

**NOT IN OUR
COMMUNITY
INTERACT**

Know the signs -
Real stories - Get help

HOW TO GUIDE

Support Worker Guide



www.notinourcommunity.org/nioc-interact



HOW TO GUIDE



Welcome to NIOC Interact

All NIOC films are based on real life events and many are co-produced with survivors of exploitation.

Before logging on, understand that NIOC Interact contains language that some users might find offensive as well as themes including sexual abuse and violence that some users might find distressing.

NIOC Interact should not be used by children and young people without the support and consent of a responsible adult.

If you are worried about any of the issues raised or need help, go to www.notinourcommunity.org and choose **"Who can help?"**.

HOW TO GUIDE

**NOT IN OUR
COMMUNITY
INTERACT**
Know the signs -
Real stories - Get help

Creating an account

1. Go to **www.notinourcommunity.org**
2. Choose **NIOC Interact** at the top right in the menu.
3. Select **SUPPORT WORKERS** from the three options provided and fill in the form to create your individual teacher account.
4. Please Note: You will need access to your email account in order to confirm and activate your new account.
5. Your teacher account will then be approved and you should receive an email within 72hrs to confirm you are able to login and access NIOC Interact.

The screenshot shows the homepage of the NOT IN OUR COMMUNITY website. The header is blue with the logo and navigation links: CHOOSE YOUR SECTION, OUR CAMPAIGN, WHO CAN HELP?, and NIOC INTERACT. Below the header is a blue banner with text about the e-learning platform. A grey box states: "To access all resources for free you first need to create an account. What kind of user are you?". Below this are three buttons: INDIVIDUAL STUDENT, TEACHERS, and CARERS/SOCIAL WORKERS. The CARERS/SOCIAL WORKERS button is highlighted with a red border. At the bottom, there is a "GET HELP" section with contact information and a "SELECT LANGUAGE" dropdown menu.

The screenshot shows the registration form for Teachers/Workers. The header is blue with the logo and navigation links. Below the header is a blue banner with the title "Teachers/Workers". The main content area is grey and contains text about setting up groups and registering as a group. A link is provided for a brief user guide. Below the text is a blue box with the text "Please fill in the form below.". The form fields are: Name * (First Name, Last Name), Email * (Enter Email, Custom Email), Password * (Enter Password, Confirm Password), Organisation * (School), Area * (Hull), and Estimate number of users you wish to set up.

HOW TO GUIDE

**NOT IN OUR
COMMUNITY
INTERACT**
Know the signs -
Real stories - Get help

Creating groups

Once you have activated your account you will be allocated a default group. you may then create your own groups within the dashboard.

1. Rollover NIOC Interact at the top right of the menu and select Dashboard from the drop down.
2. Then click the New Group button and give your group a name.
3. Once the group is created you can then go on to add students and assign courses as per the instrucion over the following pages.

GROUP

Test Group Name

▼

+ NEW GROUP

Users Registration Left : 50

Associated Courses

No Courses Found.

[Enrolled Users](#) [Enroll New User](#) [Report](#) [Group Code](#)

Bulk Remove

Show

10

Search

Users

	NAME	EMAIL	ACTION
No user is enrolled			

Showing 0 to 0 of 0 entries

Previous

Next Question

HOW TO GUIDE

**NOT IN OUR
COMMUNITY
INTERACT**

Know the signs -
Real stories - Get help

Adding students with email addresses

If you have the email addresses of the students you wish to add to NIOC Interact, you can use the following method.

1. In your teacher dashboard, select the group from the drop down you wish to add the student to or create a new group if applicable.
2. Then click on the Enroll New User tab and fill out the student information in the required fields.
3. Once the student's details have been submitted, they will receive an email with a link to login and a secure password that has been generated for them.

The screenshot shows the NIOC Interact teacher dashboard. At the top, there's a blue header with the NIOC logo and navigation links. Below the header, there's a 'GROUP' dropdown menu set to 'How To Guides'. To the right, it says 'Users Registration Left : 10'. Under 'Associated Courses', there's a list of courses. Below that, there's a tabbed interface with 'Enroll New User' selected. The 'Enroll New User' tab shows a table with columns: FIRST NAME, LAST NAME, EMAIL, and ACTION. There are two rows of student data. The first row has 'Nadir' as the first name, 'Zahari' as the last name, and 'nadir@domain.co.uk' as the email. The ACTION column for this row shows a red '+1' and a delete icon. The second row has 'Susan' as the first name, 'Gibson' as the last name, and 'susan@domain.co.uk' as the email. The ACTION column for this row shows a red '+', a red 'x2', and a delete icon. At the bottom left of the table, there's a blue 'Submit' button with a red '3' next to it. At the top right of the table, there's a blue 'Add User' button and a blue 'Upload Users' button with a red '4' next to it.

**NOT IN OUR
COMMUNITY**

CHOOSE YOUR SECTION OUR CAMPAIGN WHO CAN HELP? NIOC INTERACT

GROUP How To Guides Users Registration Left : 10

Associated Courses

- Child Criminal Exploitation (Years 7-9)
- Child Sexual Exploitation (Years 7-9)
- Child Criminal & Sexual Exploitation (Years 7-9)
- Online Grooming (Years 7-9)

Enrolled Users **Enroll New User** Report Group Code

Add User Upload Users **4**

FIRST NAME	LAST NAME	EMAIL	ACTION
Nadir	Zahari	nadir@domain.co.uk	+ 1
Susan	Gibson	susan@domain.co.uk	+ x 2

Submit 3

- 1** Add new student to the group.
- 2** Remove this student from the group.
- 3** Submit changes.
- 4** Upload students via spreadsheet (sample for formatting is provided)

HOW TO GUIDE



Creating a group code and adding students

If you do not have email addresses for the students you wish to add, you can also generate a Group Code that can be distributed to allow access using the following method.

1. In your teacher dashboard, select the group from the drop down you wish to add the student to or create a new group if applicable.
2. Then click the Group Code tab.
Click the Generate button to create a random code for the group.
3. You can also set the time period that the code is active, as well as toggle it active or inactive.
4. When you are happy, click submit to generate the code and make it active.
5. Then you can share the enrolment link

www.notinourcommunity.org/group-enrolment - and group code with students for them to gain access.

The screenshot shows the 'NOT IN OUR COMMUNITY INTERACT' website header with navigation links: CHOOSE YOUR SECTION, OUR CAMPAIGN, WHO CAN HELP?, and NIOC INTERACT. Below the header, there are four tabs: Enrolled Users, Enroll New User, Report, and Group Code (which is selected). The 'Group Code' tab contains a form with the following elements:

- A 'Code' input field containing 'sXldVpWWsJ' and a 'Generate' button.
- 'From' and 'To' date pickers set to '01-04-2021' and '30-04-2021' respectively.
- A 'Validation Rules' toggle switch, currently turned off.
- A 'Status' toggle switch, currently turned on.
- A 'Submit' button.
- A 'Previous Question' button in the top right corner of the form area.

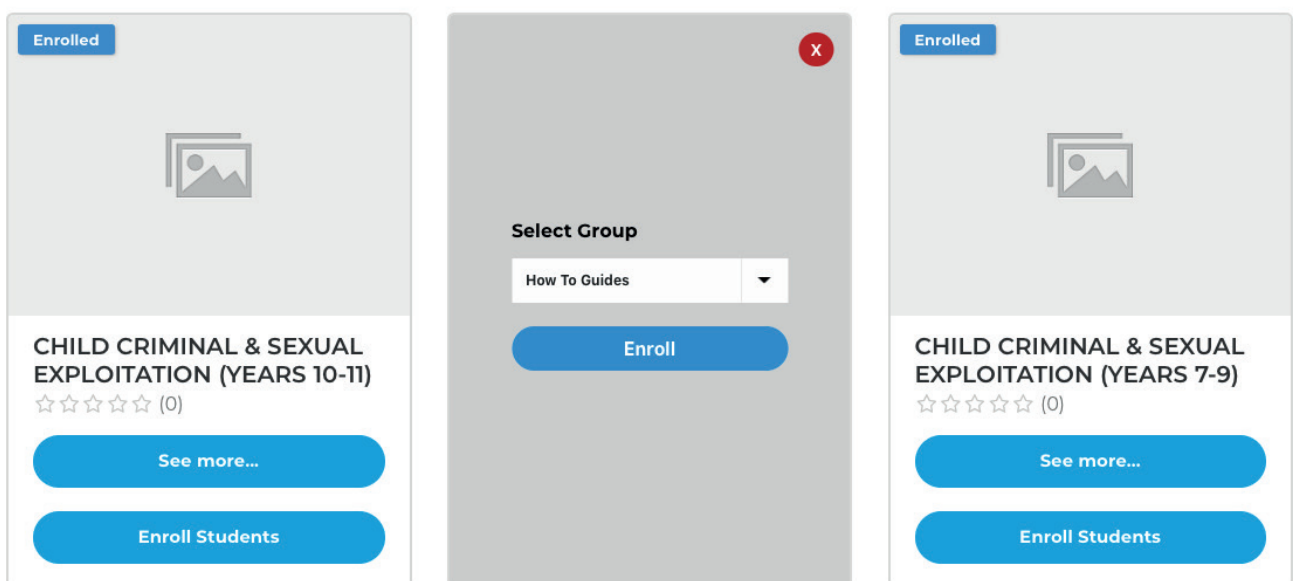
HOW TO GUIDE

**NOT IN OUR
COMMUNITY
INTERACT**
Know the signs -
Real stories - Get help

Assigning courses to groups

Once you have your groups set up you can then assign them the appropriate courses using the following method.

1. Rollover NIOC Interact at the top right of the menu and select Courses from the drop down.
2. The following page will list all of the courses available, click of See More to see a full preview of the course and it's content.
3. To enroll students, simply click the Enroll Students button, select the group you wish to enroll from the drop down and then click the Enrol button.



HOW TO GUIDE

**NOT IN OUR
COMMUNITY
INTERACT**

Know the signs -
Real stories - Get help

Managing students & reporting

If you wish to remove a student from a course, simply select the group they are part of and in the list of students click the Remove action on the right.

You can also check on the progress of students using the following method.

1. In your teacher dashboard, select the group you wish to view a report for.
2. Then click the Report tab, from there select the group you would like to view from the drop down and click Show Report.
3. Here you can click on each student individually to show their progress in NIOC Interact.

**NOT IN OUR
COMMUNITY**

CHOOSE YOUR SECTION OUR CAMPAIGN WHO CAN HELP? NIOC INTERACT



Enrolled Users Enroll New User **Report** Group Code

Online Grooming (Years 7-9)

Show Report

Show

10

entries

NAME		EMAIL ID	COURSE PROGRESS	REWARDS
▼	Nadir Zahari	nadir@domain.co.uk	56%	-
▲	Pippa	pippa@domain.co.uk	100%	
100% Complete				
Quizzes		Certificate	Score	Statistics
				Date
✓	Becky's Story - Part 1	-	100%	
✓	Becky's Story - Part 2	-	0%	
✓	Becky's Story - Part 2	-	100%	
✓	Becky's Story - Part 3	-	0%	
✓	Becky's Story - Part 3	-	100%	
⌚	Becky's Story - Part 4	-	Pending	
✓	Becky's Story - Part 5	-	100%	
✓	Becky's Story - Part 6	-	100%	
✓	Lucas's Story - Part 1	-	100%	
⌚	Lucas's Story - Part 2	-	Pending	
✓	Lucas's Story - Part 3	-	100%	