The FlexTraining Total E-Learning Solution

Management Guide
Version 6.2

Address Book

The Learners area is used to manage your students and all of their associated data. This includes class progress, student information, passwords and more.

From the drop-down box, select the course name and other filters and click on the "Go" button.

Student records for the selected course will display, including the completion date and status indicator.
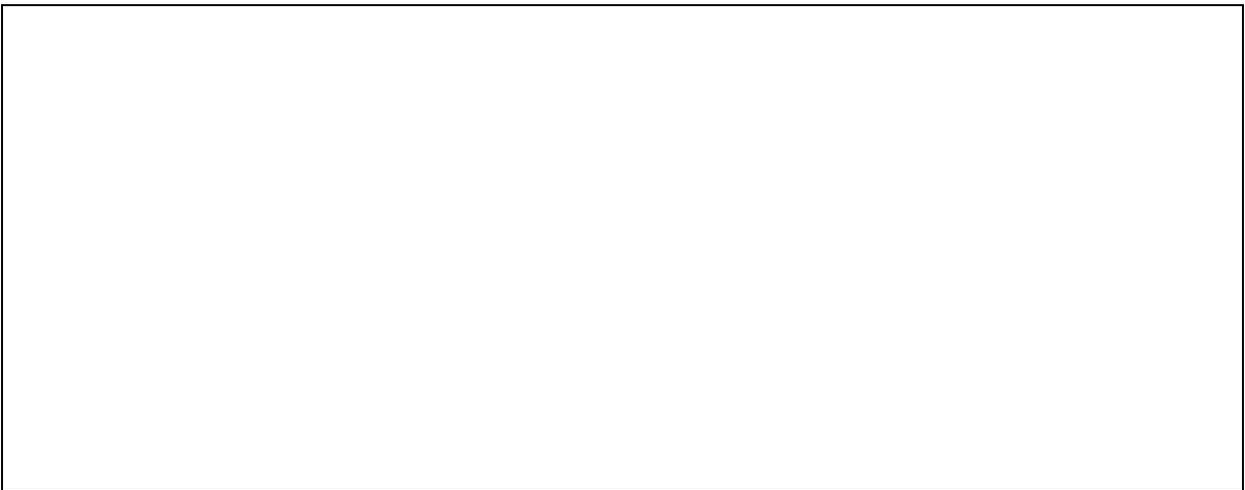
To edit the student record, click on the pencil. You may change the current date to reflect the date a section or test was completed in the open field. Click the "Save Changes to Student Record" to save your update. You can edit additional student records and update the records as needed.

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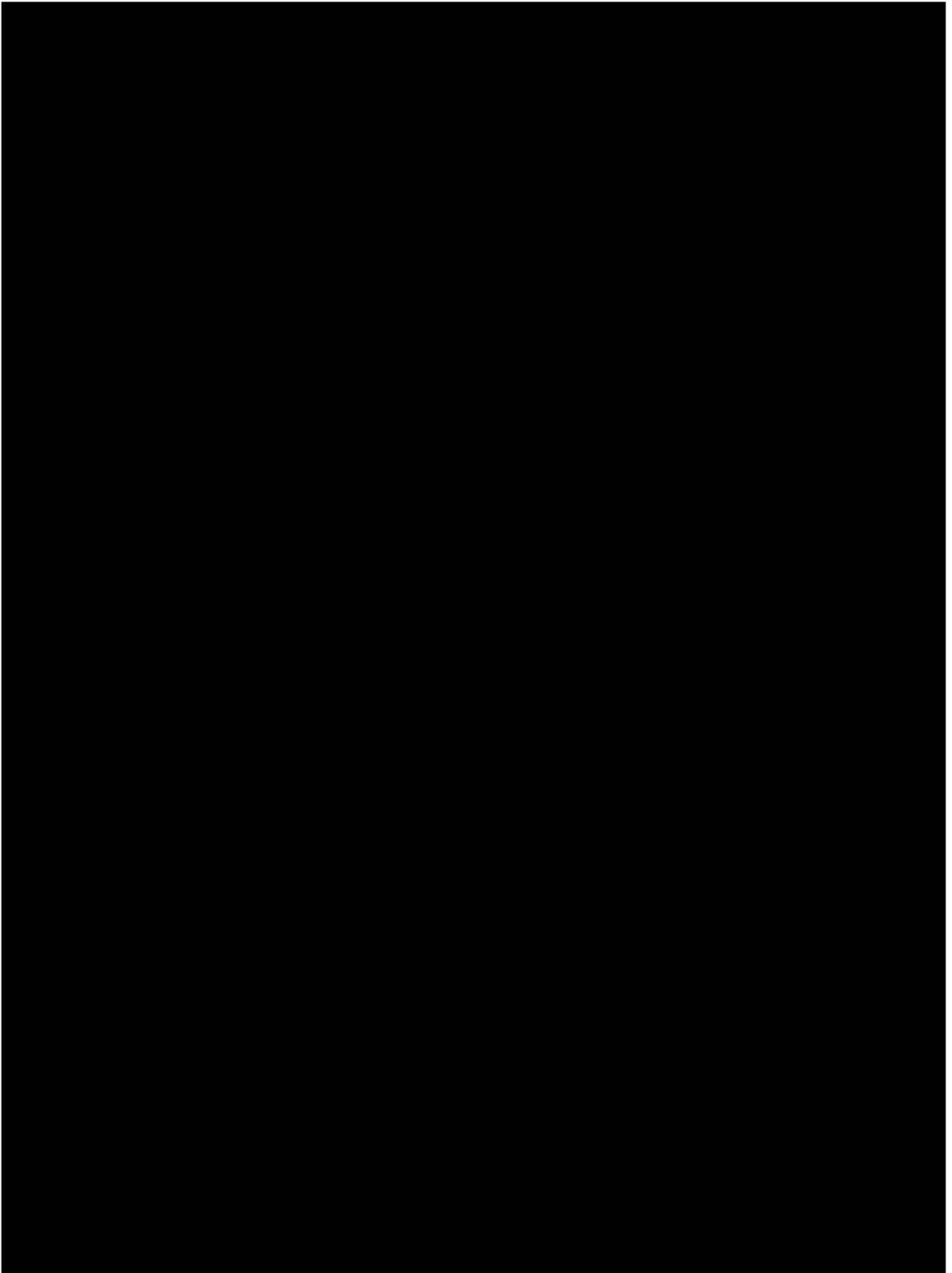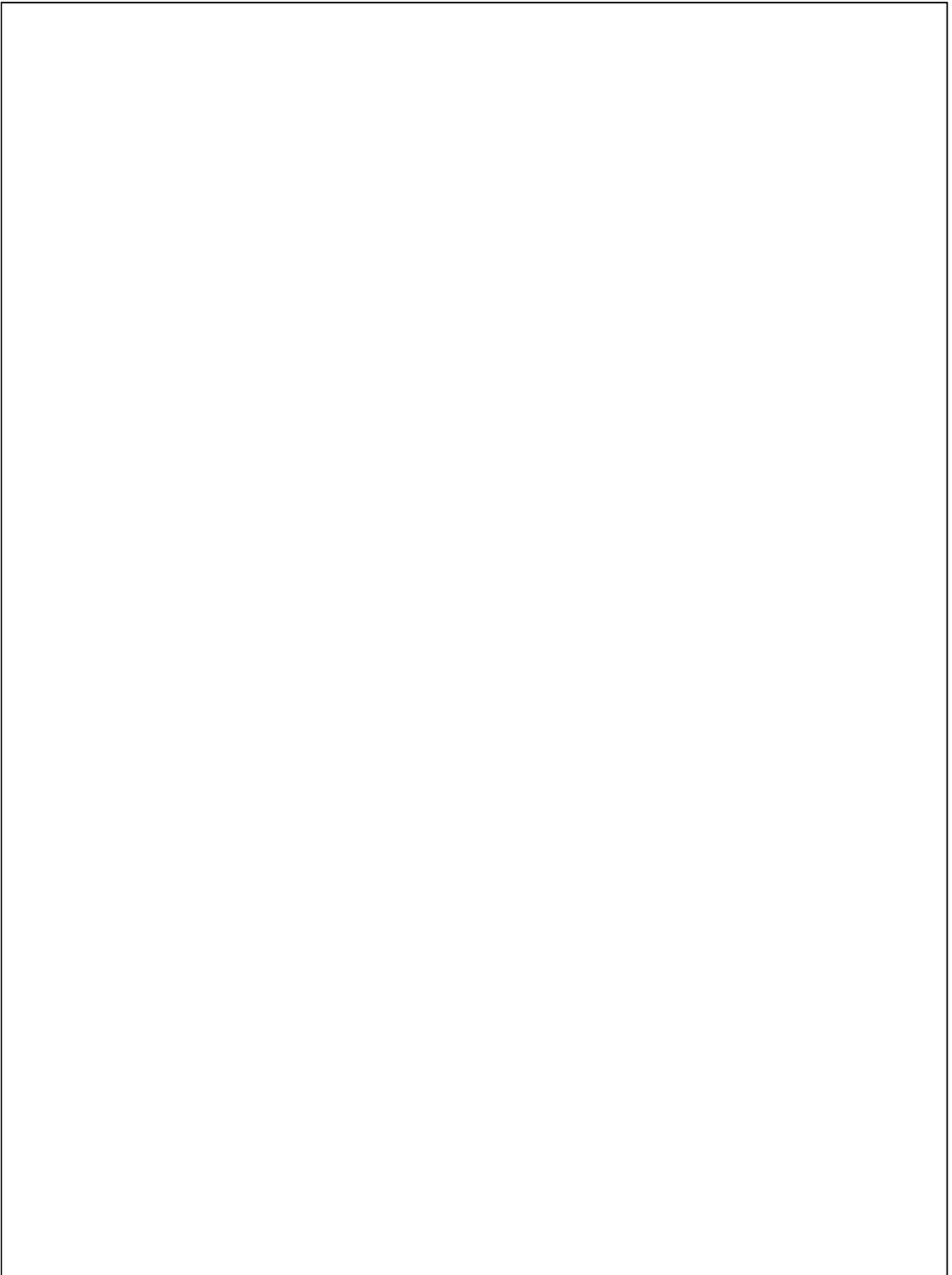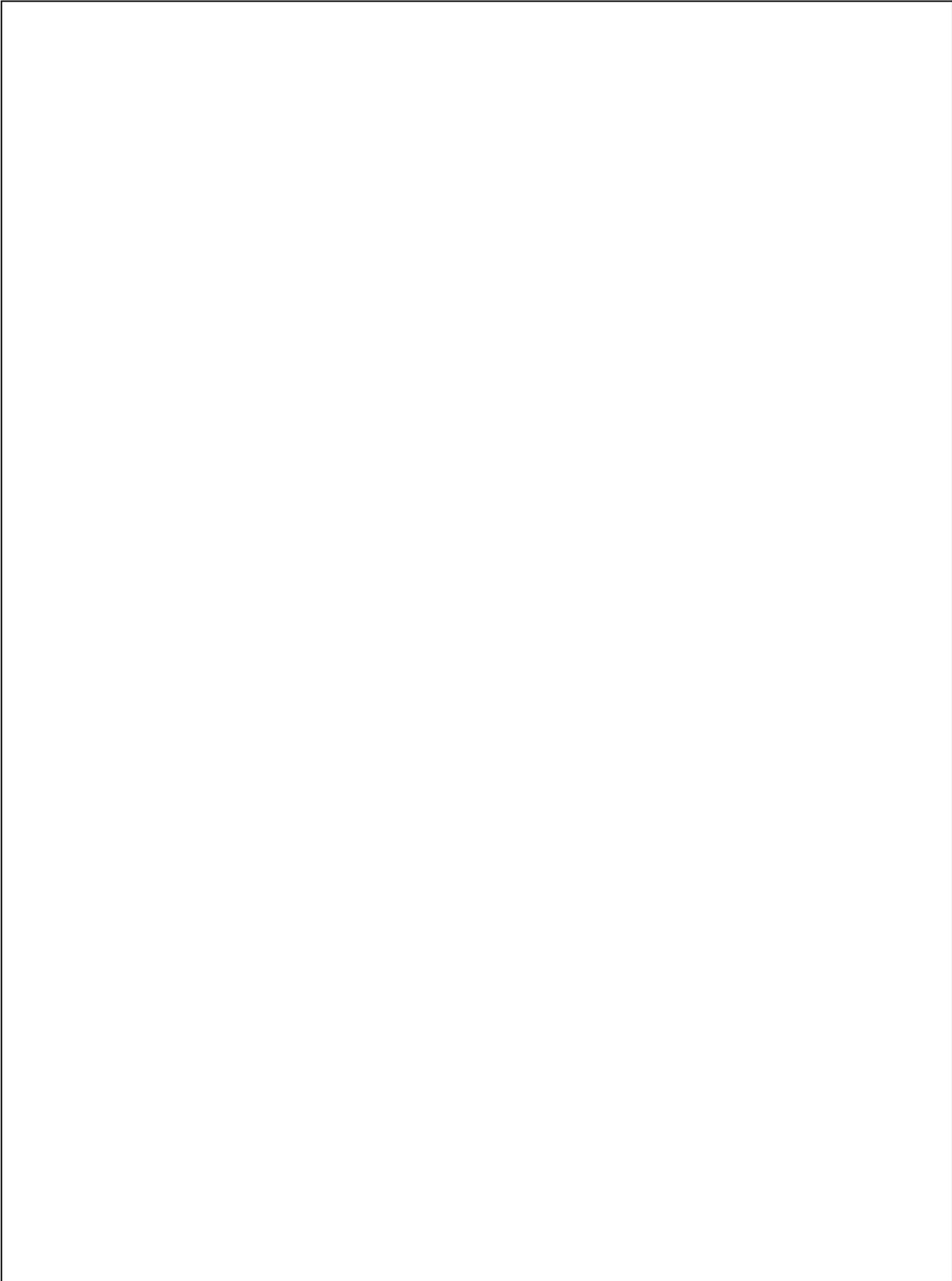
Skills   Menu

Next, you create skill records for any or all of the stutents in y our stutent database. Each record assigns a stutent to a Skill Gr oup. This connection is what links a stutent to each required course. It is important to note that each learner has a separEMC Profile Record for each Skill Group she is assigned.

For example, a learner for whom you want to track four different Skill Groups will have four skill records. Progress toward each Skill Group is tracked and reported separEMCly.

Manage Skill Groups

First, make sure that the Skill Groups feature is enabled in your FlexTraining environment pursuant to the Software Modules in the Options Menu.

From the Skills Menu, choose Manage Skill Groups. This is where you may add, edit or delete Skill Groups records. Remember that each Skill Group is a list of up to ten courses, with a "0" (zero) in place where no course is selected. If you have a Skill Group with six courses required, the remaining four courses numbers will be left at "0."

When you first click on the Manage Skill Groups button, you will be presented with a list of existing Skill Groups as illustrEMCd below:

Click on the "Add Skill Group" button if you wish to add a compleMCly new Skill Group. Then, select from the drop-down boxes the courses that will be incluted and click on the "Save New Skill Group" but
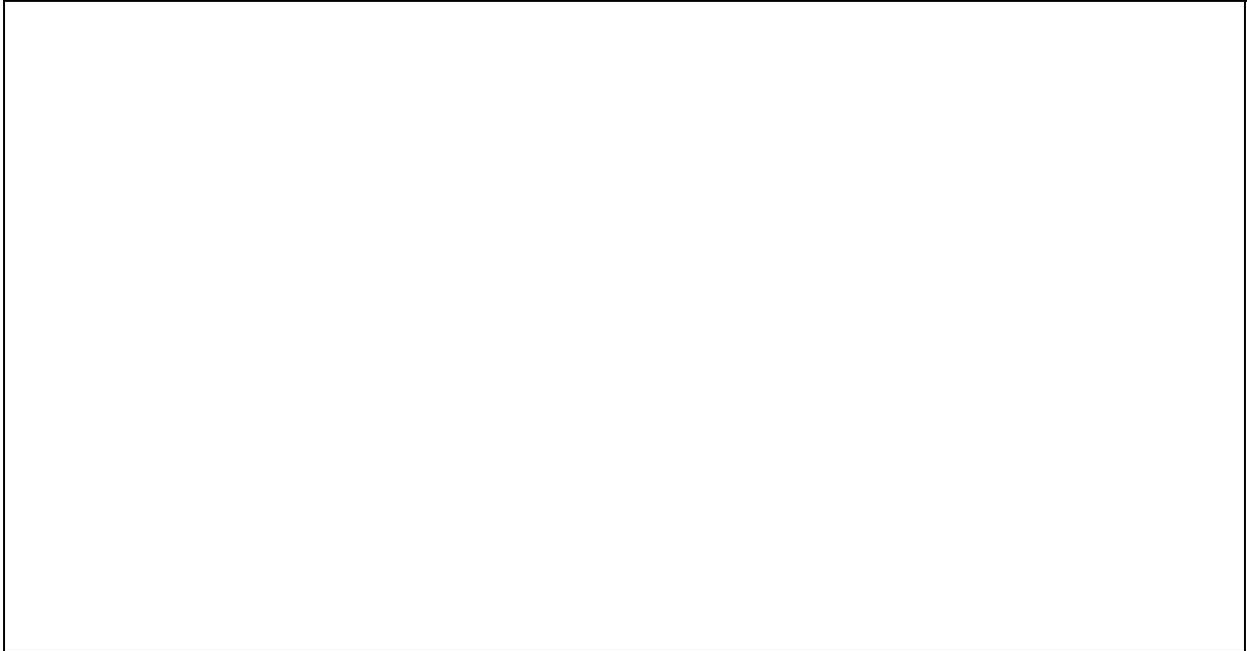
You may edit a Skill Group by clicking on the pencil in the existing Skill Group list.

For each Skill Group, you may modify whether a

Display all Students,   Skill Groups and Progress

First, enter student information in the open fields or use the drop-down filters to define your students. Click on the "Continue" button. Next, click on the "Proof" button.

You now have the option to select students and generate emails. Check the desired students and click on the "Generate Emails" button to send Skill Group emails. Whenever email warnings are generated, FlexTraining automatically records the email event.