

Learning Management System (“LMS”)

User Manual: *Instructor*

DRAFT

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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**.

TESTING/TESTINGU - SAINT ELIZABETH | LOG OUT

REACH

ADVANCED VIEW VIEW CART HOME

Overview Profile Search Analytics Learning Object Reports

Overall Dashboard Group: Instructor

0 Classes to Teach
3 Active Courses
0 Rosters to Update

0 Instructor Rating

0 Students Enrolled

2 Classes Taught

0 Evaluations Overdue

2 Courses Taught

0 Total Credits Taught
0 Hours / 0 Units / 0 Others

14 Total Students Taught

You are up to date!

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 List Displaying: My Courses(Instructor) New



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*).

<p>If this Status Icon displays a Green Thumbs Up, then items are up-to-date.</p>	<p>If this 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.</p>
 <p>You are up to date!</p>	 <p>Some items need your attention! Click here to display overdue items</p>


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 0 Hours / 0 Units / 0 Others	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

Click text link below hand icon to display overdue items in bottom section

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)

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** ▾

2
Classes to Teach

4 Active Courses
1 Rosters to Update

0

Instructor Rating

Students Enrolled
10

Classes Taught
1

Total Credits Taught
0 Hours / 0 Units / 0 Others

Evaluations Overdue
1

Courses Taught
1

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
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)

<p style="text-align: center;">2 Classes to Teach</p>	<p>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.</p>
<p style="text-align: center;">4 Active Courses</p>	<p>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>
<p style="text-align: center;">----- 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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">Classes Taught 1</p>	<p>Classes Taught – A total count of the Class Instances you have taught.</p>
<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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				1	2	3	4				1	2	3	4
5	6	7	8	9	10	11				8	9	10	11				15	16	17	18
12	13	14	15	16	17	18				22	23	24	25				29	30	31	
19	20	21	22	23	24	25				28	29	30	31							
26	27	28	29	30	31															

01:00 PM
SEH - Annual Competency Course
Click for more info

overdue

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

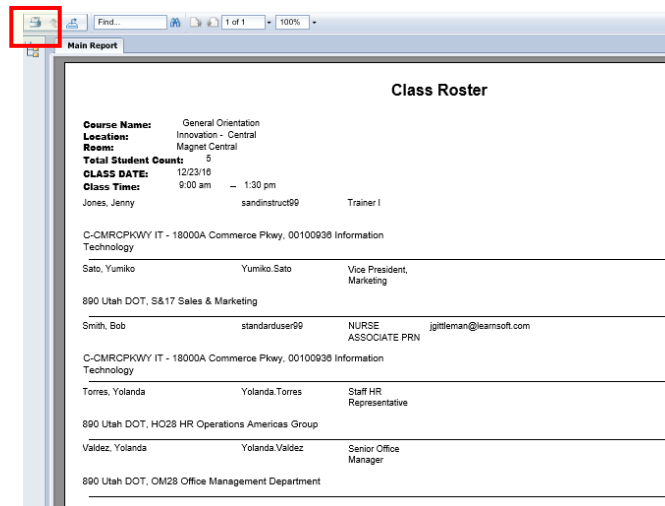
[View Roster](#) [Print Roster](#)

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
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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 ▾

Search

Search

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:

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	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:		Catalog Tree: Show List View Catalog
WBT Type:		
WBT URL:		
Scorm Course:		
Grading:	Pass / Fail only	

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) ▾	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*

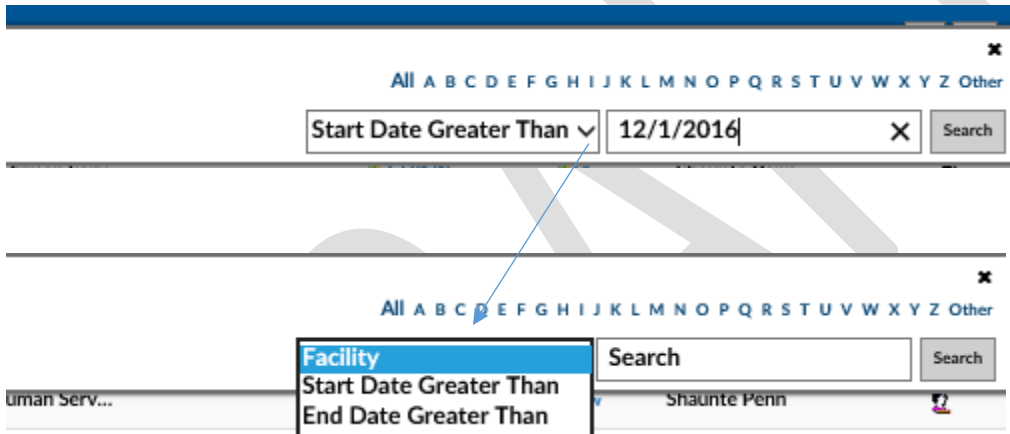
Learning Object Instance List									New	Exit	≡	🔍	◀ Previous	Next ▶	
ID	Start Datetime	End Datetime	Facility	Students	Roster	Instructor	Type ▲	Status							
29233	12/31/2099 12:30:00 AM	12/31/2099 2:15:00 AM	Center for the Arts - Center for the Arts	Add(6/0)	View(6) Print	Giorgio Campo...	👤	Scheduled							
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																																	
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																																
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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																																

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.

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.

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 prepopulated 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**. 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* 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
✓	12/23/2016 9:00 AM	12/23/2016 1:30 PM	PST

Dates Options

Start Date Time: [] 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.**

Class Roster

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	≡	ρ				
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

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

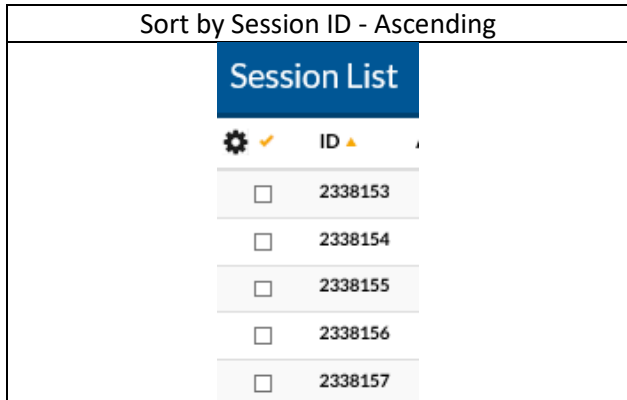
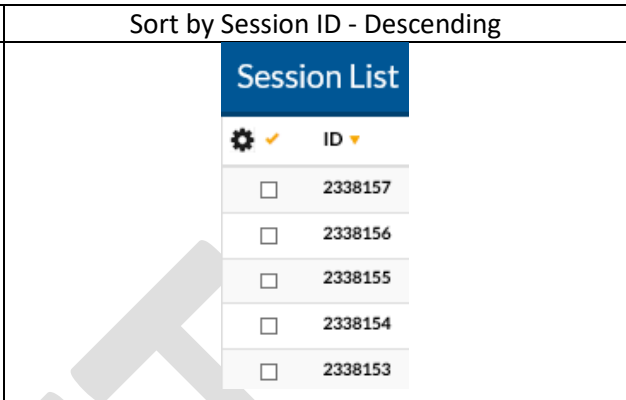
Add / Remove Columns Displayed by using the Gear Icon  to bring up a dropdown of available additional column...


Session List										Exit	≡	ρ				
ID	Actions									Name	Employee ID	Course				
<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"/> 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
<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"/> 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"/> 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

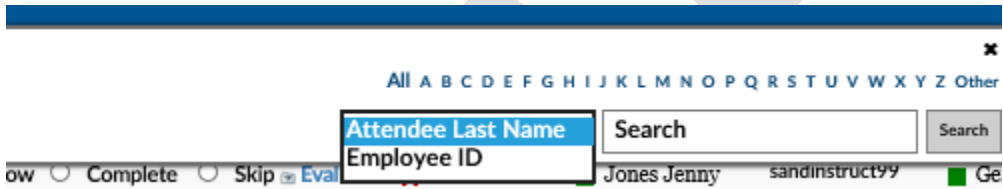
.... check the box(es) of the coumns desired and click **Apply**. The screen will refresh with updated columns.

Session List										Exit	≡	ρ							
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	<input type="radio"/> Evaluation	<input checked="" type="radio"/> 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	<input type="radio"/> Evaluation	<input checked="" type="radio"/> 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	<input type="radio"/> Evaluation	<input checked="" type="radio"/> 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	<input type="radio"/> Evaluation	<input checked="" type="radio"/> 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	<input type="radio"/> Evaluation	<input checked="" type="radio"/> 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
 <p>The interface shows a 'Session List' header with a gear icon and a checkmark. Below it, the 'ID' column header has an upward-pointing triangle, indicating ascending sort. The list contains five rows with session IDs: 2338153, 2338154, 2338155, 2338156, and 2338157. Each row has a checkbox to its left.</p>	 <p>The interface shows a 'Session List' header with a gear icon and a checkmark. Below it, the 'ID' column header has a downward-pointing triangle, indicating descending sort. The list contains five rows with session IDs: 2338157, 2338156, 2338155, 2338154, and 2338153. Each row has a checkbox to its left.</p>

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(2)	
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:



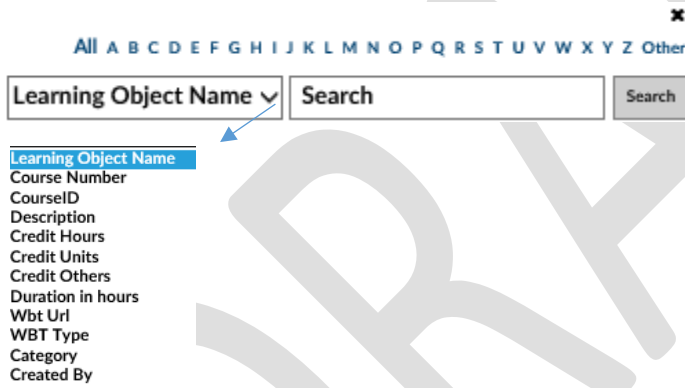
Displaying Option (if given permission)	Listing
All Active	Displays ALL courses regardless of type as long as the course is in the active status.
Classroom Active	Displays only classroom-based courses that are in the active status.
Online Active	Displays only online-based courses that are in the active 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		
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 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.

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:		Catalog Tree:	Show List View	
WBT Type:			☐ Catalog	
WBT URL:				
Scorm Course:				
Grading:	Pass / Fail only			
Internal Information				

DRAFT

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) ▾	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*

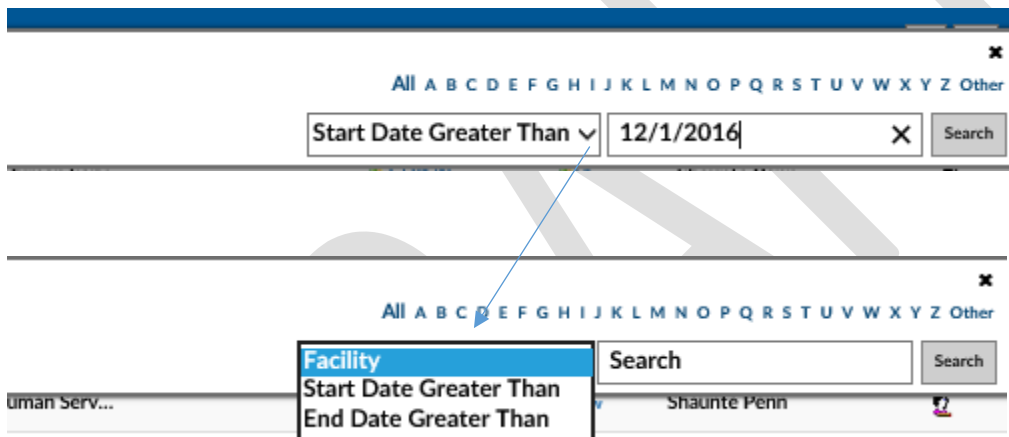
Learning Object Instance List									New	Exit	≡	🔍	◀ Previous	Next ▶	
ID	Start Datetime	End Datetime	Facility	Students	Roster	Instructor	Type ▲	Status							
29233	12/31/2099 12:30:00 AM	12/31/2099 2:15:00 AM	Center for the Arts - Center for the Arts	Add(6/0)	View(6) Print	Giorgio Campo...	👤	Scheduled							
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																																	
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																																	
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																																

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.

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.

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

LEARNING OBJECT INSTANCE : GENERAL ORIENTATION

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
✓	12/23/2016 9:00 AM	12/23/2016 1:30 PM	PST

Dates Options

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

Learning Object Instance Details

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

The screenshot shows a 'Main Report' window with the following details:

- 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
- Instructor:** Jones, Jenny (sandinstruct99, Trainer I)


The roster lists the following students and their details:

Student Name	Username	Role	Department
Sato, Yumiko	Yumiko.Sato	Vice President, Marketing	890 Utah DOT, S&17 Sales & Marketing
Smith, Bob	standarduser99	NURSE ASSOCIATE PRN	890 Utah DOT, S&17 Sales & Marketing
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	≡	ρ				
ID	Actions									Name	Employee ID	Course				
2338153	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Jones Jenny	sandinstruct99	General Orientation
2338155	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Sato Yumiko	Yumiko.Sato	General Orientation
2338154	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Smith Bob	standarduser99	General Orientation
2338156	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Torres Yolanda	Yolanda.Torres	General Orientation
2338157	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	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...

Session List										Exit	≡	ρ				
ID	Actions									Name	Employee ID	Course				
2338155	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Sato Yumiko	Yumiko.Sato	General Orientation
2338157	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Valdez Yolanda	Yolanda.Valdez	General Orientation
2338156	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Torres Yolanda	Yolanda.Torres	General Orientation
2338154	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Smith Bob	standarduser99	General Orientation
2338153	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Jones Jenny	sandinstruct99	General Orientation

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

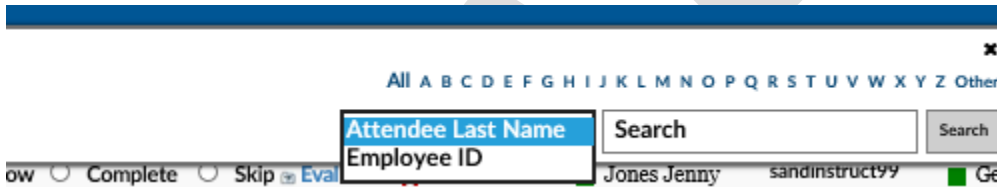
.... check the box(es) of the coumns desired and click **Apply**. The screen will refresh with updated columns.

Session List										Exit	≡	ρ							
ID	Actions									Name	Employee ID	Course	Department	Start Datetime	Facility				
2338155	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Sato Yumiko	Yumiko.Sato	General Orientation	UT---Utah DOT---Sales...	12/23/2016 9:00 AM	Innovation - C...
2338157	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Valdez Yolanda	Yolanda.Valdez	General Orientation	UT---Utah DOT---Office...	12/23/2016 9:00 AM	Innovation - C...
2338156	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Torres Yolanda	Yolanda.Torres	General Orientation	UT---Utah DOT---HR Op...	12/23/2016 9:00 AM	Innovation - C...
2338154	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	Skip	Evaluation	Cancel	Smith Bob	standarduser99	General Orientation	NJ---IT - 18000A Comm...	12/23/2016 9:00 AM	Innovation - C...
2338153	Hours:4	Req:4	Units:2	Req:2	Others:4	Req:4	Passed	Failed	No Show	Complete	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																				
<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center; font-weight: bold;">Session List</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> ⚙️ ✓ ID ▲ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338153</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338154</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338155</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338156</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338157</td></tr> </table> </div>	<input type="checkbox"/>	2338153	<input type="checkbox"/>	2338154	<input type="checkbox"/>	2338155	<input type="checkbox"/>	2338156	<input type="checkbox"/>	2338157	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center; font-weight: bold;">Session List</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> ⚙️ ✓ ID ▼ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338157</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338156</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338155</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338154</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;">2338153</td></tr> </table> </div>	<input type="checkbox"/>	2338157	<input type="checkbox"/>	2338156	<input type="checkbox"/>	2338155	<input type="checkbox"/>	2338154	<input type="checkbox"/>	2338153
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<input type="checkbox"/>	2338155																				
<input type="checkbox"/>	2338154																				
<input type="checkbox"/>	2338153																				

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.

AUDIT TRAIL | EXIT

Student Info


Name: Jones Joseph	User ID: 122529
Phone: 9087654321	Department: NJ--Kelemen Bldg--Emergency Room Registration A-HELEMEN-00100906
Current Status: ENROLL	Email: ka@kearnsoft.com

Authorizer Info

Authorizer Name:	Email:
Phone:	Fax:

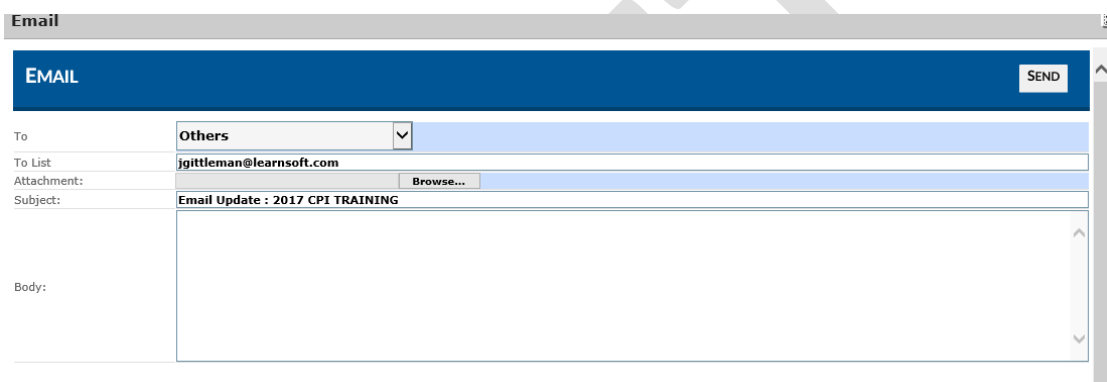
Session Info

Course Name: Learning Management System Video Description: A learning management system (LMS) is a software application for the administration, documentation, tracking, and reporting of training programs, classroom and online events, e-learning programs, and training content. Duration: Vendor: Location: ADDRESS : On-Line Old Status:	Start Date Time: End Date Time: Instructor(s): Direction: Notes: LMSs range from systems for managing training and educational records, to software for distributing courses over the Internet with features for online collaboration. Corporate training use LMSs to automate record-keeping and employee registration. LMSs range from systems for managing training and educational records, to software for distributing courses over the Internet with features for online collaboration. Corporate
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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 the **Actions** button and click the **Cancel Enrollments** button. The screen will refresh and the status will change to *Cancel*.

Session List : 2017 CPI TRAINING								
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	

- **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.

Multiple User Upload
 Status: - Select One -

Complete
 No Show
 Cancel

- (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**.

Reason: - Select One -

Employment Terminated
 Doesn't apply to role
 Retired content
 Duplicate enrollment
 Moved to another instance
 Other:

- **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.

Session List : 2017 CPI TRAINING									
ID	Actions	Name	Employee ID	Course	Type	Enroll Date	Status		
<input type="checkbox"/>	580735	Not Graded Cancel		LEARNISOFT LSGLM d	lsglm	2017 CPI TRAINING	2/27/2017 12:14:04 PM	Enroll	
<input type="checkbox"/>	580742	Not Graded Cancel		testuser102 testuser102		2017 CPI TRAINING	2/27/2017 12:12:04 PM	Enroll	

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

Session List

ID	Actions	Name	Employee ID	Cour
2338155	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input type="radio"/> Complete <input type="radio"/> Skip Evaluation XCancel	Sato Yumiko	Yumiko.Sato	Ge Orient
2338157	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input type="radio"/> Complete <input type="radio"/> Skip Evaluation XCancel	Valdez Yolanda	Yolanda.Valdez	Ge Orient
2338156	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input type="radio"/> Complete <input type="radio"/> Skip Evaluation XCancel			
2338154	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input type="radio"/> Complete <input type="radio"/> Skip Evaluation XCancel			
2338153	Hours:4 Req:4 Units:2 Req:2 Others:4 Req:4 <input type="radio"/> Complete <input type="radio"/> Skip Evaluation XCancel			

Message from webpage

Are you sure, you want to delete this learning object session?

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 <input type="radio"/> Complete <input type="radio"/> Skip Evaluation XCancel

EVALUATION

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 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 checked="" type="radio"/>	<input type="radio"/>	<input 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

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

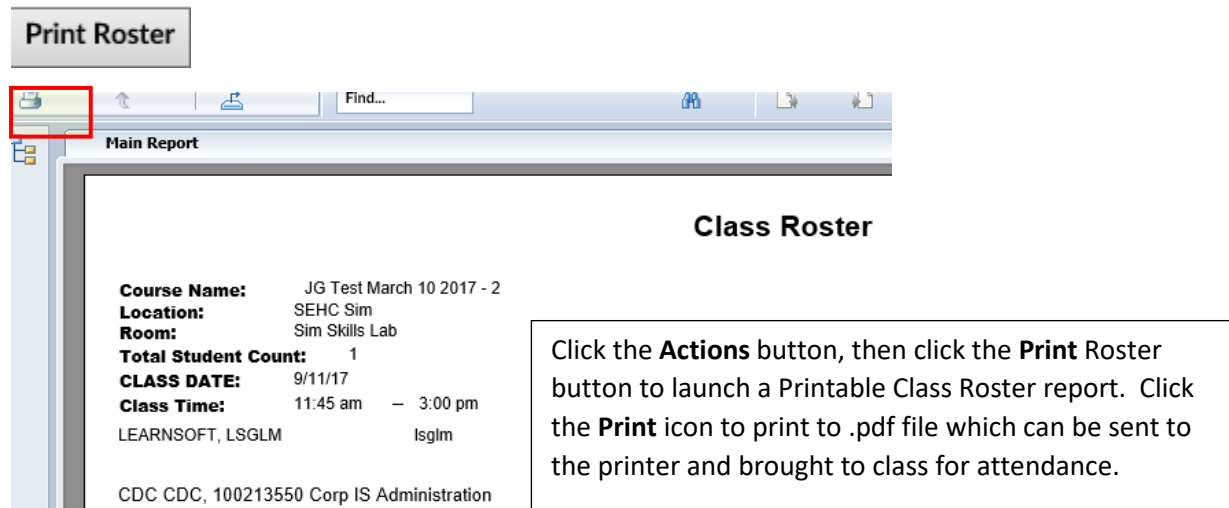
ADD LEARNING OBJECT OBJECTIVE

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



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

Class Roster

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.

DRAFT

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 a search results interface. On the left, there are filters for 'Catalog', 'Course Type' (All, Classroom, Online, Event, Certification), and 'Advanced Search'. The main area displays a list of courses under the heading 'Learning Object Name'. Each course entry includes an icon, the course title, type, start/end dates, and 'Enroll Details' buttons. The courses listed are: 'General Orientation' (Classroom Instruction), 'General Orientation' (Classroom Instruction), 'General Orientation' (Classroom Instruction), 'Gotowebinar Demo' (Classroom Instruction), and 'Privacy Laws 101' (Classroom Instruction). At the bottom, it shows '99 Results (0 Selected) - Page 1 Of 7' and action links like 'Select All', 'Unselect All', 'Remove Selected', and '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:	Barnes Jacob Bateman Stacy Blank Lisa K. Buttelwerth Matthew Christen Gerard J. Couch Deborah S
Payment Mode:	<input type="checkbox"/>
Paid Time :	<input checked="" type="checkbox"/>
Due date:	
List Price:	Free
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

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 Add Attendees

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

- If permitted, you can also add a Deadline for the selected enrollments clicking the **Actions** button Actions 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

The screenshot shows the search interface with several callouts:

- Free Text Field allows you to enter keywords**: Points to the search input field.
- Click the Search button when ready to search**: Points to the Search button.
- Select Course Type to narrow results.**: Points to the Course Type filter options.
- Start entering letters**: Points to the beginning of the search input field.
- 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).**: Points to the list of course suggestions.

The search results list includes:

- ACLS Course 1
- ABDS PROTOCOL
- ACE INHIB. & ANGIOTENSIN RECEP 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.

The screenshot shows the search results page with the following details:

- Search Input:** ACLS Course 1
- 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
- Buttons:** Enroll, Details

Search Tab – Advanced search

Criteria Calendar View

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

ACLS x Search

Catalog ▶

Course Type ▶

All

Classroom

Online

Event

Certification

Advanced Search ▼

Instructor ▶

LEARNSOFT LSGLM d

Date Range ▶

Any Date

Specific Date

Start Date

End Date

Facility ▶

- Select One -

Training Vendor ▶

- Select One -

Room ▶

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

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

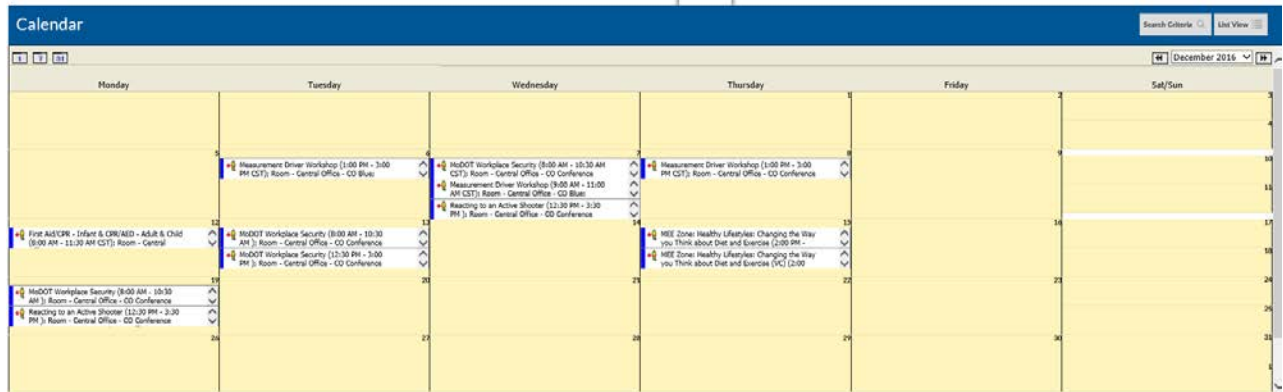
Narrow to a date Range by selecting Specific Date, then entering a Start Date and End Date.

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.

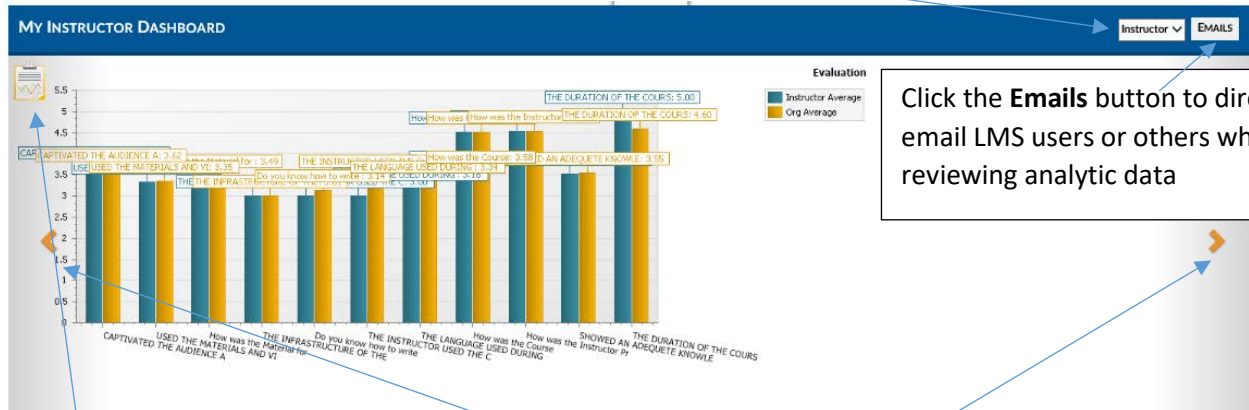


Calendar Search – Options

	<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 self-enroll 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

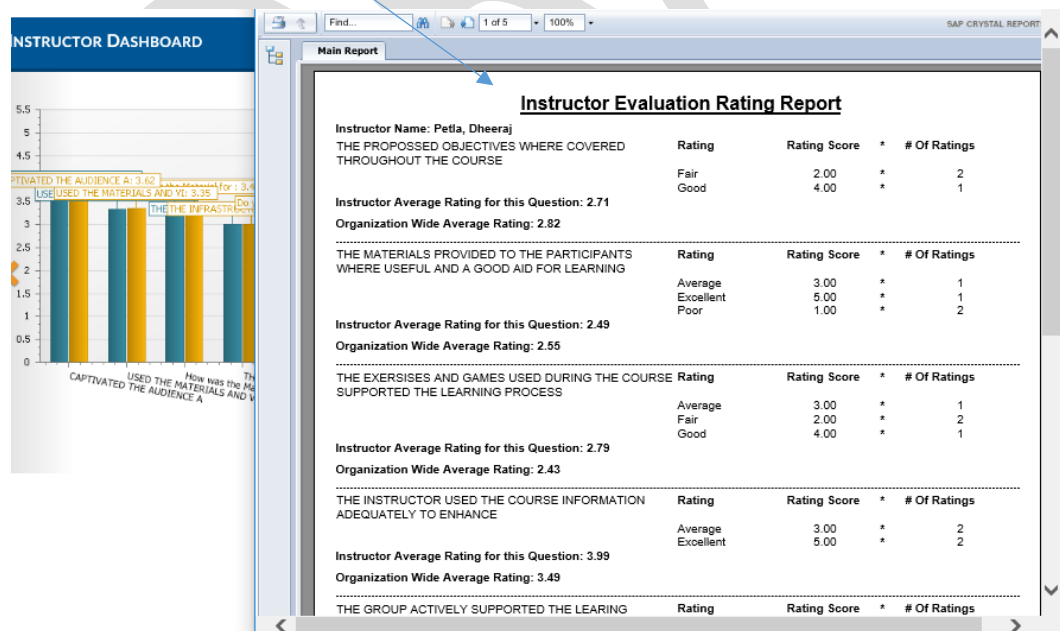
The Analytics tab provides a graphical way to view learning metrics. They simplify often complex or large data analysis. The graphics for each organization will differ. Upon accessing the tab you will be presented with Analytics graphics that pertain to you as a User. To access the Instructor Analytics,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



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

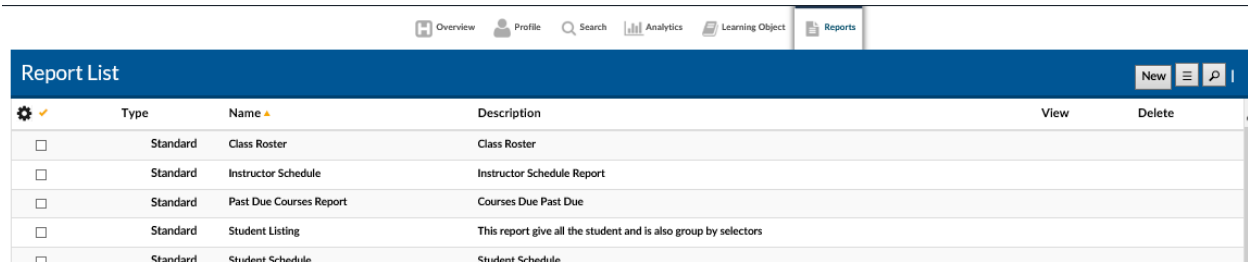
Click the Report icon (if available) to bring up associated reports and drill down to specific dept or user data

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



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.



The screenshot shows the 'Reports' tab in a navigation menu. Below it is a 'Report List' table with the following columns: Type, Name, Description, View, and Delete. The table contains five rows of reports.

<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).



The screenshot shows a search interface with a dropdown menu labeled 'Report Name' and a search box with a 'Search' button. Above the search box is a navigation bar with letters A through Z and 'Other'.

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 Search Search

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.

The screenshot shows the 'Report List' interface with a table of reports. A blue arrow points from the 'Past Due Courses Report' row to the 'REPORT : PAST DUE COURSES REPORT' page. The report page includes a header with 'PDF', 'EXPORT REPORT', 'VIEW REPORT', and 'CANCEL' buttons. Below the header is the 'User Info Details' section with fields for First Name, Middle Name, Last Name, Employee ID, Employment Type (set to 'Employee'), and State (set to '- Select One -'). There are also 'Any Date', 'Start Date', and 'End Date' fields with radio buttons for 'Date Range'. The 'Selector' section includes a 'Course' field with 'Add' and 'Remove' buttons, a 'Sort By' dropdown (set to 'Name'), and a list of 'Organization' items. An 'Availability' field is also present.

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:

End Date:

The calendar popup shows the month of December 2016. The days of the week are listed as S, M, T, W, T, F, S. The dates are arranged in a grid. The date 24 is highlighted in blue, indicating it is the selected date.

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

<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: Defensive Driving Ebola Advanced Training

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.

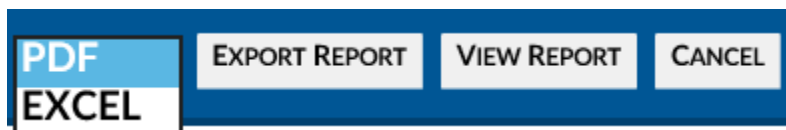
Sort By - Name Org# ID

Availability:

- 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)

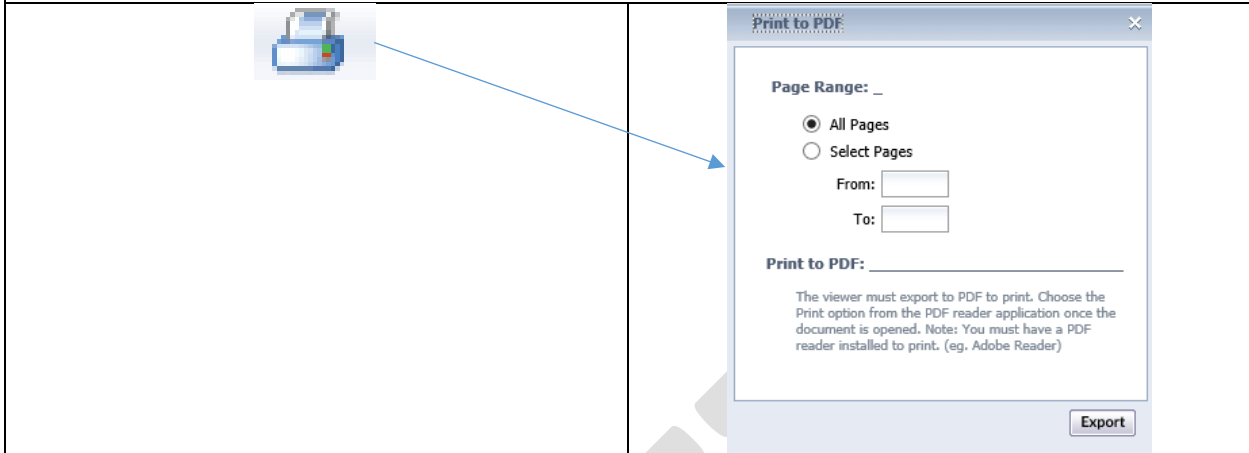
Navigate to Next / Prev page (page 1 and 2 only)

Courses Due Past Due

<u>Courses</u>	<u>Due Date</u>	<u>Status</u>
General Orientation	09/21/2016	
General Orientation	09/21/2016	
General Orientation	09/21/2016	

The screenshot shows a report viewer interface. At the top, there is a search bar with a 'Find...' label and a search icon. To the right of the search bar is a dropdown menu showing '1 of 1' and a '100%' zoom level. Below the search bar, there are several callout boxes with arrows pointing to specific features: 'Enter text to search and click the search icon' points to the search bar; 'Dropdown to go to first / last page or type in page # and click enter' points to the page navigation dropdown; 'Resize view' points to the zoom level dropdown; 'Drill down to deeper data levels (if available)' points to a tree view icon on the left; and 'Navigate to Next / Prev page (page 1 and 2 only)' points to navigation icons. The main content area displays a report titled 'Courses Due Past Due' with a table of data. The table has columns for 'Courses', 'Due Date', and 'Status'. The data rows show 'General Orientation' courses with a due date of '09/21/2016'. The report is organized by location: 'NJ Kelemen Bldg Emergency Room Registration[00100906] Student: Petla, Dheeraj' and 'MeduRx Hospital N10 - Medicine[00100618] Student: Petla, Dheeraj'. A 'Click' link is visible in the top right corner of the report area.

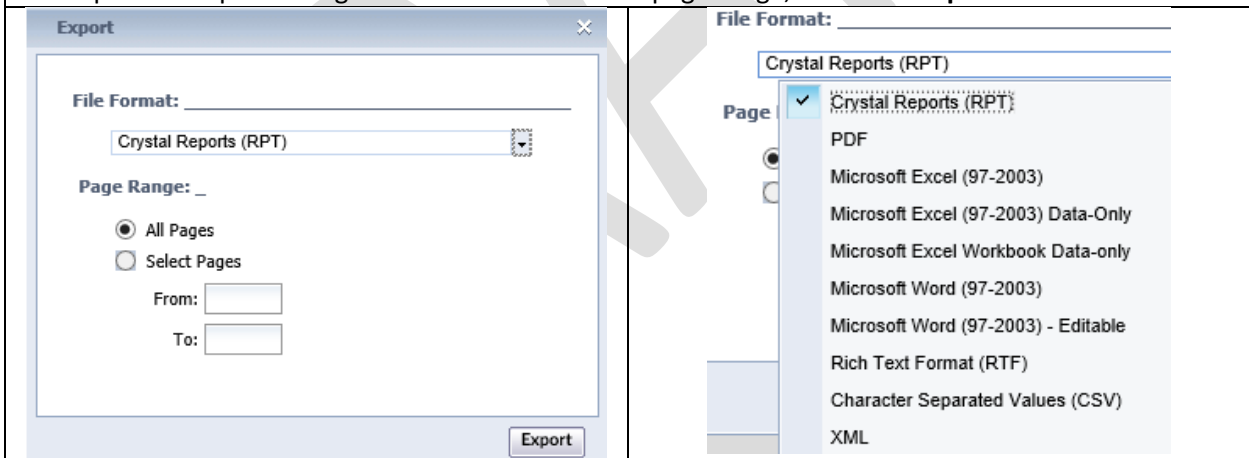
Click the **Print** icon to Print the Report to a PDF where it can be sent to your printer. Select pages and click the **Export** button.



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



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



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.

