

CalChamber LMS User Guide:

The screenshot shows the CalChamber LMS Administrator Home Page. At the top, there's a dark blue header with the CalChamber logo and the text "820067 - California Chamber of Commerce". In the upper right corner, there are notification and profile icons. On the left, a dark sidebar contains a navigation menu with icons for Home, Licenses/Seats, Users, Groups, Policies, Reports, Configure, Announcement, and Utilities. The main content area is divided into three sections: a "Welcome to your Training Administration Portal!" message with a video thumbnail, an "Administrators" list with names and email addresses, and a "Getting Started" panel with links to guides, licenses, users, reports, and policies. The footer includes copyright information and links to Terms of Use, About Our Ads, and Privacy Policy.

Administrator Home Page

When you first arrive on the Administrator home page, you'll see a navigation pane on the left, a section to add administrators in the middle, and a getting started panel on the right. In the upper right-hand corner are the notification and profile icons.

HEADER:

- 1) The **bell icon** will display any system notifications you need to be aware of
- 2) The administrator's **profile icon** will include the following options:
 1. Home: takes you back to the home page
 2. Profile: allows you to update your profile or reset your password
 3. FAQ: answers any questions you may have
 4. Support: open a support ticket from here if you run into technical issues
 5. Switch – allows you to toggle back and forth between the administrator and user view. Handy when you have a course assigned to you. Click on the switch button so you can see

LEFT NAVIGATION PANE:

- 3) **Home (house icon)**
- 4) **Licenses/Seats (ticket icon):** Your training purchases are located here. Administrator options include:
 1. Assigning and unassigning qualifying seats
 2. Changing due dates
 3. Sending "nudge" emails to users who have not yet logged in to claim their training
 4. Printing certificates for each learner who has completed a course in this block of seats
- 5) **Users (person icon):** This is where you'll locate the users in the system. Administrator options include:
 - a. Updating basic user information and resetting passwords
 - b. Adding and importing new users

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- c. Viewing all training assigned to a given user
 - d. Ability to unassign a single qualifying seat that has not yet been started by a user
 - e. Ability to print a single certificate for a completed user
- 6) **Groups (people icon):** If you wish to break up your users into groups (i.e., departments, locations, etc.) you may do so here. Options include:
- a. Adding a new “team” or group
 - b. Adding new members to said group (either here or via a .CSV import)
 - c. Selecting a group manager for said group. This manager will have the ability to report on their associated users only.
- 7) **Policies (paper icon):** Override the default sample harassment prevention policies provided with our training. You may also add up to two (2) additional documents. This is done on a per-course basis. For example, if you purchase both employer and employee courses, you’ll upload your organization’s harassment prevention policy for each course purchased
- 8) **Reports (clock icon):** Generate/schedule regular reports including course, user, and registration reports.
- 9) **Configure (gear icon):** Various admin options including:
- a. **Email notifications:** Check box to cc managers of learner email notifications.
 - b. **Merge Users:** Combine user records in case of duplication. **CAUTION: THIS CANNOT BE UNDONE.**

CENTER OF PAGE:

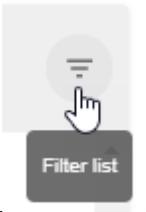
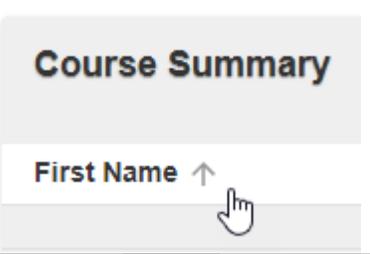
- 10) **Administrators:** this section will allow you to add more administrators to the learning management platform who will have the same accesses as the original administrator. To add a new administrator, the person must first be added as a user.

RIGHT PANEL:

- 11) **Getting Started:** this section allows you to access the getting started guide and another area to open many of the sections found on the left-hand panel.

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ADDITIONAL FUNCTIONS: Throughout the learning platform you will see the following options.

<p>Actions: Clicking this 3-dot icon will display the available actions for a particular user or enrollment. Options depend on what area of the platform you are in, and include: Assigning and unassigning active seats, changing due dates, sending nudge emails, printing certificates and more.</p>	
<p>Filter List: Clicking this icon (inverted triangle) will allow the administrator to filter current results by the given criteria. Once clicked, a window will slide from the right side of the screen where the administrator can narrow their results by filtering.</p>	
<p>Column Sorting: Clicking either the up or down arrows next to column headings (i.e., in the reports area) will allow the administrator to sort results (ascending or descending) alphabetically by that column. For example, clicking the up arrow as shown on the right will sort results alphabetically by the First Name column.</p>	
<p>Select/Select All: Use this checkbox to select one (or all) of the records displayed. Selecting multiple rows will display the Bulk Action buttons below.</p>	
<p>Bulk Action Buttons: When multiple rows of users or licenses are selected, orange bulk action buttons will appear. Actions depend on the selections being made, and include:</p> <ul style="list-style-type: none"> • Assigning and unassigning seats • Changing due dates • Print certificates (save PDFs to a file) • Inactivate users (no longer employed with you) • Clear Password (initiates password reset protocols) 	 <p>Clicking this will generate a PDF that contains all certificates that are available for this sample enrollment (71 in this case). Your numbers will vary.</p>