

After purchasing a course, you (Group Leader) will receive a registration email to create login credentials. The **GROUP LEADER** will be able to access the **GROUP REGISTRATION PAGE**, which is automatically created after the initial login through the link provided in the registration email. Group Leaders can register and manage students for the purchased course using the Group Registration page.

ONLINE LEARNING ACADEMY Alliance for HOPE International

		Group Registration
1	<b>GROUPS MAY BE RENAMED</b> by clicking on the icon on the top right of the Group Registration page. On the next screen, click on the tab the name can be changed from the default.	Group Users Registration Léft: 2. Group Name
2	Students in a group are automatically enrolled in all courses purchased by their Group Leader. To <b>ENROLL</b> additional students or to <b>MANAGE</b> current students, begin by selecting the course from the drop-down menu on the Report tab.	Enrolled Users Report Group Code Stutict course Strangulation 101: The Last Warring Shot. V Show Rippel
3	Enroll new students in a course by using their <b>NAME</b> and <b>EMAIL ADDRESS</b> . A Wordpress account will automatically be created for them. If the student has an existing account, it can be used to enroll them in the course. Students will receive a confirmation email after enrollment.	Enrolled Users         Report         Group Lade           Q, reset time transmission         Brain         Brain           L <sup>1</sup> Name         Email           No user is explained         No user is explained         Provide Time Time Time Time Time Time Time Tim
4	Reports for purchased courses may be accessed in the <b>REPORT</b> tab. Select a course from the drop-down menu at the top of the page to display users who have attempted the course and their up-to-date progress.	Enrolled Users     Enroll New User     Report       Select Course     Show Report       Show 10 • entries     Name     Email ID       Name     Email ID     Course Progress       Course Progress Overview     100%       Iotomplete     100%
5	To <b>ENROLL STUDENTS IN BULK</b> , upload a CSV file through the Group Registration page. The format for the CSV file needs to be: <b>FIRST NAME</b> , <b>LAST NAME</b> , <b>EMAIL ADDRESS</b> . A <b>SAMPLE CSV</b> file is available on the page.	Enrol New Users to Group Import using csv: Choose File No file chosen Upload Download sample csv
6	Remove all of the users from a particular group by clicking the <b>BULK REMOVE</b> button.	Enrolled Users Enroll New User Report Bulk Remove Show 10 • Users Search Name Enroll Action

## **GENERATE EXCEL REPORTS**

From the Group Leader landing page, click on **COURSE REPORTING**.



Inside Course Reporting, you will see that your
 DASHBOARD (A) is the first menu item on the left;
 followed by LEARNDASH LMS (B).

æ	Dashboard	A Dashboard	
6	LearnDash LMS	B SiteOrlein Page Builder News	
91	Media	Announcing the Anything Carousel July 26, 2021 Page Builder Accessibility Enhancements. June 12, 2021	
4	Profile		
Ð	Facebook Feed	Widgets Bundle: WP Super Cache & Swift Performance Enhancements June 3, 2021	
0	Collapse menu	Layout Slider New Navigation Shortcode May 25, 2021	

9 LearnDash is where Group Leaders can produce EXCEL REPORTS for all course user progress, assessments, quiz results, and a list of users.



## **MONITOR REAL-TIME PROGRESS**

**10** The **PROPANEL ANALYTICS TOOL** tracks progress of users in real-time. To find it, scroll to the bottom of your Dashboard.

Dashboard	Dashboard	
EearnDash LMS	Welcome!	~ × *
Media		
Profile	SiteOrigin Page Builder News	~ ~ *
Facebook Feed	Staging Indicator	~~ *
Collapse menu		
	ProPanel Overview	~~ •
	Total Students	Courses
	0	0
	Assignments Pending	Essays Pending
	0	0
	ProPanel Filtering	A Y .
	Filters * Email *	Full Page
	Filter By:	
	1	