

# E-Learning Facilitator Manual

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**Important:** If you are the only person who will be studying the courses and, therefore, do not have multiple Learners for whom you need to setup profiles, there is no need for you to consult this manual.

If you are the only Learner involved, you are all ready to go. Please login with the Customer ID and Password you were issued upon purchase and click on the “My Content” tab to start taking your courses!

***Last updated  
April 12, 2013***



For Questions About My E-Learning Account: Email [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com).

Please provide your Customer ID when communicating with us to expedite the process. Please keep your Customer ID and Facilitator Password confidential and in a safe place.

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## Welcome

Welcome to Employers Group E-Learning Learning Management System. As the Facilitator of this web-based service, you can:

- Set up access for individual Learners to the course(s) available in your account
- Produce a variety of reports to monitor Learner activity including certificates of completion, and
- Take the purchased course(s) yourself at no additional charge (just click My Content after you login).
- Purchase additional courses directly from your existing account.

**Terms of License (Account):** Your account is active for one year (365 days) from date of purchase. To renew your account, additional courses will need to be purchased to extend the term of your account or an administrative access extension may be purchased. Contact [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com) for more information.

**Administrative Walk Thru Orientation:** Available for a nominal fee. Contact [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com)

**Purchasing Additional Training Courses:** Once you have purchased a license, you can add training seats to your account at any time by making an online payment through the **“More Content” tab – See Page 7**. Once purchased, the seats will be made available in your account for immediate assignment and can be viewed when you go to “Add a Learner”. If you have any questions, please contact [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com).



**Tip:** To see the balance of courses remaining in your account’s inventory at any time, run the “Programs Purchased and Assigned Report”.


### **Important: Exams and Certificates of Completion from the Learner’s Perspective:**

Many e-learning courses include a final exam/assessment. A final exam may be accessed through an examination link or may be embedded on the last page of the module and accessed by clicking an in-module “Test” button. Each Learner is given 3 attempts (may vary by course) to pass the exam. Please note that in-module exams accessed from a Quiz button do not track on the system. If you are not sure about whether or not an assessment is tracked, contact [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com) with your Customer ID and Password to see if the assessments in your course(s) will be tracked.

Passing Score: 80% or higher in most cases is considered a passing grade.

*Once an exam is passed, it can no longer be accessed or reviewed. Launching the assessment and viewing the questions counts as an attempt, even if no answers were chosen and/or submitted.*

### **How Learners can print certificates after passing the exam:**

1. Click  from the My Content tab screen. The certificate button can also be accessed from the status panel (which is launched by clicking “Completed” to the left of the certificate button on the main My Content screen). In some cases, Learners can also print certificates from their Report Card.

**To Review Assessment Answers as a Learner:**

Learners can only review their test results **prior** to printing out their certificate and/or exiting the assessment window. Once you've exited the assessment window and the certificate is printed, the results are no longer available for review.

**To Reset an Exam for a Learner:**

If a Learner does not pass the exam in 3 attempts and needs a reset, please contact [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com).

**To Print a Learner's Certificate of Completion:**

Access the Learner's results in the "Learner Report Card" to print his/her certificate. Please see page 10.

**Bulk Upload of Learner Data for Automatic Creation of Learner Profiles**

For purchases of thirty (30) or more E-learning courses, a one time courtesy bulk upload is available. To arrange for a bulk upload, please email [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com) for a Bulk Upload Template. For purchases less than thirty (30), a nominal fee will be applied for the bulk upload. Contact us for more info.

The spreadsheet should contain 5 columns in the following order:

1. Password (must be a *unique* identifier) created by the Facilitator. No two learners should have the same passwords. It can be an employee number or email address, and must be at least 4 characters in length, using only English alphabet, numbers and the following characters: underscore, period, short dash or the @ symbol. Do NOT embed any of these reserved words into the password: "ALTER DROP DELETE INSERT UPDATE". Do NOT include any spaces in the Password. Passwords are not case sensitive.
2. Learner(s) first name.
3. Learner(s) last name.
4. Learner(s) email address (used for sending email notifications to Learners). Do not include any spaces in the email address. Leave blank if no email is available.
5. Course title(s) to be assigned to the Learner.

**Sample Spreadsheet**

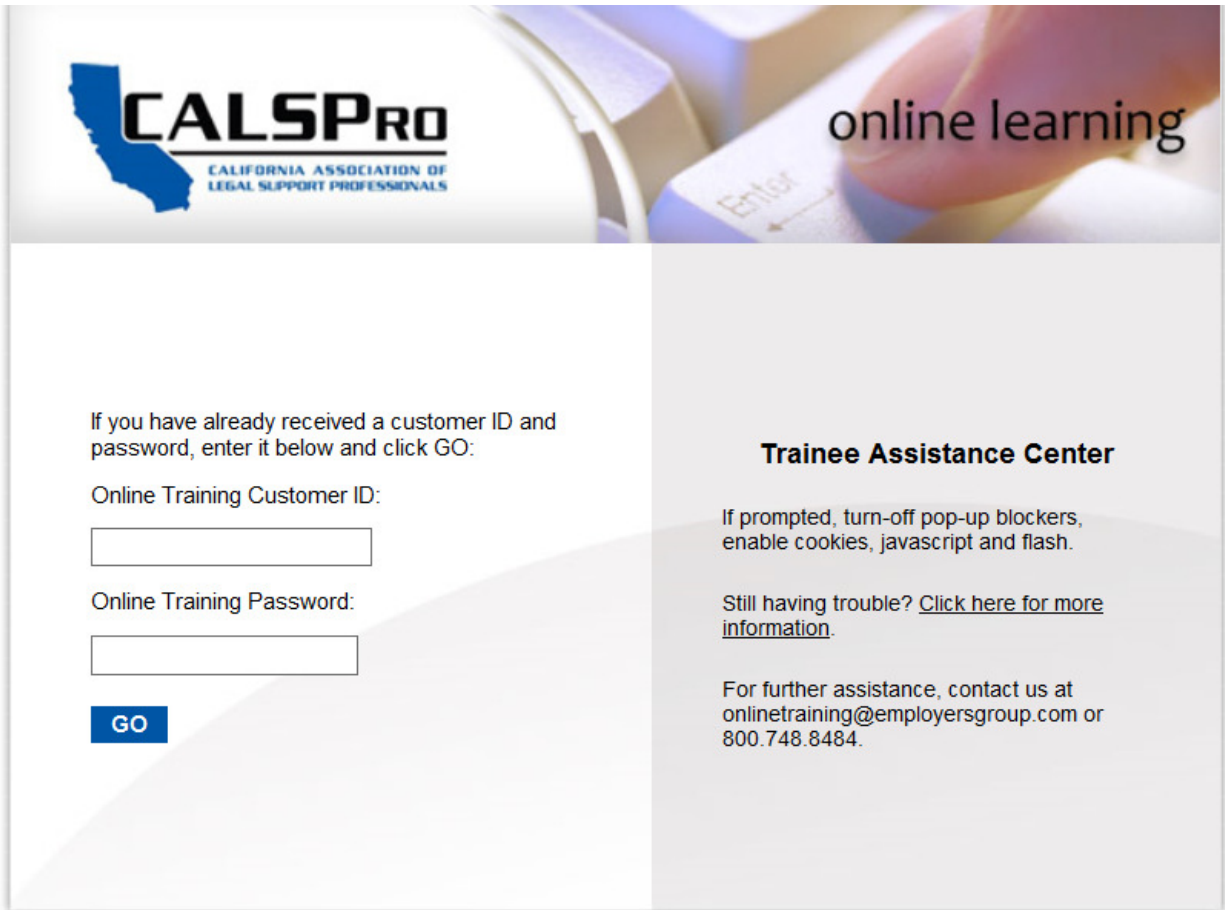
**Note:** Column headings must be presented as shown below; they must appear in the specified order for the upload to be completed.

|   | A  | B          | C         | D  | E                              |
|---|--|------------|-----------|--|--------------------------------|
| 1 | Password   | First Name | Last Name | Email address                                      | Course title(s) to be assigned |
| 2 | <a href="mailto:bsmith@abc.com">bsmith@abc.com</a> | Bob        | Smith     | <a href="mailto:bsmith@abc.com">bsmith@abc.com</a> | WHMIS                          |
| 3 | <a href="mailto:sbrown@abc.com">sbrown@abc.com</a> | Susan      | Brown     | <a href="mailto:sbrown@abc.com">sbrown@abc.com</a> | Office Ergonomics              |

## Signing In / Accessing Your Account as the Facilitator

To sign in as the Facilitator of the e-learning site:

1. Open your Web browser. Go to: <http://vubiz.com/CALSPRO>
2. Turn off any pop-up blockers that may be active in your browser. To disable pop-up blockers, please see <http://vubiz.com/v5/Public/BrowserIssues.htm> or contact your Internal IT department for assistance on how to disable.
3. Type in the **Customer ID** and **Password** that were issued to you at the end of the transaction.
4. Click "GO".



**CALSPRO**  
CALIFORNIA ASSOCIATION OF  
LEGAL SUPPORT PROFESSIONALS

online learning

If you have already received a customer ID and password, enter it below and click GO:

Online Training Customer ID:

Online Training Password:

**GO**

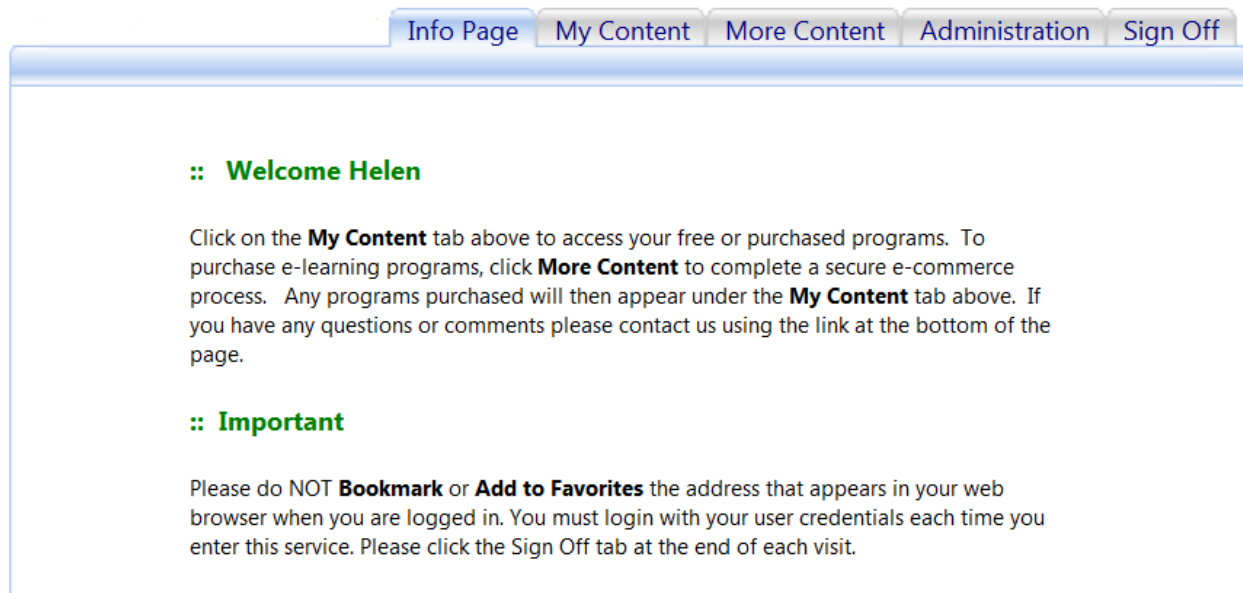
**Trainee Assistance Center**

If prompted, turn-off pop-up blockers, enable cookies, javascript and flash.

Still having trouble? [Click here for more information.](#)

For further assistance, contact us at [onlinetraining@employersgroup.com](mailto:onlinetraining@employersgroup.com) or 800.748.8484.

After signing in, a new screen will appear. At the top of this screen, you will see 5 tabs:



### ***Info Page***

The Info Page contains general information and tips on using the service, including your E-Learning Account Customer ID, Password, Account Expiration Date, etc.

### ***My Content***

This is the tab from which courses are accessed. Click description to see details of the course, or a module within a course.

To access a module, click on the Launch button.

### ***More Content***

Use this tab to purchase additional courses. This will require a credit card to complete the transaction. Once purchased, the seats will be made available in your account and can be viewed when you go to the "Add a Learner" tab and can be assigned to Learners immediately.

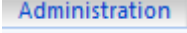
### ***Administration***

To access the **Facilitator Services**, click on the **Administration Tab** on the Learning Management System. There are various features and reports available to manage and monitor the Learners in your account. You can set up a new learner profile, edit existing profiles, run a Learner Report Card, print certificates of completion, etc.

### ***Sign Off***

Click on this tab to log out of the e-learning platform.

## Facilitator Services / Account Administrator

To begin setting up your Learners in your Multiple-Learner account, click on the  tab. The various features and reports available under the Administration Tab are:

My Profile (*Your personal information*)

Add a Learner (*Setup a new Learner*)

Learner Report (*Lists all of your Learners and their login details*)

Learner Report Card

Activity Report

Assessment Report

(*Detailed reports on learner training activity*)

Programs Purchased and Assigned (*Check your account's training inventory*)

Completion Status Report - Online Version

Completion Status Report - CSV Download

InCompletion Report - CSV Download

(*only available for accounts using email alerts*)

(*Summaries of account-wide training completions*)

### My Profile

My Profile is where information on you, the Facilitator, can be viewed and edited – your password, first and last name and email address.

The Facilitator is provided with one (1) complimentary access to the purchased course(s) at no additional charge. For example, if 10 course seats have been purchased for Harassment, then the facilitator will receive a complimentary access to the same course. The access is good for a one time use only. Changes in Facilitators does not provide a 2<sup>nd</sup> complimentary access.

To access the complimentary Facilitator courses, click on the My Content tab to take the course(s).

### How to Add a Learner / Assign Courses

**Important:** To send out notification emails to learners when you assign training, activate the feature on your account **BEFORE** adding your Learners. See page 14 for details on activating the email alert feature (available on all accounts). Emails will originate from OnLineTraining@employersgroup.com



**Email Alert System.** To set up the email alert function for your entire E-Learning Account, click on the Enable Button to turn on the system. Click on the Enable button first, then proceed to set up the learner profile for your trainees.

To **Turn OFF** the Email Alert System for your entire account, including future reminder notices, click on the Disabled Button.

Emails are scheduled to go out to all active learners biweekly from date of assignment up until the assigned courses are completed. The frequency of the emails cannot be altered.

The account in the example below has the email feature Enabled, hence, the Disable button appears.



Before a Learner can begin taking a course, the Facilitator must set up a Learner profile (see below) **and assign one or more course seats to the profile**. Note that each course title corresponds to a program number such as P1176EN, so the system identifies a course seat as a program.

When you click “Add a Learner” from the Administration tab, you will be brought to the screen below.

---

**Add a Learner**

This site is currently configured to automatically alert a Learner by email whenever program(s) are assigned to his/her profile. The email alert provides access instructions to the Learner and indicates that program(s) have been assigned by you, the account Facilitator. A Learner must have a valid email address in his/her profile below in order to qualify for email alerts. If this feature is not needed for any of your Learners, please click **Disable** below.

Disable

|                            |  |
|----------------------------|--|
| <b>Password :</b>          | <input style="width: 90%;" type="password"/><br><small>Must be unique using only English alpha, numeric and "_.-@" characters.</small>   |
| <b>First Name :</b>        | <input style="width: 90%;" type="text"/>   |
| <b>Last Name :</b>         | <input style="width: 90%;" type="text"/>   |
| <b>Email Address :</b>     | <input style="width: 90%;" type="text"/>   |
| <b>Organization :</b>      | <input style="width: 90%;" type="text"/>   |
| <b>Memo :</b>              | <input style="width: 90%;" type="text"/>   |
| <b>First Visit :</b>       |  |
| <b>Active :</b>            | <input type="radio"/> No <input checked="" type="radio"/> Yes<br><small>Allows or disallows access to this service.</small>  |
| <b>Programs Assigned :</b> | <div style="background-color: yellow; padding: 2px;"><b>No program(s) currently assigned</b></div> <p style="font-size: small; margin-top: 5px;">You need to assign one or more programs to this learner from the list of programs below. Click to highlight a program title, then click the Update button to apply your selection and save the learner profile. Use Ctrl+Click to make multiple course selections.</p> <p style="color: red; font-size: x-small; margin-top: 10px;">Note: Facilitators can assign one or more programs to a Learner, but once updated, these program(s) cannot be unassigned. Facilitators must contact their Account Manager for assistance in the reassignment of programs.</p> |

Note: The program assigned field in the screen shot above indicates that no programs (courses) has been assigned yet.

|  |   |
|--|---|
| P1772EN (available: 0012) - Additional supervisory courses automatically included with the<br>P1888EN (available: 0028) - Handling Violence in the Workplace<br>P1940EN (available: 0003) - Harassment Prevention for Employees [Federal]<br>P2629EN (available: 0017) - Drug Free Workplace<br>P2734EN (available: 0020) - Preventing Harassment and Illegal Discrimination for Supervisors |   |
| <b>Above Programs Updated :</b>  |   |
| <b>Email Alert ?</b>   | <input checked="" type="radio"/> Yes <input type="radio"/> No<br>Turning this off (ie clicking <b>No</b> , will suspend the automatic email alert for this individual learner. When you turn it back an alert will be sent at the next scheduled run. |
| Update with caution. Facilitators can assign one or more programs to a Learner, but once updated, these program(s) cannot be unassigned.   |   |
| <div style="display: inline-block; border: 1px solid black; padding: 5px 15px; margin: 5px;">Return</div> <div style="display: inline-block; border: 1px solid black; padding: 5px 15px; margin: 5px; margin-left: 20px;">Update</div>   |   |
| <a href="#">Learner Report</a> <a href="#">Add a Learner</a>   |   |

**To set up a Learner and assign a course seat (program) to his profile:**

1. Enter a UNIQUE password (no two trainees should have the same password). Minimum of 4 characters (no spaces).
2. Enter the First Name and Last Name of the Learner.
3. Enter the Learner's email address (mandatory if using email alerts). Leave blank if no email is available (learners without emails will not receive an email with their log in info).
4. Beside Active, click the **Yes** radio button to allow access to the system. If a learner needs to be denied access, click on the **No** radio button to deactivate the password and deactivate their access. **This is set to Yes by default.**
5. From the list of courses "available", assign one or more course seats (programs) to the Learner by clicking on a course title to highlight it. (You can assign 2 or more course seats to a Learner by holding down the 'Ctrl' key while simultaneously clicking on the course titles to be assigned.)

|   |
|---|
| P1059EN (available: 0001) - Systematic Selling - The Complete Program<br>P1086EN (available: 0001) - Introduction to Financial Statements<br>P1109EN (available: 0034) - Health and Safety for Managers and Supervisors (CCOHS) |
|---|

6. Confirm that all information you have entered is correct and then press **Update** to complete the process and attach the assigned course(s) to the Learner profile.

After each Learner has been setup, you will be brought to the Learner Report screen (below) that lists the Facilitator and the Learners.

| Group | Name, Organization<br>Email Address | Active? | Password<br>Memo        | First Visit<br>Last Visit    | Expires      | # Site Visits<br>Total Hours<br>Online | Resend<br>Email Alert |
|-------|-------------------------------------|---------|-------------------------|------------------------------|--------------|--|-----------------------|
|       | Helen Eggleston                     | Yes     | <a href="#">NEWTEST</a> | Mar 09, 2012<br>May 14, 2012 | Feb 05, 2014 | 15<br>1.7                              |                       |

[Restart](#)

[Add a Learner](#)

From this screen, click “**Add a Learner**” to create a learner profile for the next Learner. This can be done for as many learners based upon course purchased.

By clicking "Restart", you can:

- Confirm that all Learners are created properly
- Create reports based on the parameters you set – see “Learner Report” below.



Example of a successful Learner assignment will include the course assignment. Learner profile will display the following:

**Programs Assigned :** [P1254EN](#)

A Learner who was not properly assigned a course, will receive a message stating: “There are no programs available” upon logging in.

To verify if the course has been correctly assigned, run the Learner Report or the Programs Purchased & Assigned Report.

#### Notes:

- Each course assignment will reduce the number of available courses.
- Once a course seat (program) is assigned to a Learner profile, it cannot be unassigned and it is removed from the list of courses that can be assigned to that Learner.
- Once all the courses have been exhausted and assigned to learners, the course title will disappear altogether from the list of available programs.
- You can only assign a course that you’ve already purchased.

**Edit a Learner’s Profile:** Once a Learner has a profile setup, you may wish to edit their profile (e.g. change in email address or typo in spelling their name). To access a learner’s profile, run the Learner Report and locate the Learner in the list. Click the Learner’s password in the Password column to open and edit his/her profile, make the changes needed and then click Update.

**Deactivating A Learner :** Choose the “No” toggle beside Active in the Learner profile, then click Update.

**Active :** ☒ No ☐ Yes

Allows or disallows access to this service.

**Deleting A Learner:** Facilitators cannot delete a Learner from the database (you may deactivate them – see below). To delete a learner, please contact [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com)

## Learner Report

The Learner Report lists all Learners in your account. Simply click on the Learner Report link from the Administration tab to see the following options in running the Learner Report.

|                                |  |
|--------------------------------|--|
| <b>Include :</b>               | <input checked="" type="checkbox"/> Learners     |
|                                | <input checked="" type="checkbox"/> Facilitators |
| <b>and Inactive Learners ?</b> | <input checked="" type="radio"/> Yes             |
|                                | <input type="radio"/> No                         |
| <b>Finding values that :</b>   | <input checked="" type="radio"/> start with      |
|                                | <input type="radio"/> contain                    |
| Password :                     | <input type="text"/>                             |
| First Name :                   | <input type="text"/>                             |
| Last Name :                    | <input type="text"/>                             |
| Email Address :                | <input type="text"/>                             |
| Memo :                         | <input type="text"/>                             |
| <b>from Group :</b>            | All  |
| <b>Format :</b>                | <input checked="" type="radio"/> Online          |
|                                | <input type="radio"/> MS Excel                   |
| <div>Continue</div>            |  |

To produce the **Learner Report**, choose from one or all of the following parameters:

**Include** – Determine whether you wish to include Facilitators or Learners only.

**Include Inactive Learners** -- Determine whether you wish to include inactive Learners or just active Learners.

**Finding Values That** – This enables you to list only learners whose Password, First Name, Last Name or Email Address either *start with* or *contain* specific values.

**Format** – Choose to view the report Online or in MS Excel format.

Click "Continue" to get the following output online.

| Group | Name, Organization<br>Email Address | Active? | Password<br>Memo        | First Visit<br>Last Visit    | Expires      | # Site Visits<br>Total Hours<br>Online | Resend<br>Email Alert |
|-------|-------------------------------------|---------|-------------------------|------------------------------|--------------|--|-----------------------|
|       | Helen Eggleston                     | Yes     | <a href="#">NEWTEST</a> | Mar 09, 2012<br>May 14, 2012 | Feb 05, 2014 | 15<br>1.7                              |                       |

Restart

[Add a Learner](#)

## Completion and InCompletion Reports

At a glance, these account-wide summary reports tell you the status of all training completions for all courses you have assigned, ever. Scores and time spent are not included.

### Completion Status Report

The report is available online as a PDF and is also downloadable to Excel. The report lists programs in numerical order and within programs, Learners are listed alphabetically by last name.

The report is a comprehensive list of all Learners who have been assigned a training program in your account. Therefore, if you have assigned a Learner a program, they will appear on this report for the program in question.

A blank that appears in the Completed column indicates that a passing score has not yet been achieved. Otherwise, a date in the completed column indicates the date of completion (i.e. achievement of a passing score). The excel output is as follows:

|   | A       | B                      | C         | D          | E  | F         | G         | H         | I     | J    |
|---|---------|------------------------|-----------|------------|--|-----------|-----------|-----------|-------|------|
| 1 | PCode   | Program                | Last Name | First Name | Email                                      | Password  | Assigned  | Completed | Group | Memo |
| 2 | P4888EN | WHMIS for Workers      | Smith     | John       | <a href="mailto:jasmith@ab">jasmith@ab</a> | 123456ABC | 28-Feb-13 | 01-Mar-13 |       |      |
| 3 | P1234EN | Career Growth          | Field     | Bob        | <a href="mailto:bfield@ab">bfield@ab</a>   | 987654    | 01-Mar-13 |           |       |      |
| 4 | P2222EN | Accident Investigation | Brown     | Bob        | <a href="mailto:bbrown@ab">bbrown@ab</a>   | bobbrown  | 31-May-12 | 02-Jun-12 |       |      |

### InCompletion Report – CSV Download:

NOTE: The option to run this report will only appear for accounts that use the email alert feature.

The report lists only programs that are not completed for all programs assigned to your Learners. Therefore, it is your “delinquent” report.

The CSV output is as follows:

|   | A       | B             | C         | D          | E        | F  | G         | H         | I          | J     | K    |
|---|---------|---------------|-----------|------------|----------|--|-----------|-----------|------------|-------|------|
| 1 | PCode   | Program       | Last Name | First Name | Password | eMail                                    | Assigned  | Due Date  | Last Visit | Group | Memo |
| 2 | P1234EN | Career Growth | Field     | Bob        | 987654   | <a href="mailto:bfield@ab">bfield@ab</a> | 13-Mar-12 | 12-May-12 | 13-Nov-12  |       |      |

## Learner Report Card:

The Learner Report Card provides detailed information on activity (time spent and assessment scores) for each Learner. If the Learner has not accessed any training courses during the time period, the particular program will not appear on the details for that Learner.

The report lists all modules in multi-module programs, unlike the Activity and Assessment Reports, that only list modules accessed.

The first screen below is where you choose the parameters with which you want to run the Learner Report Card. Choose your parameters, then click Next.

The date fields can be left blank or enter a date range manually or use the calendar icon to choose dates from a calendar. Click [Ω](#) to start with the first date on file and [Ω](#) to end at today's date.

| Learner Report Card <a href="#">[Advanced Search On/Off]</a> |  |
|--|--|
| Show learner activities...                                   |  |
| between:   | <div>Jan 1, 2013 <a href="#">Ω</a> and Feb 15, 2013 <a href="#">Ω</a></div> <div>Enter dates either by using the calendar icon or enter in English format (Mmm d, yyyy), ie Mar 01, 2013. Leave empty to include all dates (very resource intensive without further filters). Note: invalid dates are ignored.</div> |
| whose Password contains:                                     | <input type="text"/><br>ie 'RA' will list all learners whose Password contains 'RA', like 'SARAH011' or 'sarah011'   |
| whose Last Name starts with:                                 | <input type="text"/><br>ie 'Smi' will include all learners whose Last Name starts with 'Smi'   |
| Output format:   | <input checked="" type="radio"/> Online <input type="radio"/> Excel  |
| <div>Next</div>  |  |

For further options, click [\[Advanced Search On/Off\]](#)

Additional parameters with which you may choose to selectively run the report include:

|  |  |
|--|--|
| <b>for Programs (Sort by <a href="#">Id</a>   <a href="#">Title</a>) :</b> | To list specific Programs, select available Programs by Id or Title at left.<br>Note: this list only shows Programs that have been accessed. |
| <b>for modules (Sort by <a href="#">Id</a>   <a href="#">Title</a>) :</b>  | To list specific Modules, select available Modules by Id or Title at left.<br>Note: this list only shows Modules that have been accessed.    |
| <b>whose Memo fields contains:</b>   | <input type="text"/>   |

The online report that is generated is in the following format:

| First | Last Name | Password                | Active | Program Title         | Module    | Title                       | Time Spent | Score | Date         | Completed | Closed | Action            |
|-------|-----------|-------------------------|--------|-----------------------|-----------|-----------------------------|------------|-------|--------------|-----------|--------|-------------------|
| Anne  | Smith     | <a href="#">NEWTEST</a> | Yes    | P1315EN Career Growth | 0156EN FX | Introduction to Training    |            |       |              |           |        |                   |
|       |           |                         |        |                       | 0157EN FX | How Adults Learn            |            |       |              |           |        |                   |
|       |           |                         |        |                       | 0158EN FX | Training Tips & Techniqu... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2490EN FX | Individual Productivity ... | 62         | 55    | Mar 01, 2013 | Yes       | na     | <a href="#">C</a> |
|       |           |                         |        |                       |           |                             |            | 93    | Mar 01, 2013 |           |        |                   |
|       |           |                         |        |                       | 2491EN FX | Individual Leadership Po... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2497EN FX | Enhancing Your Speaking ... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2516EN FX | Individual Goals and Cha... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2517EN FX | Individual Goal Contract    |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2518EN FX | Individual Goal Setting     |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2519EN FX | Individual Listening Ski... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2520EN FX | Individual Priority Mana... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2521EN FX | Individual Anger Managem... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2522EN FX | Individual Goal Personal... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2544EN FX | Reaching Personal Goals     | 6          |       | Mar 01, 2013 | No        | na     |                   |
|       |           |                         |        |                       | 2554EN FX | Work Process Basics         | 85         | 87    | Mar 01, 2013 | Yes       | na     | <a href="#">C</a> |
|       |           |                         |        |                       | 2563EN FX | Identifying and Avoiding... |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2564EN FX | Managing Work and Family    |            |       |              |           |        |                   |
|       |           |                         |        |                       | 2567EN FX | Time Management             | 20         | 65    | Mar 01, 2013 | No        | na     |                   |

You can enter the Learner's profile by clicking on his/her Password. Note that any changes made to a profile will not be reflected on this report unless it is restarted.

**Time Spent:** The total time in minutes spent reviewing a module or taking an assessment.

**Assessment Scores:** The latest score appears first, followed by previous attempts. Passing rate is 80% or higher (for most exams).

**Completed:** A "Yes" indicates that an assessment was passed or courses were completed by the Learner and/or an acknowledgement button was clicked to trigger a module completion.

**Closed:** Not Applicable.

**Certificates of Completion:** Click "[C](#)" to generate the Learner's certificate for a completed module.

Click "D" in the Action column to see further details of learner activity, if available.

The full value of truncated green fields ending in "..." can be shown when you mouse over the field.

**NOTE:** Learners can only review their test results *prior* to printing out their certificate and/or exiting the training.



### How to Print a Learner's Certificate of Completion:

Click "[C](#)" to generate the Learner's certificate.

Click [here](#) to generate this Learner's Certificate.

| Learner Report Card <a href="#">[Details On/Off]</a> |       |       |           |                         |        |         |               |           |                             |            |       |              |           |        |                   |
|--|-------|-------|-----------|-------------------------|--------|---------|---------------|-----------|-----------------------------|------------|-------|--------------|-----------|--------|-------------------|
| Row  | Group | First | Last Name | Password                | Active | Program | Title         | Module    | Title                       | Time Spent | Score | Date         | Completed | Closed | Action            |
| 0  |       | Anne  | Smith     | <a href="#">NEWTEST</a> | Yes    | P1315EN | Career Growth | 0156EN FX | Introduction to Training    |            |       |              |           |        |                   |
| 1  |       |       |           |                         |        |         |               | 0157EN FX | How Adults Learn            |            |       |              |           |        |                   |
| 2  |       |       |           |                         |        |         |               | 0158EN FX | Training Tips & Techniqu... |            |       |              |           |        |                   |
| 3  |       |       |           |                         |        |         |               | 2490EN FX | Individual Productivity ... | 62         | 93    | Mar 01, 2013 | Yes       | na     | <a href="#">C</a> |

Sample Certificate :





## Activity Report

This report, sorted by last name, shows the total time spent during ALL date ranges (hours: min: secs) and any scores achieved on any assessments (within the ranges chosen).

You may choose to run the Activity Report with the options below, or leave the options on default to get all data:

**Learners:** “Active Learners Only” or “All Learners”

**Scores:** “Highest Score Only” or “All Scores”

**Modules:** Insert a module number or click the icon to open up the module selector.

**Score:** Insert a score of a certain value and choose the “greater than or equal to” or the “less than or equal to operator”.

**Find Learners that:** Choose “Start With” or “Contain” specific values including Password, First or Last Name, email address or memo field information.

Click the dropdown to see options:

**Activity Report**

Start Date:

End Date:

Learners:

Active Learners Only

▼

Scores:

Highest Score Only

▼

Groups:

Return All Groups

▼

Modules:

Score:

>=

Find learners that

Start With

▼

Password:

First Name:

Last Name:

Email:

Memo:

Open Report

Output as: CSV Document (Excel) ▼

## Output Options:

Choose from the dropdown on the right which report format to run (CSV/Excel, PDF or Online), then click “Open Report”.

Sample Excel output:

|   | A         | B          | C          | D         | E    | F      | G       | H       | I      | J            | K          | L     | M          | N     |
|---|-----------|------------|------------|-----------|------|--------|---------|---------|--------|--------------|------------|-------|------------|-------|
| 1 | Last Name | First Name | Email      | Password  | Memo | Active | Program | Program | Module | Module Title | Total Time | Score | Score Date | Group |
| 2 | Smith     | Anne       | as@abc.com | asmith123 |      | TRUE   | P2779EN | WHMIS   | 4847EN | WHMIS        | 1:20:25    | 98    | 03-Jan-13  |       |

## Assessment Report

This report, sorted by last name, shows scores achieved on assessments within the range chosen.

You can choose to run the Assessment Report with the options below, or leave options on default to get all data:

**Learners:** "Active Learners Only" or "All Learners"

**Scores:** "Highest Score Only" or "All Scores"

**Modules:** Insert a module number or click the icon to open up the module selector.

**Score:** Insert a score of a certain value and choose the "greater than or equal to" or the "less than or equal to operator".

**Find Learners that:** Choose "Start With" or "Contain" specific values including Password, First or Last Name, email address or memo field information.

Click a dropdown to see options:

**Assessment Report**

Start Date:

End Date:

Learners: 

Active Learners Only

Scores: 

Highest Score Only

Groups: 

Return All Groups

Modules:

Score: 

>=

Find learners that 

Start With

Password:

First Name:

Last Name:

Email:

Memo:

Open Report

Output as: 

CSV Document (Excel)

## Output Options:

Choose from the dropdown on the right which report format to run (CSV/Excel, PDF or Online), then click "Open Report".

Sample Excel output:

|   | A         | B          | C          | D         | E      | F        | G     | H         | I      | J     | K    |
|---|-----------|------------|------------|-----------|--------|----------|-------|-----------|--------|-------|------|
| 1 | Last Name | First Name | Email      | Password  | Module | Title    | Score | Date      | Active | Group | Memo |
| 2 | Smith     | Anne       | as@abc.com | asmith123 | 0165EN | Module 5 | 90    | 25-Jun-12 | TRUE   |       |      |

## Programs Purchased and Assigned Report / To View Remaining Course Balances

Summarizes what programs have been purchased, to whom they have been assigned to, and the balance remaining in the E-Learning account.

The report can be generated online or downloaded to Excel.



Mouse-over the program number to see the course title.

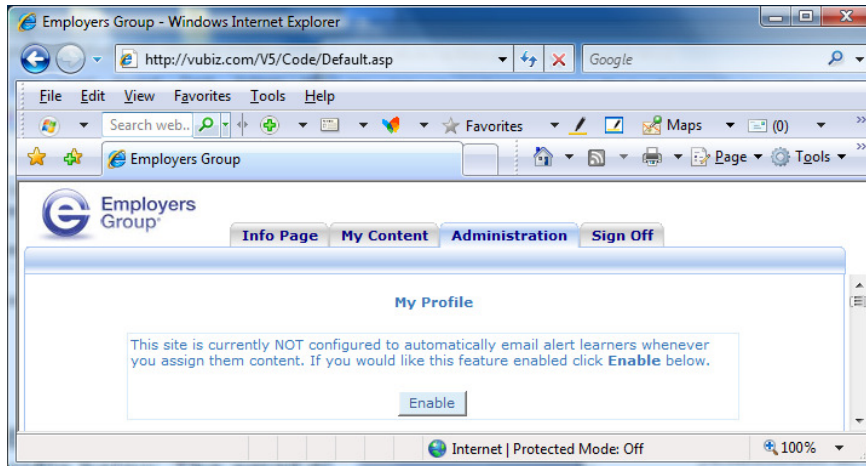
| Programs                 | <a href="#">P1059EN</a> | <a href="#">P1086EN</a> | <a href="#">P1109EN</a> | <a href="#">P1223EN</a> | <a href="#">P1254EN</a> | <a href="#">P1276EN</a> | <a href="#">P1291EN</a> | <a href="#">P1292EN</a> | <a href="#">P1315EN</a> |
|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>Purchased Total</b>   | 1                       | 1                       | 40                      | 10                      | 10                      | 1                       | 1                       | 1                       | 4                       |
| <b>Assigned Total</b>    |                         |                         | 6                       |                         | 8                       |                         |                         |                         | 3                       |
| <b>Balance Remaining</b> | 1                       | 1                       | 34                      | 10                      | 2                       | 1                       | 1                       | 1                       | 1                       |
| <b>Assigned...</b>       |                         |                         |                         |                         |                         |                         |                         |                         |                         |
| <a href="#">FBARKER</a>  | Fred                    | Barker                  | ✓                       |                         |                         |                         |                         |                         | ✓                       |
| <a href="#">JBATES</a>   | Jim                     | Bates                   |                         |                         | ✓                       |                         |                         |                         |                         |

## Signing Off

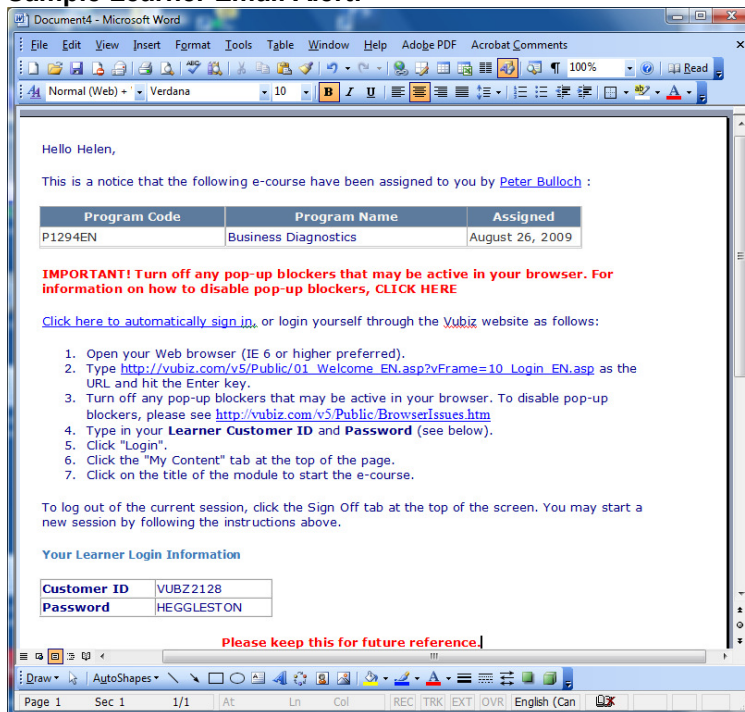
To log out of the current session, click the **Sign Off** tab at the top of the screen. You may start a new session at any time by following the instructions given in the "Signing In" section of this document.

## Learner Email Alerts

Enable the Email Alert System account-wide under the Administration Tab by clicking on either My Profile or Add a Learner. This will prompt the system to send Learners bi-weekly emails containing their log in info and instructions on how to access the training up until the completion of the course. You can enable or disable the feature for your entire account anytime with this toggle.



### Sample Learner Email Alert:



### To turn off the email reminder notices for an individual Learner:

You can also override the alert feature for a specific Learner. Access his/her profile in the Learner Report, set the alert toggle to "No", then click Update to save the change.

Email Alert ? ☐ Yes ☒ No

Turning this off (ie clicking **No**, will suspend the automatic email alert for this individual learner. When you turn it back an alert will be sent at the next scheduled run.

## To Resend a Learner's Email Alert (Access Under Learner Report)

A Learner may have misplaced the email alert that was triggered when you first assigned the program to his profile. Or you may have entered an incorrect email address to the Learner's Profile and if so, please verify the email under the Learner Profile and update accordingly before resending.

To resend the log in email, go to Learner Report, select the learner and click the "Resend" button that appears to the far right of the Learner's name. (To get to the Learner Report in the screen shot below, from the Administration tab, choose Learner report, then hit Continue.)

NOTE: The Resend button will ONLY appear beside the name of a Learner who has at least one program assigned to his/her profile, who has an email address in the email address field on his/her profile and whose profile is Active for email alerts.

| Learner Report   |                                     |         |                        |                              |              |  |                        |
|--|-------------------------------------|---------|------------------------|------------------------------|--------------|--|------------------------|
| Note: <b>Expires</b> will be blank unless the Learner was setup manually or via e-commerce. The <b>Group Rights</b> filters will be empty unless configured. Click on the <b>Password</b> to modify the Learner's profile. If a learner did not receive their "Welcome" email alert, for whatever reason, click on the "Resend Email Alert" button beside that learner's name. |                                     |         |                        |                              |              |  |                        |
| Group  | Name, Organization<br>Email Address | Active? | Password<br>Memo       | First Visit<br>Last Visit    | Expires      | # Site Visits<br>Total Hours<br>Online | Resend<br>Email Alert  |
|  | Sam Spade<br>samsmith@hotmail.com   | Yes     | <a href="#">123456</a> | Feb 10, 2012<br>Dec 20, 2012 | Feb 05, 2014 | 4<br>0.3                               | <a href="#">Resend</a> |

### Sample Learner Access Instructions for Manual Log Ins from Website (No Emails)

For those Learners not receiving their Log In Info via the email alert feature, they can access their training courses using the below instructions.



**Note:** All Learners will share the same Customer ID. Only the passwords will be unique.


## Login Instructions

To log into the e-learning course, please follow these steps:

- Open your Web browser and go to: <http://vubiz.com/CALSPRO>
- Turn off any pop-up blockers that may be active in your browser. To disable pop-up blockers, please see <http://vubiz.com/v5/Public/BrowserIssues.htm> or contact your internal IT Department for assistance.
- Enter your **Customer ID** and **Password**.
- Click “Go”.
- Click on the **My Content** tab and click on the title of the training course you wish to access.
- To log out of the current session, click the **Sign Off** tab at the top of the screen. You may start a new session at any time by following the instructions above.

### Tips for Learners:

#### How Learners can print certificates after passing an assessment:

Click  from the My Content tab screen. The certificate button can also be accessed from the status panel (which is launched by clicking “Completed” to the left of the certificate button on the main My Content screen). In some cases, Learners can also print certificates from their Report Card.

#### How Learners Review Answers After Taking an Assessment:

Learners can only review their assessment results **prior** to printing out their certificate and/or exiting the assessment window. Once the certificate is printed, the results are no longer available.

### Bookmarking

Learners are able to log in and off and resume the training at their own pace. When a Learner closes a module, his/her progress is saved. The next time the module is launched, the module will bookmark to the highest page reached in previous sessions. This auto-bookmarking can be overridden with the bookmark icon on any given page.

## Tips for Facilitators:

**Edit a Learner's Profile:** Once a Learner has a profile setup, you may wish to edit their profile (e.g. change in email address or typo in spelling their name). To access a learner profile, run the Learner Report and locate the Learner in the list. Click the Learner's password in the Password column to open and edit his/her profile, then click Update.

**Deactivating A Learner :** Choose the "No" toggle beside Active in the Learner profile, then click Update.

Active : ☒ No ☐ Yes  
Allows or disallows access to this service.

**Deleting A Learner:** Facilitators cannot delete a Learner from the database (you may deactivate them – see below). To delete a learner, please contact [OnLineTraining@employersgroup.com](mailto:OnLineTraining@employersgroup.com)

## Common FAQ

Can I reassign a course to another learner?

Yes. A course may be reassigned if the original learner has not accessed the training. Once it has been accessed, it's considered used and cannot be reassigned as the record of the original learner needs to be maintained, regardless of whether they have completed the course.

Can I turn off the reminder notices?

Yes. You may turn off the reminder notices. Please note that by doing so, you will be turning off the email notices for all learners as the entire account will be turned off.

How do I purchase more training courses?

Additional courses may be purchased from the "More Content" Tab once you've accessed your online account as the Account Facilitator. A credit card is required to complete the purchase.

Are there discounts available for bulk purchases?

Yes. See the multi-license volume discount available at [www.myEGLearn.com](http://www.myEGLearn.com) under the Multi-Learner Discount.