Admin Training Guidance Document

A step-by-step guide to support your learners in the BVRLA learning platform

BVRLA
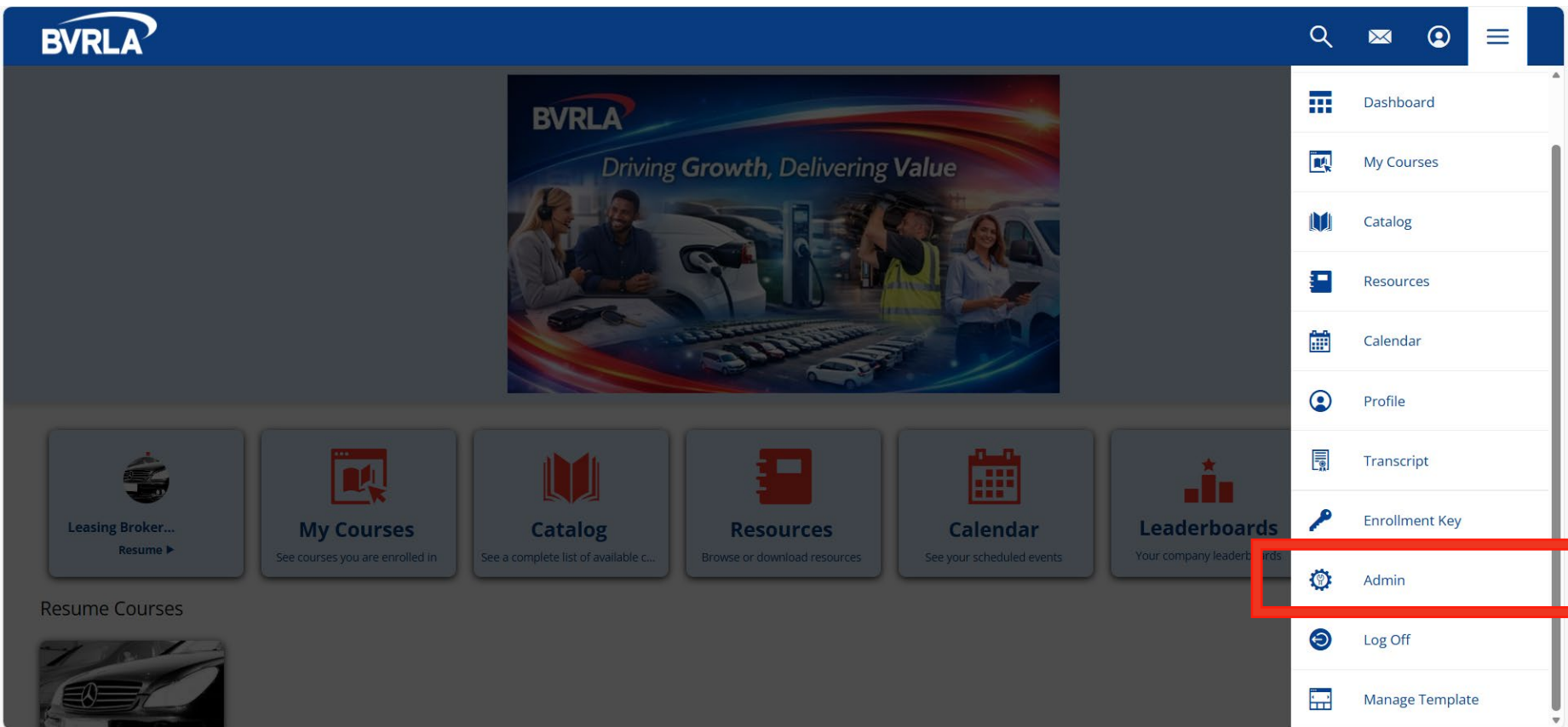
By the end of this document, you will be able to…

- Access the admin dashboard.

- Describe the additional functions that are available to users with administrator access.

- Explain how to view key reports.
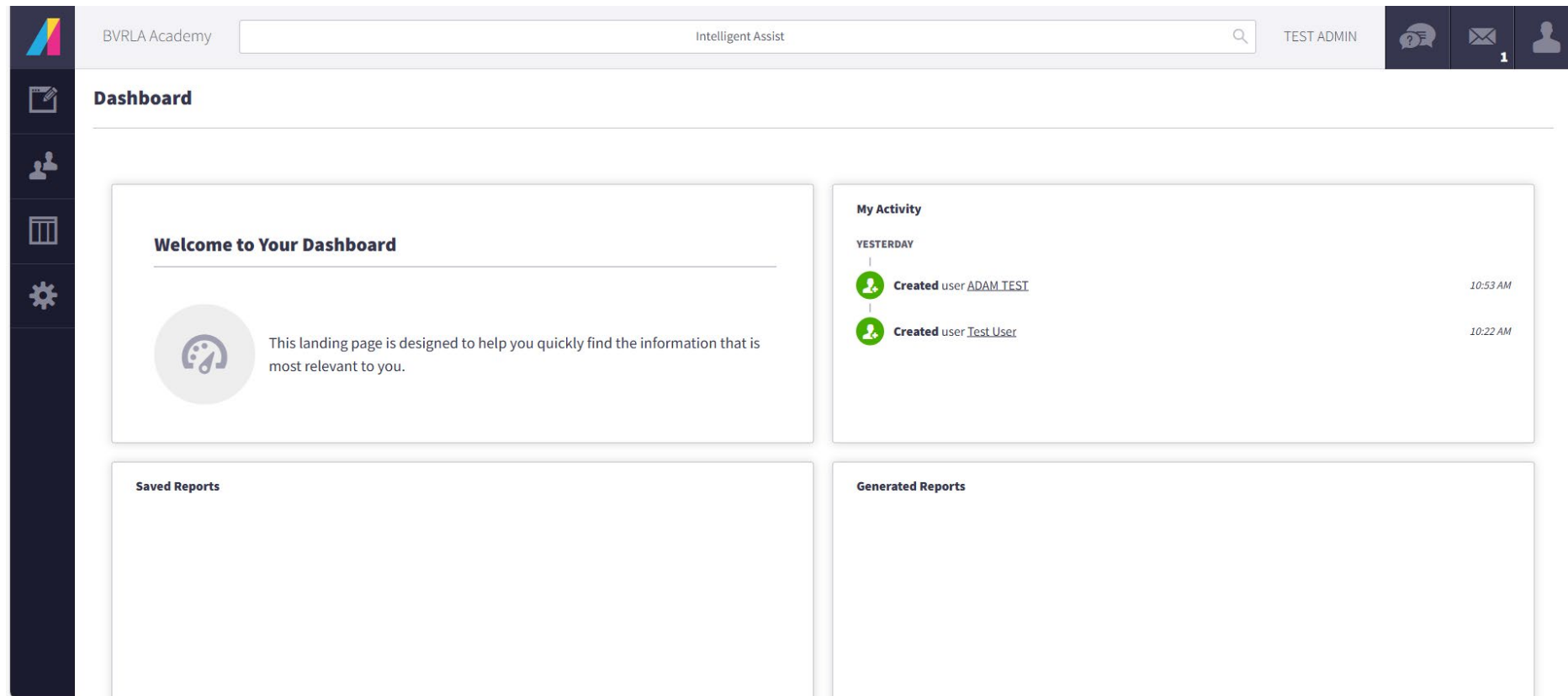
Accessing the admin dashboard

- Once you have logged in to the platform, click on the main menu button in the top right corner of the screen.

Then click on 'Admin' in the list.

Admin dashboard

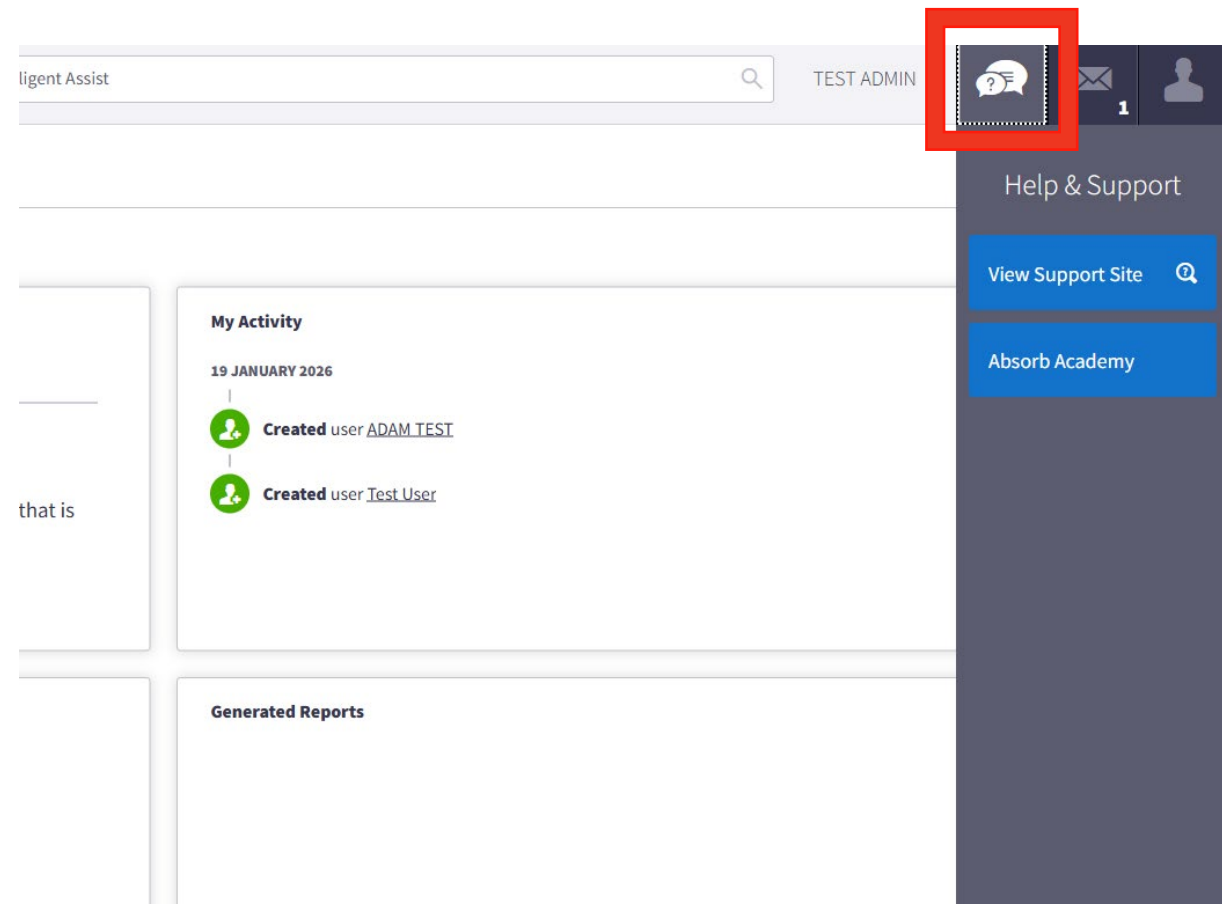The admin dashboard will look similar to this:

Our training module explains how to personalise the dashboard with useful widgets and trackers that show user progress.
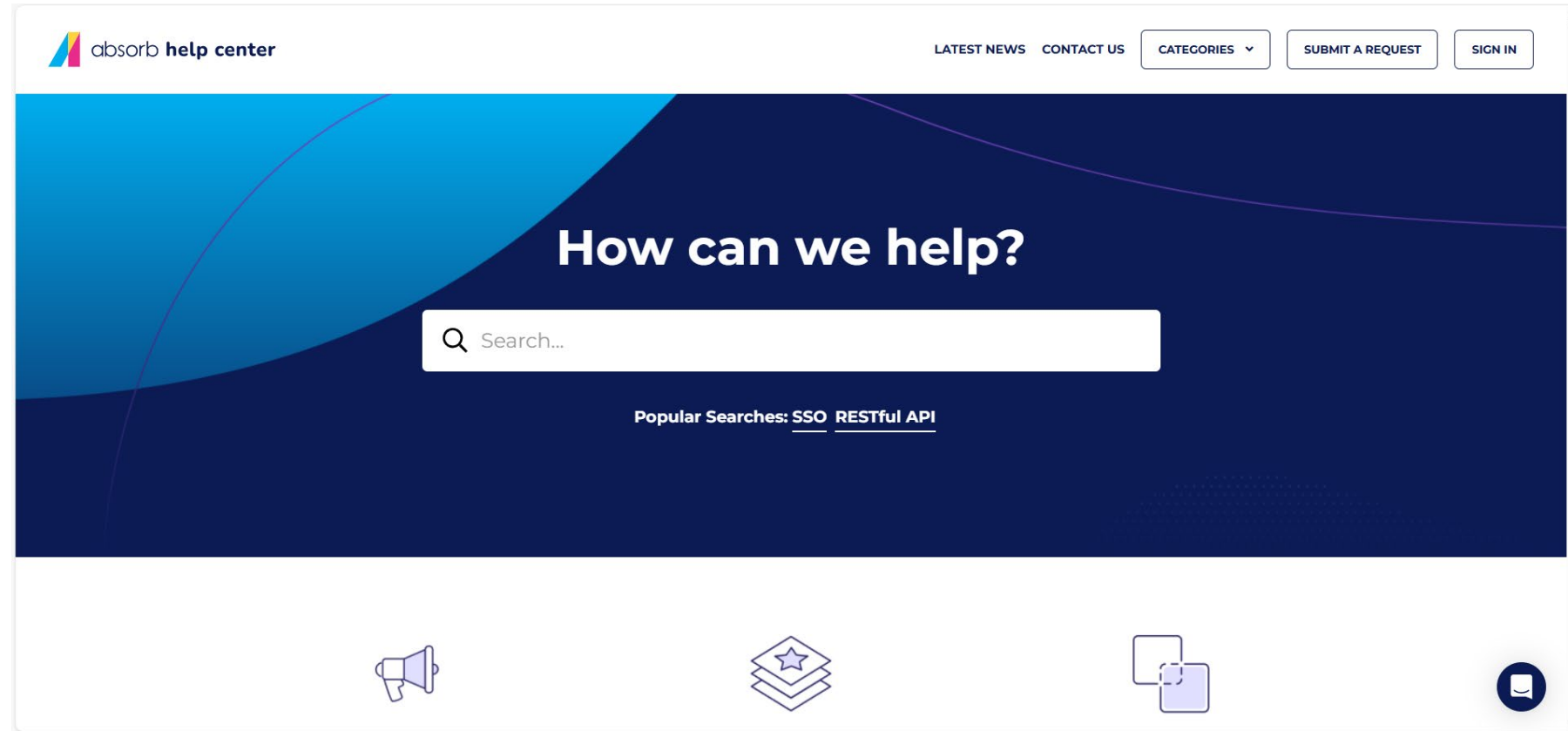
Help & Support

If you need any help with locating a specific section or item in the admin dashboard, there are a number of options you can use to find the answer.
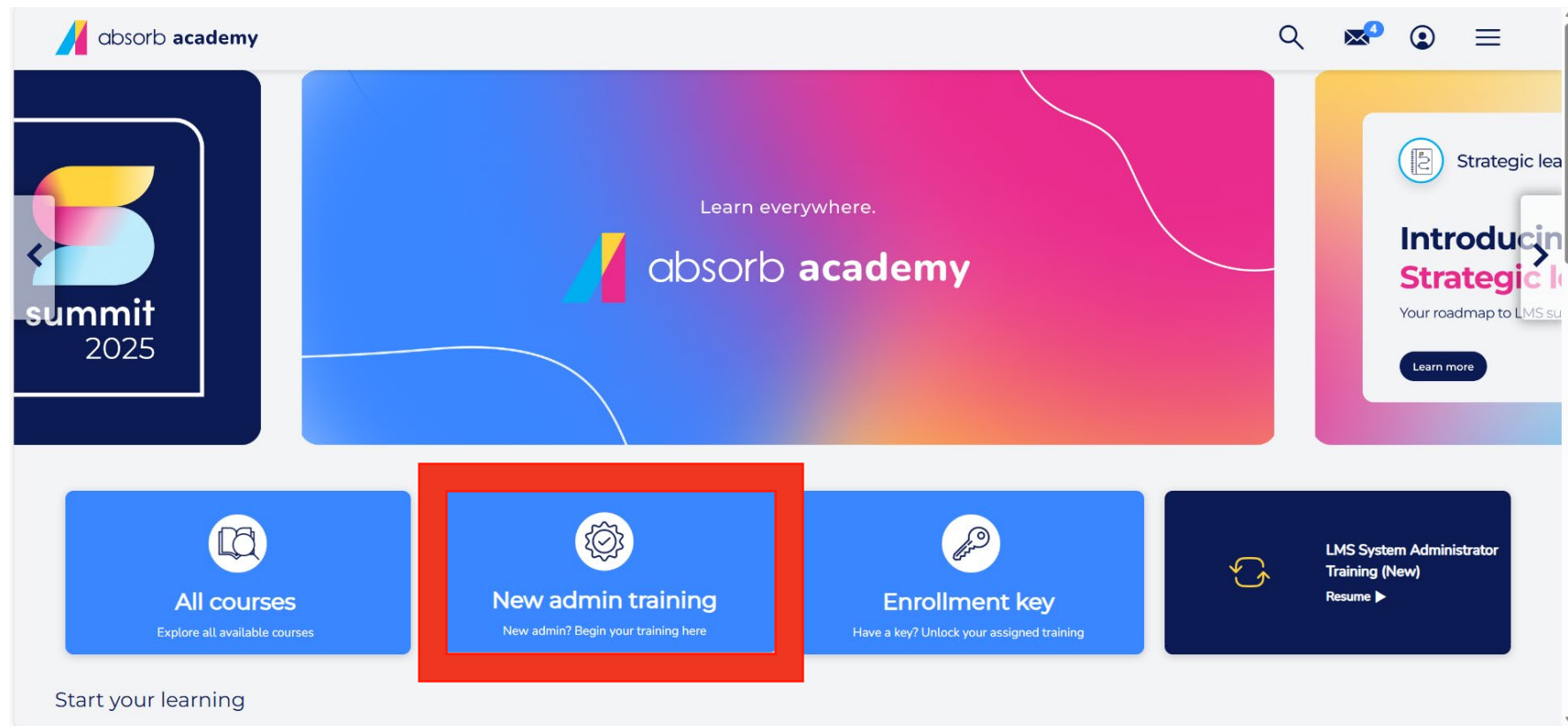
At the top of the screen is the Help button

Help & Support

Click on 'View Support Site' and you will be taken to the Absorb help page where you can view help guides and FAQs
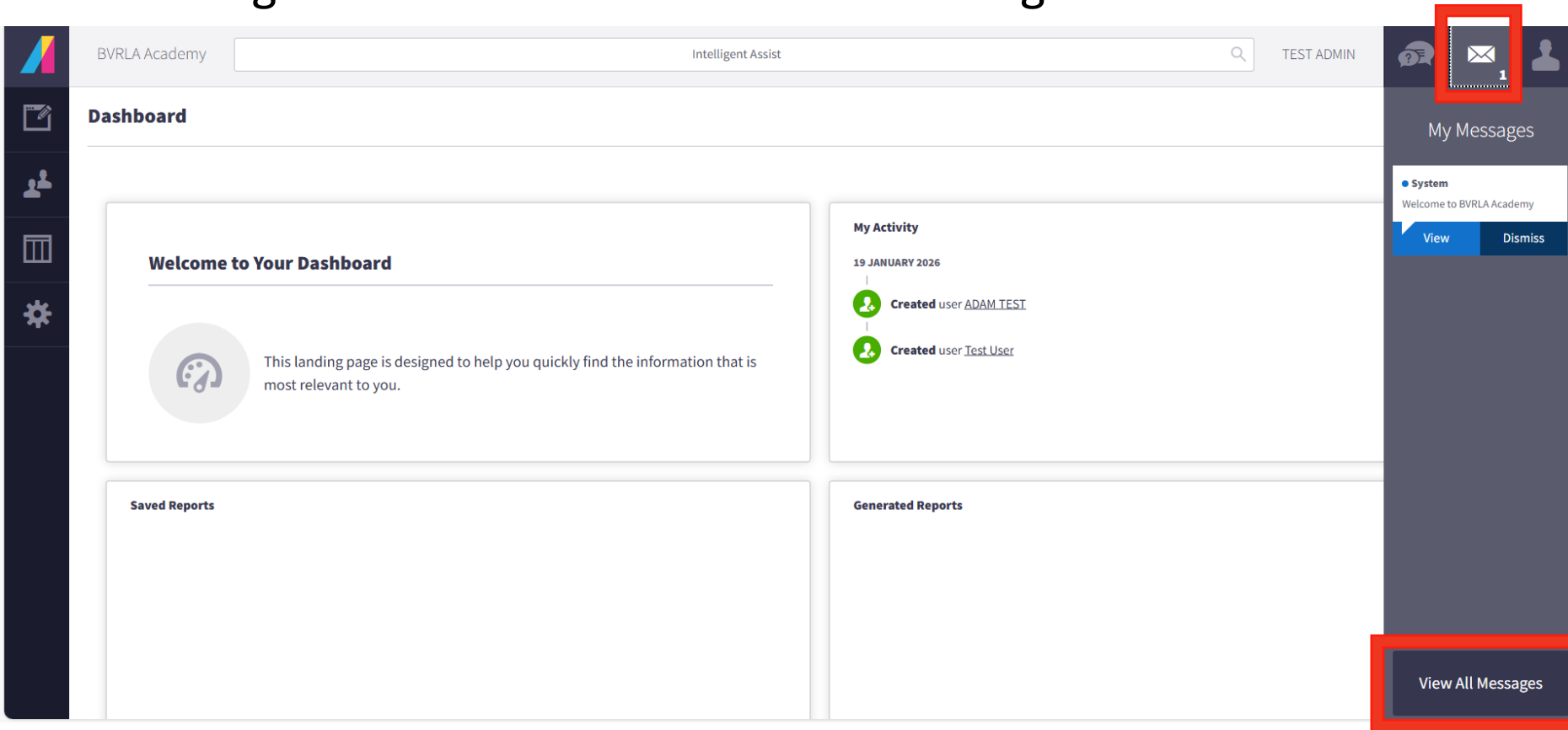
Alternatively, you can click on 'Absorb Academy' to enrol in free online training. Click on 'New admin training' to work through the courses that support admins with key tasks.

Messages

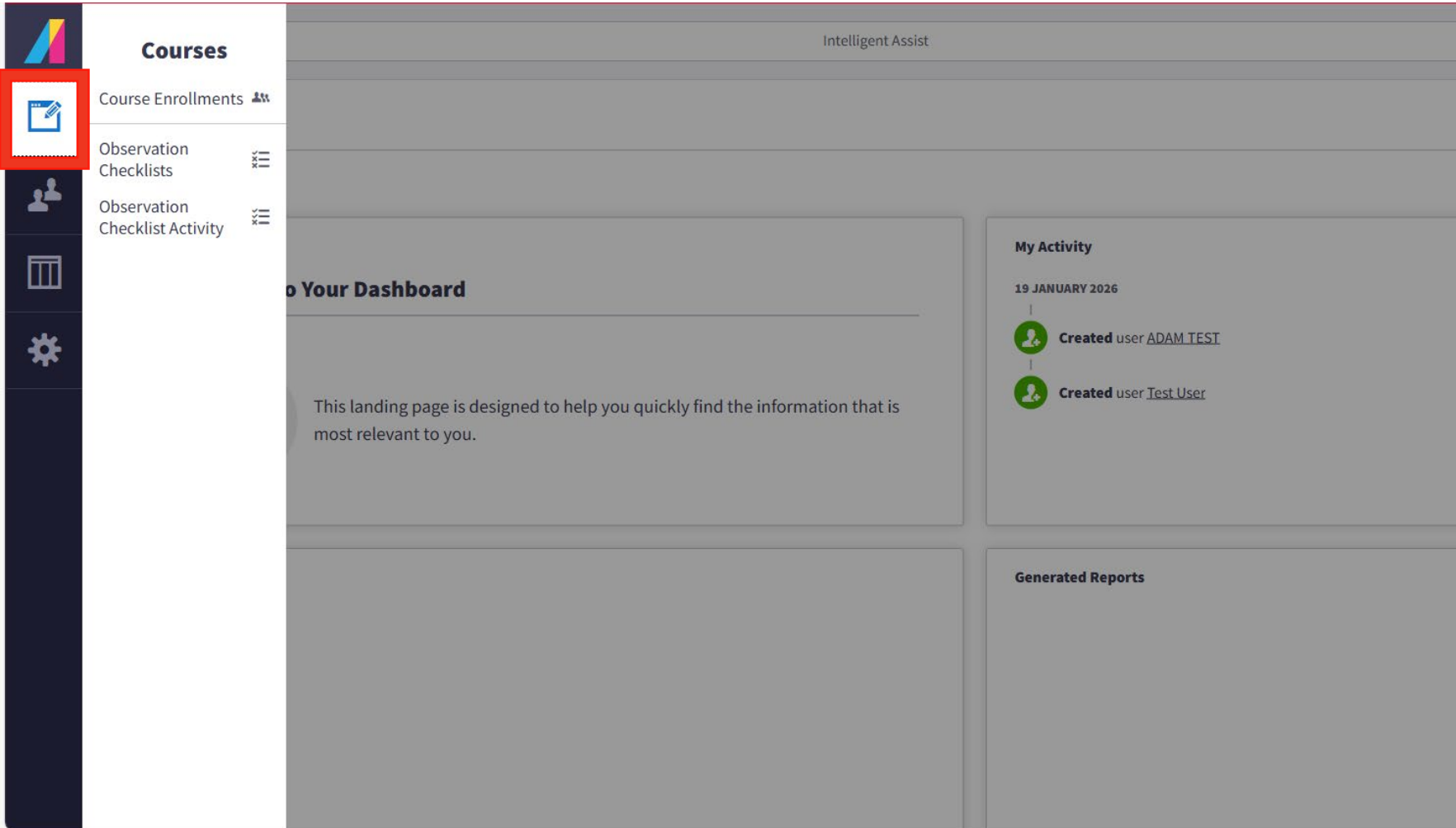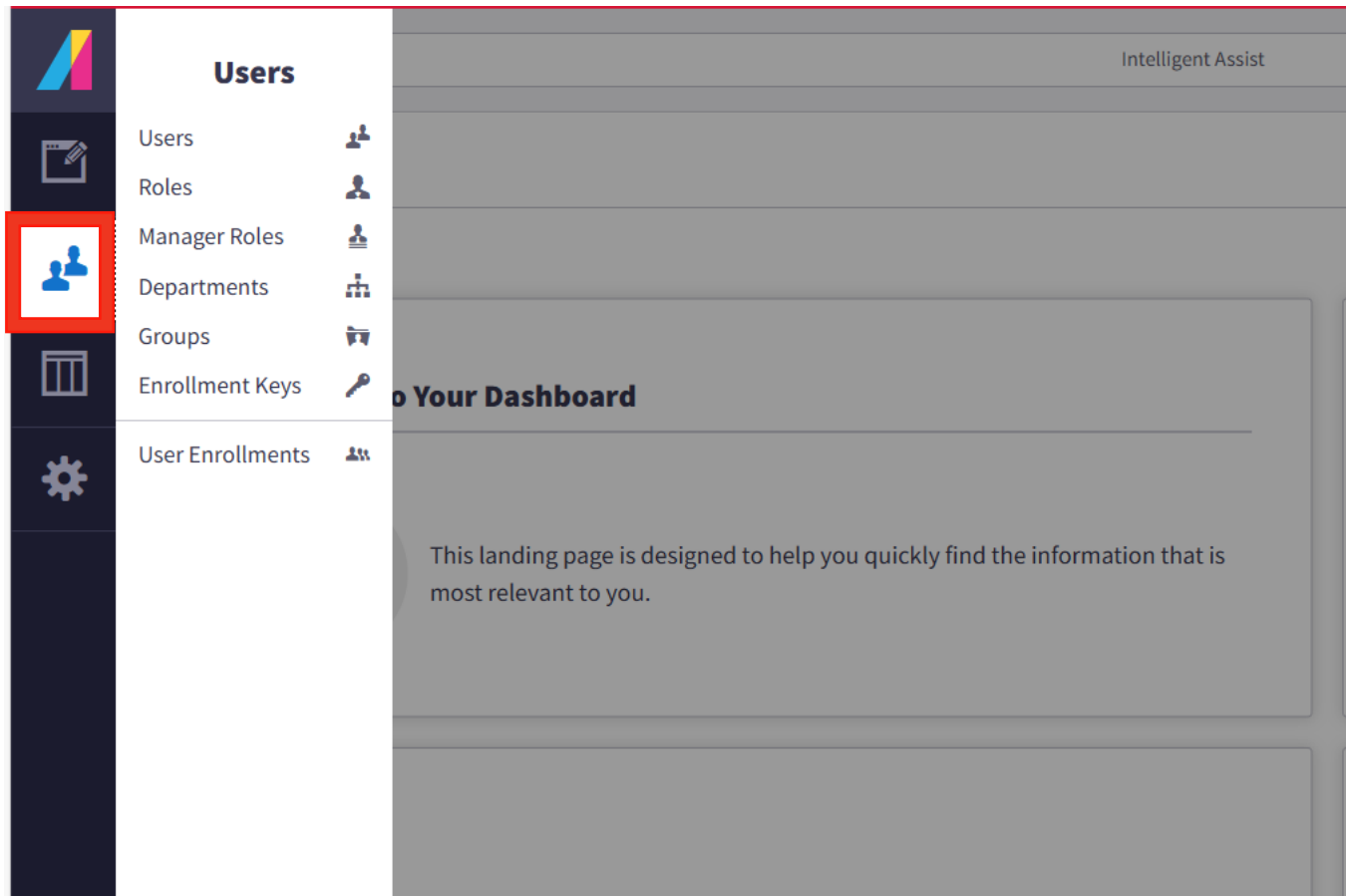To view your messages in the platform, click on the Message button and then 'View all messages'.

Admin menu

On the left side of the screen, you will four buttons. The first is the Courses menu, you can view course enrolments and observation tasks here.

Admin menu

The next button is the Users menu. Here you can add users, assign roles, manage departments and view enrolment keys. Enrolment keys are a unique code for learners to log in with. Their training then gets automatically assigned. We'll cover this in more detail later.
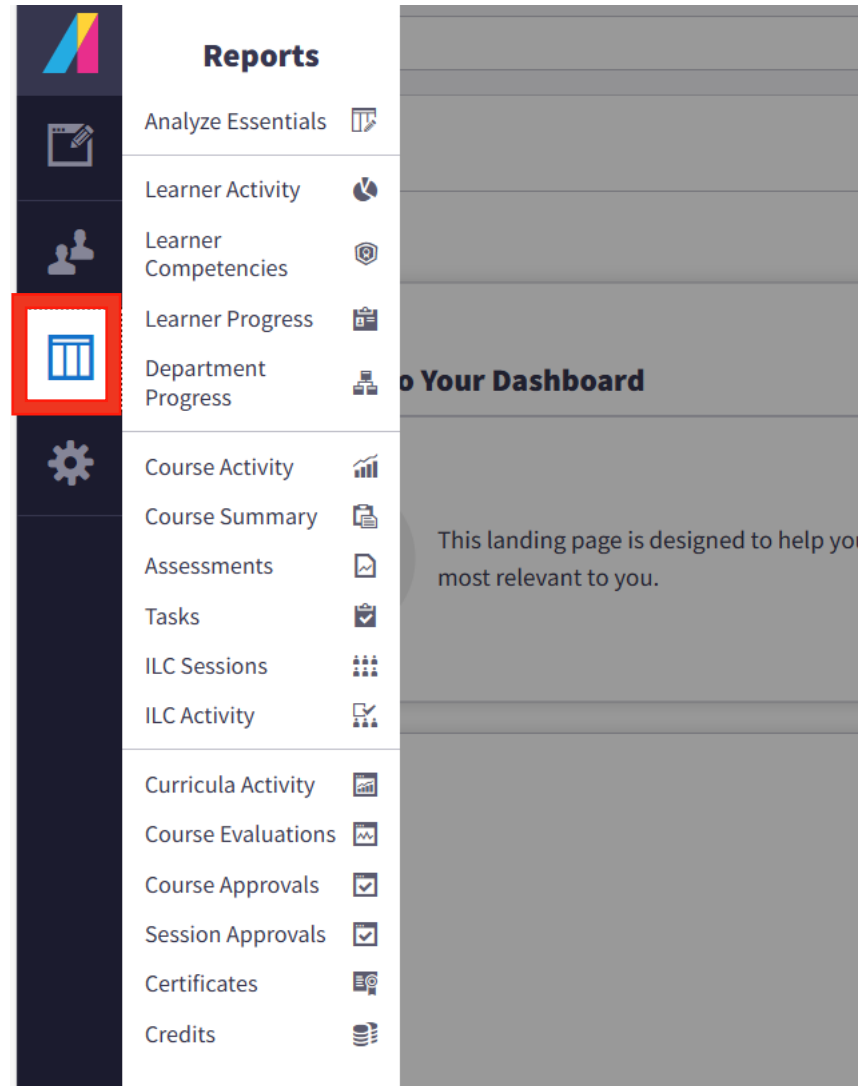
Admin menu

The next button is the Reports menu. This is where all your reports are stored. You will see a number of pre-built reports in the list. You can also create your own reports.

All reports can be exported as a CSV file if needed.

Admins can also view certificates here.

If you need any support with setting up custom reports, do let us know and we can get in touch over MS Teams.
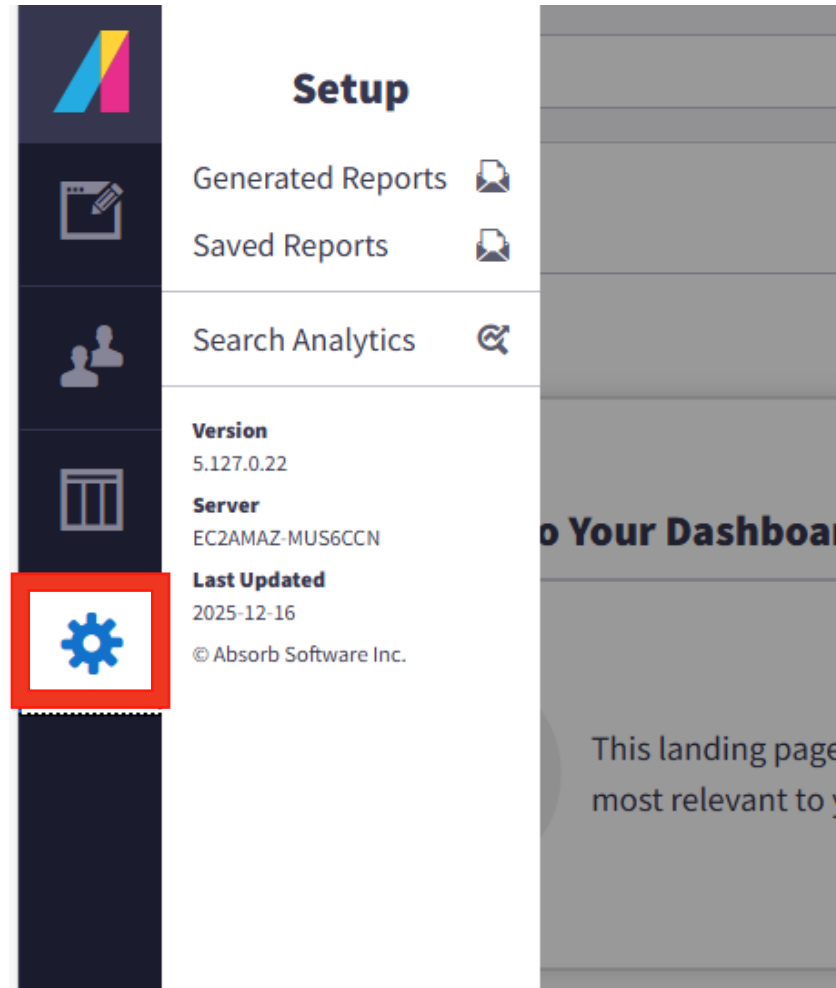
Admin menu

The last button is the Setup menu.

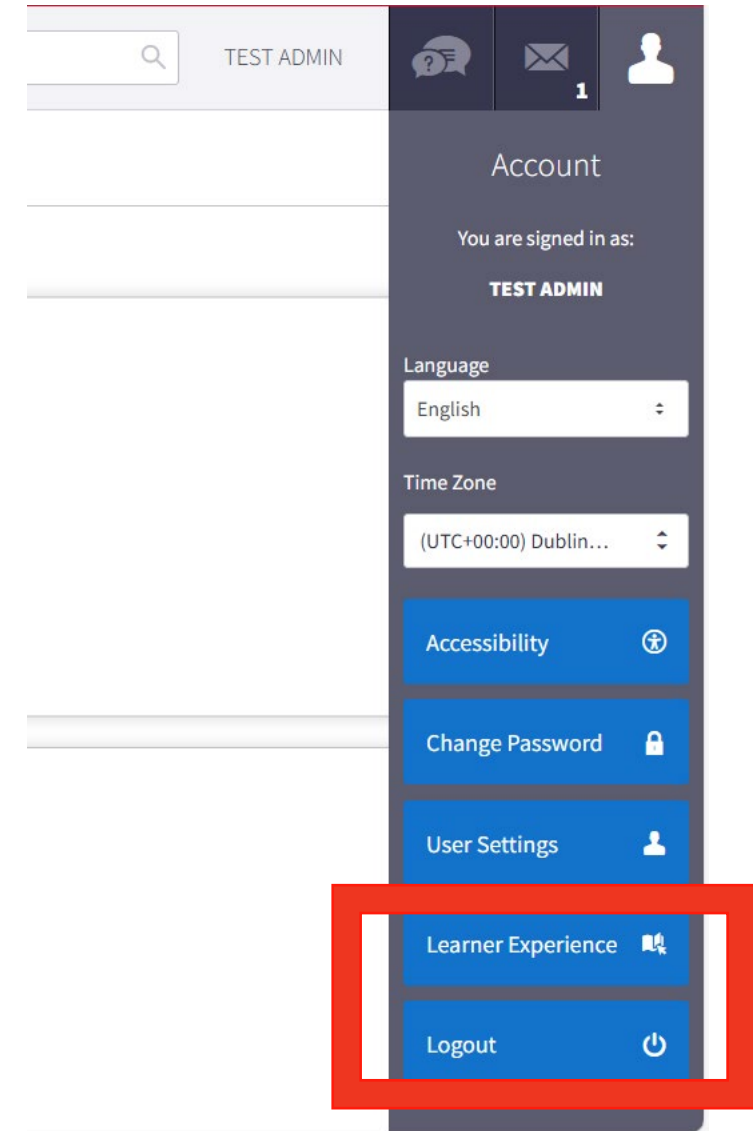Here you can view your saved reports and any reports you have generated recently.

You can also view Search Analytics to understand the common knowledge gaps users are searching for.
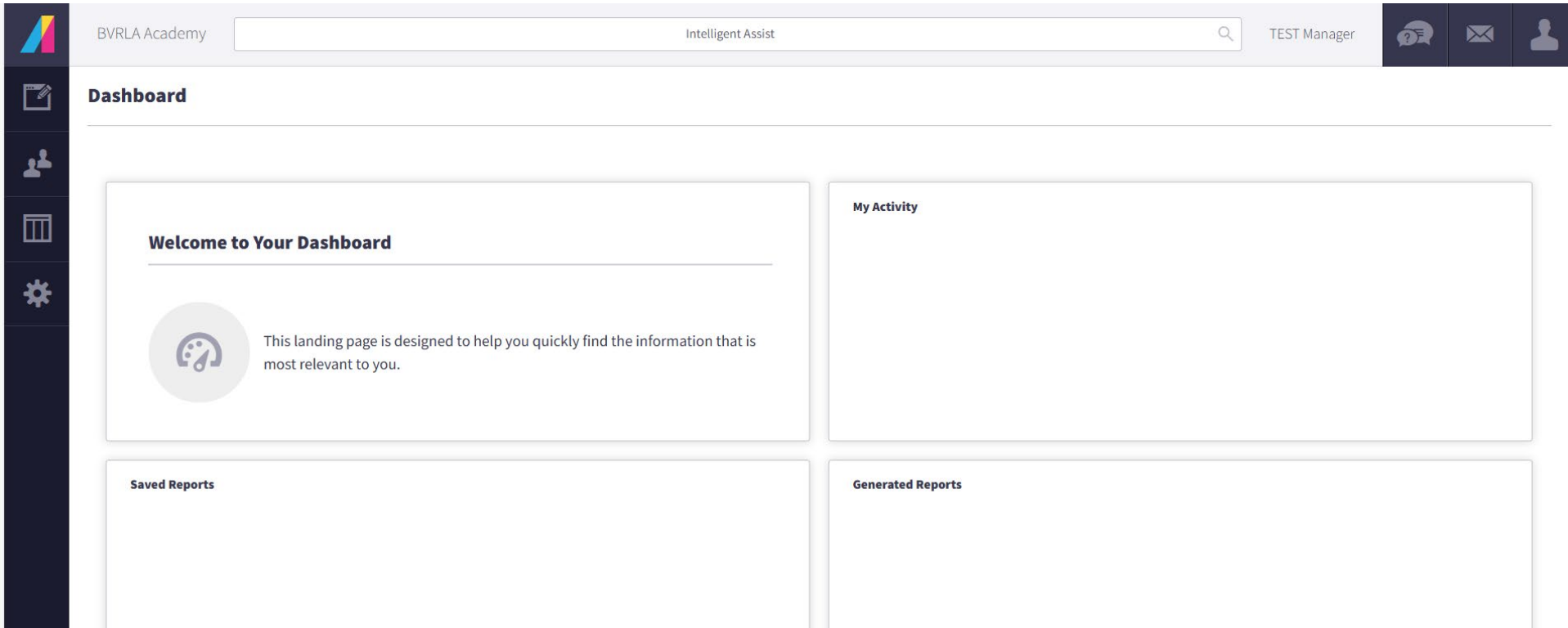
Return to learner dashboard

Click on the Account button on the right and click 'Learner Experience' to return to your learner dashboard.

If you wish to log out, click 'Log out' instead.

Manager dashboard

There is also a separate Manager dashboard, which looks very similar to the admin view. Managers can also view user enrolments, certificates and reports.
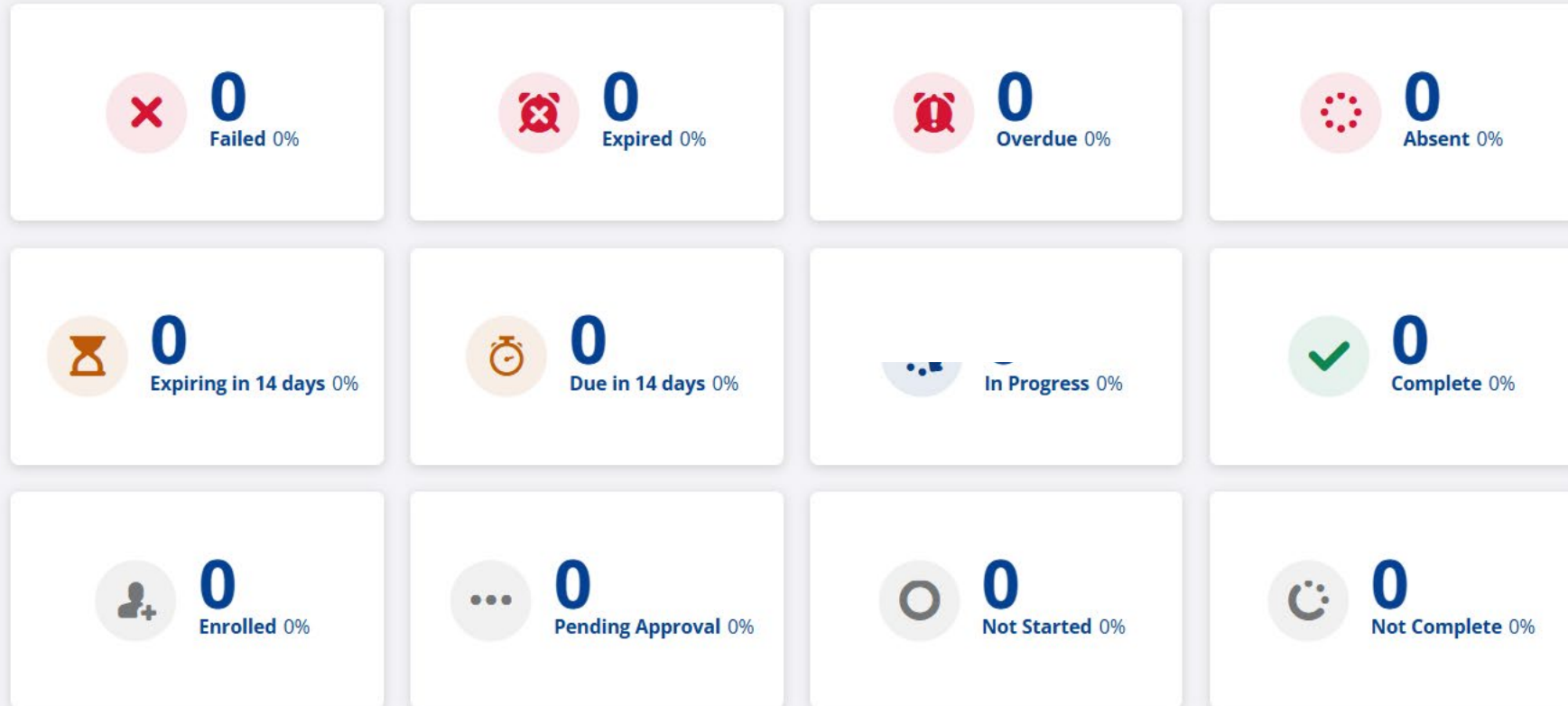
Manager overview

When a manager logs in to the platform, they will be able to see key metrics showing their staff's progress including any courses that are due to expire in the next 14 days.

Manager overview

Click on the 'Learners' button and this page will show the members of the manager's team.

Manager overview

The menu button in the top right corner gives the option to open the admin view, learner view or log out of the system.