Net Learning Administrative Tools
Access to features may vary depending on your privileges. You will have access to features described in this document.

You can also login to just the Administrative tools of NetLearning through this URL: https://lms.netlearning.com/LA8/uva

* To login with the URL, use your Employee ID number and the password will be the last 4 digits of your University ID number. (The University ID is the 9 digit number on the back of your badge.)
LEARNERS:

Your Account (green box around left blue tab) Opens your NetLearning student interface.

Filters (orange boxed area) help you refine search. If you have privileges to multiple departments, filter with the department drop down.

Status Filter parameters:
- Either Learner or Instructor – only active team members.
- Show All – Includes inactive team members (people who have left the organization.)

Right click on the tool bar (green boxed area) and hover over the word “Columns” to add or remove columns of information and include what you need. The Health System never displays Social Security numbers as shown above.

In the example below, the SS# and address were removed and Computing ID, Employee ID and job title were added.
- Left click on the tool bar to drag column headers to an order that best suits your needs.
- Arrows in orange box indicate where the “Badge Number” column will be inserted.
Click the Activities folder to view learner’s “to do” and completed items.

Click the “Impersonate” icon and you will be taken into the learner’s NetLearning account.

Click on Classroom or Courses to enroll a learner in a live class or eLearning course.

The COURSES tab has been selected below. Click on Enroll to the right to add an eLearning course to the learner’s account.
eLearning:

- Click the eLearning tab to access eLearning features
- Click on Courses

Search for eLearning modules by title. Change the drop down to contains to search for partial titles.

Click the number enrolled to assign eLearning modules to team members.

***Speed the assignment process: Use the eLearning area to assign one module to multiple learners. Use the Learners area (click on COURSES tab) to assign multiple modules to one learner.***
1. Search for and/or select learners
2. Click “Enroll Learner(s)” to move them to the top box
3. Choose a date to finish the module (this will be the due date)
4. Click Save (otherwise no changes will be saved.)

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