AMATROL LMS HELP DOCUMENTS
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Steps to activate a user

All learners need an activation code to access the eLearning. To find your activation codes log in to your admin account at www.learnamatrol.com

On the left-hand side of the window, you will see and select “Manage Activation Codes” under Administration.

Once you are on this page hit ‘Show All’ and you will see the activation code you have on your site.

There are 3 ways to activate users which will be outlined on the following pages.
1. Email the activation code and step by step instructions.

Codes can be email to either a single user at a time or a group of users.

To email a code to a single user you will click on the mail icon next to the code you want to send.

This will bring up the email window; you can type in the email address of the user and select Mail Code.

To email codes to multiple users you will select the check boxes next to the codes and then select email from the Bulk Actions drop down.
The user will get an email with step-by-step instructions on how to complete their profile user set-up. **This email may go to their junk folder because it comes from an automated mailed.**

*Once complete, the user will get a confirmation email.*

2. You can copy/print the code and manually deliver it to the user:

Many bookstores will use this method and copy the codes down onto index cards with instruction on how to create their account

Copy the code down for the user, and then direct them to go to [www.learnamatrol.com](http://www.learnamatrol.com) and select New User.
Fill out the Profile information, including the activation code at the bottom and select “Register”.

Once complete, the user will get a confirmation email.

3. This is known as the “Manual Option”.

Same steps as #2, go to www.learnamatrol.com and select New User, then select I do not have an email address

*** The Org must have “Allow Usernames” turned on for this option to be available. ***

Type in the activation code and select submit.

Fill in the profile information and create a username and password. Select ‘Register’ when complete.

The user will not get a confirmation email from the manual option. They will now appear on your Manage User Page on your site.
Initial Login

To log in, go to www.learnamatrol.com. The following screen will be displayed.

Log In

Enter your email (or username) and password in the appropriate boxes as shown above and click the Log In button.

Upon logging in, you are directed to your home screen, like the picture shown below.
eLearning Courses

After logging in to www.learnamatrol.com you will be taken to the eLearning Courses page, unless you have new Messages. The top of the eLearning Courses page will display the last 10 courses you have accessed. You can remove a course from the Recent Courses list by clicking on the ✗ next to the course.

Skill Print Release

The instructions included in the skills section of the content, as well as the Skill PDF instructors can access, guide users through the steps of each skill. These instructions often include graphics or photos to help clarify information. Many skills have places where users are asked to record data. Each user should print or be provided with a printed copy of these skills. You have permission from Amatrol to print and distribute these materials as needed for users.

Organization Courses

Click the ‘Show Organization Courses’ button in the upper right corner to view courses assigned by your organization.

The ‘Organization Courses’ view lists all courses and libraries available to users with your organization’s Activation Codes. Click on a course to expand the view and list the content within that course.

Click the ‘View Quiz’ link to view the questions and answers for that content. While viewing the quiz, if you need to report an error on a question, click the ‘Report Error’ link to open the error submission form.

If the content has skills, the Skill PDF button will appear beside the content title. Clicking the Skill PDF button will open the Skill PDF; this document allows access to the full set of skills for the content.

Assigned Courses

Click the Show Assigned Courses button in the upper right corner to view courses assigned to you with an Activation Code.

The courses page lists all courses, libraries, and packages that have been assigned and made available to you. Click on a course to expand the view and list the content within that course.
Adding Site Administrators

If an Administrator has the privileges ‘Create Users’ and ‘Edit Privileges’, they should see a button on the Manage User pages that says ‘New Administrator.’

When you select this button, it will alert you that you are about to create an administrative account. Click ‘Continue’ in this window.

Once you fill in the information and click on ‘Continue Account Creation,’ an email with a registration link will be sent to the person’s email address. (It may go to the junk/spam folder as this is a system automated email and contains a link. The next step you will need to do is assigning the privileges you want this person to have. They range from accessing the courses, creating new users, managing activation codes and reporting. Each site will have to decide what privileges they want other administrators to have.

If you only want someone to access the courses for review, you can give them only the first privilege.

When you have chosen the privileges you want the user to have click ‘Save’ and then you can close this window.
Building a Custom Course

Click ‘Build Custom Course’ from the Administration pane on the left of the screen. From here, click on the + sign to open the library then open the category(s) of your choice. You can also search for a topic or course number. To create a custom course, you can select modules from multiple courses or whole courses even if they are in different categories.

Once you have selected the modules you want included in your custom course, click on the ‘Continue Course Creation’ button at the bottom of the page. Note there is a limit of 50 modules per custom course and the system will tell you how many modules you selected.

*There is a limit of 50 modules per custom course.*

You have selected 10 modules.

**Continue Course Creation**

Once you have selected ‘Continue Course Creation’ it will take you to a page to verify the modules you want included in your course. If these are the correct modules click on ‘Build Course.’ If you need to make changes you can click on ‘Start Over.’

*There is a limit of 50 modules per custom course.*

You have selected 10 modules.

**Build Course** **Start Over**
This is where you give the course it’s name and number. The Course Name will by default be the name of the first course you selected but you can edit that as well as adding a Course Description and Notes if you like. You can also edit the order the modules will appear in the course. To do this use the up and down arrow to move each module until you have all of them in the order you would like. When you are finished with named and reordering the course hit the ‘Save’ button.

After you click the Save button to the lower right side of your screen, your course will appear in the Custom category of your Amatrol library. If, at a later time, you would like to edit your custom course by either adding or subtracting modules or renaming the course or changing the description, you will need to email Amatrol with the system generated course number (starts with a WC0) and be very precise in what you would like changed. We need our module number to know exactly what to add/subtract as far as modules go.
There are 3 types of reports available on the LMS: Standard, Summary, and Detailed.

### Standard Report

When you go to reporting it will take you to the Standard report. There are multiple ways you can search in this report including User, Course, Date Range and User Tags. You can also use multiple search filters at once. For a report to generate, you will need to fill out a search criterion and then select the ‘Search’ button. This report can be exported to Excel or PDF. You can also copy or email the link to the report. This link will be good for 30 days.

The system defaults to a 6-month Date Range. It has two pre-sets, 6 Months and 1 Year, if you need to look for grades beyond 1 year, you can set a Custom Date Range for any date period ranging up to 18 months.
The report will show you the User, Course and Content, date they first started the module, date they last accessed the module, pre-quiz score, quiz score and number of quiz retakes if any. If you have Skill Tracking turned on for your site, there will also be a Skill Tracking column. You can choose to hide specific columns by clicking on the Columns button and unchecking the columns you don’t want to see.

You can look at the quiz a user took by clicking on the score, reset it by clicking on the red X, or view previous attempts if there are any by clicking on the number of attempts in parenthesis by the score.
The Summary report only shows data for learners who have completed all modules in a course. You can also load a previously created report from this screen. Click on Create New Report and then there are 4 steps to creating this type of report.

The first step is to choose who is included in the report. You can choose to include everyone or only those with specific tags. Once you have completed this click to go to Report Grouping. The second step allows you to choose how the users are categorized if you have categories. Once you have chosen your categories or if you don’t have any click Results to Show.

The third step has you choose if you want to show just eLearning or eAssessment if your organization uses it.

The fourth and final step allows you to select various options including if you want the individual users listed and the level of detail you want in the report.
The detailed report is for an individual user. It shows everything that user has done and is the same report a learner sees when they go to ‘My Progress Report.’

This report can be adjusted to show the objectives and skills and how the learner did on each. The objectives they got correct will be in green and those they got incorrect will be in red. If your organization has a minimum passing grade set, you can also view any certificates a learner has earned from this page.

Objective 1 - Define Electricity and Give an Application

Objective 2 - Describe the Two Types of Electrical Current and Give an Application of Each

Objective 3 - Describe the Function and Operation of a Circuit Tester

Objective 4 - Describe the Function of the Four Basic Components of an Electrical Circuit

Objective 5 - Describe the Operation of Two Types of Power Supplies and Give Their Schematic Symbols

Objective 6 - Describe the Function of an Electrical Schematic

Objective 7 - Describe the Operation of a Manual Switch

Objective 8 - Describe the Operation of N.O. and N.C. Contacts and Give Their Schematic Symbols

Objective 9 - Describe the Function of Three Types of Manual Switch Operators and Give an Application of Each

Objective 10 - Describe the Operation of Three Types of Manual Switch Operators and Give Their Schematic Symbols

Objective 11 - Describe the Function of Five Types of Electrical Output Devices and Give an Application of Each

Objective 12 - Describe the Operation of Five Types of Electrical Output Devices and Give Their Schematic Symbols
Reset a User’s Quiz

An Administrator will need to have the View Reporting privilege.

If a user requests for their quiz to be reset or got a NS (No Score) on the quiz, the admin will need to go to the Reporting page and search for that user, they can also search for the specific course.

To reset a quiz score simply click on the red X next to the grade.
To grade the quiz as is click the pencil. Pre-Quiz scores cannot be reset if the user has opened the content.

Once selected the number of times the quiz has been reset will show up in parenthesis in the quiz column. You can click on this number and see the last attempt before the quiz was reset.
Adding an Activation code to an existing user

When you have a user already in the system, but their activation code has expired or you need to add a different type of code, you can simply add another activation code to their profile.

The administrator can do this by copying an activation code from the ‘Manage Activation Codes’ page (this is the 9-digit number) and then going to the user’s profile on the ‘Manage Users’ page and applying it to their profile.

<table>
<thead>
<tr>
<th>Activation Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>9P3-KX3-VH5</td>
<td>AMATROL</td>
</tr>
<tr>
<td>CT6-8QV-J2X</td>
<td>AMATROL</td>
</tr>
<tr>
<td>F2X-6J7-BF6</td>
<td>AMATROL</td>
</tr>
<tr>
<td>KNB-L54-HQR</td>
<td>AMATROL</td>
</tr>
<tr>
<td>M2Q-WN4-FBL</td>
<td>AMATROL</td>
</tr>
</tbody>
</table>

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This can also be accomplished by the user by giving them the 9-digit activation code and they can add it themselves under ‘Edit My Info’ on their page.

This page will have their info such and their name and password, and below that will be there activation codes. They can type in the activation code and hit ‘Add Activation Code’ to add it to their profile.
Building a Custom Course

Click Build Custom Course from the Administration pane on the left of the screen. From here, click on the + sign to open the library then open the category(s) of your choice. You can also search for a topic or course number. To create a custom course, you can select modules from multiple courses or whole courses even if they are in different categories.

You have selected 10 modules.

Once you have selected the modules you want included in your custom course, click on the ‘Continue Course Creation’ button at the bottom of the page. Note there is a limit of 50 modules per custom course and the system will tell you how many modules you selected.
Once you have selected ‘Continue Course Creation’ it will take you to a page to verify the modules you want included in your course. If these are the correct modules click on ‘Build Course.’ If you need to make changes you can click on ‘Start Over.’

This is where you give the course its name and number. The Course Name will by default be the name of the first course you selected but you can edit that as well as adding a Course Description and Notes if you like. You can also edit the order the modules will appear in the course. To do this use the up and down arrow to move each module until you have all of the in the order you would like. When you are finished with named and reordering the course hit the save button. After you click the Save button to the lower right side of your screen, your course will appear in the Custom category of your Amatrol library.

If, later, you would like to edit your custom course by either adding or subtracting modules or renaming the course or changing the description, you will need to email Amatrol with the system generated course number (starts with a WC0) and be very precise in what you would like changed. We need our module number to know exactly what to add/subtract as far as modules go.
Custom Course Module Order

To rearrange the order of modules in a custom course, go to ‘Settings’ and then to the tab that says ‘Custom Course Order.’

On this tab you will see the Amatrol library which you can expand to see your custom courses. When you expand your custom course, you will see arrows to the left of each module.

Using these arrows, you can move modules in a course up or down until the course is in the order you would like. It will automatically save the order of the course when you make changes.
Course Visibility

The ‘Course Visibility’ tab in ‘Settings’ gives privileged administrators the ability to hide or show courses in specific libraries. If your organization has been assigned any libraries with the equipment skills visibility feature, these libraries will be displayed on the Course Visibility tab under the search bar.

Libraries

- AMATROL - Main Library Content
  - Custom
  - Industry 4.0 Fundamentals
  - Automation
  - Electronics
  - Electrical
    - V17401-CL00JEN-E2 - Electric Motor Control (85-MT5)
    - VB227-BD00UEN-E1 - AC/DC Electrical Systems (T7017A)
    - VB703-XB00UEN-E1 - Electrical Control 1 (96-ECS1)

In the library, to the left of each course number, you will see 1-2 checkboxes and icons:

The **Wrench** icon indicates that this course has a version that references equipment.

To allow this course to be visible to your users, check the checkbox to the left of the Wrench icon.

If your organization does not own Amatrol equipment that is paired with a course on the Amatrol LMS, you may choose to uncheck the checkbox, but note that this change affects all users. If a user needs access to the version which references equipment, unchecking the checkbox will prevent them from accessing the course.

The **Monitor** icon indicates that this course has a version that does not reference equipment.

To allow this course to be visible to your users, check the checkbox to the left of the Monitor icon.

When a checkbox is unchecked the icon beside it will gray out, indicating that this version of the course is no longer visible to the organization.
Manage Tags

To manage a user's tags, click on the "Manage Tags" tab.

You will see a box displaying the user's current tags, if any, and an Uncategorized Tags box. You may also see one or more Tag Categories. A Tag Category is a way to group similar tags, and only one tag per Tag Category can be assigned to any one user. An example of a Tag Category would be "Shift", with possible tags being "Shift 1", "Shift 2", "Shift 3", etc.

To tag the user with a tag, click a tag from a Tag Category or from the Uncategorized Tags box. After clicking the tag, the user will automatically be tagged.

If you tag a user with a tag from a Tag Category, all tags in that Tag Category will become disabled, as only one tag per Tag Category can be assigned to the user.

To unassign a tag from a user, click the tag to remove in the "Assigned Tags" box. You will be prompted to confirm that you would like to unassign the tag from the user.

To create a new tag, click the "New Tag" button, enter the new tag, and click "Create". The tag will be added to the bottom of the Uncategorized Tags box.
Resetting User Passwords

Click on ‘Manage Users’ under Administration in the Menu on the left side of the screen.

From this page you can either search the name of the user or hit ‘Show All’ and find the specific user you want to archive on the list. Once you have found the user you want on the list, select the ‘Manage User’ button to the far right of their name.
Once you have found the user you want on the list, select the ‘Manage User’ button to the far right of their name. This will bring you to a page that has a ‘Reset Password’ button at the bottom. Hitting that button will allow you to set a temporary password for the user.

Enter an 8-digit password for the user and click on ‘Save Password.’ This does not have to be a secure password because it is only a temporary password. You will then get a window saying the user’s password has been reset. You can close this window and give the user their temporary password to log in. The next time the user logs in they will use this password and then be prompted to reset their password to something more secure.
How to Archive a User

Click on Manage Users under Administration in the Menu on the left side of the screen.

From this page you can either search the name of the user or hit ‘Show All’ and find the specific user you want to archive on the list. Once you have found the user you want on the list, select the Manage User button to the far right of their name.

This will bring you to a page that has an Archive user button at the bottom. Hitting that button will archive the user so that they no longer show up in the user list or reports. If they try to log on the site they will get a message saying their account has been archived.
How to Print a Student Quiz

Go to eLearning courses and make sure you are on ‘Show Organization Courses’ so you can see the admin view of the courses. Then find the course you want to print the quiz for.

Click on Generate User Quiz

This will open a new window with the quiz and answer key. This quiz and answer key can be printed using the print button at the top right of screen.

At the top of the page for both the quiz and the answer key will be a unique ID to assist in matching the answer key to the quiz since there can be multiple questions in the bank for each objective and the question chosen as well as the order of the questions is random.

More Information on use the of Amatrol LMS site can be found by selecting ‘Help’ in the upper right-hand corner of the Amatrol LMS Site.