

Micropigmentation Educators Site

Documentation

Purchasing

[Initial Create Account/Purchase Course/Enrol onto Course Procedure](#)

The steps to purchase the course/create an account and enrol onto the course are as follows:

- Student clicks the button to purchase the course from their provided affiliate page.
- The student is then redirected to the checkout where the course has been entered into the basket and is ready for purchase.
- Once the student completed the checkout process and the purchase is complete an account will be automatically created
- A set password link is emailed to the client so they can set a secure and preferred password.
- On automatic creation of the account, it will simultaneously be enrolled onto the course purchased along with the final examination depending on their affiliate trainer.
- The account is then set up and ready to be used.

Exam Process

The examination process was made in a specific way to facilitate the retake fee should a student fail their first included attempt. Firstly, students are automatically enrolled onto a final exam (named after their trainer) when they purchase the course. The following steps are taken in relation to the final exam:

- If a student attempts the final exam and passes, they can then complete the lesson and in turn complete the Exam section. They can then notify their trainer they have done so and finish off the course.
- If a student attempts the final exam and fails, they must then go to their trainers' affiliate page and pay the retake fee. When selecting the retake fee on their trainers' affiliate page they will be taken through the checkout process as they did for the initial course purchase however, they won't be automatically reset back to the quiz.
- They will need to forward (via email or the contact form on the course page) their proof that they purchased the retake to their trainer.
- The trainer will then manually reset the progress on the exam to enable a retake, to do this see the **Teacher Management** section.
- Once the progress has been reset the student is free to retake the examination.

Viewing The Course As A Trainer

After feedback from several trainers, enrolling the trainers onto the course was causing a little confusion with it being listed under 'My Courses' tab on the trainers view.

To view the information on courses now if you head over to the 'My Account' page, you will see an option called 'Course Management' this link will take you to the back end of the website where you can manage your courses.

- This is important for managing your students, as you'll see there are 2 buttons under the student tab called 'Manage' and 'Grade'. Managing students includes enrolling and unenrolling people from the course. Grading students is important for the final exam to check the score and to view students performance.
- Please do not make any alterations to the lessons or quizzes as this can affect the performance of your course.

Teacher Management

Teachers have specific responsibilities for their courses. The platform mostly functions without the input of trainers with features such as auto grading and autoenrollment however the trainers are required to perform specific actions.

- Trainers are required in order to check over a students progress at the end of the course and to ensure that the course is fully completed and that the final examination has been passed.
- To check a students progress this can be done from the 'Courses' page on the Sensei LMS options.
- When on the 'Courses' page find the course you would like to manage and hit the 'Manage' button.
- When inside the course management page, you can view students by name alongside their enrolment status and their progress status.
- Hovering over a students name also allows you to enrol/remove enrolment and reset their progress. This is important when it comes to resetting a students' progress should they fail the final exam.

Teachers options are limited compared to administrators and can generally only administer their own final examination course and students. If a student wishes to contact them the contact form within the course itself allows you to select your trainer and send an email requesting their help. This same form can also be used to forward proof of a purchase on retaking the exam should they fail initially.

Student Management

You can manage students within your platform, you can manually enrol them/remove them and reset their progress on the course. All of this can be done from the 'Students' section on the WordPress dashboard when you hover over the 'Sensi LMS' option.

This documentation has been produced for Micropigmentation Educators by Team Micro. Although this documentation answers a lot of key questions about the platform it may not cover every potential scenario. If anything malfunctions or if you have any questions that are not answered by this document please email design@teammicro.com for further help.