



HR / L&D Supervisor Guide

For more details on the features found on the platform, see www.mycoracle.com

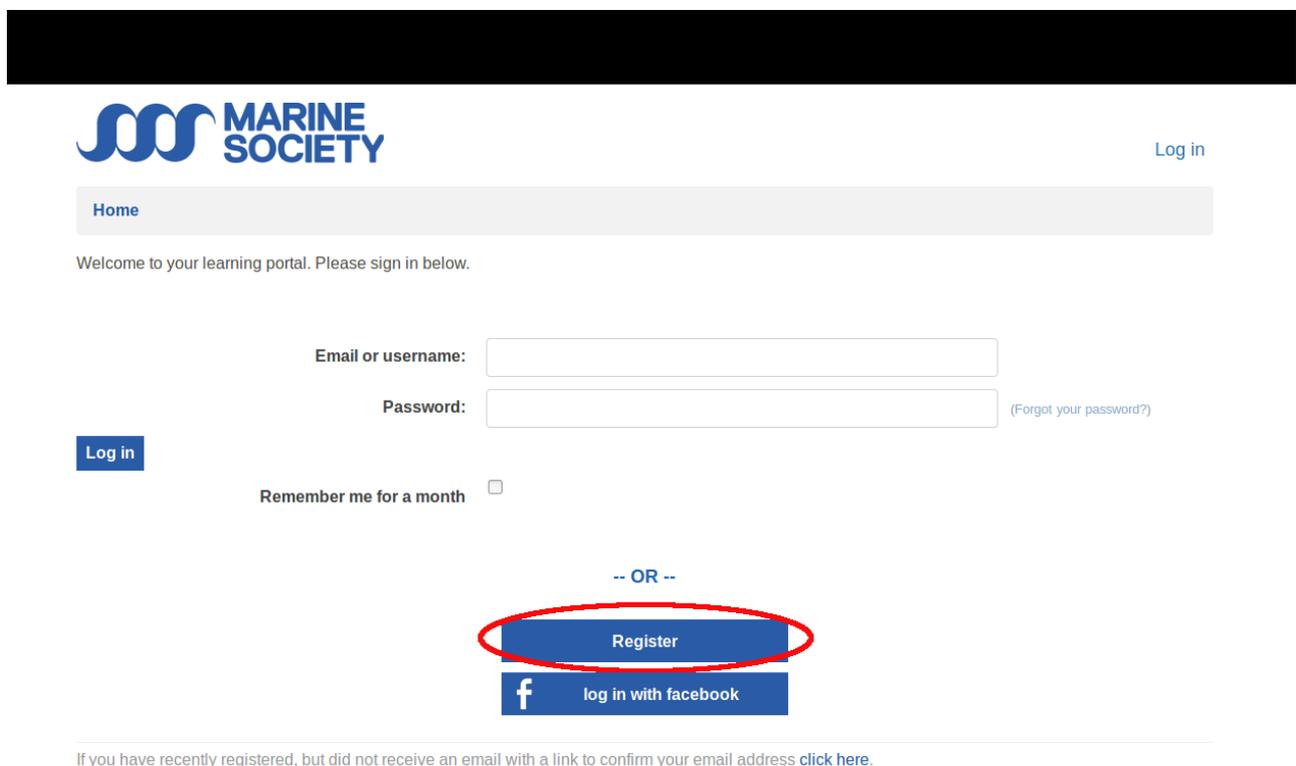
The website : marsoc.mycoracle.com

The website, marsoc.mycoracle.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 marsoc.mycoracle.com. Users may also login using their facebook credentials.



MARINE SOCIETY Log in

Home

Welcome to your learning portal. Please sign in below.

Email or username:

Password: (Forgot your password?)

Log in

Remember me for a month

-- OR --

Register

 log in with facebook

If you have recently registered, but did not receive an email with a link to confirm your email address [click here](#).

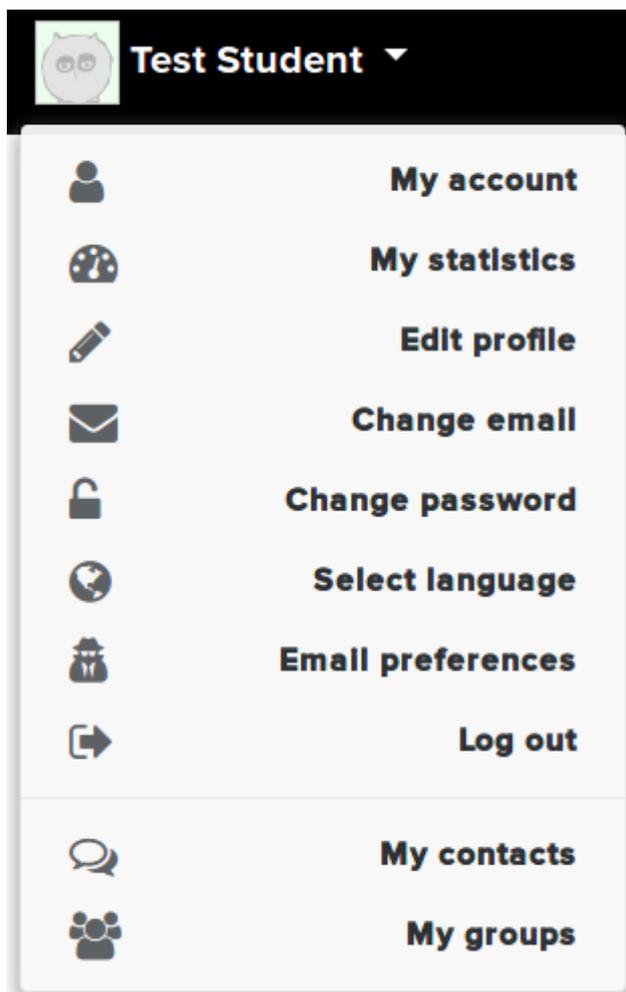
Forgotten passwords

If someone has forgotten their password, click the “Forgot your password?” link next to the password box. This takes the user to a page which gives instructions for generating a new password.

Email or username:

Password: [\(Forgot your password?\)](#)

Getting started



Manage your profile and preferences from the menu found at the top left hand of your screen.

My account: Overview of your account and achievements

My statistics: Overview of your statistics

Edit profile: Edit your account details

Change email & password

Select language: Enables you to change the language used on the platform (nb, this does not change the language of the module content, which is always in English)

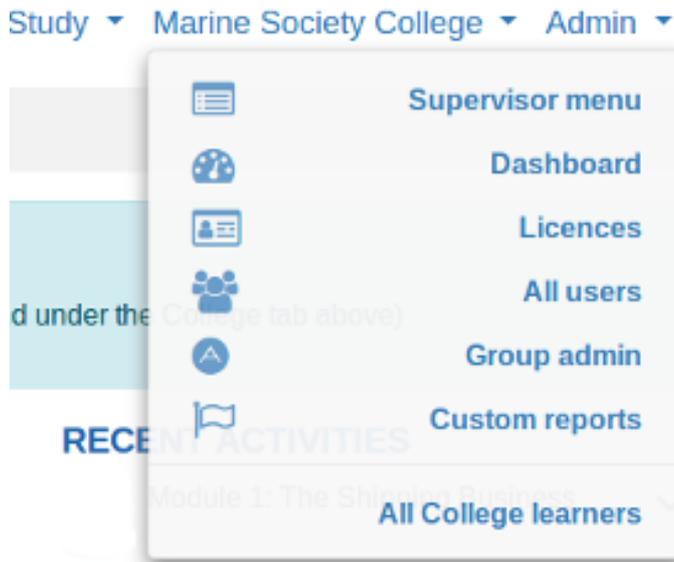
Email preferences: Manage the system emails that you are subscribed to.

Log out

My contacts: Find information and the means of contacting the people who are available to help you

My Groups: You will only see this item if you are in a group.

Admin menu



Supervisor menu: This will take you back to your supervisor menu

Dashboard: view statistics about usage as well as reports for individual users

Licences

All users: View, search and manage all users on the site

Group administrator: View groups that you manage

Custom reports: access any custom reports that are available to you

All College learners: List of all Marine Society College learners and links to their profiles

Contacting supervisors

You can contact supervisors (found via My Contacts) using the message line feature. By using this feature, neither your email or the supervisors email are made public.

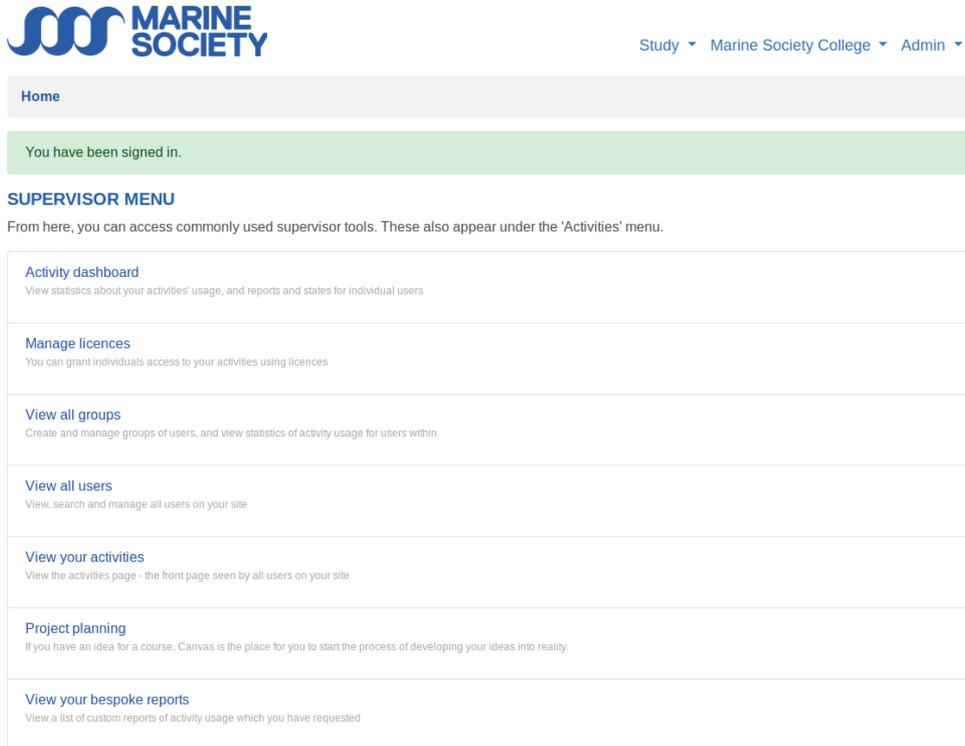
Next to your supervisors name there will be an envelope icon. Click this and you will be taken to a page with a text box within which you can type in your message, then click “send message”

These people are in charge of your overall learning. Please contact them if you have any queries.



Supervisor (admin) accounts

When you log in you will be met with the supervisor menu page. From here you can navigate through all of the important information available to an admin / supervisor user.



The screenshot shows the Marine Society website interface for a supervisor user. At the top left is the Marine Society logo. At the top right are navigation links: Study, Marine Society College, and Admin. Below the navigation is a 'Home' button. A green notification bar states 'You have been signed in.' Below this is the 'SUPERVISOR MENU' section, which includes a sub-header 'From here, you can access commonly used supervisor tools. These also appear under the 'Activities' menu.' The menu items are:

- Activity dashboard**: View statistics about your activities' usage, and reports and states for individual users
- Manage licences**: You can grant individuals access to your activities using licences
- View all groups**: Create and manage groups of users, and view statistics of activity usage for users within
- View all users**: View, search and manage all users on your site
- View your activities**: View the activities page - the front page seen by all users on your site
- Project planning**: If you have an idea for a course, Canvas is the place for you to start the process of developing your ideas into reality.
- View your bespoke reports**: View a list of custom reports of activity usage which you have requested

Activity Dashboard: This is where you can view statistics about usage as well as reports for individual users

Manage licenses: Grant access to individuals using licenses

View all groups: Create and manage groups of users, and view statistics of activity usage for those users

View all users: View, search and manage all users on the site

View your activities: the page to launch activities from

Project planning: If you have an idea for a course this page will help you to start the process of developing your ideas into reality

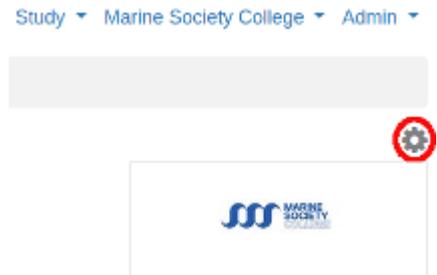
View your bespoke reports: Access any custom reports that are available to you

Redeeming licenses

Locate the **“My Groups”** page

Select the group you wish to redeem a license for

On the groups page you will see a cog that is located above the groups logo, below the menu tabs. (see image on right)



Click on the cog to reveal dropdown menu, select the menu item **“Licenses”**

On the licenses page click on the cog once more and within the dropdown menu select the menu item **redeem license**.

You will find a form on which you enter the details of the user (NB, don't forget to select the license you wish to redeem - there may be several options depending on the licenses available)

CREATE LICENCE FOR 'MARINE SOCIETY COLLEGE'

This form allows you to create individual licences for your users, taken from your allocation.

Select one for more from the list below

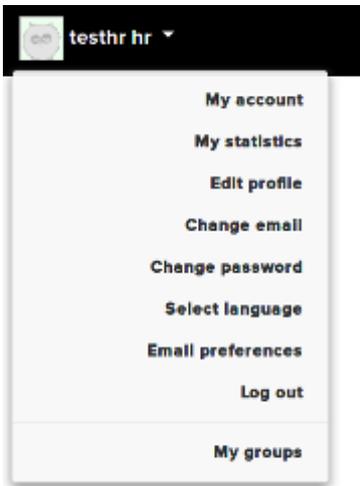
Consumer email

Consumer first name

Consumer last name

Redeem this licence? Create the user with these credentials if they do not exist and give them the permissions. The user will get email notification and all necessary access.

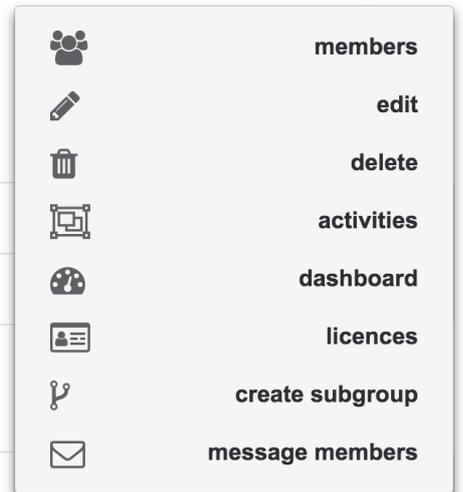
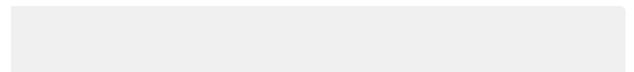
Groups



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.

Study ▾ Marine Society College ▾ Admin ▾



Clicking the “Cog” icon (as shown on right), when on a Group Homepage reveals a dropdown menu:

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

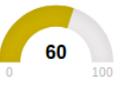
Activity Dashboard

The dashboard is an overview page giving statistical information.

The overview includes 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.

ACTIVITY DASHBOARD

Month: Year: [filter](#)

ACTIVITY	ACTIVE USERS	AVG. STATEMENTS /USER	AVG. PAGE VISIT (MINS)	TESTS PASSED (%)
 Skills Radar 2 pages. 2 progress statements charts • users • statements • rating	 488 / 4864	 1.6 / 2	 29.2 / 30	 0 / 100
 Maths @ Sea 99 pages. 194 progress statements charts • users • statements • rating	 1889 / 5920	 77.4 / 194	 5.1 / 30	 91.8 / 100
 Maths @ Sea PLUS 76 pages. 150 progress statements charts • users • statements • rating	 177 / 3972	 36.1 / 150	 8.7 / 30	 60 / 100

Clicking the links labelled Charts and Users provide more detailed page views.