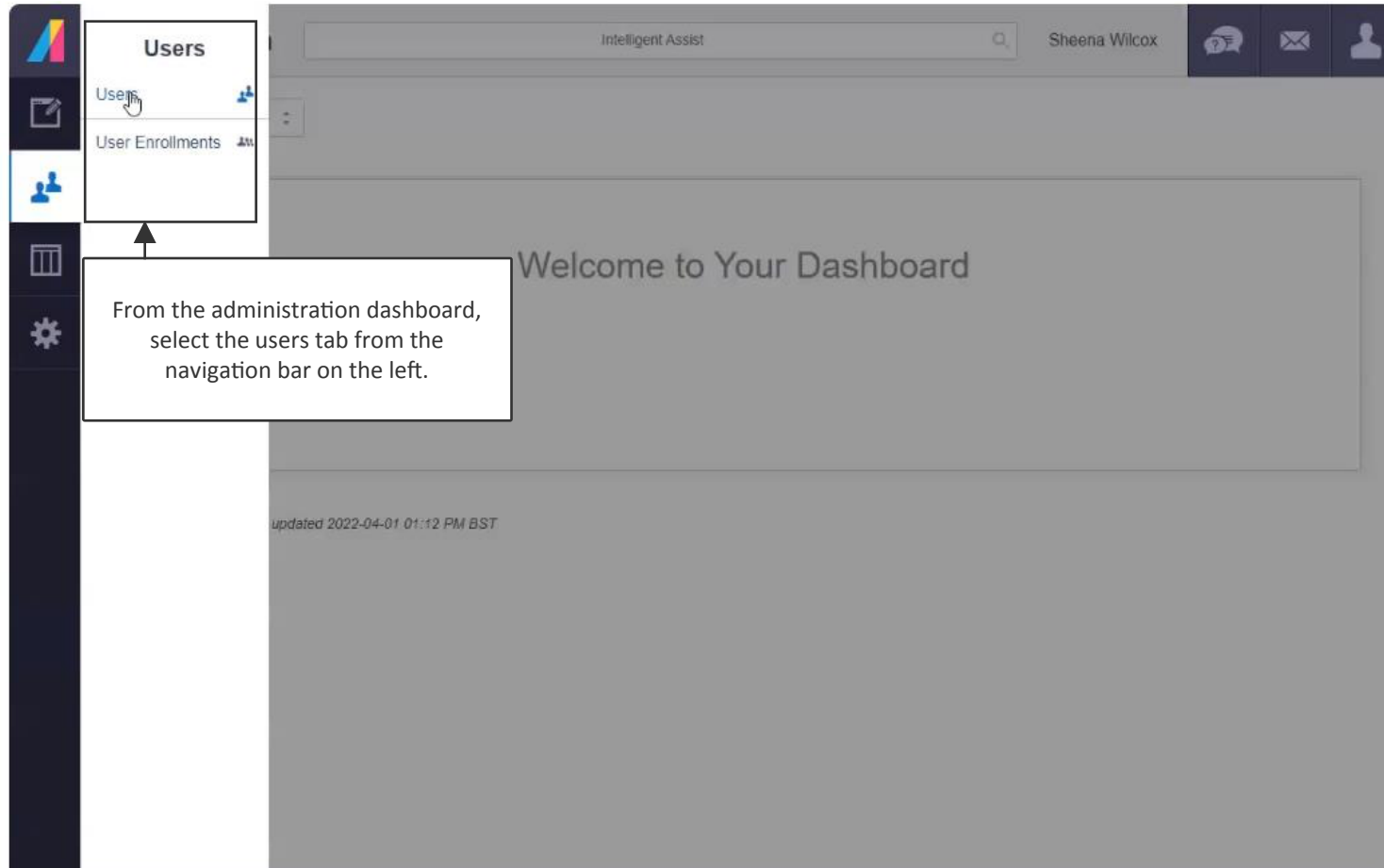


How to manage users and their enrolments

Navigate to administrator dashboard



Select user

The screenshot shows the MentorLearn interface. At the top, there is a header with the MentorLearn logo, a search bar containing 'Intelligent Assist', and the user name 'Sheena Wilcox'. Below the header is a navigation bar with icons for home, users, and settings. The main content area is titled 'Users' and contains a table of employees. A callout box points to the first row of the table, stating: '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.' The table has columns for First Name, Last Name, Username, and Last Logged In. The first row, for Alexander Campbell, is selected, and a checkbox in the first column is checked. To the right of the table is an 'Actions' menu with various options, including 'Enroll User', 'User Transcript', 'Message User', 'Reset Password', 'Merge User', 'Impersonate', 'View Enrollments', 'View Competencies', 'View Activity Feed', 'Delete', and 'Deselect'. The 'Enroll User' option is highlighted in blue.

MentorLearn Intelligent Assist Sheena Wilcox

Users

Add Filter

1 item(s) selected

	First Name	Last Name	Username	Last Logged In
<input checked="" type="checkbox"/>	Alexander	Campbell	alexander.campbell	2022-03-18 02:31 PM
<input type="checkbox"/>	Ali	Schneider	ali.schneider	
<input type="checkbox"/>	Cecil	Landry	cecil.landry	2022-03-08 02:21 PM
<input type="checkbox"/>	Cherry	Hubbard	cherry.hubbard	2022-03-08 01:15 PM
<input type="checkbox"/>	Gregg	Francis	gregg.francis	2022-03-08 02:36 PM
<input type="checkbox"/>	Hilary	Levy	hilary.levy	2022-03-25 04:32 PM
<input type="checkbox"/>	Joe	Bloggs	joe.bloggs	2022-03-28 09:34 AM
<input type="checkbox"/>	Joseph	Keller	joseph.keller	2022-03-30 06:16 PM
<input type="checkbox"/>	Kelsey	Arellano	keisey.arellano	
<input type="checkbox"/>	Lynne	Kirby	lynne.kirby	2022-03-16 02:12 PM
<input type="checkbox"/>	Nanette	Cummings	nanette.cummings	2022-03-08 02:01 PM
<input type="checkbox"/>	Nelson	Mata	nelson.mata	2022-04-01 01:37 PM
<input type="checkbox"/>	Nona	Hobbs	nona.hobbs	2022-03-17 10:08 AM
<input type="checkbox"/>	Penelope	Shah	penelope.shah	

Actions

- Edit User
- Duplicate
- Enroll User**
- User Transcript
- Message User
- Reset Password
- Merge User
- Impersonate
- View Enrollments
- View Competencies
- View Activity Feed
- Delete
- Deselect

Enrol multiple users

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

Mass Actions

- Message Users
- Activate Users
- Deactivate Users
- Reset Password
- Change Department
- Enroll Users**
- Add Group
- Delete Users
- Deselect

	First Name	Last Name	Username	Last Logged In
<input checked="" type="checkbox"/>	Alexander	Campbell	alexander.campbell	2022-03-18 02:31 PM
<input checked="" type="checkbox"/>	Ali	Schneider	ali.schneider	
<input checked="" type="checkbox"/>	Cecil	Landry	cecil.landry	2022-03-08 02:21 PM
<input type="checkbox"/>	Cherry	Hubbard	cherry.hubbard	2022-03-08 01:15 PM
<input type="checkbox"/>	Gregg	Francis	gregg.francis	2022-03-08 02:36 PM
<input type="checkbox"/>	Hilary	Levy	hilary.levy	2022-03-25 04:32 PM
<input type="checkbox"/>	Joe	Bloggs	joe.bloggs	2022-03-28 09:34 AM
<input type="checkbox"/>	Joseph	Keller	joseph.keller	2022-03-30 06:16 PM
<input type="checkbox"/>	Kelsev	Arellano	kelsev.arellano	

User transcript

The screenshot shows the MentorLearn interface. At the top, there's a search bar with 'Intelligent Assist' and a user profile for 'Sheena Wilcox'. Below is the 'Users' section with an 'Add Filter' button. A table lists users with columns for First Name, Last Name, and User ID. The first row, 'Alexander Campbell', is selected. To the right, an 'Actions' sidebar contains buttons for 'Edit User', 'Duplicate', 'Enroll User', 'User Transcript', 'Message', 'Reset Password', 'Merge User', 'Impersonate', 'View Enrollments', 'View Competencies', 'View Activity Feed', 'Delete', and 'Deselect'. A callout box points to the 'User Transcript' button.

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

First Name	Last Name	User ID	Enrollment Date
Alexander	Campbell	alex.campbell	
Ali	Schneider	ali.schneider	
Cecil	Landry	cecil.landry	2022-03-08 02:21 PM
Cherry	Hubbard	cherry.hubbard	2022-03-08 01:15 PM
Gregg	Francis	gregg.francis	2022-03-08 02:36 PM
Hilary	Levy	hilary.levy	2022-03-25 04:32 PM
Joe	Bloggs	joe.bloggs	2022-03-28 09:34 AM
Joseph	Keller	joseph.keller	2022-03-30 06:16 PM
Kelsey	Arellano	kelsey.arellano	
Lynne	Kirby	lynne.kirby	2022-03-16 02:12 PM
Nanette	Cummings	nanette.cummings	2022-03-08 02:01 PM
Nelson	Mata	nelson.mata	2022-04-01 01:37 PM
Nona	Hobbs	nona.hobbs	2022-03-17 10:08 AM
Penelope	Shah	penelope.shah	

Message user

The screenshot shows the MentorLearn interface. At the top, there's a header with the MentorLearn logo, a search bar containing 'Intelligent Assist', and the user name 'Sheena Wilcox'. Below the header is a navigation sidebar with icons for home, users, and settings. The main content area is titled 'Users' and features a table of user profiles. The first row, 'Alexander Campbell', is selected. To the right of the table is an 'Actions' sidebar with various options. A callout box with a black border and white background points to the 'Message User' button in the actions sidebar. The callout text reads: 'Message user allows you to communicate through MentorLearn, sending direct messages to your employees.'

	First Name	Last Name	Username	
<input checked="" type="checkbox"/>	Alexander	Campbell	alexander	
<input type="checkbox"/>	Ali	Schneider	ali.schneid	
<input type="checkbox"/>	Cecil	Landry	cecil.landr	
<input type="checkbox"/>	Cherry	Hubbard	cherry.hubbard	2022-03-08 01:15 PM
<input type="checkbox"/>	Gregg	Francis	gregg.francis	2022-03-08 02:36 PM
<input type="checkbox"/>	Hilary	Levy	hilary.levy	2022-03-25 04:32 PM
<input type="checkbox"/>	Joe	Bloggs	joe.bloggs	2022-03-28 09:34 AM
<input type="checkbox"/>	Joseph	Keller	joseph.keller	2022-03-30 06:16 PM
<input type="checkbox"/>	Kelsey	Arellano	kelsey.arellano	
<input type="checkbox"/>	Lynne	Kirby	lynne.kirby	2022-03-16 02:12 PM
<input type="checkbox"/>	Nanette	Cummings	nanette.cummings	2022-03-08 02:01 PM
<input type="checkbox"/>	Nelson	Mata	nelson.mata	2022-04-01 01:37 PM
<input type="checkbox"/>	Nona	Hobbs	nona.hobbs	2022-03-17 10:08 AM
<input type="checkbox"/>	Penelope	Shah	penelope.shah	

1 item(s) selected

Actions

- Edit User
- Duplicate
- Enroll User
- User Transcript
- Message User
- Reset Password
- Merge User
- Impersonate
- View Enrollments
- View Competencies
- View Activity Feed
- Delete
- Deselect

Impersonate

The screenshot shows the MentorLearn interface. At the top, there is a search bar with 'Intelligent Assist' and a user profile for 'Sheena Wilcox'. Below the search bar is the 'Users' section. A table lists users with columns for First Name, Last Name, Username, and Last Logged In. The first user, Alexander Campbell, is selected. On the right side, there is an 'Actions' panel with various options. The 'Impersonate' button is highlighted with a red box and a callout box.

Users

Add Filter

1 item(s) selected

	First Name	Last Name	Username	Last Logged In
<input checked="" type="checkbox"/>	Alexander	Campbell	alexander.campbell	2022-03-18 02:31 PM
<input type="checkbox"/>	Ali	Schneider	ali.schnei	
<input type="checkbox"/>	Cecil	Landry	cecil.land	
<input type="checkbox"/>	Cherry	Hubbard	cherry.hu	
<input type="checkbox"/>	Gregg	Francis	gregg.fra	
<input type="checkbox"/>	Hilary	Levy	hilary.levy	
<input type="checkbox"/>	Joe	Bloggs	joe.blogg	
<input type="checkbox"/>	Joseph	Keller	joseph.keller	2022-03-30 06:16 PM
<input type="checkbox"/>	Kelsey	Arellano	kelsey.arellano	
<input type="checkbox"/>	Lynne	Kirby	lynne.kirby	2022-03-16 02:12 PM
<input type="checkbox"/>	Nanette	Cummings	nanette.cummings	2022-03-08 02:01 PM
<input type="checkbox"/>	Nelson	Mata	nelson.mata	2022-04-01 01:37 PM
<input type="checkbox"/>	Nona	Hobbs	nona.hobbs	2022-03-17 10:08 AM
<input type="checkbox"/>	Penelope	Shah	penelope.shah	

Actions

- Edit User
- Duplicate
- Enroll User
- User Transcript
- Message User
- Reset Password
- Merge User
- Impersonate**
- View Enrollments
- View Competencies
- View Activity Feed
- Delete
- Deselect

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

MentorLearn

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.

Welcome, Alexander Campbell
We are happy you stopped by.

Resume
Nothing to resume yet

My Courses
See courses you are enrolled in

Catalogue
See a complete list of available courses

Inbox
Your priority messages
TEST Message

Frequently Asked Questions
The answers to your questions
How can I get a report of who has done what c...
Can a learner complete a course more than a...

Resources
Browse or download resources

Calendar
See your scheduled events

View enrolments

The screenshot shows the MentorLearn interface. At the top, there is a search bar with the text 'Intelligent Assist' and the user name 'Sheena Wilcox'. Below this is the 'Users' section, which includes a table of users and an 'Actions' sidebar on the right. The table has columns for First Name, Last Name, Username, and Last Logged In. The first user, Alexander Campbell, is selected. The 'Actions' sidebar contains several options, with 'View Enrollments' highlighted by a blue box and an arrow pointing to it. A text box on the right explains that this action is used to check what courses employees have been enrolled on.

	First Name	Last Name	Username	Last Logged In
<input checked="" type="checkbox"/>	Alexander	Campbell	alexander.campbell	2022-03-18 02:31 PM
<input type="checkbox"/>	Ali	Schneider	ali.schneider	
<input type="checkbox"/>	Cecil	Landry	cecil.landry	2022-03-08 02:21 PM
<input type="checkbox"/>	Cherry	Hubbard	cherry.hubbard	2022-03-08 01:15 PM
<input type="checkbox"/>	Gregg	Francis	gregg.francis	2022-03-08 02:36 PM
<input type="checkbox"/>	Hilary	Levy	hilary.levy	2022-03-25 04:32 PM
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<input type="checkbox"/>	Joseph	Keller	joseph.keller	2022-03-30 06:16 PM
<input type="checkbox"/>	Kelsey	Arellano	kelsey.arellano	
<input type="checkbox"/>	Lynne	Kirby	lynne.kirby	2022-03-16 02:12 PM
<input type="checkbox"/>	Nanette	Cummings	nanette.cummings	2022-03-08 02:01 PM
<input type="checkbox"/>	Nelson	Mata	nelson.mata	2022-04-01 01:37 PM
<input type="checkbox"/>	Nona	Hobbs	nona.hobbs	2022-03-17 10:08 AM
<input type="checkbox"/>	Penelope	Shah	penelope.shah	

Actions

- Edit User
- Duplicate
- Enroll User
- User Transcript
- Message User
- Reset Password
- Merge User
- Impersonate...
- View Enrollments**
- View Competencies
- View Activity Feed
- Delete
- Deselect

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

View enrolments

MentorLearn Intelligent Assist Sheena Wilcox

User Enrollments

User Equals Alexander Campbell

Name	Category	% (Progre...	Status	Score
<input type="checkbox"/> Code of conduct	Business Protec tion	0	Not Started	2022-03-18 02:2 9 PM
<input type="checkbox"/> Cyber security	Business Protec tion	0	Not Started	2022-03-16 02:2 4 PM
<input type="checkbox"/> Fraud preventio n	Business Protec tion	0	Not Started	2022-03-18 02:2 9 PM
<input type="checkbox"/> Freedom of Infor mation	Business Protec tion	0	Not Started	2022-03-16 02:2 4 PM
<input type="checkbox"/> General Data Pr otection Regulat ion (GDPR)	GDPR	0	Not Started	2022-03-22 10:4 4 AM
<input type="checkbox"/> Internet, email a nd social media	Business Protec tion	0	Not Started	2022-03-16 02:2 4 PM
<input type="checkbox"/> Modern slavery	Business Protec tion	0	Not Started	2022-03-16 02:2 4 PM
<input type="checkbox"/> Money launderin g	Business Protec tion	0	Not Started	2022-03-16 02:2 4 PM
<input type="checkbox"/> Pandemic awar	Business Protec tion	0	Not Started	2022-03-16 02:2 4 PM

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.

Actions

- Add Enrollment
- View Historic
- Back

View activity feed

The screenshot shows the MentorLearn interface. At the top, there is a search bar with 'Intelligent Assist' and a user profile for 'Sheena Wilcox'. Below the search bar is the 'Users' section. A table lists users with columns for First Name, Last Name, Username, and Last Logged In. The first user, Alexander Campbell, is selected. On the right, an 'Actions' sidebar contains various options, with 'View Activity Feed' highlighted and a tooltip showing the same text. A callout box points to this button with the text: 'Select view activity feed to see employee login and course activity information.'

	First Name	Last Name	Username	Last Logged In
<input checked="" type="checkbox"/>	Alexander	Campbell	alexander.campbell	2022-03-18 02:31 PM
<input type="checkbox"/>	Ali	Schneider	ali.schneider	
<input type="checkbox"/>	Cecil	Landry	cecil.landry	2022-03-08 02:21 PM
<input type="checkbox"/>	Cherry	Hubbard	cherry.hubbard	2022-03-08 01:15 PM
<input type="checkbox"/>	Gregg	Francis	gregg.francis	2022-03-08 02:36 PM
<input type="checkbox"/>	Hilary	Levy	hilary.levy	2022-03-25 04:32 PM
<input type="checkbox"/>	Joe	Bloggs	joe.bloggs	2022-03-28 09:34 AM
<input type="checkbox"/>	Joseph	Keller	joseph.keller	2022-03-30 06:16 PM
<input type="checkbox"/>	Kelsey	Arellano	kelsey.arellano	
<input type="checkbox"/>	Lynne	Kirby	lynne.kirby	2022-03-16 02:12 PM
<input type="checkbox"/>	Nanette	Cummings	nanette.cummings	2022-03-08 02:01 PM
<input type="checkbox"/>	Nelson	Mata	nelson.mata	2022-04-01 01:37 PM
<input type="checkbox"/>	Nona	Hobbs	nona.hobbs	2022-03-17 10:08 AM
<input type="checkbox"/>	Penelope	Shah	penelope.shah	