Switch Between Learner and Supervisor Roles

- Switch to Administrator Role (from Learner Experience)

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

- Switch to Learner Role (from Admin Experience)

  1. Click the **Account** button .
  2. Click the **Learner Experience** button .

Your Dashboard

Overview of eLearning Enrollment Status by Curriculum
When you first login to your Admin Experience, you will see bar graphs, which will provide you with a quick overview of how many of your learners have Not started, are In Progress, or have Completed their courses. The graphs are broken down as follow:
- **NSS Enrollment Status by Curriculum**: This graph shows the basic eLearning curricula and the status of your learner's progress.
- **NSS Enrollment Status by Curriculum - Clinical Roles**: This graph shows the Clinical Curricula that has been assigned, and the status of your learner's progress

Other Widgets
When you scroll down, you will be able to see other widgets on your dashboard:
- **Saved Reports**: If you save a report or a report layout, you will see that report here.
- **Logins**: View the number of learner logins over the past seven days.
- **My Activity**: Any Admin activity you do (ie accessing reports, logging in, etc) will show here.

View Course Completions

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

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

i. Courses Completed: How many courses the learner has completed.

ii. Enrollments: Total number of courses the learner has been enrolled in.

2. <u>View and Print Learner Transcripts</u>
    a. From the **Learner Activity Report**, select a learner from the list.
    b. Click the **User Transcript** button on the right.
        i. To view a detailed list of course completions, click the **Print Transcript** button on the right.
        ii. To print the detailed list, click the **Print** button.

3. <u>Filter the Learner Activity Report by Role</u>
    a. From the **Learner Activity Report**, click the **Display Columns** button on the top left corner of the grid.
    b. Check **Main Role** and click outside the list to close it.
    c. Click the **Filter** button next to the Main Role column heading.
    d. Select a role from the second dropdown list.
    e. Click the blue **Add Filter** button.

View Learner Competencies

1. <u>Display a Summary of Learner Competencies</u>
   Open the **Learner Competencies Report** to view a list of all learners with a summary of their competencies. Competencies are linked to course completions and associated earned badges.
    a. Click the **Reports** button on the left menu.
    b. Select the **Learner Competencies** report. The list of learners displays on a grid.

Customize a View Layout

Within any report, you can customize the layout to view the information however you want it to appear.

1. <u>Sort by a Column</u>
    a. Click on a column heading to sort by that column or change the current sort order. The Up arrow to the right of the column heading indicates ascending order and the Down arrow indicates descending order.

2. <u>Add a Column</u>
    a. Click the **Display Columns** button .
    b. Select the column(s) you want to add to the list and click outside the list to close it.

3. Move a Column
   a. Point to the top border of a column heading and drag and drop the column heading to where you want it to appear on the list.

4. Filter the List
   a. Click on the **Filter** button to the right of the column heading or click the **Add Filter** button above the grid to filter the list.
   b. Select what you want to filter by from the available choices in the dropdown list.
   c. Click the blue **Add Filter** button to add the filter. The selected filter(s) are displayed in green boxes above the grid.
      i. *To remove a single filter*, click the **Remove** button next to the filter in the green box.
      ii. *To remove all filters*, click the **Remove All** button to the right of the green filter boxes.

Save and Set a Layout as a Favorite

After you have customized the layout of the report to show the information how you want it to, you can save that layout so it is easily accessible the next time you access that report.

1. Save a Layout
   a. Set the view layout you want according to the instructions in the "Customize a View Layout" section.
   b. Click the **Saved Layouts** button under the report heading.
   c. Click the **Create New** button, enter a name for the layout, and click the **Create New** button.

2. Set a Layout as Your Favorite
   a. Click the Saved Layouts button .
   b. Click the **Star** next to a layout you want to set as your favorite. When you open the current view or report, it will default to this layout.

Revised 5/5/2022