

# **eLearning Facilitator Guide**

**April 2018**

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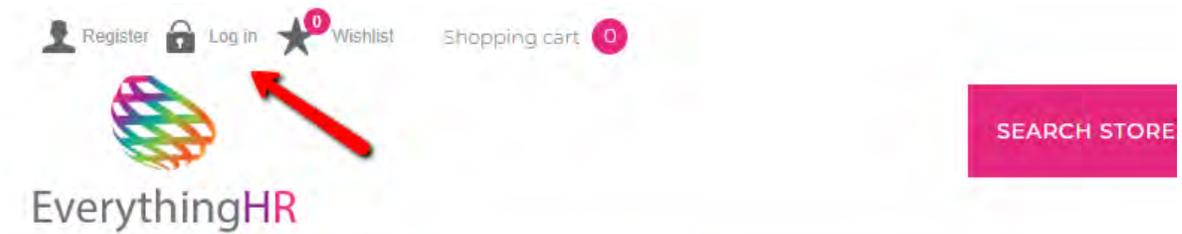
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## EHR Facilitator Manual

### Accessing the site

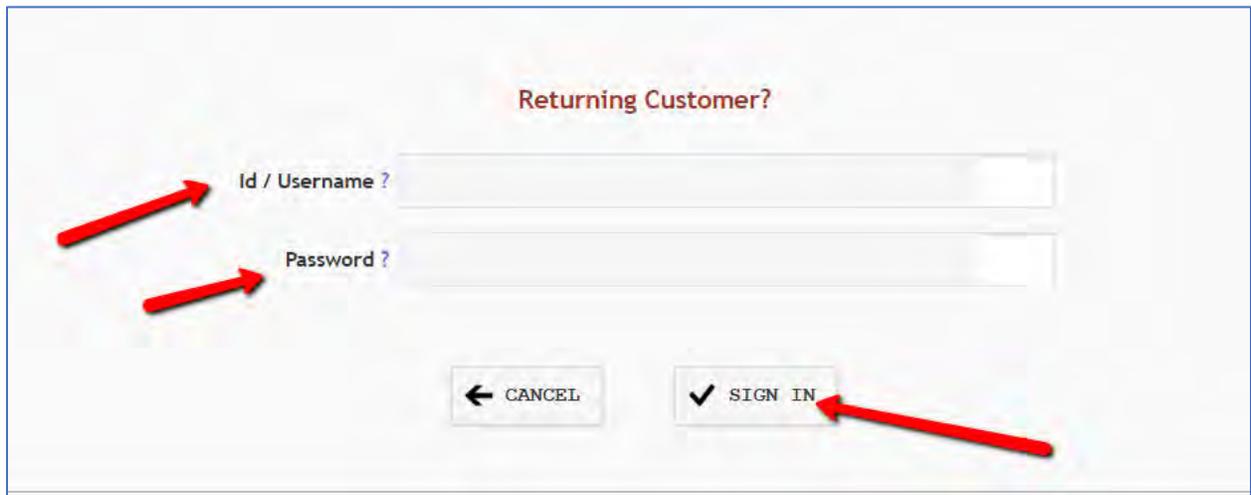
If you are not still logged into the system, return to the store and log in to your Facilitator Profile from here:

<https://ehr.vubiz.com/>



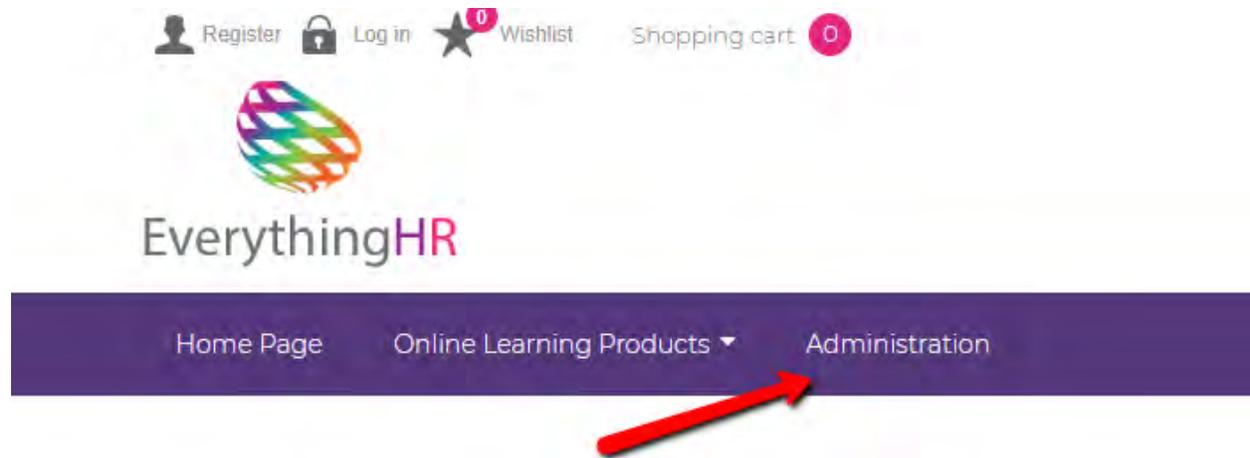
Click **Log in**

Enter your credentials (Username & Password), click **SIGN IN**

A screenshot of the login form titled 'Returning Customer?'. It contains two input fields: 'Id / Username ?' and 'Password ?'. Red arrows point to both fields. Below the fields are two buttons: '← CANCEL' and '✓ SIGN IN'. A red arrow points to the 'SIGN IN' button.

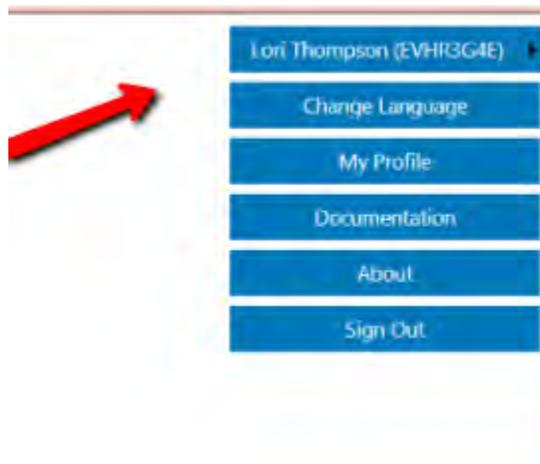
## Administration

Click the **ADMINISTRATION** tab to review facilitator services.



If the Administrator Portal doesn't appear please make sure the pop-up was not blocked.

Hover over the Facilitator/Name tile at the top right of screen to see the drop down and access your profile information.

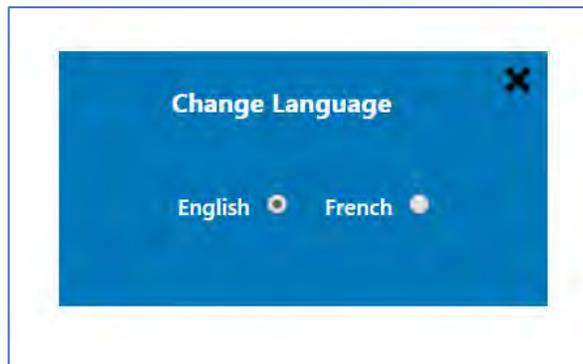


Click the tab to

- Change Language
- My Profile
- Documentation
- About
- Sign Out

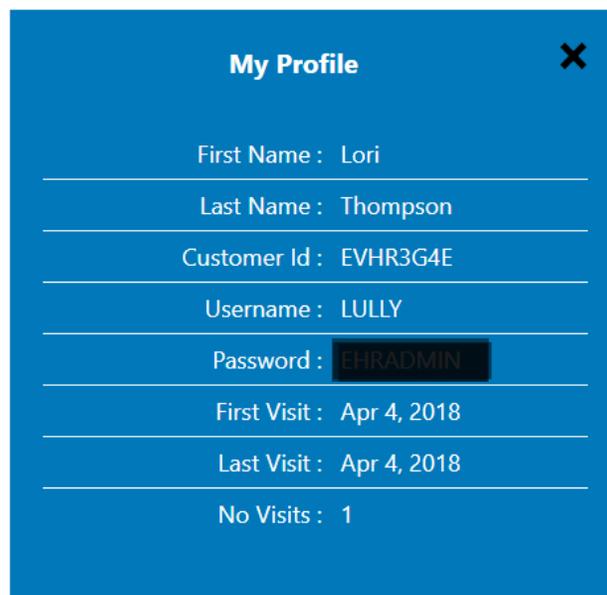
## Change Language

Change language allows you to navigate the system in English or French.



## My Profile

My Profile shows you all your information including first visit, last visit and number of visits.

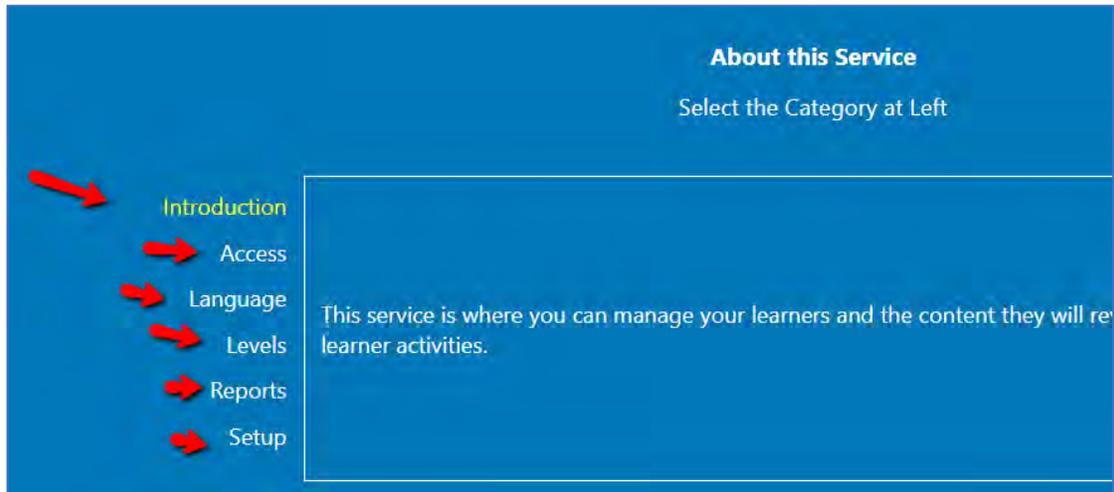


## Documentation

Documentation gives you a link to this Facilitator Manual in a pdf format that you can print or save for future reference.

## About

About gives information about this facilitator profile service. Click on the headings to the left for more information.



## Sign Out

Click the Sign Out tab when you wish to leave the Facilitator Profile.

## Facilitator Services

Hover over the Home Button to view the Facilitator Services Tabs.



Click the Facilitator Services tab to see your list of options

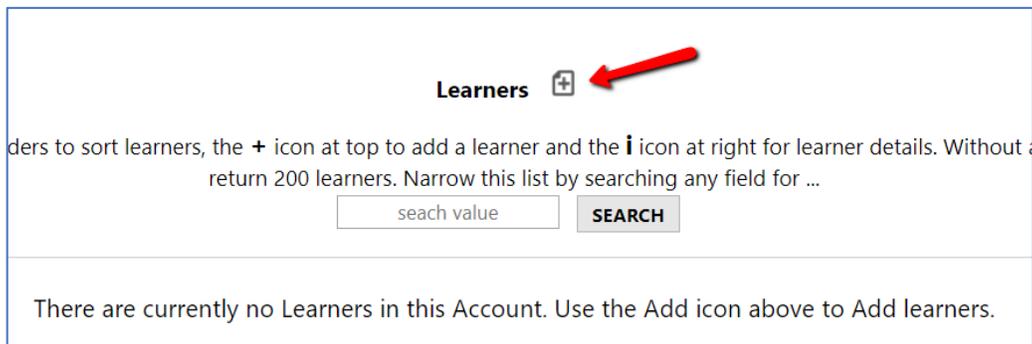
- Add/Edit Learners
- Export Learners
- Assign Purchased Content

- Reports
  - Activity Report
  - Assessment Report
  - Completion Report
  - Completion (CSV)
  - Incompletion (CSV)

## Add/Edit Learners

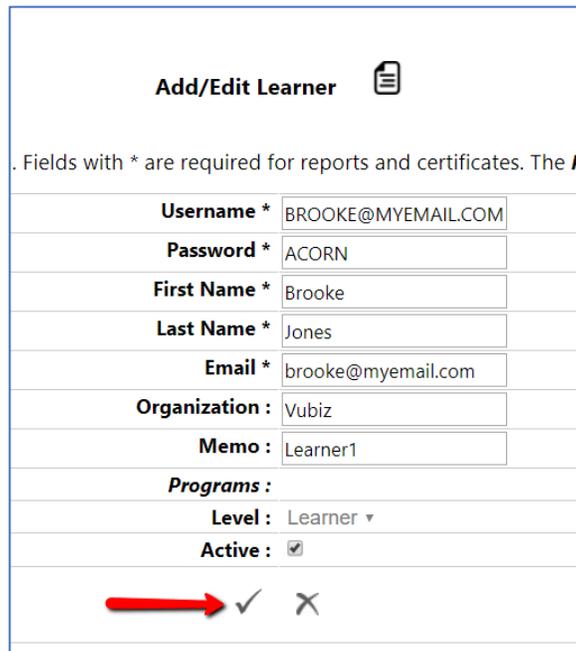
Click the Add/Edit tab

To add learners to your account, click the plus symbol.



The screenshot shows the 'Learners' section of a user interface. At the top, the word 'Learners' is followed by a plus sign icon (+) and an information icon (i). A red arrow points to the plus sign. Below this is a search bar with the placeholder text 'search value' and a 'SEARCH' button. A message at the bottom of the section reads: 'There are currently no Learners in this Account. Use the Add icon above to Add learners.'

Populate the required fields to add the learner. When complete, click the checkmark at the bottom of the screen.



The screenshot shows the 'Add/Edit Learner' form. The title 'Add/Edit Learner' is at the top with a document icon. Below the title is a note: 'Fields with \* are required for reports and certificates. The P'. The form contains several input fields:
 

- Username \***: BROOKE@MYEMAIL.COM
- Password \***: ACORN
- First Name \***: Brooke
- Last Name \***: Jones
- Email \***: brooke@myemail.com
- Organization :** Vubiz
- Memo :** Learner1
- Programs :**
  - Level :** Learner ▾
  - Active :**

 At the bottom of the form, there are two icons: a checkmark (✓) and a close icon (✗). A red arrow points to the checkmark icon.

This now show the learner (s) you have added, you can edit this learner profile by clicking the edit symbol under details. You can also, click the Column Headers to sort learners if you wish. Add any additional learners by clicking the Add/Edit Learner symbol at the top of the page.

Username	First Name	Last Name	Email	Details
BROOKE@MYEMAIL.COM	Brooke	Jones	brooke@myemail.com	

If you have many learners in your account, you can use the search feature to find that specific learner.

**Learners** 

on headers to sort learners, the + icon at top to add a learner and the i icon at right for  
 a this will only return 200 learners. Narrow this list by searching any field for ...

**SEARCH** 

First Name	Last Name	Email
Brooke	Jones	brooke@myemail.com

### Export Learners

Coming Soon

### Assign Purchased Content

This area allows you to assign programs that you have purchased to yourself and to your learners.

- 1) Select the learner (s) that you would like to assign a program to.

First select the Learner(s) that will be assigned Programs

<input type="checkbox"/>	Username	First Name	Last Name	Programs Before	Programs After
<input checked="" type="checkbox"/>	BROOKE@MYEMAIL.COM	Brooke	Jones		
<input type="checkbox"/>	ADMINTEST	Lori	Thompson		

2) Select the program (s) from the list that you want to assign to your learner (s)

Next select the Programs you wish to assign to the above Learner(s).

Program Id	Program Title	Purchased	Assigned Before	Available Before	Assigned After	Available After
P3792EN	Preventing Harassment and Illegal Discrim ...	5	0	5		
P4720EN	Quality Service - Customers and Their Dec ...	5	0	5		

3) Click Assign



4) The next page that comes up is a confirmation that you are assigning correctly. Click CLOSE on the window and click the COMMIT button at the bottom.

**You are about to assign 1 program to 1 learner.  
You can now either Restart or Commit.**

CLOSE

First Name	Last Name	Programs Before
Brooke	Jones	
Lori	Thompson	

Next select the Programs you wish to assign to the above Learner(s).

Program Id	Program Title	Purchased	Assigned Before
im ...		5	0
ec ...		5	0

to the Learner(s) or you can **RESTART**. When satisfied click **COMMIT** but remember that on

**NOTE: once content is assigned and committed, it cannot be unassigned!**

RESTART COMMIT

The program (s) now appear in the Programs After field beside the Learner's name.

Next select the Learner(s) that you wish to assign Programs

Username	First Name	Last Name	Programs Before	Programs After
BROOKE@MYEMAIL.COM	Brooke	Jones	P3792EN	
ADMINTEST	Lori	Thompson		

The program count will be reflected in the Assigned After and the Available After Fields.

Next select the Programs you wish to assign to the above Learner(s).

<input type="checkbox"/>	Program Id	Program Title	Purchased	Assigned Before	Available Before	Assigned After	Available After
<input type="checkbox"/>	P3792EN	Preventing Harassment and Illegal Discrim ...	5	1	4		
<input type="checkbox"/>	P4720EN	Quality Service - Customers and Their Dec ...	5	0	5		

## Reports

### Activity Report

The Activity Report allows you to see what activity the learner (s) has done. The fields below let you drill down to get the information you want.

#### Activity Report

Start Date:

End Date:

Learners:

Scores:

Groups:

Modules:

Score:

**Find learners that**

Password:

First Name:

Last Name:

Email:

Memo:

Output as:

The report allows you to open and view online or download an Excel or PDF document that you can print or save.

### Excel Example

Last Name	First Name	Email	Password	Active	Program	Program Title	Module	Module Title	Total Time Spent	Score	Score Date/Group	Memo
Smith	Mike	lori.thompson@vubiz.com	TEST1	TRUE	P4609EN	Harassment Prever	40192EN	Harassment Pre	6:01:00	96	7-Feb-18 Finance	

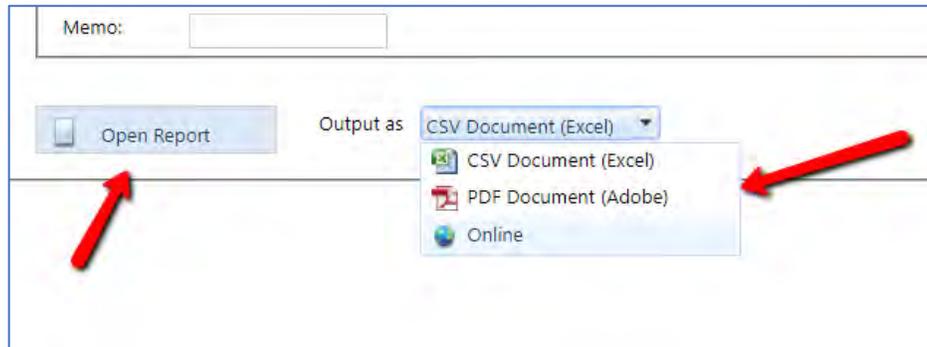
### Assessment Report

The Assessment Report allows you to see the learner's assessment information (course, date of completion, score).

## Excel Example

Last Name	First Name	Email	Password	Module	Title	Score	Date	Active	Group	Memo
Smith	Mike	lori.thom	TEST1	40192EN	Harassment Prevention for Newer Supervisors	96	7-Feb-18	TRUE	Finance	

This report also allows you to view in different formats.



## Completion Report

The Completion Report opens as a pdf. This report lists completions/in-complete for all programs assigned to your learners. This report can be saved and or printed.

Program:	P3792EN	Preventing Harassment and Illegal Discrimination for Employees [Canada]		Assigned	Completed
Learner	Module	Apprenant	Module	Assigne	Acheve
Jones, Brooke	8192EN	Active: True	Preventing Harassment and Illegal Discrimination for Employees [Canada]	Password: BROOKE@MYEMAIL.COM Mar 14, 2018	Last Visit/Dernière Visite:
Program:	P4720EN	Quality Service - Customers and Their Decisions		Assigned	Completed
Learner	Module	Apprenant	Module	Assigne	Acheve
Jones, Brooke	40327EN	Active: True	Customers and Their Decisions	Password: BROOKE@MYEMAIL.COM Mar 14, 2018	Last Visit/Dernière Visite:

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## Completion Report (CSV)

The Completion Report (CSV) creates a csv file of completions/in-complete for all programs assigned to your learners.

PCode	Program	Last Name	First Name	Email	Password	Assigned	Complete	Group	Active	Memo
P3792EN	Preventing Harassment and Illegal Discrimination for Employees [Canada]	Jones	Brooke	brooke@r	BROOKE@	14-Mar-18			TRUE	Learner1
P4720EN	Quality Service - Customers and Their Decisions	Jones	Brooke	brooke@r	BROOKE@	14-Mar-18			TRUE	Learner1

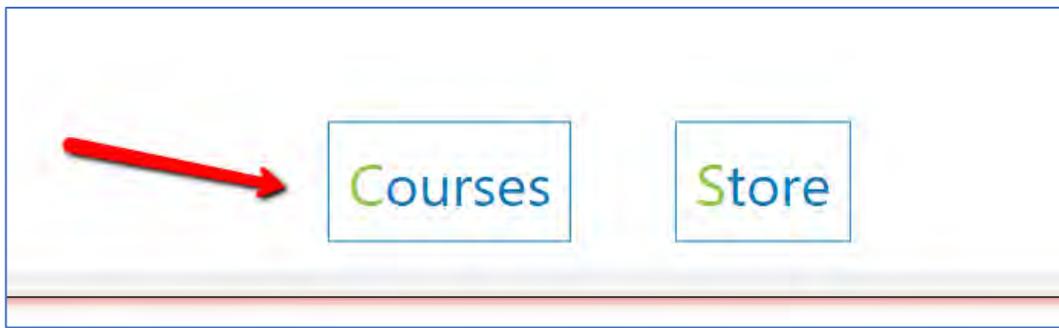
## In-Complete Report (CSV)

The In-Complete Report (CSV) creates a CSV file of all programs that have not been completed for all programs assigned to your learners.

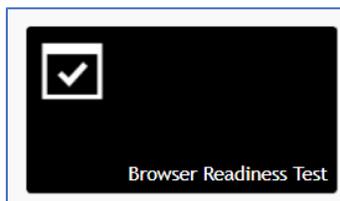
PCode	Program	Last Name	First Name	Password	eMail	Assigned	Due Date	Last Visit	Group	Memo	Active
P1946EN	Code of C	Smith	Mike	TEST1	lori.thom	7-Feb-18	8-Apr-18	7-Feb-18		Finance	TRUE
P1811EN	Accident I	Smith	Mike	TEST1	lori.thom	7-Feb-18	8-Apr-18	7-Feb-18		Finance	TRUE

## Facilitator Platform for Taking Courses

If you as the facilitator are taking courses, you will access them here once you assign them to your profile.

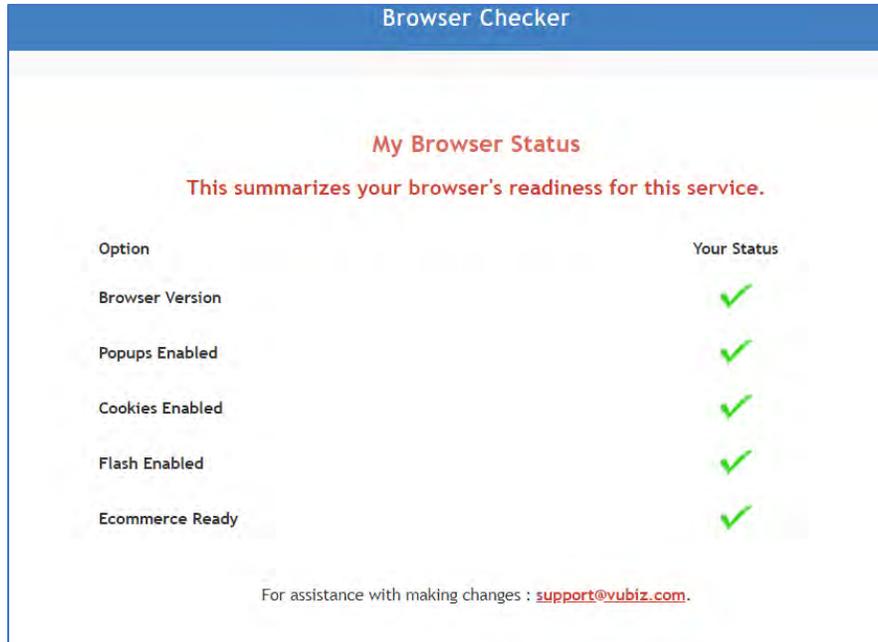


When you click the Courses tab this is what you will see.



As a person taking the courses, the first thing you will want to do is click the Browser Readiness Test.

You will want your browser test to look like this.



If you have any red checkmarks beside any options, you will want to address those prior to launching courses.

### My Learning Themes



The My Learning Programs tab is where you will see the courses that have been assigned to you.



When you click on any of the tiles, you will be launching that course.

## My Profile

My Profile Shows your current information and allow you to change/update your password.



## My Report Card



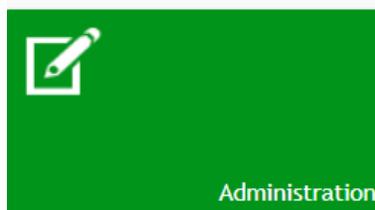
This area will show you the course status of what has been assigned to you. If you have completed courses, you will have a link to your certificate from this area.

**Lori Thompsom**

Select **COMPLETED PROGRAMS** then click or tap the program name for details and certificate. **IN-PROGRESS PROGRAMS** show information c

- + COMPLETED PROGRAMS
- + IN-PROGRESS PROGRAMS

## Administration



This tile takes you in to the Facilitator Services that are outlined in this booklet.

## Sign Out

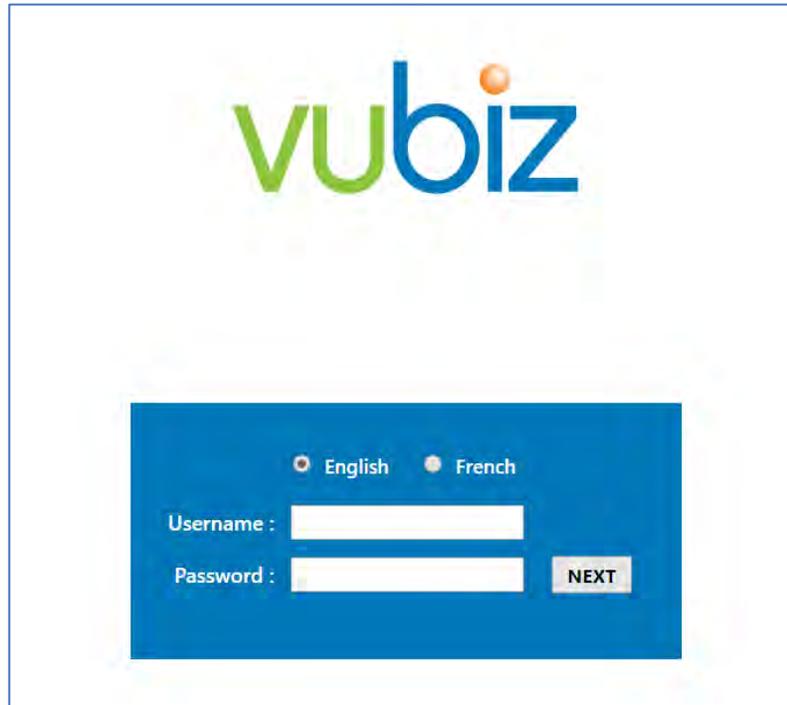


This tile will sign you out of your course profile.

## Learner Access

To access profile and training, log in here.

<https://vubiz.com/portal/v7/default.aspx>



The image shows the Vubiz login interface. At the top, the 'vubiz' logo is displayed in green and blue. Below the logo is a blue rectangular login form. Inside the form, there are two radio buttons for language selection: 'English' (selected) and 'French'. Below the language selection are two input fields: 'Username : ' and 'Password : '. To the right of the password field is a button labeled 'NEXT'.

Select language and enter learner credentials in to the fields, click NEXT.

O



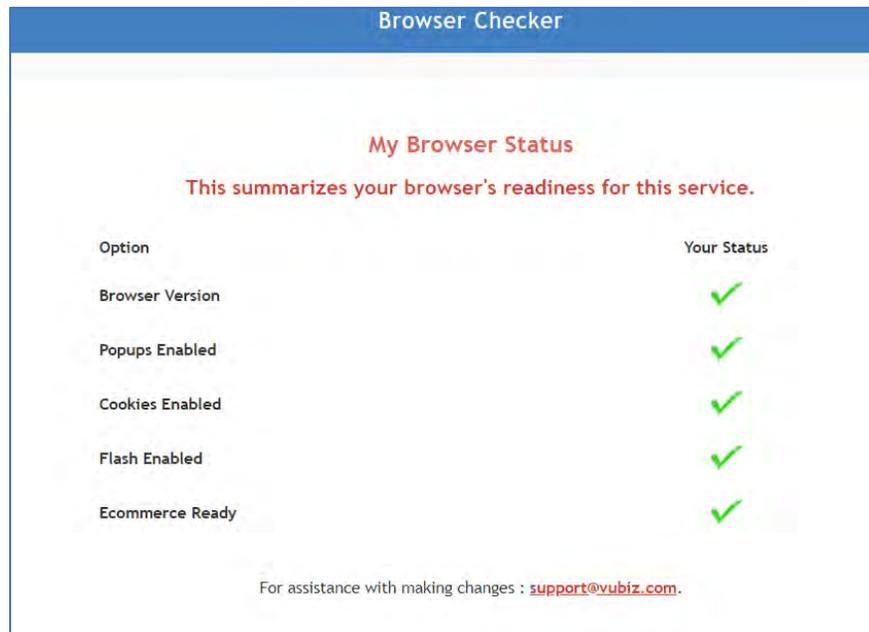
Once logged in, this is what you will see.

## Browser Readiness Test



As a person taking the courses, the first thing you will want to do is click the Browser Readiness Test.

You will want your browser test to look like this



If you have any red checkmarks beside any options, you will want to address those prior to launching courses.

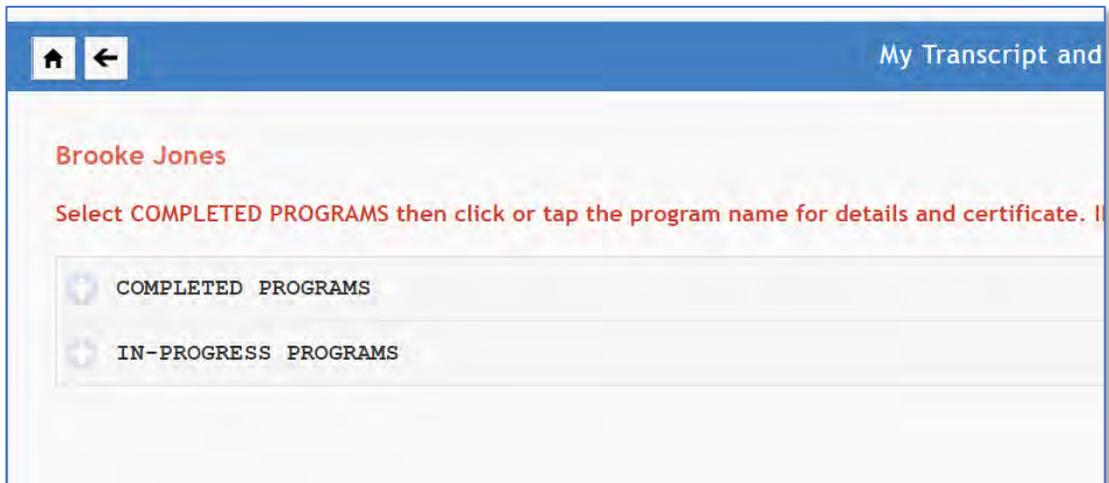
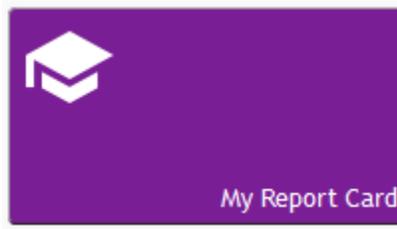
### My Learning Themes



The My Learning Themes tab is where you will see the courses that have been assigned to you.



## My Report Card



## Sign Out



This tile will sign you out of your course profile.

For any additional questions or concerns, please contact Vubiz at [support@vubiz.com](mailto:support@vubiz.com)