



SUPPORT
DOCUMENTATION

INDUSTRIAL SKILLS TRAINING NETWORK CiNOW ADMINISTRATOR GUIDE

ROLES OF MANAGER

ROLES OF USER ADMINISTRATOR

ROLES OF TRAINING ADMINISTRATOR

ISTN CiNOW ADMINISTRATOR GUIDE 12/19/2011

TABLE OF CONTENTS

ADMINISTRATOR ROLES OVERVIEW	3
Manager	3
User Administrator	3
Training Administrator.....	3
MANAGER FUNCTION DETAILS	4
Group Members	4
Enroll Group Members (Batch Enrollment).....	6
Group Learning Plans (GLP).....	10
Pending Approval.....	14
Exceed Attempt Pending Approval	15
USER ADMINISTRATOR FUNCTION DETAILS	16
List Users	17
Add New	17
Batch Add New Users.....	20
Search.....	21
Change Users Manager	22
Activate User(s).....	23
Inactivate User(s).....	24
TRAINING ADMINISTRATOR FUNCTION DETAILS.....	26
Batch Enrollment	26
View User Learning Plans.....	26
Group Learning Plans	27

ADMINISTRATOR ROLES OVERVIEW

The following is a brief summary of the three types of administration roles and functions within CiNow – Manager, User Administrator and Training Administrator. Detailed step-by-step functions and screen views for each of these role functions are described within the body of the Administrator Guide.

Manager

The Manager functions consist of the following.

- Group Members: View all subordinates, their personal information and their transcripts.
- Enroll Group Members: Enroll an individual or batch of users in any available learning activities. This is also referred to as Batch Enrollment.
- Group Learning Plans: Recommend or require group members to take a given set of learning activities.
- Pending Approval: Grant or reject permission for subordinates' learning activities that are pending approval.
- Exceed Attempt Pending Approval: Approve or deny requests for additional learning activity attempts.

User Administrator

An organization can have one or more *User Administrators* in their account. The User Administrator functions consist of the following.

- List Users: List users in the system.
- Add New: Add a new user.
- Batch Add New Users: Add a new group of users by domain.
- Search: Search for a particular user.
- Change Users Manager: Change manager(s) for an individual or group of users.
- Activate Users: Reactivate user(s) who are once again using the system.
- Inactivate Users: Inactivate user(s) who are no longer using the system.

Training Administrator

The Training Administrator functions consist of the following.

- Batch Enrollment: Enroll an individual or batch of users in any available learning activities.
- View User Learning Plans: View an individual students' learning plan and access the summary, transcript and more.
- Group Learning Plans: Recommend or require group members to take a given set of learning activities.

MANAGER FUNCTION DETAILS

The Manager functions consist of the following.

- **Group Members:** View all subordinates, their personal information and their transcripts.
- **Enroll Group Members:** Enroll an individual or batch of users in any available learning activities. This is also referred to as Batch Enrollment.
- **Group Learning Plans:** Recommend or require group members to take a given set of learning activities.
- **Pending Approval:** Grant or reject permission for subordinates' learning activities that are pending approval.
- **Exceed Attempt Pending Approval:** Approve or deny requests for additional learning activity attempts.

A snapshot of the *Manager's Main Menu*, with the links that direct you to the appropriate view on the LMS for each function is shown below:

Manager's Main Menu

[Group Members](#)
View all subordinates, their personal information and their transcripts. Also edit their information if permitted.

[Enroll Group Members](#)
Enroll an individual or batch of users in any available Learning Activities or Blended Activities.

[Group Learning Plans](#)
Recommend or require group members to take a given set of Courses. Users will then self-enroll in recommended or required activities.

[Pending Approval](#)
Grant or reject permission for subordinates' courses, which are pending approval.

[Exceed Attempt Pending Approval](#)
Approve or deny requests for additional learning activity attempts.

[Pending Personal Learning Activity Approvals](#)
Grant or reject permission for subordinates' personal courses, which are pending approval.

[Pending Completions](#)
Mark subordinate's requested activity enrollments complete.

Group Members

The *Group Members* link is used to access the managers' subordinates' user profiles and learning plans

- From the Manager's Main Menu, select the *Group Members* link.
- On the next page, select the details regarding how you would like your results displayed, and then click on the *Continue* button.
 - **Number of Results per Page:** The possible values are 25, 50, 75, 100, 150, 200 or 250. **The default value is 25.**

- Status: The possible values are *Any*, *Show Active Students Only* or *Show Inactive Students Only*. **The default value is *Show Active Students Only*.**
- All managed domains OR Select individual domains: If you have multiple user domains, you can choose to have information displayed from all domains or select individual domains. **The default value is *All managed domains*.**

Number of Results Per Page:

Number of Results Per Page: 25

Status: Show Active Students Only

All managed domains
 Select individual domains

[Back to Manager's Main Menu](#)

- In the upper portion of the page is the *Learning Plan View Criteria*. Changing information in this section will directly affect what is displayed when the learning plan link is selected.
- In the lower portion of the page is the student information including links to each students' Personal Data (User Profile) and Learning Plan; both of which will be explained in more detail later in this document.

Manager's Group

Bruce Wayne's Group Members

Learning Plan View Criteria:

All Current Year Last 12 Months

Date Range

From: Dec , 12 , 2011

To: Dec , 12 , 2011

Showing 1 - 2 of 2

Member	Email	Login ID	Job Category	Edit	View
Kent, Clark	ClarkKent@thedailyplanet.com	superman		Personal Data	Learning Plan
Prince, Diana	DP@wonderwoman.com	wonderwoman		Personal Data	Learning Plan

Showing 1 - 2 of 2

[Print Results](#) [Back to Manager's Main Menu](#)

- If information on the *User Details* page needs to be changed, simply delete the information to be changed, enter the correct information, then click on the *Save* button.

User Details

First Name:
Last Name:
Email:
Login ID:
Password:
Verify Password:
PID: 2237541
Job Category: ▼
Preferred Domain: Superheroes Only!
Employee ID:
Hire Date: (formatted: mm/dd/yyyy)
Subscription End Date: Jan 31, 2012
Time Zone: ▼
Active: ▼
Manager: Wayne, Bruce

Enroll Group Members (Batch Enrollment)

A *Manager* can use the Enroll Group Members (Batch Enrollment) functionality to assign training to those users that report to them. The *Training Administrator* can use the Enroll Group Members (Batch Enrollment) functionality to assign training to any/all users in their organization.

- From the Manager’s Main Menu, select the *Enroll Group Members* link, or from the Training Administrator’s Main Menu select the *Batch Enrollment* link.
- Step 1 is *Select Group Members*. Enter search criteria as it pertains to the first user to be included in the batch enrollment and then click on the *Search* button, or click on the *Search* button without entering any search criteria to display a list of all users in the organization.

Batch Enrollment

Step 1: Select Group Members

Search Criteria

First Name, Last Name, Email, and Login Id can accept multiple entries. Separate each entry with a semi-colon(;). e.g.; bob;sue;tim

First Name: ▼
Last Name: ▼
Email: ▼
Login ID: ▼
Job Category: ▼
-None-
Clerical
ElecTech
InstrTech
Employee ID:
Manager: Wayne, Bruce [Select Manager](#)
Hire start date: use in search
Hire end date: use in search

- Select the checkbox associated to the users' name, and then click the *Add Selected* button.

Batch Enrollment

Step 1: Select Users

Search Results

Select those users you want and click Add Selected.

Showing 1

	Name	Email	Login ID	Job Category
<input checked="" type="checkbox"/>	Wayne, Bruce	Bruce.Wayne	Batman	

[Select All](#) [Clear All](#)

Showing 1

- If additional users are to be included in the batch enrollment, follow the same procedure as detailed above.
- Once all the users have been added, scroll to the bottom of the page and click on the *Continue* button.
- If a user was added by mistake or needs to be removed, select the checkbox associated to their name, click the *Remove Selected* button, then click on the *Continue* button.

Selected Users

Confirm selected users are correct and click Continue.

Showing 1

	Name	Email	Login ID	Job Category
<input type="checkbox"/>	Wayne, Bruce	Bruce.Wayne	Batman	

[Select All](#) [Clear All](#)

Showing 1

- Step 2 is *Select Learning Activities*. Enter the search criteria as it pertains to the first learning activity to be added to the batch enrollment, then click on the *Search* button, or click on the *Search* button without entering any search criteria to display a list of all learning activities available to your organization.

Batch Enrollment

[Users](#)

Step 2: Select Learning Activities

Search Criteria

**Code and Title can accept multiple entries. Separate each entry with a semi-colon(;).
e.g. code01;code02;code03**

Code:

Title:

Type:

- From the list displayed, select the checkbox associated to that activity then click on the *Add Selected* button.

Batch Enrollment

Step 2: Select Learning Activities

Search Results

Select those Learning Activities you want and click Add Selected.

Showing 1 - 3 of 3

Code	Title	Type	Location	Dates	Capacity <small>(Avail/Max)</small>
<input checked="" type="checkbox"/> ELACDC0-0311BEN-70_1027	Direct and Alternating Current	Blended Activity	N/A	N/A	N/A
<input type="checkbox"/> ELACDC0-0311CEN-70_1027	Direct and Alternating Current	Online Course	N/A	N/A	N/A
<input type="checkbox"/> ELACDC0-0311PEN-70_1027	Direct and Alternating Current Pre Test	Online Course	N/A	N/A	N/A

[Select All](#) [Clear All](#)

Showing 1 - 3 of 3

- If additional learning activities are to be included in the batch enrollment, follow the same procedure as detailed above.
- Once all the learning activities have been added, scroll to the bottom of the page and click on the *Continue* button.
- If a learning activity was added by mistake or needs to be removed, select the checkbox associated to the learning activity and click the *Remove Selected* button, then click on the *Continue* button.

Selected Learning Activities

Confirm selected Learning Activities are correct and click Continue.

Showing 1

Code	Title	Type	Location	Dates	Capacity <small>(Avail/Max)</small>
<input type="checkbox"/> ELACDC0-0311BEN-70_1027	Direct and Alternating Current	Blended Activity	N/A	N/A	N/A

[Select All](#) [Clear All](#)

Showing 1

- Step 3 is *Select Enrollment Date*. Select the *Today's Date* option for a current enrollment or select the *Future Date* option and enter the date for a future enrollment, then click on the *Continue* button.

Batch Enrollment

Step 3: Select Enrollment Date

Select Today's Date or a Future Date and click Continue.

Today's Date

Future Date: Dec 16 2011

- Step 4 is *Show Prices*. There is nothing to change on this page. Click on the *Continue* button to get to the next page.

Batch Enrollment

Step 4: Show Prices

Asynchronous Activities:

	Code:	Title:	Price:
	AMMBA_EKPC-1	MATH: Basics - Pretest	N/A

[Users](#) [Learning Activities](#) [Enrollment Date](#)

- The next page is the first confirmation page listing the details of the batch enrollment. On this page you also have the ability to send a confirmation email to the students and/or to the enroller. Both email options are selected by default.

Batch Enrollment

Step 5: Accept Free Batch Enrollment

[Users](#) [Learning Activities](#) [Prices](#)

Batch Enrollment of:

Users:

- Wayne, Bruce <Batman, Bruce.Wayne>

Asynchronous Activities:

Code:	Title:
AMMBA_EKPC-1	MATH: Basics - Pretest

Enrollment Date: Nov 21, 2011

Notification:

Send confirmation email to students

Send confirmation email to enroller

Are you sure you want to create these enrollments for free?

- If everything is correct, click on the *Continue* button.
- If changes need to be made, click on the appropriate link in the upper left corner of the page that corresponds to the area in which changes need to be made.

Batch Enrollment

[Users](#) [Learning Activities](#) [Enrollment Date](#)

- The last page is the final confirmation, listing the users and learning activities contained within the batch enrollment as well as the enrollment date.

Batch Enrollment of:

Users:

- Wayne, Bruce <Batman, Bruce.Wayne>

Asynchronous Activities:

Code:	Title:
AMMBA_EKPC-1	MATH: Basics - Pretest

Enrollment Date: Nov 21, 2011

Batch enrollment successfully completed.

Group Learning Plans (GLP)

A *Manager* can use the Group Learning Plan functionality to create Group Learning Plans for those student's that report to them. The *Training Administrator* can use the Group Learning Plan functionality to create Group Learning Plans for any/all students in their organization or for a specific manager and that managers' subordinates.

- From the Manager's Main Menu or the Training Administrator's Main Menu select the *Group Learning Plans* link.
- On the *Search for a Group Learning Plan* page, click on the *Search* button.

Search for a Group Learning Plan

Name: Starts With

Manager: Any [Select Manager](#)

Valid From: Nov 21, 2011 To Nov 21, 2011

use in search

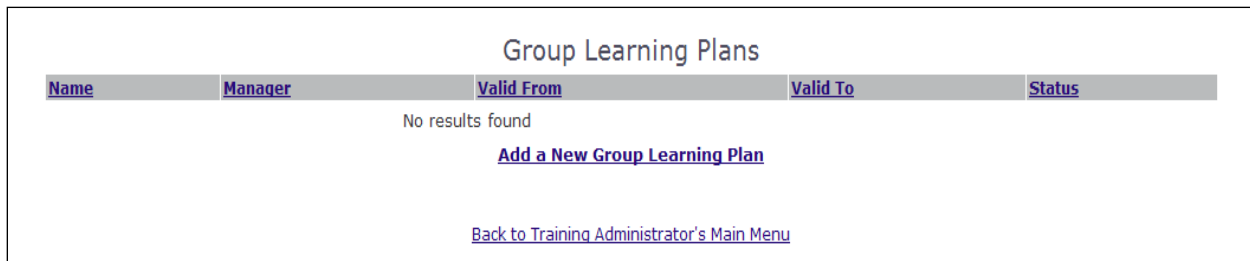
Valid To: Nov 21, 2011 To Nov 21, 2011

use in search

Status: (Any Status) ▼

Results Per Page: 25 ▼

- On the *Group Learning Plans* page, select the *Add a New Group Learning Plan* link.



- On the *Add New Group Learning Plan* page, in the *Group Learning Plan Details* section, enter the following information
 - Name (**required**): Every Group Learning Plan (GLP) must have a name. (EX: December 2011, Coal Handling Level I)
 - Description: (**optional**): A description of the GLP.
 - Valid From/Valid To: (**required**): The period of time that the GLP will be valid. **The default is one year from the date of creation.**
 - Accept Prior Passing Scores (**required**): Select YES if the passing score of a previously completed learning activity, which is included in the GLP, should be counted towards completion of the GLP. Select NO if the prior passing score should not be counted towards completion of the GLP and the student is required to take that learning activity again. **The default value is NO.**
 - Status (**required**): Select ACTIVE if the GLP is ready to be processed and added to the students learning plans. Select INACTIVE if the GLP is not complete, and is not ready to be processed. **The default value is ACTIVE.**
- On the *Add New Group Learning Plan* page, in the *Audience Details* section, enter the following information
 - Manager (**optional**): As a *manager* this field will have the manager's name listed. To narrow down the audience, click the *Select Manager* link, and then select *none* to assign the GLP to all students that do not have an assigned manager; select *any* to assign the GLP any/all students in the organization. As a *Training Administrator* this field will say *Any* and they will have the ability to select the managers' group that they want to assign the GLP to.
 - Job Category (**optional**): If the organization has chosen to use job categories, a value in this field can be selected to further narrow down the audience the GLP is assigned to.
 - Hire Start/End Date (**optional**): If the *Hire Date field* is utilized by the organization, selecting a start and end date can assist in narrowing down the audience the GLP is assigned to.
 - GLP Will Apply to Users (**optional**): Selecting an option in this field enables the creator to narrow down the audience that GLP can be assigned to.

- Custom Audience (optional): Select this checkbox if you want to select the students to assign the GLP to. If this checkbox is NOT selected the GLP will be assigned to students assigned to the manager creating the GLP.

Add New Group Learning Plan

Group Learning Plan Details

Name:

Description:

Valid from: Dec 14, 2011 6:30 PM CST

Valid to: Dec 14, 2012 6:30 PM CST

Accept Prior Passing Scores: Yes No

Status: Active

Audience Details

Manager: Wayne, Bruce [Select Manager](#)

include manager in audience include only direct reports

Job Category:

Hire start date: Dec 15, 2011 use in search

Hire end date: Dec 15, 2011 use in search

GLP Will Apply To Users: Whose Preferred Domain Is Selected With Any Membership Domain Selected

Custom Audience: **Warning:** Changing any of the Audience Details after selecting a Custom Audience may affect the Custom Audience. If changes are made, please review the Custom Audience for accuracy.

Domains

Superheroes Only!
[Change Domain Membership](#)

- When the *Custom Audience* checkbox is selected, click on the *Preview Audience* button to display a list of students to assign the GLP to. Select the checkbox that is associated to the student(s) that the GLP is to be assigned to then select the *Save Users and Return to Group Learning Plan* link.

Group Learning Plan

NOTE: This is a preview of the students that match the plan's audience selection criteria. The students listed may not match the plan's progress reports if the plan is not active or the plan dates are no longer valid.

Preview Audience

Showing 1 - 3 of 3

* Name	Pref. Domain	Email	Login ID	Job Category
<input checked="" type="checkbox"/> Kent, Clark	Superheroes Only!	ClarkKent@thedailyplanet.com	superman	
<input checked="" type="checkbox"/> Prince, Diana	Superheroes Only!	DP@wonderwoman.com	wonderwoman	
<input checked="" type="checkbox"/> Wayne, Bruce	Superheroes Only!	Bruce.Wayne	Batman	

Showing 1 - 3 of 3

[Check All](#) [Uncheck All](#)

[Save Users and Return to Group Learning Plan](#)

- Click the *Save* button.
- The page will refresh and then select the *Add Learning Activity* link to begin adding learning activities.

Custom Audience: **Warning:** Changing any of the Audience Details after selecting a Custom Audience may affect the Custom Audience. If changes are made, please review the Custom Audience for accuracy.

[Preview Audience](#)

Learning Activities

[Add Learning Activity](#)

[Save](#) [Delete](#)

- On the *Search For a Learning Activity* page enter the search criteria as it pertains to the specific learning activity, or click on the *Search* button without entering any search criteria to display a list of all learning activities available to your organization.

Group Learning Plan

Search For a Learning Activity

Code:

Title:

Type:

Description:

Results Per Page:

[Search](#)

- Select the checkbox associated to the appropriate learning activity/activities, then click on the *Add Selected* button.
- The last step in the process is setting the *Requirement* and *Completion* information.
- The *Requirement* options are *Recommended* or *Required*.
- The *Completion* options are *No due date*, *Within a specified number of days from being assigned*, *By a specific date*, and *Due Within a specified number of days from the user's date of hire*.
- If a learning activity needs to be removed from the GLP, select the checkbox associated to the learning activity then click the *Remove Selected* button.

Custom Audience: **Warning:** Changing any of the Audience Details after selecting a Custom Audience may affect the Custom Audience. If changes are made, please review the Custom Audience for accuracy.

[Preview Audience](#)

Learning Activities

Code	Title	Requirement	Completion
<input type="checkbox"/> ACCCO_EKPC	CORE: Principles of Control	<input checked="" type="radio"/> Recommended <input type="radio"/> Required	<input checked="" type="radio"/> No due date <input type="radio"/> Within <input type="text"/> days <input type="radio"/> By Nov 21, 2012 <input type="radio"/> Due within <input type="text"/> number of days from user's date of hire

[Remove Selected](#) [Add Learning Activity](#)

- Once all the learning activities have been added click on the *Save* button.
- The newly created GLP is now displayed on the *Group Learning Plans* page.

Group Learning Plans

Showing 1

Name	Manager	Valid From	Valid To	Status
admin2	Any	Dec 14, 2011	Dec 14, 2012	Active

Showing 1

[Add a New Group Learning Plan](#)

Pending Approval

Learning activities that require manager approval are displayed on the *Pending Approvals* page when the *Pending Approval* link is selected.

To approve/deny the students' request, select the checkbox associated to the learning activity then click on the *Approve* or *Deny* button.

Pending Approvals

Showing 1

Select	Code	Activity	Group Member	Booked on	
<input type="checkbox"/>	ELACDC0-0311PEN-70_1027	Direct and Alternating Current Pre Test	Prince, Diana	Dec 14, 2011	Learning Plan

Showing 1

[Select All](#) [Clear All](#)

[Approve](#) [Deny](#)

[Back to Manager's Main Menu](#)

Exceed Attempt Pending Approval

If a student has exceeded the number of attempts set for a learning activity, they will be required to get manager approval to take the learning activity an additional time. This type of approval request will be displayed on the *Exceed Attempt Pending Approval* page when the *Exceed Attempt Pending Approval* link is selected.

To approve/deny the students' request, select the checkbox associated to the learning activity then click on the *Approve* or *Deny* button.

The screenshot displays a web interface titled "Exceed Attempt Pending Approvals". At the top, it says "Showing 1". Below this is a table with the following data:

Select	Code	Activity	Group Member	Booked on
<input type="checkbox"/>	NUS-ACCBE-L-P70_1027	Using Electrical Test Equipment - PreTest	Prince, Diana	Dec 14, 2011

Below the table, there are links for "Select All" and "Clear All". Underneath the table, there are two buttons: "Approve" and "Deny". At the bottom of the interface, there is a link that says "Back to Manager's Main Menu".

USER ADMINISTRATOR FUNCTION DETAILS

An organization can have one or more *User Administrators* in their account. The User Administrator functions consist of the following.

- List Users: List users in the system.
- Add New: Add a new user.
- Batch Add New Users: Add a new group of users by domain.
- Search: Search for a particular user.
- Change Users Manager: Change manager(s) for an individual or group of users.
- Activate Users: Reactivate user(s) who are once again using the system.
- Inactivate Users: Inactivate user(s) who are no longer using the system.

A snapshot of the User Administrator's Main Menu, with the links that direct you to the appropriate view on the LMS for each function is shown below:

User Administrator Functions

[List Users](#)
List users in the system.

[Add New](#)
Add a new user.

[Batch Add New Users](#)
Add a new group of users by Domain.

[Search](#)
Search for a particular user.

[Change Users Domain Membership](#)
Change domain membership for an individual or group of users.

[Change Users Manager](#)
Change manager(s) for an individual or group of users.

[Change Users Job Category](#)
Change Job Categories for an individual or group of users.

[Activate User\(s\)](#)
Reactivate user(s) who are once again using the system.

[Inactivate User\(s\)](#)
Inactivate user(s) who no longer need the system.

List Users

Select the *List Users* link to see a list of all users in the organization; specify the search criteria, then click on the *Continue* button.

Number of Results Per Page:

Number of Results Per Page: 25

Status:

All managed domains

Select individual domains

[Back to User Management Functions](#)

- The information displayed on the *List All Users* page includes the users name(s) (which when selected will take you to the *User Profile* for that specific user), Email address, Login ID, Preferred Domain, Job Category and current Status for each user in your organization.

List All Users

Showing 1 - 2 of 2

Name	Email	Login ID	Pref. Domain	Job Category	Status
Prince, Diana	DP@wonderwoman.com	wonderwoman	Superheroes Only!		Active
Wayne, Bruce	Bruce.Wayne	Batman	Superheroes Only!		Active

Showing 1 - 2 of 2

[Print Results](#)

[Back to User Management Functions](#)

Add New

Select the *Add New* link to add users to your organization.

- On the *Select Domain(s)* page, select the checkbox that corresponds to the appropriate organization (user) domain and course domain, and then click on the *Continue* button.
- **NOTE: If a course domain is NOT selected the user will not have access to any courses.**

Select Domain(s)

Select the domain(s) for the new user:

Click On To Expand The Domain List

Superheroes Only!

Superhero Courses

- On the *Add User* page, enter the following information.
 - First Name (**required**): The first name of the user being added.
 - Last Name: (**required**): The last name of the user being added.
 - Email Address: (**required**): The email address of the user being added. If the user does not have an email address enter the login ID in this field.
 - Login ID: (**required**): What that user will use to log into the LMS. This value should be as unique as possible. **The login ID is NOT case sensitive.**
 - Password (**required**): What the user will use in combination with their Login ID to log into the LMS. The password must be at least two (2) characters in length. **Passwords ARE case sensitive.**
 - Verify password (**required**): Re-enter the value that was entered in the password field.
 - Job Category (**optional**): Select the appropriate option from the drop down list. (**if applicable**)
 - Roles (**required**): Select the appropriate role(s) that the user is to have. All users must have the *Student* role. When selecting additional roles, hold the Ctrl key down then select the additional role(s).
 - Preferred Domain (**required**): The appropriate organization (user) domain from the drop down list.
 - Employee ID (**optional**): The ID the user has or uses with their organization.
 - Hire Date (**optional**): The date the user was hired.
 - Locale (**required**): This value cannot be changed.
 - Time Zone (**required**): Select the appropriate value from the drop down list that corresponds to the time zone that the user is in. **The default value is Central Time (US and Canada).**
 - Active (**required**): Select ACTIVE from the drop down list if the user is going to be completing courses immediately; select INACTIVE from the drop down list if the user will be completing courses at a future time.
 - Manager (**required**): Every user must have a manager assigned to them. Click on the *Select Manager* button, then on the *Select Manager* page, enter the search criteria as it pertains to the desired manager, or click on the *Search* button without entering any search criteria to display a list of all users that have the manager role in your organization.

- After all information has been entered, click on the *Save* button to save the new user.

Add User

User Details

First Name:

Last Name:

Email:

Login ID:

Password:

Verify Password:

Job Category:

Roles:

- Instructor
- Manager
- Student**
- Training Administrator
- User Administrator

Preferred Domain:

Employee ID:

Hire Date: (formatted: mm/dd/yyyy)

Locale:

Time Zone:

Active:

Manager:

NOTE: Upon clicking the select manager button, all settings on this page are auto-saved. Please make sure all your desired settings have been made and that they are accurate.

Send confirmation email to students

Select Manager

Search Criteria

First Name:

Last Name:

Email:

Login ID:

Job Category:

- Accountant
- Accounts Payable Professional
- Activity Specialist

Number of Results Per Page:

[None](#)

Batch Add New Users

- To add a group of users simultaneously, select the *Batch Add New Users* link and then follow the instructions provided.

Batch Add New Users

06019

1. First Name, Last Name, Email, Login ID, and Password are required (see Example 1).
2. Job Category, Manager ID, SSN, and Employee ID are optional and can be entered in any order (see Example 2).
[Click for listing of Job Categories available for the selected domain\(s\).](#)
3. Each option including the last one must be followed by a '|' character (hold down the Shift + the \ key).
4. Add one user per line, and use the Enter key to move to the next line.
* Be sure to edit the sample provided, copy, and paste the full line as needed.
5. No more than 100 users may be added in each batch.
6. As a precaution, before submitting, you should copy and save all input information to a text file.

```

FirstName::John|LastName::Smith|Email::jsmith@company.com|LoginID::JohnSmith|Password::js|

```

Example 1:
 FirstName::John|LastName::Smith|Email::jsmith@company.com|LoginID::JohnSmith|Password::js|

Example 2:
 FirstName::John|LastName::Smith|Email::jsmith@company.com|LoginID::JohnSmith|Password::js|JobCategory::Supervisor|ManagerID::managerLoginID|EmployeeID::1234|SSN::111223333|hireDate::09/12/2003|

Settings for new users

Roles:

- Instructor (Superhero Courses)
- Instructor (Superheroes Only!)
- Manager (Superheroes Only!)
- Student (Superhero Courses)
- Student (Superheroes Only!)

Preferred Domain:

Time Zone:

Search

The *Search* link is used to search for a specific user or all users in the organization.

- Select the *Search* link on the User Administrator’s Main Menu.
- Enter search criteria as it pertains to the specific user, or just click on the *search* button without entering any search criteria to display a list of all of the users in the organization.

Search for a User
 Leave fields blank to select ALL users.
 Enter one or more fields to filter your search.

First Name: Starts With
 Last Name: Starts With
 Email: Starts With
 Login ID: Starts With
 PID:
 Job Category:
 Accountant
 Accounts Payable Professional
 Activity Specialist
 Employee ID:
 Manager: Any [Select Manager](#)
 Role: - Any -
 Hire start date: Dec 15, 2011 use in search
 Hire end date: Dec 15, 2011 use in search
 Number of Results Per Page: 25
 Status: Show Active Students Only
 Domains: All managed domains
 Select individual domains

- The information displayed on the *Search Results* page includes the users name(s) (which when selected will take you to that users’ User Profile), Email address, Login ID, Preferred Domain, Job Category, and current Status.

Search Results

Showing 1 - 3 of 3

Name	Email	Login ID	Pref. Domain	Job Category	Status
Kent, Clark	ClarkKent@thedailyplanet.com	superman	Superheroes Only!		Active
Prince, Diana	DP@wonderwoman.com	wonderwoman	Superheroes Only!		Active
Wayne, Bruce	Bruce.Wayne	Batman	Superheroes Only!		Active

Showing 1 - 3 of 3

[Print Results](#)

Change Users Manager

The *Change Users Manager* link is used to change the assigned manager for an individual user or group of users.

- Select the *Change Users Manager* link on the user Administrator’s Main Menu.
- On the *Change Users Manager* page, enter search criteria as it pertains to a specific user, or click on the *Search* button without entering any search criteria to display a list of all users in the organization.

- Select the checkbox associated to the user’s name then click the *Add Selected* button.

Name	Email	Login ID	Job Category	Pref. Domain
<input type="checkbox"/> Prince, Diana	DP@wonderwoman.com	wonderwoman		Superheroes Only!
<input type="checkbox"/> Wayne, Bruce	Bruce.Wayne	Batman		Superheroes Only!

- Once all the desired users have been added, select a value from the *Manager* drop down list, then click the continue button.
- If a user was added by mistake or needs to be removed, select the checkbox associated to the user that needs to be removed, and then click on the *Remove Selected* button.

Selected Users

Confirm selected users are correct, select a manager, and click Continue.

Showing 1 - 2 of 2

	Name	Email	Login ID	Job Category	Pref. Domain
<input type="checkbox"/>	Prince, Diana	DP@wonderwoman.com	wonderwoman		Superheroes Only!
<input type="checkbox"/>	Wayne, Bruce	Bruce.Wayne	Batman		Superheroes Only!

[Select All](#) [Clear All](#) [Remove Selected](#)

Manager: - No Manager -

[Continue](#)

Activate User(s)

The *Activate User(s)* link is used when inactive users need to be re-activated.

- Select the *Activate User(s)* link on the User Administrator’s Main Menu.
- On the *Activate User(s)* page, enter search criteria as it pertains to the user being re-activated, or click on the *Search* button without entering any search criteria to display a list of all of the organizations’ inactive users.

Activate User(s)

Select Users
Search Criteria

**Leave fields blank to list ALL users.
 First Name, Last Name, Email, and Login ID can accept multiple entries.
 Separate each entry with a semi-colon(;).
 e.g. bob;sue;tim**

First Name: Starts With

Last Name: Starts With

Email: Starts With

Login ID: Starts With

Job Category: -None-
Accountant
Accounts Payable Professional
Activity Specialist

Employee ID:

Manager: Any [Select Manager](#)

Hire start date: Dec 15, 2011 use in search

Hire end date: Dec 15, 2011 use in search

Domains: All managed domains
 Select individual domains

[Search](#)

- Select the checkbox that is associated to the user(s) to be re-activated then click on the *Add Selected* button.

Activate User(s)

Select Users
Search Results

Select those users you want and click Add Selected.
NOTE: A maximum of 2500 users can be updated at one time.

Showing 1

Name	Email	Login ID	Job Category	Pref. Domain
<input type="checkbox"/> Kent, Clark	ClarkKent@thedailyplanet.com	superman		Superheroes Only!

[Select All](#) [Clear All](#)

Showing 1

- On the *Selected Users* page click on the *Activate* button.

Selected Users

Confirm selected users are correct and click Activate.

Showing 1

Name	Email	Login ID	Job Category	Pref. Domain
<input type="checkbox"/> Kent, Clark	ClarkKent@thedailyplanet.com	superman		Superheroes Only!

[Select All](#) [Clear All](#)

Inactivate User(s)

The *Inactivate User(s)* link is used to inactivate users that will no longer be using the LMS for training.

- Select the *Inactivate User(s)* link from the Administrator’s Main Menu.
- On the *Inactivate User(s)* page enter the search criteria as it pertains to the user that is going to be inactivated, or click on the *Search* button without entering any search criteria to display a list of the organizations’ active users.

Inactivate User(s)

Select Users
Search Criteria

**Leave fields blank to list ALL users.
First Name, Email, and Login ID can accept multiple entries.
Separate each entry with a semi-colon(;).
e.g. bob;sue;tim**

First Name:

Last Name:

Email:

Login ID:

Job Category:

Employee ID:

Manager: Any [Select Manager](#)

Hire start date: use in search

Hire end date: use in search

Domains: All managed domains
 Select individual domains

- Select the checkbox that corresponds to the user(s) to be inactivated, and then click the *Add Selected* button.

Inactivate User(s)

Select Users
Search Results

Select those users you want and click Add Selected.
NOTE: A maximum of 2500 users can be updated at one time.

Showing 1 - 3 of 3

	Name	Email	Login ID	Job Category	Pref. Domain
<input type="checkbox"/>	Kent, Clark	ClarkKent@thedailyplanet.com	superman		Superheroes Only!
<input type="checkbox"/>	Prince, Diana	DP@wonderwoman.com	wonderwoman		Superheroes Only!
<input type="checkbox"/>	Wayne, Bruce	Bruce.Wayne	Batman		Superheroes Only!

[Select All](#) [Clear All](#)

Showing 1 - 3 of 3

- On the *Selected Users* page click on the *Inactivate* button.

Selected Users

Confirm selected users are correct and click Inactivate.

Showing 1

	Name	Email	Login ID	Job Category	Pref. Domain
<input type="checkbox"/>	Prince, Diana	DP@wonderwoman.com	wonderwoman		Superheroes Only!

[Select All](#) [Clear All](#)

TRAINING ADMINISTRATOR FUNCTION DETAILS

The Training Administrator functions consist of the following.

- **Batch Enrollment:** Enroll an individual or batch of users in any available learning activities.
- **View User Learning Plans:** View an individual students' learning plan and access the summary, transcript and more.
- **Group Learning Plans:** Recommend or require group members to take a given set of learning activities.

A snapshot of the Training Administrator's Main Menu, with the links that direct you to the appropriate view on the LMS for each function is shown below:

Training Administrator's Main Menu

[Batch Enrollment](#)
Enroll an individual or batch of users in any available Learning Activities or Blended Activities.

[Enrollment Management](#)
View or update students' enrollment in Learning Activities

[View User Learning Plans](#)
View an individual Student's Learning Plan and access the Summary, Transcript, and more.

[Group Learning Plans](#)
Recommend or require a given set of students to take a set of Learning Activities. NOTE: Students must then self-enroll in recommended or required activities.

[Custom Content Management](#)
Add, edit or view Custom Content for Online, AICC, SCORM, or other Web-Based courses.

Batch Enrollment

The steps to perform a Batch Enrollment are exactly the same as those described for the Manager role. Details on performing this function are found in the *Manager* section of this document.

View User Learning Plans

The *View User Learning Plans* link is used to access individual users' learning plans and transcripts.

- Select the *View User Learning Plan* link.
- Enter search criteria as it pertains to a specific user, or click on the *Search* button without entering any search criteria to display a list of all users in the organization.

Search for a User

**Leave fields blank to select ALL users.
Enter one or more fields to filter your search.**

First Name: Starts With
 Last Name: Starts With
 Email: Starts With
 Login ID: Starts With
 PID:
 Job Category: -None-
Clerical
Elec Tech
InstrTech
 Employee ID:
 Manager: Any [Select Manager](#)
 Role: - Any -
 Hire start date: Dec 15 2011
 use in search
 Hire end date: Dec 15 2011
 use in search
 Number of Results Per Page: 25
 Status: Show Active Students Only

- Set the learning plan criteria, and then click on the learning plan link that is associated to the desired user.

Search Results

Learning Plan View Criteria:
 All Current Year Last 12 Months

Date Range
 From: Dec 16 2011
 To: Dec 16 2011

Showing 1 - 3 of 3

Member	Email	Login ID	Pref. Domain	Job Category	Status	View
Kent, Clark	ClarkKent@thedailyplanet.com	superman	Superheroes Only!		Active	Learning Plan
Prince, Diana	DP@wonderwoman.com	wonderwoman	Superheroes Only!		Active	Learning Plan
Wayne, Bruce	Bruce.Wayne	Batman	Superheroes Only!		Active	Learning Plan

Showing 1 - 3 of 3

Group Learning Plans

The steps to create Group Learning Plans are exactly the same as those described for the Manager role. Details on performing this function are found in the *Manager* section of this document.

Statement of Confidentiality and Non-Disclosure

This document contains proprietary and confidential information. All data submitted is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealings with Critical Information Network (CiNet). The recipient of this document agrees to inform present and future employees of the company who view or have access to its content of its confidential nature and instruct each employee that they must not disclose any information concerning this document to others except to the extent that such matters are generally known to, and are available for use by, the public. The recipient also agrees not to duplicate or distribute or permit others to duplicate or distribute any material contained herein without CiNet's express written consent.

CiNet retains all title, ownership and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing material, and multimedia.

BY ACCEPTANCE OF THIS DOCUMENT, THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT.

Critical Information Network

4101 International Parkway
Carrollton, Texas 75007
1. 800.624.2272
www.criticalinfonet.com

All information included in this document is the exclusive property of Critical Information Network and protected by United States and international copyright laws. The information is subject to change without notice and does not represent a commitment on the part of Critical Information Network.

Copyright © 2011 Critical Information Network. All rights reserved.

