Online Store Facilitator Guide

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Introduction – About this guide

Thank you for purchasing courses from an online store by Vubiz. If you have any questions please contact us at: https://store.onlinelearninghelp.com/. Whether you have purchased a course for yourself or purchased courses to assign to others, you now have access to own Learning Management System (LMS).   If you wish to get started taking a course for yourself, please review this quick start guide by clicking here.

If you have purchased courses that you wish to assign to others or if you are thinking about expanding from a single course purchase, this guide will explain all the functions you will need to get started. Included in this guide is everything you will need to add/manage your learners, assigning courses and generating reports to track progress.

Thank you again for purchasing from us.

Accessing the site

- Access your e-courses by logging into your wsps.ca account
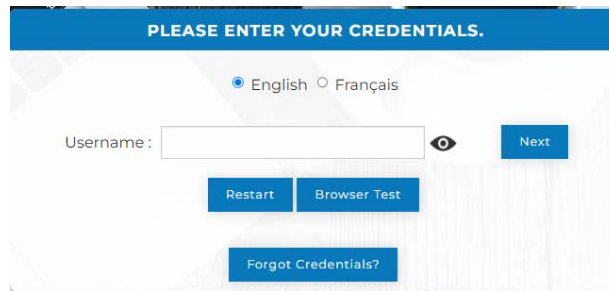- Go to My Account from the top drop down menu beside your user name

Go to my E-learning

Account settings >

My orders >

My employee list >

My eLearning >

OR if you have your password and customer ID you can access at following link Vubiz | pageDefault
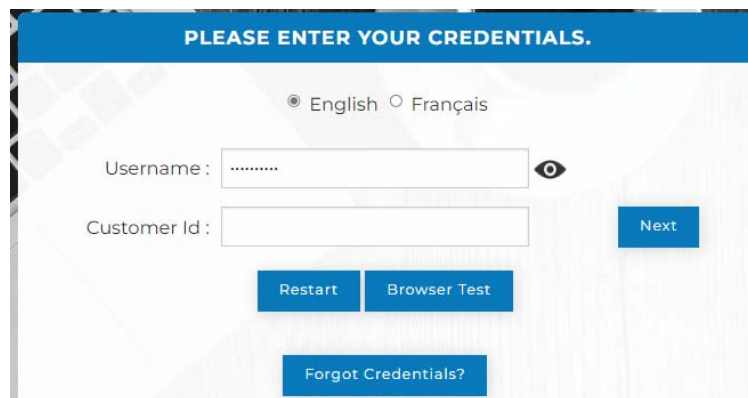
In Username field enter your password, click **Next**

Enter your customer ID (IAPAXXXX) click **Next**

| Purchasing and Taking a Course Yourself |
|---|

If you as the facilitator (Purchaser) are taking courses yourself, when you log in after the purchase, you will have the option to automatically assign the courses to your profile. When you log in, the pop up below will show you the courses that have not been assigned to your profile (1) and then give you the option to assign and take the courses yourself (2).
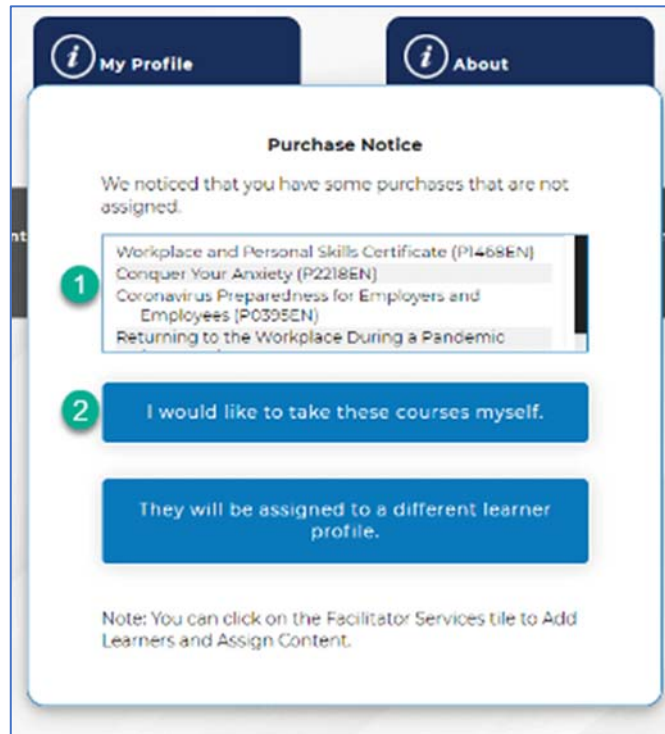
If you are assigning the courses to someone else, select the second option and follow the instructions starting on page 7 with adding a learner.

To access your course, when logging in after the courses have already been assigned, please follow the steps below.
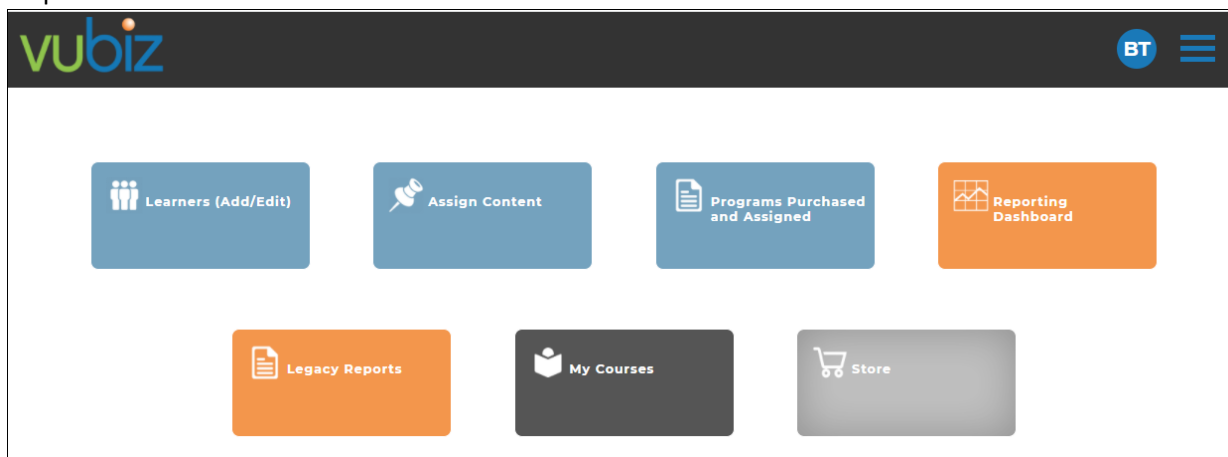
When you click the Courses tab this is what you will see.
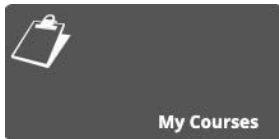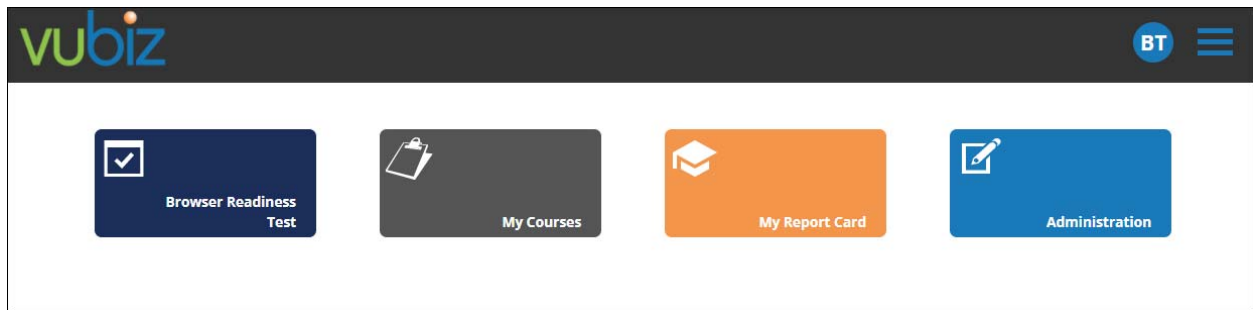
My Courses

The My Courses tab is where you will see the courses that have been assigned to you.

When you click on any of the tiles, you will be launching that course.

My Report Card

This area will show you the course status of what has been assigned to you. If you have completed courses, you will have a link to your certificate from this area.
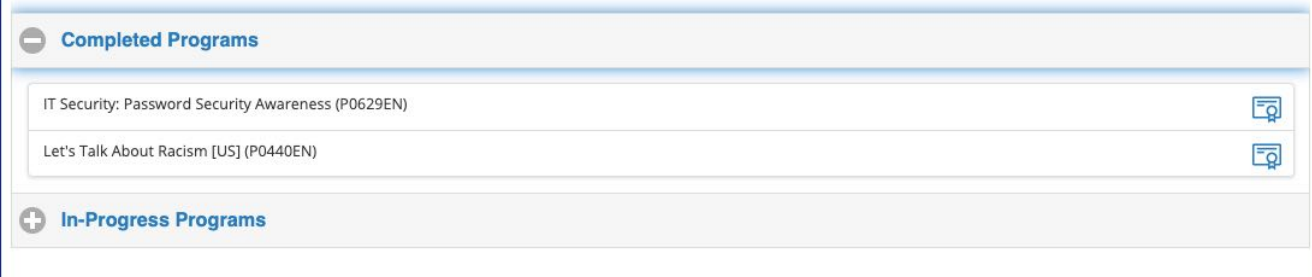
Under Completed Programs, click or tap the program name for details or the icon for certificate. Under In-Progress Programs, click or tap the program name for details of the programs in progress.

⊖ Completed Programs

IT Security: Password Security Awareness (P0629EN)

Let's Talk About Racism [US] (P0440EN)

⊕ In-Progress Programs

Administration

This tile takes you in to the Facilitator Services that are outlined in this booklet.
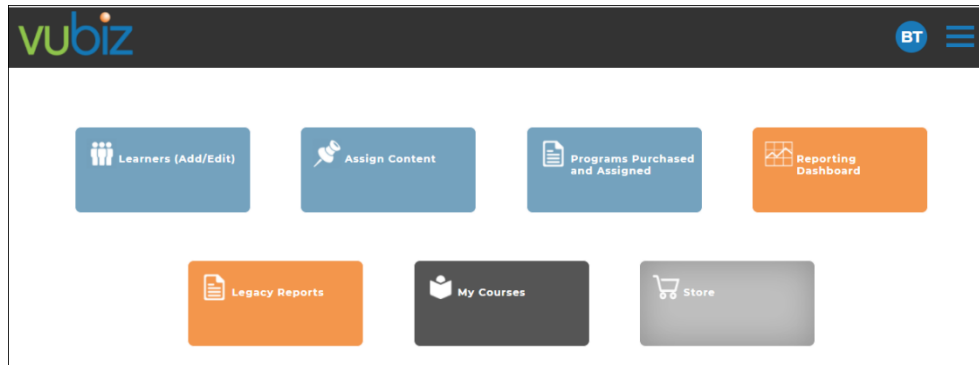
Sign Out

This tile will sign you out of your course profile.

Administration

Click the **ADMINISTRATION** tab to review facilitator services.

If the Administrator Portal doesn't appear please make sure the pop-up was not blocked.

My Profile

My Profile shows you all your information including first visit, last visit and number of visits. This can be found by clicking your initials on the top right.
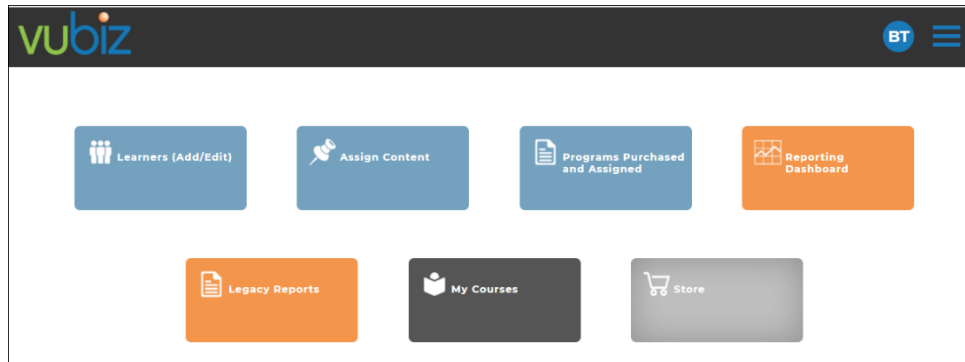

Store

Click the Store tab to access the store to purchase additional courses or seats.
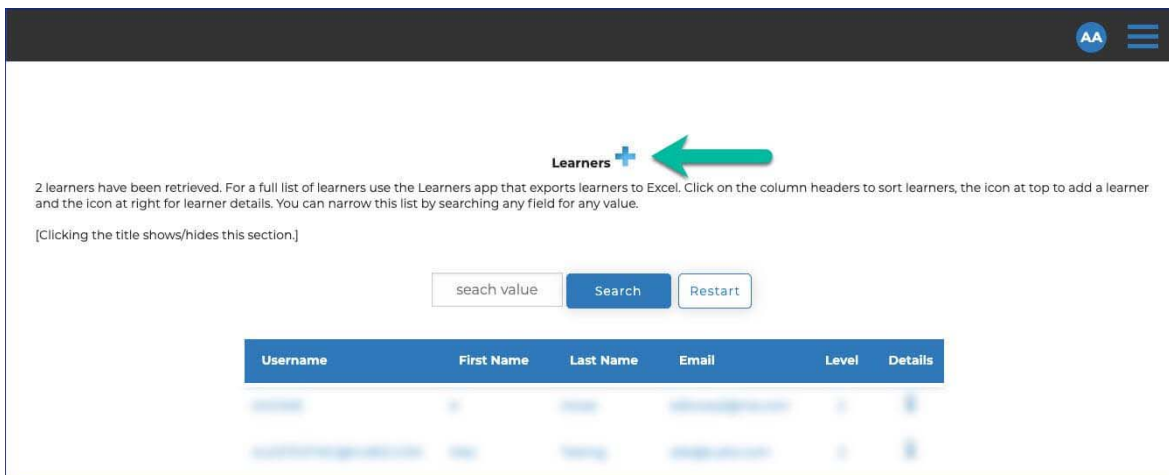
Facilitator Services

The Home Page has all the facilitator service functions

Add/Edit Learners

Click the Add/Edit tab

To add learners to your account, click the plus symbol.

Populate the required fields to add the learner. When complete, click the checkmark at the bottom of the screen.

The learners will be added and displayed on the learner page, you can edit this learner profile by clicking the edit symbol under details. You can also, click the Column Headers to sort learners if you wish. Add any additional learners by clicking the Add/Edit Learner symbol at the top of the page.

If you have a large number of learners in your account, you can use the search feature to find that specific learner.

Assign Purchased Content

This area allows you to assign programs that you have purchased to yourself and to your learners.

1) The first step is to use the upper table to select the learner(s) that you would like to assign a program to and then use the lower table to select the desired program(s) you would like to assign to the selected learner(s):

First select the Learner(s) that will be assigned Programs

	Username	First Name	Last Name	Programs Before	Active?
☐				P0153EN P0222EN P0223EN P0272EN P0278EN P0395EN P0395ES P0395FR P0411EN P0421EN P0440EN P0532EN P0629EN P4280EN	True
☐				P0532EN	True
☐				P0153EN P0272EN P0421EN P0532EN P4280EN P0629EN	True

Next select the Programs you wish to assign to the above Learner(s).

	Program Id	Program Title	Purchased	Assigned	Available
☐	P0153EN	Harassment Prevention Training [New York]	3	2	1
	P0222EN	Harassment Prevention Training for Employees [California] (SB1343)	1	1	0
	P0223EN	Harassment Prevention Training for Supervisors [California] (AB1825)	1	1	0
☐	P0272EN	Forklift Safety	8	2	6
☐	P0278EN	Earthquake Preparedness	9	1	8

2) Click Assign

Then click Assign and the Program(s) will be moved to the Learner(s).
You will then have an opportunity to Commit the assignment(s) or Restart.

Assign

3) The next page that comes up is a confirmation that you are assigning correctly. Click the COMMIT button at the bottom.

You are about to assign 1 program to 1 learner.
You can now either Restart or Commit.
NOTE: once content is assigned and committed, it cannot be unassigned!

Restart   Commit

The program (s) now appear in the Programs Before field beside the Learner's name.

	Username	First Name	Last Name	Programs Before	Active?
☐				P0153EN P0222EN P0223EN P0272EN P0278EN P0395EN P0395ES P0395FR P0411EN P0421EN P0440EN P0532EN P0629EN P4280EN	True
☐				P0532EN	True
☐				P0153EN P0272EN P0421EN P0532EN P4280EN P0629EN	True

Reports

Reporting Dashboard

The Dashboard allows you to see what activity the learner (s) has done. The fields below let you drill down to get the information you want.

The dashboard allows you to view all the learner(s) activity.

(1) You can adjust the Start and End date of the dashboard
(2) You can export the report Excel, CSV or Word

You can filter the report information using any of the column filters.

Learner Access

To access profile and training, navigate to the following URL:

https://learn.vubiz.com/portal

Select language and enter learner credentials into the fields, click NEXT.

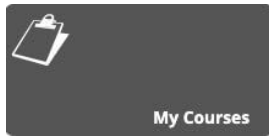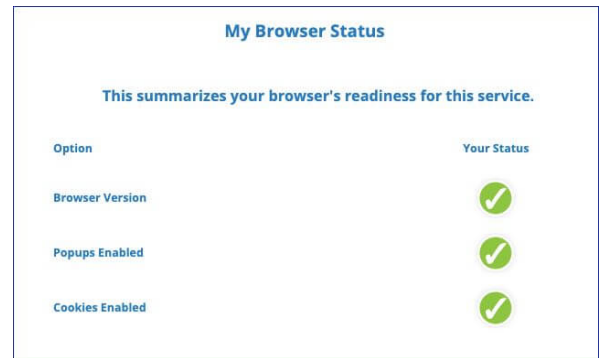Once logged in, this is what you will see.
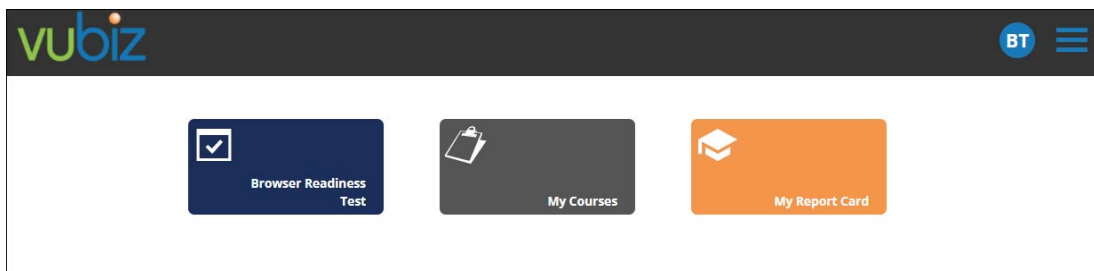
Browser Readiness Test

As a person taking the courses, the first thing you will want to do is click the Browser Readiness Test.

You will want your browser test to look like this

If you have any red checkmarks beside any options, you will want to address those prior to launching courses.

My Browser Status

This summarizes your browser's readiness for this service.

Option	Your Status
Browser Version	✓
Popups Enabled	✓
Cookies Enabled	✓

My Courses

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How to Respond to an Active Shooter

IT Security: Password Security Awareness

My Report Card

This area will show you the course status of what has been assigned to you. If you have completed courses, you will have a link to your certificate from this area.

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