


Guide for MyPLTP

Administrators

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 Design by Bespoke Internet

1 Login

MyPLTP is a secure website. In order to gain access to the MyPLTP website, you will have to login using a username and password.

Login

- 1 Go to www.mypltp.co.uk
- 2 Enter your username and password
- 3 Select 



Username and Password

Your username and password will have been issued by the PLTP (Preston Learning Together Partnership). If you have not been given a username and password, please contact the PLTP.




Reminder

If you have forgotten your username and / or password, you can use the reminder form to receive an email containing your username and password.







2 Profile

Your profile holds information about your learning centre.

View Profile

- 1 Select "Profile" from the navigation menu
- 2 Select  next to your learning centre

Edit Profile

- 1 Select "Profile" from the navigation menu
- 2 Select  next to your learning centre
- 3 A form will now load. You can edit information in your profile using the form:
 - Select  to discard any changes
 - Select  to view a preview of your profile
- 4 A preview of your learning centre profile will now load:
 - Select  to go back and edit your profile
 - Select  to discard any changes
 - Select  to save the changes



Profile on the PLTP Website

Your learning centre profile can be viewed on the PLTP website in the "Learning Centres" section.

3 Courses

You can advertise courses at your learning centre on the PLTP website using MyPLTP.

Add Course

- 1 Select "Courses" from the navigation menu
- 2 Select **ADD**
- 3 A form will now load. You can add course information using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to view a preview of the course
- 4 A preview of the course will now load:
 - Select **EDIT** to go back and edit the course
 - Select **CANCEL** to discard any changes
 - Select **OK** to save the changes

Edit Course

- 1 Select "Courses" from the navigation menu
- 2 Select **EDIT** next to the course
- 3 A form will now load. You can edit course information using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to view a preview of the course
- 4 A preview of the course will now load:
 - Select **EDIT** to go back and edit the course
 - Select **CANCEL** to discard any changes
 - Select **OK** to save the changes

Delete Course

- 1 Select "Courses" from the navigation menu
- 2 Select **DELETE** next to the course
- 3 A pop up box will load requesting that you confirm that you would like to delete the course
 - Select "Cancel" to cancel to keep the course
 - Select "OK" to delete the course

View Course

- 1 Select "Courses" from the navigation menu
- 2 Select **VIEW** next to the course



Courses on the PLTP Website

Courses can be viewed on the PLTP website in the "Courses" section.

4 News Articles

You can display news articles for your learning centre on the PLTP website.


Add News Article

- 1 Select "News" from the navigation menu
- 2 Select **ADD**
- 3 A form will now load. You can add the news article information using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to view a preview of the news article
- 4 A preview of the news article will now load:
 - Select **EDIT** to go back and edit the news article
 - Select **CANCEL** to discard any changes
 - Select **OK** to save the changes


Edit News Article

- 1 Select "News" from the navigation menu
- 2 Select **EDIT** next to the news article
- 3 A form will now load. You can edit the news article using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to view a preview of the news article
- 4 A preview of the news article will now load:
 - Select **EDIT** to go back and edit the news article
 - Select **CANCEL** to discard any changes
 - Select **OK** to save the changes

Delete News Article

- 1 Select "News" from the navigation menu
- 2 Select  next to the news article
- 3 A pop up box will load requesting that you confirm that you would like to delete the news article
 - Select "Cancel" to cancel to keep the news article
 - Select "OK" to delete the news article

View News Article

- 1 Select "News" from the navigation menu
- 2 Select  next to the news article



News Articles on the PLTP Website

News articles for your learning centre are held with your learning centre profile in the "Learning Centres" section of the PLTP website.




Amount of News Articles

It is recommended that have a maximum of 5 news articles for your learning centre. You should delete the older news articles periodically.


5 Images

You can display images for your learning centre on the PLTP website.

Add Image

- 1 Select "Images" from the navigation menu
- 2 Enter a description and select a file using the form.
 - Select  to upload the image

Delete Image

- 1 Select "Images" from the navigation menu
- 2 Select  next to the image
- 3 A pop up box will load requesting that you confirm that you would like to delete the image
 - Select "Cancel" to cancel to keep the image
 - Select "OK" to delete the image

View Image


- 1 Select "Images" from the navigation menu
- 2 Select  next to the image



Image Files

There are restrictions on the type and size of files you can upload to the image gallery. Only JPEG, GIF and PNG image files less than 512Kb can be uploaded to MyPLTP.

6 Accounts

As an administrator, you control access to the MyPLTP e-learning suite for your learning centre.

Accounts are used to grant a user at your learning centre access to the MyPLTP e-learning suite. Two levels of access can be granted:

- Educator
- Student

Educators and Students have different privileges in the MyPLTP e-learning suite:

Educator Account				
	Add	Edit	Delete	View
Messages	Yes	Yes	N/A	Yes
Files	Yes	Yes	Yes	Yes

Student Account				
	Add	Edit	Delete	View
Messages	No	No	N/A	Yes
Files	No	No	No	Yes



Assigning a Student Account to an Educator

Each student account must be assigned to an educator. If there are no educator accounts, you will not be able to create a student account.

Add Account

- 1 Select "Accounts" from the navigation menu
- 2 Select **ADD**
- 3 A form will now load. You can add the account information using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to review the account details
- 4 A review of the account will now load:
 - Select **EDIT** to go back and edit the account
 - Select **CANCEL** to discard any changes
 - Select **OK** to save the changes


Edit Account

- 1 Select "Accounts" from the navigation menu
- 2 Select **EDIT** next to the account
- 3 A form will now load. You can edit the account information using the form:
 - Select **CANCEL** to discard any changes
 - Select **OK** to review the account details
- 4 A review of the account will now load:
 - Select **EDIT** to go back and edit the account
 - Select **CANCEL** to discard any changes
 - Select **OK** to save the changes

Delete Account

- 1 Select "Accounts" from the navigation menu
- 2 Select **DELETE** next to the account
- 3 A pop up box will load requesting that you confirm that you would like to delete the account
 - Select "Cancel" to cancel to keep the account
 - Select "OK" to delete the account

View Account

- 1 Select "Account" from the navigation menu
- 2 Select  next to the account