LatitudeLearning

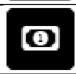
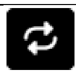
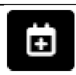
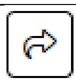
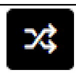
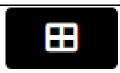
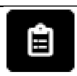
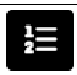
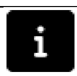
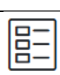
LMS Icons and Buttons

Navigation Menu Icons for Students, Managers, and Instructors	
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
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
Catalog Search	**Student-facing**: Search for the courses, resources, and learning paths available to you. Locate and Enroll in a Course *(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 *(see section on Enrolling in a Classroom Course)*
Courses to Complete 23	**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
Featured Courses	**Student-facing**: Displays courses your portal administrator set to be featured at your location. Set Up Featured Courses by Location
Learning Assistant	The AI learning assistant lets portal administrators include/exclude portal-specific information used by this built-in chatbot will index to provide learners and managers with answers to their questions about the curated content in the portal.
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
Messages 6	**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
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
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

My Skills	**Student-facing**: View your Curriculum assignments and Skills Profile status. 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**: 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** processing for users in their purview. 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 Schedule Reports or Email Results to Others
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
Training Schedule	**Instructor-facing**: If you have an Instructor role, this page displays 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
What's New	**Student-facing**: View timely information provided by your training organization.

LMS Icons and Buttons

LMS Action Buttons		
Button	**Name**	**Notes**
+ Goals **+[Data] e.g. +User**	**Add Goals** **Add [Data] e.g. Add User**	Students and managers with access to assign goals can see and use this button to self-assign or assign others course or accreditation goals. ***Note****: These* ***+[Data]*** *buttons exist on many pages to which new data can be added, such as Users, Courses, etc. Click the button to open a form to add a new record for the feature noted on the button text.*
	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.

LMS Action Buttons		
Button	**Name**	**Notes**
	**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 shown, 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.
	**View Test Results**	Found on course slide-in page when a student has completed an Assessment course.
	**Waive Goal**	If visible to the logged-in user, it allows them to waive a goal in the goal list. This exempts the user from completing it and prevents the rule from reassigning it to the user.
	**Learning Object Self-Study Course**	The icon representing a Self-Study Course, found on Training History and Courses to Complete/Catalog Search when using List View.
	**Learning Object Assessment Course**	The icon representing an Assessment Course, found on Training History and Courses to Complete/Catalog Search when using List View.
	**Learning Object eLearning Course**	The icon representing an eLearning Course, found on Training History and Courses to Complete/Catalog Search when using List View.
	**Learning Object Classroom Course**	The icon representing a Classroom (Instructor-led) Course, found on Training History and Courses to Complete/Catalog Search when using List View.
	**Learning Object Course Group**	The icon representing a Course Group, found on Training History and Courses to Complete/Catalog Search when using List View.
	**Learning Object Learning Path**	The icon representing a Learning Path, found Catalog Search when using List View.

	Learning Object Resource	The icon representing a Resource, found Catalog Search when using List View.
Goal Status Icons: My Training Plan, My Team - Goals		
Button	**Name**	**Notes**
	Goal is Assigned	The goal has been assigned to an individual but it has not been achieved.
	Goal is Overdue	The assigned goal has not been achieved by the individual within the required time-frame.
	Goal is Achieved	The individual has satisfied the requirements for achieving the goal.

My Team		
Button	**Name**	**Notes**
	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.
12	**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.
	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
All Achieved / Some Achieved / None Achieved / Information Available / Goals Not Achieved / Goal Assigned / Skill Achieved		
	Approval Details	Hover text varies by type of Approval. *User-Self-Registration Approval* *Interest List Approval* *Self-Study Completion Approval* *Enrollment Approval*

Manage User Page		
Button	**Name**	**Notes**
	Deactivate User	**Action:** Deactivates the user at the selected profile location. If this is their only profile, it will also fully deactivate the user account.
	Edit User	**Action:** Provides access to the update user first/last names, language, address, and email.
	Edit Profile	**Action:** At the selected location, allows access to update the Primary and alternate positions and roles.
	Change Location	**Action:** Provides the ability to change the user's current location to a new location.
	Change Password	**Action:** Allows the manager to reset a user password or lock a user account. If the icon has a red dot, this means the user account is locked and the manager has the ability to unlock it.

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.
+ −	**Add/Remove Conditions**	Available when setting up Standard Report filters on Report configuration and scheduling pages.

Navigation Menu Icons for Portal Administrators Only or Unreleased Features	
Customer Portal	**Paid Subscribers Only** If the portal administrator has been identified as an official contact and primary managing portal administrator with LatitudeLearning, the customer portal provides access to submit and manage support tickets with Latitude ClientCare. By invitation only; contact ClientCare for more information and access.
Support	**Paid Subscribers Only** A direct link to the LatitudeLearning ClientCare support site. This can also be accessed at any time by anyone at support.latitudelearning.com
Learning Assistant	Our AI learning assistant allows portal administrators to include/exclude portal-specific information that informs the answers a new built-in chatbot will index to provide learners and managers with answers to their questions about the curated content in the portal.