HOW TO GUIDE

Support Worker Guide

**NOT IN OUR
COMMUNITY
INTERACT**

Know the signs -
Real stories - Get help

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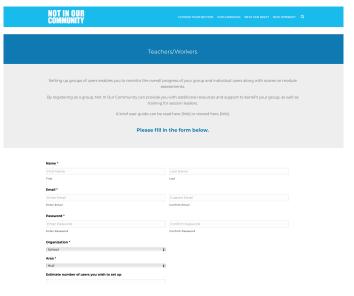
If you are worried about any of the issues raised or need help, go to **www.notinourcommunity.org** and choose **"Who can help?"**.

HOW TO GUIDE

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.

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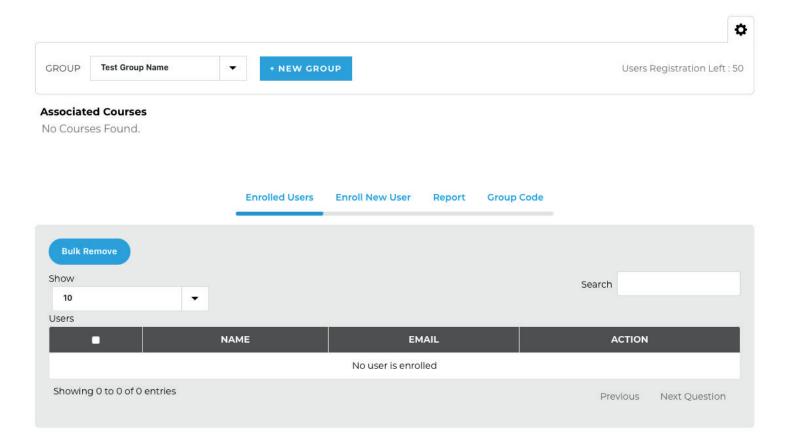Know the signs -
Real stories - Get help

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 instruciton 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

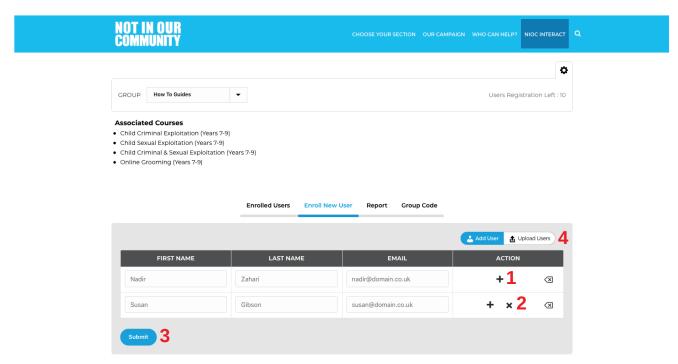Previous   Next Question

HOW TO GUIDE

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.
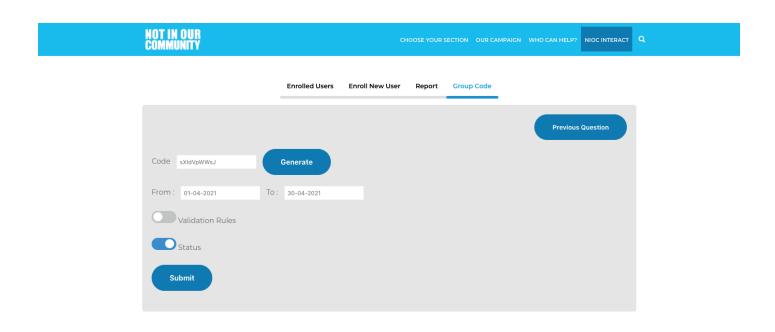
NOT IN OUR COMMUNITY

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	**+ × 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)

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

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.

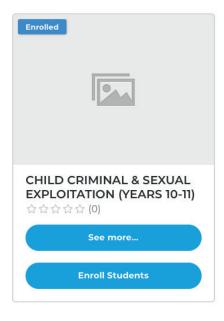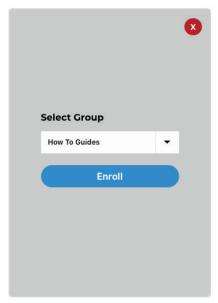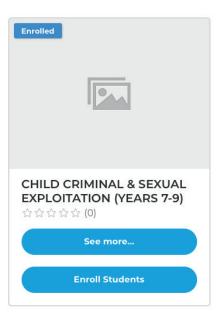## Assigning courses to groups

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.

Enrolled

CHILD CRIMINAL & SEXUAL
EXPLOITATION (YEARS 10-11)
☆☆☆☆☆ (0)

See more...

Enroll Students

Select Group

How To Guides ▼

Enroll

Enrolled

CHILD CRIMINAL & SEXUAL
EXPLOITATION (YEARS 7-9)
☆☆☆☆☆ (0)

See more...

Enroll Students

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.