KIT ACADEMY

Coast Guard Portal Manager Permissions Guide

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Adding Staff Accounts

Select 'Users' from the left menu:

Select Actions (with the 3 dots) from the right side of the screen:

Select **Create** from the menu:
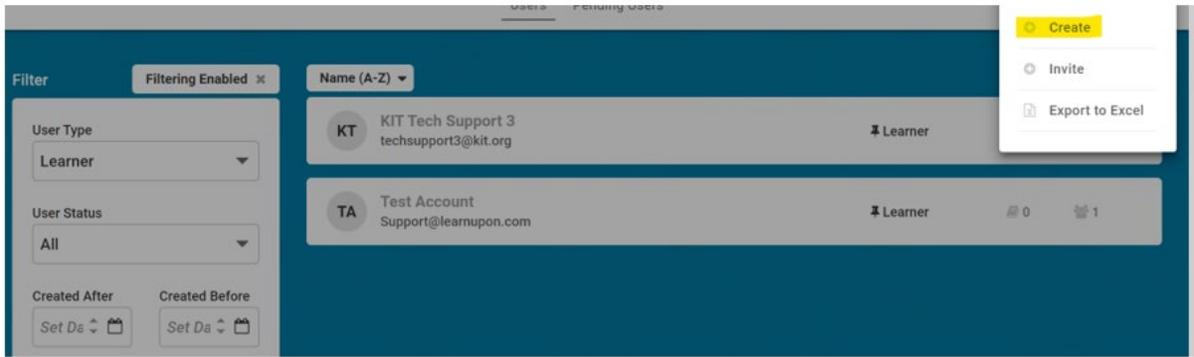
Fill in the Users First Name, Last Name, and email they will use to login.

Toggle **off** the 'Send invite to users' because emails can go in the junk folder or get bounced back.


Enter a Password

Confirm the Password

*Write down the password to give to users.

Toggle ON the 'User must change password on login.'

Ignore the 'Account Expiry Date' field.

The remaining fields on the screen do not need to be filled in because the learner will fill those out.

Do not forget to click 'save' at the bottom right of the screen.

Assigning Training Modules

From the Dashboard select 'Enrollments' from the left menu.
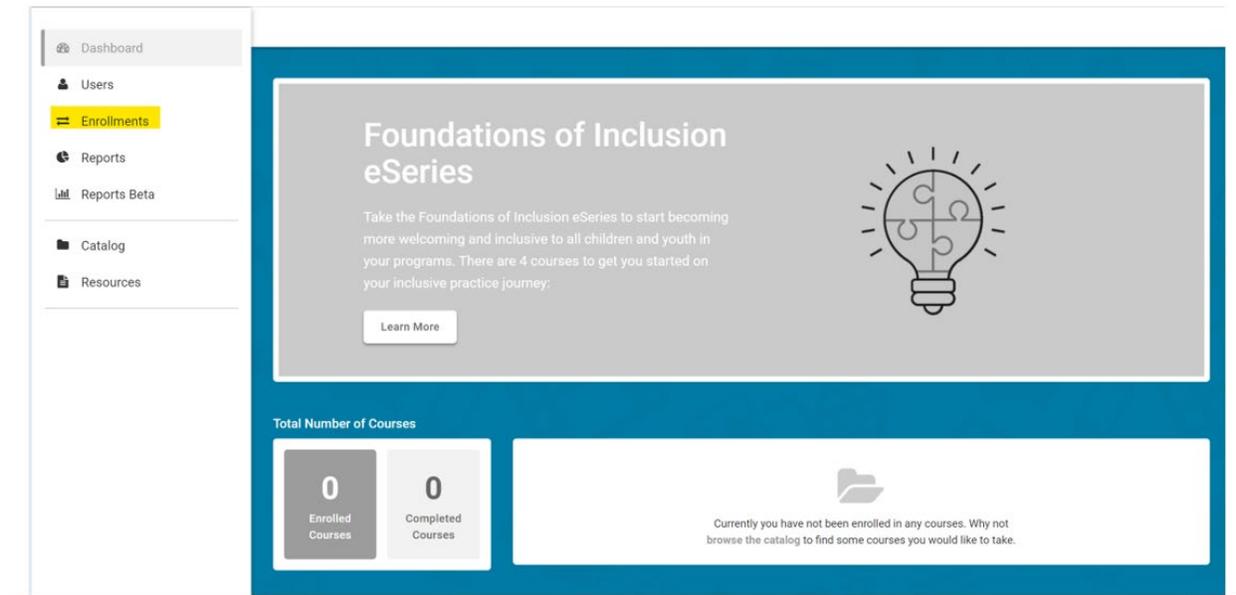
Under 'Select Courses' start typing the name or part of the name of a course.

Select the course or courses that you would like to enroll a learner, learners, or group into.

Under 'Select Users' start typing the name of a user (staff) and select the user/s.
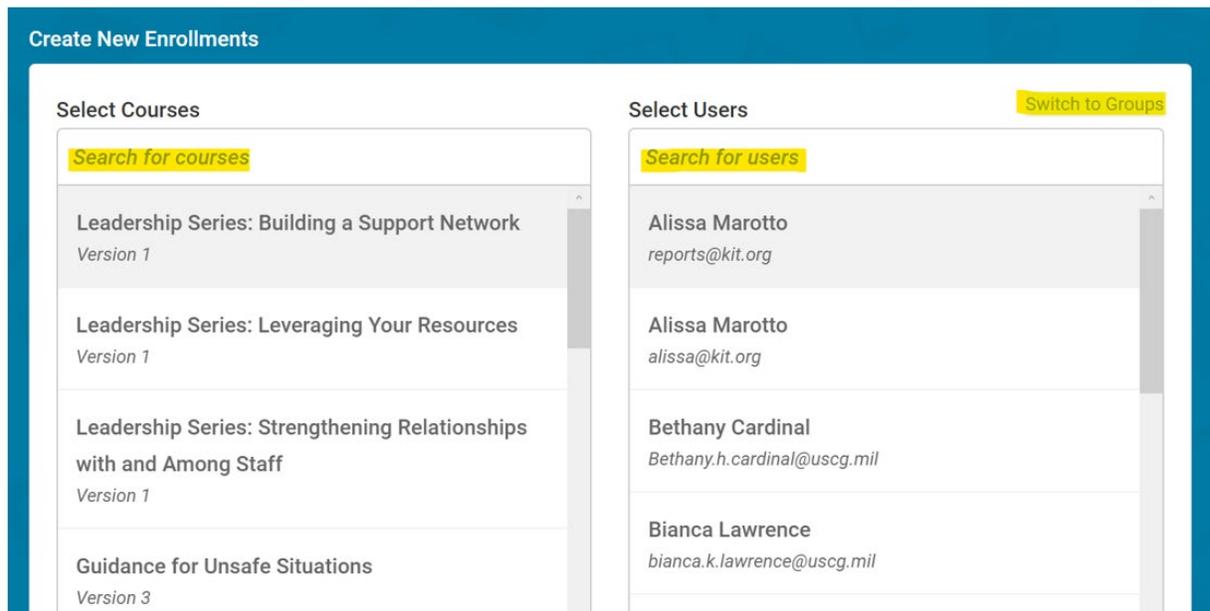
In this example we selected the Guidance for Unsafe Situations course and added Alissa Marotto.
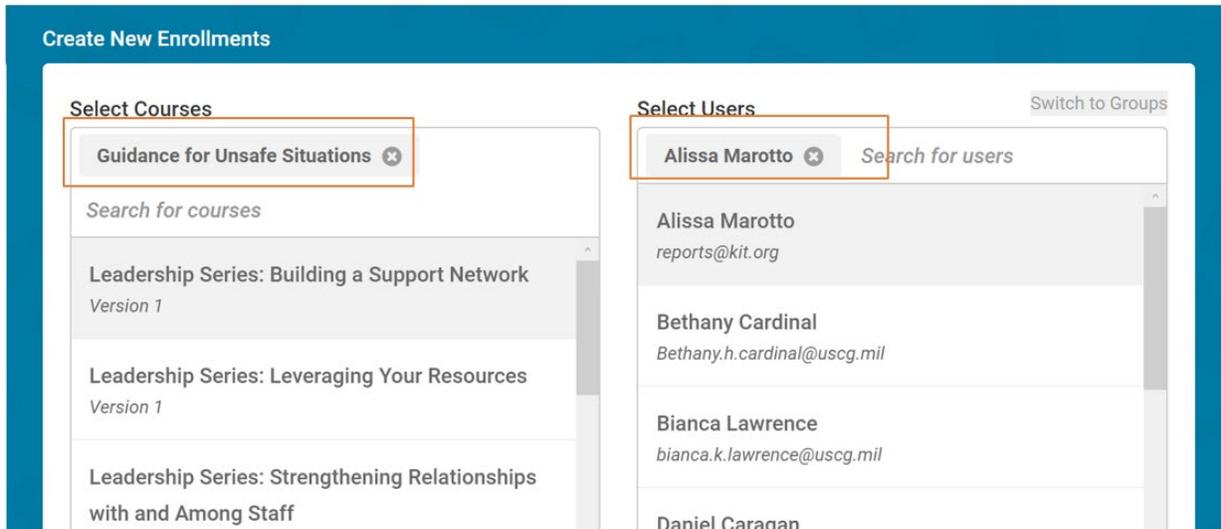
*Don't forget to select ENROLL at the bottom right corner before you leave the screen.

You can also Switch to Groups if you would like to enroll your entire Station/Group into a course.

Select 'Switch to groups' in the upper right hand of the selection menus. See below:
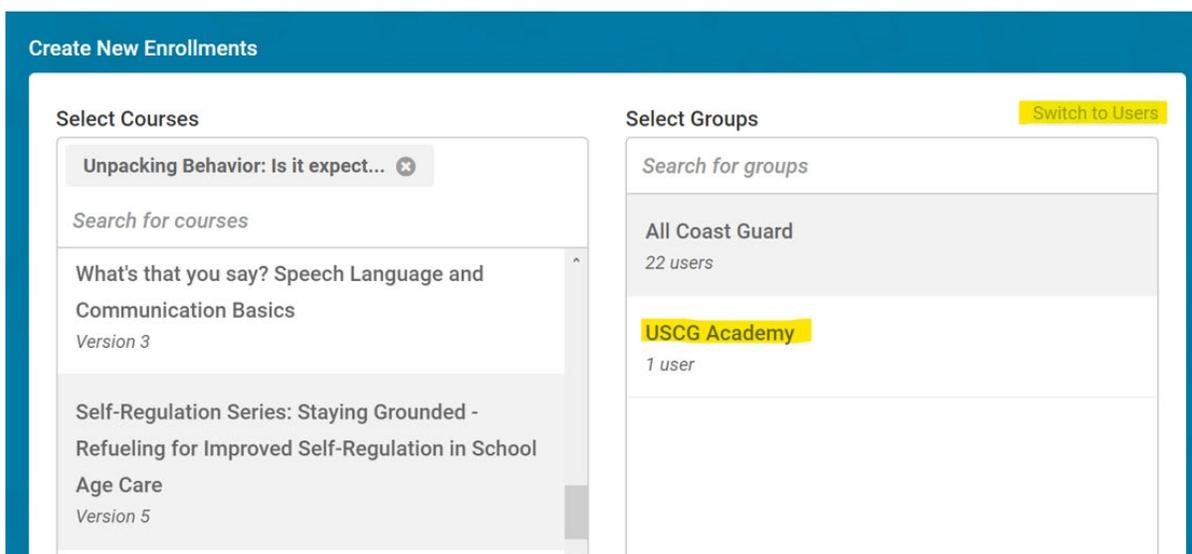
Once again, don't forget to select ENROLL at the bottom right of the screen.

Tracking Completion with Reports

Select 'Reports' from the left-side menu.
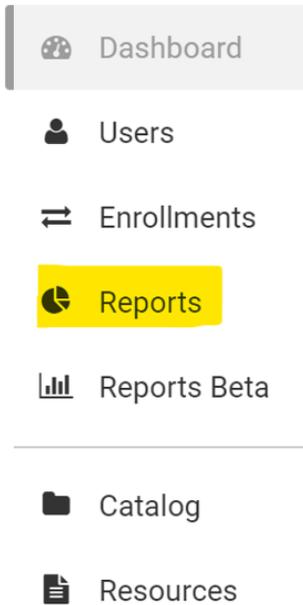
Select 'Course Status' under Report Type
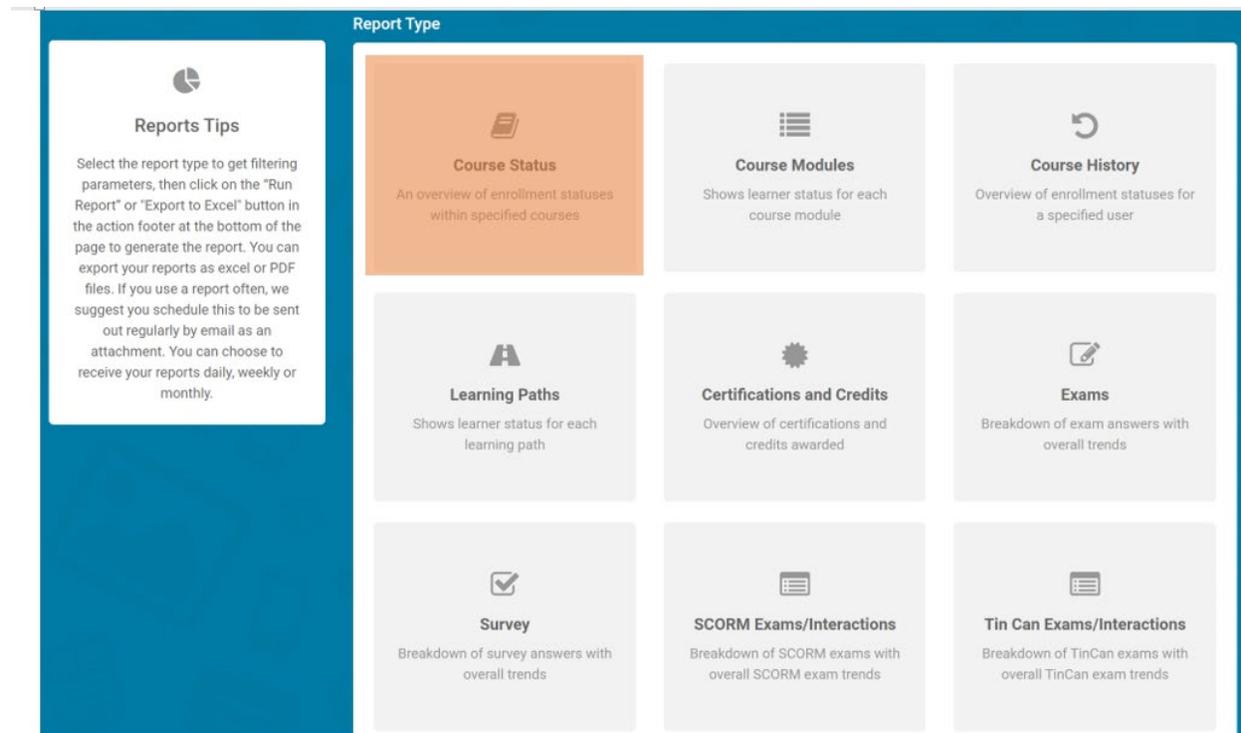
There are a variety of ways to search reports. In this example, we will look at the learners who completed the **Guidance for Unsafe Situations** course. Please note that if you see 'v. 1' or 'v. 2' etc. next to a course name, you probably want to pick the highest number because it represents the most recent version of the course.

Report Type will be defaulted to 'Course Status'

Choose a date range if needed

Start typing a course name and then select the course.

Choose the group that you would like to run the report on.

Choose the status you are interested in, such as 'passed.'

Once you have the items selected, click on Run Report from the bottom of the screen:
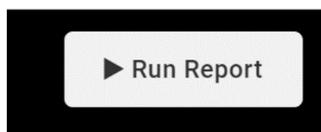
Alternatively, you can 'Select All' from the course menu.

Choose your other options such as 'User Type' or 'Status' and then you can filter for your group, either by selecting the group from the dropdown menu on the right or you can scroll down on the screen and use the 'Customer User Data Filters' and select the Station/Group from there.

And then Run Report on the bottom of the screen.
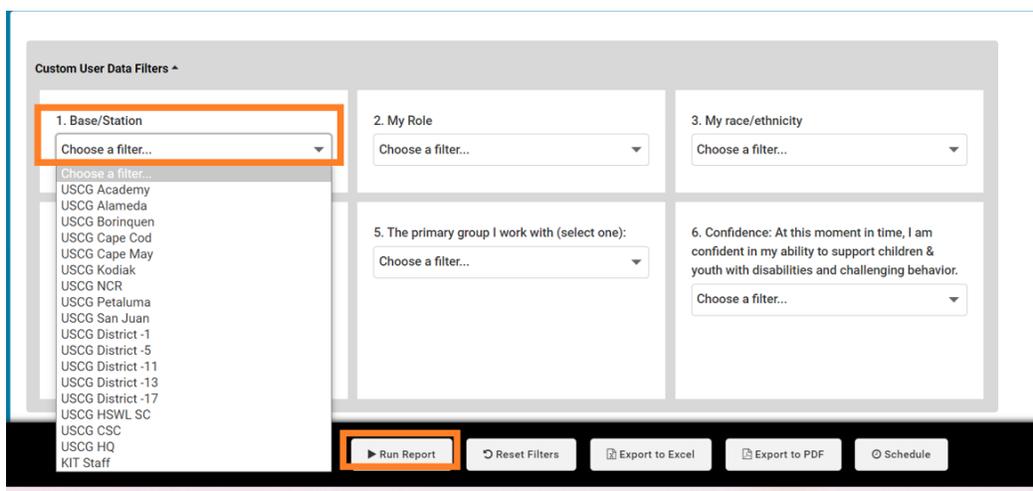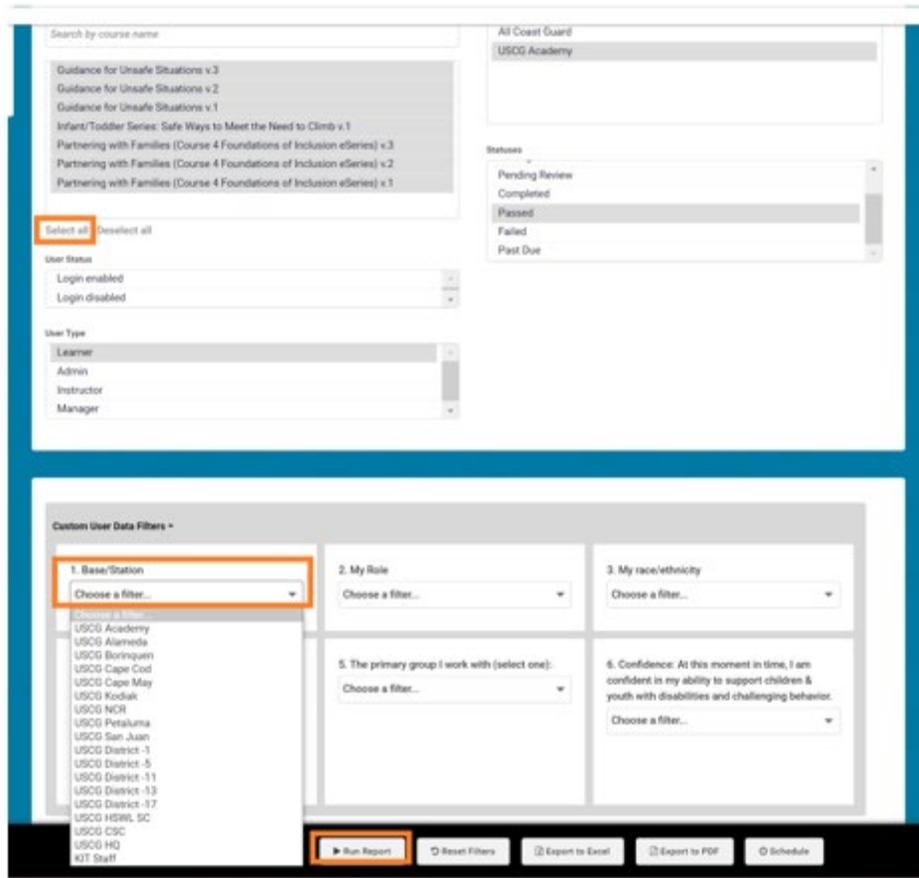
Once you click on Run Report, you will see all of the learners from the group or station you selected that 'passed' any of the courses. The report will look something like this:

You can also choose to export to 'Export to Excel' from the bottom menu.

A message will pop-up that your Report will be ready to download:
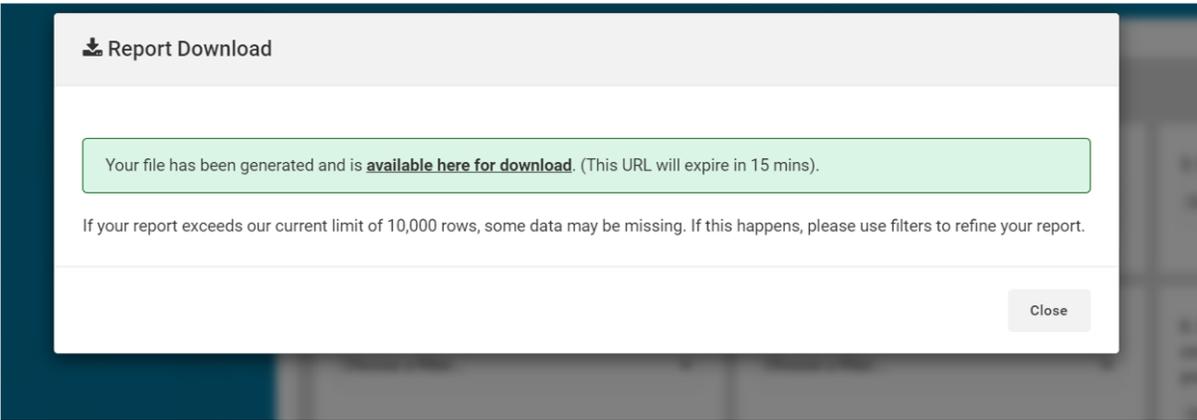
It will vary by computer, however, you may see the 'download complete' on the upper corner of your computer screen.
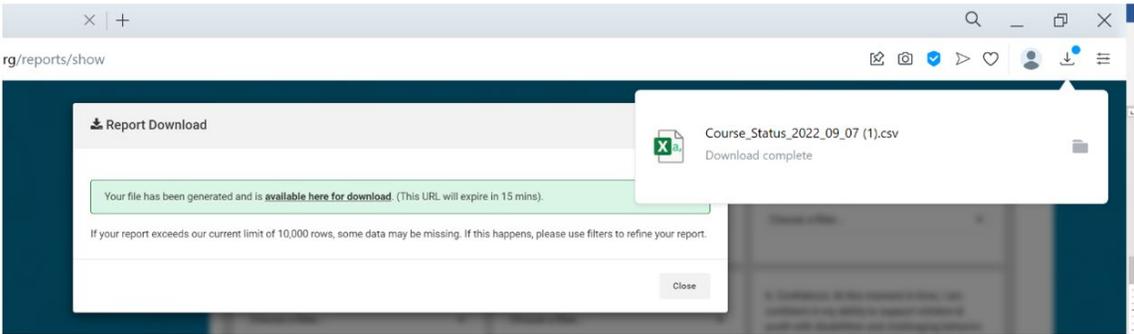
Select the file from your downloads and open up the Excel Spreadsheet and it will look similar to this:

Lastly, you can Export to PDF from the bottom menu:
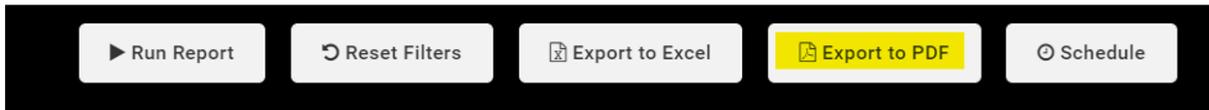
Your PDF file will open up with the option to print on most computers. The printer icon can be seen in the upper right-hand corner of the screen in this example:
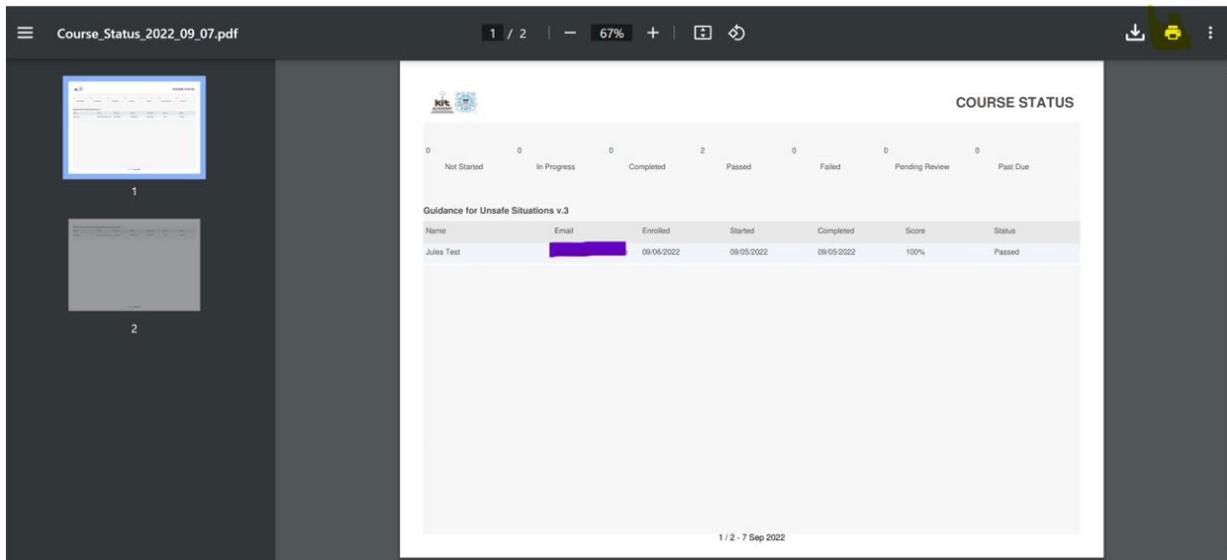
Printing a Course Certificate

Go to the Dashboard

You will notice the Enrolled Courses and Completed Courses are displayed on the left side.

Select 'Completed Courses'.

On the Right Side you will see the courses you have completed.

Click on 'Certificate'. You will notice it has the download icon.
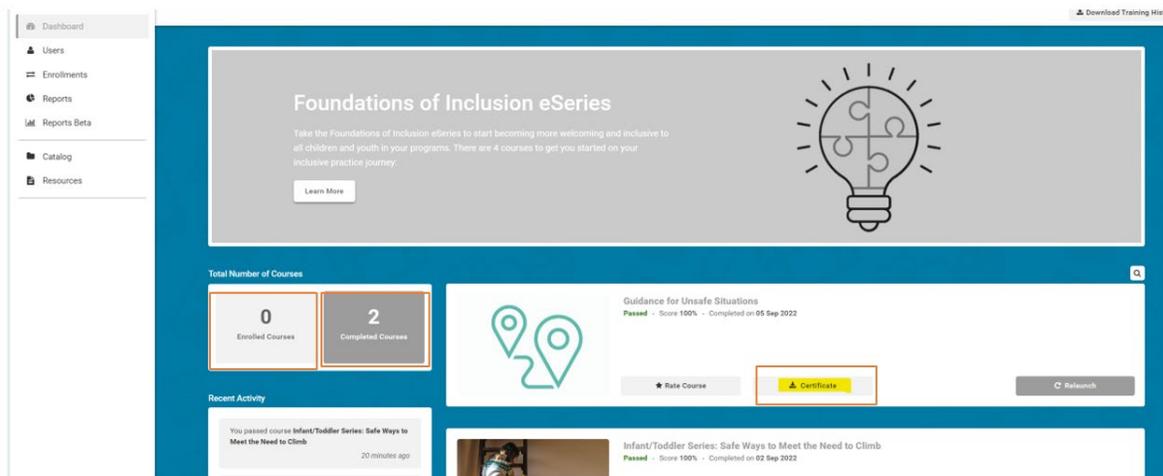
The pop-up for 'Download Certificate' appears.

Click on the link in bold 'available here for download.'
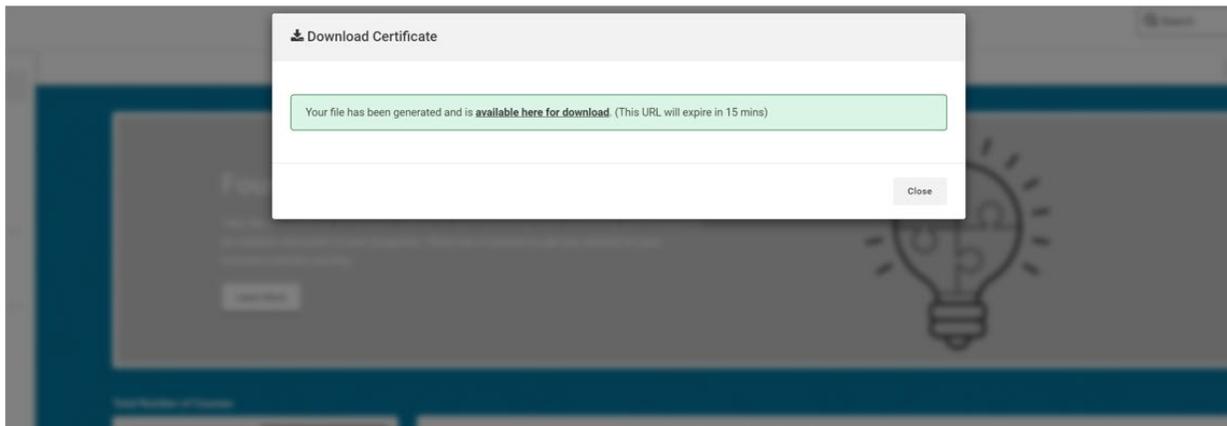
After you click on the link for download the certificate will appear in your download files and you can select it to see your certificate:

Certificate
of Achievement

kit
Kids Included Together

THIS CERTIFICATE IS PRESENTED TO:

Julie Halick

FOR THE COMPLETION OF:

**Partnering with Families (Course 4
Foundations of Inclusion eSeries)**

Kids Included Together is authorized by IACET to offer   **0.1 CEU Credits**   for this training.

06/03/2022

Torrie Dunlap, CPLP | Kids Included Together, CEO   **Date**
2620 Roosevelt Road, Suite 202
San Diego, CA 92106

IACET Kids Included Together is accredited by the International Association for
Continuing Education and Training (IACET) and is authorized to issue
the IACET CEU. 21670 Ridgetop Circle, Suite 170, Sterling, VA 20166

Downloading the Training History

Follow the same steps for certificate.

Dashboard

Completed Courses

Instead of selecting certificate, select the 'Download Training History' link in the top right corner.
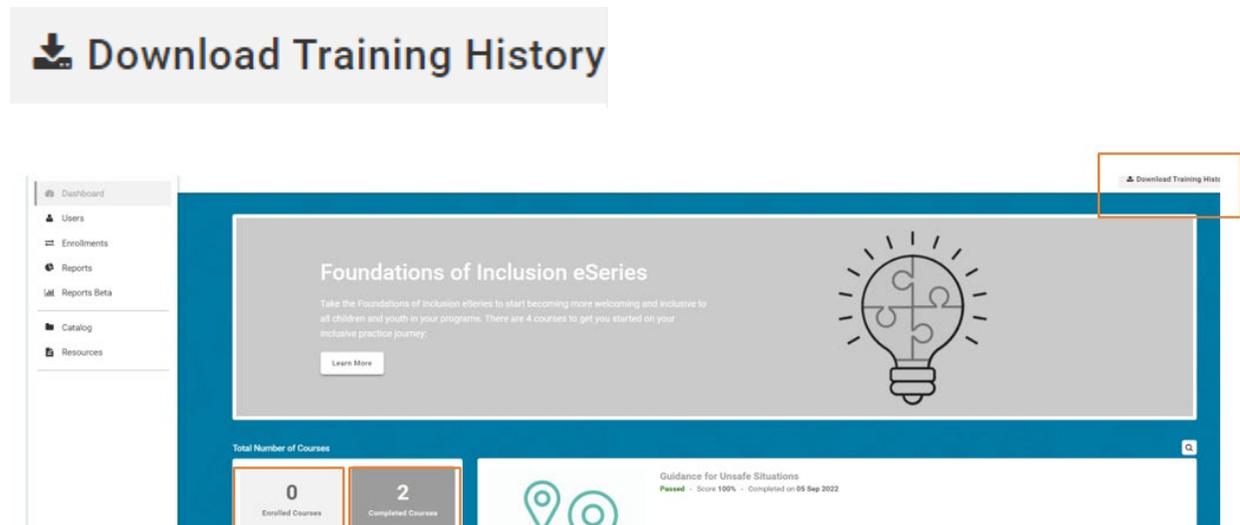
A report will look something like this:

| 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
Viewing Behavior as Communication (Course 3 of Foundations of Inclusion eSeries) - Formerly Supporting Positive Behavior	Completed	10/27/2021	11/05/2021	100%	Passed
USMC Behavior Support Process - Using the Behavior Tracking Tool to Identify Trends	Completed	10/29/2021	10/29/2021	80%	Passed
Partnering with Families (Course 4 Foundations of Inclusion eSeries)	Completed	10/25/2021	10/25/2021	100%	Passed
Supporting Positive Behavior (Course 3 of Foundations of Inclusion eSeries)	Completed	10/25/2021	10/25/2021	-	-
Respectful Accommodations (Course 2 of Foundations of Inclusion eSeries)	Completed	10/21/2021	10/25/2021	90%	Passed
The Value of Disability Inclusion (Course 1 in Foundations of Inclusion eSeries) - Formerly Introduction to Inclusion	Completed	09/23/2021	10/21/2021	80%	Passed
On the Move: Bag O'Tricks	Completed	08/17/2021	08/17/2021	100%	Passed