

Managers have access to view student progress, including completions and outstanding courses as well as full records reports.

## Reviewing Student Records

1. Upon login to your Manager account, choose a student from the dropdown menu
2. Click on Courses
3. This will display that student's current course enrollments, and their status

## Courses View

Select Student

Paulson, Iris

### Paulson, Iris

Courses	*Portfolios - 2021	Lesson	Grade
	1 - Mandated Reporting - 2021 (2.25 hrs)		A 90%
	Annual Training - 2021	Lesson	Grade
	Refresher: Bloodborne Pathogens - 2021 (0.5 hrs)	Take the Test	
	Refresher: PSR Core - 2021 (4 hrs)	Watch the Video	
	*Portfolios - 2021	Lesson	Grade
	Severe Mental Illness Orientation - 2021 (1.25 hrs)		B 85%

**Course Not Started**—no running grade is displayed

**Started but Not Complete**—displays remaining lesson content and running grade

**Completed Course**—displays no remaining lesson content and final grade

*Portfolios - 2021	Lesson	Grade
1 - Mandated Reporting - 2021 (2.25 hrs)		A 90%
Annual Training - 2021	Lesson	Grade
Refresher: Bloodborne Pathogens - 2021 (0.5 hrs)	Watch the Video	
Refresher: PSR Core - 2021 (4 hrs)	Watch the Video	A 100%
*Portfolios - 2021	Lesson	Grade
Severe Mental Illness Orientation - 2021 (1.25 hrs)		B 85%

Use the switchback button in the top right corner to change to exit student view and back to the Parent account home. This can also be accomplished by changing back to "Select Student" in the dropdown menu.



Select Student

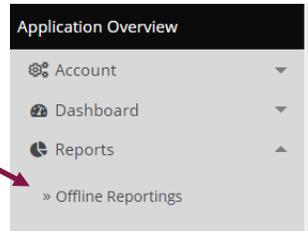
Select Student

Select Student

Torrey, Ketty

From the **Home** page, click on **Reports**, then **Offline Reportings**.

Build customized reports of completed course records. Online trainings are added to the reports immediately upon completion of the entire course. You may add your own records as offline reports as well (see below).



- You can view records for all of your students in the top menu, just choose a start and end date and click **Submit**.
- In the bottom menu, you can filter by user and the start and end date, then click **Submit**.

Start Date  
2021/01/01 12:00:00

End Date  
2021/12/31 12:00:00

**Submit**

#### Employee Filters

User  
All

Start  
2021/01/01 12:00:00

End  
2021/12/31 12:00:00

**Submit**

**NOTE:** If you have a student selected from the dropdown on the Parent home page, Offline Reporting will automatically switch to pull only the records for that student. To view all, use the switch back button or return to “select student” in the dropdown.

## Adding Offline Trainings

Offline Trainings are trainings that didn’t happen online. You can add offline trainings for staff, allowing all training hours be stored in one place.

From the **Home** page, click on **Reports**, then **Offline Reportings**.

1. Click on **Add New**
2. Click on any student(s) to move them from the left column (employee list) to the right column (employees who attended)
3. Choose the date
4. Choose the duration
5. Enter a grade, if applicable
6. Select an existing title from the drop down list  
**NOTE: Please use generic titles and the notes field for specifics.**  
**For example: Title—Annual Documents, Notes—client initials and/or other pertinent info/details**
7. Add any notes, if desired
8. Upload “proof” document, if desired, such as sign in sheet, agenda, certificate, CPR/First Aid card (must be a pdf or image file)
9. Click **Save**

**Trainee**

Search...

Non-Company Facilitator

Buckley, Jeff

Paulson, Lily

Paulson, Iris

**Facilitators**

Non-Company Facilitator