

# EMLEARNING STEP BY STEP GUIDE TO ASSIGNING TRAINING & REPORTING

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# INTRODUCTION

EMlearning Administrators (“Admins”) have the ability to:

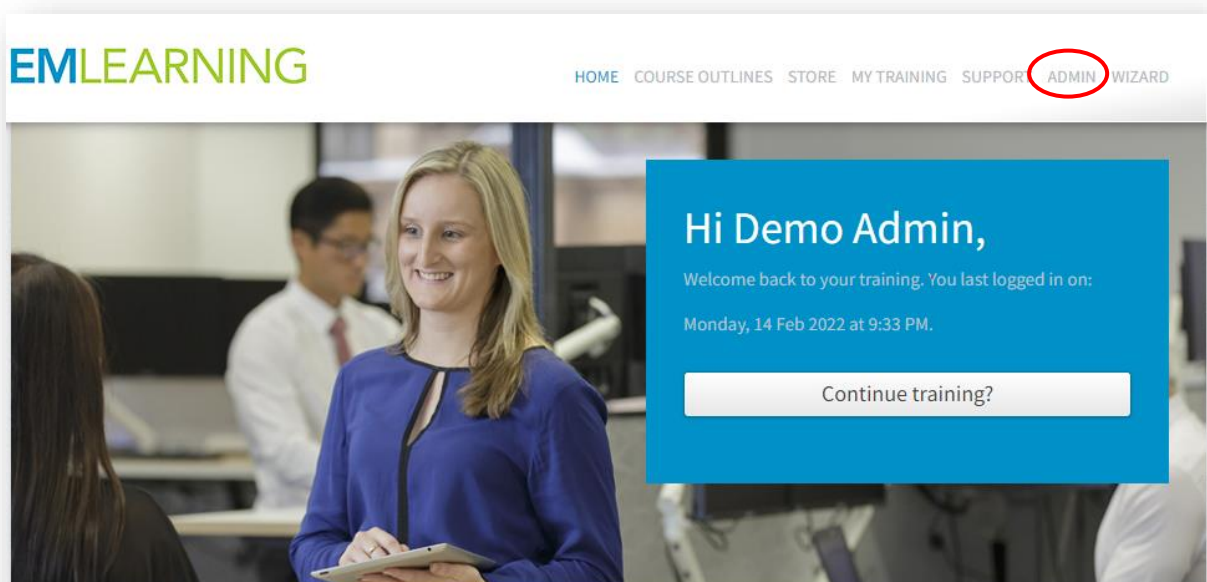
- create new user accounts and training groups
- assign training
- generate training reports for their organisation.

This guide provides Admins with step-by-step instructions for assigning training to users and groups in EMlearning, as well as generating training reports.

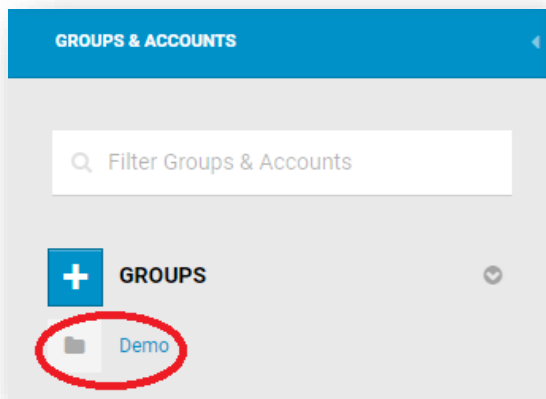
## ASSIGNING A COURSE TO A USER

Please note: Prior to assigning training to learners, they must already be registered in EMlearning. For more instructions in how to create a new User account, please view our **EMlearning adding new users guide**.

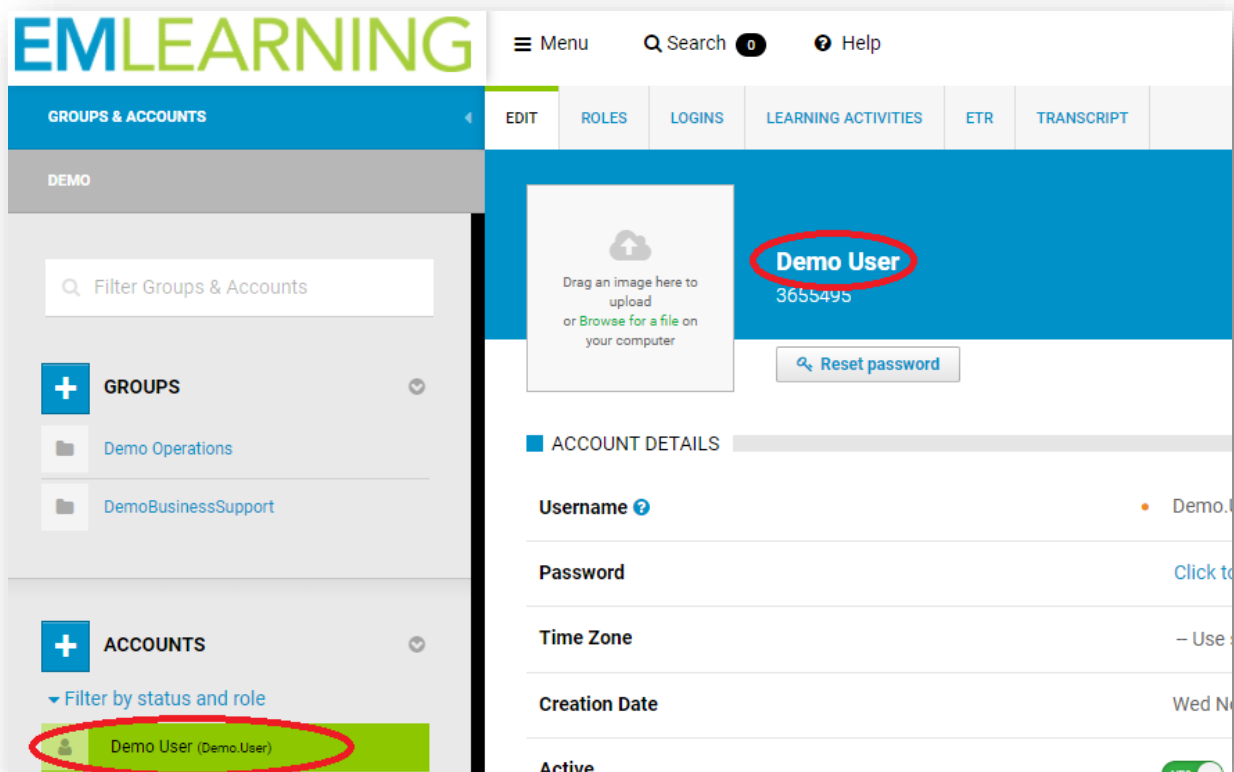
1. Log into your [EMlearning](#) account.
2. Click on ‘Admin’ in the top right corner of the homepage. This will direct you to the Learning Management System (LMS)



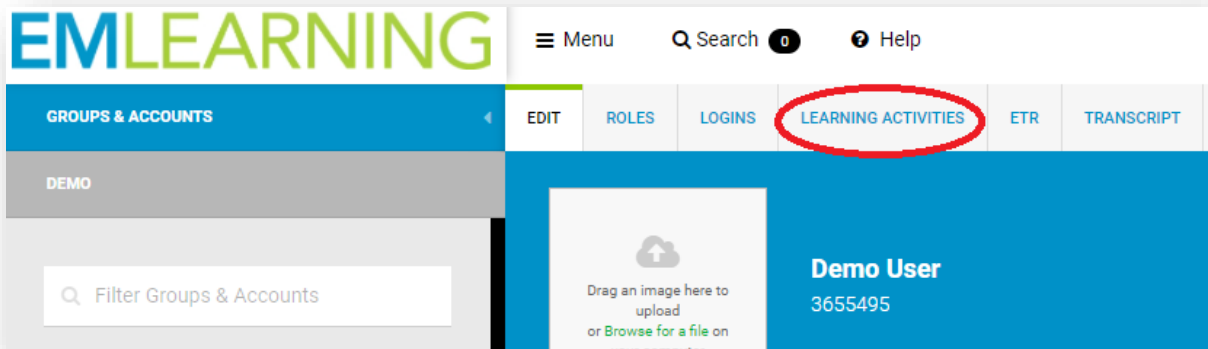
3. Click on the group name where the user's account is assigned to. In most instances, this will be your company's name.



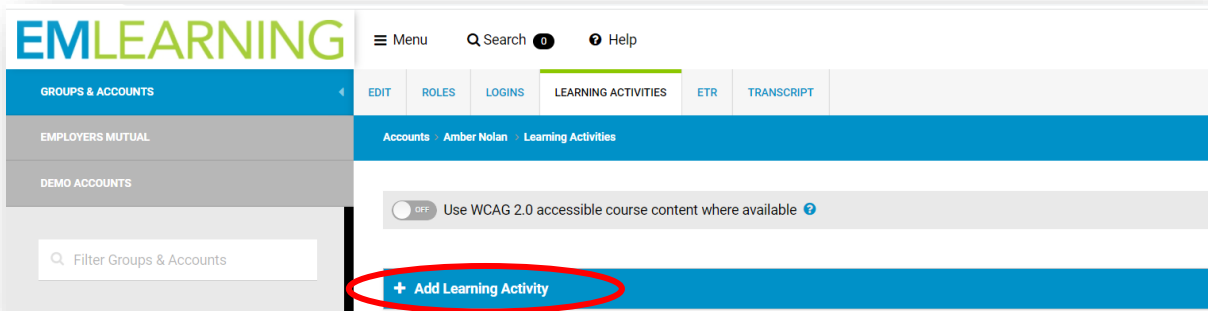
4. Under "Accounts" on the left side of the screen, click on the user's account. You will know that you are in the right place when the user's name appears on the top of the field:



- Once you are in the user's profile, click on the 'Learning Activities' tab:

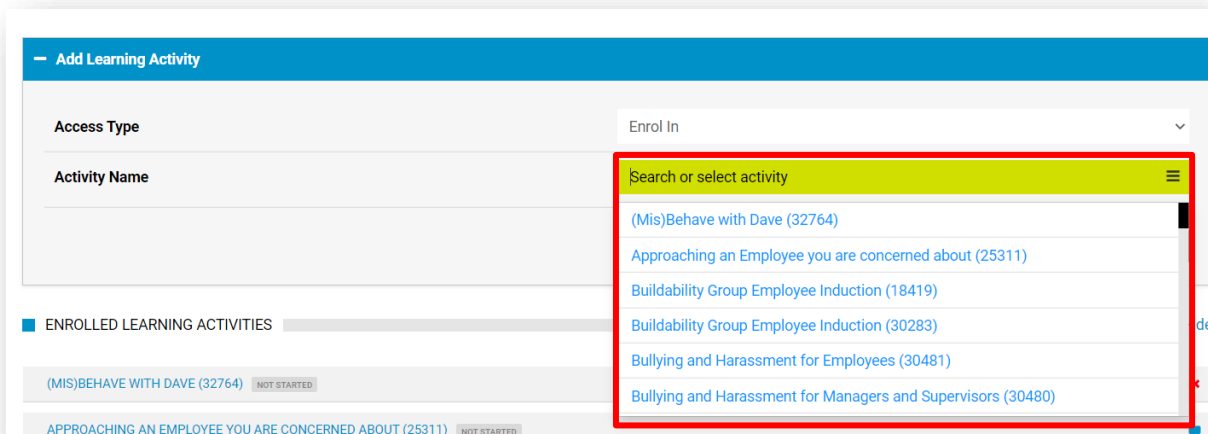


- Click on the 'Add Learning Activity' bar:

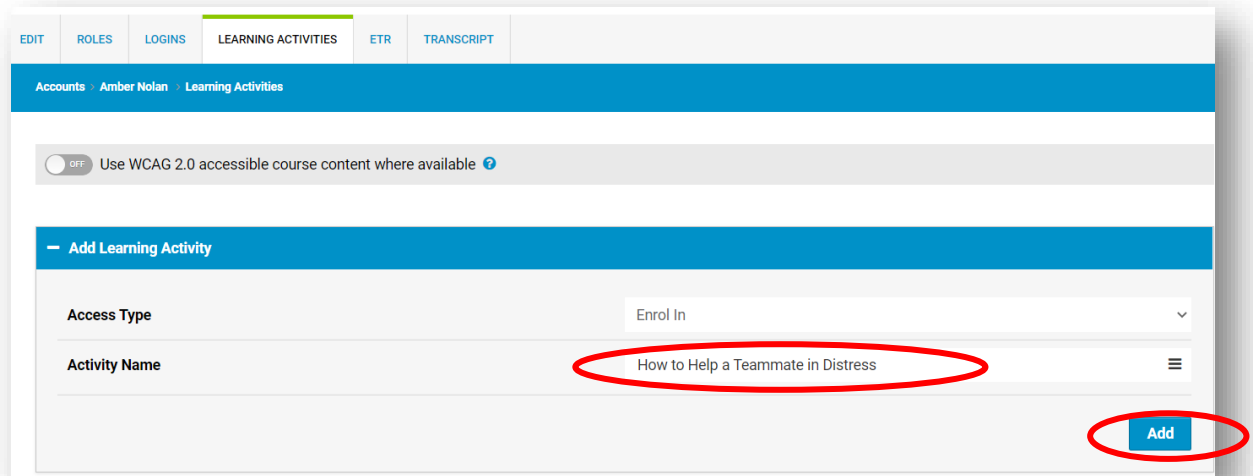


- The Add Learning Activities bar will now expand and a drop down box will appear.

Click the drop down and scroll to select the course you want to enrol the learner in:



8. Once you have selected the relevant course, click 'Add'



9. If you want to enrol the user in multiple courses, you must repeat this process for each course.

**Well done! You now know how to assign training to a user.**

10. The course will now appear in the My Training page of the users EMLearning account. They simply need to click on the course to open it and complete their training.

## ASSIGNING A COURSE TO A GROUP

Admins also have the option to create training groups with multiple users. This enables Admins to assign specific training to a whole group of users rather than assigning training to each individual separately. For example, you can create a 'Manager' group and assign specific training course to all Managers in that group, such as the "Bullying and Harassment for Managers and Supervisors" course.

For more information on groups, please visit the [Knowledgebase](#)

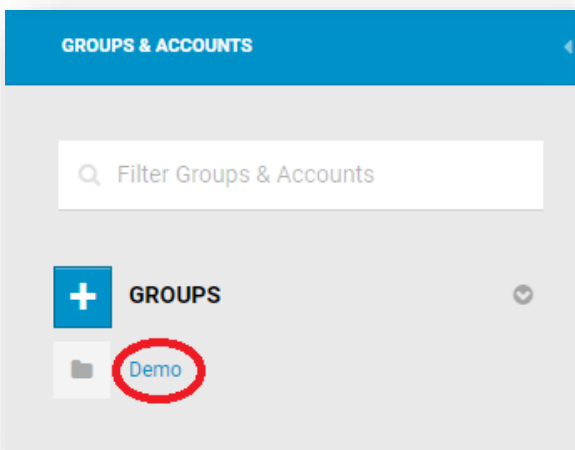
**Please note:** You do not have to create groups, this is an optional feature of EMLearning that enables you to further target your training and reports. If you choose not to create additional groups, all users will automatically be enrolled in your company group.

1. Log into your [EMLearning](#) account

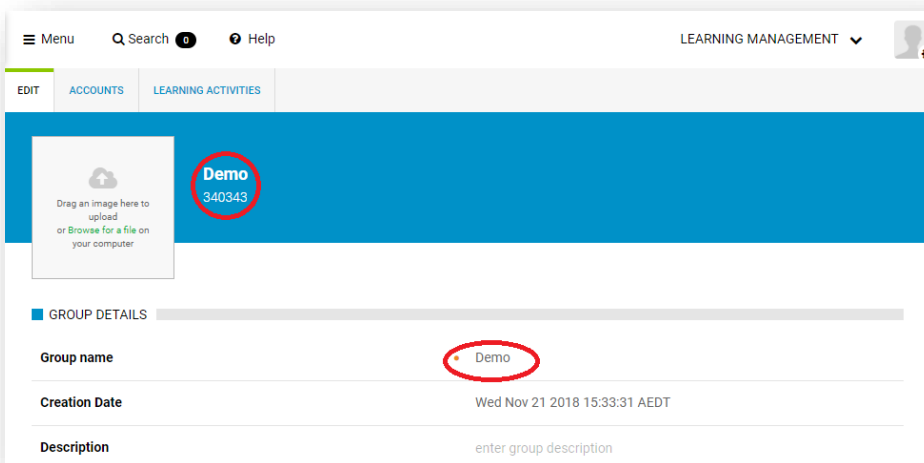
2. Click on the “Admin” page. This will take you to the Learning Management System (LMS).



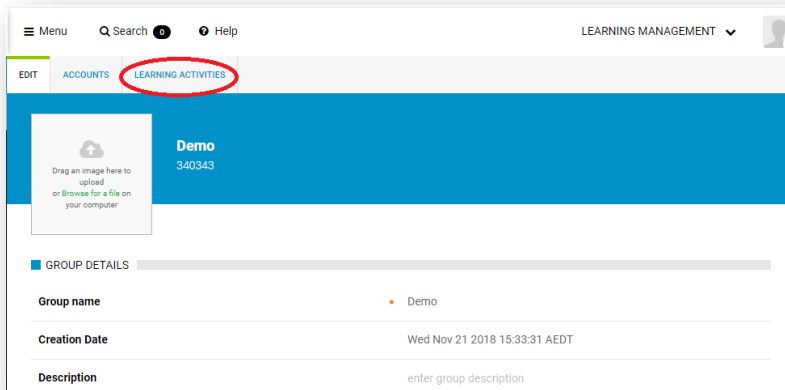
3. Under “Groups” on the left side of screen, click on the relevant group name.



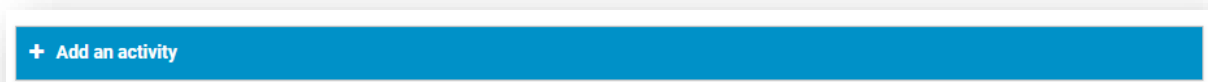
You will notice that the group now appears on screen.



4. Click on the 'Learning Activities' tab:



5. Click "Add an Activity".



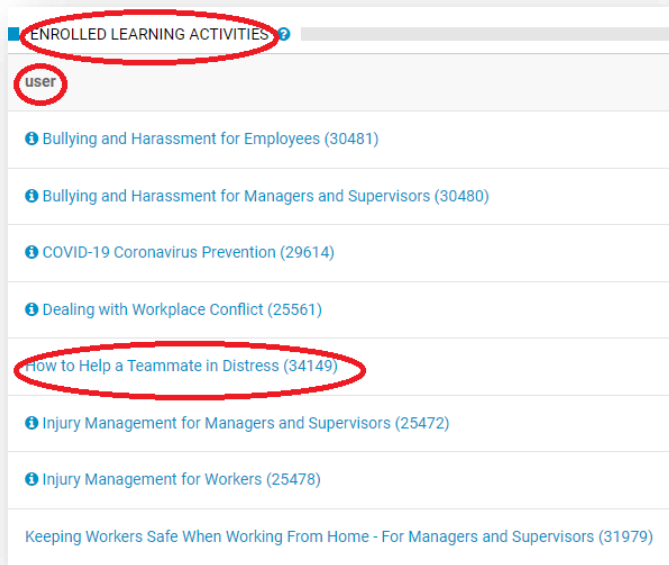
6. You will now see the "Add an Activity" bar expand to enable you to specify the access type, activity (course) name, and the roles that the course will be assigned to.

Select the following to assign a course to a group of users to complete

- **Access type:** "Enrol in"
- **Activity Name:** (Select the course title you would like users to complete e.g How to Help a Teammate in Distress)
- **Role:** Whether you want admins or users to access the course.
- **Click:** "Add Activity"

A screenshot of the expanded 'Add an activity' form. The form has a blue header with a minus sign and the text '- Add an activity'. Below the header are three rows of form fields: 'Access Type' with a dropdown menu showing 'Enrol In', 'Activity Name' with a dropdown menu showing 'How to Help a Teammate in Distress', and 'Role' with a dropdown menu showing 'user'. Each dropdown menu has a red circle around its arrow icon. At the bottom right of the form is a blue button with the text 'Add Activity', which is also circled in red.

7. The course will now appear in the “Enrolled Learning Activities” for Users below.



**Well done! You now know how to assign training to a group of users.**

The course will now appear in the “My Training” page of each users EMlearning account. They simply need to click on the course to open it and complete their training.

## GENERATING REPORTS

EMlearning provides a range of customisable reporting tools to help Admins track course enrolments, training progress, course completions, and even feedback from your users on their training. Reports can be generated capturing individual user data as well as collating data for a group.

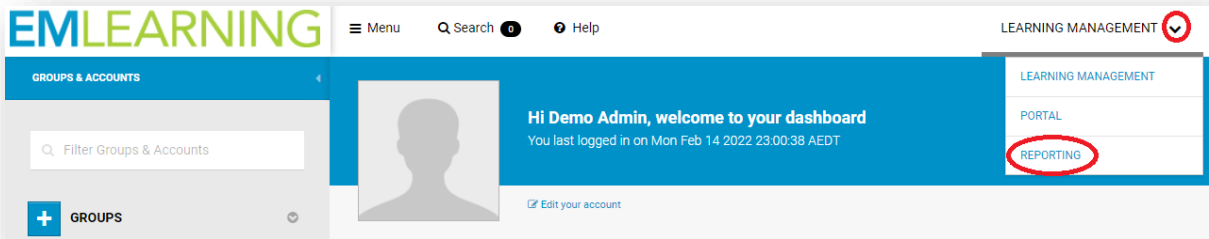
In this section, we will help you to get started with generating reports. If you would like to know more about the range of different reports available and what data they can provide, please visit the [Knowledgebase](#).

- Log into [EMlearning](#).
- Click on the ‘Admin’ page:

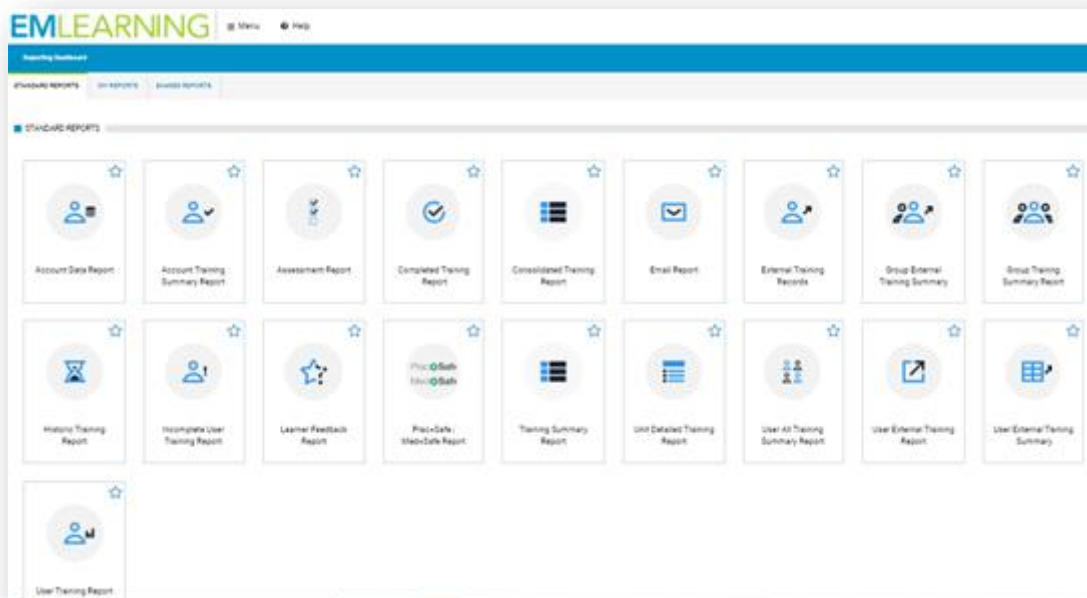




- Click on the 'Learning Management' button on the right side of screen. A drop-down menu will appear. Select 'Reporting'

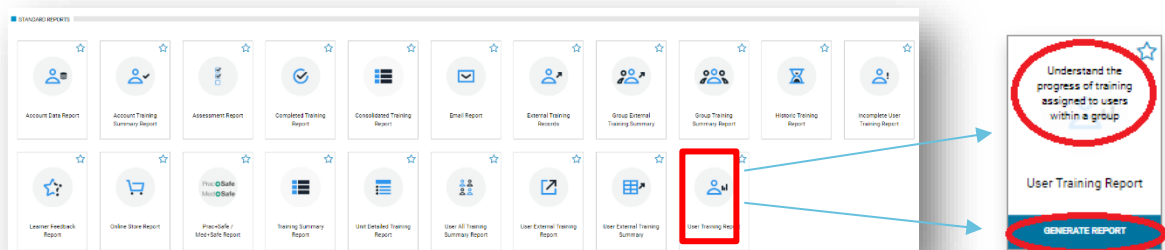


- The reporting dashboard will now appear, displaying the range of reporting options available.

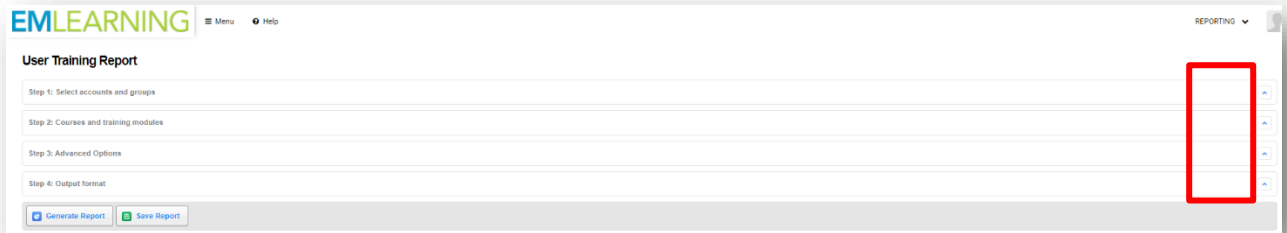


- Determine which report you would like to generate (for example the User Training report).

Hover over the report icons to see a brief description of the type of data each report will provide, then click 'Generate Report':



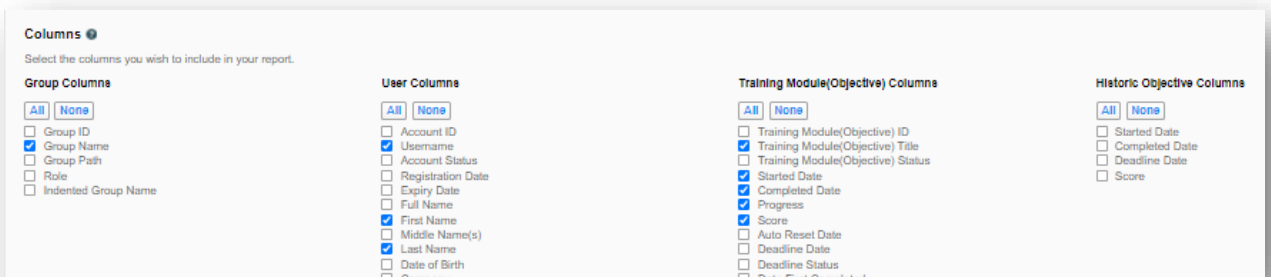
- The report template will now appear. You can:
  - use the standard reporting settings and simply select “Generate report” to create the report at this stage, or
  - customise the report further by filtering the data you’d like to include.
- To customise the report, click the arrows to display the customisation options



- Apply your custom filters to the report template.

**Note:** In general, there are two key actions you will need to undertake in order to apply custom filters in your report. These are:

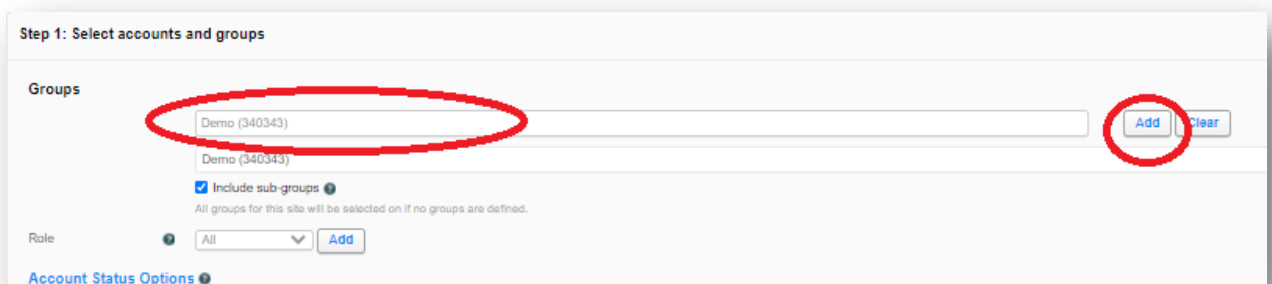
- Clicking on check boxes to include specific data in your report. For example:



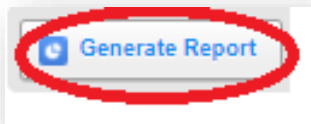
- Selecting an item, then clicking “Add” to ensure that the item is included in the report.

**Important:** You must click “Add” otherwise the report will not apply your filter.

You will know when you have selected and added the filter for the data to be included in the report once it appears in a task bar or list below. For example:



- Click “Generate Report” on your report. Your report will then be available on screen or as a downloadable file depending on your report output settings.



**Tip:** You can also save your report template so that you can easily generate the report again in the future. To find out more about saved reports, please visit the [Knowledgebase](#)

**Well done! You now know how to generate reports in EMlearning.**

## ADDITIONAL RESOURCES

The **EMlearning adding new users guide** will show you how to create new user accounts.

If you would like to know more about how to use EMlearning’s in-built Learning Management System, please visit the [Knowledge Base](#).

Alternatively, please contact us at [mutualbenefits@eml.com.au](mailto:mutualbenefits@eml.com.au)

# CONTACTS

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CORPORATE OFFICE  
Level 3, 345 George Street,  
Sydney NSW 2000  
GPO Box 4143, Sydney NSW 2001

T: 02 8251 9000  
E: [info@eml.com.au](mailto:info@eml.com.au)  
W: [eml.com.au](http://eml.com.au)

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