



QUICK REFERENCE GUIDE

HOW DO I...

- *View a participant's course status?*
- *Retrieve a participant's completion certificate?*
- *Generate a report of everyone that has completed the course this month?*
- *Measure my program?*

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LOGIN

Log In to your Dashboard

*If you have not yet registered for the course, click on the COURSE REGISTRATION link in the top menu to purchase your course and create your account.

LOGIN
Use your assigned Username and Password to login to your client dashboard.

CLIENT DASHBOARD

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HOW IT WORKS SUPPORT CONTACT US COURSE REGISTRATION LOG OUT

User Support's Dashboard DASHBOARD INSTRUCTIONS

Search / View Users
View participant course information and download certificates.
GO

Completion Reports
Date-based reports to identify participants in compliance.
GO

Program Analytics
Evaluate your online education courses with valuable analytics.
GO

Course Coupons
No jurisdictions have been associated with coupons yet!

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CLIENT DASHBOARD OPTIONS

Search / View Users

Completion Reports

Program Analytics



Based on unique program configurations, dashboard layout may vary.
Some options may not be available on all dashboards.

SEARCH/VIEW USERS

Search / View Users

← RETURN TO DASHBOARD

Participant Search

Please enter your search terms in one of the boxes below and click Submit.

| Search by Username | Search by Name | Jurisdictions | |
|-----------------------------------|---|---|---------------------------------------|
| Username: <input type="text"/> | First Name: <input type="text"/> Last Name: <input type="text"/> | Jurisdictions: <input type="text"/> <small>*Click in the box above and type a few letters to search for the jurisdiction.</small> <input type="checkbox"/> All Jurisdictions | <input type="button" value="SUBMIT"/> |

Username

First and/or Last Name

Jurisdiction

SUBMIT
Click SUBMIT
to search

SEARCH FOR PARTICIPANT BY

Search Results

Search Results

Search

Show Entries

| Username | First Name | Last Name | Courses | Jurisdiction |
|----------|------------|-----------|---|-------------------|
| user0123 | David | Burton | <ul style="list-style-type: none">A Discussion on RelapseAlcohol Awareness | Your Jurisdiction |
| user0123 | David | Burton | <ul style="list-style-type: none">Sexual Battery Education | Your Jurisdiction |
| user0123 | David | Burton | <ul style="list-style-type: none">Vaping Prevention | Your Jurisdiction |
| user0123 | David | Burton | <ul style="list-style-type: none">Anti-Hazing Education | Your Jurisdiction |
| user0123 | David | Burton | <ul style="list-style-type: none">Defensive Driver Education | Your Jurisdiction |
| user0123 | David | Burton | <ul style="list-style-type: none">Effective Decision Making | Your Jurisdiction |
| user0123 | David | Burton | <ul style="list-style-type: none">Anti-Bullying Education | Your Jurisdiction |
| user0123 | David | Burton | <ul style="list-style-type: none">Begin Recovery | Your Jurisdiction |

Showing 1 to 8 of 8 entries

Previous Next



View Participant Course Status

Search Results

Search Show Entries

| Username | First Name | Last Name | Courses | Jurisdiction |
|----------|------------|-----------|--|-------------------|
| user0123 | David | Burton | · A Discussion on Relapse · Alcohol Awareness | Your Jurisdiction |
| user0123 | David | Burton | · Sexual Battery Education | Your Jurisdiction |
| user0123 | David | Burton | · Vaping Prevention | Your Jurisdiction |
| user0123 | David | Burton | · Anti-Hazing Education | Your Jurisdiction |
| user0123 | David | Burton | · Defensive Driver Education | Your Jurisdiction |
| user0123 | David | Burton | · Effective Decision Making | Your Jurisdiction |
| user0123 | David | Burton | · Anti-Bullying Education | Your Jurisdiction |
| user0123 | David | Burton | · Begin Recovery | Your Jurisdiction |

Showing 1 to 8 of 8 entries Previous **1** Next

VIEW CURRENT COURSE STATUS
From Search Results, click any assigned course name.

USER0123

Course: Alcohol Awareness
Status: **Completed**
Certificate : [Download](#)

[CLOSE](#)

COURSE STATUS IN POP UP WINDOW
Not Started – Course purchased but not started
In Progress – Course started, not complete
Completed – Course has been completed



Retrieve Participant Completion Certificate

Search Results

Search Show 10 Entries

| Username | First Name | Last Name | Courses | Jurisdiction |
|----------|------------|-----------|--|-------------------|
| user0123 | David | Burton | • A Discussion on Relapse • Alcohol Awareness | Your Jurisdiction |
| user0123 | David | Burton | • Sexual Battery Education | Your Jurisdiction |
| user0123 | David | Burton | • Vaping Prevention | Your Jurisdiction |
| user0123 | David | Burton | • Anti-Hazing Education | Your Jurisdiction |
| user0123 | David | Burton | • Defensive Driver Education | Your Jurisdiction |

VIEW COMPLETION CERTIFICATE
From Search Results, click any assigned course name.

USER0123

Course: Alcohol Awareness
Status: Completed
Certificate : [↓ Download](#)

CLOSE

DOWNLOAD IN POP UP WINDOW
If the participant has completed the course, click DOWNLOAD for a copy of their completion certificate.

EXAMPLE

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ONLINE EDUCATION

COURSE TITLE
This certificate is presented to:

John Doe

This certifies that the participant listed above has successfully completed the Effective Decision Making Online Education Course offered by Justice Learning Solutions.

Birth Date: December 19, 2002
Driver's License: 123456LA
Course Status: Passed

CT-123456
CERTIFICATE #

January 1, 2021
COMPLETION DATE



COMPLETION REPORTS

Participant Completion Reports

[RETURN TO DASHBOARD](#)

Start Date:

End Date:

Courses:

- All Courses
- A Discussion on Relapse
- Abuso de sustancias (Substance Abuse)
- Alcohol Awareness
- Anti-Bullying Education

SUBMIT

DATE RANGE
Enter report start date and end date

SELECT COURSE(S)
Select a course, multiple courses, or select all courses for report

SUBMIT
Click SUBMIT to search

Report Results

SEARCH REPORT

DOWNLOAD REPORT

Report Results

Search:

DOWNLOAD REPORT IN CSV FORMAT

| Receipt # | Username | First Name | Last Name | Course | Date Passed | Fee | Jurisdiction |
|-----------|----------|------------|-----------|---------------------------|-------------|---------|-------------------|
| 03-980 | user1234 | David | Burton | A Discussion on Relapse | 01/01/22 | \$39.95 | Your Jurisdiction |
| 03-980 | user1234 | David | Burton | Alcohol Awareness | 01/01/22 | \$39.95 | Your Jurisdiction |
| 03-980 | user1234 | David | Burton | Begin Recovery | 01/01/22 | \$39.95 | Your Jurisdiction |
| 03-980 | user1234 | David | Burton | Client Intake | 01/01/22 | \$39.95 | Your Jurisdiction |
| 03-980 | user1234 | David | Burton | Effective Decision Making | 01/01/22 | \$39.95 | Your Jurisdiction |



PROGRAM ANALYTICS

Program Analytics

[RETURN TO DASHBOARD](#)

Start Date:

End Date:

Courses:

- All Courses
- A Discussion on Relapse
- Abuso de sustancias (Substance Abuse)
- Alcohol Awareness
- Anti-Bullying Education

Jurisdictions:

All Jurisdictions

RUN ANALYTIC REPORTS

DATE RANGE
Enter report start date and end date

SELECT COURSE(S)
Select a course, multiple courses, or select all courses for course analytics

RUN ANALYTIC REPORTS
Click RUN ANALYTIC REPORTS to generate reports by course

Report Results

Analytic Reports by Course

| Course | Start Date | End Date | DOWNLOAD ALL ANALYTIC REPORTS |
|---------------------------------------|-----------------|------------------|--------------------------------------|
| A Discussion on Relapse | January 1, 2022 | January 31, 2022 | DOWNLOAD PDF ↓ |
| Abuso de sustancias (Substance Abuse) | January 1, 2022 | January 31, 2022 | DOWNLOAD PDF ↓ |

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October 1, 2022 - October 15, 2022

**STATISTICS & ANALYTICS FOR:
ALCOHOL AWARENESS**

PASS / FAIL RATE

The pass/fail rate measures the number of times the final exam has been passed versus the number of times the final exam has been taken.

| PASS / FAIL STATISTICS | |
|------------------------|----|
| TOTAL ATTEMPTS | 25 |
| TOTAL PASSES | 19 |
| TOTAL FAILS | 6 |

VIEW/DOWNLOAD REPORT

Click to view or download each report by course or download all reports

EXAMPLE REPORT

