

P&IQ

HR / L&D Supervisor Guide

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

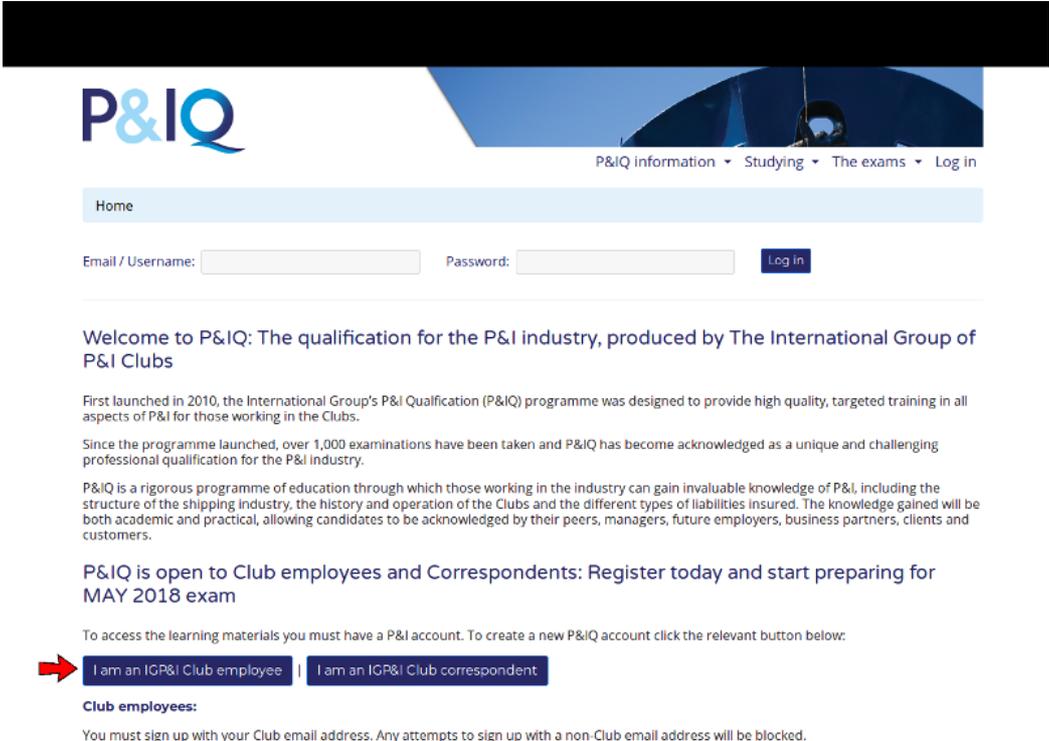
The website : pandiq.com

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



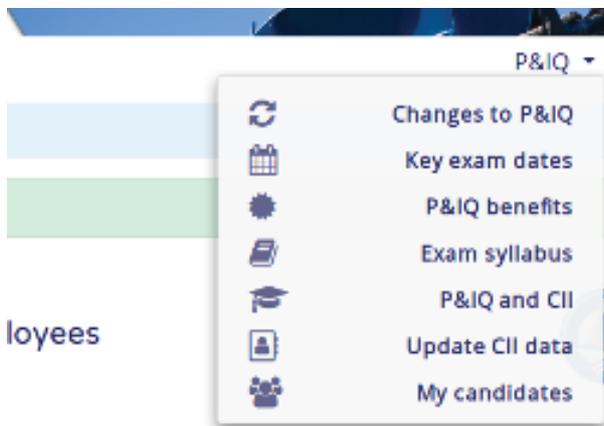
The screenshot shows the P&IQ website interface. At the top left is the P&IQ logo. To the right are navigation links: "P&IQ information", "Studying", "The exams", and "Log In". Below the navigation is a "Home" button. A login form contains fields for "Email / Username:" and "Password:", with a "Log In" button. The main content area features a welcome message: "Welcome to P&IQ: The qualification for the P&I industry, produced by The International Group of P&I Clubs". It includes introductory text about the program's history and purpose, followed by a section titled "P&IQ is open to Club employees and Correspondents: Register today and start preparing for MAY 2018 exam". Below this, a red arrow points to two registration buttons: "I am an IGP&I Club employee" and "I am an IGP&I Club correspondent". A note below the buttons states: "Club employees: You must sign up with your Club email address. Any attempts to sign up with a non-Club email address will be blocked."

Club employees should register with an email from their club's email domain as this enables the account to be automatically approved.

Supervisor (admin) accounts



At the top right of your screen you will see 3 tabs “P&IQ – Study - Exam”.



Changes to P&IQ: Details of changes to P&IQ online and written examinations

Key exam dates

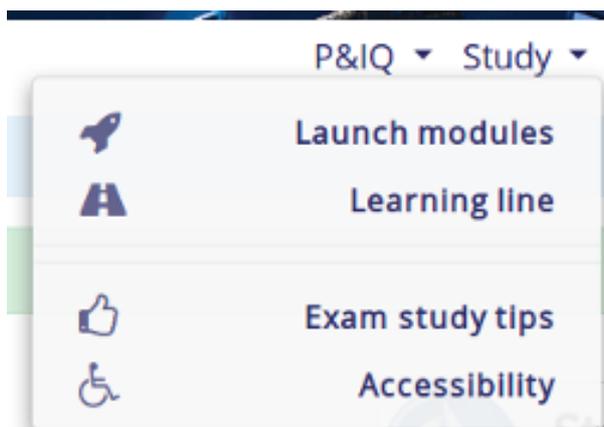
P&IQ benefits

Exam Syllabus

P&IQ and CII: Information about the programme and CII accreditation

Update CII data: A form where CII data may be updated

My candidates: A searchable list of all candidates from your Club

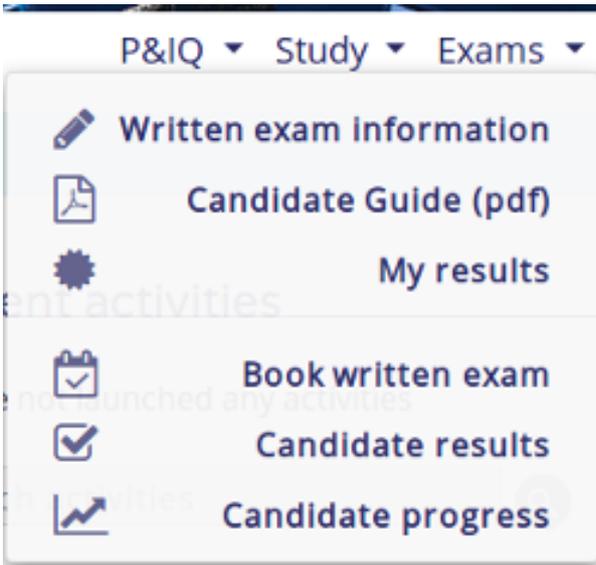


Launch modules: Takes you to the Activities page

Learning line: A record of learning statements

Exam study tips: Tips provided to candidates for study and exam technique

Accessibility: Details of disabled access and how to request for certain provisions.



Written exam Information: Details about what to expect with the written exams, details of pass marks and remarking procedure.

Candidate guide: PDF guide for candidates on how to use the platform

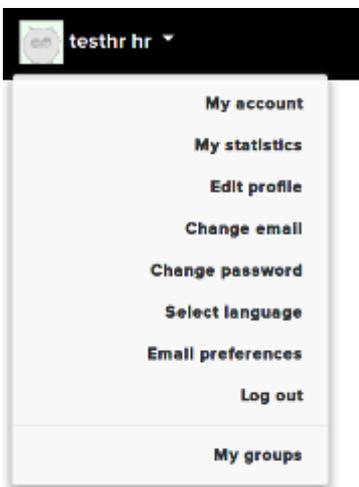
My results

Book written exam: As an HR user you are able to book and cancel exams on behalf of your candidates.

Candidate results: Exam results from your Club candidates

Candidate progress: Overview of how all your candidates are progressing through P&IQ

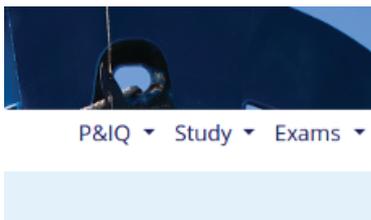
Groups



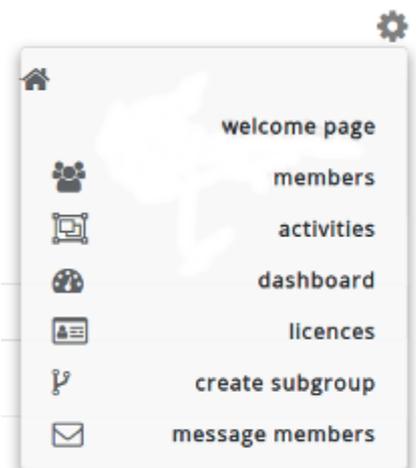
Top left menu: Account profile information and link to **My Groups**

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.



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

