eLeaP

Administrator's Manual

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Introduction

How do you improve performance, reduce costs and strengthen compliance? Give your team the knowledge they need to excel at their jobs. Training is perhaps the greatest source of untapped value and competitive advantage available to any organization. Training, however, can be expensive, complicated and frustrating. When arranging training, your organization can come up against all manner of logistical difficulties, which can cost both time and money. With training budgets shrinking and expectations rising, finding cost-effective yet feature-rich solutions should be your objective.

eLeaP eliminates any such problems. The eLeaP learning management system (LMS) takes the headache out of organizing training, and enables your organization to make big financial savings. eLeaP gives you exactly what you need, at a price that you can afford, and with a level of support and accessibility unparalleled in this industry.

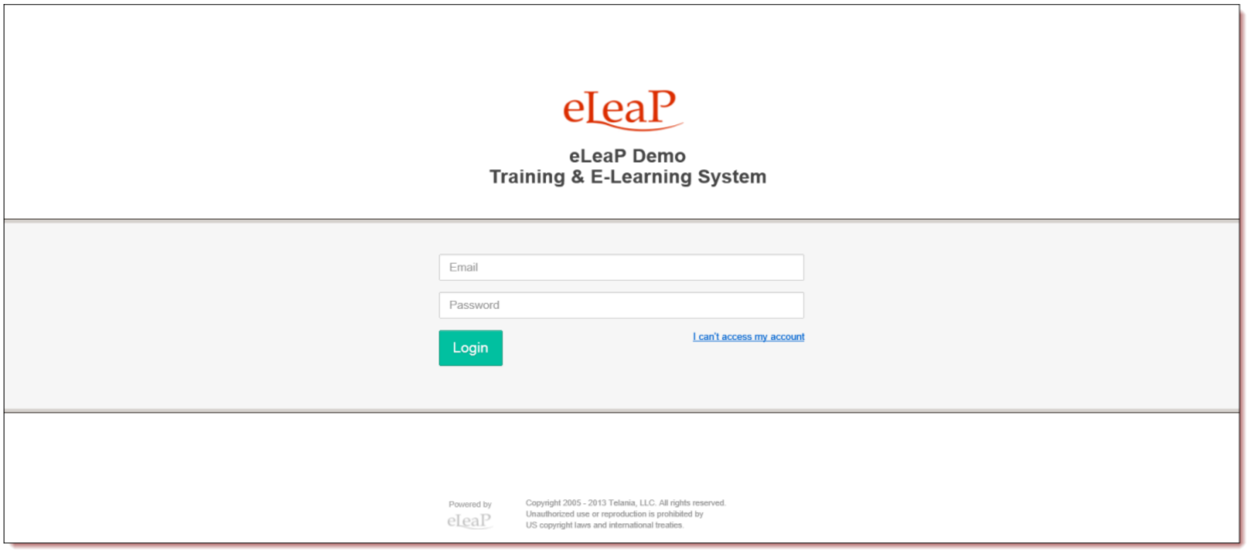
The eLeaP LMS empowers you to rapidly and easily create intuitive online learning courses from your own existing files. With eLeaP online learning software, you can incorporate PowerPoint, PDF, pictures, audio, video, Microsoft Office, SCORM and many more file types into your own personalized courses. Or if you find that your busy schedule leaves you unable to find the time to create your courses, you can even send us the files, and we'll use our vast course creation experience to build courses for you to your specifications.

The eLeaP learning management system can save you a vast amount of both time and money, while enabling you to create sophisticated training packages custom-built for the precise needs of your organization.

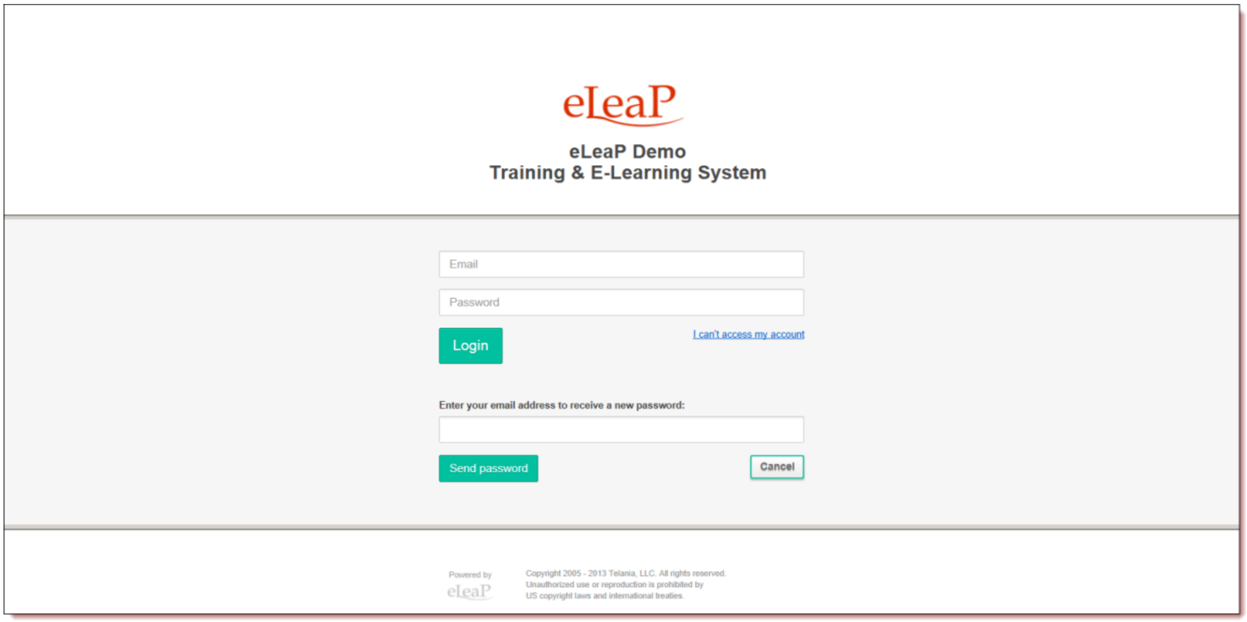
The purpose of this document is to describe all of the functionality within the eLeaP system that an administrator has access to and how the administrator can easily configure this functionality to have the system up and running quickly and efficiently.

Logging in to the System

Entering the URL for the eLeaP application (your specific account URL) into your browser's address bar displays the **Login** screen, illustrated below. Simply enter your email address within the **Name** field, enter your password in the **Password** field, and then click Login to access the system. 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.

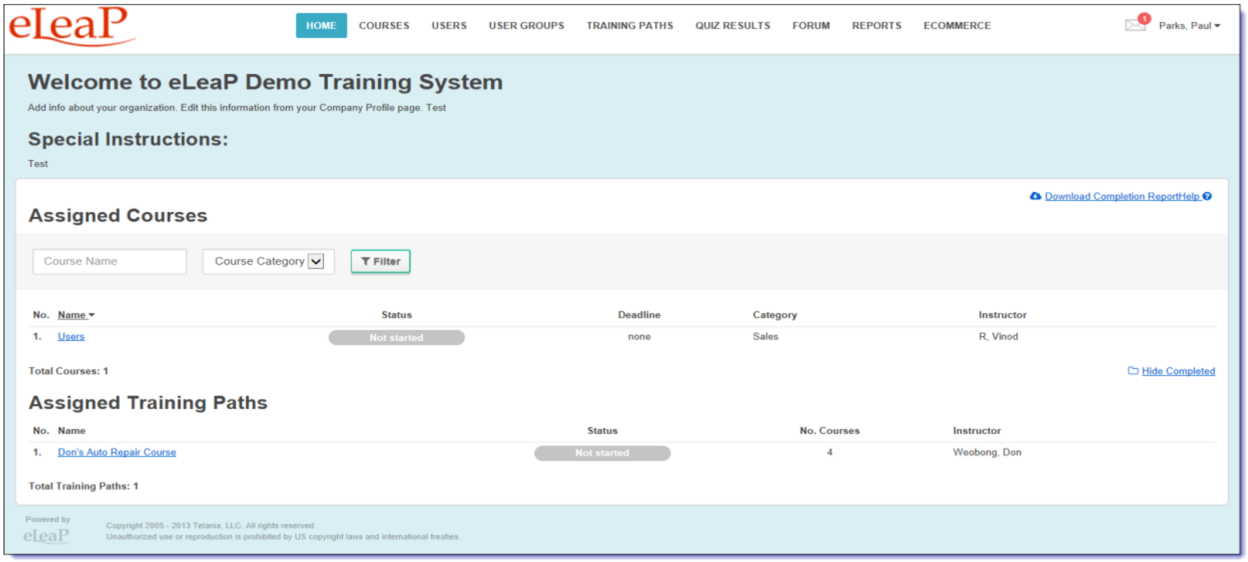


Click the **I can't access my account** link if you forget your password. The **Login** screen expands, displaying a field into which you can enter your email address for retrieval of your password. Once you have entered your password, click Send password. The system will send you your password.



Welcome Screen

The **Welcome** screen, illustrated below, is the first screen you will see each time that you log in to the system. Each Assigned Course that you create will be displayed on an **Assigned Course** list, and you can filter which courses are displayed by selecting a Category from the **Category** list and clicking Filter. You can also select the **Download Completion Report** link to download all of the Assigned Courses that have been completed. Additionally, you can click the **Hide Completed** link in order to display only those Courses that have not been completed at the current time. Each Assigned Training Path that you create will be displayed on an **Assigned Training Paths** list. Click the [**Help**] icon for additional information.

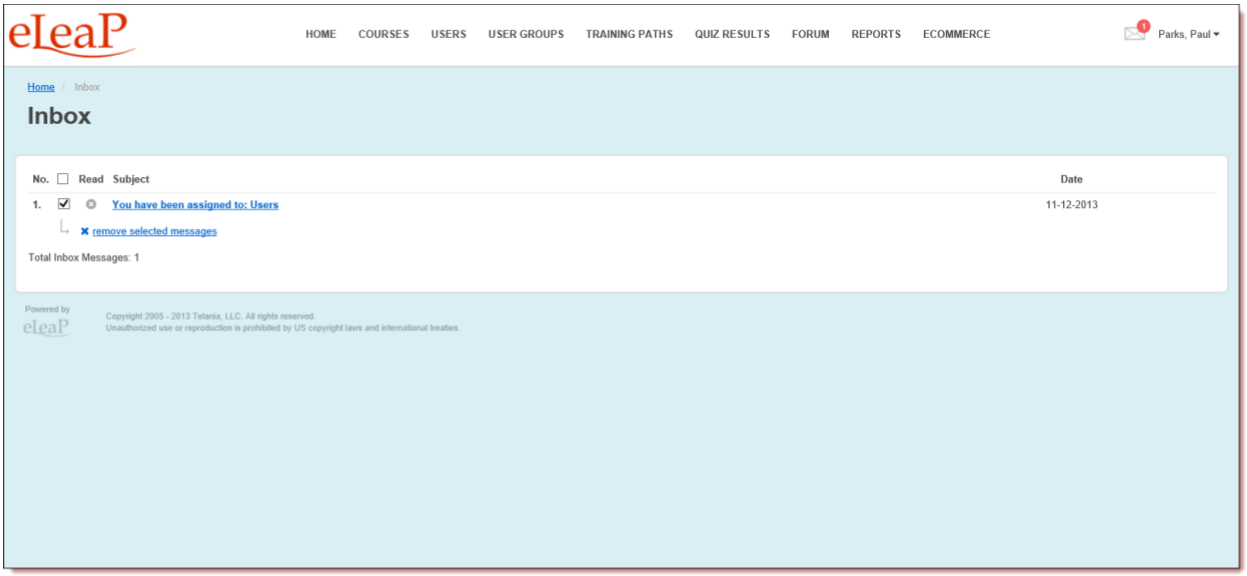


eLeaP™ Inbox

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

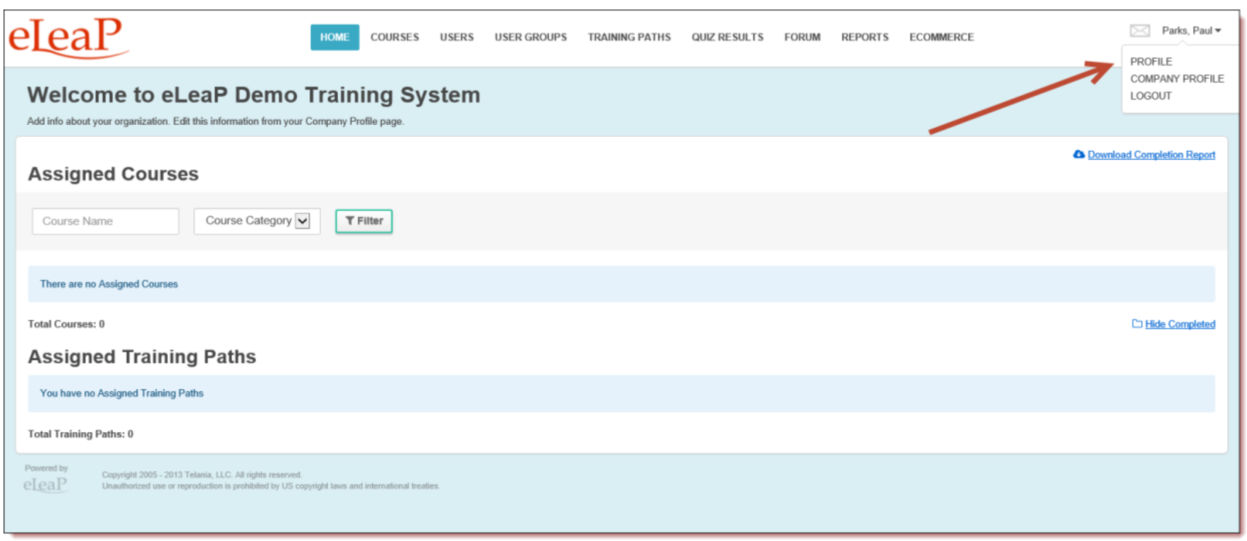
As System Administrator, you can also access your eLeaP™ INBOX to receive updated email notification and communications regarding various activities in your eLeaP account. You can receive Quiz completion notifications, notifications on Course Assignments, Pending Deadline notifications. In short, eLeaP™ 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.

When you receive a Notification Email, the **Email** icon to the left of your User Name will indicate that. As shown in the following illustration, clicking on that icon displays the messages in your Inbox. You can select a message and click the **remove selected messages** link to delete those Emails. Inbox messages are automatically deleted after thirty (30) days. Remember that notification emails also do get sent to your regular email.

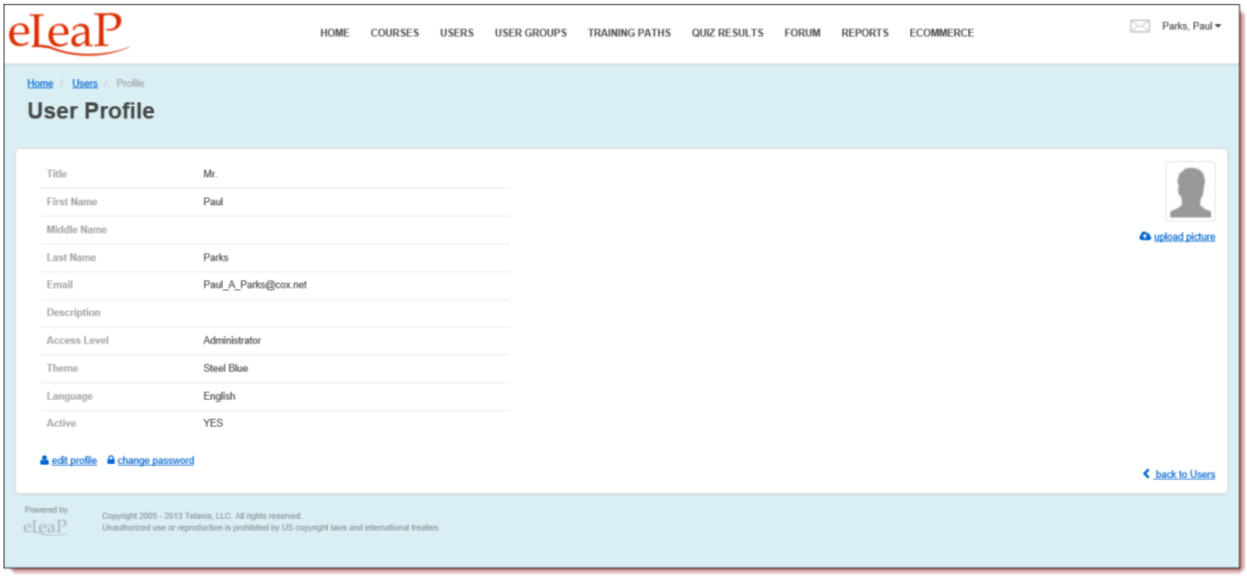


Modifying Your Personal Profile

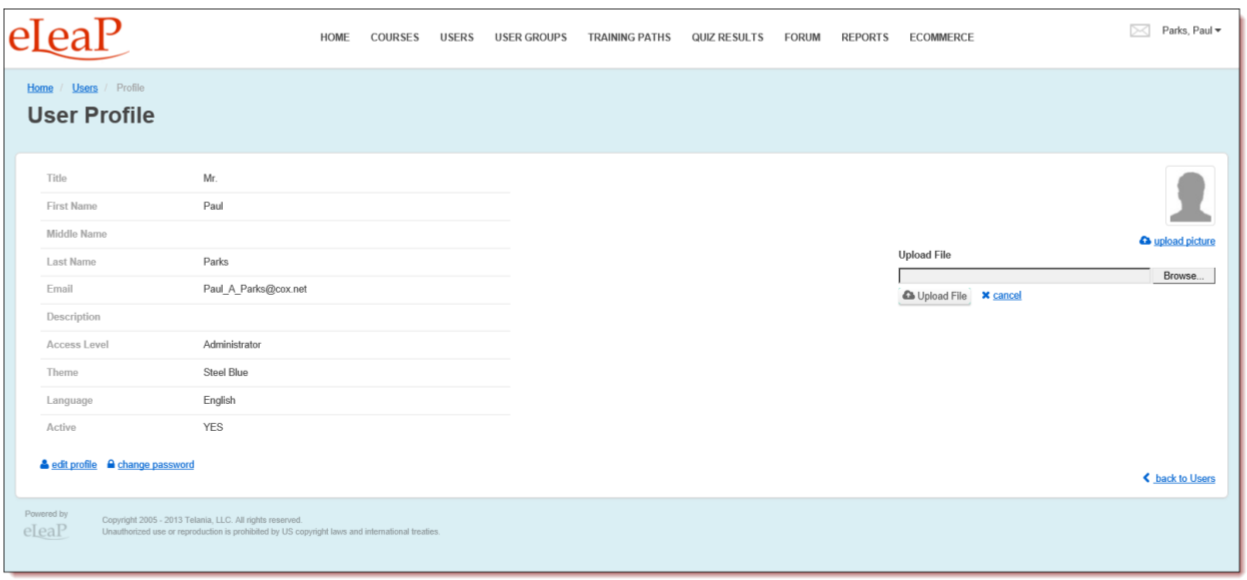
Selecting the **PROFILE** option on the drop-down menu at the upper right-hand corner of the screen, as shown in the following illustration, allows you to modify your Personal Profile information.



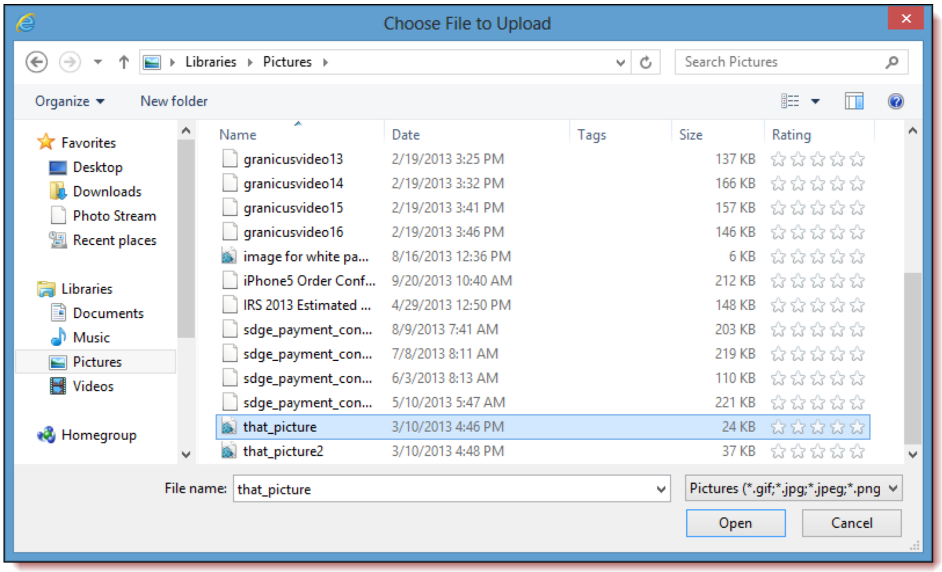
The **User Profile** screen, illustrated below, is displayed. To associate a picture with your Profile, click the **upload picture** link in the upper right-hand corner of the screen, as shown in the illustration.



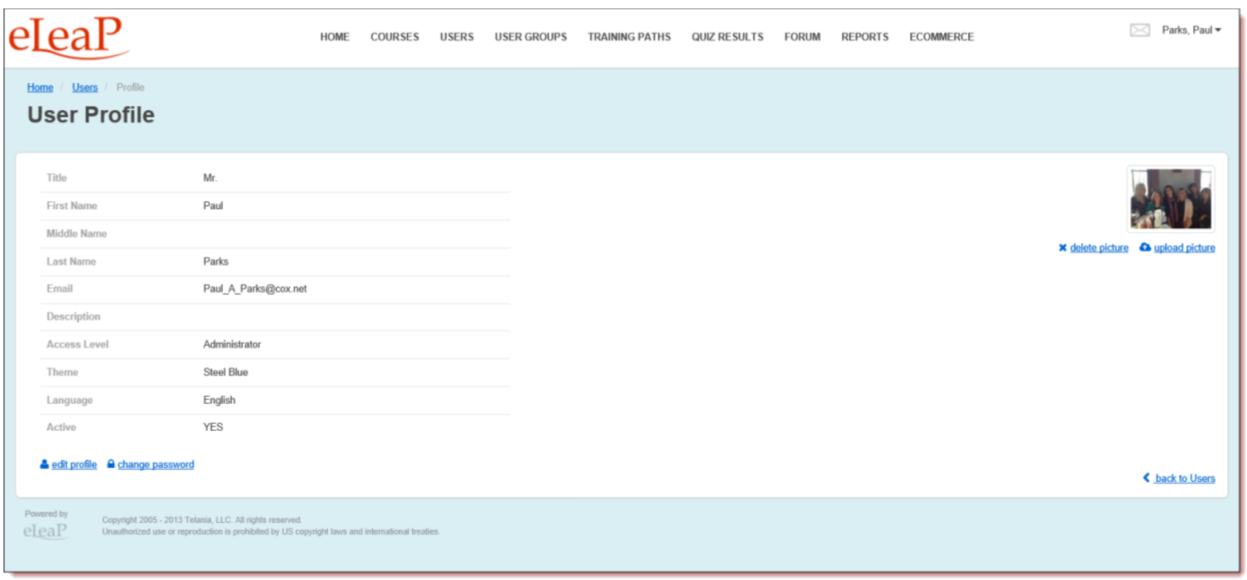
The screen expands, allowing you to navigate to a location on your computer where the picture that you want to associate with your Profile is stored by clicking Browse... .



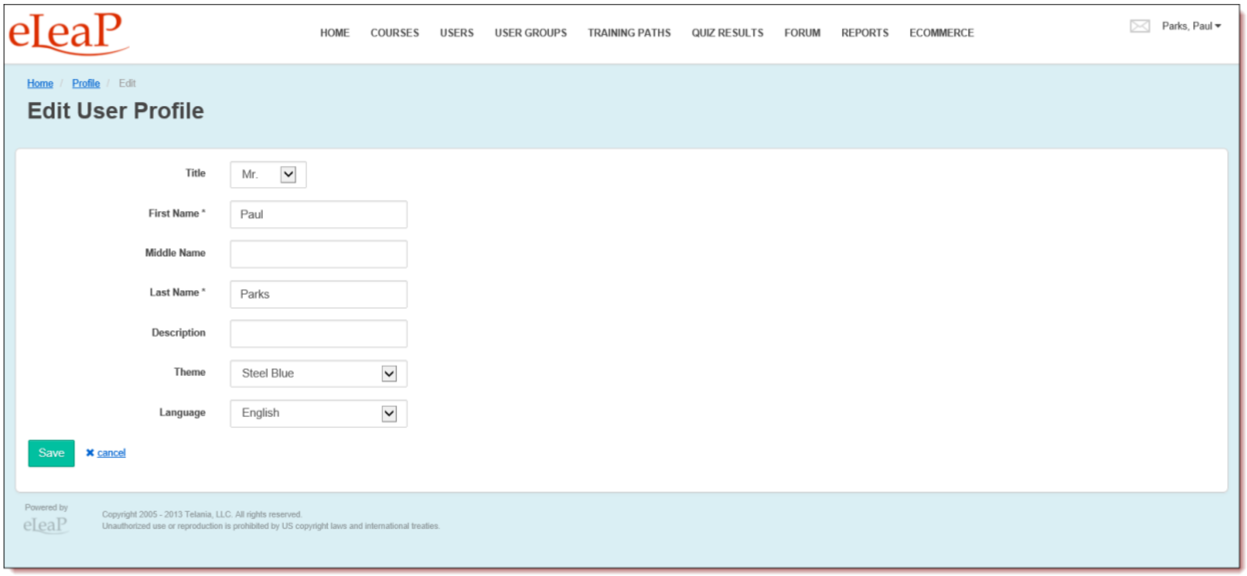
A **Choose File to Upload** dialog, illustrated below, is displayed. Select the file that you would like to associate with your profile and click Open .



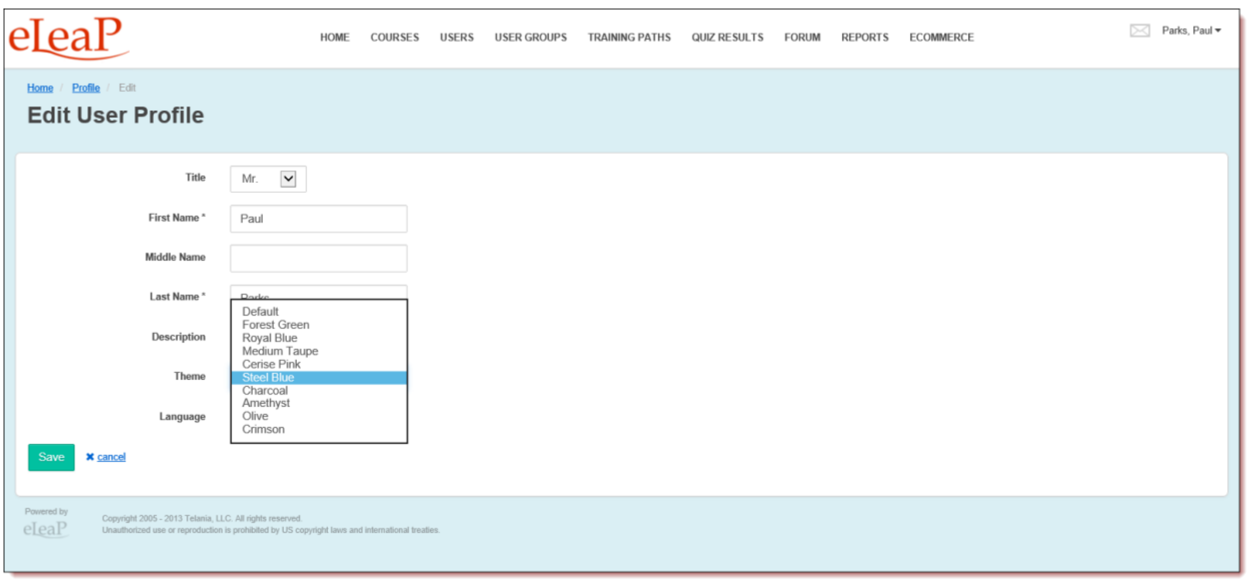
As shown in the following illustration, the image file is added to your Profile.



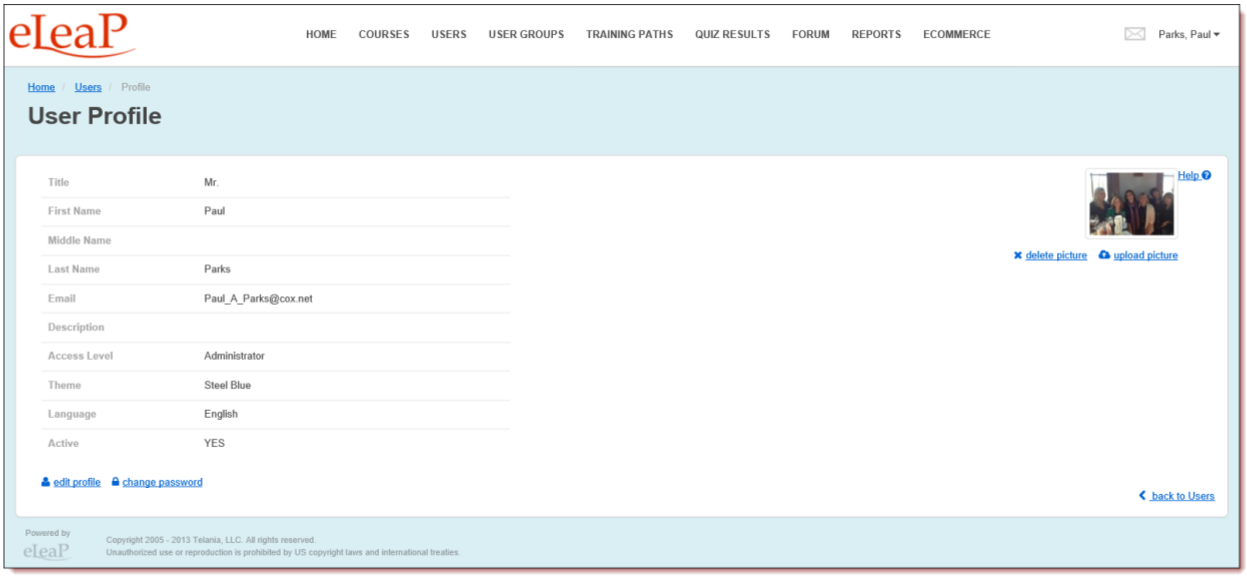
To edit your Profile Details, select the **edit profile** link located in the bottom left-hand corner of the screen. The **Edit User Profile** screen, illustrated below, is displayed. Make any modifications necessary within the **Title**, **First Name**, **Middle Name**, **Email**, **Description**, **Access Level**, **Language** and **Active/Inactive** settings.



Additionally, you can make a selection from the **Theme** drop-down, if desired, as shown in the following illustration.

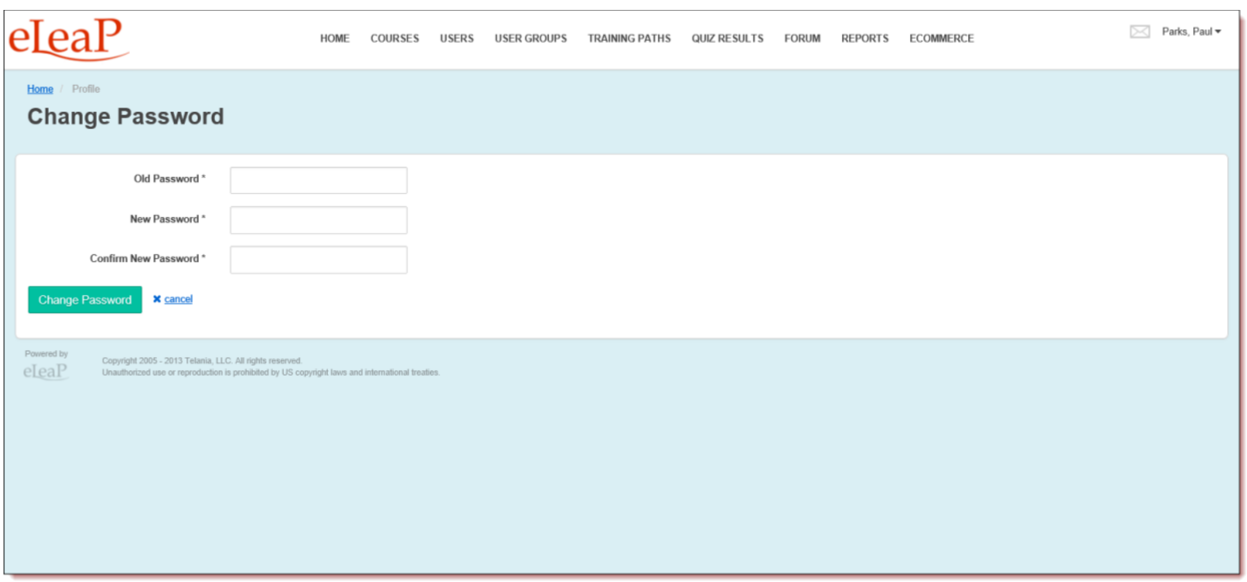


Click save to save any changes to the system. As shown in the following illustration, the changes to your profile have been saved.

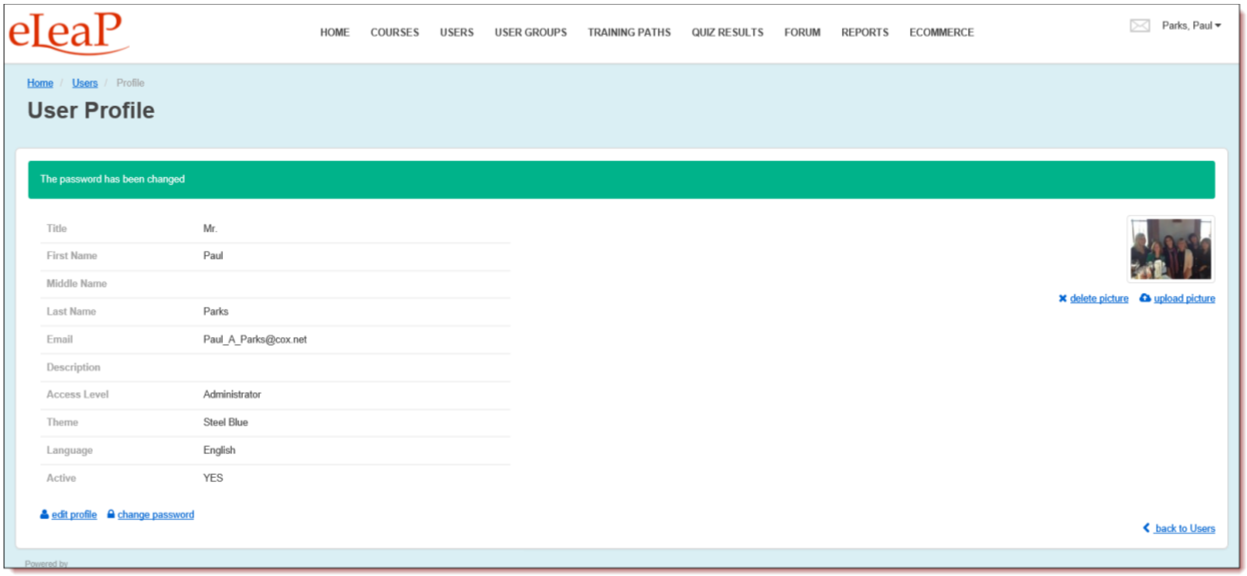


Changing Your Password

Clicking the **change password** link allows you to reset your password. As shown in the following illustration, the **Change Password** screen is displayed. Enter your old password in the **Old Password** field, enter your new password in the **New Password** field, re-enter the new password in the **Confirm New Password** field, and then click Change Password.

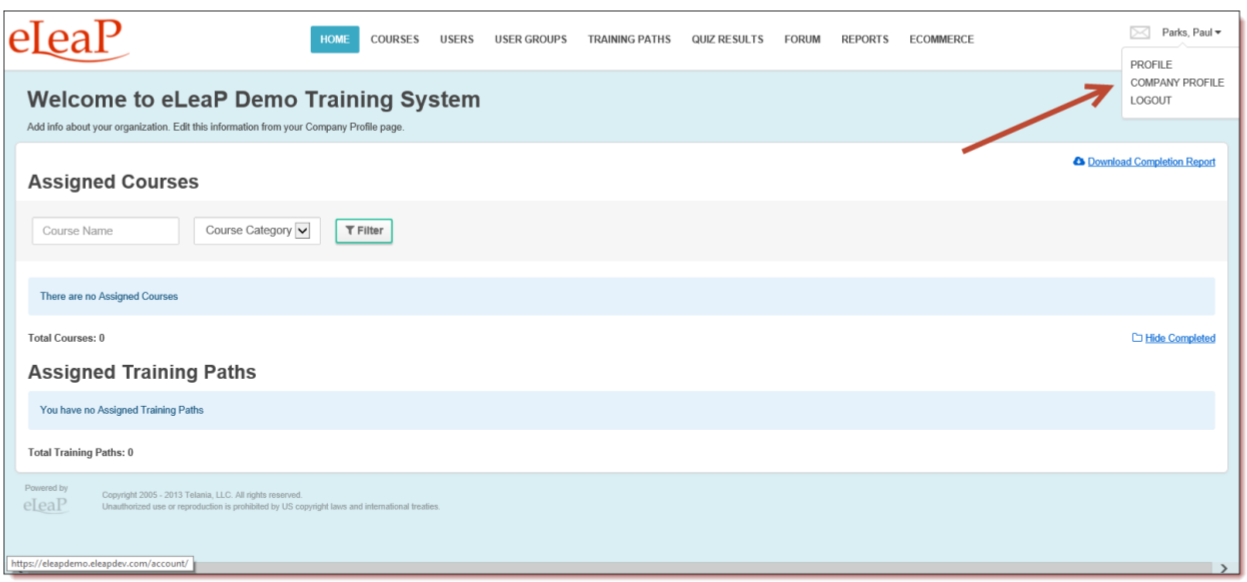


As shown in the following illustration, the system confirms that the password has been changed.



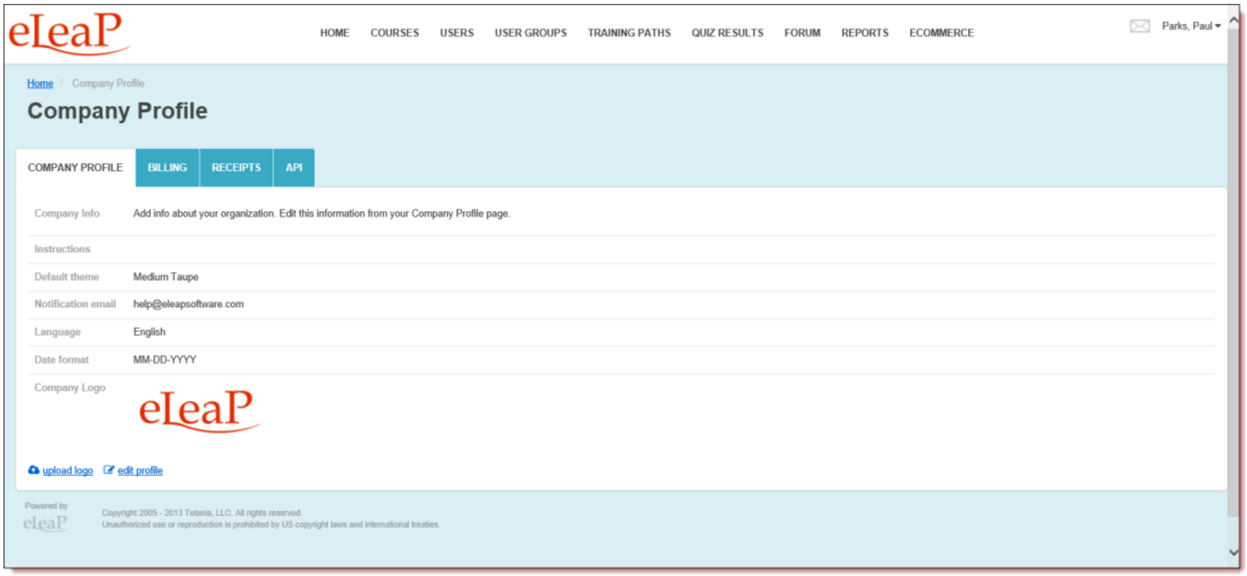
Modifying Your Company Profile

Selecting the **COMPANY PROFILE** option on the drop-down menu at the upper right-hand corner of the screen, as shown in the following illustration, allows you to modify your Company Profile information.



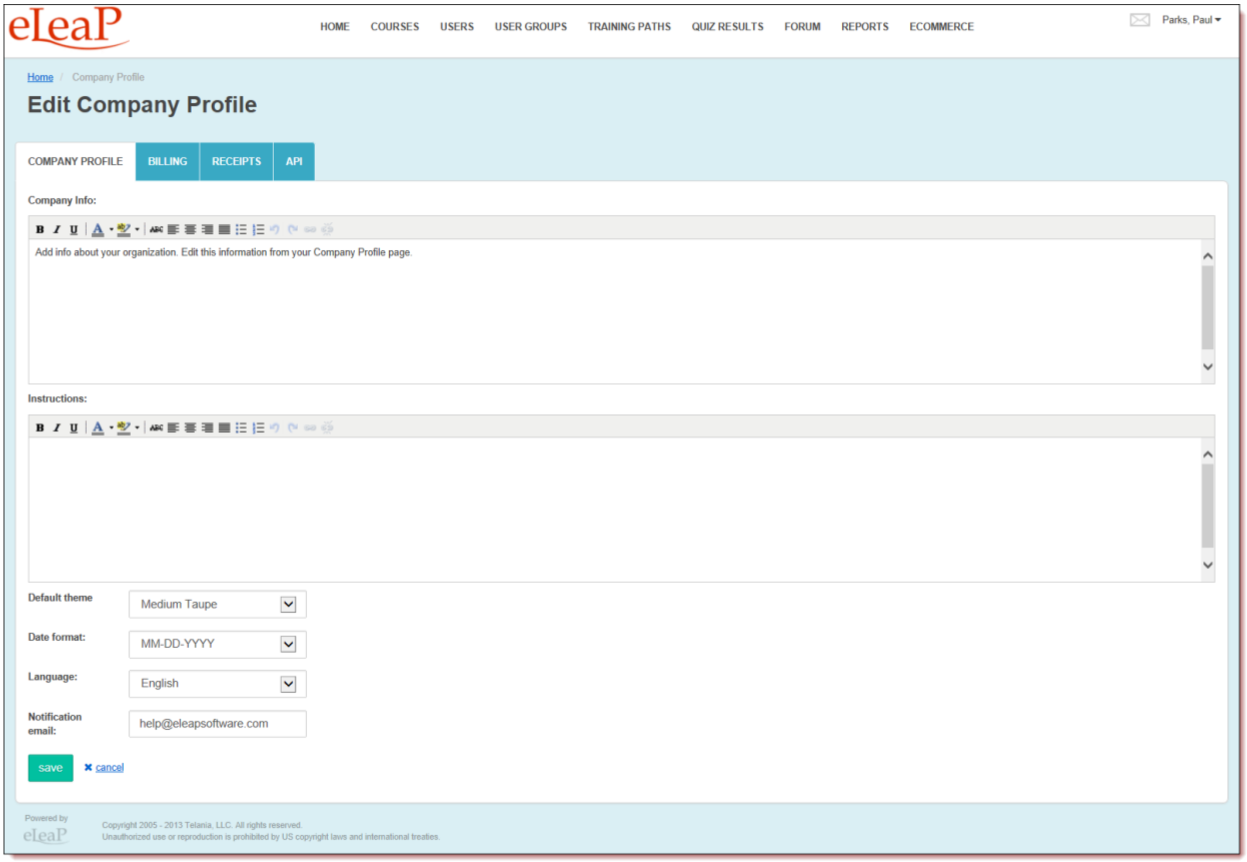
The **Company Profile** screen, illustrated below, is displayed. This screen consists of four tabs: **Company**

Profile (displayed by default), **Billing**, **Receipts** and **API**. Clicking the **edit profile** link, located in the bottom left-hand corner of the screen, allows you to modify the **Company Info**, **Instructions**, **Theme**, **Notification email**, **Language** and **Date format** settings for your account. Clicking the **Upload logo** link allows you to upload your company's logo, which will be displayed within the upper left-hand corner of the screen.



Editing Your Profile Fields

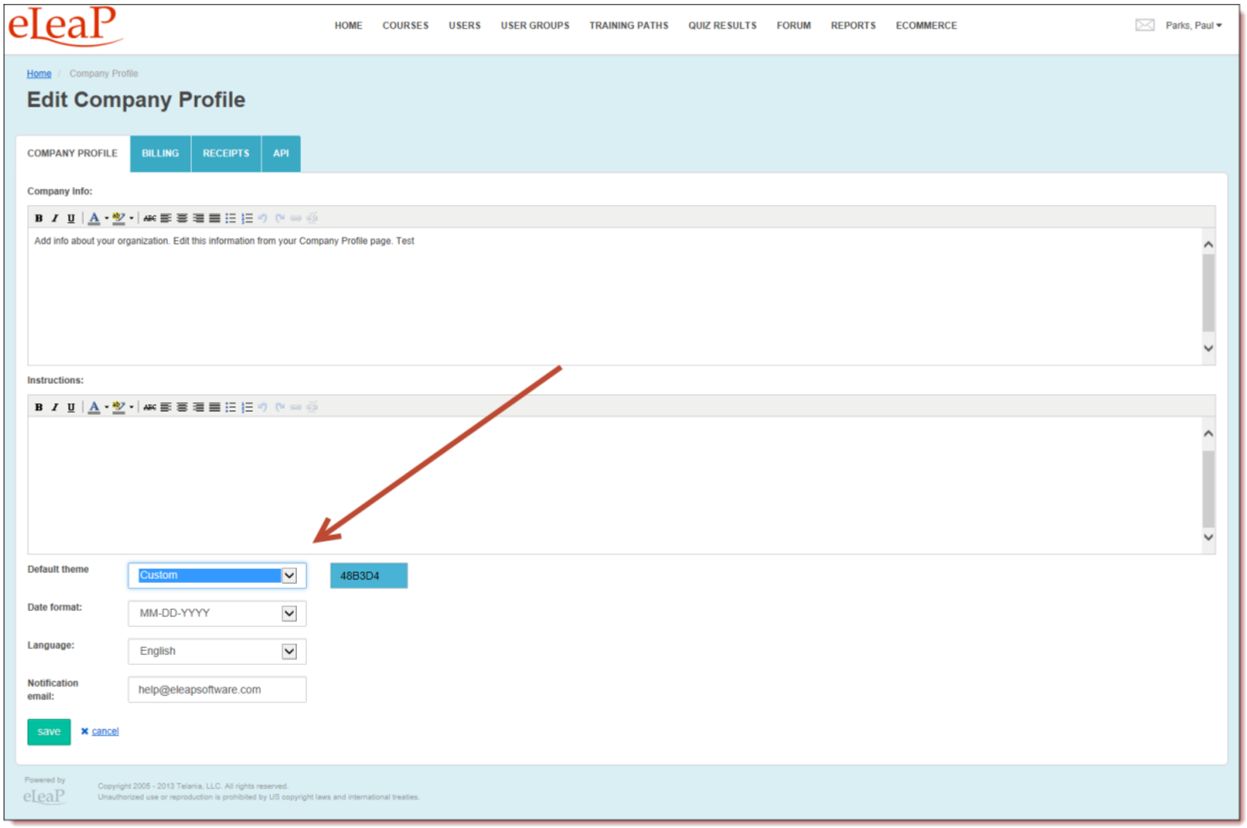
As mentioned above, clicking the **edit profile** link on the **Company Profile** screen allows you to make changes to your Company Profile's settings using the **Edit Company Profile** screen, as shown in the following illustration. Use the steps below to successfully make changes to your Company Profile using this screen.



1. Use the **Company Info Editor** to add information about your Company.
2. Use the **Instructions Editor** to add Instructions.
3. Make a different selection on the **Default Theme** list to change the look of your instance of the eLeaP application.
4. Make a different selection on the **Date format** list to use one of the other available date formats.
5. Change the Email Address within the **Notification email** field to change the address to which Notification Emails will be sent.
6. Click save to save your changes to the system.

Using the Custom Theme Option

You can use the Custom Theme option to match your organization's color scheme, if desired. Simply select the Custom option on the Theme drop down, as shown in the following illustration.


eLeaP
HOME
COURSES
USERS
USER GROUPS
TRAINING PATHS
QUIZ RESULTS
FORUM
REPORTS
ECOMMERCE
Parks, Paul
Home / Company Profile
Edit Company Profile
COMPANY PROFILE
BILLING
RECEIPTS
API
Company Info:
Add info about your organization. Edit this information from your Company Profile page. Test
Instructions:
Default theme
Custom
48B3D4
Date format:
MM-DD-YYYY
Language:
English
Notification email:
help@eleapsoftware.com
save
cancel
Powered by eLeaP
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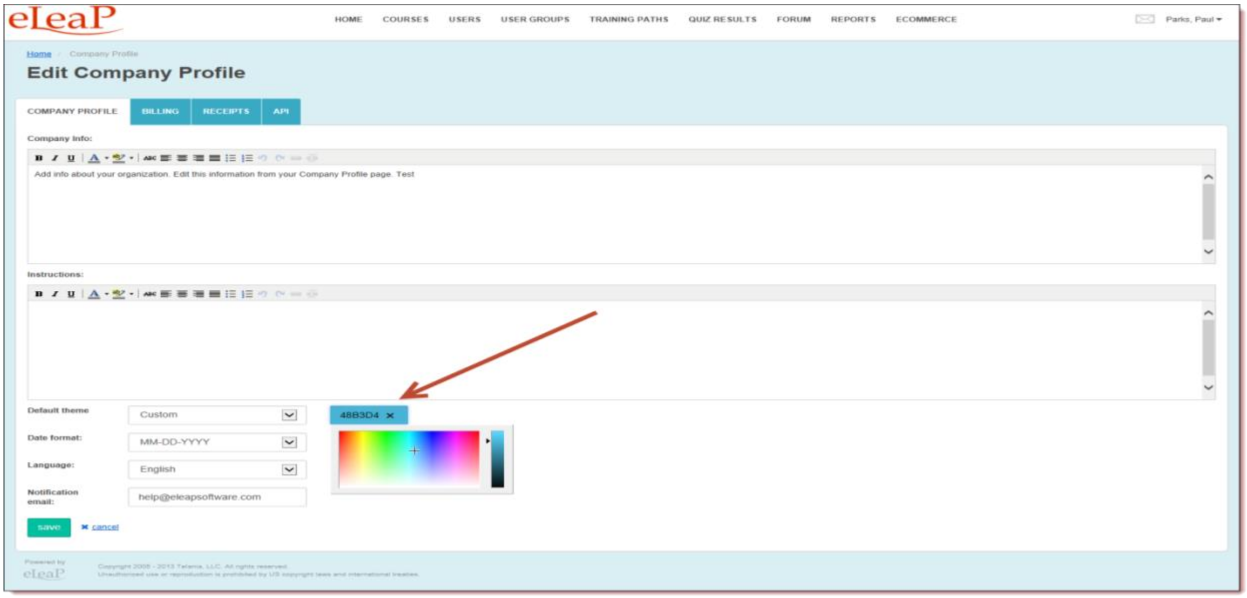
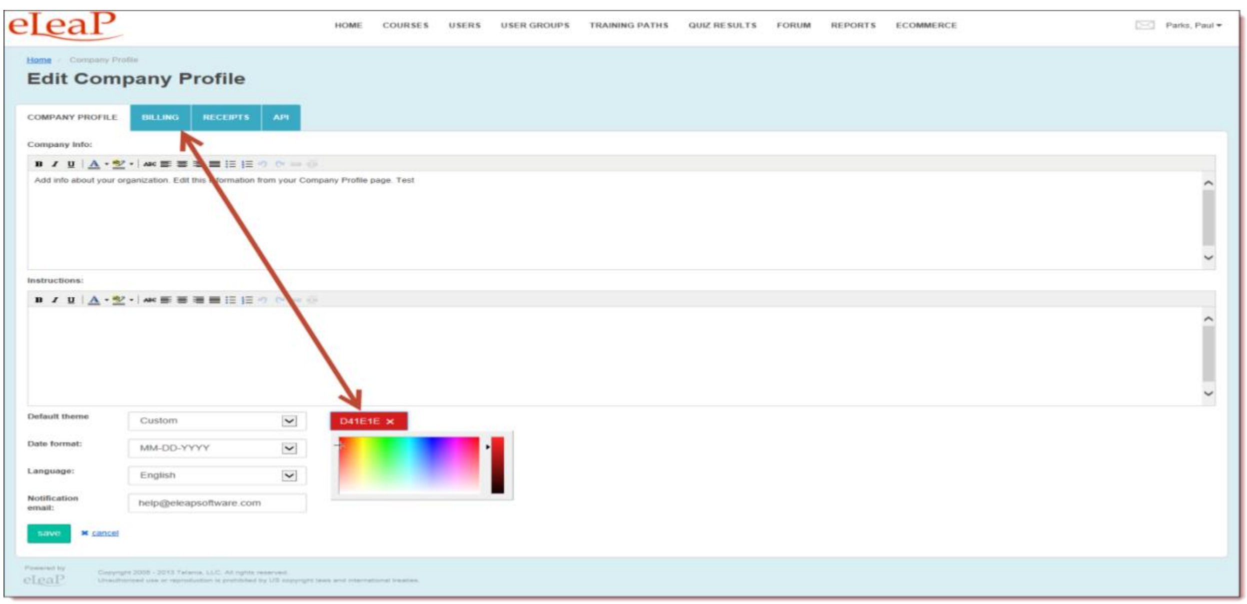
Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

To change the color scheme for your profile, click 48B3D4 × to display the color picker, as shown in the following illustration.



Select a new color for your Custom Theme. As shown in the following illustration, our new selection is quite different than the color scheme currently in place.



Click 

. As shown in the following illustration, the tab colors change to the new color.

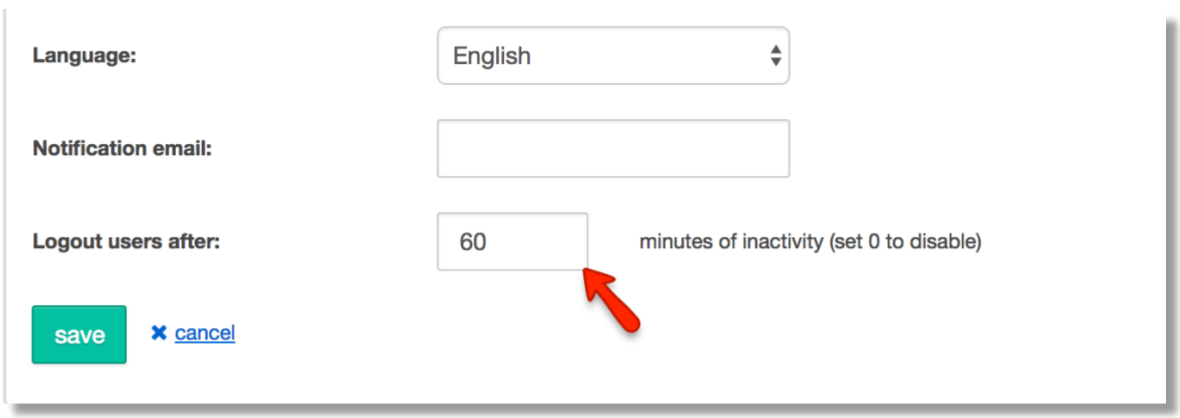
Note: When you set up a Custom Theme before creating Trainees, those Trainees inherit the custom settings. However, the system also allows your end users to set their own theme by making a selection on the **Theme** list within their Profile.

For users who selected a different Theme prior to you customizing the color scheme, they will need to select the **Organization** on their Theme list in order to see and enjoy the organization-wide color Theme.

Auto Logout Time

eLeaP has an auto logout feature for companies who need to comply to 21 Part 11 and other compliance regulations. By default, the auto logout is set at 0 or unlimited. Changing this number activates the auto logout feature.

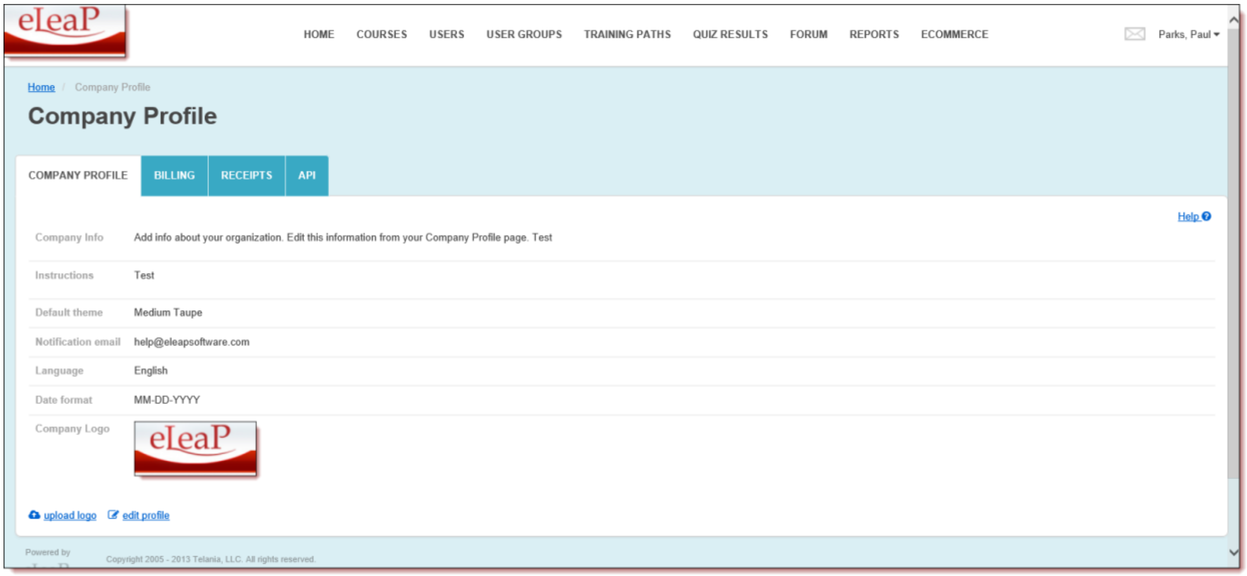
For example, if you want to set an auto logout setting for 60 minutes, this is how:



Note that for auto logout to work, the users have to maintain inactivity for the duration of the auto logout time frame. Moving their cursor resets the clock.

Uploading your Company Logo

Clicking the upload logo link on the **Company Profile** screen allows you to incorporate your company logo into the theme of your instance of the eLeaP application. As shown in the following illustration, the **Company Profile** screen expands to include an **Upload File** portion of the screen.


eLeaP
HOME
COURSES
USERS
USER GROUPS
TRAINING PATHS
QUIZ RESULTS
FORUM
REPORTS
ECOMMERCE
Parks, Paul
Home / Company Profile
Company Profile
COMPANY PROFILE
BILLING
RECEIPTS
API
Help
Company Info
Add info about your organization. Edit this information from your Company Profile page. Test
Instructions
Test
Default theme
Medium Taupe
Notification email
help@eleapsoftware.com
Language
English
Date format
MM-DD-YYYY
Company Logo
eLeaP
upload logo
edit profile
Powered by
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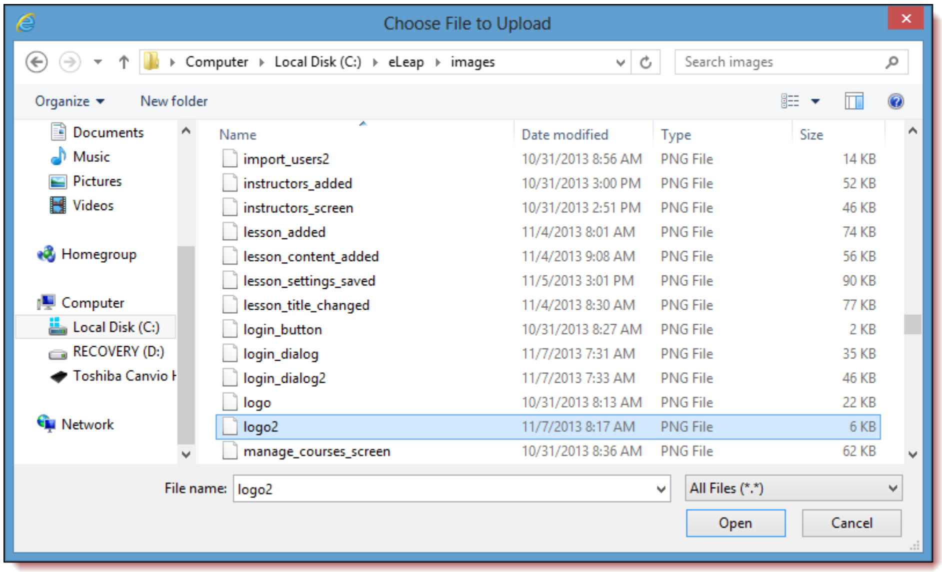
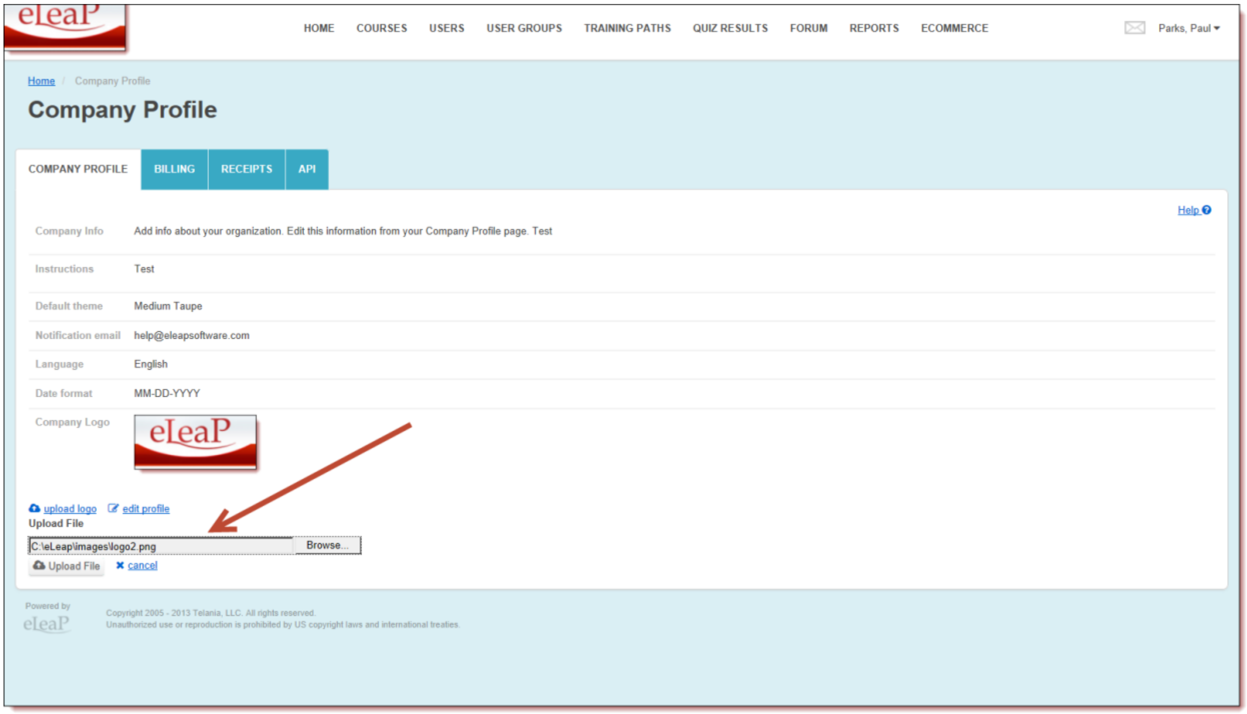
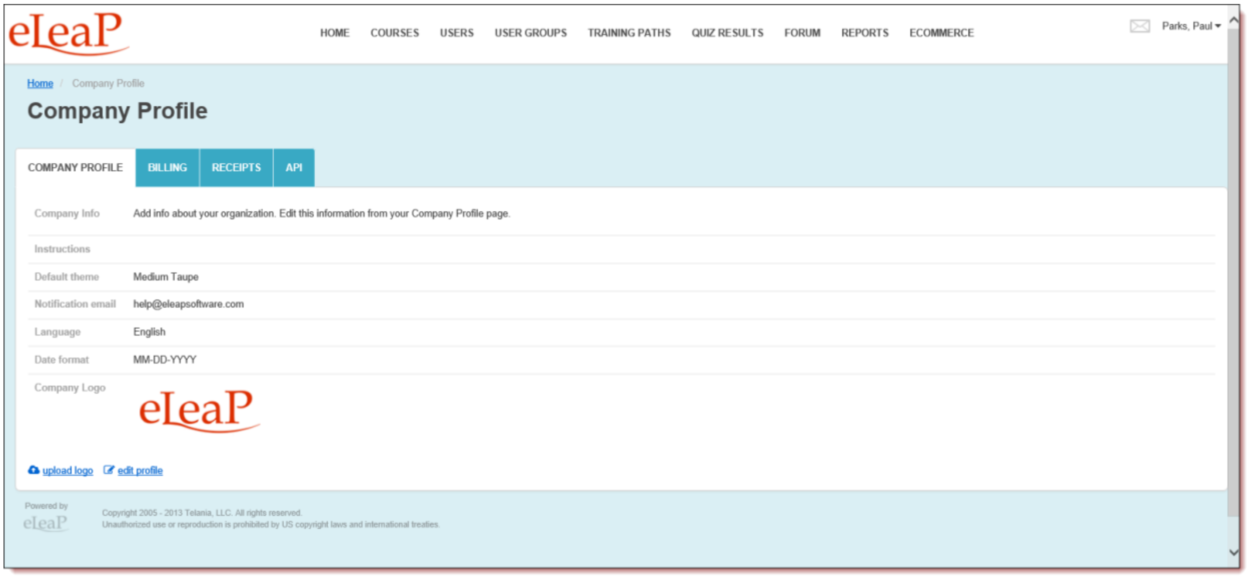
Click Browse... to navigate to the location on your computer where your logo file is stored using the **File to Upload** dialog, shown in the following illustration. Select the logo file and click Open.



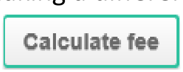
As shown in the following illustration, the file that you've selected now populates the **Upload File** field. Click Upload File to upload the file to the system.

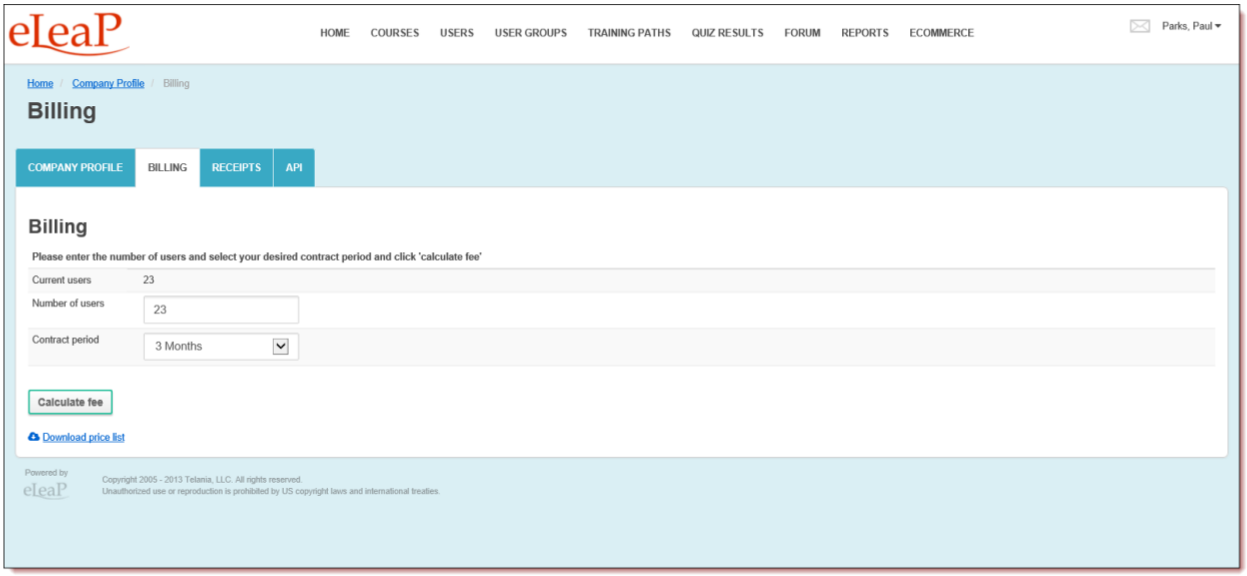

HOME
COURSES
USERS
USER GROUPS
TRAINING PATHS
QUIZ RESULTS
FORUM
REPORTS
ECOMMERCE
Parks, Paul
Home / Company Profile
Company Profile
COMPANY PROFILE
BILLING
RECEIPTS
API
Help
Company Info
Add info about your organization. Edit this information from your Company Profile page. Test
Instructions
Test
Default theme
Medium Taupe
Notification email
help@eleapsoftware.com
Language
English
Date format
MM-DD-YYYY
Company Logo
eLeaP
upload logo
edit profile
Upload File
C:\eLeap\images\logo2.png
Browse...
Upload File
cancel
Powered by eLeaP
Copyright 2005 - 2013 Telania, LLC. All rights reserved.
Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

As shown in the following illustration, the logo file is added to the Theme of your instance of the eLeaP application.

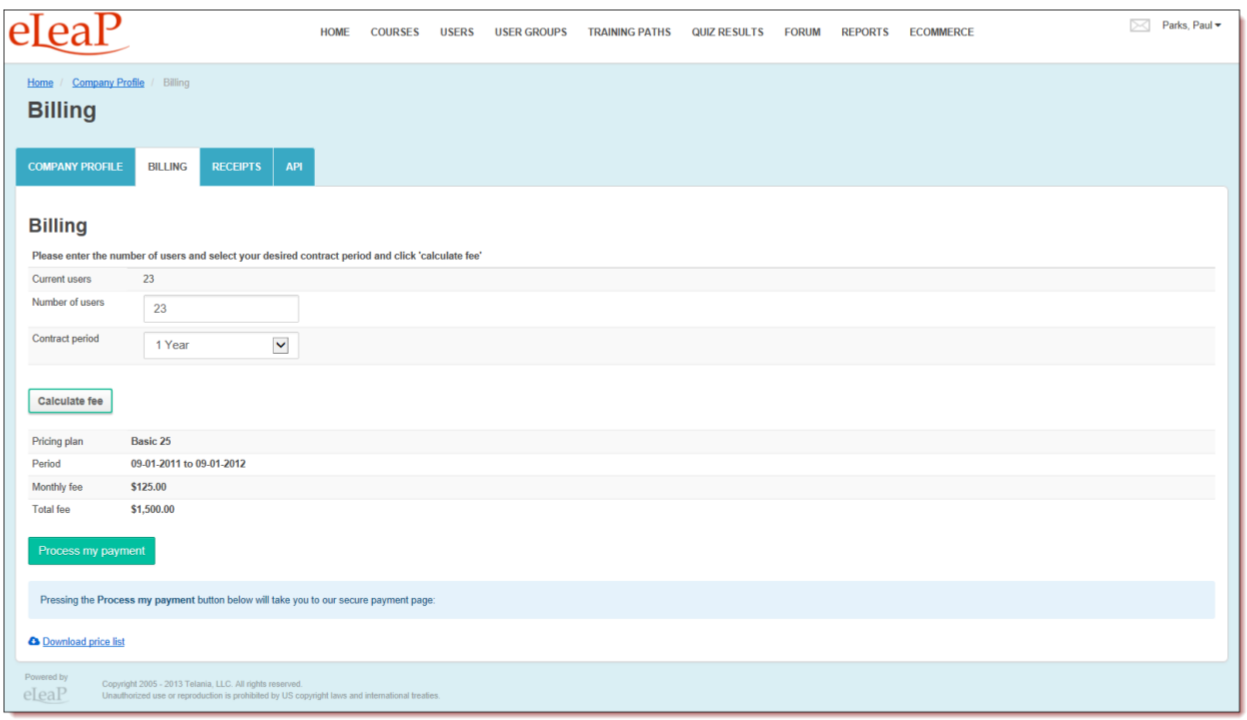


Billing

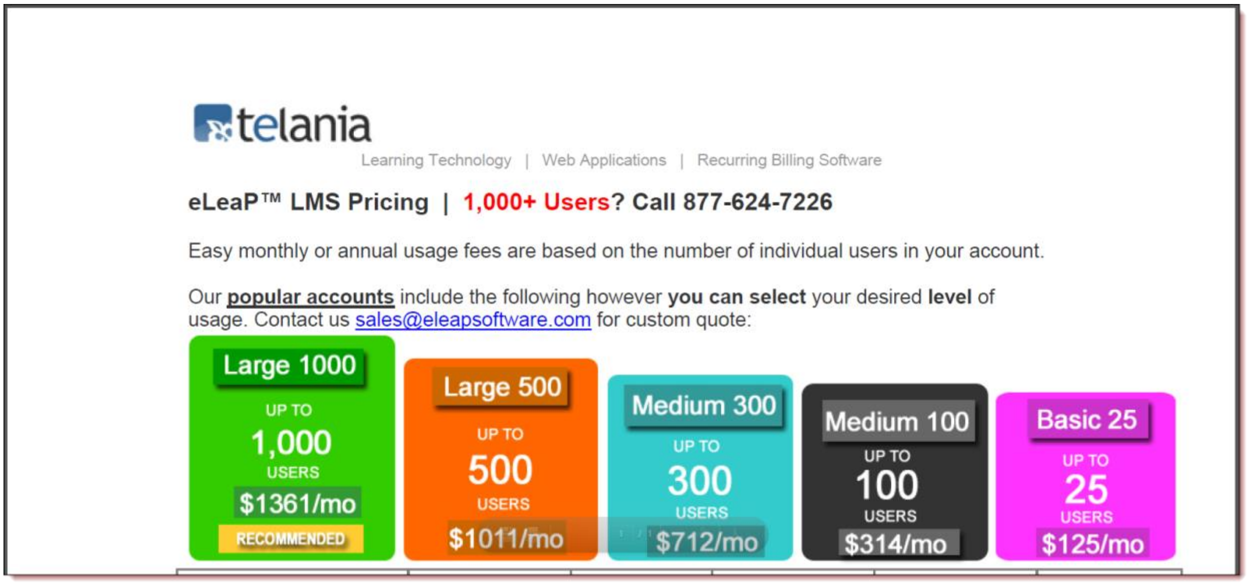
Selecting the **BILLING** tab on the **Company Profile** screen displays the **Billing** screen, as shown in the illustration below. The **Current users** and the **Number of users** fields are pre-populated based on the Users associated with your account. You can change the Contract Period associated with your account by making a different selection from the **Contract period** list. When you make a change here, be sure to click  to recalculate the fee associated with your account, based on the new Contract Period.



As shown in the following illustration, selecting **1 Year** rather than **3 Months** has the system recalculate the fee associated with your account. You can then click Process my payment to process your payment, which will take you to eLeaP's **Secure Payment** page.

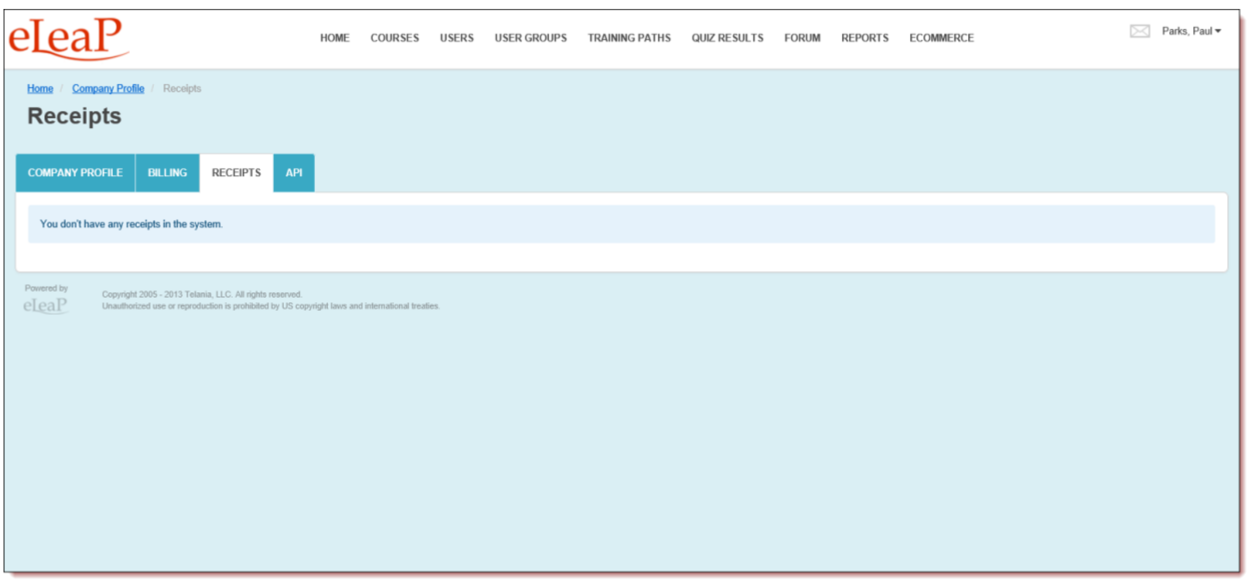


Click the **Download price list** link to download the current price list to a local drive on your computer. As shown in the following illustration, the **price-accounts.pdf** file opens in your browser, where you can use the Bookmark function to always have access to this information.

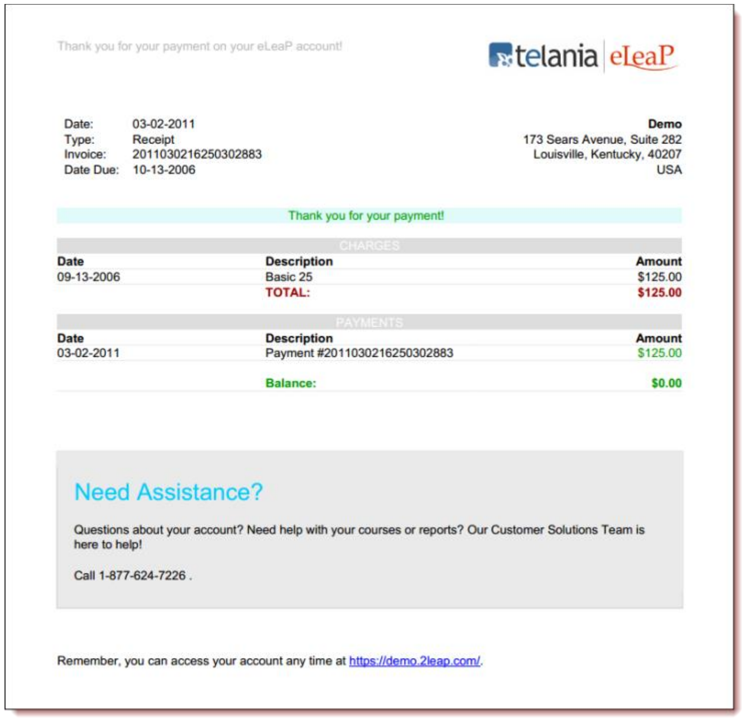


Receipts

Selecting the **RECEIPTS** tab on the **Company Profile** screen displays the **Receipts** screen, illustrated below. This screen will show all of your payments received on a **Receipts** list.



Upon payment, the Customer will receive a Receipt similar to the following example.



Thank you for your payment on your eLeaP account!

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Date: 03-02-2011
Type: Receipt
Invoice: 20110302162503028883
Date Due: 10-13-2006

Demo
173 Sears Avenue, Suite 282
Louisville, Kentucky, 40207
USA

Thank you for your payment!

CHARGES

Date	Description	Amount
09-13-2006	Basic 25	$125.00
	TOTAL:	**$125.00**

PAYMENTS

Date	Description	Amount
03-02-2011	Payment #20110302162503028883	$125.00
	Balance:	**$0.00**

Need Assistance?

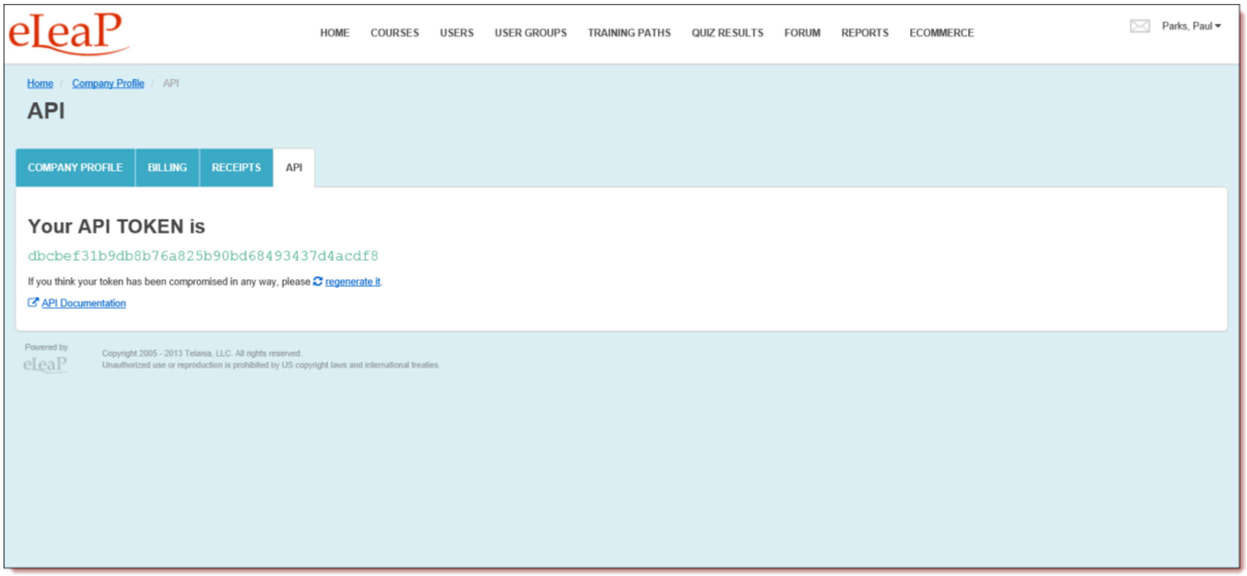
Questions about your account? Need help with your courses or reports? Our Customer Solutions Team is here to help!

Call 1-877-624-7226 .

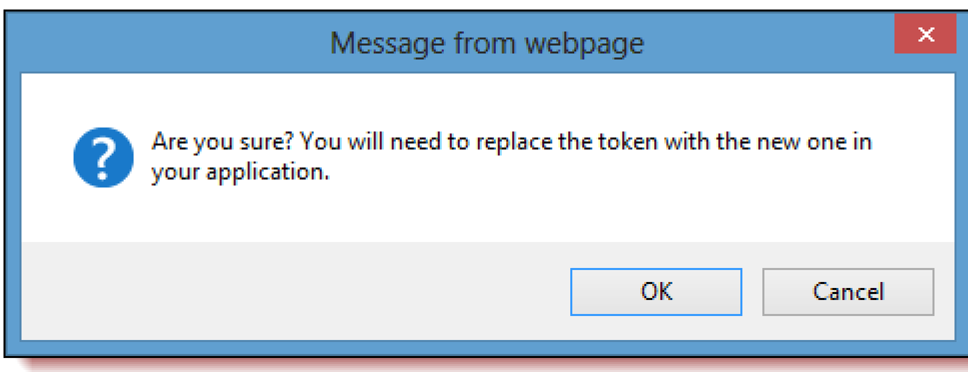
Remember, you can access your account any time at https://demo.2leap.com/.

API

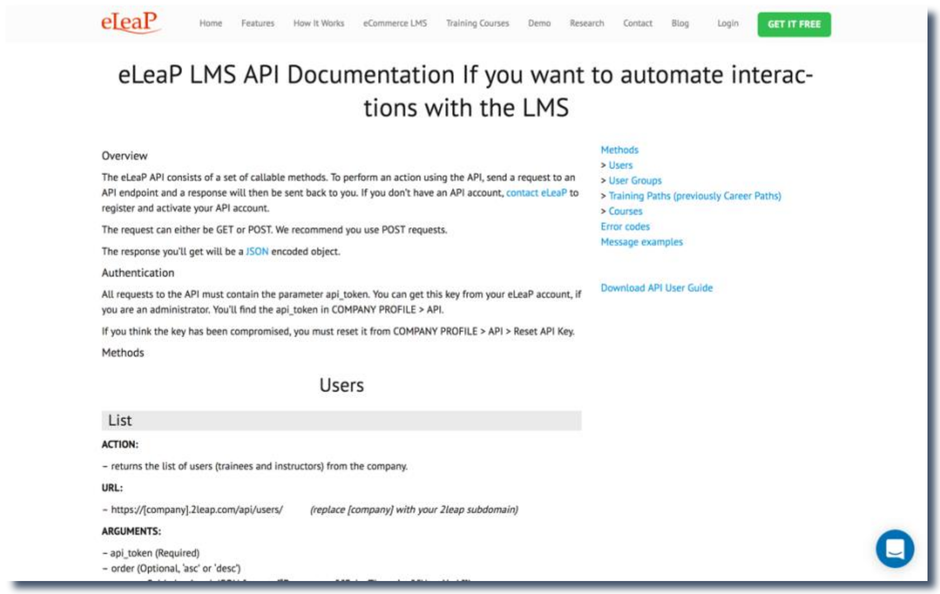
Selecting the **API** tab on the **Company Profile** screen displays the **API** screen, illustrated below. This screen shows the **API Token** associated with your account. If you feel that your account has been compromised in any way, click the **regenerate** link to regenerate this Token.



The system displays a warning message, illustrated below, before performing this action to ensure that is your intention. Click OK to proceed with the regeneration process or click Cancel to cancel it. Please note that if you proceed, you will need to replace the existing token with the new one in your application.

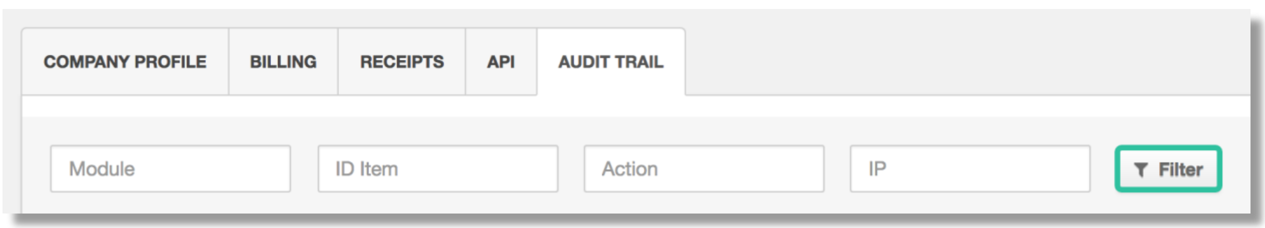


Clicking the API Documentation link takes you to eLeaP's online API documentation at http://www.eleapsoftware.com/api/, as shown in the following illustration, which you can either read through online or click the **DOWNLOAD API USER Guide** link to download it to your computer.



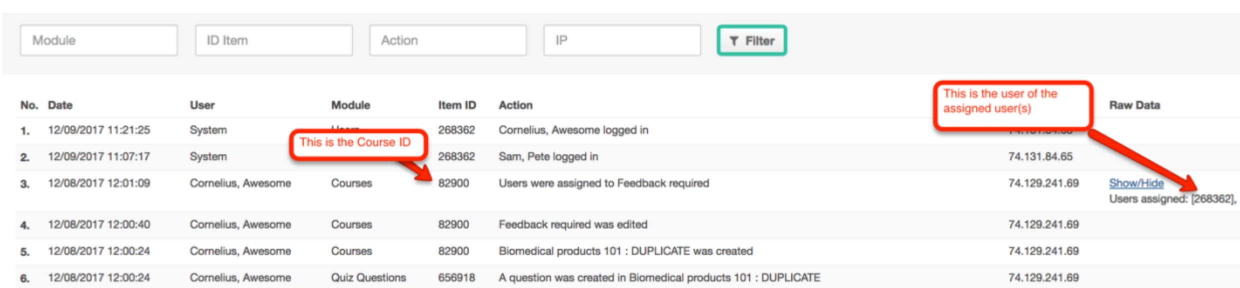
Audit Trail

The Audit Trail tool is a log which keeps a record of important actions occurring in your account. You can use the Audit to investigate certain changes and actions performed by you and your team.



You can filter your Audit Trail logs by Module, ID of Item, Action (performed) or IP (address).

Note that the ID's shown for specific items can be added to long form URL's to identify the specific records. For example:

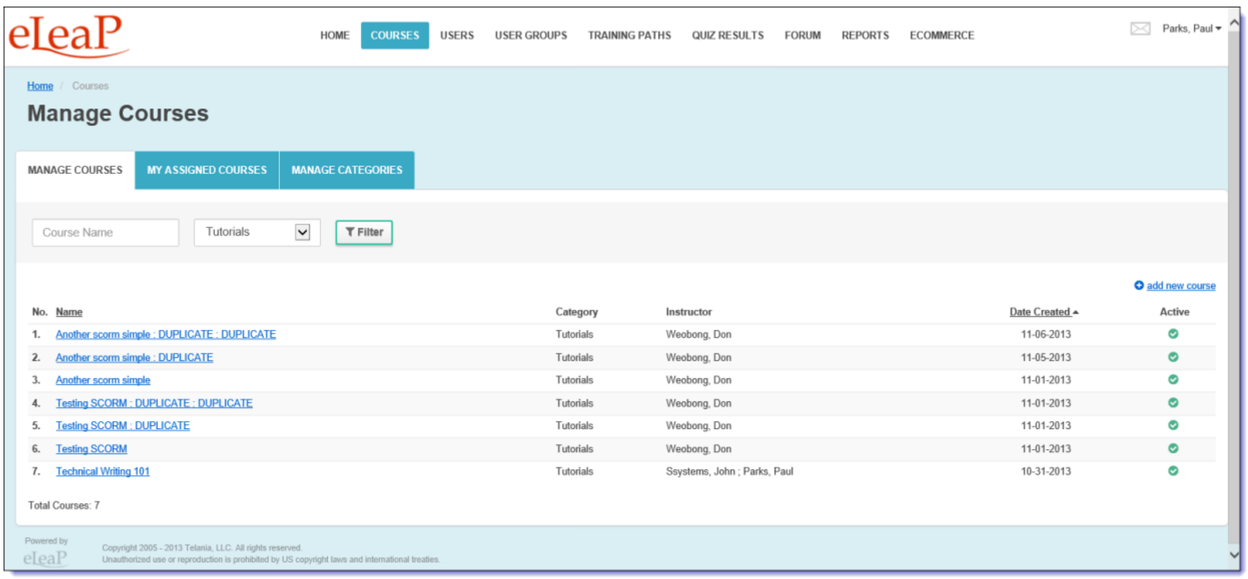


No.	Date	User	Module	Item ID	Action		Raw Data
1.	12/09/2017 11:21:25	System	[illegible]	268362	Cornelius, Awesome logged in	[illegible]	
2.	12/09/2017 11:07:17	System		268362	Sam, Pete logged in	74.131.84.65	
3.	12/08/2017 12:01:09	Cornelius, Awesome	Courses	82900	Users were assigned to Feedback required	74.129.241.69	Show/Hide Users assigned: [268362],
4.	12/08/2017 12:00:40	Cornelius, Awesome	Courses	82900	Feedback required was edited	74.129.241.69	
5.	12/08/2017 12:00:24	Cornelius, Awesome	Courses	82900	Biomedical products 101 : DUPLICATE was created	74.129.241.69	
6.	12/08/2017 12:00:24	Cornelius, Awesome	Quiz Questions	656918	A question was created in Biomedical products 101 : DUPLICATE	74.129.241.69	

The above screenshot indicates the Course ID for the assigned course as well as the User ID of the assigned users. To go to the item id, use this convention: https://youraccounturl.2leap.com/courses/view?id=xxxxxx . For example https://trainingprovider.2leap.com/courses/view?id=82900 or https://trainingprovider.2leap.com/users/activity?id=268362

Courses

Selecting **COURSES** on the menu bar displays the **Manage Courses** screen, illustrated below. The **MANAGE COURSES** tab displays the Courses that you have created with the **Name**, **Category**, **Instructor** and **Date Created** details shown for each Course on the **Courses** list. You can change a Course's **Status** to **Inactive** by clicking the icon within that Course's **Active** column.

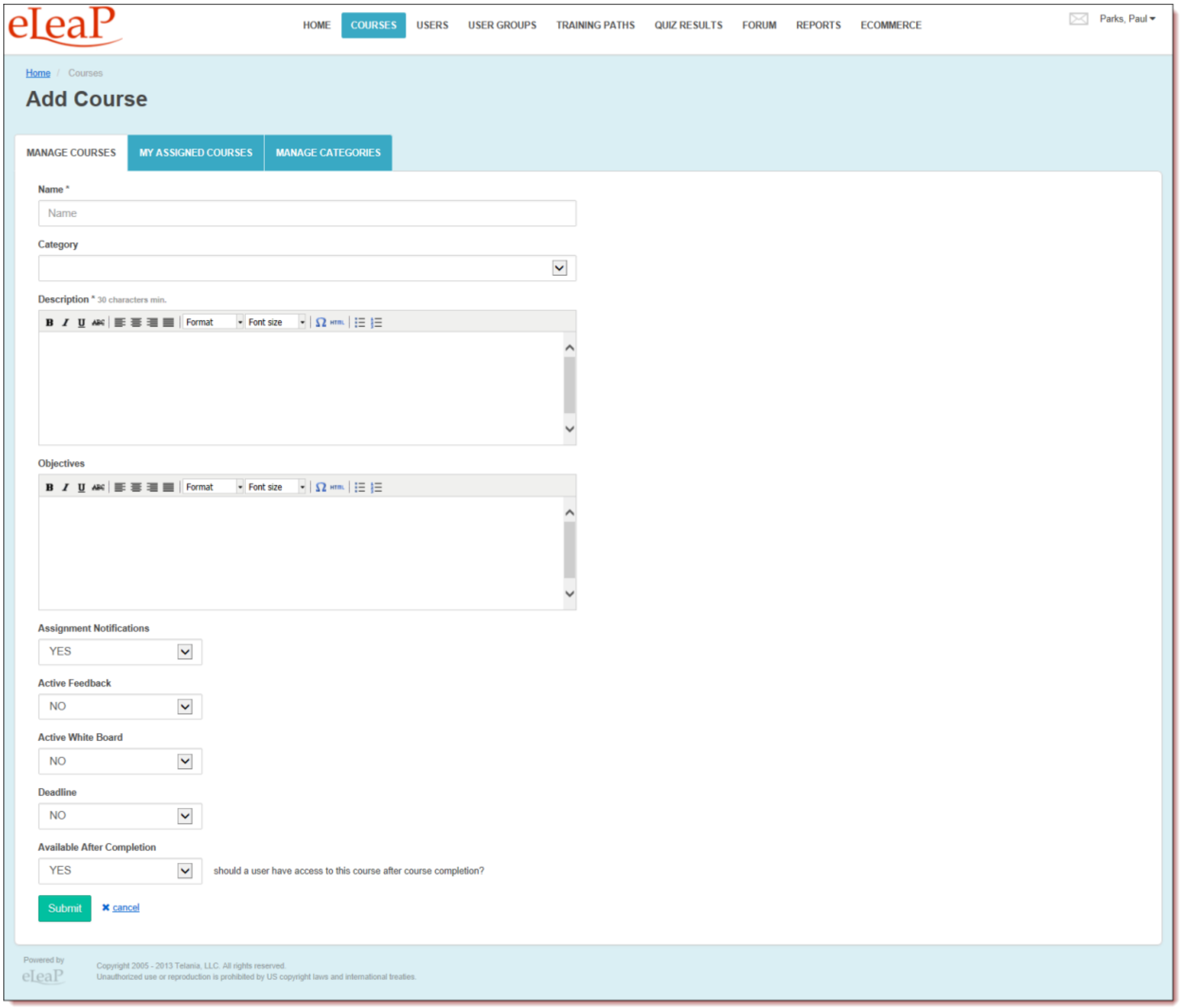


You can filter the Courses displayed on the **Courses** list by selecting either a Course Name from the **Course Name** list or a **Course Category** from the **Course** Category list, or both, and then by clicking the

button.

Adding a New Course

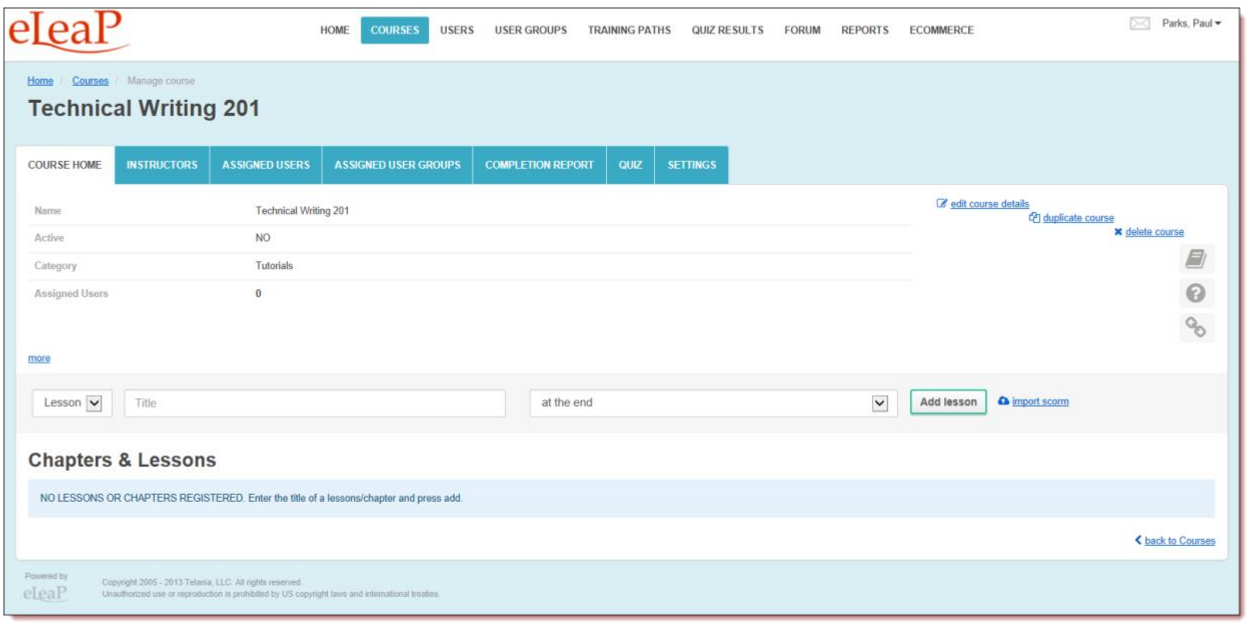
Selecting the add new course link on the **Manage Courses** screen displays the **Add Course** screen, as shown in the following illustration. Use the steps below to successfully add a new Course to the system.



1. Enter a Name for the new Course in the **Name** field.
2. Select a Category with which to associate the new Course from the **Category** list.
3. Enter a Description for the new Course (30 characters minimum) within the **Description** editor.
4. Enter the Objectives for the new Course within the **Objectives** editor.
5. Select the **YES** option from the **Assignment Notifications** list if you would like to send email notifications to Users assigned to the new Course; otherwise, select the **NO** option.

6. Select the **YES** option from the **Active Feedback** list if you want to enable the Active Feedback function; otherwise, select the **NO** option.
7. Select the **YES** option from the **Active White Board** list if you want to add a Forum-specific White Board for the Course; otherwise select the **NO** option.
8. Select the **YES** option from the **Deadline** list if you want to impose a deadline for completion of the new Course; otherwise, select the **NO** option.
9. Select the **YES** option from the **Available After Completion** list if you want to allow Users who have completed the new Course continued access to it; otherwise, select the **NO** option.
10. Click Submit to create the new Course. It will now be displayed on the **Courses** list on the **Manage Courses** screen.

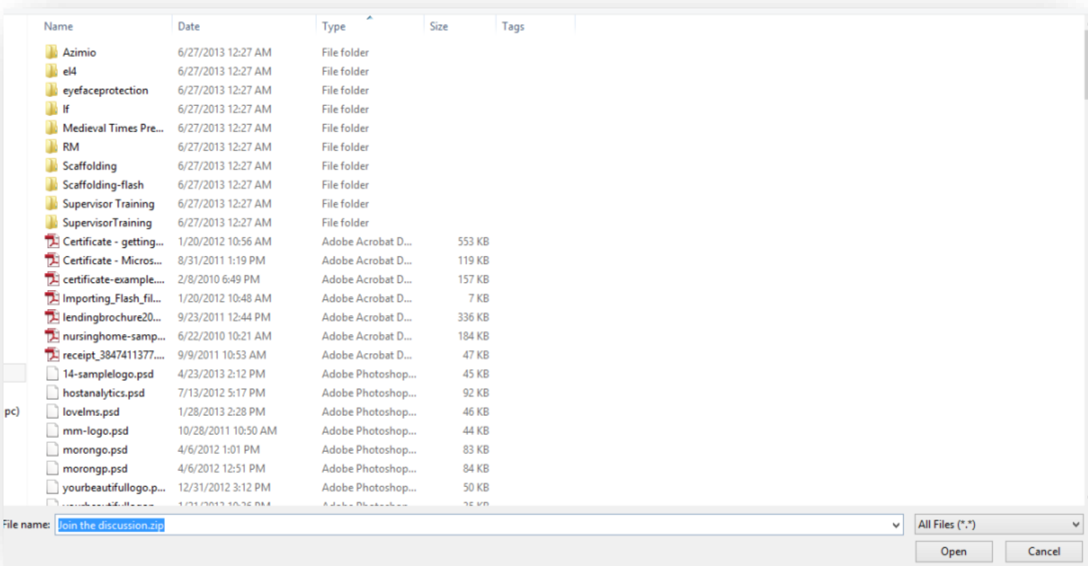
The **Course Details** screen for the newly created Course is displayed, as shown in the following illustration. Click the **edit course details** link to make any modifications necessary to the Course. You can also click the **duplicate course** link to make a copy of the Course, which is especially useful if a majority of the Course's details will be similar to any additional Courses that you want to create. Clicking the **more** link will display the additional details pertaining to the Course that you just created.



Importing SCORM Content

Sharable Content Object Reference Model (**SCORM**) is a collection of standards and specifications for web-based e-learning. It defines communications between client side content and a host system (called "the run-time environment"), which is commonly supported by a learning management system. SCORM also defines how content may be packaged into a transferable ZIP file called "Package Interchange Format."

To add a SCORM lesson, click import scorm. Clicking the **import scorm** link expands the screen, so that you can click Browse... in order to navigate to the location on your computer where the existing SCORM content in zip format is stored. A **Choose File to Upload** dialog, as shown in the illustration below, is displayed. Simply navigate to the location on your computer where the file is stored, select it, and then click Open.



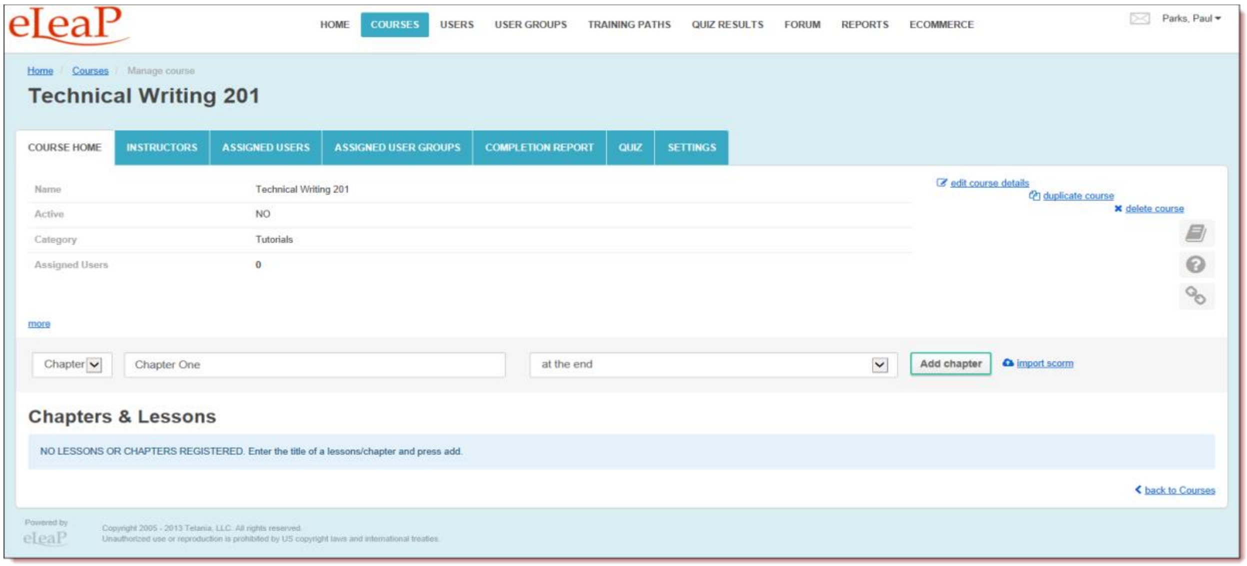
As shown in the following illustration, the file you've selected now populates the **File to Upload** field. Click Upload File to upload the file to the system. Note that when your SCORM import is completed, your new lesson will automatically be created.

Adding Chapters and Lessons to a Course

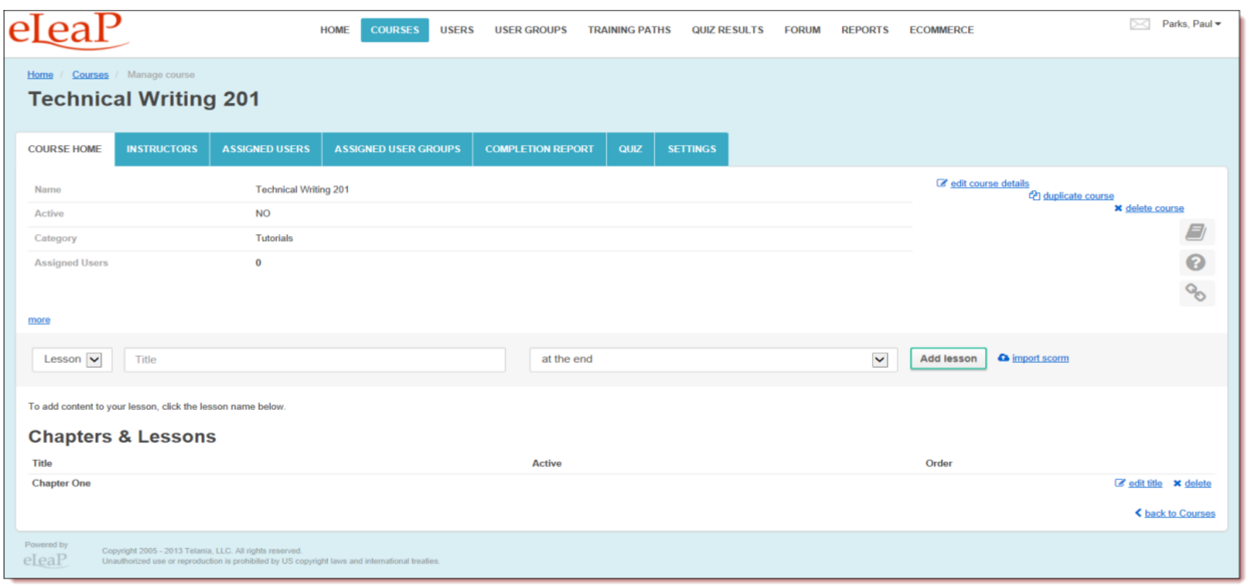
Any courses that you create need to consist of Chapters and/or Lessons. Chapters serve as a table of contents, or outline, for the Course, while Lessons contain the Course's content. Adding Chapters and Lessons is accomplished using the **Course Details** screen, described above.

Adding a Chapter to a Course

To create a Chapter, make that selection from the **Chapter/Lessons** list, enter a Title for the Chapter in the **Title** field, select whether to place the Chapter **at the beginning** or **at the end** of the Course, and then click Add chapter, as shown in the following illustration.

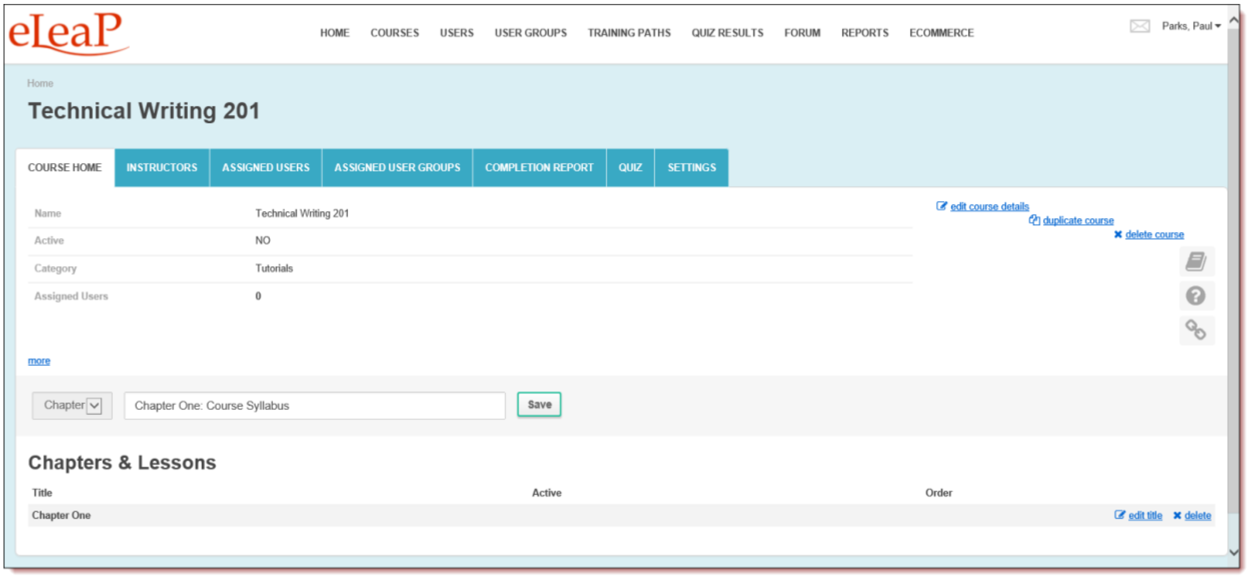


As shown in the following illustration, the Chapter has been added to the Course.

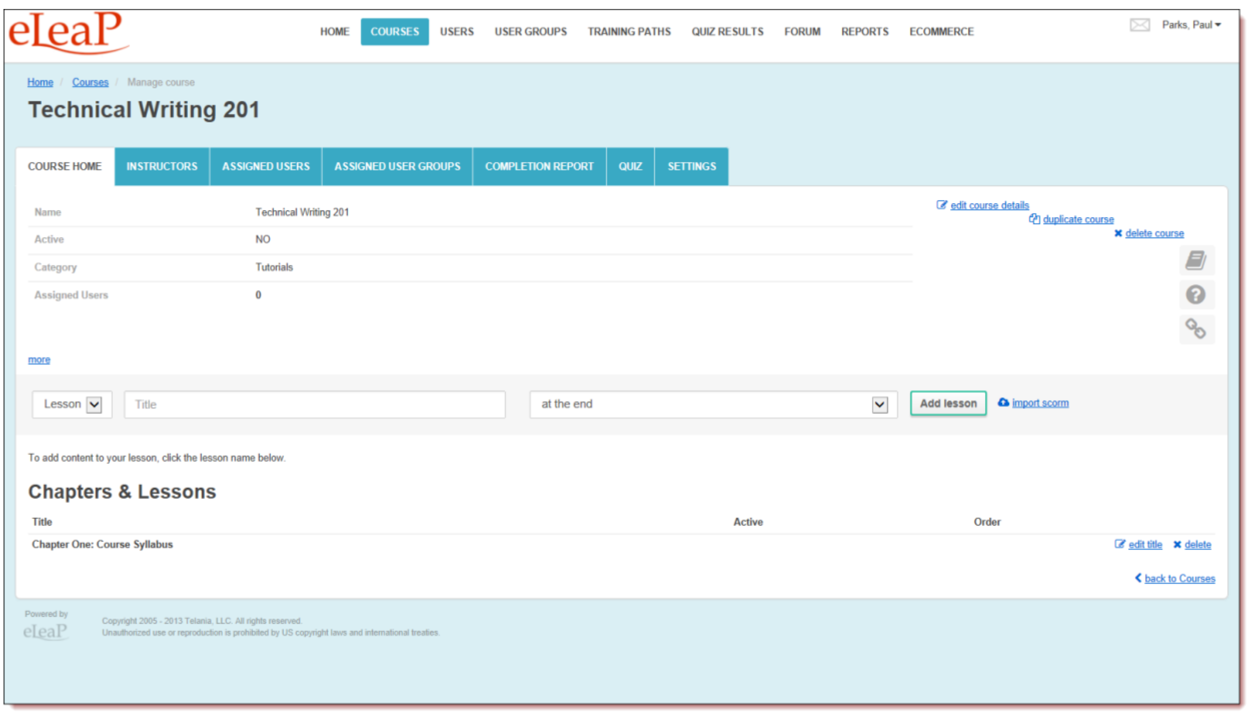


Editing a Chapter

You can edit the Title of any Chapter that you created by clicking its **edit title** link as shown in the following illustration. Simply make any modifications necessary to the Chapter Title and click save.

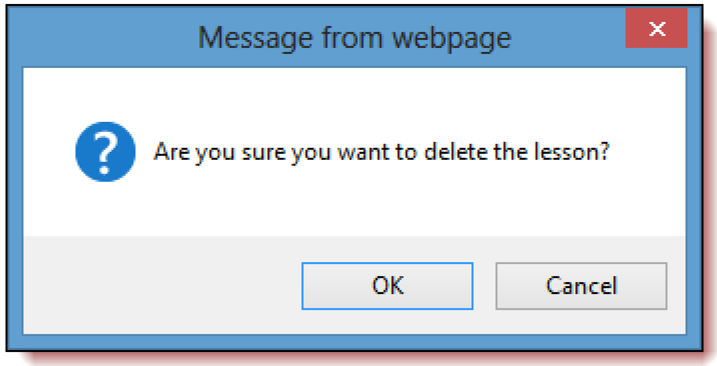


As shown in the following illustration, the Chapter's Title has been changed.



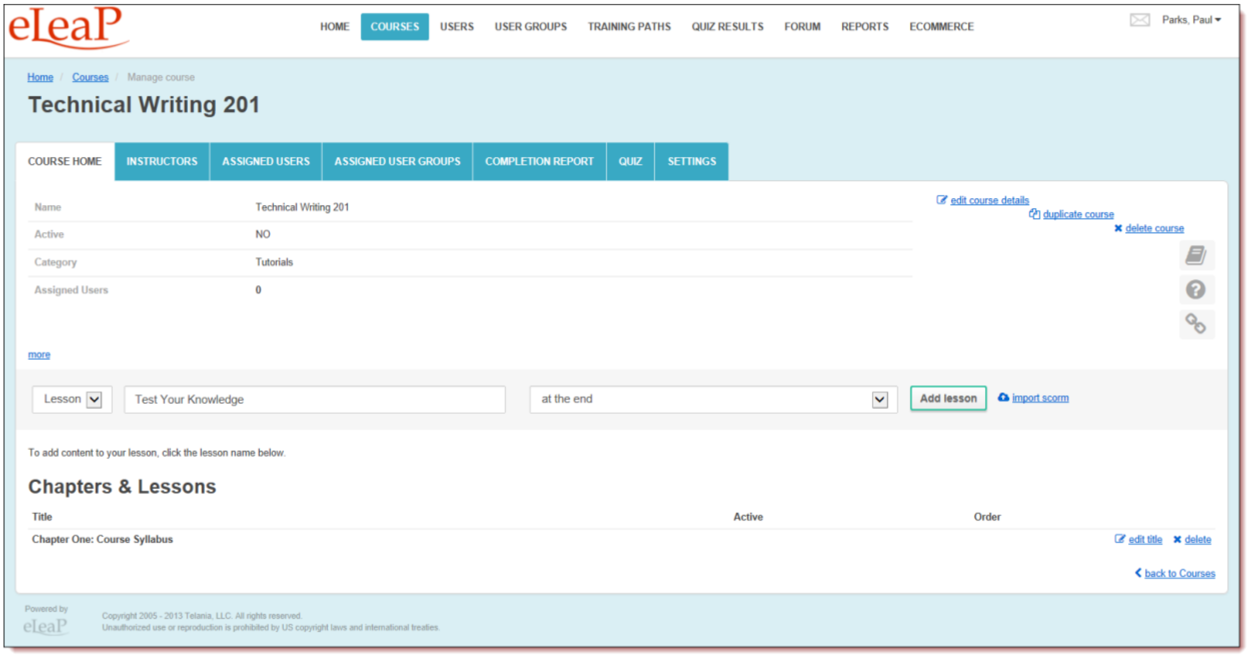
Deleting a Chapter

You can delete a Chapter from a Course by selecting its **delete** link. As shown in the illustration below, the system displays a warning message before performing the deletion to ensure that this is your intention, before proceeding. Simply click OK to proceed with the deletion or click Cancel to cancel the deletion process.

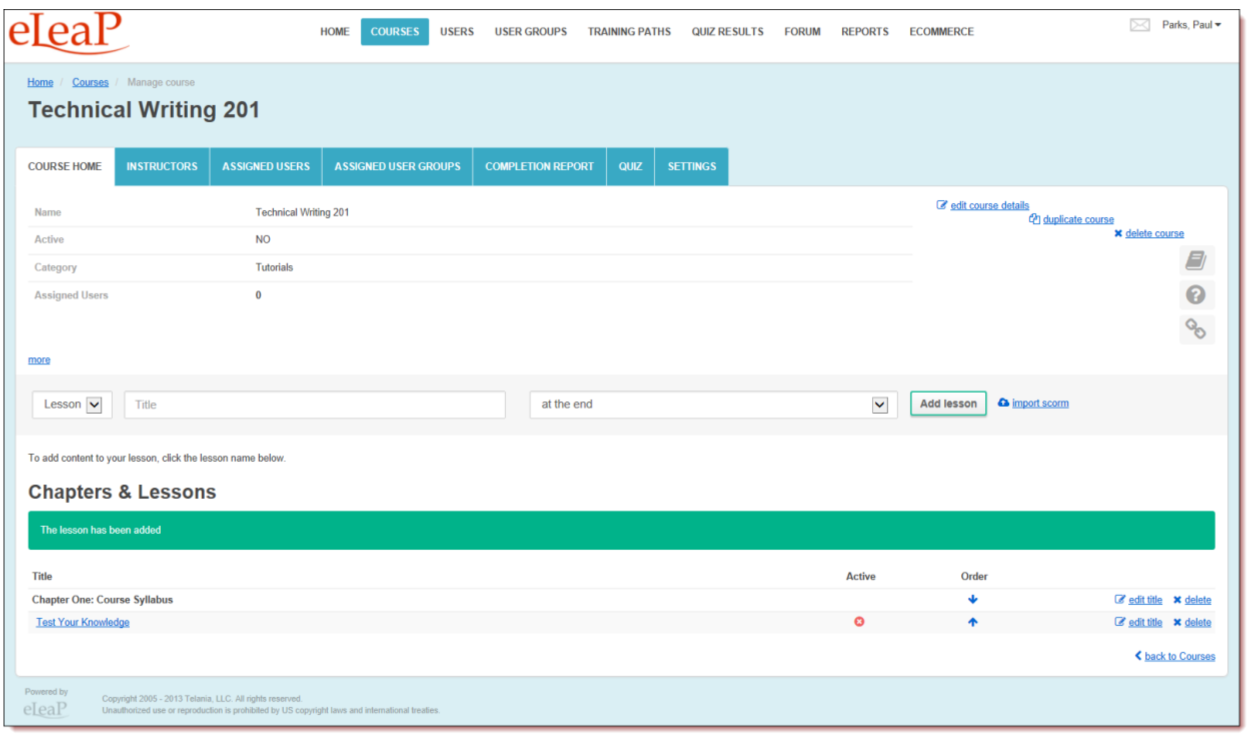


Adding a Lesson to a Course

Any courses that you create need to consist of Chapters and/or Lessons. Creating a Lesson is also accomplished using the **Course Details** screen, described above. To create a Lesson, make that selection from the **Chapter/Lessons** list, enter a Title for the Lesson in the **Title** field, select whether to place the Lesson **at the beginning** or **at the end** of the Course, and then click Add lesson, as shown in the following illustration.

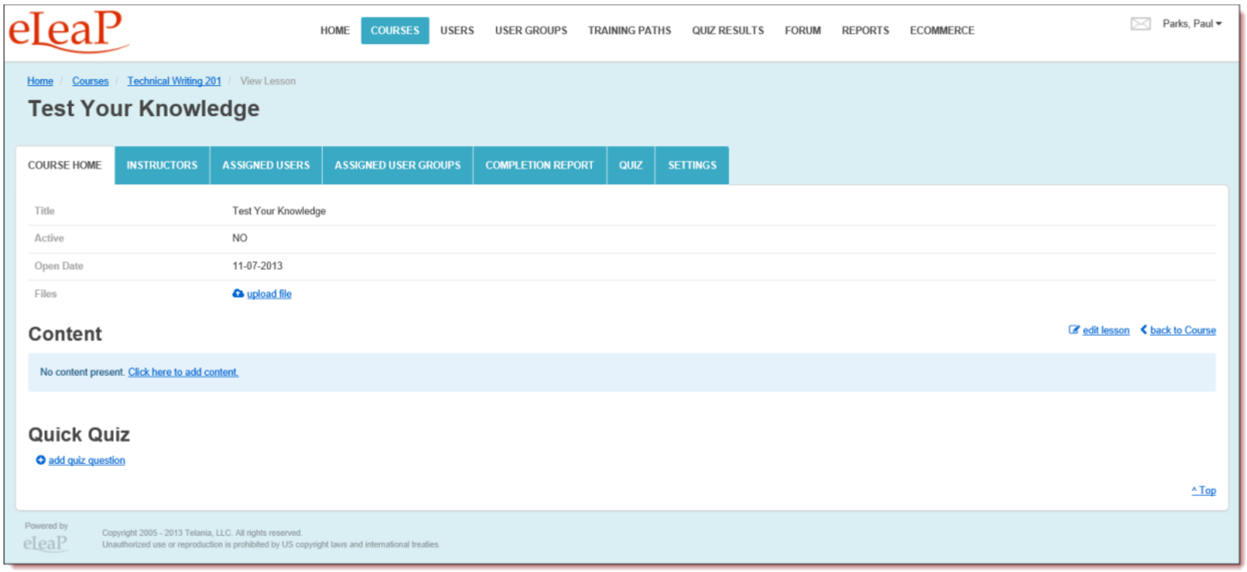


As shown in the following illustration, the Lesson has been added to the Course.

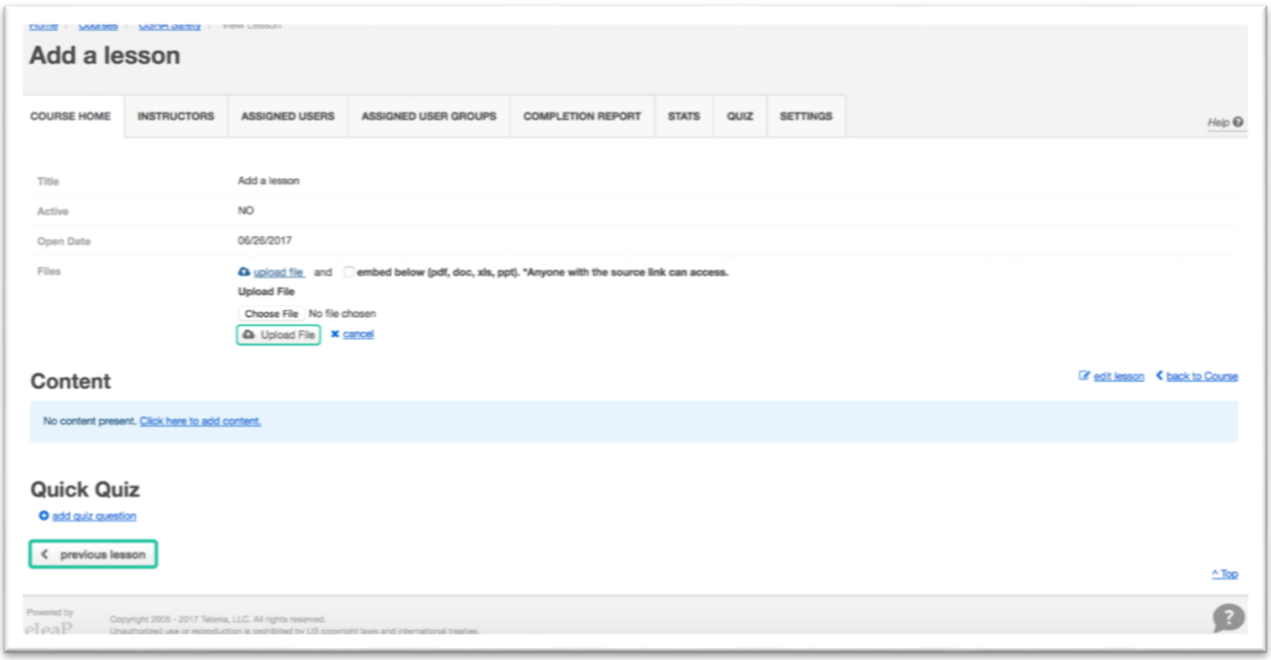


Adding Content to a Lesson

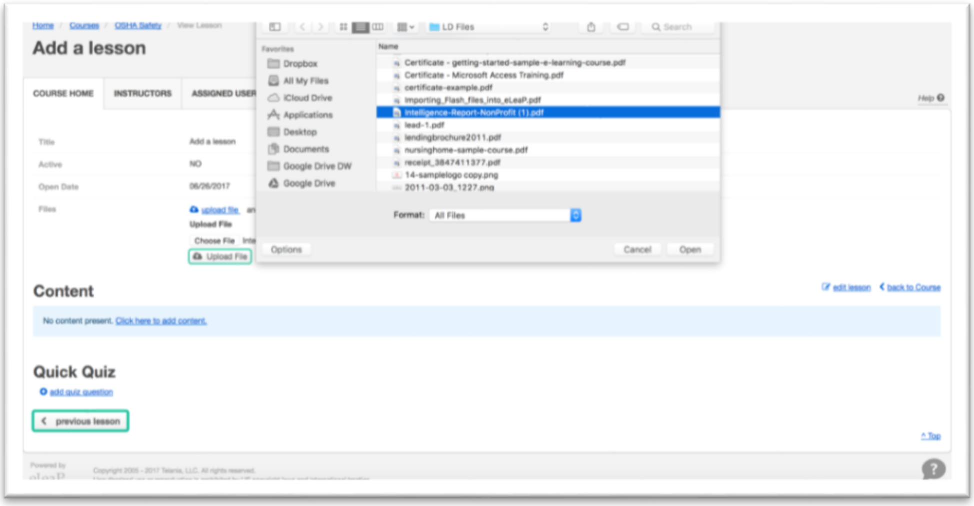
Selecting a **Lesson Title** within the **Chapters & Lessons** portion of the **Manage Course** screen displays the **View Lesson** page, illustrated below. You can click **upload file** to add pre-existing content to a Lesson or select the **Click here to add content** link to add original content using the system's **Content Editor**.



Clicking the **upload file** link expands the screen, as shown in the illustration below so that you can click Browse... in order to navigate to the location on your computer where the existing content that you want to add to a Lesson is stored.

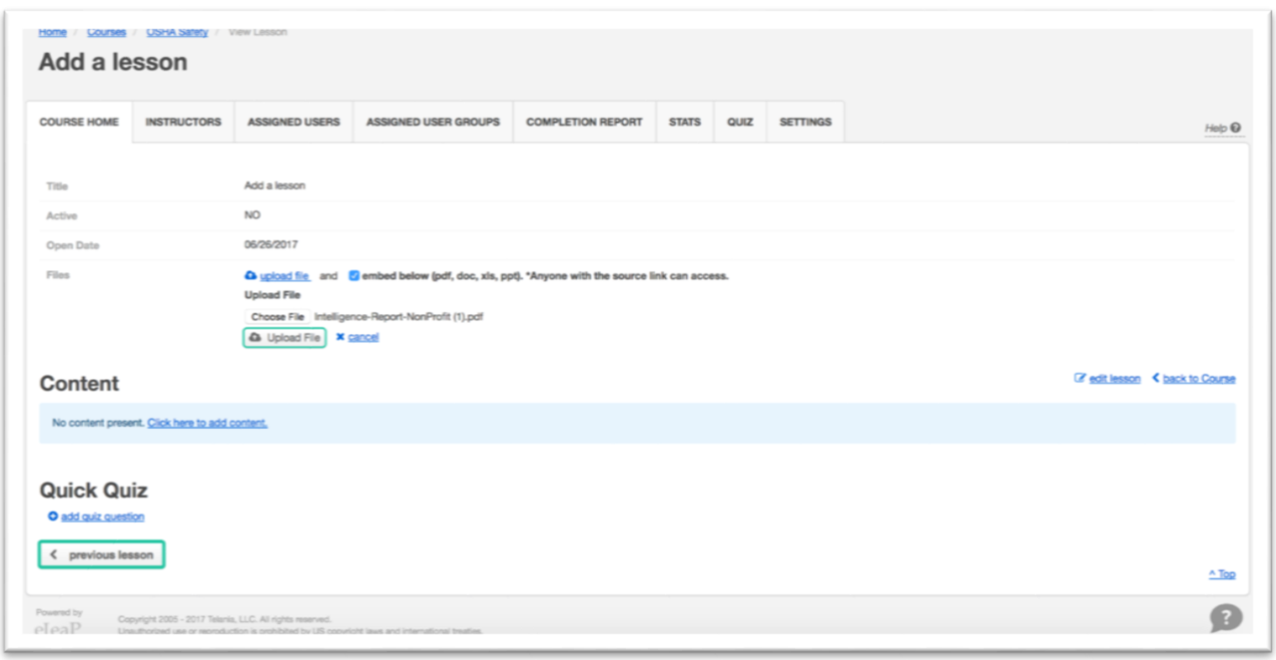


A **Choose File to Upload** dialog, as shown in the illustration below, is displayed. Simply navigate to the location on your computer where the file is stored, select it, and then click Open.

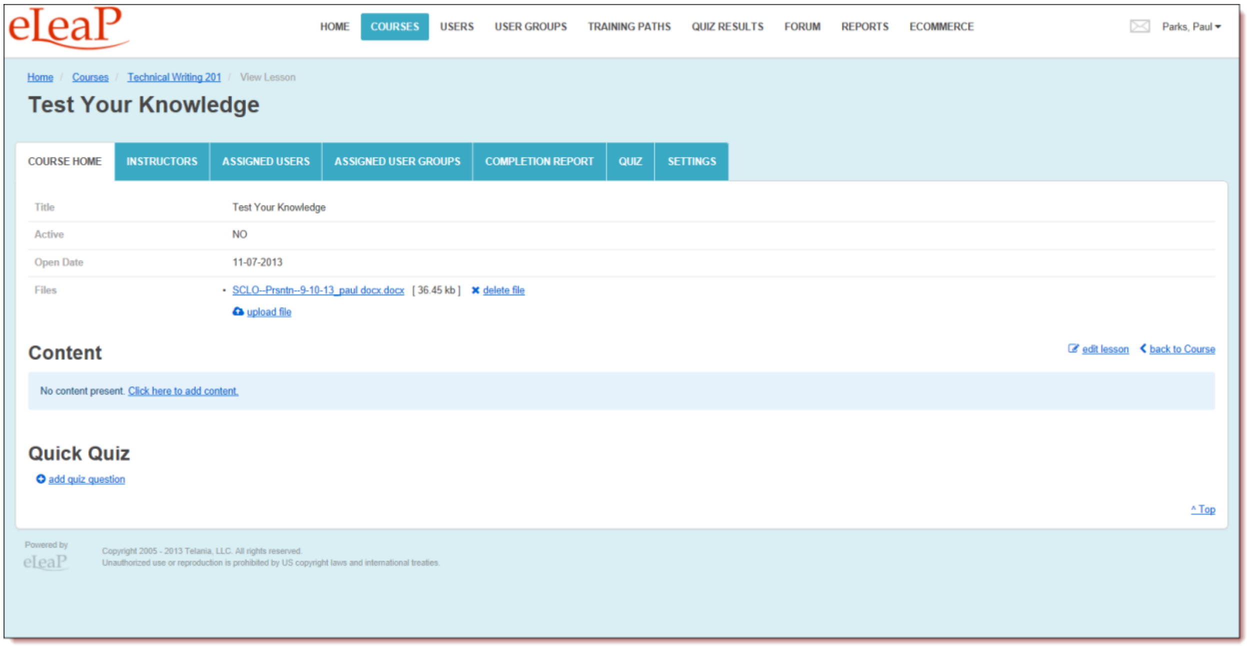


As shown in the following illustration, the file you've selected now populates the **File to Upload** field.

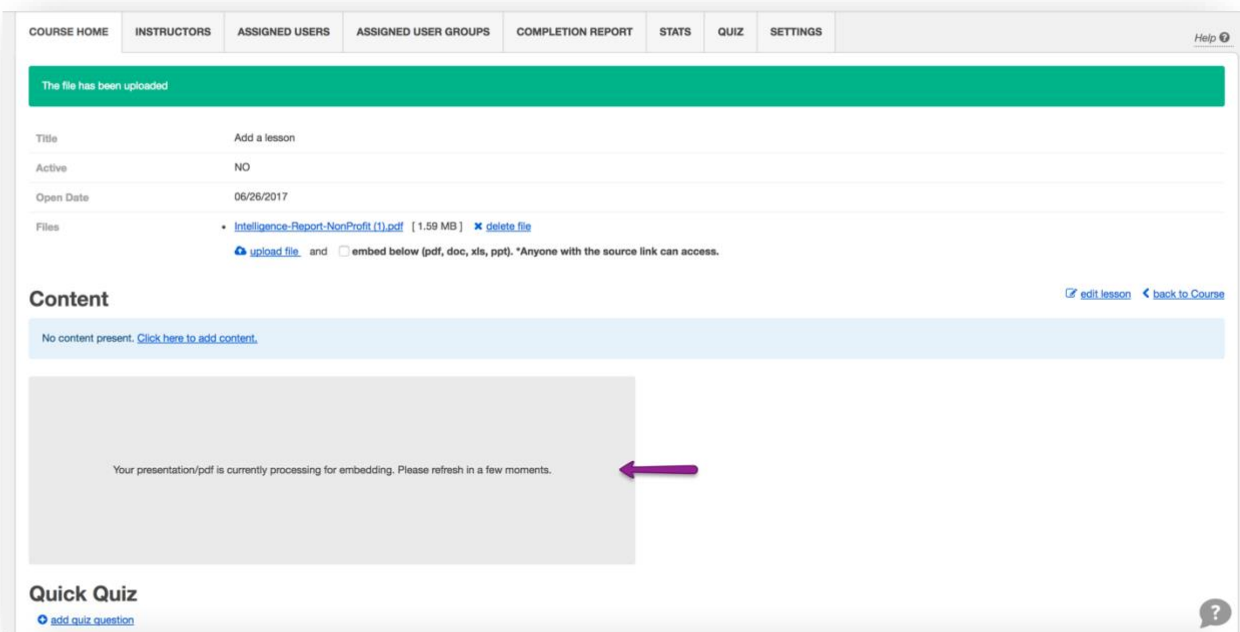
Click Upload File to upload the file to the system. You can check the [embed] option to have your file available to be viewed via the learner's web browser.



As shown in the following illustration, the file is added to the **Files** portion of the **View Lesson** screen.

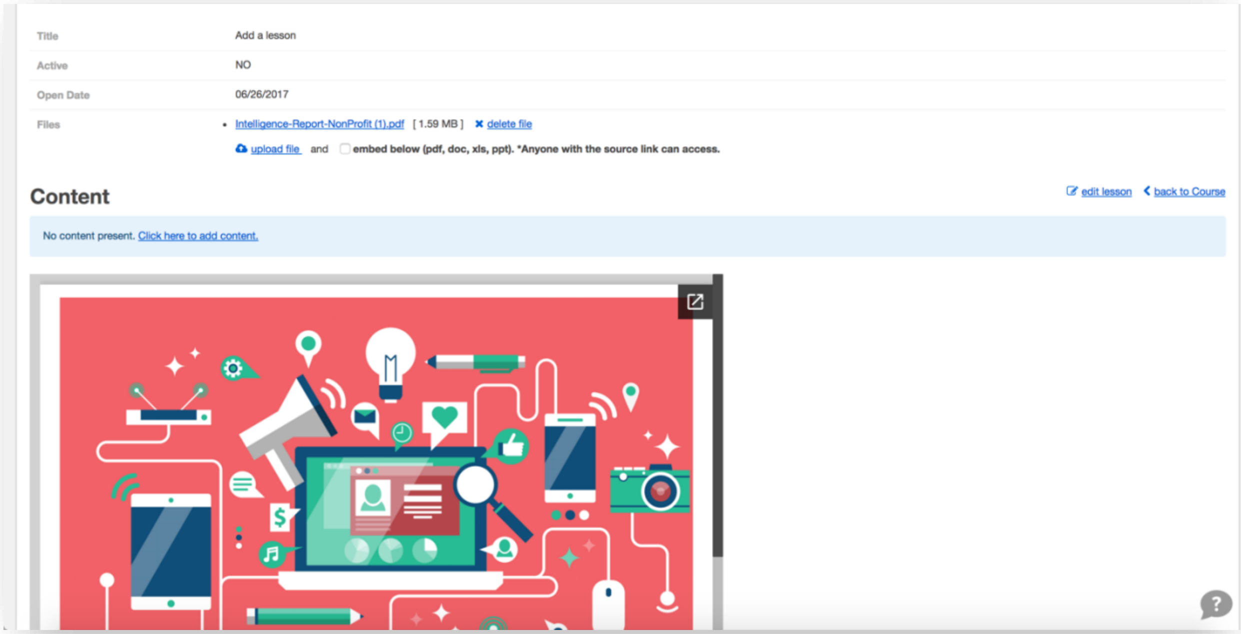


If you chose to embed your file, you will see a temporary processing message like this:



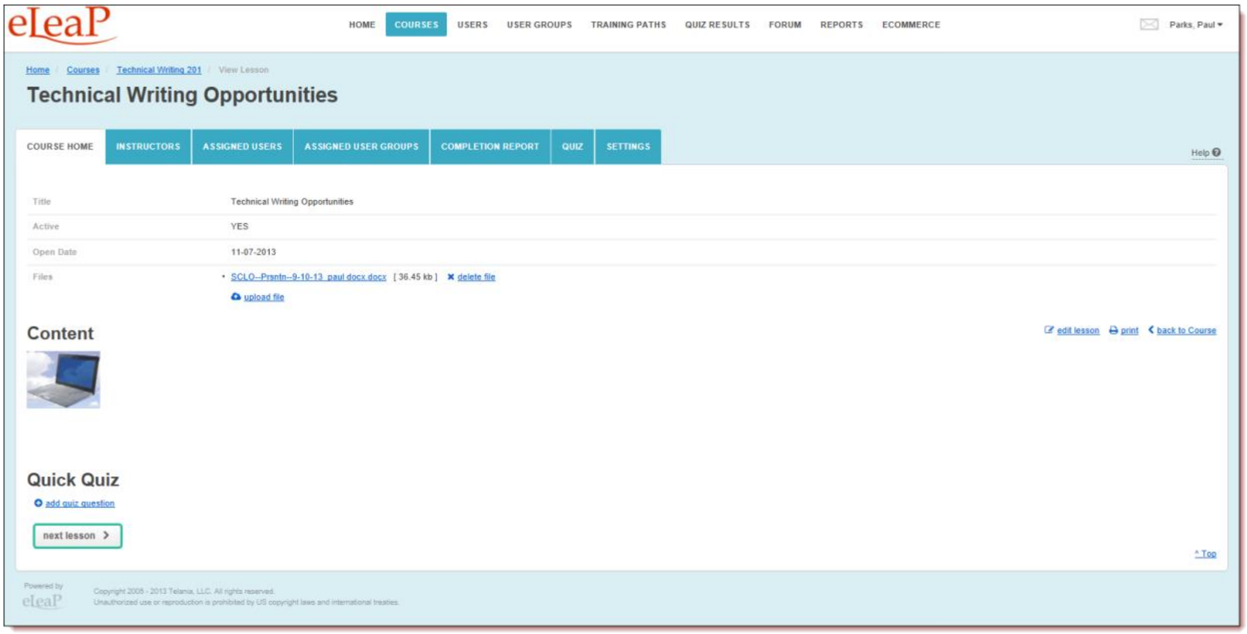
Simply give the system a few seconds to process your file. You can refresh your browser to see when the file has been processed.

Your uploaded and embedded file will look something like this:



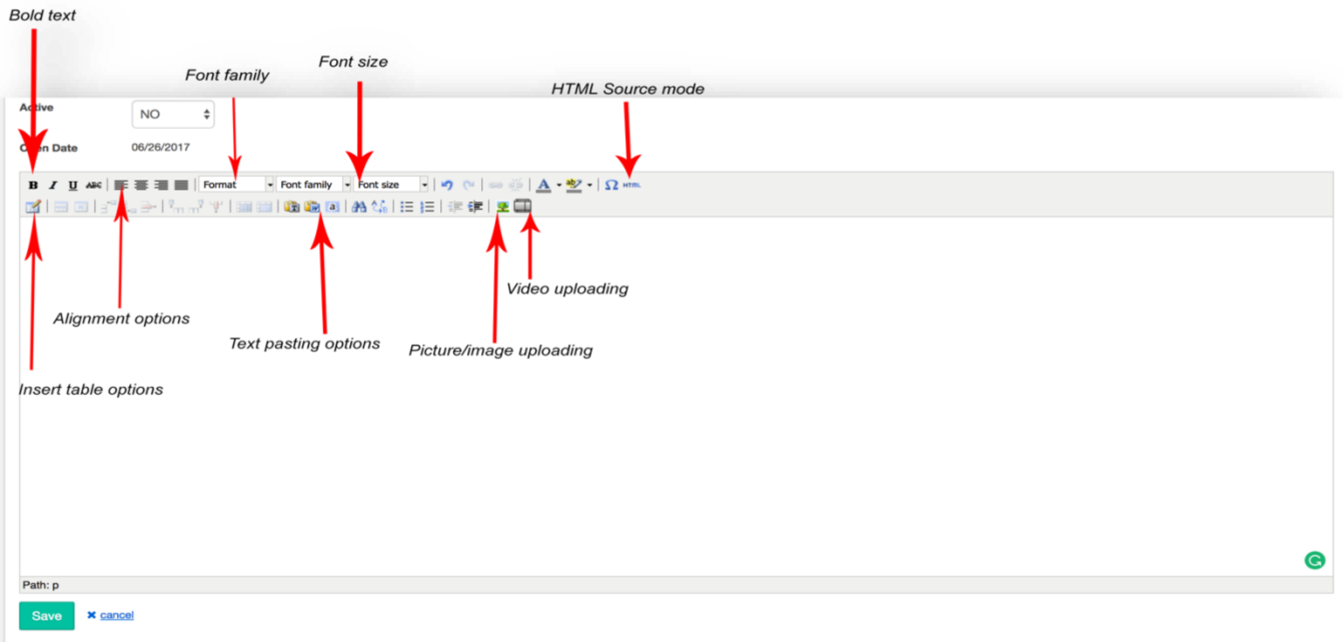
eLeaP Content Editor

Click the **Click here to add content** link to add a synopsis or overview of the content contained within a Lesson. As shown in the following illustration, the **eLeaP Content Editor** is displayed, allowing you to create this content. You can also select the **YES** option on the **Active/Inactive** list to make the Lesson active within the system if you haven't already done that on the **Lesson Details** page.



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.

The illustration below shows the available functions on the Editor's Tool Bar:

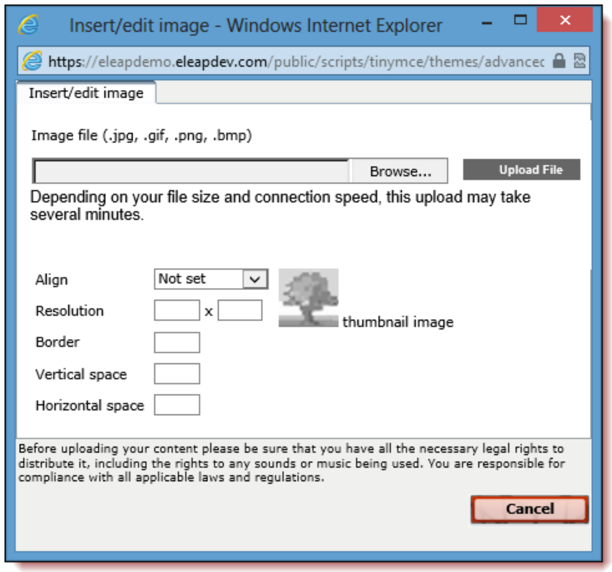

Bold text
Font family
Font size
HTML Source mode
NO
06/26/2017
Format
Font family
Font size
Video uploading
Alignment options
Text pasting options
Picture/image uploading
Insert table options
Path: p
Save
cancel

Complex Course e-Learning Objects:

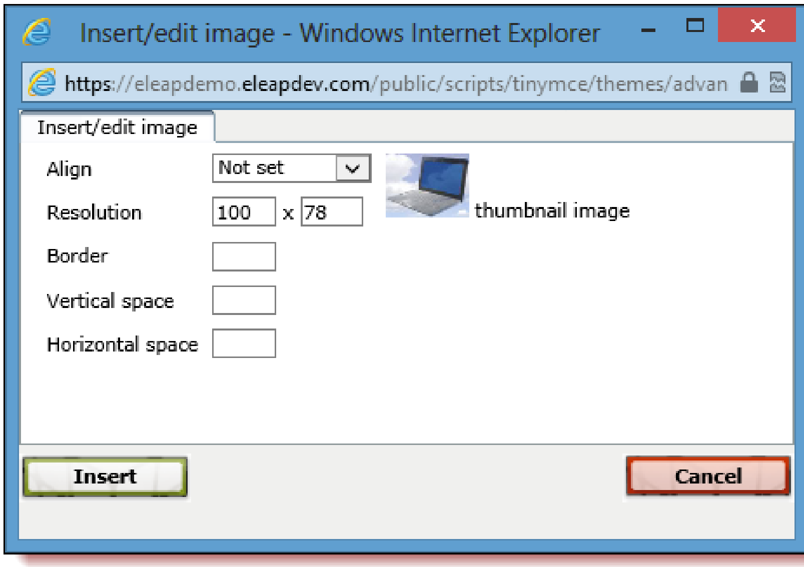
In today's e-learning and training environment, using multimedia-rich presentations can greatly enhance your trainees' learning experiences. eLeaP™ supports various multimedia formats including Video, Audio, Flash, HTML, PDF, Microsoft objects, SCORM 1.2 and SCORM 2004.

To add Graphics or Pictures

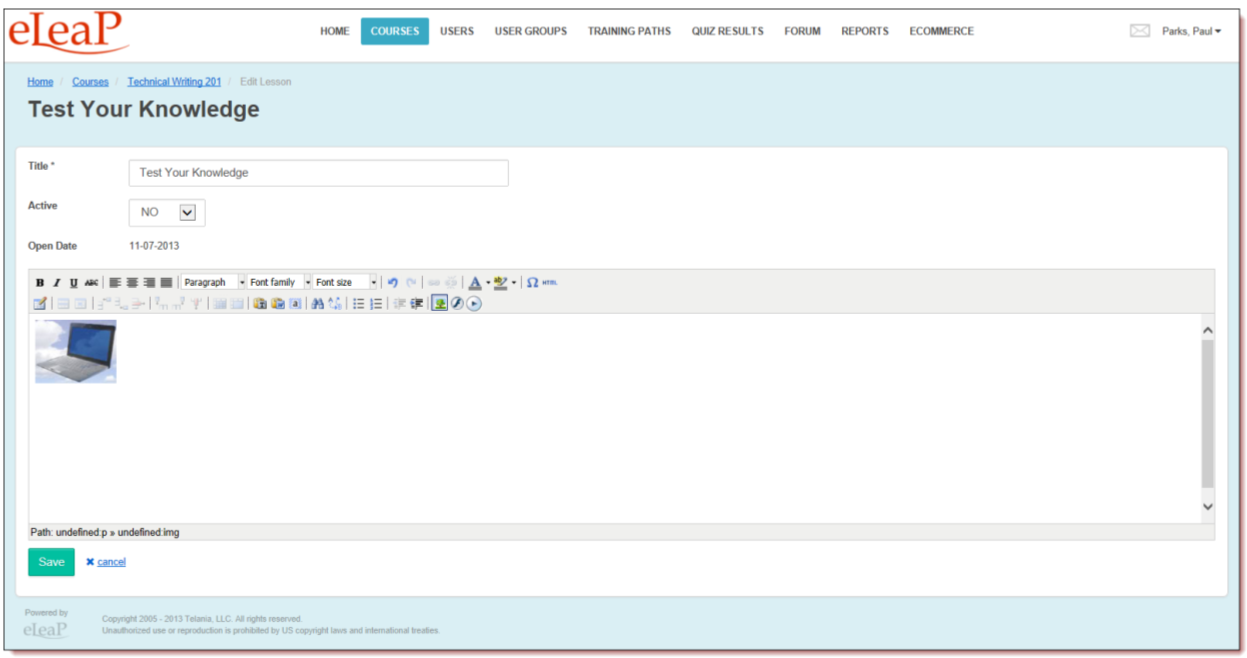
To add graphics or pictures to your learning content object, click . The **Insert/edit image** dialog, illustrated below, is displayed.



Browse your computer to locate the relevant picture or graphic, click Open to upload the graphic. As shown in the following illustration, you will see a preview of your graphic in your upload window.



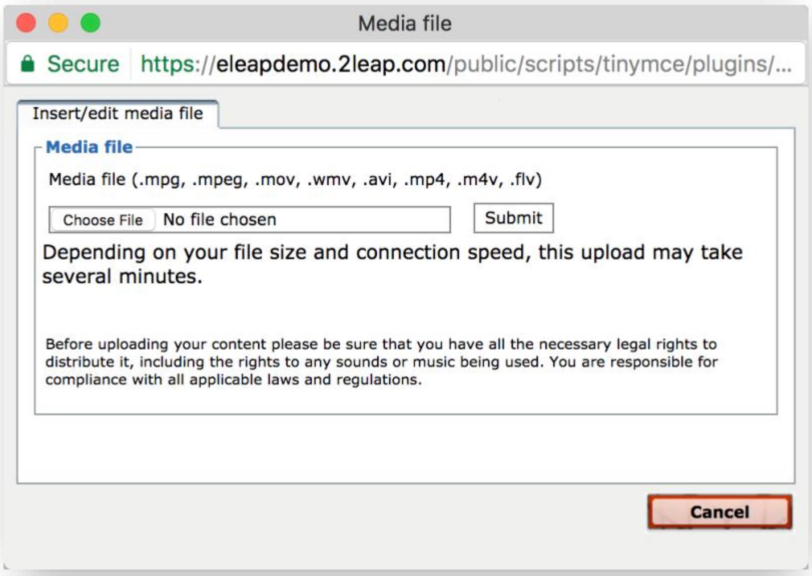
Next, set your alignment if needed, add a border if necessary or even define your resolution, and horizontal or vertical spaces, if needed. Then click **Upload** File to insert your graphic. As shown in the following illustration, the image is inserted within the editor.



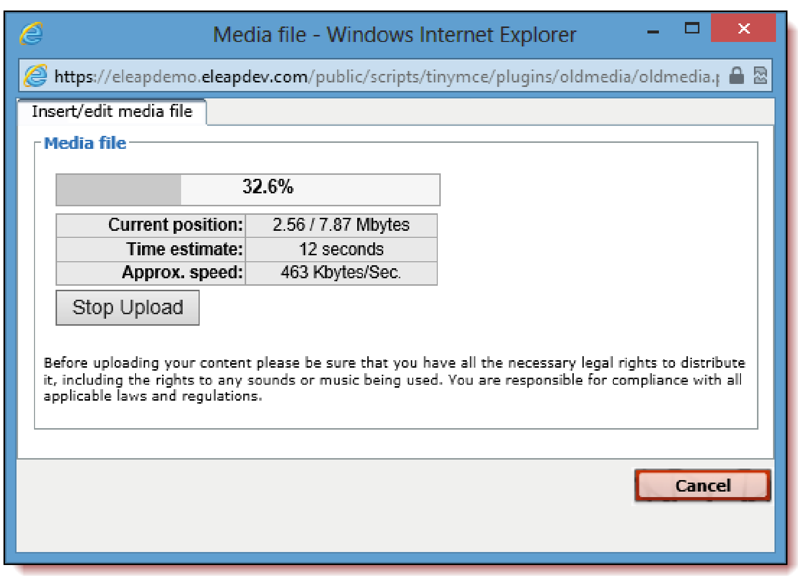
To add Video to your Course:

While in the **Content Creator** window, click the **[Video Media]** button ( ) to add Video to your course.

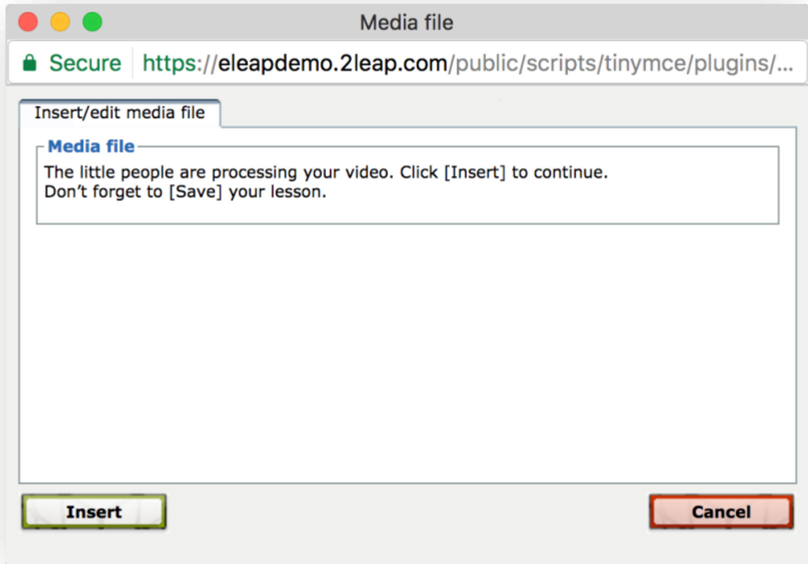
You would need to have pre-created your video in one of the following formats: .mpg, .mpeg, .mov, .wmv, .avi, .mp4, .m4v, .flv. The **Media file** dialog, illustrated below, is displayed. Browse your computer to locate the relevant picture or graphic, click Open to populate the Media file field, and then click **Upload File**.



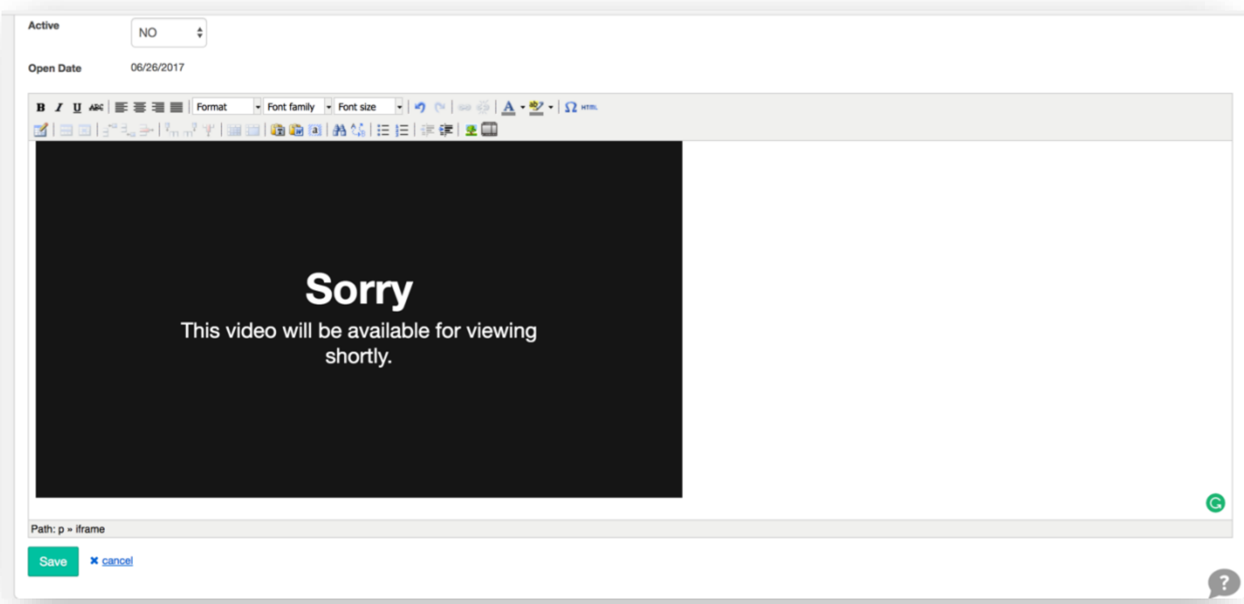
Progress of the upload is displayed as the process begins, as shown in the following illustration.



Once the Upload Process completes, you will see the option to [Insert] your new video into the lesson.

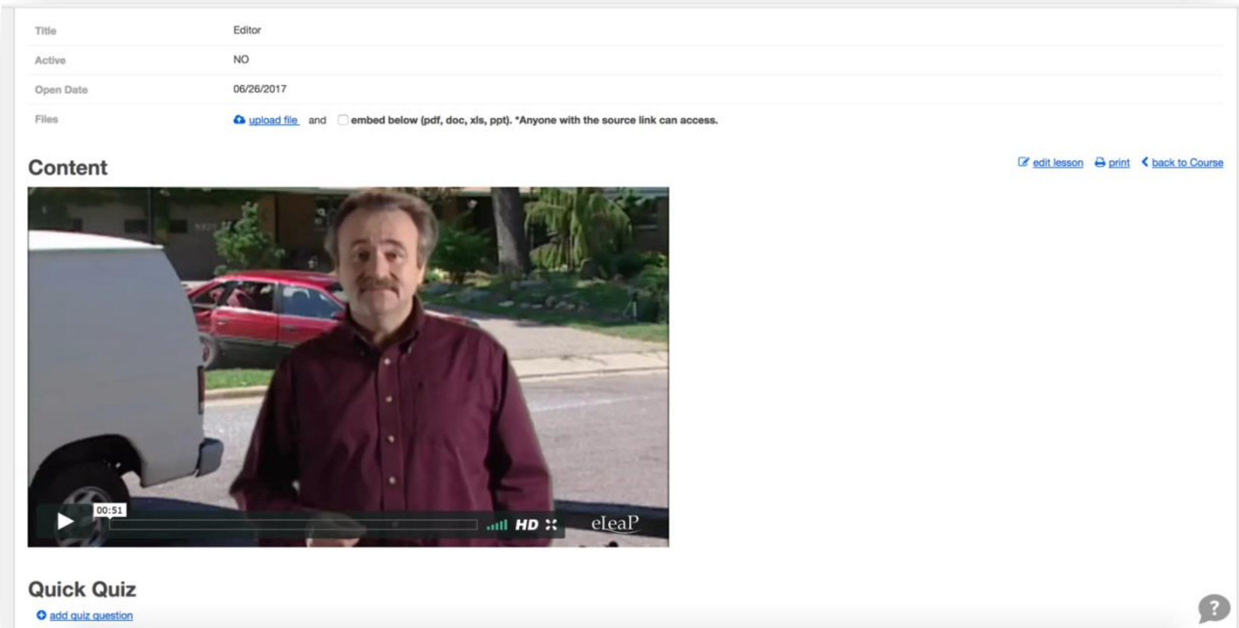


From time to time, when you click [Insert], you might get our 'video processing' notice.



No need to worry. The system simply needs a few seconds to process your video and have it ready for streaming live. Refresh your page to see your uploaded video.

As shown in the following illustration, the video file is added to the Content Editor.



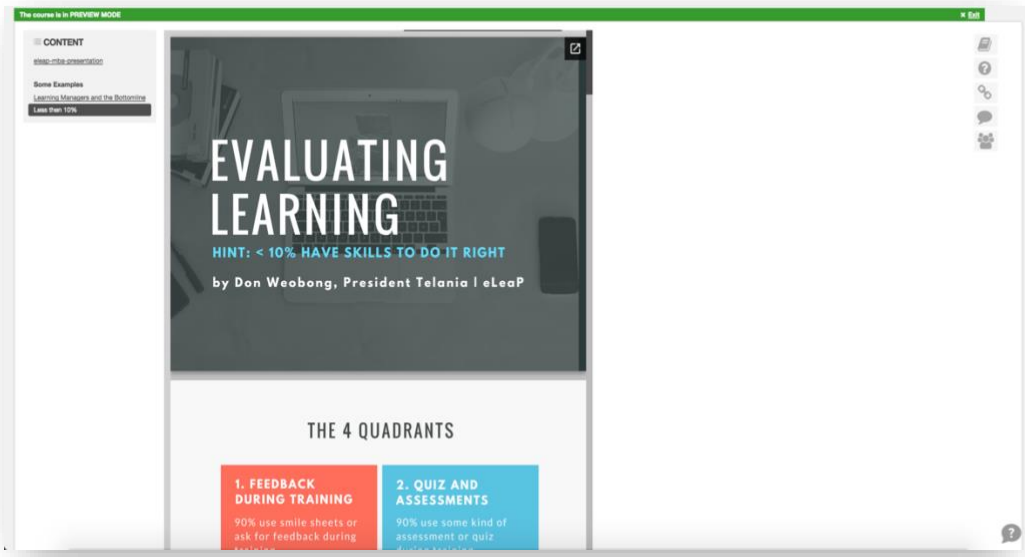
Note: You can easily import FLV videos into eLeaP using the video upload icon. Got YouTube videos you want to add to your course? Use the HTML tool to paste your embedded html code but make sure your embed code uses https: for example:

<iframe width="853" height="480" src="**https://**www.youtube-nocookie.com/embed/zZZKJCkUZCo?rel=0" frameborder="0" allowfullscreen></iframe>

Note: 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 file into eLeaP. Some Converters we have checked out include Articulate Storyline and Articulate Presenter, Camtasia, and Adobe Captivate. See the eLeaP Support website for more information. There are numerous benefits from converting your PowerPoint files to SCORM formats for web based training. Check our eLeaP™ Knowledgebase in our Support Center to learn more or email help@eleapsoftware.com .

Once you have added all the media files that you will need, use of as many of the editor's other functions, as necessary, to add additional content, and then click save to save this content to the Lesson.

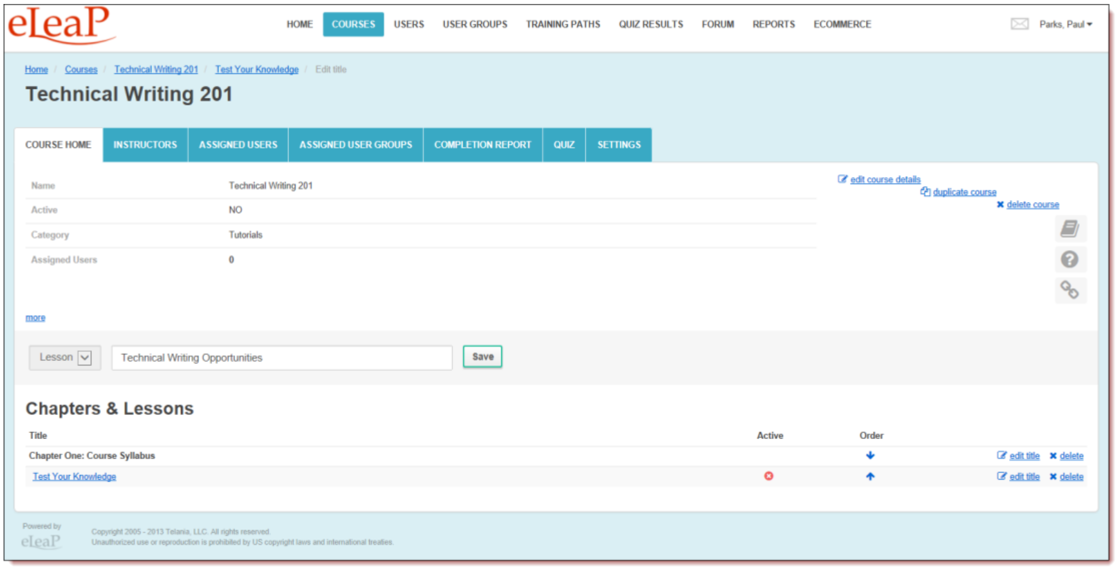
As shown in a simple example in the illustration below, the content is added within the **Content** portion of the **View Lesson** screen. You can now also click the **edit lesson** link to modify this content at any time, or click the **print** link to print the screen. Additionally, you can click the **add quiz question** link to add a quiz question to the Lesson.



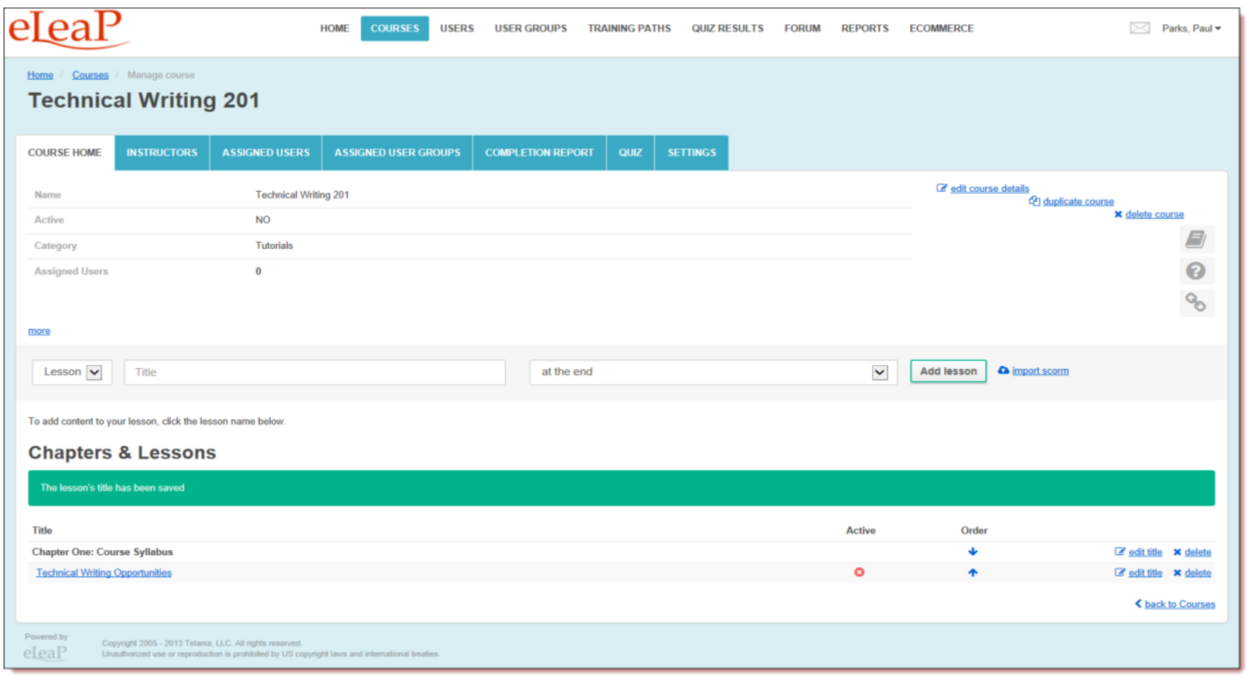
Clicking the **add quiz question** link displays any quiz questions that you have already added to the system, which you can then use as part of the Lesson. Please refer to [Quiz] section of the document for details on creating Quizzes and Quiz Questions.

Editing a Lesson

Selecting the **edit title** link for a Lesson allows you to modify its existing Title. When you have changed the title, click Save, as shown in the following illustration.

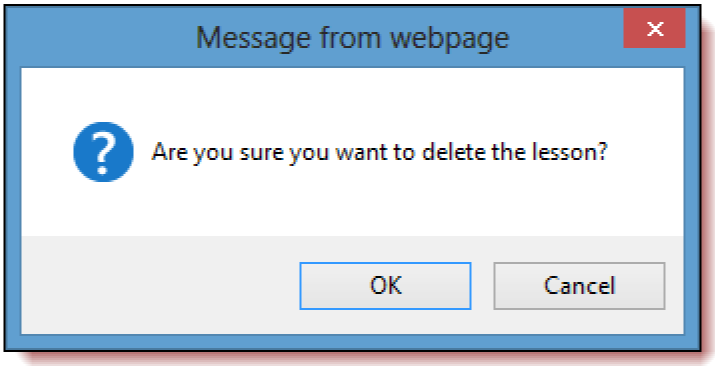


The change to the Lesson's Title is now reflected, as shown in the following illustration.



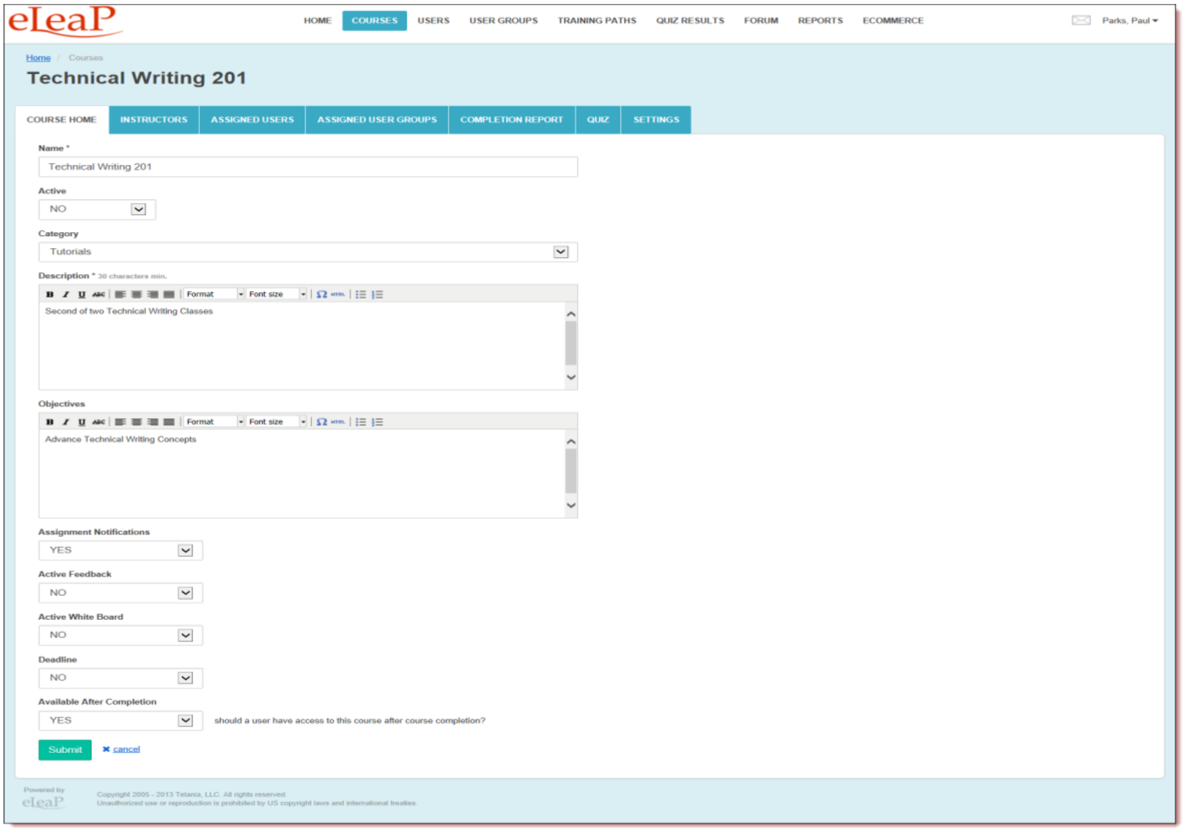
Deleting a Lesson

You can delete a Lesson by clicking its **delete** link. As shown in the following illustration, the system displays a warning message before proceeding with the deletion. Simply click OK to proceed with the deletion or click Cancel to cancel the deletion process.



Editing Course Details

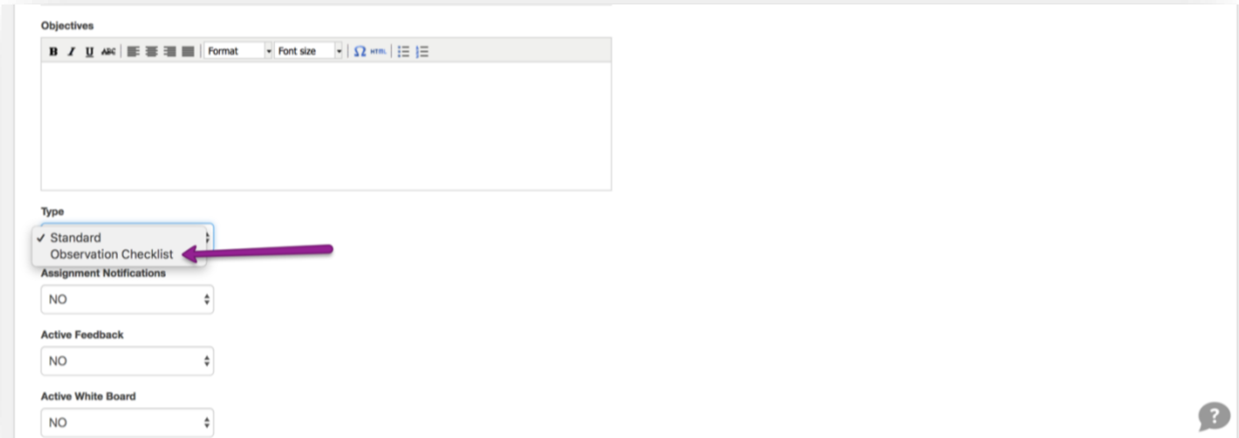
Selecting the **edit course details** link on the **Manage course** screen allows you to modify the content currently in place for that Course using the **Edit Course Details** screen, illustrated below. Simply make any changes necessary on this screen and then click Submit to save those changes to the system.



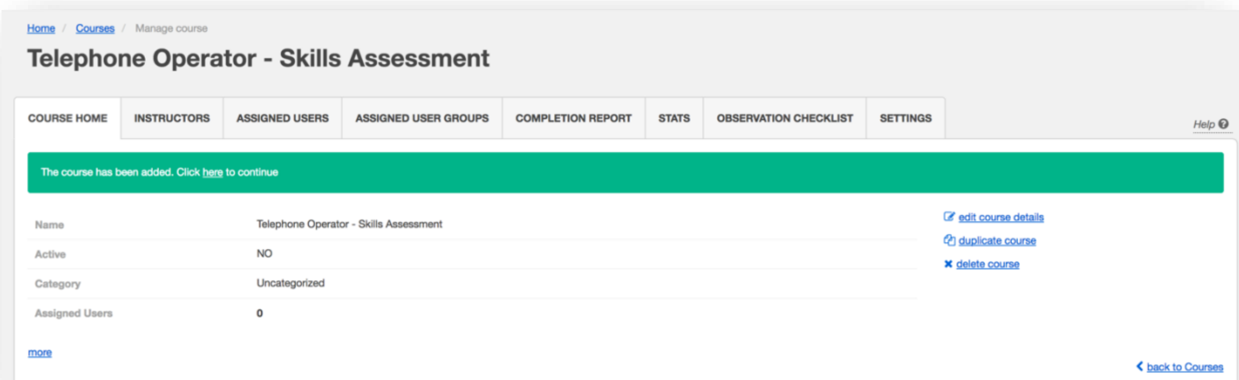
Adding an Observation Checklist Course

An Observation Checklist course is a type of course which allows Administrator and Supervisor level users to perform in-person assessments of learners in other to document skills and proficiency.

To create an Observation Checklist course, click the add new course link and enter in the name of the course. Then scroll to the dropdown for Course Type and select [*Observation Checklist*].



Once selected, simple click the **Submit** button to begin creating your assessment statements.



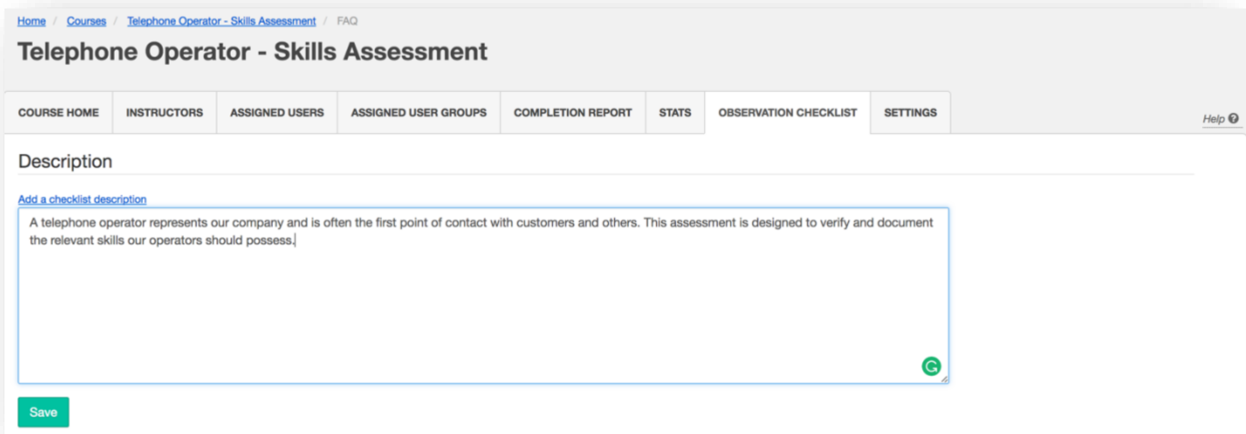
Click the link in the alert statement highlighted in green **The course has been added. Click here to continue** to go to the **OBSERVATION CHECKLIST** tab. You can also click on the **OBSERVATION CHECKLIST** tab to start building your Observation statements.

Add/Edit Observation Checklist Statements

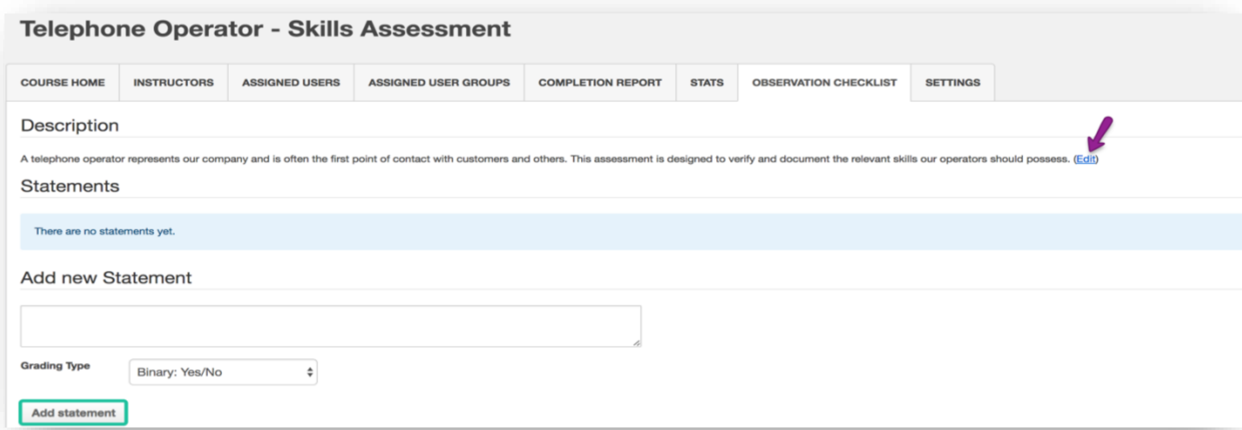
To begin adding or editing your Observation Statements, click the **OBSERVATION CHECKLIST** tab.

Add a description

Adding a description will help the assessor performing the assessment understand and communicate to the learner the what and why for performing this assessment. To add a description, click the link Add a checklist description then enter your description and click Save.



Remember, you can always come back and edit the description. To edit the description, click the [Edit] link next to the description.

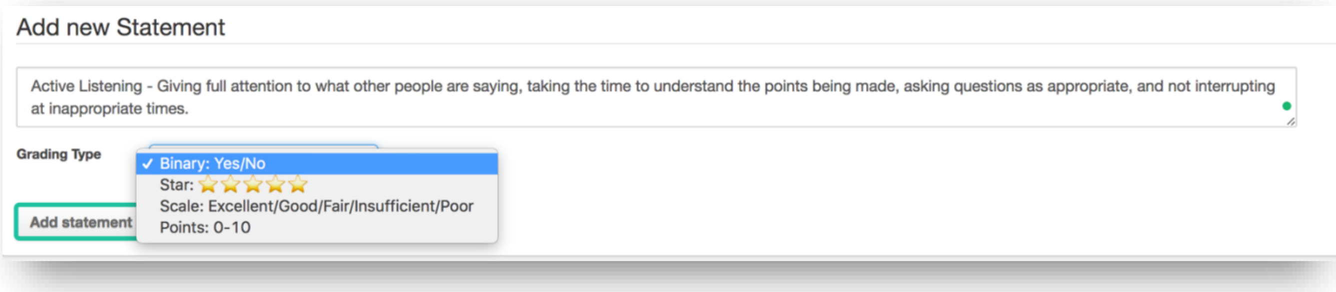


Add an Observation Checklist Statement

To add a statement for your Observation checklist, simply enter the statement into the statement box, select the *Grading Type* and click the 

button.

<u>Here's an example:</u>



***Active Listening** - Giving full attention to what other people are saying, taking the time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.*

To assess this statement using a **Yes**/**No** grading type, simply select that grading type and click 

.

Observation Checklist Grading Types

There are four (4) grading types for Observation Checklist statements:

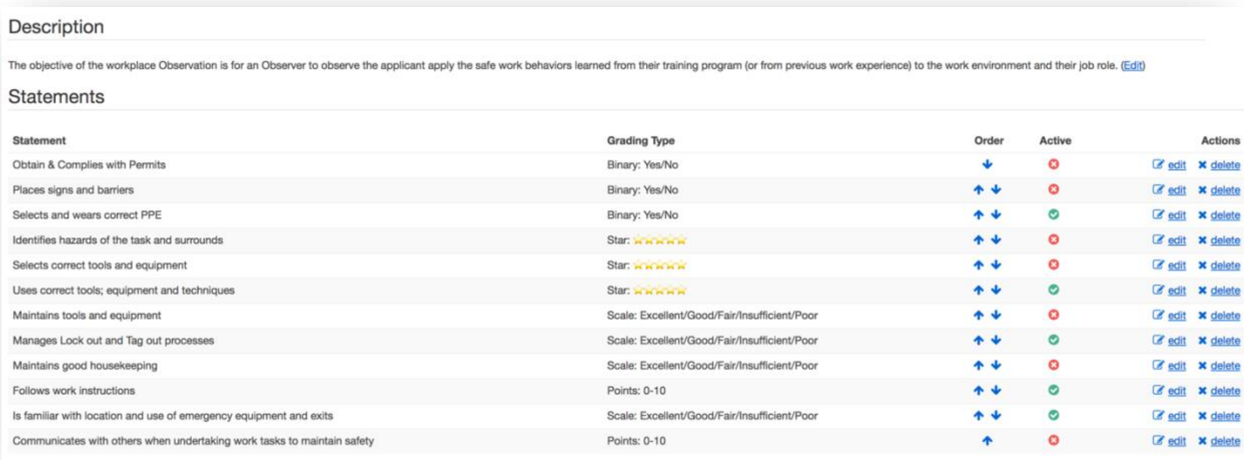
1. **Binary (Yes or No):** The binary grading type is for when you simply need a yes or no assessment result for a statement, i.e. can the learner do this action or not?
2. **Star**: Star assessments are useful if you want to award an increasing level of proficiency for an assessment. This is simple and almost universally understood. The Star grading starts at 1 star to a maximum of 5 stars. Typically, the higher the number of stars, the higher the value of the assessment.
3. **Scale**: The scale grading type is like the Star grading type except you now have specific descriptions for what each level or proficiency equates to. The Scale ranges from "Excellent" to "Poor". It also includes, "Good", "Fair" and "Insufficient" levels.
4. **Points**: The points grading type is designed to allow you to customize your own level or values for the assessment. If you prefer to award specific points for each statement, the Point grading type works best.

Activating/Editing/Ordering Statements

Your observation checklist statements are in inactive status by default. This is to give you the choice of selecting which statements end up being used in your live assessments.

- To activate a statement, simply click on the inactive icon to turn it to an active statement.
- To re-order your statements, use the down or up arrows .
- To edit or delete an existing statement, click the edit delete links.

Here's an example of my list of active and inactive statements:



Description

The objective of the workplace Observation is for an Observer to observe the applicant apply the safe work behaviors learned from their training program (or from previous work experience) to the work environment and their job role. (Edit)

Statements

Statement	Grading Type	Order	Active	Actions
Obtain & Complies with Permits	Binary: Yes/No			edit delete
Places signs and barriers	Binary: Yes/No			edit delete
Selects and wears correct PPE	Binary: Yes/No			edit delete
Identifies hazards of the task and surrounds	Star:			edit delete
Selects correct tools and equipment	Star:			edit delete
Uses correct tools; equipment and techniques	Star:			edit delete
Maintains tools and equipment	Scale: Excellent/Good/Fair/Insufficient/Poor			edit delete
Manages Lock out and Tag out processes	Scale: Excellent/Good/Fair/Insufficient/Poor			edit delete
Maintains good housekeeping	Scale: Excellent/Good/Fair/Insufficient/Poor			edit delete
Follows work instructions	Points: 0-10			edit delete
Is familiar with location and use of emergency equipment and exits	Scale: Excellent/Good/Fair/Insufficient/Poor			edit delete
Communicates with others when undertaking work tasks to maintain safety	Points: 0-10			edit delete

Assigning an Observation Checklist Course

Note: Observation Checklist courses are to be used for performing physical assessments of skills and proficiencies. This means they are going to be performed by a system administrator or a designated Supervisor level user.

Assigning to users:

Observation checklists can be assigned to specific users. Simply click on the ASSIGNED USERS tab. (You will need to activate your course prior to assignment).

Then click the assign new users link. Select the users you want to assign to be assessed.

Note: **No emails** are sent to individual users regarding Observation Checklist courses.

Assigning to user groups:

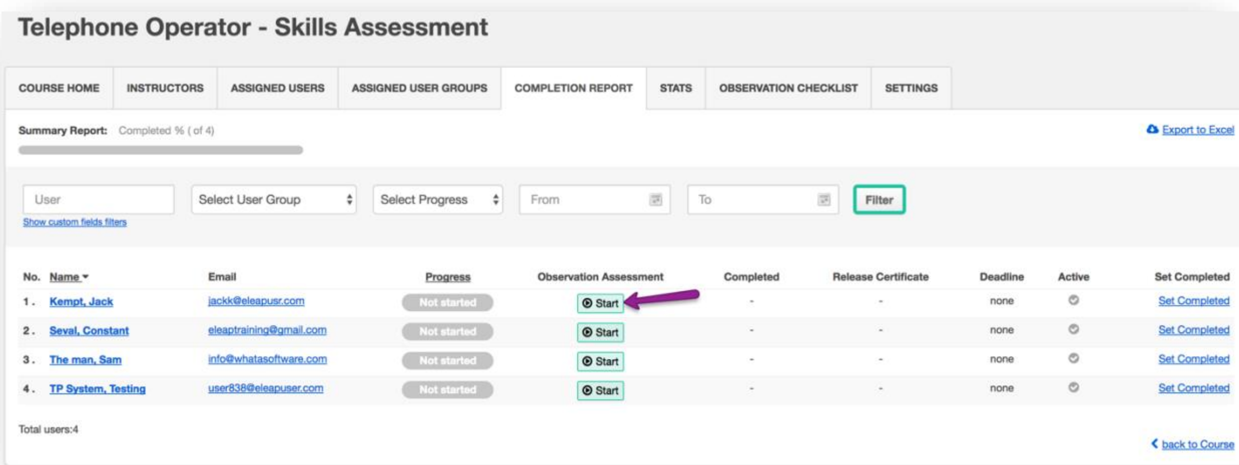
To assign an Observation Checklist to user groups, click the **ASSIGNED USER GROUPS** tab. Then click the assign new user groups link and select the relevant user groups to be assigned and assessed.

Note: While **no emails** are sent to individual users within the assigned user group regarding this Observation Checklist course, if a Supervisor is assigned to manage the assigned user group, the supervisor will receive a notification regarding a pending assessment.

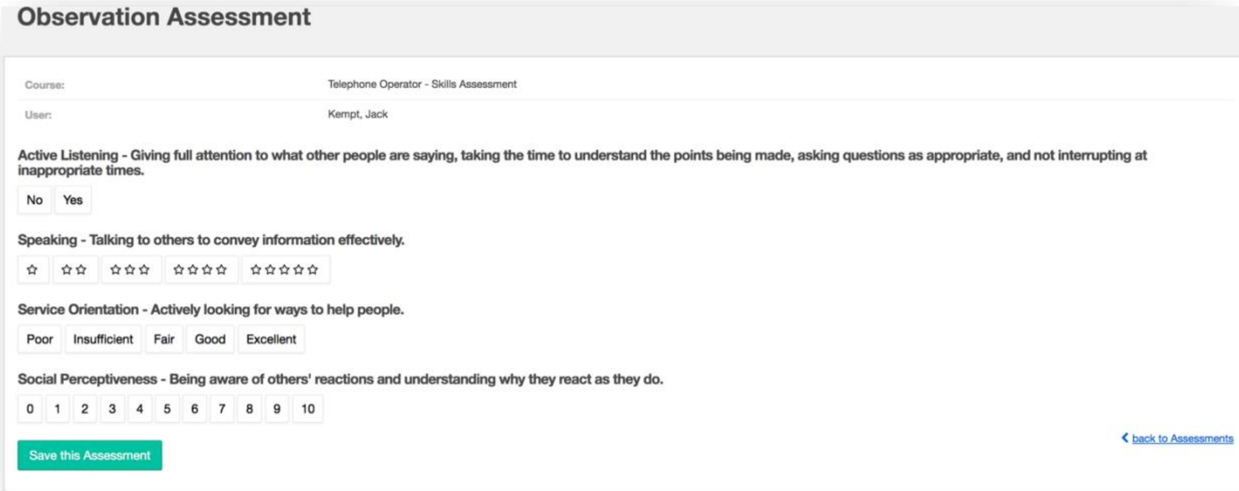
How to perform an Observation Checklist Assessment

Administrator performing assessments:

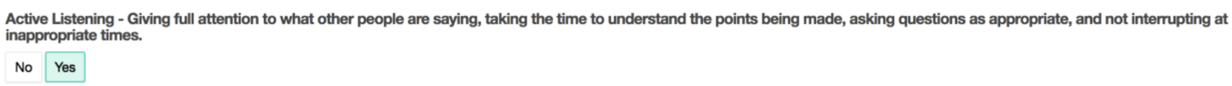
As an Administrator, you can perform an Observation Checklist assessment. Once an Observation Checklist course has been assigned to individual users or user groups, click on the **COMPLETION REPORT** tab to begin performing your assessment.



Click the Start button next to each assigned user to begin your assessment.



Click or, if on a mobile device, tab the various assessment grading options. For example, if you agree with **Yes** as the appropriate assessment for the binary statement, select or tab the [Yes] option.



If you need to save the current assessment and come back later, you can. Simply click the Save this Assessment button. This button also works to finalize the assessment and move on to the next learner to be assessed.

An assessment that is completed will show an assessment score (Score: 90.00%) in the Completion Report tab. In incomplete assessment will show an In Progress status.

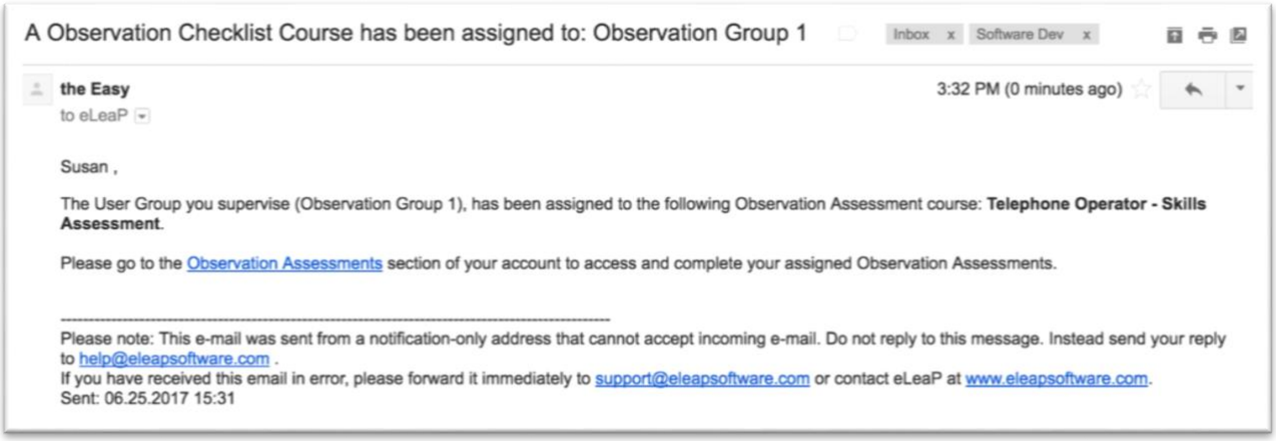
To continue assessing an incomplete checklist, click the In Progress link.

Supervisor performing assessments:

Supervisors can help Administrators manage and perform Observation Checklist assessments. However, for a Supervisor to view and perform assessments, two conditions need to be met:

1. The Supervisor must be assigned to manage the assigned User Group(s)
2. The Supervisor managed user group must be assigned to the Observation Checklist course using the ASSIGNED USER GROUPS tabs. This means even if members of a user group which is managed by a supervisor are assigned individually to an Observation Checklist course, the associated Supervisor will not be able to view and perform that assessment.

If the two conditions above are met, the assigned Supervisor, will receive an email notification regarding a pending Observation Checklist course.


A Observation Checklist Course has been assigned to: Observation Group 1 Inbox x Software Dev x

the Easy
to eLeaP
3:32 PM (0 minutes ago)

Susan ,

The User Group you supervise (Observation Group 1), has been assigned to the following Observation Assessment course: **Telephone Operator - Skills Assessment**.

Please go to the Observation Assessments section of your account to access and complete your assigned Observation Assessments.

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Do not reply to this message. Instead send your reply to help@eleapsoftware.com .
If you have received this email in error, please forward it immediately to support@eleapsoftware.com or contact eLeaP at www.eleapsoftware.com.
Sent: 06.25.2017 15:31

The supervisor can click on the Observation Assessments link to go directly to the assigned and pending assessment.

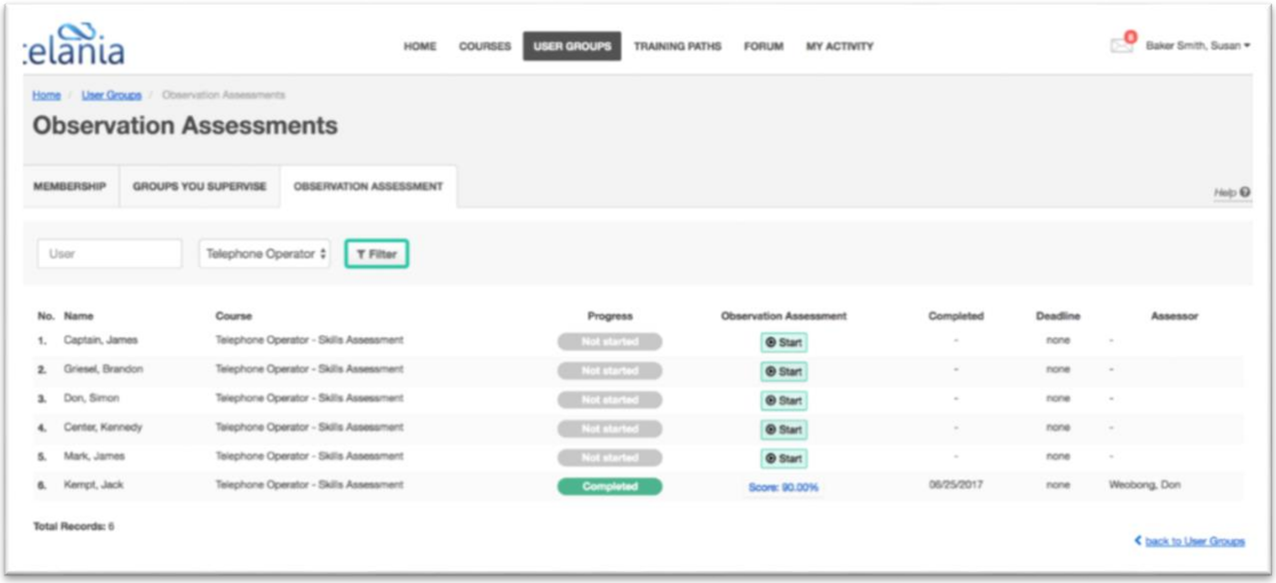
Supervisors should also check their INBOX section of their accounts for additional notifications.


Home / Inbox

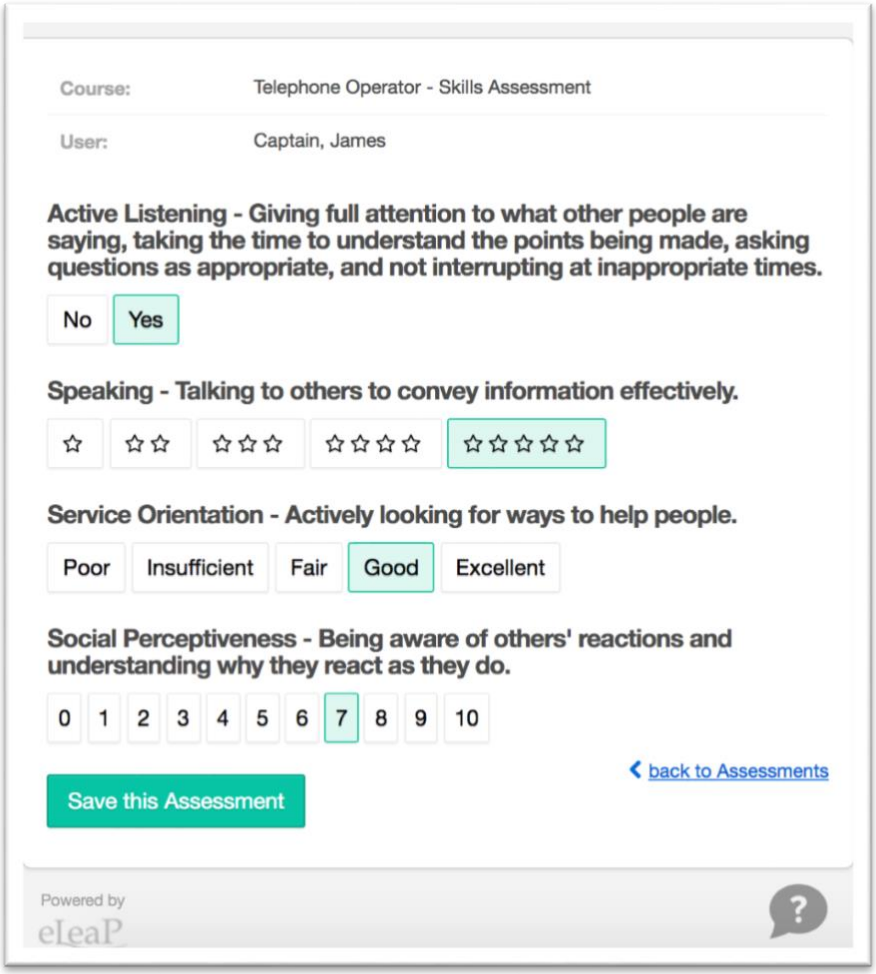
Inbox

No.		Read	Subject	Date
1.			**An Observation Assessment Course needs your attention**	06/25/2017
2.			An Observation Assessment Course needs your attention	06/23/2017
3.			**An Observation Assessment Course needs your attention**	06/23/2017
4.			An Observation Assessment Course needs your attention	06/16/2017
5.			**An Observation Assessment Course needs your attention**	06/14/2017
6.			An Observation Assessment Course needs your attention	06/13/2017
7.			An Observation Assessment Course needs your attention	06/12/2017
8.			An Observation Assessment Course needs your attention	06/12/2017

Once on the relevant Observation Checklist course to be assessed, the Supervisor can begin by clicking the Start button next to the learners' name.



The Observation Checklist tool is designed to be used on any device any time anywhere. We encourage you to access and perform assessments on mobile devices, laptops and other devices. Once the Supervisor clicks the Start button next to each assigned user, they see a mobile responsive version of the tool to enable them easily perform their assessment.



Click or, if on a mobile device, tab the various assessment grading options. For example, if you agree with **Yes** as the appropriate assessment for the binary statement, select or tab the [**Yes**] option.

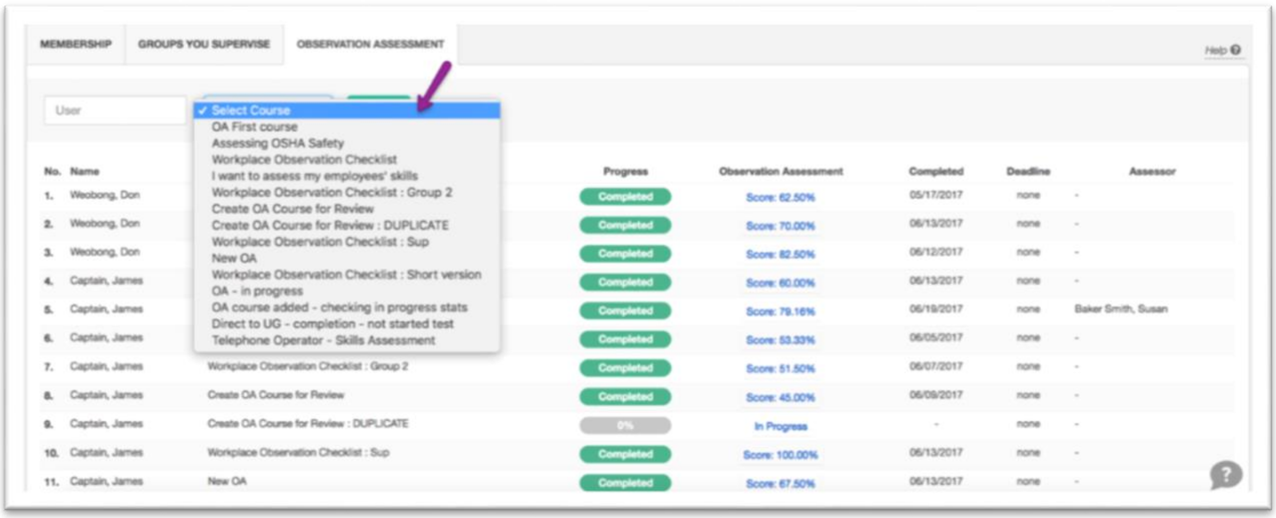
If you need to save the current assessment and come back later, you can. Simply click the Save this Assessment button. This button also works to finalize the assessment and move on to the next learner to be assessed.

An assessment that is completed will show an assessment score (Score: 90.00%) in the Completion Report tab. In incomplete assessment will show an In Progress status.

To continue assessing an incomplete checklist, simply click the In Progress link.

Selecting Additional Observation Checklist Courses:

To select additional Observation Checklist courses to assess, use the drop-down selector to select the relevant course:



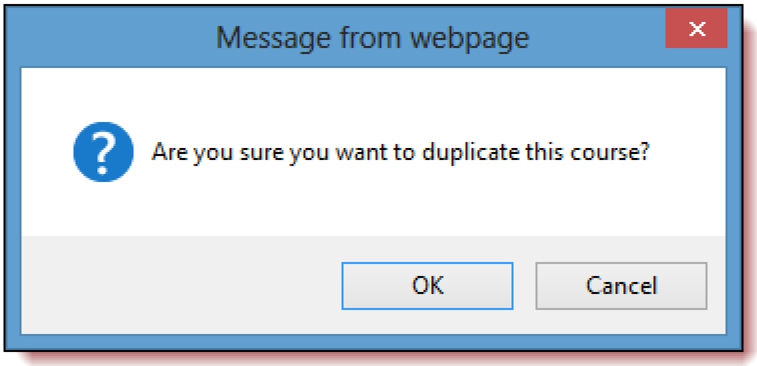
Once you select the relevant course, click the Filter to see the assigned users to be assessed. Use the Start button to begin performing your assessment.

<u>Note</u>: As a supervisor, you can also perform assessments from the **User Group Activity** report page for user groups you supervise. Simply, select the relevant course and if there are pending users to be assessed you will see the Start button next to their names.

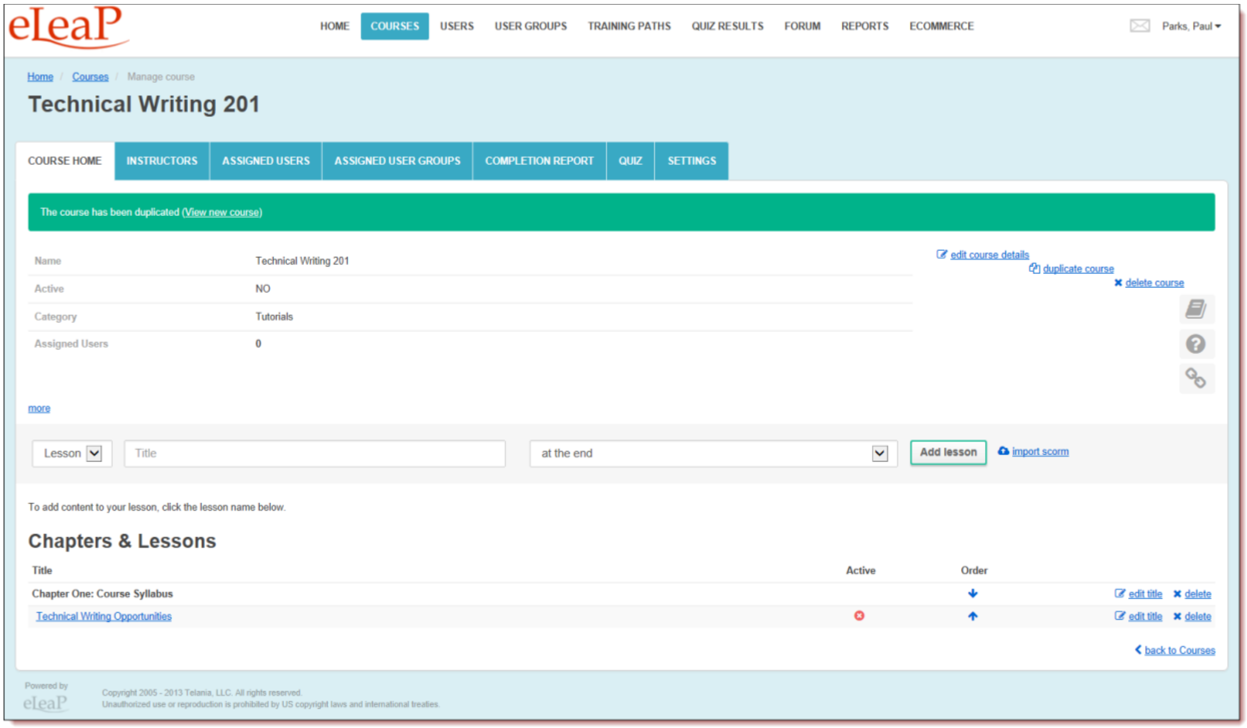
Other Course Meta Features

Duplicating a Course

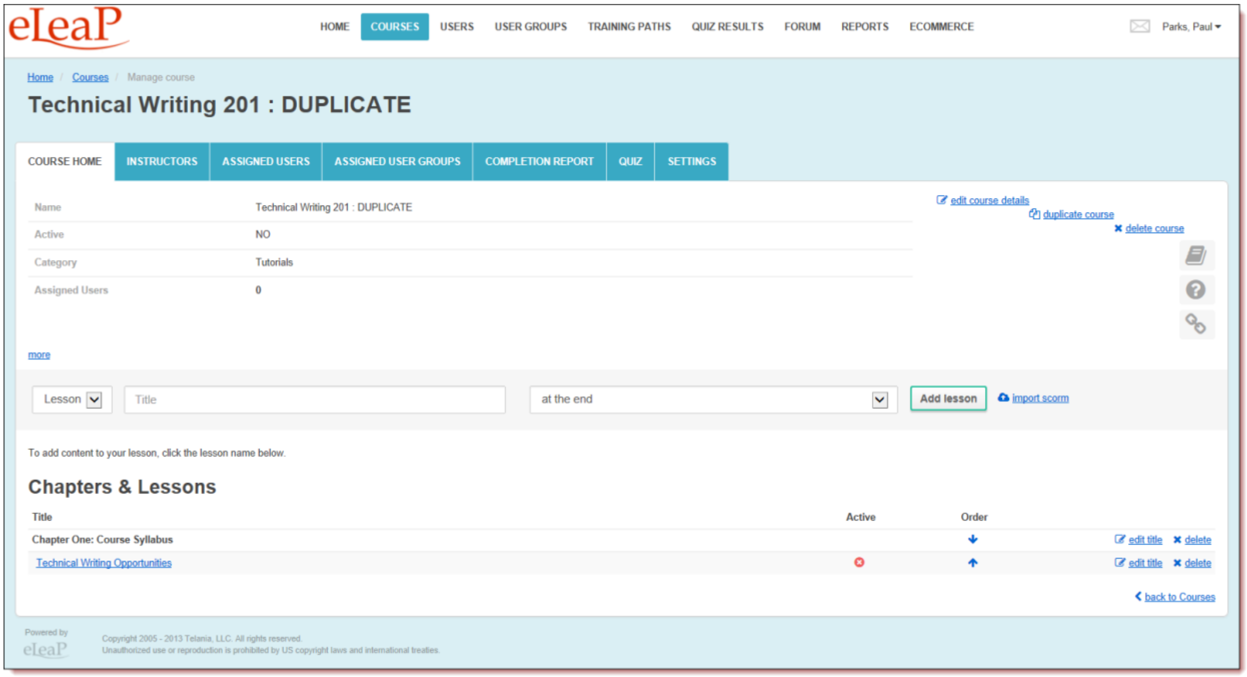
There may be times when you want to make use of a Course's Chapters and Lessons, but perhaps add additional content to it, or remove content from it, to create a new Course. The **Duplication** option makes this a much quicker process than creating an additional Course from scratch. As shown in the following illustration, the system displays a warning message before proceeding with the duplication. Click OK to proceed with the duplication or click Cancel to cancel the duplication process.


Message from webpage
Are you sure you want to duplicate this course?
OK
Cancel

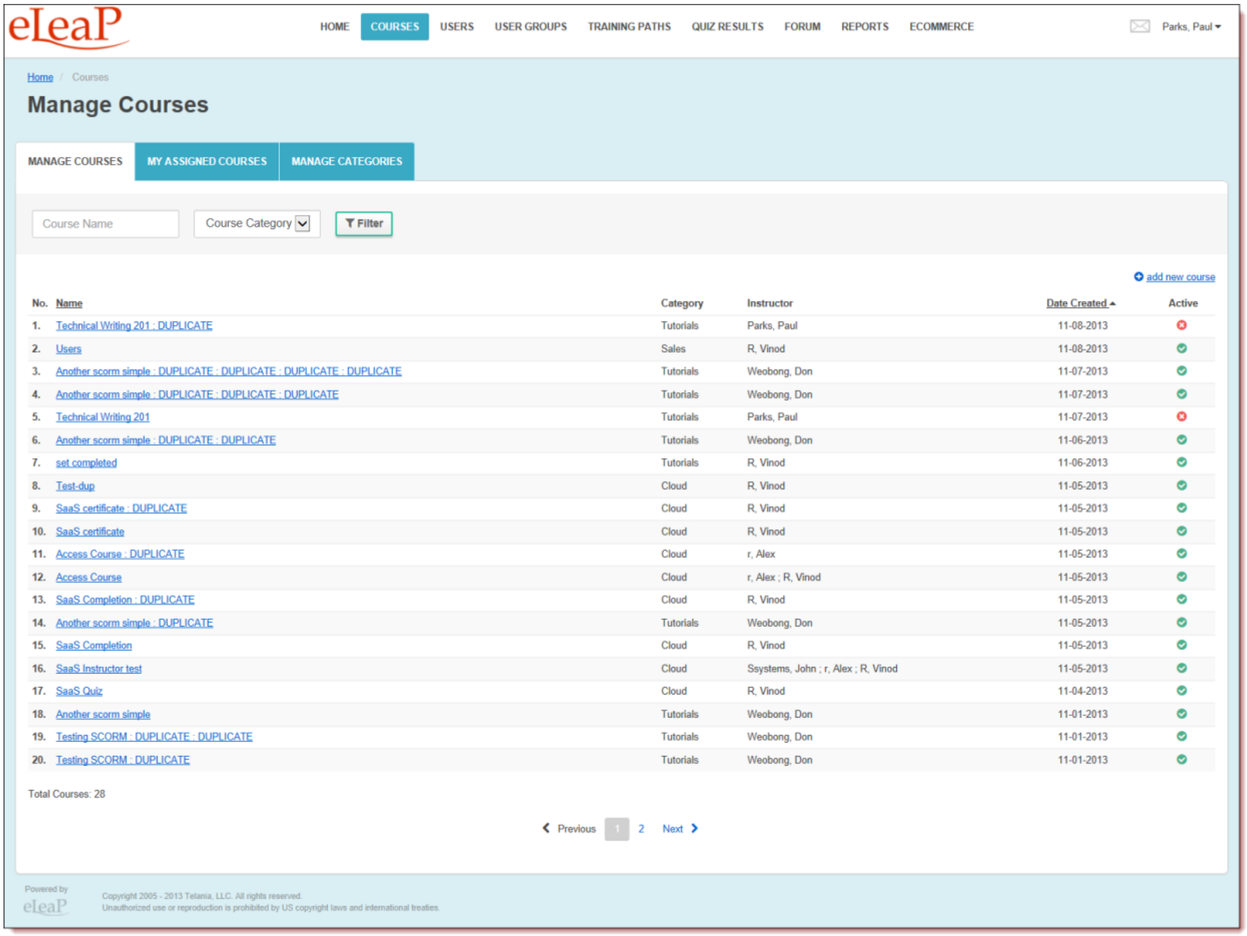
As shown in the following illustration, the system confirms that the Course has been duplicated, and you can click the **View new course** link to display the new Course.



As shown in the following illustration, the **Manage course** screen for the duplicated course is displayed, and you can now use any of the links and functionality available on this screen to modify the Course's details and create an additional course.



Additionally, the duplicated Course is displayed on the **Courses** list within the **Courses** screen, as shown in the following illustration.


eLeaP
HOME
COURSES
USERS
USER GROUPS
TRAINING PATHS
QUIZ RESULTS
FORUM
REPORTS
ECOMMERCE
Parks, Paul
Home / Courses
Manage Courses
MANAGE COURSES
MY ASSIGNED COURSES
MANAGE CATEGORIES
Course Name
Course Category
Filter
add new course
No. Name Category Instructor Date Created Active
1. Technical Writing 201 : DUPLICATE Tutorials Parks, Paul 11-08-2013
2. Users Sales R, Vinod 11-08-2013
3. Another scorm simple : DUPLICATE : DUPLICATE : DUPLICATE : DUPLICATE Tutorials Weobong, Don 11-07-2013
4. Another scorm simple : DUPLICATE : DUPLICATE : DUPLICATE Tutorials Weobong, Don 11-07-2013
5. Technical Writing 201 Tutorials Parks, Paul 11-07-2013
6. Another scorm simple : DUPLICATE : DUPLICATE Tutorials Weobong, Don 11-06-2013
7. set completed Tutorials R, Vinod 11-06-2013
8. Test-dup Cloud R, Vinod 11-05-2013
9. SaaS certificate : DUPLICATE Cloud R, Vinod 11-05-2013
10. SaaS certificate Cloud R, Vinod 11-05-2013
11. Access Course : DUPLICATE Cloud r, Alex 11-05-2013
12. Access Course Cloud r, Alex ; R, Vinod 11-05-2013
13. SaaS Completion : DUPLICATE Cloud R, Vinod 11-05-2013
14. Another scorm simple : DUPLICATE Tutorials Weobong, Don 11-05-2013
15. SaaS Completion Cloud R, Vinod 11-05-2013
16. SaaS Instructor test Cloud Ssystems, John ; r, Alex ; R, Vinod 11-05-2013
17. SaaS Quiz Cloud R, Vinod 11-04-2013
18. Another scorm simple Tutorials Weobong, Don 11-01-2013
19. Testing SCORM : DUPLICATE : DUPLICATE Tutorials Weobong, Don 11-01-2013
20. Testing SCORM : DUPLICATE Tutorials Weobong, Don 11-01-2013
Total Courses: 28
Previous 1 2 Next
Powered by eLeaP
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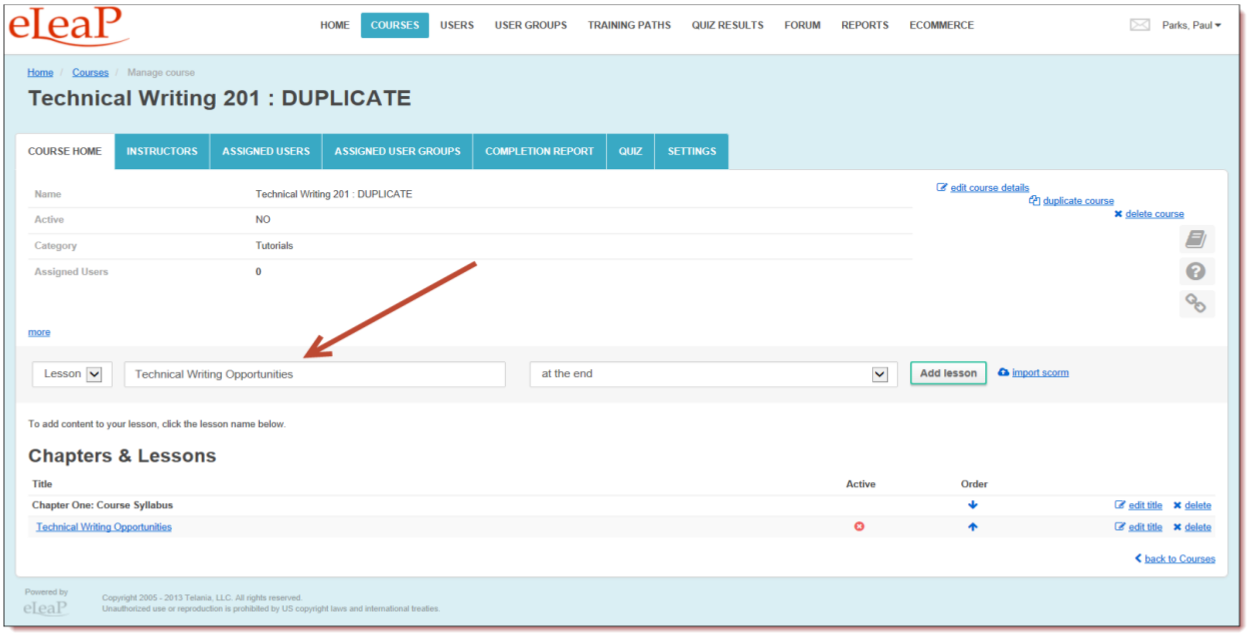
Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

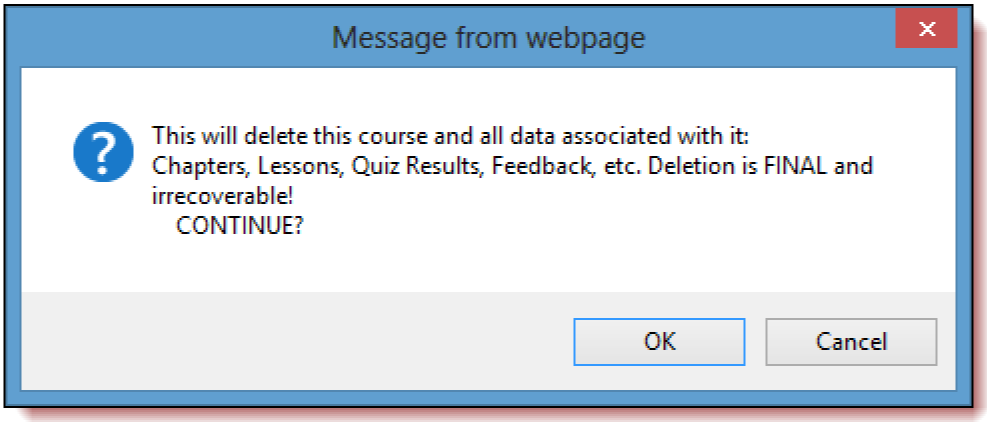
Editing a Course Title

Clicking a Course's Title on the **Courses** list allows you to make modifications to that Course's Title using the **Course Details** screen, as shown in the illustration below. Simply make any necessary changes to the Title within the **Title** field and click Save.



Deleting a Course

Clicking the **delete** link for a Course allows you to remove that Course from the system. Before performing the deletion, the system displays a warning message, illustrated below, to ensure that is your intention. Click OK to proceed with the deletion or click Cancel to cancel the deletion process.

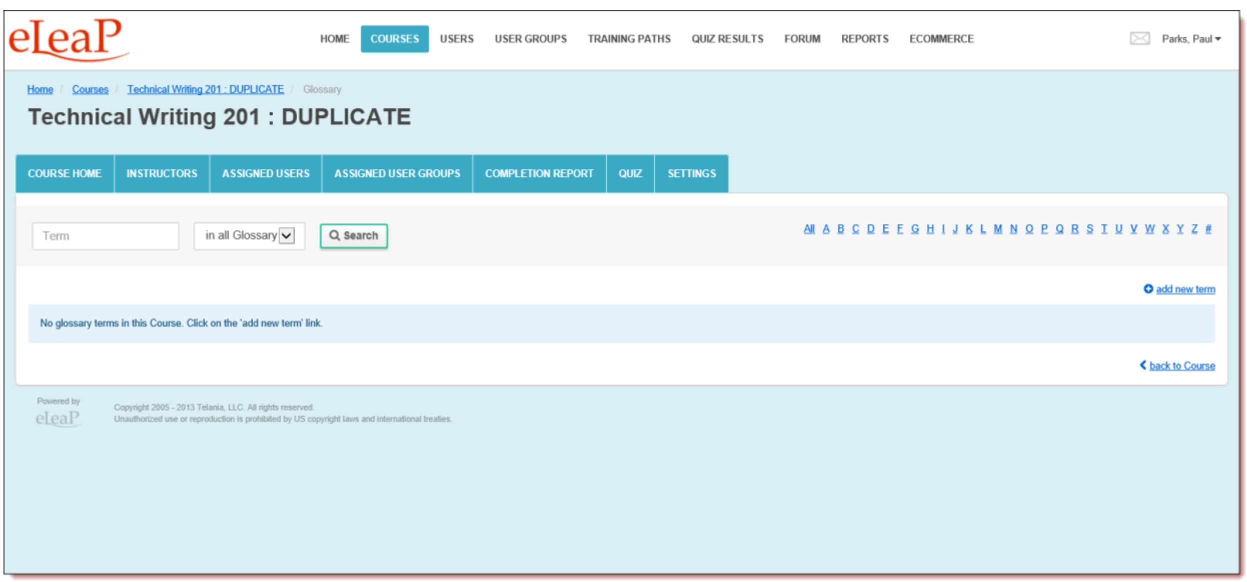


Please note that <u>all</u> of the data, including Chapters, Lessons, Quiz Results, Feedback, etc., will be removed and is irrecoverable.

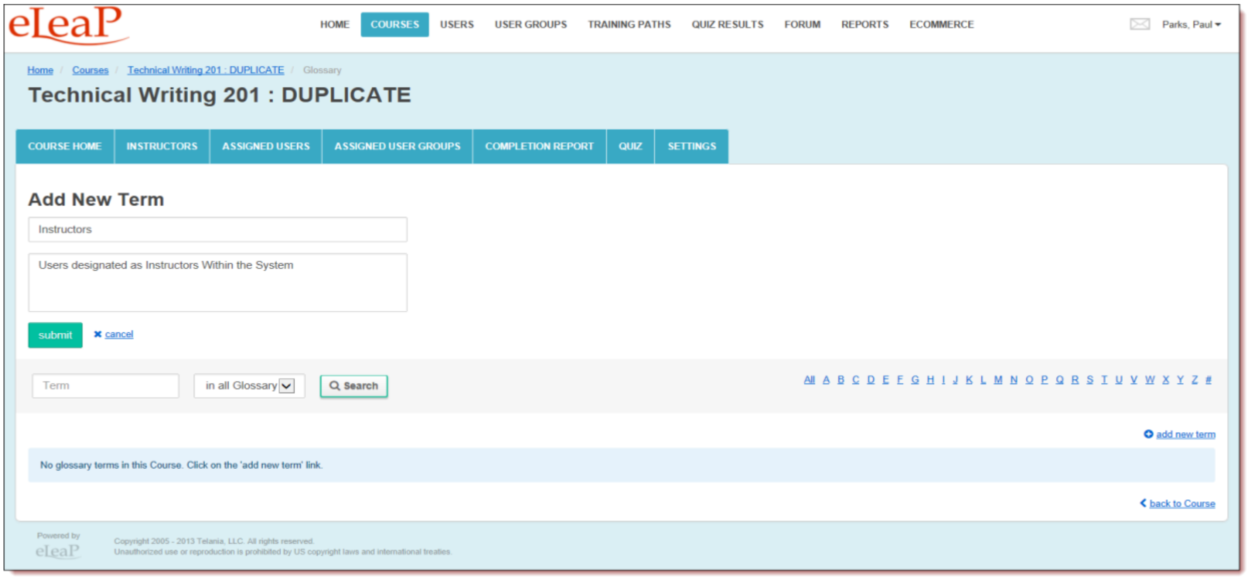
Creating a Glossary

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

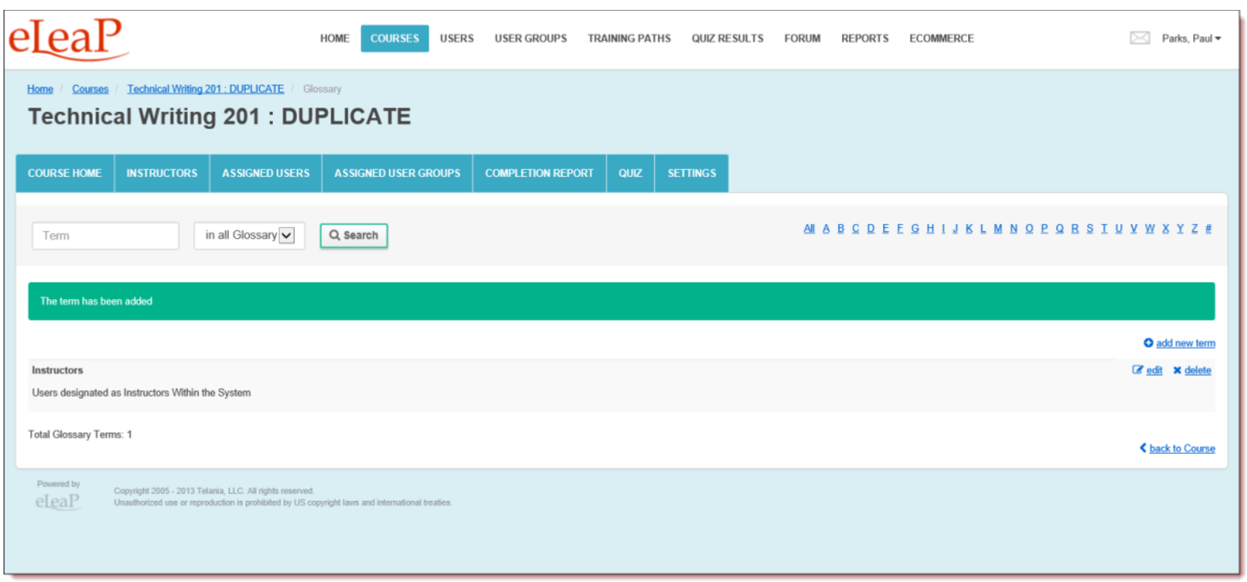
Clicking  on the **Manage course** screen displays the **Glossary** screen, illustrated below, which allows you to add a Glossary of Terms to a Course. As shown in the illustration, click the **add new term** link to add a new Glossary Term.



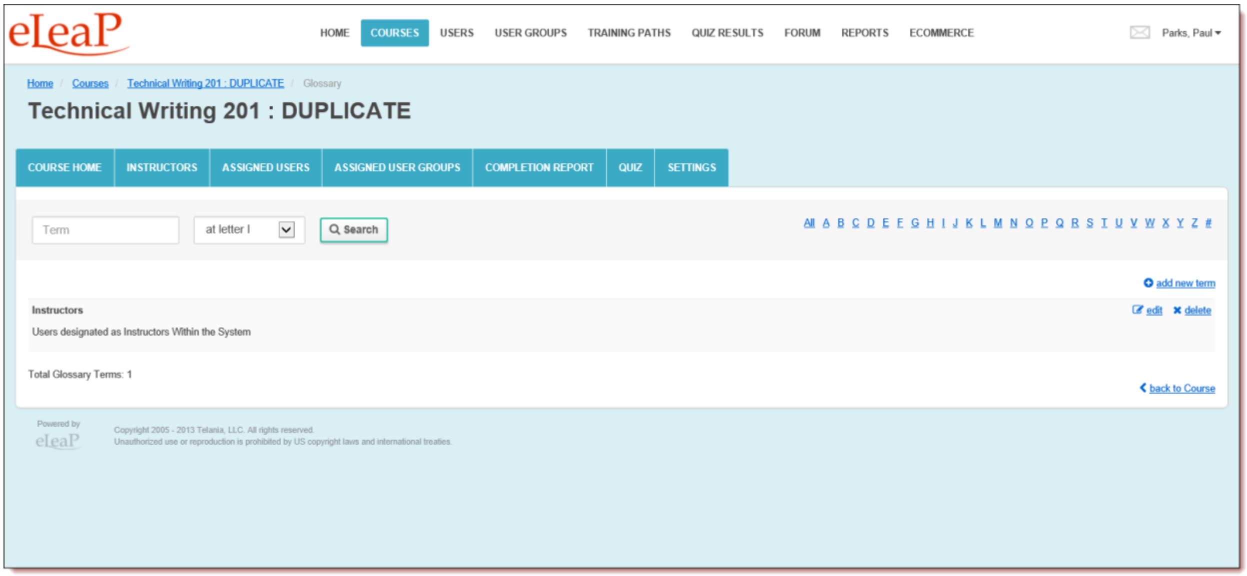
The **Add New Term** screen, illustrated below, is displayed. Enter the Glossary Term within the **Word** field, the Definition for the Glossary Term in the **Definition** field, and then click Submit to save the Glossary Term to the system.



As shown in the following illustration, the Glossary Term is added to the Glossary associated with this Course. Once you have added more than one screen load of Glossary Terms, you can quickly locate specific terms for editing purposes by entering the term in the Term field and/or making a selection from the **Search Parameters** list, and then clicking Search.



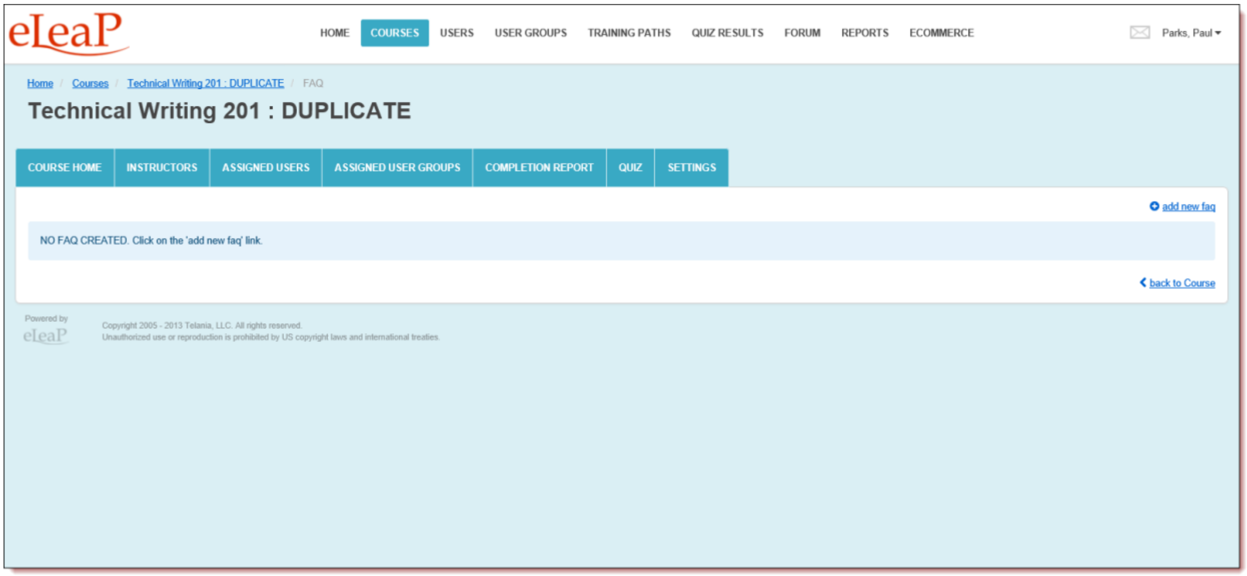
You can also quickly locate all of the Glossary Terms that begin with the same letter by selecting that letter on the **Letter** bar. As shown in the following illustration, clicking the letter **I** displays the Glossary Term that we just added.

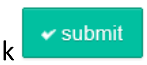


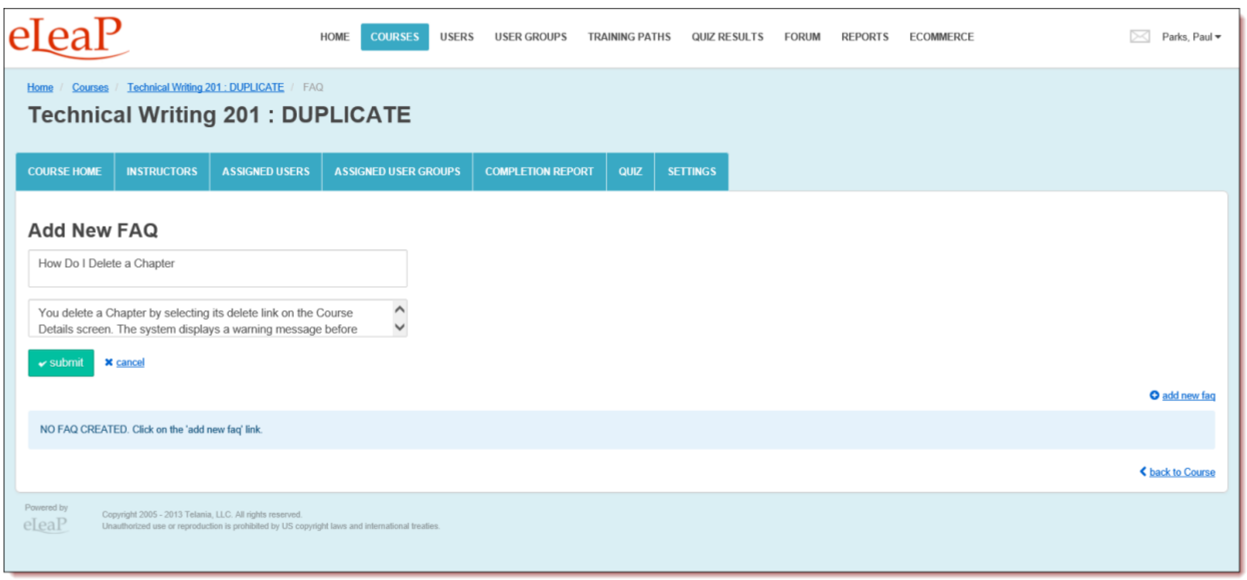
You can click **add new term** as many times as necessary to add additional Glossary Terms, and you can click the **edit** link for a line on the **Glossary Terms** list to modify a term's Word or Definition, or click the **delete** link to remove that term from the Glossary.

Creating an FAQ Database

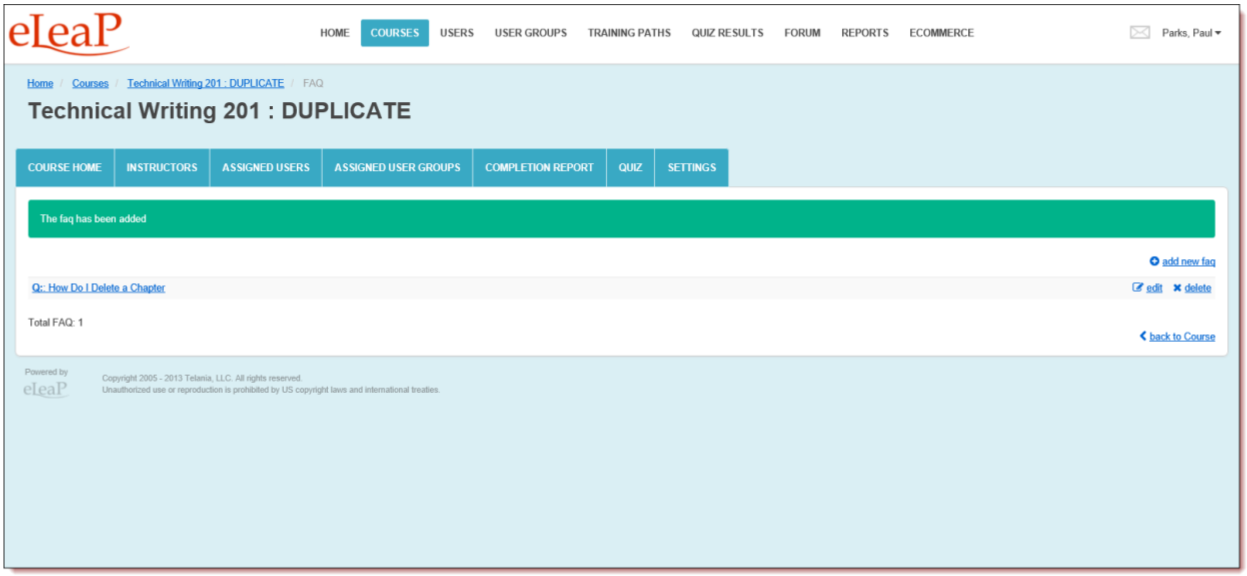
Clicking on the **Manage Course** screen allows you to create a database of FAQ information associated with the Course using the **FAQ** screen, illustrated below. As shown in the illustration, this screen is blank as you begin to create your FAQ material. Click the **add new faq** link to create a new Frequently Asked Question.



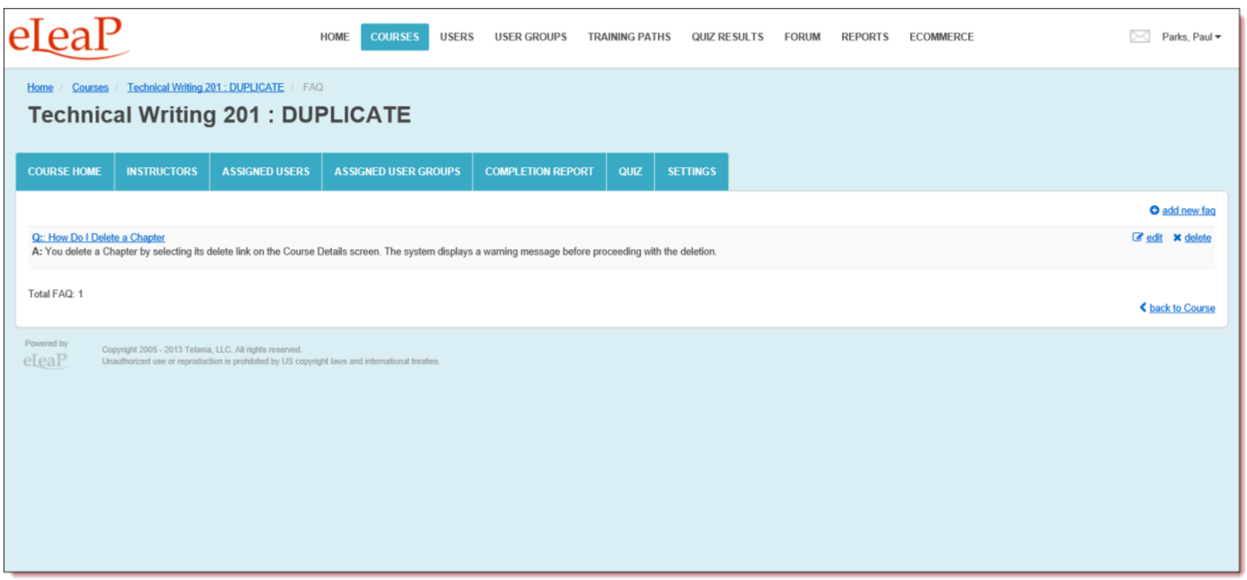
The **Add New FAQ** screen, illustrated below, is displayed. Simply add your question in the **Question** box, enter the answer to that question in the **Answer** box, and then click .



As shown in the following illustration, the system confirms that the FAQ has been added and displays it on an **FAQ** list.



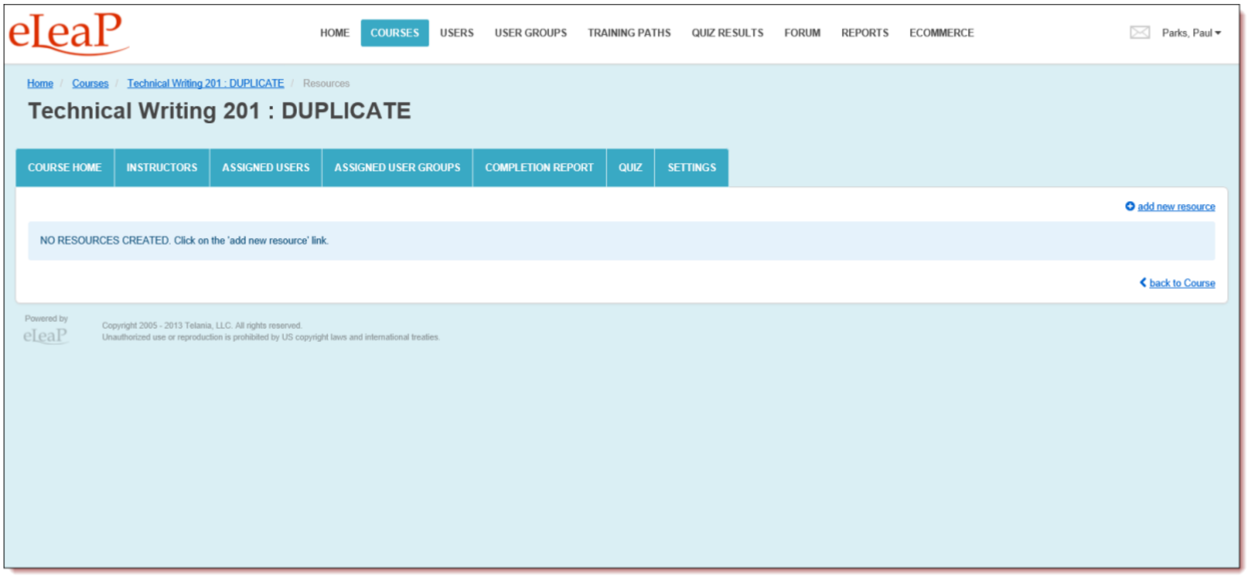
Clicking the Question on the **FAQ** list displays the answer beneath it, as shown in the following illustration.



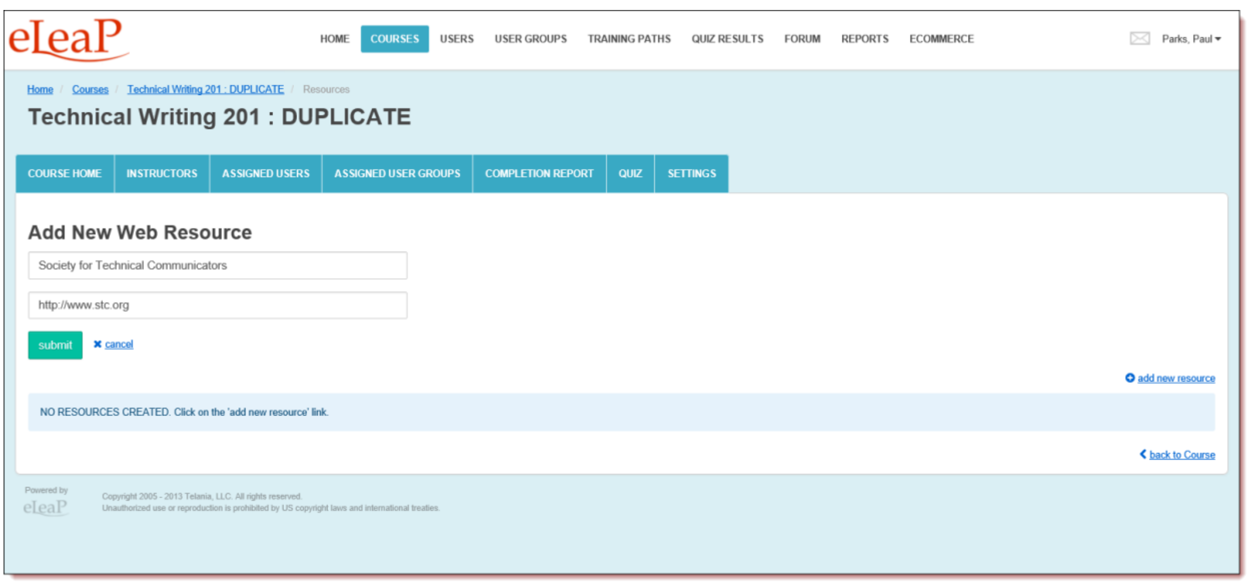
You can now click the **add new faq** link to add additional FAQs, click the **edit** link to edit the currently selected FAQ, or click the **delete** link to delete the currently selected FAQ.

Resources

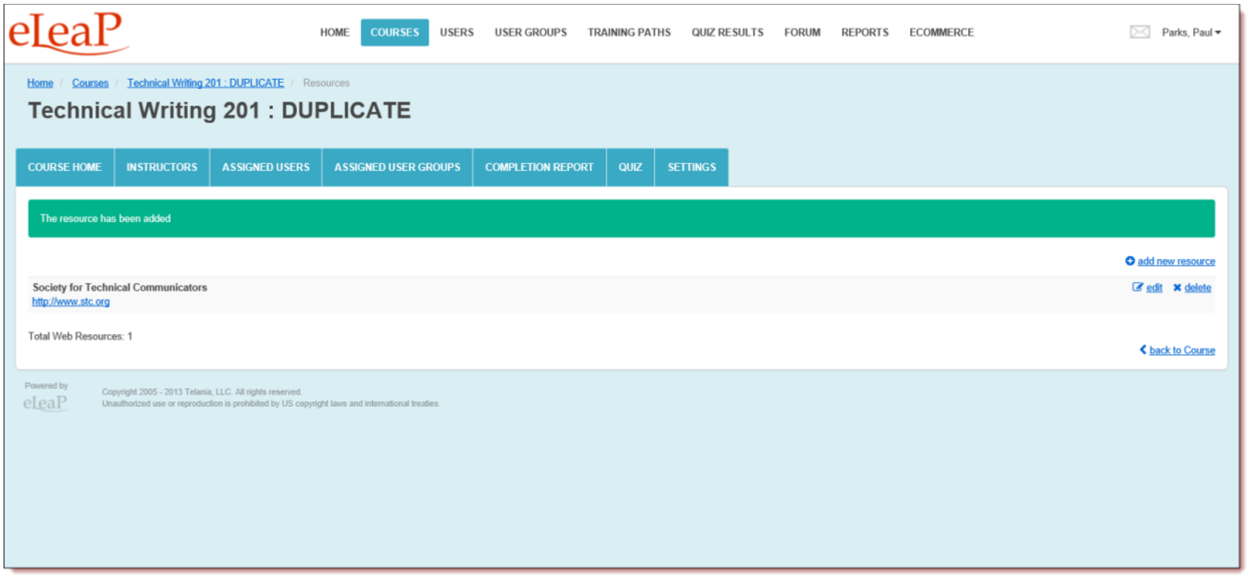
Clicking  on the **Manage course** screen displays the **Resources** screen, illustrated below, which you can use to associate various Resources with a Course via that Resource's URL. This screen will be empty the first time that you access it. You will need to click the **add new resource** link to add Resources to a Course.



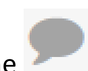
The **Add New Web Resource** screen, illustrated below, is displayed. Enter the Resource's Title in the **Title** field, its URL in the **URL** field, and then click Submit.



As shown in the following illustration, the system confirms that the Resource has been added to the **Resources** list. You can now click the **add new resource** link to add an additional resource, click the **edit** link for the Resource to make modifications to its details, if necessary, or click the **delete** link to remove the Resource.

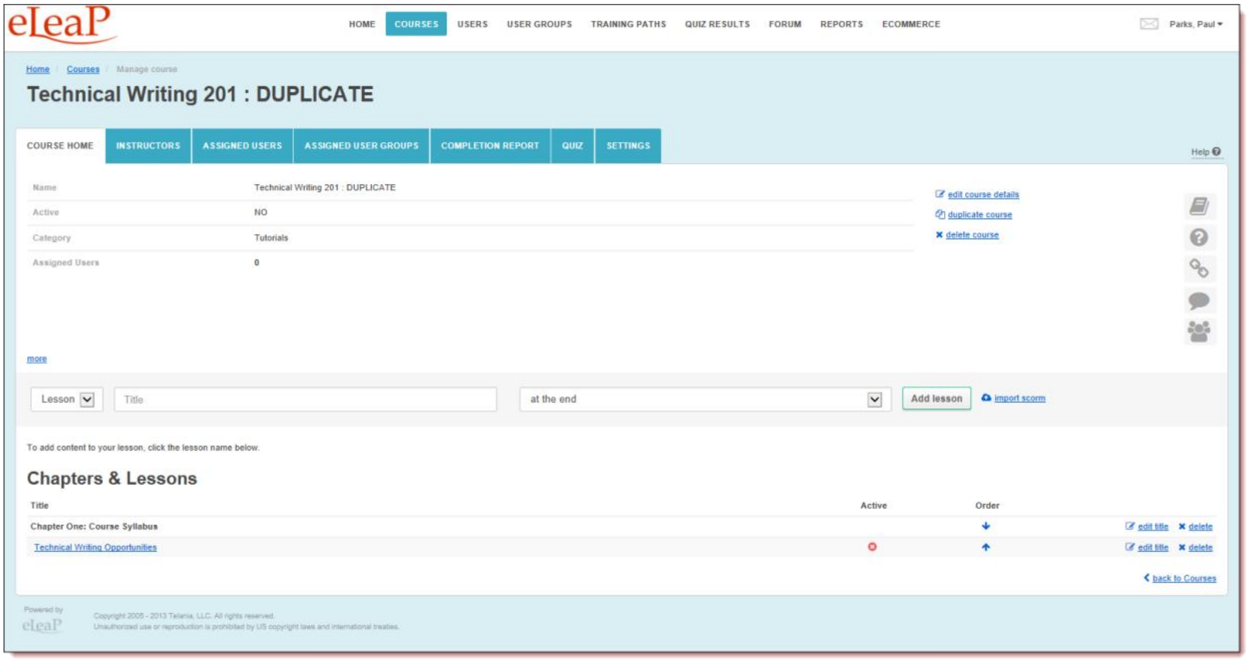


Feedback Assessment Tool

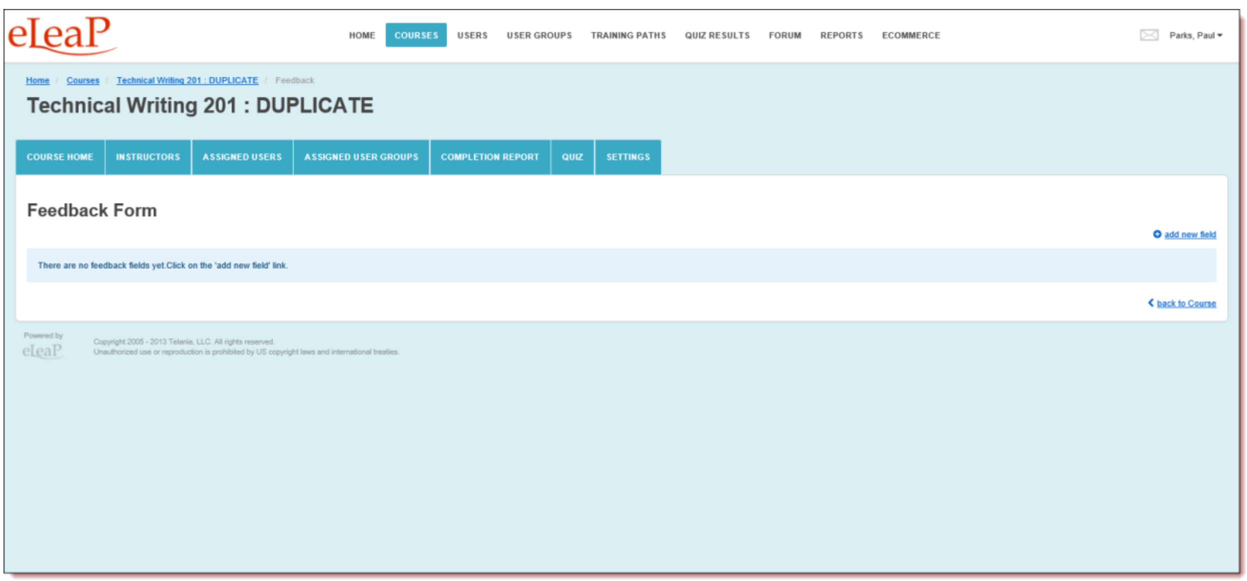
When the Feedback function is activated when you create a course, the  icon will appear at the right of the screen, as shown in the illustration below, providing you with access to the Feedback Assessment Tool. Post-Course Assessment or Feedback is a great tool to **measure** how well your e-learning or training program is achieving its **objectives**. Do you want to know which areas of your course need 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.

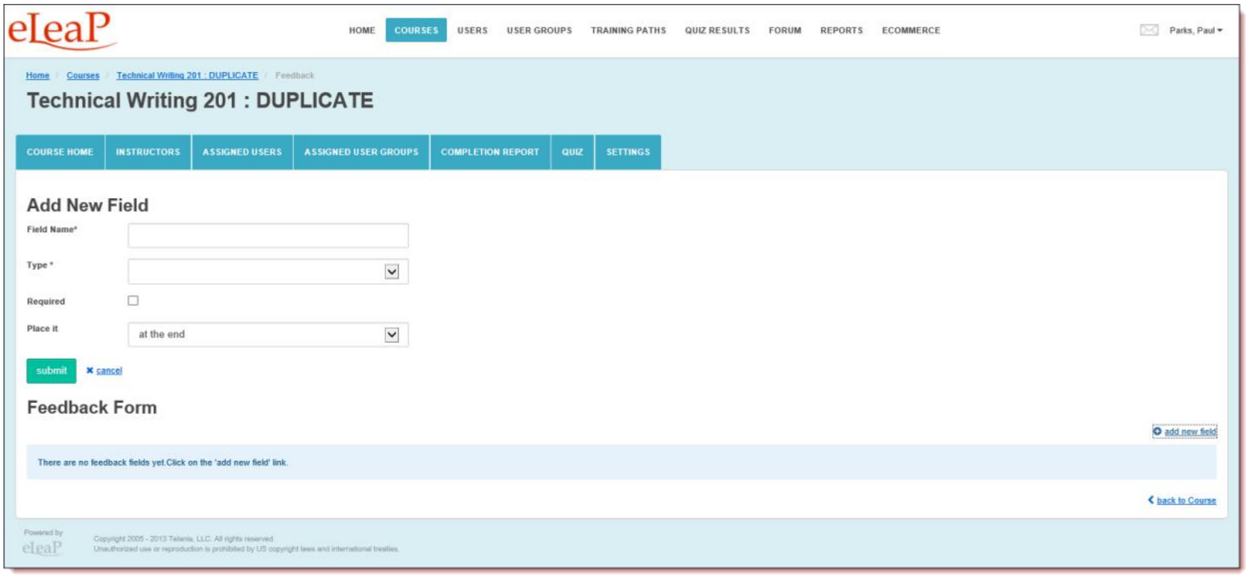
eLeaP™ wants you to succeed so we have created this simple yet powerful Post-Course Feedback assessment tool.



Clicking  will display the **Feedback Form** screen, illustrated below. To construct a Feedback Form, begin by clicking **the add new field** link, as shown in the following illustration.



The **Add Field** screen, illustrated below, is displayed.

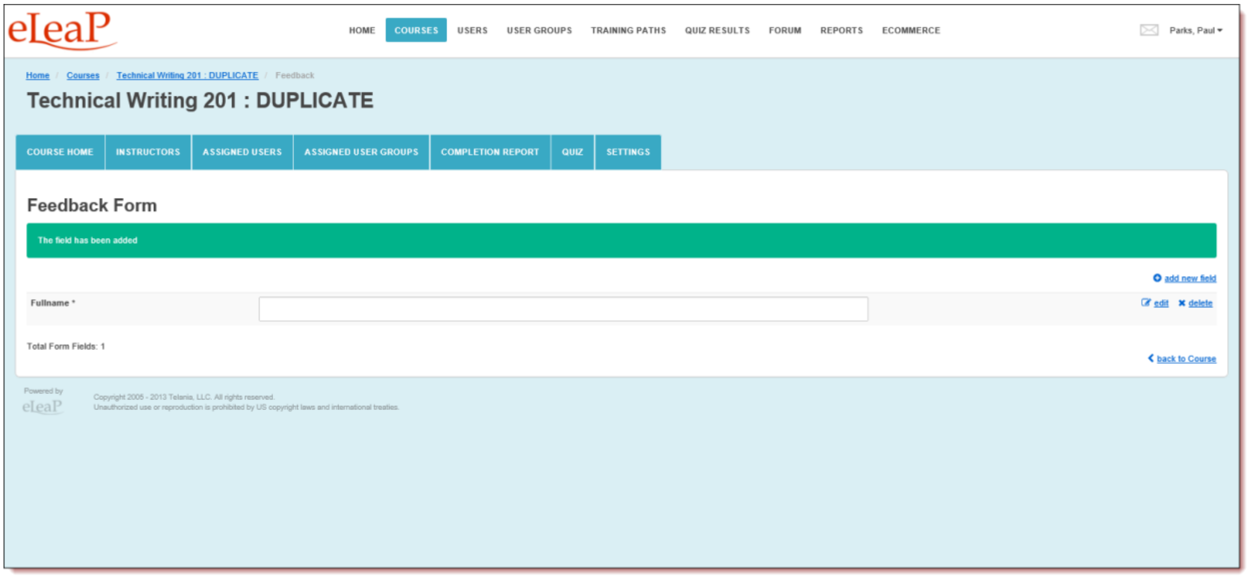


1. Enter a name for the new Field in the **Field Name** field.
2. Select a type for the new Field from the **Type** list.

   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 options 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 to 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]
3. Select the **Required** check box to make the new Field a required field.

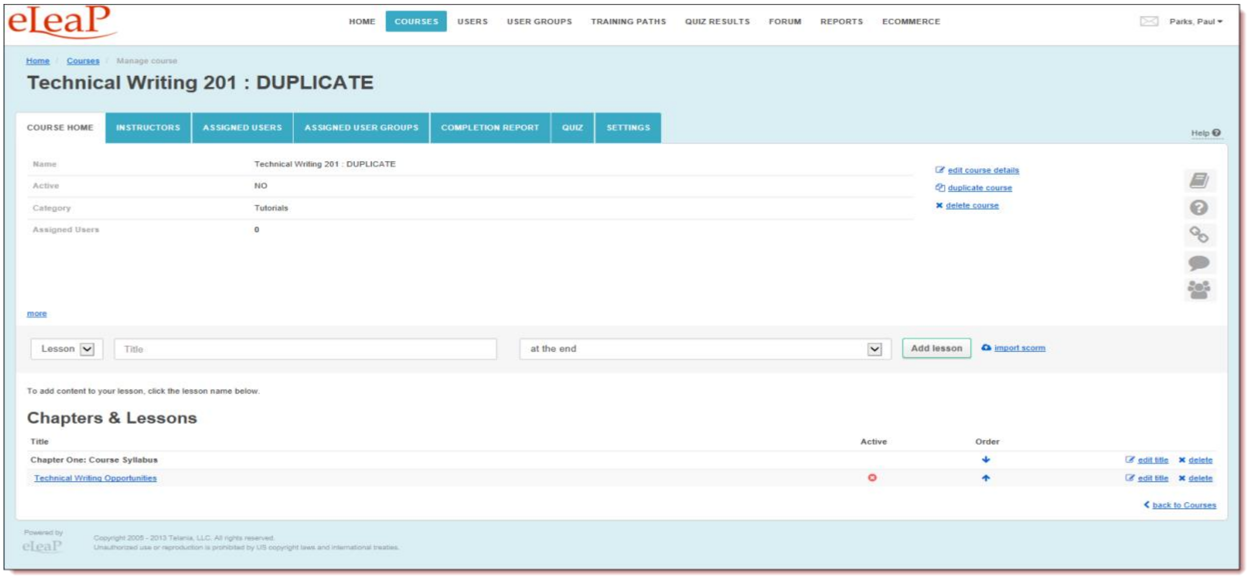
4. Make a selection from the Place it list to indicate where the new field will be placed. Additional options will be available here once you have added a number of fields. Let's say you have created 20 feedback fields and then you realized you needed to ask for some more demographic information in the 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.
5. Click Submit. The system confirms that the new Field has been added. You can now re-use the **add new field** link to add as many additional fields as you need to complete the Feedback Form.

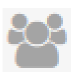


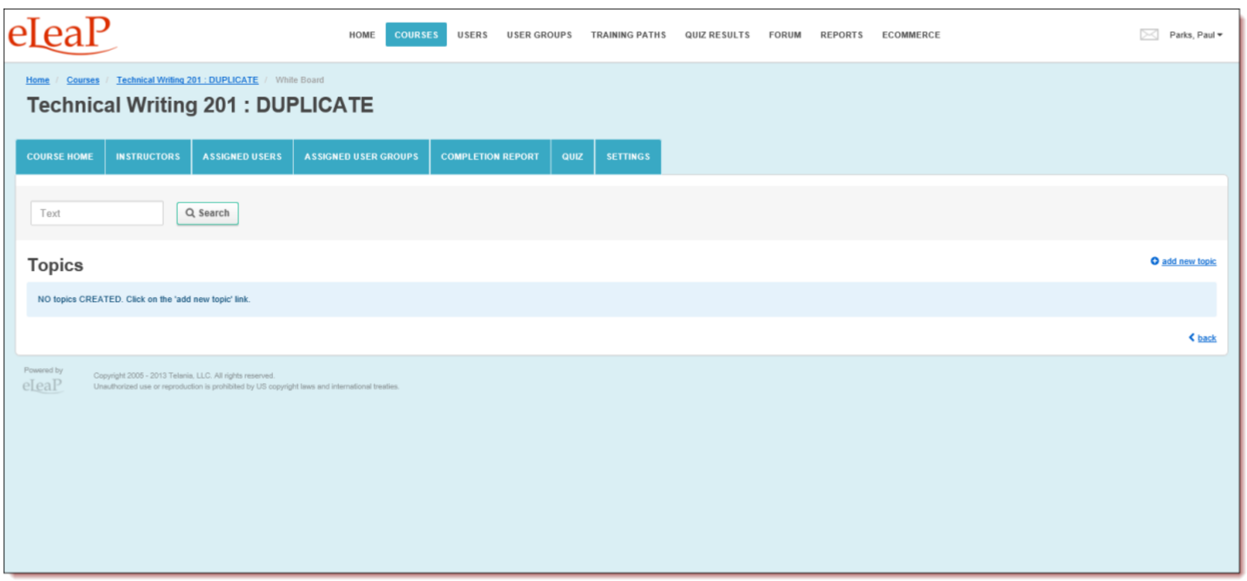
Note: Make sure you set (on your Course Details page) [**Active Feedback**] to [**YES**]. This will make your feedback assessment available to your users.

White Board/Course-Specific Forum

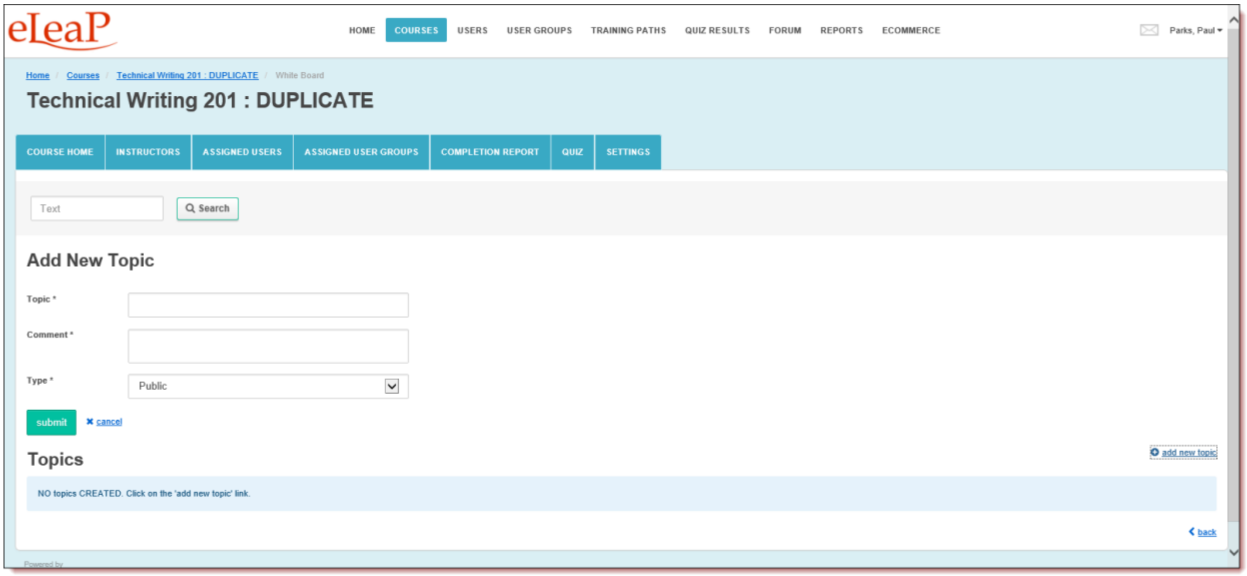
When the Whiteboard function is selected during the creation of a Course, the  icon will appear at the right of the screen, as shown in the following illustration, providing you with access to a course-specific whiteboard for the Course. Informal learning is a powerful yet under-appreciated asset. Many 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.



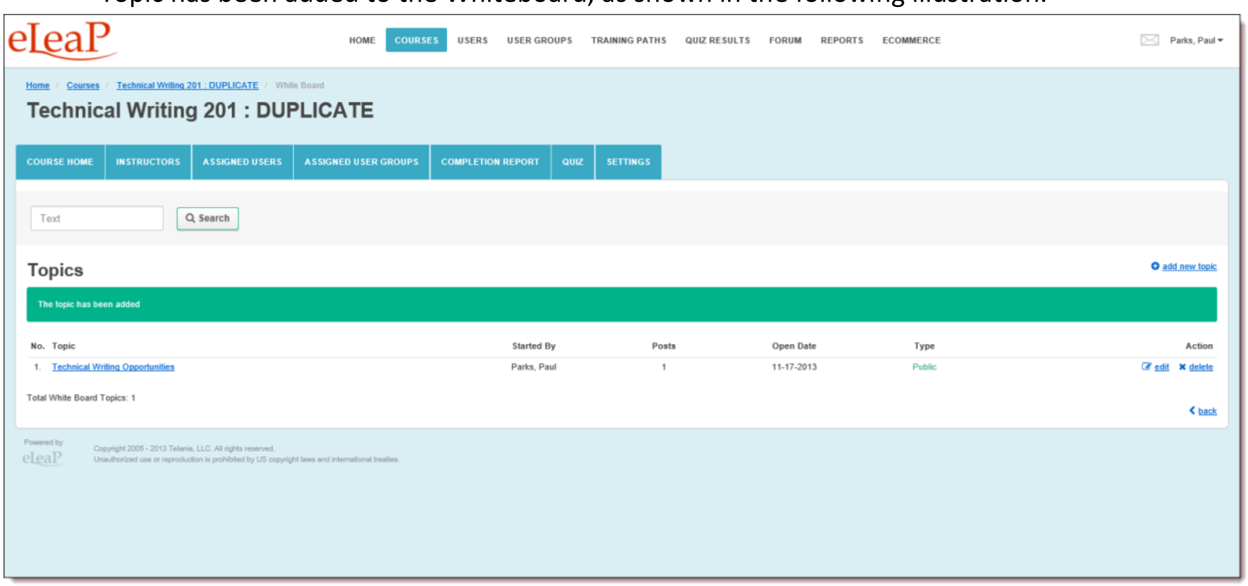
Clicking  will display **Whiteboard** screen, illustrated below. To work with the Whiteboard feature, begin by clicking the **add new topic** link, as shown in the following illustration.



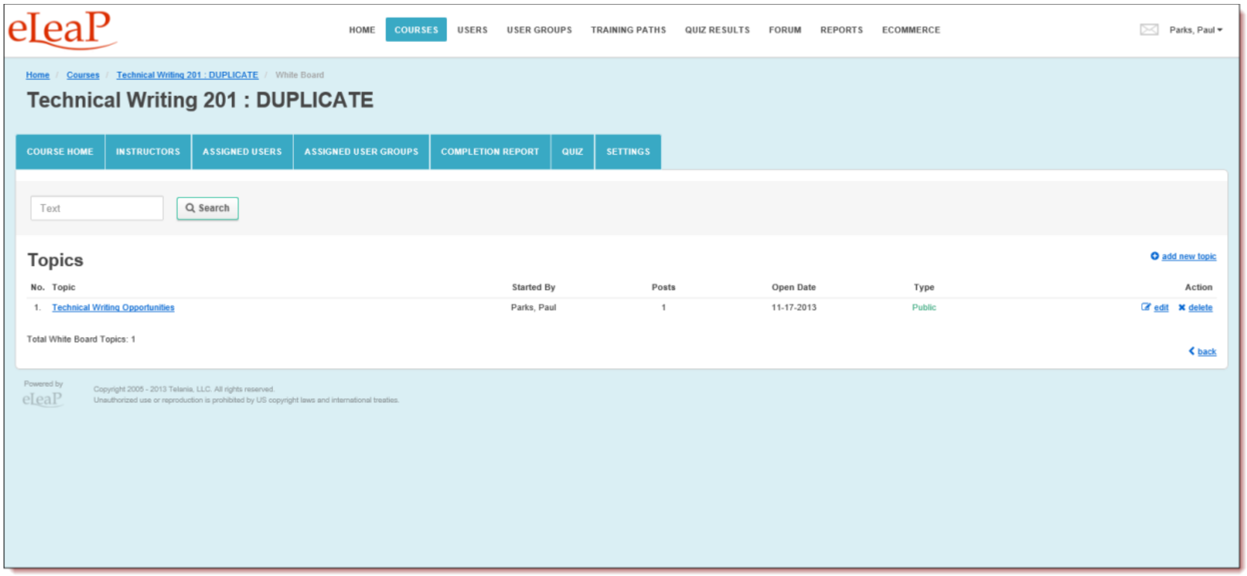
The **Add New Topic** screen, illustrated below, is displayed.



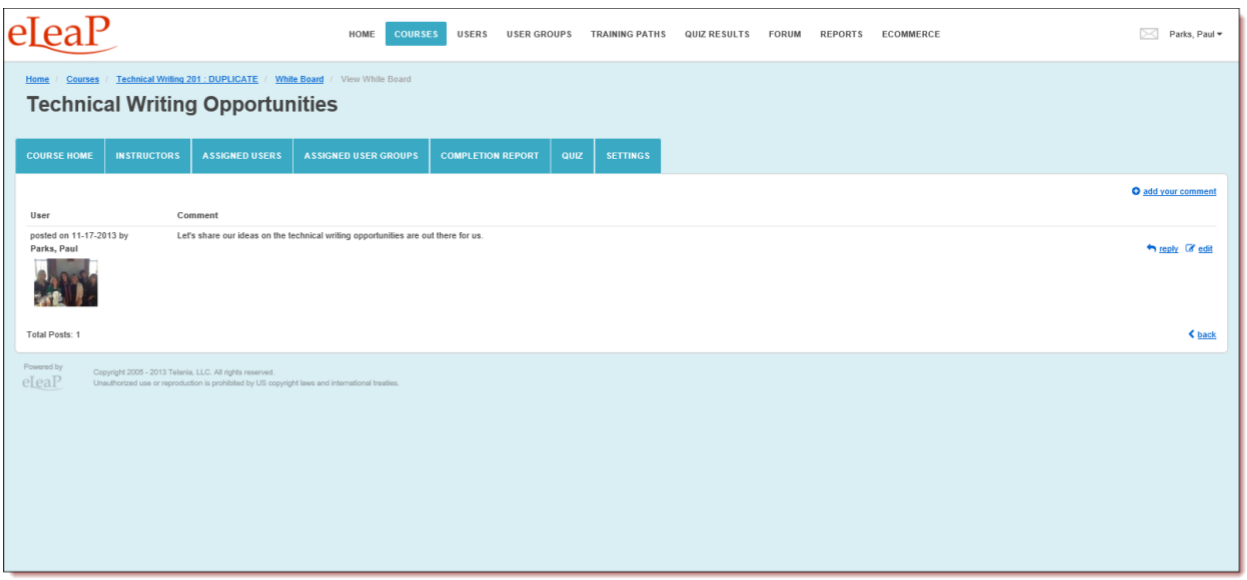
1. Enter the new Topic's name in the Name field.
2. Enter a Comment pertaining to the new Topic in the Comment field.
3. Select a Type for the new Topic from the Type drop down. Available options are **Public** (access to students and the instructor(s) or **Private – goes to your instructor only**.
4. Click Submit. This will get your users started on sharing ideas, strategies, and best practices. This is how to get your informal learning system started. The system confirms that the new Topic has been added to the Whiteboard, as shown in the following illustration.



As shown in the following illustration, the Topic is now on the Topic list and you can continue to add additional Topics, as necessary, by re-using the **add new topic** link.



Additionally, clicking on the Topic Name displays the Topic Details screen, as shown in the following illustration.



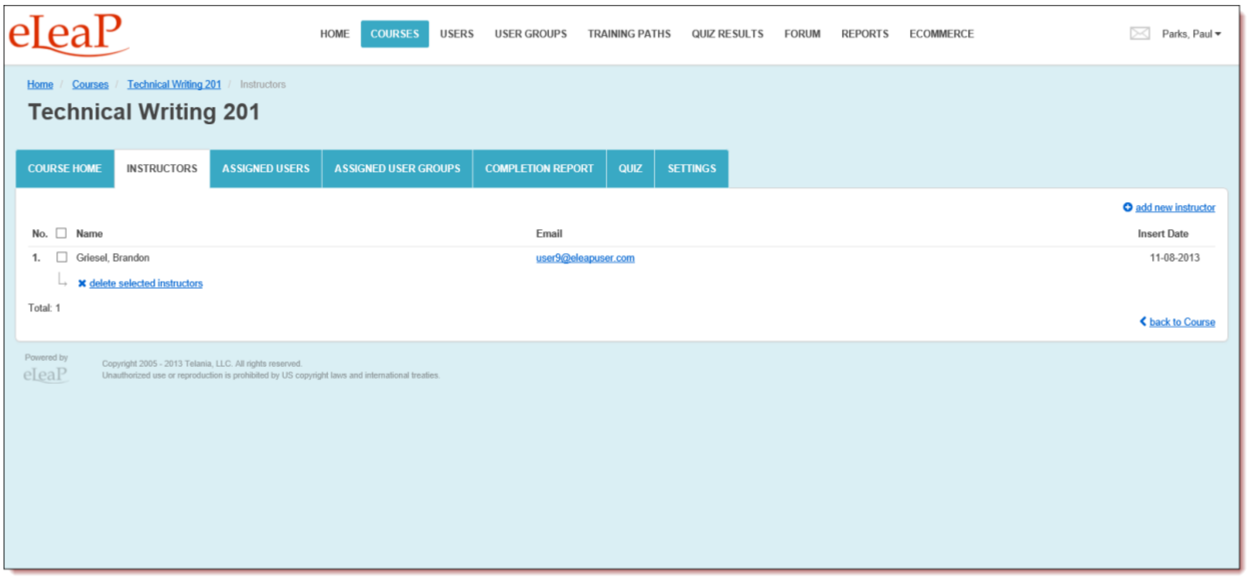
Now your users can select the **add your comment** link to add their comment(s), and other Users and/or the Instructor can use the **reply** link to respond, expanding the dialog between those with access to the Topic.

a product of telania

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

Instructors

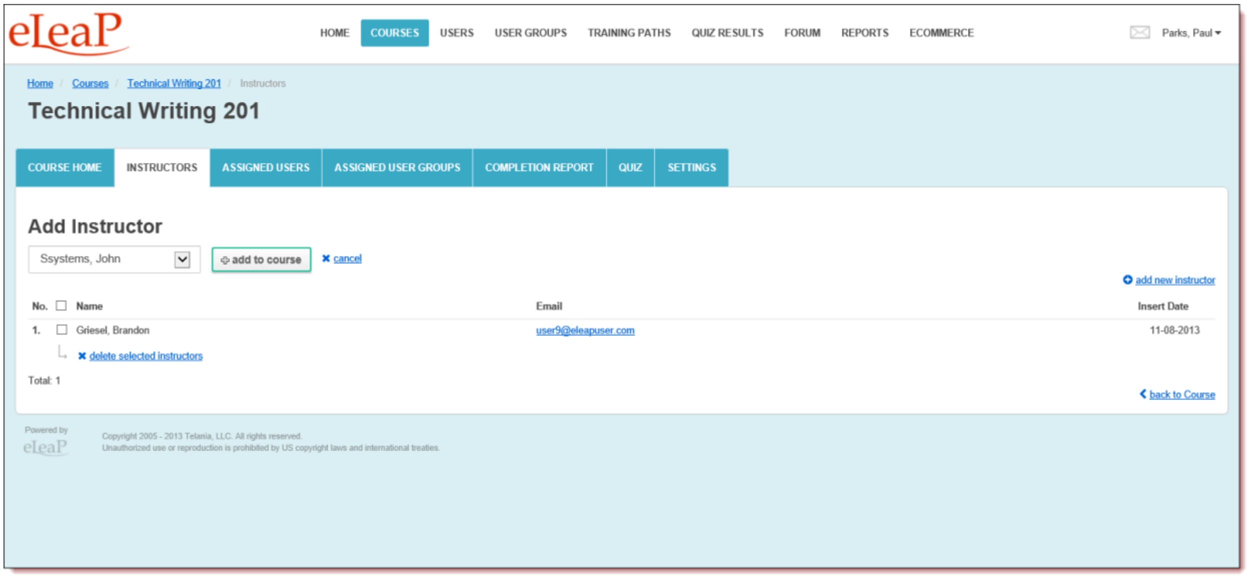
Selecting the **INSTRUCTORS** tab on the **Course** menu bar displays the **Instructors** screen, as shown in the following illustration. An Instructor's **Name**, and **Email** and **Insert Date** details are displayed for each Instructor on the **Instructors** list. Clicking an Instructor's email address allows you to send an email to that Instructor.



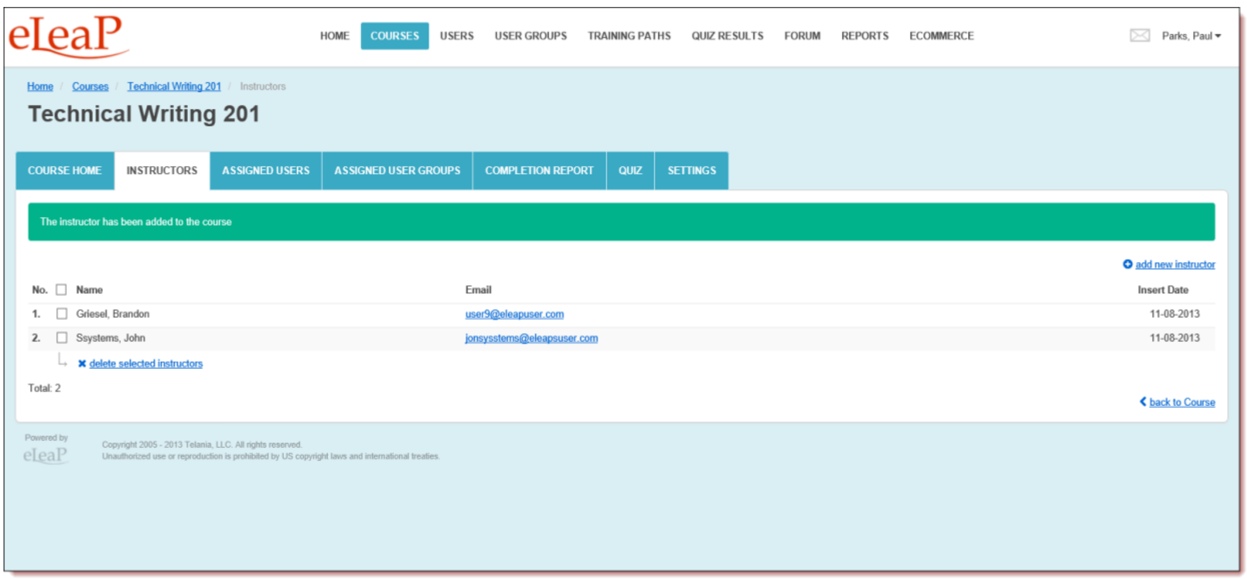
Adding an Instructor

Selecting the **add new instructor** link on the **Instructors** screen displays the **Add Instructor** screen, as shown in the following illustration. Simply select an Instructor from the **Instructors** drop down and click 

to add that Instructor to the course.

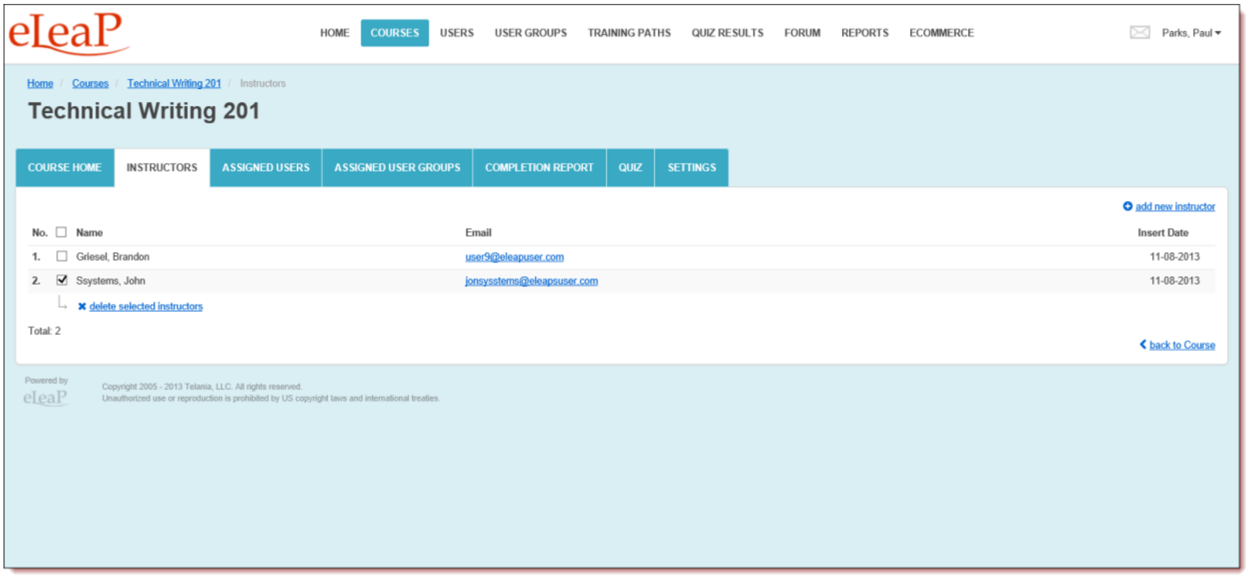


The new Instructor will be added to the **Instructors** list on the **Instructors** screen, as shown in the following illustration.

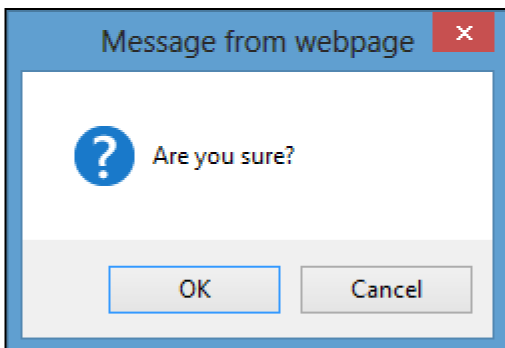


Deleting an Instructor

Selecting an **Instructor** check box, or multiple **Instructor** check boxes, on the **Instructors** list, as shown in the following illustration, and then clicking the **delete selected instructors** link, allows you to disassociate/delete Instructors from a Course.

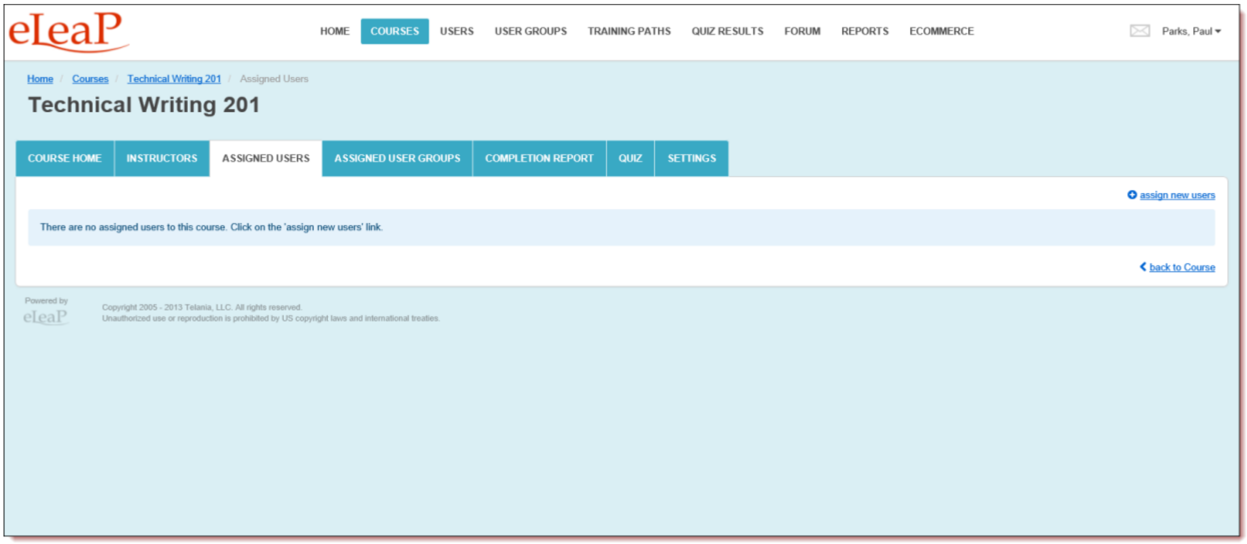


As shown in the following illustration, the system displays a warning message to ensure that is your intention before performing the deletion. Click OK to proceed with the deletion or click Cancel to terminate the deletion process.

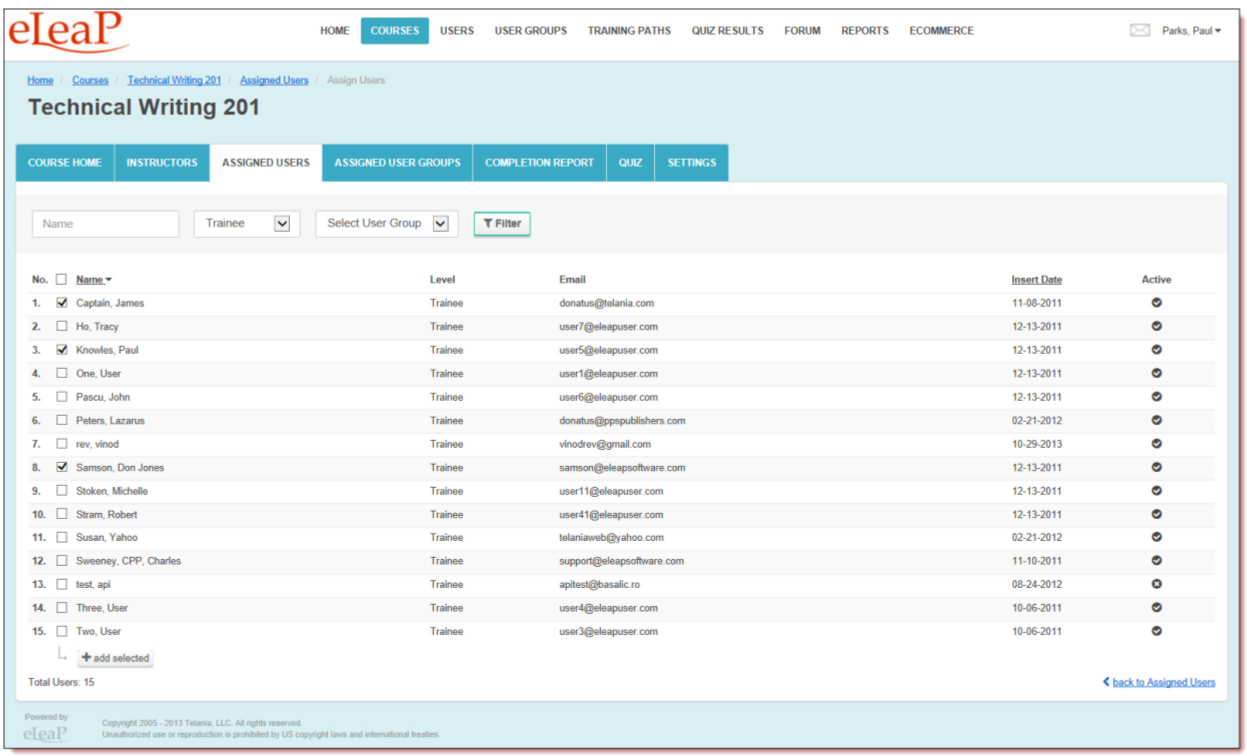


Assigned Users

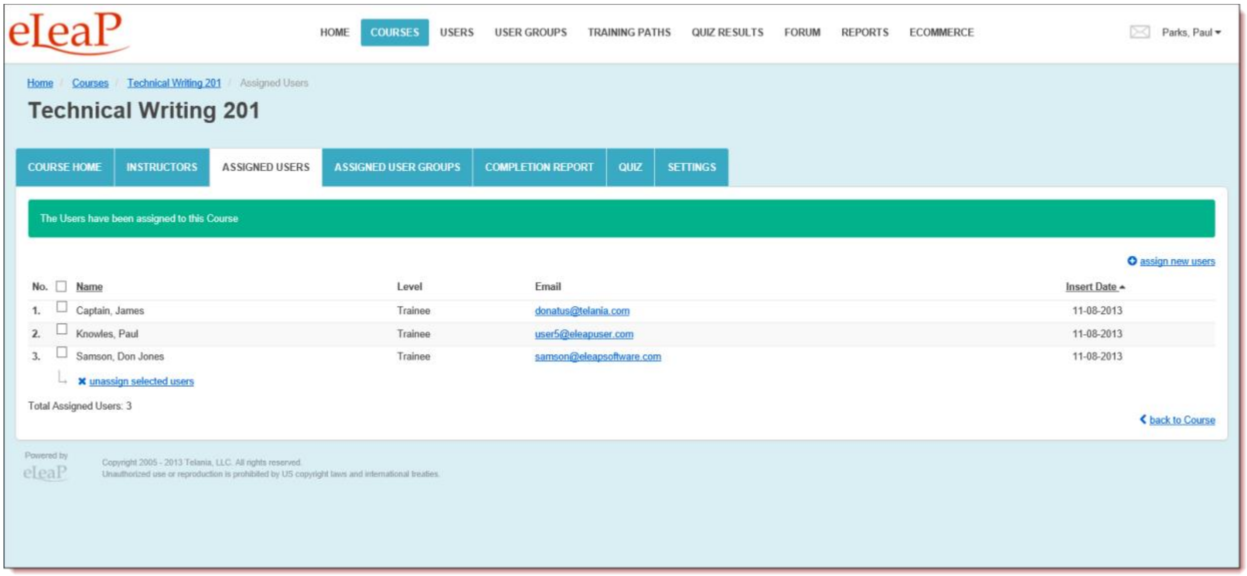
Selecting the **ASSIGNED USERS** tab on the **Manage Course** screen displays the **Assigned Users** screen, illustrated below. This screen is used to assign Users within the system to a Course. To begin the process, click the **assign new users** link.



The **Assign Users** screen, illustrated below, is displayed. You can filter the Users displayed here by entering a Name in the **Name** field, selecting a User Type from the **User Type** list, and/or selecting a User Group from the **User Group** list, and then clicking Filter.



To assign Users to the Course, select their check box on the **Users** list, and then click add selected. As shown in the following illustration, the system confirms that the Users have been added. You can click a User's **Email** link to send them Notification Emails pertaining to the Course at any time. Additionally, you can once again select the **assign new users** link to add additional Users, or select Users on the **Users** list and click **unassign selected users** to remove them from the Course.



The User who has been assigned to the Course will receive a Notification Email similar to the following example.

Paul,

You have been assigned to the following Course: **Users**

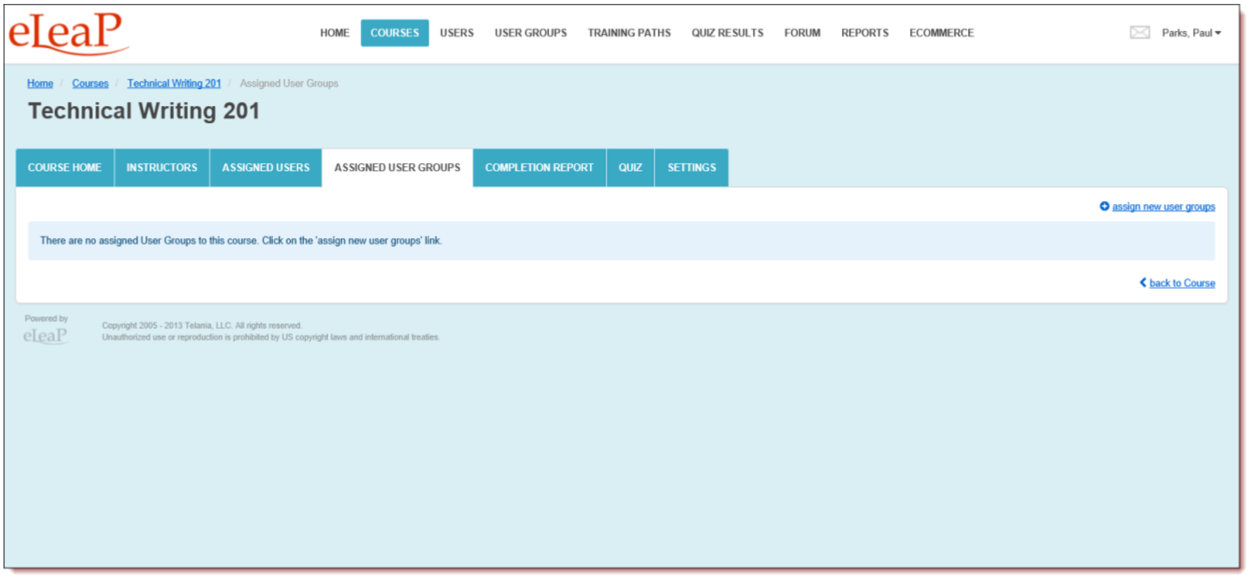
Please go to your account at https://eleapdemo.eleapdev.com/ to access this Course.

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Do not reply to this message.
Instead send your reply to help@eleapsoftware.com.
If you have received this email in error, please forward it immediately to support@eleapsoftware.com or contact eLeaP at www.eleapsoftware.com.
Sent: 11.12.2013 15:34

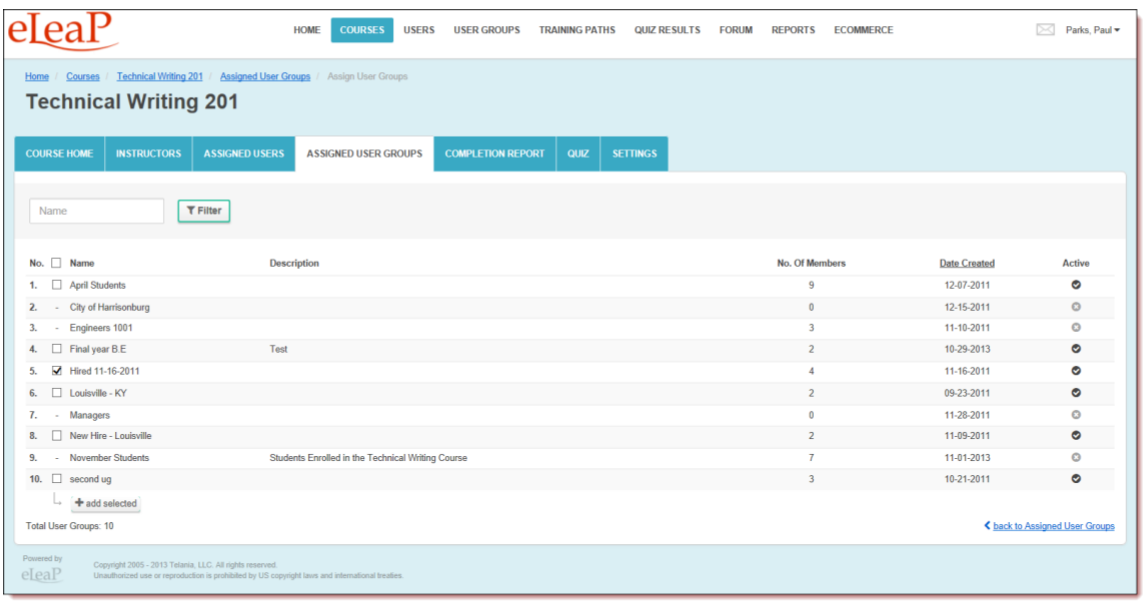
Assigned User Groups

Selecting the **ASSIGNED USER GROUPS** tab on the **Manage course** screen allows you to assign User Groups to a Course. As shown in the following illustration, the **Assign User Groups** screen is displayed.

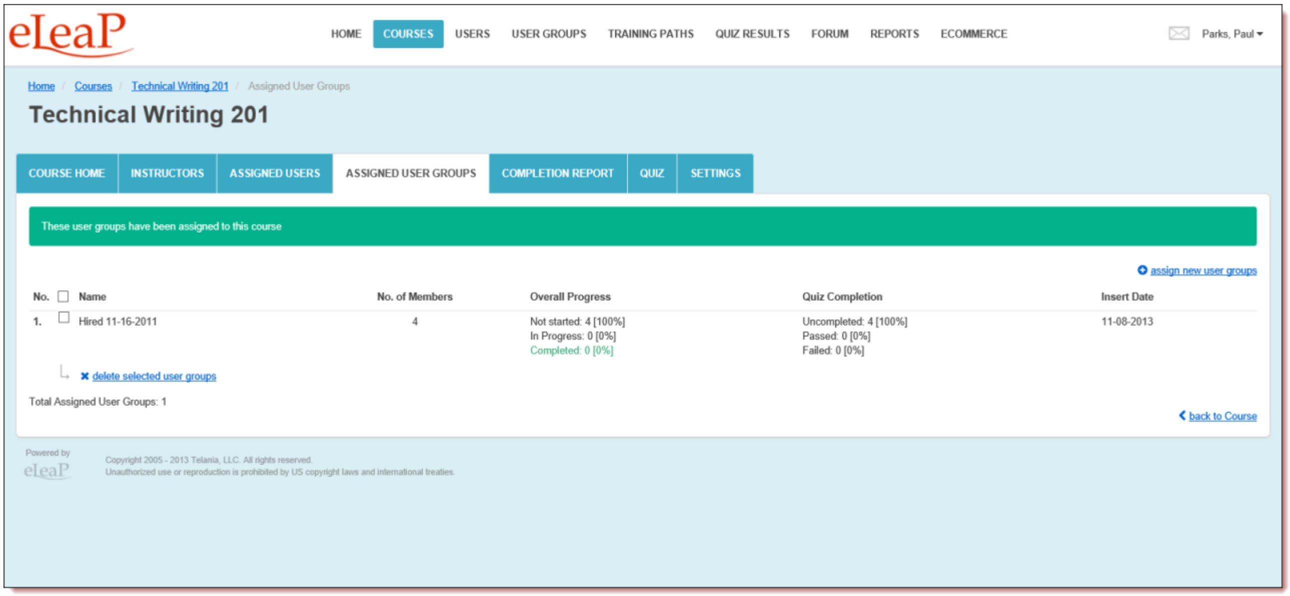
To begin the process of assigning User Groups to a Course, click the **add new User Groups** link.



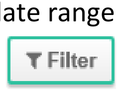
As shown in the following illustration, the **Assign User Groups** screen is displayed. You can filter what is displayed on the **User Groups** list by entering a User Group Name in the **Name** field and clicking Filter.



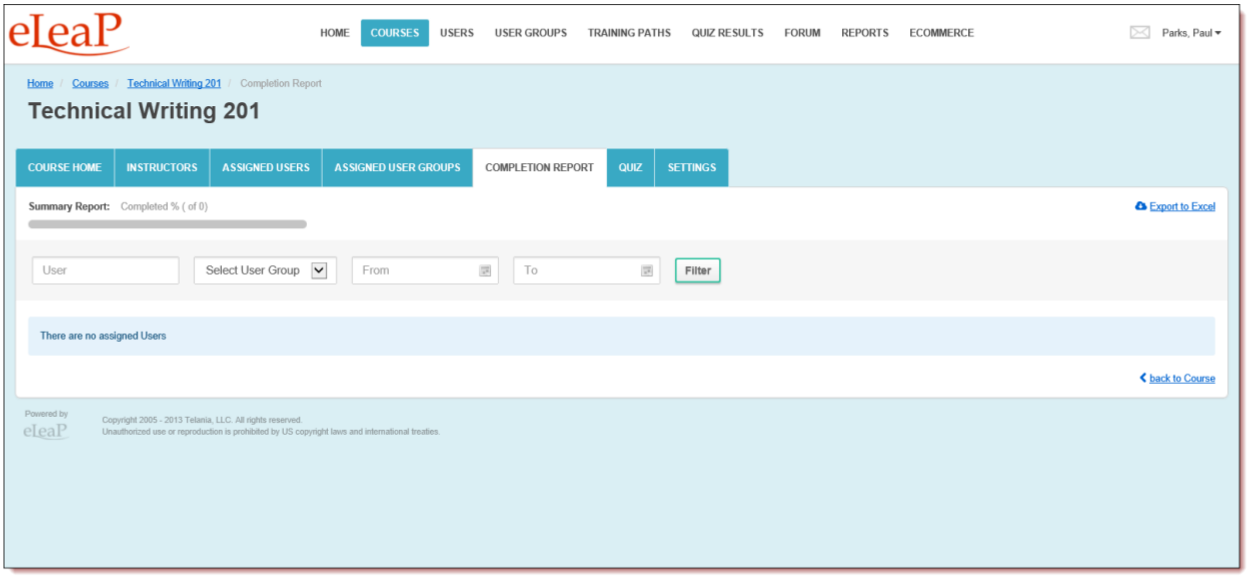
Select the check box for any User Group(s) that you want to assign to the Course and then click add selected. As shown in the following illustration, the system confirms that the User Group(s) have been assigned to the Course, with the Group's **Name**, **No. of Members**, **Overall Progress**, **Quiz Completion** and **Insert Date** details displayed. You can now click the **assign new User Groups** link to assign additional User Groups, or select User Group check boxes and click the **delete selected User Groups** link to remove those User Groups from the **User Groups** list assigned to the Course.



Completion Report

Selecting the **COMPLETION REPORT** tab on the **Course** screen displays the **Completion Report** screen, as shown in the illustration below. This screen displays all Completion Reports on a Completion Reports list, with the **Name**, **Email**, **Progress**, **Quiz**, **Quiz Completed**, **Release Certificate**, **Deadline**, **Active/Inactive** status and **Set Completed** status details shown for each report on the list. You can filter the results displayed on this screen by making a selection from the **User** list and/or the **User Group** list, entering a date range within the **From** and **To** fields (or using the **Calendar** icon to select those dates) and clicking 

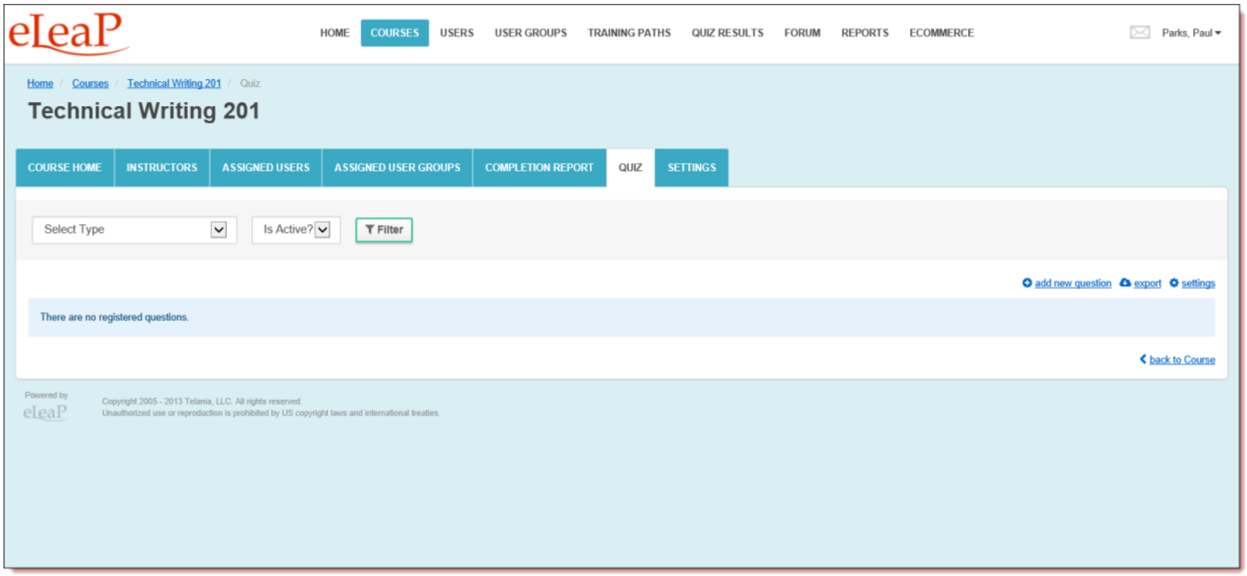
.



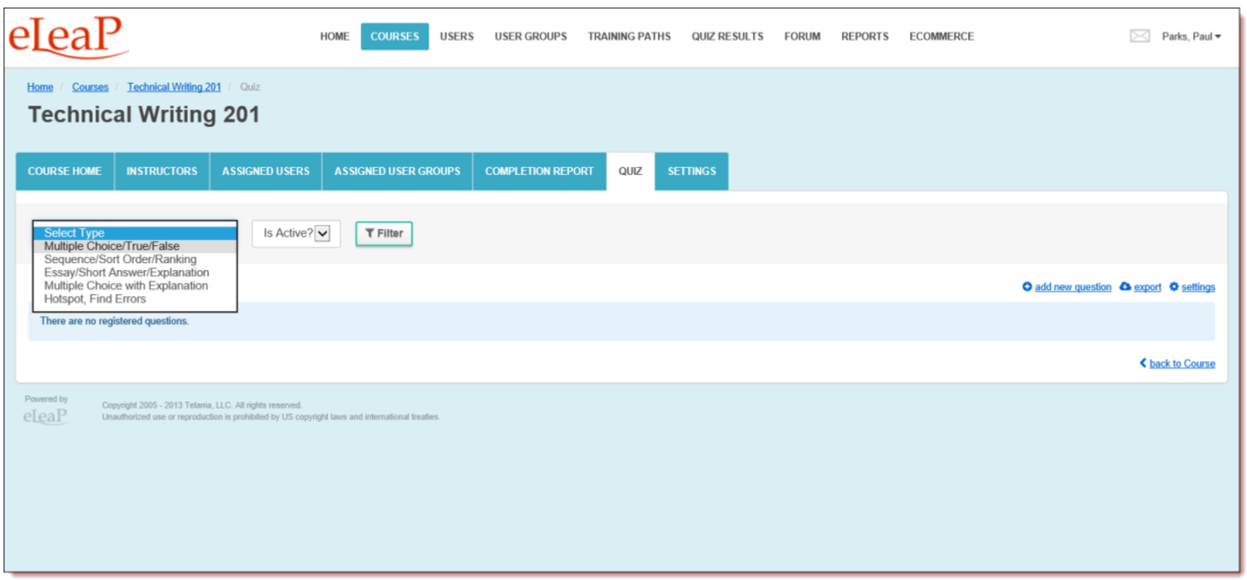
Quiz

Selecting the **QUIZ** tab on the **Manage course** screen displays the **Quiz** screen for that Course, as shown in the following illustration. eLeaP™ 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 return on investment (ROI) of your training programs.

You can filter the results displayed on the **Quizzes** list by making a selection from the **Type** list, making a selection from the **User Groups** list and/or entering dates within the **From** and **To** fields (or using the **Calendar** icon to select those dates), and then clicking Filter.

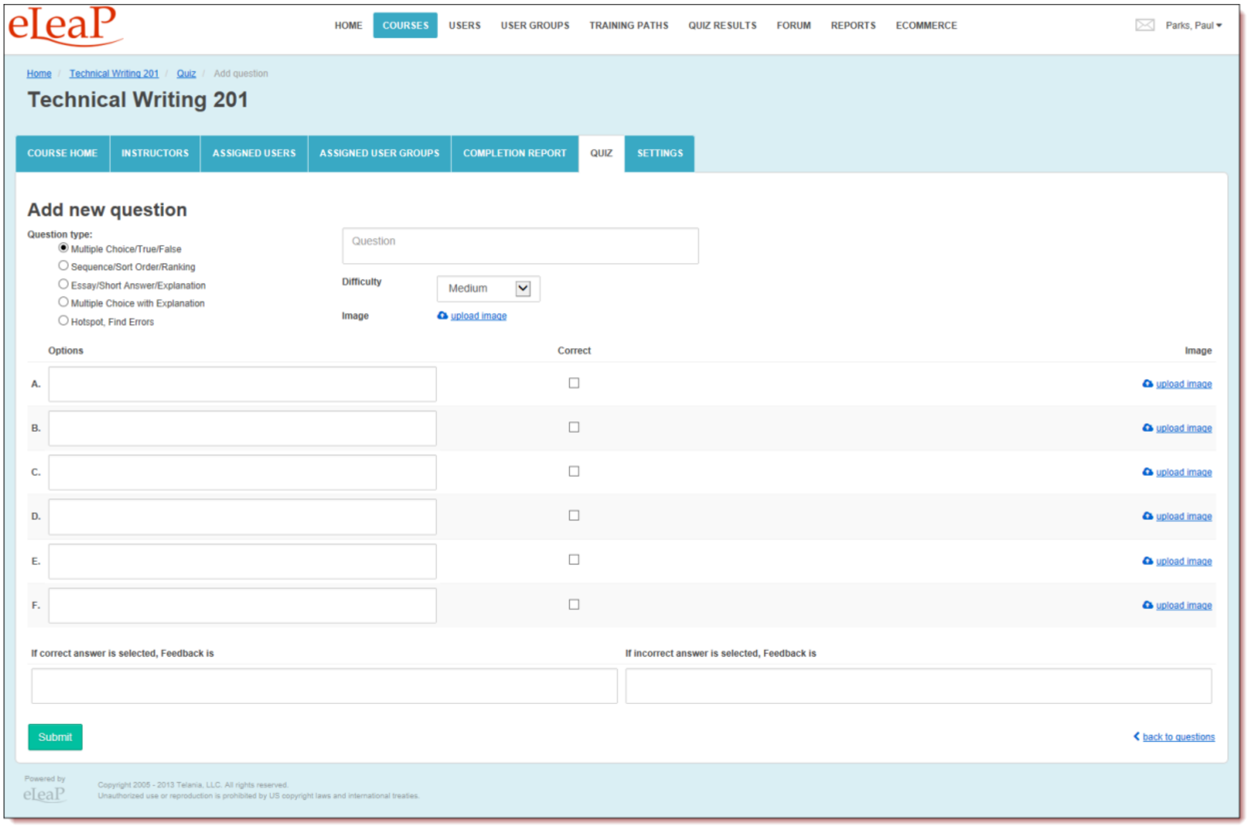


As shown in the following illustration, the following Quiz Types are available: **Multiple Choice/True False**, **Sequence/Sort/Order/Ranking**, **Essay/Short Answer/Explanation**, **Multiple Choice with Explanation** and **Hotspot, Find Errors**.



Once you have selected a Quiz Type, you can begin to add questions to it by selecting the **add new question** link, as shown in the following illustration.

The **Add new question** screen is displayed, as shown in the following illustration. Use the steps below to successfully add a new question to a Quiz.

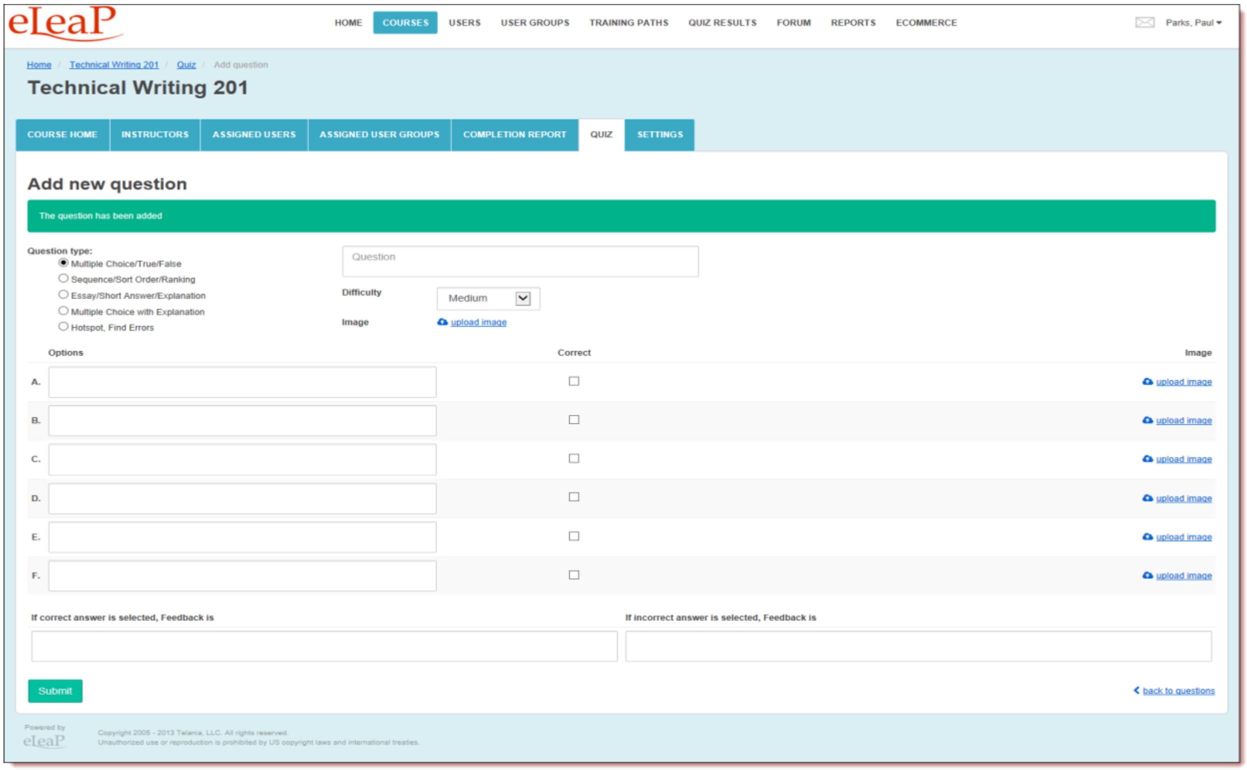


1. Select a Question Type from the **Question type** list.
2. Enter the question in the **Question** box.
3. Upload an image for each option, if desired, by clicking the **upload image** link.
4. Select the degree of difficulty for the Question from the **Difficulty** list. Available options are **Easy**, **Medium** or **Hard**.
5. Click the upload image link to upload an image associated with the Question. eLeap provides its users with the opportunity to use images within Questions and Answers. For example, if the Question was "Which of these two images represents the small intestines," they could upload an image of the large intestines as Option A and an image of the small intestines as Option B. Enter as many options as necessary with the **Options** boxes. In our example, only two would be necessary; one for if the answer is **True**, and another for if the answer is **False**.
6. Select the **Correct** checkbox for the option that represents the correct answer to the question.
7. Enter any Feedback desired when an answer is correct within the **If correct answer is selected, Feedback** is box.
8. Enter any Feedback desired when an answer is incorrect within the **If incorrect answer is selected, Feedback is** box.

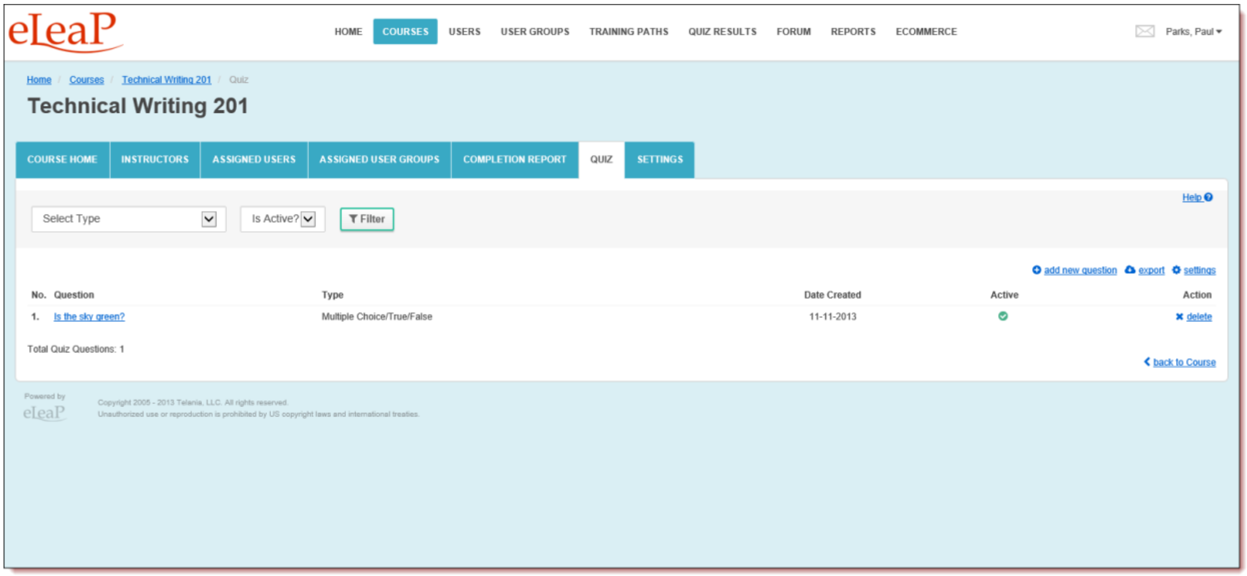
9. Click 

to create the question.

The system confirms that the question has been added, as shown in the following illustration, and you can add additional questions, if desired.

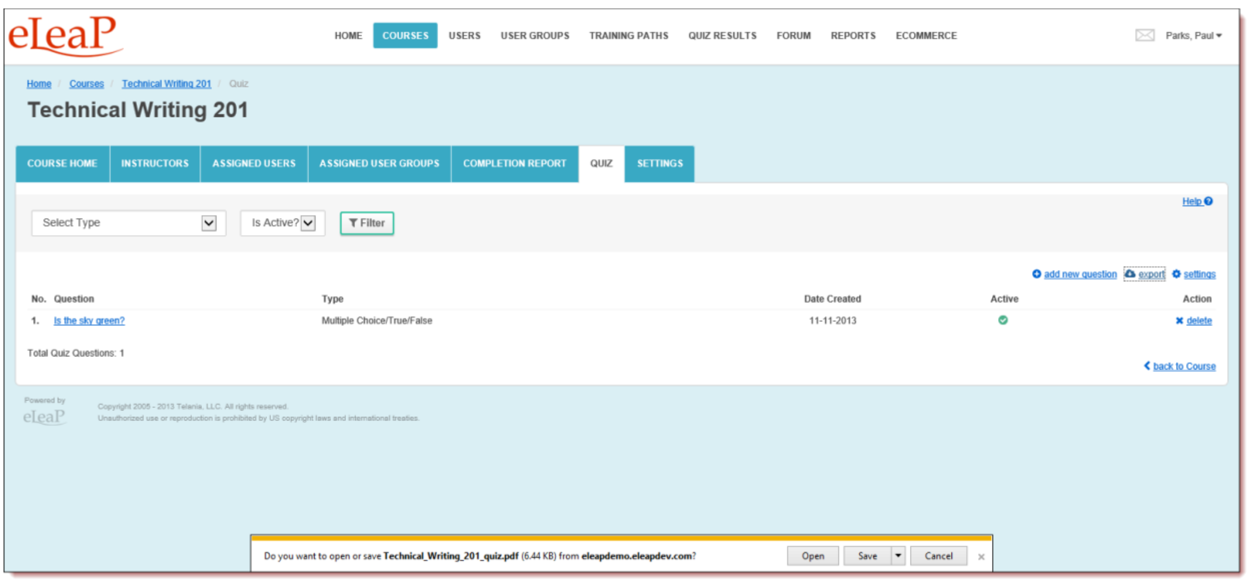


Re-selecting the **QUIZ** tab shows that the Question has been added to the Quiz, as shown in the following illustration.

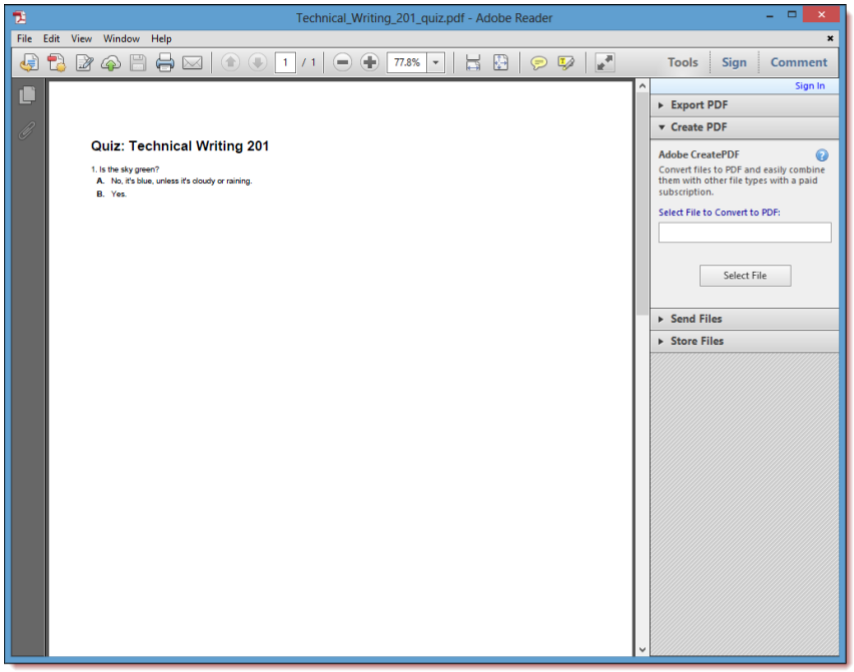


You can now click the **add new question** link to add an additional Question, click the **export** link to export the Quiz, and/or click the **settings** link to.

Clicking the **export** link will export a Quiz in .PDF format. As shown in the illustration below, you are given the option of **Opening** or **Saving** the Quiz.



Selecting the **Open** option will open the Quiz in your .PDF Reader, as shown in the following illustration, where you can save it to a location on your computer using the Reader's **Save** option on the **File** menu.



Quiz Question Facts

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

To create **Multiple Choice** or **True or False** quiz questions, select that Question option, enter 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 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™.

Repeat this process as many times as needed to create other Multiple Choice or True or False questions.

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 Submit to submit your question!

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 Submit to submit your question!

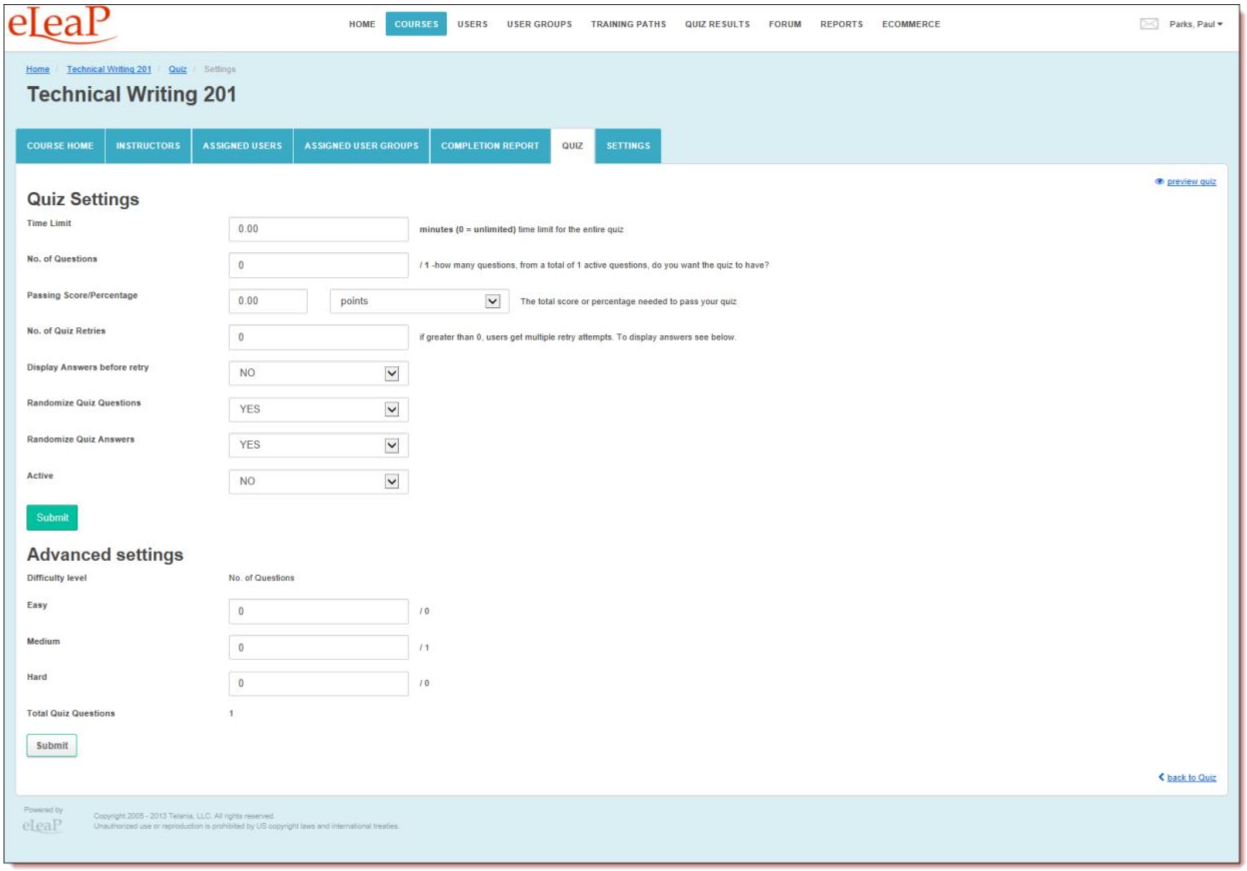
You can ask a Multiple Choice question but also require your Users or Trainees to explain their answer choice. Select the **Multiple Choice with Explanation** option for this type of question. You need to enter your question in the **Question** box, select the **Difficulty level** that is needed, upload 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 Submit to submit your question!

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, enter the question, select the **Difficulty level**, click the **upload image** link 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.

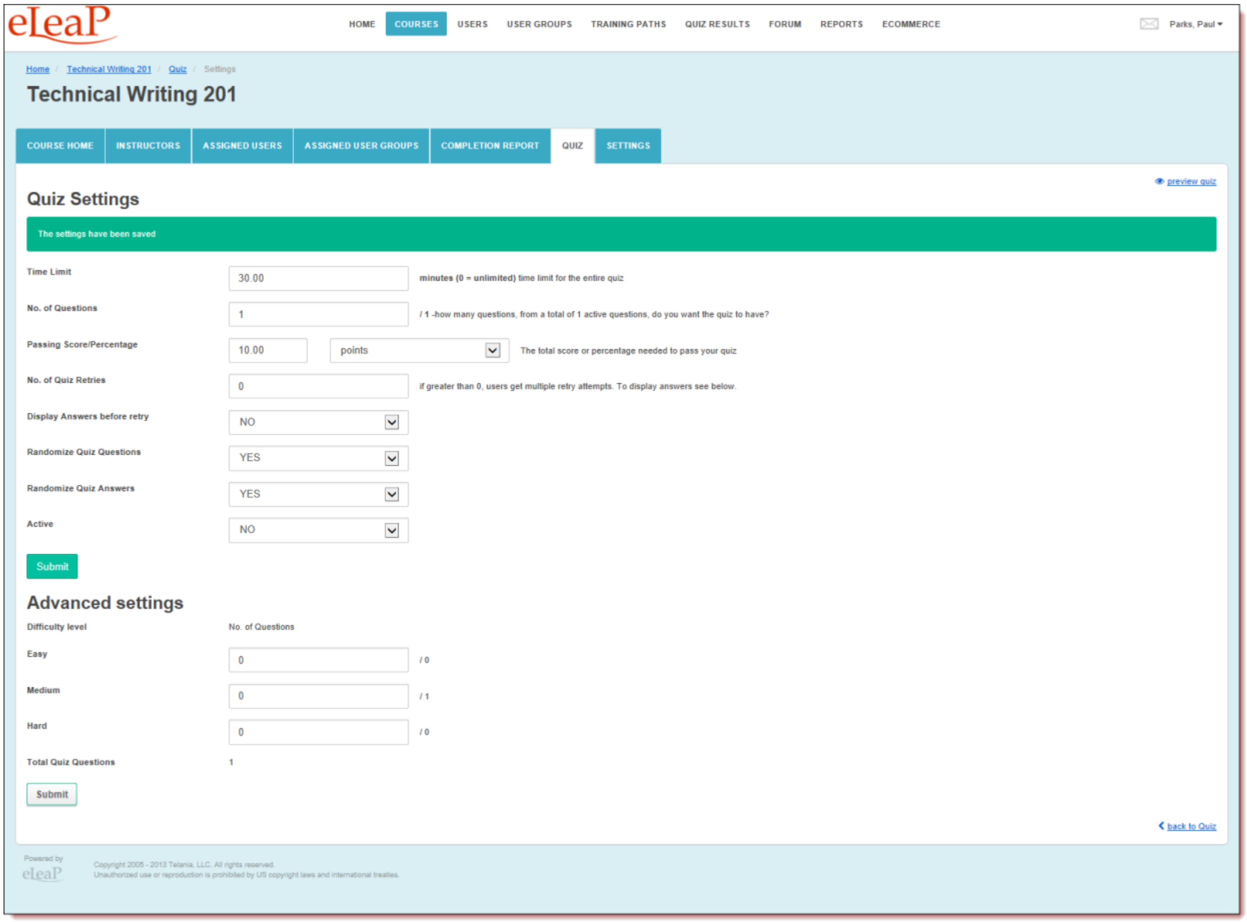
Quiz Settings

Selecting the **settings** link on the **Quiz** screen displays the **Settings** screen for the Quiz, as shown in the following illustration. Use the steps below to successfully navigate the **Settings** screen.



1. Enter a Time Limit for the entire Quiz in the **Time Limit** field, in **Minutes**.
2. Enter the number of Questions that you want to have in the **No. of Questions** field.
3. Enter the Total Score or Percentage necessary to pass the Quiz in the **Passing Score/Percentage** field, selecting **points** or **percentage** as the basis for passing the Quiz.
4. Enter the number of retries available for students who don't pass the Quiz in the **No. of Quiz Retries** field. If greater than **0**, users get multiple retry attempts. To display answers, see below.
5. Select the **YES** option or the **NO** option to indicate whether or not to display answers before a retry from the **Display Answers before retry** list.
6. Select the **YES** option or the **NO** option to indicate whether you want to randomize the quiz questions or not from the **Randomize Quiz Questions** list.
7. Select the **YES** option or the **NO** option to indicate whether you want to randomize the quiz answers or not from the **Randomize Quiz Answers** list.
8. Select the **YES** option or the **NO** option to indicate whether or not the Quiz is **Active** or **Inactive** from the **Active** list.
9. Click Submit to save the Quiz to the system. The system confirms that the Quiz Settings have

been saved, as shown in the following illustration.



10. Within the **Advanced Settings** portion of the screen, enter the number of Questions with a difficulty level of **Easy**, **Medium** or **Hard**, and then click .

Quiz Settings 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 have 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.

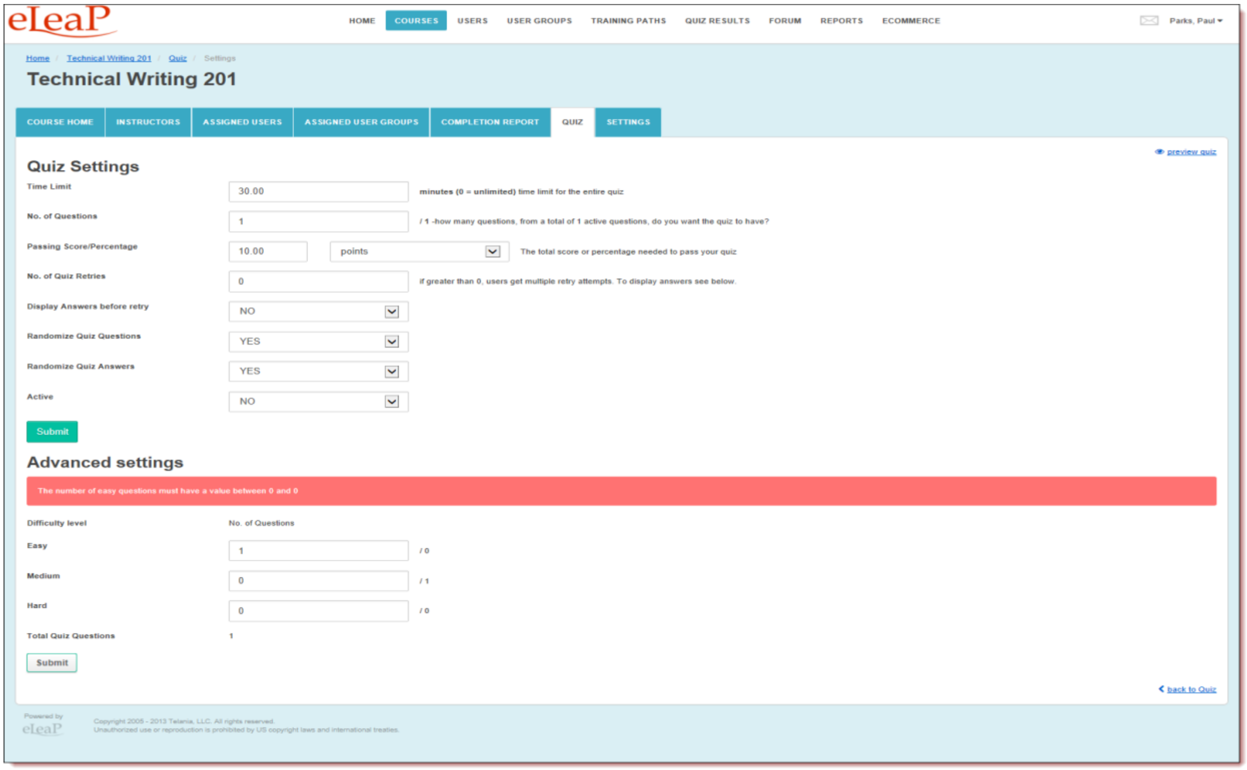
c. **Passing Score**: What is the minimum score a user would have to achieve to pass your quiz assessment? From the example above if you need your users to correctly answer 20 questions out of 25 total questions to pass your quiz then type in 20 questions in the [Passing Score] field.

d. **Passing Percentage**: You can alternatively 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 attempt. 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

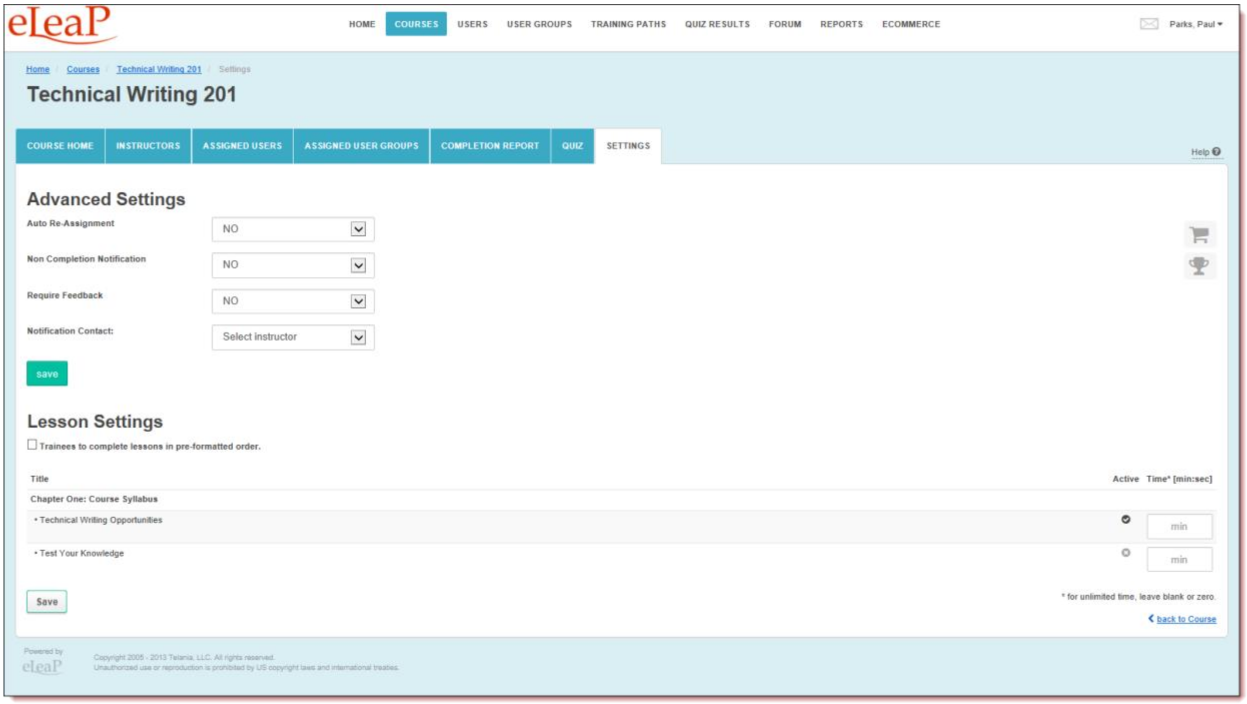
eLeaP™ makes it easy to automatically set and assign different difficulty levels of quiz questions to your users. Let's say out of a total of 30 questions in your Question Bank, you want the eLeaP™ system to designate 10 questions as Easy, 10 questions as Medium and 10 questions as Hard or Difficult.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

As shown in the following illustration, the system confirms that the Advanced Settings have been saved.



Settings

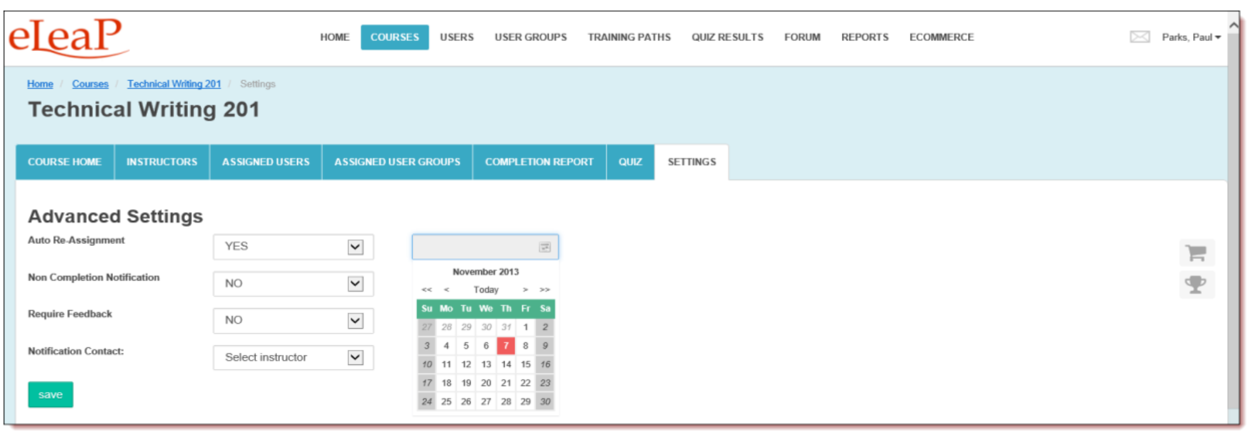
Selecting the **SETTINGS** tab on the **Manage course** screen displays the **Settings** screen for the Course, as shown in the following illustration. Use the steps below to successfully navigate the **Settings** screen.



Advanced Settings

Within the **Advanced** settings portion of the screen:

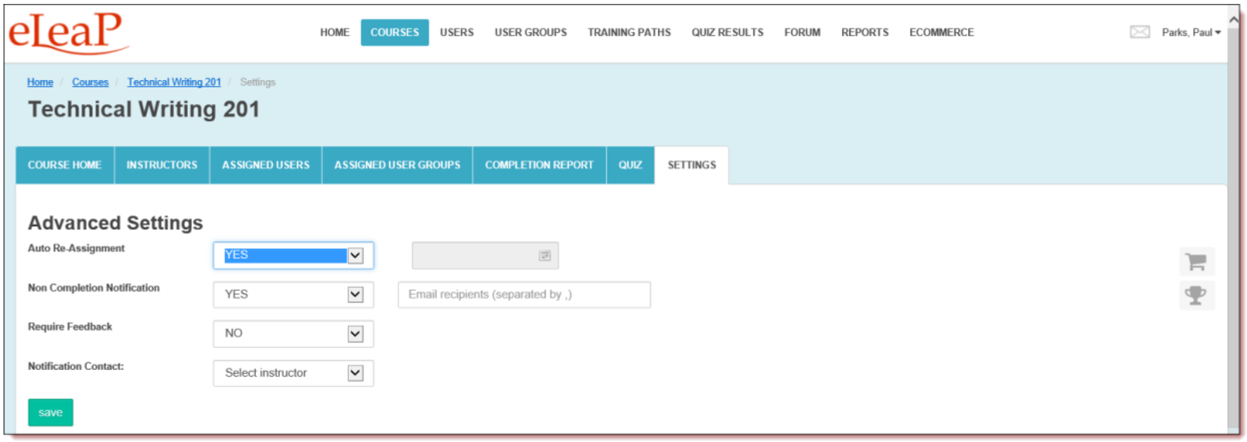
1. If you need to re-assign your course sometime in the future – like annual training, etc., you can use the Auto Re-Assignment feature to easily set this. First select **YES** for Auto Re-Assignment, and then click the Calendar logo to display the calendar, as shown in the following illustration.



You can then advance the calendar to select the relevant date for auto re-assignment.

2. If you have this feature activated, you can select the **YES** or **NO** option from the **Non Completion**

Notification list to indicate whether or not Users not completing the Course will be notified via Email. Sometimes 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, as shown in the following illustration. The system will send an email showing users who have not completed their training when the course deadline expires.



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

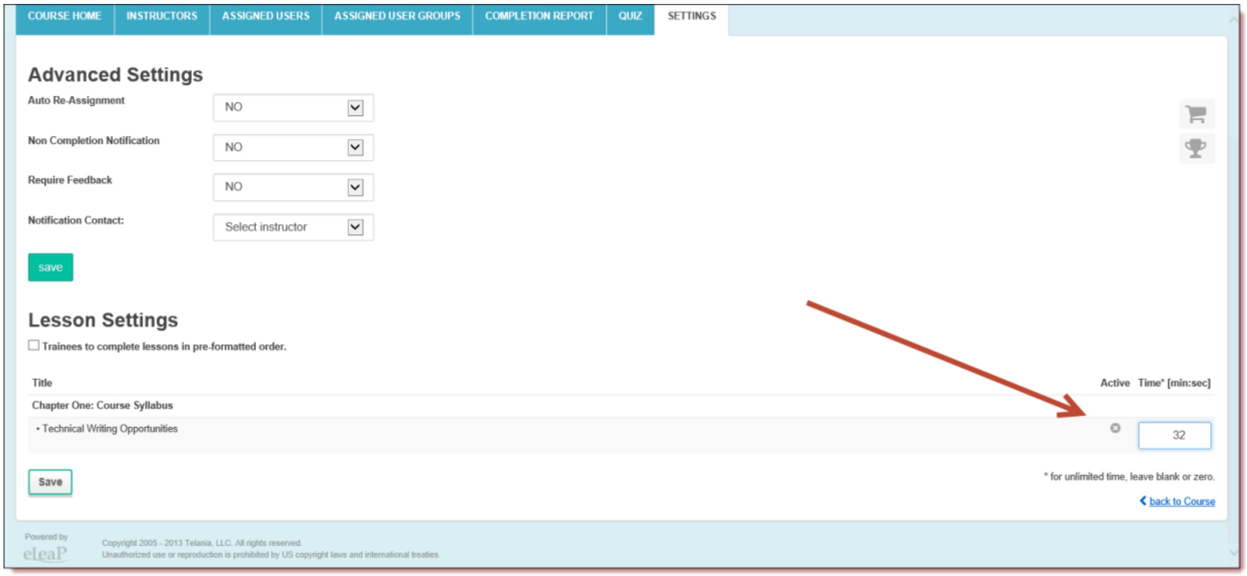
3. Select the **YES** or **NO** option from the **Require Feedback** list to indicate whether or not Feedback will be required for the Course. Select **YES** to make users have to complete the feedback form as part of their course completion requirements. Until they complete the feedback form, the course will not be set as Completed.
4. 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. Select an Instructor from the **Instructor** list to indicate who the **Notification Contact** is for the Course.
5. Click 

to save these settings to the system. The system confirms that the settings have been saved, as shown in the following illustration.

Within the **Lesson Settings** portion of the screen:

6. Select the **Trainees to complete lessons in pre-formatted order** check box if the Course will require that the Trainees taking it must complete the Lessons within the Course in a pre-formatted order. This prevents users from 'skipping' around in your course. This means that users will be required to complete each lesson sequentially. They can't go to lesson 'C' without first viewing lessons 'A' and 'B'.

7. Use the Advanced Settings to set minimum time requirements for each lesson or set a pre-determined navigation for your course, as shown in the illustration below. 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.

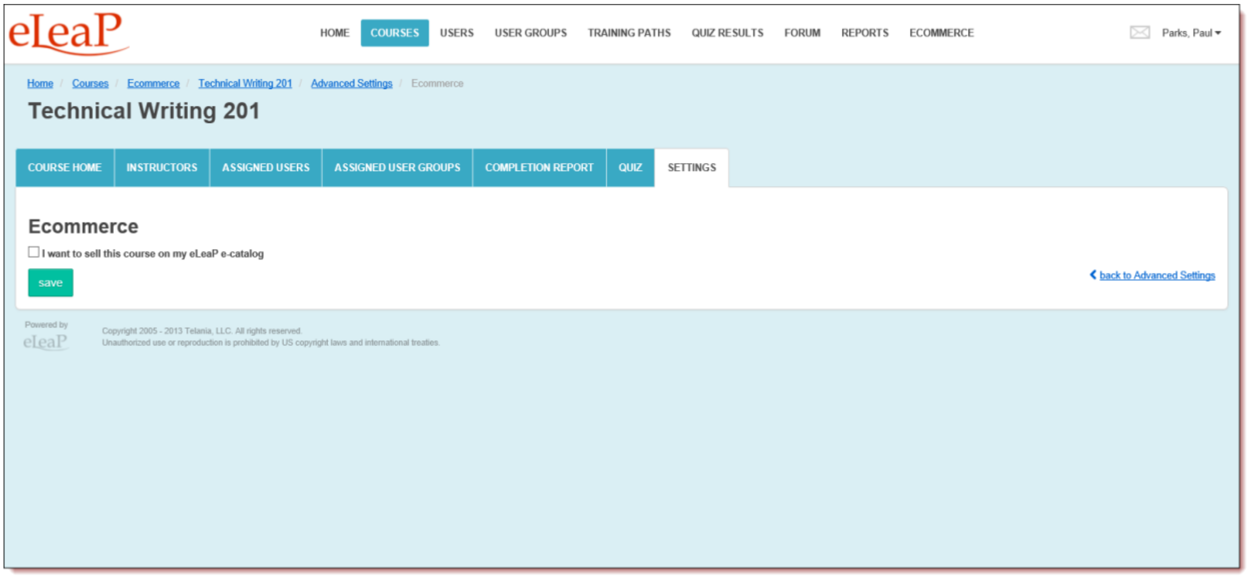


8. Click **Save** to save this change to the system. The system confirms that the Lesson Settings have been saved, as shown in the following illustration.

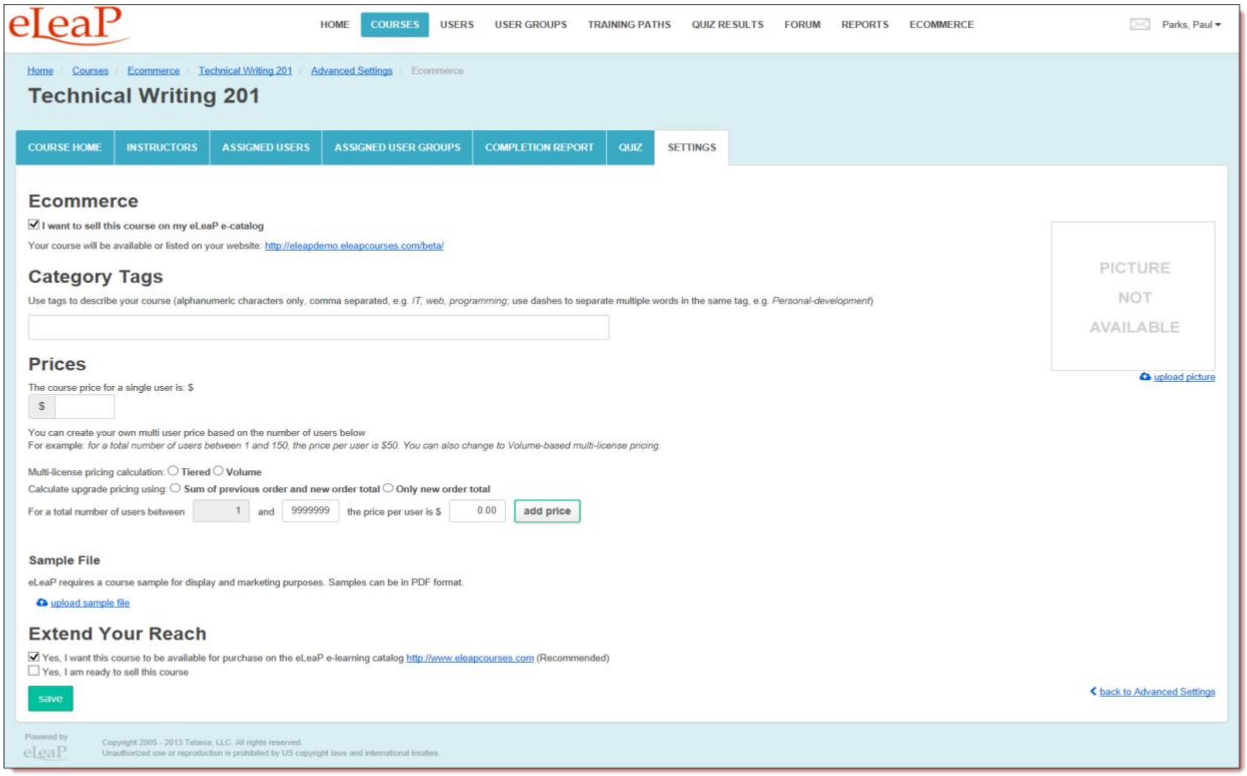
Note: To make the minimum time requirement feature work well, combine it with a quiz assessment. eLeaP will not allow a user to access the quiz without spending the requisite amount of time on your course.

Ecommerce

Selecting the **SETTINGS** tab within the **Advanced Settings** portion of the **Settings** screen displays the Ecommerce screen, illustrated below. Select the **I want to sell this course on my eLeaP e-catalog** check box if you want to sell this Course on your eLeaP e-catalog.



The screen expands, as shown in the following illustration, so that you can configure the necessary settings to accomplish this task. Use the steps below to successfully configure these settings.



Within the **Category Tags** portion of the screen:

1. Use tags to describe your course (alphanumeric characters only, comma separated, e.g. *IT, web, programming*; use dashes to separate multiple words in the same tag, e.g. *Personal-development*).

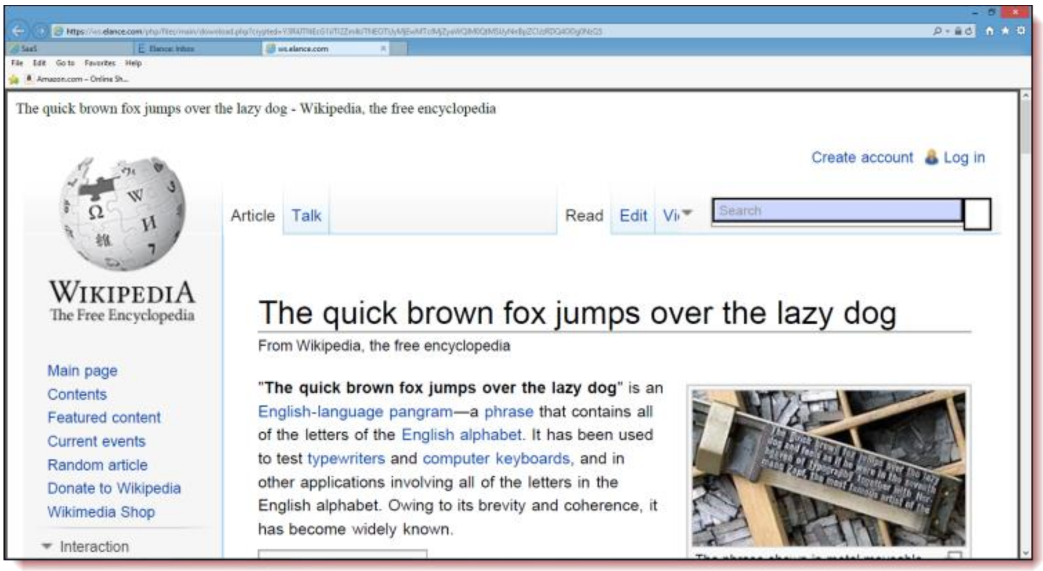
Within the **Prices** portion of the screen:

2. Enter the price for a single user to take a Course; for example, $10.
   Note: You can create your own multi user price based on the number of users below. For example, for a total number of users between 1 and 150, the price per user is $50. You can also change to Volume-based multi-license pricing.
3. Select either the **Tiered** or **Volume** radio button for the **Multi-license pricing calculation**.
4. Select either the **Sum of previous order and new order total** or the **only new order total** radio button as the **Calculate upgrade pricing using method** option, as appropriate to this Course.
5. Enter the upper range value in the **Upper Range** field for the number of Users and then click add price. The pricing will be added to the Pricing Structure. Once pricing has been added, you can click the **delete** link to remove it.

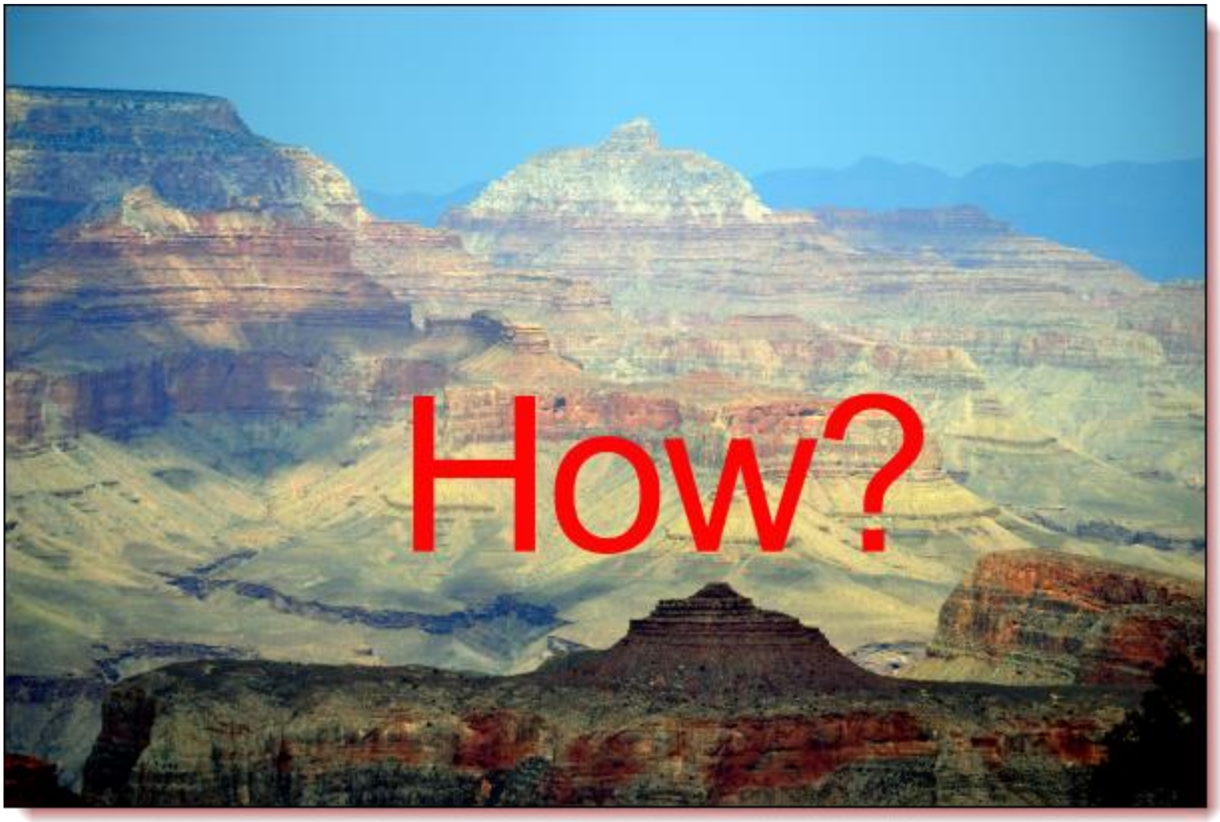
Note: Since pricing is cumulative, deleting a single price level will void all other price levels.

Within the **Sample File** portion of the screen:

6. Click the **upload sample file** link. eLeaP requires a course sample for display and marketing purposes. Samples can be in PDF format. The screen expands to display an **Upload File** field. Click Browse... to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click Open to populate the **Upload File** field, and then click Upload File to upload the File



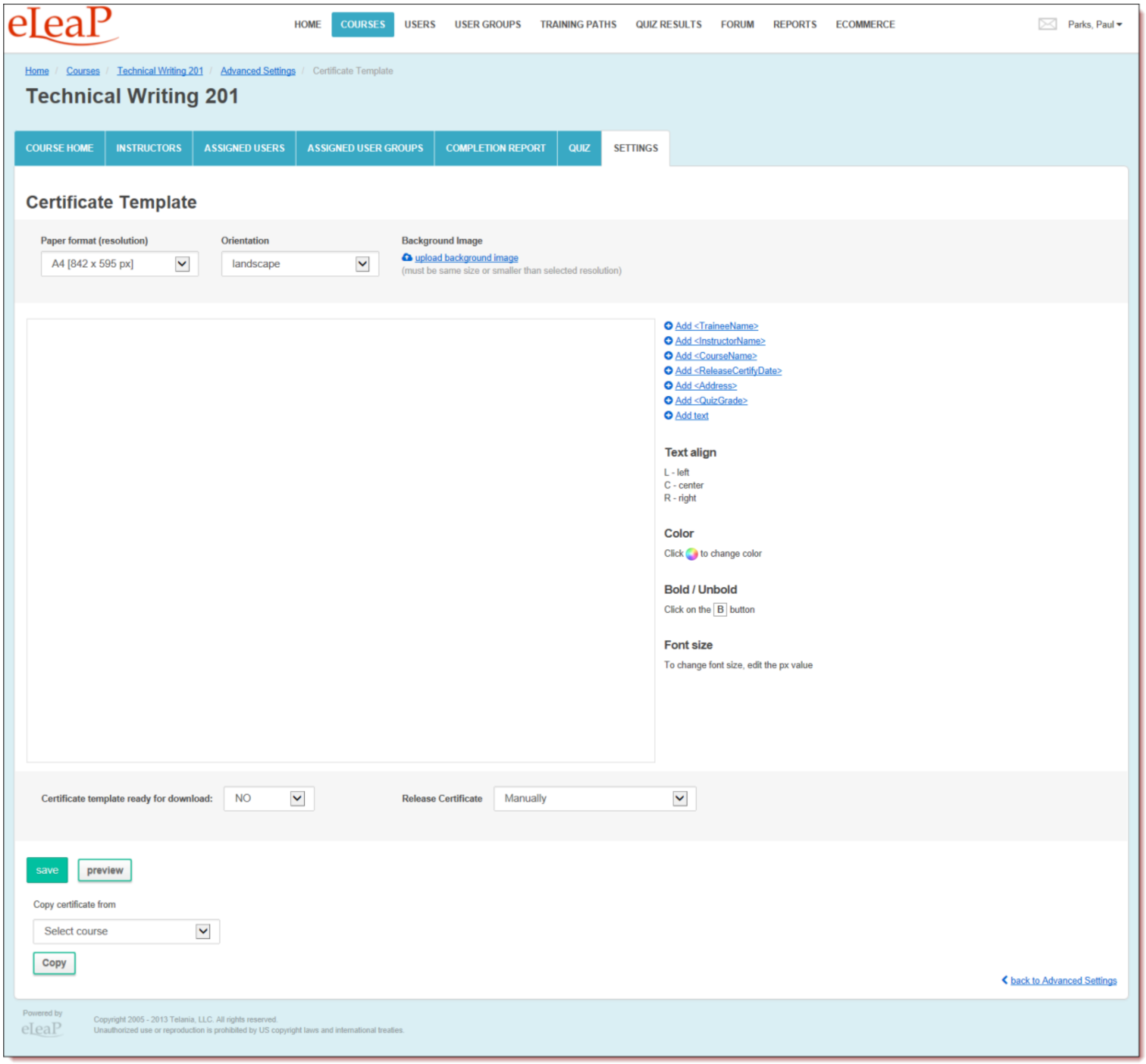
7. Select the **Yes, I want this course to be available for purchase on the eLeaP e-learning catalog** http://www.eleapcourses.com **(Recommended)** check box and/or the **Yes, I am ready to sell this course** check box, as appropriate to your circumstances.
8. Click the **upload picture** link to associate an image with the Course. The screen expands to display an **Upload File** field. Click Browse... to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click Open to populate the **Upload File** field, and then click Upload File to upload the File.



9. Click save to save your changes to the system.

Certificate Template

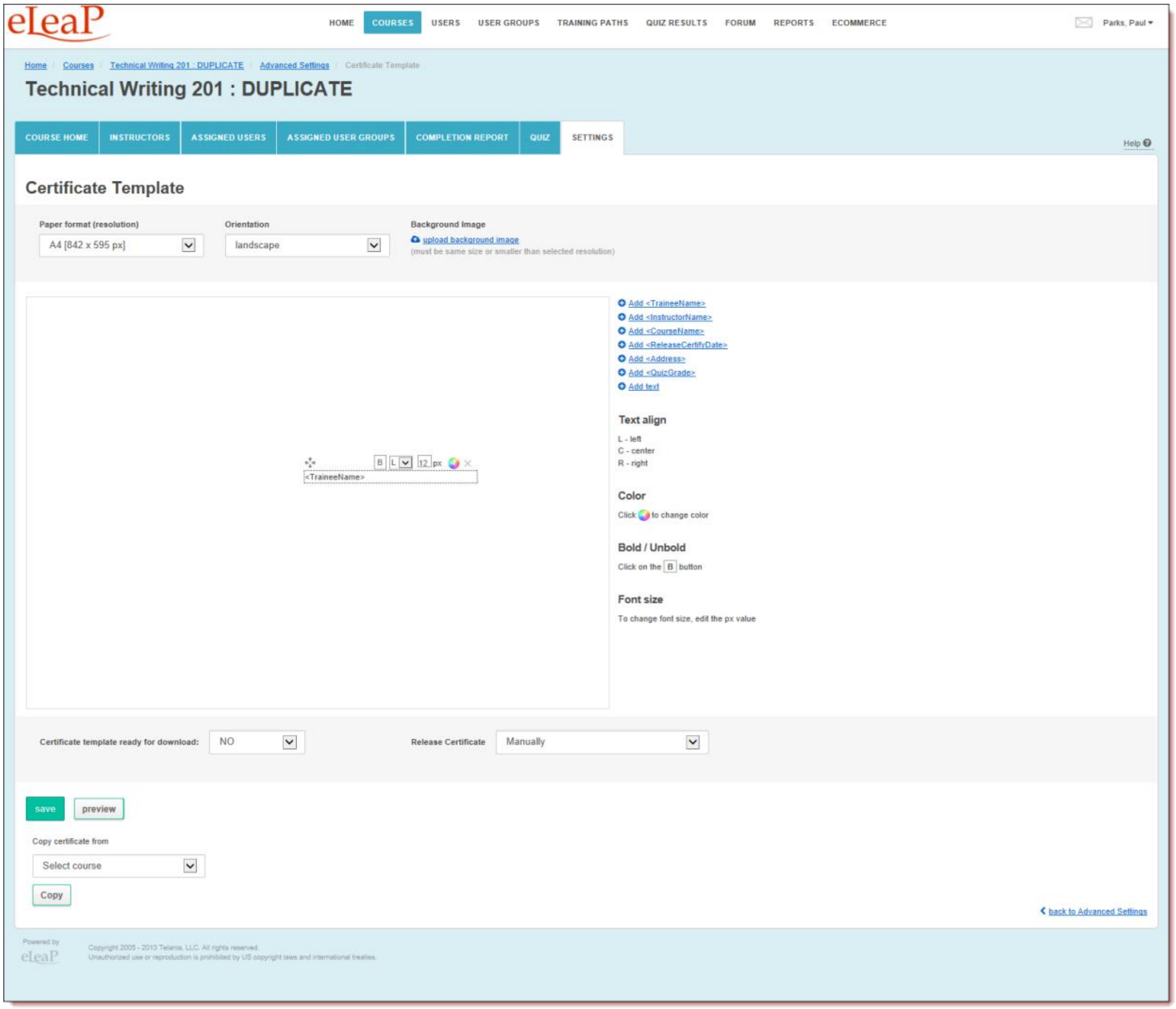
To create and deploy completion certificates, click . The **Certificate Template** screen, illustrated below, is displayed. Use the steps below to create a Certificate Template.



1. Click **Upload background image** to 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.

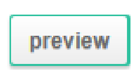
2. Select the appropriate page size from the Paper format (resolution) list
3. Select the appropriate orientation from the Orientation list.
4. Use the following options, as appropriate, for your Completion Certificate:
    - Add <Trainee Name>
    - Add <Instructor Name>
    - Add <Course Name>
    - Add <ReleaseCertifyDate>
    - Add <Address>
    - Add <QuizGrade>
    - Add <Text>

When a field is added to the Template, as shown in the following illustration, you can modify its appearance using the available options. You can set the text alignment as Left (L), Center (C) or Right (R), set the Color for the text by clicking , make the text Bold by clicking B, and set the Font Size for the text by modifying the px value.



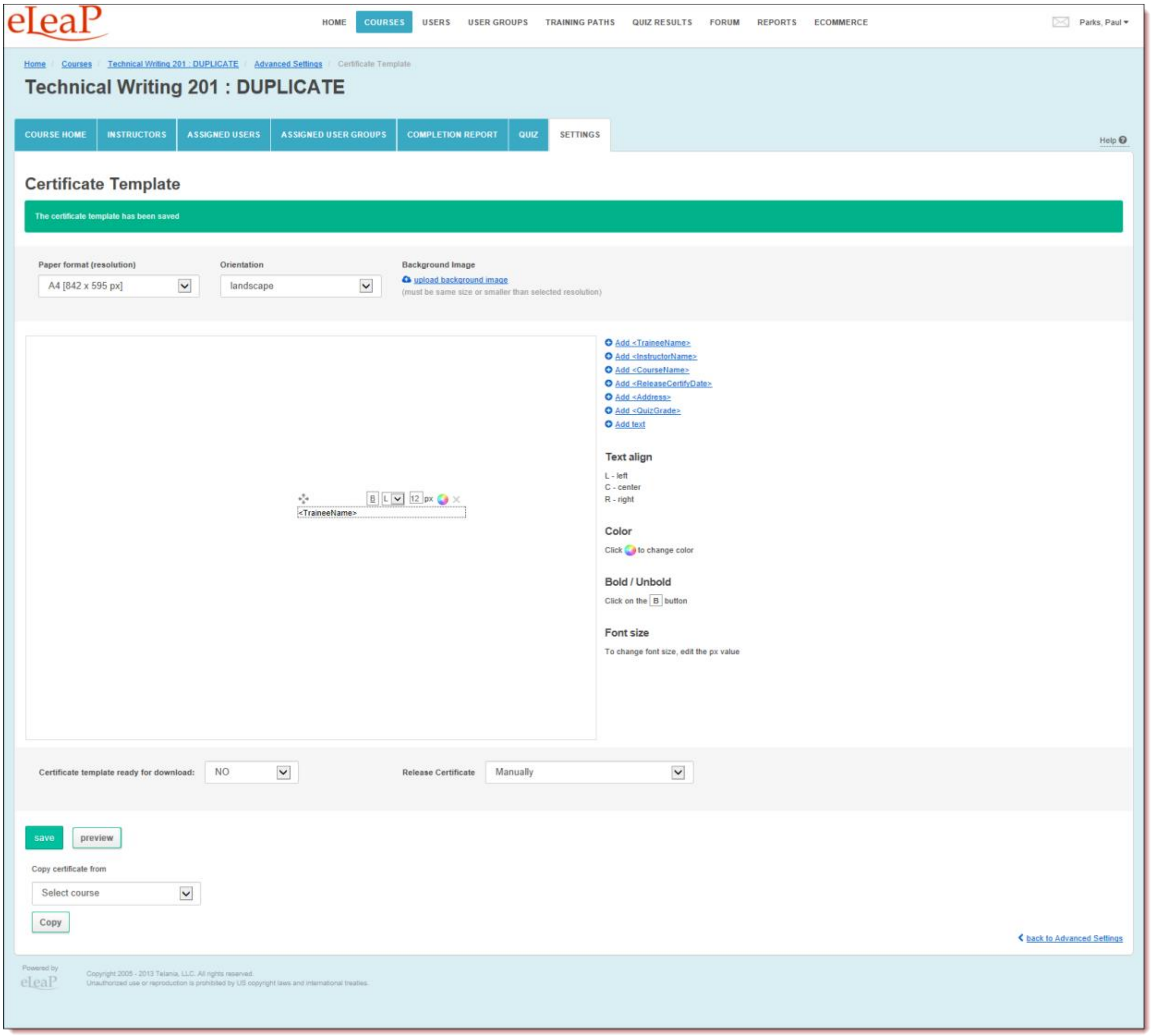
5. Select **YES** OR **NO** from the **Certificate Template Ready for Download** drop down, to indicate whether or not the Certificate Template is ready to be downloaded.
   You can then set the rules for your certificate to be deployed. For example: you can manage this process manually or issue certificates after a course is completed. You can also set eLeaP to automatically release a certificate if a user has successfully completed a quiz assessment.

6. Select either the **Manually**, **After course completion**, or **After course and quiz completion** option from the **Release Certificate** drop down.

7. Once you have added all of the Fields that you are going to use, click 

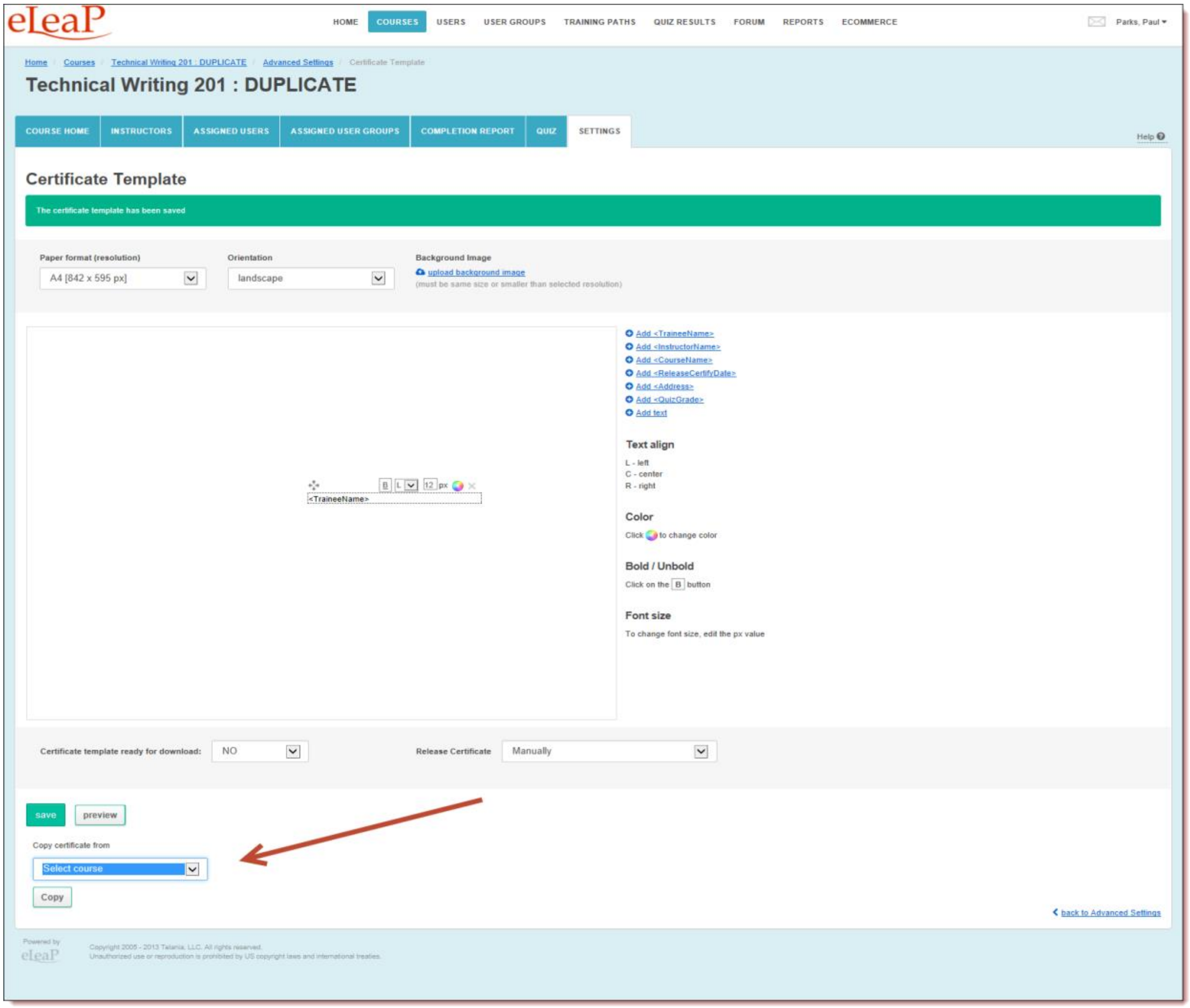
   to display a Preview of the Certificate.

8. Once you are satisfied with the options/selections you have chosen, click save. As shown in the following illustration, the system confirms that your changes have been saved.

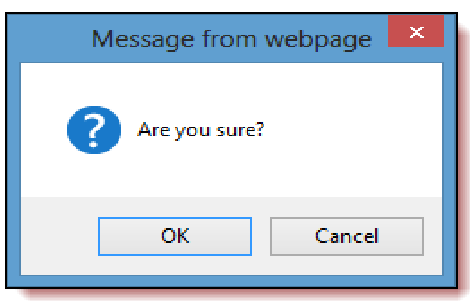


Note: If your certificate is set to release upon a successful Quiz completion, you need to make sure you have created and set up or activated your quiz.

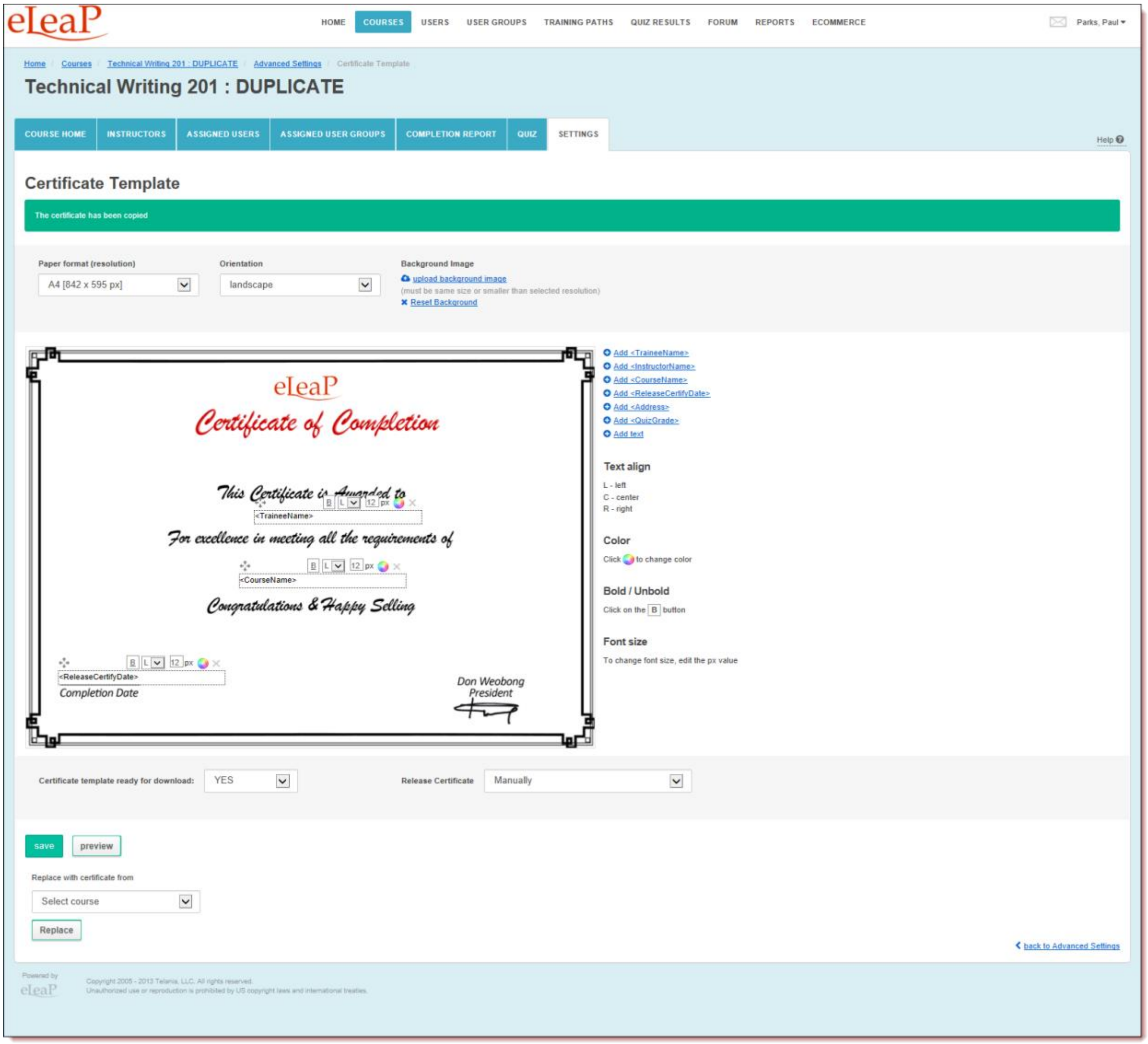
To quickly create a new Certificate, you can copy one that was created for another course by selecting that Course on the Copy certificate from drop-down, as shown in the following illustration, and clicking Copy.



The system displays a warning message before performing the copy function to ensure that is your intention. Click OK to perform the copy function.



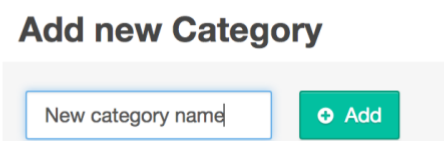
The illustration below shows a completed Certificate Template:



Categories

Categories are an important way to manage your course content. Think of categories as specific sections that will contain specific types of courses. Say you want to have your content organized by Leadership Training, Compliance, Orientation, Safety and so on, then use the category system to organize them. Course categorization is also a great way to create Training Paths made of specific courses from specific groups of content.

To create a category, you can go to the MANAGE CATEGORIES tab and enter the name of the new category you want to add.



Edit Categories

To edit categories, click the edit link to edit the name of the category. Please note that the name of the category can change and does not impact the category ID.

Delete Categories

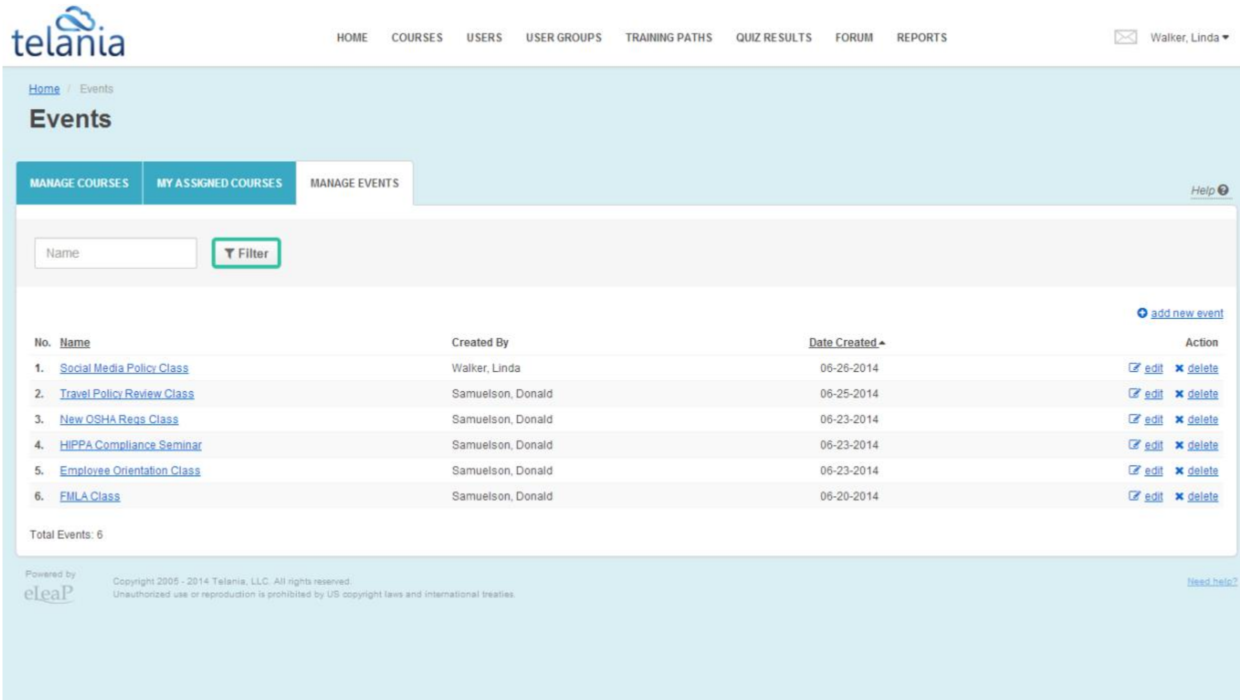
To delete categories, click the delete link. Confirm the deletion by clicking the [Ok] button on the popup message.

Note: You can also create course categories during the course creation process.

Events

Use Events to manage classroom training or Instructor-led training. If you need users to self-enroll for upcoming classes or courses, the Events system will deliver.

Selecting the MANAGE EVENTS from the COURSES menu, displays the Events you have created with **Name**, **Created By**, **Date Created** and **Action** details shown for each Event on the Events list.



You can filter Events displayed by entering Event name and clicking Filter.

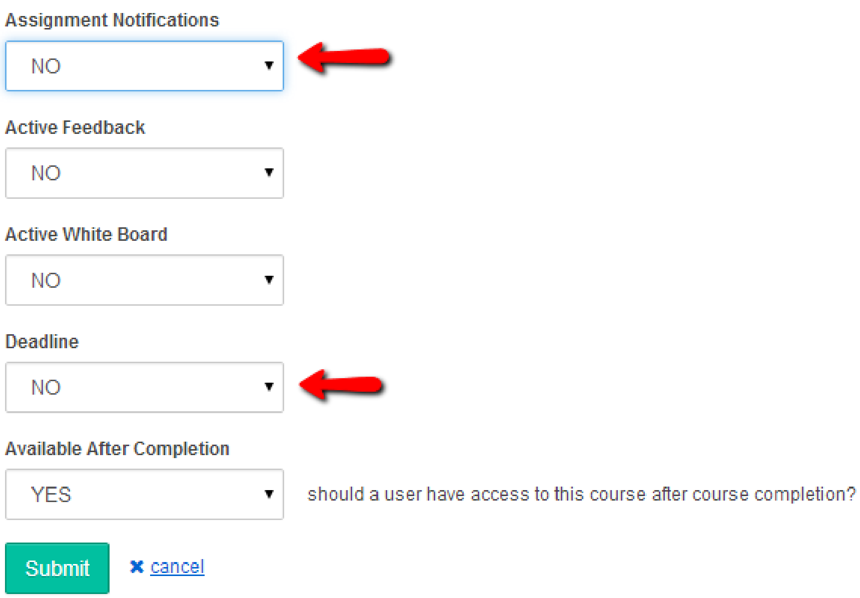
Event Courses

eLeaP Events require you to prepare a simple eLeaP course to be attached to your Event. A simple course can be created in 2 minutes. Here's what do to do:

Add Event Course

Go to [COURSES] or click on [MANAGE COURSES] if you are already in the Events section. Click [add new course] to start adding in your new course.

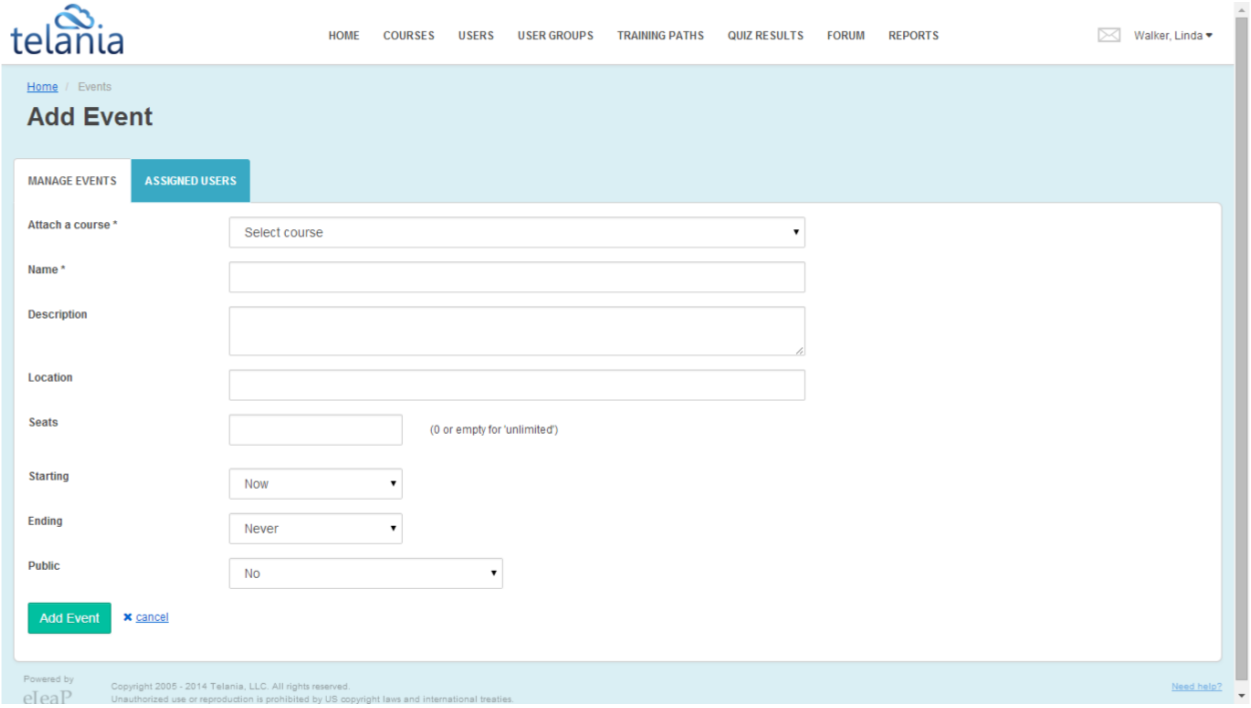
IMPORTANT: Event courses should not have deadlines set. Also make sure to set Assignment Notifications to **No**. This will ensure that users are not getting conflicting email messages. See an illustration below:



You can also duplicate your existing course to make a new course.

Adding a New Event

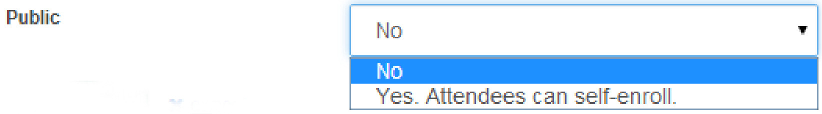
Selecting the add new event link from the **Manage Events** screen displays the **Add Events** screen as shown in the following illustration. Use the steps below to successfully add a new Event to the system.



1. Use the drop down selector to select a **Course** to attach to your new Event. *Please note that courses are required for Events in order for eLeaP to properly track and document completions. Plus you can issue certificates, assign quizzes and distribute documents and handouts using the courses. Check the course settings to make sure Assignment notifications are turned off and deadlines are not set.*
2. Enter a **Name** for the new Event in the Name field.
3. Enter a **Description** for your new Event. Descriptions are not mandatory.
4. Enter a **Location** for your new Event
5. Enter the number of available **Seats** for your new Event. You may leave this field blank or 0 (zero) for unlimited seats.
6. Select whether your event starts **Now** or at some future date and time. For a future date and time, select the **Fixed time** option
    a. Should you select **Fixed time**, use the calendar to select the date and then use the hour selector to select the hour the event starts.
    b. Use the **minutes** selector to select the minute the event starts. For example, an event that starts at 8:45, you will select 8 for hours and 45 for minutes.
    c. Use the **AM/PM** selector to indicate if your event starts in the morning or afternoon.
7. Select the **Ending** time for your Event using the same procedure as in (6) above. You may leave it as **Never** if you don't wish to enter an **Ending** time.
8. Use the **Time Zone** selector to indicate in which time zone your event starting and ending time

occurs.

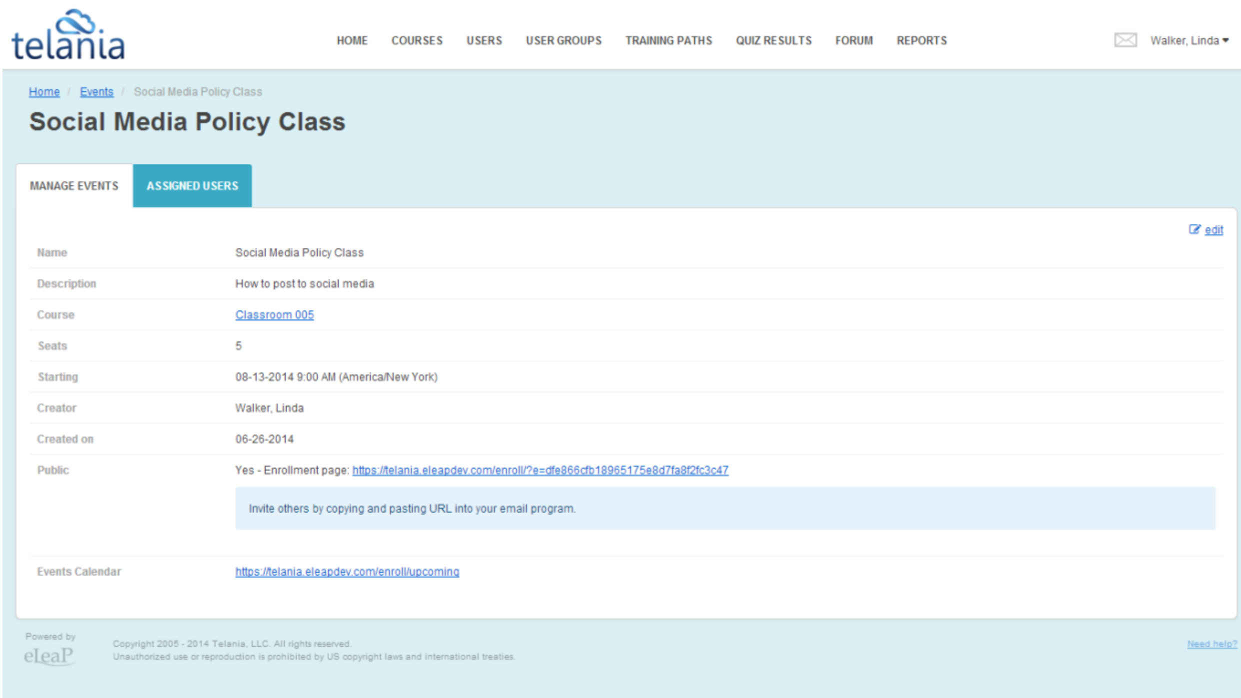
9. Select the option to make this event available for self-enrollment in your Events Calendar.



   a. To make the event available, select **Yes. Attendees can self-enroll.**

10. Click Add Event to create the new Event. It will now be displayed on the Manage Events screen.

The Events details screen for the newly created Event is displayed in the following illustration. You can click edit to make modifications to the Event.



You can also click on the Course link to see the details of the Event-associated course. You can make modifications to your course including adding materials, setting up quizzes or even adding in certificates and many other features.

Edit Event

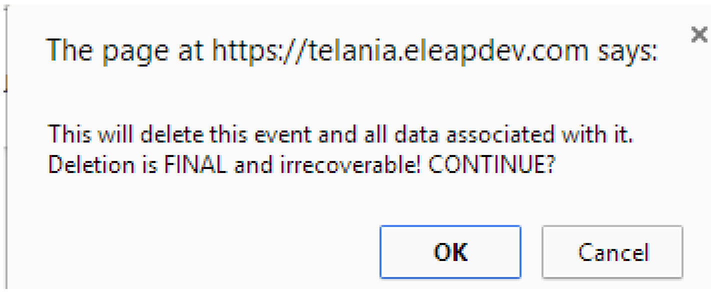
To edit an Event, go to the Manage Events screen and click on edit next to the Event you want to edit. You can then proceed to change any existing information or setting of the Event you are editing.

When done, click the Save to make your changes permanent or ✖ cancel to leave the edit screen and go back to the Events listing page.

Delete Event

To delete an Event, click the ✖ delete link in next to the Event in your Event listing.

You will need to confirm your delete attempt by clicking [OK] on the confirmation window.



Note: Delete is final and irrecoverable. Your Event data will be lost and we cannot retrieve. Please use only if you are sure you want to delete your Event.

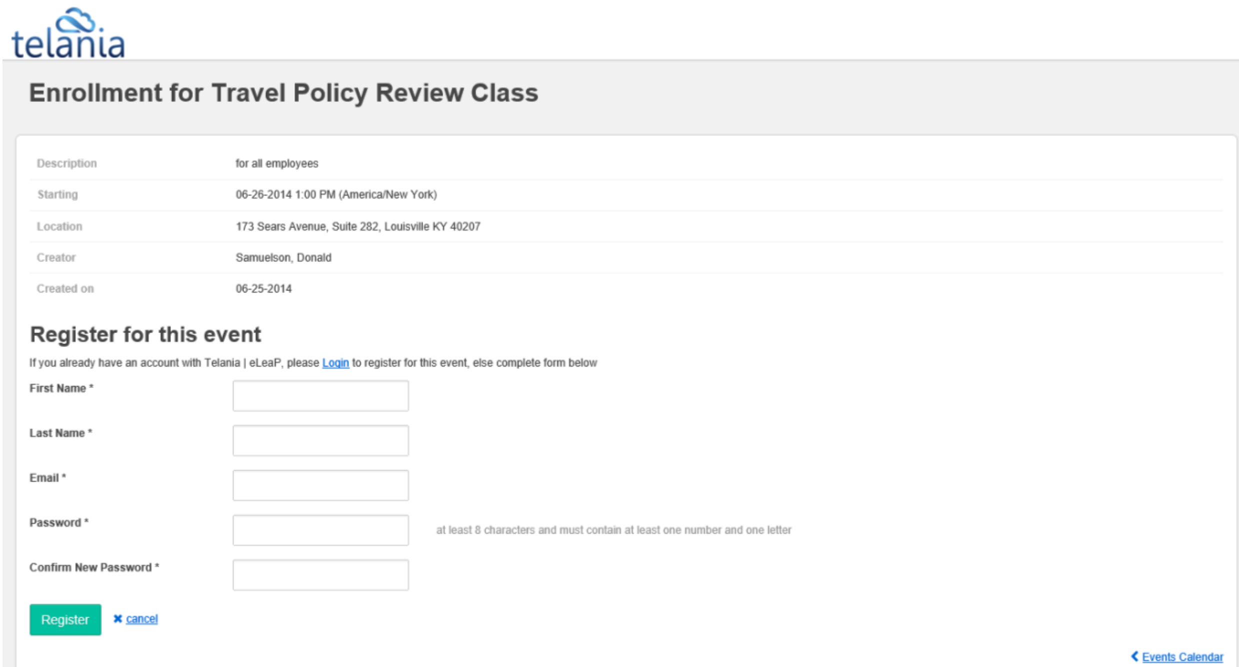
Self-Enrollment

eLeaP has made it easy to invite attendees to your event(s). Simply click on the Public link displayed to see the specific Event registration page. You can copy and paste this link into your favorite email program to invite attendees to register for your event.

Another option is to share your Events Calendar link on your website, intranet or via email. Simply copy the link provided and add it to any location your attendees can go to register for your event(s). Your Events Calendar link will be something like https://*youreleapaccount*.2leap.com/enroll/upcoming

Event Registration page

When your attendees go to an Event registration, they will see the option to either log in to register (for users who already have an account in your company), or to enter their name and email as well as password to create an account to register.



If your event is full, the following message will appear:

We're sorry this event is full. You can however still register to be put on the waiting list.

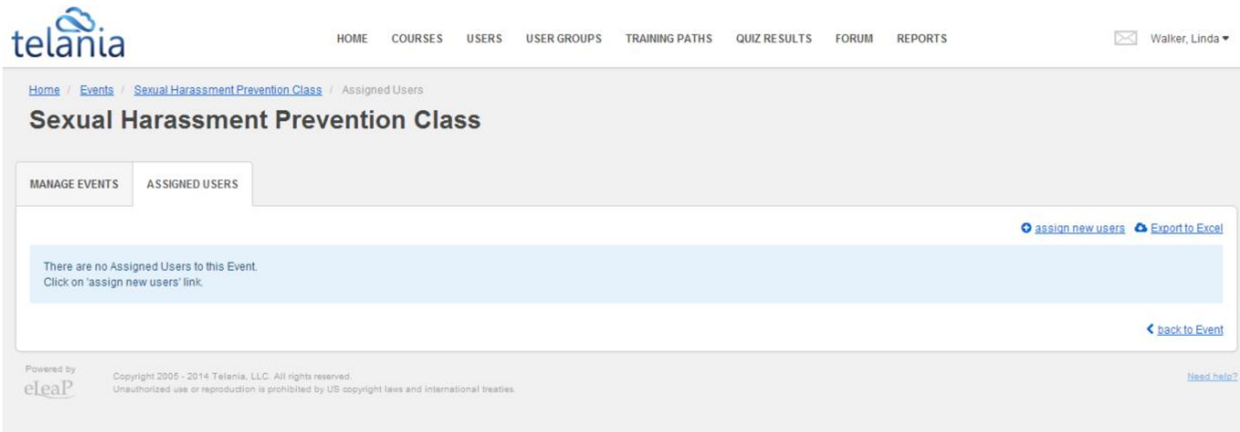
Subsequent registrations will be held in Pending Pending status. See more about Event statuses below.

You should see your existing attendees or assigned users in your Event.

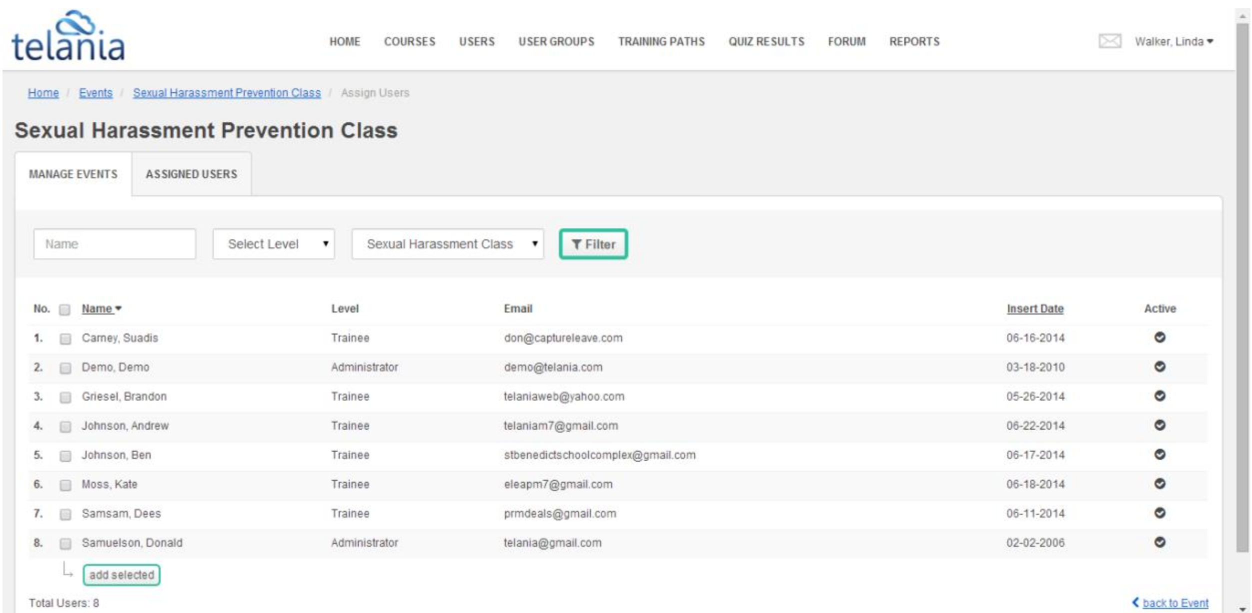
Event Assignment

While you can enable the public self-enrollment option for your attendees, you can also directly assign your existing users to your events. A direct assignment is quick and ensures that only the right attendees show up for your Event.

To assign users to your Event, click the **ASSIGNED USERS** tab from the Event details screen.

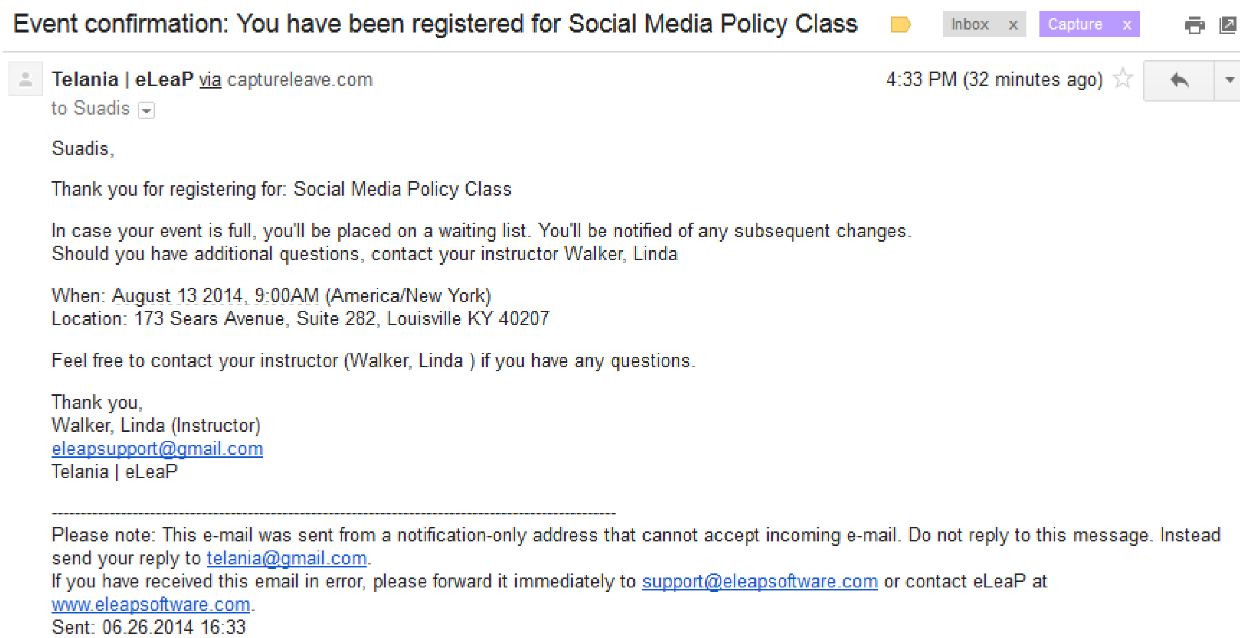


To assign users to your new Event, click the assign new users link. You can then filter your list by user **Name**, Access **Level** or **User Group** membership.



Check the boxes next to the names you wish to add to your Event and click add selected to add attendees to your Event.

Once added, your attendees will receive an Event confirmation message like:


Event confirmation: You have been registered for Social Media Policy Class

Inbox x Capture x

Telania | eLeaP via captureleave.com
4:33 PM (32 minutes ago)
to Suadis

Suadis,

Thank you for registering for: Social Media Policy Class

In case your event is full, you'll be placed on a waiting list. You'll be notified of any subsequent changes.
Should you have additional questions, contact your instructor Walker, Linda

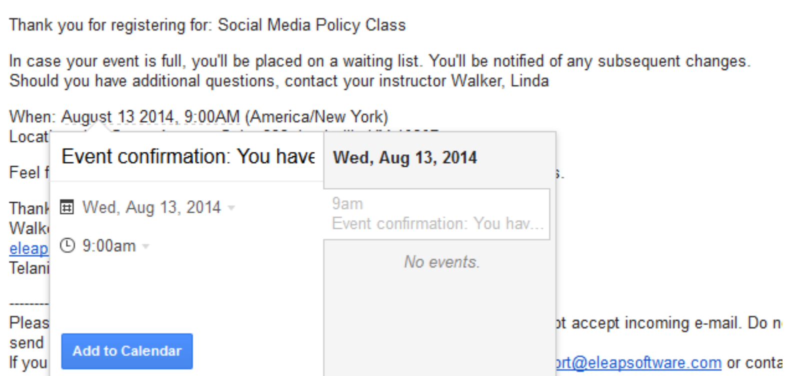
When: August 13 2014, 9:00AM (America/New York)
Location: 173 Sears Avenue, Suite 282, Louisville KY 40207

Feel free to contact your instructor (Walker, Linda) if you have any questions.

Thank you,
Walker, Linda (Instructor)
eleapsupport@gmail.com
Telania | eLeaP

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Do not reply to this message. Instead send your reply to telania@gmail.com.
If you have received this email in error, please forward it immediately to support@eleapsoftware.com or contact eLeaP at www.eleapsoftware.com.
Sent: 06.26.2014 16:33

Note: Most modern email programs will enable users to click on the Event Date to add the Event reminder to their own calendar.



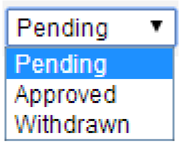
Event Status

The Events System has two main statuses: **Registration Status** and **Event Completion Status.**

Event Registration Status

Event **Registration** status indicates the current status of a user's registration for the specific event. Event registration can be:

- Approved (Approved):
  - An Event user is automatically **approved** if their registration occurs before the Event **Start time** and if the registration did not occur after the maximum number of seats allowed has been reached. For example if you create an event with 5 seats, the first 5 users you add to the event or self-register for the event will automatically be **approved**.
  - The 6th registrant and subsequent ones will be held in a wait list with the word 'waiting' added to their names - *Tester 123, Tester (Waiting)*
  - You can move a user from the **Waiting** list to **Approved** by clicking on the [Pending] status to reveal a drop down with options to select Approved, Withdrawn or Pending -



Note: Please be careful with changing Event Statuses as this triggers an email notification to the specific user.

- Pending (Pending):
  - A **Pending** Event status indicates that there have been more registrations than allowed number of seats. All Pending registrations will have been warned about the event being full.
  - An attendee in the **Pending** status will receive an email notification indicating their Event status.
  - Any changes to the **Pending** event status will trigger an email alert the specific users. For example if you change a **Pending** user to '**Approved**' or even '**In Progress**', eLeaP will send an email alerting the user as to their new status.
  - You must first change a user's **Pending** status to '**Approved**' or '**Withdrawn**' before you or the system can automatically assign a course to them for completion purposes.

- Withdrawn (Withdrawn):
  - A **Withdrawn** status is when you need to leave a user in the list of registered users but yet indicate the user as no longer part of the active attendees.
  - You can change the '**Withdrawn**' status to '**In Progress**' or '**Approved**'.

Event Completion Status

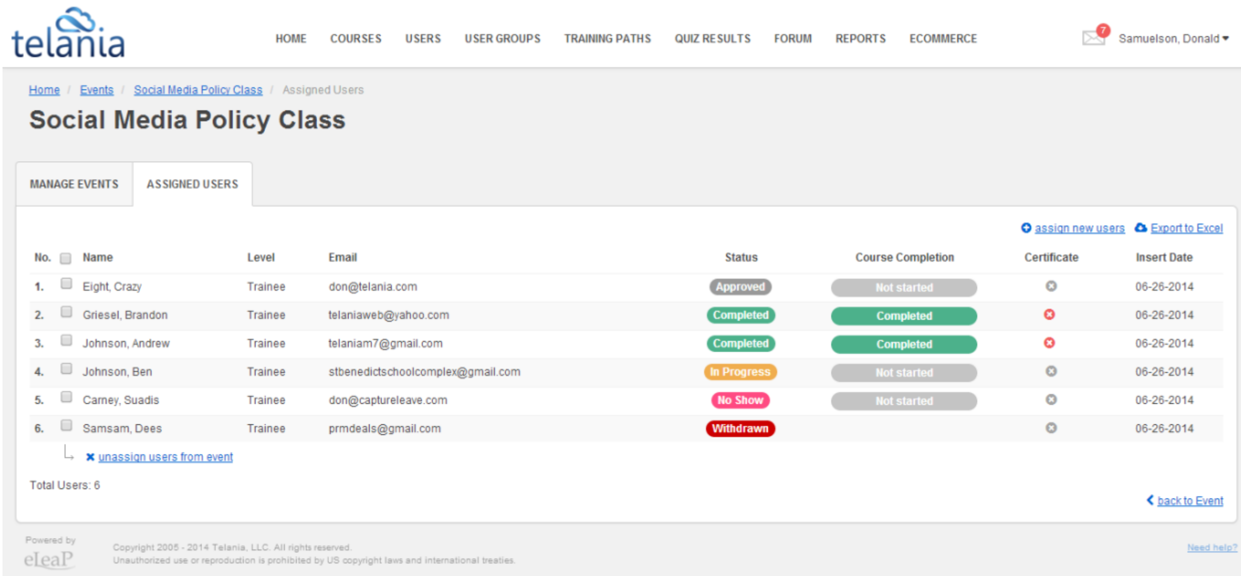
Event **Completion** status refers to what happened to the registration and subsequent event attendance and completion. Now that a user has registered for your event, are they:

- In Progress (In progress):
  - eLeaP automatically assigns the associated Event course to your assigned users on the day of the Event. This is how the system can help you track and document your Event attendance and completion.
  - You can force the [**In Progress**] status change by clicking on the Status field and using the drop down selector to choose the relevant new status; in this case **In Progress**.

- No Show (No show):
  - A **No Show** designation means the registered attendee failed to show up at the Event. Use this to conduct your Roll Call.
  - You can change a **No Show** status to **In Progress** or even **Completed** should you decide it is needed.
- Completed (Completed):
  - Setting a **Completed** designation or status is the final goal of your Event manager. Once attendees complete the class and course, you may choose to finalize their status by selecting the [**Completed**] design from the status option.
  - If a course is created with a certificate of completion, a course completion certificate can trigger a certificate release. Depending on the individual certificate settings in your associated course, you might have to manually release certificates by clicking the red icon in the Certificate column.
    - Please note that eLeaP will send a certificate release notification to the completed user.

Sample Event Status

The illustration below shows a sample Event with the various statuses we discussed above.



Event Reports

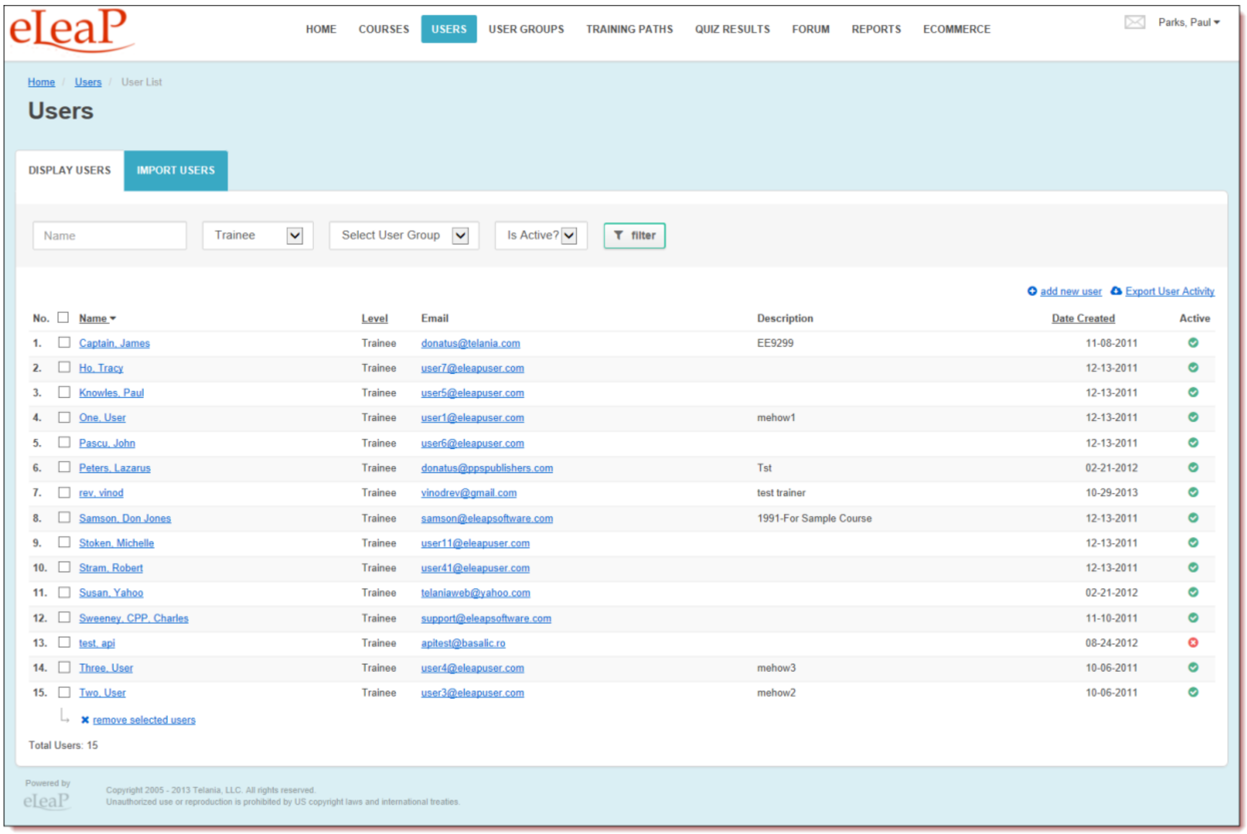
Your Event status displayed (see above) can also be downloaded or exported out of eLeaP. To download your Event report, click Export to Excel from your Event Assigned Users screen.

Your Excel download will look something like:

A	B	C	D	E	F
Full Name	**Level**	**Email**	**Event Status**	**Certificate**	**Date**
Carney, Suadis	Trainee	don@captureleave.com	Completed	NO	06-24-2014
Eight, Crazy	Trainee	don@telania.com	Withdrawn	NO	06-24-2014
Basalic, Adrian	Instructor	adrian@datasolutions.ro	No show	NO	06-25-2014
Bass, Mihai	Administrator	mihai@datasolutions.ro	In progress	NO	06-25-2014
Stafie, Silviu	Administrator	silviu@datasolutions.ro	Approved	NO	06-25-2014
Samuelson, Donald	Administrator	telania@gmail.com	Pending	NO	06-25-2014
Griesel, Brandon	Trainee	telaniaweb@yahoo.com	Pending	NO	06-26-2014

Users

Selecting the **USERS** link on the menu bar displays the **Users** screen, illustrated below. Each user created is displayed on a **Users** list, with their **Name**, **Level**, **Email**, **Description** and **Date Created** details shown. You are also given the capability of setting a User's **Status** as **Active** or **Inactive**. Users can be added to the system manually, or imported from your computer, and you can export **User Activity** details from the system to a local drive on your computer.

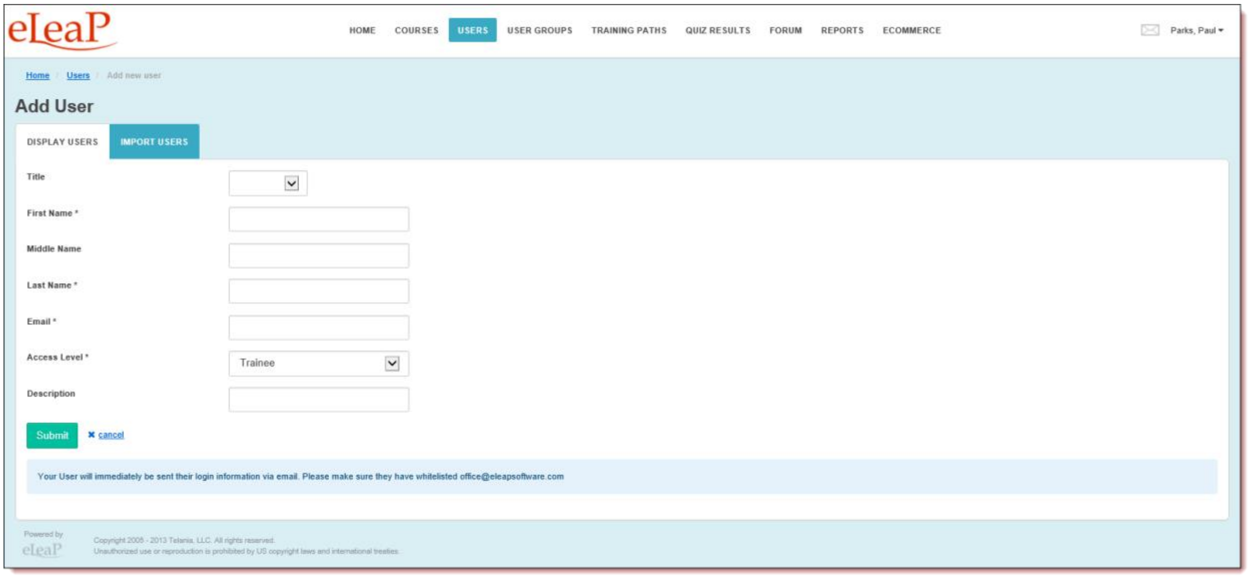


You can filter which Users are displayed on the **Users** list by selecting a Level from the **Levels** list, selecting a User Group from the **User Group** list, and or selecting either **Active** or **Inactive** from the **Is Active?** list, and then clicking 

.

Adding a New User

Clicking the **add new user** link on the **Users** screen allows you to add additional Users to the system. As shown in the following illustration, the **Add User** dialog is displayed. Use the steps below to successfully add a new User.



1. Select a title for the new User by making a selection from the **Title** list. Available options are Mr., Mrs., Ms.
2. Enter the new User's first name in the **First Name** field.
3. Enter the new User's middle name, if applicable, in the **Middle Name** field.
4. Enter the new User's last name in the **Last Name** field.
5. Enter the new User's email address in the **Email** field.
6. Select the new User's access level by making a selection from the **Access Level** list. Available options are Trainee, Supervisor, Instructor.
7. Enter a description for the new User, if desired, within the **Description** field.
8. If you have set up **Custom Fields** for your account (see Custom Fields section), enter values for these fields for the new User.
9. Click 

 to add the new User to the system.

The new User will be added to the **Users** list on the **Users** screen. Additionally, 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.

Note: You can create as many instructor, supervisor, and/or trainee accounts as you like. Just be sure to assign the relevant Access Level to users when you create their accounts. Remember, you can also edit user accounts later and change their Access Level settings.

Instructor Users

The INSTRUCTOR level is a secondary level whose functionality is very similar to that of an Administrator.

INSTRUCTORS are, however, unable to access the COMPANY PROFILE menu or user group and course information that they themselves have not created, or been granted access to by an Administrator.

INSTRUCTORS do have the ability to create additional users, including additional INSTRUCTORS. They can also manage their own quizzes and courses in every detail.

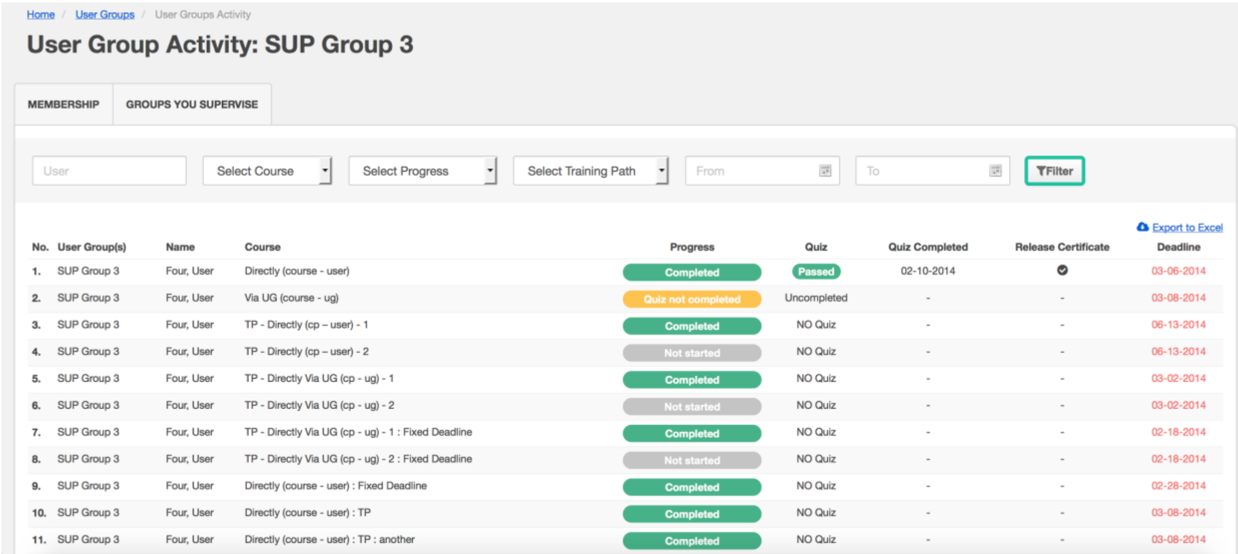
For course collaboration, multiple INSTRUCTORS can be added to a single course.

Supervisor Users

The Supervisors account level enables organizations to provide management oversight for User Groups and teams. When a Supervisor is created and associated with a User Group, they are able to access completion reports for members of that User Group.

To access the User Groups they manage, Supervisors will need to click on [USER GROUPS] from the main top navigation area. The Supervisor can then click on any listed User Groups to view completion and tracking reports for members of that User Group.

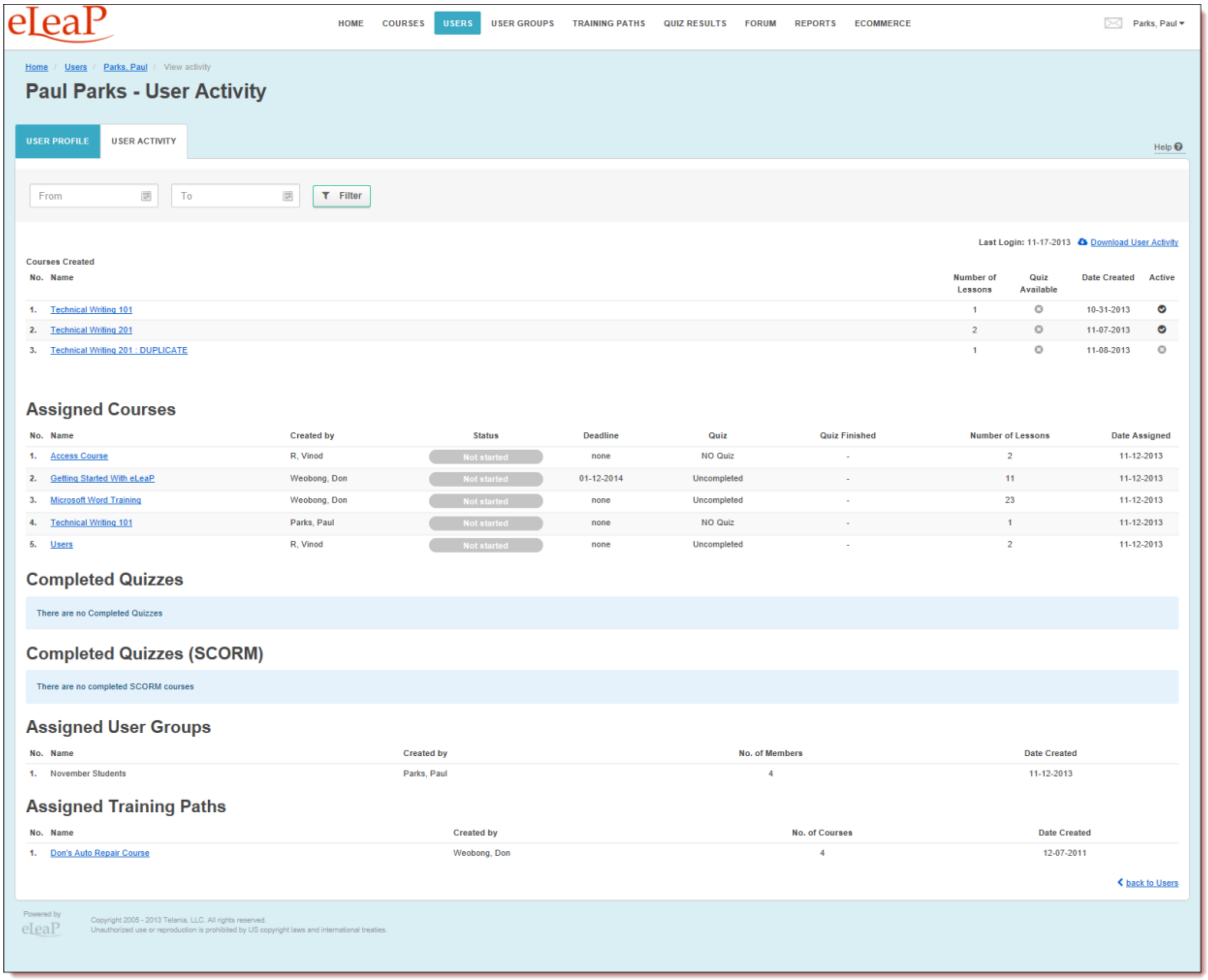
Supervisors are able to download completion reports into Excel documents. They will also receive notifications via email when course deadlines for managed Users and User Groups are expiring or have expired.



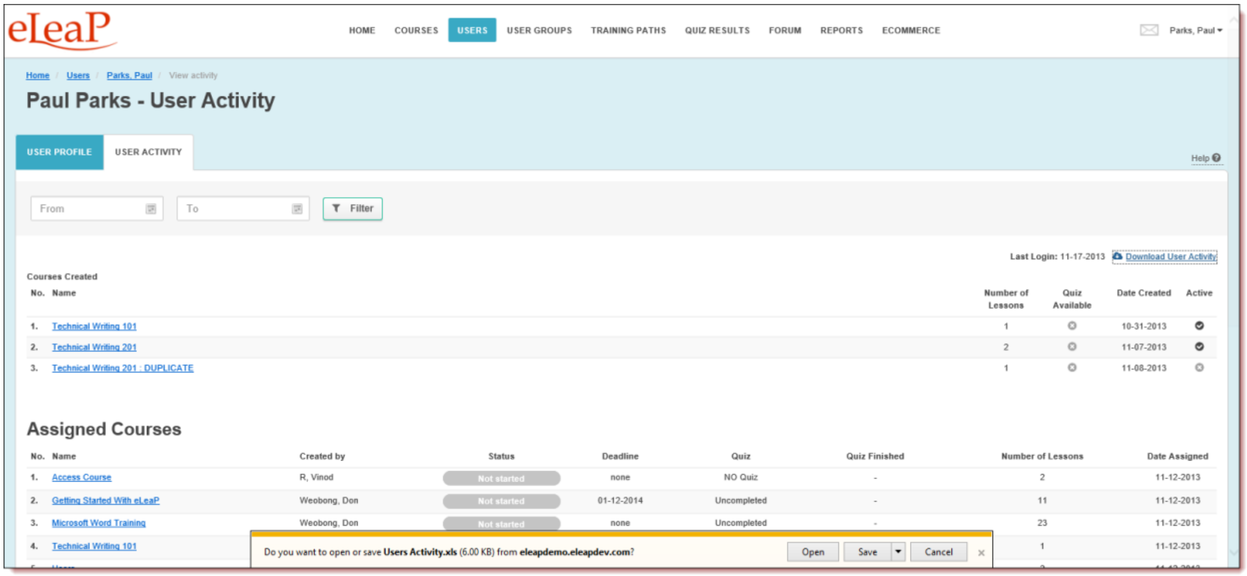
No.	User Group(s)	Name	Course	Progress	Quiz	Quiz Completed	Release Certificate	Deadline
1.	SUP Group 3	Four, User	Directly (course - user)	Completed	Passed	02-10-2014		03-06-2014
2.	SUP Group 3	Four, User	Via UG (course - ug)	Quiz not completed	Uncompleted	-	-	03-08-2014
3.	SUP Group 3	Four, User	TP - Directly (cp – user) - 1	Completed	NO Quiz	-	-	06-13-2014
4.	SUP Group 3	Four, User	TP - Directly (cp – user) - 2	Not started	NO Quiz	-	-	06-13-2014
5.	SUP Group 3	Four, User	TP - Directly Via UG (cp - ug) - 1	Completed	NO Quiz	-	-	03-02-2014
6.	SUP Group 3	Four, User	TP - Directly Via UG (cp - ug) - 2	Not started	NO Quiz	-	-	03-02-2014
7.	SUP Group 3	Four, User	TP - Directly Via UG (cp - ug) - 1 : Fixed Deadline	Completed	NO Quiz	-	-	02-18-2014
8.	SUP Group 3	Four, User	TP - Directly Via UG (cp - ug) - 2 : Fixed Deadline	Not started	NO Quiz	-	-	02-18-2014
9.	SUP Group 3	Four, User	Directly (course - user) : Fixed Deadline	Completed	NO Quiz	-	-	02-28-2014
10.	SUP Group 3	Four, User	Directly (course - user) : TP	Completed	NO Quiz	-	-	03-08-2014
11.	SUP Group 3	Four, User	Directly (course - user) : TP : another	Completed	NO Quiz	-	-	03-08-2014

Editing Users

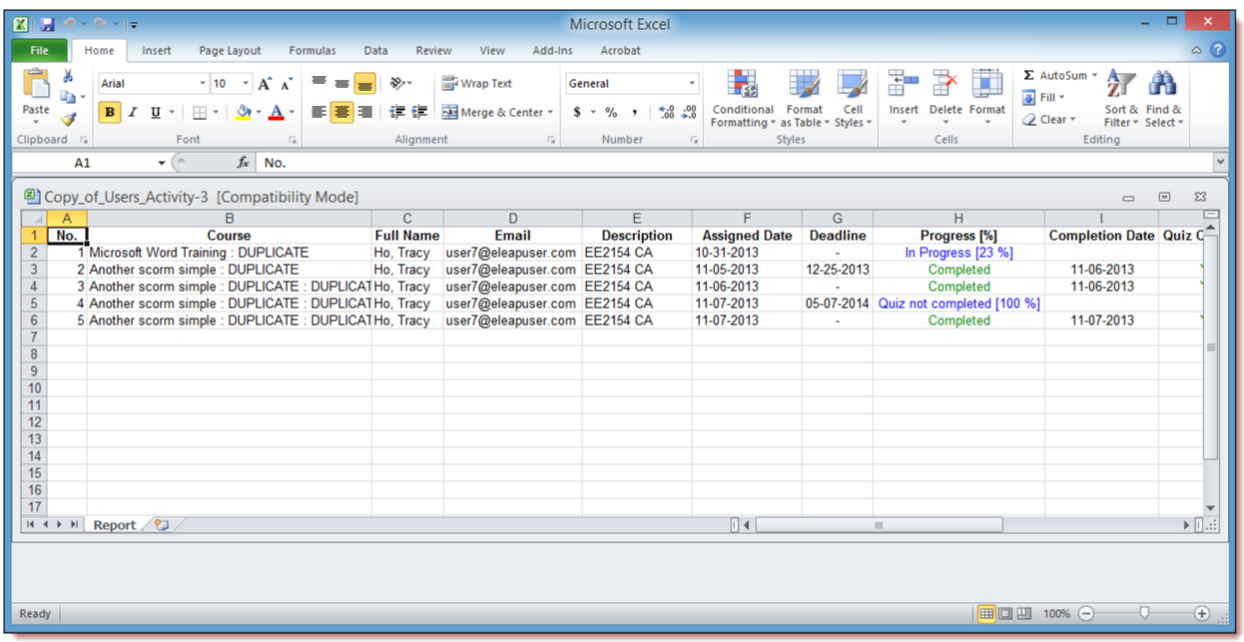
Clicking a User's Name on the **Users** list within the **Users** screen displays the **User Activity** screen for that User, as shown in the following illustration. As shown in the illustration, this screen displays the **Courses Created**, **Assigned Courses**, **Completed Quizzes**, **Completed Quizzes (SCORM)**, **Assigned User Groups** and **Assigned Training Paths** for that User. You can filter what is displayed here by entering a date range, either entering dates in the **From** and **To** fields, or using the **Calendar** icon to select those dates, and then clicking Filter.


eLeaP
HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS ECOMMERCE
Parks, Paul
Home / Users / Parks, Paul / View activity
Paul Parks - User Activity
USER PROFILE USER ACTIVITY
Help
From
To
Filter
Last Login: 11-17-2013 Download User Activity
Courses Created
No. Name Number of Lessons Quiz Available Date Created Active
1. Technical Writing 101 1 10-31-2013
2. Technical Writing 201 2 11-07-2013
3. Technical Writing 201 : DUPLICATE 1 11-08-2013
Assigned Courses
No. Name Created by Status Deadline Quiz Quiz Finished Number of Lessons Date Assigned
1. Access Course R, Vinod Not started none NO Quiz - 2 11-12-2013
2. Getting Started With eLeaP Weobong, Don Not started 01-12-2014 Uncompleted - 11 11-12-2013
3. Microsoft Word Training Weobong, Don Not started none Uncompleted - 23 11-12-2013
4. Technical Writing 101 Parks, Paul Not started none NO Quiz - 1 11-12-2013
5. Users R, Vinod Not started none Uncompleted - 2 11-12-2013
Completed Quizzes
There are no Completed Quizzes
Completed Quizzes (SCORM)
There are no completed SCORM courses
Assigned User Groups
No. Name Created by No. of Members Date Created
1. November Students Parks, Paul 4 11-12-2013
Assigned Training Paths
No. Name Created by No. of Courses Date Created
1. Don's Auto Repair Course Weobong, Don 4 12-07-2011
back to Users
Powered by eLeaP
Copyright 2005 - 2013 Telania, LLC. All rights reserved.
Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

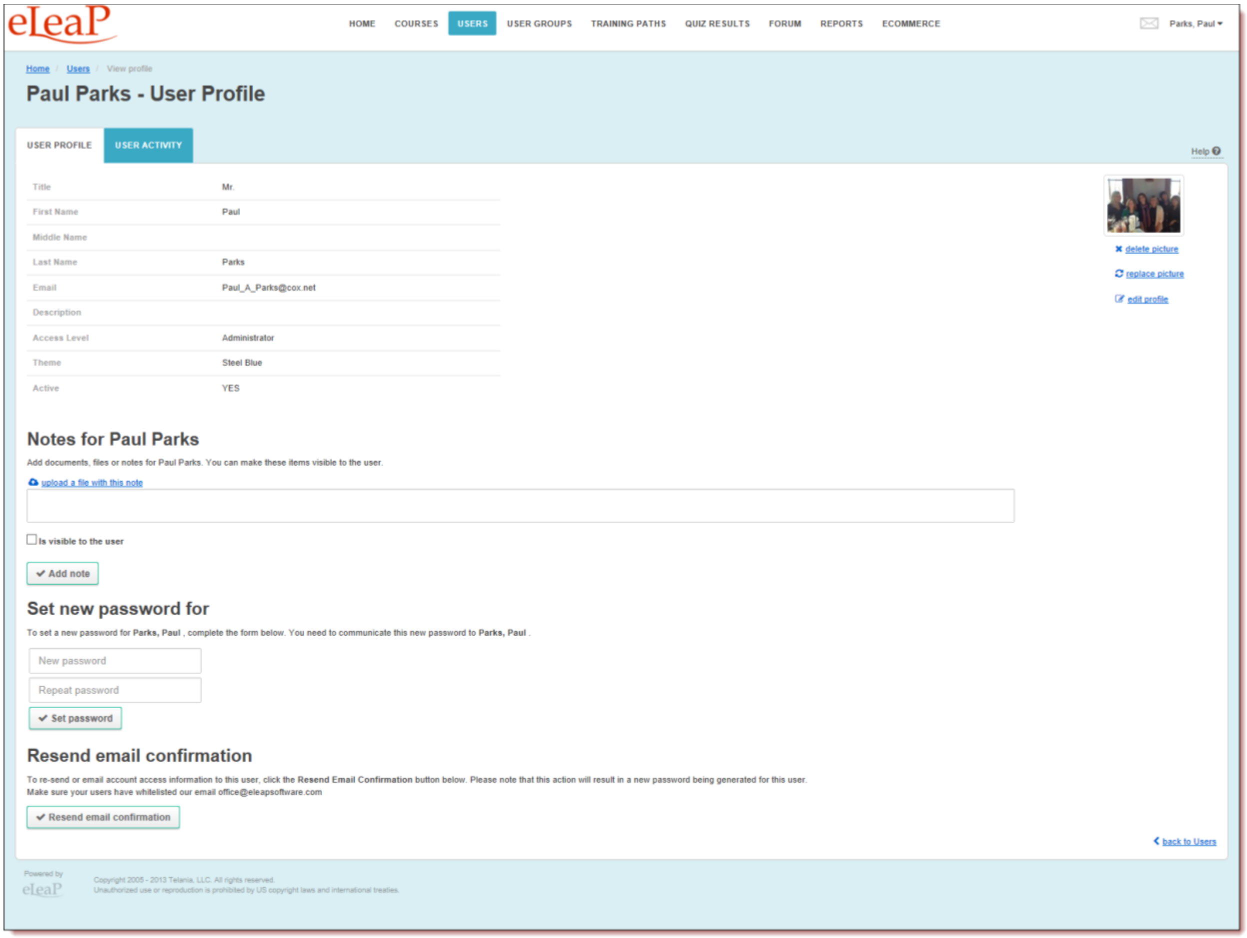
Clicking the **Download User Activity** link allows you to download this information to your computer as an Excel file. As shown in the following illustration, you can use the **Open** option to open the file immediately, and then save it within Excel, or you can use the **Save** option to save the file to your computer.



The following illustration shows the file open in Excel.

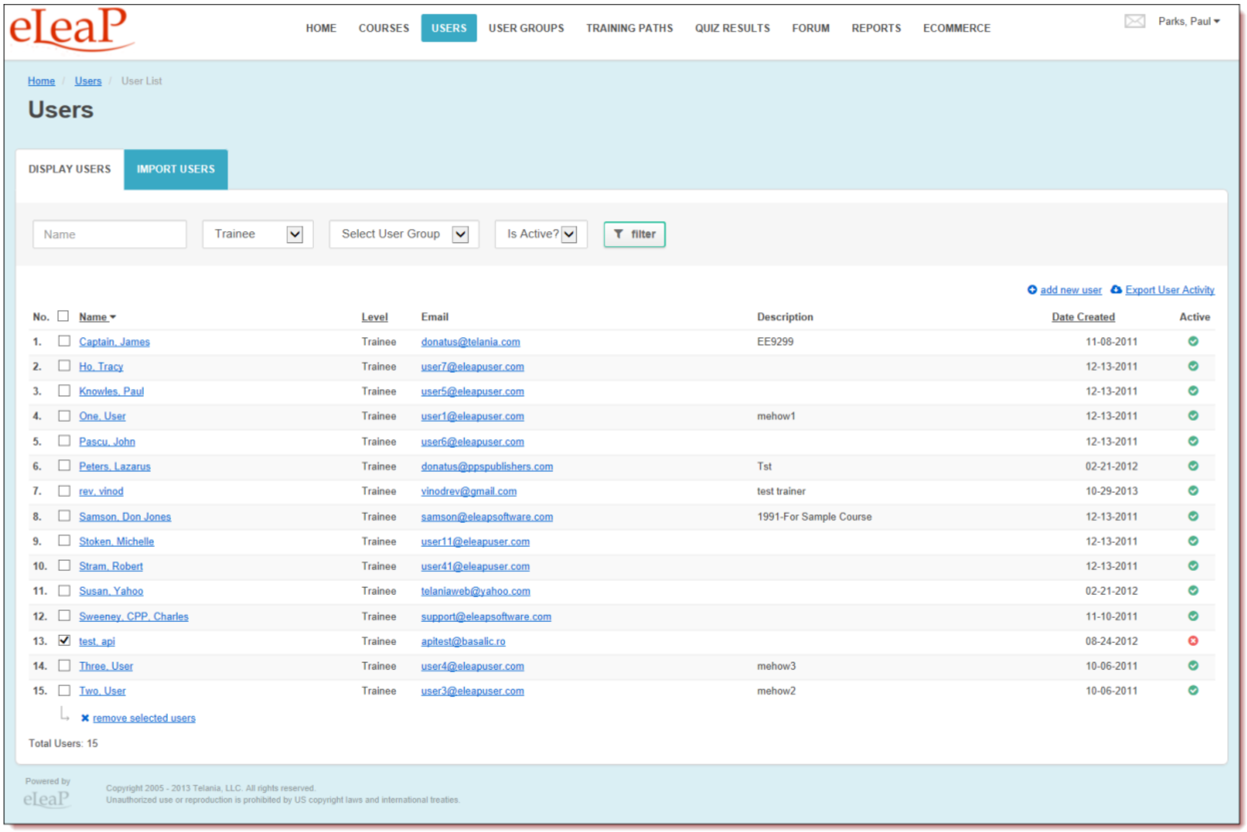


Selecting the **USER PROFILE** tab displays the **View profile** screen for the currently selected User, as shown in the following illustration. In addition to the options described within the Editing Your Profile Fields section of the document, you can add **Notes**, and upload a File to attach to those Notes for the User, set a new **Password** for the User, and resend **Email Confirmation** for the User. You can also delete the picture associated with the Profile, replace that picture with another, or edit the **User Profile** fields.

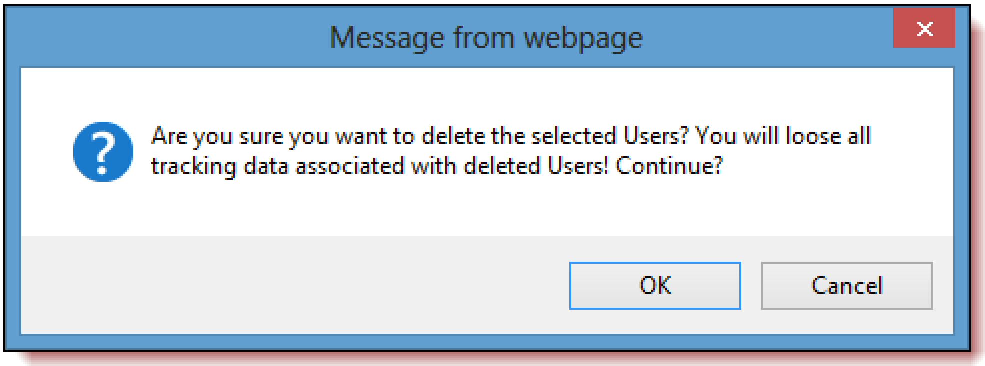


Deleting Users

Selecting the check box for a User on the **Users** list, and then clicking ✖ remove selected users allows you to remove that User from the system, as shown in the following illustration.

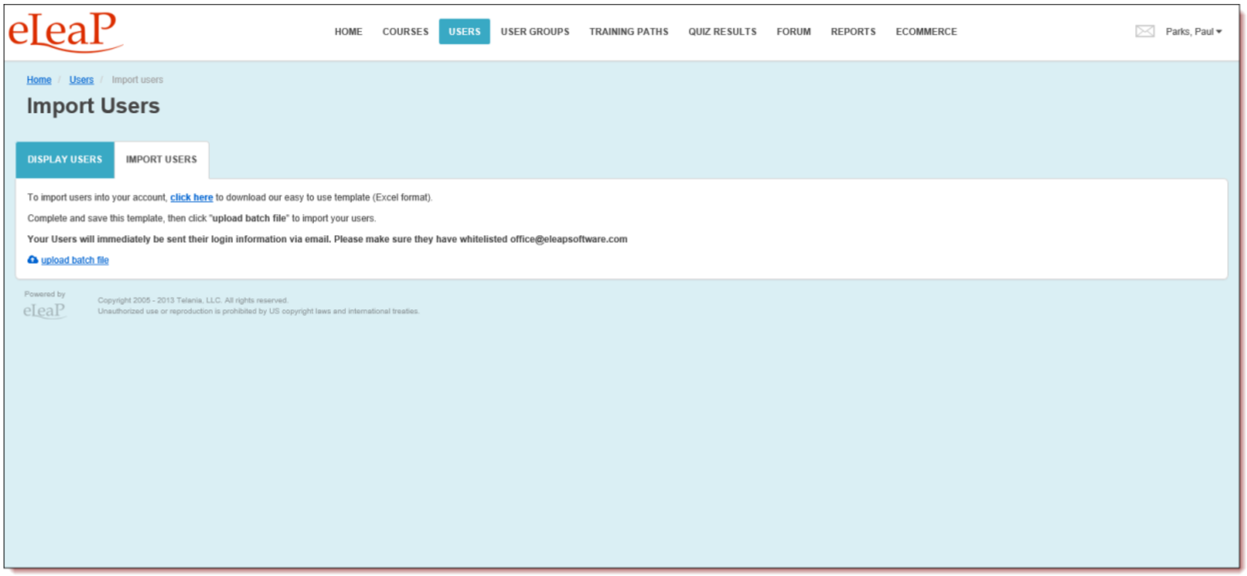


Before performing the deletion, a warning message is displayed to ensure that is your intention, as shown in the illustration below. Click OK to proceed with the deletion, or click Cancel to cancel the deletion process

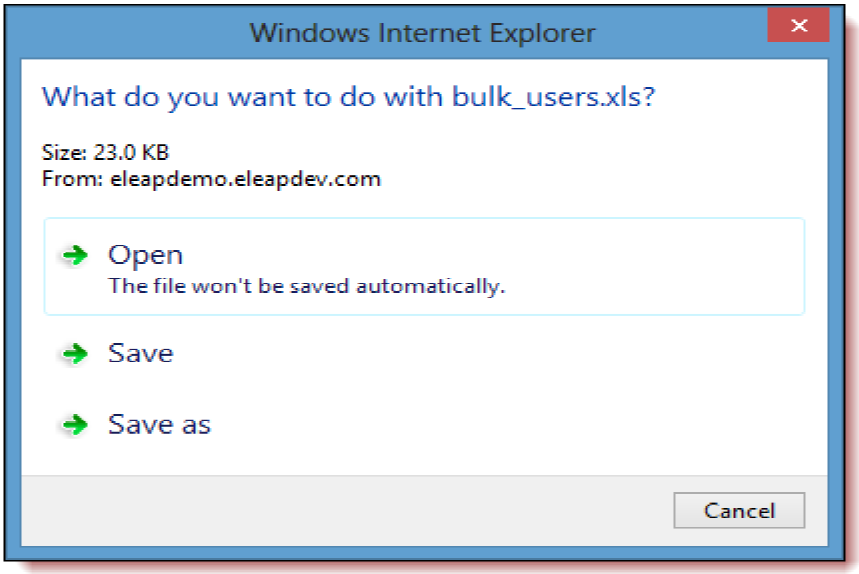

Message from webpage
Are you sure you want to delete the selected Users? You will loose all tracking data associated with deleted Users! Continue?
OK
Cancel

Importing Users

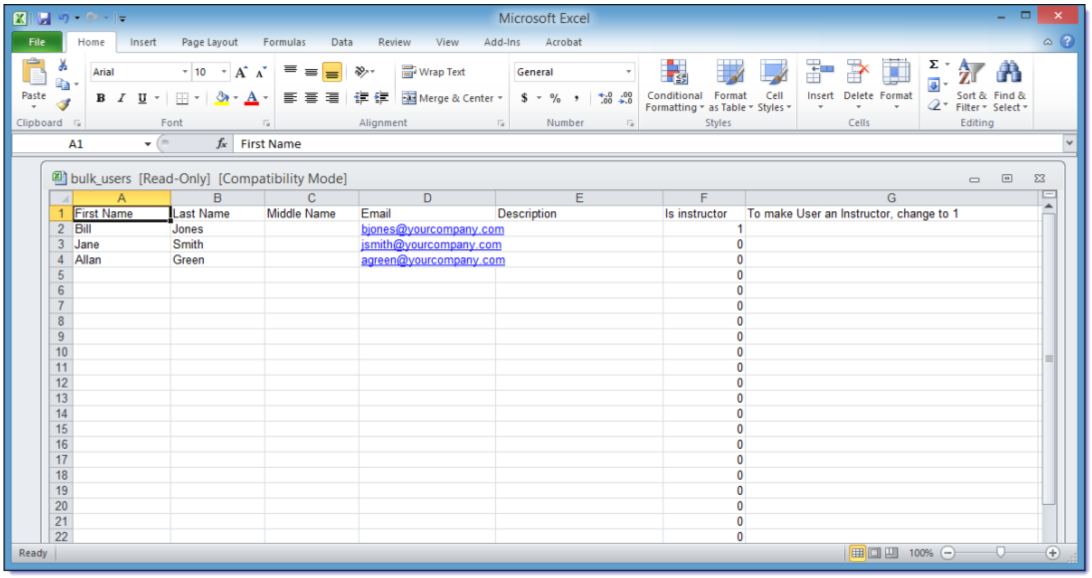
Do you have to create user accounts for **multiple users**? With eLeaP™, you don't have to go through the hassle of creating each account one at a time. Use the **Import Users** feature to accomplish this task. Selecting the **IMPORT USERS** tab on the **Users** screen displays the **Import Users** screen, as shown in the following illustration.



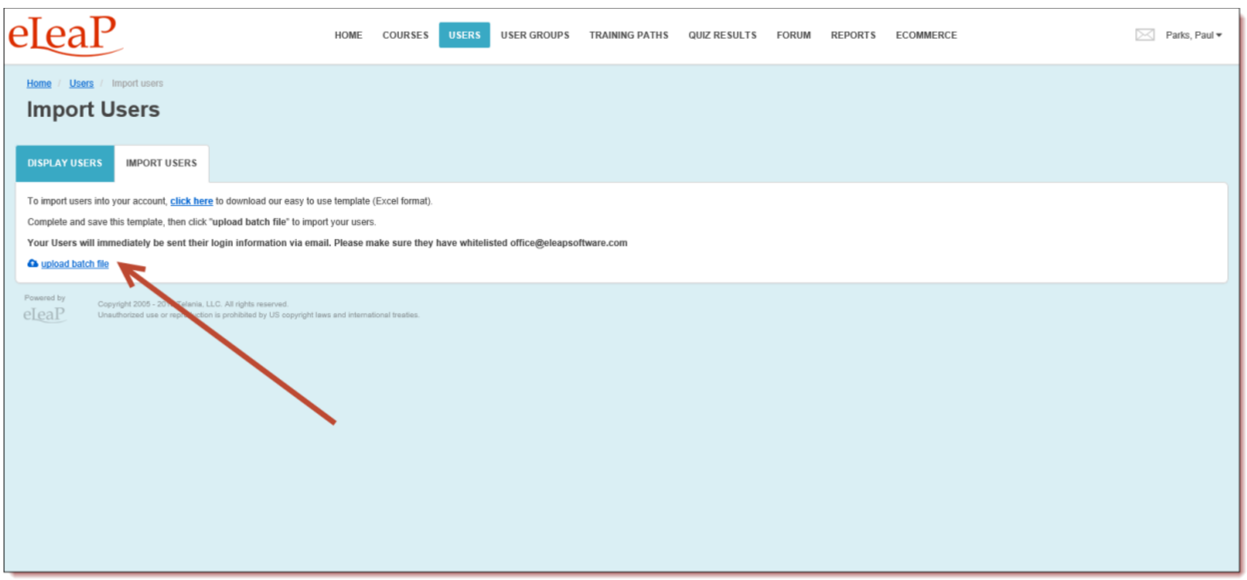
To import users into your account, select the **click here** link to begin the Import Process. As shown in the following illustration, you are presented with a dialog that allows you to either **Open**, **Save** or **Save As** the **bulk_users.xls** file.



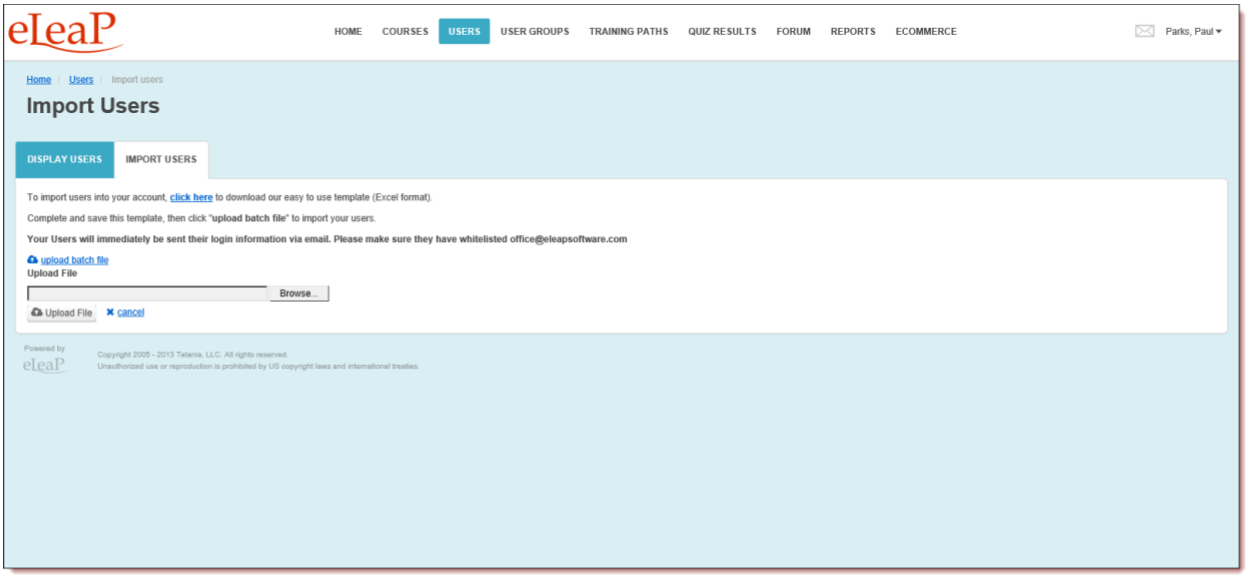
Selecting the **Save** option will download the file to your computer, where you can open it in Excel to add the Users that you would like to import. As shown in the following illustration, the bulk users file provides you with **First Name**, **Last Name**, **Middle Name**, **Email** and **Is instructor** columns of potential User information. Enter each User's information in their respective fields, changing the **Is instructor** column data from 0 to 1 if the User will be an Instructor. If you have enabled **Custom Fields** for your account, you can also import the data for these fields. Simply add the names of your fields as additional headers in the import file, and the respective values for your Users. When finished, save the file for uploading to the system. Since the file opened in **Read-Only** mode, click **OK** when Excel displays the **Save a Copy** dialog, and then name file within the **Save as** dialog and click **Save**.



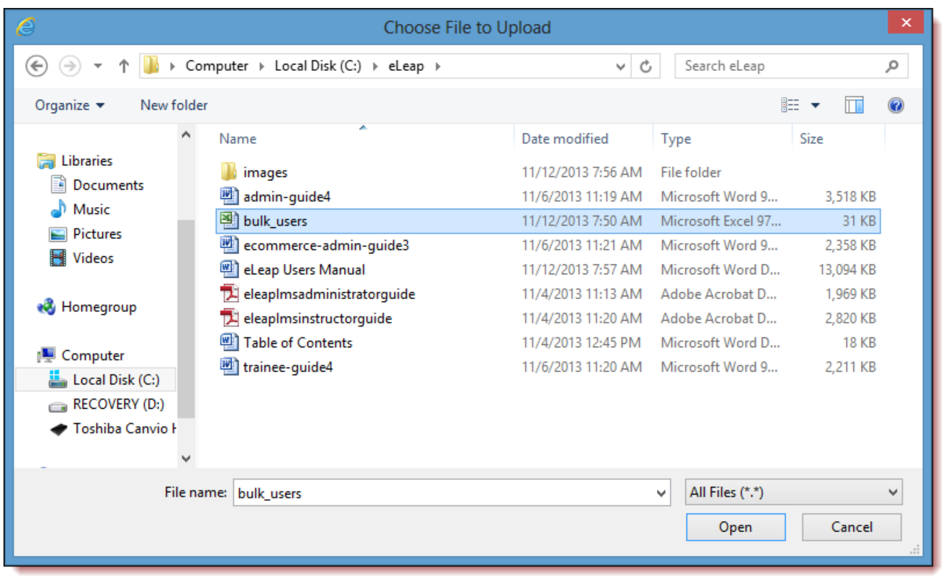
Now you can return to the IMPORT USERS tab and select the upload batch file link, as shown in the following illustration.



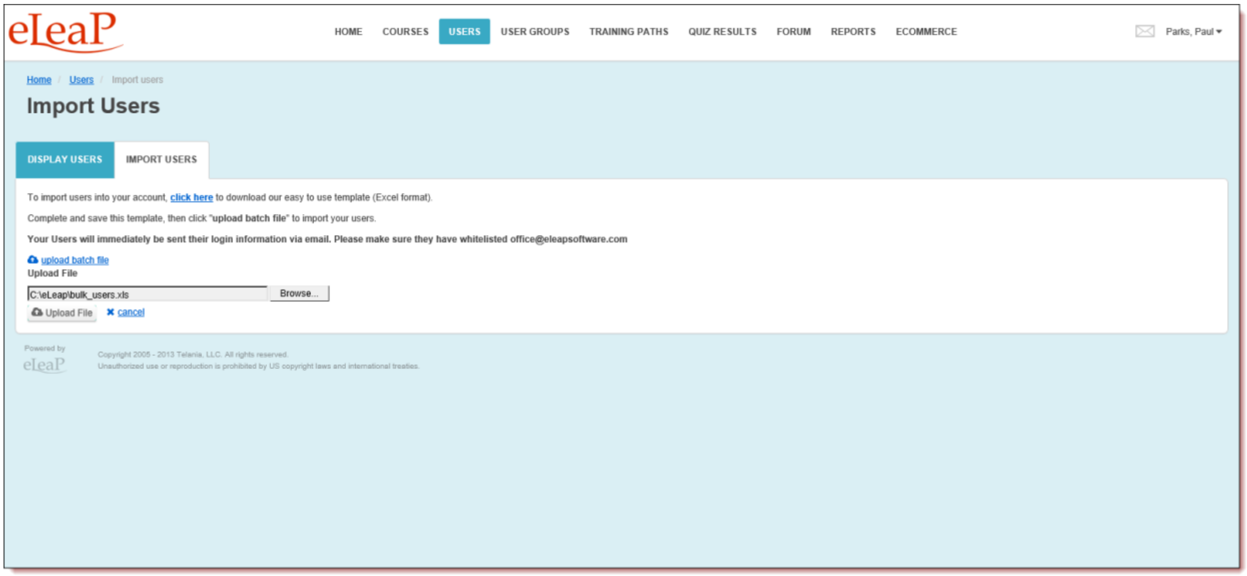
As shown in the following illustration, the screen expands to display an **Upload File** field. Click Browse... .



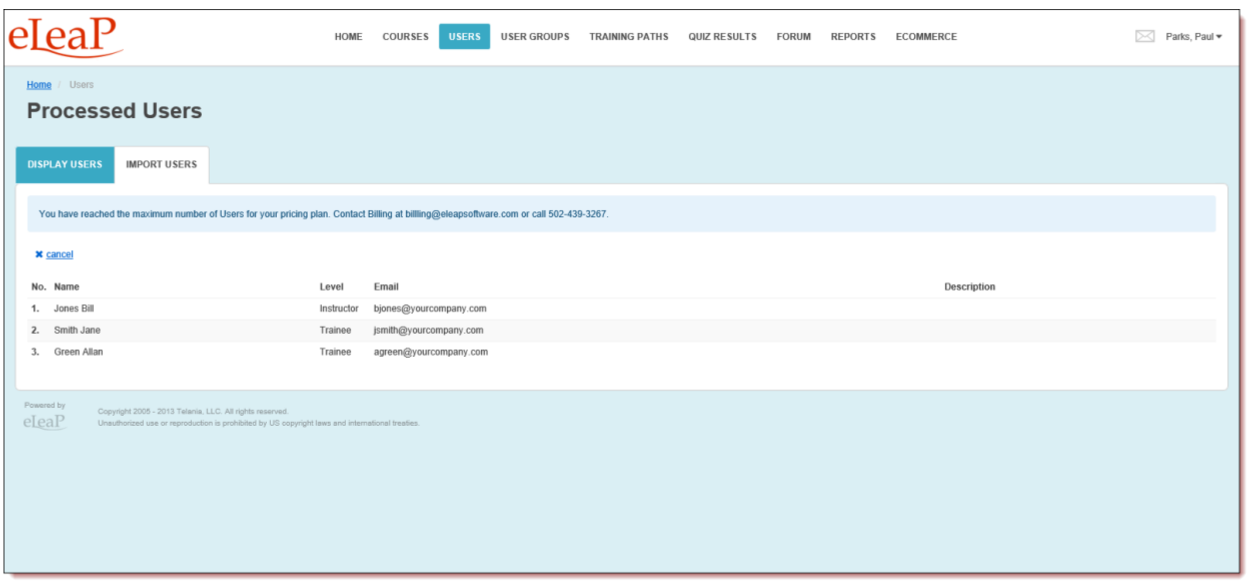
The **Choose File to Upload** dialog, illustrated below, is displayed. Navigate to the location on your computer where the file is located, select it, and then click Open.



As shown in the following illustration, the file now populates the **Upload File** field and you can now click  to upload it to the system.



The **Processed Users** screen, illustrated below, is displayed, confirming that your imported Users have been added. If importing these users has pushed you past the maximum number of Users based on your price plan, as shown in the message on this example screen, please contact billing@eleapsoftware.com.



Updating Users through Import

When importing users, if the "update info for existing users from the list" box is checked, then you can update information for many existing users at once.

Note: if a field is left blank in the import file, it will make that field blank in the system. If you do not wish to overwrite existing data for a user, make sure that data is included in your import file!

Custom Fields

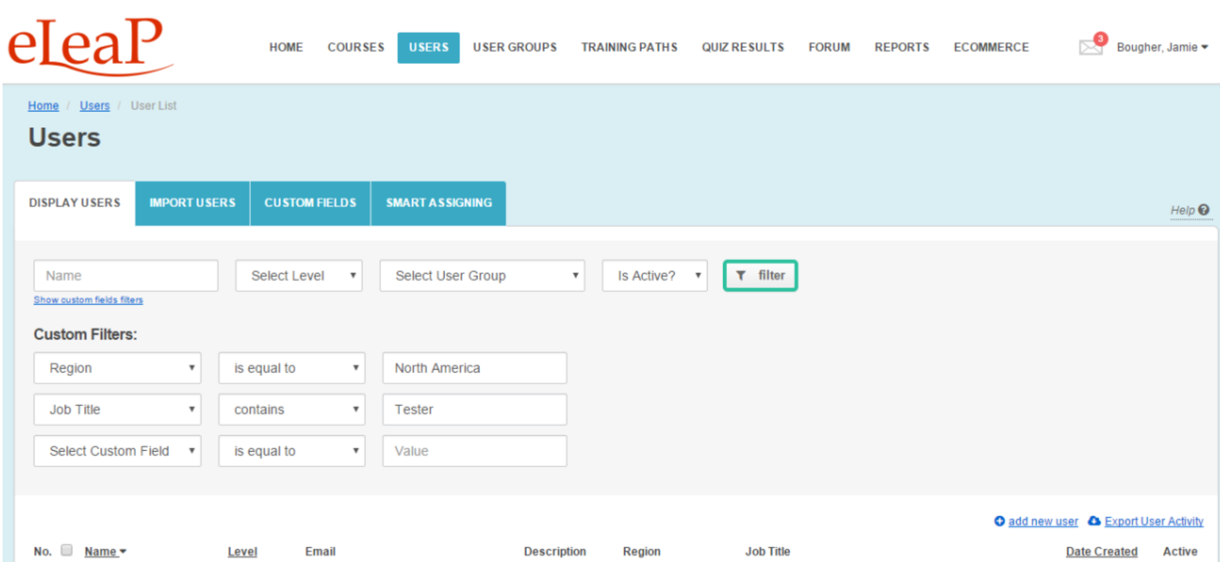
Selecting the **Custom Fields** tab on the **Users** screen will allow you to manage custom profile fields in your account. Use the add new field link on the right side of the page to create a new Custom Field.

Simply enter the name of the new field into the text box, then click Submit to save your work.

After adding a Custom Field, you will be able to populate that field through the **Add New User**, **Edit User Profile**, and/or **Import Users** functions.

Filtering

You can use your Custom Fields to filter lists of Users. On the main Users screen, for example, you can click on the "Show custom fields filters" link below the Name field in the filtering area to access these filters. Select which field you want to filter by, the condition you want to use in your filter, and then enter a value for the filter. Press the Filter button to apply. You may use multiple filters at one time. You will find these filters on most reports and assignment pages.

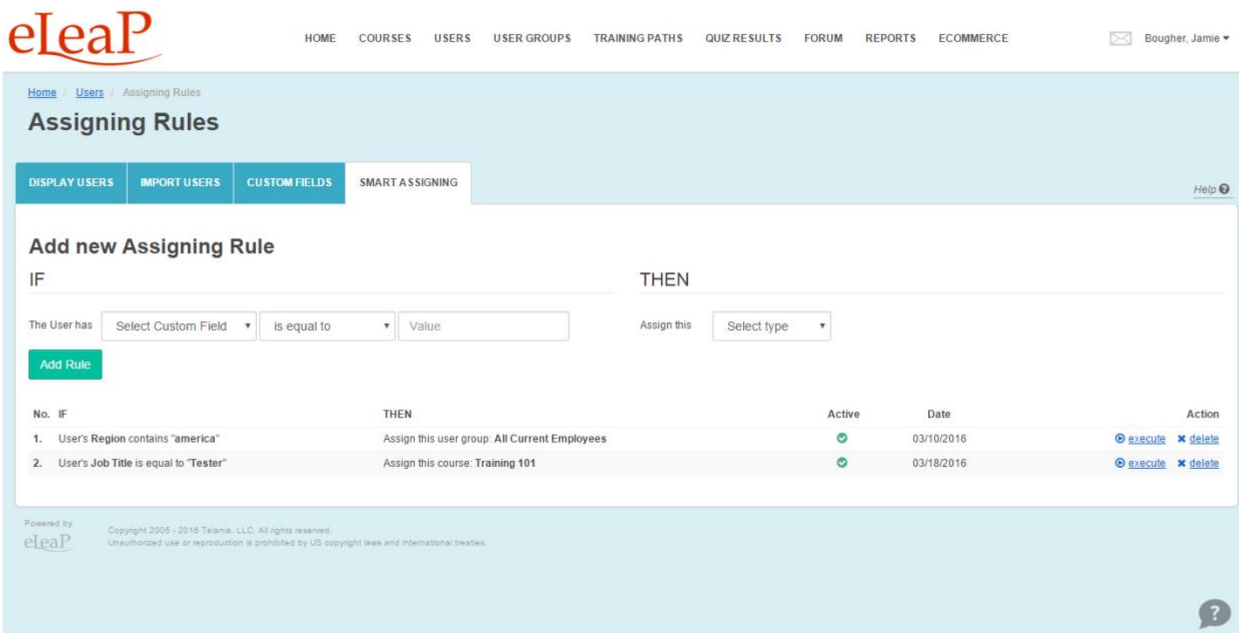


a product of telania

Smart Assigning

The Smart Assigning feature is a powerful tool that allows you to micro-target your Course, Training Path, and User Group assignments based on the contents of your Custom Fields.

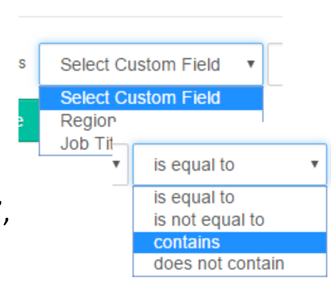
After you create your first Custom Field, the Smart Assigning tab will appear on the Users screen. Clicking on the tab will open up the Smart Assigning menu. The page is divided into two areas: at the top are menus and fields that will let you design a new Smart Assigning Rule. Below that are listed any already-existing Rules.



Creating a Smart Assigning Rule

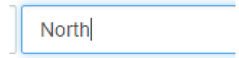
Every Smart Assigning Rule has two components: an "IF" part and a "THEN" part. The "IF" part of the Rule tells eLeaP the conditions that the Rule applies to. The "THEN" part of the Rule tells eLeaP what to do when the IF conditions are met.

Step One: Create Your IF

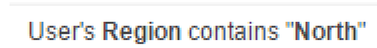


- Use the "Select Custom Field" drop-down menu to select a Custom Field whose contents you want to use as a condition for your Rule.
- Select the strength and direction of the condition. By default this field displays "is equal to", but you can also choose "is not equal to", "contains" and "does not contain" when creating your Rule.

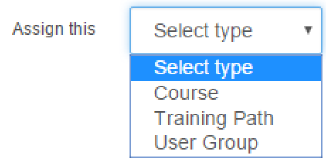
- Enter the value you want the system to look for.



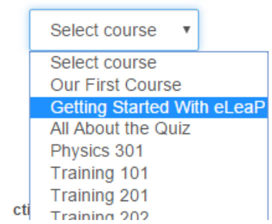
Example: I choose my "Region" Custom Field, "contains", and then enter "North" for my value. So *the IF part of my rule says "User's Region contains 'North'"*. This Rule would catch Users with both "North Carolina" and "North Dakota" in their Region field.



Step Two: Create Your THEN



- Use the "Select type" drop-down menu to choose between "Course", "Training Path", and "User Group" for what type of assignment action you want the Rule to do for you.
- After you select a type, a new drop-down menu will appear with the list of existing Courses, Training Paths, or User Groups in your system (depending on what type you chose).
- Select an item from the new drop-down menu.
- Click the "Add Rule" button to finish the process.



Example: I choose "Course" from the first drop-down menu. Then from my list of available, active Courses that appears, I choose "Getting Started With eLeaP". So *the THEN part of my rule says "Assign this course: **Getting Started With eLeaP**"*.

Step Three: Using Your Rule

There are two ways a Rule can run. It can run in the background, checking every new User and edited User to see if they qualify for its conditions. Or, it can be run on a one-time, "check everyone" basis. Or you can use these two ways in tandem.

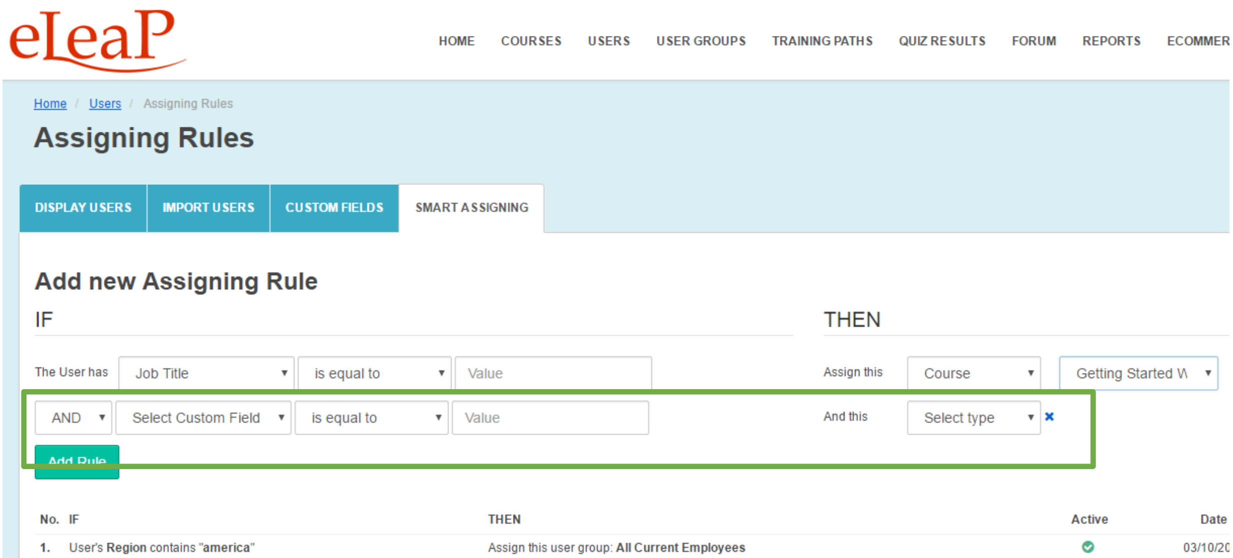
- To have your rule run in the background on new and changed Users, make it Active by clicking the "Activate" icon next to your rule (it looks like a little red circle with a white "x" through it).

- To have your rule check all existing Users on a one-time basis, use the "execute" link for that Rule.

If there are large numbers of Users in your account (1000 or more), clicking the "execute" link make take a few minutes. The page will refresh and display a notification when the process is complete.

Advanced: Multiple IFs/THENs

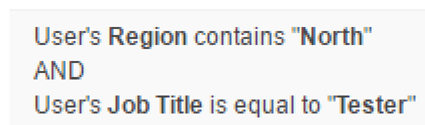
If you've already created one or more Rules, you probably noticed that when you choose a Custom Field or assignment Type, another set of drop-downs appear automatically. This is so that you can create more complex Rules.



On the IF side of your Rule, you have the option to determine whether your additional conditions use "AND" or "OR" when they are evaluated by the system. Let's look at some examples to see how this works:

Using AND

For our first example, let's set up a Rule that has two conditions on the IF side, with the second one added as an "AND" condition – this just means I make sure that the first drop-down menu on the second condition shows "AND" (which is the default). I'll use "Region contains North" for my first condition, and "Job Title is equal to Tester" for my second condition. This means the IF part of my Rule reads like this:

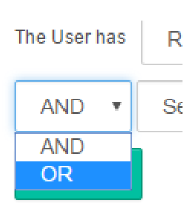


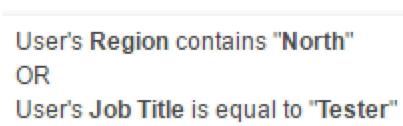
User's Region contains North AND User's Job Title is equal to Tester.

So this Rule will only apply to Users who meet *both* of the specified conditions.

Using OR

To demonstrate "OR", I'll use the same conditions. What I'll do differently is select "OR" from the drop-down menu at the front of the second condition. Once again, I'll use "Region contains North" for my first condition, and "Job Title is equal to Tester" for my second condition. So now the IF part of my Rule reads like this:





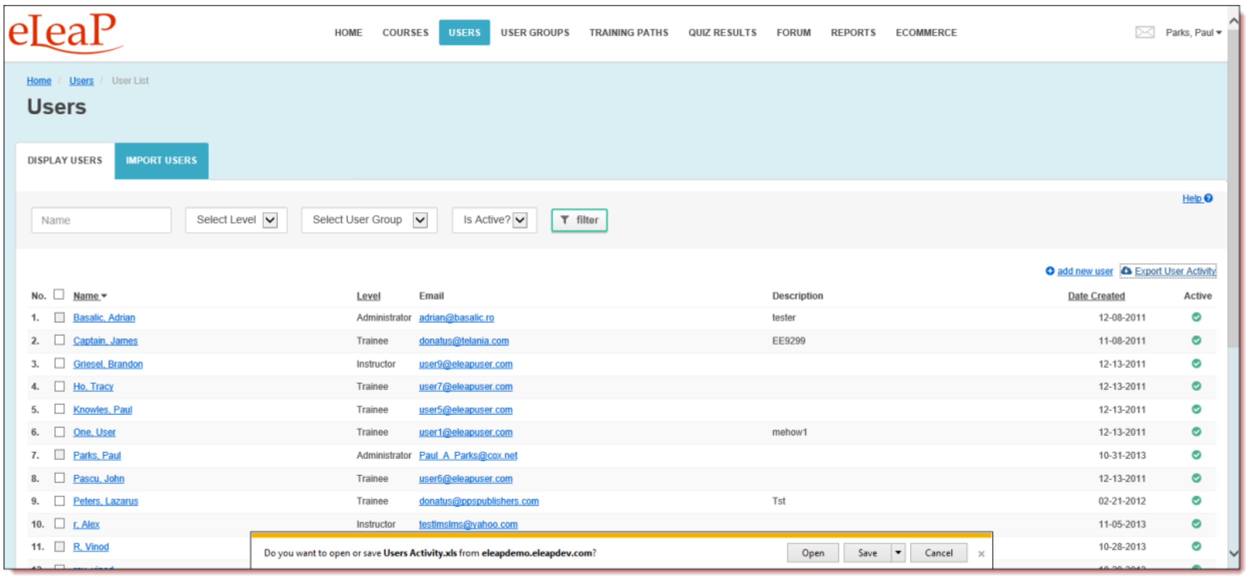
User's Region contains North OR User's Job Title is equal to Tester.

So this Rule will catch Users who meet *either* of the specified conditions.

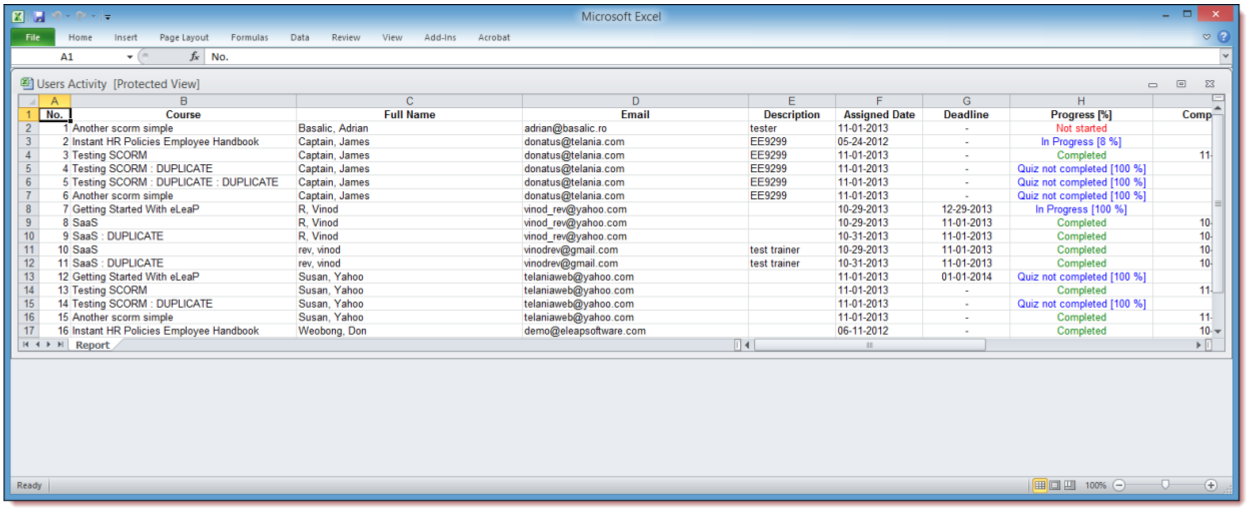
That's really all there is to it. Try mixing and matching ORs and ANDs for some really micro-targeted Rules.

Exporting User Activity

Selecting the **Export User Activity** link on the **Users** screen allows you to export all User Activity for Users displayed on the **Users** list to your computer. As shown in the following illustration, you are presented with the option to **Open** or **Save** the **Users Activity.xls** file to a local drive on your computer (this prompt can look different depending on your browser, or you may see no prompt at all if you have your browser set up to take an action automatically).



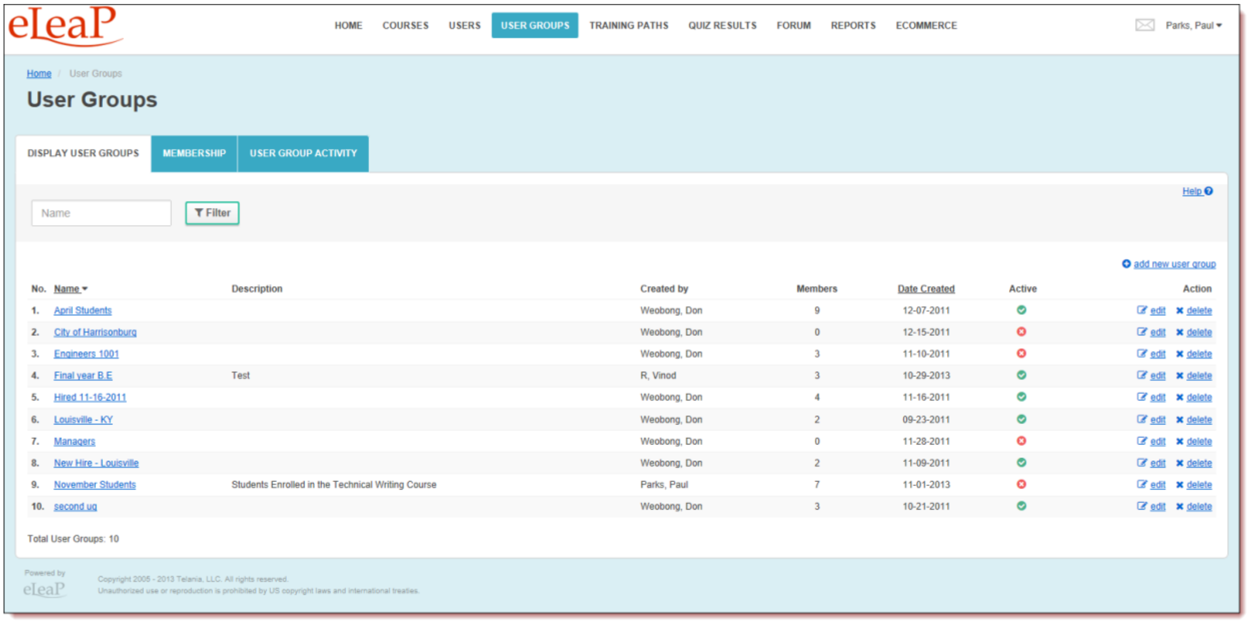
Once you have downloaded the file, it is displayed within Excel, as shown in the following illustration. The **Course**, **Full Name**, **Email**, **Description**, **Assigned Date**, **Deadline**, **Progress**, **Completion Date**, **Quiz Completed**, **Quiz Score**, **Quiz Pass Score**, **Quiz Max Score**, **Quiz Status**, **Quiz Completion Date**, **User Groups(s)** and **Active/Inactive** details for each **User/Course** combination on the **User Activity** list is displayed.



No.	Course	Full Name	Email	Description	Assigned Date	Deadline	Progress [%]	Comp
1	Another scorm simple	Basalic, Adrian	adrian@basalic.ro	tester	11-01-2013	-	Not started	
2	Instant HR Policies Employee Handbook	Captain, James	donatus@telania.com	EE9299	05-24-2012	-	In Progress [8 %]	
3	Testing SCORM	Captain, James	donatus@telania.com	EE9299	11-01-2013	-	Completed	11
4	Testing SCORM : DUPLICATE	Captain, James	donatus@telania.com	EE9299	11-01-2013	-	Quiz not completed [100 %]	
5	Testing SCORM : DUPLICATE : DUPLICATE	Captain, James	donatus@telania.com	EE9299	11-01-2013	-	Quiz not completed [100 %]	
6	Another scorm simple	Captain, James	donatus@telania.com	EE9299	11-01-2013	-	Quiz not completed [100 %]	
7	Getting Started With eLeaP	R, Vinod	vinod_rev@yahoo.com		10-29-2013	12-29-2013	In Progress [100 %]	
8	SaaS	R, Vinod	vinod_rev@yahoo.com		10-29-2013	11-01-2013	Completed	10
9	SaaS : DUPLICATE	R, Vinod	vinod_rev@yahoo.com		10-31-2013	11-01-2013	Completed	10
10	SaaS	rev, vinod	vinodrev@gmail.com	test trainer	10-29-2013	11-01-2013	Completed	10
11	SaaS : DUPLICATE	rev, vinod	vinodrev@gmail.com	test trainer	10-31-2013	11-01-2013	Completed	10
12	Getting Started With eLeaP	Susan, Yahoo	telaniaweb@yahoo.com		11-01-2013	01-01-2014	Quiz not completed [100 %]	
13	Testing SCORM	Susan, Yahoo	telaniaweb@yahoo.com		11-01-2013	-	Completed	11
14	Testing SCORM : DUPLICATE	Susan, Yahoo	telaniaweb@yahoo.com		11-01-2013	-	Quiz not completed [100 %]	
15	Another scorm simple	Susan, Yahoo	telaniaweb@yahoo.com		11-01-2013	-	Completed	11
16	Instant HR Policies Employee Handbook	Weobong, Don	demo@eleapsoftware.com		06-11-2012	-	Completed	10

User Groups

Use our simple User Groups feature to organize your users into manageable groups. Selecting **USER GROUPS** on the menu bar displays the **User Groups** screen, illustrated below. User Groups that you create are displayed on a **User Groups** list, with a group’s **Name**, **Description**, **Created by**, **Members**, **Date** and **Active** details shown. The User Groups list can be filtered by entering a User Group Name from the **User Group Name** list and then clicking Filter .You can add additional User Groups by clicking the **add new User Groups** link at the right-hand side of the screen. Clicking on a User Group Name allows you to add members to the User Group. Additionally, you can edit an existing User Group by clicking the **edit** link within the **Action** column. You can also delete an existing User Group by clicking the **delete** link within the **Action** column.



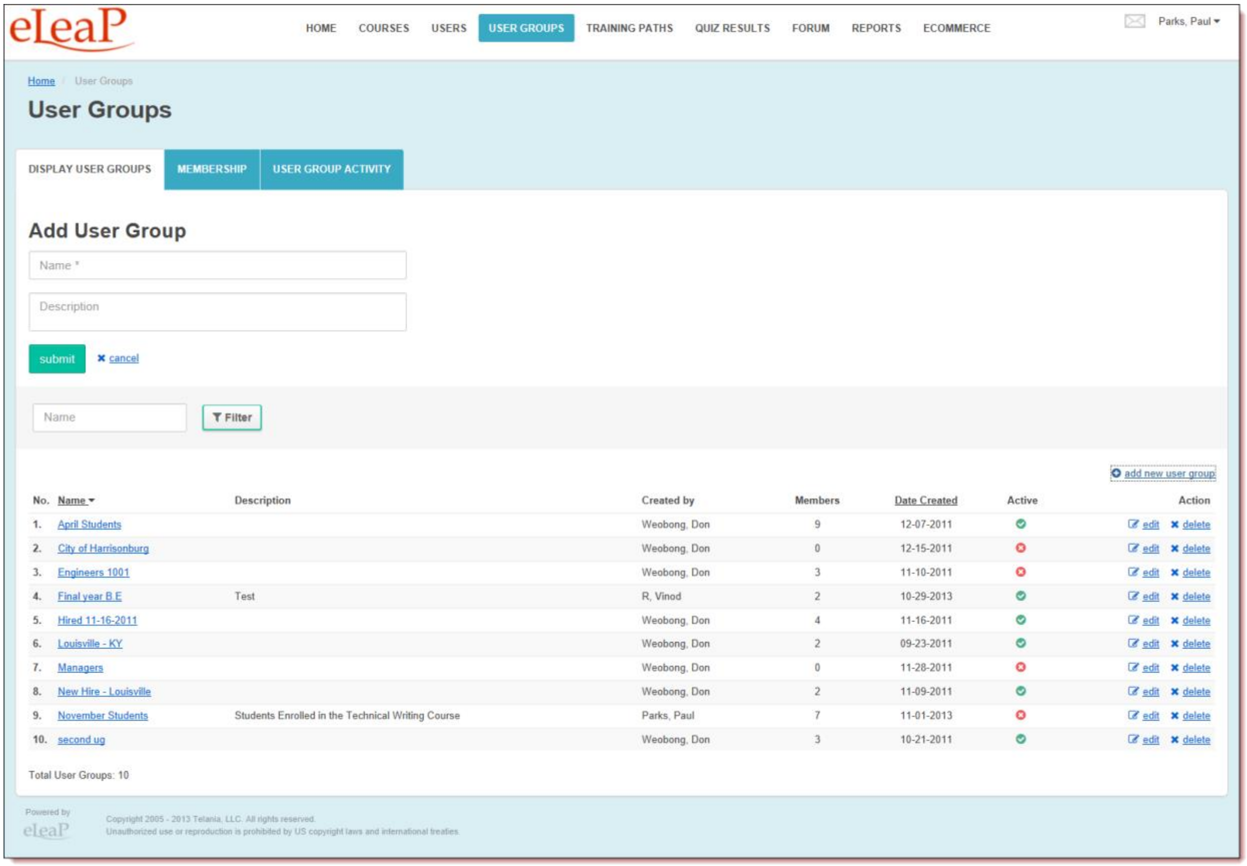
Note: You can add and delete members to/from a User Groups. Just click on the specific User Groups you want to manage or edit.

Note: 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.

Note: You can '**reuse**' 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.

Adding a New User Group

Clicking the add new User Groups link on the User Groups screen displays the **Add User Group** screen, as shown in the following illustration. Use the steps below to successfully add a User Group to the system.

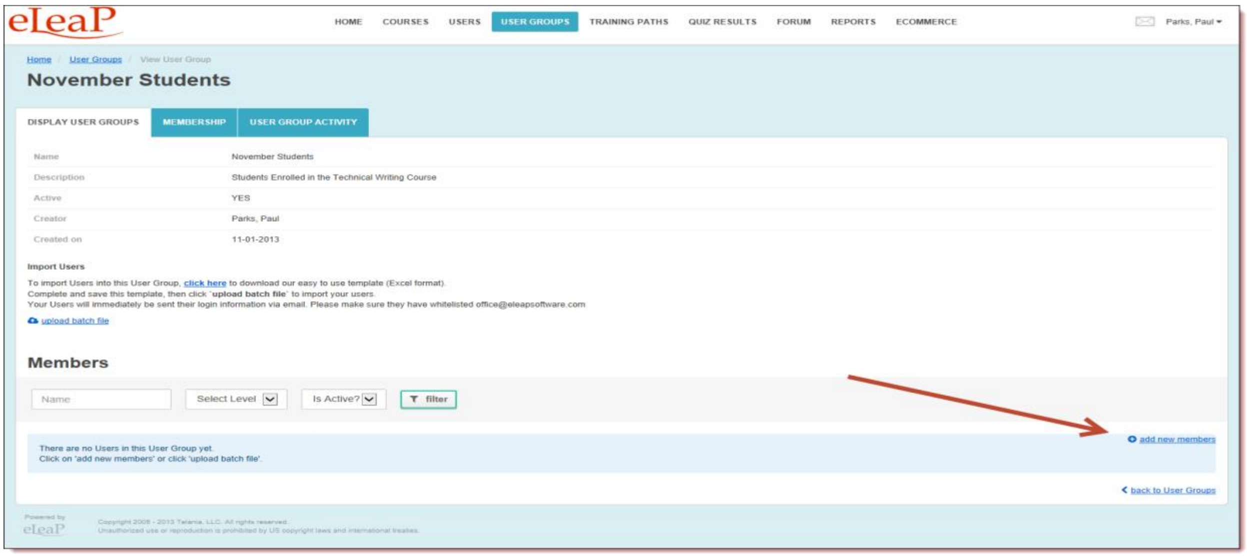


1. Enter a name for the new User Group within the **Name** field.
2. Enter a description for the new User Group within the **Description** field.
3. Click Submit. The new User Group will be added to the **User Groups** list, alphabetically.

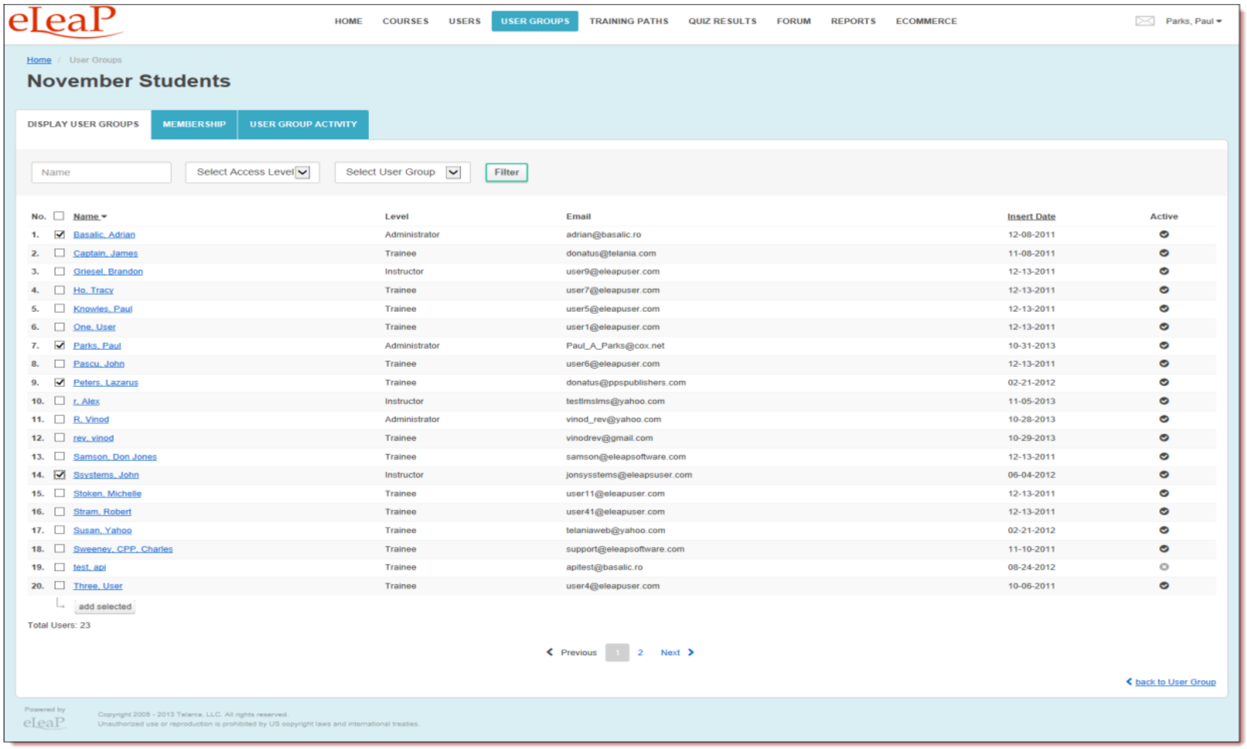
Note: To activate your new User Groups, you can either select the **[Active]** is **[Yes]** option in the **User Group Details** screen or just click on the red **[x]** in the **Active** column in the **User Groups** screen to turn it into a green active checkmark.

Adding Members to a User Group

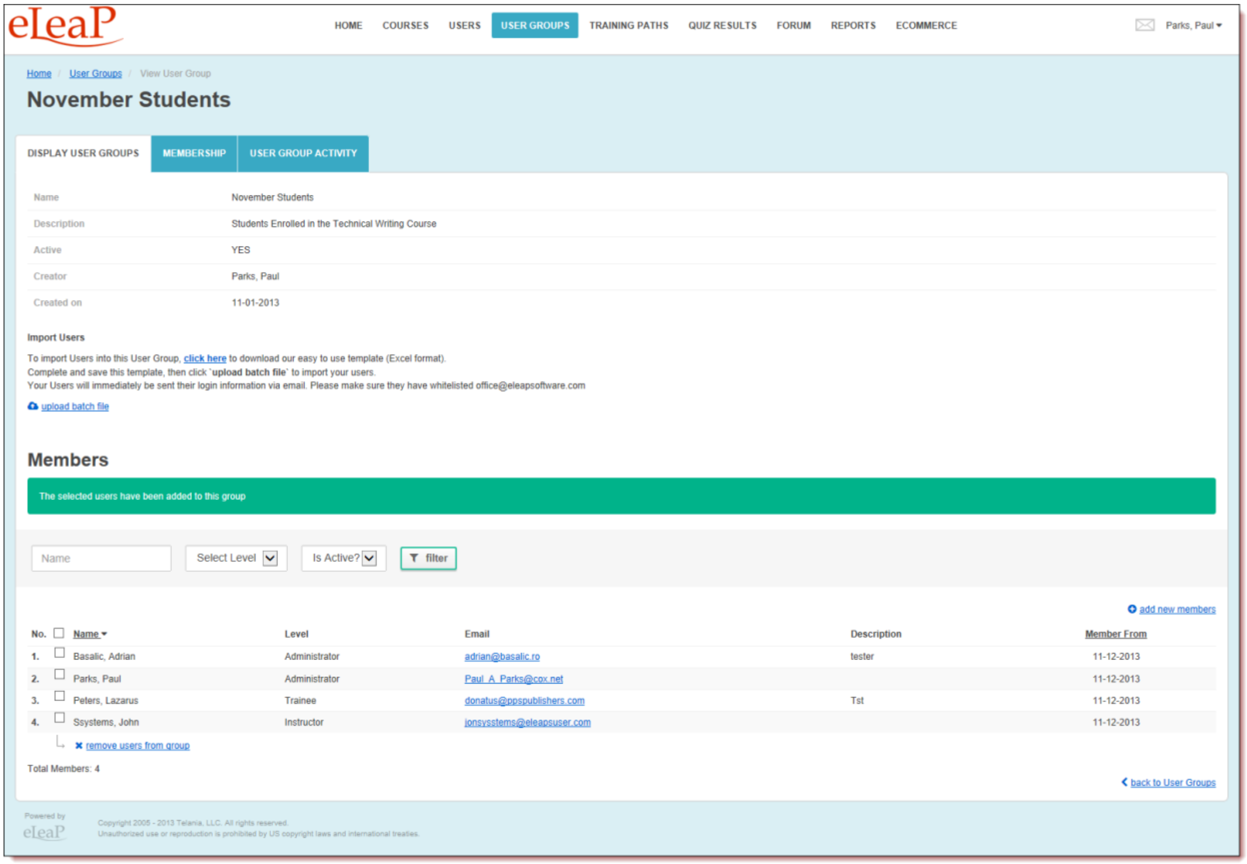
Once you have created a User Group, you will need to add members to the group. This is accomplished by clicking the User Group's name on the **User Groups** list. The **User Group Details** screen, shown in the following illustration, is displayed. Use the steps below to successfully add a member to a User Group.



1. Click the **add new members** link in the bottom right-hand corner of the screen. A list of available Users is displayed, as shown in the following illustration. Select the check box for each User on the **Users** list that you want to add as a Member to the User Group, and then click add selected.



As shown in the following illustration, the Users you have selected are added to the User Group.

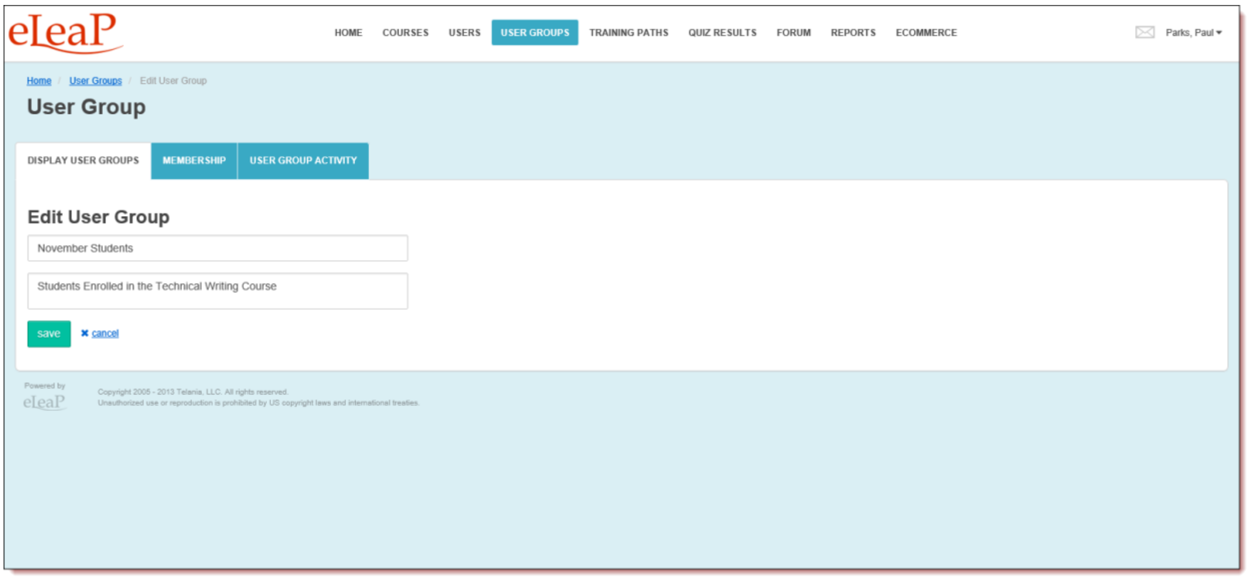


You can remove Members from the User Group at any time by selecting their check box on the Members list and clicking the **remove users from group** link. Additionally, you can send an email to any of the Members of the User Group by clicking their **Email** link.

2. Optionally, you can import users/members by selecting the **click here** link within the **Import Users** portion of the screen. Please refer back to the **Importing Users** section of the document for details on how to import users into the system.

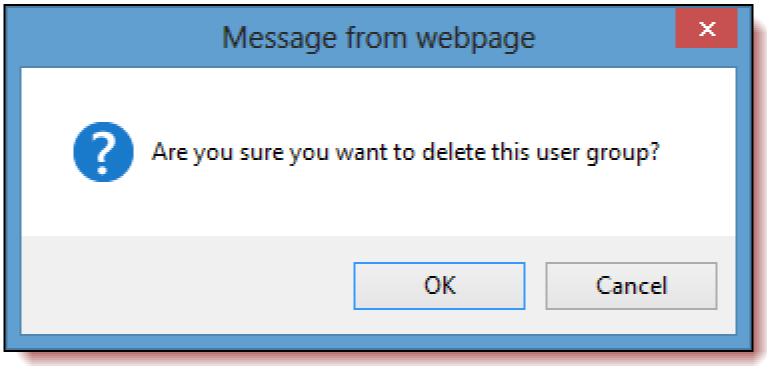
Editing a User Group

To edit an existing User Group, click the edit link for the group on the **User Groups** list within the [User Groups](#) screen. The **Edit User Group** screen, illustrated below, is displayed. Simply make any modifications necessary within the **Name** and/or **Description** field and then click save to save your changes to the system.



Deleting a User Group

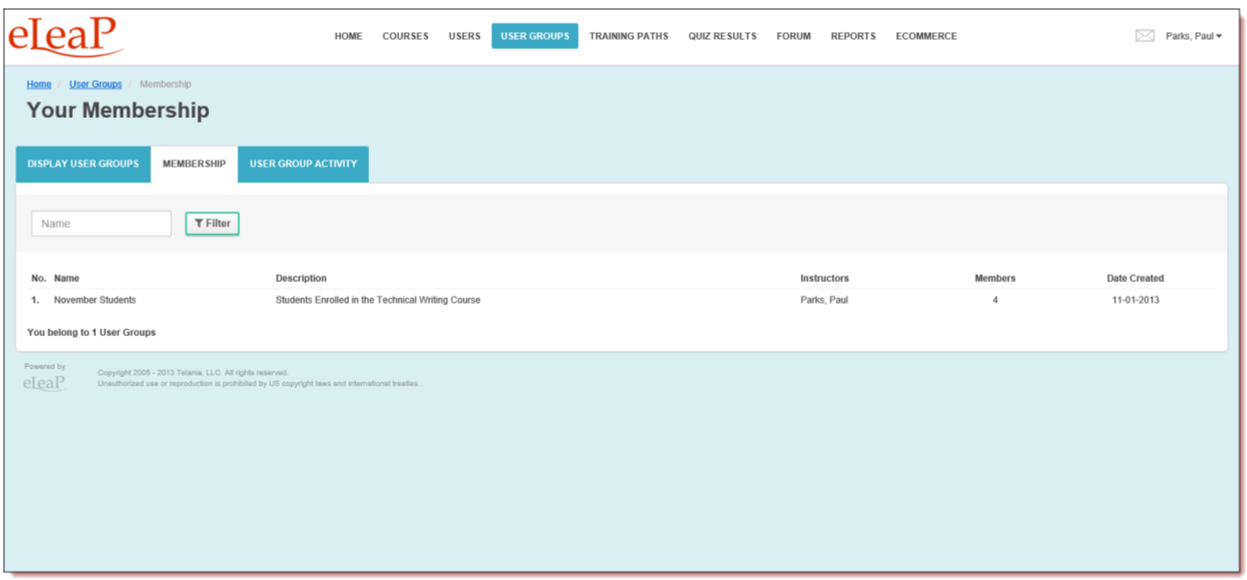
To delete an existing User Group, click the **delete** link for the group on the **User Groups** list within the **User Groups** screen. As shown in the following illustration, the system displays a warning message before performing the deletion. Click OK to proceed with the deletion or click Cancel to cancel the deletion process.



Membership

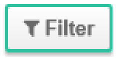
Selecting the **MEMBERSHIP** tab on the **User Groups** screen displays the **Your Membership** screen, illustrated below. This screen will show you any User Groups that you are a Member of. You can filter what is displayed on the list, if necessary, by entering a group's name within the **Name** field and clicking 

.



User Group Activity

Selecting the **USER GROUP ACTIVITY** tab on the **User Groups** screen displays the **User Group Activity** screen, illustrated below. This screen displays the current activity for each Member of User Group on a

User Group Activity list. A User's **Name**, **Course**, **Progress**, **Quiz**, **Quiz Completed**, **Release Certificate** and **Deadline** details for a User and Course. You can filter what is displayed on the **User Activity** list by selecting a User Group from the **User Group** list, selecting a Course from the **Course** list, or by defining a date range using the **Calendar** icon to select the beginning and end date for the range or by manually entering those dates, and then clicking 

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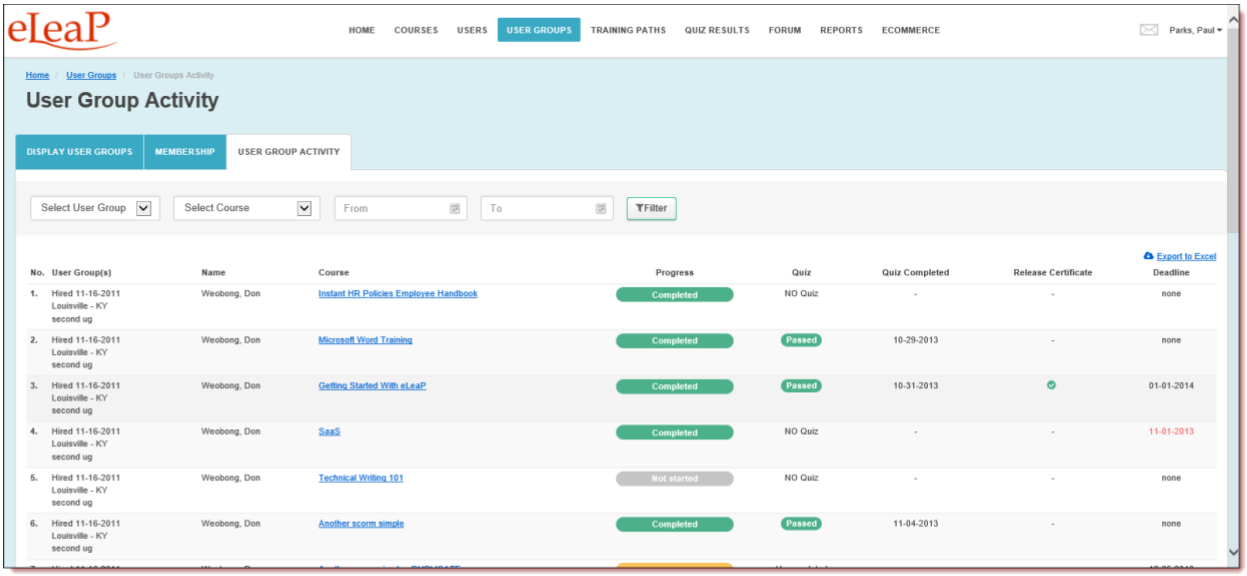
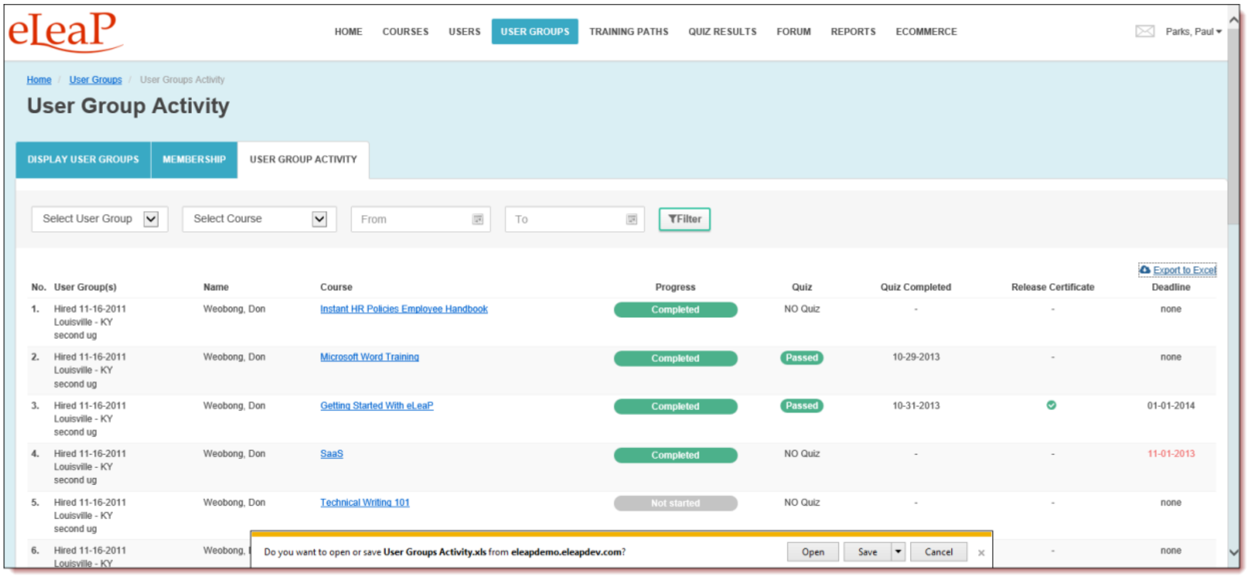
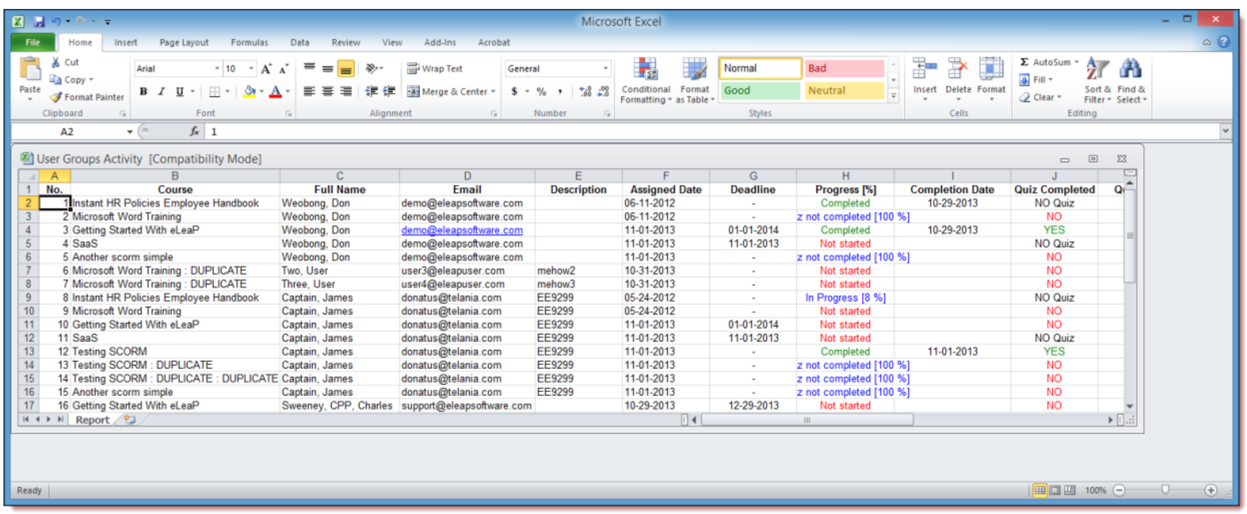


Exporting User Group Activity

Selecting the **Export User Activity** tab on the **User Groups** screen allows you to export all User Activity for the User Groups displayed on the **Users Groups** list to your computer. As shown in the following illustration, you are presented with the option to **Open** or **Save** the **User Groups Activity.xls** file to a local drive on your computer.

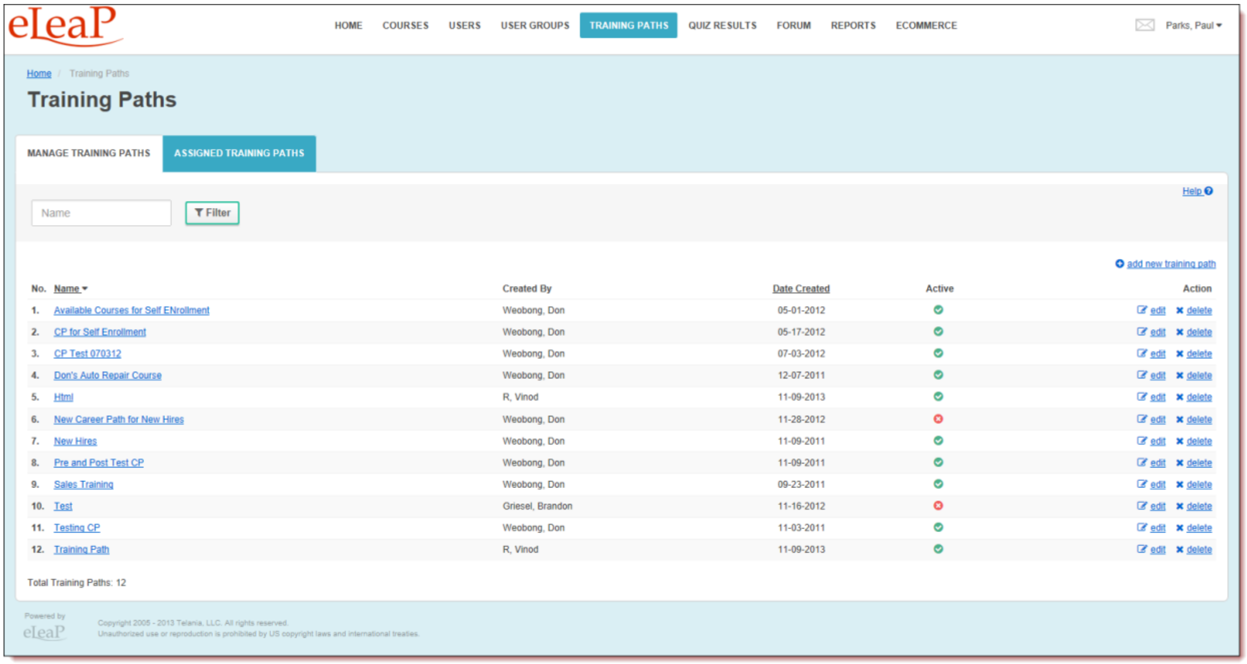


Once you have downloaded the file, it is displayed within Excel, as shown in the following illustration. The **Course**, **Full Name**, **Email**, **Description**, **Assigned Date**, **Deadline**, **Progress**, **Completion Date**, **Quiz Completed**, **Quiz Score**, **Quiz Pass Score**, **Quiz Max Score**, **Quiz Status**, **Quiz Completion Date**, **User Groups(s)** and **Active/Inactive** details for each **User Activity/Course** combination on the **User Activity** list is displayed.



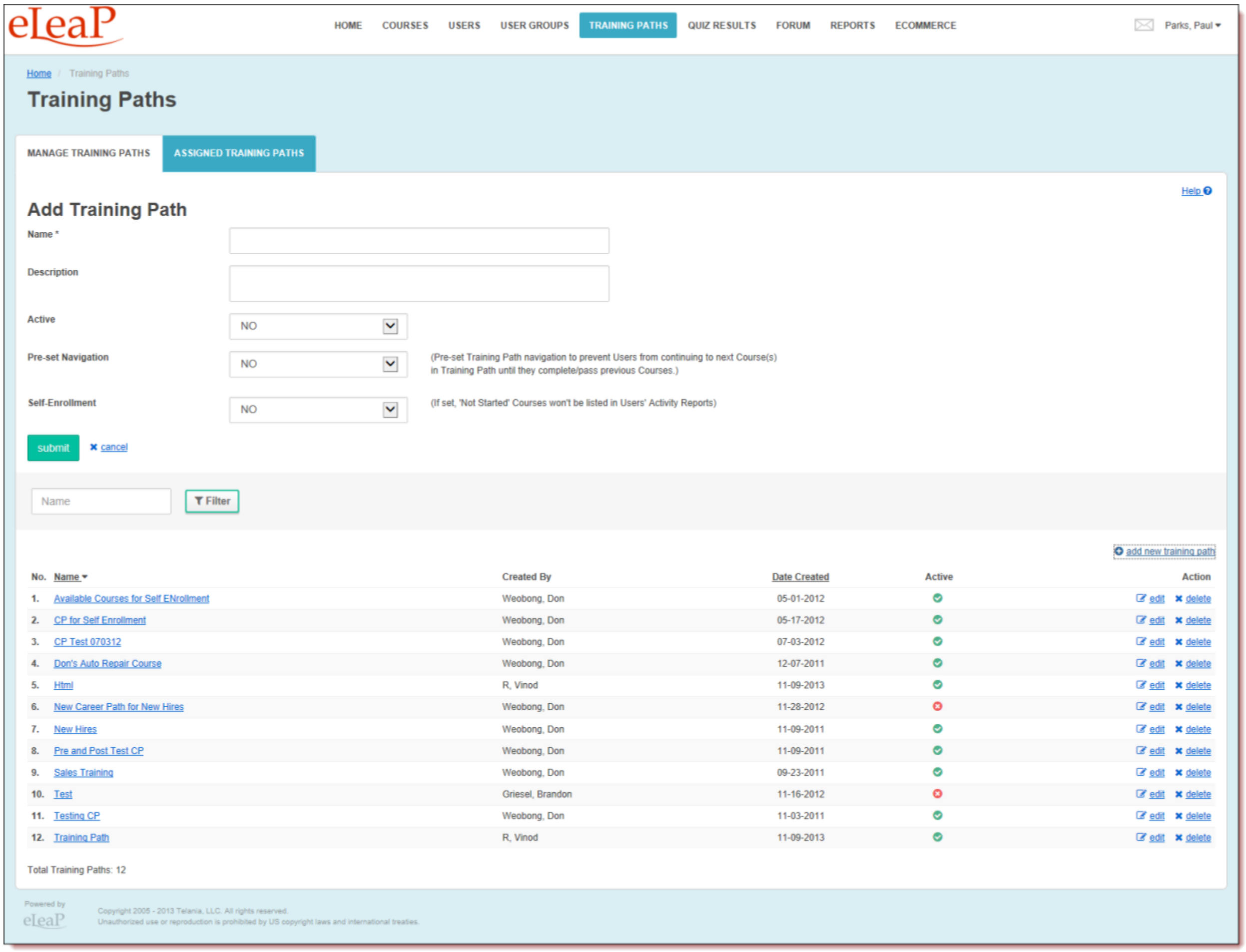
Training Paths

Selecting **TRAINING PATHS** on the menu bar displays the **Training Paths** screen, with the **MANAGE TRAINING PATHS** tab selected, as shown in the following illustration. A Training Path is a collection of courses that the student must pass in order to achieve the defined Training Path’s certification. Each Training Path that you create is displayed on the **Training Paths** list, with the **Name**, **Created By**, **Date Created** and the **Active/Inactive** status details shown for that specific Training Path.



Adding a New Training Path

Clicking the **add new training path** link within the Training Path screen’s **Manage Training Paths** tab displays the **Add Training Path** screen, as shown in the following illustration. Use the steps below to add a Training Path to the system.



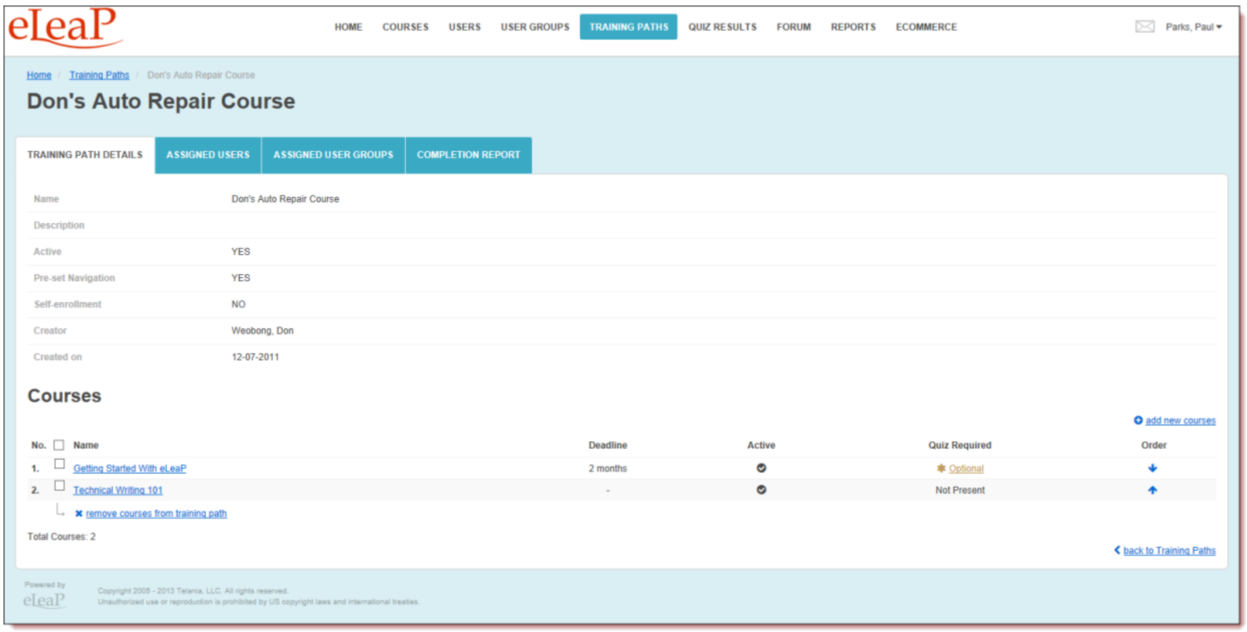
1. Enter a Name for the new Training Path in the **Name** field.
2. Enter a Description for the new Training Path within the **Description** box.
3. Select **YES** from the **Active** list to make the new Training Path **Active**, or select **NO** to make it **Inactive**.
4. Select **YES** from the **Pre-Set Navigation** list to prevent Users from continuing to the next Course(s) in Training Path until they complete/pass previous Courses, or select **NO** to not implement this restriction. This is a powerful tool for combining Courses into larger modules.
5. Select **YES** from the **Self-Enrollment** list to ensure that 'Not Started' Courses are not listed in Users' Activity Reports, or select **NO** to ensure that those Courses are listed. 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 are 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.

6. Click **Submit** to create the new Training Path. It will be displayed on the **Training Paths** list, in alphabetical order.

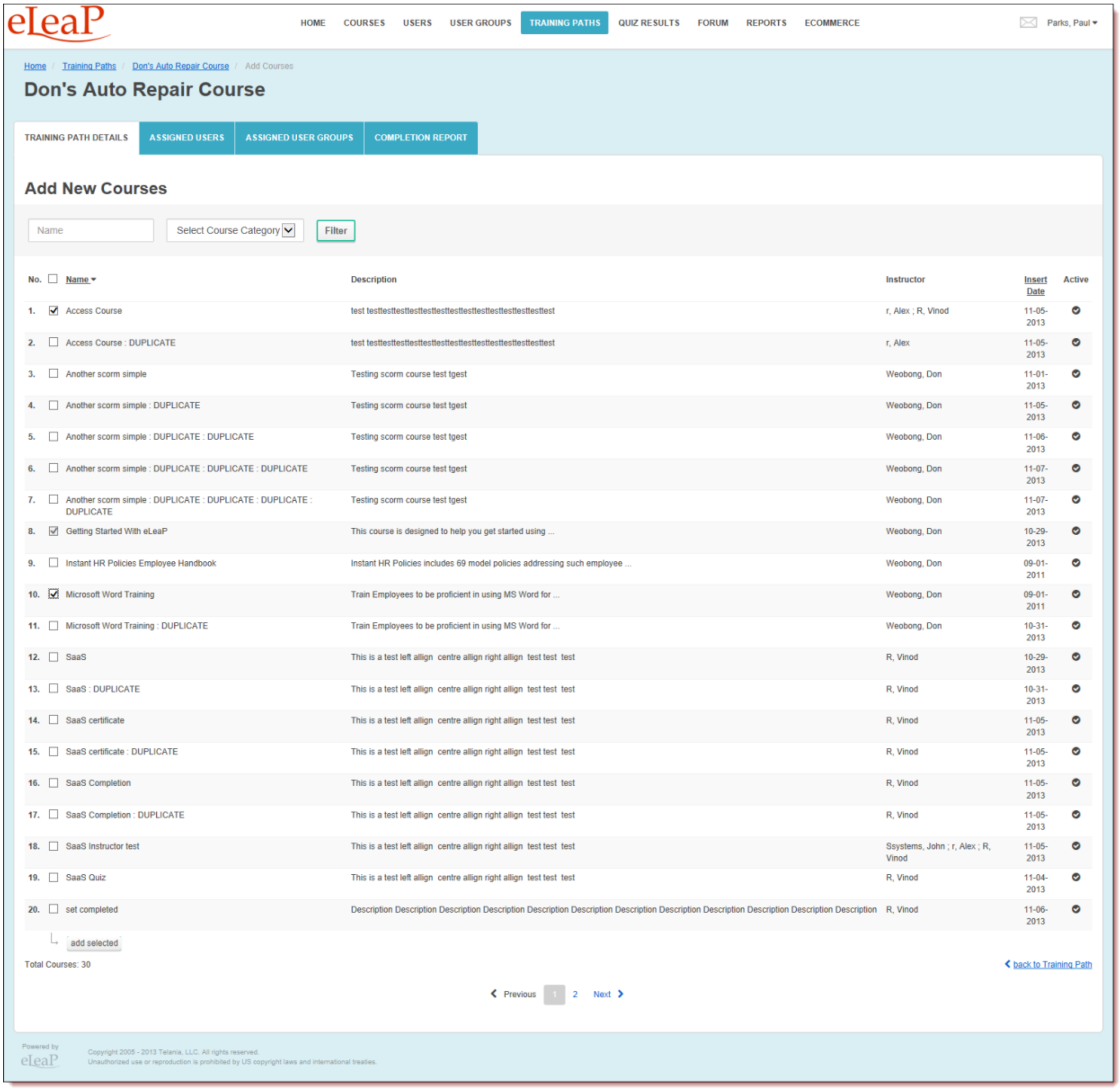
Adding Courses to a Training Path

Selecting a Training Path's Name on the **Training Paths** list displays the **Training Path Details** screen, illustrated below. Selecting the **add new courses** link on this screen allows you to build a list of Courses that the student must successfully complete before they can be certified as having satisfied all of the requirements necessary for that Training Path.

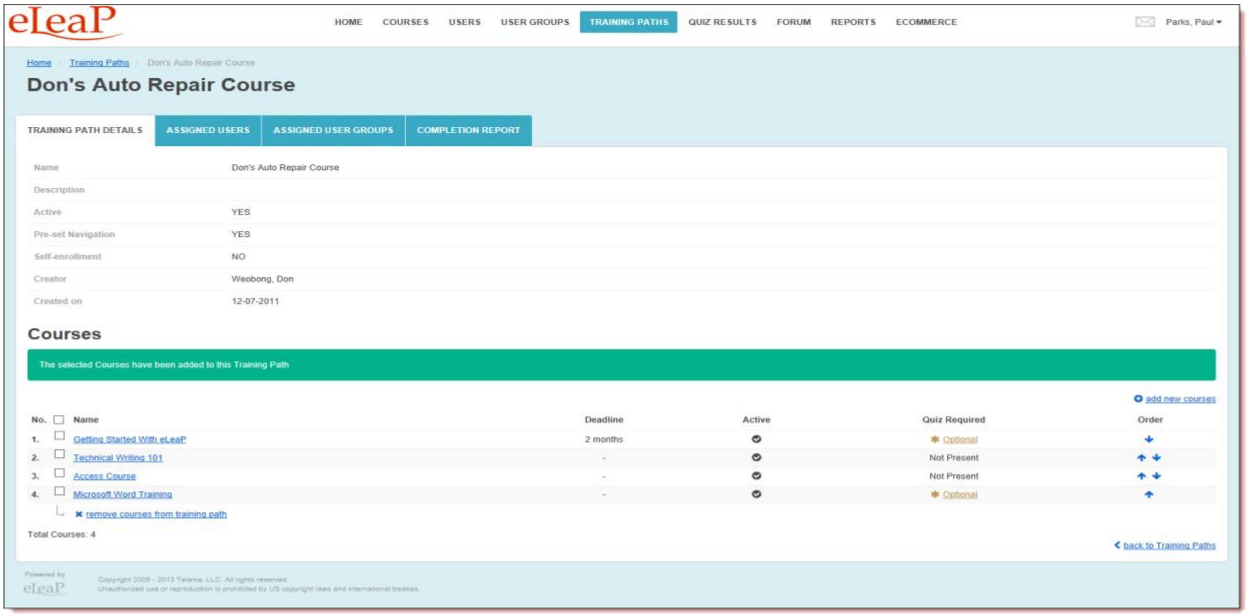


When you click the **add new courses** link, the **Add New Courses** screen is displayed, as shown in the following illustration. You can filter the Courses list by entering a Name in the **Name** field and by selecting a Course Category from the **Course Category** list, or both, and then clicking **Filter**. Use the steps below to successfully add new Courses to a Training Path.

On this screen, select the check box for each Course that you want to add to the Training Path, and then click **add selected**.



As shown in the following illustration, the Courses that you selected are added to the **Training Path Details** screen.

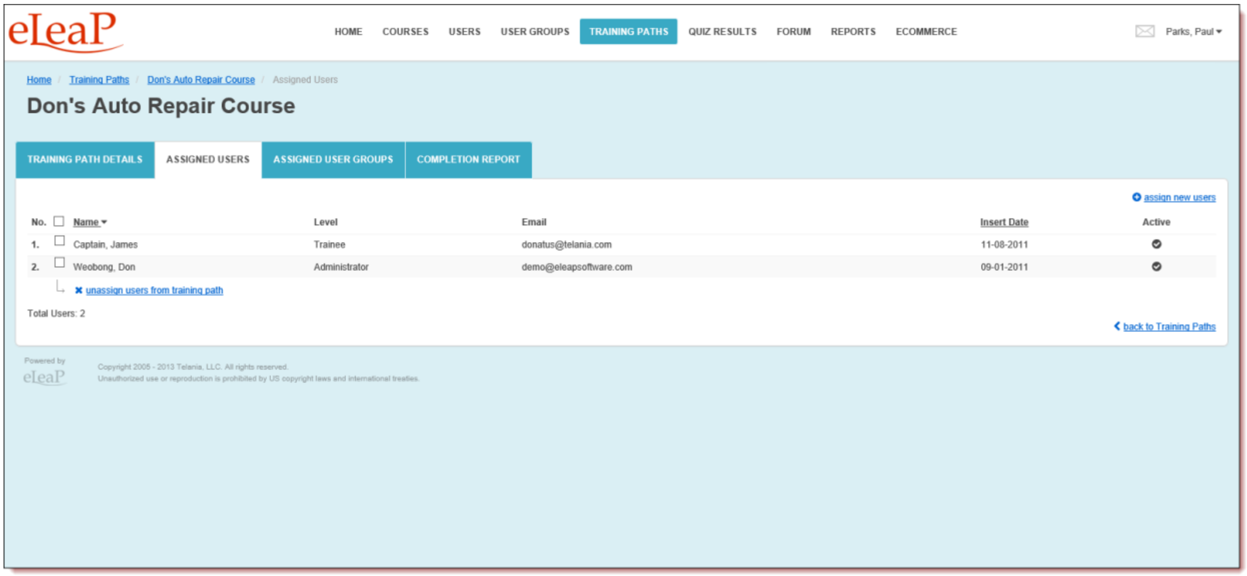


Don't forget to set **[Active]** to **[Yes]** if you want to activate your New Training Path. Or just click on the red **[x]** in the Active column in the Career Paths' screen to turn it into a green active checkmark.

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

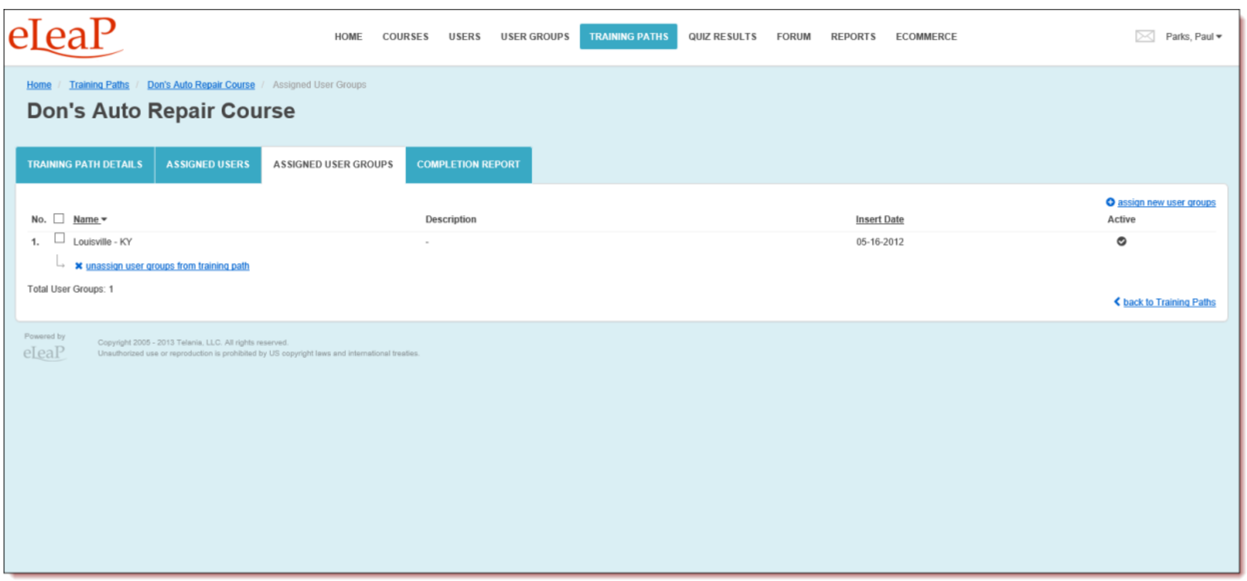
Assigned Users

Selecting the **ASSIGNED USERS** tab on the **Training Path Details** screen displays the **Assigned Users** screen, illustrated below. This screen displays all of the Users associated with this Training Path. You can click the **assign new users** link to add additional Users to a Training Path, and you can select the check box for any existing Users on the **Assigned Users** list and then click the **unassign users from training path** link to remove them from the list.



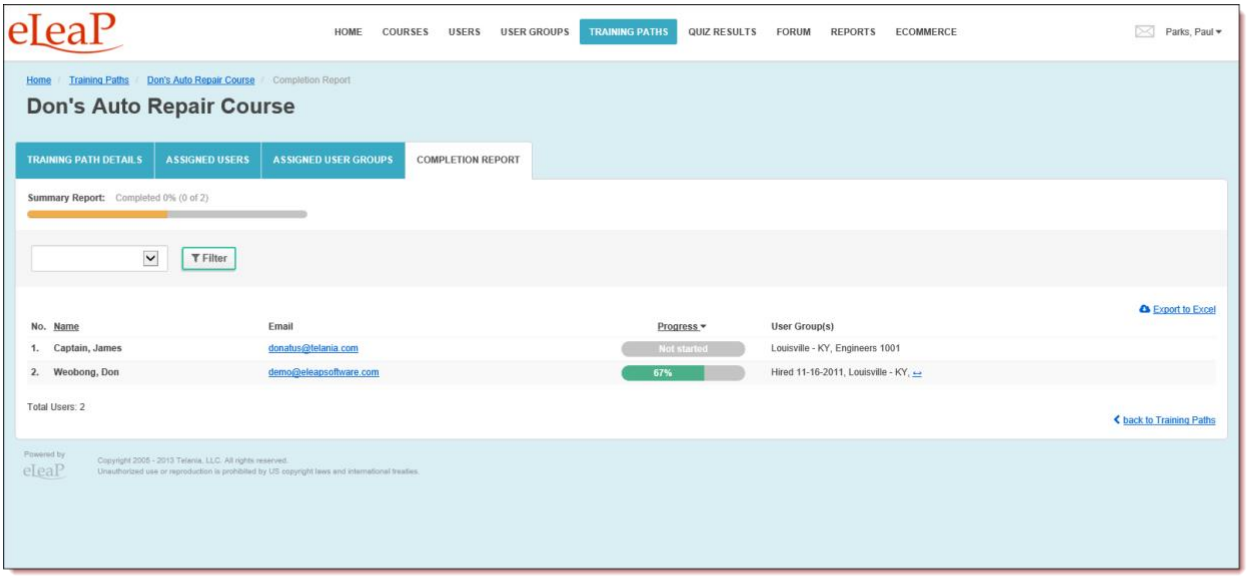
Assigned User Groups

Selecting the **ASSIGNED USER GROUPS** tab on the **Training Path Details** screen displays the **Assigned User Groups** screen, illustrated below. This screen displays all of the Users associated with this Training Path. You can click the **assign new User Groups** link to add additional User Groups to a Training Path, and you can select the check box for any existing User Group on the **Assigned User Groups** list and then click the **unassign User Groups from training path** link to remove them from the list.

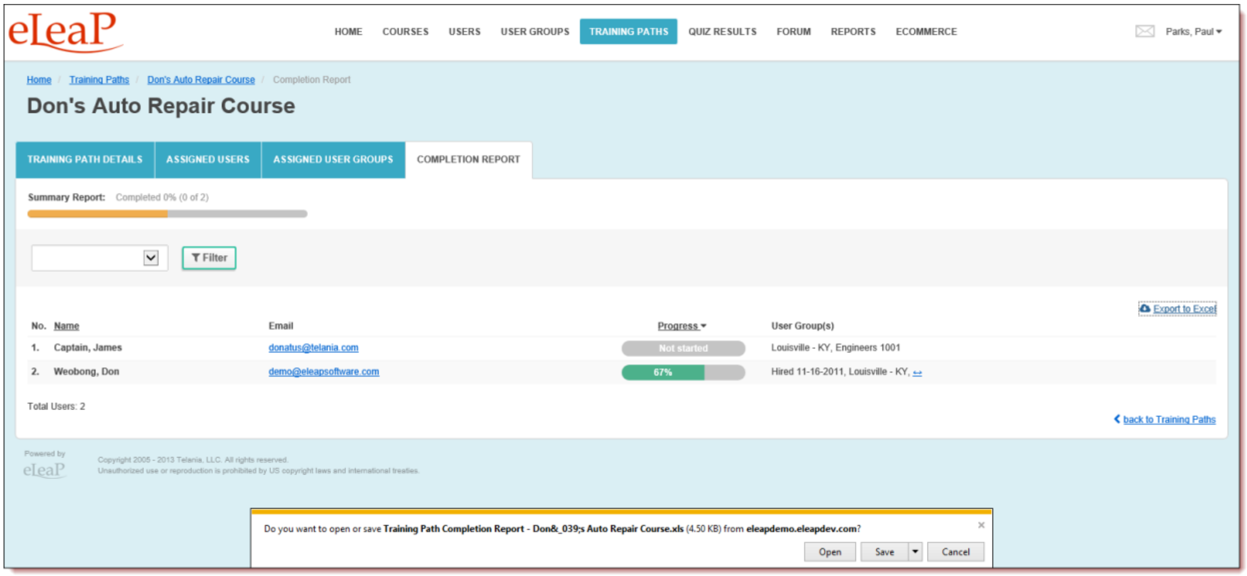


Completion Report

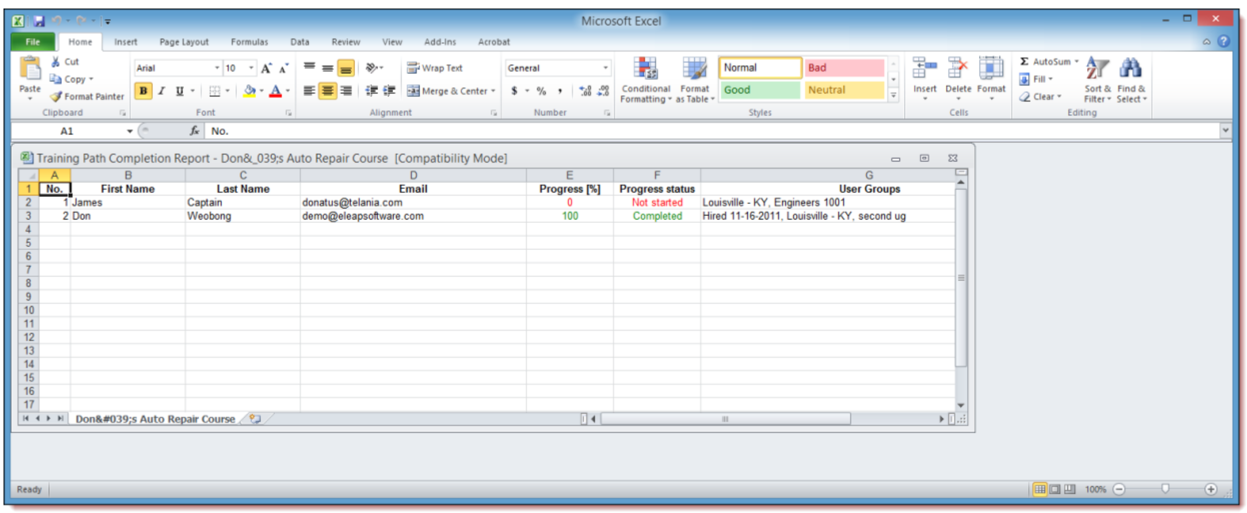
Selecting the **COMPLETION REPORT** tab on the **Training Path Details** screen displays the Completion Report screen for the Training Path, as shown in the following illustration. A Summary Report bar is presented, with a numerical representation of the progress that has been made on this Training Path. You can filter the list of Training Paths displayed on this screen by making a selection from the **Training Paths** drop down and clicking Filter. You can also send an email to any of the Assigned Users for the Training Path by clicking on their **Email** link.



Additionally, you can click the Export to Excel link to export the Completion Report to a local drive on your computer. As shown in the following illustration, you are presented with the option to either **Open** or **Save** the **Training Path Completion – Training Path Name.xsl** file.

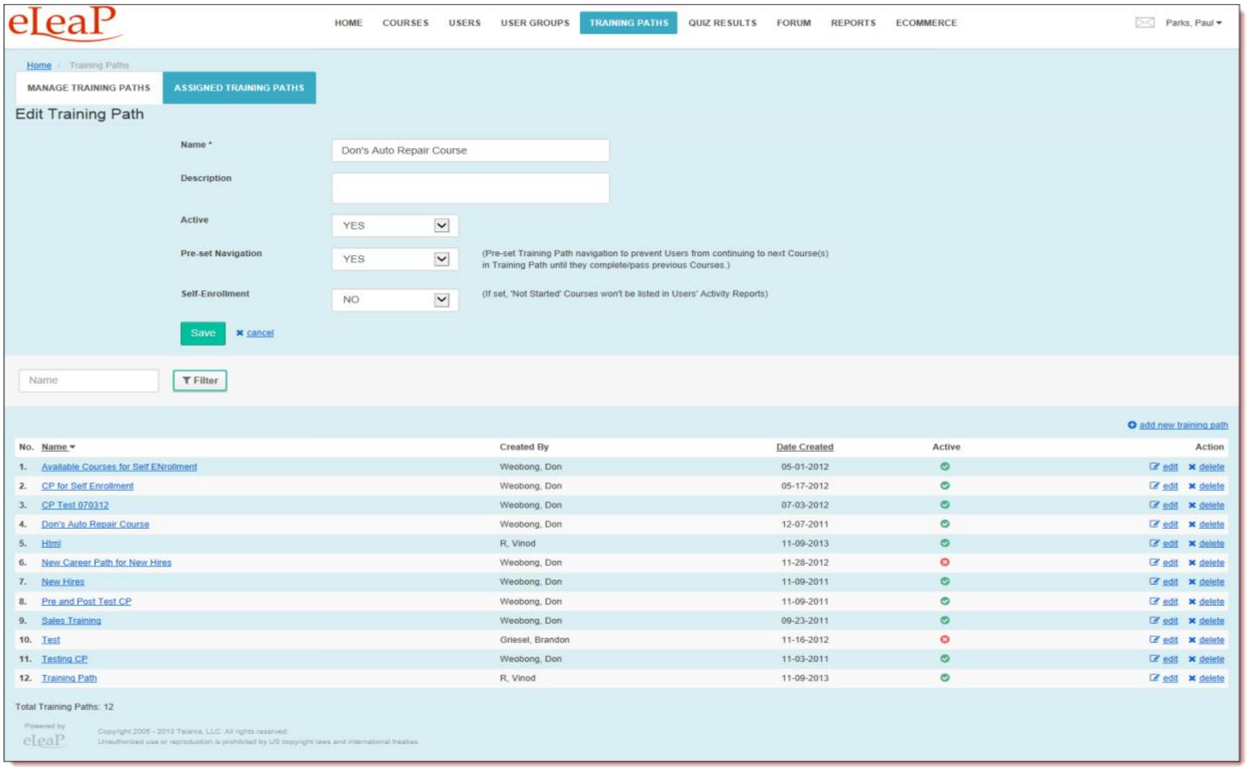


As shown in the following illustration, when the report opens in Excel, you can see the **First Name**, **Last Name**, **Email**, **Progress (%)**, **Progress status** and **User Groups** details for each user who has been assigned to the Training Path.



Editing a Training Path

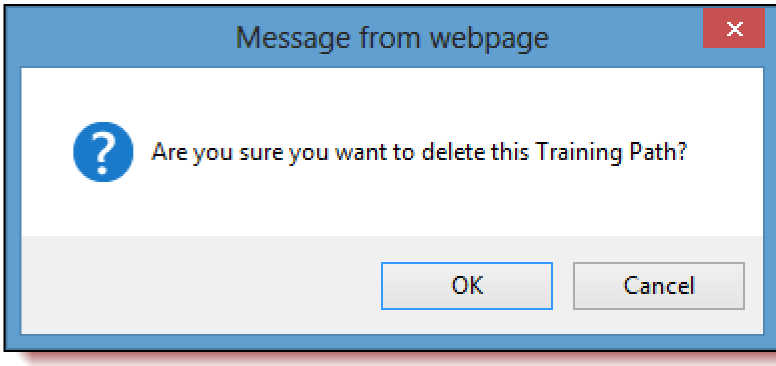
Clicking the edit link for a line on the **Training Paths** list on the **Training Paths** screen displays the **Edit Training Path** screen, illustrated below. Use this screen to make any modifications necessary to the Training Path's details and then click save to save your changes to the system.



You can also click the **add new training path** link to add an additional Training Path to the system, or select the **edit** or **delete** link for any of the existing Training Paths on the **Training Paths** list to either edit or delete that specific Training Path.

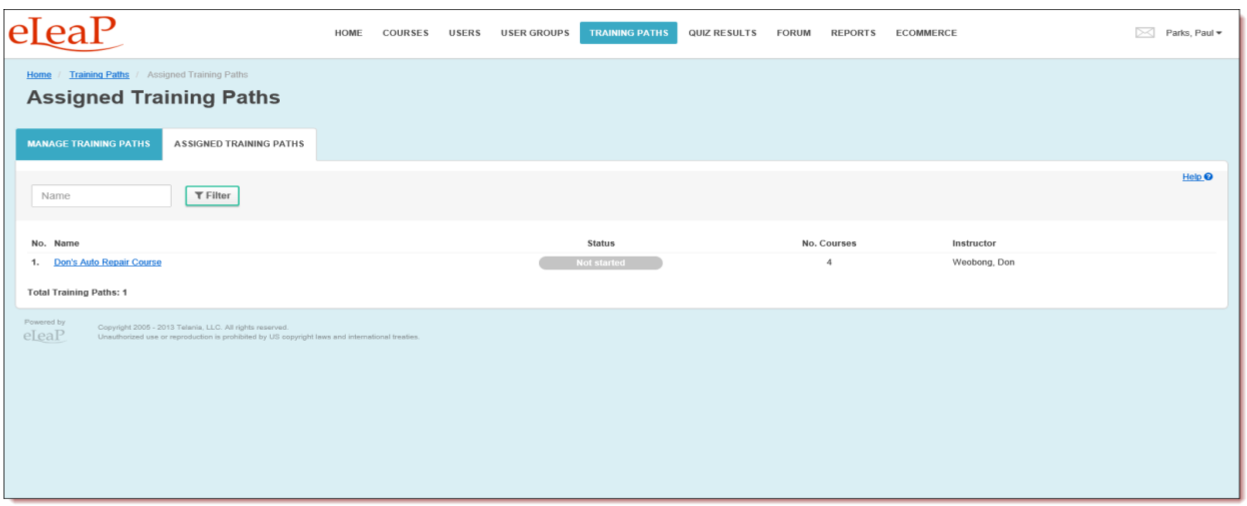
Deleting a Training Path

Selecting the **delete** link for a line on the **Training Paths** list within the **Training Paths** screen allows you to remove that Training Path from the system. The system displays a warning message, as shown in the following illustration, before performing the deletion to ensure that is your intention. Click OK to proceed with the deletion or click Cancel to cancel the deletion process.

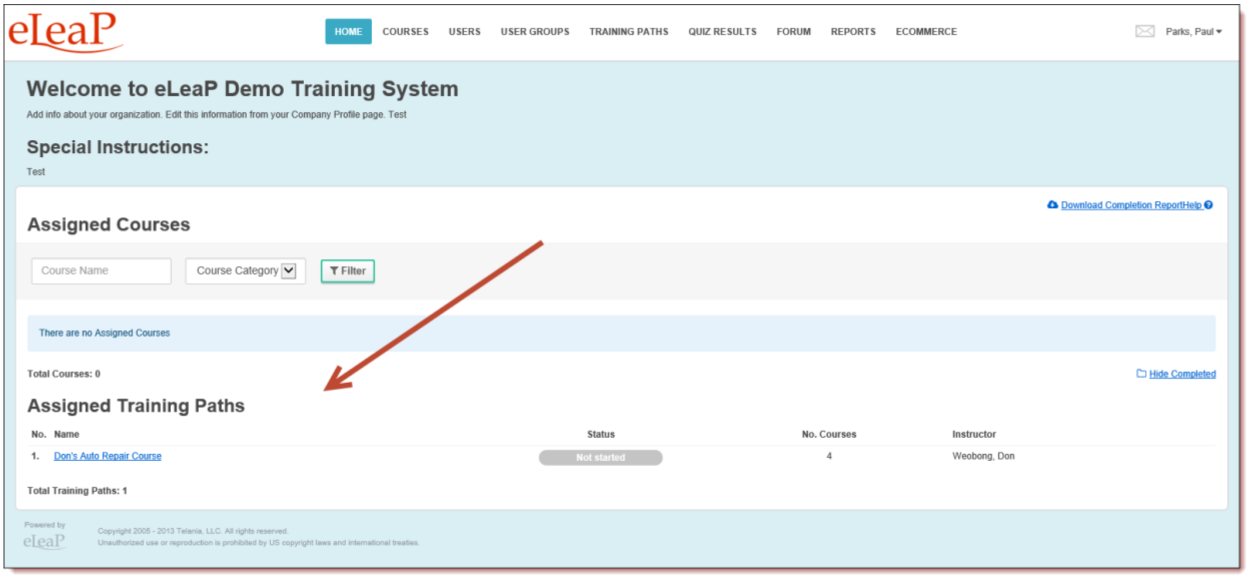


Assigned Training Paths

Selecting the **ASSIGNED TRAINING PATHS** tab on the **Training Paths** screen displays the **Assigned Training Paths** screen, illustrated below. This screen displays the Training Paths that you have been assigned to, with the **Name**, **Status**, **No. Courses** and **Instructor** details for the Training Path Displayed. You can filter the Training Paths listed here, if necessary, by enter a Training Path Name in the Name field, and then clicking .



Your Assigned Training Paths will be displayed within the **Assigned Training Paths** portion of the **Home** screen, as shown in the following illustration.



Additionally, you will receive a Notification Email similar to the example below when you are assigned to a Training Path.

Paul,

You have been assigned to the following Training Path: **Don's Auto Repair Course**.

Please go to your account at https://eleapdemo.eleapdev.com/ to access this Training Path.

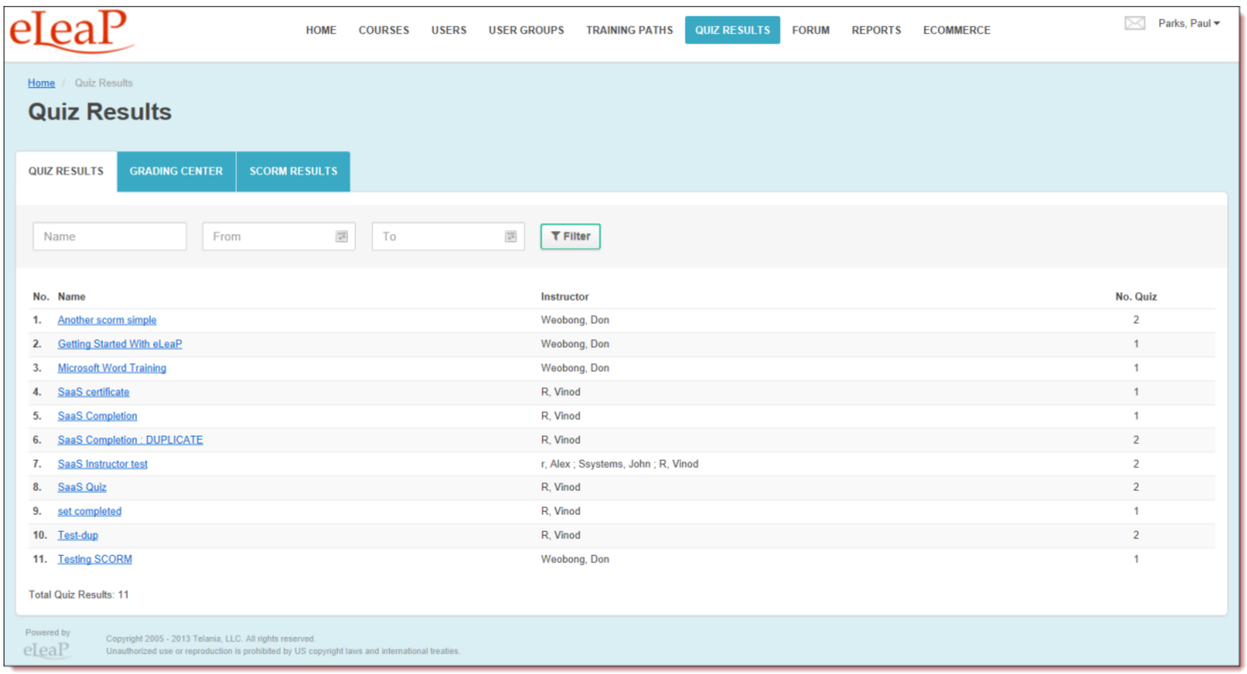
Feel free to contact your instructor (Don Weobong) if you have any questions.

Thank you,
Don Weobong (Instructor)
demo@eleapsoftware.com

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Do not reply to this message. Instead send your reply to help@eleapsoftware.com.
If you have received this email in error, please forward it immediately to support@eleapsoftware.com or contact eLeaP at www.eleapsoftware.com.

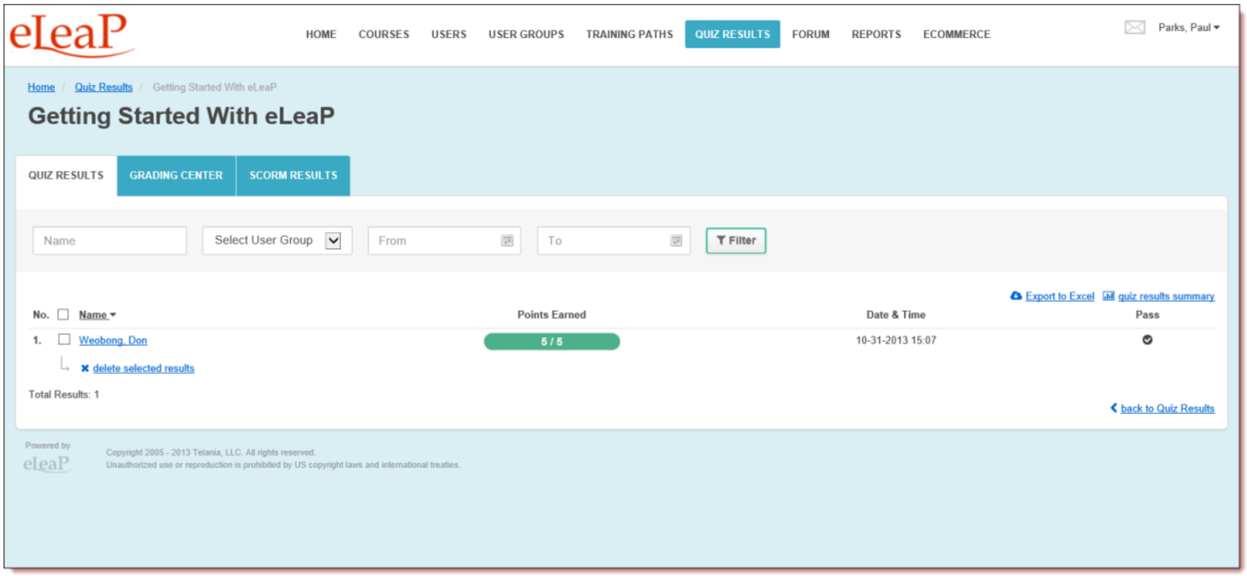
Quiz Results

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. Selecting **QUIZ RESULTS** on the menu bar displays the **Quiz Results** screen, illustrated below. This screen consists of three tabs, **QUIZ RESULTS**, **GRADING CENTER** and **SCORM RESULTS**, with the **QUIZ RESULTS** tab displayed by default. You can filter the Results displayed on the Quiz Results list based on a date range, either by manually entering dates in the **From** and **To** fields, or by using the **Calendar** icon to display a Calendar where you can select them, and then clicking Filter. Each Quiz Result on the Quiz Results list shows the **Name**, **Instructor** and **No. Quiz** details displayed for each Quiz Result.



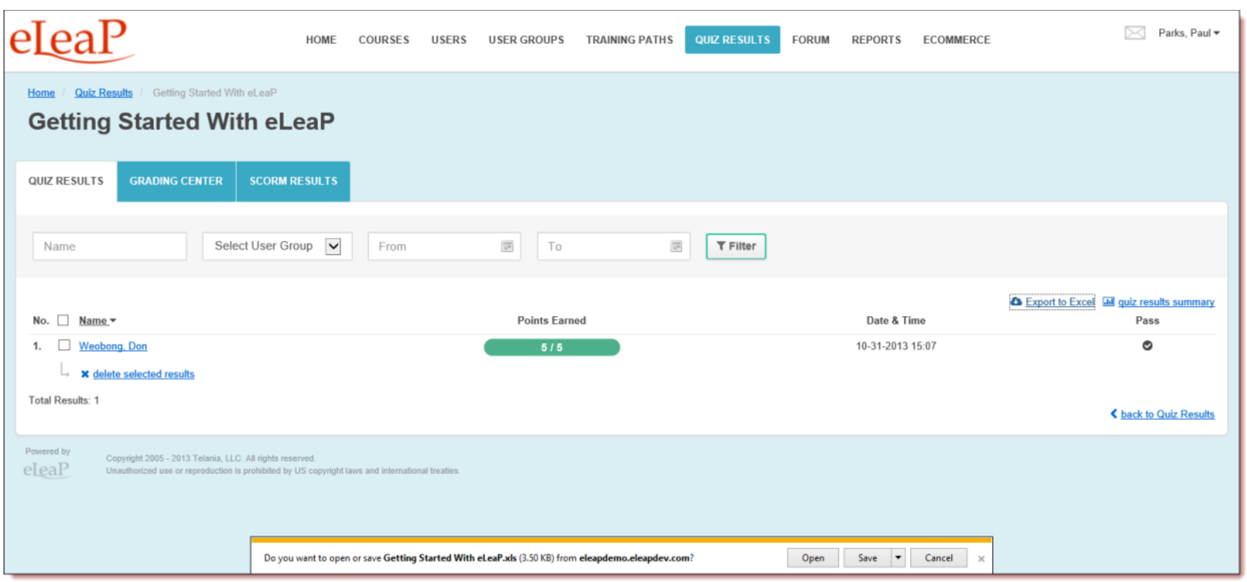
Selecting a Quiz Result on the **Quiz Results** list displays the **Quiz Results Details** screen for that Quiz Result, as shown in the following illustration. The **Name**, **Points Earned**, **Date and Time** and **Pass/Fail** details are displayed for this Quiz Result. You can click the Export to Excel link to export the Quiz Result to your computer, as well as click the quiz results summary link to view a summary of the Quiz Result. Additionally, you can select the **Quiz Results** check box and then click the **delete selected results** link to remove this Quiz Result from the system.

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.



Exporting Quiz Results

Selecting the Export to Excel link on the **Quiz Results Details** screen will allow you to export the Quiz Results to your computer as an Excel file. As shown in the following illustration, you are presented with the option to either **Open** the file, or **Save** the file.



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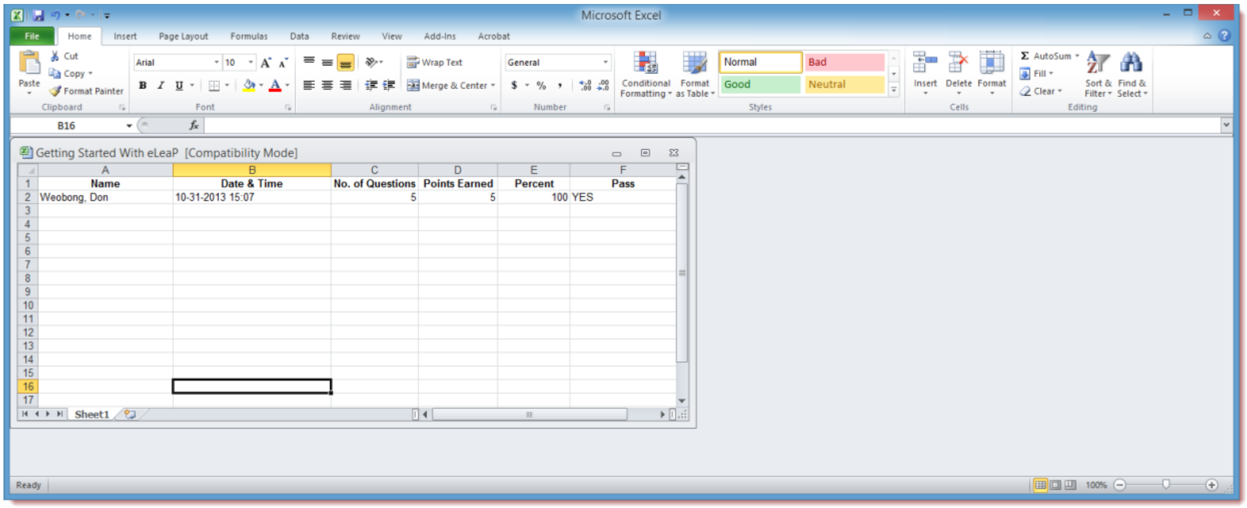
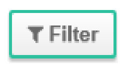
Selecting the **Open** option opens the file in Excel, as shown in the following illustration. You can then use the **File->Save** option within Excel to save the file.



Viewing the Quiz Results Summary

Selecting the **quiz results summary** link on the **Quiz Results Details** screen displays the **Summary** screen, illustrated below. This screen presents a summary of how your Users scored on this Quiz. Each Quiz Question is displayed on a **Quiz Questions** list, with the **No.**, **Question**, **Level**, **Correct/Total** and **Percent** details shown for each Question. You can filter what is displayed on this screen, if necessary, by entering a date range, if necessary, either by manually entering dates in the **From** and **To** fields, or by clicking the **Calendar** icon to use the Calendar to select those dates, and then clicking 

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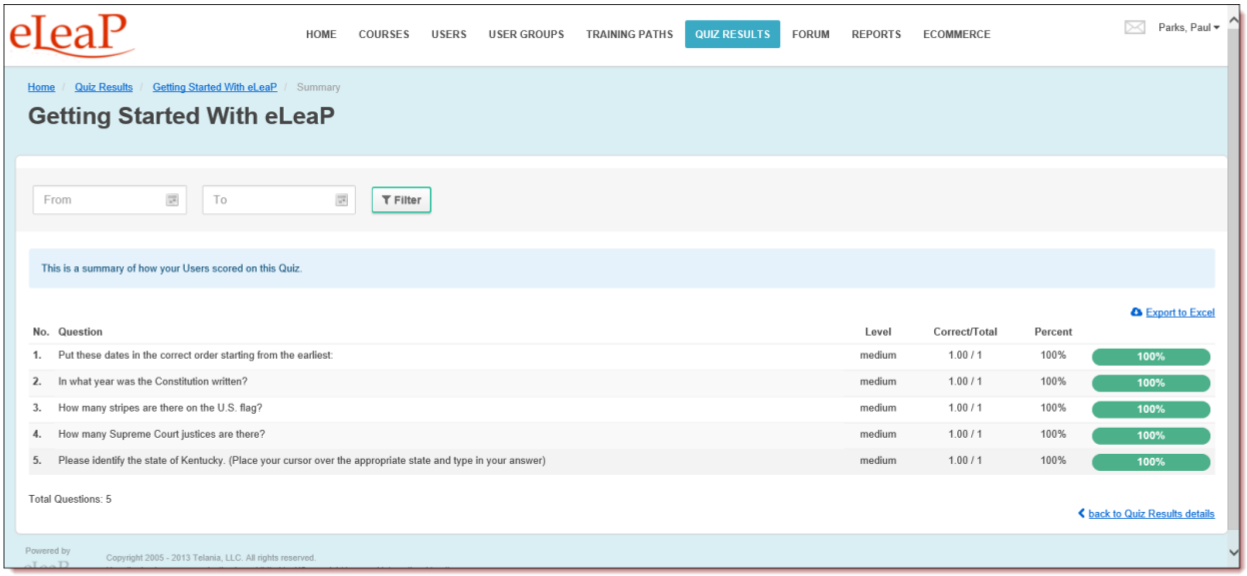
eLeaP
HOME
COURSES
USERS
USER GROUPS
TRAINING PATHS
QUIZ RESULTS
FORUM
REPORTS
ECOMMERCE
Parks, Paul
Home / Quiz Results / Getting Started With eLeaP / Summary
Getting Started With eLeaP
From
To
Filter
This is a summary of how your Users scored on this Quiz.
Export to Excel
No. Question Level Correct/Total Percent
1. Put these dates in the correct order starting from the earliest: medium 1.00 / 1 100% 100%
2. In what year was the Constitution written? medium 1.00 / 1 100% 100%
3. How many stripes are there on the U.S. flag? medium 1.00 / 1 100% 100%
4. How many Supreme Court justices are there? medium 1.00 / 1 100% 100%
5. Please identify the state of Kentucky. (Place your cursor over the appropriate state and type in your answer) medium 1.00 / 1 100% 100%
Total Questions: 5
back to Quiz Results details
Powered by
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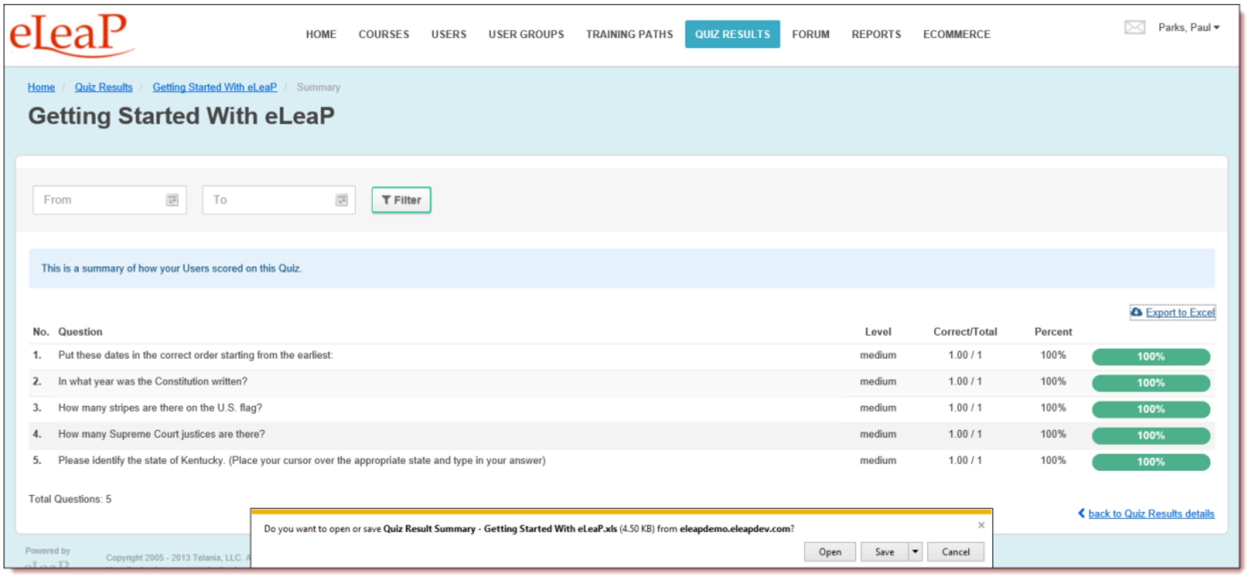
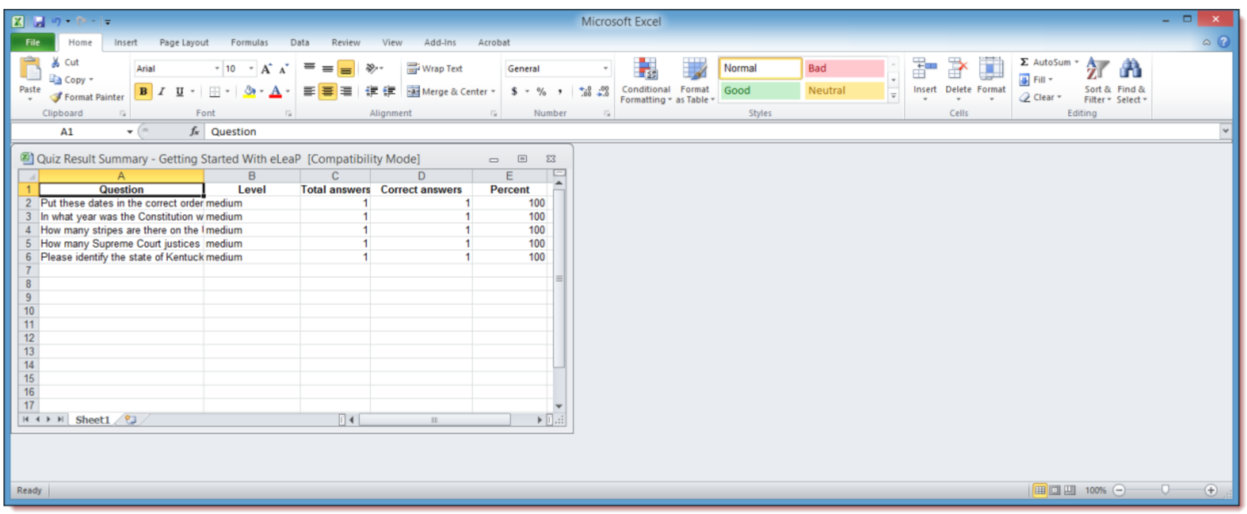
Exporting the Quiz Summary

You can click the **Export to Excel** link to export the Quiz Summary to your computer as an Excel file. As shown in the following illustration, you are presented with the option to either **Open** the file, or **Save** the file.

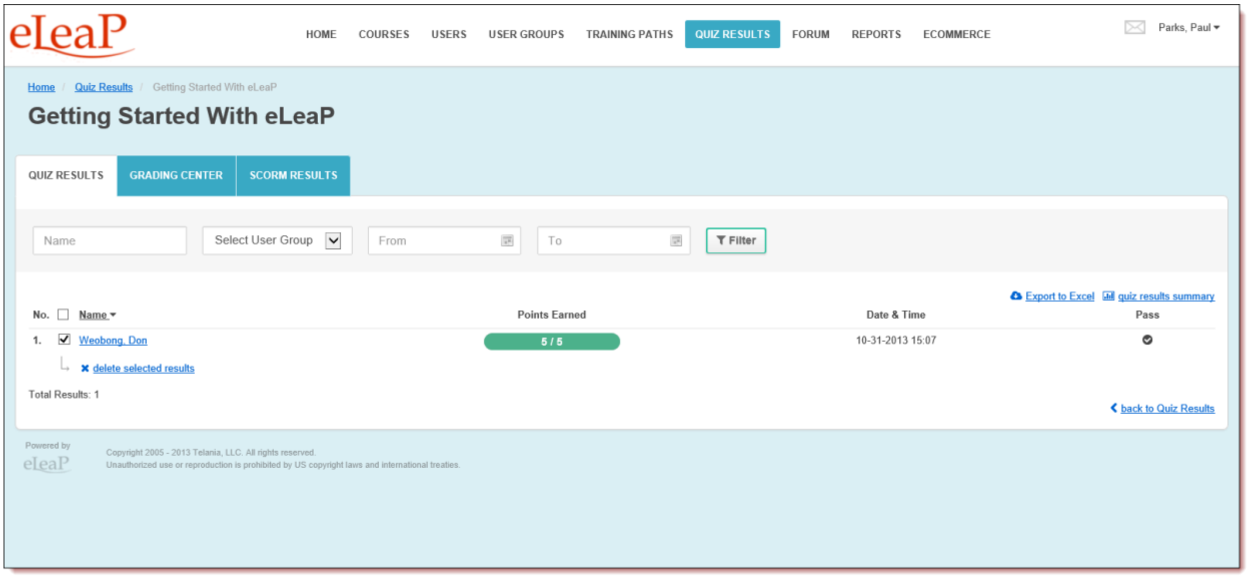


Selecting the **Open** option opens the file in Excel, as shown in the following illustration, the file opens in Excel. You can then use the **File->Save** option within Excel to save the file.

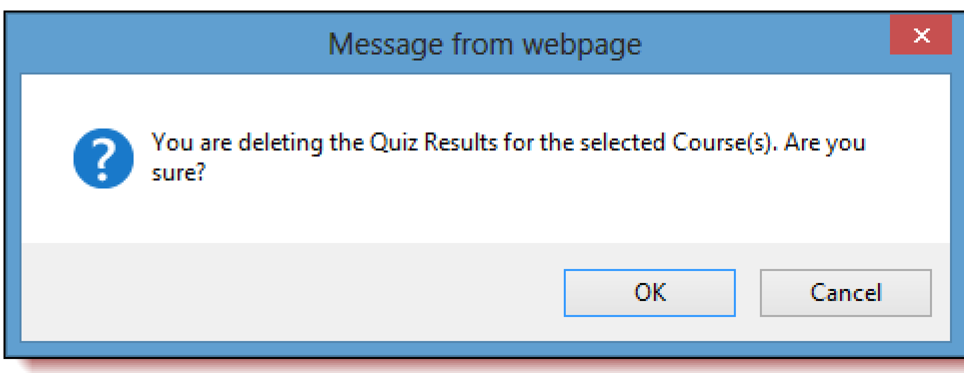


Deleting Quiz Results

You can delete the Quiz Results by selecting the check box and then clicking **delete selected results**, as shown in the following illustration.



The system displays a warning message, as shown in the following illustration, before performing the deletion, to ensure that is your intention. Click OK to proceed with the deletion, or click Cancel to cancel the deletion process.



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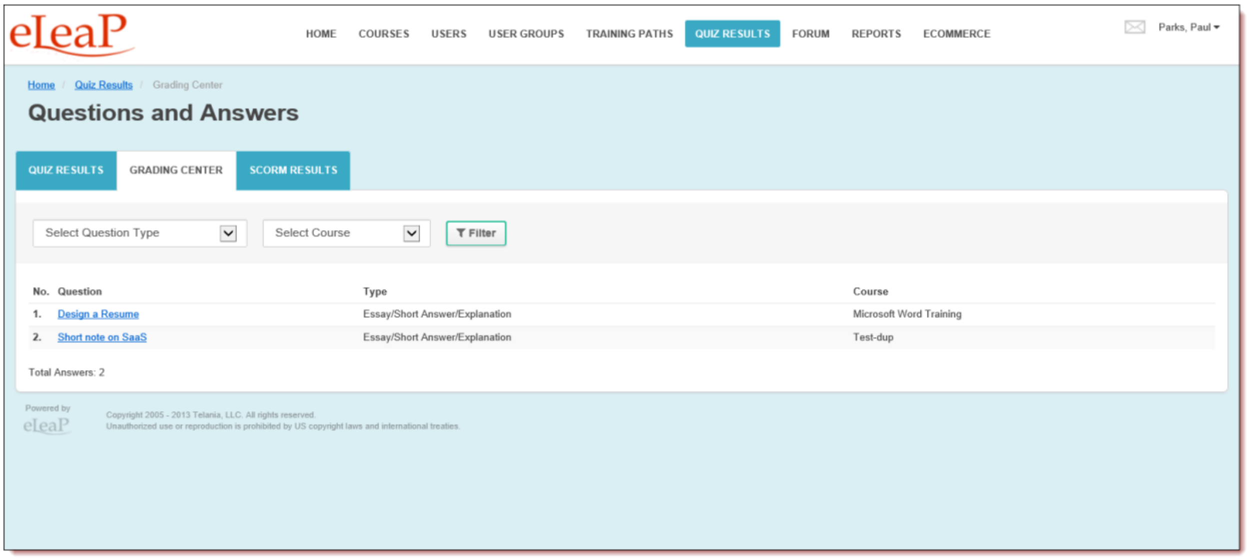
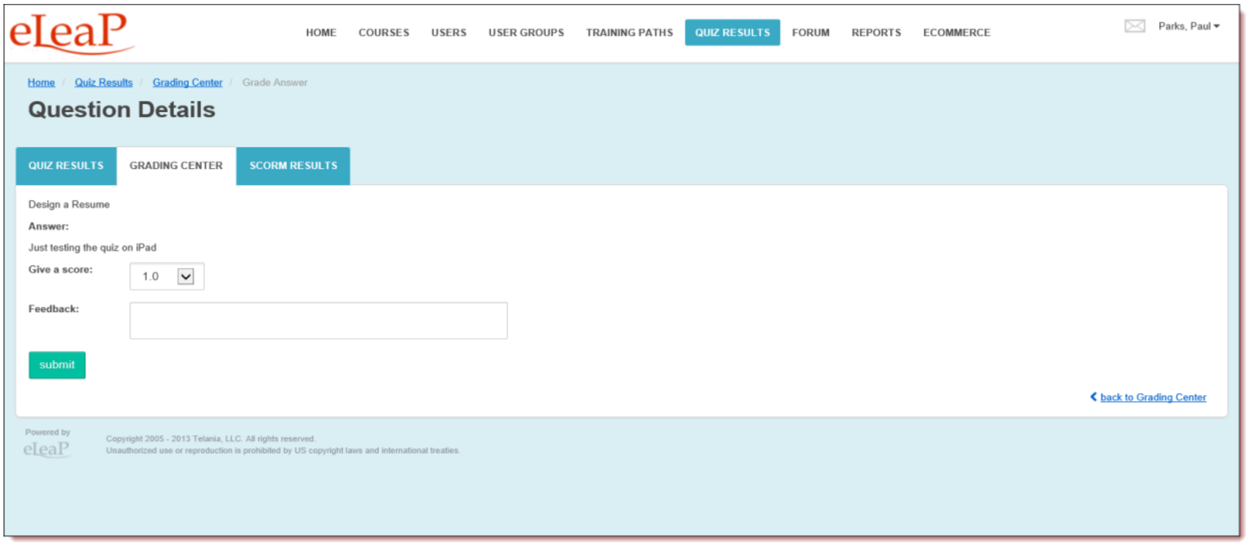
Grading Center

Selecting the **GRADING CENTER** tab on the **Quiz Results** screen displays the **Questions and Answers** screen, illustrated below. This screen displays the Questions associated with a Quiz, with the Question **No.**, **Question**, **Type** and **Course** details for each Question on the **Questions** list. You can filter what is displayed on this screen, if necessary, by making a selection from the **Select Question Type** list, making a selection from the **Select Course** list, or both, and then clicking Filter.

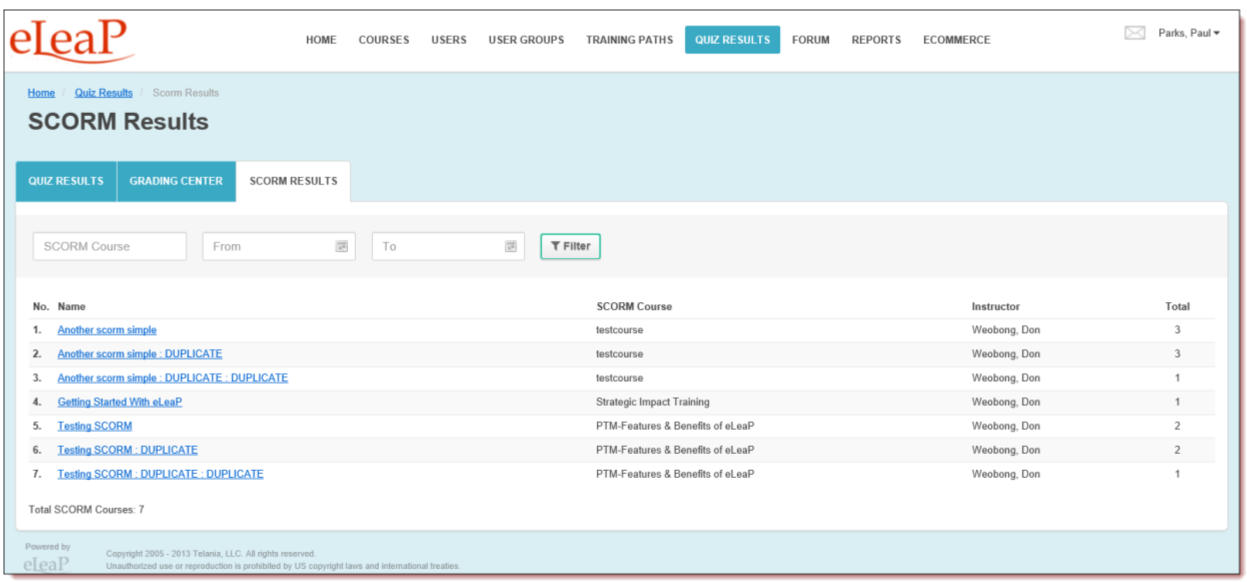


Clicking the **Question** link on the **Questions** list displays the **Question Details** screen, illustrated below. This screen shows the Question and correct answer for that Question. You can assign a grade to the Answer by making a selection from the **Give a score** list. Available options are **1.0** as the highest grade to **0.0** as the lowest. Additionally, you can provide feedback on the answer by entering text within the **Feedback** box. When finished, click Submit to save these settings to the system.



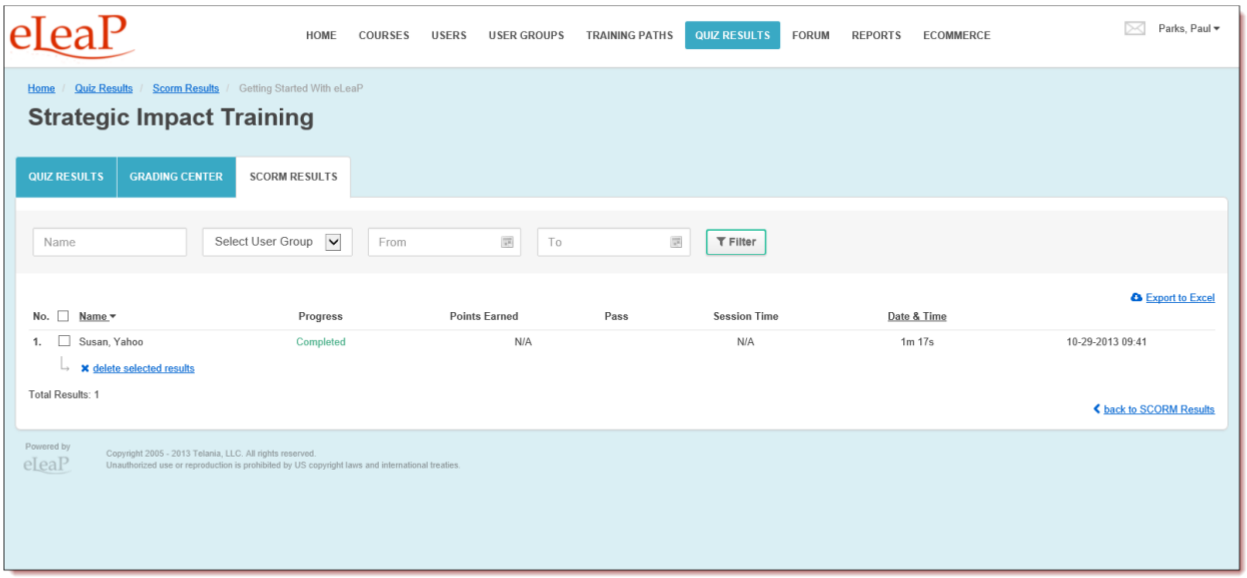
SCORM Results

Selecting the **SCORM RESULTS** tab on the **Quiz Results** screen displays the **SCORM Results** screen, illustrated below. This screen displays any SCORM Quiz Results on a **SCORM Quiz Results** list, with the Quiz's **Name**, **SCORM COURSE**, **Instructor** and **Total** details for these Quiz Results. You can filter what is displayed on this screen by entering the name of a SCORM Course within the **SCORM Course** field or by defining a date range, either by manually entering the dates in the **From** and **To** fields or by clicking the **Calendar** icon and using the Calendar to select those dates and then clicking Filter.



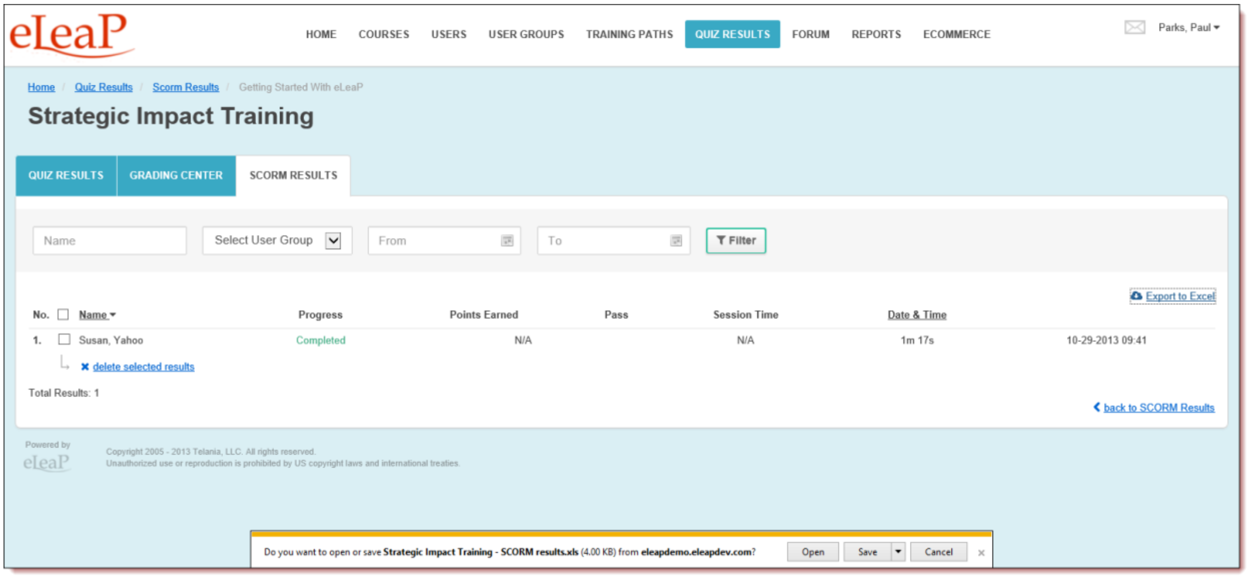
Selecting a SCORM Course on the **SCORM Course Results** list displays the details for the SCORM COURSE results for Students who have taken the Course, as shown in the following illustration. You can filter what is displayed here by entering a Student's **Name**, making a selection from the **Select User Group** list or by entering a date range, either by manually entering the dates in the **From** and **To** fields, or by clicking the **Calendar** icon and using the Calendar to select those dates, and then clicking 

. Each line on the **Students** list shows the Student's **Name**, **Progress**, **Points Earned**, **Pass**, **Session Time** and **Date & Time** details for this particular Course

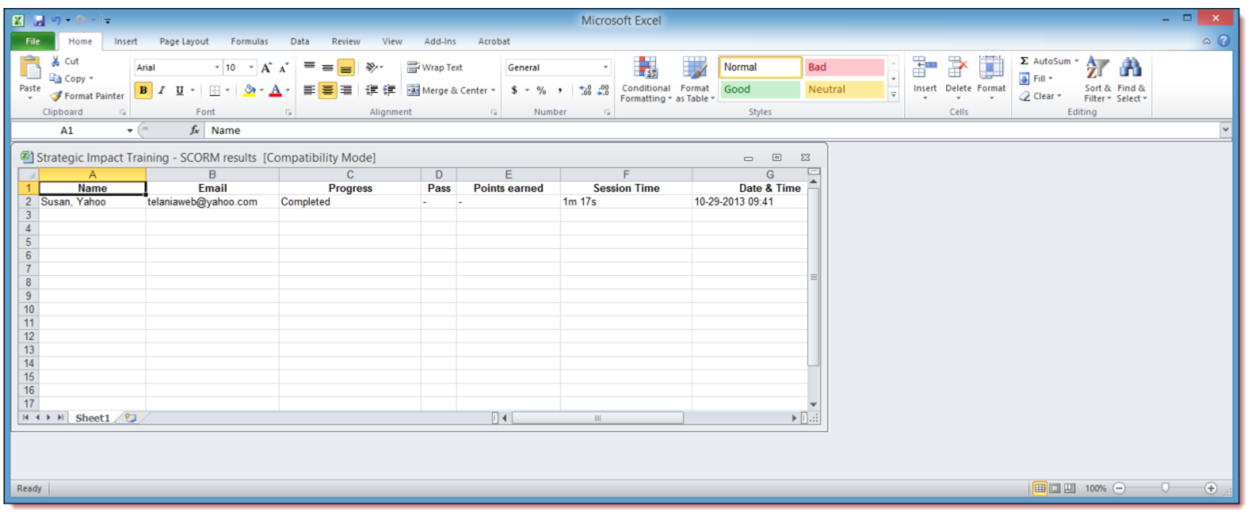


Exporting SCORM Results

Selecting the Export to Excel link on the **SCORM Results Details** screen will allow you to export the SCORM Results to your computer as an Excel file. As shown in the following illustration, you are presented with the option to either **Open** the file, or **Save** the file.

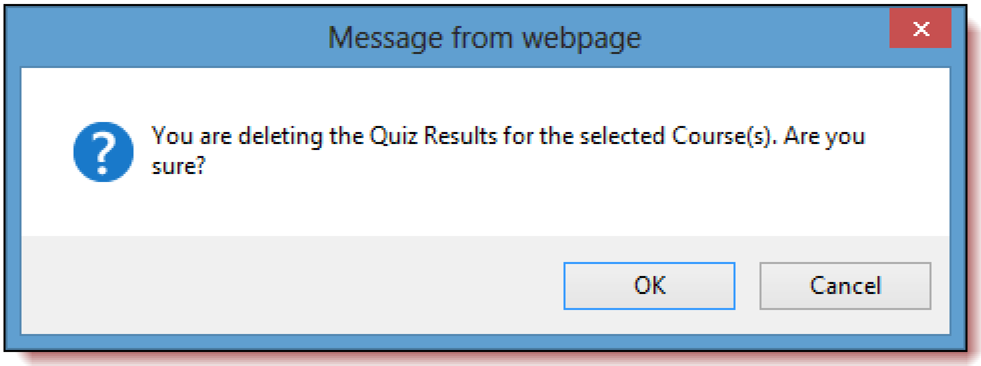


Selecting the **Open** option opens the file in Excel, as shown in the following illustration, the file opens in Excel. You can then use the **File->Save** option within Excel to save the file.



Deleting SCORM Results

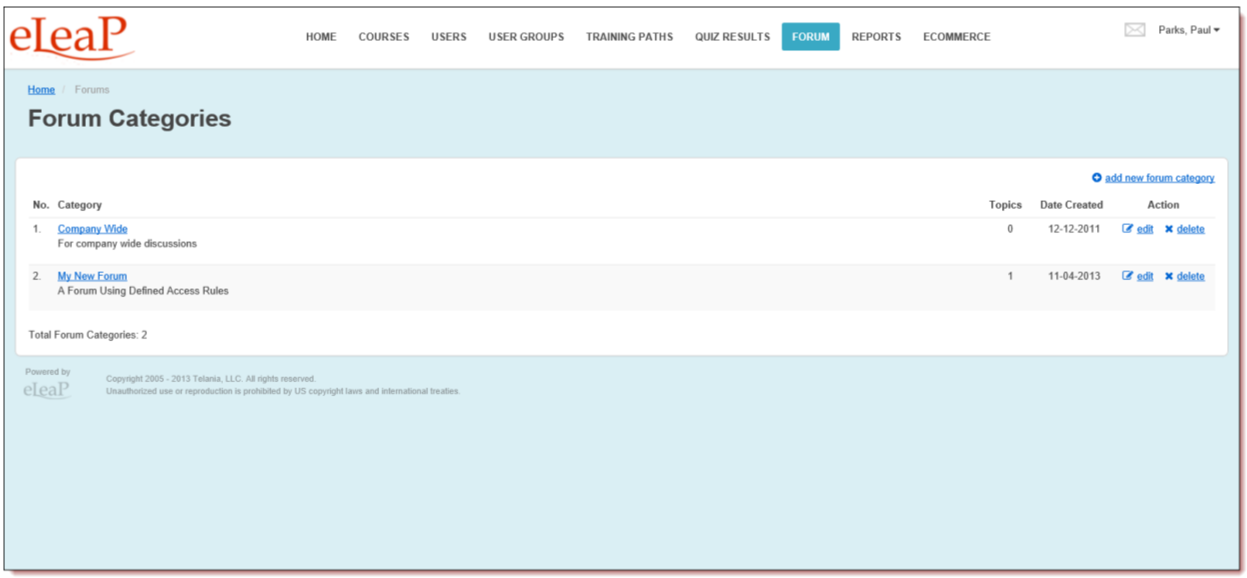
You can delete a Student's results by selecting their check box on the **Students** list and then clicking **delete selected results**. The system displays a warning message before performing the deletion, as shown in the following illustration, to confirm that is your intention. Click OK to proceed with the deletion or click Cancel to cancel the deletion process.


Message from webpage
You are deleting the Quiz Results for the selected Course(s). Are you sure?
OK
Cancel

Forum

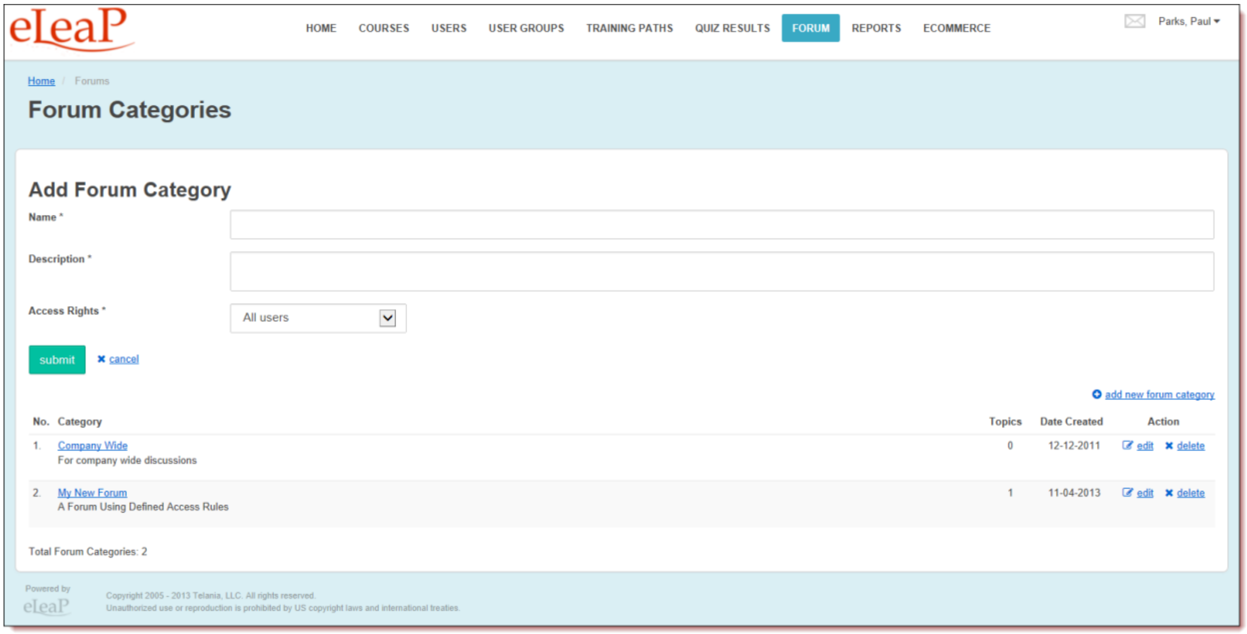
Selecting the **FORUM** tab on the menu bar displays the **Forum** screen, illustrated below. Each Forum Category on the **Forum Category** list shows the Forum Category **Name**, **Topics**, and **Date Created** details for the Forum Category. Additionally, you can click the **edit** link to edit a Forum Category or the **delete** link to delete it. 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. Next, we'll create a new Forum Category.

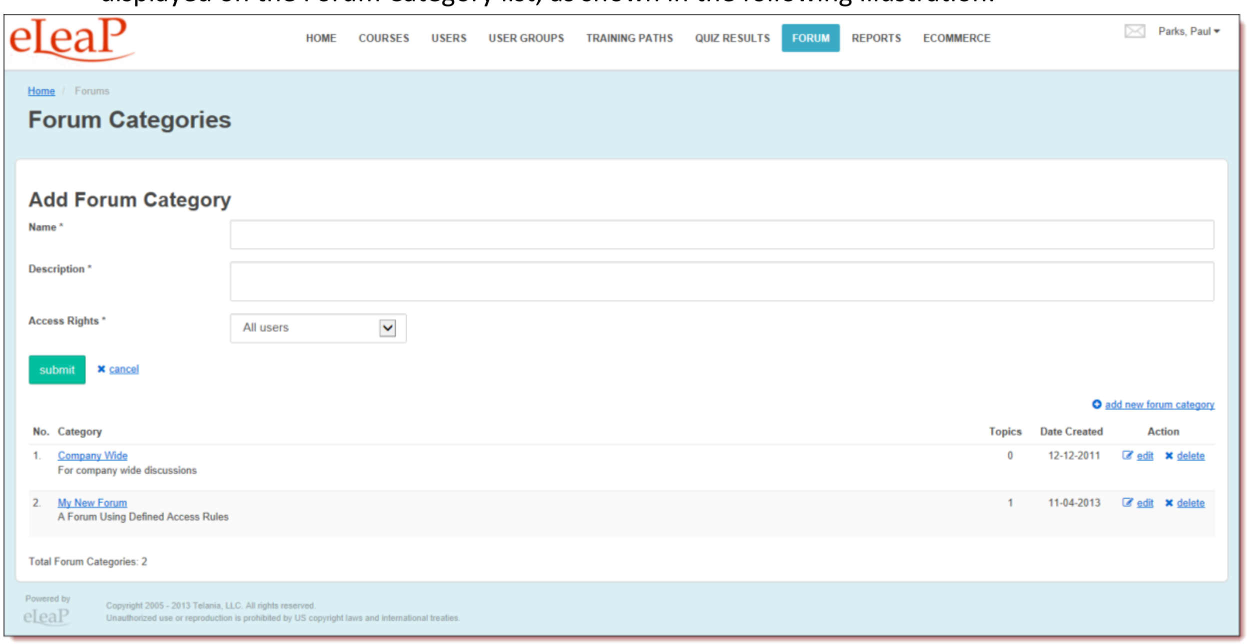


Adding a New Forum Category

Clicking the **add new forum category** link on the **Forum Categories** screen allows to you add additional Forum Categories to the system using the **Add Forum Category** screen, as shown in the following illustration.

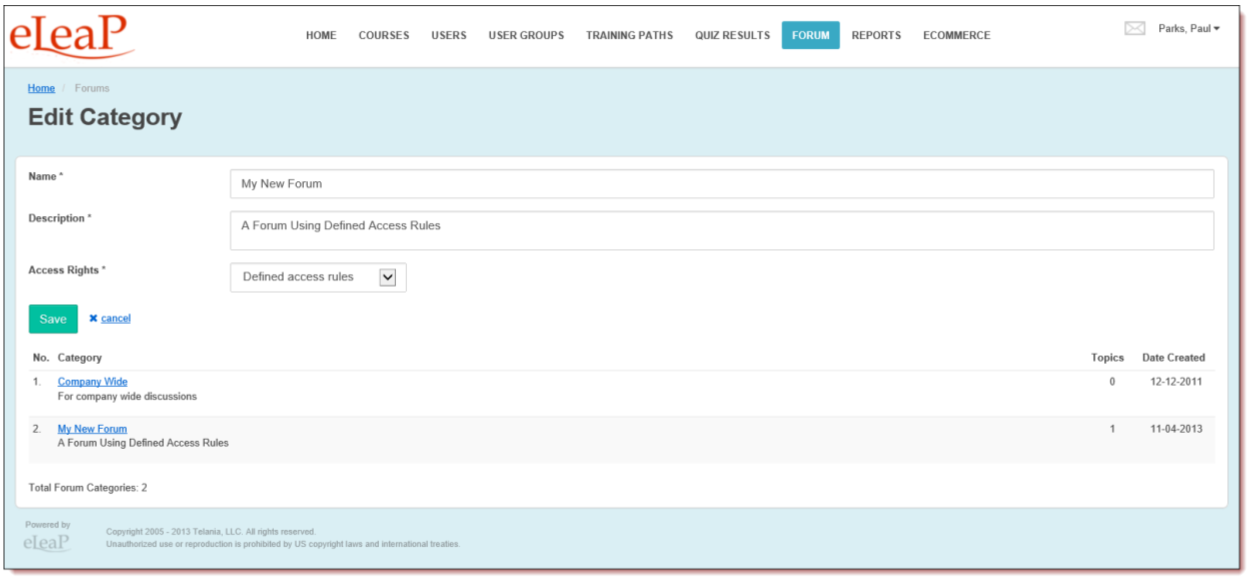


1. Enter a name for the new Forum Category in the **Name** field.
2. Enter a description for the new Forum Category in the **Description** box.
3. Select either the **All users** option or the **Defined Access Rules** option from the **Access Rights** list.
4. Click Submit to add the new Forum Category to the system. The new Forum Category is displayed on the Forum Category list, as shown in the following illustration.



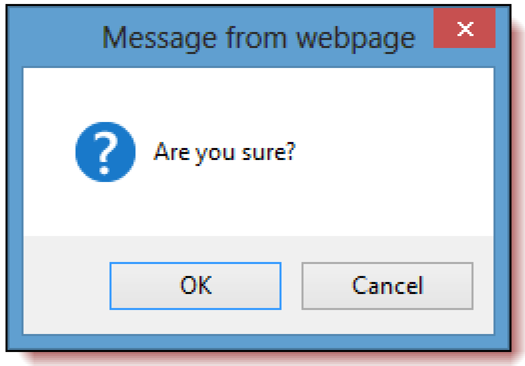
Editing a Forum Category

Clicking the **edit** link for a Forum Category on the **Forum Category** list allows you to make modifications to that Category using the **Edit Category** screen, as shown in the following illustration. Simply modify the **Name**, **Description** and/or **Access Rights** options and then click save to save your changes to the system.



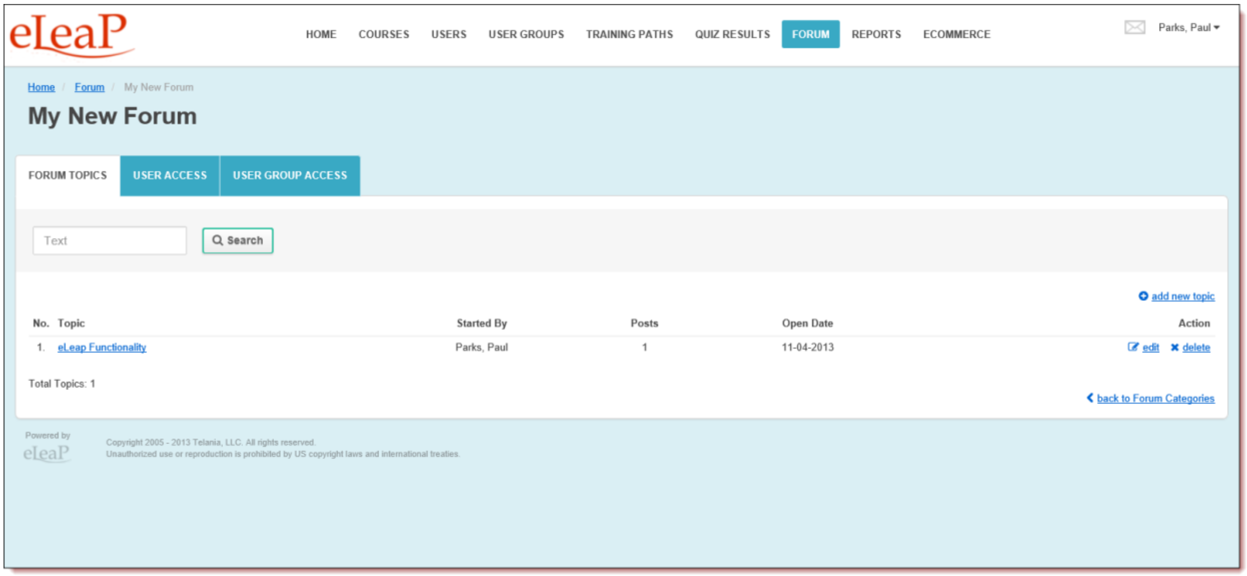
Deleting a Forum Category

Clicking the **delete** link for a Forum Category on the **Forum Categories** list allows you to remove a Forum Category from the system. The system first displays a warning message, as shown in the illustration below, to ensure that is your intention, before performing the deletion. Click OK to proceed with the deletion or click Cancel to cancel the deletion process.

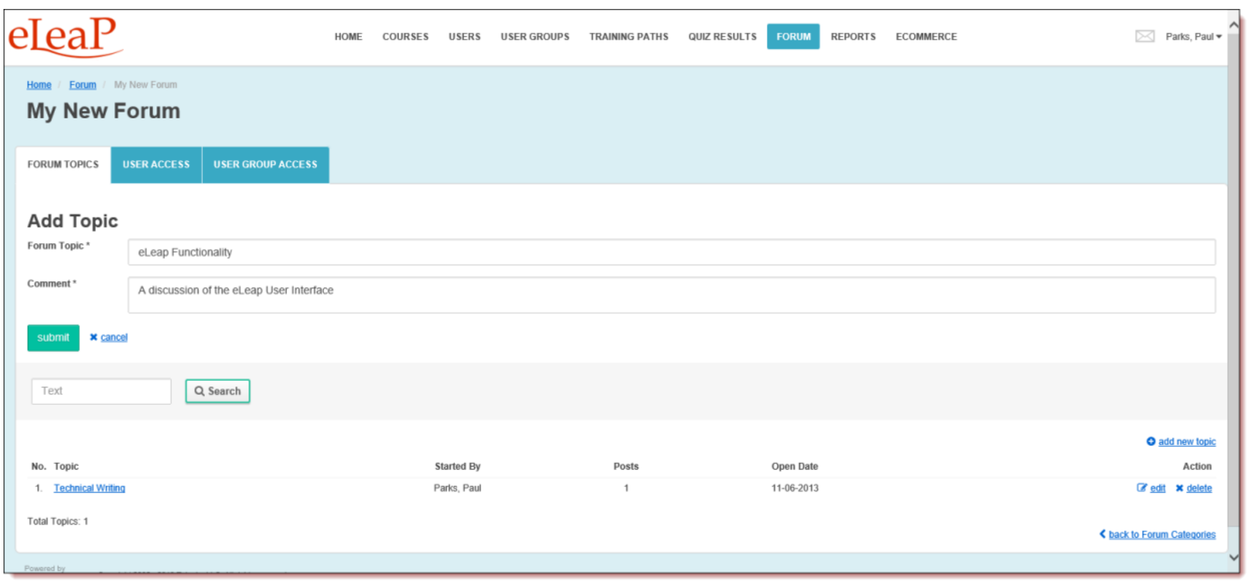

Message from webpage
Are you sure?
OK
Cancel

Adding a Forum Topic

Selecting a Forum Category on the **Forum Categorie**s list allows you to add Topics to that Forum Category using the **Forum Category Details** screen by clicking the **add new topic** link, as shown in the following illustration.

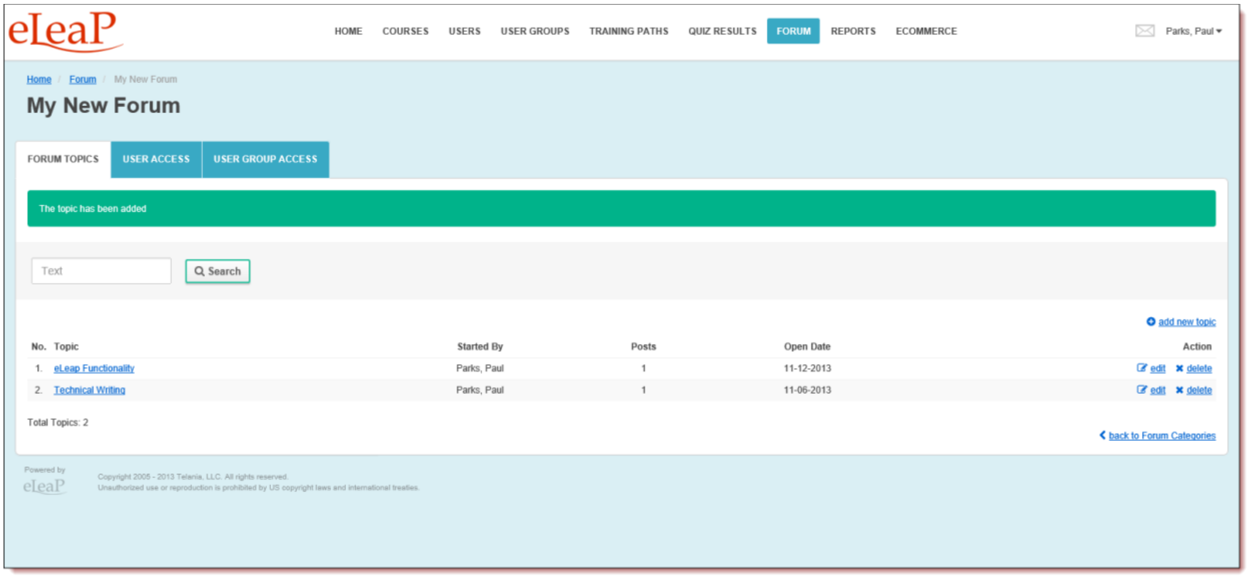


The **Add Topic** screen, shown in the following illustration, is displayed. Use the steps below to add a new Topic to a Forum Category.



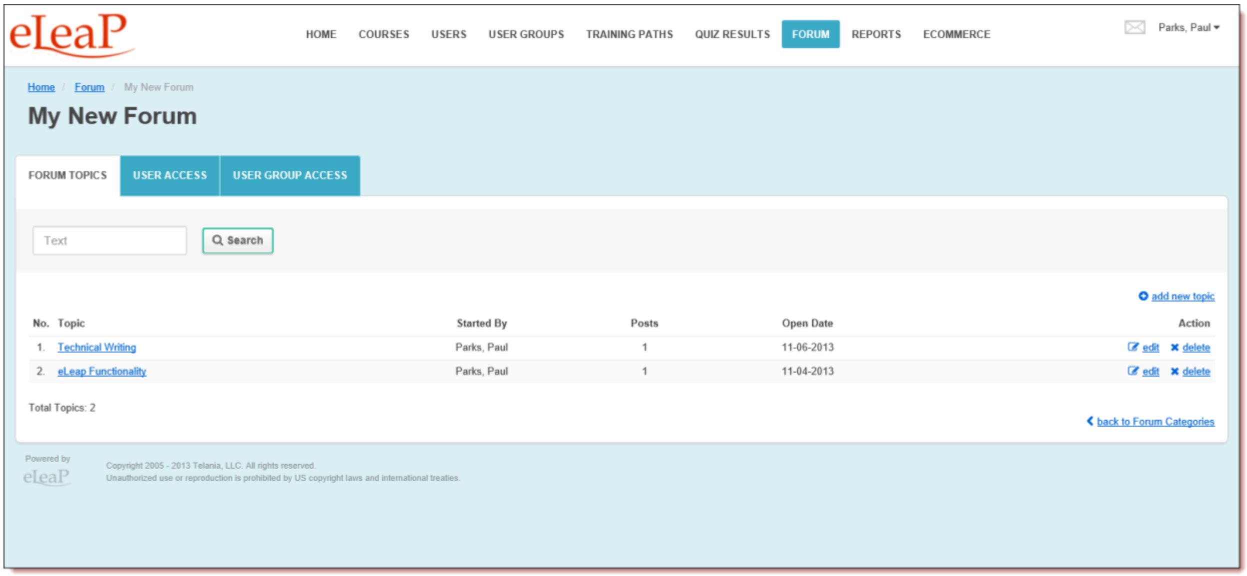
1. Enter a name for the new Forum Topic in the **Forum Topic** field.
2. Enter a Comment pertaining to the new Forum Topic in the **Comment** field.
3. Click **Submit**.

As shown in the following illustration the Topic is added to the **Topics** list, with its **Name**, **Started By**, **Posts** and **Open Date** details displayed.



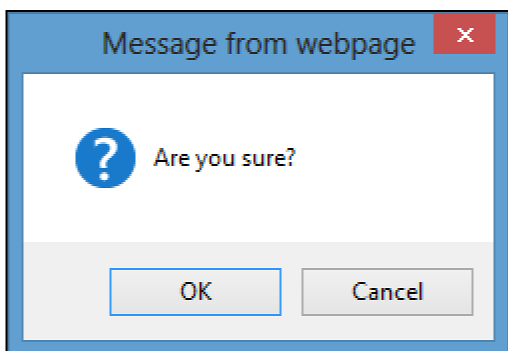
Editing a Forum Topic

Clicking the **edit** link for a Forum Topic on the **Forum Topics** list allows you to make any necessary modifications to that Topic using the **Edit Topic** screen, as shown in the following illustration. Simply make any necessary changes to the **Forum Topic Name** and/or the **Forum Topic Description** and then click save to save those changes to the system.



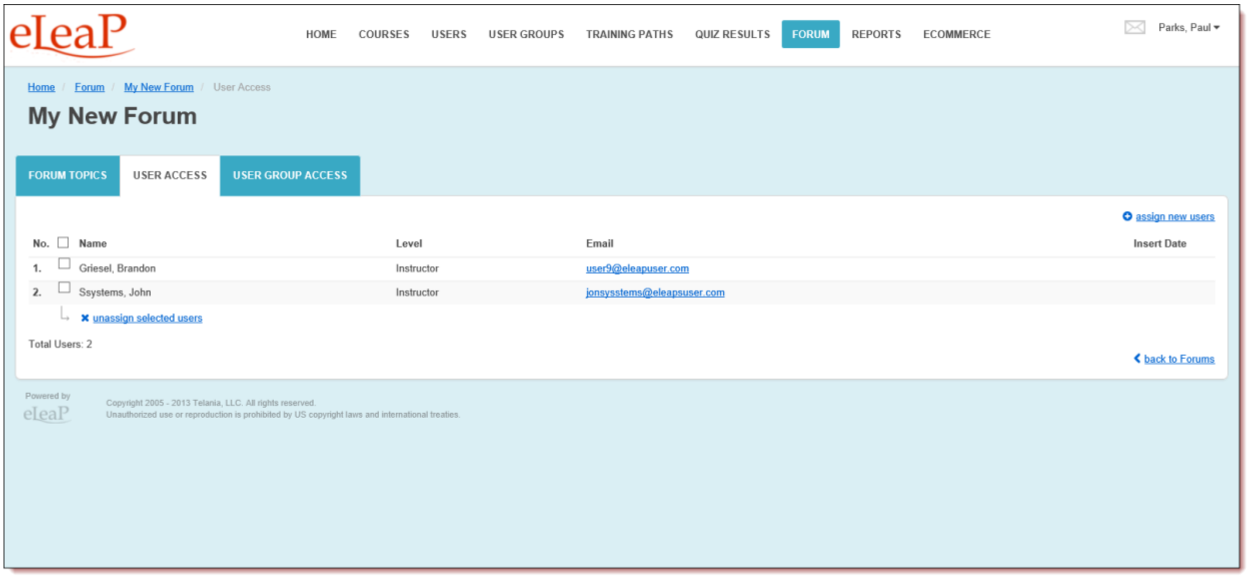
Deleting a Forum Topic

Clicking the **delete** link for a Forum Topic on the **Forum Topics** list allows you to remove a Topic from the system. The system first displays a warning message before proceeding with the deletion, as shown in the following illustration. Click OK to proceed with the deletion or click Cancel to cancel the deletion process.

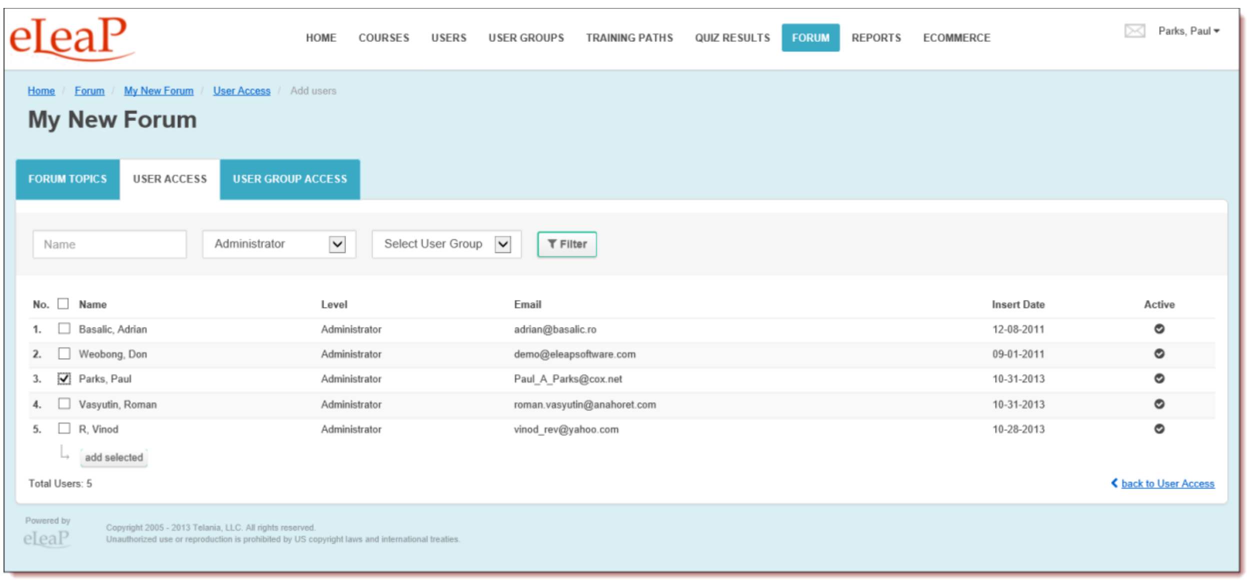


Assigning User Access to a Forum Category

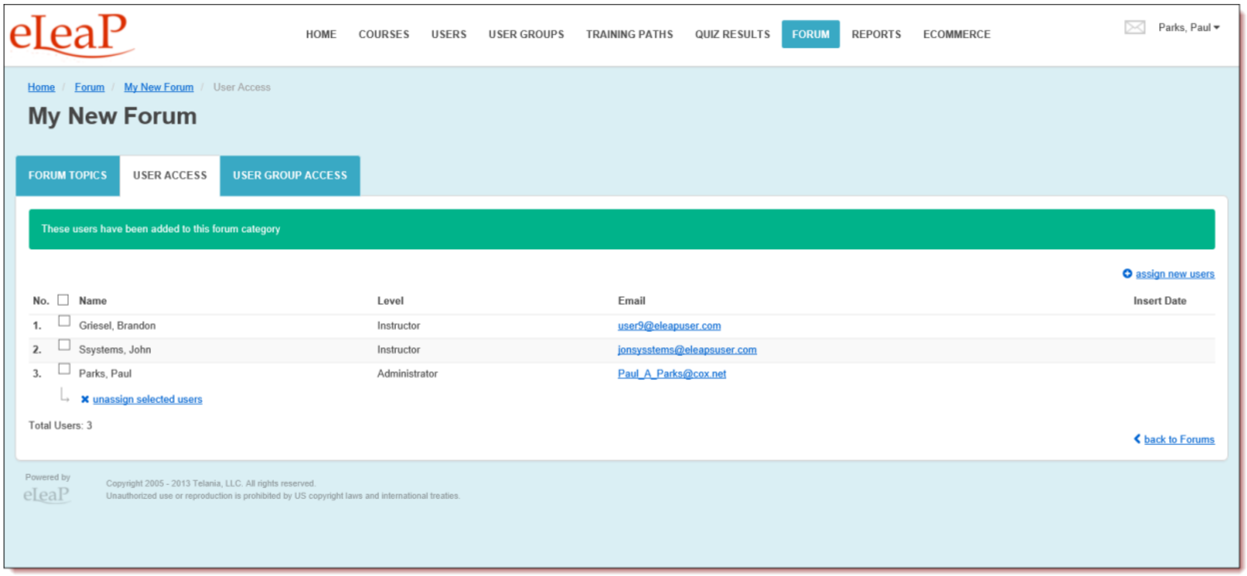
Selecting the **USER ACCESS** tab on the **Forum Category Details** screen allows you to assign Users within the system access to that Forum Category using the **User Access** screen, as shown in the following illustration. To begin, click the **assign new users** link.



The **Add users** screen, illustrated below, is displayed. To assign Users access to the Forum Category, select their check box on the **Users** list and then click add selected.



As shown in the following illustration, the Users are now assigned access to the Forum Category.


eLeaP
HOME
COURSES
USERS
USER GROUPS
TRAINING PATHS
QUIZ RESULTS
FORUM
REPORTS
ECOMMERCE
Parks, Paul
Home / Forum / My New Forum / User Access
My New Forum
FORUM TOPICS
USER ACCESS
USER GROUP ACCESS
These users have been added to this forum category
assign new users
No. Name Level Email Insert Date
1. Griesel, Brandon Instructor user9@eleapuser.com
2. Ssystems, John Instructor jonsysstems@eleapsuser.com
3. Parks, Paul Administrator Paul_A_Parks@cox.net
unassign selected users
Total Users: 3
back to Forums
Powered by eLeaP
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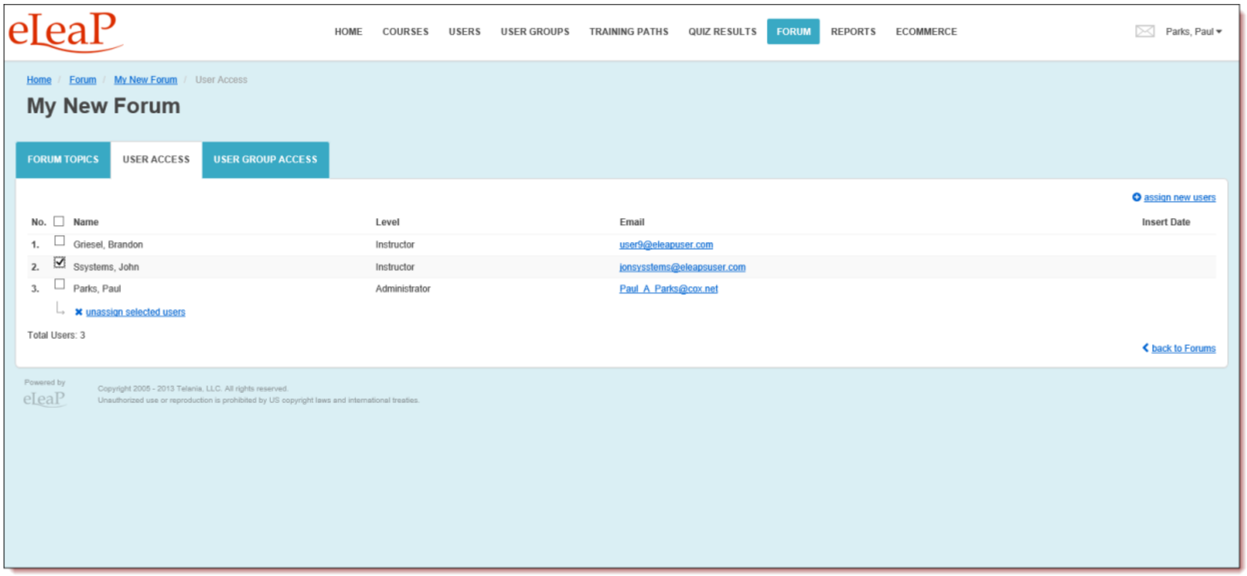
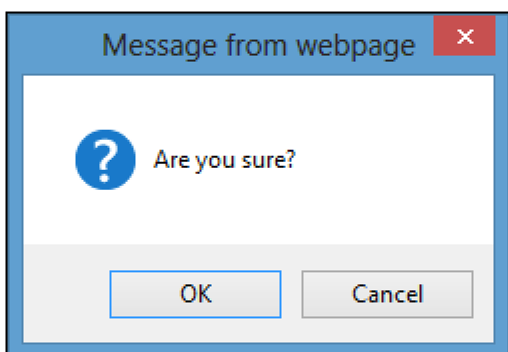
Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

Unassigning User Access to a Forum Category

Selecting the **USER ACCESS** tab on the **Forum Details** screen, as shown in the illustration below, allows you to remove a User's access to that Forum. As shown in the illustration, select the check box for a User on the **Users** list and click the **unassign selected users** link.

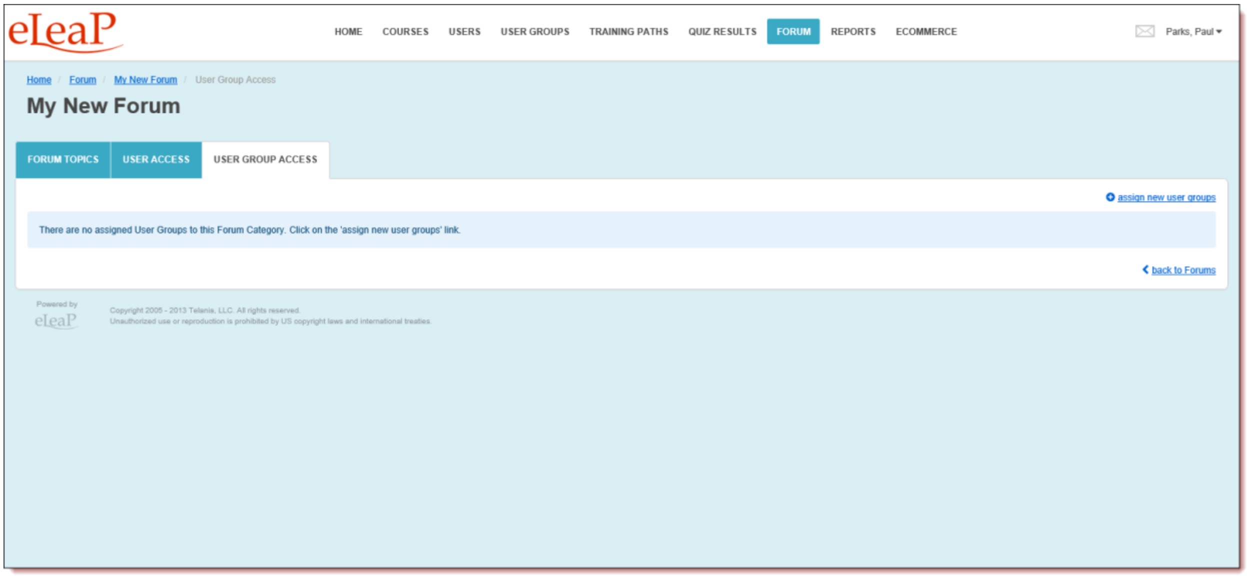


As shown in the following illustration, the system displays a warning message before unassigning the User to ensure that is your intention. Click OK to proceed with the unassignment, or click Cancel to cancel the deletion process.

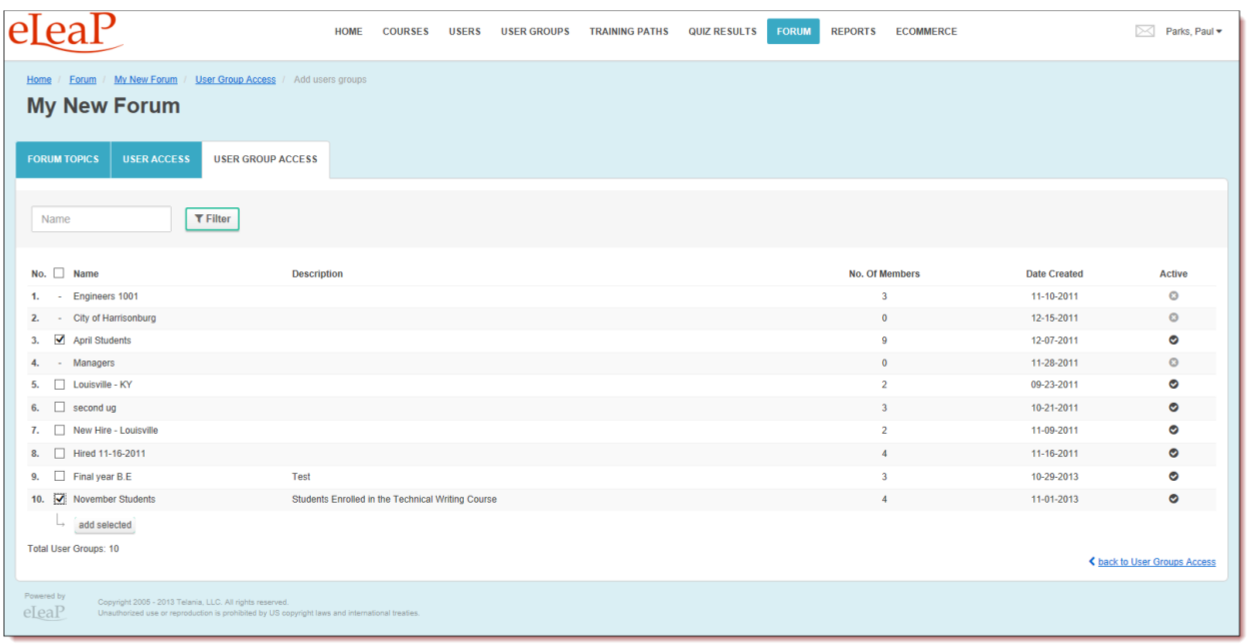


Assigning User Group Access to a Forum Category

Selecting the **USER GROUP ACCESS** tab on the **Forum Category Details** screen allows you to assign User Groups within the system access to that Forum Category using the **User Group Access** screen, as shown in the following illustration. To begin, click the **assign new User Groups** link.

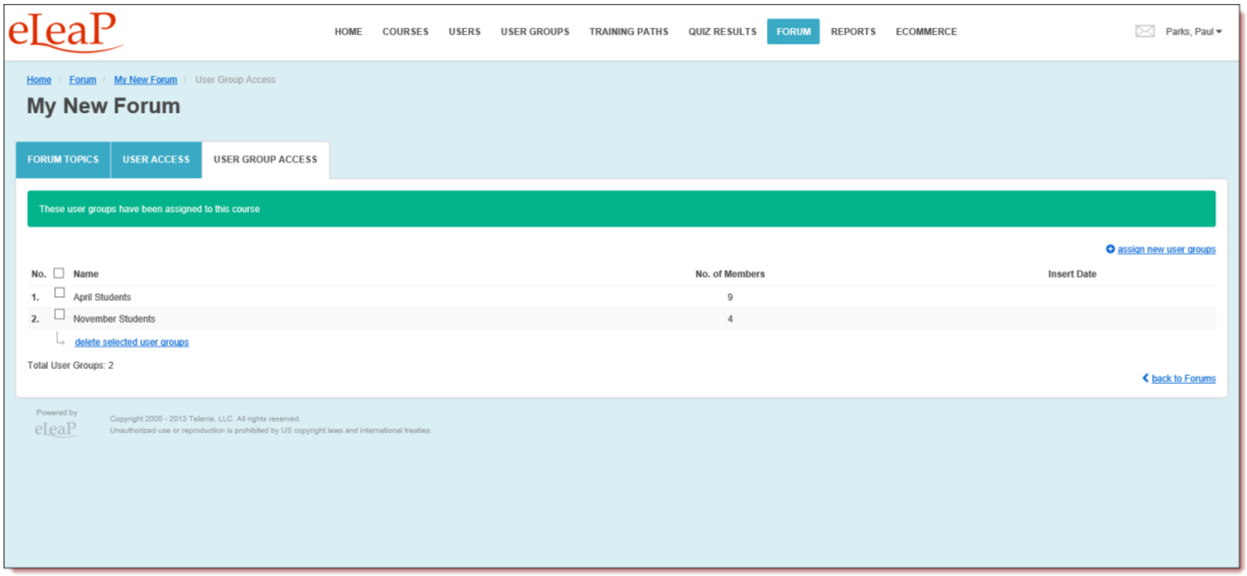


The **Add User Groups** screen, illustrated below, is displayed.



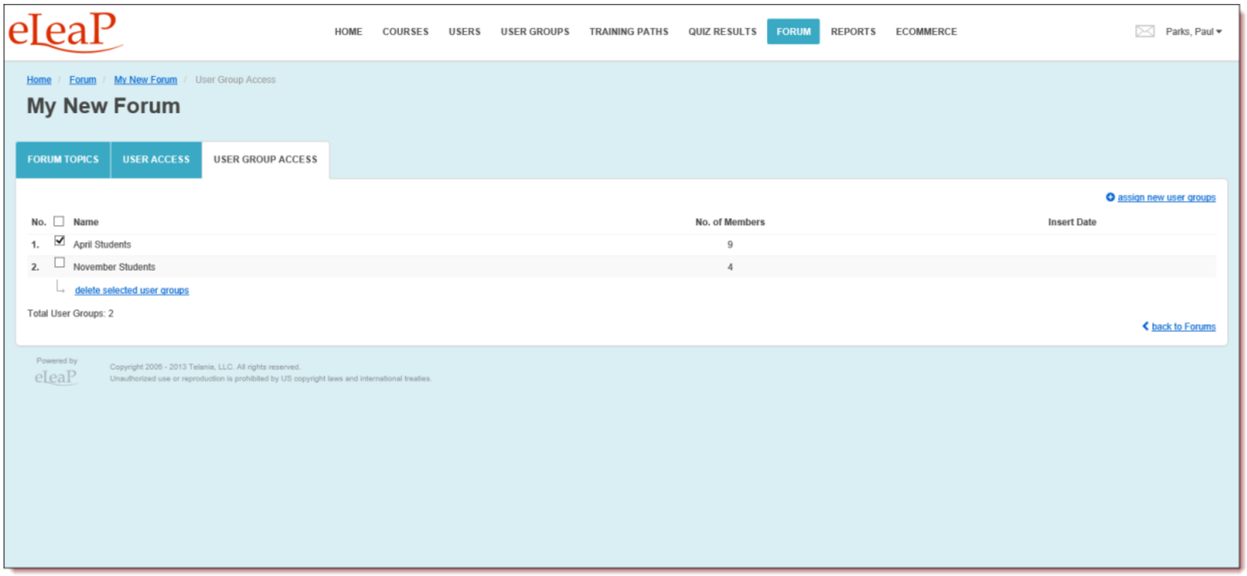
To assign User Groups access to the Forum Category, select their check box on the **User Groups** list and then click add selected.

As shown in the following illustration, the User Groups are now assigned access to the Forum Category.

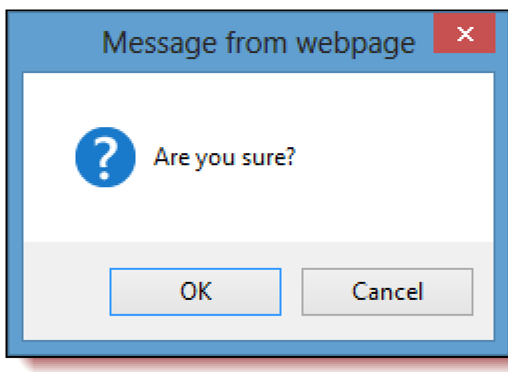


Unassigning User Group Access to a Forum

Selecting the **USER GROUP ACCESS** tab on the **Forum Details** screen, as shown in the illustration below, allows you remove a User Group's access to that Forum. As shown in the illustration, select the check box for a User Group on the **User Groups** list and click the **delete selected user groups** link.

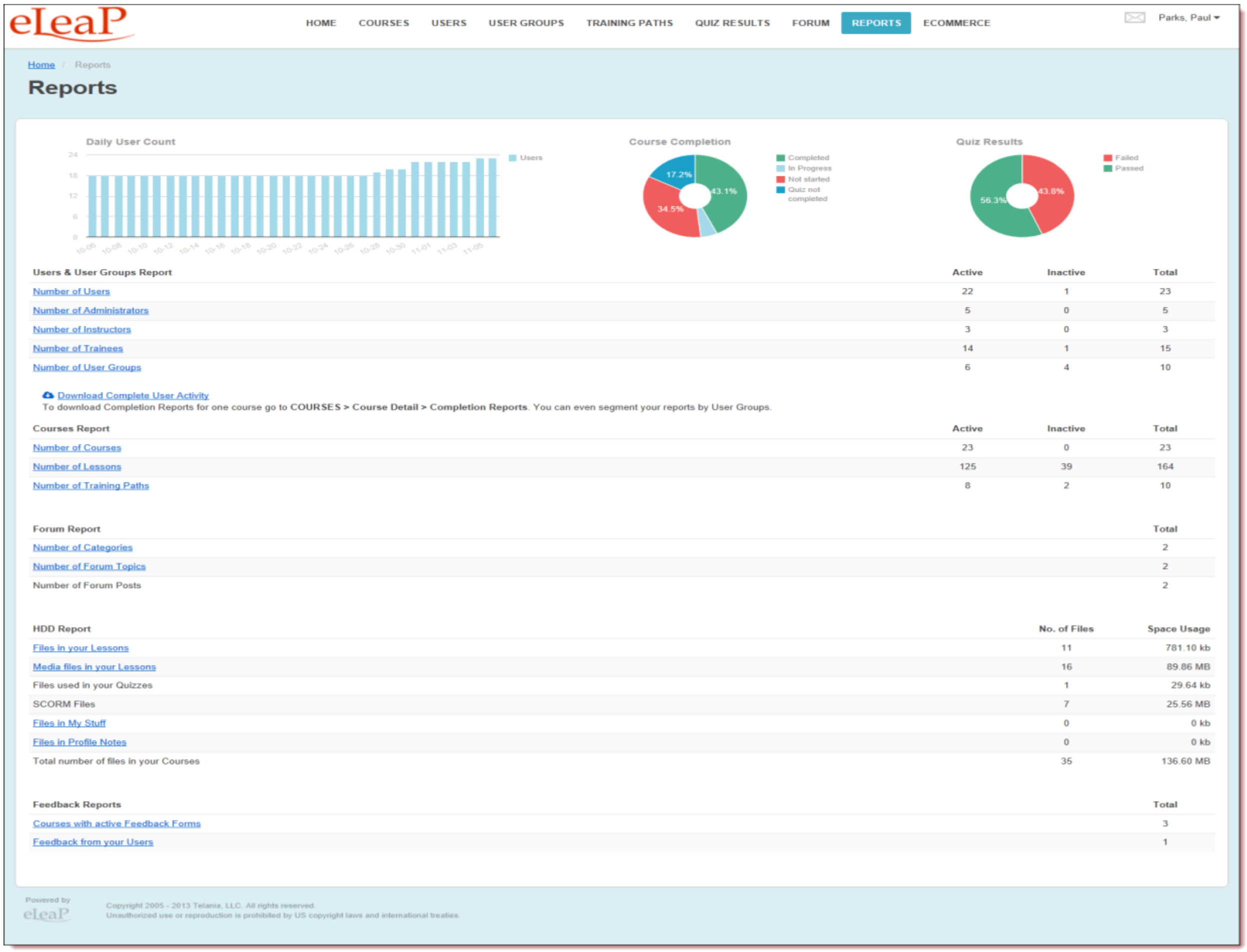


As shown in the illustration below, the system displays a warning message before performing the deletion, to ensure that is your intention. Click OK to proceed with the deletion process or click Cancel to cancel the process.



Reports

Selecting **REPORTS** on the menu bar displays the **Reports** screen, illustrated below. In addition to graphic representations of your **Daily User Count**, **Course Completion Percentages** and **Quiz Results Percentages** shown across the top of the screen, there are also a number of Report Type statistics displayed over the rest of the screen. Those Report Types are covered over the next few pages of the document.



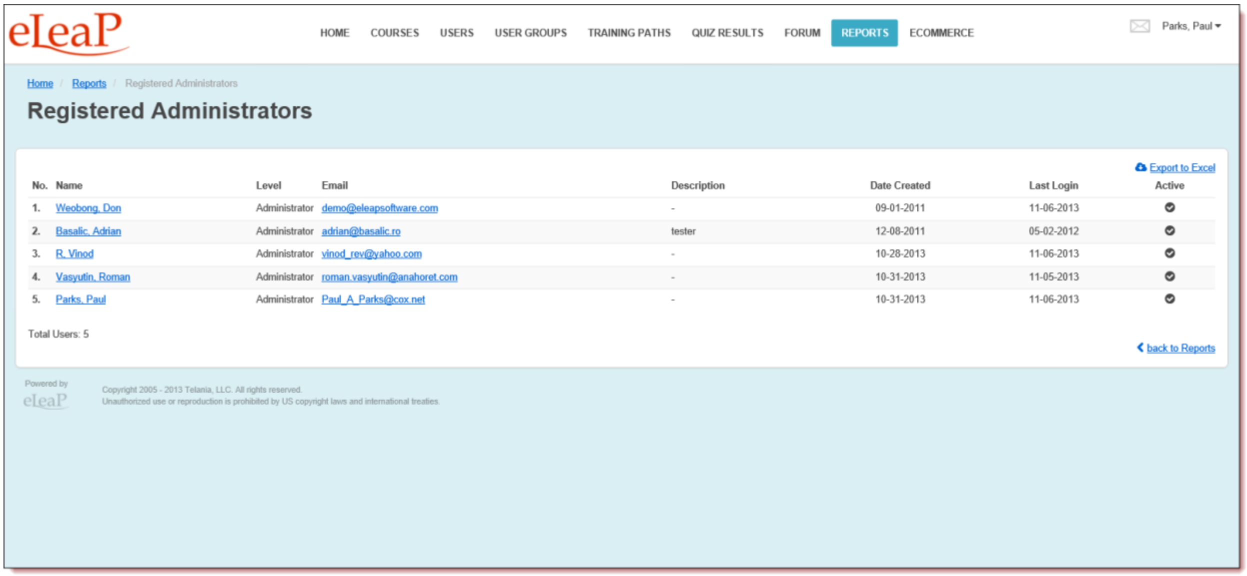
User and User Group Reports

The **Users and User Groups** portion of the screen displays statistics for and links to the following Reports:

- Number of Users
- Number of Administrators
- Number of Instructors
- Number of Trainees
- Number of User Groups

Each Report Type displays the number of **Active**, **Inactive** and **Total** number of that User Type at the right-hand side of the screen.

Clicking a User Type Report's **Name** displays a **Registered User Type** screen for that Report Type. For example, clicking the **Number of Administrators** Report Type displays the **Registered Administrators** screen, as shown in the following illustration.



Additionally, you can select the **Download Complete User Activity** link to download all of the information contained within these reports to your computer as an Excel file.

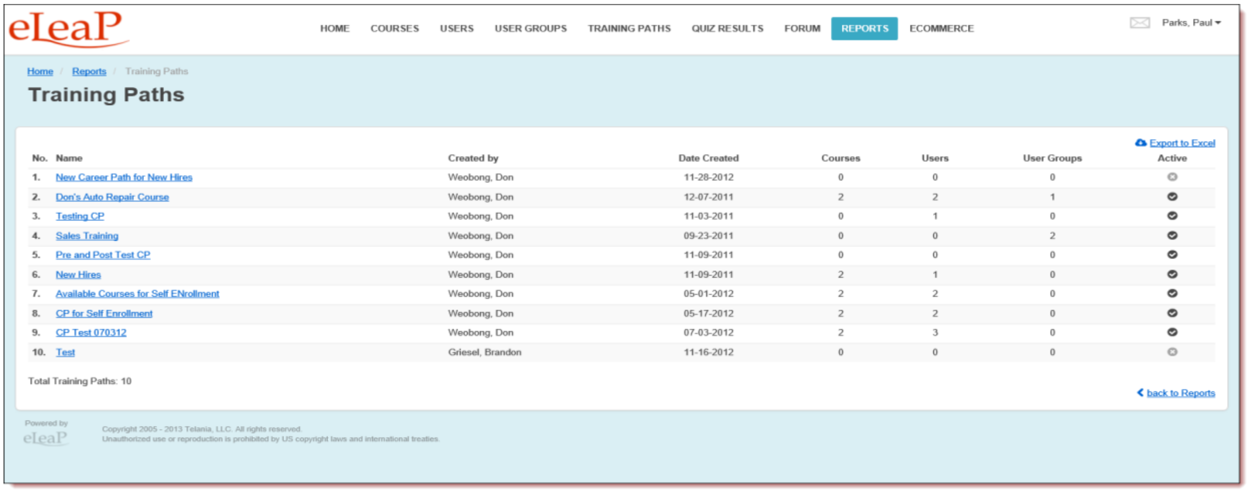
Courses Reports

The **Course Reports** portion of the **Reports** screen displays statistics and links to the following Reports:

- Number of Courses
- Number of Lessons
- Number of Training Paths

Each Report Type displays the number of **Active**, **Inactive** and **Total** number of that Course Type at the right-hand side of the screen.

Clicking a Course Report Type Report's **Name** displays the **Report Course Type** screen for that Report Type. For example, clicking the **Number of Training Reports** Report Type displays the **Training Paths** screen, as shown in the following illustration.



Clicking the **Export to Excel** link allows you to export this information to a local drive on your computer, when necessary.

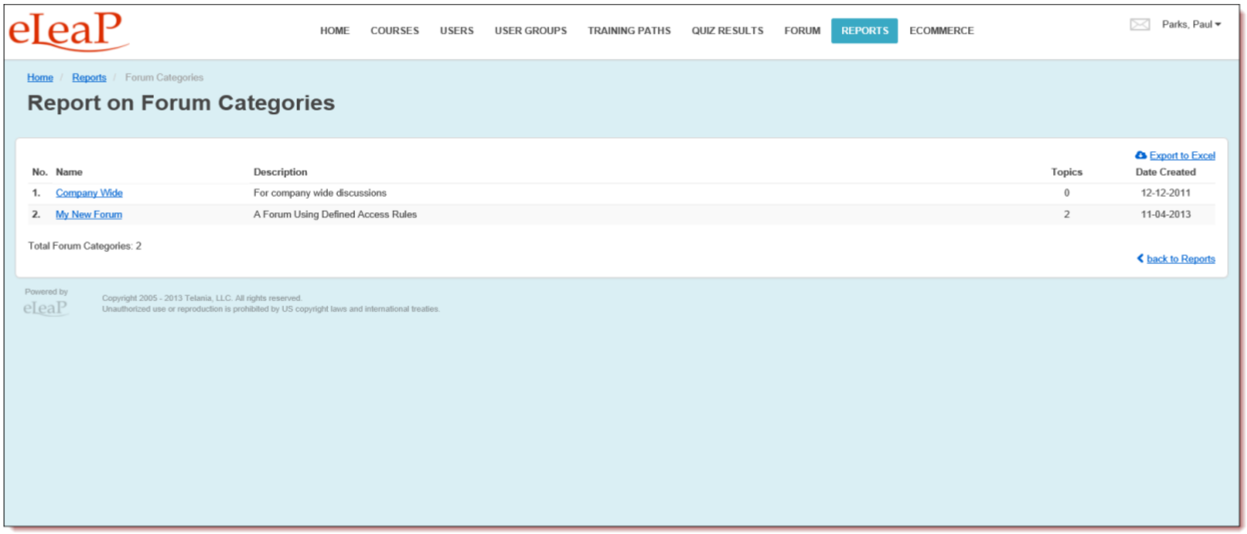
Forum Reports

The **Forum Reports** portion of the **Reports** screen displays statistics and links to the following Reports:

- Number of Forum Categories
- Number of Forum Topics
- Number of Forum Posts

Each Report Type displays the number of **Active**, **Inactive** and **Total** number of that Forum Type at the right-hand side of the screen.

Clicking a Forum Report Type Report's **Name** displays a **Report on** screen for that Report Type. For example, clicking the **Number of Forum Categories** Report Type displays the **Report on Forum Categories** screen, as shown in the following illustration.



Clicking the **Export to Excel** link allows you to export this information to a local drive on your computer, when necessary.

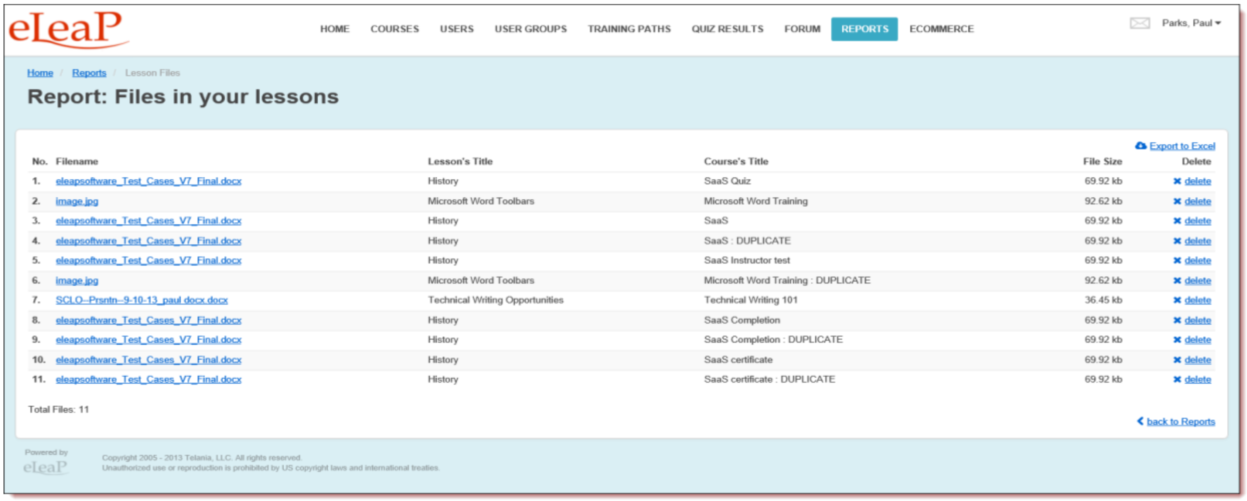
HDD Reports

The **HDD Reports** portion of the **Reports** screen displays statistics and links to the following Reports:

- Files in your Lessons
- Media Files in your Lessons
- Files used in your Quizzes
- SCORM Files
- Files in My Stuff
- Files in Profile Notes

Each Report Type displays the number of **Number of Files** and the **Space** taken up for that Forum Type at the right-hand side of the screen.

Clicking a Course Report Type Report’s **Name** displays a **Report** screen for that Report Type. For example, clicking the **Files in your Lessons** Report Type displays the **Report: Files in your lessons** screen, as shown in the following illustration.



No.	Filename	Lesson's Title	Course's Title	File Size	Delete
1.	eleapsoftware_Test_Cases_V7_Final.docx	History	SaaS Quiz	69.92 kb	delete
2.	image.jpg	Microsoft Word Toolbars	Microsoft Word Training	92.62 kb	delete
3.	eleapsoftware_Test_Cases_V7_Final.docx	History	SaaS	69.92 kb	delete
4.	eleapsoftware_Test_Cases_V7_Final.docx	History	SaaS : DUPLICATE	69.92 kb	delete
5.	eleapsoftware_Test_Cases_V7_Final.docx	History	SaaS Instructor test	69.92 kb	delete
6.	image.jpg	Microsoft Word Toolbars	Microsoft Word Training : DUPLICATE	92.62 kb	delete
7.	SCLO--Prsntn--9-10-13_paul.docx.docx	Technical Writing Opportunities	Technical Writing 101	36.45 kb	delete
8.	eleapsoftware_Test_Cases_V7_Final.docx	History	SaaS Completion	69.92 kb	delete
9.	eleapsoftware_Test_Cases_V7_Final.docx	History	SaaS Completion : DUPLICATE	69.92 kb	delete
10.	eleapsoftware_Test_Cases_V7_Final.docx	History	SaaS certificate	69.92 kb	delete
11.	eleapsoftware_Test_Cases_V7_Final.docx	History	SaaS certificate : DUPLICATE	69.92 kb	delete

Clicking the **Export to Excel** link allows you to export this information to a local drive on your computer, when necessary.

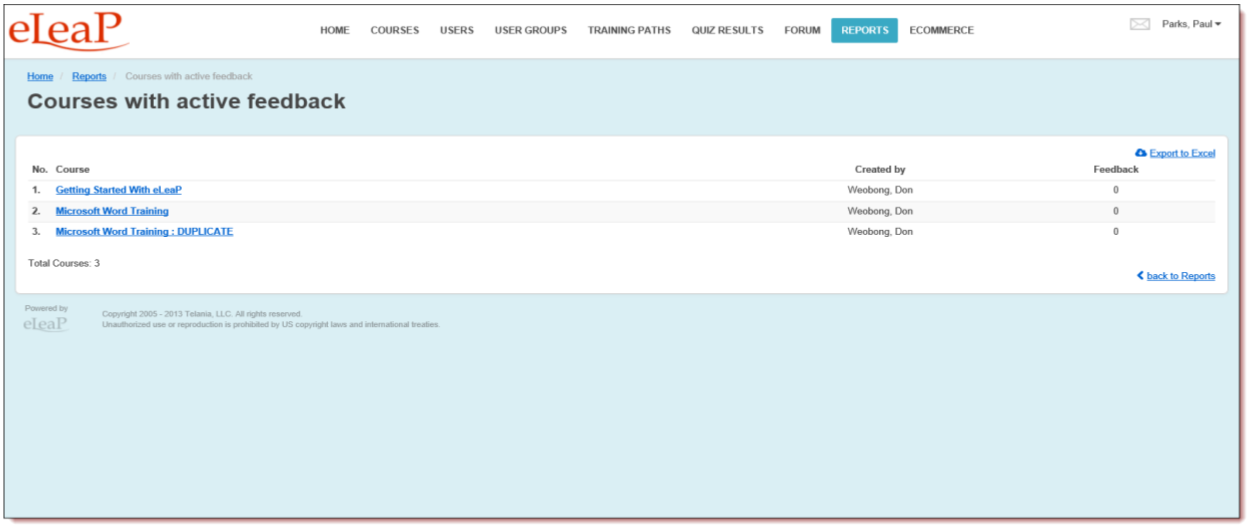
Feedback Reports

The **Feedback** portion of the **Reports** screen displays statistics and links to the following Reports:

- Courses with Active Feedback Forms
- Feedback from your Users

Each Report Type displays the **Total** details for each Report Type at the right-hand side of the screen.

Clicking a Course Report Type Report's **Name** displays a **Report** screen for that Report Type. For example, clicking the **Courses with active Feedback Forms** Report Type displays the **Courses with active feedback** screen, as shown in the following illustration.

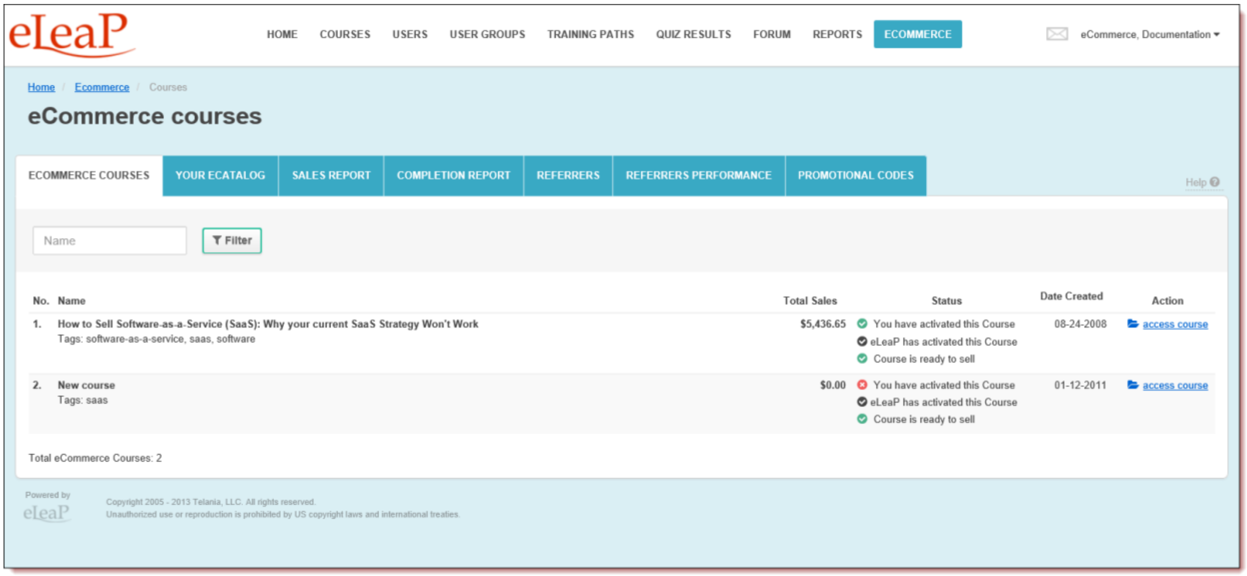


Clicking the **Export to Excel** link allows you to export this information to a local drive on your computer, when necessary.

Ecommerce Courses

Selecting **ECOMMERCE** on the menu bar displays the **eCommerce courses** screen, as shown in the following illustration. Each eCommerce course that you create is displayed here on an **eCommerce Courses** list, with the Course's **Name**, **Total Sales**, **Status** and **Date Created** details shown. The Status for the Course indicates whether or not **you have activated the course**, whether or not **eLeaP has activated the course**, and whether or not the **course is ready to sell**. You can filter the Courses displayed on this screen, when it becomes necessary, by entering a Course Name in the **Name** field, and then clicking 

.You can also click the **access course** link within the **Action** column to access the eCommerce Course details.


eLeaP
HOME
COURSES
USERS
USER GROUPS
TRAINING PATHS
QUIZ RESULTS
FORUM
REPORTS
ECOMMERCE
eCommerce, Documentation
Home / Ecommerce / Courses
eCommerce courses
ECOMMERCE COURSES
YOUR ECATALOG
SALES REPORT
COMPLETION REPORT
REFERRERS
REFERRERS PERFORMANCE
PROMOTIONAL CODES
Help
Name
Filter
No. Name
Total Sales
Status
Date Created
Action
1. How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work
Tags: software-as-a-service, saas, software
$5,436.65
You have activated this Course
eLeaP has activated this Course
Course is ready to sell
08-24-2008
access course
2. New course
Tags: saas
$0.00
You have activated this Course
eLeaP has activated this Course
Course is ready to sell
01-12-2011
access course
Total eCommerce Courses: 2
Powered by eLeaP
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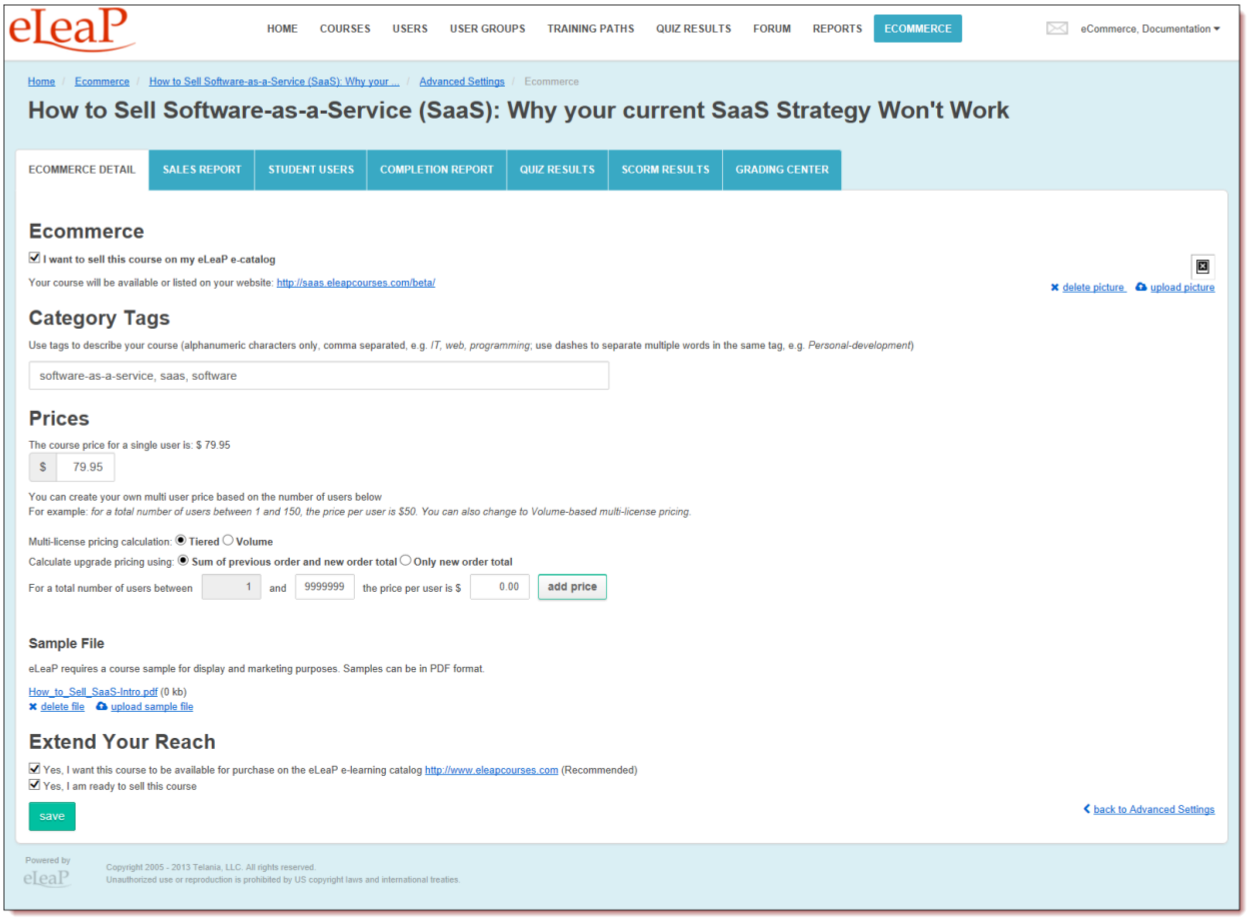
Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

eCommerce Course Details

Selecting the **access course** link for an eCommerce Course on the **eCommerce Courses** list displays the **ECOMMERCE COURSES** tab/screen for that Course, as shown in the following illustration. This screen is where you will configure an eCommerce Course's settings. Use the steps below to successfully configure an eCommerce Course.



Within the **Ecommerce** portion of the screen:

1. Select or deselect the **I want to sell this course on my eLeaP e-catalog** check box, depending on whether or not you want to offer the Course via your ECatalog.

Within the **Category Tags** portion of the screen:

2. Use tags to describe your course (alphanumeric characters only, comma separated, e.g. *IT, web, programming*; use dashes to separate multiple words in the same tag, e.g. *Personal-development*).

Within the **Prices** portion of the screen:

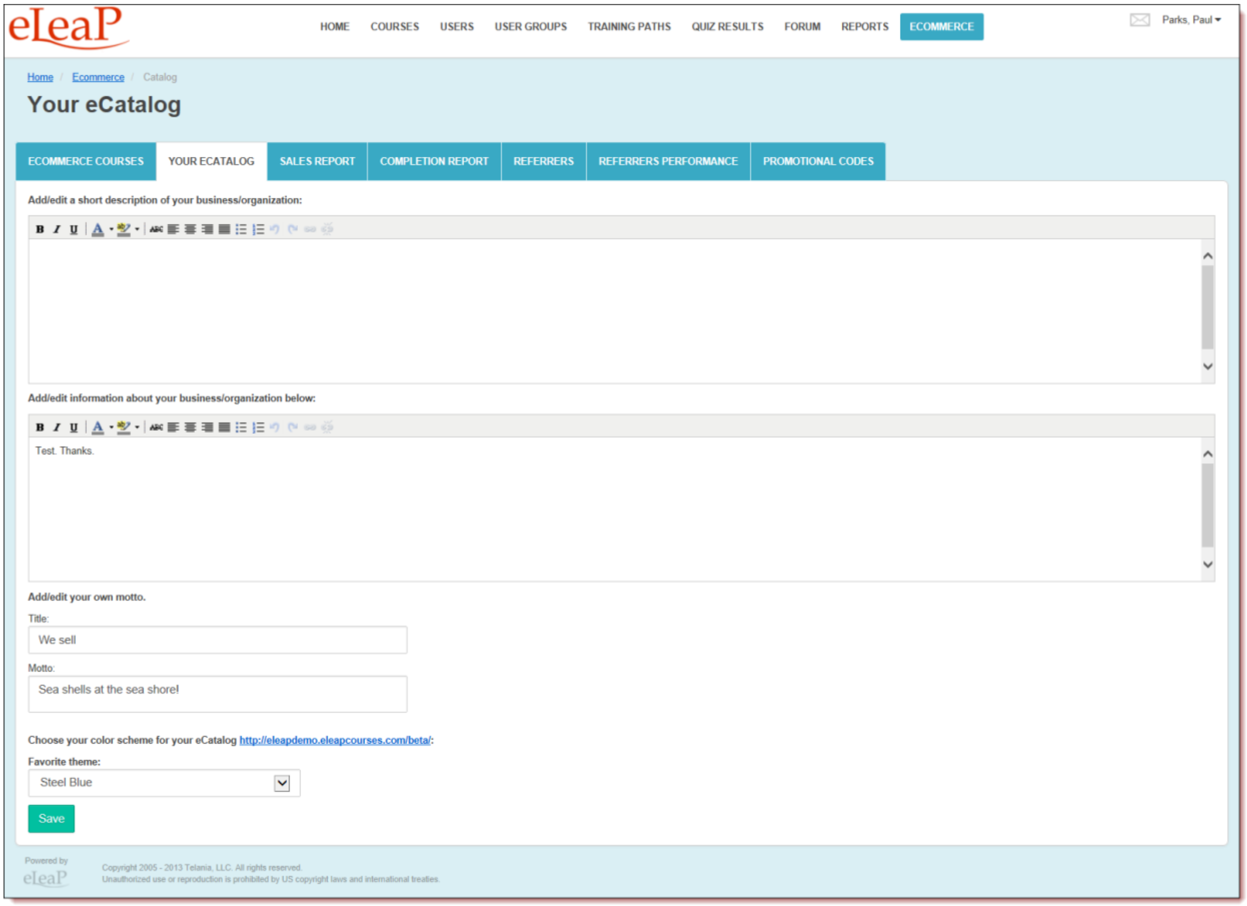
3. Enter the price for a single user to take a Course in the **Course Price for a single user** is field. **Note:** You can create your own multi user price based on the number of users below. For example, for a total number of users between 1 and 150, the price per user is $50. You can also change to Volume-based multi-license pricing.
4. Select either the **Tiered** or **Volume** radio button for the **Multi-license pricing calculation**.
5. Select either the **Sum of previous order and new order total** or the **only new order total** radio button as the **Calculate upgrade pricing using method** option, as appropriate to this Course.
6. Enter the upper range value in the **Upper Range** field for the number of Users and then click add price. The pricing will be added to the Pricing Structure. Once pricing has been added, you can click the **delete** link to remove it.
   Note: Since pricing is cumulative, deleting a single price level will void all other price levels.

Within the **Sample File** portion of the screen:

7. Click the **upload sample file** link. eLeaP requires a course sample for display and marketing purposes. Samples can be in PDF format. The screen expands to display an **Upload File** field. Click Browse... to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click Open to populate the **Upload File** field, and then click Upload File to upload the File.
8. Select the **Yes, I want this course to be available for purchase on the eLeaP e-learning catalog** http://www.eleapcourses.com **(Recommended)** check box and/or the **Yes, I am ready to sell this course** check box, as appropriate to your circumstances.
9. Click the **upload picture** link to associate an image with the Course. The screen expands to display an **Upload File** field. Click Browse... to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click Open to populate the **Upload File** field, and then click Upload File to upload the File.
10. Click save to save your changes to the system.

Your ECatalog

Selecting the **YOUR ECATALOG** tab on the **eCommerce** screen's menu bar displays the **Your eCatalog screen**, illustrated below. This screen allows you to add a description and miscellaneous information about your business/organization. You can also add a company motto, choose the color scheme for your eCatalog and select a favorite theme for this screen. Use the steps below to successfully configure these elements of your eCatalog.



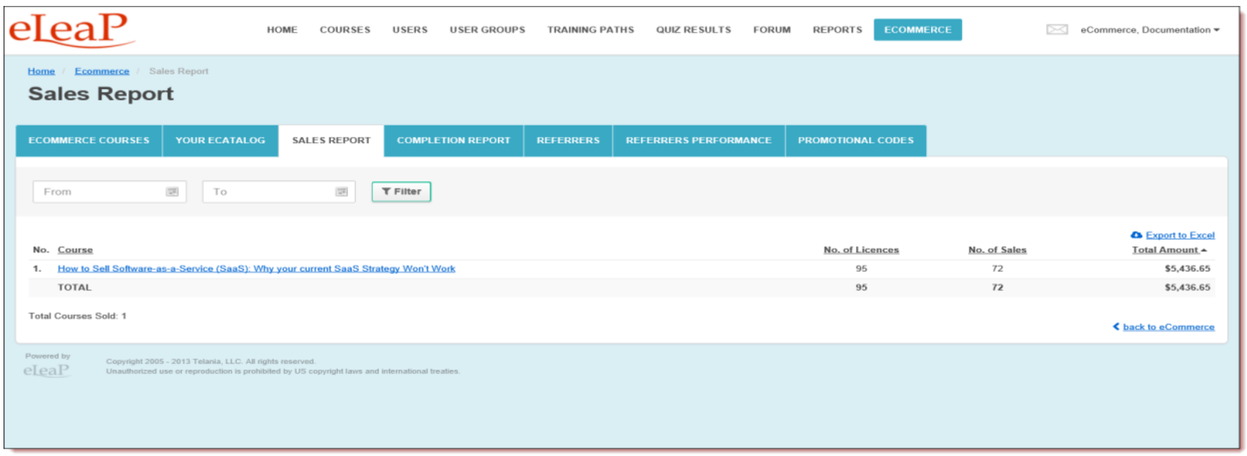
1. Add a short description of your business/organization within the **Add/edit a short description of your business/organization** box. Use any of the functionality within the **Content Editor** to format this information, if desired.
2. Add any additional miscellaneous information about your business/organization within the **Add/edit information about your business/organization below** box. Use any of the functionality within the **Content Editor** to format this information, if desired.
3. Within the **Add/edit your own motto** portion of the screen, enter a **Title** and a Motto within

their respective fields to synopsize what your business/organization stands for.

4. Use the **Choose your color scheme for your eCatalog** link to select a color scheme for it.
5. Select a different Theme for your eCatalog from the **Favorite Theme** list, if desired.
6. Click save to save your changes to the system.

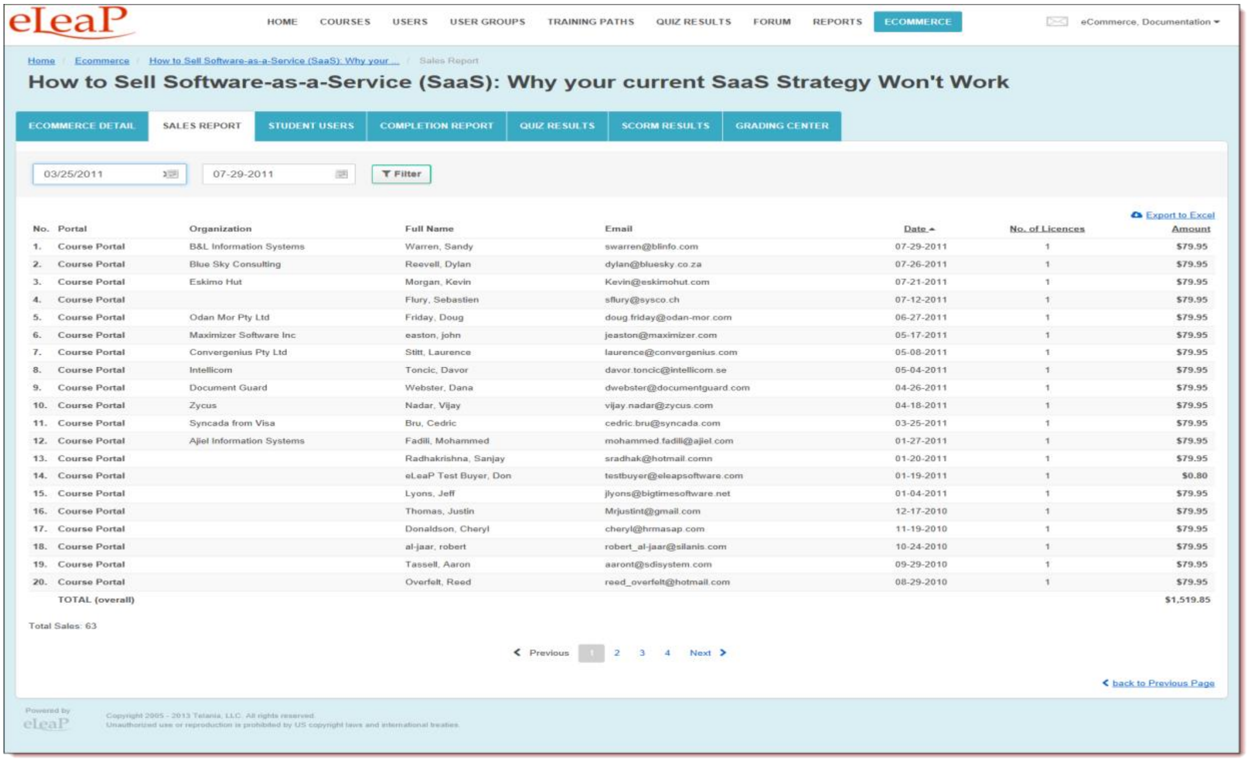
Sales Report

Selecting the **SALES REPORT** tab on the **Ecommerce** screen displays the **Sales Report** screen, shown in the following illustration. This screen shows the **Course**, **No. of Licenses**, **No. of Sales** and **Total Amount** details associated with a Course's sales. Filter what displays on this screen by entering **From** and **To** dates, either entering the dates manually, or using the **Calendar** to select them, and clicking Filter.



Viewing Course Details

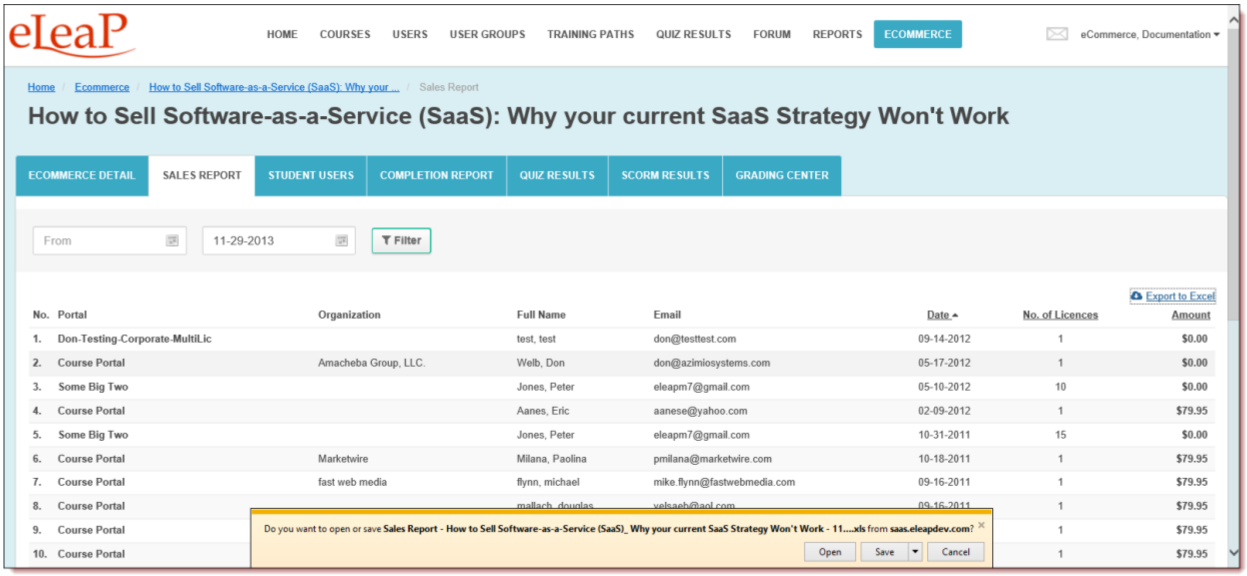
Clicking on a Course Name on the **Courses** list displays the **Course Details** screen for that Course, as shown in the following illustration. This screen displays the **Portal**, **Organization**, **Full Name**, **Email**, **Date**, **Number of Licenses** and **Amount** details for each sale of that particular Course.



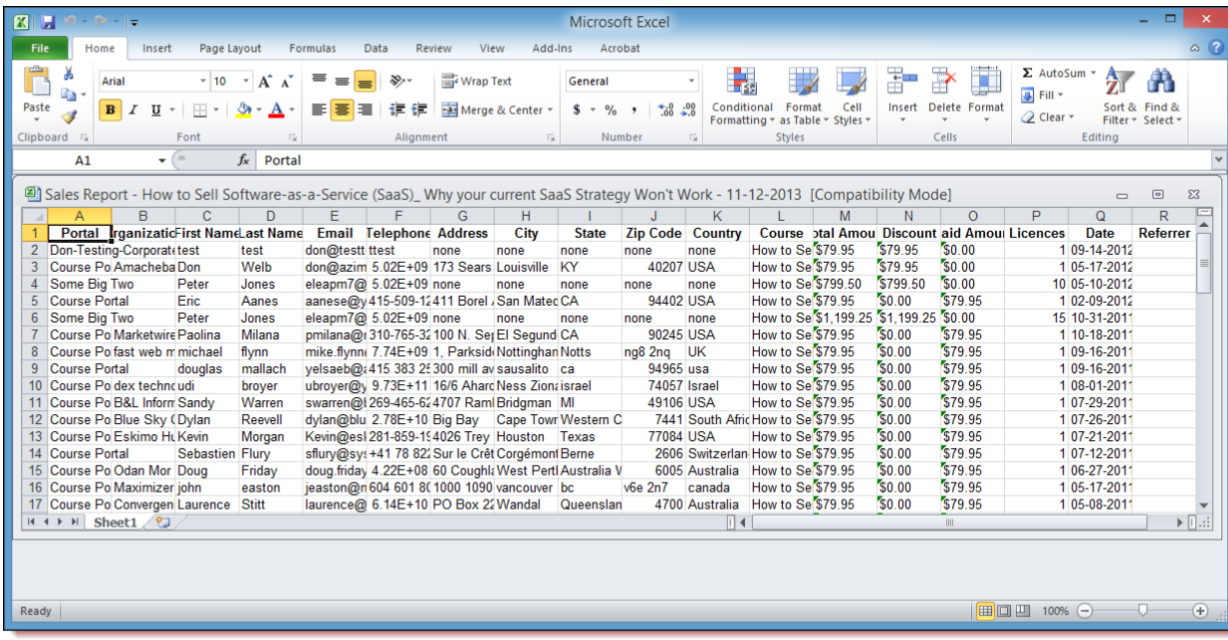
No.	Portal	Organization	Full Name	Email	Date	No. of Licences	Amount
1.	Course Portal	B&L Information Systems	Warren, Sandy	swarren@blinfo.com	07-29-2011	1	$79.95
2.	Course Portal	Blue Sky Consulting	Reevell, Dylan	dylan@bluesky.co.za	07-26-2011	1	$79.95
3.	Course Portal	Eskimo Hut	Morgan, Kevin	Kevin@eskimohut.com	07-21-2011	1	$79.95
4.	Course Portal		Flury, Sebastien	sflury@sysco.ch	07-12-2011	1	$79.95
5.	Course Portal	Odan Mor Pty Ltd	Friday, Doug	doug.friday@odan-mor.com	06-27-2011	1	$79.95
6.	Course Portal	Maximizer Software Inc	easton, john	jeaston@maximizer.com	05-17-2011	1	$79.95
7.	Course Portal	Convergenius Pty Ltd	Stitt, Laurence	laurence@convergenius.com	05-08-2011	1	$79.95
8.	Course Portal	Intellicom	Toncic, Davor	davor.toncic@intellicom.se	05-04-2011	1	$79.95
9.	Course Portal	Document Guard	Webster, Dana	dwebster@documentguard.com	04-26-2011	1	$79.95
10.	Course Portal	Zycus	Nadar, Vijay	vijay.nadar@zycus.com	04-18-2011	1	$79.95
11.	Course Portal	Syncada from Visa	Bru, Cedric	cedric.bru@syncada.com	03-25-2011	1	$79.95
12.	Course Portal	Ajiel Information Systems	Fadili, Mohammed	mohammed.fadili@ajiel.com	01-27-2011	1	$79.95
13.	Course Portal		Radhakrishna, Sanjay	sradhak@hotmail.comn	01-20-2011	1	$79.95
14.	Course Portal		eLeaP Test Buyer, Don	testbuyer@eleapsoftware.com	01-19-2011	1	$0.80
15.	Course Portal		Lyons, Jeff	jlyons@bigtimesoftware.net	01-04-2011	1	$79.95
16.	Course Portal		Thomas, Justin	Mrjustint@gmail.com	12-17-2010	1	$79.95
17.	Course Portal		Donaldson, Cheryl	cheryl@hrmasap.com	11-19-2010	1	$79.95
18.	Course Portal		al-jaar, robert	robert_al-jaar@silanis.com	10-24-2010	1	$79.95
19.	Course Portal		Tassell, Aaron	aaront@sdisystem.com	09-29-2010	1	$79.95
20.	Course Portal		Overfelt, Reed	reed_overfelt@hotmail.com	08-29-2010	1	$79.95
	TOTAL (overall)						$1,519.85

Exporting Sales Details

Click the **Export to Excel** link on the **Sales Details** screen to export Sales Details to a local drive on your computer. As shown in the following illustration, you are presented with the option to either **Open** or **Save** the Excel file.

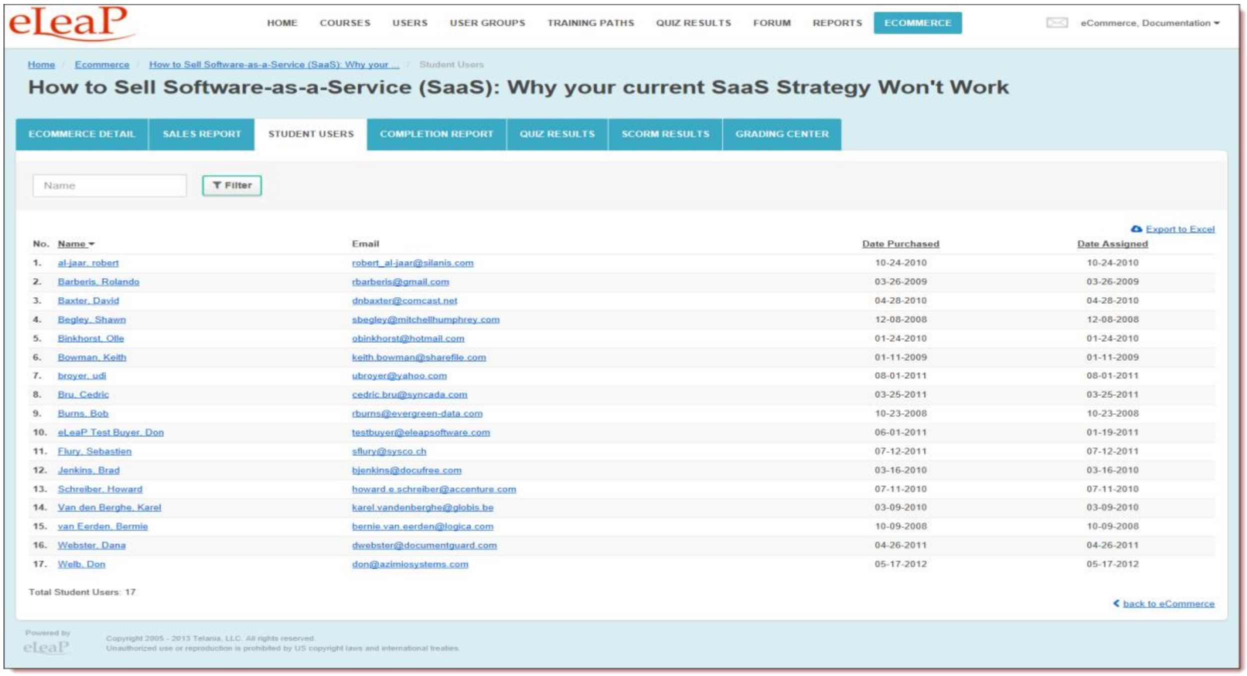


As shown in the following illustration, all of your Sales Details are now available within Excel.



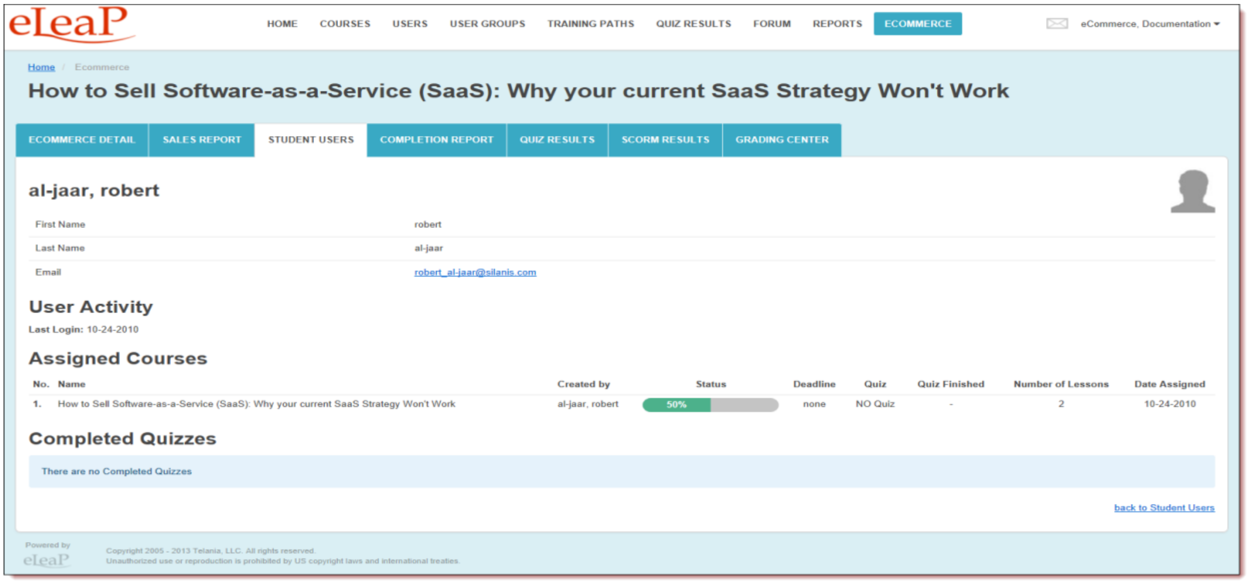
Student Users

Selecting the **STUDENT USERS** tab within the **Ecommerce** screen displays the **Student Users** screen, illustrated below. This screen displays the **Name**, **Email**, **Date Purchased** and **Date Assigned** details for each Student on the **Student Users** list who has purchased this particular Course.



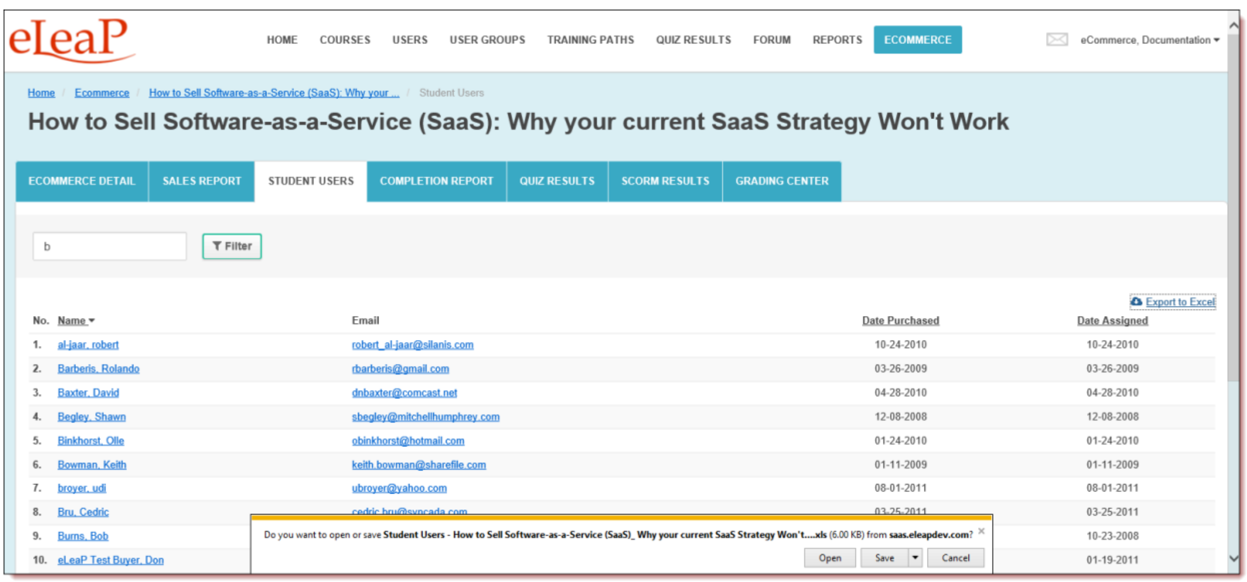
Viewing Student User Details

Selecting a Name on the **Student Users** list displays the **Student User Details** screen for that Student User. In addition to the Student User's **First Name**, **Last Name** and **Email** details, this screen shows you the **User Activity**, **Assigned Courses** and **Completed Quizzes** associated with that Student User.



Exporting Student User Details

Selecting the **Export to Excel** link on the **Student Users** screen allows you to export all of this data to a local drive on your computer. As shown in the following illustration, you are given the option to either **Open** or **Save** the Excel file.



As shown in the following illustration, all of your Student User Details are now available within Excel.

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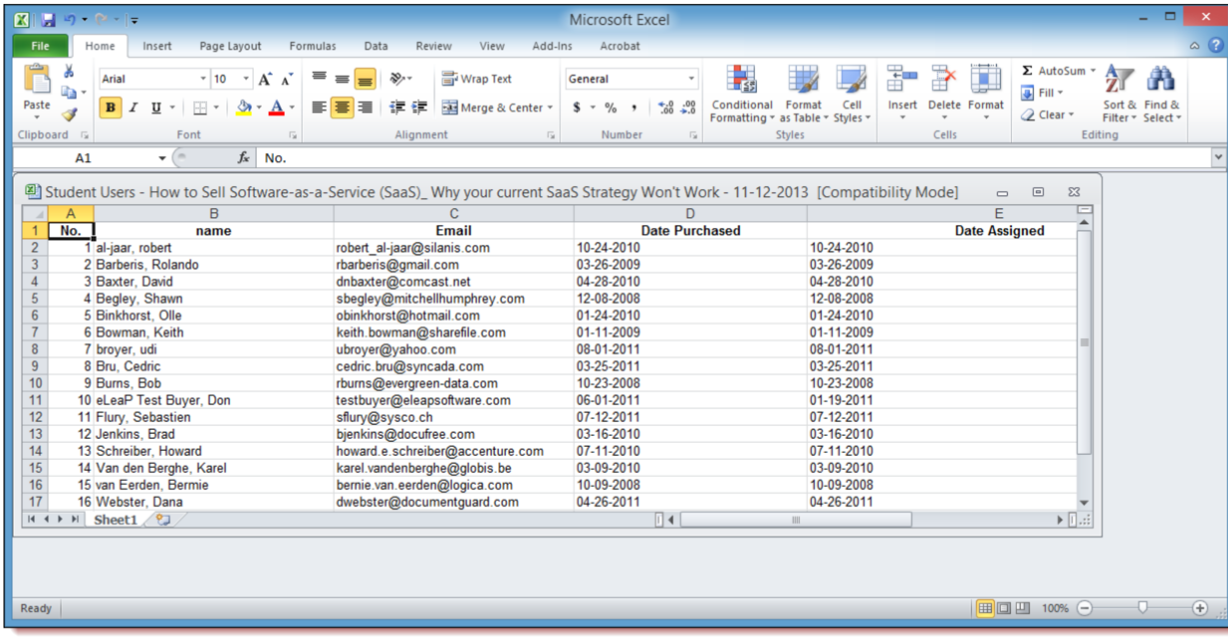
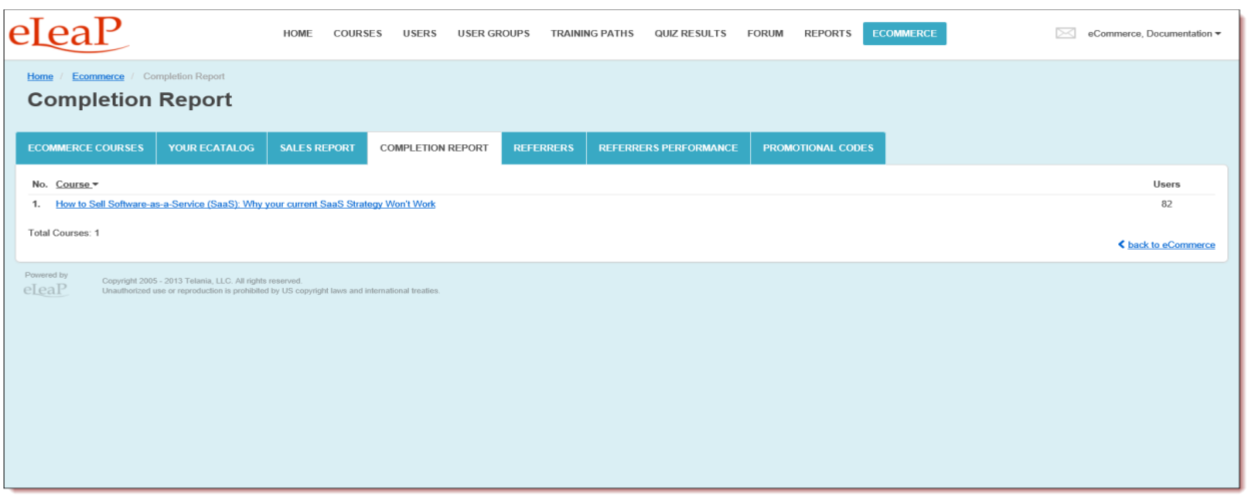
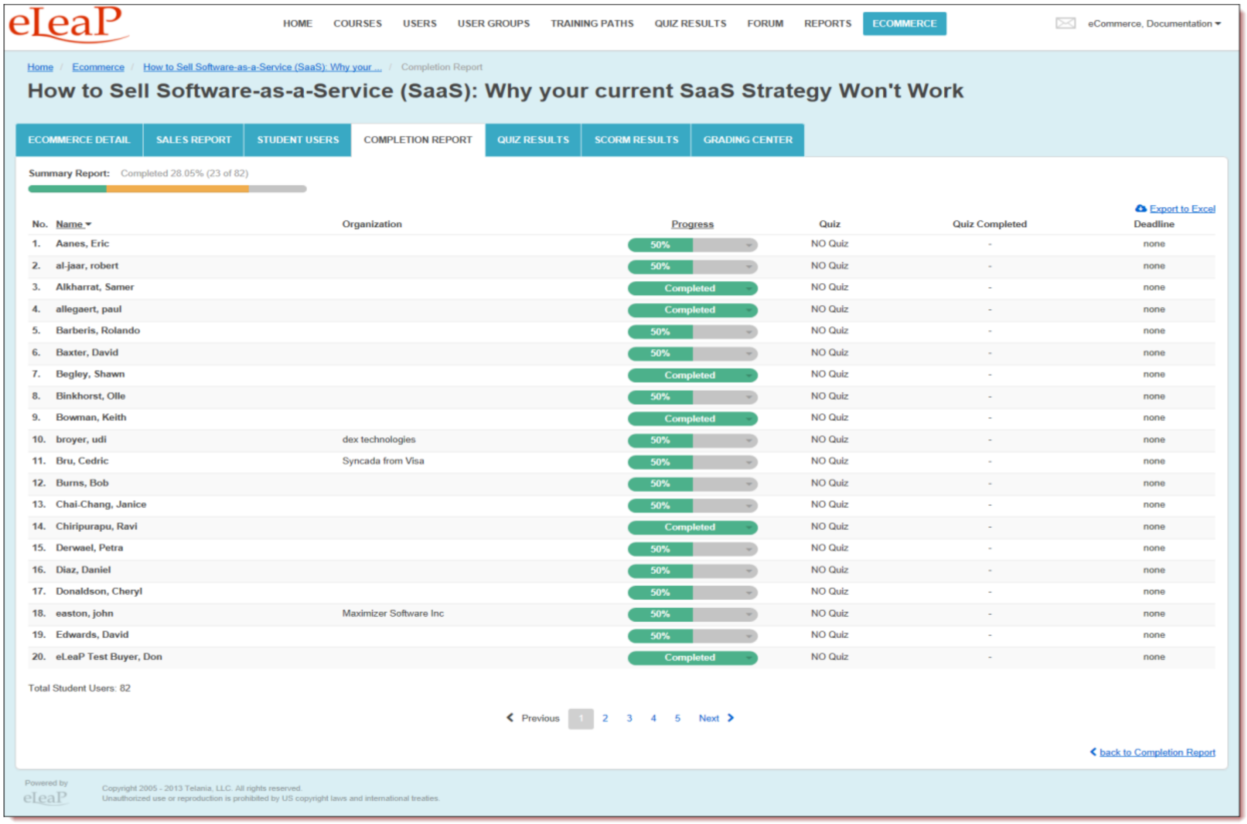


Completion Report

Selecting the **COMPLETION REPORT** tab within the **Ecommerce** screen displays the **Completion Report** screen, illustrated below. Each Completion Report on the Completion Reports list displays the **Name** and **Users** details for that Report.

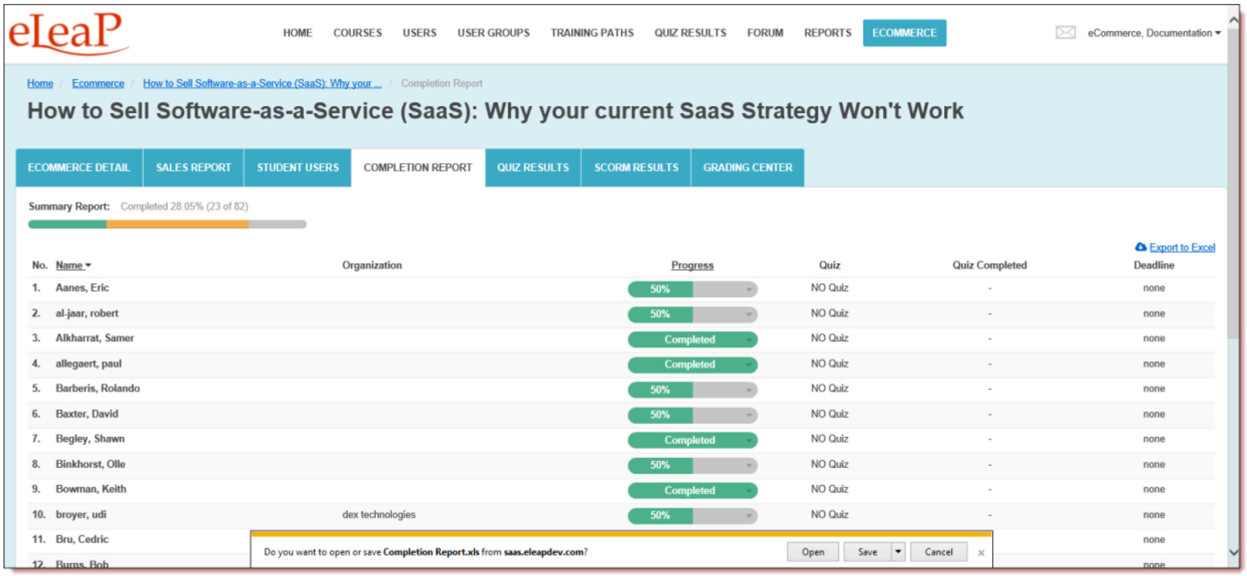


Clicking on the **Completion Report Name** displays the **Completion Report Details** screen, listing each of the Course's registered Students, including the **Name**, **Organization**, **Progress**, **Quiz**, **Quiz Completed** and **Deadline** details for that Student.

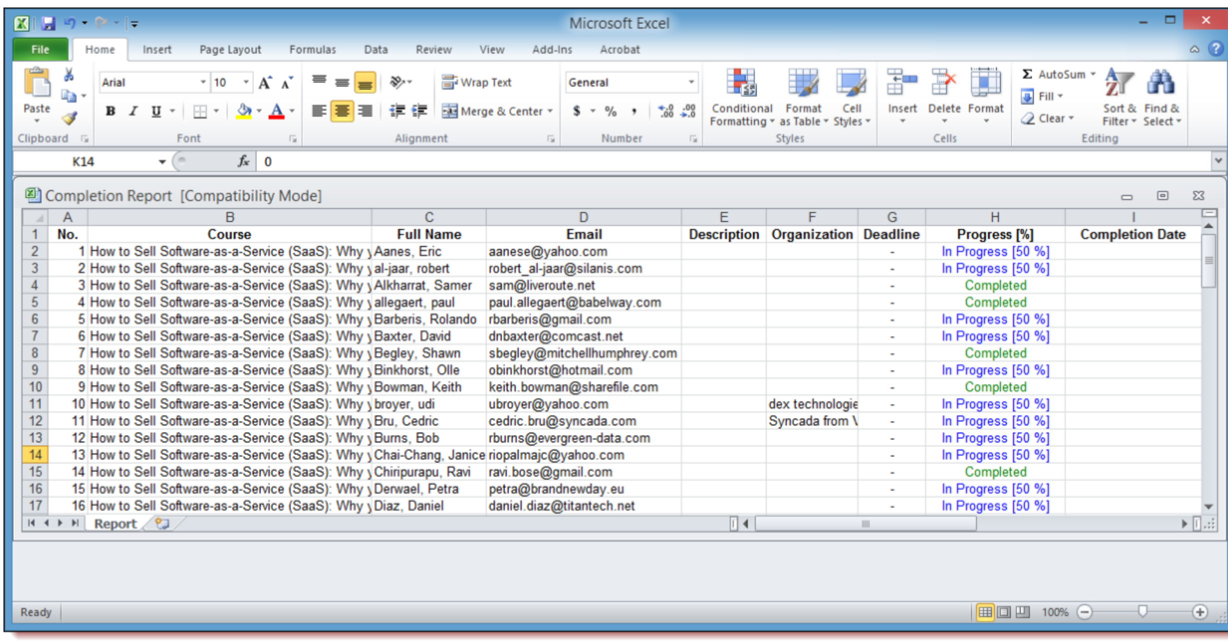


Exporting Completion Reports

Clicking the **Export to Excel** link on the **Completion Report Details** screen allows you to export this information to a local drive on your computer. As shown in the following illustration, you are presented with the option to either **Open** the file or **Save** it.

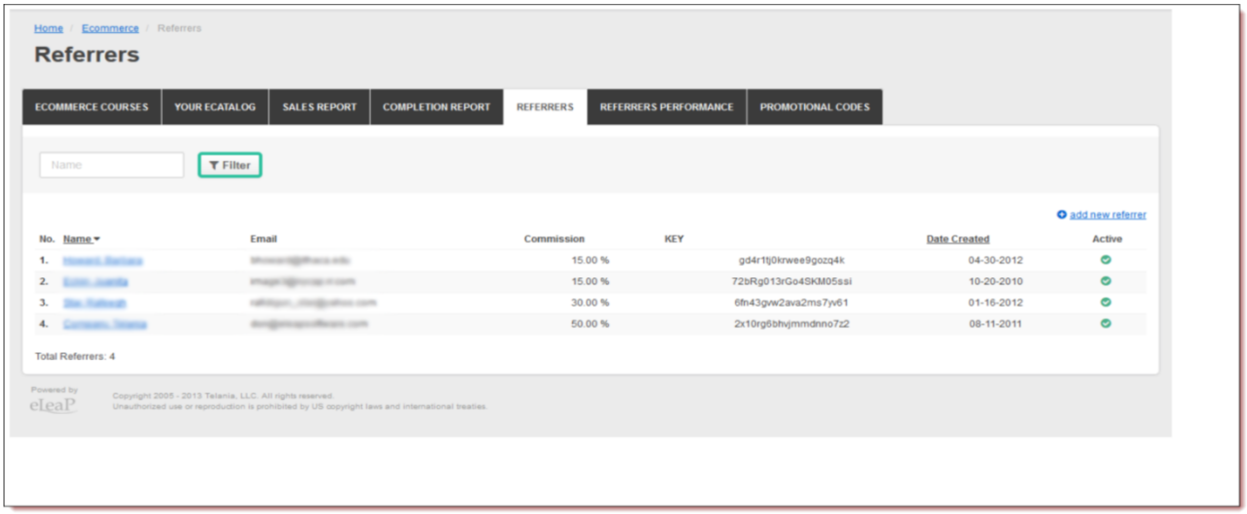


Once you've downloaded the file, it opens in Excel, as shown in the following illustration. You now have local access to the Completion Report data for all of the Students in that Course.



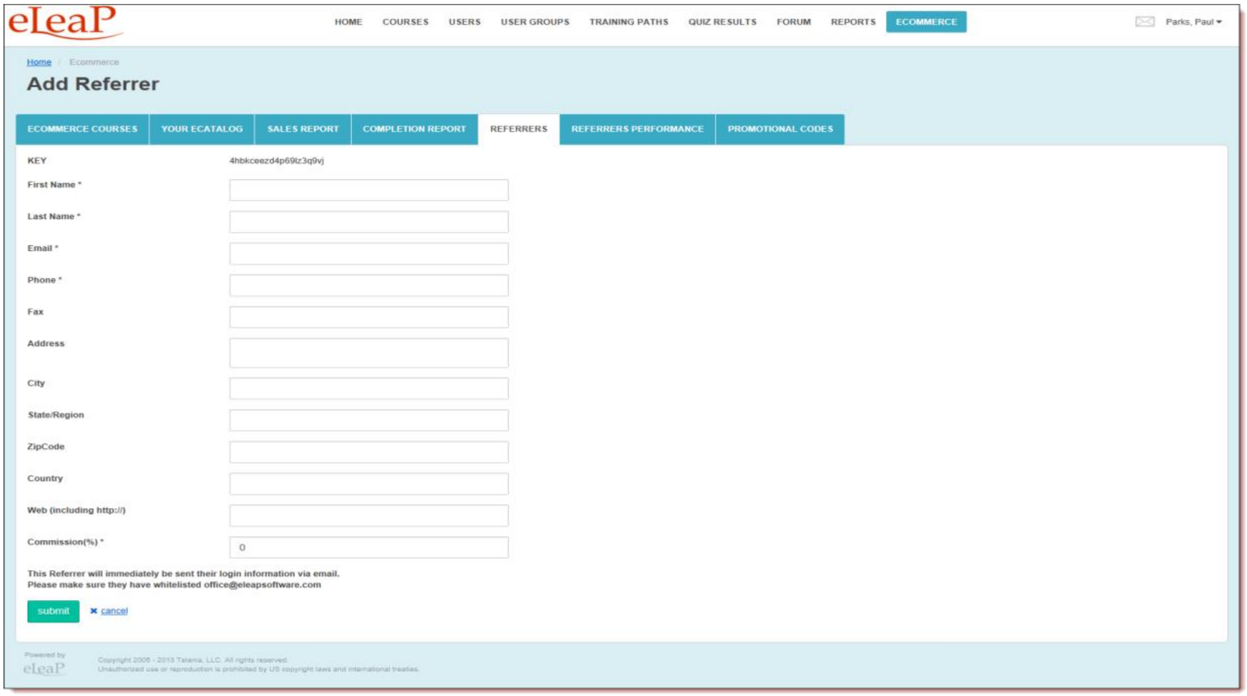
Referrers

Selecting the **REFERRERS** tab on the **Ecommerce** screen displays the **Referrers** screen, as shown in the following illustration. This screen displays a list of individuals or companies that have been referred as potential customers of the eLeaP system on a **Referrers** list, and shows the **Name**, **Email**, **Commission**, **KEY** and **Date Created** details for each Referrer on the list.



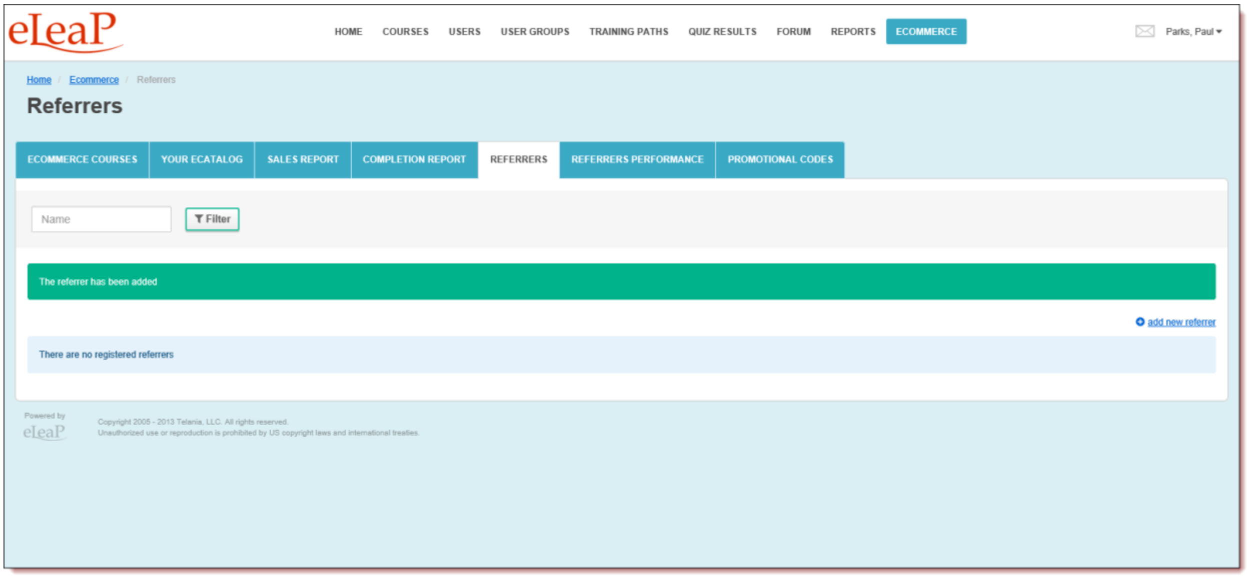
Adding a Referrer

Selecting the **add new referrer** on the **Referrers** screen displays the **Add Referrer** screen, as shown in the following illustration. Follow the steps below to successfully add a Referrer to the system. Please note that the **Key** is a system-generated value.



1. Enter a First Name for the new Referrer in the **First Name** field.
2. Enter a Last Name for the new Referrer in the **Last Name** field.
3. Enter an Email Address for the new Referrer in the **Email** field.
4. Enter a Phone Number for the new Referrer in the **Phone** field.
5. Enter a Fax Number for the new Referrer in the **Fax** field.
6. Enter a Street Address for the new Referrer in the **Address** field.
7. Enter a City Location for the new Referrer in the **City** field.
8. Enter a State/Region location for the new Referrer in the **State/Region** field.
9. Enter a Zip or Postal Code for the new Referrer in the **ZipCode** field.
10. Enter a Country Location for the new Referrer in the **Country** field.
11. Enter a Web URL for the new Referrer in the **Web (including http://)** field.
12. Enter a Commission Percentage for the new Referrer in the **Commission (%)** field. You are required to add a value within this field; it cannot be left set at 0.
13. Click Submit to create the new Referrer.

As shown in the following illustration, the Referrer has been added to the **Referrers** list on the Referrers screen



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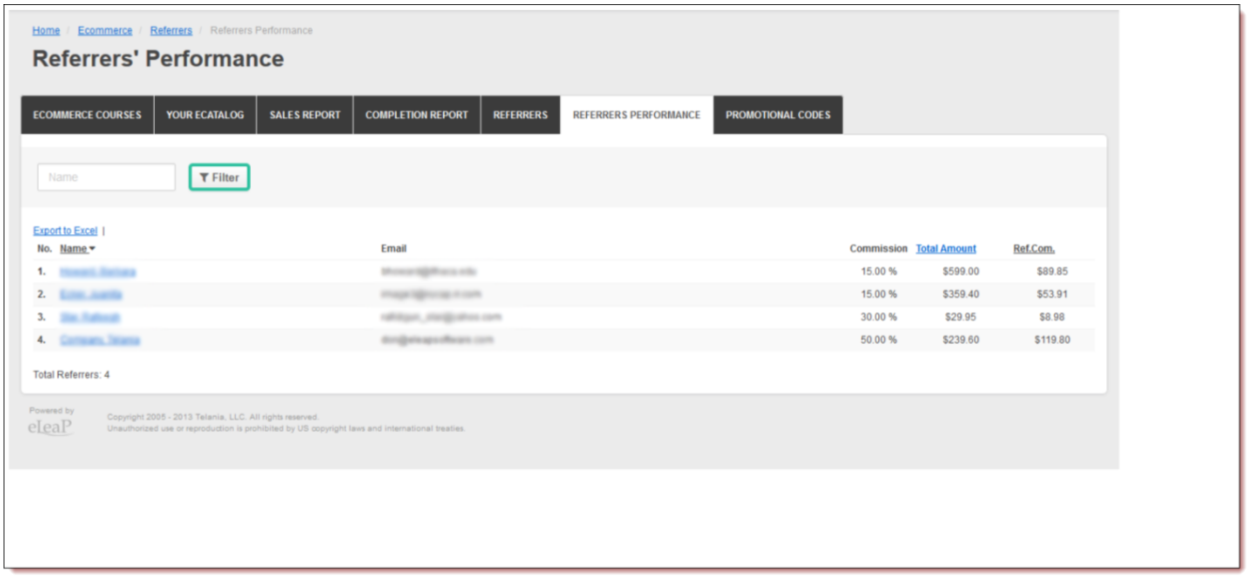
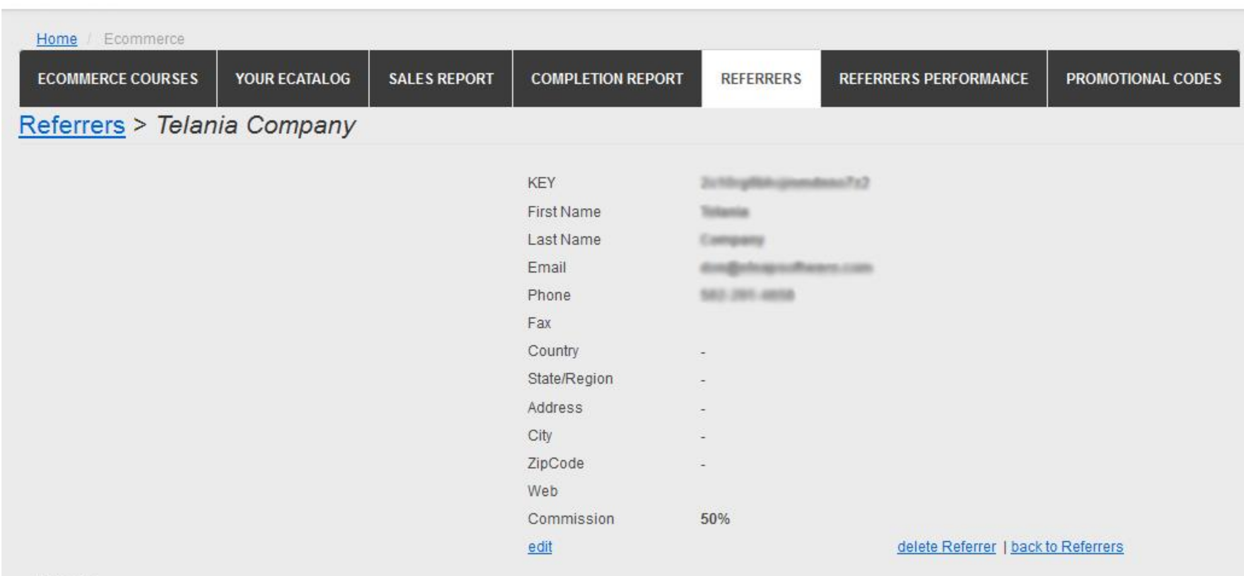
Referrers Performance

Selecting the **REFERRERS PERFORMANCE** tab within the **Ecommerce** screen displays the **Referrers' Performance** screen, as shown in the illustration below. Each line on the **Referrers** list displays the **Name**, **Email**, **Commission**, **Total Amount** and **Ref.Com details** for that Referrer.



Clicking a Referrer's Name allows you to view that Referrer's Detail information, as shown in the following illustration.



Exporting Referrer Performance

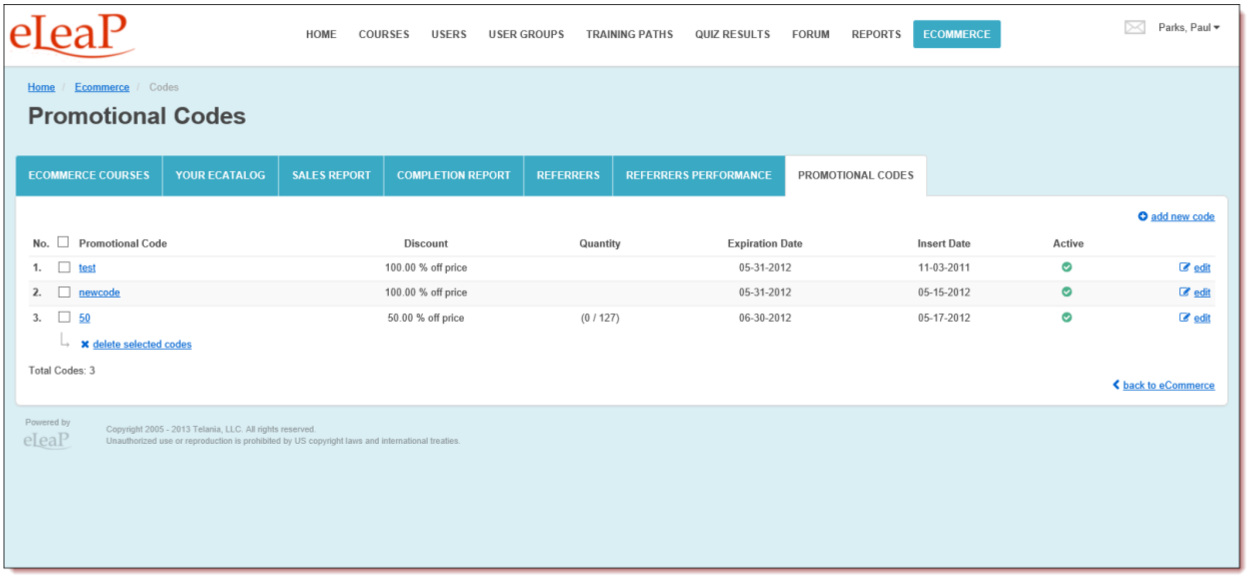
Selecting the **Export to Excel** link on the **Referrers' Performance** screen allows you to export this information to a local drive on your computer. As shown in the following illustration, you are provided with the option to either **Open** or **Save** the file.

As shown in the following illustration, the file is displayed within Excel so that you now have local access to this information.

No.	Name	Email	Commission percentage	Total Amount	Referrer Commission
1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

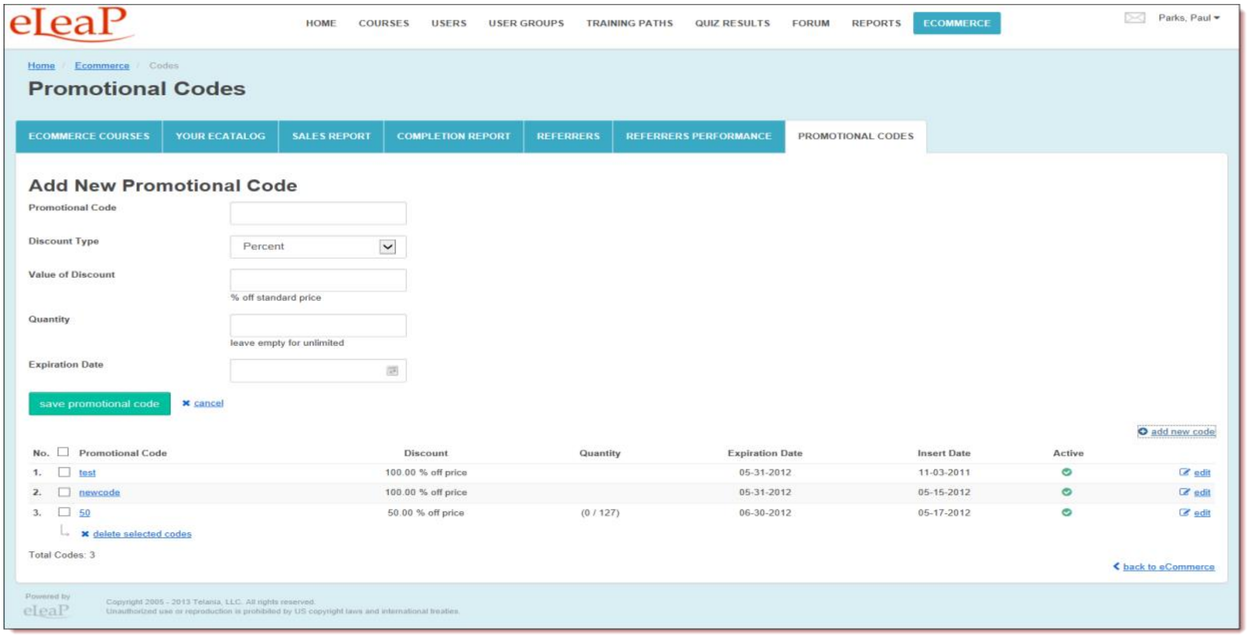
Promotional Codes

Selecting the **PROMOTIONAL CODES** tab within the **ECOMMERCE** group of tabs displays the **Promotional Codes** screen, illustrated below. Each Promotional Code on the **Promotional Codes** list displays the **Promotional Code**, **Discount**, **Quantity**, **Expiration Date**, **Insert Date** and **Active/Inactive** status details for that Promotional Code.



Adding a Promotional Code

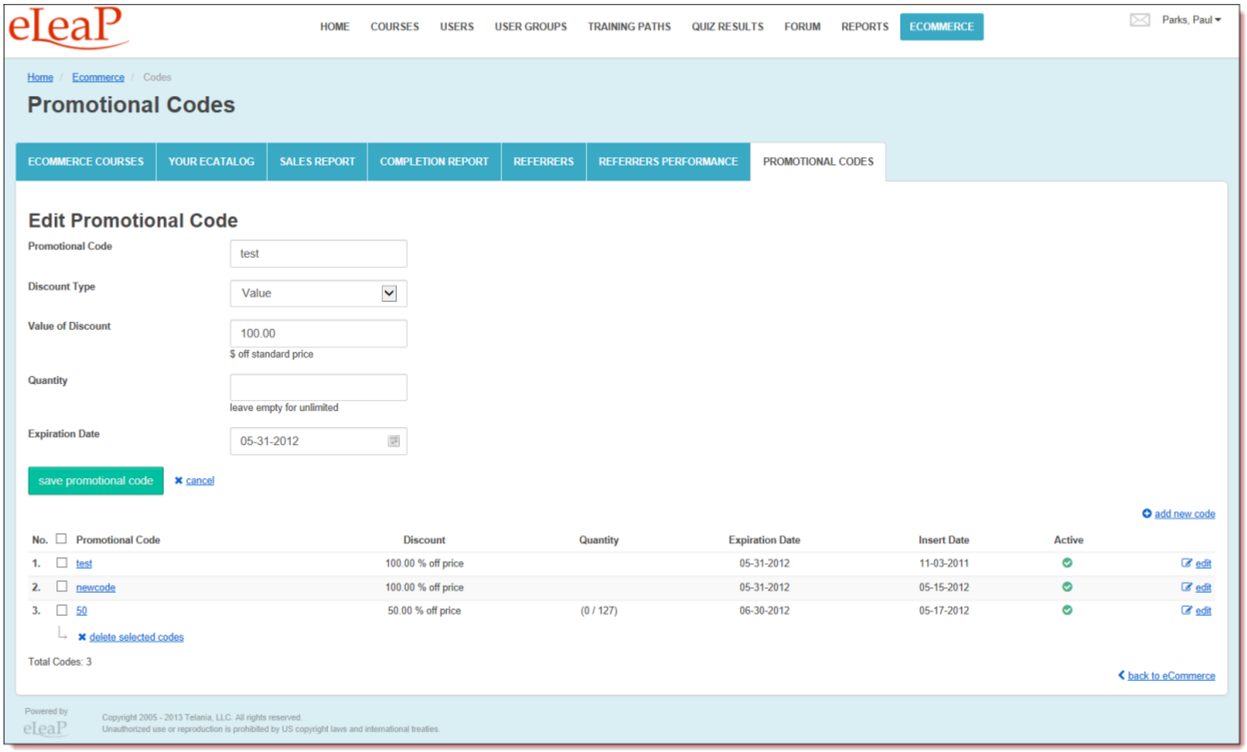
Selecting the **add new code** link on the **Promotional Codes** screen displays the **Add New Promotional Code** screen, as shown in the following illustration. Use the steps below to successfully add a Promotional Code to the system.



1. Enter a name for the new Promotional Code in the **Promotional Code** field.
2. Select a Discount Type for the new Promotional Code from the **Discount Type** list.
3. Enter a percentage value within the **Value of Discount** field to indicate the percentage off the standard price that the discount promises.
4. Enter a quantity amount within the **Quantity** field, if applicable, and leave this field empty if the quantity is unlimited.
5. Enter an Expiration Date within the **Expiration Date** field, either by entering that date manually or by using the **Calendar** icon to display the Calendar for selecting the date.
6. Click save promotional code to save the new Promotional Code to the system.

Editing a Promotional Code

Clicking the edit link for a line on the Promotional Code list displays the Edit Promotional Code screen, as shown in the illustration below. Simply make any modifications to the Promotional Code, Discount Type, Value of Discount, Quantity and/or Expiration Date settings for the Promotional Code, and then click save promotional code to save your changes to the system.


eLeaP
HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS ECOMMERCE
Parks, Paul
Home / Ecommerce / Codes
Promotional Codes
ECOMMERCE COURSES YOUR ECATALOG SALES REPORT COMPLETION REPORT REFERRERS REFERRERS PERFORMANCE PROMOTIONAL CODES
Edit Promotional Code
Promotional Code
test
Discount Type
Value
Value of Discount
100.00
$ off standard price
Quantity
leave empty for unlimited
Expiration Date
05-31-2012
save promotional code
cancel
add new code
No. Promotional Code Discount Quantity Expiration Date Insert Date Active
1. test 100.00 % off price 05-31-2012 11-03-2011 edit
2. newcode 100.00 % off price 05-31-2012 05-15-2012 edit
3. 50 50.00 % off price (0 / 127) 06-30-2012 05-17-2012 edit
delete selected codes
Total Codes: 3
back to eCommerce
Powered by eLeaP
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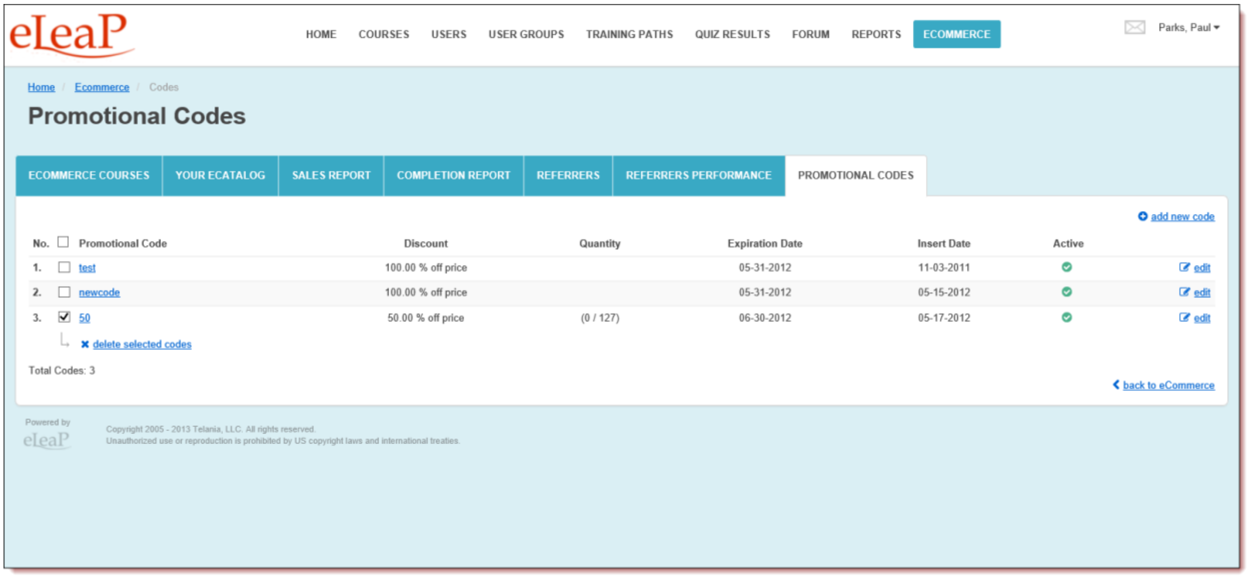
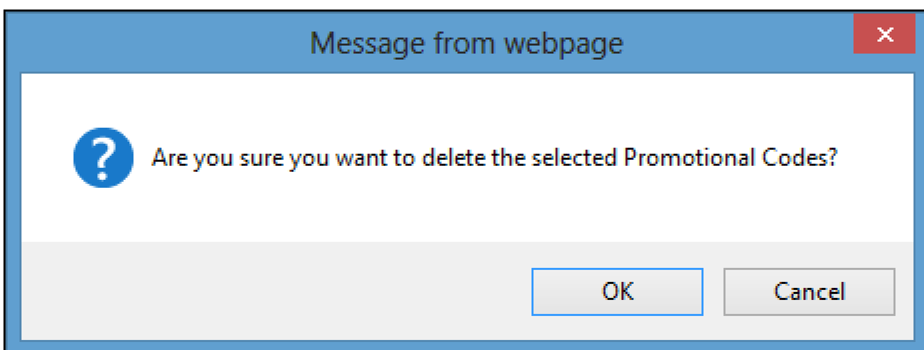
Deleting a Promotional Code

Selecting the check box for a Promotional Code on the **Promotional Codes** list and clicking the **delete selected codes** link, as shown in the following illustration, will remove a Promotional Code from the system.



As shown in the following illustration, the system displays a warning message before proceeding with the deletion, to ensure that is your intention. Click OK to proceed with the deletion or click Cancel to cancel the deletion process.



Support/Help Center and eLeaP™ Knowledgebase

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.eleapsoftware.com/blog to learn more about the world of eLeaP™.