

# eCommerce Administrator's Manual



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# Introduction

The eLeaP eCommerce learning management system (LMS) takes the headache out of organizing training and selling digital course content. 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 eCommerce 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. eLeaP also offers custom content development services to help you create courses for sale.

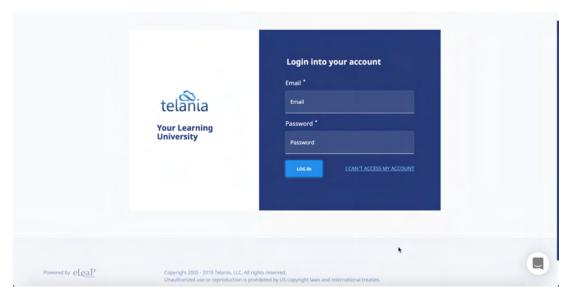
The eLeaP learning management system can save you a vast amount of both time and money, while enabling you to create sophisticated training packages custom-built for the precise needs of your organization.

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

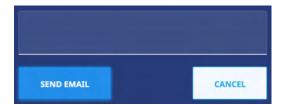


# Logging in to the System

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



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



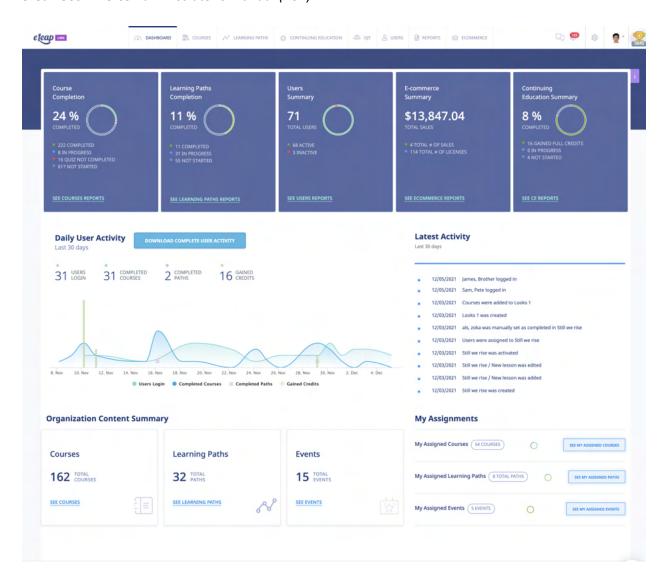


# **Primary Menu**

# 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:

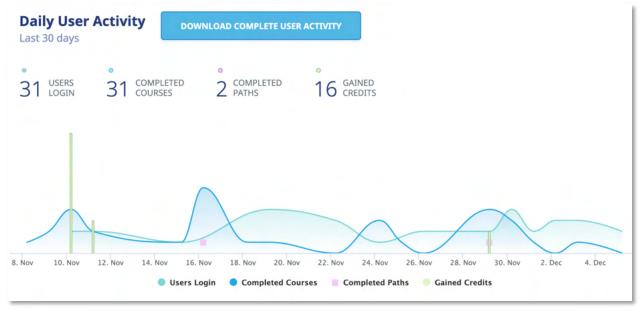


#### **Status Tiles**



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 —

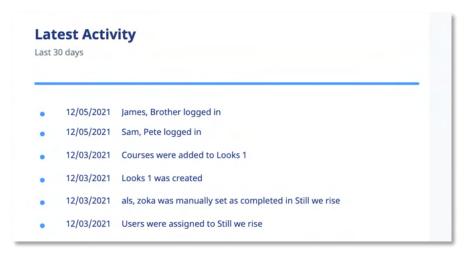
- Daily User Logins
- Daily Course Completions
- Daily Learning Path Completions
- Daily Continuing Education Credits gained

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**



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**





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

My Assigned Courses 54 COURSES	SEE MY ASSIGNED COURSES
My Assigned Learning Paths 8 TOTAL PATHS	SEE MY ASSIGNED PATHS
My Assigned Events 5 EVENTS	SEE MY ASSIGNED EVENTS

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.

# **Inbox (Communication)**

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.



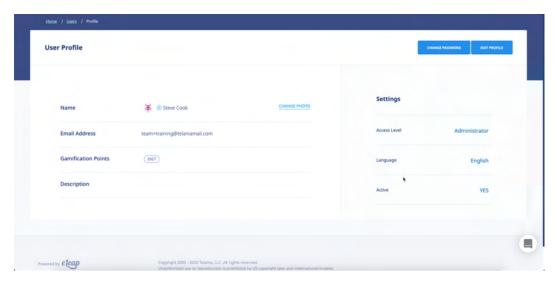
# **Account Settings**

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.

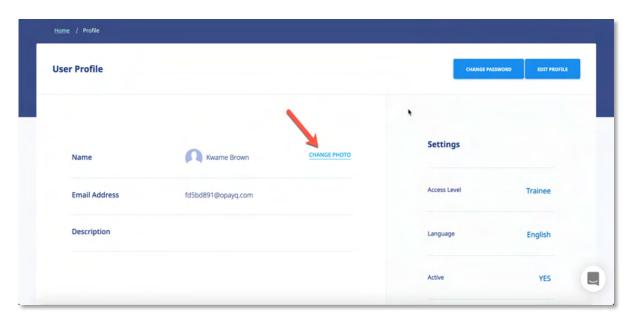
# **Modifying Your Personal Profile**

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.



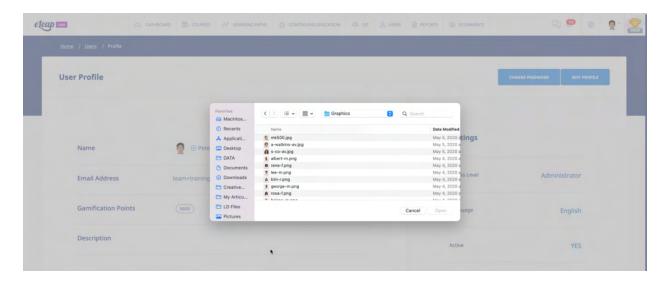


The **User Profile** screen, illustrated below, is displayed. To associate a picture with your Profile, click the **CHANGE** link next to the Name, as shown in the illustration.

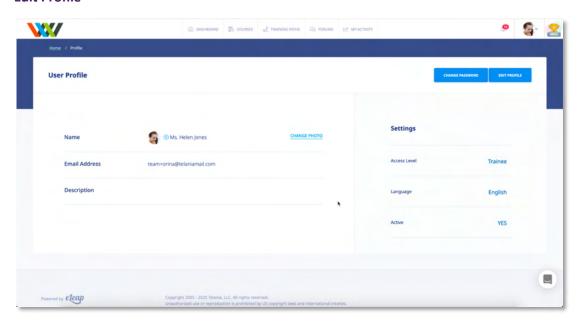


The screen expands, allowing you to navigate to a location on your computer where the picture that you want to associate with your Profile is stored.





#### **Edit Profile**



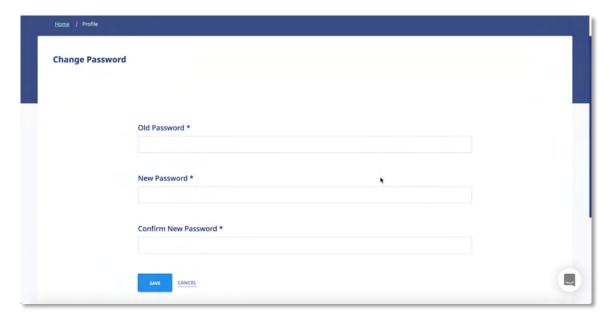
To edit your Profile Details, select the **EDIT PROFILE** button located in the right-hand section of the screen. The **Edit User Profile** screen, illustrated below, is displayed. Make any modifications necessary within the **Title**, **First Name**, **Middle Name**, **Email**, **Description**, **Access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



#### **Changing Your Password**

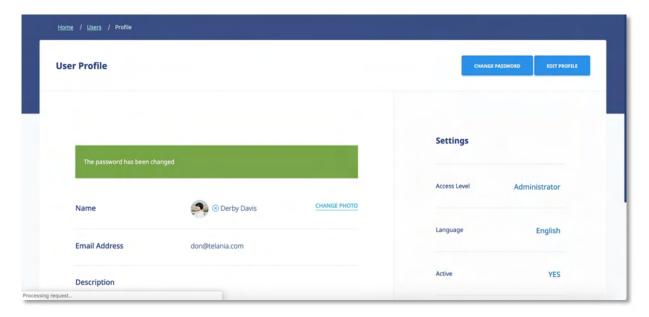
Clicking the **CHANGE PASSWORD** button allows you to reset your password. As shown in the following illustration, the **Change Password** screen is displayed. Enter your old password in the **Old Password** field, enter your new password in the **New Password** field, re-enter the new password in the **Confirm** 

New Password field, and then click



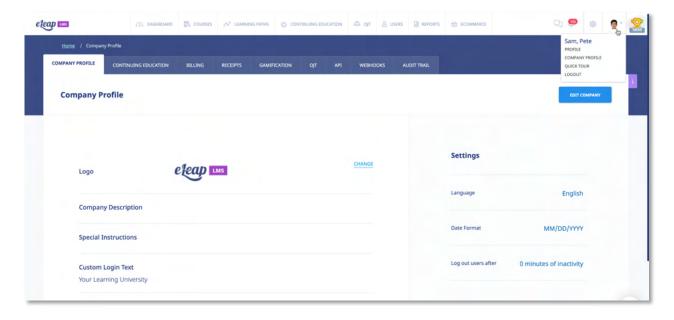


As shown in the following illustration, the system confirms that the password has been changed.



# **Modifying Your Company Profile**

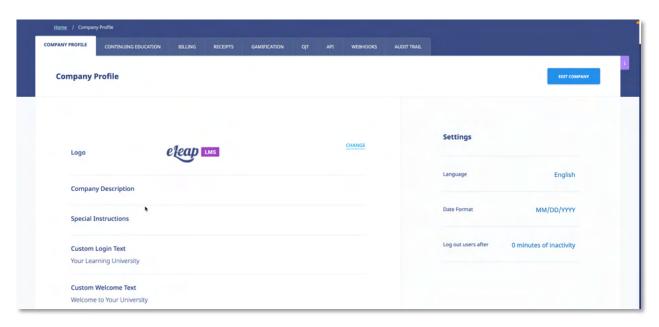
Selecting the **COMPANY PROFILE** option on the drop-down menu at the upper right-hand corner of the screen, as shown in the following illustration, allows you to modify your Company Profile information. You can also click the gear icon in the primary menu section to access this page.



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



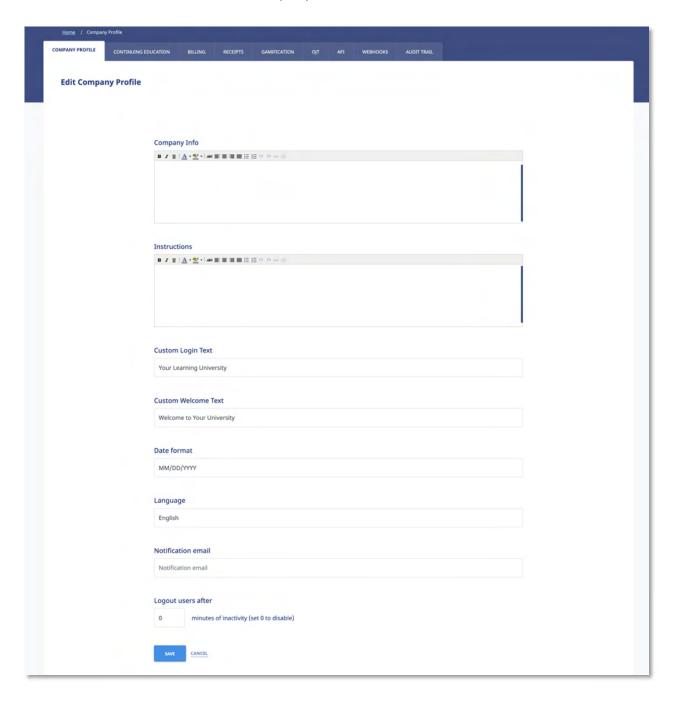
(depending on account type): **Company Profile** (displayed by default), **Continuing Education** (if available), **Billing**, **Payment Profiles**, **Receipts**, **Gamification**, **Invoices**, **API**, **Webhooks** and **Audit Trail**. Clicking the **EDIT PROFILE** button, located in the right-hand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





- 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

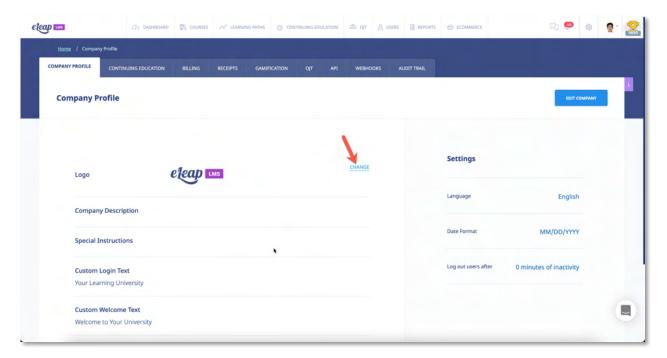


Notification Emails will be sent.

- 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.

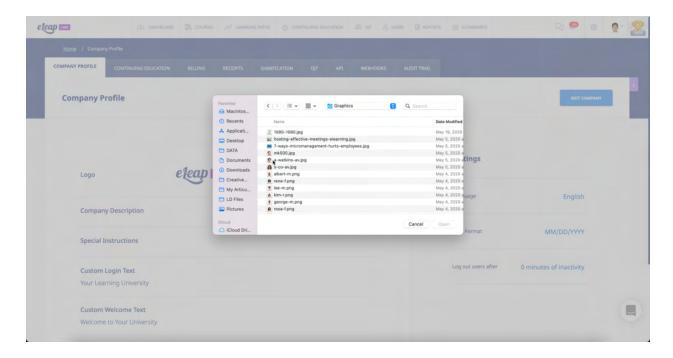
#### **Uploading your Company Logo**

Clicking the **CHANGE** button on the **Company Profile** screen allows you to incorporate your company logo into your instance of the eLeaP application. Note that this is the logo that will show on your eLeaPcourses.com catalog page.



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



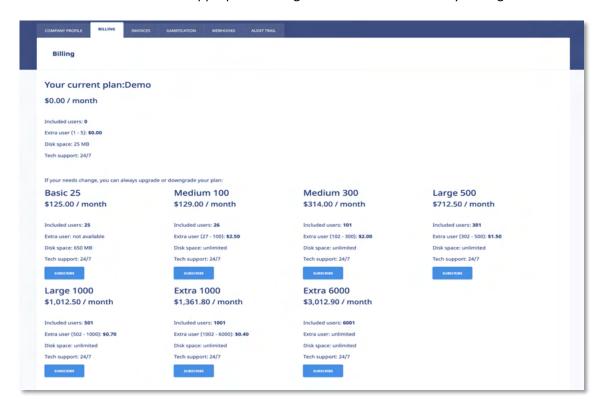


Simply navigate or browse to the location of your organization's logo file on your computer. Select the logo file and click Open.



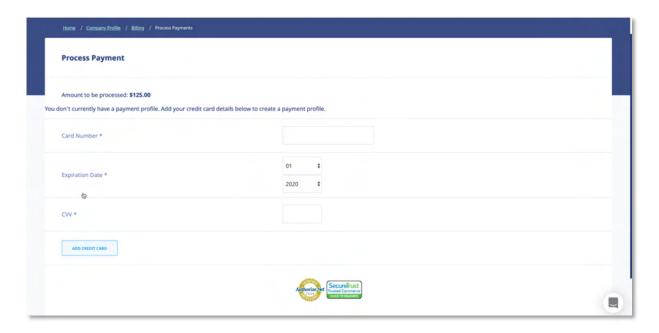
#### **Billing**

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.



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.

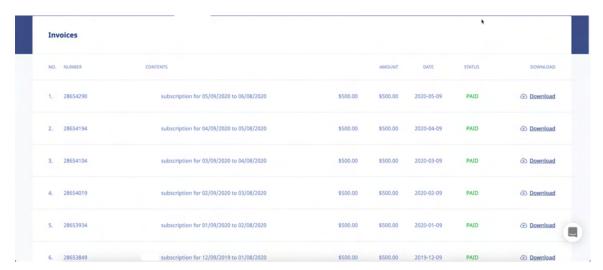




If you would like to **download** a price list, <u>click here</u>. Feel free use the Bookmark function in your browser to bookmark this location to always have access to this information.

#### **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.



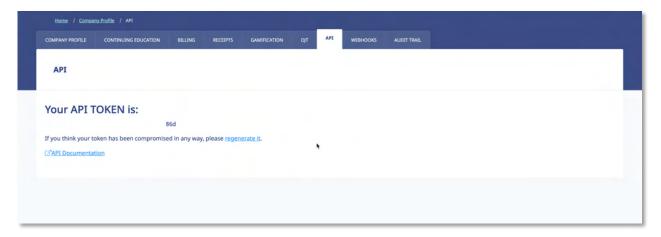
Upon payment, the Customer will receive a Receipt similar to the following example.





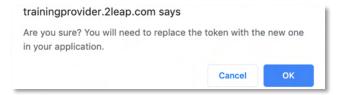
#### **API**

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

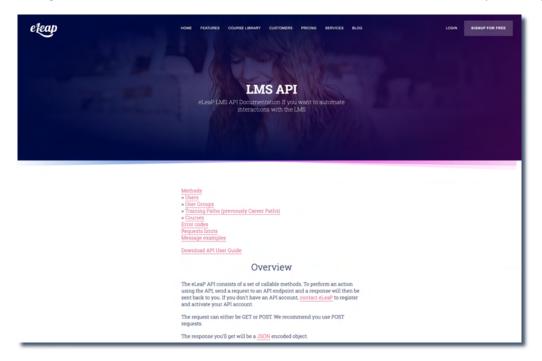


The system displays a warning message, illustrated below, before performing this action to ensure that is your intention. Click to proceed with the regeneration process or click to cancel it. Please note that if you proceed, you will need to replace the existing token with the new one in your application.





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



#### **Audit Trail**

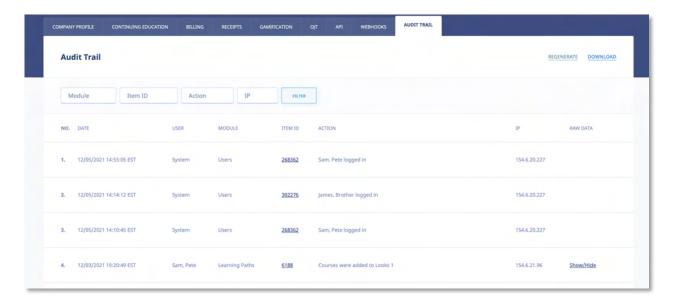
The Audit Trail tool is a log which keeps a record of important actions occurring in your account. You can use the Audit to investigate certain changes and actions performed by you and your team.



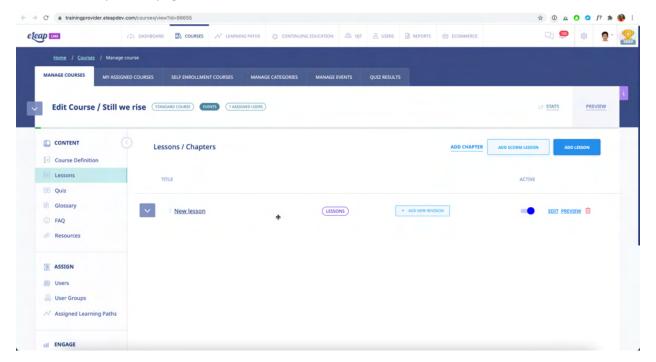
You can filter your Audit Trail logs by Module, ID of Item, Action (performed) or IP (address).

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





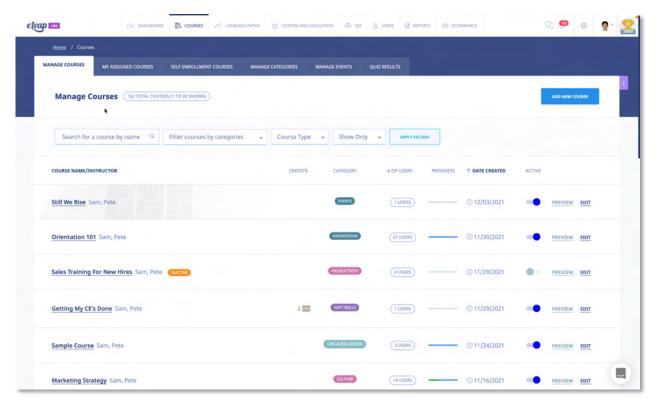
The above screenshot indicates ITEMID's for the various items in the audit trail. Click on the Item ID to get more details. Note that eLeaP opens a new tab when an item is clicked. For example, clicking on the course id will open this page.





# **Courses**

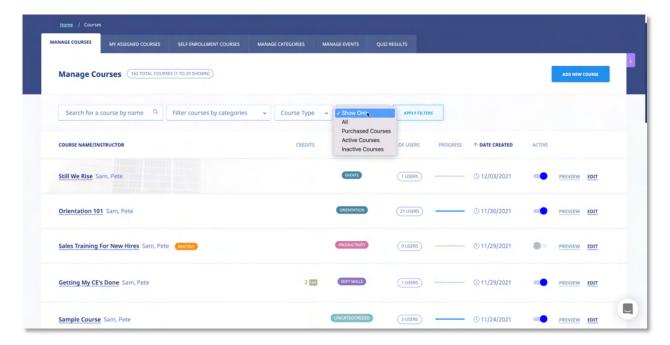
Selecting COURSES tab on the main menu bar displays the Manage Courses screen, illustrated below. The MANAGE COURSES tab displays the Courses that you have created with the Name, Category, Instructor and Date Created details shown for each Course on the Courses list. You can change a Course's Status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



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

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

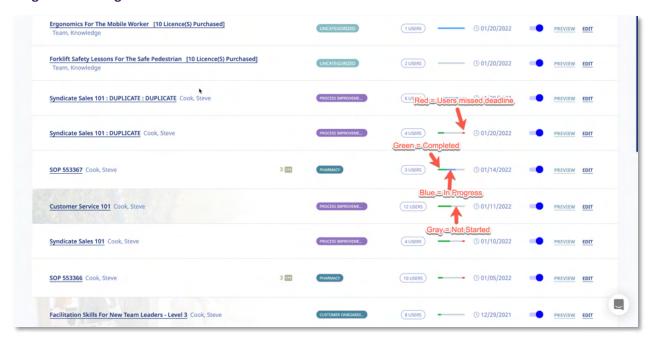
**Active Courses**: Show only active courses

**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

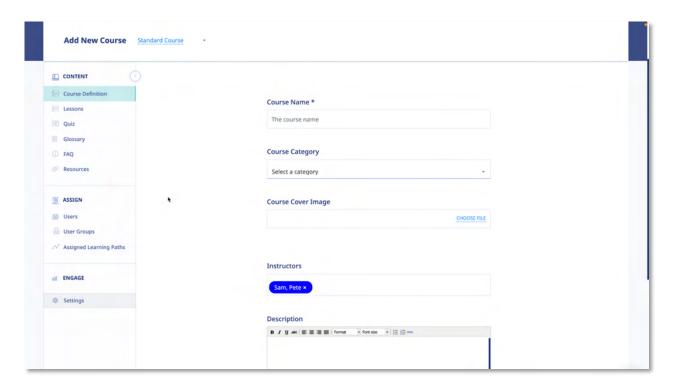


- Red = Users have missed deadline
- Blue = Users in progress
- Green = Users have completed course
- Gray = Users have not started course

# **Adding a New Course**

Selecting the 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.

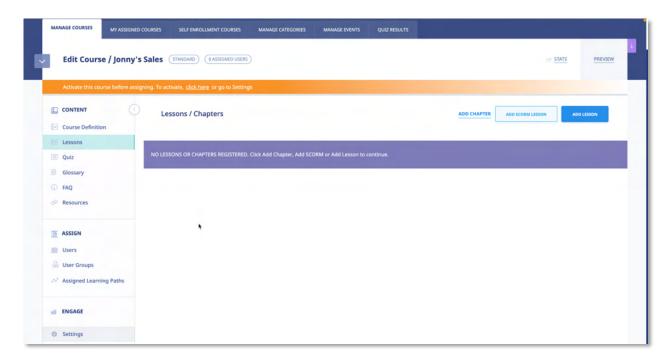




- Select <u>Standard Course</u> for a regular course or <u>Observation Checklist</u> for an Observation Assessment course.
- 2. Enter a Name for the new Course in the Name field.
- 3. Select a Category with which to associate the new Course from the Category list.
- 4. You can select a course cover image 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.

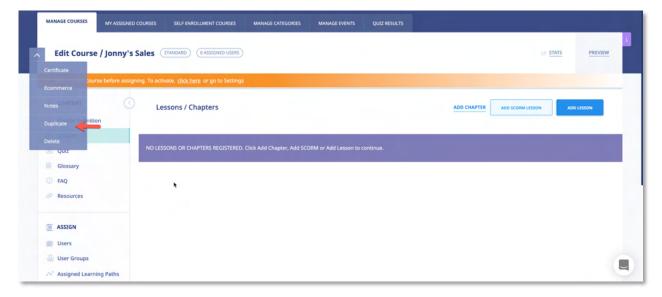
Once you click , the new course definitions will be saved, and you can proceed to adding lessons to your newly created course. The course will also be listed in the **Courses** list on the **Manage Courses** screen.





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.

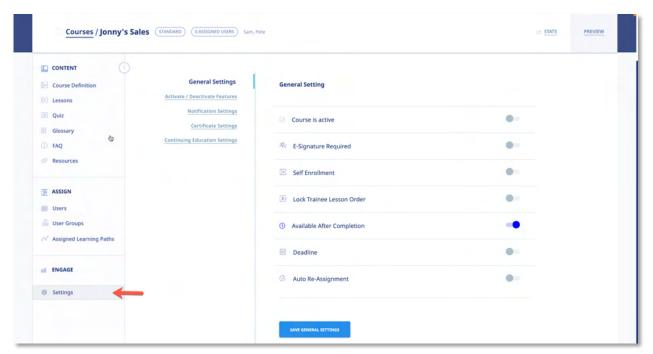
You can also click the [Duplicate] option in the course submenu drop down to make a copy of the Course, which is especially useful if a majority of the Course's details will be similar to any additional Courses that you want to create. The course submenu dropdown also provides additional menu items.





# **Course Settings:**

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



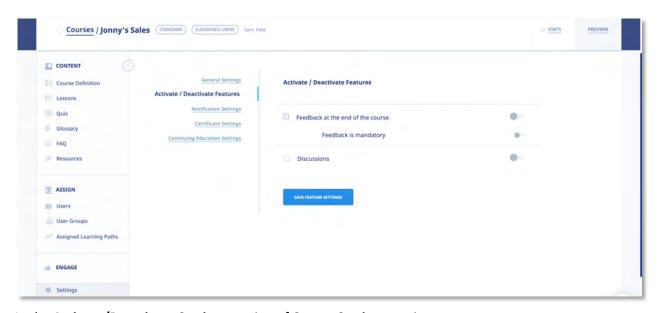
In the General Settings section of Course Settings section, you can

- 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.

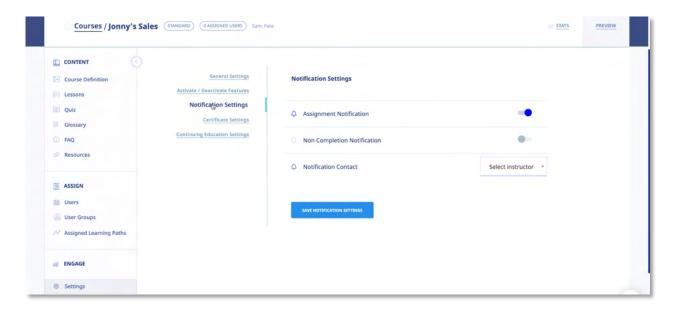
- a. **Available After Deadline**: If you toggle this to **ON**, your assigned users will not be able to complete quizzes, feedback forms or completions after the deadline passes.
- Toggle the **Auto Re-Assignment** to **ON** if you need to re-assign your course sometime in the future like annual training.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



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

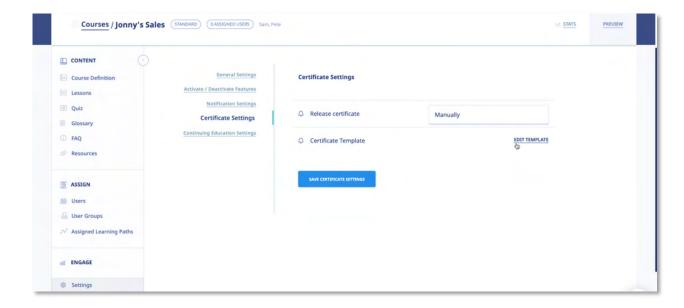
- Toggle the **Active Feedback** to **ON** option if you want to enable the Active Feedback function; otherwise, leave as **OFF** option.
- Toggle the **Require Feedback** to **ON** if you want to enforce a feedback form submission as a condition for course completion.
- Toggle the **Active Discuss**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

# **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

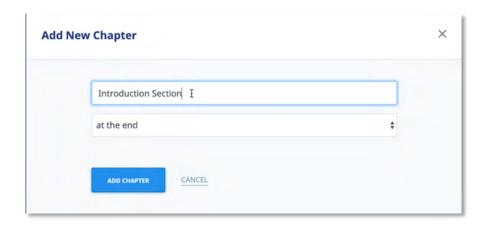
To create a Chapter, click the ADD CHAPTER link, enter a Title for the Chapter in the Title field, select

whether to place the Chapter **at the beginning** or **at the end** of the Course, and then click as shown in the following illustration.

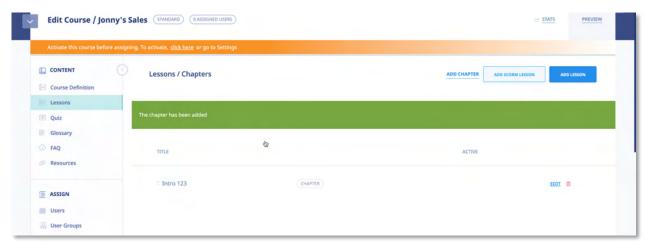


Add Chapter Screen:





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

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

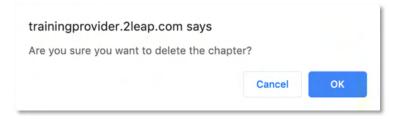




#### **Deleting a Chapter**

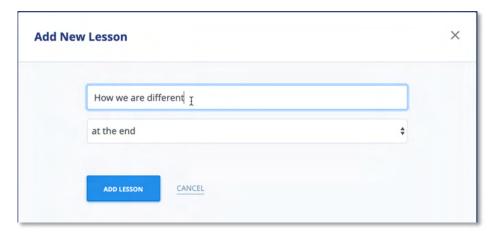
You can delete a Chapter from a Course by selecting its **delete** link. As shown in the illustration below, the system displays a warning message before performing the deletion to ensure that this is your

intention, before proceeding. Simply click to proceed with the deletion or click cancel the deletion process.



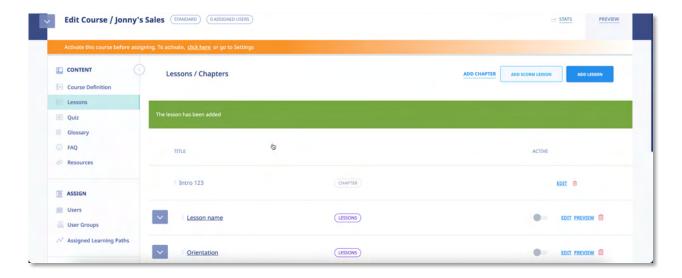
### Adding a Lesson to a Course

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 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



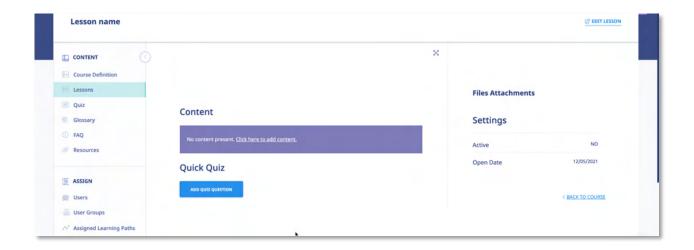
As shown in the following illustration, the Lesson has been added to the Course.



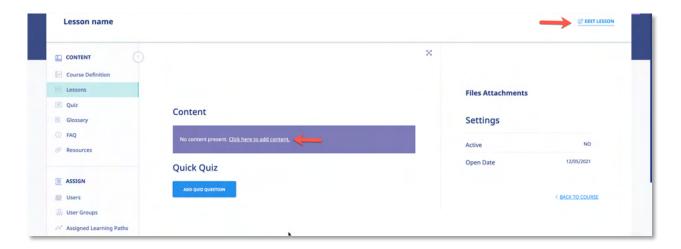


### **Adding Content to a Lesson**

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.



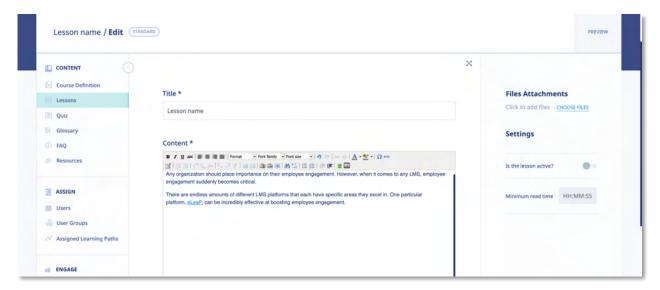






### **eLeaP Content Editor**

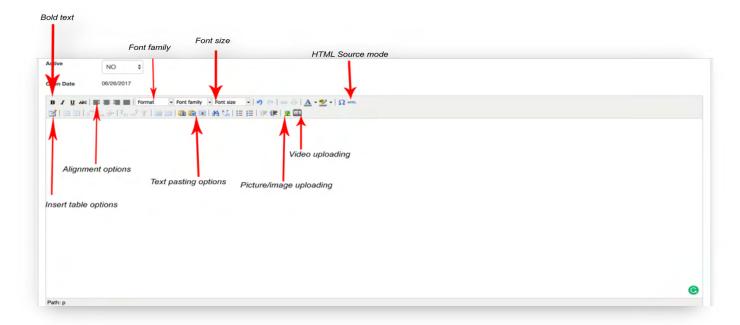
Click the **Click here to add content** link to add a synopsis or overview of the content contained within a Lesson. As shown in the following illustration, the **eLeaP Content Editor** is displayed, allowing you to create this content. You can also toggle the [Is the lesson active?] option to activate or deactivate te 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:





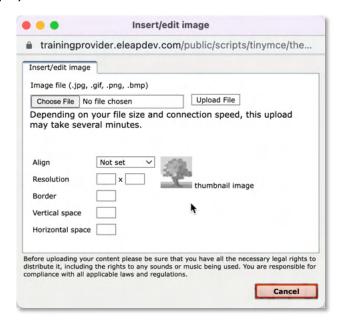


#### **Complex Course e-Learning Objects:**

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.

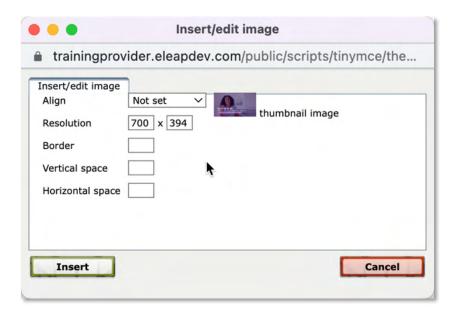
#### To add Graphics or Pictures

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

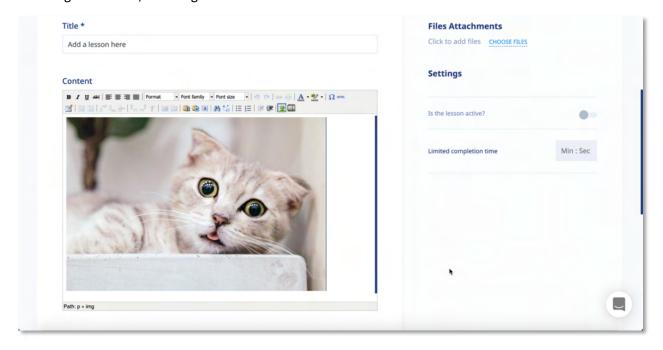


Browse your computer to locate the relevant picture or graphic, click open to upload the graphic. As shown in the following illustration, you will see a preview of your graphic in your upload window.





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



## To add Video to your Course:

While in the **Content Creator** window, click the **[Video Media]** button ( to add Video to your course. You would need to have pre-created your video in one of the following formats: .mpg, .mpeg, .mov, .wmv, .avi, .mp4, .m4v, .flv. The **Media file** dialog, illustrated below, is displayed. Browse your computer



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

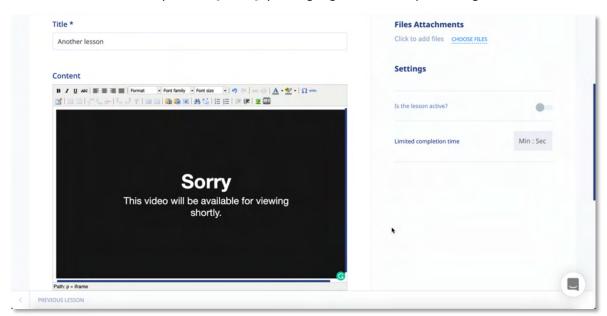


Once the Upload Process completes, you will see the option to [Insert] your new video into the lesson.



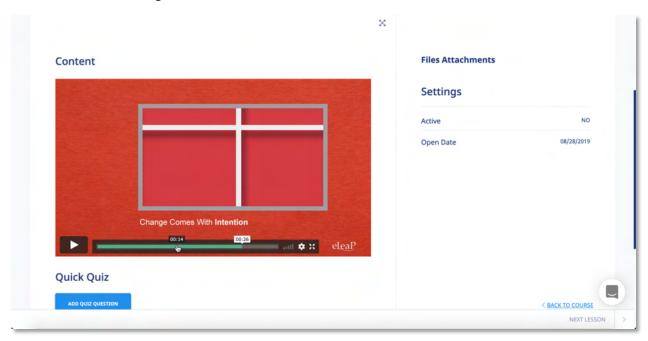


From time to time, when you click [Insert], you might get our 'video processing' notice.



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.

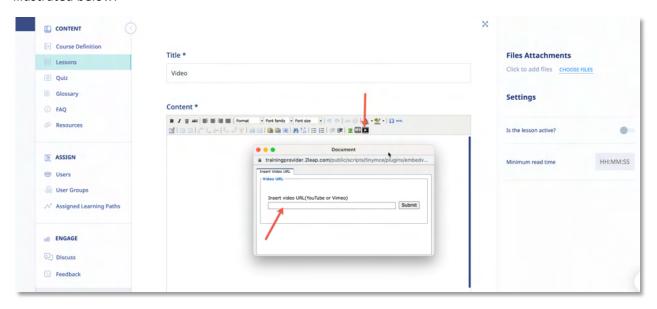


**Note**: You can easily import FLV videos into eLeaP using the video upload icon.



#### YouTube or Vimeo

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



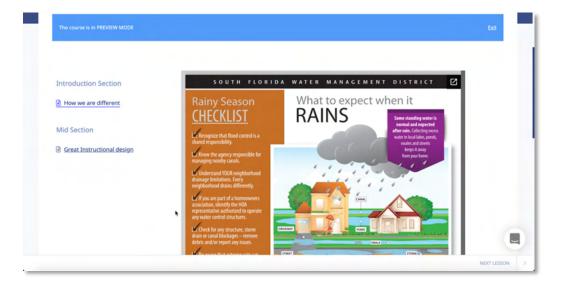
Then copy and paste the video URL from Vimeo or YouTube and click [submit] to add the video.

**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 to save this content to the Lesson.

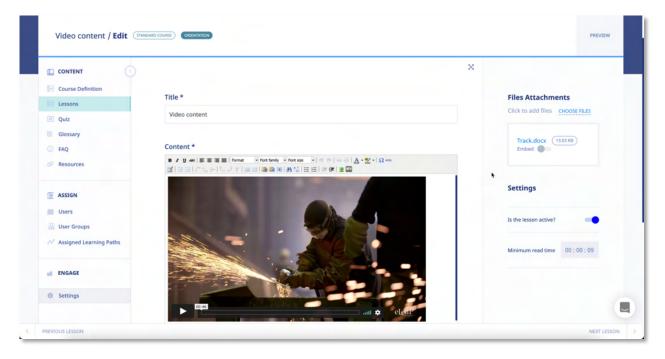
As shown in a simple example in the illustration below, the content is added within the **Content** portion of the **View Lesson** screen. You can now also click the **edit lesson** link to modify this content at any time, or click the **print** link to print the screen.





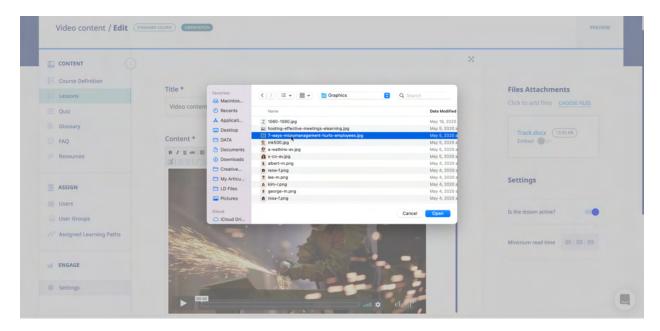
#### **Uploading & Embedding Files**

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.

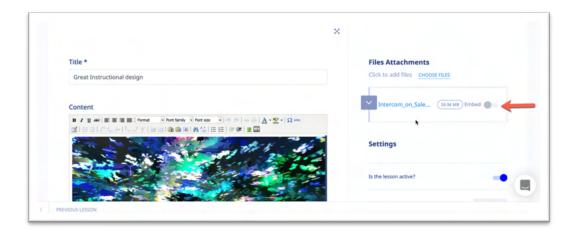


A **Choose File** dialog, as shown in the illustration below, is displayed. Simply navigate to the location on your computer where the file is stored, select it, and then click Open.



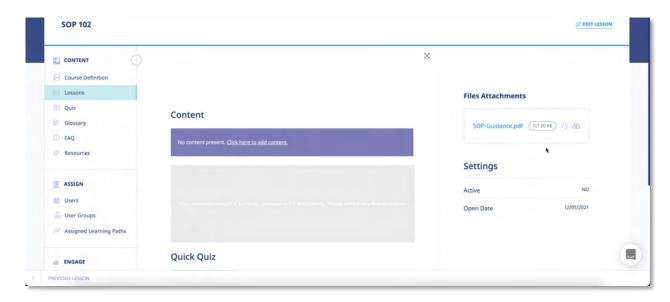


As shown in the following illustration, the file you've selected now populates the **File to Upload** field. Click [Open] to upload the file to the system. You can toggle the embed option to have your file available to be viewed via the learner's web browser.



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.

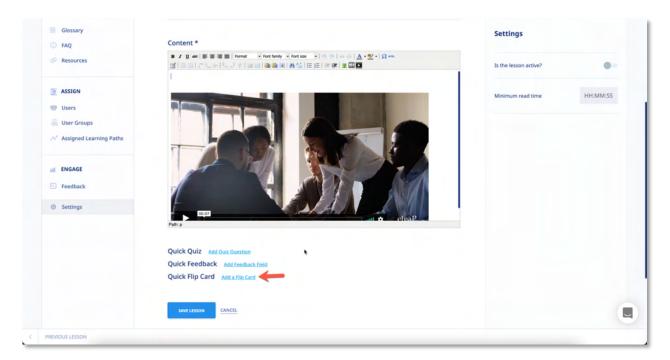


Add New Field	
Field Name*	
Do you understand the lesson content?	
Type *	
Combo List	
Value list *	
Yes, No	
comma delimited (i.e. easy,medium,hard)	
Required	
Lesson	
Adding v3 - SOP	
SUBMIT	

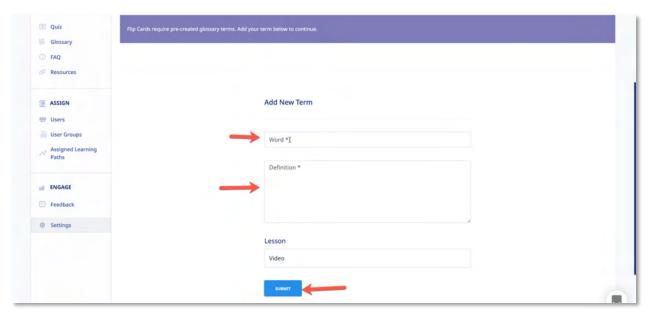
# **Quick Flip Card**

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):





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

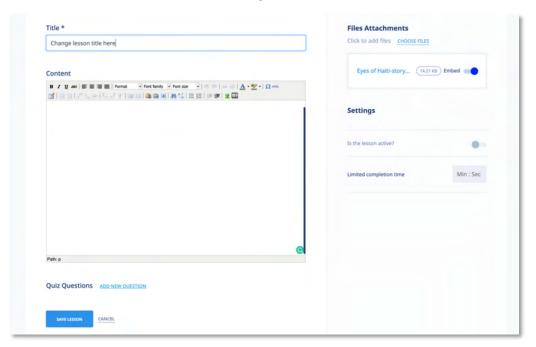


Once everything looks good, click [Save Lesson] to finalize the Flip Card.



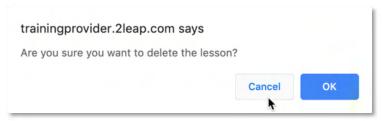
#### **Editing a Lesson**

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.



#### **Deleting a Lesson**

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



# **Importing SCORM Content**

Sharable Content Object Reference Model (SCORM) is a collection of standards and specifications for

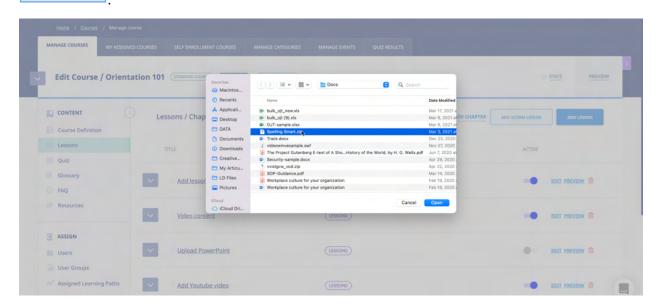


web-based e-learning. It defines communications between client side content and a host system (called "the run-time environment"), which is commonly supported by a learning management system. SCORM also defines how content may be packaged into a transferable ZIP file called "Package Interchange Format."

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



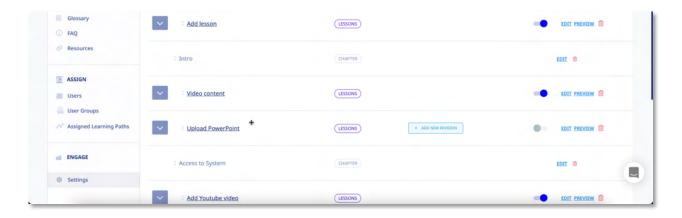
As shown in the following illustration, the file you've selected now populates the **File to Upload** field. Note that when your SCORM import is completed, your new lesson will automatically be created.

#### **Re-Ordering Lessons**

Open

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.



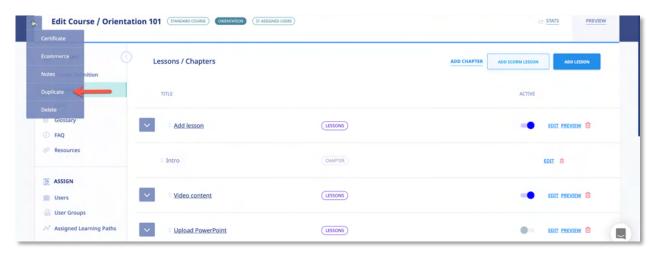


#### **Other Course Meta Features**

### **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





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

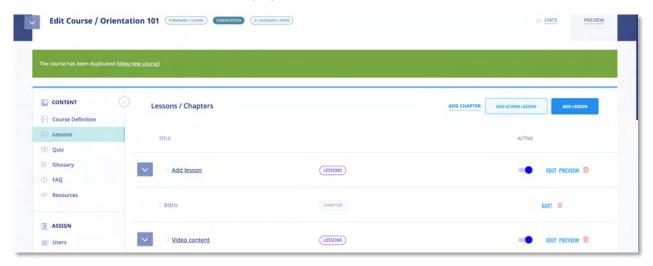


Click to proceed with the duplication or click cancel to cancel the duplication process.

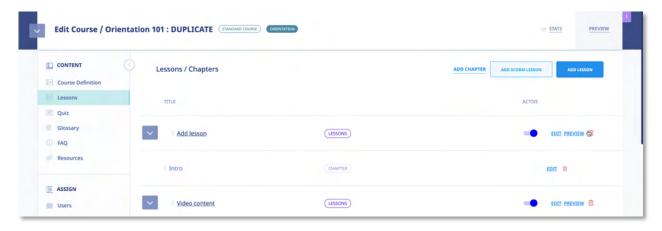




As shown in the following illustration, the system confirms that the Course has been duplicated, and you can click the **View new course** link to display the new Course.

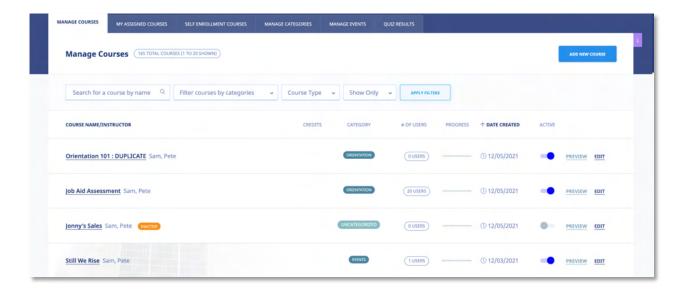


As shown in the following illustration, the **Manage course** screen for the duplicated course is displayed, and you can now use any of the links and functionality available on this screen to modify the Course's details and create an additional course.



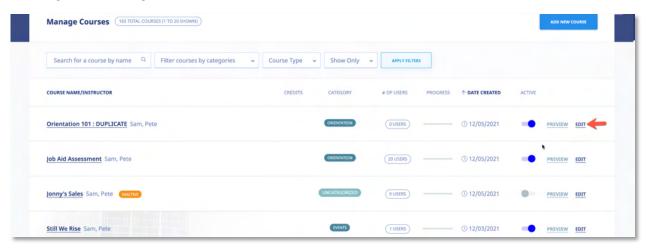
Additionally, the duplicated Course is displayed on the **Courses** list within the **Courses** screen, as shown in the following illustration.





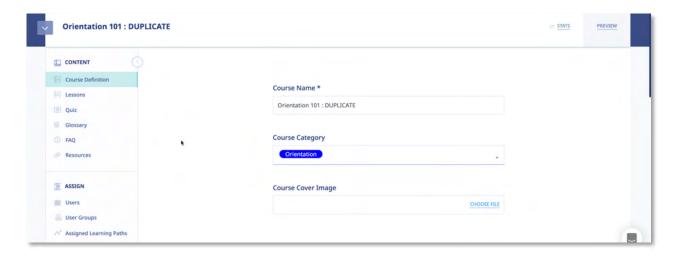
## **Editing a Course Title**

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.



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

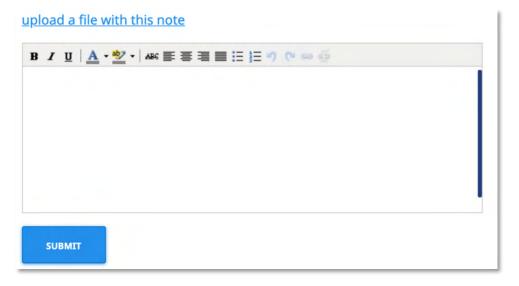




#### **Course Notes and Memos**

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.

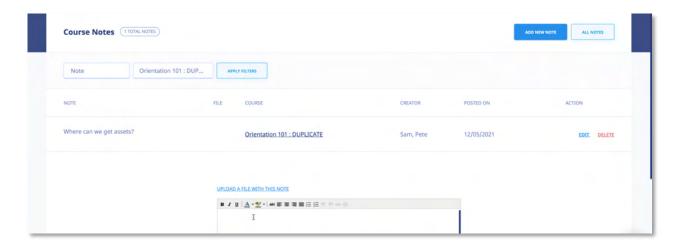
To add a Course Note, click the link from the Course Submenu dropdown. You can then click the link. You can now add your new Course Note including uploading Note files.



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

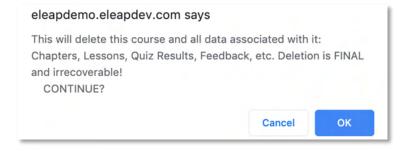


to cancel the deletion process.



#### **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



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

#### **Creating a Glossary**

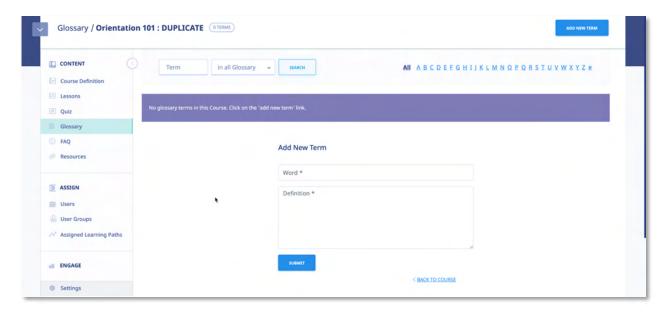
A **glossary** is a list of terms and definitions. Traditionally, a Glossary appears at the end of a book and includes terms within that book which are either newly introduced or are at least uncommon.

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 button to add a new Glossary Term.



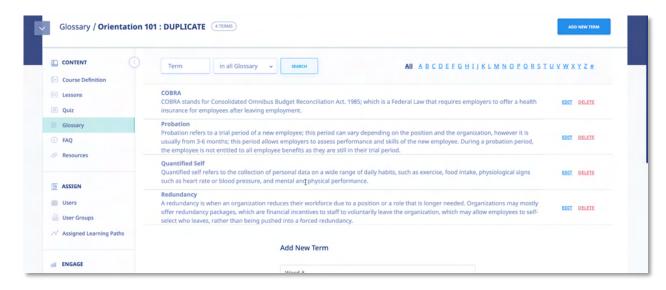


The **Add New Term** screen, illustrated below, is displayed. Enter the Glossary Term within the **Word** field, the Definition for the Glossary Term in the **Definition** field, and then click to save the Glossary Term to the system.



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.



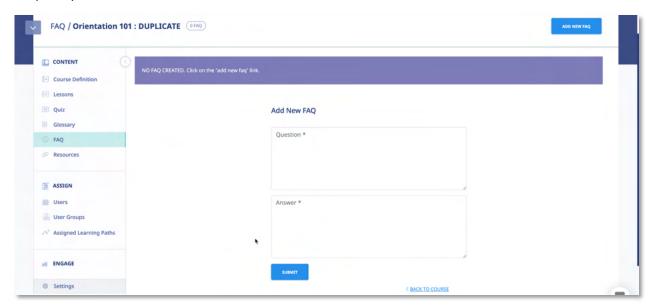
You can click **add new term** as many times as necessary to add additional Glossary Terms, and you can click the **edit** link for a line on the **Glossary Terms** list to modify a term's Word or Definition, or click the **delete** link to remove that term from the Glossary.

## **Creating an FAQ Database**

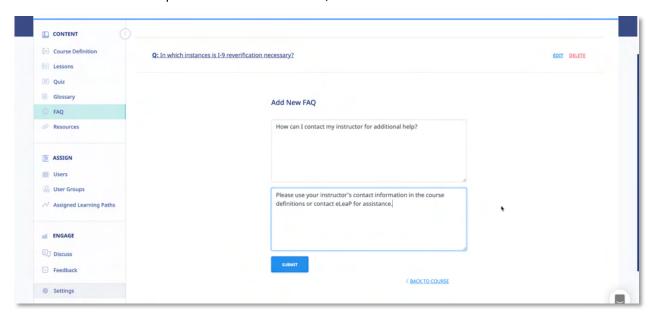
Clicking FAQ from the Course submenu allows you to create a database of FAQ information associated with the Course using the **FAQ** screen, illustrated below. As shown in the illustration, this screen is blank as you begin to create your FAQ material. Click the



Frequently Asked Question.

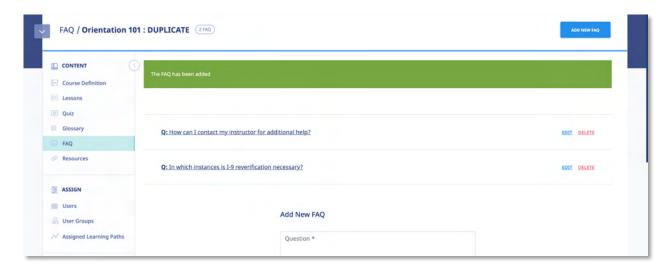


The **Add New FAQ** screen, illustrated below, is displayed. Simply add your question in the **Question** box, enter the answer to that question in the **Answer** box, and then click

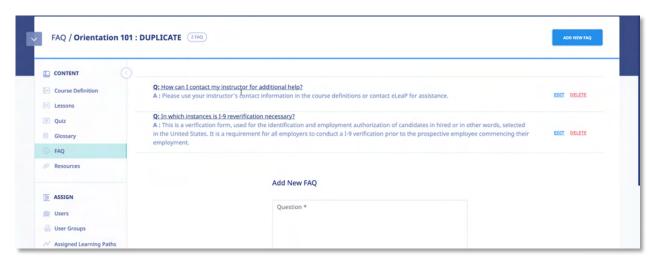


As shown in the following illustration, the system confirms that the FAQ has been added and displays it on an **FAQ** list.





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



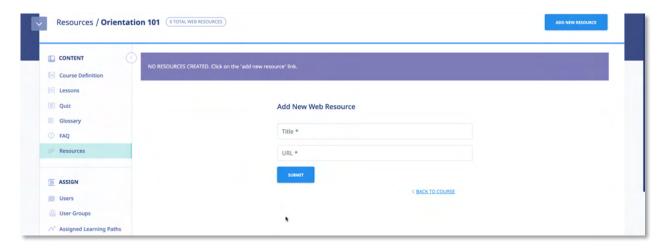
You can now click the button to add additional FAQs, click the **edit** link to edit the currently selected FAQ, or click the **delete** link to delete the currently selected FAQ.

#### **Adding Web Resources**

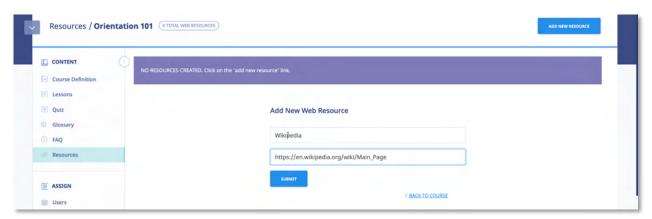
Clicking Resources from the Course submenu displays the Resources screen, illustrated below, which you can use to associate various Resources with a Course via that Resource's URL. This screen will

be empty the first time that you access it. You will need to click the button to add Resources to a Course.



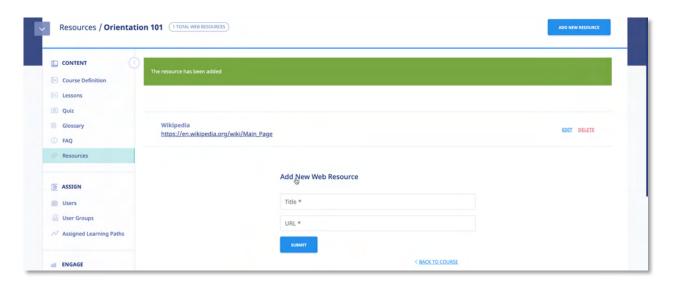


The **Add New Web Resource** screen, illustrated below, is displayed. Enter the Resource's Title in the **Title** field, its URL in the **URL** field, and then click submit.



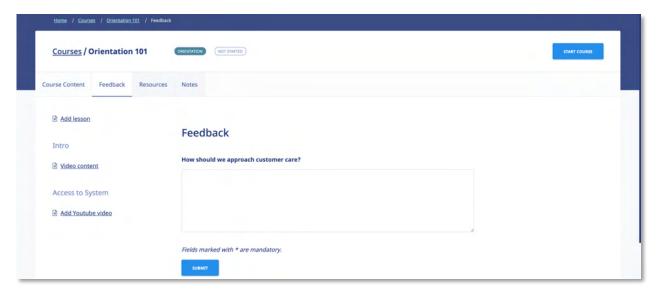
As shown in the following illustration, the system confirms that the Resource has been added to the **Resources** list. You can now click the **ADD NEW RESOURCE** button to add an additional resource, click the **edit** link for the Resource to make modifications to its details, if necessary, or click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





# **Feedback Assessment Tool**

When the Feedback function is activated Feedback at the end of the course, the 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?

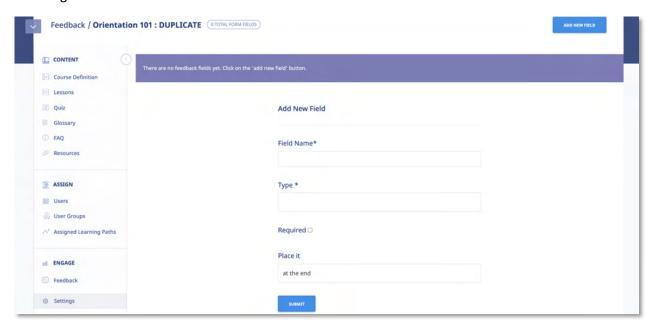


These are important questions. Use the eLeaP™ system feedback option to gather **critical intelligence** that will enhance your e-learning and training program.

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

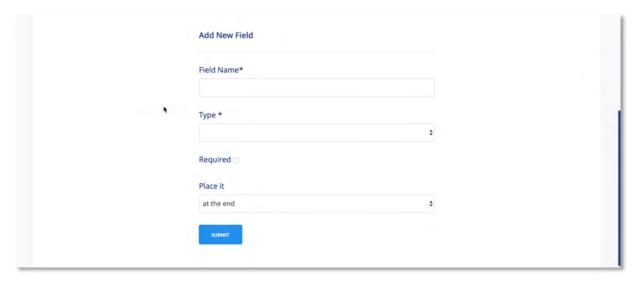
#### **Add Feedback Form Fields**

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 **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.

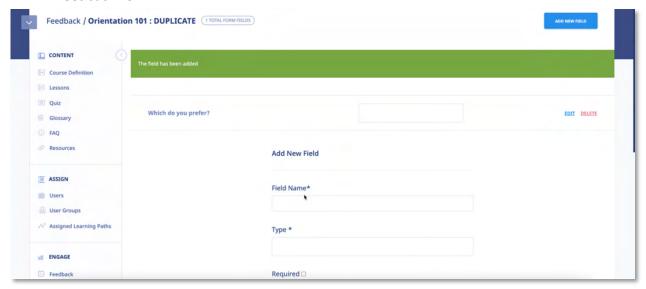
### **Types of Feedback Form Fields**

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

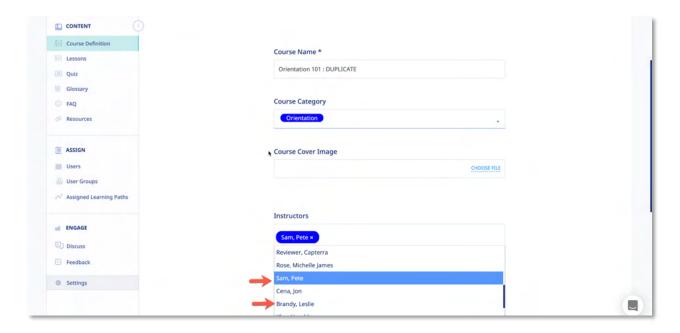


**Note**: Make sure you have (in your <u>Course Settings</u> page) toggled [**Active Feedback**] to **ON**. This will make your feedback assessment available to your users.

#### **Instructors**

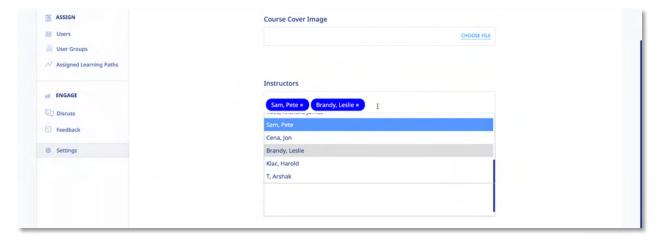
Selecting the **INSTRUCTORS** line in the Course Definitions screen displays any additional **Instructors** that can be added to the current course.





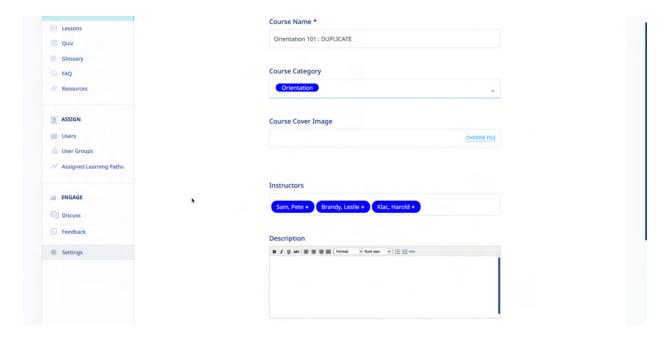
## **Adding an Instructor**

To add additional instructors to the current course, click the 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

to lock in your changes.

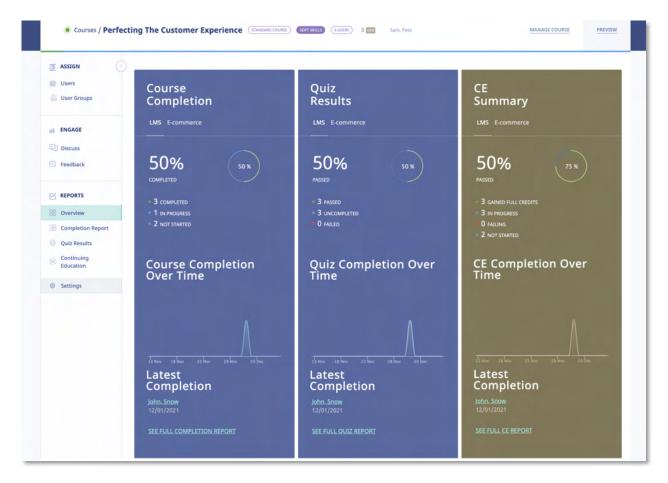


# **Course Report**

#### **Overview**

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

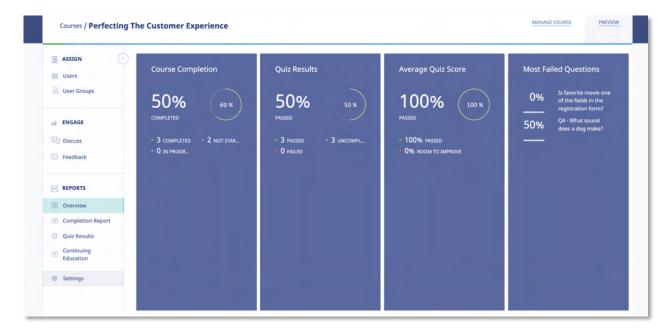




The course report overview will display Course Completion, Quiz Results, CE Summary (if activated), Completion over time as well as Latest Completions.

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





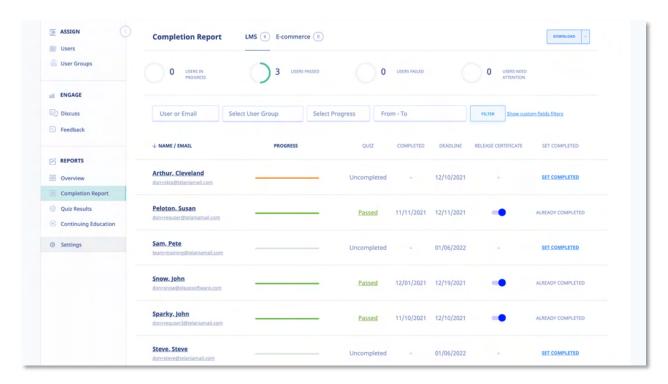
The overview reports are designed to give you a quick view of the activity occurring within the course. You can click on other sections of the Reports area to see additional information.

## **Completion Report**

Click the Completion Report link in the Completion Report link in 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

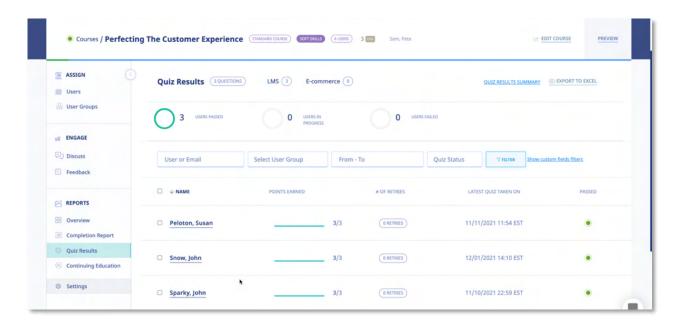
The Completion Report displays several Progress statuses including:

#### **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:

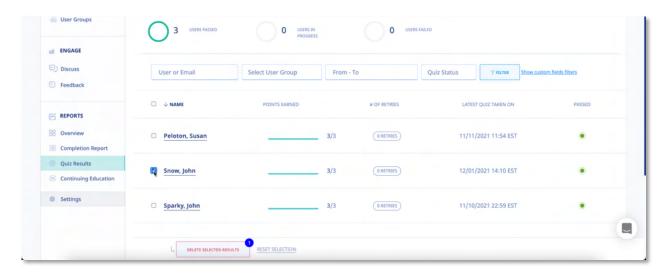




**User name**, **Points Earned**, **Number of Retries**, **Latest Quiz Completion Date** as well as **Pass/Fail** status for the quiz. You click on the user's name to get more details on their quiz results.

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

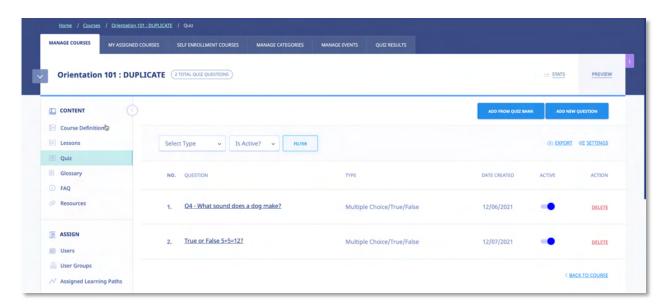


#### Quiz

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.

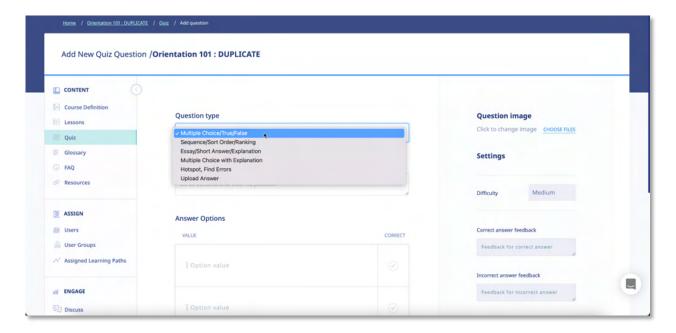
You can filter the results displayed on the **Quizzes** list by making a selection from the **Type** list, making a selection from the **User Groups** list and/or entering dates within the **From** and **To** fields (or using the

Calendar icon to select those dates), and then clicking



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.

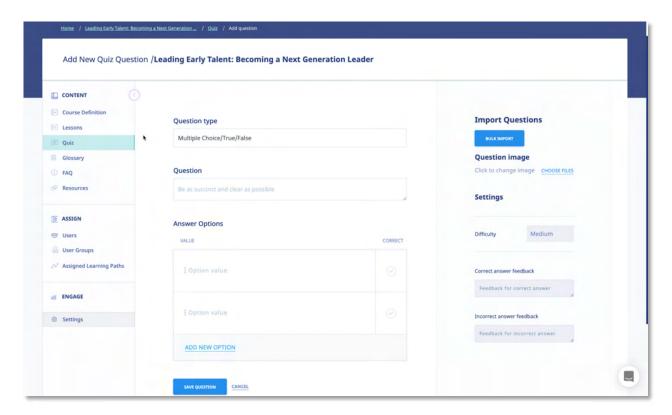




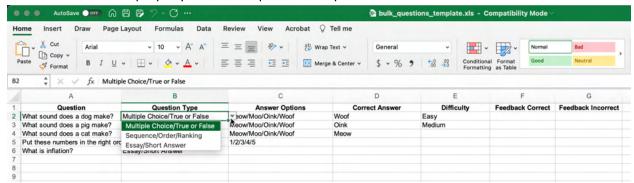
You can begin to add questions to it by selecting the button, as shown in the following illustration.

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 to download and properly fill out the question template:



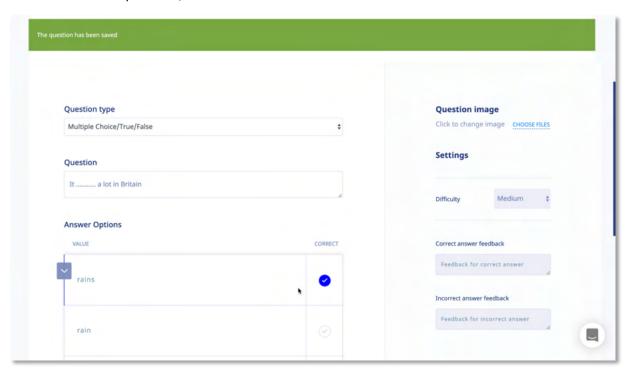
- Enter question
- Select question type using the dropdown options
- If Multiple Choice or Sequence type enter the Answer Options. Note that / is the delimiter
- If Multiple Choice, enter the Correct Answer (this should the same as entered in the Answer Options cell).

•



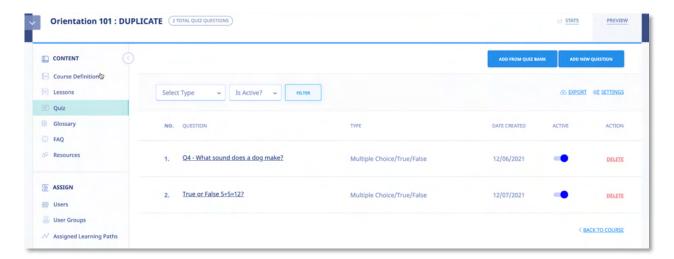
- 4. Upload an image for each option, if desired, by clicking the icon.
- 5. Select the degree of difficulty for the Question from the **Difficulty** list in the Settings area. Available options are **Easy, Medium** or **Hard**.
- 6. Click the CHOOSE FILES option to upload an image associated with the 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 of 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.



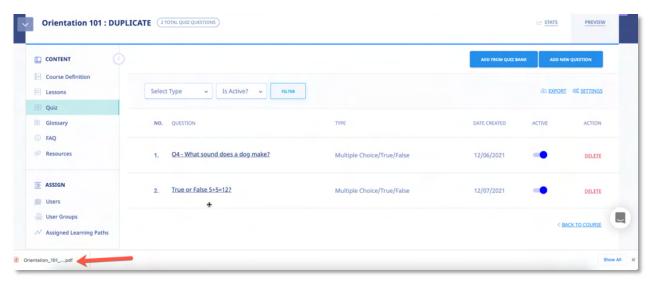
Re-selecting the **QUIZ** tab shows that the Question has been added to the Quiz, as shown in the following illustration.





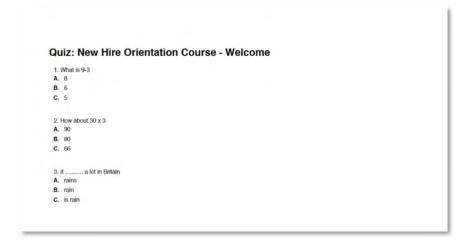
You can now click the **add new question** button to add an additional Question, click the **export** link to export the Quiz, and/or click the **settings** link to access the quiz settings area.

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.



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





#### **Quiz Question Facts**

eLeaP™ currently has 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  $eLeaP^{TM}$ .

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

Select "Sequence, Sort Order or Ranking" type questions if you want to create Quiz questions that test the ability of your Users to correctly Rank, Sequence or Sort different answer options. An example of such a question would be "arrange the planets in the correct order starting from the nearest to the sun". You would then add the correct order sequence as Mercury, Venus, Earth, Mars, Jupiter …"

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



Remember, click submit 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<sup>™</sup> 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<sup>™</sup> system. Note: if this is a schematic diagram that you need analyzed, you would need to have pre-created it as such.

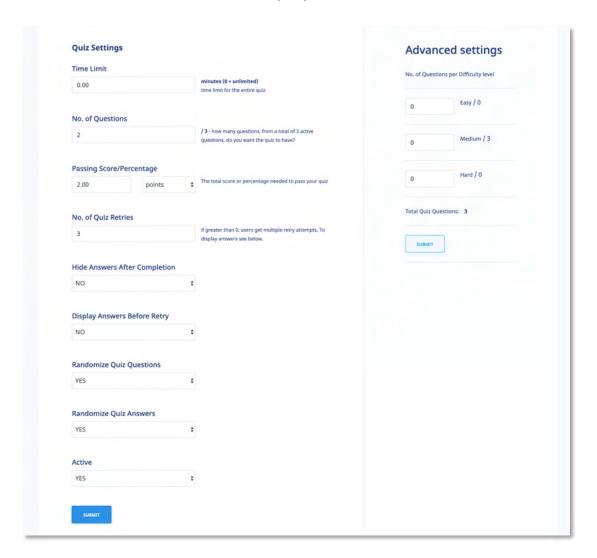
If you are satisfied with your question and you have uploaded the relevant image(s), it is time to click to save your new guiz question.

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.



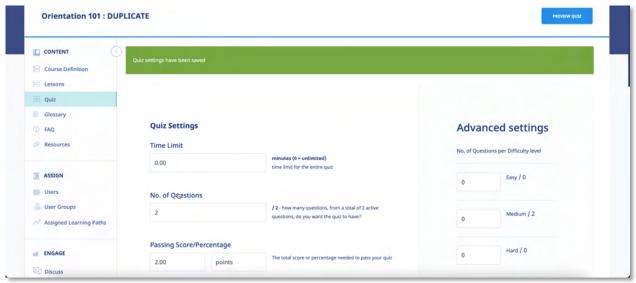


- 1. Enter a Time Limit for the entire Quiz in the **Time Limit** field, in **Minutes**.
- 2. Enter the number of Questions that you want to have in the No. of Questions field.
- 3. Enter the Total Score or Percentage necessary to pass the Quiz in the **Passing Score/Percentage** field, selecting **points**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



from the Active list.

9. Click to save the Quiz to the system. The system confirms that the Quiz Settings have been saved, as shown in the following illustration.



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

#### **Quiz Settings Explained**

- a. **Time Limit**: Assign a time limit for Quiz completion. Just type in the number of minutes you want to assign for your quiz.
- No. of Questions: Do you want to use a 1/3 of the questions you have available in your Question Bank? Then type in the relevant number of questions (to be deployed) out of the Total Quiz Questions available to you. For example, if you had 30 questions in your Question Bank but only wanted to use 25 of them, then you will type in 25 in the [No. of Questions] box.
- c. **Passing Score**: What is the minimum score a user would have to achieve to pass your quiz assessment? From the example above if you need your users to correctly answer 20 questions out of 25 total questions to pass your quiz then type in 20 questions in the [Passing Score] field.
- d. **Passing Percentage**: You can alternatively select the percentage passing value and eLeaP will automatically calculate it based on the number of questions used.
- e. **Number of Quiz Retries**: Give your users more than one quiz attempt. Use the Quiz Retries option to set the number additional retry opportunities.
- f. **Display Answers before Retry**: Because of the retry options above, you may choose to block answer feedback during the retry effort. This way, users will only see the correct answers when they accept their final guiz 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**

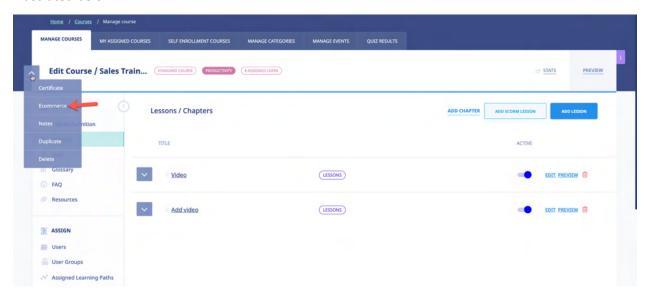
your users.

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

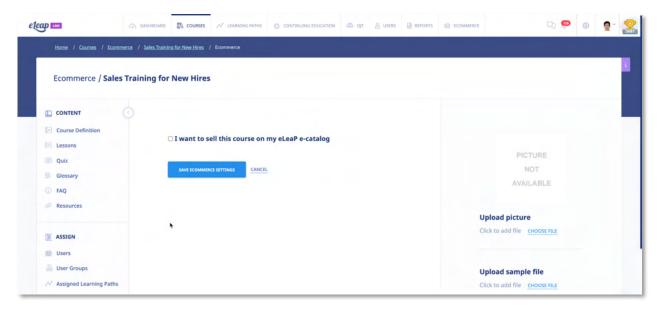


#### **Ecommerce**

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

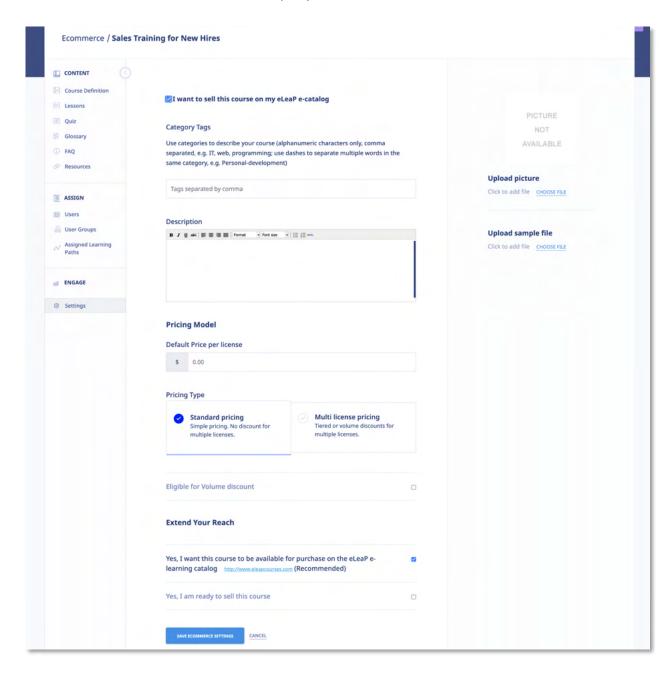


Select the I want to sell this course on my eLeaP e-catalog check box if you want to sell this Course on your eLeaP e-catalog.



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.





#### 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 Multilicense 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

  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 **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 Open 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 Open to upload your sample file.

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

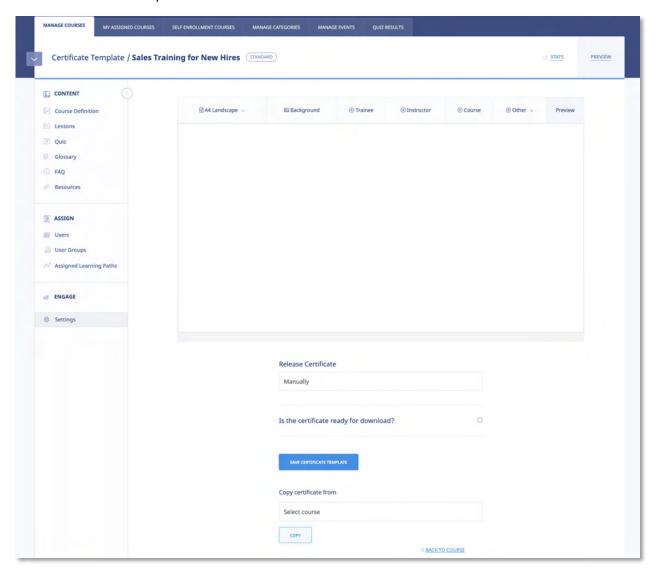
 Toggle the ON button to make your approved course available for purchase on the main eLeaP learning catalog located at http://www.eleapcourses.com (Recommended)



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

#### **Certificate Template**

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



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 , and set the Font Size for the text by modifying the px value.

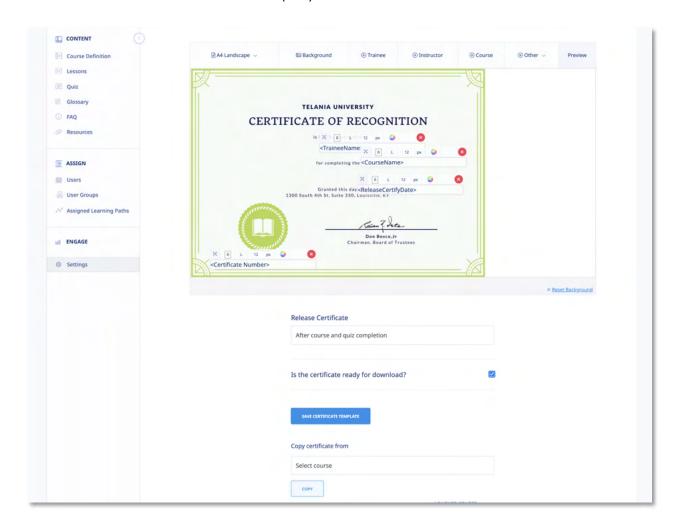


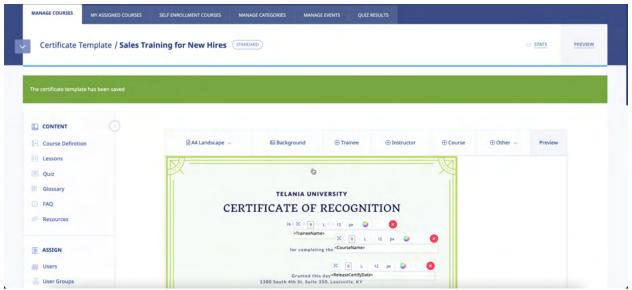


- 5. Select either the Manually, After course completion, or After course and quiz completion option from the Release Certificate drop down. For example: you can manage this process manually or issue certificates after a course is completed. You can also set eLeaP to automatically release a certificate 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

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



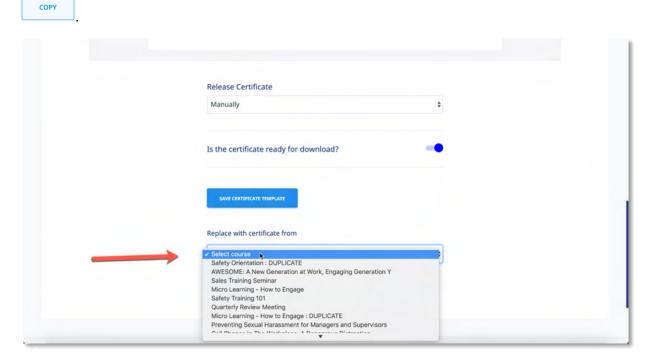






**Note**: If your certificate is set to release upon a successful Quiz completion, you need to make sure you have created and set up or activated your quiz.

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

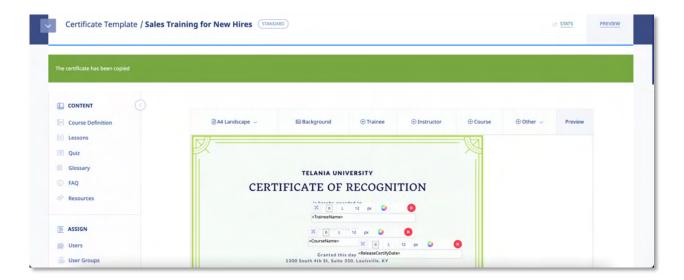


The system displays a warning message before performing the copy function to ensure that is your intention. Click to perform the copy function.



The illustration below shows a completed Certificate Template:



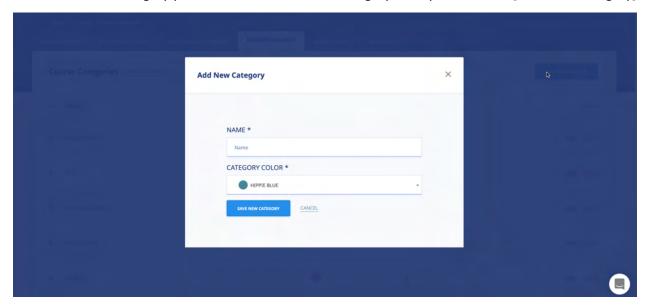




# **Categories**

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 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**

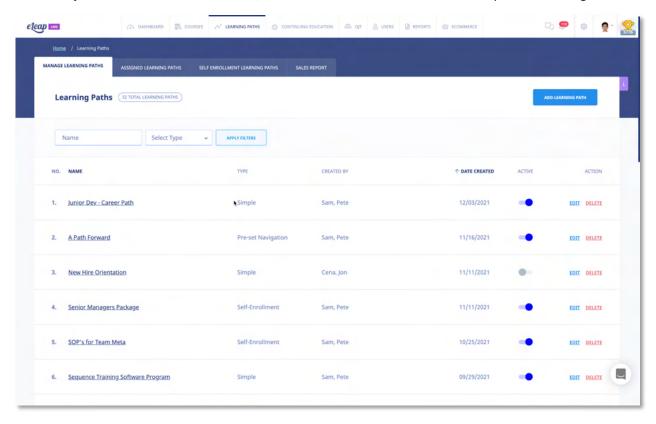
To delete categories, click the DELETE link. Confirm the deletion by clicking the [Ok] button on the popup message.

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



# **Learning Paths**

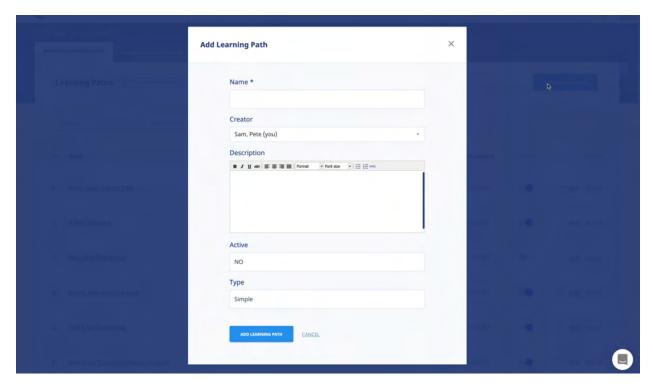
Selecting A LEARNING PATHS on the main menu bar displays the Learning Paths screen, with the MANAGE LEARNING PATHS tab selected, as shown in the following illustration. A Learning Path is a collection of courses that the student must complete in order to achieve the defined Learning Path's certification. 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.



# **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



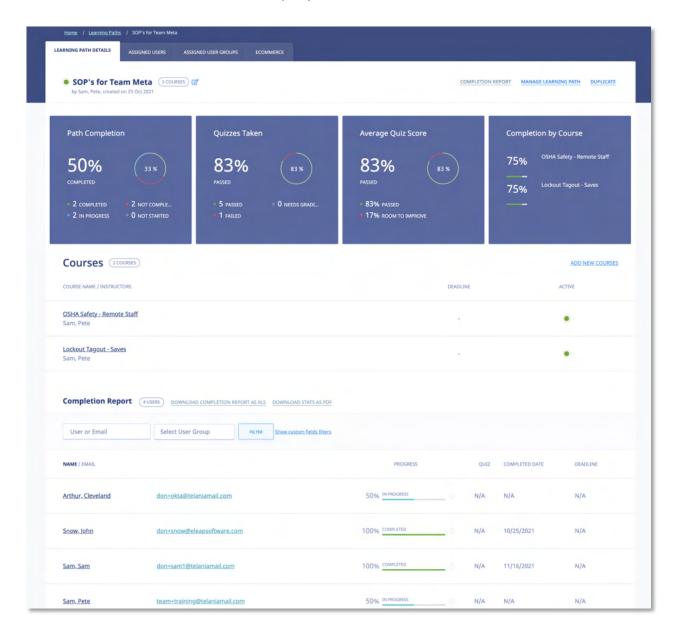
date of the courses in the Learning Path. This is a great way to schedule long term training courses.

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 <u>ADD NEW COURSES</u> or the <u>MANAGE TRAINING PATH</u> 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.



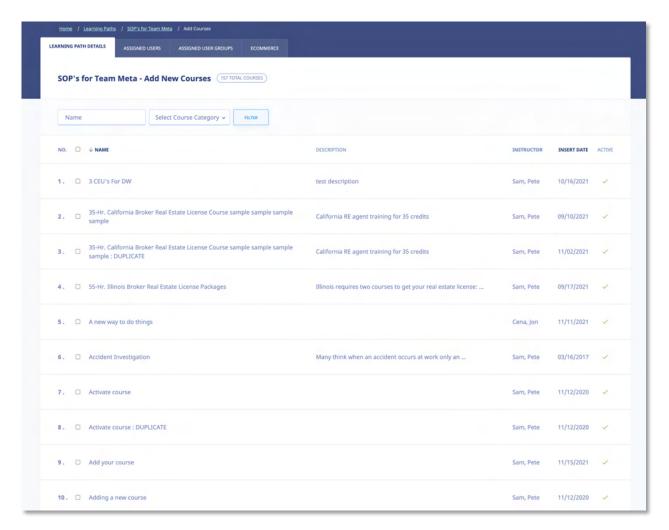


When you click the **add new courses** link, the **Add New Courses** screen is displayed, as shown in the following illustration. You can filter the Courses list by entering a Name in the **Name** field and by

selecting a Course Category from the **Course Category** list, or both, and then clicking 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.





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 of 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.

#### **Ecommerce**

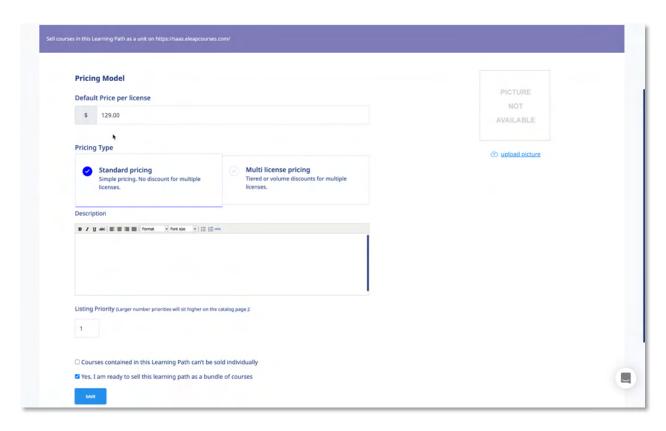
Click the [ECOMMERCE] tab to launch your Learning Path course bundle for sale. Note that before you can enable eCommerce for a Learning Path, the individual courses contained within the Learning Path must have been activated and approved for your eCommerce listing.



The illustration above indicated that one of the courses listed in the Learning Path has not been eCommerce enabled.

Once all courses in the Learning Path have been ecommerce enabled, you should see a screen like this:





#### Within the **Pricing Type** 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 Multilicense 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

  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. To continue adding more levels, click

  ADD NEW PRICE RULE

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

Learning Path description. Make sure to customize your learning path description as this is what



- your buyers will read before purchasing your content.
- Listing Priority: You can choose to list your Learning higher or lower on your catalog page. Remember the larger the Listing Priority, the higher up on the page it will be.
- Allow individual courses in Learning Path to be purchased separately and outside of the Learning Path. If you also want your buyers to be able to purchase individual courses contained in the Learning check the box.
- Yes, I am ready to sell this learning path as a bundle. If everything looks good, check this box and save your eCommerce Learning Path settings.

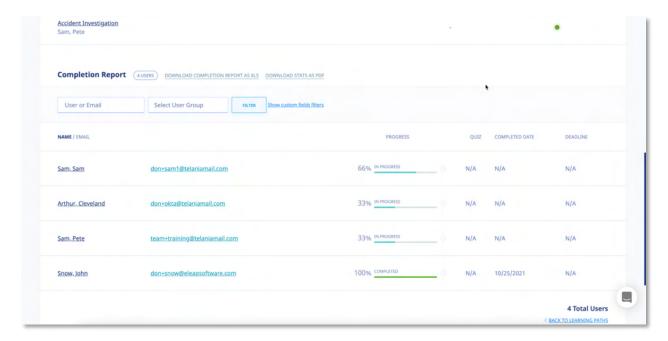
# **Completion Report**

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

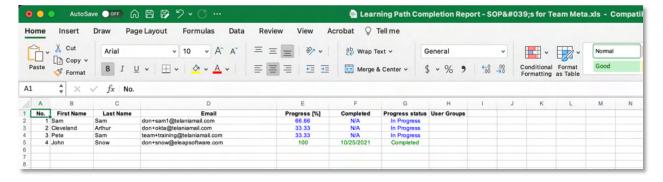






Additionally, you can click the <u>DOWNLOAD COMPLETION REPORT AS XLS</u> or <u>DOWNLOAD STATS AS PDF</u> links to export the Completion Report or Stats Report to a local drive on your computer.

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.

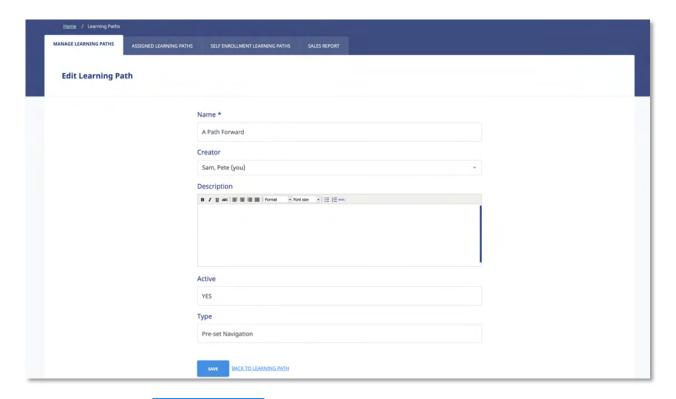


## **Editing a Learning Path**

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 to save your changes to the system.





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



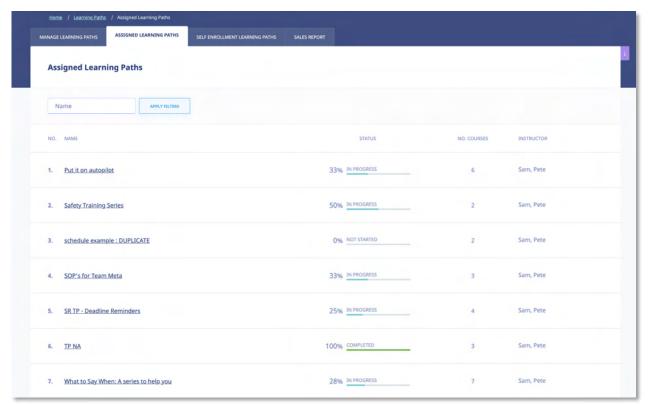
# **Assigned Learning Paths**

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



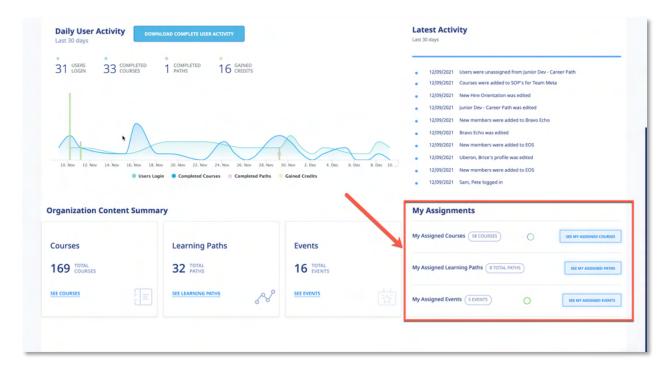
**Paths** screen, illustrated below. This screen displays the Learning Paths that you have been assigned to, with the **Name**, **Status**, **No. Courses** and **Instructor** details for the Learning Path Displayed. You can filter the Learning Paths listed here, if necessary, by enter a Learning Path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



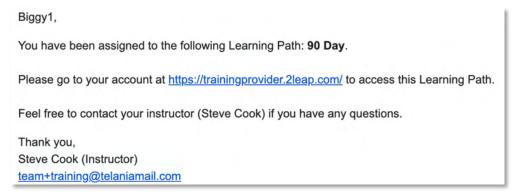


Your Assigned Learning Paths will be displayed within the **Assigned Learning Paths** portion of the **Home** screen, as shown in the following illustration.





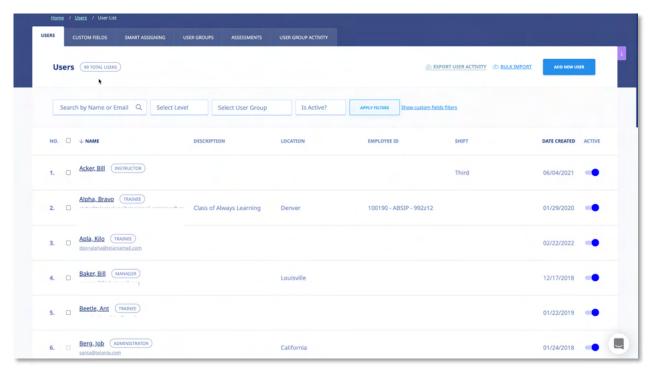
Additionally, you will receive a Notification Email like the example below when you are assigned to a Learning Path.





# **Users**

Selecting the Susers 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.



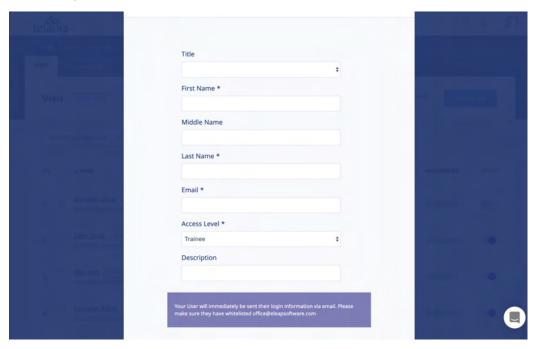
You can filter which Users are displayed on the **Users** list by selecting a Level from the **Levels** list, selecting a User Group from the **User Group** list, and or selecting either **Active** or **Inactive** from the **Is** 

Active? list, and then clicking APPLY FILTERS



### **Adding a New User**

Clicking the 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 <u>Custom Fields section</u>), enter values for these fields for the new User.
- 9. Click to add the new User to the system.

The new User will be added to the **Users** list on the **Users** screen. Additionally, a welcome email is generated from <a href="mailto:office@eleapsoftware.com">office@eleapsoftware.com</a> 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.

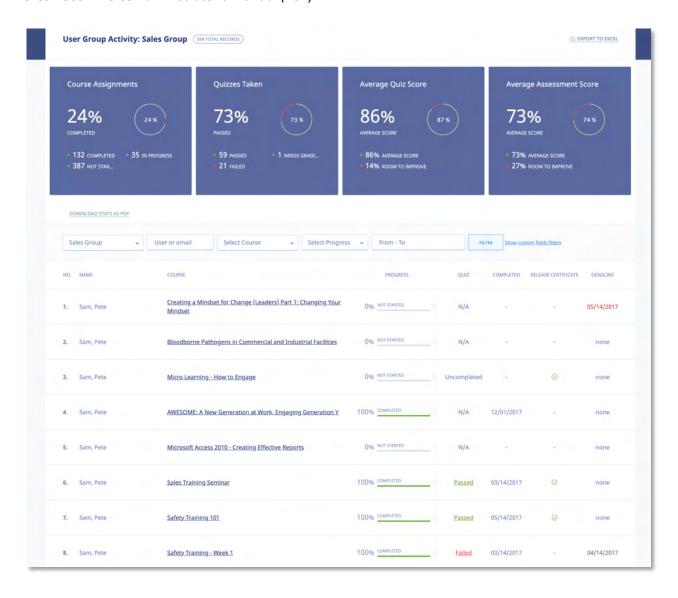
### **Supervisor Users**

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.

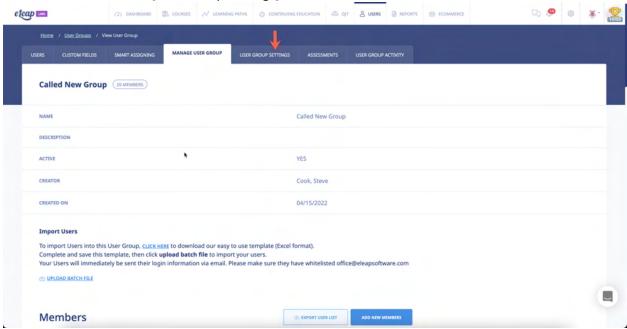


Managers can download completion reports into Excel documents. They will also receive notifications via email when course deadlines for managed Users and User Groups are expiring or have expired.

## **Assigning Managers/Supervisors to User Groups**

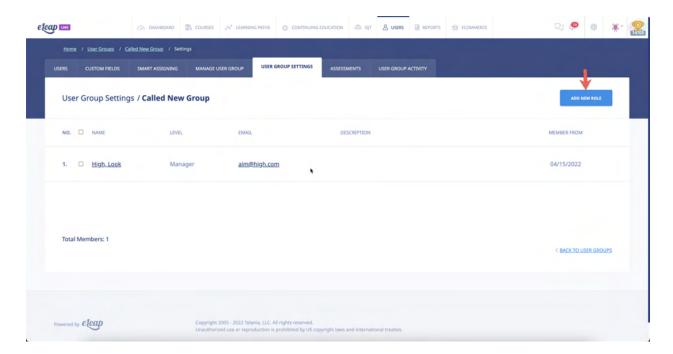
First go to the [Users] tab and click the [User Group] sub tab. From there, select the user group you want to manage. You can create a new user group if needed.

You will see the new tab [User Group Settings]



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

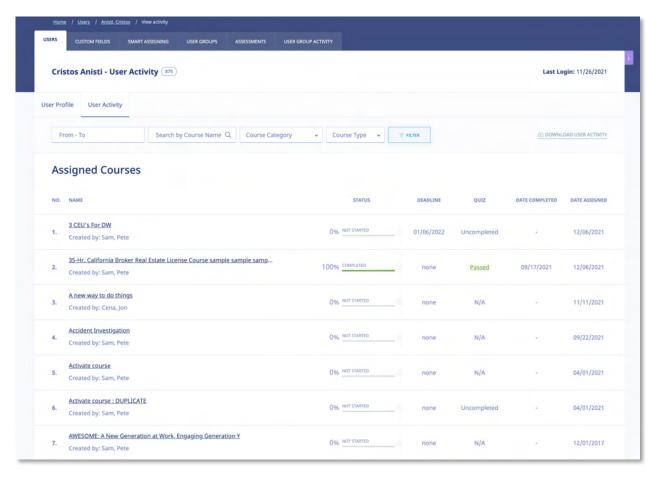


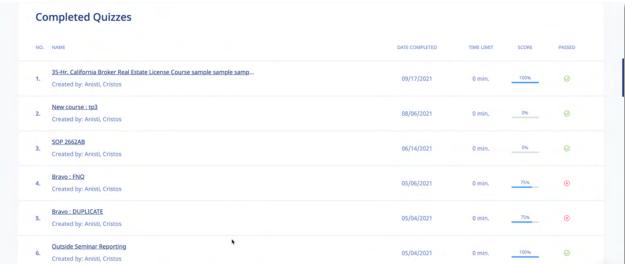


### **Editing Users**

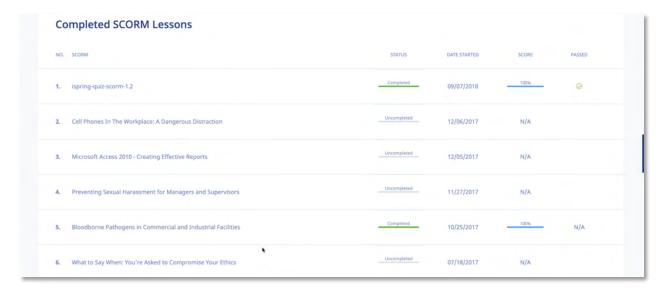
Clicking a User's Name on the **Users** list within the **Users** screen displays the **User Activity** screen for that User, as shown in the following illustration. As shown in the illustration, this screen displays the **Courses Created**, **Assigned Courses**, **Completed Quizzes**, **Completed Quizzes** (**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







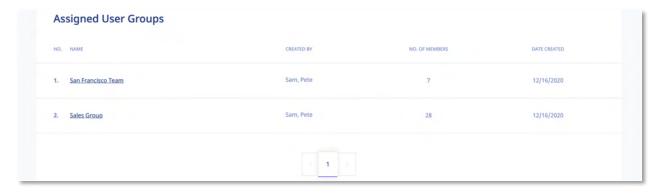


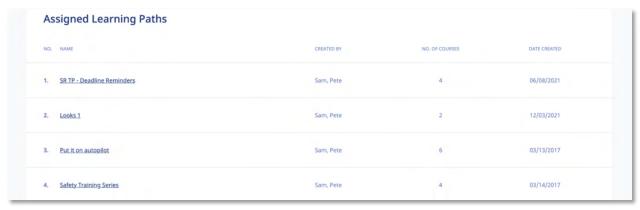


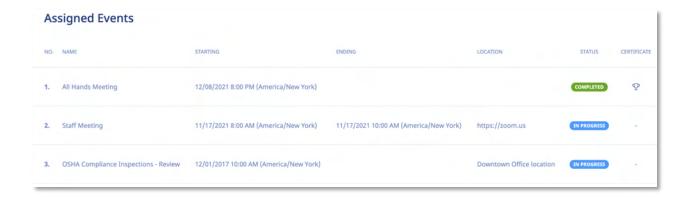






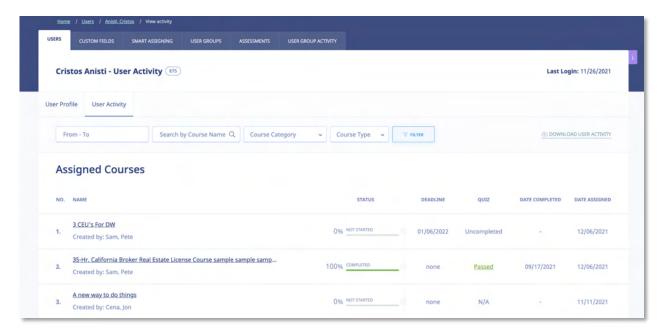




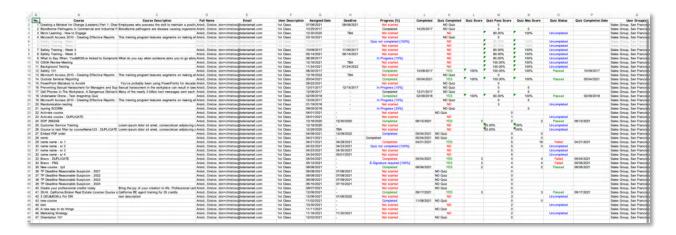




Clicking the **Download User Activity** link allows you to download this information to your computer as an Excel file. As shown in the following illustration, you can use the **Open** option to open the file immediately, and then save it within Excel, or you can use the **Save** option to save the file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

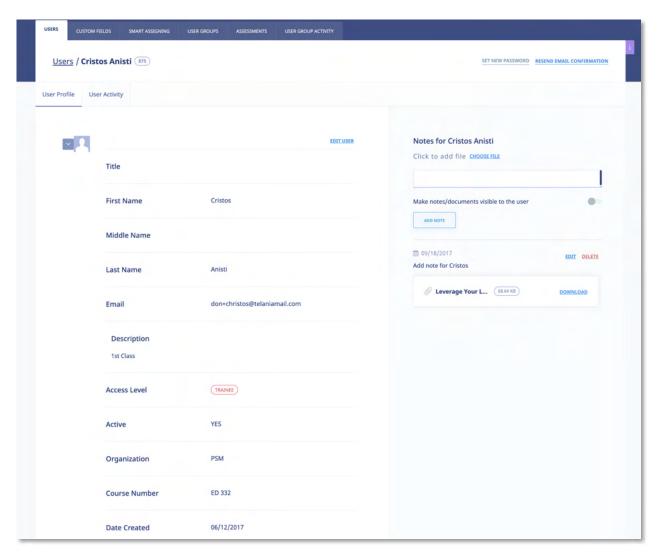


The following illustration shows the file open in Excel.





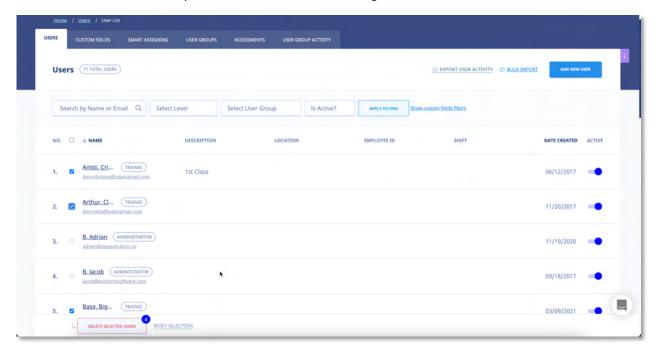
Selecting the User Profile tab displays the View profile screen for the currently selected User, as shown in the following illustration. In addition to the options described within the Editing Your Profile Fields section of the document, you can add Notes, and upload a File to attach to those Notes for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



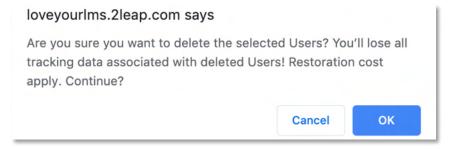


## **Deleting Users**

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



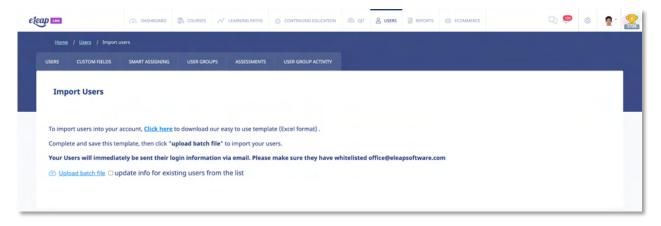
Before performing the deletion, a warning message is displayed to ensure that is your intention, as shown in the illustration below. Click to proceed with the deletion, or click to cancel the deletion process



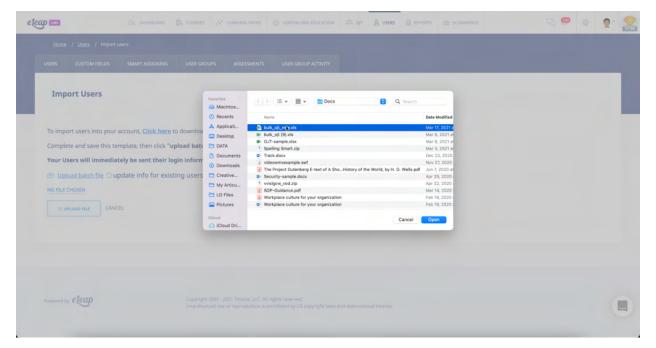


### **Importing Users**

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



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

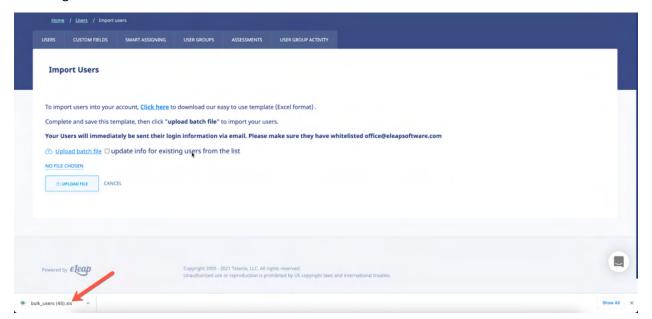




Selecting the **Save** option will download the file to your computer, where you can open it in Excel to add the Users that you would like to import. As shown in the following illustration, the bulk users file provides you with **First Name**, **Last Name**, **Middle Name**, **Email** and **Is instructor**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

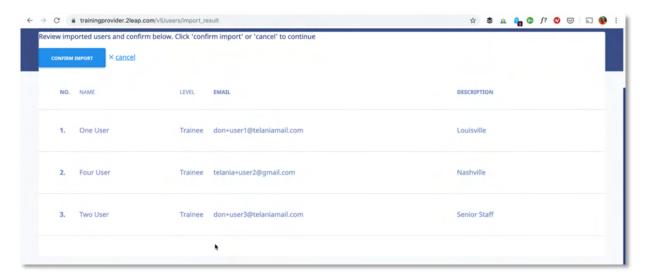


Now you can return to the IMPORT USERS tab and select the upload batch file link, as shown in the following illustration.





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 <a href="mailto:billing@eleapsoftware.com">billing@eleapsoftware.com</a>.



### **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 button to create a new Custom Field. Simply enter the name of the new field into the text box, then click to save your work.

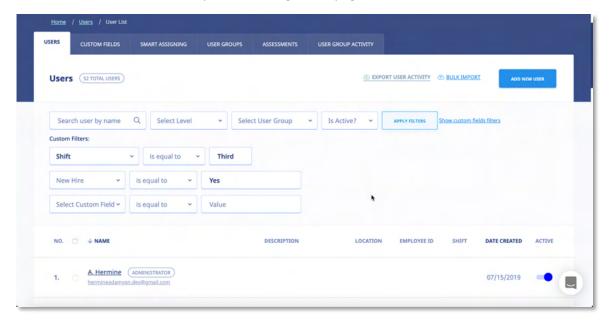
After adding a Custom Field, you will be able to populate that field through the **Add New User**, **Edit User Profile**, and/or **Import Users** functions.

### **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



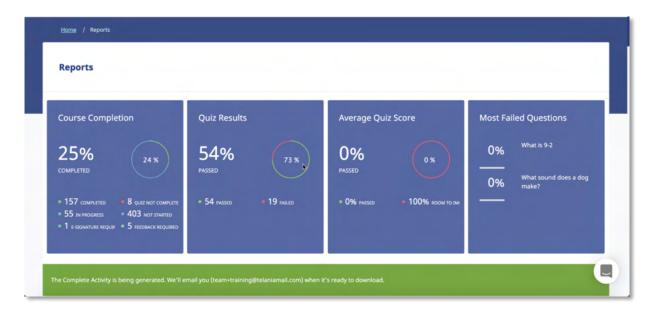
filters. Select which field you want to filter by, the condition you want to use in your filter, and then enter a value for the filter. Press the Filter button to apply. You may use multiple filters at one time. You will find these filters on most reports and assignment pages.



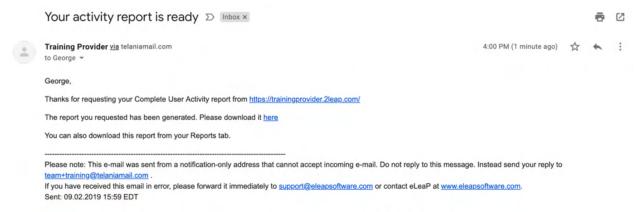
## **Exporting User Activity**

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.



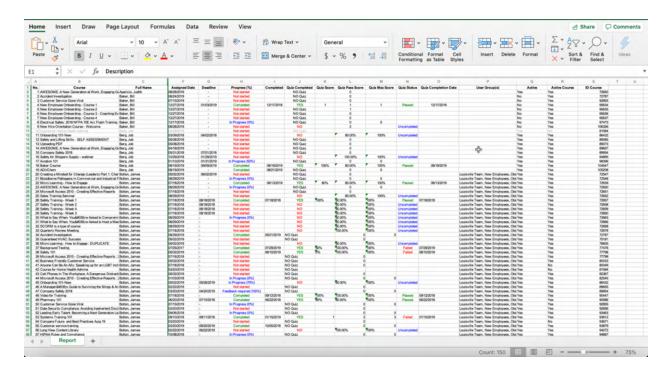


### Email confirmation of processed file:



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

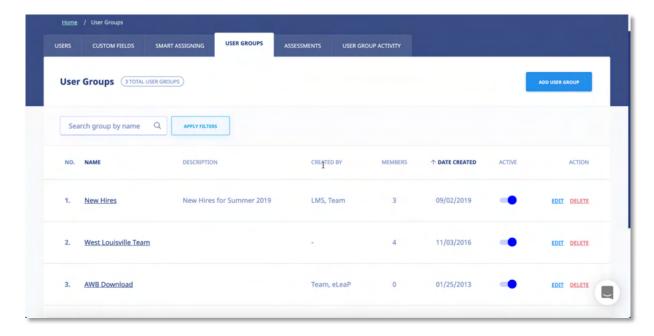




# **User Groups**

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





**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.

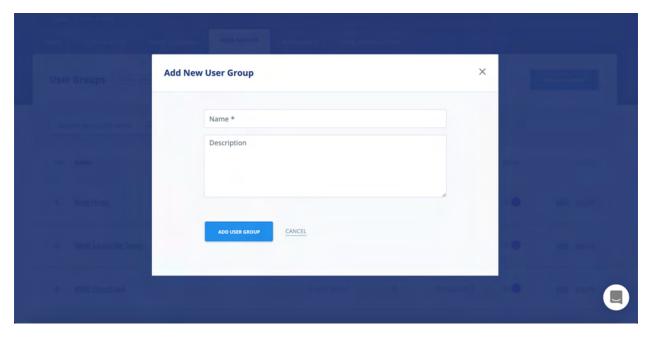
**Note**: Create a test User Group for your courses and quizzes. First deploy your courses, assessments, etc., to this User Group before deploying it to the entire company or learning group. This way you can make changes if needed.

**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.





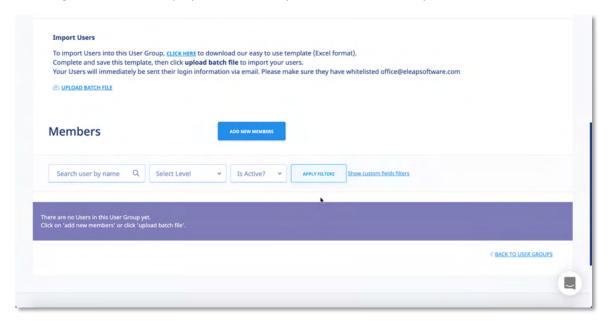
- 1. Enter a name for the new User Group within the **Name** field.
- 2. Enter a description for the new User Group within the **Description** field.
- 3. Click . The new User Group will be added to the **User Groups** list, alphabetically.

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



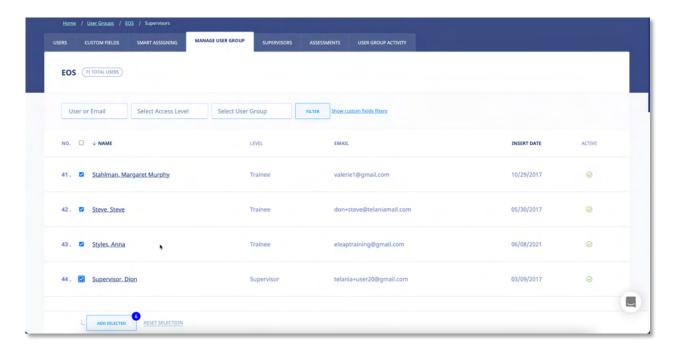
# **Adding Members to a User Group**

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.

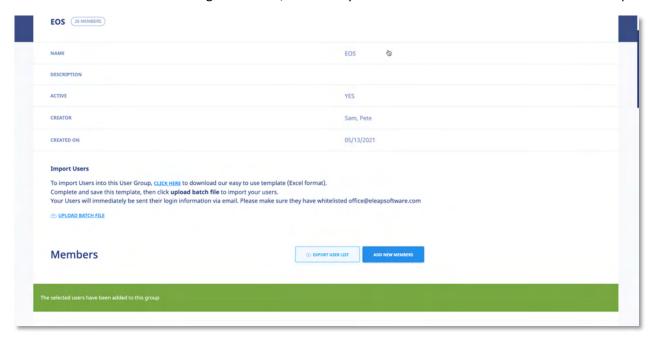


1. Click the link in the bottom right-hand corner of the screen. A list of available Users is displayed, as shown in the following illustration. Select the check box for each User on the **Users** list that you want to add as a Member to the User Group, and then click





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

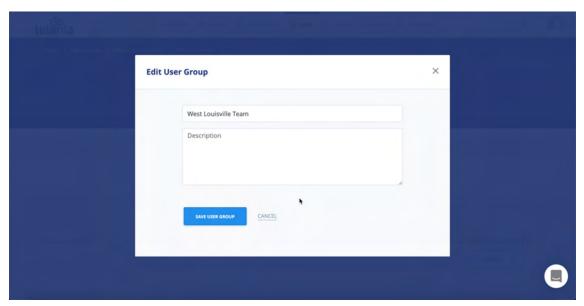


**Users** portion of the screen. Please refer back to the <u>Importing Users</u> section of the document for details on how to import users into the system.

## **Editing a User Group**

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

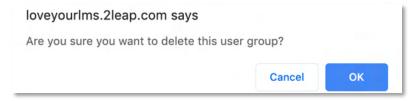
modifications necessary within the **Name** and/or **Description** field and then click save your changes to the system.



### **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.





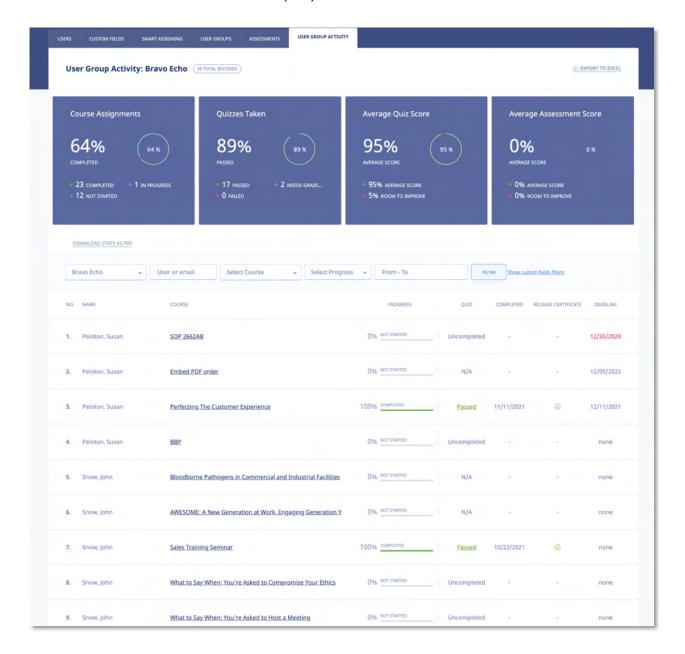
### **User Group Activity**

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



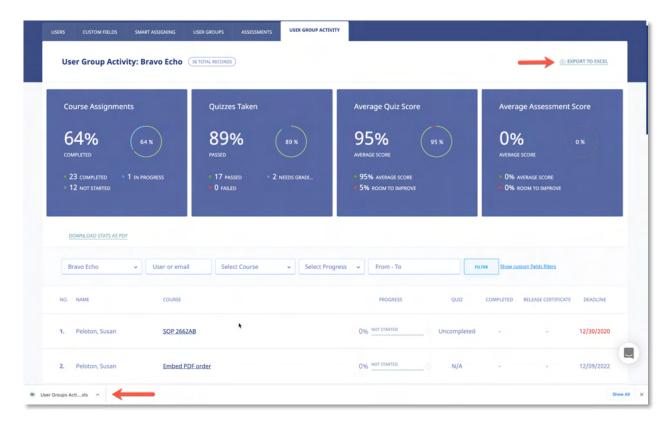




## **Exporting User Group Activity**

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.



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6 Sales Training Semmar Cond, George 04/28/2017 Compilede 03/14/2017 VES 100% 8 000% 100% Passet 05/14/2017 Compilede 05/14/2017 VES 100% 8 000% 100% Passet 10										0	0	
7 Safety Training 101 Cook, George 0324/2017						0	3/14/2017		100%	80.00%	100%	Passed
8 Safety Taming - Week 1									100%	80.00%	100%	Passed
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10 Safety Training - Week 4												Uncompleted
11 Safety Training - Week 3			03/14/2017	04/14/2017	Not started			NO		80.00%	100%	Uncompleted
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13 What Is Say When: You ARD/Sip A Alaked to Hota & Code, George   04/28/2017   Not standed   NO   80 00%   100%   Uncompte   100%   Unc	12 What to Say When: You':re Asked to Compr	or Cook, George	04/26/2017		Not started			NO		80.00%	100%	Uncompleted
14 SOOMM is give of course   Cook, George   04/28/2017   Not started   NO   #80.00%   100%	13 What to Say When: You':re Asked to Host a	N Cook, George	04/26/2017		Not started			NO		80.00%	100%	Uncompleted
15 Quarter  Review Meeting   Cook, George   10140217   Completed   11/28/2017   YES   100%   1000/05   100%   Passed   11/28/2017   No Outz   0 0 0 0	14 SCORM is a type of course	Cook, George	04/26/2017		Not started			NO		80.00%	100%	Uncomplete
16 Accident Investigation		Cook Geome	10/16/2017		Completed	1	1/29/2017	YES	100%	100.00%	100%	
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22 Systems Training 101										0	0	
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36 Avision 101         Cook, George         0117/2019         Comprised         0117/2019         NO Quiz         0           37 Fred AM         Clock, George         04/2/2019         -         Comprised         NO Quiz         0           38 Performance reviewer for Q2         Clock, George         05/2/2019         -         Comprised         05/2/2019         NO Quiz         0           9 Fewerpoint safety meeting         Clock, George         06/11/2019         -         No Coult         0         0           42 AGV/Chem         Cook, George         06/2/2019         -         No Coult         0         0           42 AGV/Chem         Cook, George         06/2/2019         -         No Littleded         NO Quiz         0										100.00%		Hacomoletes
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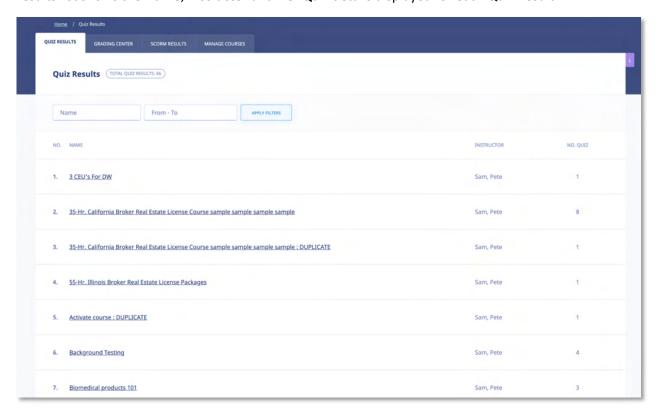


# **Quiz Results**

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

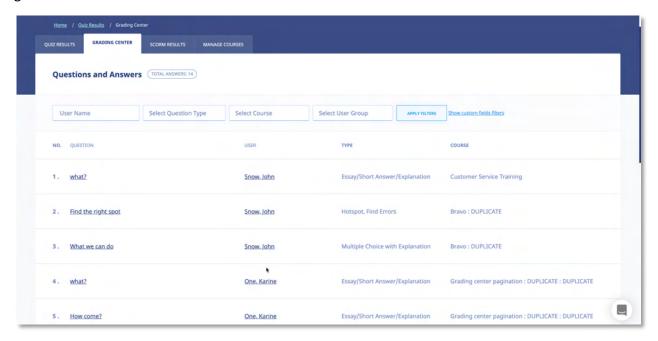


Selecting a Quiz Result on the **Quiz Results** list displays the **Quiz Results Details** screen for that Quiz Result, as shown in the following illustration. The **Name**, **Points Earned**, **Date and Time** and **Pass/Fail** details are displayed for this Quiz Result. You can click the Export to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



remove this Quiz Result from the system.

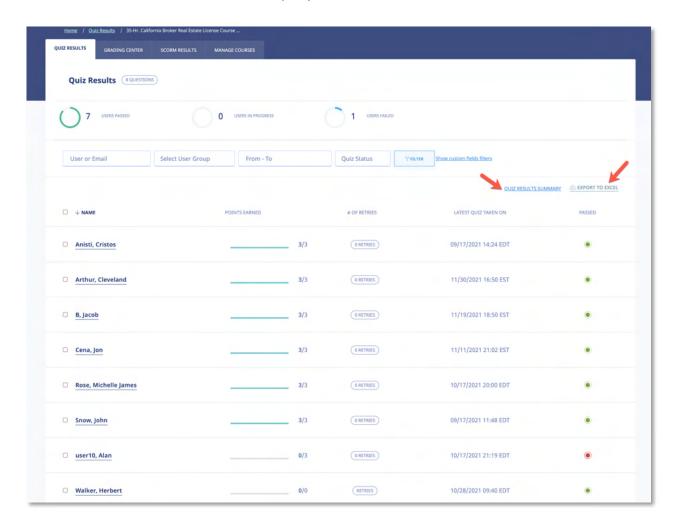
The system will automatically assign a temporary grade to employees, trainees or students. You would use the Grading Center to **grade subjective questions** and answers and assign the final grade.



## **Exporting Quiz Results**

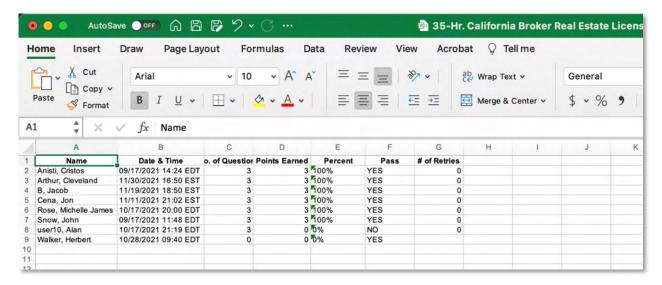
Selecting the Export to Excel link on the **Quiz Results Details** screen will allow you to export the Quiz Results to your computer as an Excel file. As shown in the following illustration, you are presented with the option to either **Open** the file, or **Save** the file.





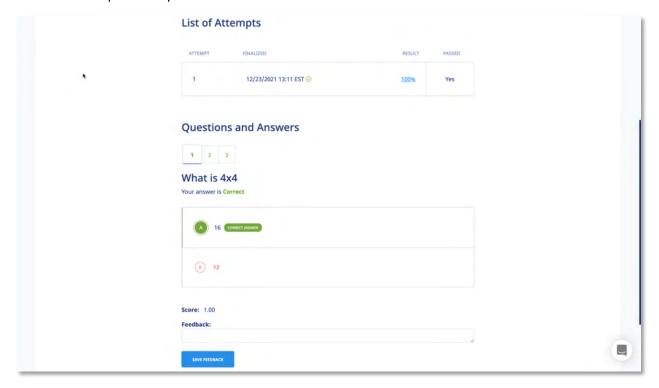


Selecting the **Open** option opens the file in Excel, as shown in the following illustration. You can then use the **File->Save** option within Excel to save the file.



### **Viewing 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.





#### **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.



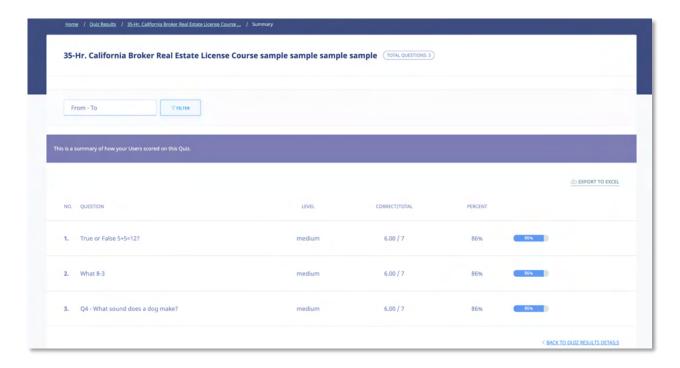
# **Viewing the Quiz Results Summary**

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

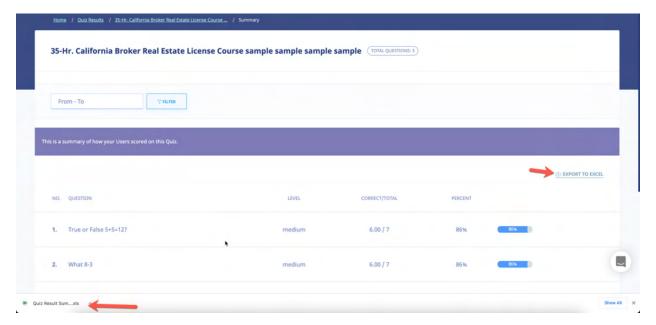




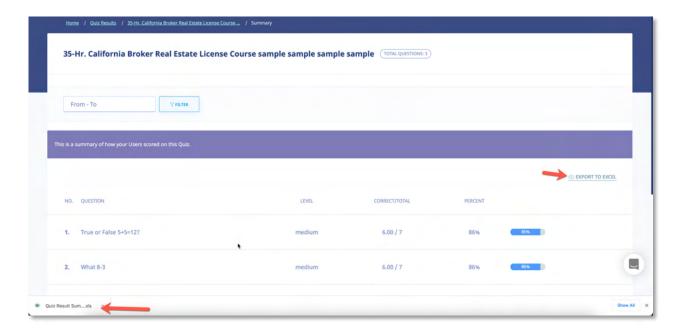


# **Exporting the Quiz Summary**

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.

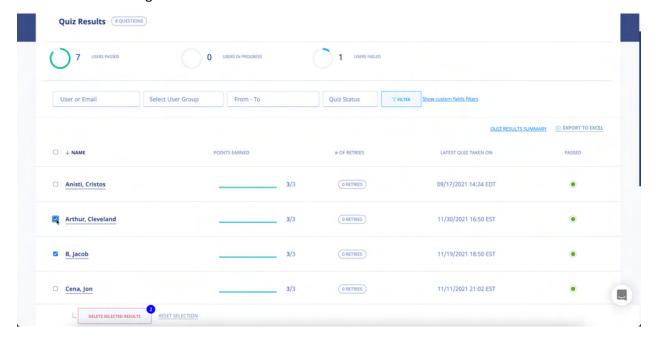




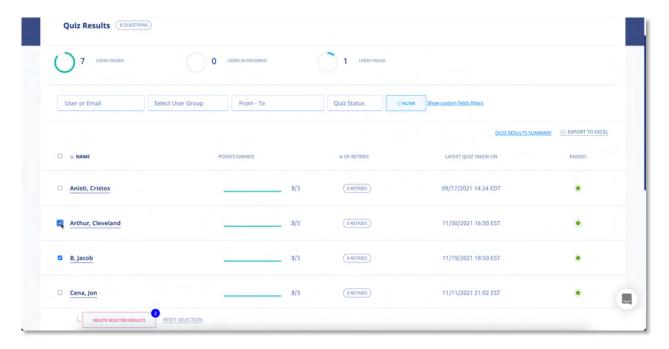


## **Deleting Quiz Results**

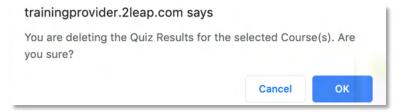
You can delete the Quiz Results by selecting the check box and then clicking **delete selected results**, as shown in the following illustration.







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

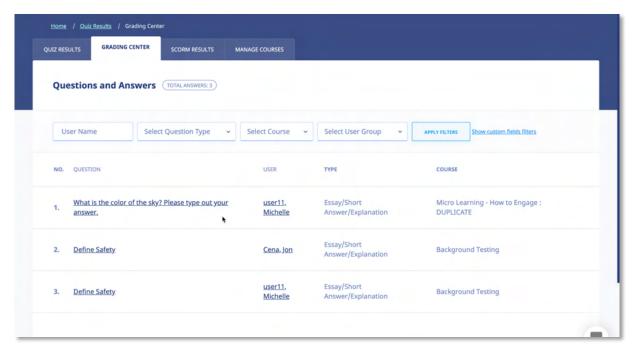




# **Grading Center**

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

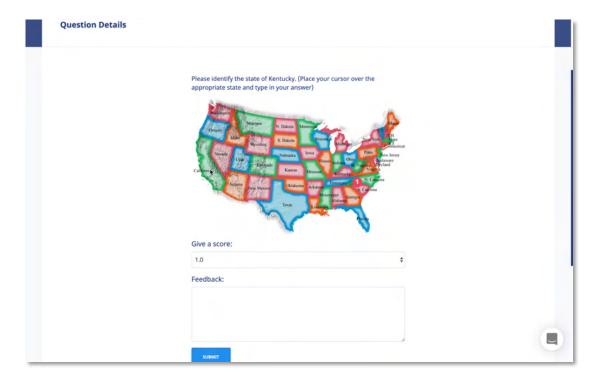
from the **Select Course** list, or both, and then clicking



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.





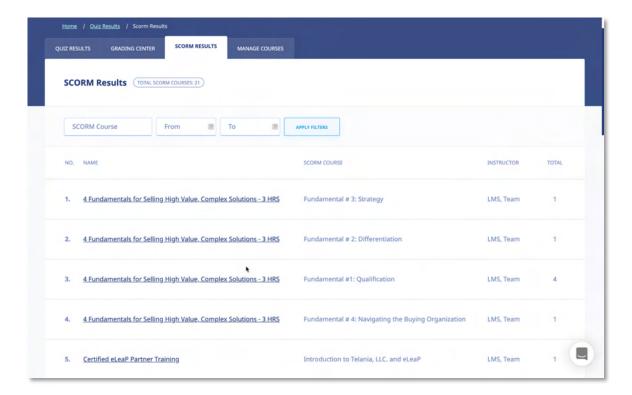
# **SCORM Results**

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

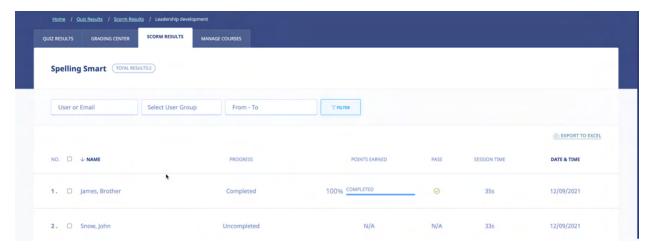




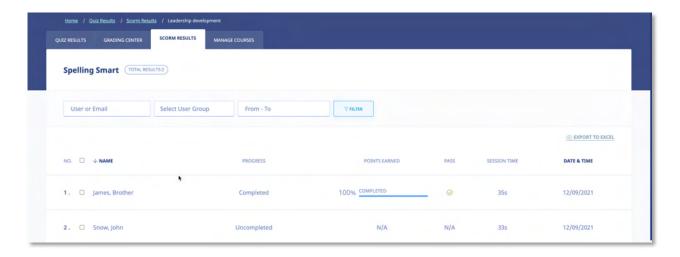


Selecting a SCORM Course on the **SCORM Course Results** list displays the details for the SCORM COURSE results for Students who have taken the Course, as shown in the following illustration. You can filter what is displayed here by entering a Student's **Name**, making a selection from the **Select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

clicking the **Calendar** icon and using the Calendar to select those dates, and then clicking Each line on the **Students** list shows the Student's **Name**, **Progress**, **Points Earned**, **Pass**, **Session Time** and **Date & Time** details for this particular Course

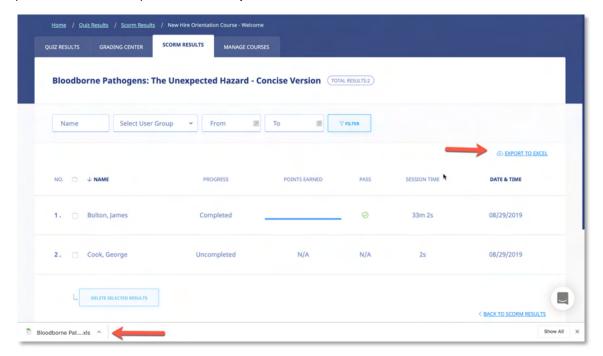






# **Exporting SCORM Results**

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



# **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.

trainingprovider.2leap.com says

You are deleting the Quiz Results for the selected Course(s). Are you sure?

Cancel OK



# **Reports**

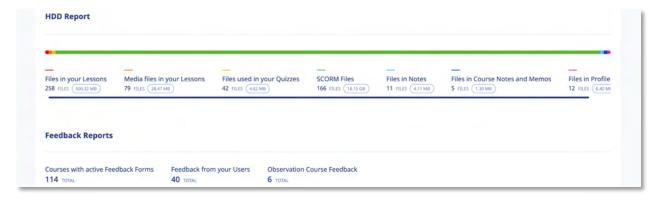
Selecting REPORTS on the menu bar displays the **Reports** screen, illustrated below. In addition to graphic representations of your **Daily User Count**, **Course Completion Percentages** and **Quiz Results**Percentages shown across the top of the screen, there are also several Report Type statistics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













# **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** 

Number of Users	47 ACTIVE	5 INACTIVE	<b>52</b> 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	<b>4</b> TOTAL	
Number of User Groups	10 ACTIVE	1 INACTIVE	11 TOTAL	

**Administrators** Report Type displays the **Registered Administrators** screen, as shown in the following illustration.

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

# **Courses Reports**

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

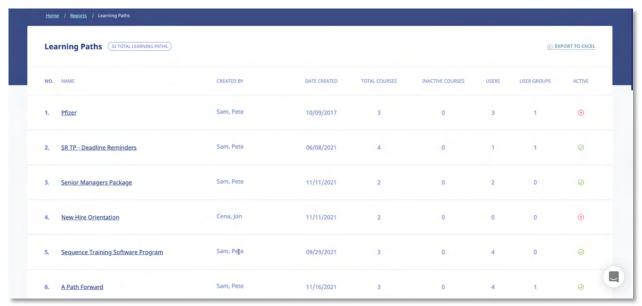
- Number of Courses
- Number of Lessons
- Number of Learning Paths

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.







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

# **Forum Reports**

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

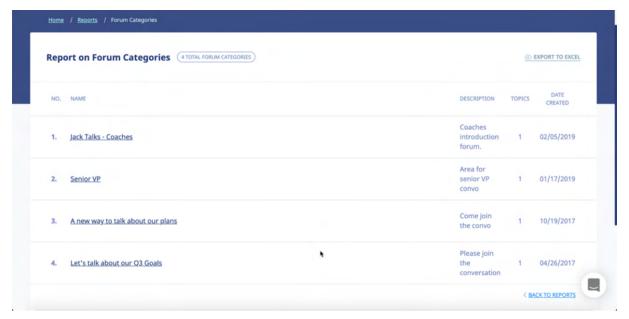
- Number of Forum Categories
- Number of Forum Topics
- Number of Forum Posts

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





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



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

# **HDD Reports**

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

- Files in your Lessons
- Media Files in your Lessons
- Files used in your Quizzes

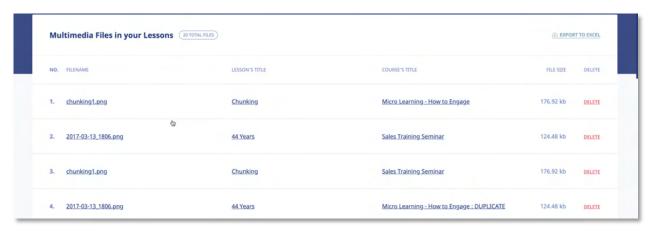


- SCORM Files
- Files in My Stuff
- Files in Course Notes and Memos
- Files in Profile Notes

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.



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

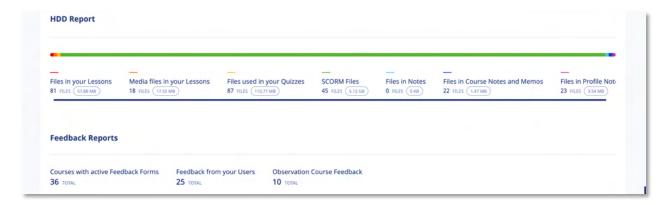
# **Feedback Reports**

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

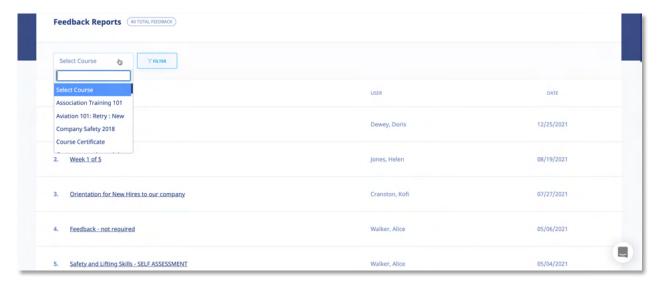
- Courses with Active Feedback Forms
- Feedback from your Users

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





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



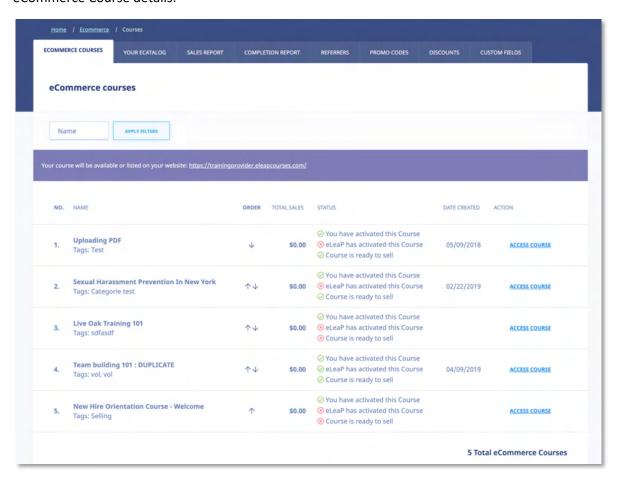
Clicking the EXPORT TO EXCEL link allows you to export this information to a local drive on your computer, when necessary.

# **Ecommerce Courses**

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



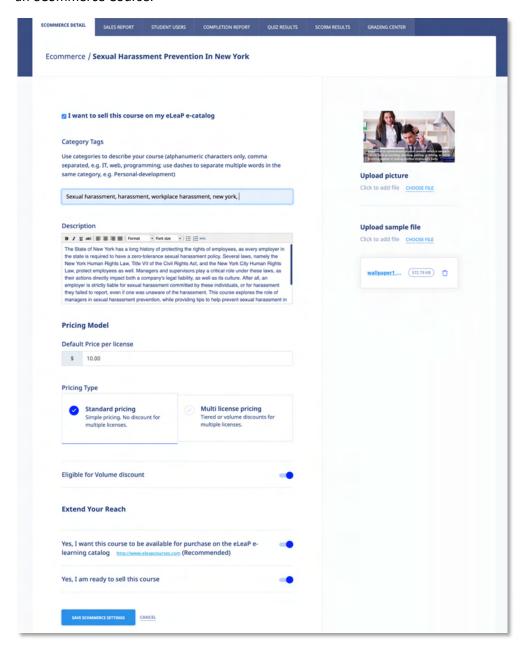
screen, when it becomes necessary, by entering a Course Name in the **Name** field, and then clicking .You can also click the **access course** link within the **Action** column to access the eCommerce Course details.





#### **eCommerce Course Details**

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



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



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

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

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

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

- 3. Enter the price for a single user to take a Course in the **Course Price for a single user** is field. **Note:** You can create your own multi user price based on the number of users below. For example, for a total number of users between 1 and 150, the price per user is \$50. You can also change to Volume-based multi-license pricing.
- 4. 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.

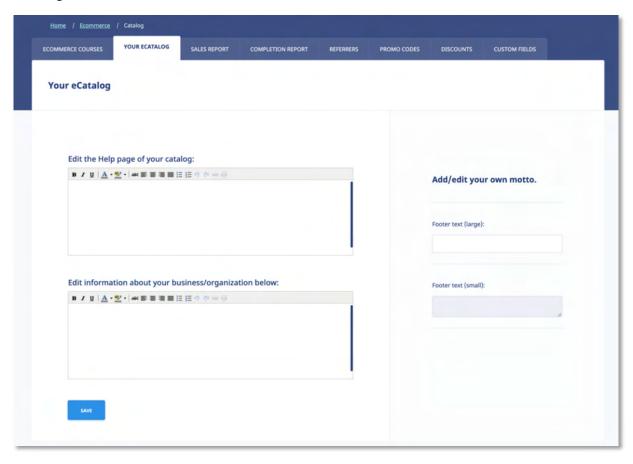
#### Within the **Sample File** portion of the screen:

- 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.
- Select the Yes, I want this course to be available for purchase on the eLeaP e-learning catalog <a href="http://www.eleapcourses.com">http://www.eleapcourses.com</a> (Recommended) check box and/or the Yes, I am ready to sell this course check box, as appropriate to your circumstances.
- 10. Click save ecommerce settings 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.



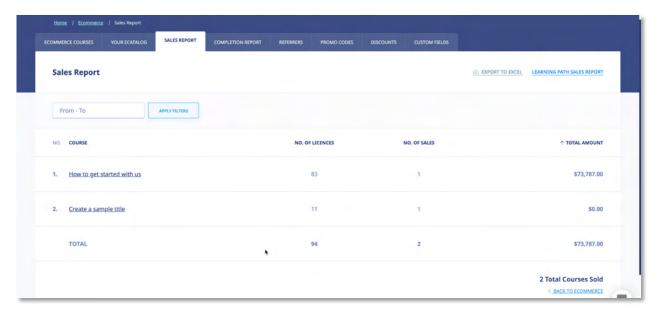
- 1. Add information to be displayed on your Catalog Help page. This will help your customers get basic help and assistance. Of course, eLeaP provides your customers with customers service.
- Add information about your business/organization within the Add/edit a short description of your business/organization 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 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

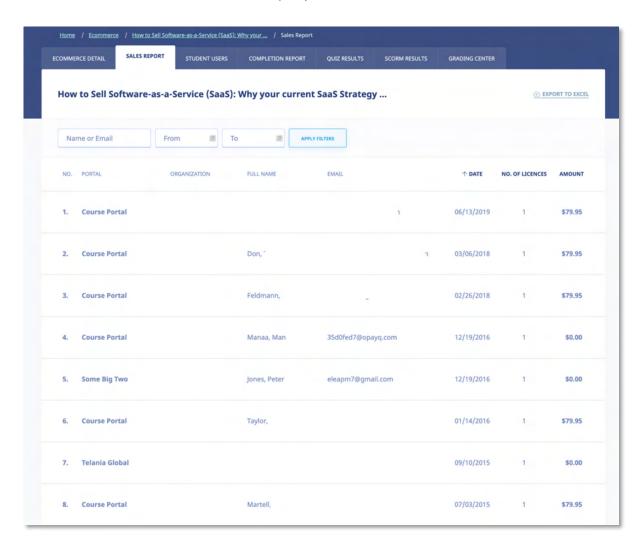




#### **Viewing Course Details**

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.





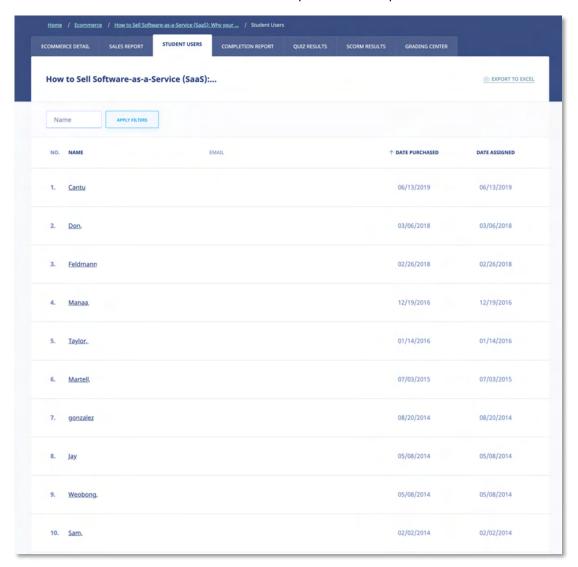
# **Exporting Sales Details**

Click the EXPORT TO EXCEL link on the Sales Details screen to export Sales Details to a local drive on your computer.



#### **Student Users**

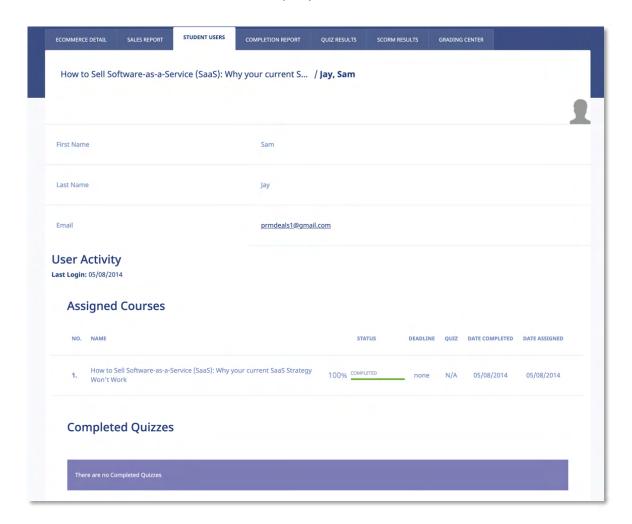
Selecting the **STUDENT USERS** tab within the **Ecommerce** screen displays the **Student Users** screen, illustrated below. This screen displays the **Name**, **Email**, **Date Purchased** and **Date Assigned** details for each Student on the **Student Users** list who has purchased this particular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



## **Viewing Student User Details**

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





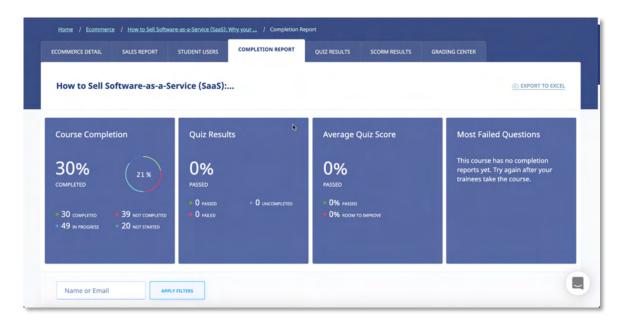
# **Exporting Student User Details**

Selecting the EXPORT TO EXCEL link on the **Student Users** screen allows you to export all of this data to a local drive on your computer.

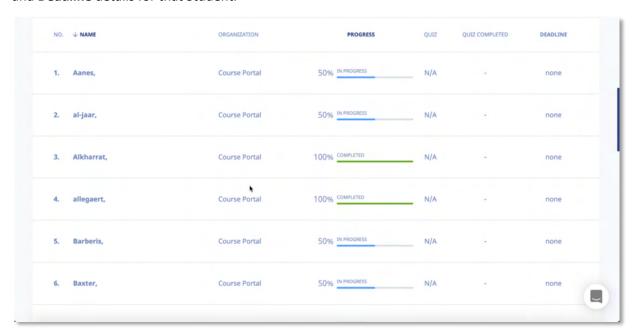
# **Completion Report**

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





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



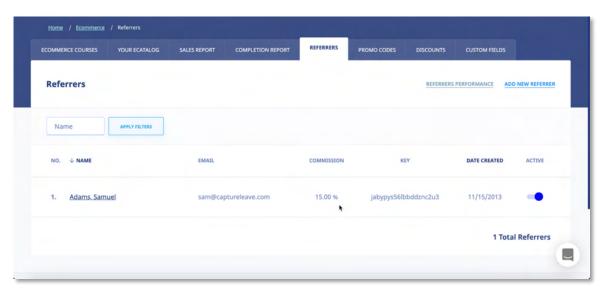
#### **Exporting Completion Reports**

Clicking the EXPORT TO EXCEL link on the **Completion Report Details** screen allows you to export this information to a local drive on your computer.



# Referrers

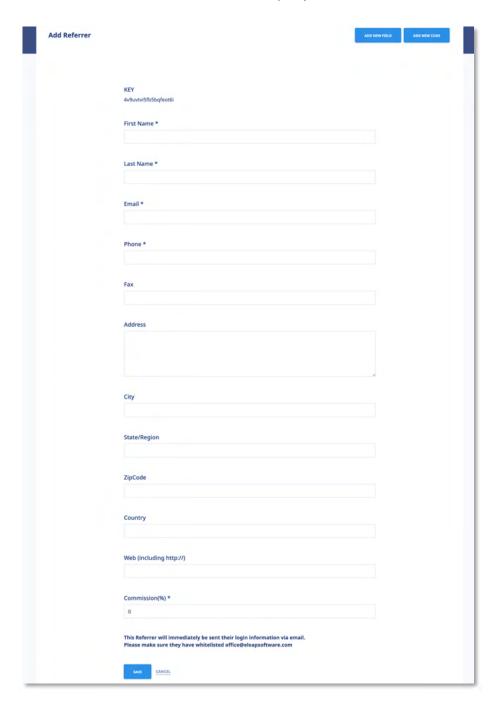
Selecting the **REFERRERS** tab on the **Ecommerce** screen displays the **Referrers** screen, as shown in the following illustration. This screen displays a list of individuals or companies that have been referred as potential customers of the eLeaP system on a **Referrers** list, and shows the **Name**,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



# **Adding a Referrer**

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



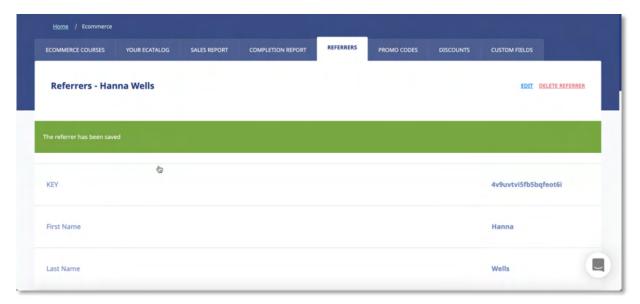


- 1. Enter a First Name for the new Referrer in the **First Name** field.
- 2. Enter a Last Name for the new Referrer in the Last Name field.
- 3. Enter an Email Address for the new Referrer in the Email field.
- 4. Enter a Phone Number for the new Referrer in the **Phone** field.
- 5. Enter a Fax Number for the new Referrer in the Fax field.
- 6. Enter a Street Address for the new Referrer in the Address field.



- 7. Enter a City Location for the new Referrer in the City field.
- 8. Enter a State/Region location for the new Referrer in the State/Region field.
- 9. Enter a Zip or Postal Code for the new Referrer in the **ZipCode** field.
- 10. Enter a Country Location for the new Referrer in the Country field.
- 11. Enter a Web URL for the new Referrer in the Web (including http://) field.
- 12. Enter a Commission Percentage for the new Referrer in the **Commission (%)** field. You are required to add a value within this field; it cannot be left set at 0.
- 13. Click to create the new Referrer.

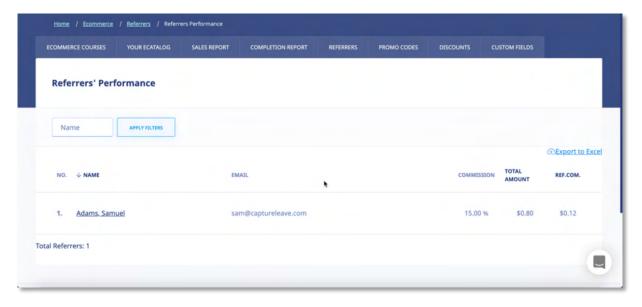
As shown in the following illustration, the Referrer has been added to the **Referrers** list on the Referrers screen

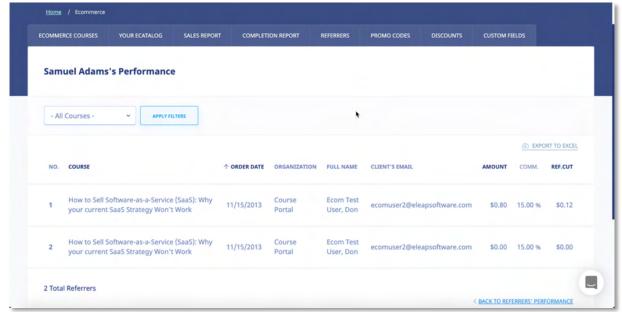




## **Referrers Performance**

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.







# **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.

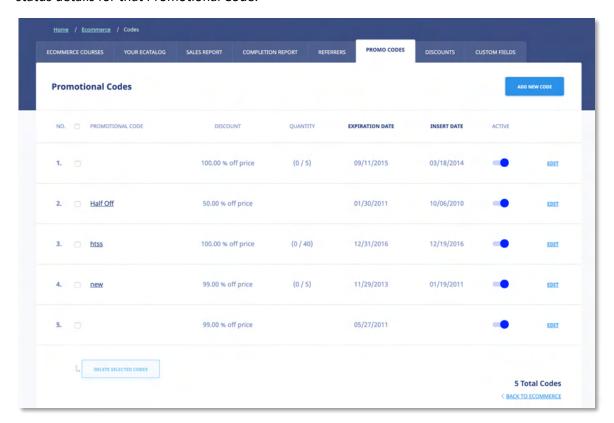
As shown in the following illustration, the file is displayed within Excel so that you now have local access to this information.

4	Α	В	С	D	E	F
1	No.	Name	Email	Commission percentage	<b>Total Amount</b>	Referrer Commission
2	1	Springer House,	Married Spiriture of	100	589	80.06
3	2		According to the last	10	300.4	53.94
4	3	Followsh Day	elitigati, minification com-	36	201.00	0.005
5	4	Totavia Company	don@winson/hears com-	60	200.4	199.6
6						



## **Promotional Codes**

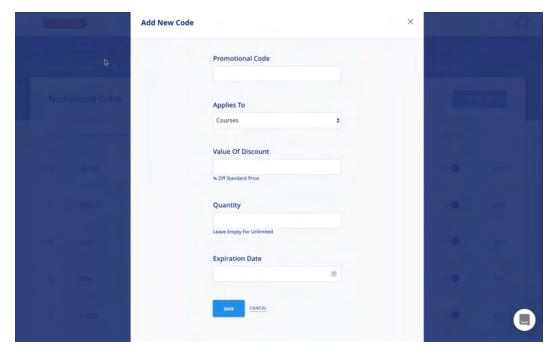
Selecting the **PROMOTIONAL CODES** tab within the **ECOMMERCE** group of tabs displays the **Promotional Codes** screen, illustrated below. Each Promotional Code on the **Promotional Codes** list displays the **Promotional Code**, **Discount**, **Quantity**, **Expiration Date**, **Insert Date** and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



#### **Adding a Promotional Code**

Selecting the 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.





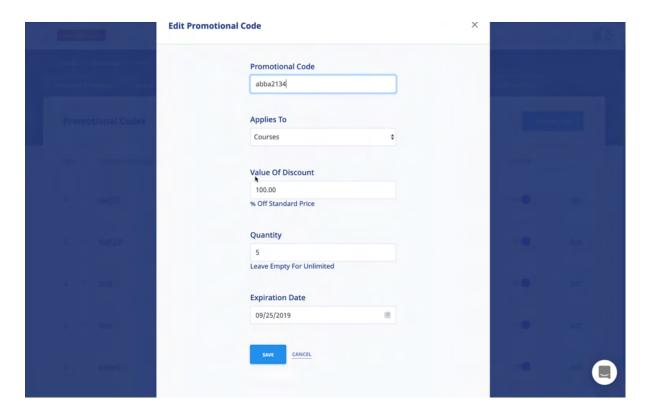
- 1. Enter a name for the new Promotional Code in the **Promotional Code** field.
- 2. Choose if the Promotional Code applies to Courses, Learning Paths or both
- 3. Enter a percentage value within the **Value of Discount** field to indicate the percentage off the standard price that the discount promises.
- 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.

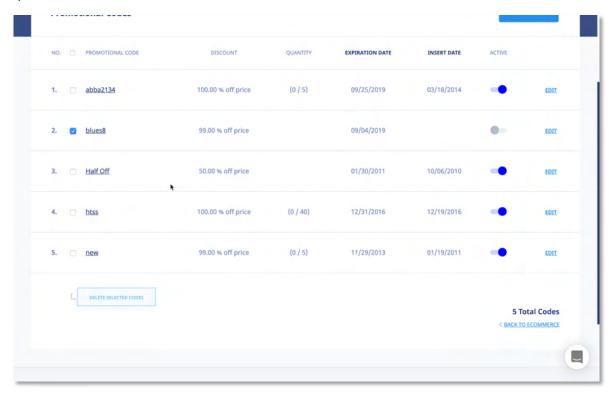






#### **Deleting a Promotional Code**

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





# Support/Help Center and eLeaP™ Knowledgebase

eLeaP™ has an incredibly helpful online support center. To access support and help 24 hours a day, go to 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 the latest happenings in eLeaP and our parent company Telania, LLC. You can also access our blog at <a href="www.eleapsoftware.com/blog">www.eleapsoftware.com/blog</a> to learn more about the world of eLeaP™.

