

Online Learning Portal

Supervisor/
Manager
Guide



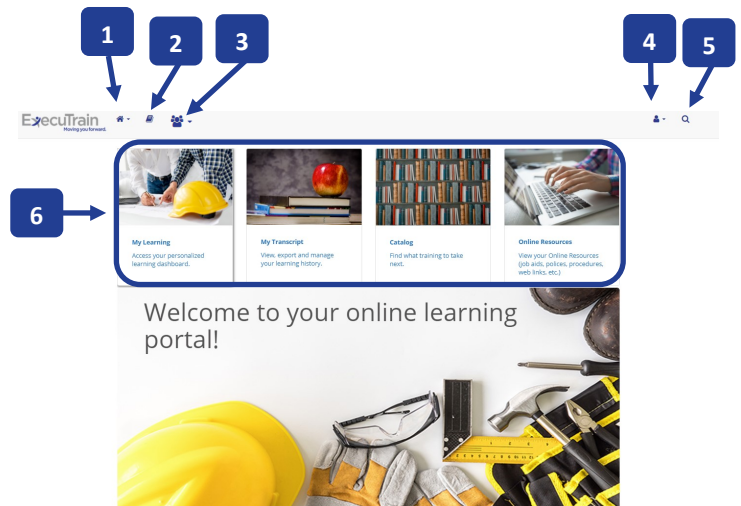


Login to the Online Learning Portal

1. Open your web browser and go to:
<https://gm1.geolearning.com/geonext/etcoops/login.geo>
Be sure to save this address to your browser's favorites or bookmarks!
1. Enter your **Username** and **Password**.
 Contact your Safety Administrator at your organization or Katie Porter at ExecuTrain directly at katie@executrain.com or by calling (859) 271-0296 if you need login help.
2. Click **Sign In** and then your Home Page will open.

Home Page Overview

- 1 The **Home Page** button is a drop-down list that gives you access to all areas in your learning portal. Access your learning, transcript, the catalog, and online resources from this drop-down menu button.
- 2 Click the **Catalog** button to access all courses in the catalog.
- 3 Click the **Administration** button to access your Supervisor functions (*User Manager, Gradebook, Class Manager, Reports*).
- 4 The **My Settings** button gives you access to a few other areas such as your Profile, and is where you will log off the learning portal. This is also where you will switch between your Supervisor and Learner role.
- 5 Click the **Magnifying Glass** to search the catalog.
- 6 Scrolling across the **Carousel** items will give you quick access to the most frequently used areas of your learning portal.

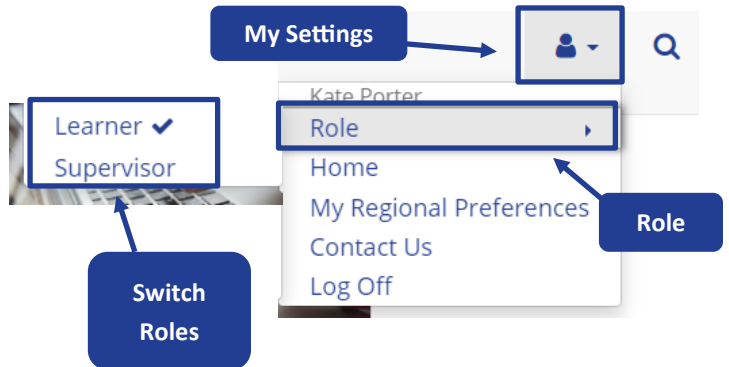




Switching Between Learner and Supervisor Role

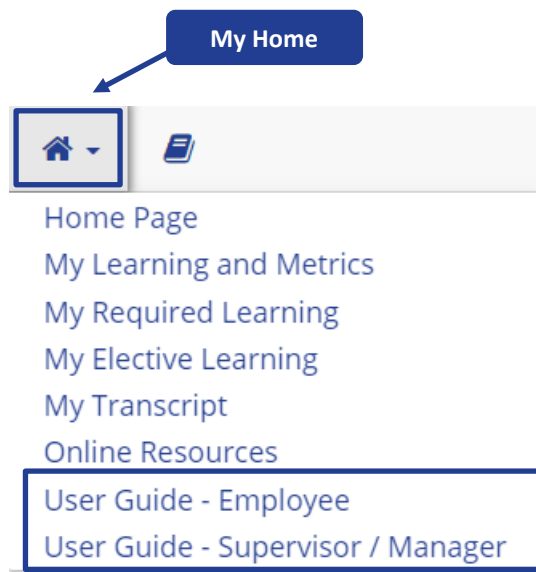
As a Learner, you'll have access to all of your required learning activities. As a Supervisor, you'll have access to your team's progress via your Dashboard, User Management, and Reports.

1. To switch between your roles in the learning portal, click the **My Settings** button.
2. Roll over **Role**.
3. Click **Learner** or **Supervisor** depending on what functions you want to be made available in the learning portal.



User Guides

1. At any time you or your employees need to view the Employee or Supervisor / Manager User Guide, click **My Home**.
 2. Then click the necessary User Guide.
- (Please note: Employee log-ins will only see the Employee User Guide)*

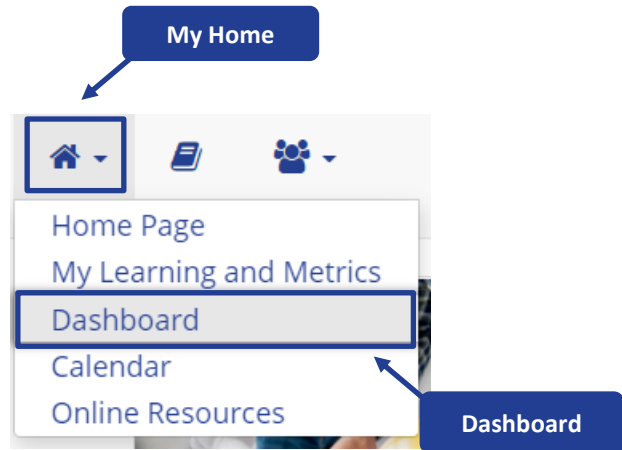




Dashboard

The **Dashboard** feature provides the ability for Supervisors/Managers to gain quick access to information regarding their team's progress. The goal is to highlight any "at risk" items and allow quick access to address and mitigate those items.

1. To access your Dashboard, click the **My Home** button.
2. Then, click **Dashboard**.

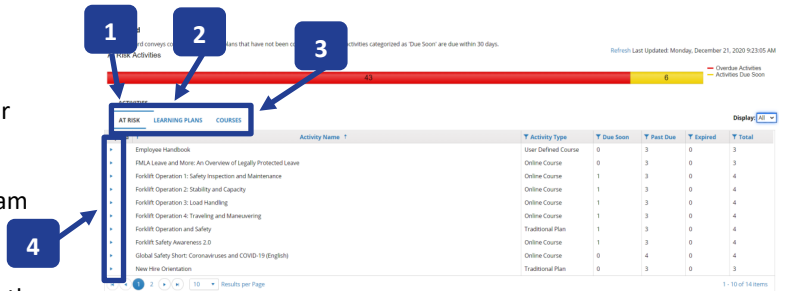


1 At **Risk Activities** are those due within 30 days.

2 Click **Learning Plans** to view courses organized by their Learning Plan.

3 Click **Courses** to view each course assigned to your team and the progress of each individual.

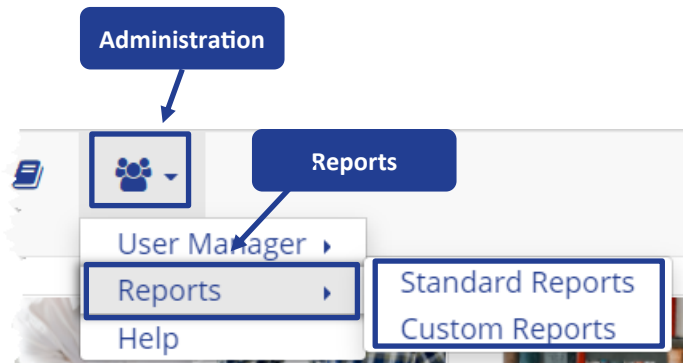
4 From any of the above **Dashboards**, click the arrow to the left of the Learning Plan or Course name to expand its details.



Reports

As a Supervisor/Manager you'll have access to Standard and Custom Reports. Standard Reports can be run once and then can be exported or printed; whereas, Custom Reports can be created and then saved for future use.

1. To access reports, click **Administration**.
2. Then roll over **Reports**.
3. Click either **Standard Reports** or **Custom Reports** to run the report that is applicable to your needs.

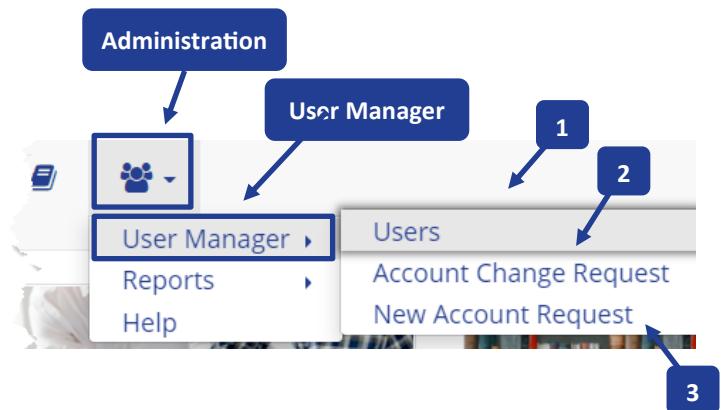




User Manager

The **User Manager** is where you can access your employee's profile information, Learning Transcript, as well as request an Account Change, and Request a New Account.

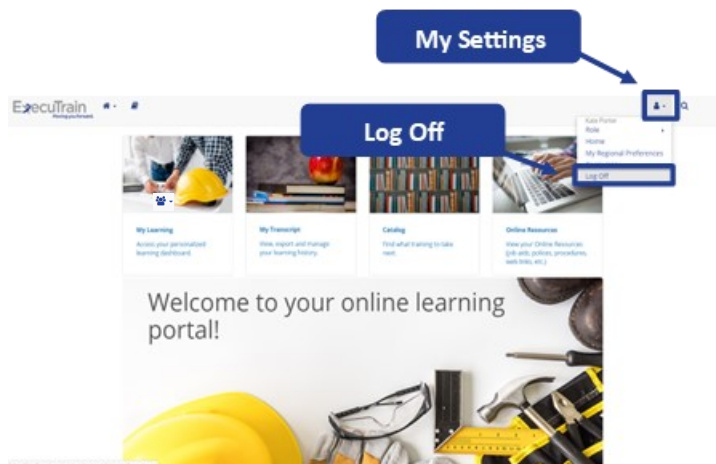
1. To access your User Manager, roll over the **Administration** button.
2. Roll over **User Manager**.



- 1 Click **Users** in order to view a user's profile, as well as their Learning Transcript.
- 2 Click **Account Change Request** to request a change to any existing user's account (*name change, password change, learning group change, delete a user, etc.*).
- 3 Click **New Account Request** to request an account for a new employee to be added to the online learning portal.

Logging Off

1. When you are finished with your session on the learning portal, click the **My Settings** button and click **Log Off**.



Thank you for choosing ExecuTrain as your training partner!