

MindLeaders **UK**

Administrator User Guide



MindLeaders UK

Welcome to your MindLeaders e-Learning courses. The following pages will take you through some useful information to help you make the most of your courses.

The Home Tab

Once any user (including yourself) has self registered and gained access to the courses, the Home Tab will be the first page to appear.

As an Administrator, you may get access to the additional tabs of Administer and Run Reports, but these will be discussed later.

The Home Tab is where you can access all of the courses that have been assigned to you. To do this, all you need to do is click on [View All Learning Resources](#).

The screenshot displays the MindLeaders UK e-Learning interface. At the top, there is a browser window with the address bar showing "e-Learning that works." The main header features the MindLeaders UK logo. Below the header, a navigation bar contains tabs for "Home", "Administer", and "Run Reports". The "Home" tab is currently selected. The main content area is divided into two columns. The left column, titled "My e-Learning", contains links for "View All Learning Resources", "Search Learning Resources", and "View Transcript". Below this is the "My Account" section with links for "Update Account" and "Contact Tech Support". The right column, titled "Welcome", includes a search bar and a "Recently Accessed Courses" section. This section lists several courses with checkboxes and course details, such as "Been There, Done That, Now What? (C...)", "Introduction (Dreamweaver MX - Cour...)", "Introduction to Access (Access 2003 - ...)", "Setting Up a Web Site (Dreamweaver I...)", "Tables (Dreamweaver MX - Course 5)", "Getting Organized (Web Publishing and hour(s))", "Programming Basics (Visual Basic 6 - C...)", "Introduction and Installation (ColdFusi...)", "HTML, XHTML, and Cascading Style Sh... 4.01 and XHTML - Course 3) - 4 hour(s)", and "Animation, Web Pages and Collaboratic...".

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A list of all of your e-Learning courses will appear. You can expand out the course series by clicking on the + next to the title.

For Example: We have expanded Access 2003 here so that you can see all of the courses that make up the course series.

Click on the course title to access the course. In this case, [Introduction to Access](#).

The screenshot shows a web browser window with the address bar displaying "e-Learning that works." The page header features the "MindLeaders UK" logo and a navigation menu with "Home", "Administer", and "Run Reports" options. The main content area is divided into two columns. The left column contains a "My e-Learning" section with links for "View All Learning Resources", "Search Learning Resources", and "View Transcript", followed by a "My Account" section with links for "Update Account" and "Contact Tech Support". The right column, titled "All Learning Resources", lists various course categories and titles, including "401(k) Plans", "Access 2000 MOS", "Access 2002", "Access 2003", "Access 2007 UPDATED", "Basics of Business Math", "BCS Certificate for IT Users (Level 2) - I", "Building Relationships", "Business Ethics", "C", "Career Development (Videos)", "CGI/Perl", "CICS/ESA", and "Cisco Related Series by MindLeaders B". The "Access 2003" category is expanded, showing a list of sub-courses: "Introduction to Access", "Designing and Building Tables", "Enhanced Tables and Datasheets", "Searches and Queries", "Advanced Queries and Calculations", "Access Report System", and "The Internet, Forms, and the Anal".

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Your course will load in a new window. If the course has sound, this will begin immediately but can be turned off by clicking on the **Speaker** located in the right hand bottom corner of the screen.

Course pages can be printed by clicking on the **Printer** icon, also located in the right hand bottom corner of your screen.

To move onto the next page, use the **Arrow** button.

The screenshot shows a course interface with a vertical sidebar on the left containing the following menu items: Course Topics, Course Tools, Search the Course, and Help. The main content area features a 'Welcome' heading, a paragraph of introductory text, two buttons labeled 'Take the Skill Assessment' and 'Begin the Course', and a 'Course Length: Approx. 2 hours' note. At the bottom, a dark blue footer bar displays the word 'Welcome' and a set of navigation icons including Exit, a user profile, a speaker, a printer, and a right-pointing arrow.

Course Topics

Course Tools

Search the Course

Help

Welcome

Welcome to *Access 2003: Introduction to Access*. We hope this is a rich, interactive learning experience for you.





You can now begin the course or take a **Skill Assessment**, which consists of questions on topics covered in this course. Taking the Skill Assessment first allows you to determine which topics in the course you should focus on.

To take the Skill Assessment from within the course, simply click the Course Tools tab and then click Take the Skill Assessment.

[Take the Skill Assessment](#) [Begin the Course](#)

Course Length: Approx. 2 hours

Welcome

Exit    

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Located down the left hand side of your screen you will see a series of yellow tabs, designed to help you navigate your courses successfully.

Course Topics: This tab will let you access all of the separate modules and exercises within the course.

Course Tools: Course Tools will let you take an assessment, view your current scores and see your progress report. If you wish to print a certificate of achievement, you can do this through the Progress Report link.

Search the Course: Search for particular course elements by selected words, phrases, or similar words to your request.

Help: Useful information on how to use your course and how to contact technical support.

Course Topics

Course Tools

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Help

Welcome

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To take the Skill Assessment from within
the Course Tools tab and then click T

[Take the Skill Assessment](#)

Course Length: Approx. 2 hours

Welcome

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Now we will move onto the tabs that are only accessible to Administrators.

The Run Reports Tab

You will receive a full outline on how to run reports so this is just a brief overview of what you should expect to see when you use this tab.

The Run Reports tab lets you run a selection of reports that can be collated by student, by course, or by subscription. Your **Reporting User Guide** will explain this in detail.

Through this tab, you can also view Reports that have been placed in the reporting Queue.

The screenshot shows a web browser window with the MindLeaders UK logo and navigation tabs for Home, Administer, and Run Reports. The Run Reports tab is active, displaying a sidebar with a 'Reports' section and a 'View Reporting Queue' link. The main content area is titled 'Reports' and contains a 'User Reports' section with a list of report types and their descriptions:

User Reports	
Student Progress	Shows d percenta best skill units, pe course h
User Roles and Privileges	Shows th privileges
Single-User Curriculum	Shows co
Student Information	Shows d when cou date stud and ema
Series Mastered	Displays Includes hours, ar
Single Student Transcript	Shows d student.
User Satisfaction Survey	Shows w

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This tab is accessible if you have chosen to be able to manage your Users yourself.

The Administer Tab

As an Administrator, you can add Users, create User Groups, or create selected Curricula that your Users will have access to.

This is just a basic overview of what this tab looks like. If you wish to manage your Users yourself and do not have access to this tab, please contact your Account Manager on 0845 880 3100.

Please contact us if you have any questions.

Enjoy your e-Learning courses.

The screenshot shows a web browser window with the MindLeaders UK logo and navigation tabs: Home, Administer, and Run Reports. The Administer tab is active, displaying a sidebar with a 'Users' section containing links for 'Manage & Organize Users', 'Manage Users', 'Search Users', 'Import Users', and 'Import Users Into Groups'. Below this are sections for 'Curricula', 'My Site', and 'Subsites'. The main content area, titled 'Administration Home', lists actions for 'Administer Users', 'Administer Curricula', and 'Administer My Site'.

Section	Action	Description
Users	Manage & Organize Users	Create, find, organize, and edit users and groups
	Manage Users	
	Search Users	
	Import Users	
	Import Users Into Groups	
Administer Users	Manage Users	See tree groups, Organiz
	Search Users	Search
	Import Users	Import
	Import Users Into Groups	Import
Administer Curricula	Manage Curricula	Explore
Administer My Site	Manage Site Properties	View ar
	Manage Alerts	Edit yo
	Manage Subscriptions	View yc