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**Learner Community**

**Administrator Guide**

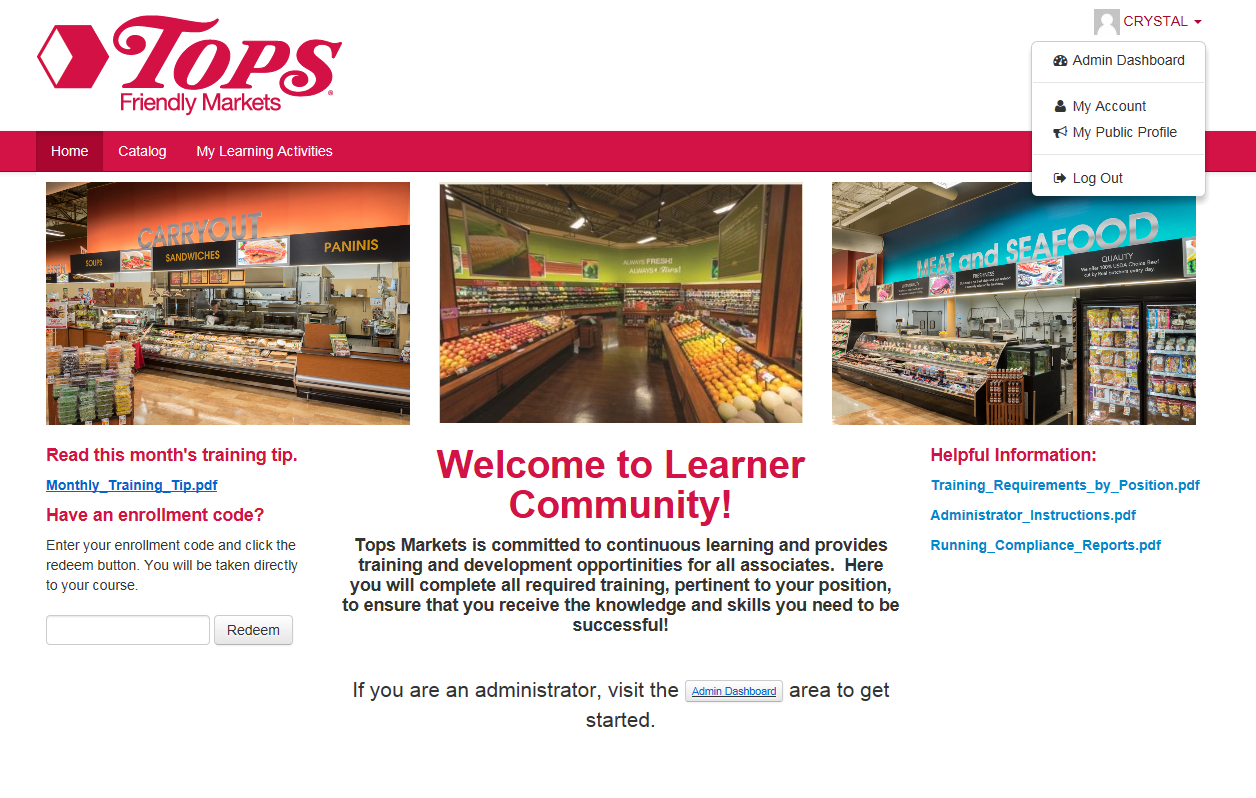
**Learner Community – Administrator Guide**

**Logging in**

Your Username & Password is your **Employee ID number** (begins with 7700)

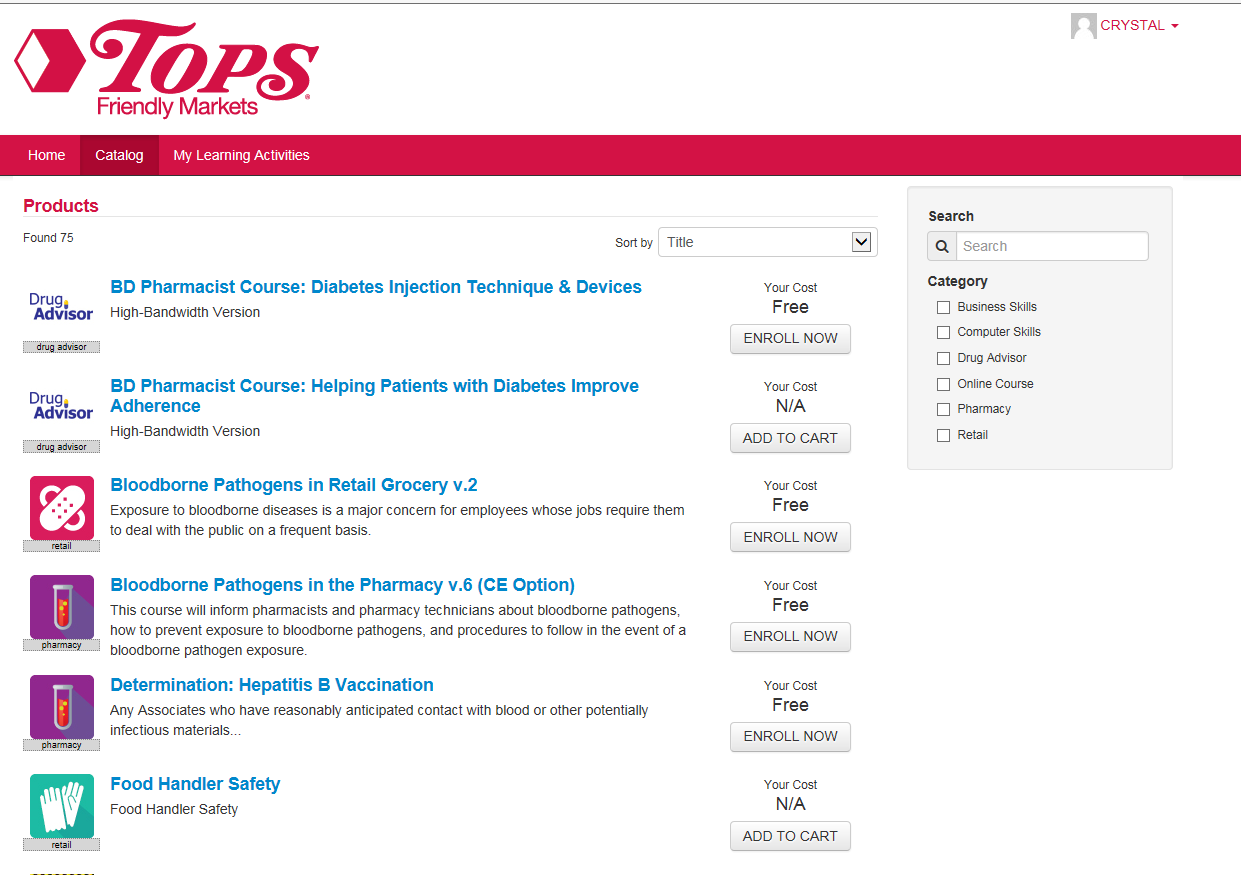
Your first time logging in you will be prompted to change your password – we recommend continuing to use your Employee ID as your new password for consistency. Type that number into the old password and the new password fields if you choose to use the same one, or create a new password.

You can view the Catalog or My Learning Activities via the tabs on the home page. To log into the “Admin Dashboard”, you can click on the link at the bottom of the home screen, or click on the arrow next to your name, at the top right of the screen.

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**Catalog**

The Catalog is in alphabetical order by course title. To narrow down a search, you can also choose a particular category, or you can search by course name in the search field.



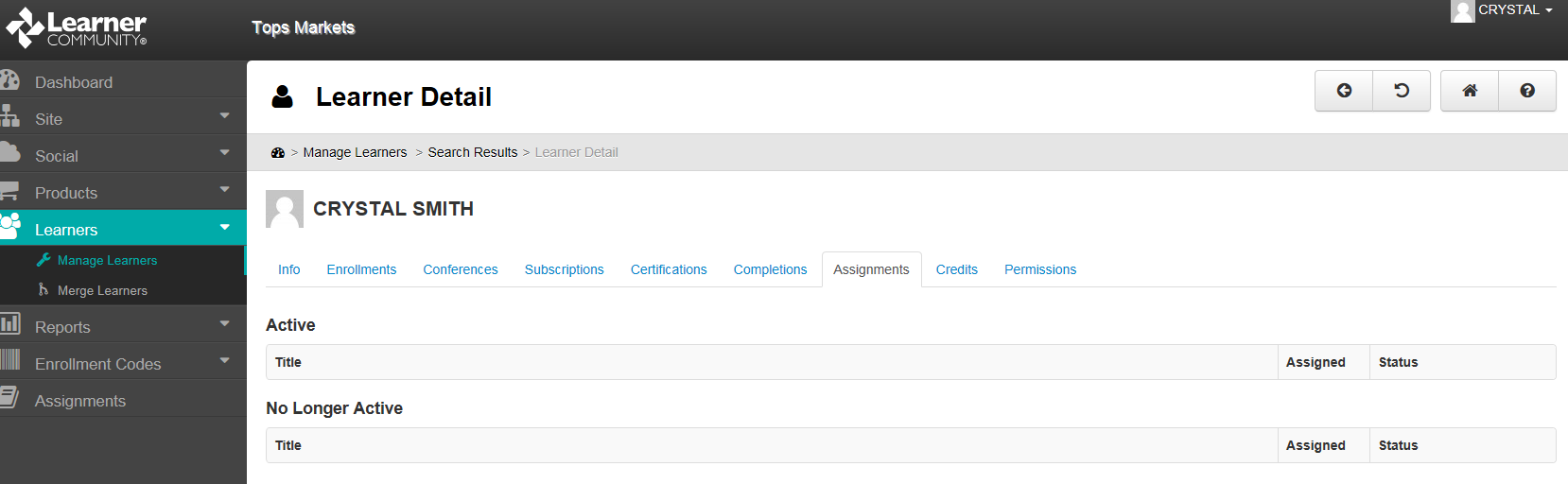
**Dashboard View**

**Here you can manage Learners, run reports, and add course enrollments.**

Under the Learners heading, choose Manager Learners to search for someone by name or ID to view their course enrollments, completions and assignments.

An **Enrollment** is a course that you, as the admin, (or the Learner) adds to their page.

An **Assignment** is anything that is set up as rule - based which is determined by job code. Certain courses are automatically assigned based on jobcode in the payroll system.

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**Reports**

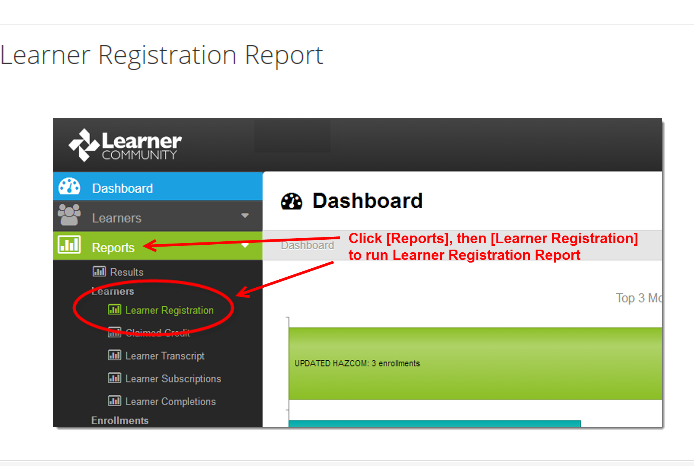
Standard reports include:

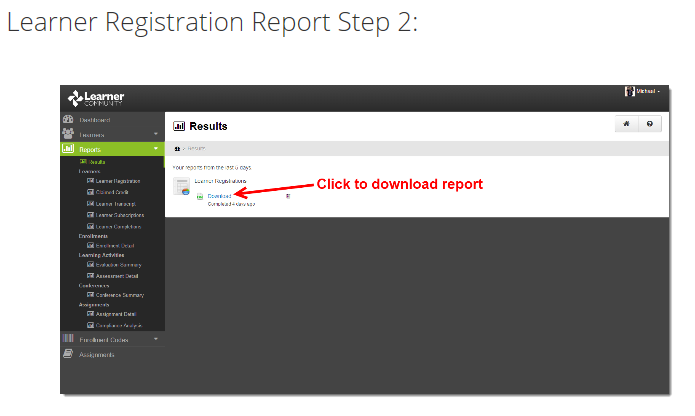
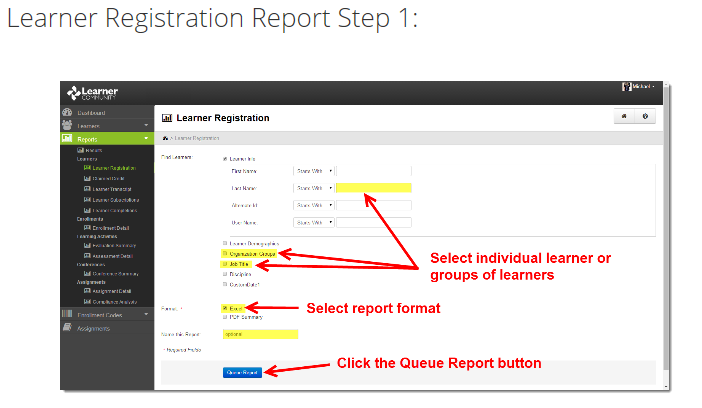
**Learner Registration** – run this report if you need a list of your Employee’s ID numbers

**Assignment Detail** – run this report to see which learners have completed or not completed an assignment (these are courses automatically assigned based on jobcode).

**Enrollment Detail** – run this report to see which learners have completed or not completed an assignment (these are courses added manually which are not automatic assignments).

**Compliance Analysis** – this lets you view assignments, alerts, and completion data for Learners in each assignment. This is only for automatic assignments (not course enrollments added manually).

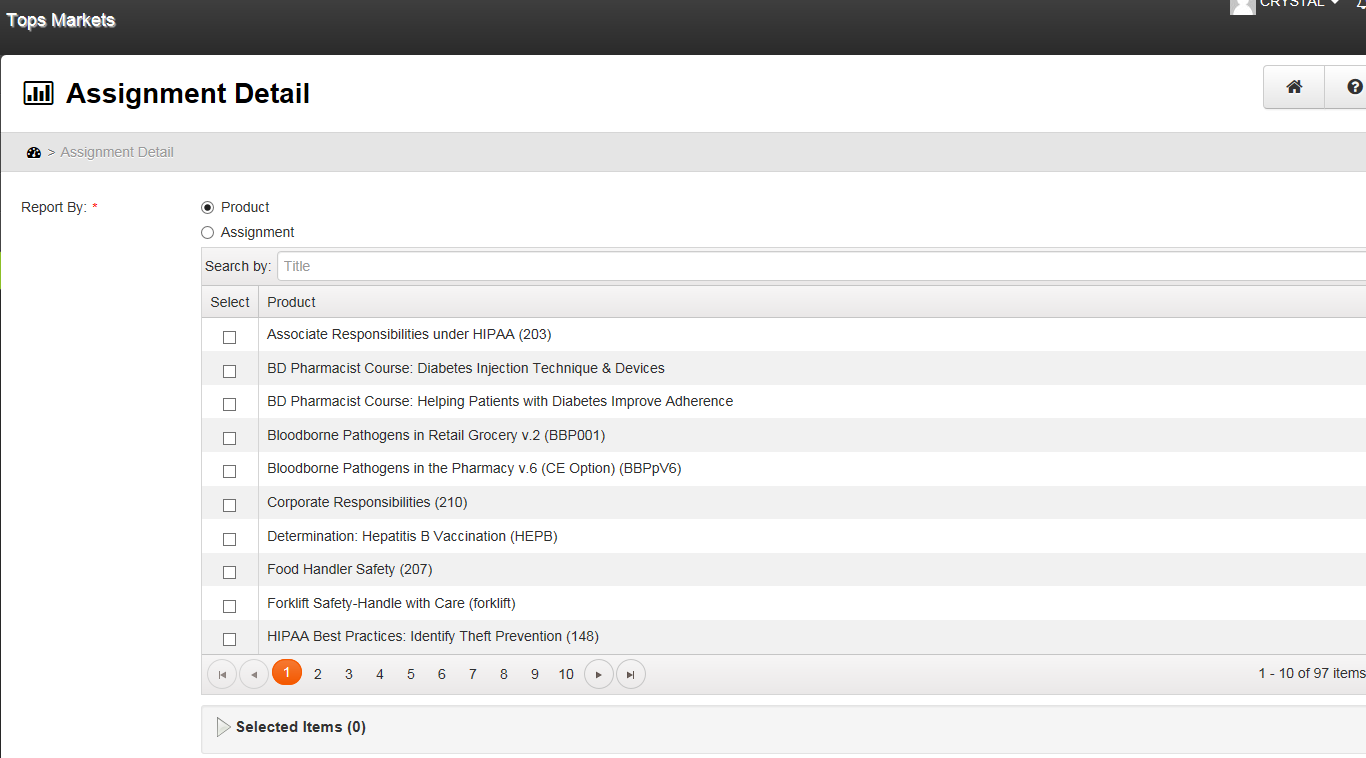




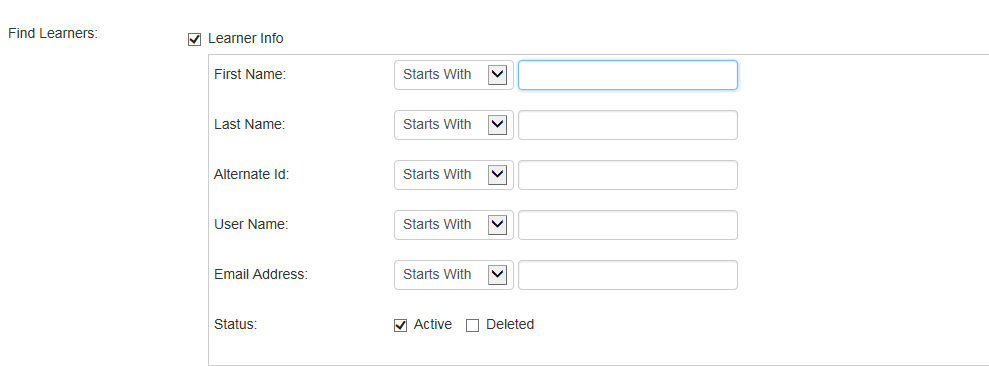
**Assignment Detail Report**

This report lets you view assignments completion and incompletion data for groups and individuals in each assignment. This will only show you information on assignments automatically set up based on jobcode!

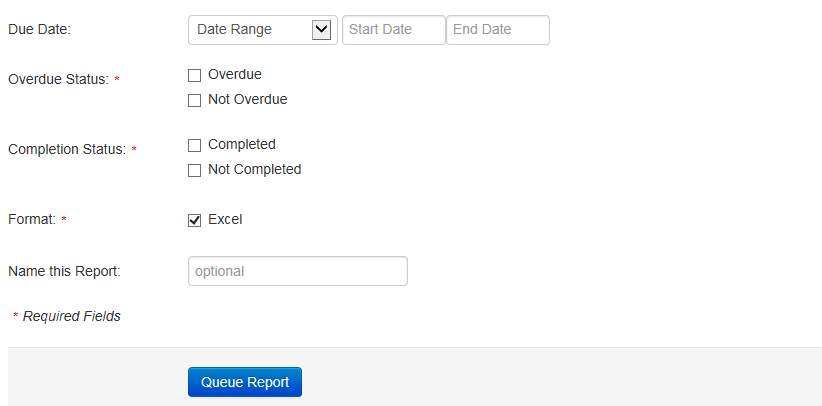
* **Report By** Product(s) or Assignment(s) from the provided list or find one using the **Search** field.



* Selecting the **Learner Info** checkbox (already selected by default) lets you filter the report to individual learners by **Name**, **or** **User Name.**  Uncheck the Learner Info box if you wish to run the report for an entire group/store.
* The **Active** learner **Status** is selected by default. Click the **Deleted** checkbox to include learners with a deleted status.



* Optionally select a **Due Date** by entering a **Start Date** and **End Date** using the pop-up calendar.
* Choose a learner **Overdue Status:** **Overdue, Not Overdue** or both.
* Choose a **Completion Status**:**Completed, Not Completed** or both.
* Optionally enter a name in the **Name this Report** field.
* Click http://help.learnercommunity.info/Files/Org/327bfb8d0d5b4bfb81ea9417ffcd93a1/site/QueueReportbutton.gif to generate the requested report.



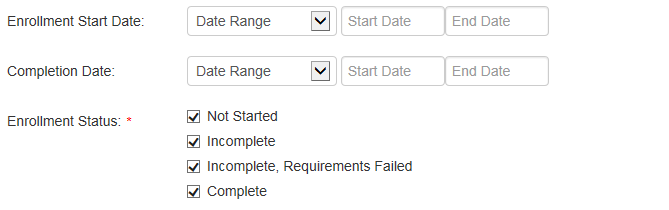
**Enrollment Detail Report**

This report lets you view enrollment completion and incompletion data for Learners. This will only show you information on enrollments that were set up manually, not on assignments automatically set up based on jobcode. \*\*This report runs enrollments made as of November 1, 2016.

Choose the **Learning Product/s** you wish to view.

Choose a particular **enrollment timeframe**, **completion timeframe** and/or **enrollment status** if you wish.

Selecting the **Learner Info** checkbox (already selected by default) lets you filter the report to individual learners by **Name**, **or** **User Name.**  Uncheck the Learner Info box if you wish to run the report for an entire group/store.

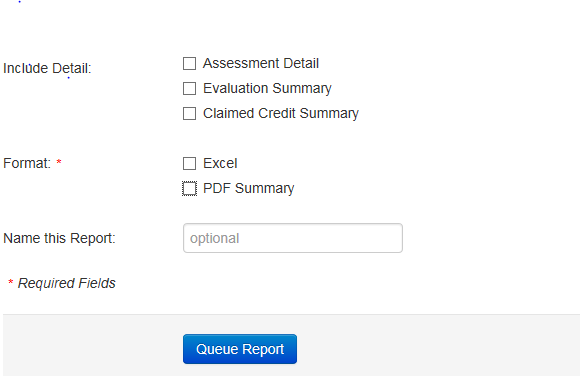


Include any additional detail you wish to see.

Choose the format you wish to run.

Optionally enter a name in the **Name this Report** field.

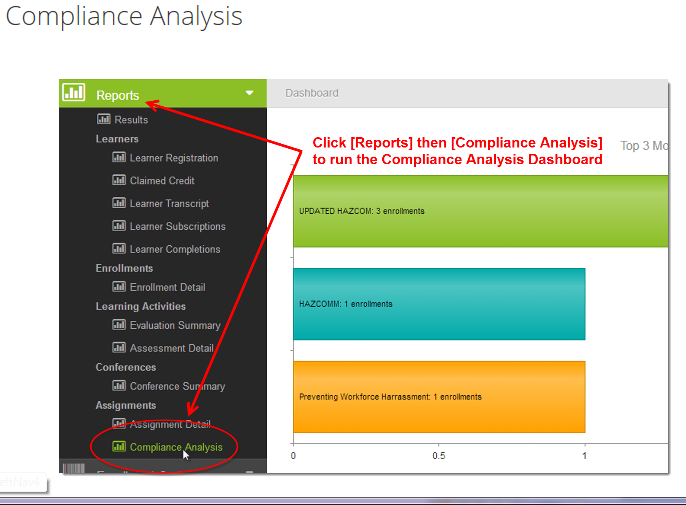
Click http://help.learnercommunity.info/Files/Org/327bfb8d0d5b4bfb81ea9417ffcd93a1/site/QueueReportbutton.gif to generate the requested report.

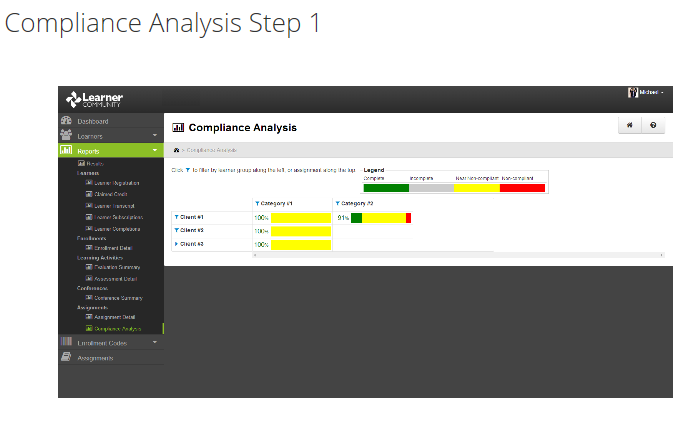


**Reports – Compliance Analysis**

This report lets you view a list of assignments, and alerts and completion data for groups and individuals in each assignment. This will only show you information on assignments automatically set up based on jobcode.

* Each assignment will provide a compliance level: **Complete**, **Incomplete**, **Near Non-Compliant**, **Non-Compliant**.
* Click the http://help.learnercommunity.info/Files/Org/327bfb8d0d5b4bfb81ea9417ffcd93a1/site/BlueArrowButton.gificon beside an assignment title to view and see a list of the learners included in the assignment.
* Click a learner's name to view details of their compliance. This will display the **Title**, **Assigned date**, and **Status** of both **Active** and **No Longer Active** assignments.
* Click the http://help.learnercommunity.info/Files/Org/327bfb8d0d5b4bfb81ea9417ffcd93a1/site/BlueFunnelBtn.gificon beside an assignment name to drilldown and view the compliance details for products within the assignment.
* Click the http://help.learnercommunity.info/Files/Org/327bfb8d0d5b4bfb81ea9417ffcd93a1/site/redXicon.pngicon to remove an assignment from the analysis.

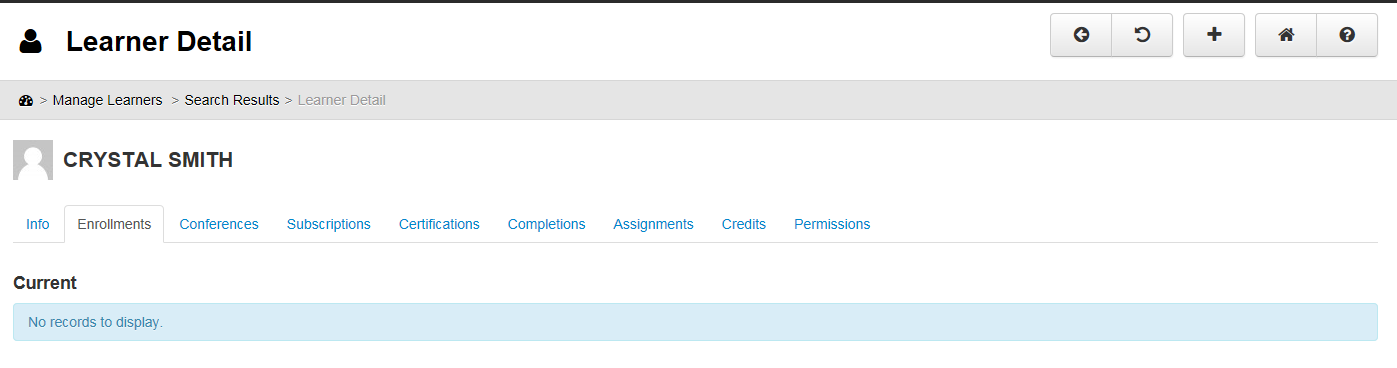




**Add an Enrollment**

[Under](http://help.learnercommunity.info/help/admin/learners/manage-learners/enrollments#accordion_67_collapse1) Manage Learners: Find the Learner to go to their page.

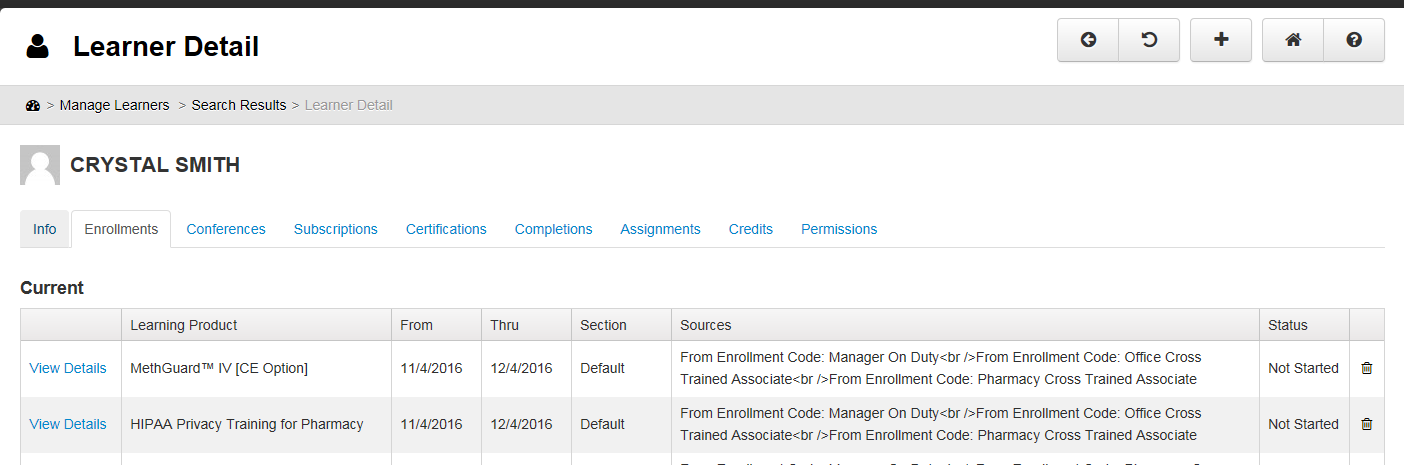
Go to the Enrollments Tab.



* Click the http://help.learnercommunity.info/Files/Org/327bfb8d0d5b4bfb81ea9417ffcd93a1/site/__button.png button to add a new enrollment to the learner's account.
* Select the Learning Product to be added and click the http://help.learnercommunity.info/Files/Org/327bfb8d0d5b4bfb81ea9417ffcd93a1/site/Addbutton.png button.
* The new enrollments will be added to the **Pending** table and will remain pending until the learner logs in and accesses their account.
* Enrollments added by an administrator will honor the **Default Term Days** from the learning product. If the term days start when the enrollment is fist viewed, the countdown will not begin until the learner accesses the enrollment. If the term days start when the enrollment is created, the countdown will start immediately after you add the enrollment.

**Delete an Enrollment**

[Under](http://help.learnercommunity.info/help/admin/learners/manage-learners/enrollments#accordion_67_collapse1) Manage Learners – Enrollments – click on the trash can next to the appropriate enrollment



**Enrollment Codes**

For convenience and accuracy, Enrollment Codes have been created to add a bundle of courses to a particular learner.

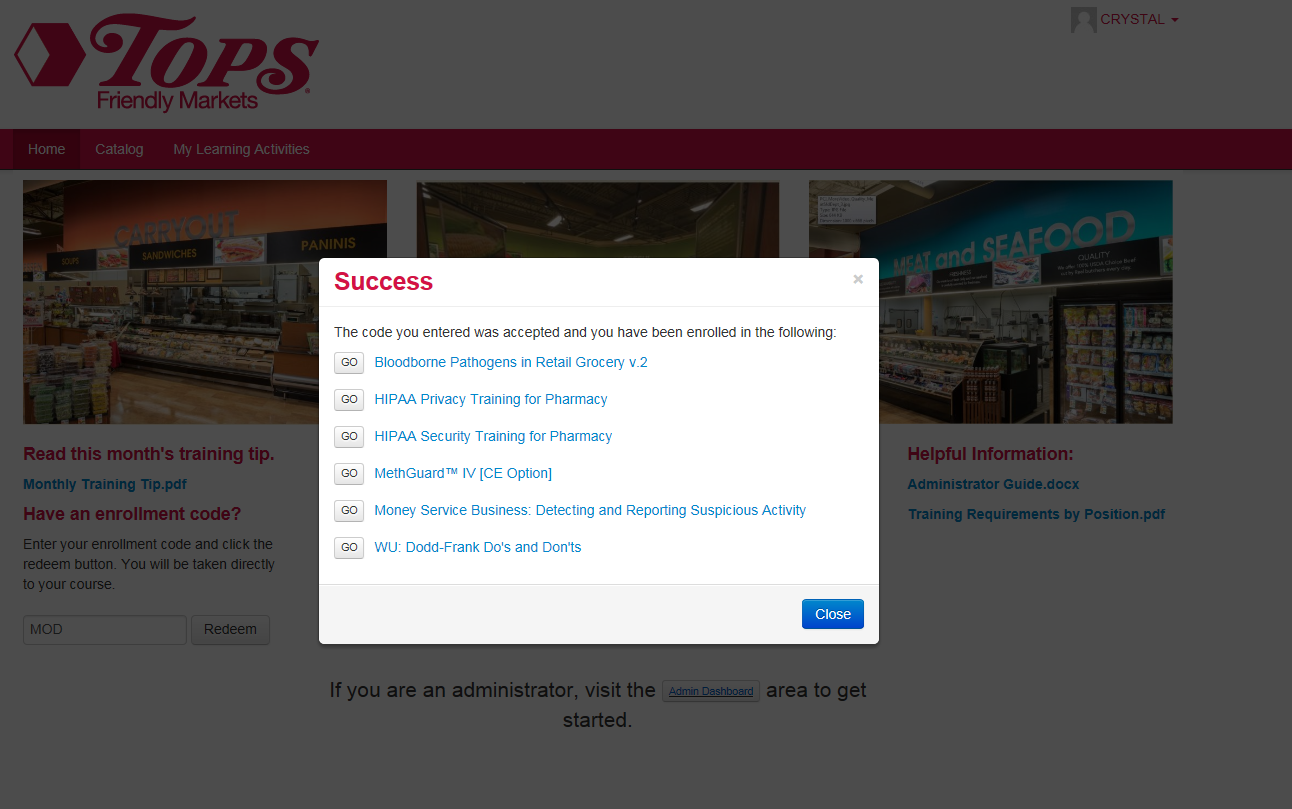
This is assigned directly from the Learner’s page, not under the Admin function.

Enter the appropriate Enrollment Code and Redeem.

**Office Cross Trained Associate** - Enter **OFCTRAIN** as the Enrollment Code

**Manager on Duty** – Enter **MOD** as the Enrollment Code

**Pharmacy Cross Trained Associate** - Enter **RXTRAIN** as the Enrollment Code



**Transcript Report**

To run a Transcript of all course completions for a learner, have the learner log in (or log on as them) and then next to their name in the drop down, choose My Account. Click on the Transcripts Tab, choose Completions, and then Print Transcript.



