

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

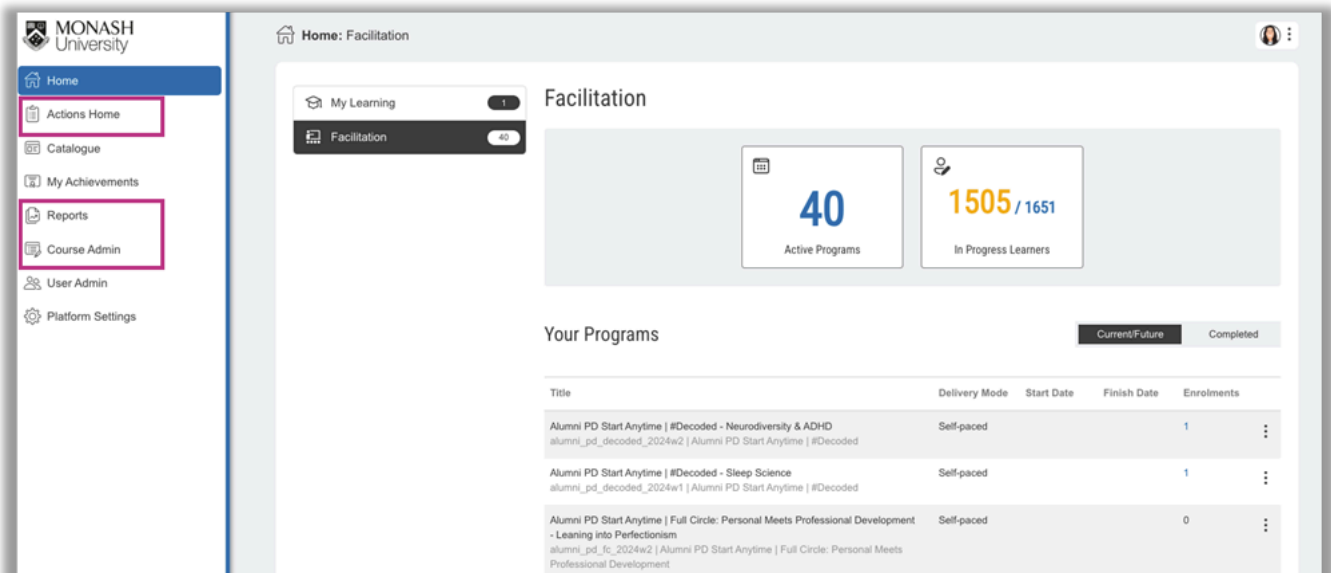
NAVIGATION

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](#)



The screenshot displays the Monash PDE Platform Home Screen. On the left is a navigation sidebar with the Monash University logo and menu items: Home, Actions Home, Catalogue, My Achievements, Reports, Course Admin, User Admin, and Platform Settings. The main content area is titled 'Home: Facilitation' and features a 'Facilitation' toggle set to '40'. Below this are two summary cards: '40 Active Programs' and '1505 / 1651 In Progress Learners'. A 'Your Programs' section includes a table with columns for Title, Delivery Mode, Start Date, Finish Date, and Enrolments. The table lists three programs, all with a 'Self-paced' delivery mode.

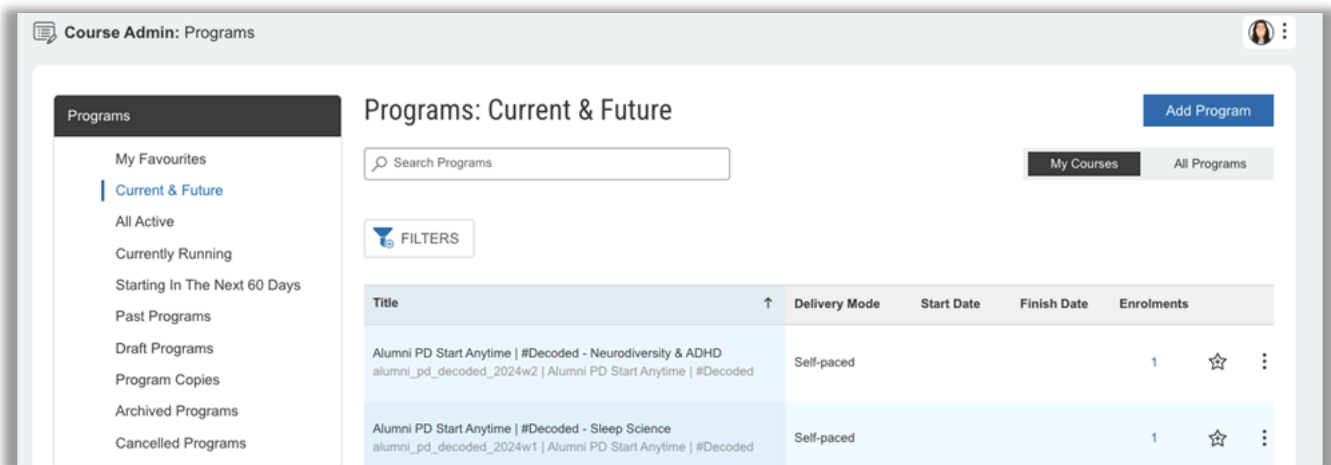
Title	Delivery Mode	Start Date	Finish Date	Enrolments
Alumni PD Start Anytime #Decoded - Neurodiversity & ADHD alumni_pd_decoded_2024w2 Alumni PD Start Anytime #Decoded	Self-paced			1
Alumni PD Start Anytime #Decoded - Sleep Science alumni_pd_decoded_2024w1 Alumni PD Start Anytime #Decoded	Self-paced			1
Alumni PD Start Anytime Full Circle: Personal Meets Professional Development - Leaning into Perfectionism alumni_pd_fc_2024w2 Alumni PD Start Anytime Full Circle: Personal Meets Professional Development	Self-paced			0



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](#).



The screenshot displays the 'Course Admin: Programs' interface. On the left, a sidebar lists various program categories: My Favourites, Current & Future (selected), All Active, Currently Running, Starting In The Next 60 Days, Past Programs, Draft Programs, Program Copies, Archived Programs, and Cancelled Programs. The main area is titled 'Programs: Current & Future' and includes a search bar, a filter button, and tabs for 'My Courses' and 'All Programs'. A table lists two programs:

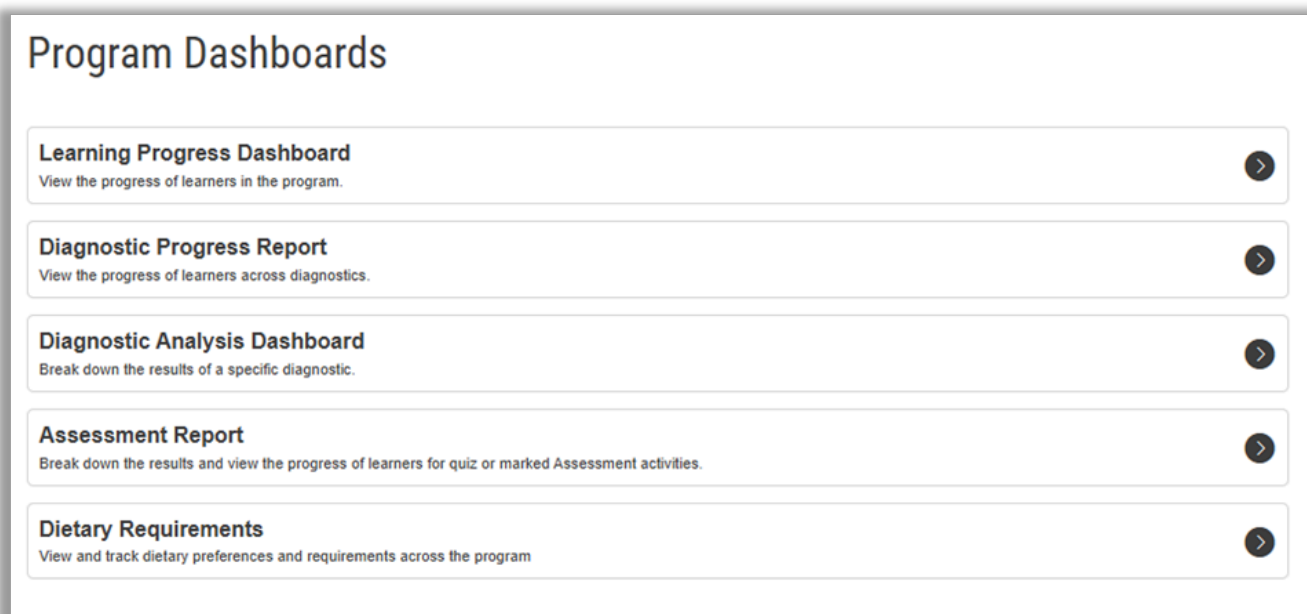
Title	Delivery Mode	Start Date	Finish Date	Enrolments
Alumni PD Start Anytime #Decoded - Neurodiversity & ADHD alumni_pd_decoded_2024w2 Alumni PD Start Anytime #Decoded	Self-paced			1
Alumni PD Start Anytime #Decoded - Sleep Science alumni_pd_decoded_2024w1 Alumni PD Start Anytime #Decoded	Self-paced			1



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.



The screenshot displays a 'Program Dashboards' menu with five items, each with a title, a brief description, and a right-pointing arrow icon:

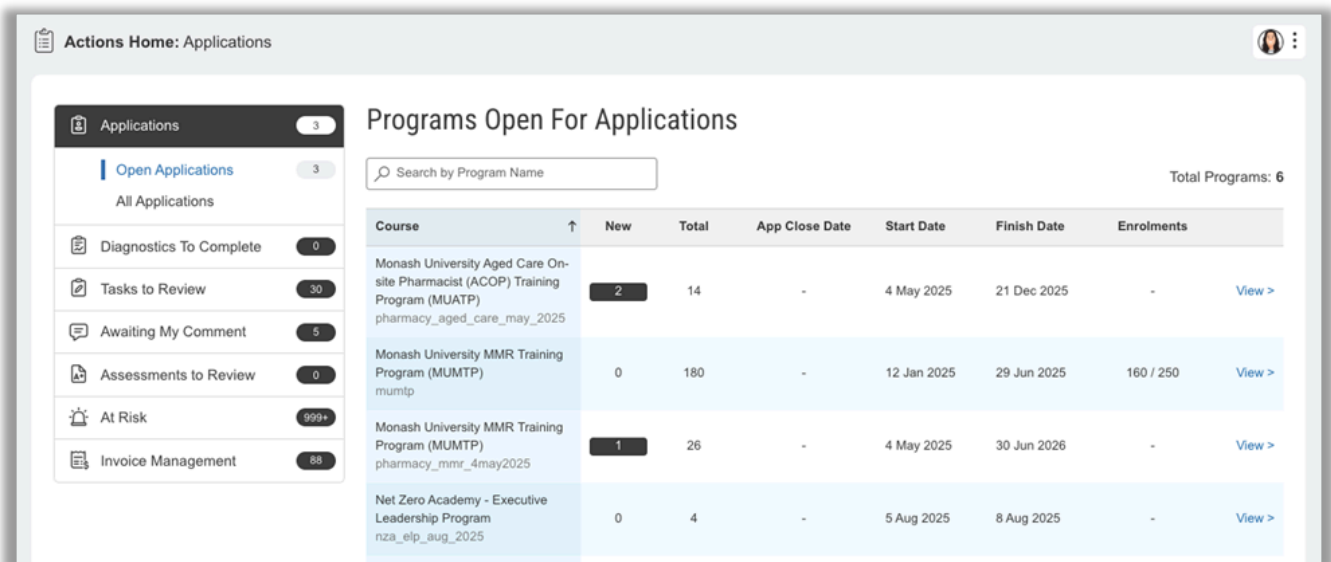
- Learning Progress Dashboard**
View the progress of learners in the program.
- Diagnostic Progress Report**
View the progress of learners across diagnostics.
- Diagnostic Analysis Dashboard**
Break down the results of a specific diagnostic.
- Assessment Report**
Break down the results and view the progress of learners for quiz or marked Assessment activities.
- Dietary Requirements**
View and track dietary preferences and requirements across the program.



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](#)



Course	New	Total	App Close Date	Start Date	Finish Date	Enrolments
Monash University Aged Care On-site Pharmacist (ACOP) Training Program (MUATP) pharmacy_aged_care_may_2025	2	14	-	4 May 2025	21 Dec 2025	-
Monash University MMR Training Program (MUMTP) mumtp	0	180	-	12 Jan 2025	29 Jun 2025	160 / 250
Monash University MMR Training Program (MUMTP) pharmacy_mmr_4may2025	1	26	-	4 May 2025	30 Jun 2026	-
Net Zero Academy - Executive Leadership Program nza_elp_aug_2025	0	4	-	5 Aug 2025	8 Aug 2025	-



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.

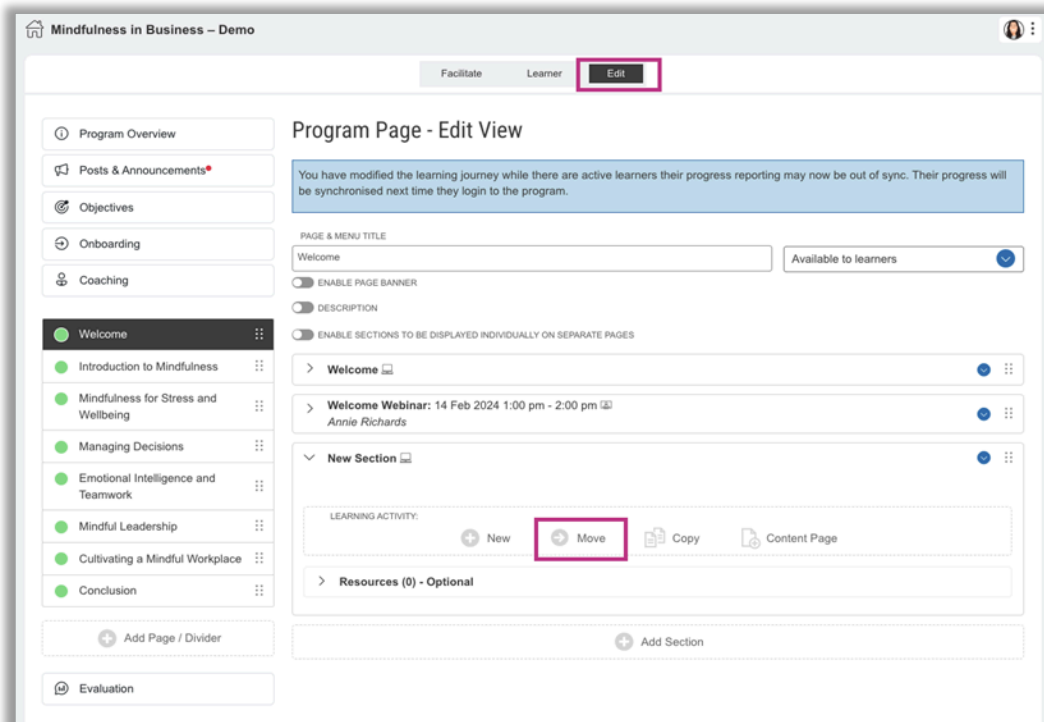
Note: Facilitators can not edit programs, but they can upload resources.



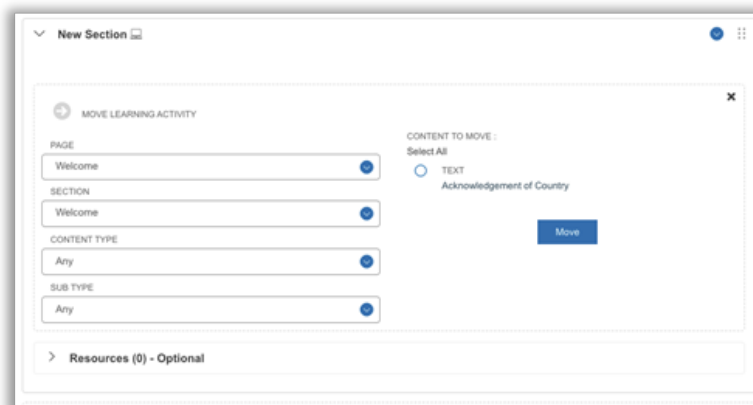
HOW TO

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.



The screenshot shows the 'Mindfulness in Business - Demo' program page in 'Edit View'. The top navigation bar includes 'Facilitate', 'Learner', and 'Edit' (highlighted with a red box). The left sidebar contains a menu with items like 'Program Overview', 'Posts & Announcements', 'Objectives', 'Onboarding', 'Coaching', 'Welcome' (selected), 'Introduction to Mindfulness', 'Mindfulness for Stress and Wellbeing', 'Managing Decisions', 'Emotional Intelligence and Teamwork', 'Mindful Leadership', 'Cultivating a Mindful Workplace', 'Conclusion', 'Add Page / Divider', and 'Evaluation'. The main content area is titled 'Program Page - Edit View' and features a notification banner: 'You have modified the learning journey while there are active learners their progress reporting may now be out of sync. Their progress will be synchronised next time they login to the program.' Below this, there are settings for 'PAGE & MENU TITLE' (set to 'Welcome'), 'Available to learners' (checked), and toggle switches for 'ENABLE PAGE BANNER', 'DESCRIPTION', and 'ENABLE SECTIONS TO BE DISPLAYED INDIVIDUALLY ON SEPARATE PAGES'. A 'New Section' is being added, with a 'LEARNING ACTIVITY' dropdown menu showing options: 'New', 'Move' (highlighted with a red box), 'Copy', and 'Content Page'. Below the dropdown is a 'Resources (0) - Optional' section and an 'Add Section' button.



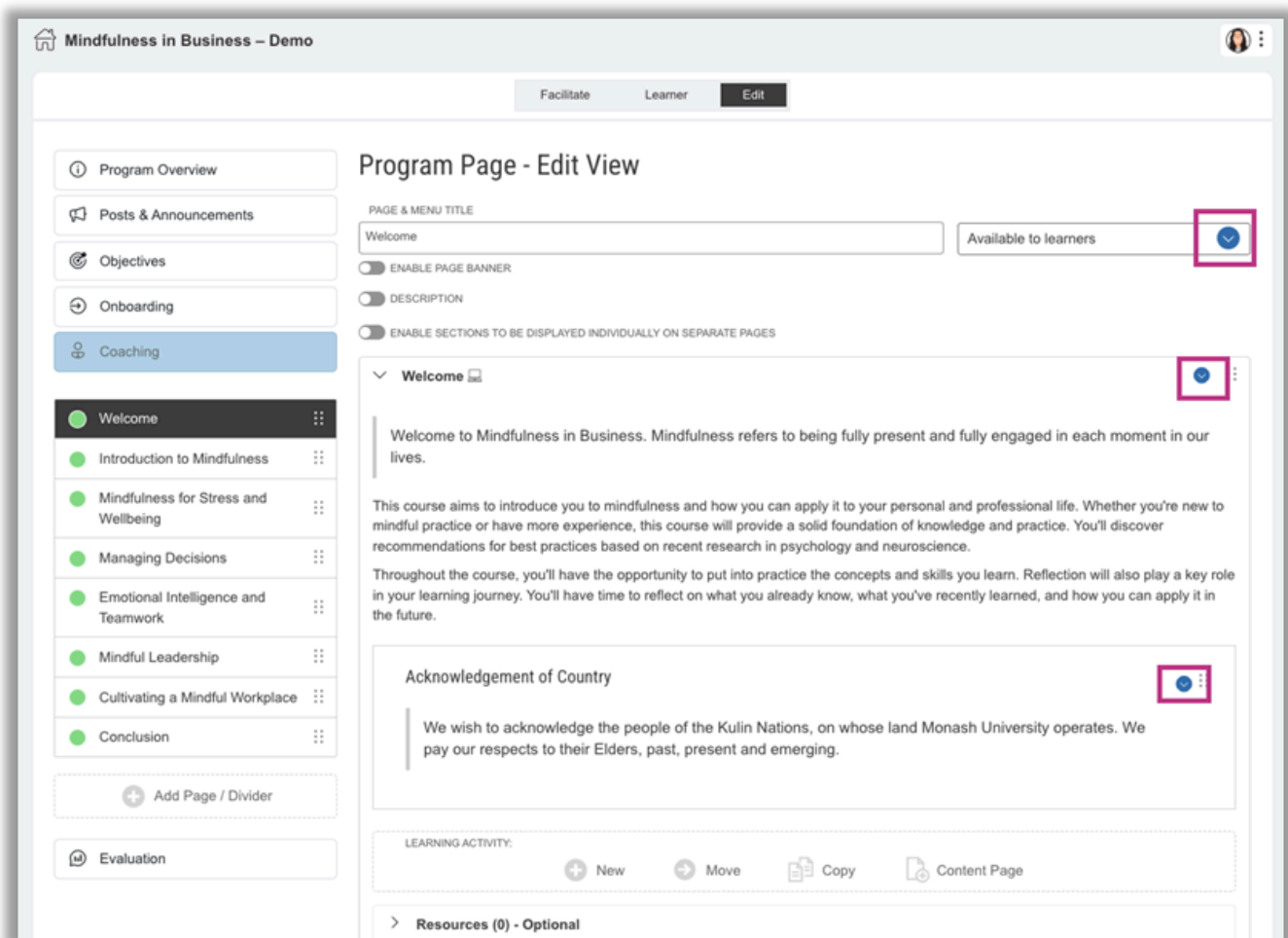
The screenshot shows the 'Move Learning Activity' dialog box. It has a title bar 'MOVE LEARNING ACTIVITY' and a close button 'X'. The dialog is divided into two main sections: 'PAGE' and 'CONTENT TO MOVE'. The 'PAGE' section has dropdown menus for 'PAGE' (set to 'Welcome'), 'SECTION' (set to 'Welcome'), 'CONTENT TYPE' (set to 'Any'), and 'SUB TYPE' (set to 'Any'). The 'CONTENT TO MOVE' section has a radio button for 'TEXT' and a list of content items, including 'Acknowledgement of Country'. A 'Move' button is located at the bottom right of the dialog. Below the dialog is a 'Resources (0) - Optional' section.



HOW TO

Edit a Program

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



The screenshot displays the 'Edit View' of a program page. On the left is a navigation sidebar with menu items: Program Overview, Posts & Announcements, Objectives, Onboarding, Coaching, Welcome (selected), Introduction to Mindfulness, Mindfulness for Stress and Wellbeing, Managing Decisions, Emotional Intelligence and Teamwork, Mindful Leadership, Cultivating a Mindful Workplace, Conclusion, Add Page / Divider, and Evaluation. The main content area is titled 'Program Page - Edit View' and includes a 'PAGE & MENU TITLE' field with 'Welcome', an 'Available to learners' toggle (highlighted with a red box), and three disabled toggle options: 'ENABLE PAGE BANNER', 'DESCRIPTION', and 'ENABLE SECTIONS TO BE DISPLAYED INDIVIDUALLY ON SEPARATE PAGES'. Below this is a 'Welcome' section with a blue edit arrow (highlighted with a red box) and a text block. Underneath is an 'Acknowledgement of Country' section with a blue edit arrow (highlighted with a red box) and a text block. At the bottom, there is a 'LEARNING ACTIVITY:' section with 'New', 'Move', 'Copy', and 'Content Page' buttons, and a 'Resources (0) - Optional' section.



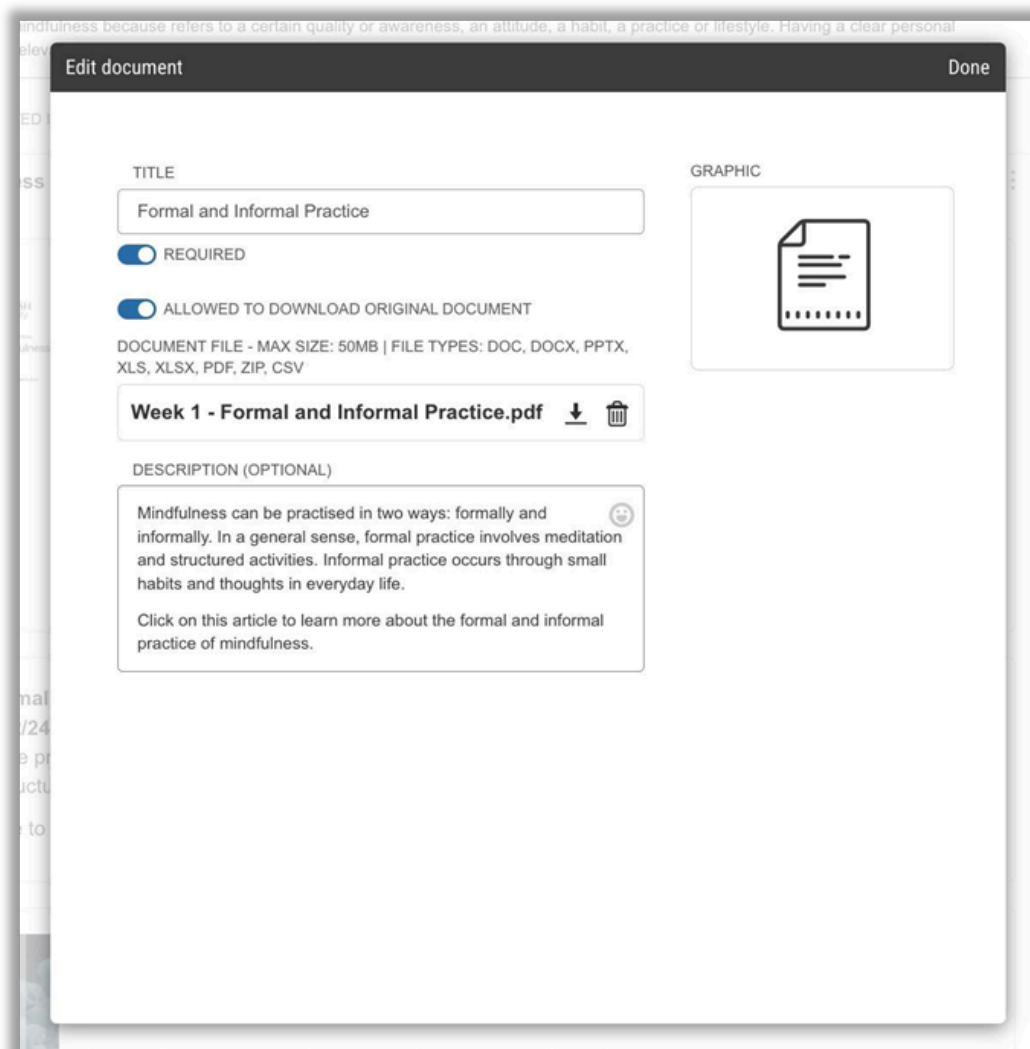
HOW TO

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.



Edit document Done



TITLE

Formal and Informal Practice


REQUIRED

ALLOWED TO DOWNLOAD ORIGINAL DOCUMENT


DOCUMENT FILE - MAX SIZE: 50MB | FILE TYPES: DOC, DOCX, PPTX, XLS, XLSX, PDF, ZIP, CSV

Week 1 - Formal and Informal Practice.pdf  

GRAPHIC



DESCRIPTION (OPTIONAL)

Mindfulness can be practised in two ways: formally and informally. In a general sense, formal practice involves meditation and structured activities. Informal practice occurs through small habits and thoughts in everyday life. 

Click on this article to learn more about the formal and informal practice of mindfulness.

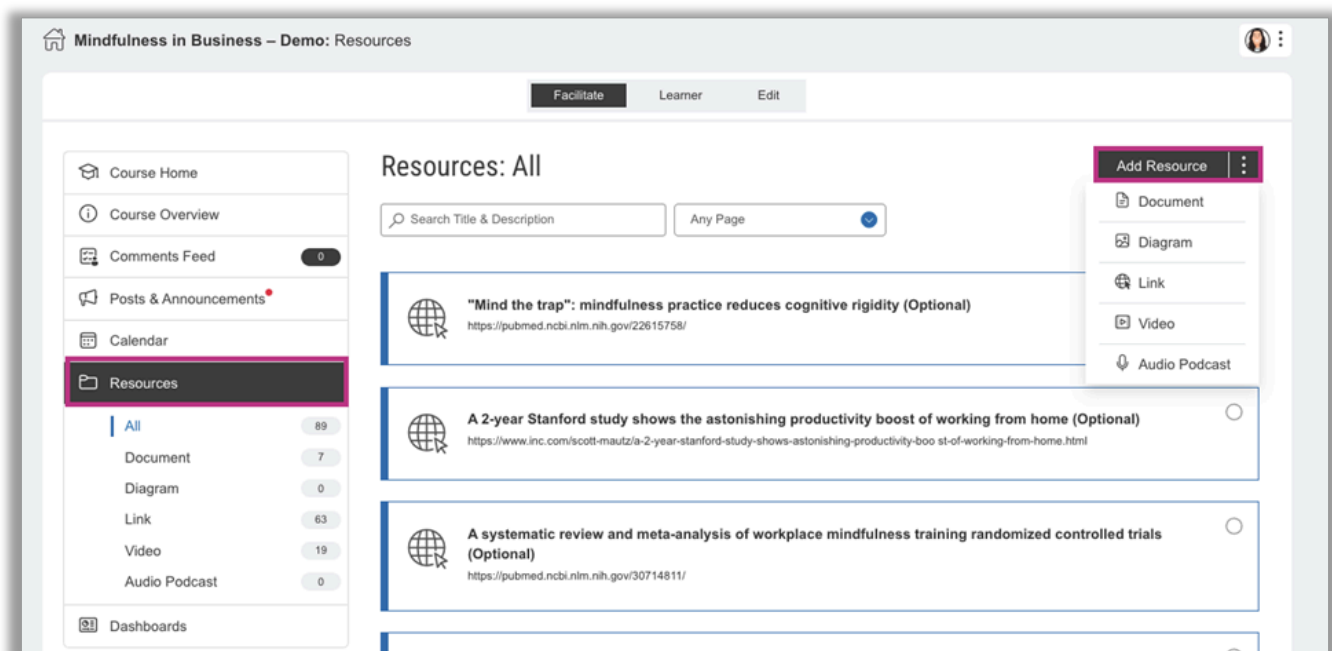


HOW TO

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)



The screenshot shows the 'Mindfulness in Business – Demo: Resources' page. The left-hand menu is visible, with 'Resources' highlighted. The main content area displays a list of resources under the heading 'Resources: All'. A search bar and a dropdown menu for 'Any Page' are located at the top of the resource list. The 'Add Resource' dropdown menu is open, showing options for Document, Diagram, Link, Video, and Audio Podcast. The resource list includes three items:

- "Mind the trap": mindfulness practice reduces cognitive rigidity (Optional)**
<https://pubmed.ncbi.nlm.nih.gov/22615758/>
- A 2-year Stanford study shows the astonishing productivity boost of working from home (Optional)**
<https://www.inc.com/scott-mautz/a-2-year-stanford-study-shows-astonishing-productivity-boost-of-working-from-home.html>
- A systematic review and meta-analysis of workplace mindfulness training randomized controlled trials (Optional)**
<https://pubmed.ncbi.nlm.nih.gov/30714811/>



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](#).

Add Document Close

TITLE

Enter document name

ALLOWED TO DOWNLOAD ORIGINAL DOCUMENT

DOCUMENT FILE - MAX SIZE: 50MB | FILE TYPES: DOC, DOCX, PPTX, XLS, XLSX, PDF, ZIP, CSV

Upload Document

DESCRIPTION (OPTIONAL)

Enter description

WHAT SECTION OR SESSION DO YOU WISH TO APPEND TO

Webinar & Q&A Session Q&A Session

Save

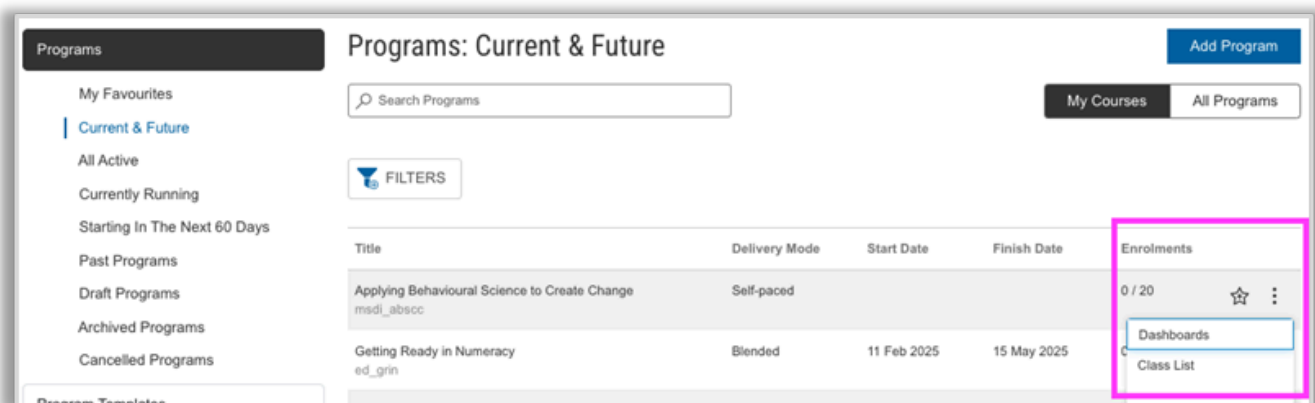


HOW TO

Enrol Learners into a Program

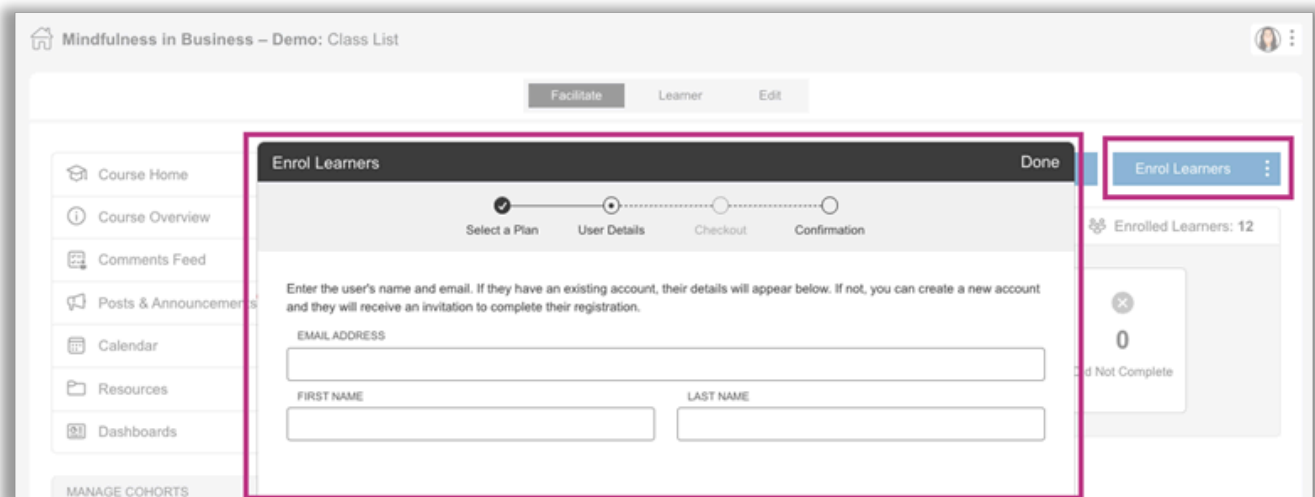
Delivery teams can enrol learners to a program either individually or via bulk uploading. To do so, follow the steps outlined below.

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



Title	Delivery Mode	Start Date	Finish Date	Enrolments
Applying Behavioural Science to Create Change msdl_absc	Self-paced			0 / 20
Getting Ready in Numeracy ed_grin	Blended	11 Feb 2025	15 May 2025	

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.



Enrol Learners

Select a Plan User Details Checkout Confirmation

Enter the user's name and email. If they have an existing account, their details will appear below. If not, you can create a new account and they will receive an invitation to complete their registration.

EMAIL ADDRESS

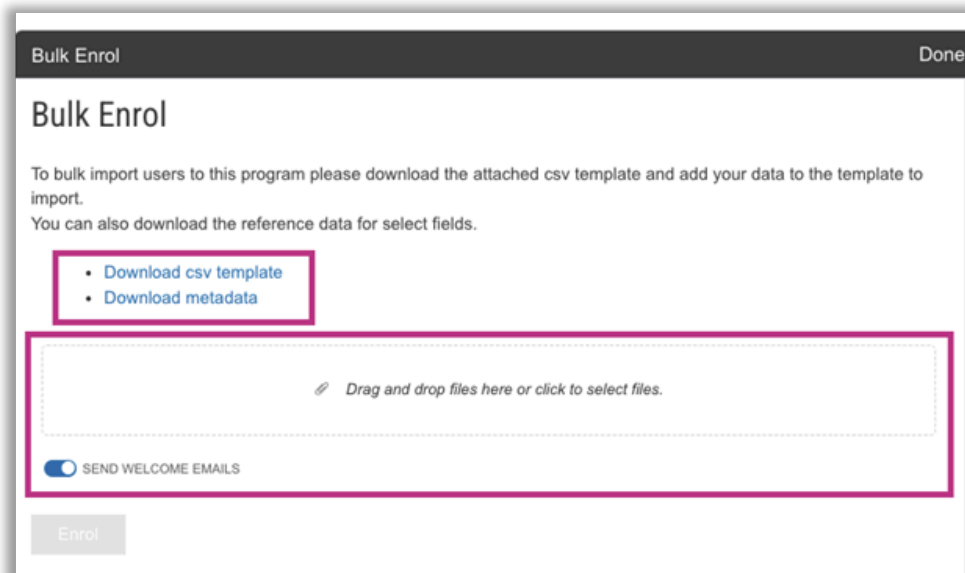
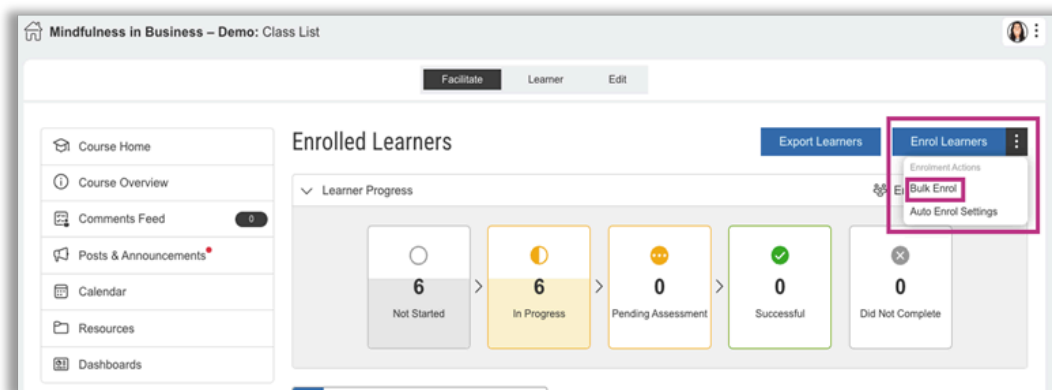
FIRST NAME LAST NAME



HOW TO

Enrol Learners into a Program

- 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.
 - Note: Ensure there are no spaces before or after fields, and avoid special characters, as these can cause the system to reject the upload.*
- Once populated, drag & drop or upload the CSV file into the class list upload section. Choose whether to send welcome emails, then **Click Enrol**.
- After the upload, a report will be generated, allowing you to review any rejections or issues.

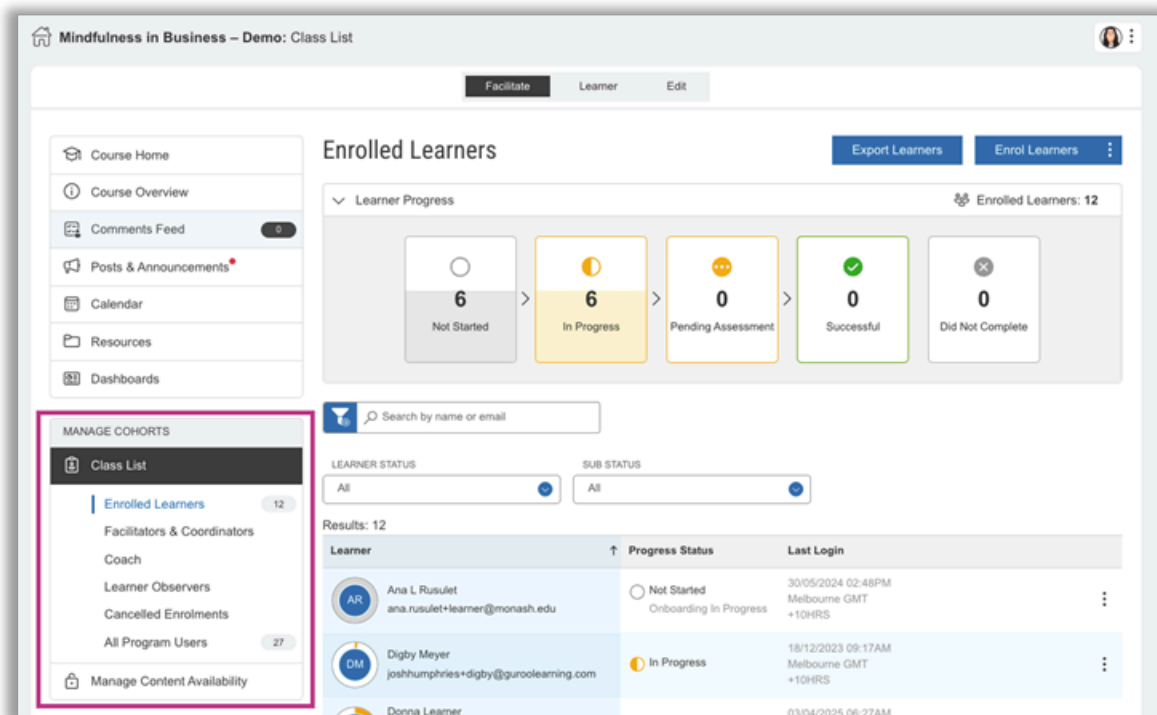


HOW TO

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](#))



The screenshot displays the 'Mindfulness in Business - Demo: Class List' interface. The top navigation bar includes 'Facilitate', 'Learner', and 'Edit' tabs. The main content area is titled 'Enrolled Learners' and features a progress summary with five categories: Not Started (6), In Progress (6), Pending Assessment (0), Successful (0), and Did Not Complete (0). Below this is a search bar and filters for 'LEARNER STATUS' and 'SUB STATUS'. A table lists the enrolled learners with columns for 'Learner', 'Progress Status', and 'Last Login'.

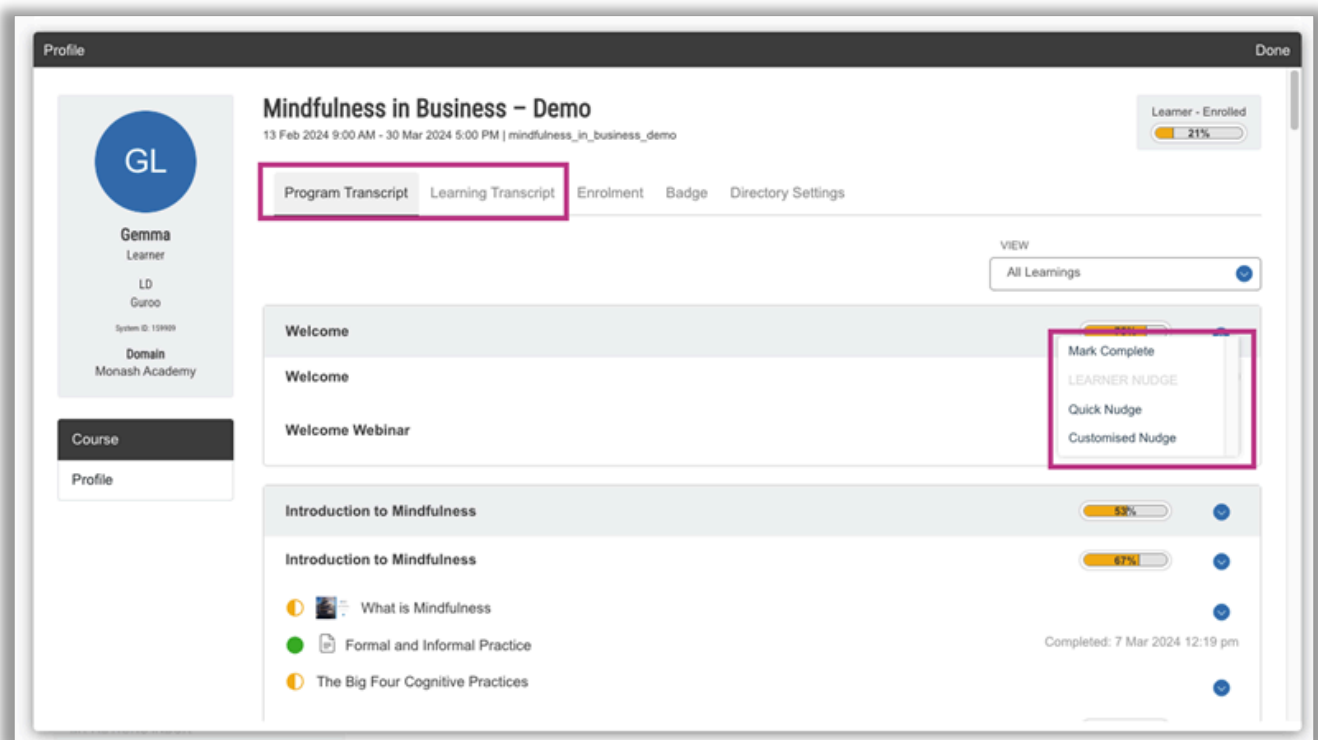
Learner	Progress Status	Last Login
Ana L Rusulet ana.rusulet+learner@monash.edu	Not Started Onboarding In Progress	30/05/2024 02:48PM Melbourne GMT +10HRS
Digby Meyer joshumphries+digby@guroolearning.com	In Progress	18/12/2023 09:17AM Melbourne GMT +10HRS
Donna Leamer		03/04/2025 06:27AM



HOW TO

Check a Class List & Learner's Transcript

- 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.



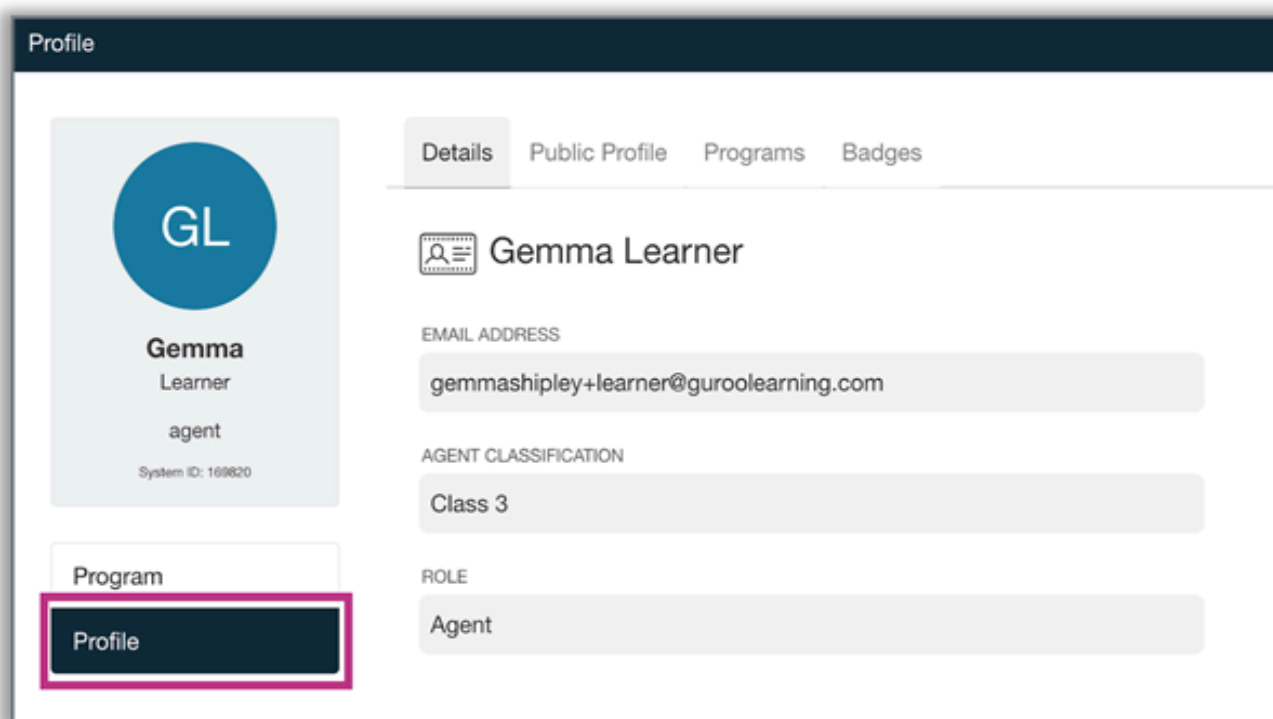
The screenshot displays the Guroo platform interface for a learner named Gemma. The profile is for the course 'Mindfulness in Business - Demo', which runs from 13 Feb 2024 9:00 AM to 30 Mar 2024 5:00 PM. The learner is enrolled and has completed 21% of the course. The interface includes a navigation menu with 'Program Transcript' and 'Learning Transcript' highlighted. A 'VIEW' dropdown menu is open, showing options: 'All Learnings', 'Mark Complete', 'LEARNER NUDGE', 'Quick Nudge', and 'Customised Nudge'. The main content area shows a 'Welcome' message and a list of learning activities under the heading 'Introduction to Mindfulness'. The activities are: 'What is Mindfulness' (52% complete), 'Formal and Informal Practice' (67% complete), and 'The Big Four Cognitive Practices' (0% complete). The completion date for the first activity is 7 Mar 2024 12:19 pm.



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](#).



The screenshot shows a user profile page for 'Gemma Learner'. The page has a dark blue header with the word 'Profile'. Below the header, there are four tabs: 'Details', 'Public Profile', 'Programs', and 'Badges'. The 'Details' tab is active. On the left side, there is a profile card with a circular avatar containing the letters 'GL', the name 'Gemma Learner', the role 'agent', and the system ID '109820'. Below the profile card are two buttons: 'Program' and 'Profile'. The 'Profile' button is highlighted with a red border. On the right side, there are four data fields: 'EMAIL ADDRESS' with the value 'gemmashipley+learner@guroolearning.com', 'AGENT CLASSIFICATION' with the value 'Class 3', 'ROLE' with the value 'Agent', and 'Agent'.

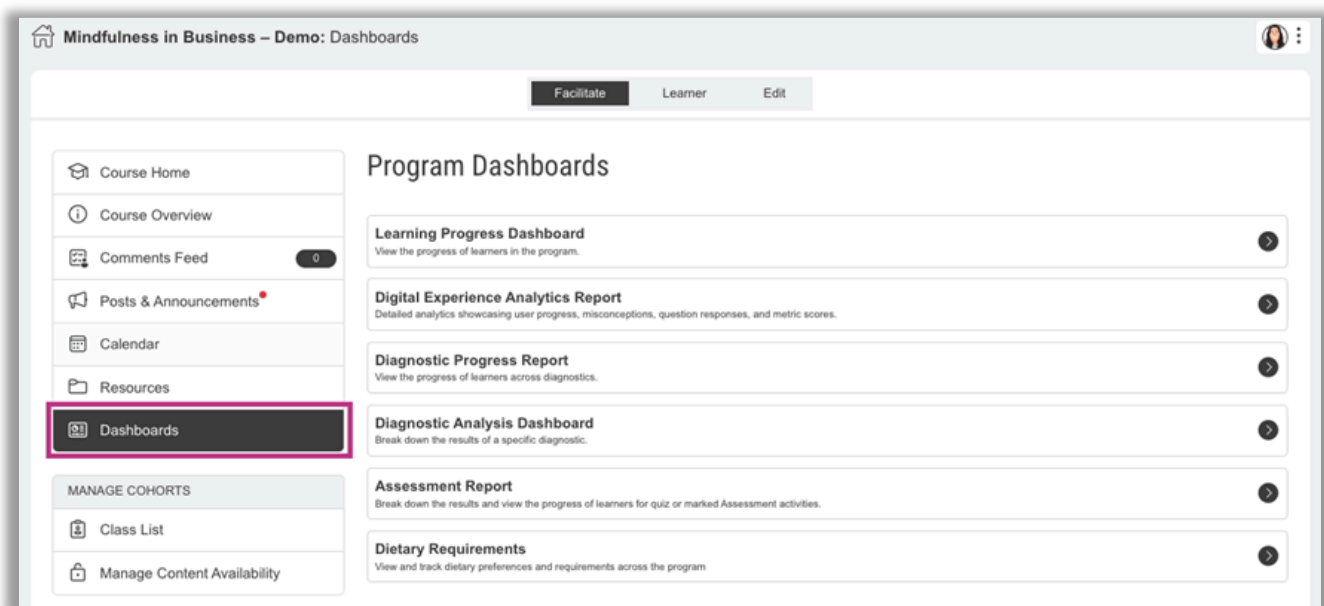


HOW TO

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.



The screenshot displays the 'Mindfulness in Business – Demo: Dashboards' interface. The left-hand navigation menu includes the following items: Course Home, Course Overview, Comments Feed (with a notification badge), Posts & Announcements (with a notification badge), Calendar, Resources, and Dashboards (highlighted with a red box). Below the main menu is a 'MANAGE COHORTS' section with 'Class List' and 'Manage Content Availability'. The main content area, titled 'Program Dashboards', lists several reports: Learning Progress Dashboard, Digital Experience Analytics Report, Diagnostic Progress Report, Diagnostic Analysis Dashboard, Assessment Report, and Dietary Requirements. Each report has a brief description and a right-pointing arrow icon.



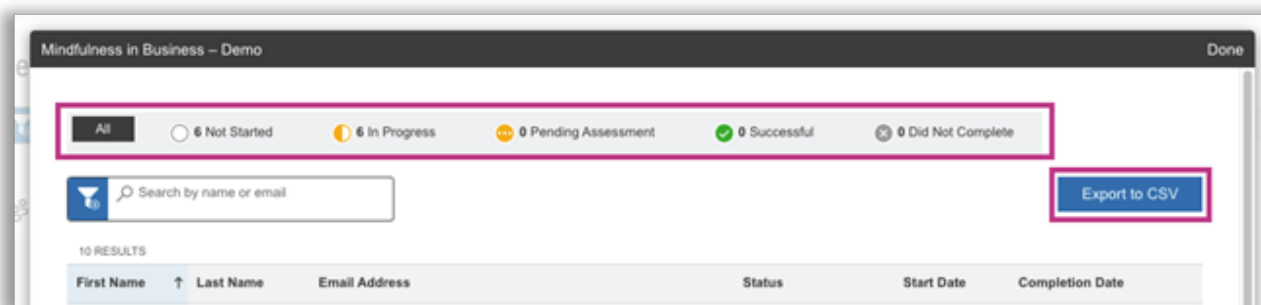
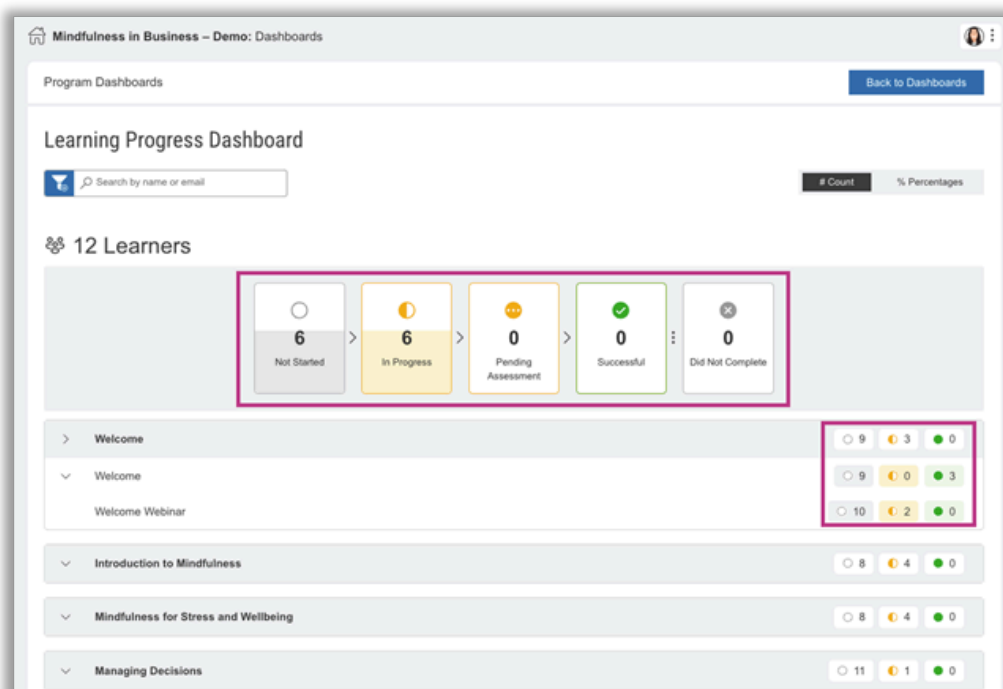
HOW TO

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

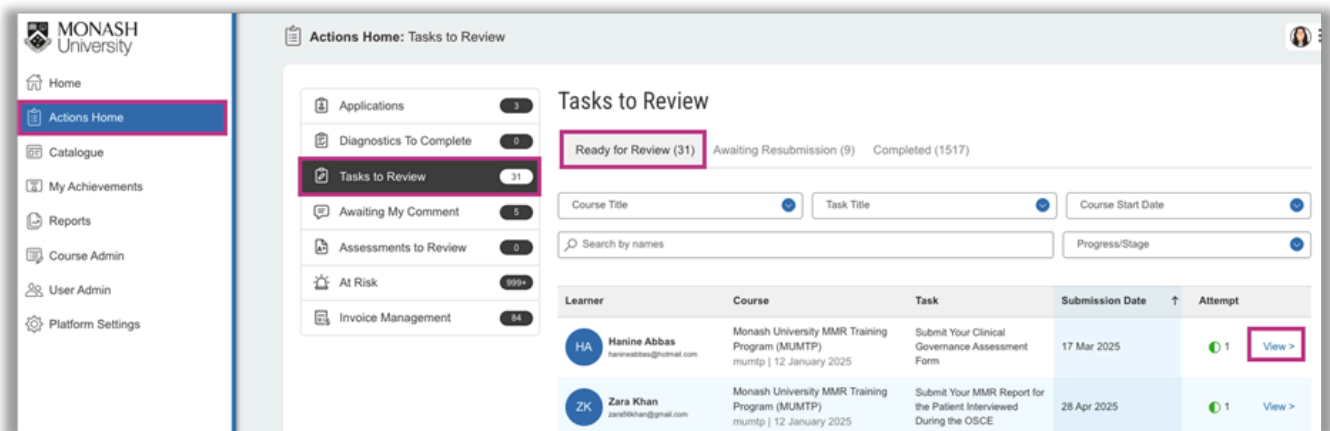
Assess a Task

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.



The screenshot shows the 'Actions Home: Tasks to Review' interface. On the left is a navigation menu with 'Actions Home' selected. The main area displays a 'Tasks to Review' summary with three tabs: 'Ready for Review (31)', 'Awaiting Resubmission (9)', and 'Completed (1517)'. Below the tabs are search filters for Course Title, Task Title, Course Start Date, and Progress/Stage. A table lists tasks for two learners:

Learner	Course	Task	Submission Date	Attempt	Action
HA Hanine Abbas hanineabbas@icmail.com	Monash University MMR Training Program (MUMTP) mumtp 12 January 2025	Submit Your Clinical Governance Assessment Form	17 Mar 2025	1	View >
ZK Zara Khan zarahkhan@gmail.com	Monash University MMR Training Program (MUMTP) mumtp 12 January 2025	Submit Your MMR Report for the Patient Interviewed During the OSCE	28 Apr 2025	1	View >



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.

Select Outcome & Provide Feedback (This is attempt 1 of 3 formally allowed.)

OUTCOMES:






Successful

Not Yet Successful / Unsuccessful

SELECTED OUTCOME:

No Outcome has been selected yet.

PROVIDE FEEDBACK

B I U     

PROVIDE YOUR FEEDBACK

FEEDBACK ATTACHMENTS

Allowed file types: PDF, Word, PowerPoint, Images, Excel, mp4, mov, mp3, m4a | Maximum file size: 250MB



HOW TO

Assess a Task

- 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.

Save Draft & Exit

Submit Feedback

- To view additional tasks to review/assess, click the [Previous Response](#) and [Next Response](#) buttons.

[< All Tasks to Review](#)

Tasks to Review (12)

[< Previous Response](#) | [Next Response >](#)



Design a Transport Itinerary

 TASK DESCRIPTION

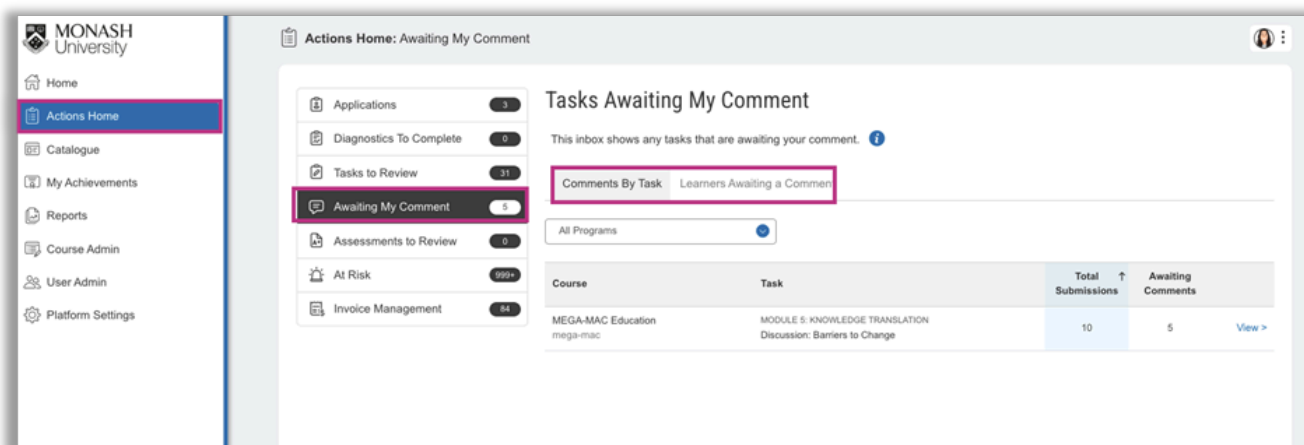


HOW TO

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:

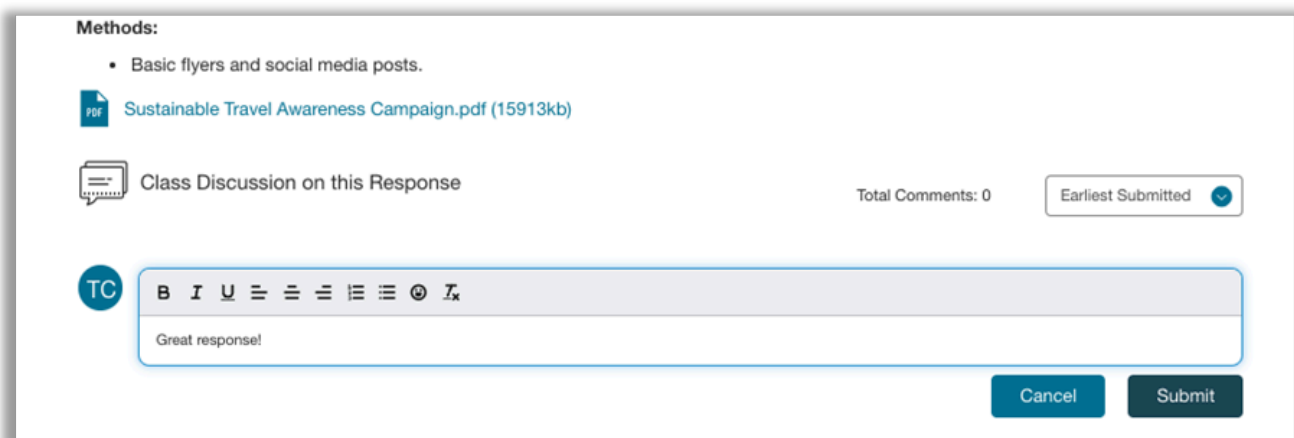
1. Click **Actions Home** in the left-hand menu and select **Awaiting My Comment**. You can choose to select either:
 - a. Comments By Task
 - b. Learning Awaiting a Comment



The screenshot shows the 'Actions Home: Awaiting My Comment' interface. On the left, a navigation menu includes 'Home', 'Actions Home' (highlighted), 'Catalogue', 'My Achievements', 'Reports', 'Course Admin', 'User Admin', and 'Platform Settings'. The main area is titled 'Tasks Awaiting My Comment' and contains a list of tasks with filters for 'Comments By Task' and 'Learners Awaiting a Comment'. A table below shows task details:

Course	Task	Total Submissions	Awaiting Comments
MEGA-MAC Education mega-mac	MODULE 5: KNOWLEDGE TRANSLATION Discussion: Barriers to Change	10	5

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



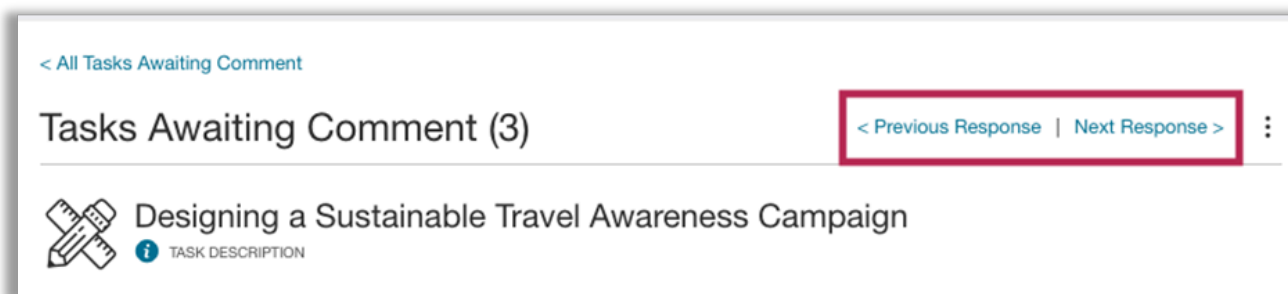
The screenshot displays the 'Methods' section. It includes a list of methods: 'Basic flyers and social media posts.' and a PDF file 'Sustainable Travel Awareness Campaign.pdf (15913kb)'. Below this is a 'Class Discussion on this Response' section with a text input field containing 'Great response!' and 'Cancel' and 'Submit' buttons. The 'Total Comments: 0' and 'Earliest Submitted' dropdown are also visible.



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.



< All Tasks Awaiting Comment

Tasks Awaiting Comment (3) [< Previous Response](#) | [Next Response >](#) ⋮

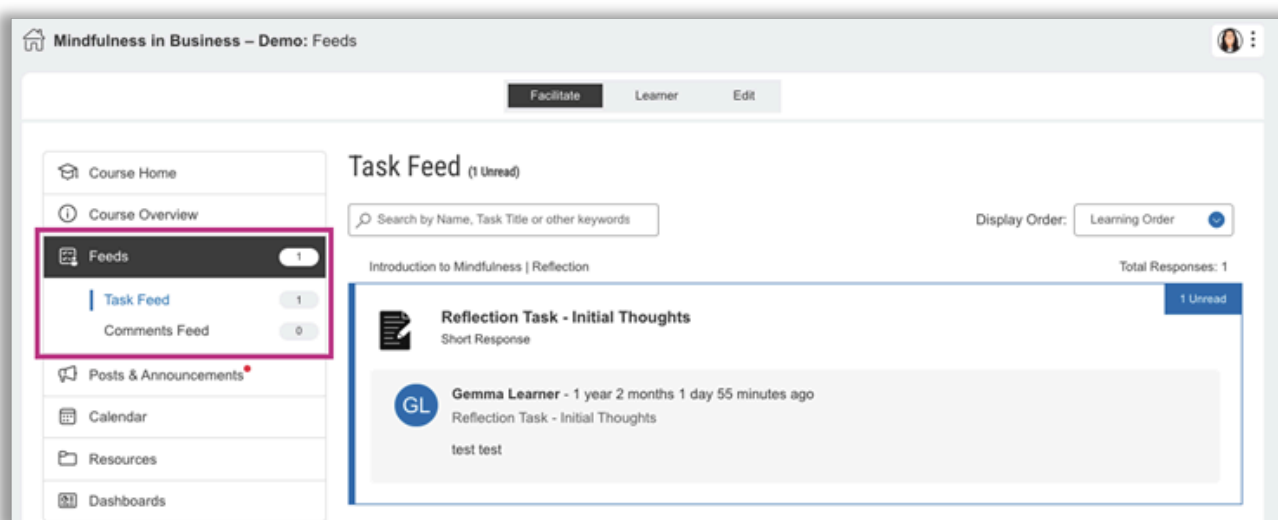
 Designing a Sustainable Travel Awareness Campaign
TASK DESCRIPTION



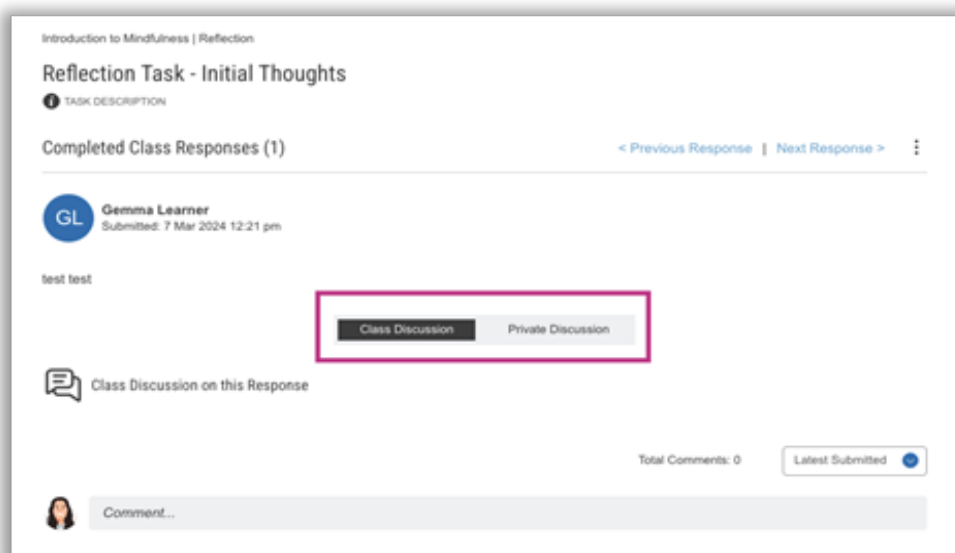
HOW TO

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).



The screenshot shows the 'Mindfulness in Business - Demo: Feeds' interface. On the left, a navigation menu includes 'Course Home', 'Course Overview', 'Feeds', 'Posts & Announcements', 'Calendar', 'Resources', and 'Dashboards'. The 'Feeds' menu item is highlighted with a red box. The main content area is titled 'Task Feed (1 Unread)' and features a search bar, a 'Display Order' dropdown set to 'Learning Order', and a task card for 'Reflection Task - Initial Thoughts' (Short Response) with 1 unread response. The response is from 'Gemma Learner' and contains the text 'test test'.



The screenshot shows the 'Reflection Task - Initial Thoughts' submission page. It displays the task description, the submission from 'Gemma Learner' (Submitted: 7 Mar 2024 12:21 pm) with the text 'test test', and a red box highlighting the 'Class Discussion' and 'Private Discussion' buttons. Below the submission, there is a section for 'Class Discussion on this Response' with a 'Total Comments: 0' and a 'Latest Submitted' dropdown. A comment input field is visible at the bottom.

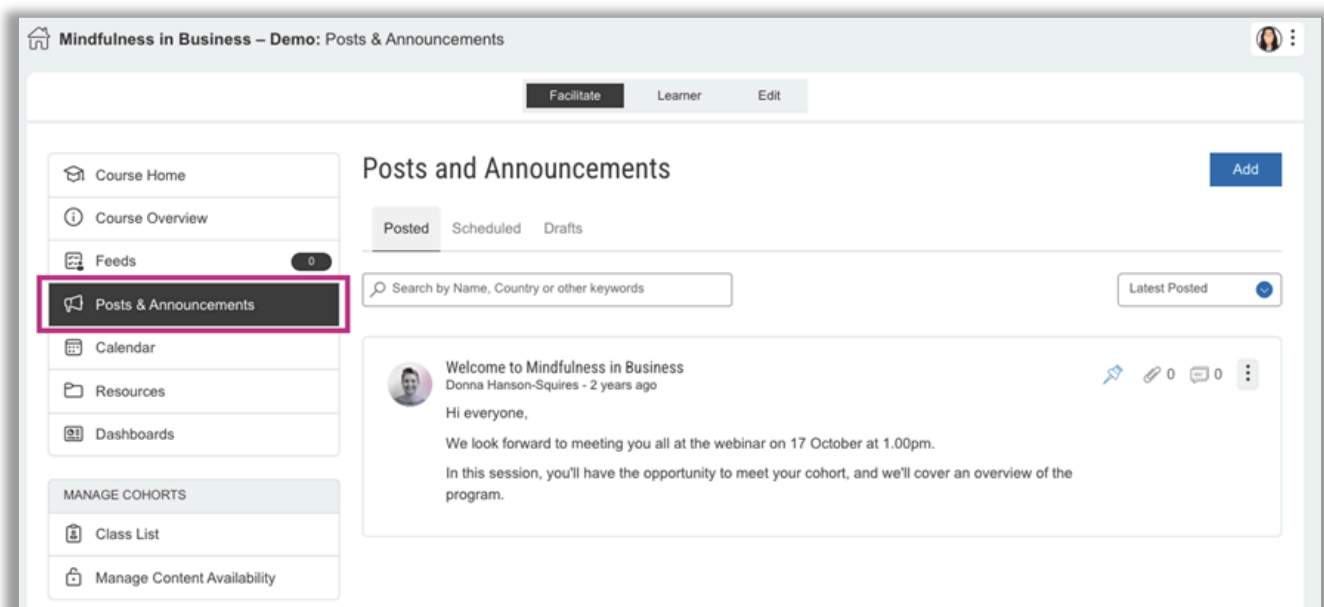


HOW TO

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](#).



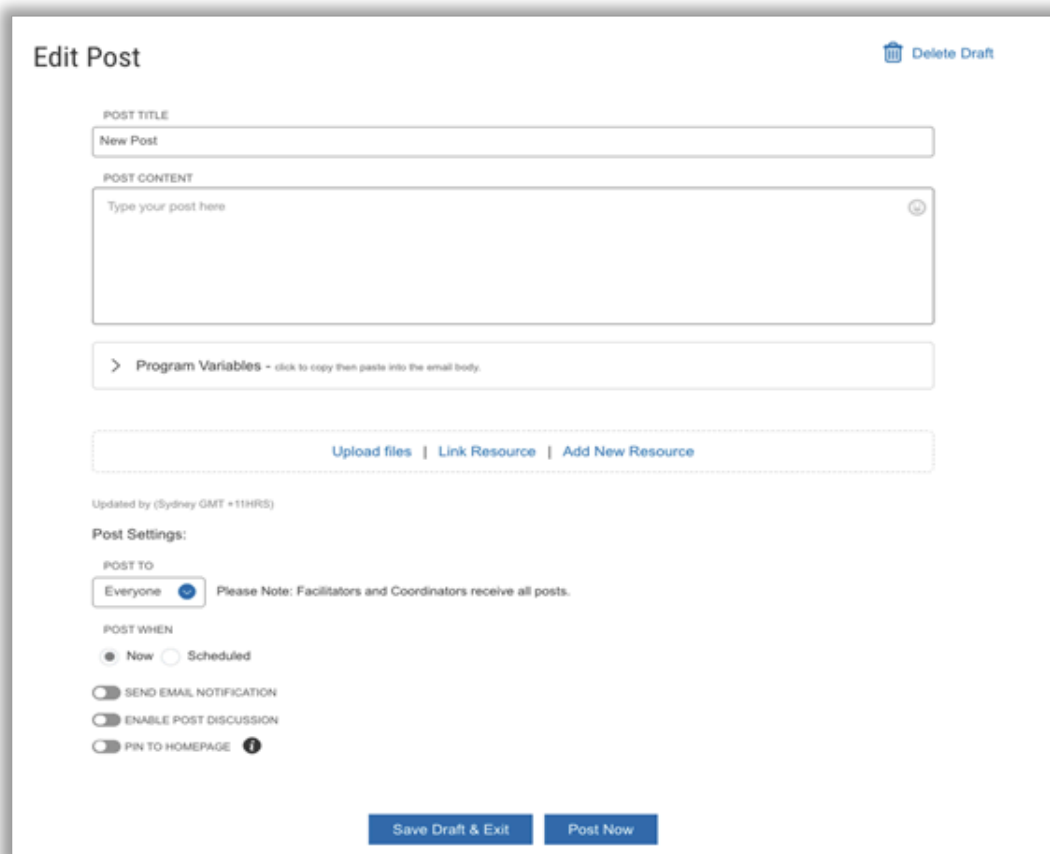
The screenshot displays the 'Mindfulness in Business – Demo: Posts & Announcements' interface. On the left sidebar, the 'Posts & Announcements' menu item is highlighted with a red box. The main content area shows a post titled 'Welcome to Mindfulness in Business' by Donna Hanson-Squires, dated 2 years ago. The post text reads: 'Hi everyone, We look forward to meeting you all at the webinar on 17 October at 1.00pm. In this session, you'll have the opportunity to meet your cohort, and we'll cover an overview of the program.'



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.



Edit Post Delete Draft

POST TITLE
New Post

POST CONTENT
Type your post here

> Program Variables - click to copy then paste into the email body.

Upload files | Link Resource | Add New Resource

Updated by (Sydney GMT +11HRS)

Post Settings:

POST TO
Everyone Please Note: Facilitators and Coordinators receive all posts.

POST WHEN
 Now Scheduled

SEND EMAIL NOTIFICATION

ENABLE POST DISCUSSION

PIN TO HOMEPAGE ?

Save Draft & Exit | Post Now



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](#).

Save Draft & Exit

Save & Post

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.

