

Learning Administrator Quick Reference Guide

This document will discuss Administration in the Brainshark Rapid Learning application. Responsibilities may include Student, Group, Course and Curriculum management, as well as Reporting.

Accessing Administration

To access Administration, log into 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 Learning.

Managing Users

This section allows Administrators to modify or add user profiles. A user profile contains six required fields, properties and privileges dictating the capabilities of the user. Learner profiles must be Active; but they do not need any additional permissions. Learners are required to log into Brainshark in order to take Courses. An auto-login feature is available and must be enabled by the Administrator.

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**. Enter the Group name and description. Click **Continue**.

Place a checkmark in the Members column to add users to the group. Click **Submit**.

If you are using Course Catalogs, contact your Brainshark Company Administrator to assign folder permissions to the group.

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.

Create Parents for the group, if needed. Parents are used primarily for reporting purposes and create a hierarchy.

View current Enrollments for the Group members or Enroll the Group 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 gives you the ability to limit a Learner's view of the Course Catalog, which contains all open enrollment courses. If you would like Learners to see only courses associated with their Group membership, choose 'Yes' on the Manage Learning Settings page. You can elect to hide the Presentations application from Learners who are not also Authors in Brainshark. To do this, choose 'Yes.'

To manage templates, choose **Manage Templates** from the *Corporate Admin Tools* menu. Customize the templates as appropriate for your use of Rapid Learning. Note that text within the chevrons “<<Text>>” auto-fills specific course information and should not be changed or removed from the templates.

You must change the ‘**from**’ email address listed on each template to an email address internal to your Company, which is familiar to your audience, and which will help you manage any questions that may come in from your Learners.

To manage content types, choose **Manage Content Types** from the *Corporate Admin Tools* menu. Content Types are used to manage non-Brainshark courses. Define Course Content Types such as conferences, instructor-led training, or web-hosed e-learning courses. The list of Content Types that you create here will be available to Course Authors.

Manage Content

Manage Content provides access to edit Course content, enroll Learners or Groups, and send Course Reminders.

To Manage Content, click **Manage Content** from the *Corporate Admin Tools* menu. All Courses in the site will display, sorted by Folder. Click a Course Title to:

- 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.


Click on **Edit Topics** from the Manage Content section of the *Corporate Admin Tools* menu to categorize Courses so Learners can search in the Course Catalog. To add Topics, type in the desired Topic name and click **Submit**.

Reports

Users of the Brainshark Rapid Learning™ application have access to Course reports, including Student Transcript, Course and/or Curriculum Enrollment and Summary Reports, and Question Results data.

Course Details with Question Results: Shows the score for each Learner enrolled in the Course or Curriculum, and their answers to included questions. A graphic summary of all responses is available as well.

Course Enrollment Report: Displays Learner and/or Group Enrollment data by Course (or for selected Courses), Score, View and Enrollment dates and Completion Status.  *Schedule this report to run monthly for any training program, especially those where completion records are needed for compliance or audit purposes.*

Curriculum Enrollment Report: Returns Learner progress toward a particular Curriculum dependent on the Report Period and Filters selected when running the report.  *Schedule this report to run monthly for any training Curriculum, especially those where completion records are needed for compliance or audit purposes.*

Curriculum Summary Report: Shows Learner Enrollment data by Curriculum, including individual Scores and Completion Status.

Curriculum Summary by Group Report: Displays Group Enrollment data by Curriculum, including Learner Scores and Completion Status.

Student Transcript Report: Shows Enrolled Courses, Scores and Completion Status for each Learner. Individual Learners can pull their own Transcript Reports from their Learning Locker.

Instructions for running reports can be found on this [Rapid Learning Reporting document](#).