

Parent accounts provide access to view student course status in the LMS, including completions and outstanding courses, and run training transcript reports

## Viewing Student Course Status

1. Log in to your Parent account
2. Choose a student from the dropdown menu

Courses View

Select Student
Paulson, Iris

3. Click on **Courses** below the student name - this will display that student's current course enrollments and their status

Paulson, Iris

| Courses | Courses - 2024                                                       | Lesson          | Grade  |
|---------|----------------------------------------------------------------------|-----------------|--------|
| 1       | AT - Refresher: Bloodborne Pathogens/Universal Precautions (0.5 hrs) |                 | B 80%  |
|         | AT - Refresher: Data Privacy/HIPAA (0.5 hrs)                         |                 | A 100% |
| 2       | AT - Refresher: Mandated Reporting and Maltreatment (0.75 hrs)       | Watch the Video | A 90%  |
|         | AT - Refresher: PSR Core for Direct Care Staff (4 hrs)               | Take the Test   | A 100% |
| 3       | AT - Refresher: Rights (0.5 hrs)                                     | Watch the Video |        |

- 1 Course Completed** - displays no remaining lesson content and final grade
- 2 Course In Progress** - displays next piece of lesson content and running grade
- 3 Course Not Started** - displays next piece of lesson content and no running grade

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

## Generating Training Transcripts

### Home Page -> Reports -> Offline Reportings

You can view records for all of your students in the top menu, just choose a start and end date and click **Submit**

Start Date ?

2024/01/01 12:00:00

End Date ?

2024/12/31 12:00:00

Submit

#### Employee Filters

User

-View Direct Reports-

Start ?

2024/01/01 12:00:00

End ?

2024/12/31 12:00:00

Submit

Application Overview

Account

Dashboard

Reports

» Offline Reportings

You can use the Employee Filters section to run reports for a specific user

**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 take place in the Learning Management System. You can add offline trainings for staff, allowing all training records to be stored in one place and displayed on a single transcript.

### Home Page -> Reports -> Offline Reportings

- Click on **Add New**
- Click on any student(s) to move them from the left column (employee list) to the right column (employees who attended)
- Choose the date
- Choose the duration
- Enter a grade, if applicable
- 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/detail**

- Add any notes, if desired
- Upload "proof", if desired, such as sign in sheet, agenda, certificate, CPR/First Aid card (must be a pdf or image file)
- Click **Save**

Trainee

Search...

Non-Company Facilitator

Paulson, Iris

Buckley, Jeff