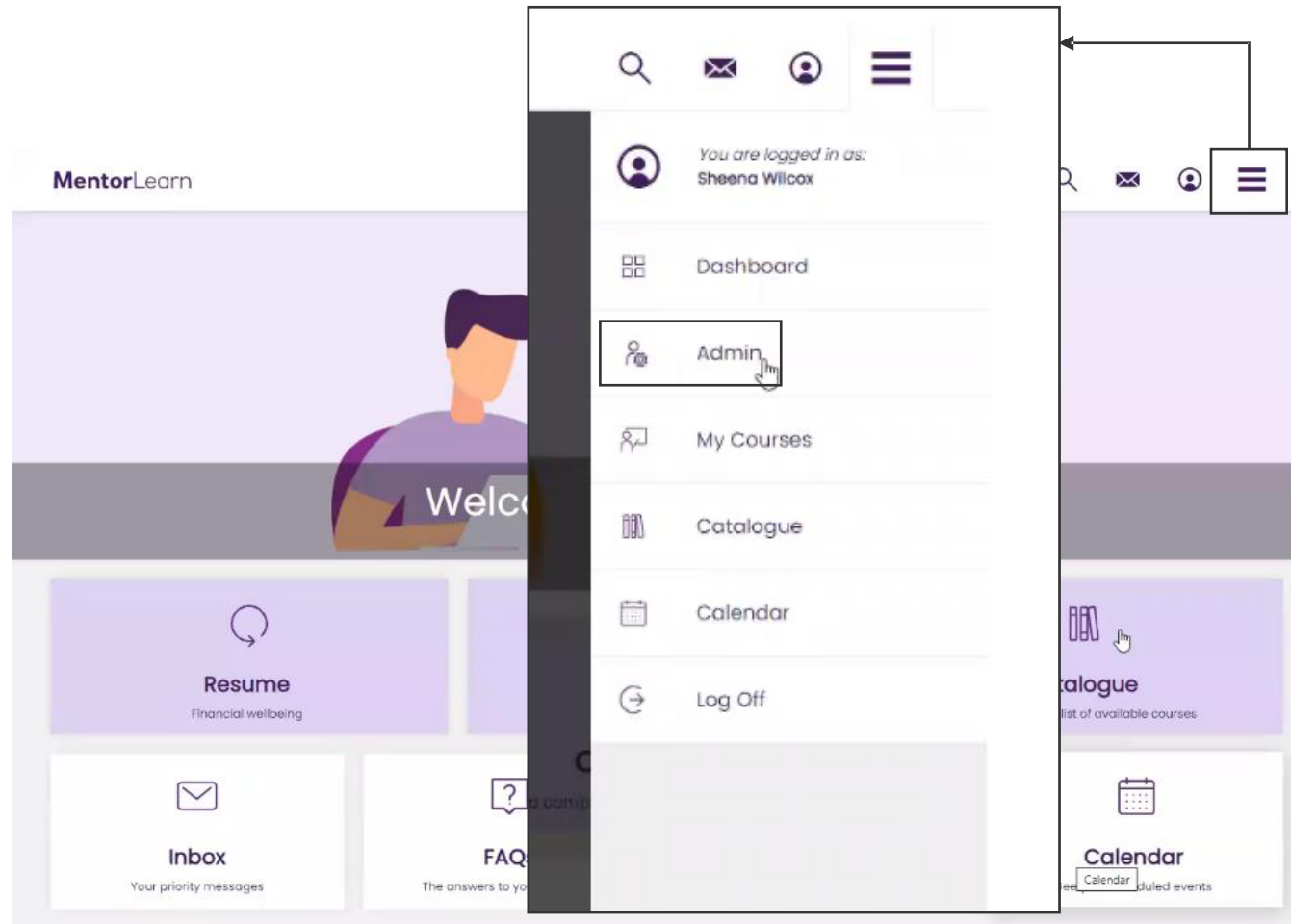


How to navigate the admin page

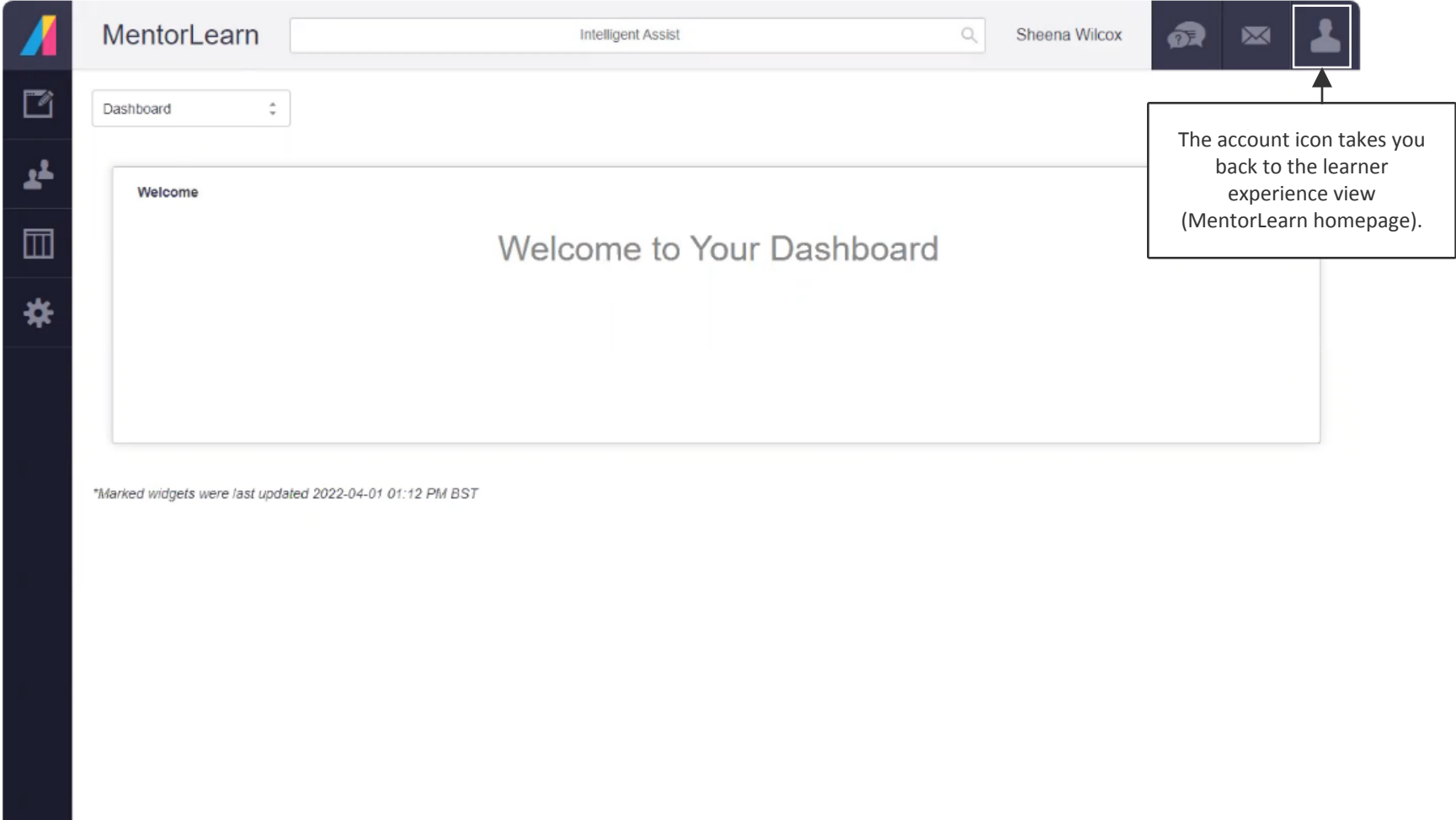
Menu options



As administrators, you have additional functionality available to you.

Select admin from the burger menu.

Administrator dashboard



Administrator search

MentorLearn

Dashboard

Welcome

Ask LMS

Suggestions

- Users in "group name" group
- Enroll John Smith in "course name"
- Active learners added this month
- John Doe's pending enrollments
- Admins in "department name" department

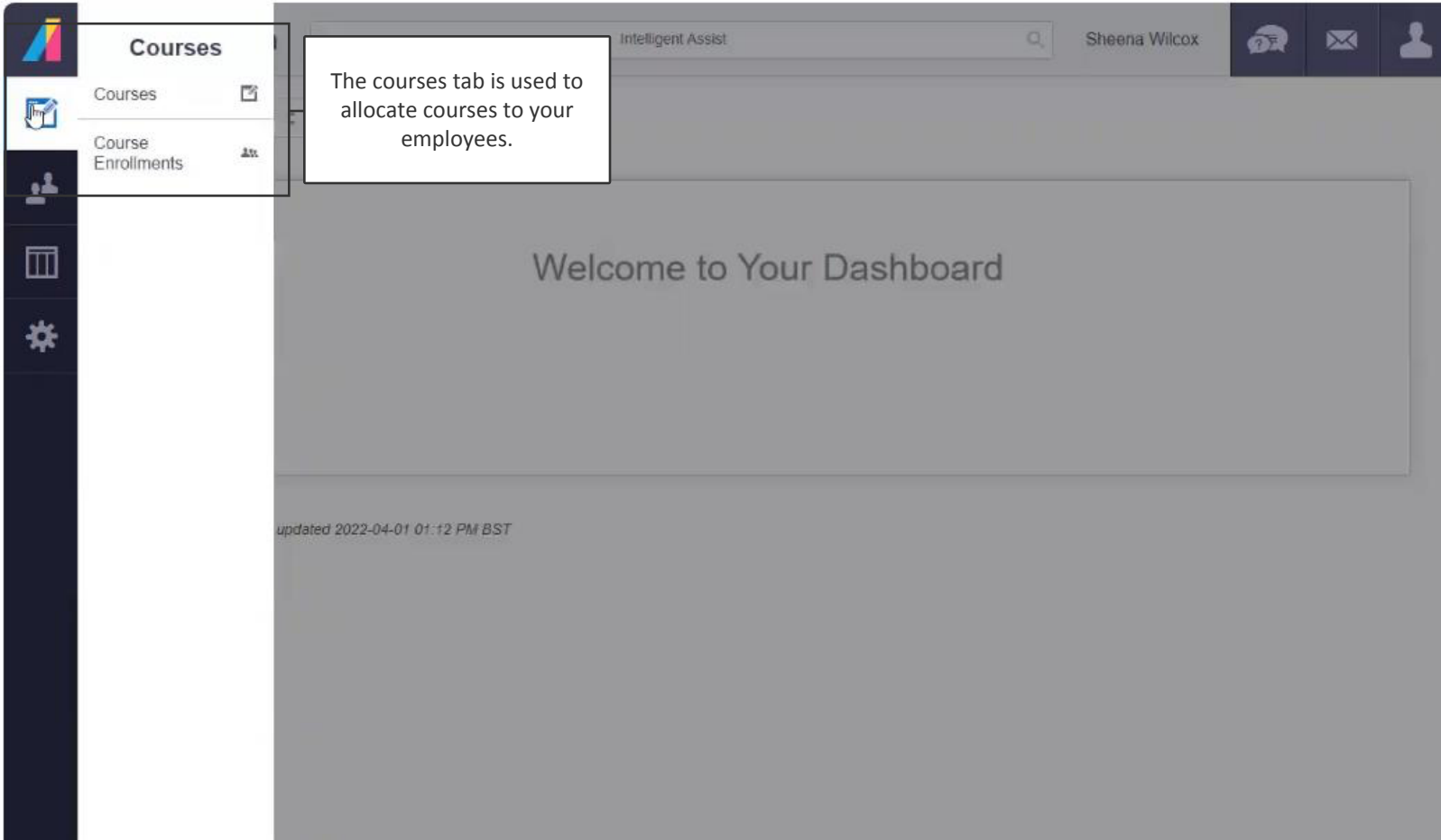
Tip: Use the "!" operator to perform a search, e.g. !Jane Smith, !Marketing Course

Powered by Absorb Intelligence AI

Sheena Wilcox

The search box allows you to search for common administrator actions.

Administrator courses



Courses

The screenshot displays the MentorLearn interface. At the top, the logo is on the left, followed by the text "MentorLearn", a search bar containing "Intelligent Assist", and the user name "Sheena Wilcox". Below this is a "Courses" header with a list of filter buttons: "Id Equals", "Name Contains", and "Status Equals Active". A table below the filters shows a list of courses with columns for Name, Category, and Type. The table is currently empty, with "0 item(s) selected" displayed. To the right of the table is an "Actions" menu with several options: "Add Online Course", "Import Course", "Add Instructor Led", "Add Course Bundle", "Add Curriculum", "Add New Category", and "Manage Categories". A callout box points to the "Manage Categories" button with the text: "Areas which are muted on the menu are being saved for future enhancements."

MentorLearn Intelligent Assist Sheena Wilcox

Courses

Id Equals + Name Contains + Status Equals Active +

0 item(s) selected

Name	Category	Type
<input type="checkbox"/> Business communication	Wellbeing	Online Course
<input type="checkbox"/> Code of conduct	Business Protection	Online Course
<input type="checkbox"/> Communication skills	Wellbeing	Online Course
<input type="checkbox"/> Conflict resolution	Wellbeing	Online Course
<input type="checkbox"/> Coping with Covid-19 anxiety	Wellbeing	Online Course
<input type="checkbox"/> Cyber security	Business Protection	Online Course
<input type="checkbox"/> Financial wellbeing	Wellbeing	Online Course
<input type="checkbox"/> Fraud prevention	Business Protection	Online Course
<input type="checkbox"/> Freedom of Information	Business Protection	Online Course
<input type="checkbox"/> General Data Protection Regulation (GDPR)	GDPR	Online Course
<input type="checkbox"/> Healthy living	Wellbeing	Online Course
<input type="checkbox"/> Internet, email and social media	Business Protection	Online Course
<input type="checkbox"/> Managing mental health	Wellbeing	Online Course
<input type="checkbox"/> Mental health awareness	Wellbeing	Online Course

Actions

- Add Online Course
- Import Course
- Add Instructor Led
- Add Course Bundle
- Add Curriculum
- Add New Category
- Manage Categories

Areas which are muted on the menu are being saved for future enhancements.