



Interskill Learning's MyInterskill

Learning Management System (LMS) Guide

Company Administrator's User Guide

Global Workforce Training



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MyInterskill LMS Overview

MyInterskill is Interskill Learning's Learning Management System (LMS). It is designed with speed, security, and simplicity in mind. Learners can access the training courses, track and print their progress reports, and view other training resources. Company Administrators can manage all aspects of a Learner's training program, such as adding Learners, controlling access to courses and learning plans, plus viewing and printing a Learner's progress and training history reports. Company Administrators can also take courses as a Learner. This guide will focus on the Company Administration features. For detailed information on Learner features, refer to the ***Interskill Learning LMS Learner's User Guide***.

System Requirements

System Requirements	Usage Tips
<ul style="list-style-type: none">• Operating Systems: All.• Browsers: Latest or previous version of Microsoft Edge, Mozilla Firefox, Google Chrome, and Apple Safari. Browsing in private or incognito mode is not supported.• Screen Resolution: 1024 x 768 minimum. 1920 x 1080 is recommended.• Smart Phones: Only supported if the device's browser meets above requirements. Not recommended due to the small screen size of these devices.• Tablets: Only supported if the device's browser meets above requirements.• Audio/Speakers	<ul style="list-style-type: none">• Learners cannot idle more than 2 hours in the system. Log out of the system when you have finished using it.• When launching a module in a pop-up window, do not close the main session window, or your progress will not be recorded.• Turn off your browser's pop-up blocker.• Do not share login credentials with others. Sharing accounts is not permitted and will lock your account.• Do not attempt to launch more than one module at a time.

The Login Page

The login page is where you begin your access to the training site. You should have received an introduction email from Interskill Learning that contains your unique login ID and a link to create your password. If you forget your password, use the "Forgot Your Password" feature. If you forgot your login ID, submit a support case to Interskill Learning to request it. The image shows an overview of the login page.

interskill learning

Interskill Learning Training Portal

Welcome to the Interskill LMS. Your destination for the most up-to-date, online training from Interskill Learning.

Additional Resources

Still want to learn more? Visit the following websites and resources for additional information (links open in a new window):

- [Interskill Learning's FULL Catalog](#)
- [IBM Digital Badges Available](#)
- [IBM Redbooks](#)
- [Interskill LMS Knowledge Base](#)
- [Contact Support](#)

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IBM Authorized Digital Badge Issuer

IBM Registered Business Partner

You have been logged out.

LOGIN ID

testlearner2

PASSWORD

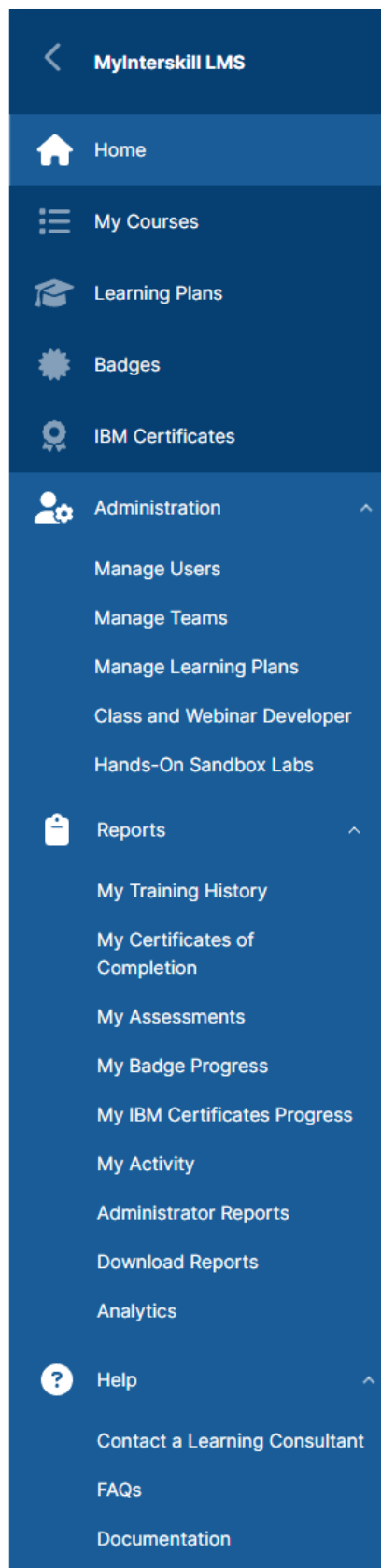
.....

Log In

[Forgot your password?](#)

Navigation Menu

The left navigation menu, as seen in the image below, is the best method for getting around in the LMS. The following is a description of all menu and submenu items:







- Home: Links you to the Home page of the LMS. Contains many useful tips, a usage dashboard, news, and other resources.
- My Courses: This is where you can launch your training courses and enroll for and/or drop courses. Note that this menu item is present only if you are also a Learner.
- Learning Plans: This page will allow you to select a learning plan. Learning plans are lists of courses ordered by job role and recommended by Interskill Learning or custom learning plans created by or for your company. Note that this menu item is present only if you are also a Learner.
- Badges: This page will allow you to select a digital badge. This page will list courses grouped by digital badge. This is the best area to take your training if you are focusing on earning badges. Note that this menu item is present only if you are also a Learner.
- IBM Certificates: This page will allow you to select a digital certificate, which is similar to a badge but a more extensive training path. Note that this menu item is present only if you are also a Learner.
- Administration: Various administration features:
 - MANAGE USERS: Links to the User Management page where you can add users, control access to their courses and/or learning plans.
 - MANAGE TEAMS: Links to the Teams Management page where you can create teams and assign them to team administrators.
 - MANAGE LEARNING PLANS: Links to the Learning Plans Management area where you can create custom Company Learning Plans for your Learners. Note this is only displayed if you have permissions).
 - CLASS AND WEBINAR DEVELOPER: Links to the Class and Webinar Developer template files. These are Power Point templates that can be used to customize a learning experience for your Learners.
 - SANDBOX EXERCISE LABS: Use this to download the installation scripts to load on your mainframe test/sandbox environment. Includes instructions and they are to be used in conjunction with courses on this LMS.
- Reports: Access to Learner and/or Company Administration reports. The first five reports are Learner reports and will display only if you are a Learner. See reporting section for details.
 - My Activity: This report shows all course and assessment activity.
 - My Training History: This report contains your training history.
 - My Certificates: This report contains options to print certificates of courses you have successfully completed.
 - My Assessments: This report shows only assessment results.
 - My Badge Progress: This report displays your training history of courses related to badges.
 - My IBM Certificates Progress: This report displays your training history of courses related to certificates.
 - Administrator Reports: Shows several administration reports.
 - Download Reports: This page contains a listing of reports you have run. The system will store up to 30 days of reports. This option is available only to

certain clients.


- Analytics: This page shows your company's Training Summary in a graphical overview dashboard.
- Help
 - Contact a Learning Consultant: Contains contact information to the Interskill Learning Consultant assigned to your account.
 - FAQs: Frequently asked questions and answers regarding technical and customer support issues.
 - User Guides: A link to this guide.
- Account Settings: Contains your account information such as your name, login ID, email, password reset, and privacy consent settings.
- Log Out: Used to log out of the system.


Home Page

The first page you will see after you log into the system is the Home page. You can return to the Home page anytime by clicking on the Home item in the left navigation menu. The Home page contains useful information with links to other areas of the LMS and other training resources. Depending on if your Company Administrator account is also a Learner account, the views on the Home page can vary.

- Top Page Header: This area shows you the number of badges you have earned  1, a link to system notifications  5, a link to your profile  Hi, Jane and a link to the help area .
- Company Logo: This displays your company's logo or if you selected not to use your logo or not with a company, this will not be displayed.
- Quick Links: These large graphical buttons provide links to your last accessed course, badge, learning plan and certificate. If you have not accessed any of those yet, you can use this to begin training via one of these methods. Note that the enroll for courses link will only be displayed if the Learner has been given access to this feature.
- Training Stats: This gives you a quick look at your training statistics if you are a Learner.
- Training Stats for Your Company: This gives you a summary of usage of all Learners within your company. This is optional and can be turned off.
- Featured Content: This will display Interskill's featured content and can vary and will change often. As a company administrator you have the ability to manage your own featured content. You can feature courses, badges, certificates and learning plans. Interskill's featured content will be displayed in addition to your content. Your featured content precede Interskill's.
- Welcome to Your Company: This section is used to post a message to all users within your company. Contact an Interskill Learning Consultant to enable this area.
- Latest News: This section highlights recent course updates and news.
- Ask My Mentor: Sends an email message to your designated company or individual mentor. This will only be displayed if you have been assigned a mentor by your training administrator.


Welcome, John!



My Courses



Start a new course!

[My Courses](#)

Badges



Get started with an IBM Digital Badge certification!

[See Badges](#)

IBM Certificates


Get started with an IBM Professional Certificate!

[See Certificates](#)

Learning Plans


Get started with a Learning Plan!

[See Learning Plans](#)

Training Stats for John Smith

Total hours trained	0:02	Badges earned	0
IBM Certificates earned	0	Courses completed	0
Last visit	May 01, 2024		

Training Stats for My Company

Hours trained by all learners	3:19	Badges earned by all learners	0
IBM Certificates earned by all learners	0	Courses completed by all learners	36
Modules completed by all learners	36	Users that have not logged in within 30 days	0
Licenses used	5 / 10	Company Expiry Date	Jul 19, 2026

Featured Content

Badge

IBM i 7.4 System Operator – Interskill Advanced Certificate

This certificate validates that the learner can access an IBM i system and is familiar with the IBM Navigator for i and 5250 interfaces. They can desc...

[Enroll now](#)

Badge

IBM i V7.4 - Operator - Experienced

This badge earner can identify the major software and hardware components associated with an IBM i system and can access and communicate with this sys...

[Enroll now](#)

Badge

Db2 V13 Programming - Experienced

This badge earner has a solid understanding of the Db2 environment and the use of SQL to extract data. The individual is experienced in creating Db2 d...

[Enroll now](#)

IBM Certificate

IBM Mainframe Application Programmer Level I Certificate

This certificate validates that the learner has attained a solid foundation in the fundamental concepts, tools, and techniques required for z/OS appli...

[Enroll now](#)

Latest News

Welcome to MyInterskill!

The LMS is your all-access pass to self-paced courseware covering the spectrum of IBM Systems and other distributed products. Updated regularly with the newest web-based training releases, the LMS gives you 24x7 access to hours of courseware.


Welcome to your Company's Home Page

This area can be used by your company to post a message or other information to all of your learners. You can add an image or other HTML styles to this area.

IBM Professional Certificates

AVAILABLE NOW!

Level I and II study tracks and certificate exams available to commence now.



IBM Mainframe RACF Security Administrator Level I Certificate 2.5

IBM Professional Certificate

Demonstrate your knowledge of fundamental concepts of data processing in a z/OS environment and the types of resources that need to be secured in a mainframe environment. **IBM Mainframe RACF Security Administrator Professional Certificates Level I and Level II** are available now. Navigate to IBM Certificates from the main menu and select your certificate study track to commence training.

Ask My Assigned Mentor

Do you have a specific question on a course you have completed? You have an assigned mentor at your fingertips to assist and guide you. Send them an email with your query for assistance.

[Email your Mentor](#)

How to Use MyInterskill LMS.

Learn how to use the MyInterskill LMS to the fullest! Take a few minutes to view these quick videos. The videos will demonstrate how to get started on your training journey with the various features of the training system. Learn how to enroll for courses, earn badges and much more. These videos will also be available via the HELP(?) section on the LMS.




Learner Video Tutorials for MyInterskill LMS

Video 1: Quick Start – Enrolling to Begin Training

[Access the How-To-Videos](#)

Manage Users

The Manage Users page is used to view or add Learners to your company, assign courses or learning plans to Learners, view and assign users to teams, and send registration emails to learners. You can also see how many Learner licenses are in use and search for Learners.

Users for My Company New Company User

Add Multiple Users

No. of Learners
5 / 10

Active Learners
5 / 10

Inactive Learners
0

FILTERS

☐ API ADMINISTRATOR ☐ COMPANY ADMINISTRATOR ☐ LEARNER ☐ LEARNING PLAN ADMINISTRATOR ☐ TEAM ADMINISTRATOR ☒ ACTIVE USERS ☐ INACTIVE USERS ☐ EXPIRED USERS Reset

SEARCH
Search

TEAMS
All Users
No team
Deborah's Team
Mainframe Storage Team

Assign Learning Plans **Assign Team**

<input type="checkbox"/>	NAME	LAST LOG IN	EMAIL	CREATED	STATUS	TEAM	PLAN	TYPE	
<input type="checkbox"/>	Davis, Betty	Apr 30, 2024	pmosca@interskill.com	Apr 30, 2024	Active	Mainframe Storage Team	Learner	None	Standard and Company
<input type="checkbox"/>	Rutherford, Verlie	Apr 19, 2024	pmosca@interskill.com	Apr 19, 2024	Active	Deborah's Team	Learner	None	
<input type="checkbox"/>	Scott, Deborah	May 01, 2024	d.scott@interskilllearning.com	Apr 30, 2024	Active	Learner, Team Administrator		None	
<input type="checkbox"/>	Smith, Frank	Apr 30, 2024	pmosca@interskill.com	Apr 30, 2024	Active	Learner, Team Administrator		None	
<input type="checkbox"/>	Smith, John	May 01, 2024	pmosca@interskill.com	Apr 30, 2024	Active	Company Administrator, Learner, Learning Plan Administrator		None	

Assign Learning Plans **Assign Team**

Actions Menu:
Edit
Enrollments
Send Registration Email
Training History Report
Certificates Report
Assessments Report
Badge Progress Report
IBM Certificates Progress Report
Learning Plan Progress Report
Activity Report

User ACTIONS Menu

You can easily access many features by using the ACTIONS menu located by each user. Below is a description of these features.

- **Edit:** Links to the User's Profile page.
- **Enrollments:** Links to the user's current course enrollments which allows you to select their course enrollments.
- **Send Registration Email:** This is normally used when first creating a user, but can be sent at anytime. It will send out an email with instructions on how to setup their password to access the system. The links within the registration emails will expire after 14 days.
- **Send Password Reset:** If the user needs to reset their password, you can use this to have the system send them an email with the password reset instructions. It is recommended to educate the user to do this themselves by using the FORGOT PASSWORD link on the login page, which triggers the same feature. Note that expiry time of the links within these emails is 2 hours.
- **Reports:** These are the same training reports that the learner has access to on their session. You can use these reports to view a user's training progress.

Adding Users to Your Company Account

New Company User

Add Multiple Users

To add new Learners, simply select one of the two options. If you need to deactivate or delete a Learner, please submit a support request. Company Administrators can only create Learners. To create additional Company Administrators, please submit a support request. The minimum information needed to create a Learner is login id, first name, last name, and email address. The other fields on the new user form are optional.

New User for Company 655

Company Users / New User

EMAIL (Required)	LOGIN ID (Required)	Change
<input type="text"/>	<input type="text"/>	
FIRST NAME (Required)	LAST NAME (Required)	
<input type="text"/>	<input type="text"/>	
TITLE	DEPARTMENT	
<input type="text"/>	<input type="text"/>	
STREET ADDRESS	ADDRESS 2	
<input type="text"/>	<input type="text"/>	
CITY	COUNTRY	
<input type="text"/>	<input type="text"/>	
STATE/PROVINCE	POSTAL CODE	
<input type="text"/>	<input type="text"/>	
PHONE		
<input type="text"/>		
MANAGER'S NAME	MANAGER'S EMAIL	
<input type="text"/>	<input type="text"/>	
MANAGER'S EMAIL 2	MENTOR EMAIL	
<input type="text"/>	<input type="text"/>	
INFO 1	INFO 2	
<input type="text"/>	<input type="text"/>	
INFO 3	INFO 4	
<input type="text"/>	<input type="text"/>	
TEAM	<input checked="" type="checkbox"/> ALLOW LEARNER TO SELF ENROLL IN COURSES	
<input type="text" value="None"/>		

Learning Plans

LEARNING PLAN ACCESS TYPE

CURRENT LEARNING PLAN

Assign Learning Plans

Create Cancel

New User Form Details

- Using the Learner's email address as their login ID is recommended.
- Only Learner accounts count toward your number of licenses.
- You cannot use generic Learner account names nor share Learner accounts, per your license agreement. A Learner account can only be assigned to a single person.
- Use a unique email address for each Learner, as this is the only method for the user to receive the introductory registration email message.
- If you wish to assign a mentor to a Learner, fill in the MENTOR EMAIL address field. When the Learner requests mentor assistance, this is who they will contact via email. Entering the mentor email will supersede the mentor setting, if one exists, at the company level. This allows you to give Learners in your company different mentors.
- If you wish to prevent the Learner from enrolling or dropping courses, uncheck the ALLOW LEARNER TO SELF ENROLL IN COURSES radio box. This setting is used to control the Learner's access to specific courses or learning plan(s). Be aware, if you do this, that you will be responsible for assigning the courses to the Learner.
- Company Administrators cannot edit a Learner's FIRST NAME, LAST NAME, LOGIN ID, and EMAIL address once created. You must submit a support request to change these.
- Team: This field will allow you to assign a user to existing teams. This will be blank if no teams exist. To create teams refer to the Manage Teams section of this guide.
- Select a Learning Plan Access Type. By default, Learners can access both Interskill Learning's Standard Learning Plans as well as customized Company Learning Plans, if any exist.
 - Standard Learning Plans: These have been designed by Interskill Learning subject matter experts for Learners seeking guidance in a particular job role.
 - Company Learning Plans: These can be created by Company Administrators with Learning Plan Administration permissions.
 - Both Standard and Company Learning Plans: Selecting this will mean Learners can access both types of learning plans.
 - Assigned Learning Plan: Selecting this will limit the Learner to only one learning plan: Standard or Company. In the next field, be sure to select the learning plan. This option is normally used in conjunction with the ALLOW LEARNER TO SELF ENROLL IN COURSES option.
 - None: Select this if you do not want to allow access of any type of learning plan to the Learner.
- After a Learner is created, you should send them the introductory registration email. You can do this individually or all at once. If you forget to do this, the system will notify you the next time you access this page with the yellow warning bar at the top. Learners that have not been sent a registration email are marked with a red envelope next to their name.

The screenshot displays a user management interface. At the top, a red warning bar states "1 user has not received a registration email." with a "Send Now" button. Below this is a table with columns: NAME, LAST LOG IN, EMAIL, CREATED, EXPIRY DATE, STATUS, ROLES, LEARNING PLAN, LEARNING PLAN ACCESS TYPE, and ACTIONS. The first row shows a user named "Smioth, Jim" with a red envelope icon next to their name. A dropdown menu is open for the ACTIONS column, showing options like Edit, Enrollments, Deactivate, Move, Send Registration Email, Learning Records, View Audit, Training History Report, Certificates Report, Assessments Report, Badge Progress Report, IBM Certificates Progress Report, and Activity Report. Red arrows point to the red envelope icon and the Send Registration Email option.

NAME	LAST LOG IN	EMAIL	CREATED	EXPIRY DATE	STATUS	ROLES	LEARNING PLAN	LEARNING PLAN ACCESS TYPE	ACTIONS
Smioth, Jim	Never	adas@interskill.com	Mar 13, 2023	Never	Active	Learner	None	Standard and Company	[Red envelope icon]
testuser5567, testuser5567	Never	sdsds@interskill.com	Sep 23, 2022	Never	Active	Learner	None	Standard	
testuser5568, testuser5568	Never	asdasd@interskill.com	Sep 23, 2022	Never	Active	Learner	None	Standard	
user5566, testuser5566	Never	iqewqew@interskill.com	Sep 23, 2022	Never	Active	Learner	None	Standard	

Adding Multiple Users

A quick way to add multiple users for your organization is to use the Add Multiple Users feature. You can add only the Learner role type when using this feature. Be sure not to add more than the number of licenses for the organization.

Enter the user's login id, First name, Last Name and email address. We recommend that the LOGINID and email address be the same. Click the new company user button to keep adding more users. Once complete, use the Create Company Users button to create all of the users above.

Be sure to send registration emails to these users after creation.

Assigning Learning Plans, Badges and Professional Certificates to Users

You can assign users specific learning plans, badges and professional certificates in bulk or individually. Please note that users can change Badge and Certificate assignments at any time. Learning Plan assignments can be restricted to a user by selecting the Assigned Learning Plan option in the user's profile page. If this option is not set, the user can change their learning plan assignment.

Assigning Learning Plans, Badges and Professional Certificates to Users in Bulk

For bulk assigning, simply use the checkbox next to the users you wish to assign, and use the Assign Buttons at the top of the Company Users page. See sample image below.

Activate/Unlock

Deactivate

Delete

Assign Learning Plans

Assign Digital Badge

Assign IBM Certificate

<div><div></div>NAME</div>	LAST LOG IN	EMAIL	CREATED	EXPIRY DATE	STATUS	ROLES	LEARNING PLAN	LEARNING PLAN ACCESS TYPE	ACTIONS
<div><div></div>Albert, Attila</div>	Aug 11, 2017	AlbertAttila@einrot.com	Aug 15, 2024	Never	Active	Learner	None	Standard and Company	<div></div>
<div><div></div>Ambrus, Akos</div>	Nov 26, 2017	AmbrusAkos@gustr.com	Aug 15, 2024	Never	Active	Learner	None	Standard and Company	<div></div>
<div><div></div>Antal, Orzsebet</div>	Feb 02, 2017	AntalOrzsebet@cuvox.de	Aug 15, 2024	Never	Active	Learner	None	None	<div></div>
<div><div></div>Arkwookerum, Sam</div>	Mar 27, 2018	SamArkwookerum@superrito.com	Aug 15, 2024	Never	Active	Learner	None	Standard and Company	<div></div>
<div><div></div>Aronson, Zane</div>	Oct 04, 2016	ZaneAronson@einrot.com	Aug 15, 2024	Never	Active	Learner	None	Standard and Company	<div></div>
<div><div></div>Ashkanasy, Toby</div>	Apr 10, 2018	TobyAshkanasy@armyspy.com	Aug 15, 2024	Never	Active	Learner	None	Standard and Company	<div></div>

Assigning Learning Plans, Badges and Professional Certificates to Users Individually

To assign a Learning Plan, Badge or Professional Certificate to an individual user, access the user's profile page and set the section Learning Plans, Digital Badges and Professional Certificates area and select one. Please note that users can change Badge and Certificate assignments at any time. Learning Plan assignments can be restricted to a user by selecting the Assigned Learning Plan option in the user's profile page. If this option is not set, the user can change their learning plan assignment.

Learning Plans

LEARNING PLAN ACCESS TYPE

Assigned Learning Plan

ASSIGNED LEARNING PLAN

Applications Programmer



Select Learning Plan

For an assigned learning plan, you may wish to disable the **Allow Learner to Self Enroll in Courses** setting.

Digital Badges

CURRENT BADGE

AIX Systems Administrator - Experienced



Select Badge

Professional Certificates

CURRENT IBM CERTIFICATE

IBM Mainframe Systems Operator Level II Certificate 2.4



Select Certificate

How to Assign Courses and Assessments to Your Learners

As the administrator, you have the option to allow your Learners to enroll/drop courses on their own, or you can do it for them. This option is useful if you wish to control what courses your Learners are able to access. To access the enrollment page for a Learner, you must select the Enrollments option under the ACTIONS column, as shown here.

LEARNING PLAN	LEARNING PLAN VIEW	ACTIONS
None	Standard and Company	
None	Standard and Company	<div>Edit Enrollments Send Registration Email</div>

Enrollments for Sam Alter

Company Users / Manage Enrollments

SEARCH CATALOG

[Enroll All](#)[Drop All](#)

▼ ASSESSMENTS ⓘ



▼ ASSEMBLER



▼ BLOCKCHAIN



▼ BMC



▼ C PROGRAMMING



▼ CA TECHNOLOGIES (BROADCOM)



▲ CICS V5.3



▼ CICS TS - Introduction ⓘ ⌵



▼ CICS Explorer Fundamentals ⓘ ⌵



▼ CICS TS - Controlling CICS Operations ⓘ ⌵



▼ CICS Programming Basics ⓘ ⌵



▼ Program Control and Communication ⓘ ⌵








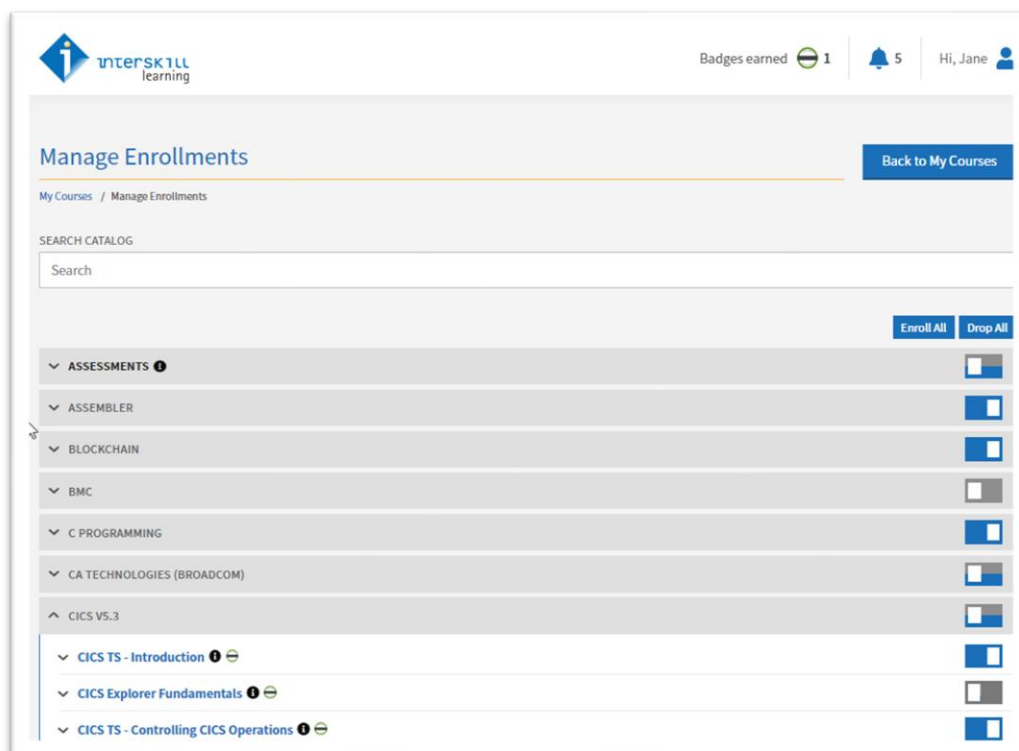
How to Enroll or Drop Courses and Assessments for Learners

Before a Learner can begin taking courses, they must be given access to enroll or drop courses themselves at the Learner level, or you must enroll or drop courses for them. The Enrollments page contains all the courses and/or assessments that you have licensed.

- Toggle the switch icon to enroll for and/or drop courses at the group level or individual course level. Blue indicates it is enrolled, grey indicates it is not enrolled.
- Each time you enroll or drop an item, you will see a notification.
- You can use the search field if you are searching for a specific title.
- You may also enroll or drop all courses by using the **Enroll All** **Drop All** buttons at the top of the page.
- Dropping courses does not affect training history records.
- Dropping courses does not affect the courses listed on the Badges or Learning Plans pages.
- Several icons are used on this page. See the key below for a description of each.
 - Catalog items are considered new if they were added by Interskill Learning to the system in the last 30 days.
 - Retiring items will show the retirement date. Hovering over the retirement date will display a description, such as if there is a newer version of the course available.

KEY:

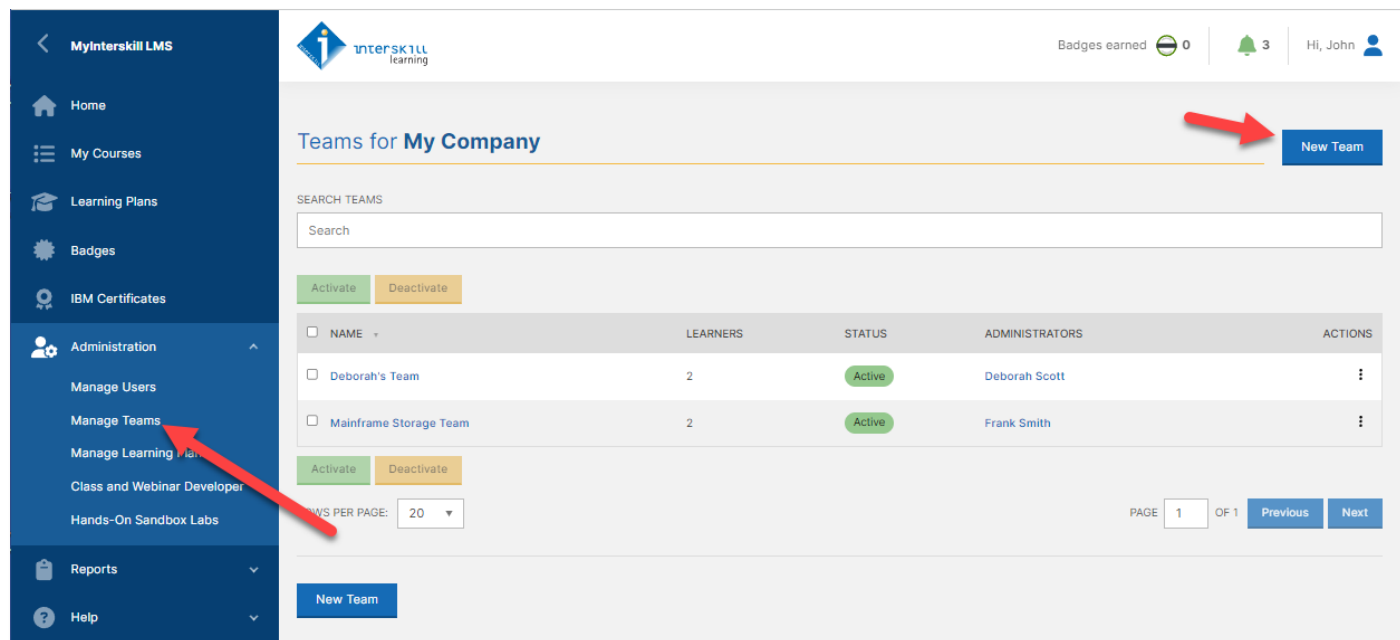
 Associated with a badge	 New catalog item	 Contains new catalog items	 Contains retiring catalog items	 Click to view course information
---	--	--	---	--



The screenshot shows the 'Manage Enrollments' page in the Interskill Learning system. The page header includes the Interskill Learning logo, a user profile for 'Jane', and a notification bell. The main content area features a search bar and a list of courses and assessments. Each item has a toggle switch to enroll or drop it. The list includes categories like 'ASSESSMENTS', 'ASSEMBLER', 'BLOCKCHAIN', 'BMC', 'C PROGRAMMING', 'CA TECHNOLOGIES (BROADCOM)', and 'CICS V5.3'. Under 'CICS V5.3', there are three items: 'CICS TS - Introduction', 'CICS Explorer Fundamentals', and 'CICS TS - Controlling CICS Operations'. The page also has 'Enroll All' and 'Drop All' buttons at the top right of the list.

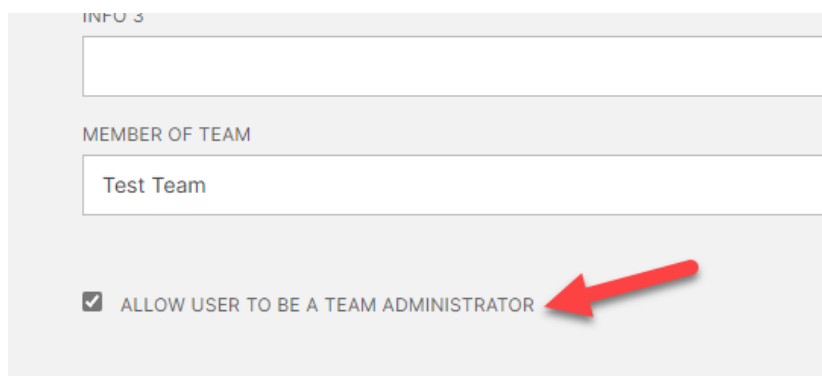
Manage Teams

MyInterskill allows you to group learners into teams that can be managed by one or more Team Administrators. The Team Administrators can view their team(s) and their progress. As a company administrator you can create teams and assign the team administrators to those teams as well as assign the learners to a team. You can also view the number of learners in each team, their status and the team administrator(s) assigned to them via the Manage Team and Manage Users pages.

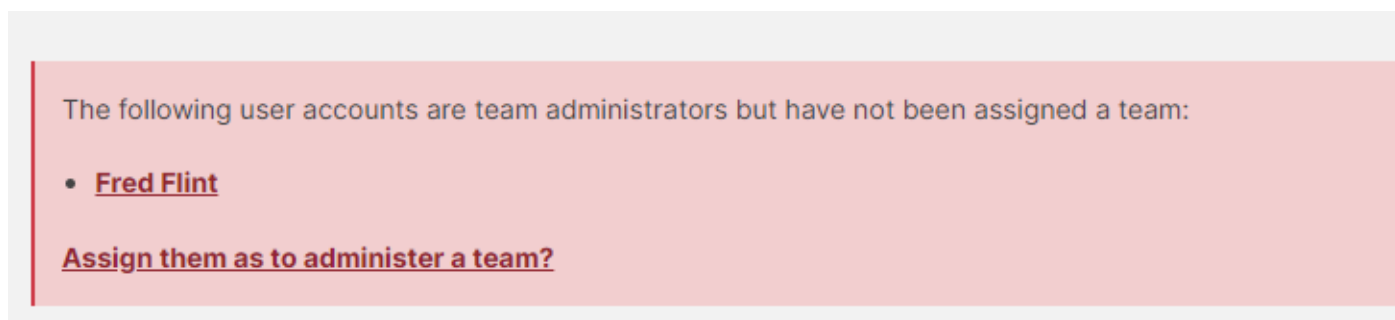


How to Create Teams – Assigning Users as Team Administrators

Before you create a team, you must first assign a user the Team Administrator role. Simply edit a user and assign them the Team Administrator role by checking the “Allow User To Be A Team Administrator”. See image below.



Once you have assigned a user to be a Team Administrator, you will receive a notification on the screen showing that the Team Administrator has not been assigned to a team. See image below. Follow the links to assign the team administrator to a team, but if a Team has not been created yet follow the instructions in the next section below.



Creating a Team

To create a team, select the Manage Teams page and select the New Team button and the New Team form will be displayed. Provide a team name and description. Select a team administrator(s) from the drop-down selector to assign the team an administrator. Note that only the user that you gave the Team Administrator will appear on this list. See sample images below. Be sure to save your team by clicking on the Create button.

The screenshot shows the 'MyInterskill LMS' interface. On the left, the 'Administration' menu is expanded, and 'Manage Teams' is highlighted with a red arrow. In the top right corner, a 'New Team' button is also highlighted with a red arrow. The main content area is titled 'Teams for My Company' and features a search bar, 'Activate' and 'Deactivate' buttons, and a table of existing teams.

<input type="checkbox"/>	NAME	LEARNERS	STATUS	ADMINISTRATORS	ACTIONS
<input type="checkbox"/>	Deborah's Team	2	Active	Deborah Scott	⋮
<input type="checkbox"/>	Mainframe Storage Team	2	Active	Frank Smith	⋮

The 'Edit Team' form is displayed. It includes the following fields and values:

- NAME:** Fred's Team 1
- TEAM ID:** 0022898a-6dd9-4249-ae65-95be62331043
- COMPANY:** Company 655
- LEARNERS:** 1
- DESCRIPTION:** Fred's Team 1
- TEAM ADMINISTRATORS (Required):** Fred Smith
- STATUS:** Active

Buttons at the bottom: Update, Cancel.

Assigning Learners to Teams

You can assign learners to a team by using the Manage Users page or the user profile page for a specific user. For assigning learners in bulk, simply use the checkboxes next to the user and select the Assign Team button at the top of the user listing. See image below. You can also assign a user to a team by going into their profile settings and selecting the team.

Note: When learners are assigned to a team, they are not notified nor are they aware they are part of a team.

Users for Company 655

New Company User

Add Multiple Users

No. of Learners

Active Learners

Inactive Learners

8 / 55

8 / 55

0

FILTERS

☐ API ADMINISTRATOR
☐ COMPANY ADMINISTRATOR
☐ LEARNER
☐ LEARNING PLAN ADMINISTRATOR
☐ TEAM ADMINISTRATOR
☒ ACTIVE USERS
☐ INACTIVE USERS
☐ EXPIRED USERS

Reset

SEARCH

Search

Assign Learning Plans

Assign Team

TEAMS

All Users

No team

Fred's Team 1

Fred's Team 2

Fred's Teams #3

Jim's 2nd team

Jimmy Joe's Team

NAME	LAST LOG IN	EMAIL	CREATED	STATUS	TEAM	
<input type="checkbox"/> Smith, Fred	Sep 26, 2023	pmosca@interskill.com	Oct 12, 2022	Active	Fred's Team 1	
<input checked="" type="checkbox"/> Joe, Jimmy	Sep 21, 2023	pmosca@interskill.com	Oct 12, 2022	Active	Fred's Team 2	Company Administrator, Learner, Learning Plan Administrator, Team Administrator
<input checked="" type="checkbox"/> Duck, Danny	Mar 01, 2023	pmosca@interskill.com	Oct 12, 2022	Active	Jimmy Joe's Team	Learner
<input type="checkbox"/> Ziegler, Toby	Mar 28, 2023	e.mclean@interskilllearning.com	Oct 17, 2022	Active	Fred's Team 2	Learner

test lp for company 6655

Standard and Company

test lp

Standard and Company

None

Standard and Company

Assign Team

Assign Selected Accounts To

No team

No team

Fred's Team 1

Fred's Team 2

Fred's Teams #3

Jim's 2nd team

Jimmy Joe's Team

You can do a quick view of the users and the teams they are assigned to on the Manage Users page. There are various filters you can use to view groups of users by one or more teams. You can also view the users that are team administrators.

Manage Learning Plans

This page is only accessible if your account has Learning Plan Administration permissions. If you wish to have this access, please submit a support request. The LMS allows you to use Interskill's Standard Learning Plans that are designed by subject matter experts. These Standard Learning Plans are created with job roles in mind.

In addition to Interskill's Standard Learning Plans, administrators can create their own customized Company Learning Plans. This is a useful tool if you want certain users to access only certain courses and in a certain order.

The Manage Learning Plans page displays both the Company and Standard learning plans. Your Company Learning Plans are listed at the top of the page, and the Standard Learning Plans are grouped below. You can add, copy, or

edit existing Company Learning Plans. Note that you can make a copy of a Standard or Company learning plan as a starting point for your Company Learning Plans. Doing this will save you time.

Manage Learning Plans

New Company Learning Plan

Company Learning Plans

SEARCH

Search

Enable

Disable

<input type="checkbox"/> NAME ▾	STATUS	CREATED BY	TOTAL EST. HOURS	COURSES / ASSESSMENTS	BADGES	ACTIONS
<input type="checkbox"/> Learning Plans for Fred's Group ⓘ	Enabled	Pablo Mosca on Feb 24, 2021	52.00	12	0	⋮
<input type="checkbox"/> System Programmers Dept - Germany - Learning Plan ⓘ	Enabled	Pablo Mosca on Feb 24, 2021	35.00	8	0	⋮

Enable

Disable

Rows per page 20 ▾

Prev

page 1 of 1

Next

New Company Learning Plan

Standard Learning Plans

SEARCH

Search

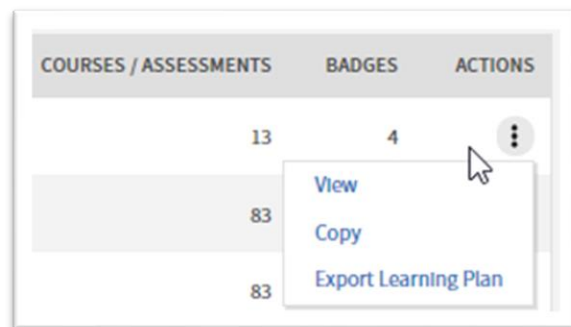
NAME ▾	STATUS	CREATED BY	TOTAL EST. HOURS	COURSES / ASSESSMENTS	BADGES	ACTIONS
AIX Administrator ⓘ	Enabled	Pablo Mosca on Feb 19, 2021	57.00	13	4	⋮
Applications Programmer z/OS ⓘ	Enabled	Pablo Mosca on Feb 19, 2021	339.00	83	8	⋮

Adding or Editing a Company Learning Plan

- To add a new Company Learning Plan, use the

New Company Learning Plan


button or you can use the Copy option under the ACTIONS menu if you wish to use an existing learning plan as a foundation to save you time. Using the Copy option will copy all of the courses within that learning plan over to the new one that you are creating.



- When creating a new learning plan, be sure to give it a name and description.

Add Courses

- In the Learning Plans Courses section (below), you can **Add Courses** to the learning plan. A good tip to know is that the system will add the courses in the order of your selection.

- Once you are done adding courses, you can change the order of the courses list using the options to the right of each course.  Replace, move up, move down, delete, or grab and drag.

- Once you are satisfied with the course list, click on the **Create** button.

New Learning Plan

Learning Plans / New Learning Plan















































NAME

Learning Plans for Fred's Group - Copy 20210618 09:15:52

DESCRIPTION

This Learning Plan was made for Fred's group. It focuses on BMC courses.

Learning Plan Courses

COURSE	
INTRODUCTION TO CONTROL-M	  
DB2 - MANAGE DATA DEFINITIONS WITH DB2 V12	   
JCL (Z/OS) - JCL CODING BASICS - JOB AND EXEC STATEMENTS 2.3	   
JCL (Z/OS) - CONTROLLING JOB AND STEP PROCESSING 2.3	   
CICS PROGRAMMING BASICS	   
Z PERFORMANCE - Z/OS PERFORMANCE TOOLS AND SOFTWARE PRICING	   
PROGRAM CONTROL AND COMMUNICATION	   
USING SDF II TO MAINTAIN CICS TS MAPS	   
Z PERFORMANCE - Z/OS I/O PERFORMANCE AND CAPACITY PLANNING	   
LABS - COBOL (Z/OS) COBOL AND VSAM DATA SET FILE PROCESSING	   
LABS - COBOL (Z/OS) WORKING WITH COBOL DATA	   
CA ACF2 - PROTECTING DATA INTEGRITY	  

Add Courses

Create **Cancel**

Other Features on the Manage Learning Plans Page

- You can export the list of courses in a learning plan to Excel via the ACTIONS column.
- The total estimated hours, total number of courses, and total number of badges are automatically calculated after a learning plan is created.
- You can view who created the learning plan and the date it was created.
- You can disable and delete Company Learning Plans. When you do this, it will automatically be removed from Learners the next time they access the LMS.

Homepage Content: Featured Content

The MyInterskill home page contains a section of featured content set by Interskill which can vary and change often. Featured content consists of new courses, badges, certificates and learning plans. In addition to Interskill's featured content, you as a company administrator can manage content that you wish to display to your learners. You can also request your learning consultant to manage this content for you.

The screenshot displays the MyInterskill homepage for a user named John. At the top, the Interskill Learning logo is on the left, and the top right shows 'Badges earned by all learners' with a counter of 0, a notification bell with 3 alerts, a help icon, and the user's name 'Hi, John' with a profile icon.

Below the header, a 'Welcome, John!' message is followed by a 'Training Stats for My Company' section. This section contains eight cards with the following data:

- Hours trained by all learners: 3:19
- Badges earned by all learners: 0
- IBM Certificates earned by all learners: 0
- Courses completed by all learners: 36
- Modules completed by all learners: 36
- Users that have not logged in within 30 days: 0
- Licenses used: 4 / 10
- Company Expiry Date: Jul 19, 2026

To the right of these stats is a large card for 'GENERIC COMPANY' with the ABC logo.

Below the stats is the 'Featured Content' section, indicated by a red arrow. It contains four featured items:

- Badge:** IBM i 7.4 System Operator – Interskill Advanced Certificate. Description: This certificate validates that the learner can access an IBM i system and is familiar with the IBM Navigator for i and 5250 interfaces. They can desc...
- Badge:** IBM i V7.4 - Operator - Experienced. Description: This badge earner can identify the major software and hardware components associated with an IBM i system and can access and communicate with this sys...
- Badge:** Db2 V13 Programming - Experienced. Description: This badge earner has a solid understanding of the Db2 environment and the use of SQL to extract data. The individual is experienced in creating Db2 d...
- IBM Certificate:** IBM Mainframe Application Programmer Level I Certificate. Description: This certificate validates that the learner has attained a solid foundation in the fundamental concepts, tools, and techniques required for z/OS appli...

Managing Featured Content

To create your own featured content for your learners, simply access the Homepage Content link under the administration menu item. Use the buttons to add as many courses, badges, certificates and learning plans as you wish. Be sure to click the update button to save your changes. The featured content that you selected here, will precede Interskill's default featured content.

MyInterskill LMS

Badges earned by all learners 0

Hi, John

Homepage Content

Featured Content

ITEM	ITEM TYPE	
1. IBM I 7.4 SYSTEM OPERATOR - INTERSKILL ADVANCED CERTIFICATE ⓘ	BADGE	↓ × +
2. IBM I V7.4 - OPERATOR - EXPERIENCED ⓘ	BADGE	↑ ↓ × +
3. C/C++ ON Z/OS FOR C PROGRAMMERS ⓘ	COURSE	↑ × +

[Add Courses](#)
[Add Badges](#)
[Add Certificates](#)
[Add Learning Plans](#)

[Update](#)
[Cancel](#)

User Session Timeout Policy

Users will be automatically logged off the LMS after 2 hours of inactivity. If a user is inactive for 2 hours while a module is open, the user will receive a message explaining that the module will not be recorded, and the user will be logged off.

The LMS session for this module has timed out. No further results will be recorded. You will need to restart the module to continue.

May 23, 2023 11:36AM

SSO Authentication Features

The MyInterskill LMS offers optional SSO authentication feature with Okta. For more information on this feature refer to the Okta Configuration Guide at <https://interskill.com/support/knowledge-base/okta-configuration-guide/> and contact your learning consultant to request this feature.

Class and Webinar Developer (Coaching and Mentoring)

This page is available to Enterprise Clients only. The Mainframe Coaching & Mentoring - Class and Webinar Developer provides your mainframe Coaches and Mentors with an extensive resource of in-house mainframe classroom courses or webinars created by your team. This page contains topic specific packages you can download. Each package contains ready-to-use PowerPoint templates with step-by-step tips and procedures for customizing, scheduling, and presenting the information in your in-house class or webinar.

Sandbox Exercise Labs

This page is only available to customers with ten or more licenses. These are ready-to-use, guided, hands-on mainframe exercises in a training sandbox that you install on your own mainframe system. Simply copy the prepared Labs into a training sandbox on your mainframe system.

- Each Lab has an accompanying elearning module that leads Learners through their Lab exercises.
- Learners access these accompanying elearning modules via this LMS.
- Your senior mainframers can use the Coach's Notes to add further training value and priceless 'knowledge transfer' by delivering supplemental Coaching/Mentoring sessions.

Download the Sandbox Exercise Labs

On the Sandbox Exercise Labs page, you will find a link to download the Exercises (Labs) by topic. Each zip file contains the following items:

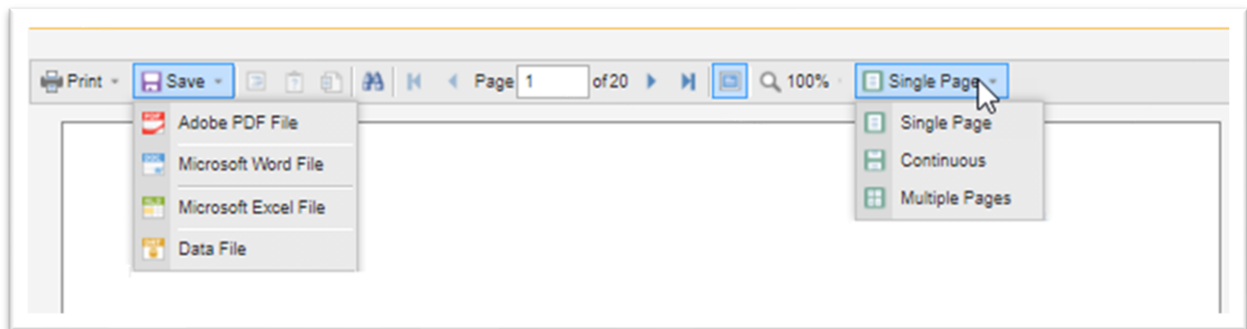
- Training Sandbox Exercises (Labs) Scripts
- System Programmer Notes (instructions for the Sys Prog to install the scripts in your training sandbox)
- Coach's Notes (this is optional and utilized if supplemental coaching/mentoring is included)

Reports

The reports section allows you to access Administrator Reports and, if your account is also a Learner account, your Learner training records. For details on the Learner reports, please view the ***Interskill Learning's Learner Guide***. The Company Administrator reports page contains reports that you can run to view Learner training history, print certificates, and obtain other detailed training information. A list of reports and their descriptions are shown below.

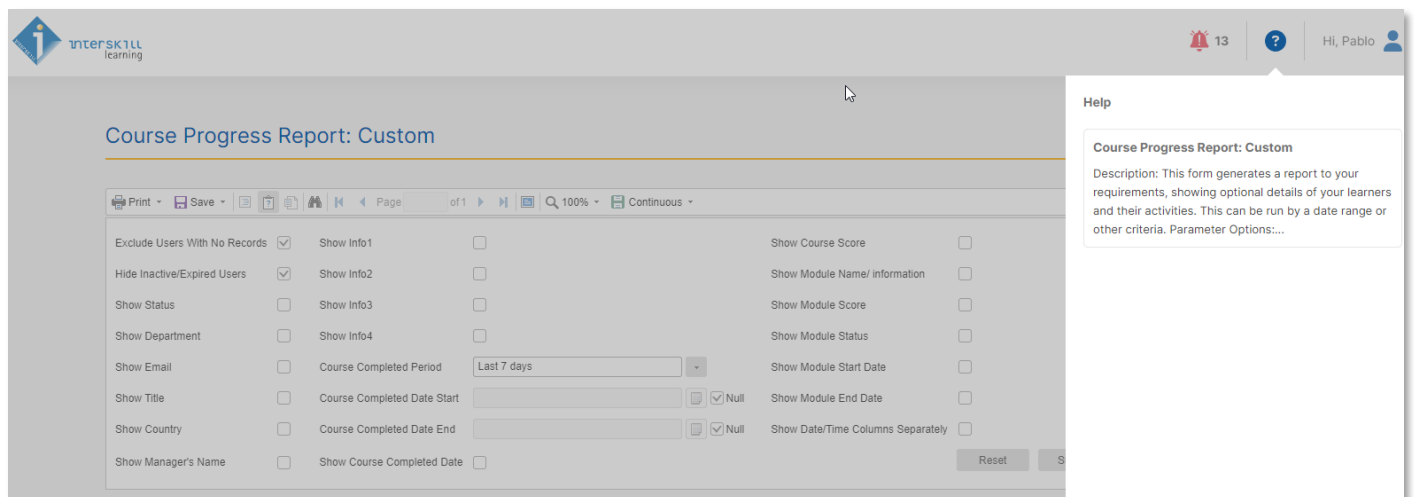
Report Results Options

Once you execute your report, you have many options to export, print, and view your results. You can also search the contents of the results.



Report Parameters

Some reports will require that you enter optional parameters, such as date ranges or specific columns you wish to include in your results. A sample parameters option page is below. If you hover over the report parameter labels it will give you a short description of that parameter. Each report also has a detailed HELP article attached that can be accessed via the ? icon at the top of the screen. See image below.



List of Company Administrator Reports

Company Administrator Reports

REPORT	DESCRIPTION
Learner Profile	Provides a complete listing of learner profile information and the current status of their registration. Administrative user types are not included in output.
Learner Enrollment Report	Shows the courses your learners are enrolled in. Grouped by learner and curriculum.
Training Activity Report	Shows a detailed report of every course launch attempt for all courses and modules learners are enrolled in or have accessed in the past, grouped by learner. You can narrow your report to a specific date range to review the training usage for a particular period.
Training Activity Report: Consolidated	This report shows a learner's usage consolidating their duration in a module. Run by module start/end dates.
Course Progress Report	Shows all learner profile information with the best COURSE and MODULE scores and statuses. Grouped by learner.
Course Progress Report: Custom	This form generates a report to your requirements, showing optional details of your learners and their activities. This can be run by a date range or other criteria.
Course Popularity Report	This report shows the course catalog and how many learners are enrolled in each title. This is a dynamic report and you can drill down for more information. Select a course name to view the learners enrolled in it and their individual course usage information.
Badge/Certificate Progress	This report shows a list of all learners and their progress of digital badges and/or IBM Professional Certificates. This will display learners regardless if they have accepted badge issuer terms and conditions or not.
Badge/Certificate Summary	An overview of progress for all learners with regards to a single digital badge or IBM Professional Certificate.
Assessment Certificates of Completion	This report shows assessments completed by your learners and allows you to access and print individual certifications.
Learning Plan Summary	An overview of progress for all learners with regards to a single learning plan.
Email Audit	Shows system sent email information for the company.

Learner Profile Report

This report provides a complete listing of Learner profile information and the current status of their registration, so it can be verified for accuracy.

Learner Profile

Print Save

Page 1 of 1

100% Single Page

Learner Profile Report

As of Tuesday, August 03, 2021 for My Company

Learner	Email	Title	Department	Manager Name	Mentore Email	City	Country	Info1	Info2	Info3	Info4	Last Login Enabled
Alter, Sam	samalter@interskill.com											Y
Antone, Jim	Antone@interskill.com					McKiney						

Learner Enrollment Report

The Learner Enrollment Report shows the courses your learners are enrolled for, grouped by learner and curriculum. An example of this is shown below.

Learner Enrollment Report		
As of Monday, August 02, 2021 for My Company This report shows the courses your learners are enrolled in, sorted by learner and curriculum.		
Learner Name	Curriculum Title	Course Name
Alter, Sam	Assembler	Assembler - Cross Memory Services
Alter, Sam	Assembler	Assembler - Instructions
Alter, Sam	Assembler	Assembler - Introduction
Alter, Sam	Assembler	Assembler - Macros
Alter, Sam	Assembler	Assembler - Programming
Alter, Sam	Assembler	Assembler - z/OS Advanced
Alter, Sam	BMC	Defining and Scheduling Jobs Using Control-M
Alter, Sam	BMC	Introduction to Control-M
Alter, Sam	BMC	MainView Architecture Overview and 3270 Screen Functionality
Alter, Sam	BMC	Monitoring and Managing Job Processing
Alter, Sam	CICS v5.3	CICS Explorer Fundamentals

Training Activity Report

The Training Activity Report is a detailed report of every course launch attempt for all modules learners are enrolled in or have accessed in the past, grouped by learner. You can narrow your report results to a specific date range to review the training usage for a particular period.

Training Activity Report

Print Save [Icons] Page 1 of 9 94% Continuous

Period: Last year

Module Accessed Date Start: [Null] Show Manager's Name: [X] Show Info 4: []

Module Accessed Date End: [Null] Show Department: [X] Show Est. Hours: [X]

Show Best Module Attempts Only: [] Show Info 1: [] Hide Inactive/Expired Users: [X]

Show Email: [] Show Info 2: [] Show Date/Time Columns Separately: []

Show Info 3: [] [Reset] [Submit]

Training Activity Report

As of Thursday, October 19, 2023 at 01:02 PM EDT for Company 655.

Learner	Status	Manager Name	Department	Course Name	Est. Hours	Module Name	Module Score	Module Status	Module Start	Module End	Minutes In Module
Joe, Jimmy	Active			AIX Fundamentals	5.00	Getting Started with AIX	16.67	failed	Oct 12, 2022 12:33 PM	Oct 12, 2022 12:35 PM	2
Joe, Jimmy	Active			AIX Fundamentals	5.00	AIX Filesystems and the Logical Volume Manager	14.29	failed	Oct 13, 2022 09:51 AM	Oct 13, 2022 09:52 AM	1
Joe, Jimmy	Active			Blockchain Technologies	4.00	Introduction to Blockchain	96.00	passed	Oct 27, 2022 09:21 AM	Oct 27, 2022 09:22 AM	1
Joe, Jimmy	Active			Blockchain Technologies	4.00	Embracing Blockchain	88.00	passed	Oct 27, 2022 09:26 AM	Oct 27, 2022 09:27 AM	1
Joe, Jimmy	Active			Blockchain Technologies	4.00	How Blockchain Works	92.00	passed	Oct 27, 2022 09:26 AM	Oct 27, 2022 09:27 AM	1
Joe, Jimmy	Active			Blockchain Technologies	4.00	Blockchain Technologies Mastery Test	98.00	passed	Oct 27, 2022 09:27 AM	Oct 27, 2022 09:28 AM	1

Note: Attempts without a status or a score are most often caused by a series of scenarios in the Learner's environment that are not controlled by Interskill. For troubleshooting purposes, the most common scenarios are listed below:

- A Learner does not have their pop-up blocker off, and the module fails to load completely.
- A Learner opens the module and does not exit it properly.
- A Learner opens a module and exits without progressing past the introduction page.
- A score was not recorded because the Learner did not reach the post module test portion of the module.

Training Activity Report Consolidated Report

This report shows a learner's usage, consolidating their duration in a module. Run by module start/end dates.

Training Activity Report: Consolidated

Print Save

Page 1 of 2 100% Continuous

Period: Last year

Show Manager's Name ☐

Show Info 3 ☐

Module Accessed Date Start

☒ Null

Show Department ☒

Show Info 4 ☐

Module Accessed Date End

☒ Null

Show Info 1 ☒

Show Est. Hours ☒

Show Email ☐

Show Info 2 ☐

Hide Inactive/Expired Users ☒

Reset Submit

Training Activity Report: Consolidated

As of Thursday, October 19, 2023 at 02:24 PM EDT for Company 655.

Name	Status	Department	Info1	Course Name	Est. Hours	Module Name	Module Score	Minutes In Module
Joe, Jimmy	Active		ami	AIX Fundamentals	5.00	Getting Started with AIX	16.67	2
Joe, Jimmy	Active		ami	AIX Fundamentals	5.00	AIX Filesystems and the Logical Volume Manager	14.29	1
Joe, Jimmy	Active		ami	Blockchain Technologies	4.00	Introduction to Blockchain	96.00	1
Joe, Jimmy	Active		ami	Blockchain Technologies	4.00	Embracing Blockchain	88.00	1

Course Progress Report: Custom

The Course Progress Report: Custom feature allows you to execute a report with various parameters, providing you with dated Learner module and course scores. This report also includes many other informational fields from the Learner profile, such as email, department, title, info fields, and more. When selecting a date range, you should use either the COURSE COMPLETION or MODULE COMPLETION areas but never both.

Course Progress Report: Custom

Print Save

Page 1 of 2 100% Continuous

Exclude Users With No Records ☒

Show Info1 ☒

Show Course Score ☒

Hide Inactive/Expired Users ☒

Show Info2 ☒

Show Module Name/ information ☒

Show Status ☒

Show Info3 ☐

Show Module Score ☒

Show Department ☒

Show Info4 ☐

Show Module Status ☒

Show Email ☐

Course Completed Period: Last year

Show Module Start Date ☒

Show Title ☒

Course Completed Date Start

☒ Null

Show Module End Date ☒

Show Country ☐

Course Completed Date End

☒ Null

Show Date/Time Columns Separately ☐

Show Manager's Name ☐

Show Course Completed Date ☐

Reset Submit

Course Progress Report: Custom

As of Thursday, October 19, 2023 at 02:26 PM EDT for Company 655

Name	Status	Last Login	Department	Title	Info1	Info2	Course Name	Est. hours	Course Status	Course Score	Module Name	Module Status	Module Score	Module Start Date	Module End Date
Joe, Jimmy	Active	Sep 25, 2023 12:37 PM			ami		Blockchain Technologies	4.00	completed	93.50	Introduction to Blockchain	passed	96.00	Oct 27, 2022 09:21 AM	Oct 27, 2022 09:22 AM
Joe, Jimmy	Active	Sep 25, 2023 12:37 PM			ami		Blockchain Technologies	4.00	completed	93.50	How Blockchain Works	passed	92.00	Oct 27, 2022 09:26 AM	Oct 27, 2022 09:27 AM
Joe, Jimmy	Active	Sep 25, 2023 12:37 PM			ami		Blockchain Technologies	4.00	completed	93.50	Embracing Blockchain	passed	88.00	Oct 27, 2022 09:26 AM	Oct 27, 2022 09:27 AM

The Course Progress Report is very similar to the Custom Report, except you do not have minimal parameters. This report shows all Learner profile information with the best course and module scores and status. This is grouped by Learner and sorted by last name. A sample report is shown below.

Course Popularity Report

This report shows the course catalog and how many learners are enrolled in each title. This is a dynamic report, and you can drill down for more information. Select a course name to view the learner's enrolled in it and their individual course usage information.

28

Badge/Certificate Progress Report

This report shows a list of all learners and their progress of digital badges and/or IBM Professional Certificates. This will display learners regardless if they have accepted badge issuer terms and conditions or not.

Badge/Certificate Progress

Print Save ? Page 1 of 1 100% Continuous

Show Department	<input checked="" type="checkbox"/>	Show Info3	<input checked="" type="checkbox"/>	Period	None
Show Manager Name	<input type="checkbox"/>	Show Info4	<input checked="" type="checkbox"/>	Badge Completed Date Start	<input type="text"/>
Show Email	<input type="checkbox"/>	Show Data Transfer	<input checked="" type="checkbox"/>	Badge Completed Date End	<input type="text"/>
Show Phone	<input checked="" type="checkbox"/>	Show Incomplete Badges	<input type="checkbox"/>	Type	All
Show Info1	<input checked="" type="checkbox"/>	Show Completed Course Details	<input type="checkbox"/>	Hide Inactive Users	<input checked="" type="checkbox"/>
Show Info2	<input checked="" type="checkbox"/>	Email	<input type="text"/>		

Reset Submit

Badge/Certificate Progress

As of Thursday, October 19, 2023 at 02:28 PM EDT for Company 655 .



Learner	Learner Status	Department	Phone	Info1	Info2	Info3	Info4	Data Transfer	Type	Badge / Certificate Name	Badge / Certificate Status	Badge / Certificate Progress	Badge / Certificate Completed Date
Joe, Jimmy	Active		4694228309	ami				Y	badge	Blockchain Technologies	enabled	completed	Oct 27, 2022
Smith, Fred	Active		4694228309					Y	badge	Cloud Fundamentals	enabled	completed	Mar 15, 2023
Smith, Fred	Active		4694228309					Y	badge	Test Badge123	enabled	completed	Mar 30, 2023

Badge/Certificate Summary Report

This report allows you to view the learners and the progress of a particular badge/certificate. Simply select the badge/certificate and the results will display summary information for the users in your organization/team.

Badge/Certificate Summary

Print Save ? Page 1 of 1 100% Continuous

Badge / Certificate	Badge - Blockchain Technologies	Show Manager Name	<input type="checkbox"/>	Exclude Users With No Records	<input checked="" type="checkbox"/>
Show Status	<input checked="" type="checkbox"/>	Show Email	<input type="checkbox"/>		
Show Department	<input type="checkbox"/>	Hide Inactive/Expired Users	<input checked="" type="checkbox"/>		

Reset Submit

Badge Summary for Blockchain Technologies

As of Thursday, October 19, 2023 at 02:30 PM EDT for Company 655 .

Learner	Status	Total Courses	Est. Total Hours	Courses Completed	Courses In Progress	Courses Not Started	Learner Progress %
Joe, Jimmy	Active	1	4.00	1	0	0	100

Interskill Learning (USA), LLC. © 2023

Learning Summary Report

This report allows you to view the learners and the progress of a particular learning plan. Simply select the learning plan and the results will display summary information for the users in your organization/team.

Learning Plan Summary

Print
 Save
 ?

 Page of 1
 100%
 Continuous

Learning Plan

Interskill Standard - Data Center Manager

Show Manager Name
 ☐

Exclude Users With No Records
 ☒

Show Status
 ☒

Show Email
 ☐

Reset

Show Department
 ☐

Hide Inactive/Expired Users
 ☒

Learning Plan Summary for Data Center Manager

As of Thursday, October 19, 2023 at 02:34 PM EDT for Company 655 .

Learner	Status	Total Courses	Est. Total Hours	Courses Completed	Courses In Progress	Courses Not Started	Learner Progress %
Smith, Fred	Active	17	53.00	2	1	14	12
Joe, Jimmy	Active	17	53.00	1	0	16	6

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Assessment Certificates Report

The Assessment Report displays the assessments your Learners have attempted. You can also print certificates here if Learners have completed them.

Assessment Certificates of Completion

Print

Save

Find

Copy

Paste

Refresh

Page

of 1

Next

Previous

Zoom In

Zoom Out

100%

Continuous

Course Status

Show All

Course Completed From

Null

Exclude Users With No Records

Period

All time

Course Completed To

Null

Hide Inactive/Expired Users

Reset

Submit

Assessment Certificates of Completion

As of Thursday, October 19, 2023 at 02:37 PM EDT for Company 655.

interskill
learning

Learner	Email	Learner Status	Assessment Name	Status	Score	Completed Date	Certificate of Completion
123, joe	pmosca@interskill.com	Active	No assessment data.				
77, learner77	pmosca@interskill.com	Active	No assessment data.				
Duck, Danny	pmosca@interskill.com	Inactive	No assessment data.				

Email Audit Report

The Email Audit report allows you to view the email activity sent to all users within your organization from the MyInterSkill LMS. Emails such as email reminders, password resets and new registrations.

Email Audit

Print Save ? Page 1 of 2 100% Continuous

Period

Sent Date Start ☒ Null

Sent Date End ☒ Null

Learner Name

Reset Submit

Email Audit

As of Thursday, October 19, 2023 at 02:37 PM EDT for Company 655.



Event Id	Sent Date	Recipient Name	Recipient Email	Subject	Created By
LOGIN_REMINDER	Oct 08, 2023 05:43 PM	Smith, Fred	pmosca@interskill.com	We have not seen you in a while...	--
LOGIN_REMINDER	Oct 06, 2023 05:43 PM	Smith, test admin	pmosca@interskill.com	We have not seen you in a while...	--
LOGIN_REMINDER	Oct 05, 2023 05:43 PM	123, joe	pmosca@interskill.com	We have not seen you in a while...	--
LOGIN_REMINDER	Sep 12, 2023 02:37 AM	Smioth, Jimm	pmosca@interskill.com	We have not seen you in a while...	--
LOGIN_REMINDER	Sep 07, 2023 08:38 PM	Smith, Fred	pmosca@interskill.com	We have not seen you in a while...	--
AUTHENTICATION_EMAIL_VERIFY	Sep 06, 2023 09:08 AM	Smith, test admin	pmosca@interskill.com	MyInterskill LMS log in verification	--

Download Reports (Background Reports Setting Only)

The Download Reports screen is where reports that you have run are stored. Background reports were developed for clients with large data sets. This interface can be turned on in the company profile by Interskill support. Once this is turned on, the company administrators will be able to run reports in the background. Reports are executed in a similar way to normal reports but are run in the background and saved in the Download Reports area. Users are notified when reports are ready to be downloaded via the LMS notification and via email. Download Reports will store reports for 30 days.

Download Reports

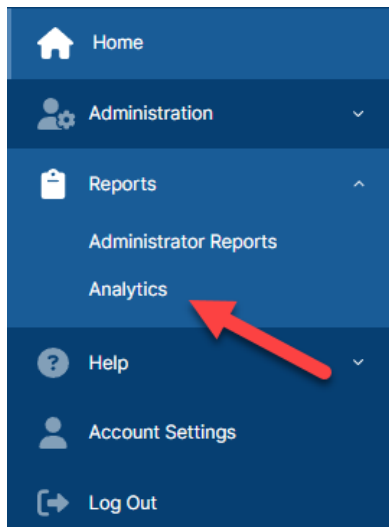
All of the reports will be available to download for 30 days.

SEARCH

<input type="checkbox"/>	NAME	DESCRIPTION	FORMAT	CREATED	ACTIONS
<input type="checkbox"/>	Learner Enrollment Report	test	pdf	May 07, 2024 7:59AM	⋮
<input type="checkbox"/>	Training Activity Report		pdf	May 06, 2024 7:59AM	⋮
<input type="checkbox"/>	Learner Profile		pdf	May 02, 2024 10:31AM	⋮
<input type="checkbox"/>	Email Audit	zxzxzz	pdf	Apr 30, 2024 10:30AM	⋮
<input type="checkbox"/>	Training Activity Report	sadasdasd	csv	Apr 30, 2024 10:28AM	⋮

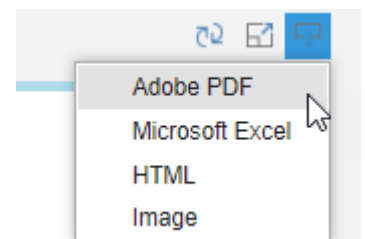
Analytics

The Analytics screen gives you access to a dynamic graphical dashboard for your account.

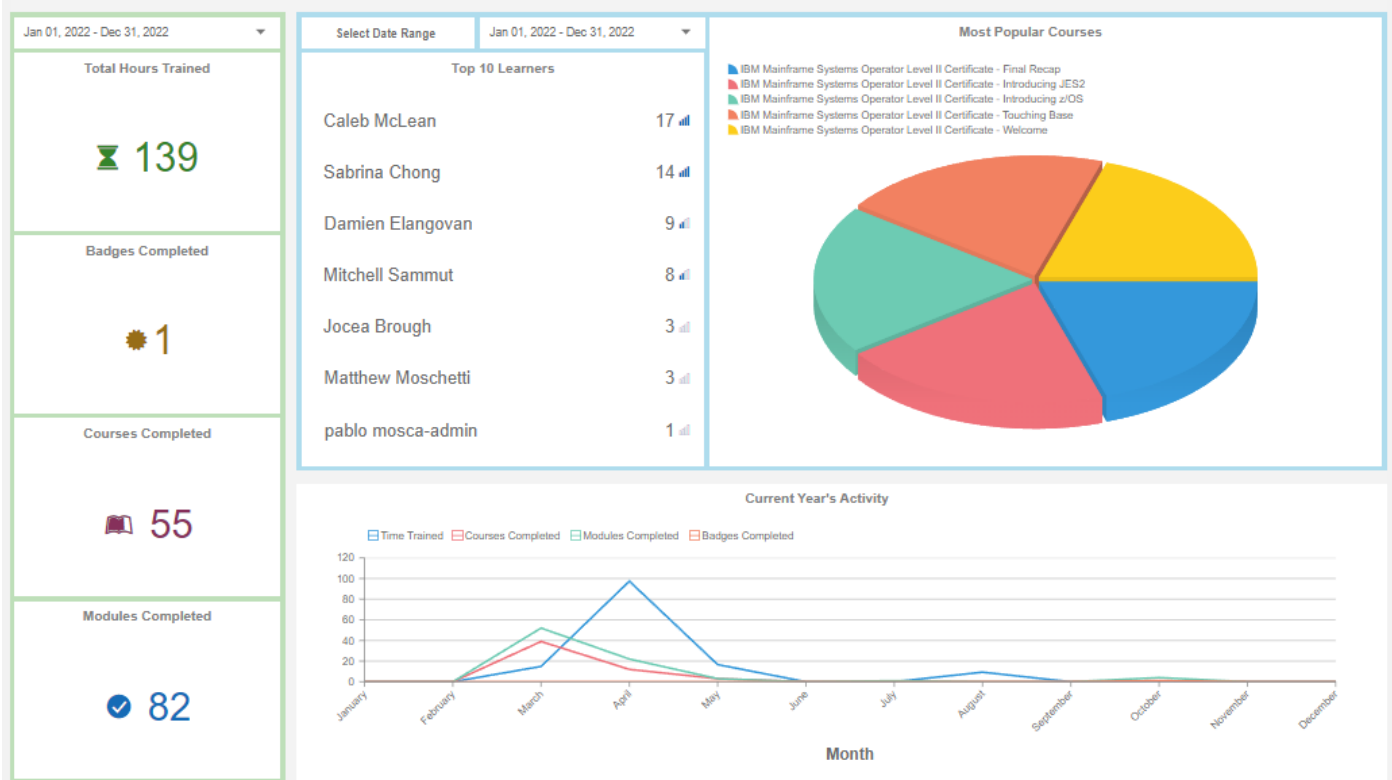


Analytics: Training Summary Overview Features

The dashboard has many features for sorting, saving, printing or exporting within each section or the entire dashboard. The date range section controls the individual section. As you adjust the date range, the data within those sections will update. The Current Year's Activity line graph is fixed and will always display the current year's data.



Training Summary - eLearning Australia

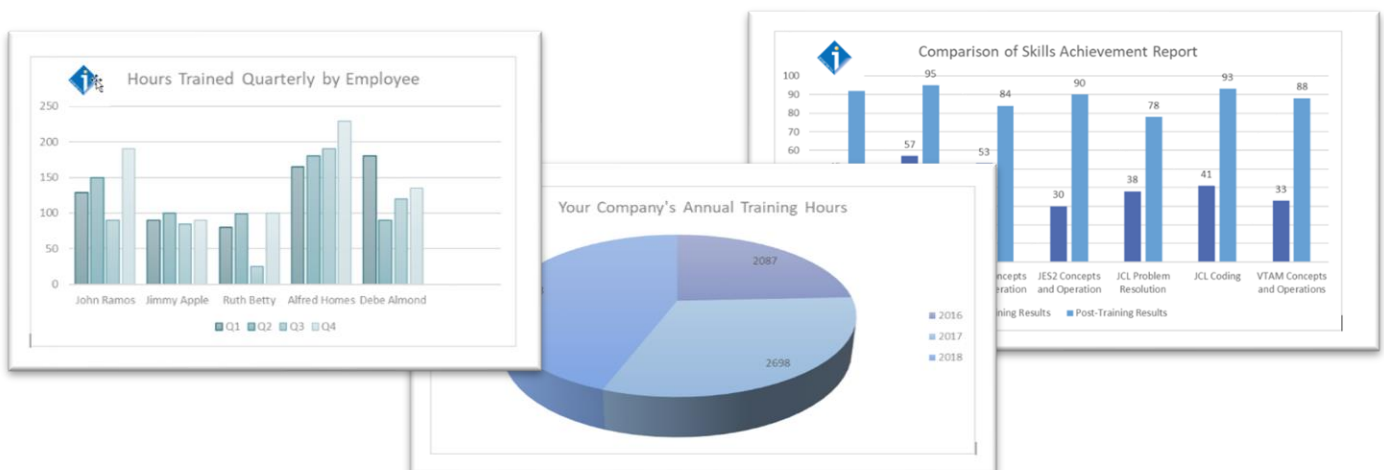


Training Summary dashboard calculations:

1. Total Hours Trained - Total server session time rounded up to the nearest hour. It included all of the users that are not deleted.
2. Badges Completed - Number of completed badges and certificates completed and issued for users that are not deleted.
3. Courses Completed - Number of completed courses for all active users.
4. Modules Completed - Number of modules completed for the active users.
5. Yearly Stats - include active users only.
6. Top 10 Learners and Most Popular Courses - use the same data set as "Courses Completed"

Custom Reports Created by Your Learning Consultant

Your dedicated Learning Consultant team provides custom reports. Contact your Learning Consultant to discuss getting your custom reports.



Account Settings

Use the Account Settings page to edit and view your account profile items, such as contact information, number of licenses, consent agreements, your assigned Learning Consultant contact information, and much more.

Account Settings	
Company Details	
No. of Learners	Enabled Learners
17 / 22	16 / 22
Disabled Learners	Expiry Date
1	Dec 10, 2021
Thank you for being a loyal customer since Dec 14, 2020.	

Manage Multi-Step Authentication

Multi-Step authentication is an authentication method that requires you to provide two verification factors to gain access to the LMS, your password and a code generated by an authentication app of your choice on your mobile device. Since Staff and Company administrator accounts have access to many learner records, Interskill Learning requires you to use the Multi-Step Authentication and cannot be turned off. Learners on the other hand, have the option to turn this feature on or off.

Multi-Step Authentication Q&A

Why do we require Multi-Step Authentication?

Interskill Learning's new LMS requires the use of Multi-Step Authentication on administrative level accounts only. Learner accounts have this feature as well, but it is optional. Due to administrative users having access to other users' personal information, this is an important step in keeping your organization's data safe and secure.

Why do we need to use a phone app and not SMS(Text)

It has been noted by security experts that using an authentication app is much more secure than using the SMS(Text) method. Interskill Learning does not offer this option since SMS authentication is too much of a risk for organizations looking to effectively secure access to their network and systems.

Can I use the authentication app I already use on my phone?

Yes, you can. We use standard Multi-step Authentication in our environment, and you may use any authentication app.

What if I can't use a smart phone at my organization?

If you cannot use a smart phone at your office, remember that our system is accessible from any Internet connection. Some authentication apps, such as Twilio Authy, has a desktop version that can be installed on a PC.

What if I can't use Multi-Step Authentication?

Interskill highly recommends using Multi-Step Authentication using an authenticator app for all administrative level accounts, but if you are not able to use this feature, you can make a special request with your Learning Consultant that will allow you to use Multi-Step Authentication via email instead of an authenticator app. To use Email Authentication, select the "Use Email Verification" link at the bottom of the setup page instead of the QR code. (see image below). Another option is to request monthly or quarterly reports from your Interskill Learning Consultant.

Setting up Multi-Step Authentication on MyInterskill LMS

Simply download and install your preferred authenticator app on your mobile device and create an account using the QR Code(or manual code) provided on the setup screen. Samples of authenticator apps are listed below. Note that some of these apps(Twilio Authy) can also be installed on a PC if you do not have access to a smart phone.



Google Authenticator
[Android](#) | [iPhone](#)



Twilio Authy
[Android](#) | [iPhone](#)



Microsoft Authenticator
[Android](#) | [iPhone](#)

Once you have installed and setup your smart phone authentication app, you can proceed to the login screen of the MyInterskill LMS and you will be prompted with the Multi-Step Authentication setup screen. A sample is shown below.

Setup Multi-Step Authentication

Multi-step authentication is required for your account. Please follow the steps below.

1. Download and open your preferred **authentication app** on your mobile device.
2. Scan the QR below with the authenticator app.



If you cannot scan the QR code, add the following code manually:

77CJP3QU64ITQI3Y37RPVIJGWNW526KG

3. Enter the 6-digit code from the authenticator app:

Save

[Cancel log in](#)

[Use email verification](#)

The next time you login to the LMS, it will require that you provide the code from your authenticator application. The LMS will prompt you for this code each time you login or you can select the option to remember the browser/device you are using for 30 days. During the 30 days, you would not need to use the extra code to login to the LMS.

You can also reset these settings on the Manage Multi-Step Authentication page on the Account Settings page. You may need to reset these settings in case you change your mobile device.

Troubleshooting

Do you have an issue? It is recommended you check the Interskill support page for up-to-date information on the Knowledge Base page at <https://interskill.com/support/knowledge-base/>. If you still cannot find a solution, please contact support by submitting a case.

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