

# Quick Reference Guide: Team Leaders/ Admin Essentials

This quick reference guide (QRG) explains your dashboard, how to identify your team, view their learning history, and run a quick report.

## 1 Logging into the system:

When a Team Admin/Team Leader logs in to their VLC account they see their Admin dashboard. Below is a quick explanation.



The term Team Leader & Team Admin is a system access title and not reflective of your job role

**Dashboard tab** – Overview of your Direct Reports, Upcoming ILT sessions, Team activity and common reports

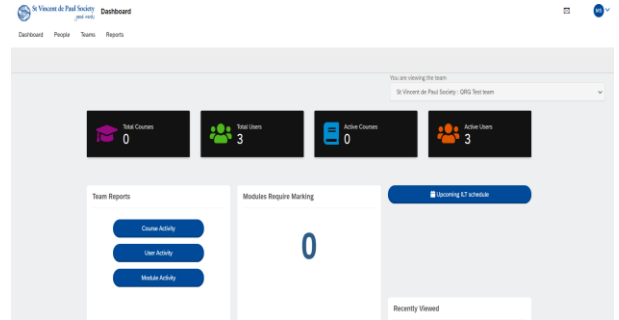
**People tab** – View your direct reports

**Teams tab** – View the teams that you are the leader of and any sub-teams of those teams

**Reports tab** – You will be able to create and see the results for people in your team, or sub-teams.

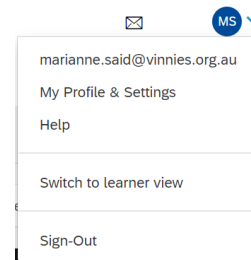


This QRG will cover off Dashboard and People Only. Teams and Reports have their own QRG



## 2 Viewing your own Home Page/Dashboard

Clicking on the **Blue Circle** at the left top of your page will give you the option to toggle between your learner view and your admin (team Leader) view.



## 3 Metrics Reports

For a quick health check of the team, you have several vitals at your fingertips to explore.





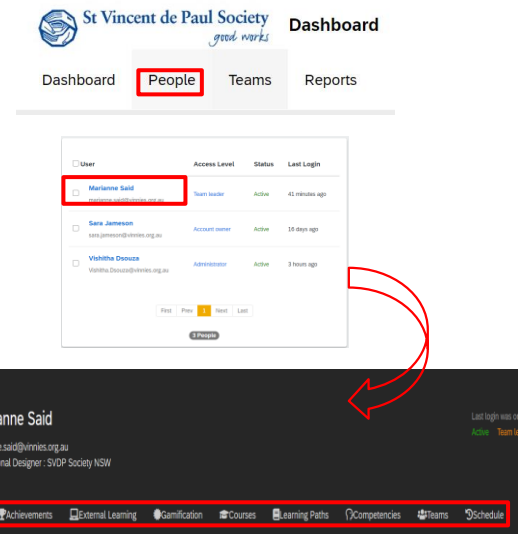
### 3 Viewing your People in your Team

Select **People** to view your Team then select the **Person** you wish to view.

This will take you to their page where you can view the team member’s Recent Activity, Achievements, Courses/Learning Paths they have been assigned and the status of the course, the Team/s they belong to and ILT sessions they have registered for by clicking on the relevant menu.



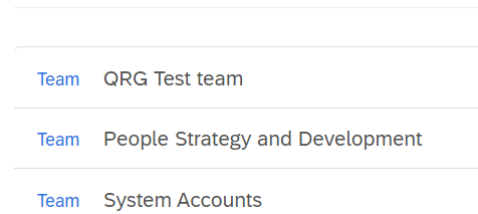
Gamification, Competencies and Listings are not being used by SVDP.



### 4 Recently Viewed

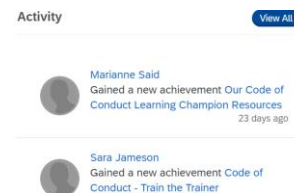
This navigation panel is a trail showing you the last things you interacted with. This feature is useful if you quickly need to get back to a particular place.

#### Recently Viewed



### 5 Activity Tab

Clicking the Activity tab shows you the most recent records of who has been logging in and gaining achievements.



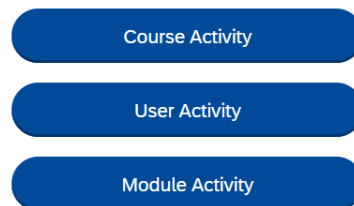
### 6 Quick Access Reports

As a Team Leader/Admin, you will have quick access to three (3) reports: The Course, User and Module Activity reports for all team members and content that fall under their assignment. You can also view these reports without downloading it.



More specific reporting will be covered in the Reports Quick Reference Guide

#### Team Reports



*\*To protect the privacy of our Members and Volunteers Screen shots used in this document containing names have come from our Administration view.*



## Using Quick Access Reports

1. From your dashboard select the team you want to view
2. Select the report you wish to view/run. For this example, we are using Course Activity
3. You will now see a list of courses that have been assigned to your direct reports or team, select the course you wish to view
4. You will be now able to see your Direct Reports/Team and their completion status of the course.
5. To download the report, you can add more detail by selecting the Filter Icon. A menu will appear and tick the fields you require and select **Run Report**.



If you do not need to see Inactive people, please tick **Active** from the filter menu.



- Download provides a once off view
- Schedule report allows you to save and re-run later or you can schedule the report to automatically run

You are viewing the team  
St Vincent de Paul Society : QRG Test team

### Team Reports

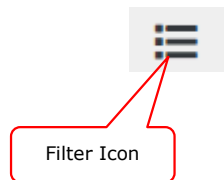
- Course Activity
- User Activity
- Module Activity

List View Chart View

Course	Assigned people	Completed people
A New Way to Train Employees 1.0	1	1
Aboriginal and Torres Strait Islander Inclusion and Cultural Safety 1.0 (AU)	3	3
Aboriginal Engagement	1	0
Adaptive Suite - Sexual Harassment in the Workplace	1	0

Person	Last attempt	Marking	Overdue	Complete	Assigned Date	Due Date or Initial Compliance Due Date	Active
Marianne Said	07/04/2020 09:02:35 AM		Overdue	Complete	10/07/2020	06/01/2021	Active
Sara Jameson	10/07/2019 08:23:45 AM		Overdue	Complete	10/07/2020	06/01/2021	Active
Vishitha Dsouza	26/11/2020 03:36:56 PM		Overdue	Complete	23/10/2020	06/01/2021	Active



Filter columns

- PERSON
- USERNAME
- EMAIL
- COMPANY
- VINNIES ID
- NDIS NUMBER
- HIRE / START DATE
- DIRECTORATE

Run Report Cancel

Download/Schedule this report