



NYSC STAFF E-TRAINING PORTAL

Administrator Quick Guide

How to set up training, manage staff and run the platform

Prepared for NYSC Training Administrators

How This Works

In simple terms: you build lessons (Modules), group them into a Course, then schedule that Course for a cohort of staff (Training). Staff then register, work through it, and you monitor their progress, results and certificates from here. This guide walks through each part in order.

1. Getting Started

The Admin Portal is where training is built and managed. There are two access levels:

- Admin — day-to-day training management: modules, courses, training, staff, books, certificates, evaluations, proctoring and reports.
- Superadmin — everything an Admin can do, plus a few extra setup and security tools (covered in Section 6).

New admins are added by a Superadmin via "Invite Admin" — you'll receive an email invite to set your password.

The Dashboard

Your dashboard gives a snapshot of the whole programme: total staff, active courses, training currently running, certificates issued, and upcoming live sessions.

2. Building Training Content

Content is built in three layers, in this order:

Layer	What it does
Modules	Reusable content (videos, slides, PDFs, pre/post-tests). Lives in a shared library and can be attached to any course.
Courses	A template that attaches library modules together and assigns a resource person (trainer).
Training	Schedules a Course to a specific cohort/month, sets live session dates, and enrolls staff.

Create a Module

Go to "Modules" → "New Module". Add a title, description and thumbnail, assign a trainer, then add its content and, if needed, a pre-test/post-test.

Create a Course

1. Go to "Courses" → "Save Course", enter a title and description.
2. Open the course builder and attach modules under the "Modules" tab (reorder with the up/down arrows).
3. Add assessments under the "Assessments" tab — create one, then upload its questions via CSV/Excel or add them one by one.
4. Publish the course when it's ready.

Schedule Training

Go to "Training" → "Create Training", pick the course and the cohort/month it runs in. From there you can schedule live sessions, enroll staff, and track attendance.

3. Managing Staff

Go to "Staff" to manage staff records:

- Add one staff member at a time — file number, name and other details create the record so they can register.
- Add many at once with "Upload CSV".
- Edit or remove existing staff records from the same list; search by name or file number.

IMPORTANT

A staff member can only self-register on the portal once their record exists here.

Organization Data (Superadmin only)

Go to "Organization Data" to manage the reference lists used across staff records and forms — ranks, departments and locations.

4. Monitoring & Results

- Certificates — view every certificate issued and generate the certificate report.
- Evaluations — see every course evaluation staff have submitted: rating, feedback, cohort and course.
- Reports — course-level analytics, including which staff have completed a course.

Proctoring

Go to "Proctoring" to review test sessions. Each one is marked Clean, Active, Flagged or Invalidated. Open a flagged session to see what triggered it (face mismatch, tab-switching, etc.) before deciding whether the result stands.

5. NYSC Books

Go to "NYSC Books" → "Add Book" to upload official handbooks and resources (PDF upload or a PDF link) for staff to read in the library.

6. Superadmin Tools

These sections are only visible to Superadmins:

- Trainers — add, edit or remove the resource persons assigned to modules.
- Invite Admin — send a new administrator an email invite to join the Admin Portal.
- Audit Logs — a searchable record of every create, update, delete and login across the system.

7. Profile & Settings

- Profile: update your details or retake your photo from the top-right menu.
- Settings: change your password, and attach a staff manual (PDF) that will pop up on the staff login page — this is where a document like the Staff Quick Guide can be uploaded for staff to see automatically.