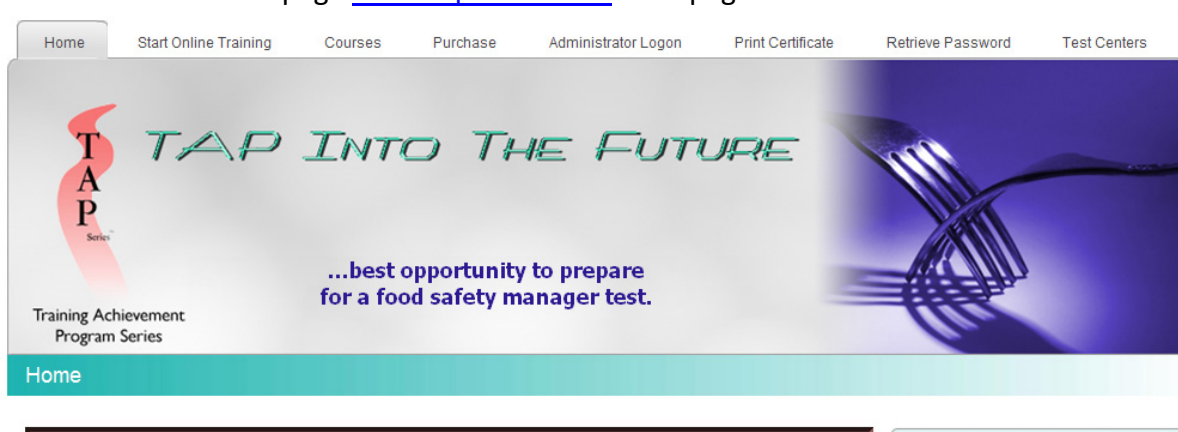


Professors/Administrators View Student Track Progress

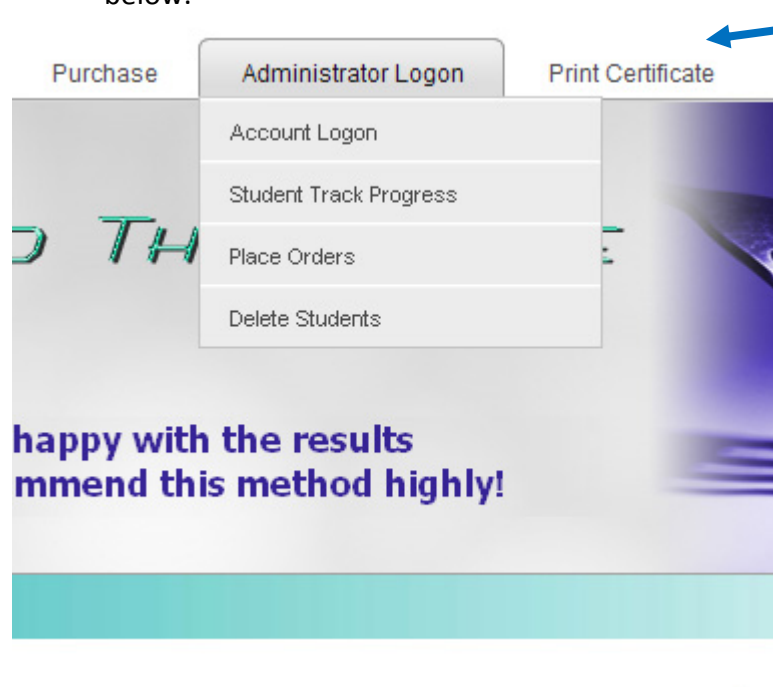
During the original development of TAP's LMS, the Corporate Account's training criteria was established. This criterion sets the number of lessons the students are to study each week and the minimum score they are to achieve on each lesson. If one or both of the criteria has not been achieved, the student will get an automatic email that informs them that they are out of compliance. The instructor will receive an email once a week of all the students who are out of compliance. This report is designed to assist the instructor in helping the students to keep up with the course.

Tracking and updating "Unit" (Class) by Administrators (Instructors)

1. Open up an internet browser.
2. Go to the page www.tapseries.com. The page looks as follows:

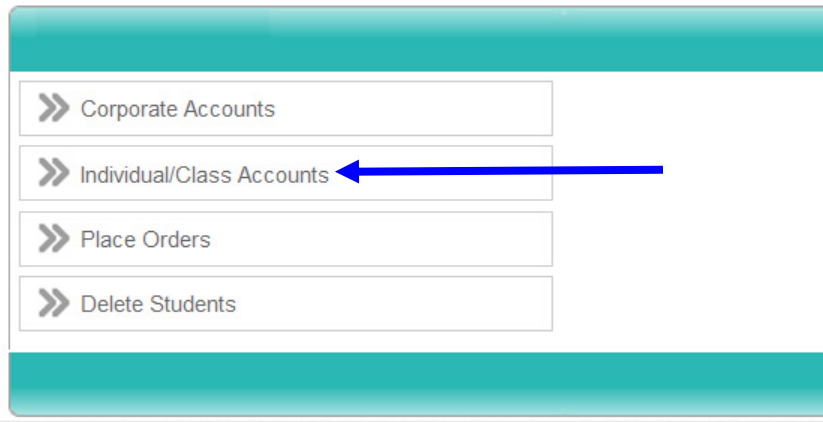


3. Click where it says "Administrator Logon" on the top center of the page as it shows below.

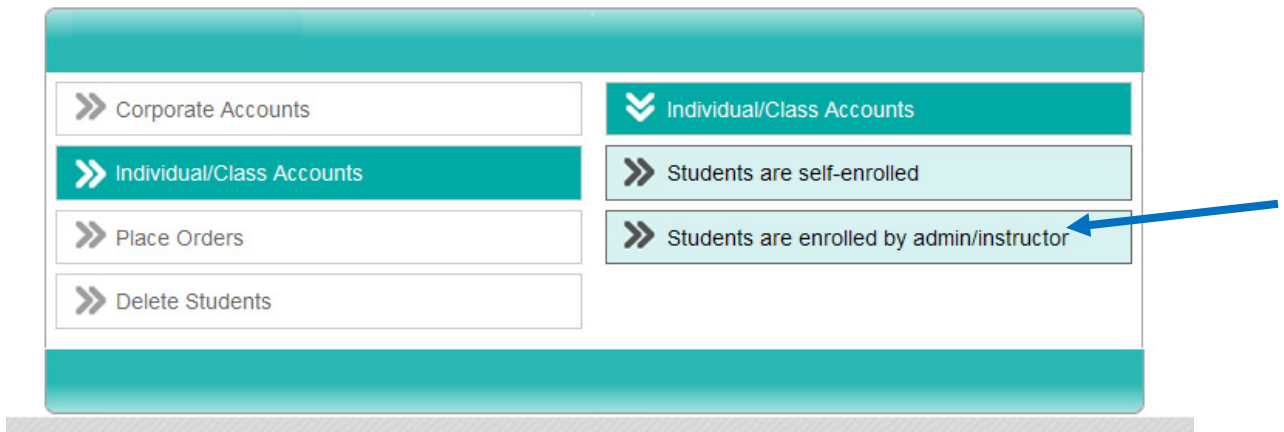


4. After clicking on "Administrator Logon", click "Individual/Class Accounts" as shown below.

You need to login to access this area of the site



5. After clicking on "Individual/Class Accounts", click "Students are enrolled by admin/instructor"



6. Enter you username and password as shown below. Then click "login".

The screenshot shows a web interface with a teal header and footer. On the left, there is a vertical navigation menu with four items: 'Corporate Accounts', 'Individual/Class Accounts' (highlighted in teal), 'Place Orders', and 'Delete Students'. On the right, there is a main content area. At the top of this area is a teal bar with a dropdown arrow and the text 'Individual/Class Accounts'. Below this are two light blue boxes: 'Students are self-enrolled' and 'Students are enrolled by admin/instructor'. The main content area contains a login form with two input fields: 'User Name' and 'Password'. A 'Login' button is located below the password field. Three blue arrows point to the 'User Name' field, the 'Password' field, and the 'Login' button.

7. After clicking on "Login" you will see the page as shown below.

Add New Student/Track Progress

Please select from the following options:

[Add New Student](#)

[Track Progress](#)

[Course Literature](#)

[Strategies For Increasing Sales Data Center](#)

[Log Out](#)

8. After arriving on the page above, click on "Track Progress" as shown below.

Add New Student/Track Progress

Please select from the following options:

[Add New Student](#)

[Track Progress](#)

[Course Literature](#)

[Strategies For Increasing Sales Data Center](#)

[Log Out](#)

9. After clicking on "Track Progress", you will be directed to the page below. Here you will click on "View my Group of Students".

Track Progress

Do you want to:

[View my group of students](#)

[Look up a single student](#)

[Log Out](#)

10. After Clicking on "View My Group of Students" you will be directed to the page below.

How to use

To view the progress of students, you can either:

- a. enter the date you purchased the program, or
- b. enter the date you added your students.

Type this date into the "Search From" field below.

Type the date you wish to stop your search into the "To" field. If you want to list all students to date, enter today's date.

Click the training program the students are taking and click Submit.

You can also select the date range automatically by clicking the checkboxes below.

- Detailed Current Training Report
(Quick Track)
- Total Enrollment Report

Search From: Example: 08/01/2010
To: Example: 08/30/2010


Highlight the training program below and click Submit.


- Food Safety Manager Certification Training
- California Food Handler Training
- Food Safety Re-Certification Training
- Food Safety Re-Certification Training (Illinois only)
- Food Handler Training (all other states)
- HACCP Managers Certification Training
- Cooking Basics
- Strategies for Increasing Sales
- Earn More With Service

Submit

11. On the page above, check the box "Detailed Current Training Report" then enter the date range that you want to search the progress by. After entering the date range, click on "Food Safety Manager Certification Training" which is the course that your school was registered. Click "Submit" when the dates and course have been selected.

12. After clicking on "Submit" you will see a page as shown below. It will give you the "Organization", "Instructor", "Date range" and the "Course".


Organization:  [View Summary of Records](#)

Instructor/Administrator:  [View Summary of Records](#)

Date: from 01/01/2011 to 07/21/2011

Program: Food Safety Manager Certification Training

Student List [\[Refresh Student List\]](#)

#	Check	Last Name	First Name	User Name	Date Added	Completed	Progress	Click Below
1	<input type="checkbox"/>	Chaviers	Chad	chadchaviers	4/19/2011	5/20/2011	56%	View Scores
2	<input type="checkbox"/>	Coggins	James	jcoggins	4/20/2011	5/29/2011	95%	View Scores
3	<input type="checkbox"/>	Criado	Billy	billycriado	5/4/2011	In Progress	Intro	View Scores
4	<input type="checkbox"/>	Fulton	Stacey	sfulton01	4/19/2011	6/14/2011	93%	View Scores
5	<input type="checkbox"/>	Garcia	Marlon	marlongarcia18	4/19/2011	In Progress	Intro	View Scores
6	<input type="checkbox"/>	Harvey	Kristin	knh878	4/19/2011	No Warranty		View Scores
7	<input type="checkbox"/>	Holley	Joshua	Josh0998	4/19/2011	In Progress	Intro	View Scores
8	<input type="checkbox"/>	Johnson	Sylvester	sjohnson81	4/19/2011	No Warranty		View Scores
9	<input type="checkbox"/>	Jones-Branch	Yvonne	yjonesbranch	4/19/2011	6/8/2011	95%	View Scores 
10	<input type="checkbox"/>	Lively	John	JohnLively74	4/19/2011	In Progress	Intro	View Scores
11	<input type="checkbox"/>	Lusk	Amy	aelusk	4/20/2011	6/15/2011	93%	View Scores
12	<input type="checkbox"/>	Maddods	Alex	amaddods	4/19/2011	6/11/2011	96%	View Scores
13	<input type="checkbox"/>	Marroquin	Marshall	marshdaddy2	4/19/2011	6/13/2011	90%	View Scores
14	<input type="checkbox"/>	Martinez	Virginia	vmartinez01	4/20/2011	6/14/2011	98%	View Scores
15	<input type="checkbox"/>	Meatto	Rachel	rmeatto	4/20/2011	6/16/2011	0%	View Scores

13. To view a certain student, locate them and then click on "View Scores" for that student.

14. After clicking on "View Scores", you will be directed to the page below. Here you can see the individual student's progress and the score achieved for each lesson.

Student Score Report

Student Information - [Click here to edit student's information!](#)

Student Name: ██████████ Date Added: 7/15/2011
Student User: 1010229946 Date Completed: In Progress
Name: ██████████
Student Password: FSBAN1EA Student Email: Erinn548@gmail.com

Training Program: Food Safety Manager Certification Training

[Previous Student](#) :: [Next Student](#)

Lesson	Lesson Title	Lesson Status	On Date	Lesson Score
01.	The Need For Food Safety Training	Completed	7/18/2011	100%
02.	Causes of Foodborne Illness	In Progress		0%
03.	Biological Contamination	Not Started		
4A.	Foodborne Illness	Not Started		
4B.	Foodborne Illness Exercises	Not Started		Not Scored
05.	Chemical and Physical Contamination	Not Started		
06.	Employee Health and Hygiene	Not Started		
07.	Purchasing and Receiving	Not Started		
08.	Storing Foods	Not Started		
09.	Preparing, Cooking and Serving Food	Not Started		
10.	Equipment and Utensils	Not Started		
11.	Cleaning and Sanitizing	Not Started		
12.	Pest Control	Not Started		
13.	Facilities	Not Started		
14.	Hazard Analysis Critical Control Points (HACCP)	Not Started		
15.	Sample Test	Not Started		

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