



Administrator's Manual

Included Continuing Education Module

Table of Contents

Administrator's Manual	1
Included Continuing Education Module	1
Table of Contents	2
Introduction	11
Logging in to the System	12
Dashboard and Special Instructions	13
Primary Menu	14
Dashboard Sections	15
Status Tiles	16
Daily User Activity	16
Latest Activity	17
Organization Content Summary	17
My Assignments	18
Forum & Inbox (Communication)	18
Account Settings	19
Modifying Your Personal Profile	19
Edit Profile	21
Changing Your Password	22
Modifying Your Company Profile	23
Editing Your Profile Fields	24
Special Instructions	26
Auto Logout Time	28

Uploading your Company Logo	29
Continuing Education	31
Billing	31
Invoices/Receipts	33
Gamification	33
OJT (On-the-Job Training)	35
API	36
Webhooks	37
Audit Trail	39
Courses	41
Progress Bar – Legend	43
Adding a New Course	43
Course Settings:	46
Adding Chapters and Lessons to a Course	49
Adding a Chapter to a Course	49
Editing a Chapter	51
Deleting a Chapter	52
Adding a Lesson to a Course	52
Adding Content to a Lesson	53
eLeaP Content Editor	55
Complex Course e-Learning Objects:	57
Uploading & Embedding Files	62
Quick Quiz	64
Quick Feedback	65
Quick Flip Card	66
Editing a Lesson	68
Deleting a Lesson	68
Importing SCORM Content	68

Re-Ordering Lessons	69
Adding an Observation Checklist Course	70
Add/Edit Observation Checklist Statements	71
Observation Checklist Gradable Statement Types	72
Observation Checklist Non Gradable Statement Types:	73
Activating/Editing/Ordering Statements	73
Assigning an Observation Checklist Course	74
How to perform an Observation Checklist Assessment	74
Administrator performing assessments:	74
Supervisor performing assessments:	76
Observation Assessment – Reports & Files	79
Stats Overview:	79
Completion Report	80
Downloading Reports	80
Additional Report Options	80
Other Course Meta Features	80
Duplicating a Course	80
Editing a Course Title	83
Course Notes and Memos	84
Deleting a Course	85
Creating a Glossary	85
Creating an FAQ Database	87
Adding Web Resources	89
Feedback Assessment Tool	91
Add Feedback Form Fields	92
Types of Feedback Form Fields	93
Discuss/Course-Specific Forum	94
Instructors	97

Adding an Instructor	97
Deleting an Instructor	98
Assigned Users	99
Assigned User Groups	101
Course Report	103
Overview	103
Completion Report	104
Quiz Results	105
Continuing Education Results	107
E-Signature log	107
Quiz	108
Quiz Question Facts	114
Quiz Settings	115
Quiz Settings Explained	117
Quiz Advanced Settings	118
Ecommerce	119
Certificate Template	123
Categories	129
Edit Categories	129
Delete Categories	129
Events	130
Event Courses	130
Add Event Course	130
Adding a New Event	131
Event Settings	132
Edit Event	134
Delete Event	134
Self-Enrollment	134

Event Registration page	134
Event Assignment	136
Event Status	138
Event Registration Status	138
Event Completion Status	139
Sample Event Status	140
Event Reports	141
Learning Paths	142
Adding a New Learning Path	142
Adding Courses to a Learning Path	144
Assigned Users	147
Assigned User Groups	148
Completion Report	148
Editing a Learning Path	149
Deleting a Learning Path	150
Assigned Learning Paths	150
Continuing Education	153
CE Overview	153
Individual Credential Management (All Credentials)	155
Types of Credentials	155
License:	155
Certification:	155
Add a Credential	156
Add New License	156
Import Credits	157
Add New Certification	158
Import Certification	159
Manage Existing Credentials – All Credentials	159

Quick Charts	159
Filtering Options	159
Managing Individual User Credentials	160
Managing License Credentials	160
Managing Certification Credentials	160
Internal CE Course	161
Activating CE for Courses	161
Self-Enrollment CE Courses	162
My Credentials	163
Add New Credential	164
Starting CE Course	164
Self Enrollment CE course:	164
OJT – On-the-Job-Training	167
OJT Fields	167
Add New OJT Field:	167
Edit OJT Field:	168
Adding Dropdown Field Options:	168
Use as Filter	169
OJT Section	170
Manual Add	170
Bulk Import	171
Users	173
Adding a New User	174
Trainee Users	175
Instructor Users	175
Supervisor Users	175
Manager Users	176
Assigning Managers/Supervisors to User Groups	177

Editing Users	178
Deleting Users	184
Importing Users	185
Updating Users through Import	187
Custom Fields	187
Filtering	187
Smart Assigning	188
Creating a Smart Assigning Rule	189
Step One: Create Your IF	189
Step Two: Create Your THEN	189
Step Three: Using Your Rule	190
Advanced: Multiple IFs/THENs	190
Using AND	191
Using OR	191
Exporting User Activity	192
User Groups	193
Adding a New User Group	194
Adding Members to a User Group	196
Editing a User Group	198
Deleting a User Group	198
User Group Activity	199
Exporting User Group Activity	200
Quiz Results	203
Exporting Quiz Results	204
Viewing Individual User Quiz Results Details	206
Download Individual User Quiz Results	207
Viewing the Quiz Results Summary	207
Exporting the Quiz Summary	208

Deleting Quiz Results	209
Grading Center	211
SCORM Results	212
Exporting SCORM Results	214
Deleting SCORM Results	214
Forum	216
Adding a New Forum Category	216
Editing a Forum Category	218
Deleting a Forum Category	218
Adding a Forum Topic	219
Editing a Forum Topic	221
Deleting a Forum Topic	221
Assigning User Access to a Forum Category	221
Unassigning User Access to a Forum Category	224
Assigning User Group Access to a Forum Category	225
Unassigning User Group Access to a Forum	226
Reports	228
User and User Group Reports	230
Courses Reports	230
Forum Reports	231
HDD Reports	232
Feedback Reports	233
Ecommerce Courses	234
eCommerce Course Details	236
Your ECatalog	238
Sales Report	239
Viewing Course Details	239
Exporting Sales Details	240

Student Users	241
Viewing Student User Details	241
Exporting Student User Details	242
Completion Report	242
Exporting Completion Reports	243
Referrers	244
Adding a Referrer	244
Referrers Performance	247
Exporting Referrer Performance	248
Promotional Codes	249
Adding a Promotional Code	249
Editing a Promotional Code	250
Deleting a Promotional Code	252
Support/Help Center and eLeaP™ Knowledgebase	253

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.

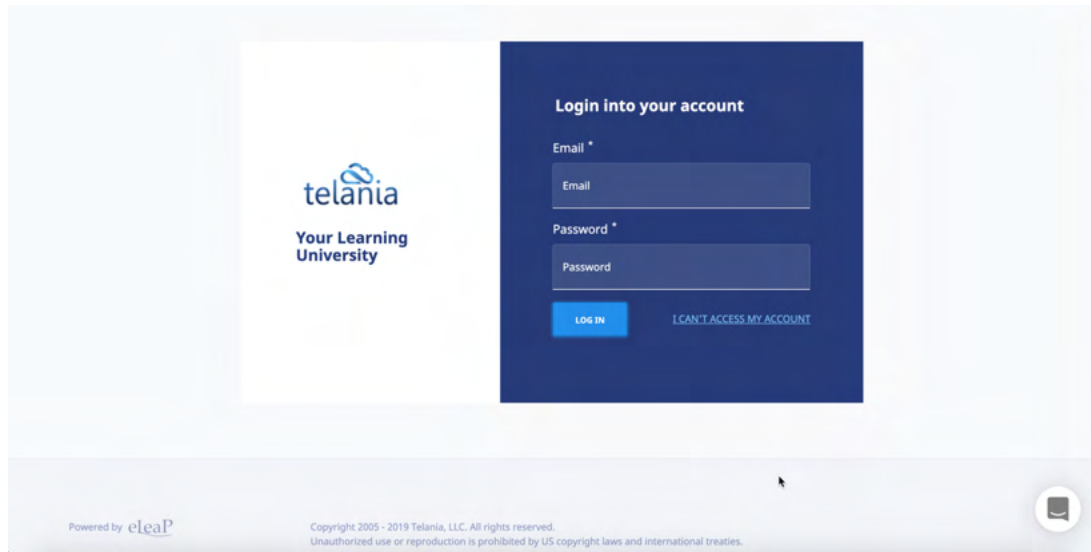
The eLeaP LMS empowers you to rapidly and easily create intuitive online learning courses from your own existing files. With eLeaP online learning software, you can incorporate PowerPoint, PDF, pictures, audio, video, Microsoft Office, SCORM and many more file types into your own personalized courses.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

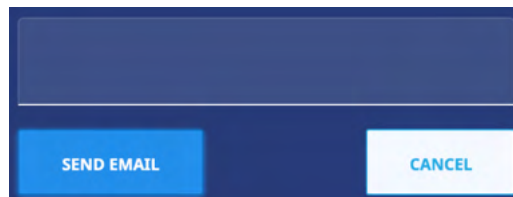
Logging in to the System

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 **LOG IN** 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 Telania University. On the left is the Telania logo with the tagline "Your Learning University". On the right is a dark blue login box titled "Login into your account". It contains two input fields: "Email *" and "Password *". Below the password field is a blue "LOG IN" button and a link that says "I CAN'T ACCESS MY ACCOUNT". At the bottom of the page, there is a footer with "Powered by eLeaP", copyright information for Telania, LLC (2005-2019), and a disclaimer about unauthorized use. A small chat icon is visible in the bottom right corner.

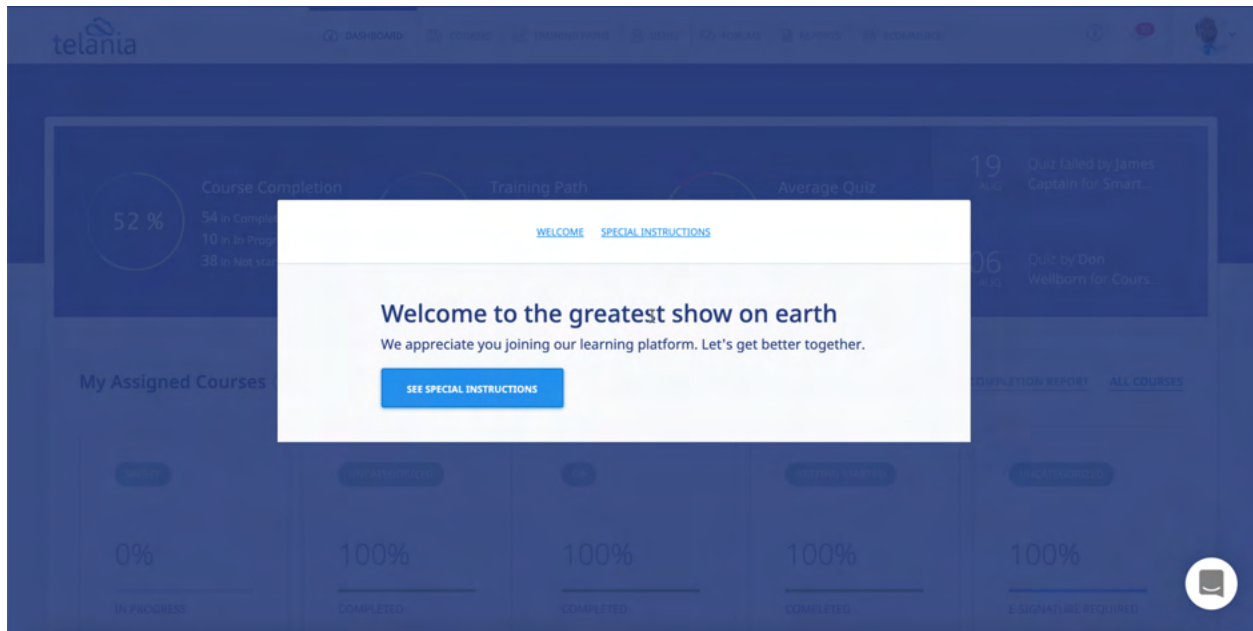
Click the **I can't access my account** link if you forget your password. The **Login** screen expands, displaying a field into which you can enter your email address for retrieval of your password. Once you have entered your email, click [Send Email] button. The system will send you your password reset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



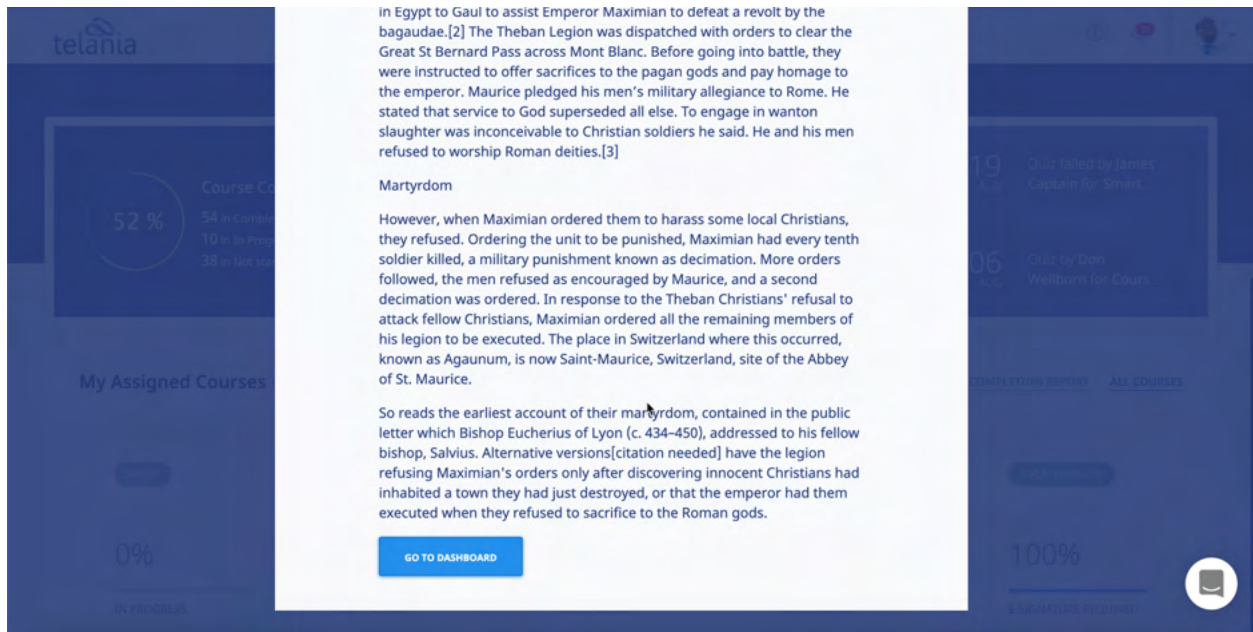
This screenshot shows the expanded form for password reset. It features a large, empty text input field at the top. Below the field are two buttons: a blue "SEND EMAIL" button on the left and a white "CANCEL" button on the right.

Dashboard and Special Instructions

If logging into the system for the first time, you can see a 'Special Instructions' page if your organization has added specific company related instructions or information for the company. If special instructions do exist, you might see a page like this:



Note: Users will not be able to close this “Special Instructions” page until they click the [See Special Instructions] button and scroll to the bottom of the page. They will see the option to click to go to their account dashboard.

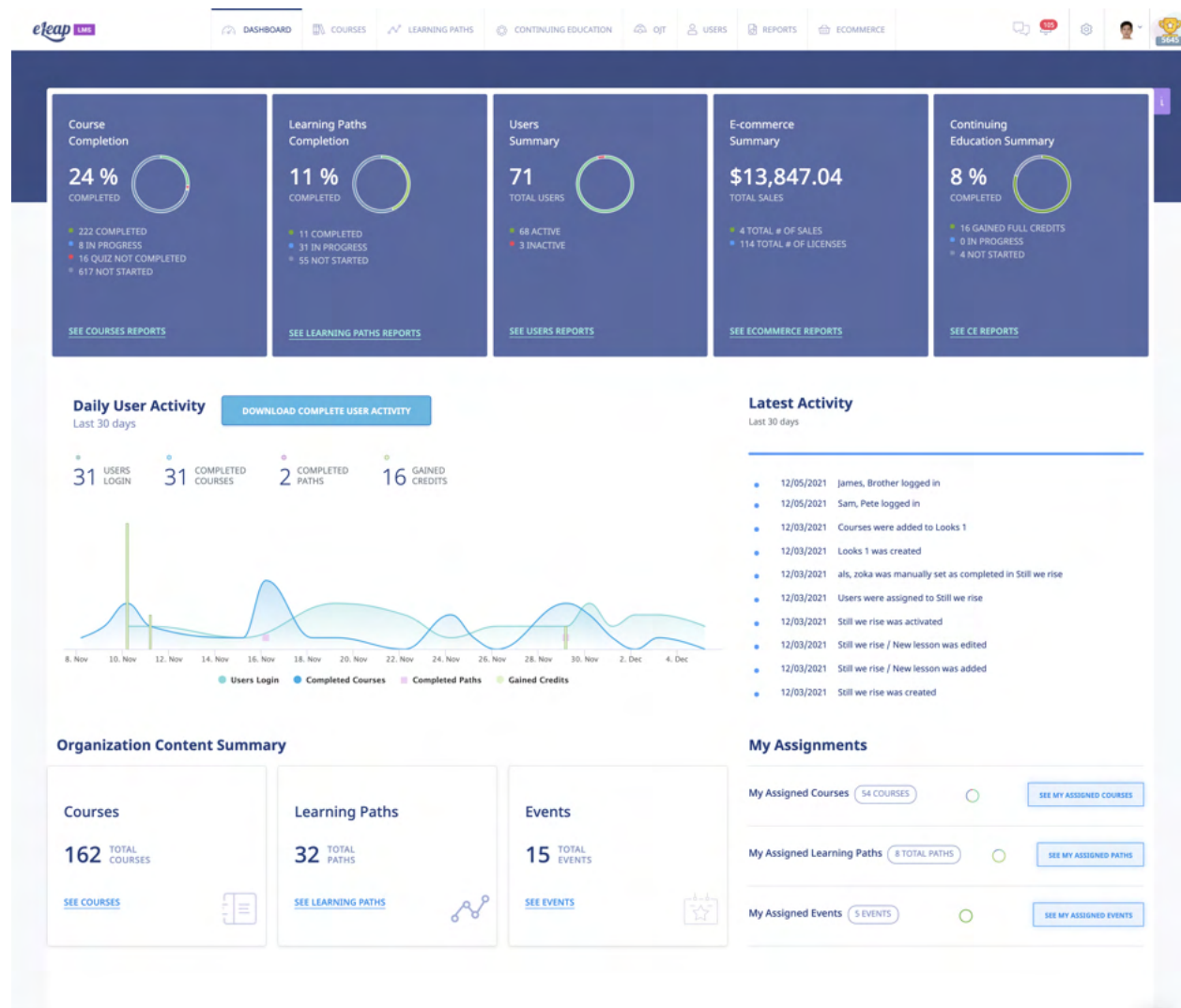


If your organization does not have any special instructions, users simply login directly to their dashboard.

Primary Menu

eLeaP's primary menu items are:

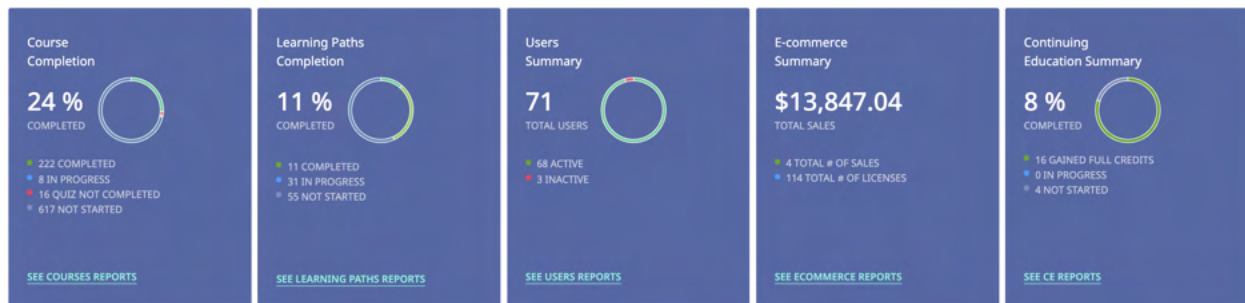
- Dashboard
- Courses
- Learning Paths
- Continuing Education (if activated)
- OJT (if activated)
- Users
- Reports
- eCommerce
- Forum
- Inbox
- Account settings
- Profile
- Gamification



Dashboard Sections

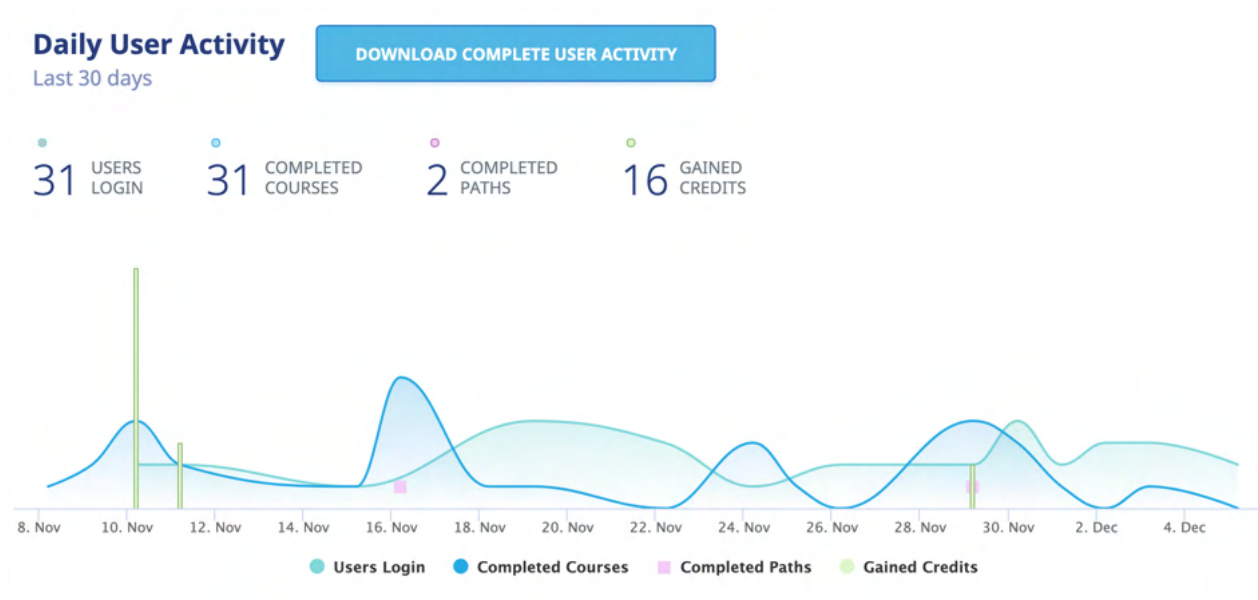
The Dashboard is 5 sections in one. The various dashboard sections are:

Status Tiles



The Status Tiles area displays a visual summary of your account activity in the system. Here, users can see Course Completion, Learning Path Completion, Users Summary, E-Commerce Summary (if available) and Continuing Education Summary (if available). You can click the links to get more details for each Status tile.

Daily User Activity



The Daily User Activity section includes the [Download Complete User Activity] button for quick account activity downloading. The Daily User Activity section shows 4 vital activities tracked –

- Daily User Logins
- Daily Course Completions
- Daily Learning Path Completions
- Daily Continuing Education Credits gained

You can suppress each of these individual activities so you can focus on specific daily user activities. Simply click on the activities you want to suppress to turn them gray and non-visible in the chart area.



Latest Activity

Latest Activity

Last 30 days

- 12/05/2021 James, Brother logged in
- 12/05/2021 Sam, Pete logged in
- 12/03/2021 Courses were added to Looks 1
- 12/03/2021 Looks 1 was created
- 12/03/2021 als, zoka was manually set as completed in Still we rise
- 12/03/2021 Users were assigned to Still we rise

The v5+ also includes latest account activity logs right on your dashboard. This activity is pulled from your Audit Trail so you can go to your Audit trail to get more details.

Organization Content Summary

Courses

162 TOTAL COURSES

[SEE COURSES](#)

Learning Paths

32 TOTAL PATHS

[SEE LEARNING PATHS](#)

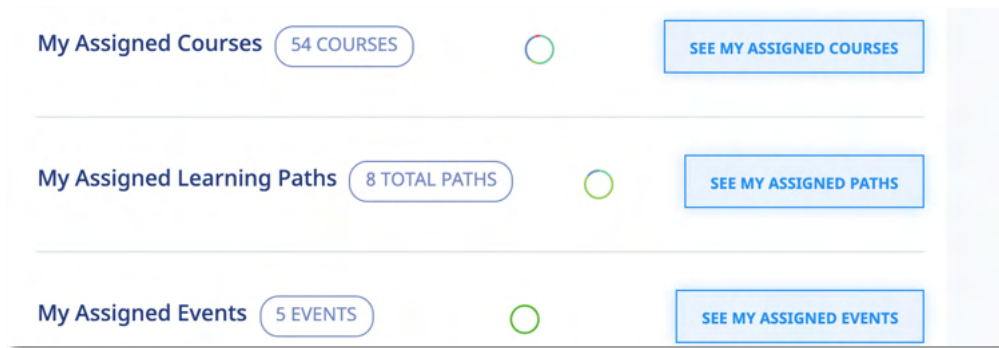
Events

15 TOTAL EVENTS

[SEE EVENTS](#)

The Organization Content Summary section gives a high-level summary of your content assets created in the system. This summary includes the total number of Courses, Learning Paths as well as Events created. Click the links to get additional information.


My Assignments




The My Assignments shows your personal assignments as a user in the system. You can also get your course, learning path or Events assignments from the various sub menu sections of the system.

Click the links to get more details on your assignments. The charts also indicate assignment status.

Forum & Inbox (Communication)


The Forum text link is now an icon . Clicking this icon takes you to the Forum section where you can manage your organization wide Forums as well as participate in assigned Forum categories.

As System Administrator, you can also access your 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.

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.

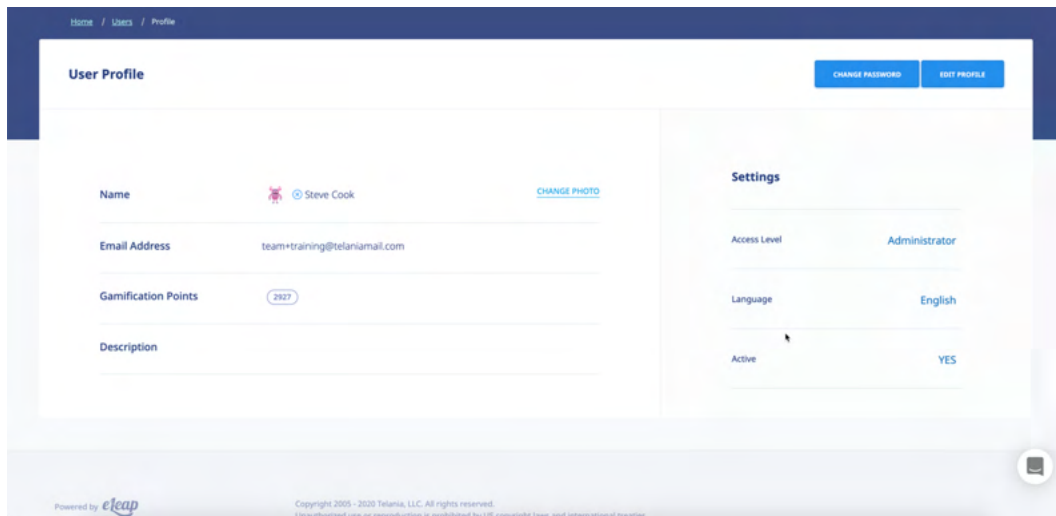


Account Settings

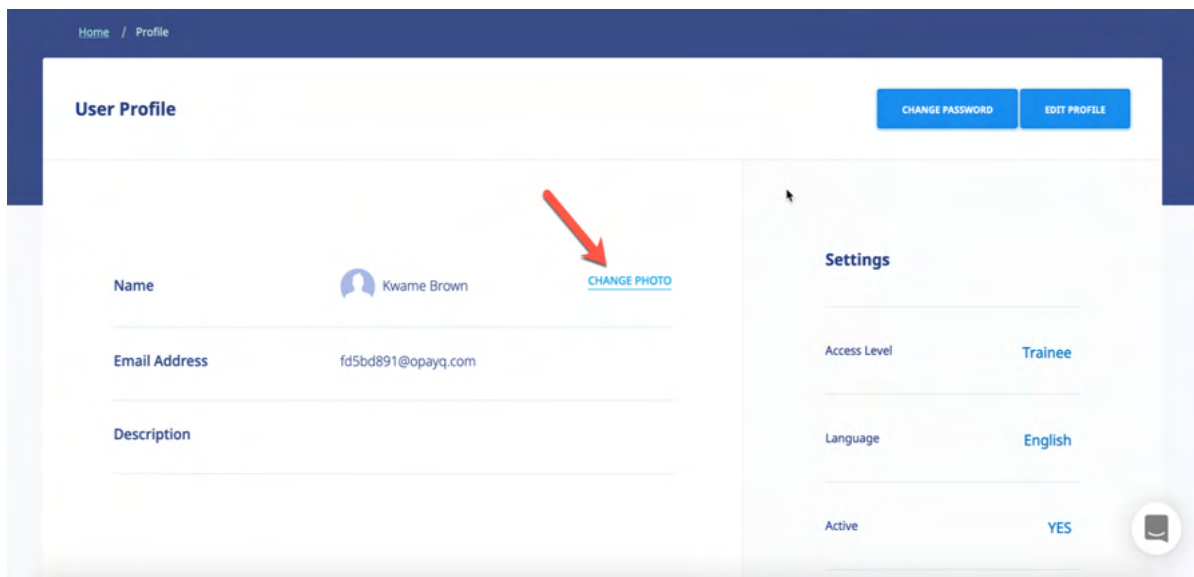
Clicking the gear icon  from your main menu enables you to access your account settings. You can also access this from the dropdown arrow and then clicking the Company Profile option from there.

Modifying Your Personal Profile

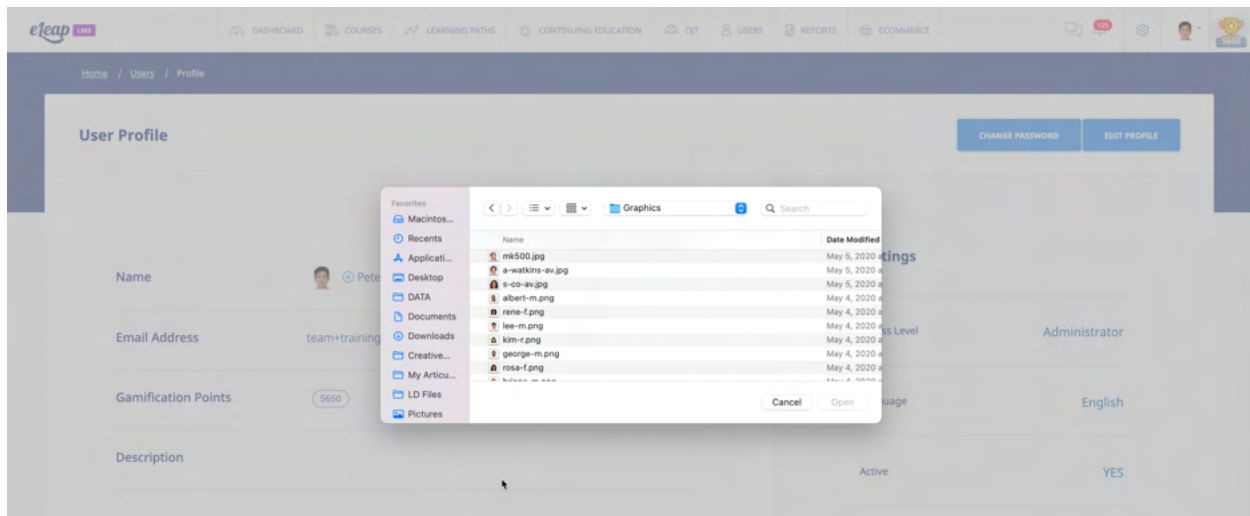
Selecting the **PROFILE** option on the drop-down menu at the upper right-hand corner of the screen, as shown in the following illustration, allows you to modify your Personal Profile information.



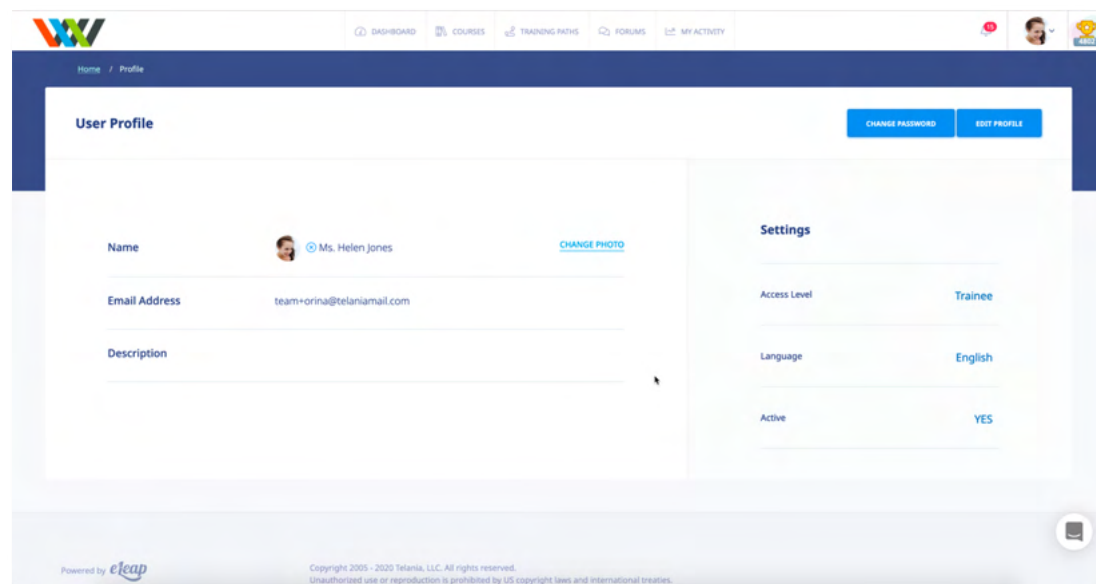
The **User Profile** screen, illustrated below, is displayed. To associate a picture with your Profile, click the **CHANGE** link next to the Name, as shown in the illustration.



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




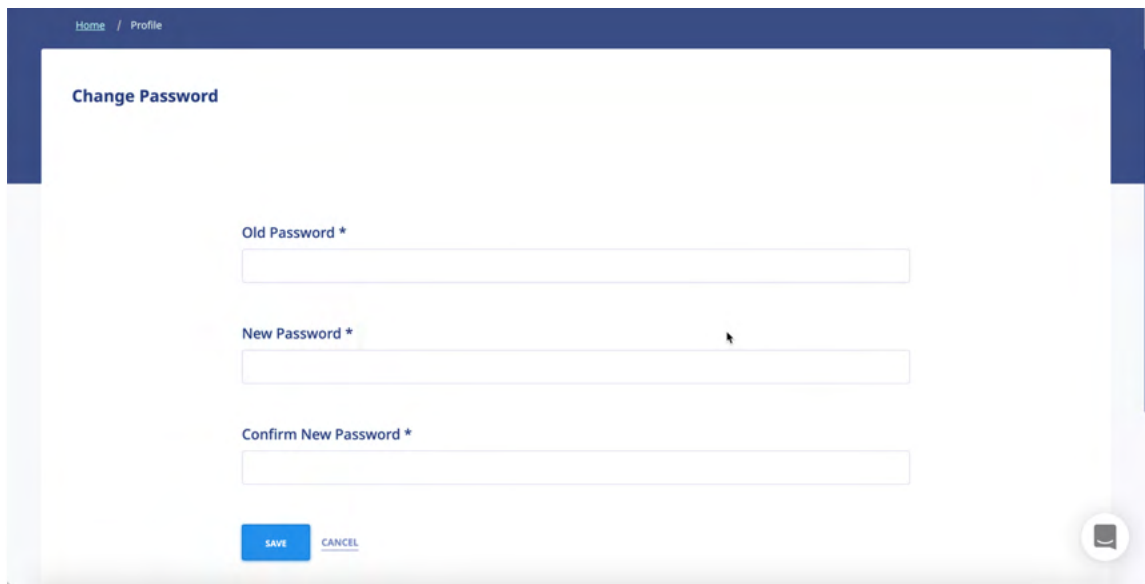
Edit Profile



To edit your Profile Details, select the **EDIT PROFILE** button located in the right-hand section 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.

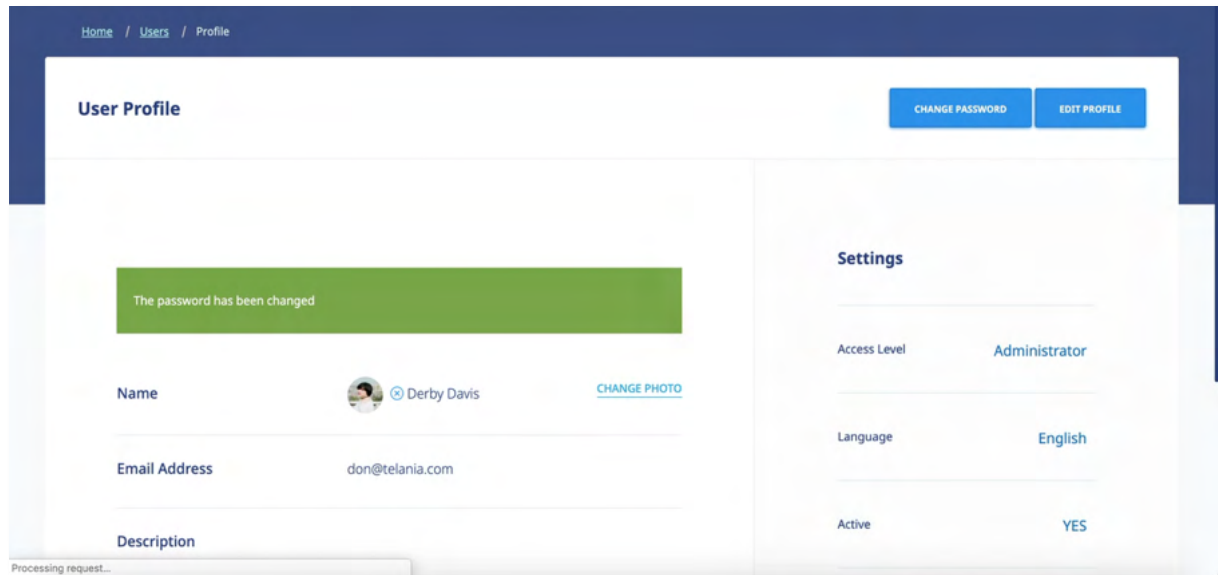
Changing Your Password

Clicking the **CHANGE PASSWORD** button 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 .




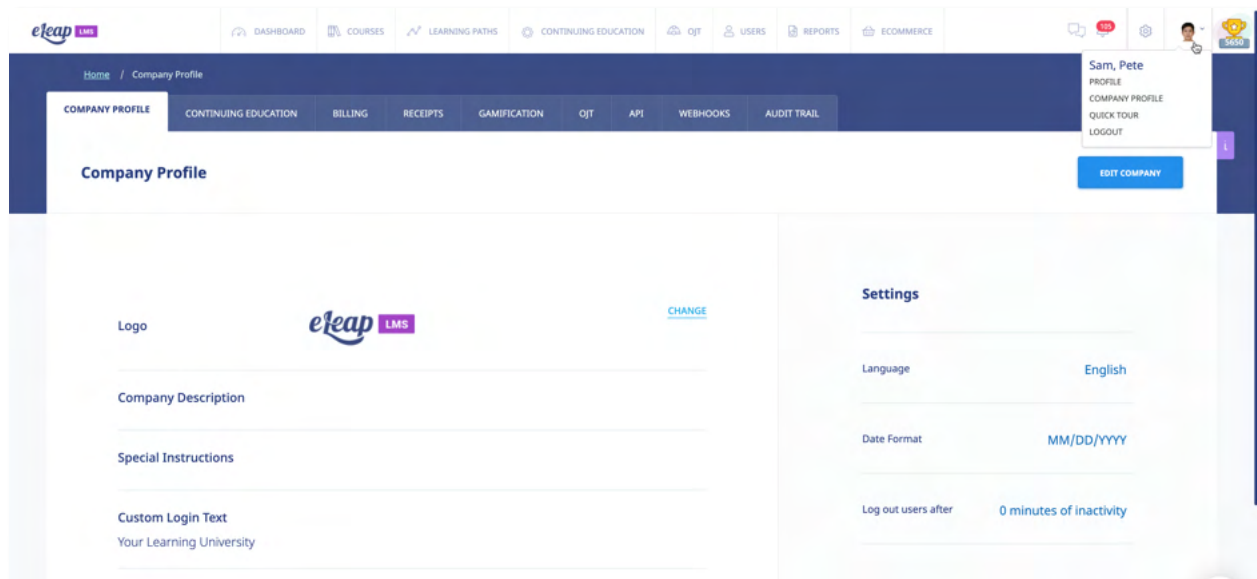
The screenshot shows a web interface for changing a password. At the top, there is a dark blue header bar with the text "Home / Profile" on the left. Below the header, the main content area has a title "Change Password" in bold. There are three input fields, each with a label and an asterisk: "Old Password *", "New Password *", and "Confirm New Password *". Each field is represented by a white rectangular box with a thin border. At the bottom left of the form, there are two buttons: a blue "SAVE" button and a grey "CANCEL" button. At the bottom right, there is a small circular icon containing a document symbol.

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



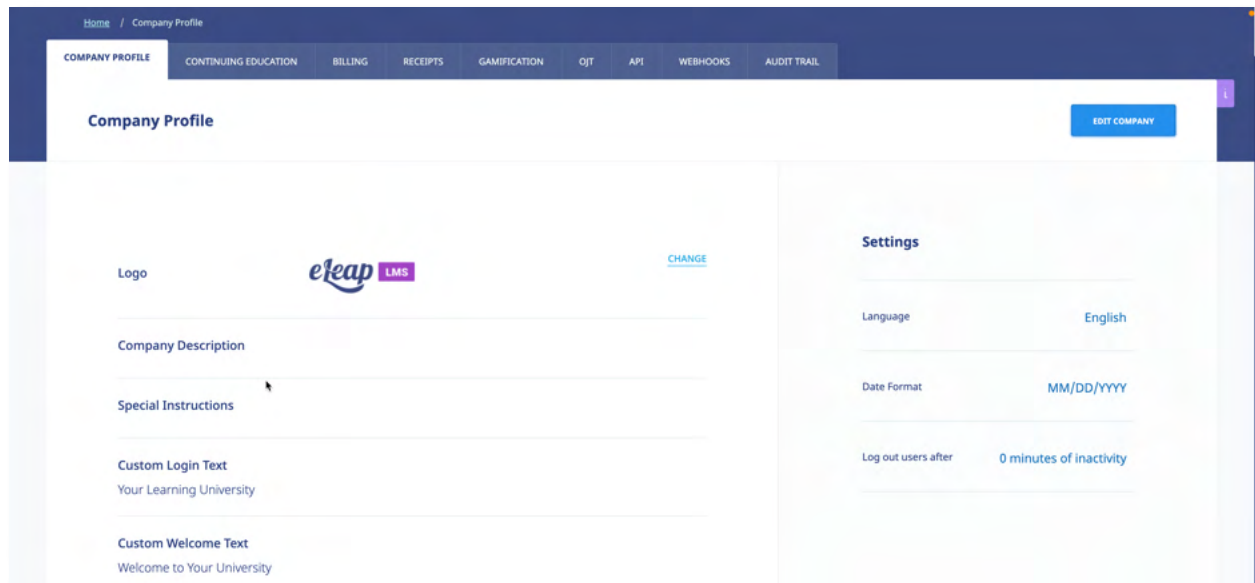
Modifying Your Company Profile

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. You can also click the gear icon  in the primary menu section to access this page.




The **Company Profile** screen, illustrated below, is displayed. This screen consists of five or six tabs

(depending on account type): **Company Profile** (displayed by default), **Continuing Education** (if available), **Billing**, **Payment Profiles**, **Receipts**, **Gamification**, **Invoices**, **API**, **Webhooks** and **Audit Trail**. Clicking the **EDIT PROFILE** button, located in the right-hand side of the screen, allows you to modify the **Company Info**, **Instructions**, **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  button 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 / Company Profile

COMPANY PROFILE CONTINUING EDUCATION BILLING RECEIPTS GAMIFICATION QJT API WEBHOOKS AUDIT TRAIL

Edit Company Profile

Company Info

Instructions

Custom Login Text

Your Learning University

Custom Welcome Text

Welcome to Your University

Date format

MM/DD/YYYY

Language

English

Notification email

Notification email


Logout users after

0 minutes of inactivity (set 0 to disable)

SAVE **CANCEL**

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 **Date format** list to use one of the other available date formats.
4. Use the **Language** dropdown to select the default language for your account.
5. Change the Email Address within the **Notification email** field to change the address to which

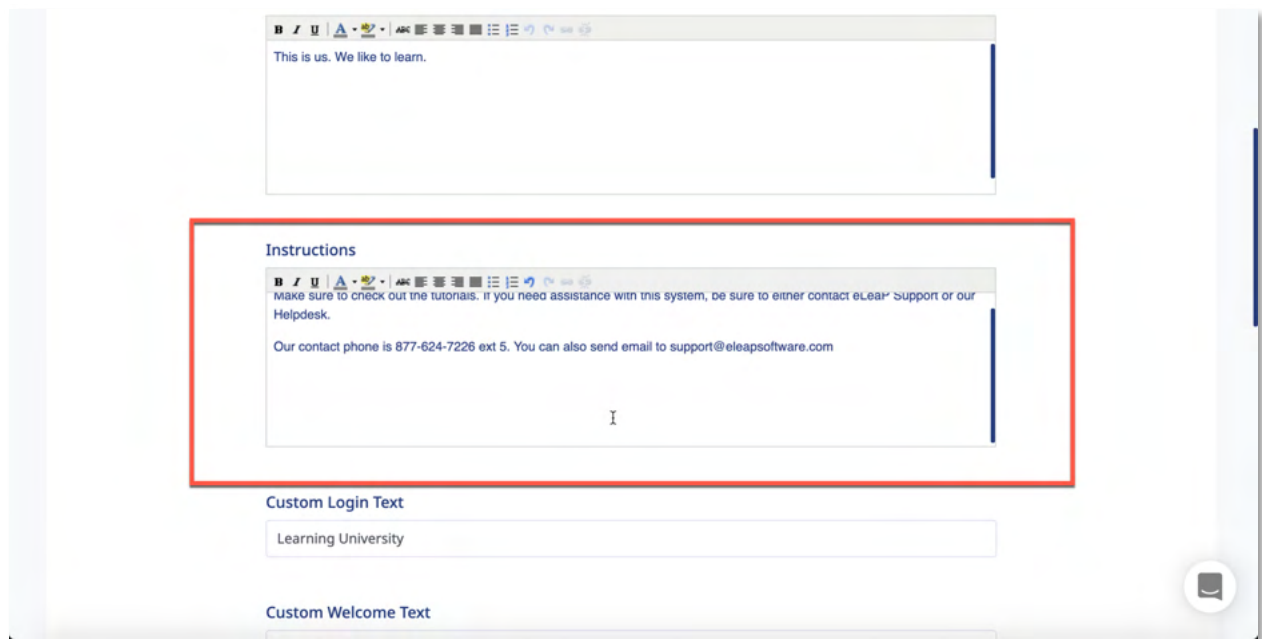
Notification Emails will be sent.

6. Auto Logout for inactivity can also be set using the **Logout users after** field. Simply indicate the number of minutes of inactivity the system should set before it logs inactive users out.
7. Click  to save your changes to the system.

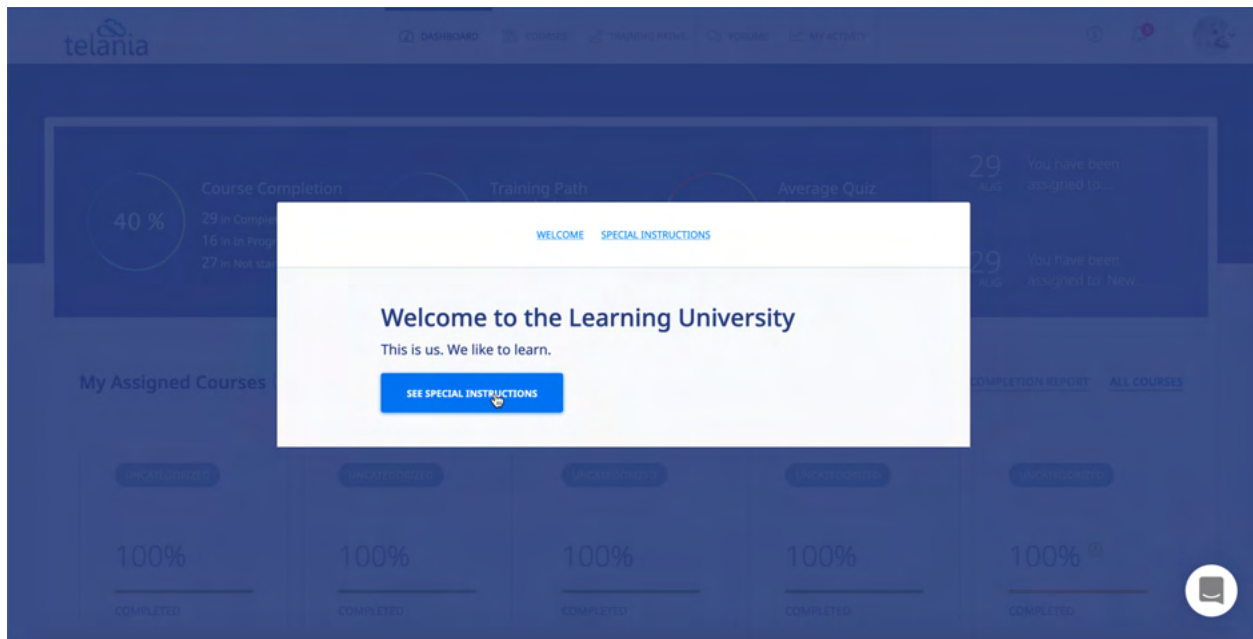
Special Instructions

eLeaP V5 has an option to show important company instructions to users when they first log into the system as well as when they click on the **SPECIAL INSTRUCTIONS** dropdown from their profile area.

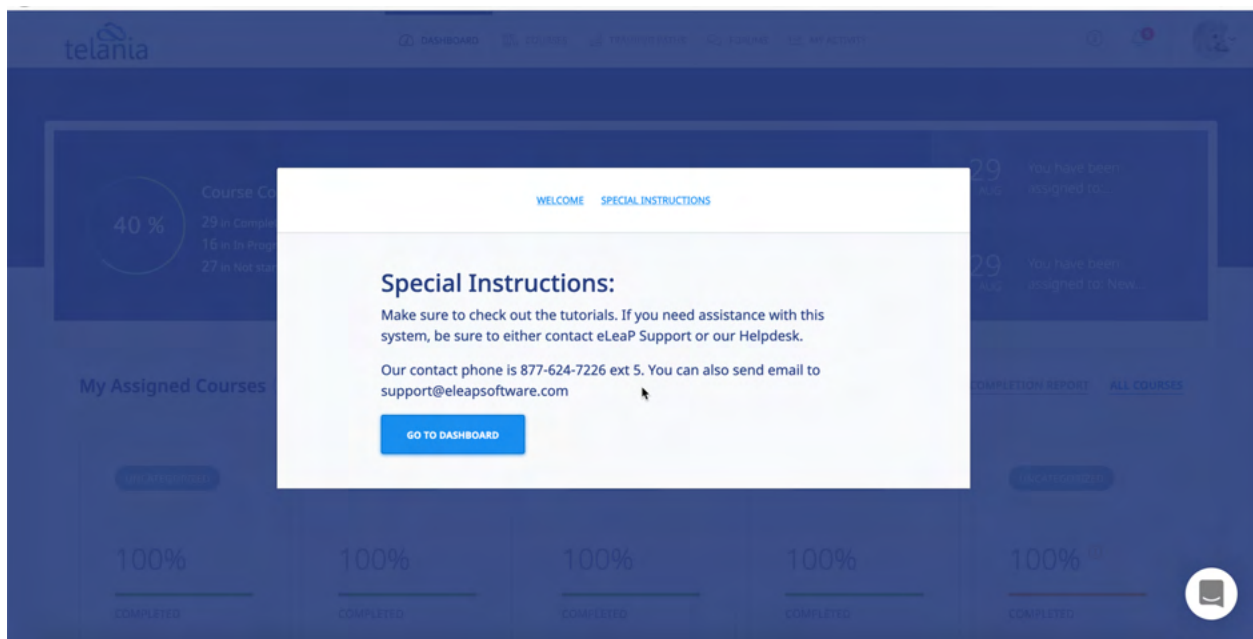
To add Special Instructions, click the  button and go to the [Instructions] section



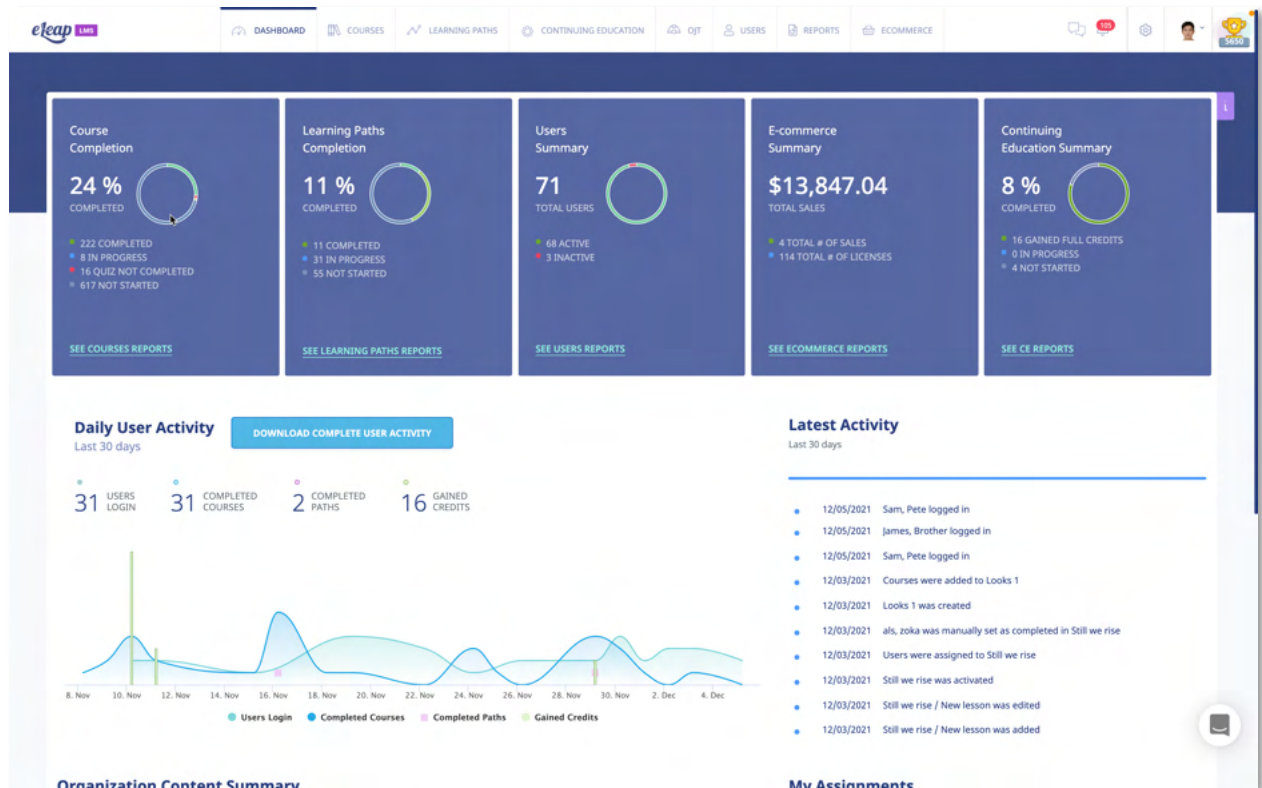
From the Trainee's view, the Special Instructions looks like:



Clicking on the **SEE SPECIAL INSTRUCTIONS** displays this screen



Clicking on **GO TO DASHBOARD** take the user to their dashboard



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.

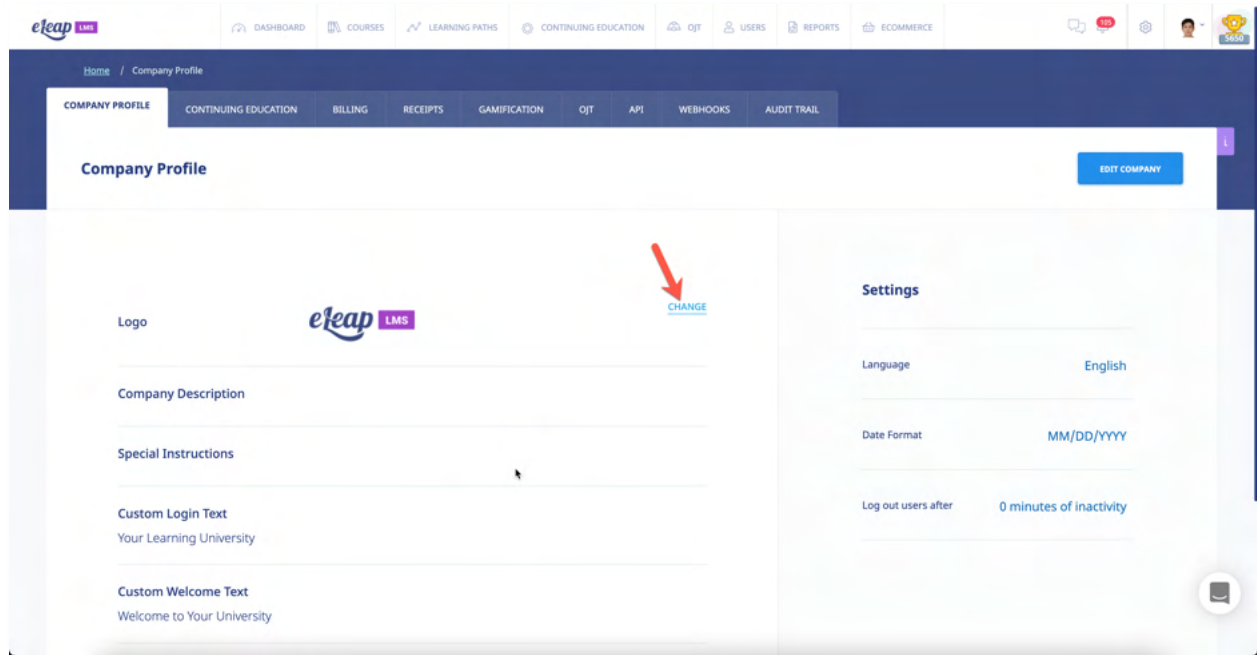
For example, if you want to set an auto logout setting for 60 minutes, this is how:

The screenshot shows the configuration form for the auto logout feature. It includes a label "Logout users after", a text input field containing "0", and a label "minutes of inactivity (set 0 to disable)". At the bottom of the form are two buttons: "SAVE" and "CANCEL".

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

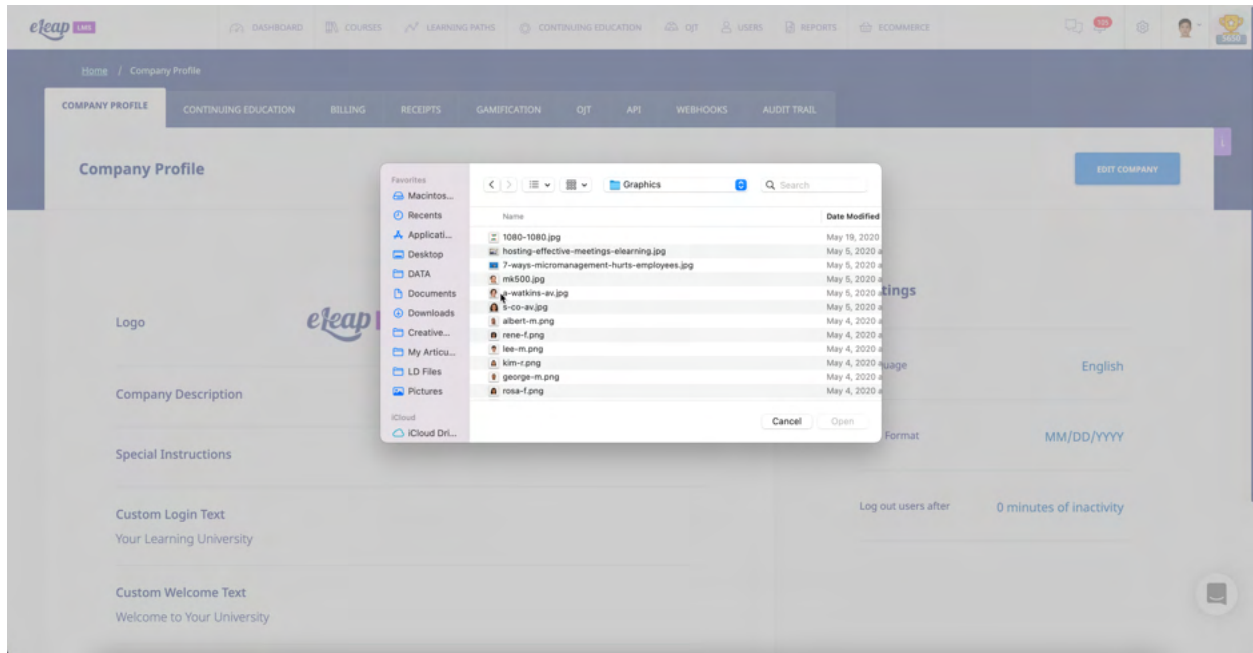
Uploading your Company Logo

Clicking the **CHANGE** button on the **Company Profile** screen allows you to incorporate your company logo into your instance of the eLeaP application.



As shown in the following illustration, the **Company Pro file** screen expands to include an **Upload File** portion of the screen.

eLeaP Administrator's Manual (V5+CEM)



Simply navigate or browse to the location of your organization's logo file on your computer. Select the logo file and click **Open**.

Continuing Education

Selecting the [Continuing Education] tab in the Company Profile area will enable you to manage the various types of CEU's available to your organization and users.

COMPANY PROFILE

CONTINUING EDUCATION

BILLING

RECEIPTS

GAMIFICATION

OJT

API

WEBHOOKS

AUDIT TRAIL

Continuing Education (CE) Types

ADD NEW CE TYPE

Continuing Education Unit	CEU	1 COURSES	DELETE	EDIT
Continuing Professional Education	CPE	COURSES	DELETE	EDIT
Continuing Medical Education	CME	COURSES	DELETE	EDIT
Continuing Education	CE	COURSES	DELETE	EDIT
Continuing Legal Education	CLE	COURSES	DELETE	EDIT

Your account will be pre-loaded with the 5 types of CEU's above. However, you can edit, delete, or add more CE types to your account. You can also see how many CE courses you have associated with each type of CEU.

Once you have your CE types set up the way you want, go to your [COURSES] menu to add or associate specific courses with the various CE types.

Billing

Selecting the **BILLING** tab on the **Company Profile** screen displays the **Billing** screen, as shown in the illustration below. Select the appropriate billing level to suit the needs of your organization.

The screenshot shows the 'Billing' section of the eLeaP Administrator's Manual. The top navigation bar includes 'COMPANY PROFILE', 'BILLING', 'INVOICES', 'GAMIFICATION', 'WEBHOOKS', and 'AUDIT TRAIL'. The 'Billing' section is titled 'Your current plan: Demo' with a price of '\$0.00 / month'. Below this, it lists 'Included users: 0', 'Extra user (1 - 5): \$0.00', 'Disk space: 25 MB', and 'Tech support: 24/7'. A message states: 'If your needs change, you can always upgrade or downgrade your plan:'. There are seven subscription plans displayed in a grid:

Plan Name	Price / month	Included users	Extra user (range)	Extra user price	Disk space	Tech support
Basic 25	\$125.00	25	not available		650 MB	24/7
Medium 100	\$129.00	26	27 - 100	\$2.50	unlimited	24/7
Medium 300	\$314.00	101	102 - 300	\$2.00	unlimited	24/7
Large 500	\$712.50	301	302 - 500	\$1.50	unlimited	24/7
Large 1000	\$1,012.50	501	502 - 1000	\$0.70	unlimited	24/7
Extra 1000	\$1,361.80	1001	1002 - 6000	\$0.40	unlimited	24/7
Extra 6000	\$3,012.90	6001	unlimited		unlimited	24/7

Each plan has a 'SUBSCRIBE' button below it.

Once you select the appropriate usage level, you will be able to process payment online and send offline payment in the form of a check or another means. In the example below, I select the [Basic 25] level and got this credit card payment screen.

The screenshot shows the 'Process Payment' screen. The top navigation bar includes 'Home', 'Company Profile', 'Billing', and 'Process Payments'. The 'Process Payment' section displays 'Amount to be processed: \$125.00'. Below this, a message states: 'You don't currently have a payment profile. Add your credit card details below to create a payment profile.' The form fields are:

- Card Number *
- Expiration Date * (with dropdowns for month '01' and year '2020')
- CVV *

There is an 'ADD CREDIT CARD' button below the fields. At the bottom, there are logos for 'Authorize.net' and 'SecureTrust'.

If you would like to **download** a price list, [click here](#). Feel free use the Bookmark function in your browser to bookmark this location to always have access to this information.


Invoices/Receipts

Selecting the **INVOICES (or RECEIPTS)** tab on the **Company Profile** screen displays the **Invoices/Receipts** screen, illustrated below. This screen will show all of your payments received on the **Invoices/Receipts** list. To download your invoice or receipt, click the associated Download link.

Invoices							
NO.	NUMBER	CONTENTS	AMOUNT		DATE	STATUS	DOWNLOAD
1.	28654290	subscription for 05/09/2020 to 06/08/2020	\$500.00	\$500.00	2020-05-09	PAID	Download
2.	28654194	subscription for 04/09/2020 to 05/08/2020	\$500.00	\$500.00	2020-04-09	PAID	Download
3.	28654104	subscription for 03/09/2020 to 04/08/2020	\$500.00	\$500.00	2020-03-09	PAID	Download
4.	28654019	subscription for 02/09/2020 to 03/08/2020	\$500.00	\$500.00	2020-02-09	PAID	Download
5.	28653934	subscription for 01/09/2020 to 02/08/2020	\$500.00	\$500.00	2020-01-09	PAID	Download
6.	28653849	subscription for 12/09/2019 to 01/08/2020	\$500.00	\$500.00	2019-12-09	PAID	Download

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

PAID



Date: 2020-05-09
Number:

INVOICE

Service provider
Telania, LLC.
1300 S. Fourth Street, Suite 350,
Louisville, KY 40208
USA

Buyer

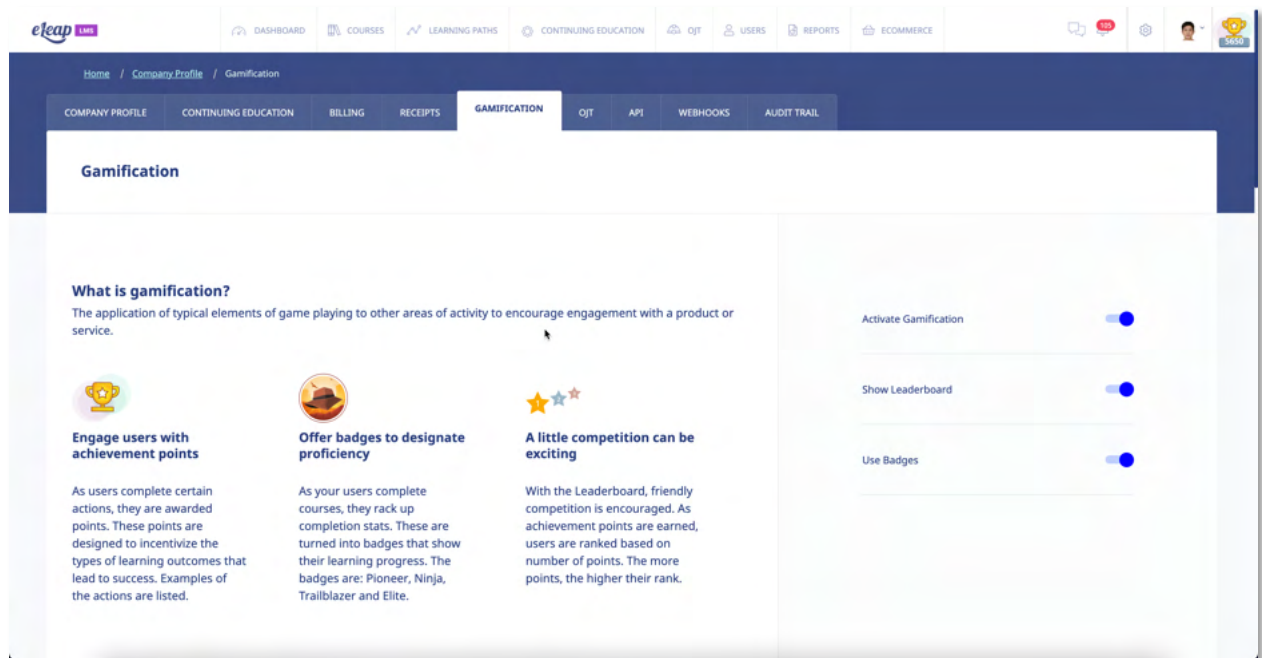
No.	Description	Amount
1.	subscription for 05/09/2020 to 06/08/2020	\$500.00
TOTAL:		\$500.00

Gamification

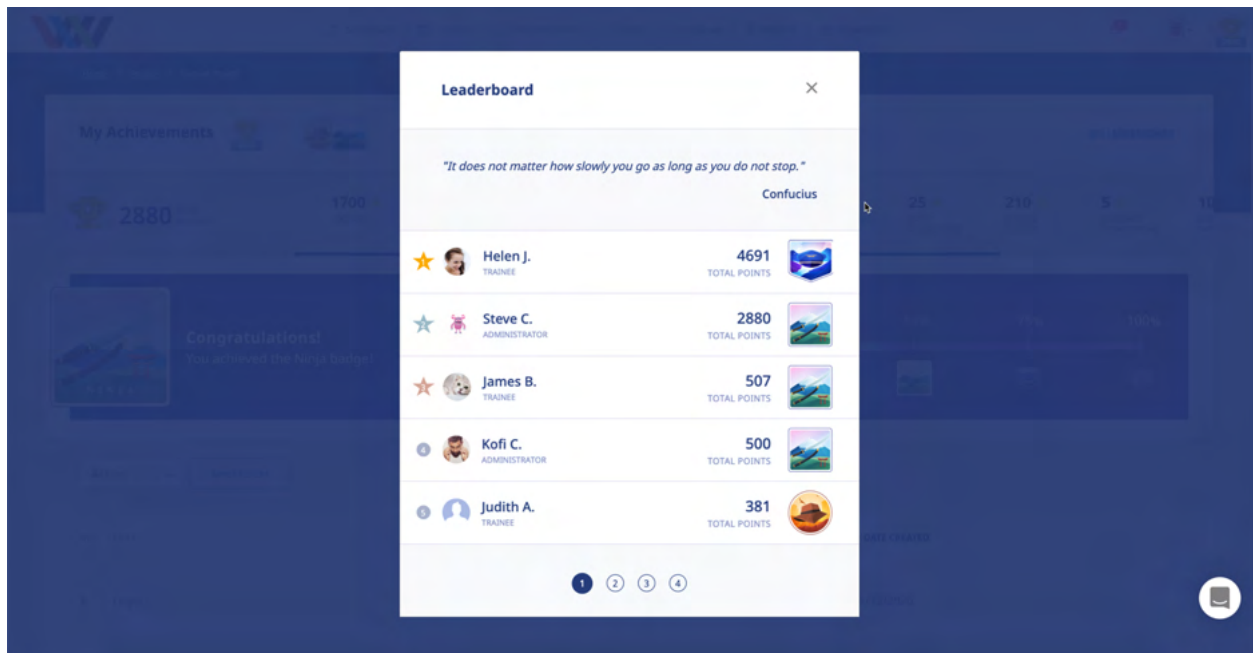
What is gamification?

The application of typical elements of game playing to other areas of activity to encourage engagement with a product or service.

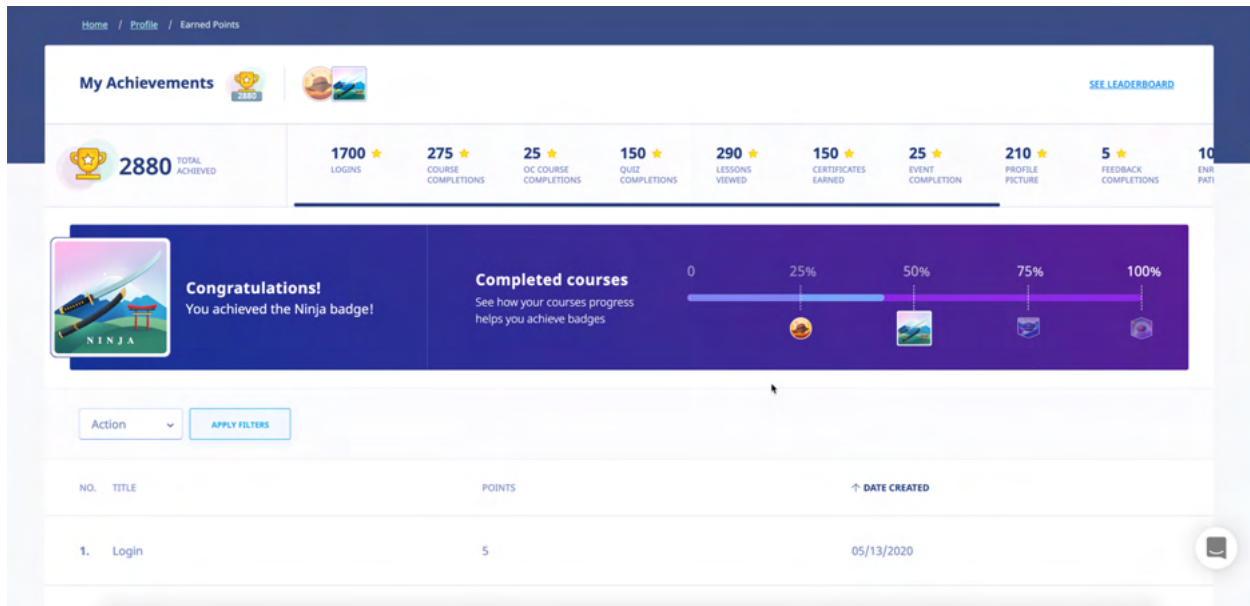
You can activate/deactivate the Gamification options from your Gamification tab.



Leaderboard: Toggle the Leaderboard setting to enable the Leaderboard to be displayed to all users.



Badges: Badges are optional in Gamification. You can toggle the badges option to enable users to earn badges.



How gamification points are calculated is also available on this page.

OJT (On-the-Job Training)

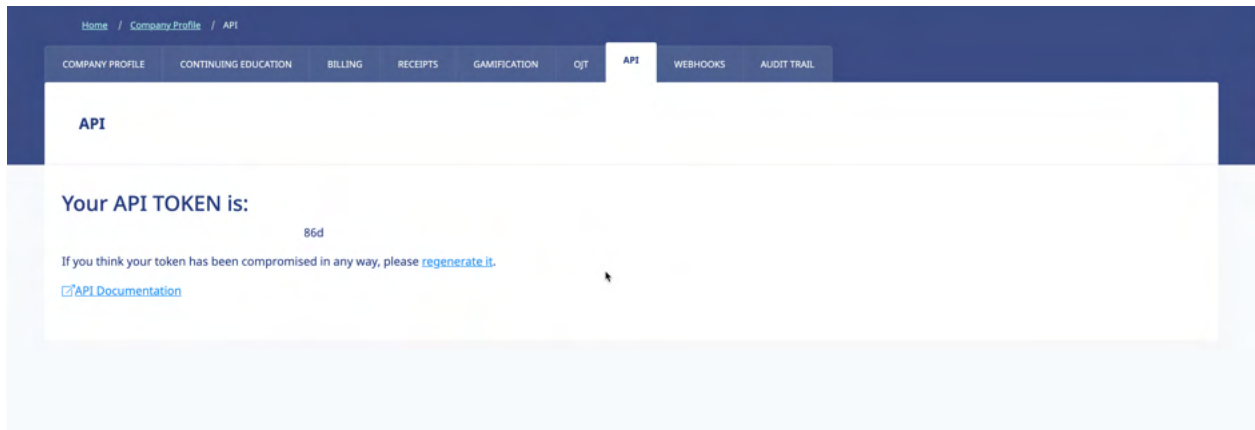
Selecting the OJT tab in the Company Profile screen enables you to set up and manage your OJT module.

The screenshot shows the 'On-the-Job Training' configuration page. The top navigation bar includes 'COMPANY PROFILE', 'CONTINUING EDUCATION', 'BILLING', 'RECEIPTS', 'GAMIFICATION', 'OJT', 'API', 'WEBHOOKS', and 'AUDIT TRAIL'. The 'OJT' tab is selected. The main content area is titled 'On-the-Job Training' and contains a toggle switch for 'Activate On-the-Job Training', which is currently turned on. Below this, the 'OJT Fields' section explains that these fields will appear in the OJT tables, besides the user name, date, and number of hours. It notes that the order needs to be in sync with the csv / xls file used for bulk imports, with a link to 'Find our more here'. A table lists the fields: 'FIELD NAME' and 'USE AS FILTER'. The 'Qualifications' field is shown with a toggle switch turned on. Below 'Qualifications', there are three sub-fields: 'Quality Control', 'Problem Solving', and 'InService', each with a radio button.

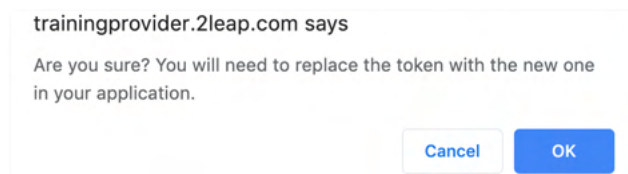
FIELD NAME	USE AS FILTER
Qualifications	<input checked="" type="checkbox"/>
Quality Control	<input type="checkbox"/>
Problem Solving	<input type="checkbox"/>
InService	<input type="checkbox"/>

API

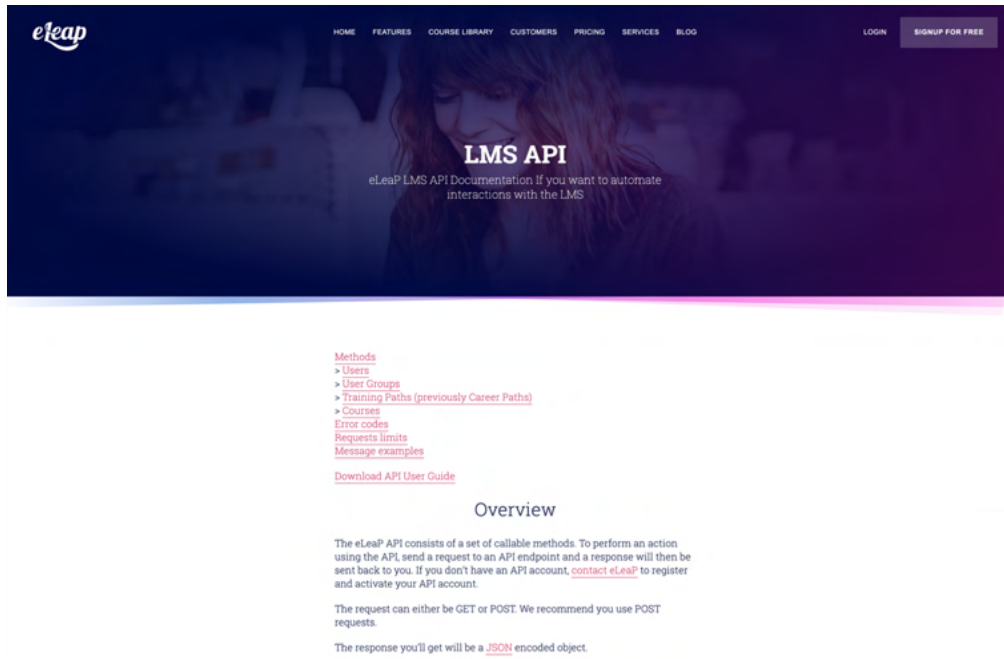
Selecting the **API** tab on the **Company Profile** screen displays the **API** screen, illustrated below. This screen shows the **API Token** associated with your account. If you feel that your account has been compromised in any way, click the **regenerate** link to regenerate this Token.



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

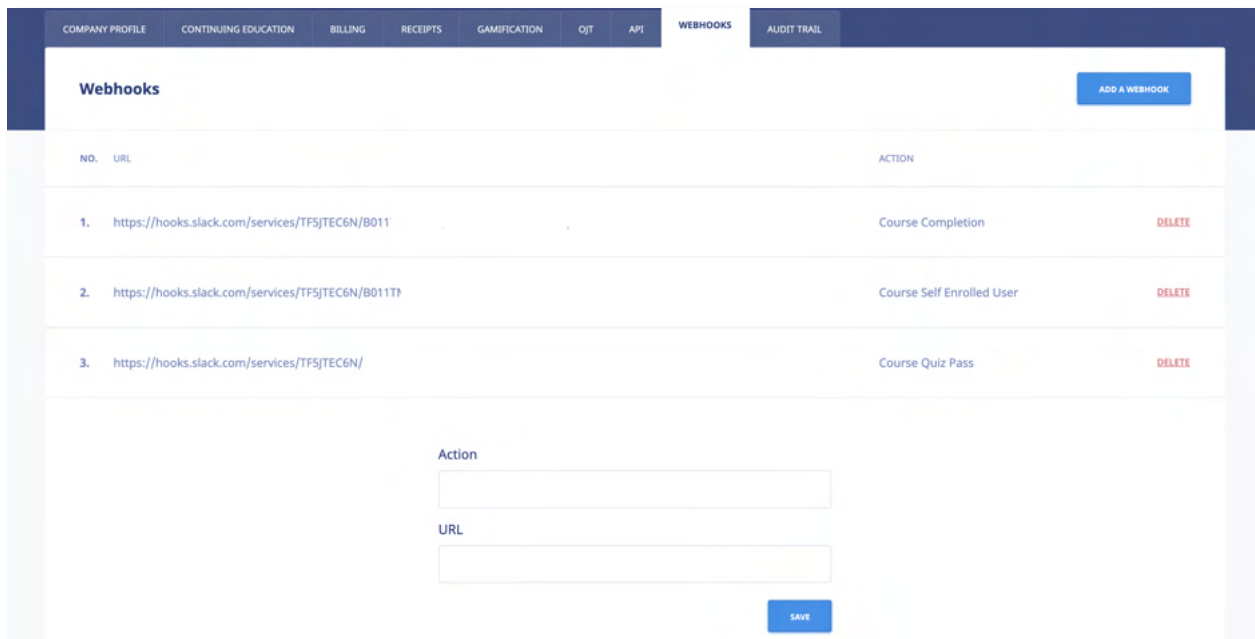


Clicking the API Documentation link takes you to eLeaP's online API documentation at <http://www.eleapsoftware.com/api/>, as shown in the following illustration, which you can either read through online or click the **DOWNLOAD API USER Guide** link to download it to your computer.



Webhooks

Webhooks are one of a few ways web applications can communicate with each other.



The eLeaP™ Learning Management Software system has webhook integration which allows sending real-time data as a notification or message from one application to another whenever a given event occurs

or action is performed.

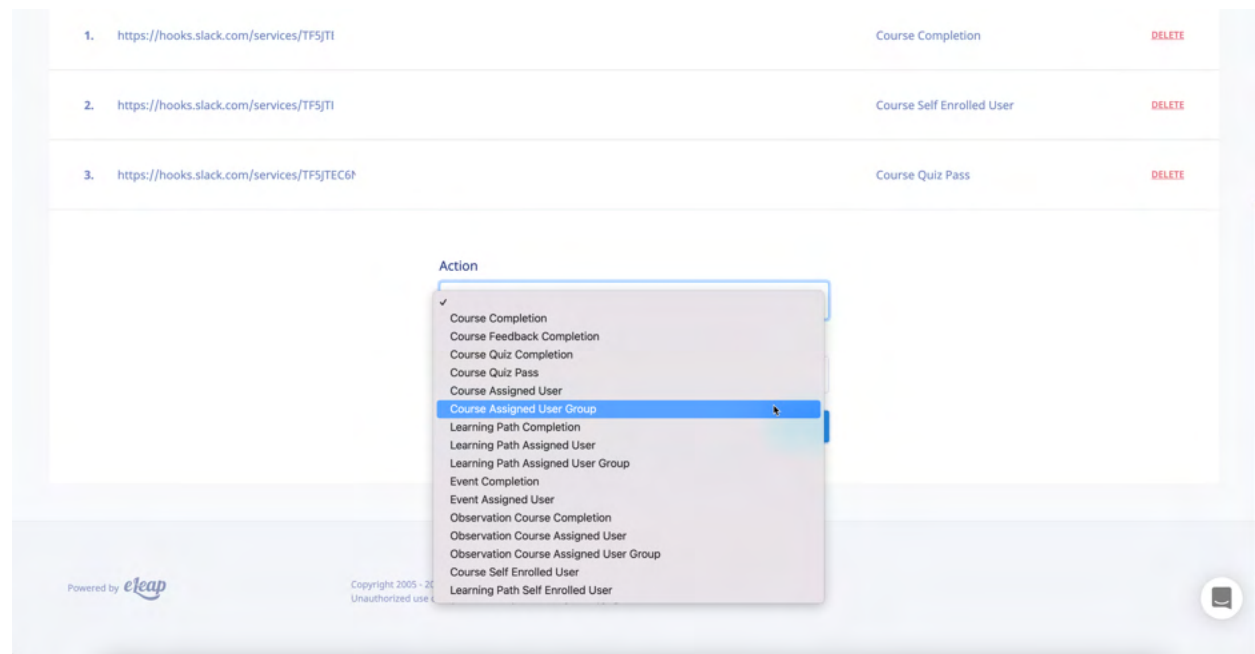
You can now create, configure, and manage more than one Webhook in eLeaP™. This means any actions captured on your eLeaP LMS page can be sent off to multiple custom integrations (including Slack)

How to set up webhooks on eLeaP LMS

Go to the COMPANY PROFILE from the dropdown next to the user's avatar which is at the top- right side of the page.

Click the WEBHOOKS tab

To create a new webhook notification the admin needs to choose an action from the dropdown and add the Webhook URL



In the example below, we want our webhook to notify our Slack channel when one of our assigned users has submitted a feedback form for the assigned course.

Note: You get the action URL from application. In this example, I am using my slack integration URL.



Action

Course Feedback Completion

URL

https://hooks.slack.com/services/[redacted]/HSTJWS983J/ikso7hst

SAVE

Generating Slack Webhook URL

The Webhook URL mentioned in above is generated differently on different apps. On Slack it may be created in the following way (<https://api.slack.com/messaging/webhooks#getting-started>):

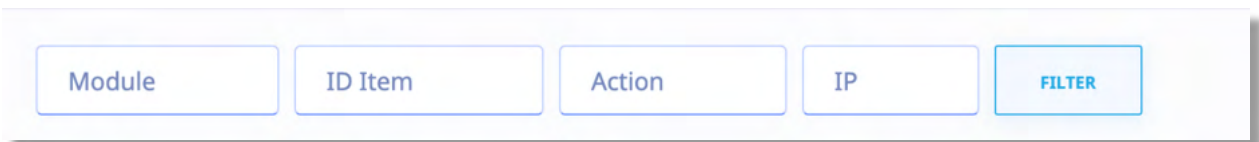
- Set up Incoming Webhooks
- Create a new Slack app in the workspace where you want to post messages.
- From the Features page, toggle Activate Incoming Webhooks on.
- Click Add New Webhook to Workspace.
- Pick a channel that the app will post to, then click Authorize.
- Use your Incoming Webhook URL to post a message to Slack.

Deleting Webhooks

If you no longer need a webhook, simply click the [Delete] button to remove it. Once deleted, the eLeaP system will not send anymore actions to your application.

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.



Module ID Item Action IP FILTER

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	IP	RAW DATA
1.	12/05/2021 14:55:05 EST	System	Users	268362	Sam, Pete logged in	154.6.20.227	
2.	12/05/2021 14:14:12 EST	System	Users	302276	James, Brother logged in	154.6.20.227	
3.	12/05/2021 14:10:45 EST	System	Users	268362	Sam, Pete logged in	154.6.20.227	
4.	12/03/2021 19:20:49 EST	Sam, Pete	Learning Paths	6188	Courses were added to Looks 1	154.6.21.96	Show/Hide

The above screenshot indicates ITEMID's for the various items in the audit trail. Click on the Item ID to get more details. Note that eLeaP opens a new tab when an item is clicked. For example, clicking on the course id will open this page.

trainingprovider.eleapdev.com/courses/view?id=86655

eLeaP LMS

DASHBOARD COURSES LEARNING PATHS CONTINUING EDUCATION QJT USERS REPORTS ECOMMERCE

Home / Courses / Manage course

MANAGE COURSES MY ASSIGNED COURSES SELF ENROLLMENT COURSES MANAGE CATEGORIES MANAGE EVENTS QUIZ RESULTS

Edit Course / Still we rise STANDARD COURSE EVENTS 1 ASSIGNED USERS

STATS PREVIEW

CONTENT

- Course Definition
- Lessons
- Quiz
- Glossary
- FAQ
- Resources

ASSIGN

- Users
- User Groups
- Assigned Learning Paths

ENGAGE


Lessons / Chapters

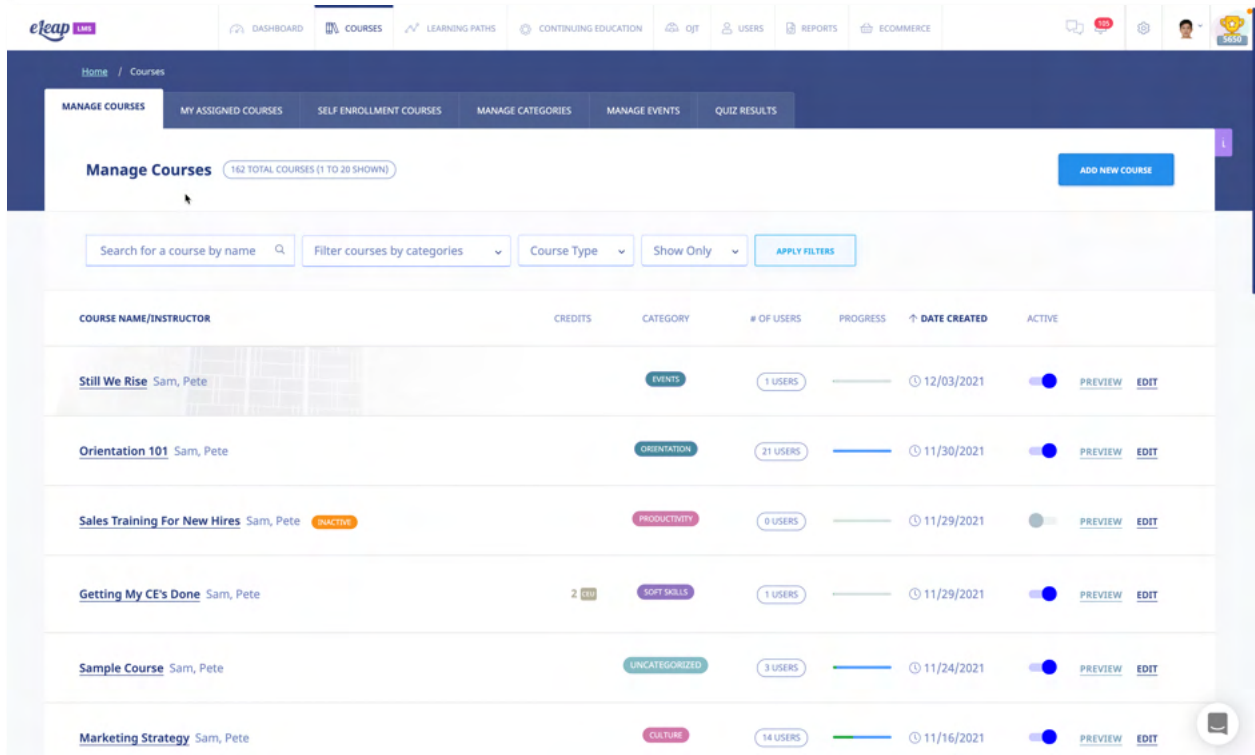
ADD CHAPTER ADD SCORM LESSON ADD LESSON

TITLE	ACTIVE
New lesson	

LESSONS + ADD NEW REVISION EDIT PREVIEW

Courses

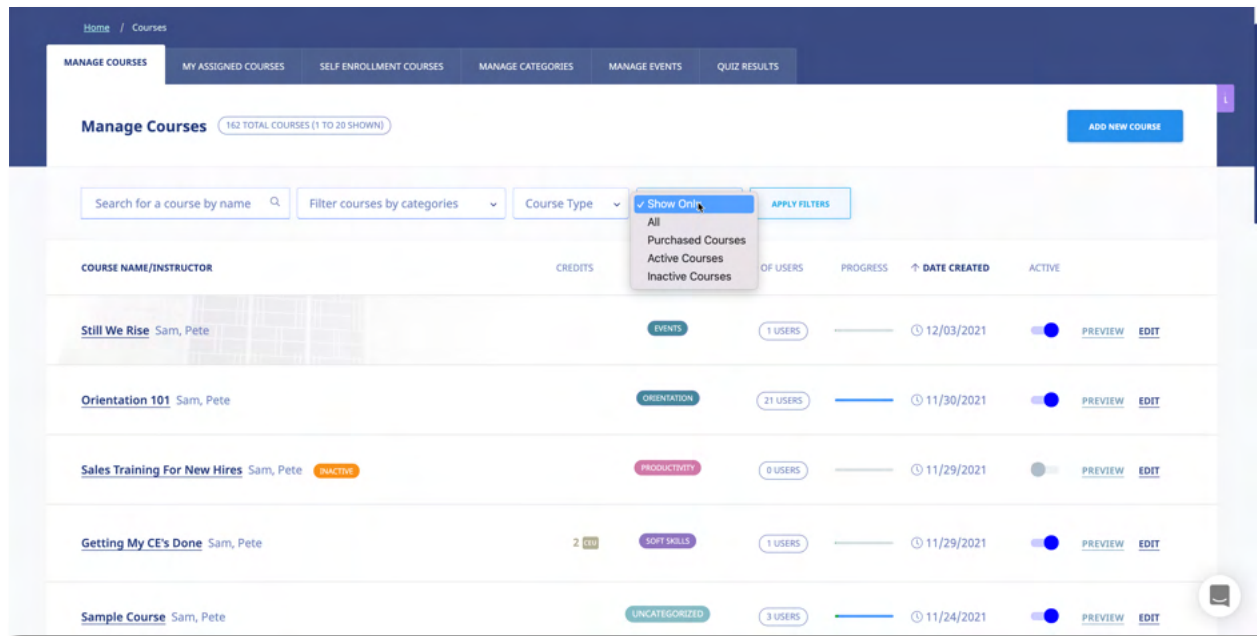
Selecting  **COURSES** tab on the main menu bar displays the **Manage Courses** screen, illustrated below. The **MANAGE COURSES** tab displays the Courses that you have created with the **Name**, **Category**, **Instructor** and **Date Created** details shown for each Course on the **Courses** list.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



COURSE NAME/INSTRUCTOR	CREDITS	CATEGORY	# OF USERS	PROGRESS	DATE CREATED	ACTIVE
Still We Rise Sam, Pete		EVENTS	1 USERS		12/03/2021	<input checked="" type="checkbox"/> PREVIEW EDIT
Orientation 101 Sam, Pete		ORIENTATION	21 USERS		11/30/2021	<input checked="" type="checkbox"/> PREVIEW EDIT
Sales Training For New Hires Sam, Pete		PRODUCTIVITY	8 USERS		11/29/2021	<input type="checkbox"/> PREVIEW EDIT
Getting My CE's Done Sam, Pete	2	SOFT SKILLS	1 USERS		11/29/2021	<input checked="" type="checkbox"/> PREVIEW EDIT
Sample Course Sam, Pete		UNCATEGORIZED	3 USERS		11/24/2021	<input checked="" type="checkbox"/> PREVIEW EDIT
Marketing Strategy Sam, Pete		CULTURE	14 USERS		11/16/2021	<input checked="" type="checkbox"/> PREVIEW EDIT

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 [APPLY FILTERS](#) button.

You can also do additional filtering using the [Show Only] drop-down



Options are:

All: Show all courses in your account

Purchased Courses: Show only courses you have purchased from the eLeaP Network

Active Courses: Show only active courses

Inactive Courses: Show only inactive courses

Note that you can also the [HIDE/SHOW INACTIVE] option at the bottom of the page.

Progress Bar – Legend


<u>Ergonomics For The Mobile Worker</u> [10 Licence(S) Purchased] Team, Knowledge	UNCATEGORIZED	1 USERS		01/20/2022		PREVIEW EDIT
<u>Forklift Safety Lessons For The Safe Pedestrian</u> [10 Licence(S) Purchased] Team, Knowledge	UNCATEGORIZED	2 USERS		01/20/2022		PREVIEW EDIT
<u>Syndicate Sales 101 : DUPLICATE : DUPLICATE</u> Cook, Steve	PROCESS IMPROVEME...	6 US				PREVIEW EDIT
<u>Syndicate Sales 101 : DUPLICATE</u> Cook, Steve	PROCESS IMPROVEME...	4 USERS		01/20/2022		PREVIEW EDIT
<u>SOP 553367</u> Cook, Steve	PHARMACY	3 USERS		01/14/2022		PREVIEW EDIT
<u>Customer Service 101</u> Cook, Steve	PROCESS IMPROVEME...	12 USERS		01/11/2022		PREVIEW EDIT
<u>Syndicate Sales 101</u> Cook, Steve	PROCESS IMPROVEME...	4 USERS		01/10/2022		PREVIEW EDIT
<u>SOP 553366</u> Cook, Steve	PHARMACY	10 USERS		01/05/2022		PREVIEW EDIT
<u>Facilitation Skills For New Team Leaders - Level 3</u> Cook, Steve	CUSTOMER ONBOARD...	8 USERS		12/29/2021		PREVIEW EDIT

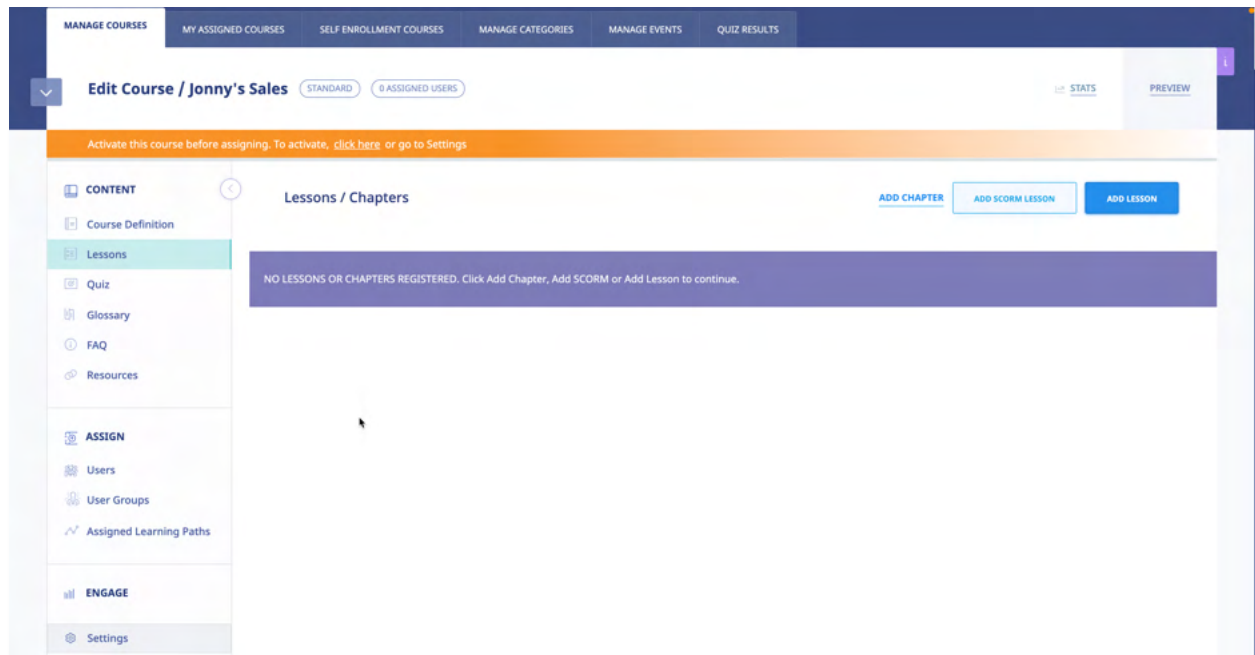
- **Red** = Users have missed deadline
- **Blue** = Users in progress
- **Green** = Users have completed course
- **Gray** = Users have not started course

Adding a New Course

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

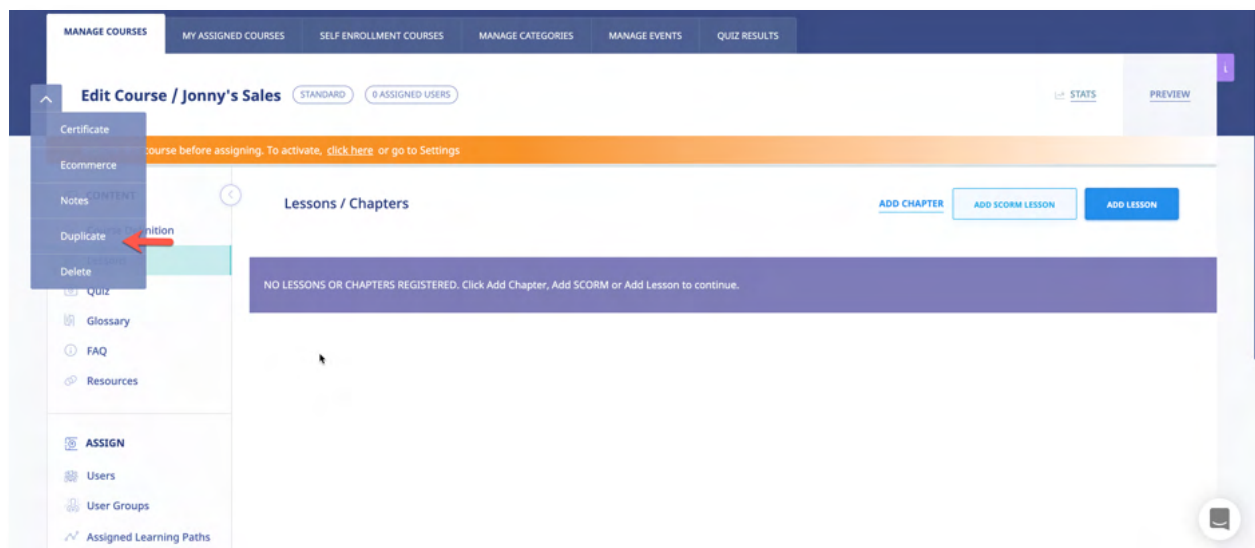
1. Select [Standard Course](#) for a regular course or [Observation Checklist](#) for an Observation Assessment course.
2. Enter a Name for the new Course in the **Name** field.
3. Select a Category with which to associate the new Course from the **Category** list.
4. You can select a **course cover image** by using the [Choose File] option
5. Add additional **Instructors** to help manage your course
6. Enter a Description (optional) for the new Course within the **Description** editor.
7. Enter the Objectives for the new Course within the **Objectives** editor.

Once you click , the new course definitions will be saved, and you can proceed to adding lessons to your newly created course. The course will also be listed in the **Courses** list on the **Manage Courses** screen.




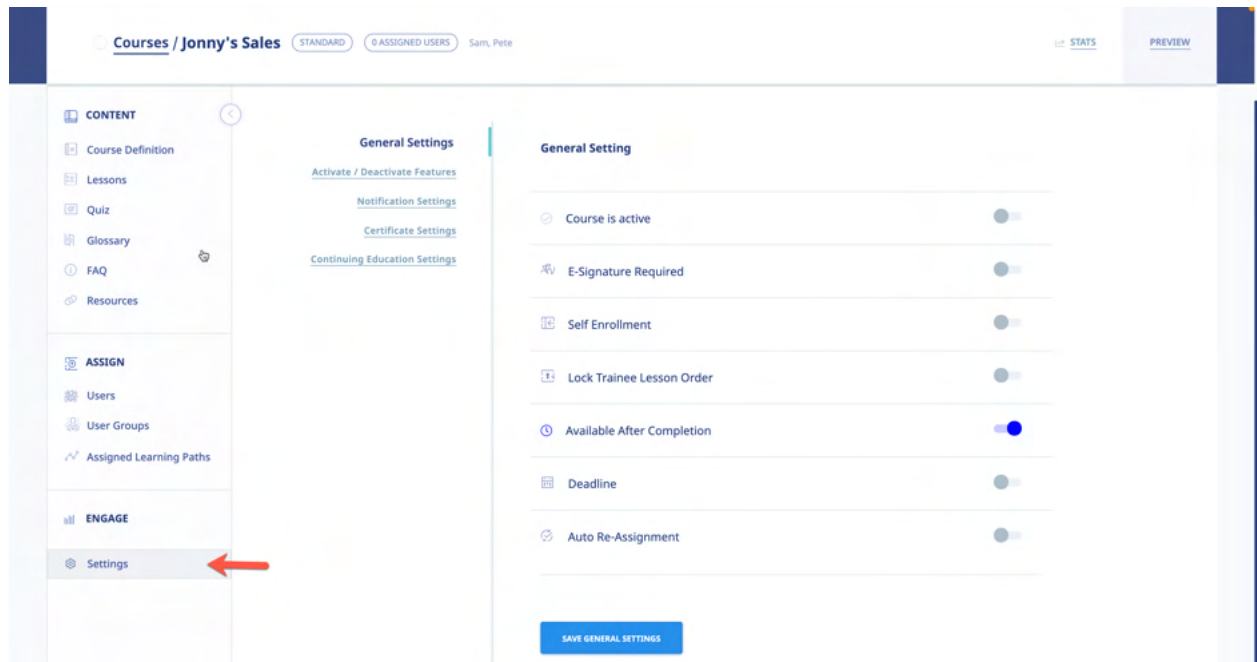
The **Course Details** screen for the newly created Course is displayed, as shown above. Click the **Course Definition** submenu item to make any modifications necessary to the Course.

You can also click the [Duplicate] option in the course submenu drop down 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. The course submenu dropdown also provides additional menu items.



Course Settings:

The course settings have been moved to a dedicated section. Click  **Settings** to access course settings:

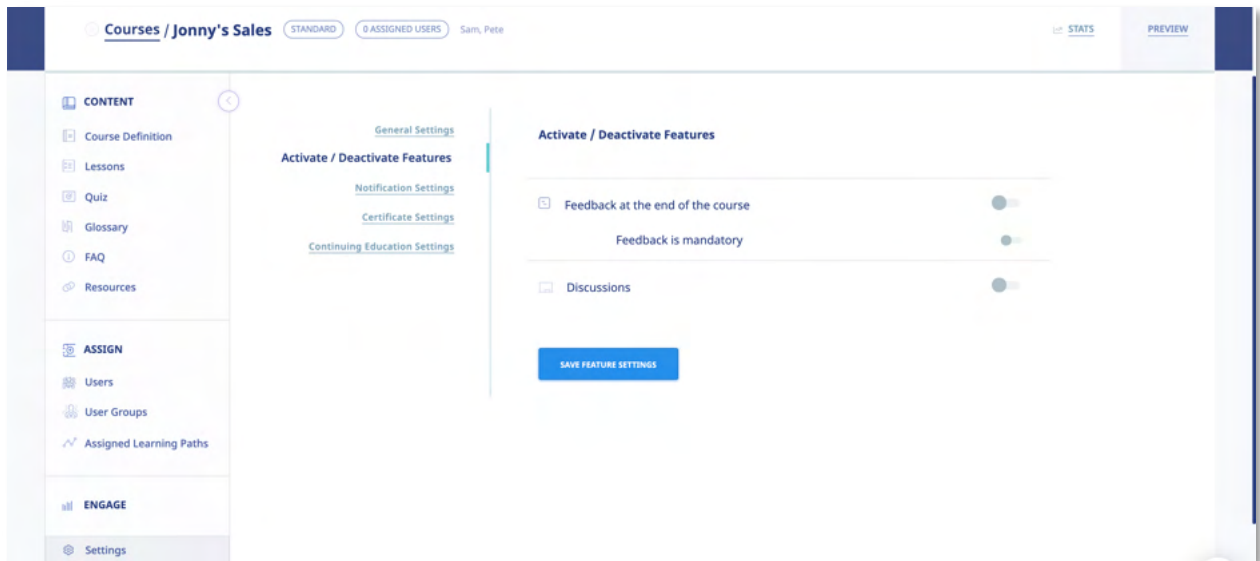


In the **General Settings** section of **Course Settings** section, you can

- **Activate** or **deactivate** the course by toggling the course status switch On/Off.
- Toggle the **E-Signature Required** to **ON** if you want to enforce a digital signature for Course completion; otherwise, leave it as **OFF**.
- Toggle the **Self Enrollment** to **ON** if you want to give users the chance to enroll in courses you create.
 - a. Self-Enrollment restriction:
 - i. **All Users:** Any user in your account can self-enroll in this course.
 - ii. **Specific User Groups:** Only users in selected user groups can self-enroll in this course.
- **Lock** the **order** of your lessons so your trainees are required to view the course in the order it was created.
- Toggle the **Available After Completion** option to OFF if you don't want to allow Users who have completed the new Course continued access to it; otherwise, leave it as **ON**.
- Toggle **Deadline** to **ON** if you want to impose a deadline for completion of the new

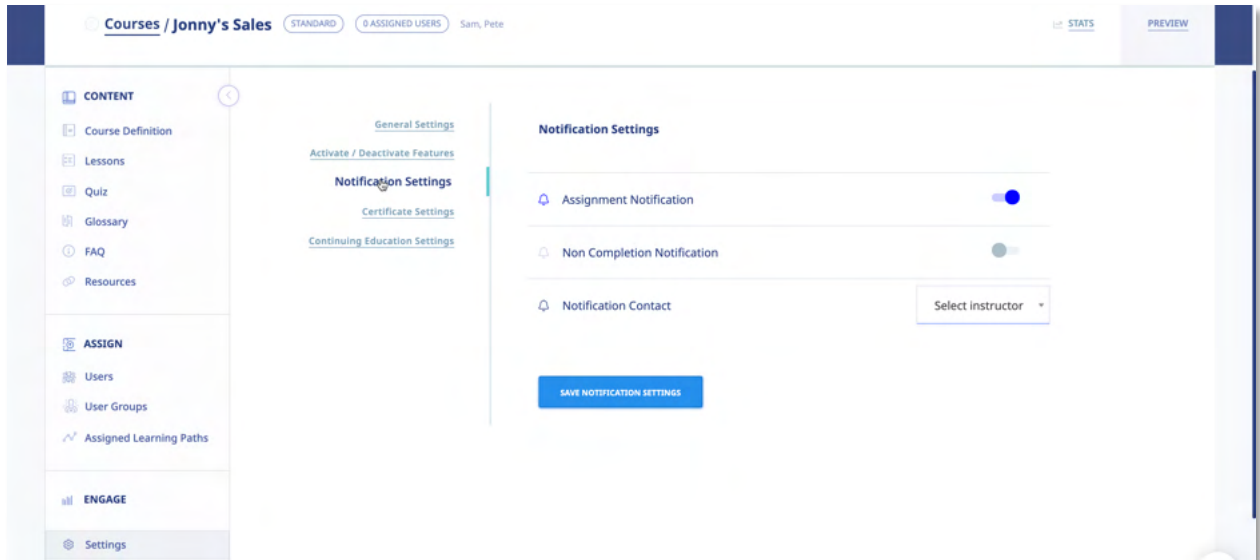
Course; otherwise, leave it as **OFF**.

- a. **Available After Deadline:** If you toggle this to **ON**, your assigned users will not be able to complete quizzes, feedback forms or completions after the deadline passes.
- Toggle the **Auto Re-Assignment** to **ON** if you need to re-assign your course sometime in the future – like annual training. Use the calendar to select the re-assignment date.



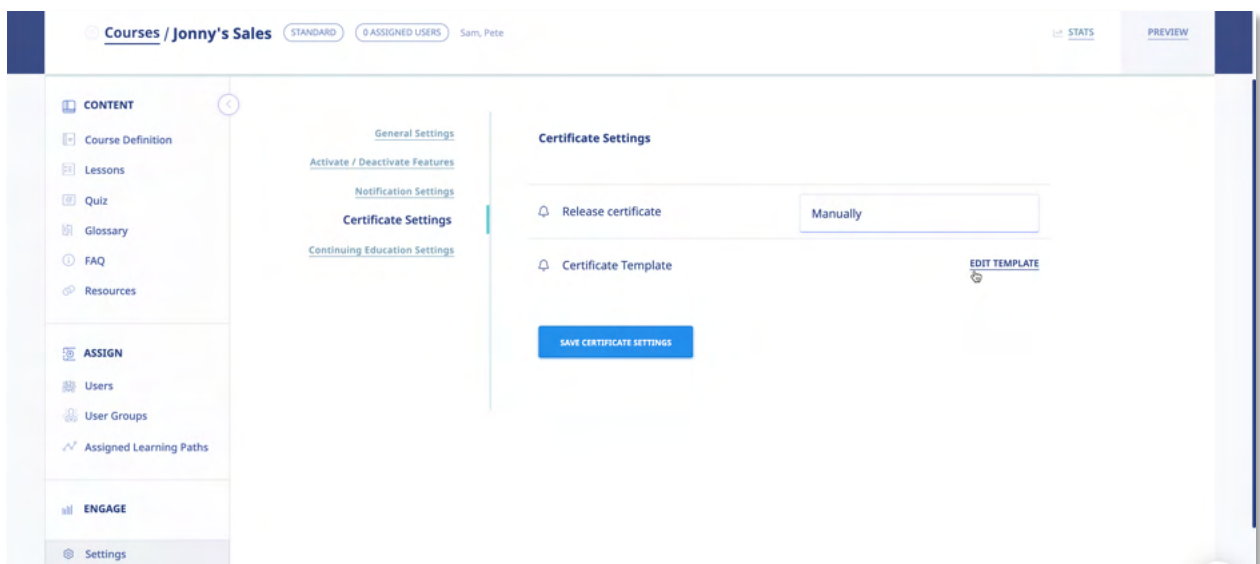
In the **Activate/Deactivate Settings** section of **Course Settings** section, you can

- Toggle the **Active Feedback** to **ON** option if you want to enable the Active Feedback function; otherwise, leave as **OFF** option.
- Toggle the **Require Feedback** to **ON** if you want to enforce a feedback form submission as a condition for course completion.
- Toggle the **Active Discuss** to **ON** if you want to add a Forum-specific Discussion board for the Course; otherwise leave as **OFF** option.



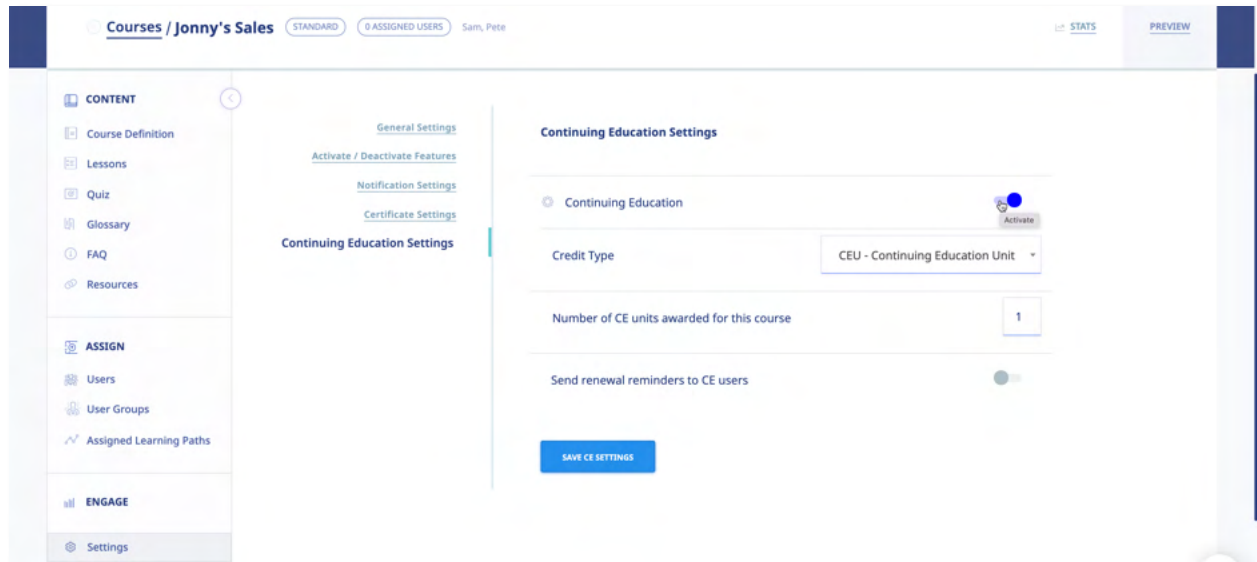
In the **Notifications Settings** section of **Course Settings** section, you can

- Turn the **Assignment Notifications** option to **OFF** if don't want the system sending email notifications to Users assigned to the new Course; otherwise, leave it **ON**.
- Toggle the **Non Completion Notification** to **ON** if you want to send a course summary report showing individual who have not completed the course by the due date.



In the **Certificate Settings** section of **Course Settings** section, you can

- Set your certificate release option.
- Edit your certificate template to personalize it.



In the **Continuing Education Settings** section of **Course Settings** section, you can

- Toggle the Continuing Education option for the course you're managing.
- Select the Credit Type for the course. You can edit/manage credit types from your company account settings page.
- Set the number of credits units the course will award.
- Set renewal reminders for users who have taken the course.

Adding Chapters and Lessons to a Course

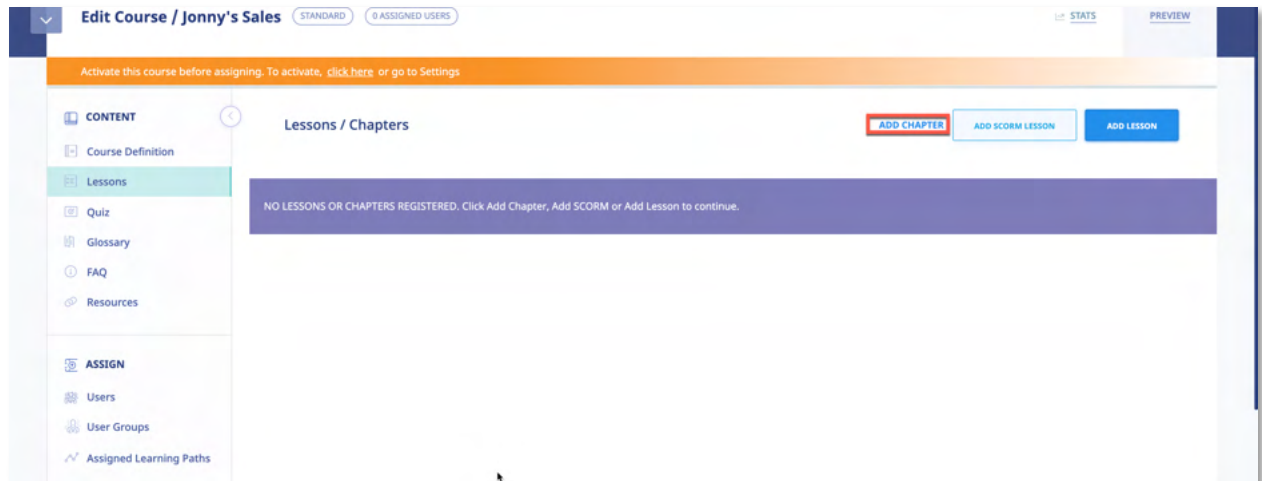
Any courses that you create need to consist of Chapters and/or Lessons. Chapters serve as a table of contents, or outline, for the Course, while Lessons contain the Course's content. Adding Chapters and Lessons is accomplished using the **Course Details** screen, described above.

Adding a Chapter to a Course

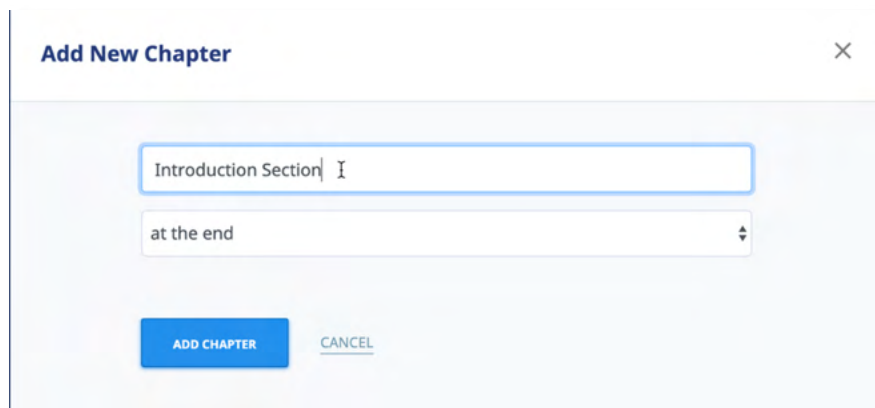
To create a Chapter, click the **ADD CHAPTER** link, enter a Title for the Chapter in the **Title** field, select

whether to place the Chapter **at the beginning** or **at the end** of the Course, and then click

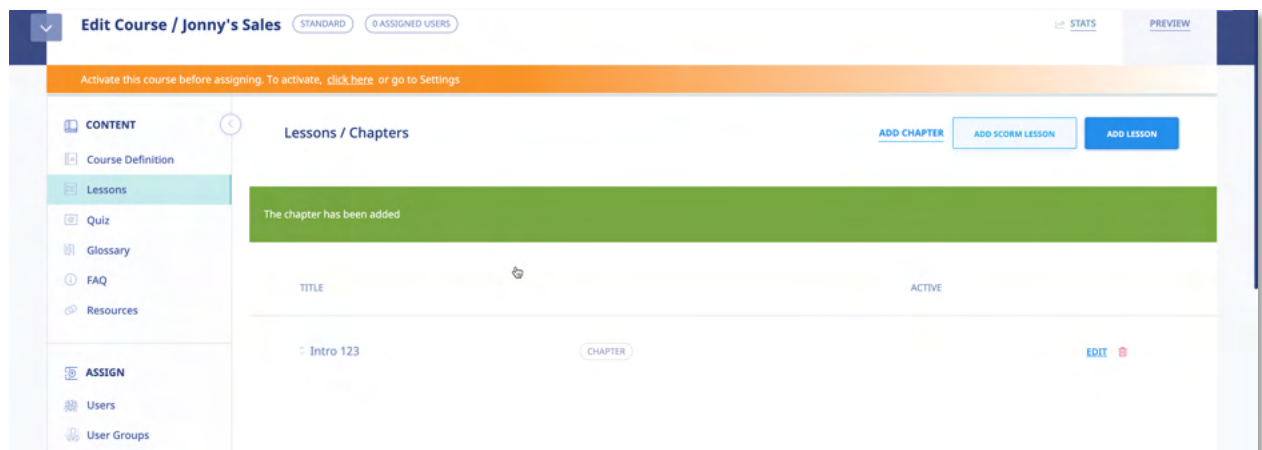
ADD CHAPTER



Add Chapter Screen:




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



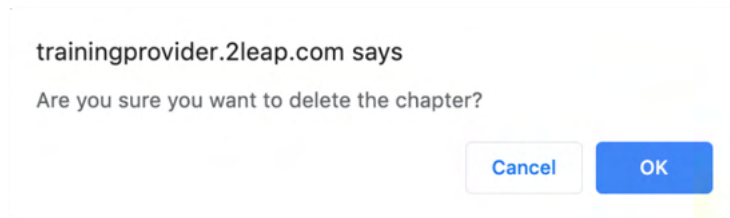
Editing a Chapter

You can edit the Title of any Chapter that you created by clicking its **edit title** link as shown in the

following illustration. Simply make any modifications necessary to the Chapter Title and click .

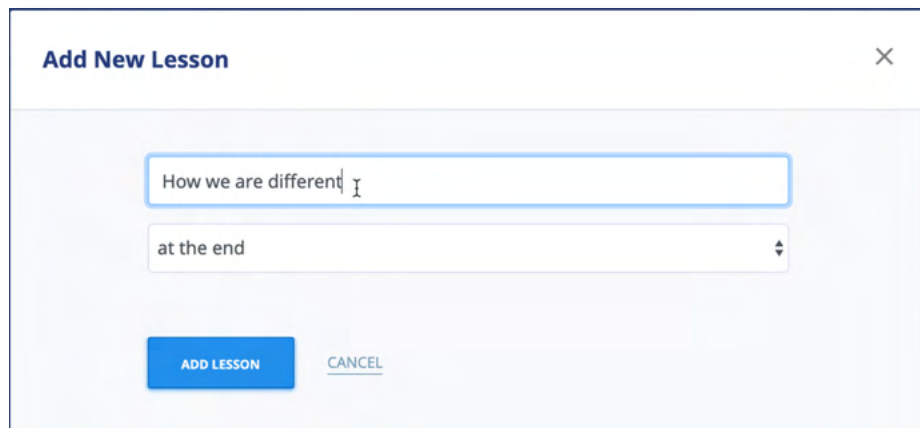
Deleting a Chapter

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

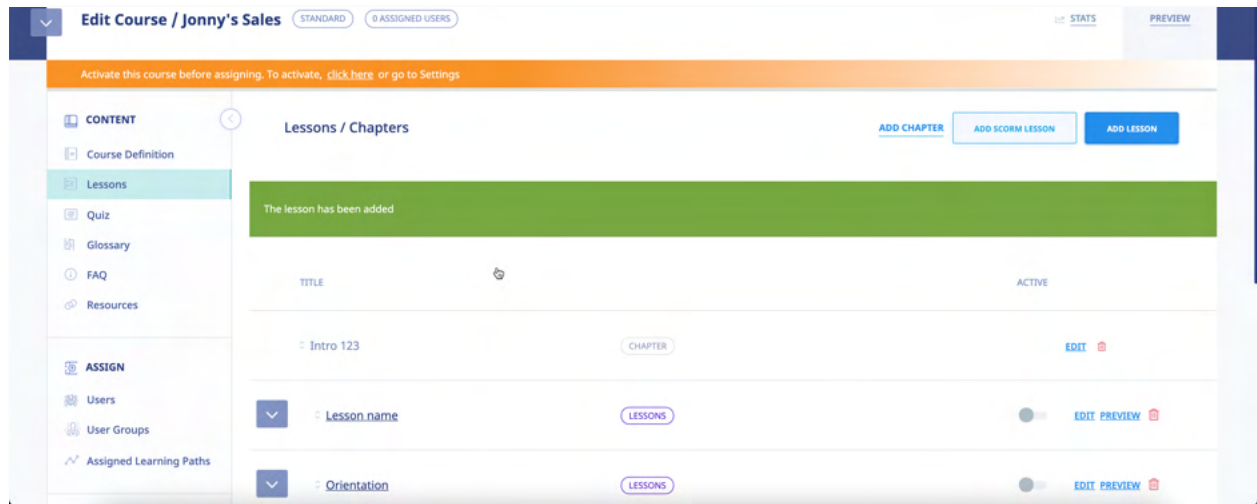


Adding a Lesson to a Course

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

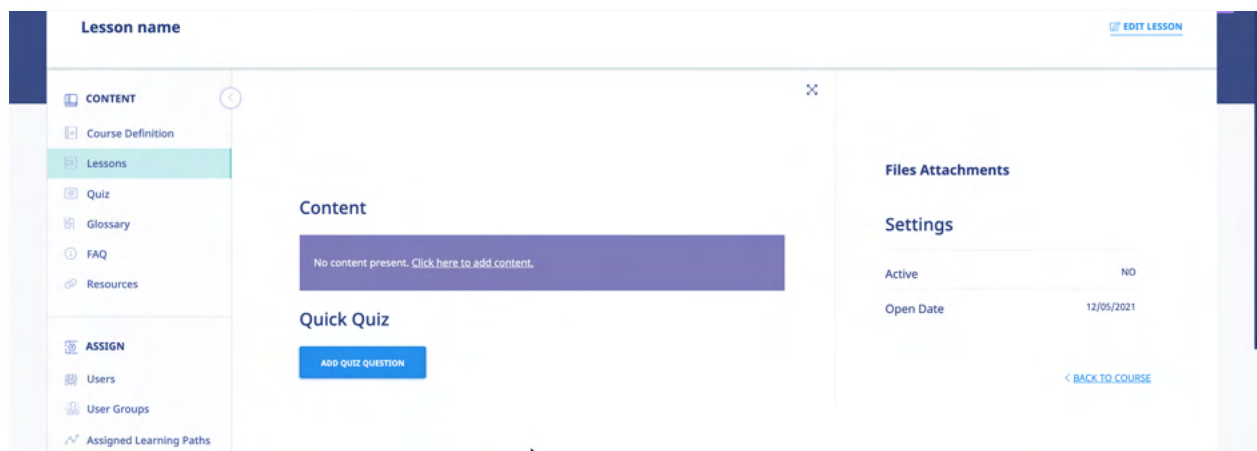


As shown in the following illustration, the Lesson has been added to the Course.



Adding Content to a Lesson

Selecting a **Lesson Title** within the **Chapters & Lessons** portion of the **Manage Course** screen displays the **View Lesson** page, illustrated below. You can click the **[Click here to add content]** or **[EDIT LESSON]** button to add pre-existing content to the Lesson. You will be using the system's **Content Editor** to manage this.



The screenshot displays the eLeaP Administrator interface for editing a lesson. The interface is divided into three main sections:

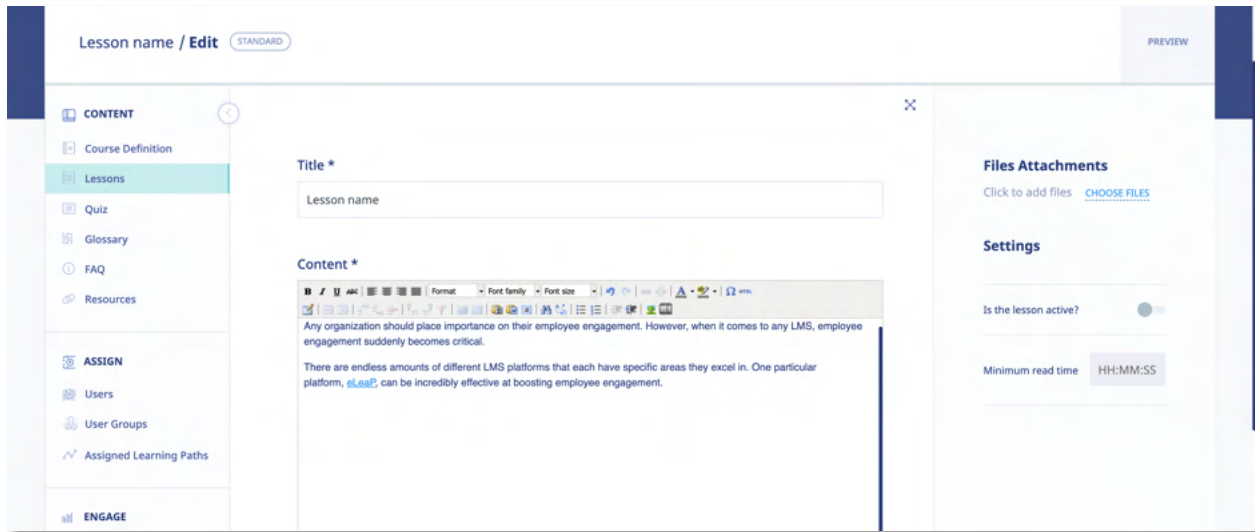
- Left Sidebar:** Contains navigation links under two main categories:
 - CONTENT:** Course Definition, Lessons (highlighted), Quiz, Glossary, FAQ, Resources.
 - ASSIGN:** Users, User Groups, Assigned Learning Paths.
- Main Content Area:**
 - Content:** A message states "No content present. Click here to add content." with a red arrow pointing to the link.
 - Quick Quiz:** Includes an "ADD QUIZ QUESTION" button.
- Right Sidebar:**
 - Files Attachments:** (Empty section)
 - Settings:** A table with two rows:


Active	NO
Open Date	12/05/2021

At the top right of the main content area, there is a red arrow pointing to the "EDIT LESSON" link. At the bottom right, there is a "< BACK TO COURSE" link.

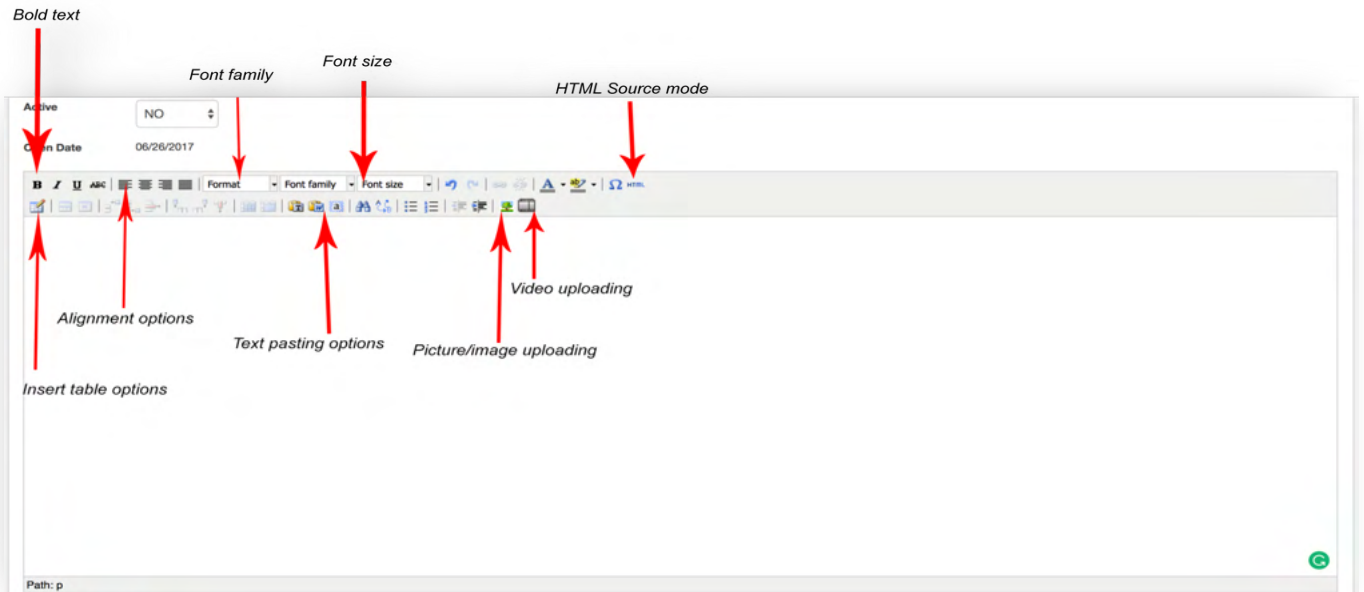
eLeaP Content Editor

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 toggle the [Is the lesson active?] option to activate or deactivate the lesson within the system. You can also activate/deactivate lessons in the lessons.



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:

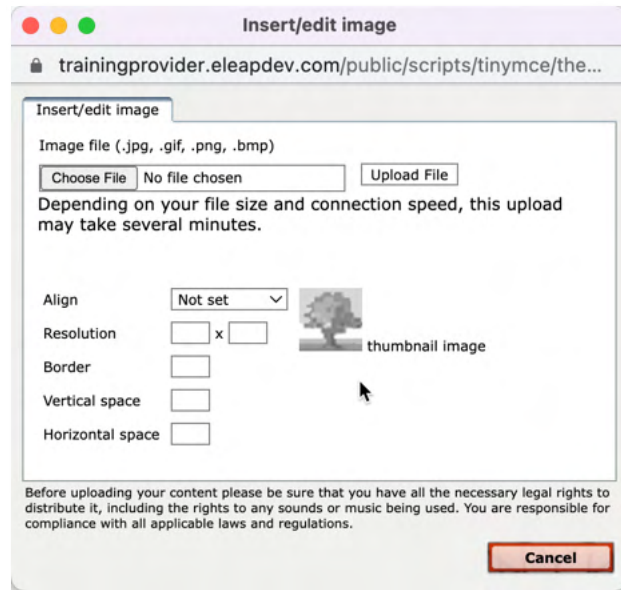


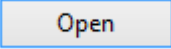
Complex Course e-Learning Objects:

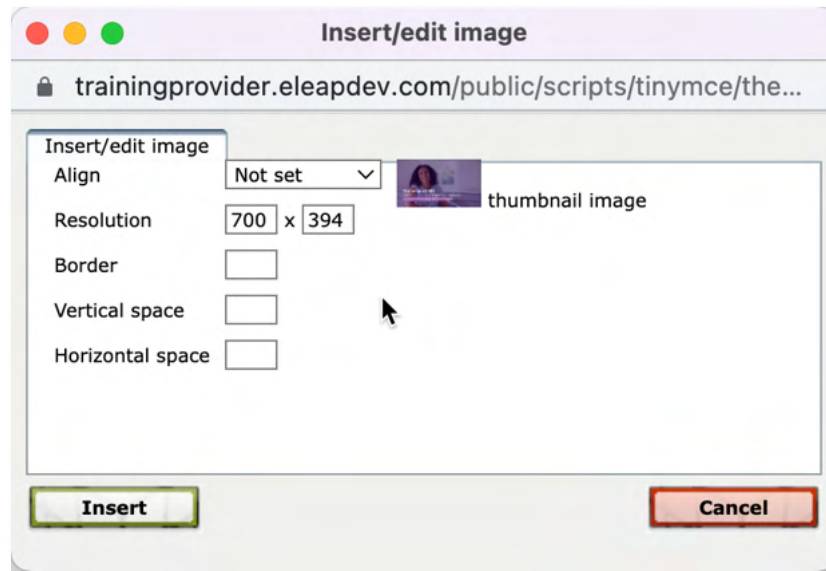
In today's e-learning and training environment, using multimedia-rich presentations can greatly enhance your trainees' learning experiences. eLeaP™ supports various multimedia formats including Video, Audio, Flash, HTML, PDF, Microsoft objects, SCORM 1.2 and SCORM 2004.

To add Graphics or Pictures

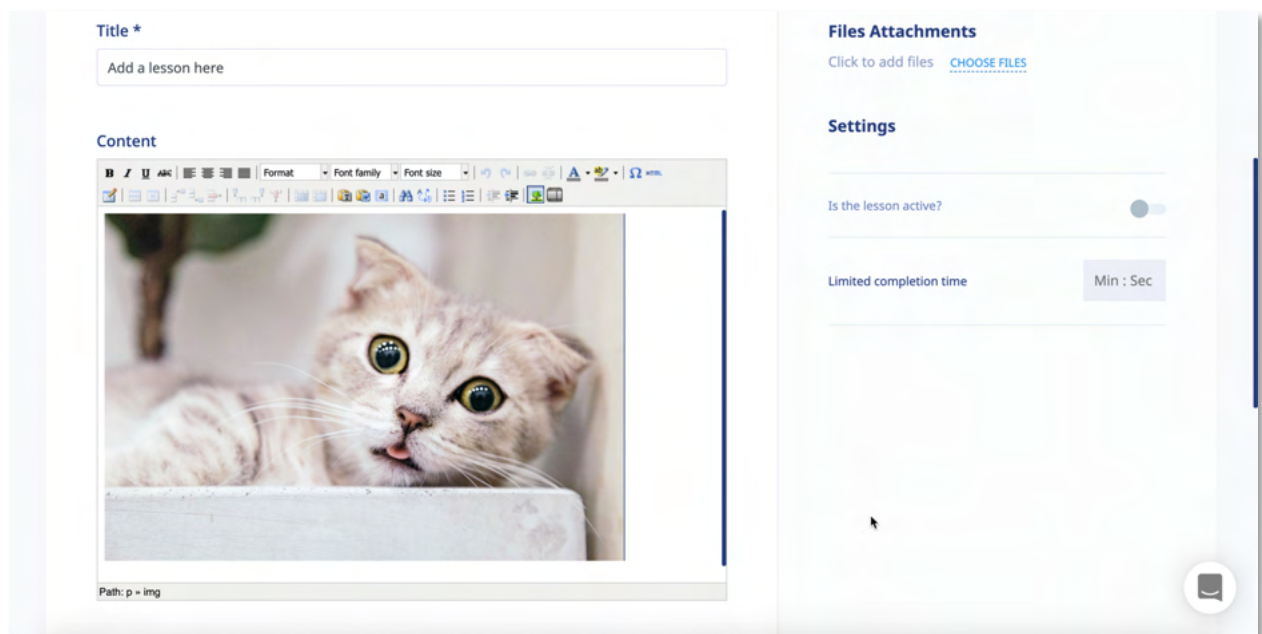
To add graphics or pictures to your learning content object, click . The **Insert/edit image** dialog, illustrated below, is displayed.




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.

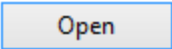


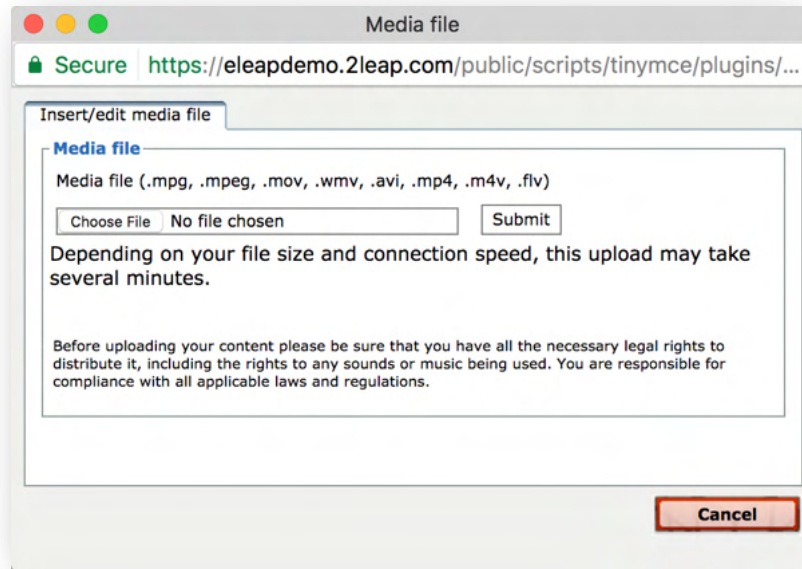
Next, set your alignment if needed, add a border if necessary or even define your resolution, and horizontal or vertical spaces, if needed. Then click **Upload** File to insert your graphic. As shown in the following illustration, the image is inserted within the editor.



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

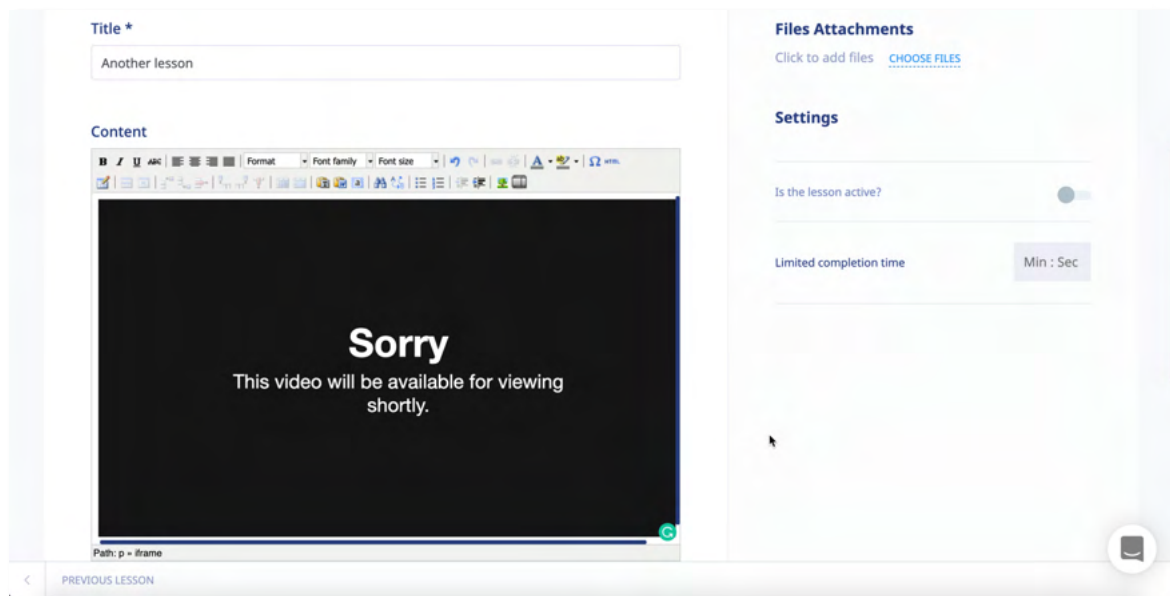
to locate the relevant picture or graphic, click  to populate the Media file field, and then click **Upload File**.



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

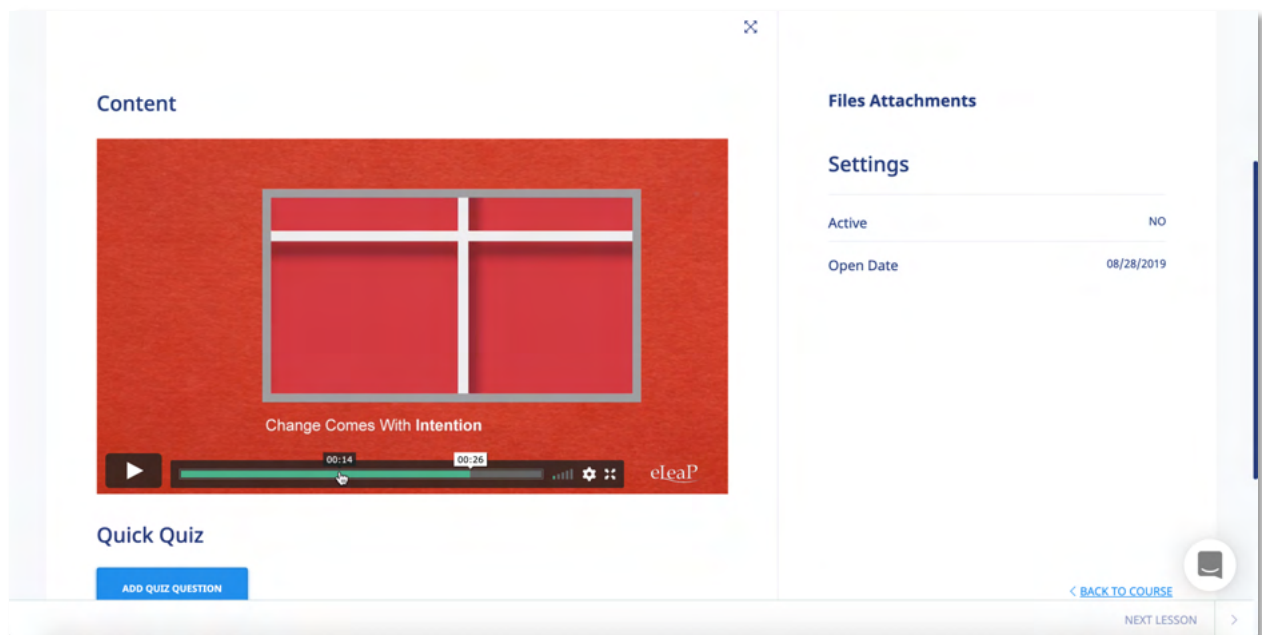


From time to time, when you click [Insert], you might get our 'video processing' notice.



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.

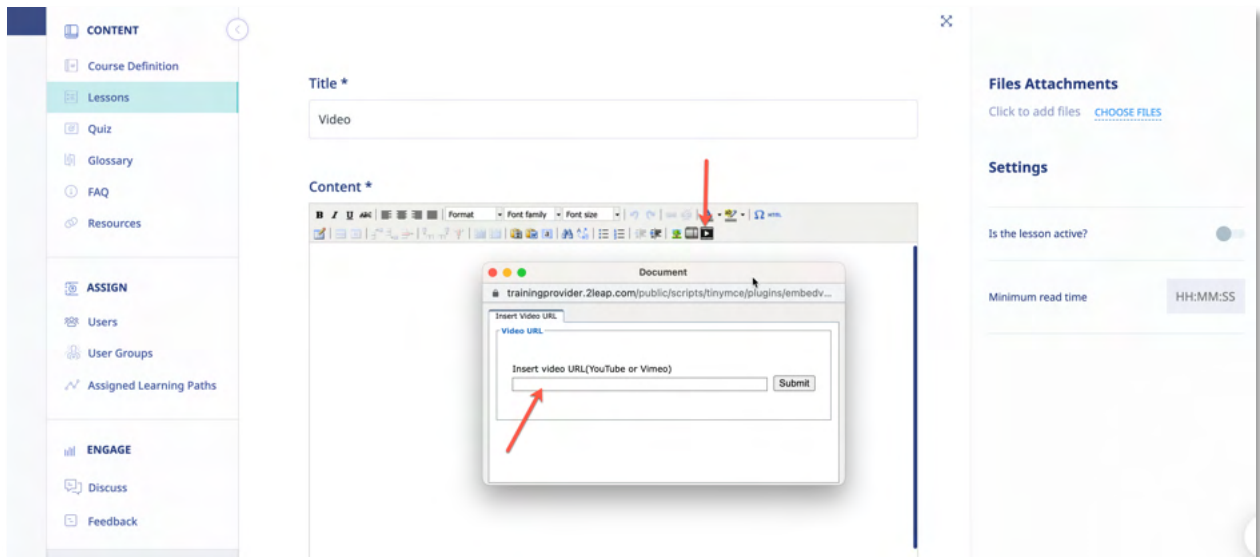
As shown in the following illustration, the video file is added to the Content Editor.



Note: You can easily import FLV videos into eLeaP using the video upload icon.

YouTube or Vimeo

Got YouTube or Vimeo videos you want to add to your course? Simple. Click the video embed icon illustrated below:

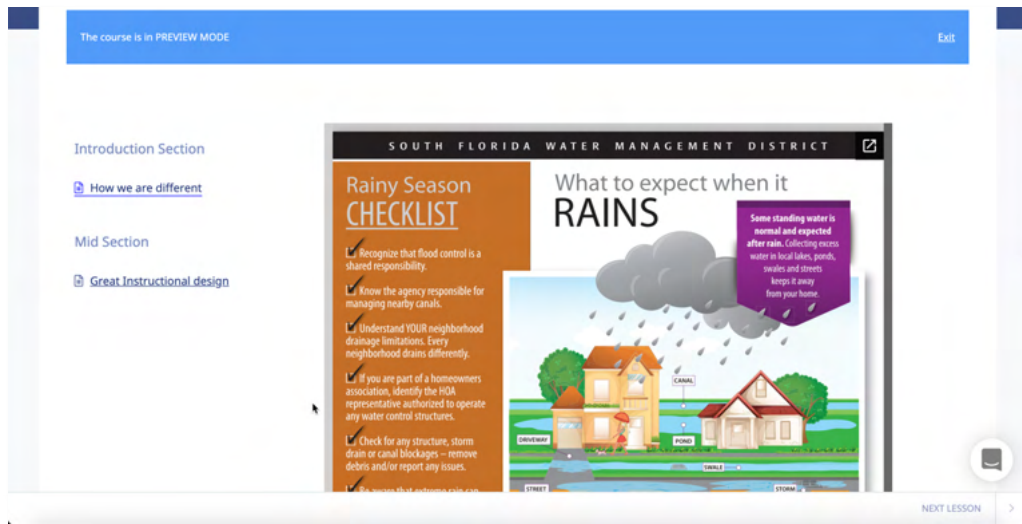


Then copy and paste the video URL from Vimeo or YouTube and click [submit] to add the video.

Note: Do you want to use PowerPoint files in your course? Check out tools for converting PowerPoint to SCORM and then importing your file into eLeaP. Some Converters we have checked out include Articulate 360, Storyline or Articulate Presenter, Camtasia, and Adobe Captivate. See the eLeaP Support website for more information. There are numerous benefits from converting your PowerPoint files to SCORM formats for web-based training. Check our eLeaP™ Knowledgebase in our Support Center to learn more or email help@eleapsoftware.com.

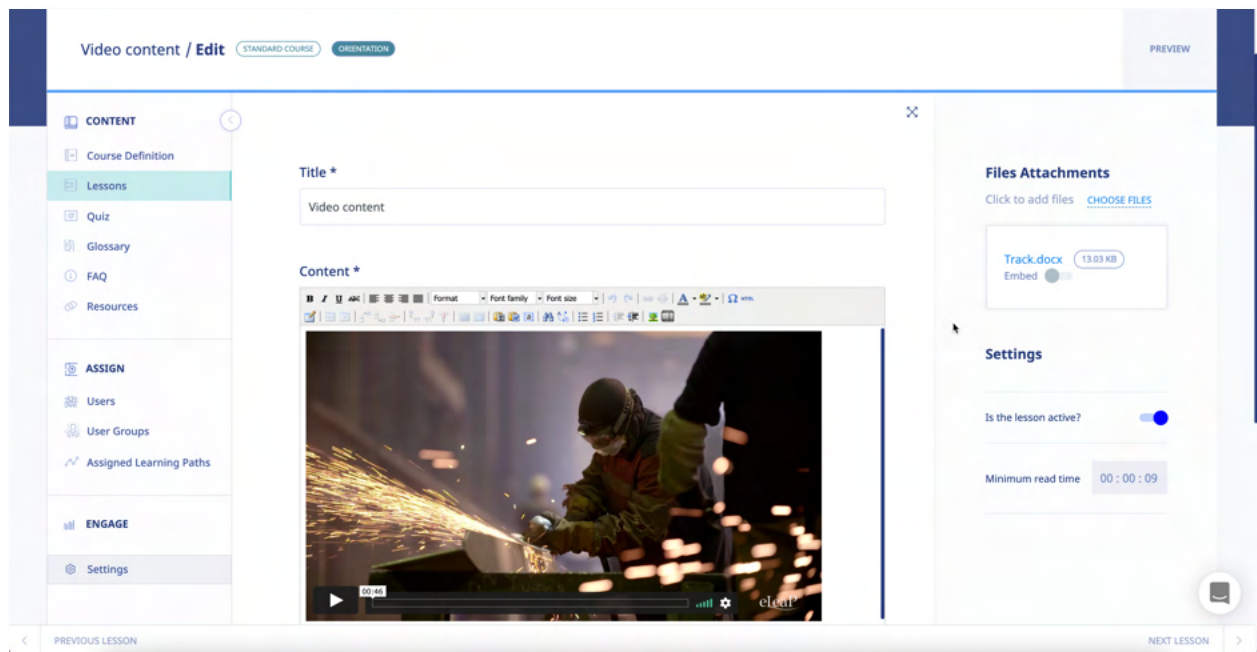
Once you have added all the media files that you will need, use of as many of the editor's other functions, as necessary, to add additional content, and then click [SAVE LESSON](#) to save this content to the Lesson.

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.

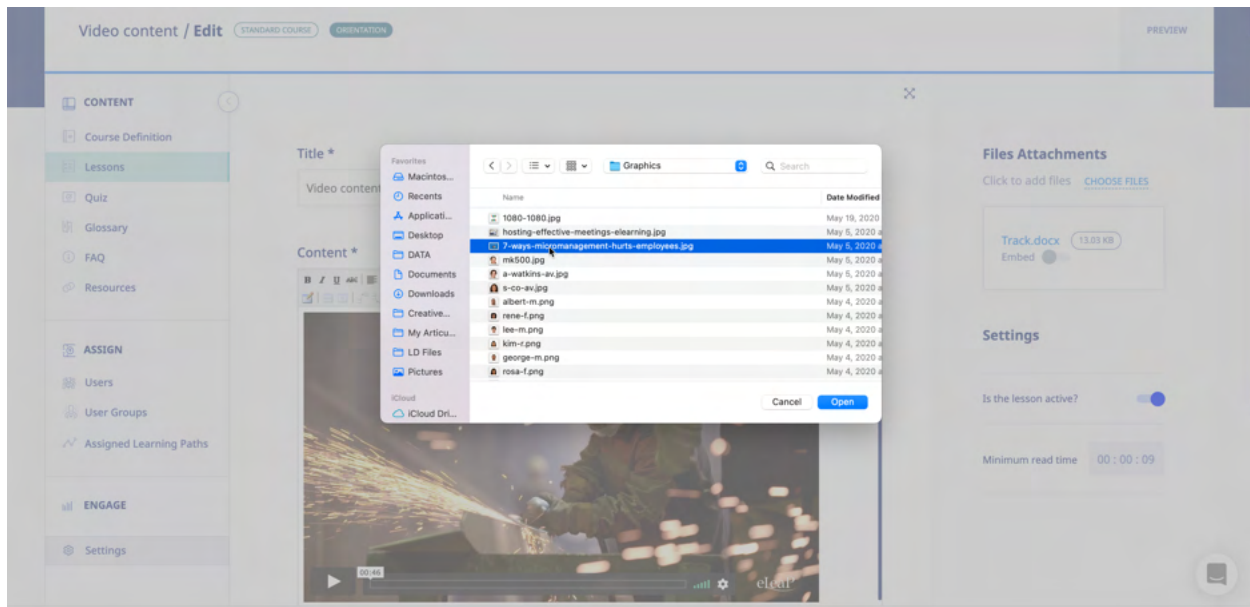


Uploading & Embedding Files

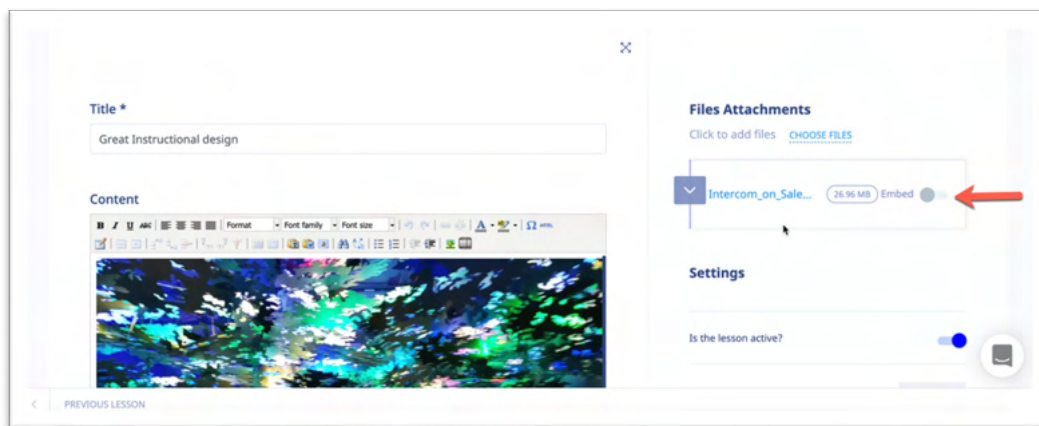
Clicking the [CHOOSE FILES](#) link expands the screen, as shown in the illustration below so that you can navigate to the location on your computer where the existing content that you want to add to a Lesson is stored.



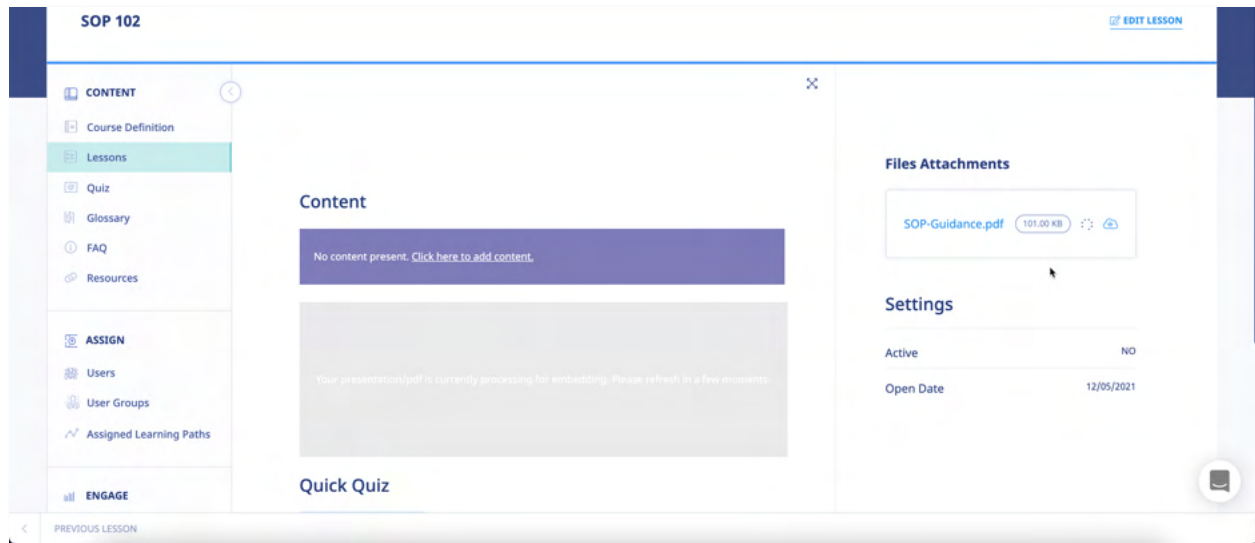
A **Choose File** dialog, as shown in the illustration below, is displayed. Simply navigate to the location on your computer where the file is stored, select it, and then click [Open](#) .



As shown in the following illustration, the file you've selected now populates the **File to Upload** field. Click [Open] to upload the file to the system. You can toggle the embed option to have your file available to be viewed via the learner's web browser.



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



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

Your uploaded and embedded file will look something like this:

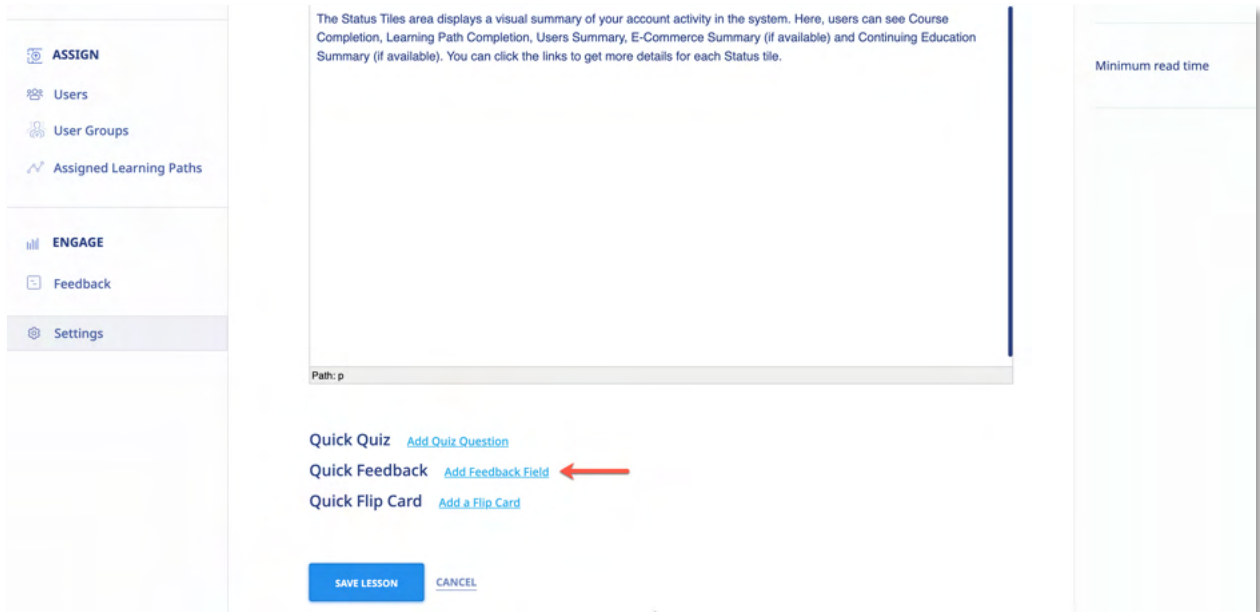


Quick Quiz

Quick quiz is a tool which enables content creators to add in lesson assessments for learners. These quick quizzes are not graded. They are simply meant to help reinforce comprehension. To add a quick quiz, the **add quiz question** button. 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.

Quick Feedback

To add quick in eLeaP, go to the edit mode of your lesson and click the [Add feedback field] link (you can also add quick feedback in lesson view mode):



You can then select an existing feedback field to add or create new feedback for your lesson. Click [Submit] to add to the current lesson.

Add New Field

Field Name*

Do you understand the lesson content?

Type *

Combo List

Value list *

Yes, No

comma delimited (i.e. easy,medium,hard)

Required ☐

Lesson

Adding v3 - SOP

SUBMIT

Quick Flip Card

To create a flip card in eLeaP, go to the edit mode of your lesson and click the [Add a flip card] link (you can also add a flip card in lesson view mode):

Content *

Quick Quiz [Add Quiz Question](#)

Quick Feedback [Add Feedback Field](#)

Quick Flip Card [Add a Flip Card](#)

Settings

Is the lesson active? ☐

Minimum read time HH:MM:SS

SAVE LESSON **CANCEL**

Next, enter the word or term and the definition and click [Submit]

Add New Term

Flip Cards require pre-created glossary terms. Add your term below to continue.

Word *

Definition *

Lesson

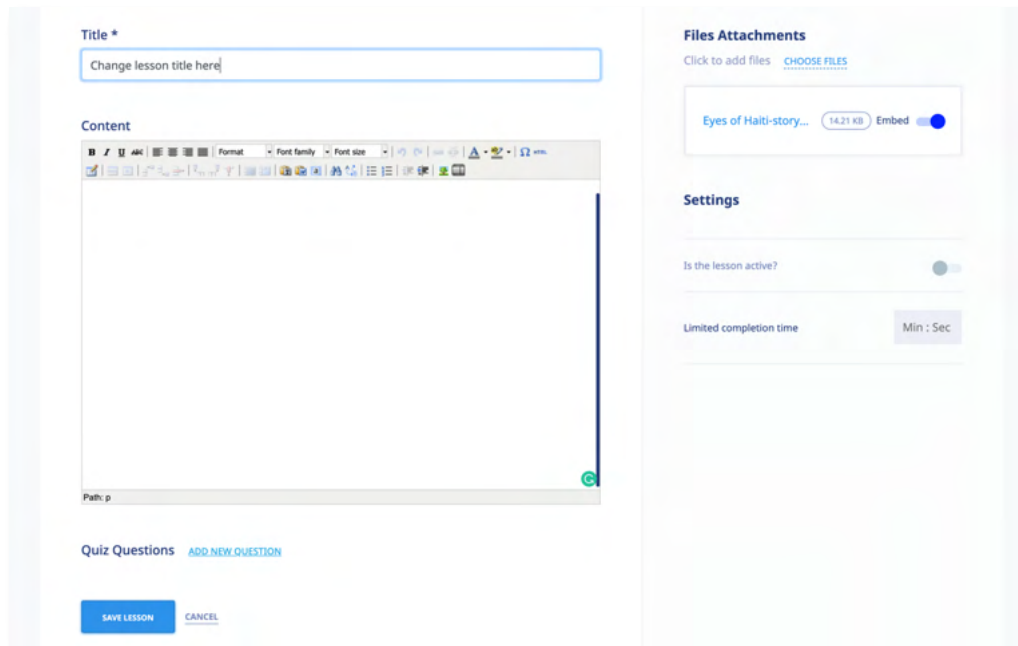
Video

SUBMIT

Once everything looks good, click [Save Lesson] to finalize the Flip Card.

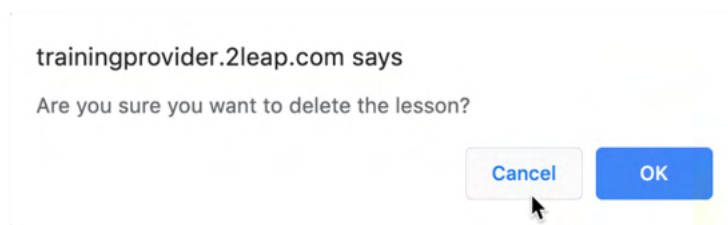
Editing a Lesson

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

The screenshot shows the 'Edit Lesson' interface. On the left, there is a 'Title *' field with the placeholder text 'Change lesson title here'. Below it is a large 'Content' area with a rich text editor toolbar. At the bottom left of the content area, it says 'Path: p'. Below the content area is a 'Quiz Questions' section with an 'ADD NEW QUESTION' link. At the bottom left are 'SAVE LESSON' and 'CANCEL' buttons. On the right side, there is a 'Files Attachments' section with a 'Click to add files' link and a 'CHOOSE FILES' button. Below this, there is a file named 'Eyes of Haiti-story...' with a size of '14.21 KB' and an 'Embed' toggle switch. Below the file section is a 'Settings' section with a toggle for 'Is the lesson active?' and a 'Limited completion time' section with a 'Min : Sec' input field.

Deleting a Lesson

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

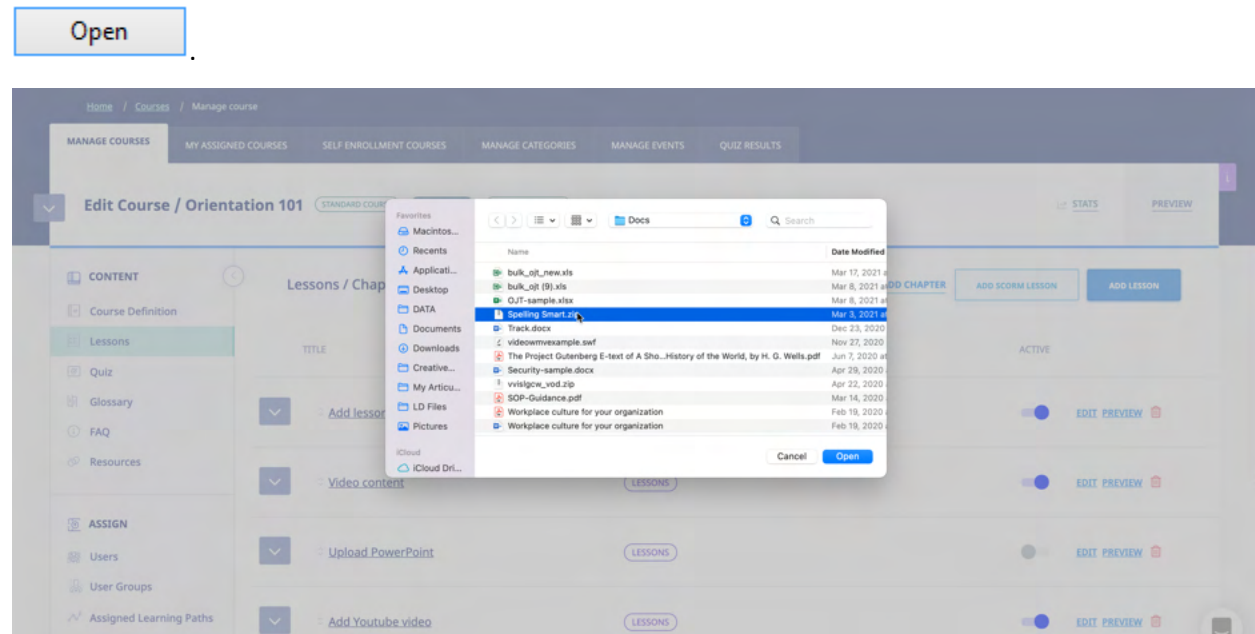


Importing SCORM Content

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."

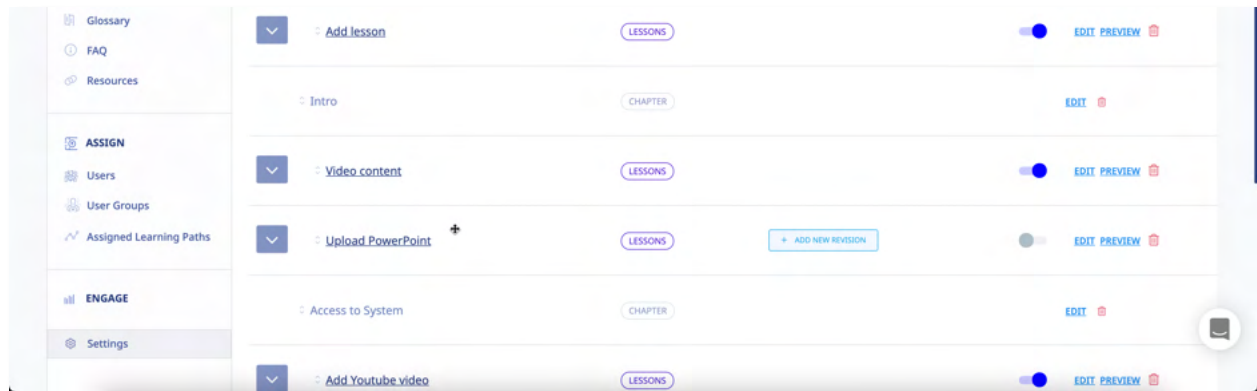
To add a SCORM lesson, click [ADD SCORM LESSON](#). Clicking the **[ADD SCORM LESSON]** link expands the screen, so that you can navigate to the location on your computer where the existing SCORM content in zip format is stored. A **Choose File to Upload** dialog, as shown in the illustration below,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



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

Re-Ordering Lessons

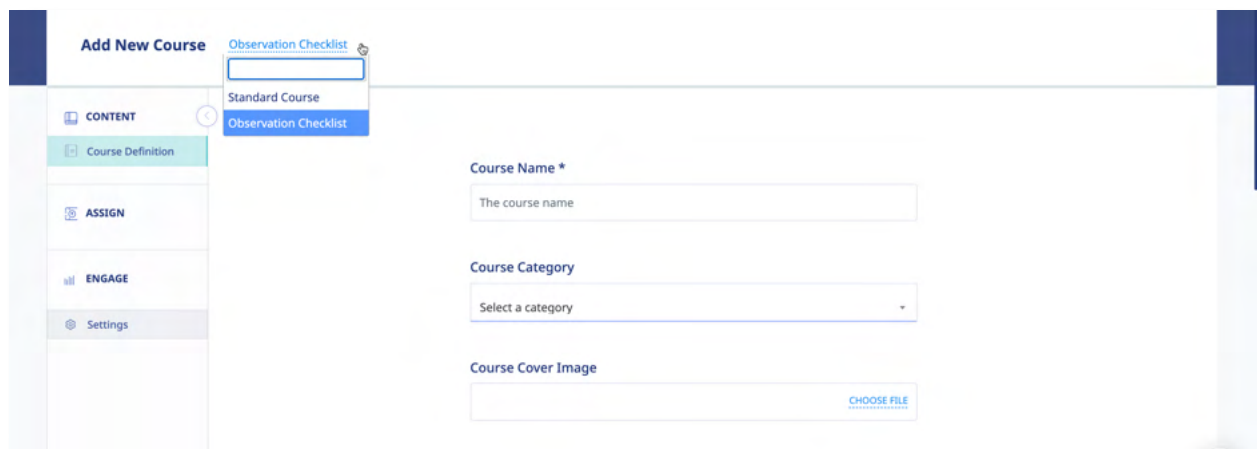
You can reorder the order of your lessons by using the drag and drop feature. To re-order a lesson, simply left click on the lesson and drag it to the appropriate location.



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** button and enter in the name of the course. Then select the type of course by clicking the dropdown arrow and selecting [Observation Checklist].



Once selected, simply click the **SAVE** button to begin creating your assessment statements.

The screenshot displays the eLeaP Administrator interface. On the left, a sidebar contains three main sections: **CONTENT** (with sub-items 'Course Definition' and 'Statements'), **ASSIGN** (with 'Users' and 'User Groups'), and **ENGAGE** (with 'Settings'). The 'Statements' tab is selected. The main content area is titled 'Description' and includes a link 'Add a checklist description' and an 'ADD NEW STATEMENT' button. Below this, the 'Statements' section shows a message 'There are no statements yet.' and an 'Add New Statement' form. The form contains a 'Statement' text area and a 'Grading Type' dropdown menu currently set to 'Binary: Yes/No'. An 'ADD STATEMENT' button is located at the bottom of the form.

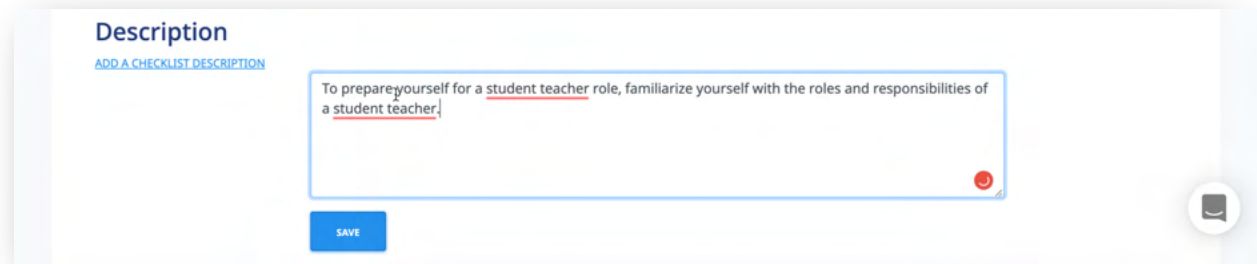
Add/Edit Observation Checklist Statements

Once you add your Observation Checklist course, you should be in the Observation Checklist Statements page. If you are not, click the **Statements** tab to begin adding or editing your Observation Statements.

Add a description

Adding a description will help the assessor performing the assessment understand and communicate to the learner the “what” and “why” for performing this assessment. To add a description, click the link [ADD A CHECKLIST DESCRIPTION](#) then enter your description and click **SAVE**.

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



The screenshot shows a form titled "Description" with a sub-header "ADD A CHECKLIST DESCRIPTION". Below this is a text area containing the text: "To prepare yourself for a student teacher role, familiarize yourself with the roles and responsibilities of a student teacher." The text area has a red 'X' icon in the bottom right corner. Below the text area is a blue "SAVE" button. To the right of the "SAVE" button is a circular icon with a speech bubble.

Add an Observation Checklist Statement

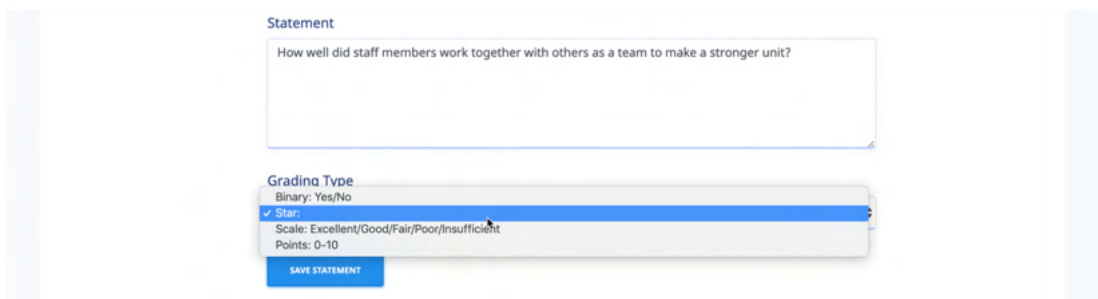
To add a statement for your Observation checklist, simply select if you want to enter a [Gradable] or [Non Gradable] statement.

Gradable Statements:

If you select a Gradable statement type, your options are: Binary, Star, Scale or Points.

Once you determined your grading type, enter the statement into the box, select the *Grading Type* and click the **ADD STATEMENT** button.

Here's an example:



The screenshot shows a form titled "Statement" with a text area containing the text: "How well did staff members work together with others as a team to make a stronger unit?". Below the text area is a dropdown menu for "Grading Type" with the following options: "Binary: Yes/No", "✓ Star:", "Scale: Excellent/Good/Fair/Poor/Insufficient", and "Points: 0-10". The "Star" option is selected. Below the dropdown menu is a blue "SAVE STATEMENT" button.

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

ADD STATEMENT

Observation Checklist Gradable Statement 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.


Observation Checklist Non Gradable Statement Types:

Non Gradable statements allow you to collect input type data or even upload documents or files as part of the assessment. eLeaP currently has three types on non gradable observation statements:

1. **Text Field:** This is simply a text input box where data can be entered. An example of this type of statement can be, "what do you think about the new equipment?"
2. **Custom Dropdown:** A custom dropdown enables you to create a pre-determined answer options for the assessment statement. For example, "what department do you work?" and the custom dropdown options being "Engineering", "Sales", "Customer Service". Enter the Custom Dropdown statement and use the [+] button to add the dropdown selector options.
3. **Upload File:** The upload file statement type is used if you want to upload a file or document as part of the assessment. An example of this could be a signed employee policy, or other documents.

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 toggle active/inactive .
- To edit or delete an existing statement, click the [EDIT](#) [DELETE](#) links.



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

Statements			
STATEMENT	GRADING TYPE	ACTIVE	ACTIONS
Yes or no	Binary: Yes/No	<input checked="" type="checkbox"/>	EDIT DELETE
Upload your agreement	Upload File	<input checked="" type="checkbox"/>	EDIT DELETE
Scales	Scale: Excellent/Good/Fair/Poor/Insufficient	<input checked="" type="checkbox"/>	EDIT DELETE
What do you think of gas prices?	Text Field	<input checked="" type="checkbox"/>	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  **Users** submenu item under the  **ASSIGN** section of the course submenu. (You will need to activate your course prior to assignment).

Then click the **ASSIGN NEW USERS** button. 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  **User Groups** submenu item under the  **ASSIGN** section of the course submenu. Then click the **ASSIGN NEW USER GROUPS** link and select the relevant user groups to be assigned and assessed.

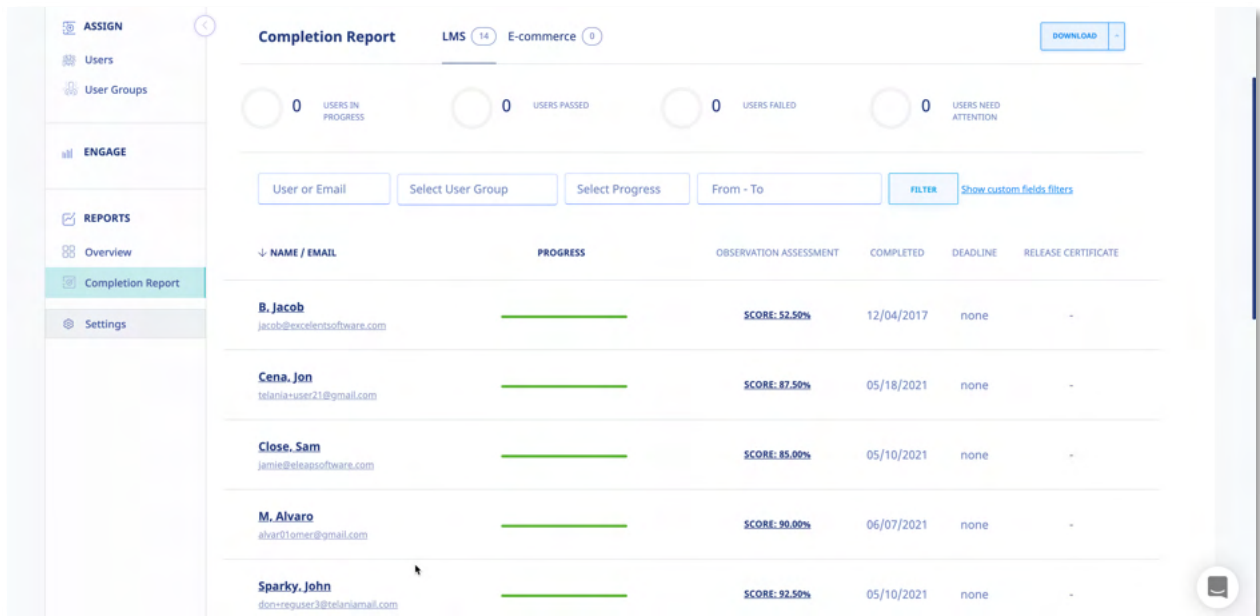
Note: While **no emails** are sent to individual users within the assigned user group regarding this Observation Checklist course, if a Supervisor is assigned to manage the assigned user group, the supervisor will receive a notification regarding a pending assessment.


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 **ASSESSMENTS** tab to begin performing your assessment.



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

The screenshot shows the 'Observation Checklist' assessment form. It contains three sections with grading options: 'Performed SOP check' with buttons for No, Yes, and N/A; 'Provided Coaching to junior level managers' with five stars and an N/A button; and 'Strong leadership qualities' with buttons for Insufficient, Poor, Fair, Good, Excellent, and N/A. At the bottom are 'SAVE THIS ASSESSMENT' and 'RESET ASSESSMENT' buttons.

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.

Provided Coaching to junior level managers



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: 80.00%**) in the Completion Report tab. In incomplete assessment will show an **IN PROGRESS** status.

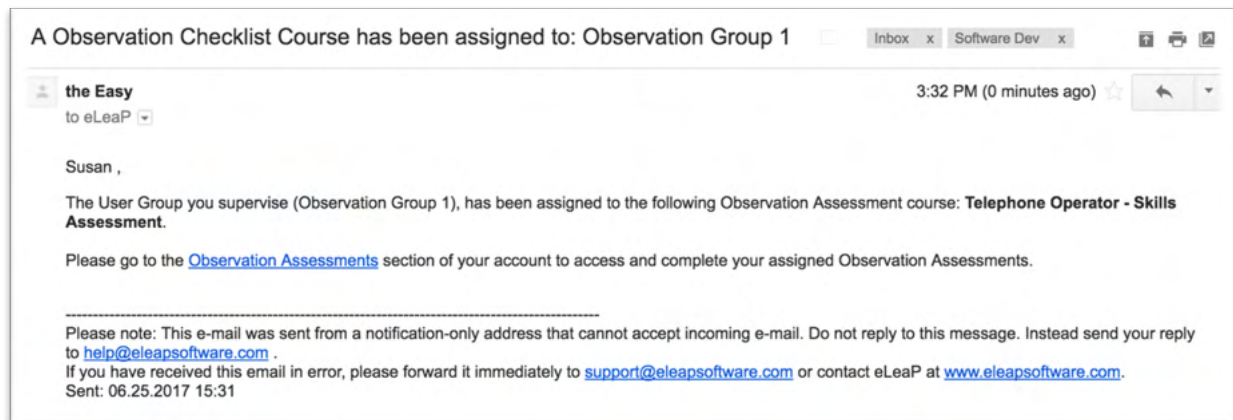
To continue assessing an incomplete checklist, click the **IN PROGRESS** link.

Supervisor performing assessments:

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

- The Supervisor must be assigned to manage the assigned User Group(s)
- 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.

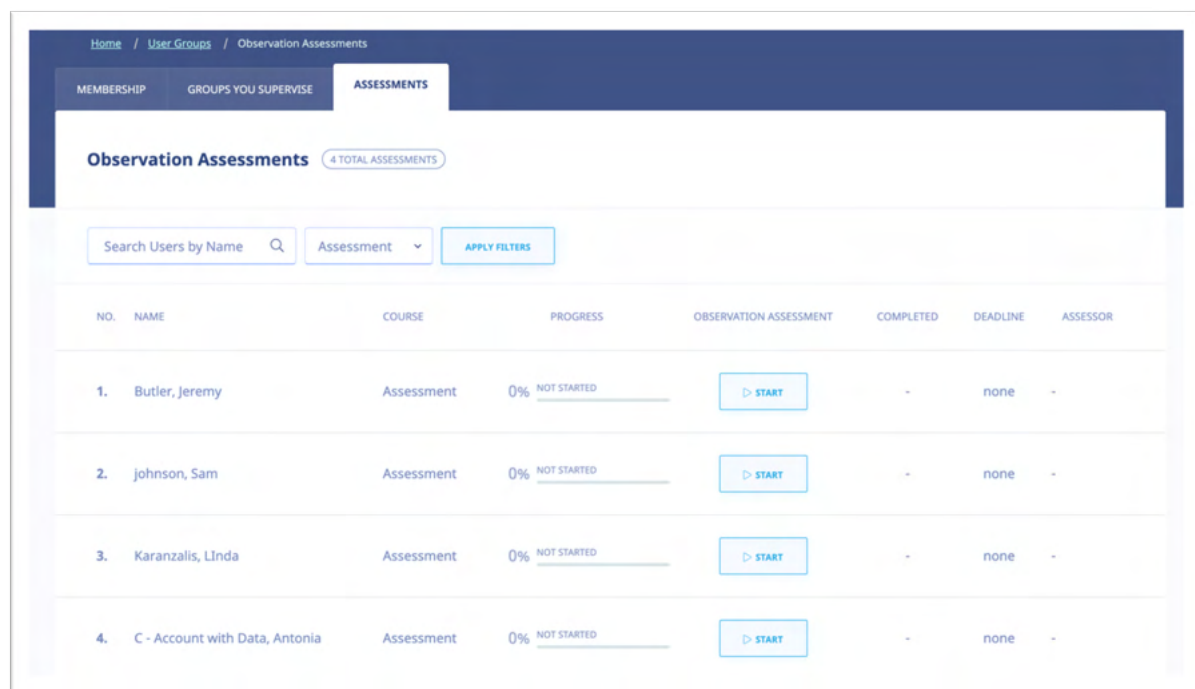


The supervisor can click on the [Observation Assessments](#) link to go directly to the assigned and pending assessment.

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  button next to the learners' name.



The Observation Checklist tool is designed to be used on any device any time anywhere. We encourage you to access and perform assessments on mobile devices, laptops and other devices. Once the

The screenshot displays a mobile web browser interface for an assessment. The browser address bar shows 'eleapdemo.eleapdev.com'. The assessment content includes several items with rating options:

- Item 1: "Clothing and other personal belongings must be stored in designated areas (lockers)". Rating options: Insufficient, Poor, **Fair** (selected), Good, Excellent, N/A.
- Item 2: "Refrains from wearing jewelry like watches, multiple rings, ear, nose, tongue, eye, belly piercings or rings (exception one smooth ring (no stones) on finger)". Rating options: No, Yes, **N/A** (selected).
- Item 3: "Use devices only in designated areas during breaks, lunch, before and/or after work. (cell phone, iPods, blue tooth, radio, pager, MP3, handheld games)". Rating options: 0, 1, 2, 3, 4, 5, **7** (selected), 8, 9, 10, N/A.
- Item 4: "Areas left in a clean and organized state at the end of each break and shift". Rating options: 4 stars, **5 stars** (selected), N/A.
- Item 5: "Wears hearing protection in the manufacturing areas or in designated areas". Rating options: 4 stars, **5 stars** (selected), N/A.

At the bottom of the form, there are two buttons: "SAVE THIS ASSESSMENT" (blue) and "RESET ASSESSMENT" (light blue). A floating chat icon is visible in the bottom right corner.

Supervisor clicks the [▶ START](#) button next to each assigned user, they see a mobile responsive version of the tool to enable them easily perform their assessment.

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

If you need to save the current assessment and come back later, you can. Simply click the [SAVE THIS ASSESSMENT](#) button. This button also works to finalize the assessment and move on to the next learner to be assessed.

An assessment that is completed will show an assessment score (**SCORE: 80.00%**) 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:

NO.	NAME	COURSE	PROGRESS	OBSERVATION ASSESSMENT	COMPLETED	DEADLINE	ASSESSOR
1.	Sam, Pete	Security Awareness Checklist - SOP	31% IN PROGRESS	IN PROGRESS	-	none	-
2.	user10, Alan	Ready to assess	100% COMPLETED	SCORE: 62.50%	04/01/2021	none	Supervisor, Dion
3.	user10, Alan	Ready to assess - 06/2017	100% COMPLETED	SCORE: 85.00%	05/11/2021	none	Brandy, Leslie
4.	user10, Alan	Forklift Safety Assessment	0% NOT STARTED	▶ START	-	none	Supervisor, Dion
5.	user10, Alan	Security Awareness Checklist -	0% NOT STARTED	▶ START	-	none	Cena, Ion

Once you select the relevant course, click the **APPLY FILTERS** to see the assigned users to be assessed. Use the **▶ START** button to begin performing your assessment.

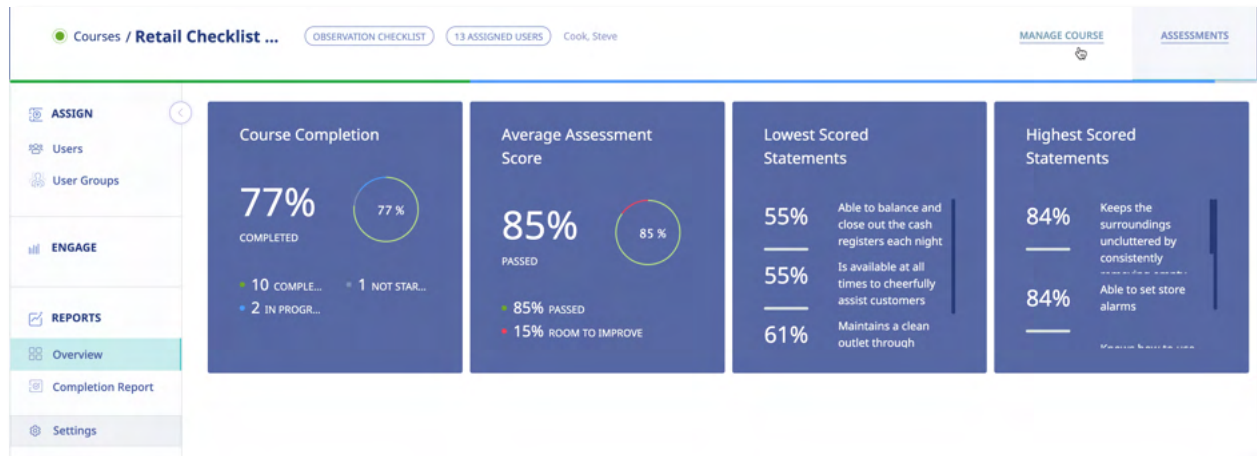
Note: As a supervisor, you can also perform assessments from the **User Group Activity** report page for user groups you supervise. Simply, select the relevant course and if there are pending users to be assessed you will see the **▶ START** button next to their names.

Observation Assessment – Reports & Files

To access and download Observation Checklist(OC) type courses data, you have several options:

Stats Overview:

The Stats Overview gives you a summary of your OC course including Course Completion, Average Assessment Score, Lowest and. Highest Scored Statements.




Completion Report

See details of your OC course completion by going to the [Completion Report] section of your Stats. From here you can see individual user reports, progress status, scores as well as date completed.

Use the filtering options to drill down into your report data.

Downloading Reports

To download reports from your OC course, you have several options:

Click the  button to get the download options below.

- **Completion Report as XLS:** Download this report to capture the on screen data on completion.
- **Completion Report as PDF:** Download a PDF version of the completion report summary data.
- **Assessment Data as XLS:** Download the assessment data details in an excel format.


Additional Report Options

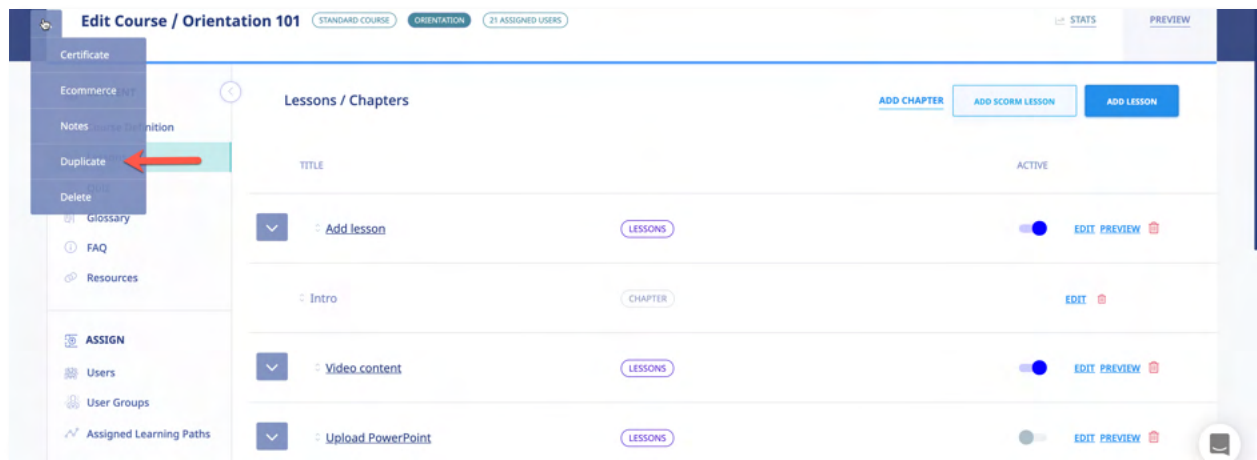
- [Reports] > [HDD Report] > Files in OC Assessments
- [Reports] > [Feedback Reports] > Observation Course Feedback

Other Course Meta Features



Duplicating a Course

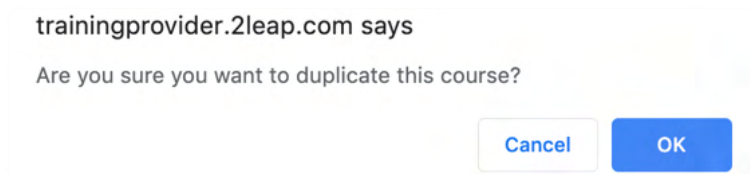
There may be times when you want to make use of a Course's Chapters and Lessons, but perhaps add additional content to it, or remove content from it, to create a new Course. The **Duplication** option makes this a much quicker process than creating an additional Course from scratch. To duplicate a course, click the **Course Submenu dropdown** arrow

 **Edit Course / Orientation 101** STANDARD COURSE ORIENTATION 21 ASSIGNED USERS in the Course Management tab.

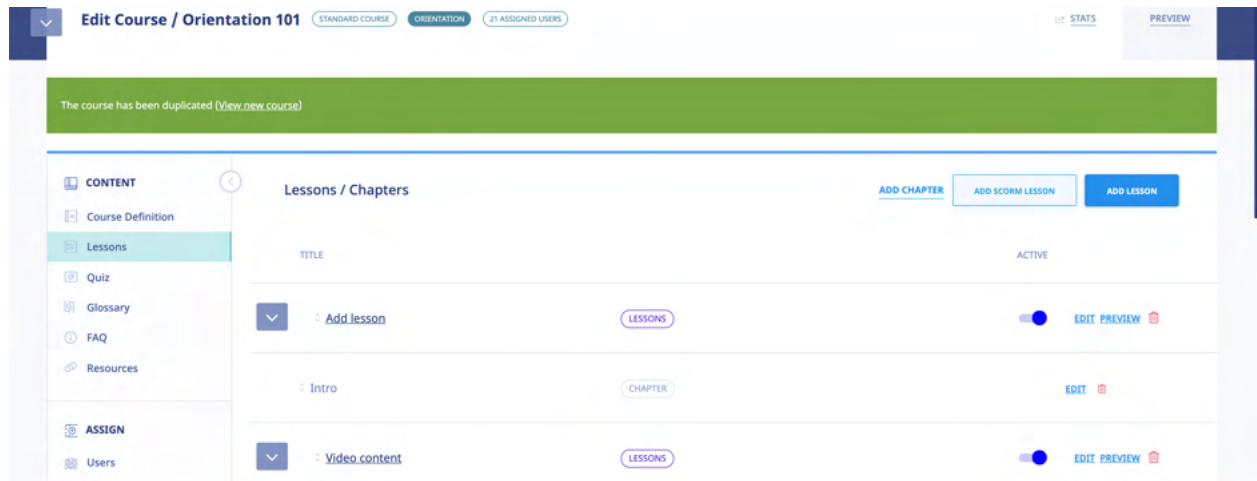


As shown in the following illustration, the system displays a warning message before proceeding with the duplication.

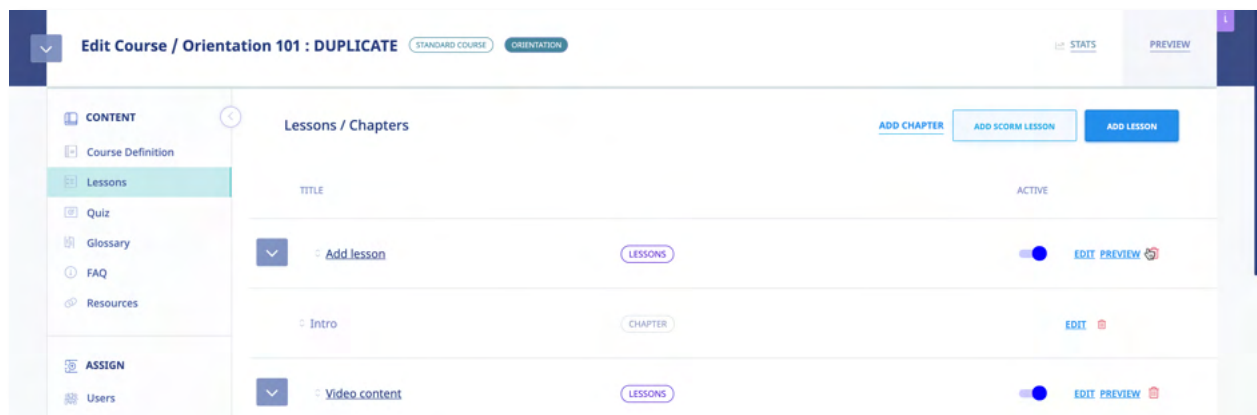
Click  to proceed with the duplication or click  to cancel the duplication process.



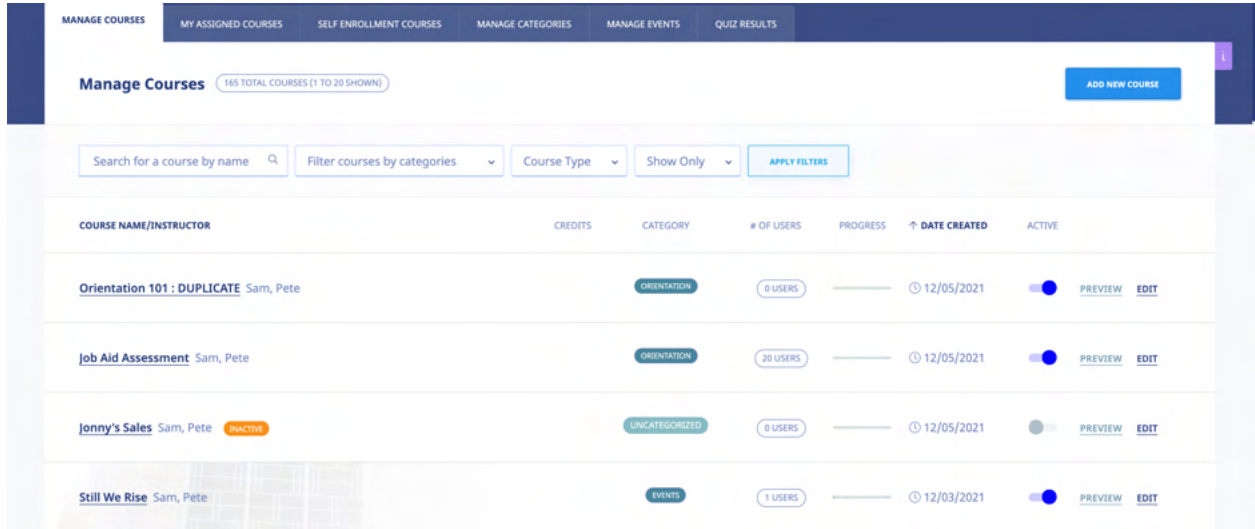
As shown in the following illustration, the system confirms that the Course has been duplicated, and you can click the **View new course** link to display the new Course.



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



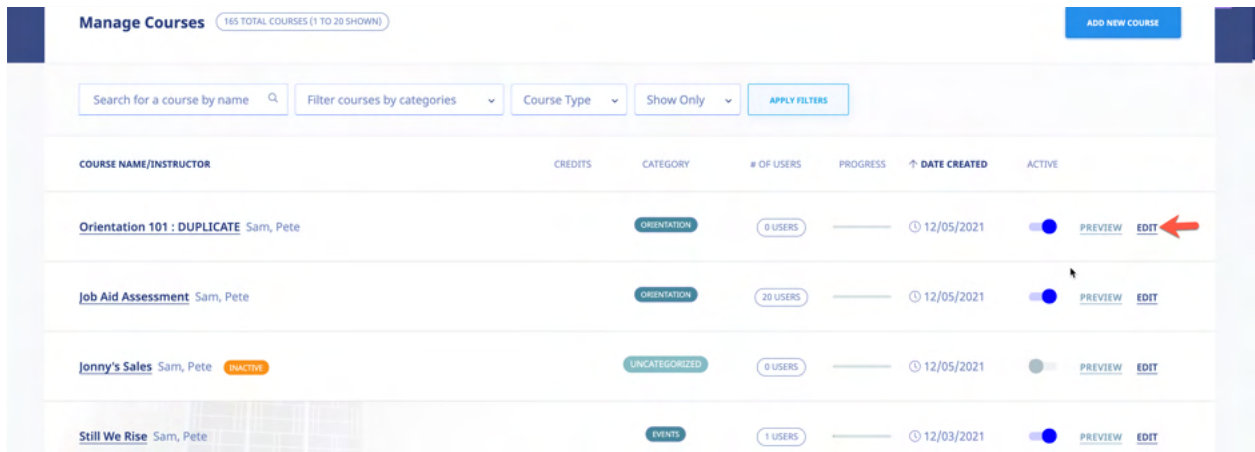
Additionally, the duplicated Course is displayed on the **Courses** list within the **Courses** screen, as shown in the following illustration.



MANAGE COURSES						
MY ASSIGNED COURSES SELF ENROLLMENT COURSES MANAGE CATEGORIES MANAGE EVENTS QUIZ RESULTS						
Manage Courses 165 TOTAL COURSES (1 TO 20 SHOWN) ADD NEW COURSE						
Search for a course by name <input type="text"/> Filter courses by categories <input type="text"/> Course Type <input type="text"/> Show Only <input type="text"/> APPLY FILTERS						
COURSE NAME/INSTRUCTOR	CREDITS	CATEGORY	# OF USERS	PROGRESS	DATE CREATED	ACTIVE
Orientation 101 : DUPLICATE Sam, Pete		ORIENTATION	0 USERS		12/05/2021	<input checked="" type="checkbox"/> PREVIEW EDIT
Job Aid Assessment Sam, Pete		ORIENTATION	20 USERS		12/05/2021	<input checked="" type="checkbox"/> PREVIEW EDIT
Jonny's Sales Sam, Pete INACTIVE		UNCATEGORIZED	0 USERS		12/05/2021	<input type="checkbox"/> PREVIEW EDIT
Still We Rise Sam, Pete		EVENTS	1 USERS		12/03/2021	<input checked="" type="checkbox"/> PREVIEW EDIT

Editing a Course Title

Clicking a Course's [EDIT](#) option on the **Courses** list allows you to make modifications to that Course including the title using the **Course Definition** screen, as shown in the illustration below.



MANAGE COURSES						
MY ASSIGNED COURSES SELF ENROLLMENT COURSES MANAGE CATEGORIES MANAGE EVENTS QUIZ RESULTS						
Manage Courses 165 TOTAL COURSES (1 TO 20 SHOWN) ADD NEW COURSE						
Search for a course by name <input type="text"/> Filter courses by categories <input type="text"/> Course Type <input type="text"/> Show Only <input type="text"/> APPLY FILTERS						
COURSE NAME/INSTRUCTOR	CREDITS	CATEGORY	# OF USERS	PROGRESS	DATE CREATED	ACTIVE
Orientation 101 : DUPLICATE Sam, Pete		ORIENTATION	0 USERS		12/05/2021	<input checked="" type="checkbox"/> PREVIEW EDIT
Job Aid Assessment Sam, Pete		ORIENTATION	20 USERS		12/05/2021	<input checked="" type="checkbox"/> PREVIEW EDIT
Jonny's Sales Sam, Pete INACTIVE		UNCATEGORIZED	0 USERS		12/05/2021	<input type="checkbox"/> PREVIEW EDIT
Still We Rise Sam, Pete		EVENTS	1 USERS		12/03/2021	<input checked="" type="checkbox"/> PREVIEW EDIT

Simply make any necessary changes to the Title within the **Title** field and click SAVE.

The screenshot shows the 'Orientation 101 : DUPLICATE' course creation page. On the left is a sidebar with a 'CONTENT' section containing 'Course Definition' (selected), 'Lessons', 'Quiz', 'Glossary', 'FAQ', and 'Resources'. Below this is an 'ASSIGN' section with 'Users', 'User Groups', and 'Assigned Learning Paths'. The main area has three fields: 'Course Name *' with the value 'Orientation 101 : DUPLICATE', 'Course Category' with a dropdown menu showing 'Orientation', and 'Course Cover Image' with a 'CHOOSE FILE' button.

Course Notes and Memos

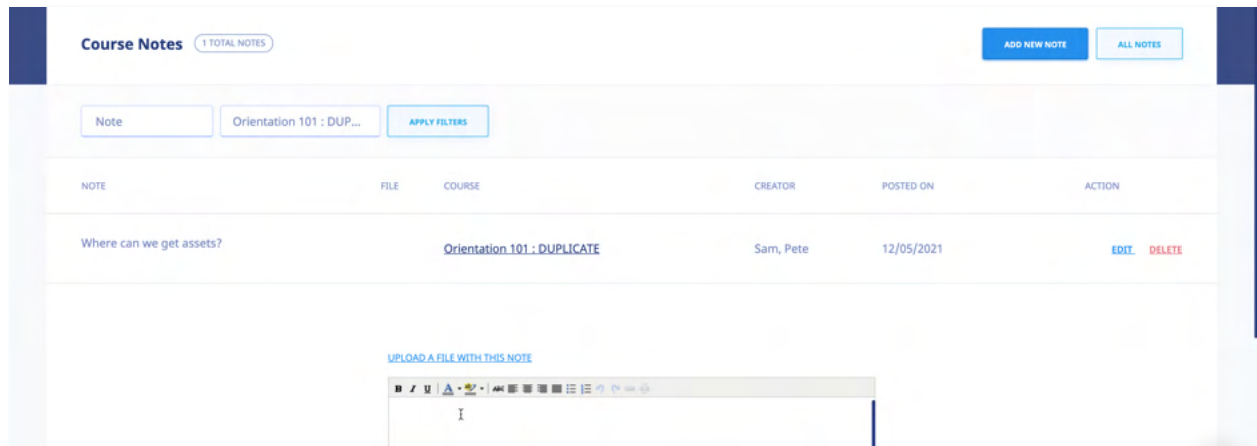
Add Course Notes which will only be visible to you (admins and to specific course instructors). Course Notes enable you to add version history and notes as well general or specific information pertaining to your training.

To add a Course Note, click the **Notes** link from the Course Submenu dropdown. You can then click the **ADD NEW NOTE** link. You can now add your new Course Note including uploading Note files.

[upload a file with this note](#)

The screenshot shows the Course Note editor. It features a rich text editor toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert. Below the toolbar is a large text area for writing the note. At the bottom left is a blue 'SUBMIT' button.

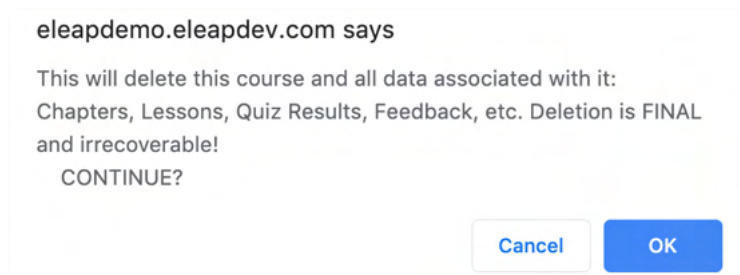
Search through course notes, one course at a time or search your entire collection of course notes.



Deleting a Course

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

Cancel to cancel the deletion process.



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

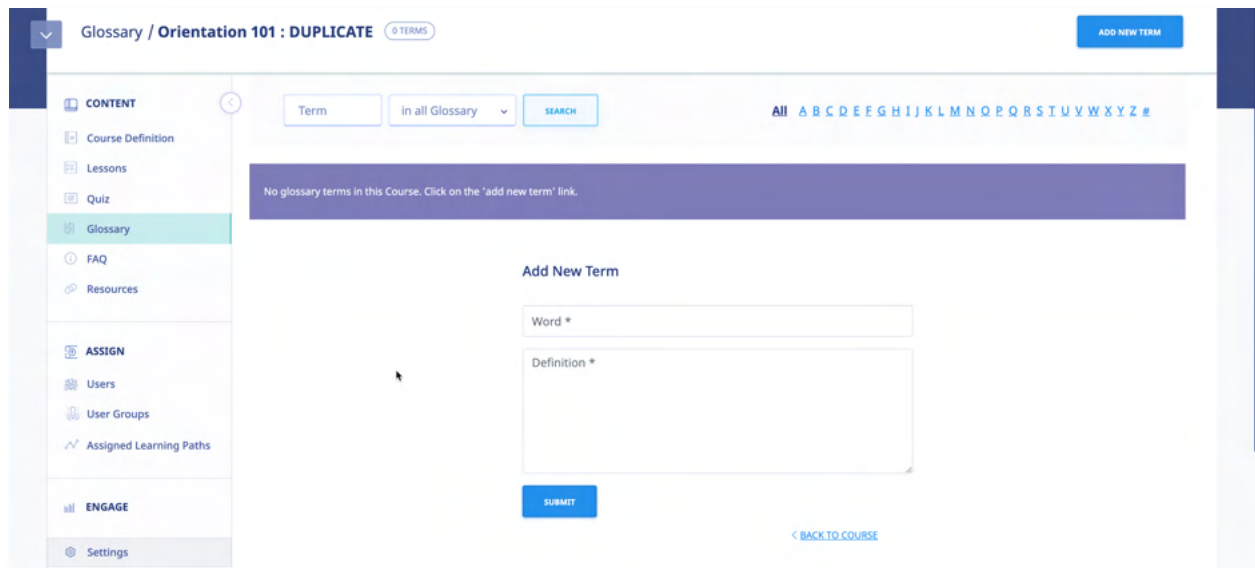
Creating a Glossary

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.

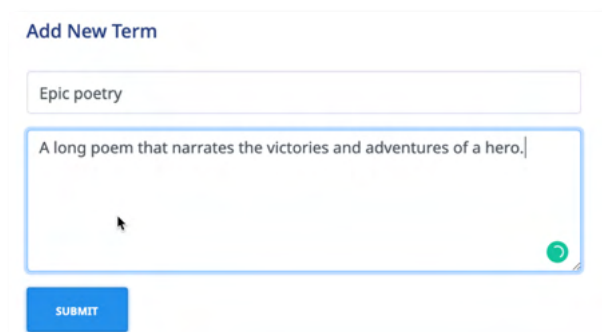
Clicking **Glossary** from the Course submenu displays the **Glossary** screen, illustrated below, which

allows you to add a Glossary of Terms to a Course. As shown in the illustration, click the

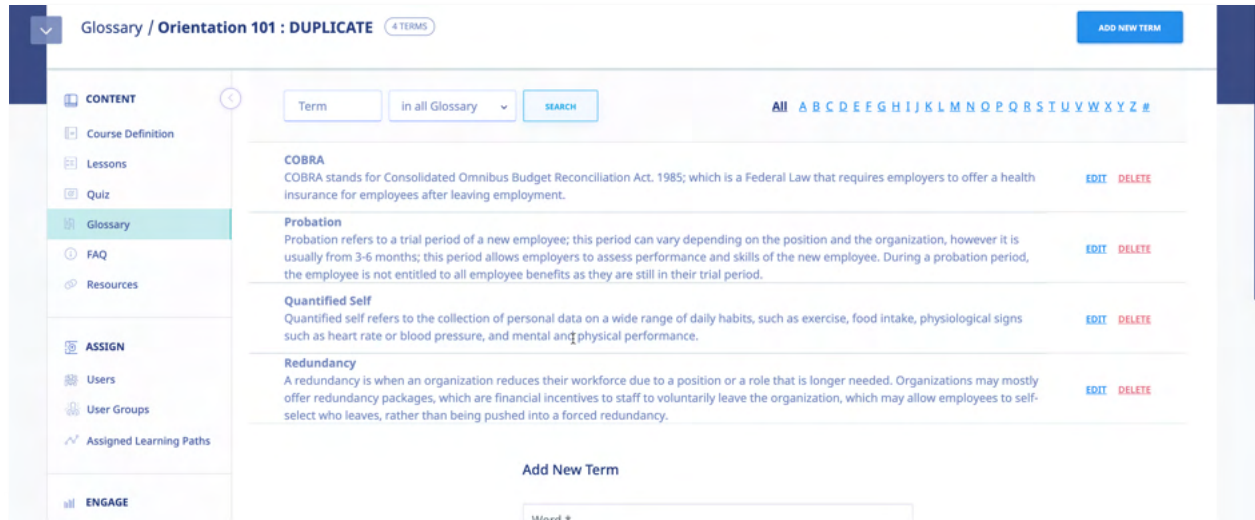
ADD NEW TERM



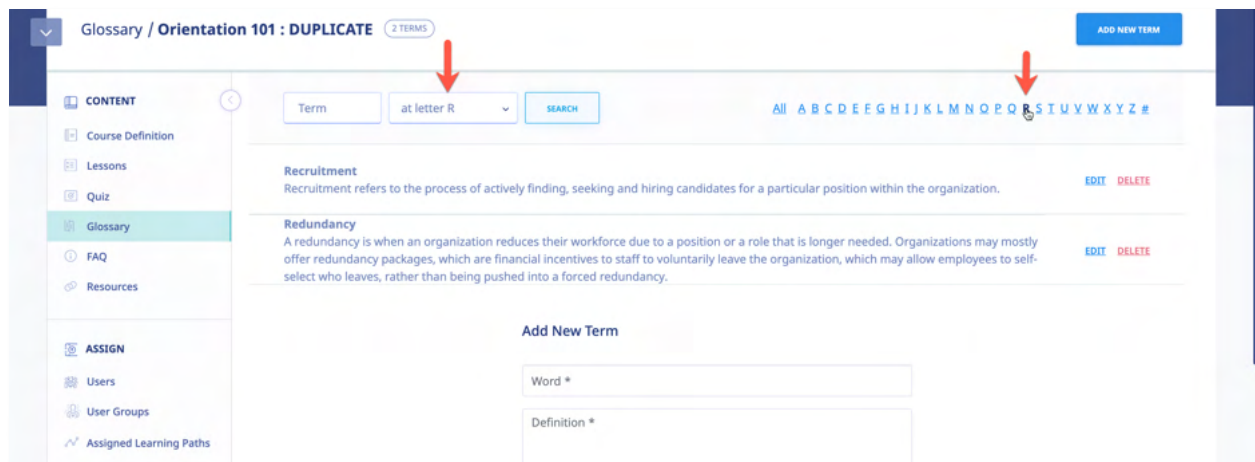
The **Add New Term** screen, illustrated below, is displayed. Enter the Glossary Term within the **Word** field, the Definition for the Glossary Term in the **Definition** field, and then click **SUBMIT** to save the Glossary Term to the system.



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



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

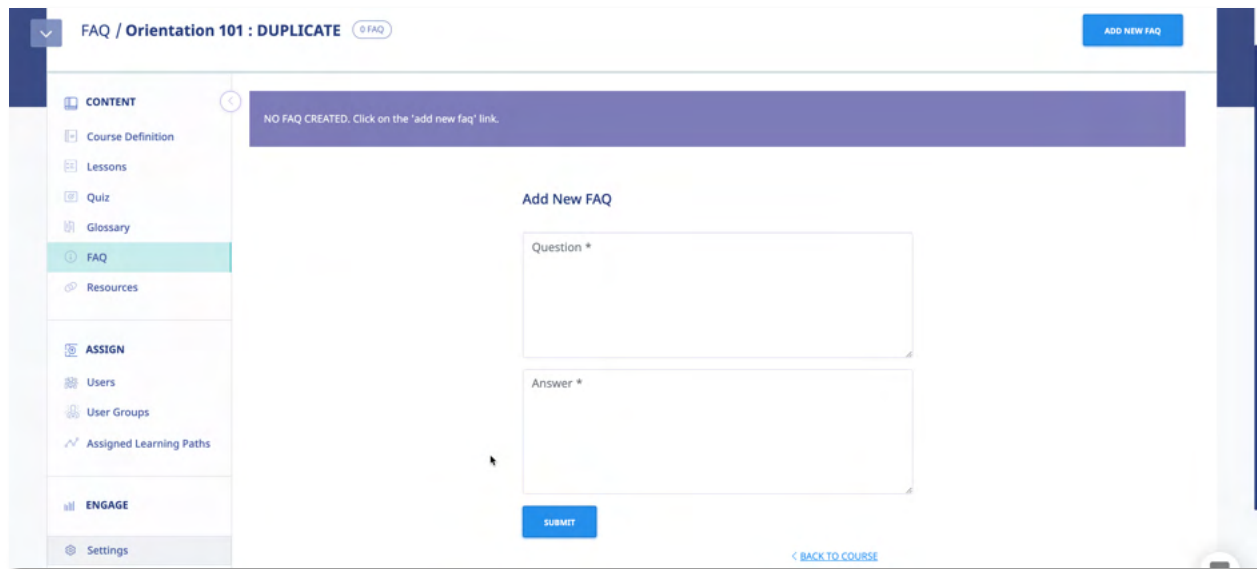


You can click **add new term** as many times as necessary to add additional Glossary Terms, and you can click the **edit** link for a line on the **Glossary Terms** list to modify a term's Word or Definition, or click the **delete** link to remove that term from the Glossary.

Creating an FAQ Database

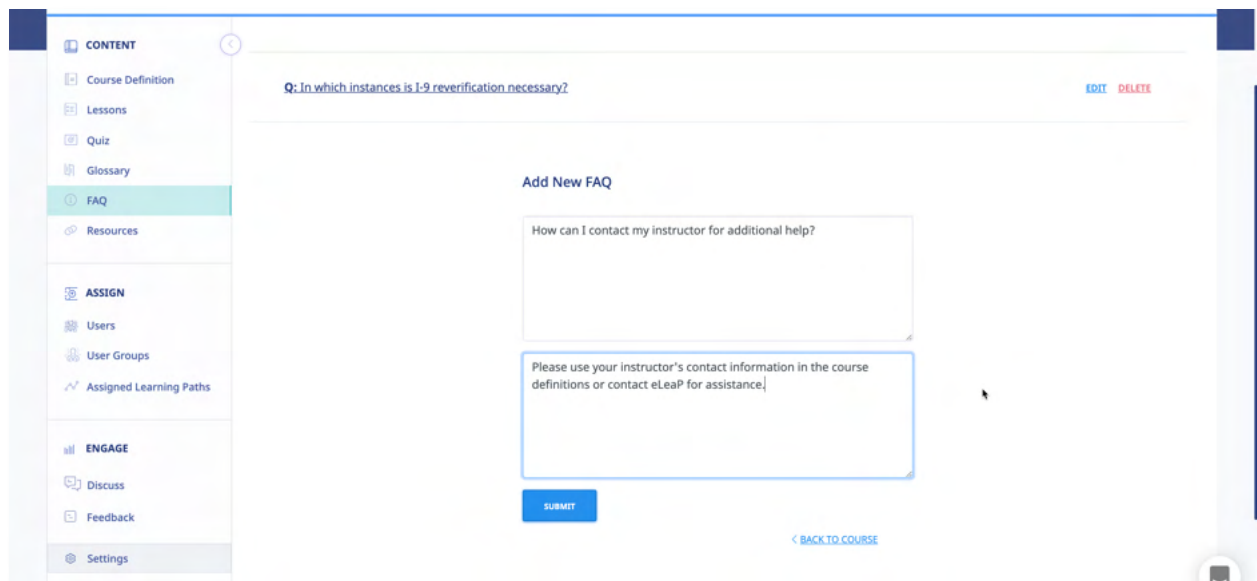
Clicking **FAQ** from the Course submenu allows you to create a database of FAQ information associated with the Course using the **FAQ** screen, illustrated below. As shown in the illustration, this screen is blank as you begin to create your FAQ material. Click the **ADD NEW FAQ** button to create a new

Frequently Asked Question.



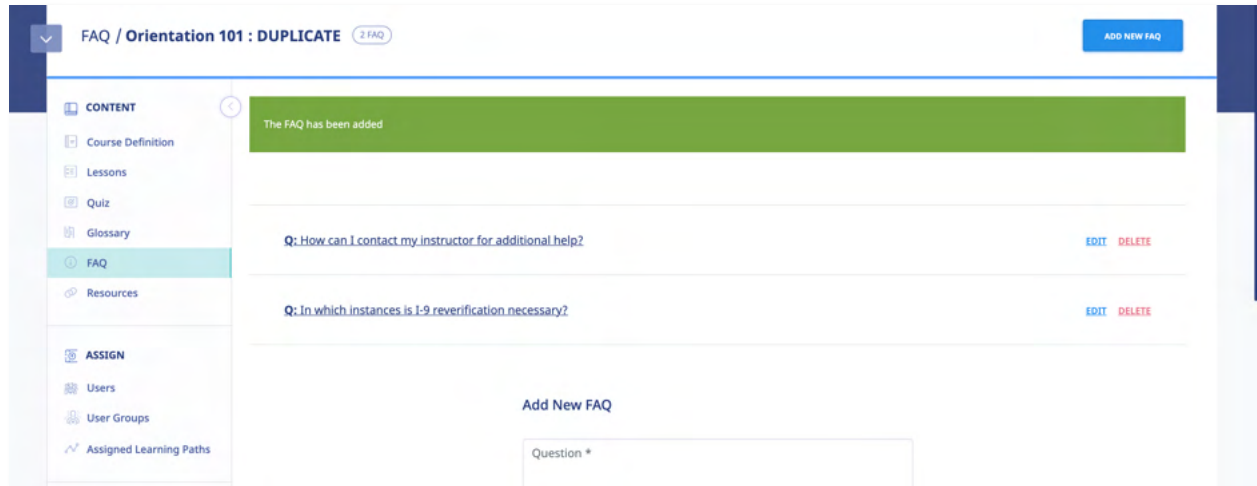
The screenshot shows the 'Add New FAQ' screen in the eLeaP Administrator interface. The left sidebar contains a navigation menu with sections: CONTENT (Course Definition, Lessons, Quiz, Glossary, FAQ, Resources), ASSIGN (Users, User Groups, Assigned Learning Paths), and ENGAGE (Settings). The main content area has a header 'FAQ / Orientation 101 : DUPLICATE' with a '0 FAQ' badge and an 'ADD NEW FAQ' button. A purple message box states: 'NO FAQ CREATED. Click on the 'add new faq' link.' Below this is the 'Add New FAQ' form with two text input fields: 'Question *' and 'Answer *'. A 'SUBMIT' button is at the bottom, and a '< BACK TO COURSE' link is at the bottom right.

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 **SUBMIT**.

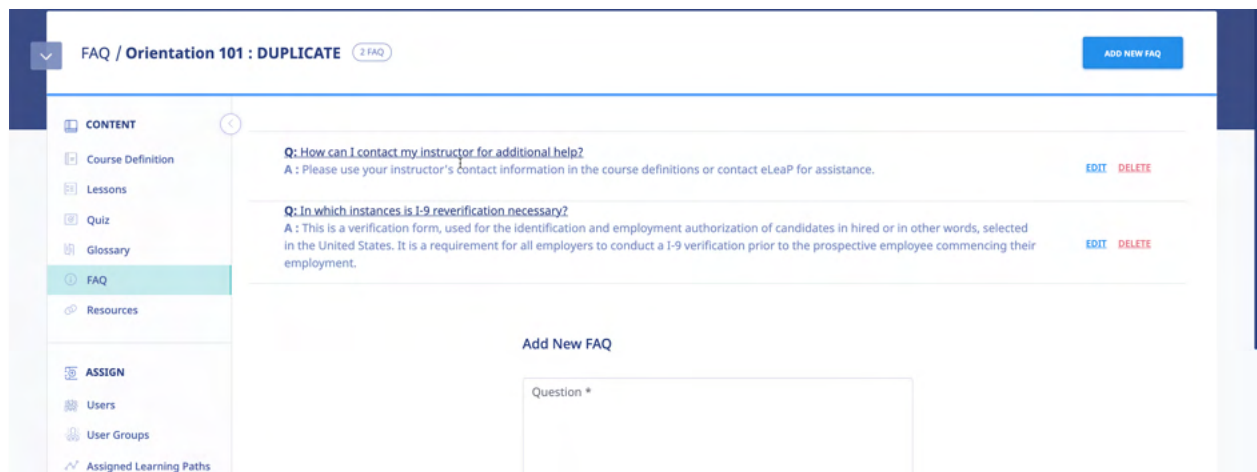


The screenshot shows the 'Add New FAQ' screen after a FAQ has been added. The left sidebar is the same as in the previous screenshot. The main content area now displays a list of FAQs. The first entry is: 'Q: In which instances is I-9 reverification necessary?' with 'EDIT' and 'DELETE' links to its right. Below the list is the 'Add New FAQ' form, which now contains the text: 'How can I contact my instructor for additional help?' in the 'Question *' field and 'Please use your instructor's contact information in the course definitions or contact eLeaP for assistance.' in the 'Answer *' field. A 'SUBMIT' button is at the bottom, and a '< BACK TO COURSE' link is at the bottom right.

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** button 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.

Adding Web Resources

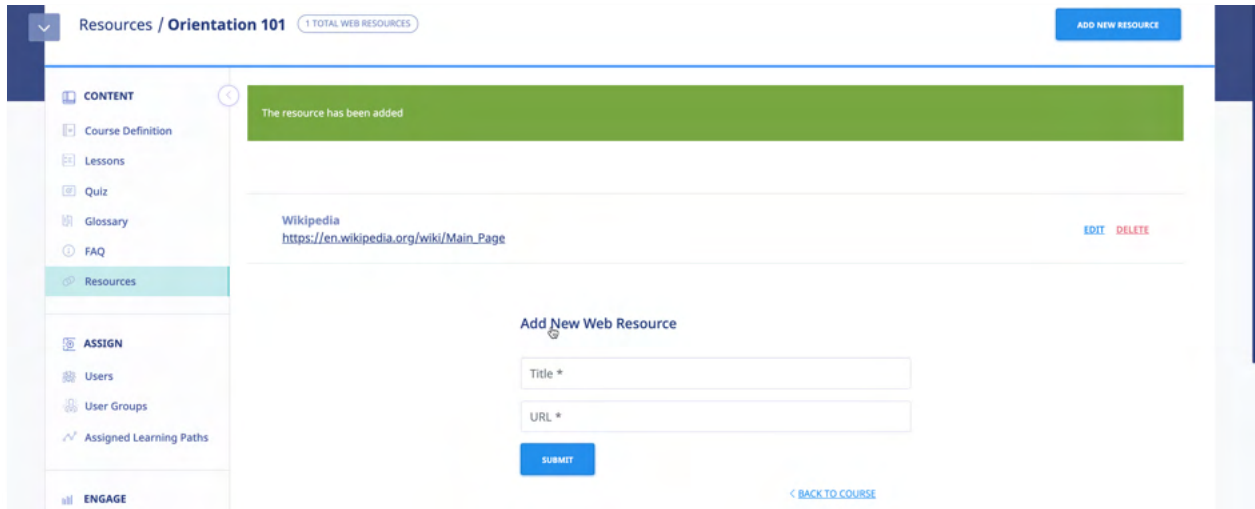
Clicking **Resources** from the Course submenu displays the **Resources** screen, illustrated below, which you can use to associate various Resources with a Course via that Resource's URL. This screen will be empty the first time that you access it. You will need to click the **ADD NEW RESOURCE** button to add Resources to a Course.

The screenshot shows the 'Resources / Orientation 101' page with a sidebar on the left containing 'CONTENT' and 'ASSIGN' sections. The 'Resources' link is highlighted. The main area displays a message: 'NO RESOURCES CREATED. Click on the "add new resource" link.' Below this is the 'Add New Web Resource' form with two input fields: 'Title *' and 'URL *'. A blue 'SUBMIT' button is at the bottom left, and a '< BACK TO COURSE' link is at the bottom right. An 'ADD NEW RESOURCE' button is in the top right corner.

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

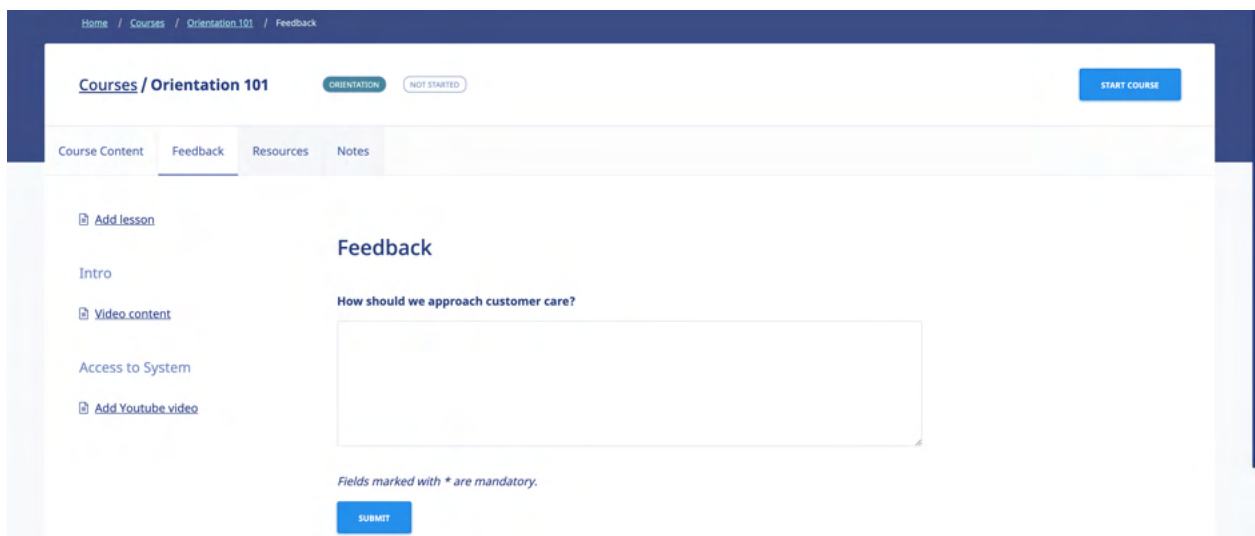
This screenshot shows the same 'Add New Web Resource' form, but with sample data entered. The 'Title' field contains 'Wikipedia' and the 'URL' field contains 'https://en.wikipedia.org/wiki/Main_Page'. The 'SUBMIT' button and '< BACK TO COURSE' link are still visible at the bottom. The sidebar and top navigation remain the same.

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** button 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 ☐ Feedback at the end of the course ☒ , the [Feedback](#) tab will appear in the assigned course submenu, as shown in the illustration below, providing you with access to the Feedback Assessment Tool.





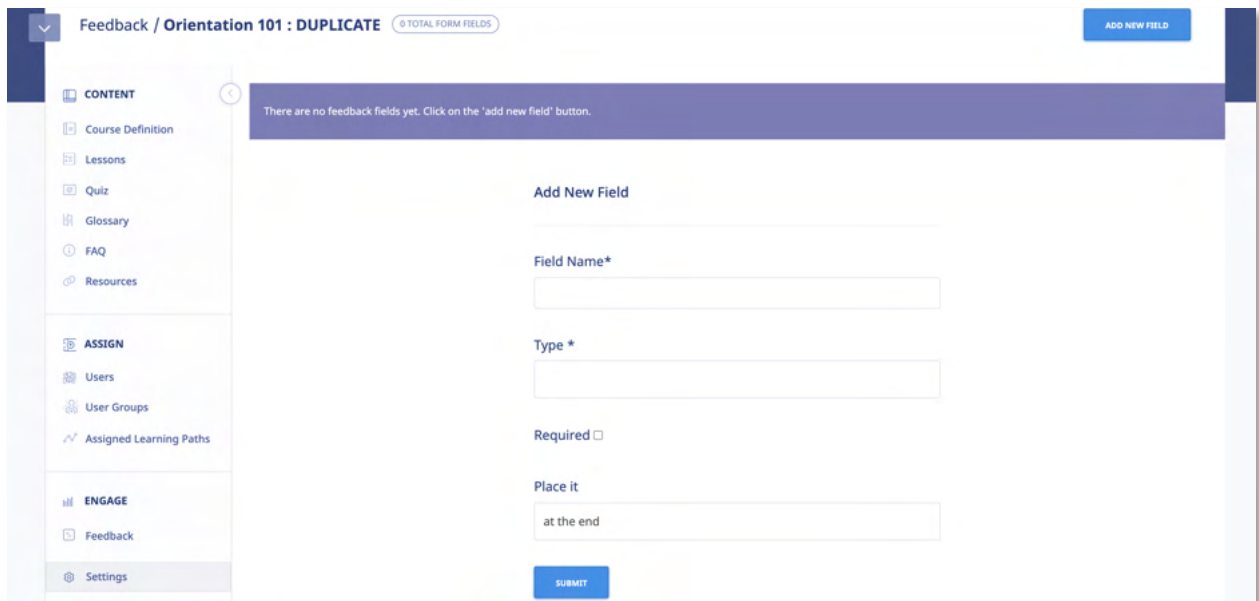
Post-Course Assessment or Feedback is a great tool to **measure** how well your e-learning or training program is achieving its **objectives**. Do you want to know which areas of your course need improvement? How about how effectively you are training and testing your trainees? Can you improve your use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

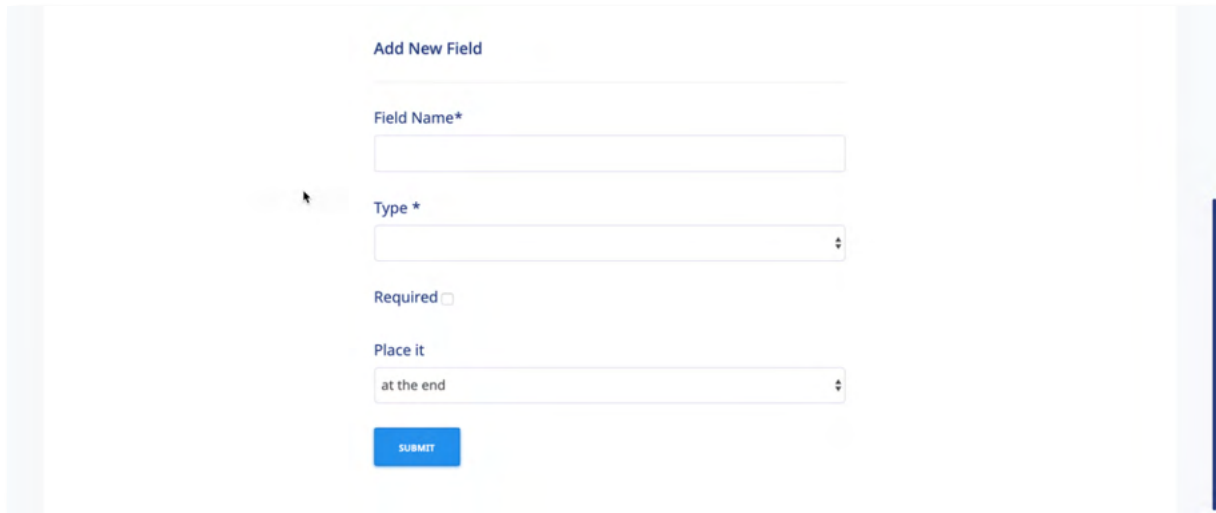
Add Feedback Form Fields

Clicking  **Feedback** from the Course submenu will display the **Feedback Form** screen, illustrated below. To construct a Feedback Form, begin by clicking the  button, as shown in the following illustration.



The screenshot shows the 'Feedback / Orientation 101 : DUPLICATE' screen. On the left is a sidebar menu with categories: CONTENT (Course Definition, Lessons, Quiz, Glossary, FAQ, Resources), ASSIGN (Users, User Groups, Assigned Learning Paths), and ENGAGE (Feedback, Settings). The 'Feedback' option is selected. The main area has a header '0 TOTAL FORM FIELDS' and an 'ADD NEW FIELD' button. A message states: 'There are no feedback fields yet. Click on the 'add new field' button.' Below this is the 'Add New Field' form with fields for 'Field Name*', 'Type *', 'Required' (checkbox), and 'Place it' (with a dropdown showing 'at the end'). A 'SUBMIT' button is at the bottom.

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



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

Types of Feedback Form Fields

1. **Title:** for user title such as Mr., Mrs., Ms., Dr., etc.
 2. **Text Area:** for comment or short essay type feedback
 3. **Check Box:** if you want your users to be able to check the relevant option(s).
Example of feedback options include: Yes or No, True or False, Will you take this course again, Which of these answers apply to you?
 4. **Combo List:** To allow your users to select from several options. Simply separate the various options using comma (,). For example, if you want your users to rate your course:
 - a. Field name: Please rate your experience with XYZ course.
 - b. Type: Combo List
 - c. Required: Checked
 - d. Value list: I really loved it, Not bad, Ok I guess, Horrible, Don't want to ever take this course
 - e. Place it: Wherever you like!
 - f. [Add Field]
3. Select the **Required** check box to make the new Field a required field.
 4. Make a selection from the Place it list to indicate where the new field will be placed.
Additional options will be available here once you have added a number of fields. Let's say you have created 20 feedback fields and then you realized you needed to ask for some more




demographic information in the field number 5; simply create the necessary new field, use the [Place it] tool to insert the new feedback question or field in the relevant position.

5. Click **SUBMIT**. The system confirms that the new Field has been added. You can now re-use the **add new field** link to add as many additional fields as you need to complete the Feedback Form.

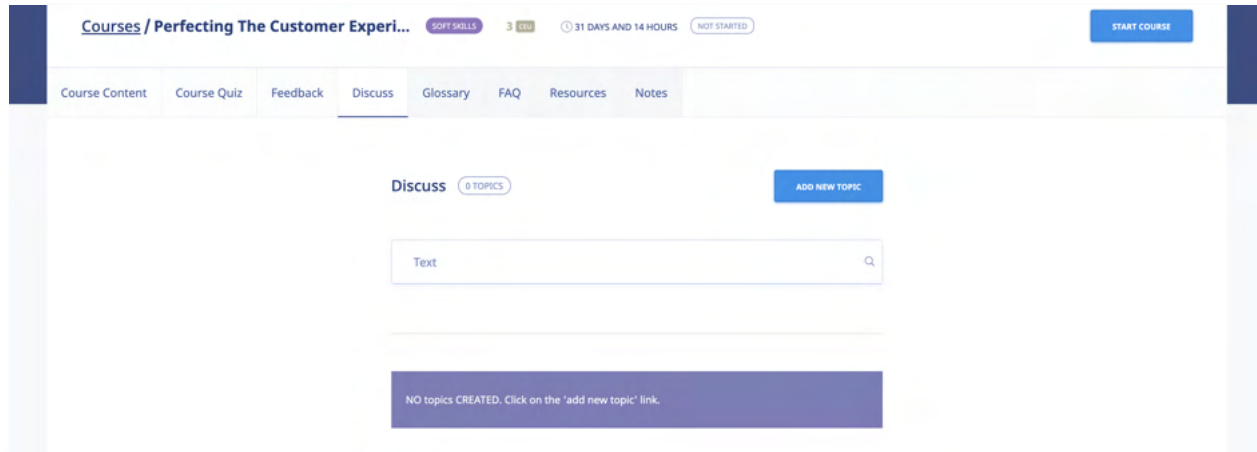
The screenshot shows the 'Feedback / Orientation 101 : DUPLICATE' page. A green banner at the top states 'The field has been added'. Below this, a sample question 'Which do you prefer?' is shown with an input field and 'EDIT' and 'DELETE' links. The 'Add New Field' section contains two required text input fields: 'Field Name*' and 'Type *'. A 'Required' checkbox is at the bottom. The left sidebar has sections for 'CONTENT' (Course Definition, Lessons, Quiz, Glossary, FAQ, Resources), 'ASSIGN' (Users, User Groups, Assigned Learning Paths), and 'ENGAGE' (Feedback). A top right button says 'ADD NEW FIELD'.

Note: Make sure you have (in your [Course Settings](#) page) toggled **[Active Feedback]** to **ON**. This will make your feedback assessment available to your users.

Discuss/Course-Specific Forum

When the Discuss function is activated  **Discussions**  in the Course Settings screen during the creation of a Course, the  icon will appear in the assigned course submenu, as shown in the following illustration, providing you with access to a course-specific discussion board 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.

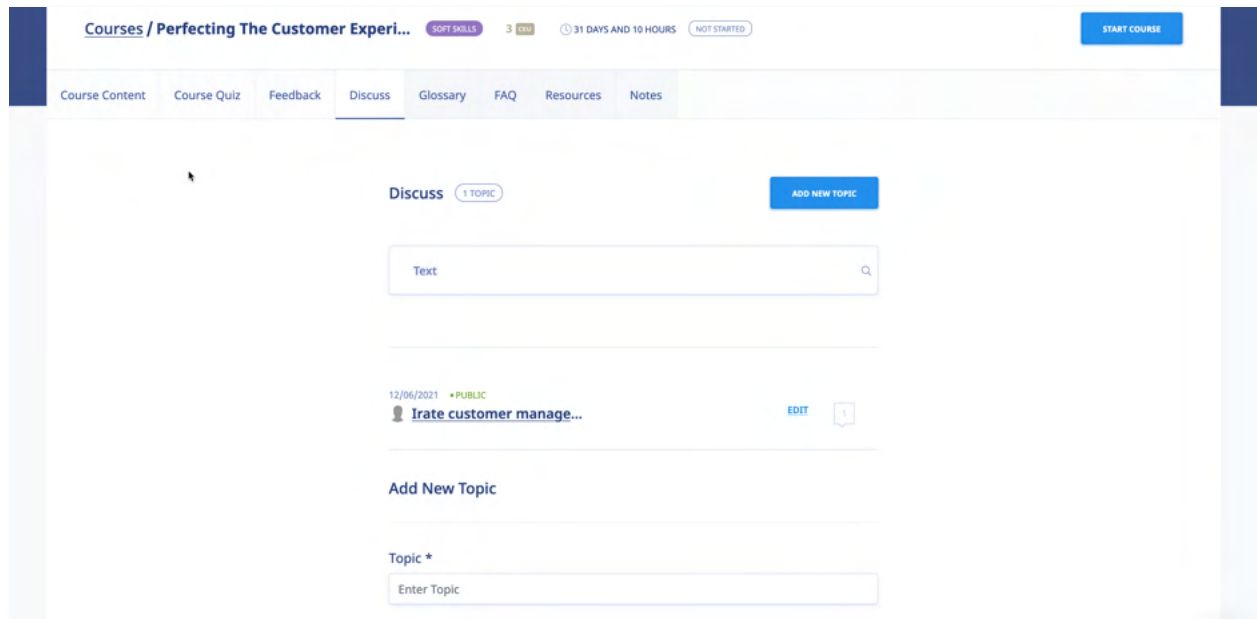
To work with the Discuss feature, begin by clicking the **ADD NEW TOPIC** button, as shown in the following illustration.



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

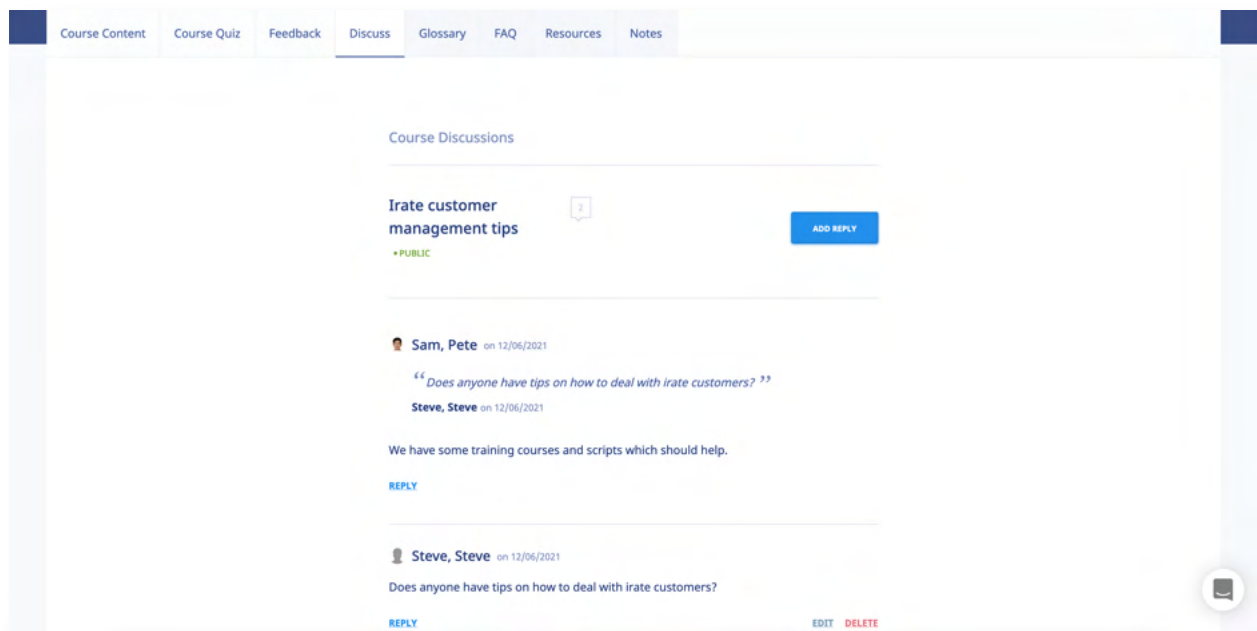
A screenshot of the 'Add New Topic' form. It has a title 'Add New Topic' at the top. Below it are three fields: 'Topic *' with a placeholder 'Enter Topic', 'Comment *' with a placeholder 'Enter Comment', and 'Type *' with a dropdown menu showing 'Public'. At the bottom is a blue 'SUBMIT' button.

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



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

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



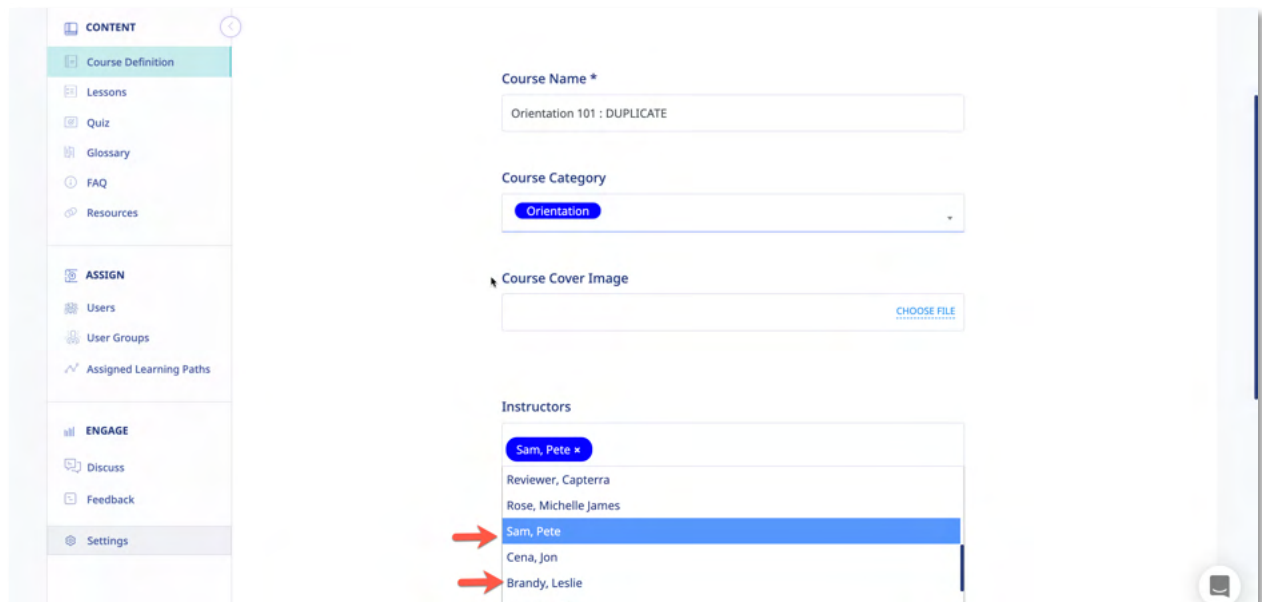
Now your users can select the **add your comment** link to add their comment(s), and other Users and/or the Instructor can use the **reply** link to respond, expanding the dialog between those with access to the

Topic.

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

Instructors

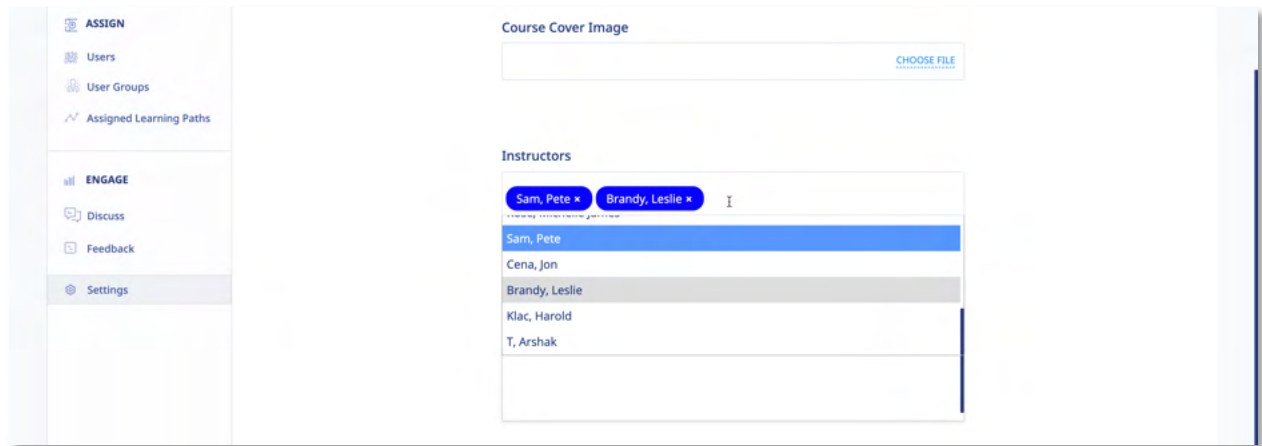
Selecting the **INSTRUCTORS** line in the Course Definitions screen displays any additional **Instructors** that can be added to the current course.



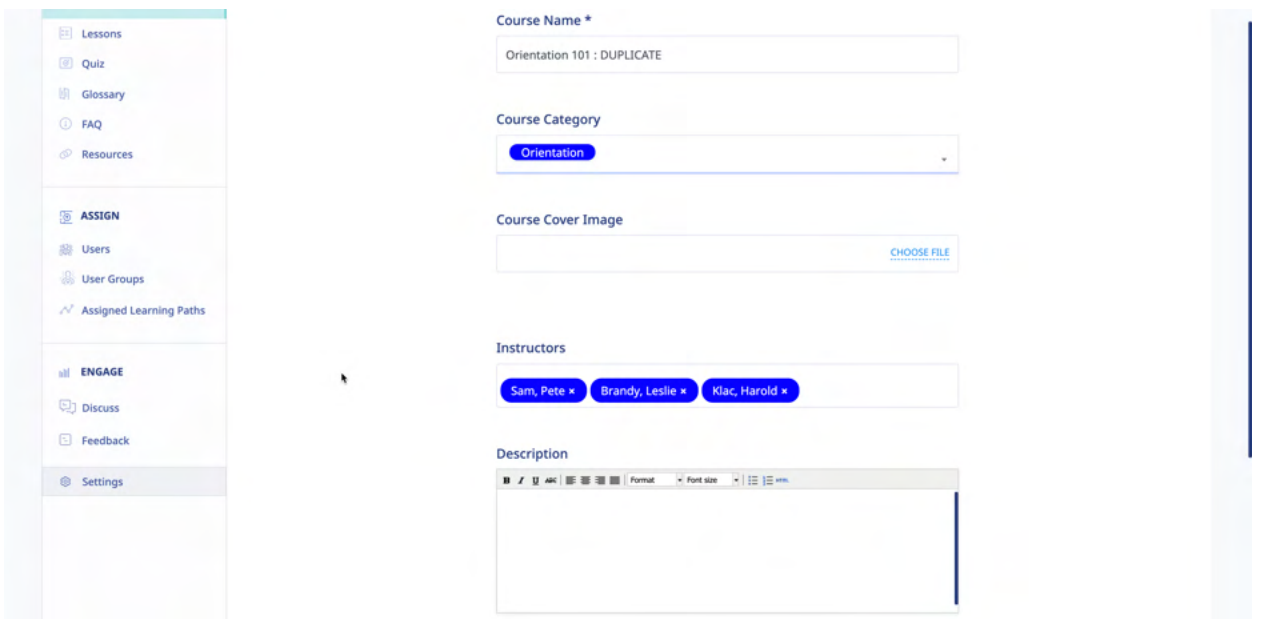
The screenshot shows the eLeaP interface with a sidebar on the left containing sections: CONTENT (with sub-items: Course Definition, Lessons, Quiz, Glossary, FAQ, Resources), ASSIGN (with sub-items: Users, User Groups, Assigned Learning Paths), and ENGAGE (with sub-items: Discuss, Feedback, Settings). The main area displays course details for 'Orientation 101 : DUPLICATE'. Fields include 'Course Name *' (Orientation 101 : DUPLICATE), 'Course Category' (Orientation), and 'Course Cover Image' (with a CHOOSE FILE button). Below these is the 'Instructors' section, which is a dropdown menu currently showing 'Sam, Pete'. A list of available instructors is displayed below the dropdown: Reviewer, Capterra; Rose, Michelle James; Sam, Pete (highlighted with a blue bar and a red arrow pointing to it); Cena, Jon; and Brandy, Leslie (also pointed to by a red arrow). A small chat icon is visible in the bottom right corner.

Adding an Instructor

To add additional instructors to the current course, click anywhere in the Instructors box and select the specific name you wish to add to the course. You can also remove any existing instructors by clicking the [x] next to their name.



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






Deleting an Instructor

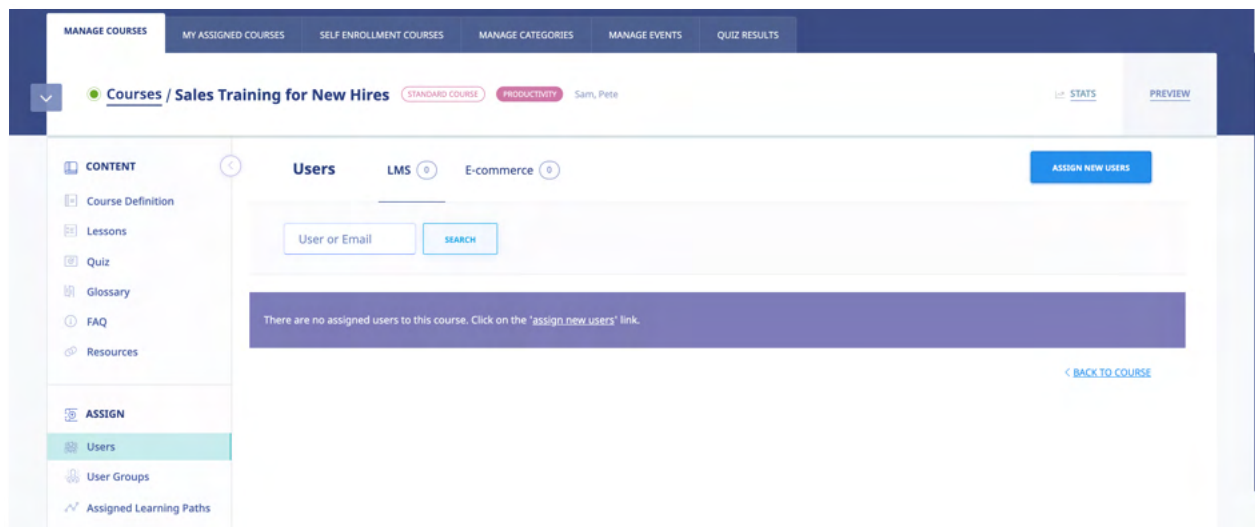
Clicking the [x] next to an existing course **Instructor's** name will remove that instructor from the current course. Please note this does not delete the instructors' account; merely removing from co-managing the current course




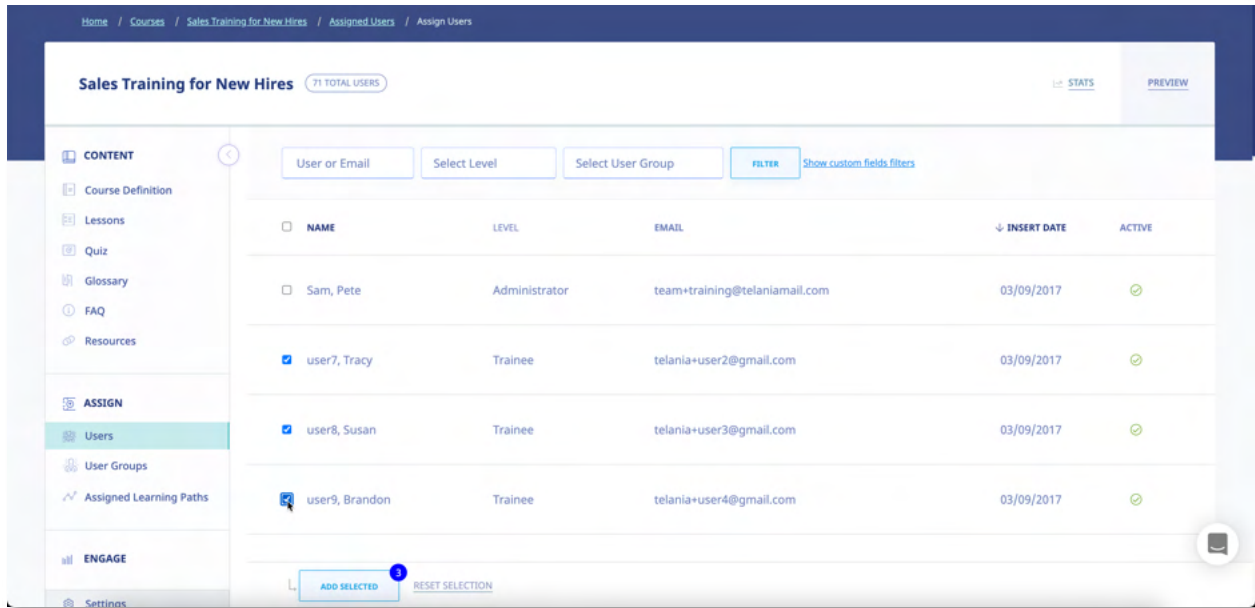
If you are satisfied with your changes, click the  to lock in your changes.

Assigned Users

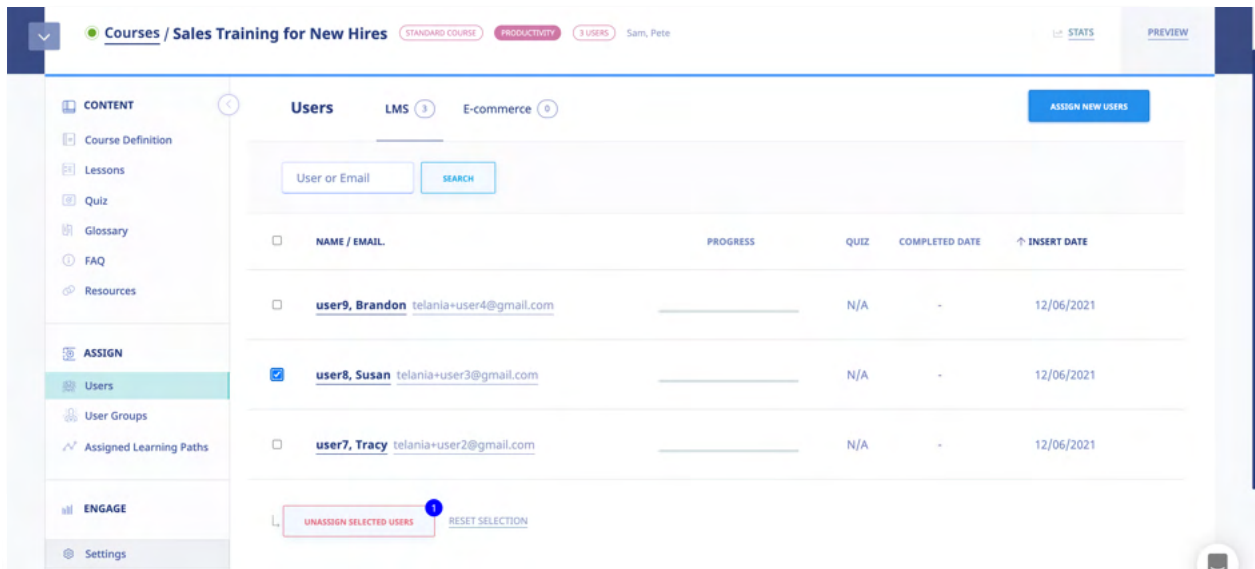
Selecting the  **Users** submenu item from the  **ASSIGN** section in the **Manage Course** screen displays the **Assigned Users** screen, illustrated below. This screen is used to assign Users within the system to a Course. To begin the process, click the  button.



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 .



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



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

Paul,

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



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

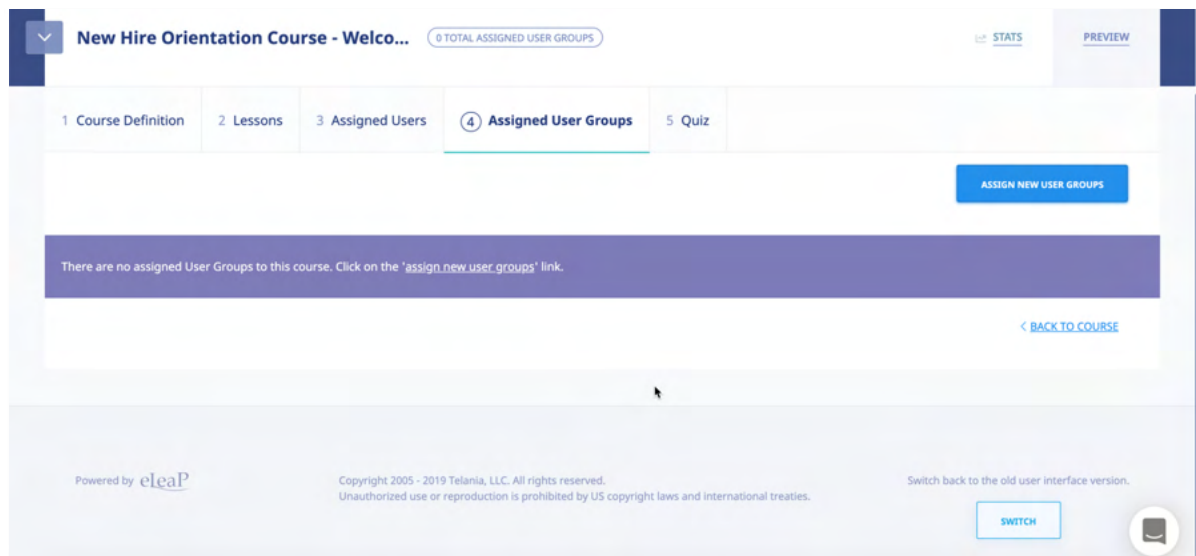
Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Do not reply to this message. Instead send your reply to help@eleapsoftware.com.

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  **User Groups** submenu item from the  **ASSIGN** section in the **Manage Course** screen displays the **Assigned User Groups** screen, illustrated below. 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 **ASSIGN NEW USER GROUPS** button.



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



Home / Courses / Sales Training for New Hires / Assigned User Groups / Assign User Groups

Sales Training for New Hires 11 TOTAL USER GROUPS

STATS PREVIEW

CONTENT

- Course Definition
- Lessons
- Quiz
- Glossary
- FAQ
- Resources

ASSIGN

- Users
- User Groups**
- Assigned Learning Paths

ENGAGE

- Settings

NO.	<input type="checkbox"/>	NAME	DESCRIPTION	NO. OF MEMBERS	DATE CREATED	ACTIVE
1.	<input checked="" type="checkbox"/>	Cincinnati Team		5	03/13/2017	✔
2.	<input type="checkbox"/>	EOS		2	05/13/2021	✔
3.	<input type="checkbox"/>	John hon		0	04/23/2021	✘
4.	<input checked="" type="checkbox"/>	Louisville Team		3	03/13/2017	✔
5.	<input type="checkbox"/>	Observation Team		14	06/27/2017	✔

ADD SELECTED RESET SELECTION

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

Home / Courses / Sales Training for New Hires / Assigned User Groups

MANAGE COURSES

- MY ASSIGNED COURSES
- SELF ENROLLMENT COURSES
- MANAGE CATEGORIES
- MANAGE EVENTS
- QUIZ RESULTS

Courses / Sales Training for New Hires STANDARD COURSE PRODUCTIVITY 8 USERS Sam, Pete

EDIT COURSE PREVIEW

ASSIGN

- Users
- User Groups**

ENGAGE

- REPORTS
- Overview
- Completion Report
- Quiz Results

Users Groups LMS (2) E-commerce (0)

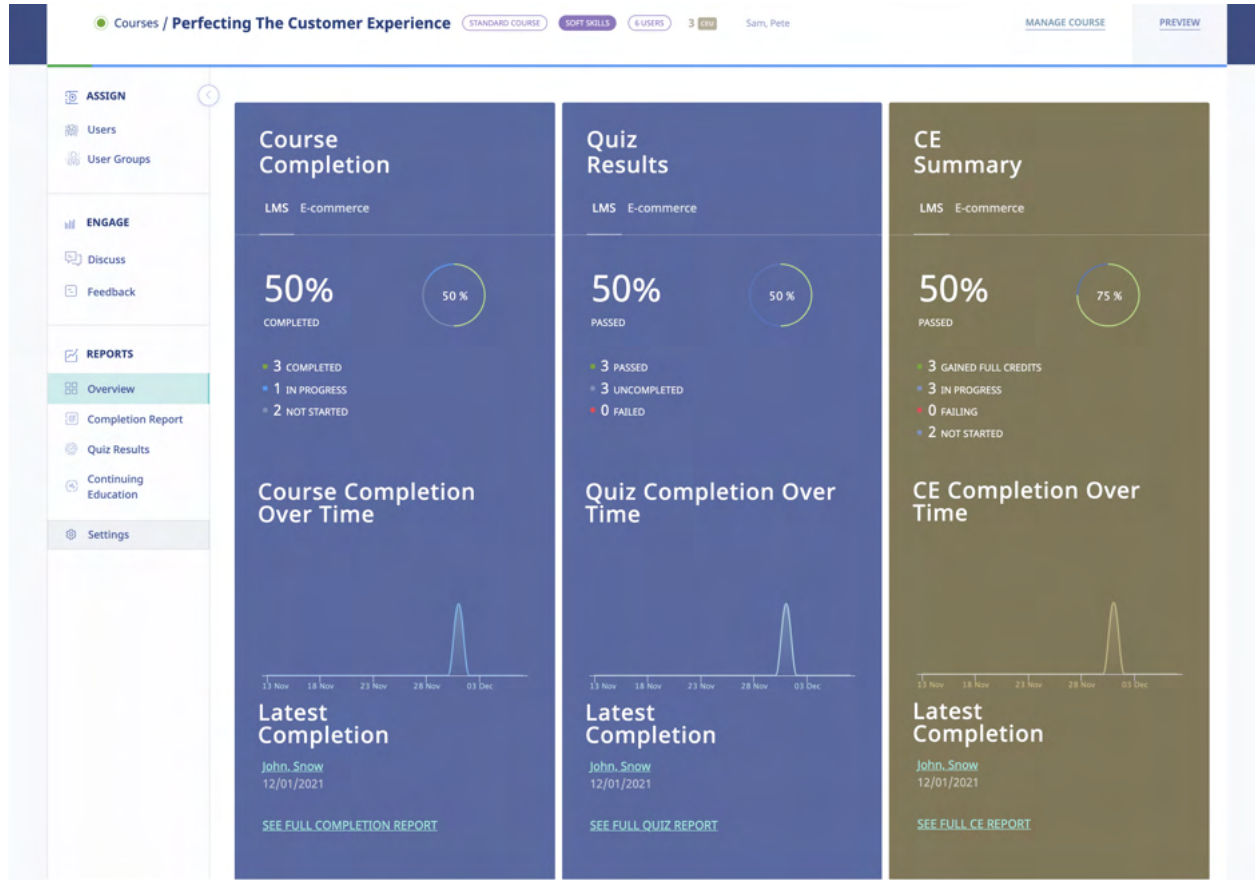
ASSIGN NEW USER GROUPS

NO.	<input type="checkbox"/>	NAME	NO. OF MEMBERS	OVERALL PROGRESS	QUIZ COMPLETION	INSERT DATE
1.	<input type="checkbox"/>	Cincinnati Team	5	Not started: 5 [100%] In Progress: 0 [0%] Completed: 0 [0%]	Uncompleted: 5 [100%] Passed: 0 [0%] Failed: 0 [0%]	12/06/2021
2.	<input type="checkbox"/>	Louisville Team	3	Not started: 3 [100%] In Progress: 0 [0%] Completed: 0 [0%]	Uncompleted: 3 [100%] Passed: 0 [0%] Failed: 0 [0%]	12/06/2021

Course Report

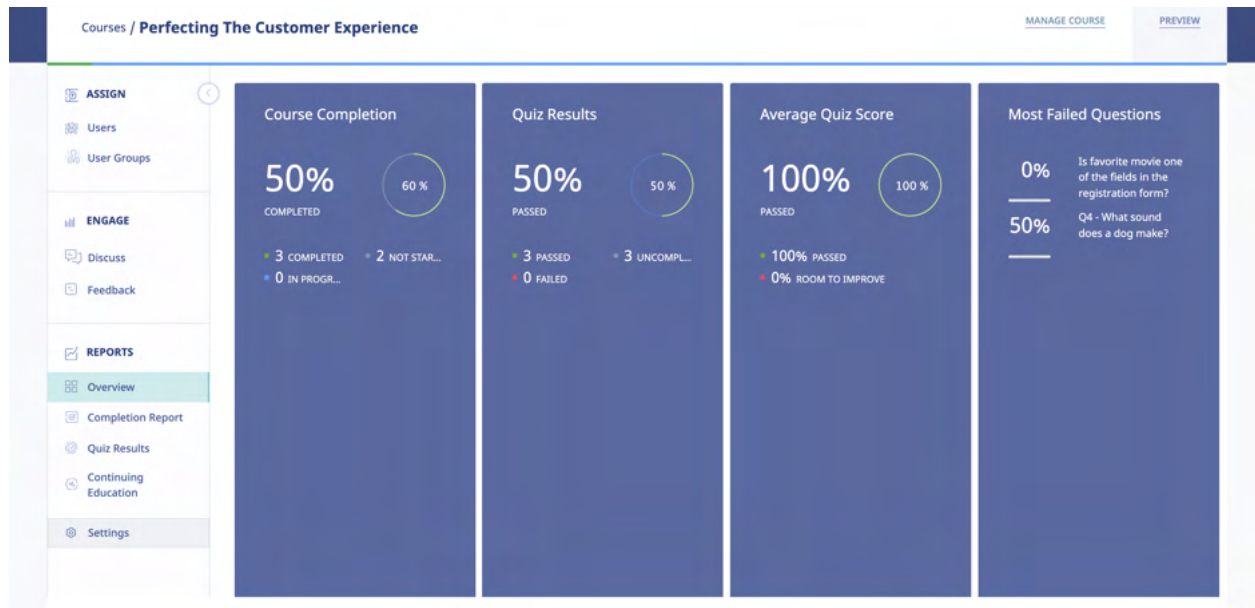
Overview

Clicking on the name of a course in the courses listing will take you to the course report overview page.



The course report overview will display Course Completion, Quiz Results, CE Summary (if activated), Completion over time as well as Latest Completions.

If you don't have the CE Module activated your overview screen will look like:

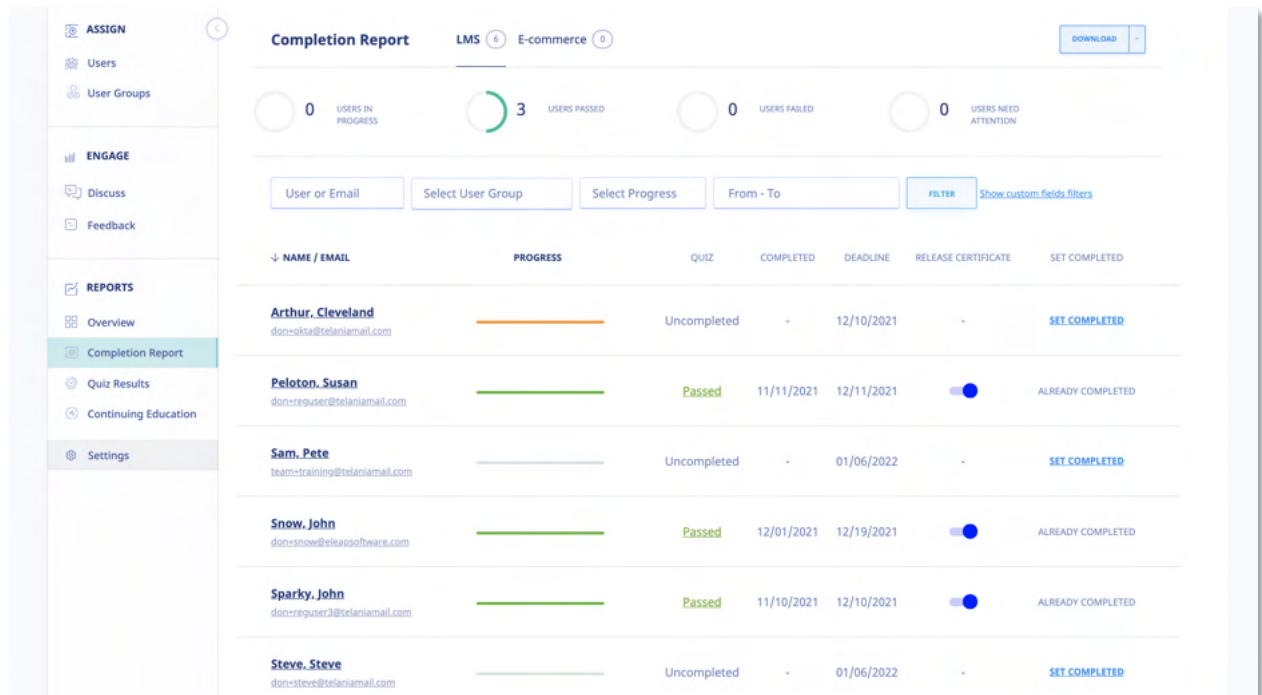


The overview reports are designed to give you a quick view of the activity occurring within the course. You can click on other sections of the Reports area to see additional information.

Completion Report

Click the [Completion Report](#) link in the **REPORTS** section of the sub menu. This opens the [Completion Report] section of the Stats area.

In the Completion Report you will be able to see:



This screen displays all Stats & 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 **FILTER**.

The Completion Report displays several Progress statuses including:

- QUIZ NOT COMPLETED** means the user has not submitted their quiz for auto or manual grading.
- E-SIGNATURE REQUIRED** means the user has not submitted an e-Signature to signify completion.
- COMPLETED** means the user has met all requirements for course completion.
- FEEDBACK REQUIRED** means the user has not submitted a required feedback form.
- NOT STARTED** means the user has not started the course.
- IN PROGRESS** means the user is in progress (note progress percentage).

Quiz Results

Click the **Quiz Results** link in the **REPORTS** section of the sub menu. This opens the [Quiz Results Report] section of the Stats area.

In the Completion Report you will be able to see:

The screenshot shows the 'Quiz Results' page for the course 'Perfecting The Customer Experience'. The page includes a sidebar with navigation options: ASSIGN, Users, User Groups, ENGAGE (Discuss, Feedback), REPORTS (Overview, Completion Report, Quiz Results, Continuing Education, Settings). The main content area displays quiz statistics: 3 QUESTIONS, LMS 3, E-commerce 0. It shows 3 USERS PASSED, 0 USERS IN PROGRESS, and 0 USERS FAILED. Below this are filter options: User or Email, Select User Group, From - To, Quiz Status, and a FILTER button. A table lists quiz results for three users: Peloton, Susan; Snow, John; and Sparky, John. Each row shows the user's name, points earned (3/3), number of retries (0), latest quiz taken on, and a PASS status.

NAME	POINTS EARNED	# OF RETRIES	LATEST QUIZ TAKEN ON	PASSED
Peloton, Susan	3/3	0 RETRIES	11/11/2021 11:54 EST	●
Snow, John	3/3	0 RETRIES	12/01/2021 14:10 EST	●
Sparky, John	3/3	0 RETRIES	11/10/2021 22:59 EST	●

User name, Points Earned, Number of Retries, Latest Quiz Completion Date as well as Pass/Fail status for the quiz. You click on the user's name to get more details on their quiz results.

You can filter this report by User or email, User Group, From – To date range, Pass or fail status as well as using custom fields. To download this report into excel, click the Export to Excel link. You can click the Quiz Results Summary to get details on how your users scored across your entire quiz question set.

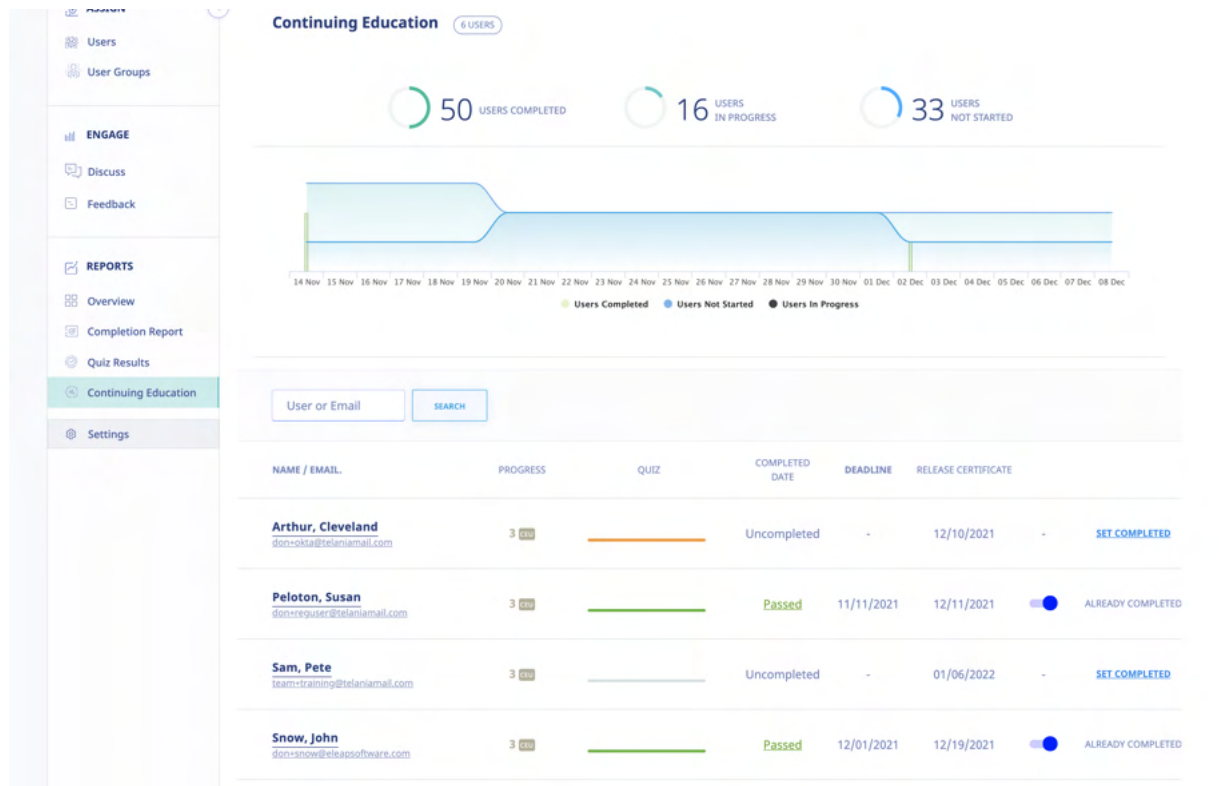
To reset the quiz status, simple select the user(s) and click [**Delete Selected Results**]

This screenshot shows the same Quiz Results page, but with the 'Snow, John' row selected. At the bottom of the table, there are two buttons: 'DELETE SELECTED RESULTS' and 'RESET SELECTION'. The 'DELETE SELECTED RESULTS' button is highlighted with a red box and a blue circle, indicating the action to be taken.

This will reset the quiz status back to [Not started] and your user can attempt the quiz session (without restarting the entire course).

Continuing Education Results

Click the [Continuing Education](#) link in the [REPORTS](#) section of the sub menu. This opens the [Continuing Education Report] section of the Stats area.



The Continuing Education course completion results section enables you to see how your users are progressing through their CE courses.

E-Signature log

If at least, one E-Signature has been submitted, eLeaP will display the [E-Signature log] link. This link is located in the [DOWNLOAD](#) dropdown section. Click [Download] and then select [E-Signature Log](#) from the dropdown.

Completion Report LMS 14 E-commerce 0

0 USERS IN PROGRESS 2 USERS PASSED 1 USERS FAILED 0 USERS NOT ATTENDING

User or Email Select User Group Select Progress From - To FILTER Show custom fields filters

NAME / EMAIL	PROGRESS	QUIZ	COMPLETED	DEADLINE	RELEASE CERTIFICATE	SET COMPLETED
als.zoka soss@soss.com	Failed	11/16/2021	11/30/2021	-	ALREADY COMPLETED	
Anisti.Cristos don+christos@telaniamail.com	Uncompleted	-	11/30/2021	-	SET COMPLETED	
Arthur.Cleveland don+okta@telaniamail.com	Uncompleted	-	12/07/2021	-	SET COMPLETED	
James.Brother brother@james.com	Passed	11/25/2021	12/08/2021	-	ALREADY COMPLETED	

The E-Signature log will display a dedicated list of the submitted E-Signatures including time stamps of submissions as well as IP addresses of the submitted E-Signatures.

Marketing Strategy TOTAL SIGNATURES:3

DOWNLOAD AS PDF EXPORT TO EXCEL

NO.	NAME	EMAIL	SIGNED ON	OLD STATUS	NEW STATUS	SIGNER IP
1.	James Brother	brother@james.com	November 25, 2021, 9:34 am EST	Not completed	Completed	96.28.40.136
2.	als zoka	soss@soss.com	November 16, 2021, 4:07 pm EST	Not completed	Completed	96.28.40.136
3.	Snow John	don+snow@eleapsoftware.com	November 16, 2021, 3:58 pm EST	Not completed	Completed	96.28.40.136


You can download this log into PDF or Excel,

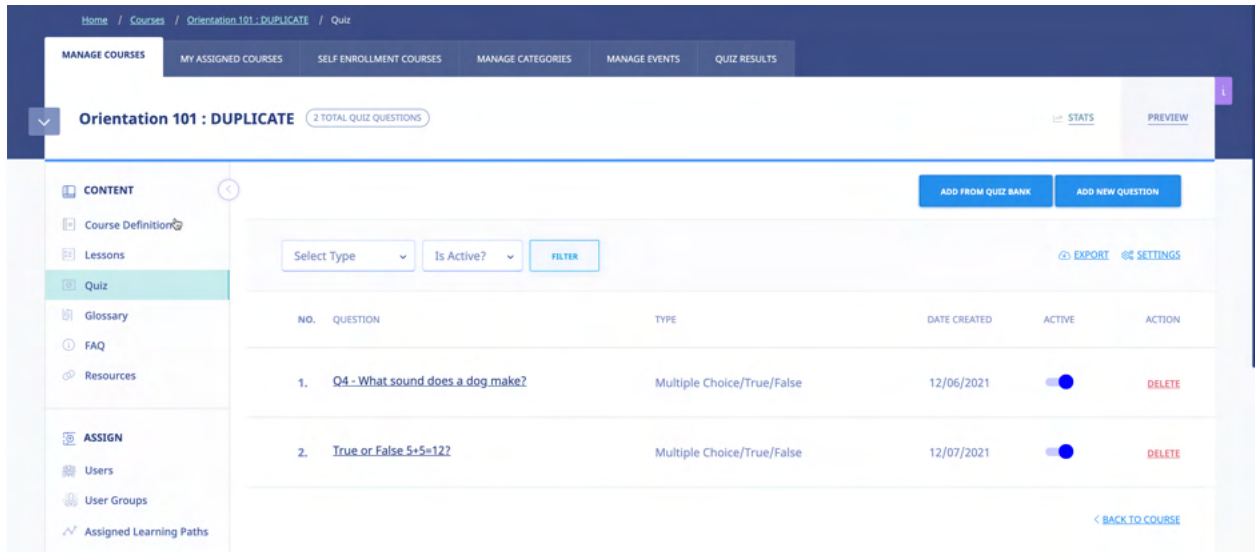
Quiz

Selecting the **Quiz** submenu item from the **CONTENT** area of the course management 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.

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

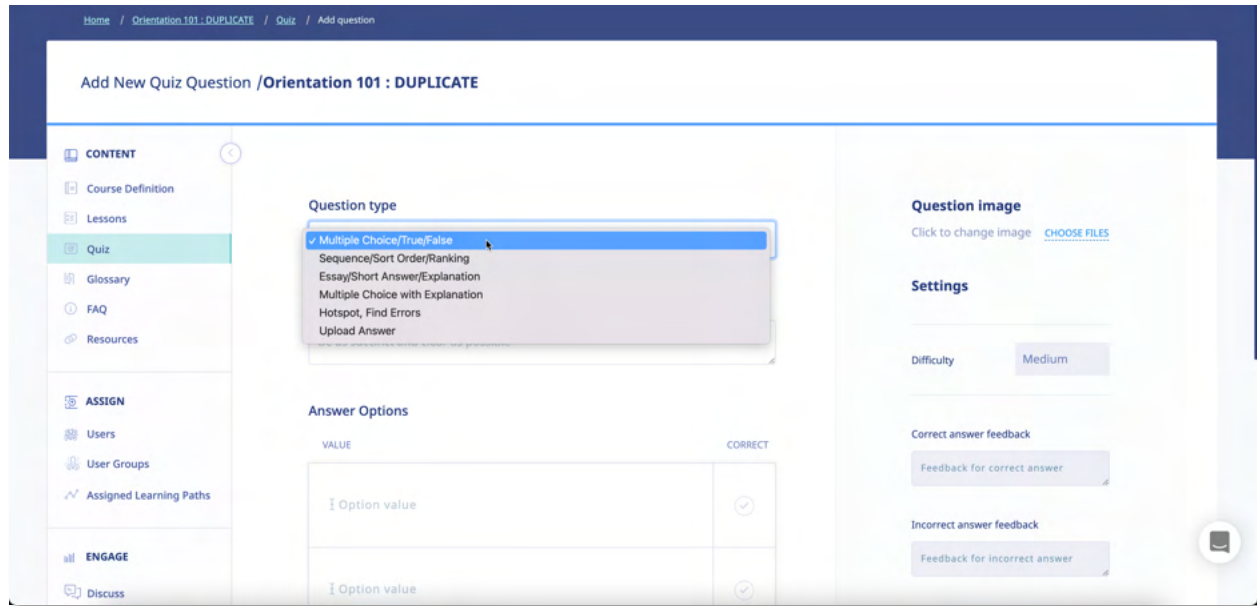
Calendar icon to select those dates), and then clicking .




The screenshot shows the 'Orientation 101 : DUPLICATE' quiz management page. The sidebar on the left contains navigation options: 'CONTENT' (Course Definition, Lessons, Quiz, Glossary, FAQ, Resources), 'ASSIGN' (Users, User Groups, Assigned Learning Paths), and 'Quiz'. The main area displays a table of quiz questions. The table has columns: NO., QUESTION, TYPE, DATE CREATED, ACTIVE, and ACTION. Two questions are listed:

NO.	QUESTION	TYPE	DATE CREATED	ACTIVE	ACTION
1.	Q4 - What sound does a dog make?	Multiple Choice/True/False	12/06/2021	ON	DELETE
2.	True or False 5+5=12?	Multiple Choice/True/False	12/07/2021	ON	DELETE

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 and Upload Answer.**






You can begin to add questions to it by selecting the  button, as shown in the following illustration.

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

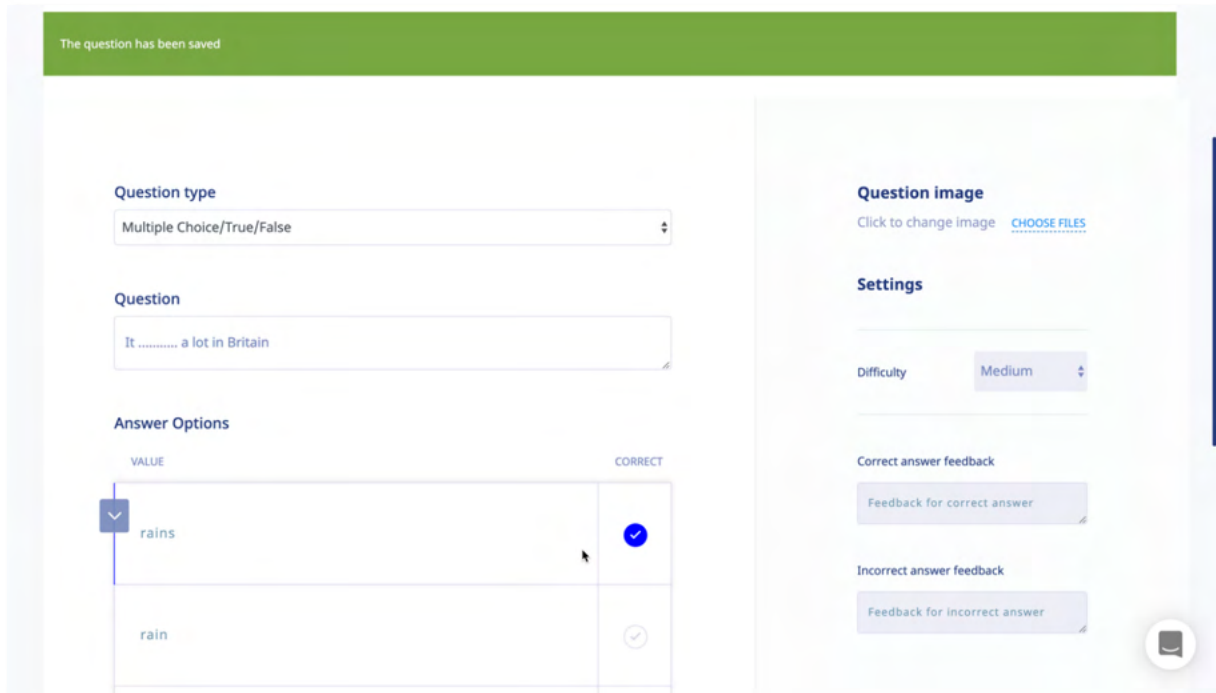
1. Select a Question Type from the **Question type** list.
2. Enter the question in the **Question** box.
3. If you want to upload multiple quiz questions, use the **BULK IMPORT** option. Please make sure to download and properly fill out the question template:

	A	B	C	D	E	F	G
	Question	Question Type	Answer Options	Correct Answer	Difficulty	Feedback Correct	Feedback Incorrect
1	What sound does a dog make?	Multiple Choice/True or False	bow/Moo/Oink/Woof	Woof	Easy		
2	What sound does a pig make?	Multiple Choice/True or False	Meow/Moo/Oink/Woof	Oink	Medium		
3	What sound does a cat make?	Sequence/Order/Ranking	Meow/Moo/Oink/Woof	Meow			
4	Put these numbers in the right order	Essay/Short Answer	1/2/3/4/5				
5	What is inflation?	Essay/Short Answer					

- Enter question
- Select question type using the dropdown options
- If Multiple Choice or Sequence type enter the Answer Options. Note that / is the delimiter
- If Multiple Choice, enter the Correct Answer (this should be the same as entered in the Answer Options cell).
-

4. Upload an image for each option, if desired, by clicking the  icon.
5. Select the degree of difficulty for the Question from the **Difficulty** list in the Settings area. Available options are **Easy**, **Medium** or **Hard**.
6. Click the [CHOOSE FILES](#) option 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**.
7. Select the **Correct** checkbox  for the option that represents the correct answer to the question.
8. Enter any Feedback desired when an answer is correct within the **Correct answer feedback** and **Incorrect answer** boxes in the Settings area.
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.




The question has been saved

Question type
Multiple Choice/True/False

Question
It a lot in Britain

Answer Options

VALUE	CORRECT
 rains	<input checked="" type="checkbox"/>
rain	<input type="checkbox"/>

Question image
Click to change image [CHOOSE FILES](#)

Settings

Difficulty: Medium

Correct answer feedback
Feedback for correct answer

Incorrect answer feedback
Feedback for incorrect answer

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

Orientation 101 : DUPLICATE 2 TOTAL QUIZ QUESTIONS

ADD FROM QUIZ BANK ADD NEW QUESTION

SELECT Type Is Active? FILTER EXPORT SETTINGS

NO.	QUESTION	TYPE	DATE CREATED	ACTIVE	ACTION
1.	Q4 - What sound does a dog make?	Multiple Choice/True/False	12/06/2021	<input checked="" type="checkbox"/>	DELETE
2.	True or False 5+5=12?	Multiple Choice/True/False	12/07/2021	<input checked="" type="checkbox"/>	DELETE

< BACK TO COURSE

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

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.

Orientation_101_...pdf Show All X

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: New Hire Orientation Course - Welcome

1. What is 9-3
A. 8
B. 6
C. 5

2. How about 30 x 3
A. 90
B. 80
C. 66

3. It a lot in Britain
A. rains
B. rain
C. is rain

Quiz Question Facts

eLeaP™ currently has six (6) question types or formats:

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

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 next 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.

The Upload Answer question type is designed to allow your trainees to send in 'homework' to be reviewed and graded. To create the Upload Answer question type, add in the question and click  to save your question. Your trainees can then upload their answers during their quiz session.

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' and 'Advanced settings' panels. The 'Quiz Settings' panel on the left includes fields for 'Time Limit' (0.00 minutes), 'No. of Questions' (2), 'Passing Score/Percentage' (2.00 points), 'No. of Quiz Retries' (3), 'Hide Answers After Completion' (NO), 'Display Answers Before Retry' (NO), 'Randomize Quiz Questions' (YES), 'Randomize Quiz Answers' (YES), and an 'Active' status (YES). The 'Advanced settings' panel on the right shows 'No. of Questions per Difficulty level' for Easy (0), Medium (0), and Hard (0), and a 'Total Quiz Questions' count of 3. Both panels have a 'SUBMIT' button at the bottom.

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.

- 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 Quiz Settings interface. At the top, it says 'Orientation 101 : DUPLICATE' and 'PREVIEW QUIZ'. A green banner at the top center says 'Quiz settings have been saved'. On the left is a sidebar with a menu: CONTENT (Course Definition, Lessons, Quiz, Glossary, FAQ, Resources), ASSIGN (Users, User Groups, Assigned Learning Paths), and ENGAGE (Discuss). The main area is divided into two columns. The left column is 'Quiz Settings' and the right column is 'Advanced settings'. In 'Quiz Settings', there are three sections: 'Time Limit' with a value of 0.00 and a note 'minutes (0 = unlimited) time limit for the entire quiz'; 'No. of Questions' with a value of 2 and a note '/ 2 - how many questions, from a total of 2 active questions, do you want the quiz to have?'; and 'Passing Score/Percentage' with a value of 2.00 and a note 'The total score or percentage needed to pass your quiz'. In 'Advanced settings', there is a section 'No. of Questions per Difficulty level' with three rows: 'Easy / 0', 'Medium / 2', and 'Hard / 0'.

- 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 **SUBMIT**.


Quiz Settings Explained

- Time Limit:** Assign a time limit for Quiz completion. Just type in the number of minutes you want to assign for your quiz.
- 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.
- 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.
- Passing Percentage:** You can alternatively select the percentage passing value and eLeaP will automatically calculate it based on the number of questions used.
- Number of Quiz Retries:** Give your users more than one quiz attempt. Use the Quiz Retries option to set the number additional retry opportunities.
- 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.

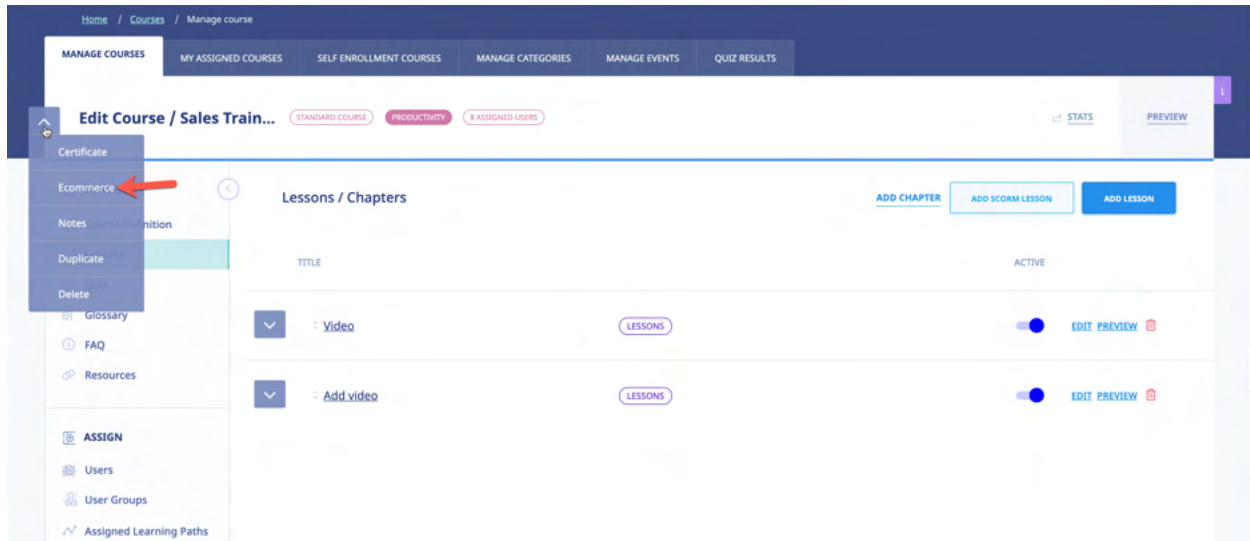
Quiz Advanced Settings

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

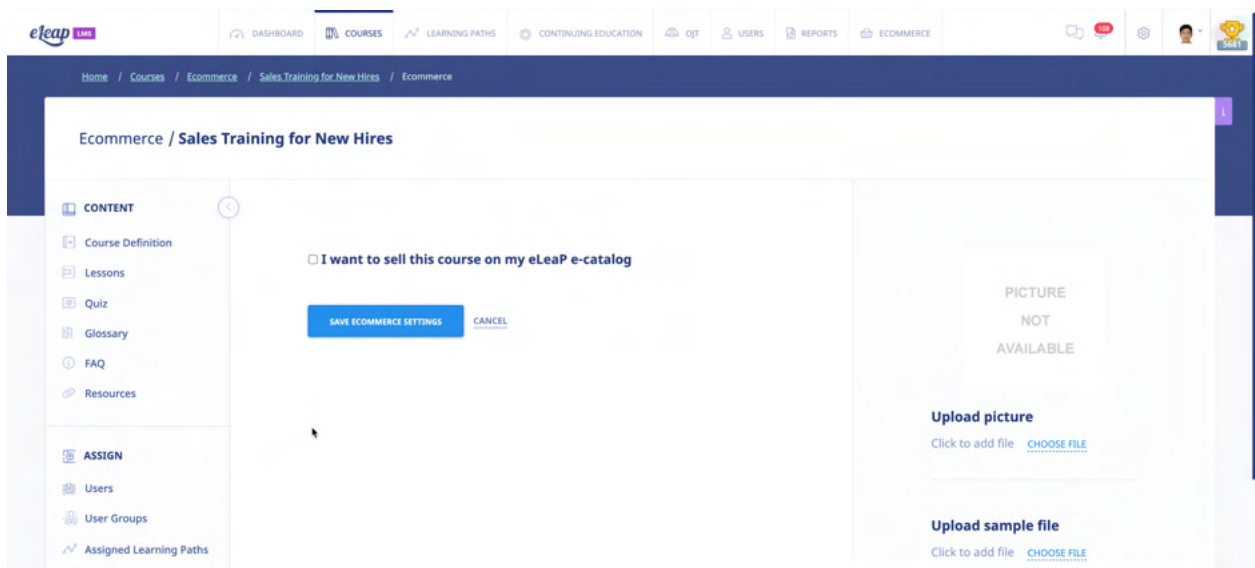
Difficult. Click . The eLeaP™ system would then automatically assign these questions to your users.

Ecommerce

Selecting the **Ecommerce** section from the Course Definition dropdown displays the Ecommerce screen, illustrated below.



Select the **I want to sell this course on my eLeaP e-catalog** check box if you want to sell this Course on your eLeaP e-catalog.



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

Ecommerce / Sales Training for New Hires

CONTENT

- Course Definition
- Lessons
- Quiz
- Glossary
- FAQ
- Resources

ASSIGN

- Users
- User Groups
- Assigned Learning Paths

ENGAGE

- Settings

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

Category Tags

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

Tags separated by comma

Description

Pricing Model

Default Price per license

\$ 0.00

Pricing Type

☒ **Standard pricing**
Simple pricing. No discount for multiple licenses.

☐ **Multi license pricing**
Tiered or volume discounts for multiple licenses.

Eligible for Volume discount ☐

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 ☐

Upload picture
Click to add file [CHOOSE FILE](#)

Upload sample file
Click to add file [CHOOSE FILE](#)

[SAVE ECOMMERCE SETTINGS](#) [CANCEL](#)


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

- Use category 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*).

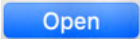
Within the **Description** section of the screen:

- Enter in the product description that would motivate buyers to purchase your course. If you want to add video, you can embed video from YouTube or Vimeo or other sources. Let us know and we can help you.


Within the **Pricing Model** portion of the screen:

- Use Standard Pricing if you have a simple single price per license regardless of how many are purchased. Enter the price for a single user to take a Course; for example, \$10.
- Use the [Multi license pricing] if you wish to create more complex pricing.
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.
- You can use Volume pricing or turn off Volume pricing and use Tiered pricing for the **Multi-license pricing** calculation.
- 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.
- Enter the upper range value in the **Upper Range** field for the number of Users and then click . 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 **Upload picture** portion of the screen:


- Click the [CHOOSE FILES](#) link. While eLeaP does not require a course image for posting eCommerce courses, an image for display and marketing purposes is incredibly. Images can be in JPG, GIF or PNG format. After clicking [CHOOSE FILES](#), the screen expands to display your files. Simply select an image file and click  to upload your image file.

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

- Click the [CHOOSE FILES](#) link. eLeaP requires a course sample for display and marketing purposes. Samples can be in PDF format. The screen expands to display your files. Simply select a file and click  to upload your sample file.

Within the **Extend Your Reach** section of the screen:

- Toggle the **ON** button to make your approved course available for purchase on the main eLeaP learning catalog located at <http://www.eleapcourses.com> (**Recommended**)

- Toggle the **ON** button to submit your eCommerce course for activation. Toggle **ON** for **Yes, I am ready to sell this course**.
- Click  to save your changes to the system.

Certificate Template

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

The screenshot shows the 'Certificate Template' screen for the course 'Sales Training for New Hires'. The interface includes a top navigation bar with tabs like 'MANAGE COURSES', 'MY ASSIGNED COURSES', 'SELF ENROLLMENT COURSES', 'MANAGE CATEGORIES', 'MANAGE EVENTS', and 'QUIZ RESULTS'. Below this, a breadcrumb trail shows 'Certificate Template / Sales Training for New Hires' with a 'STANDARD' label. On the left, a sidebar menu is organized into three sections: 'CONTENT' (with links for Course Definition, Lessons, Quiz, Glossary, FAQ, and Resources), 'ASSIGN' (with links for Users, User Groups, and Assigned Learning Paths), and 'ENGAGE' (with a link for Settings). The main content area features a tabbed interface with tabs for 'A4 Landscape', 'Background', 'Trainee', 'Instructor', 'Course', 'Other', and 'Preview'. The 'A4 Landscape' tab is currently selected, displaying a large empty canvas for the certificate design. Below the canvas, there are several form elements: a 'Release Certificate' section with a 'Manually' dropdown, a checkbox for 'Is the certificate ready for download?', a blue 'SAVE CERTIFICATE TEMPLATE' button, a 'Copy certificate from' section with a 'Select course' dropdown and a 'COPY' button, and a '< BACK TO COURSE' link at the bottom right.


1. First, select your certificate paper orientation. Your certificate can be any of the following sizes and dimensions:
 - A4 Landscape (842x595 px)
 - A4 Portrait (595x842 px)
 - Letter Landscape (792x612 px)
 - Letter Portrait (612x792 px)

2. Next, select your certificate back image to upload. Please note that the background image should be the same dimensions as the certificate orientation in the step one. Click **Background** tab to upload your own background design for your certificate of completion. Follow the on-page instructions to add in your certificate background.


- a. Download free certificate backgrounds at

- <https://help.telania.com/en/articles/6139029-certificate-backgrounds>

3. Use the following options, as appropriate, for your Completion Certificate:

- Add <Trainee Name> by clicking **+ Trainee**
- Add <Instructor Name> by clicking **+ Instructor**
- Add <Course Name> by clicking **+ Course**
- Add other fields including custom fields by clicking **+ Other** 



4. To position/reposition inserted fields in your certificate, use the drag and drop option within inserted field block. Once the desired position is achieved, feel free to use other formatting like [B], left/right alignment, font size or font color to further customize your certificate. When a field is added to the Template, as shown in the following illustration, you can modify its appearance using the available options. You can set the text alignment as Left (L), Center (C) or Right (R), set the Color for the text by clicking , make the text Bold by clicking **B**, and set the Font Size for the text by modifying the px value.



5. Select either the **Manually, After course completion**, or **After course and quiz completion** option from the **Release Certificate** drop down. 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. Toggle the **Certificate Template Ready for Download** option to **ON** or leave it **OFF**, to indicate whether or not the Certificate Template is ready to be downloaded.
7. Once you have added all of the Fields that you are going to use, click [Preview](#) to display a Preview of the Certificate.
8. Once you are satisfied with the options/selections you have chosen, click

SAVE CERTIFICATE TEMPLATE

. As shown in the following illustration, the system confirms that your changes have been saved.

The screenshot displays the eLeaP Administrator interface. On the left is a sidebar with a 'CONTENT' menu (Course Definition, Lessons, Quiz, Glossary, FAQ, Resources), an 'ASSIGN' menu (Users, User Groups, Assigned Learning Paths), and an 'ENGAGE' menu (Settings). The main area shows a 'Certificate of Recognition' template for 'TELANIA UNIVERSITY'. The template includes fields for '<TraineeName>', '<CourseName>', '<ReleaseCertifyDate>', and '<Certificate Number>'. It also features a circular logo with an open book and a signature of 'Don Bosco, Jr. Chairman, Board of Trustees'. Below the template, there are controls for 'Release Certificate' (set to 'After course and quiz completion'), a checkbox for 'Is the certificate ready for download?' (checked), a 'SAVE CERTIFICATE TEMPLATE' button, and a 'Copy certificate from' section with a 'Select course' dropdown and a 'COPY' button. A 'Reset Background' link is at the bottom right of the template preview.

This screenshot shows the eLeaP Administrator interface after saving a certificate template. A green banner at the top states 'The certificate template has been saved'. Below this, the 'Certificate Template / Sales Training for New Hires' is selected, with a 'STANDARD' tag. The interface includes a 'MANAGE COURSES' header with tabs for 'MY ASSIGNED COURSES', 'SELF ENROLLMENT COURSES', 'MANAGE CATEGORIES', 'MANAGE EVENTS', and 'QUIZ RESULTS'. On the right, there are links for 'STATS' and 'PREVIEW'. The main area shows the same 'Certificate of Recognition' template as in the previous screenshot, but it is now displayed in a preview mode within a larger frame.

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

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

COPY

Release Certificate

Manually

Is the certificate ready for download? ☒

SAVE CERTIFICATE TEMPLATE

Replace with certificate from

- ✓ Select course
- Safety Orientation : DUPLICATE
- AWESOME: A New Generation at Work, Engaging Generation Y
- Sales Training Seminar
- Micro Learning - How to Engage
- Safety Training 101
- Quarterly Review Meeting
- Micro Learning - How to Engage : DUPLICATE
- Preventing Sexual Harassment for Managers and Supervisors

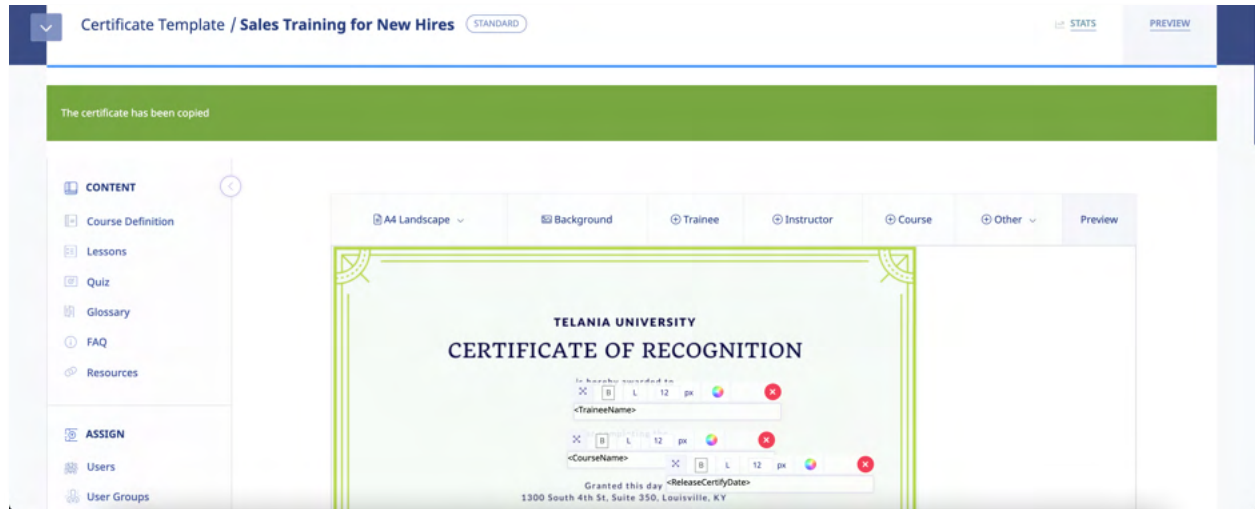
The system displays a warning message before performing the copy function to ensure that is your intention. Click **OK** to perform the copy function.

trainingprovider.2leap.com says

Are you sure?

Cancel OK

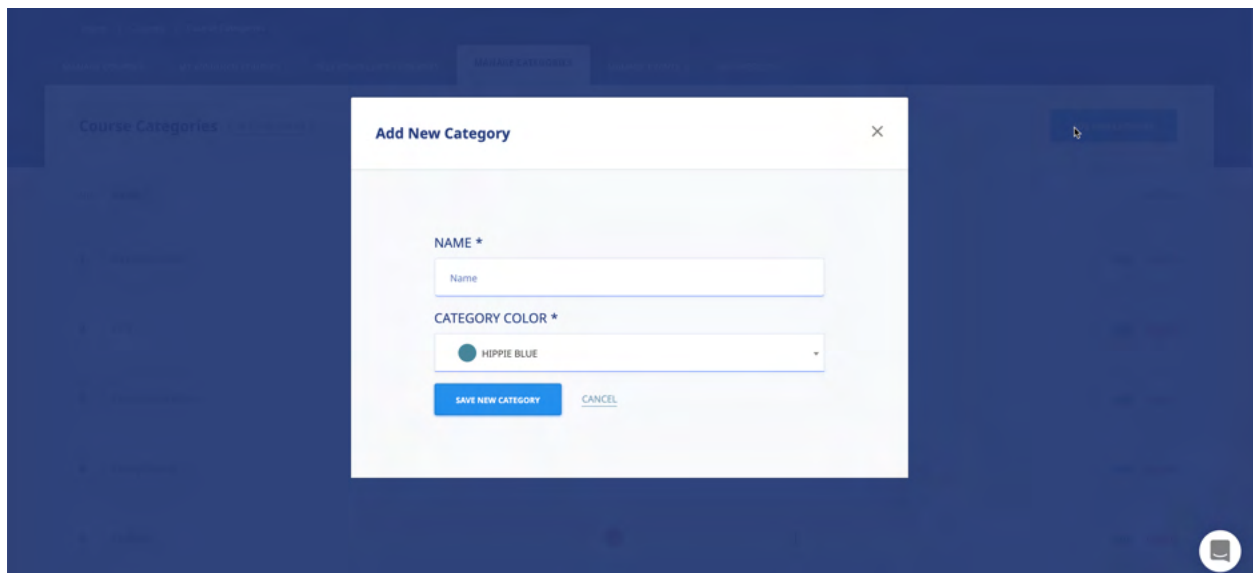
The illustration below shows a completed Certificate Template:



Categories

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

To create a category, you can go to the **MANAGE CATEGORIES** tab and click the **ADD NEW CATEGORY** button. Enter the name of the new category you want to add. Select the category color you want and [Save New Category]



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** [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** tab from the MANAGE 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.

NO.	NAME	STARTING	DATE CREATED	ACTION
1.	Sales Team Meeting Sam, Pete	12/22/2021, 11:00 AM (America/New York)	11/30/2021	EDIT DELETE
2.	Staff Meeting Sam, Pete	11/17/2021, 8:00 AM (America/New York)	11/15/2021	EDIT DELETE
3.	new event 123 Sam, Pete	04/15/2021, 12:52 PM (America/New York)	04/15/2021	EDIT DELETE
4.	New event dupli Sam, Pete	04/15/2021, 12:51 PM (America/New York)	04/15/2021	EDIT DELETE
5.	Lapsed event Sam, Pete	03/28/2021, 12:00 AM (America/New York)	04/05/2021	EDIT DELETE
6.	Event in June Sam, Pete	06/09/2021, 12:00 AM (America/New York)	04/01/2021	EDIT DELETE
7.	Event in May Sam, Pete	05/12/2021, 12:00 AM (America/New York)	04/01/2021	EDIT DELETE

You can filter Events displayed by entering Event name and clicking [APPLY FILTERS](#).

Event Courses

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

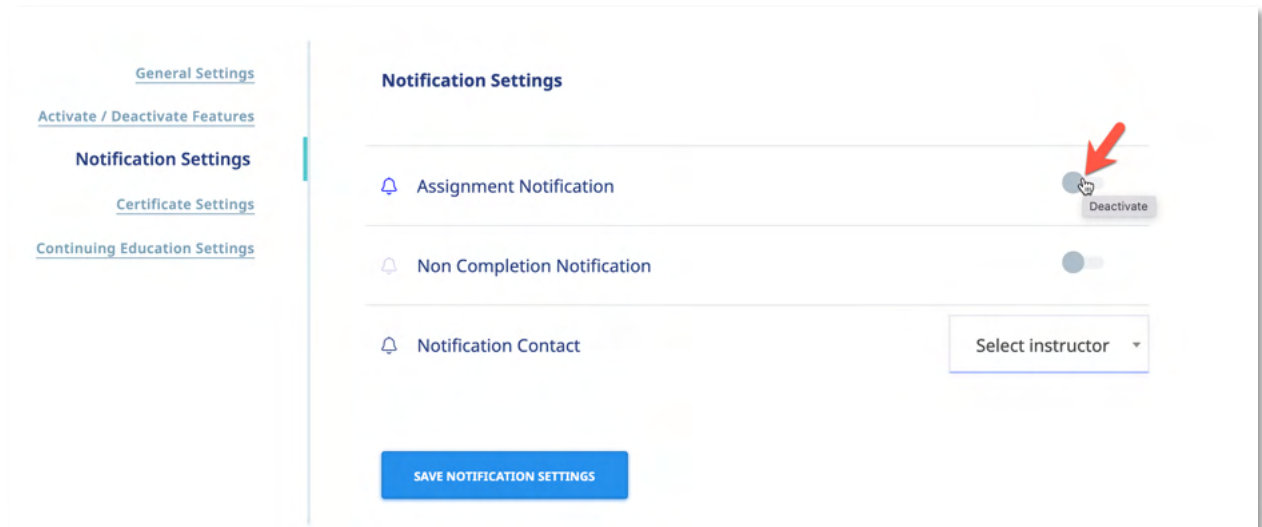
Add Event Course

Go to [COURSES](#) or click on **MANAGE COURSES** if you are already in the Courses section, click

[ADD NEW COURSE](#)

to start adding in your new course.

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



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

Adding a New Event

Selecting the [ADD NEW EVENT](#) link from the **Manage Events** screen displays the **Add Events** screen as shown in the following illustration. Use the steps below to successfully add a new Event to the system.

MANAGE EVENTS ASSIGNED USERS

Edit Event

Attach a course *

Amazing courses

Name *

Sales Team Meeting

Description

Join us for our weekly team meetings.

Location

Zoom

SAVE CANCEL

Event Settings

Seats

8 (0 or empty for 'unlimited')

Starting

Fixed time:

12/22/2021 11 00 AM

Ending

Fixed time:

12/22/2021 12 00 PM

Time Zone

America/New York [EST -05:00]

Public (Attendees can self-enroll) ☒

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

Event Settings

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 (Attendees can self-enroll)



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

ADD EVENT

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 shows the 'MANAGE EVENTS' interface. At the top, there are tabs for 'MANAGE EVENTS' and 'ASSIGNED USERS'. The main title is 'Sales Team Meeting' with an 'EDIT' button on the right. Below the title is a form with the following fields:

Name	Sales Team Meeting
Description	Join us for our weekly team meetings.
Course	Amazing courses
Seats	8
Available Seats	8
Starting	12/22/2021 11:00 AM (America/New York)
Ending	12/22/2021 12:00 PM (America/New York)
Location	Zoom
Creator	Sam, Pete
Created on	11/30/2021
Public	Yes - Enrollment page: https://trainingprovider.eleapdev.com/enroll/?e=9318309c77977db1ffdacdc695531fa


Invite others by copying and pasting URL into your email program.



Events Calendar <https://trainingprovider.eleapdev.com/enroll/upcoming>

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

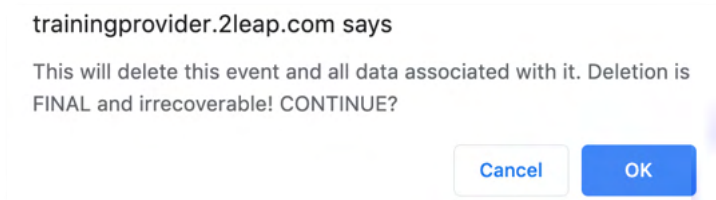
To edit an Event, go to the Manage Events screen and click on  next to the Event you want to edit. You can then proceed to change any existing information or setting of the Event you are editing.

When done, click the  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.

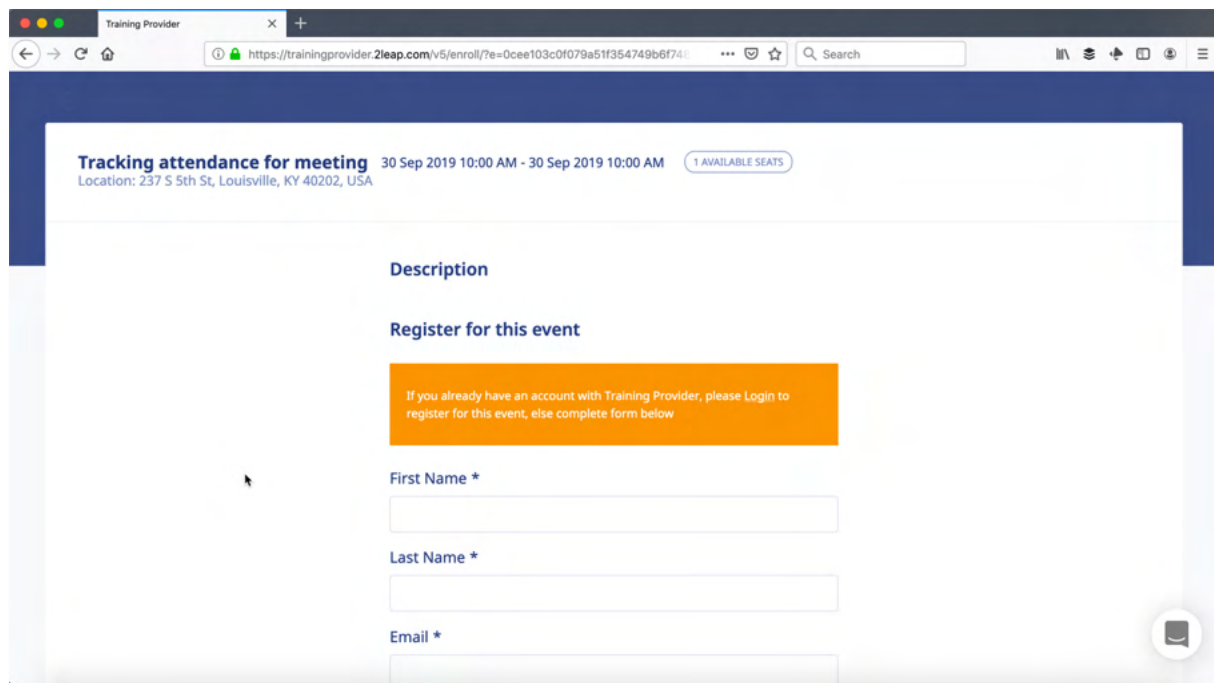
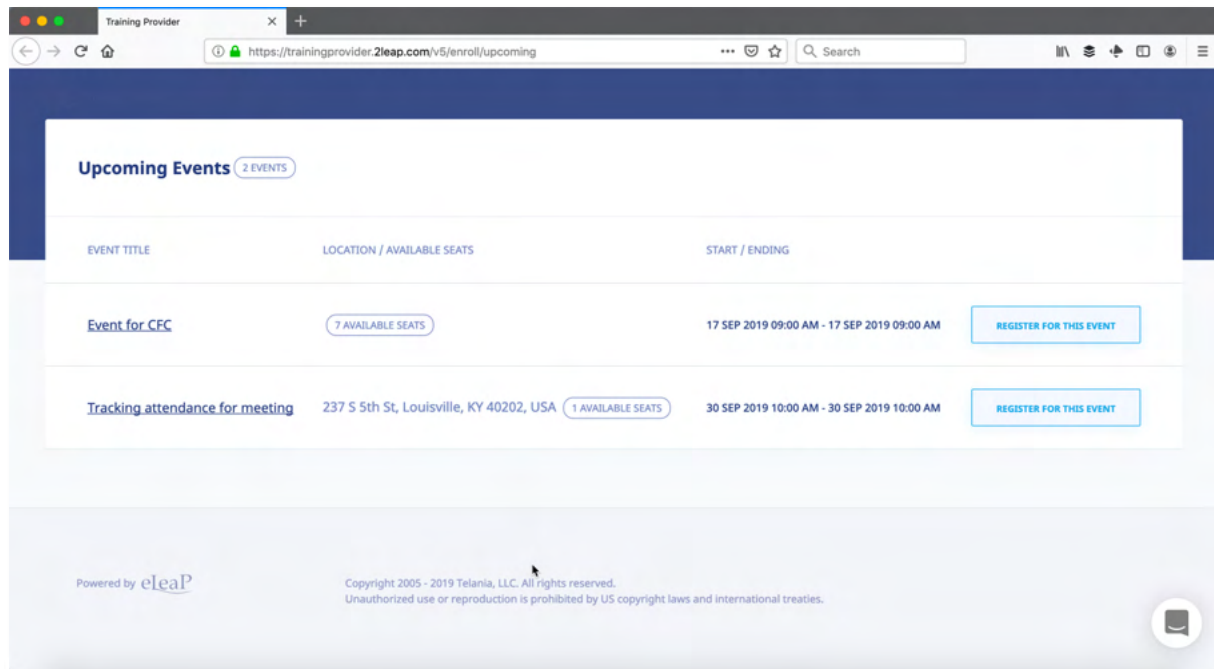
Self-Enrollment

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.



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.

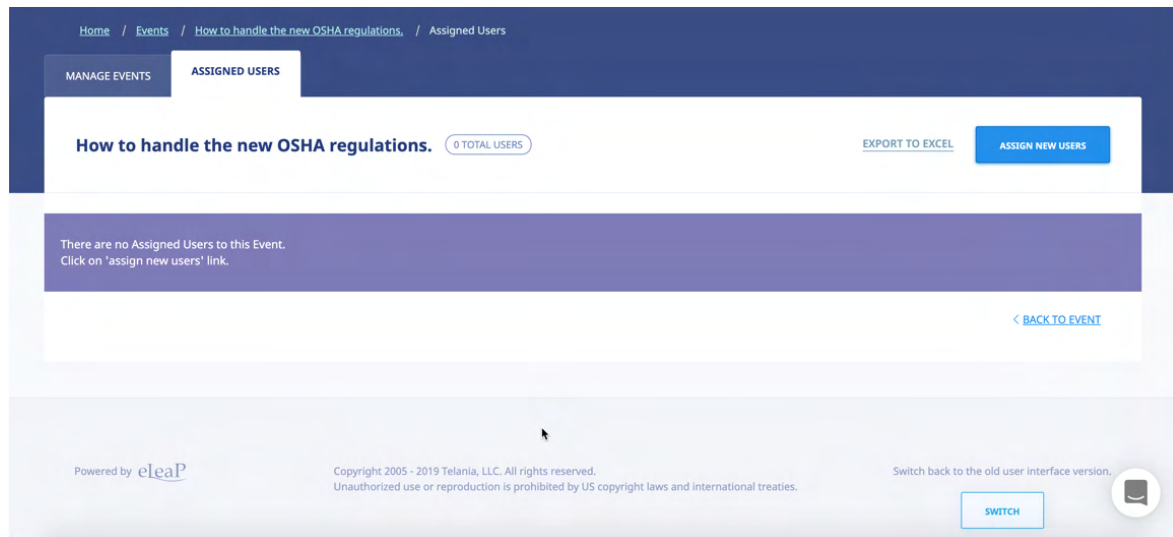
Subsequent registrations will be held in Pending **PENDING** status. See more about Event statuses below.

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** button. You can then filter your list by user **Name**, Access **Level** or **User Group** membership.

MANAGE EVENTS

ASSIGNED USERS

How to handle the new OSHA regulations. 52 TOTAL USERS

[Show custom fields filters](#)

NO.	<input type="checkbox"/> NAME	LEVEL	EMAIL	↓ INSERT DATE	ACTIVE
1.	<input type="checkbox"/> Cook, George	Administrator	team+training@telaniamail.com	03/09/2017	✓
2.	<input type="checkbox"/> user10, Alan	Trainee	telania+user5@gmail.com	03/09/2017	✗
3.	<input type="checkbox"/> user11, Michelle	Trainee	telania+user6@gmail.com	03/09/2017	✓
17.	<input type="checkbox"/> Testing2, Testing2	Trainee	Testing2@eleapsoftware.com	09/18/2017	✓
18.	<input type="checkbox"/> Elise, Samuel	Instructor	sam@excelentsoftware.com	09/18/2017	✓
19.	<input type="checkbox"/> Snow, John	Trainee	don+snow@eleapsoftware.com	09/28/2017	✓
20.	<input type="checkbox"/> johnson, Sam	Trainee	contact@elearninginside.com	10/06/2017	✓

<

1

2

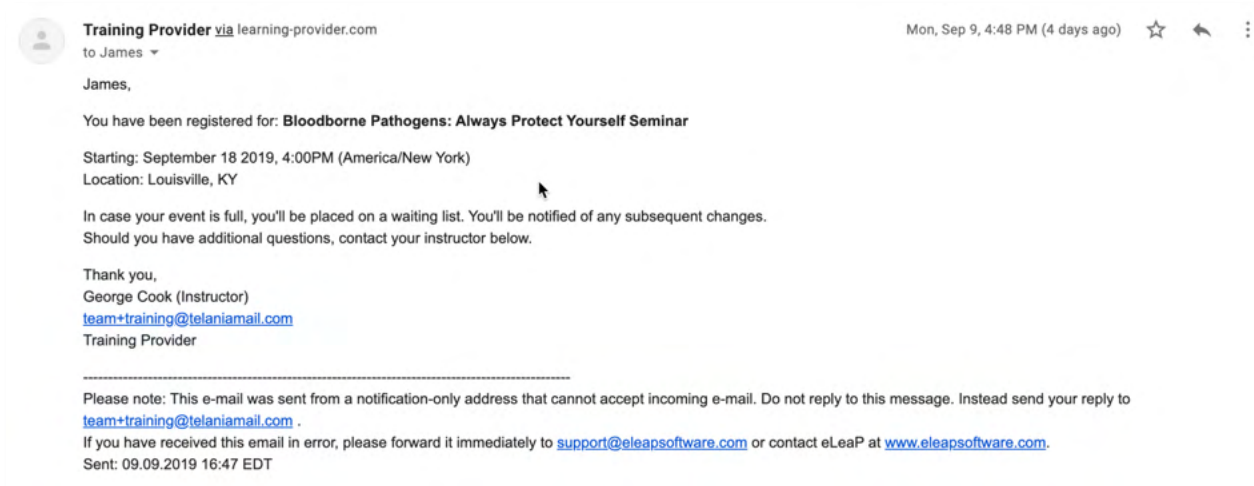
3

>

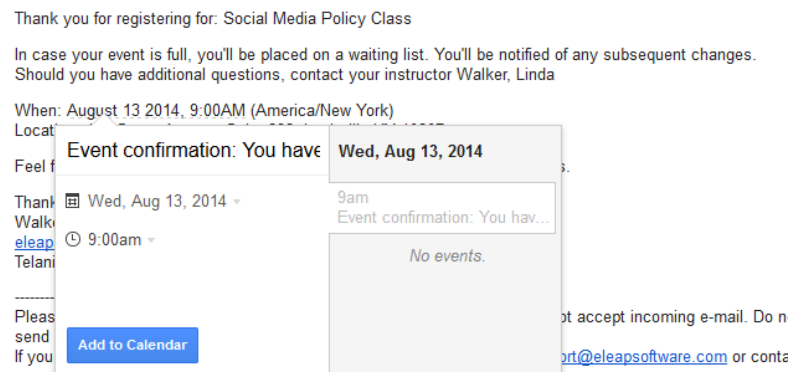
[BACK TO EVENT](#)

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

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



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



Event Status

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

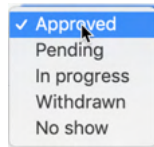
Event Registration Status

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

- **APPROVED** (Approved):
 - An Event user is automatically **approved** if their registration occurs before the Event **Start time** and if the registration did not occur after the maximum number of seats allowed has been reached. For example if you create an event with 5 seats, the first 5

users you add to the event or self-register for the event will automatically be **approved**.

- o 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)*
- o 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.

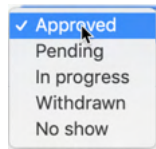
- **PENDING** (Pending):
 - o A **Pending** Event status indicates that there have been more registrations than allowed number of seats. All Pending registrations will have been warned about the event being full.
 - o An attendee in the **Pending** status will receive an email notification indicating their Event status.
 - o 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.
 - o 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):
 - o 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.
 - o You can add the Withdrawn user back into the list of assigned users.

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):
 - o 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.
 - o 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.

NO.	NAME	LEVEL	EMAIL	STATUS	COURSE COMPLETION	CERTIFICATE	INSERT DATE
1.	Anisti, Cristos	Trainee	don+christos@telaniamail.com	COMPLETED	100% COMPLETED	YES	12/08/2021
2.	Arthur, Cleveland	Trainee	don+okta@telaniamail.com	IN PROGRESS	0% NOT STARTED	NO	12/08/2021
3.	James, Brother	Trainee	brother@james.com	NO SHOW	0%	NO	12/08/2021
4.	Snow, John	Trainee	don+snow@eleapsoftware.com	COMPLETED	100% COMPLETED	YES	12/08/2021
5.	Blao, Kai (Waiting)	Trainee	kai@kay.com	PENDING	0%	NO	12/08/2021


Event Reports

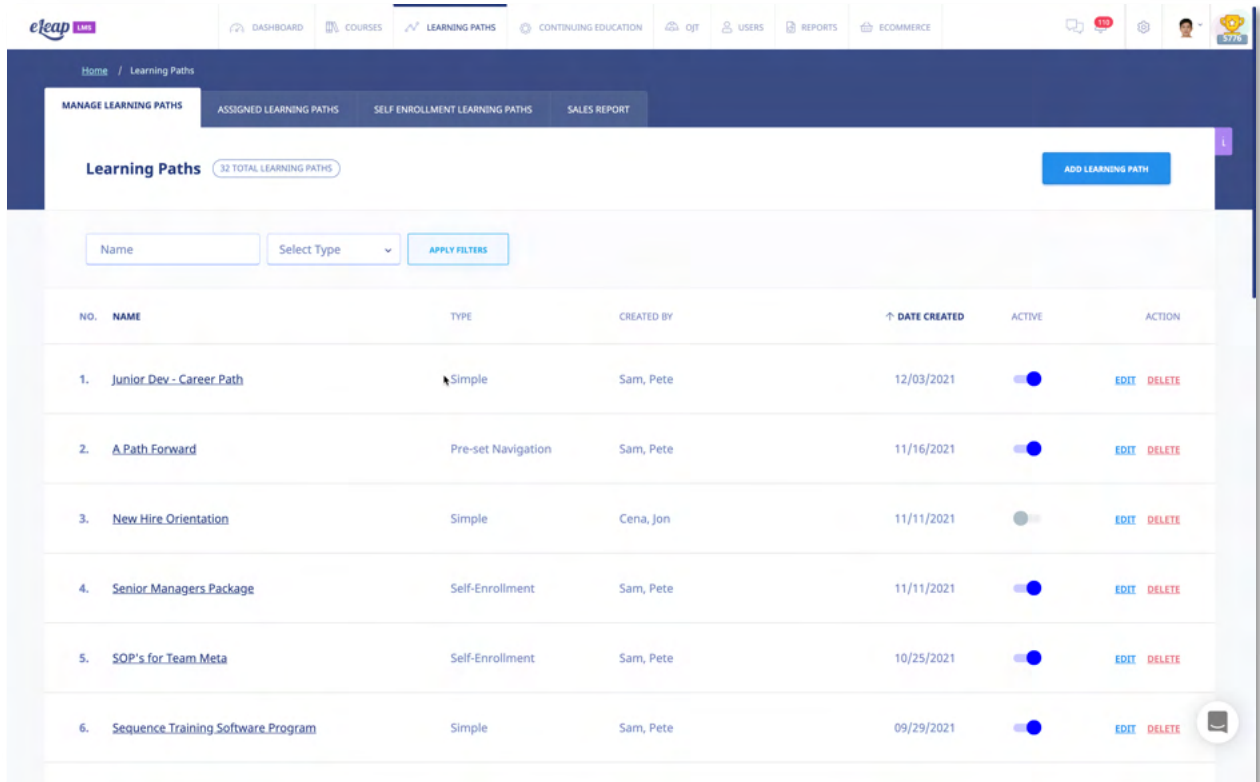
Your Event status displayed (see above) can also be downloaded or exported out of eLeaP. To download your Event report, click [EXPORT TO EXCEL](#) from your Event Assigned Users screen.

Your Excel download will look something like:

	A	B	C	D	E	F	G
	Full Name	Level	Email	Event Status	Certificate	Date	
1	Anisti, Cristos	Trainee	don+christos@telaniamail.com	Completed	YES	12/08/2021	
2	Arthur, Cleveland	Trainee	don+okta@telaniamail.com	In progress	NO	12/08/2021	
3	James, Brother	Trainee	brother@james.com	No show	NO	12/08/2021	
4	Snow, John	Trainee	don+snow@eleapsoftware.com	Completed	YES	12/08/2021	
5	Blao, Kai	Trainee	kai@kay.com	Pending	NO	12/08/2021	
6							
7							
8							
9							
10							

Learning Paths

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



The screenshot shows the eLeaP interface with the 'LEARNING PATHS' menu item selected. The 'MANAGE LEARNING PATHS' tab is active, displaying a list of learning paths. The list includes columns for ID, Name, Type, Created By, Date Created, Active status, and Action. There are 6 learning paths listed, with the first one being 'Junior Dev - Career Path'.

ID	NAME	TYPE	CREATED BY	DATE CREATED	ACTIVE	ACTION
1.	Junior Dev - Career Path	Simple	Sam, Pete	12/03/2021	<input checked="" type="checkbox"/>	EDIT DELETE
2.	A Path Forward	Pre-set Navigation	Sam, Pete	11/16/2021	<input checked="" type="checkbox"/>	EDIT DELETE
3.	New Hire Orientation	Simple	Cena, Jon	11/11/2021	<input type="checkbox"/>	EDIT DELETE
4.	Senior Managers Package	Self-Enrollment	Sam, Pete	11/11/2021	<input checked="" type="checkbox"/>	EDIT DELETE
5.	SOP's for Team Meta	Self-Enrollment	Sam, Pete	10/25/2021	<input checked="" type="checkbox"/>	EDIT DELETE
6.	Sequence Training Software Program	Simple	Sam, Pete	09/29/2021	<input checked="" type="checkbox"/>	EDIT DELETE

Adding a New Learning Path

Clicking the **ADD LEARNING PATH** button within the Learning Path screen's **Manage Learning Paths** tab displays the **Add Learning Path** screen, as shown in the following illustration. Use the steps below to add a Learning Path to the system.

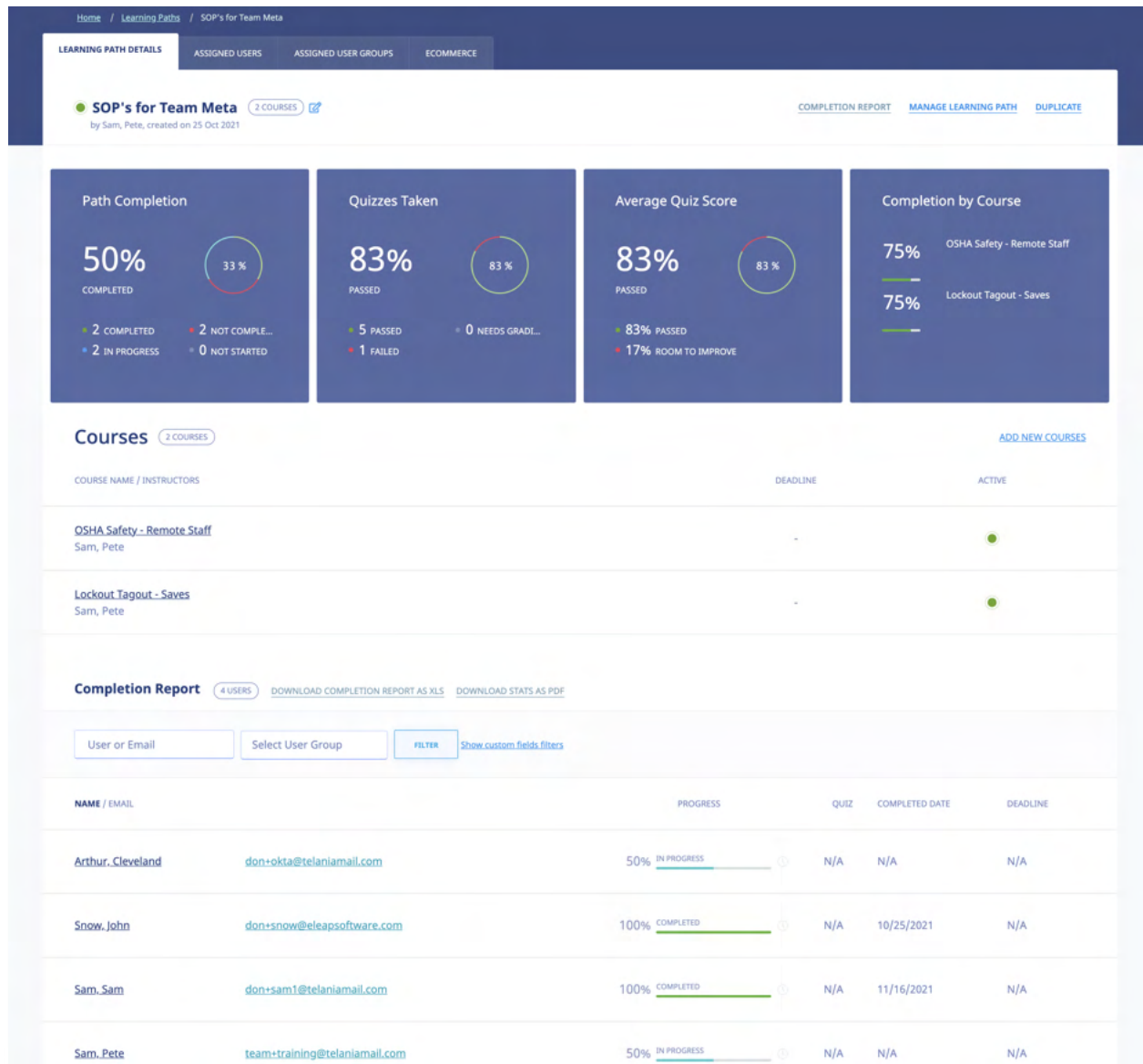
1. Enter a Name for the new Learning Path in the **Name** field.
2. Enter a Description for the new Learning Path within the **Description** box.
3. Select **YES** from the **Active** list to make the new Learning Path **Active** or select **NO** to make it **Inactive**.
4. Select the type of Learning Path you want to create. We have 4 types of Learning Paths:
 - a. **Simple**: A simple Learning Path allows courses to be added to a simple container for courses. A simple Learning Path does not require pre-requisites or specific navigation paths.
 - b. **Pre-Set Navigation**: Pre-Set Navigation is designed to set navigation rules in a Learning Path. Use Pre-set Navigation to enforce pre-requisites. You can also use quiz passing as condition for progression in the Learning Path.
 - c. **Self-Enrollment**: Use the Self-Enrollment option to create internal Course Catalogs which your assigned Users can then select from. The Self-Enrollment system does not penalize users for not viewing Courses and they can select which Courses they are interested in.
 - a. Self-Enrollment restriction:
 - i. **All Users**: Any user in your account can self-enroll in this learning path.
 - ii. **Specific User Groups**: Only users in selected user groups can self-enroll in this learning path.
 - d. **Scheduled Release**: A Scheduled Release Learning Path is designed to set the release

date of the courses in the Learning Path. This is a great way to schedule long term training courses.

Click [ADD LEARNING PATH](#) to create the new Learning Path. It will be displayed on the **Learning Paths** list, in alphabetical order.

Adding Courses to a Learning Path

Selecting a Learning Path's Name on the **Learning Paths** list displays the **Learning Path Details** screen, illustrated below. Selecting the [ADD NEW COURSES](#) or the [MANAGE TRAINING PATH](#) 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 the requirements necessary for that Learning Path.



When you click the **add new courses** link, the **Add New Courses** screen is displayed, as shown in the following illustration. You can filter the Courses list by entering a Name in the **Name** field and by

selecting a Course Category from the **Course Category** list, or both, and then clicking **FILTER**. Use the steps below to successfully add new Courses to a Learning Path.

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

Home / Learning Paths / SOP's for Team Meta / Add Courses

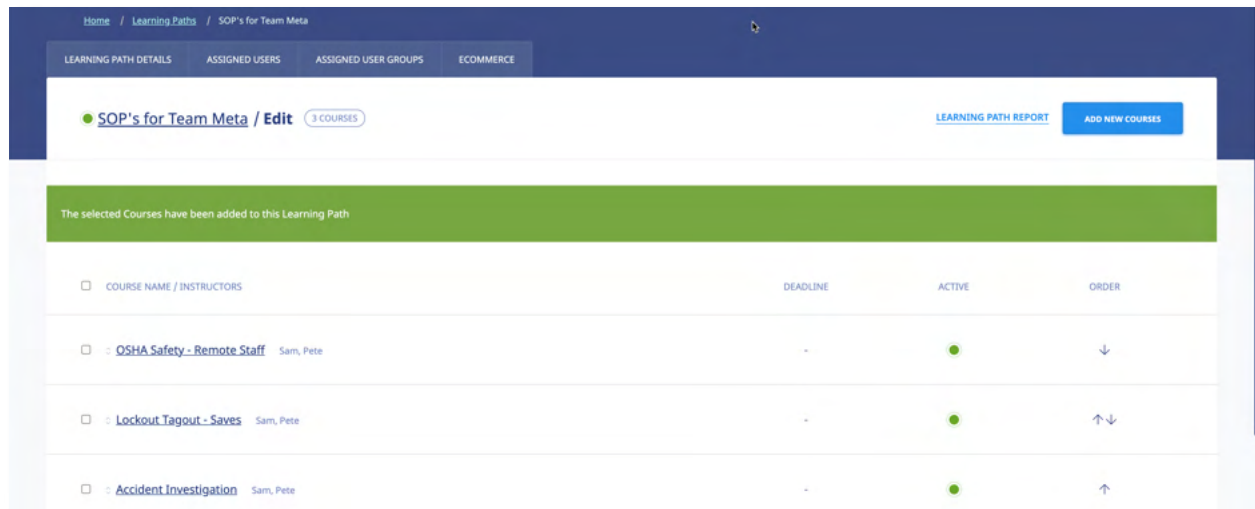
LEARNING PATH DETAILS ASSIGNED USERS ASSIGNED USER GROUPS ECOMMERCE

SOP's for Team Meta - Add New Courses 157 TOTAL COURSES

Name Select Course Category FILTER

NO.	<input type="checkbox"/> NAME	DESCRIPTION	INSTRUCTOR	INSERT DATE	ACTIVE
1.	<input type="checkbox"/> 3 CEU's For DW	test description	Sam, Pete	10/16/2021	✓
2.	<input type="checkbox"/> 35-Hr. California Broker Real Estate License Course sample sample sample	California RE agent training for 35 credits	Sam, Pete	09/10/2021	✓
3.	<input type="checkbox"/> 35-Hr. California Broker Real Estate License Course sample sample sample sample : DUPLICATE	California RE agent training for 35 credits	Sam, Pete	11/02/2021	✓
4.	<input type="checkbox"/> 55-Hr. Illinois Broker Real Estate License Packages	Illinois requires two courses to get your real estate license: ...	Sam, Pete	09/17/2021	✓
5.	<input type="checkbox"/> A new way to do things		Cena, Jon	11/11/2021	✓
6.	<input type="checkbox"/> Accident Investigation	Many think when an accident occurs at work only an ...	Sam, Pete	03/16/2017	✓
7.	<input type="checkbox"/> Activate course		Sam, Pete	11/12/2020	✓
8.	<input type="checkbox"/> Activate course : DUPLICATE		Sam, Pete	11/12/2020	✓
9.	<input type="checkbox"/> Add your course		Sam, Pete	11/15/2021	✓
10.	<input type="checkbox"/> Adding a new course		Sam, Pete	11/12/2020	✓

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

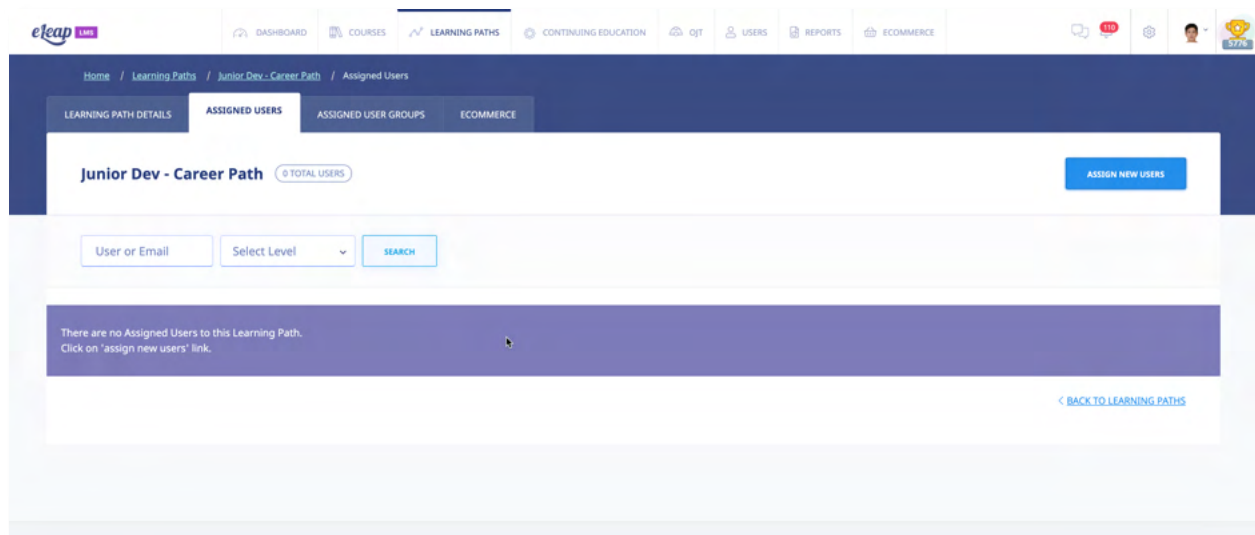


Don't forget to set toggle the Learning Path to ON  if you want to activate your New Learning Path.

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

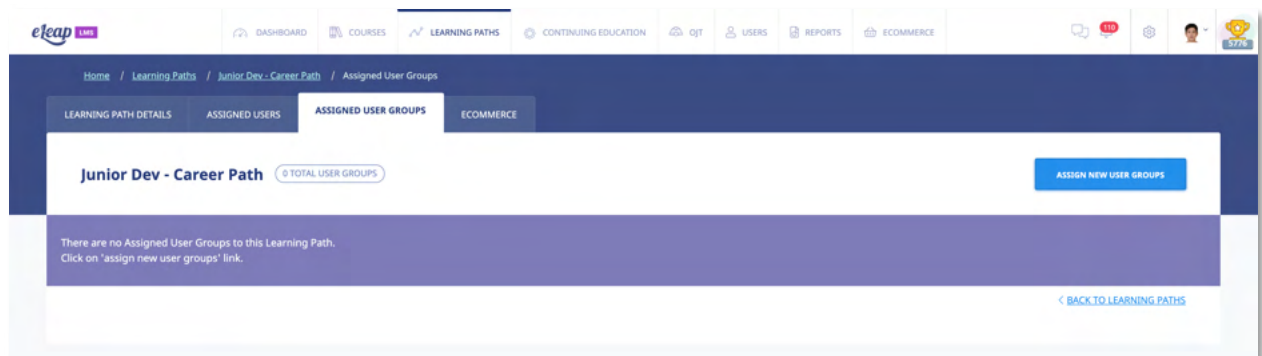
Assigned Users

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



Assigned User Groups

Selecting the **ASSIGNED USER GROUPS** tab on the **Learning Path Details** screen displays the **Assigned User Groups** screen, illustrated below. This screen displays all of the Users associated with this Learning Path. You can click the **assign new User Groups** link to add additional User Groups to a Learning 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 Learning Path** link to remove them from the list.



Completion Report

The new Learning Path system displays a reports summary once you click on the Learning Path name. The Path Completion, Quizzes Taken, Average Quiz Score, Completion By Course charts provide a quick insight into the status of your Learning Path. Further, selecting the **COMPLETION REPORT** tab on the **Learning Path Details** screen displays the Completion Report details for your assigned users, 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 Learning Path. You can filter by user name or user group. You can also filter by Custom Fields. To filter simply select or enter input and click FILTER.

Accident Investigation
Sam, Pete

Completion Report 4 USERS [DOWNLOAD COMPLETION REPORT AS XLS](#) [DOWNLOAD STATS AS PDF](#)

User or Email Select User Group FILTER Show custom fields filters

NAME / EMAIL	PROGRESS	QUIZ	COMPLETED DATE	DEADLINE
Sam Sam don+sam1@telaniamail.com	66% IN PROGRESS	N/A	N/A	N/A
Arthur Cleveland don+okta@telaniamail.com	33% IN PROGRESS	N/A	N/A	N/A
Sam Pete team+training@telaniamail.com	33% IN PROGRESS	N/A	N/A	N/A
Snow John don+snow@eleapsoftware.com	100% COMPLETED	N/A	10/25/2021	N/A

4 Total Users [BACK TO LEARNING PATHS](#)

Additionally, you can click the [DOWNLOAD COMPLETION REPORT AS XLS](#) or [DOWNLOAD STATS AS PDF](#) links to export the Completion Report or Stats Report to a local drive on your computer.

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 Learning Path.

AutoSave OFF Learning Path Completion Report - SOP's for Team Meta.xls - Compati

Home Insert Draw Page Layout Formulas Data Review View Acrobat Tell me

Paste Cut Copy Format B I U Arial 10 A^ A^ Wrap Text General \$ % Conditional Formatting Format as Table Normal Good

No.	First Name	Last Name	Email	Progress (%)	Completed	Progress status	User Groups
1	Sam	Sam	don+sam1@telaniamail.com	66.66	N/A	In Progress	
2	Cleveland	Arthur	don+okta@telaniamail.com	33.33	N/A	In Progress	
3	Pete	Sam	team+training@telaniamail.com	33.33	N/A	In Progress	
4	John	Snow	don+snow@eleapsoftware.com	100	10/25/2021	Completed	

Editing a Learning Path

Clicking the edit link for a line on the **Learning Paths** list on the **Learning Paths** screen displays the **Edit Learning Path** screen, illustrated below. Use this screen to make any modifications necessary to the

Learning Path's details and then click [SAVE](#) to save your changes to the system.

The screenshot shows the 'Edit Learning Path' form within the eLeaP Administrator interface. The top navigation bar includes 'Home / Learning Paths' and tabs for 'MANAGE LEARNING PATHS', 'ASSIGNED LEARNING PATHS', 'SELF ENROLLMENT LEARNING PATHS', and 'SALES REPORT'. The form fields are as follows:

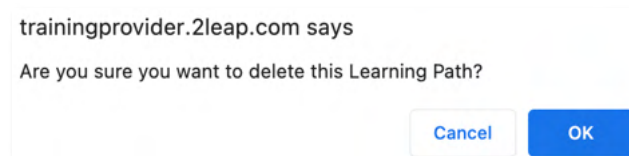
- Name ***: A text input field containing 'A Path Forward'.
- Creator**: A dropdown menu showing 'Sam, Pete (you)'.
- Description**: A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, indent, outdent, font size, background color, text color) and a large text area.
- Active**: A text input field containing 'YES'.
- Type**: A text input field containing 'Pre-set Navigation'.

At the bottom of the form, there are two buttons: a blue 'SAVE' button and a blue 'BACK TO LEARNING PATH' button.

You can also click the **ADD LEARNING PATH** button to add an additional Learning Path to the system or select the **edit** or **delete** link for any of the existing Learning Paths on the **Learning Paths** list to either edit or delete that specific Learning Path.

Deleting a Learning Path

Selecting the **delete** link for a line on the **Learning Paths** list within the **Learning Paths** screen allows you to remove that Learning 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.

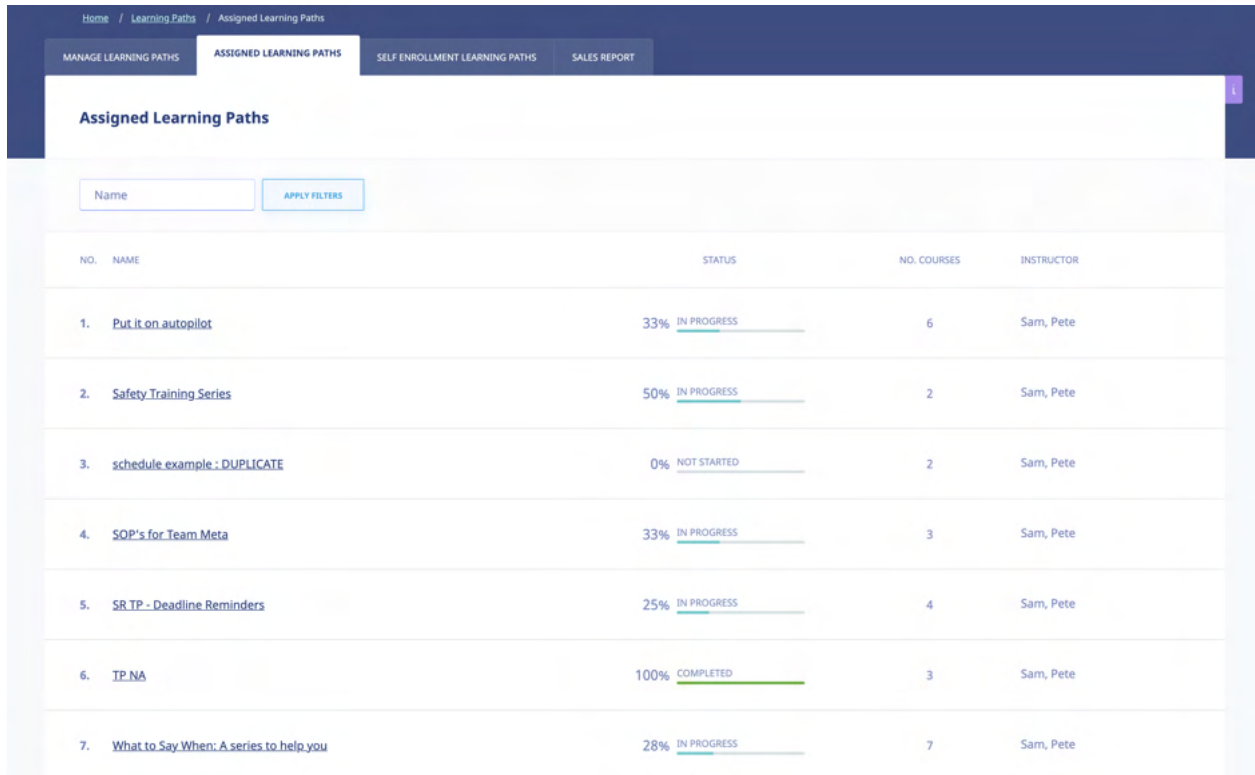


Assigned Learning Paths

Selecting the **ASSIGNED LEARNING PATHS** tab on the **Learning Paths** screen displays the **Assigned Learning**

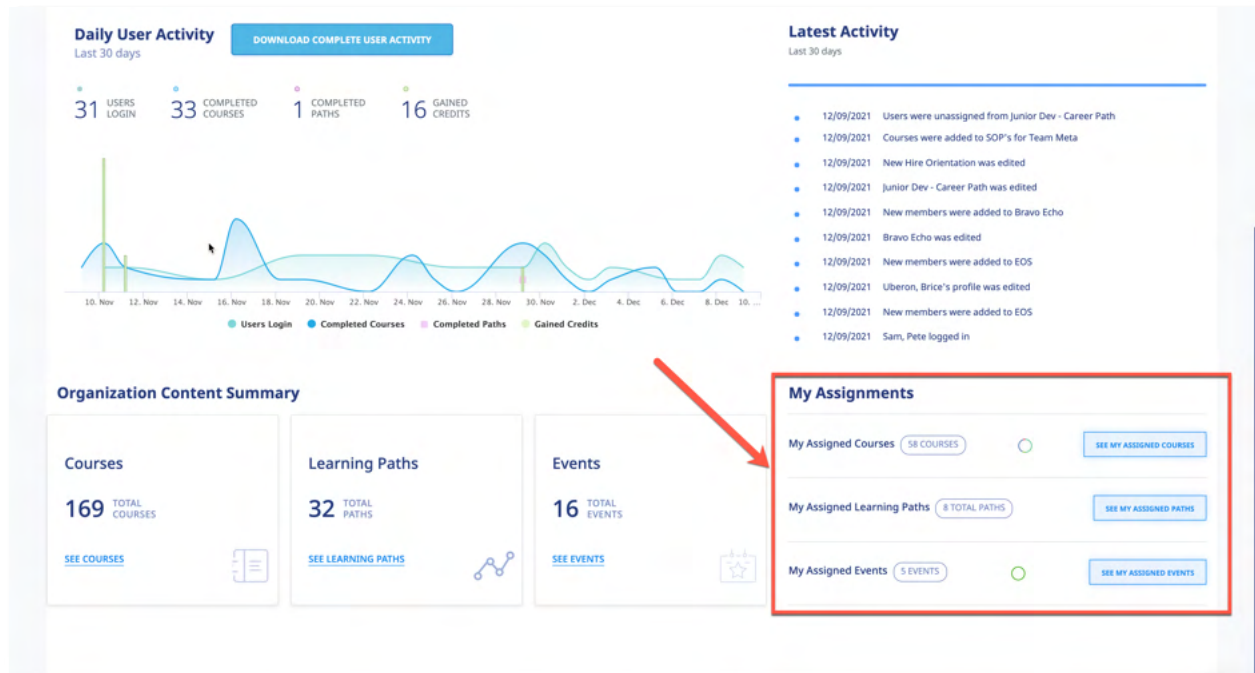
Paths screen, illustrated below. This screen displays the Learning Paths that you have been assigned to, with the **Name**, **Status**, **No. Courses** and **Instructor** details for the Learning Path Displayed. You can filter the Learning Paths listed here, if necessary, by enter a Learning Path Name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

clicking .



NO.	NAME	STATUS	NO. COURSES	INSTRUCTOR
1.	Put it on autopilot	33% IN PROGRESS	6	Sam, Pete
2.	Safety Training Series	50% IN PROGRESS	2	Sam, Pete
3.	schedule example : DUPLICATE	0% NOT STARTED	2	Sam, Pete
4.	SOP's for Team Meta	33% IN PROGRESS	3	Sam, Pete
5.	SR TP - Deadline Reminders	25% IN PROGRESS	4	Sam, Pete
6.	TP NA	100% COMPLETED	3	Sam, Pete
7.	What to Say When: A series to help you	28% IN PROGRESS	7	Sam, Pete

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



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

Biggy1,

You have been assigned to the following Learning Path: **90 Day**.

Please go to your account at <https://trainingprovider.2leap.com/> to access this Learning Path.


Feel free to contact your instructor (Steve Cook) if you have any questions.


Thank you,

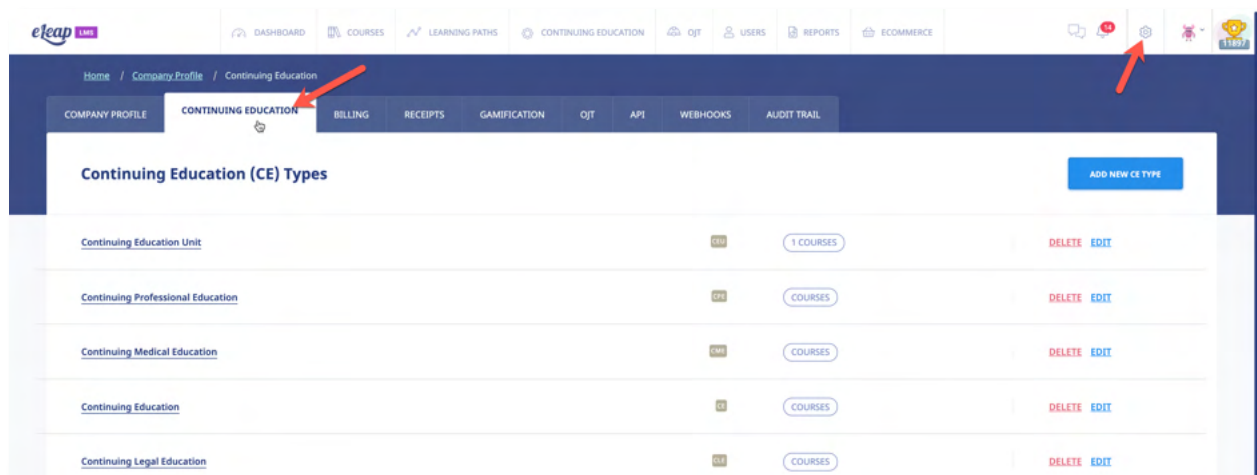
Steve Cook (Instructor)

team+training@telaniamail.com


Continuing Education

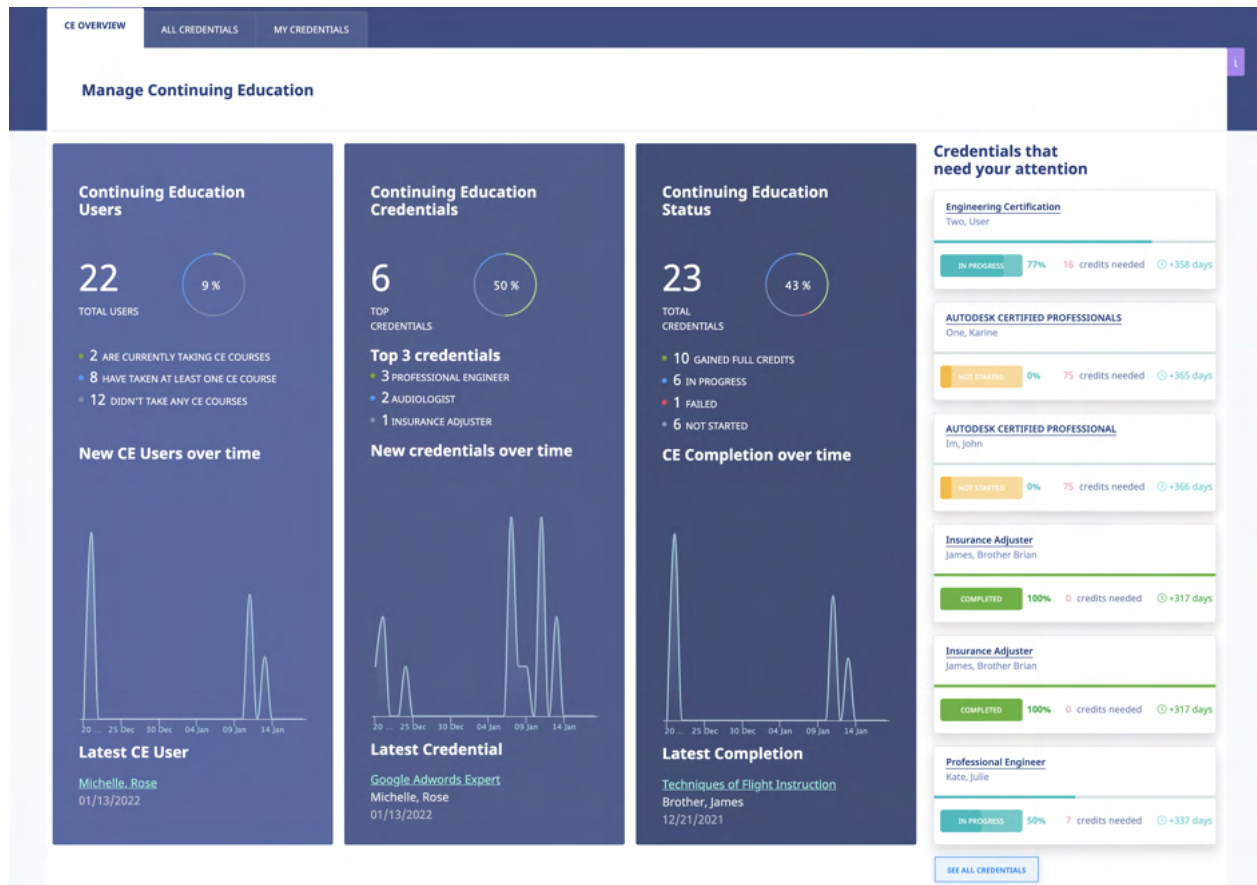
Selecting the  **CONTINUING EDUCATION** tab in the main menu section displays your Continuing Education Overview page. Note that this module might not be available in all accounts. Please [contact eLeaP](#) for more information.

Before activating any courses for CE purposes, make sure the CE Types section of your organization profile page is completed. To go the CE Types page click the  icon and click the [Continuing Education] sub tab as illustrated below:



CE Overview

Clicking CE Reports from Dashboard or selecting the  **CONTINUING EDUCATION** tab from the main menu brings you to the CE Overview page.



This page gives you a quick overview into the users taking CE courses or have credentials associated with their profiles. You can also see the types of Credentials your users are tracking including new credentials over time. Lastly this section indicates the CE completions over time.

Any Credentials which still have CE credits outstanding or are not yet completed will be tagged for your attention. You can click the [SEE ALL CREDENTIALS](#) button to see the overall list.

All Credentials

23 CREDENTIALS

RENEWALS COMPLETED

RENEWALS MISSED

RENEWALS EXPIRING SOON

ADD CREDENTIAL

Search by Credential

Select User

Select Credential Status

From - To

Select Credential Type

APPLY FILTERS

Clear filters

▼

Rose, Michelle James / Google Adwords Expert

Google, Inc.

CERTIFICATION

●

Jan 13, 2022 - Jan 13, 2023

IMPORT CERTIFICATION

200

questions

89%

your score

70%

passing score

364 days

until renewal

1 COURSE

1 ATTACHMENT

COMPLETED

▼

Rose, Michelle James / Barber

#2002 / Delaware, United States

LICENSE

●

Jan 13, 2022 - Jan 11, 2024

IMPORT CREDITS

5

credits required

7

credits completed

0

credits needed

727 days

until renewal

1 COURSE

1 ATTACHMENT

COMPLETED

▼

Sam, Pete / Autodesk Certified Professional in Revit

Adobe, Inc.

CERTIFICATION

●

Jan 11, 2022 - Jan 10, 2025

IMPORT CERTIFICATION

60

questions

80%

your score

75%

passing score

1094 days

until renewal

1 COURSE

8 ATTACHMENTS

COMPLETED

▼

User - UG assigned, New / Audiologist

#27-Audio-101 / Arkansas, United States

LICENSE

●

Jan 11, 2022 - Feb 12, 2025

IMPORT CREDITS

4

credits required

7

credits completed

0

credits needed

1127 days

until renewal

1 COURSE

1 ATTACHMENT

COMPLETED

▼

Two, User / Engineering Certification

National Engineers, Inc.

CERTIFICATION

●

Jan 11, 2022 - Jan 11, 2023

IMPORT CERTIFICATION

80

questions

54%

your score

70%

passing score

364 days

until renewal

4 COURSES

8 ATTACHMENTS

77 % IN PROGRESS

Individual Credential Management (All Credentials)

Click on name and Credential to get individual credential details and manage specific credentials.

Types of Credentials

License:

A license credential is usually a state specific professional credential that is required to maintain employment or practice. A license is typically verified by a government (state or federal) entity or agency to allow a professional to perform particular occupations or specialties.

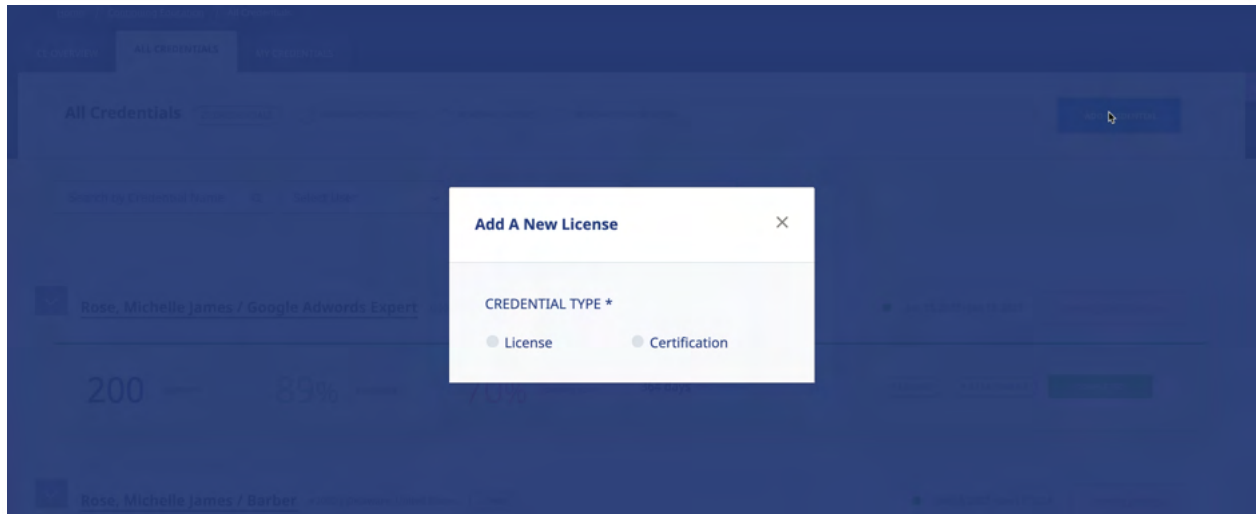
Certification:

A certification proves that a professional has completed certain third-party assessments or tests to be qualified to meet certain criteria or skills to perform a job or role.

In eLeaP, you can track your credentials as well as the credentials of your users via the All Credentials section of the Continuing Education module.

Add a Credential

To add a credential for your users, click the **ADD CREDENTIAL** button and select the type of credential you want to add.



Select the [License] option if you want to add a License type credential or select the [Certification] option if you want to add a Certification.

Add New License

To add a new license, click the **ADD CREDENTIAL** button. Once clicked, select the [License] option and fill out the short form to add the user license.

Some fields in the form marked with * are required.

Add A New License [X]

CREDENTIAL TYPE *

☒ License ☐ Certification

Users *

[Dropdown menu]

LICENSE * i.e. Auctioneer

[Text field]

LICENSE NO. * i.e. XX-0000-XX

[Text field]

COUNTRY *

[Dropdown menu: United States]

STATE *

[Dropdown menu: Alabama]

CREDITS NEEDED*

[Text field]

LICENSE VALID TILL *

[Calendar icon]

SAVE LICENSE **CANCEL**

Sample form:

Users*: Select the user you want to add a license for. You can use the [Select User Group] option to filter down your user list.

LICENSE *: *The name of your professional license for i.e., Auctioneer*

LICENSE NO.*: *Your license number i.e., XX-0000-XX. If you don't have a license number put NA*

COUNTRY *: *Your country i.e., United States*

STATE *: *Your State or Province i.e., California*

CREDITS NEEDED*: *The number of CE credits needed to fulfill license requirements*

LICENSE VALID TILL *: *When does the license expire. Use the calendar tool to select the license expiration date.*

Import Credits

Once you create your user's license, the next steps are to import credits, or have the user register for self-enrollment credit courses. You can also assign credit courses to the user.

To import Certification information, click the  button and fill out the short form with the relevant information such as:

- **Continuing Education Provider:** This is the title of the certification course or assessment completed
- **Course Title:** This is the score you (if your own certification) or the user achieved in the assessment.
- **Number of Credits:** This is not required for certifications. If the user earned any CE credits, you can add this here.
- **Credit Type:** This is not required for certifications. If the user earned any CE credits, you can select the type of credit earned.

- **Date of Completion:** This is the date the CE course or program was completed by the user.
- **Certification Validation URL:** Though not required, many only CE providers will provide the user with their earned certification URL. If this is available, post it here.
- **Attachment:** If available, use the [Attachment] tool to upload any earned documents or attachments such as test scores or certificates of completion.

Add New Certification

To add a new Certification, click the **ADD CREDENTIAL** button. Once clicked, select the [Certification] option and fill out the short form to add the user certification.

Add A New Certification ×

CREDENTIAL TYPE *

☐ License ☒ Certification

Users *

CERTIFICATION *

ISSUER *

PASSING SCORE *

NUMBER OF QUESTIONS

INDUSTRY

CERTIFICATION VALID TILL *

SAVE CERTIFICATION **CANCEL**

Some fields in the form marked with * are required.

Sample form:

Users*: Select the user you want to add a license for. You can use the [Select User Group] option to filter down your user list.

CERTIFICATION *: *The name of your professional certification for i.e., Adobe Certified Professional*

ISSUER*: *Third-party organization which assessed and issued the certification i.e., Google, Inc, Adobe*

PASSING SCORE *: *The passing score criteria for the third-party assessment.*

NUMBER OF QUESTIONS: *If available, add total number of questions in the third-party assessment.*

INDUSTRY: *If available, the applicable industry for the certification.*

CERTIFICATION VALID TILL *: *When does the certification expire. Use the calendar tool to select the license expiration date.*

Import Certification

Once you create your user's certification, the next steps are to import the certification information, or have the user import their own certification credit. To import Certification information, click the

IMPORT CERTIFICATION

button and fill out the short form with the relevant information such as:

- **Certification Title:** This is the title of the certification course or assessment completed
- **Your Score:** This is the score you (if your own certification) or the user achieved in the assessment.
- **Number of Credits:** This is not required for certifications. If the user earned any CE credits, you can add this here.
- **Credit Type:** This is not required for certifications. If the user earned any CE credits, you can select the type of credit earned.
- **Date of Completion:** This is the date the third-party assessment was completed by the user.
- **Certification Validation URL:** Though not required, many only certification providers will provide the user with their earned certification URL. If this is available, post it here.
- **Attachment:** If available, use the [Attachment] tool to upload any earned documents or attachments such as test scores or certificates of completion.

Manage Existing Credentials – All Credentials

Quick Charts

Use the quick charts on this page to easily access different credential statuses. Click on the [Renewals Completed] to see all completed credentials. The [Renewals Missed] is able to let you see which CE credentials were not completed before their valid date expired. Click the [Renewals Expire Soon] to drill down to a heads-up list of credentials that are coming up for renewal in the next 60 days.

All Credentials

23 CREDENTIALS



RENEWALS COMPLETED



RENEWALS MISSED



RENEWALS EXPIRE SOON

Filtering Options

Use the various filtering options to select and manage different types or credentials. You can search for credentials by User name or Credential name or you can select the type of credential. You can also filter by Credential Status.

Search by Credential Name



Select User



Select Credential Status



Select Credential Type

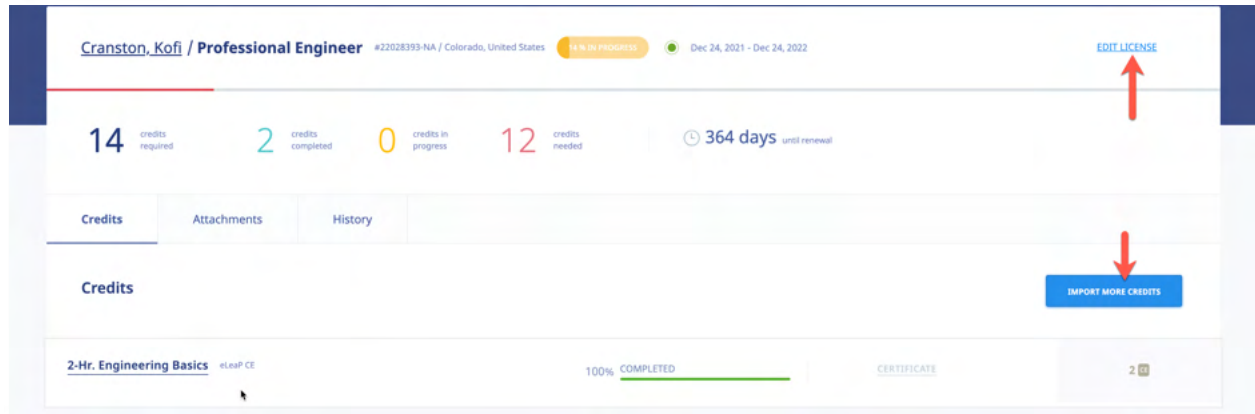


APPLY FILTERS


Managing Individual User Credentials

To manage existing user credentials including importing credits, click on the name of the credential you want to manage.

Managing License Credentials



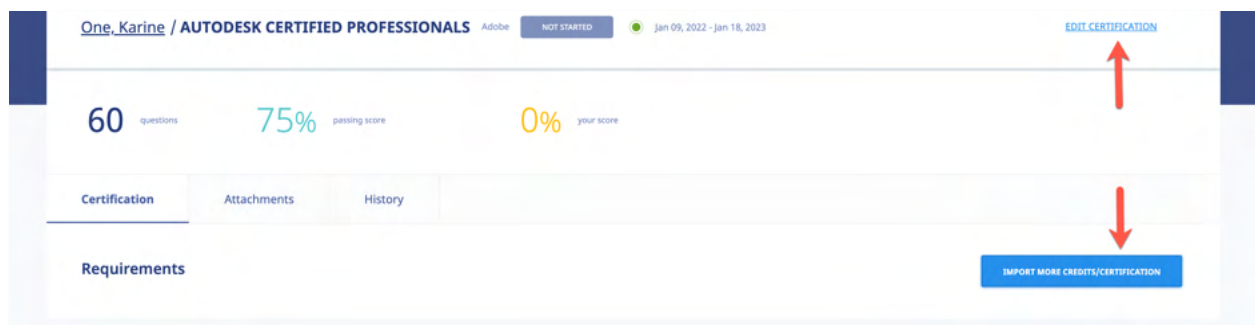
To manage your user License credentials, click on the name of the User/License. You can edit the existing license to change the license data or you can use the **IMPORT MORE CREDITS** button to add credits to this user's license.


Should you want to add additional documents to the user license, click the [Attachments] tab to upload documents and files. Click the  icon to delete the attachment file. To download the attachment, click the [Download] link.


The [History] tab allows you to see a history or log of uploads and deletions of attachments.

Note: A grayed out **IMPORT MORE CREDITS** button means the license has enough credits for completion of the license and no additional credits are needed.


Managing Certification Credentials



To manage your user Certification credentials, click on the name of the User/Certification. You can edit the existing certification to change the certification data or you can use the  button to add certification validation information to this user's certification credential.

Should you want to add additional documents to the user certification, click the [Attachments] tab to upload documents and files. Click the  icon to delete the attachment file. To download the attachment, click the [Download] link.


The [History] tab allows you to see a history or log of uploads and deletions of attachments.

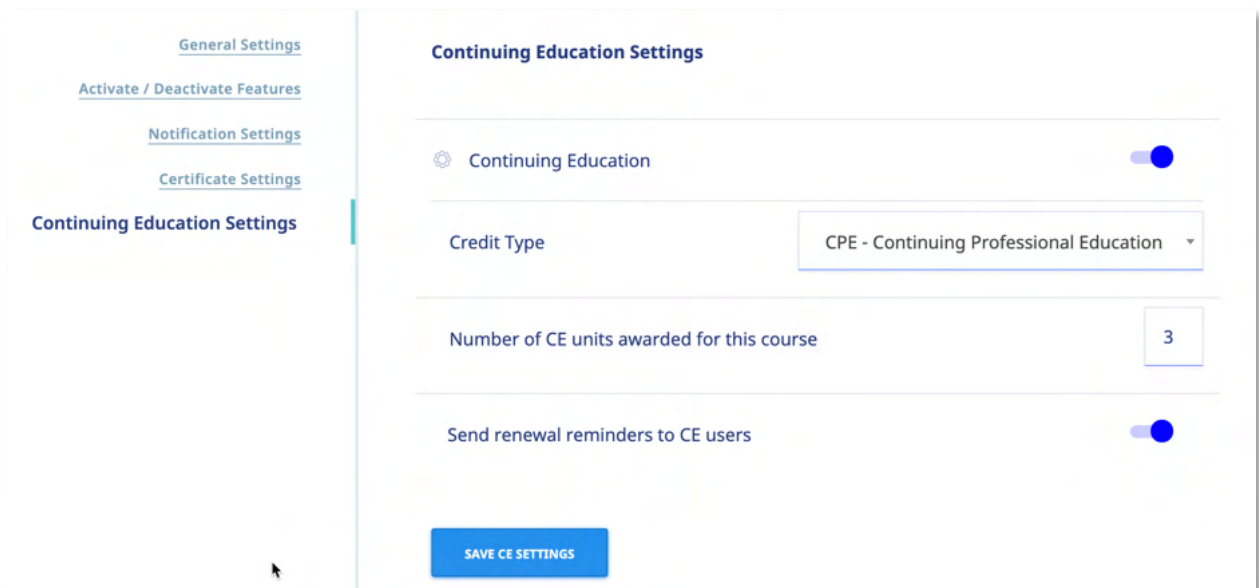
Note: A grayed out  button means the certification has achieved the minimum passing score for completion of the certification and no additional credits are needed.

Internal CE Course

If the license credit is earned from an internal course (either assigned or self-enrolled), you will be able to get more details by clicking the course name. This will get you to the course stats page.

Activating CE for Courses

To activate CE credits for your courses, go to the  **Settings** of the course and click the [Continuing Education Settings](#).



The screenshot shows the 'Continuing Education Settings' page. On the left is a sidebar with links: 'General Settings', 'Activate / Deactivate Features', 'Notification Settings', 'Certificate Settings', and 'Continuing Education Settings' (which is highlighted). The main content area is titled 'Continuing Education Settings' and contains the following settings:

- Continuing Education:** A toggle switch that is turned on (blue).
- Credit Type:** A dropdown menu showing 'CPE - Continuing Professional Education'.
- Number of CE units awarded for this course:** A text input field containing the number '3'.
- Send renewal reminders to CE users:** A toggle switch that is turned on (blue).

At the bottom of the settings area is a blue button labeled 'SAVE CE SETTINGS'.

Next, switch on the [Continuing Education] toggle and select the credit type as well as the number of credit units users will earn upon successful course completion.

“Although individual professions may have different standards, the most widely accepted standard, developed by the International Association for Continuing Education & Training, is that ten contact hours equals one Continuing Education Unit.[8] Not all professionals use the CEU convention. For example, the American Psychological Association accredits sponsors of continuing education such as PsychContinuingEd.com and uses simply a CE approach. In contrast to the CEU, the CE credit is typically one CE credit for each hour of contact.” -

https://en.wikipedia.org/wiki/Continuing_education

If you want us to send renewal email reminders, switch that option on. Don't forget to save your CE settings to finalize this step.

Courses which have credits are displayed both in the course information as well as in the course listing page.


The screenshot displays the eLeaP Administrator interface. At the top, a navigation bar includes 'Courses / How to get sta...', 'STANDARD', '9 ASSIGNED USERS', '3 CPE', and 'Cook, Steve'. Below this, a 'Manage Courses' section shows '391 TOTAL COURSES (1 TO 20 SHOWN)'. A search bar and filter options are present. A table lists courses with columns for Course Name/Instructor, Credits, Category, # of Users, Progress, Date Created, and Active status. A red arrow points to the 'Filter courses by categories' dropdown menu.

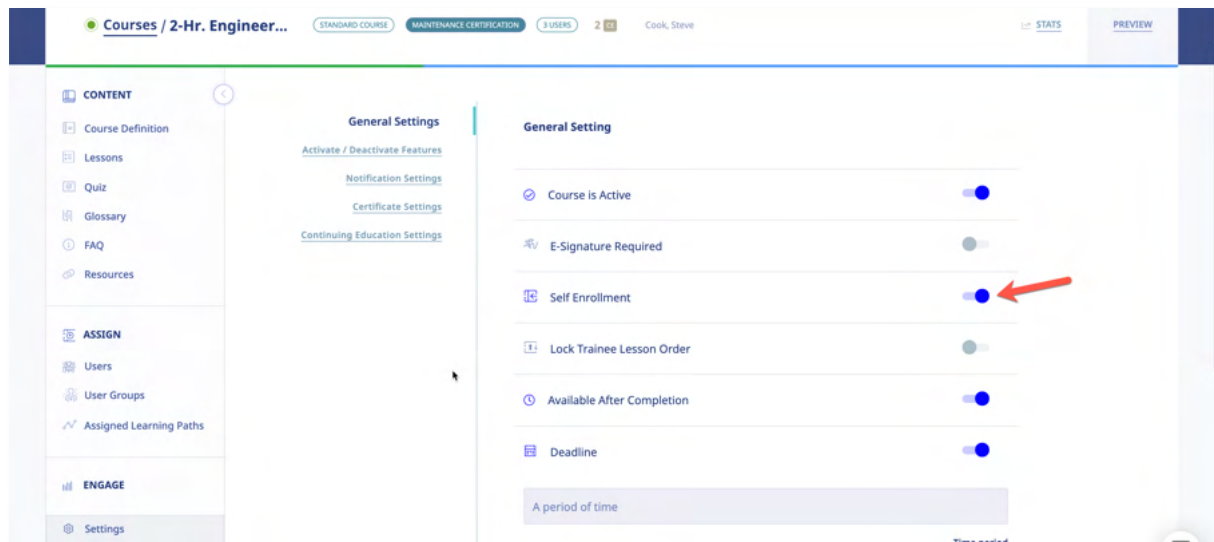
COURSE NAME/INSTRUCTOR	CREDITS	CATEGORY	# OF USERS	PROGRESS	DATE CREATED	ACTIVE
2-Hr. Engineering Basics Cook, Steve	2	MAINTENANCE CERTIFIC...	1 USERS	100%	12/24/2021	ON
12-Hr. Engineering Essentials Cook, Steve	7	MAINTENANCE CERTIFIC...	9 USERS	100%	12/24/2021	ON
Course 5749 G, Arman		UNCATEGORIZED	7 USERS	100%	12/23/2021	ON
7-Hr. Audiologist Cook, Steve	7	CE	1 USERS	100%	12/23/2021	ON

Self-Enrollment CE Courses

You can set up Self Enrollment courses for users to sign up for. This is an easy way to ensure your users can search for CE courses for their licenses. This also removes added responsibility on admins to assign every single last CE course to ensure their users have the credits needed to fulfil their license requirements.

To set up Self Enrollment CE Courses, first create your course as illustrated above. Then use the course

 **Settings** to activate the Self Enrollment option for the course.

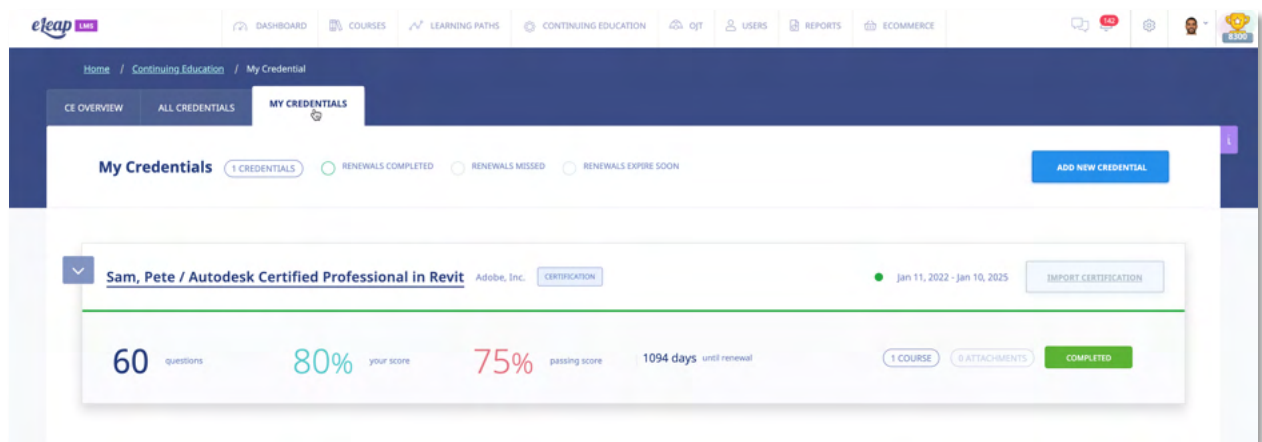


If you want to restrict access to your Self Enrollment course, use the restriction options available in the Settings section:

- Self-Enrollment restriction:
 - a. **All Users:** Any user in your account can self-enroll in this course.
 - b. **Specific User Groups:** Only users in selected user groups can self-enroll in this course.

My Credentials

As a user in eLeaP, you can maintain your own professional credentials for your career. From your [Continuing Education] menu, click the **MY CREDENTIALS** sub tab to manage your own credentials.



Add New Credential

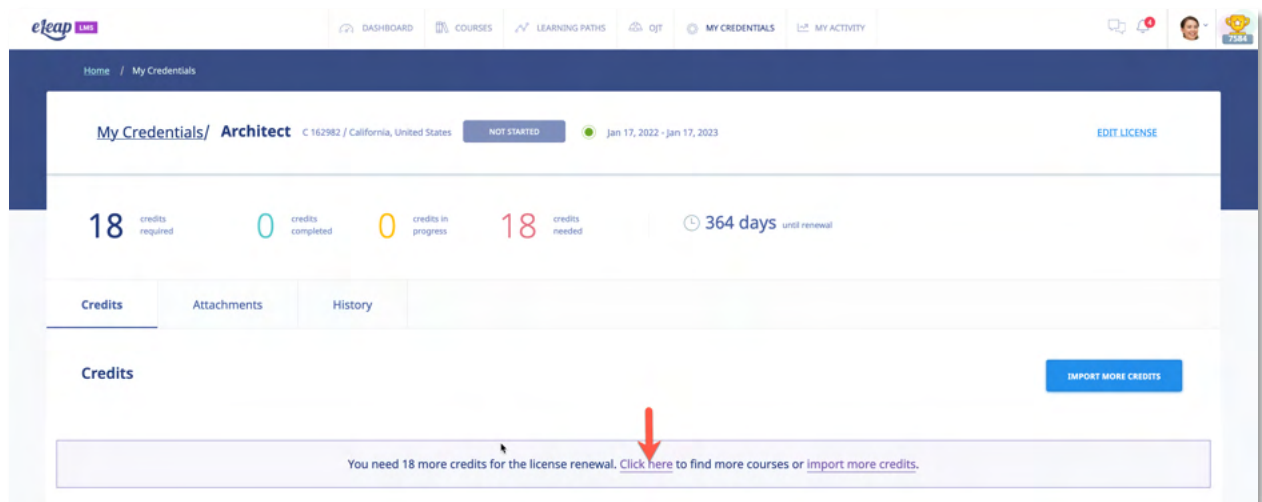
To add a new credential, see the [\[Add New Credential\]](#) section.

Starting CE Course

You can be assigned to a CE course, or you can self-enroll in one. Regardless of how you are assigned, here's how to start a new CE course.

Self Enrollment CE course:

If you offer CE courses in eLeaP, you or your users can self-enroll in CE courses if you have created such courses.



To find CE courses, click the link as shown below or go to the **SELF ENROLLMENT COURSES** section.

Home / Courses / Self Enrollment Courses

MANAGE COURSES MY ASSIGNED COURSES **SELF ENROLLMENT COURSES** MANAGE CATEGORIES MANAGE EVENTS QUIZ RESULTS

Self Enrollment Courses

Search for a course by name Search by Keyword Filter courses by categories APPLY FILTERS

NO.	NAME/INSTRUCTOR	DESCRIPTION	STATUS	CATEGORY	ENROLLED
1.	2-Hr. Engineering Basics Cook, Steve 20		0% NOT STARTED	Maintenance Certification	ENROLL
2.	12-Hr. Engineering Essentials Cook, Steve 7		0% NOT STARTED	Maintenance Certification	ENROLL
3.	7-Hr. Audiologist Cook, Steve 7		0% IN PROGRESS	HR	ENROLL
4.	Cyber Security For Employees Cook, Steve	Most cyber breaches occur by way of naïve employees. This training focuses on how to...	10% IN PROGRESS	KE Library	✓ Yes

Once you self-enroll in a CE course or have a CE course assigned to you, you must follow a strict sequence to earn CE credits for completing the course.

Step 1:

Associate the CE course with one of your existing licenses (or create a new license)

Are you taking this course for a license renewal?

License

Choose a license from the list

YES, START COURSE WITH THIS LICENSE

[NO, START THE COURSE WITHOUT LICENSE MANAGEMENT](#)

Step 2:

Once you make your associated license selection, click the [Yes, start course with this license]



Are you taking this course for a license renewal ?

License

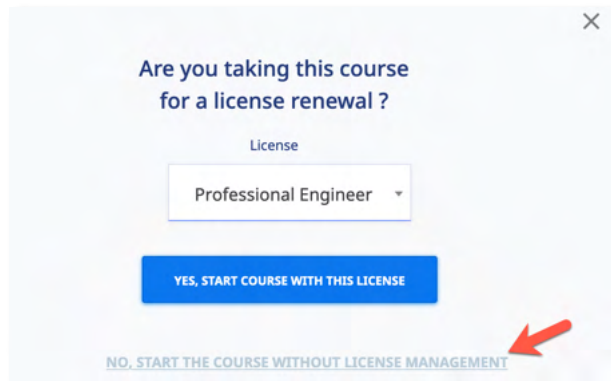
Professional Engineer

YES, START COURSE WITH THIS LICENSE

[NO, START THE COURSE WITHOUT LICENSE MANAGEMENT](#)

Note:

If you don't want to take the course for CE credit, select the [No, Start the course without License Management]



Are you taking this course for a license renewal ?

License

Professional Engineer

YES, START COURSE WITH THIS LICENSE

[NO, START THE COURSE WITHOUT LICENSE MANAGEMENT](#)

Once you Start and complete your course, you will earn the course CE's allocated.

My Licenses / Professional Engineer

#9922-ANA / Indiana, United States

52 % IN PROGRESS

Dec 23, 2021 - Dec 23, 2022

EDIT LICENSE

17

credits required

9

credits completed

0

credits in progress

8

credits needed

364 days

until renewal

Credits

Attachments

History

Credits

IMPORT MORE CREDITS

2-Hr. Engineering Basics

eLeaP CE

100% COMPLETED

CERTIFICATE

2

12-Hr. Engineering Essentials


eLeaP CE


100% COMPLETED

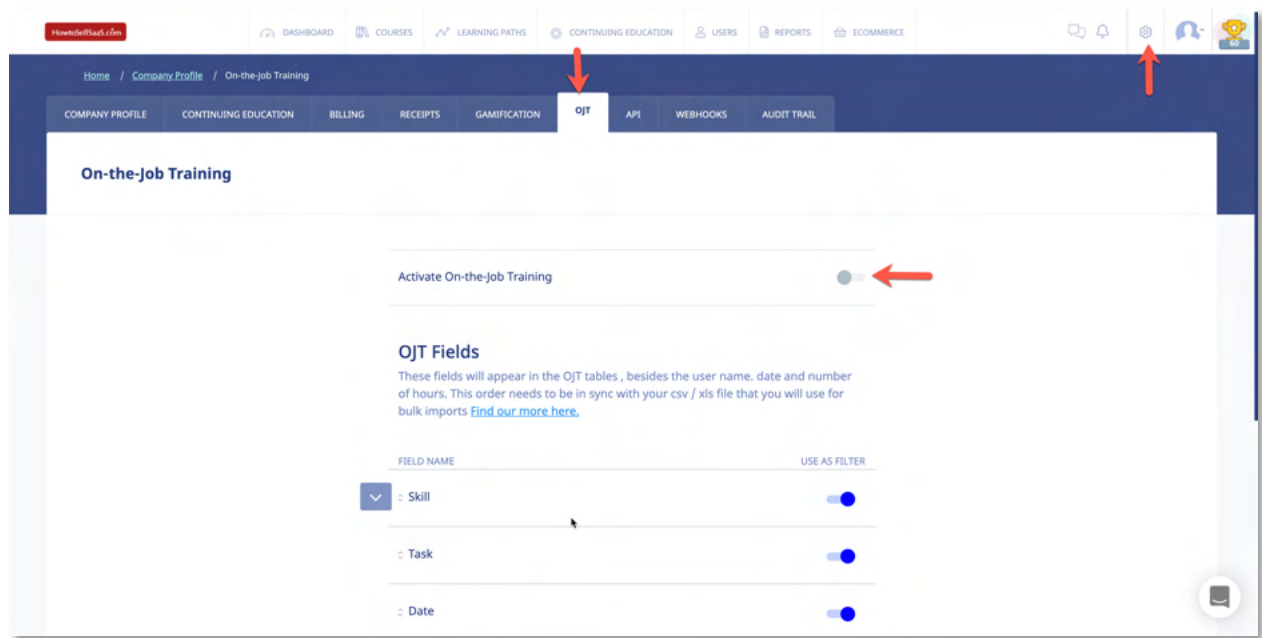
CERTIFICATE

7

OJT – On-the-Job-Training

Selecting the  OJT tab in the main menu section displays your OJT section of eLeaP system. Note that this module is not automatically available in your main menu section. If you don't see the OJT tab, you will need to activate it from your account page. Also feel free to [contact eLeaP](#) for more information.

To go the OJT Activation page, click the  icon and click the [OJT] sub tab as illustrated below:



OJT Fields

You can edit the existing default fields like Skill and Task. However, the Date and Hours fields are not editable and are required for the OJT to work properly.

Add New OJT Field:

Go to the last line in the OJT form and enter the name of your new field

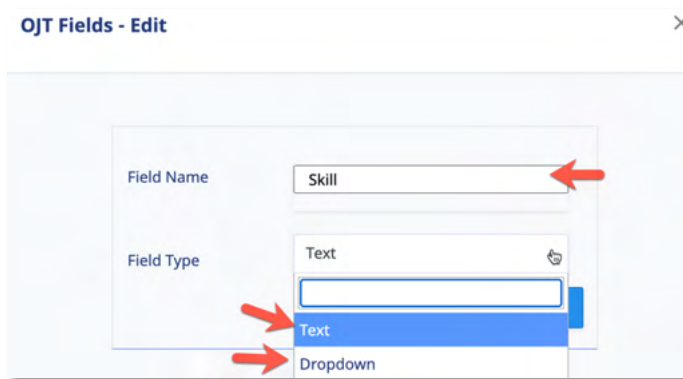
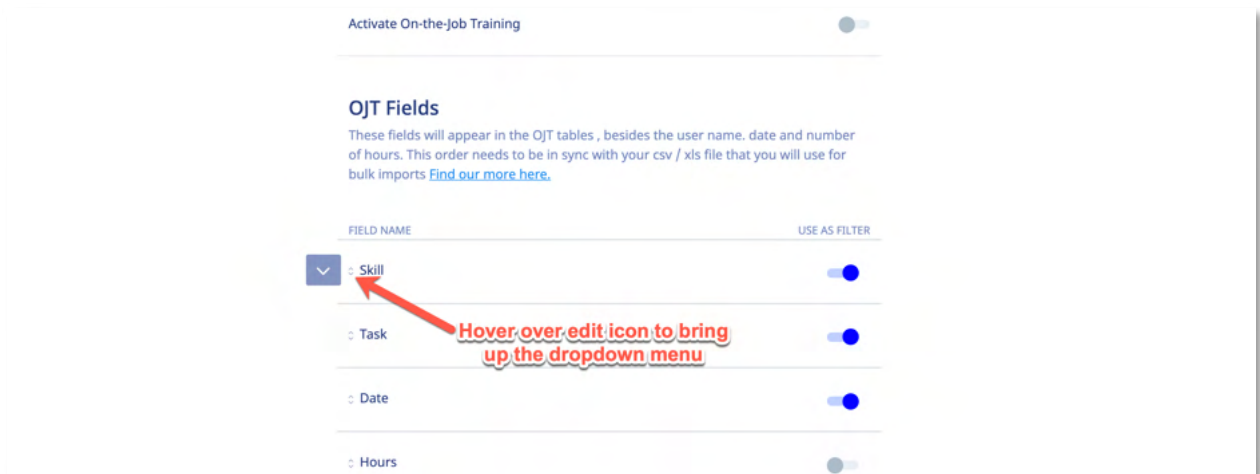
ADD NEW FIELD

. Click the [Add New Field] button to add your new field.

If you want to add a drop-down field selector, no worries, first enter the top-level field and then edit the field to add the drop-down options.

Edit OJT Field:

Hover over the OJT field edit icon to bring up the dropdown menu.



Once the dropdown menu appears select the **Edit Field** option to edit the selected field. OJT fields can be text input fields or dropdown selection option fields. Select the right type of field for your needs.

Field Name: Enter the value for the field i.e., Competency

Field Type: Select the field type option that

best meets your needs. Text fields enable the user to input their own text response while Dropdown fields enable the user to select from a pre-defined list of answer options i.e., 'Is this a core level procedure?' and the answer options are 'Yes' or 'No'.

Adding Dropdown Field Options:

After saving a field as a dropdown type, click field option icon to see the add dropdown option

FIELD NAME	USE AS FILTER
<div>Core level procedure?</div> <div><div>Add Dropdown Options</div><div>Task</div><div>Edit Field</div></div>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

Repeat this process to add additional dropdown options.

Use as Filter

When the 'Use as Filter' switch is turned on, eLeaP displays the OJT in your OJT section as one of the fields you can filter records by.

FIELD NAME	USE AS FILTER
Core level procedure?	<input checked="" type="checkbox"/>
Yes	
No	

Due to space restrictions, we recommend checking how the filter page looks as too many fields might look a bit too busy.

eLeaP V5

DASHBOARD

COURSES

LEARNING PATHS

CONTINUING EDUCATION

OJT

USERS

REPORTS

ECOMMERCE

Home / On-the-job Training

On-the-job Training

153 OJT HOURS

DOWNLOAD AS XLS

MANUAL ADD

BULK IMPORT

Search by Name or Email

Select Qualifications

Select Task

From - To

Select Hours

Select Model Number

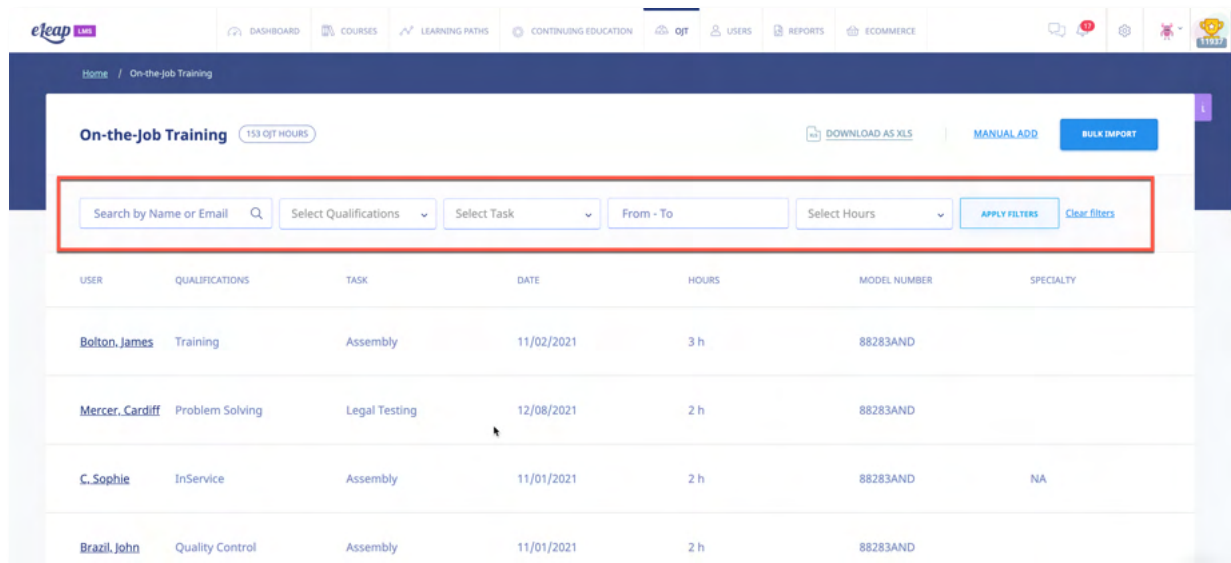
Select Specialty

APPLY FILTERS


Clear filters

USER	QUALIFICATIONS	TASK	DATE	HOURS	MODEL NUMBER	SPECIALTY
Bolton, James	Training	Assembly	11/02/2021	3 h	88283AND	
Mercer, Cardiff	Problem Solving	Legal Testing	12/08/2021	2 h	88283AND	
C, Sophie	InService	Assembly	11/01/2021	2 h	88283AND	NA
Brazil, John	Quality Control	Assembly	11/01/2021	2 h	88283AND	

Versus




OJT Section

Click the  **OJT** tab to go to the main OJT page. From this page you manage your OJT records. The OJT page enables Admins and Instructors to add OJT records one at a time or in bulk, edit existing records, download all OJT records, filter OJT records using specific fields or view individual user OJT records.

Manual Add

Use the [MANUAL ADD](#) option to add OJT records for specific users. Here are the steps to add a manual OJT record:

1. Select the specific user you want to add the records for.
2. Select the answer options for the various OJT fields including text and dropdown input options.
3. Select the date the OJT record took place.
4. Input the time the OJT record took to complete. You can use minutes or hours for the Hours field.
5. Add any additional OJT input values and click [SAVE RECORD](#) to save the new OJT record.
6. Note that if you want to add a file or upload a document, use the [TO ADD FILE, CHOOSE FILE](#) option.

If you need to edit an existing OJT record, simply scroll horizontally to the right, and click the [EDIT](#) option to bring up the OJT record form. You can also delete an existing OJT record by clicking the  icon. As with any deletion in the system, the deletion is permanent.

Bulk Import

If you have many OJT records you would rather upload at once, the Bulk Import tool is the way to do this. Click the **BULK IMPORT** button to start the process. Before uploading or importing your file though, you want to do a bit of prep work:

1. First make sure your OJT fields are set up the way you want. Check your OJT settings page to make sure everything looks ok.
2. Then, download the bulk import template file by clicking the [DOWNLOAD EXAMPLE XLS FILE](#) link. The bulk_ojt.xls file is designed with your OJT fields already available

	A	B	C	D	E	F	G	H	I	J
1	Full Name	Description	Email	Qualifications	Task	Date	Hours	Model Number	Specialty	
2										
3										
4										
5										
6										
7										

3. Add data to the bulk_ojt.xls and make sure to maintain the email address as it is the verification field the system relies on to properly perform the import. A completed file might look something like

Full Name	Description	Email	Qualifications	Task	Date	Hours	Model Number	Specialty
Bolton, James	Bloodborne Pathogens	don+reguser3@telaniamail.com	Training	Assembly	12/2/21	1	TENAT-82	Sales
Walker, Alice		eleaptraining+ja@gmail.com	Quality Control	Assembly	3/15/21	2	NASS12	Ops
Jones, Helen		team+orina@telaniamail.com	Problem Solving	Legal Testing	4/3/21	3	NASS123	Culture
Mercer, Cardiff		captureleave@gmail.com	Problem Solving	Legal Testing	11/1/21	4	YAH729	Culture
Mercer, Cardiff		captureleave@gmail.com	Problem Solving	Legal Testing	9/8/21	5	778NAH	Sales
C, Sophie		ant@studio78.ro	InService	Assembly	11/17/21	6	52NA71	HR
Brazil, John		don+snow@eleapsoftware.com	Quality Control	Assembly	11/9/21	7	1WSR1US	Engineering

4. Once everything looks good to go, click [CHOOSE FILE] to select your import file for the upload process. You are ready to click the [Start Import] to import your bulk file.

Select csv or xls file *

The columns format from your file needs to be in sync with the fields you set up in the [OJT settings page](#)

[DOWNLOAD EXAMPLE XLS FILE](#)

BULK_OJT-NEW.XLS...

START IMPORT
CANCEL

5. After a successful import, you will receive a confirmation message on screen.

Home / On-the-job Training

On-the-job Training 183 OJT HOURS

DOWNLOAD AS XLS MANUAL ADD BULK IMPORT

The bulk import was successful. Review data below

Search by Name or Email Select Qualifications Select Task From - To Select Hours APPLY FILTERS Clear filters

USER	QUALIFICATIONS	TASK	DATE	HOURS	MODEL NUMBER	SPECIALTY
Bolton, James	Training	Assembly	11/02/2021	3 h	88283AND	
Brazil, John	Quality Control	Assembly	11/08/2021	7 h	1WSR1US	Engineering
C. Sophie	InService	Assembly	11/16/2021	6 h	52NA71	HR

6. You can verify that your import was successful by clicking on any of the newly imported records. The individual user's OJT record would look like this

Home / On-the-job Training / Bolton, James / View OJT activity

Bolton, James / On-the-job Training 9.84 OJT HOURS

MANUAL ADD

9.84 TOTAL OJT HOURS


By Qualifications 4 TRAINING 5.84 MAINTENANCE

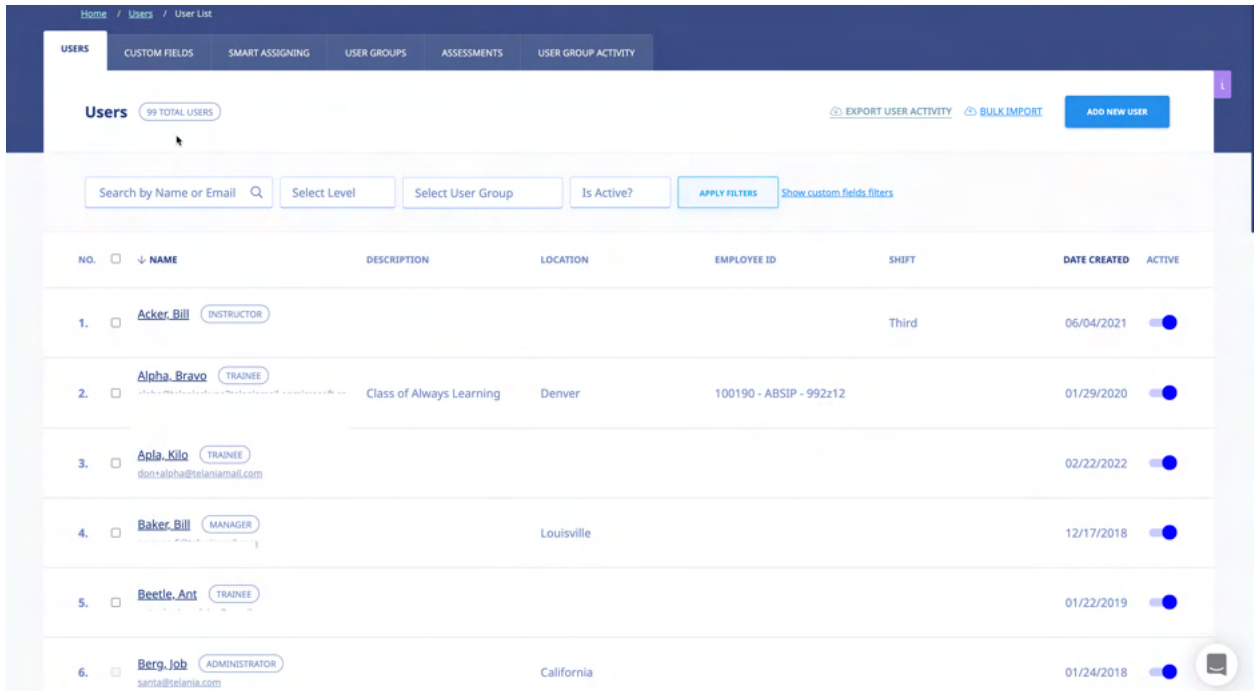
By Task 4 ASSEMBLY 5.84 CAMERA ASSEMBLY

Select Qualifications Select Task From - To Select Hours APPLY FILTERS Clear filters

QUALIFICATIONS	TASK	DATE	HOURS	MODEL NUMBER	SPECIALTY	DATE CREATED	ACT
Training	Assembly	12/01/2021	1 h	TENAT-82	Sales	12/27/2021	EDIT
Training	Assembly	11/02/2021	3 h	88283AND		11/05/2021	EDIT
Maintenance	Camera Assembly	03/08/2021	5.84 h	IPH022-SA1	REPAIR	03/08/2021	EDIT


Users

Selecting the  **USERS** tab on the main menu bar displays the **Users** screen, illustrated below. Each user created is displayed on the **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.



The screenshot shows the 'Users' screen in the eLeaP application. At the top, there's a navigation bar with 'Home / Users / User List'. Below this, a tabbed interface shows 'USERS' as the active tab, with other tabs like 'CUSTOM FIELDS', 'SMART ASSIGNING', 'USER GROUPS', 'ASSESSMENTS', and 'USER GROUP ACTIVITY'. A summary bar indicates '99 TOTAL USERS' and provides links for 'EXPORT USER ACTIVITY', 'BULK IMPORT', and an 'ADD NEW USER' button. Below the summary bar, there are filter controls: 'Search by Name or Email' with a search icon, 'Select Level', 'Select User Group', 'Is Active?', and an 'APPLY FILTERS' button. A link 'Show custom fields filters' is also present. The main area displays a table of users with columns: NO., NAME, DESCRIPTION, LOCATION, EMPLOYEE ID, SHIFT, DATE CREATED, and ACTIVE. The table lists six users: 1. Acker, Bill (INSTRUCTOR), 2. Alpha, Bravo (TRAINEE), 3. Alpha, Kilo (TRAINEE), 4. Baker, Bill (MANAGER), 5. Beetle, Ant (TRAINEE), and 6. Berg, Job (ADMINISTRATOR). Each user entry includes a checkbox, a name tag with level, a description, location, employee ID, shift, date created, and an active status toggle.

NO.	NAME	DESCRIPTION	LOCATION	EMPLOYEE ID	SHIFT	DATE CREATED	ACTIVE
1.	Acker, Bill (INSTRUCTOR)				Third	06/04/2021	<input checked="" type="checkbox"/>
2.	Alpha, Bravo (TRAINEE)	Class of Always Learning	Denver	100190 - ABSIP - 992x12		01/29/2020	<input checked="" type="checkbox"/>
3.	Alpha, Kilo (TRAINEE)					02/22/2022	<input checked="" type="checkbox"/>
4.	Baker, Bill (MANAGER)		Louisville			12/17/2018	<input checked="" type="checkbox"/>
5.	Beetle, Ant (TRAINEE)					01/22/2019	<input checked="" type="checkbox"/>
6.	Berg, Job (ADMINISTRATOR)		California			01/24/2018	<input checked="" type="checkbox"/>

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

Adding a New User

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

1. Select a title for the new User by making a selection from the **Title** list. Available options are Mr., Mrs., Ms.
2. Enter the new User's first name in the **First Name** field.
3. Enter the new User's middle name, if applicable, in the **Middle Name** field.
4. Enter the new User's last name in the **Last Name** field.
5. Enter the new User's email address in the **Email** field.
6. Select the new User's access level by making a selection from the **Access Level** list. Available options are Trainee, Supervisor, Manager, 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 **ADD USER** 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 instructors, managers, supervisors, 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.

Trainee Users

Trainee users are set up to be assigned to courses or learning paths. Trainees can also self-enroll in designated courses and learning paths. Depending on course requirements, trainees might be required to complete quizzes, feedback forms or participate in discussions.

If activated trainees can also access continuing education tracking as well as on-the-job training options within the LMS.

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.

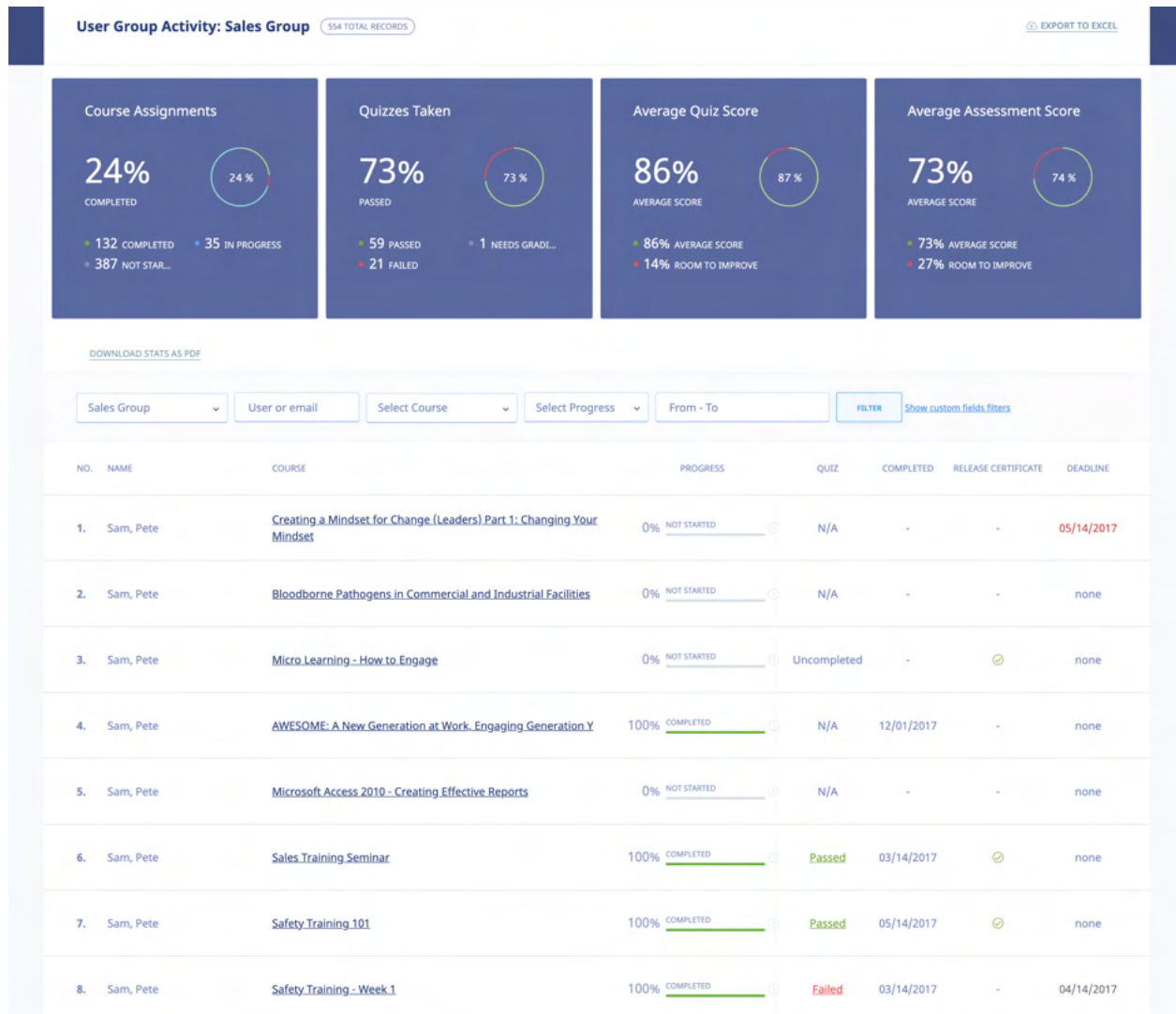
For course collaboration, multiple INSTRUCTORS can be added to a single course.

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 can 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.



Manager Users

The Manager account level enables organizations to provide management oversight for User Groups and teams. When a Manager is created and associated with a User Group, they are able to assign courses and learning paths to members of their managed user groups. Managers are also able to access completion reports for members of that User Group.

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

Managers can 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.

Assigning Managers/Supervisors to User Groups

First go to the [Users] tab and click the [User Group] sub tab. From there, select the user group you want to manage. You can create a new user group if needed.

You will see the new tab [User Group Settings]

The screenshot displays the eLeaP interface for managing a user group. The top navigation bar includes tabs for DASHBOARD, COURSES, LEARNING PATHS, CONTINUING EDUCATION, QLT, USERS, REPORTS, and ECOMMERCE. The 'USERS' tab is selected, and the 'USER GROUP SETTINGS' sub-tab is highlighted with a red arrow. The main content area shows the details for a user group named 'Called New Group' (20 members). The details include:

NAME	Called New Group
DESCRIPTION	
ACTIVE	YES
CREATOR	Cook, Steve
CREATED ON	04/15/2022

Below the details, there is an 'Import Users' section with instructions: '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'. A link to 'UPLOAD BATCH FILE' is provided.

At the bottom, there is a 'Members' section with buttons for 'EXPORT USER LIST' and 'ADD NEW MEMBERS'.


Click on that see the option to [Add New Role]

The screenshot displays the 'User Group Settings / Called New Group' page in the eLeaP LMS. The top navigation bar includes links for Dashboard, Courses, Learning Paths, Continuing Education, QLT, Users, Reports, and Ecommerce. The left sidebar shows the current path: Home / User Groups / Called New Group / Settings. The main content area has tabs for Users, Custom Fields, Smart Assigning, Manage User Group, User Group Settings (active), Assessments, and User Group Activity. A table lists the members of the group:

NO.	<input type="checkbox"/>	NAME	LEVEL	EMAIL	DESCRIPTION	MEMBER FROM
1.	<input type="checkbox"/>	High Look	Manager	aim@high.com		04/15/2022

Below the table, it states 'Total Members: 1'. A red arrow points to the 'ADD NEW ROLE' button in the top right corner. A link '< BACK TO USER GROUPS' is at the bottom right. The footer includes the eLeaP logo, 'Powered by eLeaP', and copyright information for Telania, LLC (2005-2022).

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 Learning 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 .

Home / Users / Anisti, Cristos / View activity

USERS CUSTOM FIELDS SMART ASSIGNING USER GROUPS ASSESSMENTS USER GROUP ACTIVITY

Cristos Anisti - User Activity 875 Last Login: 11/26/2021

User Profile User Activity

From - To Search by Course Name Course Category Course Type FILTER DOWNLOAD USER ACTIVITY

Assigned Courses

NO.	NAME	STATUS	DEADLINE	QUIZ	DATE COMPLETED	DATE ASSIGNED
1.	<u>3 CEU's For DW</u> Created by: Sam, Pete	0% NOT STARTED	01/06/2022	Uncompleted	-	12/06/2021
2.	<u>35-Hr. California Broker Real Estate License Course sample sample samp...</u> Created by: Sam, Pete	100% COMPLETED	none	Passed	09/17/2021	12/06/2021
3.	<u>A new way to do things</u> Created by: Cena, Jon	0% NOT STARTED	none	N/A	-	11/11/2021
4.	<u>Accident Investigation</u> Created by: Sam, Pete	0% NOT STARTED	none	N/A	-	09/22/2021
5.	<u>Activate course</u> Created by: Sam, Pete	0% NOT STARTED	none	N/A	-	04/01/2021
6.	<u>Activate course : DUPLICATE</u> Created by: Sam, Pete	0% NOT STARTED	none	Uncompleted	-	04/01/2021
7.	<u>AWESOME: A New Generation at Work. Engaging Generation Y</u> Created by: Sam, Pete	0% NOT STARTED	none	N/A	-	12/01/2017

Completed Quizzes

NO.	NAME	DATE COMPLETED	TIME LIMIT	SCORE	PASSED
1.	<u>35-Hr. California Broker Real Estate License Course sample sample samp...</u> Created by: Anisti, Cristos	09/17/2021	0 min.	100%	✓
2.	<u>New course : tp3</u> Created by: Anisti, Cristos	08/06/2021	0 min.	0%	✓
3.	<u>SOP 2662AB</u> Created by: Anisti, Cristos	06/14/2021	0 min.	0%	✓
4.	<u>Bravo : FNQ</u> Created by: Anisti, Cristos	05/06/2021	0 min.	75%	✗
5.	<u>Bravo : DUPLICATE</u> Created by: Anisti, Cristos	05/04/2021	0 min.	75%	✗
6.	<u>Outside Seminar Reporting</u> Created by: Anisti, Cristos	05/04/2021	0 min.	100%	✓


Completed SCORM Lessons					
NO.	SCORM	STATUS	DATE STARTED	SCORE	PASSED
1.	ispring-quiz-scorm-1.2	Completed	09/07/2018	100%	
2.	Cell Phones In The Workplace: A Dangerous Distraction	Uncompleted	12/06/2017	N/A	
3.	Microsoft Access 2010 - Creating Effective Reports	Uncompleted	12/05/2017	N/A	
4.	Preventing Sexual Harassment for Managers and Supervisors	Uncompleted	11/27/2017	N/A	
5.	Bloodborne Pathogens in Commercial and Industrial Facilities	Completed	10/25/2017	100%	N/A
6.	What to Say When: You're Asked to Compromise Your Ethics	Uncompleted	07/18/2017	N/A	

Completed Certificates			DOWNLOAD CERTIFICATES
NO.	COURSE		
1.	35-Hr. California Broker Real Estate License Course sample sample samp... Created by: Sam, Pete		
2.	Cell Phones In The Workplace: A Dangerous Distraction Created by: Sam, Pete		
<div> <div>1</div> </div>			
DOWNLOAD ALL CERTIFICATES			

Completed E-Signatures			DOWNLOAD E-SIGNATURES
NO.	COURSE		
1.	SOP 2662AB Created by: Anisti, Cristos		
<div> <div>1</div> </div>			
DOWNLOAD ALL E-SIGNATURES			

Assigned User Groups				
NO.	NAME	CREATED BY	NO. OF MEMBERS	DATE CREATED
1.	San Francisco Team	Sam, Pete	7	12/16/2020
2.	Sales Group	Sam, Pete	28	12/16/2020
<div>< 1 ></div>				

Assigned Learning Paths				
NO.	NAME	CREATED BY	NO. OF COURSES	DATE CREATED
1.	SR TP - Deadline Reminders	Sam, Pete	4	06/08/2021
2.	Looks 1	Sam, Pete	2	12/03/2021
3.	Put it on autopilot	Sam, Pete	6	03/13/2017
4.	Safety Training Series	Sam, Pete	4	03/14/2017

Assigned Events						
NO.	NAME	STARTING	ENDING	LOCATION	STATUS	CERTIFICATE
1.	All Hands Meeting	12/08/2021 8:00 PM (America/New York)			COMPLETED	
2.	Staff Meeting	11/17/2021 8:00 AM (America/New York)	11/17/2021 10:00 AM (America/New York)	https://zoom.us	IN PROGRESS	-
3.	OSHA Compliance Inspections - Review	12/01/2017 10:00 AM (America/New York)		Downtown Office location	IN PROGRESS	-

eLeaP Administrator's Manual (V5+CEM)

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 'User Activity' page for 'Cristos Anisti' (875). The page has a top navigation bar with links: Home, Users, Anisti/Cristos, and View activity. Below this is a sub-navigation bar with tabs: USERS, CUSTOM FIELDS, SMART ASSIGNING, USER GROUPS, ASSESSMENTS, and USER GROUP ACTIVITY. The main content area shows a list of assigned courses with columns: NO., NAME, STATUS, DEADLINE, QUIZ, DATE COMPLETED, and DATE ASSIGNED. Three courses are listed:

NO.	NAME	STATUS	DEADLINE	QUIZ	DATE COMPLETED	DATE ASSIGNED
1.	3 CEU's For DW Created by: Sam, Pete	0% NOT STARTED	01/06/2022	Uncompleted	-	12/06/2021
2.	35-Hr. California Broker Real Estate License Course sample sample samp... Created by: Sam, Pete	100% COMPLETED	none	Passed	09/17/2021	12/06/2021
3.	A new way to do things Created by: Cena, Jon	0% NOT STARTED	none	N/A	-	11/11/2021

At the bottom right of the course list, there is a link: [DOWNLOAD USER ACTIVITY](#).

The following illustration shows the file open in Excel.

The screenshot shows the 'User Activity' data exported to an Excel file. The data is organized into columns: A (No.), B (Name), C (Course Description), D (Full Name), E (Email), F (User Description), G (Assigned Date), H (Deadline), I (Progress (%)), J (Completed), K (Quiz Completed), L (Quiz Score), M (Quiz Pass Score), N (Quiz Max Score), O (Quiz Status), P (Quiz Completion Date), and Q (User Group). The data is organized into rows, with the first row being a header row. The data is organized into rows, with the first row being a header row. The data is organized into rows, with the first row being a header row.

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 'User Profile' page for a user named Cristos Anisti. The page is divided into two main sections: a left sidebar for user details and a right sidebar for notes and actions.

Left Sidebar (User Profile):

- Title:** (Empty field)
- First Name:** Cristos
- Middle Name:** (Empty field)
- Last Name:** Anisti
- Email:** don+christos@telaniamail.com
- Description:** 1st Class
- Access Level:** TRAINEE
- Active:** YES
- Organization:** PSM
- Course Number:** ED 332
- Date Created:** 06/12/2017

Right Sidebar (Notes for Cristos Anisti):

- Click to add file:** CHOOSE FILE
- Make notes/documents visible to the user:** (Toggle switch is ON)
- ADD NOTE** button
- 09/18/2017** (Date)
- EDIT** and **DELETE** buttons
- Add note for Cristos**
- Leverage Your L...** (File name) **68.64 KB** **DOWNLOAD** button

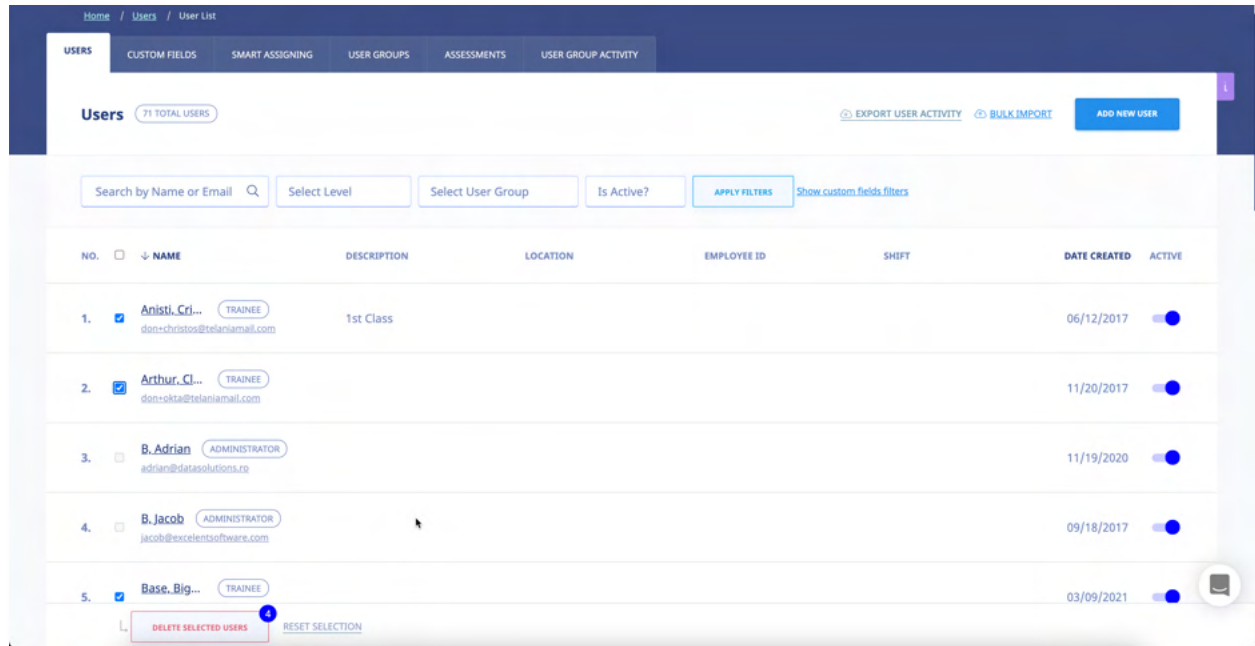
Top Navigation: USERS, CUSTOM FIELDS, SMART ASSIGNING, USER GROUPS, ASSESSMENTS, USER GROUP ACTIVITY

Top Bar: Users / Cristos Anisti (875) SET NEW PASSWORD RESEND EMAIL CONFIRMATION

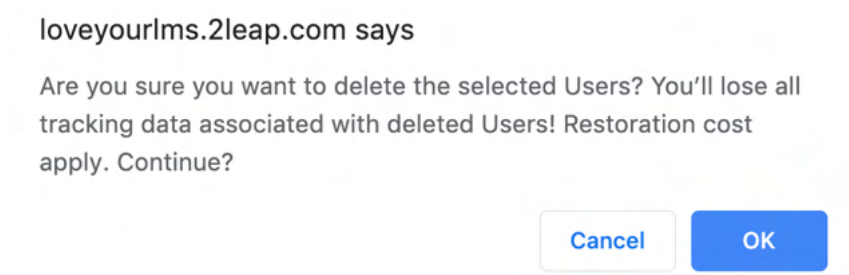
Bottom Bar: User Profile User Activity

Deleting Users

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

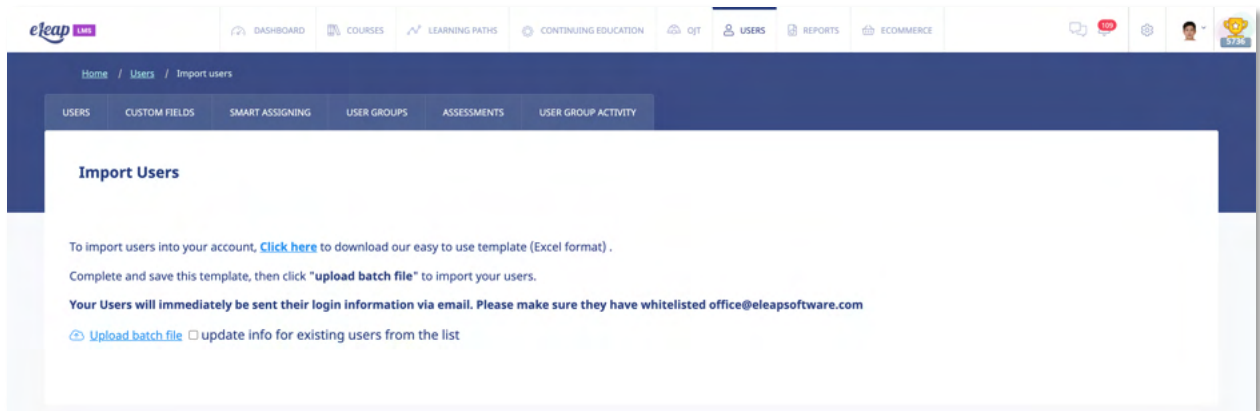


Before performing the deletion, a warning message is displayed to ensure that is your intention, as shown in the illustration below. Click **OK** to proceed with the deletion, or click **Cancel** to cancel the deletion process

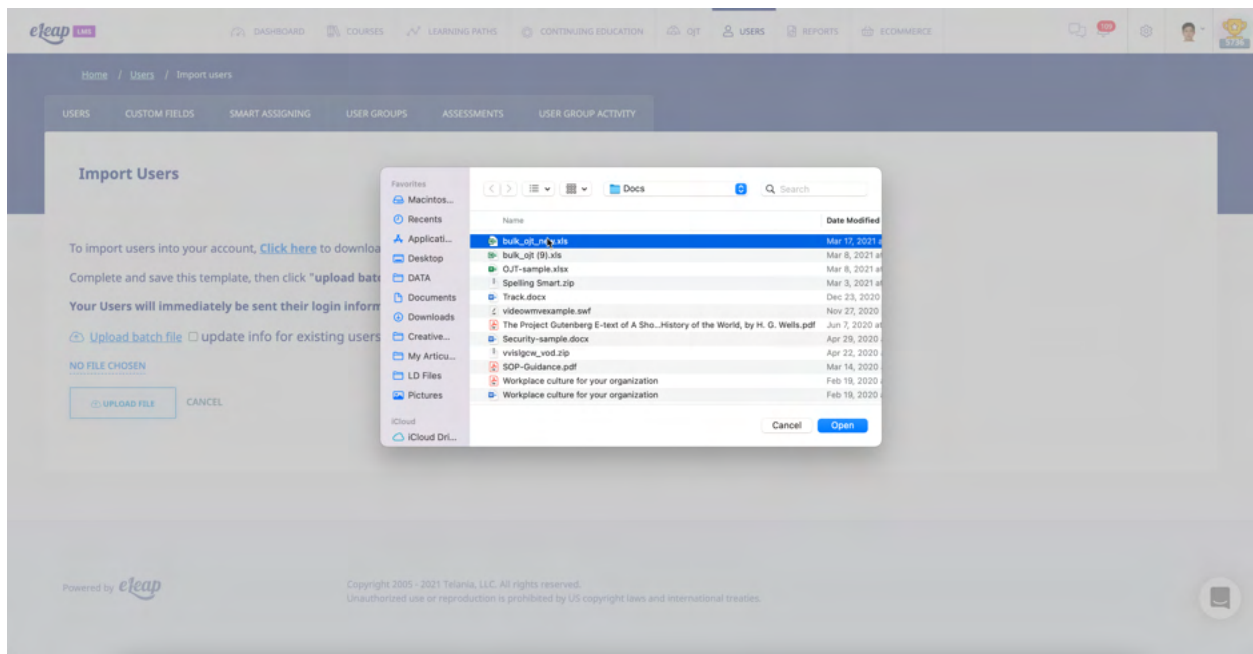


Importing Users

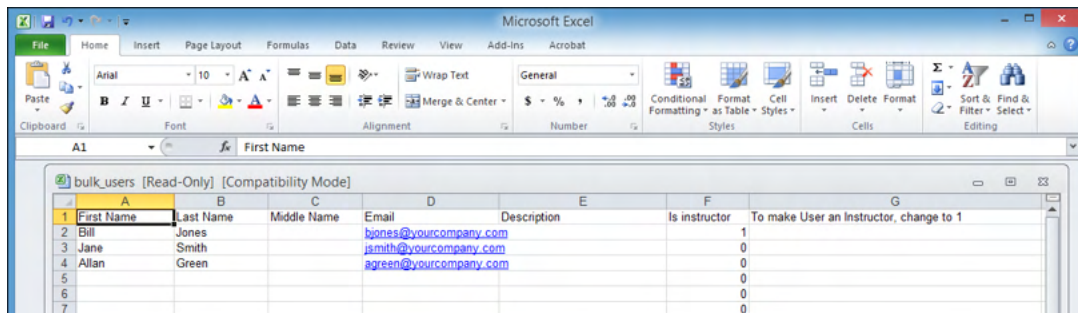
Do you have to create user accounts for **multiple users**? With eLeaP™, you don't have to go through the hassle of creating each account one at a time. Use the **Import Users** feature to accomplish this task. Selecting the **IMPORT USERS** tab on the **Users** screen displays the **Import Users** screen,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

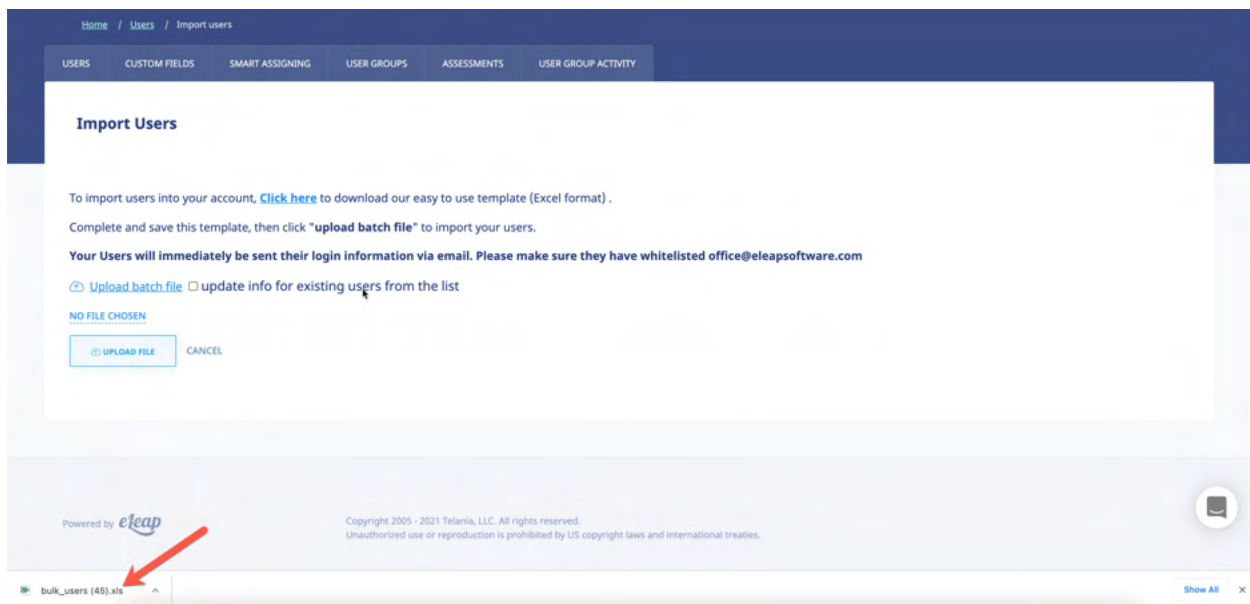


Selecting the **Save** option will download the file to your computer, where you can open it in Excel to add the Users that you would like to import. As shown in the following illustration, the bulk users file provides you with **First Name**, **Last Name**, **Middle Name**, **Email** and **Is instructor** 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	Bill	Jones		b.jones@yourcompany.com		1	
2	Jane	Smith		j.smith@yourcompany.com		0	
3	Allan	Green		a.green@yourcompany.com		0	
4						0	
5						0	
6						0	
7						0	

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



Home / Users / Import users

USERS CUSTOM FIELDS SMART ASSIGNING USER GROUPS ASSESSMENTS USER GROUP ACTIVITY

Import Users

To import users into your account, [Click here](#) to download our easy to use template (Excel format) .

Complete and save this template, then click "upload batch file" to import your users.

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

[Upload batch file](#) ☐ update info for existing users from the list

NO FILE CHOSEN

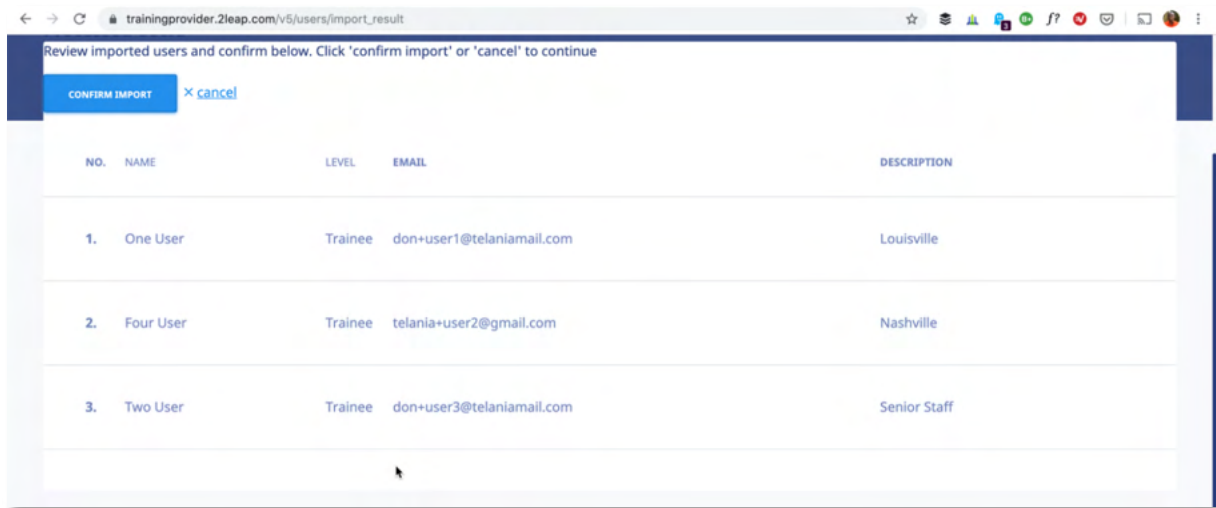
Powered by **eLeaP**

Copyright 2005 - 2021 Telania, LLC. All rights reserved.
Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

bulk_users (45).xls

Show All

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** button to create a new Custom Field. Simply enter the name of

the new field into the text box, then click **SAVE** 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 'Users' management page in the eLeaP system. At the top, there's a navigation bar with tabs: 'USERS', 'CUSTOM FIELDS', 'SMART ASSIGNING', 'USER GROUPS', 'ASSESSMENTS', and 'USER GROUP ACTIVITY'. Below this, the 'Users' section shows '52 TOTAL USERS' and links for 'EXPORT USER ACTIVITY', 'BULK IMPORT', and 'ADD NEW USER'. A search bar 'Search user by name' is followed by dropdowns for 'Select Level', 'Select User Group', and 'Is Active?'. An 'APPLY FILTERS' button and a link 'Show custom fields filters' are also present. Under 'Custom Filters:', there are three filter rules: 'Shift' is equal to 'Third', 'New Hire' is equal to 'Yes', and 'Select Custom Field' is equal to 'Value'. Below the filters is a table with columns: NO., NAME, DESCRIPTION, LOCATION, EMPLOYEE ID, SHIFT, DATE CREATED, and ACTIVE. The first row shows user 'A. Hermine' (ADMINISTRATOR) with email 'hermineadamyam.dev@gmail.com', created on '07/15/2019', and an active status toggle.

Smart Assigning

The Smart Assigning feature is a powerful tool that allows you to micro-target your Course, Learning 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.

Add New Assigning Rule

If
THE USER HAS

Location
is equal to
Louisville
AND
Select Custom Field
is equal to
Value

Then
ASSIGN THIS

Training Path
New Employee Onboarding
AND THIS
Select type
REMOVE

ADD RULE CANCEL

Creating a Smart Assigning Rule

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

Step One: Create Your IF

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

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

Select Custom Field
Select Custom Field
Region
Job Title
is equal to
is equal to
is not equal to
contains
does not contain
North

User's Region contains "North"

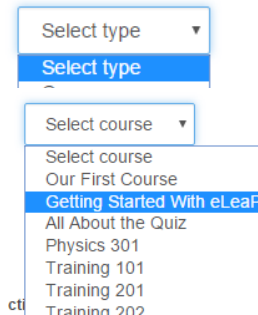
Step Two: Create Your THEN

- Use the “Select type” drop-down menu to choose between “Course”, “Learning 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, Learning 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.

Assign this



ADD NEW ASSIGNING RULE

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 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 toggling the active clicking the “Activate” icon next to your rule (it looks like a little red circle with a white “x” through it).
- To have your rule check all existing Users on a one-time basis, use the **EXECUTE** link for that Rule.



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

Advanced: Multiple IFs/THENS

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

10.	User's Location is equal to "Atlanta" AND User's Shift is equal to "Third"	Assign this course: Aviation 101	<input checked="" type="radio"/> 02/26/2019	EXECUTE DELETE
11.	User's Location is equal to "California"	Assign this course: A Manager's Guide to Surviving the Slings & Arrows (Legal & Behavioral Challenges of Management)	<input checked="" type="radio"/> 04/09/2019	EXECUTE DELETE
12.	User's Role is equal to "Manager"	Assign this course: AWESOME: A New Generation at Work. Engaging Generation Y	<input checked="" type="radio"/> 04/18/2019	EXECUTE DELETE
13.	User's Company-Wide is equal to "Yes"	Assign this course: Accident Investigation	<input checked="" type="radio"/> 08/26/2019	EXECUTE DELETE
14.	User's Level is equal to "5"	Assign this course: AWESOME: A New Generation at Work. Engaging Generation Y	<input checked="" type="radio"/> 08/28/2019	EXECUTE DELETE
15.	User's Location is equal to "Texas" AND User's Role is equal to "New Hire"	Assign this course: Assessment AND this training path: Knowledge resources for users	<input type="radio"/> 08/30/2019	EXECUTE DELETE

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

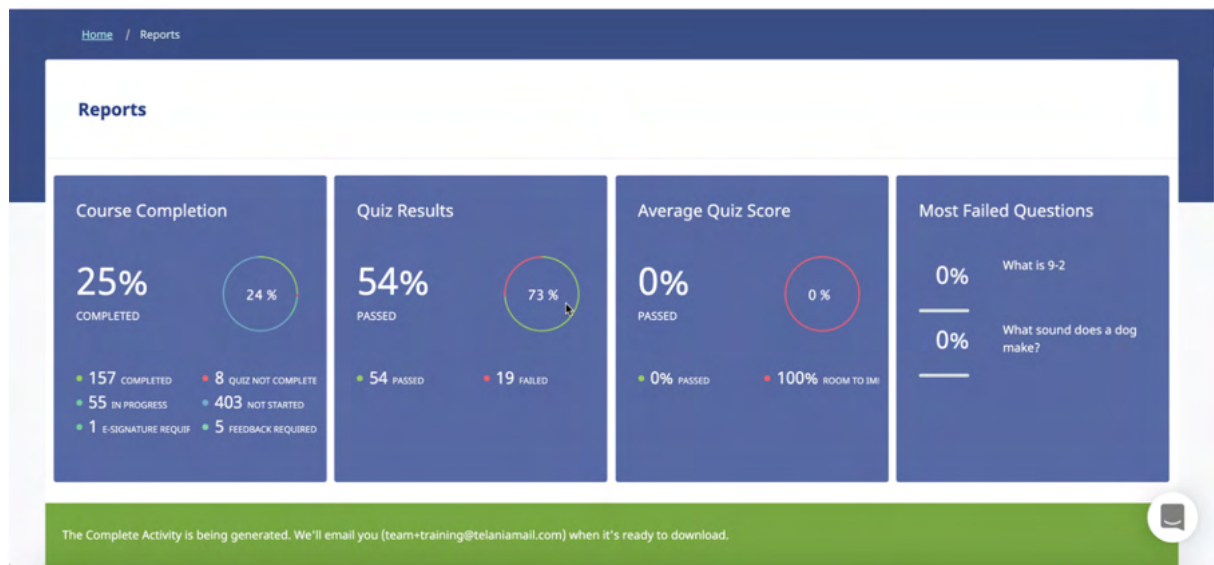
User's Region contains North OR User's Job Title is equal to Tester.

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

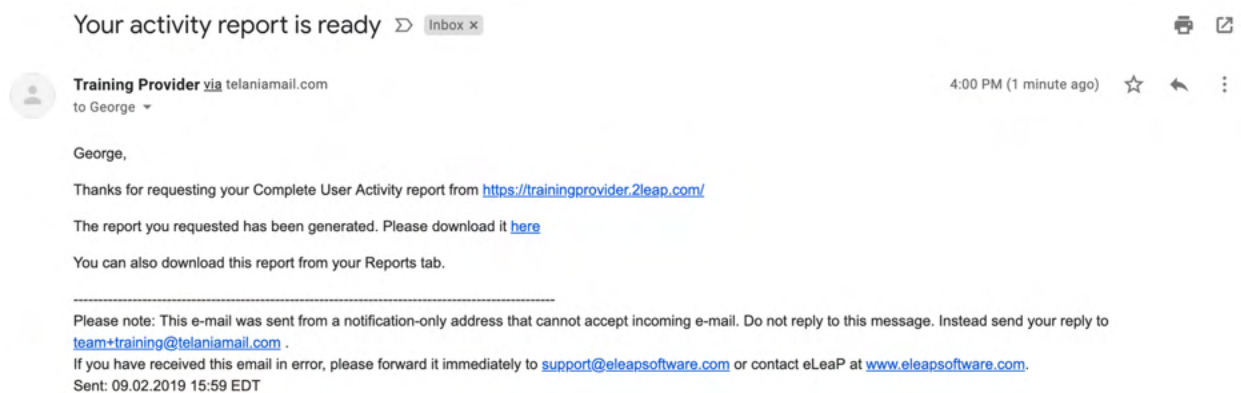
That's really all there is to it. Try mixing and matching ORs and ANDs for some really micro-targeted Rules.

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. When request is submitted, eLeaP will process it and send an email to the requester's email as shown below. Once the report is ready, you can download and save it.



Email confirmation of processed file:



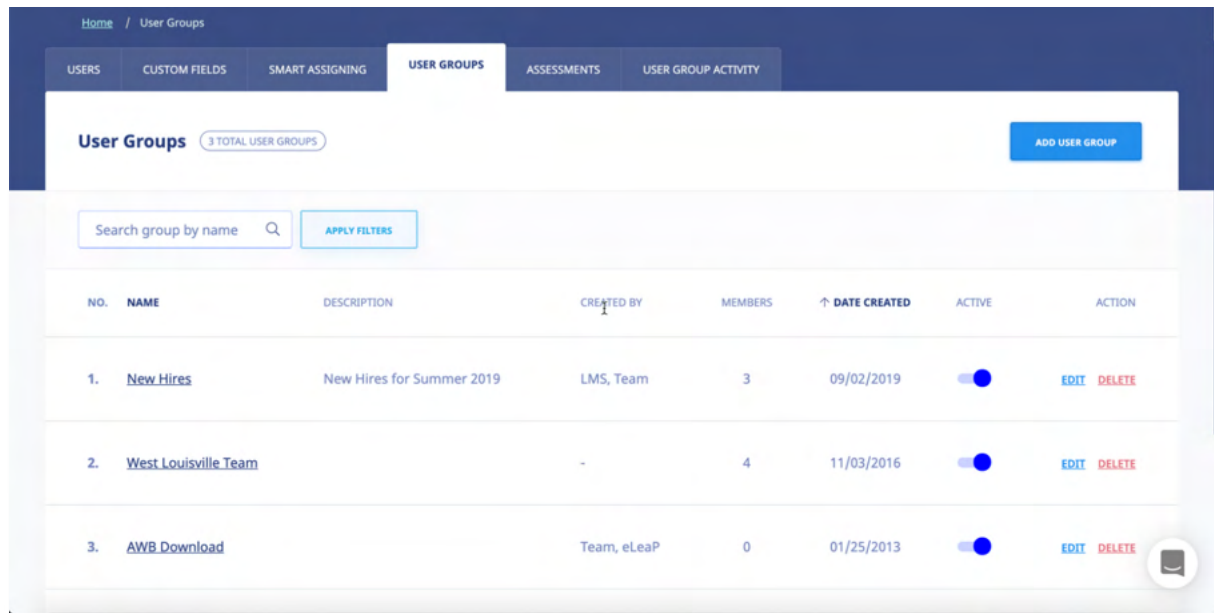
Once you have downloaded the file, it is displayed within Excel, as shown in the following illustration.

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 Group(s)** and **Active/Inactive** details for each **User/Course** combination on the **User Activity** list is displayed.

Home Insert Draw Page Layout Formulas Data Review View																												
Share Comments																												
E1																												
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
No.	Course	Full Name	Assigned Date	Deadline	Progress (%)	Completed	Quiz Completed	Quiz Score	Quiz Pass Score	Quiz Max Score	Quiz Status	Quiz Completion Date	User Group(s)	Active	Active Course	ID	Course											
1	AWESOME: A New Generation at Work, Engaging G	Butler, James	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72602												
2	Accident Investigation	Butler, Bill	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		No	Yes	72707												
3	Customer Service Gene Virus	Butler, Bill	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		No	Yes	80865												
4	New Employee Onboarding - Course 1	Butler, Bill	07/15/2019	01/05/2019	Completed	YES	1	1	1	1	1	1	12/11/2019	No	Yes	80864												
5	New Employee Onboarding - Course 2	Butler, Bill	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		No	Yes	80605												
6	New Employee Onboarding - Course 3 - Coaching Ev	Butler, Bill	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		No	Yes	80606												
7	New Employee Onboarding - Course 4	Butler, Bill	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		No	Yes	80607												
8	Electrical Safety: 2019 NFPA 70E Arc Flash Training	Butler, Bill	07/15/2019	-	In Progress (75%)	NO	NO	0	0	0	0	0		No	Yes	81473												
9	New Hire Orientation Course - Welcome	Butler, Bill	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		No	Yes	80328												
10	Onboarding 101 New	Butler, James	03/06/2019	04/05/2019	Completed	YES	1	1	1	1	1	1		Yes	Yes	81394												
11	Safety and Lifting Skills - SELF ASSESSMENT	Butler, James	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80453												
12	Updating PDF	Butler, James	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80453												
13	AWESOME: A New Generation at Work, Engaging G	Butler, James	04/18/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80867												
14	Company Safety 2019	Butler, James	07/15/2019	07/15/2019	Completed	YES	1	1	1	1	1	1		Yes	Yes	80864												
15	Safety for Shopper Safety - webinar	Butler, James	10/26/2019	01/26/2019	Not started	NO	NO	0	0	0	0	0		Yes	Yes	84865												
16	Auditor 101	Butler, James	07/15/2019	07/15/2019	In Progress (25%)	NO	NO	0	0	0	0	0		Yes	Yes	80866												
17	Baker Course	Butler, James	08/19/2019	08/19/2019	Completed	YES	1	1	1	1	1	1	09/19/2019	Yes	Yes	80404												
18	AD/Chen	Butler, James	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80328												
19	Creating a Mindset for Change (Leaders) Part 1: Char	Butler, James	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72647												
20	Blackboard Pathways in Commercial and Industrial F	Butler, James	06/26/2019	-	In Progress (75%)	NO	NO	0	0	0	0	0		Yes	Yes	72648												
21	More Learning - How to Engage	Butler, James	07/15/2019	-	Completed	YES	1	1	1	1	1	1	09/13/2019	Yes	Yes	72639												
22	AWESOME: A New Generation at Work, Engaging G	Butler, James	06/26/2019	-	In Progress (75%)	NO	NO	0	0	0	0	0		Yes	Yes	72602												
23	Microsoft Access 2019 - Creating Effective Reports	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72607												
24	Safety Training - Week 1	Butler, James	06/26/2019	08/16/2019	Completed	YES	1	1	1	1	1	1	07/16/2019	Yes	Yes	72602												
25	Safety Training - Week 2	Butler, James	07/16/2019	08/16/2019	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72606												
26	Safety Training - Week 3	Butler, James	07/16/2019	08/16/2019	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72609												
27	Safety Training - Week 4	Butler, James	07/16/2019	08/16/2019	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72610												
28	Safety Training - Week 5	Butler, James	07/16/2019	08/16/2019	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72611												
29	What to Say When You're Asked to Comment	Butler, James	06/26/2019	-	In Progress (75%)	NO	NO	0	0	0	0	0		Yes	Yes	72605												
30	SCORM is a type of course	Butler, James	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72608												
31	Quarterly Review Meeting	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72612												
32	Accident Investigation	Butler, James	06/26/2019	-	Completed	YES	1	1	1	1	1	1		Yes	Yes	72707												
33	Quarterly Review Meeting	Butler, James	06/26/2019	-	Completed	YES	1	1	1	1	1	1		Yes	Yes	72613												
34	Accident Investigation	Butler, James	06/26/2019	-	Completed	YES	1	1	1	1	1	1		Yes	Yes	72614												
35	Quarterly Review Meeting	Butler, James	06/26/2019	-	Completed	YES	1	1	1	1	1	1		Yes	Yes	72615												
36	More Learning - How to Engage - DUPLICATE	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	72616												
37	Background Training	Butler, James	07/15/2019	-	Completed	YES	1	1	1	1	1	1	07/26/2019	Yes	Yes	72617												
38	Safety 101	Butler, James	06/26/2019	-	Completed	YES	1	1	1	1	1	1	06/10/2019	Yes	Yes	72618												
39	Microsoft Access 2019 - Creating Effective Reports	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80329												
40	Business Friendly Customer Service	Butler, James	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80330												
41	Answer Call Back At: Answering a Next Generation Le	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80405												
42	Course for Home Health Admins	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		No	Yes	81394												
43	Call Phones in The Workplace: A Dangerous Distract	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	82387												
44	Microsoft Access 2019 - Creating Effective Reports	Butler, James	07/15/2019	-	In Progress (75%)	NO	NO	0	0	0	0	0		Yes	Yes	80432												
45	Onboarding 101 New	Butler, James	07/15/2019	06/26/2019	In Progress (75%)	NO	NO	0	0	0	0	0		Yes	Yes	80433												
46	A Manager's Guide to Surviving the Slings & Arrows	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80434												
47	Company Safety 2019	Butler, James	06/26/2019	04/05/2019	Feedback required (100%)	NO	NO	0	0	0	0	0		Yes	Yes	80435												
48	Values for Training	Butler, James	07/15/2019	-	Completed	YES	1	1	1	1	1	1	09/12/2019	Yes	Yes	80436												
49	Pharmacy 101	Butler, James	06/26/2019	07/15/2019	Completed	YES	1	1	1	1	1	1	06/22/2019	Yes	Yes	80437												
50	Customer Service Gene Virus	Butler, James	07/15/2019	-	In Progress (75%)	NO	NO	0	0	0	0	0		Yes	Yes	80438												
51	Data Security Compliance: Avoiding Inadvertent Data	Butler, James	07/15/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80439												
52	Leading Edge Talent: Becoming a Next Generation Le	Butler, James	06/26/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80440												
53	Systems Training 101	Butler, James	08/15/2019	08/15/2019	Completed	YES	1	1	1	1	1	1	01/15/2019	Yes	Yes	80441												
54	Company Future and Best Practices Aug 19	Butler, James	08/20/2019	-	Not started	NO	NO	0	0	0	0	0		Yes	Yes	80442												
55	Customer service training	Butler, James	08/20/2019	-	Completed	YES	1	1	1	1	1	1		Yes	Yes	80443												
56	Long View Content Library	Butler, James	08/20/2019	-	Completed	YES	1	1	1	1	1	1		Yes	Yes	80444												
57	USPA Rule and Compliance	Butler, James	10/08/2019	-	In Progress (75%)	NO	NO	0	0	0	0	0		Yes	Yes	80445												

User Groups

Use our simple User Groups feature to organize your users into manageable groups. Selecting **USER GROUPS** sub tab from the **USERS** tab on the main 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 **APPLY FILTERS**. You can add additional User Groups by clicking the **add new User Groups** link at the right-hand side of the screen. Clicking on a User Group Name allows you to add members to the User Group. Additionally, you can edit an existing User Group by clicking the **edit** link within the **Action** column. You can also delete an existing User Group by clicking the **delete** link within the **Action** column.




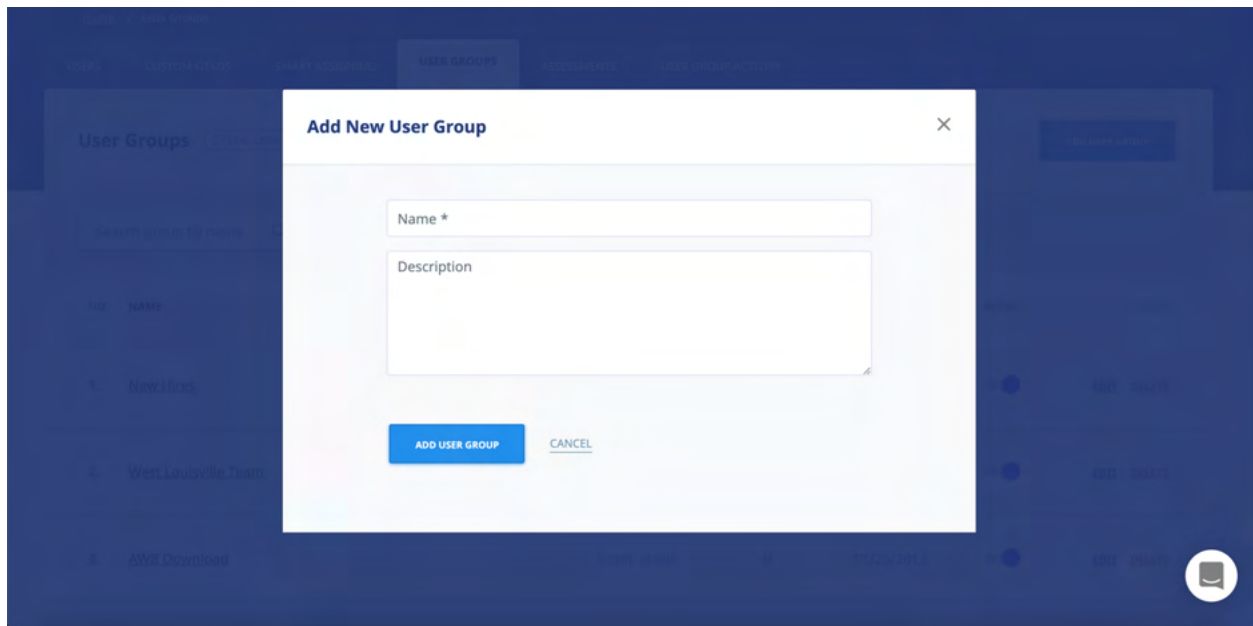
Note: You can add and delete members to/from a User Groups. Just click on the specific User Groups you want to manage or edit.

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

Note: You can 'reuse' an existing **User** list to create new User Groups. While the system won't re-create new accounts for re-uploaded names, the system will add the names to the new User Group. So if you want to create a new User Group using an existing list, simply upload the list into the new User Group.

Adding a New User Group

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

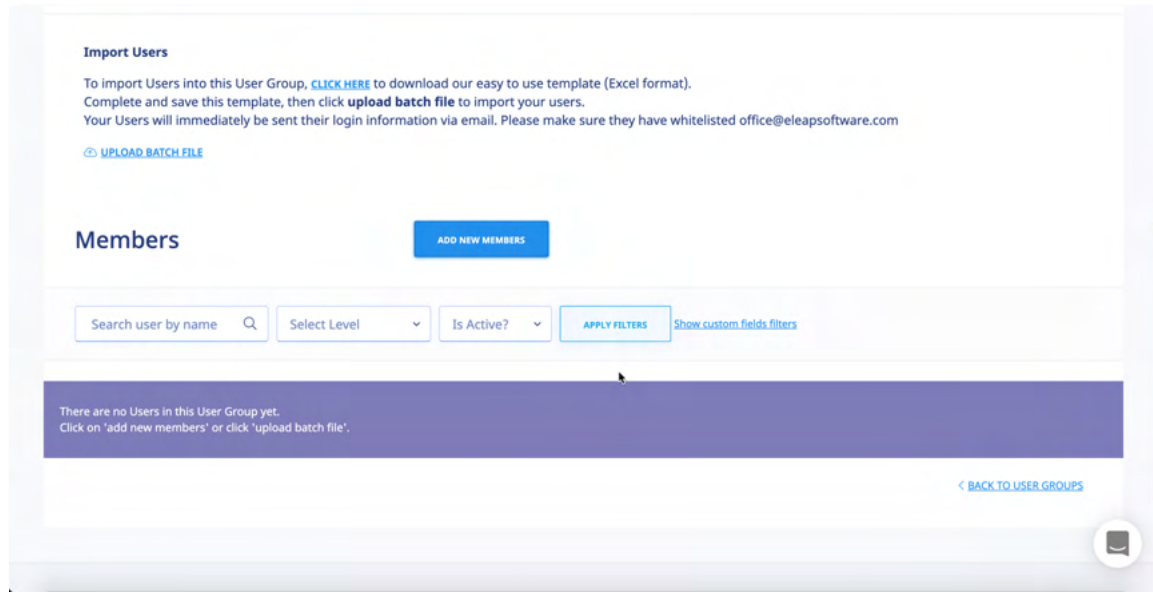


1. Enter a name for the new User Group within the **Name** field.
2. Enter a description for the new User Group within the **Description** field.
3. Click **ADD USER GROUP**. The new User Group will be added to the **User Groups** list, alphabetically.

Note: To activate your new User Groups, you can toggle the active status to **ON** .

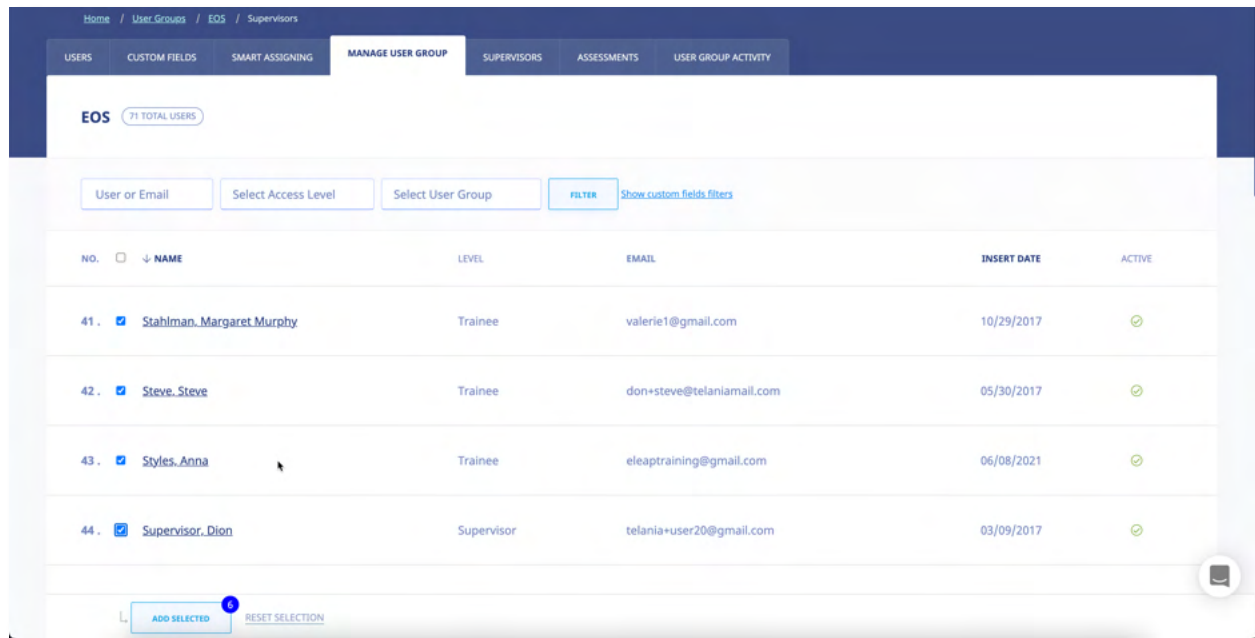
Adding Members to a User Group

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.

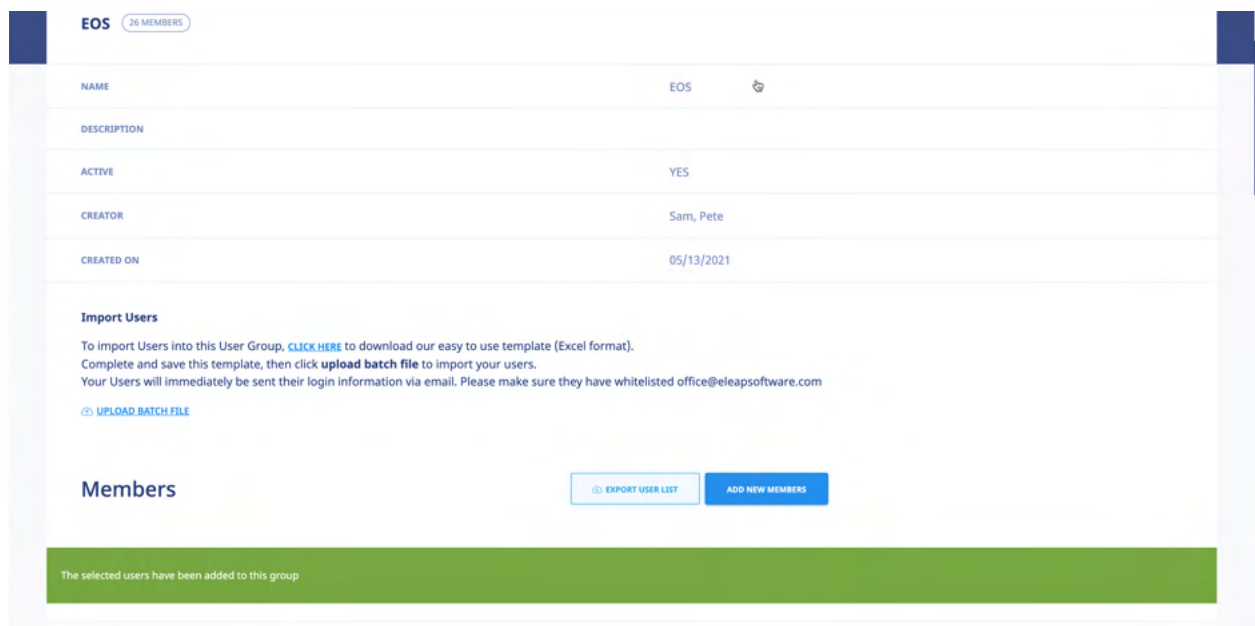


1. Click the **ADD NEW MEMBERS** link in the bottom right-hand corner of the screen. A list of available Users is displayed, as shown in the following illustration. Select the check box for each User on the **Users** list that you want to add as a Member to the User Group, and then click





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



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

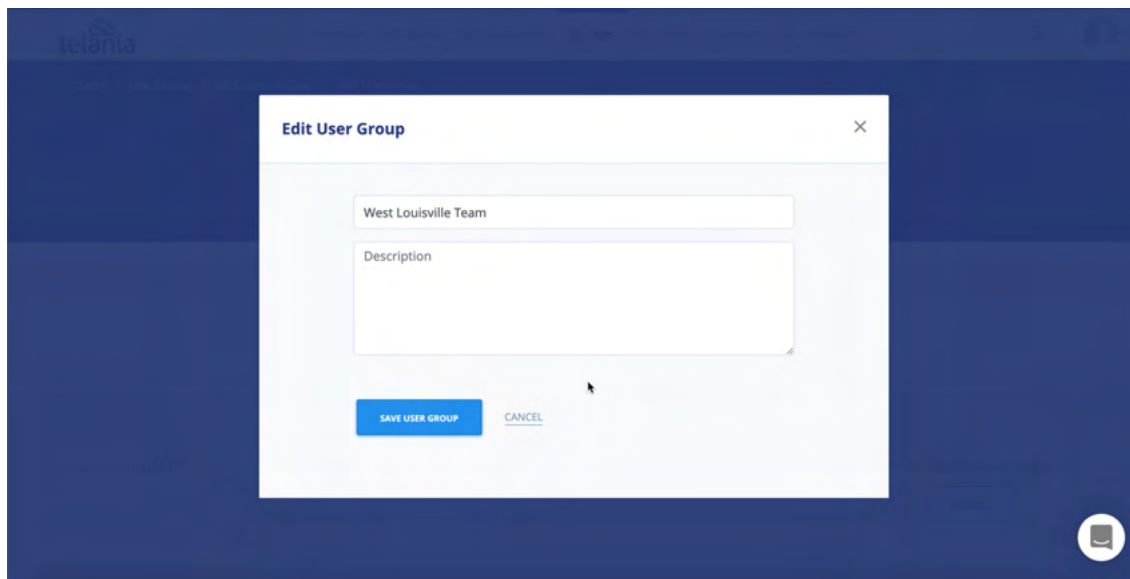
2. Optionally, you can import users/members by selecting the **click here** link within the **Import**

Users portion of the screen. Please refer back to the [Importing Users](#) section of the document for details on how to import users into the system.

Editing a User Group


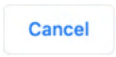
To edit an existing User Group, click the edit link for the group on the **User Groups** list within the [User Groups](#) screen. The **Edit User Group** screen, illustrated below, is displayed. Simply make any

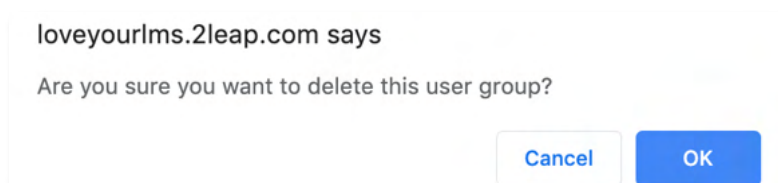
modifications necessary within the **Name** and/or **Description** field and then click  to save your changes to the system.




Deleting a User Group

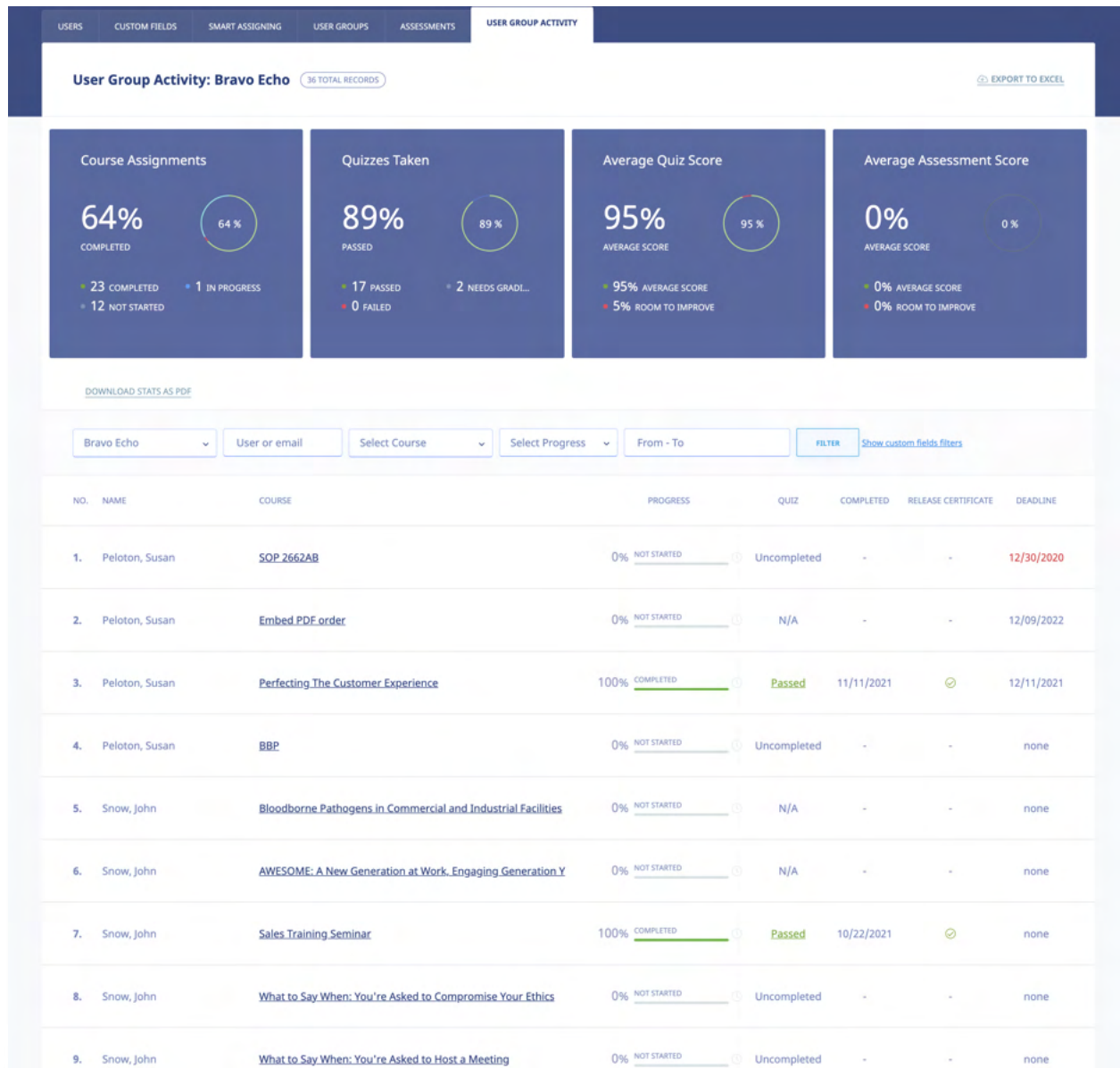
To delete an existing User Group, click the **delete** link for the group on the **User Groups** list within the **User Groups** screen. As shown in the following illustration, the system displays a warning message

before performing the deletion. Click  to proceed with the deletion or click  to cancel the deletion process.



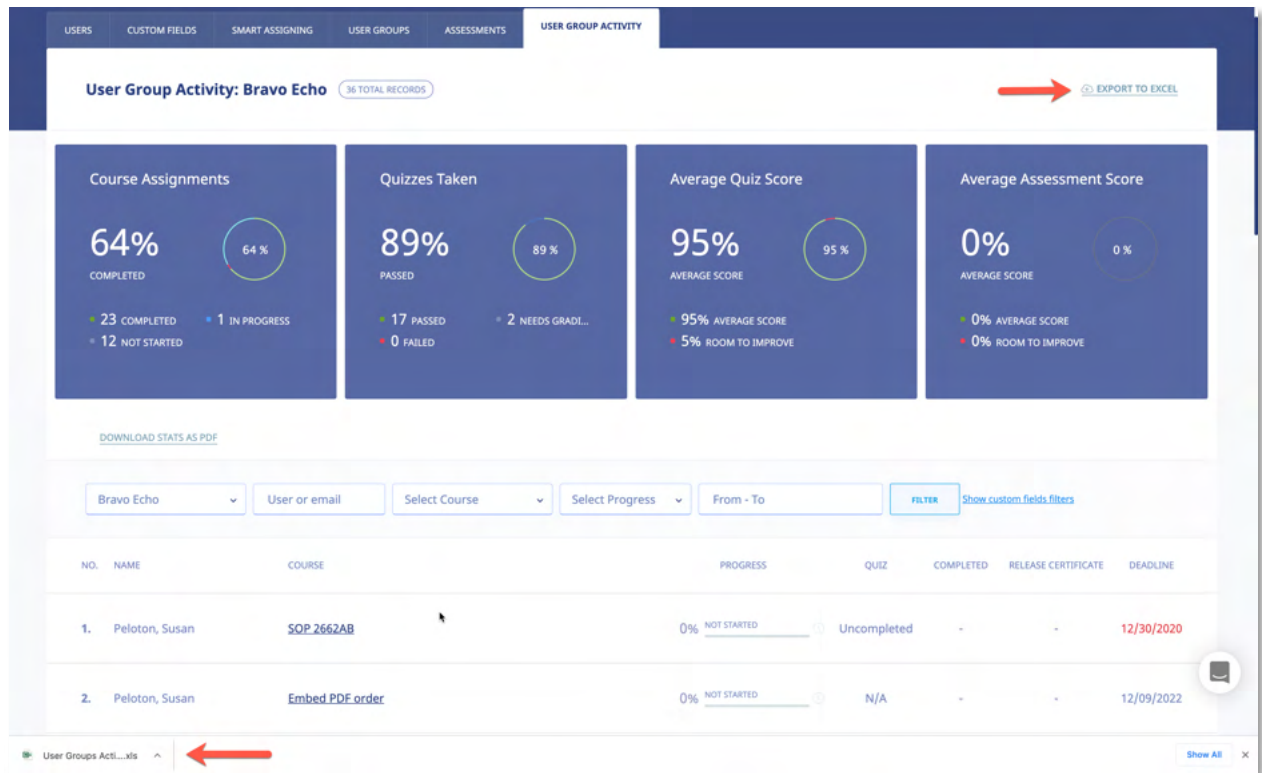
User Group Activity

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 .



Exporting User Group Activity

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



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

a product of **telania**

FileHomeInsertDrawPage LayoutFormulasDataReviewView

ShareComments

Paste

Wrap Text

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Sort & Filter

Find & Select

Ideas

E1	Description											
	A	B	C	F	G	H	I	J	K	L	M	N
	No.	Course	Full Name	Assigned Date	Deadline	Progress [%]	Completed	Quiz Completed	Quiz Score	Quiz Pass Score	Quiz Max Score	Quiz Status
1		Creating a Mindset for Change (Leaders) Part 1 - Chi Cook, George	02/12/2018	03/12/2018	In Progress [33%]			NO Quiz	0	0	0	
2		Bloodborne Pathogens in Commercial and Industrial Cook, George	04/26/2017	-	Not started		03/13/2017	NO Quiz	0	0	0	
3		More Learning - How to Engage Cook, George	03/27/2017	-	Completed		04/26/2017	YES	100%	80.00%	100%	Passed
4		AIRES Safety - New Generation at Work, Engaging Cook, George	04/26/2017	-	Completed		12/01/2017	NO Quiz	0	0	0	
5		Microsoft Access 2010 - Creating Effective Reports Cook, George	03/27/2017	-	Not started			NO Quiz	0	0	0	
6		Sales Training Seminar Cook, George	04/26/2017	-	Completed		03/14/2017	YES	100%	80.00%	100%	Passed
7		Safety Training - Week 1 Cook, George	03/14/2017	04/14/2017	Completed		09/14/2017	YES	100%	80.00%	100%	Passed
8		Safety Training - Week 1 Cook, George	03/14/2017	04/14/2017	Completed		03/14/2017	YES	75%	80.00%	100%	Failed
9		Safety Training - Week 2 Cook, George	03/14/2017	04/14/2017	Not started			NO	80.00%	80.00%	100%	Uncompleted
10		Safety Training - Week 4 Cook, George	03/14/2017	04/14/2017	Not started			NO	80.00%	80.00%	100%	Uncompleted
11		Safety Training - Week 3 Cook, George	03/14/2017	04/14/2017	Not started			NO	80.00%	80.00%	100%	Uncompleted
12		What to Say When: You're Asked to Comport Cook, George	04/26/2017	-	Not started			NO	80.00%	80.00%	100%	Uncompleted
13		What to Say When: You're Asked to Host a N Cook, George	04/26/2017	-	Not started			NO	80.00%	80.00%	100%	Uncompleted
14		SCORM is a type of course Cook, George	12/13/2017	-	Not started			NO	80.00%	80.00%	100%	Uncompleted
15		Quarterly Review Meeting Cook, George	10/16/2017	-	Completed		11/29/2017	YES	100%	100.00%	100%	Passed
16		Accident Investigation Cook, George	12/13/2017	-	Not started			NO Quiz	0	0	0	
17		IHS HPAAP Security Checklist Cook, George	07/27/2017	-	In Progress [84%]			NO Quiz	0	0	0	
18		Microsoft Access 2010 - Creating Effective Reports Cook, George	08/04/2017	-	Not started			NO Quiz	0	0	0	
19		Microsoft Access 2010 - Creating Effective Reports Cook, George	08/04/2017	-	In Progress [33%]			NO Quiz	0	0	0	
20		Microsoft Access 2010 - Creating Effective Reports Cook, George	08/04/2017	-	Completed		04/26/2018	NO Quiz	0	0	0	
21		Microsoft Access 2010 - Creating Effective Reports Cook, George	08/04/2017	-	Completed		04/26/2018	NO Quiz	0	0	0	
22		Preventing Sexual Harassment for Managers and S Cook, George	11/27/2017	05/27/2018	Completed		04/03/2018	NO Quiz	0	0	0	
23		Safety CBT Cook, George	02/23/2018	-	Completed		08/04/2018	YES	100%	2	2	
24		Simple Customer Service Cook, George	01/26/2018	-	Completed		04/18/2018	NO Quiz	0	0	0	Failed
25		Skills assessment Cook, George	03/06/2018	-	Completed		03/29/2018	NO Quiz	0	0	0	
26		Skills assessment Cook, George	03/09/2018	-	Completed		04/03/2018	NO Quiz	0	0	0	
27		Safety and Lifting Skills - SELF ASSESSMENT Cook, George	05/08/2018	-	Feedback required [100%]			NO Quiz	0	0	0	
28		Company Safety 2018 Cook, George	09/24/2018	10/24/2018	Not started			NO Quiz	0	0	0	
29		Video for Training Cook, George	06/14/2018	-	In Progress [33%]			NO	100.00%	100.00%	100%	Uncompleted
30		Pharmacy 101 Cook, George	12/31/2018	01/20/2019	Completed		12/31/2018	YES	100%	80.00%	100%	Passed
31		Customer Service Gene Viral Cook, George	08/20/2018	-	Not started			NO Quiz	0	0	0	
32		Data Security Compliance: Avoiding Inadvertent Dis Cook, George	08/20/2018	-	Not started			NO Quiz	0	0	0	
33		Systems Training 101 Cook, George	09/07/2018	09/08/2018	Completed		06/04/2019	YES	100%	2	3	Failed
34		Company Culture and Best Practices Aug 19 Cook, George	09/20/2018	03/20/2019	In Progress [33%]			NO Quiz	0	0	0	
35		Customer service training Cook, George	10/31/2018	01/31/2019	Feedback required [100%]			NO Quiz	0	0	0	
36		New video training Cook, George	10/31/2018	-	Not started			NO	100.00%	100%	100%	Uncompleted
37		Aviation 101 Cook, George	01/17/2019	02/07/2019	Completed		01/17/2019	NO Quiz	0	0	0	
38		First Aid Cook, George	04/29/2019	-	Completed			NO Quiz	0	0	0	
39		Performance review for Q2 Cook, George	05/22/2019	-	In Progress [5%]			NO Quiz	0	0	0	
40		Powerpoint safety meeting v2 - DUPLICATE Cook, George	06/11/2019	-	In Progress [50%]			NO Quiz	0	0	0	
41		Powerpoint safety meeting v2 - DUPLICATE Cook, George	06/11/2019	-	Completed		06/16/2019	NO Quiz	0	0	0	
42		ADVCOM Cook, George	08/26/2019	-	Not started			NO Quiz	0	0	0	
43		New Hire Orientation Course - Welcome Cook, George	08/29/2019	-	In Progress [33%]			NO	0	2	0	Uncompleted


Report

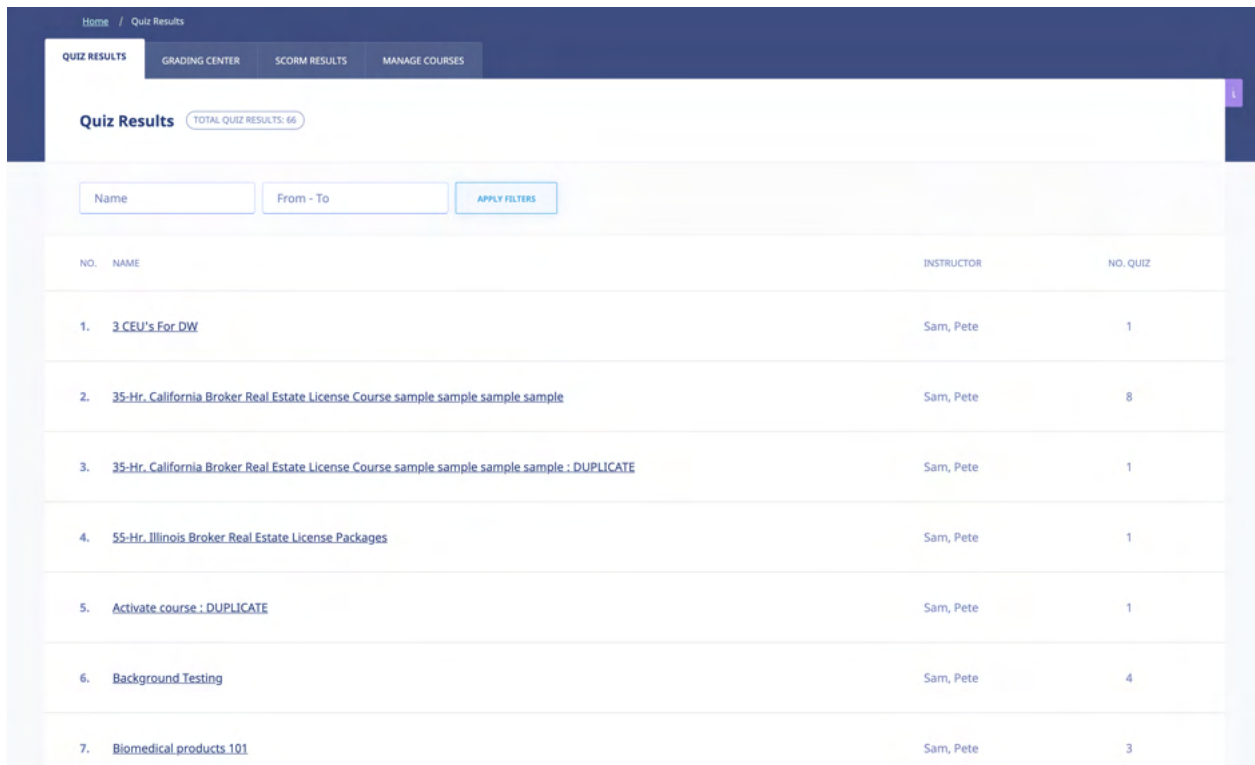
Count: 187


100%

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.

To access your **QUIZ RESULTS**, click the **QUIZ RESULTS** tab in the COURSES menu. 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.

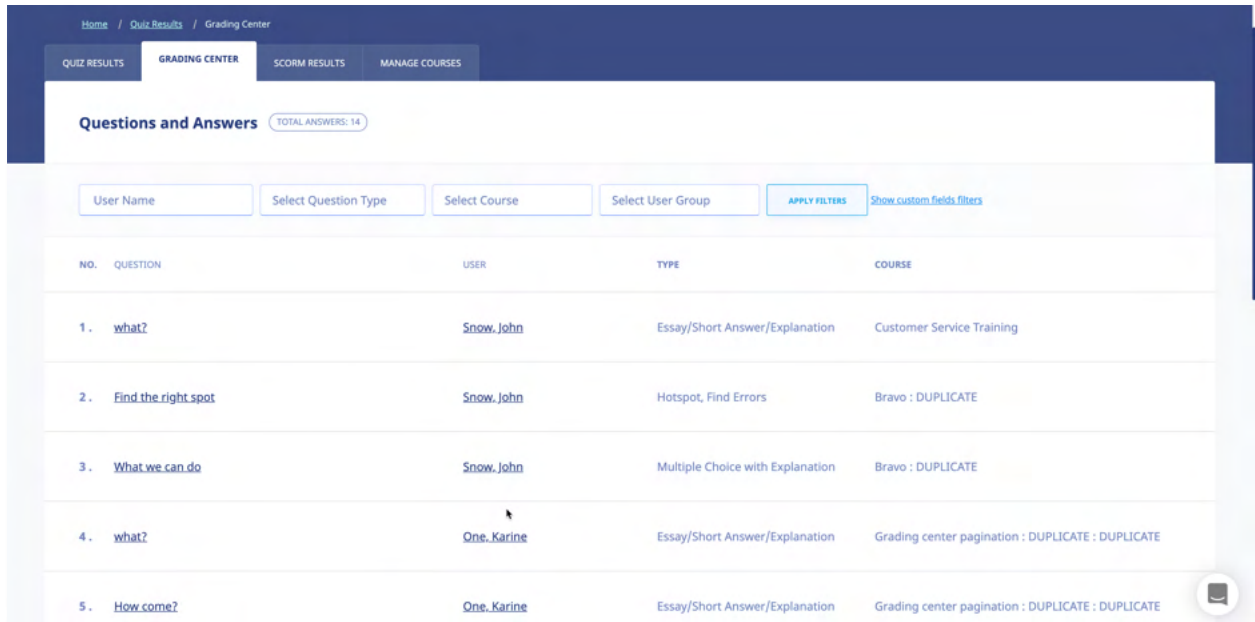


Home / Quiz Results			
QUIZ RESULTS GRADING CENTER SCORM RESULTS MANAGE COURSES			
Quiz Results TOTAL QUIZ RESULTS: 66			
<input type="text" value="Name"/> <input type="text" value="From - To"/> 			
NO.	NAME	INSTRUCTOR	NO. QUIZ
1.	3 CEU's For DW	Sam, Pete	1
2.	35-Hr. California Broker Real Estate License Course sample sample sample sample	Sam, Pete	8
3.	35-Hr. California Broker Real Estate License Course sample sample sample sample : DUPLICATE	Sam, Pete	1
4.	55-Hr. Illinois Broker Real Estate License Packages	Sam, Pete	1
5.	Activate course : DUPLICATE	Sam, Pete	1
6.	Background Testing	Sam, Pete	4
7.	Biomedical products 101	Sam, Pete	3

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 'Grading Center' interface in eLeaP. At the top, there are navigation tabs: 'QUIZ RESULTS', 'GRADING CENTER' (selected), 'SCORM RESULTS', and 'MANAGE COURSES'. Below the tabs, the page title is 'Questions and Answers' with a sub-header 'TOTAL ANSWERS: 14'. There are filter buttons: 'User Name', 'Select Question Type', 'Select Course', 'Select User Group', and 'APPLY FILTERS'. A link 'Show custom fields filters' is also present. The main content is a table with the following data:

NO.	QUESTION	USER	TYPE	COURSE
1.	what?	Snow, John	Essay/Short Answer/Explanation	Customer Service Training
2.	Find the right spot	Snow, John	Hotspot, Find Errors	Bravo : DUPLICATE
3.	What we can do	Snow, John	Multiple Choice with Explanation	Bravo : DUPLICATE
4.	what?	One, Karine	Essay/Short Answer/Explanation	Grading center pagination : DUPLICATE : DUPLICATE
5.	How come?	One, Karine	Essay/Short Answer/Explanation	Grading center pagination : DUPLICATE : DUPLICATE

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.

Home / Quiz Results / 35-Hr. California Broker Real Estate License Course ...

QUIZ RESULTS GRADING CENTER SCORM RESULTS MANAGE COURSES

Quiz Results 8 QUESTIONS

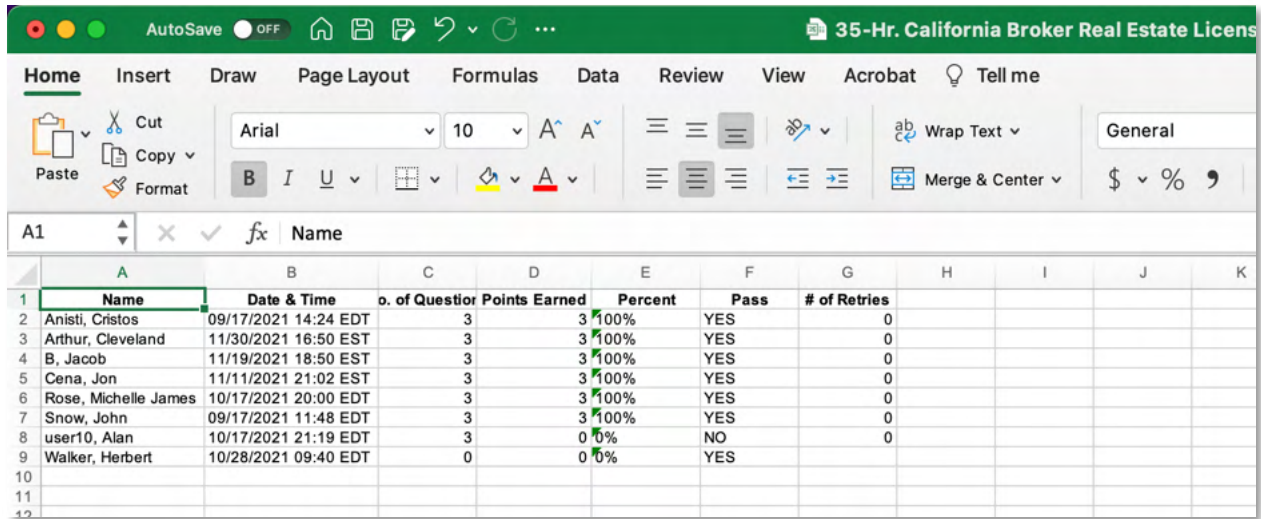
7 USERS PASSED 0 USERS IN PROGRESS 1 USERS FAILED

User or Email Select User Group From - To Quiz Status FILTER Show custom fields filters

QUIZ RESULTS SUMMARY EXPORT TO EXCEL

<input type="checkbox"/> NAME	POINTS EARNED	# OF RETRIES	LATEST QUIZ TAKEN ON	PASSED
<input type="checkbox"/> Anisti, Cristos	3/3	0 RETRIES	09/17/2021 14:24 EDT	<input checked="" type="radio"/>
<input type="checkbox"/> Arthur, Cleveland	3/3	0 RETRIES	11/30/2021 16:50 EST	<input checked="" type="radio"/>
<input type="checkbox"/> B, Jacob	3/3	0 RETRIES	11/19/2021 18:50 EST	<input checked="" type="radio"/>
<input type="checkbox"/> Cena, Jon	3/3	0 RETRIES	11/11/2021 21:02 EST	<input checked="" type="radio"/>
<input type="checkbox"/> Rose, Michelle James	3/3	0 RETRIES	10/17/2021 20:00 EDT	<input checked="" type="radio"/>
<input type="checkbox"/> Snow, John	3/3	0 RETRIES	09/17/2021 11:48 EDT	<input checked="" type="radio"/>
<input type="checkbox"/> user10, Alan	0/3	0 RETRIES	10/17/2021 21:19 EDT	<input type="radio"/>
<input type="checkbox"/> Walker, Herbert	0/0	RETRIES	10/28/2021 09:40 EDT	<input checked="" type="radio"/>

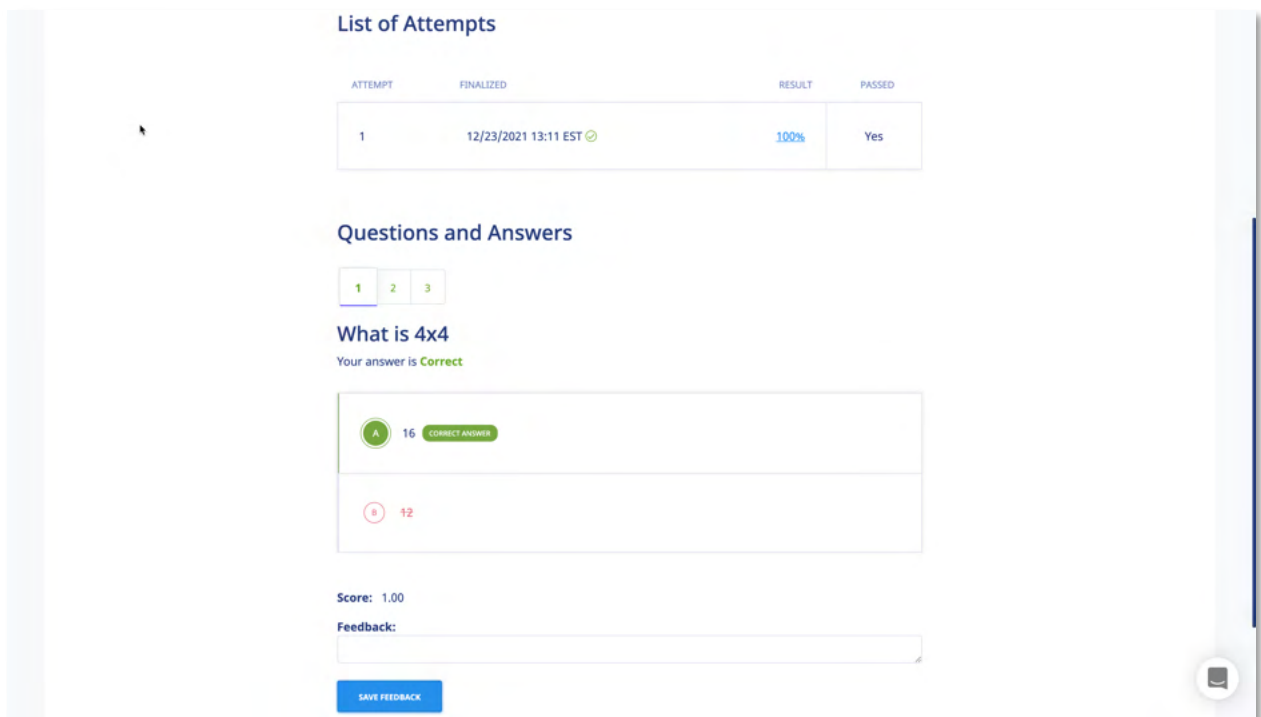
Selecting the **Open** option opens the file in Excel, as shown in the following illustration. You can then use the **File->Save** option within Excel to save the file.



	A	B	C	D	E	F	G	H	I	J	K
	Name	Date & Time	No. of Questions	Points Earned	Percent	Pass	# of Retries				
1	Anisti, Cristos	09/17/2021 14:24 EDT	3	3	100%	YES	0				
2	Arthur, Cleveland	11/30/2021 16:50 EST	3	3	100%	YES	0				
3	B, Jacob	11/19/2021 18:50 EST	3	3	100%	YES	0				
4	Cena, Jon	11/11/2021 21:02 EST	3	3	100%	YES	0				
5	Rose, Michelle James	10/17/2021 20:00 EDT	3	3	100%	YES	0				
6	Snow, John	09/17/2021 11:48 EDT	3	3	100%	YES	0				
7	user10, Alan	10/17/2021 21:19 EDT	3	0	0%	NO	0				
8	Walker, Herbert	10/28/2021 09:40 EDT	0	0	0%	YES					
9											
10											
11											
12											

Viewing Individual User Quiz Results Details

Click the name of the individual user you want detailed results on. You will get detailed results including the number of quiz attempts and retries.



List of Attempts

ATTEMPT	FINALIZED	RESULT	PASSED
1	12/23/2021 13:11 EST	100%	Yes

Questions and Answers

1 2 3

What is 4x4

Your answer is **Correct**

A 16 **CORRECT ANSWER**

B 12

Score: 1.00

Feedback:

SAVE FEEDBACK

Download Individual User Quiz Results

Click the [DOWNLOAD AS PDF](#) link to download and print a PDF version of the individual user's quiz results details.

Quiz
7-Hr. Audiologist / Bill Acker

Time Limit	0.00 minutes
No. of Question(s)	3
Minimum score to pass	3.00
The score	3
Quiz started on	19:00 EST

PASSED

List of Attempts

Attempt	Finalized	Result	Passed
1	12/23/2021 13:11 EST	100%	Yes

1. What is 4x4

A16Correct answer

B-12-

Your answer is Correct

Score: 1.00

2. It a lot in Britain

ArainsCorrect answer

B-rain-

C-is rain-

Your answer is Correct

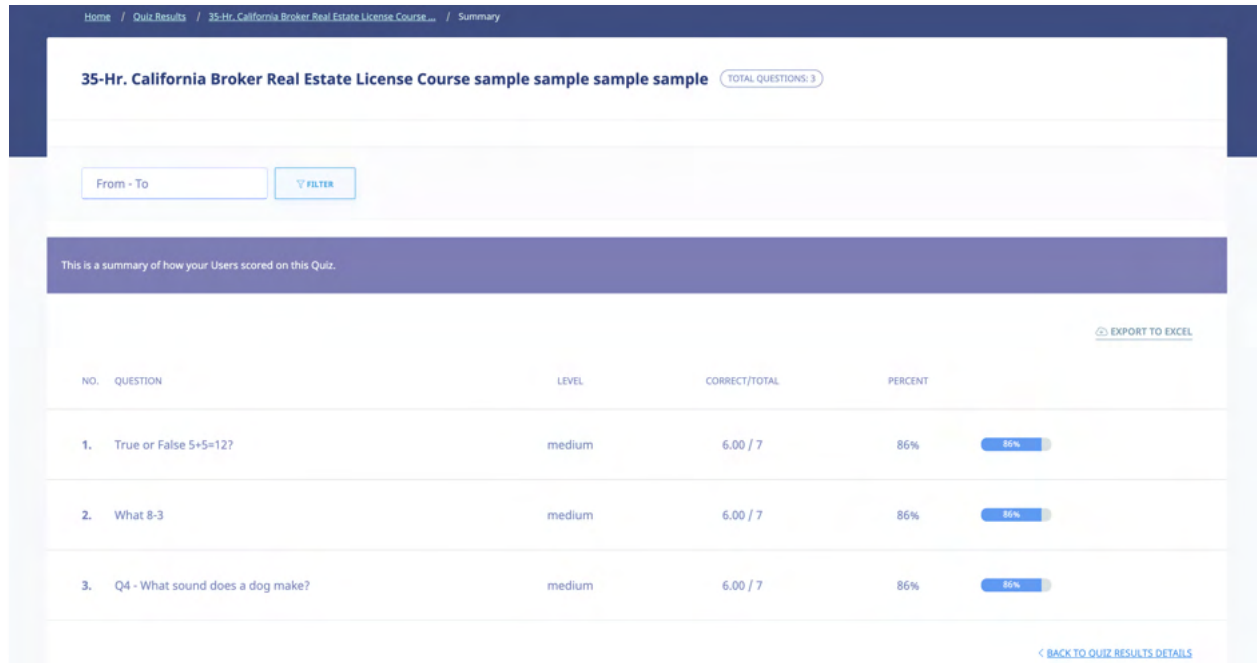
Score: 1.00

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](#)



Home / Quiz Results / 35-Hr. California Broker Real Estate License Course... / Summary

35-Hr. California Broker Real Estate License Course sample sample sample sample TOTAL QUESTIONS: 3

From - To FILTER

This is a summary of how your Users scored on this Quiz.

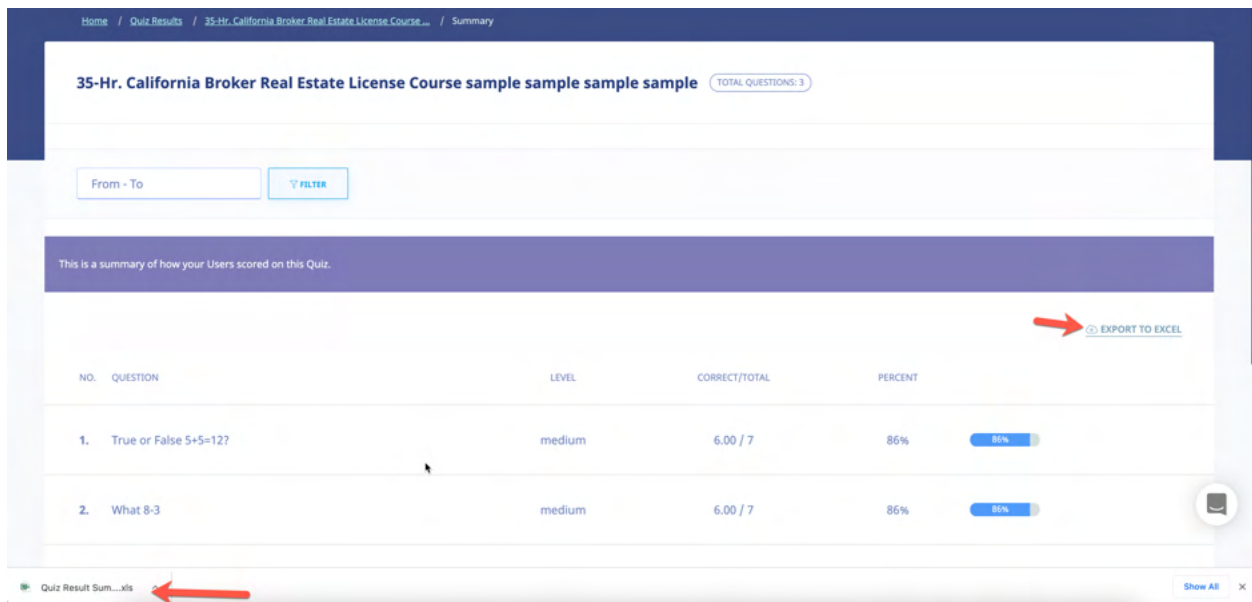
[EXPORT TO EXCEL](#)

NO.	QUESTION	LEVEL	CORRECT/TOTAL	PERCENT
1.	True or False 5+5=12?	medium	6.00 / 7	86% <div><div></div></div>
2.	What 8-3	medium	6.00 / 7	86% <div><div></div></div>
3.	Q4 - What sound does a dog make?	medium	6.00 / 7	86% <div><div></div></div>

[BACK TO QUIZ RESULTS DETAILS](#)

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 / 35-Hr. California Broker Real Estate License Course... / Summary

35-Hr. California Broker Real Estate License Course sample sample sample TOTAL QUESTIONS: 3

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.	True or False 5+5=12?	medium	6.00 / 7	86% <div><div></div></div>
2.	What 8-3	medium	6.00 / 7	86% <div><div></div></div>

Quiz Result Sum...xls

Show All

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.

Quiz Results 8 QUESTIONS

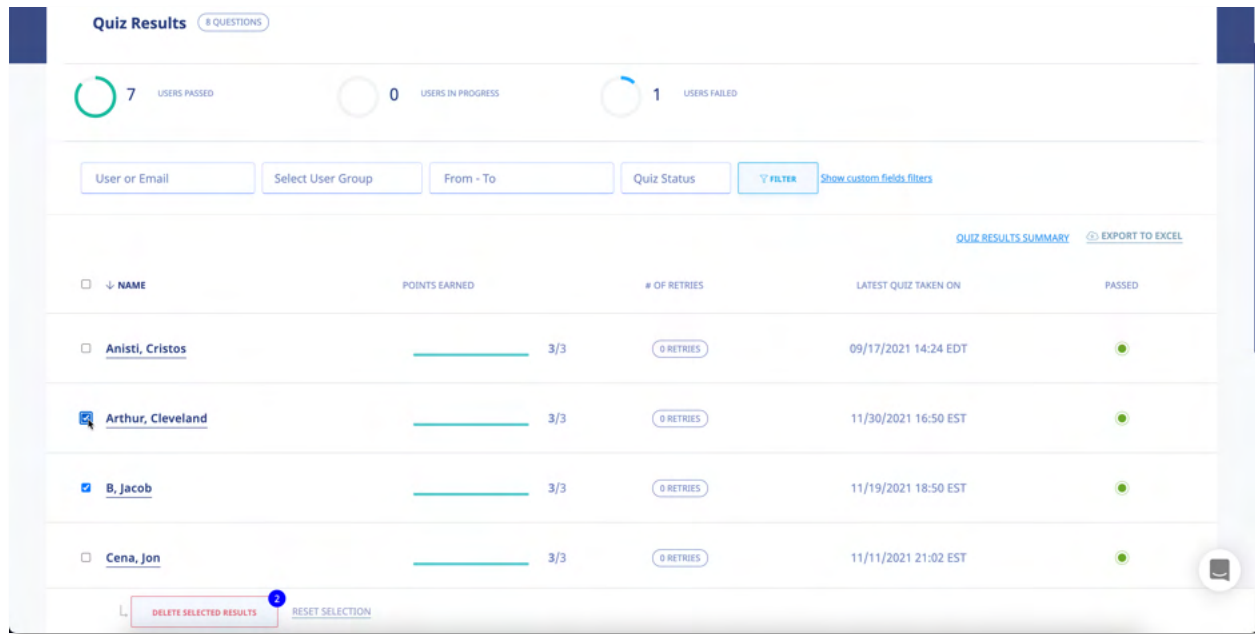
7 USERS PASSED 0 USERS IN PROGRESS 1 USERS FAILED

User or Email Select User Group From - To Quiz Status [FILTER](#) [Show custom fields filters](#)

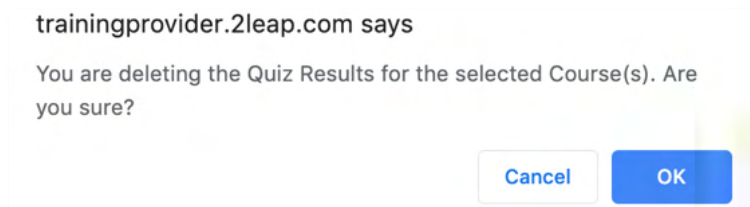
[QUIZ RESULTS SUMMARY](#) [EXPORT TO EXCEL](#)

<input type="checkbox"/> NAME	POINTS EARNED	# OF RETRIES	LATEST QUIZ TAKEN ON	PASSED
<input type="checkbox"/> Anisti, Cristos	<div></div> 3/3	0 RETRIES	09/17/2021 14:24 EDT	<div></div>
<input checked="" type="checkbox"/> Arthur, Cleveland	<div></div> 3/3	0 RETRIES	11/30/2021 16:50 EST	<div></div>
<input checked="" type="checkbox"/> B. Jacob	<div></div> 3/3	0 RETRIES	11/19/2021 18:50 EST	<div></div>
<input type="checkbox"/> Cena, Jon	<div></div> 3/3	0 RETRIES	11/11/2021 21:02 EST	<div></div>


DELETE SELECTED RESULTS [RESET SELECTION](#)

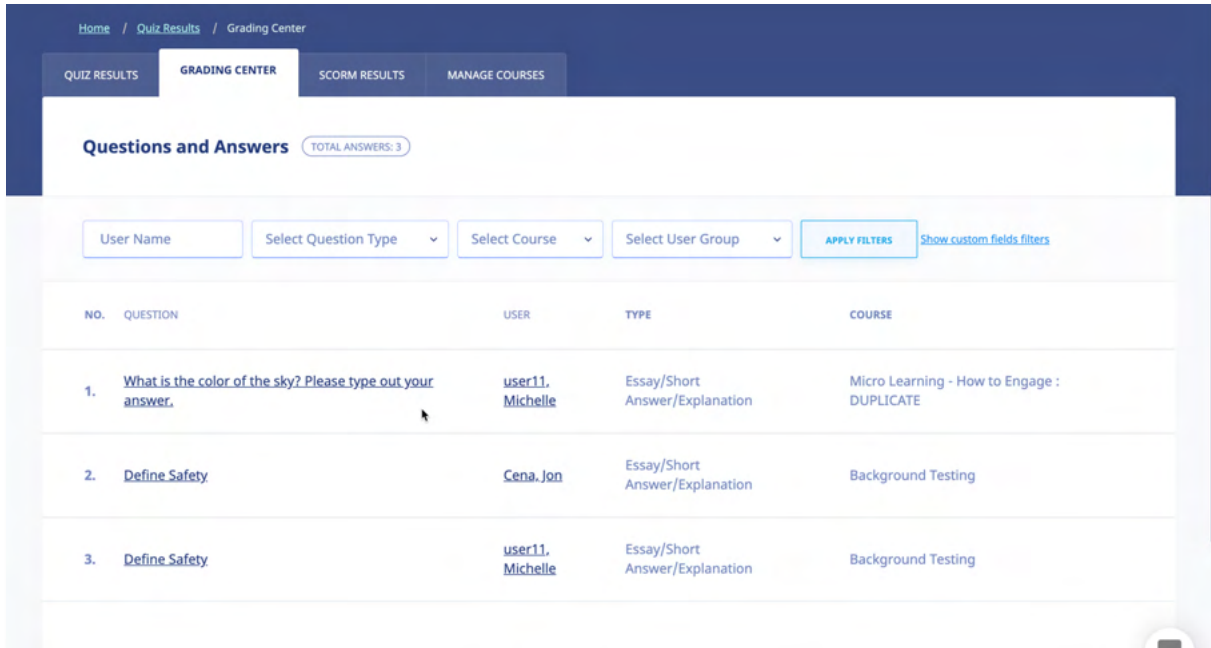


The system displays a warning message, as shown in the following illustration, before performing the deletion, to ensure that is your intention. Click **OK** to proceed with the deletion or click **Cancel** to cancel the deletion process.



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 selecting from the **Select Question Type** list, making a selection from the **Select Course** list, or both, and then clicking .




Home / Quiz Results / Grading Center

QUIZ RESULTS GRADING CENTER SCORM RESULTS MANAGE COURSES

Questions and Answers TOTAL ANSWERS: 3


User Name Select Question Type Select Course Select User Group  [Show custom fields filters](#)

NO.	QUESTION	USER	TYPE	COURSE
1.	What is the color of the sky? Please type out your answer.	user11, Michelle	Essay/Short Answer/Explanation	Micro Learning - How to Engage : DUPLICATE
2.	Define Safety	Cena, Jon	Essay/Short Answer/Explanation	Background Testing
3.	Define Safety	user11, Michelle	Essay/Short Answer/Explanation	Background Testing

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 selecting 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

Please identify the state of Kentucky. (Place your cursor over the appropriate state and type in your answer)



Give a score:

1.0

Feedback:

SUBMIT

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

APPLY FILTERS

Home / Quiz Results / Scorm Results

QUIZ RESULTS GRADING CENTER **SCORM RESULTS** MANAGE COURSES

SCORM Results (TOTAL SCORM COURSES: 21)

SCORM Course From To [APPLY FILTERS](#)

NO.	NAME	SCORM COURSE	INSTRUCTOR	TOTAL
1.	4 Fundamentals for Selling High Value, Complex Solutions - 3 HRS	Fundamental # 3: Strategy	LMS, Team	1
2.	4 Fundamentals for Selling High Value, Complex Solutions - 3 HRS	Fundamental # 2: Differentiation	LMS, Team	1
3.	4 Fundamentals for Selling High Value, Complex Solutions - 3 HRS	Fundamental #1: Qualification	LMS, Team	4
4.	4 Fundamentals for Selling High Value, Complex Solutions - 3 HRS	Fundamental # 4: Navigating the Buying Organization	LMS, Team	1
5.	Certified eLeaP Partner Training	Introduction to Telania, LLC. and eLeaP	LMS, Team	1

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 [APPLY FILTERS](#).

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

Home / Quiz Results / Scorm Results / Leadership development

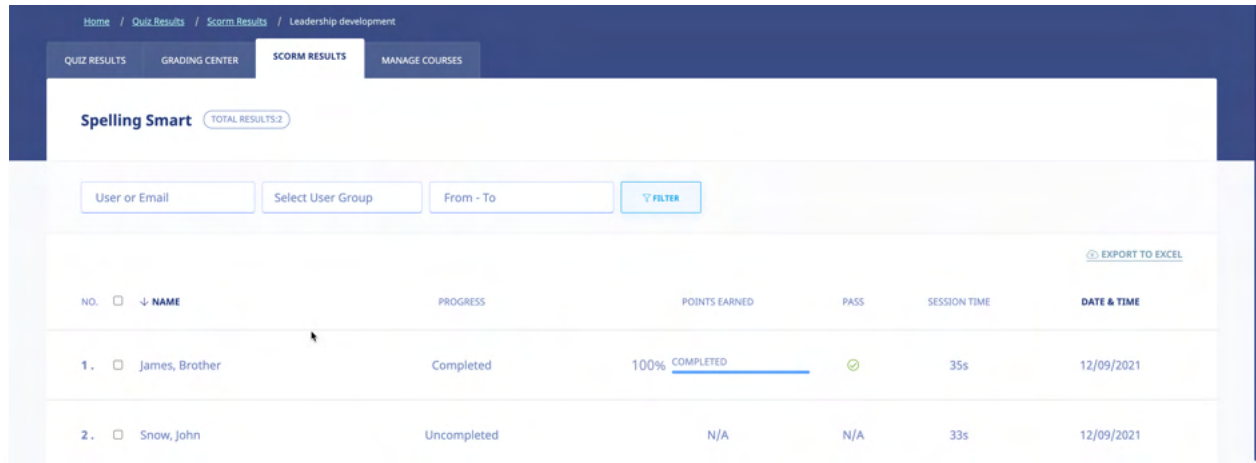
QUIZ RESULTS GRADING CENTER **SCORM RESULTS** MANAGE COURSES

Spelling Smart (TOTAL RESULTS: 2)

User or Email Select User Group From - To [FILTER](#)

[EXPORT TO EXCEL](#)

NO.	<input type="checkbox"/> NAME	PROGRESS	POINTS EARNED	PASS	SESSION TIME	DATE & TIME
1.	<input type="checkbox"/> James, Brother	Completed	100% <div><div>COMPLETED</div></div>	<input checked="" type="checkbox"/>	35s	12/09/2021
2.	<input type="checkbox"/> Snow, John	Uncompleted	N/A	N/A	33s	12/09/2021

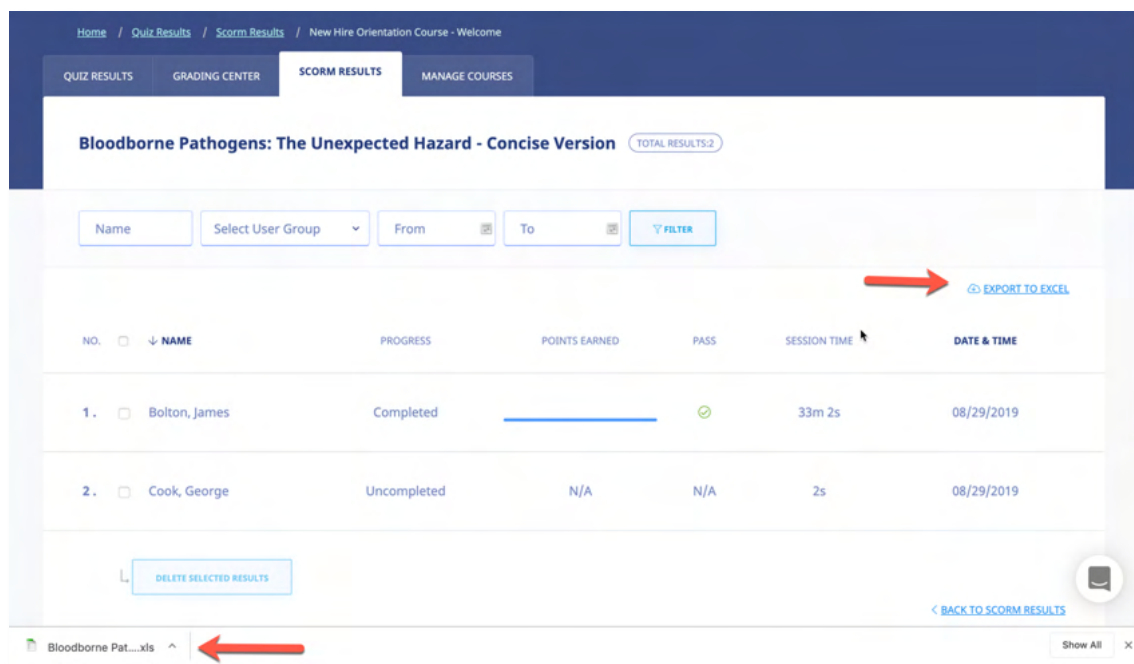


The screenshot shows the 'SCORM RESULTS' tab for a quiz titled 'Spelling Smart'. At the top, there are filters for 'User or Email', 'Select User Group', and 'From - To', followed by a 'FILTER' button. Below the filters is a table of results. The table has columns for 'NO.', 'NAME', 'PROGRESS', 'POINTS EARNED', 'PASS', 'SESSION TIME', and 'DATE & TIME'. There is an 'EXPORT TO EXCEL' link in the top right corner of the table area.

NO.	NAME	PROGRESS	POINTS EARNED	PASS	SESSION TIME	DATE & TIME
1.	James, Brother	Completed	100% <div><div></div></div>		35s	12/09/2021
2.	Snow, John	Uncompleted	N/A	N/A	33s	12/09/2021

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.


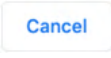


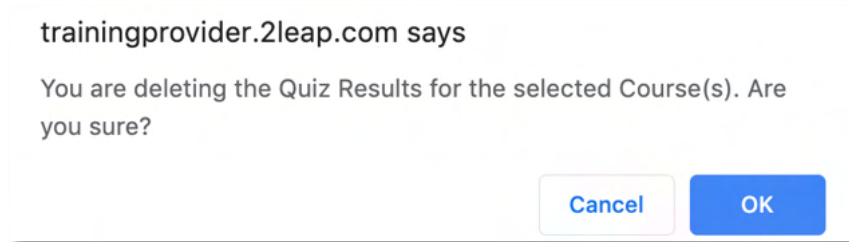
The screenshot shows the 'SCORM RESULTS' tab for a quiz titled 'Bloodborne Pathogens: The Unexpected Hazard - Concise Version'. It has similar filters to the first screenshot. A red arrow points to the 'EXPORT TO EXCEL' link in the top right corner. Below the table, there is a 'DELETE SELECTED RESULTS' button. At the bottom of the page, a file explorer shows the downloaded file 'Bloodborne Pat...xls' with a red arrow pointing to it.

NO.	NAME	PROGRESS	POINTS EARNED	PASS	SESSION TIME	DATE & TIME
1.	Bolton, James	Completed	<div><div></div></div>		33m 2s	08/29/2019
2.	Cook, George	Uncompleted	N/A	N/A	2s	08/29/2019


Deleting SCORM Results

You can delete a user's results by selecting their check box on the **User** list and then clicking **delete selected results**. The system displays a warning message before performing the deletion, as shown in

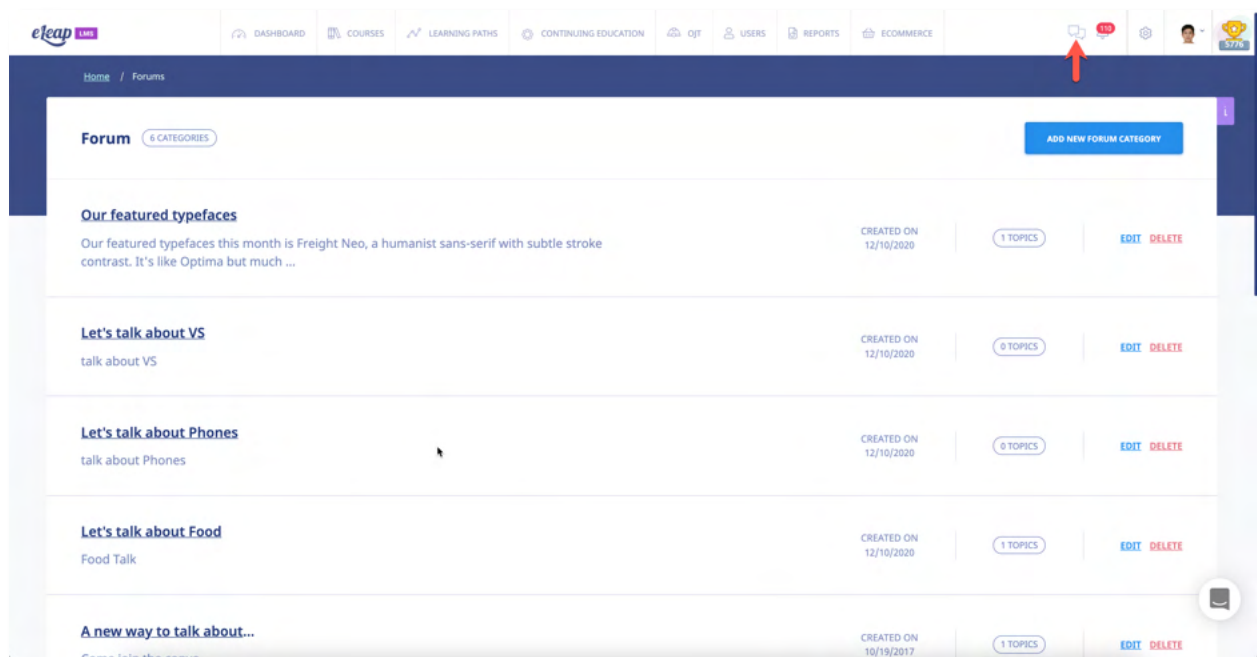
the following illustration, to confirm that is your intention. Click  to proceed with the deletion or click  to cancel the deletion process.



Forum

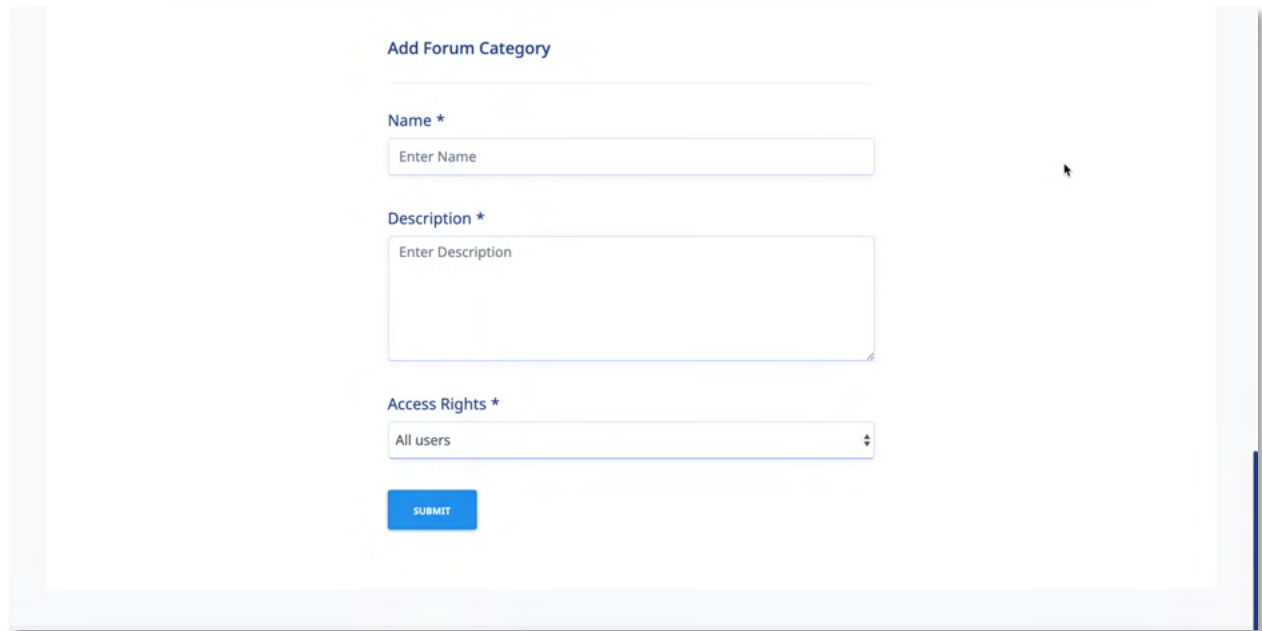
Selecting the  icon in the main menu bar displays the **Forum** screen, illustrated below. Each Forum Category on the **Forum Category** list shows the Forum Category **Name**, **Topics**, and **Date Created** details for the Forum Category. Additionally, you can click the **edit** link to edit a Forum Category or the **delete** link to delete it. eLeaP™ believes that informal learning can be a vital part of designing powerful learning and training programs. After all, the experts tell us that *“80% of workers get their job know-how informally”* Jay Cross (June 2006 TD Magazine).

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




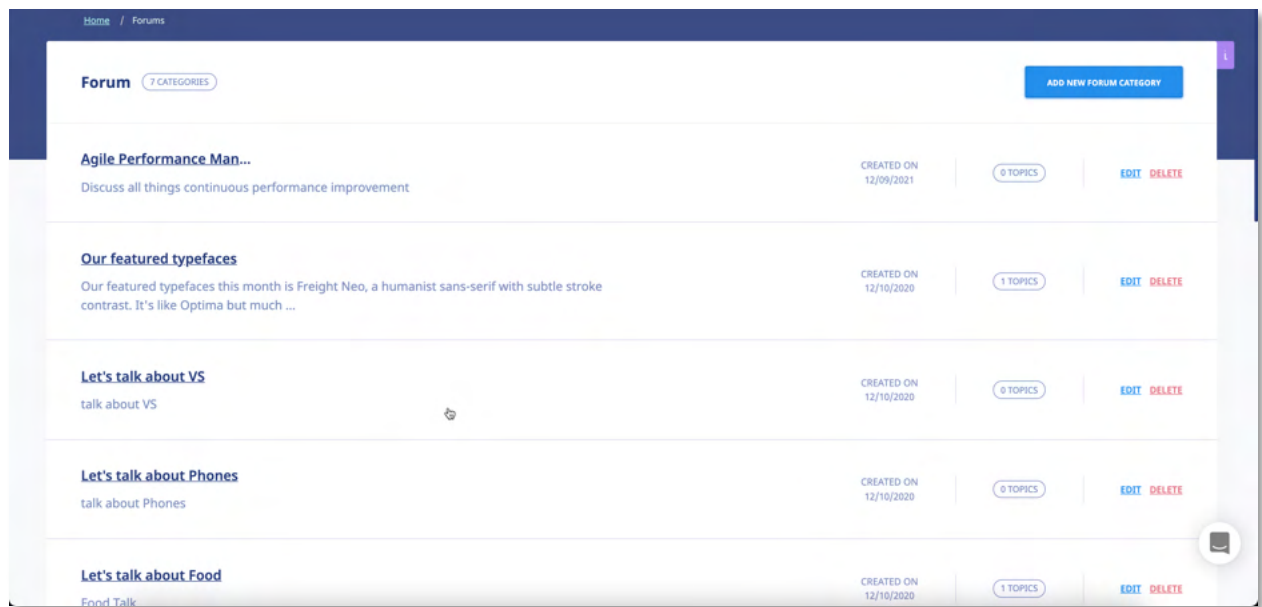
Adding a New Forum Category

Clicking the **ADD NEW FORUM CATEGORY** button 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 a web form titled "Add Forum Category". It contains three main input fields: "Name *" with a placeholder "Enter Name", "Description *" with a placeholder "Enter Description", and "Access Rights *" with a dropdown menu currently showing "All users". A blue "SUBMIT" button is located at the bottom of the form.

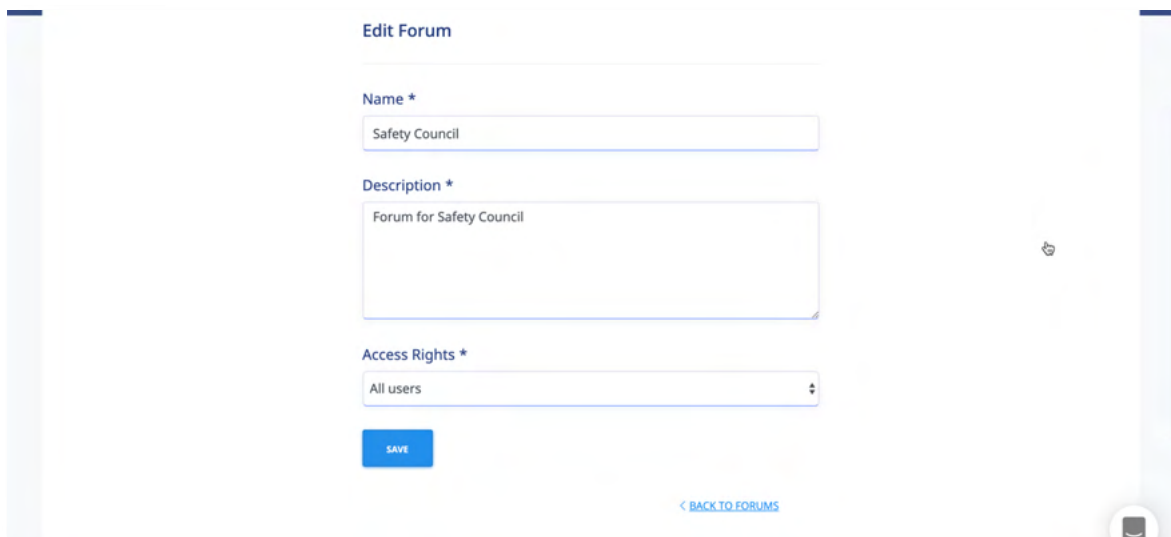
1. Enter a name for the new Forum Category in the **Name** field.
2. Enter a description for the new Forum Category in the **Description** box.
3. Select either the **All users** option or the **Defined Access Rules** option from the **Access Rights** list.
4. Click  to add the new Forum Category to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



Editing a Forum Category

Clicking the [EDIT](#) link for a Forum Category on the **Forum Category** list allows you to make modifications to that Category using the **Edit Category** screen, as shown in the following illustration. Simply modify the

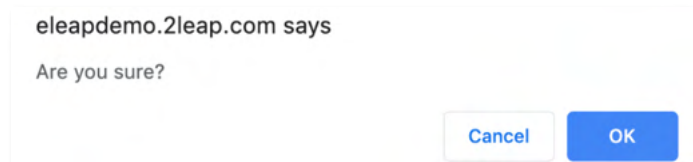
Name, **Description** and/or **Access Rights** options and then click [SAVE](#) to save your changes to the system.



Deleting a Forum Category

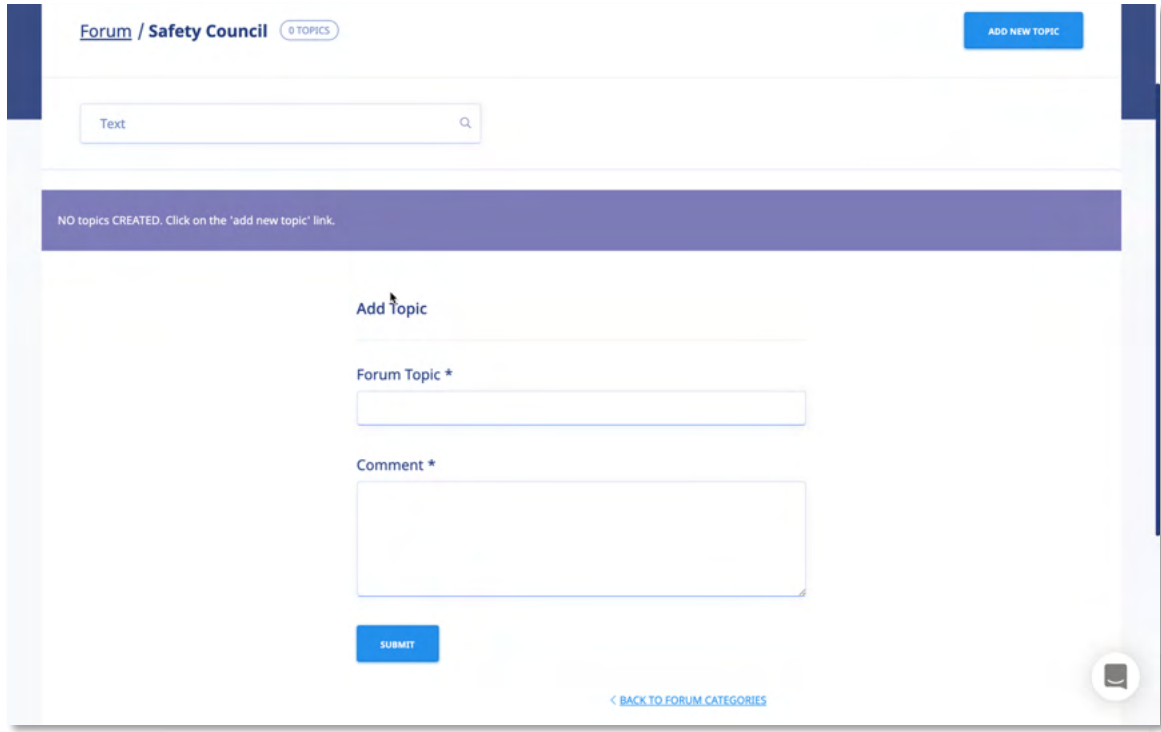
Clicking the [DELETE](#) link for a Forum Category on the **Forum Categories** list allows you to remove a Forum Category from the system. The system first displays a warning message, as shown in the

illustration below, to ensure that is your intention, before performing the deletion. Click [OK](#) to proceed with the deletion or click [Cancel](#) to cancel the deletion process.



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 screenshot shows the 'Add Topic' screen within the 'Forum / Safety Council' section. At the top, there is a breadcrumb trail 'Forum / Safety Council' and a button 'ADD NEW TOPIC'. Below this is a search bar with the placeholder text 'Text'. A purple banner message states: 'NO topics CREATED. Click on the 'add new topic' link.' The main form area is titled 'Add Topic' and contains two required fields: 'Forum Topic *' and 'Comment *'. Below these fields is a blue 'SUBMIT' button. At the bottom right, there is a circular icon with a speech bubble and a link '< BACK TO FORUM CATEGORIES'.

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

The screenshot shows the 'Add Topic' form in the 'Forum / Safety Council' section. At the top, there is a search bar with the placeholder text 'Text' and a magnifying glass icon. Below the search bar is a purple banner with the text 'NO topics CREATED. Click on the 'add new topic' link.' The form itself has a title 'Add Topic' and two required fields: 'Forum Topic *' and 'Comment *'. The 'Forum Topic *' field contains the text 'New OSHA R&gs'. The 'Comment *' field contains the text 'Where can we get content for the new OSHA safety regulations?'. Below the comment field is a green circular icon with a plus sign. At the bottom of the form is a blue 'SUBMIT' button. In the bottom right corner, there is a link '< BACK TO FORUM CATEGORIES' and a chat icon.


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**.

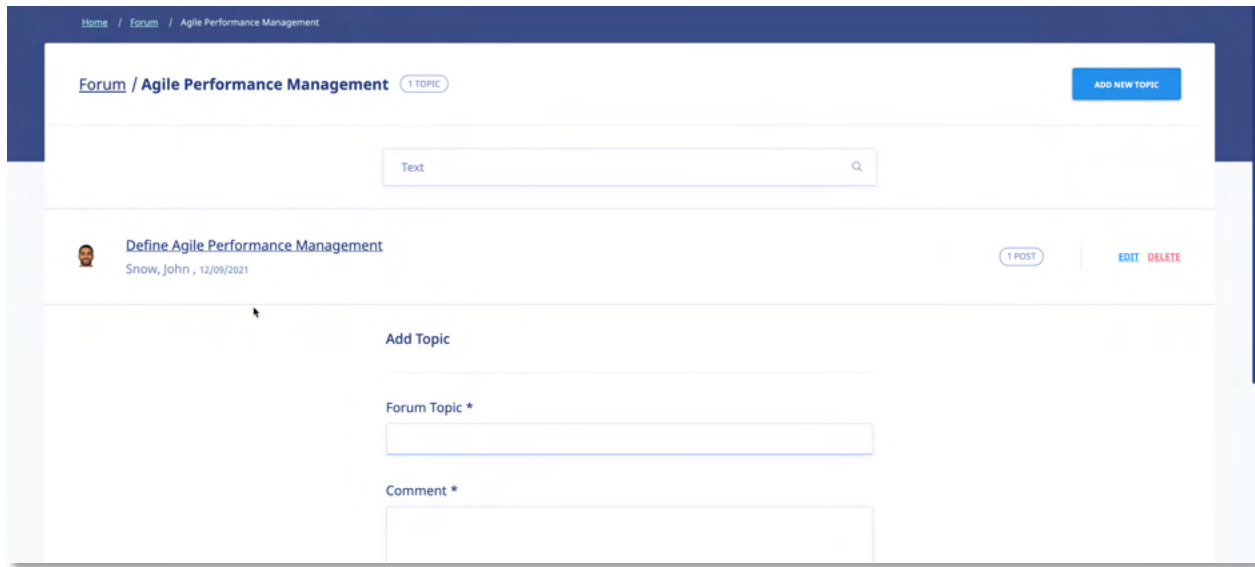
As shown in the following illustration the Topic is added to the **Topics** list, with its **Name**, **Started By**, **Posts** and **Open Date** details displayed.

The screenshot shows the 'Forum / Safety Council' section with a green banner at the top stating 'The topic has been saved'. Below the banner is a search bar with the placeholder text 'Text' and a magnifying glass icon. The main content area displays a list of forum topics. The first topic is 'New OSHA R&gs' by 'Wellborn, Don' on '09/02/2019'. It has '1 POST' and 'EDIT' and 'DELETE' buttons. Below the topic list is an 'Add Topic' button. At the bottom, there is a 'Forum Topic *' field. In the bottom right corner, there is a chat icon.

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

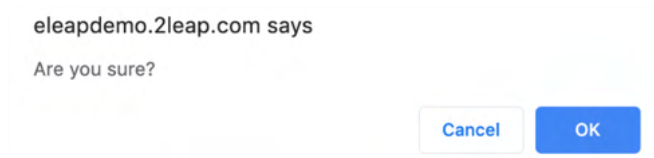
click  to save those changes to the system.



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

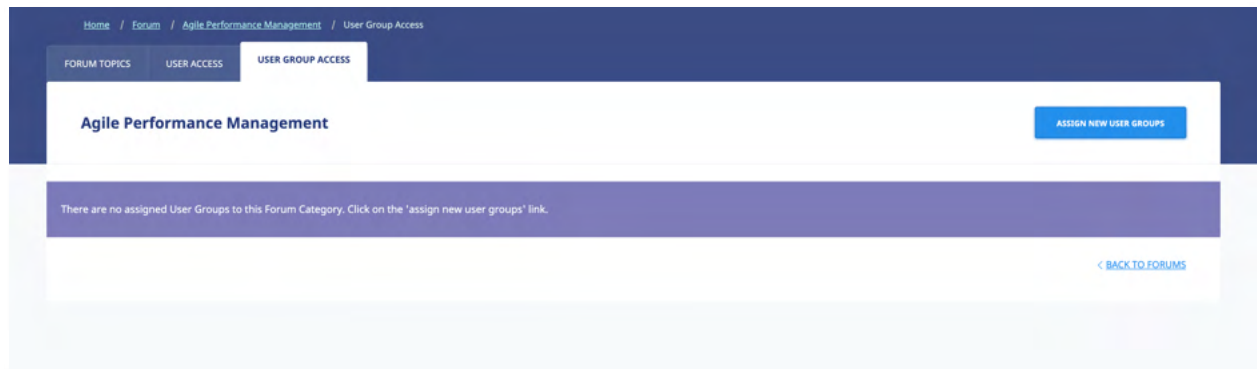
in the following illustration. Click  to proceed with the deletion or click  to cancel the deletion process.



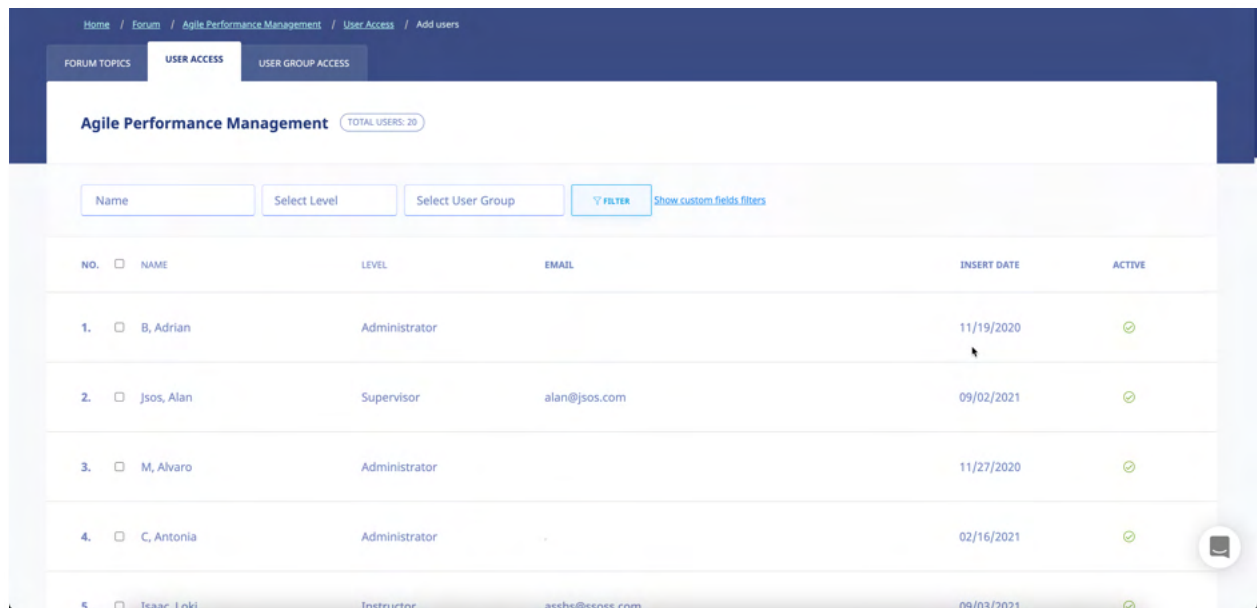
Assigning User Access to a Forum Category

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.



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



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

Home / Forum / Agile Performance Management / User Access

FORUM TOPICS USER ACCESS USER GROUP ACCESS

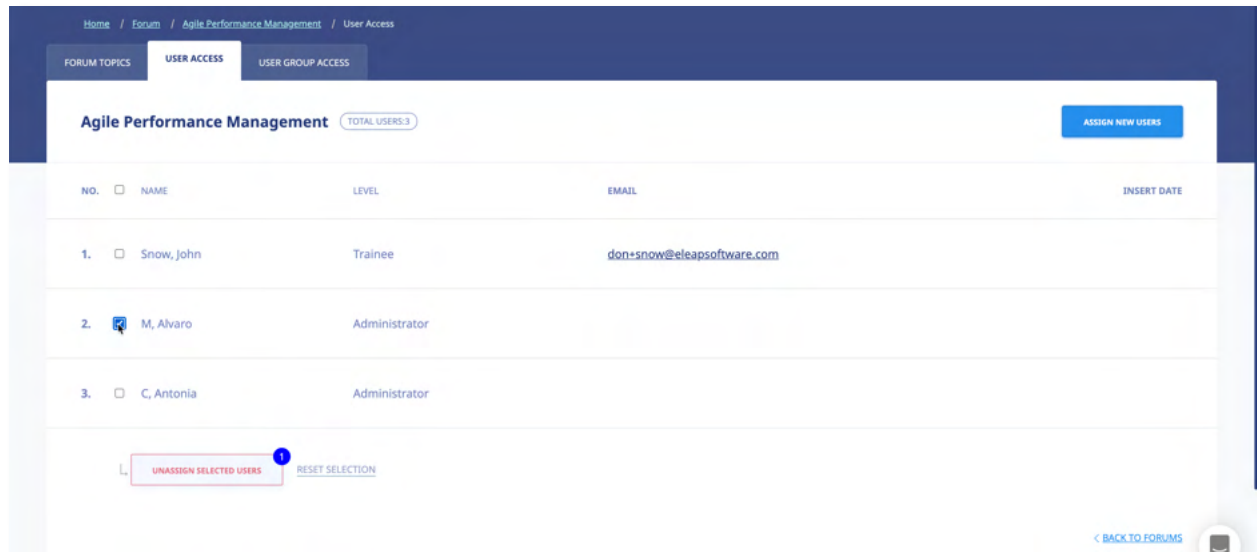
Agile Performance Management TOTAL USERS:3 ASSIGN NEW USERS

These users have been added to this forum category

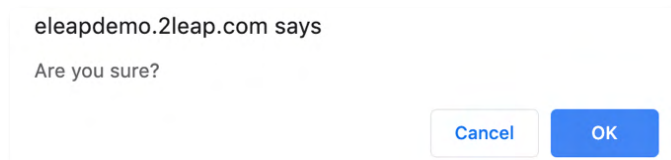
NO.	<input type="checkbox"/>	NAME	LEVEL	EMAIL	INSERT DATE
1.	<input type="checkbox"/>	Snow, John	Trainee	don+snow@eleapsoftware.com	
2.	<input type="checkbox"/>	M, Alvaro	Administrator		
3.	<input type="checkbox"/>	C, Antonia	Administrator		

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** button.

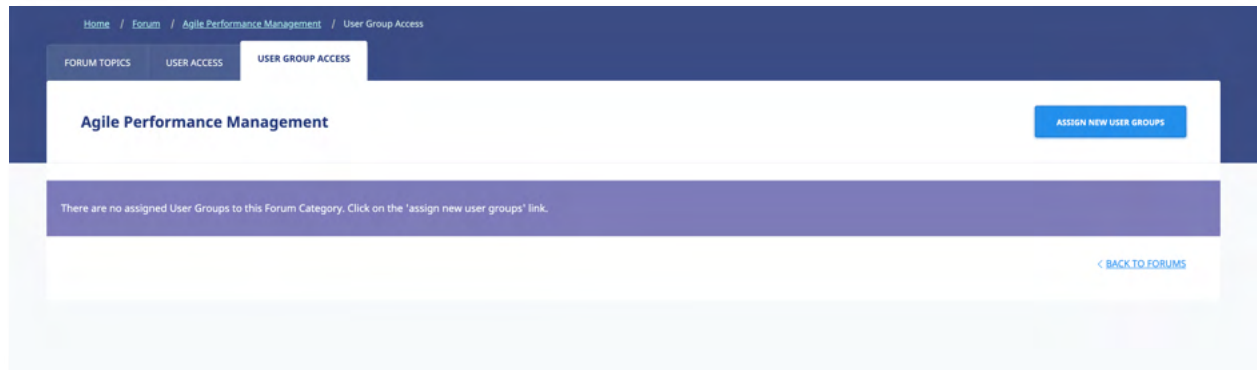


As shown in the following illustration, the system displays a warning message before unassigning the User to ensure that is your intention. Click **OK** to proceed with the un-assignment or click **Cancel** to cancel the deletion process.

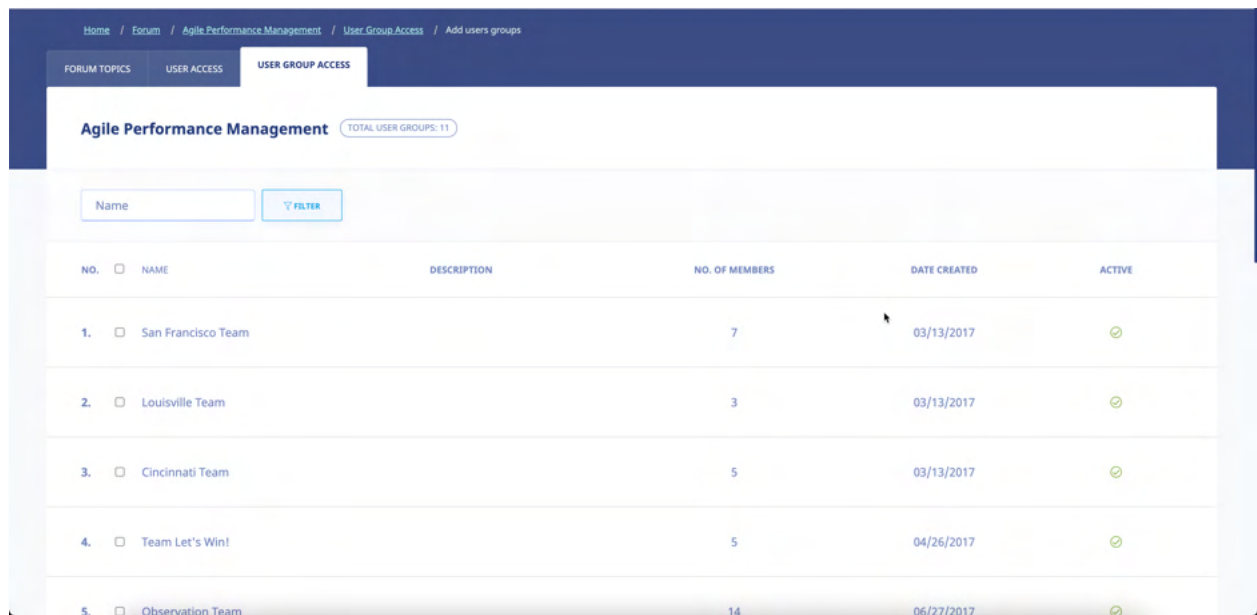


Assigning User Group Access to a Forum Category

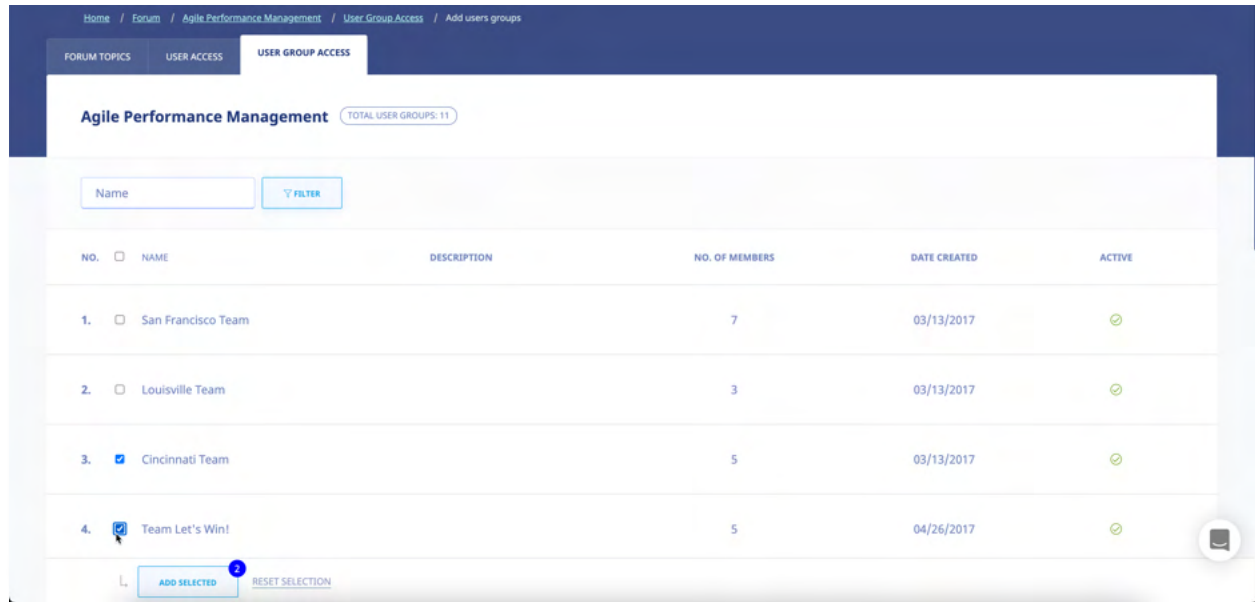
Selecting the **USER GROUP ACCESS** tab on the **Forum Category Details** screen allows you to assign User Groups within the system access to that Forum Category using the **User Group Access** screen, as shown in the following illustration. To begin, click the **assign new User Groups** button.



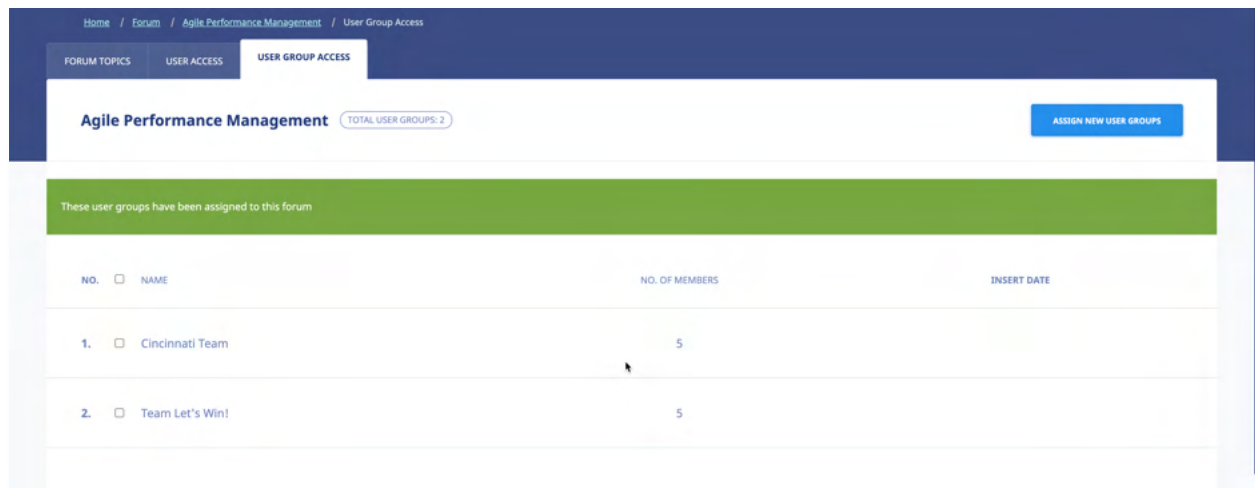
The **Add User Groups** screen, illustrated below, is displayed.



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

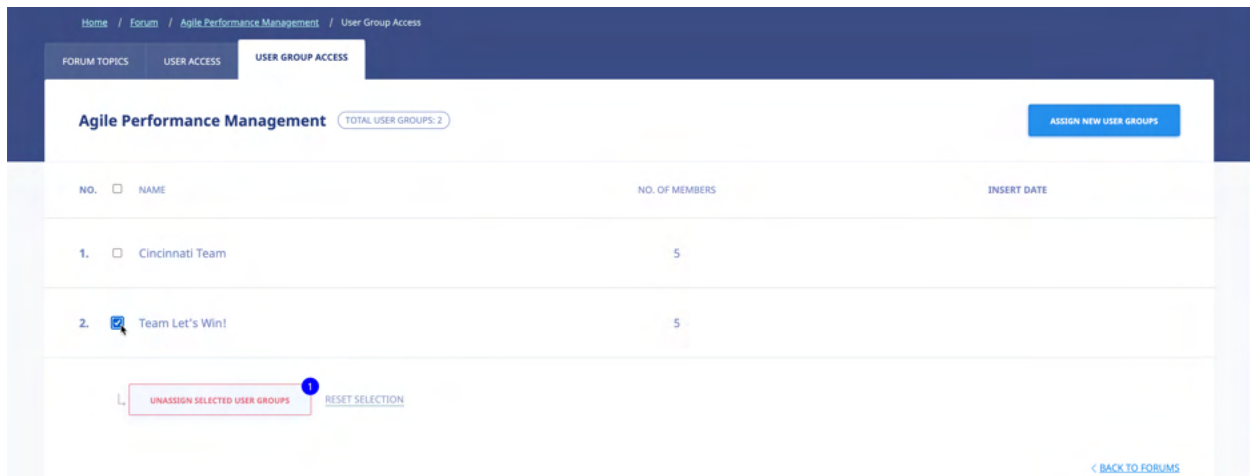


As shown in the following illustration, the User Groups are now assigned access to the Forum Category.

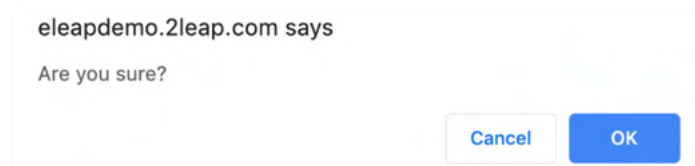


Unassigning User Group Access to a Forum


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

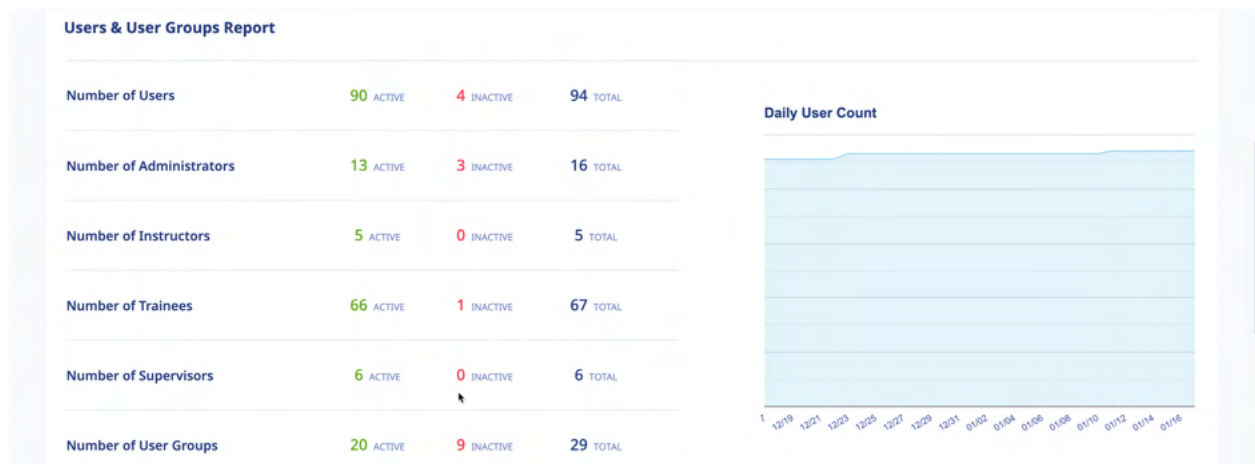
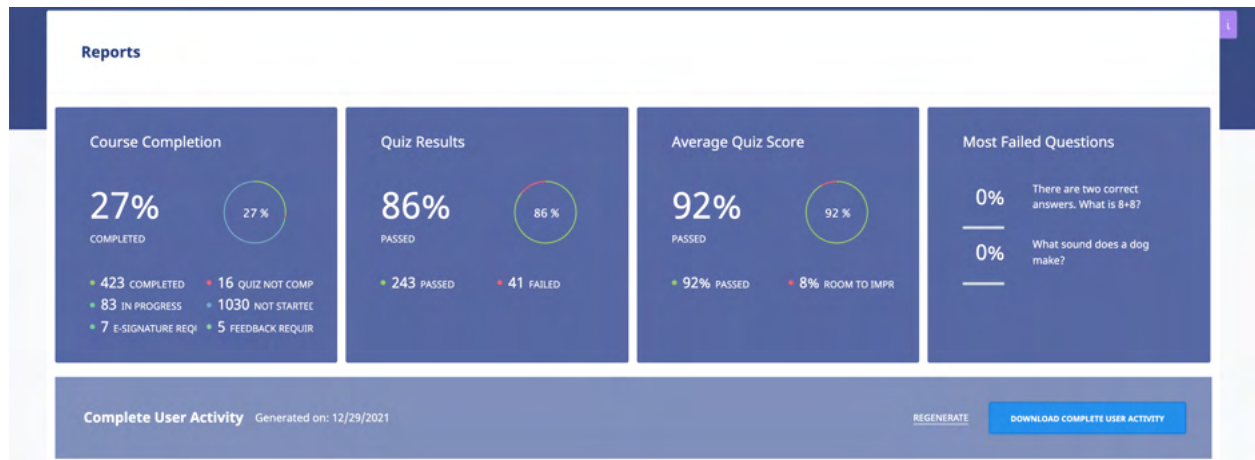


As shown in the illustration below, the system displays a warning message before performing the deletion, to ensure that is your intention. Click **OK** to proceed with the deletion process or click **Cancel** to cancel the process.




Reports

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



Courses & Learning Paths Report				Forum Report	
Number of Courses	314 ACTIVE	83 INACTIVE	397 TOTAL	Number of Categories	7 TOTAL
Number of Lessons	590 ACTIVE	180 INACTIVE	770 TOTAL	Number of Forum Topics	10 TOTAL
Number of Learning Paths	46 ACTIVE	28 INACTIVE	74 TOTAL	Number of Forum Posts	17 TOTAL
Number of Self Enrolled Courses	21 ACTIVE	1 INACTIVE	22 TOTAL		
Number of Self Enrolled Learning Paths	5 ACTIVE	0 INACTIVE	5 TOTAL		

HDD Report						
						
Files in your Lessons 258 FILES (500.32 MB)	Media files in your Lessons 79 FILES (28.47 MB)	Files used in your Quizzes 42 FILES (4.62 MB)	SCORM Files 166 FILES (18.15 GB)	Files in Notes 11 FILES (6.11 MB)	Files in Course Notes and Memos 5 FILES (1.30 MB)	Files in Profile 12 FILES (6.40 MB)
Feedback Reports						
Courses with active Feedback Forms 114 TOTAL	Feedback from your Users 40 TOTAL	Observation Course Feedback 6 TOTAL				

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.



Number of Users	47 ACTIVE	5 INACTIVE	52 TOTAL
Number of Administrators	8 ACTIVE	2 INACTIVE	10 TOTAL
Number of Instructors	2 ACTIVE	0 INACTIVE	2 TOTAL
Number of Trainees	33 ACTIVE	3 INACTIVE	36 TOTAL
Number of Supervisors	4 ACTIVE	0 INACTIVE	4 TOTAL
Number of User Groups	10 ACTIVE	1 INACTIVE	11 TOTAL

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 Learning 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 **Learning Paths** screen, as shown in the following illustration.

Courses & Learning Paths Report				Forum Report	
Number of Courses	152 ACTIVE	17 INACTIVE	169 TOTAL	Number of Categories	7 TOTAL
Number of Lessons	230 ACTIVE	33 INACTIVE	263 TOTAL	Number of Forum Topics	5 TOTAL
Number of Learning Paths	27 ACTIVE	5 INACTIVE	32 TOTAL	Number of Forum Posts	7 TOTAL
Number of Self Enrolled Courses	30 ACTIVE	0 INACTIVE	30 TOTAL		
Number of Self Enrolled Learning Paths	3 ACTIVE	0 INACTIVE	3 TOTAL		

Home / Reports / Learning Paths								
Learning Paths		32 TOTAL LEARNING PATHS		EXPORT TO EXCEL				
NO.	NAME	CREATED BY	DATE CREATED	TOTAL COURSES	INACTIVE COURSES	USERS	USER GROUPS	ACTIVE
1.	Pfizer	Sam, Pete	10/09/2017	3	0	3	1	⊘
2.	SR TP - Deadline Reminders	Sam, Pete	06/08/2021	4	0	1	1	⊙
3.	Senior Managers Package	Sam, Pete	11/11/2021	2	0	2	0	⊙
4.	New Hire Orientation	Cena, Jon	11/11/2021	2	0	0	0	⊘
5.	Sequence Training Software Program	Sam, Pete	09/29/2021	3	0	4	0	⊙
6.	A Path Forward	Sam, Pete	11/16/2021	3	0	4	1	⊙

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.

Forum Report	
Number of Categories	5 TOTAL
Number of Forum Topics	4 TOTAL
Number of Forum Posts	8 TOTAL

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.

Home / Reports / Forum Categories				
Report on Forum Categories		4 TOTAL FORUM CATEGORIES		
		EXPORT TO EXCEL		
NO.	NAME	DESCRIPTION	TOPICS	DATE CREATED
1.	Jack Talks - Coaches	Coaches introduction forum.	1	02/05/2019
2.	Senior VP	Area for senior VP convo	1	01/17/2019
3.	A new way to talk about our plans	Come join the convo	1	10/19/2017
4.	Let's talk about our Q3 Goals	Please join the conversation	1	04/26/2017
		BACK TO REPORTS		

Clicking the [EXPORT TO EXCEL](#) link allows you to export this information to a local drive on your computer, when necessary.

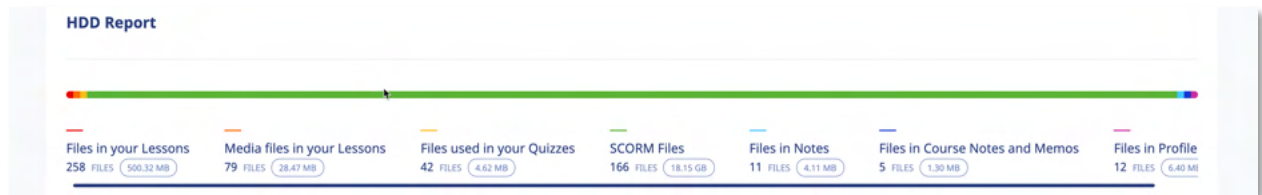
HDD Reports

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 Course Notes and Memos
- 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.

Multimedia Files in your Lessons (20 TOTAL FILES) [EXPORT TO EXCEL](#)

NO.	FILENAME	LESSON'S TITLE	COURSE'S TITLE	FILE SIZE	DELETE
1.	chunking1.png	Chunking	Micro Learning - How to Engage	176.92 kb	DELETE
2.	2017-03-13_1806.png	44 Years	Sales Training Seminar	124.48 kb	DELETE
3.	chunking1.png	Chunking	Sales Training Seminar	176.92 kb	DELETE
4.	2017-03-13_1806.png	44 Years	Micro Learning - How to Engage : DUPLICATE	124.48 kb	DELETE

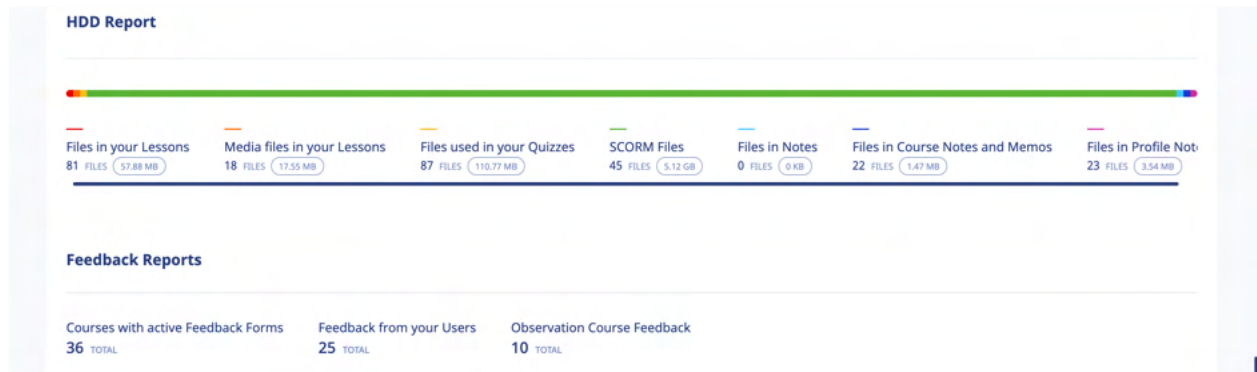
Clicking the [EXPORT TO EXCEL](#) link allows you to export this information to a local drive on your computer, when necessary.

Feedback Reports

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

- Courses with Active Feedback Forms
- Feedback from your Users

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



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

Feedback Reports (40 TOTAL FEEDBACK)

Select Course FILTER

	USER	DATE
1. Association Training 101		
2. Aviation 101: Retry: New	Dewey, Doris	12/25/2021
3. Company Safety 2018		
4. Course Certificate		
2. Week 1 of 5	Jones, Helen	08/19/2021
3. Orientation for New Hires to our company	Cranston, Kofi	07/27/2021
4. Feedback - not required	Walker, Alice	05/06/2021
5. Safety and Lifting Skills - SELF ASSESSMENT	Walker, Alice	05/04/2021

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

APPLY FILTERS

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

Home / eCommerce / Courses

ECOMMERCE COURSES

YOUR ECATALOGSALES REPORTCOMPLETION REPORTREFERRERSPROMO CODESDISCOUNTSCUSTOM FIELDS

eCommerce courses

Your course will be available or listed on your website: <https://trainingprovider.eleapcourses.com/>

NO.	NAME	ORDER	TOTAL SALES	STATUS	DATE CREATED	ACTION
1.	Uploading PDF Tags: Test	↓	\$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>	05/09/2018	ACCESS COURSE
2.	Sexual Harassment Prevention In New York Tags: Categoric test	↑↓	\$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>	02/22/2019	ACCESS COURSE
3.	Live Oak Training 101 Tags: sdfasdf	↑↓	\$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>		ACCESS COURSE
4.	Team building 101 : DUPLICATE Tags: vol, vol	↑↓	\$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>	04/09/2019	ACCESS COURSE
5.	New Hire Orientation Course - Welcome Tags: Selling	↑	\$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>		ACCESS COURSE

5 Total eCommerce Courses

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 'eCommerce COURSE DETAIL' screen for the course 'Sexual Harassment Prevention In New York'. The interface includes a top navigation bar with tabs: SALES REPORT, STUDENT USERS, COMPLETION REPORT, QUIZ RESULTS, SCORM RESULTS, and GRADING CENTER. The main content area is divided into two columns. The left column contains the following sections: a checkbox 'I want to sell this course on my eLeaP e-catalog' (checked), 'Category Tags' with a text input field containing 'Sexual harassment, harassment, workplace harassment, new york,', 'Description' with a rich text editor containing text about New York's sexual harassment laws, 'Pricing Model' with a 'Default Price per license' of \$10.00, 'Pricing Type' with 'Standard pricing' selected, 'Eligible for Volume discount' (checked), 'Extend Your Reach' with 'Yes, I want this course to be available for purchase on the eLeaP e-learning catalog' (checked) and 'Yes, I am ready to sell this course' (checked). The right column contains 'Upload picture' with a 'CHOOSE FILE' button, 'Upload sample file' with a 'CHOOSE FILE' button, and a file upload area showing 'wallpaper1...' (572.79 KB). At the bottom, there are 'SAVE ECOMMERCE SETTINGS' and 'CANCEL' buttons.

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. To use the **Tiered** or **Volume** option, select the **Multi-license pricing** option.
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 **CHOOSE FILES** link to **upload sample file**. A sample file is a powerful marketing addition. eLeaP requires a course sample for display and marketing purposes. Samples can be in PDF format.
8. Click the **CHOOSE FILES** link to **upload picture** link to associate an image with the Course.
9. 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.

SAVE ECOMMERCE SETTINGS

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 and tagline to configure your eCatalog.

Home / eCommerce / Catalog

ECOMMERCE COURSES YOUR ECATALOG SALES REPORT COMPLETION REPORT REFERRERS PROMO CODES DISCOUNTS CUSTOM FIELDS

Your eCatalog

Edit the Help page of your catalog:

Edit information about your business/organization below:

SAVE

Add/edit your own motto.

Footer text (large):

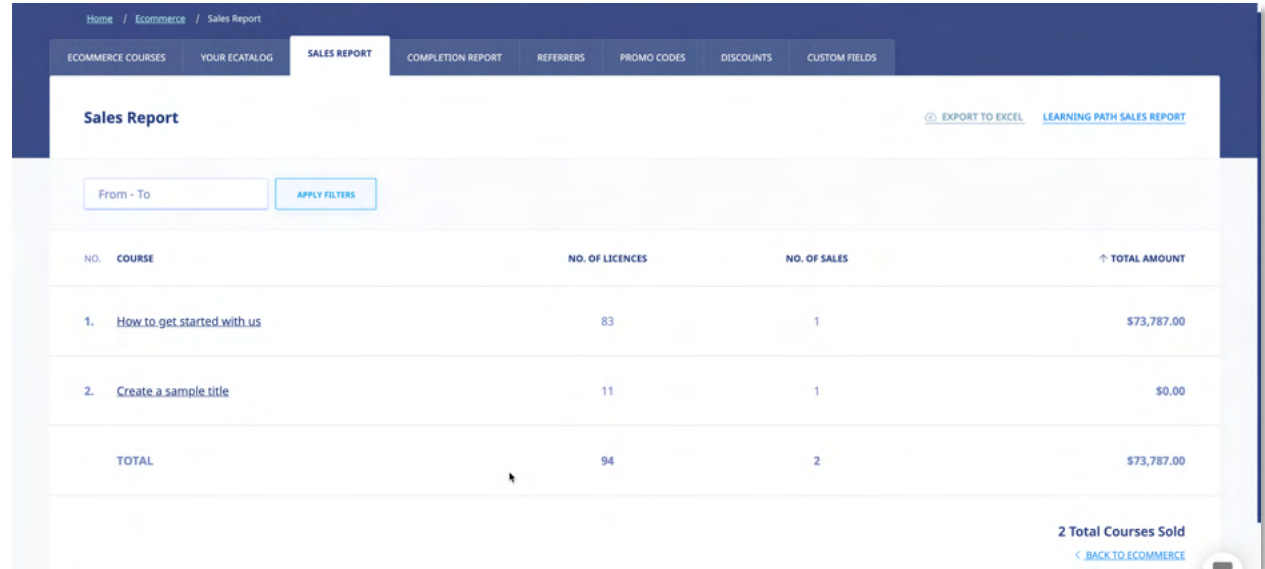
Footer text (small):

1. Add information to be displayed on your Catalog Help page. This will help your customers get basic help and assistance. Of course, eLeaP provides your customers with customers service.
2. Add information about 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.
3. Within the **Add/edit your own motto** portion of the screen, enter a **Title** and a **Motto** within their respective fields to synopsize what your business/organization stands for.
4. Click **SAVE** to save your changes to the system.

Sales Report

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

APPLY FILTERS



NO.	COURSE	NO. OF LICENSES	NO. OF SALES	↑ TOTAL AMOUNT
1.	How to get started with us	83	1	\$73,787.00
2.	Create a sample title	11	1	\$0.00
TOTAL		94	2	\$73,787.00

2 Total Courses Sold
[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.

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

ECOMMERCE DETAILSALES REPORTSTUDENT USERSCOMPLETION REPORTQUIZ RESULTS SCORM RESULTSGRADING CENTER

How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy ...[EXPORT TO EXCEL](#)

NO.	PORTAL	ORGANIZATION	FULL NAME	EMAIL	↑ DATE	NO. OF LICENCES	AMOUNT
1.	Course Portal				06/13/2019	1	\$79.95
2.	Course Portal		Don, "		03/06/2018	1	\$79.95
3.	Course Portal		Feldmann,	-	02/26/2018	1	\$79.95
4.	Course Portal		Manaa, Man	35d0fed7@opayq.com	12/19/2016	1	\$0.00
5.	Some Big Two		Jones, Peter	eleapm7@gmail.com	12/19/2016	1	\$0.00
6.	Course Portal		Taylor,		01/14/2016	1	\$79.95
7.	Telania Global				09/10/2015	1	\$0.00
8.	Course Portal		Martell,		07/03/2015	1	\$79.95

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.

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.

Home / Ecommerce / How to Sell Software-as-a-Service (SaaS): Why your... / Student Users

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

How to Sell Software-as-a-Service (SaaS):... [EXPORT TO EXCEL](#)

Name [APPLY FILTERS](#)

NO.	NAME	EMAIL	↑ DATE PURCHASED	DATE ASSIGNED
1.	Cantu		06/13/2019	06/13/2019
2.	Don.		03/06/2018	03/06/2018
3.	Feldmann		02/26/2018	02/26/2018
4.	Manaa.		12/19/2016	12/19/2016
5.	Taylor.		01/14/2016	01/14/2016
6.	Martell.		07/03/2015	07/03/2015
7.	gonzalez		08/20/2014	08/20/2014
8.	Jay		05/08/2014	05/08/2014
9.	Weobong.		05/08/2014	05/08/2014
10.	Sam.		02/02/2014	02/02/2014

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 displays the 'STUDENT USERS' tab in the eLeaP interface. At the top, a navigation bar includes 'ECOMMERCE DETAIL', 'SALES REPORT', 'STUDENT USERS' (active), 'COMPLETION REPORT', 'QUIZ RESULTS', 'SCORM RESULTS', and 'GRADING CENTER'. Below the navigation bar, the user's profile is shown with the title 'How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work' and the name 'Jay, Sam'. The user's details are listed as follows:

First Name	Sam
Last Name	Jay
Email	prmdesals1@gmail.com

Below the user details, the 'User Activity' section shows the 'Last Login' as 05/08/2014. The 'Assigned Courses' section contains a table with the following data:

NO.	NAME	STATUS	DEADLINE	QUIZ	DATE COMPLETED	DATE ASSIGNED
1.	How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work	100% COMPLETED	none	N/A	05/08/2014	05/08/2014

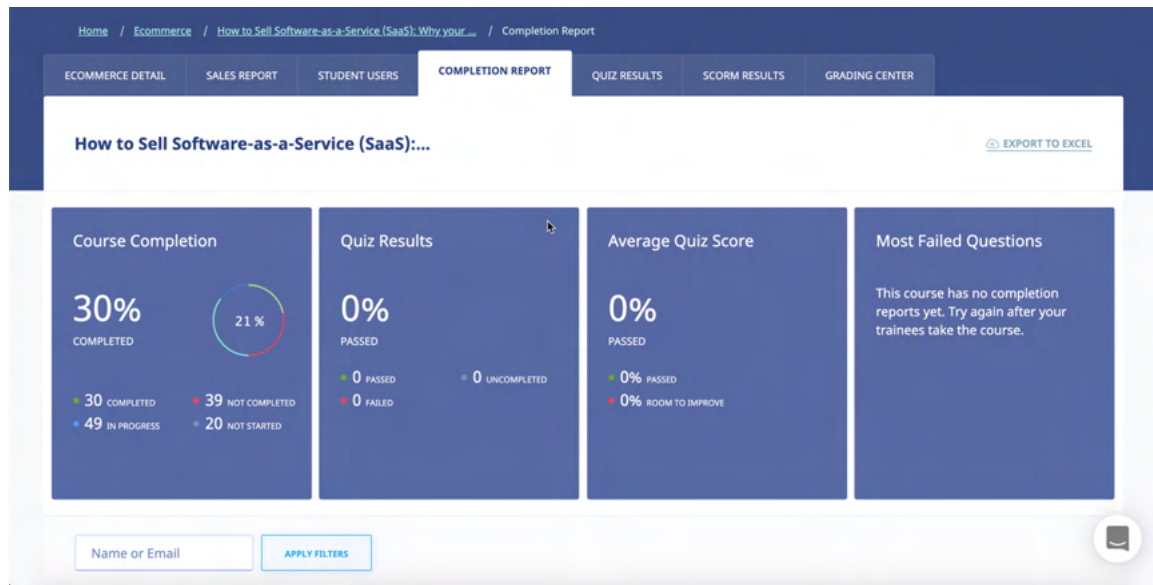
The 'Completed Quizzes' section at the bottom shows a message: 'There are no Completed Quizzes'.

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.

Completion Report

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



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

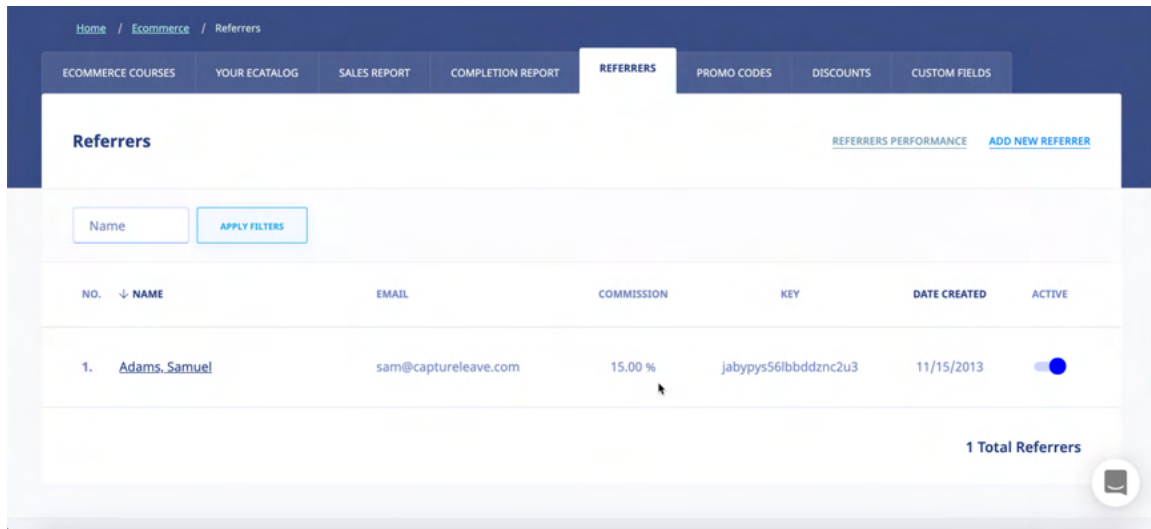
NO.	NAME	ORGANIZATION	PROGRESS	QUIZ	QUIZ COMPLETED	DEADLINE
1.	Aanes,	Course Portal	50% IN PROGRESS	N/A	-	none
2.	al-jaar,	Course Portal	50% IN PROGRESS	N/A	-	none
3.	Alkharrat,	Course Portal	100% COMPLETED	N/A	-	none
4.	allegaert,	Course Portal	100% COMPLETED	N/A	-	none
5.	Barberis,	Course Portal	50% IN PROGRESS	N/A	-	none
6.	Baxter,	Course Portal	50% IN PROGRESS	N/A	-	none

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.

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.



NO.	NAME	EMAIL	COMMISSION	KEY	DATE CREATED	ACTIVE
1.	Adams, Samuel	sam@captureleave.com	15.00 %	jabypys56lbbddznc2u3	11/15/2013	<input checked="" type="checkbox"/>

1 Total Referrers

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.

Add Referrer

ADD NEW FIELDADD NEW CODE

KEY

4v9uvtv15fb5bqfeot6i

First Name *

Last Name *

Email *

Phone *

Fax

Address

City

State/Region

ZipCode

Country

Web (including http://)


Commission(%) *

0

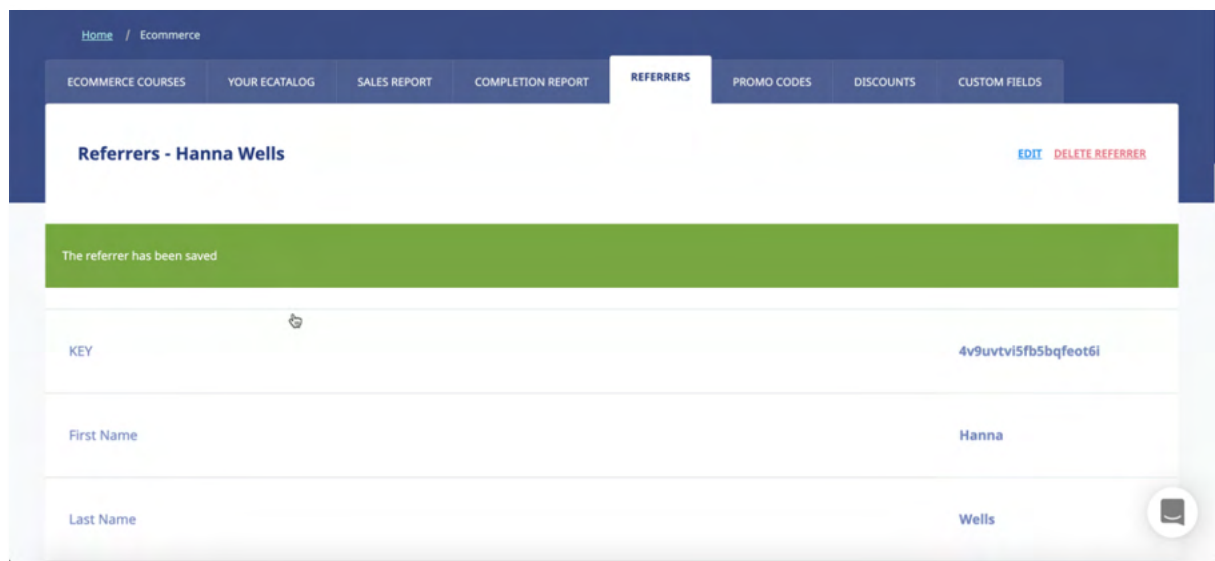
This Referrer will immediately be sent their login information via email.
Please make sure they have whitelisted office@eleapsoftware.com

SavesCANCEL

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.

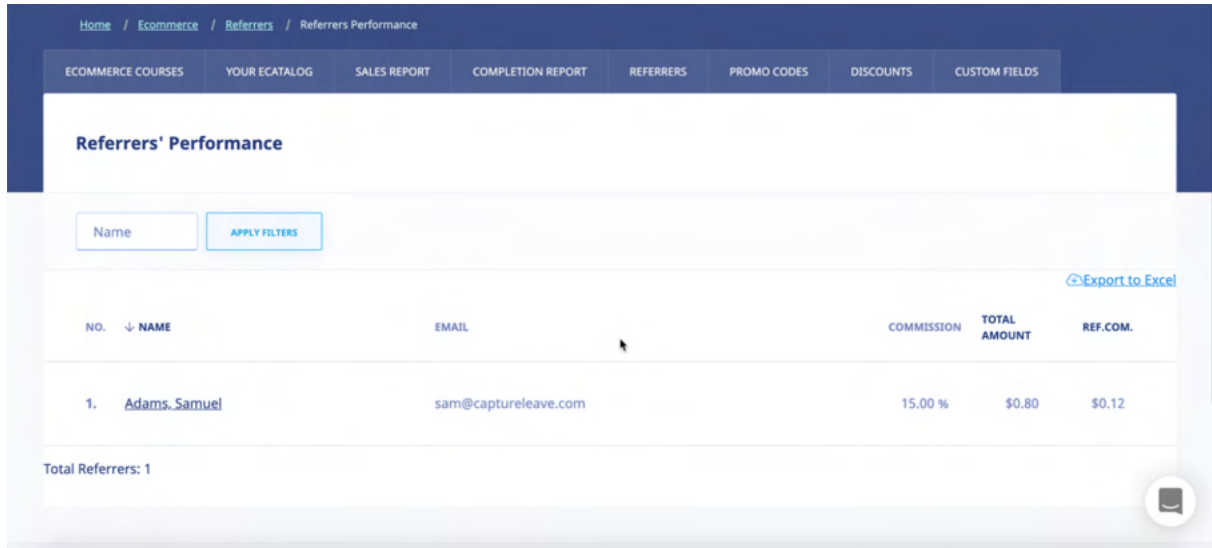
7. Enter a City Location for the new Referrer in the **City** field.
8. Enter a State/Region location for the new Referrer in the **State/Region** field.
9. Enter a Zip or Postal Code for the new Referrer in the **ZipCode** field.
10. Enter a Country Location for the new Referrer in the **Country** field.
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  to create the new Referrer.

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



Referrers Performance

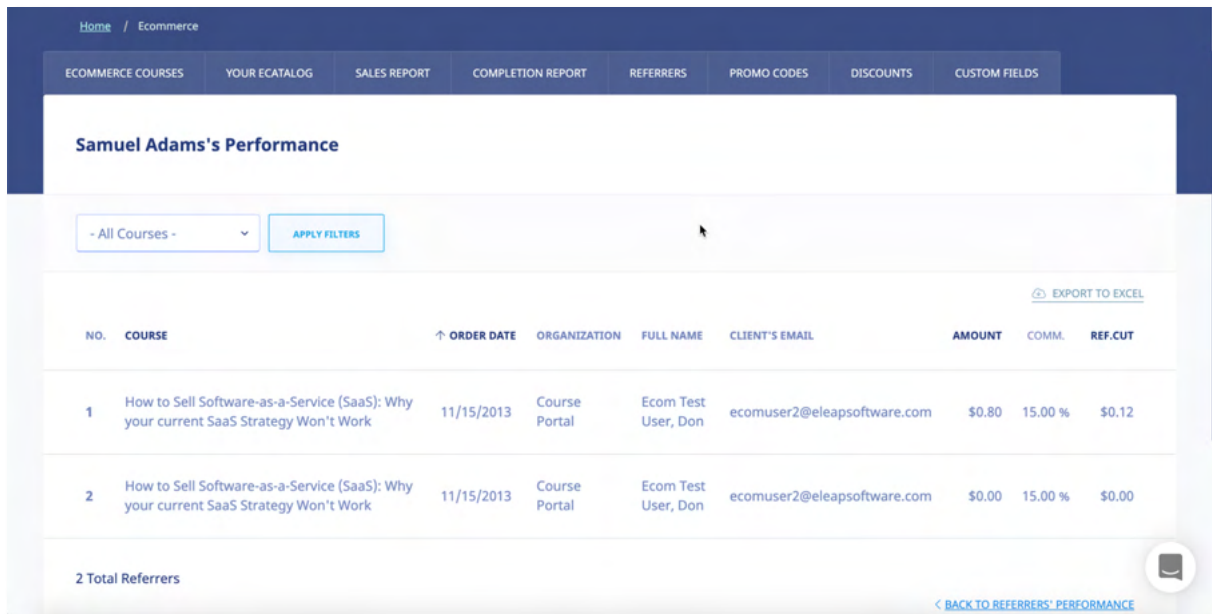
Selecting the **REFERRERS PERFORMANCE** tab within the **Ecommerce** screen displays the **Referrers' Performance** screen, as shown in the illustration below. Each line on the **Referrers** list displays the **Name, Email, Commission, Total Amount** and **Ref.Com details** for that Referrer.



The screenshot shows the 'Referrers' Performance' screen. At the top, there's a breadcrumb trail: Home / Ecommerce / Referrers / Referrers Performance. Below this is a navigation bar with tabs: ECOMMERCE COURSES, YOUR ECATALOG, SALES REPORT, COMPLETION REPORT, REFERRERS (selected), PROMO CODES, DISCOUNTS, and CUSTOM FIELDS. The main title is 'Referrers' Performance'. There's a search bar with 'Name' and an 'APPLY FILTERS' button. An 'Export to Excel' link is in the top right. The table has columns: NO., NAME, EMAIL, COMMISSION, TOTAL AMOUNT, and REF.COM. One referrer is listed: 1. Adams, Samuel, sam@captureleave.com, 15.00 %, \$0.80, \$0.12. At the bottom, it says 'Total Referrers: 1'.

NO.	NAME	EMAIL	COMMISSION	TOTAL AMOUNT	REF.COM.
1.	Adams, Samuel	sam@captureleave.com	15.00 %	\$0.80	\$0.12

Total Referrers: 1



The screenshot shows 'Samuel Adams's Performance'. The breadcrumb trail is Home / Ecommerce. The navigation bar is the same. The title is 'Samuel Adams's Performance'. There's a dropdown menu set to '- All Courses -' and an 'APPLY FILTERS' button. An 'EXPORT TO EXCEL' link is in the top right. The table has columns: NO., COURSE, ORDER DATE, ORGANIZATION, FULL NAME, CLIENT'S EMAIL, AMOUNT, COMM., and REF.CUT. Two courses are listed, both for the same date and user. At the bottom, it says '2 Total Referrers' and there's a 'BACK TO REFERRERS' PERFORMANCE' link.

NO.	COURSE	ORDER DATE	ORGANIZATION	FULL NAME	CLIENT'S EMAIL	AMOUNT	COMM.	REF.CUT
1	How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work	11/15/2013	Course Portal	Ecom Test User, Don	ecomuser2@eleapsoftware.com	\$0.80	15.00 %	\$0.12
2	How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work	11/15/2013	Course Portal	Ecom Test User, Don	ecomuser2@eleapsoftware.com	\$0.00	15.00 %	\$0.00

2 Total Referrers

[BACK TO REFERRERS' PERFORMANCE](#)

Exporting Referrer Performance

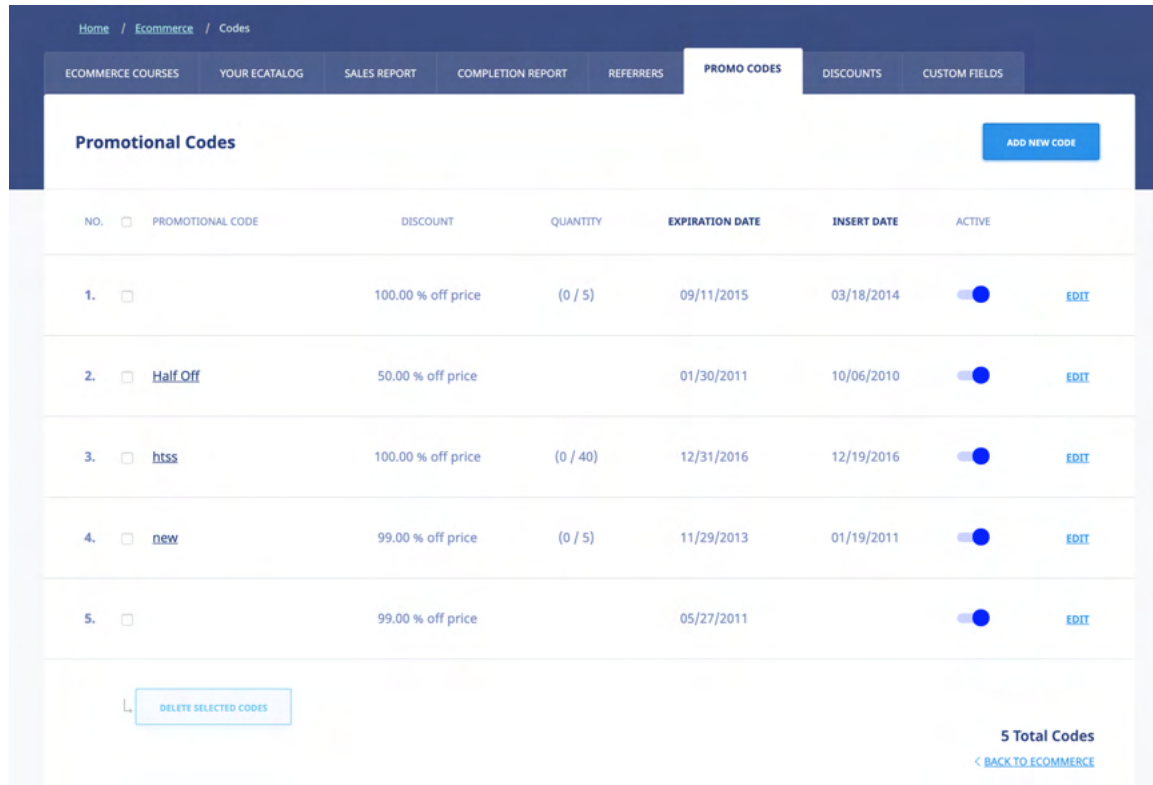
Selecting the **Export to Excel** link on the **Referrers' Performance** screen allows you to export this information to a local drive on your computer. As shown in the following illustration, you are provided with the option to either **Open** or **Save** the file.

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	John Doe	john.doe@company.com	15	1000	150.00
3	2	Jane Smith	jane.smith@company.com	15	1000	150.00
4	3	Mike Brown	mike.brown@company.com	20	1000	200.00
5	4	Anna White	anna.white@company.com	10	1000	100.00
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.




NO.	PROMOTIONAL CODE	DISCOUNT	QUANTITY	EXPIRATION DATE	INSERT DATE	ACTIVE
1.		100.00 % off price	(0 / 5)	09/11/2015	03/18/2014	<input checked="" type="checkbox"/>
2.	Half Off	50.00 % off price		01/30/2011	10/06/2010	<input checked="" type="checkbox"/>
3.	htss	100.00 % off price	(0 / 40)	12/31/2016	12/19/2016	<input checked="" type="checkbox"/>
4.	new	99.00 % off price	(0 / 5)	11/29/2013	01/19/2011	<input checked="" type="checkbox"/>
5.		99.00 % off price		05/27/2011		<input checked="" type="checkbox"/>

5 Total Codes
< BACK TO ECOMMERCE


Adding a Promotional Code

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

1. Enter a name for the new Promotional Code in the **Promotional Code** field.
2. Choose if the Promotional Code applies to Courses, Learning Paths or both
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  to save the new Promotional Code to the system.

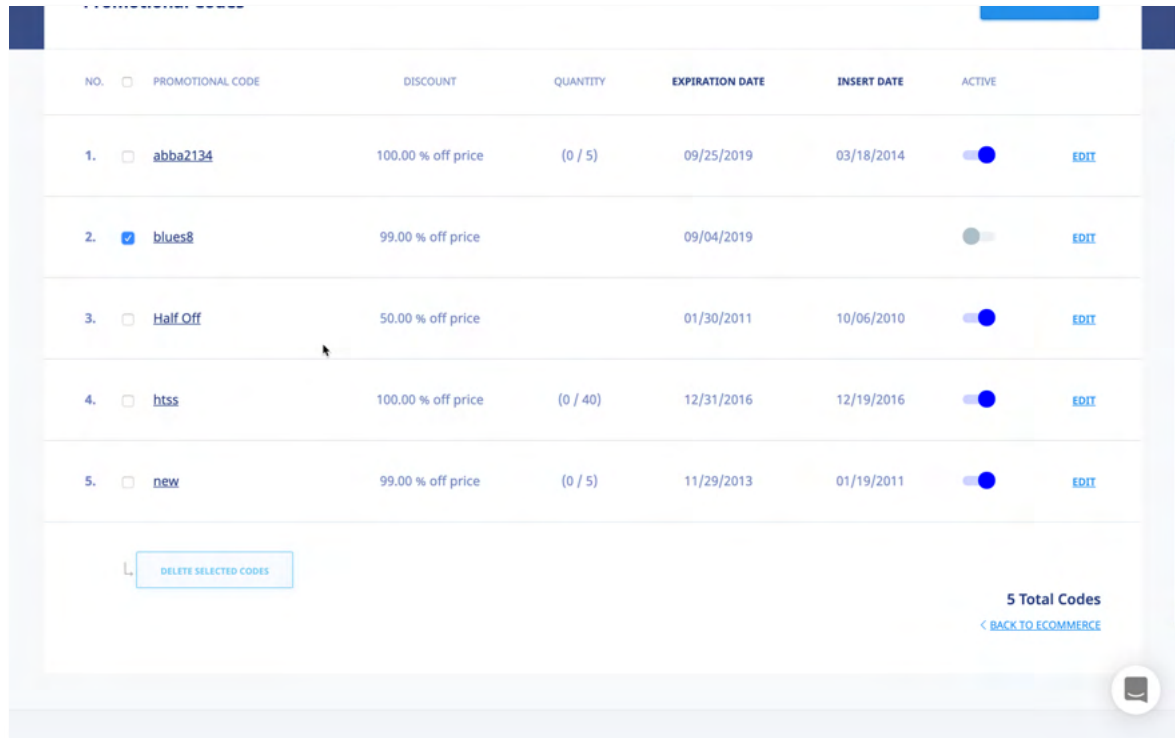
Editing a Promotional Code

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

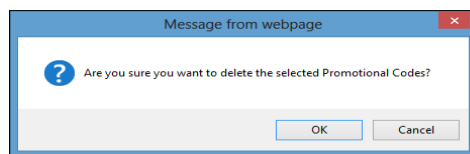
click  to save your changes to the system.

Deleting a Promotional Code

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



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



Support/Help Center and eLeaP™ Knowledgebase

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

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.
- **Online Support:** Do you have a particular question or need help with a feature in eLeaP? Use the onboard support system to get help anytime.
- **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™.