

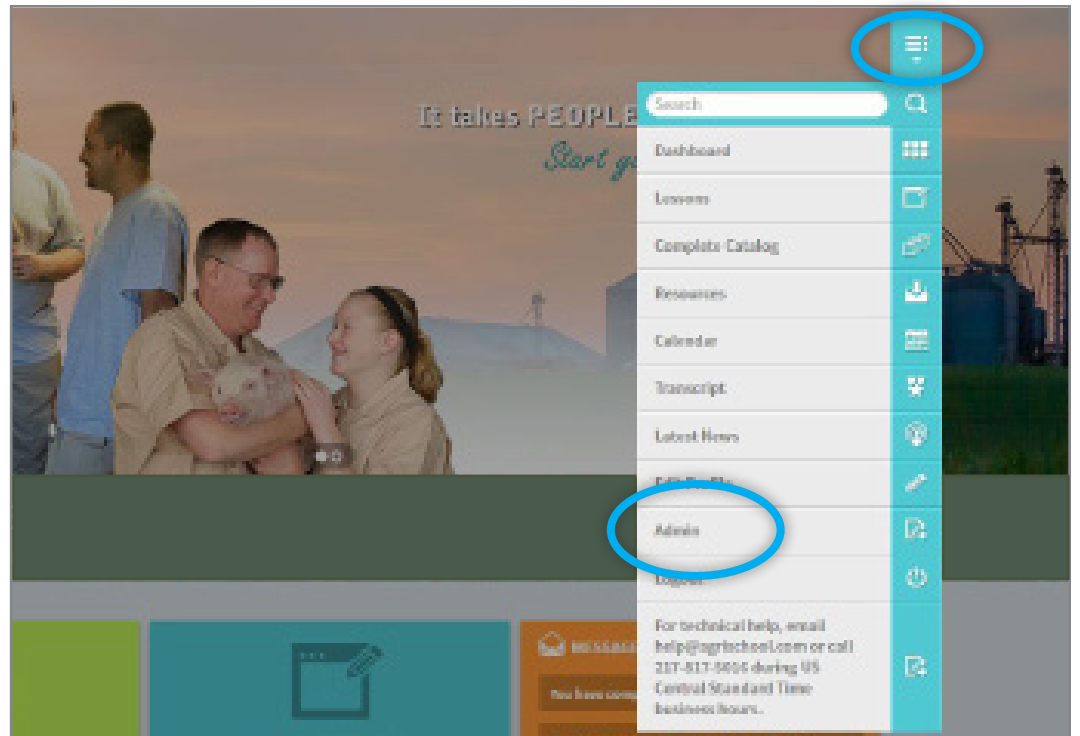


Pork Avenue™
TRAINING PORTAL

Group Learning and Manually Marking a Lesson Complete Step-by-Step Guide

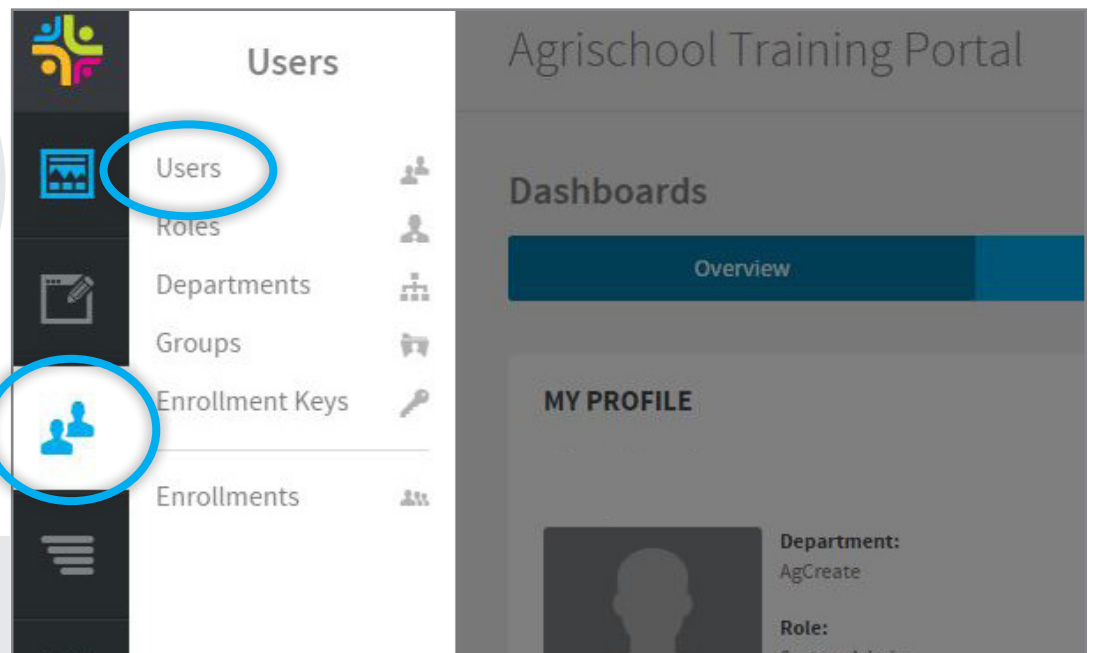
www.porkavenuetraining.com

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Once you have logged into Pork Avenue Training Portal, you need to get from the learner side of the site to the admin side. Click on the icon that is to the top, right of the page. It has three lines and an arrow pointing down. Select “Admin”, which will take you to the Admin side of the site.

2



On the left panel, you will find a menu with tabs. Select the user icon and then select “Users” again.

3

Users

Add New Actions Mass Actions

Add Filter

Last Name
Starts With
Anderson

Add Filter +
Cancel

<input type="checkbox"/>	Adelardo Mendoza	
<input type="checkbox"/>	Abramov	
<input type="checkbox"/>	Abramova	

Search for the learner that has completed the lesson by using the filter.

4

Users

Add New Actions Mass Actions

Last Name Starts With anderson

1 - 8 of 8 Items

	Last Name	First Name
<input type="checkbox"/>	Anderson	Brian
<input type="checkbox"/>	Anderson	Austin
<input type="checkbox"/>	Anderson	Kent
<input type="checkbox"/>	Anderson	James
<input type="checkbox"/>	Anderson	Susan
<input type="checkbox"/>	Anderson	Ashley
<input checked="" type="checkbox"/>	Anderson	Danletie
<input type="checkbox"/>	Anderson	Angela

20 Items Per Page

Actions

Edit User
Enroll User +
User Transcript
Message User
Reset Password
Merge User
Duplicate
View Enrollments

Select your learner by clicking to highlight them. Choose "Edit User" from the menu.

5

Edit User
Users > Edit User > Danielle Anderson

Info Details Account More

Username: Danielle@agcreate.com
Curricula Enrollments: 5
Enrollments Completed: 127
Email Address: Danielle@agcreate.com

First Name *
Danielle

Middle Name
Middle Name

Last Name *
Anderson

Email Address
Danielle@agcreate.com

Username *
Danielle@agcreate.com

New Temporary Password
New Temporary Password

Confirm Temporary Password
Confirm Temporary Password

Department
Agrischool Training Portal / Agrischool / Unbranded Site Departments / Agrischool - Admin / AgCreate / For Testing

Is Active
ACTIVE

Save
Cancel

Enroll User
Assign Competencies
Message User
User Transcript
View History
Reset Password
Merge User
Duplicate

When the learner's account displays click on "User Transcript."

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Agrischool Training Portal

User Transcript

Danielle Anderson

Username: Danielle@agcreate.com
Department: For Testing
Email Address: Danielle@agcreate.com
Total Credits: 960.00
Last Logged In: 2017-02-24 08:59 AM
Total Time Spent: 2d 17h 14m

Competencies & Badges

Comportamiento del Cerdo y Usted (Level 1)
Loading Market Hogs (Level 1)
Pig Behavior and you (Level 1)
Training and handling boars (Level 1)

Competency Name	Level	Category	Date Acquired
Comportamiento del Cerdo y Usted	1	Manejo Seguro del Cerdo	2014-12-01 10:07 AM
Loading Market Hogs	1	Safe Pig Handling	2014-11-20 03:45 PM
Pig Behavior and you	1	Safe Pig Handling	2014-11-13 10:23 AM
Training and handling boars	1	Safe Pig Handling	2015-02-13 11:07 AM

Certificates

Certificate Safe Pig Handling
Valid From: 2015-09-11 04:03 PM Expiration: Never

Certificate Handling the Pests 2.0
Valid From: 2015-09-11 04:03 PM Expiration: Never

Course Enrollments (Online and Instructor Led)


Name	Status	Credits	Score	Enrollment Date	Completion Date
Certificate Safe Pig Handling	Complete			2015-09-11 04:03 PM	2015-09-11 04:03 PM
Certificate Handling the Pests 2.0	Complete			2015-09-11 04:03 PM	2015-09-11 04:03 PM

When the user's transcript displays, locate and click on the lesson you would like to mark as complete.

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Agrischool Training Portal Carrie Bodznick

Edit Activity
Course Activity > Danielle Anderson > 1.11eng.a - Take 5 - Basic Daily Care - Sows and Piglets



Username: Danielle Anderson Course Name: 1.11eng.a - Take 5 - Basic Daily Care - Sows and Piglets

Current Status: Not Started

Course Activity

Mark As

Not Completed Completed Failed

Score

% Enter score as a percentage (0-100)




Expiry Date

Expiry date of enrollment.

Due Date

Due date of enrollment.

Lesson Activity

Lesson	
1	Third Party: 1.11eng.a - Take 5 - Basic Daily Care - Sows and Piglets Attempts: 0 Score: N/A Not Started 
Print the SOP Handout	
1	Object: 1.11eng - Take 5 - Basic Daily Care - Sows and Piglets SOP Attempts: 0 Score: N/A Not Started 
Print the In-Barn Verification Checklist	
1	Object: 1.11eng - Take 5 - Basic Daily Care - Sows and Piglets Checklist Attempts: 0 Score: N/A Not Started 

Click on the pencil icon to edit the chapter you would like to mark complete.

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Lesson Activity
Chapter > 1.11eng.a - Take 5 - Basic Daily Care - Sows and Piglets

Status

Not Completed Completed Failed

Score

% Adjust current lesson score. Enter score in a percentage (1-100)

Passing Score

% Passing Score

Maximum Attempts


Adjust current lesson maximum number of attempts.

Mark the learner's status as "Completed" and fill in a score for the chapter. Click, "Continue" to go back to the lesson transcript.

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Agrischool Training Portal

EDIT ACTIVITY
Course Activity > Danielle Anderson > 1.11eng.a - Take 5 - Basic Daily Care - Sows and Piglets

 Username: Danielle Anderson Course Name: 1.11eng.a - Take 5 - Basic Daily Care - Sows and Piglets Expires: Never
Current Status: Not Started

Course Activity

Mark As
 Not Completed Completed Failed

Score
0 % Enter score as a percentage (0-100)

Expiry Date
Expiry date of enrollment.

Due Date
Due date of enrollment.

Lesson Activity

Lesson

1	Third Party: 1.11eng.a - Take 5 - Basic Daily Care - Sows and Piglets
---	---

Print the SOP Handout

1	Object: 1.11eng - Take 5 - Basic Daily Care - Sows and Piglets SOP
---	--

Print the In-Barn Verification Checklist


1	Object: 1.11eng - Take 5 - Basic Daily Care - Sows and Piglets Checklist
---	--

To mark the entire lesson as complete, click on the “Completed” checkbox under the Course Activity and enter a score for the learner. Click “Save” to complete the task.

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Agrischool Training Portal

User Transcript

 Danielle Anderson
Username: Danielle@agcreate.com Department: For Testing Email Address: Danielle@agcreate.com Total Credits: 900.00
Total Time Spent: 2d 17h 14m

1.11eng - Take 5 - Basic Daily Care - Sows and Piglets

Complete

Check your work. Go back to the learner’s transcript to verify the lesson is marked completed.



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