


tessello

Administrator View





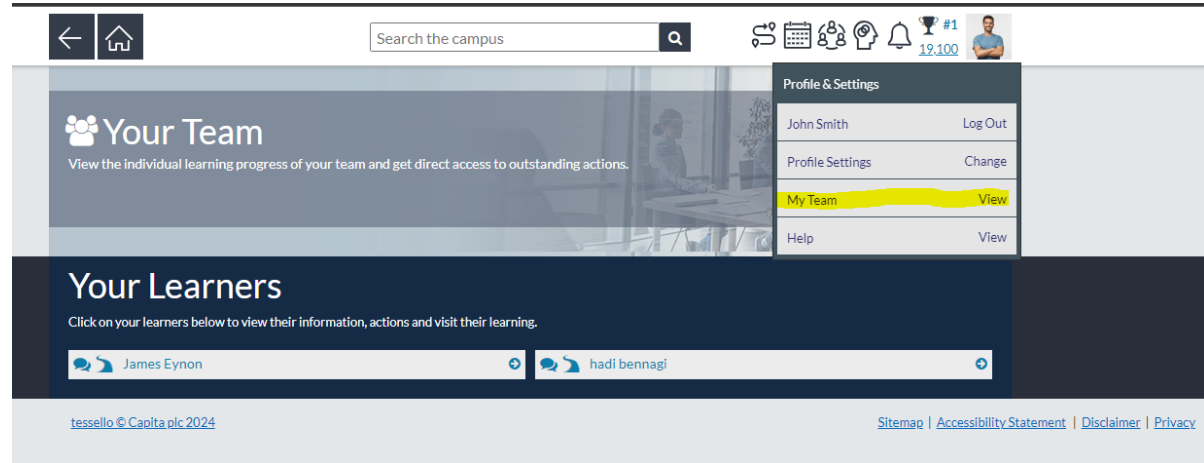
As an Administrator you can perform certain actions with any site user:

- View their profiles
- Enrol them on Learning pathways
- Register them on Events
- Award points in the Communities



Accessing Users' Learning

As an Administrator, you can access any user's My learning area. The simplest way to find the appropriate user is to click on the , My Team button under the Manager/Administrators profile. Just click on the user to view their profile popup and click on the 'Visit Learning' link to visit their My learning area.



The screenshot displays a user interface for an administrator. At the top, there is a search bar labeled "Search the campus" and a navigation menu with icons for home, calendar, and user profile. The main content area is divided into two sections: "Your Team" and "Your Learners".

Your Team
View the individual learning progress of your team and get direct access to outstanding actions.

Your Learners
Click on your learners below to view their information, actions and visit their learning.

The "Your Learners" section contains two entries: "James Eynon" and "hadi bennagi".

A "Profile & Settings" dropdown menu is open, showing the following options:

Profile & Settings	
John Smith	Log Out
Profile Settings	Change
My Team	View
Help	View

At the bottom of the page, there is a footer with the text "tessello © Capita plc 2024" and a navigation menu with links for "Sitemap", "Accessibility Statement", "Disclaimer", and "Privacy".

Viewing a User

This image shows an Administrator's view of a learner's My learning area. You can click on the Learning pathways, Experiences (Learning log) and Events tabs to view their learning. In the example below we are looking at Hadi Bennagi's learning area.

The screenshot displays the user interface for viewing a learner's profile. At the top, there is a navigation bar with a search box labeled "Search the campus" and several utility icons. Below this, the learner's name "hadi bennagi" is shown next to a profile icon. A search bar for learning pathways is present, with the text "Search for new learning pathways or Browse All" and a "Search..." input field. Two buttons are visible: "View learner's events" and "View learner's CPD Log".

The main content area is divided into two sections:

- Active Learning Pathways:** This section contains four cards, each representing a learning pathway. Each card shows a progress indicator (a circle with a number), the pathway name, and the status "ENROLLED".
 - 0/5 Introduction to Leadership (First Line Leaders) - ENROLLED
 - 0/1 test32 - ENROLLED
 - 0/3 Great Communication (First Line Leaders) - ENROLLED
 - 0/2 Partnership Working (First Line Leaders) - ENROLLED
- Completed Learning Pathways:** This section is currently empty, displaying the text "No completed Learning Pathways".

At the bottom of the page, there is a footer with the text "tessello © Caoita plc 2024" on the left and a set of links: "Sitemap | Accessibility Statement | Disclaimer | Privacy" on the right.

Reviewing Pathways

As an Administrator/Manager you will be given an opportunity to provide feedback to the user. They will be provided this feedback in a notification email.

The image displays two screenshots of a mobile application interface. The top screenshot shows a user profile for 'hadi bennagi' in a course titled 'Introduction to Leadership (First Line Leaders)'. The profile includes a '0/5' rating and a '500' score. There are two buttons: 'Chat' and 'Manager Chat'. The bottom screenshot shows a chat window titled 'Chat about hadi bennagi Introduction to Leadership (First Line Leaders)'. A message from 'Me' is visible, stating 'Great work Hadi!'. The chat input area at the bottom contains a 'Type a message...' placeholder and a 'Send' button.

Enrolling and Registering

You can enrol any user on Learning pathways and register them on Events in the same way that you would do so as a Learner. Please refer to the Learning pathways and Events user guides for further information.

Event

Leadership basics
Building on from the 'Introduction to Leadership (First Line Leaders)' online pathway, this course provides further context and scenarios to apply what you've learnt.

09:00 on 12 July 2024 (1 day 4 hours)

Brightwave Office - Queens Road Brighton

25 spaces(s) remaining

Wheelchair access: yes

Contact: Dan Jones
Are you sure you want to register?

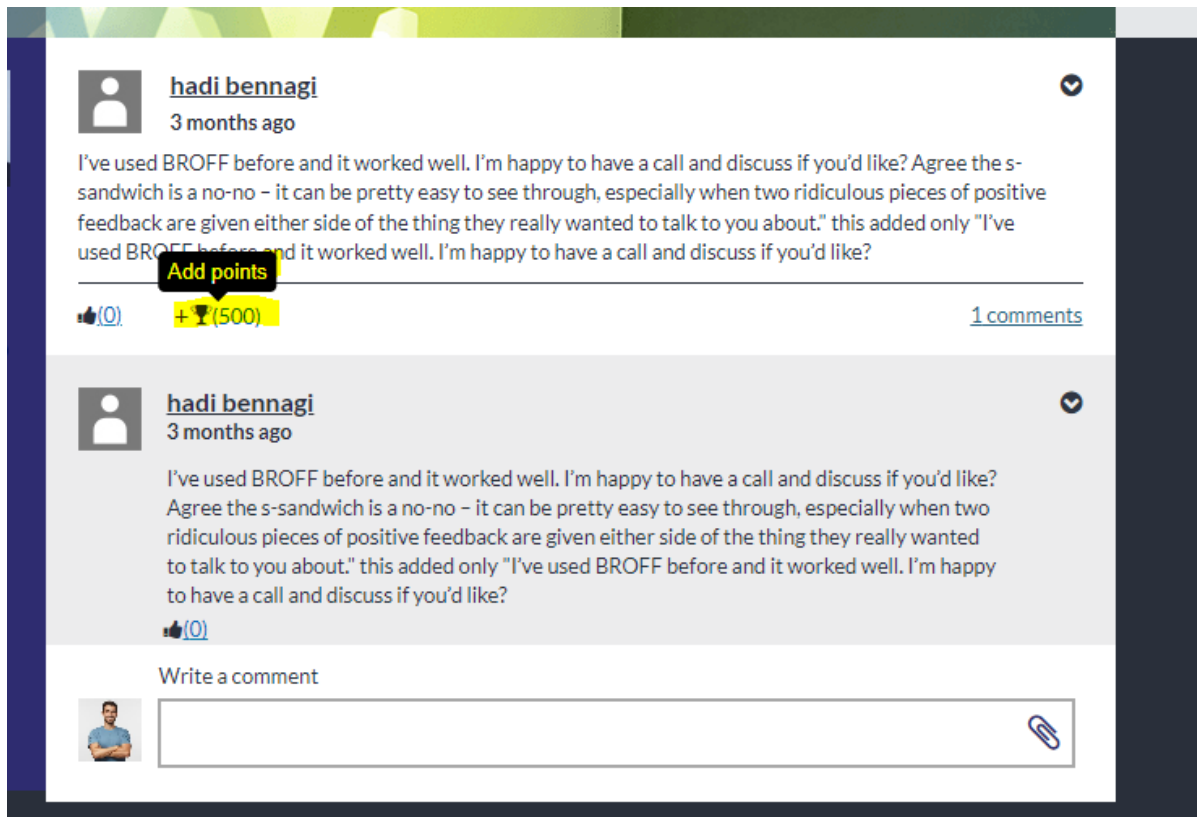
test1

test2

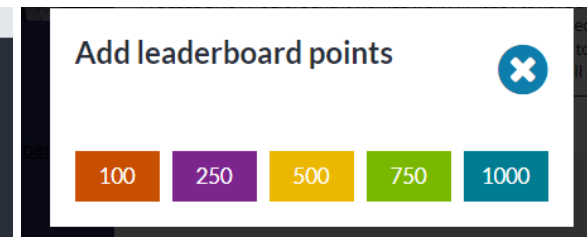
Would you like to enrol hadi bennagi?

Awarding Points


Administrators can award any user points in the Communities. This is a great tool for encouraging community discussion and promoting the value of relevant content. Simply click on the Add points text on the post and select how many points you would like to award.



The screenshot shows a community post by user **hadi bennagi**, posted 3 months ago. The post text reads: "I've used BROFF before and it worked well. I'm happy to have a call and discuss if you'd like? Agree the s-sandwich is a no-no - it can be pretty easy to see through, especially when two ridiculous pieces of positive feedback are given either side of the thing they really wanted to talk to you about." This added only "I've used BROFF before and it worked well. I'm happy to have a call and discuss if you'd like?". Below the text, there is a thumbs-up icon with "(0)" and a yellow callout box with a trophy icon and the text "+ (500)". To the right of the callout is a link for "1 comments". Below the post is a comment section with the prompt "Write a comment", a text input field, a profile picture of the user, and a link icon.



The screenshot shows a dialog box titled "Add leaderboard points" with a close button (X) in the top right corner. Below the title, there are five colored buttons representing point values: 100 (orange), 250 (purple), 500 (yellow), 750 (green), and 1000 (teal).



If you are experiencing any difficulties with Administrator permissions, please contact your main site administrator.