

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
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2) Select **New Provider**



Create ▶ Manage ▶ Deliver



Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Providers](#)

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Providers

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Name : Find

Tick here to find partial matches

Name ↓	Approved ↓	Global ↓
There are no items to display in this list		

0 records

New Provider

Delete Provider

View Provider

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3) Complete the form

4) Select **Save**

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**

View Provider: Charlie

 Name: Charlie
Approved: False
Email:
Telephone:

Quicklinks

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



6) Enter the logo area

7) Select **Save**

Edit Logo Area: [Help](#)



Left	<input type="text" value="25"/>
Top	<input type="text" value="660"/>
Width	<input type="text" value="125"/>
Height	<input type="text" value="54"/>

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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.

