Quick Guide

A quick guide to getting you on the SEEDL platform and navigating your way around.

SEEDL

Contents

For more information email **hello@SEEDL.com**, contact your Learning consultant or visit **SEEDL.com**

Overview

The SEEDL platform is where you'll find our large catalogue of courses and modules, book onto events and download related handouts.

You can keep track of your learning, access recordings, handouts and download certificates that you've earned.

Time Zone

Use the Time Zone feature to enhance your user experience by selecting the time zone and format across our platform display, ensuring the times you see are specific to you. If no time zone is selected, the system will default to your computer time.

The time zone can be edited from the top navigation bar or under Edit Profile in My Account. How to find the My Account screen is explained on page 5.
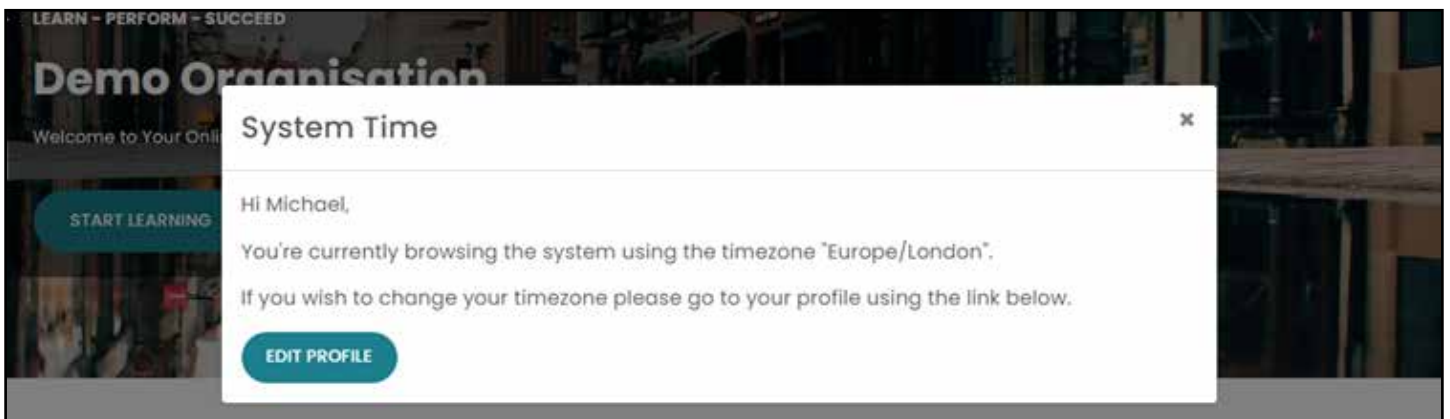
Browsing Courses & Modules

The platform has many ways to browse modules and courses, the most direct of which is through the "Modules" link in the main navigation.
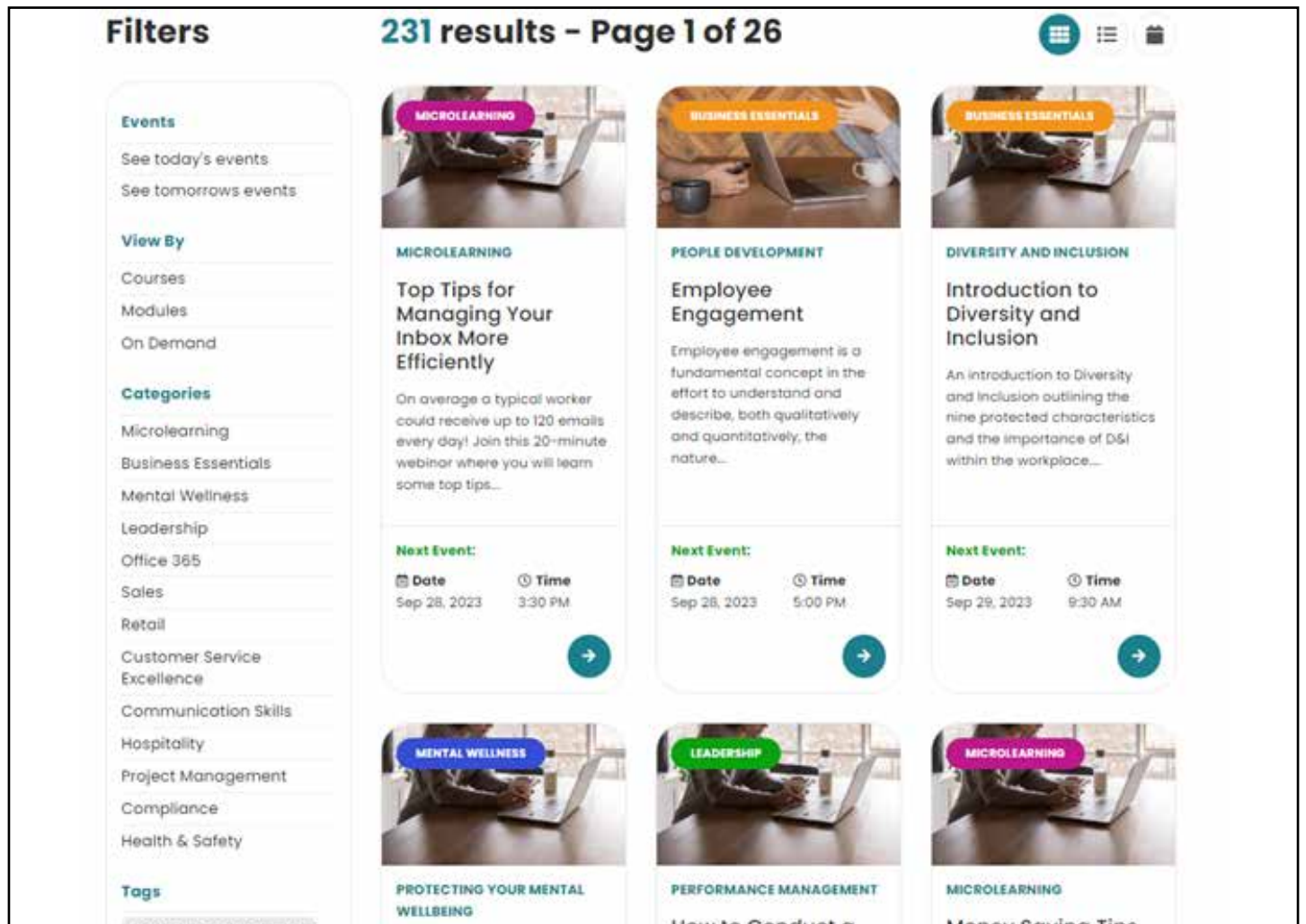

You can also access the modules by:
• "Today's Courses" in the main navigation
• Category tiles on the homepage.
• Upcoming events on the homepage.

Modules List

On the modules page you can filter by using the sidebar, this allows you to filter by "Events", "Type", "Product", "Categories" and "Tags".

You can also see the full list of modules you can access.

Clicking on one of the modules will take you to the module page, which shows all upcoming event dates, in chronological order. You can also view this module by watching On Demand if that option is available.

Module Page

The module page contains all the information regarding the selected module including Duration, the Facilitator and when the next events for this module are scheduled.

In order to book onto an event, you must first sign in.
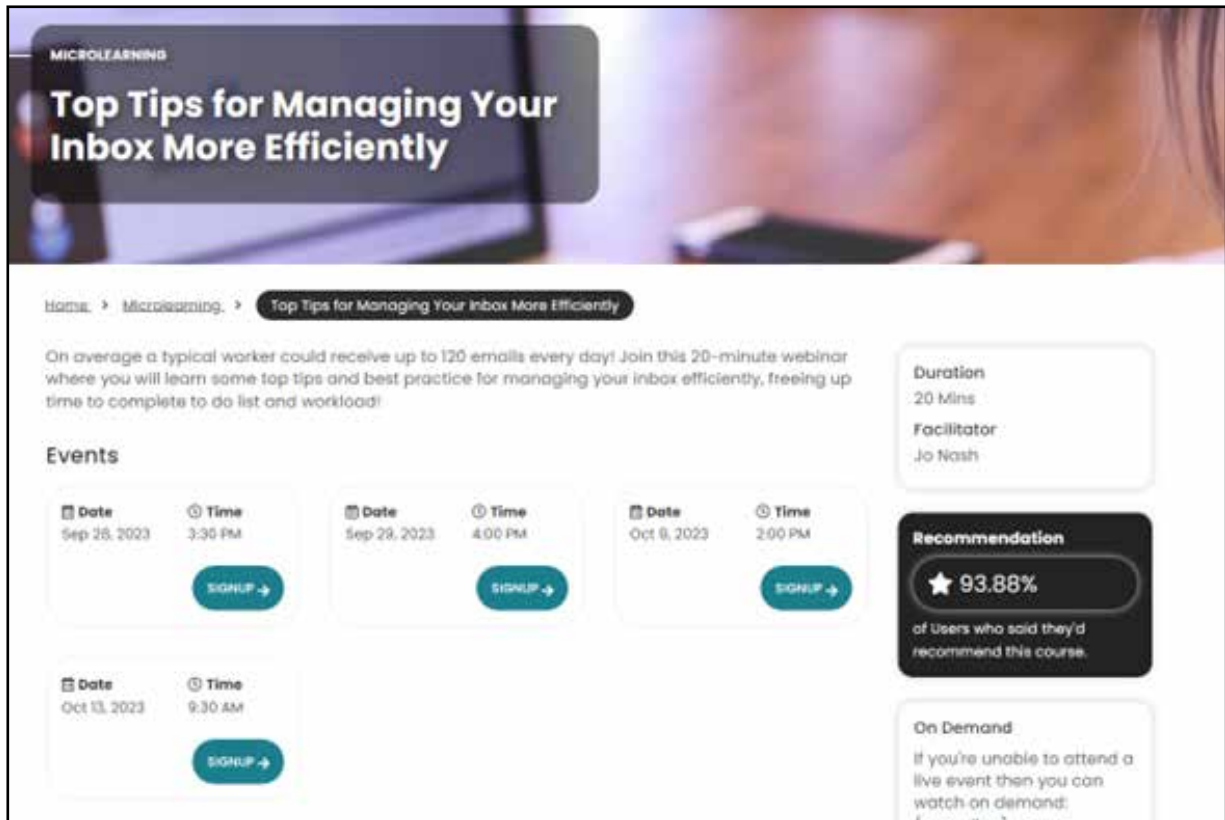
Booking on Events

You must be logged in to book onto an event. You will see a signup button, as circled in purple (right). Clicking this will sign you up for the selected event and take you to the My Account screen where you will see your booking confirmation.
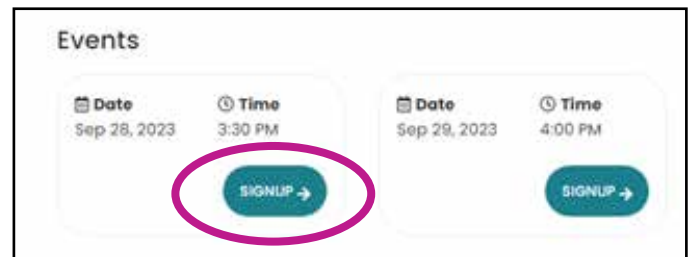
You can only book onto one event per module, to prevent over-subscription.

Watching On Demand

If you're unable to make our live event then you can also watch on demand, offering the ability to watch anytime and still access a certificate.
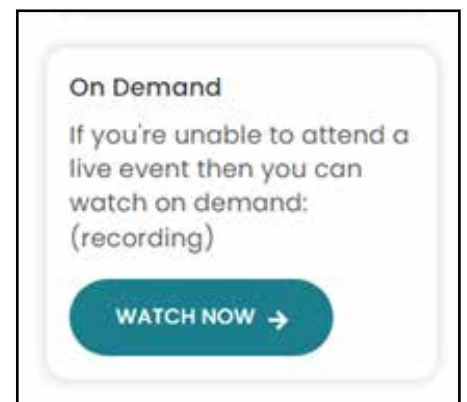
My Account

The My Account section is where you will find details of your upcoming and previously attended events, access to download your certificates and edit your profile, as shown in the screenshot below. Each area of my account is explained on the next page.

Events

Upcoming Events

This section displays all your booked events. You can access courses directly by hitting the Join Webinar button circled below in purple, using your own unique link.

You can also cancel your bookings from here by hitting the cancel button, circled in orange.
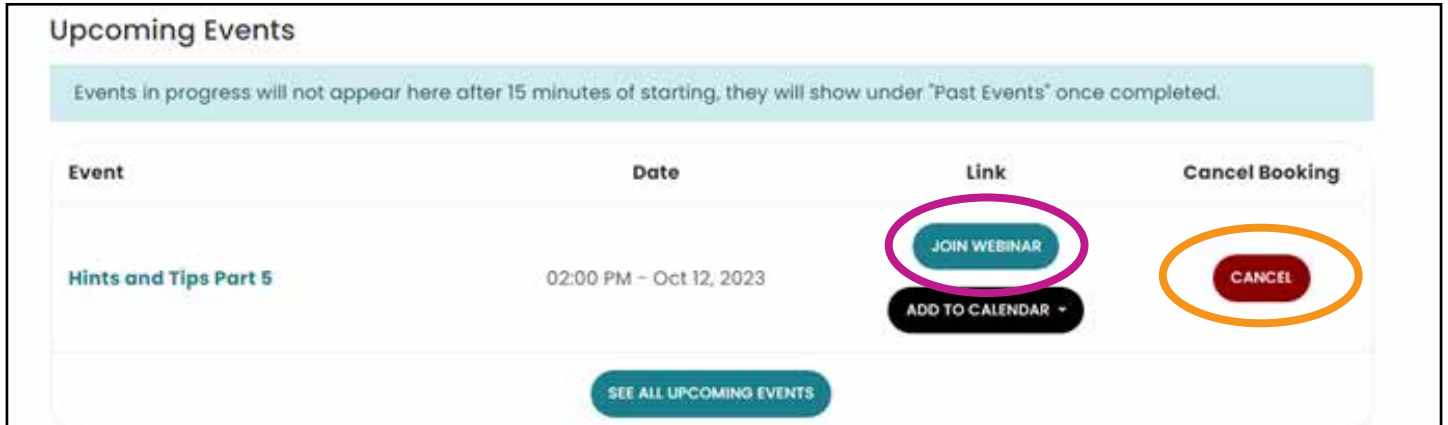

Past Events

This section provides a full record of events you have booked, indicating which you have and have not attended. Regardless of attendance, you can access recordings for thirty days after the event and related handouts indefinitely.

Recordings

Recordings are available to view for 30 days post event, however you can watch On Demand any time. You'll see the watch recording button highlighted in the below screenshot.
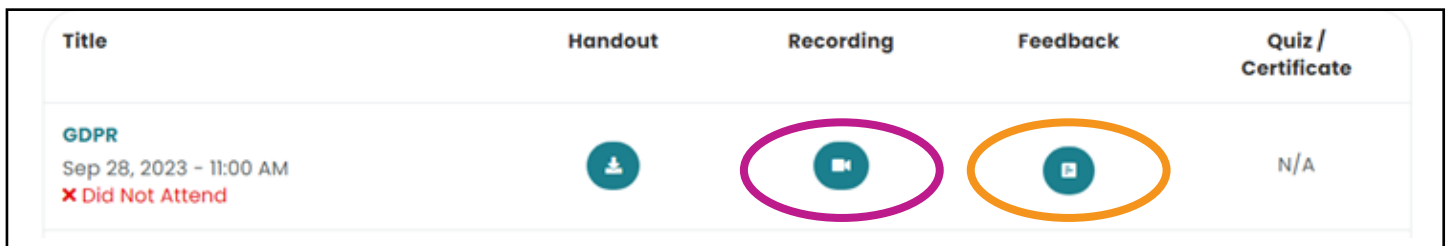
Handouts & Feedback

Following an event, you'll be able to access the course handouts as a PDF and to leave feedback regarding your learning experience. You can see this in the screenshot above, circled in orange.

Certificates

After attending an event you'll be able to access your certificate. Certificates are accessible on the Past Events screen; some modules require a quiz to be completed before you can download the certificate. CPD courses will have the CPD logo displayed at the bottom.

On Demand

Access to watch any courses using the On Demand option is gained via My Account, where you'll have access to continue watching, download handouts, leave feedback and access your certificates.

Mandates

If your organisation or line manager assign you any courses to be completed such as Compliance you will find them under the "Mandates" section of My Account. You will be notified of any new mandate by email, as well as seeing a notification in My Account.
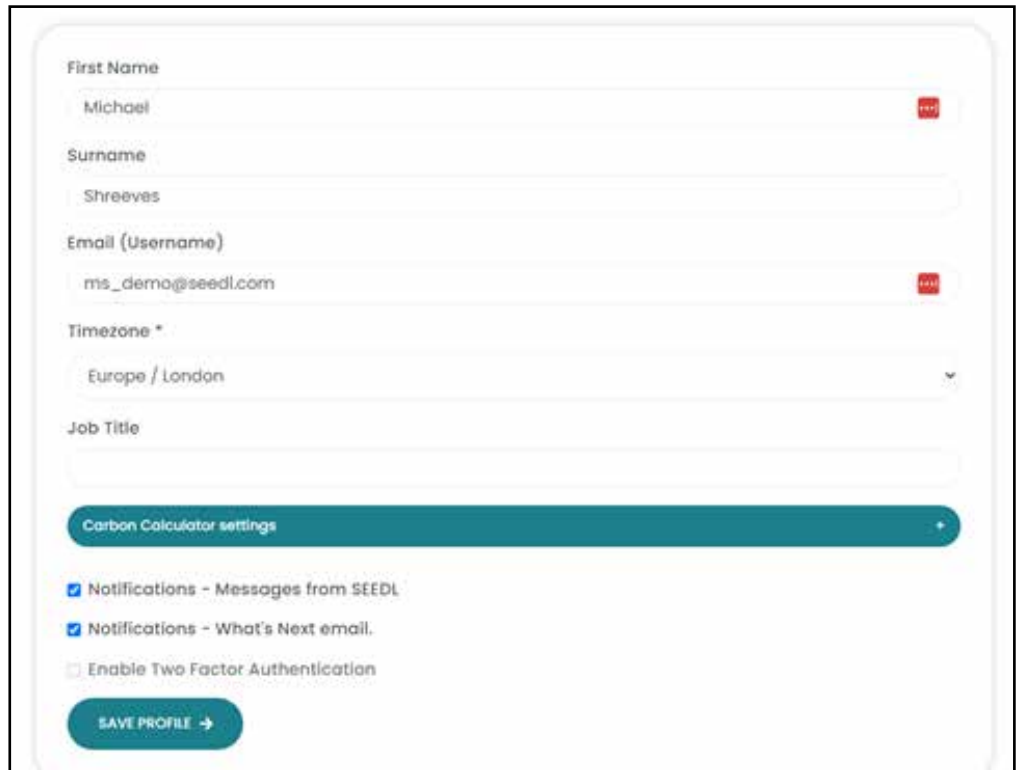
You'll see your mandates listed with a due date for completion and a status. You can watch your mandates via On Demand or live.

Edit Profile

This page allows you to edit your time zone, first name and last name and your email address (this is used to login).

Carbon Calculator
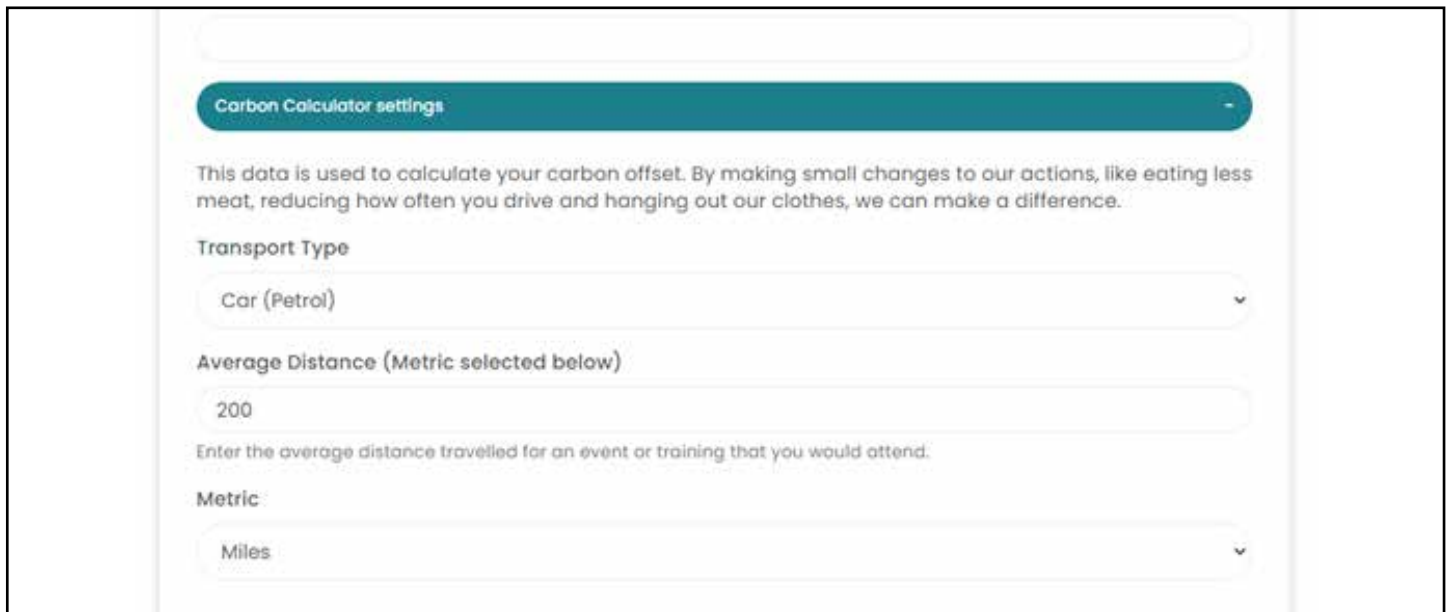
From the Edit Profile tab you can setup your Carbon Calculator settings, which enables your organisation to calculate your contribution to their carbon offset calculations. Our data is derived from the HMRC figures for the average vehicle in each category.

Adding SEEDL to your phone

To add SEEDL to your Android home screen, open Chrome and go to your SEEDL portal. Open the three-dot menu at the top and select Add to Home screen. Confirm, and it will appear on-screen.

On an iPhone, open Safari and go to your SEEDL portal. Tap the share menu and select Add to Home Screen. Confirm, and it will appear on-screen. The link will only work, though, with Safari.