


## 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

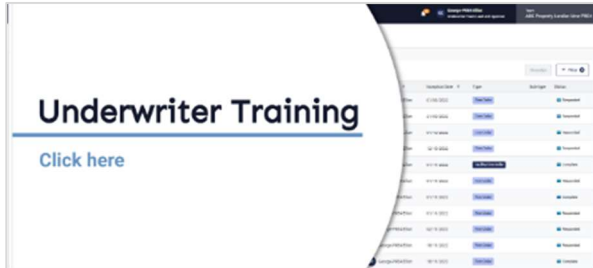
Users who only require access to the LMS or would like to access the LMS outside of the Next Gen platform can access as per below:

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).
  - a. [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.](#)
2. Click the link: LMS: <https://placingplatformlimited.sabacloud.com/?bdr=true>

## Finding Underwriter Training


### Using the Categories

1. On the home page, click the Underwriter Training button to go to that category:



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.

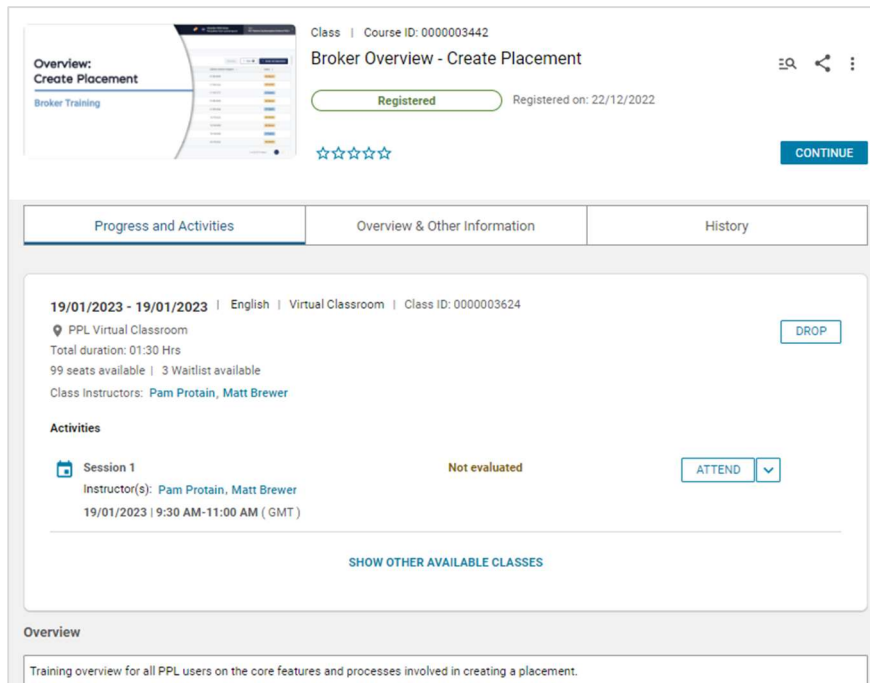
### Using Search

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.

## Registering for Courses and Classes

### 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 **X** 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.

## Minimum Training

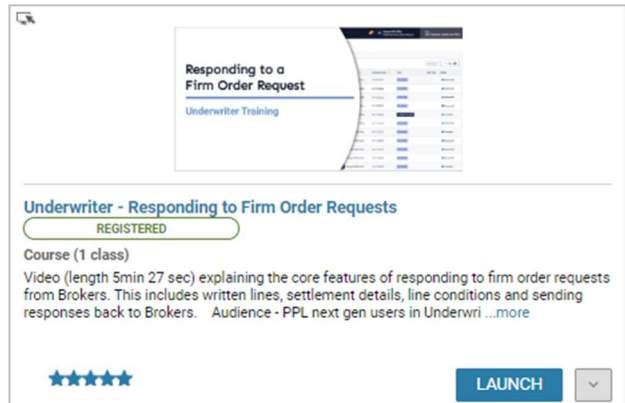
Underwriters who want to understand the basics of responding to a Broker firm order request can view the **Underwriter Responding to Firm Order Requests** short video. This is 5 minutes and 27 seconds in length.

To access this:

1. Click the Short Training Videos category:



2. Click **Launch** on the course, as shown on the right.



To understand the topics covered in more detail or those that fall outside the basic path, please view the longer session recordings or enrol on the Super User or Overview sessions.

## Usage Reports

If your organisation would like to run their own reports on logins, enrolments and completions (for your organisation only), please let us know who would require access to do this and we can set them up.

To run the reports:

1. In the LMS, click the menu button at the top left and choose Admin
2. Choose Analytics Admin
3. Change the drop down from Recently Viewed to All



4. Four report types are there at the moment – Logins, Enrolment Details, Course Attendance and Course Completion. Click on the required one, choose the criteria you need (you may see other organisation names here, but you'll only ever see data for your organisation) and click Run.
5. The report will appear on screen and you have options for downloading available by clicking