



Military Manager Permissions Guide

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Section 1: Manager Dashboard View

You may notice the dashboard for a manager is different from that of a learner. When you log in as a manager, your screen will default to the **Manager Dashboard** view. To switch back to the other view where you can see your enrolled and completed courses, you will select the **My Courses** tab at the top.

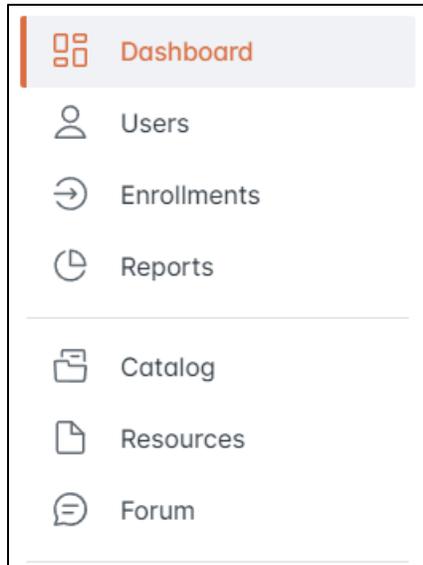
The screenshot shows the KMC Academy Military Portal Manager Dashboard. The top navigation bar has three tabs: **Manager Dashboard** (selected), **My Courses**, and **My Live Sessions**. The main content area displays course completion statistics:

Category	Count	Action
COMPLETED/PASSED	2	View list
IN PROGRESS	0	View list
FAILED	0	View list
NOT STARTED	3	View list
PENDING REVIEW	0	View list
PAST DUE	0	View list

A donut chart titled "Training status" shows the distribution of course statuses: Not Started (blue), In Progress (purple), and Completed/Passed (green). The data is last updated less than 1 minute ago. A "Refresh data" button is available. The bottom of the dashboard shows "Course completions" and "Last 7 Days".

Navigation

On the left-hand side, you will see the primary navigation menu.



Dashboard: This is the default Manager Dashboard homepage

Users: This page lists all the users that are part of the Group you manage. You can create new users from this page and access user accounts.

Enrollments: This page allows you to enroll your users in courses.

Reports: This page allows you to access saved reports and run new ones.

Catalog: This page allows you to browse available courses.¹

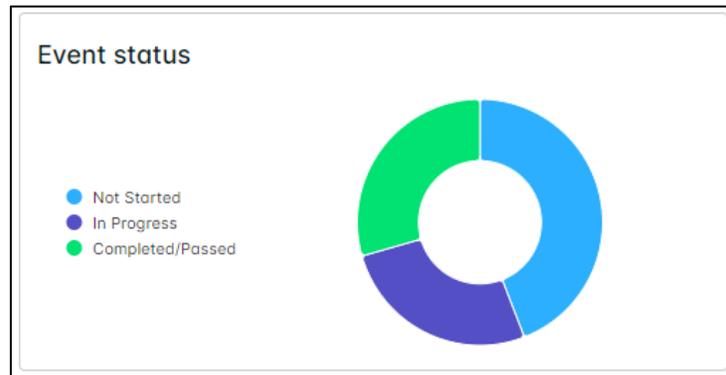
Resources: This page lists all the downloadable resources like tip sheets, printables, and short microlearning videos.

Forum: If you take a course that includes a user forum, you can access those forums from this page.

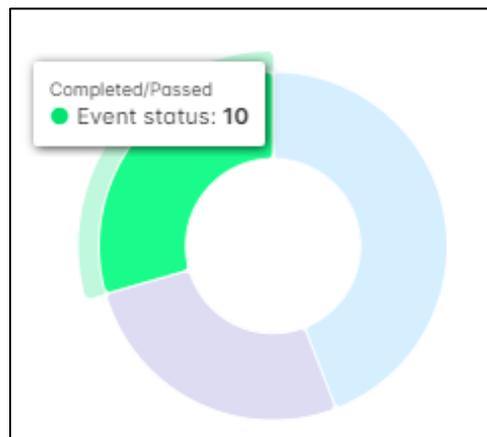
¹ Note that if you have taken a course, it will no longer appear in the Catalog. You can find all your completed courses on your *My Courses* page. If you are browsing courses for your staff, please see [KIT Academy Military Courses and Resources](#).

User Data

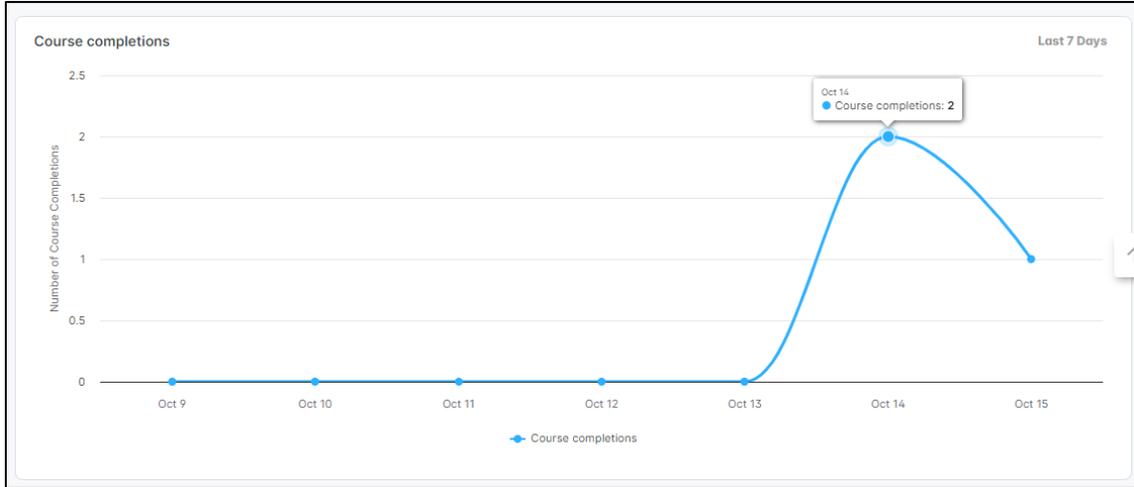
The Manager Dashboard gives you access to helpful user data. You will see a pie chart that helps you visualize user status.



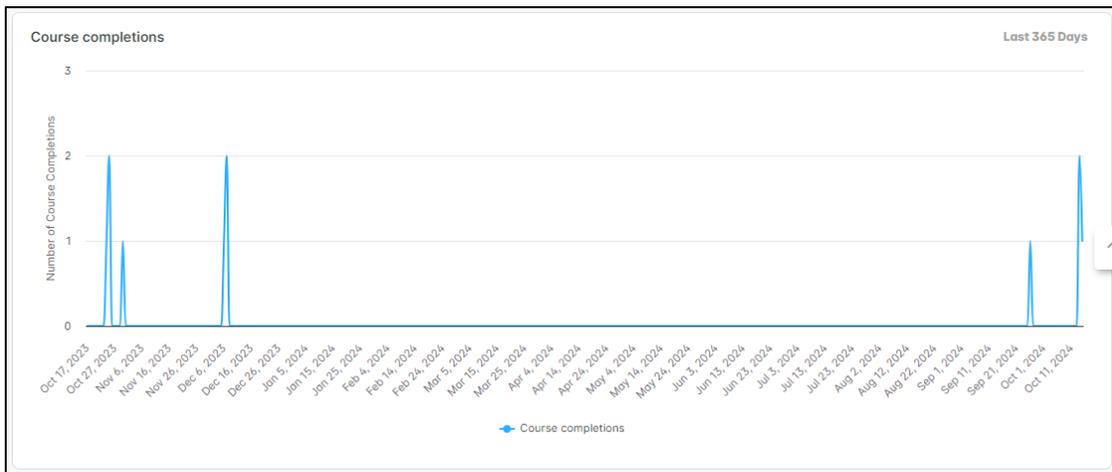
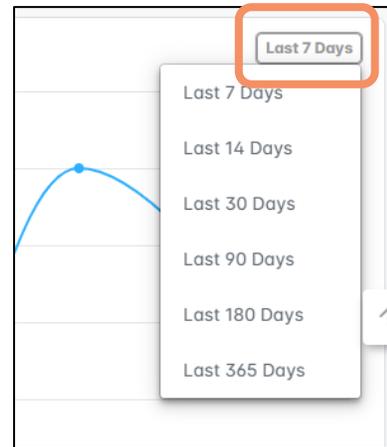
If you hover over a segment of the chart, it will show you the number of users in that status.



You will also see a bar graph at the bottom of the dashboard that shows you the number of course completions over time for your users. Hovering over a point on the graph will show you the number of course completions.

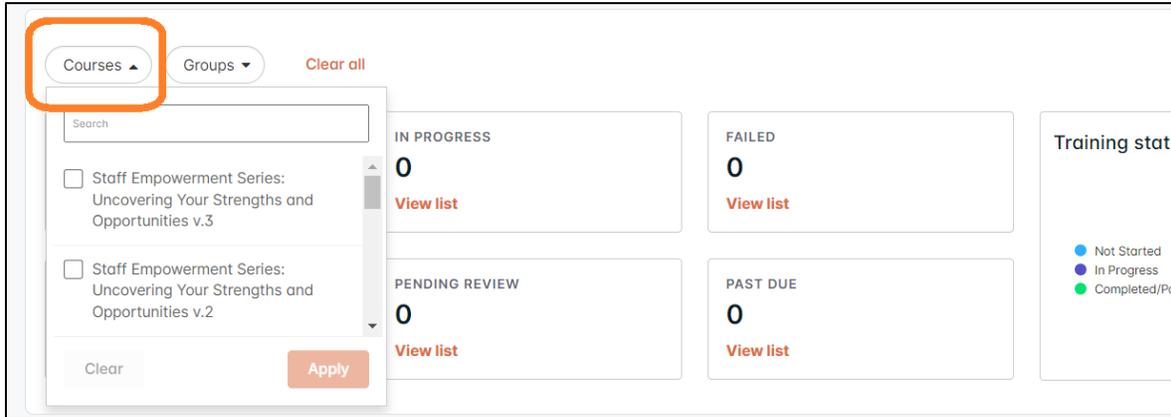


You can change the time period the graph is depicting by selecting **Last 7 Days** in the top right of the graph and select the time period you prefer.



You'll also see six boxes labelled, "Completed/Passed," "In Progress," "Failed," "Not Started," "Pending Review," and "Past Due." The number in the box tells you the number of users in that status.

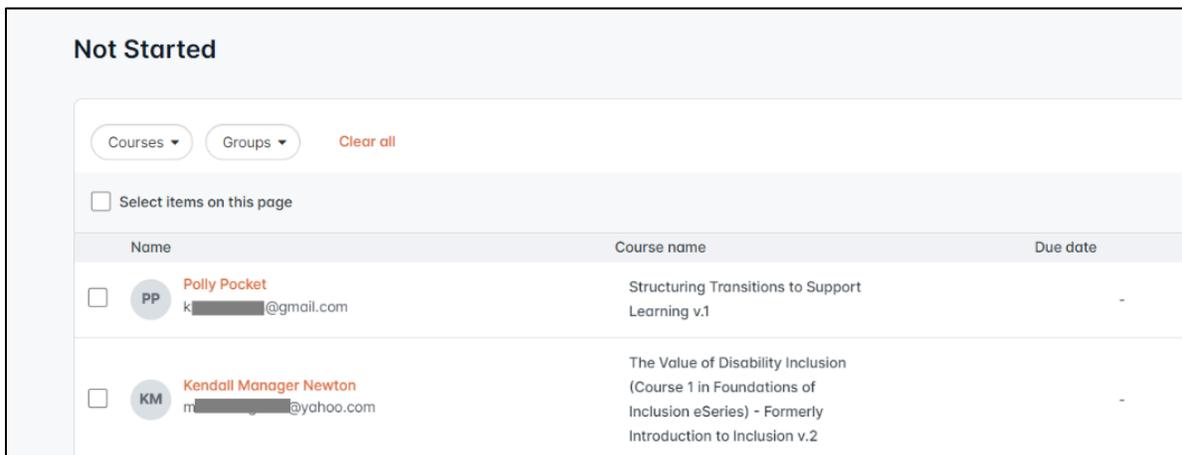
It defaults to showing you all your users across all courses, but if you select **Courses**, you will see a drop down list of courses and you can check the box on one or more courses to see the data only for the users enrolled in that course(s).



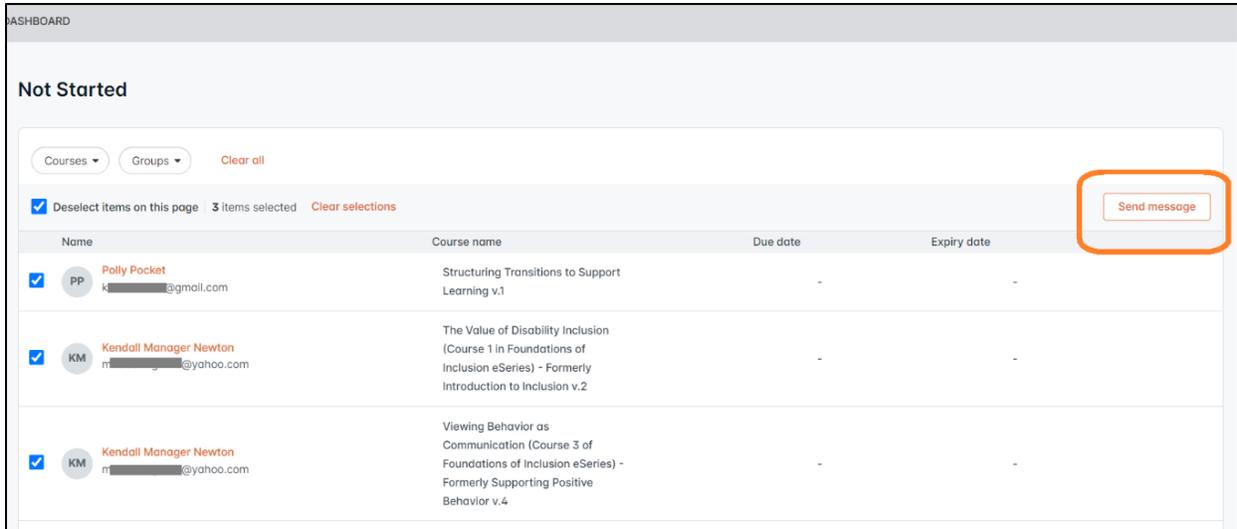
Sending Reminders

You can send reminders or other messages to every user in a certain status, which you can filter further by course and/or group.

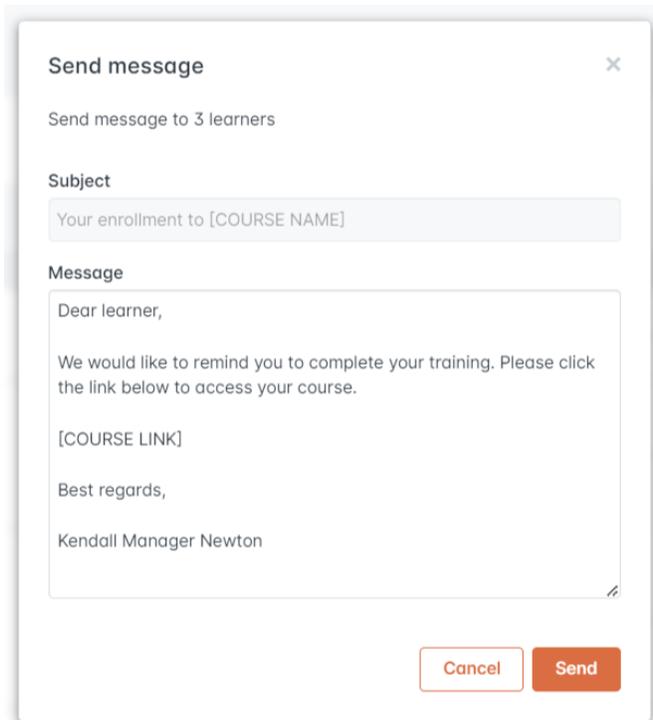
1. In any one of the boxes, you can select the **View list** button to see the users in that status. In the example below, you can see the list of users who are in a **Not Started** status and which course it is:



2. You can select the check boxes for specific users or select **Select Items on this Page** to choose everyone on the list.
3. Select the **Send Message** button in the top right.



4. A pop-up window will appear. The Subject line will be set as "Your enrollment to [COURSE NAME]." There is a default message but you can edit it to say whatever you like. You can remind your users of a due date or that they have a required course to take or re-take.
5. Select **Send**.



Section 2: Creating/Transferring Staff Accounts and Resetting Passwords

Groups

In KIT Academy, "groups" is how we organize users so we can manage them as a whole. As a manager, you have permissions over your assigned group, which is your installation. Please note that managers do not have the ability to create a group.

If you would like to remove users from your group, please send in a ticket to [KIT Academy Tech Support](#) or email at techsupport@kit.org. Make sure to provide your Branch, Installation, and Name, along with your list of users.

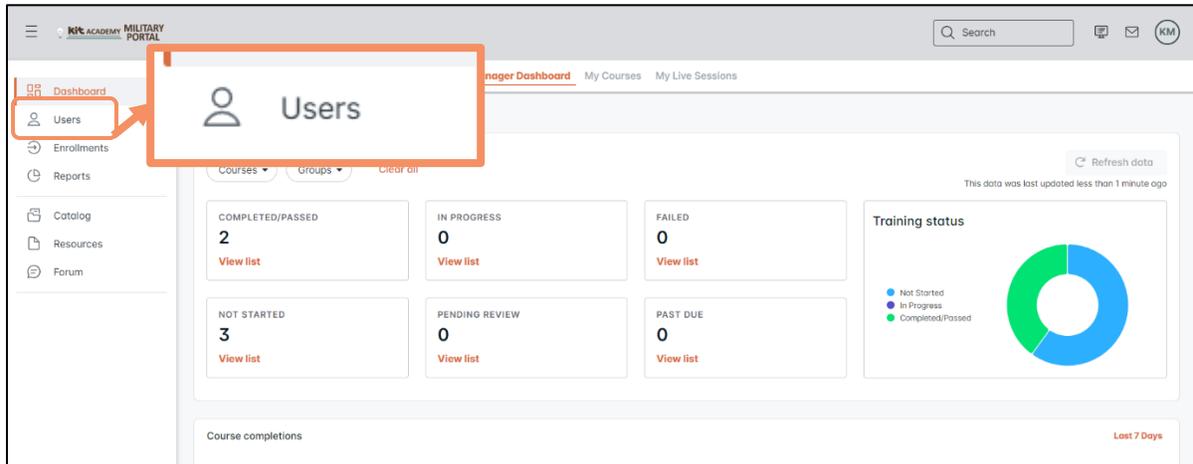
If you manage staff and need to be able to create user accounts and enroll users in courses but do not see your group/installation OR if you have switched groups/installations, please submit a request at [KIT Academy Tech Support](#) or email Tech Support at techsupport@kit.org.

User Accounts

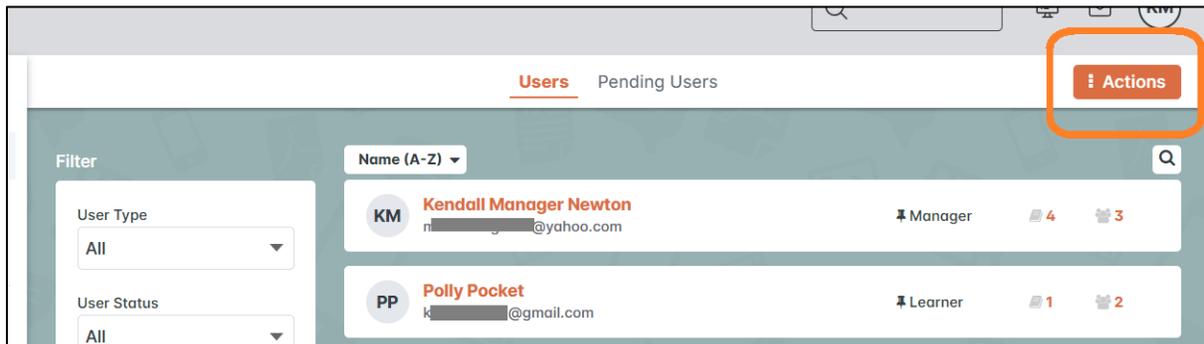
When you get a new staff member, you will need to create a new KIT Academy account for them. If they have transferred from another installation where they had a KIT Academy account, you will need to reassign them to your group/installation.

Creating User Accounts

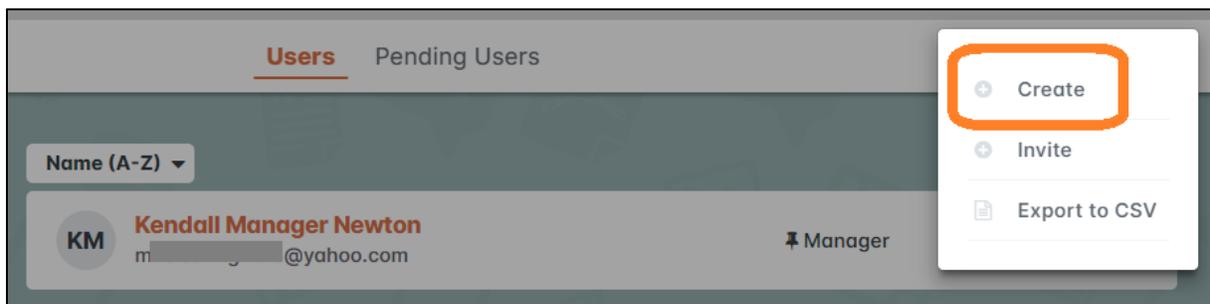
1. Select **Users** from the left menu:



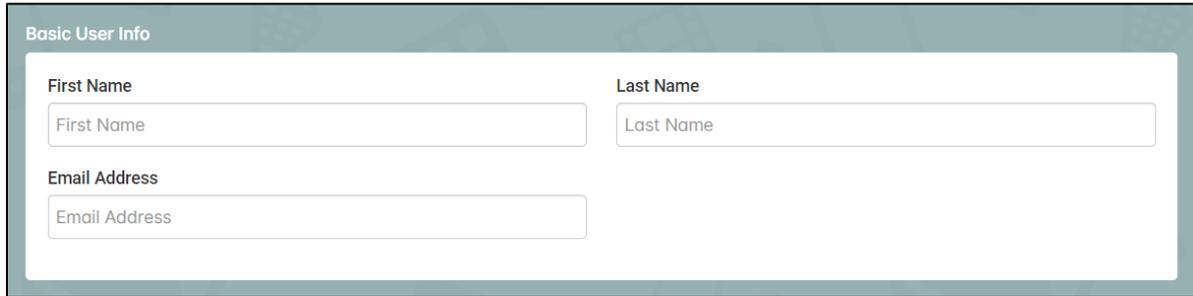
2. Select the **Actions** button in the upper right of the screen:



3. Select **Create** from the dropdown menu.



4. Fill in the Users First Name, Last Name, and email address they will use to login.



The image shows a form titled "Basic User Info" with three input fields: "First Name", "Last Name", and "Email Address". Each field has a placeholder text with the same name as the field. The form is enclosed in a light blue border.

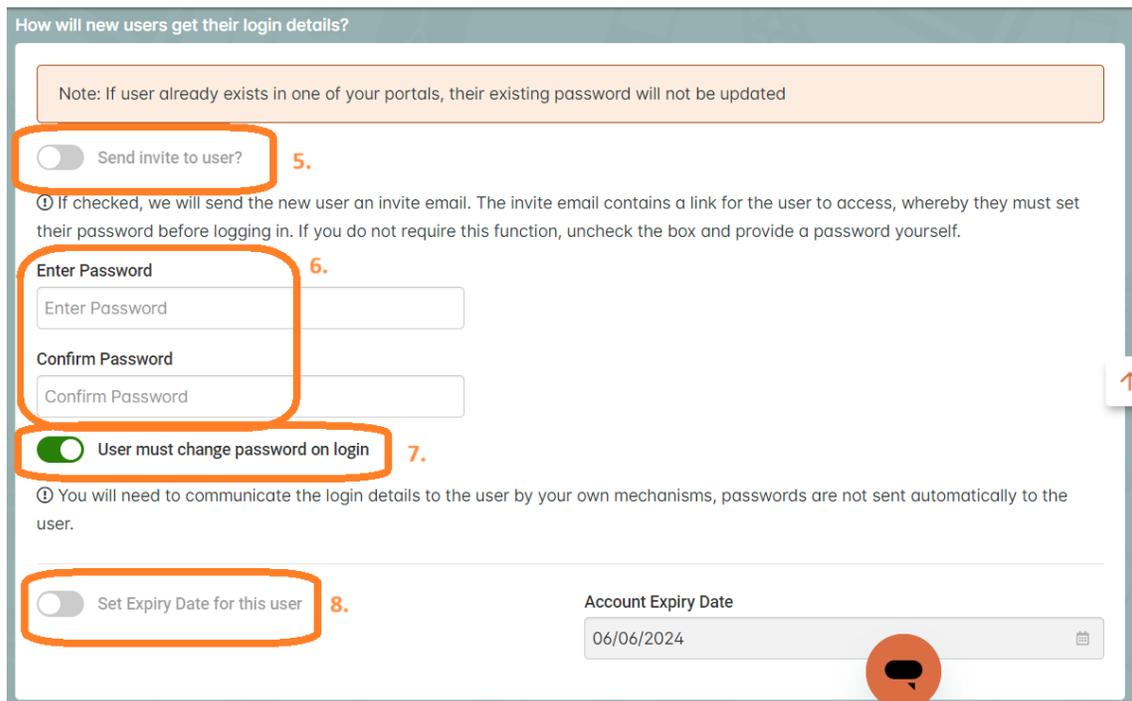
5. Toggle OFF **Send invite to user** because invite emails can go in the junk folder or get bounced back.

6. Enter a temporary password. Be sure to write it down to give to your staff member.

7. Toggle ON **User must change password on login**. The user will be prompted to change their temporary password when the log in for the first time.

8. Toggle OFF **Set expiry date for this user**. You can ignore the date that is pre-filled in the **Account Expiry Date** field.

The remaining fields on the screen will be filled in by the user.



The image shows a form titled "How will new users get their login details?". It contains a note: "Note: If user already exists in one of your portals, their existing password will not be updated". Below the note are four sections, each with a red box and a number:

- 5. **Send invite to user?** (toggle OFF)
- 6. **Enter Password** (two input fields: "Enter Password" and "Confirm Password")
- 7. **User must change password on login** (toggle ON)
- 8. **Set Expiry Date for this user** (toggle OFF)

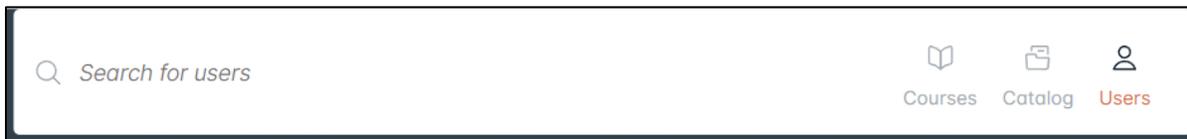
At the bottom right, there is an "Account Expiry Date" field with the value "06/06/2024" and a calendar icon. A red speech bubble icon is also visible at the bottom right.

9. Select **Save** at the bottom right of the screen.

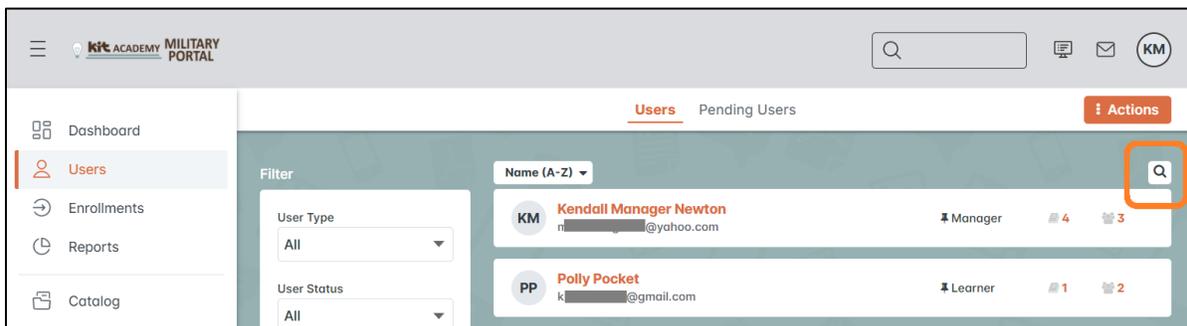
Reset Passwords

If one of your users forget their password, you can quickly and easily reset it for them. They do not need to submit a request to the tech support desk.

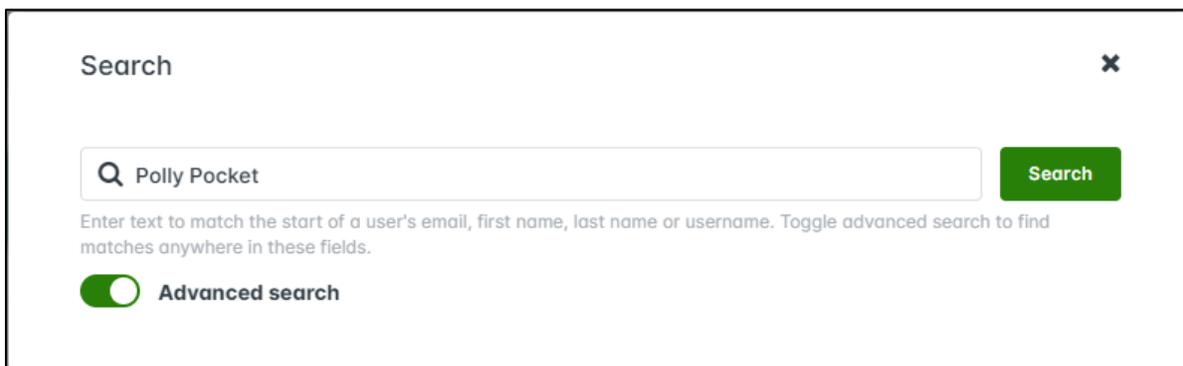
1. You can locate the user's account one of two ways:
 - a. Search for the learner/user by name in the top search bar (make sure the **Users** icon is highlighted orange):



- b. Or you can navigate to the **Users** page and select the magnifying glass on the right.



Enter the email or last name and toggle ON **Advanced search**.



2. Select the learner/user by clicking on their name.
3. In the left panel select **Set Password**

The screenshot shows a user profile page for 'Polly Pocket'. The page is divided into two main sections: 'User's Summary' on the left and 'Basic Info' on the right. In the 'User's Summary' section, there is a circular profile picture with the initials 'PP' and a 'Set Password' button highlighted with an orange box. The 'Basic Info' section contains fields for 'First Name' (Polly), 'Last Name' (Pocket), and 'Email Address' (k[redacted]@gmail.com). There are also toggle switches for 'Login enabled' (checked) and 'Opt-out from emails/messages?' (unchecked). Below the 'Basic Info' section, there are 'Additional Options' including 'Recent Activities', 'Custom User Data', and 'Training Calendar'.

4. A dialog box will pop-up. Enter the temporary password two times: **KIT123** (all caps, no spaces. This is what our support desk uses for resetting passwords)
5. Check the box: **User must change password on login.**
6. Select **Save** to finish.

The screenshot shows a dialog box titled 'Set a password for this user'. It has a close button (X) in the top right corner. The dialog contains two text input fields: 'Password' and 'Password Confirmation', both containing the text 'Password'. Below these fields is a checkbox labeled 'User must change password on login', which is currently unchecked. At the bottom right of the dialog, there are two buttons: 'Save' (green) and 'Cancel' (white with orange border). The 'Password' and 'Password Confirmation' fields, and the 'User must change password on login' checkbox are highlighted with orange boxes.

Be sure to reset passwords instead of creating new accounts for users who are struggling to log in. We don't want their course histories to be split between two accounts.

You can change a user's username (email address) by going to their account page and overwriting the email address and saving the changes.

Automated Password Reset

1. Users who cannot log in can use the **Forgot password?** link on the login page.
2. If they have a user account, the application sends a reset link to their email address. The link expires after about an hour. Please check your spam folder.
3. If a user is locked out - for example, after too many password attempts - they can use **Forgot password?** to regain access immediately.

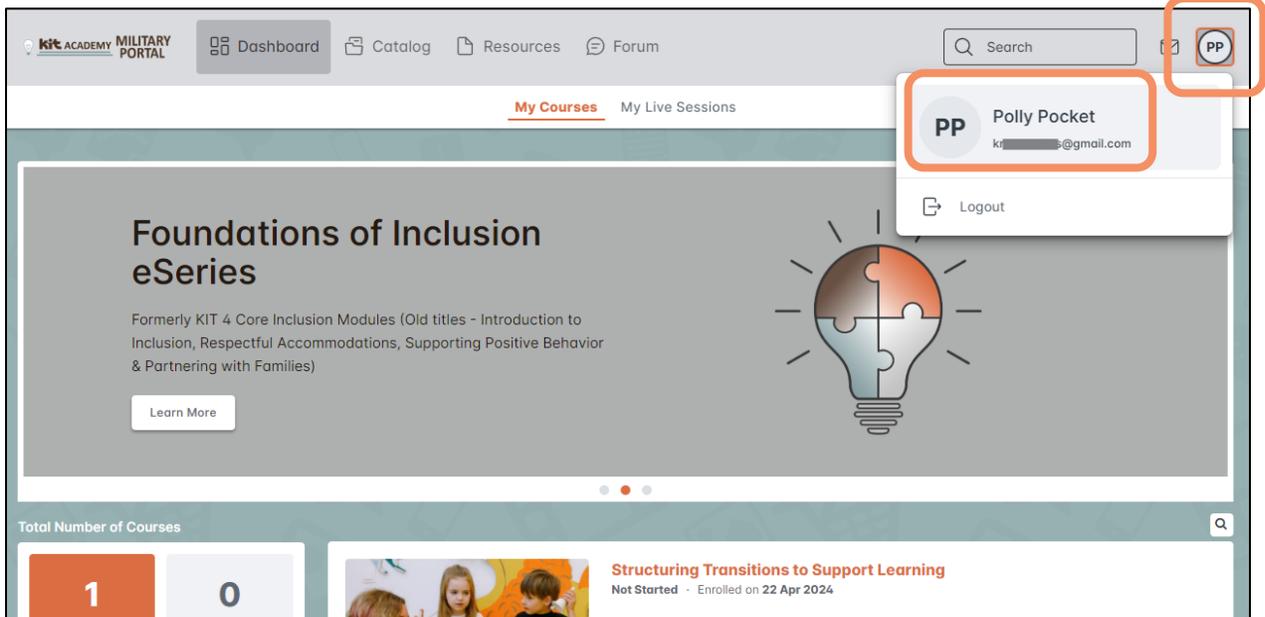
Note: this feature works only for active users. If a user has a pending or inactive status, you will need to help them reset their password and change their status or they will need to submit a request to the support desk: [Submit a Request](#)

Transferring User Accounts

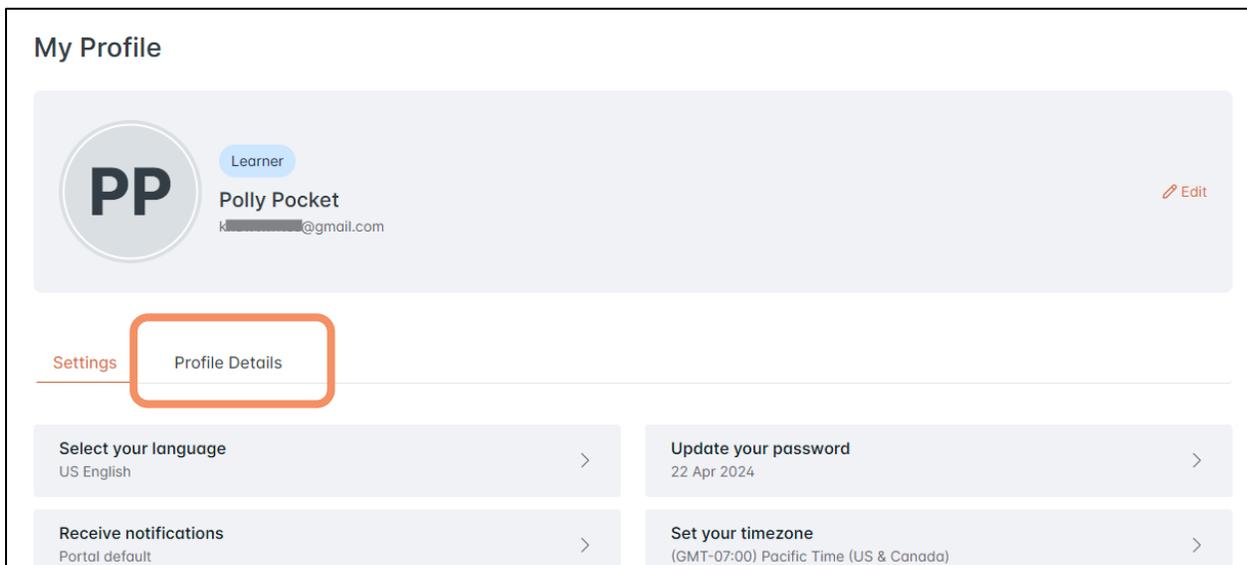
If a staff member transfers from another installation where they previously had a KIT Academy account, they can transfer their own account to their new group/installation by following the instructions below. Alternatively, you can [Submit a Request](#) to KIT Academy Tech Support or email techsupport@kit.org with the user's username/email address and name of the base to transfer them to.

1. Sign in to KIT Academy.

- From your Dashboard, select the roundel with your initials in the top right corner, then click on your name.



- Select **Profile Details**.



4. "X" out of the installation you are leaving in the **Installation** field.

The screenshot shows the 'Profile Details' section of a settings page. At the top, there are tabs for 'Settings' and 'Profile Details'. Below the tabs is a light gray box containing instructions: 'Please fill out the information below. All fields are required. Click the "Save" button in the bottom right-hand corner to continue. Please choose the correct Branch and Installation in order to be assigned to your appropriate group in KIT Academy.' The form consists of several rows of fields. The first row has 'Military Branch or Service *' with 'Air Force: CYP' and 'Installation *' with 'Air Force - Axtus'. The 'Installation' field is circled in orange. The second row has 'My Role *' with 'Staff/teacher' and 'My race/ethnicity *' with 'Prefer not to answer'. The third row has 'I have been in my current role for: *' with '1-2 years' and 'The primary group I work with (select one): *' with 'toddlers'. The fourth row has 'Confidence: At this moment in time, I am confident in my ability to support children & youth with disabilities and challenging behavior. *' with '4 = very true of me'.

5. In the same field, begin typing the name of your new installation. When you see it appear in the dropdown, select it.

This is a close-up of the 'Installation *' dropdown menu. The search bar at the top contains the text 'Moo'. Below the search bar, two suggestions are visible: 'Air Force - Moody' and 'Navy - NAS Lemoore'. At the bottom of the dropdown, there are navigation controls: '← remove item', '⬆ go up', '⬇ go down', and '↩ add item'.

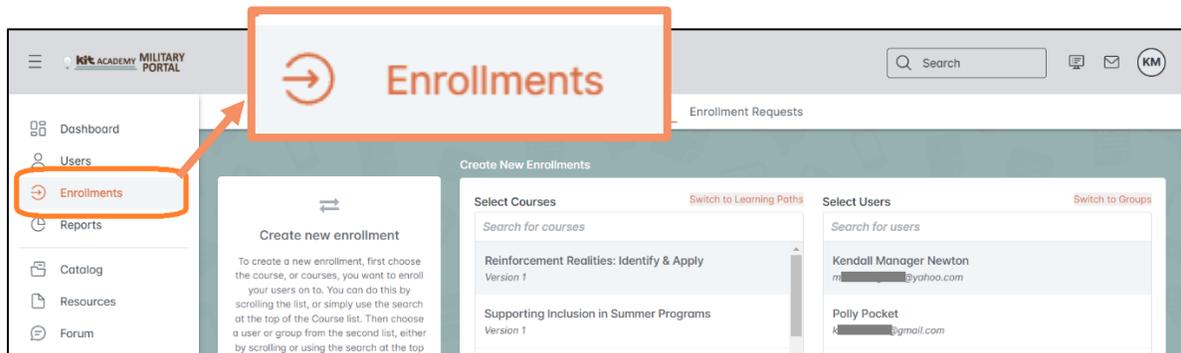
6. Select  at the bottom right of the screen.

Section 3: Enroll/Unenroll Users in Courses

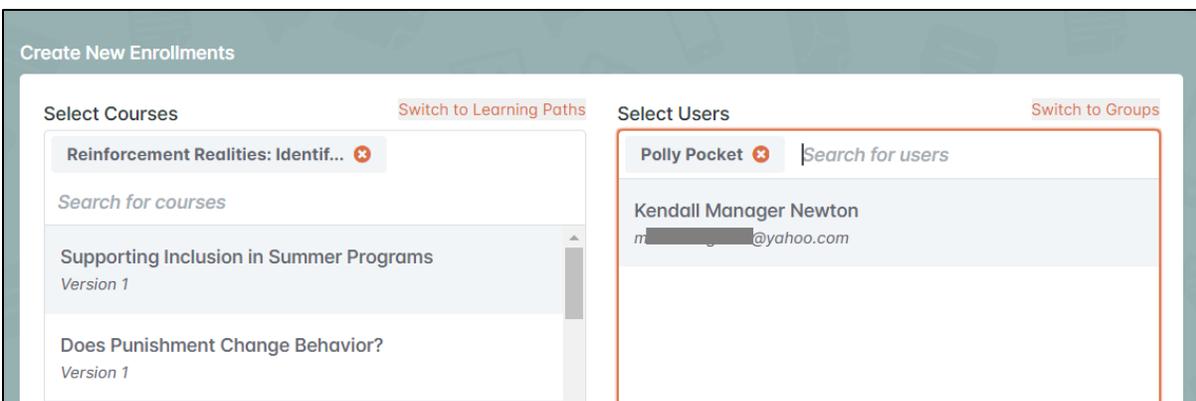
Enrolling Users

You can enroll the users in the groups you manage to courses you'd like them to take.

1. From the Dashboard select **Enrollments** from the left menu.



2. Under **Select Courses** start typing the name or part of the name of a course. Select the course or courses that you would like to enroll a user, users, or group into.
3. Under **Select Users** start typing the name of a user (staff) and select the user/s. You can select multiple users. If you'd like to enroll your entire group, you can select **Switch to Groups** in the top right and select your group.



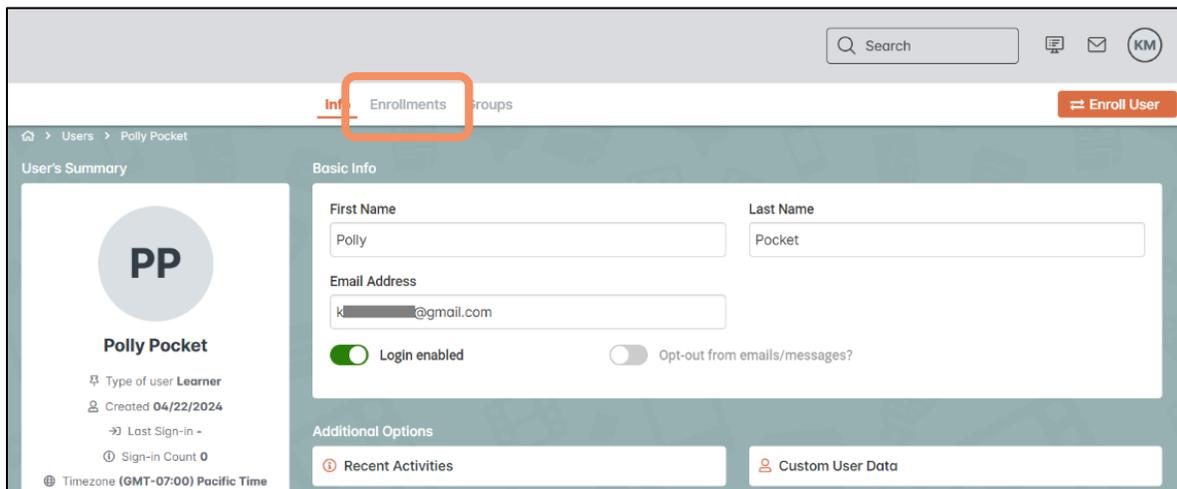
In this example we selected the "Reinforcement Realities: Identify and Apply" course and added Polly Pocket.

4. Select the green **Enroll** button  at the bottom of the page.

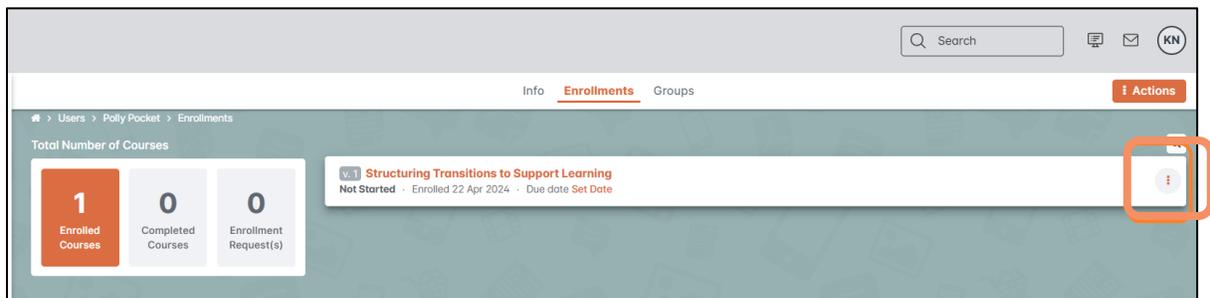
Unenrolling Users

If you no longer want a user to take a course or enrolled them by mistake, you can easily unenroll them.

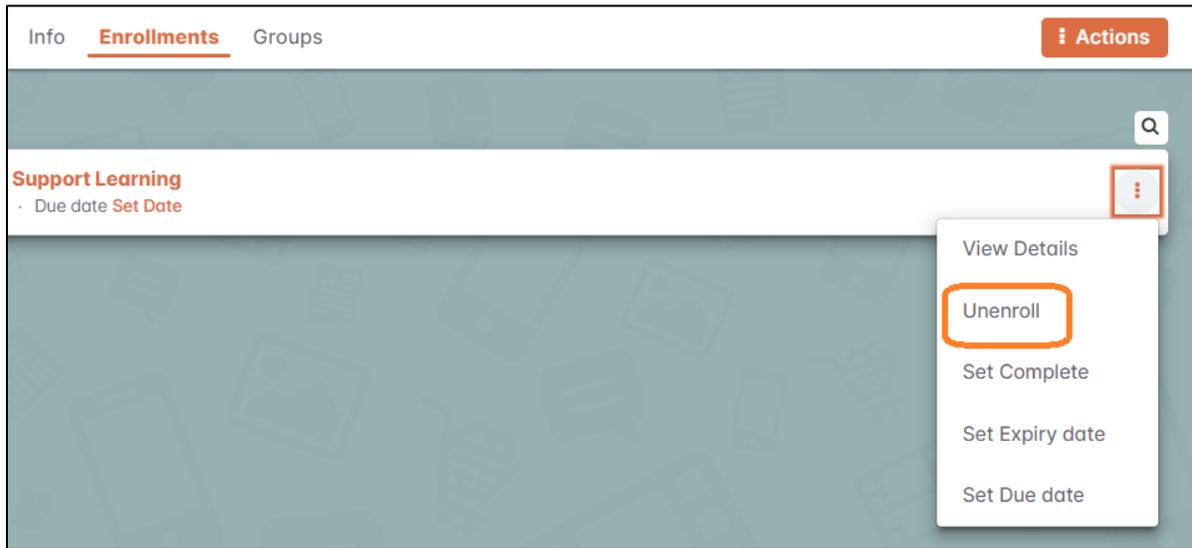
1. Navigate to the user's profile and select **Enrollments** from the top navigation.



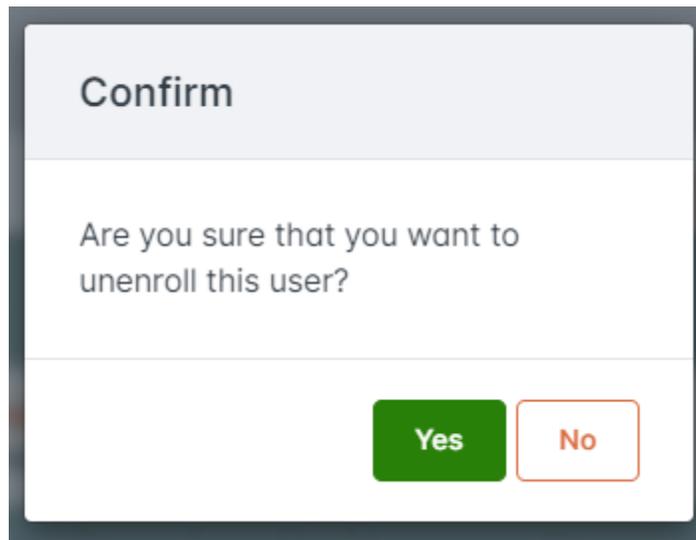
2. From their list of enrolled courses, find the one you want to unenroll them from and hover over that course's bar and three dots will appear on the far right. Select the dots.



3. Select Unenroll from the dropdown menu that appears.



4. A pop-up window will appear to confirm. Select **Yes** to confirm.



Foundations Courses

All KIT military providers take the following courses:

- The Value of Disability Inclusion (Course 1 in Foundations of Inclusion eSeries) - Formerly Introduction to Inclusion
- Respectful Accommodations (Course 2 of Foundations of Inclusion eSeries)
- Viewing Behavior as Communication (Course 3 of Foundations of Inclusion eSeries) - Formerly Supporting Positive Behavior
- Partnering with Families (Course 4 Foundations of Inclusion eSeries)

If you are a manager, you have been assigned a group/installation. You can go to **Enrollments**, select **Switch to Groups** and add your entire group into these courses for enrollment.

If you do not see an enrollments page, you may not have the manager permissions that you need. Please submit a support request asking to be upgraded to a manager account: [Support Request](#)

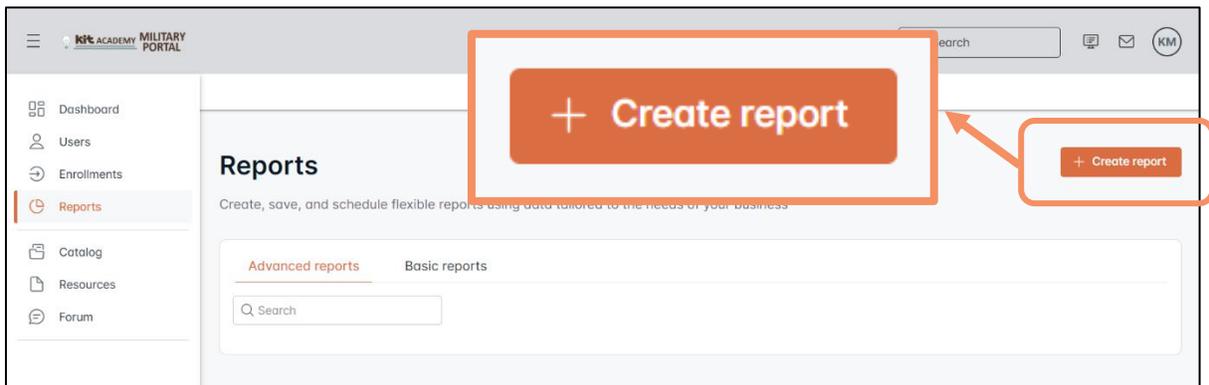
If you see enrollments, but do not see any users, you may not have been assigned to manage your group/installation. Please submit a support request asking to be given manager permissions for your group/installation: [Support Request](#)

Section 4: Tracking Completion with Reports

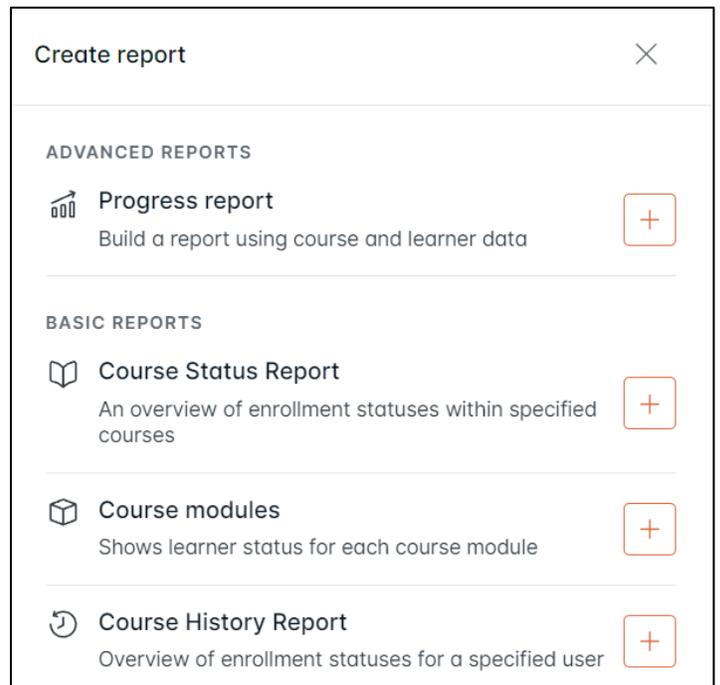
As a manager, you can generate reports to monitor your users' activity. Feel free to explore the reports feature to see what kind of information you can learn.

Here is how to generate a report:

1. Select **Reports** from the left-side menu.
2. Select the **Create report** button in the upper right.



3. A pop-up will appear with options for different kinds of reports. Select the + for the type of report you want to generate.
4. For this example, we'll look at a **Course Status Report**. In this report, you can see your users' enrollment statuses in a specific course.



5. In the **Course** field, start typing a course name and then select the course.
 - Please note that if you see 'v. 1' or 'v. 2' etc. next to a course name, you probably want to pick the highest number because it represents the most recent version of the course.
6. Fill in the optional fields such as date range, group, status, user type, etc.
7. Choose a date range if needed.

The screenshot shows a web-based report generation interface. At the top left, there is a 'Report Type' dropdown menu set to 'Course Status'. To the right are 'Date From' and 'Date To' fields, each with a 'Set Date' button and a calendar icon. Below these are 'Courses' and 'Groups' sections. The 'Courses' section has a search box and a list of course titles, including 'Staff Empowerment Series: Uncovering Your Strengths and Opportunities v.3' through 'v.1' and 'Using Your Self-Regulation'. The 'Groups' section has a search box with 'Manager Test Group' entered. Below the groups is a 'Statuses' dropdown menu with options: 'Not Started', 'In Progress', 'Pending Review', 'Completed', and 'Passed'. At the bottom left, there are 'User Status' (Login enabled/disabled) and 'User Type' (Learner/Admin) filters. At the bottom right, there is a dark navigation bar with four buttons: 'Run Report', 'Reset Filters', 'Export', and 'Export to PDF'. A red speech bubble icon is overlaid on the 'Export' button.

8. Further down the page you will find **Custom User Data Filters** where you can filter by those fields as well:

The screenshot shows a section titled "Custom User Data Filters" with a downward arrow. It contains seven filterable fields, each with a "Choose a filter..." dropdown menu:

- 1. Military Branch or Service
- 2. Installation
- 3. My Role
- 4. My race/ethnicity
- 5. I have been in my current role for:
- 6. The primary group I work with (select one):
- 7. Confidence: At this moment in time, I am confident in my ability to support children & youth with disabilities and challenging behavior.

9. Once you've chosen all your filters, you can select **Run Report** and your data will appear at the bottom of the page.



If you choose **Run Report**, the report will look something like this:

The dashboard shows progress metrics for the report: 1 Not Started, 1 In Progress, 0 Completed, 0 Passed, 0 Failed, 0 Pending Review, and 0 Past Due. Below the metrics is a table titled "Staff Empowerment Series: Uncovering Your Strengths and Opportunities v.3".

<input type="checkbox"/>	Name	Email	Enrolled	Started	Completed	Score	Status
<input type="checkbox"/>	I [redacted] z	m [redacted] @gmail.com	07/01/2021	-	-	-	Not Started
<input type="checkbox"/>	M [redacted] n	m [redacted] @gmail.com	02/09/2022	06/03/2022	-	-	In Progress

10. Alternatively, you can select **Export to CSV** or **Export to PDF** if you'd like to download the report.

A row of four buttons: "Run Report" (with a play icon), "Reset Filters" (with a refresh icon), "Export" (with a document icon), and "Export to PDF" (with a PDF icon). A red speech bubble icon is overlaid on the "Export" button.

11. A pop-up will appear with an **available here for download** link. Select the link and the document will download to your computer. You will be able to find it in your download folder.

The pop-up window is titled "Report Download" and contains the following text:

Your file has been generated and is **available here for download**. (This URL will expire in 15 mins).

If your report exceeds our current limit of 10,000 rows, some data may be missing. If this happens, please use filters to refine your report.

A "Close" button is located in the bottom right corner.

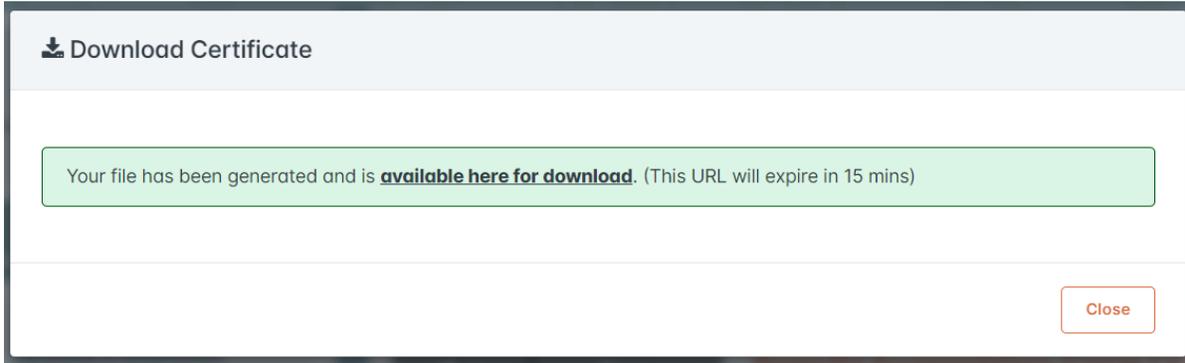
Section 5: Printing a Course Certificate & Downloading the Training History

Printing a Course Certificate

1. Go to your **Dashboard** and select the **My Courses** tab.
2. You will notice **Enrolled Courses** and **Completed Courses** are displayed on the left side.
3. Select **Completed Courses**. You will see all the courses you have completed.
4. Navigate to the course you need a certificate for and select **Certificate**.

The screenshot shows the 'My Courses' tab in the Manager Dashboard. At the top, there are navigation links for 'Manager Dashboard', 'My Courses', 'My Live Sessions', and 'Training History'. A large orange banner reads 'What's NEW in KIT Academy?' with a 'Learn More' button. Below this, a summary shows '2 Enrolled Courses' and '2 Completed Courses'. The main content area lists completed courses. The first course, 'Partnering with Families (Course 4 Foundations of Inclusion eSeries)', is highlighted. It shows a 'Passed' status, a score of 80%, and completion on 07 Jun 2024. Below the course title, there are buttons for 'Rate Course', 'Certificate', 'View Credits', and 'Relaunch'. The 'Certificate' button is circled in red, and an arrow points to it from a larger red-bordered box that also contains the text 'Certificate' with a download icon.

5. The **Download Certificate** pop-up appears. Select the **available here for download** link.



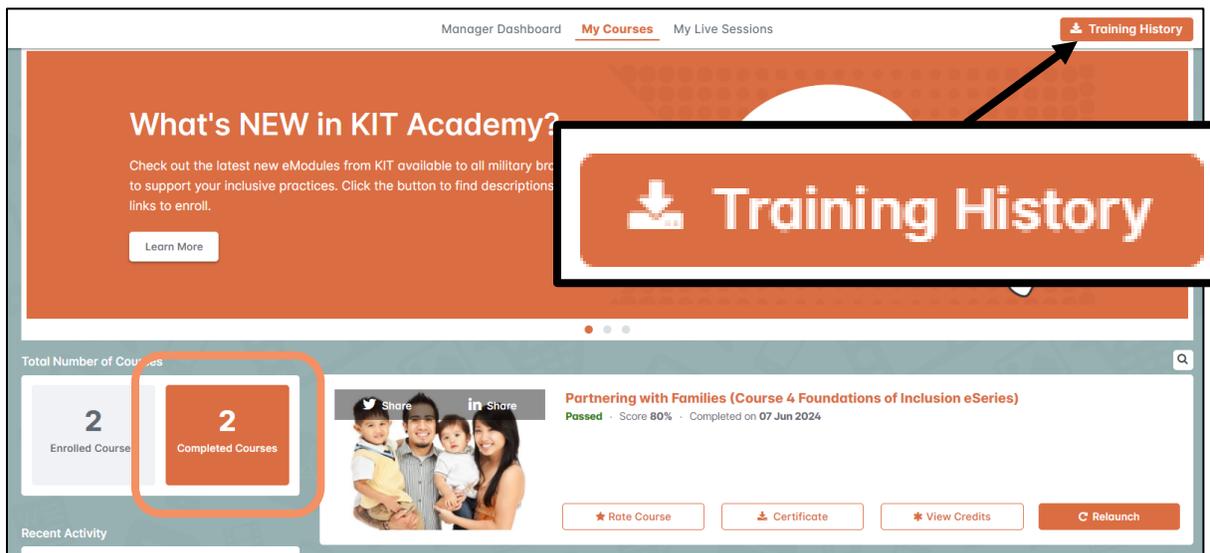
6. The PDF certificate immediately downloads and will appear in your download files. Certificates will include your name, the name of the course, the CEUs earned, and the date the course was completed. It will look something like this:



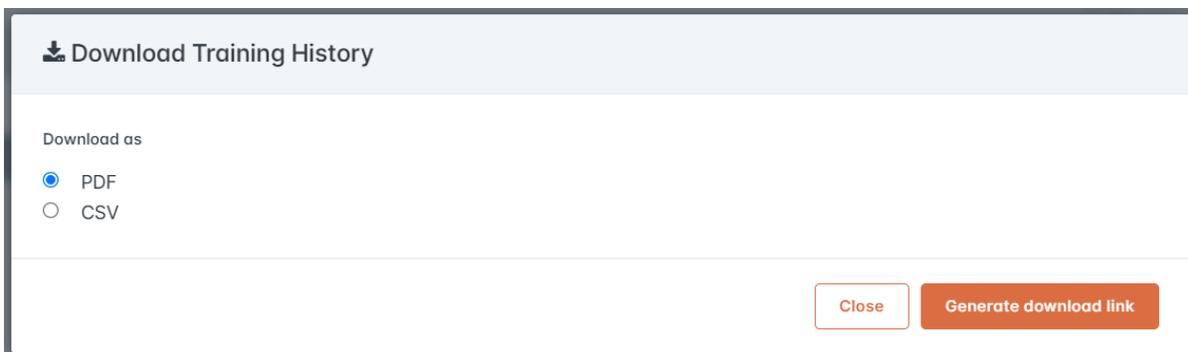
Downloading the Training History

Follow the same steps as downloading a certificate.

1. Go to your **Dashboard** and select the **My Courses** tab.
2. Select **Completed Courses**.
3. Select **Training History** in the top right corner.



4. A pop-up will appear where you will select whether you want to download the document as a CSV or PDF file. Select **Generate download link**.



- Another pop-up will appear with a link. Select **available here for download** and the document will immediately download. You will be able to find it in your computer's download folder.

 **Download Training History**

Your file has been generated and is **available here for download**. (This URL will expire in 15 mins).

Close

- The first page of the Training History report will contain the titles, dates, and scores of all course you took. Scroll through the report and you will find a second table that provides information about the CEUs you've earned. It will look something like this:

Course Name	Status	Enrolled	Completed	Score	Pass/Fail
Partnering with Families (Course 4 Foundations of Inclusion eSeries)	Completed	10/27/2021	06/03/2022	100%	Passed
Infant/Toddler Series: Resources/Q&A	Completed	08/17/2021	05/27/2022	-	-
Unpacking Behavior: Is it expected, challenging, concerning or unsafe?	Completed	09/30/2021	05/04/2022	100%	Passed
Emotional Literacy for Infants and Toddlers	Completed	01/26/2022	05/04/2022	100%	Passed
Army CYS Behavior Support Implementation: How to Write a Behavior Support Plan	Completed	09/23/2021	04/20/2022	100%	Passed
Connect and Redirect: A Strategy to Support Behavior	Completed	11/29/2021	11/29/2021	100%	Passed
Army CYS Behavior Support Implementation: Introductory Module	Completed	11/29/2021	11/29/2021	100%	Passed

Certifications and Credits					
Course/Learning Path	Awarded	Expires	Auto Recertified	CEU	
Manager Permissions in KIT Academy (military portal) v.1	2023-12-06	-	-	-	
Respectful Accommodations (Course 2 of Foundations of Inclusion eSeries) v.2	2023-11-15	-	-	0.1	
The Value of Disability Inclusion (Course 1 in Foundations of Inclusion eSeries) - Formerly Introduction to Inclusion v.2	2023-11-15	-	-	0.1	
Viewing Behavior as Communication (Course 3 of Foundations of Inclusion eSeries) - Formerly Supporting Positive Behavior v.4	2023-11-15	-	-	0.1	
Total Credits				0.3	

Section 6: KIT Academy Knowledge Base and Submitting a Ticket

Answers to general navigation questions, the downloadable Manager Permissions Guide, and the place to submit a support ticket are located at: techsupport.kit.org

You will find the **Submit a Request** button in the upper right-hand corner.

In KIT Academy, please create accounts for your staff, enroll them in courses, and reset their passwords if they need them reset. However, if there is an error, a course issue, or something that you are not able to resolve, please [Submit a Request](#) to fill out the form for Technical Support (allow 24 hours for a response, however, it's usually much quicker) or email techsupport@kit.org.