# Reporting Group Administrator permissions, instructions.

If you have been designated as a Reporting Group Administrator, you will be able to:

- change the title/description of a group
- assign others to be group admins or managers
- add and remove group members
- link courses to group(s) for auto-assignment to group members
- add subgroups to your group(s)
- assign courses
- view and create reports.

When you log in to your eLearning site, you will see an "Admin Settings" menu along with the regular menu at the left edge of the page:
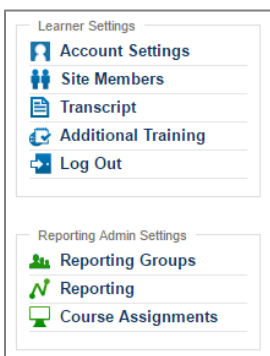
Reporting Groups

For Reporting Groups, you will see all groups but only the ones for which you are an Admin will be accessible – a key is provided:

Using a test user as an example, here is a list of groups at the left and then the "opened" group, Mammals, to the right:

There are **Edit** buttons to the right when you open up a group. You cannot remove yourself as a group admin but you can:

- revise the group description
- add others as Admins or Managers
- add and remove group members
- link courses to the group
- add subgroups.

Click the **Edit** – or **Add Subgroup** - button next to the section you want to make changes in and follow the instructions that will be there when you open up that section.

Currently Selected Group

Mammals

▶ Group Description   Edit

Reporting Managers and Administrators   Edit

Managers and Administrators assigned in this group are shown below. ❓

Name	Email	Type
Test User	testuser@ m	A

Group Members   Edit

Learners who are direct members of this reporting group are shown below. ❓

Show [10 ▼] entries   Search: [   ]

Name	Email	Active
		Yes
	g	Yes
	rg	Yes
	g	Yes
	g	Yes
	g	Yes
	g	Yes

Names and emails are listed here.

Showing 1 to 7 of 7 entries   First   Previous   Next   Last

Course Assignments   Edit

This reporting group's course assignments are shown below.

Show [10 ▼] entries   Search: [   ]

Title	To

There are no current course assignments for this group.

Showing 0 to 0 of 0 entries   First   Previous   Next   Last

Subgroups   Add Subgroup

The direct subgroups of this reporting group are shown below. ❓

There are no current subgroups under this group.

Course Assignments

You would use this feature if you do not wish to link courses to the reporting group(s) for auto assignment or for those courses that you may want to assign to only a few of your group members.

When you click on **Course Assignments** from the Admin Settings menu you will see your group listed in the Step 1 section. If you are an Admin of more than one group there will be a section to allow you to choose which group you want to pull up for making assignment.

Follow the instructions in each step. In Step 4, you can choose to send out an email notification or not, and you can skip the Coupon Code field. The system will tell you if you are about to assign a course that is already in an account and you can choose to assign or remove it from the assignment list. (Some people take courses for re-certification, needing to get a "fresh" version each year or two so that the completion certificate reflects the correct date.)

Course Assignments

Create Assignments	Review Assignments

▶ How to Create Course Assignments

Step 1: Select Learners

Click on names in the list below to select learners for your course assignment. (Simply click a name again to un-select that learner.) You may select as many or as few learners as necessary from each page of the list.

Show 10 ▾ entries   Select All Learners   Select Active Only   Search: _____

Learner ▲	Email Address	Active	Transcript
B		Yes	View Transcript
D	g	Yes	View Transcript
E	rg	Yes	View Transcript
H	g	Yes	View Transcript
Ja	g	Yes	View Transcript
Ju	g	Yes	View Transcript
S	rg	Yes	View Transcript

Names and emails are listed here.

Showing 1 to 7 of 7 entries   First   Previous   1   Next   Last

> If you use this feature a history of assignments will be kept and to see the list just click on the **Review Assignments** tab.

> A brief explanation of the steps can be found here; just click the arrow.

Step 2: Select Courses

Click on titles in the list below to select courses for your assignment. (Simply click a title again to un-select that course.) You may select as many or as few courses as necessary from each page of the list.

Show 10 ▼ entries   Search: [   ]

Type Of Course ⇅	Course Title ⬆	Price ⇅
Course	Accessibility	$0.00
Course	Adaptive Radiation and Evolution: A Case Study using Hawaiian Forest Birds	$0.00
Course	Adult and Child CPR	$0.00
Course	Affirmative Action: Small Business Development - Title VI	$0.00
Course	American Heart Association Emergency First Aid	$0.00
Course	Americans With Disabilities Act and Transition Plans	$0.00
Course	An Introduction to Working with Volunteers	$0.00
Course Collection	Animal Ambassador Management (PS)	$0.00
Course	Animal Show Development	$0.00
Course Collection	Animal Welfare	$0.00

Showing 1 to 10 of 313 entries   First   Previous   **1**   2   3   4   5 ... 32   Next   Last

Search for the course(s) using the Search field and click the title to select (line will turn blue and yellow).

Step 3: Review Selections

Review your selections in the table below. If you need to add or remove learners or courses, just return to the preceding sections and make any necessary changes. When you are ready to proceed, click **Set Up Assignments**.

Note: You can repeat steps 1-3 to set up additional assignments before going on to create them all at once in step 4.

Learners Selected	Courses Selected
There are no learners selected.	There are no courses selected.

Set Up Assignments

Your selection(s) will appear in the boxes in Step 3. When you click the **Set Up Assignments** button the boxes will empty and the information will appear in Step 4.

Step 4: Create Assignments

The assignments you set up in the preceding steps are displayed below, as individual courses to be assigned to individual learners. If necessary, you can **Remove** specific assignments.

When you are ready to proceed, click **Create Assignments**.

Show 10 ▼ entries   [Copy] [CSV] [Excel] [PDF]   Search: [   ]

Learner ⬆	Email Address ⇅	Course Title ⇅	Price ⇅	Remove Assignment
Ju____ ___	ju_____@_____.org	An Introduction to Working with Volunteers	$0.00	Remove

Showing 1 to 1 of 1 entries   First   Previous   **1**   Next   Last

☑ Send Email Notifications to Learners

Coupon Code: [   ]

Create Assignments

Your final chance to proofread and change your mind! Then choose whether to send an email or not and click the **Create Assignments** button. The course(s) will be added to the learner accounts.

Reporting

The example below is for a Reporting Group Administrator who has those privileges in more than one group – if the privileges you have are only for one group you will not see the second (green) section at the top that allows you to change the group you are viewing.

| Select Reporting Mode ❓ | Current Mode: | STANDARD (Pre-made reporting formats) | Switch To CUSTOM |
| Select Reporting Group ❓ | Current Group: | Mammals | Change | Details |

Organization/Site name

Reporting Group: Mammals

Search for learners or courses

| Reporting Overview | Course Material | View All Learners |

Admin Reports

What is Lesson Status?

Course Statistics Overview

| | 178 | 0 | 5 | 3 | 1 |
| --- | Not Attempted | Failed | Incomplete | Completed | Passed |

Most Frequently Taken Courses   Most Active Learners

> Blue underlined text can be clicked on for more information.

Using the search field or different buttons, you can pull information on courses and individual accounts for those within your group(s).

View all Learners button pulls up a list of the group members. You can choose to view more than 10 at a time (for larger groups), export the list to excel, and search.

Clicking on any column heading will resort the list by that heading.

Clicking on a name will bring up the individual account with information on the activity.

Full List of Learners

Show 10 ▾ entries   Copy CSV Excel F   Search: _____

Learner ▲	Email	Account Active	Passed	Completed	omplete	Not Attempted	Failed	Total
B		Yes	0		1	25	0	28
D	g	Yes	1	1	0	60	0	62
E	g	Yes	0	0	2	5	0	7
H	g	Yes	0	0	0	30	0	30
Ja	g	Yes	0	0	0	0	0	0
Ju	rg	Yes	0	0	1	39	0	40
S	rg	Yes	0	0	1	19	0	20

Names and emails are listed here.

Showing 1 to 7 of 7 entries   First Previous 1 Next Last

Course Material button will show you a list of the courses that are in the accounts of your group members. In this example, one group member has the Introduction to Working with Volunteers course:

Scrolling down will give you information on any Additional Training records submitted by group members, Events (live trainings) attended and Resources downloaded. (Resources can only be added to the site by Site Administrators)

Slide the scroll bars to view more columns of information.

Clicking on the **Switch To CUSTOM** button will bring you to custom reporting, where you can choose specific fields, people, courses, date ranges, etc.

Next click on the **Create A New Report** button:

Choose the fields you want and they will populate below the list and some will give you options to filter further.

Instructions can be seen by clicking on the **How To Create a Custom Report** text.

When the report is completed, the results will be shown at the bottom of the screen and you can save the report (not advised for the ones with date restrictions) to use again and you can send the results to an excel document.

How To Create a Custom Report	
Select Fields	
Learner Properties	**Fields pertaining to learners themselves**
(+) Learner Name	Learner's name.
(+) Email Address	Learner's email address.
(+) System Account Status	Is the learner's CollaborNation™ system account blocked?
(+) Alaska Sea Life Center Academy Site Account Status	Is the learner's Alaska Sea Life Center Academy site account active?
Course Properties	**Fields pertaining to courses**
(+) Course Title	Title of the course.
(+) Mastery Score	Score needed to pass the course.
(+) Course Clock Hours	Clock hours awarded to the learner upon completion of the course.
(+) Course Creation Date	Date and time when the course was created.
Course Assignment Data	**Fields pertaining to course assignments**
(+) Assigner Name	Name of the administrator or manager who assigned the course to the learner.
(+) Assignment Date	Date the course was added to the learner's account.
(+) Assignment Expiration	Date and time of the assignment's expiration.
(+) Visibility	Is the course visible to the user, or has it been removed?
Learner Progress and Performance Data	**Fields pertaining to learners' course completion and quiz scores**
(+) Course Lesson Status	Learner's current lesson status for the course (Passed, Not Attempted, etc.).
(+) Lesson Location	Page the learner is currently on in the course.
(+) Activity Start Date	When did the learner first begin the course?
(+) Last Access Date	When did the learner most recently access the course?
(+) Last Access Duration	How much time did the learner spend in the course during their last access?
(+) First Completion Date	When did the learner first complete the course?
(+) Course Completion	Date and time when the course was completed.
(+) Access Count	Number of times the learner opened the course.
(+) Total Time for Course	Total amount of time the learner has spent in the course (in HHHH:MM:SS).
(+) Learner Score	Score the learner achieved for taking the course.
(+) Learner has Certificate	Did the learner earn a certificate for completing the course?
Fields	**Filters**

☐ Return Only Unique Results
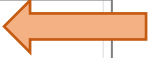
Sometimes people put the same course into their account more than once by mistake. Click this button to eliminate duplicates in your report.

Showing the field to name/save a report after you have clicked the **Create Custom Data Report** button:

Save Report Format as:		Save My Report

Show 10 ▾ entries   Copy | CSV | Excel | PDF   Search: [   ]

Learner Name ▲	Course Title	Course Lesson Status	Course Completion	Learner Has Certificate
Br......	An Introduction to Working with Volunteers	Not Attempted	-	-