

## Safe Ministry Training Mentor (Junior Leaders course) Group Management Guide

### Introduction:

The role of Training Mentor in the Junior Leaders course is primarily one of pastorally supporting the young people undertaking the Safe Ministry Junior Leaders course. This also includes a level of management of those leaders as they progress through the course.

The training system has a number of features to assist Training Mentors in that management – this guide will highlight those features.

### Basics:

Once your church is set up in the training system, you will be sent an email detailing your access to a 'training group' for your church.

As Training Mentor, you will need to enrol your Junior Leaders into the course once they have created accounts on the Training website. Note that you will need the name and email address that they used to create their Training account.

As you enrol them, they are sent an email detailing how to access the course.

Once they are enrolled, you can track their progress through the course, even down to information for each Checkpoint they complete, and the results of their final Topic, where they post answers to three self-assessment questions.

All this information should be a help as you encourage your Junior Leaders to keep moving through the course and is in addition to the prompts you will receive when each of your Junior Leaders reach key points in their training.

### IMPORTANT NOTE:

If you have any Junior Leaders who do not complete the course before their six-month enrolment period expires (or they completed it three years ago and are returning to refresh their training as a Junior Leader), you will not be able to re-enrol them successfully.

If this occurs, you need to submit a Support Ticket with the Junior Leader's name and email address, as a site Administrator will need to manually re-enrol them.

All course progress is deleted when the six-month enrolment period expires, so the Junior Leader will need to begin the course again. It is therefore important that you encourage them to complete their course within their enrolment period.

## Details:

### Accessing the Group Management page

To access the Junior Leaders Group Management page

- log in to the Training system: <https://courses.safeministry.training/login/>
- navigate to 'My Course Dashboard' page  
Below the list of any courses you may currently be enrolled in, will be a button for the Junior Leaders Group Management page.

When you arrive on that page for the first time, it should contain your name in the Group Leaders table:

**Junior Leaders Group Management**

Group: JL - Mentors Church Test Group

**Enrolled Users**

Users ▾ Reports ▾

Search

20 Per Page ▾

« ‹ › »

**Group Leaders**

1 leaders

First Name	Last Name	Email
Jack	Mentor	info3@safeministry.training

The Safe Ministry Team      Support      Search the site

### Enrolling Junior Leaders

*Note: you can only enrol leaders who have a safe ministry training account.*

To enrol a Junior Leader in your group, click on the 'Users' button on the left and choose 'Add one' or 'Add multiple' (selecting this will allow you to enter multiple Junior Leader details at once).

This will open the following pop-up window.

Enter the Junior Leaders’ first and last name, making sure you have the spelling they used in creating their account, and the correct email address for their account.

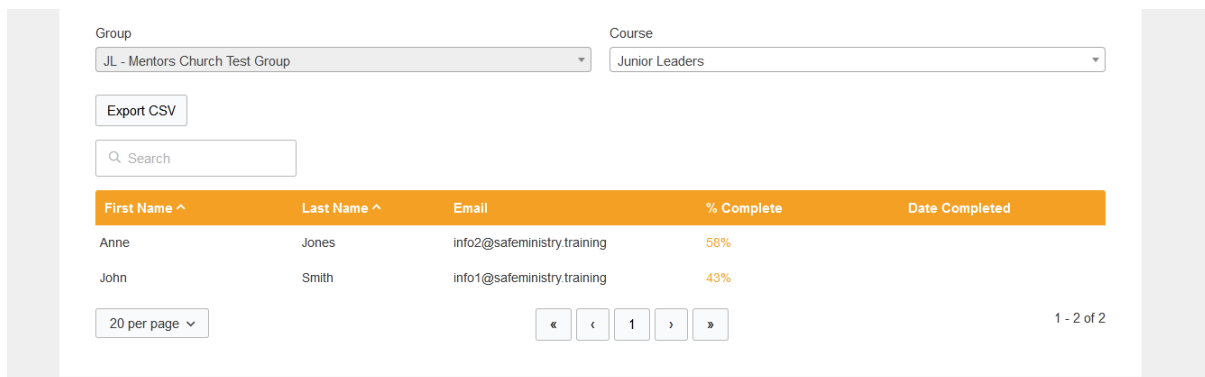
Click ‘Add User’ and within a few seconds, their name should appear in the Enrolled Users table:

Repeat this process to enrol all your Junior Leaders into the course.

## Reports

You can check on individual Junior Leader's progress, drilling down to individual Topics/Subtopics and Checkpoints by clicking on the 'Reports' drop-down on the right side of the page and choosing one of the following reports:

1. A *course* report will look like this:



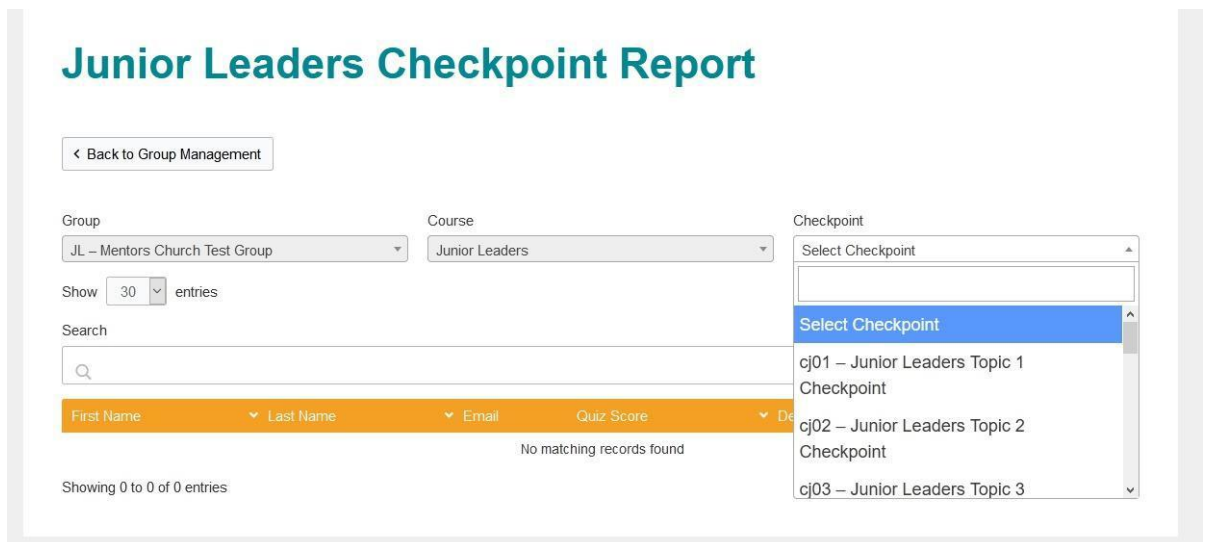
The screenshot shows a web interface for a course report. At the top, there are two dropdown menus: 'Group' (set to 'JL - Mentors Church Test Group') and 'Course' (set to 'Junior Leaders'). Below these are buttons for 'Export CSV' and a search box. A table displays the following data:

First Name ^	Last Name ^	Email	% Complete	Date Completed
Anne	Jones	info2@safeministry.training	58%	
John	Smith	info1@safeministry.training	43%	

At the bottom, there is a '20 per page' dropdown, navigation arrows, and a page indicator '1 - 2 of 2'.

Note the progress of each leader is expressed as a percentage.

2. Choosing the '*Checkpoint*' report takes you to:

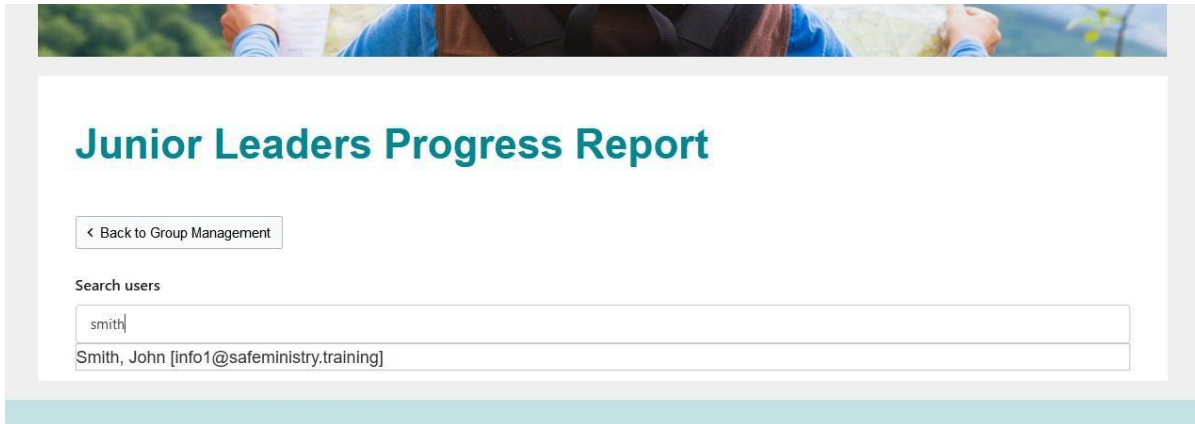


The screenshot shows the 'Junior Leaders Checkpoint Report' interface. At the top, there is a 'Back to Group Management' button. Below it are dropdown menus for 'Group' (set to 'JL - Mentors Church Test Group') and 'Course' (set to 'Junior Leaders'). There is also a 'Checkpoint' dropdown menu with a search box and a list of options: 'Select Checkpoint', 'cj01 - Junior Leaders Topic 1 Checkpoint', 'cj02 - Junior Leaders Topic 2 Checkpoint', and 'cj03 - Junior Leaders Topic 3'. A 'Show 30 entries' dropdown is also visible. Below the dropdowns is a search box and a table header with columns for 'First Name', 'Last Name', 'Email', 'Quiz Score', and 'Date Completed'. The table currently displays 'No matching records found' and 'Showing 0 to 0 of 0 entries'.

This is where you can select a Checkpoint in the course to reveal information on your Junior Leader's performance in those mini quizzes.

3. Selecting 'Progress' reports will allow you to drill down into the individual Topics/Subtopics for any of your leaders.

The screen will look like this:



To select a leader, start typing either the leader's name or email address, then choose the correct one offered.

You will then be presented with a drop-down list of that Leader's Topics and Subtopics that you can browse:



4. The final report available is for viewing the *self-assessments* that each Junior Leader writes as part of their final Topic.

These are three questions that reveal what they have learned during the course and what they think will help them minister safely.

You can view your Junior Leader's self-assessments after they have completed their course by choosing that option from the 'Reports' drop-down.

If you have any questions or concerns about any of the items covered in this guide, please raise a [support ticket](#).