

## For Administrators/Managers

As an administrator for your company's training, you can:

### Select Learning

- Read the descriptions of the various certificates, the badges that make up the certificates, and the learning activities for each badge
- Determine which certificates/badges/activities your learners should complete (Note: certification will require completion of ALL basics, fundamentals, and certification title-related activities)

### Monitoring Progress

- Monitor the progress learners are making through the education by viewing completed and open activities
- Monitor how well mentors are keeping up with approving the activities
- Review learners' answers to experiential activity questions and requirements
- Review mentors' grading/responses to the experiential activities

REPORT FOR [REDACTED]

EXIT REPORT

Progress: 4 %

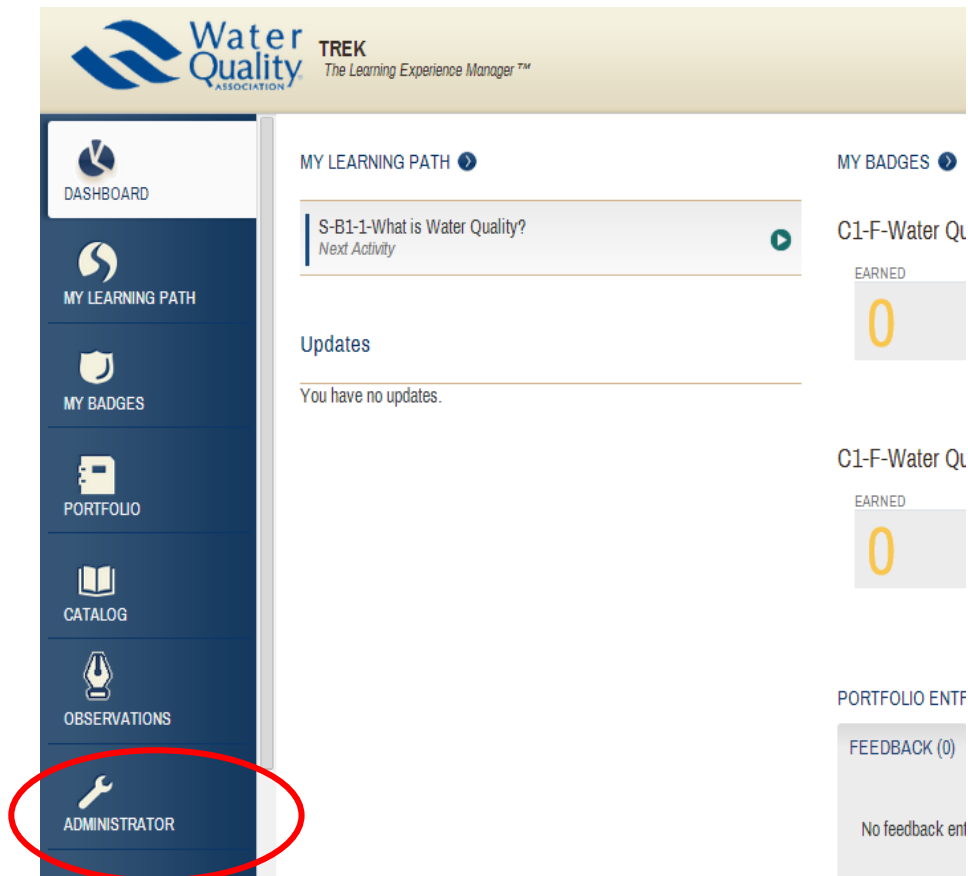
← Overall progress through the learning path

Date: 3/21/2014 to 4/4/2014

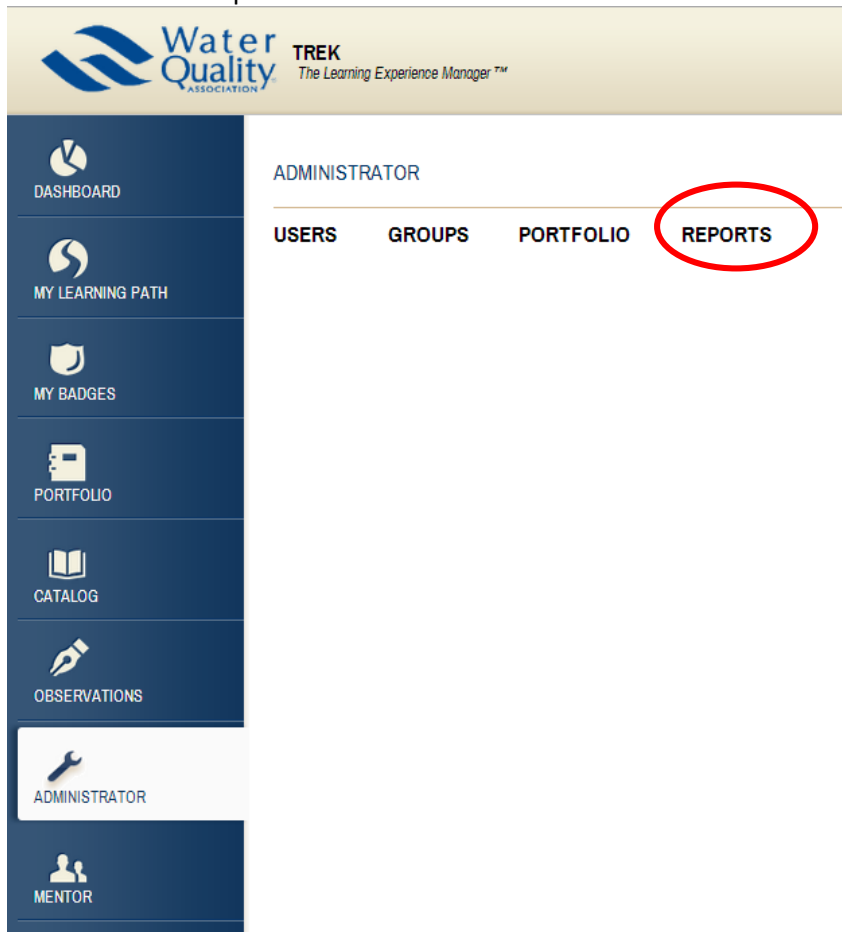
Curriculum	Badge	Learning Activity	Step	Started	Start Date	Completion Date	Duration (days) to Complete	% Completed	Completed
C1-F-Water Quality Basics Certificate				<input checked="" type="checkbox"/>	3/29/2014	N/A	N/A	3.50877192982458 %	<input type="checkbox"/>
	B1-F-Discuss Water Quality Basics Badge			<input checked="" type="checkbox"/>	3/29/2014	N/A	N/A	9.09090909090909 %	<input type="checkbox"/>
		LA-B1-What is Water Quality?		<input checked="" type="checkbox"/>	3/29/2014	N/A	N/A	0 %	<input type="checkbox"/>
			S-B1-1-What is Water Quality?	<input type="checkbox"/>	3/29/2014	N/A	N/A	0 %	<input type="checkbox"/>
		LA-B2-Residential Water Quality Issues		<input checked="" type="checkbox"/>	3/29/2014	N/A	N/A	0 %	<input type="checkbox"/>
			S-B2-1-Residential Water Quality Issues	<input type="checkbox"/>	3/29/2014	N/A	N/A	0 %	<input type="checkbox"/>

**To access Reports:**

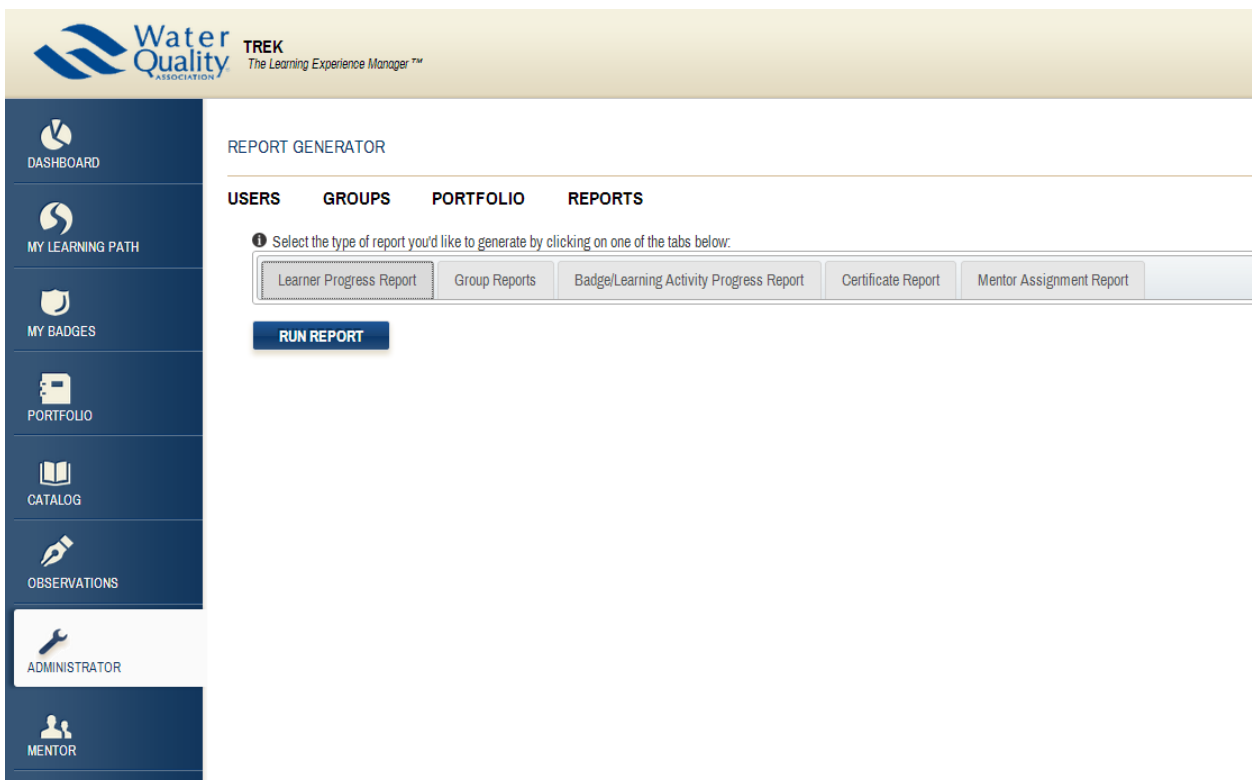
1. Log into the Learning Experience Manager (LEM), <http://wqa.treklem.com>, from a computer
2. Click on the Administrator button on the bottom of the left side menu



3. Click on Reports



4. Select the tab for the desired report type and then the appropriate user or learning activity within each tab.



**Report types:**

- a. Learner progress report – shows progress for a specific learner through a certificate.
- b. Group reports – shows completed vs non-completed for learners within a company for a specific learning activity.
- c. Badge/Learning activity progress report shows % completion by all learners within a company for a specific badge or learning activity.

**Questions?**

Contact Daniel LeBlanc at the WQA Education department at 630-929-2508 or [education@wqa.org](mailto:education@wqa.org).