Emerging Minds.

Emerging Minds Learning Workplace Dashboard user guide

Welcome to the Workplace Dashboard in Emerging Minds Learning – an easy tool to support skill development across your teams.

The Emerging Minds Learning Workplace Dashboard is a tool designed to help organisations to strengthen their team's skills and confidence in supporting infant, child and family mental health and wellbeing. The Dashboard allows you to select from Emerging Minds' wide range of online courses to create and assign learning pathways for staff to complete, track their progress and generate reports from the individual to the organisational level. This reportable data allows you to demonstrate quality improvement and your organisation's commitment to supporting infant, child and family mental health and wellbeing.

Getting started

Each workplace or organisation nominates an organisational admin. This person has permission to:

- ● create and manage teams for your organisation
- ● create and assign topic pathways to teams to meet their learning needs
- ● invite team members to teams
- ● view and download reports for the organisation
- ● view and download reports for teams within the organisation
- ● view and download reports for team members within their team(s).

Following registration, Emerging Minds will send the nominated person an invitation via email within two business days.

Your Organisational Admin

Please complete this form to set up your organisation and organisational admin.

Managing your organisation

The three different roles within the Workplace Dashboard are:

- – Organisational admins: These users have access to all of the organisation's information including reports, teams and team members.

- – Team admins: These users have access to all of their assigned team's information. You can assign team admins (such as managers, team leaders or human resources representatives) within each team to coordinate and oversee team members' learning. Team admins have access to all the same permissions as an organisational admin, but only for their own team. This includes access to real-time reports and the ability to add or remove learning pathways for their team at any time.

- – Team members: These users are assigned to learning pathways and cannot see other users' information.

Creating teams

Please note: Organisational admins are the only role that can create teams. To do so:

1. Log into Emerging Minds Learning and navigate to the 'Teams' area in the top right of the navigation bar.

2. Select 'Manage teams' in the 'My organisations' table.

3. Select the 'Create new team' button.

4. Give the team a name and select 'Submit.'

5. Invite team members by selecting the 'Invite team member' button, entering their email address, and selecting their role within the team. Please note that each team needs at least one team admin.

6. Select 'Send invite.'

7. Team members will receive an email invitation to join your team. Team admins will be able to manage their own team and view their statistics.

Creating and assigning a pathway to a team

Once users have been invited to a team, you can create and assign learning pathways for them to complete. Learning pathways are a collection of engaging online courses available to all users of Emerging Minds Learning, and are intended to scaffold the learning experience from foundational knowledge through to practice skills on a given topic.

In the Workplace Dashboard, you can select a suggested learning pathway or create your own.

Learning pathways

For more information on Emerging Minds Learning pathways, visit: https://emergingminds.com.au/learning-pathways/.

Selecting an existing learning pathway

1. Navigate to your 'Team overview' page, where you will find a list of team members, statistics and pathways.


2. Select the 'Add pathways' button next to the 'Team pathways' heading.

3. You can select one or more pathways for your team to complete, which will be indicated by the ✅ icon. For more information on each pathway, select the 🔗 icon.

4. Select 'Save team pathways.'

5. Your team members have now been assigned to a pathway and can begin their learning journey. They will see courses assigned to them on their homepage and within the 'Teams' area.

Create a new learning pathway

1. Select 'Add pathways' and navigate down the screen to 'Edit custom pathways', then select 'Create new pathway'.
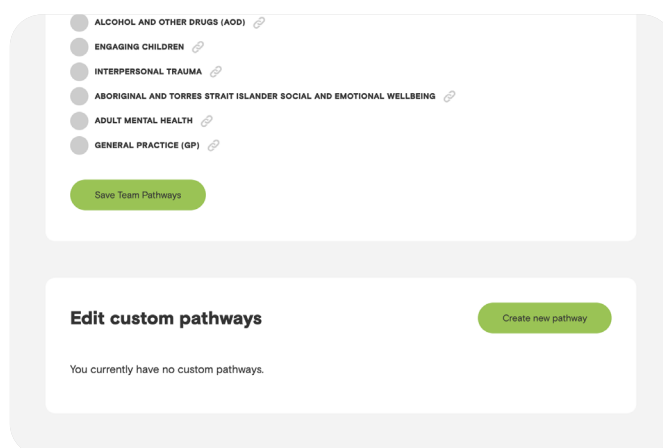
Fill in the fields and select your desired courses one by one or use an existing pathway from the dropdown menu to start populating your pathway. You can view each course by selecting 'Preview course'.

2. Select 'Create pathway'.

3. Your team members have now been assigned to a custom pathway and can begin their learning journey. They will see courses assigned to them on their homepage and within the 'Teams' area.

If you would support in creating a pathway for your team, please email info@emergingminds.com.au

Modifying a team pathway

You can modify the learning pathways assigned to a team at any time.

1. Navigate to the 'Team overview' page.

2. Select the 'Modify pathways' button next to the 'Team pathways' heading.

3. You can select additional pathways or build new ones for your team to complete.

4. To remove an existing learning pathway, deselect the ✅ icon or select 'Remove'. Course completions and other data for those learning pathways will no longer be available in the statistics for team members, their teams, and the organisation. Please note that course completions and other data will be removed for learning pathways that have been deselected, but can be re-added at any time.

Statistics

There are three levels of statistics available in the Workplace Dashboard:

– Organisational statistics: A summary of all teams data that can be downloaded as a spreadsheet by the organisational admin.

– Team statistics: A table summary of each team's data that can be downloaded as a spreadsheet by the team admin or organisational admin.

– Team member statistics: A table summary of each individual team member's data that can be downloaded as a spreadsheet by the team admin or organisational admin.

To download any of these statistics, navigate to the respective overview page (i.e. 'Team overview'), and select the 'Download' button next to the statistics heading.

Organisational statistics

Available to: Organisational admins

Organisational admins can download the organisation's statistics across all teams, including:

– Total number of teams

– Total team members

– Completed courses

– Total courses assigned

– Completed pathways

– Total pathways assigned
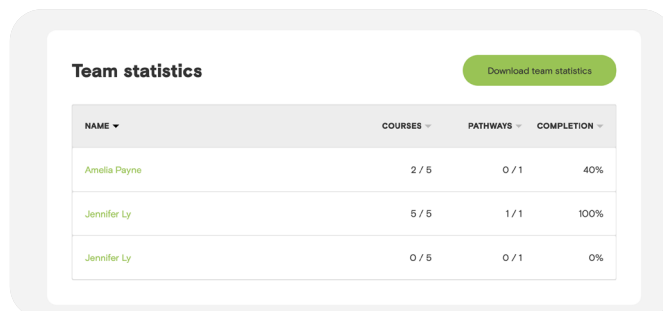
– Completion rate.
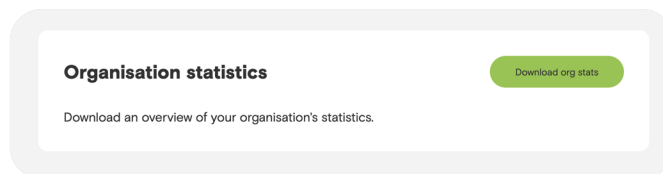
Team statistics

Available to: Organisational admins and team admins

Team statistics are available as a table in Emerging Minds Learning or as a downloadable spreadsheet. They capture the data for all members in the team, including:

– Completed courses

– Total courses assigned

– Completed pathways

– Total pathways assigned

– Completion rate.

Team member statistics

Available to: Organisational admins and team admins

To view a team member's statistics, you can select the green hyperlink on their name.

Team statistics are available as a table in Emerging Minds Learning or as a downloadable spreadsheet. They capture:

– Completed courses

– Total courses assigned

– Course completions by pathway and course.

Statistics: Lee Learner   Back

Pathway statistics   Download user statistics

PATHWAY ▾	COURSES ▾	COMPLETION ▾
Children's mental health	2 / 5	40%

Course statistics

CHILDREN'S MENTAL HEALTH	STATUS
Understanding child mental health	COMPLETE
Engaging with children	INCOMPLETE
Working with First Nations families and children: A framework for understanding	COMPLETE
The impact of trauma on the child	INCOMPLETE
Building blocks for children's social and emotional wellbeing	INCOMPLETE

Information for team members

Team members can be invited to join and link their Emerging Minds Learning accounts with any number of teams or organisations.

Upon invitation:

– Team members who don't currently have an Emerging Minds Learning account will be asked to register and provide consent to share their course progress and completions with your organisation.

– Team members with existing Emerging Minds Learning accounts can be linked to their organisation using the same email address. Any courses they have already completed that are also assigned to their team will appear as completed.

Once linked to a team, team members only have permission to view which teams they are a part of, and do not have access to other team members' data. Team members can unlink their Emerging Minds Learning accounts from their organisation at any time.

By signing up to Emerging Minds Learning as an individual learner or at the request of your organisation, you consent to the Emerging Minds Learning Terms of Use.

Additionally, if team members accept an invitation from their organisation to join Emerging Minds Learning, they consent to their organisation collecting and using information pertaining to:

– course completion data and pathway completion data for courses and pathways assigned to them by their organisation.

– this includes courses assigned to them that they had completed prior to joining the team.

Read our full Terms of Use: https://emergingminds.com.au/emerging-minds-learning-terms-of-use/

Consent

If team members accept an invitation from their organisation to join Emerging Minds Learning, they consent to their organisation collecting and using information collected in Emerging Minds Learning.

Should you require support or have any questions, please reach out to your Emerging Minds contact or send us an email at info@emergingminds.com.au

Visit our web hub today!

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