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P&IQ

HR / L&D Supervisor Guide

For more details on the features found on the platform, see www.mycoracle.com
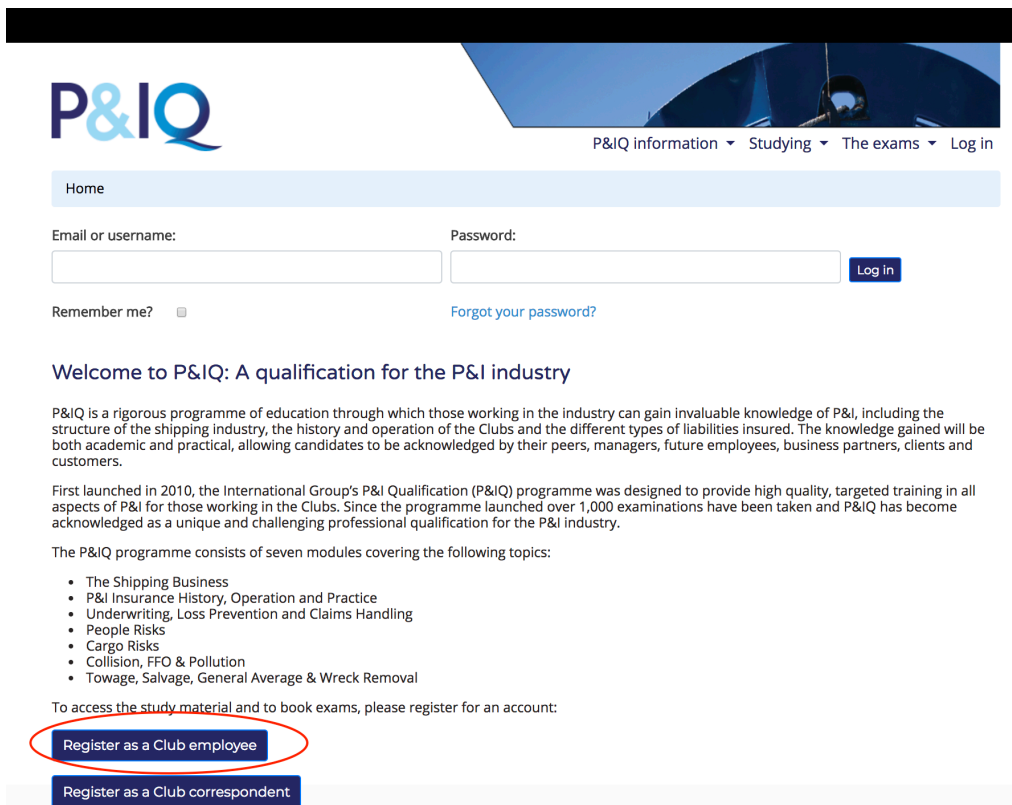
The website : pandiq.com

The website, pandiq.com is hosted, maintained and managed by Coracle Online Ltd, using Coracle's Osprey-VLE platform. Osprey-VLE is an e-learning platform, also known as a Learning Management System or LMS. The platform offers a social media style timeline which allows learners to record their progress through the structured content and to engage with supervisors.

As learners study the modules, their Learning Line will build up a stream of "statements", each being of the form "I Did This". Statements provide quick links back to the specific content. Users can add more details to a statement by adding a comment. (Comments are only visible to the learner)

Registering an account

All users are required to have an account. There is a simple registration form on pandiq.com

Club employees should register with an email from their club's email domain as this enables their account to be automatically approved.
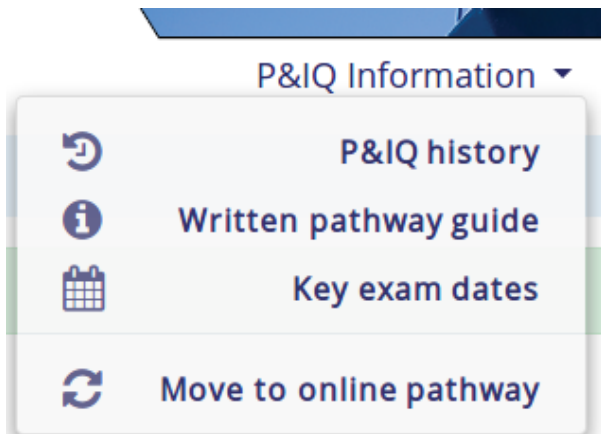
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Supervisor (admin) accounts

At the top right of your screen you will see 4 drop-down menu tabs:

P&IQ Information ▼   Study ▼   Exams ▼   Admin ▼
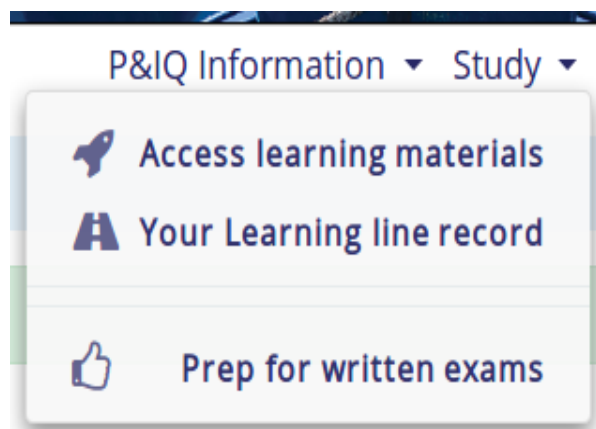
P&IQ Information

P&IQ history: Background to P&I and what you'll find in the programme

Written pathway guide: Details on the modules, the qualifications and the syllabus

Key exam dates: Dates of upcoming exams and when the online pathway for all modules will be released

Move to online pathway: Details about the online pathway and how to switch pathways
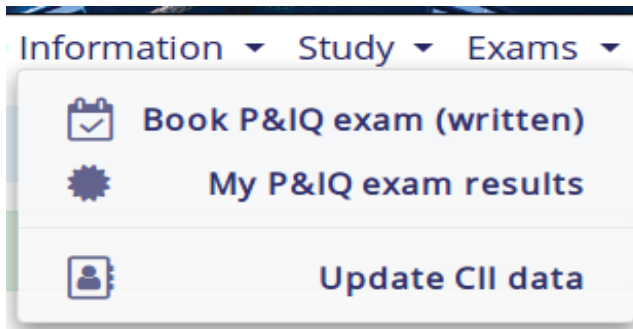
Study

Access learning materials: Takes you to the Activities page where you can start your Module

Your Learning line record: A record of your learning statements

Preparation for written exams: Tips for studying and exam techniques for candidates
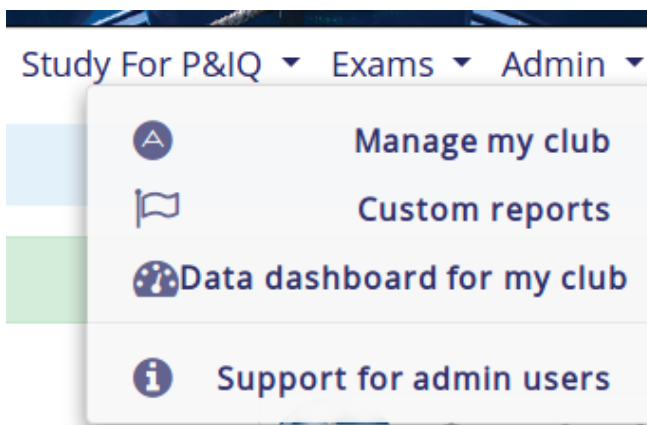

Exams

Booking P&IQ exam (written): From this page candidates can book exams

P&IQ exam results: Where your results will be posted. Information contained in this document is provided on a strictly private and confidential basis

Update CII data

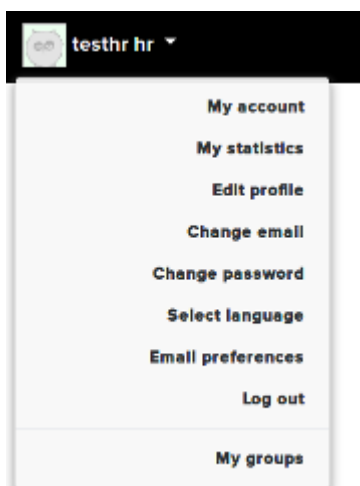## Admin

Manage my club: Navigate to your group (club) page from here

Custom reports: If you have requested custom reports from Coracle you can view and download them from here

Data dashboard for my club: View statistical information regarding your clubs' candidates performances

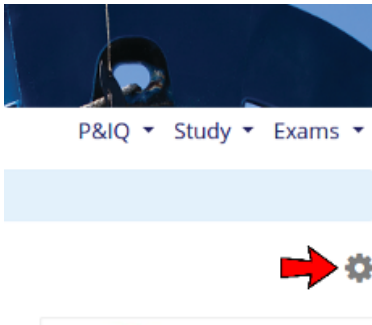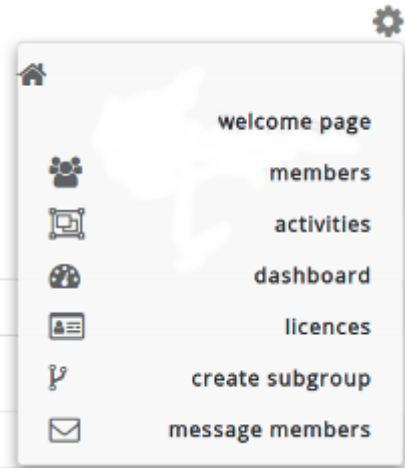**Support for admin users:** user guides and support videos

Groups

Top left menu: Account profile information and link to **My Groups**

The group page offers a wealth of information about your group and its members.

Each Club has a main candidate group and an Alumni subgroup (for those that have completed P&IQ)

Clicking the "Cog" icon (highlighted on left with a red arrow) reveals a dropdown menu as shown on the right.

Members: This link takes you to a page with all the group members being shown. You can search by name and by filtering on specific details. Click the check box next to a name and the dropdown menu allows you to remove members from the group as well as granting or removing admin privileges

Activities: This page will show you which activities/modules are available to members of the group

Dashboard: The dashboard is an overview page giving statistical information

Licenses: If you need to create an account for a user or grant them specific access, this license page allows you to do so. The number of available licenses will be displayed.

Create subgroup: Within your group you are able to create new subgroups (eg, you may wish to group your candidates by office location)

Message members: A facility to message all members of the group

Activity Dashboard

The dashboard is an overview page giving statistical information, including details of the number of active users, the average number of statements per user, the average number of minutes per page visit per user and results of online tests that have been passed within the activity. Clicking the links labelled Charts and Users provide more detailed page views.