

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 allocate Stonewall Learning places to my colleagues? 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. Logging on to Stonewall Learning. 2. Allocating e-learning places. 3. Revoking e-learning places' appear on the screen).

Speaker: In this video we'll be showing you how to log on to Stonewall Learning and how to allocate learning places to your colleagues. First we'll look at how to log on, then we'll look at allocating e-learning places. And finally we'll look at how to revoke e-learning places.

(Screen changes to show learning.stonewall.org.uk/account. The image shows a browser window with a photo of a man and a woman at a laptop. Overlaid on the image is a log in box with the Stonewall logo, a box for the user to enter their e-mail address and a box for the user to enter their password. This information has already been added. Underneath this, there's a link which says 'forgot your password' and a pink button which says 'Log in'.)

Speaker: The first thing we need to do is log into Stonewall Learning so go to learning.stonewall.org.uk/account. Put in the email address that you registered with and the password that you chose and then click login.

(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. The first module has 3 seats and 3 available. The second module has 2 seats and 2 available. Under each module it says 'Participants get 90 days use, but all access ends on March 24, 2023'.)

Speaker: And you can see it's taken me to my home page. I'm the admin for my organization because I completed the transaction to purchase or access the modules. So I can see here that I've purchased two modules. I've got three seats available on one, two seats available on the other. So I can do a few things. I can assign the seat to myself.

(A mouse cursor hovers over and then clicks on the 'Assign seat to me' link underneath the module title of 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff'. After clicking, a pop up box appears. In the box it says 'Assign seat to me. Are you sure you want to assign 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff' to yourself?'. The box has a pink button which says 'confirm' and a grey button which says 'cancel'. The mouse cursor clicks on the confirm button. The pop up box appears and the previous screen reappears. Now the 'assign seat to me' link is greyed out and it now says '3 seats, 2 available, 1 assigned'.)

Speaker: So I'm going to assign Improving LGBTQ+ young people's mental health and well-being to myself. So I just click assign to me and click confirm. That's assigned the seat to me but I also want to invite a colleague to take part in that module.

(A mouse cursor hovers over the 'add participants link' and clicks it. The screen changes to show a screen with the heading 'Add participants'. Text in a grey box says 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff'. Beneath that is text that says 'Location: Stonewall (education@stonewall.org.uk). Remaining seats: 2 available.' Beneath that are two tabs. The selected tab says 'Invite by e-mail' and the other tab says 'Invite with code'. The subheading says 'Invite users to the module'. Beneath that is writing which says 'Each user will get an e-mail with a link to this module. Beneath this is the word 'Email' followed by two boxes. The screen changes and we now see an e-mail address in the first of the two boxes. Beneath that it says '1 available'.)

Speaker: So I'm going to click add participants and I'm going to type their email in into the first box. So I've typed the email address for my colleague into the invite box.

(The screen scrolls down and there is a subheading which says 'Due date' with the option to click a radio button for 'No due date' or one for 'due on' with a box beside it. Beneath is a subheading which says 'Available until'. Text underneath this says 'Participants get 90 days use, but all access ends on March 24, 2023.' Beneath that is a box with the subheading 'Message'. Under the box it says 'optional, will be included in email sent. Underneath is a pink button which says 'Send invitations'.)

Speaker: I don't need the due date and it's just telling me that everyone gets 90 days of access. So I'm going to add a message. And then I'm going to click send.

(A message is typed into the message box and then a cursor clicks the 'send invitations' button. 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. The first module has 3 seats, 1 participant, 1 invited, 1 available. The second module has 2 seats and 2 available. Under each module it says 'Participants get 90 days use, but all access ends on March 24, 2023'.)

Speaker: So now we can see that of the three seats for our Improving LGBTQ+ Young People's Mental Health and Wellbeing module we've got one participant - that's because I assigned it to me. I've got one invited - that's the email that I just sent. And we've got one available. When I click on show details I can see exactly where we're up to.

(A cursor hovers over the 'show details' link under the text 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff'. The screen changes to one with the heading 'Seat details'. Text in a grey box says 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff'. Beneath that is text that says 'Location: Stonewall (education@stonewall.org.uk). Seats: 3 seats: 1 participant, 1 invited, 1 available.' Beneath that are two tabs. The selected tab says 'Participants' and the other tab says 'Invitations'. The subheading says 'Participants added'. Beneath that is writing which says 'Revoked seats are returned to the order and made available for use again'. There is a table with the headings 'added', 'name' and 'status'. We can see that Dave Davison was added on 25th March and their status is 'added'. A cursor appears and clicks the 'invitations' tab. The screen changes to show the subheading 'Invitations sent'. Beneath that is writing which says 'Invitations expire within 30 days if they are not accepted'. There is a table with the headings 'sent', 'invited' and 'status'. We see that an invitation was sent on 25th March and that we are awaiting a response.)

Speaker: So we can see that I've been added as a user and that we're awaiting a response from my colleague.

(The screen changes to show an e-mail from Stonewall Learning. In the e-mail it tells the colleague who invited them, the name of the module and some additional information about the module. It has a hyperlink that says 'Get started by accepting this invitation' and a section with the message that had been typed earlier in the process.)

Speaker: So this is what your colleague will see when you send them the invitation. It tells them the name of the module, tells them who's invited them, it tells them how to get started by clicking the link.

And clicking the link takes them through the process of registering for Stonewall Learning and then being able to 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. The first module has 3 seats with 1 participant, 1 invited and 1 available. The second module has 2 seats and 2 available. Under each module it says 'Participants get 90 days use, but all access ends on March 24, 2023'.)

Speaker: So it might be it's been some time and your colleague is still showing up as being invited. They've not accepted the invitation yet and it might be that they've accidentally deleted their invitation email. That's okay you can send it again.

(A cursor hovers over the 'show details' link under the text 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff'. The screen changes to one with the heading 'Seat details'. Text in a grey box says 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff'. Beneath that is text that says 'Location: Stonewall (education@stonewall.org.uk). Seats: 3 seats: 1 participant, 1 invited, 1 available.' Beneath that are two tabs. The selected tab says 'Participants' and the other tab says 'Invitations'. A cursor appears and clicks the 'Invitations tab'. The screen changes to show the subheading 'Invitations sent'. Beneath that is writing which says 'Invitations expire within 30 days if they are not accepted'. There is a table with the headings 'sent', 'invited' and 'status'. We see that an invitation was sent on 25th March and that we are awaiting a response. A mouse cursor ticks a box next to the date and then the arrow next to a dropdown menu which says 'select action'. The 'resend invitation' option is then selected. The cursor hovers over and clicks a button which says 'go' and a pop up box appears. The box has writing inside which says 'Resend invitation. Are you sure you want to resend the invitation?'. There is a pink button which says 'send' and a grey button which says 'cancel'. The cursor hovers over and then clicks the 'send' button and the pop up box disappears.)

Speaker: If we click on show details and go to invitations and click on the tick next to the name of the colleague we can choose resend from the drop down. And then press go and that's resent it.

(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. The first module has 3 seats with 1 participant, 1 invited and 1 available. The second module has 2 seats and 2 available. Under each module it says 'Participants get 90 days use, but all access ends on March 24, 2023'.)

Speaker: It might be that you've changed your mind about which colleagues are going to take part in Stonewall Learning. That's okay you can revoke that access if you click on show details from your home screen and go to the invitations, you can click the tick next to the name of the colleague and we can choose revoke.

(A cursor hovers over the 'show details' link under the text 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff'. The screen changes to one with the heading 'Seat details'. Text in a grey box says 'Improving LGBTQ+ young people's mental health and wellbeing (England) e-learning for school & college staff'. Beneath that is text that says 'Location: Stonewall (education@stonewall.org.uk). Seats: 3 seats: 1 participant, 1 invited, 1 available.' Beneath that are two tabs. The selected tab says 'Participants' and the other tab says 'Invitations'. A cursor appears and clicks the 'Invitations tab'. The screen changes to show the subheading 'Invitations sent'. Beneath that is writing which says 'Invitations expire within 30 days if they are not accepted'. There is a table with the headings 'sent', 'invited' and 'status'. We see that an invitation was sent on 25th March and that we are awaiting a response. A mouse cursor ticks a box next to the date and then the arrow next to a dropdown menu which says 'select action'. The 'revoke invitation' option is then selected. The cursor hovers over and clicks a button which says 'go' and a pop up box appears. The box has writing inside which says 'Revoke invitation. Are you sure you want to revoke the selected invitation?'. There is a pink button which says 'revoke' and a grey button which says 'cancel'. The cursor hovers over and then clicks the 'revoke' button and the pop up box disappears. The status of the invitation has now changed to 'revoked' and the details of the invitation are written in grey. Towards the top of the page it now says '3 seats: 1 participant, 2 available'.)

Speaker: There we go we've revoked the invitation.

(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. The first module has 3 seats with 1 participant, 2 available. The second module has 2 seats and 2 available. Under each module it says 'Participants get 90 days use, but all access ends on March 24, 2023'.)

Speaker: And now that we've revoked that invitation if we go back to the home screen you'll see that we're back to for this module having two available seats. So you can perhaps invite a different colleague or wait to decide at a later date.