



Learning Management System (“LMS”) – *Administrator Manual*

V03112017-1

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Introduction

This guide provides information on how to use the Learnsoft Learning Management System’s (LMS) updated Task-Centric design specifically focusing on functions for the Administrator. The system has been enhanced to make the Admin experience more intuitive and give you quicker access to complete the training and educational tasks of your organization.

This guide assumes you have already had experience with the system as a user. If not, please see the related guides for *Standard User, Manager and Instructor*. Admin-related tasks, functions and features will be highlighted in this guide. Also, only the ***Simple View***





will be detailed. Basics of the **Advanced View** will be shown, but for more detailed guidance, please refer to individual sections of the **Learnsoft**

LMS Wiki Help System found at the following URL: <http://lsglm702.learnsoft.com/taskswiki/>

OVERVIEW TAB – ADMINISTRATOR VIEW

Upon logging in you will be presented with an “Overview” of your LMS course and assignment data as a **User**. To see the **Administrator View**, click on the **Group** dropdown box in the upper right hand corner

The screenshot displays the Learnsoft interface. At the top, there's a navigation bar with 'Overview', 'Profile', 'Search', 'Analytics', 'Learning Object', 'Team', 'Reports', and 'Help'. The 'Group' dropdown is set to 'Administrator'. The 'Overall Dashboard' section features a large '9,817 Total Active Users' metric, a 'Total Courses' section with '1,655 Active / 1,959 Inactive', and a 'Top Courses' table. A calendar for March 2017 is also visible. Below the dashboard is the 'User List' section, which contains a table with columns for 'Employee ID', 'Name', and 'User Name'. The table lists several test users like 'testuserb2', 'testuserc2', 'TESTUSERA2', etc.

and select **Administrator** .

The top section, **Overall Dashboard** provides key metrics pertaining to Active and Logged in Users. You will also see metrics showing course counts by type and status, assignments and key information on the organization’s top courses. By default, the bottom Section, **User List**, provides an alphabetical listing of LMS users.

Click on any of the numeric hyperlinks in the **Overall Dashboard** section to drill down to specific information, which will be shown in the bottom **User List** section.

For example, if you click on the “**22 Instructors**” hyperlink, the bottom **User List** section will update to a show only the instructors.



Overall Dashboard

9,817

Total Active Users

669 Managers
 22 Instructors
 4 Administrators

1 Logged in
 42 Logged Last Month



Total Courses
 1,655 Active / 1,999 Inactive

Course by Category
 1,069 WBT / 583 ILT / 3 Manual

Classroom Courses
 583 Active / 0 Inactive

Assignments
 4 Active / 5 Owned

User List

 	Employee ID	Name
<input type="checkbox"/>	testuserd	testuserd testuserd
<input type="checkbox"/>	testinsa	testinsa testinsa
<input type="checkbox"/>	testinsb	testinsb testinsb
<input type="checkbox"/>	testinsc	testinsc testinsc
<input type="checkbox"/>	testinsd	testinsd testinsd
<input type="checkbox"/>	testinse	testinse testinse
<input type="checkbox"/>	testinsf	testinsf testinsf

If you click on a course related metric, for example, the *Classroom Courses* “**583 Active**” Link, the bottom section will refresh and change to a **Learning Object List**, displaying all the courses that match this metric’s criteria.





Classroom Courses 583 Active / 0 Inactive	Assignments 4 Active / 5 Owned	Captivate Project No Test 47 32 Assigned / 28 Enrolled / 4 Completed	19	20	21	22	23	24
			26	27	28	29	30	31

Learning Object List							Displaying Classroom Active	New	Actions	Previous
ID	Course Number	Name	Student Count	Type	Class Count	Delete				
83	003636	18/LDRP SKILLS BLITZ			View	X				
84	CO_0005773	2016 ED RN Skills Day			View	X				
85	003694	2016 ERG TEST			View	X				
86	CO_0005751	2016 Heart of the Matter			View	X				
87	CO_0005226	2016 Mini MID			View	X				

If you click on Roster related metrics, for example from the **Top Courses** section, the bottom section will refresh and show Class Roster information (**Session List**) for that particular Course. Below we show the results from clicking on the **Top Courses / Z EB SCORM QA / "6 Assigned"** Link.

Classroom Courses 583 Active / 0 Inactive	Assignments 4 Active / 5 Owned	Captivate Project No Test 47 32 Assigned / 28 Enrolled / 4 Completed	19	20
			26	27

Session List : Captivate Project No Test 47					
ID	Actions	Name	Employee ID	Course	
580810	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip X Cancel	testinsa testinsa	testinsa	Captivate	
580809	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip X Cancel	testinsb testinsb	testinsb	Captivate	
580808	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip X Cancel	testinsc testinsc	testinsc	Captivate	
580807	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip X Cancel	testinsd testinsd	testinsd	Captivate	
580806	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip X Cancel	testinse testinse	testinse	Captivate	
580805	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip X Cancel	testinsf testinsf	testinsf	Captivate	
581022	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip X Cancel	testinsg testinsg	testinsg	Captivate	
581023	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip X Cancel	testinsh testinsh	testinsh	Captivate	

Overview Tab- Administrator View - Metrics





<p>9,817 Total Active Users 669 Managers 22 Instructors 4 Administrators</p>	<p>Total Active Users – Total number of active users with active primary or secondary standard user roles within the Admin’s jurisdiction (Region/facility/department where I am an Admin).</p> <ul style="list-style-type: none"> • Managers – A count of all active users who are also members of the LMS Group – Manager. • Instructors - A count of all active users who are also members of the LMS Group – Instructor. • Administrators - A count of all active users who are also members of the LMS Group – Administrator or Client Super Administrator.
<p>1 Logged in 42 Logged Last Month</p>	<p>Logged In– Number of currently active users who logged into the system in the past one hour.</p> <p>Logged Last Month – Number of currently active users who logged into the system in the past one month.</p>
<p>Total Courses 1,655 Active / 1,999 Inactive</p>	<p>Total Courses</p> <ul style="list-style-type: none"> • Active – Total number of active courses within my jurisdiction (courses whose instances’ availability falls in the divisions where I am an admin). • Inactive – Total number of inactive courses within my jurisdiction.
<p>Course by Category 1,069 WBT / 583 ILT / 3 Manual</p>	<p>Course by Category</p> <ul style="list-style-type: none"> • WBT – Total number of active Web based courses within my jurisdiction • ILT – Total number of active classroom based courses within my jurisdiction. • Manual – Total number of active Manual Entry courses within my jurisdiction.
<p>Classroom Courses 583 Active / 0 Inactive</p>	<p>Classroom courses</p> <ul style="list-style-type: none"> • Active – Total number of active classroom based courses within my jurisdiction. • Inactive – total number of inactive classroom based courses within my jurisdiction.





<p>Assignments 4 Active / 5 Owned</p>	<p>Assignments</p> <ul style="list-style-type: none"> • Active – Total number of active assignments within my jurisdiction (where assignment availability has one of my divisions in it). • Inactive – Total number of active assignments within my jurisdiction (where assignment availability has one of my divisions in it) that I either created or was last updated by me.
<p>Top Courses</p> <hr/> <p>SEH TEST SCORM Advanced 20 Assigned / 19 Enrolled / 1 Completed</p> <hr/> <p>SEH TEST SCORM - EB 31 Assigned / 19 Enrolled / 12 Completed</p> <hr/> <p>Captivate Project No Test 47 32 Assigned / 28 Enrolled / 4 Completed</p>	<p>Top Courses – A listing of enrollment information pertaining to the courses with the greatest enrollment.</p> <ul style="list-style-type: none"> • Assigned – A count of learners who were assigned the course. • Enrolled – A count of learners who were assigned the course and are in the enrolled status. • Completed - A count of learners who were assigned the course and are in the completed status.

Overview – Admin View – Progress Report: Calendar

The Calendar in the top right corner displays the current month. You can quickly view summary information by rolling your mouse over the specific day.



Overview – Admin View - Calendar							Calendar – Rolling over date with blue shading													
«	◀	March 2017					▶	»	«	◀	March 2017					▶	»			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4				1	2									
5	6	7	8	9	10	11	5	6	7	8	9			5	6	7	8	9		
12	13	14	15	16	17	18	12	13	14	15	16			12	13	14	15	16		
19	20	21	22	23	24	25	19	20	21	22	23			19	20	21	22	23		
26	27	28	29	30	31		26	27	28	29	30			26	27	28	29	30		

05:30 AM
skills - Joel 2

09:30 AM
CT skills -SD

Click for more info

Clicking on the roll over popup will bring up additional course details for all such courses

- Click the **View Roster** button to see the roster in the bottom section.
- Click the **Print Roster** button to launch a printable version of the roster report.
- Scroll to see additional courses and click the **Back** button to return to the **Overview** section.

2017 CPI TRAINING
Monday, February 27, 2017 - 08:00 AM
SEHC SETEC - Breakout Room 3
[View Roster](#) [Print Roster](#)

Experienced Staff NRP
Monday, February 27, 2017 - 09:30 AM
SEHC Edgewood - Labor & Delivery
[View Roster](#) [Print Roster](#)

Experienced Staff NRP
Monday, February 27, 2017 - 11:30 AM
SEHC Edgewood - Labor & Delivery
[View Roster](#) [Print Roster](#)

Main Report

Class Roster

Course Name: 2017 CPI TRAINING
Location: SEHC SETEC
Room: Breakout Room 3
Total Student Count: 2
CLASS DATE: 2/27/17
Class Times: 8:00 am - 4:30 pm
LEARNISOFT, LSGLM lsglm jgittleman@learns
CDC CDC, 100213550 Corp IS Administration
testuser102, testuser102 jgittleman@learns

Session List : 2017 CPI TRAINING

ID	Actions	Name	Employee ID	Course
580735	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="button" value="Cancel"/>	LEARNISOFT LSGLM d	lsglm	2017 CPI TRAINING
580742	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="button" value="Cancel"/>	testuser102 testuser102		2017 CPI TRAINING

Overview Tab – Administrator View – User List / Learning Object List / Learning Object Instance List / Session List

As noted above, depending on metric, the bottom section will displayed detailed User (**User List**), Course (**Learning Object List**) or Roster (**Session List**) information. You are also able to link through to view specific classroom information (**Learning Object Instance List**). See the below sections for details on how to navigate and perform actions within these sections.





Overview Tab – Administrator View - User List

The default when selecting the Admin view or when User data is selected, the bottom section will show the **User List**. The default will show the **Employee ID**, **Name** (Last, First, Middle) and **User Name** information of the selected team members (in alphabetical order by **Name**).

Employee ID	Name	User Name
testuserb2	testuserb2 testuserb2	testuserb2
testuserk2	testuserk2 testuserk2	testuserk2
testuserc2	testuserc2 testuserc2	testuserc2
TESTUSERA2	TESTUSERA2 TESTUSERA2	TESTUSERA2
testuserj2	testuserj2 testuserj2	testuserj2
testuserk	testuserk testuserk	testuserk
testlmsj	testlmsj testlmsj	testlmsj
testlmsi	testlmsi testlmsi	testlmsi
testuserj	testuserj testuserj	testuserj
testuseri	testuseri testuseri	testuseri

When hovering the mouse over the **Name** column, a rollover **User Overview** will display on the right side. This will update when changing from user to user.

Hover over a name and summary information for that team member will display.

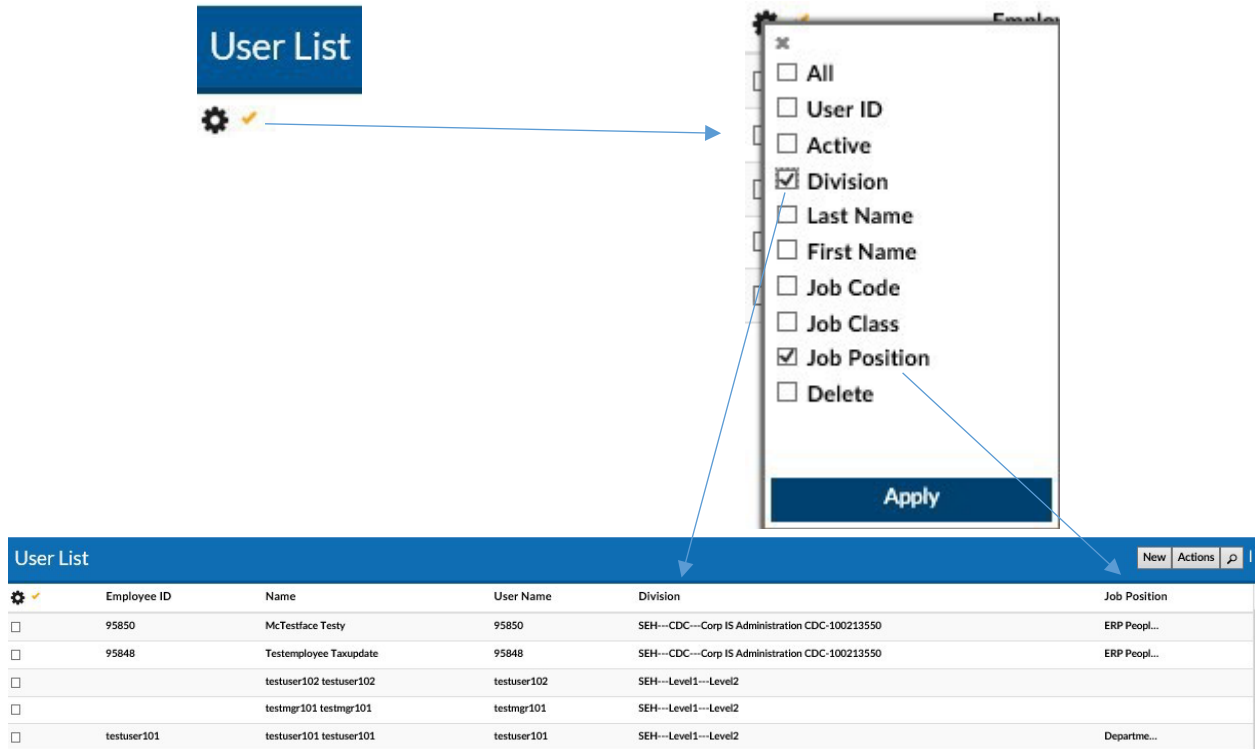
Click the **Name** or the **Details** link of the Summary Information to bring up detailed profile info (See **Team tab section**)


Click **Print Transcripts** to bring up a printable version of the selected user's Transcript

The **User List** data view is configurable. To add desired column data, click on the **gear** icon. This will bring up a checkbox of columns that can be displayed in this particular section. Check the desired data columns and click **Apply**. The screen will refresh with the additional columns displayed.



User List



User List						New	Actions
	Employee ID	Name	User Name	Division	Job Position		
<input type="checkbox"/>	95850	McTestface Testy	95850	SEH---CDC---Corp IS Administration CDC-100213550	ERP Peopl...		
<input type="checkbox"/>	95848	Testemployee Taxupdate	95848	SEH---CDC---Corp IS Administration CDC-100213550	ERP Peopl...		
<input type="checkbox"/>		testuser102 testuser102	testuser102	SEH---Level1---Level2			
<input type="checkbox"/>		testmgr101 testmgr101	testmgr101	SEH---Level1---Level2			
<input type="checkbox"/>	testuser101	testuser101 testuser101	testuser101	SEH---Level1---Level2	Departme...		


Sort by Column, by clicking on Column name (or up / down triangle if available). A single click sorts in ascending order. A second click sorts in descending order.

Sort by Name Column in ascending order	Sort by Name Column in descending order
---	--





Name ▲	Name ▼
Account Admin1	ztestuser9003 testuser9003
Account Admin2	Zaza Frank L
Account Admin3	Zank Laura L
Ackerman Melville J	Yates Ben
Adelman Patti	Wright Micheal
Admin Aps	woody Kathy

Filter (search) results by clicking on the magnifying glass tool  on the right to bring up the filter list.

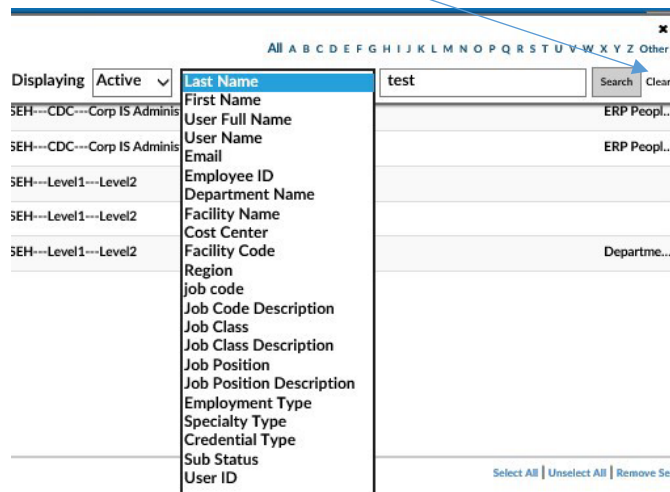
Use the letters for a quick (First letter of) **Name** filter.



Use the in search drop down to select the variable to filter by, enter the keyword search in the Search free text box and click the **Search** button. *(The screen will refresh, the search bar will close and the updated results will show in the bottom, **User List**, section).*



Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list.





Enroll team members from the **User List** into classes as follows:

- 1) Filter and Sort to find the desired users.
- 2) Check the box to the left of the specific user Employee ID(s) / Name(s):

User List		
 	Employee ID	Name
<input type="checkbox"/>	95850	McTestface Testy
<input type="checkbox"/>	95848	Testemployee Taxupdate
<input checked="" type="checkbox"/>		testuser102 testuser102
<input type="checkbox"/>		testmgr101 testmgr101
<input checked="" type="checkbox"/>	testuser101	testuser101 testuser101



Click the **Actions** button in the top right corner of the User List blue bar to launch the Actions popup.

3)



- 4) Click the **Enroll Users** button to launch the **Select Learning Object / Learning Object Instance List**. Filter, sort and search as needed to find the desired classes. Then click the **Add Learning Object** button to enroll the users.





Select Learning Object

Learning Object Instance List Add Learning Object Exit Previous Next

ID	Name	Type	Status	Start Datetime	End Datetime	Facility	Instructor
<input checked="" type="checkbox"/>	3	ACLS Course 1	Scheduled	2/9/2017 5:00:00 AM	2/9/2017 7:00:00 AM	TBD - TBD	SEH Instructor TB...
<input type="checkbox"/>	79021	TEST - Multi-Day Course	Scheduled	2/24/2017 5:00:00 AM	3/30/2017 7:00:00 AM	SEHC Grant ...	SEH Instructor TB...
<input type="checkbox"/>	79026	Test Course	Scheduled	2/26/2017 11:00:00 AM	2/26/2017 11:30:00 AM	SEHC Covingto...	LSGLM LEARNSOFT
<input type="checkbox"/>	78027	Test Course 2	Scheduled	2/26/2017 9:30:00 AM	2/26/2017 10:00:00 AM	SEHC Data Ce...	LSGLM LEARNSOFT
<input type="checkbox"/>	5	SEH ONLY - Classroom Test	Scheduled	2/10/2017 4:00:00 PM	2/10/2017 5:00:00 PM	TBD - TBD	LSGLM LEARNSOFT
<input checked="" type="checkbox"/>	6	2017 1B/LDRP SKILLS BLITZ	Scheduled	8/24/2017 7:45:00 AM	8/24/2017 11:00:00 AM	SEHC Sim - SL...	SEH Instructor TB...
<input type="checkbox"/>	7	2017 1B/LDRP SKILLS BLITZ	Scheduled	8/24/2017 11:45:00 AM	8/24/2017 3:00:00 PM	SEHC Sim - SL...	SEH Instructor TB...
<input type="checkbox"/>	8	2017 1B/LDRP SKILLS BLITZ	Scheduled	9/11/2017 11:45:00 AM	9/11/2017 3:00:00 PM	SEHC Sim - SL...	SEH Instructor TB...
<input type="checkbox"/>	9	2017 1B/LDRP SKILLS BLITZ	Scheduled	9/11/2017 3:15:00 PM	9/11/2017 6:30:00 PM	SEHC Sim - SL...	SEH Instructor TB...
<input type="checkbox"/>	10	2017 1B/LDRP SKILLS BLITZ	Scheduled	9/28/2017 7:45:00 AM	9/28/2017 11:00:00 AM	SEHC Sim - SL...	SEH Instructor TB...

700 Learning Object Instance (2 Selected) - Page 1 Of 70 Select All Unselect All Remove Selected Remove Unselected

The screen will refresh, the **Select Learning Object / Learning Object Instance List** will close and a confirmation will appear at the top left of the screen indicating if enrollments were successful (and if not, why).

testuser101 testuser101 has been successfully enrolled. (2017 1B/LDRP SKILLS BLITZ)
 testuser102 testuser102 has been successfully enrolled. (2017 1B/LDRP SKILLS BLITZ)
 testuser101 testuser101. Enrollment Error : There is the date conflict between the sessions(2/9/2017 2/9/2017). (ACLS Course 1)
 testuser102 testuser102 has been successfully enrolled. (ACLS Course 1)

Overview Profile Search Analytics Learning Object Team Reports Help

Progress Report Group Administrator

Overall Dashboard **9,733**
 Total Active Users
 658 Managers
 2 Instructors
 2 Administrators
 1 Logged In
 81 Logged Last Month

Total Courses
 543 Active / 1,991 Inactive

Top Courses
 2017 CPI TRAINING
 1 Assigned / 1 Enrolled / 0 Completed

Course by Category
 7 WBT / 536 ILT / 0 Manual

Captivate Project No Test 47
 2 Assigned / 1 Enrolled / 1 Completed

Classroom Courses
 536 Active / 31 Inactive

Assignments
 2 Active / 2 Owned

Z EB SCORM QA
 6 Assigned / 2 Enrolled / 4 Completed

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

User List New Actions Print





Overview Tab – Administrator View – Learning Object List

The **Learning Object List** displays a listing of Courses.

ID	Course Number	Name ▲	Student Count	Type	Class Count	Delete
83	003636	1B/LDRP SKILLS BLITZ			View	
84	CO_0005773	2016 ED RN Skills Day			View	
85	003694	2016 EKG TEST			View	
86	CO_0005751	2016 Heart of the Matter			View	
87	CO_0005226	2016 Mini MID			View	
88	CO_0005217	2016 Nursing MID			View	
7	3636	2017 1B/LDRP SKILLS BLITZ	2		View(12)	
8	3865	2017 Acute Care CNA Skills Day			View(14)	
9	3852	2017 Acute Care Skills Day			View(13)	
10	3852	2017 Acute Care Skills- TTrainer			View(1)	

543 Learning Objects (0 Selected) - Page 1 Of 34

Select All | Unselect All | Remove Selected | Remove Unselected

There are a number of options to help find the specific course you wish to view:

Default Listing of courses can be changed by selecting a metric in the top section or by using the **Displaying** dropdown.




Sort the Learning Object List by Column by clicking on the associated Column Header. A single click sorts in ascending order; a second click sorts in descending order.





Sort by Course Name - Ascending			Sort by Course Name - Descending																																												
<table border="1"> <thead> <tr> <th colspan="3">Learning Object List</th> </tr> <tr> <th>ID</th> <th>Course Number</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>14592</td> <td></td> <td>Course for Instructor Evaluation</td> </tr> <tr> <td>14593</td> <td></td> <td>Course with Evaluation and Comments</td> </tr> <tr> <td>14550</td> <td></td> <td>Defensive Driving</td> </tr> <tr> <td>13672</td> <td></td> <td>General Orientation</td> </tr> <tr> <td>14587</td> <td>aaa111</td> <td>Test July 30 121</td> </tr> </tbody> </table>			Learning Object List			ID	Course Number	Name	14592		Course for Instructor Evaluation	14593		Course with Evaluation and Comments	14550		Defensive Driving	13672		General Orientation	14587	aaa111	Test July 30 121	<table border="1"> <thead> <tr> <th colspan="3">Learning Object List</th> </tr> <tr> <th>ID</th> <th>Course Number</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>14596</td> <td></td> <td>Test Presb Course</td> </tr> <tr> <td>14588</td> <td>aaa111</td> <td>Test July 30 1333</td> </tr> <tr> <td>14587</td> <td>aaa111</td> <td>Test July 30 121</td> </tr> <tr> <td>13672</td> <td></td> <td>General Orientation</td> </tr> <tr> <td>14550</td> <td></td> <td>Defensive Driving</td> </tr> </tbody> </table>			Learning Object List			ID	Course Number	Name	14596		Test Presb Course	14588	aaa111	Test July 30 1333	14587	aaa111	Test July 30 121	13672		General Orientation	14550		Defensive Driving
Learning Object List																																															
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14587	aaa111	Test July 30 121																																													
13672		General Orientation																																													
14550		Defensive Driving																																													

Search

Filter (sort) the list by clicking on the Filter (magnifying glass icon) . Use the letters to filter by first letter of course name. Use the drop down box to selector filter option. enter search text and click



narrow results.

The **Learning Object List** will refresh with the listing narrowed by the selected criteria.

Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list After finding the desired course, there are a number of options:

to





ID	Course Number	Name	Student Count	Type	Class Count	Delete
13672		General Orientation	278		View(3)	

Click in the row of the course to view **Learning Object (Course) Details**

Click the **View** link in the **Class Count** column to view the **Learning Object Instance List** which displays the specific classes associated with the selected course (see next section)

LEARNING OBJECT : 2017 1B/LDRP SKILLS BLITZ EDIT AUDIT TRAIL EXIT

Overview

Learning Object: *	Classroom Instruction Course	Active:	<input checked="" type="checkbox"/>
Name: *	2017 1B/LDRP SKILLS BLITZ	Description:	
Course Number:	3636	Catalog Tree: *	Show List View Catalog
Grading: *	Not a graded course		
Passing Score:			
Credit Units:			
Credit Hours:			

Depending on your permissions, you may have access to view, edit or create Learning objects. Scroll to view the various sections. To exit and return to the Learning Object List, click **Exit**. To review a listing of recently made changes to key information, click **Audit Trail**. To edit and update the information, click **Edit**. After making changes make sure to click the **Save** button (available in edit mode) to retain your updates.

Overview Tab – Administrator View – Learning Object Instance List

When clicking on the **Learning Object List - Class Count** Column - **View** link for the desired course, the screen will refresh and the Learning Object List will be replaced with the **Learning Object Instance List** which will display a listing of all class instances associated with the selected Learning Object (course).





Learning Object List							Displaying: My Courses(Instructor) ▾	New	☰	🔍
ID	Course Number	Name ▲	Student Count	Type	Class Count	Delete				
14592		Course for Instructor Evaluation	4		View(1)					
14593		Course with Evaluation and Comments	2		View(1)					
14550		Defensive Driving	5		View(12)					
13672		General Orientation	278		View(3)					
14587	aaa111	Test July 30 121			View(1)					
14588	aaa111	Test July 30 1333			View(1)					
14596		Test Presb Course			View(1)					

Clicking on the **Class Count** Column **View** link will bring up a listing of the associated instances. *Click the Exit button to return to the LO List*


Learning Object Instance List								New	Exit	☰	🔍	◀ Previous	Next ▶
ID	Start Datetime	End Datetime	Facility	Students	Roster	Instructor	Type ▲	Status					
29233	12/31/2099 12:30:00 AM	12/31/2099 2:15:00 AM	Center for the Arts - Center for the Arts	Add(6/0)	View(6) Print	Giorgio Campo...		Scheduled					
29214	9/7/2017 8:30:00 AM	9/7/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(1/0)	View(1) Print	Shaunte Penn		Scheduled					
29213	8/31/2017 8:30:00 AM	8/31/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(2/0)	View(2) Print	Shaunte Penn		Scheduled					
29212	8/24/2017 8:30:00 AM	8/24/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0/0)	View	Shaunte Penn		Scheduled					
29211	8/17/2017 8:30:00 AM	8/17/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0/0)	View	Shaunte Penn		Scheduled					
29210	8/10/2017 8:30:00 AM	8/10/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0/0)	View	Shaunte Penn		Scheduled					
29209	8/3/2017 8:30:00 AM	8/3/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0/0)	View	Shaunte Penn		Scheduled					
29208	7/27/2017 8:30:00 AM	7/27/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(1/0)	View(1) Print	Shaunte Penn		Scheduled					
29207	7/20/2017 8:30:00 AM	7/20/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0/0)	View	Shaunte Penn		Scheduled					
29206	7/13/2017 8:30:00 AM	7/13/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0/0)	View	Shaunte Penn		Scheduled					
29205	7/6/2017 8:30:00 AM	7/6/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(1/0)	View(1) Print	Shaunte Penn		Scheduled					
29204	6/29/2017 8:30:00 AM	6/29/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0/0)	View	Shaunte Penn		Scheduled					

There are a number of options to help find the specific instance you wish to view:

Sort the instance list by Column by clicking on the associated Column Header. A single click sorts in ascending order; a second click sorts in descending order.



Sort by Start Datetime - Ascending	Sort by Start Datetime - Descending																																
<table border="1"> <thead> <tr> <th colspan="2">Learning Object Instance L</th> </tr> <tr> <th>ID</th> <th>Start Datetime ▲</th> </tr> </thead> <tbody> <tr><td>29174</td><td>12/1/2016 8:30:00 AM</td></tr> <tr><td>27408</td><td>12/2/2016 9:00:00 AM</td></tr> <tr><td>27120</td><td>12/3/2016 8:30:00 AM</td></tr> <tr><td>29175</td><td>12/8/2016 8:30:00 AM</td></tr> <tr><td>28923</td><td>12/8/2016 9:00:00 AM</td></tr> <tr><td>27409</td><td>12/9/2016 9:00:00 AM</td></tr> </tbody> </table>	Learning Object Instance L		ID	Start Datetime ▲	29174	12/1/2016 8:30:00 AM	27408	12/2/2016 9:00:00 AM	27120	12/3/2016 8:30:00 AM	29175	12/8/2016 8:30:00 AM	28923	12/8/2016 9:00:00 AM	27409	12/9/2016 9:00:00 AM	<table border="1"> <thead> <tr> <th colspan="2">Learning Object Instance</th> </tr> <tr> <th>ID</th> <th>Start Datetime ▼</th> </tr> </thead> <tbody> <tr><td>29233</td><td>12/31/2099 12:30:00 AM</td></tr> <tr><td>29214</td><td>9/7/2017 8:30:00 AM</td></tr> <tr><td>29213</td><td>8/31/2017 8:30:00 AM</td></tr> <tr><td>29212</td><td>8/24/2017 8:30:00 AM</td></tr> <tr><td>29211</td><td>8/17/2017 8:30:00 AM</td></tr> <tr><td>29210</td><td>8/10/2017 8:30:00 AM</td></tr> </tbody> </table>	Learning Object Instance		ID	Start Datetime ▼	29233	12/31/2099 12:30:00 AM	29214	9/7/2017 8:30:00 AM	29213	8/31/2017 8:30:00 AM	29212	8/24/2017 8:30:00 AM	29211	8/17/2017 8:30:00 AM	29210	8/10/2017 8:30:00 AM
Learning Object Instance L																																	
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29174	12/1/2016 8:30:00 AM																																
27408	12/2/2016 9:00:00 AM																																
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29213	8/31/2017 8:30:00 AM																																
29212	8/24/2017 8:30:00 AM																																
29211	8/17/2017 8:30:00 AM																																
29210	8/10/2017 8:30:00 AM																																

Filter the list by clicking on the Filter (magnifying glass icon) . Use the drop down box to selector filter option, enter search text and click search to narrow results.



The Learning Object List will refresh with the listing narrowed by the selected criteria.

Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list **Learning Object Instance – Details** (See Learning Object Section).

Depending on your permissions, you may have access to view, edit or create LOI details. Scroll to view the various sections.

To exit and return to the Learning Object List of course, click **Exit**.

To review a listing of recently made changes to key information, click **Audit Trail**





29205	7/6/2017 8:30:00 AM	7/6/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(1/0)	View(1) Print	Shaunte Penn		Scheduled
-------	---------------------	----------------------	---	--------------------------	-------------------------------	--------------	--	-----------

Click the **Add** link to add users to the course instance

Click in the row of the instance to view instance details.

Click the **View** link to view the Roster (**Session List**) / Click **Print Roster** to create a printable Roster Report.

To edit and update the information, click **Edit**. After making changes make sure to click the **Save** button (available in edit mode) to retain your updates.

LEARNING OBJECT INSTANCE : GENERAL ORIENTATION EDIT AUDIT TRAIL EXIT

Attributes Selectors Recurring Resources

Learning Object Instance Dates Header

LO Dates*	<input type="text" value="12/28/2016"/>	Start Time:*	<input type="text" value="9:00 AM"/>
Time Zone:*	<input type="text" value="Pacific Time"/>	End Time:*	<input type="text" value="1:30 PM"/>

Available Dates

Added	Start Date	End Date	Time Zone
	12/23/2016 9:00 AM	12/23/2016 1:30 PM	PST

Dates Options

Start Date Time:	<input type="text" value=""/>	End Date Time:	<input type="text" value=""/>
	<small>Format: MM/DD/YYYY HH:MM AM or PM</small>		<small>Format: MM/DD/YYYY HH:MM AM or PM</small>

Learning Object Instance Details

Room:*	Innovation - Central - Magnet Central	Manual Availability:	<input type="checkbox"/>
Max Students:*	<input type="text" value="500"/>	Advertisement Only:	<input type="checkbox"/>
Min Students:	<input type="text" value=""/>	Featured:	<input type="checkbox"/>
Sign In/Out:		Prevent Transcript Launch:	<input type="checkbox"/>
Cut Off:	<input type="checkbox"/> Cut Off Hours <input type="text" value=""/>	Allow Reprint Certificate:	<input type="checkbox"/> Cost: <input type="text" value=""/>





PRINT REPORT – Class Roster

Roster

Click the **Print** text link in the **Roster** Column to launch the Printable Class Roster report. Click the **Print** icon to print to .pdf file which can be sent to the printer and brought to class for attendance.

Class Roster

Course Name: JG Test March 10 2017 - 2
Location: SEHC Sim
Room: Sim Skills Lab
Total Student Count: 1
CLASS DATE: 9/11/17
Class Time: 11:45 am – 3:00 pm

LEARNSOFT, LSGLM lsglm jgittleman@learn:

CDC CDC, 100213550 Corp IS Administration

[Overview Tab – Administrator View - Session List](#)

When selecting **Top Courses** related information from the **Overall Dashboard**, the bottom section will show the Class Roster (**Session List**). You can also access the **Session List** by selecting the **View** textlink in the **Roster** column of the **Learning Object Instance List**. The **Session List** shows data related to user enrollment in specific course instances.





Classroom Courses 536 Active / 31 Inactive	Assignments 2 Active / 2 Owned	Z EB SCORM QA 6 Assigned / 2 Enrolled / 4 Completed	19	20	21	22	23	24	25
			26	27	28				

Session List : Z EB SCORM QA							Exit	Actions
ID	Actions	Name	Employee ID	Course				
<input type="checkbox"/> 7	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip <input checked="" type="radio"/> Cancel	SEH Instructor TBA SEH Instructor TBA	testinstseh	Z EB SCORM QA				
<input type="checkbox"/> 6	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip <input checked="" type="radio"/> Cancel	testmgr101 testmgr101		Z EB SCORM QA				
<input type="checkbox"/> 8	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	LEARNSOFT LSGLM d	lsglm	Z EB SCORM QA				
<input type="checkbox"/> 11	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	LEARNSOFT LSGLM d	lsglm	Z EB SCORM QA				
<input type="checkbox"/> 3	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	testuser101 testuser101	testuser101	Z EB SCORM QA				
<input type="checkbox"/> 5	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	testuser102 testuser102		Z EB SCORM QA				

To view detailed session information, simply click within the row.

LEARNING OBJECT SESSION		AUDIT TRAIL	EXIT
Student Info			
Name:	LEARNSOFT LSGLM d	User ID:	1
Phone:		Department:	St. Elizabeth
Current Status:	COMPLETE	Email:	jgittleman@learnsoft.com
Authorizer Info			
Authorizer Name:		Email:	
Phone:		Fax:	
Session Info			
Course Name:	Z EB SCORM QA	Start Date Time:	
Description:		End Date Time:	
Duration:		Instructor(s):*	
Vendor:		Direction:*	
Location:*	ADDRESS : On-Line	Notes:*	
	1/18/2017 12:46 PM [Completed, LEARNSOFT LSGLM d]		
	1/18/2017 12:16 PM [Enrolled, LEARNSOFT LSGLM d]		

The **Session List** data view is configurable. To add desired column data, click on the **gear** icon. This will bring up a checkbox of columns that can be displayed in this particular section. Check the desired data columns and click **Apply**. The screen will refresh with the additional columns displayed.





Session List

ID

- All
- Active
- Department
- Type
- Start Datetime
- End Datetime
- Facility
- Enroll Date
- Status
- Attempted Enroll Date
- Due Date

Apply

Session List : Z EB SCORM QA

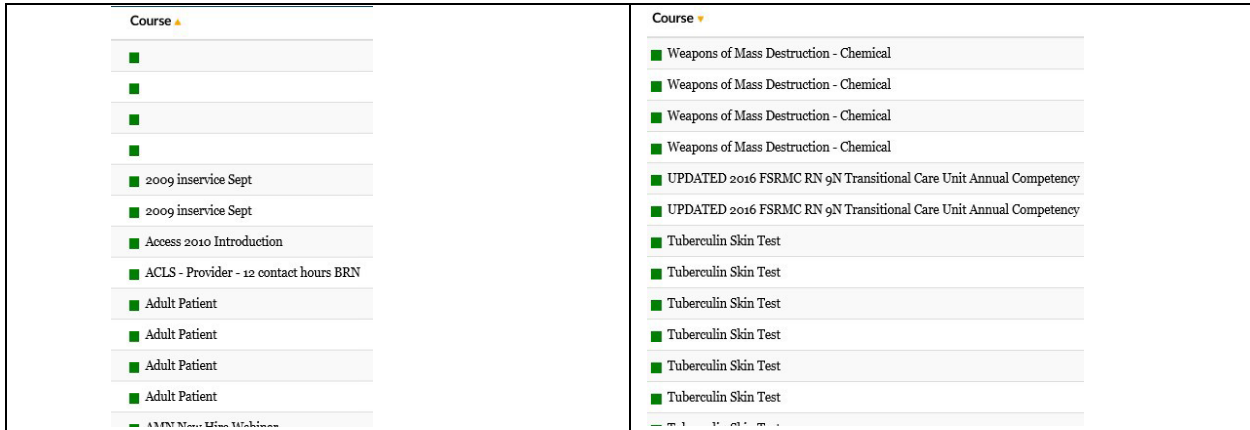
Exit Actions

ID	Actions	Name	Employee ID	Course	Type	Enroll Date	Status
7	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip <input checked="" type="checkbox"/> Cancel	SEH Instructor TBA SEH Instructor TBA	testinstseh	Z EB SCORM QA	🔒	1/18/2017 12:12:46 PM	Enroll
6	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip <input checked="" type="checkbox"/> Cancel	testmgr101 testmgr101		Z EB SCORM QA	🔒	1/18/2017 12:12:46 PM	Enroll
8	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	LEARNSOFT LSGLM d	lsglm	Z EB SCORM QA	🔒	1/18/2017 12:16:21 PM	Complete
11	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	LEARNSOFT LSGLM d	lsglm	Z EB SCORM QA	🔒	1/18/2017 6:09:25 PM	Complete
3	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	testuser101 testuser101	testuser101	Z EB SCORM QA	🔒	1/18/2017 11:30:21 AM	Complete
5	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	testuser102 testuser102		Z EB SCORM QA	🔒	1/18/2017 11:43:41 AM	Complete

Sort by Column, by clicking on Column name (or up / down triangle if available). A single click sorts in ascending order. A second click sorts in descending order.

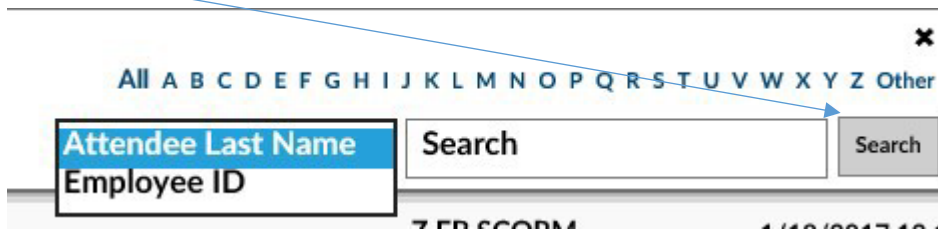
Sort by Name Column in ascending order	Sort by Name Column in descending order
---	--





Filter (search) results by clicking on the magnifying glass tool  on the right to bring up the filter list.

Use the letters for a quick Course filter. Use the in search drop down to select the variable to filter by (**Attendee Last Name, Employee ID**), enter the keyword search in the Search free text box and click the **Search** button.



The Session List will refresh with the listing narrowed by the selected criteria.

Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list

For Additional Roster Functions including updating user status, see the Learning Objects Section.

Team Tab





The **Team** tab provides the Admin with access to **User List** information in full screen format. It also allows the Admin to drill down into **Users**, **Enrollment** and **Competencies / Skills** (if enabled).

	Employee ID	Name	User Name
<input type="checkbox"/>	95850	McTestface Testy	95850
<input type="checkbox"/>	95848	Testemployee Taxupdate	95848
<input type="checkbox"/>		testuser102 testuser102	testuser102
<input type="checkbox"/>		testmgr101 testmgr101	testmgr101
<input type="checkbox"/>	testuser101	testuser101 testuser101	testuser101

When hovering the mouse over the **Name** column, a rollover **User Overview** will display on the right side. This will update when changing from user to user.

Hover over a name and summary information for that team member will display.

Click the **Name** or the **Details** link of the Summary Information to bring up detailed profile info (See **Team tab section**)

Click **Print Transcripts** to bring up a printable version of the selected user's Transcript

testmgr101 testmgr101	testmgr101
<input type="checkbox"/>	testuser101 testuser101
<input type="checkbox"/>	testuser101 testuser101

testuser101 testuser101
Department Director-Operations
Level 2
testuser101
jgittleman@learnsoft.com

Hire Date: 1/13/2017

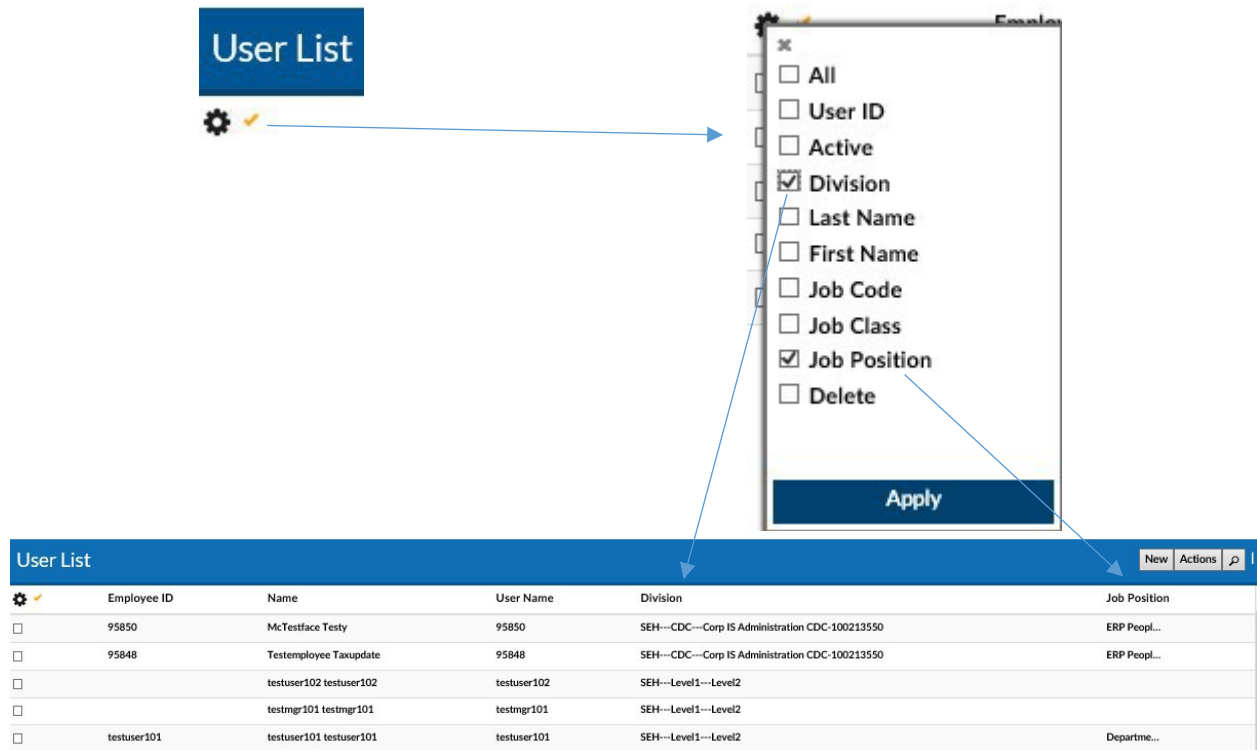
Courses: 4
Assignments: 0
Certifications: 1
Past Due: 0
Completed: 2
Total Credits: 0
Total Units: 0

[Details](#) [Print Transcripts](#)



Team – Navigation

The **User List** data view is configurable. To add desired column data, click on the **gear** icon. This will bring up a checkbox of columns that can be displayed in this particular section. Check the desired data columns and click **Apply**. The screen will refresh with the additional columns displayed.




Employee ID	Name	User Name	Division	Job Position
95850	McTestface Testy	95850	SEH---CDC---Corp IS Administration CDC-100213550	ERP Peopl...
95848	Testemployee Taxupdate	95848	SEH---CDC---Corp IS Administration CDC-100213550	ERP Peopl...
testuser102	testuser102	testuser102	SEH---Level1---Level2	
testmgr101	testmgr101	testmgr101	SEH---Level1---Level2	
testuser101	testuser101 testuser101	testuser101	SEH---Level1---Level2	Departme...

Sort by Column, by clicking on Column name (or up / down triangle if available). A single click sorts in ascending order. A second click sorts in descending order.

Sort by Name Column in ascending order	Sort by Name Column in descending order
---	--



Name ▲	Name ▼
Account Admin1	ztestuser9003 testuser9003
Account Admin2	Zaza Frank L
Account Admin3	Zank Laura L
Ackerman Melville J	Yates Ben
Adelman Patti	Wright Micheal
Admin Aps	woody Kathy

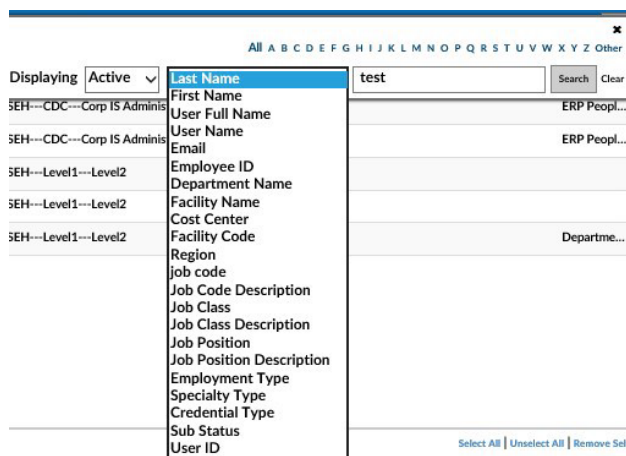
Filter (search) results by clicking on the magnifying glass tool  on the right to bring up the filter list.

Use the letters for a quick (First letter of) **Name** filter.



Filter dialog box showing search options. The 'Displaying' dropdown is set to 'Active', and the 'Last Name' dropdown is selected. A search box contains the text 'test' and a 'Search' button is visible.

Use the in search drop down to select the variable to filter by, enter the keyword search in the Search free text box and click search.



User list with filter dropdown open. The dropdown menu shows various search criteria including 'Last Name', 'First Name', 'User Full Name', 'User Name', 'Email', 'Employee ID', 'Department Name', 'Facility Name', 'Cost Center', 'Facility Code', 'Region', 'job code', 'Job Code Description', 'Job Class', 'Job Class Description', 'Job Position', 'Job Position Description', 'Employment Type', 'Specialty Type', 'Credential Type', 'Sub Status', and 'User ID'. The search box contains 'test' and the 'Search' button is visible.

The User List will refresh with the listing narrowed by the selected criteria.

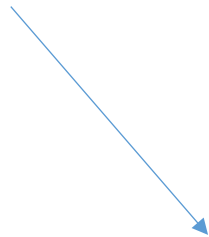
Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list





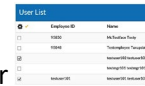
Enroll team members from the **User List** into courses as follows:

- 1) Filter and Sort to find the desired users.
- 2) Check the box to the left of the specific user Employee ID(s) / Name(s):



User List		
	Employee ID	Name
<input type="checkbox"/>	95850	McTestface Testy
<input type="checkbox"/>	95848	Testemployee Taxupdate
<input checked="" type="checkbox"/>		testuser102 testuser102
<input type="checkbox"/>		testmgr101 testmgr101
<input checked="" type="checkbox"/>	testuser101	testuser101 testuser101

- 3) Click the **Actions** button in the top right corner of the User List blue bar to Launch the Actions popup.



✕

Browse...

Update Users

Enroll Users

User Upload

- 4) Click the **Enroll Users** button to launch the **Select Learning Object / Learning Object Instance List**.

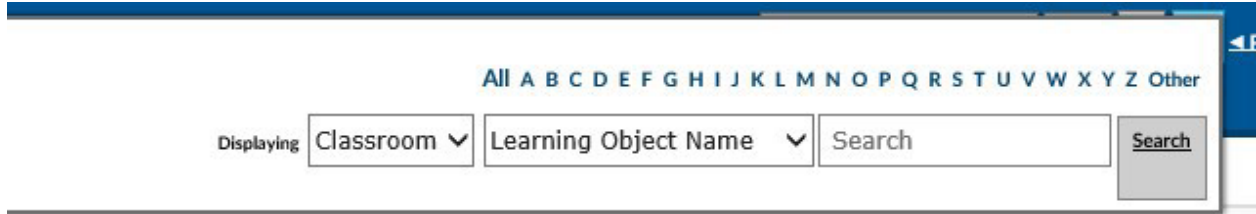
Select Learning Object								
Learning Object Instance List								
	ID	Name	Type	Status	Start Datetime	End Datetime	Facility	Instructor
<input checked="" type="checkbox"/>	3	ACLS Course 1		Scheduled	2/9/2017 5:00:00 AM	2/9/2017 7:00:00 AM	TBD - TBD	SEH Instructor TB...
<input type="checkbox"/>	78021	TEST - Multi-Day Course		Scheduled	2/24/2017 5:00:00 AM	3/30/2017 7:00:00 AM	SEHC Grant - ...	SEH Instructor TB...
<input type="checkbox"/>	78026	Test Course		Scheduled	2/26/2017 11:00:00 AM	2/26/2017 11:30:00 AM	SEHC Covingto...	LSGLM LEARNSOFT
<input type="checkbox"/>	78027	Test Course 2		Scheduled	2/26/2017 9:30:00 AM	2/26/2017 10:00:00 AM	SEHC Data Ce...	LSGLM LEARNSOFT
<input type="checkbox"/>	5	SEH ONLY - Classroom Test		Scheduled	2/10/2017 4:00:00 PM	2/10/2017 5:00:00 PM	TBD - TBD	LSGLM LEARNSOFT
<input checked="" type="checkbox"/>	6	2017 1B/LDRP SKILLS BLITZ		Scheduled	8/24/2017 7:45:00 AM	8/24/2017 11:00:00 AM	SEHC Sim - SL...	SEH Instructor TB...
<input type="checkbox"/>	7	2017 1B/LDRP SKILLS BLITZ		Scheduled	8/24/2017 11:45:00 AM	8/24/2017 3:00:00 PM	SEHC Sim - SL...	SEH Instructor TB...
<input type="checkbox"/>	8	2017 1B/LDRP SKILLS BLITZ		Scheduled	9/11/2017 11:45:00 AM	9/11/2017 3:00:00 PM	SEHC Sim - SL...	SEH Instructor TB...
<input type="checkbox"/>	9	2017 1B/LDRP SKILLS BLITZ		Scheduled	9/11/2017 3:15:00 PM	9/11/2017 6:30:00 PM	SEHC Sim - SL...	SEH Instructor TB...
<input type="checkbox"/>	10	2017 1B/LDRP SKILLS BLITZ		Scheduled	9/28/2017 7:45:00 AM	9/28/2017 11:00:00 AM	SEHC Sim - SL...	SEH Instructor TB...

700 Learning Object Instance (2 Selected) - Page 1 Of 70

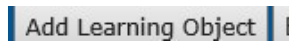




5) Within this list use the sort and search features to find the desired learning objects.



6) Select by clicking on the checkbox to the left of the row of those classes you wish to enroll the selected users in and click the **Add Learning Object** button to complete the enrollment.



The screen will refresh, the **Select Learning Object / Learning Object Instance List** will close and a confirmation will appear at the top left of the screen indicating if enrollments were successful (and if not, why).

- testuser101 testuser101 has been successfully enrolled. (2017 1B/LDRP SKILLS BLITZ)
- testuser102 testuser102 has been successfully enrolled. (2017 1B/LDRP SKILLS BLITZ)
- testuser101 testuser101, Enrollment Error : There is the date conflict between the sessions(2/9/2017 2/9/2017). (ACLS Course 1)
- testuser102 testuser102 has been successfully enrolled. (ACLS Course 1)

Overview Profile Search Analytics Learning Object Team Reports Help

Progress Report
Group Administrator

Overall Dashboard

9,733

Total Active Users

658 Managers

2 Instructors

2 Administrators

1 Logged in

8 Logged Last Month

Total Courses

543 Active / 1,991 Inactive

Course by Category

7 WBT / 536 ILT / 0 Manual

Classroom Courses

536 Active / 31 Inactive

Assignments

2 Active / 2 Owned

Top Courses

2017 CPI TRAINING

1 Assigned / 1 Enrolled / 0 Completed

Captivate Project No Test 47

2 Assigned / 1 Enrolled / 1 Completed

ZEB SCORM QA

6 Assigned / 2 Enrolled / 4 Completed

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

User List New Actions





Team Tab – Team Member Profile (User Details)

Clicking on the **Name** of a team member in the **User List** or clicking on the **Details** link from the team member's **Overview**, will bring up the team member's **Profile** info (aka **USER DETAILS**). Different section tabs at top allow you to quickly access the team member information relevant to your search. Simply click to access that information.



Team – Team Member Profile – Overview Tab

By default the **Overview** tab displaying basic HR and User Information will display.

USER DETAILS : ADMIN3 ACCOUNT - LEARNSOFT ID - 1368662

PRINT TRANSCRIPT EDIT AUDIT TRAIL EXIT

Overview	Groups	Enrollments	Assignments	Certifications	Evaluations	Competency	Succession	Development	Details
Personal Information									
User Name*	admin3					Email:	dchopra@learnsoft.com		
First Name*	Admin3					Work Phone:			
Middle Name:						City:			
Last Name*	Account					State:			
Birth Date:						Zip:			
Gender:						Country:	United States Of America		
Language*	English (US)					Change Password	<input type="checkbox"/>		
Employee Information									
Employee ID:	admin3					Hire Date*	3/31/2016		
Badge ID:						Promotion Date:			
Employment Type*	Employee					Termination Date:			
Position:						Rehired Date:			
Division*	Early Intervention Program					Salary Grade:			
Supervisor Level:						Leadership Assessment Level:			
Specialty Type:						School:			
Credential Type:						CDL Classification:			
Sub Status:						CDL Expiration Date:			
						Safety Sensitive:			

Team – Team Member Profile – Buttons

Buttons in the upper right hand corner, will allow you to perform the following functions:





PRINT TRANSCRIPT	EDIT	AUDIT TRAIL	EXIT
Provides a transcript report in a separate window. This can be printed.	Allows you to edit / fill-in information (where allowed)	Provides a listing of changes made to the profile and lists those making the changes.	Exits the profile and returns to the Team tab.

Team – Team Member Profile – Groups Tab

The Groups tab provides a listing of the LMS-specific groups which a team member is or has been a member. It also indicates which **Division** to which the role is associated. The **Active** column indicates if the association is still active and the **Primary Position** column will indicate which is their primary role

USER DETAILS : ADMIN3 ACCOUNT - LEARNSOFT ID - 1368662									
Overview	Groups	Enrollments	Assignments	Certifications	Evaluations	Competency	Succession	Development	Details
Available Groups									
Group Name	Primary Division	Division	Primary Job Position	Position	Recursive	Active			
Standard User	Yes	NJ--3 Medufox Plaza--Early Intervention Program A-3CDOOPER-00100784	Yes			Yes			
Administrator	No	Learning Center	No		Yes	Yes			
Client SuperAdministrator	No	Learning Center	No		Yes	Yes			
Manager	No	Learning Center	No		Yes	Yes			
Instructor	No	Learning Center	No		Yes	Yes			

Team – Team Member Profile – Enrollments Tab

The **Enrollments** tab provides a listing of all the courses which the team member has been enrolled in. It allows the Admin to search user learning records to ensure they have completed required courses. The columns list the **Learning Object** (course name), Enrollment **Status**, **Completion Date** (if completed), course **Type**, shows how the user was enrolled (**Assignment**) and provides any course **Attachments**. For classes that the Admin enrolled the user, which have not been completed, there is an **Action** column, which allows the Admin to **Cancel** the enrollment.





Overview	Groups	Enrollments	Assignments	Certifications	Evaluations	Competency	Succession	Development	Details
Available Learning Object Sessions									
Learning Object	Status	Complete Dates	Type	Start Date	Score	Assignment	Attachment	Actions	
cultural competency newbuild module2	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel	
General Orientation	Completed	3/31/2016	Classroom Instruction Course	3/31/2016 1:15 PM		Enrolled (Manager)			
Centerline Waitlist Demo Course	Cancelled By Admin (Admin1 Sand)		Classroom Instruction Course	7/21/2016 7:00 AM					
Harvard MM - Managing Upward	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel	
Ebola Advanced Training	Enrolled		Classroom Instruction Course	7/28/2016 10:00 AM		Enrolled (Required By Manager, Due:9/12/2016)			

[Show More Learning Object Sessions](#)

Overview	Groups	Enrollments	Assignments	Certifications	Evaluations	Competency	Succession	Development	Details
Available Learning Object Sessions									
Learning Object	Status	Complete Dates	Type	Start Date	Score	Assignment	Attachment	Actions	
cultural competency newbuild module2	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel	
General Orientation	Completed	3/31/2016	Classroom Instruction Course	3/31/2016 1:15 PM		Enrolled (Manager)			
Centerline Waitlist Demo Course	Cancelled By Admin (Admin1 Sand)		Classroom Instruction Course	7/21/2016 7:00 AM					
Harvard MM - Managing Upward	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel	
Ebola Advanced Training	Enrolled		Classroom Instruction Course	7/28/2016 10:00 AM		Enrolled (Required By Manager, Due:9/12/2016)			
General Orientation	Enrolled		Classroom Instruction Course	11/13/2016 8:00 AM		Enrolled (Manager)			
Test - MG	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel	
CRE Exam B	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel	
Captive Project No Test 4	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel	
Z Test Course	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel	
Course for Instructor Evaluation	Enrolled		Classroom Instruction Course	9/7/2016 8:30 AM		Enrolled (Manager)			

[Show Short List of Learning Object Sessions](#)

A subset of course data is shown by default. Click the [Show More Learning Object Sessions](#) link to expand the page and show all the Learning Object Sessions.

Sort by clicking on the blue, sortable column headings. A single click sorts in ascending order; a second





click sorts in descending order.

USER DETAILS : ACCOUNT ADMIN3 - LEARNSOFT ID - 1368662

PRINT TRANSCRIPT EDIT AUDIT TRAIL EXIT

Overview Groups **Enrollments** Assignments Certifications Evaluations Competency Succession Development Details

Available Learning Object Sessions

Learning Object	Status	Complete Date	Type	Start Date	Score	Assignment	Attachment	Actions
Centerline Waitlist Demo Course	Cancelled By Admin (Admin1 Sand)		Classroom Instruction Course	7/31/2016 7:00 AM				
General Orientation	Completed	3/31/2016	Classroom Instruction Course	3/31/2016 1:15 PM		Enrolled (Manager)		
cultural competency newbuild module2	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Harvard MM - Managing Upward	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Ebola Advanced Training	Enrolled		Classroom Instruction Course	7/28/2016 10:00 AM		Enrolled (Required By Manager Due:7/12/2016)		
General Orientation	Enrolled		Classroom Instruction Course	11/13/2016 8:00 AM		Enrolled (Manager)		
Test - MC	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
CRE Exam 8	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Captive Project No Test 4	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Z Test Course	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Course for Instructor Evaluation	Enrolled		Classroom Instruction Course	8/7/2016 8:30 AM		Enrolled (Manager)		#(1)

Show Short List of Learning Object Sessions

Cancel any not completed courses which you, as the Admin, enrolled the user by clicking the **XCancel**





USER DETAILS : ACCOUNT ADMIN3 - LEARNSOFT ID - 1368662

PRINT TRANSCRIPT EDIT AUDIT TRAIL EXIT

Overview Groups **Enrollments** Assignments Certifications Evaluations Competency Succession Development Details

Available Learning Object Sessions

Learning Object	Status	Complete Date	Type	Start Date	Score	Assignment	Attachment	Actions
Centerline Waitlist Demo Course	Cancelled By Admin (Admin1 Sam)		Classroom Instruction Course	2/31/2016 7:00 AM				
General Orientation	Completed	3/31/2016	Classroom Instruction Course	2/31/2016 1:15 PM		Enrolled (Manager)		
cultural competency newbuild module2	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Harvard MM - Managing Upward	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Ebola Advanced Training	Enrolled		Classroom Instruction Course	2/28/2016		Enrolled (Required By)		
General Orientation	Enrolled							<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Test -MG	Enrolled							<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
CRE Exam B	Enrolled							<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Captive Project No Test 4	Enrolled		Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Z Test Course	Enrolled		On-Line Training Course			Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel
Course for Instructor Evaluation	Enrolled		Classroom Instruction Course	2/7/2016 8:30 AM		Enrolled (Manager)		<input type="checkbox"/> Select <input checked="" type="checkbox"/> Cancel

Message from webpage: Are you sure, you want to cancel this learning object session? OK Cancel

Show Short List of Learning Object Sessions

text

link and pressing **OK** in the confirmation popup.

Team – Team Member Profile – Assignments Tab

Click the **Assignments** tab to see a listing of all the team member’s assignments, the associated courses (**Learning Object**), their **due dates** and completion **Status** and **Date Completed** (if completed). Expand and sort as outlined in the Enrollments section.

Overview Groups Enrollments **Assignments** Certifications Evaluations Competency Succession Development Details

Available Assignment Sessions

Name	Learning Object	Status	Date Completed	Due Date	Complete
Annual Mandatory Assignment 1	Annual Mandatory Education Course 1	Completed	1/31/2016	1/31/2016	Yes
Annual Mandatory Assignment 2	Annual Mandatory Education Course 2	Enrolled		2/31/2016	No

Team – Team Member Profile – Certifications Tab

Click the **Certifications** tab to see a listing of all the team member’s Certifications. Note, these are LMSbased certifications, which may differ from external certifications or licenses (If the latter info is passed from the HRIS system, it can be seen in the Current Licenses subsection of the Details tab, below).

The

Certification Name, associated courses (**Learning Object**), completion **Status** and **Expiration (on) Date** are shown in column format. Expand and sort as outlined in the Enrollments section.





Overview	Groups	Enrollments	Assignments	Certifications	Evaluations	Competency	Succession	Development	Details
Available Certifications									
Certification Name	Require Credits	Credit Hours	Credit Units	Learning Object	Expires	Expires On	Complete		
Highway Driving	No			Highway Driving	Yes	7/21/2017	Yes		

Team – Team Member Profile – Evaluations, Competency, Successions & Development Tabs

The **Evaluations, Competency, Succession** and **Development** Tabs refer to information that is part of the Talent Management Suite (TMS), a separate set of modules that integrate with the LMS. If your organization has purchased TMS modules, please see associated documentation for these sections.

Team – Team Member Profile – Details Tab

The details tab provides a single page, scrollable version of all the other tabs. Simply scroll up or down to access the desired section.

Overview	Groups	Enrollments	Assignments	Certifications	Evaluations	Competency	Succession	Development	Details
Personal Information									
First Name*	apadmin			Email	ap@learnsoft.com				
Last Name*	Aps			Work Phone					
Middle Name*				City					
Last Name*	Admin			State					
Birth Date				Zip					
Gender				Country	United States Of America				
Language*	English (US)			Change Password	<input type="checkbox"/>				
Employee Information									
Employee ID				Hires Date*	11/12/2014				
Budget ID				Probation Date					
Employment Type*	Employee			Termination Date					
Position				Referral Date					
Division*	Emergency Room Registration			Salary Grade					
Supervisor Level				Leadership Assessment Level					
Specialty Type				School					
Credential Type				CDL Classification					
Sub Status				CDL Expiration Date					
				Salary Smallest					
Available Enrollments									
Enroll Name	Require Credit	Division	Course Information	Enroll	Enroll	Enroll	Enroll	Enroll	Enroll
Initial Exam	Yes	NI - Research Bldg - Emergency Room Registration A-REGISTRATION		Yes					Yes
Recertification	No	Learning Center - NI		No		Yes			Yes
Upgrade	No	Learning Center - NI		No		Yes			Yes
Direct Supervisors									
Supervisor									
Direct Licenses									
License									
Direct Current User Roles									
Current User Role									
Available Certifications									
Certification Name	Require Credits	Credit Hours	Credit Units	Learning Object	Expires	Expires On	Complete		
Highway Driving	No			Highway Driving	Yes	7/21/2017	Yes		
Available Learning Object Sessions									
Learning Object	Date	Session Date	Type	Start Date	End Date	Assignment	Attachment	Action	New Learning Object Session
Initial Orientation	Completed	8/20/2014	Classroom	8/20/2014	8:30 AM	8:30 AM	Finalize (Manager)		
Highway Driving Training	Enrolled		On Site Training				Enroll (Manager)	<input type="checkbox"/>	Cancel

Learning Object Tab






The **Learning Object** tab gives the Administrator full screen access to courses, instances and associated class rosters

Learning Object List							Displaying Classroom Active	New	Actions	Previous	Next
ID	Course Number	Name ▲	Student Count	Type	Class Count	Delete					
83	003636	1B/LDRP SKILLS BLITZ			View						
84	CO_0005773	2016 ED RN Skills Day			View						
85	003694	2016 EKG TEST			View						
86	CO_0005751	2016 Heart of the Matter			View						
87	CO_0005226	2016 Mini MID			View						
88	CO_0005217	2016 Nursing MID			View						
7	3636	2017 1B/LDRP SKILLS BLITZ	2		View(12)						
8	3865	2017 Acute Care CNA Skills Day			View(14)						
9	3852	2017 Acute Care Skills Day			View(13)						
10	3852	2017 Acute Care Skills- TTTrainer			View(1)						

536 Learning Objects (0 Selected) - Page 1 Of 34 [Select All](#) | [Unselect All](#) | [Remove Selected](#) | [Remove Unselected](#)

Create a new Learning Object (course) by clicking the **New** button . This will launch a blank **Learning Object** Screen.

LEARNING OBJECT

SAVE CANCEL

Overview

Learning Object:*	- Select One -	Active:	<input checked="" type="checkbox"/>
Name:*	<input type="text"/>	Description:	<input type="text"/>
Course Number:	<input type="text"/>	Catalog Tree:*	Show List View <input type="checkbox"/> Catalog
Grading:*	- Select One -	List Price:	<input type="text"/>
Passing Score:	<input type="text"/>	Version:	<input type="text"/>
Credit Units:	<input type="text"/>		
Credit Hours:	<input type="text"/>		
Credit Others:	<input type="text"/>		
Evaluation:	<input type="text"/>		
Reminder:	- Select One -		

For detailed instructions on how to create and edit Learning Objects (Courses) and Learning Object Instances (Classes) see the *Learnsoft LMS Wiki Help System* found at the following URL:

<http://lsglm702.learnsoft.com/taskswiki/>

There are a number of options to help find the specific course you wish to view:





Default Listing of courses can be changed by selecting a metric in the top section or by using the **Displaying** dropdown.




Displaying Option	Listing
All	Displays ALL courses regardless of type
All Active	Displays ALL courses regardless of type as long as the course is in the active status.
Classroom Active	Displays only classroom-based courses that are in the active status.
Classroom Inactive	Displays only classroom-based courses that are in the inactive status.
Online Active	Displays only online-based courses that are in the active status.
Online Inactive	Displays only online-based courses that are in the Inactive status.
Manual	Displays only courses that are of the type "Manual Entry".
Historical	Displays only courses that are of the type "Historical".
My Courses (Instructor)	Displays only courses for which the instructor is listed as an instructor for at least one course instance.

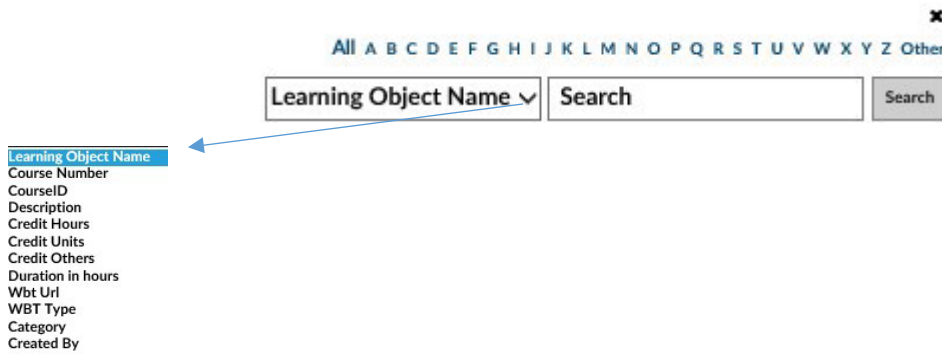
Sort the Learning Object List by Column by clicking on the associated Column Header. A single click sorts in ascending order; a second click sorts in descending order.





Sort by Course Name - Ascending			Sort by Course Name - Descending		
Learning Object List			Learning Object List		
⚙️ ID	Course Number	Name ▲	⚙️ ID	Course Number	Name ▼
14592		Course for Instructor Evaluation	14596		Test Presb Course
14593		Course with Evaluation and Comments	14588	aaa111	Test July 30 1333
14550		Defensive Driving	14587	aaa111	Test July 30 121
13672		General Orientation	13672		General Orientation
14587	aaa111	Test July 30 121	14550		Defensive Driving

Filter (search) the list by clicking on the Filter (magnifying glass icon) . Use the letters to filter by first letter of course name. Use the drop down box to selector filter option, enter search text and click **Search** to narrow results.



The **Learning Object List** will refresh with the listing narrowed by the selected criteria.

Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list. After finding the desired course, there are a number of options:





ID	Course Number	Name	Student Count	Type	Class Count	Delete
13672		General Orientation	278		View(3)	

Click in the row of the course to view **Learning Object (Course) Details**.

Click the **View** link to view the listing of classes for this course (**Learning Object Instance List...see next section**)

LEARNING OBJECT : 2017 1B/LDRP SKILLS BLITZ

EDIT AUDIT TRAIL EXIT

Overview

Learning Object:	Classroom Instruction Course	Active:	<input checked="" type="checkbox"/>
Name:	2017 1B/LDRP SKILLS BLITZ	Description:	
Course Number:	3636	Catalog Tree:	Show List View Catalog
Grading:	Not a graded course		
Passing Score:			
Credit Units:			
Credit Hours:			

Depending on your permissions, you may have access to view, edit or create Learning objects. Scroll to view the various sections. To exit and return to the Learning Object List, click **Exit**. To review a listing of recently made changes to key information, click **Audit Trail**. To edit and update the information, click **Edit**. After making changes make sure to click the **Save** button (available in edit mode) to retain your updates.

Learning Object Tab – Learning Object Instance List

When clicking on the **Learning Object List - Class Count** Column - **View** link for the desired course, the screen will refresh and the **Learning Object List** will be replaced with the **Learning Object Instance List** which will display a listing of all *class instances* associated with the selected Learning Object (course).






ID	Course Number	Name	Student Count	Type	Class Count	Delete
14592		Course for Instructor Evaluation	4		#View(1)	
14593		Course with Evaluation and Comments	2		#View(1)	
14550		Defensive Driving	5		#View(12)	
13672		General Orientation	278		#View(3)	
14587	aaa111	Test July 30 121			#View(1)	
14588	aaa111	Test July 30 1333			#View(1)	
14596		Test Presb Course			#View(1)	

Clicking on the **Class Count** Column **View** link will bring up a listing of the associated class instances. *Click the Exit button to return to the LO List*

ID	Start Datetime	End Datetime	Facility	Students	Roster	Instructor	Type	Status
29233	12/31/2099 12:30:00 AM	12/31/2099 2:15:00 AM	Center for the Arts - Center for the Arts	Add(6)	View(6) Print	Giorgio Campo...		Scheduled
29214	9/7/2017 8:30:00 AM	9/7/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(1)	View(1) Print	Shaunte Penn		Scheduled
29213	8/31/2017 8:30:00 AM	8/31/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(2)	View(2) Print	Shaunte Penn		Scheduled
29212	8/24/2017 8:30:00 AM	8/24/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0)	View	Shaunte Penn		Scheduled
29211	8/17/2017 8:30:00 AM	8/17/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0)	View	Shaunte Penn		Scheduled
29210	8/10/2017 8:30:00 AM	8/10/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0)	View	Shaunte Penn		Scheduled
29209	8/3/2017 8:30:00 AM	8/3/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0)	View	Shaunte Penn		Scheduled
29208	7/27/2017 8:30:00 AM	7/27/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(1)	View(1) Print	Shaunte Penn		Scheduled
29207	7/20/2017 8:30:00 AM	7/20/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0)	View	Shaunte Penn		Scheduled
29206	7/13/2017 8:30:00 AM	7/13/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0)	View	Shaunte Penn		Scheduled
29205	7/6/2017 8:30:00 AM	7/6/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(1)	View(1) Print	Shaunte Penn		Scheduled
29204	6/29/2017 8:30:00 AM	6/29/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(0)	View	Shaunte Penn		Scheduled

Create a new Learning Object Instance (Class) by clicking the **New** button . This will launch a blank **Learning Object** Screen.

LEARNING OBJECT INSTANCE : 2017 1B/LDRP SKILLS BLITZ SAVE SAVE AND EXIT CANCEL

Learning Object Instance Dates Header

LO Dates: Start Time:

Time Zone: End Time:

Available Dates Add Dates

No Dates

Dates Options

Start Date Time: End Date Time:

Learning Object Instance Details

Rooms*:

Max Students*:

Min Students:

Manual Availability:

Advertisement Only:

For detailed instructions on how to create and edit Learning Objects (Courses) and Learning Object Instances (Classes) see the *Learnsoft LMS Wiki Help System* found at the following URL:

<http://lsglm702.learnsoft.com/taskswiki/>


When navigating the Learning Object Instance List there are a number of options to help find the specific instance you wish to view:

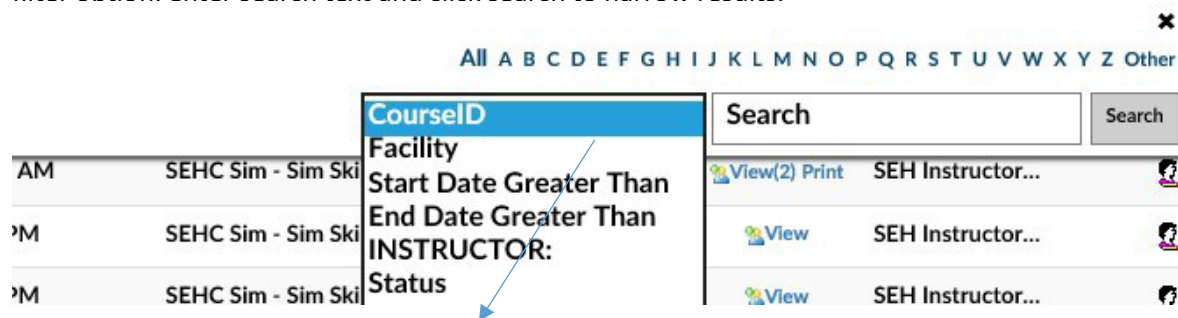




Sort the instance list by Column by clicking on the associated Column Header. A single click sorts in ascending order; a second click sorts in descending order.

Sort by Start Datetime - Ascending	Sort by Start Datetime - Descending																																
<table border="1"> <thead> <tr> <th colspan="2">Learning Object Instance L</th> </tr> <tr> <th>ID</th> <th>Start Datetime ▲</th> </tr> </thead> <tbody> <tr><td>29174</td><td>12/1/2016 8:30:00 AM</td></tr> <tr><td>27408</td><td>12/2/2016 9:00:00 AM</td></tr> <tr><td>27120</td><td>12/3/2016 8:30:00 AM</td></tr> <tr><td>29175</td><td>12/8/2016 8:30:00 AM</td></tr> <tr><td>28923</td><td>12/8/2016 9:00:00 AM</td></tr> <tr><td>27409</td><td>12/9/2016 9:00:00 AM</td></tr> </tbody> </table>	Learning Object Instance L		ID	Start Datetime ▲	29174	12/1/2016 8:30:00 AM	27408	12/2/2016 9:00:00 AM	27120	12/3/2016 8:30:00 AM	29175	12/8/2016 8:30:00 AM	28923	12/8/2016 9:00:00 AM	27409	12/9/2016 9:00:00 AM	<table border="1"> <thead> <tr> <th colspan="2">Learning Object Instance</th> </tr> <tr> <th>ID</th> <th>Start Datetime ▼</th> </tr> </thead> <tbody> <tr><td>29233</td><td>12/31/2099 12:30:00 AM</td></tr> <tr><td>29214</td><td>9/7/2017 8:30:00 AM</td></tr> <tr><td>29213</td><td>8/31/2017 8:30:00 AM</td></tr> <tr><td>29212</td><td>8/24/2017 8:30:00 AM</td></tr> <tr><td>29211</td><td>8/17/2017 8:30:00 AM</td></tr> <tr><td>29210</td><td>8/10/2017 8:30:00 AM</td></tr> </tbody> </table>	Learning Object Instance		ID	Start Datetime ▼	29233	12/31/2099 12:30:00 AM	29214	9/7/2017 8:30:00 AM	29213	8/31/2017 8:30:00 AM	29212	8/24/2017 8:30:00 AM	29211	8/17/2017 8:30:00 AM	29210	8/10/2017 8:30:00 AM
Learning Object Instance L																																	
ID	Start Datetime ▲																																
29174	12/1/2016 8:30:00 AM																																
27408	12/2/2016 9:00:00 AM																																
27120	12/3/2016 8:30:00 AM																																
29175	12/8/2016 8:30:00 AM																																
28923	12/8/2016 9:00:00 AM																																
27409	12/9/2016 9:00:00 AM																																
Learning Object Instance																																	
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29213	8/31/2017 8:30:00 AM																																
29212	8/24/2017 8:30:00 AM																																
29211	8/17/2017 8:30:00 AM																																
29210	8/10/2017 8:30:00 AM																																

Filter the list by clicking on the Filter (magnifying glass icon) . Use the drop down box to selector filter option. enter search text and click search to narrow results.



The screenshot shows a table of Learning Object Instances. A search bar at the top right contains the text "SEH Instructor...". A dropdown menu is open, listing filter options: CourseID, Facility, Start Date Greater Than, End Date Greater Than, INSTRUCTOR, and Status. A blue arrow points to the "INSTRUCTOR" option. The table below the dropdown shows three rows of data, each with a "View" link and a user icon.

The Learning Object List will refresh with the listing narrowed by the selected criteria.

Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list **Learning Object Instance – Details**





29205	7/6/2017 8:30:00 AM	7/6/2017 11:30:00 AM	Health & Human Services - Human Serv...	Add(1/0)	View(1) Print	Shaunte Penn		Scheduled
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Click the **Add** link to add users to the course instance

Click in the row of the instance to view instance details and edit the instance.

Click the **View** link to view the Roster (**Session List**) / Click **Print Roster** to create a printable Roster Report.

Depending on your permissions, you may have access to view, edit or create LOI details. Scroll to view the various sections. To exit and return to the **Learning Object List** of course, click **Exit**. To review a listing of recently made changes to key information, click **Audit Trail** To edit and update the information, click **Edit**. Ater making changes make sure to click the **Save** button (available in edit mode) to retain your updates.

LEARNING OBJECT INSTANCE : GENERAL ORIENTATION

[EDIT](#)
[AUDIT TRAIL](#)
[EXIT](#)

Attributes
Selectors
Recurring
Resources

Learning Object Instance Dates Header

LO Dates*	<input type="text" value="12/28/2016"/>	Start Time*	<input type="text" value="9:00 AM"/>
Time Zone*	<input type="text" value="Pacific Time"/>	End Time*	<input type="text" value="1:30 PM"/>

Available Dates

Added	Start Date	End Date	Time Zone
	12/23/2016 9:00 AM	12/23/2016 1:30 PM	PST

Dates Options

Start Date Time: <input style="width: 90%;" type="text"/> <small>Format: MM/DD/YYYY HH:MM AM or PM</small>	End Date Time: <input style="width: 90%;" type="text"/> <small>Format: MM/DD/YYYY HH:MM AM or PM</small>
---	---

Learning Object Instance Details

Room*	Innovation - Central - Magnet Central
Max Students*	<input type="text" value="500"/>
Min Students:	<input type="text"/>
Sign In/Out:	
Cut Off:	<input type="checkbox"/> Cut Off Hours <input type="text"/>
Manual Availability:	<input type="checkbox"/>
Advertisement Only:	<input type="checkbox"/>
Featured:	<input type="checkbox"/>
Prevent Transcript Launch:	<input type="checkbox"/>
Allow Reprint Certificate:	<input type="checkbox"/> Cost: <input type="text"/>





PRINT REPORT – Class Roster

Roster

Click the **Print** text link in the **Roster** Column to launch the Printable Class Roster report. Click the **Print** icon to print to .pdf file which can be sent to the printer and brought to class for attendance.

View(1) Print

Main Report

Class Roster

Course Name: JG Test March 10 2017 - 2
Location: SEHC Sim
Room: Sim Skills Lab
Total Student Count: 1
CLASS DATE: 9/11/17
Class Time: 11:45 am – 3:00 pm

LEARNSOFT, LSGLM lsglm jgittleman@learn:

CDC CDC, 100213550 Corp IS Administration

Add Users to a class instance by clicking the Add text link in the row of the instance to which you wish to add users.





Learning Object Instance List : 2017 CPI TRAINING								New	Exit	⌂	◀ Previous	Next ▶
⚙ ID	Start Datetime ▲	End Datetime	Facility	Students	Roster	Instructor	Type	Status				
117	2/27/2017 8:00:00 AM	2/27/2017 4:30:00 PM	SEHC SETEC - Breakout Room 3	Add(1/0)	View(1) Print	SEH Instructor...		Scheduled				
118	3/2/2017 8:00:00 AM	3/2/2017 4:30:00 PM	SEHC SETEC - Breakout Room 3	Add(0/0)	View	SEH Instructor...		Scheduled				

This will launch the **User Lookup / User List** in a popup window.

Search Attendees

USER LOOKUP.


Please select users by checking the checkbox and clicking "Add" button.

Last Name: First Name: Middle Name: Employee ID: [go](#)

▶ SELECTOR

User List [Add Attendees](#) [Actions](#) ⌂

⚙ ✓	User ID ▲	Name	Employee ID
<input type="checkbox"/>	44284	McTestface Testy	95850
<input type="checkbox"/>	40172	Testemployee Taxupdate	95848
<input type="checkbox"/>	5	testuser102 testuser102	
<input type="checkbox"/>	3	testmgr101 testmgr101	
<input type="checkbox"/>	2	testuser101 testuser101	testuser101

Use the Navigation, Sort and Search Features to find the desired users to add, then click on the checkbox to the far left of the row with the user name(s) then click the **Add Attendees** button 

The screen will refresh, the **User Lookup / User List** will close and a confirmation will appear at the top left of the screen indicating if enrollments were successful (and if not, why).



testuser102 testuser102 has been successfully enrolled., Course Name - 2017 CPI TRAINING

Overview Profile Search Analytics **Learning Object** Team Reports Help

Learning Object Instance List : 2017 CPI TRAINING New Exit Previous Next

ID	Start Datetime	End Datetime	Facility	Students	Roster	Instructor	Type	Status
117	2/27/2017 8:00:00 AM	2/27/2017 4:30:00 PM	SEHC SETEC - Breakout Room 3	Add(2/0)	View(2) Print	SEH Instructor...		Scheduled
118	3/2/2017 8:00:00 AM	3/2/2017 4:30:00 PM	SEHC SETEC - Breakout Room 3	Add(0/0)	View	SEH Instructor...		Scheduled

Learning Object Tab –Class Roster (Session List)

When selecting the **View** textlink in the **Roster** column of the **Learning Object Instance List**. The **Session List** shows data related to user enrollment in the selected course instance.

Learning Object Instance List : 2017 CPI TRAINING New Exit Previous Next

ID	Start Datetime	End Datetime	Facility	Students	Roster	Instructor	Type	Status
117	2/27/2017 8:00:00 AM	2/27/2017 4:30:00 PM	SEHC SETEC - Breakout Room 3	Add(1/0)	View(1) Print	SEH Instructor...		Scheduled
118	3/2/2017 8:00:00 AM	3/2/2017 4:30:00 PM	SEHC SETEC - Breakout Room 3	Add(0/0)	View	SEH Instructor...		Scheduled

Session List : 2017 CPI TRAINING Exit Actions

ID	Actions	Name	Employee ID	Course	Type	Enroll Date	Status
<input type="checkbox"/> 580735	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input checked="" type="radio"/> Cancel	LEARNSOFT LSGLM d	lsglm	2017 CPI TRAINING		2/27/2017 8:39:00 AM	Enroll
<input type="checkbox"/> 580745	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input checked="" type="radio"/> Cancel	testuser102 testuser102		2017 CPI TRAINING		2/27/2017 11:54:17 AM	Enroll
<input type="checkbox"/> 580742		testuser102 testuser102		2017 CPI TRAINING		2/27/2017 10:33:35 AM	Cancel

To view detailed enrollment information for a specific user, simply click on the user's name.



LEARNING OBJECT SESSION		AUDIT TRAIL	EXIT
Student Info			
Name:	LEARNSOFT LSGLM d	User ID:	1
Phone:		Department:	St. Elizabeth
Current Status:	COMPLETE	Email:	jgittleman@learnsoft.com
Authorizer Info			
Authorizer Name:		Email:	
Phone:		Fax:	
Session Info			
Course Name:	Z EB SCORM QA	Start Date Time:	
Description:		End Date Time:	
Duration:		Instructor(s):*	
Vendor:		Direction:*	
Location:*	ADDRESS : On-Line	Notes:*	
	1/18/2017 12:46 PM (Completed, LEARNSOFT LSGLM d) 1/18/2017 12:16 PM (Enrolled, LEARNSOFT LSGLM d)		

The Class Roster (**Session List**) data view is configurable. To add desired column data, click on the **gear** icon. This will bring up a checkbox of columns that can be displayed in this particular section. Check the desired data columns and click **Apply**. The screen will refresh with the additional columns displayed.





Session List

⚙️ ✓ ID

- All
- Active
- Department
- Type
- Start Datetime
- End Datetime
- Facility
- Enroll Date
- Status
- Attempted Enroll Date
- Due Date

Apply

Session List : Z EB SCORM QA




Exit Actions


ID	Actions	Name	Employee ID	Course	Type	Enroll Date	Status
7	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip <input checked="" type="checkbox"/> Cancel	SEH Instructor TBA SEH Instructor TBA	testinstseh	Z EB SCORM QA	🔒	1/18/2017 12:12:46 PM	Enroll
6	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip <input checked="" type="checkbox"/> Cancel	testmgr101 testmgr101		Z EB SCORM QA	🔒	1/18/2017 12:12:46 PM	Enroll
8	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	LEARNSOFT LSGLM d	lsglm	Z EB SCORM QA	🔒	1/18/2017 12:16:21 PM	Complete
11	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	LEARNSOFT LSGLM d	lsglm	Z EB SCORM QA	🔒	1/18/2017 6:09:25 PM	Complete
3	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	testuser101 testuser101	testuser101	Z EB SCORM QA	🔒	1/18/2017 11:30:21 AM	Complete
5	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete <input type="radio"/> Skip	testuser102 testuser102		Z EB SCORM QA	🔒	1/18/2017 11:43:41 AM	Complete

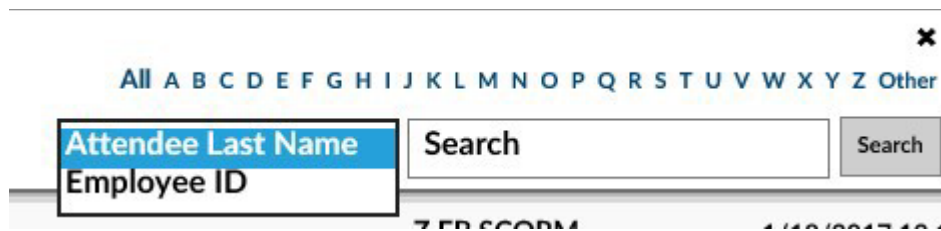
Sort the Session List by Column by clicking on the associated Column Header. A single click sorts in ascending order; a second click sorts in descending order.

Sort by Session ID - Ascending	Sort by Session ID - Descending
--------------------------------	---------------------------------



Session List	
 	ID 
<input type="checkbox"/>	2338153
<input type="checkbox"/>	2338154
<input type="checkbox"/>	2338155
<input type="checkbox"/>	2338156
<input type="checkbox"/>	2338157

Filter results by clicking on the magnifying glass tool  on the right to bring up the filter list. Use the letters for a quick Course filter. Use the in search drop down to select the variable to filter by (Attendee Last Name, Employee ID), enter the keyword search in the Search free text box and click search.



The screen will refresh, the search box will close and the updated filtered information will appear in the Session List.

Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list

Update the Roster by clicking the Actions button  to bring up pop up box with a series of Actions than can be taken:



- **Email** - Select a user by checking the box to the far left of the user's name, click the **Actions** button then click the **Email** button. This will bring up a pop-up allowing you email the selected user from within the system.





- **Cancel Enrollment** - Select a user(s) by checking the box to the far left of the user's name, click

Session List : 2017 CPI TRAINING								Exit	Actions	⌂
⚙️ ✓	ID ▲	Actions	Name	Employee ID	Course	Type	Enroll Date	Status		
<input type="checkbox"/>	580742		testuser102 testuser102		2017 CPI TRAINING		2/27/2017 10:33:35 AM	Cancel		

the **Actions** button and click the **Cancel Enrollments** button. The screen will refresh and the

status will change to *Cancel*.

- **Change the Enrollment Status to Complete, No Show, Cancel or Reset Enroll** - Select a user(s) by checking the box to the far left of the user's name, click the **Actions** button then use the **Status** dropdown box to select the desired status and click the **Update Roster** button.

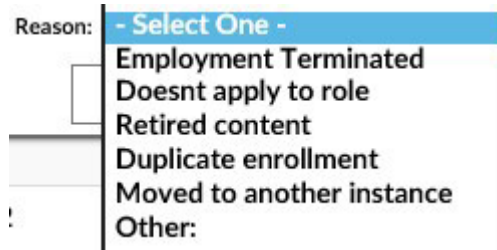
Update Roster Multiple User Upload Status: **- Select One -**
Complete
No Show
Cancel
Reset - Enroll

- (Optional) You can add a reason to a **Cancellation**, by selecting from the **Reason** drop down box. If Selecting *Other*, you can enter free text just

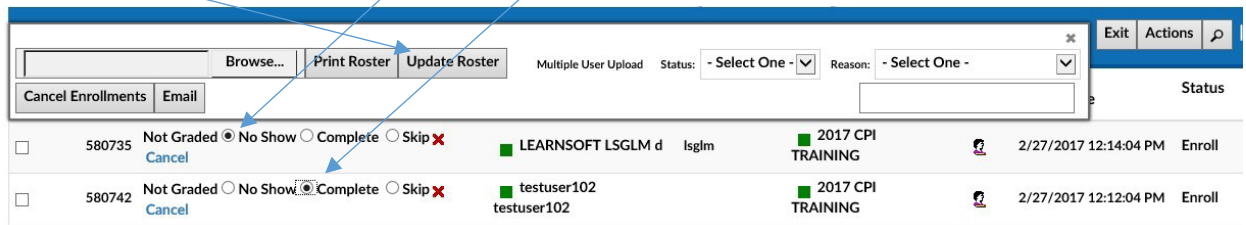




below. As per above, select the User, click the **Actions** button, Select the *Cancel* Status and Click **Update Roster**.

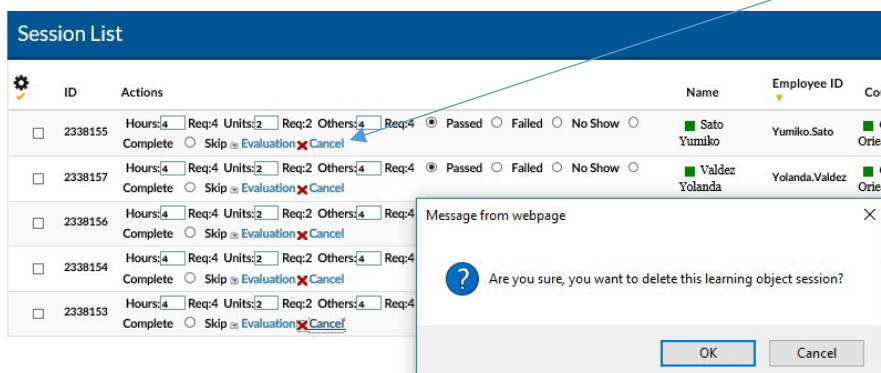


- **Change the Status of the user the Session list** - Select a user(s) and manually change the **Actions** Column radio button (For example to No Show, Complete, Skip, etc.) on one or more users.



Then use the **Update Roster** button to update user status.

- **Cancel** a User Directly from the session list by Clicking the **XCancel** link and confirming





Evaluations - For course with Evaluations, click on the **Evaluation** Link to view that user's responses.

Session List

ID	Actions
2338155	Hours: 4 Req: 4 Units: 2 Req: 2 Others: 4 Req: 4 P. Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel

EVALUATION SAVE CANCEL

CUSTOMER SERVICE

JG TEST MARCH 10 2017 - 2

CourseName: JG Test March 10 2017 - 2 Evaluation Date:

Instructor(s):

#	Group	Question	Very Relevant	Relevant	Undecided	Not Relevant	Completely Irrelevant
1		This course was relevant to my job.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2		The detail in this course was:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3		The material in this course was important to me.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4		The reading level of this course was:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5		This course was clearly written.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6		This course was easy to read.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7		This course was too difficult.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
8		I achieved the objectives of this course.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9		I learned a lot from this course.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Competencies (ROMS) – If the ROMS / Competencies module is active for your organization and you have added a checklist of competencies to a course, you may access it by clicking on the **Checklist** text link in the **Actions** column of the row of the user.



Session List : Test - ROMS

ID	Actions	Name
580750	Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Checklist <input type="button" value="Cancel"/>	testuser102 testuser102

ROMS

ROMS

COURSE DETAILS

Course Name: Test - ROMS Student Name: testuser102 testuser102

AVAILABLE OBJECTIVES


Delete	ID	Competency	Objective	Due Date	Approved	Complete	Launch	Edit
<input checked="" type="checkbox"/>	1	Sample Skill 1	Demonstrate competency in inserting needles. Behavioral Objective: * Able to find vein; * Able to insert needle; * Able to remove needle	3/6/2017	Yes	Yes		<input type="button" value="Pencil"/>
<input checked="" type="checkbox"/>	2	Sample Skill 2	Demonstrate proficiency in cleaning wound. Behavioral Objective: * Locate wound; * Clean and Sterilize; * Cover.	3/6/2017	No	No		<input type="button" value="Pencil"/>

You may review completed information, or, if you are the Competency Validator (preceptor, approver, etc.), you may access specific competency info by clicking on the pencil icon in the edit column.

Add Learning Object ROMS

ADD LEARNING OBJECT OBJECTIVE

LEARNING OBJECT OBJECTIVES

Competency/Skill:	Sample Skill 2	Metric:	
Objective:	Demonstrate proficiency in cleaning wound. Behavioral Objective: * Locate wound; * Clean and Sterilize; * Cover.	Metric Type:	<input type="checkbox"/> MetricTypeName <input type="checkbox"/> Explained <input type="checkbox"/> Demonstrated <input type="checkbox"/> Verbalized <input type="checkbox"/> Observed <input type="checkbox"/> Read Policy <input type="checkbox"/> Computer assisted training
Student Comments:		Due Date:	3/6/2017
		Web Conference:	
		Approved:	<input type="checkbox"/> Complete: <input type="checkbox"/>
		Manager Comments:	





PRINT REPORT – Class Roster

Print Roster

Class Roster

Course Name: JG Test March 10 2017 - 2
Location: SEHC Sim
Room: Sim Skills Lab
Total Student Count: 1
CLASS DATE: 9/11/17
Class Time: 11:45 am – 3:00 pm
LEARNSOFT, LSGLM lsglm
CDC CDC, 100213550 Corp IS Administration

Click the **Actions** button, then click the **Print Roster** button to launch a Printable Class Roster report. Click the **Print** icon to print to pdf file which can be sent to the printer and brought to class for attendance.

Search Tab

Clicking the Search tab will yield an easy to use yet powerful search feature that in a single page combines multiple search methodologies including keyword, predictive, advanced, calendar and catalog

When first accessing, the right side Result List will auto populate with a listing of all classes which you have permission to enroll yourself and your team members You may use the scroll bar and *Previous / Next* text links to view all the available options.



Criteria Calendar View **Result** Previous Next

Search for... Search






Catalog ▶

Course Type ▶

- All
- Classroom
- Online
- Event
- Certification

[Advanced Search](#) ▶

Learning Object Name ▲

	General Orientation Type: Classroom Instruction Course Start: 6/1/2016 9:00 AM End: 6/1/2016 11:45 AM Description:	Enroll Details
	General Orientation Type: Classroom Instruction Course Start: 6/8/2016 9:00 AM End: 6/8/2016 11:45 AM Description:	Enroll Details
	General Orientation Type: Classroom Instruction Course Start: 6/15/2016 9:00 AM End: 6/15/2016 11:45 AM Description:	Enroll Details
	Gotowebinar Demo Type: Classroom Instruction Course Start: 6/10/2016 11:30 AM End: 6/10/2016 12:30 PM Description:	Enroll Details
	Privacy Laws 101 Type: Classroom Instruction Course Start: 2/10/2016 5:00 AM End: 2/10/2016 9:30 AM	Enroll Details

99 Results (0 Selected) - Page 1 Of 7 Select All | Unselect All | Remove Selected | Remove Unselected

The Icon on the left side will reveal the course type:



- ILT – Instructor Led Training (aka classroom-based course)



- Online Course (aka CBT – Computer-based training or WBT – Web-based training)



- LMS Certification

Search Tab – Detailed Info & Enroll Users

To see detailed information, click the **Detail** button to the right of the class. This will bring up details about the chosen class instance.





2017 CPI TRAINING

Type: Classroom Instruction Course Start: 1/5/2017 8:00 AM End: 1/5/2017 4:30 PM

Description:

Room : SEHC SETEC - Breakout Room 3

[Enroll](#) [Details](#)

Course Instance Details

LEARNING OBJECT INSTANCE

[ENROLL](#)

Please click **Enroll** button for enrolling in this learning activity.


COURSE INFO

Course Name:	2017 CPI TRAINING
Description:	
Vendor:	
Authorizer:	<input type="text" value="Barnes Jacob"/> <input type="text" value="Bateman Stacy"/> <input type="text" value="Blank Lisa K."/> <input type="text" value="Buttelwerth Matthew"/> <input type="text" value="Christen Gerard J."/> <input type="text" value="Couch Deborah S"/>
Start Date:	1/5/2017 8:00 AM EST
End Date:	1/5/2017 4:30 PM EST
Duration (in hours):	
Payment Mode:	<input type="text" value=""/>
Paid Time :	<input checked="" type="checkbox"/>
Due date:	<input type="text" value=""/>
List Price:	Free
Notes:	
Location:	SEHC SETEC - Breakout Room 3

You can also enroll yourself by clicking the **Enroll** button

To enroll other users, click the **Enroll** button (next to the Details button).





2017 CPI TRAINING

Type: Classroom Instruction Course Start: 1/5/2017 8:00 AM End: 1/5/2017 4:30 PM

Description:

Room : SEHC SETEC - Breakout Room 3

Enroll
Details

Search Attendees

USER LOOKUP.

Please select users by checking the checkbox and clicking "Add" button.

Last Name:
 First Name:
 Middle Name:
 Employee ID:
go

SELECTOR

User List Add Attendees Actions

	User ID ▲	Name	Employee ID
<input type="checkbox"/>	44284	McTestface Testy	95850
<input type="checkbox"/>	40172	Testemployee Taxupdate	95848
<input type="checkbox"/>	5	testuser102 testuser102	
<input type="checkbox"/>	3	testmgr101 testmgr101	
<input type="checkbox"/>	2	testuser101 testuser101	testuser101

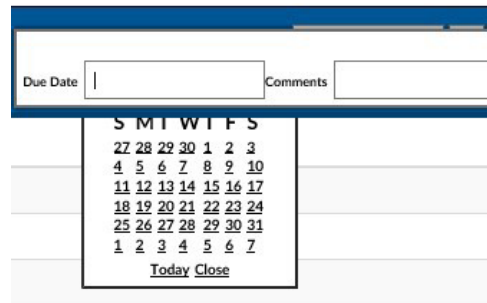
Use the Navigation, Sort and Search Features to find the desired users to add, then click on the checkbox to the far left of the row with the user name(s) then click the **Add Attendees** button

The screen will refresh, the **User Lookup / User List** will close and a confirmation will appear at the top left of the screen indicating if enrollments were successful (and if not, why).

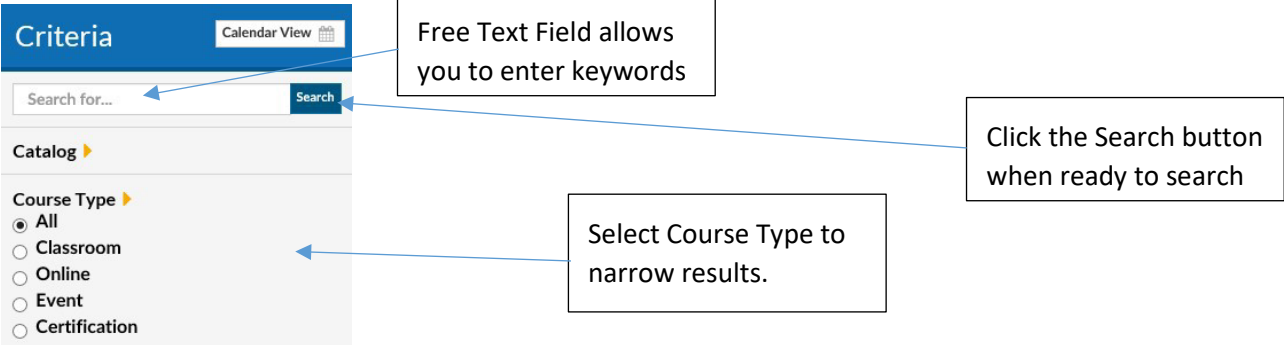
testuser102 testuser102 has been successfully enrolled., Course Name - 2017 CPI TRAINING

- Admins can also add a Deadline for the selected enrollments clicking the **Actions** button and adding a **Due Date** (Note: The additional comments field may be enabled in a future release). This action must be taken before clicking the **Add Attendees** button.





Search Tab – Predictive and Keyword search



The screenshot shows the 'Criteria' section of the search interface. It includes a 'Calendar View' button, a search input field labeled 'Search for...', and a 'Search' button. Below the search field is a 'Catalog' section with a 'Course Type' dropdown menu. The dropdown menu is open, showing radio button options for 'All', 'Classroom', 'Online', 'Event', and 'Certification'. Three callout boxes provide instructions: one points to the search input field, another points to the 'Search' button, and a third points to the 'Course Type' dropdown menu.

Free Text Field allows you to enter keywords

Click the Search button when ready to search

Select Course Type to narrow results.



Start entering letters

Google like “Predictive Search” offers suggestions based on actual course names. Click on any of the suggestions to search (no need to click the Search button).

Criteria Calendar View Result

Search

- ACLS Course 1
- ABDS PROTOCOL
- ACE INHIB. & ANGIOTENSIN RECEPTOR BLK
- ACUTE CORONARY SYNDROME EKG
- ADMINISTRATIVE POLICIES
- Adult CCRN Review Course
- ALARIS SYRINGE MODULE
- ANATOMY & PHYSIOLOGY REVIEW MODULE 1
- ANNUAL CT EXAMINATION
- Annual Radiation Safety
- APNEA AND BRADYCARDIA
- ARC FLASH SAFETY

Search results are displayed in the **Result List** on the right side.

After all search criteria has been entered, click the Search button to display results.

Criteria Calendar View Result

Search

Catalog

Course Type

- All
- Classroom
- Online
- Event
- Certification

[Advanced Search](#)

Learning Object Name

ACLS Course 1

Type: Classroom Instruction Course Start: 2/9/2017 5:00 AM End: 2/9/2017 7:00 AM

Description:

Room : TBD - TBD

Enroll Details

Search Tab – Advanced search





Criteria Calendar View

Date created: 6/8/2016 10:43 AM

ACLS

Catalog ▶

Course Type ▶

All

Classroom

Online

Event

Certification

Advanced Search ▼

Instructor ▶

Blank Lisa K.

Delaney Sandra

Durst Steve F

LEARNSOFT LSGLM d

Date Range ▶

Any Date

Specific Date

Start Date

End Date

Facility ▶

- Select One -

Training Vendor ▶

- Select One -

Room ▶

Click Advanced Search Arrow to open Advanced Search Menu allowing refined course lookup.

Narrow to a date Range by selecting Specific Date, then entering a Start Date and End Date.

Use dropdown Selectors to choose from a list of prepopulated options.

Search Tab – Calendar search


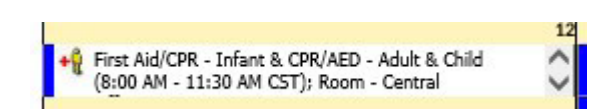

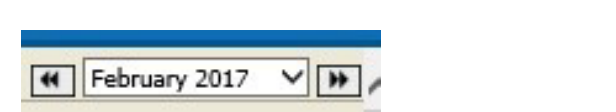



Click **Calendar View** button to view scheduled classroom-based course instances (classes) for which you are able to enroll in a monthly calendar.





Calendar Search – Options

	<p>Time Period – Changes the Calendar Mode</p> <ul style="list-style-type: none"> • 1 – Daily View • 7 – Weekly View • 31 – Monthly (default) View
	<p>Enroll / Details Link – Click to view course details. You can click Enroll from the details page to selfenroll in the course.</p>
	<p>Enroll Others - Click the Enroll Others icon to launch the Search Users Dialog.</p>
	<p>Time Period – In monthly view, arrows move you forward / back one month. Dropdown allows selection of any month over the next year.</p>
	<p>List View Link – Returns you to default list view search.</p>

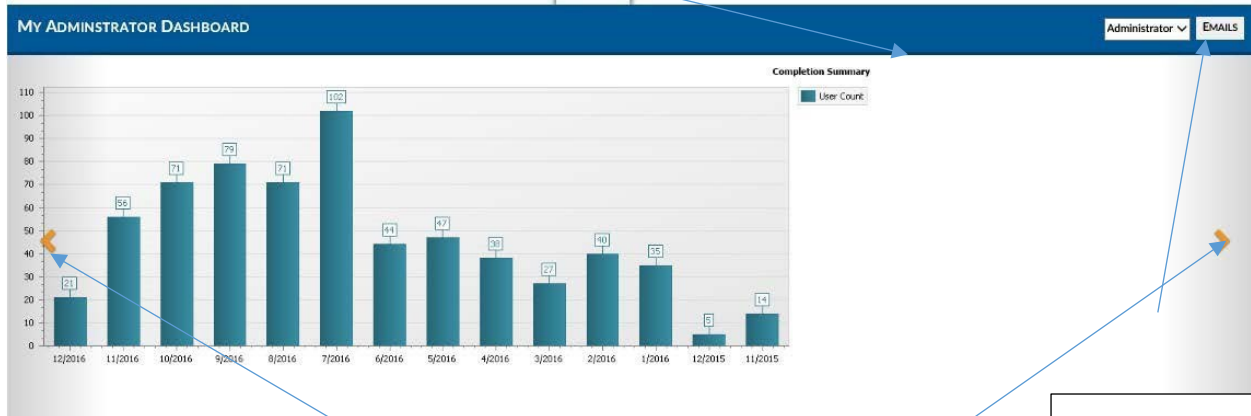
Analytics Tab

The Analytics tab provides a graphical way to view learning metrics. They simplify often complex or large data analysis. The graphics for each organization will differ. Upon





accessing the tab you will be presented with Analytics graphics that pertain to you as a User. To access the Admin Analytics, click on the **Group** dropdown box and select **Administrator**.



Click the Report icon (if available) to bring up associated reports and drill down to specific dept or user data

Use the arrows to navigate to previous / next Analytics graphic.

Click the **Emails** button to directly email LMS users or others while reviewing analytic data

Reports Tab

Click the **Reports** tab to access the **Report List** which displays a listing of available reports and allowing the Admin to query learning information required to successfully manage, ensure compliance and provide report data about their team. *Note: Though all Admins may share the same reports, the LMS only allows them to see the data associated with the specific departments they have Administrative authority over.*




Overview Profile Search Analytics Learning Object Team Reports Help

Report List

✓	Type	Name ▲	Description	View	Delete
<input type="checkbox"/>	Standard	Attendance Tracking Roster	Attendance Tracking Roster		
<input type="checkbox"/>	Standard	Class Roster	Class Roster		
<input type="checkbox"/>	Standard	Classes Taught By Instructor	Classes Taught By Instructor		
<input type="checkbox"/>	Standard	Employee Completion Report	Employee Completion Report		
<input type="checkbox"/>	Standard	Group Employee Transcript	Group Employee Transcript		
<input type="checkbox"/>	Standard	Instructor Schedule	Instructor Schedule Report		
<input type="checkbox"/>	Standard	No Show Listing	No Show Listing		
<input type="checkbox"/>	Standard	Resource Order Reconciliation Report			
<input type="checkbox"/>	Standard	Student Listing	This report give all the student and is also group by selectors		
<input type="checkbox"/>	Standard	Student Schedule	Student Schedule		

11 Reports (0 Selected) - Page 1 Of 1 Select All | Unselect All | Remove Selected | Remove Unselected

Sort report columns to clicking on the column header. Click again to toggle between ascending and descending order.

Filter by report name by clicking on the magnifying glass lookup icon  and using the alphabet selectors and free text lookup options.



The screen will refresh, the search box will close and the updated filtered information will appear in the Report List.

Note: You can subsearch within the search results by repeating the above process. If you wish to perform a new search, make sure you click the **Clear** text link to refresh to the default list

Reports Tab – Selecting Data (Details, Filters / Selectors)

After navigating, sorting and filtering, click on the **Name** field (or anywhere in the same row) to bring up the **Report Page** for the selected Report.

Report List
🔍

	Type	Name	Description	View	Delete
<input type="checkbox"/>	Standard	Employee Completion Report	Employee Completion Report		
<input type="checkbox"/>	Standard	Group Employee Transcript	Group Employee Transcript		

REPORT : EMPLOYEE COMPLETION REPORT
PDF

User Info Details

First Name: <input type="text"/>	Any Date: <input checked="" type="radio"/> Date Range: <input type="radio"/>
Middle Name: <input type="text"/>	Start Date: <input type="text"/>
Last Name: <input type="text"/>	End Date: <input type="text"/>
Employee ID: <input type="text"/>	
Employment Type: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> NonEmployee <input type="checkbox"/> Intern <input type="checkbox"/> Customer	
State: <input type="text" value="- Select One -"/>	

Selector

Course: <input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Job Position: <input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Sort By: Name <input checked="" type="radio"/> Org# <input type="radio"/> ID <input type="radio"/>	
<input type="button" value="🔍"/> <input type="text" value="Organization"/>	
Availability: <input type="text"/>	

Enter the details and use the filters / selectors to refine the report and lookup the details you seek (*Note: Not all filters need to be entered, but certain reports do have some required field, e.g. Course.*)

- **Free Text Filters** – Enter the text or partial text info.

User Info Details

First Name:	<input type="text" value="John"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Smith"/>
Employee ID:	<input type="text"/>





- **Check Box Filters** – Select one or more values by clicking on the associated checkboxes.

Employment Type:

- Employee
- NonEmployee
- Intern
- Customer

- **Dropdown Filters** – Use the dropdown box to select the desired value

State:

- Select One -

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia

- **Date Filters** – Allow for selection of *Any Date* or a *Date Range*. Calendar popups or free text dates (mm/dd/yyyy format) can be entered

Any Date: Date Range

Start Date:

End Date:

February 2017

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Next > Previous <

- **Add / Remove Filters** – Link to larger lists of data where you can sort, filter and search for the desired choices.

1. Click the **Add** button to bring up the related Lookup List.





Course:

Add
Remove

Select Learning Object

LEARNING OBJECT LOOKUP

Learning Object List

Add Learning Object [Menu] [Search]

Previous | Next

<input type="checkbox"/>	ID	Name	Type
<input type="checkbox"/>	14634	2016 - Become a Supervisor - Early Start Training	
<input checked="" type="checkbox"/>	14590	2016 FSRMC RN 9N Transitional Care Unit Annual Competency	
<input type="checkbox"/>	14542	CBO SBO Customer Service Go Live Training	
<input type="checkbox"/>	14594	COMPETENCY TEST COURSEs	
<input type="checkbox"/>	14592	Course for Instructor Evaluation	

2. Sort, filter and search to find the desired objects.

3. Check the box to the left of these objects.

4. Click the "Add" button

The lookup list will close and the selected options will now be listed within lookup filter / selector text box.

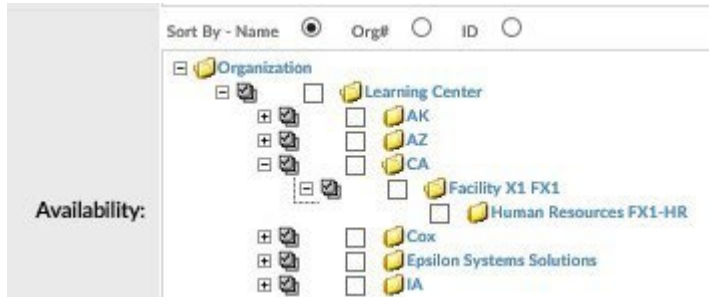
Course:

Add
Remove

If wishing to remove selectors, highlight, then click **Remove**. *Note: Usually these items can be added in bulk, but must be removed one at a time.*

- **Expand / Collapse Filters** – Allow for a tree like structure. For example, **Availability** Tree (LMS Version of an Organization Chart) Filters allow you to use a windows-like foldering system to select specific areas within the organization to search. Selections are recursive, so higher level selections automatically select all the groups below. Use the + and – icons to open / close the **Availability** Tree (use the Sort by option box to determine sort order). Click the checkbox(es) to select.





Reports Tab – View, Print & Export

After entering any user data and using filters / selectors to narrow down report to the desired data, the Admin can click to **Export Report** (in either PDF or Excel versions), **View Report** (which also allows for printing and to export in additional formats) or **Cancel** and return to the Report List.



If selecting to **View Report**, a new window will pop-up with the Report Information.





Enter text to search and click the search icon

Dropdown to go to first / last page or type in page # and click enter

Resize view

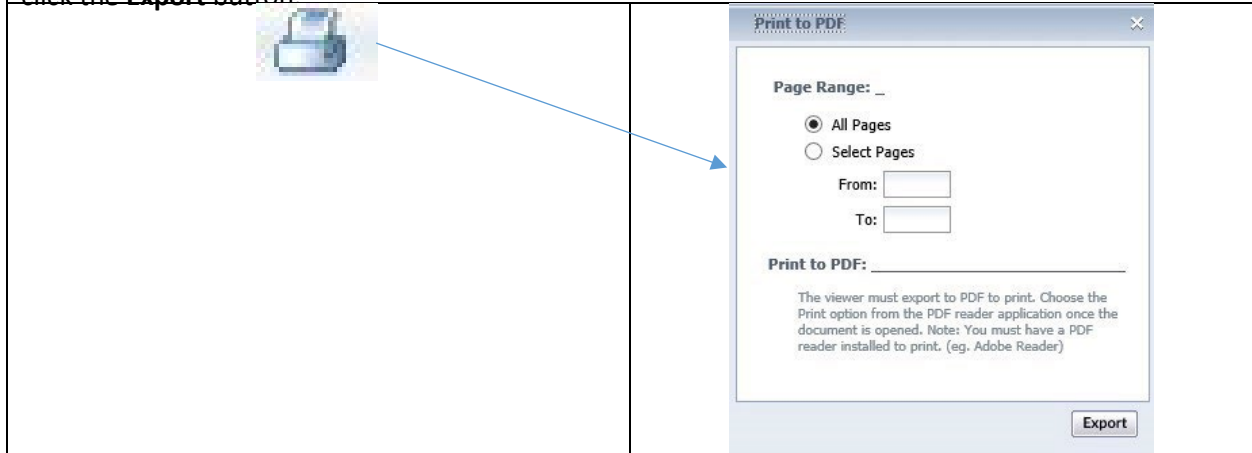
Drill down to deeper data levels (if available)

Navigate to Next / Prev page (page 1 and 2 only)

Last Name	First Name	Employee ID	Facility	Facility Number	Department Name	Department Number	Course Name
Account	Admin3	admin3	3 MeduRx Plaza	A-3MeduRx	Early Intervention Program	00100784	Ebola Advanced Training
Hood	Robin	11111testuser9001	Fam Med - 639 MeduRx St	A-639Med	Fam Med - Urban Health	07630959	Ebola Advanced Training
Inst7	Sand	UdotInst7	3 MeduRx Plaza	A-3MeduRx	Early Intervention Program	00100784	Ebola Advanced Training
Inst8	Sand	UdotInst8	3 MeduRx Plaza	3 MeduRx	Behavioral Health Dept	201	Ebola Advanced Training
Inst9	Sand	UdotInst9	3 MeduRx Plaza	3 MeduRx	Behavioral Health Dept	201	Ebola Advanced Training
Jones	Joseph	jjones	Kelemen Bldg	A-KELEMEN	Emergency Room	00100906	Defensive Driving
Kaufman	Dan	dKaufman	Kelemen Bldg	A-KELEMEN	Registration Emergency Room	00100906	Ebola Advanced Training
Khanna	Rishab	11112	Fam Med - 639 MeduRx St	A-639Med	Fam Med - Urban Health	07630959	Ebola Advanced Training



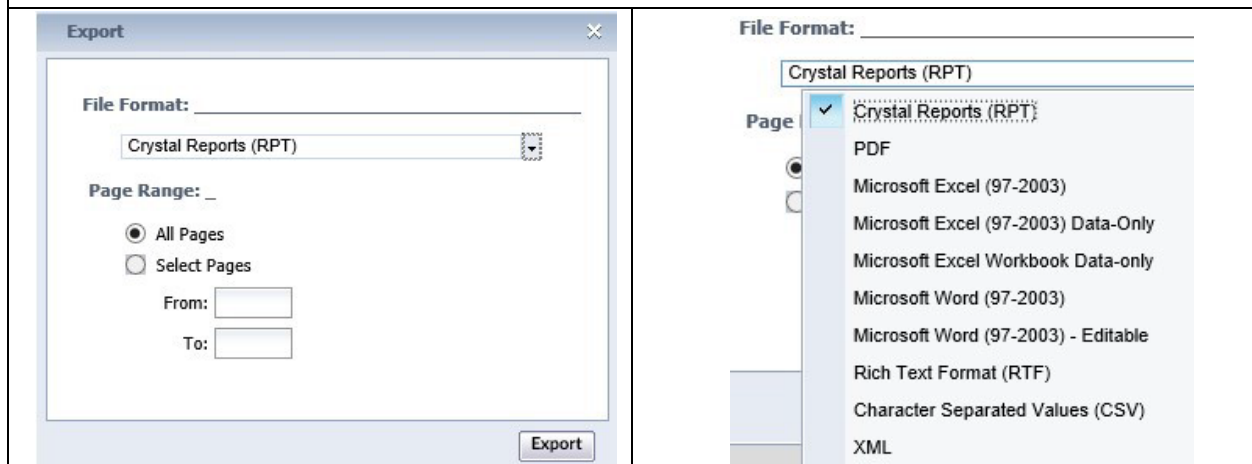
Click the **Print** icon to Print the Report to a PDF where it can be sent to your printer. Select pages and click the **Export** button



To export, click the **Export** icon...



...to open the Export dialog. Select a file format and page range, then click **Export**.





Reports Tab – Save Report

The bottom section, when opened, allows the admin to save the report selectors, and, if desired, schedule the report for email delivery. To utilize first, use the top section user and selector filters to find the desired lookup. Then...

To access, click on the arrow next the **Save to My Report List** section header.

Fill in the desired field info:

Save Report ? <input type="checkbox"/>	Check to save report
Scheduled ? <input type="checkbox"/>	Click if scheduling the report for email delivery.
Report Name: <input type="text"/>	Name the report





Scheduled Type: <input type="text" value="- Select One -"/> Export Type: <input type="text" value="- Select One -"/>	Use the dropdown selector to select: <ul style="list-style-type: none"> - Scheduled Type – Daily, Weekly, Monthly, Quarterly, Six Monthly, Annually
	<ul style="list-style-type: none"> - Export Type – PDF, Excel
Words : <input type="text" value="First Name"/> <input type="button" value="Add To Email Subject"/> <input type="button" value="Add To Email Body"/> Email Subject: <input type="text"/> Email Body: <input type="text"/>	Add text to Email Subject / Body. Select from run time variables by using the Words dropdown and click the Add to Email Subject / Body buttons.

Help Tab

If enabled for your organization, the **Help** tab will link to Admin user guides and videos that are part of the Learnsoft Help Wiki system. Note: these documents are in the process of being updated to the newest design.



To access, click the **Help** tab icon. A new browser window will open and a listing of available videos and documents will be shown.





LMS HELP (Beta)

This site contains all essential information for the User to make full use of their Learnsoft Learning Management System (LMS).

User
Manual • Video

Manager
Manual • Video

Instructor
Manual • Video

Administrator
Manual • Video

Recent Posts



Video Overview - Standard User

New Task-Centric LMS Design



Video Overview - Manager

New Task-Centric LMS Design



Video Overview - Instructor

New Task-Centric LMS Design



Video Overview - Administrator

New Task-Centric LMS Design

Click on a link to access the associated document or launch the associated video.

Help – Advanced Menu Wiki

Administrators can access the Help Wiki system to view documentation focused on the **Advanced View** functionality of the LMS.

To access, navigate to <http://lsglm702.learnsoft.com/taskswiki/>





LMS HELP WIKI (Beta) - Main Page

Welcome to the LMS Admin Help Wiki (Beta)

This is the new, online Learnsoft LMS Admin Help Wiki (Beta) site. It contains all essential information for the Admin to make full use of their Learnsoft Learning Management System (LMS).

To quickly find information on an LMS feature or function, enter a **keyword** in the **searchbox** at the top of this page. To access a listing of **all documents and videos**: [click here](#)

Below is a partial listing of feature-specific help manuals in a layout which mirrors the typical **Advanced View** Menu. Simply click on the desired link below the menu item to access the associated document.

Student

My Courses

[Overview](#)

My Transcript

[My Transcript \(Original Guide\)](#)

My Profile

[My Profile \(Original Guide\)](#)

My Performance

[Overview](#) • [How to](#) • [Quick Start](#)

Catalogs

[Catalogs \(Original Guide\)](#)

Calendar

[Calendar \(Original Guide\)](#)

Enrollment

[Enrollment \(Original Guide\)](#)

Search Course

[Search Course \(Original Guide\)](#)

Learning Objects

Catalogs

[Overview](#) • [How to](#) • [Quick Start](#)

Courses

[Overview](#) • [How to](#) • [Quick Start](#) • [Add Classroom Course Video Training](#) • [Add Online Course Video Training](#)

Evaluations

[Overview](#) • [How to](#) • [Quick Start](#)

Test Library

[Overview](#) • [How to](#) • [Quick Start](#)

Assignments

[Overview](#) • [How to](#) • [Quick Start](#) • [Flash Learning Video](#)

Certifications

[Overview](#) • [How to](#) • [Quick Start](#)

Scorm Uploader

[Overview](#) • [How to](#) • [Quick Start](#)

Reminders

[Overview](#) • [How to](#) • [Quick Start](#)

User Management

Users

[Overview](#) • [How to](#) • [Quick Start](#)

Groups

[Feature Guide](#)

Skills

[Overview](#) • [How to](#) • [Quick Start](#)

Merge Users

[Feature Guide](#)

Reset Password

[Feature Guide](#)

Appraisals

[Overview](#) • [How to](#) • [Quick Start](#)

Divisions

[Feature Guide](#)

Facilities

[Overview](#) • [How to](#) • [Quick Start](#)

Reports

Reports

[Overview](#) • [How to](#) • [Quick Start](#)

Schedule Report

[Overview](#) • [How to](#) • [Quick Start](#)

Scroll to the desired topic and click on the Overview, Quick View Guide, How to Guide or Video link.

Advanced View

While this guide focuses on accessing features through the new, Task-Centric design, **Simple View**, the full panoply of features are accessible through the **Advanced View**.

To access, click on the **Advanced View** link available as a text link in the upper right hand above the





menu icons.

ARNISOFT

Overview Profile Search Analytics Learning Object Team Reports Help

Progress Report Group User

Overall Dashboard 5

Upcoming Courses 3 Online / 2 Classroom
3 Course(s) In Progress

Completed Courses 2 Online / 0 Classroom / 0 Others
Print Transcripts Report

Assignments 0
0 Due Soon / 0 Overdue

Certifications 0
0 Due Soon / 0 Overdue

Incomplete Evaluations 0

Hours in Training 0
0 Online / 0 Classroom

Total Credits 0
.0 Hours / .0 Units / .0 Others

Printable Certificates 0

You are up to date!

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

My Task Displaying Courses Actions

Course

Captivate Project No Test 47 - Enrollment Type: Elective(Self)

TEST - Multi-Day Course - Enrollment Type: Elective(Self)

Launch Online Attachment Unenroll

This will bring up the **Advanced View** with the default showing the **Session List**, which lists your course enrollments in a list form (a less graphical version of **Overview – Courses**). Click **Simple View** if wishing to return.)

A - SANDBOX | Log Out

Learnsoft

STUDENT LEARNING OBJECTS USER MANAGEMENT REPORTS

Session List

ID	Course	Request Type	Start Date	Type	Attachment
2329435	Weapons of Mass Destruction - Chemical	Elective(Self)		Launch	None
2329464	Learning Management System Video	Elective(Self)		Launch	None
2329482	BLC Upgrade	Elective(Self)		Launch	None
2329484	Patient Safety Course	Elective(Self)	6/9/2016		None
2329496	Blood Administration	Elective(Self)	5/19/2016	Test	(2)
2329536	HIPAA The Power of Privacy	Elective(Self)		Launch	None
2329586	Orientation	Elective(Self)		Launch	None
2329588	Scripts Example Orientation	Elective(Self)		Launch	None
2329618	Clinical Orientation	Elective(Self)	11/9/2016		None
2329621	Clinical Orientation	Elective(Self)	11/2/2016		None
2329623	Instructor & Course Evaluation	Elective(Self)	11/25/2016		None
2329624	Employee Engagement Survey	Elective(Self)		Launch	None

Simple View View Cart Home

Advanced View – Menu Navigation

Just above the Session List you will see the **Advanced Menu** Navigation Section Headings:





 STUDENT   LEARNING OBJECTS   USER MANAGEMENT   REPORTS 

To Access the submenu of specific features / functions, simply hover over or click on the headings.





Student Menu

STUDENT

- My Transcript
- My Courses
- Catalogs
- My Profile
- Enrollment
- Calendar
- Search Course

Learning Objects Menu

STUDENT LEARNING OBJECTS

- Courses
- Catalogs
- Annotations
- Evaluation
- Assignments
- Test Library
- Scorm Uploader
- Certifications
- Competencies/Skills
- Reminder
- Notification Message
- Rating Type
- Events
- Accreditations

Click on the submenu textlink to access the desired feature / function.

Learning Object List

Displaying Classroom Active

ID	Course Number	Name	Student Count	Type	Class Count	Delete
14634	CK32-345	2016 - Become a Supervisor - Early Start Training	6		#(view1)	
14590		2016 FERMC RN RN Transitional Care Unit Annual Competency	8		#(view2)	
14542		CBO SBO Customer Service Go-Live Training	13		#(view3)	
14594		COMPETENCY TEST COURSEs			#(view4)	
14592		Course for Instructor Evaluation	4		#(view5)	
14593		Course with Evaluation and Comments	2		#(view6)	
14550		Defensive Driving	5		#(view7)	

User Management Menu

LEARNING OBJECTS USER MANAGEMENT

- Groups
- Users
- Skill
- Policies
- Merge Users
- Menu
- Divisions
- Reset Password
- Resource Type
- Facilities
- Job Code
- Job Class
- Vendors
- Job Position
- Goal
- Goal Category
- Delegates
- Sponsors
- Look And Feel
- Custom Field Type

Reports Menu

LECTS USER MANAGEMENT REPORTS

- Schedule Report
- Reports

Advanced View – Help Resources

Administrators can access the Help Wiki system to view documentation focused on the **Advanced View** functionality of the LMS. To access, navigate to <http://lsglm702.learnsoft.com/taskswiki/>





Log Out

When finished with your LMS session, click the **Log Out** text link in the upper left hand corner to Log Out.

