

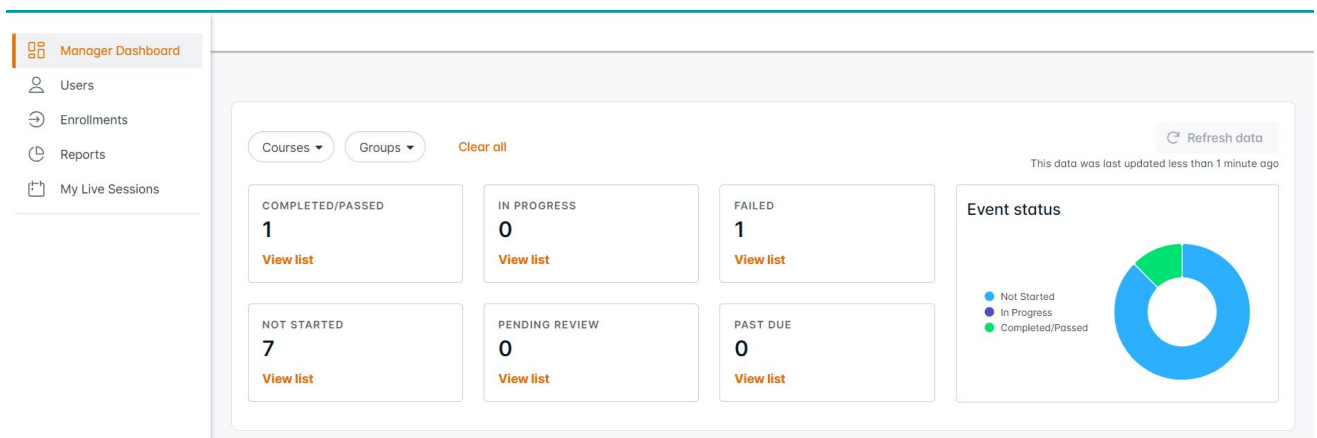
Manager/Instructor: Dashboard – Learner Progress at a Glance

The manager dashboard gives you quick access to the numbers that matter most about learner enrollments.

Instructors who are also managers will have access to the **Manager Dashboard**.

Manager Dashboard Overview

Cards, charts and graphs show users with manager permissions the current status of learners, with options to filter by course or group.



- Each status includes the number of learners in that status, and an option to view the relevant list of learners.
- Break down the numbers to view learner statuses by course or by group.
- See a high-level summary of the most important statuses - **Not Started**, **In Progress**, and **Completed/Passed**
- By default the CSC Online updates your status data at least every 4 hours. **Refresh data** lets you access current data manually.

Note: The most recent changes to learners' status may not appear immediately.

Send Messages to Learners By Status

From the dashboard status updates, select a learner/group of learners to send a quick (reminder) message through the portal.

Not Started				
<div> <div>Filters</div> <div> <input checked="" type="checkbox"/> Deselect items on this page 1 item selected Clear selections <div>Send message</div> </div> </div>				
Name	Course name	Due date	Expiry date	
<input checked="" type="checkbox"/> <div> <div>MW</div> <div> <div>Marco Wright</div> <div>demo.user+6@learnuponlms.com</div> </div> </div>	Welcome to the Company v.1	-	-	

CSC Online provides a short editable message that you can tailor as required.

The following screenshot shows an example of the message dialog.

Send message

Send message to 1 learners

Subject

Your enrollment to [COURSE NAME]

Message

Dear learner,

We would like to remind you to complete your training. Please click the link below to access your course.

Cancel

Send

Note: Managers can view your employees and their details by going to the primary navigation (see LMS navigation guide) and clicking **Users**. Click on the employee's name and navigate the tabs in their profile. You can also view your information and see the groups you manage by following the same steps and selecting your name from the list.