



P | P | L  
NEXTGEN

The London Market reimagined  
for a **digital future**

# PPL Learning Using the LMS

## Introduction

The purpose of this document is to provide instruction on how to use the main features of PPL Learning – the dedicated PPL Next Gen learning management system (LMS).

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## Useful Terms


Some of the key terms we refer to in this guide and the LMS are shown below:

<b>Categories</b>	Training separated into Broker and Underwriter content
<b>Classroom / Instructor-Led</b>	'Live' training sessions taking place face to face
<b>Plan</b>	The main page that displays your learning activities
<b>Single Sign On (SSO)</b>	Once logged into PPL Next Gen, there is no need to login separately to the LMS.
<b>Virtual Classroom</b>	'Live' training sessions taking place online
<b>Web-based learning</b>	Online modules such as videos, animations, documents etc.

## Accessing the LMS

### Access from PPL Next Gen

Users that have access to the Next Gen platform can access the LMS through a link on the platform and do not need to log-in separately.

1. Sign into PPL Next Gen
2. Click the burger menu at the top left of the screen 
3. Click the link to PPL Learning
4. You will automatically be taken to the LMS home page via the SSO set up.

### Access outside of PPL Next Gen


Users who only require access to the LMS or would like to access the LMS outside of the Next Gen platform can access as per below:

1. Set up of new users who will not be using Next Gen or do not yet have access to the platform should be requested via [training@pplnextgen.com](mailto:training@pplnextgen.com).
2. First time users of the LMS with access to Next Gen must access the system for the first time via the Next Gen platform and can subsequently use the link below:  
LMS: <https://placingplatformlimited.sabacloud.com/?bdr=true>
3. When first logging in to the LMS, enter your email address as the Username and the Password as sent to you by the PPL Training team. You will then be prompted to create a new password with the following requirements:
  - At least eight characters
  - At least one lower case letter
  - At least one upper case letter
  - At least one number
  - At least one special character.

### Notification of leavers

- Where users have access only to the LMS and not Next Gen, organisations must notify [training@pplnextgen.com](mailto:training@pplnextgen.com) as soon as the user has left the organisation.

## Navigation

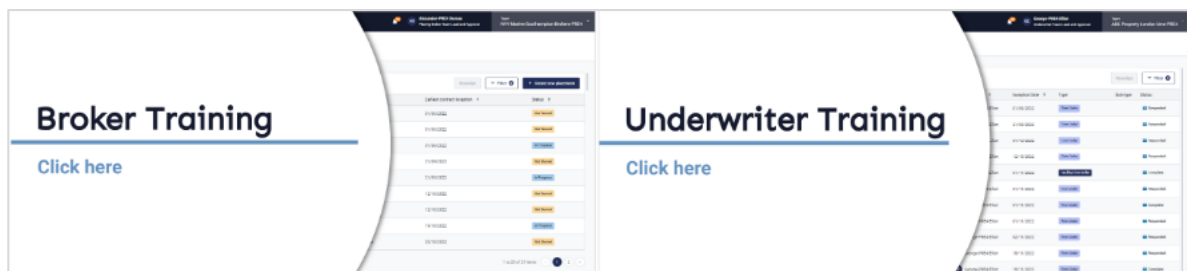
- Click the PPL logo at the top left of the screen to return to the **Home** page
- Click the main menu button  at the top left of the screen to see the other menu options:
  - **Home** – Return to the home page.
  - **Me** – Access information about your learning activities, including:
    - **Plan** – See all the learning activities you have registered for or that are in progress, both web-based and instructor-led.

- **Completed Learning** – Shows all the learning activities that you have successfully completed. From here, you can also view results and re-launch or retake web-based activities.
- **Learning Requests** – View requests you have made for training where a suitable class is not available for you.

## Finding Broker or Underwriter Training


### Using the Categories

1. On the home page, click the Broker Training or Underwriter Training buttons to go to those categories:



2. If you require a particular type of learning activity, use the buttons shown below to show those categories:




3. You can also click  **Browse** at the top of the screen and select the required category.

### Using Search

1. Click the Search field at the top right of the screen and start typing the course name or PPL Next Gen feature you require training on.
2. As you type, suggested learning activities will appear. Click the required one or press [Enter] on your keyboard to go to the search results screen.
3. Use the filters at the left of the screen to reduce the results.
4. Click a course/class title to see more details.

### Your Plan

Click the main menu button  and select **Me**. Your **Plan** will appear, displaying all the learning activities that you have registered for, started, or been assigned to but that you are yet to enrol on.

Click the course titles to view further details and actions or use the buttons on the right of the screen. These will change based on the status of the learning activity.

**My Plan** ACTIONS ▾

Learning & Certifications

- In Progress: 27
- Completed: 11
- Pending action: 4

Learning & Certifications | Filters ▾

NAME	PROGRESS	DUE	ACTIONS
Broker - Adding a Placement Section <small>Course Web-Based</small>	IN PROGRESS	-----	LAUNCH ▾
Broker - Adding an Underwriter <small>Course Web-Based</small>	IN PROGRESS	-----	LAUNCH ▾
Broker - Adding Notes <small>Course Web-Based</small>	IN PROGRESS	-----	LAUNCH ▾

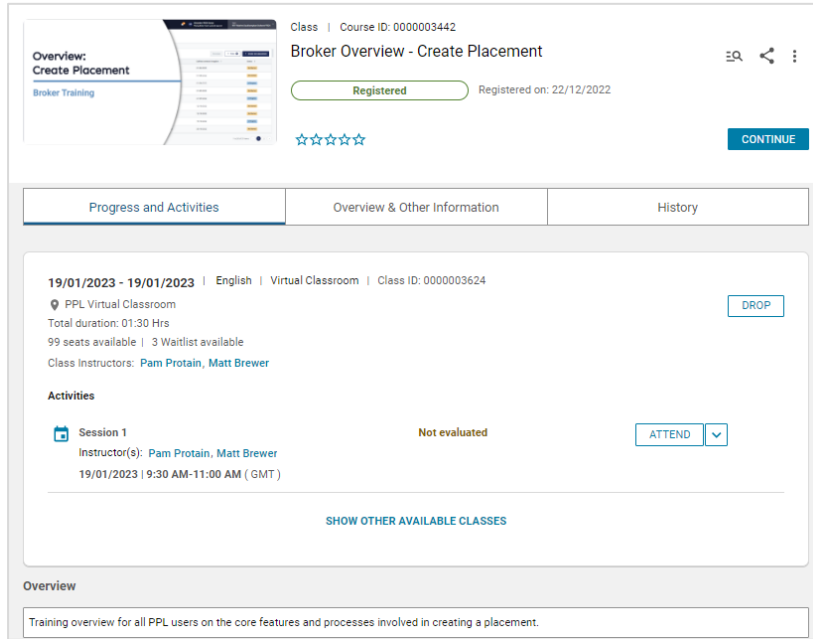
## Registering for Courses and Classes

Search or look in the catalogue for the required learning activity. Then on the search results screen:

- Filter the results using the options at the left of the screen.
- If you are not ready to take the course but want to add it to your plan, click  and select **Add to plan**.
- To view more details on the learning activity, click the name of it. This screen also gives you all the options for enrolling, adding it to your plan etc.

### Instructor-led sessions

1. If you want to enrol on a class, click **VIEW CLASSES**
2. On the screen that appears, narrow the results by date or location, or click **ENROL**. If you cannot attend any of the available sessions, click **REQUEST LEARNING** or **submit a request** in the enrolment screen. Complete your requirements on the screen that appears and click **SAVE**
3. A confirmation screen will appear that you can close or print. You will also receive a confirmation email containing details of how to connect to the session.
4. The email confirmation will come through as calendar invite, which you can accept to add to your calendar.
  - a. When the session is due to start, click the link in the meeting to go to PPL Learning.
  - b. Click the Attend button to join the session.



**Note:**

If you do not normally use Microsoft Teams, you will be given the option to download the application or join the session through your browser. Please choose whichever is appropriate for your organisation.

## Web-based activities

1. Click **LAUNCH** on the course you want to take. The course will open within the same window.
2. When you have finished the course, click the close button  within the course window.
3. A screen may then appear asking you to sign off the content.
  - a. Clicking **YES** will mark the activity as complete, following which, a confirmation screen will appear. . You will be able to re-launch the course at any time.
  - b. Clicking **NO** will return you to the course screen. You will be able to re-launch or continue the course at any time.


## Cancelling Class Registrations

1. Click the main menu button  at the top left of the screen and select **Me** then **Plan**.
2. In the main part of the screen, click  at the right of the course you are registered on and select **Drop**.
3. On the Drop Registration screen, click **DROP**
4. Add a **Reason** for cancelling your registration and click **SAVE**
5. You will receive a confirmation email and the course will be removed from your Plan

## Waiting Lists

If there are no available seats on a session, you can add yourself to the waitlist for that session.


1. Search for the courses and click **VIEW CLASSES**

- For each class, the number of available seats and waitlist spaces will be shown. Click .

28/09/2022 - 28/09/2022


Session Details: 28/09/2022 | 9:30 AM - 11:00 AM (BST)


English | Virtual Classroom | Class ID: 0000003841

 PPL Virtual Classroom


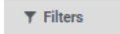



Total duration: 01:30 Hrs | [Check cancellation policy](#)

0 seats available | 2 Waitlist available






- A warning message will appear. Click .
- Confirmation of your registration will appear showing the status as **Waitlisted** and you will receive an email confirmation.
- When a seat becomes available, you will receive an email from PPL Learning. Click the link in the email to go to the PPL LMS and accept or reject the seat. Rejecting it will inform the next person on the waitlist that a seat is available.

## Your Completed Learning

- Click the main menu button  at the top left of the screen and select **Me** then **Completed Learning**
- This will show your completed PPL learning for the last 12 months. Click  to change this or use the Search field to find a particular course.
- Click the course title to view the details:
  - Click  to run a web-based course again.
  - Click  for information on a classroom session you attended.
- Click the print icon at the top right of the screen  to view a printable list of your course completions.



## Tagging Content

You can tag learning activities with terms that will help you and others find them.

- Click the title of the course you are interested in.
- Depending on the screen that you are on, click the ellipsis menu and select .
- Click .
- Click into the *Select Tag* field and either choose an existing tag or click . This will add the new tag. When you or another user enters the tagged word in the Search field, the relevant learning activities will be returned.

## Requesting a Class

If there is no available classroom course that you can attend, you can request a class through PPL Learning.


- Search for the course and click .
- If there are no classes you can make, click **Submit a request**
- Complete the **New learning request** screen and click .

We will regularly review all the learning requests and create additional classes according to demand.



## Accessibility Settings

If you would like to use the Web Accessibility options within the PPL Next Gen LMS, please follow the instructions below:

1. Click the profile icon at the top left of the LMS screen .
2. Select **Account Preferences** from the menu.
3. In the **Accessibility Mode** section, change the setting to **Yes**.
4. Click **Save**.



Doing this will make the following changes:

- The data on your Plan page will be in a tabular format.
- ‘Actions’ buttons will replace the ‘Launch’, ‘View Classes’.... buttons.
- Surveys and Evaluations will change to include features such as a single question per page.

## Additional Support & Feedback

If you require assistance or have any queries relating to the PPL Next Gen learning, please email [training@pplnextgen.com](mailto:training@pplnextgen.com).

