

Welcome to LivingWorks Connect

This guide has been designed to help you with day-to-day administrative tasks with our new and improved LivingWorks Connect.

In the new system, the person who takes care of administrative tasks is referred to as the “manager”. As a manager to your group(s), you have three options to provide LivingWorks Start access to your users. Please note, not all managers will have all three options available. These options are set up and configured depending on your organization’s group size, agreement, and needs. If you don’t see the desired option available to you and you are interested, please contact us. We are happy to discuss and configure it for you.

Option 1: Have LivingWorks upload your learner list via spreadsheet

If you purchased LivingWorks Start licenses and you have the list of users you would like to give access to, please send the list to LivingWorks and we will be happy to create their accounts and send them an invitation email. The information we need is simple: the learner’s first name, last name, and email address.

Option 2: Upload your own learner emails one by one

If you don’t have the full list of learners you would like to invite and you wouldn’t mind creating these users one by one, you’ll need to follow the specific instructions below and your learners will receive the invitation email. However, we encourage people to take advantage of the first option as this will work much faster.

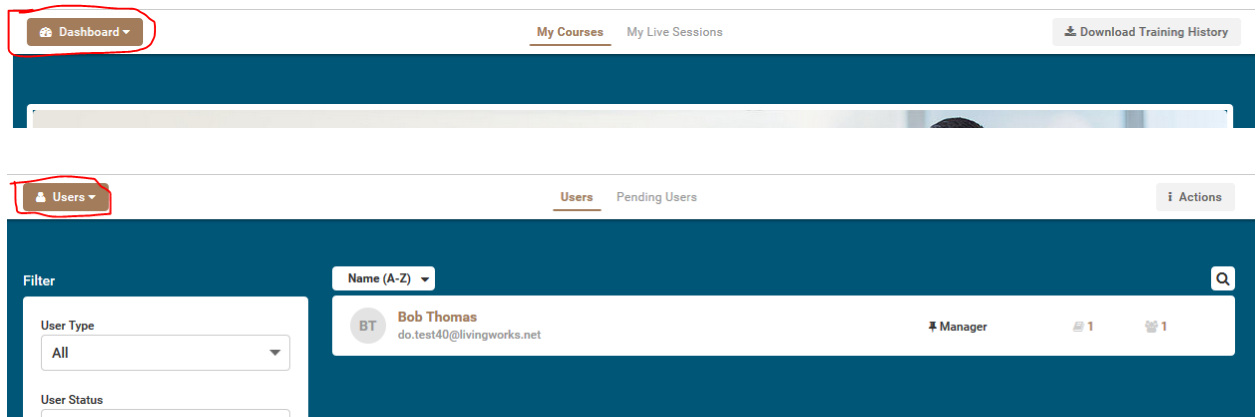
Option 3: Have LivingWorks configure groups so learners can self-register

If you are a large organization with multiple groups, we can set up your groups so learners can self-register. This option requires initial configuration by us and we would provide you a URL and a registration code for each group you may have. Once you distribute the URLs, codes and simple instructions to the respective groups, your learners will be able to self-register and take their course. For more details about the self-registration option, please **refer to Learner Guide 2**.

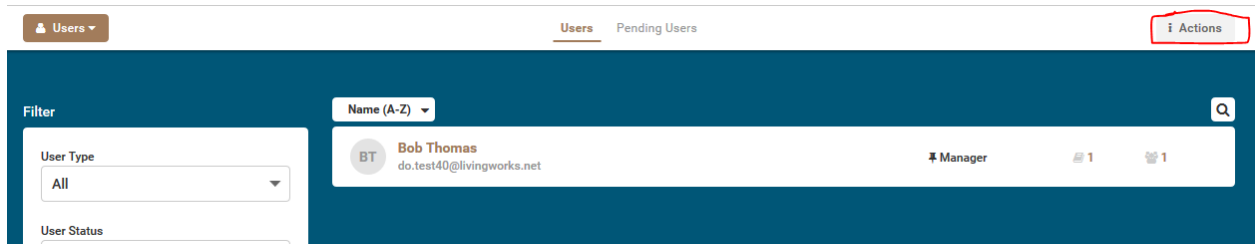
If you are choosing Option 2 above, Please see below:

How to Create a User

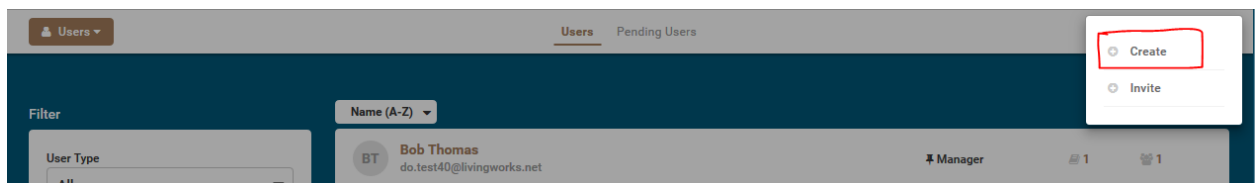
- Log in to <https://connect.livingworks.net> if you haven't already.
- Click "My Trainings" from the left-hand menu.
- Click the link to your portal under the "Go to learning portal" section.
- Click the Dashboard dropdown on the top left corner of your screen.
- Select "Users"



- Next Click on the "Actions" on the right top corner of your screen.



- Click on the "Create" option.



- Under the Basic User Info section, fill out the user's information, including:
 - First Name
 - Last Name
 - Email Address

- Please turn off the “Send invite to user” option. (Ensure it’s grey.)
 - This option has to be turned off and we are not able to keep this option off by default at this stage.
 - Even with this option being off, your user will still receive an “Enrolment” email.

Users

Users > New User

Basic User Info

First Name: Barry

Last Name: Stone

Email Address: test@livingworks.net

How will new users get their login details?

Send invite to user?

● If checked, we will send the new user an invite email. The invite email contains a link for the user to access, whereby they must set their password before logging in. If you do not require this function, uncheck the box and provide a password yourself.

Users Tips

On this screen you can manually create a user and set their password. If you're an Admin, double check the "Type of user" because different users have different levels of permission. You can choose whether you want to send the user an invitation email that contains the access link, or set the user's password and communicate the login details to the user.

- Enter a password and confirm the password (your user will NOT need this password when they are creating their account—it’s just a temporary password as part of the user creation process).
- Leave all the other fields and settings as default.
- Click on the “Save” button at the bottom right corner of your screen.

Users

Users > New User

● If checked, we will send the new user an invite email. The invite email contains a link for the user to access, whereby they must set their password before logging in. If you do not require this function, uncheck the box and provide a password yourself.

Enter Password

Confirm Password

User must change password on login

● You will need to communicate the login details to the user by your own mechanisms, passwords are not sent automatically to the user.

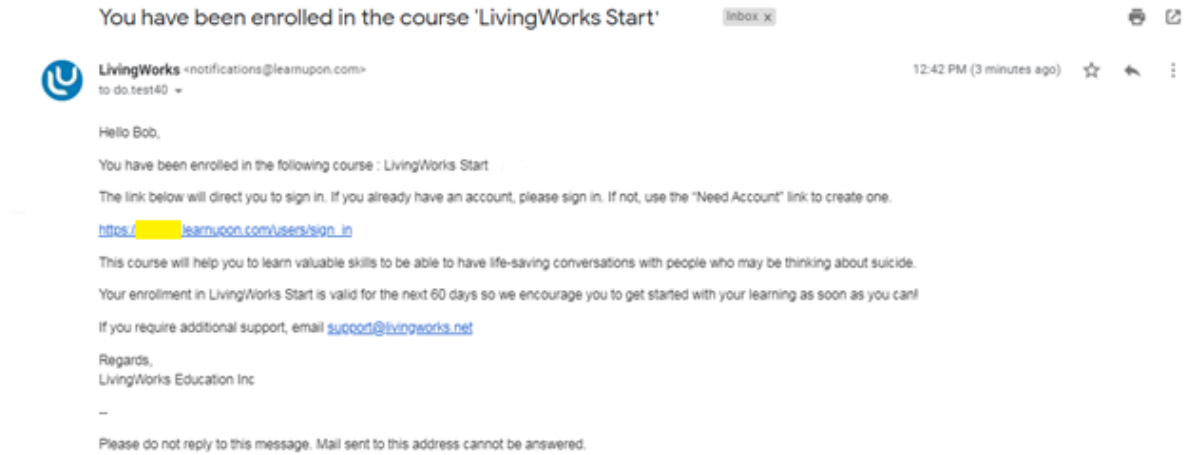
Set Expiry Date for this user

Account Expiry Date: 04/14/2020

Group Member & Group Manage

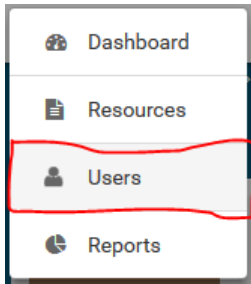
Save Cancel

- After you save, your learner will receive an enrollment email with instructions on how to log in.
 - They can follow the steps in the Learner’s Guide to gain access to LivingWorks Connect and take their LivingWorks Start course.
- Example Enrollment Email:

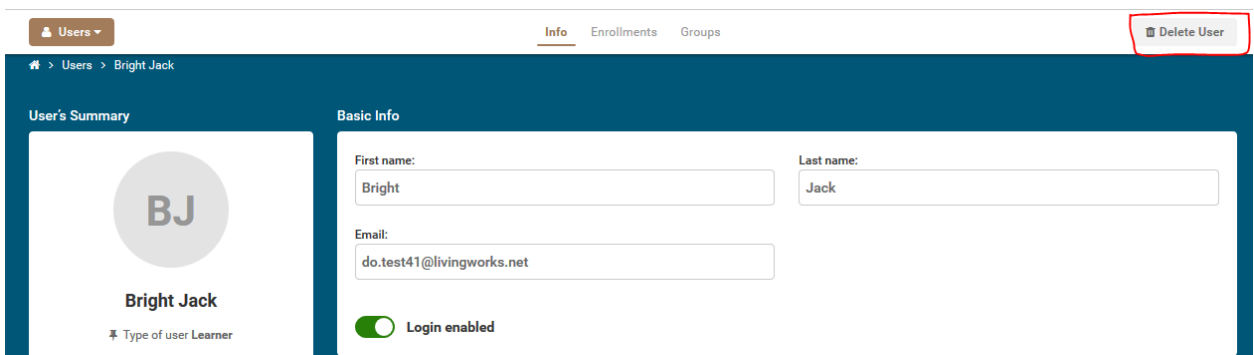


How to Delete a User

- From dashboard dropdown select “Users.”

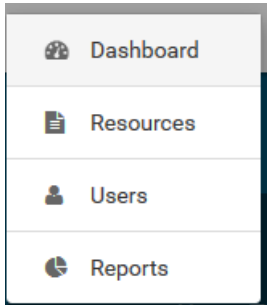


- Click on the user’s name you would like to delete (you can use filters on the left hand side or the search button on the top right corner of the list).
- Click on the “Delete User” button on the top right corner.

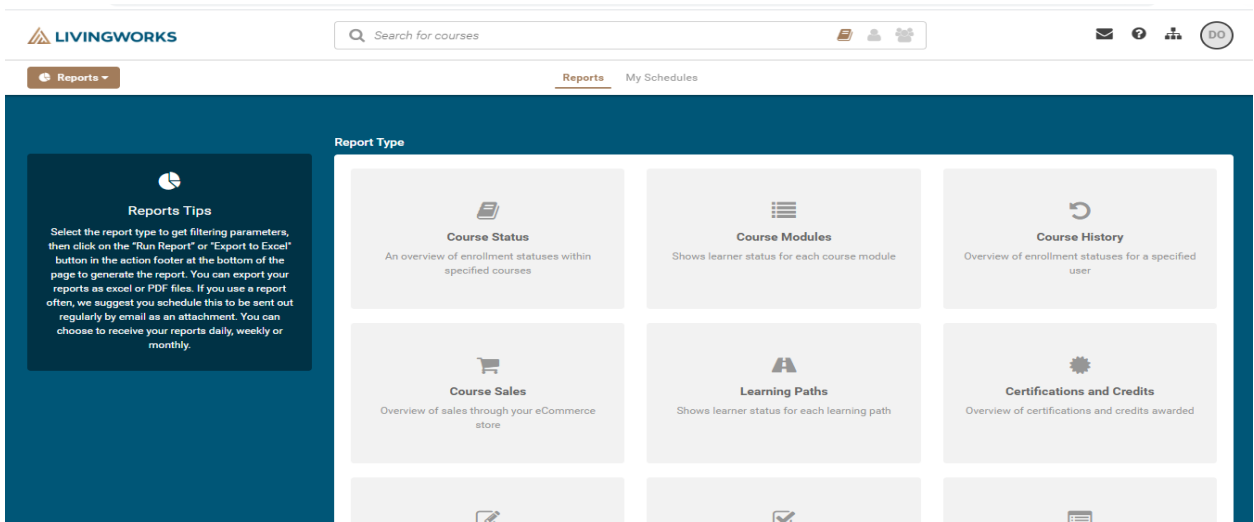


How to Run Reports

- Click the Dashboard dropdown on the left top corner of your screen.
- Select “Reports.”



- You will see a number of reports available for your use. The Course Status, Course Modules, and Course History will likely be most useful to you.



- If you Click on the “Course Status” report, you’ll be able to select your reporting criteria.
- Select “LivingWorks Start” under Courses section.
- You can then enter / select any of the filters below:
 - User Status
 - User Type
 - Date From
 - Date To
 - Groups (If you have access to multiple)
 - Statuses
- If you manage just one group, the system chooses the default group you belong to.
- Once the selection is done click “Run Report” at the bottom of your screen.

Reports

Reports My Schedules

Filters

Reports Tips

Select the report type to get filtering parameters, then click on the "Run Report" or "Export to Excel" button in the action footer at the bottom of the page to generate the report. You can export your reports as excel or PDF files. If you use a report often, we suggest you schedule this to be sent out regularly by email as an attachment. You can choose to receive your reports daily, weekly or monthly.

Report Type
Course Status

Date From **Date To**

Courses

LivingWorks Start v.1

Groups
Your Group

Statuses
Not Started
In Progress
Pending Review
Completed
Passed

User Status
Login enabled
Login disabled

Select all | Deselect all

- If you scroll to the bottom, you will be able to see your report results.
- You can Export to Excel for more details, or you can Export to PDF for more user-friendly view.

scarneg.learnupon.com/reports/show

Reports

5
Not Started

3
In Progress

0
Completed

0
Passed

0
Failed

0
Pending Review

0
Past Due

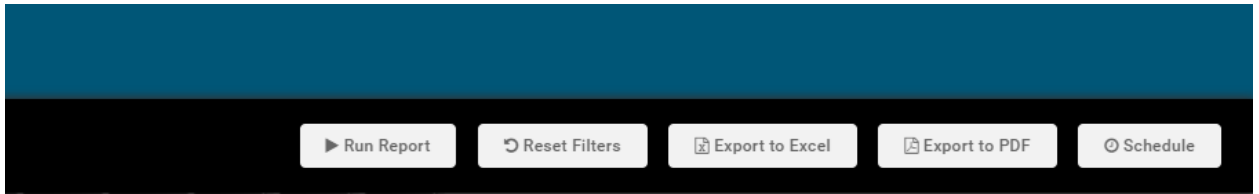
LivingWorks Start (Staging) v.1

Name	Email	Enrolled	Started	Completed	Score	Status
damsel obisesan	damsel02ng@yahoo.com	04/02/2020	04/03/2020	-	-	In Progress
Debbie Me	dotest6@livingworks.net	04/03/2020	-	-	-	Not Started
	dotest5@livingworks.net	04/03/2020	-	-	-	Not Started
Bobo Akin	dotest8@livingworks.net	04/03/2020	-	-	-	Not Started
rere gege	dotest7@livingworks.net	04/03/2020	-	-	-	Not Started
Tracy Johnson	dotest9@livingworks.net	04/06/2020	04/06/2020	-	-	In Progress

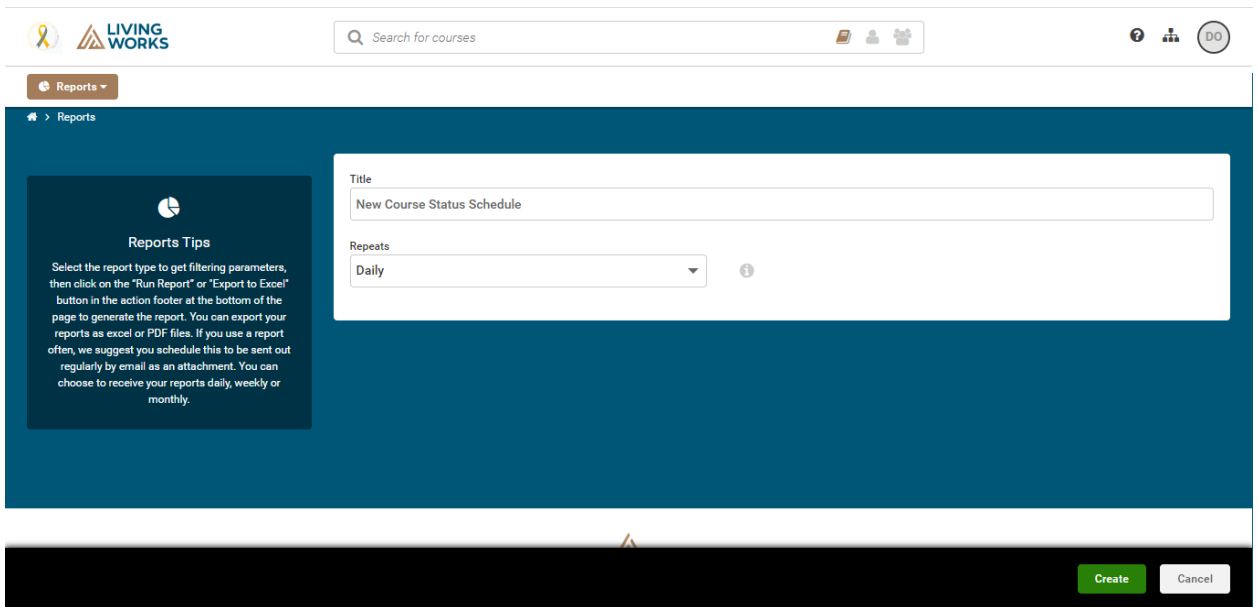
Course_Modules_2020_04_06 - Microsoft Excel

Module	Type	Not Started	In Progress	Completed	Passed	Failed	Pending Review							
LivingWorks Start v.1	SCORM	57.14%	42.86%	0%	0%	0%	0%							
User	Start	enrolled	due date	started	last_access	completed	enrollment_stat	final_score	percentage	ILT Session	first_name	last_name	Start: Started	Start: last_access
	yahoo.com	In Progress	4/2/2020	4/3/2020	4/6/2020	-	In Progress	-	-	-			4/3/2020 11:11	4/6/2020 10:35
	gworks.net	Not Started	4/3/2020	-	-	-	Not Started	-	-	-			-	-
	gworks.net	Not Started	4/3/2020	-	-	-	Not Started	-	-	-			-	-
	gworks.net	Not Started	4/3/2020	-	-	-	Not Started	-	-	-			-	-
	gworks.net	In Progress	4/6/2020	4/6/2020	4/6/2020	-	In Progress	-	-	-			4/6/2020 9:15	4/6/2020 9:15
	gworks.net	In Progress	4/6/2020	4/6/2020	4/6/2020	-	In Progress	-	-	-			4/6/2020 9:29	4/6/2020 11:50

- If you are happy with the result set and you would like this report to run on a schedule and be sent to you, click on “Schedule” at the right bottom of your screen.

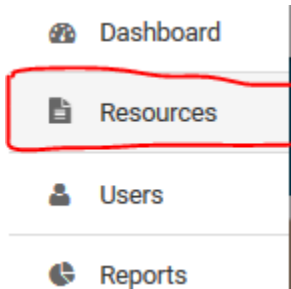


- Enter a Title to your scheduled report.
- Select the frequency you like: “daily”, “weekly”, or “monthly.”
- Depending on your selection, fill out the required information.
- Once finalized, click “Create.”



How to Access your Resources

- You can access your organization-specific resources by clicking on the Dashboard dropdown and selecting “Resources.”



- Example resource:

