

Learning Administrator Quick Reference Guide

This document will guide you through managing the Brainshark Rapid Learning administration application. Your responsibilities may include student, group and course management, as well as reporting.

Accessing Administration

To access Administration, login to Brainshark and click the **My Applications** tab. Choose the **Administration** option from the pull-down menu. This will bring you to the administration page where you can manage users, groups, and the learning environment.

Managing Users

You can modify or add user profiles. A user profile contains six required fields, properties, and privileges. Student profiles must be active. They do not need any additional permissions. Students are required to log into Brainshark in order to take courses. An auto-log in feature is available and must be enabled by Brainshark. Contact support@brainshark.com for more information.

To manage users, select **Manager Users** from the **Corporate Admin Tools** menu at the left. To edit an existing user profile, click on the user's last name and choose Edit Profile from the pull down menu.

To add a new user, choose **Add User** from the **Corporate Admin Tools** menu. Complete the required fields and click **Continue**. The next screen displays the folder list. If you are not using course catalogs, you can skip this step. Otherwise, assign the student viewing permissions to the appropriate folders and click **Continue**. The final step is to assign the user to the appropriate groups. Click **Submit**.

Manage Groups

To manage groups, choose **Manage Groups** from the **Corporate Admin Tools** menu. You can then edit, add, or remove a group. Groups are a convenient way to mass enroll students into courses and curriculums. Your Brainshark company administrator can advise you on the current group structure for your organization.

To add a new group, click on **Add Group**. You will be prompted to enter a group name and description, establishing a group profile. Click **Continue**. Place a checkmark in the Members column to add users to the group. Click **Submit**. Contact your Brainshark company administrator to assign folder permissions to the group if you are using Course Catalogs.

To edit the profile or members of a group, choose **Edit Group** from the **Corporate Admin Tools** menu. Click on **Settings** next to the group that you wish to edit. You can also create Parents for the group. Parents are used primarily for reporting purposes and create a hierarchy. You can view current enrollments for the group members or enroll the groups into a new course or curriculum.

When a group is no longer needed, you may remove it without removing the member profiles. To remove a group, click on **Remove Group** from the **Corporate Admin Tools** menu. Check the box next to the group you wish to remove and click **Submit**.

Manage Learning

To manage settings, choose **Manage Learning** from the **Corporate Admin Tools** menu. The Manage Settings option will be displayed and gives you the ability to limit a student's view of open enrollment courses, which is referred to as the Course Catalog. If you would like students to see only courses associated with their group membership, choose 'yes' on the Manage Learning Settings page. You also can elect to hide the presentations application from your students. To do this, choose 'yes.'

To manage templates, choose **Manage Templates** from the **Manage Learning menu**. There are a variety of templates available to manage email to students and for certificates that students can print when they complete courses or curriculums. You may customize each of the templates. However, remember that text within the <<>> auto fills specific course information. **We recommend**

that you change the 'from' email address to your own or to one that is familiar to your audience.

To manage content types, choose **Manage Content Types** from the **Corporate Admin Tools** menu. Content Types are used to manage non-Brainshark courses. You can define course content types such as conferences, instructor-led training, or web hosed e-learning courses. Your list of content types will be available to course authors.

Manage Content

Manage content provides access to edit course content, enroll students or groups, and send course reminders. To manage content, click on **Manage Content** from the **Corporate Admin Tools** menu. You will see all of the courses on your Brainshark site, sorted by folder. When you click on the title of a course you can:

- Change Author
- Display course Details
- Take the Course
- Edit the Course
- View Curriculum
- Enroll Student
- Enroll Groups
- Email Invitations
- Send Reminders

Refer to the Quick Reference Guide for Rapid Learning Authors for information on these features. This guide can be found on <http://cco.brainshark.com>

To edit topics, click on **Edit Topics** from the Manage Content section of the **Corporate Admin Tools** menu. Use topics to categorize courses so students can search for courses containing specific information. To add a topic, type in the name and click **Submit**.

Reports

Users of the *Brainshark Rapid Learning™* application have access to course reports. These reports show student transcript, course and/or curriculum enrollment, and question data.

My Transcript Report: All students are able to run their own transcript report to see what courses they have taken, their score, and completion status.

Course Details with Question Results: This report will show you the score for each student enrolled in a course or curriculum, as well as their specific answers to questions. A graphic summary of all answers is available as well.

Course Enrollment Report: Use this report to obtain student and/or group enrollment data by course (or multiple courses), score, view date, enrollment date and completion status. 🔄 *Schedule this report to run monthly for any training program, especially those where completion records need to be provided for compliance or audit purposes.*

Curriculum Summary Report: Use this report to obtain student and/or group enrollment data by curriculum, score, and completion status.

Curriculum Enrollment Report: This report will include all students' progress toward a particular curriculum dependent on the report period and filters you select when running the report. 🔄 *Schedule this report to run monthly for any training curriculum, especially those where completion records need to be provided for compliance or audit purposes.*

Student Transcript Report: This report will show enrolled courses, scoring data, and completion status for each student.

Instructions for running reports can be found on the Reporting document under Tracking and Integration guidelines on <http://cco.brainshark.com>.