

Nipperpedia Guide for Learners

v1.0 June 2021

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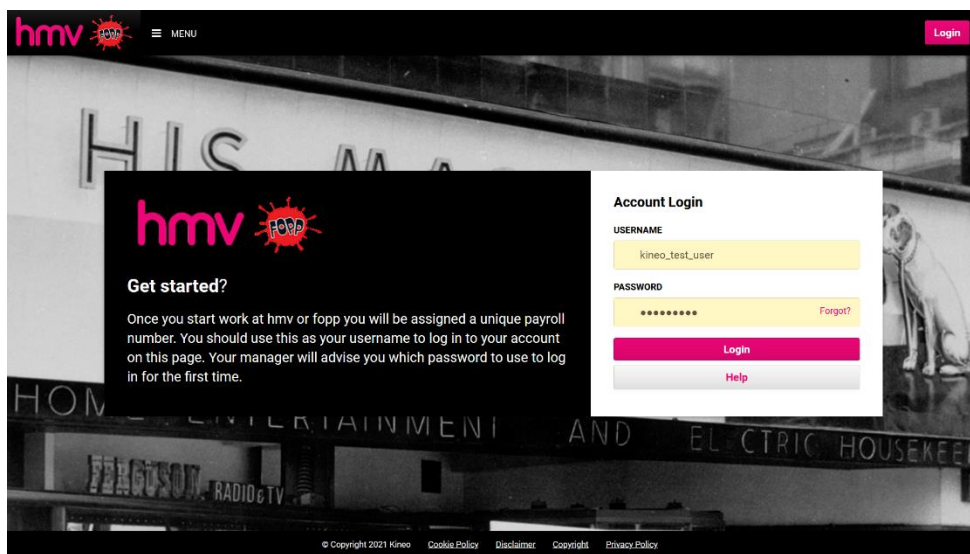
1 New Nipperpedia

1.1 Introduction

Great news! We're launching a new Nipperpedia site in June 2021. This site will be the place for all hmv and Fopp staff to access online training courses. An account has been created for you on the new site and the record of previous course completions has been transferred over to the new site.

We hope you enjoy the new look site.

1.2 How to login

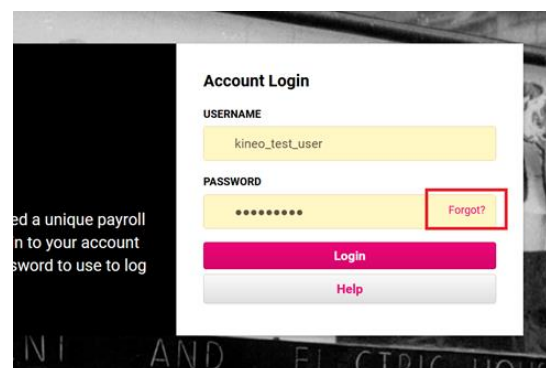


To login, go to www.nipperpedia.com and login with your username and password as below:

- Username: Your payroll number
- Password: Firstname-payroll eg.) Robin-12345

Once you log-in you will be asked to change your password to something personally memorable / unique.

If you have any issues logging in, speak to your Manager. Note that if you have previously added an email address to your account, you can also use the '**Forgot?**' link in the password field to raise a ticket for a new password.



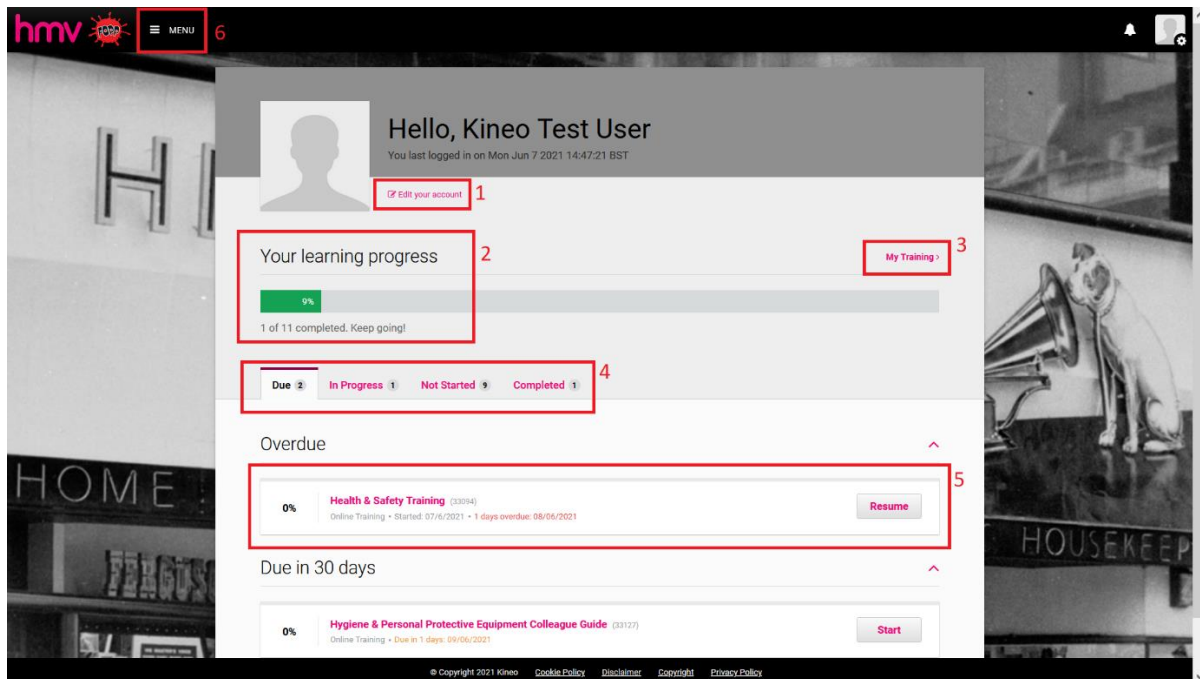
Navigating Nipperpedia



2 Navigating Nipperpedia

2.1 Dashboard

Once you have logged in you will be presented with the dashboard below:

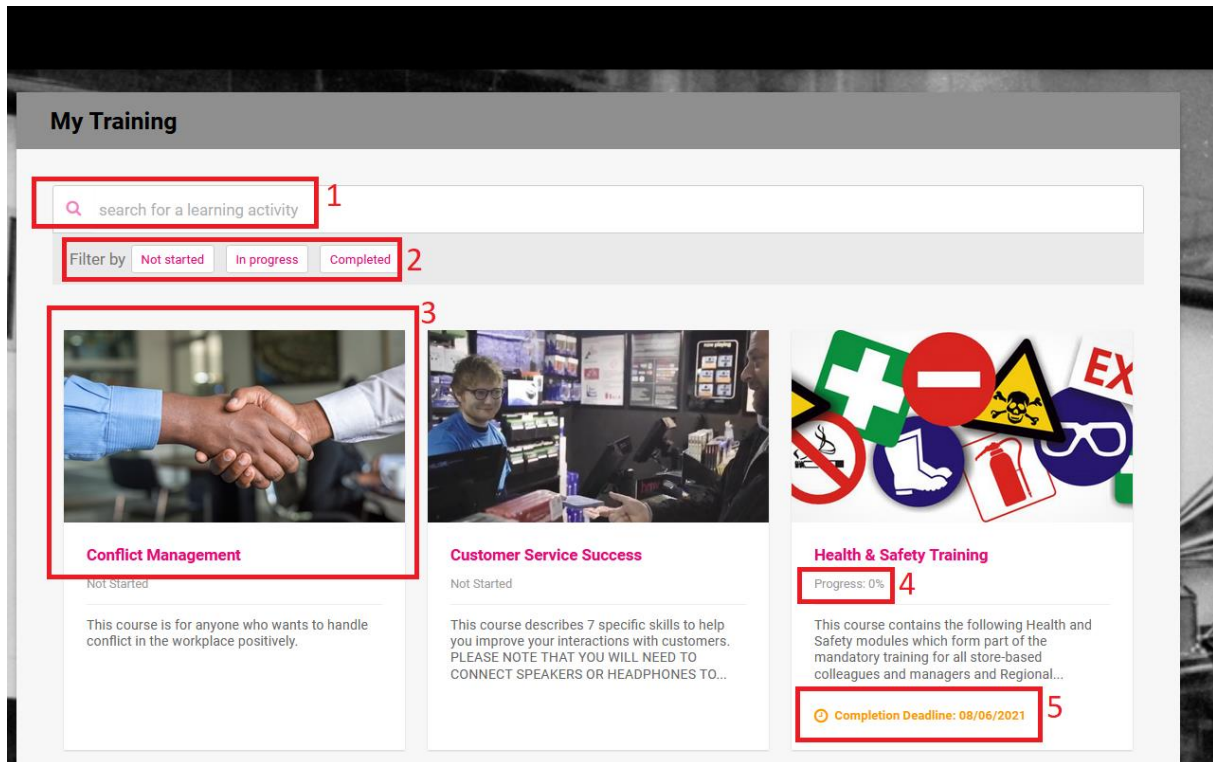


1. **Edit your account** – click here to edit your account details such as updating your email address or password
2. **Your learning progress** – this bar shows your overall percentage complete against all of the learning that you are enrolled onto
3. **My training** – click here to access the ‘My Training’ page which contains links to all your enrolled learning, plus certificate links for any courses completed previously
4. **Progress tabs** – alternatively you can access your enrolled learning via the tabs shown here:
 - a. **Due** – shows training that is not complete but that has been assigned a deadline
 - b. **In Progress** – shows all enrolled training that has been started but not completed shows
 - c. **Not Started** – shows all enrolled training that has not yet been started
 - d. **Completed** – shows all completed enrolled training
5. **Course tile** – click on either the Course Title or the Start/Resume button to begin/resume your learning
6. **Menu** – from the menu in the top left-hand corner you can access the menu and jump to ‘My Training’ where you will find all of your enrolled learning, ‘Training Catalogue’ where you can enrol yourself on additional training, ‘Training Transcript’ where you

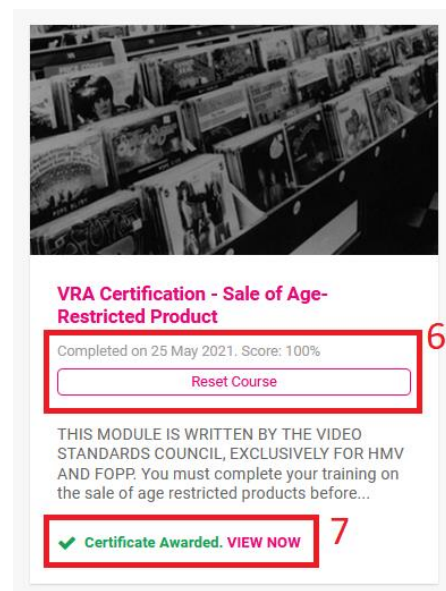
can run a report on all of your training and 'Help' where you can find our list of FAQs and a handy systems requirements checker.

2.2 My Training

Your My Training page will look something like this:

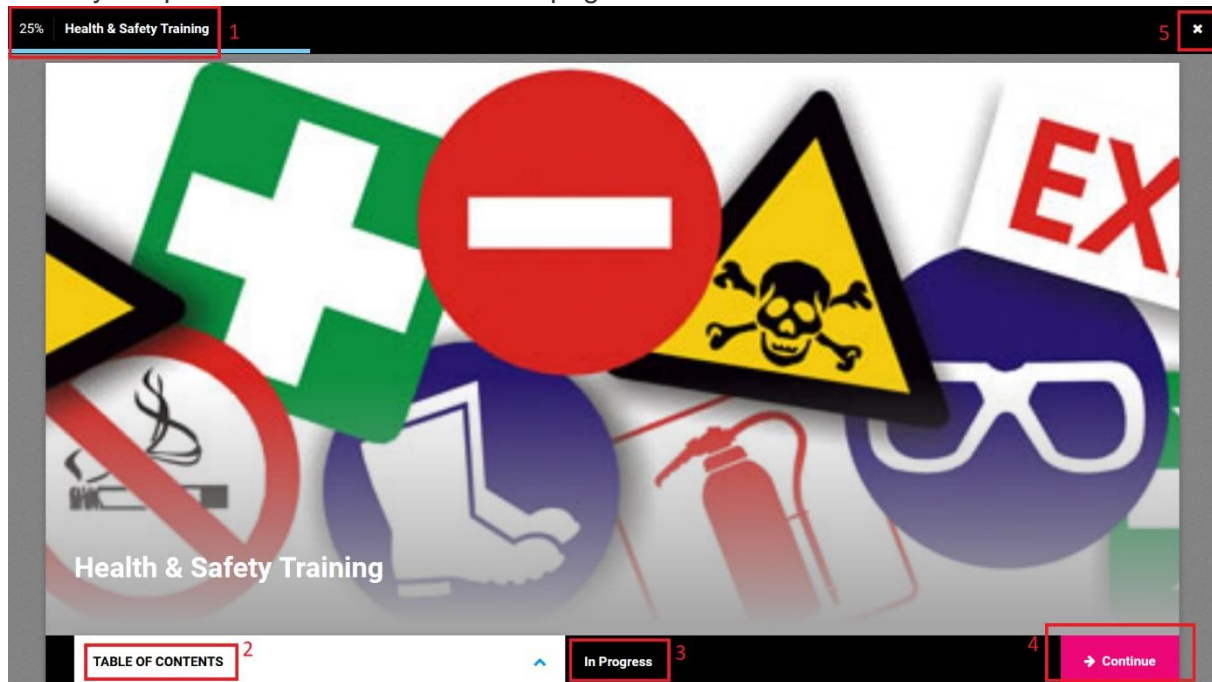


- 1. Search** – use the search bar to quickly find the content you are looking for
- 2. Filters** – filter your learning by the different statuses 'Not started', 'In progress' and 'Completed'
- 3. Course tile** – to launch the learning, click on a course image or title
- 4. Progress** – training that is in progress will show a percentage complete. Note that this is overall progress across all activities in the course
- 5. Deadline** – training that has a deadline will show below the course details
- 6. Reset Course** – training that has been completed can be reset so that you can record a new record of completion
- 7. Certificate** – certificates for completed courses can be accessed by clicking on 'View Now'

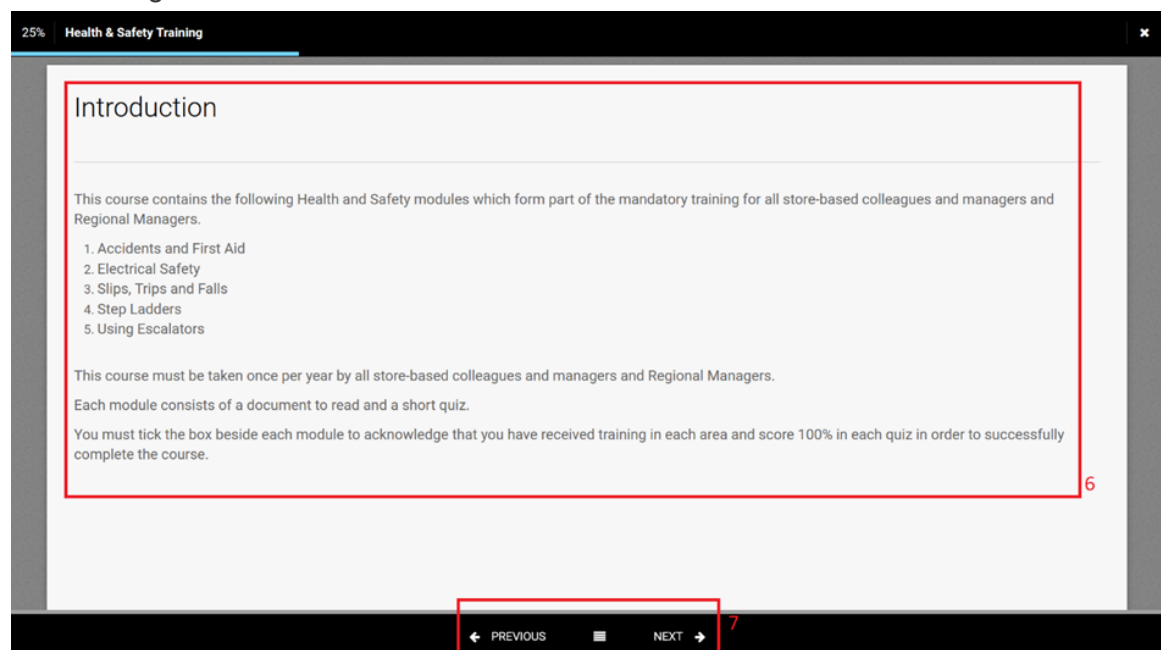


2.3 Navigating a course

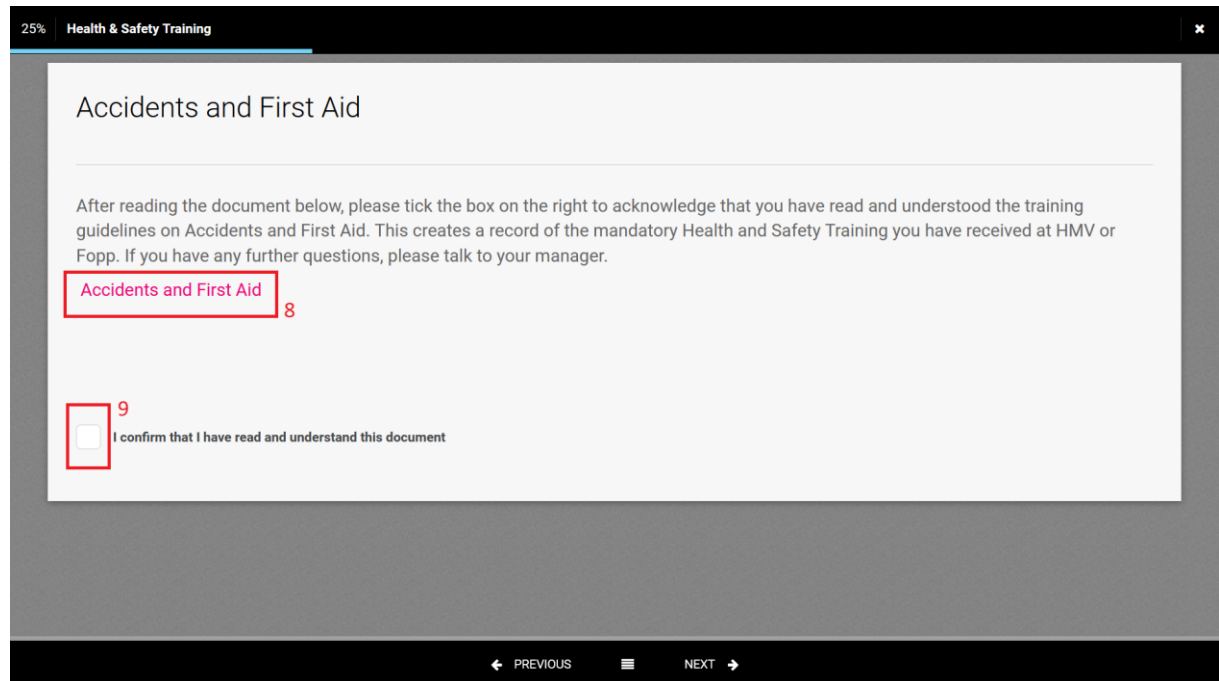
When you open a course the introduction page will look like the one below:



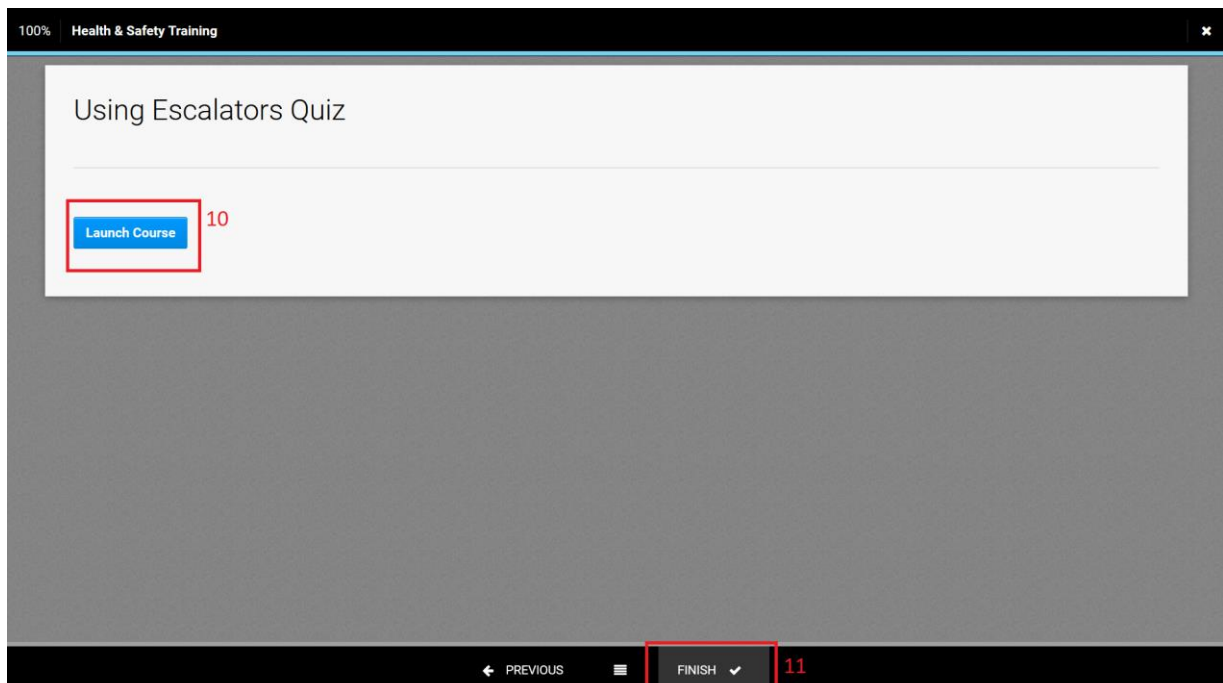
1. **Progress** – the top left-hand corner shows you your progress on the course
2. **Table of Contents** – from here you can see all the pages in the course and jump to specific pages – useful if you have already started a course and are part way through. You will also see an indication of whether a page has been successfully completed. Check here if you are unsure why a course is not marked complete.
3. **Status** – your status on the course is show here
4. **Begin Course / Continue** – click here to start the course and go to the first page
5. **X** – the x in the top right-hand corner closes the course and returns you to My Training



6. **Course content** – course content appears in the main body of the page, please read this carefully
7. **Navigation** – to move between pages use the Next, Previous and Table of Contents buttons at the very bottom of the page



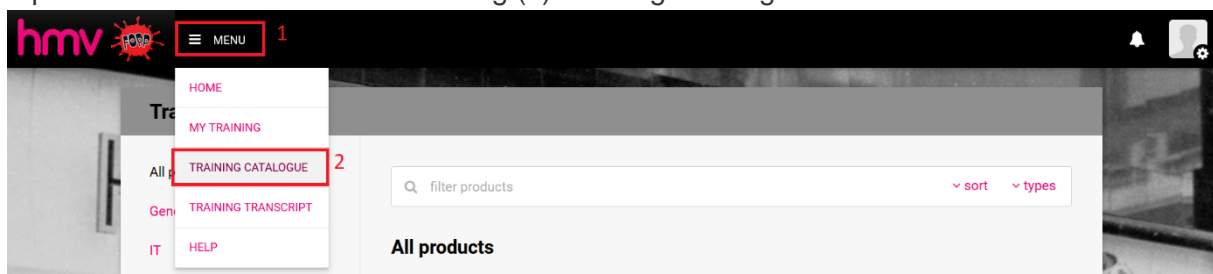
8. **Links** – links to external documents and resources are highlighted in the course content. Please read all linked resources carefully
9. **Acknowledgement** – you may be required to acknowledge that you have read and understood a document by clicking a checkbox



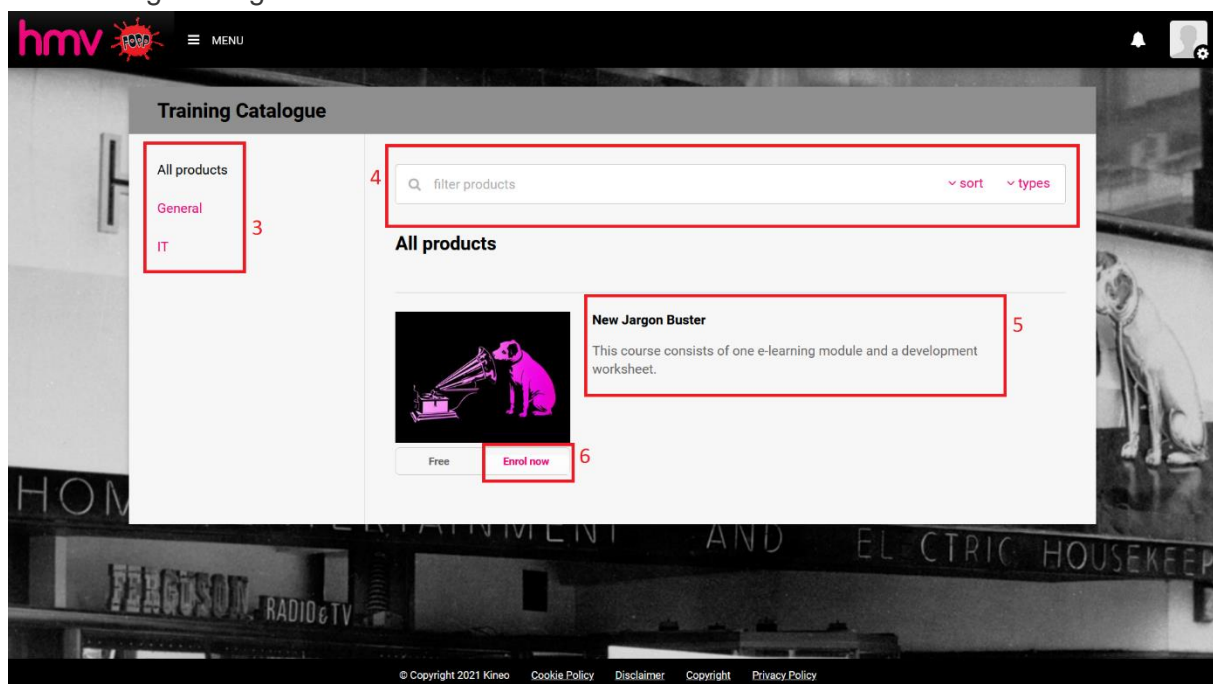
- 10. Launch Course** – a large number of course pages have links to e-learning assets that launch in a new window. The first time that you launch a course you may need to ensure that pop-up blockers are disabled for the content to load. The content will load in a new window. Once you have completed the content, close the new window, return to the course page and then navigate to the next page using the 'Next' navigation button.
- 11. Finish** – on the last page of the course, click on 'Finish' to return to the introduction page and confirm the course status. The course can be fully closed by clicking on the X in the top right corner.

2.4 Training Catalogue

Nipperpedia has a training catalogue which can be used to enrol yourself onto additional optional online courses. The Training Catalogue can be accessed by click on Menu (1) in the top left-hand corner and then selecting (2) Training Catalogue.




The training catalogue will look like the screen below:



- 3. Filters** – on the left hand side will enable you to filter between different categories of courses
- 4. Search** – you can also search for content using the search bar

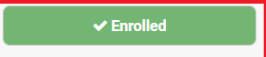
5. **Descriptions** – courses are added to the catalogue as products which have a title and descriptive text to let you know what the course is about and who it is suitable for
6. **Enrol now** – to enrol yourself on a course click on a course.
7. **Enrolled** – once you are enrolled click on the 'Enrolled' button and you'll be taken straight to your My Learning page.

All products



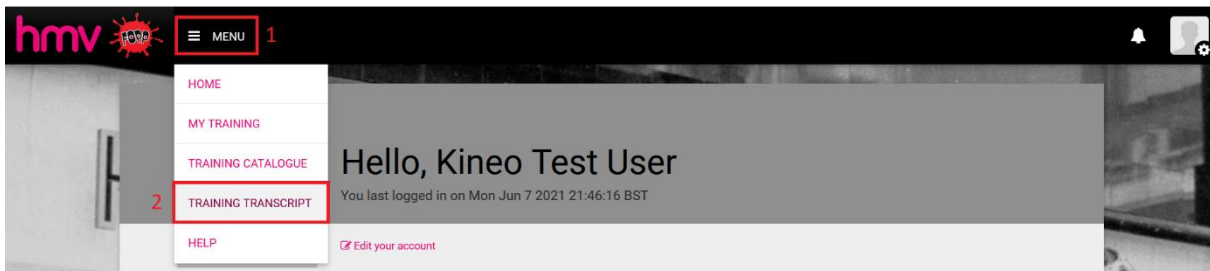
New Jargon Buster

This course consists of one e-learning module and a development worksheet.


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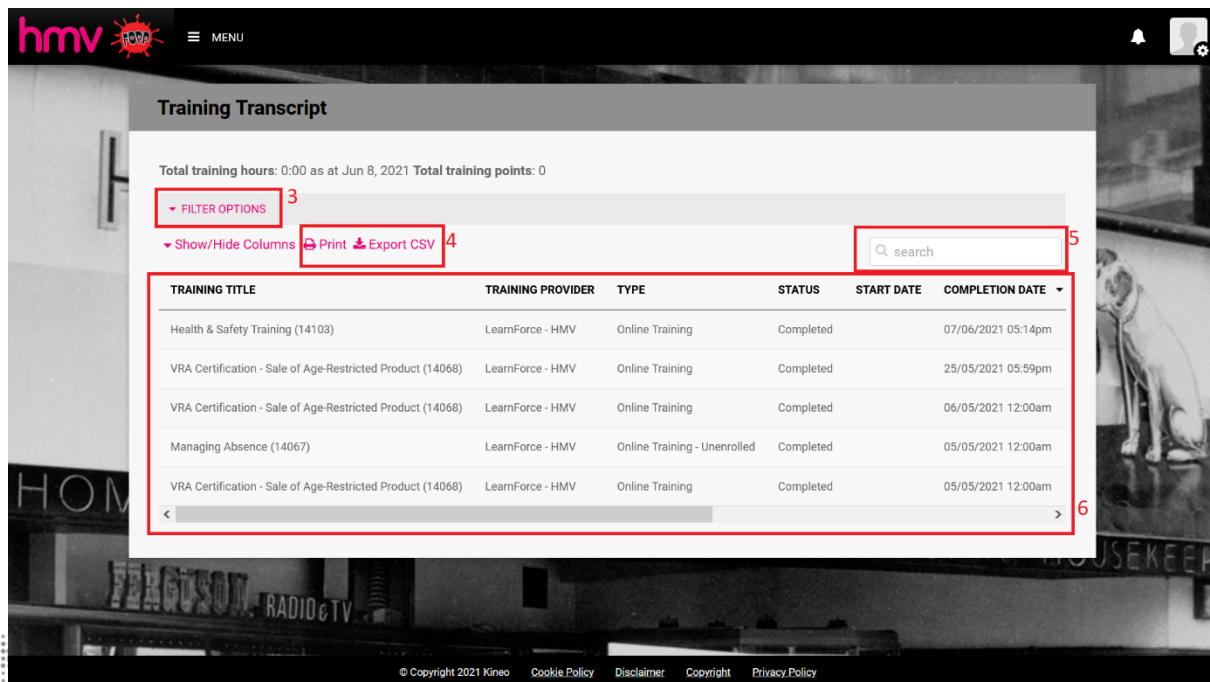
2.5 Training Transcript

Your Training Transcript includes a complete record of every course completion, include previous completions and unenrolled training. The Training Transcript can be accessed by click on Menu (1) in the top left-hand corner and then selecting (2) Training Transcript.



The screenshot shows the hmv website header. A red box labeled '1' highlights the 'MENU' button. A dropdown menu is open, and a red box labeled '2' highlights the 'TRAINING TRANSCRIPT' option.

The Training Transcript looks like the below:



The screenshot shows the hmv Training Transcript page. A red box labeled '3' highlights the 'FILTER OPTIONS' button. A red box labeled '4' highlights the 'Print' and 'Export CSV' buttons. A red box labeled '5' highlights the search bar. A red box labeled '6' highlights the table of training records.

TRAINING TITLE	TRAINING PROVIDER	TYPE	STATUS	START DATE	COMPLETION DATE
Health & Safety Training (14103)	LearnForce - HMV	Online Training	Completed	07/06/2021 05:14pm	
VRA Certification - Sale of Age-Restricted Product (14068)	LearnForce - HMV	Online Training	Completed	25/05/2021 05:59pm	
VRA Certification - Sale of Age-Restricted Product (14068)	LearnForce - HMV	Online Training	Completed	06/05/2021 12:00am	
Managing Absence (14067)	LearnForce - HMV	Online Training - Unenrolled	Completed	05/05/2021 12:00am	
VRA Certification - Sale of Age-Restricted Product (14068)	LearnForce - HMV	Online Training	Completed	05/05/2021 12:00am	

3. **Filter Options** – filter options are available to change the data that appears in the Transcript, for example you can choose to include 'In Progress' or 'Not Started' courses
4. **Print / Export CSV** – these options enable you to export your record from the system
5. **Search** – search options allow you to search for the records of specific content
6. **Report** – all your training records are shown in the main body of the page

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