LMS Supervisor Role Guide

1 Switch Between Learner and Supervisor Roles

Switch to Administrator role

1. Click the Main Menu button .
2. Select Admin from the list.

Switch to Learner role

1. Click the Learner Side button Learner Side under My Profile on the Admin dashboard.

2 View Course Completions

Display a summary of learner course completion

Open the Learner Activity Report to view a list of all learner with a summary of their course completions.

1. Click the Reports button on the left menu.
2. Select the Learner Activity report. The list of learners displays on a grid.

View and print learner transcripts

1. Select a learner on the list.
2. Click the grey Learner Transcript button on right.
   - To view a detailed list of course completions, click t blue Print Transcript button on the top right.
   - To print the detailed list, click the Print button.

Filter the Learner Activity Report by role

1. Click the Display Columns button on top left corner of grid to add the Main Role column.
2. Check Main Role and click outside the list to close it.
3. Click the Quick Search button next to the Main Role column heading.
4. Select a role from the second drop-down list
5. Click the Add Filter button.

3 Customize a View Layout

Sort by a column

1. Click on a column heading to sort by that column or change the current sort order. The Up arrow to the right of the colum heading indicates ascending order and the Down arrow indicates descending order.

Add a column

1. Click the Display Columns button .
2. Select the column(s) you want to add to the list and click outside the list to close it.

Move a column

1. Point to the top border of a column heading and drag and dro the column heading to where you want it to appear on the list

Filter the list

1. Click on the Quick Search button to the right of the column heading or click the Add Filter button above the grid t filter the list.
2. Select what you want to filter by from the available choices in the drop-down lists.
3. Click the blue Add Filter button to add the filter. The selected filter(s) are displayed in green boxes above the grid.
   - *To remove a single filter*, click the Remove Filter button next to the filter in the green box.
   - *To Remove all filters*, click the Remove All Filters button to the right of the green filter boxes.

4 Save and Set a Layout as a Favorite

Save a layout

1. Set the view layout you want.
2. Click the Saved Layouts button under the report heading
3. Click the Create New button, enter a name for the layout an click the Create New button.

Set a layout as your favorite

1. Click the Saved Layouts button .
2. Click the Star next to a layout you want to set as your favorit When you open the current view or report, it will default to th layout.