

Learner Navigation Resource Guide

This Learner Navigation Resource Guide will review key elements of your new Learning Management System (LMS). Your LMS home screen will be customized with your company logo and colors.

NOTE: If you are a supervisor of a community or group of communities – you will default to the **TEAM LEADER** view. Review **TEAM LEADER DASHBOARD** information provided at the end of this document.

Home Screen

The screenshot shows the LMS Home Screen with the following elements and callouts:

- Main Navigation Bar:** A blue bar at the top containing links for Home, Content Library, Achievements, and Live Sessions. A user profile icon with 'EM' is on the right.
- Profile/Dropdown Options:** A callout pointing to the user profile icon in the navigation bar.
- Status Overview:** A dark grey bar with four circular gauges: 'To do' (2), 'Overdue' (0), 'Completed' (0), and a calendar icon for '11 Login Week Streak'.
- Courses – All/In Progress/Past Due/Not Started:** A callout pointing to a grid of course cards, including 'E2L: Customer Service Series for Maintenance' and 'E2L: Fair Housing Series'.
- News/Calendar:** A callout pointing to a 'News' section with welcome messages and a 'Calendar' for August 2017.
- Leaderboard:** A callout pointing to a 'Leaderboard' section titled 'E2L Account Management'.
- Recent Achievements:** A callout pointing to a 'Recent Achievements' section.

- **Main Navigation Bar:** Learners can navigate to Content, Achievements, Live Sessions, and Messages. These screens are reviewed in the next sections of this LMS Navigation Resource Guide.
- **Profile Dropdown/Switch to Learner View (Team Leaders and Admins only)/Sign-Out:** Message anyone Select My Profile and Settings to upload a profile picture and edit selected profile settings. **NOTE:** Passwords can NOT be changed in this profile view.
- **Status Overview:** An overview of Courses To Do, Overdue, Completed and Login Week Streak.

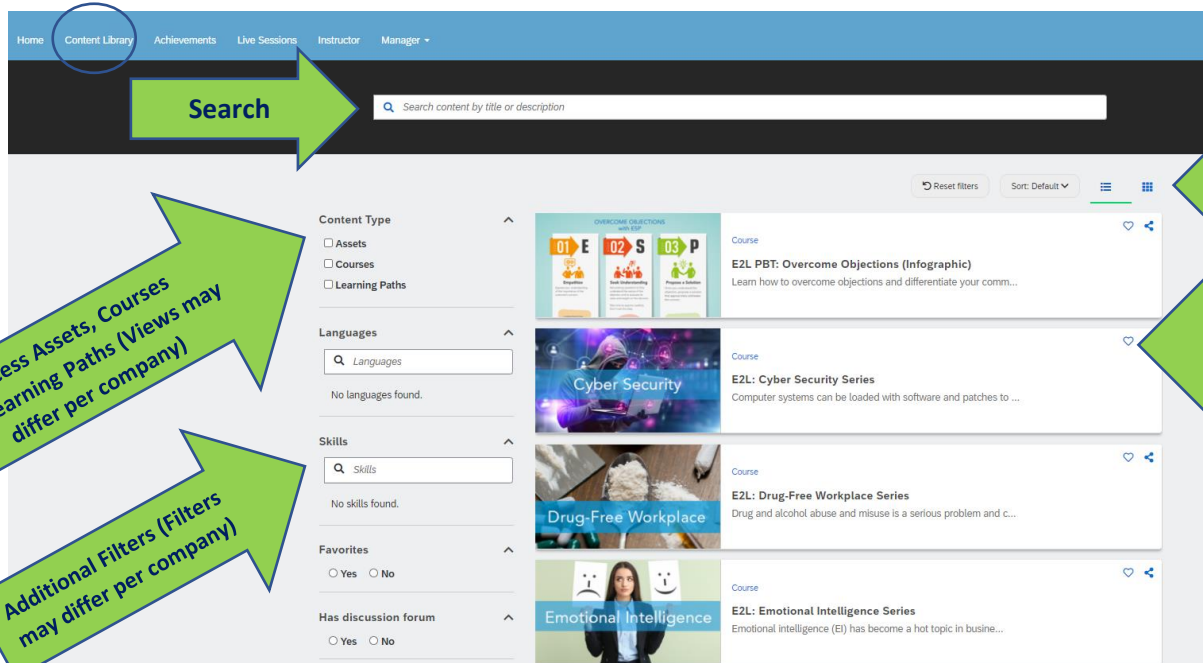
- Content – All/In Progress/Past Due/Not Started:** These four tabs will display all courses and which courses are in progress, past due and not started. All courses can be clicked to launch right from the Home screen. Courses assigned to a learner are indicated with a green due date. Overdue Courses are indicated with a red overdue action.



- News:** This section will include your company's latest news or events.
- Calendar:** The Calendar will display any live training events or webinars that may be available for learners to register to attend. Learners may register for a session or get more information by clicking on the calendar item.
- Leaderboard:** This section will be displayed if gamification is enabled for your company. The employee with the most badges or points will be listed.
- Recent Achievements:** This section will display up to three of the learner's most recent achievements. A view all link is available to display all achievements.

Content Library Tab

Your **Content Library** gives you the ability to take any additional courses you would like! (Can we say promotion?). We hope you take advantage of all offerings set up by your company to learn. Your view may differ slightly based on your company setup.



Access Assets, Courses and Learning Paths (Views may differ per company)

Additional Filters (Filters may differ per company)

List or Tile View

Mark Favorites by Clicking Heart Icon

Your **Content Library** will list all assets, courses and learning paths available (including those assigned) for the learner to take in the Learning Management System.

Achievements Tab

The **Achievements Tab** will display completed courses/learning paths and allow learners to access completion certificates (for applicable courses). If Gamification is enabled by your company, the **Achievements Tab** will also display the Leaderboard listing top performers and learner ranking.

The screenshot shows the 'Achievements' tab in the edge2learn LMS. The navigation bar includes 'Home', 'Course Library', 'Achievements' (circled), and 'Live Sessions'. The user profile for Pam Roberts is visible, showing 1 badge and 0 points. The 'Achievements' section lists three items: 'E2L ADMIN: Dashboard Overview' (achieved Sep 21, 2017), 'Customer Service Basic' (achieved Jul 7, 2017), and 'E2L: Fair Housing' (achieved Jul 7, 2017). A green arrow points to a 'Download certificate' link for the 'E2L: Fair Housing' item. The 'Leaderboard' section is titled 'Leaderboard For All Users' and lists Pam Roberts (1 badge, 0 points), Katy Lawson (5 badges, 500 points), Richard Cole (4 badges, 400 points), and Arron Adams (2 badges, 200 points). The 'Badges' section shows a 'Customer Service Badge' (achieved Jul 7, 2017).

Live Sessions Tab

The **Live Sessions Tab** will display Available, Registered and Past Live Training/Webinar Sessions presented by your company. Learners may register for a session or get more information by clicking on the listed session.

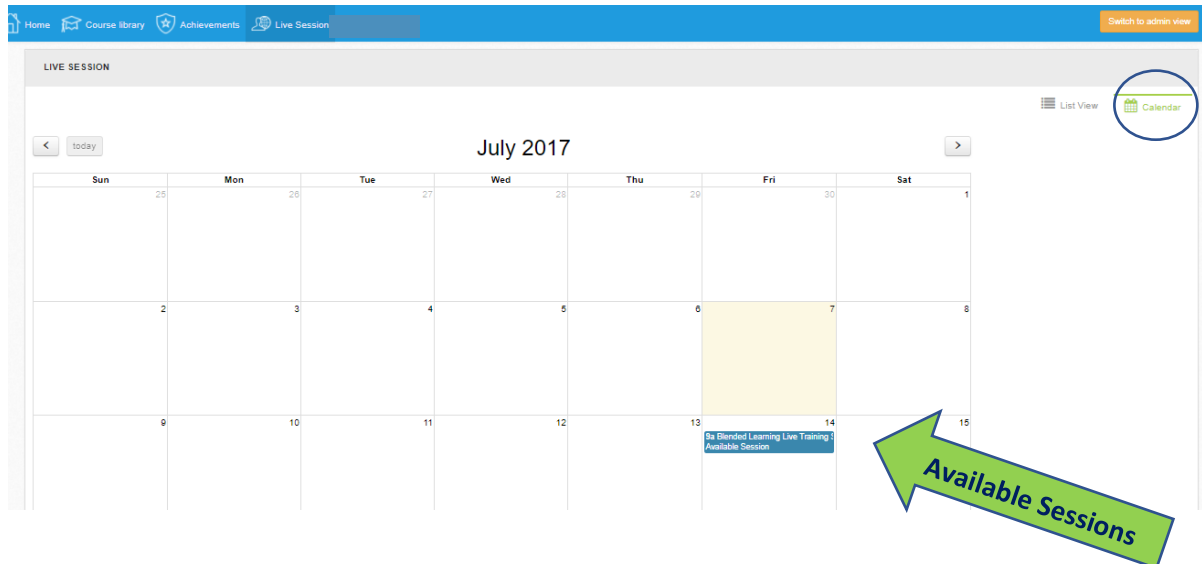
A Calendar View is also available on the right of the screen.

The screenshot shows the 'Live Sessions' tab in the edge2learn LMS. The navigation bar includes 'Home', 'Course Library', 'Achievements', and 'Live Sessions' (circled). The user profile for Pam Roberts is visible, showing 1 badge and 0 points. The 'Available Sessions' section contains a table with the following data:

DATE TIME	INSTRUCTOR	LEARNING PATH	COURSE	MODULE	SESSION
Jul 14, 2017 9:00 AM - Jul 14, 2017 5:00 PM (Eastern Standard Time)	Arron Adams		Blended Learning	Blended Learning Live Training Session	Blended Learning Live Tra... LEARN MORE

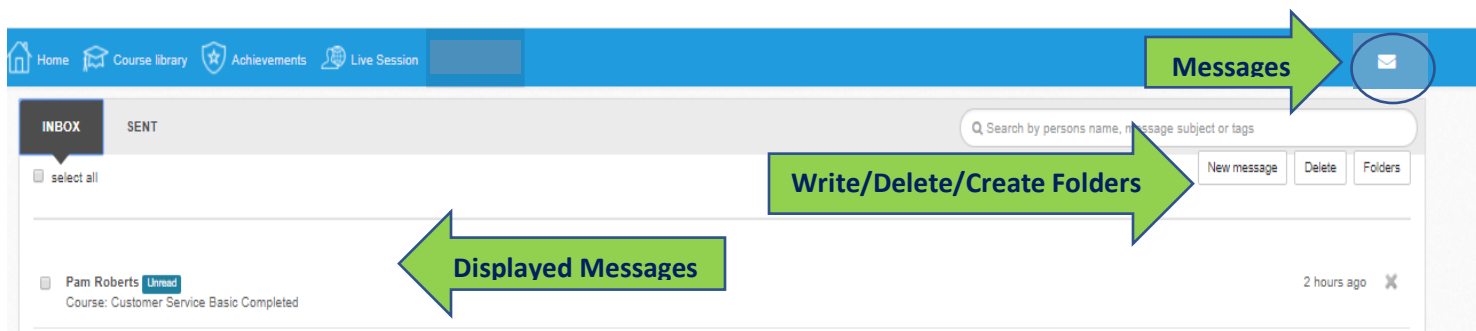
Below the table are navigation controls: 'First', 'Prev', '1', 'Next', 'Last'. The 'Your Registered Sessions' and 'Your Past Sessions' sections both show 'There are no sessions'. A green arrow points to the 'LEARN MORE' button. Another green arrow points to the 'Calendar' icon in the top right corner.

The calendar view of **Live Sessions** Tab will also enable a learner to register for a session or get more information by clicking on the listed session.



Messages Tab

The Messages Tab allows learners to receive and send messages within the LMS and to external email if the user's email address is listed in the LMS. Messages can be deleted if no longer needed. Folders can be created by learners to store messages.



INBOX **SENT**

select all New message

Aaron Alton, 23 minutes ago
Please complete your course

COMPOSE A NEW MESSAGE

To:
Type the first name, last name, username, team name or course title

Subject

B I | | Size - | -

Press Alt+0 for help with text editor keyboard commands.

Send or Cancel

Course Overview

Once a course is accessed, the module(s) of the course will be displayed. All modules of a course must be completed to register a course completion in the **Achievements Tab**. To begin, click **Begin the course** (or Continue this course if already saved) or click to select a module.

edge2learn

Home Course Library **Achievements** Live Sessions PR

Course Library / E2L Learner Orientation

E2L Learner Orientation
This course contains a learner dashboard overview of your Learning Management System (LMS). Refer to Additional References to obtain a PDF Learner Dashboard Resource Guide.

50% **Course Status**

[Continue this course](#) [Unenroll](#)

Modules Additional References

Module Status

- ✓ Welcome to Edge2Learn Orientation
- E2L Orientation Learner Navigation Video

Click to begin or continue

Course Navigation

Once a module is opened in a course, the content will display. Once a module is completed, click **My Next Module** to proceed. A learner may save the course progress by clicking **Exit**. The course will reopen in the saved location.



Once the course is completed, the course results (listed by module) will display with the option to view/print/save the course completion certificate (if applicable). **Note:** The Course Certificate does NOT display within the course.

Team Leader Dashboard

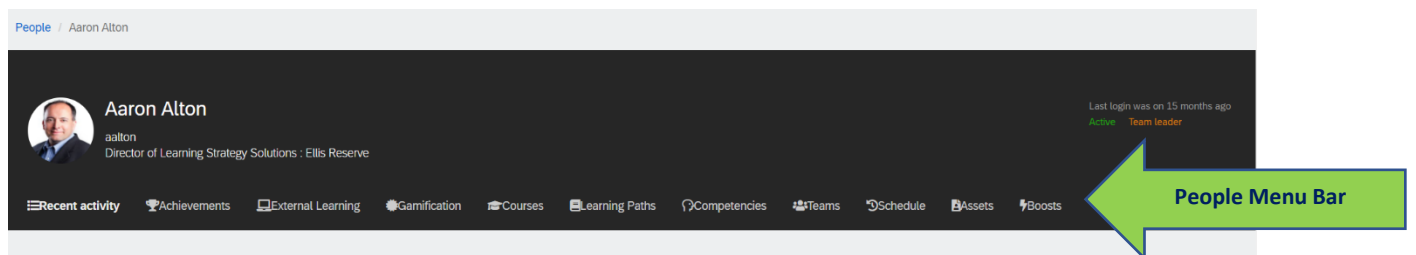
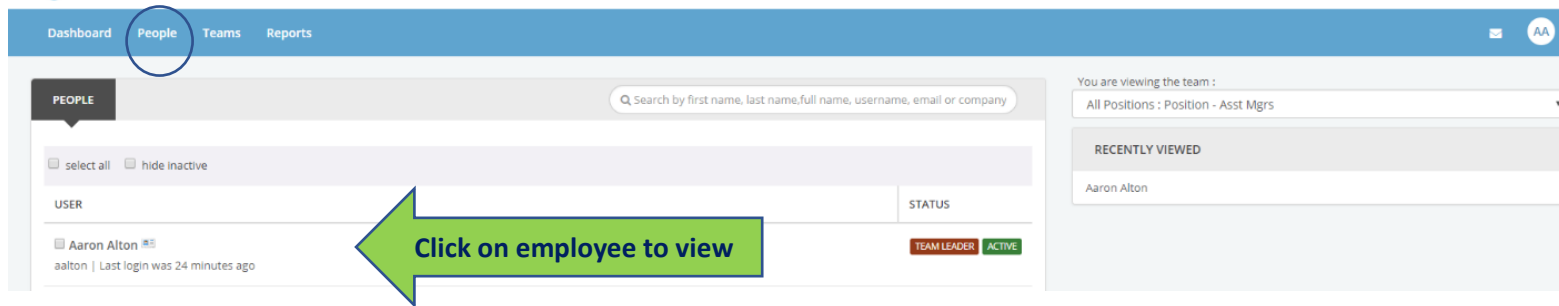
If you are a supervisor of a community or a group of communities, your default landing page is the Team Leader Dashboard. Your access is **Team Leader** in your company's LMS. To switch to **Learner View** to access your courses, click the dropdown arrow next to your initials on the top right menu.

This Admin Dashboard gives Team Leaders the ability to view reporting information on all learners in that team (or teams). A Team Leader can toggle between the Team Leader (Admin) and Learner Dashboards.

- Marking (not all Team Leaders will have this function available) allows grading of assignments for teams.

People Tab

The People Tab will allow Team Leaders to view a list of all team members. Each team member can be selected to view tabs of training history information.



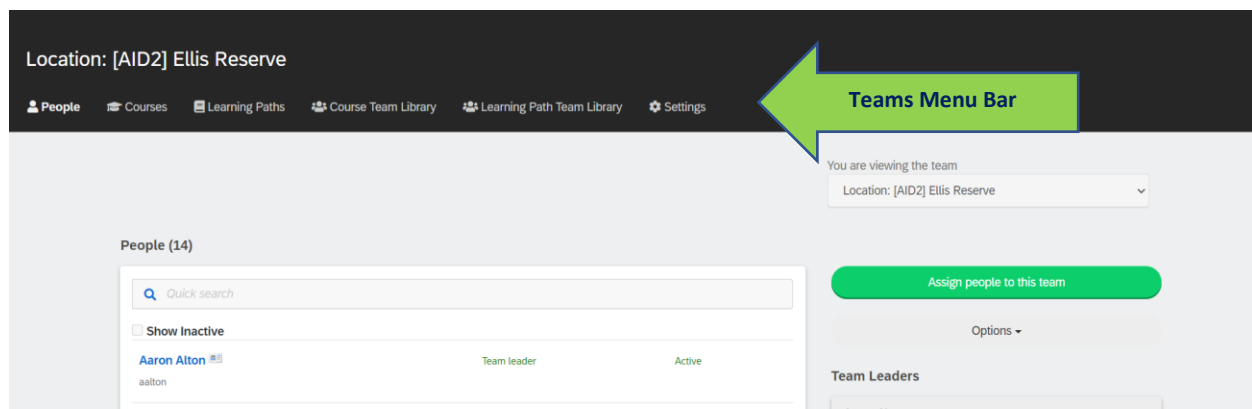
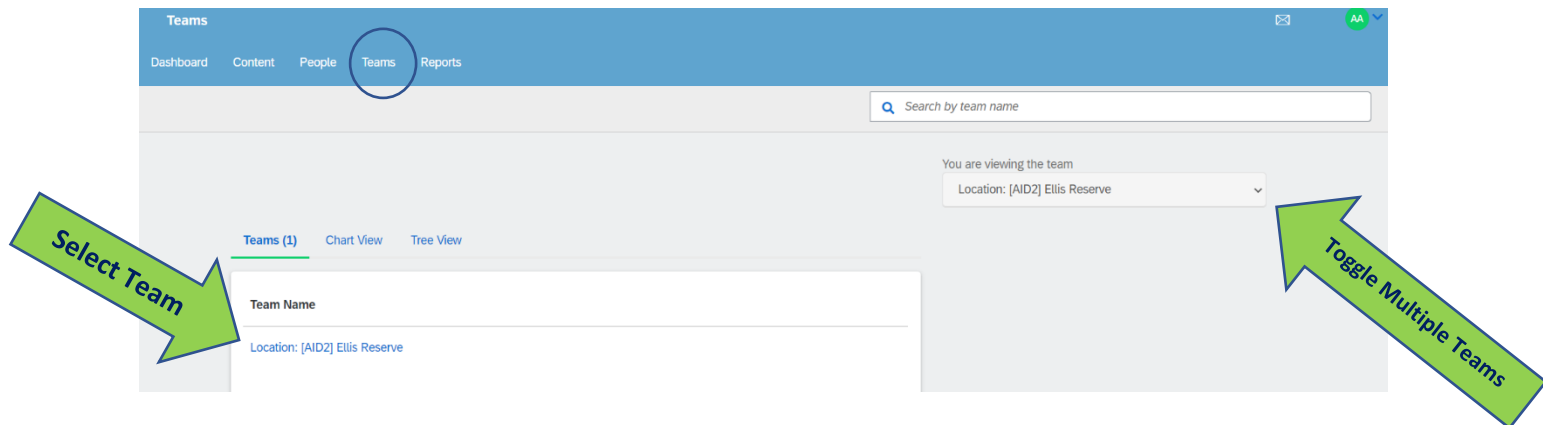
PEOPLE MENU BAR

Note: Some Menu options may not display information if not utilized by your company

- **Recent activity:** Displays all activity performed by learners.
- **Achievements:** Displays all achievements for learners.
- **External Learning:** Displays manually entered scores or completions from other organizations.
- **Gamification:** Displays all points and badges if gamification is enabled on LMS.
- **Courses:** Lists all assigned courses.
- **Learning Paths:** List all assigned Learning Paths.
- **Competencies:** Skills assignments
- **Teams:** Lists all teams a learner is assigned.
- **Schedule:** Lists all Instructor Led/Webinars a learner has registered for or is assigned.
- **Boosts:** Lists all boost questions as assigned by the company.

Teams Tab

The Teams Tab will display a list of all team members. If a Team Leader is allocated more than one team, the dropdown arrow will display each team for selection.



TEAMS MENU BAR:

- **People Tab:** A list of learners assigned to a team.
- **Courses Tab:** A list of courses assigned to a team.
- **Learning Paths Tab:** A list of Learning Paths assigned to a team.
- **Team Library:** A list of courses that team members have access to in the learner course library.
- **Settings Tab:** View Only Team and Description.

Reports Tab

The **Reports** tab gives you access to real-time results, enabling you to easily keep track of individual trainee progress or compare the results of teams within your LMS. All reporting information that is stored in your LMS can be exported at any time as a PDF or CSV files from the **Quick Reports** area and emailed as a CSV file. You can also view Login Activity in Usage Reports on the bottom right.

There are three types of report information within the reports tab:

- Live Reports
- Quick Reports
- My Favorite Reports

The screenshot shows the Reports Tab interface with several key elements and annotations:

- Summary Cards:**
 - Courses completed: 25
 - People created: 1
 - Never logged in: 0
 - Assigned courses completed: 70%
- Annotations:**
 - A green arrow labeled "Live Reports" points to the "Active courses" section.
 - A green arrow labeled "Quick Reports" points to the "Most active people" bar chart.
 - A green box labeled "My Favorite Reports" highlights the "Manage Reports" section.
- Main Content:**
 - Active courses:** A box stating "There is no historical data yet".
 - Most active people:** A bar chart showing two bars. The top bar is labeled "21" and the bottom bar is labeled "4".
 - Quick reports:** A list of report categories including Learning Paths, Courses, People, Teams, Modules, Assessment, Survey, Scorm or Tin Can, Compliance Summary, Achievements, Points And Badges, ILT, and Boosts.
 - Usage reports:** A list including Login activity and Never logged in.
 - Manage Reports (My Saved/ Favorite Reports):** A section with a green header "My Favorite Reports" and a sub-header "Created by me (0) Shared with me (0)". Below it, it says "Then Save the report for quick access later."

My Favorite Reports

You can save any custom report that you create, which is useful if you know you'll want to run it on a regular basis. Once the report has run, click **Add to Favorites**. You will always have the choice to filter and export the report next time you come back.