

ONLINE TRAINING

Agency Administrators: How to Pull a Staff Progress Report

Our staff at Behavioral Tech can set up agency administrators with ability to review the progress staff members are making through their courses. If you do not currently have this access and would like it, please contact us at learn@behavioraltech.org to let us know.

Please provide **the course key** you distributed to your staff members – this will allow us to look up their accounts and add them to the report you can create.

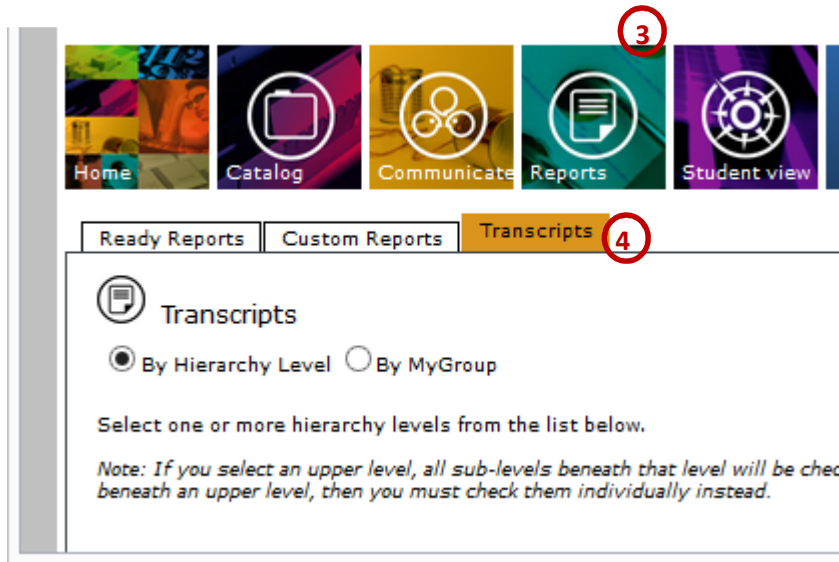
To view staff progress:

1. Sign in to your online training. For directions, see <http://behavioraltech.org/downloads/techsupport/Login-OLT.pdf>.
2. Click the **My Admin View** tile.

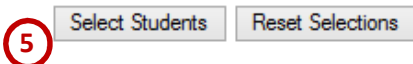
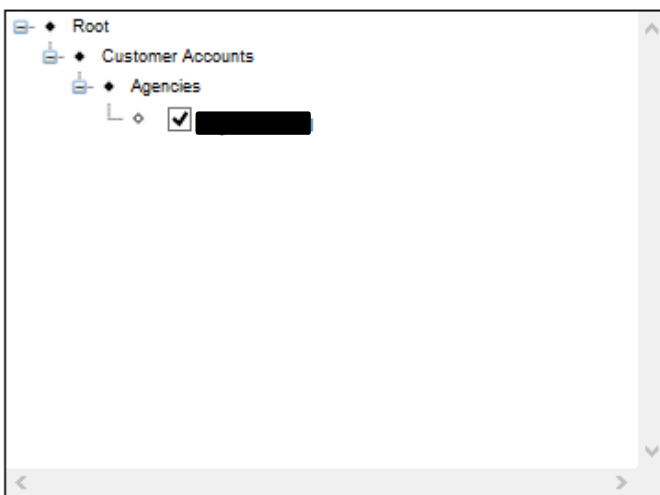
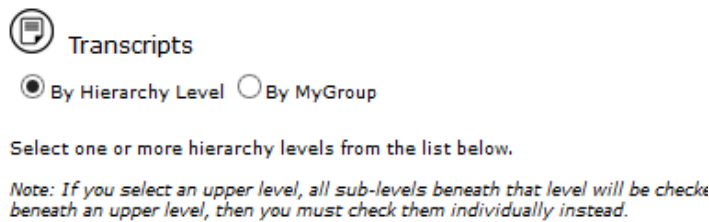


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- 3. Click the **Reports** tile.
- 4. Then click the **Transcripts** tab.



- 5. Leave the **By Hierarchy Level** bubble selected. The hierarchies you have access to will appear under Customer Accounts, Agencies. Expand those by clicking the + symbol and select the check box next to your agency. Then click **Select Students**.



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6. Select the individual staff member or choose **Select All** to get the transcript for the appropriate person or people.
7. Click **View Transcript**.



Transcripts

Select the students from the list below whose transcript you wa

Select All **6**

-- OR --

AgencyName

- ██████████
- ██████████
- ██████████
- ██████████
- ██████████
- ██████████
- ██████████
- ██████████
- ██████████

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8. You can scroll through each staff member's transcript completion, as well as print out the report at the bottom.

You may also find it useful to explore the Ready Reports from the Reports section. The reports under **Reports by User** will be the ones that will be the most useful.