



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.

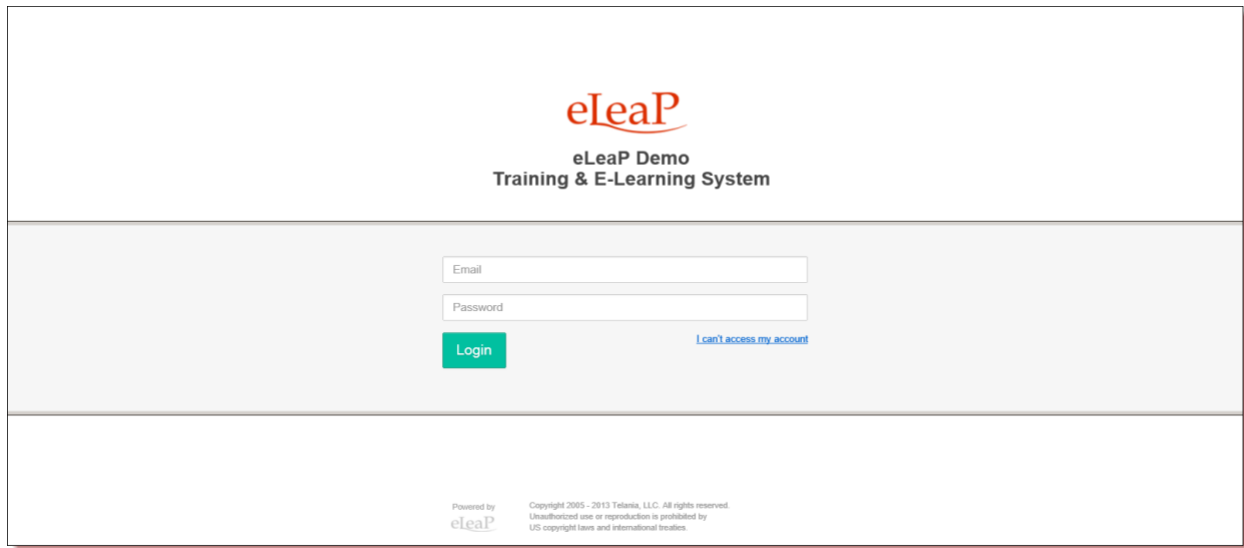
The eLeaP LMS empowers you to rapidly and easily create intuitive online learning courses from your own existing files. With eLeaP online learning software, you can incorporate PowerPoint, PDF, pictures, audio, video, Microsoft Office, SCORM and many more file types into your own personalized courses. 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.

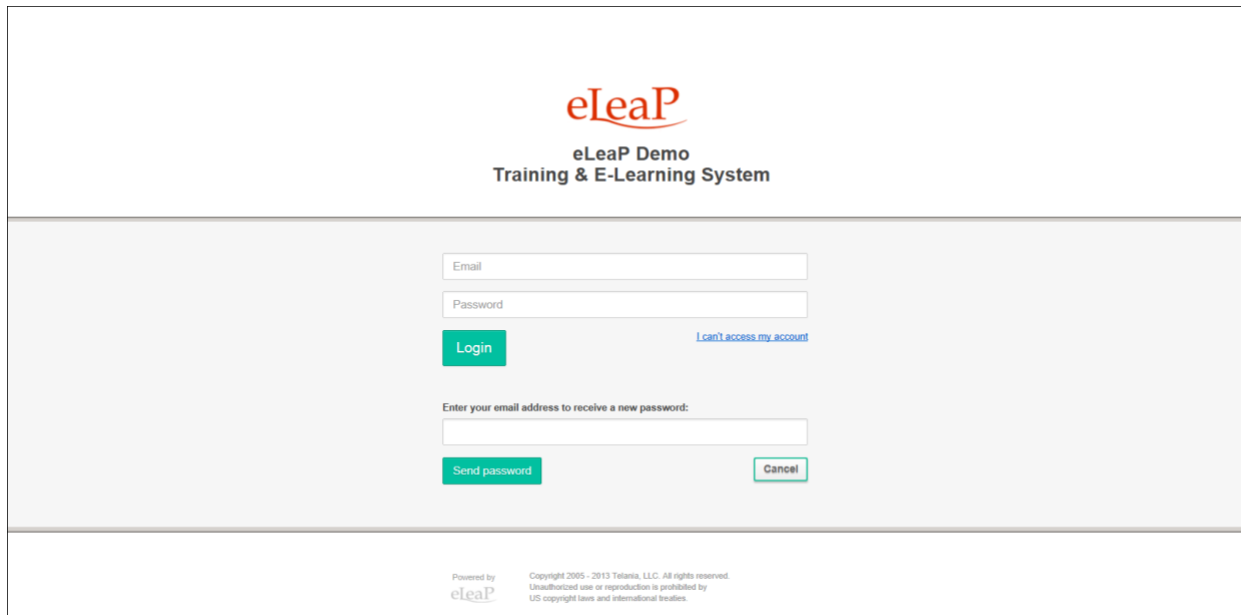
Logging in to the System

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.




The screenshot shows the login interface for the eLeaP Demo Training & E-Learning System. At the top center is the eLeaP logo, followed by the text "eLeaP Demo Training & E-Learning System". Below this is a light gray rectangular area containing the login fields. There are two input fields: "Email" and "Password". Below the "Email" field is a green "Login" button. To the right of the "Login" button is a blue link that says "I can't access my account". At the bottom of the page, there is a footer section with small text. On the left, it says "Powered by eLeaP". On the right, it says "Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties."

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.



The image shows the login interface for the eLeaP Demo Training & E-Learning System. At the top, the eLeaP logo is displayed in red, followed by the text "eLeaP Demo Training & E-Learning System". Below this, there are two input fields: "Email" and "Password". A green "Login" button is positioned below the password field. To the right of the "Login" button is a blue link that says "I can't access my account". Below the login fields, there is a section for password recovery. It starts with the text "Enter your email address to receive a new password:", followed by an input field. Below this field are two buttons: a green "Send password" button and a white "Cancel" button with a green border. At the bottom of the page, there is a footer section. On the left, it says "Powered by eLeaP". On the right, it contains copyright information: "Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties."

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 . 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.

Welcome to eLeaP Demo Training System
Add info about your organization. Edit this information from your Company Profile page. Test

Special Instructions:
Test

Assigned Courses [Download Completion Report/Help](#)

Course Name Course Category [Filter](#)

No.	Name	Status	Deadline	Category	Instructor
1.	Users	Not started	none	Sales	R. Vinod

Total Courses: 1 [Hide Completed](#)

Assigned Training Paths

No.	Name	Status	No. Courses	Instructor
1.	Don's Auto Repair Course	Not started	4	Weobong, Don

Total Training Paths: 1

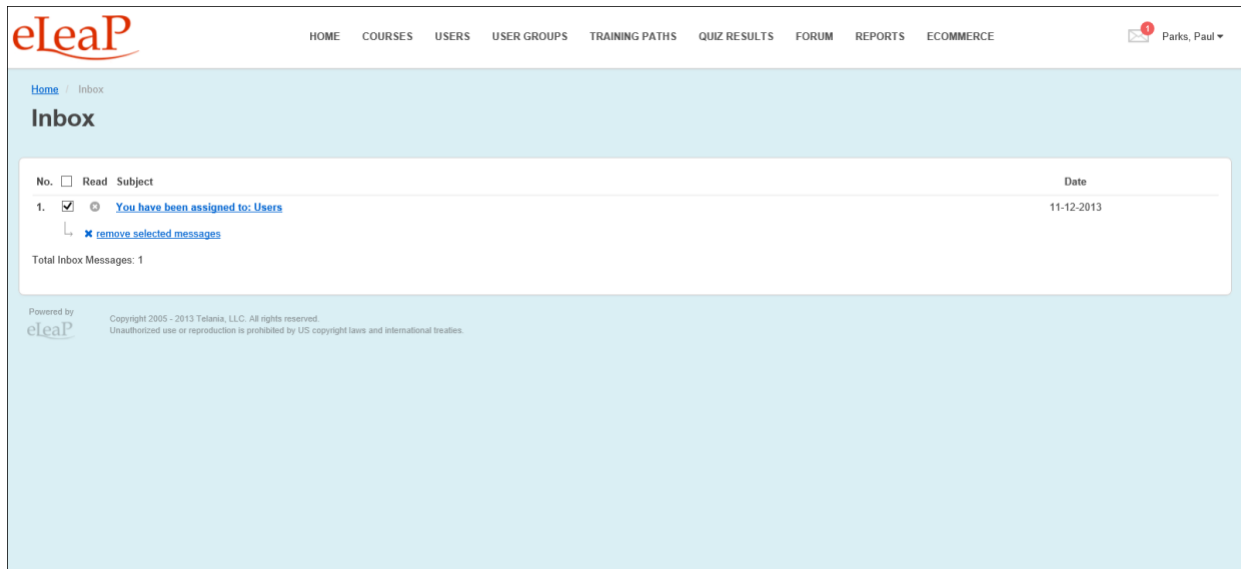
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eLeaP™ Inbox

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.

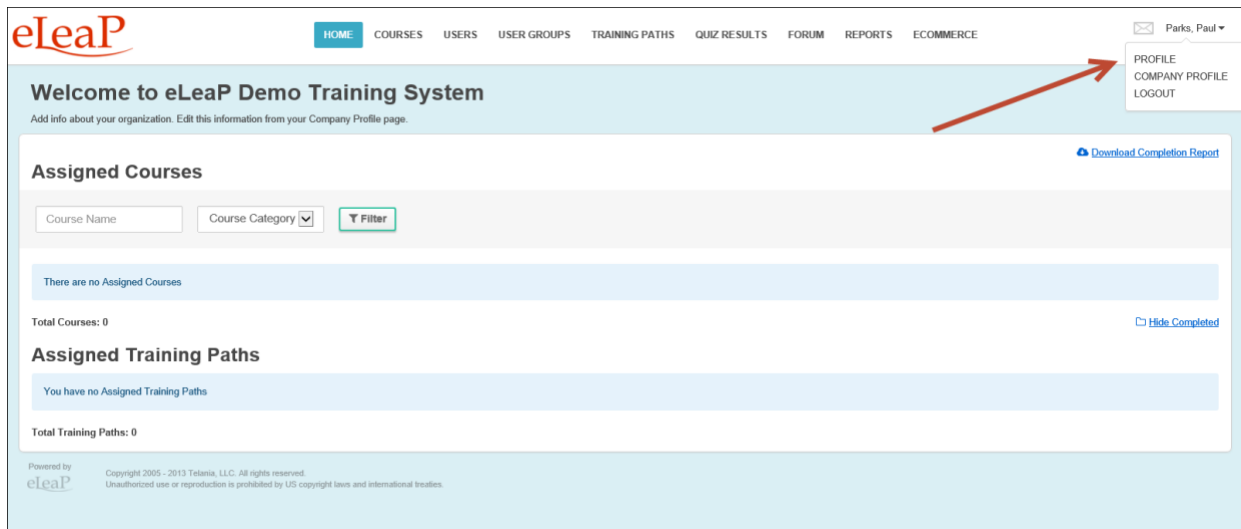
As System Administrator, you can also access your eLeaP™ INBOX to receive updated email notification and communications regarding various activities in your eLeaP account. You can receive Quiz completion notifications, notifications on Course Assignments, Pending Deadline notifications. In short, eLeaP™ 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 screenshot shows the eLeaP User Profile page. The header includes the eLeaP logo and navigation links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user's name, Parks, Paul, is displayed in the top right. The main content area is titled 'User Profile' and contains a form with the following fields:

Title	Mr.
First Name	Paul
Middle Name	
Last Name	Parks
Email	Paul_A_Parks@cox.net
Description	
Access Level	Administrator
Theme	Steel Blue
Language	English
Active	YES

Below the form are links for 'edit profile' and 'change password'. On the right side, there is a placeholder for a profile picture and an 'upload picture' button. A 'back to Users' link is located at the bottom right. The footer includes the eLeaP logo and copyright information: Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

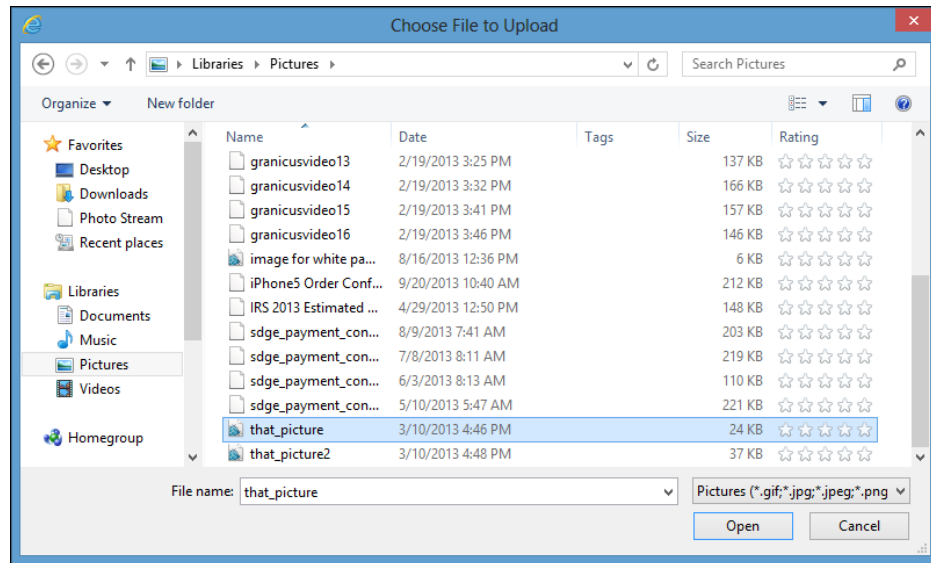
The screen expands, allowing you to navigate to a location on your computer where the picture that you want to associate with your Profile is stored by clicking **Browse...**.

This screenshot shows the same eLeaP User Profile page as the previous one, but with an 'Upload File' dialog box open. The dialog box is positioned over the profile picture area and contains the following elements:

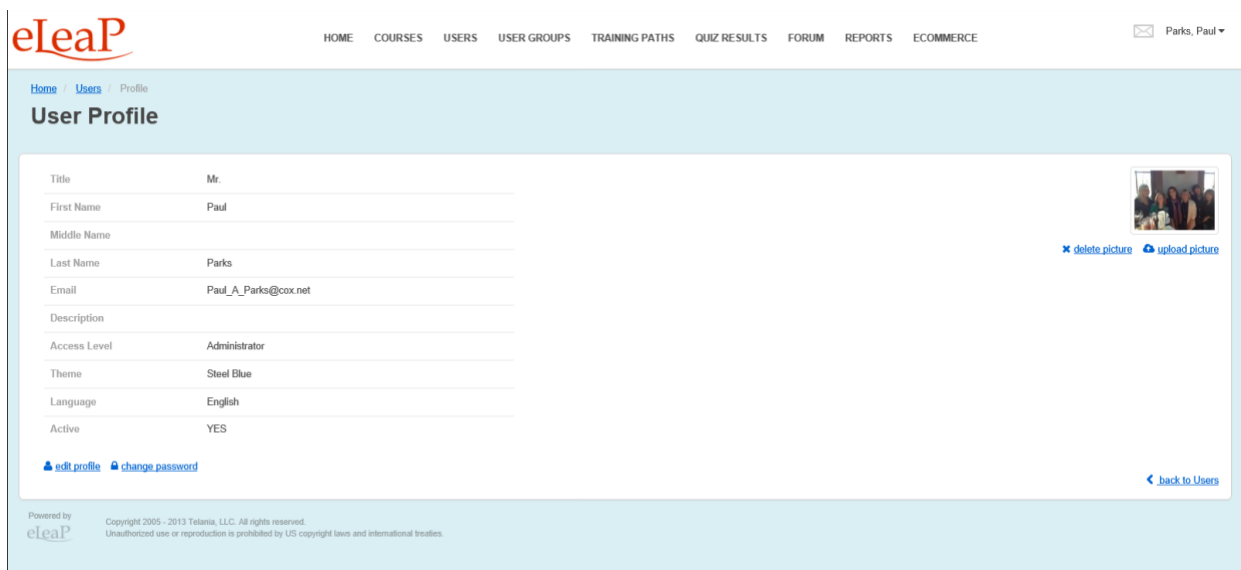
- A title bar that says 'Upload File'.
- A text input field for the file path.
- An 'Upload File' button.
- A 'cancel' button.
- A 'Browse...' button.

The background page remains the same, showing the user profile form and navigation links.

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.

The screenshot shows the 'Edit User Profile' page in the eLeaP system. The page has a light blue header with the eLeaP logo on the left and navigation links (HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, ECOMMERCE) in the center. On the right, the user's name 'Parks, Paul' is displayed. Below the header, there is a breadcrumb trail: Home / Profile / Edit. The main content area contains a form with the following fields: Title (Mr.), First Name (Paul), Middle Name, Last Name (Parks), Description, Theme (Steel Blue), and Language (English). At the bottom left of the form are 'Save' and 'cancel' buttons. The footer of the page includes the text 'Powered by eLeaP' and a copyright notice: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

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


This screenshot shows the same 'Edit User Profile' page, but with the 'Theme' drop-down menu open. The menu lists the following themes: Default, Forest Green, Royal Blue, Medium Taupe, Cerise Pink, Steel Blue (which is highlighted in blue), Charcoal, Amethyst, Olive, and Crimson. The 'Save' button is still visible at the bottom left of the form. The rest of the page layout, including the header and footer, remains the same as in the previous screenshot.

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

The screenshot shows the eLeaP User Profile page. The header includes the eLeaP logo and a navigation menu with links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile dropdown menu is visible in the top right corner, showing 'Parks, Paul'. The main content area is titled 'User Profile' and contains a form with the following fields: Title (Mr.), First Name (Paul), Middle Name, Last Name (Parks), Email (Paul_A_Parks@cox.net), Description, Access Level (Administrator), Theme (Steel Blue), Language (English), and Active (YES). To the right of the form is a profile picture placeholder with a 'Help' icon and links for 'delete picture' and 'upload picture'. At the bottom of the form are links for 'edit profile' and 'change password'. A 'back to Users' link is located at the bottom right of the form. The footer contains the eLeaP logo and copyright information: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

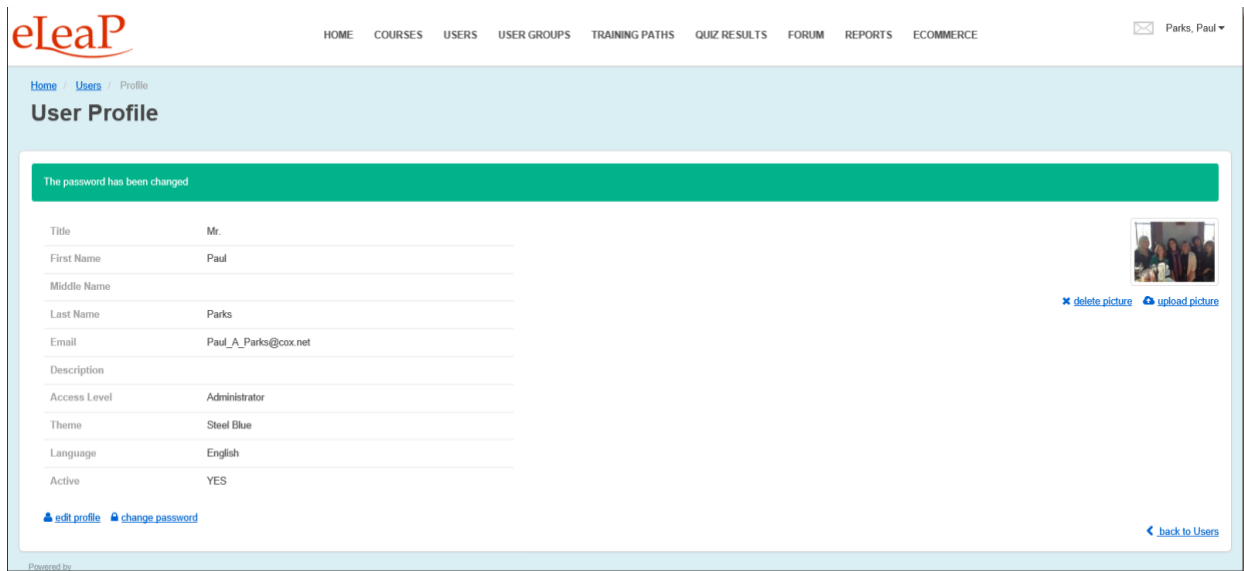
Changing Your Password

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 .

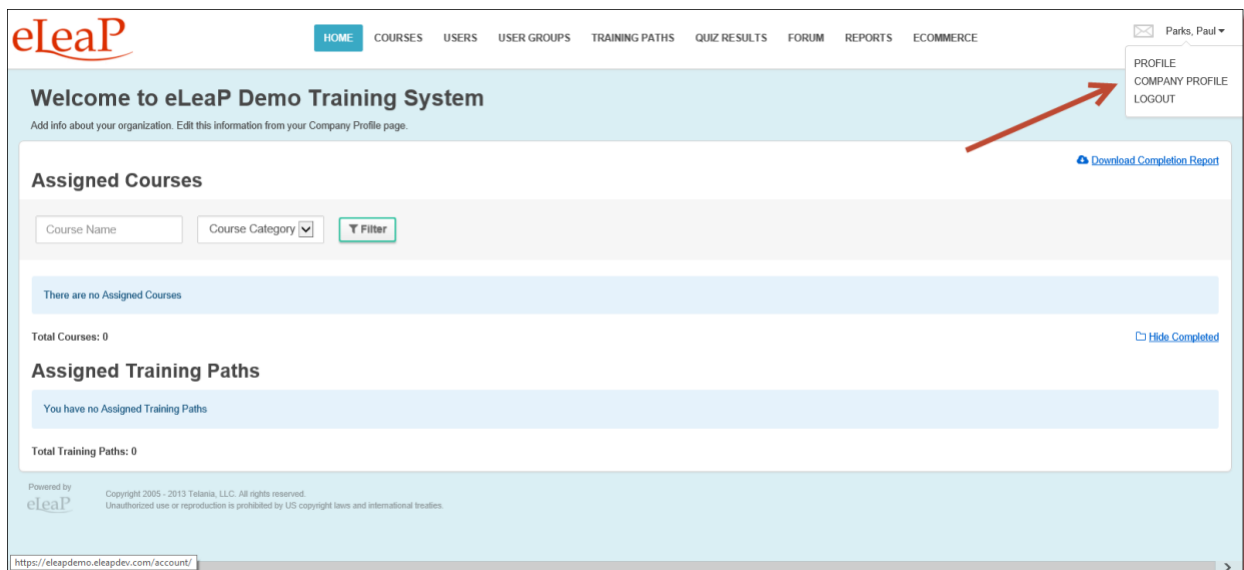
The screenshot shows the eLeaP Change Password page. The header is identical to the previous screenshot. The main content area is titled 'Change Password' and contains a form with three input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. Below the form are two buttons: 'Change Password' (highlighted in green) and 'cancel'. The footer is identical to the previous screenshot.

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



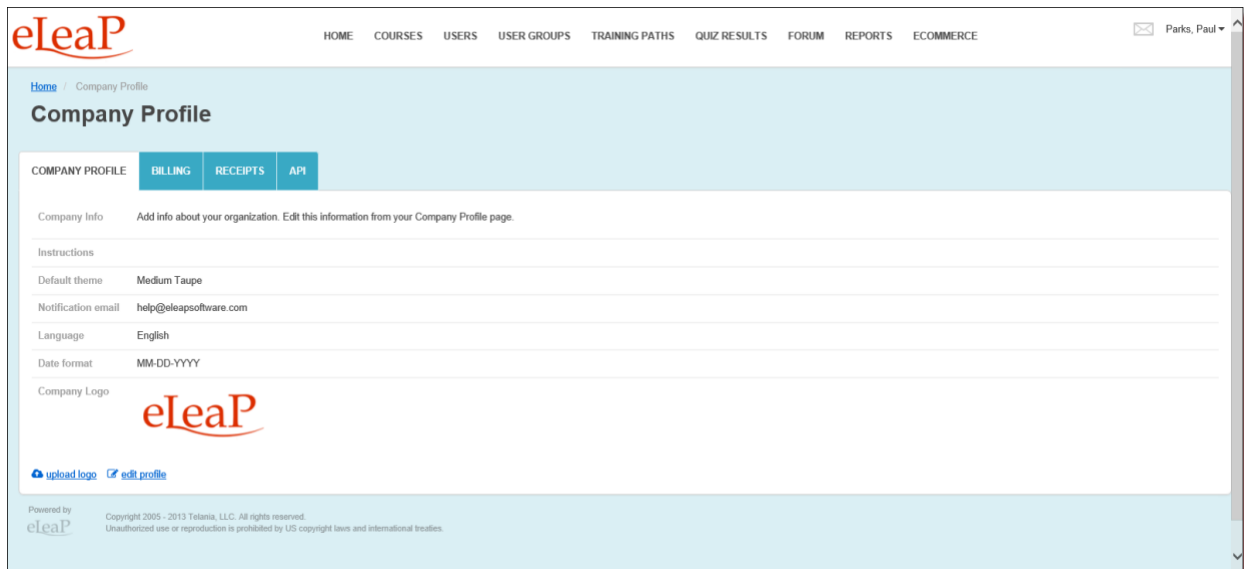
Modifying Your Company Profile

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.

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.

Instructions:

Default theme: Medium Taupe


Date format: MM-DD-YYYY

Language: English

Notification email: help@eleapsoftware.com


save cancel

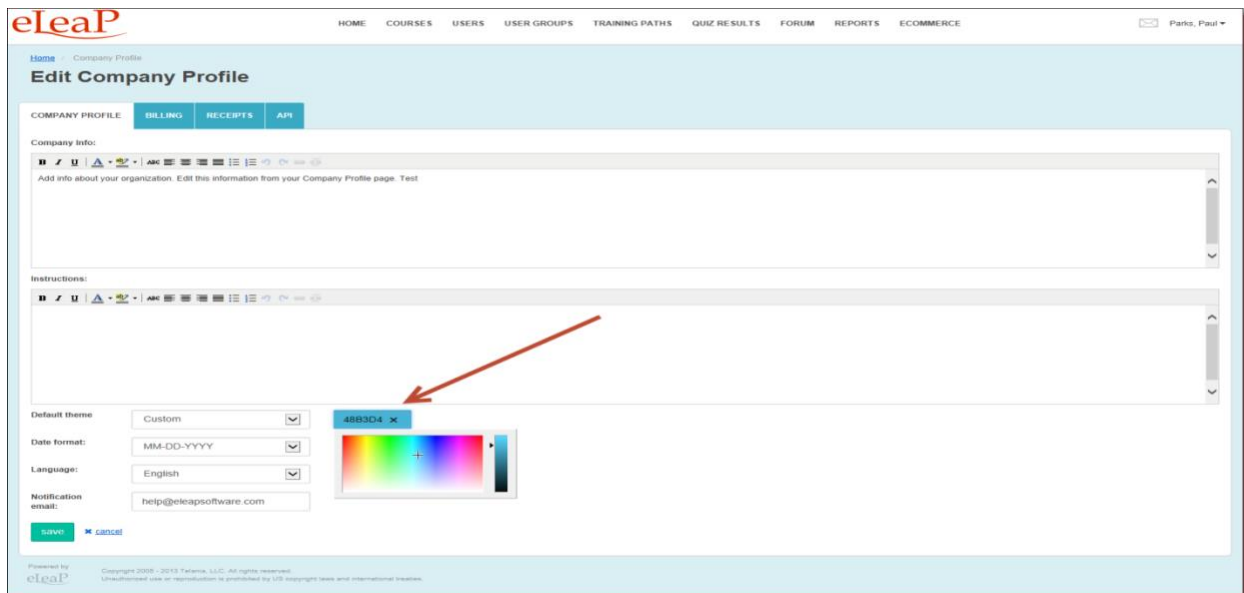
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1. Use the **Company Info Editor** to add information about your Company.
2. Use the **Instructions Editor** to add Instructions.
3. Make a different selection on the **Default Theme** list to change the look of your instance of the eLeaP application.
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  to save your changes to the system.

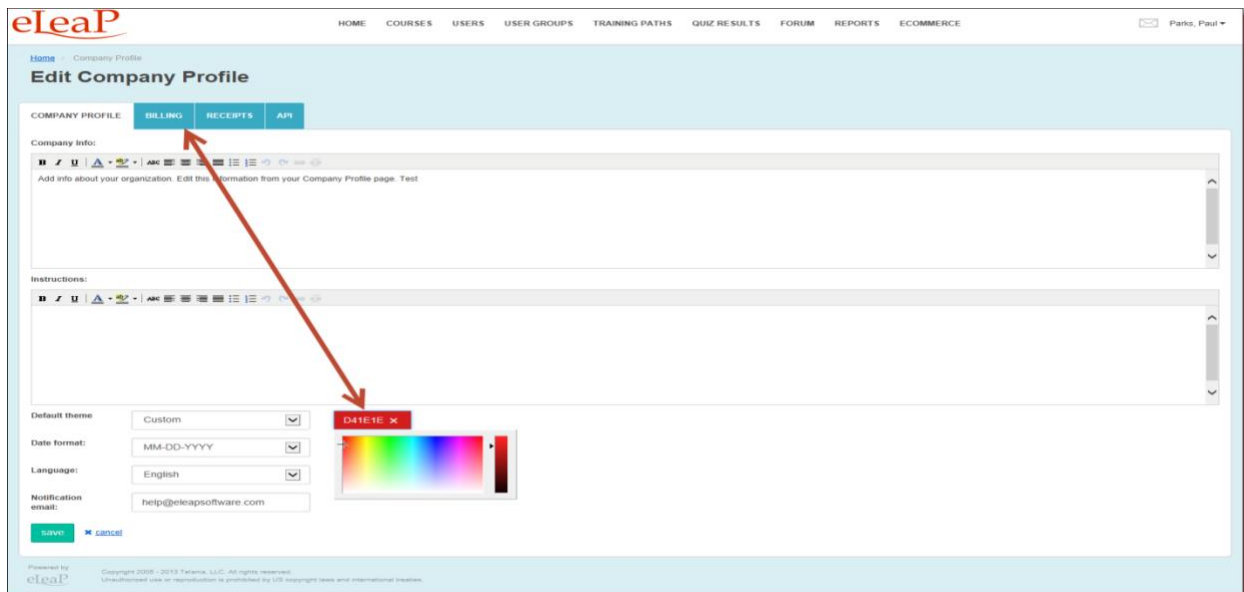
Using the Custom Theme Option

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.

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.



save

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

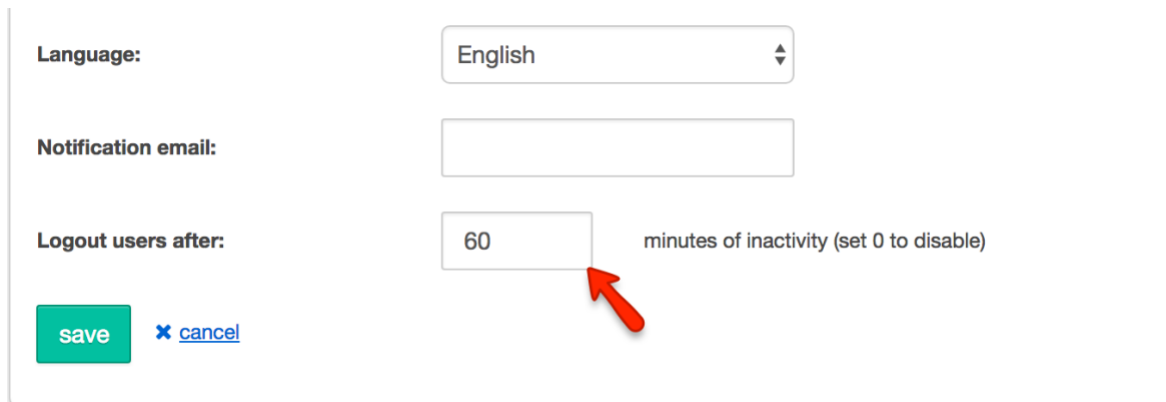
Note: When you set up a Custom Theme before creating Trainees, those Trainees inherit the custom settings. However, the system also allows your end users to set their own theme by making a selection on the **Theme** list within their Profile.

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:




The screenshot shows a settings panel with the following elements:

- Language:** A dropdown menu currently showing "English".
- Notification email:** An empty text input field.
- Logout users after:** A text input field containing the number "60". To the right of this field is the text "minutes of inactivity (set 0 to disable)". A red arrow points to the "60" in the input field.
- Buttons:** A green "save" button and a blue "cancel" button with a small 'x' icon.


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.



HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS ECOMMERCE

 Parks, Paul

[Home](#) / [Company Profile](#)

Company Profile

COMPANY PROFILE

BILLING

RECEIPTS

API

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



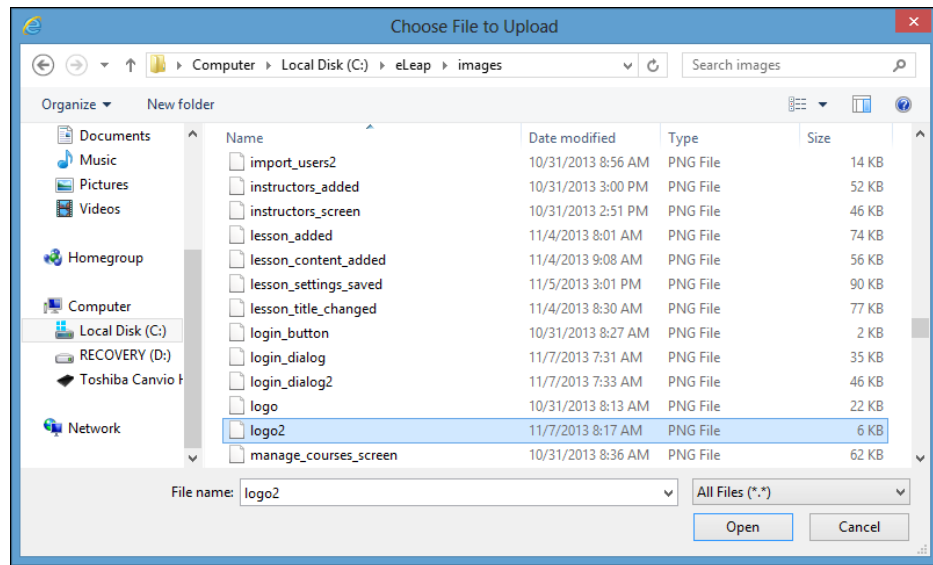
[upload logo](#)

[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**.

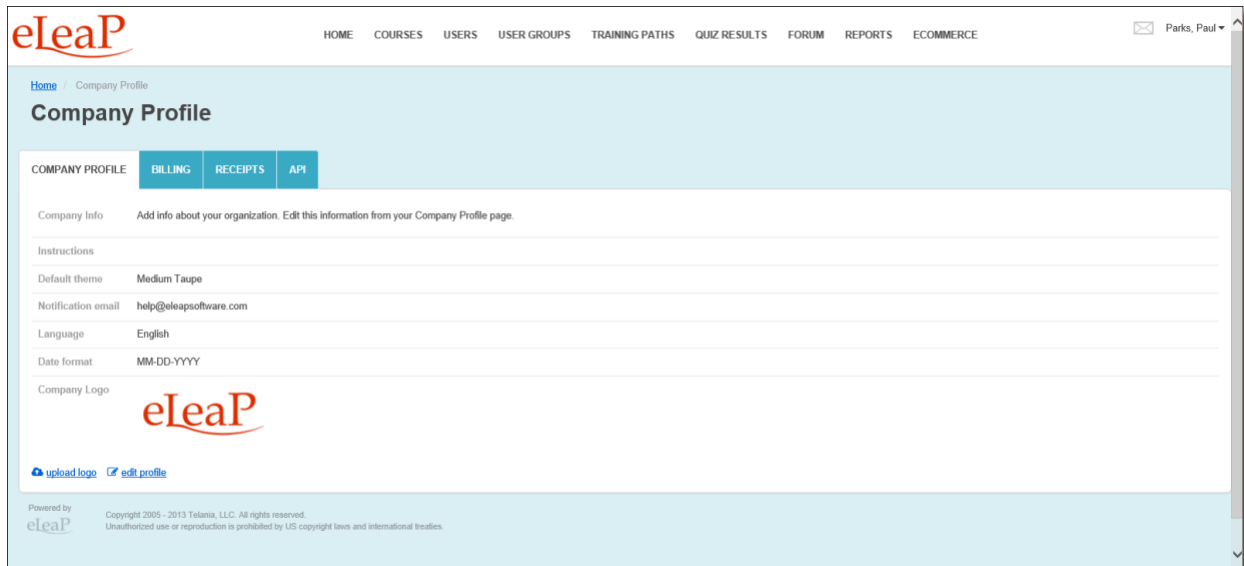


As shown in the following illustration, the file that you've selected now populates the **Upload File** field.

Click **Upload File** to upload the file to the system.

The screenshot shows the eLeaP web application interface. At the top is a navigation bar with links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile 'Parks, Paul' is visible in the top right. The main content area is titled 'Company Profile' and has tabs for COMPANY PROFILE, BILLING, RECEIPTS, and API. The 'COMPANY PROFILE' tab is active, showing a form for company information. The form includes fields for Instructions (Test), Default theme (Medium Taupe), Notification email (help@eleapsoftware.com), Language (English), and Date format (MM-DD-YYYY). Below these is a 'Company Logo' section showing the eLeaP logo. A red arrow points to a file upload dialog box that is open, showing the file path 'C:\eLeaP\images\logo2.png' and a 'Browse...' button. The dialog also has 'Upload File' and 'cancel' buttons. At the bottom of the page, there is a footer with 'Powered by eLeaP' and copyright information: '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 [Calculate fee](#) to recalculate the fee associated with your account, based on the new Contract Period.

The screenshot shows the eLeaP Billing page. The navigation bar at the top includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user's name, Parks, Paul, is displayed in the top right corner. The breadcrumb trail indicates the path: Home / Company Profile / Billing. The main heading is 'Billing'. Below this, there are four tabs: COMPANY PROFILE, BILLING, RECEIPTS, and API. The BILLING tab is active. The page contains a form with the following fields: 'Current users' (23), 'Number of users' (23), and 'Contract period' (3 Months). A 'Calculate fee' button is located below the form. A link to 'Download price list' is also present. The footer includes the eLeaP logo and copyright information: 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, 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.

The screenshot shows the eLeaP Billing page with the 'Contract period' set to '1 Year'. The 'Calculate fee' button is still present. Below the form, the pricing details are displayed: Pricing plan: Basic 25, Period: 09-01-2011 to 09-01-2012, Monthly fee: \$125.00, and Total fee: \$1,500.00. A 'Process my payment' button is located below the pricing details. A message states: 'Pressing the Process my payment button below will take you to our secure payment page.' A link to 'Download price list' is also present. The footer includes the eLeaP logo and copyright information: Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

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.

The screenshot displays the Telania eLeaP LMS Pricing page. At the top, the Telania logo is followed by the text "Learning Technology | Web Applications | Recurring Billing Software". Below this, the heading "eLeaP™ LMS Pricing | 1,000+ Users? Call 877-624-7226" is shown. A subheading states: "Easy monthly or annual usage fees are based on the number of individual users in your account." The main content area lists five pricing tiers, each with a color-coded box:

Tier	Users	Price	Label
Large 1000	UP TO 1,000 USERS	\$1361/mo	RECOMMENDED
Large 500	UP TO 500 USERS	\$1011/mo	
Medium 300	UP TO 300 USERS	\$712/mo	
Medium 100	UP TO 100 USERS	\$314/mo	
Basic 25	UP TO 25 USERS	\$125/mo	

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.

The screenshot shows the eLeaP web interface. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user "Parks, Paul" is logged in. The main content area is titled "Receipts" and features a sub-navigation bar with tabs for COMPANY PROFILE, BILLING, RECEIPTS, and API. The RECEIPTS tab is active, displaying a message: "You don't have any receipts in the system." The footer contains the eLeaP logo and copyright information: "Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties."

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

Thank you for your payment on your eLeaP account!

telania | **eLeaP**

Date: 03-02-2011
Type: Receipt
Invoice: 2011030216250302883
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 #2011030216250302883	\$125.00
Balance:		\$0.00

Need Assistance?

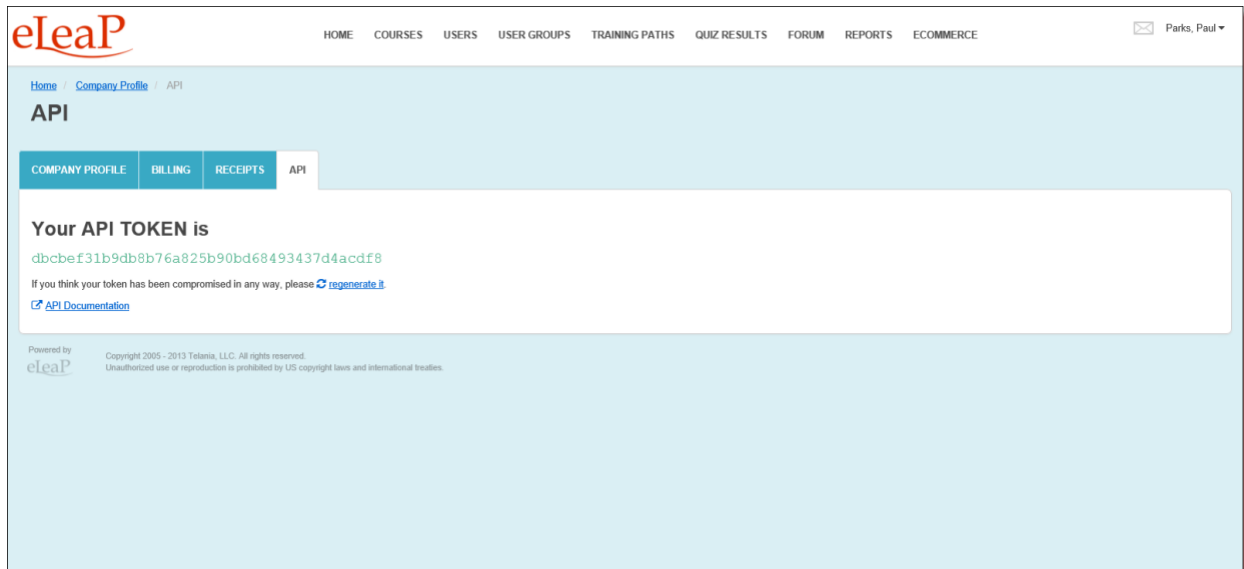
Questions about your account? Need help with your courses or reports? Our Customer Solutions Team is here to help!

Call 1-877-624-7226 .

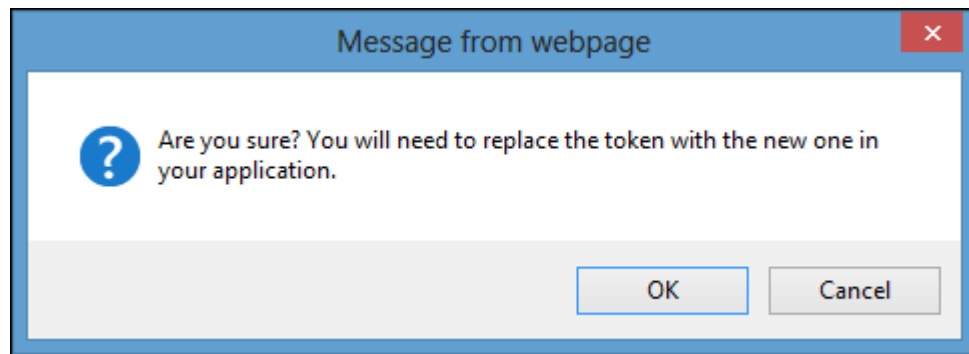
Remember, you can access your account any time at <https://demo.2leap.com/>.

API

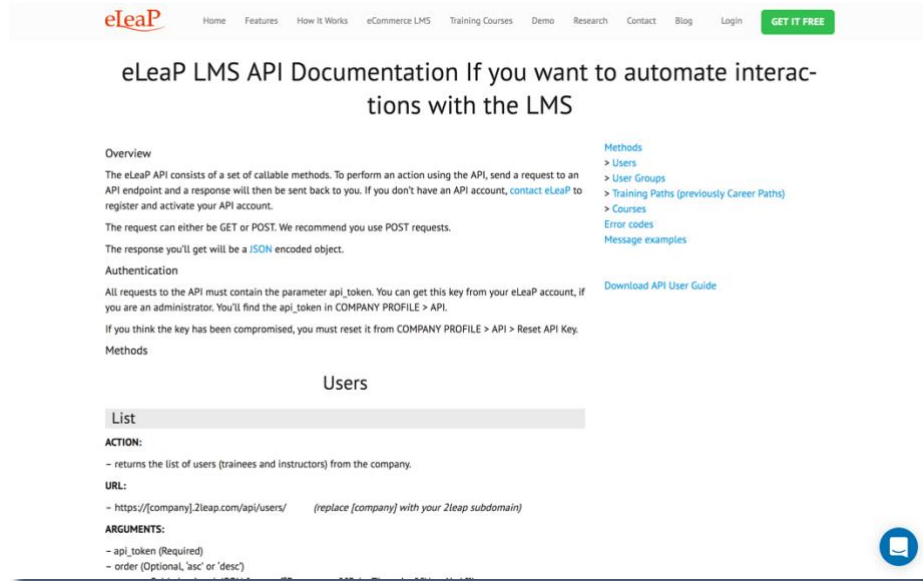
Selecting the **API** tab on the **Company Profile** screen displays the **API** screen, illustrated below. This screen shows the **API Token** associated with your account. If you feel that your account has been compromised in any way, click the **regenerate** link to regenerate this Token.



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

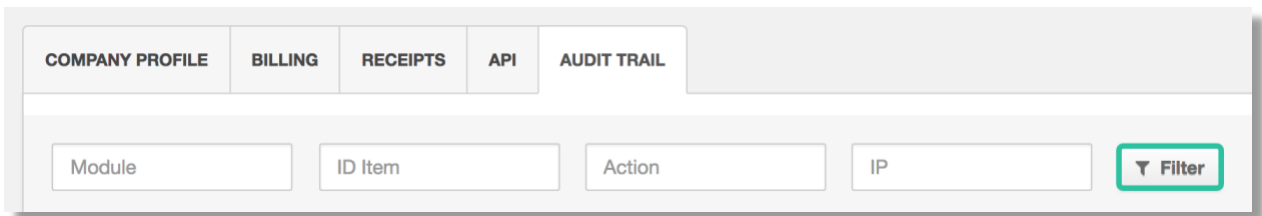


Clicking the API Documentation link takes you to eLeaP's online API documentation at <http://www.eleapsoftware.com/api/>, as shown in the following illustration, which you can either read through online or click the **DOWNLOAD API USER Guide** link to download it to your computer.



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	Messages	268362	Cornelius, Awesome logged in	
2.	12/09/2017 11:07:17	System	Messages	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.

The screenshot shows the eLeap 'Manage Courses' interface. At the top, there's a navigation bar with 'HOME', 'COURSES', 'USERS', 'USER GROUPS', 'TRAINING PATHS', 'QUIZ RESULTS', 'FORUM', 'REPORTS', and 'ECOMMERCE'. Below this, the 'Manage Courses' section has three tabs: 'MANAGE COURSES', 'MY ASSIGNED COURSES', and 'MANAGE CATEGORIES'. A search bar with 'Course Name' and a dropdown for 'Tutorials' is present, along with a 'Filter' button. The main area displays a table of courses:

No.	Name	Category	Instructor	Date Created	Active
1.	Another scorm simple - DUPLICATE - DUPLICATE	Tutorials	Weobong, Don	11-06-2013	✓
2.	Another scorm simple - DUPLICATE	Tutorials	Weobong, Don	11-05-2013	✓
3.	Another scorm simple	Tutorials	Weobong, Don	11-01-2013	✓
4.	Testing SCORM - DUPLICATE - DUPLICATE	Tutorials	Weobong, Don	11-01-2013	✓
5.	Testing SCORM - DUPLICATE	Tutorials	Weobong, Don	11-01-2013	✓
6.	Testing SCORM	Tutorials	Weobong, Don	11-01-2013	✓
7.	Technical Writing 101	Tutorials	Systems, John ; Parks, Paul	10-31-2013	✓

Total Courses: 7

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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.

The screenshot displays the 'Add Course' form in the eLeaP application. The form is organized into sections: a top navigation bar, a breadcrumb 'Home / Courses', a title 'Add Course', and three tabs: 'MANAGE COURSES' (selected), 'MY ASSIGNED COURSES', and 'MANAGE CATEGORIES'. The form fields include: 'Name' (text input), 'Category' (dropdown menu), 'Description' (rich text editor with a '30 characters min.' warning), and 'Objectives' (another rich text editor). Below these are four groups of dropdown menus for 'Assignment Notifications' (YES), 'Active Feedback' (NO), 'Active White Board' (NO), and 'Deadline' (NO). At the bottom, there is an 'Available After Completion' dropdown set to YES, followed by the question 'should a user have access to this course after course completion?'. A green 'Submit' button and a blue 'cancel' link are at the bottom left. The footer shows 'Powered by eLeaP' and copyright information for Telania, LLC.

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.

Home / Courses / Manage course

Technical Writing 201

[edit course details](#) [duplicate course](#) [delete course](#)

[more](#)

Lesson at the end [import scorm](#)

Chapters & Lessons

NO LESSONS OR CHAPTERS REGISTERED. Enter the title of a lessons/chapter and press add.

[back to Courses](#)

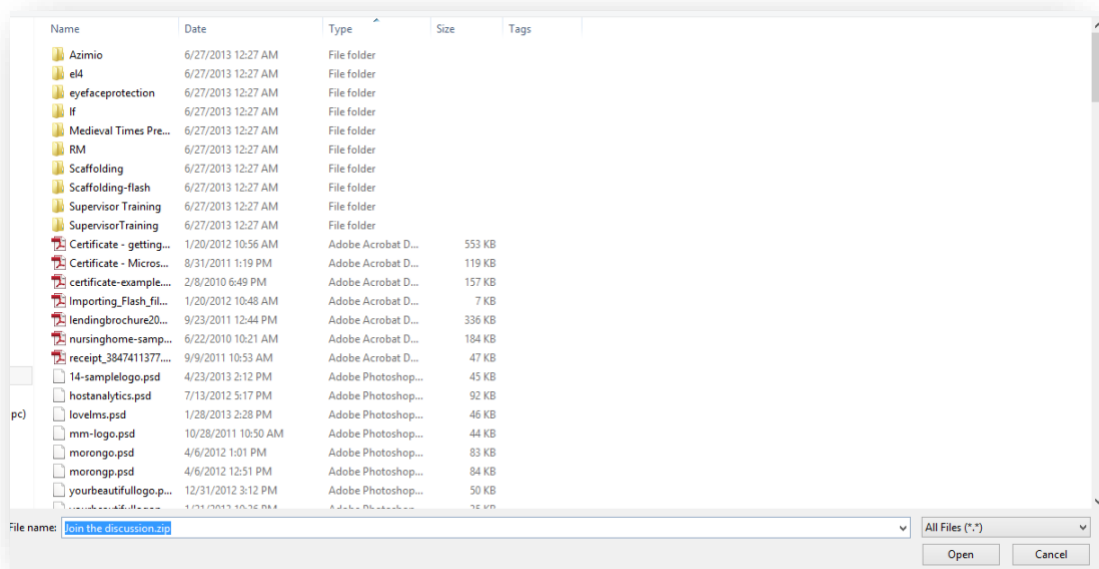
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Importing SCORM Content

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.

The screenshot shows the eLeaP interface for managing a course titled "Technical Writing 201". The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user "Parks, Paul" is logged in. The course page has tabs for COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The course details table shows: Name: Technical Writing 201, Active: NO, Category: Tutorials, and Assigned Users: 0. Action links include edit course details, duplicate course, and delete course. Below the details, there is a "more" link and a form to add a new chapter or lesson. The form has a dropdown menu set to "Chapter", a text input field containing "Chapter One", a dropdown menu set to "at the end", and a highlighted "Add chapter" button. Below the form is a section titled "Chapters & Lessons" with a message: "NO LESSONS OR CHAPTERS REGISTERED. Enter the title of a lessons/chapter and press add." A "back to Courses" link is at the bottom right.

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

The screenshot shows the eLeaP interface for managing a course titled "Technical Writing 201". The top navigation bar and user information are the same as in the previous screenshot. The course details table remains the same. The "more" link is present. The form to add a new chapter or lesson now has a dropdown menu set to "Lesson", a text input field containing "Title", a dropdown menu set to "at the end", and a highlighted "Add lesson" button. Below the form is a section titled "Chapters & Lessons" with a message: "To add content to your lesson, click the lesson name below." Below this message is a table with columns: Title, Active, and Order. The table contains one entry: "Chapter One". Action links for "edit title" and "delete" are shown next to the entry. A "back to Courses" link is at the bottom right.

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](#).

The screenshot shows the eLeaP interface for the 'Technical Writing 201' course. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The course page has tabs for COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The course details show the Name as 'Technical Writing 201', Active status as 'NO', Category as 'Tutorials', and Assigned Users as '0'. There are links for 'edit course details', 'duplicate course', and 'delete course'. Below the details, there is a 'Chapter' dropdown menu set to 'Chapter One' and a text input field containing 'Course Syllabus'. A green 'Save' button is next to the input field. The 'Chapters & Lessons' table has columns for Title, Active, and Order. It lists 'Chapter One' with an 'edit title' link and a 'delete' link.

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

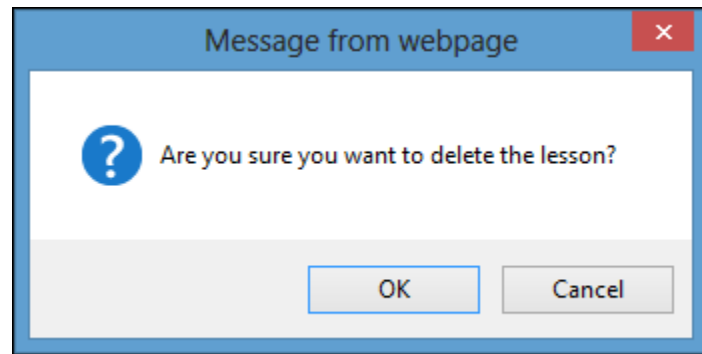
The screenshot shows the eLeaP interface for the 'Technical Writing 201' course. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The course page has tabs for COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The course details show the Name as 'Technical Writing 201', Active status as 'NO', Category as 'Tutorials', and Assigned Users as '0'. There are links for 'edit course details', 'duplicate course', and 'delete course'. Below the details, there is a 'Lesson' dropdown menu set to 'Lesson' and a text input field containing 'Title'. A green 'Add lesson' button is next to the input field. The 'Chapters & Lessons' table has columns for Title, Active, and Order. It lists 'Chapter One: Course Syllabus' with an 'edit title' link and a 'delete' link. A 'back to Courses' link is at the bottom right.

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 to proceed with the deletion or click

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 , as shown in the following illustration.

Home / Courses / Manage course

Technical Writing 201

[edit course details](#) [duplicate course](#) [delete course](#)

Name	Technical Writing 201
Active	NO
Category	Tutorials
Assigned Users	0

[more](#)

Lesson at the end [import .scorm](#)

To add content to your lesson, click the lesson name below.

Chapters & Lessons

Title	Active	Order	
Chapter One: Course Syllabus			edit title delete
Test Your Knowledge			edit title delete

[back to Courses](#)

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

Home / Courses / Manage course

Technical Writing 201

[edit course details](#) [duplicate course](#) [delete course](#)

Name	Technical Writing 201
Active	NO
Category	Tutorials
Assigned Users	0

[more](#)

Lesson at the end [import .scorm](#)

To add content to your lesson, click the lesson name below.

Chapters & Lessons

The lesson has been added

Title	Active	Order	
Chapter One: Course Syllabus			edit title delete
Test Your Knowledge			edit title delete

[back to Courses](#)

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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**.

The screenshot displays the eLeaP interface for a course titled 'Test Your Knowledge'. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The breadcrumb trail shows Home / Courses / Technical Writing 201 / View Lesson. The page has a light blue header with the title 'Test Your Knowledge'. Below this is a tabbed interface with 'COURSE HOME' selected. The course details table shows: Title (Test Your Knowledge), Active (NO), Open Date (11-07-2013), and Files (upload file). The 'Content' section indicates 'No content present' with a link to 'Click here to add content'. The 'Quick Quiz' section has a link to 'add quiz question'. A footer contains the eLeaP logo, copyright information (2005-2013 Telania, LLC), and a disclaimer.

COURSE HOME	INSTRUCTORS	ASSIGNED USERS	ASSIGNED USER GROUPS	COMPLETION REPORT	QUIZ	SETTINGS
Title	Test Your Knowledge					
Active	NO					
Open Date	11-07-2013					
Files	upload file					


Content [edit lesson](#) [back to Course](#)

No content present. [Click here to add content.](#)

Quick Quiz

[add quiz question](#)

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

[Course](#) / [Lesson](#) / [Add Lesson](#) / [View Lesson](#)

Add a lesson

[Course Home](#) | [Instructors](#) | [Assigned Users](#) | [Assigned User Groups](#) | [Completion Report](#) | [Stats](#) | [Quiz](#) | [Settings](#)

Title

Add a lesson


Active

NO

Open Date

06/26/2017

Files


 [upload file](#)


 and ☐ embed below (pdf, doc, xls, ppt). *Anyone with the source link can access.

Upload File

Choose File

No file chosen

 Upload File

 cancel

Content

[edit lesson](#) [back to Course](#)

No content present. [Click here to add content.](#)

Quick Quiz


[add quiz question](#)


[previous lesson](#)

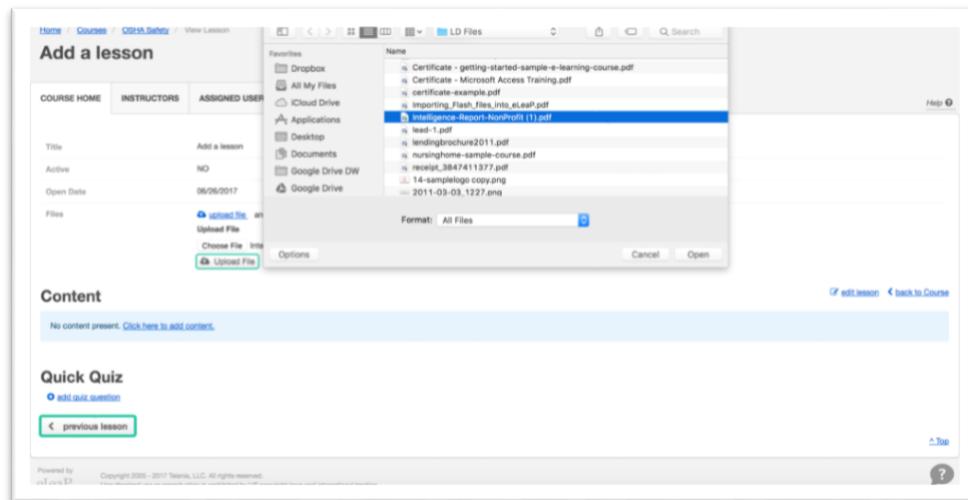
[Top](#)

Powered by


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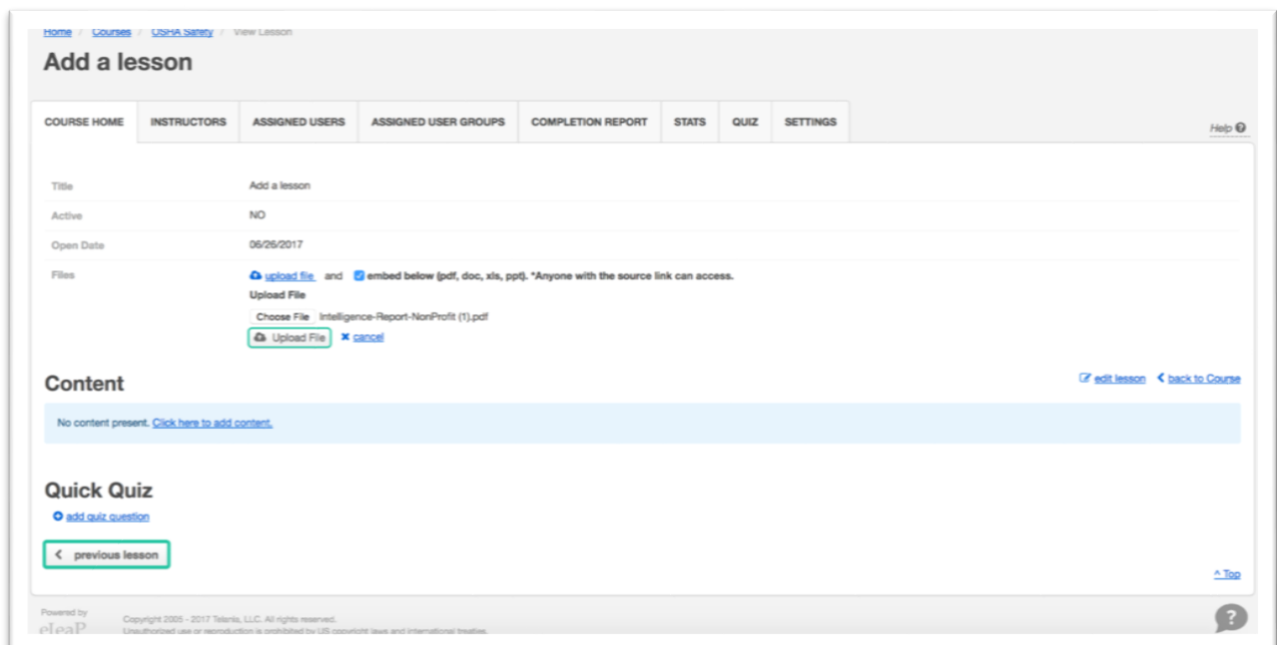


A **Choose File to Upload** dialog, as shown in the illustration below, is displayed. Simply navigate to the location on your computer where the file is stored, select it, and then click .



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

Click  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.

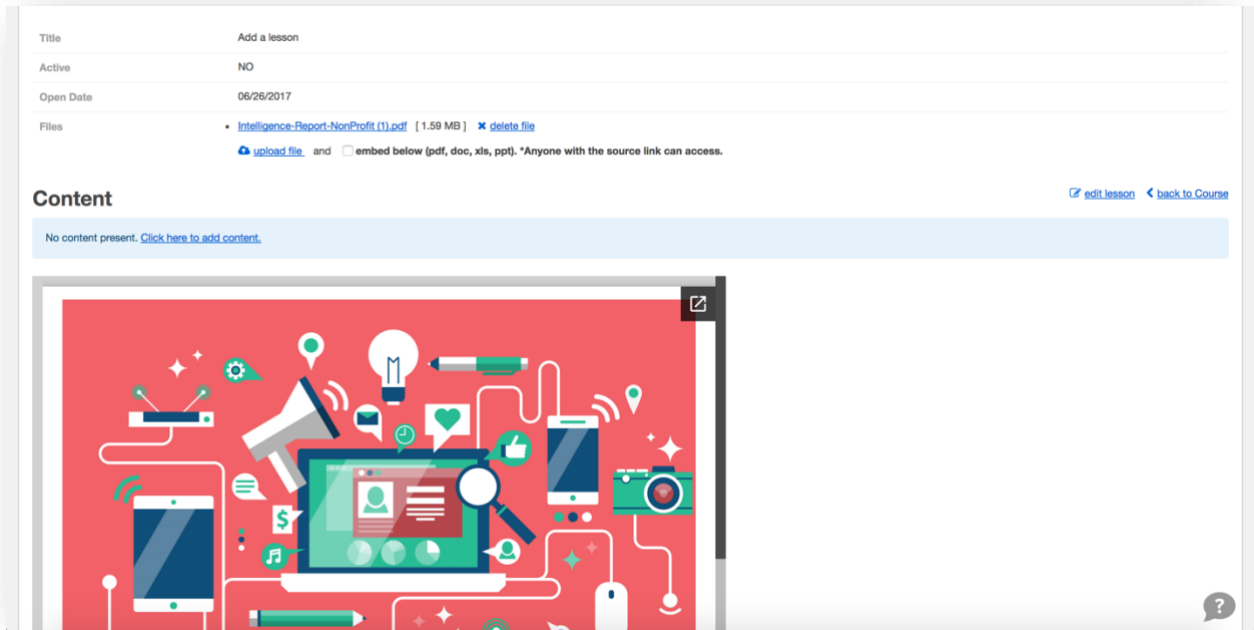
The screenshot shows the eLeaP interface for a course titled 'Test Your Knowledge'. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The page has a breadcrumb trail: Home / Courses / Technical Writing 201 / View Lesson. Below the title, there are tabs for COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The 'QUIZ' tab is active. The page displays metadata for the quiz: Title (Test Your Knowledge), Active status (NO), Open Date (11-07-2013), and a list of files including 'SCLO-Prsnth-9-10-13_paul.docx.docx' (36.45 kb) with options to delete or upload the file. A 'Content' section indicates 'No content present' with a link to add content. A 'Quick Quiz' section has a link to add a quiz question. The footer mentions 'Powered by eLeaP' and copyright information for Telania, LLC.

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

This screenshot shows the eLeaP interface after a file has been uploaded and is being processed for embedding. A green banner at the top states 'The file has been uploaded'. The 'QUIZ' tab is active. The file list shows 'Intelligence-Report-NonProfit (1).pdf' (1.59 MB) with options to upload or embed the file. The 'Content' section shows a message: 'Your presentation/pdf is currently processing for embedding. Please refresh in a few moments.' with a purple arrow pointing to the message box. The 'Quick Quiz' section is also visible at the bottom.

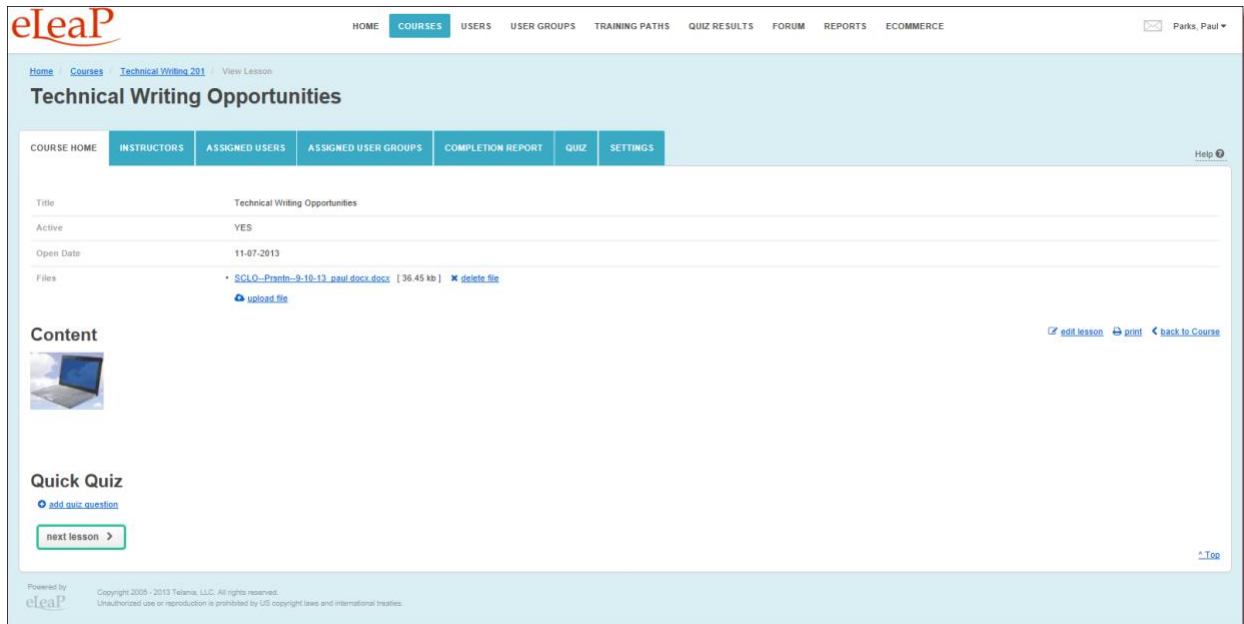
Simply give the system a few seconds to process your file. You can refresh your browser to see when the file has been processed.


Your uploaded and embedded file will look something like this:



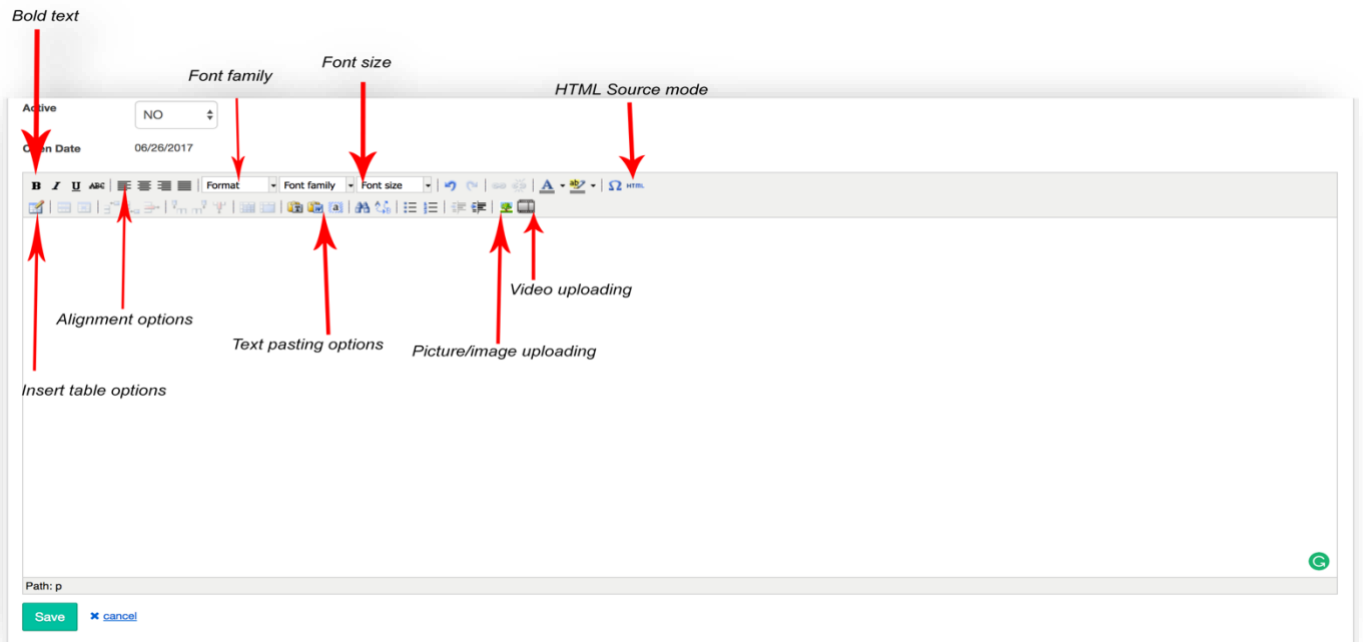
eLeaP Content Editor

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:

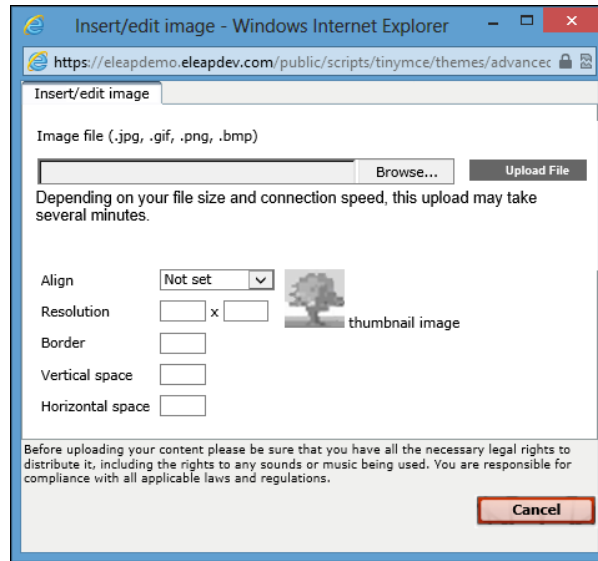


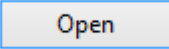
Complex Course e-Learning Objects:

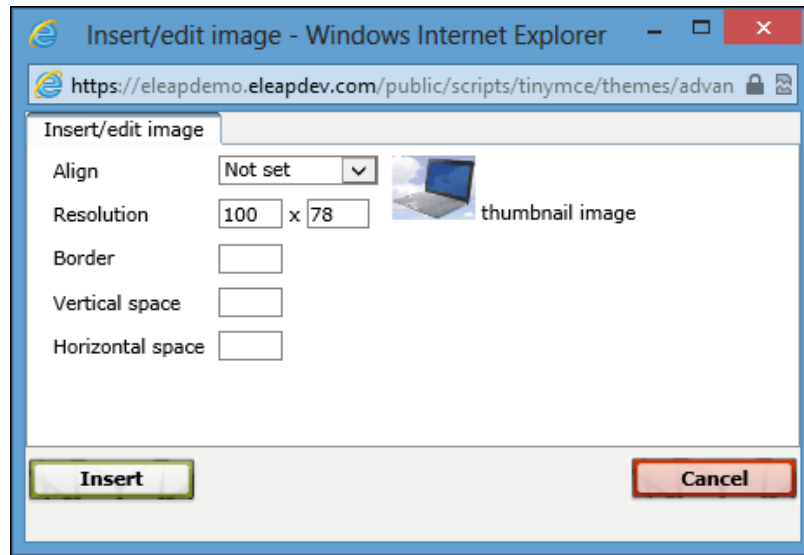
In today's e-learning and training environment, using multimedia-rich presentations can greatly enhance your trainees' learning experiences. eLeaP™ supports various multimedia formats including Video, Audio, Flash, HTML, PDF, Microsoft objects, SCORM 1.2 and SCORM 2004.

To add Graphics or Pictures

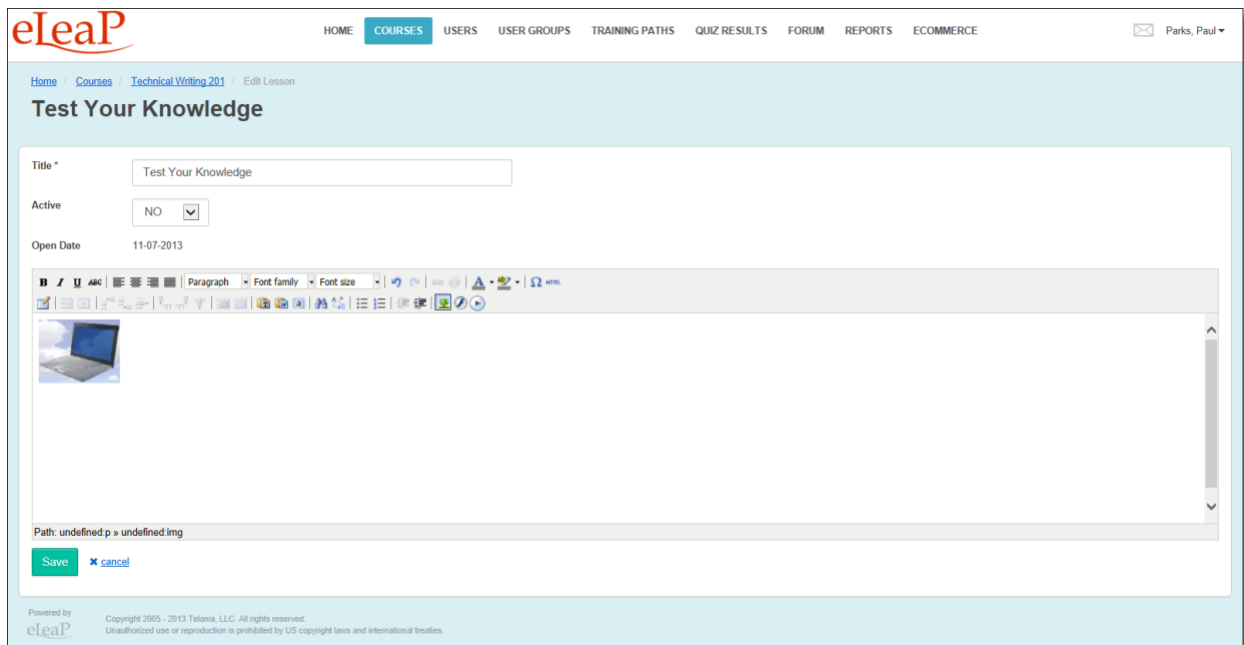
To add graphics or pictures to your learning content object, click . The **Insert/edit image** dialog, illustrated below, is displayed.



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



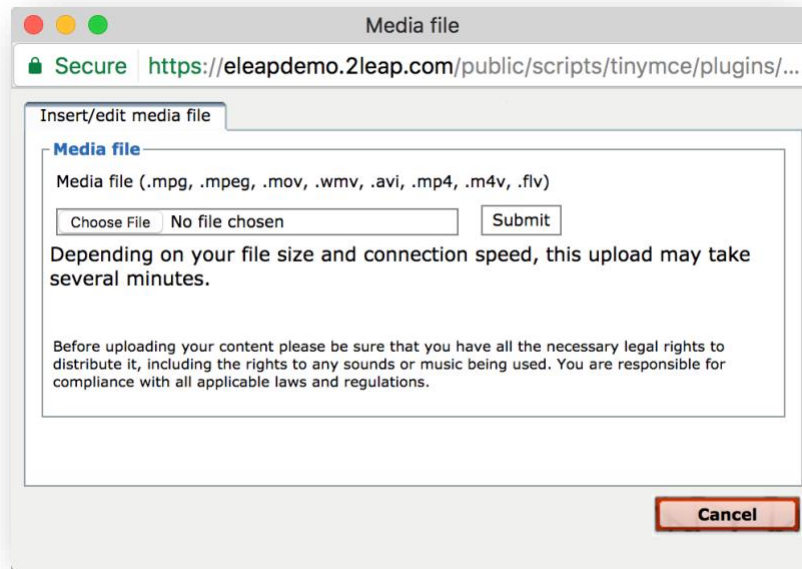
Next, set your alignment if needed, add a border if necessary or even define your resolution, and horizontal or vertical spaces, if needed. Then click **Upload File** to insert your graphic. As shown in the following illustration, the image is inserted within the editor.



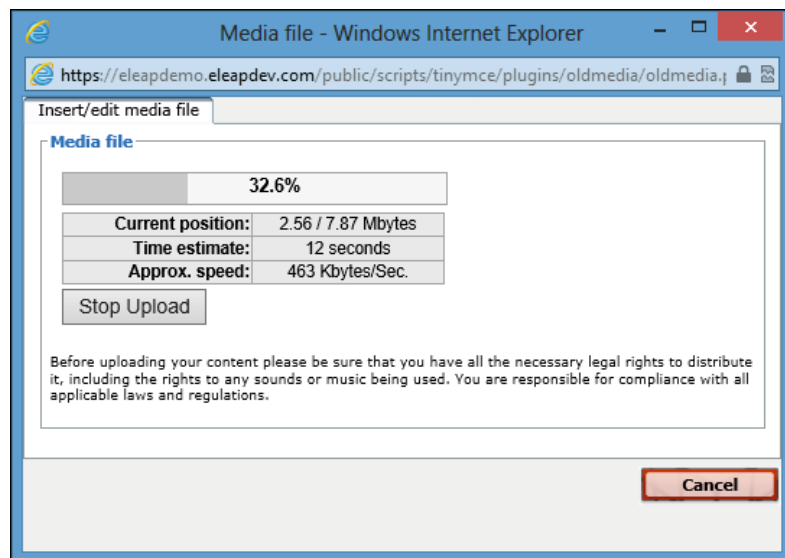
To add Video to your Course:

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

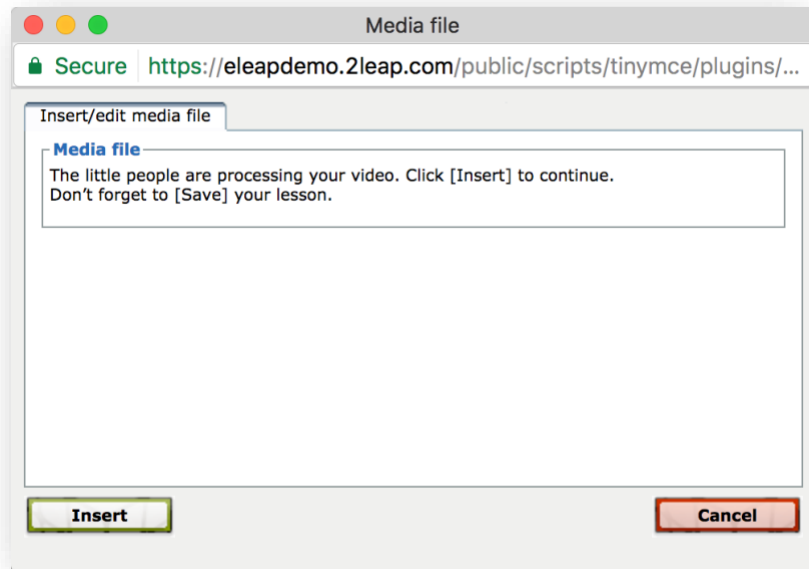
You would need to have pre-created your video in one of the following formats: .mpg, .mpeg, .mov, .wmv, .avi, .mp4, .m4v, .flv. The **Media file** dialog, illustrated below, is displayed. Browse your computer to locate the relevant picture or graphic, click **Open** to populate the Media file field,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



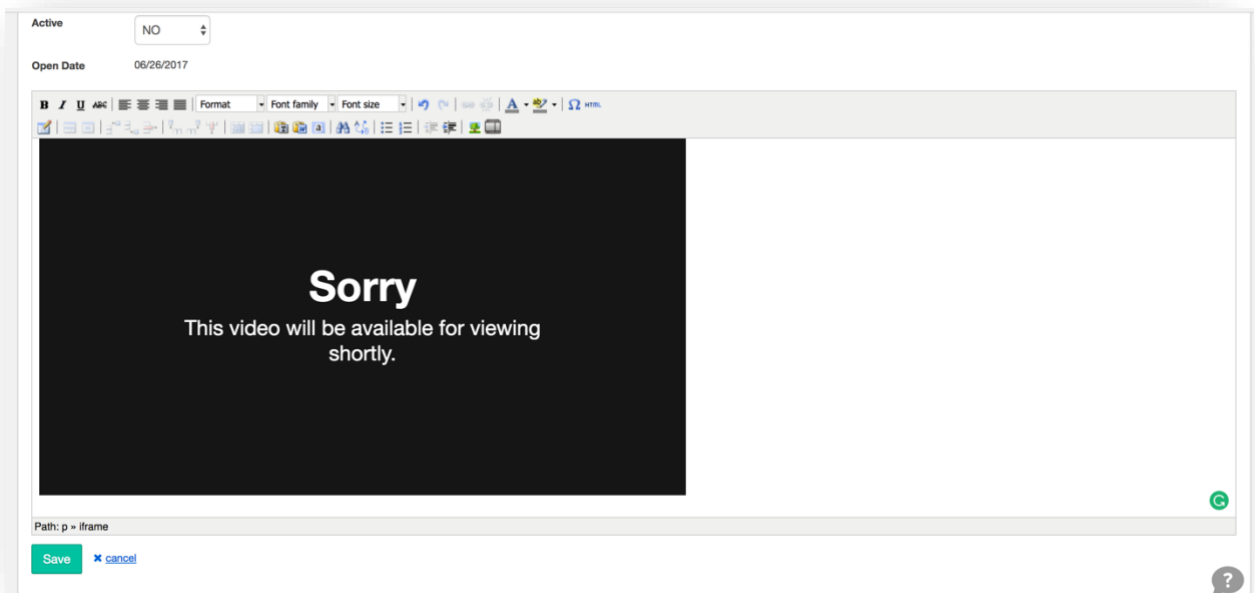
Progress of the upload is displayed as the process begins, as shown in the following illustration.



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

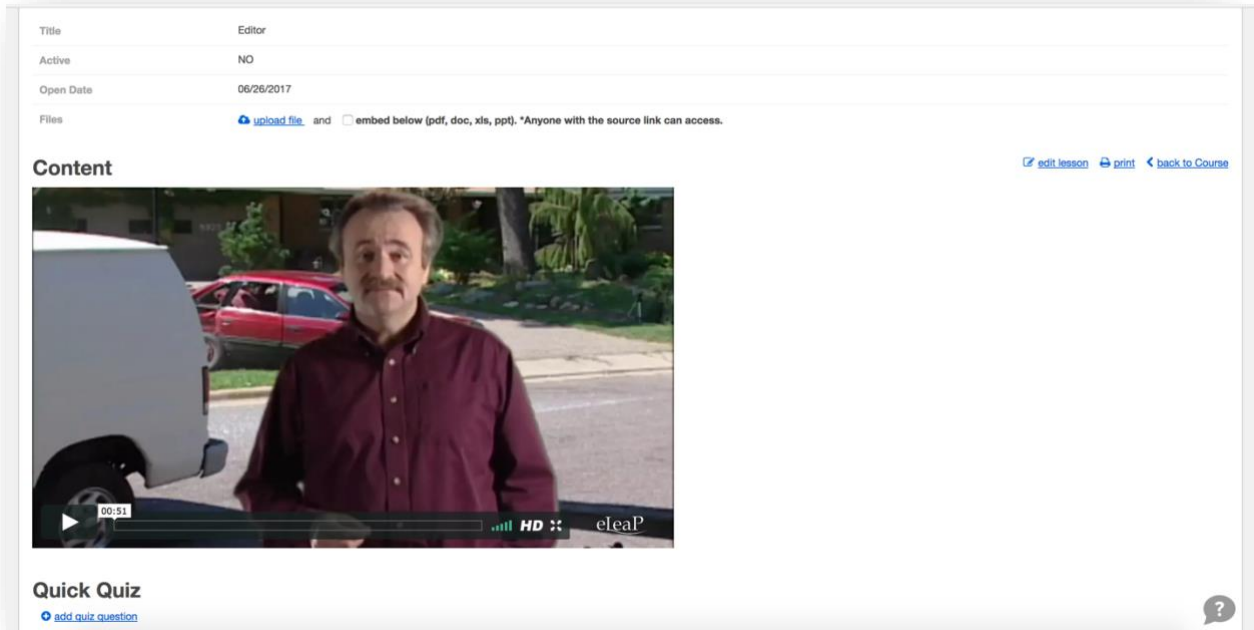


From time to time, when you click [Insert], you might get our 'video processing' notice.



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:

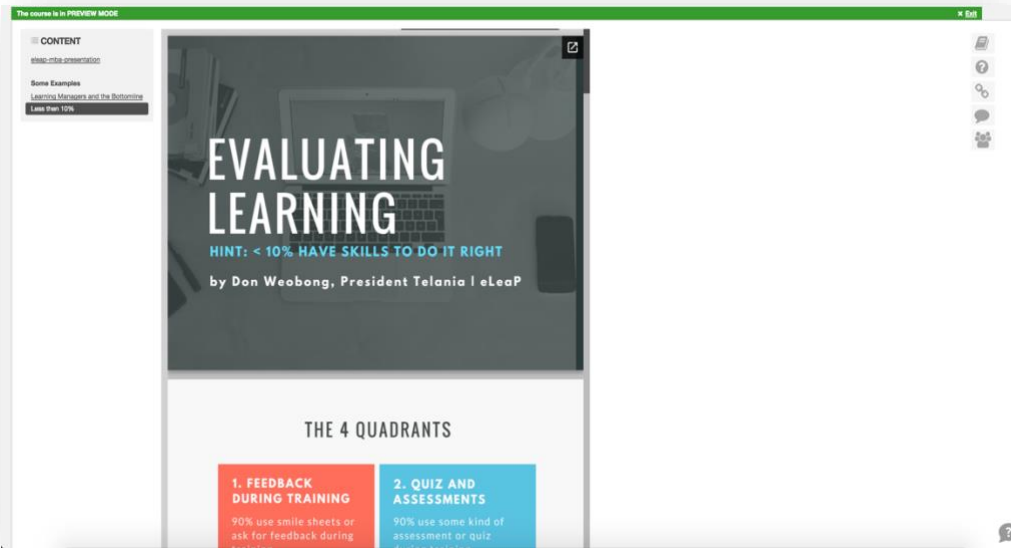
```
<iframe width="853" height="480" src="https://www.youtube-nocookie.com/embed/zZZKJcKUZCo?rel=0" frameborder="0" allowfullscreen></iframe>
```

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  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 , as shown in the following illustration.

Home / Courses / Technical Writing 201 / Test Your Knowledge / Edit title

Technical Writing 201

COURSE HOME INSTRUCTORS ASSIGNED USERS ASSIGNED USER GROUPS COMPLETION REPORT QUIZ SETTINGS

Name: Technical Writing 201 [edit course details](#) [duplicate course](#) [delete course](#)

Active: NO

Category: Tutorials

Assigned Users: 0

[more](#)

Lesson

Chapters & Lessons

Title	Active	Order	
Chapter One: Course Syllabus		↓	edit title delete
Test Your Knowledge	●	↑	edit title delete

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

Home / Courses / Manage course

Technical Writing 201

COURSE HOME INSTRUCTORS ASSIGNED USERS ASSIGNED USER GROUPS COMPLETION REPORT QUIZ SETTINGS

Name: Technical Writing 201 [edit course details](#) [duplicate course](#) [delete course](#)

Active: NO

Category: Tutorials

Assigned Users: 0

[more](#)

Lesson at the end [import scorm](#)

To add content to your lesson, click the lesson name below.

Chapters & Lessons

The lesson's title has been saved

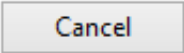
Title	Active	Order	
Chapter One: Course Syllabus		↓	edit title delete
Technical Writing Opportunities	●	↑	edit title delete

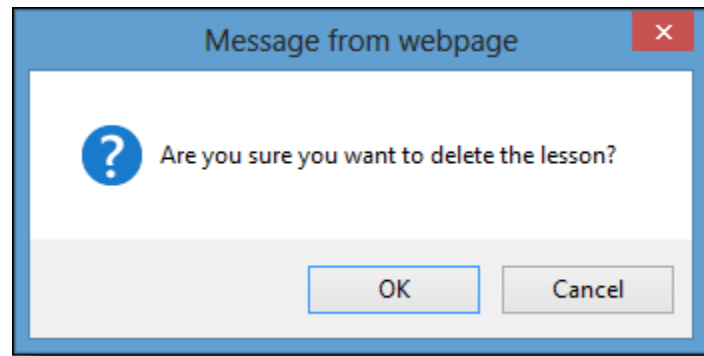
[back to Courses](#)

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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 to proceed

with the deletion or click  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  to save those changes to the system.

The screenshot shows the eLeaP interface for editing a course. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The main header shows 'Home / Courses' and the course title 'Technical Writing 201'. Below this is a sub-header with tabs: COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The 'SETTINGS' tab is active. The settings form includes: a 'Name' field with 'Technical Writing 201'; an 'Active' dropdown set to 'NO'; a 'Category' dropdown set to 'Tutorials'; a 'Description' field with 'Second of two Technical Writing Classes'; an 'Objectives' field with 'Advance Technical Writing Concepts'; 'Assignment Notifications' set to 'YES'; 'Active Feedback' set to 'NO'; 'Active White Board' set to 'NO'; 'Deadline' set to 'NO'; and 'Available After Completion' set to 'YES' with a note 'should a user have access to this course after course completion?'. At the bottom are 'Submit' and 'cancel' buttons. A footer contains the eLeaP logo and copyright information for Telania, LLC.

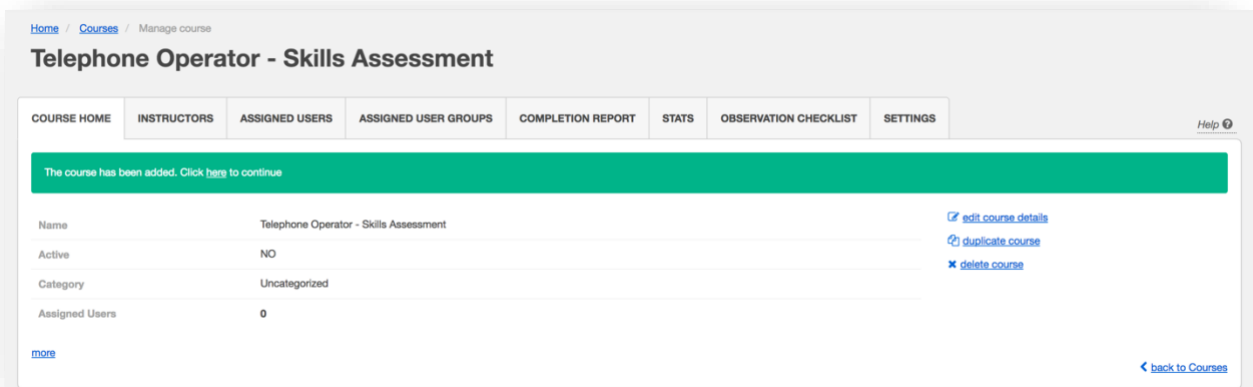
Adding an Observation Checklist Course

An Observation Checklist course is a type of course which allows Administrator and Supervisor level users to perform in-person assessments of learners in order 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, simply 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.

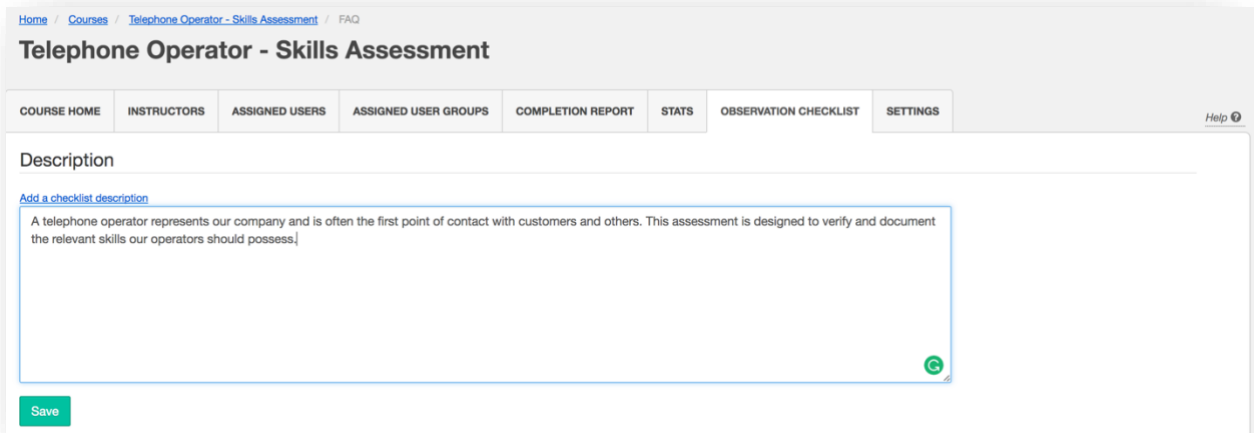
Add/Edit Observation Checklist Statements

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

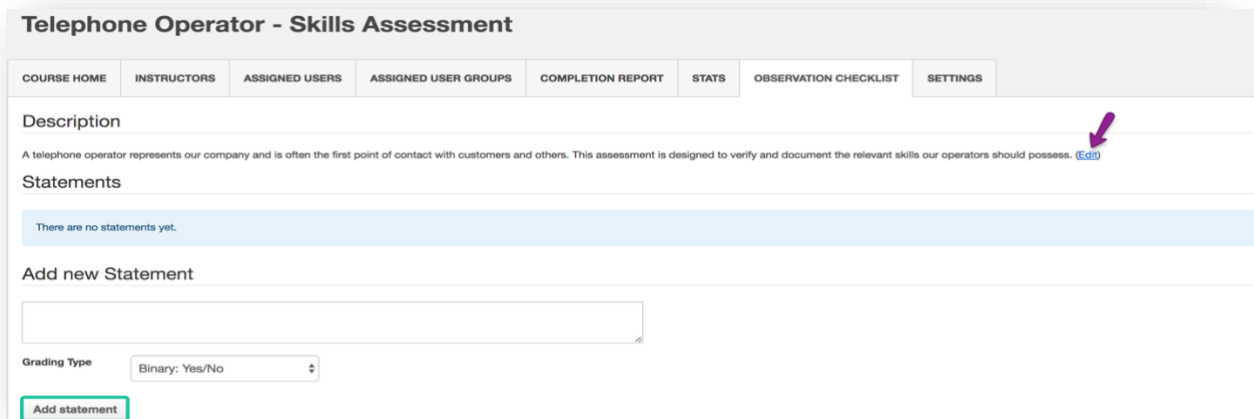
Add a description

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 .



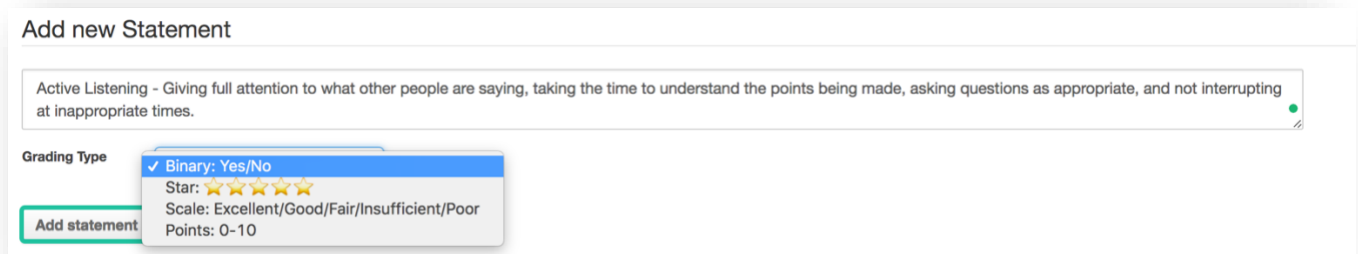
Remember, you can always come back and edit the description. To edit the description, click the [Edit] link next to the description.



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 **Add statement** button.

Here's an example:



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.

Telephone Operator - Skills Assessment

COURSE HOME INSTRUCTORS ASSIGNED USERS ASSIGNED USER GROUPS **COMPLETION REPORT** STATS OBSERVATION CHECKLIST SETTINGS

Summary Report: Completed % (of 4) [Export to Excel](#)

User Select User Group Select Progress From To **Filter**

Show custom fields filters

No.	Name	Email	Progress	Observation Assessment	Completed	Release Certificate	Deadline	Active	Set Completed
1.	Kempot, Jack	jackk@eleapuser.com	Not started	Start	-	-	none	✓	Set Completed
2.	Seval, Constant	eleaptraining@gmail.com	Not started	Start	-	-	none	✓	Set Completed
3.	The man, Sam	info@whatasoftware.com	Not started	Start	-	-	none	✓	Set Completed
4.	TP System, Testing	user838@eleapuser.com	Not started	Start	-	-	none	✓	Set Completed

Total users: 4 [back to Course](#)

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

The screenshot shows the 'Observation Assessment' interface. At the top, it displays 'Course: Telephone Operator - Skills Assessment' and 'User: Kempt, Jack'. Below this, there are three assessment items:

- 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.**
This item has two buttons: 'No' and 'Yes'.
- Speaking - Talking to others to convey information effectively.**
This item has a star rating system with five stars, each containing a number from 1 to 5.
- Service Orientation - Actively looking for ways to help people.**
This item has five buttons: 'Poor', 'Insufficient', 'Fair', 'Good', and 'Excellent'.

At the bottom, there is a section for 'Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.' with a rating scale from 0 to 10. A green button labeled 'Save this Assessment' is located at the bottom left, and a blue link labeled '< back to Assessments' is at the bottom right.

Click or, if on a mobile device, tap 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.

This close-up shows the 'Active Listening' item with the description: '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.' Below the description are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a green border.

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. Incomplete assessment will show an **In Progress** status.

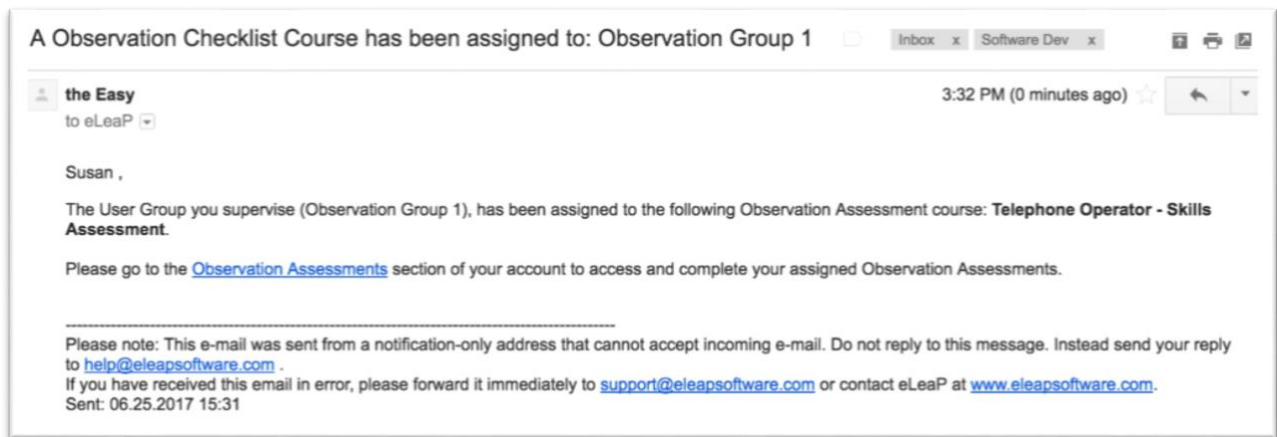
To continue assessing an incomplete checklist, click the **In Progress** link.

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.



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.



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

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HOME COURSES **USER GROUPS** TRAINING PATHS FORUM MY ACTIVITY

Home / User Groups / Observation Assessments

Observation Assessments

MEMBERSHIP GROUPS YOU SUPERVISE **OBSERVATION ASSESSMENT**

User Telephone Operator Filter

No.	Name	Course	Progress	Observation Assessment	Completed	Deadline	Assessor
1.	Captain, James	Telephone Operator - Skills Assessment	Not started	Start	-	none	-
2.	Griesel, Brandon	Telephone Operator - Skills Assessment	Not started	Start	-	none	-
3.	Don, Simon	Telephone Operator - Skills Assessment	Not started	Start	-	none	-
4.	Centes, Kennedy	Telephone Operator - Skills Assessment	Not started	Start	-	none	-
5.	Mark, James	Telephone Operator - Skills Assessment	Not started	Start	-	none	-
6.	Kempt, Jack	Telephone Operator - Skills Assessment	Completed	Score: 90.00%	06/25/2017	none	Weebong, Don

Total Records: 6

[Back to User Groups](#)

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.

Course:Telephone Operator - Skills Assessment

User:Captain, James

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.

No

Yes

Speaking - Talking to others to convey information effectively.

☆

☆☆

☆☆☆

☆☆☆☆

☆☆☆☆☆

Service Orientation - Actively looking for ways to help people.

Poor

Insufficient

Fair

Good

Excellent

Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

0

1

2

3

4

5

6

7

8

9

10

Save this Assessment

[back to Assessments](#)

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?

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

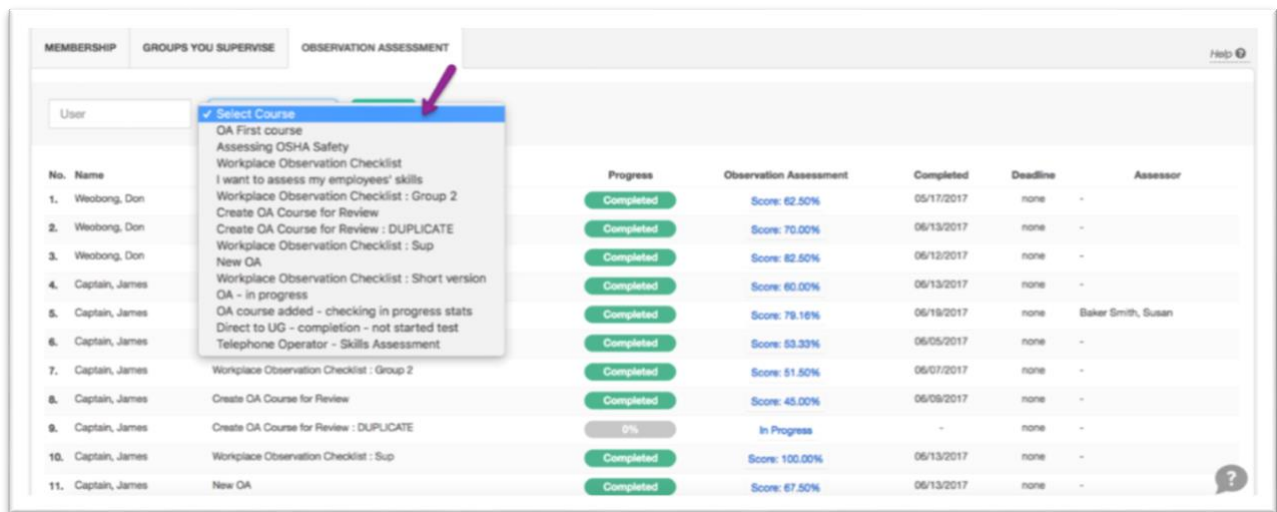
button. This button also works to finalize the assessment and move on to the next learner to be assessed.

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** button to see the assigned users to be assessed. Use the **Start** button to begin performing your assessment.

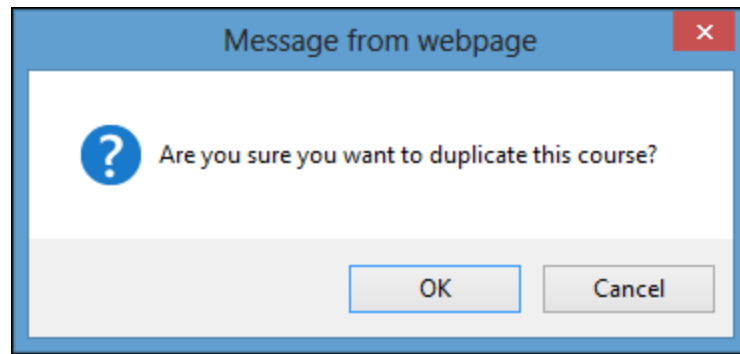
Note: As a supervisor, you can also perform assessments from the **User Group Activity** report page for user groups you supervise. Simply, select the relevant course and if there are pending users to be assessed you will see the **Start** button next to their names.

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.



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.

HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS ECOMMERCE Parks, Paul

Home / Courses / Manage course

Technical Writing 201

COURSE HOME INSTRUCTORS ASSIGNED USERS ASSIGNED USER GROUPS COMPLETION REPORT QUIZ SETTINGS

The course has been duplicated ([View new course](#))

Name	Technical Writing 201	edit course details
Active	NO	duplicate course delete course
Category	Tutorials	
Assigned Users	0	

[more](#)

Lesson Title at the end [import .com](#)

To add content to your lesson, click the lesson name below.

Chapters & Lessons

Title	Active	Order	
Chapter One: Course Syllabus		↓	edit title delete
Technical Writing Opportunities	✖	↑	edit title delete

[back to Courses](#)

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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.

The screenshot displays the eLeaP Administrator interface. At the top, a navigation bar includes links for HOME, COURSES (highlighted), USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is in the top right. Below the navigation bar, a breadcrumb trail shows 'Home / Courses / Manage course'. The main heading is 'Technical Writing 201 : DUPLICATE'. A sub-navigation bar contains 'COURSE HOME', 'INSTRUCTORS', 'ASSIGNED USERS', 'ASSIGNED USER GROUPS', 'COMPLETION REPORT', 'QUIZ', and 'SETTINGS'. The 'COURSE HOME' section shows course details: Name (Technical Writing 201 : DUPLICATE), Active (NO), Category (Tutorials), and Assigned Users (0). Action links for 'edit course details', 'duplicate course', and 'delete course' are on the right. A 'more' link is at the bottom left. Below this is a form to 'Add lesson' with fields for 'Lesson' (a dropdown), 'Title', and 'at the end' (a dropdown), followed by an 'Add lesson' button and an 'import.scom' link. A message states: 'To add content to your lesson, click the lesson name below.' The 'Chapters & Lessons' section contains a table with two rows: 'Chapter One: Course Syllabus' and 'Technical Writing Opportunities'. The table has columns for 'Title', 'Active', and 'Order'. The 'Technical Writing Opportunities' row is highlighted and has a red circle in the 'Active' column. Action links 'edit title' and 'delete' are on the right of each row. A 'back to Courses' link is at the bottom right. The footer includes 'Powered by eLeaP', 'Copyright 2005 - 2013 Telania, LLC. All rights reserved.', and a disclaimer about unauthorized use.

Title	Active	Order	
Chapter One: Course Syllabus		↓	edit title delete
Technical Writing Opportunities	●	↑	edit title delete

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

[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 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

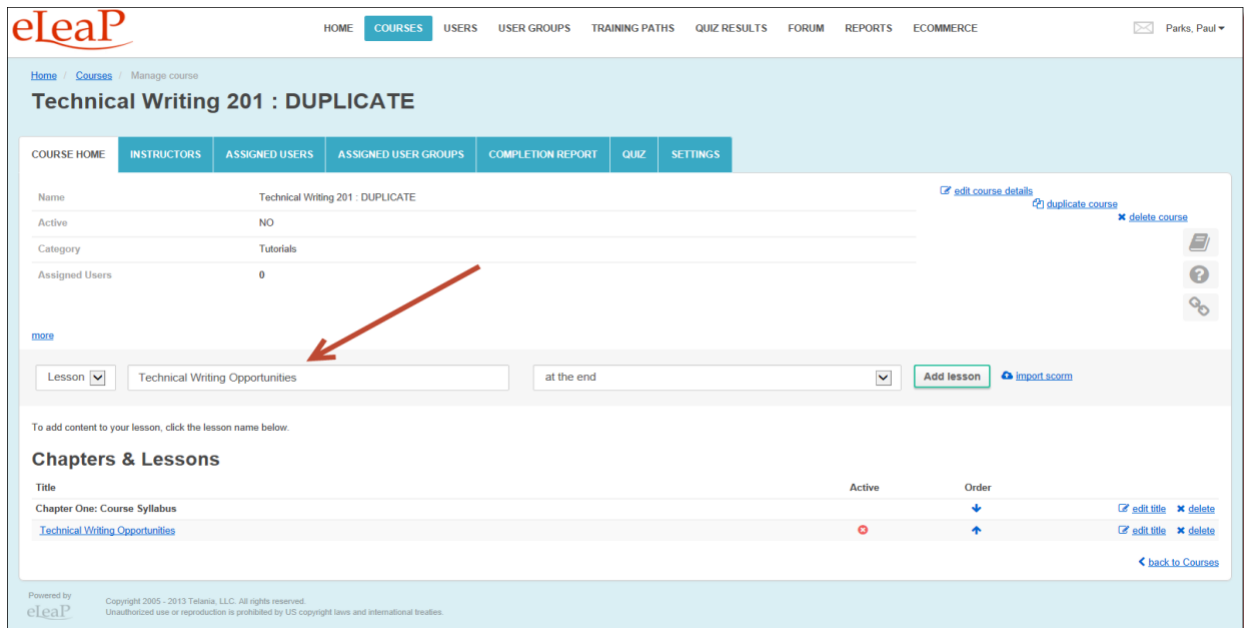
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a product of telania

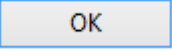
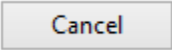
Editing a Course Title

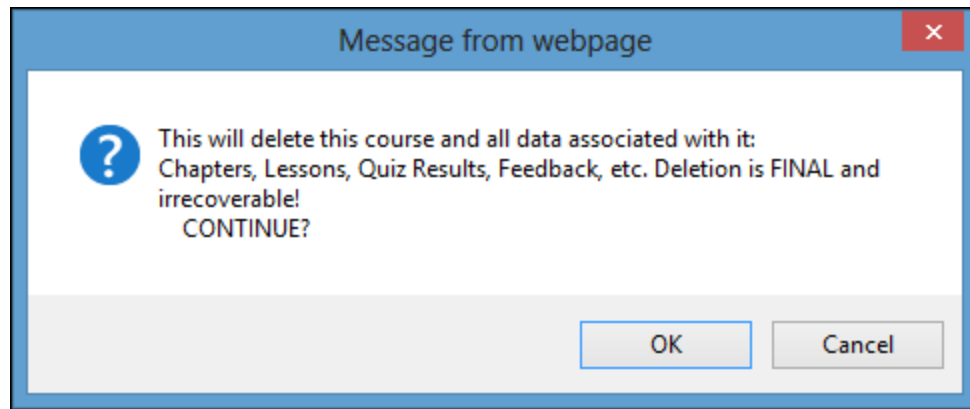
Clicking a Course's Title on the **Courses** list allows you to make modifications to that Course's Title using the **Course Details** screen, as shown in the illustration below. Simply make any necessary changes to the Title within the **Title** field and click .



The screenshot shows the eLeaP interface for editing a course. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The page title is 'Technical Writing 201 : DUPLICATE'. Below this are tabs for COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The 'COURSE HOME' tab is active, showing course details: Name (Technical Writing 201 : DUPLICATE), Active (NO), Category (Tutorials), and Assigned Users (0). A red arrow points to the 'Title' field in the 'Chapters & Lessons' table, which contains 'Technical Writing Opportunities'. The table also shows 'Active' status (red dot) and 'Order' (up/down arrows). Links for 'edit title' and 'delete' are provided for each row. At the bottom, there is a 'Powered by eLeaP' logo and copyright information.

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  to proceed with the deletion or click  to cancel the deletion process.

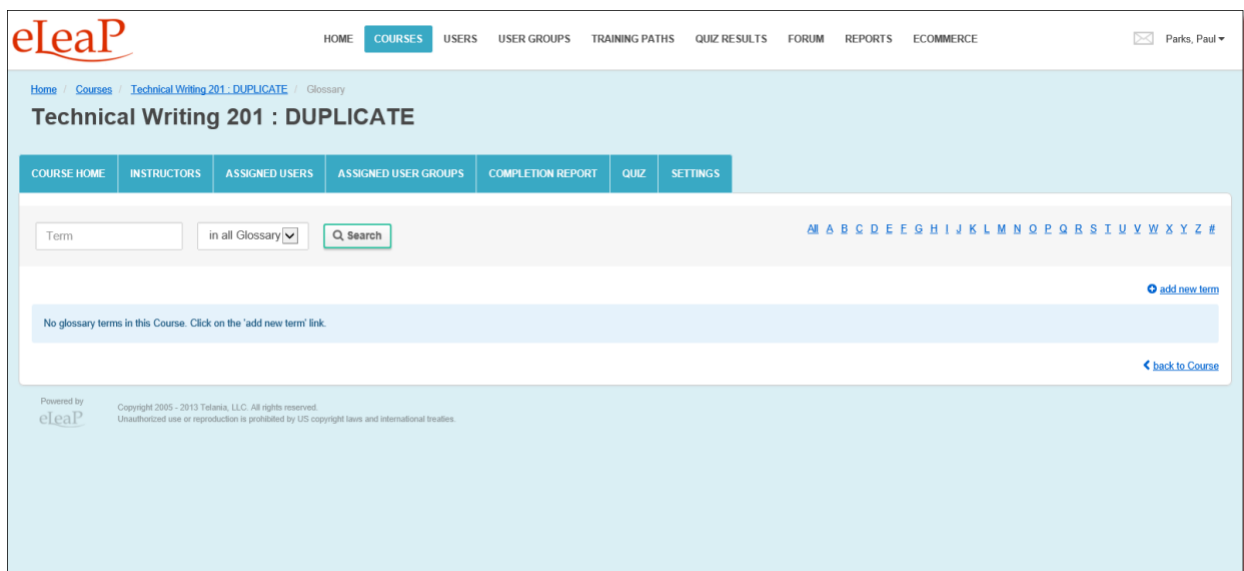


Please note that all of the data, including Chapters, Lessons, Quiz Results, Feedback, etc., will be removed and is irrecoverable.


Creating a Glossary

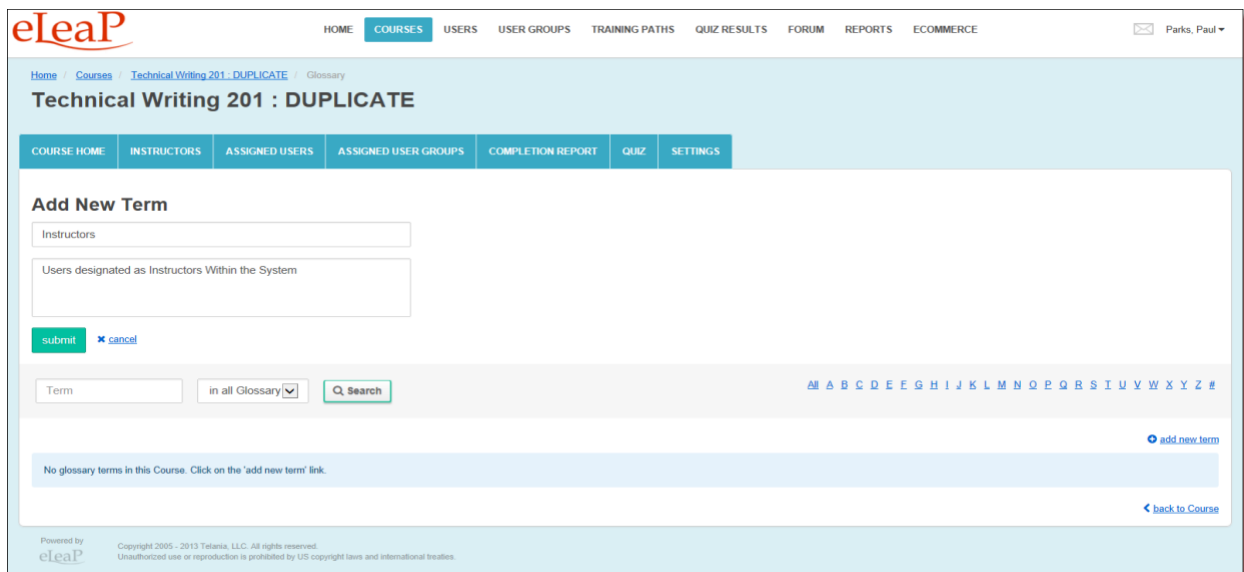
A **glossary** is a list of terms and definitions. Traditionally, a Glossary appears at the end of a book and includes terms within that book which are either newly introduced or are at least uncommon.

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.




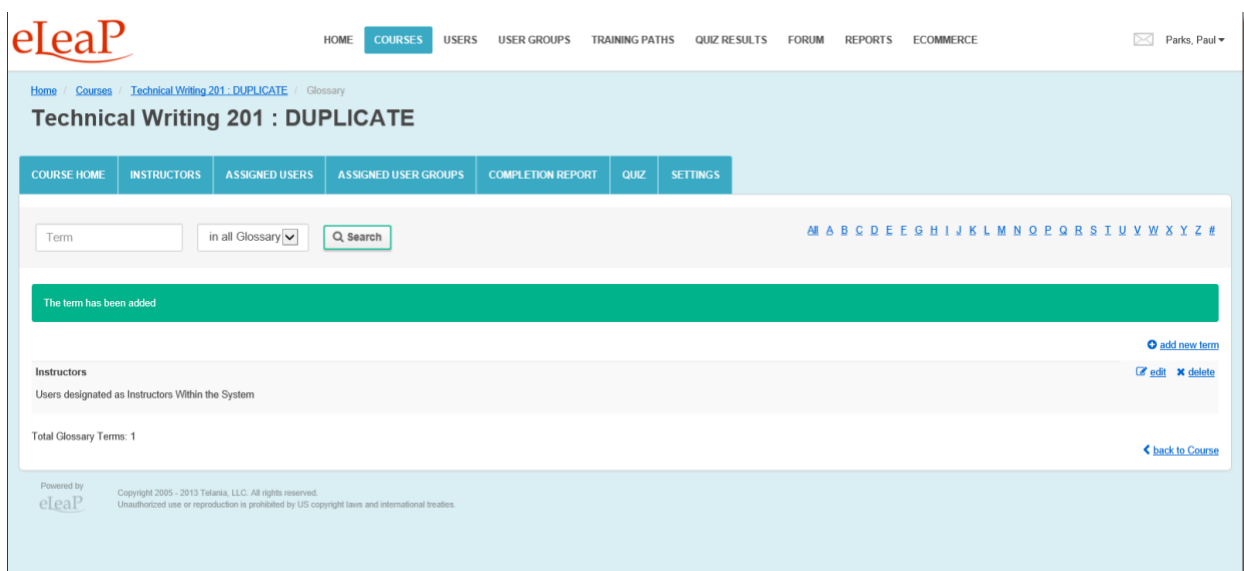
The **Add New Term** screen, illustrated below, is displayed. Enter the Glossary Term within the **Word**

field, the Definition for the Glossary Term in the **Definition** field, and then click  to save the Glossary Term to the system.



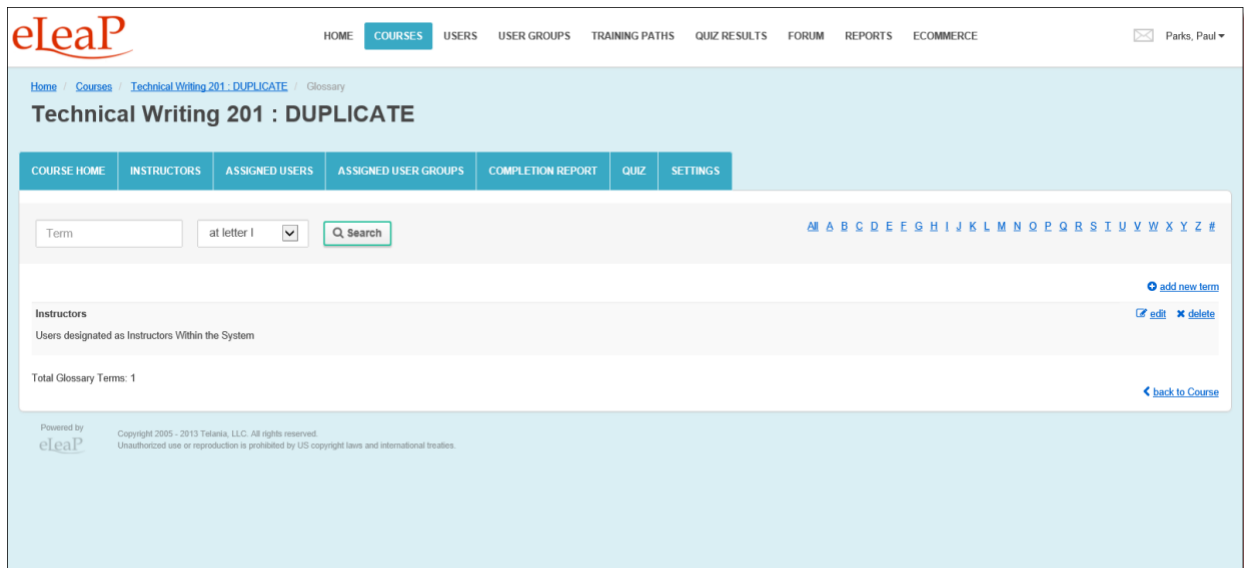
The screenshot shows the eLeaP interface for the course 'Technical Writing 201 : DUPLICATE'. The 'Add New Term' form is displayed, featuring a 'Term' input field, a dropdown menu for 'in all Glossary', and a 'Q Search' button. Below the form, a message states 'No glossary terms in this Course. Click on the 'add new term' link.' The interface includes a navigation bar with links like HOME, COURSES, USERS, and a user profile dropdown for 'Parks, Paul'.

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 .




This screenshot shows the eLeaP interface after a glossary term has been added. A green confirmation message 'The term has been added' is displayed at the top. Below it, the 'Instructors' section shows 'Users designated as Instructors Within the System'. The 'Total Glossary Terms' is now 1. The 'Q Search' button is highlighted. The interface includes the same navigation bar as the previous screenshot.

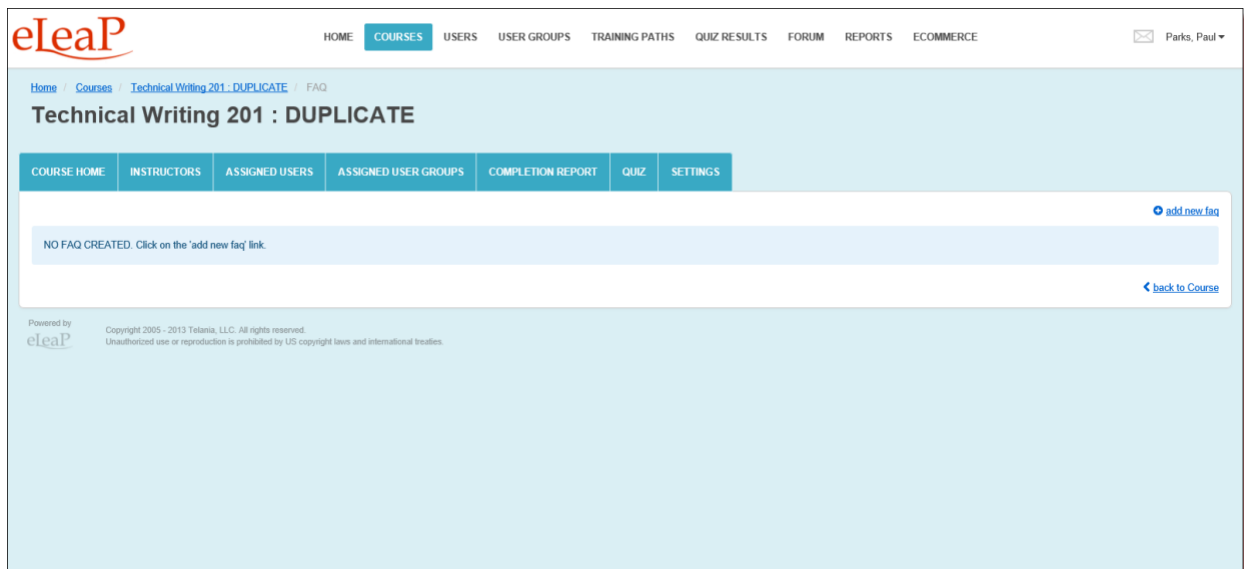
You can also quickly locate all of the Glossary Terms that begin with the same letter by selecting that letter on the **Letter** bar. As shown in the following illustration, clicking the letter **I** displays the Glossary Term that we just added.




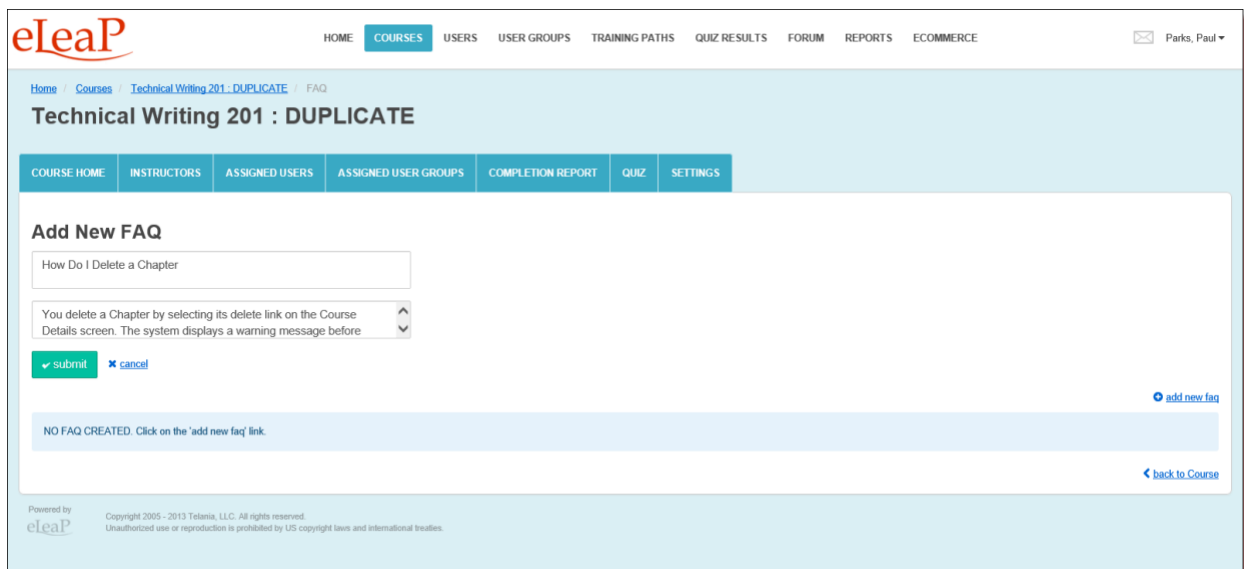
You can click **add new term** as many times as necessary to add additional Glossary Terms, and you can click the **edit** link for a line on the **Glossary Terms** list to modify a term's Word or Definition, or click the **delete** link to remove that term from the Glossary.

Creating an FAQ Database

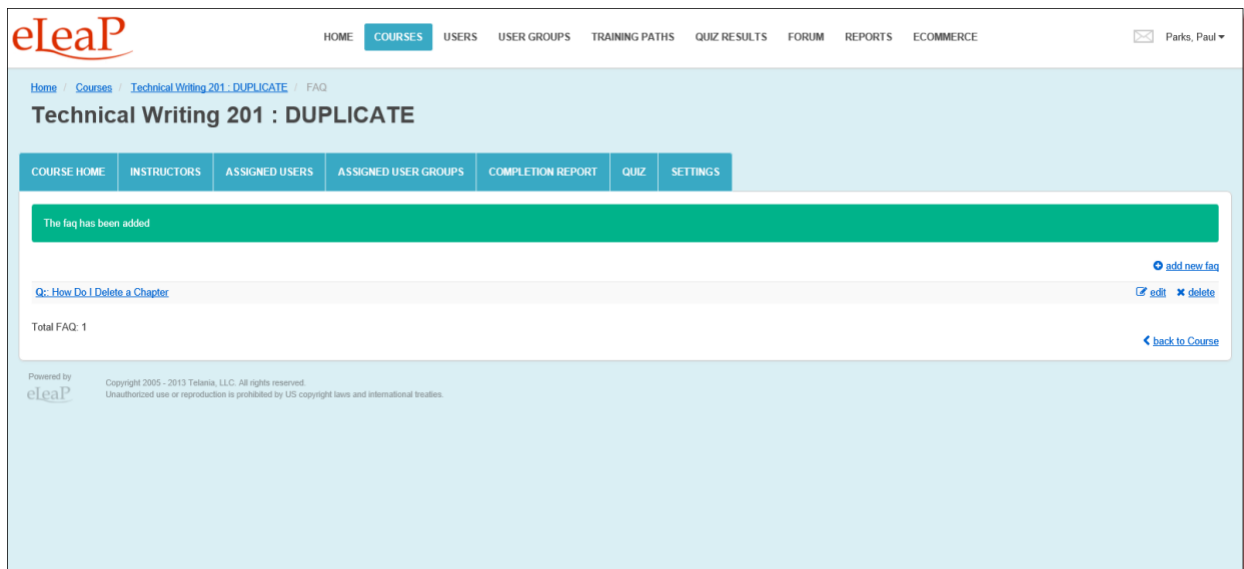
Clicking  on the **Manage Course** screen allows you to create a database of FAQ information associated with the Course using the **FAQ** screen, illustrated below. As shown in the illustration, this screen is blank as you begin to create your FAQ material. Click the **add new faq** link to create a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



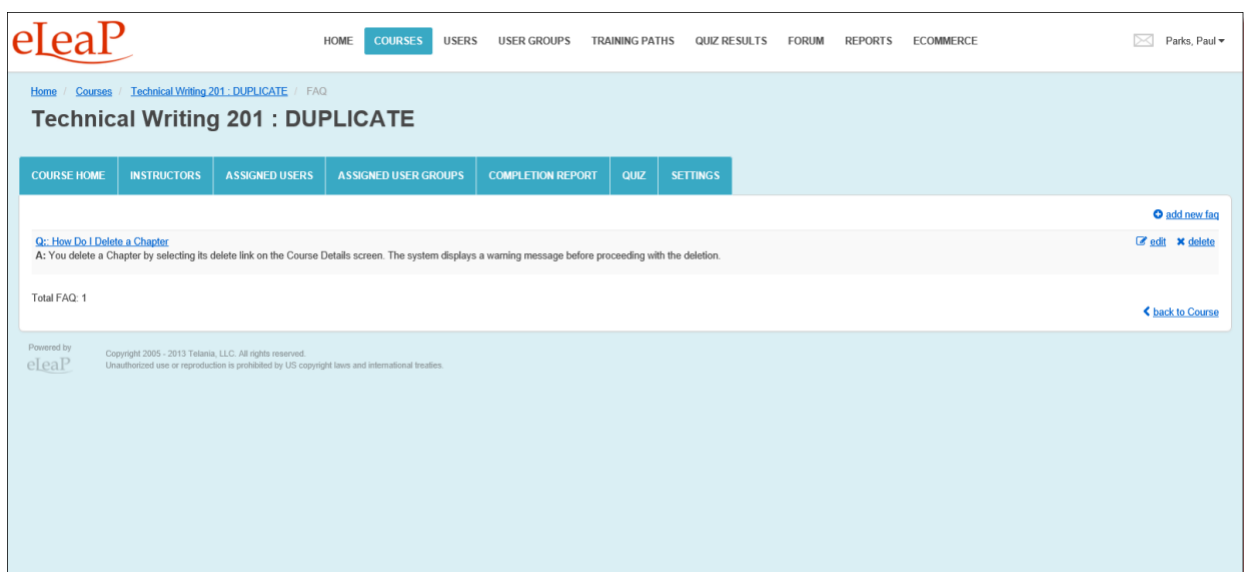
The **Add New FAQ** screen, illustrated below, is displayed. Simply add your question in the **Question** box, enter the answer to that question in the **Answer** box, and then click .



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.



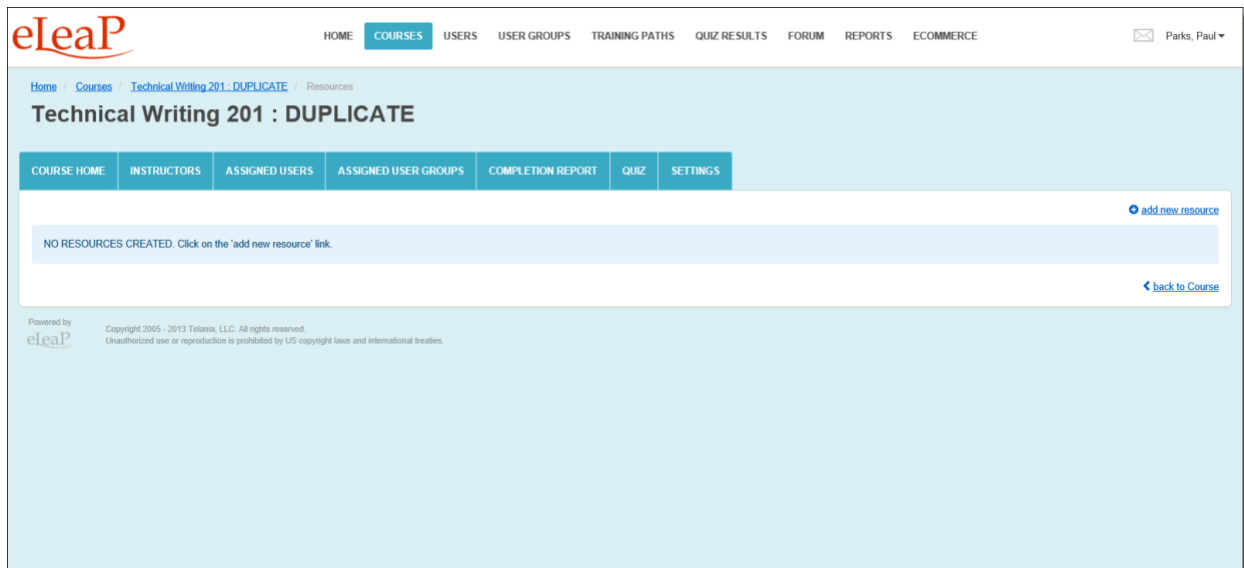
You can now click the **add new faq** link to add additional FAQs, click the **edit** link to edit the currently selected FAQ, or click the **delete** link to delete the currently selected FAQ.

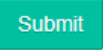
Resources

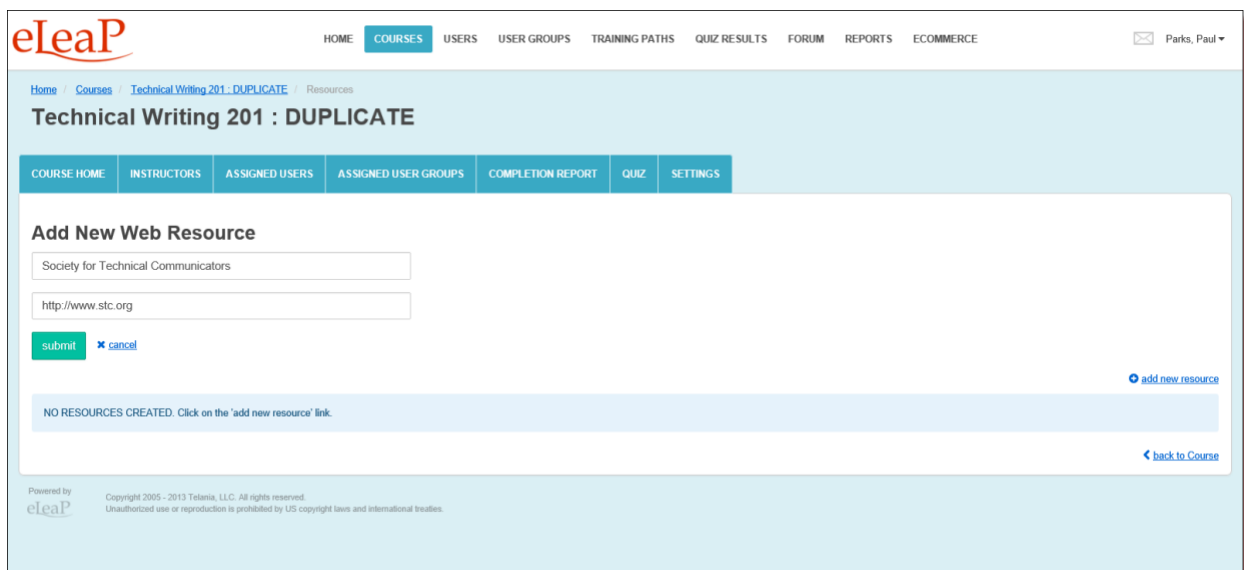
Clicking  on the **Manage course** screen displays the **Resources** screen, illustrated below, which you

eLeaP Administrator's Manual

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.

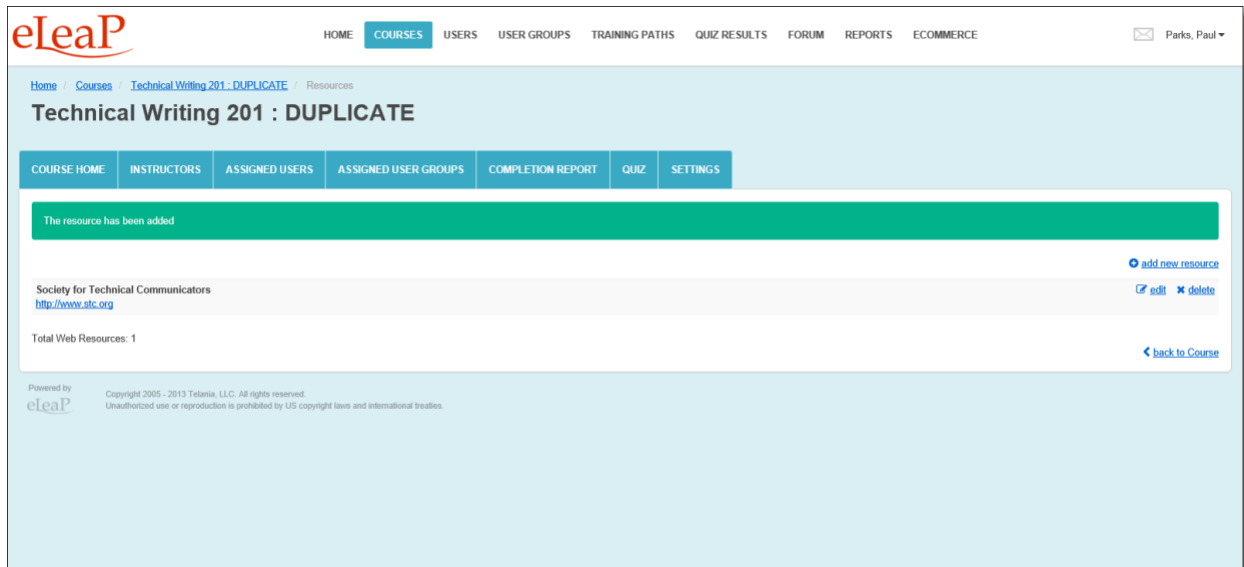


The **Add New Web Resource** screen, illustrated below, is displayed. Enter the Resource's Title in the **Title** field, its URL in the **URL** field, and then click .




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.

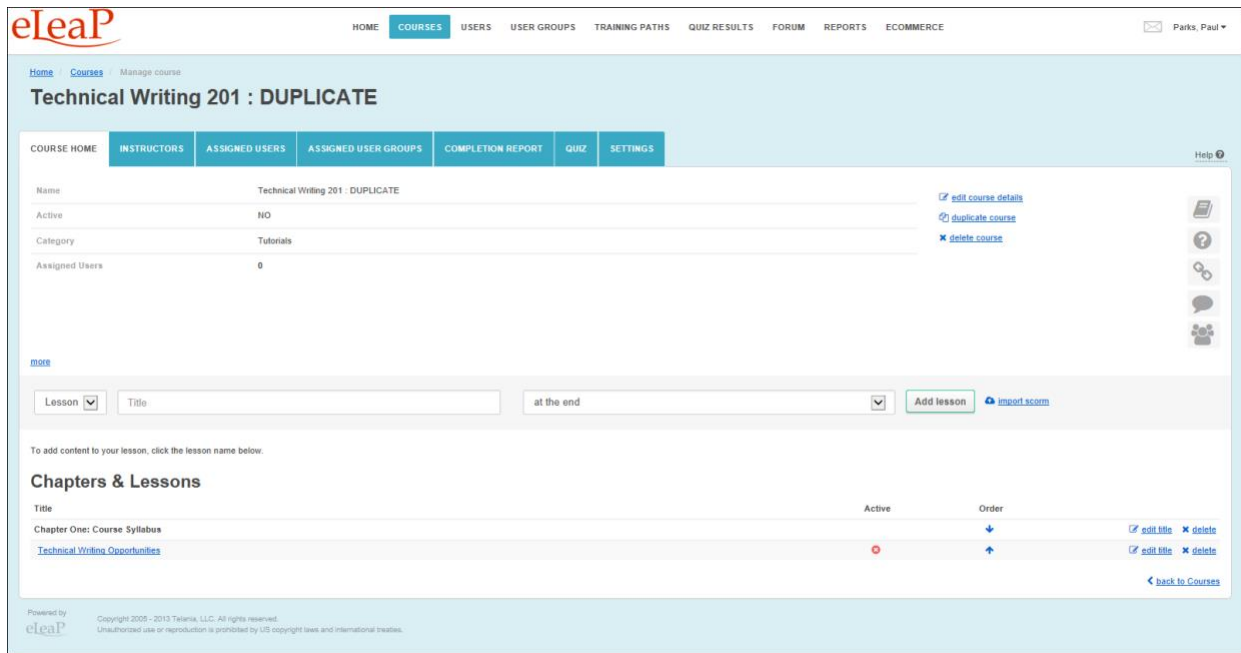


Feedback Assessment Tool

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.



Technical Writing 201 : DUPLICATE

COURSE HOME | INSTRUCTORS | ASSIGNED USERS | ASSIGNED USER GROUPS | COMPLETION REPORT | QUIZ | SETTINGS

Name: Technical Writing 201 : DUPLICATE
 Active: NO
 Category: Tutorials
 Assigned Users: 0

[edit course details](#)
[duplicate course](#)
[delete course](#)

[more](#)

Lesson ☐ Title at the end ☐ [Add lesson](#) [import scorm](#)


To add content to your lesson, click the lesson name below.

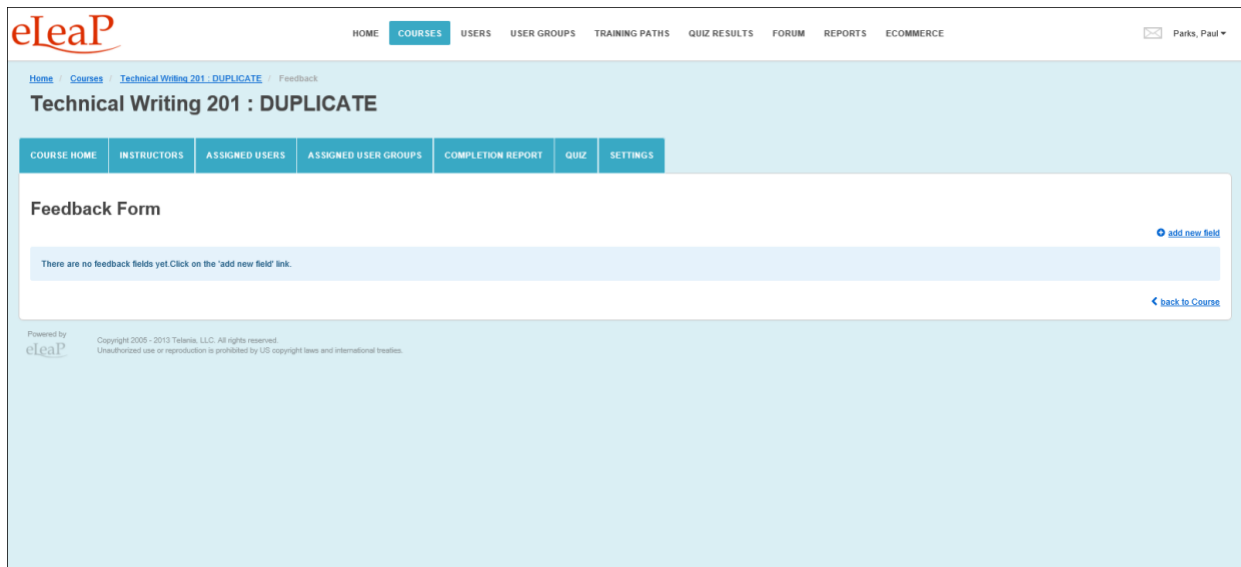
Chapters & Lessons

Title	Active	Order	
Chapter One: Course Syllabus		↓	edit title delete
Technical Writing Opportunities	●	↑	edit title delete

[back to Courses](#)

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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.



Technical Writing 201 : DUPLICATE

COURSE HOME | INSTRUCTORS | ASSIGNED USERS | ASSIGNED USER GROUPS | COMPLETION REPORT | QUIZ | SETTINGS

Feedback Form

[add new field](#)

There are no feedback fields yet Click on the 'add new field' link.

[back to Course](#)

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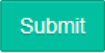
The **Add Field** screen, illustrated below, is displayed.

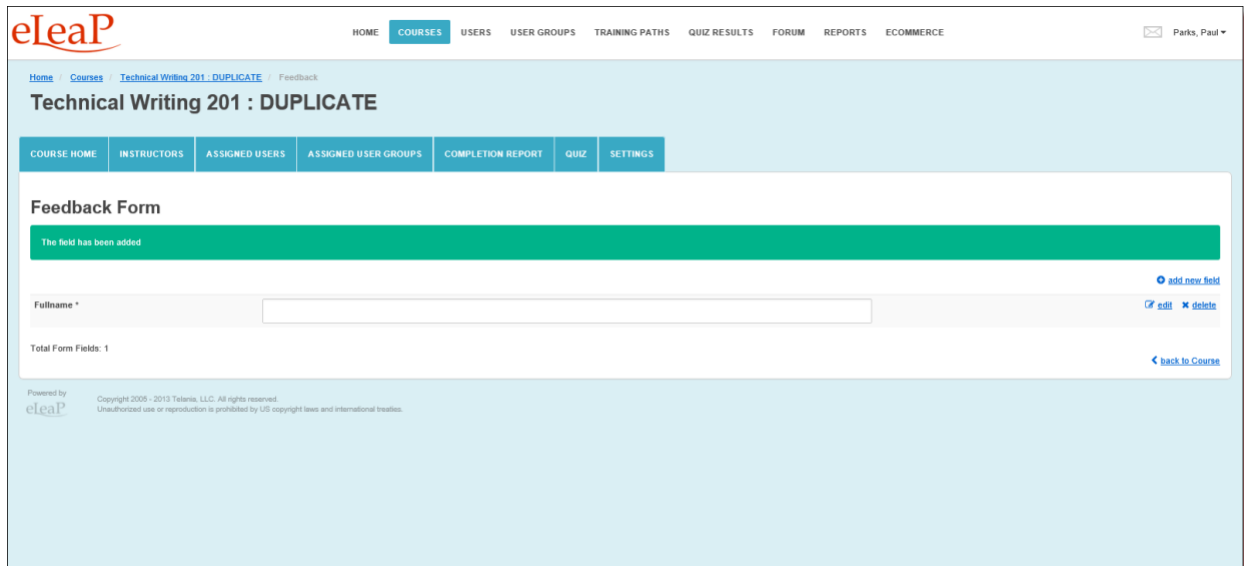
The screenshot shows the eLeaP interface. At the top is a navigation bar with links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile 'Parks, Paul' is in the top right. Below the navigation bar is a breadcrumb trail: Home > Courses > Technical Writing 201 : DUPLICATE > Feedback. The main heading is 'Technical Writing 201 : DUPLICATE'. Below this is a sub-navigation bar with links: COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The 'Add New Field' form contains the following fields: 'Field Name*' (text input), 'Type*' (dropdown menu with a checkmark icon), 'Required' (checkbox), and 'Place it' (dropdown menu with 'at the end' selected). At the bottom of the form are 'submit' and 'cancel' buttons. Below the form is a section titled 'Feedback Form' with a message: 'There are no feedback fields yet. Click on the 'add new field' link.' A link 'add new field' is in the top right of this section, and a 'back to Course' link is in the bottom right. The footer includes the eLeaP logo and copyright information: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

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 . 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.

The screenshot shows the eLeaP interface for managing a course titled "Technical Writing 201 : DUPLICATE". The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user "Parks, Paul" is logged in. The course management tabs include COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The course details section shows the Name as "Technical Writing 201 : DUPLICATE", Active status as "NO", Category as "Tutorials", and Assigned Users as "0". There are links for "edit course details", "duplicate course", and "delete course". The "Chapters & Lessons" section shows a table with columns for Title, Active, and Order. The table lists "Chapter One: Course Syllabus" and "Technical Writing Opportunities". A sidebar on the right contains icons for various actions like edit, duplicate, and delete. The footer includes the eLeaP logo and copyright information.

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 screenshot shows the eLeaP interface for the "White Board" screen of the "Technical Writing 201 : DUPLICATE" course. The top navigation bar is the same as the previous screenshot. The user "Parks, Paul" is logged in. The course management tabs are the same. The "Topics" section shows a message "NO topics CREATED. Click on the 'add new topic' link." The "add new topic" link is highlighted in blue. The footer includes the eLeaP logo and copyright information.

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

The screenshot shows the eLeaP interface for the 'Technical Writing 201 : DUPLICATE' course. The 'Add New Topic' form is displayed with the following fields:

- Topic ***: A text input field.
- Comment ***: A text input field.
- Type ***: A dropdown menu with 'Public' selected.

Below the form is a green 'submit' button and a blue 'cancel' link. A message below the form states: 'NO topics CREATED. Click on the 'add new topic' link.' A blue 'add new topic' link is visible in the bottom right corner of the form area.

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.

The screenshot shows the eLeaP interface for the 'Technical Writing 201 : DUPLICATE' course. The 'Topics' section is displayed with a green banner at the top stating 'The topic has been added'. Below the banner is a table with the following data:

No.	Topic	Started By	Posts	Open Date	Type	Action
1.	Technical Writing Opportunities	Parks, Paul	1	11-17-2013	Public	edit delete

Below the table, it says 'Total White Board Topics: 1'. A blue 'back' link is visible in the bottom right corner of the table area.

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.

The screenshot shows the eLeaP interface for the course 'Technical Writing 201 : DUPLICATE'. The breadcrumb trail is 'Home / Courses / Technical Writing 201 : DUPLICATE / White Board'. Below the course title, there are tabs for 'COURSE HOME', 'INSTRUCTORS', 'ASSIGNED USERS', 'ASSIGNED USER GROUPS', 'COMPLETION REPORT', 'QUIZ', and 'SETTINGS'. A search bar with a 'Q Search' button is present. The 'Topics' section features a table with the following data:

No.	Topic	Started By	Posts	Open Date	Type	Action
1	Technical Writing Opportunities	Parks, Paul	1	11-17-2013	Public	edit delete

Below the table, it states 'Total White Board Topics: 1'. There is an 'add new topic' link in the top right and a 'back' link in the bottom right. The footer includes the eLeaP logo and copyright information for Telania, LLC.

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

The screenshot shows the details for the 'Technical Writing Opportunities' topic. The breadcrumb trail is 'Home / Courses / Technical Writing 201 : DUPLICATE / White Board / View White Board'. The same course tabs are visible. The 'add your comment' link is in the top right. The 'User' section shows a post by 'Parks, Paul' from '11-17-2013' with a profile picture. The 'Comment' section contains the text 'Let's share our ideas on the technical writing opportunities are out there for us.' Below the comment, there are 'reply' and 'edit' links. At the bottom, it says 'Total Posts: 1' and has a 'back' link. The footer is identical to the previous screenshot.

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.

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.

The screenshot shows the eLeaP interface. At the top is a navigation bar with links: HOME, COURSES (highlighted), USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is in the top right. Below the navigation bar is a breadcrumb trail: Home / Courses / Technical Writing 201 / Instructors. The main heading is 'Technical Writing 201'. Below this is a sub-navigation bar with tabs: COURSE HOME, INSTRUCTORS (highlighted), ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The main content area displays a table of instructors. The table has columns for 'No.', 'Name', 'Email', and 'Insert Date'. One instructor is listed: '1. Griesel, Brandon' with email 'user9@eleapuser.com' and insert date '11-08-2013'. There are checkboxes next to the name and a link 'delete selected instructors'. A 'Total: 1' is shown at the bottom left of the table. On the right side of the table, there is a link 'add new instructor' and a 'back to Course' link at the bottom right. At the bottom of the page, there is a footer with 'Powered by eLeaP' and copyright information: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

No.	Name	Email	Insert Date
1.	<input type="checkbox"/> Griesel, Brandon	user9@eleapuser.com	11-08-2013

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

 **add to course**

to add that Instructor to the course.

The screenshot shows the 'Add Instructor' form in the eLeaP interface. At the top, there's a navigation bar with 'HOME', 'COURSES', 'USERS', 'USER GROUPS', 'TRAINING PATHS', 'QUIZ RESULTS', 'FORUM', 'REPORTS', and 'ECOMMERCE'. Below this, the breadcrumb trail is 'Home / Courses / Technical Writing 201 / Instructors'. The main heading is 'Technical Writing 201'. A sub-navigation bar includes 'COURSE HOME', 'INSTRUCTORS', 'ASSIGNED USERS', 'ASSIGNED USER GROUPS', 'COMPLETION REPORT', 'QUIZ', and 'SETTINGS'. The 'Add Instructor' form has a dropdown menu with 'Ssystems, John' selected, an 'add to course' button, and a 'cancel' link. To the right, there's a link to 'add new instructor'. Below the form is a table of existing instructors:

No.	<input type="checkbox"/> Name	Email	Insert Date
1.	<input type="checkbox"/> Griesel, Brandon	user9@eleapuser.com	11-08-2013

Below the table, there's a 'Total: 1' and a 'delete selected instructors' link. At the bottom right, there's a 'back to Course' link. The footer includes 'Powered by eLeaP' and copyright information for Telania, LLC.

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

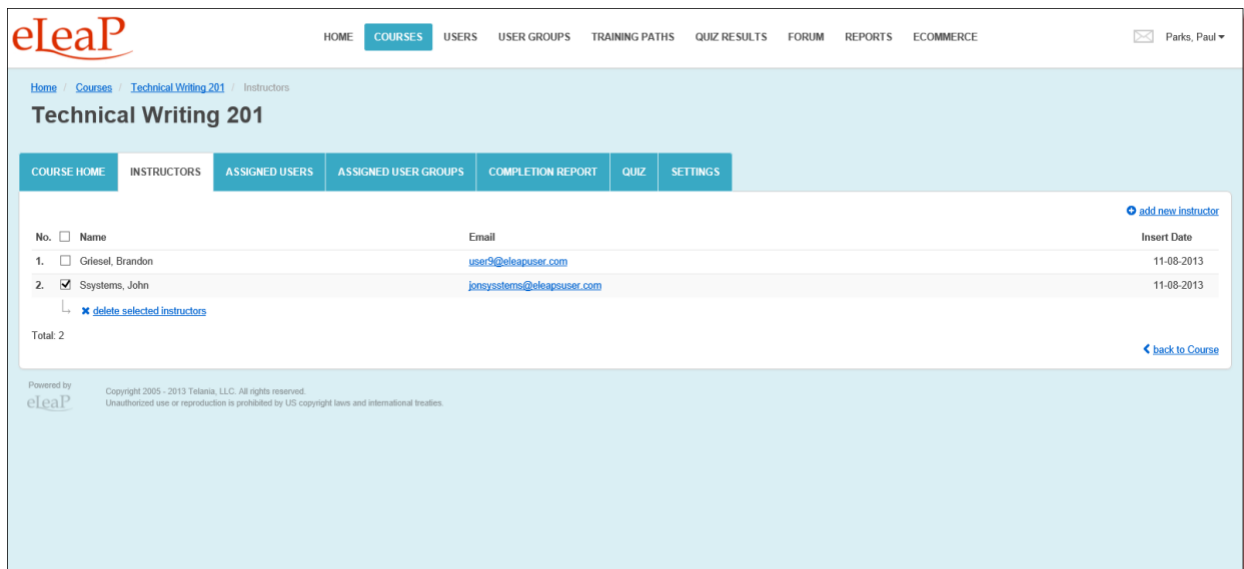
The screenshot shows the 'Instructors' list for the 'Technical Writing 201' course. A green confirmation message at the top states 'The instructor has been added to the course'. Below this, the same sub-navigation bar is present. The table of instructors now includes two entries:

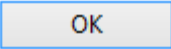
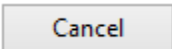
No.	<input type="checkbox"/> Name	Email	Insert Date
1.	<input type="checkbox"/> Griesel, Brandon	user9@eleapuser.com	11-08-2013
2.	<input type="checkbox"/> Ssystems, John	jonsystems@eleapuser.com	11-08-2013

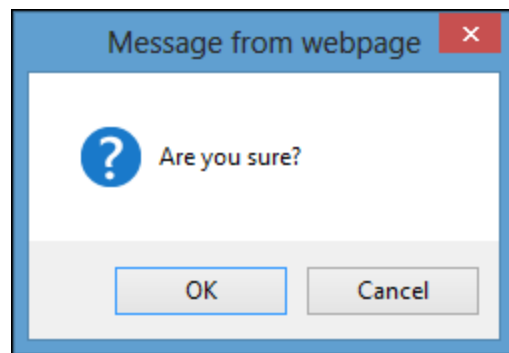
The 'Total' is now '2'. The 'delete selected instructors' link remains. The footer is the same as in the previous screenshot.

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.

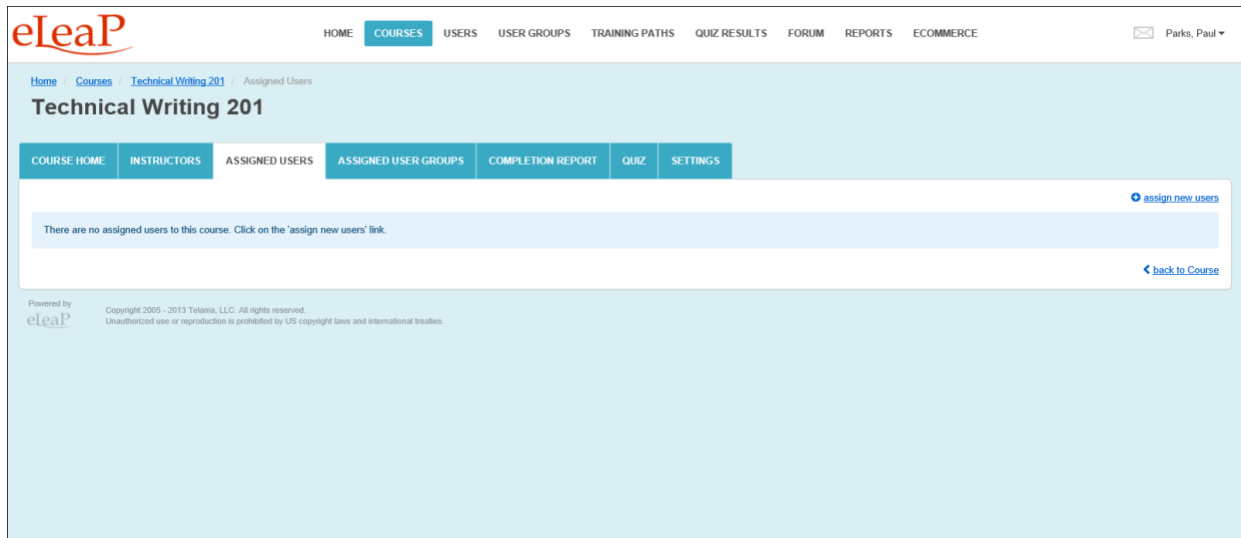


As shown in the following illustration, the system displays a warning message to ensure that is your intention before performing the deletion. Click  to proceed with the deletion or click  to terminate the deletion process.

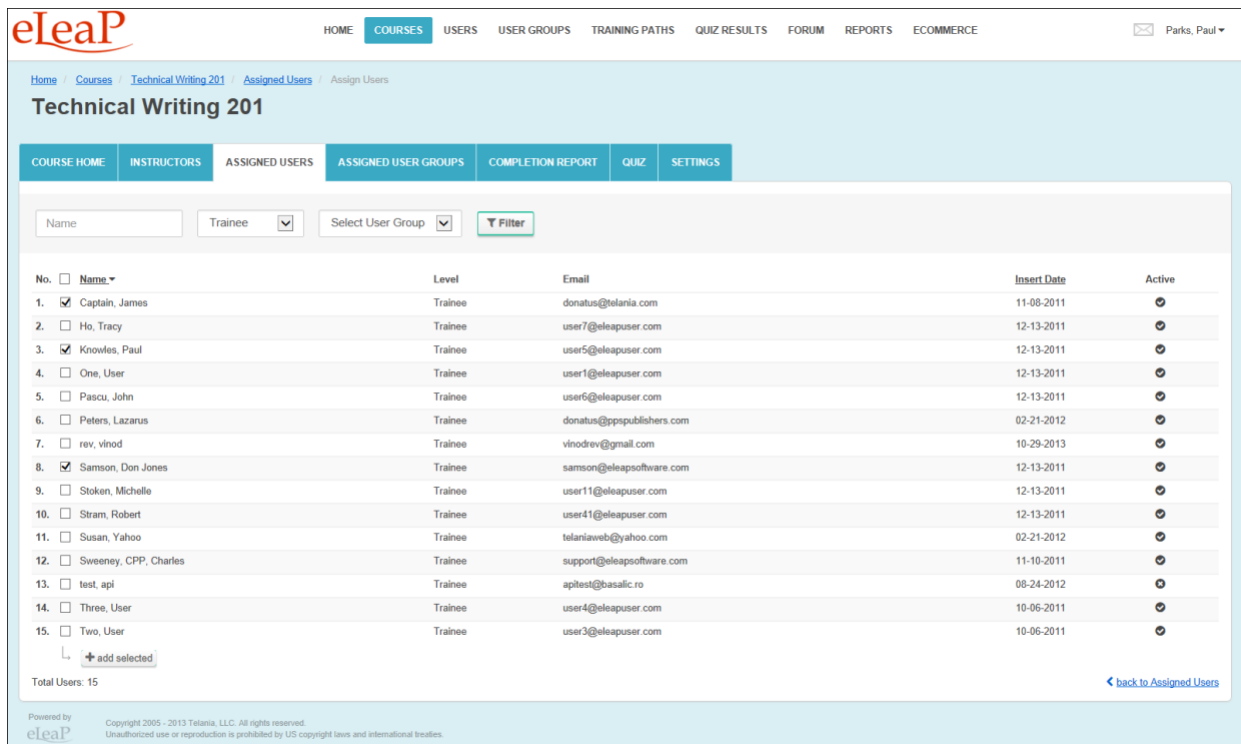


Assigned Users

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 screenshot shows the eLeaP interface. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The breadcrumb trail is Home > Courses > Technical Writing 201 > Assigned Users. The main heading is 'Technical Writing 201'. Below it is a sub-navigation bar with tabs: COURSE HOME, INSTRUCTORS, ASSIGNED USERS (selected), ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. A green banner states 'The Users have been assigned to this Course'. Below this is a table of assigned users with columns: No., Name, Level, Email, and Insert Date. There are three users listed: Captain, James; Knowles, Paul; and Samson, Don Jones. Each user has a checkbox and an email link. A link 'assign new users' is in the top right of the table area. A link 'unassign selected users' is at the bottom left of the table. The total assigned users is 3. A 'back to Course' link is at the bottom right. The footer contains copyright information for Telania, LLC.

No.	<input type="checkbox"/> Name	Level	Email	Insert Date
1.	<input type="checkbox"/> Captain, James	Trainee	donatus@telania.com	11-08-2013
2.	<input type="checkbox"/> Knowles, Paul	Trainee	user5@eleapuser.com	11-08-2013
3.	<input type="checkbox"/> Samson, Don Jones	Trainee	samson@eleapsoftware.com	11-08-2013

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

The screenshot shows an email notification. The recipient is Paul. The email states that Paul has been assigned to the course 'Users'. It provides a link to access the course: <https://eleapdemo.eleapdev.com/>. It also includes a note that the email was sent from a notification-only address and provides a link to help@eleapsoftware.com. It also provides a link to support@eleapsoftware.com or the website www.eleapsoftware.com. The email was sent on 11.12.2013 at 15:34.

Paul,

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

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

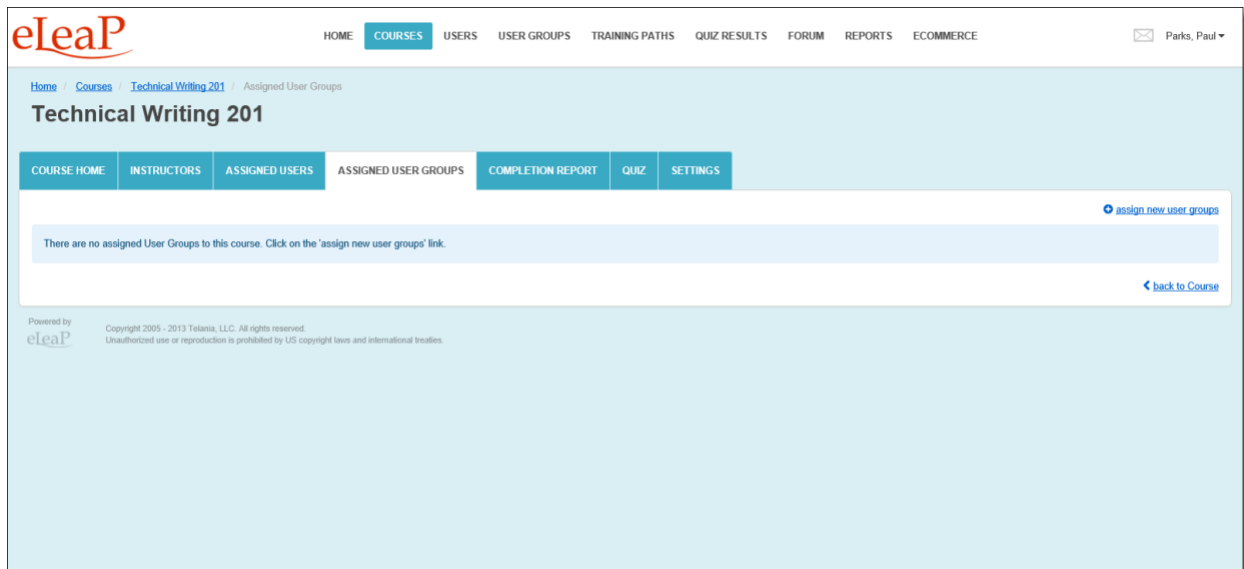
Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Do not reply to this message. Instead send your reply to help@eleapsoftware.com. If you have received this email in error, please forward it immediately to support@eleapsoftware.com or contact eLeaP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

Sent: 11.12.2013 15:34

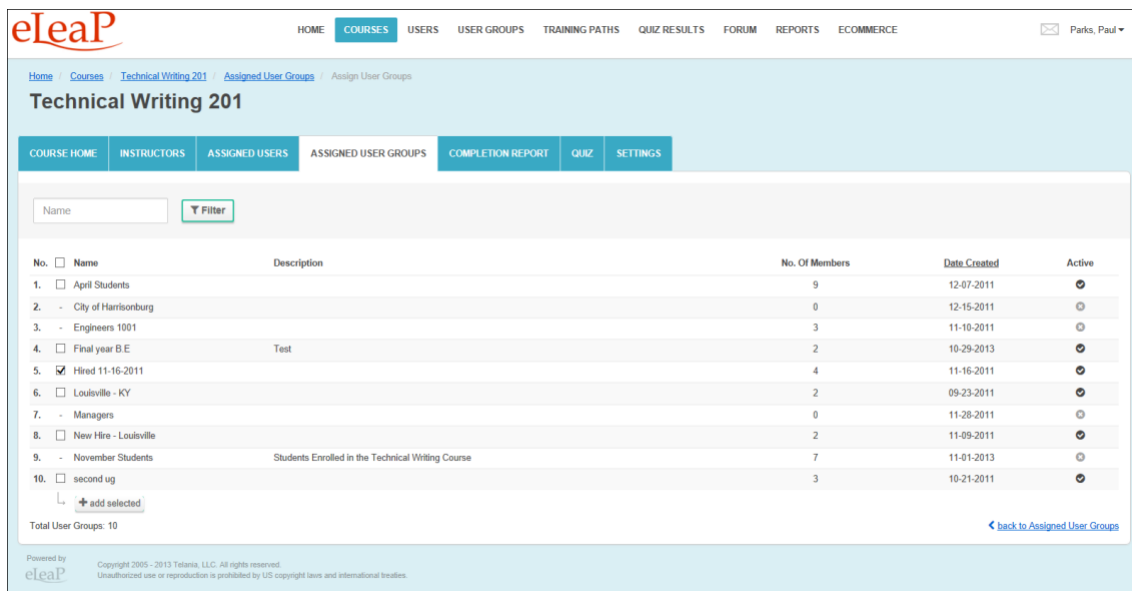
Assigned User Groups

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.

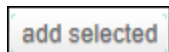
To begin the process of assigning User Groups to a Course, click the **add new User Groups** link.



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



Select the check box for any User Group(s) that you want to assign to the Course and then click



. 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.

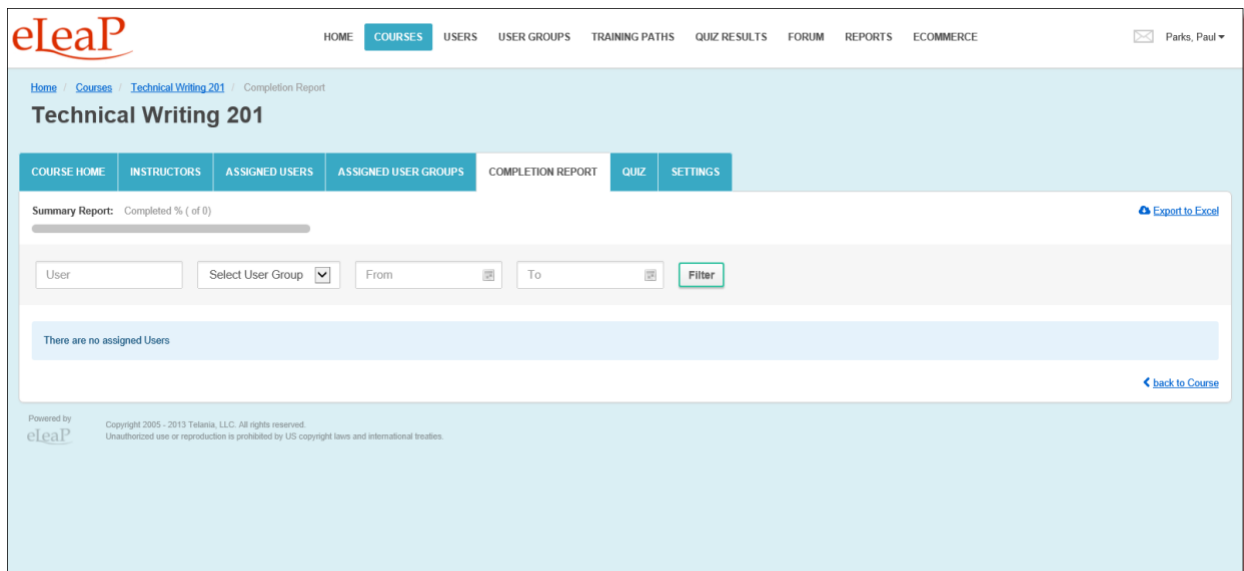
The screenshot shows the eLeaP interface for the 'Technical Writing 201' course. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The breadcrumb trail is Home / Courses / Technical Writing 201 / Assigned User Groups. The main heading is 'Technical Writing 201'. Below it, a tabbed interface shows 'COURSE HOME', 'INSTRUCTORS', 'ASSIGNED USERS', 'ASSIGNED USER GROUPS' (selected), 'COMPLETION REPORT', 'QUIZ', and 'SETTINGS'. A green banner states 'These user groups have been assigned to this course'. A table lists the assigned user groups:

No.	<input type="checkbox"/> Name	No. of Members	Overall Progress	Quiz Completion	Insert Date
1.	<input type="checkbox"/> Hired 11-16-2011	4	Not started: 4 [100%] In Progress: 0 [0%] Completed: 0 [0%]	Uncompleted: 4 [100%] Passed: 0 [0%] Failed: 0 [0%]	11-08-2013

Below the table, there is a link 'delete selected user groups' and a note 'Total Assigned User Groups: 1'. A 'back to Course' link is at the bottom right. The footer includes 'Powered by eLeaP' and copyright information for Telania, LLC.

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 .

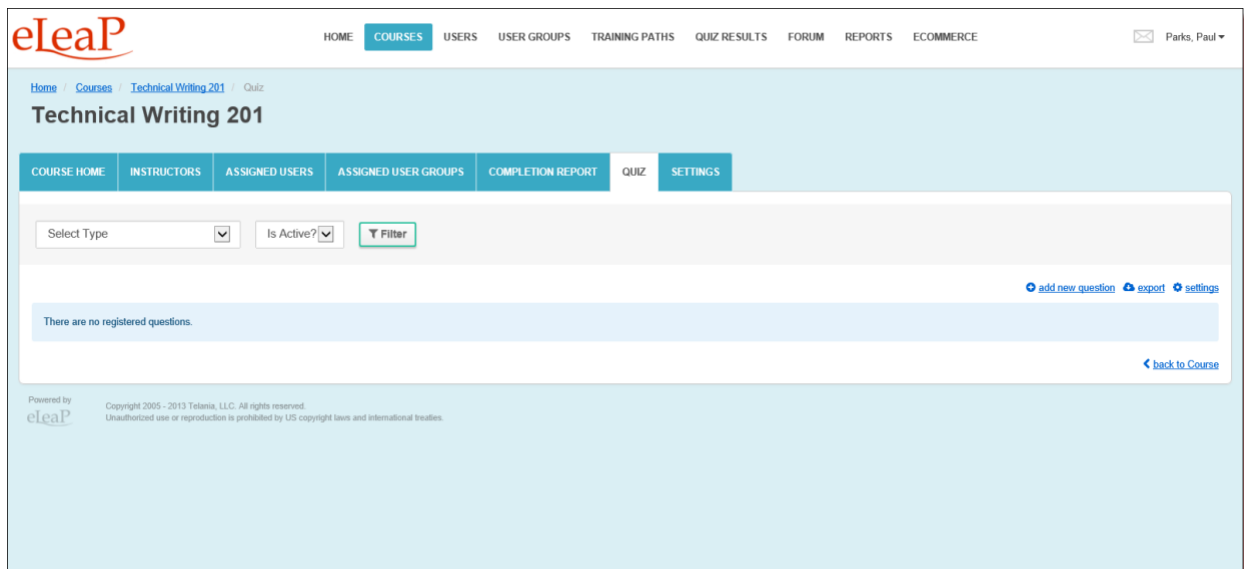


Quiz

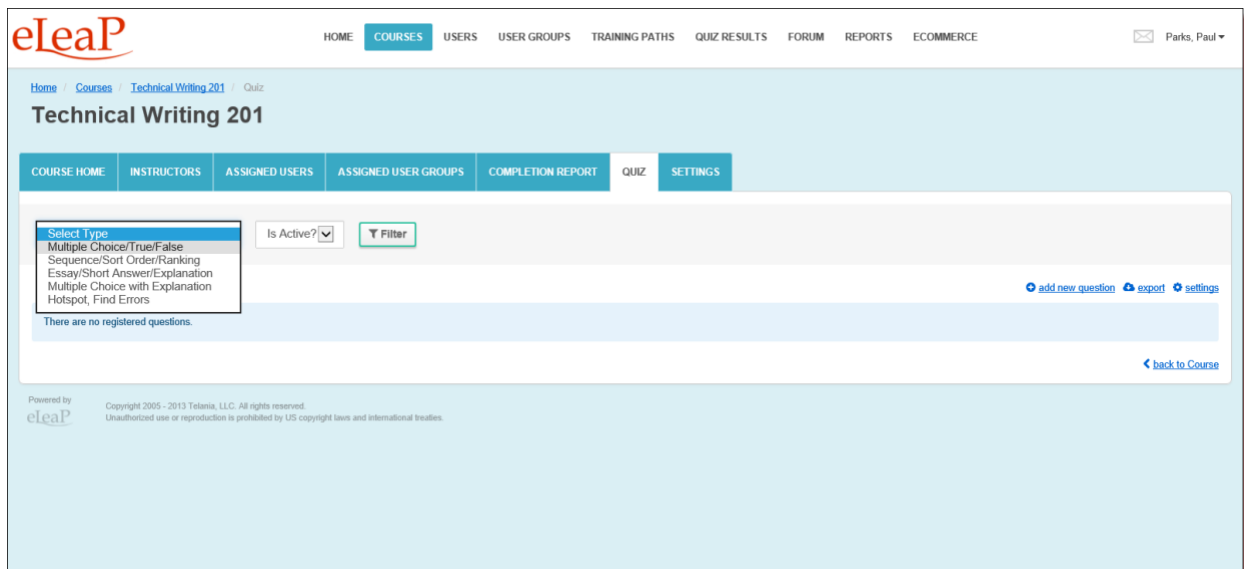
Selecting the **QUIZ** tab on the **Manage course** screen displays the **Quiz** screen for that Course, as shown in the following illustration. eLeaP™ encourages you to create pre- and post-course assessments. Measuring trainee performance enables you to evaluate the full impact of your e-learning training 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  .



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.

Home / Technical Writing 201 / Quiz / Add question

Technical Writing 201

COURSE HOME INSTRUCTORS ASSIGNED USERS ASSIGNED USER GROUPS COMPLETION REPORT QUIZ SETTINGS

Add new question

Question type:

- ☒ Multiple Choice/TrueFalse
- ☐ Sequence/Sort Order/Ranking
- ☐ Essay/Short Answer/Explanation
- ☐ Multiple Choice with Explanation
- ☐ Hotspot, Find Errors

Question

Difficulty: Medium

Image: [upload image](#)

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


If correct answer is selected, Feedback is

If incorrect answer is selected, Feedback is

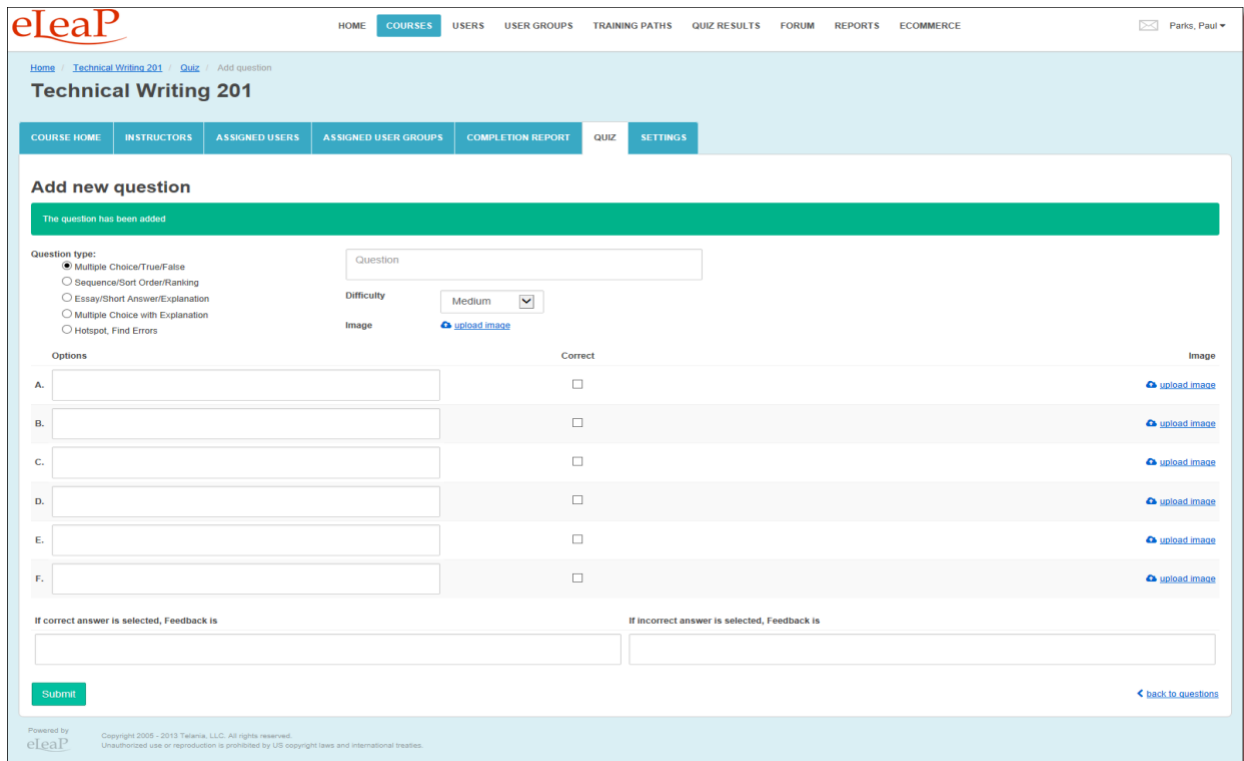
[Submit](#) [back to questions](#)

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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.



Home / Technical Writing 201 / Quiz / Add question

Technical Writing 201

COURSE HOME INSTRUCTORS ASSIGNED USERS ASSIGNED USER GROUPS COMPLETION REPORT QUIZ SETTINGS

Add new question

The question has been added

Question type:
☒ Multiple Choice/True/False
☐ Sequence/Sort Order/Ranking
☐ Essay/Short Answer/Explanation
☐ Multiple Choice with Explanation
☐ Hotspot, Find Errors

Question

Difficulty: Medium

Image: [upload image](#)

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

If correct answer is selected, Feedback is

If incorrect answer is selected, Feedback is

[Submit](#) [< back to questions](#)

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

Home / Courses / Technical Writing 201 / Quiz

Technical Writing 201

COURSE HOME INSTRUCTORS ASSIGNED USERS ASSIGNED USER GROUPS COMPLETION REPORT QUIZ SETTINGS

Select Type ☐ Is Active? ☒ Filter

[add new question](#) [export](#) [settings](#)

No.	Question	Type	Date Created	Active	Action
1.	Is the sky green?	Multiple Choice/True/False	11-11-2013	<input checked="" type="checkbox"/>	delete

Total Quiz Questions: 1

[back to Course](#)

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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.

Home / Courses / Technical Writing 201 / Quiz

Technical Writing 201

COURSE HOME INSTRUCTORS ASSIGNED USERS ASSIGNED USER GROUPS COMPLETION REPORT QUIZ SETTINGS

Select Type ☐ Is Active? ☒ Filter

[add new question](#) [export](#) [settings](#)

No.	Question	Type	Date Created	Active	Action
1.	Is the sky green?	Multiple Choice/True/False	11-11-2013	<input checked="" type="checkbox"/>	delete

Total Quiz Questions: 1

[back to Course](#)

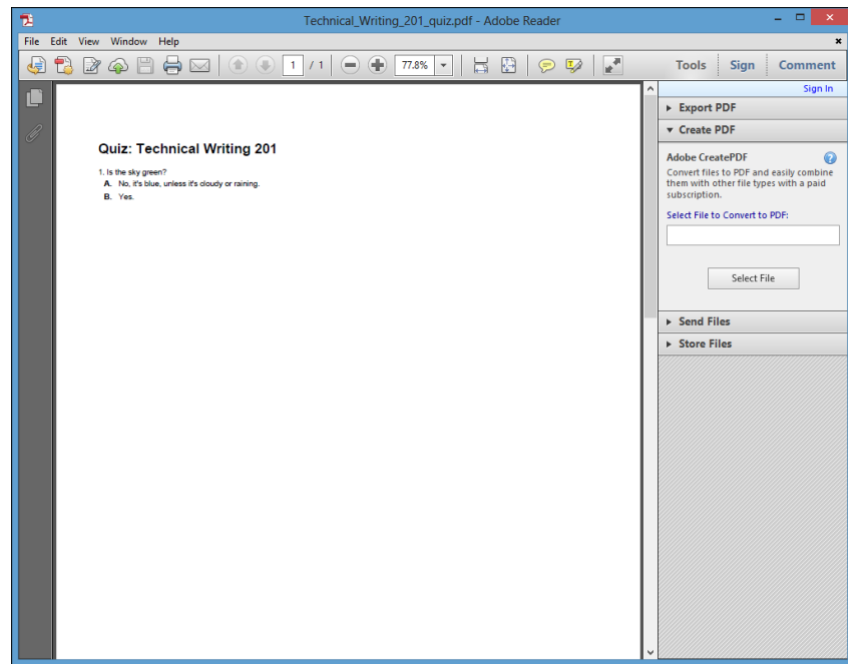
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Do you want to open or save Technical_Writing_201_quiz.pdf (5.44 KB) from eleapdemo.eleapdev.com?

Open Save Cancel

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.

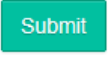
Select **“Sequence, Sort Order or Ranking”** type questions if you want to create Quiz questions that test the ability of your Users to correctly Rank, Sequence or Sort different answer options. An example of

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  to submit your question!

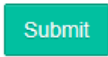
If you want to create quiz question that asks for a short answer or an essay, click the **Essay/Short Answer/Explanation** question option. All you have to do is type in your question and select the relevant

Difficulty Level (if applicable) and then click  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

 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  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.

The screenshot displays the 'Quiz Settings' page for 'Technical Writing 201'. The page has a navigation bar at the top with links like HOME, COURSES, USERS, etc. Below the navigation bar, there's a breadcrumb trail: Home > Technical Writing 201 > Quiz > Settings. The main content area is titled 'Quiz Settings' and contains several form fields and dropdown menus. A green 'Submit' button is located at the bottom left of the settings section. Below the settings section, there's an 'Advanced settings' section with more form fields and a 'Submit' button. At the bottom of the page, there's a footer with 'Powered by eLeaP' and copyright information.

Quiz Settings

Time Limit: 0.00 minutes (0 = unlimited) time limit for the entire quiz

No. of Questions: 0 / 1 - how many questions, from a total of 1 active questions, do you want the quiz to have?

Passing Score/Percentage: 0.00 points The total score or percentage needed to pass your quiz

No. of Quiz Retries: 0 if greater than 0, users get multiple retry attempts. To display answers see below

Display Answers before retry: NO

Randomize Quiz Questions: YES

Randomize Quiz Answers: YES

Active: NO

Submit

Advanced settings

Difficulty level: No. of Questions

Easy: 0 / 0

Medium: 0 / 1

Hard: 0 / 0

Total Quiz Questions: 1


Submit

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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.

The screenshot shows the eLeaP interface for the 'Technical Writing 201' course. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The course navigation bar includes links for COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The 'Quiz Settings' section has a green confirmation bar stating 'The settings have been saved'. Below this, various settings are displayed with input fields and dropdown menus: Time Limit (30.00 minutes), No. of Questions (1), Passing Score/Percentage (10.00 points), No. of Quiz Retries (0), Display Answers before retry (NO), Randomize Quiz Questions (YES), Randomize Quiz Answers (YES), and Active (NO). A 'Submit' button is located below these settings. The 'Advanced settings' section includes Difficulty level (Easy, Medium, Hard) with corresponding No. of Questions (0, 0, 0) and a 'Total Quiz Questions' field set to 1. A 'Submit' button is also present at the bottom of the advanced settings. A 'Back to Quiz' link is visible in the bottom right corner.

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 .

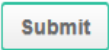
Quiz Settings Explained

- 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 . 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.

The screenshot shows the eLeaP interface for the 'Technical Writing 201' course. The 'Quiz Settings' tab is selected, displaying various configuration options. A red error message is visible: 'The number of easy questions must have a value between 0 and 0'.

Quiz Settings

Time Limit: 30.00 minutes (0 = unlimited) time limit for the entire quiz

No. of Questions: 1 / 1 .how many questions, from a total of 1 active questions, do you want the quiz to have?

Passing Score/Percentage: 10.00 points The total score or percentage needed to pass your quiz

No. of Quiz Retries: 0 if greater than 0, users get multiple retry attempts. To display answers see below.

Display Answers before retry: NO

Randomize Quiz Questions: YES

Randomize Quiz Answers: YES

Active: NO

Advanced settings

The number of easy questions must have a value between 0 and 0

Difficulty level: Easy, Medium, Hard

No. of Questions: 1 / 0, 0 / 1, 0 / 0

Total Quiz Questions: 1

Submit

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.

The screenshot shows the eLeaP interface for the 'Technical Writing 201' course. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The course settings page has tabs for COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The 'Advanced Settings' section includes four dropdown menus: 'Auto Re-Assignment' (set to NO), 'Non Completion Notification' (set to NO), 'Require Feedback' (set to NO), and 'Notification Contact' (set to Select instructor). A 'Save' button is below these settings. The 'Lesson Settings' section includes a checkbox for 'Trainees to complete lessons in pre-formatted order.' and a table of lessons with their active times. The table has two rows: 'Chapter One: Course Syllabus' and 'Technical Writing Opportunities' (both with a time of 0 min), and 'Test Your Knowledge' (with a time of 0 min). A 'Save' button is at the bottom of the lesson settings. A footer note states: '* for unlimited time, leave blank or zero. < back to Course'.

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.

The screenshot shows the eLeaP interface for the 'Technical Writing 201' course settings page. The 'Advanced Settings' section is visible, showing 'Auto Re-Assignment' set to YES. A calendar for November 2013 is displayed, showing the date 10th as selected. The 'Non Completion Notification' is set to NO, 'Require Feedback' is set to NO, and 'Notification Contact' is set to Select instructor. A 'save' button is at the bottom of the settings section.

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.

The screenshot shows the eLeaP interface for the 'Technical Writing 201' course. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The breadcrumb trail is Home / Courses / Technical Writing 201 / Settings. The 'Settings' tab is active, showing the 'Advanced Settings' section. The settings include: 'Auto Re-Assignment' set to YES, 'Non Completion Notification' set to YES with an adjacent text field for 'Email recipients (separated by ,)', 'Require Feedback' set to NO, and 'Notification Contact' set to 'Select instructor'. A green 'save' button is located at the bottom left of the settings area.

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 **save** 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.

The screenshot displays the eLeaP interface with the 'SETTINGS' tab selected. Under 'Advanced Settings', four dropdown menus are set to 'NO': 'Auto Re-Assignment', 'Non Completion Notification', 'Require Feedback', and 'Notification Contact'. A green 'save' button is located below these settings. The 'Lesson Settings' section features a checkbox for 'Trainees to complete lessons in pre-formatted order.' and a table with one row. The table has a 'Title' column with the value 'Chapter One: Course Syllabus' and an 'Active Time* [min:sec]' column with the value '32'. A red arrow points to the 'Active Time' field. A 'Save' button is at the bottom left of the lesson settings. The footer contains the eLeaP logo and copyright text: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

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 screenshot shows the eLeaP interface. At the top is a navigation bar with links: HOME, COURSES (highlighted), USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile 'Parks, Paul' is in the top right. Below the navigation bar is a breadcrumb trail: Home / Courses / Ecommerce / Technical Writing 201 / Advanced Settings / Ecommerce. The main heading is 'Technical Writing 201'. Below this is a sub-navigation bar with tabs: COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS (highlighted). The 'Ecommerce' section contains a checkbox labeled 'I want to sell this course on my eLeaP e-catalog', which is currently unchecked. Below the checkbox is a green 'save' button. A link 'back to Advanced Settings' is in the bottom right of the section. At the bottom of the page, there is a footer with the eLeaP logo, 'Powered by eLeaP', and copyright information: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

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.

The screenshot shows the eLeaP interface with the 'Ecommerce' tab selected for the course 'Technical Writing 201'. The page includes sections for 'Ecommerce' settings, 'Category Tags', 'Prices', 'Sample File', and 'Extend Your Reach'. The 'Category Tags' section has a text input field. The 'Prices' section includes a price input field, a multi-license pricing calculation section with radio buttons for 'Tiered' and 'Volume', and a 'Calculate upgrade pricing using' section with radio buttons for 'Sum of previous order and new order total' and 'Only new order total'. There is also a 'Sample File' section with an 'upload sample file' button. The 'Extend Your Reach' section has checkboxes for 'Yes, I want this course to be available for purchase on the eLeaP e-learning catalog' and 'Yes, I am ready to sell this course'. A 'save' button is at the bottom left, and a 'back to Advanced Settings' link is at the bottom right.

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*).

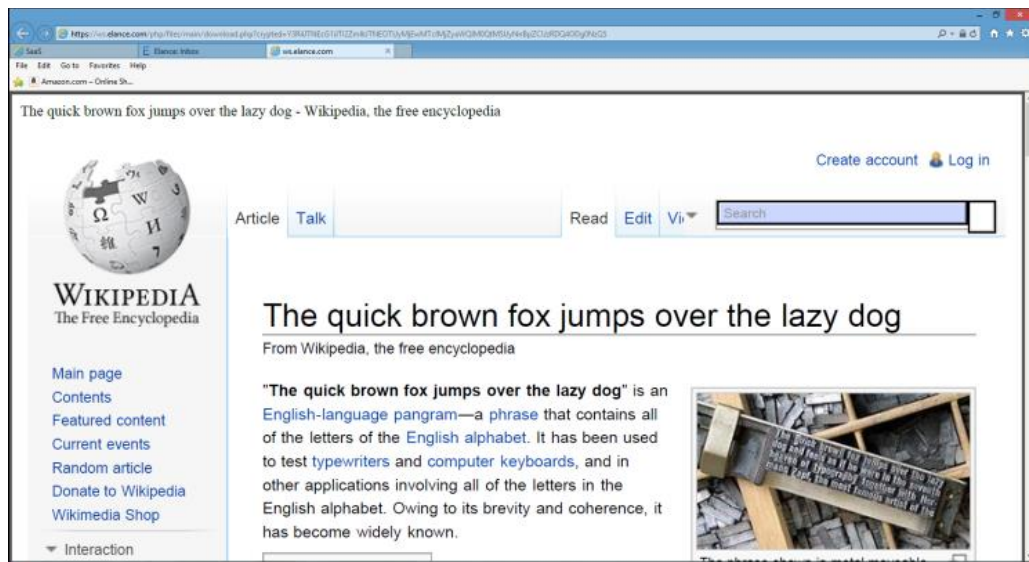
Within the **Prices** portion of the screen:

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.

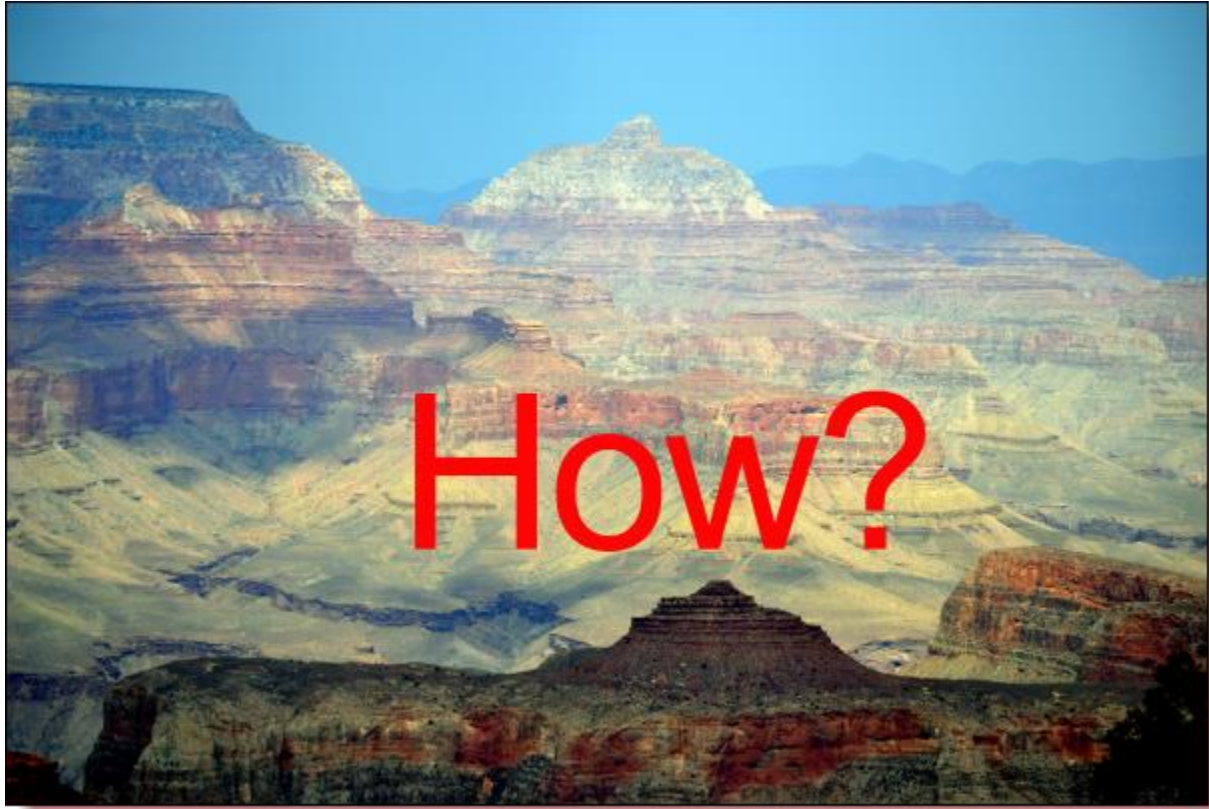
Note: Since pricing is cumulative, deleting a single price level will void all other price levels.


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

- 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 to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click to populate the **Upload File** field, and then click to upload the File



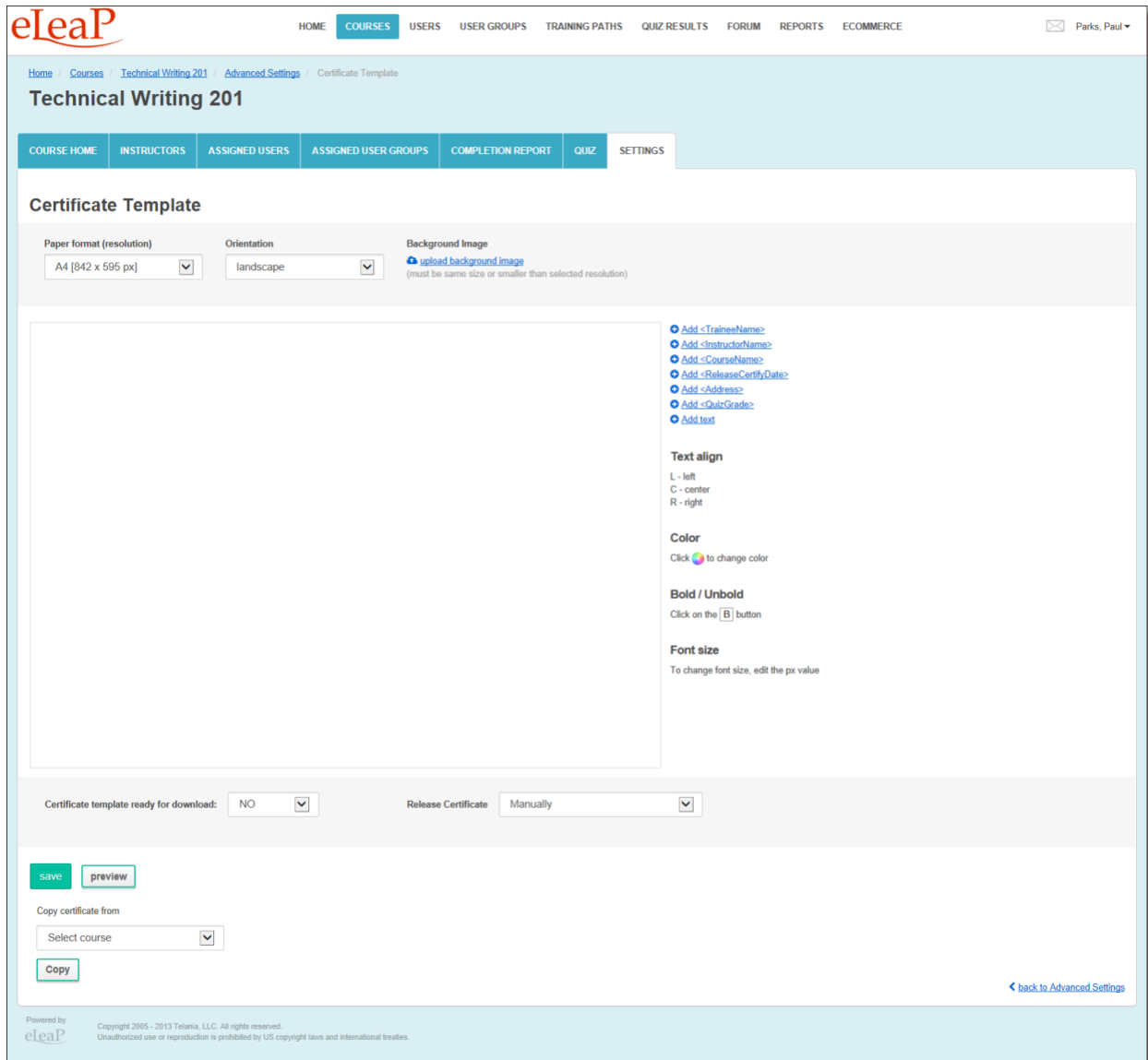
- Select the **Yes, I want this course to be available for purchase on the eLeaP e-learning catalog** <http://www.eleapcourses.com> (Recommended) check box and/or the **Yes, I am ready to sell this course** check box, as appropriate to your circumstances.
- Click the **upload picture** link to associate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



9. Click  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.

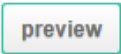


The screenshot shows the eLeaP web interface for the 'Certificate Template' screen. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The breadcrumb trail is Home / Courses / Technical Writing 201 / Advanced Settings / Certificate Template. The main title is 'Technical Writing 201'. Below it is a tabbed interface with options: COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The 'Certificate Template' section contains a form with the following fields: 'Paper format (resolution)' set to 'A4 [842 x 595 px]', 'Orientation' set to 'landscape', and 'Background Image' with an 'upload background image' link. A large empty box is provided for the certificate design. To the right of this box are several interactive elements: a list of database fields to add (TraineeName, InstructorName, CourseName, ReleaseCertifyDate, Address, QuizGrade, and text), 'Text align' options (L-left, C-center, R-right), a 'Color' picker, a 'Bold / Unbold' button, and a 'Font size' input field. At the bottom of the form, there are dropdowns for 'Certificate template ready for download:' (set to NO) and 'Release Certificate' (set to Manually). Below these are 'save' and 'preview' buttons. A 'Copy certificate from' section includes a 'Select course' dropdown and a 'Copy' button. A 'back to Advanced Settings' link is in the bottom right corner. The footer contains the eLeaP logo, copyright information (2005-2013 Telania, LLC), and a disclaimer.

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 , 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.

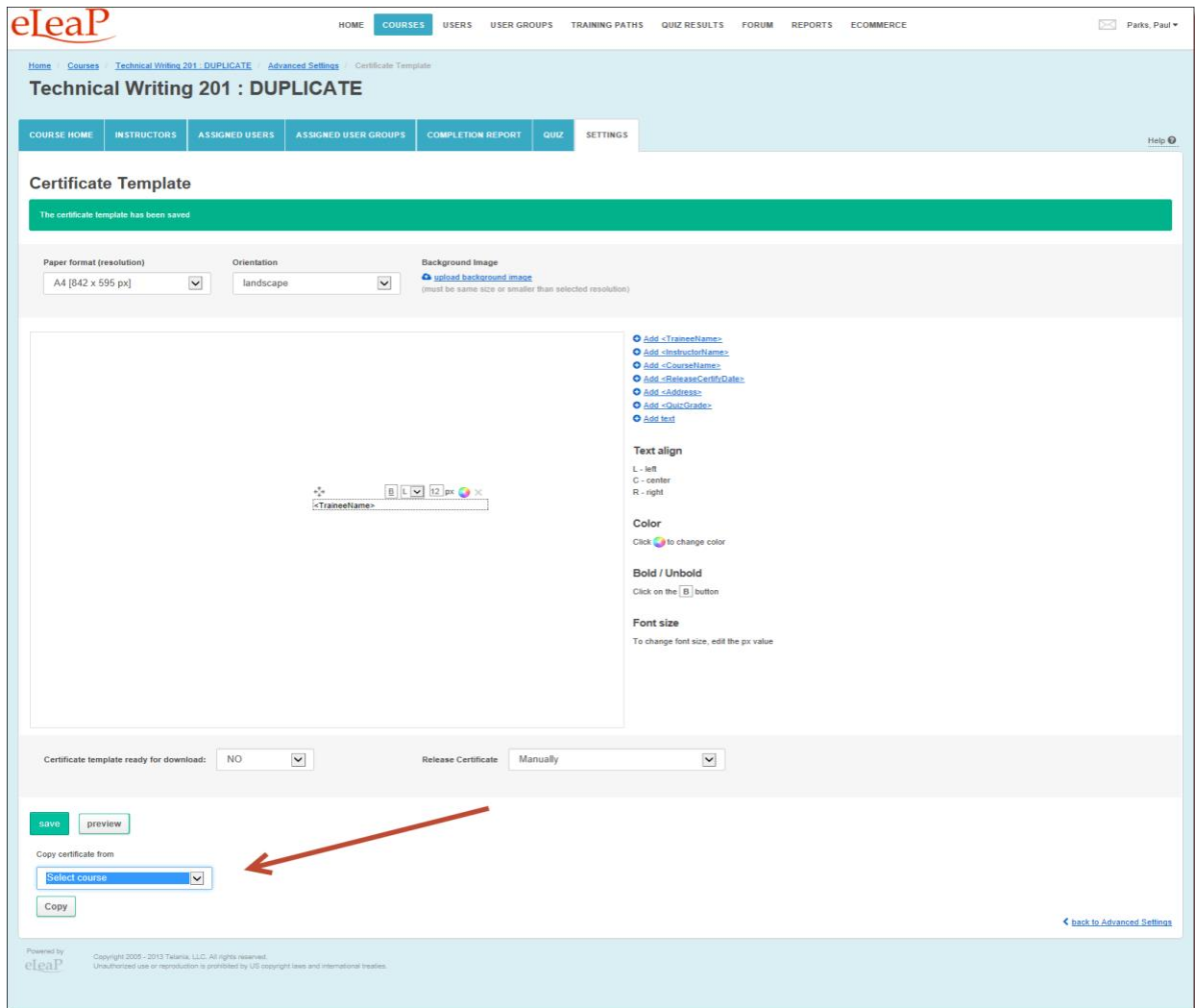
8. Once you are satisfied with the options/selections you have chosen, click [save](#). As shown in the following illustration, the system confirms that your changes have been saved.

The screenshot shows the eLeaP interface for configuring a certificate template. The page title is "Technical Writing 201 : DUPLICATE". The navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user is logged in as Parks, Paul. The page has a breadcrumb trail: Home > Courses > Technical Writing 201 : DUPLICATE > Advanced Settings > Certificate Template. Below the breadcrumb, there are tabs for COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS. The "Certificate Template" section has a green confirmation bar stating "The certificate template has been saved". Below this, there are settings for Paper format (resolution) set to A4 [842 x 595 px], Orientation set to landscape, and Background Image with an upload button. A large canvas shows a preview of the certificate template with a placeholder for the trainee name. To the right of the canvas are options to add dynamic fields like <TraineeName>, <InstructorName>, <CourseName>, <ReleaseCertificateDate>, <Address>, <QuizGrade>, and <Add text>. Below these are controls for Text align (L, C, R), Color (click to change color), Bold / Unbold (click on the B button), and Font size (to change font size, edit the px value). At the bottom, there are dropdowns for "Certificate template ready for download:" (set to NO) and "Release Certificate:" (set to Manually). There are "save" and "preview" buttons. A "Copy certificate from" section has a "Select course" dropdown and a "Copy" button. A "back to Advanced Settings" link is in the bottom right corner. The footer includes the eLeaP logo, copyright information (2005-2013 Telania, LLC), and a disclaimer.

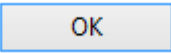
Note: If your certificate is set to release upon a successful Quiz completion, you need to make sure you have created and set up or activated your quiz.

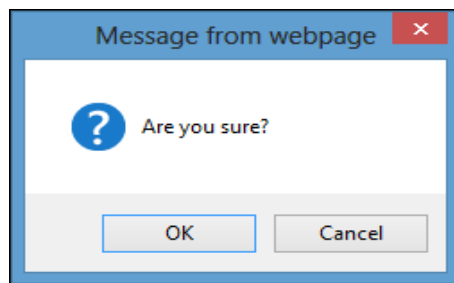
To quickly create a new Certificate, you can copy one that was created for another course by selecting that Course on the Copy certificate from drop-down, as shown in the following illustration, and clicking





The screenshot shows the 'Certificate Template' configuration page in the eLeaP system. The page has a navigation bar at the top with links like HOME, COURSES, USERS, etc. The main content area is titled 'Technical Writing 201 : DUPLICATE'. Below this, there's a 'Certificate Template' section with a green status bar indicating 'The certificate template has been saved'. The configuration options include 'Paper format (resolution)' set to 'A4 [842 x 595 px]', 'Orientation' set to 'landscape', and 'Background Image' with an 'upload background image' button. A large preview area shows a sample certificate with the text '<Traineename>'. To the right of the preview are controls for 'Text align' (L, C, R), 'Color' (a color picker), 'Bold / Unbold' (a 'B' button), and 'Font size' (a text input with '12 px'). Below the preview, there are dropdowns for 'Certificate template ready for download:' (set to 'NO') and 'Release Certificate' (set to 'Manually'). At the bottom left, there are 'save' and 'preview' buttons, followed by a 'Copy certificate from' dropdown (set to 'Select course') and a 'Copy' button. A red arrow points to the 'Copy' button. At the bottom right, there is a link 'back to Advanced Settings'.

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



The illustration below shows a completed Certificate Template:

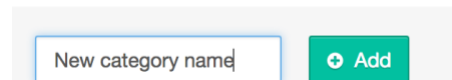
The screenshot displays the eLeaP web application interface for configuring a certificate template. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The breadcrumb trail shows: Home > Courses > Technical Writing 201 : DUPLICATE > Advanced Settings > Certificate Template. The main heading is 'Technical Writing 201 : DUPLICATE'. Below this is a sub-navigation bar with tabs: COURSE HOME, INSTRUCTORS, ASSIGNED USERS, ASSIGNED USER GROUPS, COMPLETION REPORT, QUIZ, and SETTINGS (selected). A green notification bar states 'The certificate has been copied'. The 'Certificate Template' section contains settings for Paper format (A4 [842 x 595 px]), Orientation (landscape), and Background Image (upload background image or Reset Background). The main area shows a preview of the certificate template with fields for Trainee Name, Course Name, Release Date, and Completion Date, along with a signature of Don Weobong President. The right sidebar offers options to add various fields (Trainee Name, Instructor Name, Course Name, Release Date, Address, Quiz Grade) and adjust text alignment, color, bold/italic, and font size. At the bottom, there are checkboxes for 'Certificate template ready for download' (YES) and 'Release Certificate' (Manually), along with 'save' and 'preview' buttons. A 'Replace with certificate from' section includes a 'Select course' dropdown and a 'Replace' button. A 'back to Advanced Settings' link is at the bottom right. The footer mentions 'Powered by eLeaP' and 'Copyright 2005 - 2013 Telania, LLC. All rights reserved.'

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.

Add new Category

A screenshot of a web form for adding a new category. It features a light gray background. On the left, there is a white text input field with a thin blue border and the placeholder text "New category name". To the right of the input field is a green rectangular button with a white plus icon and the text "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.

Home / Events

Events

MANAGE COURSES MY ASSIGNED COURSES MANAGE EVENTS

Help

Name

[add new event](#)

No.	Name	Created By	Date Created	Action
1.	Social Media Policy Class	Walker, Linda	06-26-2014	edit delete
2.	Travel Policy Review Class	Samuelson, Donald	06-25-2014	edit delete
3.	New OSHA Regs Class	Samuelson, Donald	06-23-2014	edit delete
4.	HIPPA Compliance Seminar	Samuelson, Donald	06-23-2014	edit delete
5.	Employee Orientation Class	Samuelson, Donald	06-23-2014	edit delete
6.	FMLA Class	Samuelson, Donald	06-20-2014	edit delete

Total Events: 6

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

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:

Assignment Notifications

NO ▼ 

Active Feedback

NO ▼

Active White Board

NO ▼

Deadline

NO ▼ 

Available After Completion

YES ▼

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

[✕ cancel](#)

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.

Public

No
No
Yes. Attendees can self-enroll.

- 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.



The screenshot displays the 'Social Media Policy Class' event details in the eLeaP interface. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, and REPORTS. The user 'Walker, Linda' is logged in. The breadcrumb trail shows 'Home / Events / Social Media Policy Class'. The event title is 'Social Media Policy Class'. Below the title, there are two tabs: 'MANAGE EVENTS' and 'ASSIGNED USERS'. The 'MANAGE EVENTS' tab is active, showing a table of event details. The details include: Name (Social Media Policy Class), Description (How to post to social media), Course (Classroom 005), Seats (5), Starting (08-13-2014 9:00 AM (America/New York)), Creator (Walker, Linda), Created on (06-26-2014), and Public (Yes - Enrollment page: https://telania.eleapdev.com/enroll/?e=dfa866cfb18965175e8d7fa8f2c3c47). There is an 'edit' link in the top right corner of the event details section. At the bottom of the page, there is a footer with 'Powered by eLeaP', copyright information (Copyright 2005 - 2014 Telania, LLC. All rights reserved.), and a 'Need help?' link.

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.

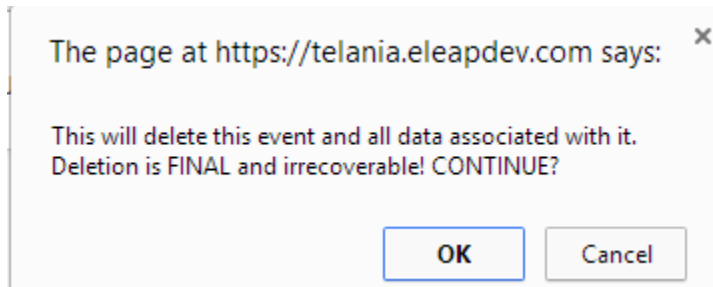
A green rectangular button with the word "Save" in white text.

When done, click the  to make your changes permanent or  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.



Enrollment for Travel Policy Review Class

Description	for all employees
Starting	06-26-2014 1:00 PM (America/New York)
Location	173 Sears Avenue, Suite 282, Louisville KY 40207
Creator	Samuelson, Donald
Created on	06-25-2014

Register for this event

If you already have an account with Telania | eLeaP, please [Login](#) to register for this event, else complete form below

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="password"/> at least 8 characters and must contain at least one number and one letter
Confirm New Password *	<input type="password"/>

[Register](#) [✕ cancel](#)

[← Events Calendar](#)

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.

No.	Name	Level	Email	Insert Date	Active
1.	Carney, Suadis	Trainee	don@captureleave.com	06-16-2014	✓
2.	Demo, Demo	Administrator	demo@telania.com	03-18-2010	✓
3.	Griesel, Brandon	Trainee	telaniaweb@yahoo.com	05-26-2014	✓
4.	Johnson, Andrew	Trainee	telaniam7@gmail.com	06-22-2014	✓
5.	Johnson, Ben	Trainee	stbenedictschooldcomplex@gmail.com	06-17-2014	✓
6.	Moss, Kate	Trainee	eleapm7@gmail.com	06-18-2014	✓
7.	Samsam, Dees	Trainee	prmdesals@gmail.com	06-11-2014	✓
8.	Samuelson, Donald	Administrator	telania@gmail.com	02-02-2006	✓

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

 **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.

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

Event confirmation: You have

Wed, Aug 13, 2014

9am

Event confirmation: You hav...

No events.

Add to Calendar

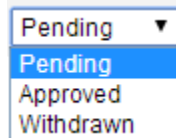
Event Status

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 -



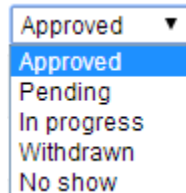
Note: Please be careful with changing Event Statuses as this triggers an email notification to the specific user.


- **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.

The screenshot shows the 'Social Media Policy Class' event page. It includes a navigation bar with links like HOME, COURSES, USERS, and a user profile for Samuelson, Donald. The main content area has tabs for 'MANAGE EVENTS' and 'ASSIGNED USERS'. Below the 'ASSIGNED USERS' tab is a table listing 6 users with their names, levels, emails, statuses, course completion, certificate status, and insert dates. The statuses are: Approved, Completed, Completed, In Progress, No Show, and Withdrawn. There are also links for 'assign new users', 'Export to Excel', and 'unassign users from event'.

No.	Name	Level	Email	Status	Course Completion	Certificate	Insert Date
1.	Eight, Crazy	Trainee	don@telania.com	Approved	Not started	✖	06-26-2014
2.	Griesel, Brandon	Trainee	telaniaweb@yahoo.com	Completed	Completed	✖	06-26-2014
3.	Johnson, Andrew	Trainee	telaniam7@gmail.com	Completed	Completed	✖	06-26-2014
4.	Johnson, Ben	Trainee	stbenedictschoolcomplex@gmail.com	In Progress	Not started	✖	06-26-2014
5.	Carney, Suadis	Trainee	don@captureleave.com	No Show	Not started	✖	06-26-2014
6.	Samsam, Dees	Trainee	prmdesals@gmail.com	Withdrawn	Not started	✖	06-26-2014

Total Users: 6

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.

Home / Users / User List

Users

DISPLAY USERS IMPORT USERS

Name Trainee Select User Group Is Active? filter

[add new user](#) [Export User Activity](#)

No.	<input type="checkbox"/> Name	Level	Email	Description	Date Created	Active
1.	<input type="checkbox"/> Captain_James	Trainee	donatus@telania.com	EE9299	11-08-2011	✓
2.	<input type="checkbox"/> Ho_Tracy	Trainee	user7@eleapuser.com		12-13-2011	✓
3.	<input type="checkbox"/> Knowles_Paul	Trainee	user5@eleapuser.com		12-13-2011	✓
4.	<input type="checkbox"/> One_User	Trainee	user1@eleapuser.com	mehow1	12-13-2011	✓
5.	<input type="checkbox"/> Pascu_John	Trainee	user6@eleapuser.com		12-13-2011	✓
6.	<input type="checkbox"/> Peters_Lazarus	Trainee	donatus@ppspublishers.com	Tst	02-21-2012	✓
7.	<input type="checkbox"/> rev_vinod	Trainee	vinodrev@gmail.com	test trainer	10-29-2013	✓
8.	<input type="checkbox"/> Samson_Don Jones	Trainee	samson@eleapsoftware.com	1991-For Sample Course	12-13-2011	✓
9.	<input type="checkbox"/> Stoken_Michelle	Trainee	user11@eleapuser.com		12-13-2011	✓
10.	<input type="checkbox"/> Stram_Robert	Trainee	user41@eleapuser.com		12-13-2011	✓
11.	<input type="checkbox"/> Susan_Yahoo	Trainee	telaniaweb@yahoo.com		02-21-2012	✓
12.	<input type="checkbox"/> Sweeney_CPP_Charles	Trainee	support@eleapsoftware.com		11-10-2011	✓
13.	<input type="checkbox"/> test_api	Trainee	apitest@basalic.co		08-24-2012	✗
14.	<input type="checkbox"/> Thres_User	Trainee	user4@eleapuser.com	mehow3	10-06-2011	✓
15.	<input type="checkbox"/> Two_User	Trainee	user3@eleapuser.com	mehow2	10-06-2011	✓

[remove selected users](#)

Total Users: 15

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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 [Filter](#).

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.

The screenshot shows the 'Add User' dialog in the eLeaP application. The dialog is titled 'Add User' and has two tabs: 'DISPLAY USERS' and 'IMPORT USERS'. The 'IMPORT USERS' tab is selected. The form contains the following fields:

- Title**: A dropdown menu with a checkmark icon.
- First Name ***: A text input field.
- Middle Name**: A text input field.
- Last Name ***: A text input field.
- Email ***: A text input field.
- Access Level ***: A dropdown menu with 'Trainee' selected.
- Description**: A text input field.

At the bottom left of the form are 'Submit' and 'Cancel' buttons. Below the form, a light blue bar contains the text: 'Your User will immediately be sent their login information via email. Please make sure they have whitelisted office@eleapsoftware.com'. The footer of the page shows 'Powered by eleaP' and copyright information for Telania, LLC.

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 **Submit** 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.

Home / User Groups / User Groups Activity

User Group Activity: SUP Group 3

MEMBERSHIP GROUPS YOU SUPERVISE

User Select Course Select Progress Select Training Path From To [Filter](#)

[Export to Excel](#)

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](#).

[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

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	Weebong, Don	Not started	01-12-2014	Uncompleted	-	11	11-12-2013
3.	Microsoft Word Training	Weebong, 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	Weebong, Don	4	12-07-2011

Last Login: 11-17-2013

Download User Activity

[back to Users](#)

Powered by

eLeaP

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a product of telania

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 screenshot shows the eLeaP interface for 'Paul Parks - User Activity'. It includes a navigation bar with links like HOME, COURSES, USERS, etc. The main content area has tabs for 'USER PROFILE' and 'USER ACTIVITY'. Below these, there are filters for 'From' and 'To' dates, and a 'Filter' button. The 'Courses Created' section lists three courses: 'Technical Writing 101', 'Technical Writing 201', and 'Technical Writing 201 - DUPLICATE'. The 'Assigned Courses' section lists four courses: 'Access Course', 'Getting Started With eLeaP', 'Microsoft Word Training', and 'Technical Writing 101'. At the bottom, a dialog box prompts the user to 'Do you want to open or save Users Activity.xls (6.00 KB) from eleapdemo.eleapdev.com?' with 'Open', 'Save', and 'Cancel' buttons.

The following illustration shows the file open in Excel.

The screenshot shows the Microsoft Excel application with the file 'Copy_of_Users_Activity-3 [Compatibility Mode]' open. The spreadsheet has the following data:

No.	Course	Full Name	Email	Description	Assigned Date	Deadline	Progress [%]	Completion Date	Quiz
1	Microsoft Word Training : DUPLICATE	Ho, Tracy	user7@eleapuser.com	EE2154 CA	10-31-2013	-	In Progress [23 %]	11-06-2013	
2	Another scorm simple : DUPLICATE	Ho, Tracy	user7@eleapuser.com	EE2154 CA	11-05-2013	12-25-2013	Completed	11-06-2013	
3	Another scorm simple : DUPLICATE	Ho, Tracy	user7@eleapuser.com	EE2154 CA	11-06-2013	-	Completed	11-06-2013	
4	Another scorm simple : DUPLICATE	Ho, Tracy	user7@eleapuser.com	EE2154 CA	11-07-2013	05-07-2014	Quiz not completed [100 %]		
5	Another scorm simple : DUPLICATE	Ho, Tracy	user7@eleapuser.com	EE2154 CA	11-07-2013	-	Completed	11-07-2013	

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.

The screenshot shows the eLeaP web application interface. At the top, there is a navigation bar with links: HOME, COURSES, **USERS**, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user dropdown menu shows 'Parks, Paul'. Below the navigation bar, the page title is 'Paul Parks - User Profile'. There are two tabs: 'USER PROFILE' (selected) and 'USER ACTIVITY'. The 'USER PROFILE' tab contains a form with the following fields: Title (Mr.), First Name (Paul), Middle Name, Last Name (Parks), Email (Paul_A_Parks@cox.net), Description, Access Level (Administrator), Theme (Steel Blue), and Active (YES). To the right of the form is a profile picture with links: delete picture, replace picture, and edit profile. Below the profile information is a section titled 'Notes for Paul Parks' with a sub-header 'Add documents, files or notes for Paul Parks. You can make these items visible to the user.' There is a link 'upload a file with this note' and a text input field. Below the input field is a checkbox 'Is visible to the user' and a button 'Add note'. The next section is 'Set new password for' with a sub-header 'To set a new password for Parks, Paul, complete the form below. You need to communicate this new password to Parks, Paul.' It contains two input fields: 'New password' and 'Repeat password', followed by a button 'Set password'. The final section is 'Resend email confirmation' with a sub-header 'To re-send or email account access information to this user, click the Resend Email Confirmation button below. Please note that this action will result in a new password being generated for this user. Make sure your users have whitelisted our email office@eleapsoftware.com'. It contains a button 'Resend email confirmation'. At the bottom right of the page is a link 'back to Users'. The footer contains the eLeaP logo, the text 'Powered by eLeaP', and copyright information: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

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.

Home / Users / User List

Users

DISPLAY USERS IMPORT USERS

Name Trainee Select User Group Is Active? filter

[add new user](#) [Export User Activity](#)

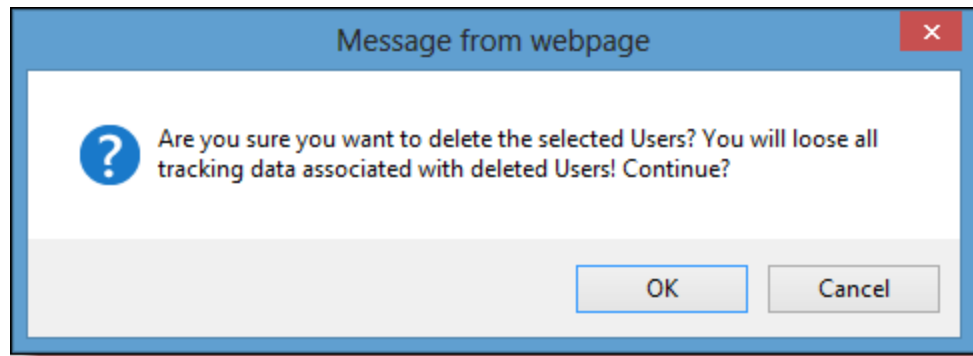
No.	Name	Level	Email	Description	Date Created	Active
1.	Captain James	Trainee	donatus@telania.com	EE9299	11-08-2011	✓
2.	Ho Tracy	Trainee	user7@eleapuser.com		12-13-2011	✓
3.	Knowles Paul	Trainee	user5@eleapuser.com		12-13-2011	✓
4.	One User	Trainee	user1@eleapuser.com	mehow1	12-13-2011	✓
5.	Pascu John	Trainee	user6@eleapuser.com		12-13-2011	✓
6.	Peters Lazarus	Trainee	donatus@ppspublishers.com	Tst	02-21-2012	✓
7.	rev vined	Trainee	vinodrev@gmail.com	test trainer	10-29-2013	✓
8.	Samson Don Jones	Trainee	samson@eleapsoftware.com	1991-For Sample Course	12-13-2011	✓
9.	Stoken Michelle	Trainee	user11@eleapuser.com		12-13-2011	✓
10.	Stram Robert	Trainee	user41@eleapuser.com		12-13-2011	✓
11.	Susan Yahoo	Trainee	telaniaweb@yahoo.com		02-21-2012	✓
12.	Sweeney CPP Charles	Trainee	support@eleapsoftware.com		11-10-2011	✓
13.	<input checked="" type="checkbox"/> test_api	Trainee	apitest@basallic.ro		08-24-2012	✗
14.	Thres User	Trainee	user4@eleapuser.com	mehow3	10-06-2011	✓
15.	Two User	Trainee	user3@eleapuser.com	mehow2	10-06-2011	✓

[✖ remove selected users](#)

Total Users: 15

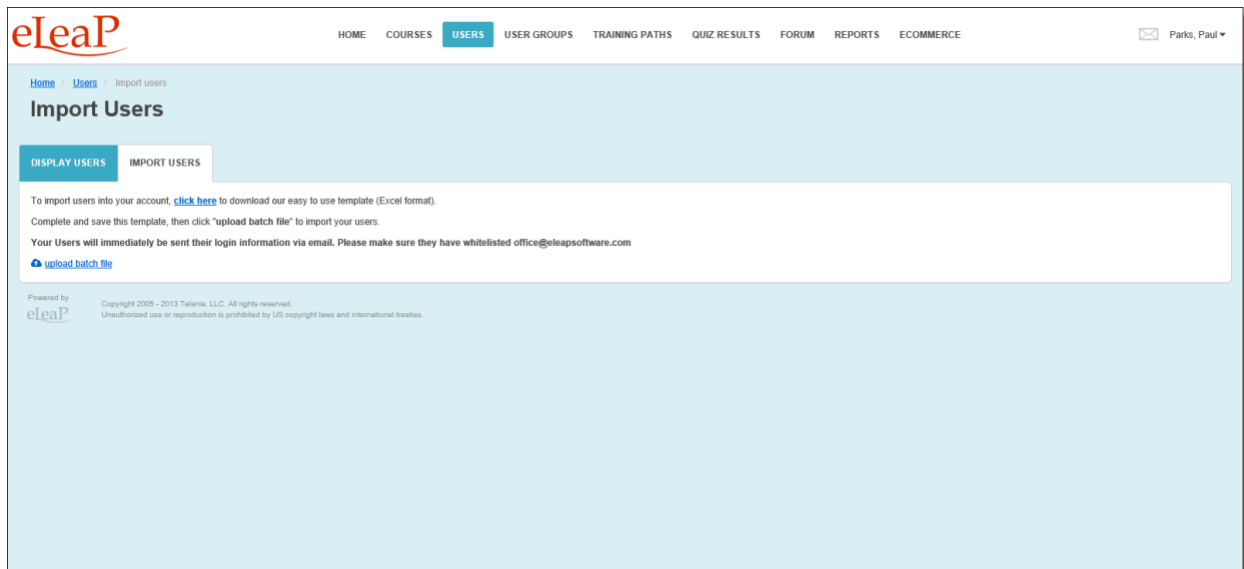
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Before performing the deletion, a warning message is displayed to ensure that is your intention, as shown in the illustration below. Click [OK](#) to proceed with the deletion, or click [Cancel](#) to cancel the deletion process

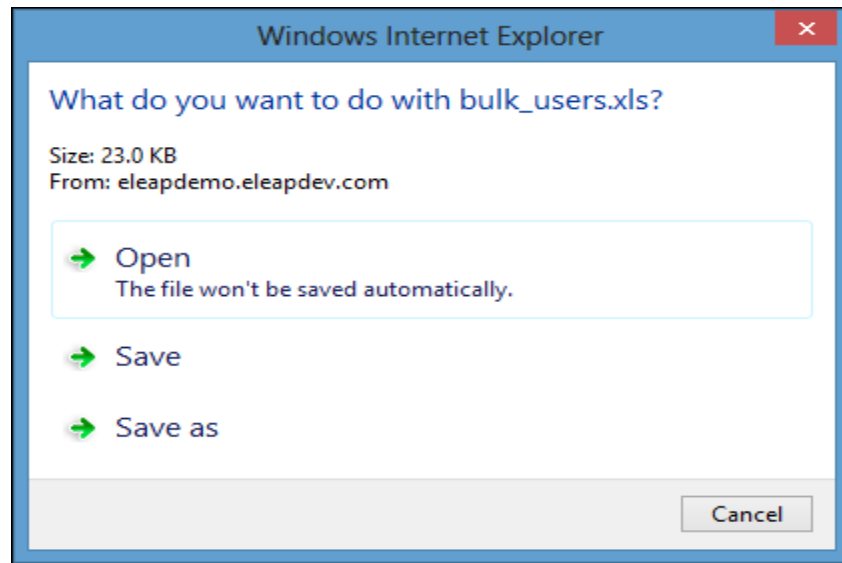


Importing Users

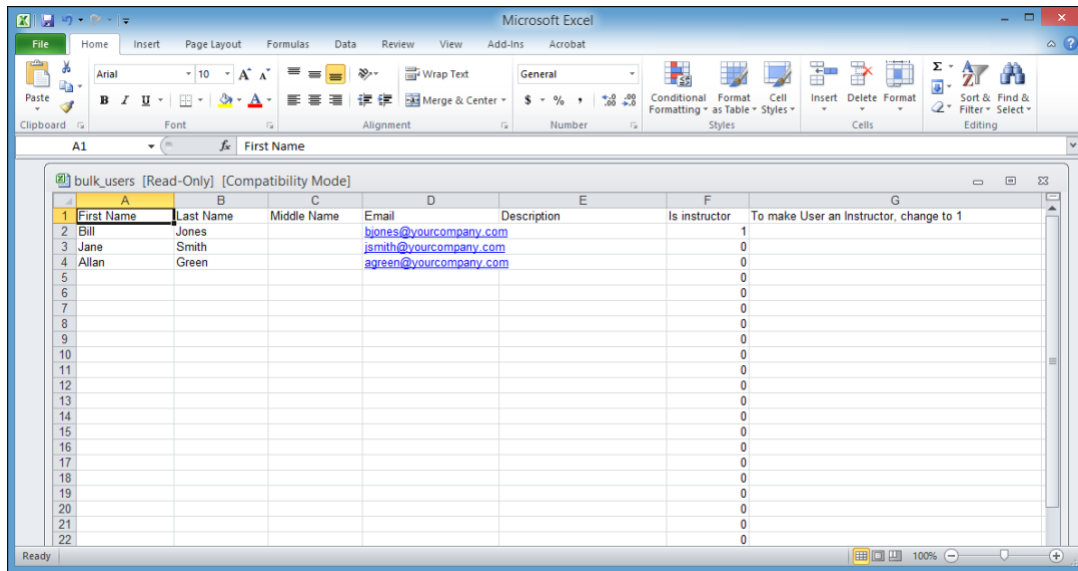
Do you have to create user accounts for **multiple users**? With eLeaP™, you don't have to go through the hassle of creating each account one at a time. Use the **Import Users** feature to accomplish this task. Selecting the **IMPORT USERS** tab on the **Users** screen displays the **Import Users** screen,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

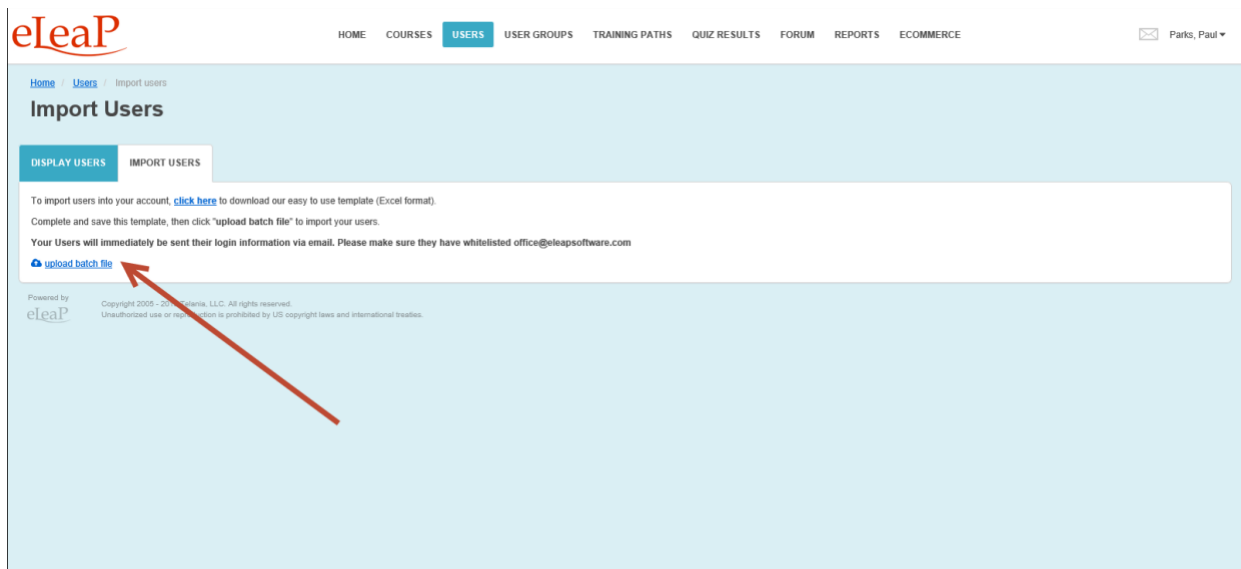


Selecting the **Save** option will download the file to your computer, where you can open it in Excel to add the Users that you would like to import. As shown in the following illustration, the bulk users file provides you with **First Name**, **Last Name**, **Middle Name**, **Email** and **Is instructor** 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**.



	A	B	C	D	E	F	G
	First Name	Last Name	Middle Name	Email	Description	Is instructor	To make User an Instructor, change to 1
1						1	
2	Bill	Jones		bjones@yourcompany.com		0	
3	Jane	Smith		jasmith@yourcompany.com		0	
4	Allan	Green		agreen@yourcompany.com		0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	

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



eLeaP HOME COURSES **USERS** USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS ECOMMERCE Parks, Paul

Home / Users / Import users

Import Users

DISPLAY USERS **IMPORT USERS**

To import users into your account, [click here](#) to download our easy to use template (Excel format). Complete and save this template, then click "upload batch file" to import your users.

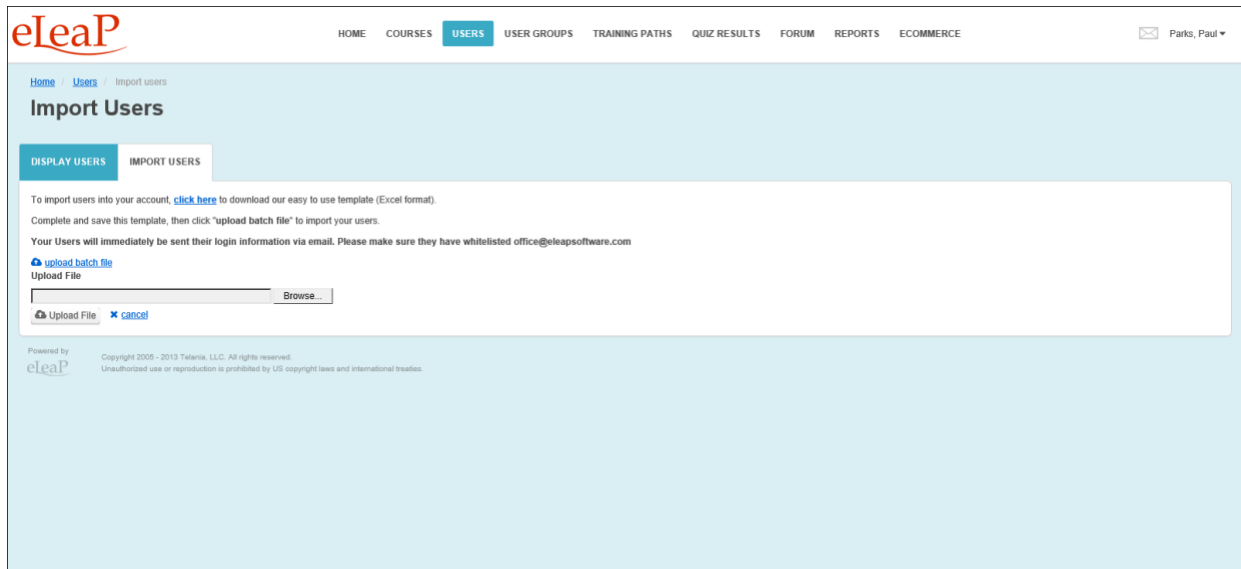
Your Users will immediately be sent their login information via email. Please make sure they have whitelisted office@eleapsoftware.com

[upload batch file](#)

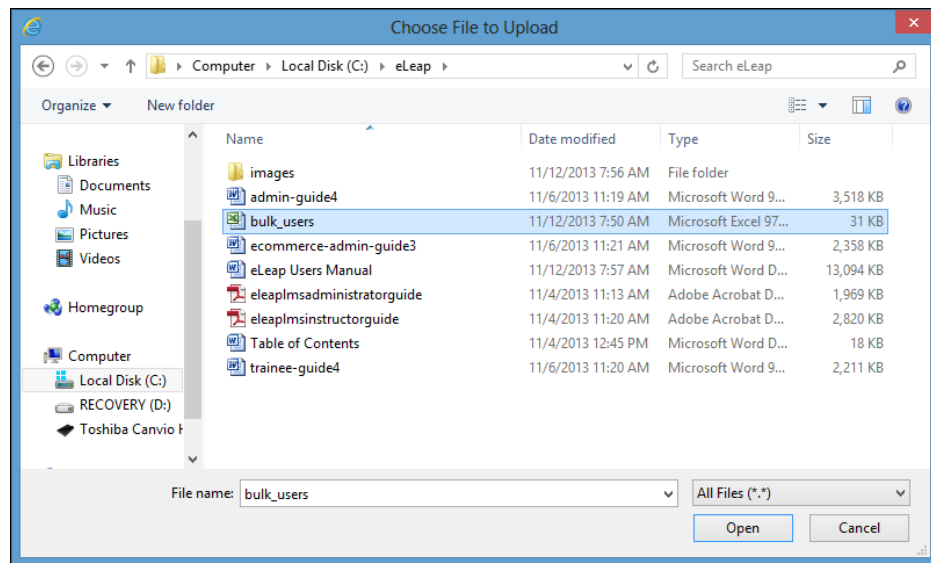
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As shown in the following illustration, the screen expands to display an **Upload File** field. Click

Browse...



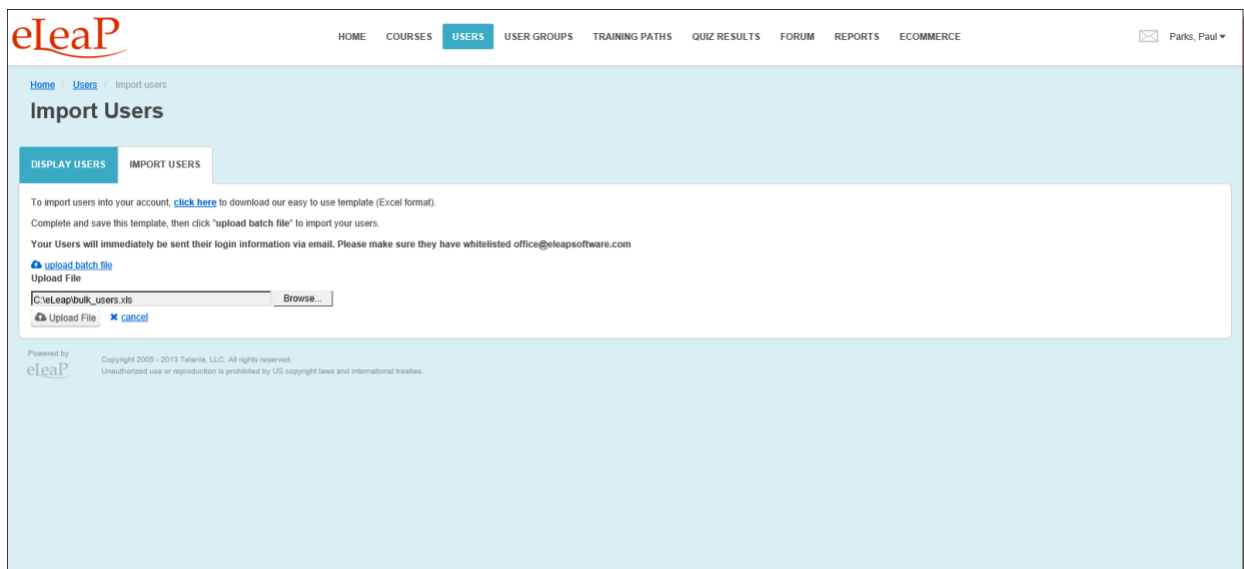
The **Choose File to Upload** dialog, illustrated below, is displayed. Navigate to the location on your computer where the file is located, select it, and then click **Open**.



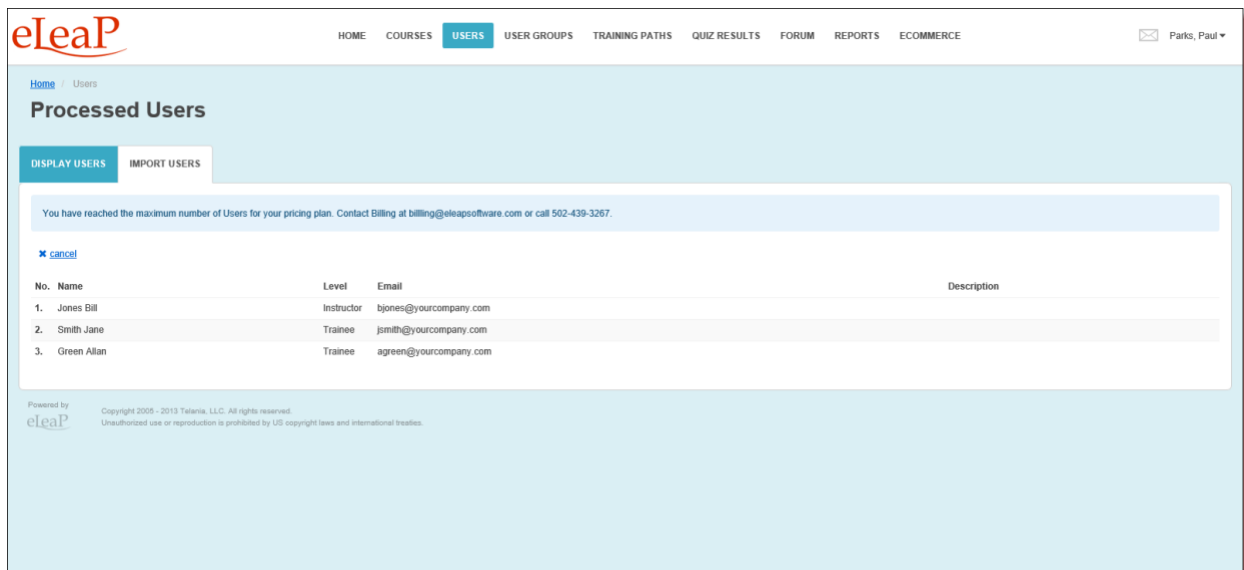
As shown in the following illustration, the file now populates the **Upload File** field and you can now click



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.

The screenshot displays the eLeaP web application interface for managing users. At the top, there is a navigation bar with links: HOME, COURSES, **USERS**, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile dropdown shows 'Bougher, Jamie' with a notification icon. Below the navigation bar, the breadcrumb trail reads 'Home / Users / User List'. The main heading is 'Users'. Underneath, there are four tabs: 'DISPLAY USERS', 'IMPORT USERS', 'CUSTOM FIELDS', and 'SMART ASSIGNING'. The 'CUSTOM FIELDS' tab is currently selected. The interface includes a search and filter section with fields for 'Name', 'Select Level', 'Select User Group', and 'Is Active?', followed by a 'filter' button. A link 'Show custom fields filters' is located below the 'Name' field. The 'Custom Filters' section contains three rows of filter criteria: 1) 'Region' is equal to 'North America'; 2) 'Job Title' contains 'Tester'; 3) 'Select Custom Field' is equal to 'Value'. At the bottom, there are links for 'add new user' and 'Export User Activity'. A table header is visible with columns: No., Name, Level, Email, Description, Region, Job Title, Date Created, and Active.

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.

The screenshot shows the eLeaP web application interface. At the top is a navigation bar with links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile for 'Boughner, Jamie' is in the top right. Below the navigation bar is a breadcrumb trail: Home > Users > Assigning Rules. The main heading is 'Assigning Rules'. There are four tabs: DISPLAY USERS, IMPORT USERS, CUSTOM FIELDS, and SMART ASSIGNING (which is active). Below the tabs is a section titled 'Add new Assigning Rule'. It has two columns: 'IF' and 'THEN'. In the 'IF' column, there is a dropdown for 'Select Custom Field', a dropdown for 'is equal to', and a text input for 'Value:'. In the 'THEN' column, there is a dropdown for 'Assign this' and a dropdown for 'Select type'. Below these fields is a green 'Add Rule' button. Below the 'Add Rule' section is a table of existing rules. The table has columns: No., IF, THEN, Active, Date, and Action. There are two rules listed. Rule 1: IF 'User's Region contains "america"', THEN 'Assign this user group: All Current Employees', Active (green checkmark), Date '03/10/2016', Action 'execute delete'. Rule 2: IF 'User's Job Title is equal to "Tester"', THEN 'Assign this course: Training 101', Active (green checkmark), Date '03/18/2016', Action 'execute delete'. At the bottom left, it says 'Powered by eLeaP' and 'Copyright 2005 - 2016 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.' At the bottom right, there is a help icon (question mark in a circle).

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.

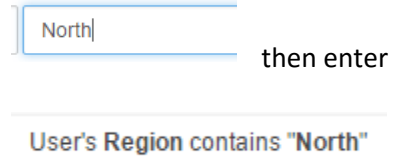
Step One: Create Your IF

- 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.

This image is a close-up of the 'IF' section of the 'Add new Assigning Rule' form. It shows a dropdown menu for 'Select Custom Field' with options 'Region' and 'Job Title'. Below it is another dropdown menu for the condition, with options 'is equal to', 'is not equal to', 'contains', and 'does not contain'. The 'contains' option is currently selected.

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

Example: I choose my “Region” Custom Field, “contains”, and “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.



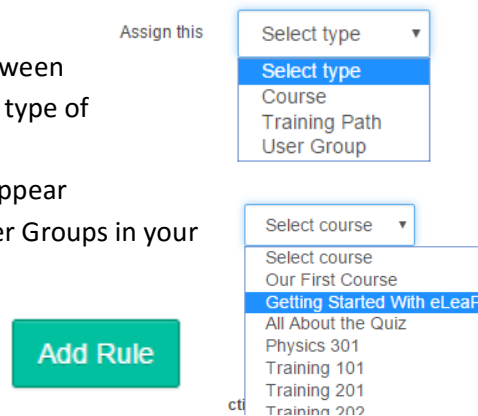
North

User's Region contains "North"

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**”.



Assign this

Select type

Select type

Course

Training Path

User Group

Select course

Select course

Our First Course

Getting Started With eLeaP

All About the Quiz

Physics 301

Training 101

Training 201

Training 202


Add Rule

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.

 [execute](#)

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.

Assigning Rules

DISPLAY USERS IMPORT USERS CUSTOM FIELDS SMART ASSIGNING

Add new Assigning Rule

IF

The User has Job Title is equal to Value

AND Select Custom Field is equal to Value

Add Rule

THEN

Assign this Course Getting Started W

And this Select type

No.	IF	THEN	Active	Date
1.	User's Region contains "america"	Assign this user group: All Current Employees		03/10/20

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"

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"

The User has R

AND

AND

OR

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).

The screenshot shows the eLeaP web application interface. The top navigation bar includes links for HOME, COURSES, USERS (highlighted), USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The main header area displays the eLeaP logo and the title 'Users'. Below this, there are tabs for 'DISPLAY USERS' and 'IMPORT USERS'. A search and filter section includes input fields for 'Name', 'Select Level', 'Select User Group', and 'Is Active?', along with a 'filter' button. The main content area is a table of users with columns for 'No.', 'Name', 'Level', 'Email', 'Description', 'Date Created', and 'Active'. The table lists 11 users, including Basalic, Adrian; Captain, James; Griesel, Brandon; Ho, Tracy; Knowles, Paul; One, User; Parks, Paul; Pasou, John; Peters, Lazarus; r, Alex; and R, Vinod. At the bottom of the table, there is a link to 'Export User Activity'. A dialog box is open at the bottom of the screen, asking 'Do you want to open or save Users Activity.xls from eleapdemo.eleapdev.com?' with buttons for 'Open', 'Save', and 'Cancel'.


No.	Name	Level	Email	Description	Date Created	Active
1.	Basalic, Adrian	Administrator	adrian@basalic.ro	tester	12-08-2011	✓
2.	Captain, James	Trainee	donatus@telania.com	EE9299	11-08-2011	✓
3.	Griesel, Brandon	Instructor	user9@eleapuser.com		12-13-2011	✓
4.	Ho, Tracy	Trainee	user7@eleapuser.com		12-13-2011	✓
5.	Knowles, Paul	Trainee	user5@eleapuser.com		12-13-2011	✓
6.	One, User	Trainee	user1@eleapuser.com	mehow1	12-13-2011	✓
7.	Parks, Paul	Administrator	Paul_A_Parks@con.net		10-31-2013	✓
8.	Pasou, John	Trainee	user6@eleapuser.com		12-13-2011	✓
9.	Peters, Lazarus	Trainee	donatus@copublishers.com	Tst	02-21-2012	✓
10.	r, Alex	Instructor	testfmsms@yahoo.com		11-05-2013	✓
11.	R, Vinod				10-28-2013	✓

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 [%]	Completion
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 %]	11
13	Testing SCORM	Susan, Yahoo	telaniaweb@yahoo.com		11-01-2013	-	Completed	10
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 . 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.

User Groups

DISPLAY USER GROUPS | MEMBERSHIP | USER GROUP ACTIVITY

Name [Filter](#) [Help](#)

No.	Name	Description	Created by	Members	Date Created	Active	Action
1.	April Students		Weobong, Don	9	12-07-2011	✓	edit delete
2.	City of Harrisonburg		Weobong, Don	0	12-15-2011	✗	edit delete
3.	Engineers 1901		Weobong, Don	3	11-10-2011	✗	edit delete
4.	Final year B.E	Test	R, Vinod	3	10-29-2013	✓	edit delete
5.	Hired 11-16-2011		Weobong, Don	4	11-16-2011	✓	edit delete
6.	Louisville - KY		Weobong, Don	2	09-23-2011	✓	edit delete
7.	Managers		Weobong, Don	0	11-28-2011	✗	edit delete
8.	New Hire - Louisville		Weobong, Don	2	11-09-2011	✓	edit delete
9.	November Students	Students Enrolled in the Technical Writing Course	Parks, Paul	7	11-01-2013	✗	edit delete
10.	second ua		Weobong, Don	3	10-21-2011	✓	edit delete

Total User Groups: 10

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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.

The screenshot shows the eLeaP User Groups interface. At the top, there's a navigation bar with links: HOME, COURSES, USERS, **USER GROUPS**, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile 'Parks, Paul' is visible in the top right. Below the navigation bar, the 'User Groups' section has tabs for 'DISPLAY USER GROUPS', 'MEMBERSHIP', and 'USER GROUP ACTIVITY'. The 'Add User Group' form is prominent, featuring a 'Name' field (marked with an asterisk), a 'Description' field, and 'submit' and 'cancel' buttons. Below the form is a search bar with a 'Filter' button. The main area displays a table of existing user groups with columns: No., Name, Description, Created by, Members, Date Created, Active, and Action. The table lists 10 user groups, including 'April Students', 'City of Harrisonburg', 'Engineers 1001', 'Final year B.E', 'Hired 11-16-2011', 'Louisville - KY', 'Managers', 'New Hire - Louisville', 'November Students', and 'second ug'. Each row has an 'Action' column with 'edit' and 'delete' links. A 'Total User Groups: 10' summary is at the bottom left of the table area. The footer includes 'Powered by eLeaP' and copyright information for Telania, LLC.

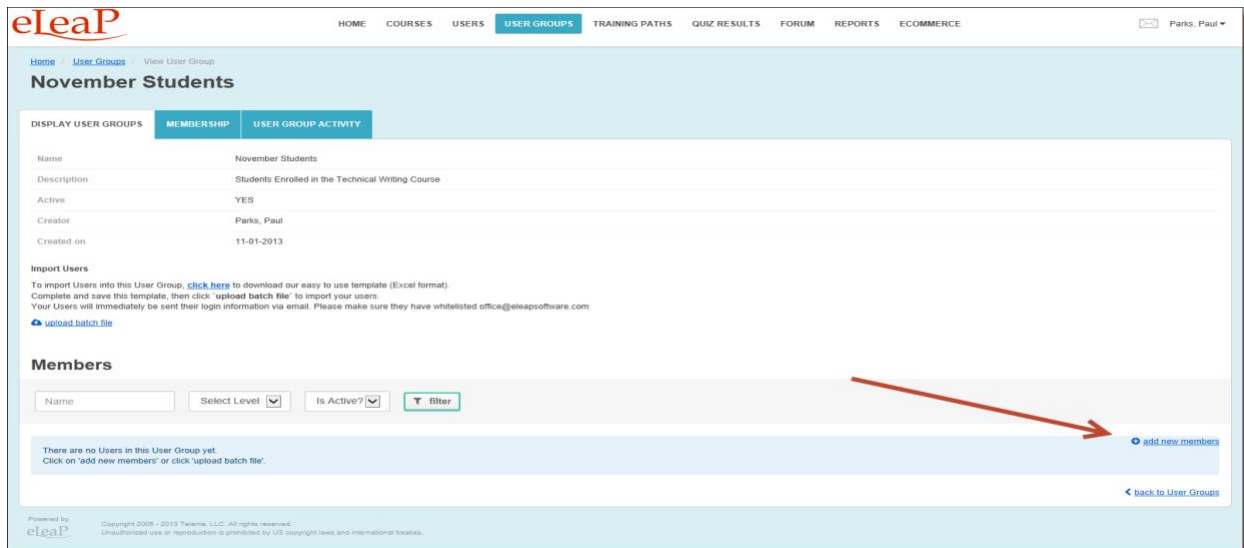
No.	Name	Description	Created by	Members	Date Created	Active	Action
1.	April Students		Weobong, Don	9	12-07-2011	✓	edit delete
2.	City of Harrisonburg		Weobong, Don	0	12-15-2011	✗	edit delete
3.	Engineers 1001		Weobong, Don	3	11-10-2011	✗	edit delete
4.	Final year B.E	Test	R, Vinod	2	10-29-2013	✓	edit delete
5.	Hired 11-16-2011		Weobong, Don	4	11-16-2011	✓	edit delete
6.	Louisville - KY		Weobong, Don	2	09-23-2011	✓	edit delete
7.	Managers		Weobong, Don	0	11-28-2011	✗	edit delete
8.	New Hire - Louisville		Weobong, Don	2	11-09-2011	✓	edit delete
9.	November Students	Students Enrolled in the Technical Writing Course	Parks, Paul	7	11-01-2013	✗	edit delete
10.	second ug		Weobong, Don	3	10-21-2011	✓	edit delete

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**.

November Students

DISPLAY USER GROUPS MEMBERSHIP USER GROUP ACTIVITY

Name Select Access Level Select User Group

No.	<input type="checkbox"/> Name	Level	Email	Insert Date	Active
1.	<input checked="" type="checkbox"/> Basalic, Adrian	Administrator	adrian@basalic.ro	12-08-2011	<input checked="" type="checkbox"/>
2.	<input type="checkbox"/> Capetan, James	Trainee	donatus@telania.com	11-08-2011	<input checked="" type="checkbox"/>
3.	<input type="checkbox"/> Onesti, Brandon	Instructor	user9@eleapuser.com	12-13-2011	<input checked="" type="checkbox"/>
4.	<input type="checkbox"/> Ho, Tracy	Trainee	user7@eleapuser.com	12-13-2011	<input checked="" type="checkbox"/>
5.	<input type="checkbox"/> Knowles, Paul	Trainee	user5@eleapuser.com	12-13-2011	<input checked="" type="checkbox"/>
6.	<input type="checkbox"/> One, User	Trainee	user1@eleapuser.com	12-13-2011	<input checked="" type="checkbox"/>
7.	<input checked="" type="checkbox"/> Parks, Paul	Administrator	Paul_A_Parks@cox.net	10-31-2013	<input checked="" type="checkbox"/>
8.	<input type="checkbox"/> Pasou, John	Trainee	user6@eleapuser.com	12-13-2011	<input checked="" type="checkbox"/>
9.	<input checked="" type="checkbox"/> Peters, Lazarus	Trainee	donatus@ppspublishers.com	02-21-2012	<input checked="" type="checkbox"/>
10.	<input type="checkbox"/> L, Alex	Instructor	test5msms@yahoo.com	11-05-2013	<input checked="" type="checkbox"/>
11.	<input type="checkbox"/> R, Vinod	Administrator	vinod_rev@yahoo.com	10-28-2013	<input checked="" type="checkbox"/>
12.	<input type="checkbox"/> rev, vinod	Trainee	vinodrev@gmail.com	10-29-2013	<input checked="" type="checkbox"/>
13.	<input type="checkbox"/> Samson, Don Jones	Trainee	samson@eleapsoftware.com	12-13-2011	<input checked="" type="checkbox"/>
14.	<input checked="" type="checkbox"/> Systems, John	Instructor	jonesystems@eleapuser.com	06-04-2012	<input checked="" type="checkbox"/>
15.	<input type="checkbox"/> Stokes, Michelle	Trainee	user11@eleapuser.com	12-13-2011	<input checked="" type="checkbox"/>
16.	<input type="checkbox"/> Stram, Robert	Trainee	user41@eleapuser.com	12-13-2011	<input checked="" type="checkbox"/>
17.	<input type="checkbox"/> Susan, Yahoo	Trainee	telaniaweb@yahoo.com	02-21-2012	<input checked="" type="checkbox"/>
18.	<input type="checkbox"/> Sweeney, CPP, Charles	Trainee	support@eleapsoftware.com	11-10-2011	<input checked="" type="checkbox"/>
19.	<input type="checkbox"/> test, api	Trainee	apitest@basalic.ro	08-24-2012	<input checked="" type="checkbox"/>
20.	<input type="checkbox"/> Three, User	Trainee	user4@eleapuser.com	10-06-2011	<input checked="" type="checkbox"/>

Total Users: 23

< Previous 1 2 Next >

[Back to User Group](#)

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

The screenshot shows the eLeaP Administrator interface. At the top is a navigation bar with links: HOME, COURSES, USERS, **USER GROUPS**, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is in the top right. Below the navigation bar is a breadcrumb trail: Home / User Groups / View User Group. The main heading is 'November Students'. There are three tabs: 'DISPLAY USER GROUPS' (selected), 'MEMBERSHIP', and 'USER GROUP ACTIVITY'. The 'DISPLAY USER GROUPS' tab shows details for the 'November Students' group: Name (November Students), Description (Students Enrolled in the Technical Writing Course), Active (YES), Creator (Parks, Paul), and Created on (11-01-2013). Below this is an 'Import Users' section with instructions and a link to 'upload batch file'. The 'Members' section shows a green message: 'The selected users have been added to this group'. Below this is a filter section with 'Name' (text input), 'Select Level' (dropdown), 'Is Active?' (checkbox), and a 'filter' button. The main content is a table of members with columns: No., Name, Level, Email, Description, and Member From. There are four members listed. At the bottom of the table is a link 'remove users from group'. The total number of members is 4. A 'back to User Groups' link is at the bottom right. The footer contains the eLeaP logo, copyright information (Copyright 2009 - 2013 Telania, LLC), and a disclaimer.

DISPLAY USER GROUPS MEMBERSHIP USER GROUP ACTIVITY

Name November Students
Description Students Enrolled in the Technical Writing Course
Active YES
Creator Parks, Paul
Created on 11-01-2013

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

Members
The selected users have been added to this group

Name Select Level Is Active? filter

[add new members](#)

No.	Name	Level	Email	Description	Member From
1.	<input type="checkbox"/> Basalic, Adrian	Administrator	adrian@basalic.ro	tester	11-12-2013
2.	<input type="checkbox"/> Parks, Paul	Administrator	Paul.A.Parks@ccu.net		11-12-2013
3.	<input type="checkbox"/> Peters, Lazarus	Trainee	donatus@popsublishers.com	Tst	11-12-2013
4.	<input type="checkbox"/> Soystems, John	Instructor	jonsystems@eleapuser.com		11-12-2013

[remove users from group](#)

Total Members: 4


[back to User Groups](#)

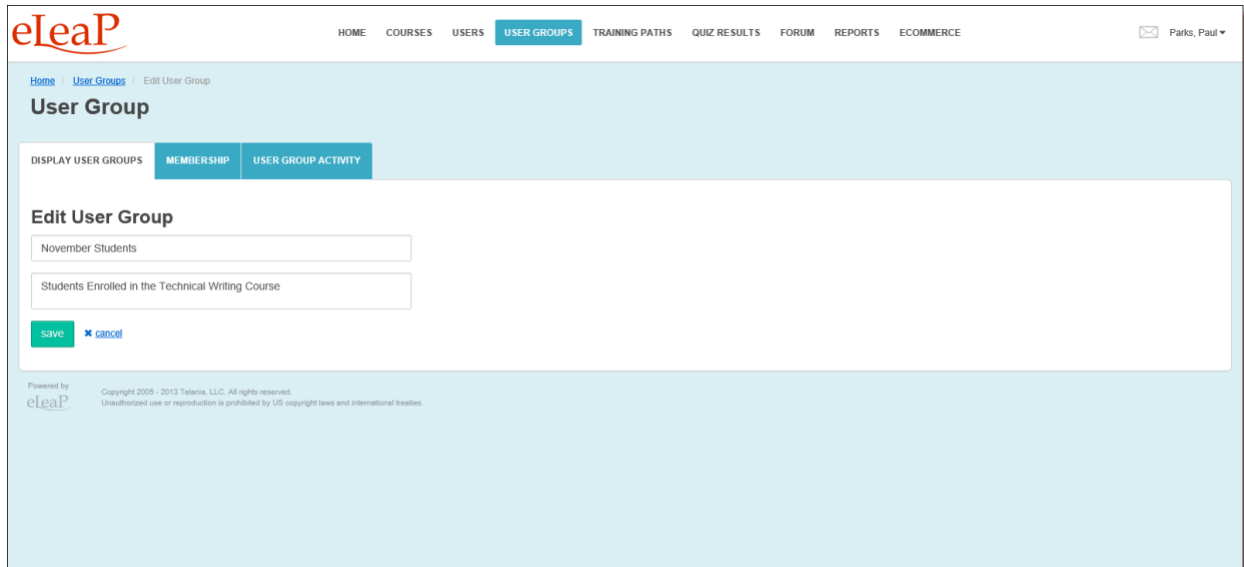
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You can remove Members from the User Group at any time by selecting their check box on the Members list and clicking the **remove users from group** link. Additionally, you can send an email to any of the Members of the User Group by clicking their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

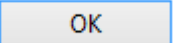
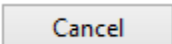
- Optionally, you can import users/members by selecting the **click here** link within the **Import Users** portion of the screen. Please refer back to the [Importing Users](#) section of the document for details on how to import users into the system.

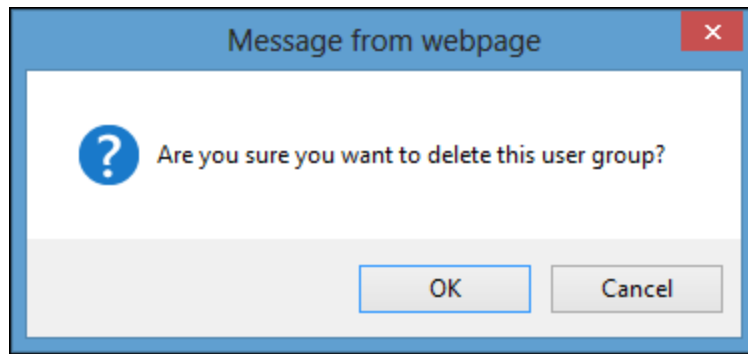
Editing a User Group

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  to save your changes to the system.



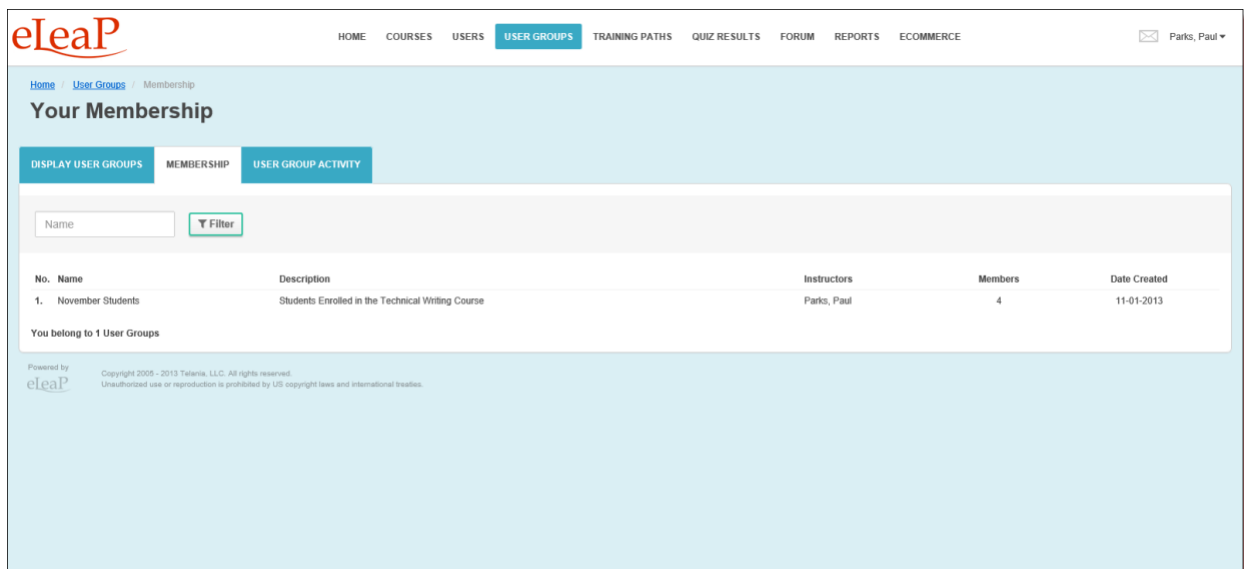
Deleting a User Group

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  to proceed with the deletion or click  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




No.	Name	Description	Instructors	Members	Date Created
1.	November Students	Students Enrolled in the Technical Writing Course	Parks, Paul	4	11-01-2013

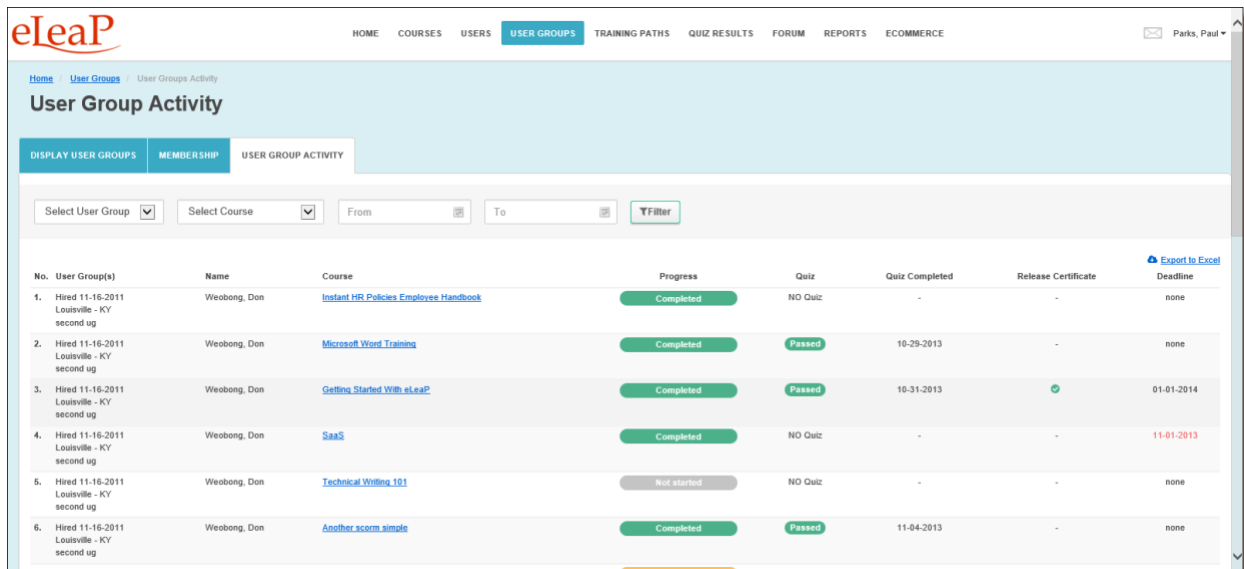
You belong to 1 User Groups

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 .



No.	User Group(s)	Name	Course	Progress	Quiz	Quiz Completed	Release Certificate	Deadline
1.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Instant HR Policies Employee Handbook	Completed	NO Quiz	-	-	none
2.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Microsoft Word Training	Completed	Passed	10-29-2013	-	none
3.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Getting Started With eLeaP	Completed	Passed	10-31-2013		01-01-2014
4.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	SaaS	Completed	NO Quiz	-	-	11-01-2013
5.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Technical Writing 101	Not started	NO Quiz	-	-	none
6.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Another scorm simple	Completed	Passed	11-04-2013	-	none

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.

The screenshot shows the 'User Group Activity' page in the eLeap application. The page has a navigation bar with links: HOME, COURSES, USERS, **USER GROUPS**, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. Below the navigation bar, there's a breadcrumb trail: Home / User Groups / User Groups Activity. The main heading is 'User Group Activity'. There are three tabs: 'DISPLAY USER GROUPS', 'MEMBERSHIP', and 'USER GROUP ACTIVITY' (which is selected). Below the tabs, there are filters: 'Select User Group' (dropdown), 'Select Course' (dropdown), 'From' (date picker), 'To' (date picker), and a 'Filter' button. The table below has the following data:

No.	User Group(s)	Name	Course	Progress	Quiz	Quiz Completed	Release Certificate	Deadline
1.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Instant HR Policies Employee Handbook	Completed	NO Quiz	-	-	none
2.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Microsoft Word Training	Completed	Passed	10-29-2013	-	none
3.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Getting Started With eLeap	Completed	Passed	10-31-2013	✓	01-01-2014
4.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	SaaS	Completed	NO Quiz	-	-	11-01-2013
5.	Hired 11-16-2011 Louisville - KY second ug	Weobong, Don	Technical Writing 101	Not started	NO Quiz	-	-	none
6.	Hired 11-16-2011 Louisville - KY	Weobong, Don						none

A dialog box is open at the bottom of the table, asking: 'Do you want to open or save User Groups Activity.xls from eleapdemo.eleapdev.com?'. It has buttons for 'Open', 'Save', 'Cancel', and a close button (X).

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.

The screenshot shows the Microsoft Excel application with the 'User Groups Activity' spreadsheet open. The spreadsheet has the following columns: A (No.), B (Course), C (Full Name), D (Email), E (Description), F (Assigned Date), G (Deadline), H (Progress [%]), I (Completion Date), J (Quiz Completed), and K (Quiz Score). The data is as follows:

No.	Course	Full Name	Email	Description	Assigned Date	Deadline	Progress [%]	Completion Date	Quiz Completed	Quiz Score
1	Instant HR Policies Employee Handbook	Weobong, Don	demo@eleapsoftware.com		06-11-2012	-	Completed	10-29-2013	NO Quiz	
2	Microsoft Word Training	Weobong, Don	demo@eleapsoftware.com		06-11-2012	-	z not completed [100 %]		NO	
3	Getting Started With eLeap	Weobong, Don	demo@eleapsoftware.com		11-01-2013	01-01-2014	Completed	10-29-2013	YES	
4	SaaS	Weobong, Don	demo@eleapsoftware.com		11-01-2013	11-01-2013	Not started		NO Quiz	
5	Another scorm simple	Weobong, Don	demo@eleapsoftware.com		11-01-2013	-	z not completed [100 %]		NO	
6	Microsoft Word Training : DUPLICATE	Two, User	user3@eleapuser.com	mehow2	10-31-2013	-	Not started		NO	
7	Microsoft Word Training : DUPLICATE	Three, User	user4@eleapuser.com	mehow3	10-31-2013	-	Not started		NO	
8	Instant HR Policies Employee Handbook	Captain, James	donatus@telania.com	EE9299	05-24-2012	-	In Progress [8 %]		NO Quiz	
9	Microsoft Word Training	Captain, James	donatus@telania.com	EE9299	05-24-2012	-	Not started		NO	
10	Getting Started With eLeap	Captain, James	donatus@telania.com	EE9299	11-01-2013	01-01-2014	Not started		NO	
11	SaaS	Captain, James	donatus@telania.com	EE9299	11-01-2013	11-01-2013	Not started		NO Quiz	
12	Testing SCORM	Captain, James	donatus@telania.com	EE9299	11-01-2013	-	Completed	11-01-2013	YES	
13	Testing SCORM : DUPLICATE	Captain, James	donatus@telania.com	EE9299	11-01-2013	-	z not completed [100 %]		NO	
14	Testing SCORM : DUPLICATE : DUPLICATE	Captain, James	donatus@telania.com	EE9299	11-01-2013	-	z not completed [100 %]		NO	
15	Another scorm simple	Captain, James	donatus@telania.com	EE9299	11-01-2013	-	z not completed [100 %]		NO	
16	Getting Started With eLeap	Sweeney, CPP, Charles	support@eleapsoftware.com		10-29-2013	12-29-2013	Not started		NO	

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.

The screenshot shows the eLeaP web application interface for managing training paths. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS (highlighted), QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is visible in the top right. The main content area is titled 'Training Paths' and has two tabs: 'MANAGE TRAINING PATHS' and 'ASSIGNED TRAINING PATHS'. Below the tabs is a search bar with a 'Name' input field and a 'Filter' button. A table lists 12 training paths with columns for No., Name, Created By, Date Created, Active status, and Action. The 'Active' column uses green checkmarks for active paths and red circles for inactive ones. The 'Action' column provides links to edit or delete each path. A footer section includes the eLeaP logo, copyright information for Telania, LLC (2008-2013), and a disclaimer about unauthorized use.

No.	Name	Created By	Date Created	Active	Action
1.	Available Courses for Self Enrollment	Weobong, Don	05-01-2012	✓	edit delete
2.	CP for Self Enrollment	Weobong, Don	05-17-2012	✓	edit delete
3.	CP Test 070312	Weobong, Don	07-03-2012	✓	edit delete
4.	Don's Auto Repair Course	Weobong, Don	12-07-2011	✓	edit delete
5.	Html	R, Vinod	11-09-2013	✓	edit delete
6.	New Career Path for New Hires	Weobong, Don	11-28-2012	○	edit delete
7.	New Hires	Weobong, Don	11-09-2011	✓	edit delete
8.	Pre and Post Test CP	Weobong, Don	11-09-2011	✓	edit delete
9.	Sales Training	Weobong, Don	09-23-2011	✓	edit delete
10.	Test	Griesel, Brandon	11-16-2012	○	edit delete
11.	Testing CP	Weobong, Don	11-03-2011	✓	edit delete
12.	Training Path	R, Vinod	11-09-2013	✓	edit delete

Total Training Paths: 12

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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.

The screenshot shows the eLeaP Administrator interface. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS (active), QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is in the top right. The main header shows 'Home / Training Paths' and 'Training Paths'. Below this are tabs for 'MANAGE TRAINING PATHS' and 'ASSIGNED TRAINING PATHS'. The 'Add Training Path' form includes fields for Name, Description, Active (dropdown), Pre-set Navigation (dropdown), and Self-Enrollment (dropdown). Each dropdown has a 'NO' option. A 'submit' button and a 'cancel' link are at the bottom of the form. Below the form is a 'Filter' button. A table lists 12 training paths with columns for No., Name, Created By, Date Created, Active, and Action. The table shows various paths like 'Available Courses for Self-Enrollment', 'CP for Self-Enrollment', 'CP Test 079312', 'Don's Auto Repair Course', 'Html', 'New Career Path for New Hires', 'New Hires', 'Pre and Post Test CP', 'Sales Training', 'Test', 'Testing CP', and 'Training Path'. The 'Total Training Paths: 12' is shown at the bottom of the table. The footer includes the eLeaP logo and copyright information for Telania, LLC.

Add Training Path

Name *

Description

Active

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

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

[cancel](#)

No.	Name	Created By	Date Created	Active	Action
1.	Available Courses for Self-Enrollment	Weobong, Don	05-01-2012	<input checked="" type="checkbox"/>	edit delete
2.	CP for Self-Enrollment	Weobong, Don	05-17-2012	<input checked="" type="checkbox"/>	edit delete
3.	CP Test 079312	Weobong, Don	07-03-2012	<input checked="" type="checkbox"/>	edit delete
4.	Don's Auto Repair Course	Weobong, Don	12-07-2011	<input checked="" type="checkbox"/>	edit delete
5.	Html	R, Vinod	11-09-2013	<input checked="" type="checkbox"/>	edit delete
6.	New Career Path for New Hires	Weobong, Don	11-28-2012	<input type="checkbox"/>	edit delete
7.	New Hires	Weobong, Don	11-09-2011	<input checked="" type="checkbox"/>	edit delete
8.	Pre and Post Test CP	Weobong, Don	11-09-2011	<input checked="" type="checkbox"/>	edit delete
9.	Sales Training	Weobong, Don	09-23-2011	<input checked="" type="checkbox"/>	edit delete
10.	Test	Griesel, Brandon	11-16-2012	<input type="checkbox"/>	edit delete
11.	Testing CP	Weobong, Don	11-03-2011	<input checked="" type="checkbox"/>	edit delete
12.	Training Path	R, Vinod	11-09-2013	<input checked="" type="checkbox"/>	edit delete

Total Training Paths: 12

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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.

- 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.

The screenshot shows the eLeaP interface. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS (highlighted), QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is in the top right. The main header shows the breadcrumb 'Home / Training Paths / Don's Auto Repair Course' and the title 'Don's Auto Repair Course'. Below this are four tabs: TRAINING PATH DETAILS (active), ASSIGNED USERS, ASSIGNED USER GROUPS, and COMPLETION REPORT. The 'TRAINING PATH DETAILS' tab displays a table with the following information:

Name	Don's Auto Repair Course
Description	
Active	YES
Pre-set Navigation	YES
Self-enrollment	NO
Creator	Weobong, Don
Created on	12-07-2011

Below the details is a section titled 'Courses' with a link 'add new courses' on the right. It contains a table with the following data:

No.	<input type="checkbox"/> Name	Deadline	Active	Quiz Required	Order
1.	<input type="checkbox"/> Getting Started With eLeaP	2 months	<input checked="" type="checkbox"/>	Optional	↓
2.	<input type="checkbox"/> Technical Writing 101	-	<input checked="" type="checkbox"/>	Not Present	↑

Below the table is a link 'remove courses from training path' and a summary 'Total Courses: 2'. A 'back to Training Paths' link is at the bottom right. The footer includes 'Powered by eLeaP' and copyright information for Telania, LLC.

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**.

eLeaP

HOMECOURSESURSUSER GROUPSTRaining PathsQUIZ RESULTSForumREPORTSECOMMERCE

Parks, Paul

[Home](#) / [Training Paths](#) / [Don's Auto Repair Course](#) / [Add Courses](#)

Don's Auto Repair Course

TRAINING PATH DETAILSASSIGNED USERSASSIGNED USER GROUPSCOMPLETION REPORT

Add New Courses

No.	<input type="checkbox"/> Name	Description	Instructor	Insert Date	Active
1.	<input checked="" type="checkbox"/> Access Course	test testtesttesttesttesttesttesttesttesttest	r, Alex ; R, Vinod	11-05-2013	<input checked="" type="checkbox"/>
2.	<input type="checkbox"/> Access Course : DUPLICATE	test testtesttesttesttesttesttesttesttesttest	r, Alex	11-05-2013	<input checked="" type="checkbox"/>
3.	<input type="checkbox"/> Another scorm simple	Testing scorm course test tgest	Weobong, Don	11-01-2013	<input checked="" type="checkbox"/>
4.	<input type="checkbox"/> Another scorm simple : DUPLICATE	Testing scorm course test tgest	Weobong, Don	11-05-2013	<input checked="" type="checkbox"/>
5.	<input type="checkbox"/> Another scorm simple : DUPLICATE : DUPLICATE	Testing scorm course test tgest	Weobong, Don	11-06-2013	<input checked="" type="checkbox"/>
6.	<input type="checkbox"/> Another scorm simple : DUPLICATE : DUPLICATE : DUPLICATE	Testing scorm course test tgest	Weobong, Don	11-07-2013	<input checked="" type="checkbox"/>
7.	<input type="checkbox"/> Another scorm simple : DUPLICATE : DUPLICATE : DUPLICATE : DUPLICATE	Testing scorm course test tgest	Weobong, Don	11-07-2013	<input checked="" type="checkbox"/>
8.	<input checked="" type="checkbox"/> Getting Started With eLeaP	This course is designed to help you get started using ...	Weobong, Don	10-29-2013	<input checked="" type="checkbox"/>
9.	<input type="checkbox"/> Instant HR Policies Employee Handbook	Instant HR Policies includes 69 model policies addressing such employee ...	Weobong, Don	09-01-2011	<input checked="" type="checkbox"/>
10.	<input checked="" type="checkbox"/> Microsoft Word Training	Train Employees to be proficient in using MS Word for ...	Weobong, Don	09-01-2011	<input checked="" type="checkbox"/>
11.	<input type="checkbox"/> Microsoft Word Training : DUPLICATE	Train Employees to be proficient in using MS Word for ...	Weobong, Don	10-31-2013	<input checked="" type="checkbox"/>
12.	<input type="checkbox"/> SaaS	This is a test left align centre align right align test test test	R, Vinod	10-29-2013	<input checked="" type="checkbox"/>
13.	<input type="checkbox"/> SaaS : DUPLICATE	This is a test left align centre align right align test test test	R, Vinod	10-31-2013	<input checked="" type="checkbox"/>
14.	<input type="checkbox"/> SaaS certificate	This is a test left align centre align right align test test test	R, Vinod	11-05-2013	<input checked="" type="checkbox"/>
15.	<input type="checkbox"/> SaaS certificate : DUPLICATE	This is a test left align centre align right align test test test	R, Vinod	11-05-2013	<input checked="" type="checkbox"/>
16.	<input type="checkbox"/> SaaS Completion	This is a test left align centre align right align test test test	R, Vinod	11-05-2013	<input checked="" type="checkbox"/>
17.	<input type="checkbox"/> SaaS Completion : DUPLICATE	This is a test left align centre align right align test test test	R, Vinod	11-05-2013	<input checked="" type="checkbox"/>
18.	<input type="checkbox"/> SaaS Instructor test	This is a test left align centre align right align test test test	Systems, John ; r, Alex ; R, Vinod	11-05-2013	<input checked="" type="checkbox"/>
19.	<input type="checkbox"/> SaaS Quiz	This is a test left align centre align right align test test test	R, Vinod	11-04-2013	<input checked="" type="checkbox"/>
20.	<input type="checkbox"/> set completed	Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description	R, Vinod	11-06-2013	<input checked="" type="checkbox"/>

Total Courses: 30

[back to Training Path](#)

[Previous](#) [1](#) [2](#) [Next](#)

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

The screenshot shows the eLeaP interface with the 'TRAINING PATHS' tab selected. The main heading is 'Don's Auto Repair Course'. Below this, there are four tabs: 'TRAINING PATH DETAILS', 'ASSIGNED USERS', 'ASSIGNED USER GROUPS', and 'COMPLETION REPORT'. The 'TRAINING PATH DETAILS' tab is active, displaying the following information:

Name	Don's Auto Repair Course
Description	
Active	YES
Pre-set Navigation	YES
Self-enrollment	NO
Creator	Weobong, Don
Created on	12-07-2011

Below the details, there is a section titled 'Courses' with a green banner stating 'The selected Courses have been added to this Training Path'. A table lists the assigned courses:

No.	<input type="checkbox"/> Name	Deadline	Active	Quiz Required	Order
1.	<input type="checkbox"/> Getting Started With eLeaP	2 months	<input checked="" type="checkbox"/>	Optional	↓
2.	<input type="checkbox"/> Technical Writing 101	-	<input checked="" type="checkbox"/>	Not Present	↑ ↓
3.	<input type="checkbox"/> Access Course	-	<input checked="" type="checkbox"/>	Not Present	↑ ↓
4.	<input type="checkbox"/> Microsoft Word Training	-	<input checked="" type="checkbox"/>	Optional	↑

At the bottom of the table, there is a link: [✕ remove courses from training path](#). The total number of courses is 4. A link [back to Training Paths](#) is at the bottom right.

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.

Home / Training Paths / Don's Auto Repair Course / Assigned Users

Don's Auto Repair Course

TRAINING PATH DETAILS | **ASSIGNED USERS** | ASSIGNED USER GROUPS | COMPLETION REPORT

[assign new users](#)

No.	<input type="checkbox"/> Name ▾	Level	Email	Insert Date	Active
1.	<input type="checkbox"/> Captain, James	Trainee	donator@telania.com	11-08-2011	<input checked="" type="checkbox"/>
2.	<input type="checkbox"/> Weebong, Don	Administrator	demo@eleapsoftware.com	09-01-2011	<input checked="" type="checkbox"/>

[unassign users from training path](#)

Total Users: 2

[back to Training Paths](#)

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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.

Home / Training Paths / Don's Auto Repair Course / Assigned User Groups

Don's Auto Repair Course

TRAINING PATH DETAILS | **ASSIGNED USER GROUPS** | ASSIGNED USERS | COMPLETION REPORT

[assign new user groups](#)

No.	<input type="checkbox"/> Name ▾	Description	Insert Date	Active
1.	<input type="checkbox"/> Louisville - KY	-	05-16-2012	<input checked="" type="checkbox"/>


[unassign user groups from training path](#)

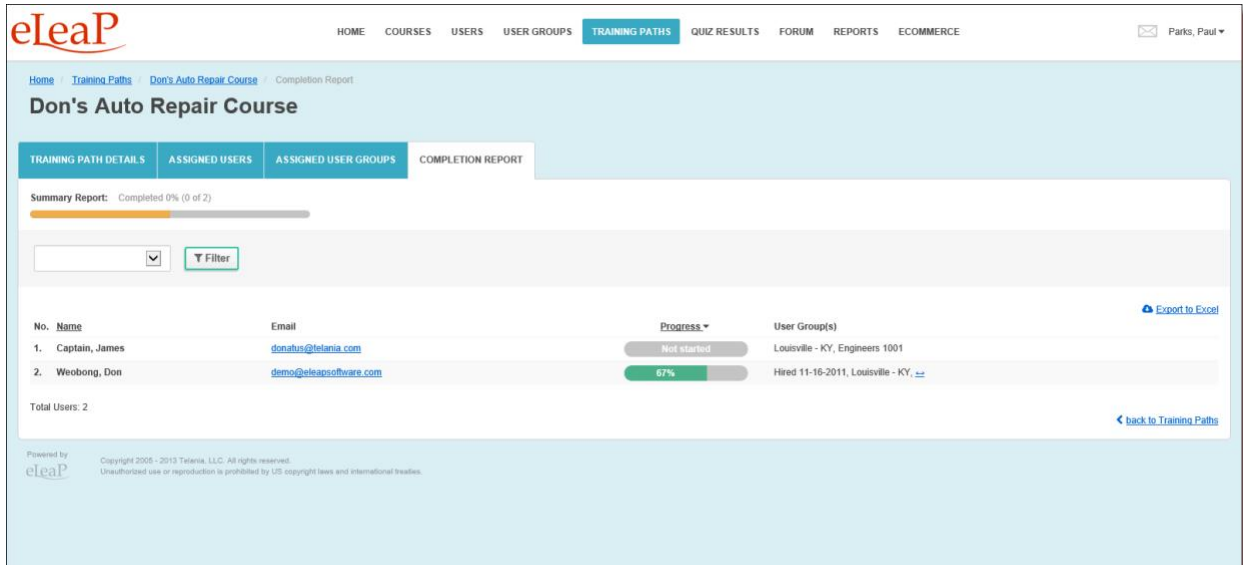
Total User Groups: 1

[back to Training Paths](#)

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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 . You can also send an email to any of the Assigned Users for the Training Path by clicking on their **Email** link.



The screenshot shows the eLeaP interface for the 'Don's Auto Repair Course'. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS (active), QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is visible in the top right. The breadcrumb trail is 'Home > Training Paths > Don's Auto Repair Course > Completion Report'. The main heading is 'Don's Auto Repair Course'. Below this, there are four tabs: TRAINING PATH DETAILS, ASSIGNED USERS, ASSIGNED USER GROUPS, and COMPLETION REPORT (active). A 'Summary Report' bar shows 'Completed 0% (0 of 2)' with a progress bar. Below the summary, there is a dropdown menu and a 'Filter' button. The main content area displays a table with columns: No., Name, Email, Progress, and User Group(s). The table lists two users: 1. Captain, James (email: donafus@telania.com, progress: Not started) and 2. Weobong, Don (email: demo@ealeapsoftware.com, progress: 67%). The 'User Group(s)' column shows 'Louisville - KY, Engineers 1001' for the first user and 'Hired 11-16-2011, Louisville - KY' for the second. There is an 'Export to Excel' link in the top right of the table area and a 'back to Training Paths' link in the bottom right. The footer includes 'Powered by eLeaP' and copyright information for Telania, LLC.

No.	Name	Email	Progress	User Group(s)
1.	Captain, James	donafus@telania.com	Not started	Louisville - KY, Engineers 1001
2.	Weobong, Don	demo@ealeapsoftware.com	67%	Hired 11-16-2011, Louisville - KY

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.xml** file.

Don's Auto Repair Course

Summary Report: Completed 0% (0 of 2)

No.	Name	Email	Progress	User Group(s)
1.	Captain, James	donatus@telania.com	Not started	Louisville - KY, Engineers 1001
2.	Weobong, Don	demo@eleapsoftware.com	67%	Hired 11-16-2011, Louisville - KY, ...

Total Users: 2

Export to Excel

Do you want to open or save Training Path Completion Report - Don&_039;s Auto Repair Course.xls (4.50 KB) from eleapdemo.eleapdev.com?

Open Save Cancel

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.

No.	First Name	Last Name	Email	Progress [%]	Progress status	User Groups
1	James	Captain	donatus@telania.com	0	Not started	Louisville - KY, Engineers 1001
2	Don	Weobong	demo@eleapsoftware.com	100	Completed	Hired 11-16-2011, Louisville - KY, second ug

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.

TRAINING PATHS

Home / Training Paths

MANAGE TRAINING PATHS ASSIGNED TRAINING PATHS

Edit Training Path

Name * Don't's Auto Repair Course

Description

Active YES

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

Self-Enrollment NO (If set, 'Not Started' Courses won't be listed in Users' Activity Reports)

Save cancel

Name Filter

[add new training path](#)

No.	Name	Created By	Date Created	Active	Action
1.	Available Courses for Self Enrollment	Weebong, Don	05-01-2012	✓	edit delete
2.	CP for Self Enrollment	Weebong, Don	05-17-2012	✓	edit delete
3.	CP Test 070312	Weebong, Don	07-03-2012	✓	edit delete
4.	Don's Auto Repair Course	Weebong, Don	12-07-2011	✓	edit delete
5.	Himi	R, Vinod	11-09-2013	✓	edit delete
6.	New Career Path for New Hires	Weebong, Don	11-28-2012	✗	edit delete
7.	New Hires	Weebong, Don	11-09-2011	✓	edit delete
8.	Pre and Post Test CP	Weebong, Don	11-09-2011	✓	edit delete
9.	Sales Training	Weebong, Don	09-23-2011	✓	edit delete
10.	Test	Griesel, Brandon	11-16-2012	✗	edit delete
11.	Training CP	Weebong, Don	11-03-2011	✓	edit delete
12.	Training Path	R, Vinod	11-09-2013	✓	edit delete

Total Training Paths: 12

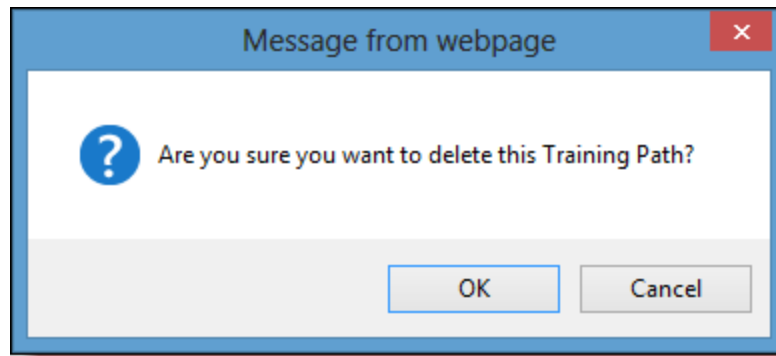
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You can also click the **add new training path** link to add an additional Training Path to the system, or select the **edit** or **delete** link for any of the existing Training Paths on the **Training Paths** list to either edit or delete that specific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


Deleting a Training Path

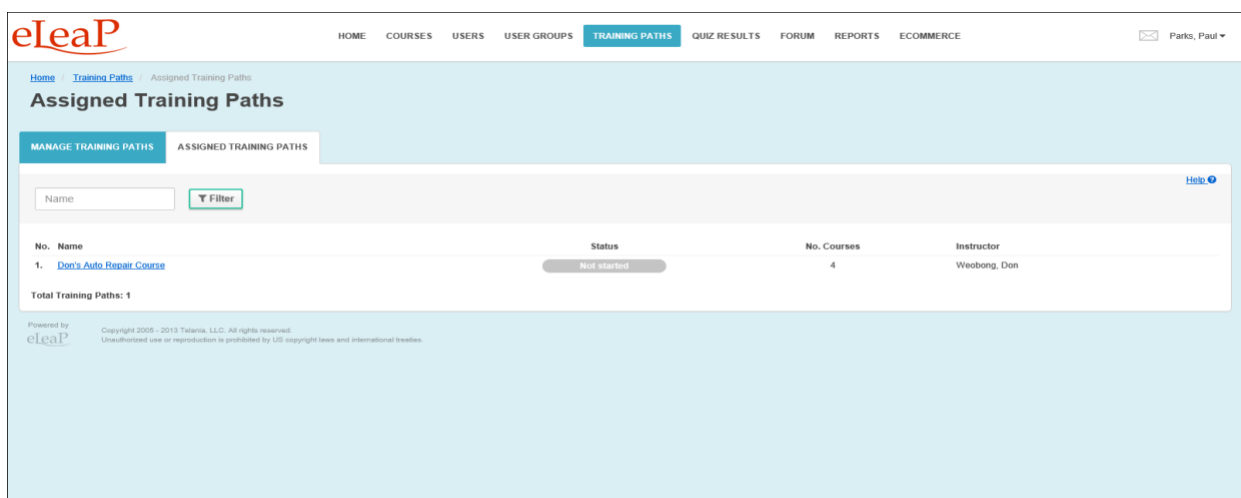
Selecting the **delete** link for a line on the **Training Paths** list within the **Training Paths** screen allows you to remove that Training Path from the system. The system displays a warning message, as shown in the following illustration, before performing the deletion to ensure that is your intention.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

HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS ECOMMERCE

Pauls, Paul

Welcome to eLeaP Demo Training System

Add info about your organization. Edit this information from your Company Profile page. Test

Special Instructions:

Test

Assigned Courses

Download Completion Report Help

Course Name Course Category Filter

There are no Assigned Courses

Total Courses: 0 Hide Completed

Assigned Training Paths

No.	Name	Status	No. Courses	Instructor
1.	Don's Auto Repair Course	Not started	4	Weobong, Don

Total Training Paths: 1

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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.

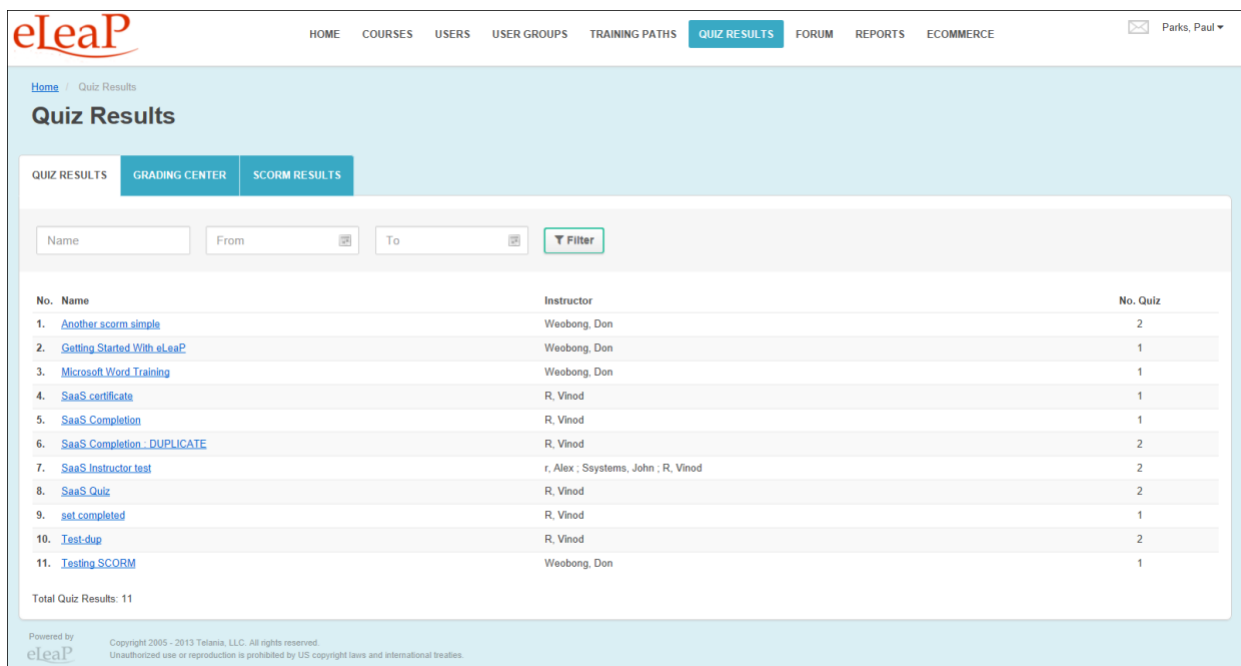
Thank you,
Don Weobong (Instructor)
demo@eleapsoftware.com

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 . Each Quiz Result on the Quiz Results list shows the **Name**, **Instructor** and **No. Quiz** details displayed for each Quiz Result.



No.	Name	Instructor	No. Quiz
1.	Another scorm simple	Weobong, Don	2
2.	Getting Started With eLeaP	Weobong, Don	1
3.	Microsoft Word Training	Weobong, Don	1
4.	SaaS certificate	R. Vinod	1
5.	SaaS Completion	R. Vinod	1
6.	SaaS Completion - DUPLICATE	R. Vinod	2
7.	SaaS Instructor test	r, Alex ; Ssystems, John ; R. Vinod	2
8.	SaaS Quiz	R. Vinod	2
9.	set completed	R. Vinod	1
10.	Test-dup	R. Vinod	2
11.	Testing SCORM	Weobong, Don	1

Total Quiz Results: 11

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.

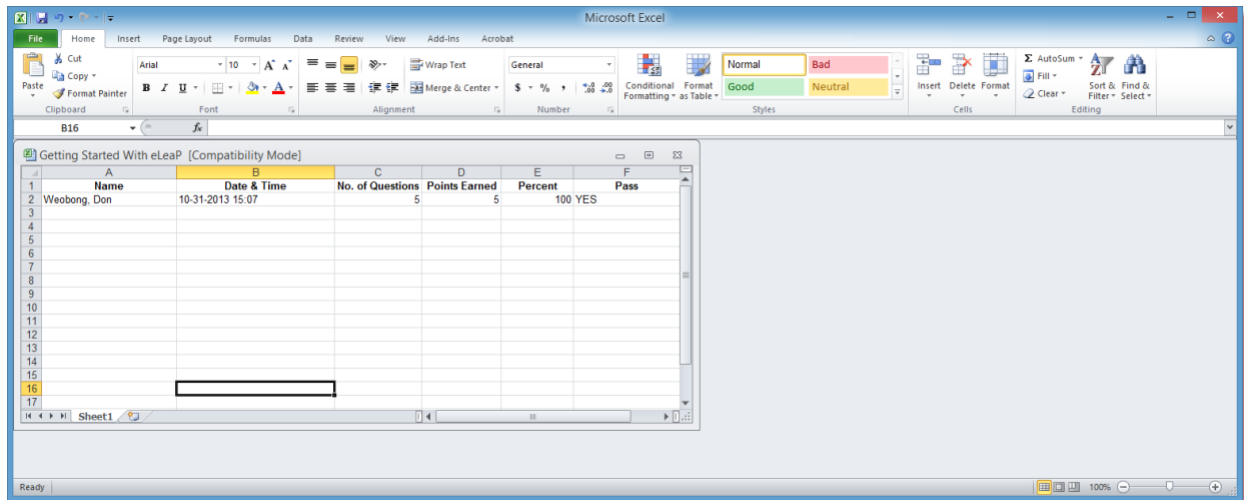
The screenshot shows the eLeaP interface with the 'QUIZ RESULTS' tab selected. The page title is 'Getting Started With eLeaP'. Below the title are tabs for 'QUIZ RESULTS', 'GRADING CENTER', and 'SCORM RESULTS'. A search bar with fields for 'Name', 'Select User Group', 'From', and 'To' is present, along with a 'Filter' button. The results table shows one entry for 'Weobong_Don' with a score of 5/5 and a date of 10-31-2013 15:07. The 'Pass' status is indicated by a checkmark. Links for 'Export to Excel' and 'quiz results summary' are visible. A 'back to Quiz Results' link is at the bottom right. The footer includes the eLeaP logo and copyright information for Telania, LLC.

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.

This screenshot is identical to the previous one, but with an additional dialog box at the bottom. The dialog box asks: 'Do you want to open or save Getting Started With eLeaP.xls (3.50 KB) from eleapdemo.eleapdev.com?'. It has three buttons: 'Open', 'Save', and 'Cancel'.

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  **Filter**.

eLeaP

HOMECOURSEUSERSUSER GROUPSTRAINING PATHSQUIZ RESULTSFORUMREPORTSECOMMERCE

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](#)

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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.

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%
2.	In what year was the Constitution written?	medium	1.00 / 1	100%
3.	How many stripes are there on the U.S. flag?	medium	1.00 / 1	100%
4.	How many Supreme Court justices are there?	medium	1.00 / 1	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%

Total Questions: 5

Do you want to open or save Quiz Result Summary - Getting Started With eLeaP.xls (4.50 KB) from eleapdemo.eleapdev.com?

[back to Quiz Results details](#)

Open Save Cancel

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.

Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Paragraph Styles Cells Editing

Quiz Result Summary - Getting Started With eLeaP [Compatibility Mode]

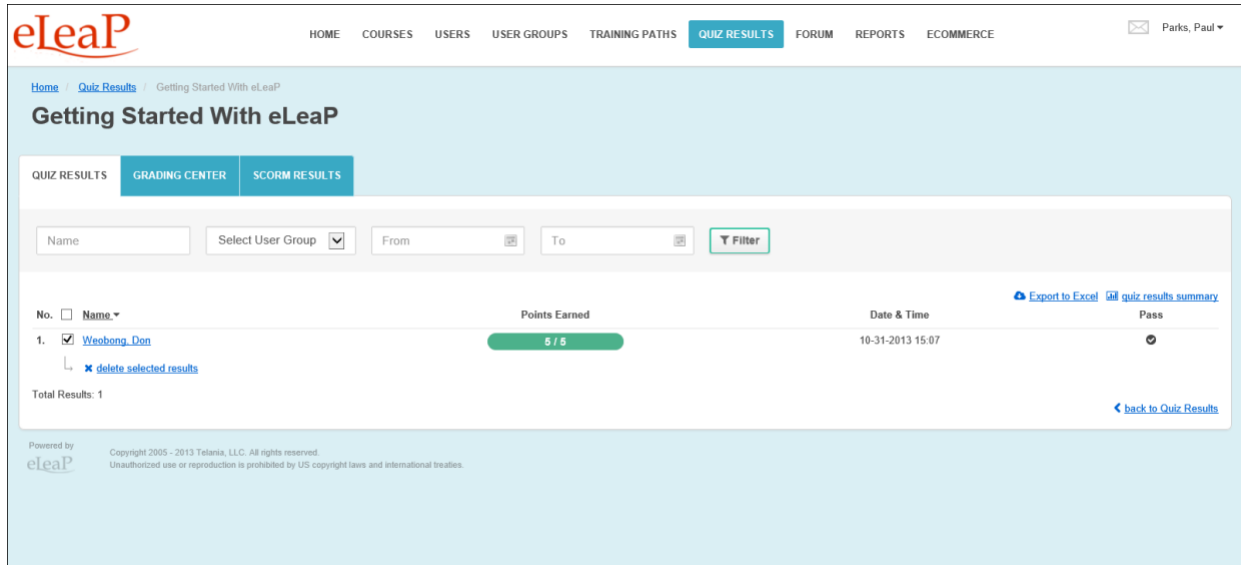
	A	B	C	D	E
1	Question	Level	Total answers	Correct answers	Percent
2	Put these dates in the correct order medium		1	1	100
3	In what year was the Constitution w medium		1	1	100
4	How many stripes are there on the l medium		1	1	100
5	How many Supreme Court justices medium		1	1	100
6	Please identify the state of Kentuck medium		1	1	100
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

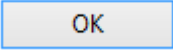
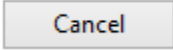
Sheet1

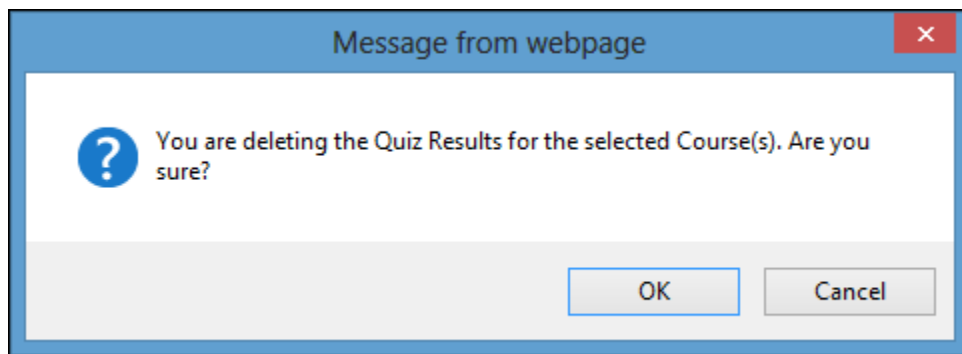
Ready

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.

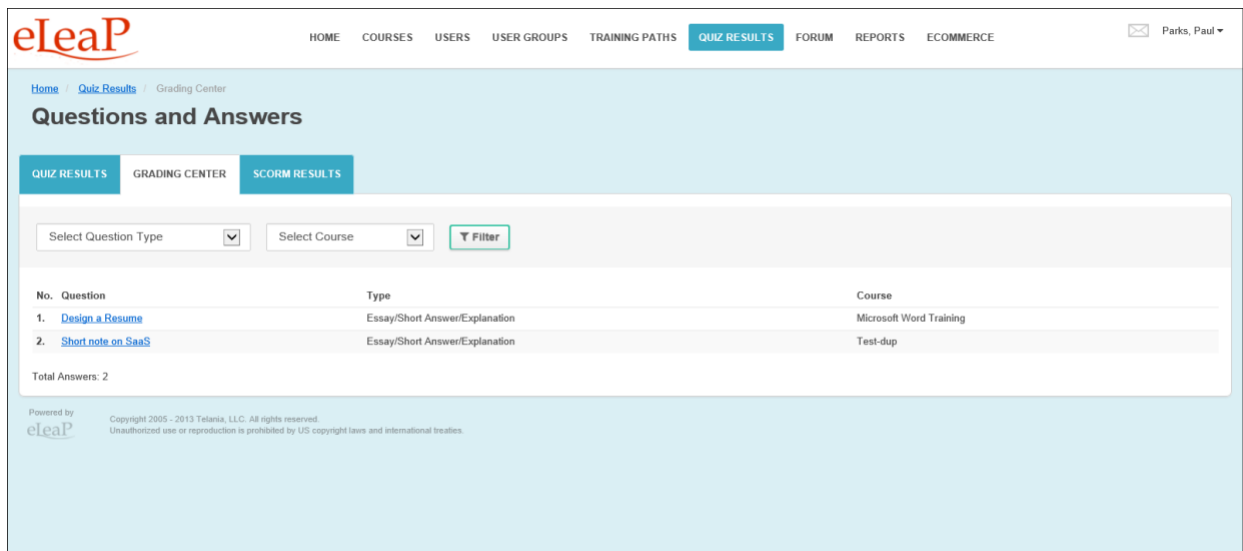


The system displays a warning message, as shown in the following illustration, before performing the deletion, to ensure that is your intention. Click  to proceed with the deletion, or click  to cancel the deletion process.



Grading Center

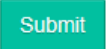
Selecting the **GRADING CENTER** tab on the **Quiz Results** screen displays the **Questions and Answers** screen, illustrated below. This screen displays the Questions associated with a Quiz, with the Question **No.**, **Question**, **Type** and **Course** details for each Question on the **Questions** 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 .



The screenshot shows the eLeaP web application interface. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS (highlighted), FORUM, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is visible in the top right. The main content area is titled 'Questions and Answers' and features three tabs: QUIZ RESULTS, GRADING CENTER (selected), and SCORM RESULTS. Below the tabs are two dropdown menus for 'Select Question Type' and 'Select Course', followed by a 'Filter' button. A table lists two questions:

No.	Question	Type	Course
1.	Design a Resume	Essay/Short Answer/Explanation	Microsoft Word Training
2.	Short note on SaaS	Essay/Short Answer/Explanation	Test-dup

Below the table, it states 'Total Answers: 2'. At the bottom, there is a footer with the eLeaP logo and copyright information: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

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  to save these settings to the system.

Question Details

QUIZ RESULTS GRADING CENTER SCORM RESULTS

Design a Resume

Answer:
Just testing the quiz on iPad

Give a score: 1.0

Feedback:

submit

[back to Grading Center](#)

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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**.

SCORM Results

QUIZ RESULTS GRADING CENTER SCORM RESULTS

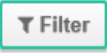
SCORM Course From To Filter

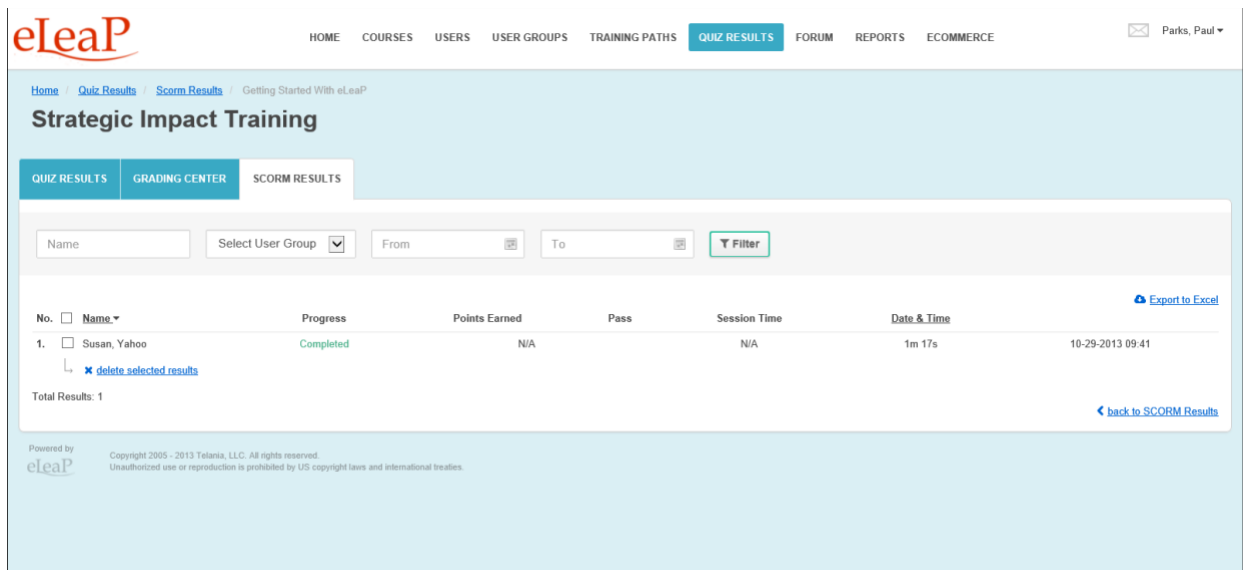
No.	Name	SCORM Course	Instructor	Total
1.	Another scorm simple	testcourse	Weobong, Don	3
2.	Another scorm simple - DUPLICATE	testcourse	Weobong, Don	3
3.	Another scorm simple - DUPLICATE - DUPLICATE	testcourse	Weobong, Don	1
4.	Getting Started With eLeaP	Strategic Impact Training	Weobong, Don	1
5.	Testing SCORM	PTM-Features & Benefits of eLeaP	Weobong, Don	2
6.	Testing SCORM - DUPLICATE	PTM-Features & Benefits of eLeaP	Weobong, Don	2
7.	Testing SCORM - DUPLICATE - DUPLICATE	PTM-Features & Benefits of eLeaP	Weobong, Don	1

Total SCORM Courses: 7

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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

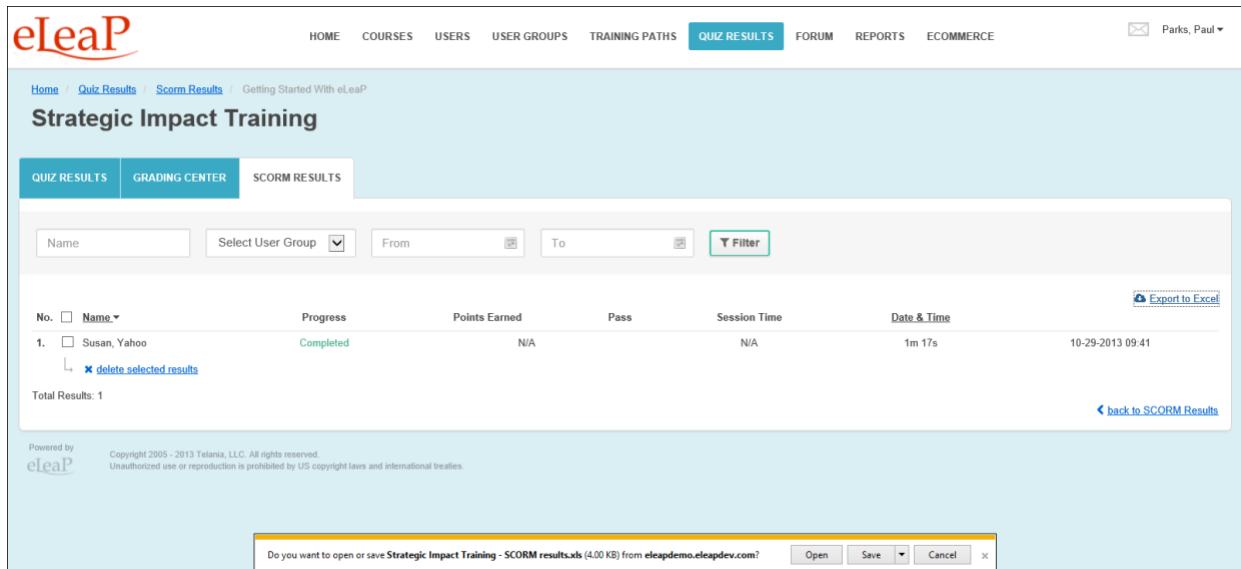


The screenshot shows the eLeaP interface for 'Strategic Impact Training'. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS (highlighted), FORUM, REPORTS, and ECOMMERCE. A user profile 'Parks, Paul' is visible in the top right. The main content area has tabs for QUIZ RESULTS, GRADING CENTER, and SCORM RESULTS. Below these tabs is a filter section with fields for Name, Select User Group (a dropdown), From, To, and a Filter button. A table displays the results for one student, Susan, Yahoo, with columns for No., Name, Progress, Points Earned, Pass, Session Time, and Date & Time. The table shows 'Completed' progress, 'N/A' points, and a session time of '1m 17s'. An 'Export to Excel' link is in the top right of the table area. Below the table, there is a 'Total Results: 1' and a 'back to SCORM Results' link. The footer contains the eLeaP logo and copyright information for Telania, LLC.

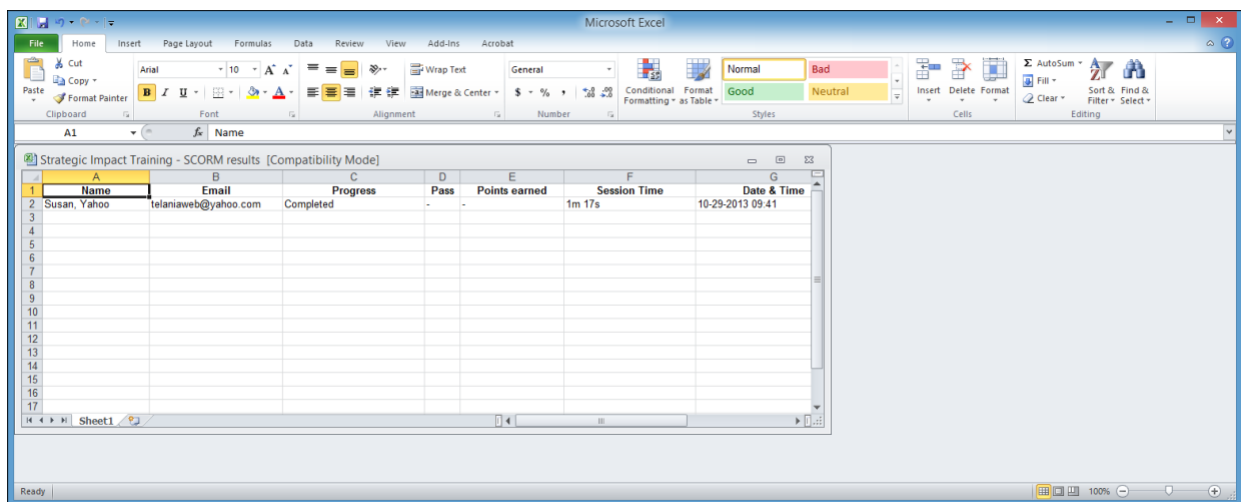
No.	Name	Progress	Points Earned	Pass	Session Time	Date & Time
1.	Susan, Yahoo	Completed	N/A		N/A	10-29-2013 09:41

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.

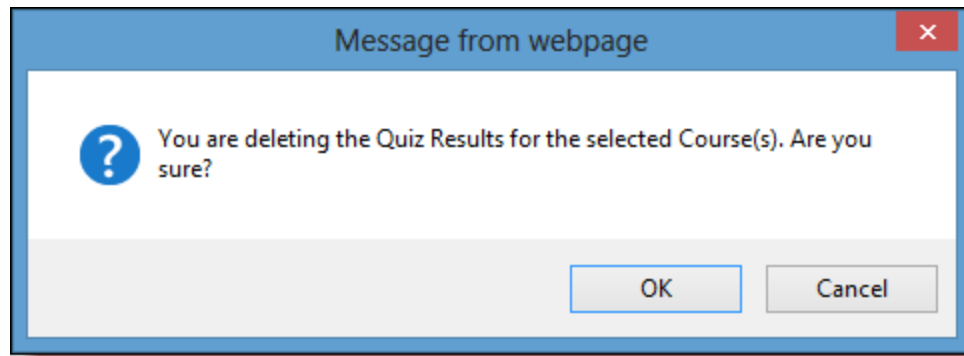


Selecting the **Open** option opens the file in Excel, as shown in the following illustration, the file opens in Excel. You can then use the **File->Save** option within Excel to save the file.



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.



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.

The screenshot displays the eLeaP Forum Categories screen. At the top, there is a navigation bar with links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, **FORUM**, REPORTS, and ECOMMERCE. A user profile for 'Parks, Paul' is visible in the top right. Below the navigation bar, the page title is 'Forum Categories'. A link to 'add new forum category' is located in the top right of the content area. The main content is a table with the following data:

No.	Category	Topics	Date Created	Action
1.	Company Wide For company wide discussions	0	12-12-2011	edit delete
2.	My New Forum A Forum Using Defined Access Rules	1	11-04-2013	edit delete

Below the table, it states 'Total Forum Categories: 2'. The footer includes the eLeaP logo and copyright information: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

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.

The screenshot shows the eLeaP interface with the 'Forum' tab selected. The 'Add Forum Category' form is visible, with fields for Name, Description, and Access Rights. Below the form is a table listing existing forum categories.

No.	Category	Topics	Date Created	Action
1.	Company Wide For company wide discussions	0	12-12-2011	edit delete
2.	My New Forum A Forum Using Defined Access Rules	1	11-04-2013	edit delete

Total Forum Categories: 2

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.


This screenshot is identical to the one above, showing the eLeaP interface with the 'Forum' tab selected. The 'Add Forum Category' form is visible, with fields for Name, Description, and Access Rights. Below the form is a table listing existing forum categories.

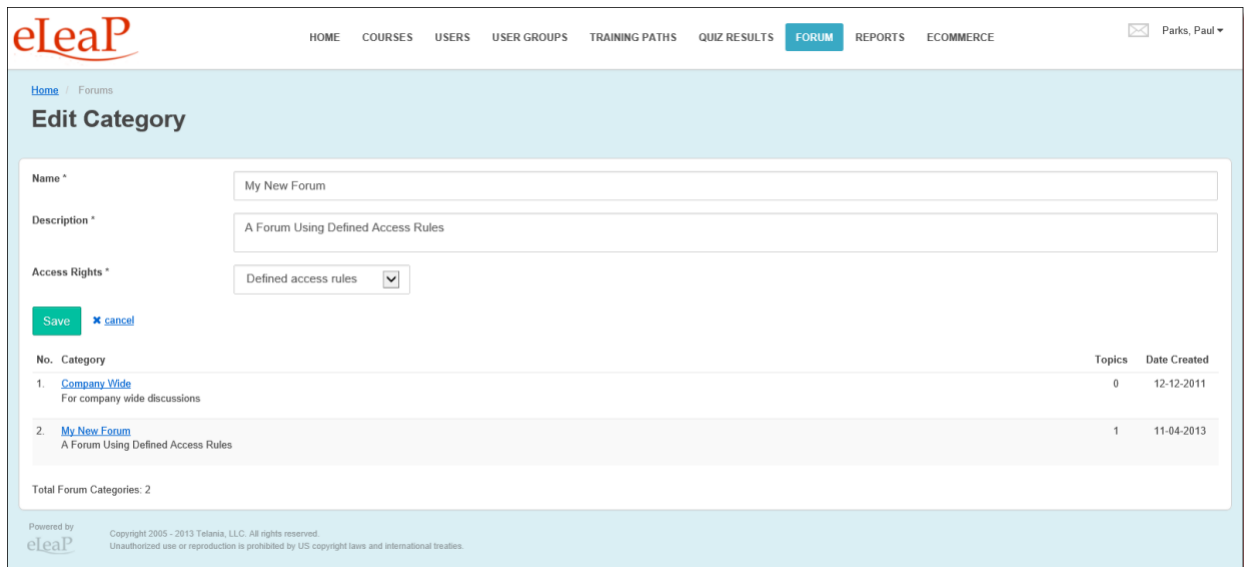
No.	Category	Topics	Date Created	Action
1.	Company Wide For company wide discussions	0	12-12-2011	edit delete
2.	My New Forum A Forum Using Defined Access Rules	1	11-04-2013	edit delete

Total Forum Categories: 2

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  to save your changes to the system.



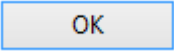

The screenshot shows the 'Edit Category' page in the eLeaP system. The page has a navigation bar at the top with links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM (highlighted), REPORTS, and ECOMMERCE. A user profile 'Parks, Paul' is in the top right. The main heading is 'Edit Category'. Below it is a form with three fields: 'Name' (containing 'My New Forum'), 'Description' (containing 'A Forum Using Defined Access Rules'), and 'Access Rights' (a dropdown menu set to 'Defined access rules'). Below the form are 'Save' and 'cancel' buttons. Underneath the form is a table of forum categories:

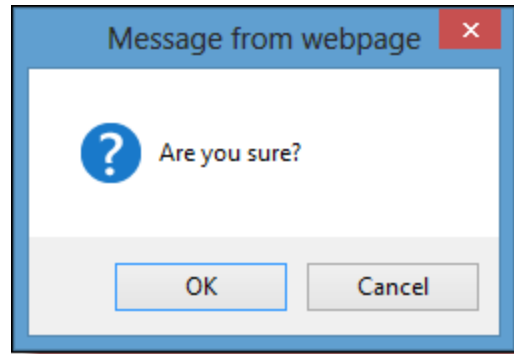
No.	Category	Topics	Date Created
1.	Company Wide For company wide discussions	0	12-12-2011
2.	My New Forum A Forum Using Defined Access Rules	1	11-04-2013

Below the table, it says 'Total Forum Categories: 2'. At the bottom left, there is a footer with 'Powered by eLeaP' and copyright information: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

Deleting a Forum Category

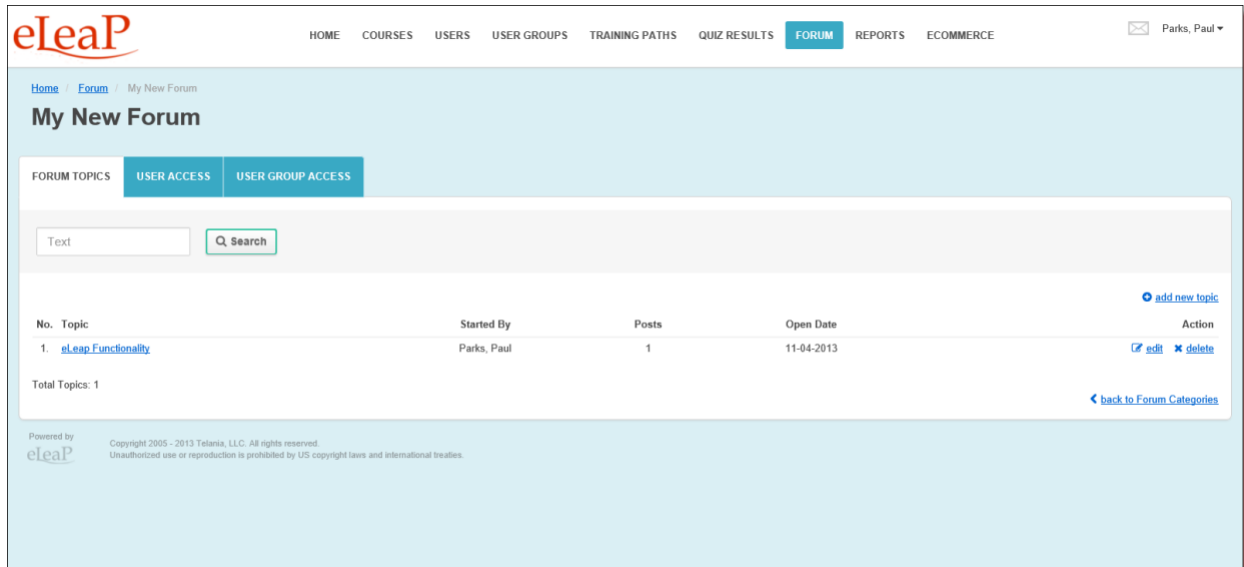
Clicking the **delete** link for a Forum Category on the **Forum Categories** list allows you to remove a Forum Category from the system. The system first displays a warning message, as shown in the illustration

below, to ensure that is your intention, before performing the deletion. Click  to proceed with the deletion or click  to cancel the deletion process.

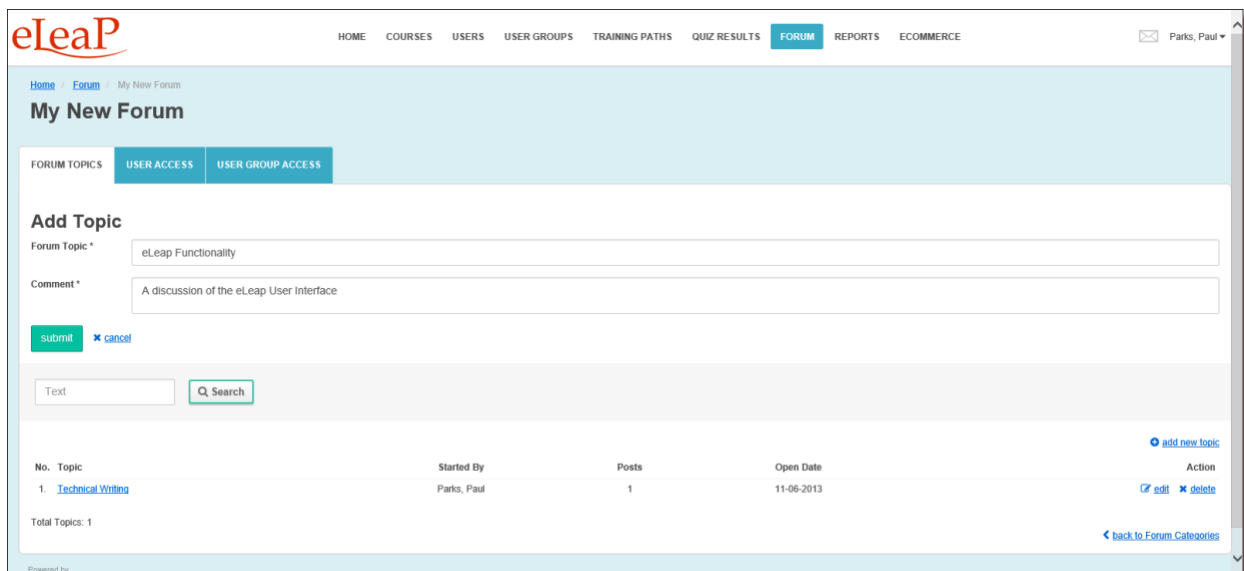


Adding a Forum Topic

Selecting a Forum Category on the **Forum Categories** 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.

HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS **FORUM** REPORTS ECOMMERCE Parks, Paul

Home / Forum / My New Forum

My New Forum

FORUM TOPICS USER ACCESS USER GROUP ACCESS

The topic has been added

Text Q Search

No.	Topic	Started By	Posts	Open Date	Action
1.	eLeaP Functionality	Parks, Paul	1	11-12-2013	edit delete
2.	Technical Writing	Parks, Paul	1	11-06-2013	edit delete

Total Topics: 2

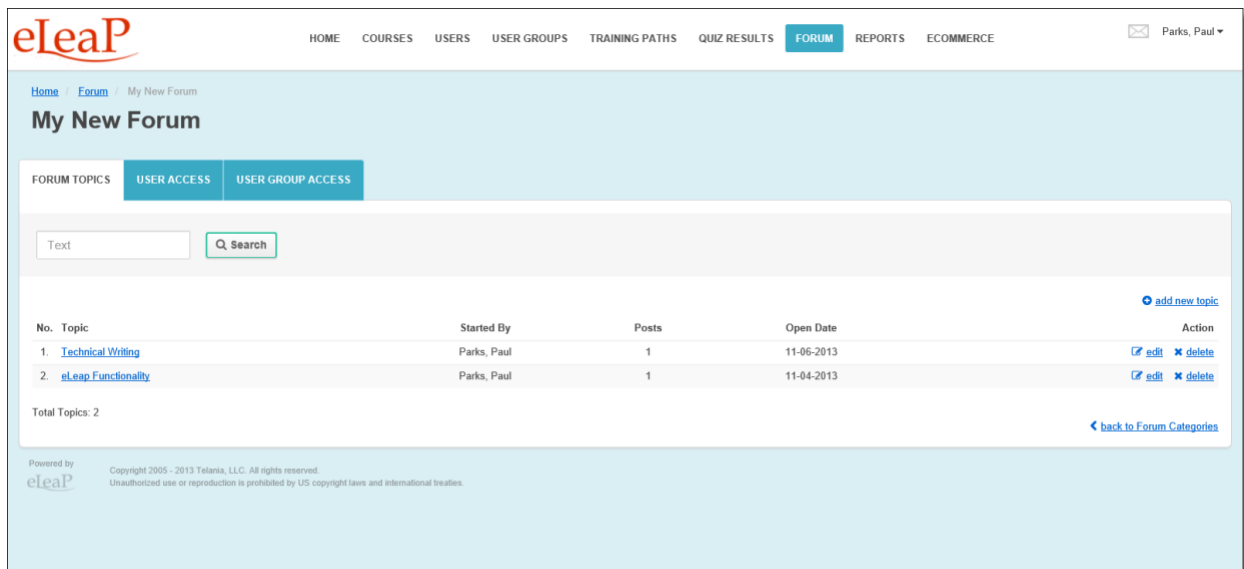
[back to Forum Categories](#)

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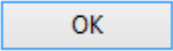
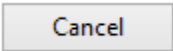
Editing a Forum Topic

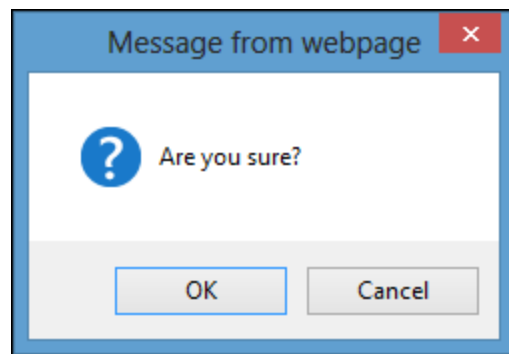
Clicking the **edit** link for a Forum Topic on the **Forum Topics** list allows you to make any necessary modifications to that Topic using the **Edit Topic** screen, as shown in the following illustration. Simply make any necessary changes to the **Forum Topic Name** and/or the **Forum Topic Description**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

Home / Forum / My New Forum / User Access

My New Forum

FORUM TOPICS USER ACCESS USER GROUP ACCESS

[assign new users](#)

No.	<input type="checkbox"/> Name	Level	Email	Insert Date
1.	<input type="checkbox"/> Griesel, Brandon	Instructor	user9@eleapuser.com	
2.	<input type="checkbox"/> Systems, John	Instructor	jonsystems@eleapuser.com	

[unassign selected users](#)

Total Users: 2

[back to Forums](#)

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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](#).

Home / Forum / My New Forum / User Access / Add users

My New Forum

FORUM TOPICS USER ACCESS USER GROUP ACCESS

Name Administrator Select User Group Filter

No.	<input type="checkbox"/> Name	Level	Email	Insert Date	Active
1.	<input type="checkbox"/> Basalic, Adrian	Administrator	adrian@basalic.ro	12-08-2011	<input checked="" type="checkbox"/>
2.	<input type="checkbox"/> Weobong, Don	Administrator	demo@eleapsoftware.com	09-01-2011	<input checked="" type="checkbox"/>
3.	<input checked="" type="checkbox"/> Parks, Paul	Administrator	Paul_A_Parks@cox.net	10-31-2013	<input checked="" type="checkbox"/>
4.	<input type="checkbox"/> Vasyutin, Roman	Administrator	roman.vasyutin@anahoret.com	10-31-2013	<input checked="" type="checkbox"/>
5.	<input type="checkbox"/> R, Vinod	Administrator	vinod_rev@yahoo.com	10-28-2013	<input checked="" type="checkbox"/>

[add selected](#)

Total Users: 5

[back to User Access](#)

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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.	<input type="checkbox"/> Name	Level	Email	Insert Date
1.	<input type="checkbox"/> Griesel, Brandon	Instructor	users@eLeaPuser.com	
2.	<input type="checkbox"/> Ssystems, John	Instructor	jonsystems@eLeaPuser.com	
3.	<input type="checkbox"/> Parks, Paul	Administrator	Paul_A_Parks@cox.net	

☐ [unassign selected users](#)

Total Users: 3

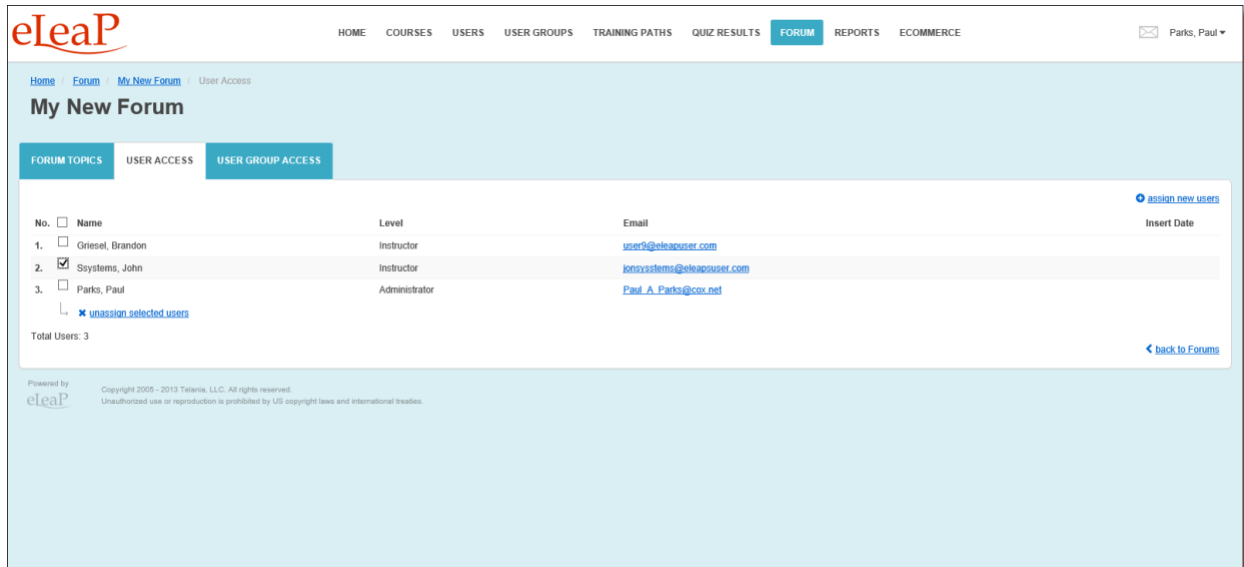
[back to Forum](#)

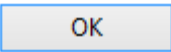
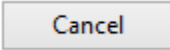
Powered by
eLeaP

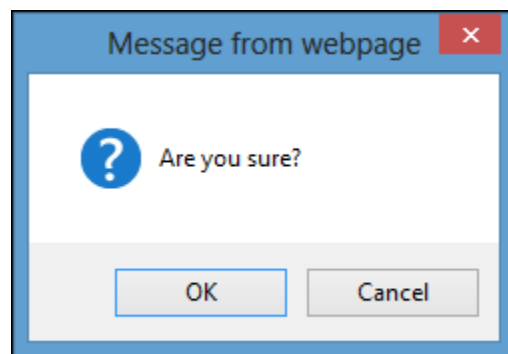
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Unassigning User Access to a Forum Category

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.

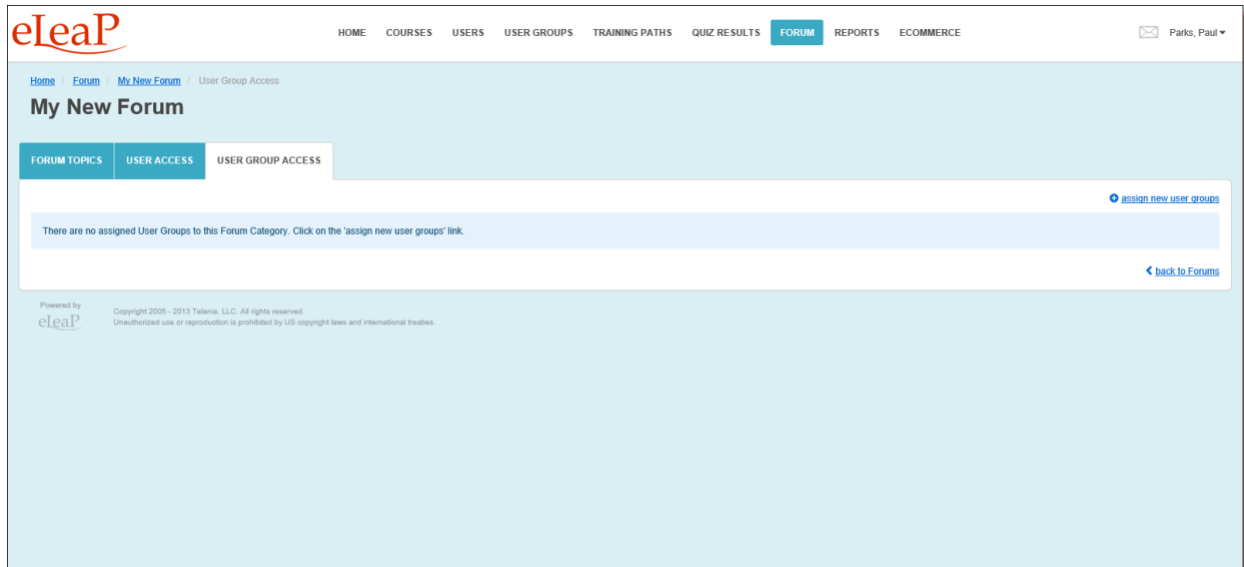


As shown in the following illustration, the system displays a warning message before unassigning the User to ensure that is your intention. Click  to proceed with the unassignment, or click  to cancel the deletion process.

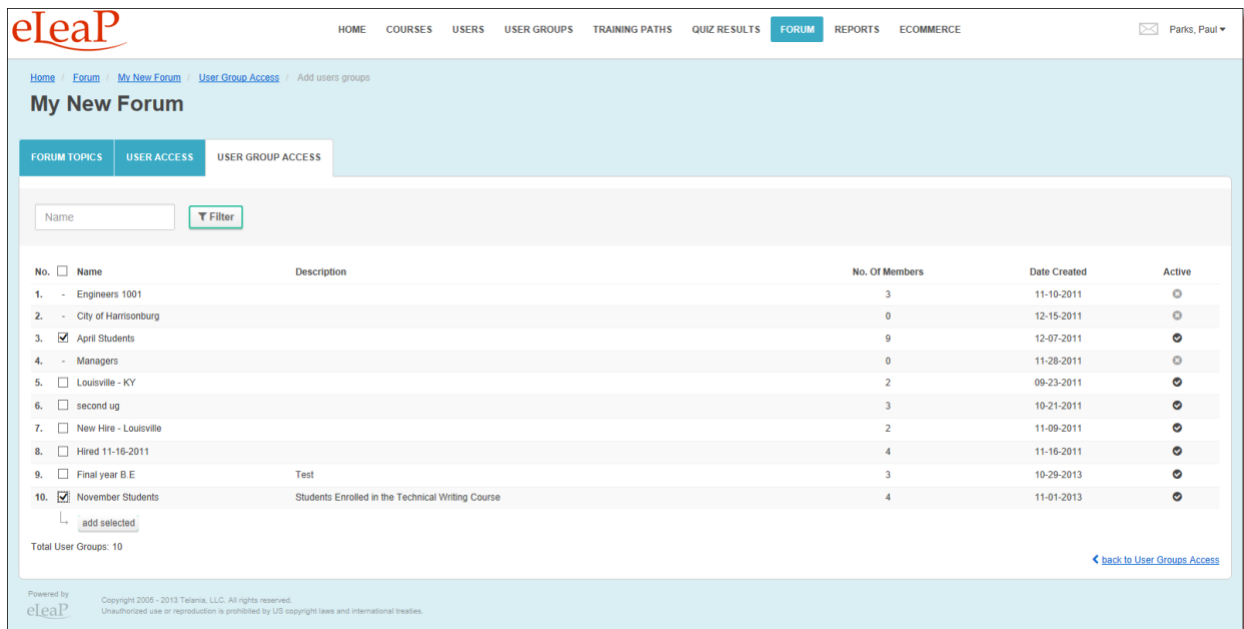



Assigning User Group Access to a Forum Category

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.

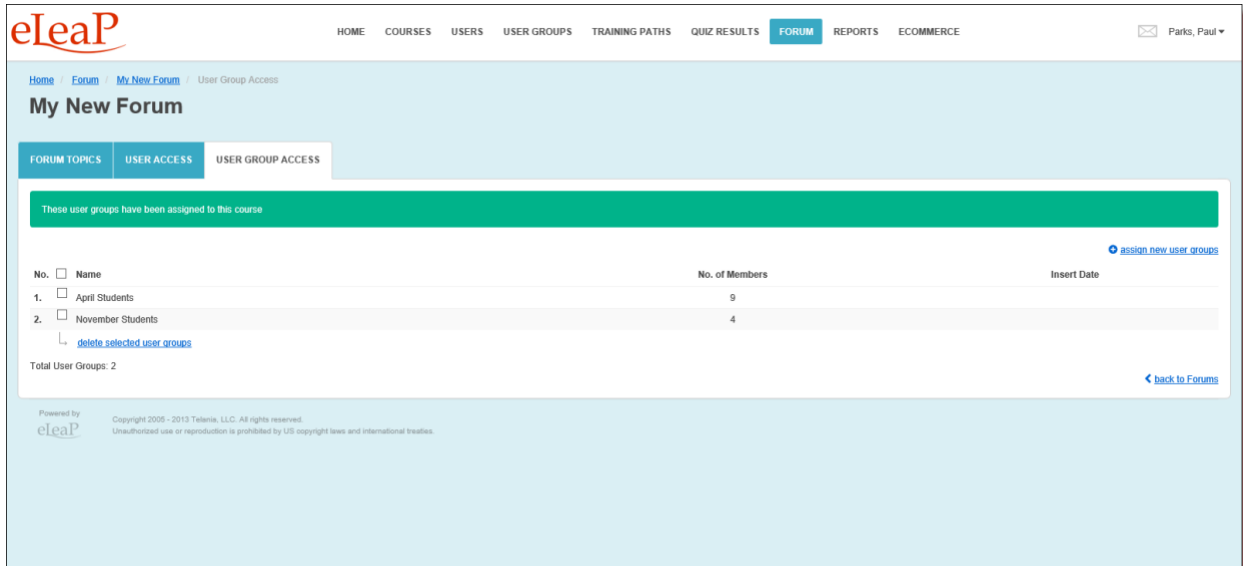


The **Add User Groups** screen, illustrated below, is displayed.



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

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



The screenshot shows the eLeaP interface for 'My New Forum'. The 'USER GROUP ACCESS' tab is selected. A green banner states: 'These user groups have been assigned to this course'. Below this is a table with columns: No., Name, No. of Members, and Insert Date. The table lists two user groups: 'April Students' (9 members) and 'November Students' (4 members). Both have checkboxes in the 'No.' column. A 'delete selected user groups' link is present below the table. The total number of user groups is 2. A 'back to Forum' link is at the bottom right. The footer includes the eLeaP logo and copyright information for Telania, LLC.

No.	Name	No. of Members	Insert Date
1.	<input type="checkbox"/> April Students	9	
2.	<input type="checkbox"/> November Students	4	

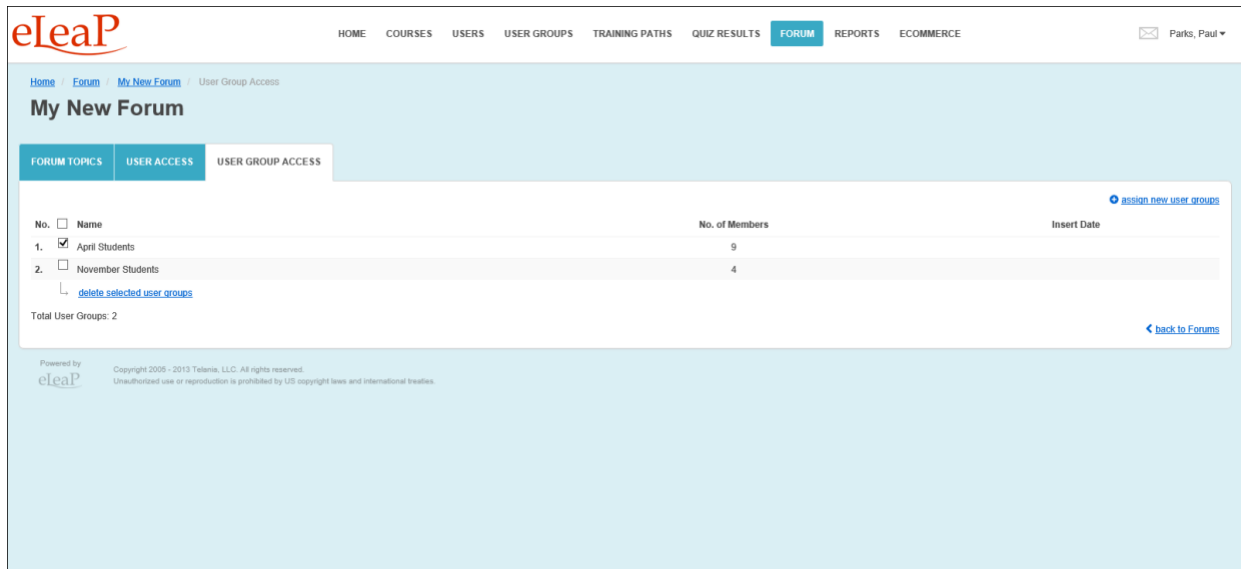
[delete selected user groups](#)

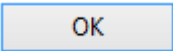
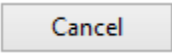
Total User Groups: 2

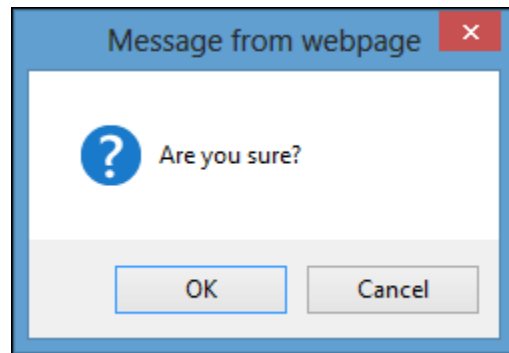
[back to Forum](#)

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.

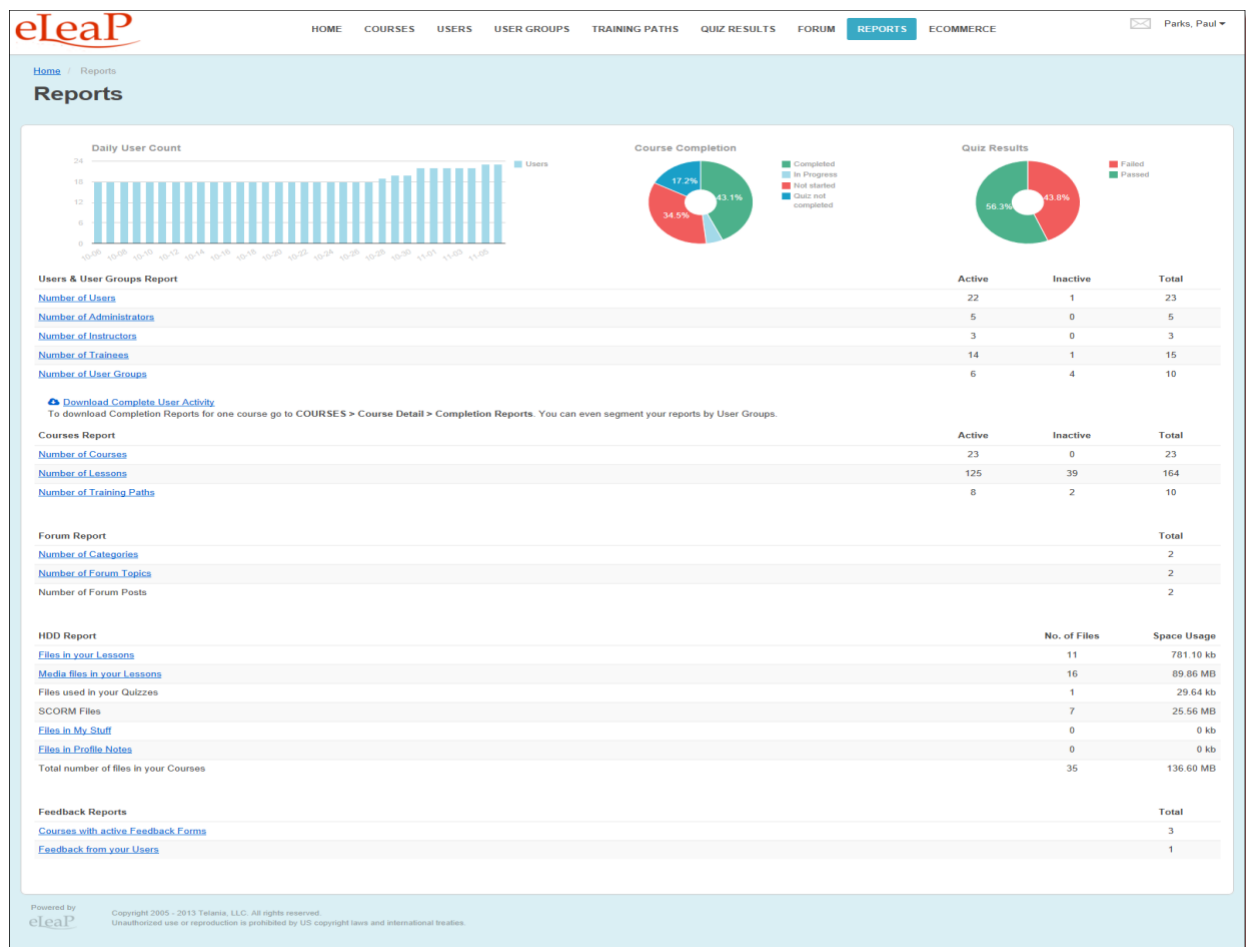


As shown in the illustration below, the system displays a warning message before performing the deletion, to ensure that is your intention. Click  to proceed with the deletion process or click  to cancel the process.



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.

The screenshot displays the 'Registered Administrators' page in the eLeaP interface. The page has a light blue header with the eLeaP logo and navigation links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS (highlighted), and ECOMMERCE. A user profile for 'Parks, Paul' is visible in the top right. The main content area is titled 'Registered Administrators' and contains a table with the following data:

No.	Name	Level	Email	Description	Date Created	Last Login	Active
1.	Weobong, Don	Administrator	demo@teleapsoftware.com	-	09-01-2011	11-06-2013	☑
2.	Basalic, Adrian	Administrator	adrian@basalic.ro	tester	12-08-2011	05-02-2012	☑
3.	R. Vinod	Administrator	vinod_rev@yahoo.com	-	10-28-2013	11-06-2013	☑
4.	Vasyutin, Roman	Administrator	roman.vasyutin@anahoret.com	-	10-31-2013	11-05-2013	☑
5.	Parks, Paul	Administrator	Paul_A_Parks@cox.net	-	10-31-2013	11-06-2013	☑

Below the table, it states 'Total Users: 5'. There is an 'Export to Excel' link in the top right of the table area and a 'back to Reports' link in the bottom right. The footer includes the eLeaP logo, 'Powered by eLeaP', and copyright text: 'Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.'

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.

No.	Name	Created by	Date Created	Courses	Users	User Groups	Active
1.	New Career Path for New Hires	Weobong, Don	11-28-2012	0	0	0	⊙
2.	Don's Auto Repair Course	Weobong, Don	12-07-2011	2	2	1	⊙
3.	Testing CP	Weobong, Don	11-03-2011	0	1	0	⊙
4.	Sales Training	Weobong, Don	09-23-2011	0	0	2	⊙
5.	Pre and Post Test CP	Weobong, Don	11-09-2011	0	0	0	⊙
6.	New Hires	Weobong, Don	11-09-2011	2	1	0	⊙
7.	Available Courses for Self Enrollment	Weobong, Don	05-01-2012	2	2	0	⊙
8.	CP for Self Enrollment	Weobong, Don	05-17-2012	2	2	0	⊙
9.	CP Test 070312	Weobong, Don	07-03-2012	2	3	0	⊙
10.	Test	Griesel, Brandon	11-16-2012	0	0	0	⊙

Total Training Paths: 10

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

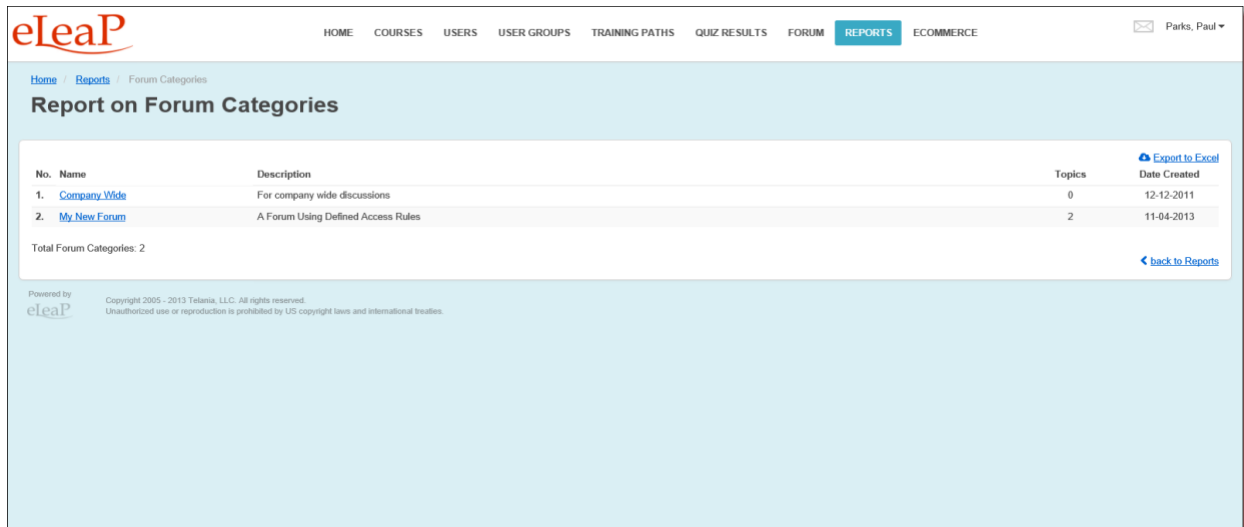
Forum Reports

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.



The screenshot shows the eLeaP web interface. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, **REPORTS**, and ECOMMERCE. A user profile for 'Parks, Paul' is visible in the top right. The main content area is titled 'Report on Forum Categories' and displays a table with the following data:

No.	Name	Description	Topics	Date Created
1.	Company Wide	For company wide discussions	0	12-12-2011
2.	My New Forum	A Forum Using Defined Access Rules	2	11-04-2013

Below the table, it states 'Total Forum Categories: 2'. There are links for 'Export to Excel' and 'back to Reports'. At the bottom, it mentions 'Powered by eLeaP' and copyright information for Telania, LLC.

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.

The screenshot shows the eLeaP interface with the 'REPORTS' tab selected. The page title is 'Report: Files in your lessons'. Below the title is a table with 11 rows of file information. The table has columns for 'No.', 'Filename', 'Lesson's Title', 'Course's Title', 'File Size', and 'Delete'. Each row represents a file uploaded to a lesson. The 'Delete' column contains a blue 'X' icon and a 'delete' link. At the bottom of the table, it says 'Total Files: 11'. There is an 'Export to Excel' link at the top right of the table and a 'back to Reports' link at the bottom right. The footer of the page includes the eLeaP logo and copyright information for Telania, LLC.

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-Prsnltn-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

Total Files: 11

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

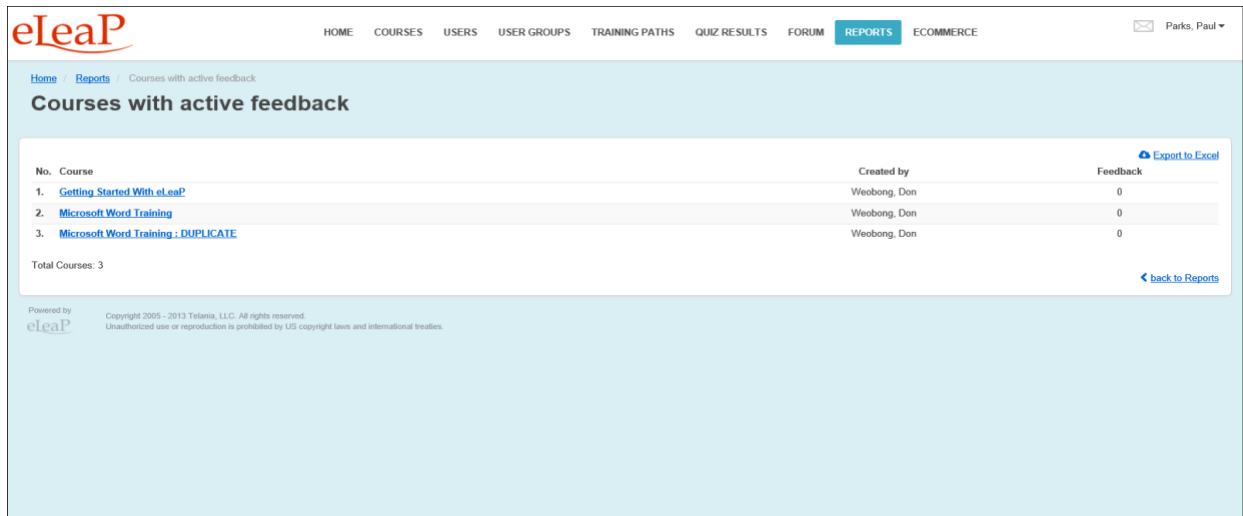
Feedback Reports

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.



The screenshot shows the eLeaP interface with a navigation bar at the top containing links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS (highlighted), and ECOMMERCE. A user profile 'Parks, Paul' is in the top right. Below the navigation bar, the breadcrumb trail is 'Home / Reports / Courses with active feedback'. The main heading is 'Courses with active feedback'. A table lists three courses with columns for 'No.', 'Course', 'Created by', and 'Feedback'. An 'Export to Excel' link is in the top right of the table area, and a 'back to Reports' link is in the bottom right. The footer includes 'Powered by eLeaP' and copyright information for Telania, LLC.


No.	Course	Created by	Feedback
1.	Getting Started With eLeaP	Weobong, Don	0
2.	Microsoft Word Training	Weobong, Don	0
3.	Microsoft Word Training : DUPLICATE	Weobong, Don	0

Total Courses: 3

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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

HOMECOURSESUSERSUSER GROUPSTRAINING PATHSQUIZ RESULTSFORUMREPORTSECOMMERCE

✉ eCommerce, Documentation ▼

[Home](#) / [eCommerce](#) / Courses

eCommerce courses

ECOMMERCE COURSESYOUR ECATALOGSALES REPORTCOMPLETION REPORTREFERRERSREFERRERS PERFORMANCEPROMOTIONAL CODES

Help ⓘ

▼ 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	<div><div>✔ You have activated this Course</div><div>✔ eLeaP has activated this Course</div><div>✔ Course is ready to sell</div></div>	08-24-2008	access course
2.	New course Tags: saas	\$0.00	<div><div>✖ You have activated this Course</div><div>✔ eLeaP has activated this Course</div><div>✔ Course is ready to sell</div></div>	01-12-2011	access course

Total eCommerce Courses: 2

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eLeaP

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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.

The screenshot shows the eLeaP interface with the 'eCommerce' tab selected in the top navigation bar. The course title is 'How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work'. Below the title is a horizontal menu with tabs: 'ECOMMERCE DETAIL', 'SALES REPORT', 'STUDENT USERS', 'COMPLETION REPORT', 'QUIZ RESULTS', 'SCORM RESULTS', and 'GRADING CENTER'. The 'ECOMMERCE DETAIL' tab is active.

Ecommerce

☒ I want to sell this course on my eLeaP e-catalog

Your course will be available or listed on your website: <http://saas.eleapcourses.com/beta/>

Category Tags

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*)

software-as-a-service, saas, software

Prices

The course price for a single user is: \$ 79.95

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.

Multi-license pricing calculation: ☒ Tiered ☐ Volume

Calculate upgrade pricing using: ☒ Sum of previous order and new order total ☐ Only new order total

For a total number of users between 1 and 9999999 the price per user is \$ 0.00 [add price](#)

Sample File

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

[How_to_Sell_SaaS-Intro.pdf](#) (0 kb)

[delete file](#) [upload sample file](#)

Extend Your Reach

☒ Yes, I want this course to be available for purchase on the eLeaP e-learning catalog <http://www.eleapcourses.com> (Recommended)

☒ Yes, I am ready to sell this course

[save](#) [back to Advanced Settings](#)

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

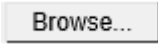
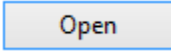

 **add price**

. The pricing will be added to the Pricing Structure. Once pricing has been added, you can click the **delete** link to remove it.

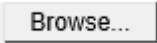
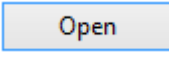

Note: Since pricing is cumulative, deleting a single price level will void all other price levels.


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  to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click  to populate the **Upload File** field, and then click  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  to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click  to populate the **Upload File** field, and then click  to upload the File.

10. Click  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 synopsise what your business/organization stands for.

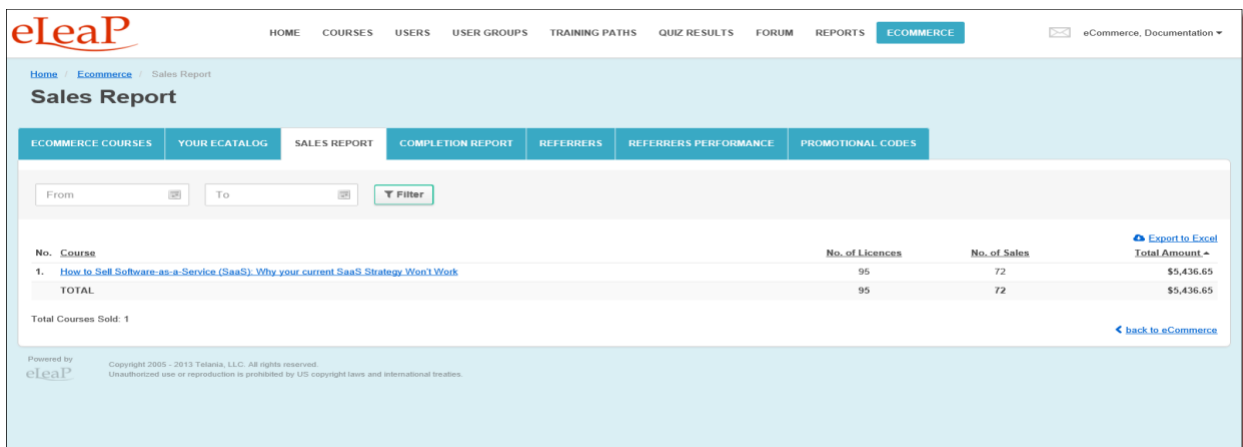
4. Use the **Choose your color scheme for your eCatalog** link to select a color scheme for it.
5. Select a different Theme for your eCatalog from the **Favorite Theme** list, if desired.

6. Click  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 .



No.	COURSE	No. of Licenses	No. of Sales	Total Amount
1.	How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work	95	72	\$5,436.65
TOTAL		95	72	\$5,436.65

Total Courses Sold: 1

[Export to Excel](#)

[back to eCommerce](#)

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.

eLeaP

HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS **ECommerce** eCommerce, Documentation

Home / eCommerce / How to Sell Software-as-a-Service (SaaS): Why your... / Sales Report

How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work

ECommerce Detail SALES REPORT STUDENT USERS COMPLETION REPORT QUIZ RESULTS SCORM RESULTS GRADING CENTER

03/25/2011 07-29-2011 Filter

No.	Portal	Organization	Full Name	Email	Date	No. of Licences	Amount
1.	Course Portal	B&L Information Systems	Warren, Sandy	swarren@binfo.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	Tonicic, Davor	davor.tonicic@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	04-16-2011	1	\$79.95
11.	Course Portal	Syncada from Visa	Bru, Cedric	cedric.bru@syncada.com	03-25-2011	1	\$79.95
12.	Course Portal	Ajel Information Systems	Fadil, Mohammed	mohammed.fadil@ajel.com	01-27-2011	1	\$79.95
13.	Course Portal		Radhakrishna, Sanjay	sradhak@hotmai.com	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	Mjustint@gmail.com	12-17-2010	1	\$79.95
17.	Course Portal		Donaldson, Cheryl	cheryl@hmasap.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		Tasseil, Aaron	aaront@sudsystem.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

Total Sales: 63

Previous 1 2 3 4 Next

[Export to Excel](#)

[back to Previous Page](#)

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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.

eLeaP

HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS **ECOMMERCE** eCommerce, Documentation

Home / eCommerce / How to Sell Software-as-a-Service (SaaS)_ Why your... / Sales Report

How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work

ECOMMERCE DETAIL SALES REPORT STUDENT USERS COMPLETION REPORT QUIZ RESULTS SCORM RESULTS GRADING CENTER

From 11-29-2013 Filter

[Export to Excel](#)

No.	Portal	Organization	Full Name	Email	Date	No. of Licences	Amount
1.	Don-Testing-Corporate-MultiLic		test, test	don@testtest.com	09-14-2012	1	\$0.00
2.	Course Portal	Amacheba Group, LLC.	Welb, Don	don@azimiosystems.com	05-17-2012	1	\$0.00
3.	Some Big Two		Jones, Peter	eleapm7@gmail.com	05-10-2012	10	\$0.00
4.	Course Portal		Aanes, Eric	aanese@yahoo.com	02-09-2012	1	\$79.95
5.	Some Big Two		Jones, Peter	eleapm7@gmail.com	10-31-2011	15	\$0.00
6.	Course Portal	Marketwire	Milana, Paolina	pmilana@marketwire.com	10-18-2011	1	\$79.95
7.	Course Portal	fast web media	flynn, michael	mike.flynn@fastwebmedia.com	09-16-2011	1	\$79.95
8.	Course Portal		malach, douglas	yelsaeb@aol.com	09-16-2011	1	\$79.95
9.	Course Portal					1	\$79.95
10.	Course Portal					1	\$79.95

Do you want to open or save Sales Report - How to Sell Software-as-a-Service (SaaS)_ Why your current SaaS Strategy Won't Work - 11-12-2013.xls from saas.eleapdev.com?

Open Save Cancel

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

Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

A1 Portal

Sales Report - How to Sell Software-as-a-Service (SaaS)_ Why your current SaaS Strategy Won't Work - 11-12-2013 [Compatibility Mode]

	Portal	Organization	First Name	Last Name	Email	Telephone	Address	City	State	Zip Code	Country	Course	total Amou	Discount	aid Amou	Licences	Date	Referrer
2	Don-Testing-Corporate	test	test	test	don@testtest.com	none	none	none	none	none	none	How to Se	\$79.95	\$79.95	\$0.00	1	09-14-2012	
3	Course Po Amacheba	Don	Welb	Don	don@azimiosystems.com	5.02E+09	173 Sears	Louisville	KY	40207	USA	How to Se	\$79.95	\$79.95	\$0.00	1	05-17-2012	
4	Some Big Two	Peter	Jones	Peter	eleapm7@gmail.com	5.02E+09	none	none	none	none	none	How to Se	\$799.50	\$799.50	\$0.00	10	05-10-2012	
5	Course Portal	Eric	Aanes	Eric	aanese@yahoo.com	415-509-12411	Borel	San Mateo	CA	94402	USA	How to Se	\$79.95	\$0.00	\$79.95	1	02-09-2012	
6	Some Big Two	Peter	Jones	Peter	eleapm7@gmail.com	5.02E+09	none	none	none	none	none	How to Se	\$1,199.25	\$1,199.25	\$0.00	15	10-31-2011	
7	Course Po Marketwire	Paolina	Milana	Paolina	pmilana@marketwire.com	310-765-32	100 N. Seg	El Segundo	CA	90245	USA	How to Se	\$79.95	\$0.00	\$79.95	1	10-18-2011	
8	Course Po fast web m	michael	flynn	michael	mike.flynn@fastwebmedia.com	7.74E+09	1, Parkside	Nottingham	Notts	ng8 2nq	UK	How to Se	\$79.95	\$0.00	\$79.95	1	09-16-2011	
9	Course Portal	douglas	malach	douglas	yelsaeb@aol.com	415 383 25300	mill av	sausalito	ca	94965	usa	How to Se	\$79.95	\$0.00	\$79.95	1	09-16-2011	
10	Course Po dex techn	udi	broyer	udi	ubroyer@yahoo.com	9.73E+11	16/6 Aharc	Ness Zion	israel	74057	Israel	How to Se	\$79.95	\$0.00	\$79.95	1	08-01-2011	
11	Course Po B&L Inform	Sandy	Warren	Sandy	swarren@l269-465-624707	Raml	Bridgman	MI		49106	USA	How to Se	\$79.95	\$0.00	\$79.95	1	07-29-2011	
12	Course Po Blue Sky	(Dylan	Reevell	Dylan	dylan@blu	2.78E+10	Big Bay	Cape Town	Western C	7441	South Afric	How to Se	\$79.95	\$0.00	\$79.95	1	07-26-2011	
13	Course Po Eskimo H	Kevin	Morgan	Kevin	Kevin@esl281-859-154026	Trey	Houston	Texas		77084	USA	How to Se	\$79.95	\$0.00	\$79.95	1	07-21-2011	
14	Course Portal	Sebastian	Flury	Sebastian	sfury@syti	+41 78 82	Sur le Crêt	Corgemont	Berne	2606	Switzerlan	How to Se	\$79.95	\$0.00	\$79.95	1	07-12-2011	
15	Course Po Odan Mor	Doug	Friday	Doug	dougfriday	4.22E+08	60 Coughli	West Pertl	Australia V	6005	Australia	How to Se	\$79.95	\$0.00	\$79.95	1	06-27-2011	
16	Course Po Maximizer	John	easton	John	jeaston@n604.6018	1000	1090 vancouver	bc		v6e 2n7	canada	How to Se	\$79.95	\$0.00	\$79.95	1	05-17-2011	
17	Course Po Convergen	Laurence	Stitt	Laurence	laurence@n614E+10	PO Box 22	Wandal	Queenslan		4700	Australia	How to Se	\$79.95	\$0.00	\$79.95	1	05-08-2011	

Ready 100%

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.

The screenshot shows the eLeaP interface with the 'eCommerce' tab selected. The main heading is 'How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work'. Below this, the 'STUDENT USERS' tab is active. A search bar with 'Name' and a 'Filter' button is present. The table below lists 17 students with their details.

No.	Name	Email	Date Purchased	Date Assigned
1.	aljaar, robert	robert_aljaar@allanis.com	10-24-2010	10-24-2010
2.	Barberis, Rolanda	rbarberis@gmail.com	03-26-2009	03-26-2009
3.	Baxter, David	dbaxter@comcast.net	04-28-2010	04-28-2010
4.	Begley, Shawn	sbegley@mitchellthompson.com	12-08-2008	12-08-2008
5.	Binkhorst, Olie	obinkhorst@hotmail.com	01-24-2010	01-24-2010
6.	Bowman, Keith	keith.bowman@sharefile.com	01-11-2009	01-11-2009
7.	broyer, udi	ubroyer@yahoo.com	08-01-2011	08-01-2011
8.	Bru, Cedric	cedric.bru@ayncade.com	03-25-2011	03-25-2011
9.	Burns, Bob	rburns@evergreen-data.com	10-23-2008	10-23-2008
10.	eLeaP Test Buyer, Don	testbuyer@eleapsoftware.com	06-01-2011	01-19-2011
11.	Flury, Sebastian	sflury@sysco.ch	07-12-2011	07-12-2011
12.	Jenkins, Brad	bjenkins@docufree.com	03-16-2010	03-16-2010
13.	Schreiber, Howard	howard.schreiber@accenture.com	07-11-2010	07-11-2010
14.	Van den Berghs, Karel	karel.vandenberghs@globis.be	03-09-2010	03-09-2010
15.	van Eerden, Bernie	bernie.van.eerden@logica.com	10-09-2008	10-09-2008
16.	Webster, Dana	dwebster@documentguard.com	04-26-2011	04-26-2011
17.	Welb, Don	don@azimiosystems.com	05-17-2012	05-17-2012

Total Student Users: 17

Export to Excel

back to eCommerce

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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.

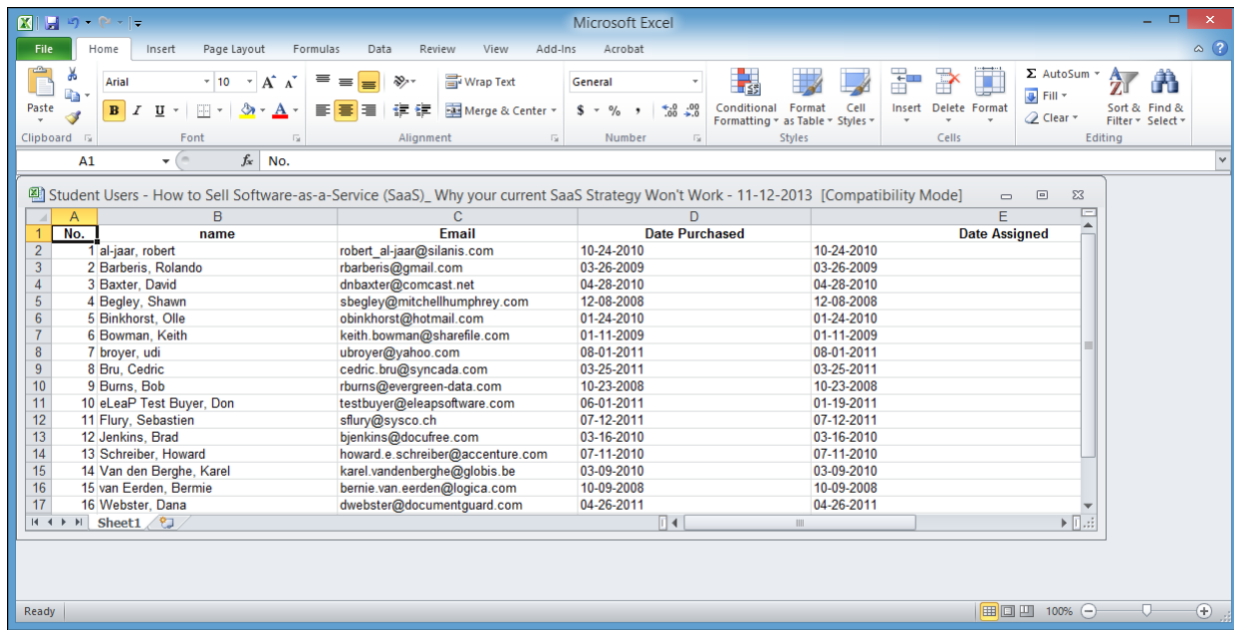
The screenshot shows the eLeaP user profile page for 'al-jaar, robert'. The page has a navigation bar with links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The main header displays the course title 'How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work'. Below this, there are tabs for ECOMMERCE DETAIL, SALES REPORT, STUDENT USERS, COMPLETION REPORT, QUIZ RESULTS, SCORM RESULTS, and GRADING CENTER. The user profile section shows the name 'al-jaar, robert', first name 'robert', last name 'al-jaar', and email 'robert_al-jaar@telania.com'. The 'User Activity' section shows the last login on 10-24-2010. The 'Assigned Courses' section shows a table with one course: 'How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work', created by 'al-jaar, robert', with a status of 50%, no deadline, no quiz, and 2 lessons assigned on 10-24-2010. The 'Completed Quizzes' section shows 'There are no Completed Quizzes'. A 'back to Student Users' link is at the bottom right.

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.

The screenshot shows the eLeaP Student Users screen. The navigation bar is the same as the previous screenshot. The main header displays the course title 'How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work'. Below this, there are tabs for ECOMMERCE DETAIL, SALES REPORT, STUDENT USERS, COMPLETION REPORT, QUIZ RESULTS, SCORM RESULTS, and GRADING CENTER. The STUDENT USERS tab is active, showing a search bar with 'b' and a 'Filter' button. Below the search bar is a table of student users. The table has columns: No., Name, Email, Date Purchased, and Date Assigned. The table contains 10 rows of data. An 'Export to Excel' link is visible in the top right corner of the table. A dialog box is open at the bottom of the screen, asking 'Do you want to open or save Student Users - How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't...xls (6.00 KB) from saas.eleapdev.com?'. The dialog box has three buttons: Open, Save, and Cancel.

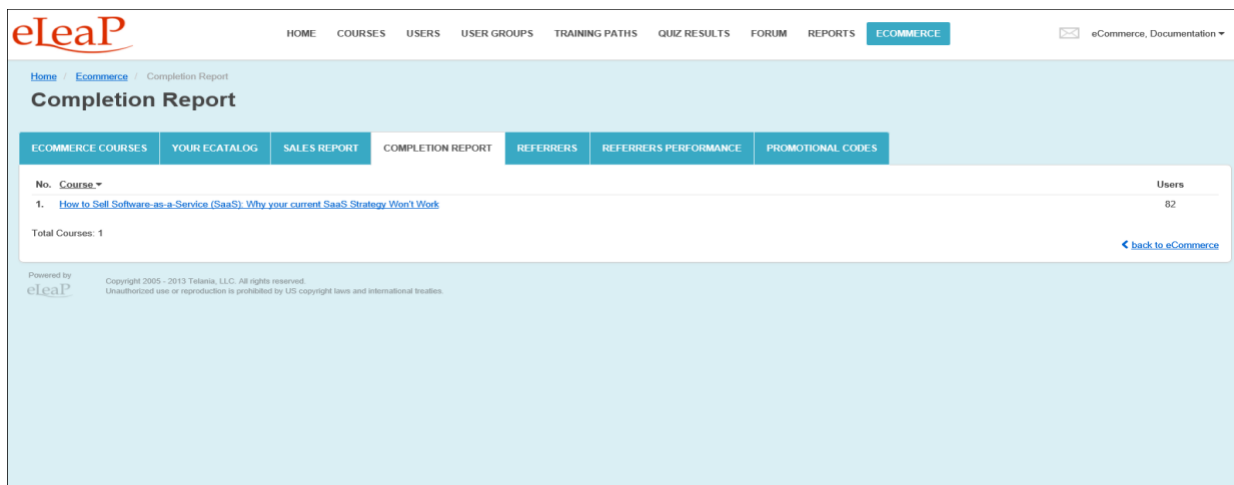
As shown in the following illustration, all of your Student User Details are now available within Excel.



No.	name	Email	Date Purchased	Date Assigned
1	al-jaar, robert	robert_al-jaar@silanis.com	10-24-2010	10-24-2010
2	Barberis, Rolando	rbarberis@gmail.com	03-26-2009	03-26-2009
3	Baxter, David	dnbaxter@comcast.net	04-28-2010	04-28-2010
4	Begley, Shawn	sbeley@mitchellhumprey.com	12-08-2008	12-08-2008
5	Binkhorst, Olle	obinkhorst@hotmail.com	01-24-2010	01-24-2010
6	Bowman, Keith	keith.bowman@sharefile.com	01-11-2009	01-11-2009
7	broyer, udi	ubroyer@yahoo.com	08-01-2011	08-01-2011
8	Bru, Cedric	cedric_bru@syncada.com	03-25-2011	03-25-2011
9	Burns, Bob	rburns@evergreen-data.com	10-23-2008	10-23-2008
10	eLeaP Test Buyer, Don	testbuyer@eleapsoftware.com	06-01-2011	01-19-2011
11	Flury, Sebastian	sflury@sysco.ch	07-12-2011	07-12-2011
12	Jenkins, Brad	bjenkins@docufree.com	03-16-2010	03-16-2010
13	Schreiber, Howard	howard.schreiber@accenture.com	07-11-2010	07-11-2010
14	Van den Berghe, Karel	karel.vandenbergh@globis.be	03-09-2010	03-09-2010
15	van Eerden, Bermie	bermie.van.eerden@logica.com	10-09-2008	10-09-2008
16	Webster, Dana	dwebster@documentguard.com	04-26-2011	04-26-2011

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.



No.	Course	Users
1.	How to Sell Software-as-a-Service (SaaS)_ Why your current SaaS Strategy Won't Work	82

Total Courses: 1

[back to eCommerce](#)

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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.

eLeaP HOME COURSES USERS USER GROUPS TRAINING PATHS QUIZ RESULTS FORUM REPORTS **ECOMMERCE** eCommerce, Documentation

Home / eCommerce / How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work / Completion Report

How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work

ECOMMERCE DETAIL SALES REPORT STUDENT USERS COMPLETION REPORT QUIZ RESULTS SCORM RESULTS GRADING CENTER

Summary Report: Completed 28.05% (23 of 82)

No.	Name	Organization	Progress	Quiz	Quiz Completed	Deadline
1.	Aanes, Eric		50%	NO Quiz	-	none
2.	al-jaar, robert		50%	NO Quiz	-	none
3.	Alkharat, Samer		Completed	NO Quiz	-	none
4.	allegaert, paul		Completed	NO Quiz	-	none
5.	Barberis, Rolando		50%	NO Quiz	-	none
6.	Baxter, David		50%	NO Quiz	-	none
7.	Begley, Shawn		Completed	NO Quiz	-	none
8.	Blinkhorst, Olie		50%	NO Quiz	-	none
9.	Bowman, Keith		Completed	NO Quiz	-	none
10.	broyer, udi	dex technologies	50%	NO Quiz	-	none
11.	Bru, Cedric	Syncada from Visa	50%	NO Quiz	-	none
12.	Burns, Bob		50%	NO Quiz	-	none
13.	Chai Chang, Janice		50%	NO Quiz	-	none
14.	Chiripurapu, Ravi		Completed	NO Quiz	-	none
15.	Derwael, Petra		50%	NO Quiz	-	none
16.	Diaz, Daniel		50%	NO Quiz	-	none
17.	Donaldson, Cheryl		50%	NO Quiz	-	none
18.	easton, John	Maximizer Software Inc	50%	NO Quiz	-	none
19.	Edwards, David		50%	NO Quiz	-	none
20.	eLeaP Test Buyer, Don		Completed	NO Quiz	-	none

Total Student Users: 82

Previous 1 2 3 4 5 Next

[Export to Excel](#) [back to Completion Report](#)

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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.

The screenshot shows the eLeaP Ecommerce interface. The top navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The main header displays the course title: "How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work". Below this, there are tabs for ECOMMERCE DETAIL, SALES REPORT, STUDENT USERS, COMPLETION REPORT, QUIZ RESULTS, SCORM RESULTS, and GRADING CENTER. The COMPLETION REPORT tab is active, showing a summary report: "Completed 28.05% (23 of 82)". A table lists students with columns for No., Name, Organization, Progress, Quiz, Quiz Completed, and Deadline. The progress bar shows 28.05% completion. A download button "Export to Excel" is visible. At the bottom, a dialog box asks: "Do you want to open or save Completion Report.xls from saas.eleapdev.com?" with Open, Save, and Cancel options.

No.	Name	Organization	Progress	Quiz	Quiz Completed	Deadline
1.	Aanes, Eric		50%	NO Quiz	-	none
2.	al-jaar, robert		50%	NO Quiz	-	none
3.	Alkharat, Samer		Completed	NO Quiz	-	none
4.	allegaert, paul		Completed	NO Quiz	-	none
5.	Barberis, Rolando		50%	NO Quiz	-	none
6.	Baxter, David		50%	NO Quiz	-	none
7.	Begley, Shawn		Completed	NO Quiz	-	none
8.	Binkhorst, Olie		50%	NO Quiz	-	none
9.	Bowman, Keith		Completed	NO Quiz	-	none
10.	broyer, udi	dex technologies	50%	NO Quiz	-	none
11.	Bru, Cedric					none
12.	Burns, Bob					none

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.

The screenshot shows the Microsoft Excel application with the downloaded "Completion Report [Compatibility Mode]". The data is organized in a table with columns: No., Course, Full Name, Email, Description, Organization, Deadline, Progress [%], and Completion Date. The data includes 16 rows of student information, with progress status (e.g., "In Progress [50 %]", "Completed") and completion dates (e.g., "In Progress [50 %]"). The Excel interface shows the ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, and Acrobat. The status bar at the bottom indicates "Ready" and "100%" zoom.

No.	Course	Full Name	Email	Description	Organization	Deadline	Progress [%]	Completion Date
1	How to Sell Software-as-a-Service (SaaS): Why y	Aanes, Eric	aanese@yahoo.com			-	In Progress [50 %]	
2	How to Sell Software-as-a-Service (SaaS): Why y	al-jaar, robert	robert_al-jaar@silanis.com			-	In Progress [50 %]	
3	How to Sell Software-as-a-Service (SaaS): Why y	Alkharat, Samer	sam@liveroute.net			-	Completed	
4	How to Sell Software-as-a-Service (SaaS): Why y	allegaert, paul	paul.allegaert@babelway.com			-	Completed	
5	How to Sell Software-as-a-Service (SaaS): Why y	Barberis, Rolando	rbarberis@gmail.com			-	In Progress [50 %]	
6	How to Sell Software-as-a-Service (SaaS): Why y	Baxter, David	dnbaxter@comcast.net			-	In Progress [50 %]	
7	How to Sell Software-as-a-Service (SaaS): Why y	Begley, Shawn	sbegley@mitchellhumphrey.com			-	Completed	
8	How to Sell Software-as-a-Service (SaaS): Why y	Binkhorst, Olie	obinkhorst@hotmail.com			-	In Progress [50 %]	
9	How to Sell Software-as-a-Service (SaaS): Why y	Bowman, Keith	keith.bowman@sharefile.com			-	Completed	
10	How to Sell Software-as-a-Service (SaaS): Why y	broyer, udi	ubroyer@yahoo.com		dex technologie	-	In Progress [50 %]	
11	How to Sell Software-as-a-Service (SaaS): Why y	Bru, Cedric	cedric.bru@syncada.com		Syncada from \	-	In Progress [50 %]	
12	How to Sell Software-as-a-Service (SaaS): Why y	Burns, Bob	rburns@evergreen-data.com			-	In Progress [50 %]	
13	How to Sell Software-as-a-Service (SaaS): Why y	Chai-Chang, Janice	riopalmajc@yahoo.com			-	In Progress [50 %]	
14	How to Sell Software-as-a-Service (SaaS): Why y	Chiripurapu, Ravi	ravi.bose@gmail.com			-	Completed	
15	How to Sell Software-as-a-Service (SaaS): Why y	Denwaal, Petra	petra@brandnewday.eu			-	In Progress [50 %]	
16	How to Sell Software-as-a-Service (SaaS): Why y	Diaz, Daniel	daniel.diaz@titantech.net			-	In Progress [50 %]	

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.

Home / Ecommerce / Referrers

Referrers

ECOMMERCE COURSES YOUR ECATALOG SALES REPORT COMPLETION REPORT **REFERRERS** REFERRERS PERFORMANCE PROMOTIONAL CODES

Name [Filter](#)

[add new referrer](#)

No.	Name	Email	Commission	KEY	Date Created	Active
1.	Steven, Barbara	steven@theco.edu	15.00 %	gd4rt10kzwee9gozq4k	04-30-2012	
2.	Linda, Linda	linda@linda.com	15.00 %	72bRg013rGo4SKM05ssi	10-20-2010	
3.	Joe, Robert	robert@joe.com	30.00 %	68n43gww2ava2ms7yv61	01-16-2012	
4.	Caroline, Denise	denise@caroline.com	50.00 %	2x10rg5bhmmdnno722	08-11-2011	

Total Referrers: 4

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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.

The screenshot shows the 'Add Referrer' form in the eLeaP application. The form is located under the 'ECOMMERCE' tab. It includes a navigation bar with links to HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The user 'Parks, Paul' is logged in. The form has a 'KEY' field with a value '4hbkcaezd4p69t3q9v'. Below this are fields for 'First Name', 'Last Name', 'Email', 'Phone', 'Fax', 'Address', 'City', 'State/Region', 'ZipCode', 'Country', 'Web (including http://)', and 'Commission(%)'. A 'Submit' button is at the bottom left. A note states: 'This Referrer will immediately be sent their login information via email. Please make sure they have whitelisted office@eleapsoftware.com'.

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

eLeaP

HOMECOURSESUMERSUSER GROUPSTRAINING PATHSQUIZ RESULTSFORUMREPORTSECOMMERCE

✉ Parks, Paul ▼

Home / Ecommerce / Referrers

Referrers

ECOMMERCE COURSESYOUR ECATALOGSALES REPORTCOMPLETION REPORTREFERRERSREFERRERS PERFORMANCESPROMOTIONAL CODES

Name

▼ Filter

The referrer has been added

[add new referrer](#)

There are no registered referrers

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eLeaP

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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.

[Home](#) / [Ecommerce](#) / [Referrers](#) / Referrers Performance

Referrers' Performance

ECOMMERCE COURSES

YOUR ECATALOG

SALES REPORT

COMPLETION REPORT

REFERRERS

REFERRERS PERFORMANCE

PROMOTIONAL CODES

▼ Filter

Export to Excel |

No.	Name ▼	Email	Commission	Total Amount	Ref.Com.
1.	Hossein, Hossein	hossein@hosein.ir	15.00 %	\$599.00	\$89.85
2.	Eslam, Javad	eslam@hosein.ir	15.00 %	\$359.40	\$53.91
3.	Ali, Hossein	alhossein_ali@yahoo.com	30.00 %	\$29.95	\$8.98
4.	Correia, Tiago	tiago@tiagocorreia.com	50.00 %	\$239.60	\$119.80

Total Referrers: 4

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

[Home](#) / Ecommerce

ECOMMERCE COURSES
 YOUR ECATALOG
 SALES REPORT
 COMPLETION REPORT
 REFERRERS
 REFERRER'S PERFORMANCE
 PROMOTIONAL CODES

[Referrers](#) > *Telania Company*

KEY	2c74d9f816c31e6d8ee77a2
First Name	Telania
Last Name	Company
Email	don@telaniasoftware.com
Phone	562-295-4858
Fax	
Country	-
State/Region	-
Address	-
City	-
ZipCode	-
Web	
Commission	50%

[edit](#)
[delete Referrer](#) | [back to Referrers](#)

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.

	A	B	C	D	E	F
1	No.	Name	Email	Commission percentage	Total Amount	Referrer Commission
2	1	Referrer Name	Referrer@domain.com	25	200	50.00
3	2	Referrer Name	Referrer@domain.com	25	200.4	50.10
4	3	Referrer Name	Referrer@domain.com	25	200.8	50.20
5	4	Referrer Name	Referrer@domain.com	25	201.2	50.30
6						

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.

Home / Ecommerce / Codes

Promotional Codes

ECOMMERCE COURSES YOUR ECATALOG SALES REPORT COMPLETION REPORT REFERRERS REFERRERS PERFORMANCE PROMOTIONAL CODES

[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](#)

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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.

Add New Promotional Code

Promotional Code:

Discount Type: ☒ Percent

Value of Discount: % off standard price

Quantity: leave empty for unlimited

Expiration Date:

[save promotional code](#) [cancel](#) [add new code](#)

No.	<input type="checkbox"/> Promotional Code	Discount	Quantity	Expiration Date	Insert Date	Active	
1.	<input type="checkbox"/> test	100.00 % off price		05-31-2012	11-03-2011		edit
2.	<input type="checkbox"/> newcode	100.00 % off price		05-31-2012	05-15-2012		edit
3.	<input type="checkbox"/> 50	50.00 % off price	(0 / 127)	06-30-2012	05-17-2012		edit

[delete selected codes](#)

Total Codes: 3

[back to eCommerce](#)

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.

[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](#)

Promotional Code

Discount Type

Value

Value of Discount

Quantity

Expiration Date

save promotional code

cancel

add new code

No.	<input type="checkbox"/> Promotional Code	Discount	Quantity	Expiration Date	Insert Date	Active	
1.	<input type="checkbox"/> test	100.00 % off price		05-31-2012	11-03-2011		edit
2.	<input type="checkbox"/> newcode	100.00 % off price		05-31-2012	05-15-2012		edit
3.	<input type="checkbox"/> 50	50.00 % off price	(0 / 127)	06-30-2012	05-17-2012		edit

[delete selected codes](#)

Total Codes: 3

back to eCommerce

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Deleting a Promotional Code

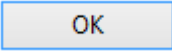
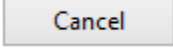
Selecting the check box for a Promotional Code on the **Promotional Codes** list and clicking the **delete selected codes** link, as shown in the following illustration, will remove a Promotional Code from the system.

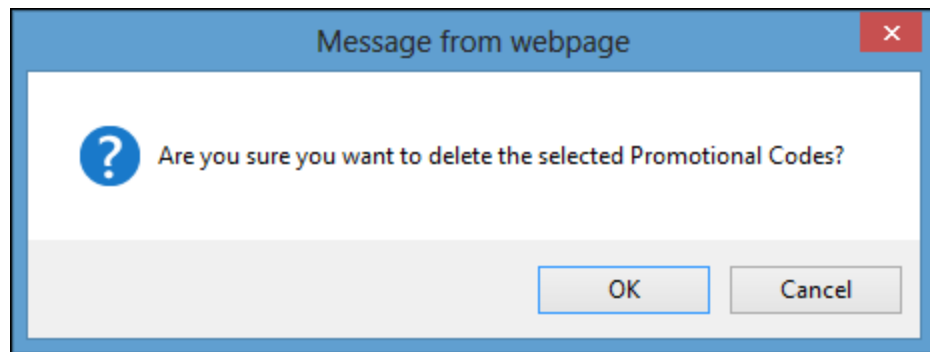
The screenshot shows the eLeaP web application interface. At the top, there is a navigation bar with links: HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The ECOMMERCE tab is selected. Below the navigation bar, the breadcrumb trail is Home > Ecommerce > Codes. The main heading is 'Promotional Codes'. Below this, there is a sub-navigation bar with tabs: ECOMMERCE COURSES, YOUR ECATALOG, SALES REPORT, COMPLETION REPORT, REFERRERS, REFERRERS PERFORMANCE, and PROMOTIONAL CODES. The PROMOTIONAL CODES tab is active. On the right side of the sub-navigation bar, there is a link 'add new code'. Below the sub-navigation bar, there is a table with the following columns: No., Promotional Code, Discount, Quantity, Expiration Date, Insert Date, Active, and a link to edit. The table contains three rows of data. The third row is selected, and a 'delete selected codes' link is visible below it. The total number of codes is 3.

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

Total Codes: 3

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