

Navigate Learning Dashboard

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The objective of this guide is to Navigate the Learning Dashboard for a Trainer.

Security Role

- Learning Administrator
- Learning Instructor

Learning Instructors will use the Learning Trainer application to access commonly used daily tasks, such as viewing upcoming courses and course details, viewing rosters, and managing grades and attendance.

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View Upcoming Courses

There are two ways to view the upcoming course offerings you have been assigned to:

My Course Offerings

1. Navigate to the Learning Trainer application from Global Navigation.
2. Review the offerings assigned to you on the left under My Course Offerings on your dashboard.
 - a. Click View More to get a complete list of your course offerings as well as the start dates, end dates, and locations.

Instructor Schedule Calendar

3. Additionally, you can select My Schedule under the Menu on the right-hand side of your dashboard.
4. This will bring you to the Instructor Schedule Calendar.

Review Course Details

5. Navigate to the Learning Trainer application from Global Navigation.
6. Under My Course Offerings, select a Course Offering to review in the Course Offering column.
7. Review the Course Details at the top of the screen and within the tabs below:
 - a. **Lessons:** Displays all lessons and content within the course
 - b. **Advanced Details:** Includes the course delivery mode and capacity details
 - c. **Enrollments:** Lists the learners enrolled in the course and their status
 - d. **Grading and Attendance:** Review attendance and grading for learners enrolled in the offering
8. Click the Related Actions button (...) at the bottom of the screen to do the following:
 - a. **Manage Roster:** Enter attendance, scores, and overall grade (see below)
 - b. **View Waitlist:** Review names on the waitlist.
 - c. **Add to Calendar:** Downloads the course content to an Outlook “.ics” file you can add to your calendar.

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- d. **View as a Learner:** View the course details in Learner view.

View Rosters

1. Navigate to the Learning Trainer application from Global Navigation.
2. Under My Course Offerings, select a Course Offering from the **Course Offering** column.
3. Select the Enrollments tab.

Print Rosters

1. Click the Export to Excel icon in the top right corner of the table.
2. Click the Download in the pop-up window.
3. Once the document downloads, depending on your browser defaults, you'll be able to open the file:
 - a. *In the top right corner of your screen.*
 - b. *Bottom left corner of your screen.*
 - c. *Or in your downloads folder.*
4. Edit the Excel file to meet your needs.

Manage Grades and Attendance

Primary Instructors of an offering can mark the Overall Grade and Attendance for learners.

1. Navigate to the Learning Trainer application from Global Navigation.
2. Under My Course Offerings, select a Course Offering to review in the **Course Offering** column.
3. Select the Enrollments tab.
4. Click the Related Actions button (...) at the bottom of the screen.
5. Select Manage Roster.
6. To enable editing in the Overall Grade chart, *you must first select a learner or multiple learners.*
 - a. Select the checkbox next to the name(s) of the learner(s) you'd like to mark.
 - b. Select all learners at once by checking the box at the top of the column.
7. Mark the following:
 - a. Overall Attendance: Select *Attended, Partially Attended, Did Not Attend* from the drop-down.
 - b. Overall Score (if applicable): Enter a numerical score.
 - c. Overall Grade: Select Pass or Fail.
 - i. *You can also use the Mark selected rows as Attended and/or Mark selected rows as Passed and check the box in the upper left-hand corner to mark all attendees.*
8. Click OK.
9. Click Done.