|  **Navigation Icon** | **Description & Usage** | **Classic UI Equivalent** |
| --- | --- | --- |
| **Account** | For users allowed to maintain some elements of their account. * **Static** – Appears for all users
* **Hide if**:
* You don’t allow users to change any of their own account information
* Your portal has SSO- or feed-managed user data
 | **Classic Home - My Details** TabPortal administrators still use the administrative user maintenance features. |
| **Accreditations** | Displays a user’s Accreditation-based assignments and status. Accreditations are Certifications or Curriculums* **Static** – Appears for all users
* **Hide if** your organization does not use Accreditations.
 | **Classic Home – Certifications** Tab |
| **Announcements** | Send targeted, ad hoc messages to users. It is scoped to the logged in user’s managerial purview.* **Dynamic** - When displayed, this icon only appears for administrative users and those with subordinates.
* **Hide if** only Portal Administrators should have access to send Announcements.

[Using Announcements](https://support.latitudelearning.com/administrator-home-page/administrator-manage-people/send-announcements/) | **My Learning Center** menu > **Announcements** |
| **Approvals** | Approve *User Account Registration*, *Interest List* requests, and *Course Enrollment* requests. Approvals are a permanent option under the My Team page.* **Dynamic** - When displayed, this icon only appears for portal administrators and those with subordinates.
* **Hide if** no LMS actions in your portal require manager approval.

[Processing Approvals](https://support.latitudelearning.com/administrator-home-page/administrator-manage-learning/manage-requests-for-approvals/) | **My Learning Center** menu > **Approvals** **Classic Home - Approvals** Tab |
| **Catalog Search** | Allows a user to search for courses, resources, and learning paths available to them in the catalog associated with their organization. Results availability may vary by Business Unit assignment. * **Static** – Appears for all users
* **Hide if** you do not want users to select their own coursework. *To completely hide catalog access, you would also need to disable the Header Catalog Search box under* ***Site Management > LMS Information > LMS Configuration > Header Catalog Search***

[Locate and Enroll in a Course](https://support.latitudelearning.com/student-home/locate-and-enroll-in-courses/) *(see section on Catalog Search)* | **My Learning Center** menu **> Courses > Search Courses****My Learning Center** menu **> Resources > Search Resources** |
| **Course Offerings** | Users can search for past or upcoming offerings and if allowed, request to be placed on the interest list or enroll in the session. * **Static** – Appears for all users
* **Hide if** you do not use Classroom or Virtual Classroom courses.

[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)* | **My Learning Center** menu **> Courses > Search Offerings** |
| **Courses to Complete** | Users see their 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. \**must first enable LMS Information setting “Display Next Required Training”** **Static** – Appears for all users
* No particular reason to hide this

[Use Courses to Complete](https://support.latitudelearning.com/student-home/the-courses-to-complete-page/) | **Classic Home** – main page display of user’s **Live Courses**, **Self-Studies**, and **Interest List** sections. **Next Required Training** section (if enabled) |
| **Featured Courses** | Displays courses chosen to be featured at various locations.* **Dynamic** - If enabled, it only displays for users who have courses featured at their locations.
* **Hide if** you do not use Featured Courses.

[Set Up Featured Courses by Location](https://support.latitudelearning.com/administrator-home-page/administrator-organize-content/featured-courses/) | **Classic Home – Featured Courses** section |
| **Manage Users** | Allows some user maintenance tasks to be performed by a Location Administrator or Administrator. Portal administrators can configure specific allowances on the [Edit Navigation](https://support.latitudelearning.com/administrator-home-page/administrator-user-experience/edit-navigation/) page.* **Dynamic –** If enabled, this icon will only display to users with a Location Administrator or Administrator role and will be scoped to the users they are allowed to see via the position hierarchy or person-to-person hierarchy.
* **Hide if** you do not want to delegate user management to non-portal administrators

[Delegating User Maintenance to Administrative Users](https://support.latitudelearning.com/administrator-home-page/administrator-manage-people/delegate-user-management-to-others/) | **No equivalent** except for portals which purchased Latitude customizations to allow specific types of user maintenance for some roles. |
| **Messages** | The inbox for messages related to user account actions, training-related events, and other system notifications. A red notification counter indicates the number of unread messages in your inbox. * **Static** – Appears for all users
* **Hide if** you disabled Mail Center messages under Edit Messages or if you only want to show them to users via the Header-based option.

[Managing Messages](https://support.latitudelearning.com/administrator-home-page/administrator-user-experience/manage-messages/) | **Classic Home – Mail Center** sectionThe Messages icon in the Header  |
| **My Training Plan** | Displays a user’s 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 the user. * **Static** – Appears for all users
* **Hide if** you are do not use Course Goals or Accreditation Goals, both ad-hoc and rule-based.

[Using My Training Plan](https://support.latitudelearning.com/student-home/my-training-plan/) | **Classic Home – Goals** Tab[which does not display Course Goals] |

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| **My Learning** | Display to provide all users a learning dashboard showing many elements of their training programs in one quick view. Users can drill down into sections to navigate to full page displays, such as Courses to Complete or their user Account. Portal Administrators can manage what displays on the page, including the channels that are displayed and the page HTML content.* **Static** – Appears for all users, but can be branded by organization or position group
* No particular reason to hide this as long as it’s configured properly for your needs

[Edit the My Learning Page](https://support.latitudelearning.com/administrator-home-page/administrator-user-experience/edit-the-my-learning-page/)[Using the My Learning Page](https://support.latitudelearning.com/student-home/the-my-learning-center-page/) | Combines multiple aspects of the **Classic Home** page, but is more highly configurable. |
| **My Team** | My Team provides a powerful one-stop shop for managers to oversee employee/team training and monitor progress. Incorporates features from several legacy pages:* + **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 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, managers may assign Goals to their employees using **+Goals**.*[settings are under* ***Site Management > LMS Information > Goals Configuration > Set Team Goals*** *and* ***Waive Team 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.
* **Dynamic** - When displayed, this icon only appears for administrative and managerial users
* No particular reason to hide this

[Manage Employees with My Team](https://support.latitudelearning.com/manager-home/manage-employees-with-my-team/) | **Classic Home – Employees** tab and its sub-tabs:* **Location Employees**
* **All Direct Reports**
* **Goals**
* **Department Certification**
* **Department Curriculum**
* **Approvals**

The **+Goal** and **Waive** buttons display for those who are allowed to set and waive team goals. |
| **Reports** | Provides access to the Reporting function. Portal Administrators can write reports and view all custom and Classic reports. Access to Report Writer and Classic reports is determined by Role. Results for all reports are scoped by managerial purview. Classic reports do not support Person-to-Person reporting relationships.* **Dynamic** - If enabled, it only appears for those users who have rights to some level of report access based on their role.
* No particular reason to hide this.

[Classic LMS Reports](https://support.latitudelearning.com/administrator-home-page/administrator-track-progress/classic-report-descriptions/)[Report Writer](https://support.latitudelearning.com/administrator-home-page/administrator-track-progress/using-the-report-writer/) | **My Learning Center** menu > **Reports**Leads to the same Reports page in both interfaces. |

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| **My Skills** | Users can see their Curriculum assignments and Skills Profile status.* **Static** – Appears for all users.
* **Hide if** your organization does not use the Curriculum type of Accreditation.

[The My Skills Page](https://support.latitudelearning.com/student-home/the-my-skills-page/) | **Classic Home > Curriculum** Tab |
| **Subscription Courses** | Users can see Subscription-based courses assigned to their location by the portal administrator. * **Dynamic** - Only appears if the user is subject to a subscription at their location.
* **Hide if** you do not use subscription programs.
 | **Classic Home – Available Subscription Courses** section |
| **Training Calendar** | Users can display a variety of date-related events and enroll in offerings.* Scheduled training
* Due dates for course or goal completion
* Transcript and accreditation expiration dates
* Instructor teaching assignments
* Available offerings
* **Static** – Appears for all users.
* **Hide if** you don’t use any of the features that create calendar events.

[Working with the Training Calendar](https://support.latitudelearning.com/administrator-home-page/administrator-manage-learning/training-calendar/) | **My Learning Center** menu **> Courses > Training Calendar** |
| **Training Schedule** | For users with an Instructor role, this page displays the instructor’s teaching schedule based on assigned offerings.* **Dynamic**: Only displays for instructors who have been assigned to teach at least one upcoming offering.
* **Hide if** you do not conduct instructor-led training.
 | **Classic Home – Teaching Schedule** section |
| **Training History** | A user’s personal training history for courses and accreditations. Information displayed and completion certificates, if available, can be downloaded. Views 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
* **Static** - Appears for all users.
* No particular reason to hide this.

[Viewing Training History](https://support.latitudelearning.com/student-home/viewing-training-history/) | **Classic Home – History** Tab |
| **What’s New** | By default, this versatile page shares HTML content with that shown on the Classic Home page. Content can be configured for many purposes such as communications about new training, as a login landing page that links out to other pages or provides instructions, etc. Portal administrators can create/modify an HTML file for this content under **Site Management > Edit HTML**. They can choose which file displays by updating **Site Management > LMS Information > LMS Branding** > **What’s New** content.* **Static** - Appears for all users.
* **Hide if** you are not creating What’s New content
 | **Classic Home – Welcome** area content controlled by default with the HTML file ***home\_page*** |
| **Chat Support** | \*\***VISIBLE ONLY TO PORTAL ADMINISTRATORS WITH PAID USER-/ENROLLMENT-BASED SUBSCRIPTIONS**\*\*Provides access to an online chatbot for basic questions that can be answered from ClientCare support content. Outstanding questions can be converted to help desk tickets.* **Dynamic**: Only displays for subscribing portal administrators.
* **Hide if** you do not want every portal administrator at any organization level to use the help desk chatbot.
 | Also available for the same users by logging into the Customer Self-Service portal. |
| **Customer Portal** | \*\***VISIBLE ONLY TO OFFICIAL PORTAL ADMINISTRATORS WITH PAID USER-/ENROLLMENT-BASED SUBSCRIPTIONS**\*\*Provides access to Latitude’s Zoho Help Desk for direct submission of tickets, management of previous tickets, and use of the online chatbot.* **Dynamic**: Only displays for subscribing portal administrators.
* **Hide if** you do not want every portal administrator regardless of organization level to be able to manage tickets, make support requests, and approve support actions.
 | Also available by direct URL for current customer portal members. |
| **Support** | \*\***VISIBLE ONLY TO PORTAL ADMINISTRATORS WITH PAID USER-/ENROLLMENT-BASED SUBSCRIPTIONS**\*\*Provides a link to our ClientCare support website, which contains documents and videos on how to use the LMS and its many features.* **Dynamic**: Only displays for subscribing portal administrators.
* No particular reason to hide this.
 | Also available by direct URL: [https://support.latitudelearning.com/](https://support.latitudelearning.com/student-home/viewing-training-history/)  |