



Supervisor's Manual

Table of Contents

KEY UPDATES TO THIS NEW INTERFACE	1
ELEAP DOCUMENTATION	2
COURSE ACCESS AND TOOLS.....	3
ELEAP LOGIN AND ACCESSING LEARNING/TRAINING COURSES	3
YOUR ELEAP LMS ACCOUNT HOME	4
USER GROUPS YOU SUPERVISE.....	5
USER GROUPS ACTIVITY REPORTS.....	6
OBSERVATION CHECKLIST COURSES.....	7
Observation Checklist Grading Types	7
HOW TO PERFORM AN OBSERVATION CHECKLIST ASSESSMENT	8
Supervisor performing assessments:	8
Selecting Additional Observation Checklist Courses:	11
OBSERVATION CHECKLIST REPORTS	11
Filtering Options	12
Stats	13
COURSE DETAIL SCREEN	14
TRAINING PATHS.....	20
QUIZ/ ASSESSMENT CENTER.....	21
FORUM/COMMUNICATION TOOL.....	28
PRODUCTIVITY TOOLS – PORTFOLIO BUILDER - “MY STUFF”.....	32
ELEAP™ INBOX – ELECTRONIC COMMUNICATIONS SYSTEM	34
MY ACTIVITY – DOWNLOAD YOUR TRANSCRIPTS	34
YOUR PROFILE.....	38
CHANGING YOUR THEME.....	41

SUPPORT/HELP CENTER AND ELEAP™ KNOWLEDGE-BASE..... 42

KEY UPDATES TO THIS NEW INTERFACE

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

Key Additions:

- **Easier account navigation** through natural links
- **Streamlined workflow interface** for efficiency and productivity
- **More Intuitive user interface** for improved user experience
- **'Auto Save'** enabled during quiz session.
- Clear **informational alerts/notices** to guide users and provide additional helpful information.
- Enabled **full vertical scroll** so that users can see full display of the Course content.
- Added **'Minimum read time'** clock for timed lessons – Advanced Settings
- **Smart Course Menu** – If Glossary, FAQ, Resources are not used, they don't appear in trainee's Course Menu.
- **Email message notification** sent to all Users or User Groups assigned to a Training Path when that **Training Path** has been **changed** (Courses added or removed from that Training Path).
- Added **[Click to Launch]** and **[Click to Relaunch]** buttons for all SCORM Courses. This way, users will easily know how to start their assigned SCORM Courses.
- **Upgraded eLeaP Media System** to enable easier video streaming on all major browsers.

ELEAP DOCUMENTATION

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

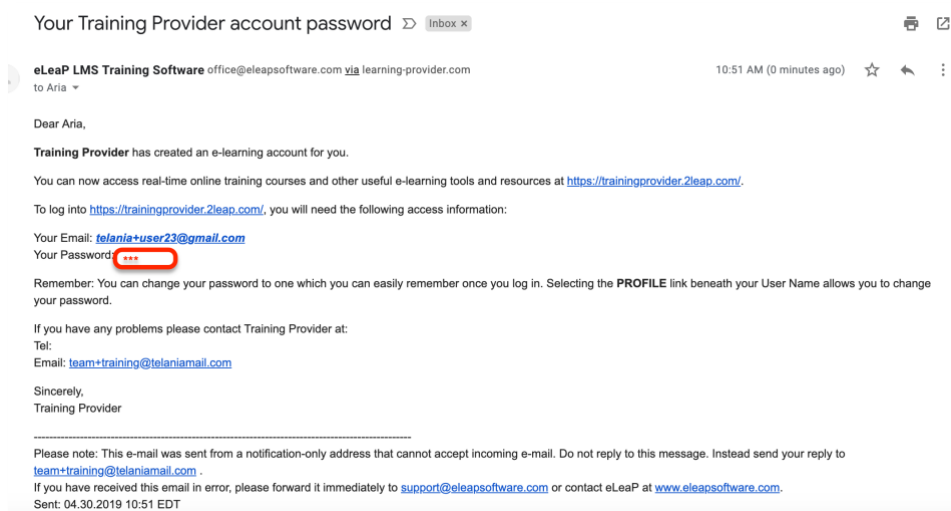
This Supervisor User Guide is organized into seven (7) sections:

- Your Supervised User Groups
- Course Access and Tools
- Training Paths
- Quiz/Assessment Center
- Whiteboard Course-Specific Forum/Communication Tool
- Productivity Tools – Portfolio Builder - “My Stuff”
- Your Profile
- Support/Help Center and eLeaP™ Knowledgebase

COURSE ACCESS AND TOOLS

ELEAP LOGIN AND ACCESSING LEARNING/TRAINING COURSES

To log into your eLeaP Learning & Training system, go to your special, secure website; i.e., <https://yourcompanyname.2leap.com>. You should have received this login information via email, as shown in the following illustration.

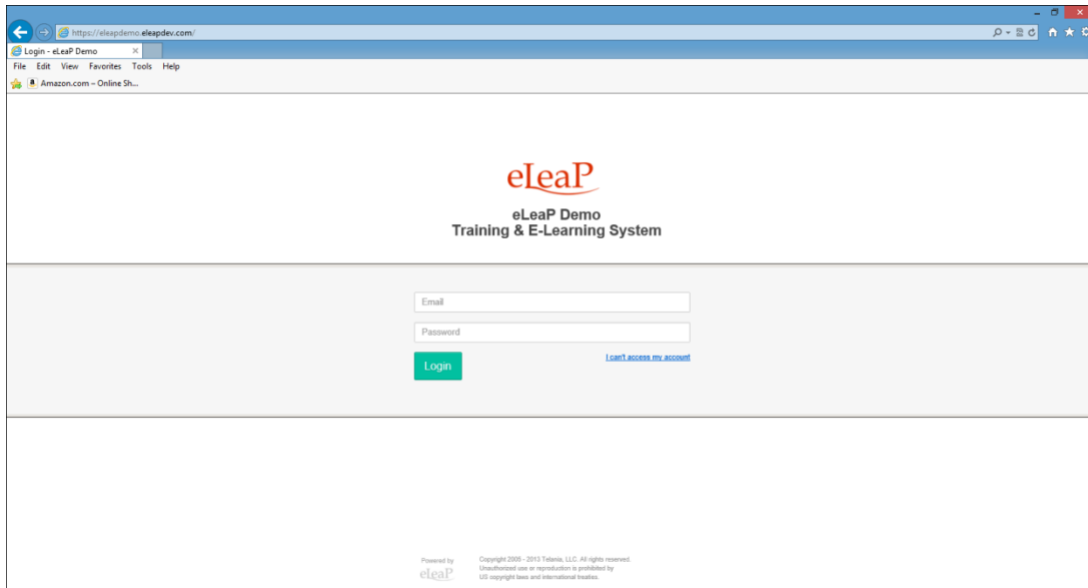


If not please check your Bulk Mail folder (in your email program) or email support@eleapsoftware.com.

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

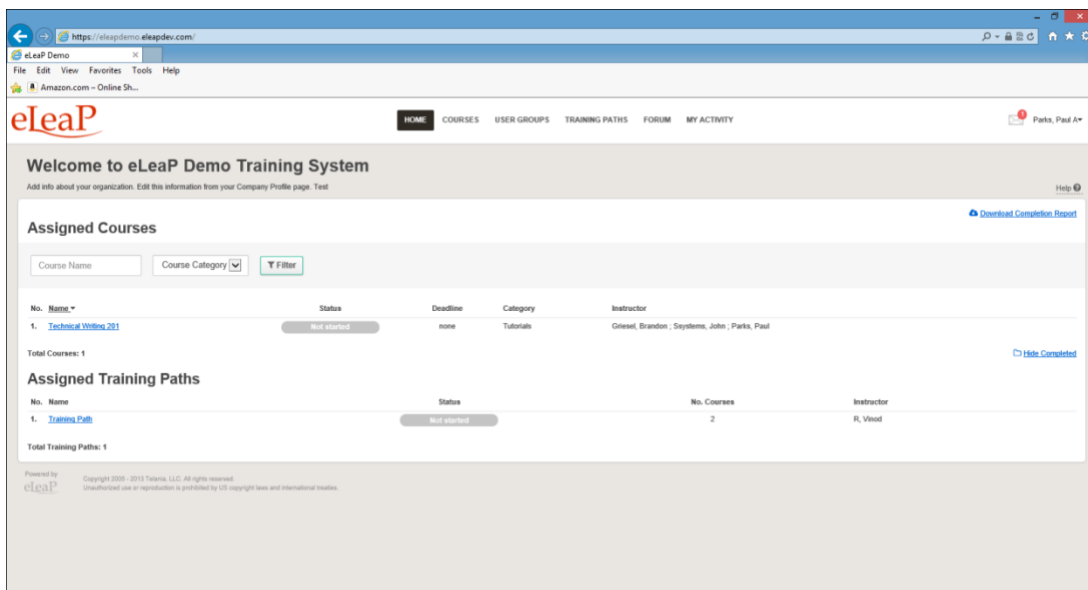
The **Login** dialog, illustrated below, is where you will enter the information contained above within the **Email** and **Password** fields, as shown in the following illustration.

You will need your **email address** (which is your eLeaP login username) and password. You should have received this information in our **Welcome** email message. If you have not received this information check your 'Bulk mail' folder or contact your company's training or HR department. It is very important that you white list email coming from **office@eleapsoftware.com**. This will help prevent any disruptions in communications you receive from eLeaP.

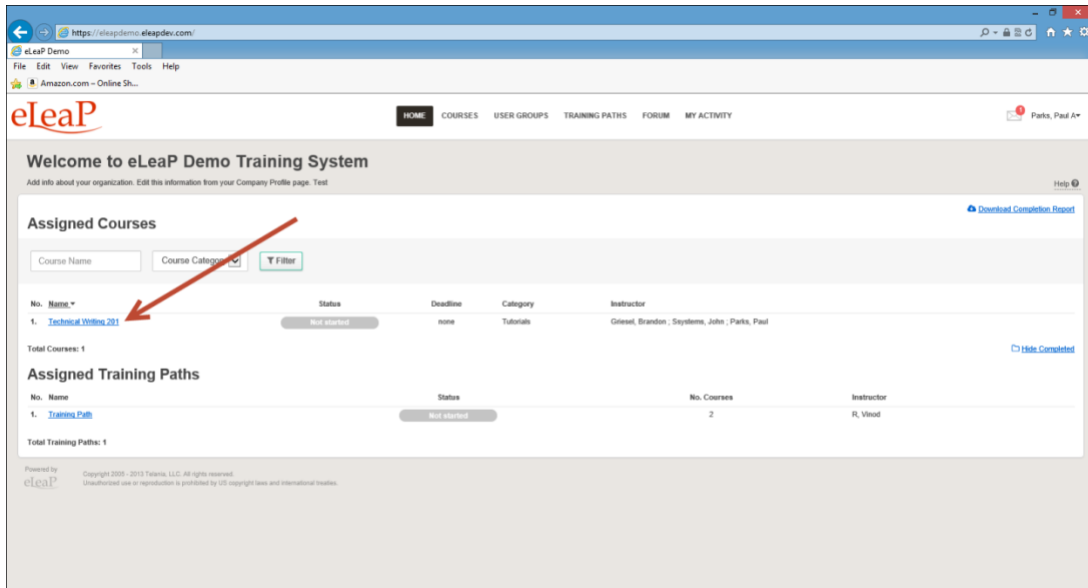


YOUR ELEAP LMS ACCOUNT HOME

Once you are logged into your eLeaP Learning/Training system, you can begin accessing your learning and training Courses listed at the bottom of your **Welcome** screen. You can also click [Courses] or [Training Path] to access your assigned Courses and Training Path.



To begin accessing your assigned e-Learning or Training Courses, click the name of the relevant Course, as shown in the following illustration.

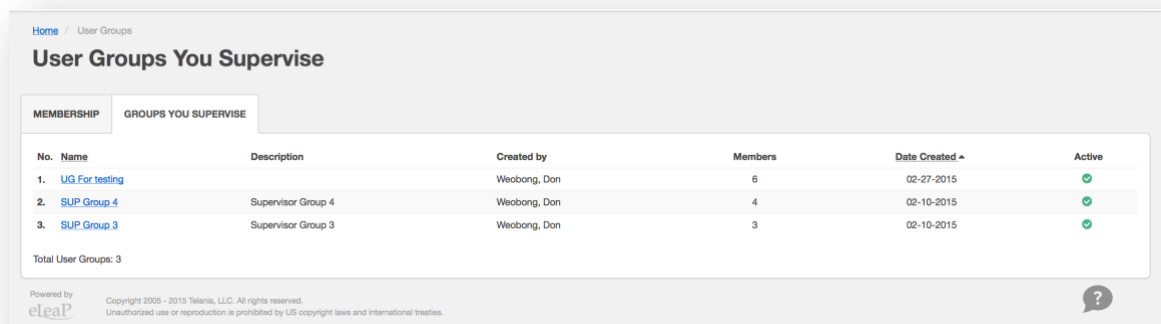


You can also click on the **COURSES** tab or **TRAINING PATHS** tab on your top navigation menu.

USER GROUPS YOU SUPERVISE

Supervisors are a new account level added to eLeaP to enable organizations 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 you manage or supervise, Supervisors will need to click on the [USER GROUPS] tab from their 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.



USER GROUPS ACTIVITY REPORTS

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

Lastly even though Supervisors are able to access completion and tracking reports for Users in User Groups they supervise, they are able to be assigned to training courses and Training Paths just like a regular Trainee-level user.

Home / User Groups / User Groups Activity

User Group Activity: Texas Agents

GROUPS YOU SUPERVISE OBSERVATION ASSESSMENT STATS

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

[Show custom fields filters](#)

No.	User Group(s)	Name	Course	Progress	Quiz	Completed	Release Certificate	Deadline
1.	Texas Agents	Cook, George	Creating a Mindset for Change (Leaders) Part 1: Changing Your Mindset	0%	N/A	-	-	03/12/2018
2.	Texas Agents	Cook, George	Bloodborne Pathogens in Commercial and Industrial Facilities	Not started	N/A	-	-	none
3.	Texas Agents	Cook, George	Micro Learning - How to Engage	Completed	Passed	03/13/2017	✓	none
4.	Texas Agents	Cook, George	AWESOME: A New Generation at Work, Engaging Generation Y	Completed	N/A	12/01/2017	✓	none
5.	Texas Agents	Cook, George	Microsoft Access 2010 - Creating Effective Reports	Not started	N/A	-	-	none
6.	Texas Agents	Cook, George	Sales Training Seminar	Completed	Passed	03/14/2017	✓	none
7.	Texas Agents	Cook, George	Safety Training 101	Completed	Passed	05/14/2017	✓	none
8.	Texas Agents	Cook, George	Safety Training - Week 1	Completed	Failed	03/14/2017	-	04/14/2017
9.	Texas Agents	Cook, George	Safety Training - Week 2	Not started	Uncompleted	-	-	04/14/2017
10.	Texas Agents	Cook, George	Safety Training - Week 4	Not started	Uncompleted	-	-	04/14/2017
11.	Texas Agents	Cook, George	Safety Training - Week 3	Not started	Uncompleted	-	-	04/14/2017
12.	Texas Agents	Cook, George	What to Say When: You're Asked to Compromise Your Ethics	Not started	Uncompleted	-	-	none
13.	Texas Agents	Cook, George	What to Say When: You're Asked to Host a Meeting	Not started	Uncompleted	-	-	none

[Export to Excel](#)

Filtering Options

As a Supervisor, you can filter your completion or tracking reports using any or all of the following values:

- User – Search for any user by name to get access to only their completion history and information
- Custom Fields – Filter reports using specific Custom field data for more specific reporting
- Course – You can select a particular course or training module to get reports for only that particular course

- **Progress** – Sometimes you simply want to see reports for users in various levels of progress. For example those individuals who have not started the training or perhaps employees who have started but have not finished their training (In Progress) and of course individuals who have completed their training.
- **Training Path** – Trainings can be aggregated using the training path tool. This enables training courses to be packaged and assigned out as a unit. To see reports of courses assigned as part of a training, use the Training Path selector. Note that the User Group you supervise has to have been assigned to a Training Path for you to be able to select a Training Path report.
- **Period of Time** – You can use the [From] and [To] fields to block out a date range to filter your reports.

OBSERVATION CHECKLIST COURSES

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.

Observation Checklist Grading Types

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

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

HOW TO PERFORM AN OBSERVATION CHECKLIST ASSESSMENT

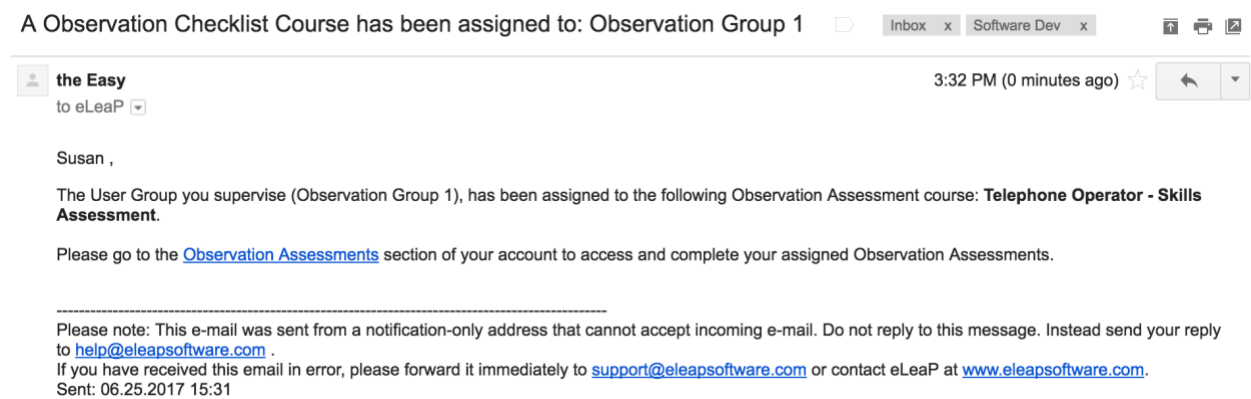
Supervisor performing assessments:

Supervisors can help Administrators manage and perform Observation Checklist assessments.

However, for a Supervisor to view and perform assessments, two conditions need to be met:

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

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



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

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



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

The screenshot displays the 'Observation Assessments' page in the Telania system. The page has a navigation bar with 'HOME', 'COURSES', 'USER GROUPS' (selected), 'TRAINING PATHS', 'FORUM', and 'MY ACTIVITY'. A user profile 'Baker Smith, Susan' is visible in the top right. The main content area shows a table of users and their assessment progress. The table has columns for 'No.', 'Name', 'Course', 'Progress', 'Observation Assessment', 'Completed', 'Deadline', and 'Assessor'. The 'Progress' column shows 'Not started' for most users and 'Completed' for Jack Kempt. The 'Observation Assessment' column shows a 'Start' button for each user. The 'Completed' column shows a score of '90.00%' for Jack Kempt. The 'Deadline' column shows 'none' for all users. The 'Assessor' column shows 'Weobong, Don' for Jack Kempt. A 'Filter' button is visible above the table. A 'Total Records: 6' message is at the bottom left, and a 'back to User Groups' link is at the bottom right.

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

Total Records: 6

[back to User Groups](#)

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

Course:Telephone Operator - Skills Assessment

User:Captain, James

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

No

Yes

Speaking - Talking to others to convey information effectively.

☆

☆☆

☆☆☆

☆☆☆☆

☆☆☆☆☆

Service Orientation - Actively looking for ways to help people.

Poor

Insufficient

Fair

Good

Excellent

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

0

1

2

3

4

5

6

7

8


9

10

Save this Assessment

[back to Assessments](#)

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eLeaP



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

If you need to save the current assessment and come back later, you can. Simply click the

Save this Assessment

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

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

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

Selecting Additional Observation Checklist Courses:

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

No.	Name	Course	Progress	Observation Assessment	Completed	Deadline	Assessor
1.	Weobong, Don	OA First course	Completed	Score: 62.50%	05/17/2017	none	-
2.	Weobong, Don	Assessing OSHA Safety	Completed	Score: 70.00%	06/13/2017	none	-
3.	Weobong, Don	Workplace Observation Checklist : Group 2	Completed	Score: 82.50%	06/12/2017	none	-
4.	Captain, James	I want to assess my employees' skills	Completed	Score: 60.00%	06/13/2017	none	-
5.	Captain, James	Create OA Course for Review	Completed	Score: 79.16%	06/19/2017	none	Baker Smith, Susan
6.	Captain, James	Workplace Observation Checklist : DUPLICATE	Completed	Score: 63.33%	06/05/2017	none	-
7.	Captain, James	New OA	Completed	Score: 51.50%	06/07/2017	none	-
8.	Captain, James	Workplace Observation Checklist : Short version	Completed	Score: 45.00%	06/09/2017	none	-
9.	Captain, James	OA - in progress	0%	In Progress	-	none	-
10.	Captain, James	OA course added - checking in progress stats	Completed	Score: 100.00%	06/13/2017	none	-
11.	Captain, James	Direct to UG - completion - not started test	Completed	Score: 67.50%	06/13/2017	none	-

Once you select the relevant course, click the **Filter** button to see the assigned users to be assessed.

Use the **Start** button to begin performing your assessment.

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

OBSERVATION CHECKLIST REPORTS

To get reports for your Observation Checklist courses, go to **USER GROUPS** tab and then **GROUPS YOU SUPERVISE** tab.

Then select the relevant User Group and select the relevant course to view reports.

Alternatively, you can go to the **USER GROUPS** tabs and then **OBSERVATION ASSESSMENT** tab. Next, simply select the relevant Observation Checklist course to get reports on.

Filtering Options

Home / User Groups / User Groups Activity

User Group Activity: Observation Group 1

GROUPS YOU SUPERVISE OBSERVATION ASSESSMENT STATS

User Select Course Select Progress Select Training Path From To

[Show custom fields filters](#)

[Export to Excel](#)

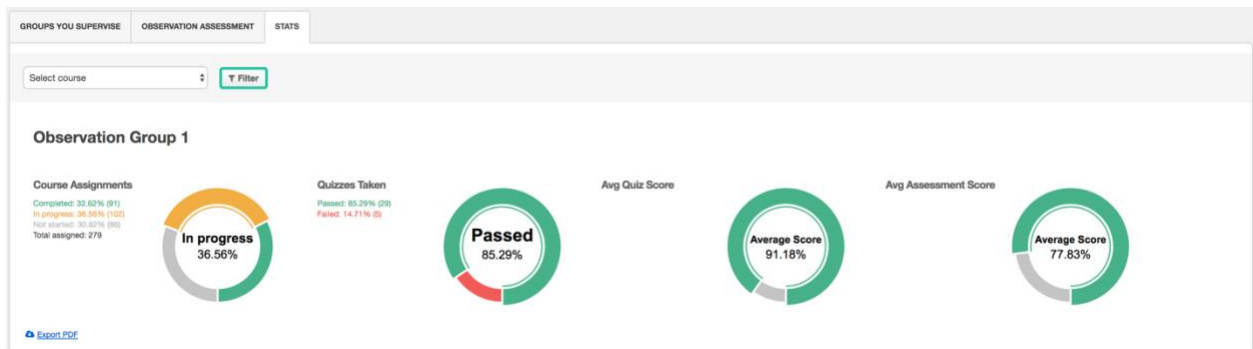
No.	User Group(s)	Name	Course	Progress	Quiz	Completed	Release Certificate	Deadline
1.	Observation Group 1	Captain, James	Business Management 101	Completed	Passed	11/24/2014	⊙	none
2.	Observation Group 1	Captain, James	Business Management Soft Skills	Completed	N/A	-	-	none
3.	Observation Group 1	Captain, James	eLeaP - What We Do	Completed	N/A	-	⊙	none
4.	Observation Group 1	Captain, James	Getting Started: Sample E-Learning Course	Completed	Passed	11/22/2011	⊙	01/24/2013
5.	Observation Group 1	Captain, James	Instant HR Policies Employee Handbook	5%	N/A	-	-	none
6.	Observation Group 1	Captain, James	Microsoft Word Training	Not started	Uncompleted	-	-	none
7.	Observation Group 1	Captain, James	Sales Training - Section 4	Not started	N/A	-	-	none
8.	Observation Group 1	Captain, James	Sales Training - Section 1	Completed	Passed	04/23/2014	⊙	none
9.	Observation Group 1	Captain, James	Sales Training Module - Final Certificate	Not started	Uncompleted	-	-	none
10.	Observation Group 1	Captain, James	Sales Training - Section 3	Not started	Uncompleted	-	-	none
11.	Observation Group 1	Captain, James	New Hire Orientation 101	Completed	N/A	-	-	03/22/2015

Here are some filtering options for getting the relevant reports:

- Use the to search for specific users you supervise. You will then get their activity reports displayed when you click the button.
- Use the to select specific courses for reports. You will then get the activity reports for your supervised users for the selected course when you click the button.
- Use the to select the specific progress status you are interested in for courses assigned to users you supervise. For example, if you want to find out which users have not started their training, you can select the [Not Started] option and you will get a list of users for courses with the Not Started status when you click the button.
- If your supervised users have been assigned to Training Paths, you can use the selector to get Training Path reports for those assigned users.
- The selector is for getting reports for your assigned supervised users based on the date range they were assigned to training courses or training paths.

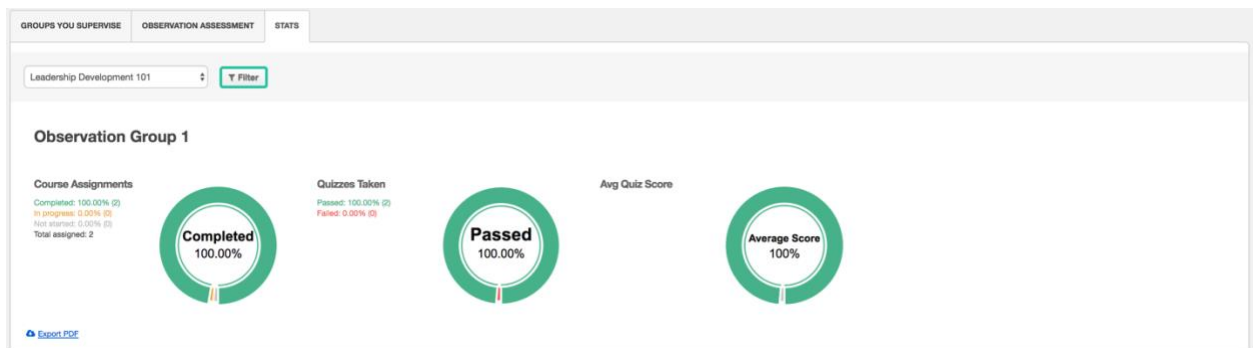
Stats

Stats are a quick visual type of reports available in your User Group Activity report section.

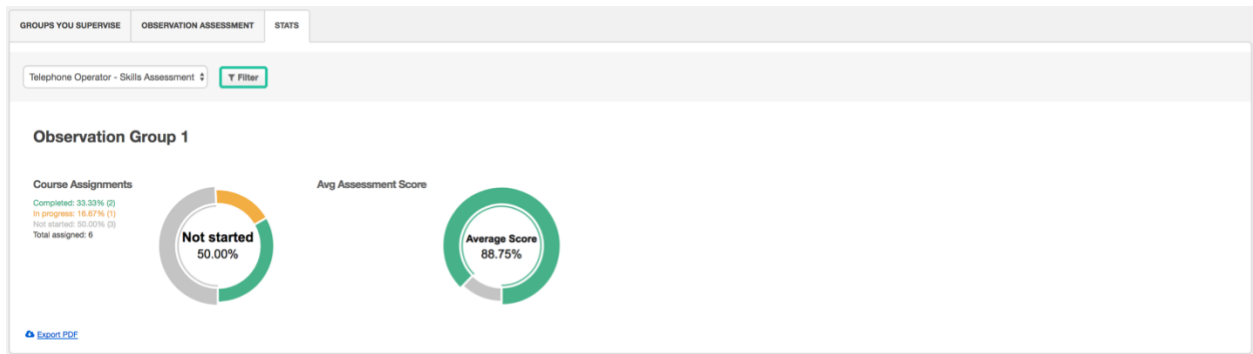


Selection options:

Use the Course selector to select specific courses to get Quick Stats on. For example, for a standard course,



Or an Observation Checklist course,



COURSE DETAIL SCREEN

When you're ready to access courses you've been assigned to, you can find your learning and training Courses listed at the bottom of your Welcome screen. You can also click [Courses] or [Training Path] to access your assigned Courses and Training Path. Once you click on the name of your assigned Course, you will first access the course details page as shown from the illustration below. The Course Details page contains important information about your assigned Course. You should pay special attention to **Course Description, Objectives, Completion Status, Deadlines**, etc.

To begin accessing your Course content, click the first link within the **Content** portion of the screen, or click [Start Course](#).

Technical Writing 201

COURSE CONTENT

MY STUFF

CONTENT

Chapter One: Course Syllabus

Technical Writing Opportunities

Name	Technical Writing 201
Status	Not started
Category	Tutorials
Description	Second of two Technical Writing Classes
Objectives	Advance Technical Writing Concepts
Instructor	Giles, Brandon ; Systems, John
Open Date	11-07-2013

[Start Course](#)

[back to My Assigned Courses](#)

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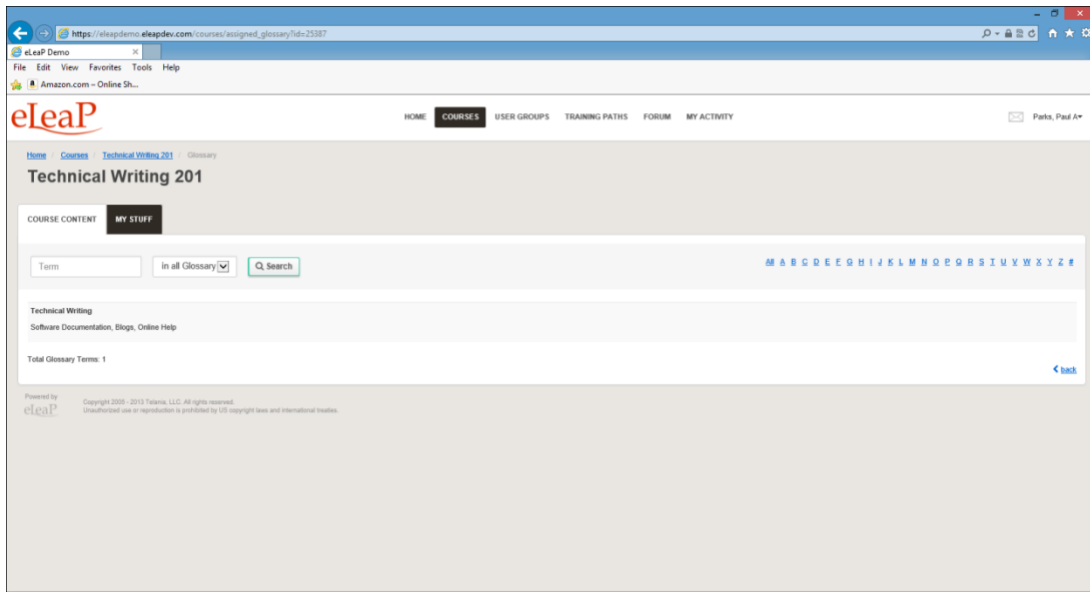
Copyright 2009 - 2019 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.


You can collapse or expand **the Content Menu** to suit your style.

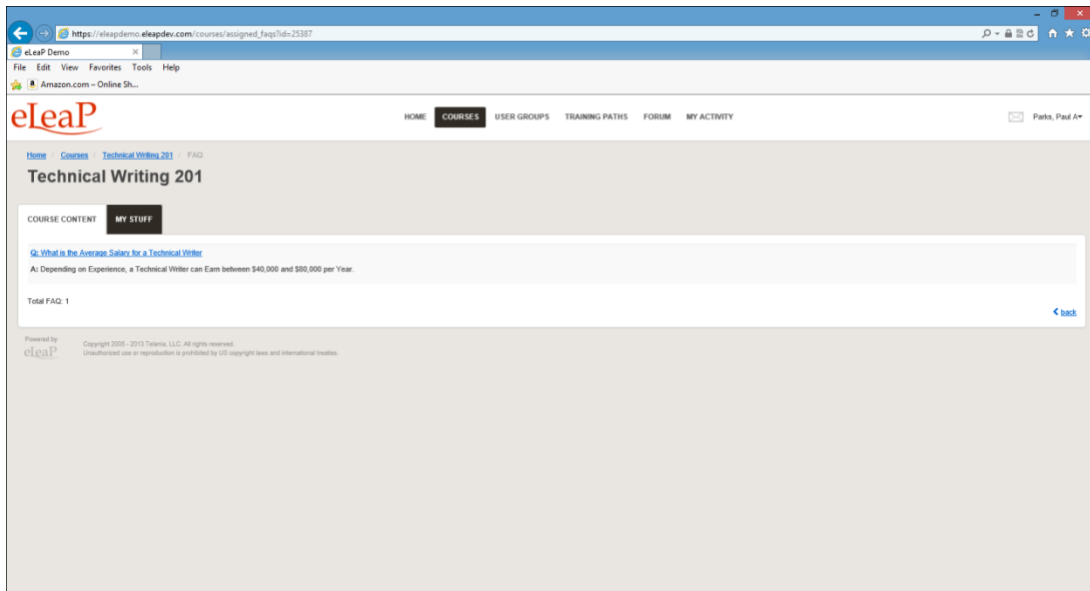
The following functionality is also available:

Glossary: A Glossary is a list of terms with the definitions for those terms. Traditionally, a glossary appears at the end of a book and includes terms within that book which are either

newly introduced or at least uncommon. Click  on the **Course Details** screen to view its Glossary.

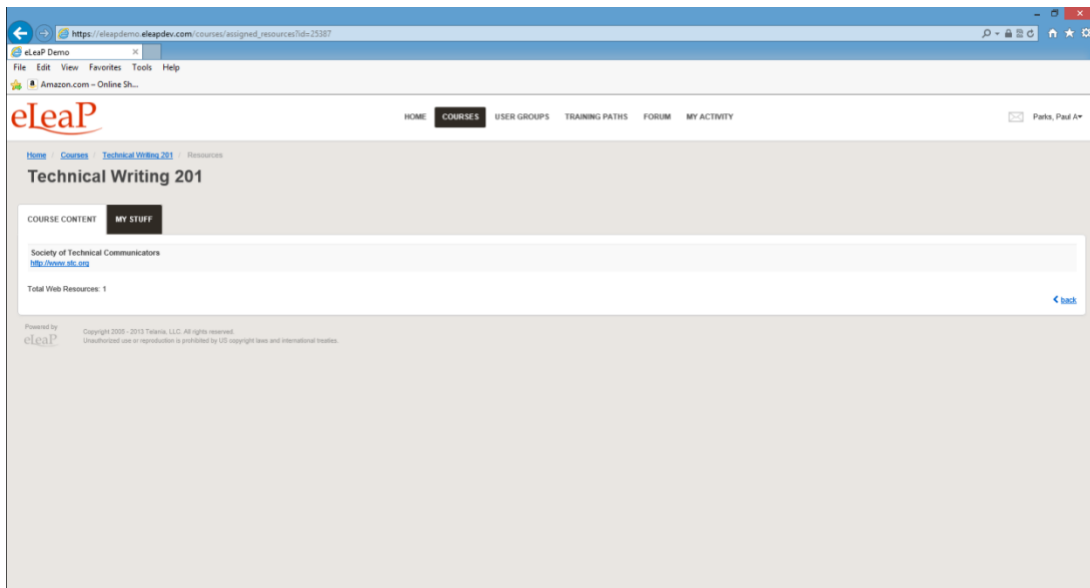


FAQ: Get answers to some frequently asked questions by clicking  on the **Course Details** screen.



Resources: Your Course Instructor has created useful web-based resources list for this Course.

Access these helpful web resources by clicking  on the **Course Details** screen.



Quiz: You might be required to take a post Course quiz assessment. If you are required to, click on the [Quiz] tab to access your quiz. More on quizzes later.

Note: You will need to complete your Course before you are allowed to access the quiz center.

The screenshot shows the eLeaP Quiz interface. At the top, there's a navigation bar with 'HOME', 'COURSES', 'USER GROUPS', 'TRAINING PATHS', 'FORUM', and 'MY ACTIVITY'. The 'COURSES' tab is active. Below the navigation bar, there's a 'Quiz' section with tabs for 'COURSE CONTENT', 'QUIZ', and 'MY STUFF'. The 'QUIZ' tab is selected. A large green box with a checkmark and the word 'PASSED' is prominently displayed. To the right of this box, there are details about the quiz: 'Time limit: unlimited', 'No. of Question(s): 3', 'Minimum score or percentage to pass: 35.00%', and 'Your score: Your Total Score is 100%'. A 'back to Course' link is also present. Below the 'PASSED' box, there's a 'Questions and Answers' section. It includes a 'Sort' dropdown set to 'Correct answer'. A table lists three questions, all of which were answered correctly. The table has columns for 'Correct answer' and 'Your answer'. Below the table, it states 'Your answer is Correct' and 'Score: 1.00'. At the bottom, there's a footer with 'Powered by eLeaP' and copyright information for Telania, LLC.

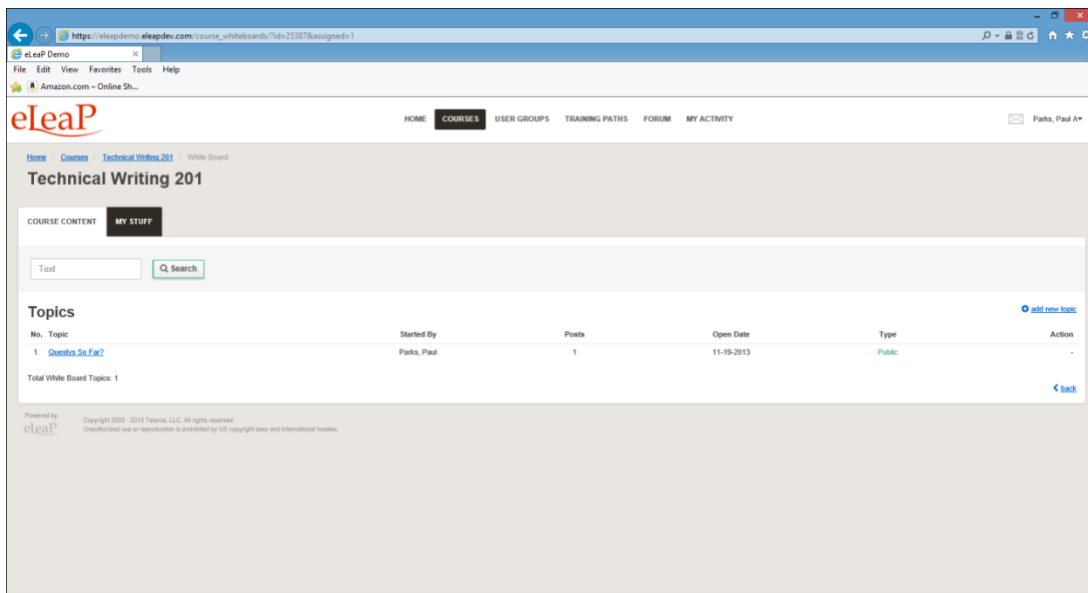
No.	Category	Topics	Date Created
1.	My New Forum A Forum Using Defined Access Rules	2	11-04-2013
2.	Comments Hide For company wide discussions	0	12-12-2011

Feedback Assessment Form: Your Course Instructor might require some post-Course feedback assessment. This will help them measure the success of your online learning experience. Please answer these questions to the best of your ability.

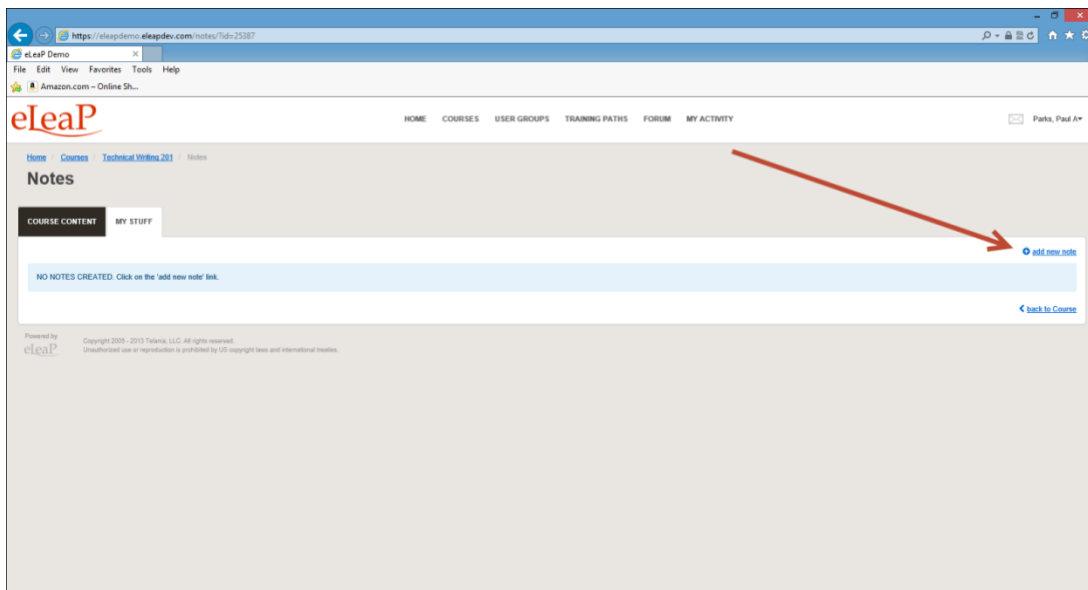
The screenshot shows the eLeaP Forum Categories page. At the top, there's a navigation bar with 'HOME', 'COURSES', 'USER GROUPS', 'TRAINING PATHS', 'FORUM', and 'MY ACTIVITY'. The 'FORUM' tab is active. Below the navigation bar, there's a 'Forum Categories' section. It includes a table with two categories. The table has columns for 'No.', 'Category', 'Topics', and 'Date Created'. Below the table, it states 'Total Forum Categories: 2'. At the bottom, there's a footer with 'Powered by eLeaP' and copyright information for Telania, LLC.

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

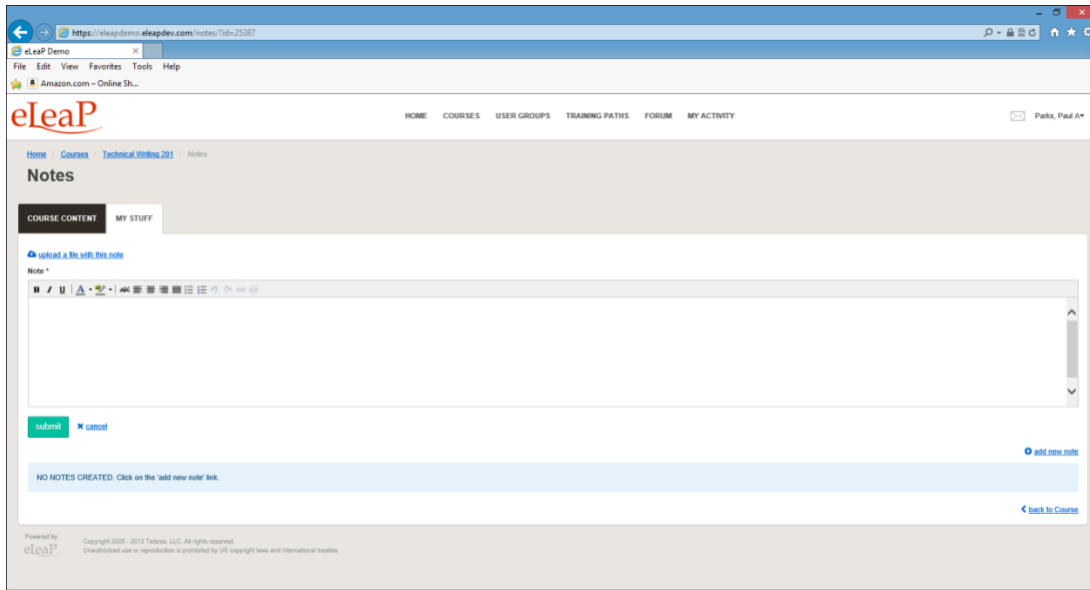
White Board: Do you want to post a private message to your Course Instructor? Use the White Board to post private and public messages.




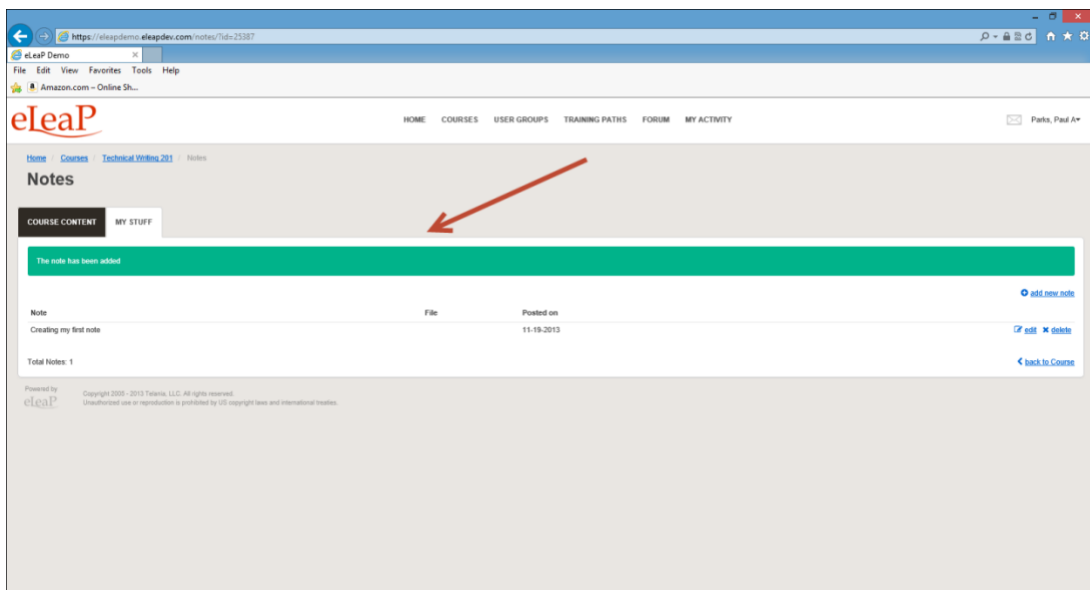
My Stuff (Portfolio Builder): Create your own portfolio of your online e-learning or training experience. Add files, upload notes, add web links etc. Create a private journal of your e-learning journey. As shown in the following illustration, the first time you select this tab, you will need to click the **add new note** link at the right-hand side of the screen.



As shown in the following illustration, you can click the **upload a file with this note** link to add files, and you can enter and format text within the Content Editor.



Once you are satisfied with the Note, click . As shown in the following illustration, the system confirms and displays the Note on the **My Stuff** screen.



TRAINING PATHS

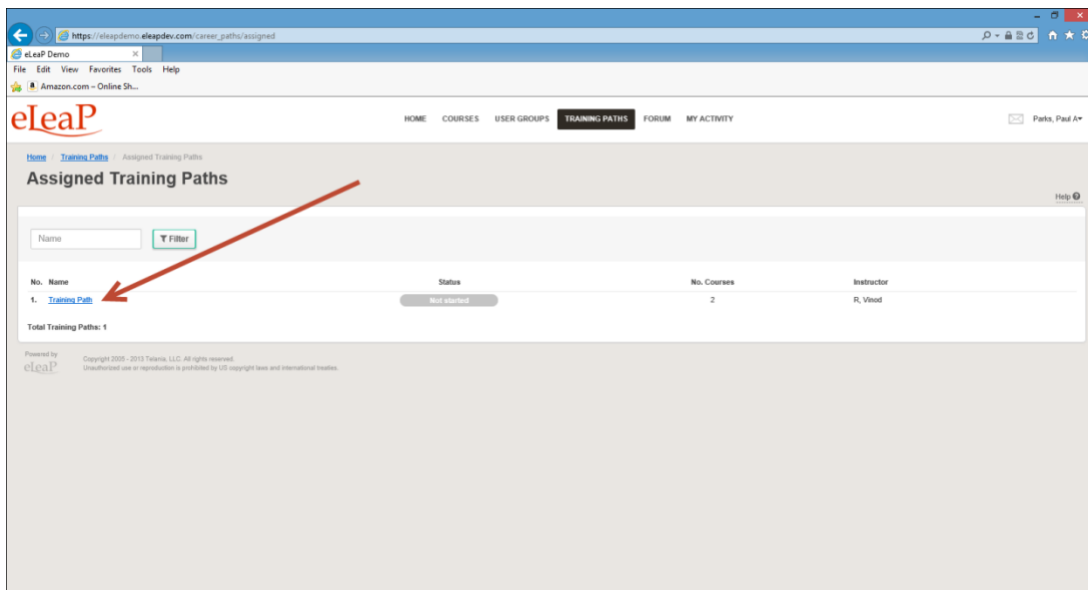
eLeaP™ LMS delivers personalized learning and training just for you. The Training Path system allows you to access training/learning programs customized for you.

Let's say that you, John Smith, need to take your "Managing by Walking Around", "The Science of the Sale", "Sexual Harassment Training for Supervisors" and "Workplace Ethics and Compliance" Courses in a specific order. A Training Path called "Middle Management Learning Program I" will be created for you.

To access your Training Path Center, click **TRAINING PATHS** on the top navigation menu. The available **Training Paths** will be displayed. Click **[the name of your assigned Training Path]** to see the details of your personalized Training Path.

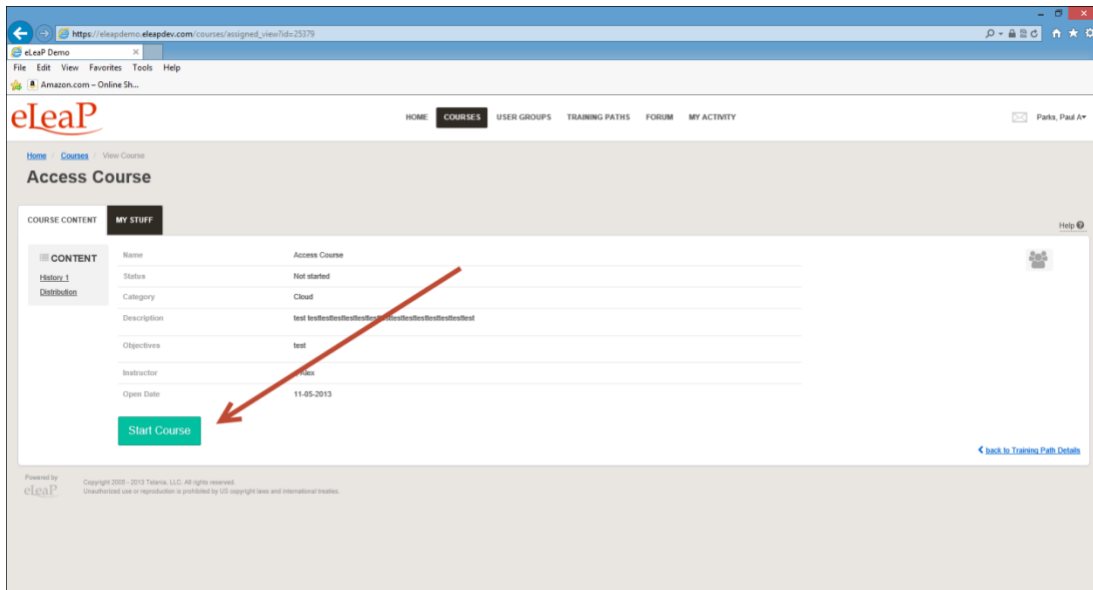
Note: Some Courses in your Training Path might require Quiz Assessment.

To begin accessing Courses in your assigned training path, click on the name of the available Courses.



As shown in the following illustration, the **Access Course** screen, illustrated below, is displayed.

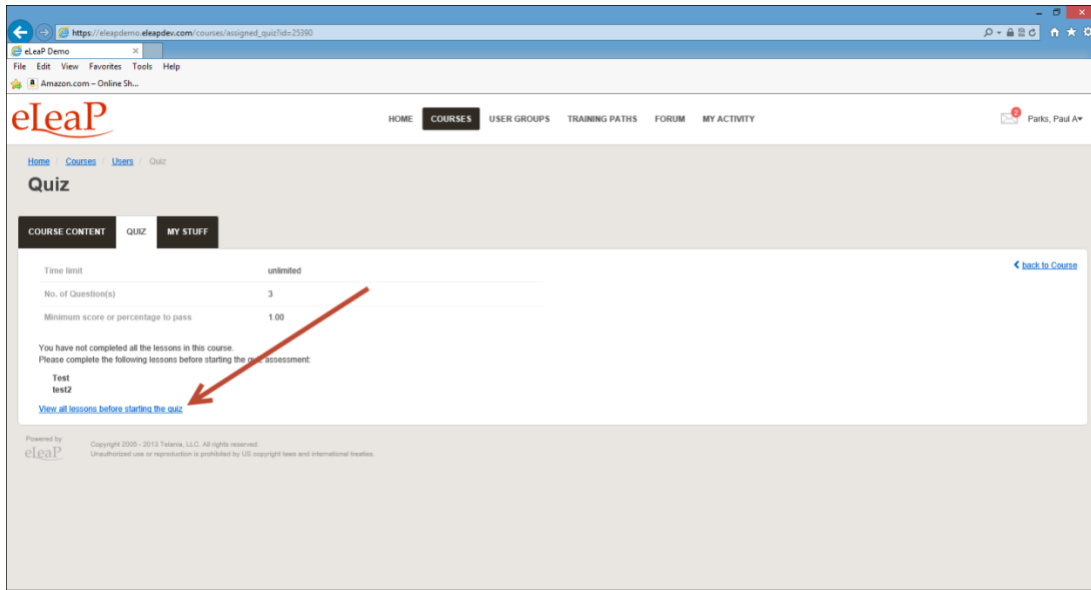
This screen displays the details for the Course. When you are ready to begin, click.

[Start Course](#)

QUIZ/ ASSESSMENT CENTER

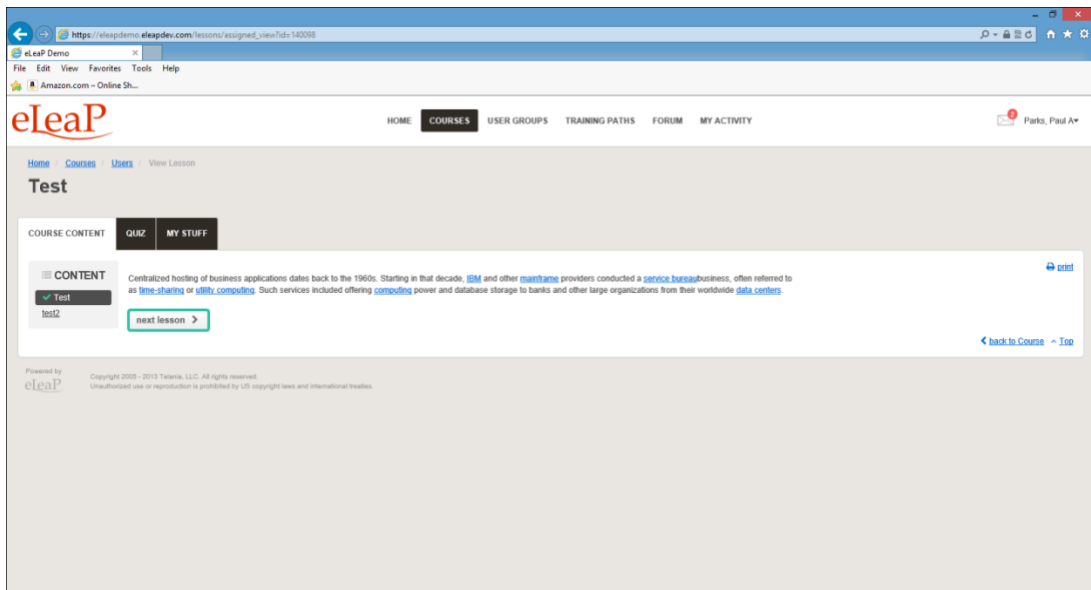
eLeaP™ LMS encourages you to complete Course Assessments. Assessments will help your Instructors know how well their Training Courses are going.

To take a Quiz Assessment click the QUIZ tab within the **Course Details** screen. As shown in the following illustration, you will need to have accessed and completed your Course Content prior to accessing the Quiz Center. Click the **View all lessons before starting the quiz** link to proceed.

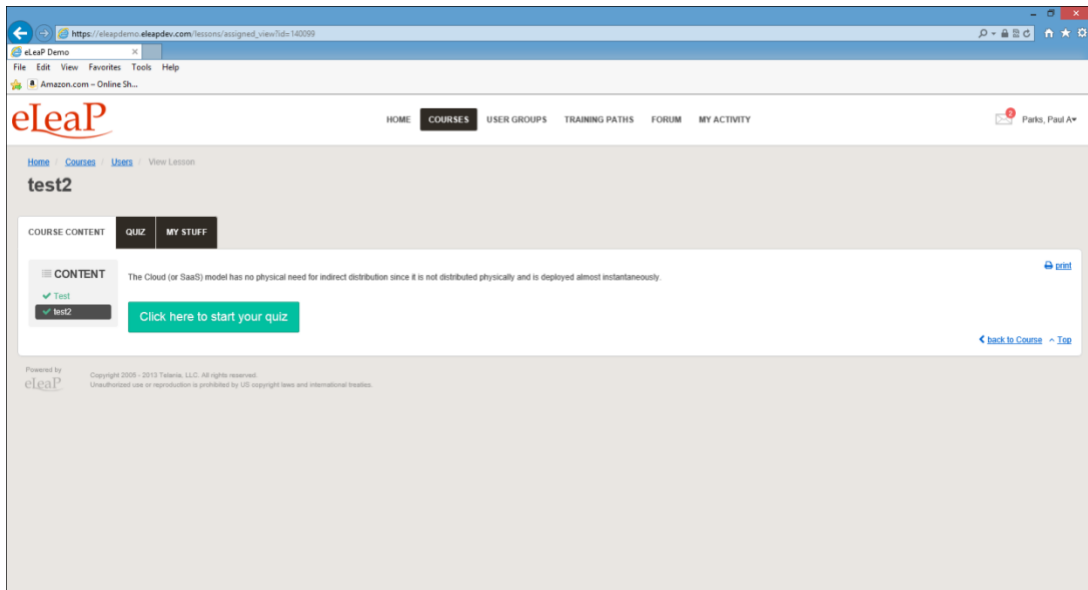


The **View Lesson** screen, illustrated below, is displayed. Once you have completed the initial

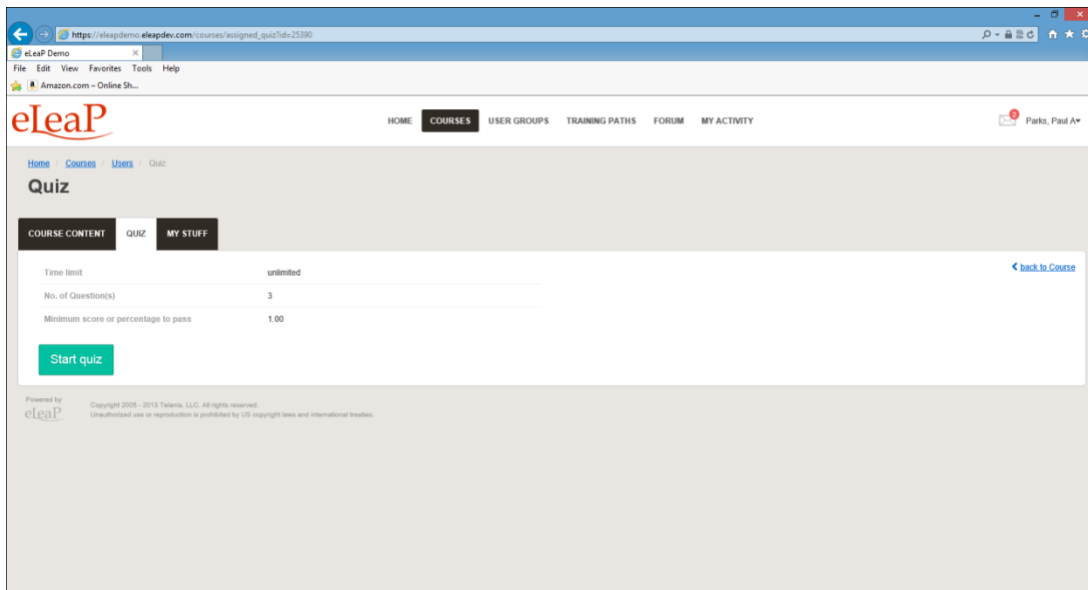
Lesson, click next lesson > to proceed.



Once you reach the final Lesson within a Course, click [Click here to start your quiz](#) to start a Quiz associated with that Course, as shown in the following illustration.

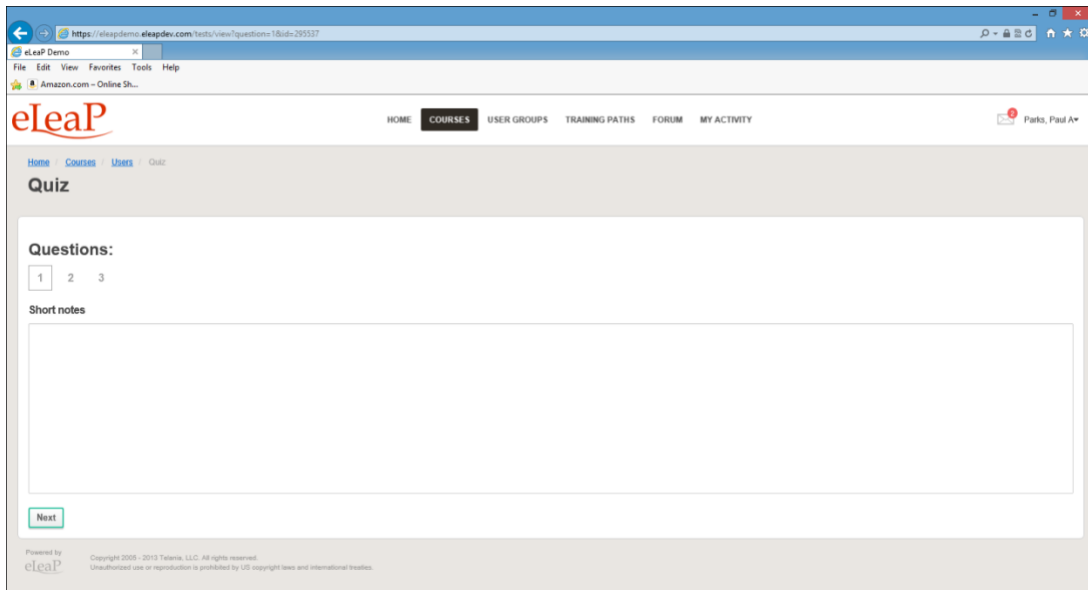


The **Quiz** screen, illustrated below, is displayed. Click [Start quiz](#) to start the Quiz.

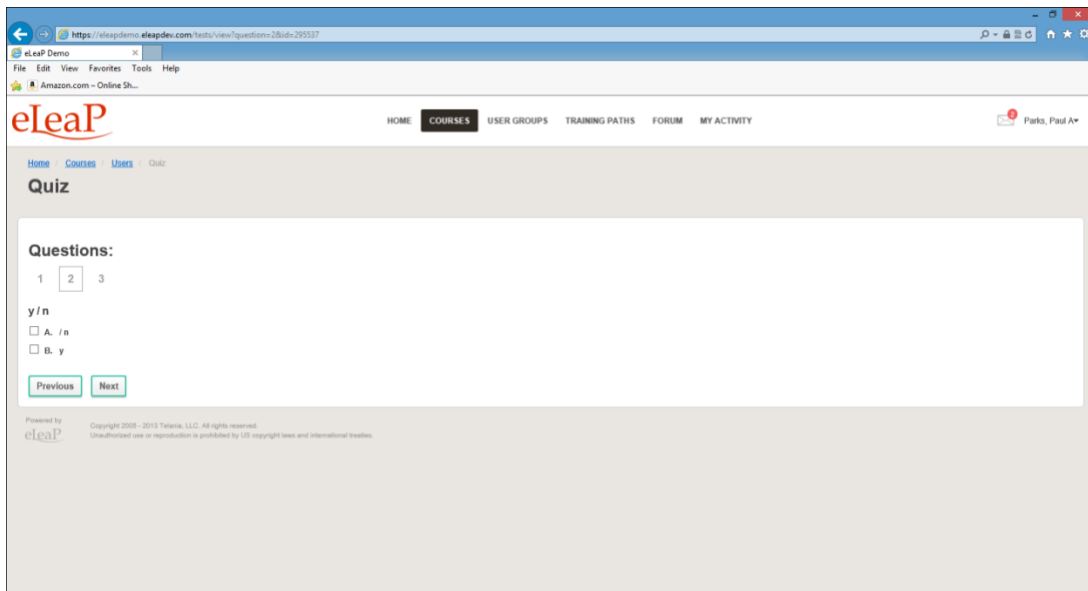


The **Questions** screen, illustrated below, is displayed. As you answer each question within the

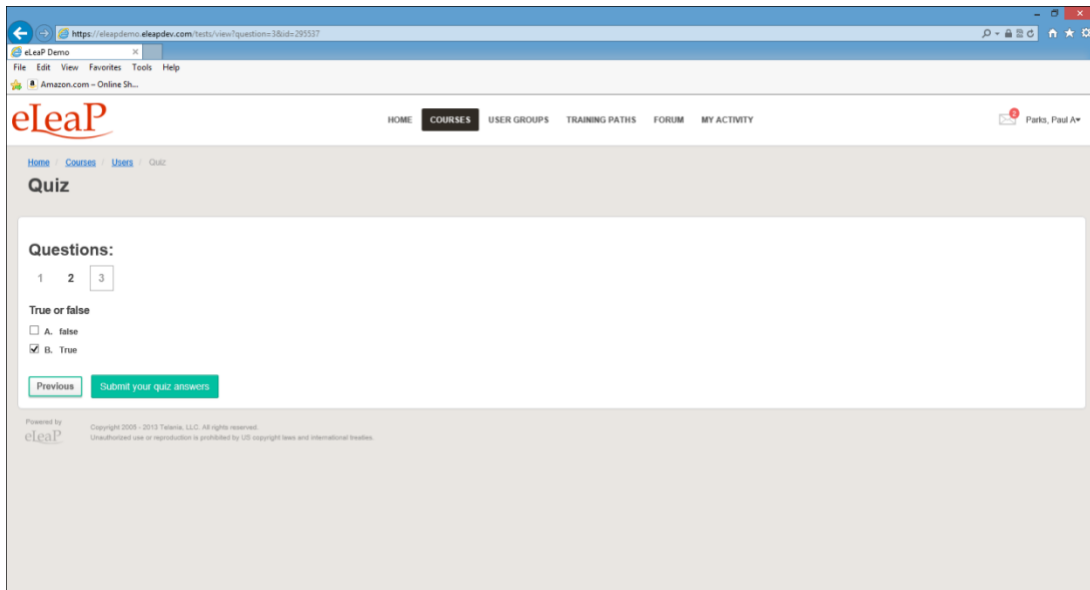
Quiz, click [Next](#) to continue.



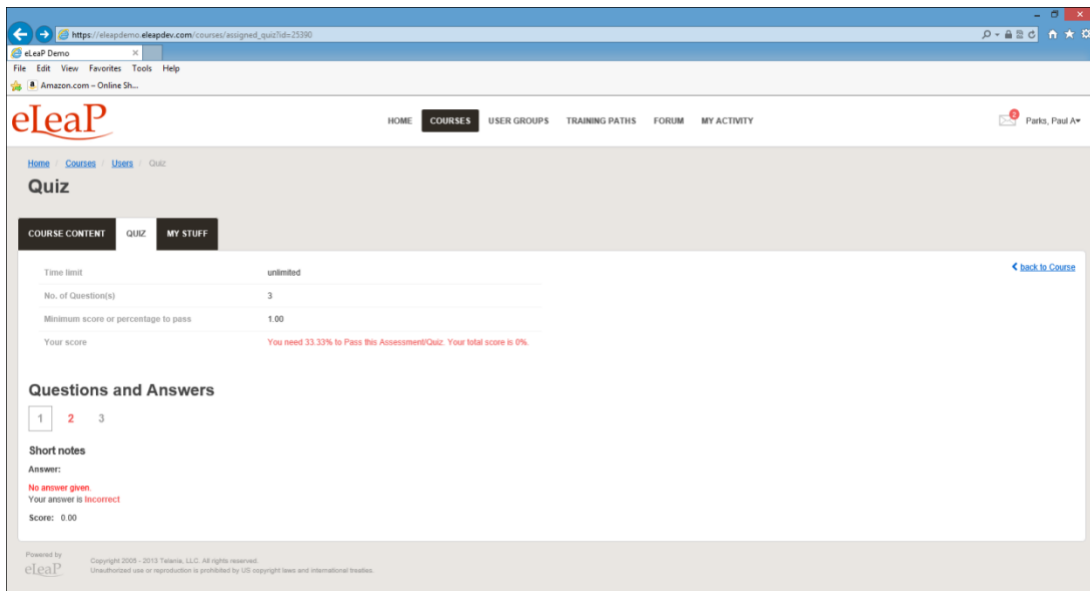
As you move through a Quiz, you will notice that you can click [Previous](#) to return to previous questions if you are unsure of your answer and want to change it, as shown in the following illustration.



Once you reach the end of a Quiz, click [Submit your quiz answers](#) to submit your answers, as shown in the following illustration.



The **Quiz Results** screen, illustrated below, is displayed.



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

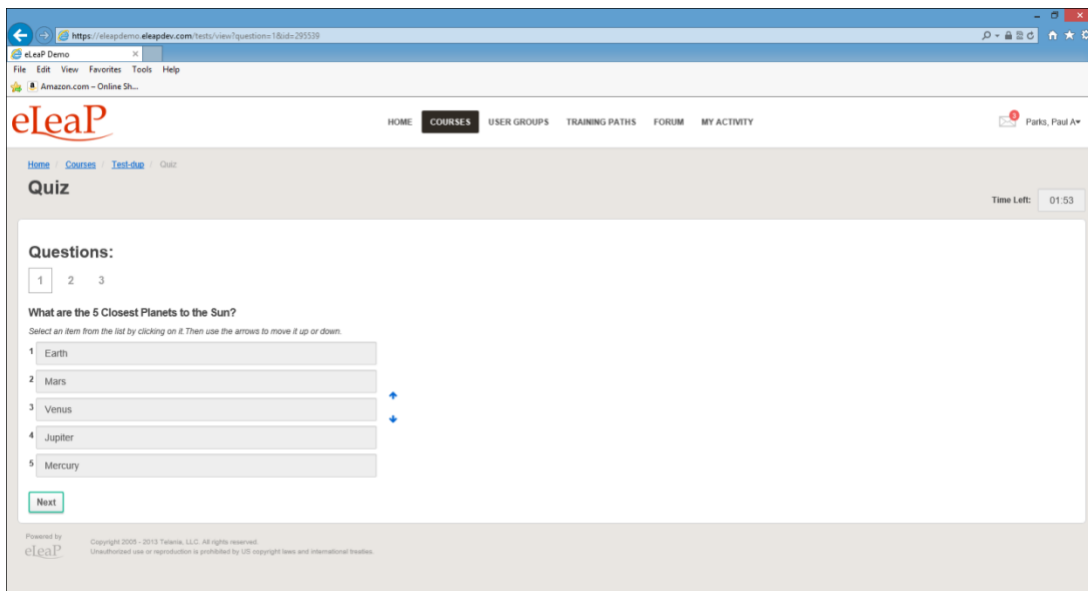
- Multiple Choice/True/False,
- Sequence/Sort Order/Ranking,

- Essay/Short Answer/Explanation,
- Multiple Choice with Explanation, and
- Hotspot, Find Errors

To answer a “**Multiple Choice**” or “**True or False**” quiz question, choose the answer option(s) that best satisfies the requirement of the question. Click **[Next]** to advance to the Next Question.

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

To answer a “**Sequence, Sort Order or Ranking**” type questions, click the answer choice or option you wish to arrange. You can then click the **TOP** or **BOTTOM** arrows to move the answer choice to the exact or correct answer location you want. An example of such a question might be to arrange the planets in the correct order from the nearest to the sun. You will click on any one of the answer choices and then use the **TOP** or **BOTTOM** arrows to arrange them as follows: Mercury, Venus, Earth, Mars, Jupiter ...”



If you are asked to answer a question that requires a short answer or an essay, all you have to do is **type in your answer** in the text box provided.

You might be required to explain your Multiple Choice answer. First **choose the correct answer** to the Multiple Choice question and then type in your explanation in the text box.

The last question type in the eLeaP™ LMS Quiz Creator is the “**Hotspot or Find the Error**” question type. To correctly identify errors or other requirements in the ‘**Hotspot**’ or ‘**Find the Error**’ type question, **click the relevant area of the image** and **type in your comment or answer explanation** for your choice or selection.

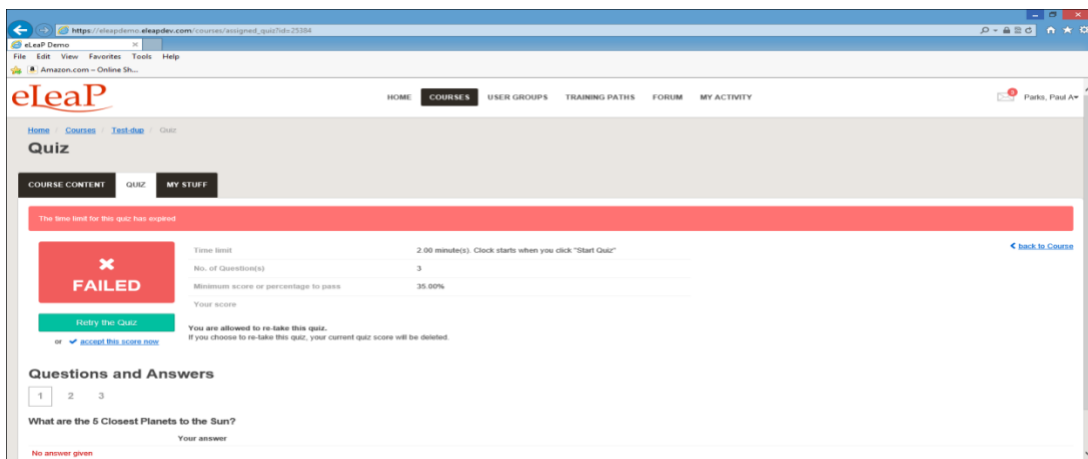
****If you are satisfied with your answers, ‘submit your quiz answers’**

**** Your submission is FINAL and irreversible. You can petition your instructor to reset your Quiz.**

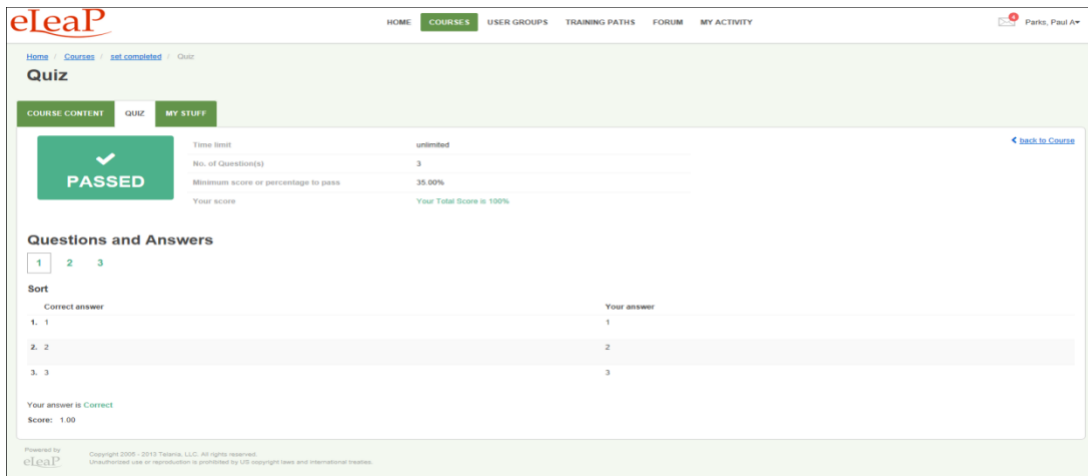
If you don’t finish a Quiz within its allotted time, or you don’t answer enough of the questions correctly, the following screen will be displayed, allowing you to retake the Quiz. Click



to retake the Quiz, or click the **accept this score now** link to accept this score.



When you do successfully complete a Quiz, the following screen will be displayed.

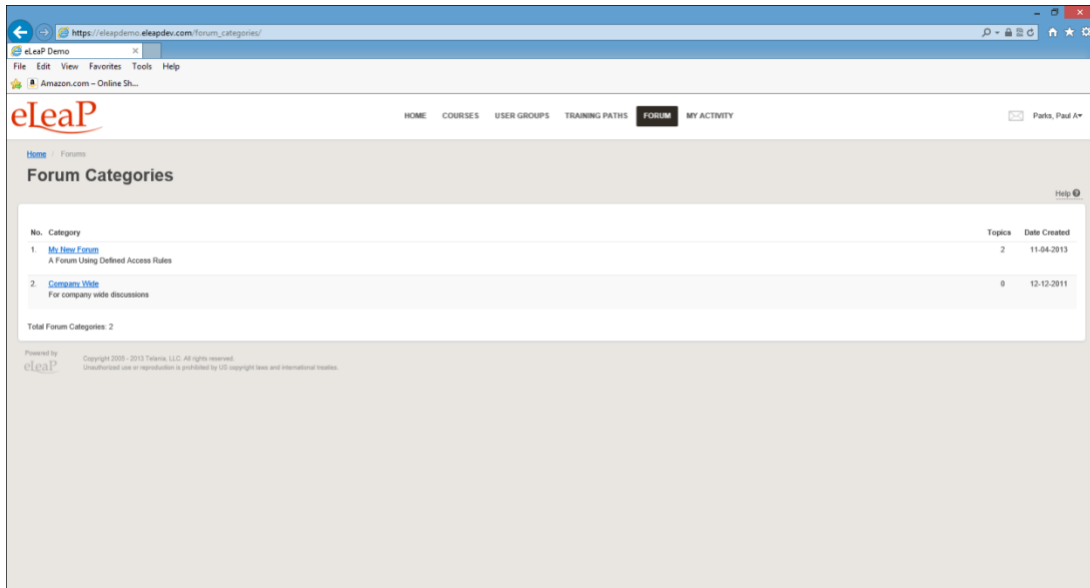


FORUM/COMMUNICATION TOOL

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

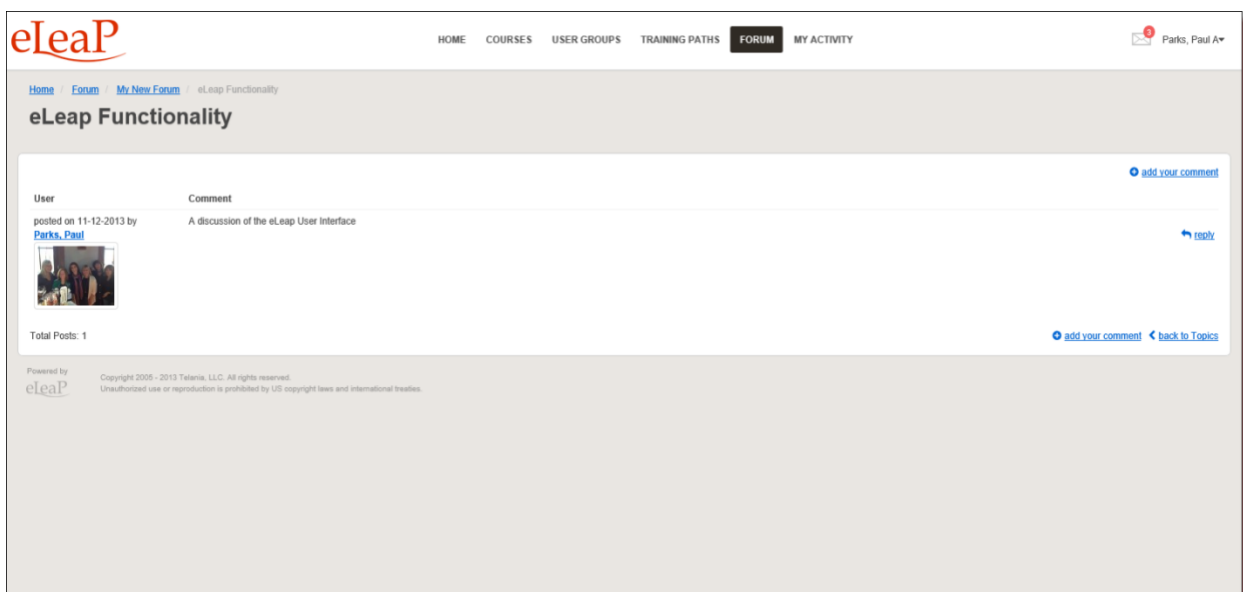
Forums are a great way to foster this informal and unorthodox learning. Forums allow for users to share ideas, best practices and even develop new methods of problem solving or generating ideas. That million-dollar idea could come from your training portal's forum site. We encourage you to use these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


eLeaP™ has provided tools to help you launch informal learning. Make use of your online forums or White Boards. Click on **White Board** sub menu link to access topics related to your Course.

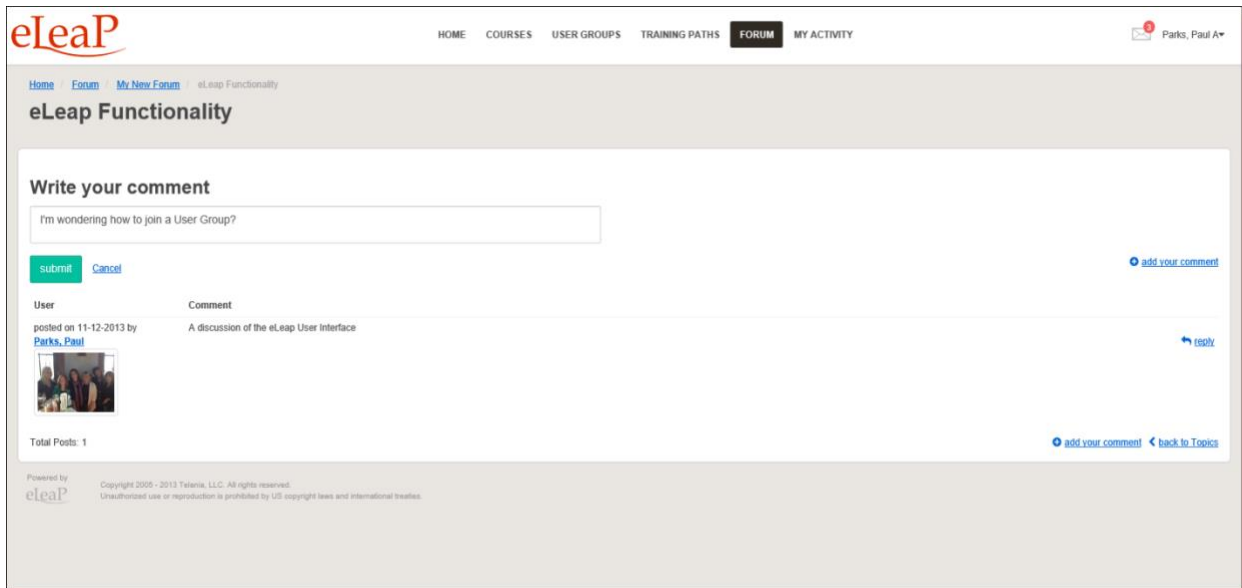


You can send **private messages** to your Course Instructor. These messages will only be available to your Instructor.

You can send **public messages** to be posted on the Course White Board. These public messages will be available to other users assigned to your particular training Course or e-learning program. To begin, select one of the Forum Categories, as shown in the illustration above. The **Forum Category Details** screen, illustrated below, is displayed. Select the **add your comment** link.



The **Write your comment** screen, illustrated below, is displayed. Enter your comment or question in the **Write your comment** field, and then click .



eLeap HOME COURSES USER GROUPS TRAINING PATHS **FORUM** MY ACTIVITY Parks, Paul A

[Home](#) / [Forum](#) / [My New Forum](#) / eLeap Functionality

eLeap Functionality

Write your comment

I'm wondering how to join a User Group?

[submit](#) [Cancel](#) [add your comment](#)

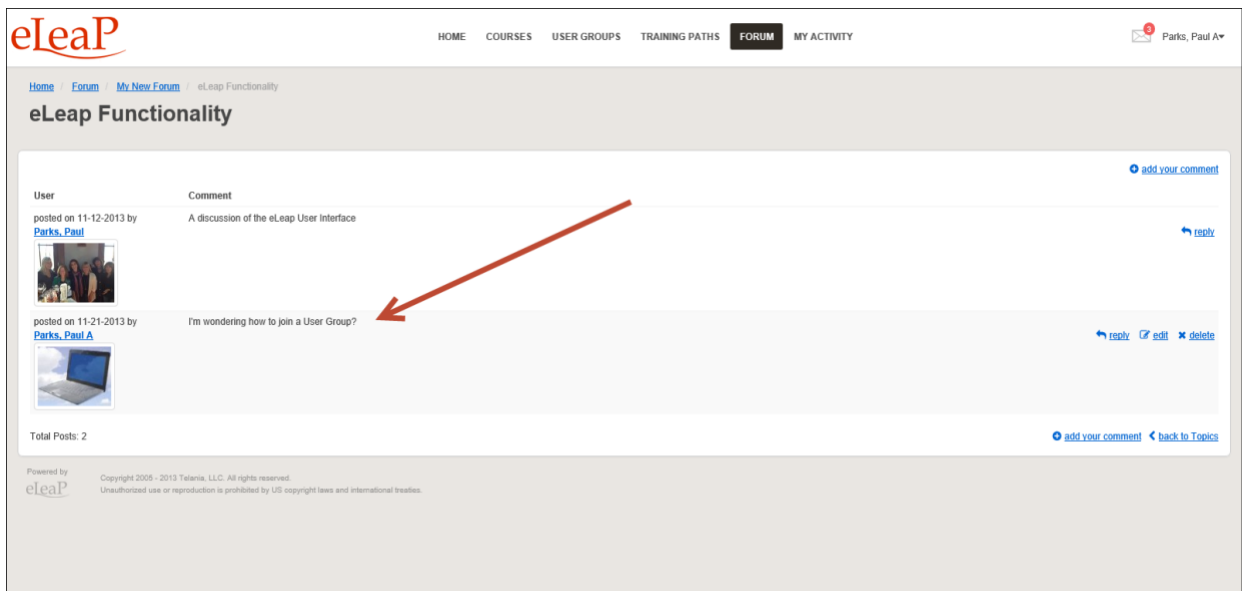
User	Comment
posted on 11-12-2013 by Parks, Paul	A discussion of the eLeap User Interface

[reply](#)

Total Posts: 1 [add your comment](#) [back to Topics](#)

Powered by **eLeap** Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and international treaties.

As shown in the following illustration, your comment has been added to the discussion for that Forum Category.



You can use your White Board system as a Communication tool between you and your Instructors. You can submit private messages to your Instructor. You will be able to access replies. Your White Board is secure and easy to use.

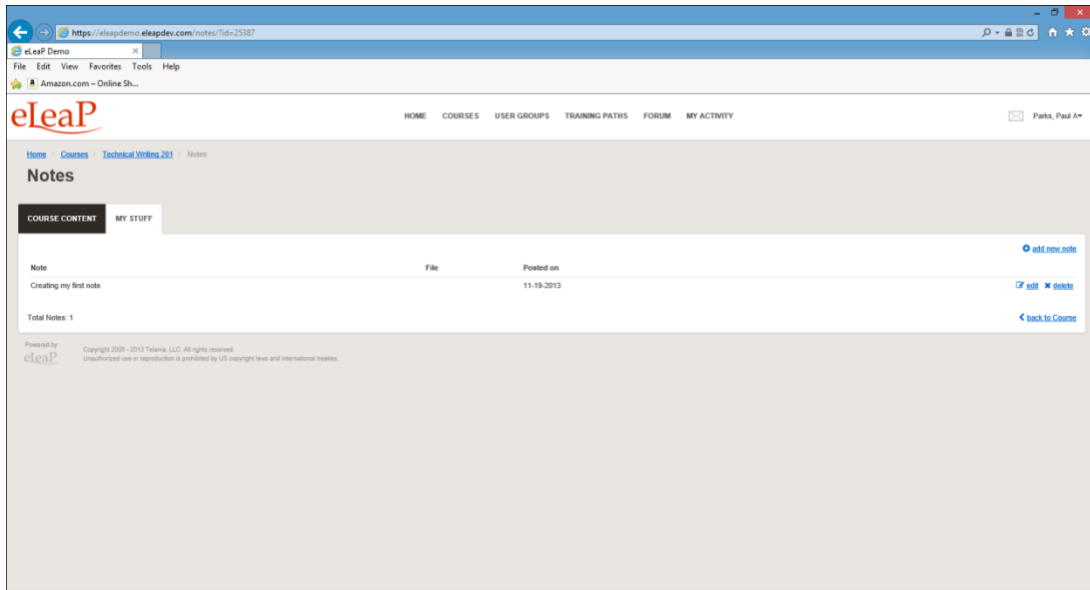
eLeaP™ wants to help you succeed. Use these powerful tools to enhance the learning experience.

PRODUCTIVITY TOOLS – PORTFOLIO BUILDER - “MY STUFF”

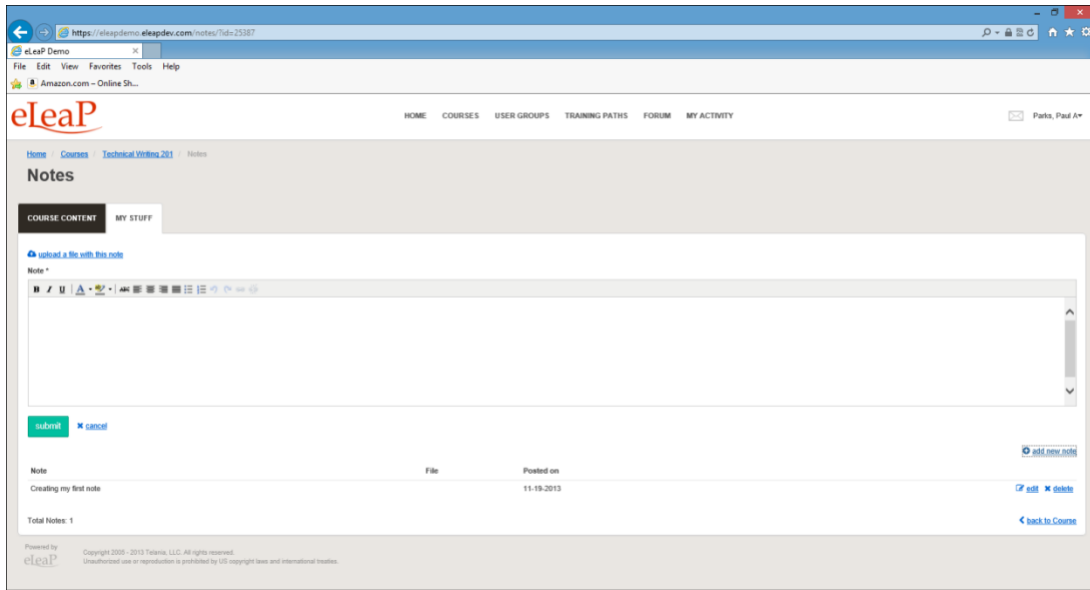
eLeaP™ LMS users can use our simple e-portfolio builder **My Stuff** to enhance and enrich their online learning and training experience. You can add special files you have created (PDF, PPT, HTML, Graphics etc). You can also add notes and URLs of special resources you may have encountered in your online training and e-learning journey.

We encourage you to utilize this feature. Anyone familiar with GoogleNotes should be familiar with the eLeaP™ LMS portfolio builder called **My Stuff**.

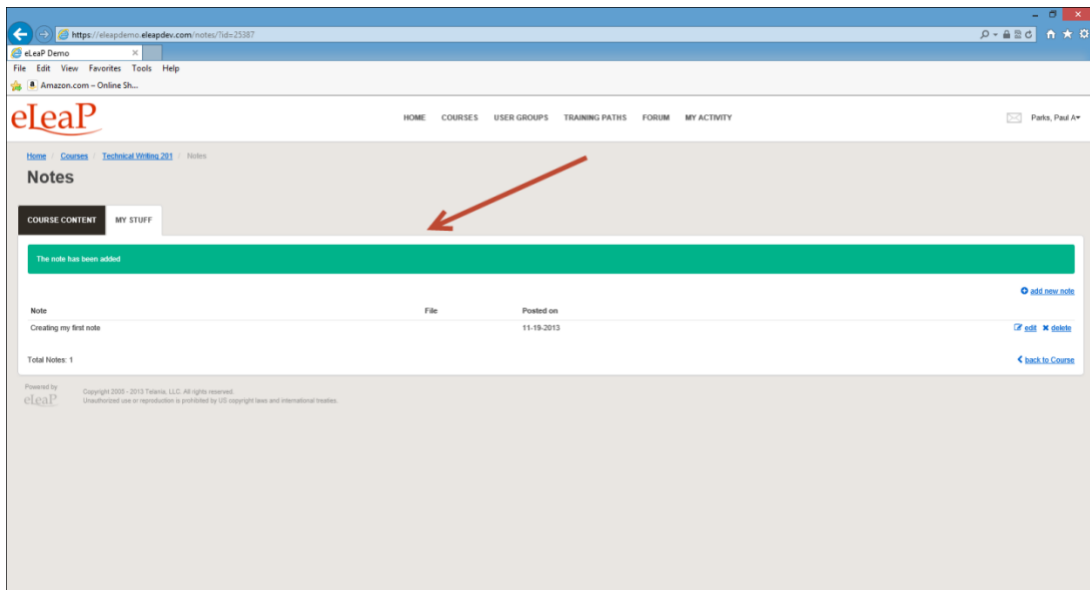
Select the **My Stuff** tab, as shown in the following illustration.



As shown in the following illustration, you can click the **upload a file with this note** link to add files, and you can enter and format text within the Content Editor.




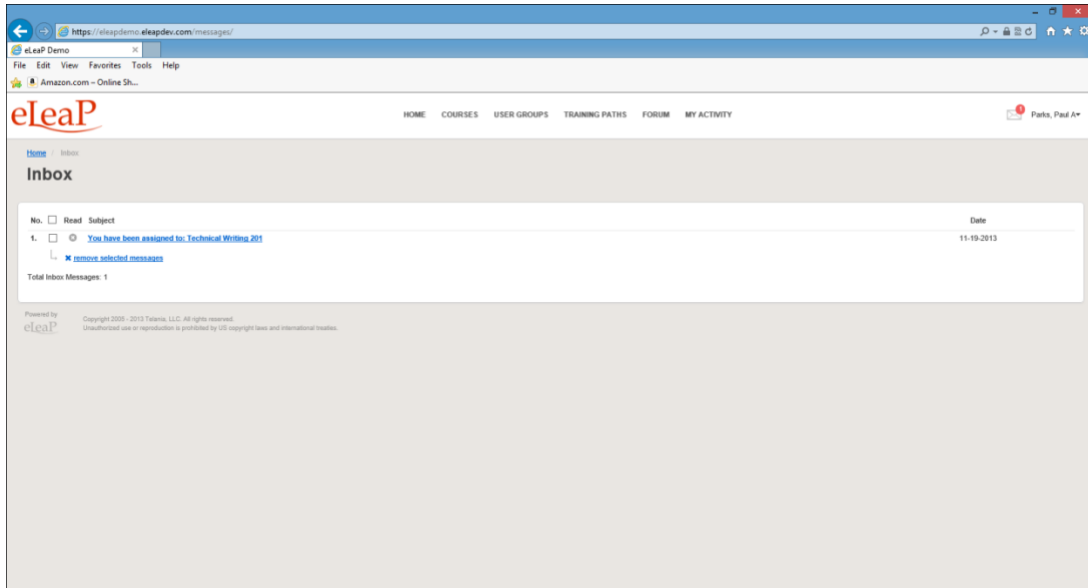
Once you are satisfied with the Note, click . As shown in the following illustration, the system confirms and displays the Note on the **My Stuff** screen.



We have tons of helpful productivity tools in development so be sure to always check back into your eLeap™ LMS account and see what else eLeap™ is cooking up!


ELEAP™ INBOX – ELECTRONIC COMMUNICATIONS SYSTEM

As a trainee or student, you can also access your eLeaP™ INBOX  to receive updated email notification and communications regarding various activities in your eLeaP account, as shown in the following illustration. Inbox messages are automatically deleted after thirty (30) days. Remember that notification emails also do get sent to your regular email.



You can remove an Email by selecting its check box and then clicking the **remove selected messages** link.

MY ACTIVITY – DOWNLOAD YOUR TRANSCRIPTS

Access  to access and download your activity reports including Course Completion history and scores.

The screenshot shows the 'My Activity' page in the eLeaP system. The top navigation bar includes links for HOME, COURSES, USER GROUPS, TRAINING PATHS, FORUM, and MY ACTIVITY. The user's name, Parks, Paul, is displayed in the top right corner. The page is divided into several sections:

- Assigned Courses:** A table listing courses assigned to the user. The table has columns for No., Name, Created by, Status, Deadline, Quiz, Quiz Finished, Number of Lessons, and Date Assigned. The courses listed are:

No.	Name	Created by	Status	Deadline	Quiz	Quiz Finished	Number of Lessons	Date Assigned
1.	Access Course	R, Vinod	Not started	none	NO Quiz	-	2	11-19-2013
2.	Technical Writing 201	Parks, Paul	Completed	none	NO Quiz	-	2	11-19-2013
3.	Users	R, Vinod	Not started	none	Uncompleted	-	2	11-19-2013
- Completed Quizzes:** A section indicating there are no completed quizzes.
- Completed Quizzes (SCORM):** A section indicating there are no completed SCORM courses.
- Assigned User Groups:** A table listing user groups assigned to the user. The table has columns for No., Name, Created by, No. of Members, and Date Created. The group listed is:

No.	Name	Created by	No. of Members	Date Created
1.	November Students	Parks, Paul	5	11-19-2013
- Assigned Training Paths:** A table listing training paths assigned to the user. The table has columns for No., Name, Created by, No. of Courses, and Date Created. The path listed is:

No.	Name	Created by	No. of Courses	Date Created
1.	Training Path	R, Vinod	2	11-09-2013

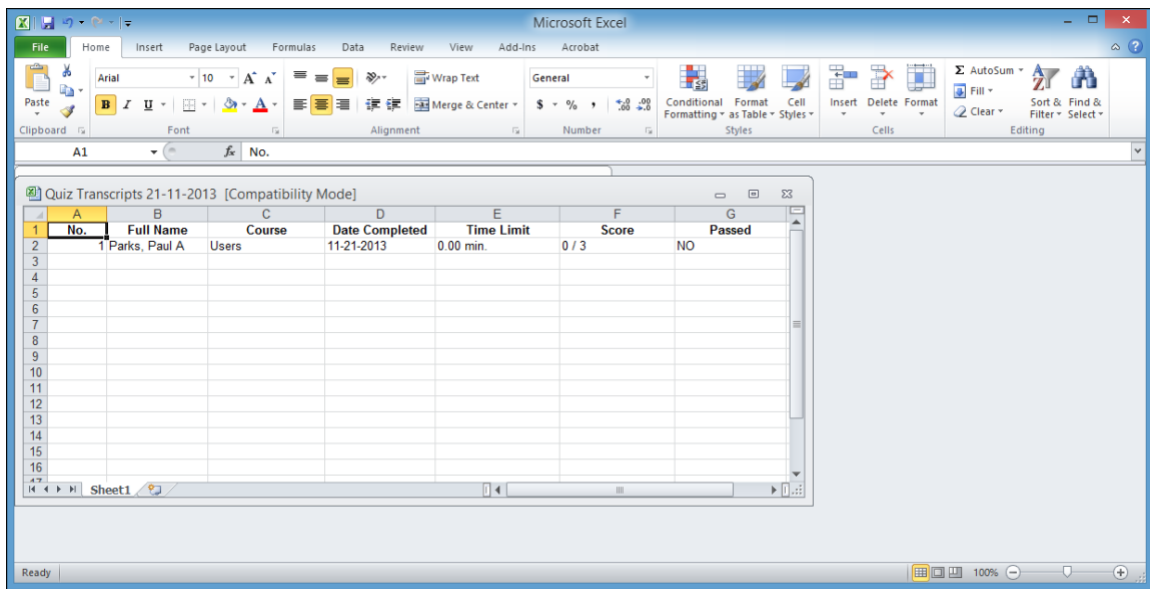
Click the **Download Transcripts** link to download your transcript for a Course. As shown in the following illustration, you will be presented with the option to either **Open** the transcript in Excel or **Save** it to your computer, where you can open it within Excel from there.

The screenshot shows the 'My Activity' page in the eLeaP system, similar to the previous one, but with additional details. The 'Assigned Courses' table now includes a 'Status' column with colored indicators. The course 'Users' has a status of 'Failed' (red indicator). A red arrow points from the 'Failed' status to the 'Download Transcripts' link in the 'Completed Quizzes' section. The 'Completed Quizzes' section shows a table with columns for No., Name, Date Completed, Time Limit, Score, and Passed. The quiz listed is:

No.	Name	Date Completed	Time Limit	Score	Passed
1.	Users	11-21-2013	0 min.	8 / 3	<input type="checkbox"/>

 The 'Download Transcripts' link is located below the 'Passed' column. At the bottom of the page, a dialog box asks: 'Do you want to open or save Quiz Transcripts 21-11-2013.xls (4.00 KB) from eleapdemo.eleapdev.com?'. The dialog box has buttons for 'Open', 'Save', and 'Cancel'.

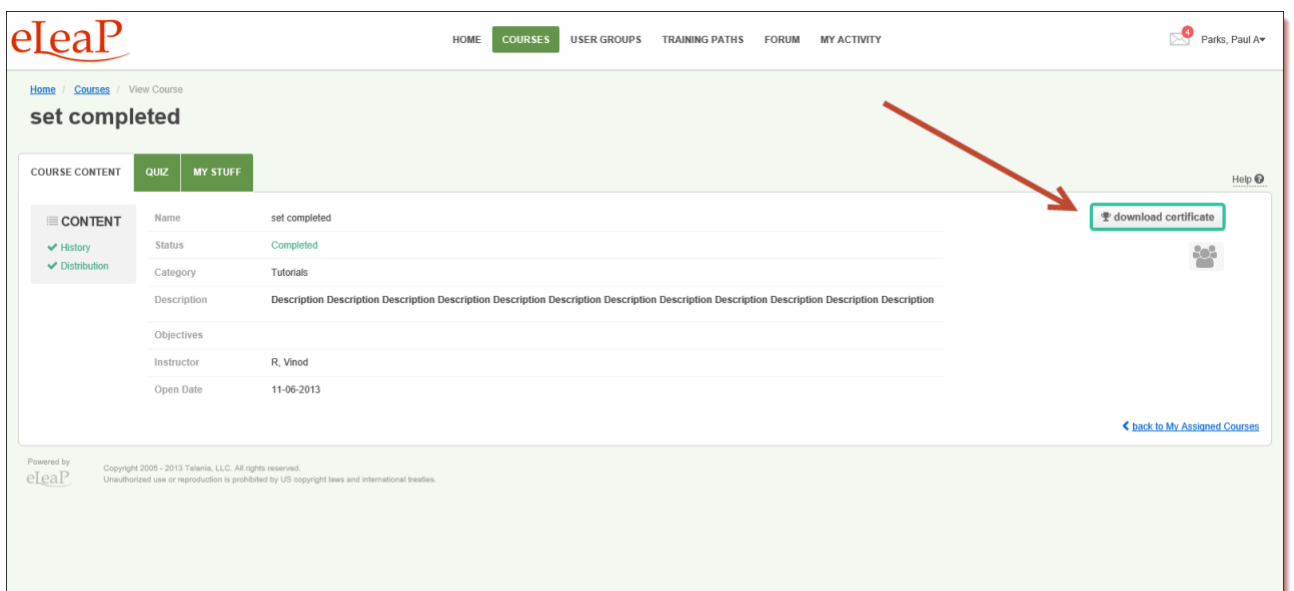
Whichever option you choose, the Transcript file is displayed within Excel, as shown in the following illustration.



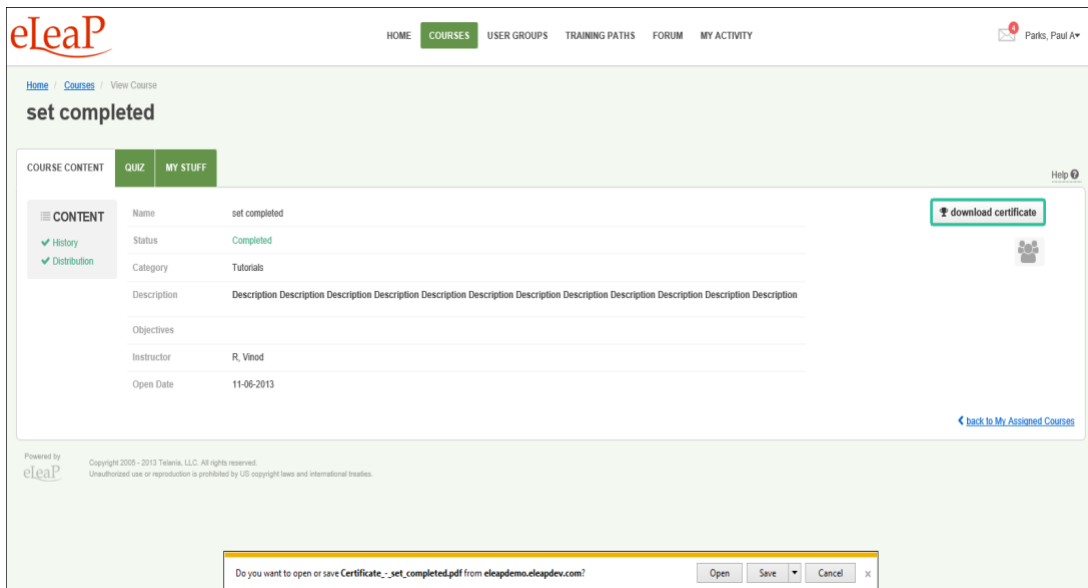
You can easily export your reports into Microsoft Excel by clicking the **Download completion report** link.

** If your Course Instructor chooses to enable **Completion Certificates**, you can download your

Course Certificate from your **Course Details** screen by clicking [download certificate](#).



As shown in the following illustration, you are presented with the option to either **Open** or **Save** the .PDF-formatted Certificate File. Choose the **Open** option to open the file, and then save it to your computer, or click the **Save** option to download the file and then use your PDF reader to open it.

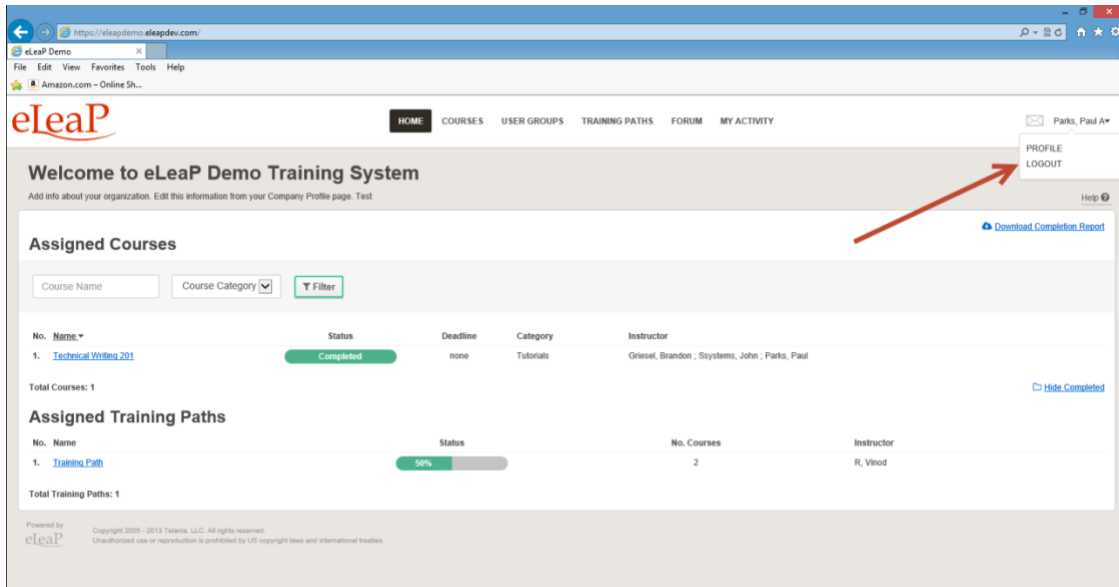


Whichever option you choose, the Certificate file, when viewed from within your PDF reader, will look similar to the following example.

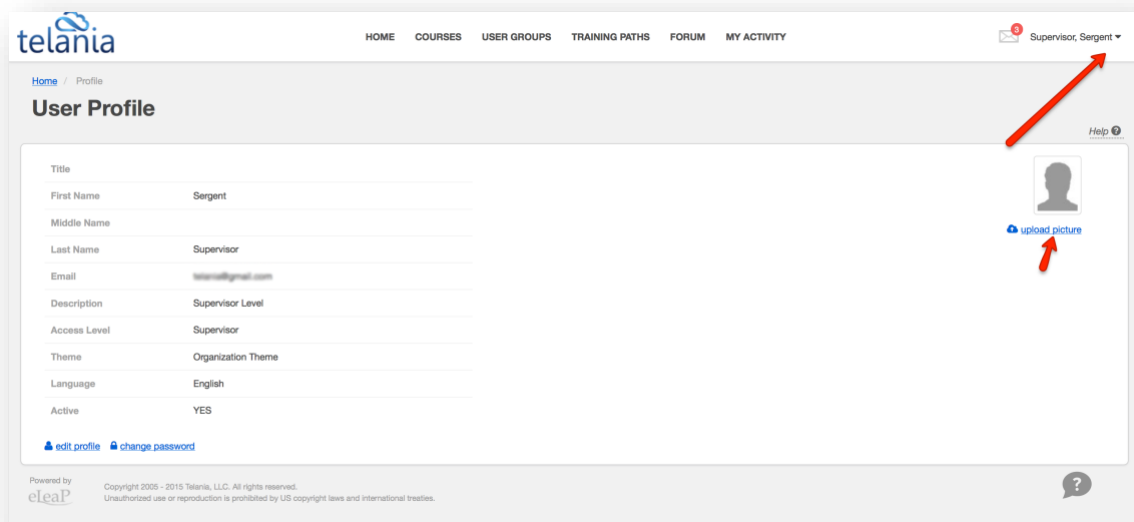


YOUR PROFILE

Selecting the **PROFILE** link beneath your User Name on the **Welcome** screen allows you to associate an image with your Profile, edit that profile and change your password, if desired.

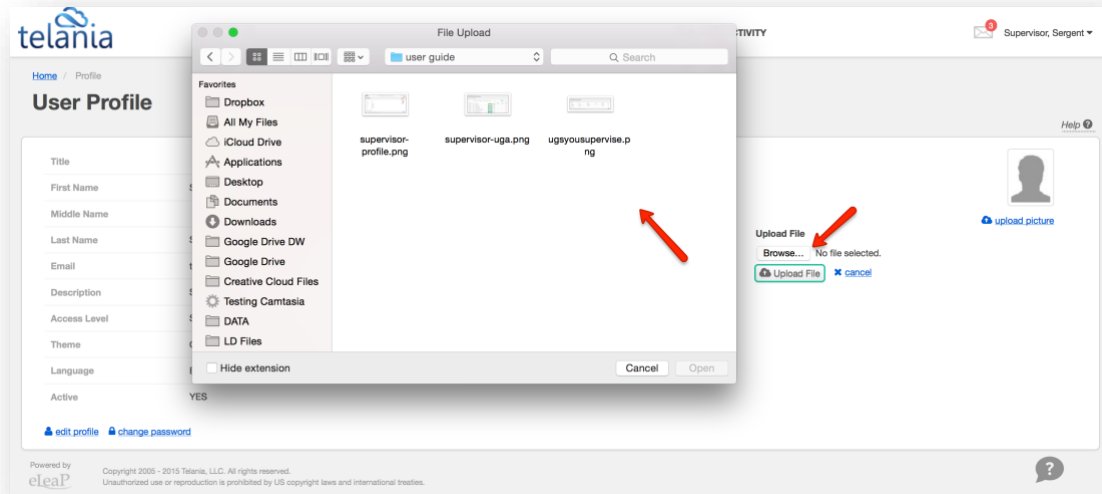


To associate an image with your Profile, select the **upload picture** link, as shown in the following illustration.

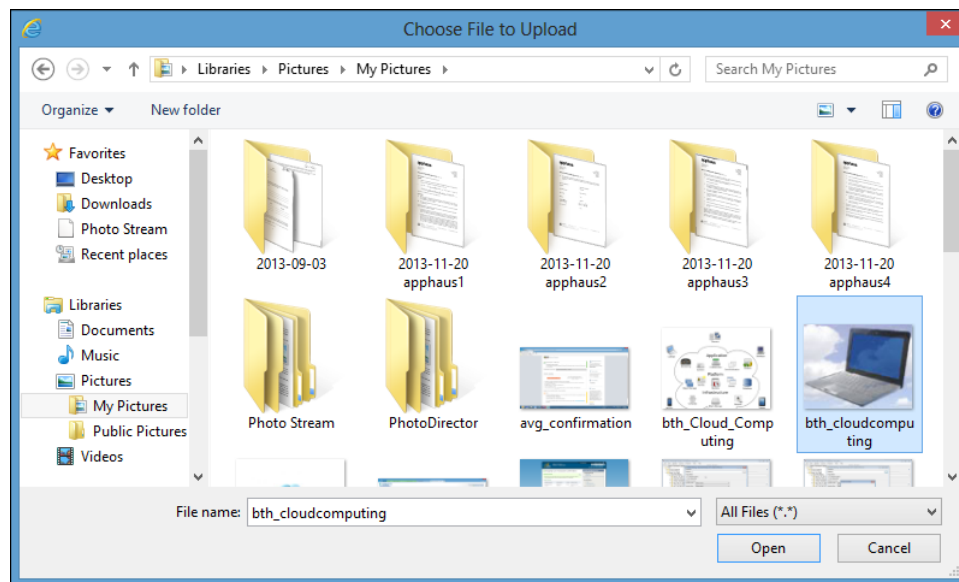



The screen expands to display an **Upload File** field, as shown in the following illustration. Click

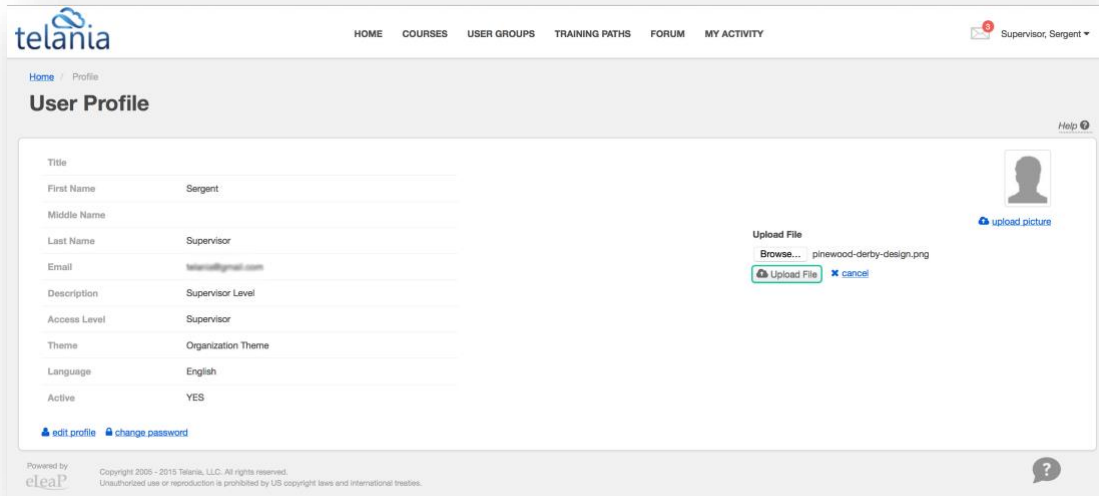
Browse... to continue.



As shown in the following illustration, use the **Choose File to Upload** dialog that is displayed, navigate to the location on your computer where the image that you want to use is stored, and then click **Open**.

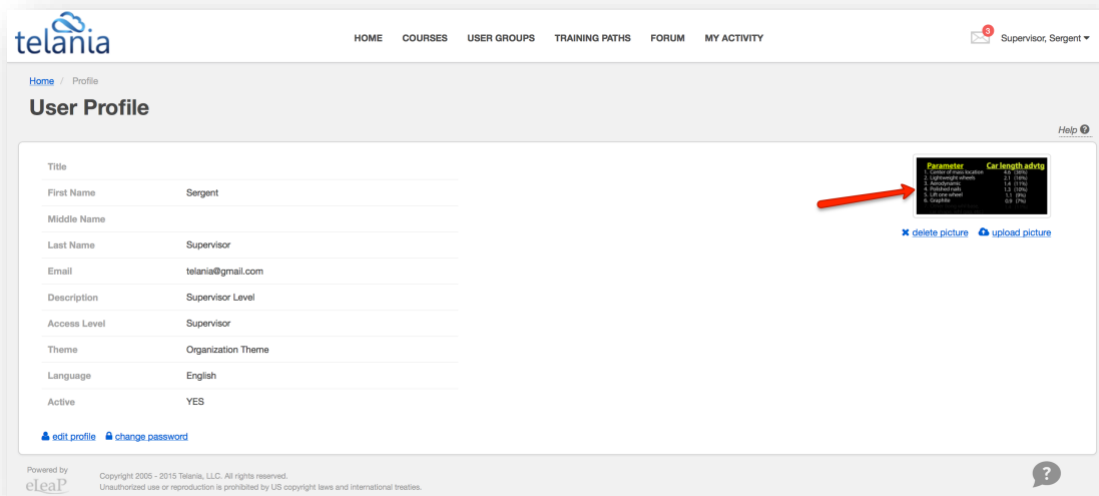


As shown in the following illustration, the **Upload File** field is now populated with the filename/location of the image that you've selected. Click  link to continue.



The screenshot shows the 'User Profile' page in the eLeaP system. The page has a header with the 'telania' logo and navigation links: HOME, COURSES, USER GROUPS, TRAINING PATHS, FORUM, and MY ACTIVITY. The user is logged in as 'Supervisor, Sergeant'. The profile form includes fields for Title, First Name (Sergeant), Middle Name, Last Name (Supervisor), Email (telania@gmail.com), Description (Supervisor Level), Access Level (Supervisor), Theme (Organization Theme), Language (English), and Active status (YES). On the right, there is a profile picture placeholder and an 'Upload File' section. The 'Upload File' section shows a file named 'pinewood-derby-design.png' selected, with 'Browse...' and 'Upload File' buttons. Below the file name are links for 'upload picture', 'delete picture', and 'upload picture'. At the bottom of the form are links for 'edit profile' and 'change password'.

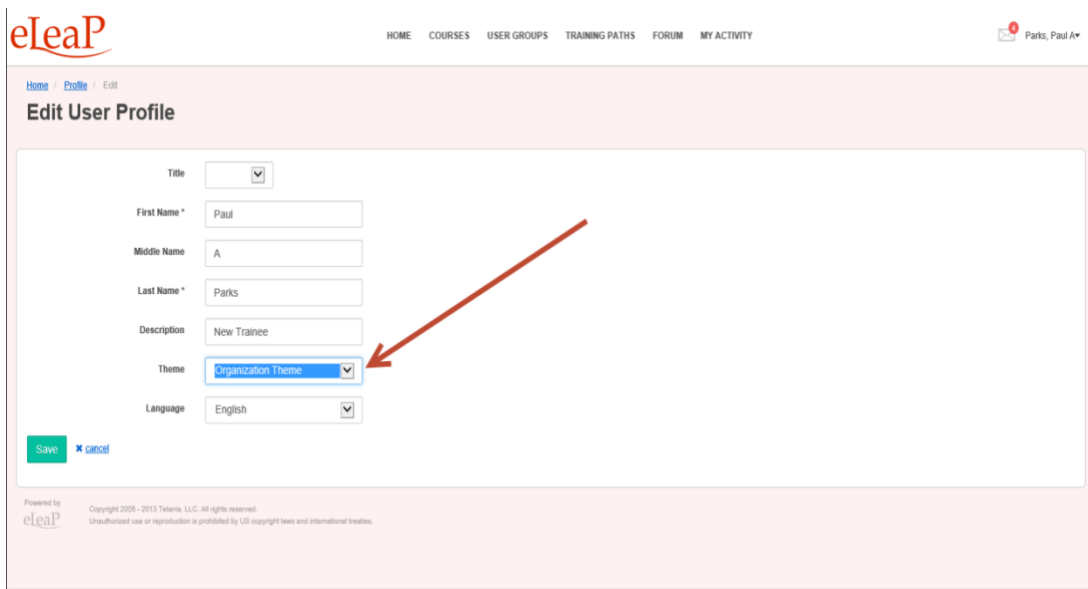
The image that you've selected is now displayed in the position where the logo was previously displayed.



This screenshot shows the same 'User Profile' page, but now the profile picture placeholder has been replaced by the uploaded image 'pinewood-derby-design.png'. A red arrow points to the image. The 'Upload File' section now shows 'delete picture' and 'upload picture' links. The rest of the page, including the header, navigation, and profile form fields, remains the same.

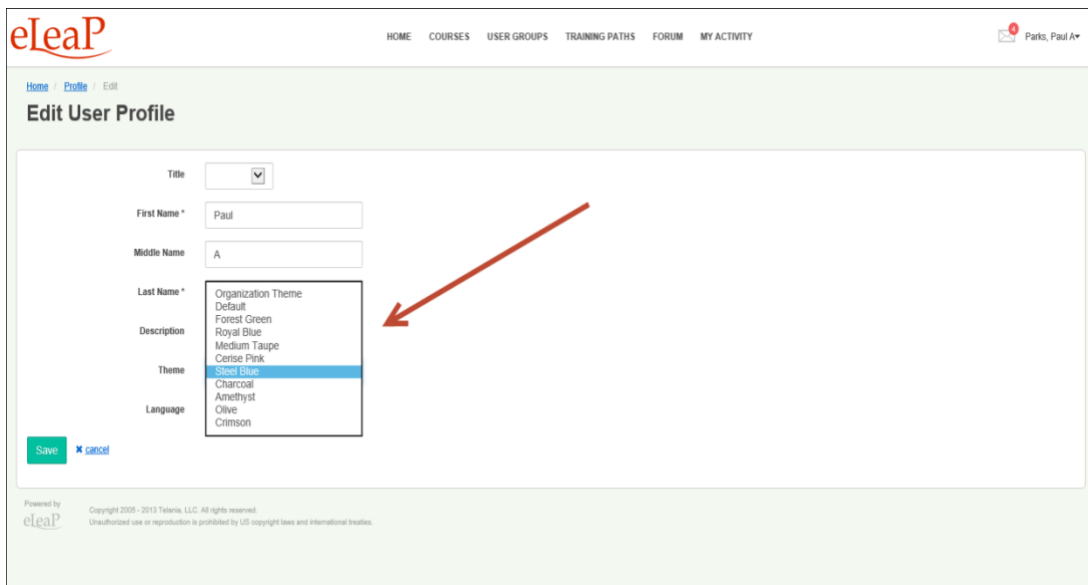
CHANGING YOUR THEME

If your organization has selected a Custom Theme to define the color scheme for the eLeaP application interface, the **Organization** option on the **Theme** drop down will automatically be selected for you, as shown in the following illustration.



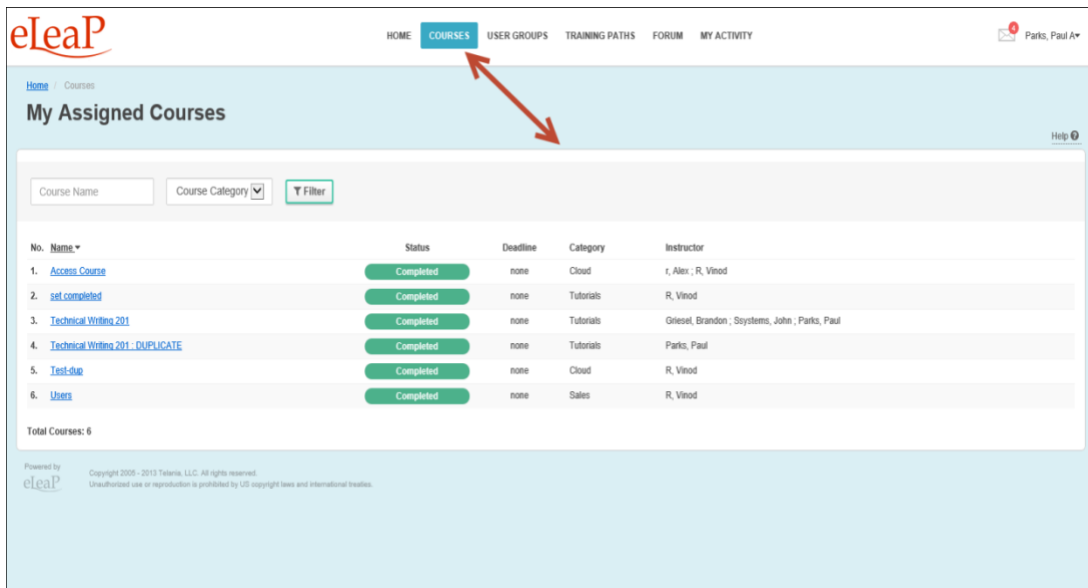
The screenshot shows the eLeaP 'Edit User Profile' page. The page has a light pink header with the eLeaP logo and navigation links: HOME, COURSES, USER GROUPS, TRAINING PATHS, FORUM, MY ACTIVITY. The user's name 'Parks, Paul A' is in the top right. The main content area is titled 'Edit User Profile' and contains a form with the following fields: Title (dropdown), First Name * (text input with 'Paul'), Middle Name (text input with 'A'), Last Name * (text input with 'Parks'), Description (text input with 'New Trainee'), Theme (dropdown menu with 'Organization Theme' selected), and Language (dropdown with 'English'). A red arrow points to the 'Theme' dropdown menu. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains copyright information for Telania, LLC.

However, you can select any of the other available Themes on the **Theme** list, as shown in the illustration below, to individualize the User Interface to your liking.



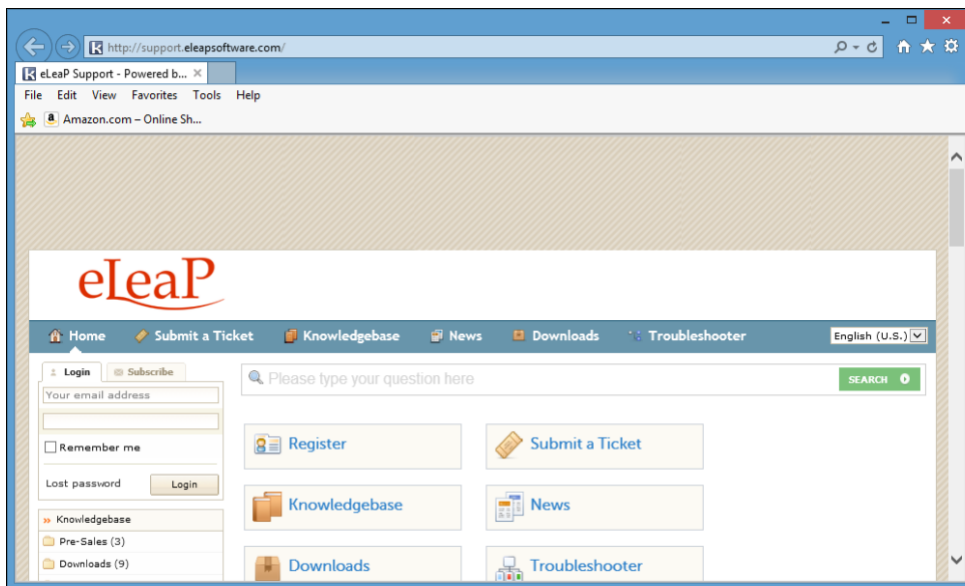
This screenshot shows the same 'Edit User Profile' page, but the 'Theme' dropdown menu is open, displaying a list of available themes. The themes listed are: Organization Theme, Default, Forest Green, Royal Blue, Medium Taupe, Cerise Pink, Steel Blue (highlighted), Charcoal, Amethyst, Olive, and Crimson. A red arrow points to the dropdown menu. The rest of the page layout is identical to the previous screenshot.

As shown in the following illustration, the User Interface colors change to your new settings.



SUPPORT/HELP CENTER AND ELEAP™ KNOWLEDGE-BASE

eLeaP™ has an incredibly helpful online support center. To access support and help 24/7, go to <http://support.eleapsoftware.com>.



At the Support Center, you can:

Access our **eLeaP™ Knowledgebase**. This is a specialized library of articles and reports and powerful how-to tips on how to maximize your eLeaP learning and training system.

Submit-a-Ticket: Do you have a particular question or need help with a feature in eLeaP™? Submit a ticket to our helpful staff and you will receive answers. This is an incredibly useful feature. We encourage you to make good use of it.

Get **Live Help**: Access real-time help from our Support staff

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 the latest happenings in eLeaP™ and our parent company Telania, Inc. You can also access our blog at www.eleapsoftware.com/blog to learn more about the world of eLeaP™.