| **Navigation Menu Icons for Students, Managers, and Instructors** | |
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| **Account** | **Student-facing**: Access any User Account data made available to you for modification . |
| **Accreditations** | **Student-facing**: Displays Accreditation-based assignments and status. Accreditations are Certifications or Curriculums. |
| **Announcements** | **Manager-facing**: Send messages to a filtered list of users who are scoped to the logged in user’s managerial purview.  [Using Announcements](https://support.latitudelearning.com/administrator-home-page/administrator-manage-people/send-announcements/) |
| **Approvals** | **Manager-facing**: Approve *User Account Registration*, *Interest List* requests, and *Course Enrollment* requests. Approvals are also available on the My Team page.  [Processing Approvals](https://support.latitudelearning.com/administrator-home-page/administrator-manage-learning/manage-requests-for-approvals/) |
| **Catalog Search** | **Student-facing**: Search for the courses, resources, and learning paths available to you.  [Locate and Enroll in a Course](https://support.latitudelearning.com/student-home/locate-and-enroll-in-courses/) *(see section on Catalog Search)* |
| **Course Offerings** | **Student-facing**: Search for past or upcoming offerings and if allowed, request to be placed on the interest list or enroll in the session.  [Locate and Enroll in a Course](https://support.latitudelearning.com/student-home/locate-and-enroll-in-courses/) *(see section on Enrolling in a Classroom Course)* |
| **Courses to Complete** | **Student-facing**: See your Required\* and in-progress training at a glance, including pending interests. Action options vary by delivery method.  A red notification dynamically displays the number of active completion requirements.  [Use Courses to Complete](https://support.latitudelearning.com/student-home/the-courses-to-complete-page/) |
| **Featured Courses** | **Student-facing**: Displays courses your portal administrator set to be featured at your location.  [Set Up Featured Courses by Location](https://support.latitudelearning.com/administrator-home-page/administrator-organize-content/featured-courses/) |
| **Manage Users** | **Manager-facing**: If you see this, you can manage your employee account/profile data based on your portal administrator’s configurations.  [Delegating User Maintenance to Administrative Users](https://support.latitudelearning.com/administrator-home-page/administrator-manage-people/delegate-user-management-to-others/) |
| **Messages** | **Student-facing**: The inbox for messages related to your account actions, training-related events, and other system notifications. A red notification counter indicates the number of unread messages in your inbox.  [Managing Messages](https://support.latitudelearning.com/administrator-home-page/administrator-user-experience/manage-messages/) |
| **My Training Plan** | **Student-facing**: Displays your individualized training plan, with a detailed list of accreditation- and/or course-related goal assignments. The red notification counter shows how many goals are assigned to you.  [Using My Training Plan](https://support.latitudelearning.com/student-home/my-training-plan/) |
| **My Learning** | **Student-facing**: Displays a learning dashboard showing many elements of your training programs in one quick view. Drill down into sections to navigate to full page displays.  [Using the My Learning Page](https://support.latitudelearning.com/student-home/the-my-learning-center-page/) |
| **My Skills** | **Student-facing**: View your Curriculum assignments and Skills Profile status.  [The My Skills Page](https://support.latitudelearning.com/student-home/the-my-skills-page/) |
| **My Team** | **Manager-facing**: My Team is a powerful one-stop shop for managers to oversee employee/team training and monitor progress.   * + **People**: View subordinates and drill down on user details, with quick views of a user’s Courses to Complete, Goals, and Training History. Expand filters to adjust view of users. Scoped to your managerial purview.   + [**Goals**](https://support.latitudelearning.com/administrator-home-page/administrator-manage-learning/ad-hoc-course-goals/): Manage/track goal progress by user and by team. If configured to allow it, you may assign Goals to your employees using **+Goals**.   + Team **Accreditations** and **Skills** status overviews   + [**Approvals**](https://support.latitudelearning.com/administrator-home-page/administrator-manage-learning/manage-requests-for-approvals/) processing for users in their purview.   [Manage Employees with My Team](https://support.latitudelearning.com/manager-home/manage-employees-with-my-team/) |
| **Reports** | **Manager-facing**: Access Classic and Report Writer reports made available to you by your LMS Role.  [Classic LMS Reports](https://support.latitudelearning.com/administrator-home-page/administrator-track-progress/classic-report-descriptions/) [Schedule Reports or Email Results to Others](https://support.latitudelearning.com/home/schedule-reports/) |
| **Subscription Courses** | **Student-facing**: View Subscription-based courses available to your location. |
| **Training Calendar** | **Student-facing**: View a variety of date-related events and enroll in available offerings.   * Scheduled training * Due dates for course or goal completion * Transcript and accreditation expiration dates * Instructor teaching assignments * Available offerings   [Working with the Training Calendar](https://support.latitudelearning.com/administrator-home-page/administrator-manage-learning/training-calendar/) |
| **Training Schedule** | **Instructor-facing**: If you have an Instructor role, this page displays the your teaching schedule based on assigned offerings. |
| **Training History** | **Student-facing**: Your personal training history for courses and accreditations. Lists can be downloaded, as can Completion Certificates, if enabled. Three views are available:   * **Completed**: shows all course completions and accreditation achievements in one view. * **All Courses**: shows all course transcripts in any status * **All Accreditations**: shows all accreditations in any status   [Viewing Training History](https://support.latitudelearning.com/student-home/viewing-training-history/) |
| **What’s New** | **Student-facing**: View timely information provided by your training organization. |

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| **LMS Action Buttons** | | |
| **Button** | **Name** | **Notes** |
|  | **Add Goal** | If available, allows creation of an ad-hoc course or accreditation goal for yourself (My Training Plan) or others if you are a manager (My Team). |
|  | **Add Interest** | On a course slide-in for a classroom course, you can express interest in a course if there is no appropriate offering available in which to enroll. |
|  | **Administration** | Found in the LMS Header, it is available by role to anyone who has access rights to some or all of the administrative LMS functions. |
|  | **Approval Details** | Hover text varies by type of Approval.  *User-Self-Registration Approval*  *Interest List Approval*  *Self-Study Completion Approval*  *Enrollment Approval* |
|  | **Cancel** or **Deny** | Generally means cancel or close, but for Approvals, represents Deny. |
|  | **Delete** | Deletes the relevant item. |
|  | **Download** | Most often found in Training History to download Certificates of Completion. |
|  | **Edit** | Modify the information tied to the Edit button. |
|  | **Enroll** | Enroll yourself in a course. |
|  | **Enroll Others** | Enroll others in a course. |
|  | **Filter** | Opens options for restricting results |
|  | **Follow This Learning Path** | On Learning Path page. Followed Learning Paths appear on My Learning page if that channel has been enabled. |
|  | **Home** | Header; takes you to the home page designated by the portal administrator. |
|  | **Launch** or **Launch Content** | This button launches learning content and in some cases provides a dual enroll and launch action. |
|  | **List View** | Toggle found on pages with lists of courses, resources, or learning paths, such as Catalog Search and Courses to Complete. If this button is showing, it will toggle to list view. |
|  | **Mark Complete** or **Approve** | Hover text changes depending on feature, but it denotes approval or confirmation |
|  | **Messages** | On the LMS Header. Leads to the list of internal notifications from the LMS. |
|  | **Navigation Menu** | On the LMS Header. Lists all of the student-/manager-facing features that have been enabled by the portal administrator. |
|  | **Online Help** | On the LMS Header. Online help related to the page you are currently on. |
|  | **Print** | On My Skills |
|  | **Purchase** | On the Course slide-in for |
|  | **Request Verification** | An option for students to request the verification of completion process for Self-Study courses, if they are manager- or administrator-certified. |
|  | **Review Course** | If a course is set to Can Relaunch = Yes, this button allows a student who completed the course to review it again without re-enrolling. |
|  | **Schedule** | Students use this on classroom course slide-in to find an offering and enroll in the course. If there are no offerings available, the option to apply to the interest list displays. |
|  | **Share** | Found at the top of a course slide-in, it allows the use to share the course link via various social media applications or by copying the URL to the course. |
|  | **Substitute Students** | Managers, instructors, and portal administrators can use this button to replace an enrollee with a different student in an offering |
|  | **Tile View** | Toggle found on pages with lists of courses, resources, or learning paths, such as Catalog Search and Courses to Complete. If this button is showing, it will toggle to tile view. |
|  | **Transcript Attachments** | An option found for students and managers in the verification of completion processes for Self-Study courses, if they are manager- or administrator-certified. |
|  | **View Components** | Shows on a course slide in for delivery method = Course Group.  It displays the component courses that must be completed in order to pass the Course Group requirements. |
|  | **View Details** | Provides detailed information about the related record. |
|  | **View Resources** | Found on course slide-in pages when a course has resources attached to the course. |
|  | **Waive Goal** | If visible to the logged-in user, allows them to waive a goal in the goal list. This exempts the user from completing it and prevents rule from reassigning it to the user. |
| **Goal Status Icons** | | |
|  | **Goal is Assigned** |  |
|  | **Goal is Overdue** |  |
|  | **Goal is Achieved** |  |
| **My Team** | | |
|  | **My Team - People** | **Status**: Training Plan is not started. With exclamation point, it is overdue. |
|  | **My Team - People** | **Status**: Training Plan is in-progress. With exclamation point, it is overdue. |
|  | **My Team - People** | **Status**: Training Plan is completed. |
|  | **My Team - People** | **Action**: View an individual’s Training Plan details |
|  | **My Team - People** | **Action**: View an individual’s Courses to Complete content |
|  | **My Team - People** | **Action**: View an individual’s Training History & download their certificates of completion, if available. |

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| **My Team** | | |
|  | **My Team - People** | **Action**: View an individual’s account information, such as their Email, Preferred Language, and Profile Details. |
|  | **My Team - Goals** | **Waive Goal -** If visible to the logged-in user, allows them to waive a goal in the goal list. This exempts the user from completing it and prevents rule from reassigning it to the user. |
|  | **My Team - Goals** | **Edit Goal –** Allows modification of goal due date and reminders. |
|  | **My Team - Goals** | **Delete Goal** – Deletes a person’s goal. This will only work for ad-hoc goals. Deleting a rule-assigned goal will only delete the goal until the next time the goal rule runs. |
|  | **My Team - Accreditations** | **Details –** expands to show a list of users and their accreditation progress for a specific accreditation. |
| **My Team - Skills** | | Team Status icons and color coding |
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| **Report Writer Icons and Buttons** | | |
|  | **Run Report** | Execute a report; standard filters can be modified but the report automatically includes the advanced filters. |
|  | **Add Schedule** | Set up a schedule to automatically run the report and, if desired, deliver it via email to a distribution list. |
|  | **Edit Report** | Modify the report’s information, filters, and columns. |
|  | **Copy Report** | Copy an existing report. |
|  | **Delete Report** | Permanently remove the report. |