

# LMS Manager Job Aid

## Prerequisites

• Confirm that you are signed in as a Manager.

This document covers the following topics. Click each link to go directly to that section.

- Enroll Learners
- <u>Compliance Dashboards</u>
- <u>Navigate Learning Summary</u>
- <u>Reports Dashboard</u>
- Adding Reports

## Enroll Learners

Managers can enroll Learners in courses, including Self Enrolled courses, individually or by user group.

### Step-by-step

- 1. Select **Courses** from left panel.
- 2. Locate the course, then hover your mouse over the 3 dots on the bottom right corner.

	Courses	
Showing data for Erin Vork's Team	List of all the Courses that have been assigned to you. Filter the Courses based on Skills, and their different states such as published and retired.	
🖌 Dashboard	Published All Retired Skills V Course Effectiveness V Search	Ξ
MY TEAM VIEW		
No. Learning Summary		
Compliance Dashboard	SELF PACED Published SELF PACED Published SELF PACED	Published
💱 Team Skills	NR NR	NR
LEARNING		
U Courses		
Learning Paths	Using the LMS Learner Portal Managing Learners in the LMS Using the LMS Course Course	
<b>Q</b> Certifications	Course	
🖈 Job Aids	2	

#### 3. Select Enroll Learners.

	Courses			
Showing data for Erin Vork's Team	List of all the Courses that have been assigned	to you. Filter the Courses based on Skills, and their different st	ates such as published and retired.	
🐔 Dashboard	Published All Retired Skill	s Course Effectiveness 🗸	Search	≡
MY TEAM VIEW				
Learning Summary				
Compliance Dashboard	SELF PACED Public	hed SELF PACED Published	SELF PACED	Published
🚰 Team Skills		R		NR
EARNING	Using the LMS Learner Portal			
Courses	Course			
Learning Paths	View Course	Managing Learners in the LMS	Using the LMS	
<b>Q</b> Certifications	Enroll Learners	> Course	Course	

- 4. Assign an instance in the Select Instance dropdown.
- 5. By default, you are prompted with the **Users** tab.
  - a. Enroll learners based on User Groups.
  - b. Select the **Email IDs** tab to enroll Learners by entering their email(s).
- 6. Under Include Learners, search and select Learners to enroll them by User or User Group.
- 7. Select Proceed.

	rs	
Select Instance:	Spring 2023 🗸 🗸	
Users Email ID	)s	
Include Learners		
	is in a set will only add users common in those groups. users and user groups from your team.	
Search	6	
New inclusion se     Exclude Learners     Select specific users	et s or user groups below, to be excluded from the above sets.	
Exclude Learners		
Exclude Learners Select specific users	s or user groups below, to be excluded from the above sets.	
Exclude Learners Select specific users	s or user groups below, to be excluded from the above sets.	_

- 8. View the **Summary** to verify your selections.
- 9. Select the Advanced Options dropdown and enter an Additional Comment if needed.
- 10. Select **Enroll**.

Summary	
8 • Users from inclusion sets: 1	
<ul> <li>Users from exclusion sets: 0</li> <li>Users already enrolled in this instandard</li> </ul>	co: A
osers direddy enrolled in this instan	чс. т
his may take some time. You can continue	to use Adobe Learning Manager while the enrollment
in process.	
ditional Commont	
dditional Comment	
ou can provide an optional comment for the	his enrollment
Please enter comment	
Please enter comment 9	
9	
9	
9 022 characters left	
9	

- 11. You are brought to a page with information about the course.
  - a. Select the dropdown to view enrolled Learners.
  - b. View the **Status** of individual Learner progress.

	Using the LMS Learner Portal	
Showing data for Org (Sample Scho	Learners	
Back	List of enrolled learners in various Instances of the Course. Select an In unenroll learners/mark completion/reset Modules/export progress report	stance to view and enroll learners, check the completion status. Use the Actions menu to IS.
MANAGE		
Learners	Select Instance: Spring 2023	Enroll Actions V Search learners
REPORTS		
L1 Feedback	Org (Sample School 1) St	atus 🔺 🔒
L2 Quiz Score L3 Feedback	Carrie Co	mpleted
Subscriptions		it Started
		k Started
PREVIEW Preview as Learner		
Preview as Learner	Sajda Co	mpleted

## Compliance Dashboards

The **Compliance Dashboard** is used to track Learner and course progress by adding one or more courses, learning paths, and/or certificates.

#### Step-by Step

- 1. Select **Compliance Dashboard** from the left panel.
- 2. Select the Learnings link.

	Compliance Dashboard	
Showing data for		
Org (Sample Scho 🗸	Org (Sample School 1)'s Enrolled Team :	2 elearnings
🐔 Dashboard		•
MY TEAM VIEW		
No. Learning Summary	No Data Available	
Compliance Dashboard	1	
💱 Team Skills		

- 3. Enter data to search and make selections in the dropdown. Repeat as needed.
- 4. Select Submit to see results.

Learnings	×
Search	
Type to search Courses, Learning Paths and Certifications	
eLearning Module 1 × eLearning Module 2 ×	
Cancel 4 Subr	nit

- 5. View results. You can select the Learnings link to add or remove criteria.
  - a. Track progress by Learner with Team View.
  - b. Track progress by course with Learnings View.



## Navigate Learning Summary

Upon sign in, you'll see the **Dashboard**. By default, managers see the **Learning Summary**, which tracks counts of user **Enrollments**, **Views**, and **Completions** across all available trainings.

1. Select the dropdown, then select a date range. By default, the LMS shows the most recent dates.



- 2. There are three ways to access more information about the Learning Summary.
  - a. Select Learning Summary from the left panel.
  - b. Select a highlighted portion(?) of any graph.
  - c. Select the **Details** link.

Pearson		÷ 🕚 -
	Team Dashboard	
f Dashboard	Learning Summary	
n Destadard	Org (Sample School 1)'s Team Size : 6	
MY TEAM VIEW		Dec 01, 2022 to today 👻
Learning Summary		
Compliance Dashboard	20 18	13
💱 Team Skills	Enroliments Views By By	Completions By
LEARNING	By By 4 5 People People	4 People
😻 Courses	rope	reque
E Learning Paths		
<b>Q</b> Certifications		
🖈 Job Aids		C Details >

3. On the Learning Summary page, you can track progress with more detail using Team View (by Learner) and Learnings View (by course).

	Learning Summary	Showing data for Org (Samp	le School 1) for duration	Dec 01, 2022 to today	♥ Actions ♥
Showing data for Org (Sample Scho V	Team View Learnings View	Org (Sample Sci	hool 1) (6)		
A Dashboard	🗌 Team & Members 🗘	Enrollments 🗘	Views 🗘	Completions 🗘	
MY TEAM VIEW	Carrie	2	2	1	
Compliance Dashboard	Jon	1	0	0	
💱 Team Skills	Chris	5	6	4	
LEARNING	Erin	9	7	5	
U Courses	🗌 Sajda	3	3	3	
Learning Paths					
<ul> <li>Certifications</li> <li>Job Aids</li> </ul>					

4. You can select any count in the **Enrollments**, **Views**, or **Completions** columns to see more information.

	Learning Summary Carter (Sample District 3)	Showing data for Di	strict (Sample District 3) for duration	May 01, 2022 to Apr 30, 🗴 Actions 👻
Showing data for District (Sample Di 🗸		Learnings Enrolled: Jon	athan	
🌴 Dashboard	Learnings(25) 🗘	Enrollment Date 🗘	Due Date 🗘	Progress 🗘
MY TEAM VIEW	V7 G9-12 Practice Completions Scorm2004 Sandbox Test	Feb 16, 2023	Not Available	0%
<ul> <li>Learning Summary</li> <li>Compliance Dashboard</li> </ul>	V6 G9-12 Practice Completions Scorm2004 Sandbox Test	Feb 16, 2023	Not Available	100%
👫 Team Skills	V5 G9-12 Practice Completions Scorm2004 Sandbox Test	Feb 16, 2023	Not Available	0%

## Reports Dashboard

On the **Reports** page, you can create custom dashboards and reports to view LMS data in one place. You can select and drag your reports in an order that best suits your needs.

Pearson		÷ 👔
	Reports	d Add
Showing data for		
District (Sample Di 👻	Sample Reports Dashboard Reports Shared Reports Subscriptions	
🐔 Dashboard	Learner Transcripts Create various types of reports to track and monitor learning activities. Click ADD to start creating reports. Reports can be grouped to	gether on a dashboard. You can
MY TEAM VIEW	have multiple dashboards. All reports or dashboards that you create will show up under 'Dashboard Reports'.	•
10 Learning Summary		g 🖪 Add Dashboard
Compliance Dashboard	View Dashboard: Default Dashboard	5 Add Dashboard
💱 Team Skills		_
LEARNING	Default Dashboard Description: My default dashboard.	<b>b</b> 🗵
U Courses		
Learning Paths	Effectiveness for Courses	
<b>Q</b> Certifications	Till Date / View By Manager	
🖈 Job Aids	100 -	
VIEW	90 -	
Reports	80 -	
Notifications	70 -	

#### The table below describes the purpose of each area on the **Reports** page.

Reports Dashboard Overview			
a. Dashboard Reports	Displays dashboards and reports that you've created.		
b. Shared Reports	View reports that other users have shared with you.		
c. Cubccriptions	Schedule dashboard reports to be emailed to you. Search		
c. Subscriptions	for a report, then select the checkmark to add it.		
d. Add	Add a report to <b>Dashboard Reports</b> .		
e. Learner Transcript	A detailed list of a learners LMS activity. You can run this		
	report for an individual user or for an entire group.		
	Select which dashboard you want to view. When you select		
f. View Dashboard	the <b>Add</b> button, the new report is added to the selected		
	dashboard.		
	A dashboard is a collection of reports. If you find yourself		
g. Add Dashboard	creating and viewing numerous reports, you may wish to		
	organize them on separate dashboards.		
h. Dashboard Dropdown	Select to Add Report, Edit Dashboard, or Delete Dashboard.		
	You cannot edit or delete the <b>Default Dashboard</b> .		
i. Report Dropdown	Select to modify, download, copy, or move a report. Select		
	the minus on the left to hide the report.		

# Adding Reports

You can create and add a variety of reports to your dashboards.

×	Add Report	×
Reports	Report	
	Type a Name D	
	Custom V Custom Report	
Sample Rep		
	✓ Show Report for	
Learner Tra Create varie	Y-axis C State(s) d	h be groupe
have multip	Course Statistics	
View Dasht		
	And (Secondary Y-axis)	
Default	None	
Descriptio	For (X-axis) °	
	Catalog 🗸	Complet
Till Date		
	▼ Time Span	View
100	Date* 🕒	
90 -	Last one month	
80 -		
	▼ Filters 1	
70 -	Manager (0) Profile (0) User Group (0) Content (0)	
60 -	Type Here	
50 -		
enes: - 06		
fectiv 5	Cancel	G9

The table below describes the purpose of each area on the Add Report window.

Add Report Overview			
	Select a pre-configured report in the dropdown or select		
а. Туре	Custom to create a custom report.		
b. Name	Enter a name for the report.		
c. Show Report for	Select a Y and X-axis for custom reports.		
d. State(s) (if applicable)	This only appears for certain report data selections and filters		
u. state(s) (ii applicable)	for the information you want to see on the report.		
e. Time Span	Adjust the time span for the data pulled.		
f. Filters	Filter your report to focus on critical information. Depending on your report data selections, a filter may be required.		