

# **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?

# TABLE OF CONTENTS

Login	2
Client Dashboard	
Search/View Users	3
Search Results	3
View Participant Course Status	4
Retrieve Participant Completion Certificate	5
Completion Reports	. 6
Report Results	. 6
Program Analytics	. 7
Report Results	





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. Username or Email Password	<b>LOGIN</b> Use your assigned Username and Password to login to your client
	dashboard.

### **CLIENT DASHBOARD**

	HOW IT WORKS SUPPORT CONTA	CT US COURSE REGISTRATION LOG OUT
User Support's Dashboard		DASHBOARD INSTRUCTIONS
Bearch / View Users Search / View Users View participant course information and download certificates.	Completion Reports Date-based reports to identify participants in compliance.	<b>Program Analytics</b> Evaluate your online education courses with valuable analytics.
Course Coupons No jurisdictions have been associated with co	oupons yet!	
Copyright 2019-2022. Justice Lee All Rights Reserve	ed.   Privacy Policy   Disclaimer	
	CLIENT DASHBOARD	OPTIONS
Search / View Users	Completion Rep	orts 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 Participant Search			TO DASHBOARD
Please enter your search terms in one of Search by Username	the boxes below and click Submit.	Jurisdictions	
Username:	First Name:	Jurisdictions:  Click in the box above and type a few lisearch for the jurisdiction.  All Jurisdictions	etters to
Username	First and/or Last Name	Jurisdiction	SUBMIT Click SUBMIT to search

### Search Results

Show 10 v E					
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	



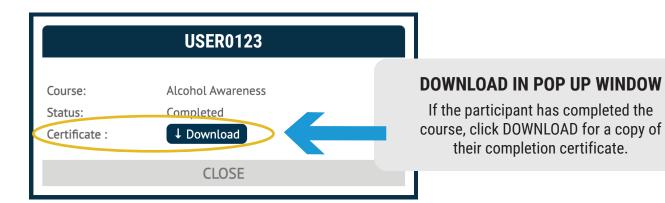
### View Participant Course Status

Search				Show 10 v Entries
Username	First Name 🔺	Last Name 🖨	Courses 븆	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 e	ntries			Previous 1 Nex
			<b>COURSE</b> From Sear click any	URRENT STATUS ch Results, assigned
			<b>COURSE</b> From Sear click any	STATUS ch Results,
	USER0123		<b>COURSE</b> From Sear click any	<b>STATUS</b> ch Results, assigned
ourse:	USER0123 Alcohol Awareness		<b>COURSE</b> From Sear click any	<b>STATUS</b> ch Results, assigned
	Alcohol Awareness		<b>COURSE</b> From Sear click any	<b>STATUS</b> ch Results, assigned
ourse: atus: ertificate :			<b>COURSE</b> From Sear click any	<b>STATUS</b> ch Results, assigned
atus:	Alcohol Awareness Completed		<b>COURSE</b> From Sear click any	<b>STATUS</b> ch Results, assigned
atus:	Alcohol Awareness Completed		COURSE STATUS IN	<b>STATUS</b> ch Results, assigned name.



### **Retrieve Participant Completion Certificate**

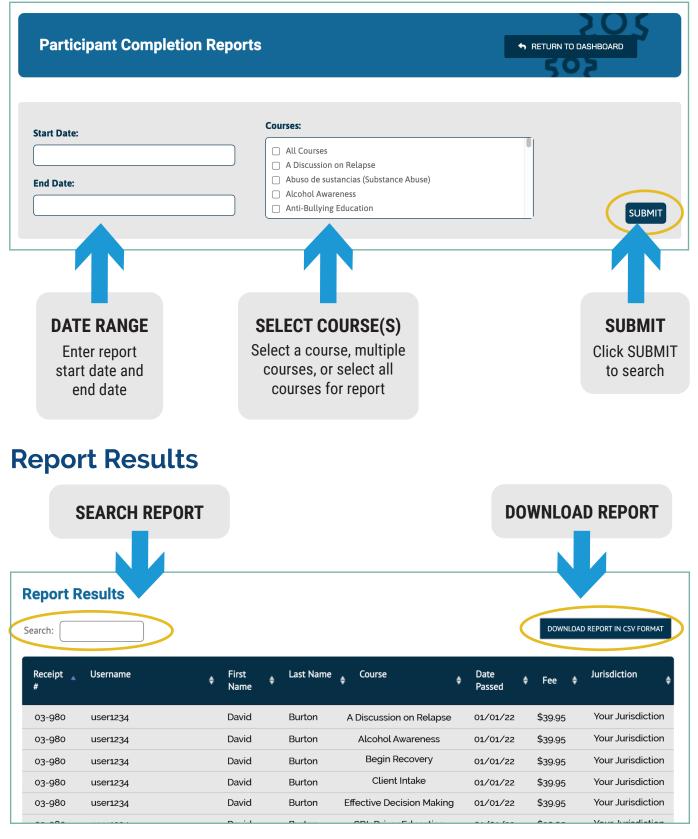
Search Results Search				Show 10	✓ Entries	
Username 🖨	First Name 🔺	Last Name 🌢	Courses \$	Jurisdiction \$		VIEW COMPLETION CERTIFICATE
user0123	David	Burton	A Discussion on Relapse     Alcohol Awareness	Your Jurisdiction		From Search Results,
user0123	David	Burton	Sexual Battery Education	Your Jurisdiction		
user0123	David	Burton	Vaping Prevention	Your Jurisdiction		click any assigned
user0123	David	Burton	Anti-Hazing Education	Your Jurisdiction		course name.
user0123	David	Burton	Defensive Driver Education	Your Jurisdiction		



#### **EXAMPLE** JUSTICE LEARNING SOLUTIONS **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 YES 2 2 2 NO CT-123456 January 1, 2021 E (0) COMPLETION DATE **CERTIFICATE #**

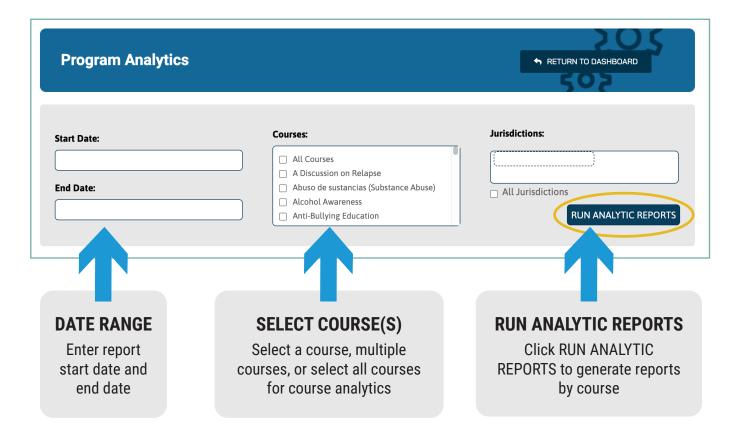


# **COMPLETION REPORTS**





# **PROGRAM ANALYTICS**



#### **Report Results**

	Start Date	End Date	DOWNLOAD ALL ANALYTIC REPORTS
A Discussion on Relapse	January 1, 2022	January 31, 2022	DOWNLOAD PDF 4
Abuso de sustancias (Substance Abuse)	January 1, 2022	January 31, 2022	DOWNLOAD PDF &
October 1, 2022 - STATISTICS & A ALCOHOL A	NALYTICS FOR:	VI	EW/DOWNLOAD REPOR Click to view or download each report by course or download all reports
PASS / FA	AIL RATE		
	the final exam has been passed versus the		
The pass/fail rate measures the number of times number of times the final exam has been taken.	STATISTICS		EXAMPLE REPORT