

LMS USER GUIDE

CREATING PROVIDERS

INFORMATION – Courses that are delivered via the Learning Management System are often obtained from various providers. For example, e-learning courses may be provided by Virtual College, Induction Training may be provided “In House” and learners may also attend off-line courses at a local college. Provider functionality allows Section Administrators to create Providers in the LMS so that the provider details can be included on course information. Provider logos can also be uploaded and these can then be included on certificates if appropriate.

1) Navigate to Providers using the relevant procedure for your level of access as shown below

Section Admin Procedure

Section Admin Dashboard>Providers

2) Select **New Provider**

The screenshot shows the E-nable LMS interface. At the top, the E-nable logo is displayed with the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A 'Powered by VIRTUAL COLLEGE' logo is in the top right. Below the header is a navigation bar with links: Home, Manage Users, Help & Support, and Logout. The breadcrumb trail reads '>> Section Admin Dashboard >> Providers' and the date '08 March 2010' is shown. The main heading is 'Providers'. Below this is a section 'Go directly to a record' with a search box and a 'Find' button. A checkbox labeled 'Tick here to find partial matches' is checked. A table with columns 'Name', 'Approved', and 'Global' is shown, but it is empty with the message 'There are no items to display in this list'. At the bottom, it says '0 records' and has three buttons: 'New Provider' (highlighted with a red box), 'Delete Provider', and 'View Provider'. A 'Contact Us' link is at the bottom left, and the copyright notice 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved' is at the bottom right.

3) Complete the form

4) Select **Save**

E▶nable
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Providers](#) >> [Create Provider](#) 01 August 2014

Create Provider

Contact Details

Name *

Telephone

Email

Address

Address 1

Address 2

Town

County

Postcode

Country

Course & Certificate Details

Image
 No file chosen

Approved
☐ Tick this box to approve the training provider.

A provider may be approved for ongoing use and ticking the Approved box will mean that the provider will appear as an Approved Provider.

5) If you wish to include the logo onto certificates, select **Logo Dimensions**


E▶nable
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Providers](#) >> [View Provider](#) 01 August 2014

View Provider: Charlie

 Name: Charlie
Approved: False
Email:
Telephone:

Quicklinks

- ▶ [Manage Tutors](#)
- ▶ [Edit Info](#)
- ▶ [Logo Dimensions](#)

[Contact Us](#) [Accessibility](#) Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved

6) Enter the logo area

7) Select **Save**

Edit Logo Area:

[Help](#)



Left	25
Top	660
Width	125
Height	54

Save

Back

[Contact Us](#)

Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved

Logo Dimensions will vary depending upon the size of the logo and where it is to be positioned on a certificate.

In this example, the logo will appear in the bottom left hand corner of a certificate.

TIP: For image quality reasons, it is advisable that the logo image dimensions should be proportionally smaller than the actual image uploaded. In the example shown the actual size of the image is Width 250, Height 108 and the logo dimensions have been set to half that size.

