How to manage users and their enrolments
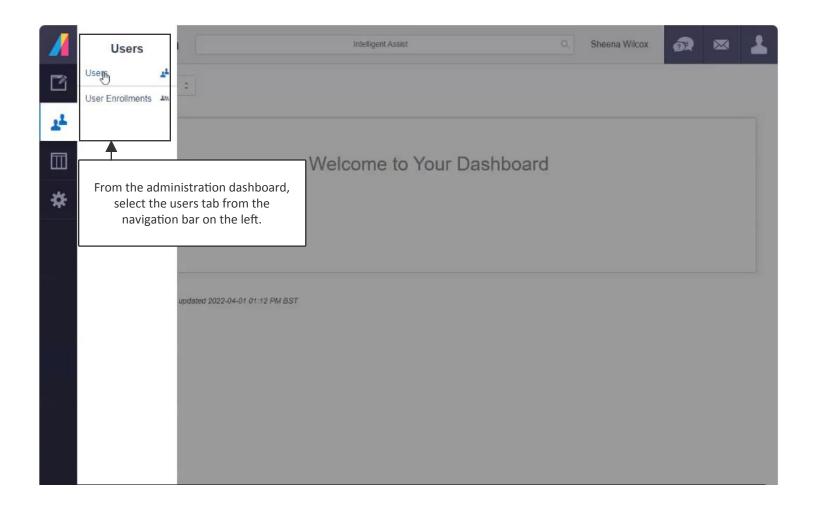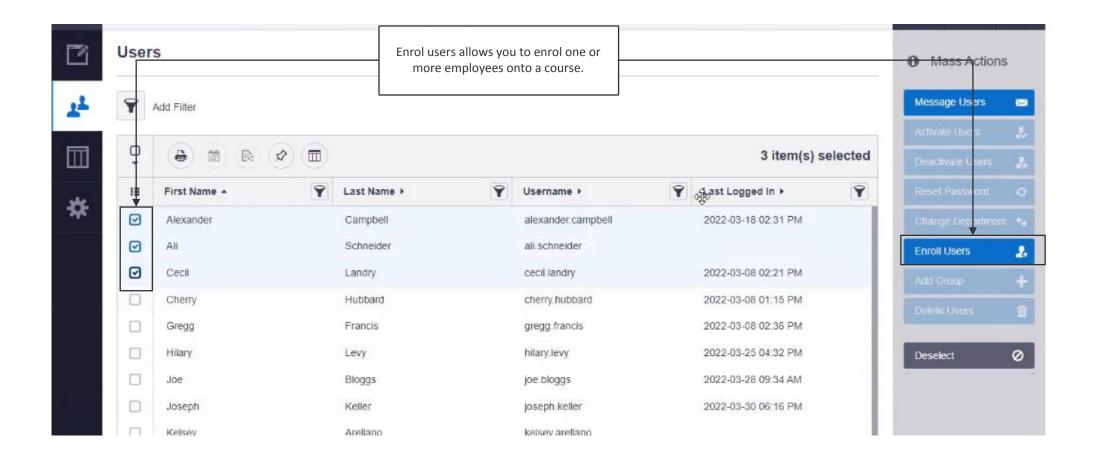
Navigate to administrator dashboard

From the administration dashboard, select the users tab from the navigation bar on the left.

Select user

On the users tab, you are presented with your list of employees.

Selecting one or more employee names (by ticking the box), will present actions on the right navigation bar.

Enrol multiple users

Enrol users allows you to enrol one or more employees onto a course.

User transcript

User transcript allows you to view an employee's learner progress and track completion of their allocated courses.

Message user

Impersonate

Impersonate is useful for troubleshooting and will show you the user's view as if they were logged in. This will help you resolve any issues they are having.

Impersonate view

When you have selected to impersonate an employee, you will see a red burger menu.

Click on the red burger menu to return to your administrator view.

View enrolments

View enrolments to check what courses your employees have been enrolled on.

View enrolments

When you view enrolments, you can check what courses your employees have been enrolled on.

You can also enrol them onto further courses by clicking add enrolment or view their completed courses by clicking view historic.

View activity feed

Select view activity feed to see employee login and course activity information.