



FAST-START GUIDE FOR ADMINISTRATOR

ONLINE HELP: ELEAPSOFTWARE.COM/SUPPORT

VERSION 2.3
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KEY UPDATES TO THIS NEW INTERFACE

We have made many changes to the LMS interface for easier account management and a more intuitive user experience.

Key Additions:

- **Easier account navigation** through natural links
- **Streamlined workflow interface** for efficiency and productivity
- **Clear informational alerts/notices** to guide users and provide additional helpful information.
- **'Add Course' wizard** streamlined for ease of use.
- **UNICODE UTF-8** support enabled for course content for international languages.
- **Upgraded the Content Editor** to enable faster uploads, easier content formatting (tables, cells) and additional content features.
- **Smart Course Menu** – If Glossary, FAQ, Resources are not used, they don't appear in trainee's Course Menu. You can turn these and also Feedback & White Board off/on.
- Incorporated **advanced themes customization**. This will enable eLeaP to quickly add more themes and international language packs.
- **Enabled full vertical scroll** so that users can see full display of your course content.
- **Email message notification** sent to all Users or User Groups assigned to a Career Path when that Career Path has been changed (courses added or removed from that Career Path).
- **A more compact and efficient User Groups Activity (UGA) report**. There was a lot of duplication because each user row was repeated.
- **Search for a specific user** within a User Group. This is great for easily updating User Group memberships.
- **Search for specific user level** – all instructors or all trainees or all Admins, within a User Group.
- **Automated User management** – mass add/delete users from a single bulk upload file.
- **Added [Launch Course] and [Relaunch Course]** buttons for all SCORM courses. This way, users will easily know how to start their assigned SCORM courses.
- **Upgraded eLeaP Media System** to enable easier video streaming on all major browsers.
- **Added option for Admin to view My Stuff files** uploaded by trainees. This is a great way to collect homework assignments.

- **Option for Admin to save** multimedia files used in courses. Simply click and save your files.

Your Logo here
Weobong, Don | [logout](#) [view my profile](#)

[HOME](#) [COURSES](#) [USERS](#) [USER GROUPS](#) [CAREER PATHS](#) [QUIZ RESULTS](#) [FORUM](#) [REPORTS](#) [ACCOUNT](#) [INBOX \(8\)](#) [ECOMMERCE](#)

Welcome to Demo Training System

About your organization here. Add info about your org.

Special Instructions:
Special instructions going out. Pay attention

Assigned Courses

Course Name Course Category filter

No.	Name	Status	Deadline	Category	Instructor
1.	Checking sequence quiz - DUPLICATE	Completed	none	Uncategorized	Weobong, Don
2.	Course by instructor	Quiz not completed [100 %]	12/24/2010	instructor	Three, User
3.	Sample eLeap eLearning Course	Quiz not completed [100 %]	02/20/2011	Demo Only	Weobong, Don
4.	First Name of Course	Completed	01/20/2011	New Course for New System	Weobong, Don
5.	12-21-2010 Course - DUPLICATE	Completed	02/04/2011	Uncategorized	Weobong, Don ; Three, User

Assigned Career Paths

No.	Name	Status	No. Courses	Instructor
1.	New CP	Completed	4	Three, User
2.	CP 01-05-11	Completed	6	Weobong, Don
3.	new cp3	Completed	2	Three, User

ELEAP DOCUMENTATION

This Administrator User Guide to the eLeaP™ LMS/LCMS system is designed to make your transition and use of our system as easy and seamless as possible.

The Administrator User Guide is organized into eight (8) sections:

- Course Setup & Management
- User Management
- Quiz/ Assessment Center
- Reports/Completion Certificates
- Forums/Interactive Features Management
- Productivity Tools – Portfolio Builder “My Stuff”
- My Account Management
- Support/Help Center and eLeaP™ Knowledge-base

COURSE SETUP AND MANAGEMENT

ELEAP LOGIN AND SETTING UP E-LEARNING/TRAINING COURSES

To log into your eLeaP Learning & Training system, go to your special, secure website i.e. <https://yourcompanyname.2leap.com>. You should have received this login information via email. If not please check your Bulk Mail folder (in your email program) or email sales@eleapsoftware.com.

Make sure you white list email coming from ELEAPSOFTWARE.COM.

Your Logo Here

Demo 2x Training & E-Learning System
To access your eLearning Center please login below.

• please enter your email address and password •

Email

Password

Login

[I can't access my account](#)

Powered by **eLeaP**

Log in by entering your email address and password as shown above. Once you are logged into your eLeaP Learning & Training system, you as the System Administrator can begin creating training and e-learning courses.

Tip: If you get an error message or [THIS ACCOUNT HAS BEEN DISABLED] message, check your account website URL to make sure it is correct. Contact eLeaP if necessary.

To begin creating e-Learning or Training Courses, click the **COURSES** tab on your system menu (Top Navigation tab). Then click [+add new course](#) in the Course-specific menu. Enter your new Course name, create a new category or select an existing category, enter your course description and set your course objectives. When ready, click **submit** to go to course layout screen. You can also set course deadlines or expiration date parameters. See below.

- To set the deadline for a specific date in the future, click on the [Yes – A specific date] option. You can then set the specific date as shown below:

Deadline

Specific Date (mm-dd-yyyy)

Send reminder notice days before deadline.

Available after deadline *the course should be available to users after deadline?*

- To set the deadline for a period of time, click on the [Yes – A period of time] option. You can then set the specific date as shown below:

Deadline

Period of time from the assigning date.

Send reminder notice days before deadline.

Available after deadline *the course should be available to users after deadline?*

Note:

- The eLeaP™ system automatically sends notifications for course assignments and approaching deadlines.
- You can always access the deadline settings again. Simply go to the course detail page and click on the [Click to expand](#) option.

Manage Courses | [My Assigned Courses](#) | [Manage Categories](#)

Add Course

Name *

Category

Description *
30 characters min.

Objectives

Send assignment notifications

Active Feedback

Active White Board

Deadline

Available after completion should a user have access to this course after course completion?

Course Layout Screen

Next, you can create individual learning objects, pages or lessons that will make up your entire e-learning course. Think of this phase as if you are writing a novel.

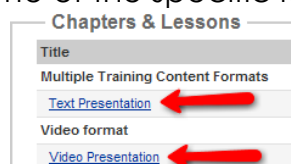
Step 1:

Select the type of learning object you want to create. Your options are **Chapters** or **Lessons**.


The next thing to do is to type the name or title of the learning object and choose an insertion point for this object. eLeaP™ LMS/LCMS is designed to allow complete flexibility in the course creation process so that you can move chapters or lessons around and also to insert new chapters or lessons wherever you want.

You will then click the or button to add your learning object.

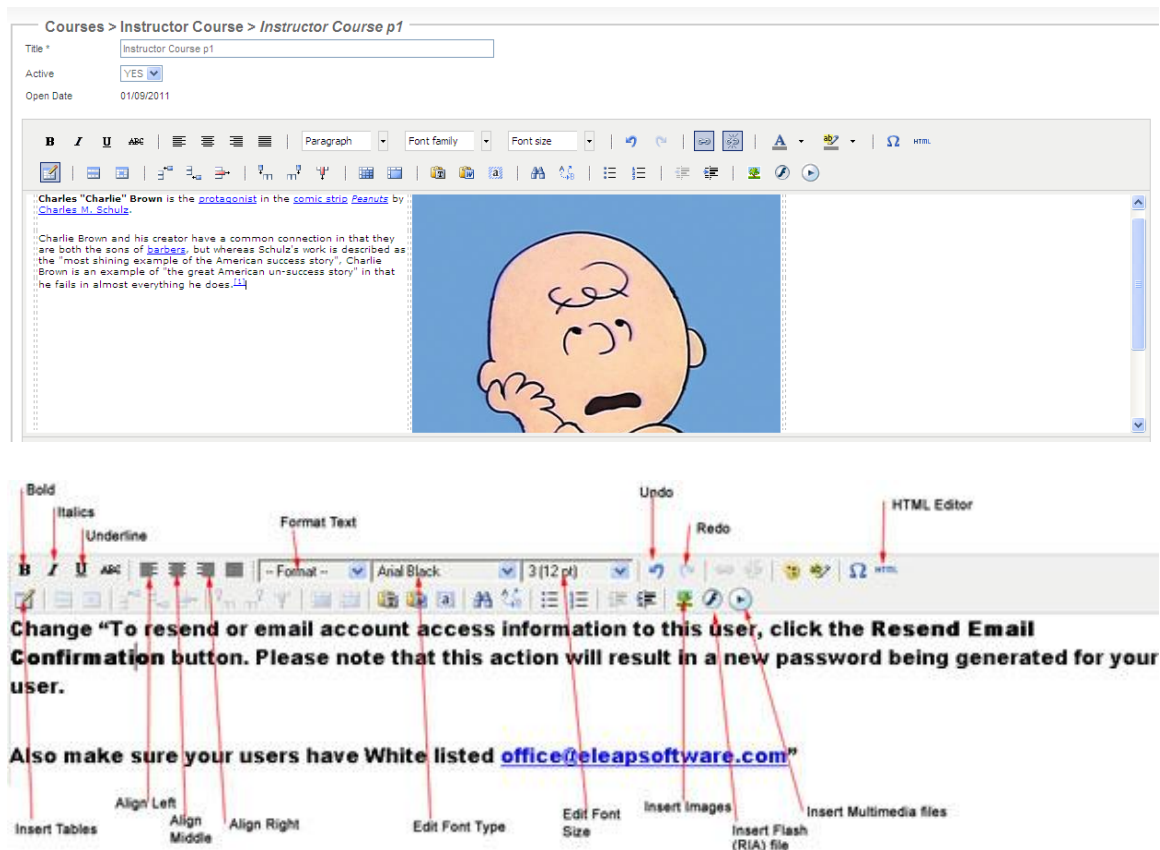
To begin adding **content** or **text** to your just created learning object (lesson), click on the name of the specific lesson. For example:





The Magic of eLeaP™

You are now in the heart and brain of the eLeaP™ Course Content Management System. Some of you will recognize a familiar Microsoft Word or other CMS menu items layout. Insert your text or content anywhere in your Content Creation space. For example to paste content you have already created in Microsoft Word, click the  icon. Remember, you can format your layout to your exact specifications.

Here is a screen shot of your Content creator menu items:





Frequently Used Tools



- Insert pictures or graphics:
 - 
- Insert Flash files (for example from Articulate Presenter or Camtasia)
 - 
- Insert Video embeds (from YouTube or any video hosting site)

-  HTML
- Upload Files
 -  [upload file](#)
- Upload or insert SCORM courses
 -  [import scorm](#) (from Course detail page)

For a simple course let's insert the text:

**“Welcome to eLeaP Biotechnology learning course.
Please click [\[Next Lesson\]](#) to continue.”**

You can attach your own documents you have already created on your computer. Just click  [upload file](#) , browse to select your file and then  . Your uploaded file will automatically be added to the bottom of your course lesson as a download file.


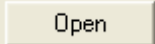
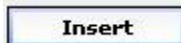
Next, click  to save your lesson, or  to cancel current action and return to the previous screen.

To edit a lesson, click  [edit lesson](#) . To return to the main course details page, click  [back to Course](#) and repeat **Step 1** above.

Complex Course e-Learning Objects:

In today’s e-learning and training environment using multimedia rich presentations can greatly enhance your trainees learning experiences. eLeaP™ supports various multimedia formats including Video, Audio, Flash, HTML, PDF, Microsoft objects, SCORM 1.2 and SCORM 2004.


To add Graphics or Pictures

To add graphics or pictures to your learning content object, click  . Browse your computer to locate the relevant picture or graphic, click  to upload the graphic. You will see a preview of your graphic in your upload window. Next add description (short) for the image, set alignment if needed, add a border if necessary or even define your horizontal or vertical spaces if needed. Then click  to insert your graphic.

Insert/edit image

Image file (.jpg, .gif, .png, .bmp)

Depending on your file size and connection speed, this upload may take several minutes.

Align  thumbnail image

Resolution x

Border

Vertical space

Horizontal space

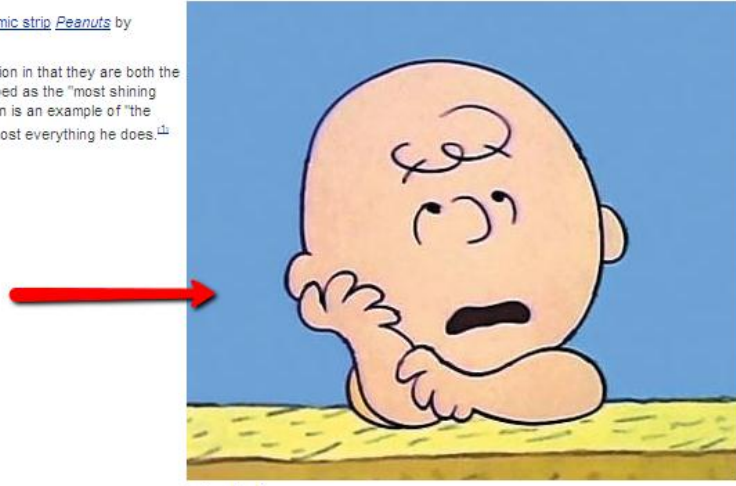
Before uploading your content please be sure that you have all the necessary legal rights to distribute it, including the rights to any sounds or music being used. You are responsible for compliance with all applicable laws and regulations.

View your Inserted Image!


Content

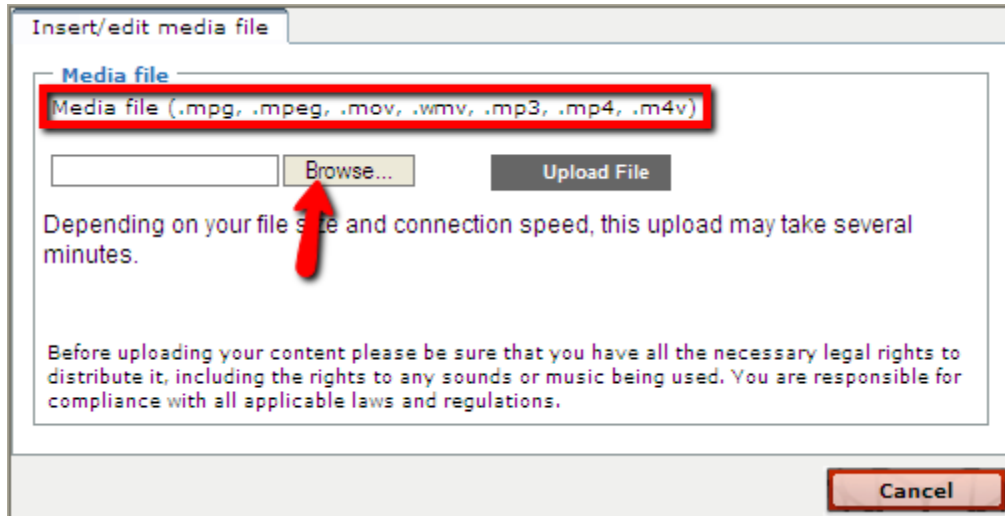
Charles "Charlie" Brown is the [protagonist](#) in the [comic strip](#) *Peanuts* by [Charles M. Schulz](#).

Charlie Brown and his creator have a common connection in that they are both the sons of [barbers](#), but whereas Schulz's work is described as the "most shining example of the American success story", Charlie Brown is an example of "the great American un-success story" in that he fails in almost everything he does.^[4]




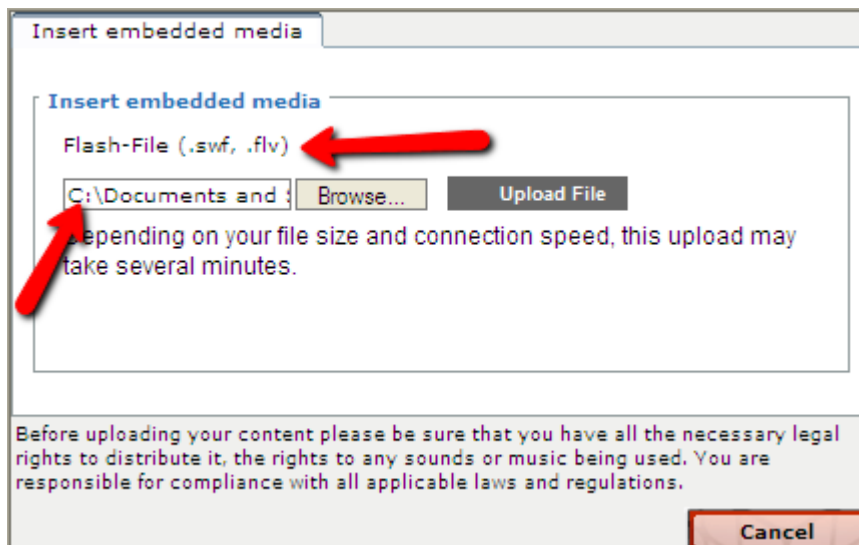
To add Video to your Course:

While in the WhatYouSeesWhatYouGet (WYSIWYG) Content Creator window, click the **[Media]** button  to add Video to your course. You would need to have pre-created your video in the following formats: .mpg, .mpeg, .mov, .wmv, .mp3. You will also need to know the dimensions (width and length) of your video. The next step is to complete our Video file upload wizard with the relevant information and then click . Your video is automatically added to your course.



To add Flash (.SWF, .FLV) files to your Course:

While in the WYSIWYG Content Creator window, click the Flash button  to add Flash files to your course. You would need to have pre-created your Flash file. You would also need to know the dimensions (width and length) of your Flash file format



View Your Flash Video!

Scaffolding




TIP: We have found Flash Video MX Pro and AVS Video Converter to be quite helpful in creating Flash files. You can convert your Video files to Flash format. These programs do a good job of compressing your Video files so you can have a longer video converted to Flash. If you need assistance, email help@eleapsoftware.com

Tip: Use FLV format for longer videos. You can easily import FLV videos into eLeaP using the flash upload icon. Got YouTube videos you want to add to your course? Use the HTML tool to paste your embed html code.

TIP: Do you want to use PowerPoint files in your course? Check out tools for converting PowerPoint to Flash format or even SCORM and then importing your Flash file into eLeaP. Some Converters we have checked out include Articulate Presenter, Camtasia, and Adobe Captivate. See the eLeaP Support website for more information. There are numerous benefits from converting your PowerPoint files to Flash or SCORM formats for web based training. Check our eLeaP™ Knowledgebase in our Support Center to learn more.

OTHER COURSE FEATURES

Collaboration

You can easily collaborate with other instructors for course development purposes. To add other instructors to collaborate on a course, click on the **Instructors** link in the top left of your course detail page. You can then select an additional instructor and click .



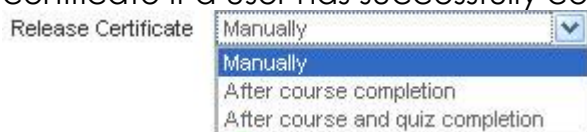
Tip: This is an easy way to share course completion data with managers and supervisors in your organization.

Certificate Template

To create and deploy completion certificates, click **Certificate Template**.

You can upload your own background design for your certificate of completion. Follow the on-page instructions to add in your certificate background, insert database values like trainee name, course name, release date and so on to personalize the certificate for each user.

You can then set the rules for your certificate to be deployed. For example: you can manage this process manually or issue certificates after a course is completed. You can also set eLeaP to automatically release a certificate if a user has successfully completed a quiz assessment.



Tip: If your certificate is set to release upon a successful quiz completion, you need to make sure you have created and set up or activated your quiz.

Paper format (resolution): A4 [842 x 595 px] Orientation: landscape [upload background image](#) (must be same size or smaller than selected resolution) [Reset Background](#)

Click to upload your certificate background.

- Add <TraineeName>
- Add <InstructorName>
- Add <CourseName>
- Add <ReleaseCertifyDate>
- Add <Address>
- Add <QuizGrade>
- Add text

Text align
L - left
C - center
R - right

Color
Click to change color

Bold / Unbold
Click on the **B** button

Font size
To change font size, edit the px value

Customize your certificate with these fields.

Certificate template ready for download: YES [Release Certificate After course and quiz completion](#) [Certificate release rules](#)

[save](#) [preview](#) [Set to Yes to activate](#)

Advanced Settings

Auto Re-Assignment:

If you need to re-assign your course sometime in the future – like annual training etc, you can use the Auto Re-Assignment feature to easily set this. First select Yes for Auto Re-Assignment, and then click the calendar logo to display the calendar. You can then advance the calendar to select the relevant date for auto re-assignment.

[Course Home](#) | [Instructors](#) | [Assigned Users](#) | [Assigned User Groups](#) | [Completion Report](#) | [Quiz](#) | [Glossary](#) | [FAQ](#) | [Resources](#) | [eCommerce](#) | [Certificate Template](#) | [Advanced Settings](#)

Advanced Settings for Sample - AA

Auto Re-Assignment: YES [+](#)

Non Completion Notification: NO

Require Feedback: NO

Notification Contact: Selected ins

[save](#)

Lesson Settings for Sample - AA

Trainees to complete lessons in pre

Title: Fundamentals of Property Claims

[save](#)

Active: Time* [min:sec]: min

* for unlimited time, leave blank or zero.

Select a date for Auto Re-Assignment of this course.

Su	Mo	Tu	We	Th	Fr	Sa
25	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

[back to Course](#)

Non Completion Notification:

Sometimes it is you are required to notify certain individuals or departments about the status of your training results. Use the Non Completion Notification option to enter the email recipients for this

summary report. The system will send an email showing users who have not completed their training when the course deadline expired.

Advanced Settings for Sample - AA

Auto Re-Assignment: YES

Non Completion Notification: YES | Email recipients (separated by ,): support@eleap.com, legal@telania.com

Require Feedback: NO

Notification Contact: Select instructor

save

Enter emails separated by comma to send Non Completion report summary.

Lesson Settings for Sample - AA

Trainees to complete lessons in pre-formatted order.

Title	Active	Time* [min:sec]
• Fundamentals of Property Claims	✓	min

save

* for unlimited time, leave blank or zero.

** If you don't see this feature in your account but will like to have it activated, send an email to help@eleapsoftware.com (include your eLeaP account URL).

Require Feedback:

Select YES to make users have to complete the feedback form as part of their course completion requirements. Until they complete the feedback form, the course will not be set as Completed.

Advanced Settings for Sample - AA

Auto Re-Assignment: YES

Non Completion Notification: NO

Require Feedback: YES

Notification Contact: Select instructor

save

Select YES to make users have to complete the feedback form as part of their course completion requirements. Until they complete the feedback form, the course will not be set as Completed.

Lesson Settings for Sample - AA

Trainees to complete lessons in pre-formatted order.

Title	Active	Time* [min:sec]
• Fundamentals of Property Claims	✓	min

save

* for unlimited time, leave blank or zero.

Notification Contact:

If multiple instructors are present in this course, use the Notification Contact setting to select the default contact for notification emails going out from the system.

Advanced Settings for Sample - AA

Auto Re-Assignment: YES

Non Completion Notification: NO

Require Feedback: YES

Notification Contact: Select instructor | Select Instructor | Weobong, Don

save

If multiple instructors are present in this course, use the Notification Contact setting to select the default contact for notification emails going out from the system.

Lesson Settings for Sample - AA

Trainees to complete lessons in pre-formatted order.

Title	Active	Time* [min:sec]
• Fundamentals of Property Claims	✓	min

save

* for unlimited time, leave blank or zero.

Lesson Settings:

Preset Course Navigation:

Check the box next to 'Trainees to complete lessons in pre-formatted order.' If you want the system to prevent users from 'skipping' around in your course. This means, users will be required to complete each lesson sequentially. They can't go to lesson 'C' without first viewing lessons 'A' and 'B'.

Minimum Read Time:

Use the Advanced Settings to set minimum time requirements for each lesson or set a pre-determined navigation for your course. Why is this important?

Sometimes you are required to enable training for a specific amount of time i.e. 32 hours. You can use the Advanced Settings option to enter the number of minutes a user needs to spend on each of your lessons (which will total 32 hours). If you only have one lesson, then enter the total number of hours (as minutes) and eLeaP will make sure your user does not circumvent your requirements.

Title	Active	Time* [min:sec]
• Instructor Course p1	✓	<input type="text"/> min
• Page 2	✗	<input type="text"/> min
• scormwithquiz	✓	<input type="text"/> min

Tip: To make the minimum time requirement feature work well, combine it with a quiz assessment. eLeaP will not allow a user to access the quiz without spending the requisite amount of time on your course.

eCommerce (For eLeaP eCommerce Accounts only)

Quickly launch your eCommerce catalog of courses. Click on the eCommerce submenu tab, enter the course info including price and sample copies and submit your course for activation.

Course Home | Instructors | Assigned Users | Assigned User Groups | Completion Report | Quiz | Glossary | FAQ | Resources | Feedback | White Board | eCommerce | Certificate Template | Advanced Settings

eCommerce: Adding New Courses in eLeaP 3

I want to sell this course on my eLeaP e-catalog
Your course will be available or listed on your website <http://telania.eleapcourses.com>

Category Tags

 Use tags to describe your course (letters, numbers and spaces only ... like IT web programming)

Prices
 The course price for a single user is \$
 You can create your own multi user price based on the number of users.
 For example 1-150 users, price per user is \$50.
 Set up your own multi user price below
 For a total number of users between and the price per user is \$

Sample File
 eLeaP requires a course sample for display and marketing purposes. Samples can be in PDF format.

[upload picture](#)

Get more information on eCommerce settings at <http://www.eleapsoftware.com/tutorials/getting-started/new/add-course-e-commerce.htm>

Course Assignment

If you are satisfied with your course layout and content, it is time to launch your course to your users. You can assign your course to individual users or you can assign your course to an entire group of users using User Groups.

To assign to Users

Click on [Assigned Users](#), then [+ assign new users](#). You can select the individual users you want to assign your course to.

Assign new users to Adding New Courses in eLeaP 3

Name Level User Group

Users [back to Assigned Users](#) | Total Users: 138

No.	<input type="checkbox"/>	Name	Level	Email	Date Created	Active
1.	<input checked="" type="checkbox"/>	1, Dev	instructor	dev1@eleap.us	04-20-2009	✓
2.	<input checked="" type="checkbox"/>	2, dev	instructor	dev2@eleap.us	04-20-2009	✓
3.	<input type="checkbox"/>	3, dev	instructor	dev3@eleapsoftware.com	04-20-2009	✓
4.	<input type="checkbox"/>	Admin, Wiley	admin	wtw@wiley.com	06-14-2007	✓
5.	<input type="checkbox"/>	eLeaP Presenter, Don	admin	telania@gmail.com	02-02-2006	✓
6.	<input type="checkbox"/>	Admin, Wiley	instructor	wtw@wiley.com	05-08-2009	✓
7.	<input type="checkbox"/>	Reviewer 5, eLeaP	instructor	dev4@eleap.us	04-24-2009	✓
8.	<input type="checkbox"/>	Reviewer1, eLeaP	instructor	dev1@eleapdev.com	05-12-2009	✓
9.	<input type="checkbox"/>	Reviewer10, eLeaP	instructor	dev10@eleapdev.com	05-12-2009	✓
10.	<input type="checkbox"/>	Reviewer100, eLeaP	instructor	dev100@eleapdev.com	05-12-2009	✓

Tip: Click the top check box next to [Name] to select every user in your user list.

To assign to User Groups

Click on the [Assigned User Groups], then [assign new user groups] and then select the specific user Group or User Groups you want to assign this course to.

Assign New User Groups to *Adding New Courses in eLeaP 3*

Name

User Groups [← back to Assigned User Groups](#) | Total User Groups: 5

No.	<input type="checkbox"/> Name	Description	No. of Members	Date Created	Active
1.	<input type="checkbox"/> Add new User Group	Description here	20	05-14-2009	✗
2.	<input type="checkbox"/> daasd	daasd	9	04-27-2009	✓
3.	<input type="checkbox"/> eLeaP 3 Reviewers	eLeaP3 Reviewers	128	04-20-2009	✓
4.	<input type="checkbox"/> New UG for testing		6	04-17-2009	✗
5.	<input type="checkbox"/> UG Testing 042509	testing	2	04-25-2009	✗

Tip: User Groups are an efficient way to assign courses. You simply need to update the membership of the user group and the system automatically makes sure each member receives the right training courses.

ELEAP QUIZ CREATOR

eLeaPTM encourages you to create pre and post course assessments. Measuring trainee performance enables you to evaluate the full impact of your e-learning training program.

Tracking trainees or users also enables you to measure the ROI of your training programs.

To **create a Quiz** for your Course, click [Quiz](#) and then [+ add new question](#). You can then **choose** the **relevant type** of **question** you want to create.

Add New Question to Instructor Course

Question type:

- Multiple Choice/True/False
- Sequence/Sort Order/Ranking
- Essay/Short Answer/Explanation
- Multiple Choice with Explanation
- Hotspot, Find Errors

Question:

Difficulty:

Image: [+upload image](#)

Options	Correct	image
A <input type="text"/>	<input type="checkbox"/>	+upload image
B <input type="text"/>	<input type="checkbox"/>	+upload image
C <input type="text"/>	<input type="checkbox"/>	+upload image
D <input type="text"/>	<input type="checkbox"/>	+upload image
E <input type="text"/>	<input type="checkbox"/>	+upload image

eLeaP™ currently has five (5) question types or formats:

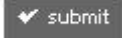

- **Multiple Choice/True/False,**
 - **Sequence/Sort Order/Ranking,**
 - **Essay/Short Answer/Explanation,**
 - **Multiple Choice with Explanation,** and
 - **Hotspot, Find Errors**
- a. To create “Multiple Choice” or “True or False” quiz questions, select that Question option, type in your question, assign a Difficulty Level, and upload an Image if needed. Next you will proceed to add the possible Answer options. You can add up to six (6) possible Answers. If you need to upload images as part of your answers, click the [+upload image](#) button next to the relevant question. You are almost done. Next, you need to pre-select the correct Answer so that the eLeaP system can automatically grade your Quiz. Click to submit your question!
- **Quiz Feedback:** You can include feedback rules based on correct and incorrect answers. Simply input the relevant feedback options in the bottom boxes provided in eLeaP™.

If correct answer is selected, Feedback is	If incorrect answer is selected, Feedback is

- b. Repeat this process as many times as needed to create other Multiple Choice or True or False questions.
- c. Select “Sequence, Sort Order or Ranking” type questions if you want to create Quiz questions that test the ability of your Users to correctly Rank, Sequence or Sort different answer options. An example of such a question would be “arrange the planets in the correct order starting from the nearest to the sun”. You would then add the correct order sequence as Mercury, Venus, Earth, Mars, Jupiter ...”

The eLeaP™ system would automatically unscramble the answer sequence when your quiz is deployed so that your users would have to re-arrange them in the proper sequence.

Remember, click  to submit your question!

- d. If you want to create quiz question that asks for a short answer or an essay, click the “Essay/Short Answer/Explanation” question option. All you have to do is type in your question and select the relevant Difficulty Level (if applicable) and then click  to submit your question!
- e. You can ask a Multiple Choice question but also require your Users or Trainees to explain their answer choice. Select the “Multiple Choice with Explanation” option for this type of question. You need to type in your question in the question box, select Difficulty level is needed, upload a picture or image if needed, and type in the answer options. You will then pre-select the correct response or answer and also check the “Explanation Needed” box for the relevant answer you have selected. If one of the possible answers is an image or picture, go ahead and upload the relevant picture from your computer. Click  to submit your question!

- f. The last question type in the eLeaP™ Quiz Creator system is the “Hotspot or Find the Error” question type. Do you have a map you need correctly identified or a schematic diagram you need to have correctly analyzed? Select the **[Hotspot, Find Errors]** question type, type in the question, select Difficulty level, click [+upload image](#) to find and upload the relevant image into the eLeaP™ system. Note: if this is a schematic diagram that you need analyzed, you would need to have pre-created it as such.

If you are satisfied with your question and you have uploaded the relevant image(s), it is time to click

 **submit** to save your new quiz question.


Quiz Settings

After creating your Quiz Questions Bank, proceed to [▼ settings](#) link (see [+add new question](#) | [▼ settings](#) | [« back to Course](#)) to access additional features about your Quiz. You can launch your quiz in the Quiz Settings area.

In the [▼ settings](#) tab you can set the time limit for your quiz, ask the system to randomly select questions from your question bank, assign the Passing Score for your quiz. If you want to preview your Quiz, select the [📄 preview quiz](#) button to see how your quiz will look to your users. Lastly you can launch your quiz by choosing the **[Yes]** option for “Active” field.

Settings for Instructor Course

Time Limit	<input type="text" value="0.00"/>	minutes (0 = unlimited) - [time limit for the entire quiz]
No. of Questions	<input type="text" value="2"/>	/ 2 - [how many questions, from a total of 2 active questions, do you want the quiz to have?]
Passing Score	<input type="text" value="1.00"/>	- [The total score needed to pass your quiz]
No. of Quiz Retries	<input type="text" value="0"/>	[if greater than 0, users get multiple retry attempts. To display answers see below.]
Display Answers before retry	<input type="button" value="NO"/> ▼	
Randomize Quiz Questions	<input type="button" value="YES"/> ▼	
Randomize Quiz Answers	<input type="button" value="YES"/> ▼	
Active	<input type="button" value="YES"/> ▼	

 **submit** [📄 preview quiz](#) | [« back to Quiz](#)

Quiz Options Explained

- a. **Time Limit:** Assign a time limit for Quiz completion. Just type in the number of minutes you want to assign for your quiz
- b. **No. of Questions:** Do you want to use a 1/3 of the questions you available in your Question Bank? Then type in the relevant number of questions (to be deployed) out of the **Total Quiz Questions** available to you. For example, if you had 30 questions in your Question Bank but only wanted to use 25 of them, then you will type in 25 in the **[No. of Questions]** box.
- c. **Passing Score:** What is the minimum score a user would have to achieve to pass your quiz assessment? From the example above if you need your users to correctly answer 20 questions out of 25 total questions to pass your quiz then type in 20 questions in the **[Passing Score]** field.
- d. **Passing Percentage:** You can also select the percentage passing value and eLeaP will automatically calculate it based on the number of questions used.
- e. **Number of Quiz Retries:** Give your users more than one quiz attempts. Use the Quiz Retries option to set the number additional retry opportunities.
- f. **Display Answers before Retry:** Because of the retry options above, you may choose to block answer feedback during the retry effort. This way, users will only see the correct answers when they accept their final quiz scores.
- g. **Randomize Quiz Questions:** Use this option to let eLeaP automatically randomize how it serves up your quiz. This works best if you use fewer questions than your total number of created quiz questions.
- h. **Randomize Quiz Answers:** In addition to randomizing the order of the quiz questions, you can also randomize the order in which your Quiz answers are displayed. For example the correct answer might not be option B, it could be moved to option C.
- i. **Ready to launch your quiz?** Choose option **[YES]** in the **[Active]** field and then click **[Submit]** to launch your Quiz.

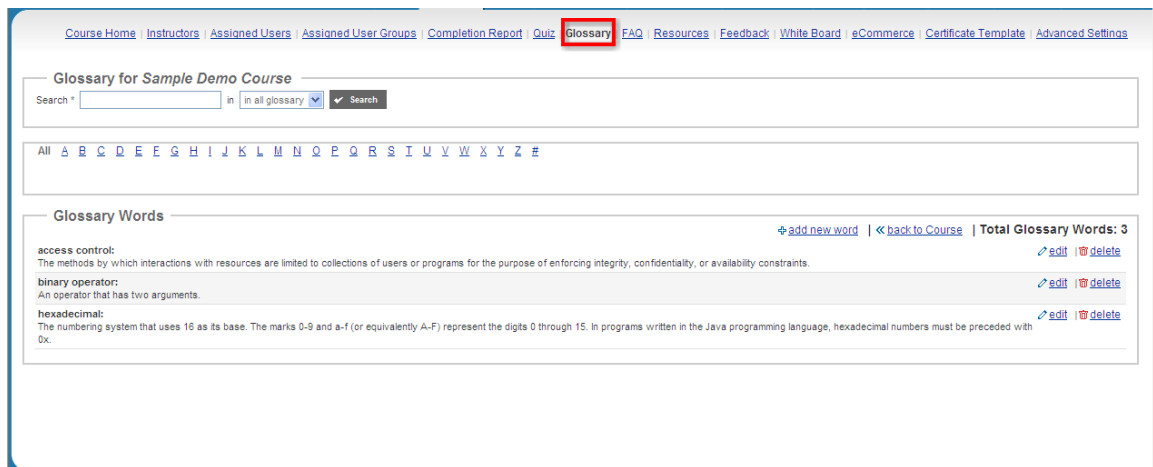
Quiz Advanced Settings

eLeaP™ makes it easy to automatically set and assign different difficulty levels of quiz questions to your users. Let's say out of a total of 30 questions in your Question Bank, you want the eLeaP™ system to designate 10 questions as Easy, 10 questions as Medium and 10

questions as Hard or Difficult. Click . The eLeaPT™ system would then automatically assign these questions to your users.

GLOSSARY

A **glossary** is a list of terms and definitions. Traditionally, a glossary appears at the end a book and includes terms within that book which are either newly introduced or are at least uncommon.



The screenshot shows the 'Glossary for Sample Demo Course' interface. At the top, there is a navigation menu with 'Glossary' highlighted. Below the menu is a search bar with a dropdown menu set to 'in all glossary' and a 'Search' button. A horizontal list of letters (A-Z) is displayed below the search bar. The main content area is titled 'Glossary Words' and shows three entries:

- access control:** The methods by which interactions with resources are limited to collections of users or programs for the purpose of enforcing integrity, confidentiality, or availability constraints. [edit](#) [delete](#)
- binary operator:** An operator that has two arguments. [edit](#) [delete](#)
- hexadecimal:** The numbering system that uses 16 as its base. The marks 0-9 and a-f (or equivalently A-F) represent the digits 0 through 15. In programs written in the Java programming language, hexadecimal numbers must be preceded with 0x. [edit](#) [delete](#)

At the top right of the main content area, there are links for '+ add new word', '<< back to Course', and 'Total Glossary Words: 3'.

To create your **Glossary**, click on the **Glossary** tab, and **type** in the **Word** or **Phrase** and the **Definition** of that word or phrase. Click [+ add new word](#) to submit your Glossary entry.

Repeat this process for the rest of your Glossary words.

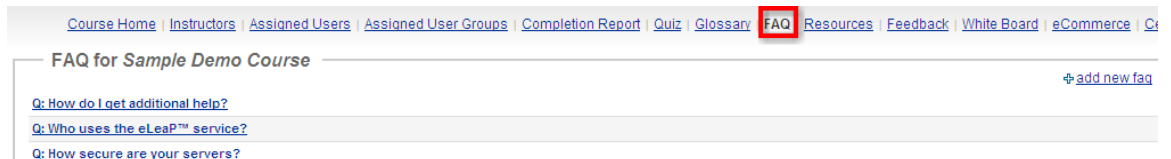
FREQUENTLY ASKED QUESTIONS (FAQs)

Do you need to add **FAQ**'s to your course?



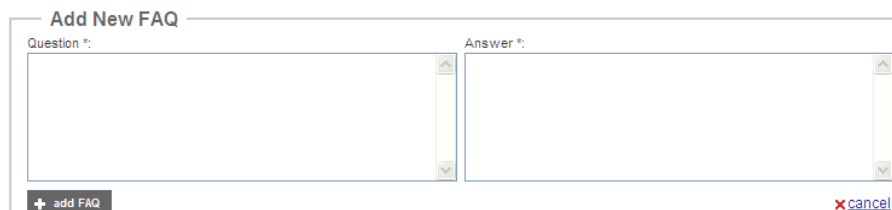
The screenshot shows the course detail menu bar for "FAQ for Sample Demo Course". The menu items are: Course Home, Instructors, Assigned Users, Assigned User Groups, Completion Report, Quiz, Glossary, **FAQ**, Resources, Feedback, White Board, eCommerce, Certificate Template, and Advanced Settings. Below the menu bar, there are three FAQ entries with their respective edit and delete links. The total number of FAQs is 3.

Click the **FAQ** tab type in the course detail menu bar.



The screenshot shows the course detail menu bar for "FAQ for Sample Demo Course". The menu items are: Course Home, Instructors, Assigned Users, Assigned User Groups, Completion Report, Quiz, Glossary, **FAQ**, Resources, Feedback, White Board, eCommerce, and C. Below the menu bar, there are three FAQ entries with their respective edit and delete links. The total number of FAQs is 3.

Enter the relevant **FAQ question** and **Answer** and click **+ add new faq** to add your FAQ question.

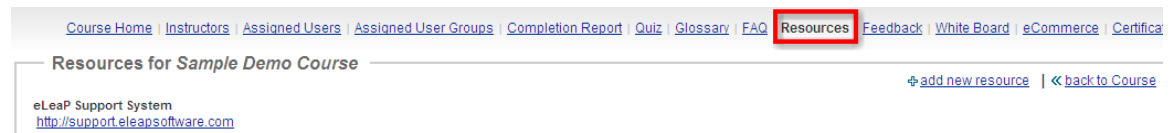


The screenshot shows the "Add New FAQ" form. It has two text input fields: "Question :" and "Answer :". Below the "Question :" field is a "+ add FAQ" button. Below the "Answer :" field is a "cancel" button.

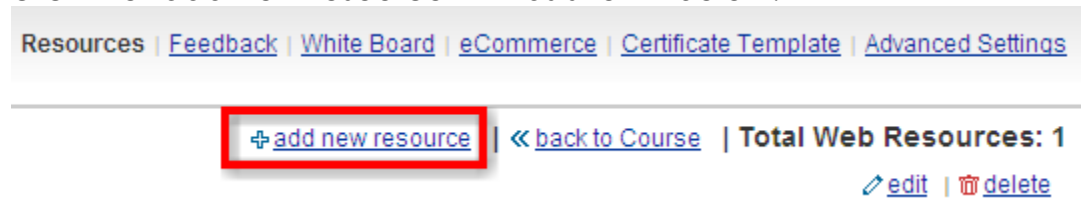
It is that simple!

RESOURCES

eLeaP™ makes it easy to add web resources to your course.



Simply click the [Resources](#) tab, add the **Name** of the resource. For example if you want to add a resource for “US Minimum wage”, first click the ‘add new resource’ link as shown below.



You will type in US Minimum Wage in the Name field and then type in <http://www.dol.gov/esa/minwage/america.htm> in the URL box. Click [+ add URL](#) to add your web resource.

Repeat as needed.

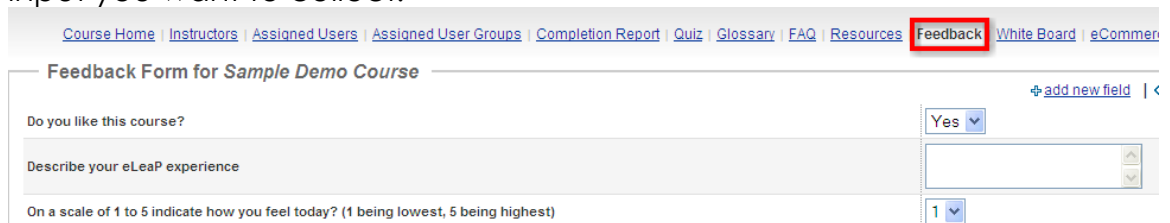
FEEDBACK/ASSESSMENT TOOL

Post Course Assessment or Feedback is a great tool to **measure** how well your e-learning or training program is achieving its **objectives**. Do you want to know which areas of your course needs improvement? How about how effectively you are training and testing your trainees? Can you improve your use of multimedia presentations?

These are important questions. Use the eLeaP™ system feedback option to gather **critical intelligence** that will enhance your e-learning and training program.

eLeaP™ wants you to succeed so we have created this simple yet powerful Post Course **Feedback** assessment **tool**.

- a. To access your Feedback tool, click on the [Feedback](#) tab in your course menu, and type in the field name for the data input you want to collect.



The screenshot shows a navigation menu at the top with links: Course Home, Instructors, Assigned Users, Assigned User Groups, Completion Report, Quiz, Glossary, FAQ, Resources, **Feedback** (highlighted with a red box), White Board, and eComments. Below the menu is the title "Feedback Form for Sample Demo Course" and a link to "add new field". The form contains three questions:

- "Do you like this course?" with a dropdown menu showing "Yes".
- "Describe your eLeaP experience" with a text input field.
- "On a scale of 1 to 5 indicate how you feel today? (1 being lowest, 5 being highest)" with a dropdown menu showing "1".

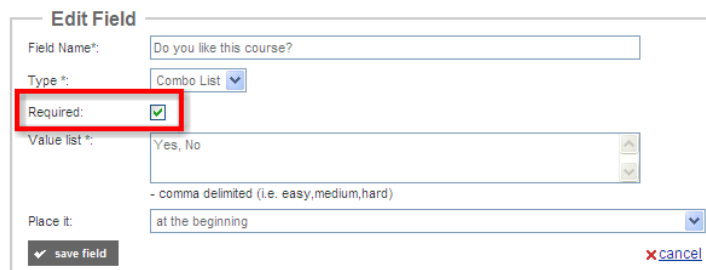
If you need a Fullname field, type in "Fullname" and then

select the relevant type of input field. In the case of Fullname, select "Text" as the input type.

i. Types of Feedback form Fields:

1. Title: for user title such as Mr., Mrs, Ms, Dr. etc
2. Text Area: for comment or short essay type feedback
3. Check Box: if you want your users to be able to check the relevant option(s). Example of feedback application include: Yes or No, True or False, Will you take this course again, Which of these answers apply to you?
4. Combo List: To allow your users select from several options. Simply separate the various options using comma (.). For example if you want your users to rate your course:
 - a. Field name: Please rate your experience with XYZ course.
 - b. Type: Combo List
 - c. Required: Checked
 - d. Value list: I really loved it, Not bad, Ok I guess, Horrible, Don't want to ever take this course
 - e. Place it: Where ever you like!
 - f. [Add Field]

- b. Do you want to make the "Fullname" field you just created a **required field** (meaning your users would have to complete this field before they are allowed to submit their feedback to you)? To make a field a required field, simply check the [Required] checkbox.



The screenshot shows a form titled "Edit Field" with the following fields:

- Field Name*: Do you like this course?
- Type*: Combo List (dropdown menu)
- Required*: (checkbox, highlighted with a red box)
- Value list*: Yes, No (text input with up/down arrows)
- Place it: at the beginning (dropdown menu)
- Buttons: save field (with a checkmark icon) and cancel (with an 'x' icon)

Below the Value list field, there is a note: "- comma delimited (i.e. easy,medium,hard)"

- c. Where do you want to place this new field you just created? Let's say you created 20 feedback fields and then you realized you needed to ask for some more demographic information in the field number 5, simply create the necessary

new field, use the [Place it] tool to insert the new feedback question or field in the relevant position.

- a. **Note:** Make sure you set (in your course details page) **[Active Feedback]** to **[YES]**. This will make your feedback assessment available to your users.

The screenshot shows the 'Objectives' section of the 'This eLeap LMS Train' course. Below the objectives, there are three settings, each with a dropdown menu set to 'YES':

- Send assignment notifications: YES
- Active Feedback: YES** (highlighted with a red box)
- Active White Board: YES

WHITE BOARD/COURSE SPECIFIC FORUM

Informal learning is a powerful yet under appreciated asset. Many organizations can benefit from providing a forum for discussions and exchange of ideas. Why don't you set the ball rolling, break the ice so to speak by creating a topic of conversation.

The screenshot shows the navigation menu of the eLeap LMS. The 'White Board' link is highlighted with a red box. Below the navigation menu, there is a section titled 'CONTENT' with a sub-section 'Multiple Training Content Formats'.

Click on your [White Board](#) link, enter a topic, add your **Comment** and click [+add new topic](#). This will get your users started on sharing ideas, strategies, and best practices. This is how to get your informal

learning system is started. See below

White Board for Sample Demo Course

Topic *

Comment *

Type * Public

+ add topic x cancel

Topics

+ add new topic

eLeaP™ wants to help you succeed. Use these powerful tools to enhance the learning experience of your users or trainees.

USER MANAGEMENT

eLeaP™ makes **user management** a breeze. It really is very easy to create new user accounts, assign account levels or user groups, add permissions to individual users, upload and download bulk account users and edit users. You can do all this via your web browser 24/7 – just log into your eLeaP account and click on the **USERS** tab in your Top Navigation menu.

Your Logo Here

Weborg, Don | logout
view my profile

HOME COURSES **USERS** USER GROUPS CAREER PATHS QUIZ RESULTS FORUM REPORTS ACCOUNT INBOX (22) ECOMMERCE

Display Users | Your Profile | Import Users | User Activity

Users

Name Level all Active all filter

[+ add new user](#) | Total Users: 21

No.	<input type="checkbox"/>	Name	Level	Email	Description	Date Created	Active
1.	<input type="checkbox"/>	Barron, Frank	Trainee	fbarron@eleapsoftware.com	Frank123	01/09/2011	✓
2.	<input type="checkbox"/>	Legacy, Tren	Trainee	tron@eleapuser.com	INSTR Created User	01/09/2011	✓
3.	<input type="checkbox"/>	Stancu, Victor	Administrator	vstancu@eleapsoftware.com		01/03/2011	✓
4.	<input type="checkbox"/>	Support, eLeaP	Instructor	support@eleapsoftware.com	test	12/23/2010	✓
5.	<input type="checkbox"/>	user10, Test, Alan	Trainee	user10@eleapuser.com	3939393	12/28/2010	✓
6.	<input type="checkbox"/>	user11, Michelle	Trainee	user11@eleapuser.com		01/06/2011	✓
7.	<input type="checkbox"/>	user12, Charles	Trainee	user12@eleapuser.com		01/06/2011	✓
8.	<input type="checkbox"/>	user13, Donna	Instructor	user13@eleapuser.com		12/28/2010	✓
9.	<input type="checkbox"/>	user14, Julie	Trainee	user14@eleapuser.com		12/28/2010	✓
10.	<input type="checkbox"/>	user15, James	Instructor	user15@eleapuser.com		12/28/2010	✓
11.	<input type="checkbox"/>	user16, John	Trainee	user16@eleapuser.com		01/06/2011	✓
12.	<input type="checkbox"/>	user17, Gregory	Trainee	user17@eleapuser.com		01/04/2011	✓
13.	<input type="checkbox"/>	user18, Pankaj	Trainee	user18@eleapuser.com		01/06/2011	✓
14.	<input type="checkbox"/>	user19, Visar	Trainee	user19@eleapuser.com		01/06/2011	✓

You can manage all users from this screen.

Creating New Users

To create new user accounts in your eLeaP training portal, click the **USERS** tab in the Top Navigation menu and then click on the [+ add new user](#) link on the sub menu bar.

Add User

Title

First Name *

Middle Name

Last Name *

Email *

Access Level *

Your user will be sent their login information via email. Please make sure they have whitelisted office@eleapsoftware.com

Complete the **First Name**, **Last Name**, **Email** and **Access level** fields.

When you click a welcome email is generated from office@eleapsoftware.com to your new user. This welcome email will contain information for the new user to log into your training website. Please be sure to white list email coming from ELEAPSOFTWARE.COM as vital information can be blocked or dumped in your bulk or SPAM folder.

TIP: You can create as many instructor and or trainee accounts as you like. Just be sure to assign the relevant Access Level to users when you create their accounts. By the way, you can also edit user accounts later and change their Access Level settings. You are not stuck in stone!

Creating Bulk Users

Do you have to create user accounts for **multiple users**? With eLeaP™, you don't have to go through the hassle of creating each account one at a time? Use the [Import Users](#) feature to accomplish this task.

[Display Users](#) | [Your Profile](#) | [Import Users](#) | [User Activity](#)

Import Users

To import users into your account, [click here](#) to download our easy to use template (Excel format).
Complete and save this template, then click "upload batch file" to import your users.
Your Users will immediately be sent their login information via email. Please make sure they have whitelisted office@eleapsoftware.com
[upload batch file](#)

To **add bulk users**, click the [Import Users](#) link. Then download the Bulk Users upload template file. When prompted to **[Open]** or **[Save]** file download, select **[Save]**. Once the file template is downloaded successfully, click **[Open]** to access it.

	A	B	C	D	E	F	G
1	First Name	Last Name	Middle Name	Email	Description	Is instructor	To make User an Instructor, change to 1
2	John	user6		user72@eleapuser.com		0	
3	Tracy	user7		user72@eleapuser.com		0	
4	Susan	user8		user81@eleapuser.com		0	
5	Brandon	user9		user91@eleapuser.com		0	
6	Alan	user10		user110@eleapuser.com		0	
7							
8							

Simply type in or copy and paste the First and Last Names of your users. You will need to also add their Email addresses. If you need to designate any of your users as Instructors change the zero (0) in the **[Is Instructor]** column to one (1). If you are satisfied with your bulk upload file, save it.

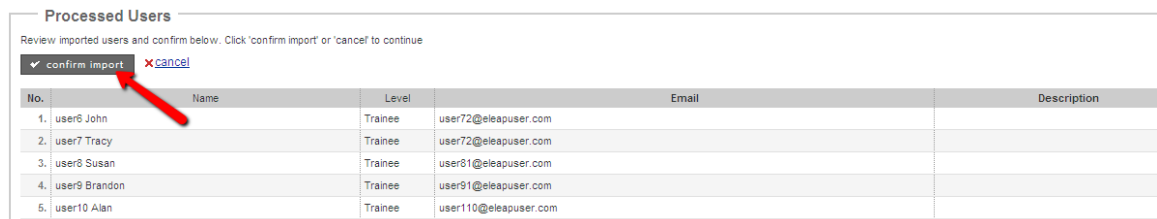
Click the [upload batch file](#) link to continue. You will be prompted to locate your bulk_users.xls file. Click **[Browse]** to find your bulk_users.xls file and **[Open]** to add it. You will then click **[Upload]** and **[OK]** for a successful upload.

Import Users

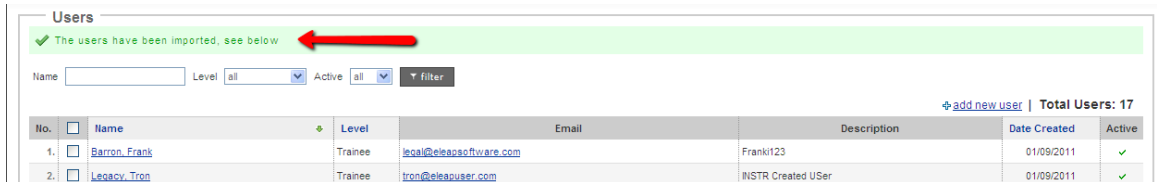
To import users into your account, [click here](#) to download our easy to use template (Excel format).
Complete and save this template, then click "upload batch file" to import your users.
Your Users will immediately be sent their login information via email. Please make sure they have whitelisted office@eleapsoftware.com
[upload batch file](#)

Upload File

Next, click [confirm import] to make sure that your newly uploaded file meets the eLeaP system requirements for Bulk upload of users.



If everything checks out, you will see a successful import message.



Repeat this process to add more bulk users.

Tip: Click [Display Users](#) | [Your Profile](#) | [Import Users](#) to view your user list and [\[Your Profile\]](#) to edit your own Administrator profile or account.

CREATING USER GROUPS

Use our simple User Groups feature to organize your users into manageable groups. Click [USER GROUPS](#) and then [+add new user group](#) to create a new user group.

Your Logo here

Weobong, Don | logout
view my profile

HOME COURSES USERS **USER GROUPS** CAREER PATHS QUIZ RESULTS FORUM REPORTS ACCOUNT INBOX (22) ECOMMERCE

Display User Groups | Membership | User Group Activity

User Groups

Name Filter

[+ add new user group](#) | Total User Groups: 4

No.	Name	Created by	Members	Date Created	Active	Action
1.	addintn_group	Weobong, Don	0	01/06/2011	✗	edit delete
2.	intro_created_UG	Support, eLeaP	7	01/09/2011	✓	edit delete
3.	Louisville Kentucky Group	Weobong, Don	4	01/04/2011	✓	edit delete
4.	User group for testing	Weobong, Don	4	12/23/2010	✓	edit delete

New User Group

To **add** a **new user group** to your eLeaP account, in your User Group menu screen, click [+ add new user group](#) . Type in a name and description for your new user group. Click .

Add Members to New User Group

To add members to a user group, click the [click here](#) link to download a '**bulk-users.xls**' template to import users directly into your user group, or [+upload batch file](#) to import an existing list or click the '**add new members**' to add users from your user list. See arrows below.

Display User Groups | Members

User Groups > New UG

Name	New UG	Import Users
Description	UG	To import users into this user group, click here to download our easy to use template (Excel format). Complete and save this template, then click 'upload batch file' to import your users.
Active	NO	Your users will be sent their login information via email. Please make sure they have whitelisted office@eleapsoftware.com
Instructor	eLeaP Presenter, Don	+upload batch file
Insert Date	05-17-2009	
edit user group		

Members

[+add new members](#) | [back to User Groups](#)

No.	<input type="checkbox"/>	Name	Level	Email	Description
There are no assigned users					

To add users from your existing user list, click [+add new members](#) to **add new members** to your user group. You would then access your user list. **Select** only the **users** you wish to add to this new user group. To select a user to add, **place a checkmark** in the Check box beside their name. Once you are satisfied with your selection of new

members to be added to your new user group, click **+ add selected** to

33. Reviewer121, eLeaP
34. Reviewer122, eLeaP
35. Reviewer123, eLeaP
36. Reviewer124, eLeaP
37. Reviewer125, eLeaP
38. Reviewer13, eLeaP
39. Reviewer14, eLeaP
40. Reviewer15, eLeaP

<< Previous

+ add selected

add these new members.

Tip: You can add and delete members to a user group. Just click on the specific user group you want to manage or edit.

Tip: Create a test User Group for your courses and quizzes. First deploy your courses, assessments, etc to this User Group before deploying it to the entire company or learning group. This way you can make changes if needed.

Tip: You can 're-use' an existing user list to create new user groups. While the system won't re-create new accounts for re-uploaded names, the system will add the names to the new user group. So if you want to create a new user group using an existing list, simply upload the list into the new user group.

Activate New User Group

To activate your new user group, you can either select the **[Active]** is **[Yes]** option in the User Group details screen or just click on the red **[x]** in the Active column in the User Groups' screen to turn it into a green active checkmark.

Display User Groups: [Membership](#) | [User Group Activity](#)

Name Filter

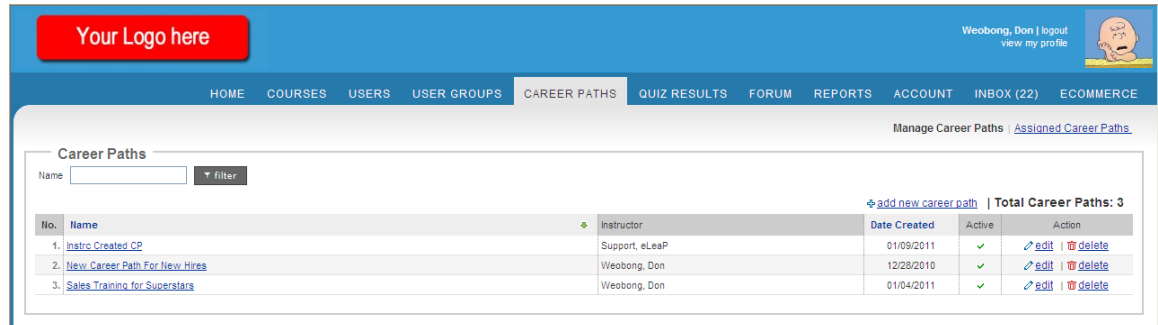
No.	Name	Instructor	Members	Date Created	Active	Action
1.	Add new User Group	Don, eLeaP Presenter	20	05-14-2009	x	delete
2.	daasd	Dev, 1	9	04-27-2009	✓	delete
3.	eLeaP 3 Reviewers	Don, eLeaP Presenter	128	04-20-2009	✓	delete
4.	New UG	Don, eLeaP Presenter	0	05-17-2009	x	delete
5.	New UG for testing	Don, eLeaP Presenter	6	04-17-2009	x	delete
6.	UG Testing 042509	Don, eLeaP Presenter	2	04-25-2009	x	delete

CAREER PATHS

eLeaP™ helps you personalize e-learning and training for your employees, students or trainees. The Career Path™ system allows you to create a customized training or learning regiment or program for individuals or groups of users.

Let's say you need employee John Smith to take your “Managing by Walking Around”, “The Science of the Sale”, “Sexual Harassment Training for Supervisors” and “Workplace Ethics and Compliance” courses in a specific order. You might **create** a **Career Path** called “Middle Management Learning Program I”. You can then add these courses to that Career Path (in the order you like) and then assign that ‘Career Path’ “Middle Management Learning Program I” to John Smith or all members of the Middle Management user group.

To create a Career Path, click **CAREER PATHS** and then [+add new career path](#).



The screenshot shows the eLeaP user interface for managing Career Paths. At the top, there is a navigation bar with links for HOME, COURSES, USERS, USER GROUPS, CAREER PATHS (highlighted), QUIZ RESULTS, FORUM, REPORTS, ACCOUNT, INBOX (22), and ECOMMERCE. A user profile for 'Weobong, Don' is visible in the top right corner. Below the navigation bar, the 'Career Paths' section is displayed, featuring a search filter and a table of existing paths. The table includes columns for No., Name, Instructor, Date Created, Active status, and Action. Three career paths are listed: 'Intro Created CP', 'New Career Path For New Hires', and 'Sales Training for Superstars'. A '+add new career path' link and 'Total Career Paths: 3' are also visible.

No.	Name	Instructor	Date Created	Active	Action
1.	Intro Created CP	Support, eLeaP	01/09/2011	✓	edit delete
2.	New Career Path For New Hires	Weobong, Don	12/28/2010	✓	edit delete
3.	Sales Training for Superstars	Weobong, Don	01/04/2011	✓	edit delete

You will then add the name, description, Active status and **Pre-Set Navigation** option or **Self Enrollment** option of the new Career Path you just created. Click .

Add Career Path

Name *

Description

Active

Pre-set Navigation
(Pre-set Career Path navigation to prevent Users from continuing to next Course(s) in Career Path until they complete/pass previous Courses.)

Self-Enrollment
(If set, 'Not Started' Courses won't be listed in Users' Activity Reports)

[✕ cancel](#)

Pre-Set Navigation:

Set this to YES, if you want eLeaP to strictly enforce the navigation of users through this Career Path. If set to YES, users have to complete the course materials (and pass a quiz if set) and then be allowed to proceed to the next course in the Career Path. This is a powerful tool for combining courses into larger modules.

Self-Enrollment:

Use the Self-Enrollment option to create internal course catalogs which your assigned users can then select from. The Self-Enrollment system does not penalize users for not viewing courses and they can select which courses they can interested in. Your users will benefit from the knowledge centers you can create, and you will save time because you don't have to 'micro manage' the course assignment process.

Adding Courses to Career Paths:

You will then click [+ add new courses](#) to add the relevant courses you want to the new Career Path. In the **[Add Courses]** screen, select the courses you wish to add to your new Career Path, then click

and **[OK]**.

Career Path Details > *How to use eLeaP*

Name	How to use eLeaP
Description	Easy tutorial series
Active	YES
Pre-set Navigation	YES
Creator	Weobong, Don
Created on	01/09/2011

Courses [add new courses](#) | [back to Career Paths](#) | Total Courses: 0

There are no Courses assigned to this Career Path yet. Click on 'add new courses'.

Click [back to Career Details](#) to view your existing Career Paths. Don't forget to set **[Active]** to **[Yes]** if you want to activate your New Career Path. Or just click on the red **[x]** in the Active column in the Career Paths' screen to turn it into a green active checkmark.

[Manage Career Paths](#) | [Assigned Career Paths](#)

Name Filter

Career Paths [add new career path](#) | Total Career Paths: 5

No.	Name	Instructor	Date Created	Active	Action
1.	New Career Path	Don, eLeaP Presenter	05-14-2009	x	delete
2.	New CP - 1	Don, eLeaP Presenter	04-17-2009	✓	delete
3.	Sample Career Path	Don, eLeaP Presenter	04-20-2009	✓	delete
4.	Week 1	Don, eLeaP Presenter	04-30-2009	x	delete
5.	xxxxxx	Dev, 1	04-27-2009	x	delete

Tip: You can edit your Career Path, add and delete courses and also assign mandatory Quiz or assessments for the individual courses in your Career Path.

QUIZ RESULTS/ASSESSMENT CENTER

You can access your **Quiz Results** and **Grading** and **Assessment Center** to learn how well your trainees/employees or students are

doing. The **Grading Center** allows you to manually grade certain types of Quiz questions such as short essays, Hotspot type questions and other subjective questions.

To access your Quiz Results and Assessment Center click the **QUIZ RESULTS** tab in your Top Navigation. You will access the **Summary Results** screen for the particular course you have clicked on. The system will automatically assign a temporary grade to employees, trainees or students. You would use the Grading Center to **grade subjective questions** and answers and assign the final grade.

No.	Name	Instructor	No. Quiz
1.	Another Sample Course	Weobong, Don	1
2.	Final Review	Weobong, Don ; Support, eLeaP	2
3.	Instructor Course	Support, eLeaP	2
4.	Sales Training - Level 1	Weobong, Don	3

You can drill down to see the **individual results** for each course. Click **QUIZ RESULTS** then click on the name of the specific course you want results for.

No.	Name	Points Earned	Date & Time	Pass
1.	Weobong, Don	3.5 / 4	01-04-2011 17:41	NO
2.	user15, James	4 / 4	01-05-2011 05:25	YES
3.	Stanciu, Victor	4 / 4	01-05-2011 07:39	YES

To see the score and performance of individual users, trainees, employees or students, click on the name of the trainee.

Quiz Results > [Sample Demo Course](#) > *tester 1, eleaP*

Time Limit	0 minutes
No. of Question(s)	3
Minimum Score to Pass	3
The Score	3.0
Quiz started on	05-17-2009 06:59:48

PASSED

[« back to Quiz Results](#)

Questions and Answers

[1](#) [2](#) [3](#)
[next](#) »

Question 1 of 3 : Correct

How many stripes are there on the U.S. flag?

	Correct Answer	Your Answer	Option
A.	x	x	51
B.	x	x	50
C.	✓	✓	13

Download Results

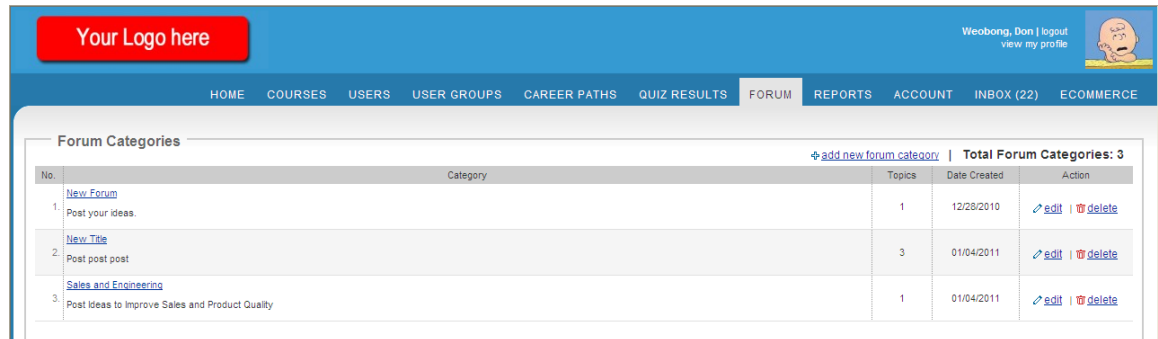
Download results of your Quiz assessment to Microsoft Excel for record keeping or further processing. Simply, click [Export to Excel](#) to download your quiz results file.

Tip: See [quiz results summary](#) for array of quiz answers. Learn which questions are frequently answered correctly or incorrectly. Use this insight to improve your quiz assessments or training program.

FORUMS/INTERACTIVE FEATURES MANAGEMENT

eLeaP™ believes that informal learning can be a vital part of designing powerful learning and training programs. After all the experts tell us that “80% of workers get their job know-how informally” Jay Cross (June 2006 TD Magazine)

Forums are a great way to foster this informal and unorthodox learning. Forums allow for users to share ideas, best practices and even develop new methods of problem solving or generating ideas. That million dollar idea could come from your training portal's forum site. We encourage you to use these interactive tools in your eLeaP package.



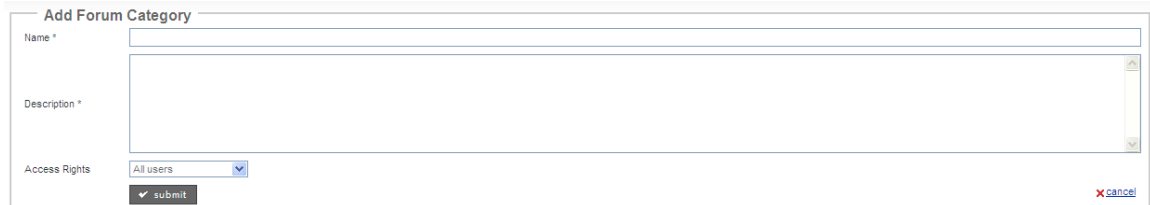
The screenshot shows the 'Forum Categories' management page in the eLeaP system. At the top, there is a navigation bar with tabs for HOME, COURSES, USERS, USER GROUPS, CAREER PATHS, QUIZ RESULTS, FORUM, REPORTS, ACCOUNT, INBOX (22), and ECOMMERCE. The 'FORUM' tab is selected. Below the navigation bar, there is a header for 'Forum Categories' with a link to '+ add new forum category' and a status indicator 'Total Forum Categories: 3'. The main content area contains a table with the following data:

No.	Category	Topics	Date Created	Action
1	New Forum Post your ideas.	1	12/28/2010	edit delete
2	New Title Post post post	3	01/04/2011	edit delete
3	Sales and Engineering Post Ideas to Improve Sales and Product Quality	1	01/04/2011	edit delete

With eLeaP™, you can easily add new Forum categories and assign Access rights to these new categories.

To manage or edit your forums, click on the [FORUM] tab on the top menu bar. Then click on the [+ add new forum category](#) link.

To add a new forum category, just type in the name of the new category and a description of that category. You can choose to have all users in your eLeaP™ account have access to the new forum category or assign unique Access rules to the new forum category.

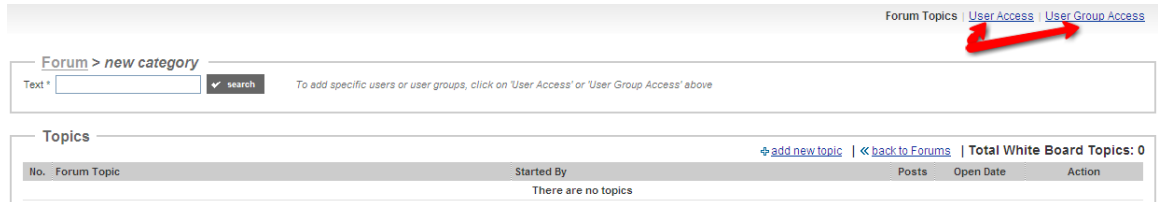


The screenshot shows the 'Add Forum Category' form. It has the following fields and controls:

- Name ***: A text input field.
- Description ***: A large text area for the category description.
- Access Rights**: A dropdown menu currently set to 'All users'.
- submit**: A button to save the new category.
- cancel**: A button to cancel the operation.

To assign special access permissions for a new category select [\[Defined access rules\]](#) from the [Access Rights] options then click [+ add category](#) .

To add specific users or users to your new forum category click on the [User Access](#) or [User Group Access](#) link.



The screenshot shows a web interface for managing forum categories. At the top right, there are navigation links: "Forum Topics", "User Access", and "User Group Access". A red arrow points to the "User Access" link. Below the navigation is a search bar with the text "Forum > new category" and a "search" button. A note below the search bar says "To add specific users or user groups, click on 'User Access' or 'User Group Access' above". Below the search bar is a "Topics" section with a table. The table has columns for "No.", "Forum Topic", "Started By", "Posts", "Open Date", and "Action". The table is currently empty, with the text "There are no topics" displayed below it. There are also links for "add new topic" and "back to Forums", and a status "Total White Board Topics: 0".

- To add single Users just click [+add new users](#) , then select the relevant users and click [+ add selected](#) to add those selected new users to your new forum category.
- To add User Groups click [User Group Access](#) , then [+add new user group](#) . Select the relevant user groups and click [+ add selected](#) .

Tip: You can also use your White Board to create forums for interactivity and informal learning.

REPORTS/COURSE COMPLETION STATUS

To access your eLeaP™ System reports, click on the **REPORTS** tab on the Top Navigation menu.

The screenshot shows the 'Reports' page in the eLeaP system. The navigation menu includes: HOME, COURSES, USERS, USER GROUPS, CAREER PATHS, QUIZ RESULTS, FORUM, **REPORTS**, ACCOUNT, INBOX (22), and ECOMMERCE. The 'Reports' section is expanded, showing the following data:

Users & User Groups Report			
	Active	Inactive	Total
Number of Users	17	0	17
Number of administrators	2	0	2
Number of instructors	3	0	3
Number of trainees	12	0	12
Number of User Groups	3	1	4

[Download Complete User Activity](#)
To download Completion Reports for one course go to COURSES > Course Detail > Completion Reports. You can even segment your reports by User Groups.

Courses Report			
	Active	Inactive	Total
Number of Courses	9	2	11
Number of Lessons	36	3	39
Number of Career Paths	4	0	4

Forum Report			Total
Number of Categories			3
Number of Forum Topics			5
Number of Forum Posts			9

HDD Report			No. of Files	Space Usage
Files in your Lessons			8	368.08 kb

Sample Reports

Users & User Groups Report	Total	Active	Inactive
Number of users	138	138	0
Number of administrators	3	3	0
Number of instructors	134	134	0
Number of trainees	1	1	0
Number of user groups	6	2	4

Download Complete User Activity

To download Completion Reports go to **COURSES > Course Detail > Completion Reports**. You can even segment your reports by User Groups.

Courses Report	Total	Active	Inactive
Number of courses	12	6	6
Number of lessons	29	18	11
Number of career paths	5	2	3

Forum Report	Total
--------------	-------

Number of categories	5
Number of forum topics	5
Number of forum posts	14

Feedback Reports	Total
Courses with active feedback forms	2
Feedback from your users	5

Note: Your reports can be downloaded or exported into Microsoft Excel files

COURSE COMPLETION

To download **Completion Reports** go to **COURSES** > Course Detail > [Completion Report](#). You can segment and download your reports by User Groups.

Your Logo here

Weobong, Don | [logout](#)
[view my profile](#)

[HOME](#) | [COURSES](#) | [USERS](#) | [USER GROUPS](#) | [CAREER PATHS](#) | [QUIZ RESULTS](#) | [FORUM](#) | [REPORTS](#) | [ACCOUNT](#) | [INBOX \(22\)](#) | [ECOMMERCE](#)

[Course Home](#) | [Instructors](#) | [Assigned Users](#) | [Assigned User Groups](#) | [Completion Report](#) | [Quiz](#) | [Glossary](#) | [FAQ](#) | [Resources](#) | [Feedback](#) | [White Board](#) | [eCommerce](#) | [Certificate Template](#) | [Advanced Settings](#)

Overall progress: Not started: 3 [38%]
In progress: 4 [50%]
Completed: 0 [0%]

Quiz completion: Uncompleted: 5 [63%]
Passed: 2 [25%]
Failed: 1 [13%]

User Group: Assigned Period:

Course completion report for *Sales Training - Level 1* [Export to Excel](#) | [back to Course](#) | Total users: 8

No.	Name	Email	Progress	Quiz	Quiz Completed	Release Certificate	Deadline	User Group(s)
1.	user10- Test, Alan	user10@eleapuser.com	Quiz not completed [100 %]	Uncompleted	-	-	05/04/2011	Instrc created UG, User group for testing
2.	Stanciu, Victor	victor@dataelutions.co	In progress [50 %]	Passed	01/05/2011	-	05/05/2011	-
3.	user13, Donna	user13@eleapuser.com	Not started	Uncompleted	-	-	05/04/2011	Louisville Kentucky Group, User group for testing
4.	Legacy, Tron	tron@eleapuser.com	Not started	Uncompleted	-	-	05/04/2011	Instrc created UG
5.	Barron, Frank	fgal@eleapsoftware.com	In progress [25 %]	Uncompleted	-	-	05/04/2011	-
6.	Weobong, Don	don@telania.com	Not started	Failed	01/04/2011	-	05/04/2011	Louisville Kentucky Group, User group for testing
7.	user15, James	user15@eleapuser.com	In progress [50 %]	Passed	01/05/2011	-	05/04/2011	Instrc created UG, Louisville Kentucky Group
8.	user14, Julie	user14@eleapuser.com	In progress [50 %]	Uncompleted	-	-	05/04/2011	Instrc created UG, Louisville Kentucky Group

Segmenting by User Groups

Do you need to analyze your user completion reports based on user groups? Simply 'filter' your reports using the relevant user group and then download your reports into Microsoft Excel.

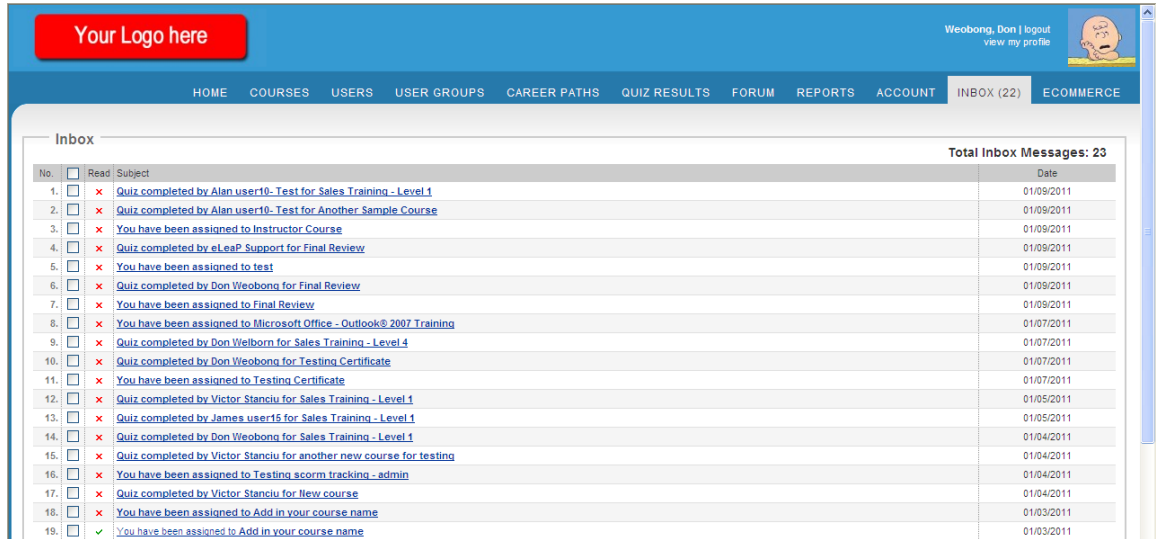
Overall progress: Not started: 2 [50%] In progress: 2 [50%] Completed: 0 [0%]
 Quiz completion: Uncompleted: 2 [50%] Passed: 1 [25%] Failed: 1 [25%]
 User Group:
 Assigned Period: -

Course completion report for *Sales Training - Level 1* [Export to Excel](#) | [Back to Course](#) | Total users: 4

No.	Name	Email	Progress	Quiz	Quiz Completed	Release Certificate	Deadline	User Group(s)
1.	user13, Donna	user13@eleapuser.com	Not started	Uncompleted	-	-	05/04/2011	Louisville Kentucky Group, User group for testing
2.	Weobong, Don	don@telania.com	Not started	Failed	01/04/2011	-	05/04/2011	Louisville Kentucky Group, User group for testing
3.	user15, James	user15@eleapuser.com	In progress [50 %]	Passed	01/05/2011	-	05/04/2011	Instrc created UG, Louisville Kentucky Group
4.	user14, Julie	user14@eleapuser.com	In progress [50 %]	Uncompleted	-	-	05/04/2011	Instrc created UG, Louisville Kentucky Group

ELEAP™ INBOX – ELECTRONIC COMMUNICATIONS SYSTEM

With eLeaP™ LMS, you have a comprehensive notification and electronic communications system which enables you to setup rules for auto notifications to be sent to your users.



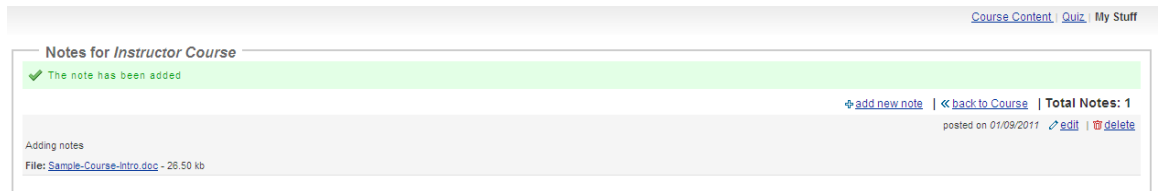
The screenshot displays the 'Inbox' section of the ELEAP™ LMS interface. At the top, there is a navigation bar with a 'Your Logo here' placeholder and a user profile for 'Weobong, Don | Logout | view my profile'. Below the navigation bar, the 'Inbox' section is titled 'Total Inbox Messages: 23'. The messages are listed in a table with columns for 'No.', 'Read', 'Subject', and 'Date'. The messages include notifications about quiz completions, course assignments, and testing certificates.

No.	Read	Subject	Date
1.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Alan.user10- Test for Sales Training - Level 1	01/09/2011
2.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Alan.user10- Test for Another Sample Course	01/09/2011
3.	<input type="checkbox"/>	<input checked="" type="checkbox"/> You have been assigned to Instructor Course	01/09/2011
4.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by eLeaP_Support for Final Review	01/09/2011
5.	<input type="checkbox"/>	<input checked="" type="checkbox"/> You have been assigned to test	01/09/2011
6.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Don Weobong for Final Review	01/09/2011
7.	<input type="checkbox"/>	<input checked="" type="checkbox"/> You have been assigned to Final Review	01/09/2011
8.	<input type="checkbox"/>	<input checked="" type="checkbox"/> You have been assigned to Microsoft Office - Outlook® 2007 Training	01/07/2011
9.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Don Welborn for Sales Training - Level 4	01/07/2011
10.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Don Weobong for Testing Certificate	01/07/2011
11.	<input type="checkbox"/>	<input checked="" type="checkbox"/> You have been assigned to Testing Certificate	01/07/2011
12.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Victor Stanciu for Sales Training - Level 1	01/05/2011
13.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by James.user15 for Sales Training - Level 1	01/05/2011
14.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Don Weobong for Sales Training - Level 1	01/04/2011
15.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Victor Stanciu for another new course for testing	01/04/2011
16.	<input type="checkbox"/>	<input checked="" type="checkbox"/> You have been assigned to Testing scorm tracking - admin	01/04/2011
17.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Quiz completed by Victor Stanciu for New course	01/04/2011
18.	<input type="checkbox"/>	<input checked="" type="checkbox"/> You have been assigned to Add in your course name	01/03/2011
19.	<input type="checkbox"/>	<input checked="" type="checkbox"/> You have been assigned to Add in your course name	01/03/2011

As System Administrator, you can also access your eLeaP™ INBOX **INBOX (2)** to receive updated email notification and communications regarding various activities in your eLeaP account. You can receive Quiz completion notifications, notifications on Course Assignments, Pending Deadline notifications. In short eLeaP™ has developed the tools needed to enable and empower you to do your job in a more effective way. Now you have 360 degree overview and control over all aspects of your e-learning and employee training programs..

PRODUCTIVITY TOOLS – PORTFOLIO BUILDER “MY STUFF”

Your eLeaP™ users can use a simple portfolio builder we call [My Stuff] to enhance and enrich their online learning and training experience. They can add special files they have created (PDF, PPT, HTML, Graphics etc). They can add noted and URL's of special resources they have encountered in their online training and learning journey.



ACCOUNT – MANAGING YOUR ELEAP ACCOUNT

To access and manage your eLeaP™ account, simply click the **ACCOUNT** tab in the Top Navigation.

Billing

Please enter the number of users and select the contract period

Current users: 17

Number of users: 17

Contract period: 1 Month

calculate fee

Transactions

No.	<input type="checkbox"/> Pricing plan / Description	Users	Maximum Users	Amount	Amount Paid	Balance	Date	Payment Period	Transaction ID
1	<input type="checkbox"/> Large 1000	1000	-	\$1,361.80	\$0.00	-\$1,361.80		12/22/2010 to 01/21/2011	

process selected payments

Total transactions: 1

To process your billing, enter in the requested number of users, select the contract period and click [calculate fee]. If everything looks OK, click '**Process my payment**' and simply follow the instructions on your screen.

Organization Profile: Manage or edit your organization information, change instructions and upload your company logo.

Company Profile

Company Info:

Why have so many organizations selected eLeaP for their training and e-learning software needs for over 5 years? Two simple reasons:

- A superior product that is easy to use
- A superior customer support system and team

Instructions:

Click on your assigned courses below.

Default theme: Charcoal

Company Logo:

upload logo | edit profile

Purchased Courses: Displays your purchased e-learning courses from the eLeaP™ Courses Catalog system www.eleapcourses.com.

Purchased Courses

Name: Filter

Go to www.eleapcourses.com to see available courses.

No.	Name	Purchase Date	No. of Licenses	Amount	Type	Active
There are no purchased courses						

Total Purchased Courses: 0

SUPPORT/HELP CENTER AND ELEAP™ KNOWLEDGE-BASE

eLeaP™ has an incredibly helpful online support center. To access support and help 24 hours a day go to <http://support.eleapsoftware.com>

At the Support Center, you can:

- Access our eLeaP Knowledgebase. This is a specialized library of articles and reports and powerful how-to tips on how to maximize your eLeaP learning and training system.
- Submit-a-Ticket: Do you have a particular question or need help with a feature in eLeaP? Submit a ticket to our helpful staff and you will receive answers. This is an incredibly useful feature. We encourage you to make good use of it.
- Downloads: If you need special reports, White Papers or even user guides or manuals, access our Downloads section to get this material.
- Troubleshooter: Step by step tour to find help for your problems
- News: Visit our news section to learn about latest happenings in eLeaP and our parent company Telania, LLC. You can also access our blog at www.eleapblog.com to learn more about the world of eLeaP™.