

VERTICLIMB



Manual Completions

How to Manually Enter Course Scores

12

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Management Control Panel

As a manager at your organization, you may need to perform administrator tasks using the learning management system (LMS).

This portion of the Administrator documentation deals with how to:

- Manually complete a user's or multiple users' course completion date and score.

Course Functionality: Please report any course malfunctions to the Verticlimb Team. Contact us at support@verticlimb.com or call 877.814.4254.

Do not manually complete a user's score as a way to avoid completing a course or as a workaround to a course that has malfunctioned.

What Are Manual Course Completions?

Manual course completions are done “behind the scenes” of the LMS. An authorized Administrator can –

- Change a user’s course status from “Not Attempted” or “Incomplete” to a status of “Complete”,
- Enter a score,
- Enter a course start and complete date.

A course must be manually completed when the course is taught in a group setting and the quiz is also administered in a group setting. Once the group has passed their quiz by a show of hands or by a verbal verification of knowledge, the LMS Administrator can record the scores and dates of completion in the LMS.

On rare occasions a course score is manually completed due to a course malfunction. Compliance best practices are to only complete a user who has successfully proven that they have passed the quiz. Report all malfunctions to Verticlimb support.

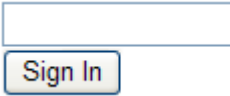
Important: Completion Status Changes Cannot be Manually Undone

Only one completion record can be manually entered for each user for each course. Once a completion record status is entered for a user it cannot be changed from “Complete” back to “Incomplete”.


Please contact Verticlimb if a completion record was entered incorrectly. If the status needs to be reset or removed Verticlimb will assist in resolving this request.

Login to the Management Control Panel

After you login to the learning management system (LMS), you will see the Management login box.




Note: If you do not see this login box, your account is not set up for access. Passwords and permissions are assigned by Verticlimb at the time of system roll-on or by request.

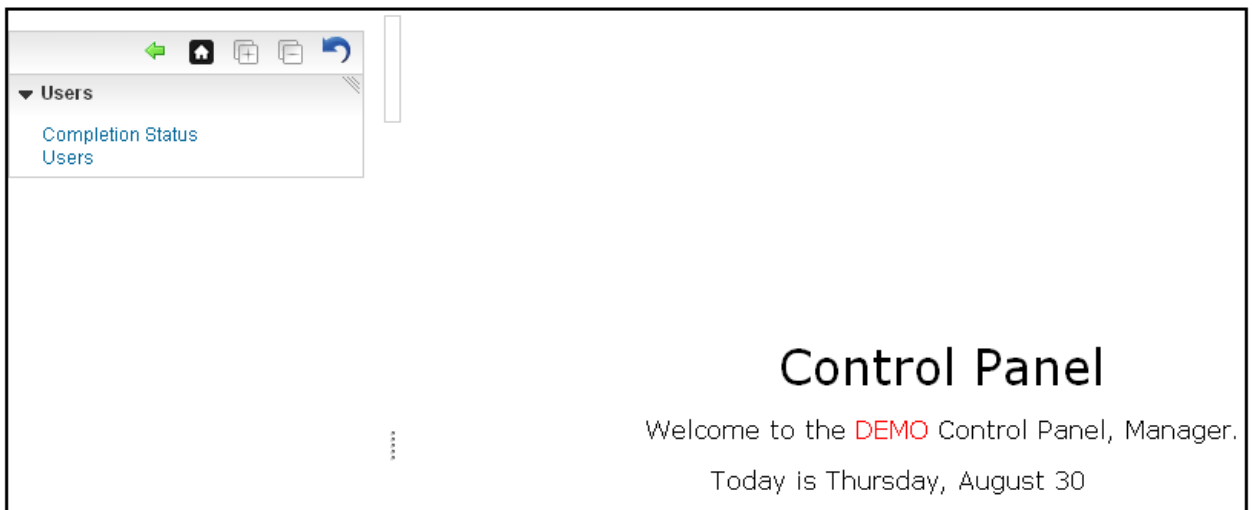
1. Enter the password and click .
2. Place the mouse over the gear to view the Control Panel drop down menu.



3. Click on the "Control Panel" link to view the Management Control Panel screen.

Access the Completion Status Screen


4. Once logged into the Management Control Panel, click "Completion Status" (located under the "Users" heading ).




5. The completion status screen will appear.

Filter (Search) Course Name for Manual Completion

NOTE: These options are pictured in a Courses Selector Dialog Box screen shot on the following page. You must (1) filter information on an Item Type (Course) and then (2) select the appropriate usernames before you can manually complete course information.

1. Select a course for manual completion.
2. Click on the  **Find Item** button.
3. The Select Courses dialog box will appear.
4. Use this dialog box to filter (find) the appropriate course. You have a few methods to search for courses.
 - a. "Course Titles Beginning With". Click a letter to display the course name. Scroll down to see the results.
 - b. "Courses added". Scroll down to see the results. AICC and SCORM will give you a list for courses that are published using that format, respectively. LearnCenter is not used at this time.
 - c. "Course Titles". (1) The radio button "containing" shows courses containing a few letters of the course title. (2) The radio button "beginning with" filters by the first letters in the course name. Click the "Search" button. Scroll down to see the results.
 - d. "Course Location". Keep at the default settings.
 - e. "Courses in this Skill/Category." Keep at the default settings.
 - f. "Categories". Keep at the default settings.
 - g. "Display". Click the drop down arrow for records per page.
 - h. "Search". Yields a result based on your filter parameters.
 - i. "Reset". Clears all changes made to the filter options.
5. Scroll to locate courses.
6. Select the course you need by clicking on the radio button next to the course title.

Note: You can only select one (1) course at a time.

7. Click the  **Return Selected** button.

▶ **Instructions**

▼ **Filters**

(a) Course Titles Beginning With: Show All [0-9]
 ABCDEFGHIJKLMNOPQRSTUVWXYZ

Combination Filters Select criteria from any or all filters

(b) Courses added
 with the AICC Importer
 with the SCORM Importer
 within the LearnCenter

(c) Courses Location
 Are included in this LearnCenter
 Were written by you
 Individual SCOs

(d) Course Titles
 containing beginning with

(e) Courses in this Skill/Category
 Skills

(f) Categories

(g) Display records per page

(h) (i)

▼ **Courses List**

Current Filter { Added with the AICC Importer

Denotes a course



12 courses available, showing 1-12

		Title ▲	Type	Added Date	Status	
1	<input type="checkbox"/>	Bloodborne Pathogens	SCORM	4/2/2012 4:57 PM (GMT-07:00)	Open	<input type="radio"/>

Courses Selector Dialog Box Screen Shot

Filter (Search) Users for Manual Completion

NOTE: These options are pictured in a Users Selector Dialog Box screen shot on the following page. Once your course is selected, you need to choose usernames.

8. Click the  **Select Users** button. The Select Users dialog box will appear.
9. Use the Users Search dialog box to filter (or find) the appropriate username. You have a few methods to search for users:
 - a. "Usernames Beginning With". Click a letter or the "Show All" option. Scroll down to see the results.
 - b. "Combination Filters Select criteria from any or all filters". Using one of the filter methods, type in letters of the employee name. Click the "Search" button. Scroll down to see the results.
 - c. "Users With Status".
 - (1) Checkmark "Approved" to see active users (recommended).
 - (2) *Denied Access*: User who has been denied access (not normally used).
 - (3) *Pending Approval*: User who has not yet been approved to enter the Learn Center (e.g., off-season employee or organizations that are still ramping up for the new system).
 - (4) *Removed*: User who has been removed (e.g., terminated employees) from the system.
 - (5) *Disabled Access*: User who has been disabled from using the system (not normally used).Click the "Search" button. Scroll down to see the results.
 - d. "Category". This is not an intuitive search option and is not recommended. Groups are assigned by Verticlimb for the purpose of language course assignments and reporting functionality. Click a user group and then click  **Show Users** to display people assigned to that group.
 - e. "Display". Click the drop down arrow to increase/decrease number of records per page.
 - f. "Search". Yields a result based on filter parameters.
 - g. "Reset". Clears all changes made to the filter options.

Users Selector

▶ Instructions

▼ Filters

(a) Usernames Beginning With Show All [0-9]
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Combination Filters Select criteria from any or all filters

(b) Field(s) containing
 Username
 First Name
 Last Name

(c) Users With Status
 Denied Pending
 Approved Removed
 Disabled Access

(d) Category Default Group
 User Group
 All Users
 Language
 Manager
 Owner
 Site Admin
 Supervisor

Group List Current Group

(e) Display 50 users per page

(f) Search (g) Reset

Return All Return Selected

▼ Users List

3 users available, showing 1-3

	Username ▲	Last Name, First Name	Status	<input checked="" type="checkbox"/>
1	PILOTSTU1	Student, Student	Approved	<input type="checkbox"/>
2	PILOTSTU2	Student-Demo, Paul Student	Approved	<input type="checkbox"/>
3	PILOTSTU3	Student, Jose	Approved	<input type="checkbox"/>

Users Selector Dialog Box

- Click the "Search" button.
- Select the users you need by clicking on the box next to the username(s).

You can select multiple users.

Note: All users on the screen can be selected by clicking the next to Actions at the top of the column of checkboxes. All users can be selected by clicking the Return All button.

- Click the Return Selected button.

Note: You can remove users once they are selected. Click on the Select Users button. Click on the "Search" button. The users that have been selected have a checkmark in the box next to their name. Click on the checkmark to remove the user and then click the Return Selected button. The user will be no longer show in the Filters window on the Completion Status page.

13. You will see your course (item) and user selections in the Filters window.
14. Click the "Search" button.
15. A Users list and corresponding completion records appear at the bottom of the page.

Completion Status

▼ Filters

Item Type Course ▼

Training ✓ Course you selected Find Item
Bloodborne Pathogens

Users ✓ Users you selected + Select Users

PILOTSTU1
 PILOTSTU2
 PILOTSTU3

Display 50 ▼ users per page

Click Here → Search Reset

► Batch Process ✓

▼ Users User results and corresponding completion records



3 users available, showing 1-3

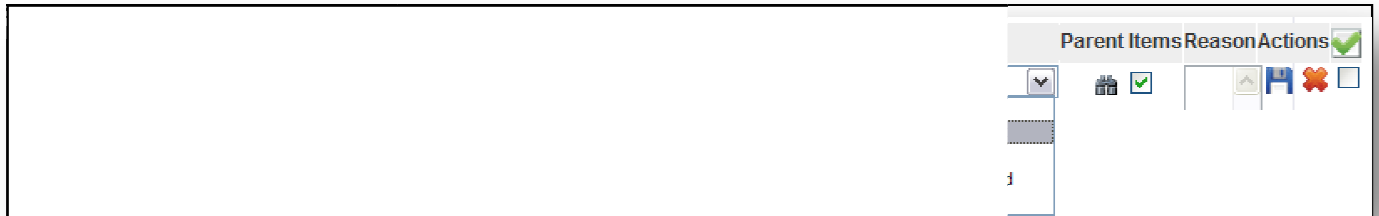
	Username ▲	Current Status	Date Started	Percent Complete	Score	Date Completed
1	PILOTSTU1	Not Attempted		0		
2	PILOTSTU2	Not Attempted		0		
3	PILOTSTU3	Not Attempted		0		

Users Filters Results List

Manual Completions for a Single User (Best for One-Off Courses)

This option is used for a single user completing a single course.

1. Filter user and course information (see *Filter Course Name* and *Filter Users Name* sections).
2. Place your mouse on the line that contains the username you need to manually complete.
3. Click the pencil icon  to begin editing.
4. Enter a Date Started, Percent Complete (100%), Score and Date Completed.
5. Select "Completed" from the drop-down menu under "New Status."
6. A description of why the course status was changed can be typed in the field box below "Reason." For example: "John Smith's lead training for the Food & Beverage department."
7. Click the save icon .



Batch Process Users for Manual Completions (Best for Group-Taught Courses)

This option is used for completing several users in one course on the same date.

1. Filter on your user and course information (see *Filter Course Name* and *Filter Users Name* sections).
2. Select the users that are to be included in the batch completion.
3. Click on swivel arrow next to "Batch Process" to reveal the field.
4. Enter Started Date, Percent Complete (100%), Score and Completed Date.
5. Uncheck the "Send Email" box if you do not want to notify the user of the completion.
6. Select "Completed" from the drop down menu under "New Status."
7. A description of why the course status was changed can be typed in the field box below "Reason..." For example: "John Smith's lead training for the Food & Beverage department."
8. Click the "Change Status" button to update the records for all users selected for batch process.



Batch Process

Completion Status Change

Started Date	Percent Complete	Score	Completed Date	Parent Items	Send Email	New Status
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">[Select]</div> <div style="background-color: #f0f0f0; padding: 2px;">[Select]</div> <div style="background-color: #e0e0e0; padding: 2px;">Completed</div> <div style="background-color: #f0f0f0; padding: 2px;">Incomplete</div> <div style="background-color: #f0f0f0; padding: 2px;">Not Attempted</div> <div style="background-color: #f0f0f0; padding: 2px;">Exempt</div> </div>

Reason for changing the completion status:

Change Status

Users
Select the users to batch process completion records

3 records returned

Username	Current Status	Date Started	Percent Complete	Score	Date Completed	New Status	Parent Items	Reason	Actions
1 PILOTSTU1	Not Attempted		0			[Select]	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2 PILOTSTU2	Incomplete	5/8/2010	0			[Select]	<input checked="" type="checkbox"/>		<input type="checkbox"/>
3 PILOTSTU3	Not Attempted		0			[Select]	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Click the pencil icon to edit a single user record

9. Click the “Search” button to refresh the Batch Process view. This allows you to verify your work and that the entries were processed correctly.

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