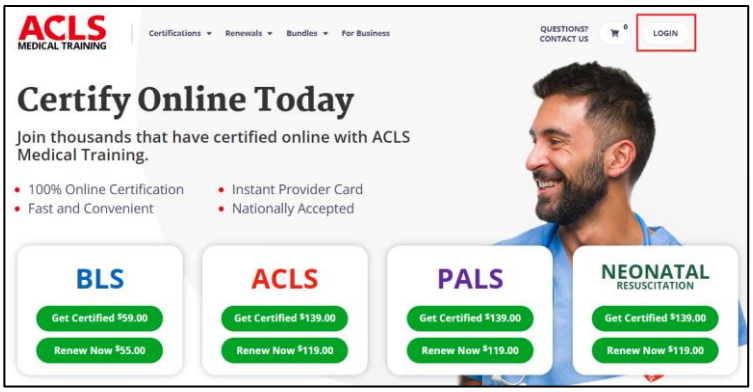
360training LMS

Manager Tools User Guide

This guide will provide instructions to navigate the Manager Tools section of the 360LMS, such as assigning courses, purchasing additional seats, and managing learner course assignments and invitations.

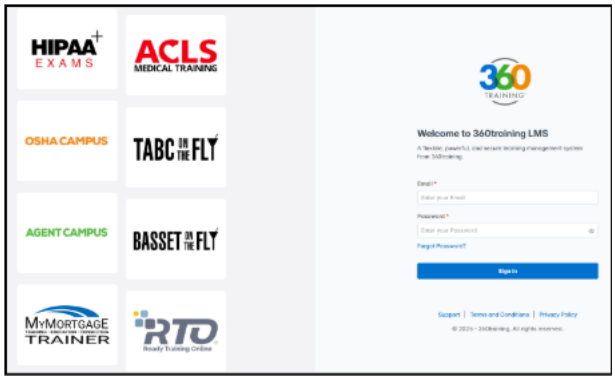
Go to www.aclsmedicaltraining.com and click **LOGIN**.



Enter your email address and password, then click **Login.**

OR

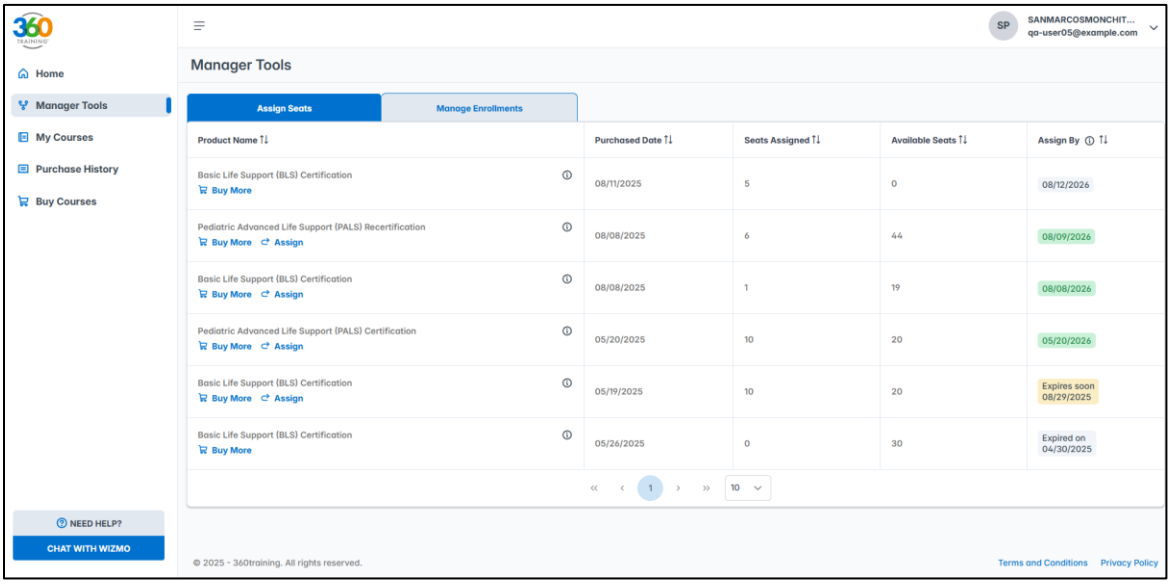
You can also login through https://learn.360training.com/sign-in. Enter your email and password, then click **LOGIN**.



Once you have logged in, you will see your **Dashboard**. Click on **Manager Tools**, in the menu on the left, to view available seats to enroll learners, manage open invitations and assignments, view learner progress, and view/print learner certificates.

To perform the functions in the following sections, follow the steps below. If you need help, use **Chat With Wizmo** on the bottom left of the screen.

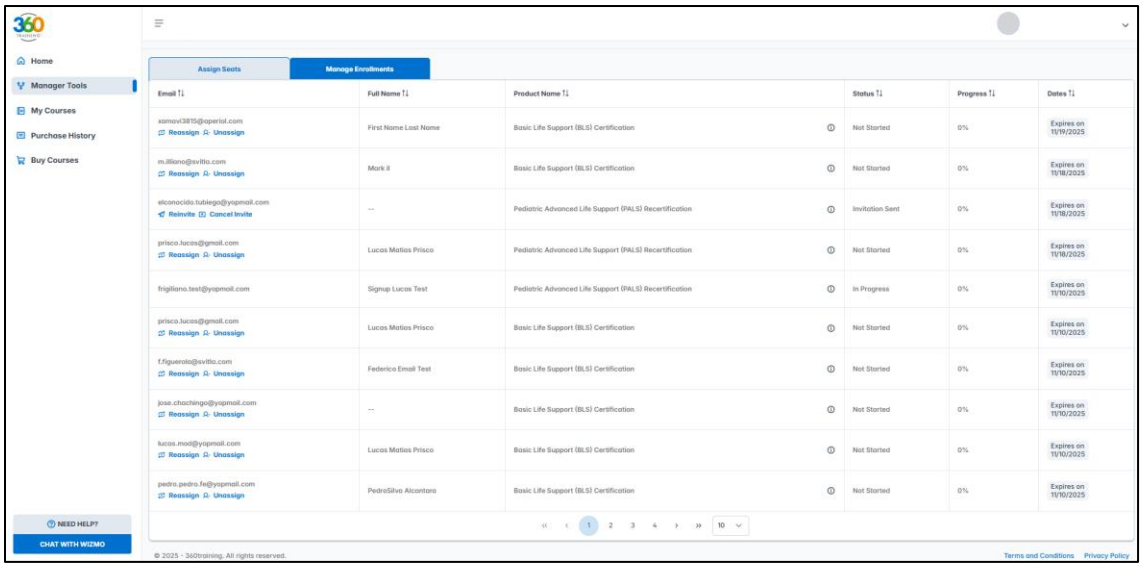
ASSIGN SEATS TAB



ASSIGN	
Select **Assign** under the product name.	Pediatric Advanced Life Support (PALS) Recertification Buy More Assign
Add the email addresses for learners that you want to assign seats to, separated by commas. When finished, click **Assign Course**. *NOTE: You cannot exceed the number of remaining seats listed.*	Assign Learner(s) You are about to assign: Pediatric Advanced Life Support (PALS) Recertification (44 remaining seats) Enter multiple emails separated by commas to invite multiple users to the course at once. Email Addresses Remove all test.test@abccompany.com Assign Course
Click **Confirm and Send Invite**. This will send an automated email to everyone with a link to the LMS to enroll or sign in to complete the course.	Confirm Selection You are about to invite test.test@abccompany.com to: Pediatric Advanced Life Support (PALS) Recertification. Back to Selection Confirm and Send Invite
The system will confirm the action was successful.	Success Course Assignment Completed
BUY MORE	

You can purchase additional seats for your employees by clicking Buy More Courses. This will take you to the website where you can select each of the courses and the quantity that you would like to purchase. This purchase will automatically be added to the list of available courses to assign.	Basic Life Support (BLS) Certification Buy More

MANAGE ENROLLMENTS TAB



REASSIGN	
Select the seat assignment you wish to assign to another person and click **Reassign** under the individual's name.	andimise@outlook.com Reassign Unassign
Add the email addresses for learners that you want to assign seats to, separated by commas. When finished, click **Assign Course**. This will send an automated email to everyone with a link to the LMS to enroll or sign in to complete the course. NOTE: You cannot exceed the number of remaining seats listed.	Reassign Course Enter the email of the user you would like to reassign Basic Life Support (BLS) Fundamentals to. The previous user, andimise@outlook.com, will lose access to the course. Reassign Course to andimise@outlook.com Reassign Course
UNASSIGN	
To unassign a seat, click **Unassign** under the email address.	andimise@outlook.com Reassign Unassign

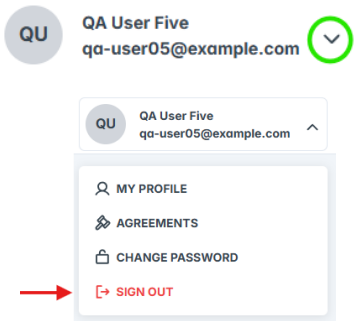
Confirm this action by clicking **Unassign Course**.	Unassign Course You are about to unassign Basic Life Support (BLS) Fundamentals. By accepting this action, andimise@outlook.com will lose access to this course. Unassign Course
The system will confirm the action was successful, and the seat will be added back to your available seats.	Success User access to the course has been removed successfully.
REINVITE	
To resend an invitation to an individual, click **Reinvite** under the email address.	wolf_newaccount@yopmail.com Reinvite Cancel Invite
Confirm this action by clicking **Reinvite Course**.	Reinvite to Course You are about to reinvite wolf_newaccount@yopmail.com to Pediatric Advanced Life Support (PALS) Certification. By accepting this action, the previous invitation access will be revoked. Reinvite Course
The system will indicate that the request was successful and will send another email to the individual.	Success Invitation resent! The user's old access has been removed.
CANCEL INVITE	
To revoke an invitation to an individual, click **Cancel Invite** under the email address.	inversionesmise@hotmail.com Reinvite Cancel Invite
Confirm this action by clicking **Cancel Invite**.	Cancel Invite You are about to cancel the invitation to Basic Life Support (BLS) Fundamentals. By accepting this action, inversionesmise@hotmail.com will lose access to this course. Cancel Invite
The system will confirm the action was successful, and the seat will be added back to your available seats.	Success User's course invitation has been revoked.
If the individual whose invitation was revoked attempts to use the original link, they will receive this error.	The sign-up invitation may have already been used or has expired.
DOWNLOAD CERTIFICATE	

When individual learners complete their assigned courses, you can view and download the certificate of completion as needed. To view a certificate of completion, click **Download Certificate** below the email address.	m.illiano@svitla.com Download Certificate
The system will indicate that the request was successful and open the certificate in another tab.	Info Your certificate is being prepared. This may take a few seconds... Success Your certificate is downloaded.

MANAGER TOOLS DEFINITIONS

- **Assign Seats** – Assign purchased course seats to individuals for enrollment.
- **Purchase Date** – Date the course seats were purchased.
- **Seats Assigned** – Number of seats that have already been assigned.
- **Assign By** – Assignment deadline: seats cannot be assigned after this date.
- **Available Seats** – Number of seats still available to assign.
- **Buy More** – Return to the website to purchase additional seats.
- **Assign** – Assign this seat to an individual.
- **Manage Enrollment** – Manage course assignments and invitations, and download certificates.
- **Status** – Training status of the assigned individual.
- **Progress** – Percentage of the course completed.
- **Expiration Date** – Course and exam must be completed by this date.
- **Reassign** – Reassign this course seat to another individual.
- **Unassign** – Unassign this course and return it to available seats.
- **Resend Invite** – Resend the course invitation to this individual.
- **Cancel Invite** – Cancel this invitation and return the seat to available seats.
- **Download Certificate** – View and download the completion certificate.

To log out, expand the menu on the top right and click **SIGN OUT.**



For Immediate Assistance:
Visit our Resources page
Chat with us live on our website

support@360training.com
877-881-2235