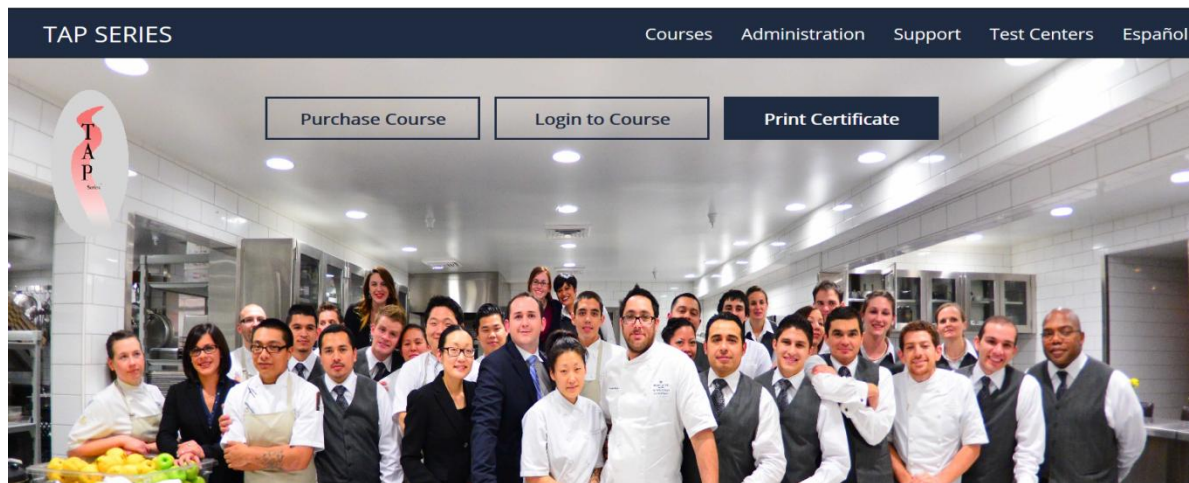


Professors/Administrators View Student Track Progress

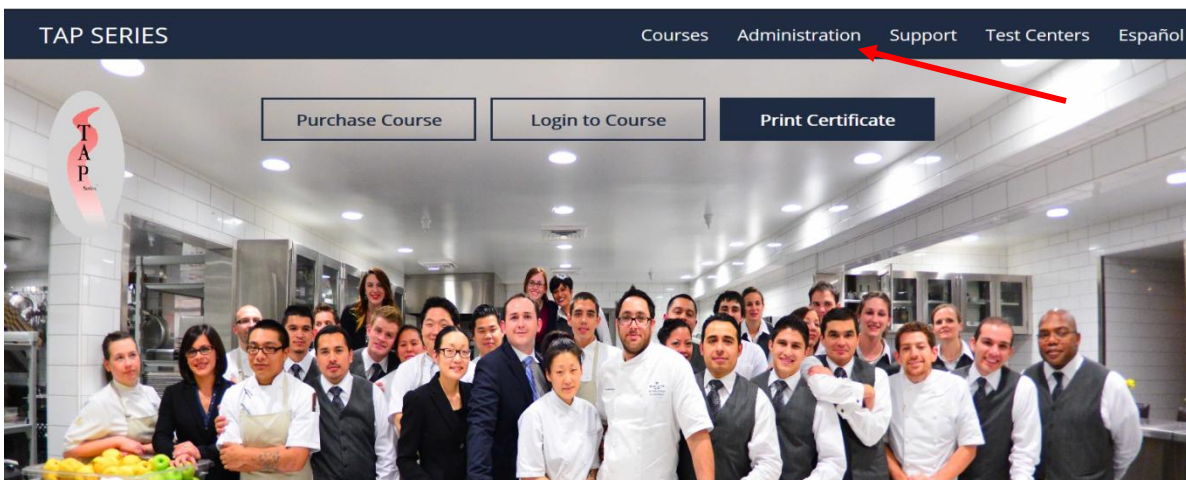
During the original development of TAP's LMS, the Corporate Account's training criteria was established. This criterion sets the number of lessons the students are to study each week and the minimum score they are to achieve on each lesson. If one or both of the criteria has not been achieved, the student 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 "School Accounts" and click on "Students are enrolled by admin/instructor" as shown below.

The screenshot shows the TAP SERIES website header with navigation links: Courses, Administration, Support, Test Centers, and Español. A red arrow points to the 'Administration' link. Below the header, a red arrow points to the 'School Accounts' dropdown menu. A second red arrow points to the 'Students are enrolled by admin/instructor' option in the dropdown. The main content area is titled 'Login' and contains a form for 'Individual Account Login'. The form includes fields for 'User Name' and 'Password', a 'Submit' button, and a 'Forgot Password' link. A notice box on the left states: 'NOTICE: Corporate Accounts have been renamed to Multi-Accounts. Students are self-enrolled. Students are enrolled by admin/instructor.' Below the notice, it says: 'You need to login to access this area of the site. User names and passwords are case sensitive.' At the bottom, it says: 'This page is for administration only. To login to your online course, [click here](#).'

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

The screenshot shows the TAP SERIES website header with navigation links: Courses, Administration, Support, Test Centers, and Español. Below the header, the 'Login' page is displayed. A red arrow points to the 'School Accounts' dropdown menu. A second red arrow points to the 'Students are enrolled by admin/instructor' option in the dropdown. The main content area is titled 'Login' and contains a form for 'School Account Login - Enrolled by Administrator'. The form includes fields for 'User Name' and 'Password', a 'Submit' button, and a 'Forgot Password' link. A notice box on the left states: 'NOTICE: Corporate Accounts have been renamed to Multi-Accounts.' Below the notice, it says: 'You need to login to access this area of the site. User names and passwords are case sensitive.' At the bottom, it says: 'This page is for administration only. To login to your online course, [click here](#).'

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

CoursesAdministrationSupportTest CentersEspañol

Administration Main Menu - Please select from options below.

Welcome, mmskip

Add Students
Track Progress
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

CoursesAdministration

Track Progress

How to Use:

- To view the progress of students, you can either:
 - Enter the date you purchased the program, or
 - Enter the date you added your students.Enter this date into the “Search From” boxes below.
- 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.
- 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.

Search Dates

From:

MonthDayYear

To:

MonthDayYear

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)

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."

TAP SERIES

CoursesAdministration

Track Progress

How to Use:

- To view the progress of students, you can either:
 - Enter the date you purchased the program, or
 - Enter the date you added your students.Enter this date into the "Search From" boxes below.
- 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.
- 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.

Search Dates

From: January(1) 01 2016

To: December(12) 31 2016

Submit

Highlight the training program below and click Submit:

- Chef Fundamentals
- Cooking Basics
- Earn More With Service
- Florida Food Worker Training Program
- Food Handler Training (all other states)
- Food Safety Re-Certification Training
- Food Safety Refresher Training
- Foodservice Food Safety Manager Certification Training**
- Franklin County, KY Food Handler
- HACCP Managers Certificate Course
- Idaho Food Handler Training

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.

TAP SERIES

CoursesAdministrationSupport

Quick Track - Foodservice Food Safety Manager Certification Training

Program Information

Organization: tap
Instructor: Danny Perrott
Dates: [2016-01-01] - [2017-01-04]
Program: Foodservice Food Safety Manager Certification Training

TIP: You can click on any column title to sort the table. Click the to select all students. Click the to deselect all students.

#	Last Name	First Name	User Name	E-Mail	Date Added	Completed	Progress	
1	Bushway	Alfred	abmaine	alfred_bushway@umit.maine.edu	01-11-2016	04-11-2016	97%	View Scores
2	Mariscal	Sonia	smariscal	smariscal@nationsrestaurants.com	01-15-2016	In Progress	Intro	View Scores
3	Steck	David	DSteck	dave@serveitupsafe.com	01-20-2016	In Progress	L2	View Scores
4	Fletcher	Richard	rfkystal	rfletcher@krystalco.com	01-22-2016	In Progress	Intro	View Scores
5	Fuqua	Shaleta	sfkystal	sfuqua@krystalco.com	01-22-2016	In Progress	Intro	View Scores
6	doe	john	ripster	rip_jamison@aubonpain.com	01-27-2016	In Progress	L3	View Scores
7	nsreview1	nsreview1	nsreview1	info@tapseries.com	01-27-2016	In Progress	L15	View Scores
8	p	d	fs216	dp@tapseries.com	02-16-2016	In Progress	Intro	View Scores
9	Reef	Susan	SReefFSM	susanr@usfoodsafety.com	02-24-2016	In Progress	Intro	View Scores
10	Creel	Brad	bcreel	brado@ballardbrandsllc.com	03-08-2016	In Progress	Intro	View Scores
11	p	d	vouchtest	dp@tapseries.com	03-16-2016	In Progress	Intro	View Scores
12	Bates	Debra	dbates1	d_bates@lancaster.k12.oh.us	03-23-2016	In Progress	L1	View Scores
13	Stehulak	Nancy	nstehulak	stehulak.1@osu.edu	03-24-2016	In Progress	L15	View Scores
14	Nichols	Becky	bnichols2	nichols.becky@pctc.k12.oh.us	03-28-2016	In Progress	Intro	View Scores

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

CoursesAdministrationSupport

Student Information

Click Here to Change Student's Email Address

Student Name: nsreview1 nsreview1

Student User Name: nsreview1

Student Password: nsreview1

Date Added: Jan 27 2016 12:00:00:000AM

Date Completed: In Progress

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%

