INSTRUCTIONS FOR USING THE VISTA LEARNING MANAGEMENT SYSTEM (LMS)

The VISTALEARN™ Learning Management System (LMS) allows you to deliver e-learning courses to any employee, anytime, anywhere there is internet access. Offline (no internet connection) access to e-learning courses is also available via Apple or Android devices using a free app.

This guide is for Administrators and Instructors who need to setup new learners in your private "branch" of the VISTA LMS. To setup new learners and to assign e-learning courses you will need to be connected to the internet. A separate manual titled "**MANUAL 003 – USING TABLET FOR TRAINING**" outlines tablet-specific use and offline training capabilities (if you have licensed that option).

ADMINISTRATOR / INSTRUCTOR ROLE

The internal administrator / instructor is the person who enters userid and password for each learner and who decides which courses employees have access to. They will handle initial questions from learners and be the central point of contact for any assistance needed from VISTA. They can also run reports on progress as well as print (or reprint) course certificates of completion for any learner.

ADMINISTRATOR / INSTRUCTOR LOGIN DETAILS

Administrators / instructors <u>need to be connected to the internet to setup or change any trainees</u> on the LMS. Using any computer or tablet, open any browser and use the information below to login to your LMS Administrator / instructor account.

LMS SITE NAME (a.k.a. branch name)… https://_____.vistalearn.com

ADMINISTRATOR / INSTRUCTOR Login information

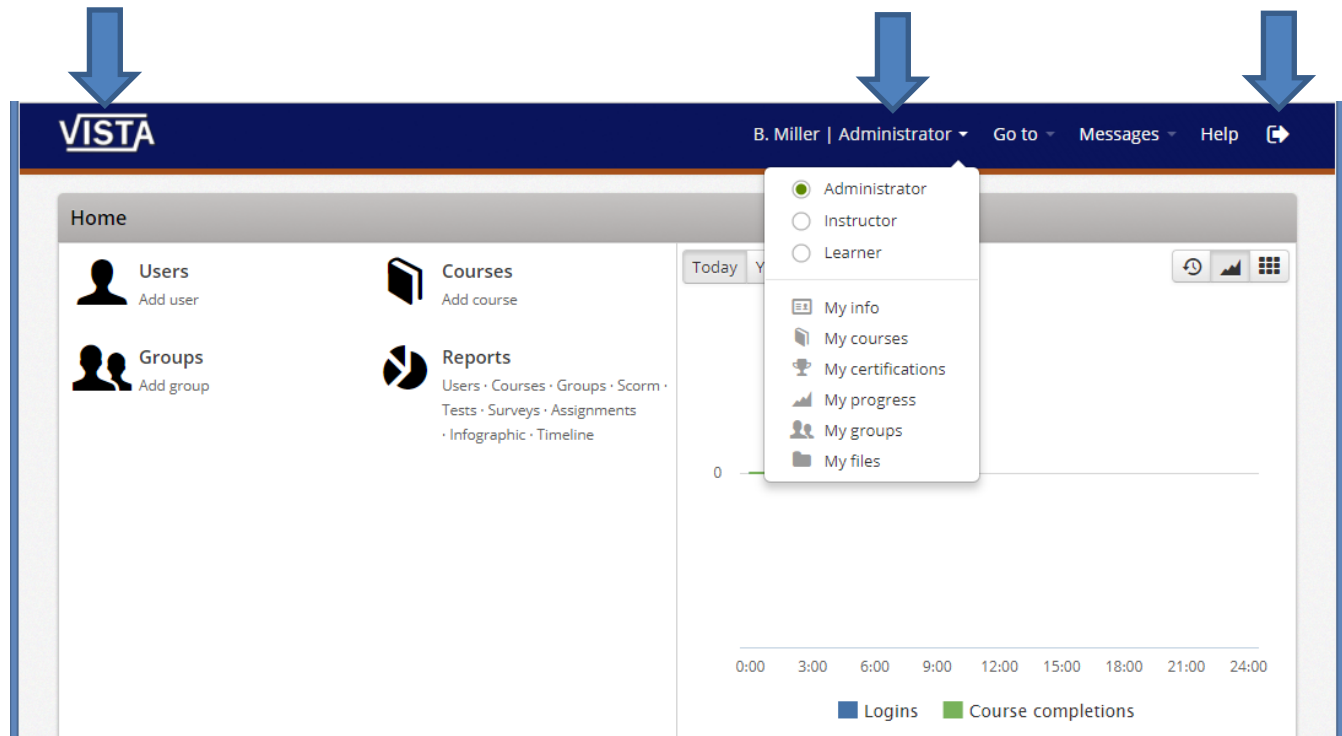| Administrator / Instructor #1:	Administrator / Instructor #2
Username: _____	Username: _____
Password: _____	Password: _____

Support and Assistance

1) VISTA Training support for one or two "administrators" (instructors) is included at no additional fee from 8:00am – 5:00pm (USA Central time), Monday-Friday. Toll Free 1-800-942-2886 x1305 or +1-262-910-1376 x1305. Or, you can email info@vista-training.com
2) Off-hours emergency contact number is +1-414-429-1799 (off-hours support may be billable at up to $150/hr – minimum 30 minutes).

Additional details are available by using the HELP button on the upper right corner of each screen.

ADMINISTRATOR / INSTRUCTOR NAVIGATION NOTES

1. Clicking on the logo will always return you to this main menu (if in ADMINISTRATOR mode).
2. You can easily swap your role from ADMINISTRATOR to INSTRUCTOR to LEARNER. This is beneficial when you want to see what a LEARNER(trainee) sees rather than what an ADMINISTRATOR/INSTRUCTOR sees.
3. The white arrow pointing to the right (upper right of screen) will log you out.

4. When viewing a list of Users (learners), ADMINISTRATORS / INSTRUCTORS can login as that learner by clicking the right facing arrow as shown on the screen below. It is sometimes beneficial to see the screens a learner would see. This is just an easy way to get there without having to logout of your account and log back in as the learner. To logout of that learner's account and return to your account, use the left facing, curved green arrow that will appear at the top of the screen.


To Return to Admin
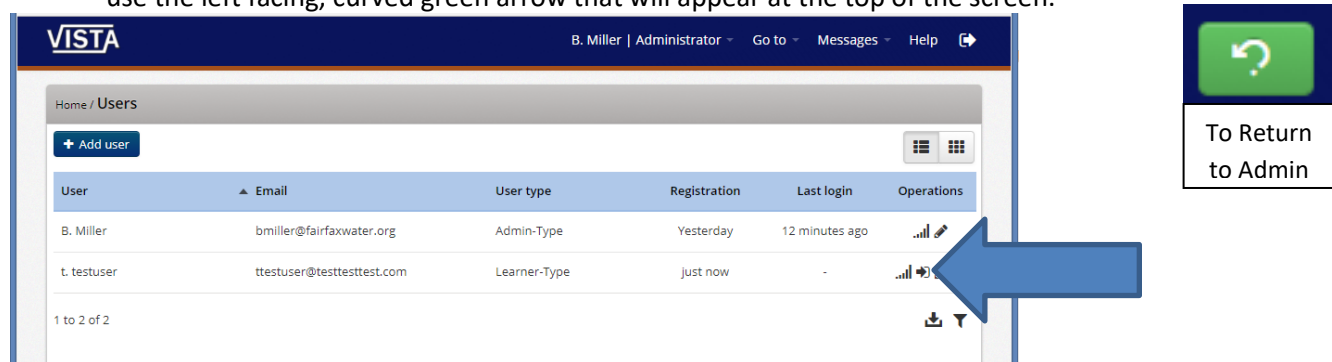
Administrator / Instructor Menu Options

VISTA has setup and enabled a site Administrator / Instructor. That person will have the ability to quickly and easily manage training for your employees (learners). These instructions provide an overview of capabilities.

Administrators / Instructors can setup new learners (users) up to the maximum number you have licensed. The number of total users is determined by how many users are setup in the system at any given time. For example, if you license 100 users and 100 users are entered into the system (Administrators are not counted), then you can either upgrade your license to the next level or delete an existing user and add the new user. If you delete a user from the system, all past training records and final exam scores are deleted.

1. The Site Administrator / Instructor can add, change or delete users (Learners) in the Learning Management System (LMS).

2. They can view final exam scores and view / reprint certificates of completion.

3. They can GROUP courses. For example, all the courses that a backhoe operator must take can be in one GROUP and all courses that an excavator operator must take in another GROUP.

4. They can add COURSES. For example, you may want to create a course of your own by importing a PDF, a PowerPoint or a video to the LMS and assign it to various users. Please respect copyrights when doing so (get permission). --- May require add-on license.

5. They have the ability view reports on progress of an individual user or all users. Other reports are also available.
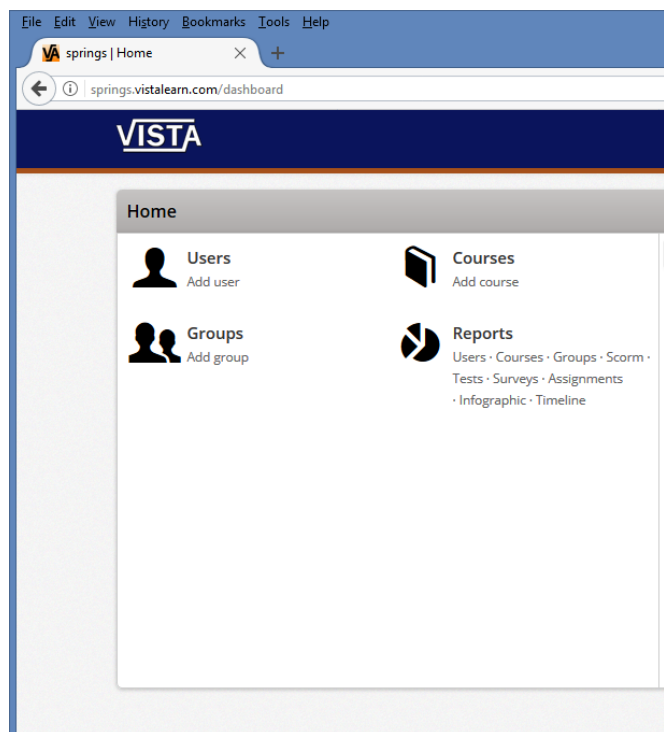
Additional details are available by using the HELP button on the upper right corner of each screen.

Setting up a New User (Learner):

- Administrator / Instructors can login and select ADD USER

- Each user (LEARNER) taking e-learning courses needs to have their own username and password. This information is used on printable certificates of completion.

- If any learner does not have an email address, you may enter a fake email but it must not be a duplicate of another user's email.

- Bio is optional, but most people use it to record the group or division the user is in.

- User type should always be Learner-Type unless you want that person to be a Trainer / Instructor. Contact VISTA for help on that.

- Time Zone is optional

- Users must have ACTIVE checkmark unless you want to keep them from using the system.

- Exclude from Emails should be checked if you know they will not want notifications or have a fake email address.

Next: ASSIGN COURSES TO A USER (clicking "Add User" will take you to the that screen – see next page)

Additional details are available by using the HELP button on the upper right corner of each screen.

ASSIGN COURSES TO A USER

To assign courses to a user (Learner), click the plus sign "+" next to the courses. The user will then have access to this course.

Clicking the minus sign "-" removes that course from a user.

NOTE: If you have licensed one or more of our **JURNEE™ INSTRUCTOR KITs,** please do NOT add ("+") the actual Jurnee™ Instructor kit to your users (Learners). Instead, add ("+") the course with a similar name (usually has a name that contains "Operation & Safety" and a course code that begins with SS). This will prevent Learners from viewing all the final exam answers and other Jurnee™ Instructor Kit documents meant only for you the instructor. Let us know if you don't have the course(s) as an option and we will add it no charge.

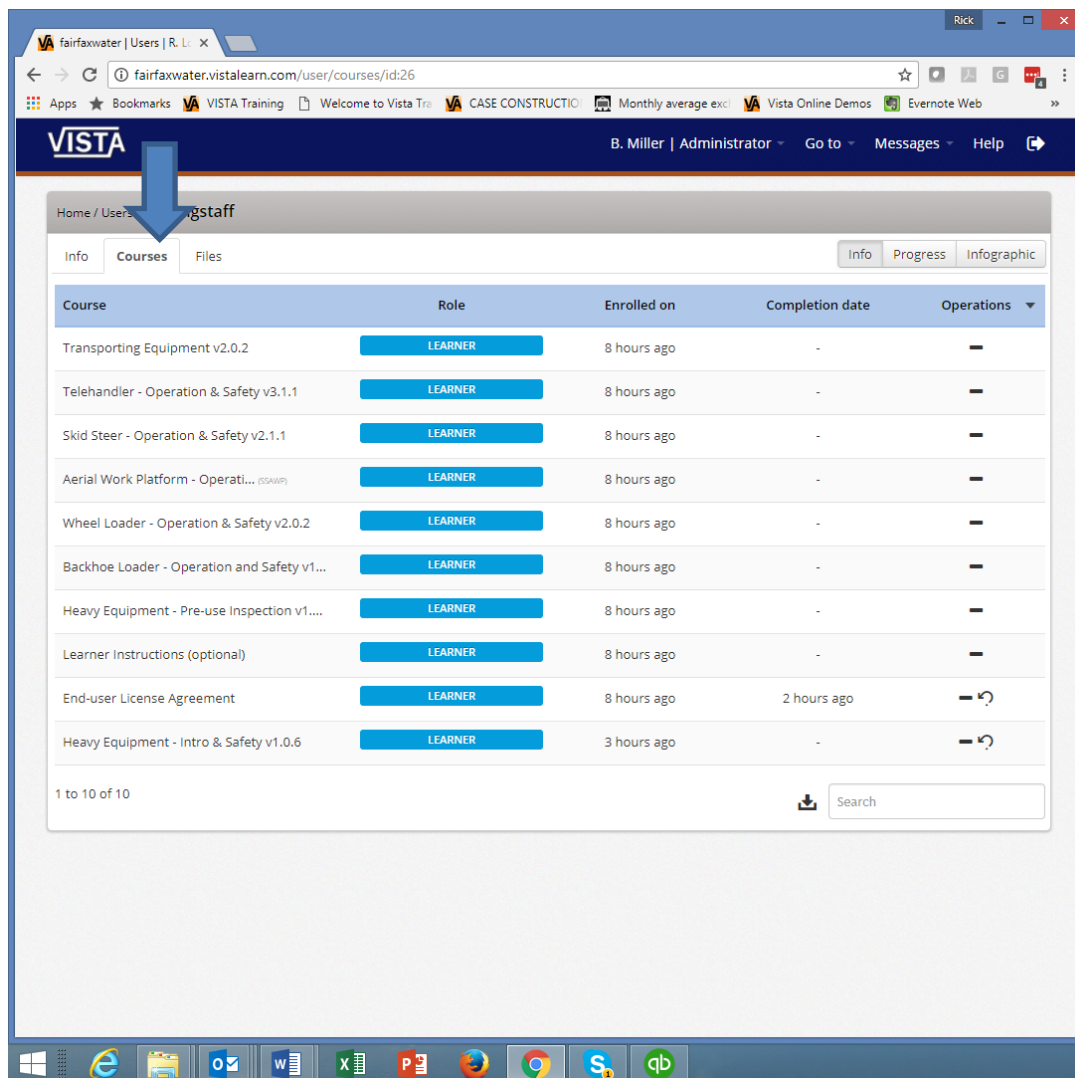Next: Provide that user with their userid and password have them login.

Additional details are available by using the HELP button on the upper right corner of each screen.

RESETTING A COURSE

For each course that a learner takes, progress can be reset to the beginning. You may want to do this if the learner is having difficulty with the course and you want them to start from the beginning.

To reset a course for any learner, login as administrator, select USERS, click on the name of the correct user.

Then select COURSES tab. On the sample below, note the "-" and the left facing curved arrow on the bottom right of the screen. Clicking the left facing curved arrow will reset the course for that trainee only (after a confirmation box). Use sparingly. All progress data for this course (test scores, bookmarking of where they left off) will be deleted.

Additional details are available by using the HELP button on the upper right corner of each screen.

VISTA
Enabling Human Potential

REPRINTING CERTIFICATES (and how test questions were answered by learner)

NOTE: These instructions describe the default way the VISTA LMS handles tests and certificates as of October 1, 2021. If you would like to reprint a Final Exam that a learner took prior to that date, please see contact VISTA with the name of the trainee and we will send you the certificate.

For each course that a learner takes the test and passes, a certificate of completion is available for them to view and/or print. It's also possible to view and/or print how many test attempts there were and how the learner answered the test questions. If desired, they can print both and provide to their trainer. Administrators / Instructors can also view and/or reprint either of these anytime by doing the following…

Instructions for Instructors / Trainers to retrieve Certificates.

1. Login to your account (see page 1 has details).
2. At the top of your screen next to your name, you will see "Instructor" or "Learner" or "Administrator"
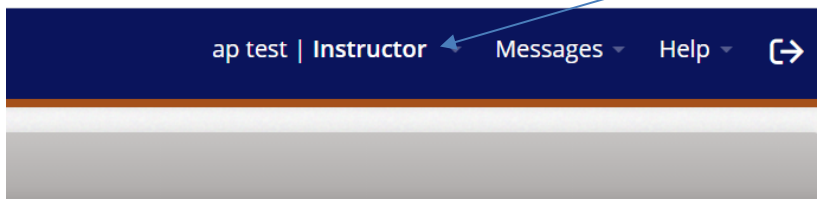
3. Hover (without clicking) over your name, then click on Administrator.
4. You will be on the screen below: Under reports click users.
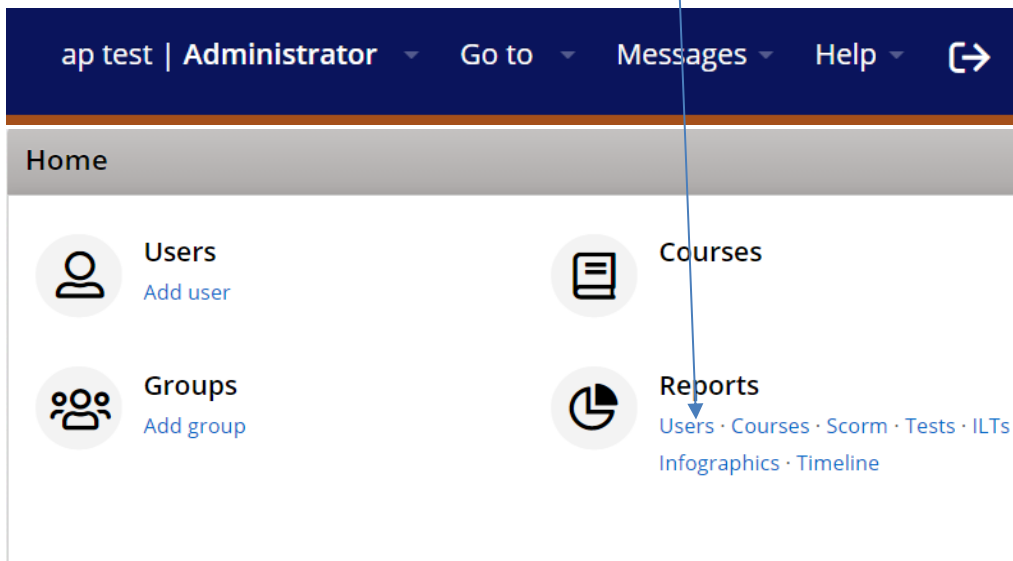
5. On the page below, look for the user you want to obtain information about or use search.

Home / Reports / **User reports**				
485 learners	**320** course assignments	**94** completed courses	**135** courses in progress	**29d 17h** training time

USER ▾	USER TYPE	LAST LOGIN	ASSIGNED COURSES	COMPLETED COURSES	COMPANY NAME	TELEPHONE NUMBER	OPTIONS

Learners (users) are all listed here… click on one user's name or use search on bottom right.

Search

6. Once found, click on the user's name to view the screen below:

Home / Reports / User reports / **E. Ruggaber**

Overview | Courses | Tests | Scorm | Certifications | Timeline

Profile | Progress | Infographic

E. Ruggaber TRAINER-TYPE
erin@vista-training.com

Export in Excel

27 courses in progress	**5** completed courses	**3** courses not started	**21h 30m** training time	**7** certifications

Note the tabs above the user's name, you will automatically be on the "Overview" tab.

7. Click the "Tests" tab. If the user took the course after October 1, 2021, the test score will appear in the SCORE column. If before that date (or SCORE is blank), please contact us and request us to use the original (SCORM) method of reprinting to provide you with desired records.

Home / Reports / User reports / E. Ruggaber

Overview | Courses | Tests | Scorm | Certifications | Timeline

Profile | Progress | Infographic

Test	Course	Date	Result ▾	Score	Time	Options
TEST	VISTA - Highway Truck - Operation & Safe...	10/06/2021, 10:01:57	PASSED	100.00%	2m 24s	🔍

1 to 1 of 1

8. Clicking on the magnifying glass under Options gives more in-depth information about how many times the learner attempted the test and the exact results of each attempt (sample shown below).

Sample of how many test attempts were made and how each question was answered by the user. View / print as desired.

9. To view and/or reprint certificates, click on the Certifications tab.

| Overview | Courses | Tests | Scorm | **Certifications** | Timeline | | Profile | Progress | Infographic |

| Certification ▾	Issue date	Expiration date	Options
VISTA - Bucket Truck – Operation & Safet...	08/07/2021	Never	•••
VISTA - Dozer - Operation & Safety v.2.0...	08/07/2021	08/07/2024	•••
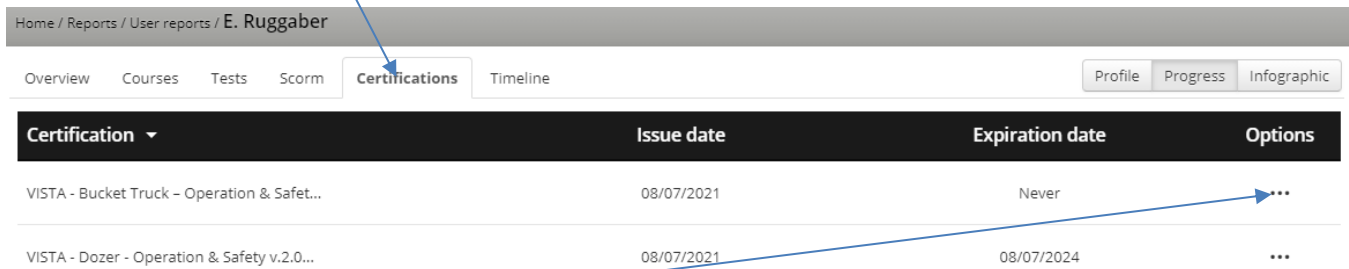
Now hover over (don't click) "Options" until you see the certificate symbol. Click the certificate symbol to see a preview of the learner's certificate.

| | Profile | Progress | Infographic |
| **Expiration date** | | | **Options** |
| | | ○ | ⤓ ✕ |
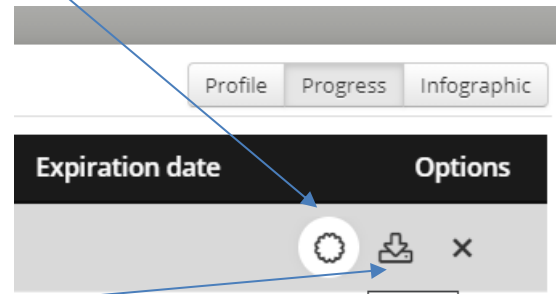
Or click the download certificate symbol to save and/or print the certificate. Most computer browsers show the downloaded file on the bottom left of your browser screen like this.

certification-VISTA....pdf ︿

Click it to open, save and print.
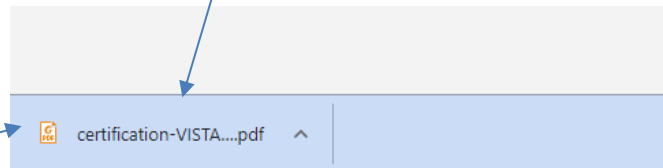
Each printer is unique so you may need to adjust portrait to landscape and / or use a scale to fit page option.

Microsoft Edge browsers may show the downloaded certificate on upper right of screen. Click "open file".

Downloads 🗁 🔍 ••• 📌

certification-VISTA---Bucket-Truck---Operation-&-Safet...
Open file

See more
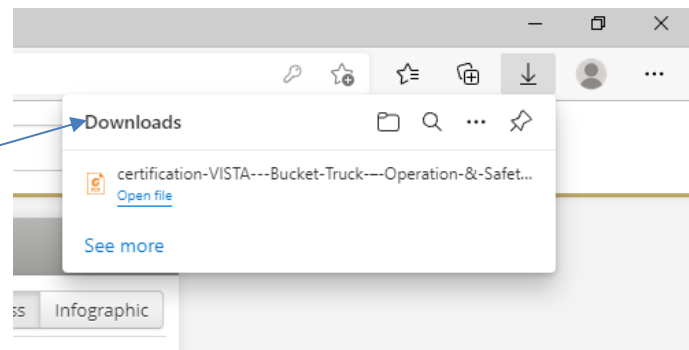
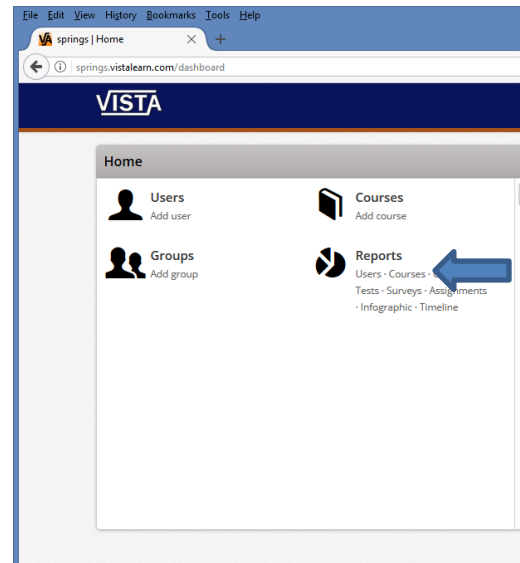If you do not see the downloaded certificate anywhere, look in your DOWNLOADS folder.

REPORTS , by COURSE

For each course that a learner takes the test and passes, a score is recorded on the LMS. You can access these scores and other details by viewing reports.

1. Login your account and select Administrator at top.
2. Under Reports, select Courses (see arrow to the right).
3. Click the report symbol to the right of the course you are interested in (see arrow below).

4. See image below. Selecting the USERS tab (see arrow) will show the test scores.

User	Progress	Score	Completion date ▲	Time	Certification
d. dennis LEARNER	COMPLETED	100.00%	26/09/2021	18m 48s	○ ⊕
C. Normand LEARNER	COMPLETED	100.00%	24/08/2021	35m 14s	○ ⊕
M. Petram LEARNER	COMPLETED	95.46%	17/07/2021	1h 47m 25s	○ ⊕

Note: If you do not see test scores in the Score column, its likely that the learner took the course prior to October 1, 2021.

REPORTS by USER are also available. Under reports (top right of this page), select Users. On the screen to the right click this report symbol.

Then click the Course, Tests or Certifications tab to see the details for that user.

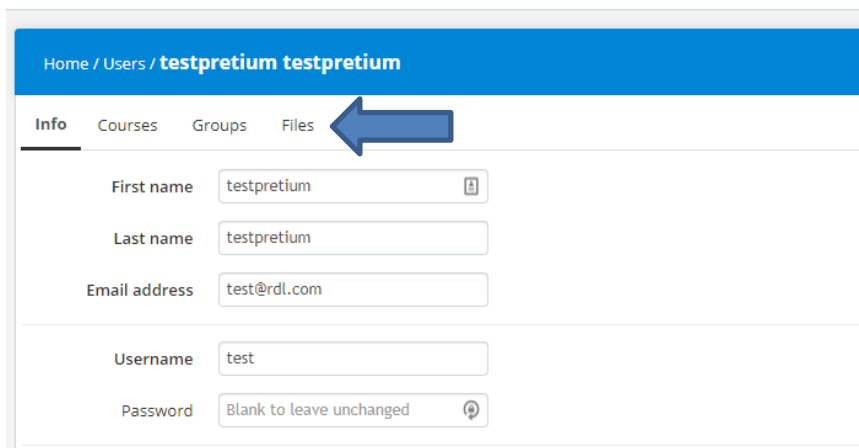Additional details are available by using the HELP button on the upper right corner of each screen.

EDITING, PRINTING AND SCANNING MANUAL CERTIFICATES

Self-study, e-learning automatically records test results in the VISTA LMS and generates a certificate of completion. Those results and certificates are stored in the LMS so you can obtain them any time. See above.

If you do classroom, instructor-led training on your own or use VISTA Jurnee™ instructor kits, you can create your certificates of completion for each trainee using the provided Word document. Simply enter the trainee name and score on the certificate and print.

Optionally, you can scan and store any certificate of completion and any other scanned document in each individual learner's LMS account.

1) Login to your LMS account and select ADMINISTRATOR mode on top of screen.
2) Click on USERS and search for the learner's name (or create a new USER using instructions above)
3) Click on that USER to view this screen…
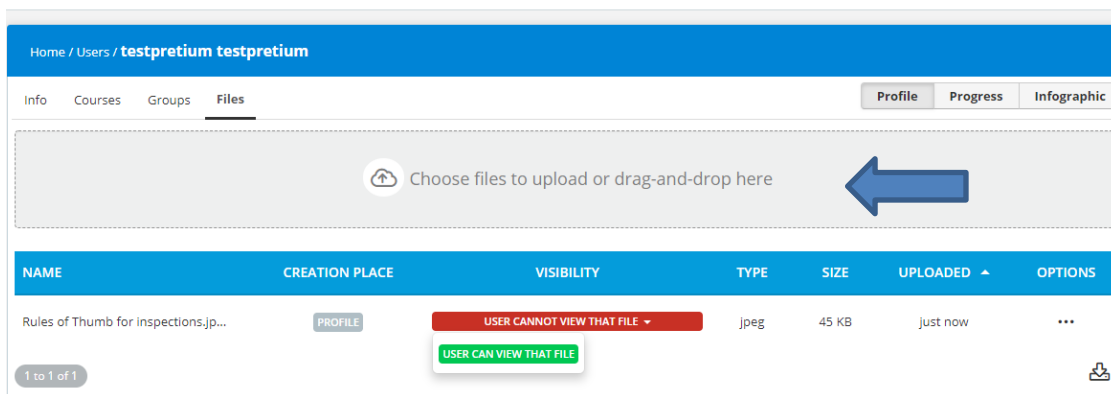
4) Click on Files (see above)
5) Click "Choose files to upload" and locate the file you want to store on the LMS (or drag and drop your file unto the grey area and it will automatically upload).
6) Select USER CANNOT VIEW THAT FILE or USER CAN VIEW THAT FILE (red or green).