

How to Use Supervisor Accounts

Supervisor Accounts Defined

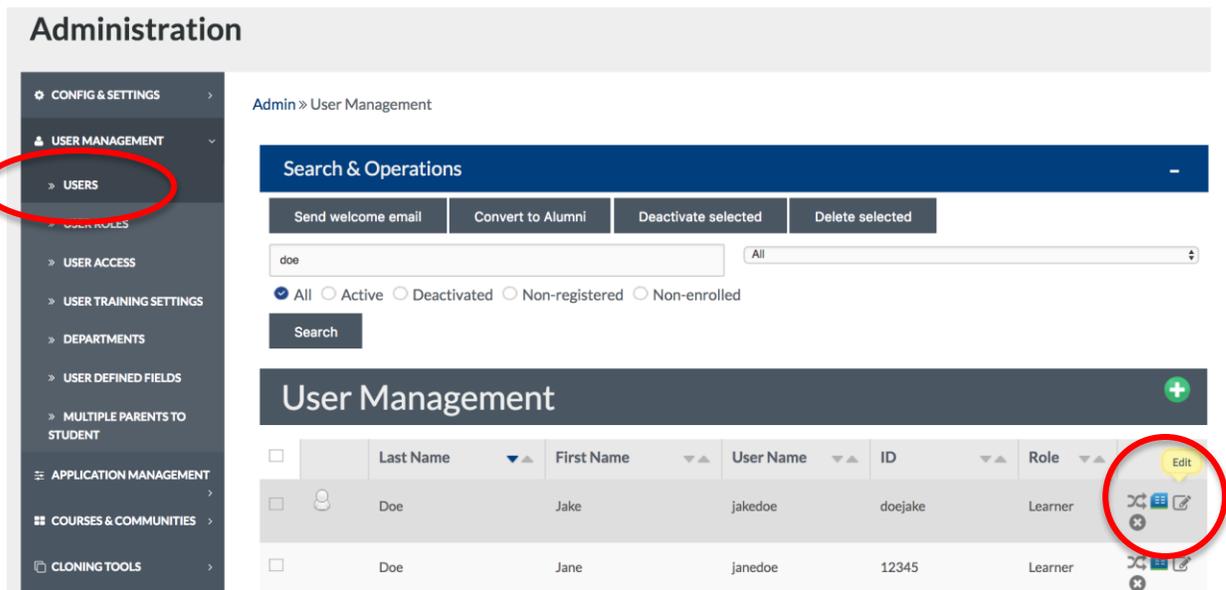
Edvance360 provides accounts for oversight, in which users designated as **Supervisors** may track and report on Learner progress within the LMS, as well as approve any Offline Training submitted by their direct reports.

How to Setup Users as Supervisors

There are two ways in which users can be assigned a Supervisor within Edvance360. The first is to manually assign users to their Supervisors via the 'Edit User' screen. The second involves an import via a CSV file containing a field for a Parent/Supervisor ID - which auto assigns Supervisors to users in bulk. See directions for each option below.

Assigning Supervisors via the Edit User Screen

- 1 Navigate to **1-Admin Tab > 2-User Management > 3-Users**
- 2 Scroll down the list of users to find a Learner (user role is listed as the far right column of the User list), then select the Edit option (pencil icon) to be directed toward the User Edit Screen.



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- 3** The second dropdown box will be entitled SUPERVISOR and can be extended to reveal a list of possible users to be assigned as a Supervisor to the user in which you are editing. NOTE: A Learner, Faculty/Staff, or an Admin user may be a Supervisor to another User. *The User Role is listed in parenthesis next to the User name that shows on the list.*
A Supervisor can be selected from the list, and then these settings, as well as any other that have been updated from the Edit User screen will need to be saved.

[Admin](#) » [User Management](#) » [Edit](#)

Account Information

User Role

Student Learner

Supervisor

Elizabeth Matthew (Instructor)

- 4** Once the assigned Supervisor logs in, they will be able to select REPORTS>Offline Reporting from their Homepage Dashboard, and the list of their direct reports will appear. These reports are run **ON DEMAND** and can be organized via a variety of data points and filters.

REPORTS

Offline Reports Add New

Order By: Date | Approval

My Filters

Start Date

2017/01/01 12:00:00

End Date

2017/12/31 12:00:00

Save

Employee Filters

User

✓ All

-View Direct Reports-
Student2, Test

2017/01/01 12:00:00 2017/12/31 12:00:00

Save

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- 5 Once a report has been submitted via the Save tab, Supervisors may then scroll back to the top of their Offline Reporting Screen to “Export Offline Report” option.

Home

ACCOUNT >

DASHBOARD >

REPORTS >

OFFLINE REPORTINGS

NOTIFICATIONS >

CERTIFICATES

EPORTFOLIO >

NETWORK

Home » Offline Reportings » Settings

Offline Reports Add New

Order By: Date | Approval

My Filters

Start Date

2017/01/01 12:00:00

End Date

2017/01/01 12:00:00

Export Employees Offline Report

Assigning Supervisors via the Import User Function

- 6 Navigate to **1-Admin Tab > 2-Courses & Communities > 3-Import/Export**

Administration

Admin » Import Export

CONFIG & SETTINGS >

USER MANAGEMENT >

APPLICATION MANAGEMENT >

COURSES & COMMUNITIES >

CAMPUS >

TERMS >

CATEGORIES >

GROUPS >

TRAININGS >

COMMUNITIES >

COURSE EVALUATIONS >

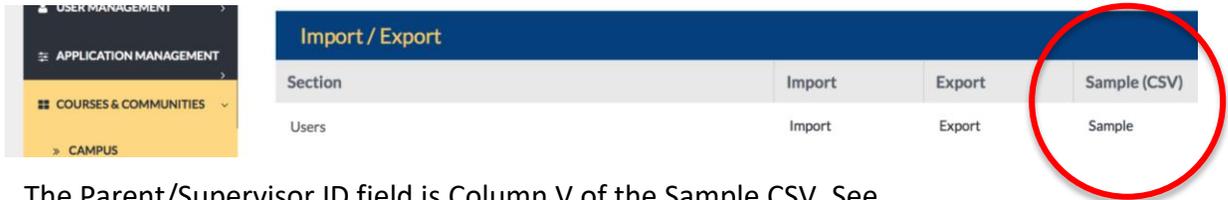
IMPORT / EXPORT >

Import / Export

Section	Import	Export	Sample (CSV)
Users	Import	Export	Sample
Trainings	Import	Export	Sample
Communities	Import	Export	Sample
Students to Courses	Import	Export	Sample
Students to Communities	Import		Sample
Attendance	Import	Export	Sample
Course and Community Categories	Import		Sample
Test Data		Export	

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Admin Users will have the opportunity to download a copy of a Sample CSV file, which will show all allowed and included data points and fields for User Import by clicking **Sample**.



The Parent/Supervisor ID field is Column V of the Sample CSV. See Screenshot.

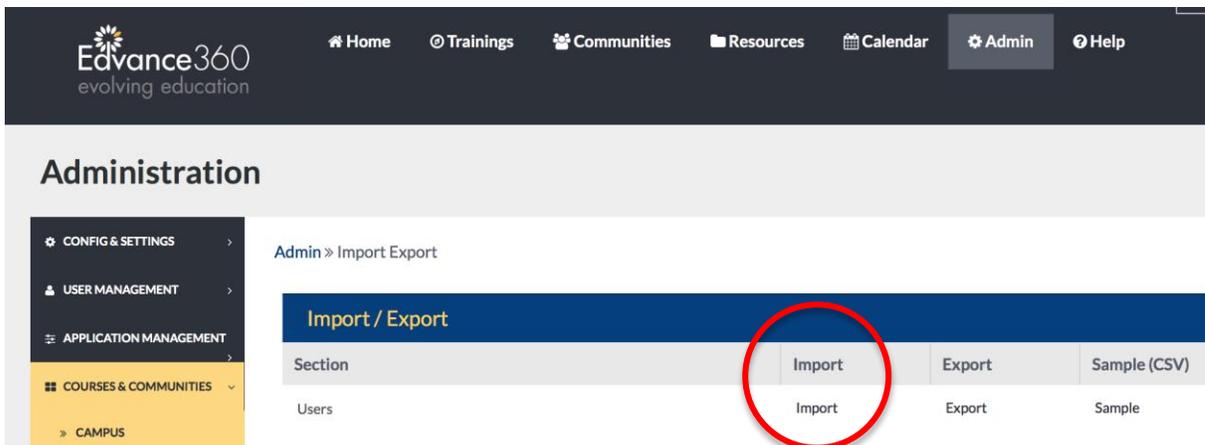
The screenshot shows a CSV file structure with columns labeled R, S, T, U, V, and W. Column V is labeled 'Parentid' and is circled in red. The data rows contain placeholder text like 'aaaaa', 'bbbbb', 'ccccc', 'eeeee', and 'ffffff'.

R	S	T	U	V	W
(Re Administratc	Username (N	Password (Not Required - Varchar 50)	Delete ('D' to delete user, Blank to import) (Not Required - Char 1 ['D',null])	Parentid	UserTitle
Y	aaaaa	aaaaa	D		
	bbbbb	bbbbb			
	ccccc	ccccc			
	eeeee	eeeee			
	ffffff	ffffff			

The Supervisor ID for each user can be keyed into this column.

NOTE: The Supervisor will be listed as a user in the same table (or a previously uploaded table), so that Supervisor's USER ID will be the same ID listed in the Supervisor ID column for the users that need to be assigned to them (Column V).

- 7 Once Admins have created, edited, and saved their CSV file and are ready for import, the Import option can be selected to begin the process.



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- 8 The Import feature will allow Admins to browse their computers for the saved CSV file, select it, and upload it.

Admin » Import Export » Import Users



Import Users

Upload File no file selected

Welcome Emails

Do not send

Submit

Before submitting, Admin users will have the option to automatically send a Welcome email to these newly imported users via the Welcome Email dropdown.



Welcome Emails

- ✓ Do not send
- New users only
- All users

Once the CSV has been uploaded and the Welcome Email options have been selected, the import can be saved via the Submit button.

- 9 In order to see the list of newly imported Users, Admins can navigate to **1-Admin Tab > 2-User Management > 3-Users**.

If Welcome Emails were not selected to be sent automatically in the previous step, then Admins can select the name of each user they'd like to send this email to by manually checking the box next to the left of each User's name. See screenshot below.

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Administration

Admin » User Management

Search & Operations

Send welcome email Convert to Alumni Deactivate selected Delete selected

All

All Active Deactivated Non-registered Non-enrolled

Search

User Management

<input type="checkbox"/>	Last Name	First Name	User Name	ID	Role	
<input type="checkbox"/>	Admin	E360	admin	admin	Admin	
<input checked="" type="checkbox"/>	Admin	Kate	kateadmin	kateadmin	Admin	
<input checked="" type="checkbox"/>	Ahmed	Faheem	faheem360	CRF0053222	Super Admin	

- 10** From this screen, Admins may also select the Edit (pencil icon) to confirm that the Supervisor field pulled over the correct name from the Supervisor dropdown. See Steps 2 and 3 above for more detailed information.