



Learning Management System (“LMS”)

User Manual: Instructor

DRAFT



INTRODUCTION

This guide provides information on how to use the Learnsoft Learning Management System's (LMS) new, Task-Centric approach and updated design specifically focusing on functions for the **Instructor**. The system has been enhanced to make the Instructor experience more intuitive and give you quicker access to update rosters and complete courses.

This guide assumes you have already had experience with the system as a **User**. If not, please see the *Learning Management System ("LMS") – User Manual: Standard User*. Only Instructor-related tasks, functions and features will be highlighted in this guide.

OVERVIEW TAB – INSTRUCTOR VIEW

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

The screenshot displays the 'Overall Dashboard' for an instructor. At the top right, there is a 'Group' dropdown menu set to 'Instructor'. The dashboard includes several key metrics:

- Classes to Teach: 0
- Students Enrolled: 0
- Evaluations Overdue: 0
- Classes Taught: 2
- Courses Taught: 2
- Total Credits Taught: 0 Hours / 0 Units / 0 Credits
- Total Students Taught: 14

A calendar for March 2017 is shown on the right side of the dashboard. Below the dashboard is the 'Learning Object List' table:

ID	Course Number	Name	Student Count	Type	Class Count	Delete
3607		Cristina BLS observation				@View()
240	000006	MID ANNUAL UPDATE	3			@View()
3596		SEH - TEST - Instructor J	12			@View()

The top section, **Overall Dashboard** provides key *Metrics* pertaining to your role as an **Instructor** and includes: Total Active Courses, Students Enrolled, Students Taught, Evaluations Overdue, Courses & Class Instances Taught and left to teach, Credits Taught, and, if your organization provides it, an Instructor Rating, based on completed student evaluations.

By default, the bottom Section, **Learning Object List**, provides listing of all the courses for which there are classes with you as an Instructor. It can also display *Class Roster (Session List)* information.

Overview Tab – Instructor View - Overall Dashboard - Status Icon

The Status Icon allows the **Instructor**, in a single glance, to see if they and their students are up-to-date or overdue in completing learning related tasks (*At this point, this focuses solely on Roster completions*).


Overall Dashboard Group **Instructor** ▾

2
Classes to Teach

4 Active Courses
1 Rosters to Update

0
Instructor Rating

Students Enrolled 10	Evaluations Overdue 1
Classes Taught 1	Courses Taught 1
Total Credits Taught <small>0 Hours / 0 Units / 0 Others</small>	Total Students Taught 3



Some items need your attention!
Click here to display overdue items

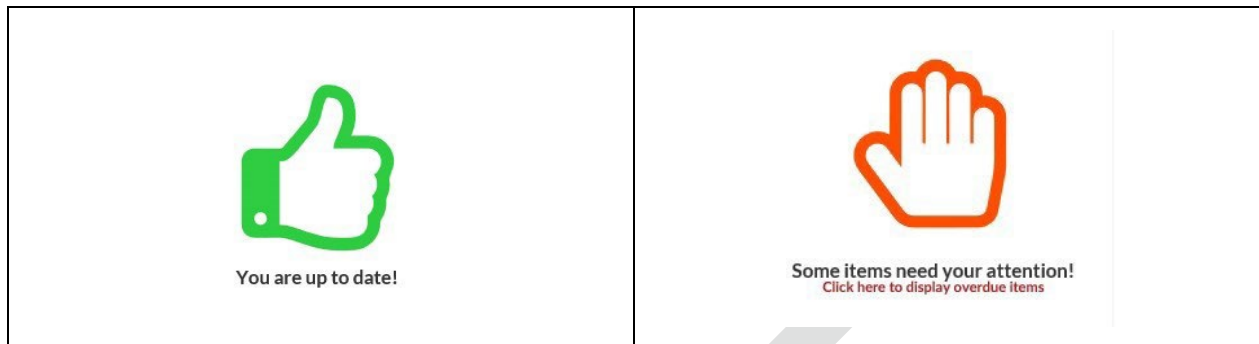
March 2017						
«	«	»	»			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Learning Object Instance List

⚙ ID	Name	Start Datetime	End Datetime	Facility	Instructor	Type ▲	Status	Students
79094	SEH - Annual Competency Course	3/5/2017 1:00:00 PM	3/5/2017 2:00:00 PM	SEHC Data Ce...	testinsj testinsj		Scheduled	Add(1/12)

If ths Status Icon displays a Green Thumbs Up, then items are up-to-date.

If ths Status Icon displays an orange-reddish open hand (aka “stop”), then items are overdue. Click the text link below the hand to display the overdue items in the bottom section.




Overview Tab – Instructor View - Overall Dashboard – Metrics

The top left section of the **Overall Dashboard** provides *Instructor Metrics*, a numerical listing of your key statistics related to your role as an instructor.

The **Classes to Teach**, **Active Courses** and **Rosters to Update Metrics** in the upper left hand corner of the **Overall Dashboard** are hyperlinks. Click on the associated number to drill down to specific information, which will be shown in the bottom **Learning Object List** section.

For example, if you click on the “**2**” **Classes to Teach** hyperlink, the bottom section will update to a **Learning Object Instance List** show you a listing of the Class instances which are upcoming and for which you are listed as an Instructor.

Overall Dashboard Group **Instructor** ▾

<div style="border: 2px solid red; padding: 5px; display: inline-block;"> 2 Classes to Teach <small>4 Active Courses 1 Rosters to Update</small> </div>	Students Enrolled 10	Evaluations Overdue 1	 Some items need your attention! <small>Click here to display overdue items</small>	<table border="1" style="font-size: 0.8em;"> <tr><th colspan="7">March 2017</th></tr> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	March 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	29	30	31	
March 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																																															
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26	27	28	29	30	31																																																
0 Instructor Rating	Classes Taught 1	Courses Taught 1																																																			
Total Credits Taught <small>0 Hours / 0 Units / 0 Others</small>	Total Students Taught 3																																																				

Learning Object Instance List New Exit ↻ |

ID	Name	Start Datetime	End Datetime	Facility	Instructor	Type	Status	Students
79160	CDC Ebola Training - 2017	3/13/2017 1:00:00 PM	3/13/2017 3:00:00 PM	SEHC Sim - Si...	testinsj testinsj		Scheduled	Add(4/0)
79158	CDC Ebola Training - 2017	3/24/2017 9:00:00 AM	3/24/2017 11:00:00 AM	SEP Corporate...	testinsj testinsj		Scheduled	Add(5/0)

Overview Tab - Instructor View - Dashboard Key Metrics

2 Classes to Teach	Classes to Teach – Hyperlink to a <i>Class</i> listing (Learning Object Instance List) which contain class instances in a scheduled status for which you are listed as an Instructor and which have not yet occurred.
4 Active Courses	Active Courses – Hyperlink to a <i>Course</i> listing (Learning Object List) which contain class instances in a scheduled status for which you are listed as an Instructor (Note: A single course may contain several class instances).

<p>1 Rosters to Update</p>	<p>Rosters to Update - Hyperlink to a <i>Class</i> listing (Learning Object Instance List) which contain class instances in a scheduled status for which you are listed as an Instructor and which have already occurred. From here, you may access, update and complete the roster and close the class instance.</p>
<p>0 Instructor Rating</p>	<p>Instructor Rating– If your organization uses a singular rating system, this will provide your rating from a scale of 1 -5 (0 indicates no rating given)</p>
<p>Students Enrolled 10</p>	<p>Students Enrolled – A count of the number of students currently in the “Enrolled” status for active classes for which you are the instructor.</p>
<p>Evaluations Overdue 1</p>	<p>Evaluations Overdue – A count of Evaluations for classes you have already taught which your students have not yet completed but whose evaluation deadline has passed.</p>
<p>Classes Taught 1</p>	<p>Classes Taught – A total count of the Class Instances you have taught.</p>
<p>Courses Taught 1</p>	<p>Courses Taught – A total count of the Courses with instances you have taught. (Note: A single course may contain several class instances).</p>
<p>Total Credits Taught 0 Hours / 0 Units / 0 Others</p>	<p>Total Credits Taught – A breakdown of assigned credits to courses you have taught by hours / units / others (other credits).</p>
<p>Total Students Taught 3</p>	<p>Total Students Taught – A count of students that have taken class instances which you have taught.</p>

Overview Tab– Instructor View – Progress Report - Calendar

The Calendar in the top right corner displays the current month. A blue triangle will appear on days where there are class instances for which you are listed as an Instructor. You can quickly view summary information by rolling your mouse over the specific day.

Overview – Instructor 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														
5	6	7	8	9	10	11														
12	13	14	15	16	17	18														
19	20	21	22	23	24	25														
26	27	28	29	30	31															

Click the rollover popup to bring up additional course details for all courses you are teaching that day (Scroll to see courses and click the **Back** button to return to the calendar).

◀ Back

SEH - Annual Competency Course

📅 Sunday, March 5, 2017 - 01:00 PM

📍 SEHC Data Center - Conference Room E

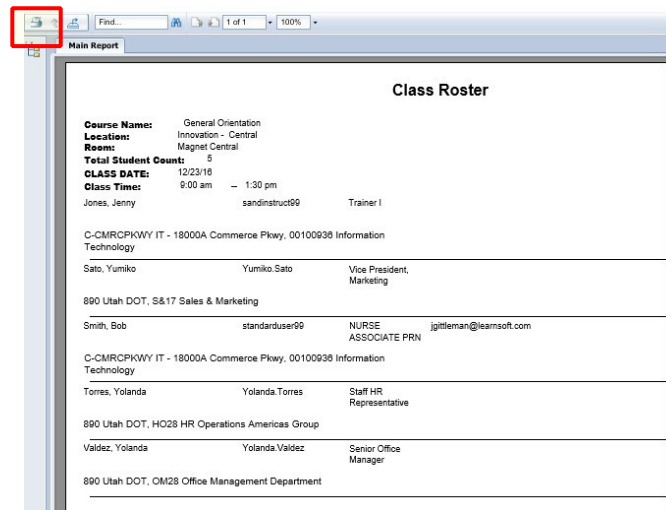
View Roster
Print Roster

PRINT REPORT – Class Roster

Print Roster

Click the **Print Roster** button to launch a printable Class Roster report in a new window.

Click the **Print** icon to print to .pdf file which can be sent to the printer and brought to class for attendance.



View Roster

Click the **View Roster** button, the screen will refresh and the Class Roster (Session List) will display in the bottom section.

Session List										Exit	≡	🔍
🔧	📌	ID	Actions	Name	Employee ID	Course						
<input type="checkbox"/>		2338153	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Jones Jenny	sandinstruct99	General Orientation						
<input type="checkbox"/>		2338155	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Sato Yumiko	Yumiko.Sato	General Orientation						
<input type="checkbox"/>		2338154	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Smith Bob	standarduser99	General Orientation						
<input type="checkbox"/>		2338156	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Torres Yolanda	Yolanda.Torres	General Orientation						
<input type="checkbox"/>		2338157	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Valdez Yolanda	Yolanda.Valdez	General Orientation						

For Additional Roster Functions including updating user status, see the Learning Objects Tab Section. [Overview Tab – Instructor View – Learning Object List](#)

The default view of the bottom section of the Instructor View of the Overview tab is the **Learning Object List** displaying “*My Courses (Instructor)*”. This is a listing of all the Courses for which you are listed as an instructor on at least one of the associated class instances.

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)						

There are a number of options to help find the specific course 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 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																																									

Filter 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.

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Learning Object Name

- Learning Object Name
- Course Number
- CourseID
- Description
- Credit Hours
- Credit Units
- Credit Others
- Duration in hours
- Wbt Uri
- WBT Type
- Category
- Created By

The **Learning Object List** will refresh with the listing narrowed by the selected criteria. After finding the desired course, there are a number of options:

Learning Object List							Displaying: My Courses(Instructor) ▾	New	≡	⌂
ID	Course Number	Name ▾	Student Count	Type	Class Count	Delete				
13672		General Orientation	278		View(3)					

Click in the row of the course to **Learning Object (Course) Details** (See *Learning Object tab section*).

Click the **View** link to view the **Learning Object Instance List** (see next section)

LEARNING OBJECT : GENERAL ORIENTATION EDIT AUDIT TRAIL EXIT

Overviews Attributes Advanced

Overview	
Learning Object:	Classroom Instruction Course
Name:	General Orientation
Course Number:	
WBT Type:	
WBT URL:	
Scorm Course:	
Grading:	Pass / Fail only

Description:

The General Orientation is usually managed by either the Training Department or the Human Resources Department, with the Departmental Orientation by the Department Head or first Assistant, while the specific Job Orientation can be carried out by an experienced and trained employee (trained on how to train).

Catalog Tree:

Show List View

📁 Catalog

Internal Information

Overview – Instructor 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) v	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
------------------------------------	-------------------------------------

Learning Object Instance L		Learning Object Instance	
ID	Start Datetime	ID	Start Datetime
29174	12/1/2016 8:30:00 AM	29233	12/31/2099 12:30:00 AM
27408	12/2/2016 9:00:00 AM	29214	9/7/2017 8:30:00 AM
27120	12/3/2016 8:30:00 AM	29213	8/31/2017 8:30:00 AM
29175	12/8/2016 8:30:00 AM	29212	8/24/2017 8:30:00 AM
28923	12/8/2016 9:00:00 AM	29211	8/17/2017 8:30:00 AM
27409	12/9/2016 9:00:00 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.




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 in the row of the instance to view instance details.

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

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

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

Learning Object Instance – Details (See *Learning Object Section*).



Depending on your permissions, you may have access to view, edit or create LOI details. From within the prepoluated screen, you can review information for the different elements by clicking on the Instance section links: [Attributes](#), [Selectors](#), [Recurring](#) and [Resources](#).

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.

Added	Start Date	End Date	Time Zone
<input type="checkbox"/>	12/23/2016 9:00 AM	12/23/2016 1:30 PM	PST

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

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

PRINT REPORT – Class Roster


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.

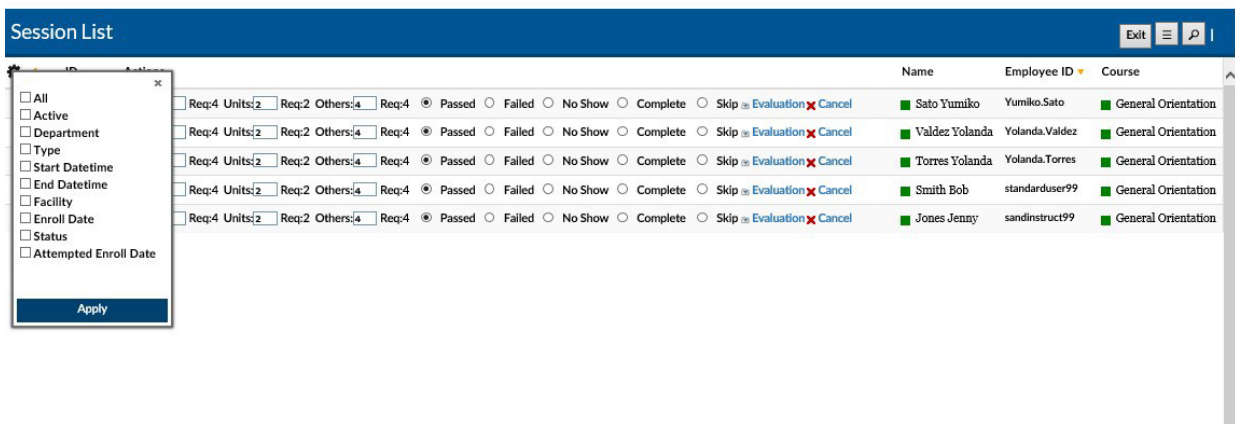
Course Names	Location	Room	Total Student Count	CLASS DATE	Class Time	Instructor	Role
General Orientation	Innovation - Central	Magnet Central	5	12/23/16	9:00 am - 1:30 pm	Jones, Jenny	Trainer I
C-CMRCPKWY IT - 18000A Commerce Pkwy, 00100930 Information Technology							
Sato, Yumiko						Yumiko Sato	Vice President, Marketing
890 Utah DOT, S&I7 Sales & Marketing							
Smith, Bob						standarduser99	NURSE ASSOCIATE PRN
C-CMRCPKWY IT - 18000A Commerce Pkwy, 00100930 Information Technology							
Torres, Yolanda						Yolanda.Torres	Staff HR Representative
890 Utah DOT, HO28 HR Operations Americas Group							
Valdez, Yolanda						Yolanda.Valdez	Senior Office Manager
890 Utah DOT, OM28 Office Management Department							

Class Roster – Session List

Session List										Exit	≡	🔍					
ID	Actions									Name	Employee ID	Course					
<input type="checkbox"/>	2338153	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Jones Jenny	sandinstruct99	General Orientation
<input type="checkbox"/>	2338155	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Sato Yumiko	Yumiko.Sato	General Orientation
<input type="checkbox"/>	2338154	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Smith Bob	standarduser99	General Orientation
<input type="checkbox"/>	2338156	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Torres Yolanda	Yolanda.Torres	General Orientation
<input type="checkbox"/>	2338157	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Valdez Yolanda	Yolanda.Valdez	General Orientation

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

Add / Remove Columns Displayed by using the Gear Icon  to bring up a dropdown of available additional column...



.... check the box(es) of the coumns desired and click **Apply**. The screen will refresh with updated columns.

Session List										Exit	≡	🔍								
ID	Actions									Name	Employee ID	Course	Department	Start Datetime	Facility					
<input type="checkbox"/>	2338155	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Sato Yumiko	Yumiko.Sato	General Orientation	UT---Utah DOT---Sales...	12/23/2016 9:00 AM	Innovation - C...
<input type="checkbox"/>	2338157	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Valdez Yolanda	Yolanda.Valdez	General Orientation	UT---Utah DOT---Office...	12/23/2016 9:00 AM	Innovation - C...
<input type="checkbox"/>	2338156	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Torres Yolanda	Yolanda.Torres	General Orientation	UT---Utah DOT---HR Op...	12/23/2016 9:00 AM	Innovation - C...
<input type="checkbox"/>	2338154	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Smith Bob	standarduser99	General Orientation	NJ---IT - 18000A Comm...	12/23/2016 9:00 AM	Innovation - C...
<input type="checkbox"/>	2338153	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	<input checked="" type="radio"/> Passed	<input type="radio"/> Failed	<input type="radio"/> No Show	<input type="radio"/> Complete	<input type="radio"/> Skip	Evaluation	Cancel	Jones Jenny	sandinstruct99	General Orientation	NJ---IT - 18000A Comm...	12/23/2016 9:00 AM	Innovation - C...

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



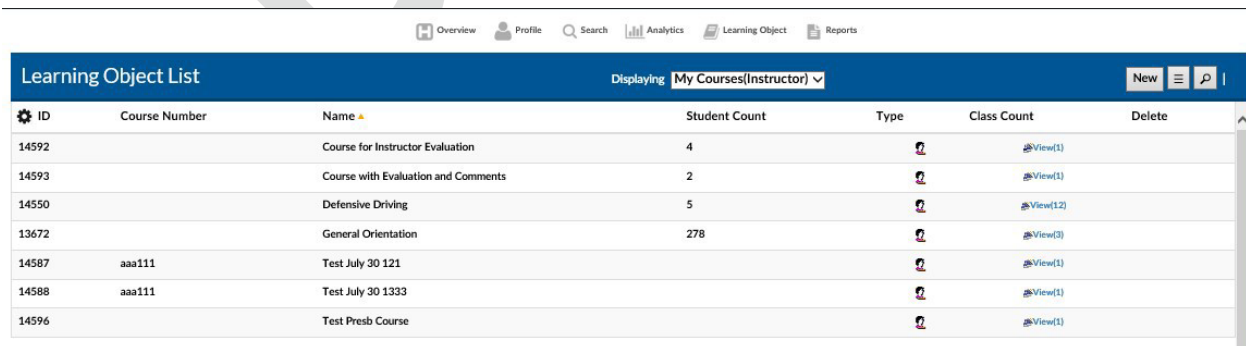
The Learning Object Session List will refresh with the listing narrowed by the selected criteria.

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

Learning Object

The Learning Object tab gives the Instructor full screen access to courses, instances and associated class rosters for classes they teach (and other courses if permissions allowed).

By default, the majority of the screen will be taken up by the **Learning Object List**. If you have already accessed the **Overview** tab – **Instructor view**, the **Displaying** view should be that of **My Courses (instructor)** which provides a listing of the courses containing class instances for which you are an instructor.



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)	

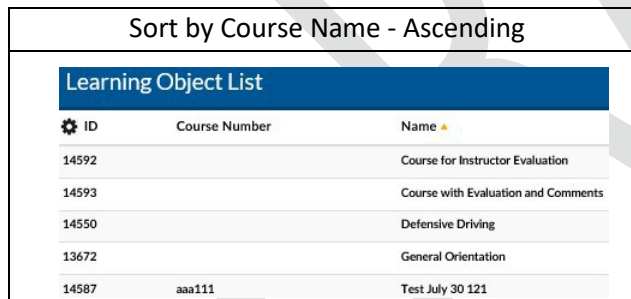
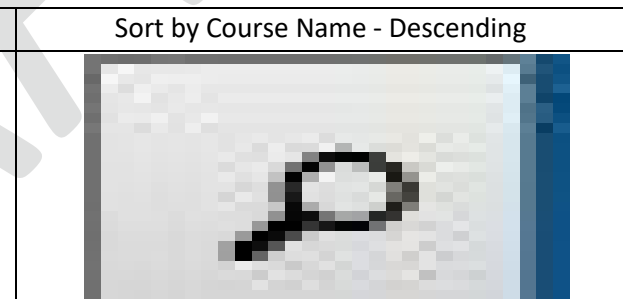
If you have permissions, your **Displaying** dropdown may default to a different view or you can select among different view choices:




Displaying Option (if given permission)	Listing
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.
Online Active	Displays only online-based courses that are in the active status.
Manual	Displays only courses that are of the type "Manual Entry".
My Courses (Instructor)	Displays only courses for which the instructor is listed as an instructor for at least one course instance.

There are a number of options to help find the specific course 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 Course Name - Ascending	Sort by Course Name - Descending
	

Filter 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.

✕

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Learning Object Name ▾

Search

Search

Learning Object Name

- Course Number
- CourseID
- Description
- Credit Hours
- Credit Units
- Credit Others
- Duration in hours
- Wbt Url
- WBT Type
- Category
- Created By

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

After finding the desired course, there are a number of options:

Learning Object List							Displaying: My Courses(Instructor) ▾	New	⋮	⌂
ID	Course Number	Name ▾	Student Count	Type	Class Count	Delete				
13672		General Orientation	278		View(3)					

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

Click the **View** link to view the **Learning Object Instance List**

Learning Object Details

LEARNING OBJECT : GENERAL ORIENTATION
EDIT AUDIT TRAIL EXIT

Overviews
Attributes
Advanced

Overview

Learning Object:	Classroom Instruction Course	Description: The General Orientation is usually managed by either the Training Department or the Human Resources Department, with the Departmental Orientation by the Department Head or first Assistant, while the specific Job Orientation can be carried out by an experienced and trained employee (trained on how to train).
Name:	General Orientation	
Course Number:		
WBT Type:		
WBT URL:		
Scorm Course:		
Grading:	Pass / Fail only	

Catalog Tree:

Show List View
📁 Catalog

Internal Information

Learning Object – 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) v	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
------------------------------------	-------------------------------------

Learning Object Instance L		Learning Object Instance	
ID	Start Datetime	ID	Start Datetime
29174	12/1/2016 8:30:00 AM	29233	12/31/2099 12:30:00 AM
27408	12/2/2016 9:00:00 AM	29214	9/7/2017 8:30:00 AM
27120	12/3/2016 8:30:00 AM	29213	8/31/2017 8:30:00 AM
29175	12/8/2016 8:30:00 AM	29212	8/24/2017 8:30:00 AM
28923	12/8/2016 9:00:00 AM	29211	8/17/2017 8:30:00 AM
27409	12/9/2016 9:00:00 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.



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 in the row of the instance to view instance details.

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

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

Learning Object Instance – Details *(See Learning Object Section).*

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

LEARNING OBJECT INSTANCE : GENERAL ORIENTATION EDIT AUDIT TRAIL EXIT

Attributes Selectors Recurring Resources

Learning Object Instance Dates Header

LO Dates* 12/28/2016 Start Time* 9:00 AM
 Time Zone* Pacific Time End Time* 1:30 PM

Available Dates

Added	Start Date	End Date	Time Zone
<input checked="" type="checkbox"/>	12/23/2016 9:00 AM	12/23/2016 1:30 PM	PST

Dates Options

Start Date Time: Format: MM/DD/YYYY HH:MM AM or PM
 End Date Time: Format: MM/DD/YYYY HH:MM AM or PM

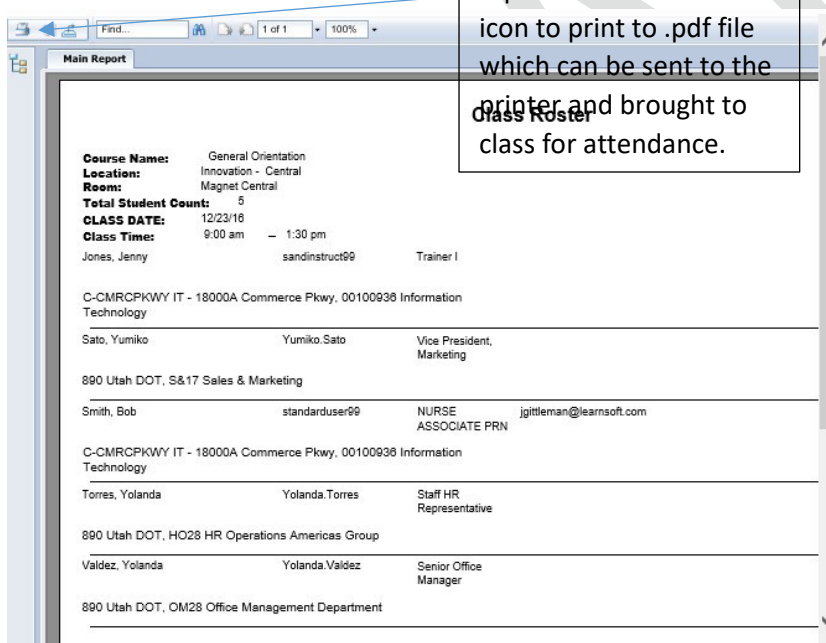
Learning Object Instance Details

Rooms* Innovation - Central - Magnet Central

Max Students* 500 Manual Availability:
 Min Students: Advertisement Only:
 Sign In/Out: Featured:
 Cut Off: Cut Off Hours: Prevent Transcript Launch:
 Allow Reprint Certificate: Cost:

PRINT REPORT – Class Roster

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.



Course Name: General Orientation
Location: Innovation - Central
Room: Magnet Central
Total Student Count: 5
CLASS DATE: 12/23/16
CLASS TIME: 9:00 am - 1:30 pm


Jones, Jenny	sandinstruct99	Trainer I
C-CMRCPKWWY IT - 18000A Commerce Pkwy, 00100938 Information Technology		
Sato, Yumiko	Yumiko.Sato	Vice President, Marketing
890 Utah DOT, S&17 Sales & Marketing		
Smith, Bob	standarduser99	NURSE ASSOCIATE PRN jgittleman@learnsoft.com
C-CMRCPKWWY IT - 18000A Commerce Pkwy, 00100938 Information Technology		
Torres, Yolanda	Yolanda.Torres	Staff HR Representative
890 Utah DOT, HO28 HR Operations Americas Group		
Valdez, Yolanda	Yolanda.Valdez	Senior Office Manager
890 Utah DOT, OM28 Office Management Department		

Class Roster – Session List

Session List										Exit	≡	🔍
ID	Actions	Name	Employee ID	Course								
2338153	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Jones Jenny	sandinstruct99	General Orientation								
2338155	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Sato Yumiko	Yumiko.Sato	General Orientation								
2338154	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Smith Bob	standarduser99	General Orientation								
2338156	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Torres Yolanda	Yolanda.Torres	General Orientation								
2338157	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input checked="" type="radio"/> Cancel	Valdez Yolanda	Yolanda.Valdez	General Orientation								



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


Add / Remove Columns Displayed by using the Gear Icon  to bring up a dropdown of available additional column...

.... check the box(es) of the columns desired and click **Apply**. The screen will refresh with updated columns.

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



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

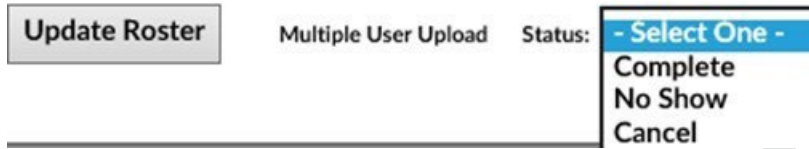


The Learning Object List will refresh with the listing narrowed by the selected criteria.

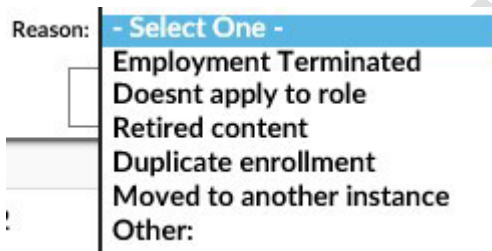
Click within the row of the desired session to see session detail information.

DRAFT

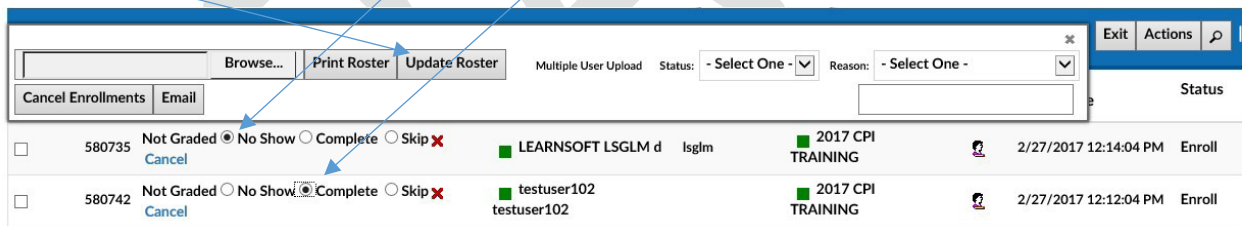
- **Change the Enrollment Status to Complete, No Show or Cancel** - Select a user(s) by checking the box to the far left of the user's name, click the **Actions** button then use the **Status** dropdown box to select the desired status and click the **Update Roster** button.



- (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**.

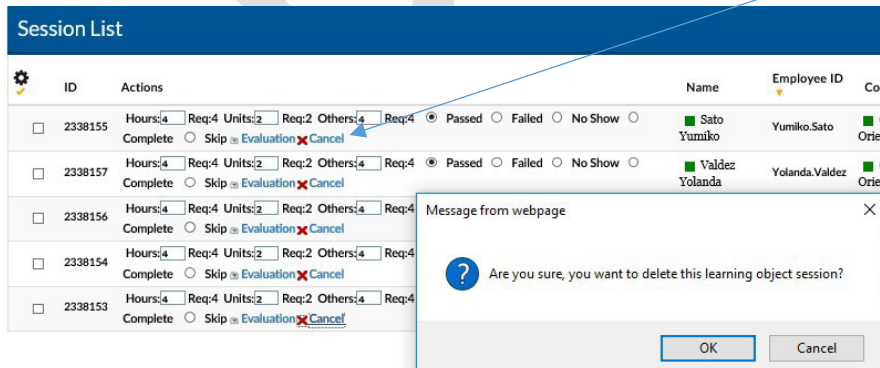


- **Change the Status of the user the Session list** - Select a user(s) and manually change the **Actions** Column radio button (For example to No Show, Complete, Skip, etc.) on one or more users.



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

- **Cancel** a User Directly from the session list by Clicking the **Cancel** 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 <input type="checkbox"/> Complete <input type="radio"/> Skip <input type="radio"/> Evaluation <input type="button" value="Cancel"/>

EVALUATION SAVE CANCEL

CUSTOMER SERVICE

JG TEST MARCH 10 2017 - 2

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

#	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 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 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 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	<input type="checkbox"/> Not Graded <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip <input type="button" value="Checklist"/> <input type="button" value="Cancel"/>	testuser102 testuser102

ROMS CANCEL

COURSE DETAILS

Course Name: Test - ROMS Student Name: testuser102 testuser102

Delete	ID	Competency	Objective	Due Date	Approved	Complete	Launch	Edit
<input checked="" type="checkbox"/>	1	Sample Skill 1	Demonstrate competency in inserting needles. Behavior Objective: * Able to find vein; * Able to insert needle; * Able to remove needle	3/6/2017	Yes	Yes	<input type="checkbox"/>	<input type="button" value="Edit"/>
<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="checkbox"/>	<input type="button" value="Edit"/>


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 SAVE CANCEL

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

Main Report

Class Roster

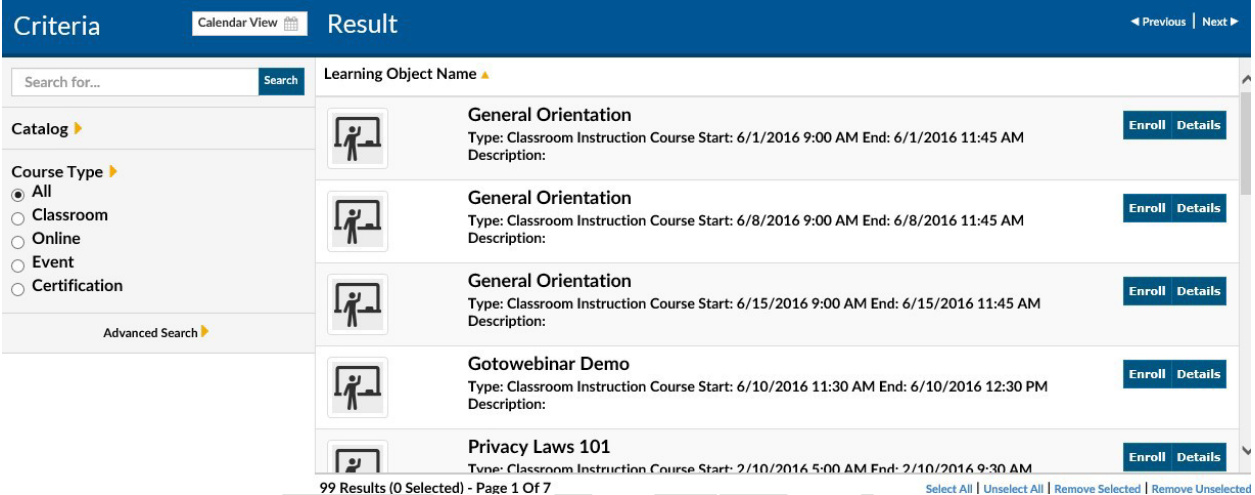
Course Name: JG Test March 10 2017 - 2
Location: SEHC Sim
Room: Sim Skills Lab
Total Student Count: 1
CLASS DATE: 9/11/17
Class Time: 11:45 am – 3:00 pm
 LEARNSOFT, LSGLM lsglm
 CDC CDC, 100213550 Corp IS Administration

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 (if permitted) students. You may use the scroll bar and *Previous / Next* text links to view all the available options.



The screenshot shows the 'Search Tab' interface. On the left, there is a 'Criteria' sidebar with a search bar and filters for 'Catalog' and 'Course Type'. The 'Course Type' filter is set to 'All'. The main area displays a 'Result' list with columns for 'Learning Object Name', course details, and 'Enroll Details' buttons. The results include several 'General Orientation' courses and 'Gotowebinar Demo' and 'Privacy Laws 101'.

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

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: Barnes Jacob, Bateman Stacy, Blank Lisa K., Buttelwerth Matthew, Christen Gerard J., Couch Deborah S.

Start Date: 1/5/2017 8:00 AM EST

End Date: 1/5/2017 4:30 PM EST

Duration (in hours):

Notes:

Location: SEHC SETEC - Breakout Room 3

Payment Mode:

Paid Time:

Due date:

List Price: Free

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](#)

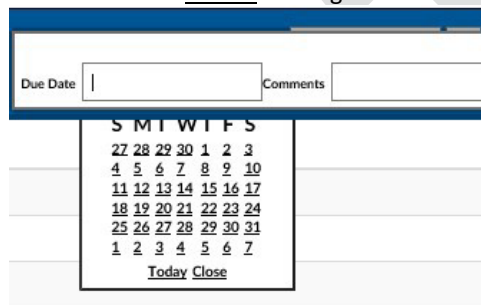
<input type="checkbox"/>	User ID	Name	Employee ID
<input type="checkbox"/>	44284	McTestface Testy	95850
<input type="checkbox"/>	40172	Testemployee Taxupdate	95848
<input type="checkbox"/>	5	testuser102 testuser102	
<input type="checkbox"/>	3	testmgr101 testmgr101	
<input type="checkbox"/>	2	testuser101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



- If permitted, you 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.

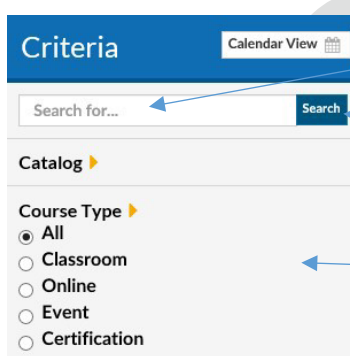


Due Date: Comments:

S	M	T	W	T	F	S
27	28	29	30	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	29	30	31
1	2	3	4	5	6	7

Today Close

Search Tab – Predictive and Keyword search



Criteria Calendar View

Search for... Search

Catalog ▶

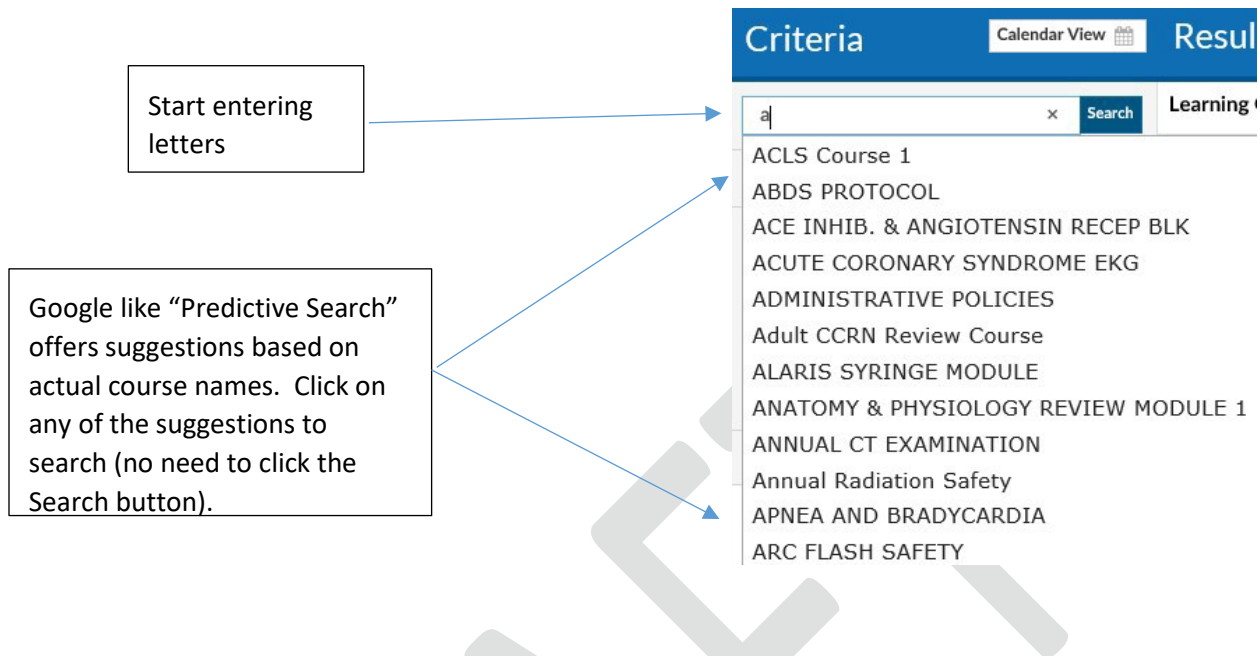
Course Type ▶

- All
- Classroom
- Online
- Event
- Certification

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).

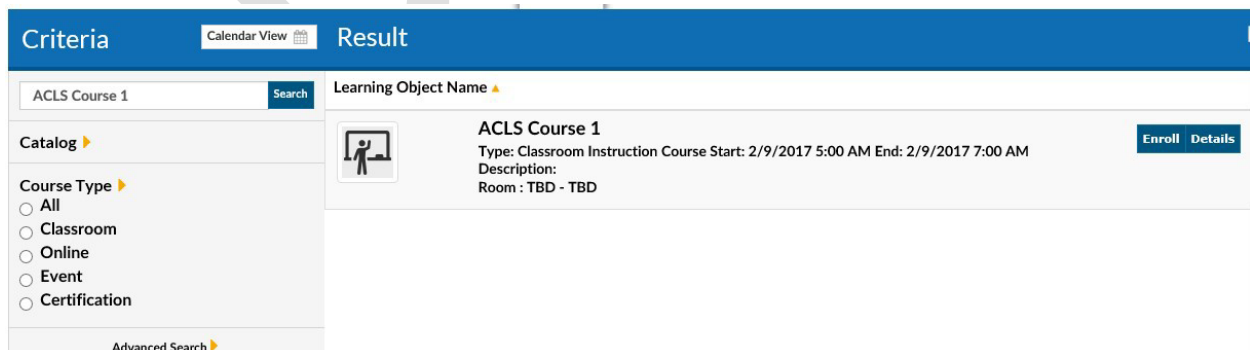
Criteria Calendar View Result

a × Search Learning

- 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

ACLS Course 1 Search Learning Object Name

ACLS Course 1 Enroll Details

Type: Classroom Instruction Course Start: 2/9/2017 5:00 AM End: 2/9/2017 7:00 AM
 Description:
 Room : TBD - TBD

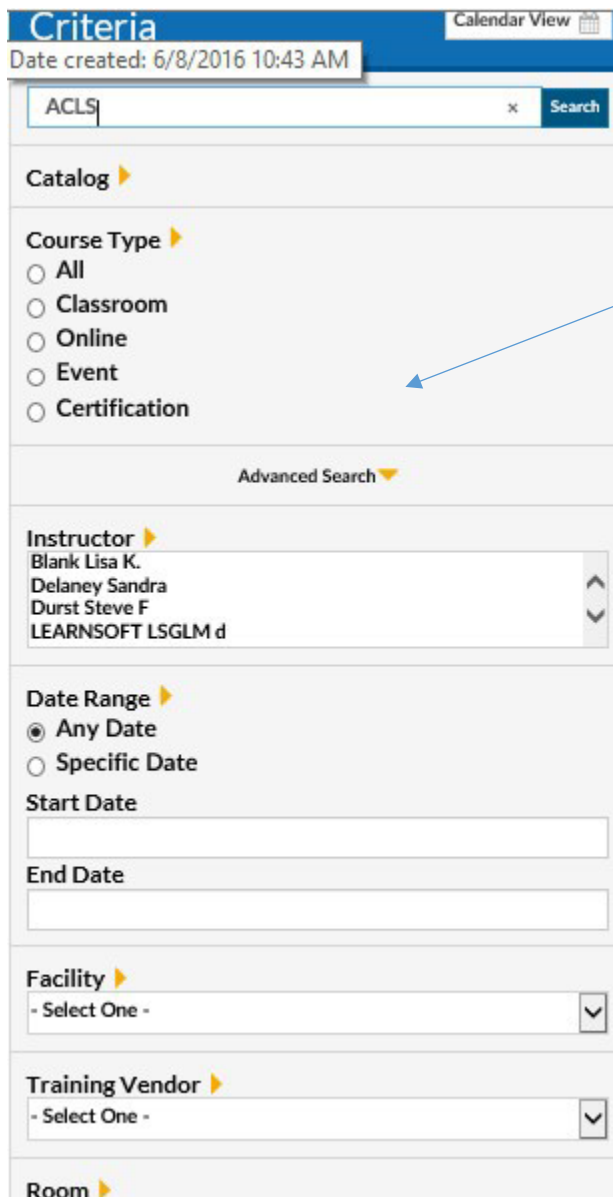
Catalog

Course Type

- All
- Classroom
- Online
- Event
- Certification

Advanced Search

Search Tab – Advanced search



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

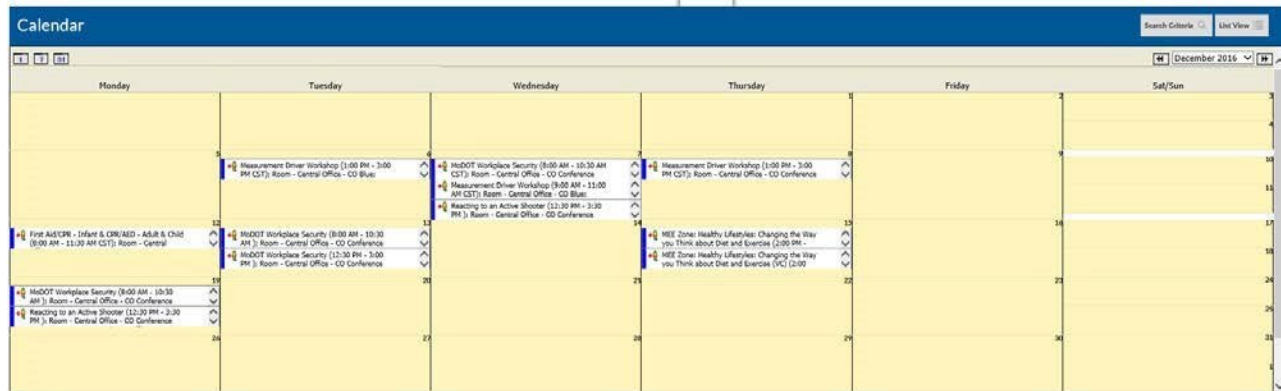
Narrow to a date Range by selecting Specific Date, then entering a Start Date and End Date.

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

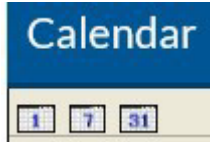
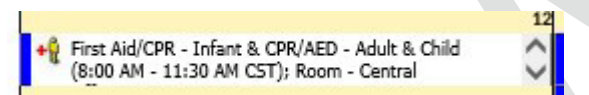

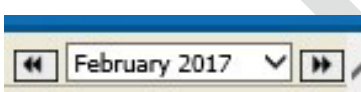

Search Tab – Calendar search



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

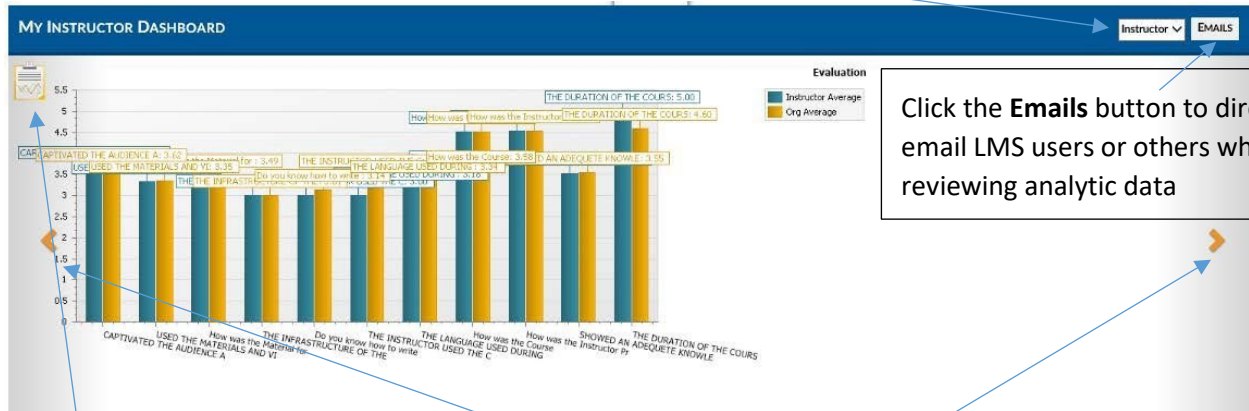


Calendar Search – Options

	<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

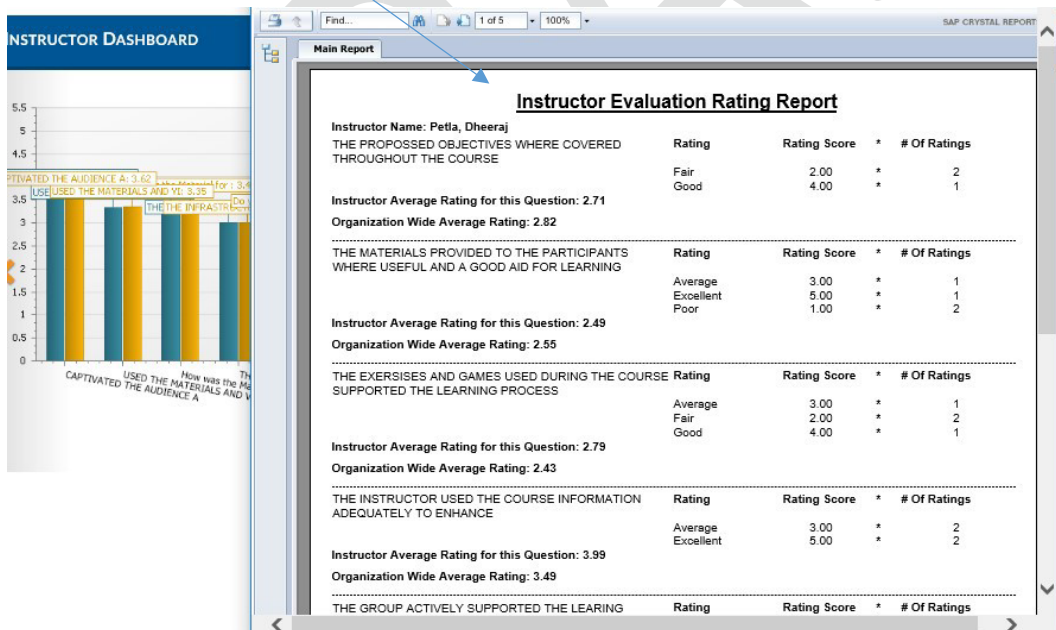
The Analytics tab provides a graphical way to view learning metrics. They simplify often complex or large data analysis. The graphics for each organization will differ. Upon accessing the tab you will be presented with Analytics graphics that pertain to you as a User. To access the Instructor Analytics, click



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

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.



on the **Group** dropdown box and select Instructor.

Reports Tab


Click the **Reports** tab to access the **Report List** which displays a listing of reports enabled for use by the **Instructor** and allowing the Instructor to query learning information required to successfully manage, ensure compliance and provide report data about their classes.

Overview Profile Search Analytics Learning Object Reports

Report List

New [Menu] [Filter]

<input type="checkbox"/>	Type	Name	Description	View	Delete
<input type="checkbox"/>	Standard	Class Roster	Class Roster		
<input type="checkbox"/>	Standard	Instructor Schedule	Instructor Schedule Report		
<input type="checkbox"/>	Standard	Past Due Courses Report	Courses Due Past Due		
<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		

Report columns are sortable and the report lookup  allows for quick finding of reports (especially if multiple pages of reports are made available to Instructors).


All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Report Name [Dropdown] Search [Input] Search [Button]

Reports – Selecting Data (Details, Filters / Selectors)

Click on the Report Name (or anywhere in the report row) to bring up the Report Page for the selected Report.

Report List

 	Type	Name ▲	Description
<input type="checkbox"/>	Standard	Class Roster	Class Roster
<input type="checkbox"/>	Standard	Instructor Schedule	Instructor Schedule Report
<input type="checkbox"/>	Standard	Past Due Courses Report	Courses Due Past Due

REPORT : PAST DUE COURSES REPORT

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 type="text" value="Employee"/>	
State: <input type="text" value="- Select One -"/>	

Selector

Course: <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="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.

Certain filters will require selection of options – e.g. **Any Date:** Date Range

Date filters will generally allow free text date entry (mm/dd/yyyy) or allow selection from a popup calendar – e.g.

Start Date:	<input type="text" value="December"/> <input type="text" value="2016"/>																																										
End Date:	<table border="1" style="font-size: small; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td style="background-color: #e0e0e0;">24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </tbody> </table>	S	M	T	W	T	F	S	27	28	29	30	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	29	30	31
S	M	T	W	T	F	S																																					
27	28	29	30	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	29	30	31																																					

Lookup Filters / Selectors will link to a lookup list 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 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 PSRMC 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.*

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.

Availability:

Sort By - Name Org# ID

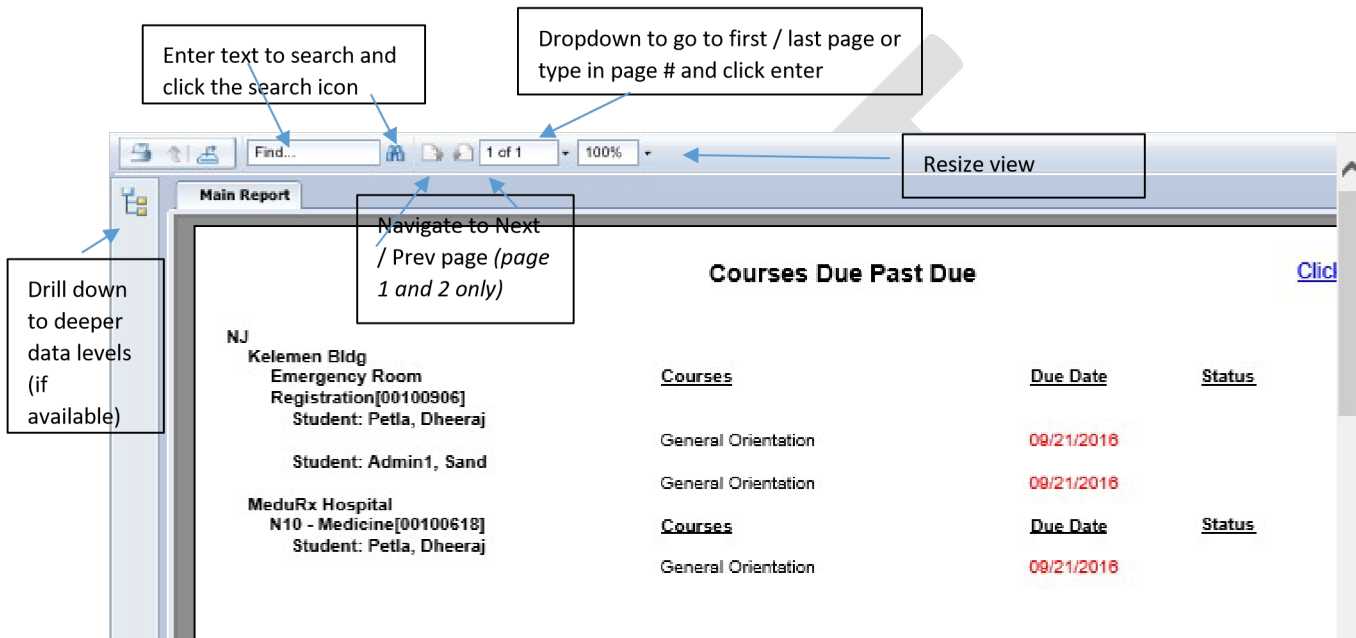
- [-] Organization
 - [-] Learning Center
 - AK
 - AZ
 - CA
 - Facility X1 FX1
 - Human Resources FX1-HR
 - Cox
 - Epsilon Systems Solutions
 - IA

Reports – View, Print & Export

After entering any user data and using filters / selectors to narrow down report to the desired data, the Instructor 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

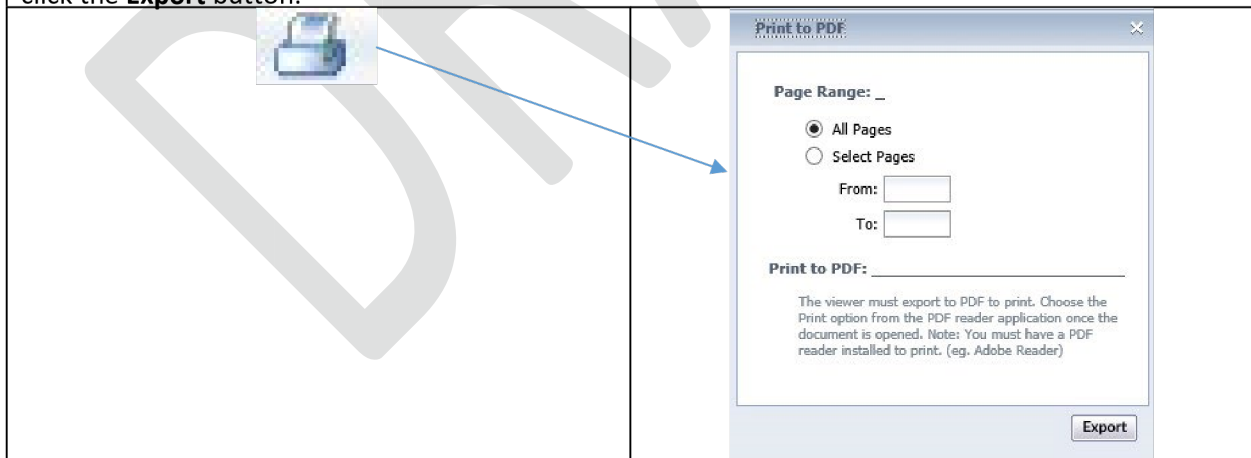
Drill down to deeper data levels (if available)

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

NJ Kelemen Bldg Emergency Room Registration[00100906] Student: Petla, Dheeraj		<u>Courses</u>	<u>Due Date</u>	<u>Status</u>
Student: Admin1, Sand		General Orientation	09/21/2016	
		General Orientation	09/21/2016	

MeduRx Hospital N10 - Medicine[00100618] Student: Petla, Dheeraj		<u>Courses</u>	<u>Due Date</u>	<u>Status</u>
		General Orientation	09/21/2016	

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.



Print to PDF

Page Range: _

All Pages
 Select Pages

From:

To:

Print to PDF: _____

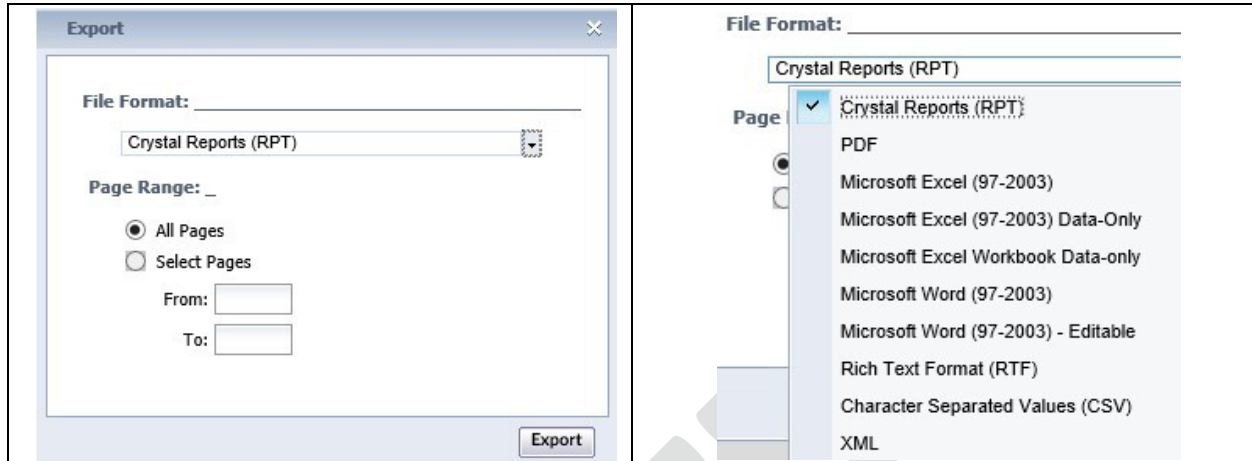
The viewer must export to PDF to print. Choose the Print option from the PDF reader application once the document is opened. Note: You must have a PDF reader installed to print. (eg. Adobe Reader)

Export

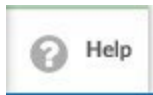
To export, click the **Export** icon...



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



Help Tab



If your LMS is configured with a **Help** Tab, Click the **Help** Tab Icon to access User Guides, Help Documents and Videos in a separate window. Your organization may provide additional information.

Log Out

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

