




NAVIGATION

Course Admin

1. View all the programs you have access to.
2. Filter on the left to find programs not currently active.
3. Favourite programs with the star icon.
4. Click on a program to enter it.
5. If a program doesn't appear, ensure you've clicked All Programs.

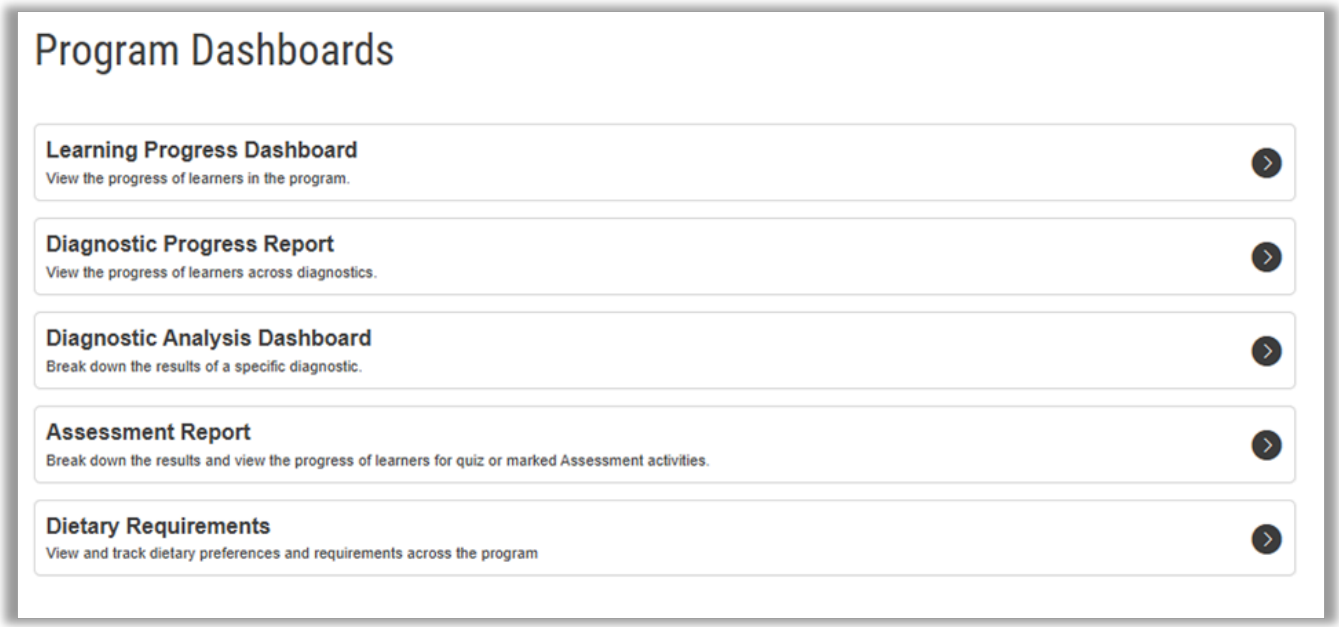




NAVIGATION

Program Dashboards & Reports

1. Various reporting and dashboard functions can be found under Dashboards.
2. From here, you can access:
   a. Learners' Progress Dashboard
   b. Learners' Progress Report
   c. Diagnostic Analysis Dashboard
   d. Assessment Report
   e. Dietary Requirements
3. Click on a topic to open the reporting/dashboard functions.

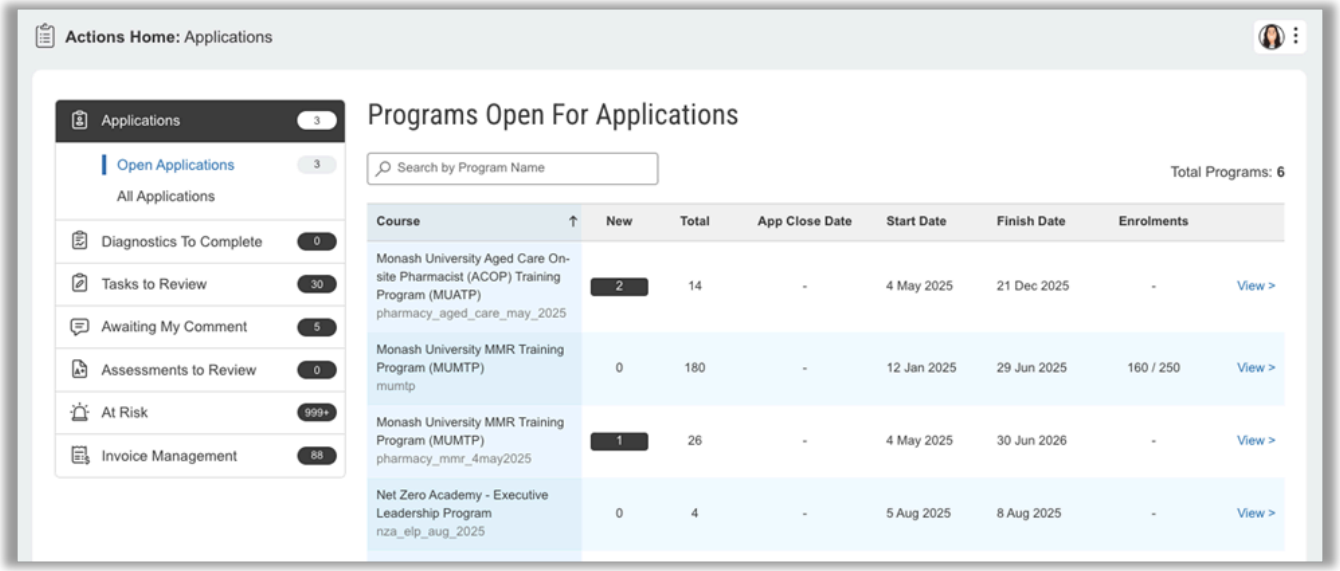




NAVIGATION

Actions

1. The actions dashboard shows all the tasks you have open across programs.
2. From here, you can:
   a. Review applications
   b. Access diagnostics
   c. Review tasks
   d. Monitor at risk learners
   e. Manage invoices





PROGRAM DELIVERY & FACILITATION: HOW-TO'S

HOW TO

Edit a Program

Delivery teams can edit a program to make minor text edits and update resources.
Note: Facilitators can not edit programs, but they can upload resources.

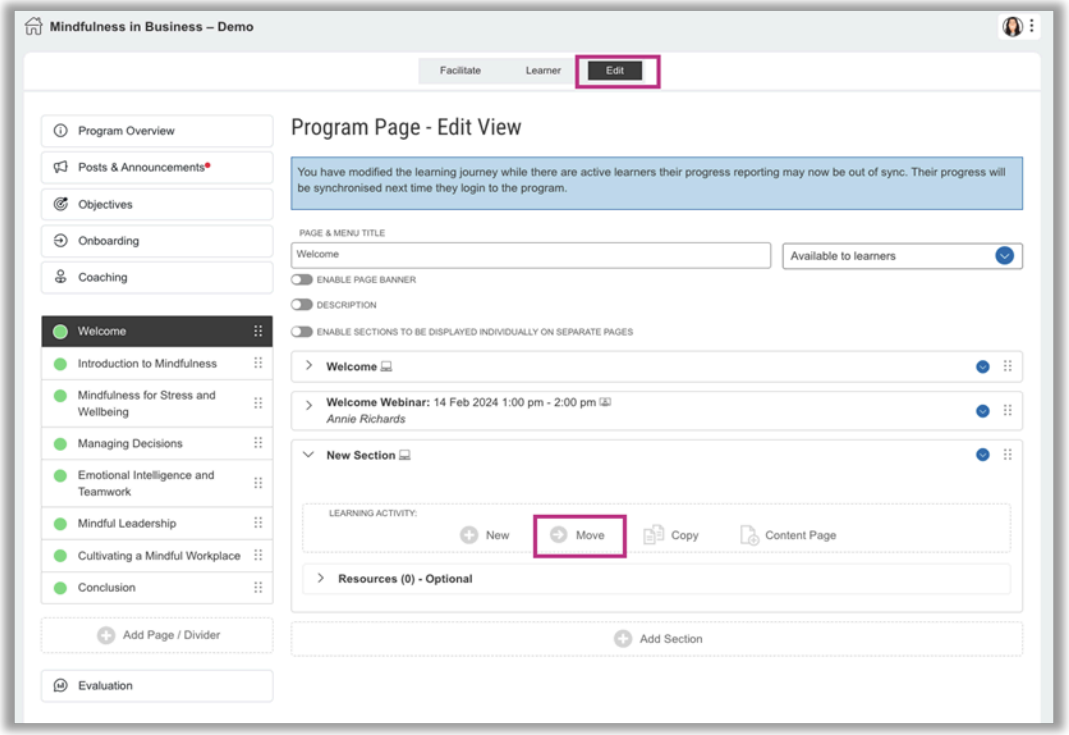


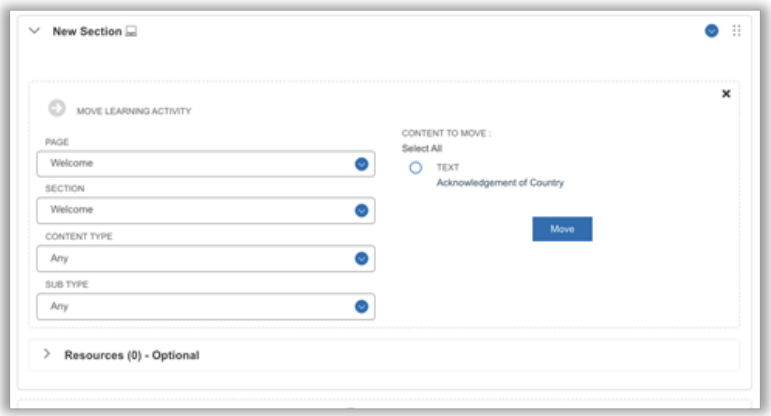


HOW TO

Edit a Program

1. From within the desired program, click Edit.
   a. You can navigate to each page via the left menu.
   b. You can drag sections or objects around to re-order them.
   c. You can also move sections or objects from other pages with the ‘move’ function.



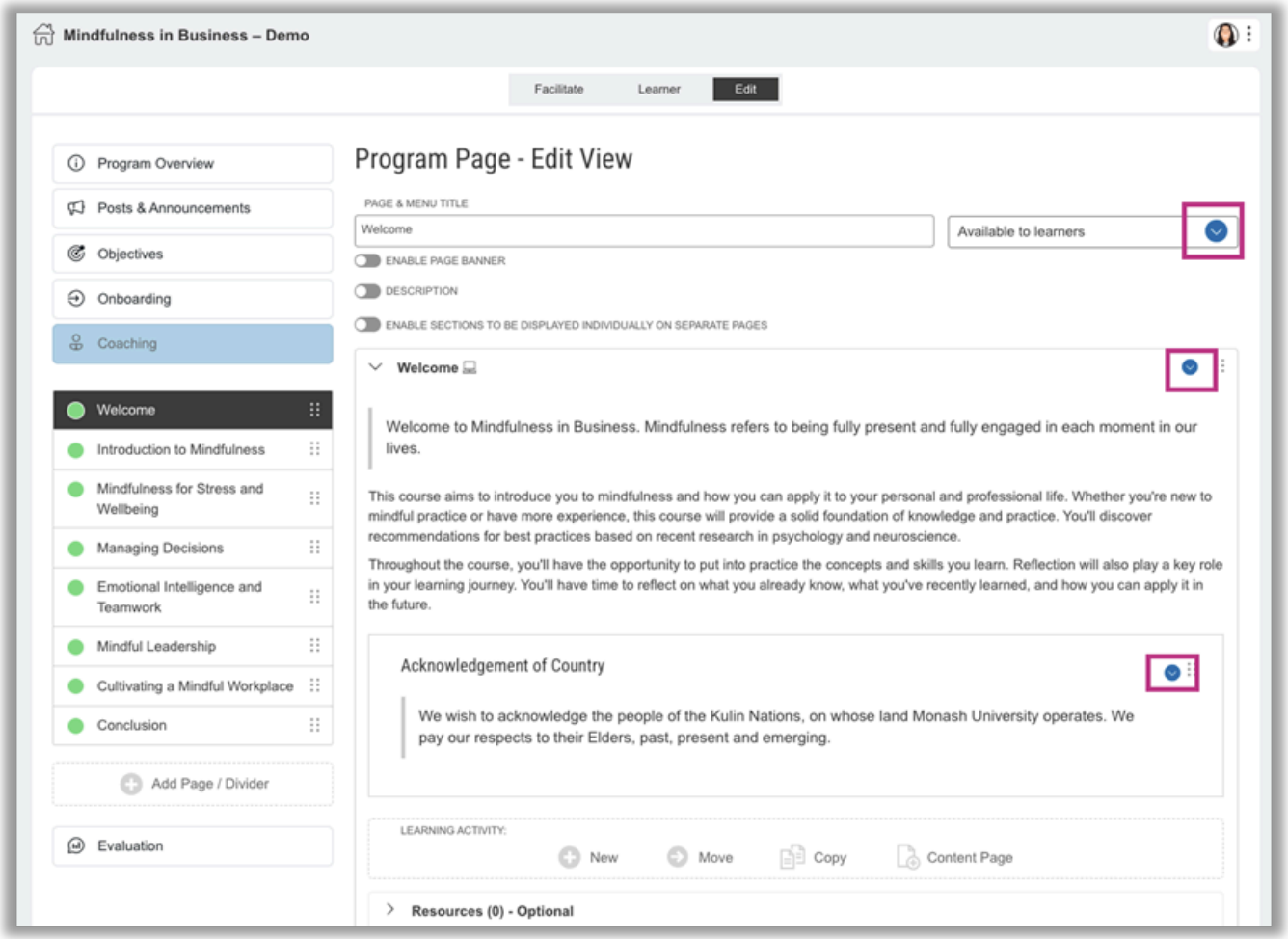




HOW TO

Edit a Program

2. Pages have three levels of settings:
    a. Page level
    b. Section level
    c. Object level
3. To edit a section within a page, click the arrow next to the section and select Edit.
4. To edit an object within either a page or a section, click the arrow next to the object and select Edit.





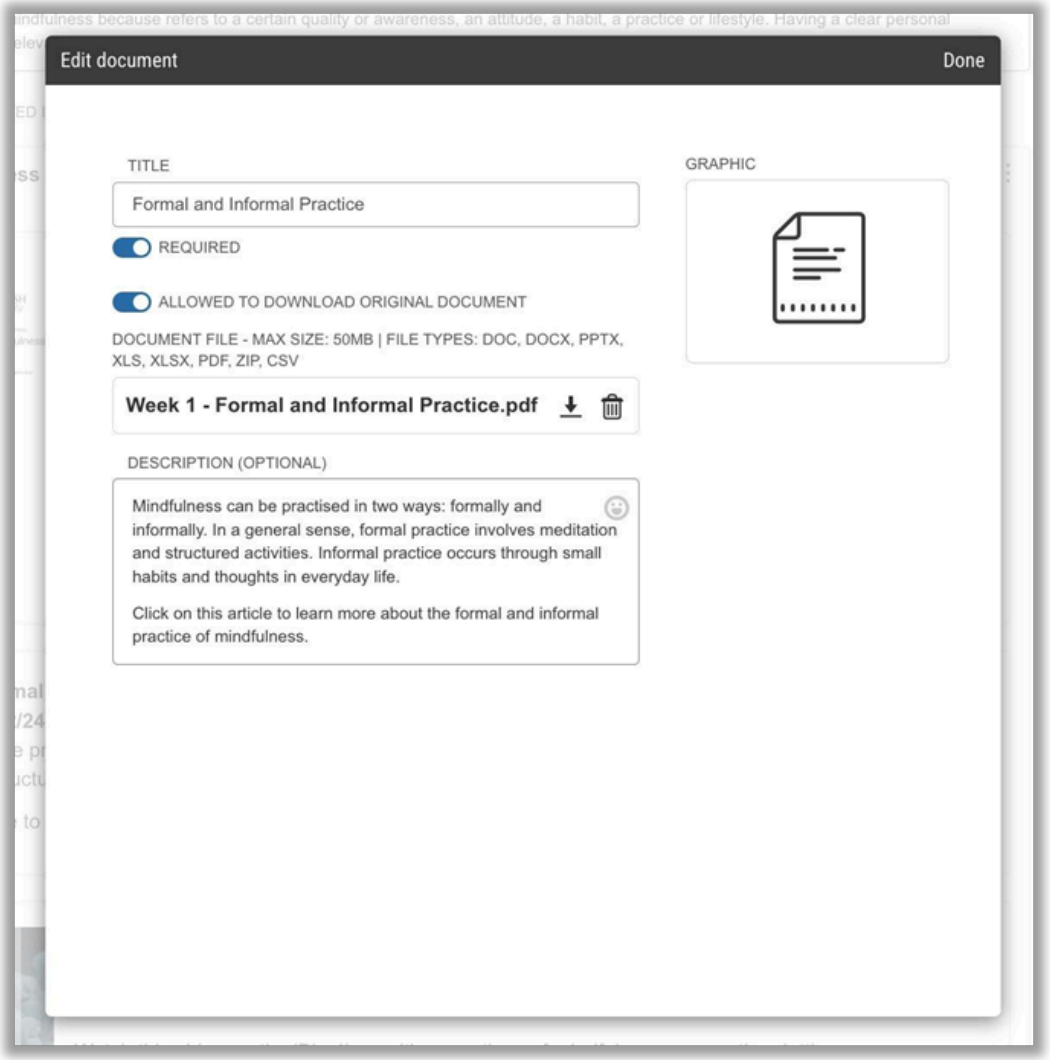
HOW TO

Edit an Object

Each object has its own details that will pop up when you click ‘edit’.

Add the object title, asset, description, choose a thumbnail (icon or graphic) and mark whether the object is required or optional.

Please note, videos should be streamed via YouTube or Vimeo.



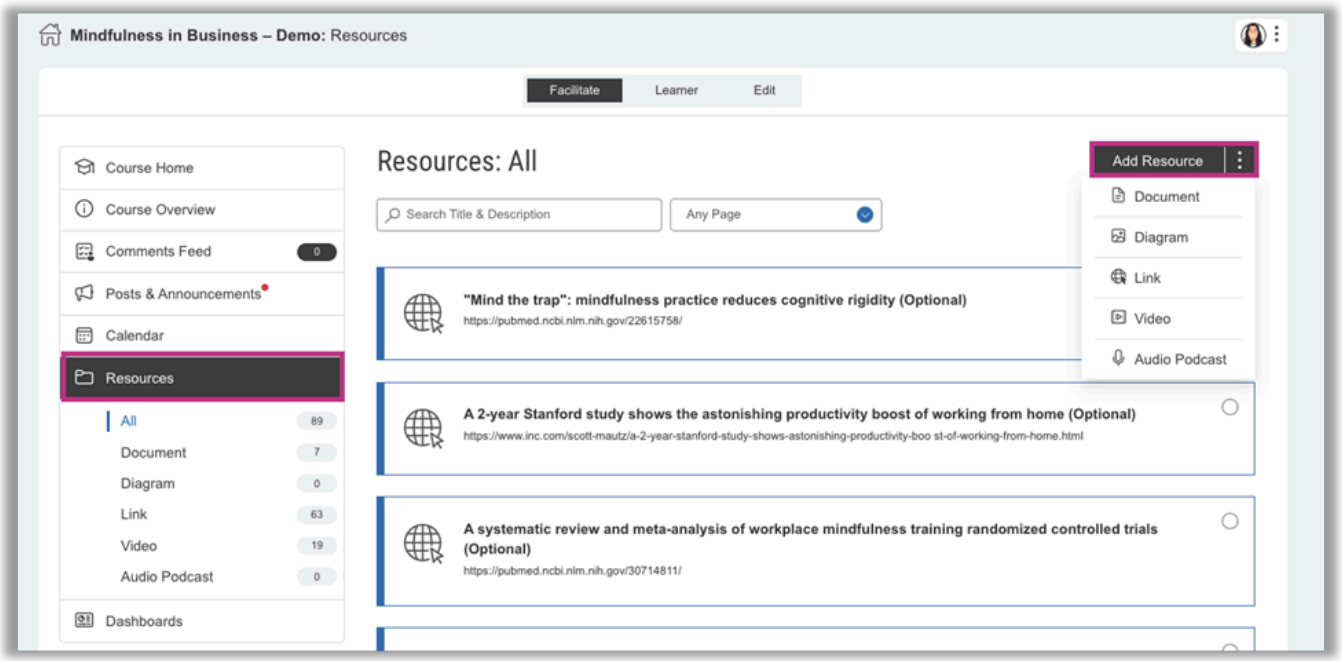


HOW TO

Upload Resources to a Program

Delivery teams & facilitators can add resources to a program. To do so, follow the steps outlined below.

1. From inside the program, click the resources tab from the left-hand menu, Resources.
2. Choose the type of resource you want to add. These include:
   - Document (DOC, DOCX, PPTX, XLS, XLSX, PDF, ZIP, CSV)
   - Diagram (image)
   - Link (URL)
   - Video (MP4, Vimeo or YouTube)
   - Audio Podcast (MP3)

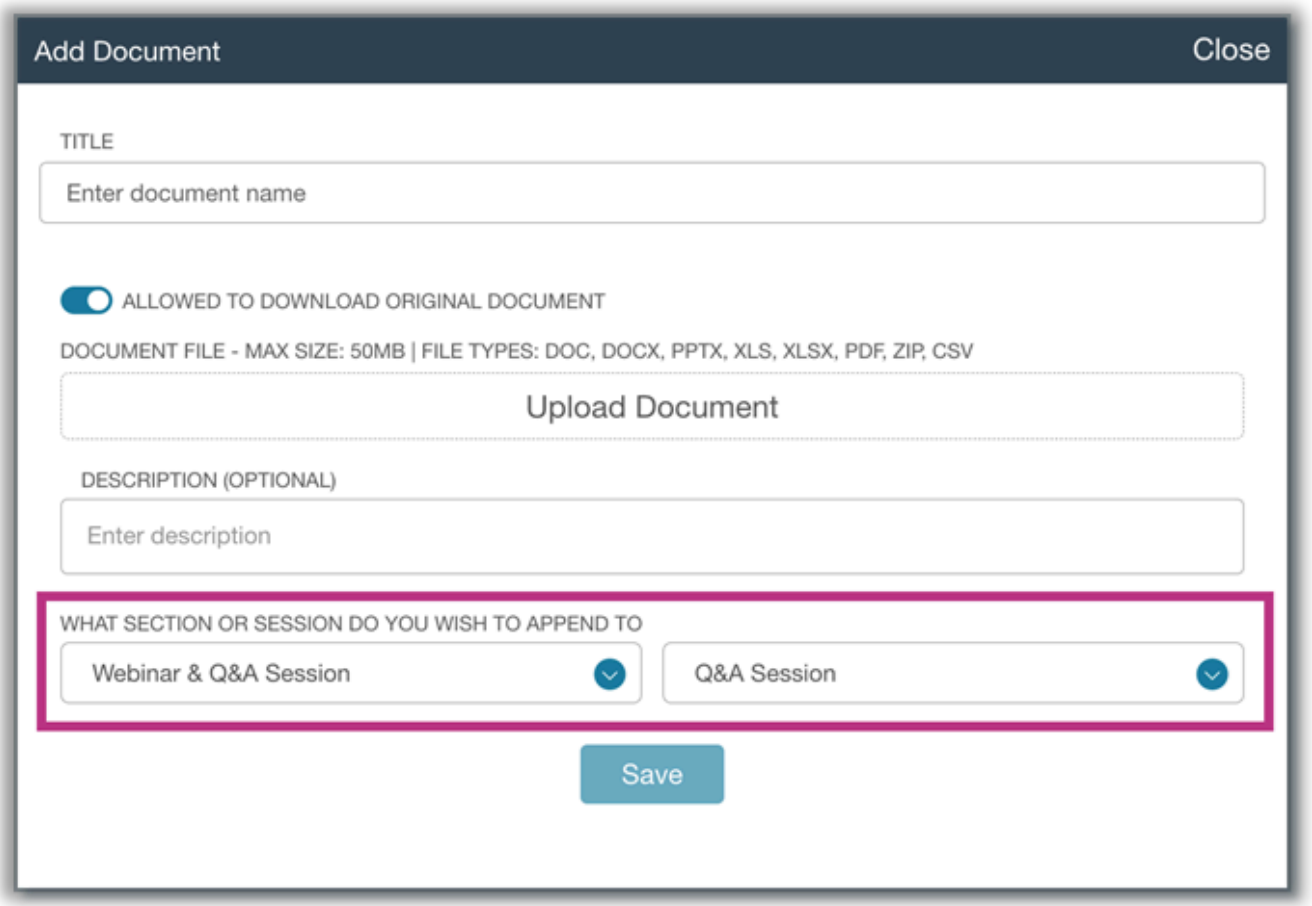




HOW TO

Add Resources to a Program

3. Populate the resource details in the relevant fields of the popup window.
4. Select the section within the program you want the resource to be added to.
5. Click Save.



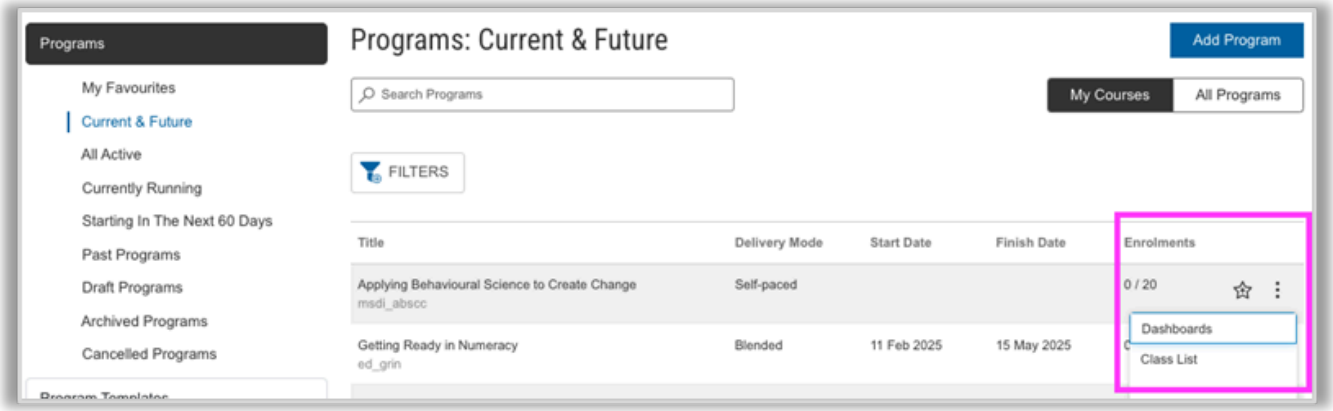


HOW TO

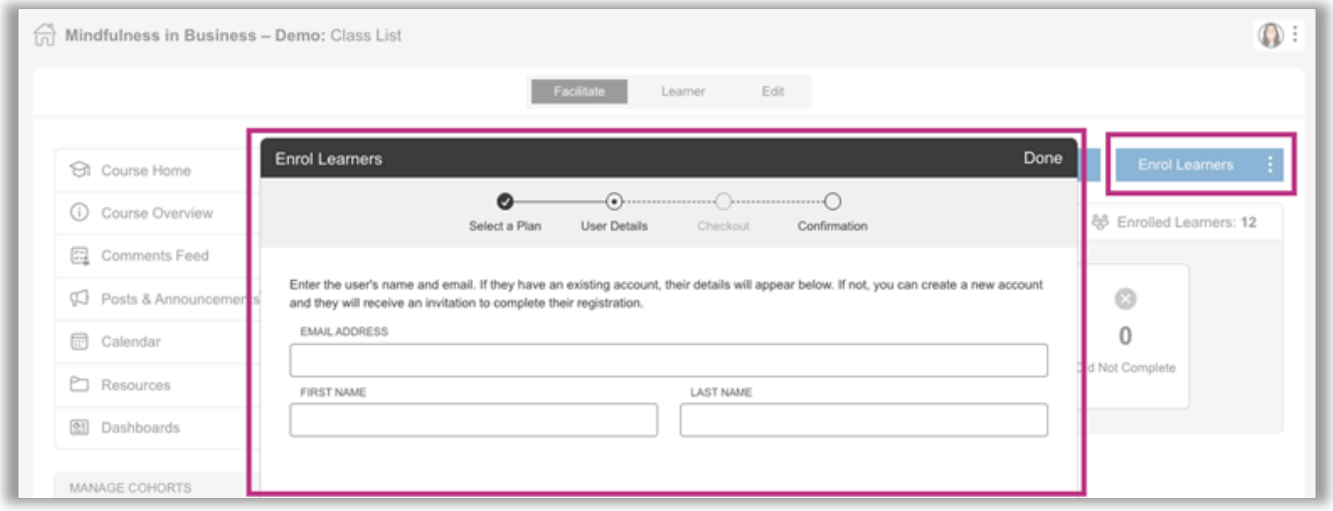
Enrol Learners into a Program

Delivery teams can enrol learners to a program either individually or via bulk uploading. To do so, follow the steps outlined below.

1. From Course Admin, click the three dots next to the relevant program and select Class List.



2. To add individual learner's one at a time, click Enrol Learners and enter the users details, if they have an existing profile it will appear, if they are a new learner they can be added to the platform.

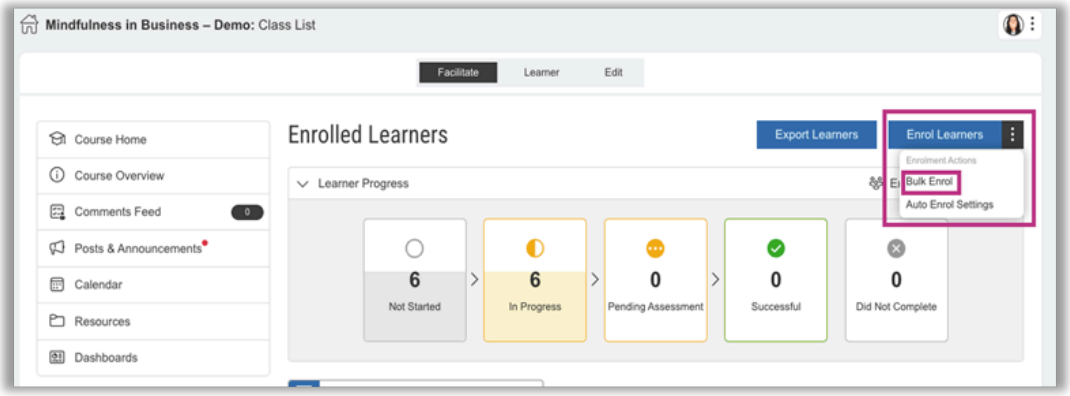


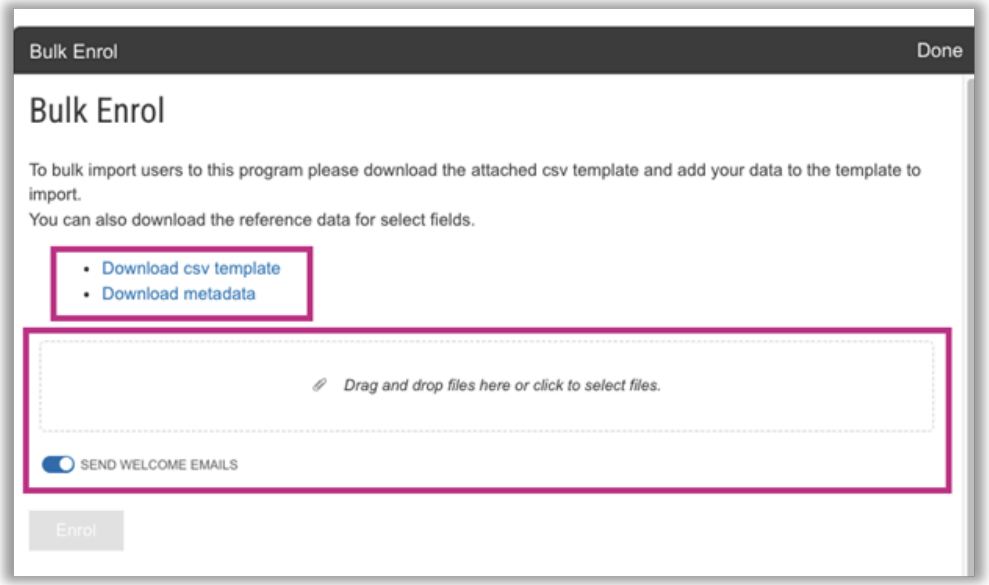


HOW TO

Enrol Learners into a Program

3. To bulk enrol learners, through the Class List, click the three dots next to Enrol Learners, and select Bulk Enrol, download the CSV template and complete it.
    a. *Note: Ensure there are no spaces before or after fields, and avoid special characters, as these can cause the system to reject the upload.*
4. Once populated, drag & drop or upload the CSV file into the class list upload section. Choose whether to send welcome emails, then Click Enrol.
5. After the upload, a report will be generated, allowing you to review any rejections or issues.





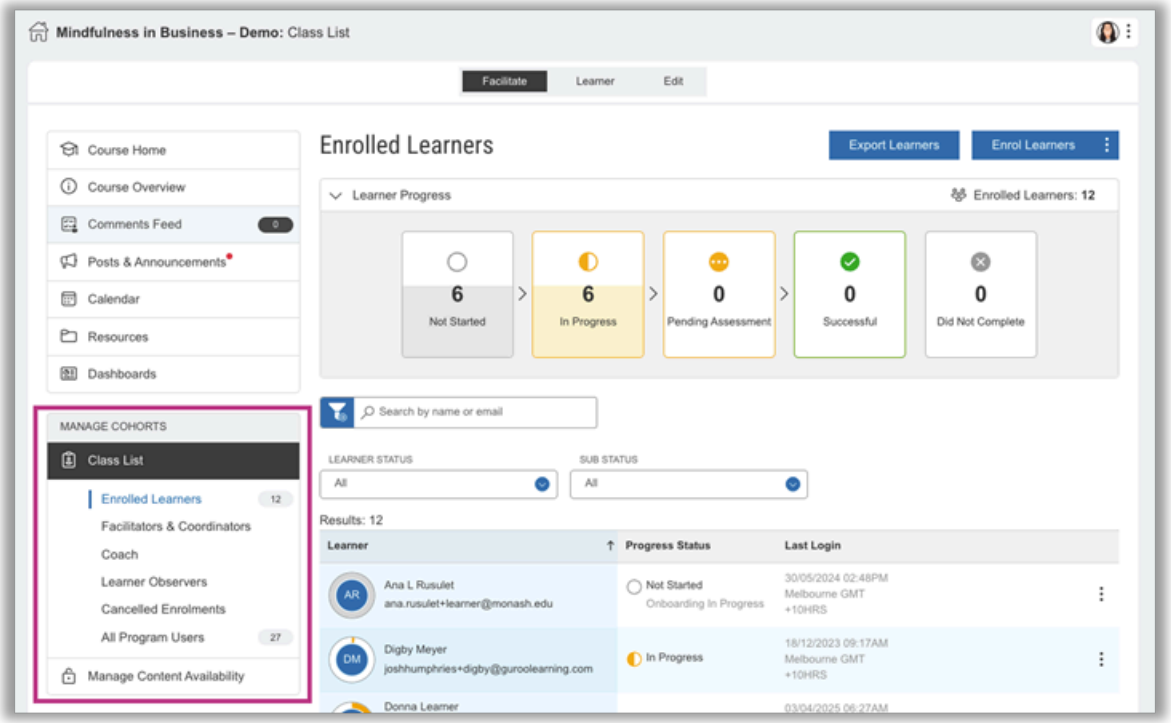


HOW TO

Check a Class List & Learner's Transcript

Delivery teams and facilitators can access class lists and working groups within their programs, allowing them to view enrolled participants and review learners' transcripts. To do so, follow the steps outlined below.

1. From the program, click Class List.
2. From the Class List you have the following options:
   - View the Learners, Facilitators and Program Managers/Coordinators enrolled in the program.
   - View and manage the Work Groups set up in the program (if this is a requirement for the program).
   - You can also choose to release content that is locked from this menu (Manage Content Availability)

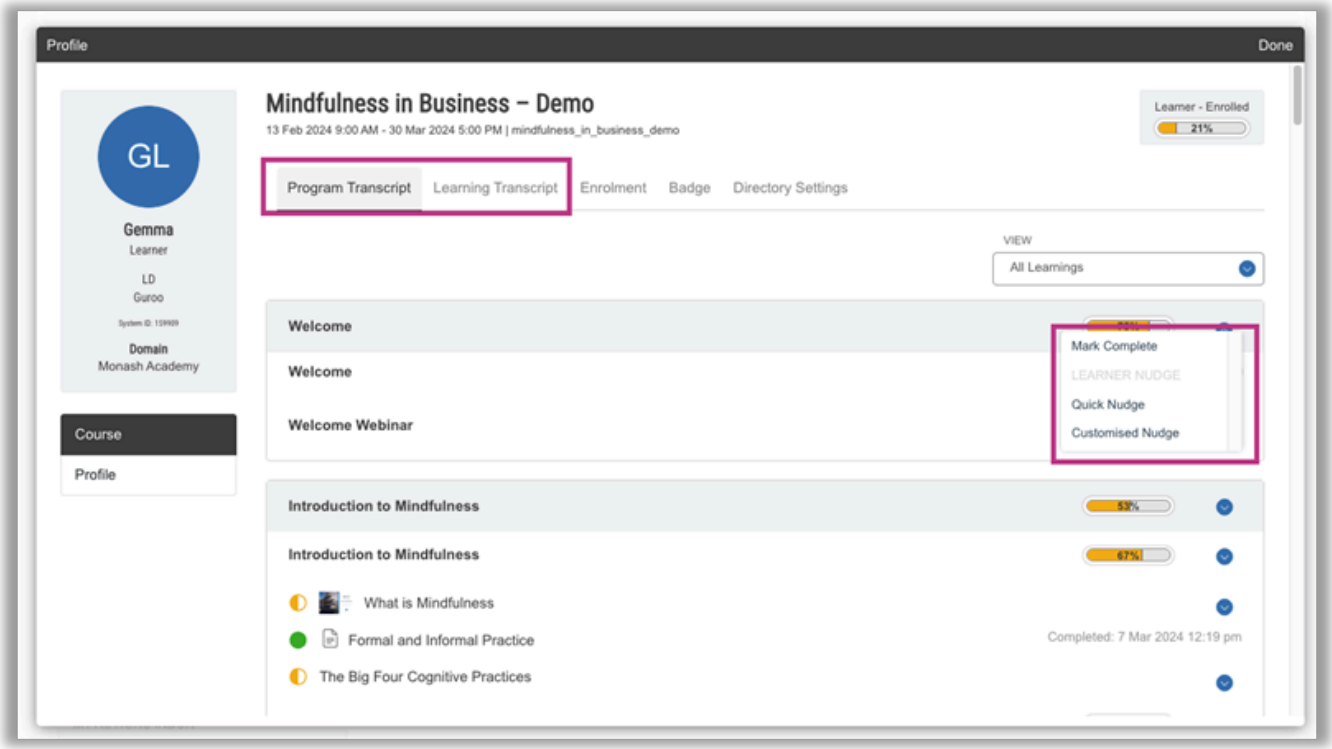




HOW TO

Check a Class List & Learner's Transcript

3. To view a learner's transcripts for the program, click on the learner's name. You can view their Program Transcript as well as their Learning Transcript.
    - Program Transcript shows learners' overall progress and lets Facilitators send customised nudges (emails) for specific sections. To send a nudge, click the arrow next to a section and choose the desired message.
    - Learning Transcript provides a detailed report, allowing Facilitators to view a learner's progress by selecting the PAGE, CHILD SECTION, and LEARNING. Each section shows as Not Started, In Progress, or Complete.

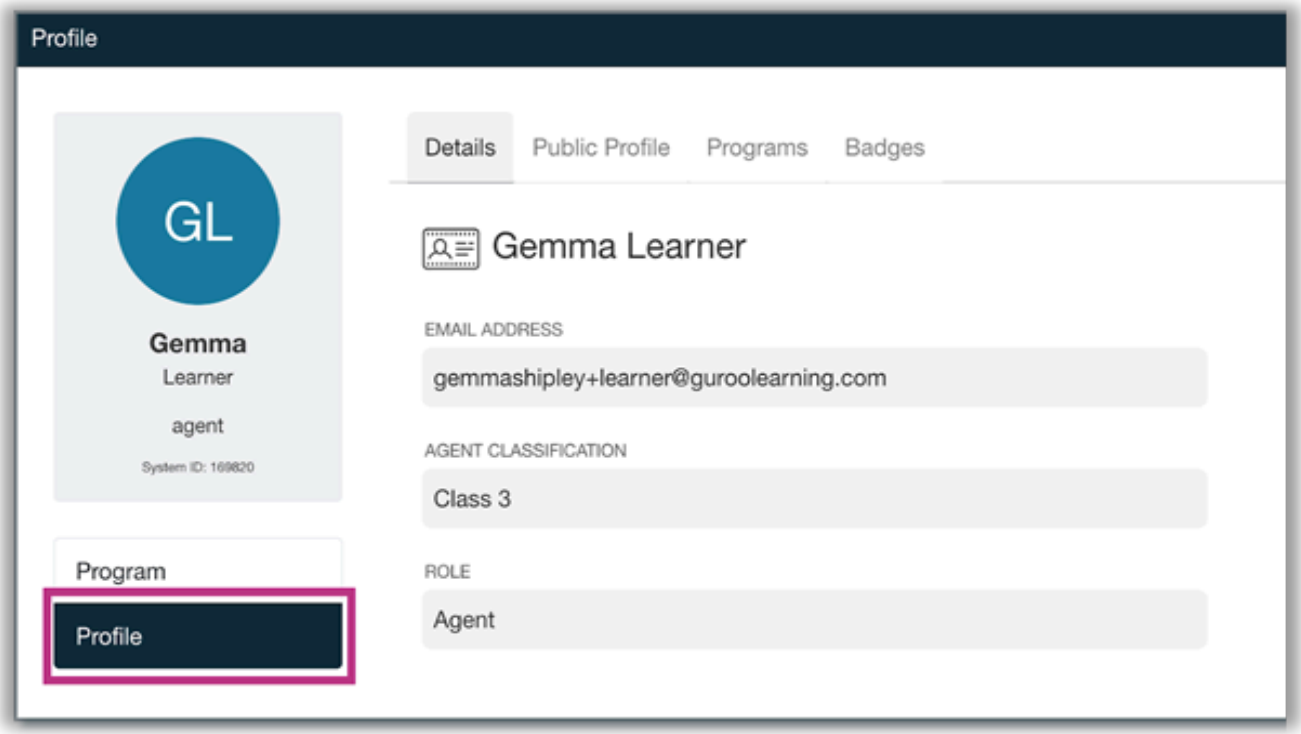




HOW TO

Check a Class List & Learner's Transcript

4. To view a learner's profile, click their name in the Class List and click Profile.



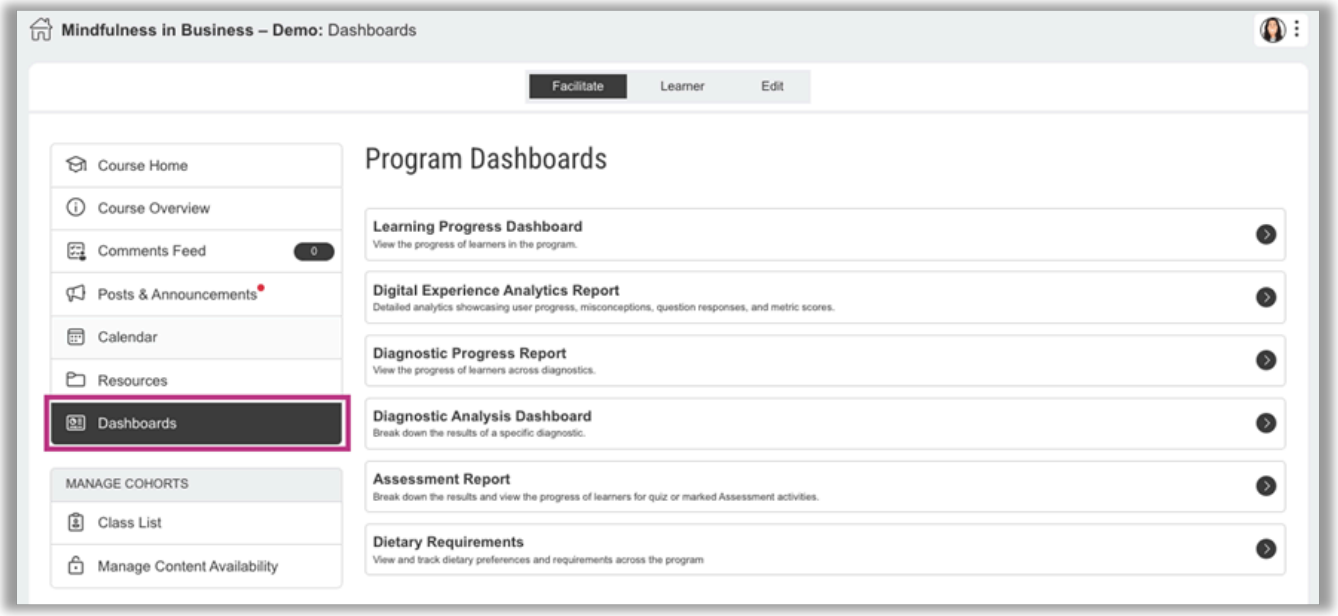


HOW TO

View a Program's Progress Dashboard

Each program has a dashboard functionality to allow Facilitators to view learner data using interpretable reports. To view the dashboards, simply follow the steps outlined below:

1. Open the desired program and click **Dashboards** in the left-hand menu.



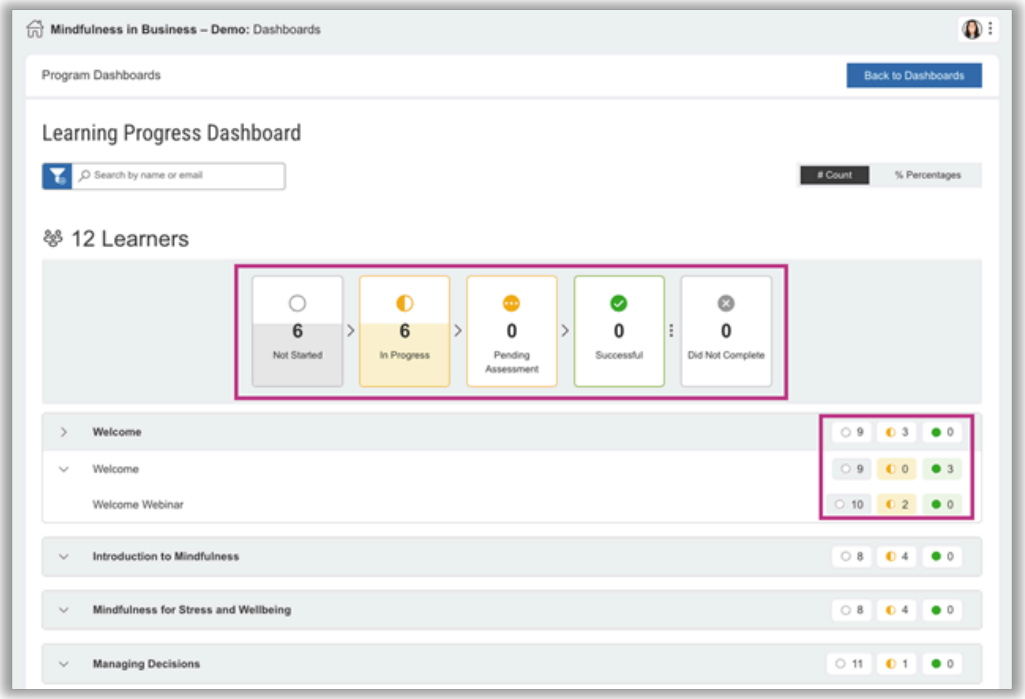


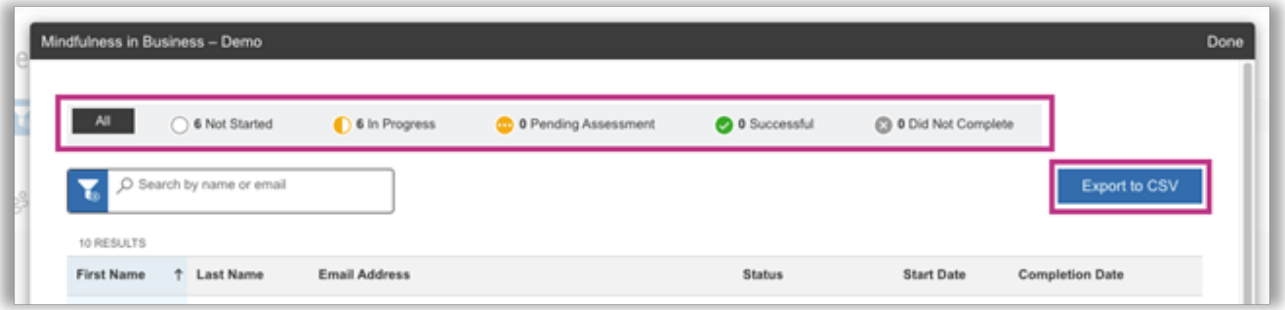
HOW TO

View a Program's Progress Dashboard

2. Learning Progress Dashboard
   Use this dashboard to track learner progress across program sections. Colored numbers show status: Not Started (grey), In Progress (orange), and Complete (green).

   To see the full cohort breakdown, click a progress tile at the top and sort by "All" or by progress stage. For section-specific data, click a section (e.g., Welcome & Introduction), then click a progress tile to view details. Use "Export to CSV" to download reports.







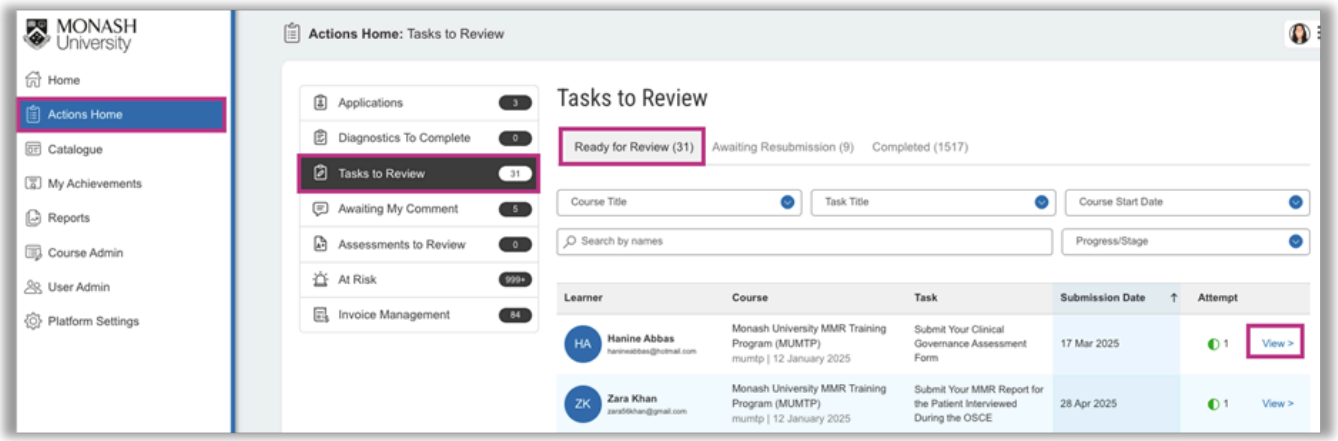
HOW TO

Assess a Task

Some tasks are assessed and require a Facilitator to set outcomes such as Pass, Resubmit and/or Fail. To assess a task, please see the steps below:

1. Click Actions Home in the left hand menu and select Tasks to Review. You can view your tasks by:
   a. Ready for Review
   b. Awaiting Resubmission
   c. Completed

   Under the Ready for Review tab, all tasks requiring review and/or assessing are shown.
2. Click View on a desired learner to open their task.



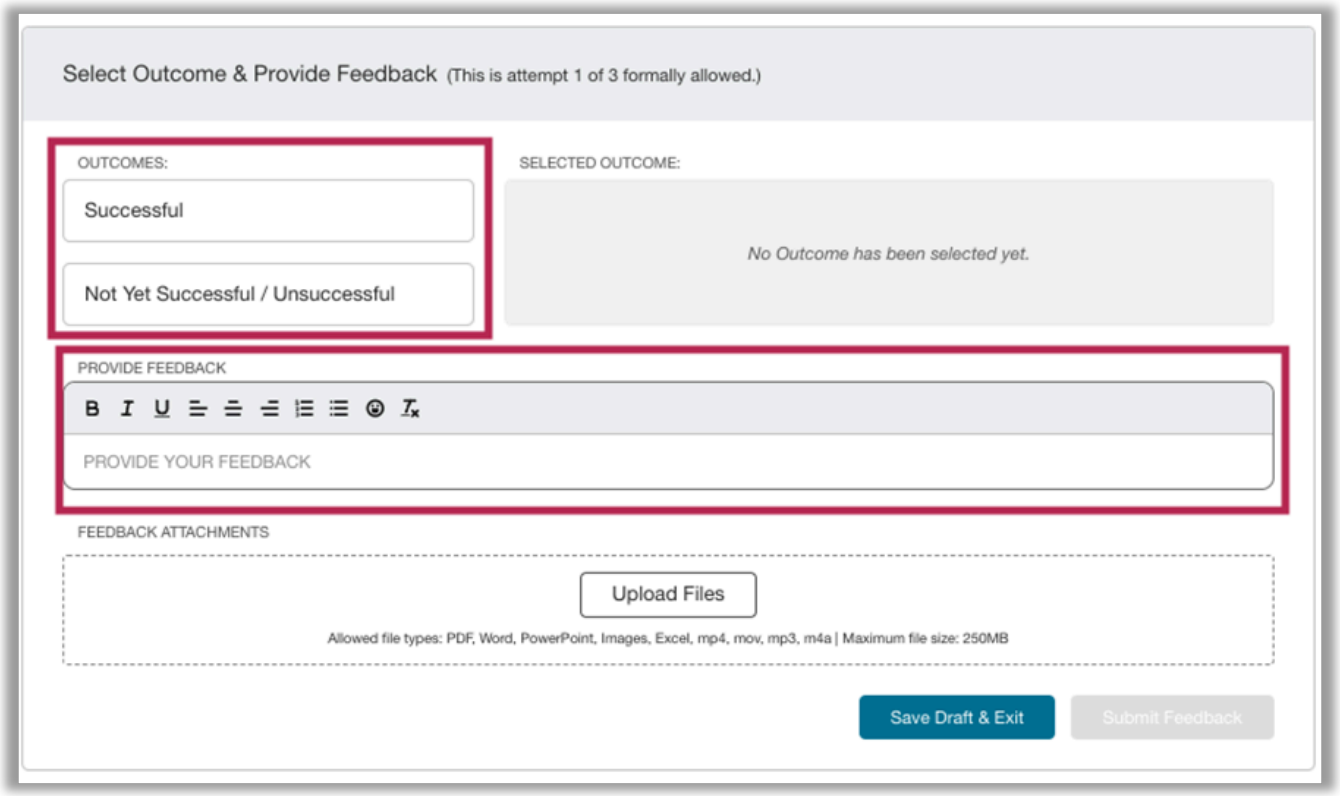


HOW TO

Assess a Task

3. After reviewing the learner's submission, populate the Select Outcome & Provide Feedback section and select the outcome for the learner. Add in any feedback if required under the PROVIDE FEEDBACK section.

Please note, you can upload a file (eg. a marking rubric) to the feedback section by clicking Upload File.





HOW TO

Assess a Task

4. Once the above steps have been completed, click Submit Feedback to submit your review. Please note, you can Save Draft & Exit to save your review as a draft.



5. To view additional tasks to review/assess, click the Previous Response and Next Response buttons.



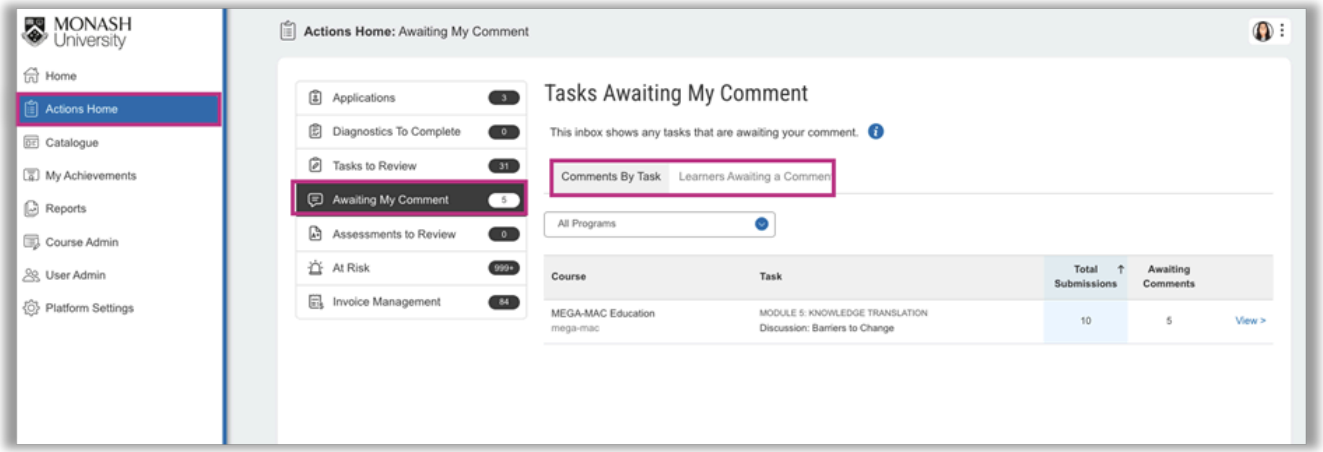


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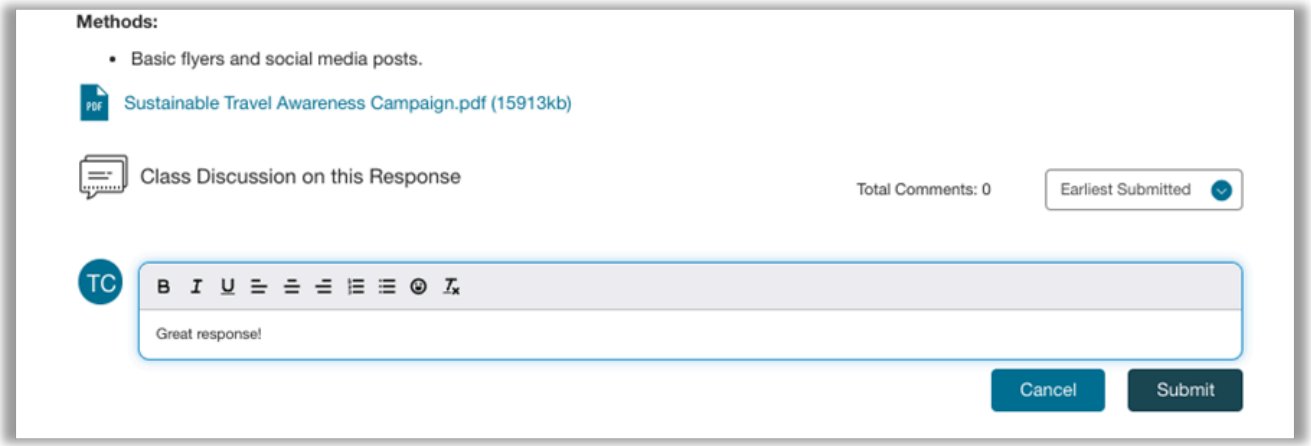
Review or Comment on a Task

Not all tasks are assessed and only require the Facilitators to review and/or comment on them. To do this, simply follow the steps below:

1. Click Actions Home in the left-hand menu and select Awaiting My Comment. You can choose to select either:
   a. Comments By Task
   b. Learning Awaiting a Comment



2. Click on the task submission you wish to review/comment on. You can then respond in the text box. Click Submit to post your comment





HOW TO

Review or Comment on a Task

3. To view additional tasks to leave a comment on, click the Previous Response and Next Response buttons.

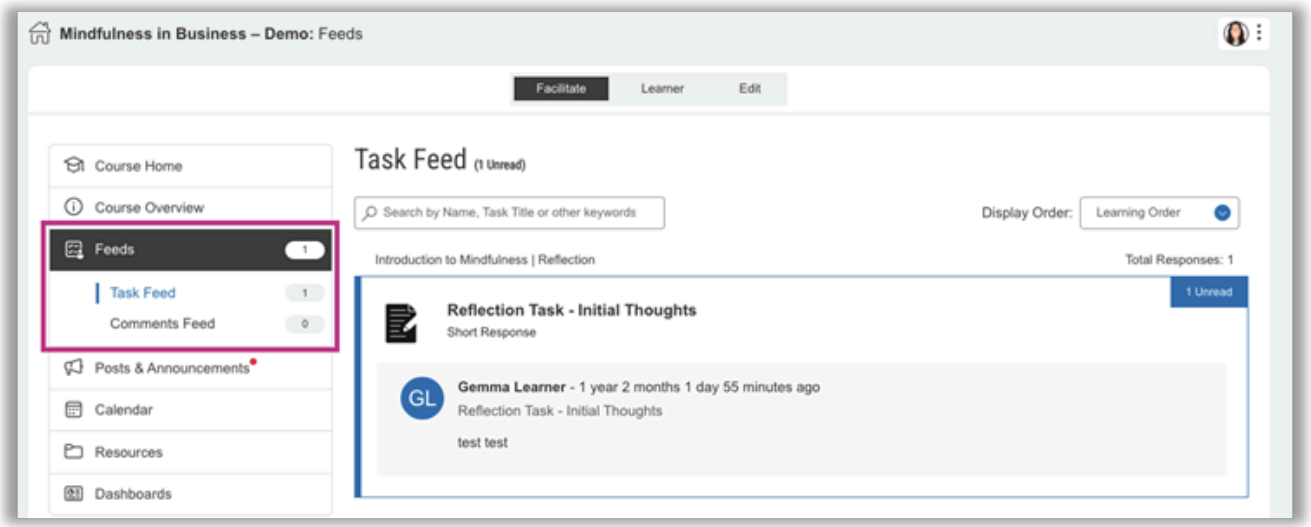


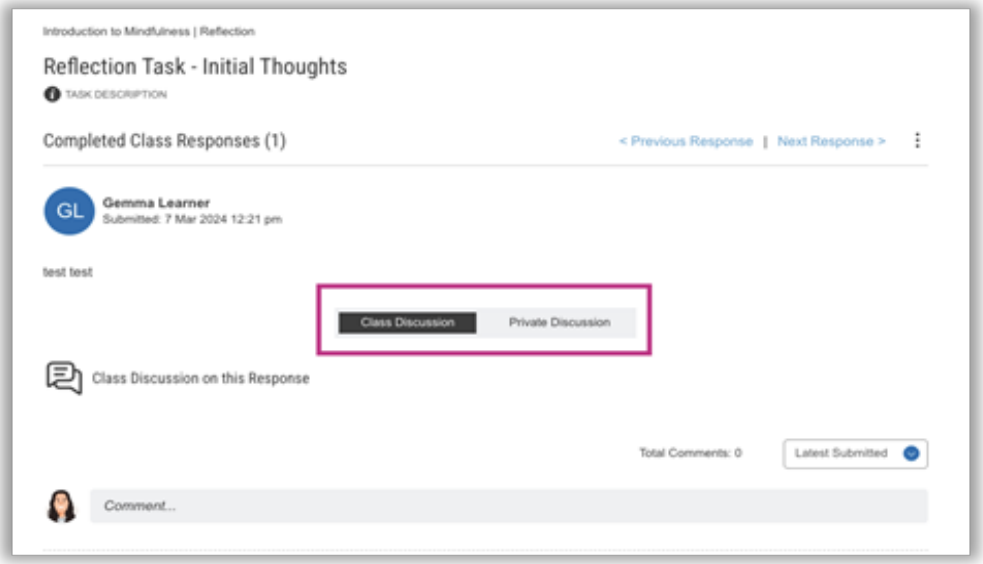


HOW TO

Review or Comment on an Unmarked Task

From the desired program click the Feeds tab in the left hand program menu.
Here you can see all tasks which have received responses or submissions. Click into submissions and leave public or private comments (if private commenting is turned on).





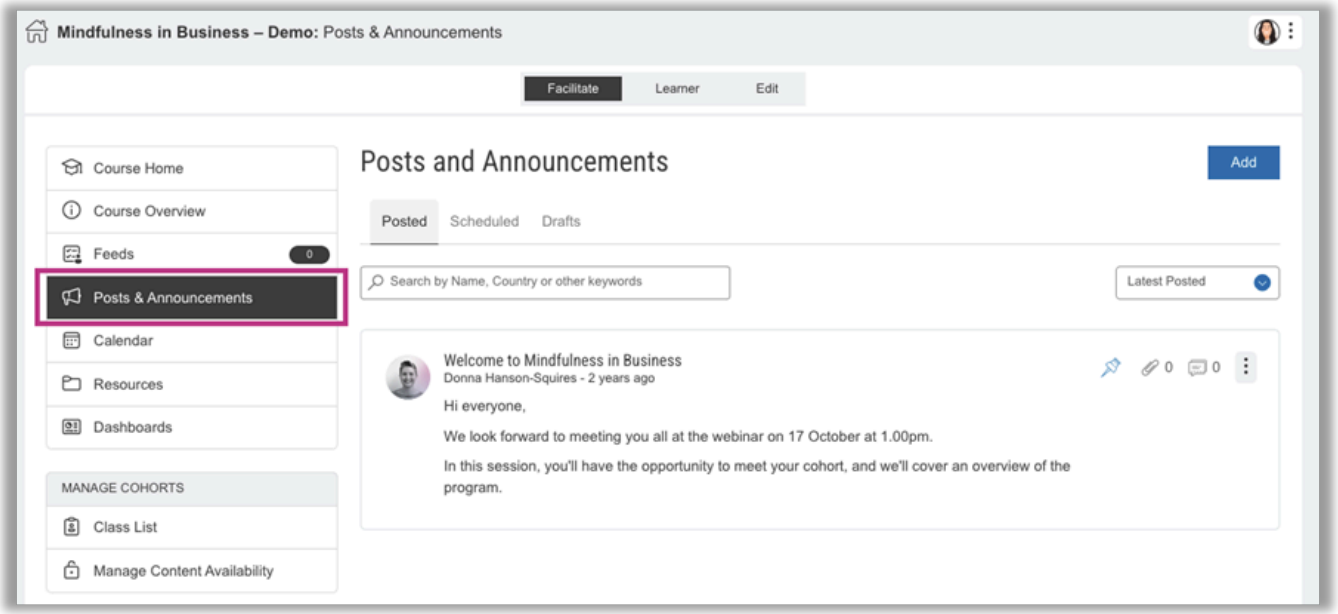


HOW TO

Make a Post & Announcement

Facilitators can make posts & announcements in their program. These posts can be sent to learners via email, or they can be posted and pinned in the Posts & Announcement section of a program. To do so, simply follow the steps outlined below:

1. From the desired program, click Posts & Announcements.

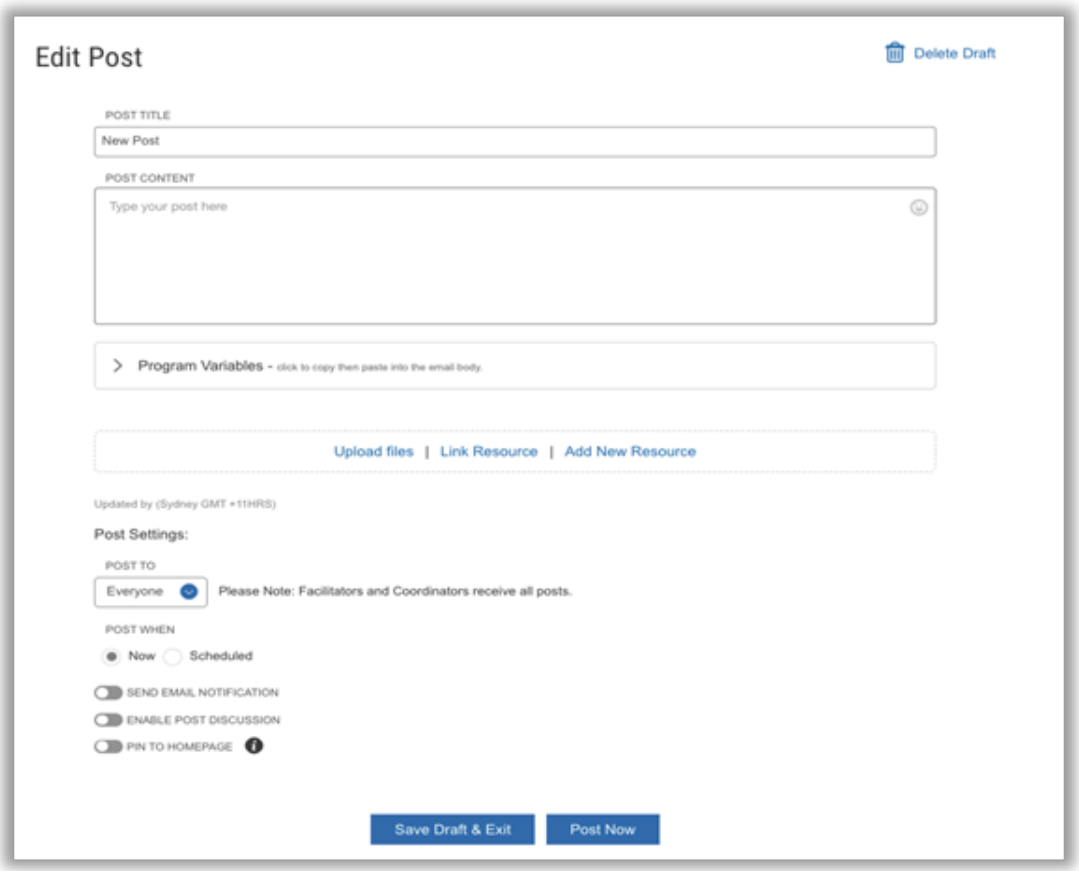




HOW TO

Make a Post & Announcement

2. Click Add to create a post and populate the following fields:
   - Notice Title (subject of the post).
   - Notice (body of the post).
   - Add any files, links to resources within the program and add resources (if required).
   - Choose if you would like to post now, or schedule it to post later
   - Choose to send it as an email notification to the learners.
   - Select to allow discussions on the post.
   - Select to pin it to the program homepage if required.





HOW TO

Make a Post & Announcement

3. Click Save & Post. (If the post is scheduled, this button will appear as Schedule)
   You can save the post as a draft by selecting Save Draft & Exit.



ADDITIONAL SUPPORT

Should you require additional support, please feel free to explore the Guroo Learning Knowledge Base. Additionally, please feel free to contact EnterpriseEducation@monash.edu, and a member of our team will be happy to assist you with your enquiry.

