

For Administrators/Managers

As an administrator for your company's training, you can monitor learner progress:

- Monitor the progress learners are making through the education by viewing completed and open activities
- Monitor how well mentors are keeping up with approving the activities
- Review learners' answers to experiential activity questions and requirements
- Review mentors' grading/responses to the experiential activities

REPORT FOR [REDACTED]

EXIT REPORT

Progress: 4 %

← Overall progress through the learning path

Date: 3/21/2014 to 4/4/2014

Curriculum	Badge	Learning Activity	Step	Started	Start Date	Completion Date	Duration (days) to Complete	% Completed	Completed
C1-F-Water Quality Basics Certificate				<input checked="" type="checkbox"/>	3/29/2014	N/A	N/A	3.50877192982456 %	<input type="checkbox"/>
	B1-F-Discuss Water Quality Basics Badge			<input checked="" type="checkbox"/>	3/29/2014	N/A	N/A	9.09090909090909 %	<input type="checkbox"/>
		LA-B1-What is Water Quality?		<input checked="" type="checkbox"/>	3/29/2014	N/A	N/A	0 %	<input type="checkbox"/>
			S-B1-1-What is Water Quality?	<input type="checkbox"/>	3/29/2014	N/A	N/A	0 %	<input type="checkbox"/>
		LA-B2-Residential Water Quality Issues		<input checked="" type="checkbox"/>	3/29/2014	N/A	N/A	0 %	<input type="checkbox"/>
			S-B2-1-Residential Water Quality Issues	<input type="checkbox"/>	3/29/2014	N/A	N/A	0 %	<input type="checkbox"/>



To access Reports:

1. Log into the Learning Experience Manager (LEM), <http://wqa.treklem.com>, from a computer
2. Click on Reports in the bottom left-hand toolbar.
3. Select the tab for the desired report type and then the appropriate user or learning activity within each tab.

Report types:

- a. Learner progress report – shows progress for a specific learner through a certificate.
- b. Group reports – shows completed vs non-completed for learners within a company for a specific learning activity.
- c. Badge/Learning activity progress report shows % completion by all learners within a company for a specific badge or learning activity.

Modifying Mentorship

1. Group Administrators have the ability to assign multiple mentors to a learner based on specific activities or modules
2. ADMIN > USERS > search for Mentor by name
3. Click on Mentor's name
4. On the next page, click Mentor Manager from upper right corner
5. If the learner is already assigned to the mentor under "Assigned Learners" and you're making a change to this learner, then click the "X" on the line with their name
6. Under "Assign Learners to [Mentor's name]"
 - a. Search for the Learner's name
 - b. Click on the Learner's name to add them to the list on right (can add multiple learners at same time)
 - c. Under "Learning Context", assign which Modules or Learning Activities you want the mentor to review for the learner(s) by clicking "Add"
 - d. Click Save, or click Save and Assign more if you have other learners to add.

Questions? Contact the WQA Education department at 630-505-0160 or education@wqa.org.