

Stonewall

ABOUT THIS RESOURCE

This resource is produced by Stonewall, a UK-based charity that stands for the freedom, equity and potential of all lesbian, gay, bi, trans, queer, questioning and ace (LGBTQ+) people.

At Stonewall, we imagine a world where LGBTQ+ people everywhere can live our lives to the full.

Founded in London in 1989, we now work in each nation of the UK and have established partnerships across the globe. Over the last three decades, we have created transformative change in the lives of LGBTQ+ people in the UK, helping win equal rights around marriage, having children and inclusive education.

Our campaigns drive positive change for our communities, and our sustained change and empowerment programmes ensure that LGBTQ+ people can thrive throughout our lives. We make sure that the world hears and learns from our communities, and our work is grounded in evidence and expertise.

To find out more about our work, visit us at www.stonewall.org.uk

Registered Charity No 1101255 (England and Wales) and SC039681 (Scotland)

Stonewall is proud to provide information, support and guidance on LGBTQ+ inclusion; working towards a world where we're all free to be. This does not constitute legal advice, and is not intended to be a substitute for legal counsel on any subject matter.

How do I access my member only places on Stonewall Learning? Video transcript

(Screen has a burgundy background. Down the left hand side is the Stonewall logo. Across the top it says Stonewall Learning. As the speaker is talking the words '1. Using the online shop. 2. Accessing your member only places. 3. Navigating to the Stonewall Learning platform' appear on the screen).

Speaker: Whether you're a Stonewall School and College Champions member or whether you're a Stonewall CYPs Champion member this video will let you know how you can use your discount codes to access Stonewall Learning and your places on e-learning. We're going to tell you how to use the online shop, how to access your member-only places using your discount code, and how to navigate to the Stonewall Learning platform. So let's get started.

(Screen changes to show stonewall.org.uk/e-learning. The top of the page is the same as all of the pages on the Stonewall website. There is a black bar that has links to 'Stonewall', 'Scotland', 'Cymru', 'Contact us', 'News', 'Jobs' 'Shop', icons for Facebook, Instagram, Twitter and YouTube, a yellow 'Donate' button and a teal 'Log in' button.)

Speaker: You can get to our online shop from anywhere on Stonewall's website. Just go towards the top of the page and click on where it says shop, next to the social media icons.

(A cursor moves to the 'Shop' link and clicks on it. The screen changes to show the Stonewall online shop. At the top is the Stonewall logo and a series of headings, including one that says 'Stonewall Learning'. Underneath is an image of a pair of shoes with rainbow laces and the text 'Rainbow Laces'.)

Speaker: And you'll see that takes us to the online shop.

(A cursor hovers over the 'Stonewall Learning' heading and a dropdown menu appears with a choice of 'England', 'Scotland' and 'Wales'.)

Speaker: If you hover over the heading that says Stonewall Learning you can choose whether you're in England, Scotland or Wales. I'm going to choose England and click on it and it's going to take me to the available modules for me.

(The page changes to one with the title Stonewall Learning – England. On the screen are 6 images with the names of different modules underneath. Each image says either ‘Schools & Colleges England’ or ‘CYPS England’.)

Speaker: I've got six places included in my membership and I think I'm going to go for a bit of a mixture of courses. So I think I want two places on Tackling Anti-LGBTQ+ Language and Bullying.

(A cursor hovers over the picture for ‘Tackling Anti-LGBTQ+ Language and Bullying for Schools and Colleges in England’ and clicks on it. The screen changes to one with the title Tackling Anti-LGBTQ+ Language and Bullying for Schools & Colleges in England. There is a box under the title with the number 1 in it and arrows that allow you to change the number. The cursor hovers over the box and the number changes to 2. Underneath the box is a button which says ‘add to cart’. The cursor clicks the button.)

Speaker: So I'm going to select the quantity of two and click add to my cart.

(The screen changes to one with a heading of ‘Your cart’. There is a small image that says ‘Schools & Colleges England’ and text which says ‘Tackling Anti-LGBTQ+ Language and Bullying for schools and colleges in England’. In a column with the heading ‘quantity’ is the number 2. In a column with the heading ‘price’ it says £84.00. Next to this is a hyperlink which says ‘remove’. On the next line is bold writing which says £84.00. Beneath that is a blue button which says ‘Update’ and a blue button which says ‘Checkout’. Beneath those buttons are two more buttons. One says ‘shop pay’ and the other says ‘PayPal’.)

Speaker: I could leave it there but actually I'm going to order a few places at once. So I'm going to go back into Stonewall Learning - England.

(A cursor hovers over the ‘Stonewall Learning’ heading and a dropdown menu appears with a choice of ‘England’, ‘Scotland’ and ‘Wales’. The page changes to one with the title Stonewall Learning – England. On the screen are 6 images with the names of different modules underneath. Each image says either ‘Schools & Colleges England’ or ‘CYPS England’.)

Speaker: And I'm going to order three places on Improving LGBTQ+ Young People's Mental Health and Wellbeing.

(A cursor hovers over the picture for 'Improving LGBTQ+ Young People's Mental Health and Wellbeing for Schools and Colleges in England' and clicks on it. The screen changes to one with the title Improving LGBTQ+ Young People's Mental Health and Wellbeing for Schools & Colleges in England. There is a box under the title with the number 1 in it and arrows that allow you to change the number. The cursor hovers over the box and the number changes to 3. Underneath the box is a button which says 'add to cart'. The cursor clicks the button.)

Speaker: So I think of my six places, I'm going to order three and again I'm going to add it to my cart.

(The screen changes to one with a heading of 'Your cart'. There is a small image that says 'Schools & Colleges England' and text which says 'Improving LGBTQ+ Young People's Mental Health and Wellbeing for Schools and Colleges in England'. In a column with the heading 'quantity' is the number 3. In a column with the heading 'price' it says £126.00. Next to this is a hyperlink which says 'remove'. On the next line there is a small image that says 'Schools & Colleges England' and text which says 'Tackling Anti-LGBTQ+ Language and Bullying for schools and colleges in England'. In the next column is the number 2. In the final column it says £84.00. Next to this is a hyperlink which says 'remove'. On the next line is bold writing which says £210.00. Beneath that is a blue button which says 'Update' and a blue button which says 'Checkout'. Beneath those buttons are two more buttons. One says 'shop pay' and the other says 'PayPal'.)

Speaker: I have got one place remaining out of my six places included in my membership. I'm gonna leave it for now. So I'm gonna go straight to the checkout just by clicking check out.

(The screen changes to one that is split into two columns. In the lefthand column is the Stonewall logo, then a heading which says 'Contact information'. Next to the heading it says 'Already a member?' then a hyperlink which says 'log in'. Beneath this is a box with the word 'e-mail' in it. Beneath that is a tick box and a paragraph which asks whether you would like to receive newsletters and other types of e-mail. Beneath that is a heading which says 'Billing address'. There is a dropdown menu of countries, and boxes for first name, last name, company (optional), address, apartment/suite (optional), city, postcode, phone (optional). There is a blue button which says 'continue to payment' and a hyperlink which says 'return to cart'.

In the righthand column There is a small image that says 'Schools & Colleges England' and text which says 'Improving LGBTQ+ Young People's Mental Health and Wellbeing for Schools and Colleges in England'. Next to it, it says £126.00. Next to this is a hyperlink which says 'remove'. On the next line there is a small image that says 'Schools & Colleges England' and text which says 'Tackling Anti-LGBTQ+ Language and Bullying for schools and colleges in England'. Next to it, it says £84.00. Beneath this is a box which says 'gift card or discount code' and a button which says 'apply'. On the next line is bold writing which says Total GBP £210.00. Small writing says 'Including £35 in taxes.')

Speaker: If I already had an account with the Stonewall shop, which is different to my stonewall.org.uk account for accessing the member only resources, but if I already had an account I would log in here. I don't so I'm going to put in my details.

(The boxes have been filled in with the details of the person ordering the e-learning modules).

Speaker: I've entered my details and now it's time to put in my member-only discount code. There's a box for that just on the right hand side of the screen. It says gift card or discount code, so I'm going to type it in there and click apply.

(The right hand side of the screen changes slightly so that all of the prices have changed to £0.00 or 'free'. Three black boxes cover the places on the screen where the discount code is normally displayed.)

Speaker: You can see I've got nothing left to pay so now I can click continue to payment.

(A cursor hovers over and clicks on the 'continue to payment' button. The right hand side of the screen stays the same, but the left hand side changes. A table has a row entitled 'contact' with the e-mail address that had been input on the previous screen. Next to it is a hyperlink which says 'change'. The next row of the table is entitled 'billing' and has the address that had been input on the previous screen. Next to it is a hyperlink which says 'change'. Beneath this is a heading which says 'payment'. Writing says 'all transactions are secure and encrypted'. There is an image of a price tag with a tick on it. Under the picture it says 'Your order is free. No payment is required'. A subheading says 'remember me' and there is a tick box which says 'save my information for a faster checkout'. A blue button says 'review order'. Next to it is a hyperlink which says 'return to information'.)

Speaker: I'm going to click review order.

(The right hand side of the screen stays the same, but the left hand side changes. A table has a row entitled 'contact' with the e-mail address that had been input on the previous screen. Next to it is a hyperlink which says 'change'. The next row of the table is entitled 'subtotal' and says £0.00. The final row says 'total' and says '£0.00. There is a blue button which says 'complete order' and a hyperlink which says 'return to payment'.)

Speaker: And then I'm going to click complete order. It will attempt to redirect me to the Stonewall Learning platform. This may well depend on your local network settings but don't worry if it doesn't redirect you. You'll also receive an email.

(The screen goes blank for a moment and a circle spins in the centre. The screen changes to one that is split into two columns. In the lefthand column is the Stonewall logo, then an image of a tick. The text says 'confirmation' and gives a confirmation number and it says 'Thank you David!'. There is a blue button which says 'Stonewall website'. Beneath this it says 'Your order is confirmed. You'll receive a confirmation e-mail with your order number shortly'. A table with the heading 'Customer information' shows the e-mail address and billing address that had been input earlier in the process. A blue button says 'continue shopping; and next to it a hyperlink says 'Need help? Contact us.'

In the righthand column There is a small image that says 'Schools & Colleges England' and text which says 'Improving LGBTQ+ Young People's Mental Health and Wellbeing for Schools and Colleges in England'. Next to it, it says £126.00 with a line through it. Underneath is a black box covering where the discount code would be displayed and the figure £84.00. On the next line there is a small image that says 'Schools & Colleges England' and text which says 'Tackling Anti-LGBTQ+ Language and Bullying for schools and colleges in England'. Next to it, it says £84.00. Underneath is a black box covering where the discount code would be displayed and the figure £84.00. The next line says 'Subtotal: £126'. On the next line is bold writing which says Total GBP £0.00. Small writing says 'Including £0.00 in taxes.

A new section appears on the left hand side of the page without anything being clicked on. The heading says 'Next step' and text underneath says 'You will be redirected to the LMS where you sign up for an account to access your purchase. If you already have an account, you can log in. A progress bar says redirecting and slowly fills with grey. Next to it is a button which says 'cancel'.)

(Screen changes to show an e-mail from Stonewall Learning. At the top is the Stonewall logo. The e-mail details the modules purchased and number of places on each. There are instructions on how to get started, including a hyperlink which says 'Go to Stonewall Learning'.)

Speaker: So I've received the email welcoming me to Stonewall Learning. It's got details of the different modules I've purchased and the number of places on each and it's got the instructions of what to do next.

(A cursor hovers over the 'Go to Stonewall Learning hyperlink and clicks on it. The screen changes to show the Stonewall Learning sign-up page. The Stonewall logo is shown at the top of the page and the title says 'Complete your information'. A grey box includes details of the modules purchased. A heading says 'E-mail address and password' and there are boxes for an e-mail, password and to confirm the password. The next heading says 'name' and there are boxes for first name and last name. The final heading says 'Additional information' and has boxes for organization name and URN/SEED/DE. At the bottom of the page is a pink button which says 'Get started'. In a grey box to the right of the page it has

step by step instructions. It also says 'Already have an account?' and underneath is a hyperlink which says 'Log in here'.)

Speaker: So I can click on Go to Stonewall Learning. It will take me to the learning platform and allow me to set up an account. So you can see I've been brought to Stonewall Learning and I've been invited to enter my details to set up the account. I'm going to include the email address. I'm going to create a password that has at least eight characters, one number and one special character. I'm going to include my name. This is how I want my name to be written on my account and also on any certificates I might achieve. I'm going to add my organization name and for schools and colleges. If you know your URN, your SEED or your DE, please put that number in where there's a space.

(The boxes are filled in and the cursor clicks on the 'Get started' button.)

Speaker: I've put in my details and I'm ready to click get started.

(Screen changes to show the user admin area of Stonewall Learning. Across the top is the Stonewall logo, the user's name, a 'help' link and a 'log out' link. In a teal bar are additional links which say 'home', 'my training', 'users', and 'reports'. 'Home' is highlighted. The screen has a heading which says 'Home'. Under that is text that says 'As an administrator, you can manage the following modules for your organization.' There is then a list of modules. Each module has hyperlinks underneath which say 'add participants', 'assign seat to me' and 'show details'. Each module has text beside it which shows how many seats there are in total, how many participants there are, and how many seats are available. Under each module it says 'Participants get 90 days use, but all access ends on March 24, 2023'.)

Speaker: So it's taken me to my Stonewall Learning account because I'm the person that accessed the places through the online shop. I can allocate places to my colleagues as well as to myself. We've got a separate video about that so do scroll down on the web page to have a look at how to invite your colleagues and how to get started with your own learning.