**Professors/Administrators View Student Track Progress**

During the original development of TAP's LMS, the Corporate Account's training criteria was established. This criterion sets the number of lessons the students are to study each week and the minimum score they are to achieve on each lesson. If one or both of the criteria has not been achieved, the student will get an automatic email that informs them that they are out of compliance. The instructor will receive an email once a week of all the students who are out of compliance. This report is designed to assist the instructor in helping the students to keep up with the course.

Tracking and updating "Unit" (Class) by Administrators (Instructors)

1. Open up an internet browser.
2. Go to the page www.tapseries.com. The page looks as follows:
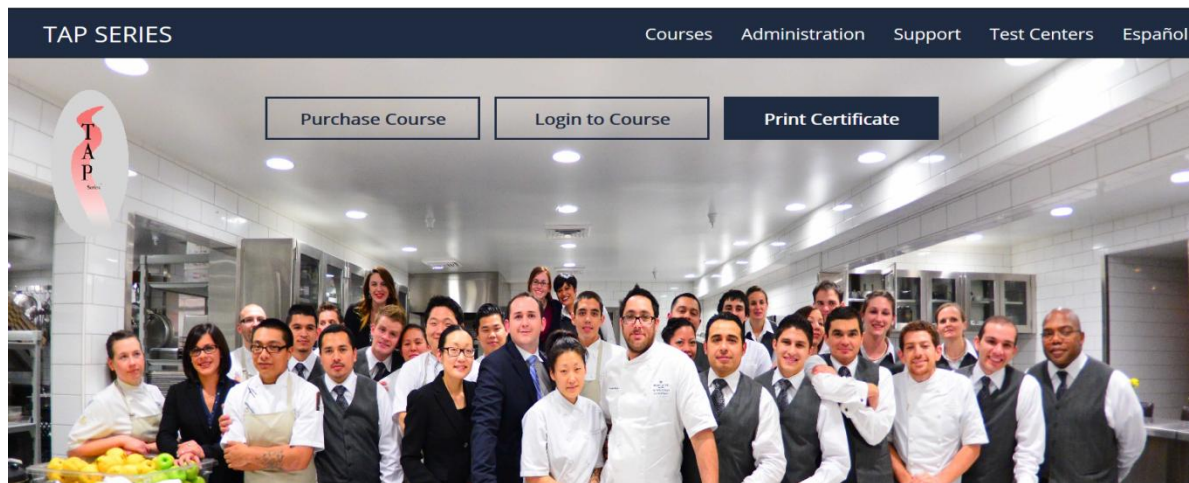
3. Go to "Administration."
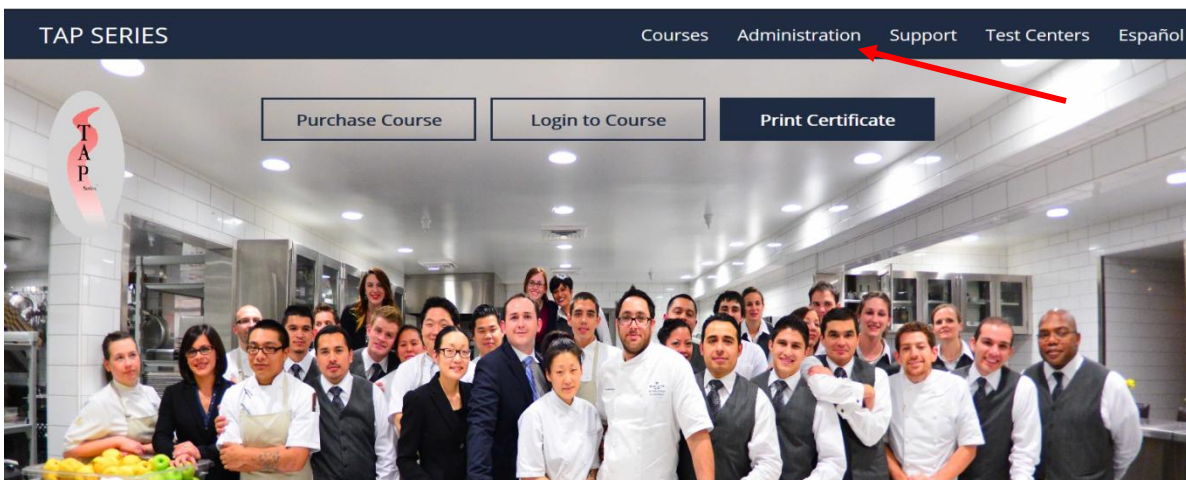
4. After clicking on "Administration", go to "Class Accounts" and click on "Students are enrolled by admin/instructor" as shown below.

5. After clicking on "Students are enrolled by admin/instructor", enter username and password then click "Submit."

6. After clicking on "Submit" you will see the page as shown below. After arriving on the page, click "Track Progress" as shown below.

TAP SERIES   Courses   Administration   Support   Test Centers   Español

Administration Main Menu - Please select from options below.

Welcome, mmskip

Add Students
Track Progess
Course Literature
Strategies For Increasing Sales Data Center
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Course Pass Report
Place Orders
Delete Students

Log Out

7. After clicking on "Track Progress", you will be directed to the page below.

TAP SERIES   Courses   Administration

Track Progress

How to Use:
1. To view the progress of students, you can either:
   a. Enter the date you purchased the program, or
   b. Enter the date you added your students.
      Enter this date into the "Search From" boxes below.
2. Enter the date you wish to stop your search into the "To" boxes. If you want to list all students to date, enter today's date.
3. Click the training program the students are taking and click Submit.

NOTICE: You can also select the date range automatically by clicking the circles below.   ×

○ Detailed Current Training Report (Quick Track)
○ Only show the total amount of students.
○ Look up a single student.

Highlight the training program below and click Submit:

Alcohol Training
Allergen Awareness
Allergen Plan Development
Allergen Plan Specialist
Arizona Food Handler Training
California Food Handler Training
Chef Fundamentals
Cooking Basics
Earn More With Service
Florida Food Worker Training Program
Food Handler Training (all other states)

Search Dates
From:
[Month ▼] [Day ▼] [Year ▼]

To:
[Month ▼] [Day ▼] [Year ▼]

Submit

8. On the page above, to view a "Detailed Current Training Report (Quick Track)" check the circle next to the option and the date range will automatically show under "Search Dates." You can change the date range if it is not the range you desired. After, click on the training program the students are taking and click "Submit."

9. After clicking on "Submit" you will see a page as shown below.
It will give you the "Organization", "Instructor", "Dates" and the "Program". Under "Progress" you will see which part of the course the student is on. To view a certain student, locate them and then click on "View Scores" for that student.

10. After clicking on "View Scores", you will be directed to the page below.
    Here you can see the individual student's progress and the score achieved for each lesson.

TAP SERIES   Courses   Administration   Support

Student Information   [Click Here to Change Student's Email Address]

Student Name: nsreview1 nsreview1   **Date Added:** Jan 27 2016 12:00:00:000AM
Student User Name: nsreview1   **Date Completed:** In Progress
Student Password: nsreview1   **Student Email:** info@tapseries.com

Supplementary Study Materials
  • Recent Course Content Updates
  • Post training reference materials

[Go to the previous page]

Lesson	Lesson Title	Lesson Status	On Date	Lesson Score
01	The Need For Food Safety Training	Complete	Mar 17 2016 12:00:00:000AM	100%
02	Foodborne Illness: An Overview	In Progress	Mar 17 2016 12:00:00:000AM	11%
03	Biological, Chemical and Physical Contamination	Complete	Mar 17 2016 12:00:00:000AM	100%
04	Common Foodborne Illnesses and Intoxications	Complete	Mar 17 2016 12:00:00:000AM	100%
05	Hygiene, Health, and Food Safety	In Progress	Mar 17 2016 12:00:00:000AM	%
06	Purchasing and Receiving Foods	Complete	Mar 17 2016 12:00:00:000AM	100%
07	Storing Food and Supplies	In Progress	Mar 17 2016 12:00:00:000AM	83%
08	Preparing and Cooking Food	In Progress	Mar 17 2016 12:00:00:000AM	93%
09	Serving Safe Food	Complete	Mar 17 2016 12:00:00:000AM	100%
10	Equipment and Utensils	Complete	Mar 21 2016 12:00:00:000AM	100%
11	Cleaning and Sanitizing	Complete	Mar 21 2016 12:00:00:000AM	100%
12	Pest Control	Complete	Mar 21 2016 12:00:00:000AM	100%
13	Facilities	Complete	Mar 21 2016 12:00:00:000AM	100%
14	Management Control and HACCP Systems	Complete	Mar 21 2016 12:00:00:000AM	100%