SUPERVISOR USER GUIDE

Table of Contents

Log In 2

Users Tab 3

Direct Reports 4

Direct Report Options 5

Reports Buttons 6

Save Reports 7

Locate Saved Report 8

Create Report 9

Glossary 10

Log In

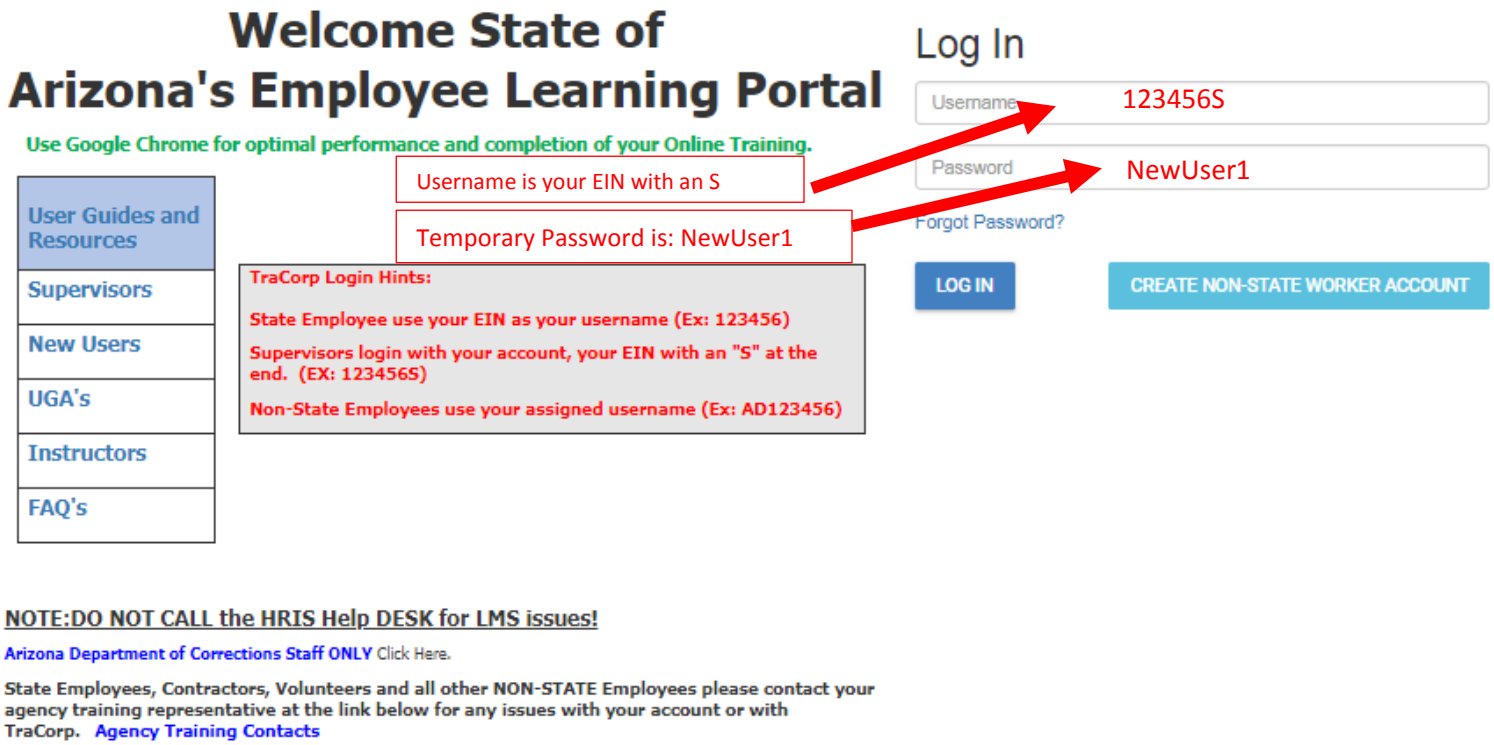
As a supervisor, you're provided with your own user group administrator account. Your "user group" is a grouping of your direct reports in a single location in the LMS.

To Log In, use the following information:

Username: Your EIN followed by an 'S' (without the apostrophes)

Password: Your temporary password is: NewUser1 (case sensitive)

Click the Log In box.



Users Tab

On the right is the Admin Navigation and Control Center location.

Across the top of the screen are:

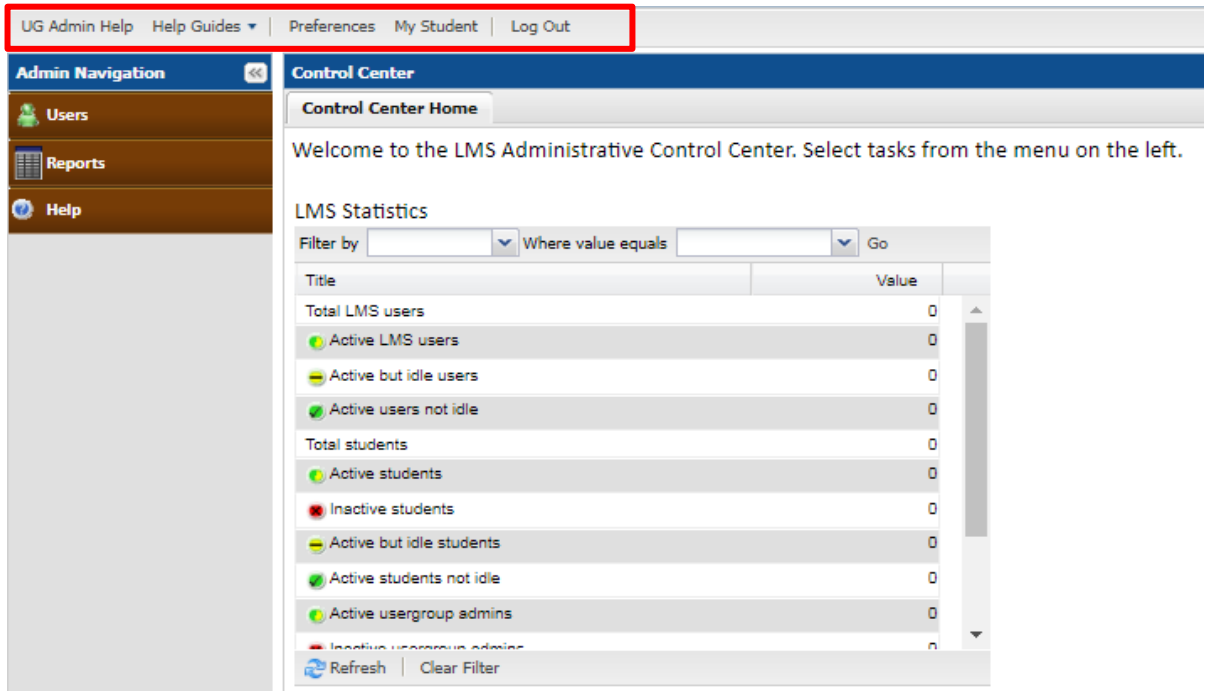
- UG Admin Help:
  Select this option to go to the TraCorp Help location.

- Help Guides:
  Access to Supervisor's and User Group Administrator's guides.

- Preferences:
  Select this option to view information about yourself. Some data is editable; grayed out data is frozen and cannot be edited.

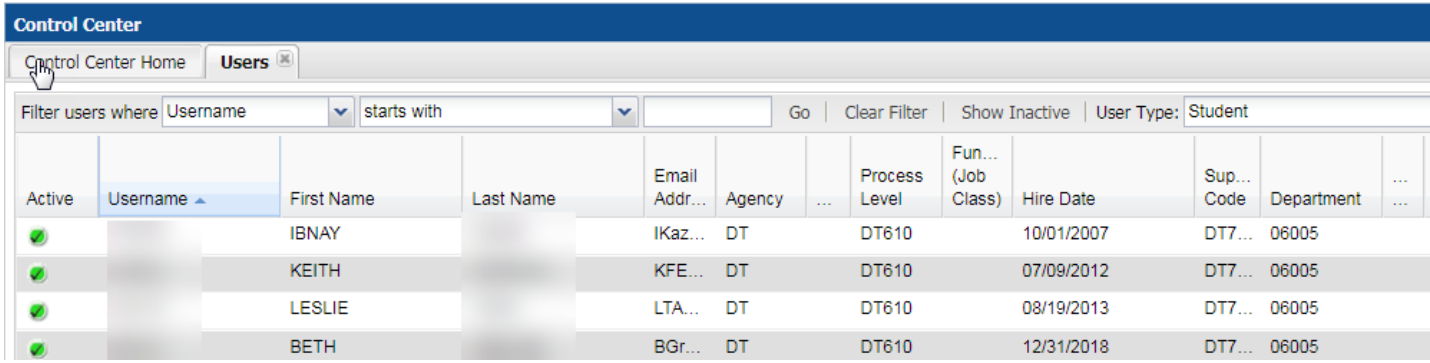
- My Student:
  Select this option to go to your student account. This will allow you to launch on-line courses and register for classroom courses as a student rather than as a supervisor.

- Log Out:
  Select this option to leave the LMS.



Direct Reports

When you select the Users tab from the Admin Navigation bar, a list of your direct reports will appear on the right side of the screen in the Control Center.



- Active employees are shown with a green dot with a check mark (see the graphic on the right). Inactive employees will be red.

- **Note:** **DO NOT** click on the green icon. Doing so will inactivate the user's student profile. To reactive the profile, contact your agency User Group Administrator. Click for UGA contact list - UGA Contact List.

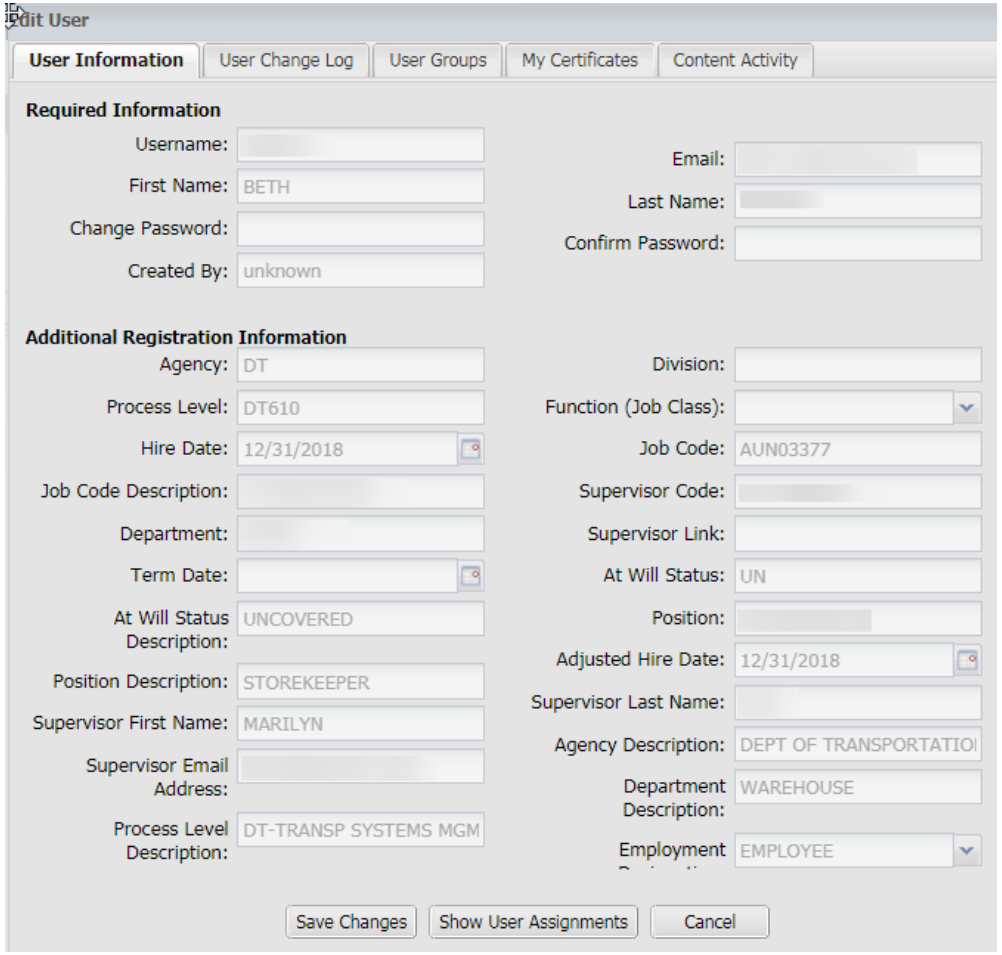
- The Username is the employee EIN.

- To View an employee, place your mouse pointer on the employee and double click.

This will bring up the Edit User box for this employee.

Direct Report Options

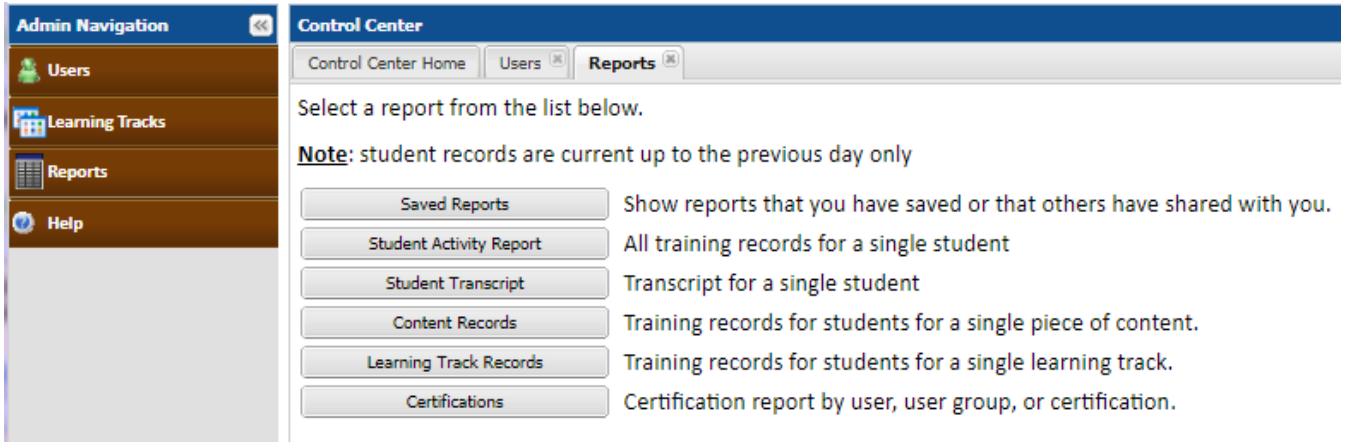
- Notice that all the options on the User Information tab are grayed out. You cannot edit any of this information for your direct reports.
- We blanked out key pieces of data that would reveal our example employee. Yours will not be blanked out.
- Click the "Show User Assignments" button to view what training courses are currently assigned to this employee.



Reports Buttons

When you select the Reports Button, it will bring up the Reports listing as shown on the right side of this page. Your reporting is restricted to the following options:

- You can only report on a single direct report or all your direct reports.
- Use the link below for additional information on creating reports:

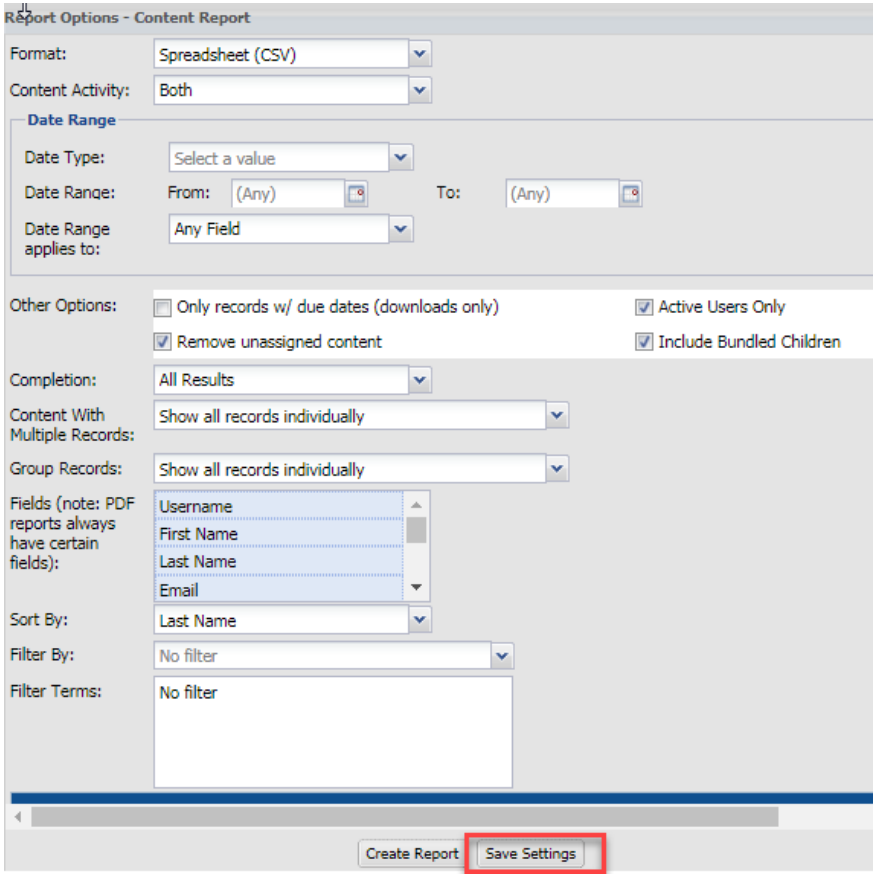


http://www.alc.az.gov/cbt/TraCorpLMS_Documents/Reports122016.pdf

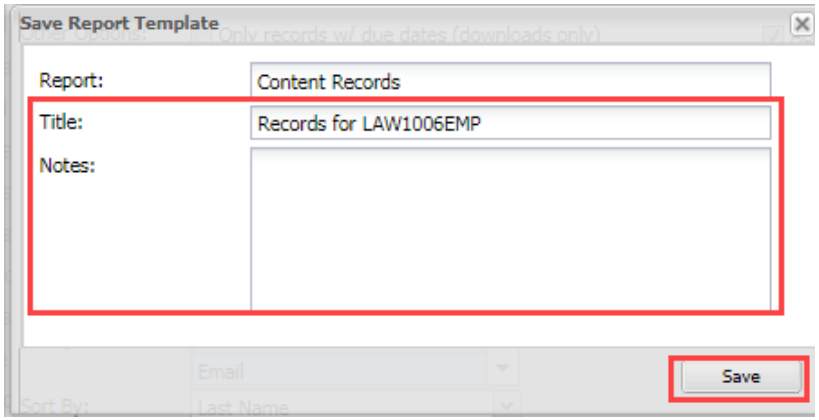
Save Reports

Follow the steps below to save report settings for future use:

- Select the report by clicking on the report title.
- Fill out the report criteria.
- At the bottom of the screen, click on “Save Settings”



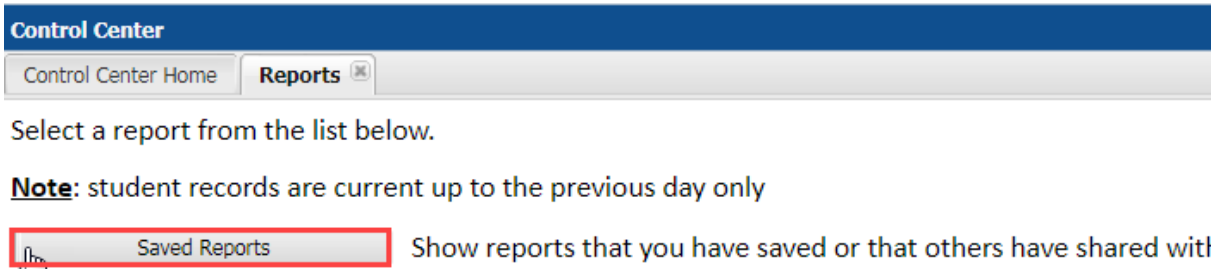
- Type the title and notes.
- Click “Save”



Locate Saved Report

All saved reports are located under Saved Reports.

To run the saved report, click on Saved Reports.

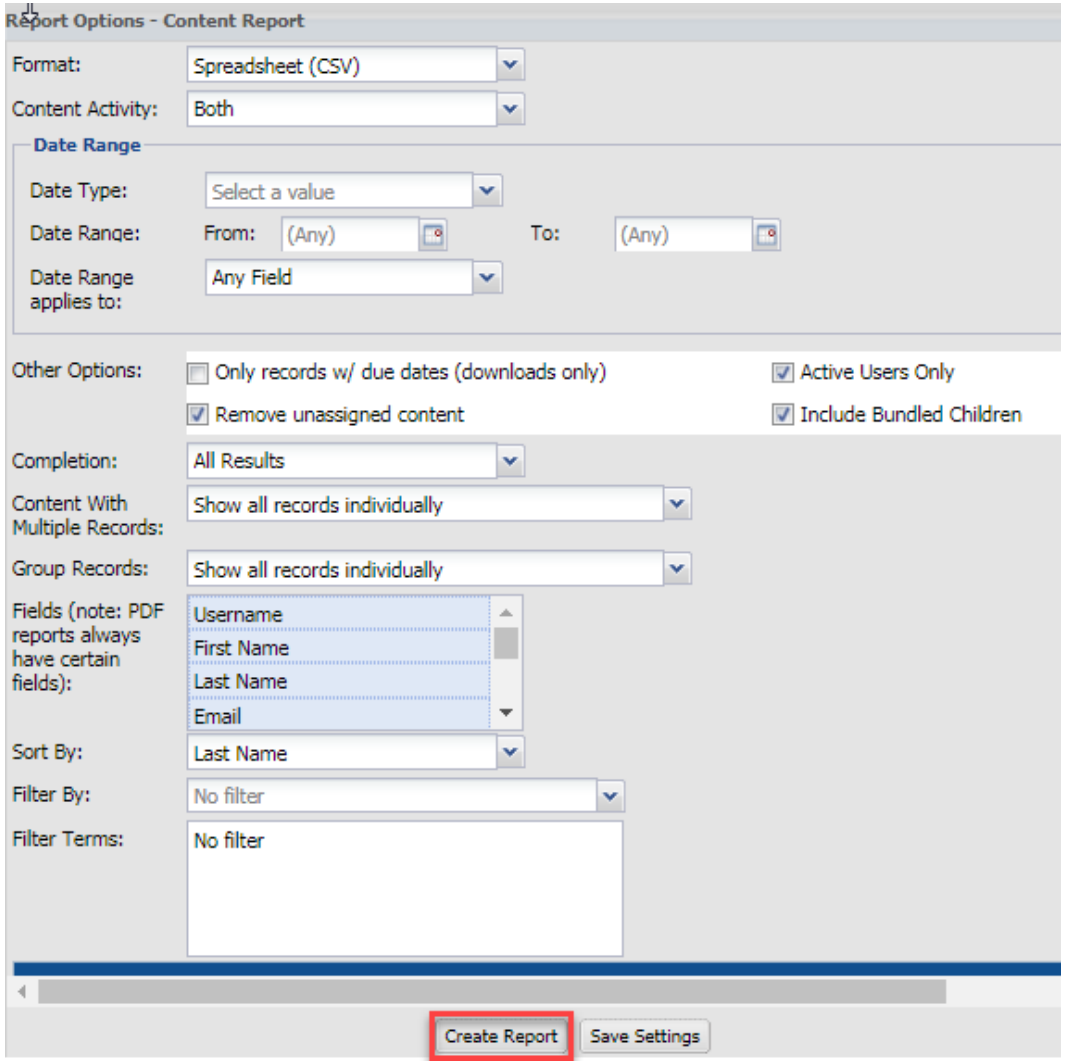


A list of saved reports will appear.

- Double-click on the report you wish to run.

Create Report

Click on “Create Report” when the window opens.



Glossary

Certification	Content that is required on a reoccurring cycle (annual, bi-annual, etc.)
Content	• Online Training • Online Test/Questionnaire • Other Online Training (video, documents, etc.) • Custom Bundle (a mix and match of multiple pieces of content) • Classroom Training/Webinar • Task
Learning Track	A grouping of multiple pieces of content
LMS	Learning Management System
User Group Administrator (UGA)	This is the person identified as the admin of a usergroup(s). You are the UGA for your direct reports usergroup.
User Groups	A group of users (your direct reports) that you can run reports on.