

Keypad Group Training

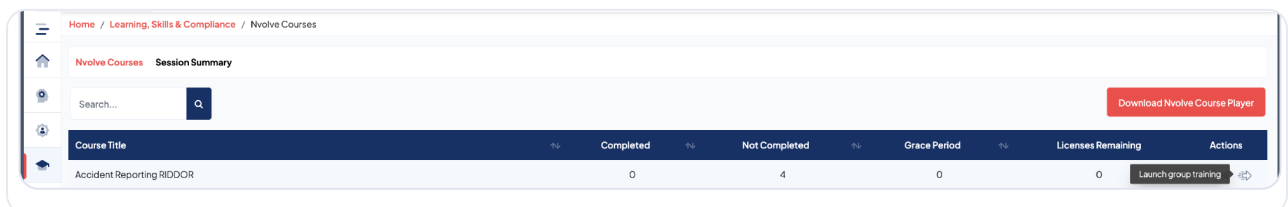
How live keypad sessions work in Nvolve – the instructor runs questions from the desktop while learners answer on their own devices. A quick reference for running your group training sessions.

A. Instructor view (desktop)

The instructor drives the whole session from the Nvolve course player.

1 Launch a group training session

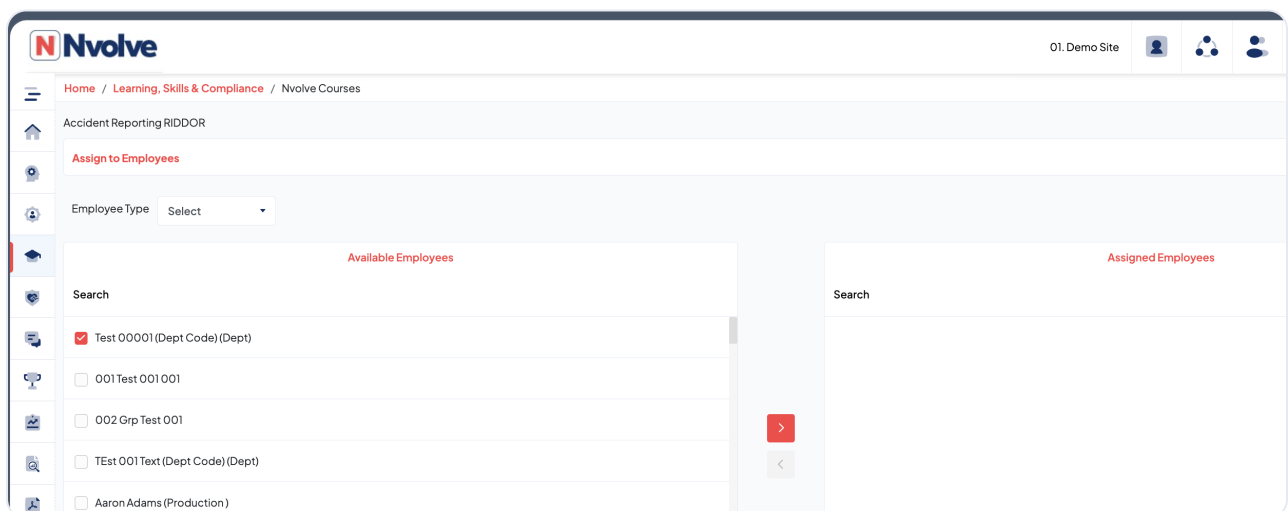
Available from both **Nvolve Courses** and **Keypad Courses**. Find the course and click the **Launch** icon in the Actions column to start the group session.



Nvolve / Keypad Courses – click the Launch icon

2 Assign employees

Choose the employees taking part and move them into **Assigned Employees**.



Assign employees to the session

3 Share the session code / QR

Learners scan the QR code or enter the **Session Code** at login.nvolvegroup.com/courseplayer. Their status shows **Pending** until they join.

The screenshot shows the Nvolve interface for 'Accident Reporting RIDDOR'. On the left, the 'Assigned Employees' table lists four trainees, all with a 'Pending' status:

Trainee Number	Trainee Name	Status
1	Aaron Adams	Pending
2	Ashton Anson	Pending
3	Audrey Adams	Pending
4	Ryaney Alexandar	Pending

Below the table, it shows 'Pending: 4' and 'Connected: 0'. In the center, a large QR code is displayed. On the right, the Session URL is <https://login.nvolvegroup.com/courseplayer> and the Session Code is **7025**. A 'Proceed' button is at the bottom right.

Session QR code and code (e.g. 7025)

4 Learners connect

As each learner joins, their status updates to **Connected** in real time.

The screenshot shows the Nvolve interface after one learner has connected. The 'Assigned Employees' table now shows one 'Connected' status:

Trainee Number	Trainee Name	Status
1	Aaron Adams	Pending
2	Ashton Anson	Connected
3	Audrey Adams	Pending
4	Ryaney Alexandar	Pending

The QR code and Session Code **7025** are still displayed. The 'Proceed' button remains at the bottom right.

Trainee status – Connected

5 Run the questions live

During a **Check Your Understanding** knowledge check, the instructor screen shows the live response split across the room. There's also an option to **display the correct answer** to the group.

Reading the trainee icons: the numbered badges along the bottom (1, 2, 3, 4, 5...) are the individual learners – 1 grey = connected but not yet answered, 2 green = answered, 3 red = not connected yet / disconnected.

The screenshot shows the Nvolve interface for a 'Check Your Understanding' quiz titled 'Accident Reporting (RIDDOR) Awareness'. The main question is 'What does the RIDDOR Stand for?'. Below the question, there are four radio button options: 'Reporting of Injuries, Deaths and Dangerous Occurrences Regulations.', 'Regulation of Injuries, Diseases and Dangerous Occurrences Regulations.', 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.', and 'Regulating of Injuries, Deaths and Dangerous Occurrences Rules.'. A 'Submit' button is at the bottom right. On the right side, there is a 'Check your understanding' sidebar showing progress for four questions: Question 1 (25%), Question 2 (0%), Question 3 (0%), and Question 4 (0%). At the bottom, there is a session code '7025' and a row of four colored circles (1, 2, 3, 4) representing learner status, with a 'Hide Results' button. Navigation icons for 'Exit', 'Refresh', 'Previous', and 'Next' are also present.

Check Your Understanding – live results

6 Final assessment

The session finishes with the **Final Assessment** – the instructor pushes each question to every connected device.

The screenshot shows the Nvolve interface for a 'Final Assessment' quiz. The question is 'A visitor to your workplace breaks their arm whilst there, is this reportable under RIDDOR? Yes or No?'. Below the question, there are two radio button options: 'True' and 'False'. A 'Submit' button is at the bottom right. On the right side, there is a 'Connected : 1' status indicator. At the bottom, there is a session code '7025' and a row of four colored circles (1, 2, 3, 4) representing learner status. Navigation icons for 'Previous' and 'Next' are also present.

Final Assessment question (instructor view)

7 Close the session to release scores

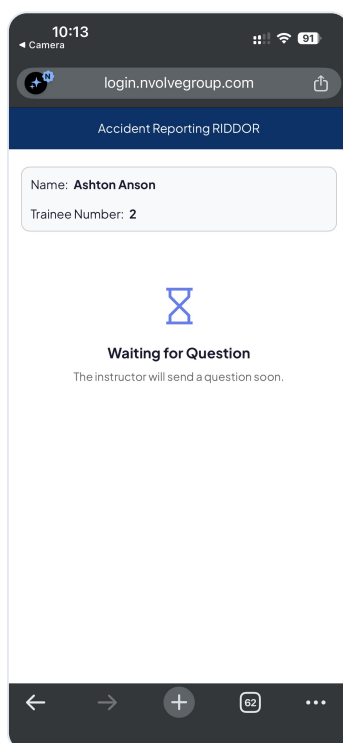
After the final question, the instructor clicks the **Close** button (top-right of the session screen). This ends the session and releases each trainee's **score and result** to their device.

B. Learner view (mobile)

Each learner joins on their phone, waits for the instructor, answers each question, then sees their result and pass/fail.

1 Join the session

The learner scans the QR code or enters the **session code** at login.nvolvegroup.com/courseplayer. Their **name and trainee number** appear, then a **Waiting for Question** screen until the instructor starts.



Waiting for the question

2 Answer the live knowledge checks

When the instructor pushes a question, it appears on the learner's phone. They tap their answer and press **Submit** – the response feeds the instructor's live results.

10:13
Camera
login.nvolvegroup.com
Accident Reporting RIDDOR

Name: Ashton Anson
Serial no: 2

What does the RIDDOR Stand for?

1 Reporting of Injuries, Deaths and Dangerous Occurrences Regulations.

2 Regulation of Injuries, Diseases and Dangerous Occurrences Regulations.

3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

4 Regulating of Injuries, Deaths and Dangerous Occurrences Rules.

Submit

Answering a knowledge check

3 Complete the final assessment

The final assessment questions are sent the same way (multiple-choice, true/false or numeric). The learner answers each one on their own device.

10:14
Camera
login.nvolvegroup.com
Accident Reporting RIDDOR

Name: Ashton Anson
Serial no: 2

How many consecutive days does someone have to be off work with a Minor Injury before it becomes reportable under RIDDOR?

1 11

2 9

3 7

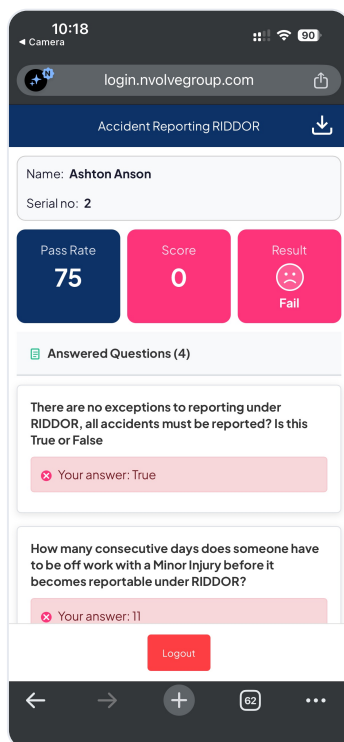
4 3

Submit

Final assessment question

4 See the instant result

At the end the learner gets an immediate result: **pass rate**, their **score**, a **pass/fail** badge and a breakdown of every answered question.

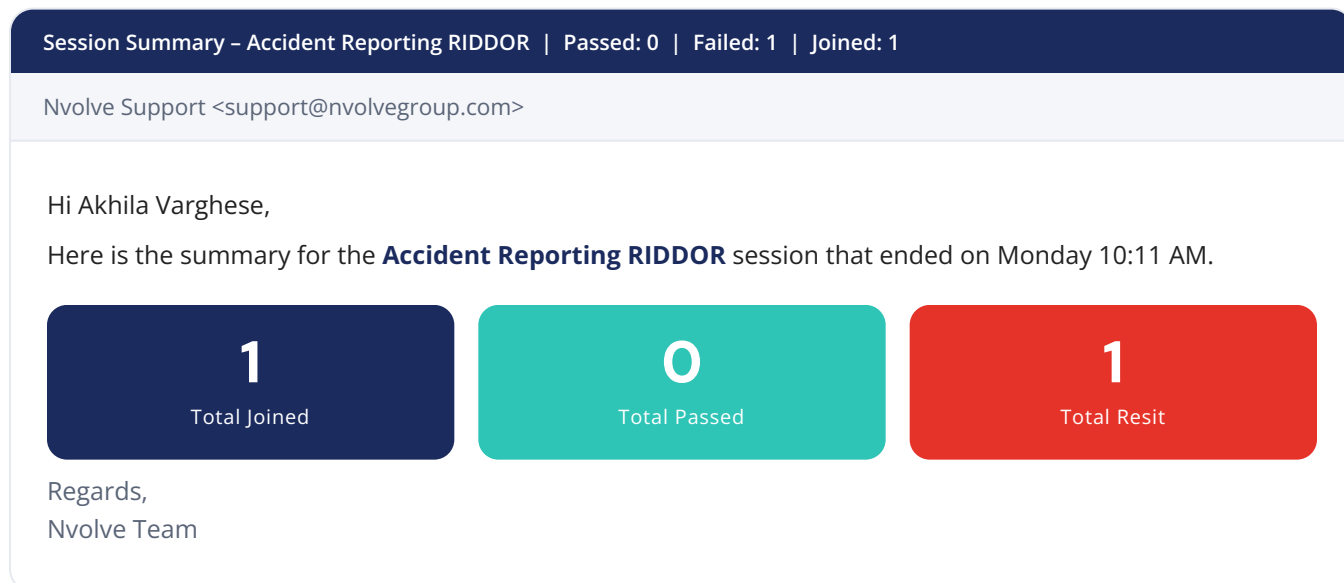


Result and pass/fail breakdown

Note: the mobile screens are keyed to the same session code as the instructor screen, so a learner's name, questions and final score all tie back to that session.

C. After the session (email summary)

When the session ends, an automatic summary email is sent to the instructor who launched it – showing **Total Joined**, **Total Passed** and **Total Resit**.



Recreation of the automatic session-summary email

Coming soon: the summary email will include a link that takes the instructor straight to the full session-summary page.

Where to find results – Session Summary tab

All results are stored under the **Session Summary** tab in Keypad Courses. It lists every session with Total Joined, Pass Count and Resit Count.

Live Keypad Courses	Archived Keypad Courses	Keypad Group Uploads	Session Summary	
Course Name	Held On	Total Joined	Pass Count	Resit Count
Dylan Induction Test UPDATE	08/07/2026 14:09	2	0	2
Dylan Induction Test UPDATE	07/07/2026 13:50	4	0	4

Recreation of the Session Summary tab

Open a session for the trainee breakdown

Click the view icon on any session to see each trainee's Joined On, Pass Rate, Score, Total Time, Result and Status.

Name	Joined On	Pass Rate	Score	Total Time	Result	Status
Marius Boma	08/07/2026 14:09	75%	0%	0m 17s	Resit	● Not Completed
David Brent	08/07/2026 14:09	75%	0%	0m 11s	Resit	● Not Completed

Recreation of a single session's trainee breakdown