



V 4.6.1.January2018 Document version 01-10-2018-02

End of Year LMS Updates – Admin Guide

NOTE: This DRAFT guide should provide a brief overview and screenshots of the End of Year LMS updates. All items in this guide should be available on the 705 test site for all clients (except for a few indicated items which apply only to clients who have enabled a certain feature or parameter).

This is NOT A full list as some items, such as AHA ROSTERS are still in progress, but are expected to be part of the final release. This guide is expected to be updated. Please check the Learnsoft Admin Wiki Site at <http://lsglm702.learnsoft.com/taskswiki/> for updates.

We expect to move the included updates to production later this month and encourage our clients to test robustly. If finding issues with the testing, documentation or impact to other system function or performance, please inform your assigned Project Manager.

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DRAFT

Allow Client Customization – Overview Tab / Course Listing

Overview: 1) Allows client to Sort Course listing by various criteria; 2) Remembers columns and sort for future sessions

1. **Overview Tab, My Task Section with listing of Courses:** 1) **Gear Box Selector** added; 2) **Start Datetime, Request Type, Enrolled Date, Enrolled By, Due Date and Waitlist Standing** columns added.

User Dashboard

- 64 Upcoming Courses (46 Online / 18 Classroom)
- 19 Course(s) In Progress
- 21 Completed Courses (12 Online / 9 Classroom / 0 Others)
- Print Transcripts Report
- Past Due: 7
- Hours in Training: 0 Online / 0 Classroom
- Certifications: 5 Due Soon / 0 Overdue
- Total Credits: 47 (33.0 Hours / 14.0 Units / 0 Others)
- Incomplete Evaluations: 7
- Printable Certificates: 6
- Some items need your attention! (View overdue courses)
- Calendar for January 2018

My Task (Displaying: Courses)

- Course Selection Menu:
 - All
 - Start Datetime
 - Request Type
 - Enrolled Date
 - Enrolled By
 - Due Date
 - Waitlist Standing
 - Apply
- Course List:
 - Learning Management System Video - Enrollment Type: Mandatory(1/31/2016) - Patient Safety Assignment
 - Adult Patient - Enrollment Type: Mandatory(1/31/2016) - Patient Safety Assignment
 - Harvard MM - Project Management - Enrollment Type: Mandatory(1/31/2016) - HARVARD Assignment
 - Harvard MM - Negotiating - Enrollment Type: Mandatory(1/31/2016) - HARVARD Assignment
 - HIPAA The Power of Privacy - Enrollment Type: Enrolled(Manager)

2. Select desired columns and click the **Apply** button to see associated info (if available)

My Task (Displaying: Courses)

Course	Start Datetime	Request Type	Enrolled Date	Enrolled By	Due Date	Waitlist Standing
Learning Management System Video - Enrollment Type: Mandatory(1/31/2016) - Patient Safety Assignment	1/11/2010 4:45:15 PM	Mandatory (1/3...)	1/31/2010 4:45:15 PM	Petta Dheeraj M	1/31/2016 10:33:37 AM	
Adult Patient - Enrollment Type: Mandatory(1/31/2016) - Patient Safety Assignment	3/19/2010 5:26:44 PM	Mandatory (1/3...)	3/19/2010 5:26:44 PM	Petta Dheeraj M	1/31/2016 10:33:37 AM	
Harvard MM - Project Management - Enrollment Type: Mandatory(1/31/2016) - HARVARD Assignment	3/29/2010 3:31:24 PM	Mandatory (1/3...)	3/29/2010 3:31:24 PM	Petta Dheeraj M	1/31/2016 10:33:37 AM	
Harvard MM - Negotiating - Enrollment Type: Mandatory(1/31/2016) - HARVARD Assignment	3/29/2010 3:31:42 PM	Mandatory (1/3...)	3/29/2010 3:31:42 PM	Petta Dheeraj M	1/31/2016 10:33:37 AM	

3. Sortable by any of column headers (toggle ascending / descending)

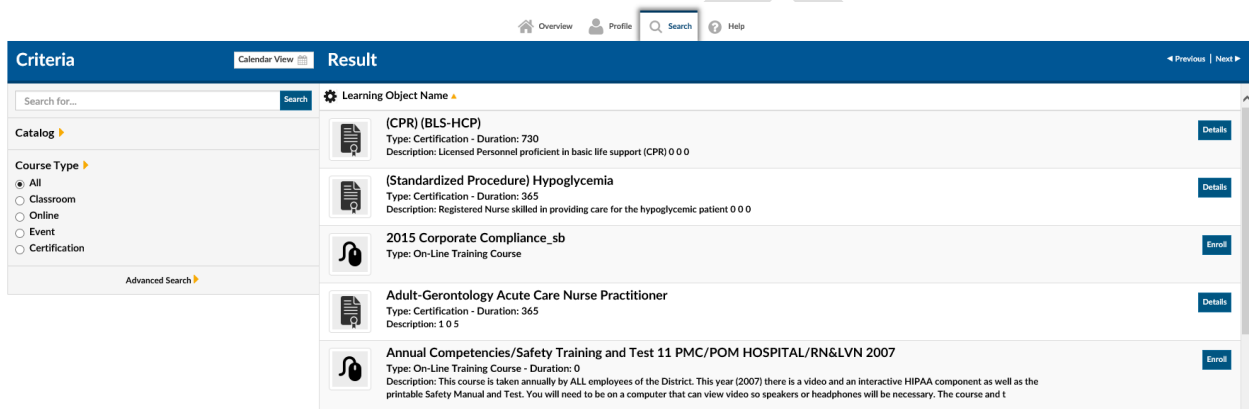
Enrolled Date ▼

4. **Column and Sort Preferences remain across sessions (even after logging out)**

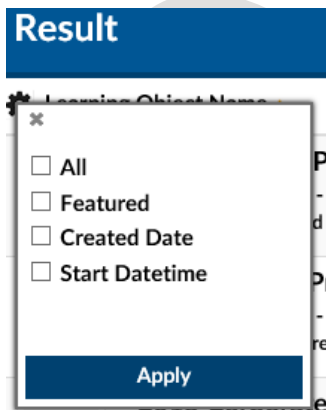
Change Search Tab Results display order and allow client customization

Overview: (CR-#1574) – 1) Changes default view to the following order Course Name, Featured, Start Date; 2) Only displays Certifications if user is part of “Availability” selection for at least one underlying course; 3) Gear box icon added allowing user to add **Featured**, **Created Date** and **Start Date** columns; 4) Columns sortable by column header (toggle ascending / descending); 4) Remembers columns and sort for future sessions





1. Default Search now uses new sort criteria (Course Name, Featured, Start Date) and Only displays Certifications if user is part of “Availability” selection for at least one underlying course. **Gear box icon** / additional column selector added.



2. **Gear box icon** allows user to add **Featured**, **Created Date** and **Start Date** columns.



3. Select desired columns and click the **Apply** button to see associated info (if available). Sortable by any of column headers (toggle ascending / descending)

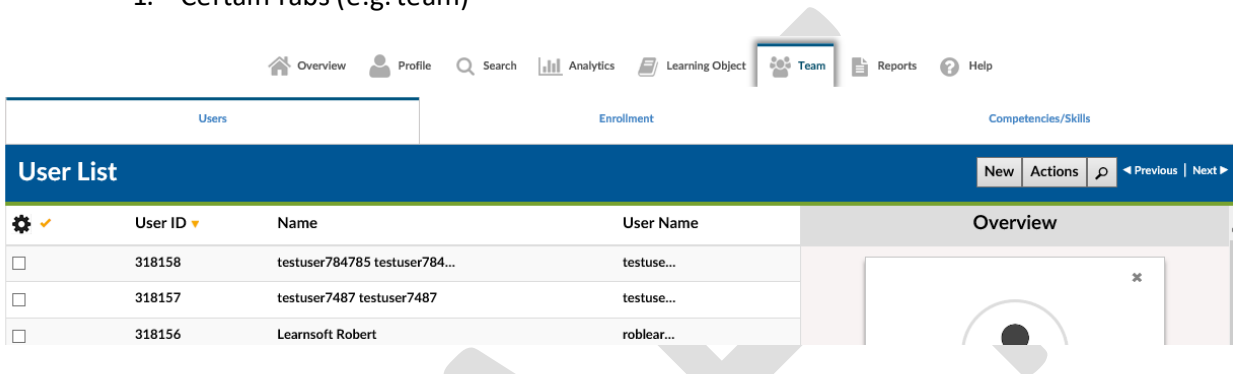
Result				◀ Previous Next ▶
Learning Object Name	Featured	Created Date	Start Datetime	
 General Orientation Type: Classroom Instruction Course 9994 seats remaining Start: 12/31/2099 12:30 AM End: 12/31/2099 2:15 AM Description: The General Orientation is usually managed by either the Training Department or the Human Resources Department, with the Departmental Orientation by the Department Head or first Assistant, while the specific Job Orientation can be carried out by an experienced and trained employee (trained on how to train). Room : Center for the Arts - Center for the Arts	<input type="button" value="Enroll"/>	No	9/11/2016 2:42:30 PM	12/31/2099 12:30:00 AM
 HealthCare Safety Course Type: Classroom Instruction Course 22 seats remaining Start: 12/21/2018 9:00 AM PST End: 12/21/2018 1:15 PM PST Room : SMC Education classroom - Education classroom	<input type="button" value="Enroll"/>	No	12/29/2017 3:27:36 PM	12/21/2018 9:00:00 AM
 HealthCare Safety Course Type: Classroom Instruction Course 22 seats remaining Start: 12/14/2018 9:00 AM PST End: 12/14/2018 1:15 PM PST Room : SMC Education classroom - Education classroom	<input type="button" value="Enroll"/>	No	12/29/2017 3:27:35 PM	12/14/2018 9:00:00 AM
 Basic Life Support for the Healthcare Provider - CPR RENEWAL-RN, LVN, Resp. Therapist Type: Classroom Instruction Course 18 seats remaining Start: 5/29/2018 9:15 AM PST End: 5/29/2018 3:15 PM PST - Duration: 0 Description: This course is designed for the healthcare provider who has had a CPR course in the past. It includes adult, infant, and child CPR and includes the operation of the AED and valve bag mask training. The learner will have video, lecture and skills demonstration on Basic Life Support. This class is f Room : Genesis D - Genesis D	<input type="button" value="Enroll"/>	No	12/28/2017 3:25:56 PM	5/29/2018 9:15:00 AM

4. Column and Sort Preferences remain across sessions (even after logging out)

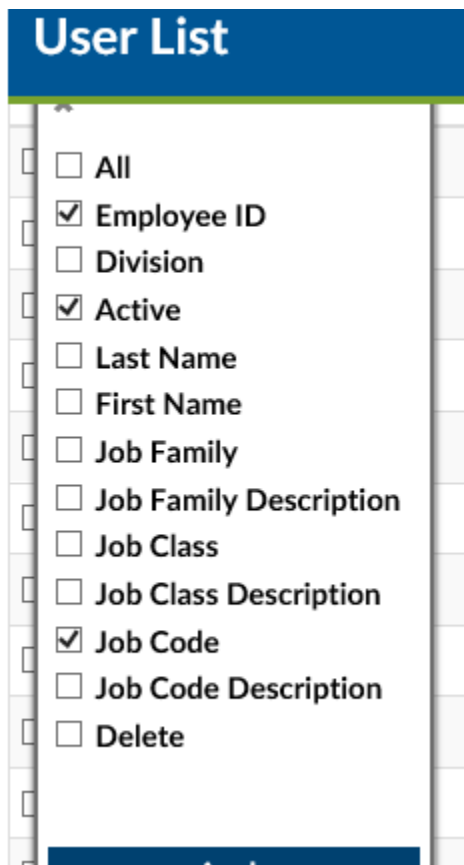
Make client selectable session configurations available after logout

Overview: (CR-#1575) **Gear Box** Column selections and sort preferences remain across sessions (even after logging out)


1. Certain Tabs (e.g. team)



2. Use the **Gear box** to select additional columns you wish to utilize




3. Click apply to view the new column data

User List						
 ✓	User ID ▼	Name	User Name	Employee ID	Active	Job Code
<input type="checkbox"/>	318158	testuser784785 testuser784...	testuse...		Yes	Guest
<input type="checkbox"/>	318157	testuser7487 testuser7487	testuse...		Yes	Guest
<input type="checkbox"/>	318156	Learnsft Robert	roblear...		Yes	Guest

4. Sort by clicking on column header (toggle ascending / descending)

User List						
 ✓	User ID	Name	User Name ▼	Employee ID	Active	Job Code
<input type="checkbox"/>	316362	ZZZInst ZZZInst	ZZZInst	ZZZInst	Yes	
<input type="checkbox"/>	316358	Ztestuser Ztestuser	Ztestuser	Ztest...	Yes	
<input type="checkbox"/>	316359	Ztestmgr Ztestmgr	Ztestmgr	Ztest...	Yes	
<input type="checkbox"/>	316360	Ztestinstructor Ztestinstructor	Ztestins...		Yes	

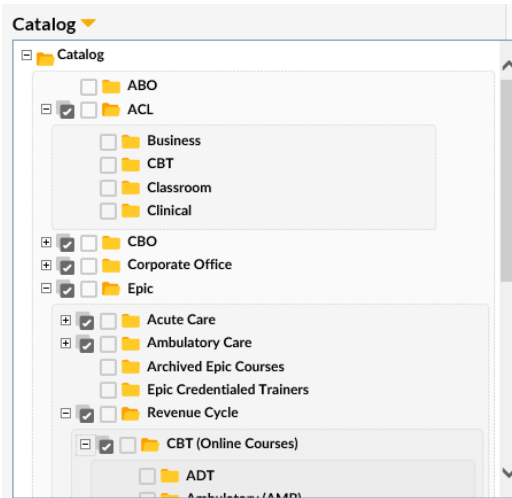
5. Logout / Log back in / Return to tab (COLUMNS AND SORT ORDER REMAIN)

User List						
 ✓	User ID	Name	User Name ▼	Employee ID	Active	Job Code
<input type="checkbox"/>	316362	ZZZInst ZZZInst	ZZZInst	ZZZInst	Yes	
<input type="checkbox"/>	316358	Ztestuser Ztestuser	Ztestuser	Ztest...	Yes	
<input type="checkbox"/>	316359	Ztestmgr Ztestmgr	Ztestmgr	Ztest...	Yes	
<input type="checkbox"/>	316360	Ztestinstructor Ztestinstructor	Ztestins...		Yes	

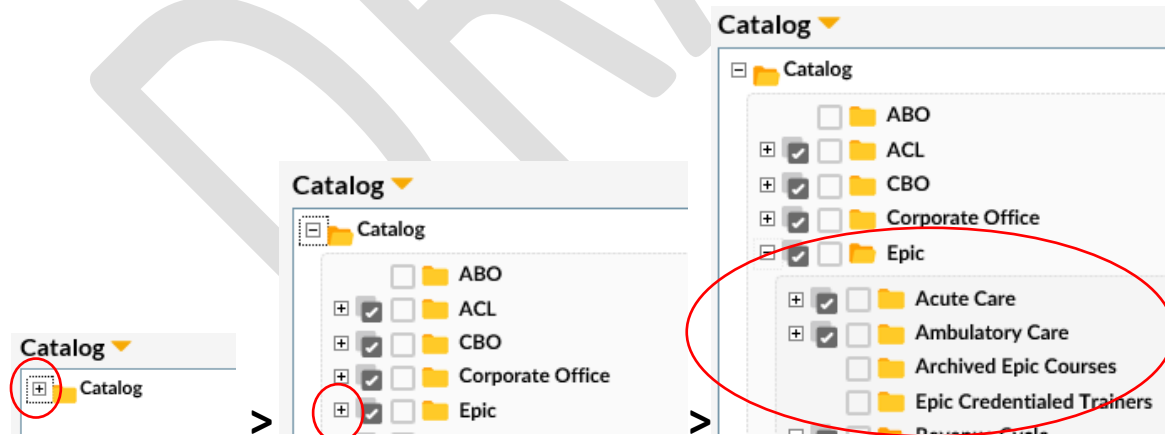
Catalog updated to newer look / Expand icons only show if sub-items / Clicking catalog automatically displays default results even without keyword search

Overview (IL-#477) – 1) The Catalog display has been updated to a more modern design; 2) The expand catalog icon (+) display is only shown if a catalog contains sub-catalogs; 3) In **Search Tab**, clicking catalog will display items from the catalog automatically (previously a “blank” search was required)

1. **Search Tab – Catalog** Section displays more modern design (partially open catalog shown)



2. Expand Checkmarks icon (+) only shown for catalogs containing sub-catalog folders. Click the (+) to expand to next sub-catalog level.



3. Click the checkbox next to a Catalog and the screen will display with all the search results for that catalog (no “blank” search required). Use keywords / Advanced Search to subsearch within selected catalog.

Add Learning Object Instance Status selector to limit display to selected instance status

Overview (CR-#1475) – 1) Status Type Selector added to Magnifying Glass Icon / Selector Tool when viewing Learning Object Instance List allows Admin / Instructor to filter by LOI Status (e.g. **Scheduled**, **Completed**, etc).

1. In **Overview Tab (Group = Instructor)** or **Learning Object Tab**.

The screenshot shows the 'Instructor Dashboard' for the 'Instructor' group. It features several summary cards: 'Classes to Teach' (0), 'Students Enrolled' (14), 'Evaluations Overdue' (8), 'Classes Taught' (2), 'Courses Taught' (2), 'Instructor Rating' (0), 'Total Credits Taught' (0 Hours / 0 Units / 0 Others), and 'Total Students Taught' (3). A large hand icon with the text 'Some items need your attention! View Overdue Rosters' is prominent. To the right is a calendar for January 2018, with Friday the 5th highlighted in green.

The screenshot shows the 'Learning Object List' with a filter set to 'Classroom Active'. The table has columns for ID, Course Number, Name, Student Count, Type, and Class Count. One row is visible with ID 6916, Course Number E00632, Name 'Vocera Phone Class Week 2', Student Count 1178, and a 'View(95)' hyperlink in the Class Count column.

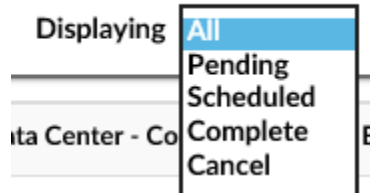
2. Select to View **Learning Object Instance List** (Class Count column “View(##)” hyperlink)

The screenshot shows the 'Learning Object Instance List' for 'Vocera Phone Class Week 2'. The table has columns for ID, Start Datetime, End Datetime, Facility, Students, Roster, Instructor, Type, and Status. The Status column is highlighted in blue. The table contains several rows of instance data, all with a status of 'Completed'.

3. Click on Search / Filter Tool (**Magnifying Glass icon**)

The screenshot shows the 'Search / Filter Tool' interface. It includes a search bar with a magnifying glass icon and a dropdown menu for 'Displaying' set to 'All'. Below the search bar, there are dropdown menus for 'Course ID' and a 'Search' button.

- Use **Displaying** Left most Dropdown (“All” –default) to select Status type



- Screen will refresh with instances meeting selected **Status** criteria only (Sample – Pending selected)

Learning Object Instance List : Vocera Phone Class Week 2

ID	Start Datetime	End Datetime	Facility	Students	Roster	Instructor	Type	Status
164479	6/5/2017 7:00:00 PM	6/5/2017 9:00:00 PM	SEHC Edgewood - Edgewood Computer...	Add(0/0)	View	Rob		Pending
164492	6/6/2017 1:00:00 PM	6/6/2017 3:00:00 PM	SEHC Edgewood - Edgewood Computer...	Add(0/0)	View	Ma		Pending
164493	6/6/2017 3:00:00 PM	6/6/2017 5:00:00 PM	SEHC Edgewood - Edgewood Computer...	Add(0/0)	View	Ma		Pending
164494	6/6/2017 5:00:00 PM	6/6/2017 7:00:00 PM	SEHC Edgewood - Edgewood Computer...	Add(0/0)	View	Ma		Pending
164452	6/6/2017 7:00:00 PM	6/6/2017 9:00:00 PM	SEHC SETEC - Computer Room 3	Add(0/0)	View	Eliz		Pending
164495	6/6/2017 7:00:00 PM	6/6/2017 9:00:00 PM	SEHC Edgewood - Edgewood Computer...	Add(0/0)	View	Ma		Pending

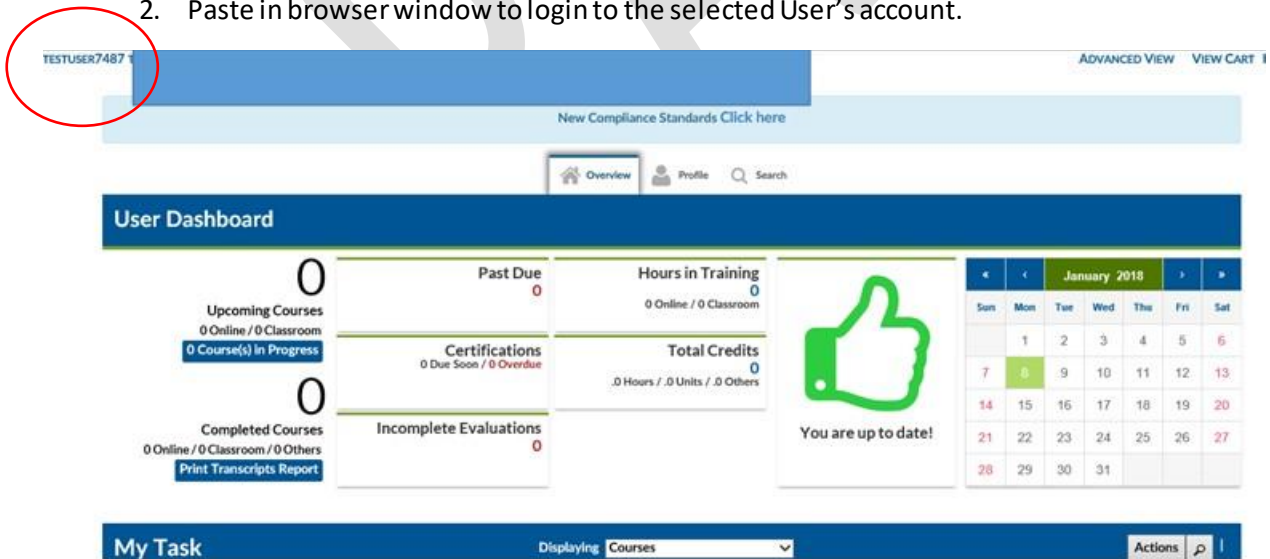
Ghost Ability > Allow Admin to log in as user, but all changes are marked as updates from the Admin as user (APPLIES ONLY TO CLIENTS WHO ENABLE THIS FEATURE)

Overview:

1. Because of Internal Security Guidelines, most clients DO NOT use this feature. If enabled the field Login Link will be visible for CSAs in the Employee Information section of the selected User Profile. Copy the Login Link.

Employee Information	
Employee ID:	Hire Date:* 12/19/2017
Badge ID:	Promotion Date:
Employment Type:* Non-Employee	Termination Date:
Position: Non-Manager(O) Guest(Guest) Guest(Guest)	Rehired Date:
Division:* [Redacted]	Salary Grade:
Supervisor Level:	Leadership Assessment Level:
Specialty Type:	School:
Credential Type:	CDL Classification:
Sub Status:	CDL Expiration Date:
Login Link: https://lsglm705.learnsoft.com/	Safety Sensitive:

2. Paste in browser window to login to the selected User’s account.



The screenshot shows a user profile for 'TESTUSER7487'. The dashboard includes:

- Upcoming Courses:** 0 Online / 0 Classroom, 0 Course(s) In Progress.
- Completed Courses:** 0 Online / 0 Classroom / 0 Others, Print Transcripts Report.
- Past Due:** 0
- Certifications:** 0 Due Soon / 0 Overdue
- Hours in Training:** 0 Online / 0 Classroom
- Total Credits:** 0 Hours / 0 Units / 0 Others
- Incomplete Evaluations:** 0
- Calendar:** January 2018, showing dates from 1 to 31.
- Message:** You are up to date!
- My Task:** Displaying Courses

3. CSAs use this to login to the user account and look at information (e.g. to look at the way a SCORM file loads for that user). Upgrade: If a CSA makes a change in the enrollment / completion section only, that change will show “...by Admin” designation (for accurate Audit purposes).

Four (4) New Process Options allowing for automated class instance, user enrollment and assignment cleanup

Overview: (CR-#1427) – Four processes will be made available to clients that will automate the clean-up process: 1) Convert pending instances to Scheduled based on Launch date; 2) Convert Scheduled Instances to Completed based on Expiry date; 3) User records in pending, enrolled and waitlist status will be cancelled based upon Expiry Date; Assignments will be deactivated based upon Stop Date. Client

1. All instances that are currently in pending status will be converted to Scheduled status based on the Launch Date that has been entered for that instance.
2. All instances that are currently in Scheduled status will be converted to Complete status based on the Expiry Date that has been entered for that instance.
3. All user records that are in Pending, Enrolled and Waitlisted statuses will be cancelled based on the Expiry Date that has been entered for their respective instance.
4. All assignments will be deactivated on the stop date of that assignment.

Please note that each one of these processes is independent of each other and can be switched on and off based on the client preference. All four should be available currently on the 705 Sandbox site.

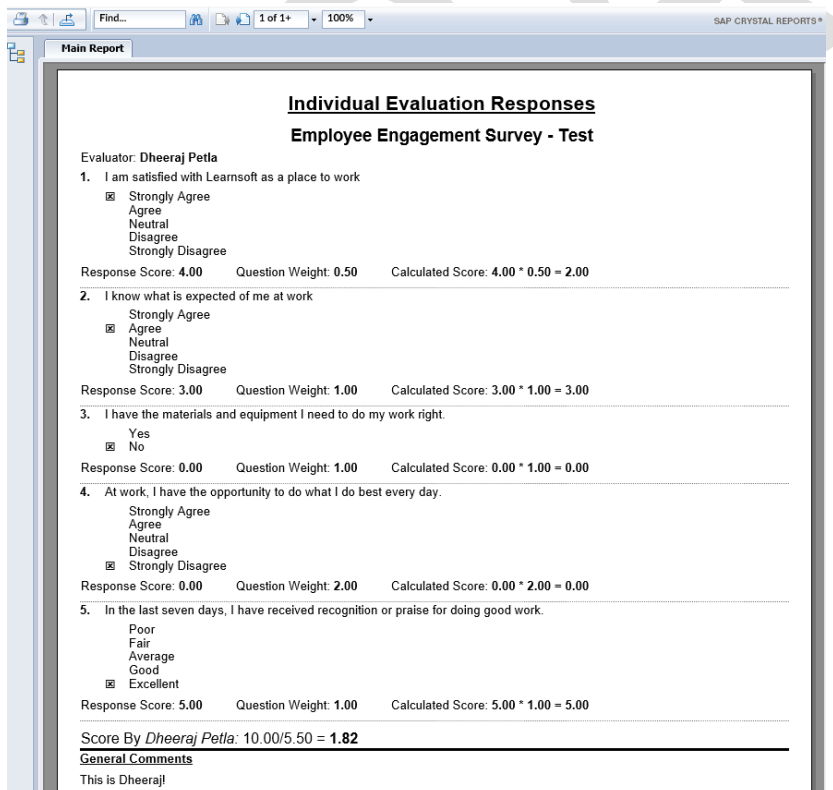
New Evaluation Reports

Overview: (CR-#1429) – Two **Evaluation Reports** have been added: 1) **Evaluation Grid Report 1** – Provides a listing of a) **Individual Evaluation Responses & Comments**, b) **Response Score, Question Weight** and **Calculated Score** for each non comment questions and a total weighted average **Score** for the individual; 2) **Evaluation Grid Report 2** – Provides an *Aggregated* Evaluation Question Analysis, listing a) **Total Responses, Percentage** and **Scores** amongst all users for each question, b) **All Comments**; 3) **Total Score** for the Evaluation. **NOTE: These reports may be split into 4 reports, Same analysis, but with or without comments. Also the score analysis is being updated.**

- 1) Select the desired report: **Evaluation Grid Report 1** or **Evaluation Grid Report 2**

Report List		
	Type	Name
<input checked="" type="checkbox"/>	Standard	Evaluation Grid Report 1
<input type="checkbox"/>	Standard	Evaluation Grid Report 2

- 2) **Evaluation Grid Report 1** – Provides a listing of a) **Individual Evaluation Responses & Comments**,



Individual Evaluation Responses
Employee Engagement Survey - Test

Evaluator: Dheeraj Petla

- I am satisfied with Learnsoft as a place to work
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 Response Score: 4.00 Question Weight: 0.50 Calculated Score: $4.00 * 0.50 = 2.00$
- I know what is expected of me at work
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 Response Score: 3.00 Question Weight: 1.00 Calculated Score: $3.00 * 1.00 = 3.00$
- I have the materials and equipment I need to do my work right.
 - Yes
 - No
 Response Score: 0.00 Question Weight: 1.00 Calculated Score: $0.00 * 1.00 = 0.00$
- At work, I have the opportunity to do what I do best every day.
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 Response Score: 0.00 Question Weight: 2.00 Calculated Score: $0.00 * 2.00 = 0.00$
- In the last seven days, I have received recognition or praise for doing good work.
 - Poor
 - Fair
 - Average
 - Good
 - Excellent
 Response Score: 5.00 Question Weight: 1.00 Calculated Score: $5.00 * 1.00 = 5.00$

Score By *Dheeraj Petla*: $10.00/5.50 = 1.82$

General Comments
This is Dheeraj!

- 3) **Evaluation Grid Report 2** – Provides an Aggregated Evaluation Question Analysis, listing a) **Total Responses, Percentage and Scores** amongst all users for each question, b) **All Comments**; c) **Total Score** for the Evaluation (Note: This calculation and info is being updated).

Find... 1 of 1+ 100% SAP CRYSTAL REPORT

Main Report

Evaluation Question Analysis

Employee Engagement Survey - Test

1. I am satisfied with Learnsoft as a place to work

Response	Percent	Frequency	Score
Strongly Agree	50.00	1	4.00 * 1 = 4.00
Agree	0.00	0	3.00 * 0 = 0.00
Neutral	50.00	1	2.00 * 1 = 2.00
Disagree	0.00	0	1.00 * 0 = 0.00
Strongly Disagree	0.00	0	0.00 * 0 = 0.00
Question Total / Average Score			2 (6.00*0.50)/2 = 1.50
<i>* This question has a weight of 0.50 associated with it.</i>			

2. I know what is expected of me at work

Response	Percent	Frequency	Score
Strongly Agree	0.00	0	4.00 * 0 = 0.00
Agree	50.00	1	3.00 * 1 = 3.00
Neutral	50.00	1	2.00 * 1 = 2.00
Disagree	0.00	0	1.00 * 0 = 0.00
Strongly Disagree	0.00	0	0.00 * 0 = 0.00
Question Total / Average Score			2 5.00/2 = 2.50

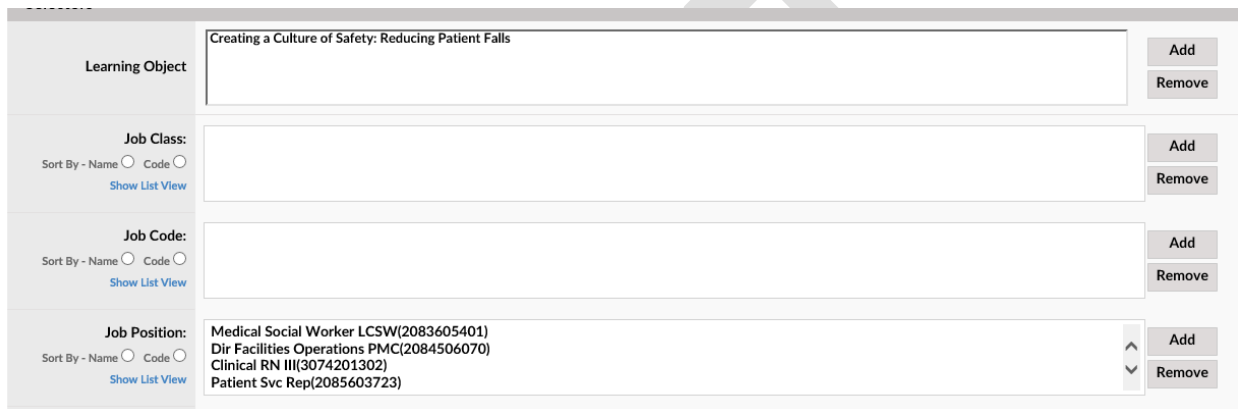
3. I have the materials and equipment I need to do my work right.

Response	Percent	Frequency	Score
Yes	50.00	1	4.00 * 1 = 4.00
No	50.00	1	0.00 * 1 = 0.00
Question Total / Average Score			2 4.00/2 = 2.00

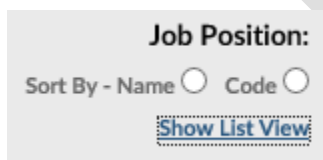
Assignments Feature: Job Class, Code & Position can be displayed in a larger text box and the items can be selected and copied for external analysis.

Overview: (CR-#1263) – Assignments have added a Show List View link below the Job Class, Job Code and Job Position fields. When selected these will show the entries made in the above fields, but in a larger textbox that is accessible for copying using standard keyboard commands. These lists can then be pasted into Excel or other files for internal analysis and comparison.

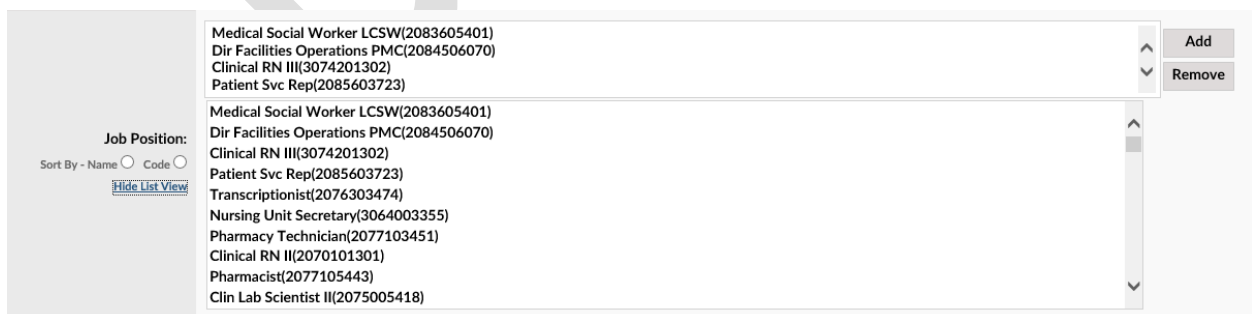
1. Access desired **Assignment**, scroll to **Selectors** Section – **Job Class / Job Code / Job Position** (or equivalent) sub-sections



2. Click the **Show List View** link below the desired selector.



3. Screen will refresh with a larger, scrollable text box of the added entries.



4. Use mouse or keyboard commands to highlight entries in lower box (**Ctrl + A** highlights all). Copy items (e.g. Excel) by using keyboard shortcut (**Ctrl + C**)

Job Position:

Sort By - Name Code

[Hide List View](#)

Patient Svc Rep(2085603723)

Medical Social Worker LCSW(2083605401)

Dir Facilities Operations PMC(2084506070)

Clinical RN III(3074201302)

Patient Svc Rep(2085603723)

Transcriptionist(2076303474)

Nursing Unit Secretary(3064003355)

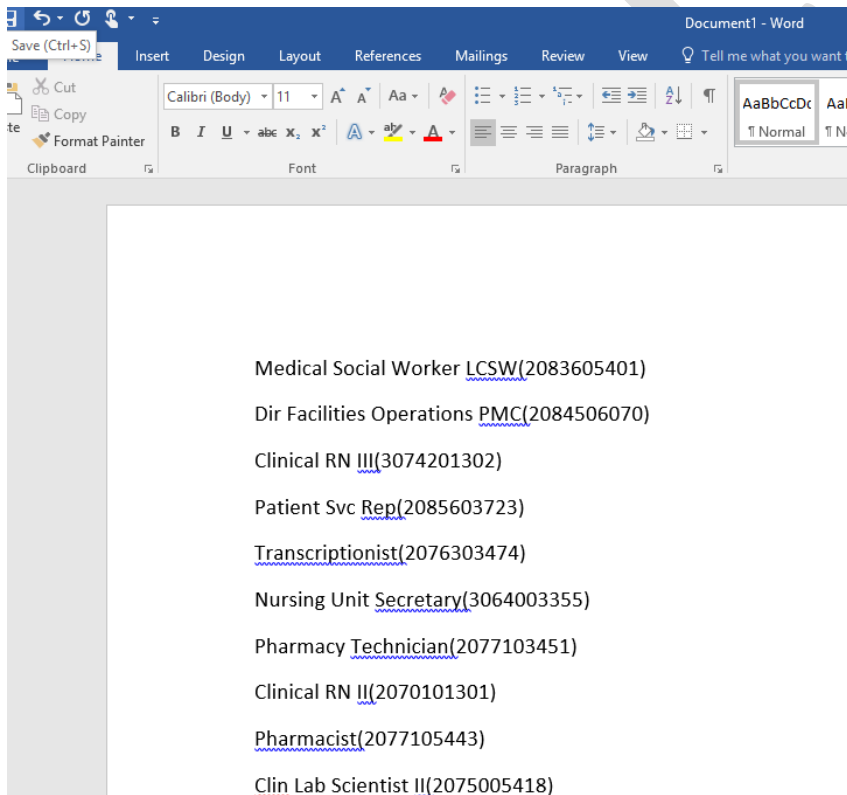
Pharmacy Technician(2077103451)

Clinical RN II(2070101301)

Pharmacist(2077105443)

Clin Lab Scientist II(2075005418)

5. Paste (**Ctrl + V**) into Word, Excel or other application to view, search and compare.



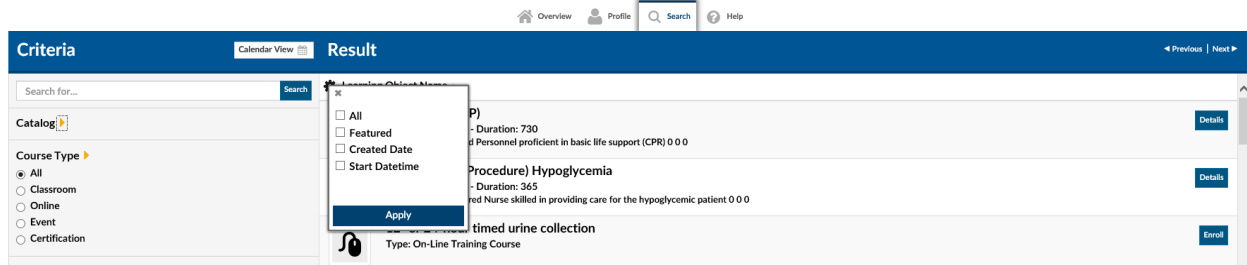
The screenshot shows the Microsoft Word interface with the following text pasted into the document:

- Medical Social Worker LCSW(2083605401)
- Dir Facilities Operations PMC(2084506070)
- Clinical RN III(3074201302)
- Patient Svc Rep(2085603723)
- Transcriptionist(2076303474)
- Nursing Unit Secretary(3064003355)
- Pharmacy Technician(2077103451)
- Clinical RN II(2070101301)
- Pharmacist(2077105443)
- Clin Lab Scientist II(2075005418)

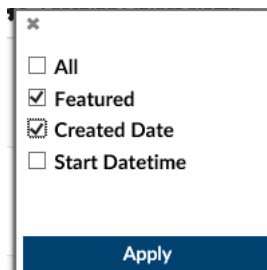
Allow Users to View Newer Courses in Search Tab

Overview: (CR-#1409) – 1) Result Set adds both **Featured** and **Created Date** to both display this info and allow users to sort by these columns.

1. Search Tab / Gear Box Icon allows users to select columns to view. Both Feature and Created Date have been added as selectors.



2. Users can select Columns to View by selecting checkbox(es) and then clicking **Apply** button.



3. Result Set will display column data.

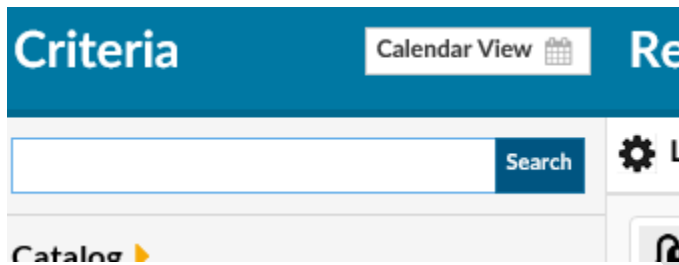
Learning Object Name	Featured	Created Date
(CPR) (BLS-HCP) Type: Certification - Duration: 730 Description: Licensed Personnel proficient in basic life support (CPR) 0 0 0	No	
(Standardized Procedure) Hypoglycemia Type: Certification - Duration: 365 Description: Registered Nurse skilled in providing care for the hypoglycemic patient 0 0 0	No	
12- or 24-hour timed urine collection Type: On-Line Training Course	No	4/28/2017 4:37:33 PM
12-lead electrocardiogram (ECG) Type: On-Line Training Course	No	4/28/2017 4:41:52 PM
2015 Corporate Compliance_sb		10/22/2015

4. User can click on column header to sort (toggle ascending / descending) to see Featured and Newest courses at top of search.

Search Tab enhanced to allow keyboard Enter Key in addition to Search Button

Overview: (CR-#1509) – 1) When using **Search** Tab users can either click **Search** button or the Keyboard **Enter** key to initiate search.

1. **Search** Tab. If entering a search term, previously needed to click the **SEARCH** button to initiate a search. Additionally, now, clicking the **ENTER** key on the keyboard will additionally launch the search.



“Enrolled By” Column now available when viewing Roster and Enrollments.

Description: (CR-#1482) –**Enrolled By** column has been added to the **Gear Box** selector and is available when viewing 1) **Roster (Overview Tab: Group = Instructor, Learning Object Tab)**; 2) **Enrollment (Team Tab: Enrollment sub-tab)**

1. **Team Tab – Enrollment sub-tab (Displaying = Enrolled)** shown (as an example)

Status	Actions	Name	Employee ID	Course
Enrolled	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Amberkar Kishor	1234510	CEO Yearly Meeting for Managers
Enrolled	Score: <input type="text"/> Req:80 <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Jones Joseph	jjones	Learning Management System Video
Enrolled	Score: <input type="text"/> Req:80 <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Jones Joseph	jjones	Learning Management System Video
Enrolled	Score: <input type="text"/> Req:80 <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Petla Dheeraj M	54879322	Weapons of Mass Destruction - Chemical
Enrolled	Score: <input type="text"/> Req:80 <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Petla Dheeraj M	54879322	Weapons of Mass Destruction - Chemical
Enrolled	<input type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Jones Joseph	jjones	Adult Patient

2. Gear Box Icon column selector now allows **Enrolled By** option.

- All
- Active
- Department
- Type
- Start Datetime
- End Datetime
- Facility
- Enroll Date
- Enrolled By**
- Attempted Enroll Date
- Due Date
- Waitlist Standing

Apply

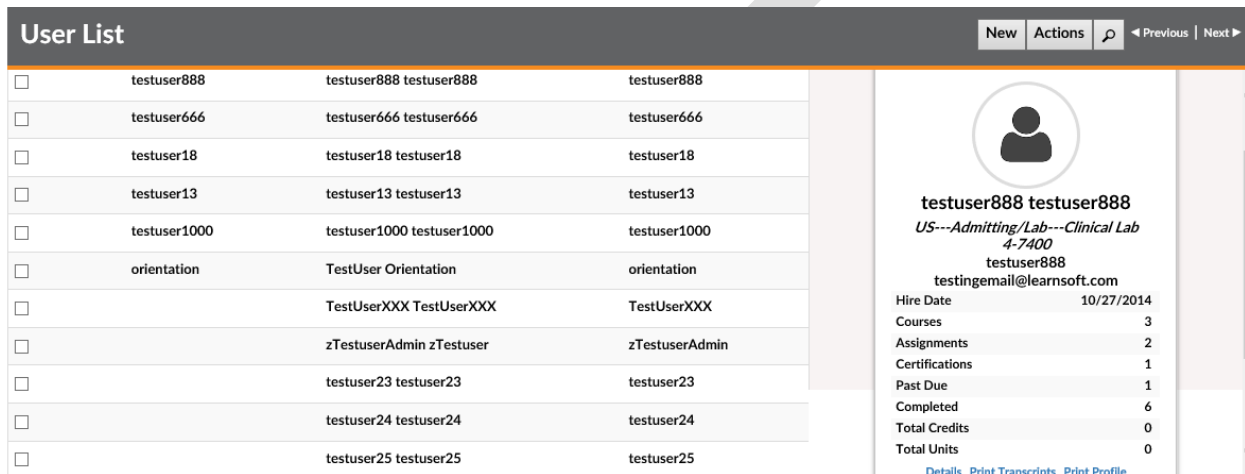
3. Select **Enrolled By** checkbox and click apply. Info now displayed in column.

Status	Actions	Name	Employee ID	Course	Enrolled By
Enrolled	Score: <input type="text"/> Req:80 <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Petla Dheeraj M	54879322	Weapons of Mass Destruction - Chemical	Petla Dheeraj M
Enrolled	Score: <input type="text"/> Req:80 <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Petla Dheeraj M	54879322	Weapons of Mass Destruction - Chemical	Petla Dheeraj M
Enrolled	<input type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Jones Joseph	jjones	Adult Patient	Petla Dheeraj M
Enrolled	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	Jones Joseph	jjones	Adult Patient	Petla Dheeraj M
Enrolled	<input checked="" type="radio"/> Passed <input type="radio"/> Failed <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <input type="radio"/> Move <input type="radio"/> Replace	test22 test22		Adult Patient	Petla Dheeraj M

1-Click User Profile Report added to User Profile Overview “Card”.

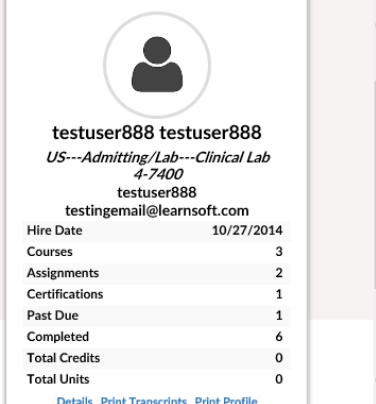
Overview: New Report detailing Profile, Certification, Competencies and Training data available with a single click when viewing User Profile Overview “Card” (Rollover name in User List)

1. Access *User Profile Overview Card* by rolling over Name column when viewing User List either in Team Tab or in Overview Tab [Group = Manager].



User List New Actions 🔍 ◀ Previous | Next ▶

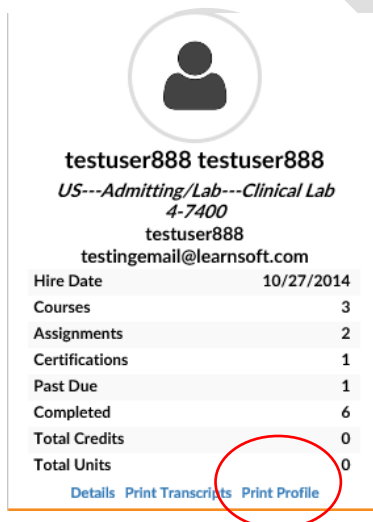
<input type="checkbox"/>	testuser888	testuser888 testuser888	testuser888
<input type="checkbox"/>	testuser666	testuser666 testuser666	testuser666
<input type="checkbox"/>	testuser18	testuser18 testuser18	testuser18
<input type="checkbox"/>	testuser13	testuser13 testuser13	testuser13
<input type="checkbox"/>	testuser1000	testuser1000 testuser1000	testuser1000
<input type="checkbox"/>	orientation	TestUser Orientation	orientation
<input type="checkbox"/>		TestUserXXX TestUserXXX	TestUserXXX
<input type="checkbox"/>		zTestuserAdmin zTestuser	zTestuserAdmin
<input type="checkbox"/>		testuser23 testuser23	testuser23
<input type="checkbox"/>		testuser24 testuser24	testuser24
<input type="checkbox"/>		testuser25 testuser25	testuser25



testuser888 testuser888
US---Admitting/Lab---Clinical Lab 4-7400
 testuser888
 testingemail@learnsoft.com
 Hire Date 10/27/2014
 Courses 3
 Assignments 2
 Certifications 1
 Past Due 1
 Completed 6
 Total Credits 0
 Total Units 0

[Details](#) [Print Transcripts](#) [Print Profile](#)

2. Click on **Print Profile** link at bottom of *User Profile Overview Card*



testuser888 testuser888
US---Admitting/Lab---Clinical Lab 4-7400
 testuser888
 testingemail@learnsoft.com
 Hire Date 10/27/2014
 Courses 3
 Assignments 2
 Certifications 1
 Past Due 1
 Completed 6
 Total Credits 0
 Total Units 0

[Details](#) [Print Transcripts](#) [Print Profile](#)

3. Window will launch with a custom user profile report. Sections will include (if info is available) User **Details, Certification, Competencies & Training**

Job Class, Job Code & Job Position Codes & Description Columns now available in Gear Box when viewing User List

Overview: (CR-#1521) – The following items have been added to the **User List Gear Box** tool: **Job Class, Job Class Description, Job Code, Job Code Description, Job Position, Job Position Description**. This allows the viewer to add these columns for viewing and sorting purposes. (They are still available as filter items when using the Magnifying Glass icon).

1. Access the **User List** either in **Team Tab** or in **Overview Tab** [Group = Manager].

User List			
<input checked="" type="checkbox"/>	Employee ID	Name	User Name
<input type="checkbox"/>	testmshr	testmshr testmshr	testmshr
<input type="checkbox"/>		zTestuserAdmin zTestuser	zTestuserAdmin
<input type="checkbox"/>		TestUserXXX TestUserXXX	TestUserXXX
<input type="checkbox"/>	zTestuser	zTestuser Instructor	zTestuser
<input type="checkbox"/>	orientation	TestUser Orientation	orientation
<input type="checkbox"/>		testuser555 testuser555	testuser555
<input type="checkbox"/>		testuser25 testuser25	testuser25
<input type="checkbox"/>		testuser24 testuser24	testuser24
<input type="checkbox"/>		testuser23 testuser23	testuser23
<input type="checkbox"/>	testuser666	testuser666 testuser666	testuser666

21 Users (0 Selected) - Page 1 Of 2 Select All | Unselect All | Remove Selected | Remove Unselected

2. Click the **Gear** icon to access additional columns to view. New Items include **Job Code, Job Code Description, Job Class, Job Class Description, Job Position, Job Position Description**.



3. Select the columns you wish to see and click **Apply**.

First Name

Job Code

Job Code Description

Job Class

Job Class Description

Job Position

Job Position Description

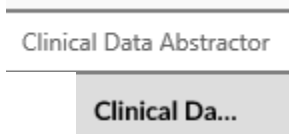
Delete

Apply

4. The screen will refresh with the added columns. Click on column to sort (Toggle ascending / descending)

User List				New Actions ◀ Previous Next ▶					
	Employee ID	Name	User Name	Job Code	Job Code Description	Job Class	Job Class Description	Job Position	Job Position Description
<input type="checkbox"/>	zTestuser	zTestuser Instructor	zTestuser	WNDPHY95	Wound Ca...	PHY	Physician	10093653...	Wound Ca...
<input type="checkbox"/>		testuser42 testuser42	testuser42	WEBSTRA95	Web Strat...	UNKNOWN	UNKNOWN	10083801...	Web Strat...
<input type="checkbox"/>		testuser41 testuser41	testuser41	WAREHSE	Warehous...	UNKNOWN	UNKNOWN	10082000...	Materials...
<input type="checkbox"/>		testuser25 testuser25	testuser25	WAREHSE	Warehous...	UNKNOWN	UNKNOWN	10082000...	Materials...
<input type="checkbox"/>		testuser24 testuser24	testuser24	WAREHSE	Warehous...	UNKNOWN	UNKNOWN	10082000...	Materials...
<input type="checkbox"/>		testuser23 testuser23	testuser23	WAREHSE	Warehous...	UNKNOWN	UNKNOWN	10082000...	Materials...

5. Hover over any truncated field to display full text.



Ability to Embed images into Tests

Overview: (CR-#1474) – Allows Users to view images associated with questions directly in the LMS test (in addition to prior method of having to click on the **View Attachments** Link. Note: Only works if Test Instance “**Show One Question Per Page**” option is selected).

1. When creating test, ensure “**Show One Question Per Page**” option is selected in the **Test Instance Details** section. (Add

TEST INSTANCE

Test Instance Details

Instance Name: *	2017 Fetal Monitor Competency
Randomize:	<input type="checkbox"/>
Use All Questions:	<input checked="" type="checkbox"/>
Enforce Attempt Logic:	<input type="checkbox"/>
Attempts:	
Review On Completion:	<input checked="" type="checkbox"/>
Show One Question Per Page:	<input checked="" type="checkbox"/>
Time Allowed(Minutes):	

2. Add Attachments as per normal when adding test questions and answers.

TEST QUESTION EDIT AUDIT TRAIL EXIT

Test Question Details

This fetal monitor strip is indicative of a:

Question Text:*


Comments:

Randomize: **Display Order:*** 1

Available Test Answer

Delete	Name	Value	Correct	Display Order	Type	New Answer
X	a. Category I tracing		Yes	1	Radio Button	Edit
X	b. Category II tracing		No	2	Radio Button	Edit
X	c. Category III tracing		No	3	Radio Button	Edit

Attachment

Delete	Name	Attachment Type	Attachment	New attachment
X		Primary Image		Edit


3. When User launches course and takes Test, image will now display within the test (They still have the option to **View Attachments** in a separate link window)

2017 FETAL MONITOR COMPETENCY 20 Questions
Please click the submit button to record the score. SUBMIT

2017 FETAL MONITOR COMPETENCY
Examination - 2017 Fetal Monitor Competency
Test Result

1. This fetal monitor strip is indicative of a:

[View Attachments](#)



The image shows a fetal monitor strip with two traces. The top trace is the fetal heart rate, showing a regular rhythm with a rate between 110 and 160 bpm. The bottom trace is the uterine activity, showing regular, moderate contractions. The strip is labeled 'Category I'.

a. Category I tracing
 b. Category II tracing
 c. Category III tracing

NEXT

DRAFT



Hire Date, Termination date and Rehire Date, if applicable, can be viewed in User Profile

Overview: (CR-#1227) - If client HRIS system provides this information, the **Hire Date, Termination Date** and **Rehire Dates** are now visible when viewing the **User Profile** information.

1. Access User Profile. Navigate to **Employee Information** Section (**Overview / Details** subtabs). **Hire Date, Promotion Date** and **Rehired Date** columns are now visible.
 - Note: Import file must send this information to populate.

Employee Information			
Employee ID:	<input type="text" value="lsglm"/>	Hire Date:*	<input type="text" value="3/8/2012"/>
Badge ID:	<input type="text"/>	Promotion Date:	<input type="text"/>
Employment Type:*	ACTIVE FULL TIME <input type="checkbox"/>	Termination Date:	<input type="text"/>
Position:	<input type="text"/>	Rehired Date:	<input type="text"/>

DRAFT

Sub-Search Metrics updated to display actual object and page counts

Overview: (CR-#1544) – When sub-searching within object lists, sub-search metrics (**# of objects, displayed page and total number of pages**) will now display actual sub-search values (previously some parameters retained the parent search values)

1. The Task-centric interface focuses on metrics. When accessing most tabs (e.g. Learning Object, Team, report), you will be presented with a list of information. At the bottom of the window, the **# of objects** in the list, the **total number of pages** holding this information and the **displayed page** of this total number of pages is shown.

ID	Course Number	Name	Student Count	Type	Class Count
15151		ZZZZZ Test Course ILT Cert	2		View(1)
15147		Super User Soarian Revenue Management	18		View(10)
15146		Soarian Super User and End User Scheduling	88		View(10)
15143		Sleep Lab Training (EU)			View(2)
15142		Favorites Fair (EU)	1		View(10)
15140		Soarian PRM End User Training (EU)	2		View(20)
15139		TTT Mmodal	22		View(1)
15138		Sitters/Other (EU)			View(2)
15137		Women's Healthcare of Ferguson Medical Group II Provider (EU)			View(2)
15136		Women's Healthcare of Ferguson Medical Group I Provider (EU)			View(2)

412 Learning Objects (0 Selected) - Page 1 Of 26

2. The update extends this information to additional subsearches. For example, when using the **Magnifying Glass** tool to further refine / filter results.

Learning Object Name | Blood | Search

3. The subset results will also update the **# of objects, total number of pages** and **displayed page** results.



Learning Object List							Displaying: All Active	New	Actions
<input type="checkbox"/>	ID	Course Number	Name	Student Count	Type	Class Count			
<input type="checkbox"/>	14624		2017 Comp: POC - Lead Care II Blood Lead Test Kit - Off Site	9		View(2)			
<input type="checkbox"/>	14617		2017 Comp: POC - Arterial Blood Gas - RT	49		View(12)			
<input type="checkbox"/>	14616		2017 Comp: POC - Arterial Blood Gas - Non RT	39		View(1)			
<input type="checkbox"/>	13837		2016 Comp: POC - Lead Care II Blood Lead Test Kit - Off Site	9		View(1)			
<input type="checkbox"/>	13391		2016 Comp: POC - Arterial Blood Gas - Non RT	78		View(1)			
<input type="checkbox"/>	13390		2016 Comp: POC - Arterial Blood Gas - RT	89		View(1)			

6 Learning Objects (0 Selected) - Page 1 Of 1

[Select All](#) | [Unselect All](#) | [Remove Selected](#) | [Remove Unselected](#)

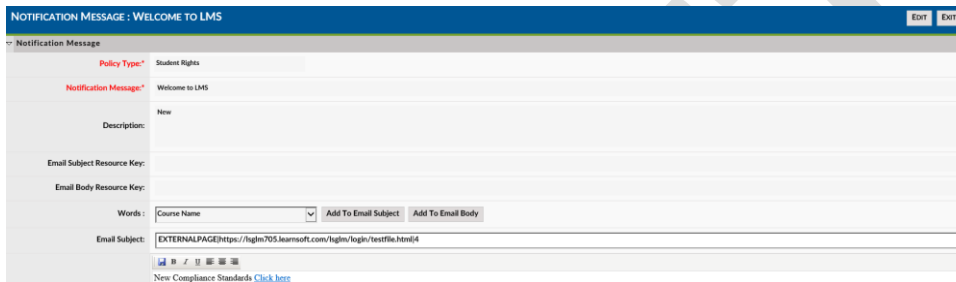
DRAFT

Option to limit Global Message Popup to specific number of logins

Overview: **Notification Message #15** is a specialized global system message. The Information in the **Email Subject** section allows for a special pop-up screen that can display messages or videos. A new parameter has been added to limit this popup to an Admin specified number of logins (Previously this message would popup every time a user logged in until the Admin cleared the **Email Subject** section).

Note: If any data is updated in this notification message, all user login counts will reset to zero and if the Header is populated, the message will again popup until the Admin specified number of logins is achieved.

1. Access Notification Message #15. (Note: See wiki for fuller instructions as to how to customize Global Notification Message).



2. Click **Edit** to enter edit mode; in **Email Subject** Section update **EXTERNAL PAGE** link as desired. At end of link add a pipe and the maximum number of times the message can play (each login is a single time). For example below “|4” has been appended to end of link, so the popup will display for the next four logins, but will not display upon the fifth login and beyond (unless updated).

Email Subject: `EXTERNALPAGE|https://lsglm705.learnsoft.com/lsglm/login/testfile.html|4`

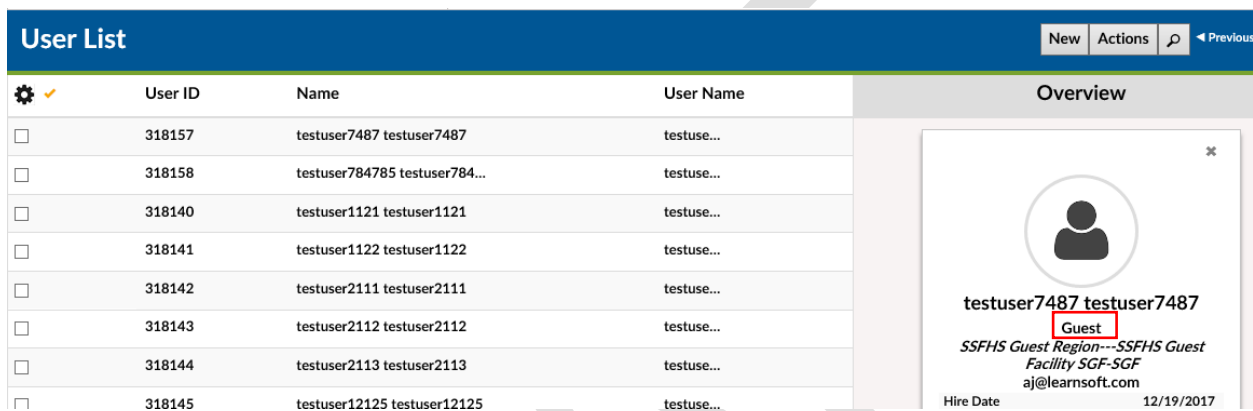
3. Sample Global System Message (video) popup upon login.




User Profile “Overview” Card updated to display Primary Job Position

Description: (CR-#1515) – Previously **User Profile “Overview” Card** may have displayed non-primary job positions. This has been updated to show the Primary Job Position. (Note: This only applies to clients where multiple positions are utilized and primary positions are notated).

1. Access User List either in **Team** Tab or in **Overview** Tab [**Group = Manager**]. Scroll over **Name** column for desired user. User **Overview** Card will update and display Primary job position.



User List					New	Actions	Previous
<input type="checkbox"/>	User ID	Name	User Name	Overview			
<input type="checkbox"/>	318157	testuser7487 testuser7487	testuse...	<div style="border: 1px solid #ccc; padding: 10px;">  <p>testuser7487 testuser7487 Guest SSFHS Guest Region---SSFHS Guest Facility SGF-SGF aj@learnsoft.com Hire Date 12/19/2017</p> </div>			
<input type="checkbox"/>	318158	testuser784785 testuser784...	testuse...				
<input type="checkbox"/>	318140	testuser1121 testuser1121	testuse...				
<input type="checkbox"/>	318141	testuser1122 testuser1122	testuse...				
<input type="checkbox"/>	318142	testuser2111 testuser2111	testuse...				
<input type="checkbox"/>	318143	testuser2112 testuser2112	testuse...				
<input type="checkbox"/>	318144	testuser2113 testuser2113	testuse...				
<input type="checkbox"/>	318145	testuser12125 testuser12125	testuse...				



Departments marked as Hidden will NOT display in Availability section when creating Learning Object (Class) Instances

Overview: (CR-#1423 & CR-#1579) – Allows CSA to hide Departments so when Class instances are created the Availability tree will not show these hidden departments

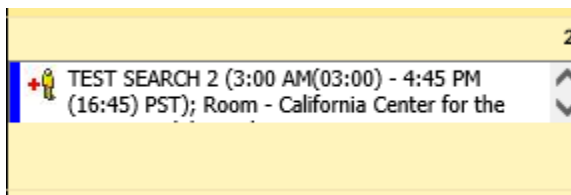
- 1) TO BE ADDED IN NEXT DRAFT

DRAFT

Military Time (24 hour clock) display added to Search and Search / Calendar Views (for requesting clients only)


Overview (CR - #627) - 1) In **Search** Tab, classroom courses will display start and end times in both 12 & 24 hour formats; 2) In **Search** Tab / **Calendar** View, classroom courses will display start and end times in both 12 & 24 hour formats. Note: While this can be made available to every client, this is currently only viewable by specific clients who have requested this formatting.

1. Search Tab – Calendar view shows both standard and military time



2. Search – Classroom search result set

Result

Learning Object Name	Start Datetime ▼
 TEST SEARCH 2 Type: Classroom Instruction Course 139 seats remaining Start: 1/24/2018 3:00 AM PST (0300) End: 1/24/2018 4:45 PM PST (1645) Room : California Center for the Arts Escondido - Salon B	Enroll Details 1/24/2018 3:00:00 AM

"Course Canceled" added as prepopulated option when selecting a reason for user enrollment cancellation

Overview: (CR-#1461) - "Course Canceled" has been added to the prepopulated cancellation reasons an admin, manager, instructor can select when canceling a user enrollment

Certification Feature Updates.

Overview: (CR-#1564) – 1) Certification now only appears in default and client initiated search if user is part of "Availability" for at least one course included in the certification; 2) Certification that are distributed as part of assignments will mark courses as complete within the certification if users have previously completed these courses within client determined timeframes; 3) Admins can cancel courses and certification will be removed from user account.

(IN PROGRESS: TO BE UPDATED WITH SAMPLE SHORTLY)