ONSITE TRACK EASY

USER GUIDE- Passing Out Classroom Training

Getting Started

LOGIN

❖ Login to your company Learning Management System (LMS) Portal

- User permissions will drive what settings you can view in this guide.

- Page headers are available on all screens

- Change between 'Tile View' and 'List View' with the click of a button

VIEWING COURSES

Pegasus™
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Viewing Courses

STEP 1 - SEARCHING

1. Select 'All Courses'
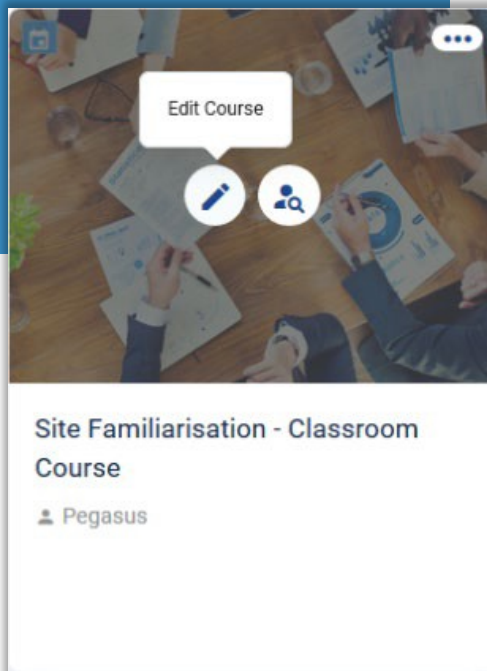2. Search for specific course name using search function or categories

- Unser the 'All Courses' section, you can filter the courses by using the search functionality

- Alternately you can use the categories feature to reduces the courses to relevant ones.

Opening Course

STEP 2 - OPENING

❖ Select The Course to Edit
❖ Click on the Tile for Options
❖ Choose Edit Course

- To edit a course, click the Pencil icon.

- To view/manage the learners on a course click the 'course insight' icon

- **NOTE**: To ensure a learners competency from a course is assigned to their Onsite profile, **never** assign a course to the learner directly from this system. It must always be actioned via the Role Portal.

Edit Course

Site Familiarisation - Classroom Course

👤 Pegasus

Upload thumbnail image
Edit course
Course insight
Assign course
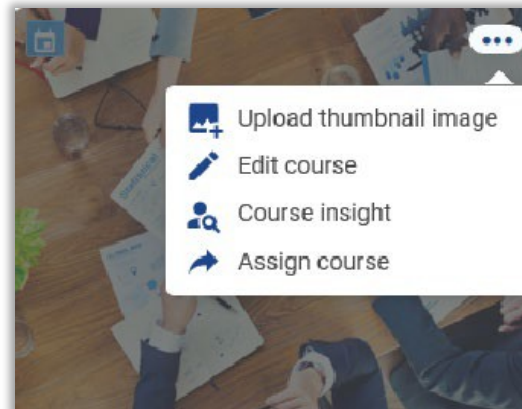
Course Insight

Viewing Learner Status

STEP 3 – VIEWING

1. Course Insight details at top
2. Scroll down past details to 'Who's Signed Up'
3. Lists all Enrolments and their status in the Course
4. Click ellipsis to view more options
5. Can filter by course status

- Other options are available on this screen depending upon your permissions in the LMS System.

- Can filter this list by searching for names or filter by the event date itself

- Can Export to Excel list of all enrolments, sent to you email address you account uses.

Who's Signed Up

PASSED   IN PROGRESS   FAILED   YET TO START

All enrolments

Showing 1 - 25 of 61 enrolments

	NAME	ACCOUNT STATUS ▲	LAST LOGIN	ENROLMENT STATUS
☐	Benny Heathy ONSITE-4x4x44	Enabled	18 Jul 2017 14:01	○ YET TO START
☐	Duder Dude ONSITE-dude	Enabled	19 Jul 2017 14:28	○ YET TO START
☐	Duder2 Dude2 ONSITE-dude2	Enabled	19 Jul 2017 11:14	○ YET TO START
☐	Siobhan Test EPE-1616416	Enabled	--	○ YET TO START
☐	Kim Dundas EPE-151303	Enabled	--	○ YET TO START
☐	Damien Challen EPE-1464715	Enabled	--	○ YET TO START

Filter by event session

- Enrolment History
- Download Report
- View user profile
- View event details
- Notify Admins
- Set enrolment status
- Lock enrolment
- Unenrol User

Course Insight

Site Familiarisation - Classroom Course

Last Updated 26/09/2017

Edit Course   View Course Page   Assign Course

61 Users

6	0	6	49
PASSED	IN PROGRESS	FAILED	YET TO START

Date Published   17/05/2017
Price   Free
Author   Pegasus
Available coupons   —

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PASSING OUT
CLASSROOM EVENTS

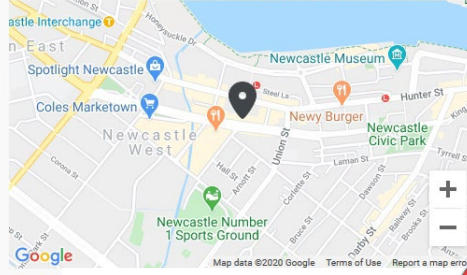# Passing out Classroom Event

STEP 4 – EDITING

1. Scroll to 'Who's Signed Up' section
2. Select the Date of the event
3. Tick Person(s) to change status
4. Click 'View event details'
5. Event will load and show options

- Filter by date First, so that you are editing the correct event

- **NOTE: NEVER** choose 'Edit enrolment'. This feature DOES NOT assign the competency against the attendee. If accidentally selected, to fix, you need to manually assign the competency in Onsite Track Easy.

Pegasus Site Familiarisation - Internal Staff
2 learners

Internal Staff Training

Start Time	27 May 2020 11:00 AM
End Time	27 May 2020 12:00 PM
Location	426 king st newcastle, Newcastle West

Change session   Remove from session   5

Set to Competent   Set to Not yet competent

Editing an Enrolment

STEP 5 – EDITING CONT.
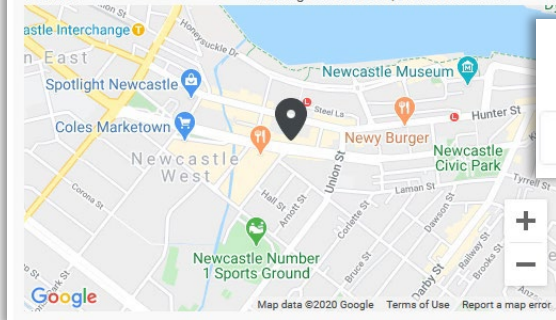
❖ Choose "Set to Competent"
❖ Status alert message will appear in top right of screen
❖ Status of Enrolled user will change on page to "Competent"

- Multiple Enrolled people are passed out using these steps 4 and 5.

- Enrolled people can Change Session, Remove from Session, Set to competent or Set to Not yet competent.

- Reports available of course history

- Enrolment History Report available from ••• button against their name in the row.

Pegasus Site Familiarisation - Internal Staff
2 learners
Internal Staff Training

Start Time	27 May 2020 11:00 AM
End Time	27 May 2020 12:00 PM
Location	426 king st newcastle, Newcastle West

Annelise Smythe
PEG-3091776   **Enabled**   10 Jun 2019 14:23   ✔ COMPETENT

Status changed   ✕
The status for 2 learners has been changed to 'Passed'.

Change Session   Remove from session
Set to Competent   Set to Not yet competent

Reviewing Changes

STEP 6 – REVIEW

❖ On the course page, passed Enrolments will now be reflected in course numbers

❖ Repeat steps 3 – 5 for changing status of other Enrolled People

FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

1300 131 194

OR EMAIL **support@onsitetrackeasy.com.au**