How to Access eLearning Manager Reports
www.ValentTraining.com

All Sales Reps and Regional Managers have been made a "Manager" on the Valent eLearning platform. This is a permission level that gives you access to see which retailers/learners in your territory are currently enrolled in eLearning and will show you who is active and completing courses. Sales Reps will receive notifications when a learner passes a course or if a new learner from their territory self-registers. (Regional Managers will not get email notifications so as not to overwhelm your email inbox.)

All Reps and Managers will continue to have access to all of the Valent eLearning courses. *PLEASE NOTE: each learner has only been assigned to the courses that are relative to their business or geography. And all have access to the Organics and PyGanics® courses. As a Valent employee, you can see all courses, while a learner may only see three or four.*

The following instructions will help Sales Reps and Managers navigate the system to:
- View the learners who are currently registered for eLearning.
- Pull reports showing the course status for the learners in their group.
- Understand how to request to have someone added to, or deleted, from eLearning.
- Understand the notification emails Sales Reps will receive.

You'll also find CCA CEU instructions for collecting attendance when sharing eLearning at live meetings.

Terminology

Learner—A retailer or consultant who is invited to take eLearning.
Enrolled—The learner has been registered for the course but has not started taking it.
In Progress—The learner has started the course, but has not completed it.
Passed—The learner has completed the course and passed the assessment in each module in the course with a minimum 80% score. The learner is eligible for CCA CEUs and eGift card incentive (if passed on or before 3/31/19).
Active—The learner has logged onto the system. Does not indicate course completion.
Inactive—The learner has NOT logged onto the system yet.
Modules—Modules make up a course. Typically a module covers a specific topic.
Course—Courses are specific by topic or crop. Within a course there may be multiple modules.

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STEP 1: Log In

Start by logging into your account as usual at www.ValentTraining.com.

Click on **LOG IN** and enter your username and password.

Your username is your short Valent email address. For example: Joe Smith's username would be jsmit@valent.com.

- **Password**-If you have already logged in, you may have changed your password to something you will remember.
- **If you have not logged in**, you can either get your password from the original email that was sent from mailer@skyprepapp.com OR you should click on "Forgot Password" on the Log In screen to request a new password.

Once you have logged in:
If you have logged in before, click on "My Learning" on the left side of the screen to view the home screen as shown below.

If you have not logged in previously, you will first see the welcome screen with *important* instructions. Then you will need to update your contact information.
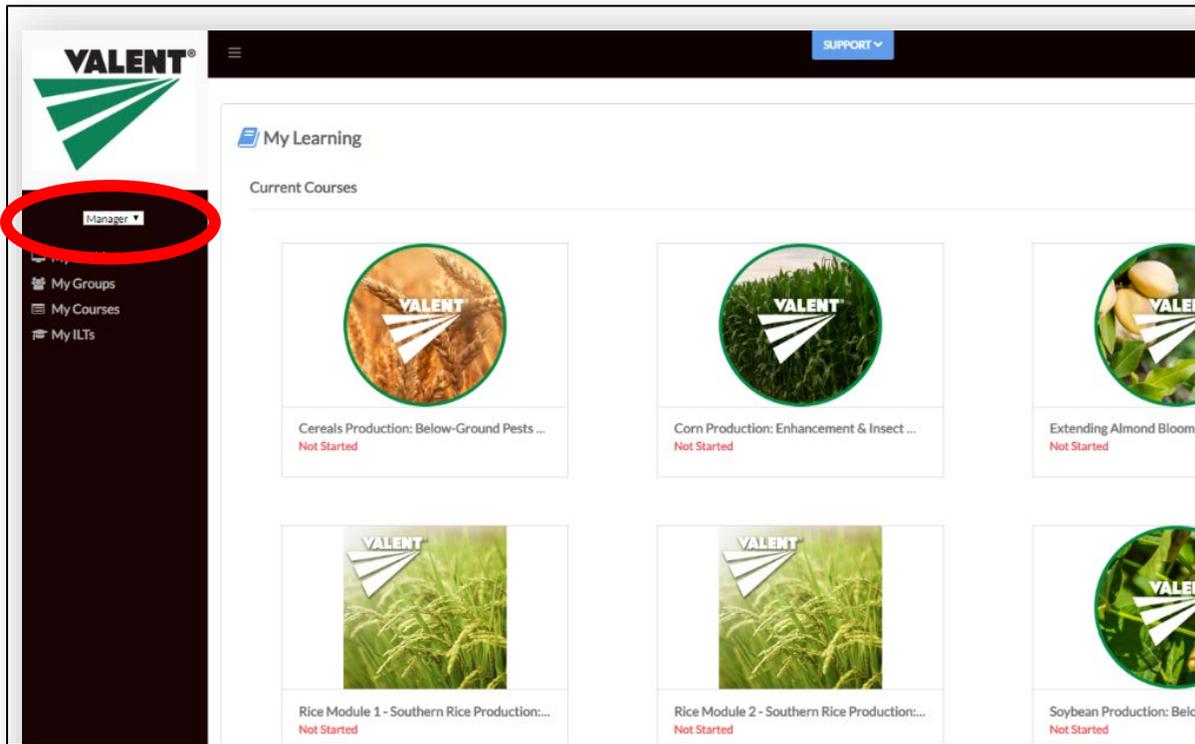- Just enter your current password again on this screen.
- Then click on "Update" at the bottom.
- Click on "My Learning" on the screen behind the contact info window.
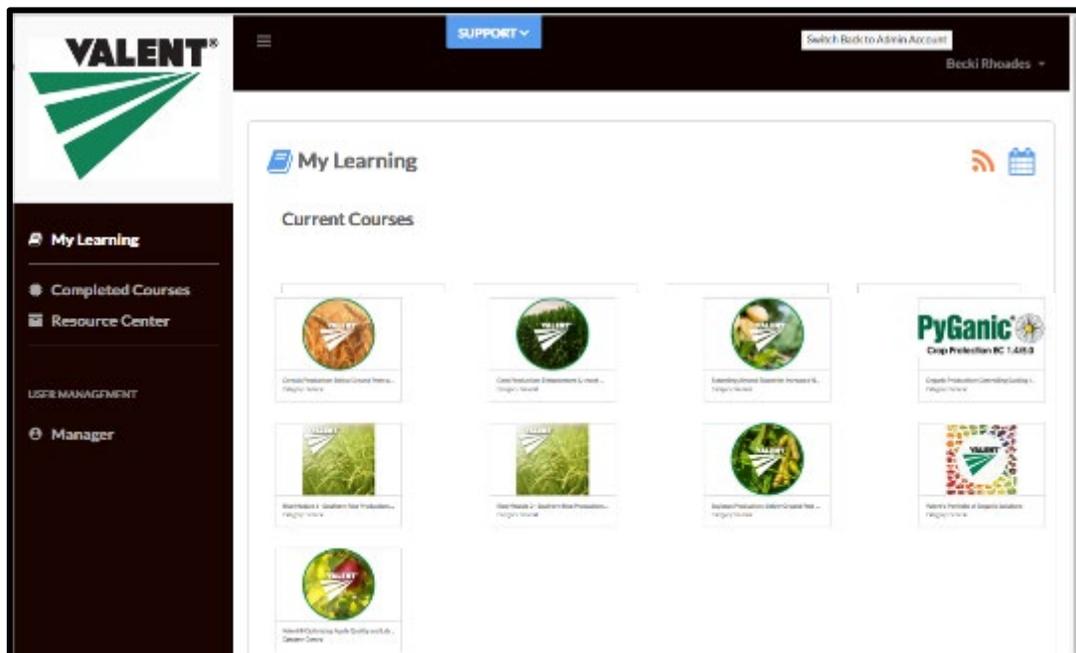
STEP 2: Access the Manager Page

After logging in, you will see an option in the menu on the left side of the screen, where you can toggle from "Learner" to "Manager".

Toggle to "Manager" to be taken to the Manager page.

Although there are four options appearing under the Manager toggle, you will really only use the "My Groups" link when accessing "Manager" mode. Click on "My Groups."
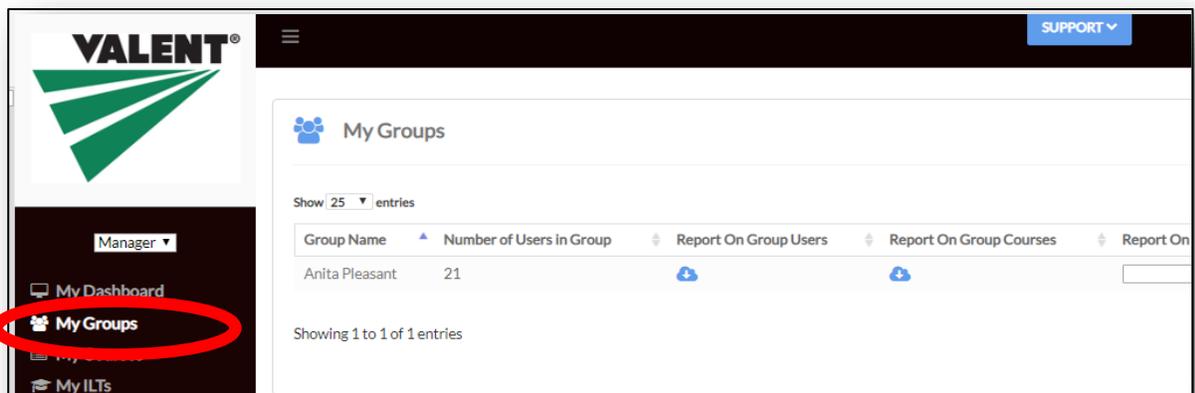
STEP 3: The Manager Page: "Report On Group Users"

After clicking on "My Groups", you will be taken to a page with links to the group that you manage. Each Sales Rep and Regional Sales Manager is the manager of their respective group, so the group name is your name.

While you'll see two reports (as indicated by the blue clouds) for downloading, the report you'll find best meets your needs is the "Report On Group Users". **Click on the blue cloud underneath "Report On Group Users" to download a full report for all your learners.**
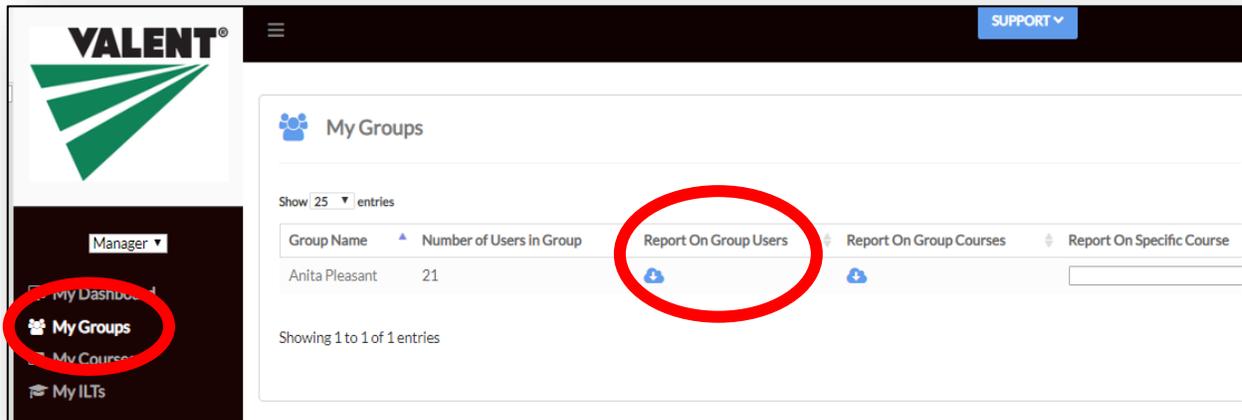
When you click on the download cloud you will be able to download an Excel file with all of the information available for all of the learners in your group.

It takes a couple of minutes to compile the information. Once all the information is gathered, you will receive an email from "Skyprep app" and your report is ready to download.

The "Report On Group Users" comes to you in Excel, and includes learner's full contact information, current status (whether they are "Active" and have logged onto the eLearning), as well as their course progress information ("Not-enrolled", "Enrolled", "In-progress" or "Passed").

- **Not-enrolled/Enrolled:** Each learner has only been assigned to the courses that are relative to their business or geography, and all learners have access to the Organics and PyGanics® courses.
- **In-progress:** If you see in-progress, the course has been started, but not completed.
- **Passed:** The learner has completed the course and passed the assessment in each module in the course with a minimum 80% score. You can see the date and time a course was passed. You will receive an email each time a learner passes a course.

Use the filter feature in Excel to be able to sort the information as you wish.

DO NOT use the "Message User" option on this page. If you wish to communicate with a learner, please contact them directly by phone, in person or through your Valent email.

Sales Rep Notifications

Passed Course—Reps will receive an email each time a learner passes a course.

Course Enrollment—If a learner self registers for Valent eLearning, you will receive an email alerting you that a new learner has been added to your group. For example, if a learner shares with another person

they work with www.ValentTraining.com, that other person could register to take the courses. When they register, the Beck Ag team will use their zip code to assign that person to the correct Valent Sales Rep and Regional Manager territory.

How to Have New Learners Added

Although learners can register themselves, we want to keep that to a minimum to ensure we provide the best customer experience possible. After you have had a chance to review your list of those currently registered for Valent eLearning, you may have a few individuals you would like to have added. That is simple to do.

1. Identify the individuals you would like to add.
2. Put their contact information into the Excel template that was attached to the email with this user guide. (The more contact information you include, the better!)

3. You MUST include their email address!
4. Save the file to your computer.
5. Send your updated Excel file to Jane Schroeder at jschroeder@beckag.com
6. Beck Ag will add the new learners to the platform and email you when that has been completed.

It is **very important** that you add users as outlined above. We want to keep self-registrations to a minimum to ensure our customers have the very best user experience possible. By pre-registering them (by sending in your list) we can ensure they are enrolled in the most appropriate courses and streamline the registration process for them!

Removing Learners

If you would like someone deleted from eLearning course access, please email Jane Schroeder at jschroeder@beckag.com.

Offering CCA CEUs

You may opt to share an elearning module during a face-to-face meeting – either in a group or with an individual. If you share the entire course, it's a great way to offer CCA CEUs. Use the Word document attached to the email with this user guide to gather attendance. After your meeting, email the attendance document to Jane Schroeder at jschroeder@beckag.com and the CCA CEU certificate will be emailed to learners.

Support

If you or a learner has a question or needs assistance, look for the blue "Support" tab at the top of the eLearning screen. Click on "Support" and you can send a message to the support team or call the toll free number (866-375-4390) to get assistance.