Net Learning Administrative Tools
Access to features may vary depending on your privileges.

1. Access the NetLearning Administrative area

Your areas of access as an Administrator are the following:

- Learners
- eLearning
- Classroom
- Reports

Utilities and Imports are not accessible

Important Note: If you see the icon to the right, DO NOT CLICK IT!
You will rarely encounter this icon. But if you do and accidentally click it, contact LMS@virginia.edu
LEARNERS:

1. Your Account opens your own NetLearning student interface.

2. To search for learners use the filters to refine your search. If you manage multiple departments, filter with the department drop down.

   **Quick Tip!**
   Click “Clear” first, **BEFORE** you set your filters to search.

3. Right click on the tool bar and hover over the word “Columns” to add or remove columns of information and include what you need.

   **NOTE:** NetLearning will only allow you to add or remove one at a time. You will have to make your selection and then wait for it to load before you can make another change.
Editing Column Positions:
The below instructions work in most areas where you encounter a table layout like shown in the below images.

1. To move a column, click on the column header as shown in the below image.

2. Drag the column header to the location you wish to place it. The arrows will appear where the column will be inserted.

3. The column now is placed in the desired location.
LEARNERS: Continued

1. To view Assigned Groups, Classroom or Courses sections of the learner’s account if you want to see more information or to enroll learners in classes.

2. Click the “Login” icon if you would like to view a learner’s NetLearning account as a proxy.

3. Click the Activities folder to view a learner’s “to do” list and completed items.

4. To enroll users in CBLS, click the COURSES tab as shown below.

5. Click on Enroll to the right to add a CBL to the learner’s account.
1. Click the eLearning tab to access eLearning features.

2. Then click on Courses in the drop-down menu that appears.


Change the drop down to contains to search for partial titles.

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

TIP: Speed up the assignment process!
- Use the Learners section to assign multiple modules to one learner. (Above)
- Use the eLearning section to assign one module to multiple learners. (Below)
Assigning CBLs to Multiple Users:

1. Search for the users here.

2. Select User by checking the box by their name.*

3. Click the Enroll Learner(s) to assign the course to those people.**

NOTES:

*If they do not come up via search, be sure to **CHECK YOUR FILTERS.** Clear them out and try the search again if needed.

**After you click on Enroll Learners this will move them to the box at the top of the window but the assignment has not been made yet! (Instructions continued on the next page.)

INSTRUCTIONS CONTINUED ON THE NEXT PAGE
3. Choose a due date, when the module should be completed.

4. When all dates are set and the students you want to assign are in the upper box, click Save. **

**If you do no click save, then your edits will not take affect!

**Notes:**

*If a user has completed the CBL you are currently assigning AFTER the date in this box, it will not be reassigned to them.*
1. Click on the Classroom tab and then select Classes

2. Select Add Class

3. If there is an associated online CBL, find it on the existing list

4. If there is no associated course, select the course: ***Generic-No Association

5. Click Next

NOTE:
All classes must be associated with a course. Do not add a course if one does not already exist.
Classroom: Adding A Class

1. Enter Class Title (If there is and associated course, make sure the Class name is different in some way.)
2. Choose Class
3. Select Class Status
4. Enter maximum amount of students for room size.
5. Add a coordinator if it is not you.
6. Originator auto completes with your name.
7. Select this checkbox to have the system send reminders for the class. Recommend 3-5 days for reminder
8. Select Next

9. Providing CEU on contact hours must be arranged with an accredited agency. Contact LMS@virginia.edu if you have any questions. Select Next again to continue.
Classroom: Adding A Class

1. Select the Date of the Class

2. Select the start and end times for the class.

3. Add the building and room location.

4. Click Save

Contact LMS@virginia.edu to add a building or room to the LMS.

Classroom: Enrolling Learners

To Start: Click on the number in the “Enrolled” column to add learners to a class or meeting.
Classroom: Enrolling Learners

1. Select the Available Learners drop down

2. Search for the learner here.

3. Check the box associated with the learner

4. Click Enroll Learner(s)

*5. Don’t forget to go back up and click save!*

*Remember to come back here to click save when you are done on this page. (See Below)

*Remember! Click on “Reset All” to clear the filters before you start your search!*
Once a class or meeting has concluded, it must be Recorded in the LMS so that the participants receive credit for attending and the event is visible on the participant's transcript.

1. Select the “Record” icon

2. Select “Completed” for the pop-up message that appears when you select “Record”

3. Select the Mark As Completed button to change everyone from “Registered” to “Completed”

4. Click Record

QUICK TIP!
If someone who registered for the event did not attend, change the drop down to “No Show”. Do not remove them by checking the box in the “Remove” column.
The Reports area provides a wide selection of data. A brief overview is provided below. Instructions for the most popular reports follows. These are noted with orange font.

**Reports: Learner**
- **Transcript** – Report of an individual’s learner transcript (can be run for multiple learners in one report)
- **Curriculum Assessment** – Use when a curriculum has been assigned to a learner(s) and you wish to see completion progress on all learning in the curriculum
- **Enrollments and Competitions** – Shows who is enrolled in a learning event, when completion is due, when learners completed the event and who has not completed
- **Recertification** – Tracks courses/classes that are due on a cycle (2-year cycle)

**Reports: eLearning**
- **Course & People Completions** – Report of who completed and when they completed a module
- **Usage Detail** – Shows the grade an individual received for an eLearning module, how many attempts were taken for the test, length of time in test, length of time in module and the date the test was completed

**Reports: Test Reports**
- **Questions, Answers, and Results** – Shows results by test question by giving the percent and number who selected the correct or incorrect responses to a question.
- **Usage Detail** – Shows the grade an individual received for an eLearning module, how many attempts were taken for the test, length of time in test, length of time in module and the date the test was completed
1. Choose the date range for transcript items or choose “All Dates”

2. Hold down your “CTRL” key and click on the item you wish to include in the report

3. Search for your learner(s)

4. Once you find the learners you are looking for, click the check box next to their name.

5. Click on Add to List

6. Choose your report format

7. Click Run Report
Example of the report you will receive:

### Transcript

**University of Virginia Health System**

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Class</th>
<th>Self-Add</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/19/2002</td>
<td>Electrical Safety</td>
<td></td>
<td>92</td>
<td></td>
</tr>
<tr>
<td>01/15/2004</td>
<td>Safety - Part 1 2004</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>07/28/2005</td>
<td>Bloodborne Pathogen/Infection Control Retraining - 2005</td>
<td></td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>07/28/2005</td>
<td>Medical Center 2005 Compliance and Privacy Retraining</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>07/28/2005</td>
<td>Safety Retraining 2005</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>03/30/2006</td>
<td>Educational Activity: Department Based</td>
<td></td>
<td></td>
<td>CREDIT HOURS - 0.10, CEU3 - 1.50</td>
</tr>
<tr>
<td></td>
<td>Teambuilding - 4 Central</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. The Enrollments and Completions Report is typically run with a Curriculum or Ad Hoc (single class/course) selected.

2. Below are the recommended parameters for these reports.

3. The first option, “Include all selected learners,” will include everyone that you select to be on the report regardless of whether they have been enrolled or have complete any coursework. Leaving this unchecked will give you a shorter report that only includes the learners who have been enrolled or completed the coursework. It is up to you whether you want to include all select learners. The rest of this section can be skipped.

4. When selecting Ad Hoc, click here to expand the course search function.

5. Change the radio button to “All” if selecting individual courses/classes.

6. Search for the course by title.

7. Click the check box next to the course(s) you would like to add.

8. Click on “Add to List”.

Instructions continue on the next page.
1. Search for Learners

2. Check the boxes associated with learners to be included

3. Click on “Add to List”

4. Click on “Run Report”

Example of the report you will receive:
1. Search for the course title and select the “Filter” button.
2. When the course appears on this list, click the module title so it is highlighted in blue.
3. Set a date range if needed.
4. Search for learners.
5. Click the check box next to the learner(s) you would like to add.
6. Select “Add to List”.
7. Select your report format. Word or PDF is recommended for this report.

Select “Run Report”.

The following parameters are recommended:

- Search for learners
- Select “Add to List”
Example of the report you will receive:

Questions, Answers, and Results

University of Virginia Health System

Mandatory New Team Member Training: Bloodborne Pathogens and Infection Control

Course: Mandatory New Team Member Training - Bloodborne Pathogens and Infection Control
Max Time: 0 minute(s) Average Time: 4 minute(s) Preset Minimum: 2
Posttest Minimum: 85 Number of Exams: 61,283 Post-Test Questions: 15
Create Date: 08/29/2011 Pre-Test Questions: 15

Ques #: 15 - ID #: 5335 - Subject: 2005 COD EVAL - ALL MODU
Question: (Optional) Comments:
  [ # times question unanswered = 15]
  [ # times question asked = 100]

Ques #: 1 - ID #: 9545 - Subject: Infection Control
Question: You should cleanse your hands:
Possible answers: (correct marked with ")"
  1. Before and after all patient contact [1 times or 1.0%]
  2. After having contact with anything in a patient's environment [4 times or 4.0%]
  3. Before and after removing gloves [2 times or 2.0%]
  4. All of the above *** [93 times or 93.0%]
  [ # times question unanswered = 0]
  [ # times question asked = 100]

Thank you so much for reviewing these materials. Please feel free to share these with any other NetLearning Admin who you believe may benefit from this information.

Also, do not hesitate to contact LMS@virgina.edu if you have any questions. Thank you again!