Role TM

Last Modified on 03/06/2025 12:45 pm CDT

My profile

My profile

Within your profile as a **Training Manager**, you will find information that identifies and allows for effective account management. This information includes:

- **Email:** This field displays the email address associated with the account. Important notifications will be sent to this email, and it can be used to reset the password if necessary.
- **First and Last Name:** These fields contain the full name of the Training Manager.
- **Country:** This indicates your country of origin or current location as the Training Manager.
- **Time Zone:** The time zone specified in the profile adjusts the platform's timings and dates according to your geographical location, facilitating activity coordination.
- **Educational Institution:** This field shows the name of the educational institution associated with the account.
- **Password Change:** Here, you can update the current password if desired. Keeping credentials secure is essential to ensure account safety.

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What notifications can I activate?

In this option, you can select various notifications according to your preferences. These notifications are designed to keep you informed in a timely and efficient manner. The available options are as follows:

- **New Task Assignment**: By activating this notification, you will receive an email alert whenever a new task is

assigned.

- **System Messages**: This notification will keep you informed about important system-related messages. These could include updates, configuration changes, or relevant announcements.

You can activate these options according to your preferences and adjust them at any time to ensure you're receiving the desired information accurately and promptly.

How do I activate games?

To activate **games** and provide students with the opportunity to practice the English language through exercises of varying levels of complexity, follow these simple steps:

- You will find an option called **Games**. Make sure this option is currently deactivated, as you need to activate it.
- To turn on the game activation option, simply switch the toggle to the **On** position.

The games will be activated and available for students. The games will provide an interactive and effective tool for students to practice the language. It's important to communicate to the students that they now have access to this feature and can use it to improve their skills in an entertaining way.

To deactivate the Games, switch the toggle to the **Off** position.

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How do I change my password?

To change your Password, follow these steps:

Click on **Change Password** and enter:

- Current password
- New password
- Click on **Save**

Change Password

Tu navegador no admite la reproducción de videos.

My uploads

My Uploads

My Files refers to all the documents and links to web pages that you have uploaded and shared on RLP. In this section, you can upload documents of various types, which you can filter for more effective searching.

You have 100 MB of storage available for **File Upload**. The compatible formats with the platform include:
- Audio
- Document (.pdf, docx)
- Web pages links
- Image (.png, .jpg)
- Interactive content
- Video (mp4, .mov)

How to upload a file to the platform?

To upload a new file or share a link, click on **Upload** or the **link icon**.

If you choose the link icon, you will be prompted to enter or paste the link you want to share in the corresponding field. Make sure to enter the link accurately and completely so that recipients can access the desired content without any issues.

After completing the necessary steps according to the selected option, be sure to review and verify that the file has been uploaded correctly or that the link has been entered properly. This process ensures that the shared or uploaded resources are available and accessible to users on the platform.
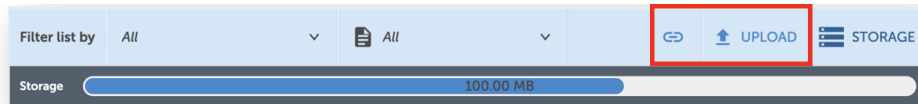

Click on Image

Uploaded files can be **edited**, **deleted**, or **shared**; to do this, you need to select the respective file to activate the options: **Edit**, **Delete**, and **Share**.
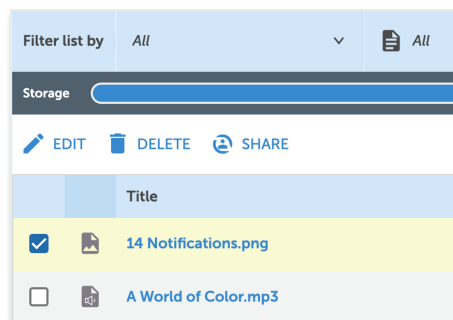

To **Edit** an uploaded file, select this option, and you will be able to modify the file's title, write a description of it, and choose the content type. Additionally, you can enable or disable the school app. The latter option only appears when the file is shared with a school.
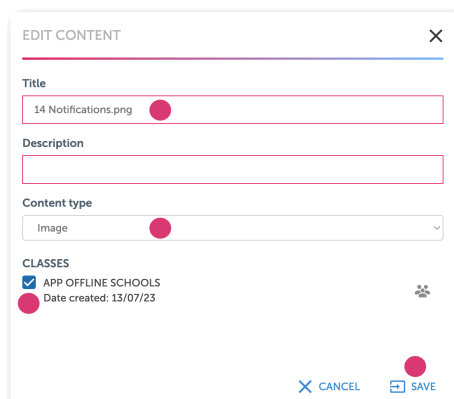
To **Delete**, select this option, and confirm the action, as it cannot be undone.
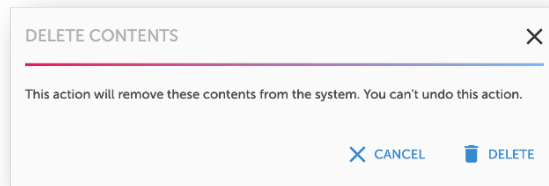
To **Share**, select this option, and choose which institution you will share the selected file with.
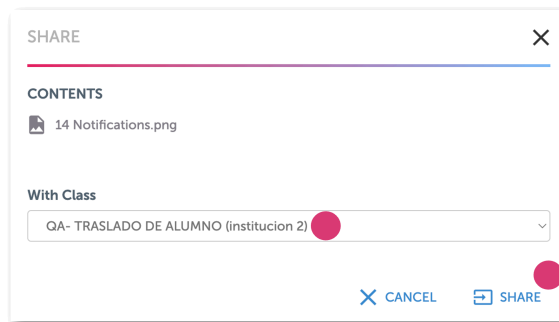

How can I use the filter option?

The use of filters provides you with the ability to organize, explore, and analyze your items in a more effective and precise manner. These options are designed to enhance your experience when interacting with available content, simplifying the search and selection of the information you need.

You can use the filter by selecting the desired option:

- **By Class:** This filter allows you to group items according to the class they belong to.
- **By Document Type:** By selecting this option, you can sort and examine items based on the type of document they correspond to.
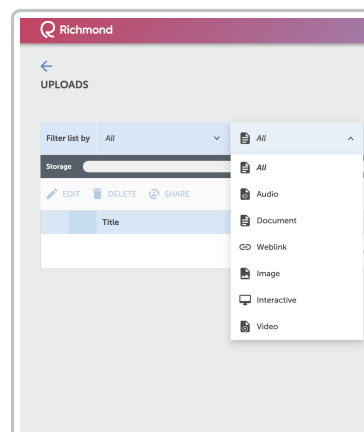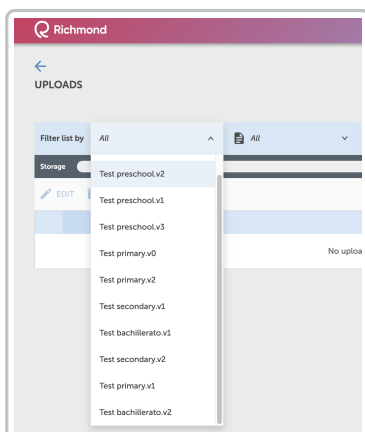
You have the option to view documents based on the following criteria:

- **By Title:** This option allows you to find a specific document if you know its title or part of it. Organizing documents this way makes it easier to identify and access the information you're looking for.
- **By Upload Date:** This option is useful for tracking recently added documents or locating documents that belong to a specific timeframe.
- **By Size:** This option enables you to sort documents based on their storage size. This is valuable when you want to identify small or large documents.
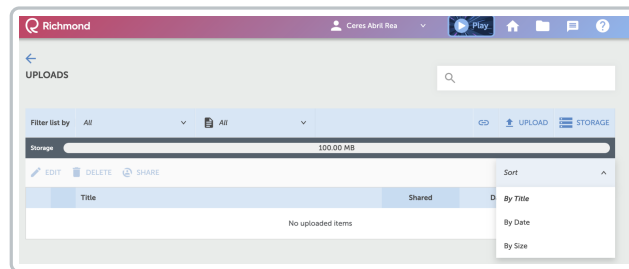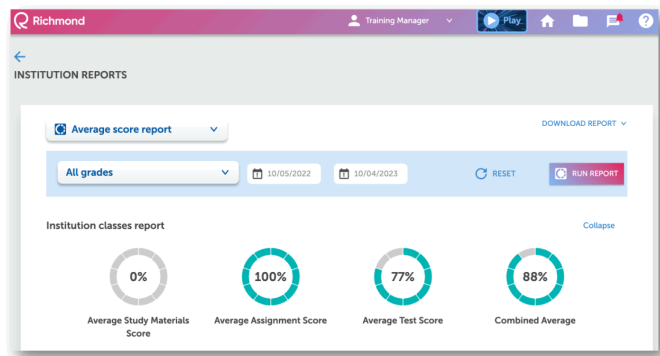

Institutional reports

Institutional Reports

Institutional Reports provide information on the student's academic progress, expressed in percentages, in various study areas assessed by RLP. In this section, you can access general Institutional Reports. The reports presented offer an analysis of the average scores obtained in the following aspects:

- **Study Materials:** An evaluation of the student's performance regarding their interaction and utilization of provided study materials.
- **Assignments:** An analysis of the tasks assigned throughout the evaluated period. This section shows how the student has approached and completed assignments.
- **Tests:** An analysis of the conducted assessments, highlighting how the student has responded to the assigned tests.
- **Combined Average:** A weighted average is presented, encompassing the results from the three aspects: study materials, assignments, and tests. This indicator provides an overall view of the student's comprehensive performance in the analyzed period.

Institutional Reports not only offer a quantitative assessment of the student's academic progress but also provide a qualitative insight into their engagement, participation, and achievements in different study areas.

Can I obtain a document with the information from Institutional Reports?

Yes, it's possible to obtain a document containing the information from the Institutional Reports. To do so, the system provides the option to download the report in PDF format. The process is straightforward:

1. Select the educational level corresponding to the student.

2. Choose the specific period of the progress you wish to review within the Institutional Reports.

3. Once you've defined the level and period, you will find the **Download Report** option. Click on this option to initiate the download of the report in **PDF format**.

This PDF document compiles the data and average scores obtained in the study areas assessed by RLP, including the aspects of Study Materials, Assignments, Tests, and the Combined Average. Having the report in PDF format facilitates reviewing and the possibility of retaining a printed record of the student's academic progress during the specific period.
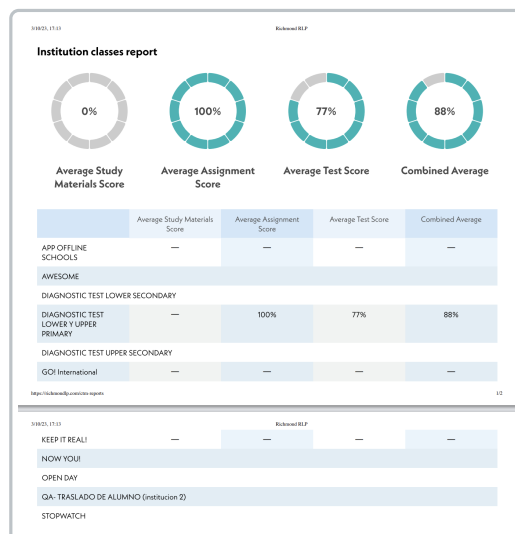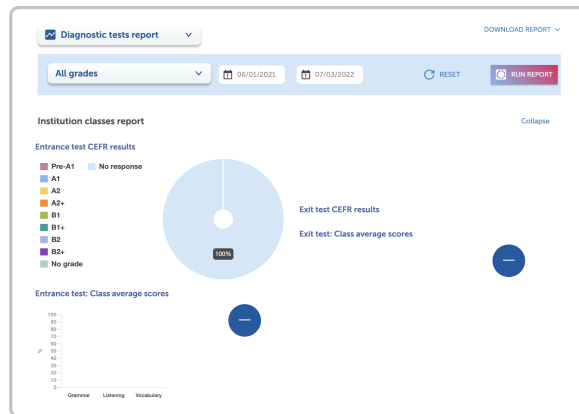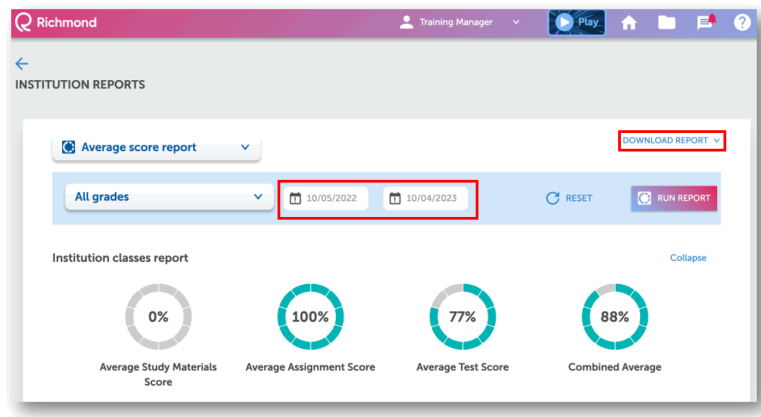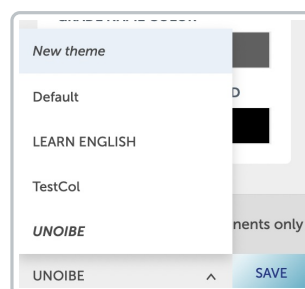
Theme maker

Theme maker

In the bottom right corner, you will find a color palette that allows you to choose the theme for your dashboard on the Richmond Learning Platform.
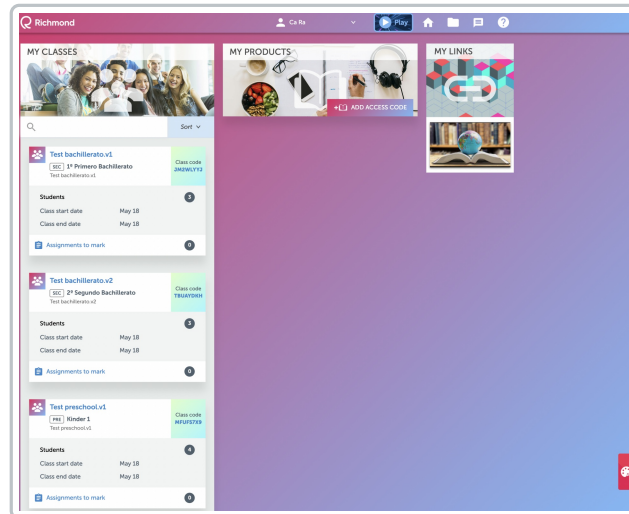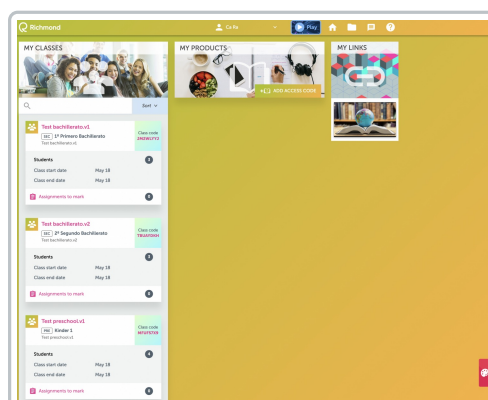

How to Change the Theme of My Dashboard?

1. Click on the Color Palette icon.

2. Choose the theme you want to apply.

3. Click on **Save**.

The theme will load, and you will see the change.

> ⚠️ To have the Theme Maker option, it must be enabled during user creation.

Logout

Logout

To logout of RLP, follow these steps:

1. Navigate to the Main Menu in the Training Manager Role section of RLP.

2. Look for the Logout option in the menu.

3. Click on the Logout option. This will end your current session in RLP and disconnect you from the platform.

By completing these steps, you will have securely logged out and exited RLP. Always remember to perform a proper logout to keep your data and account privacy protected.