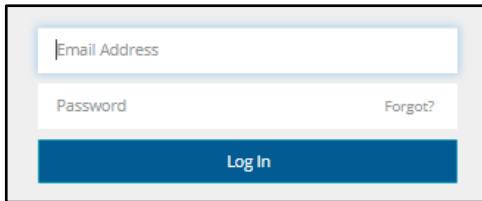


# Prism | rbs Wyzed LMS for Managers

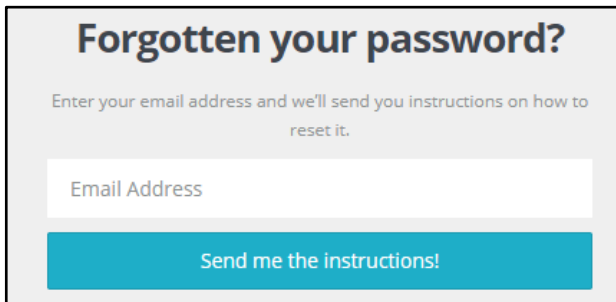
## Accessing

1. Select this link, <https://prismrbs.wyzed.com/>, or copy/paste it to your browser address bar.
  - a. We recommend using Chrome for your browser.
2. The site will display, with a field for your **Email Address** and a **Password**.



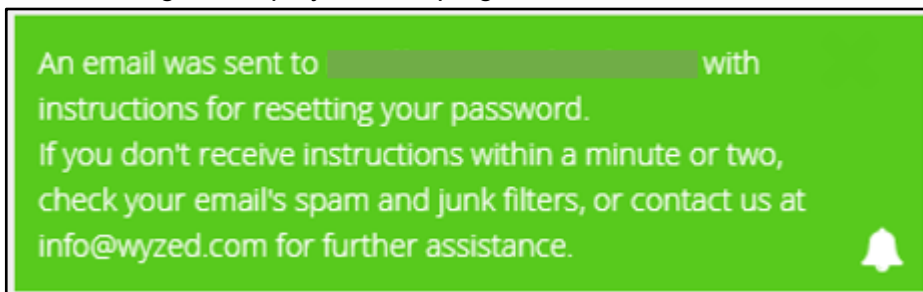
A login form with two input fields: 'Email Address' and 'Password'. The 'Password' field has a 'Forgot?' link to its right. Below the fields is a blue 'Log In' button.

3. Select **Forgot?**, in the **Password** field
4. Enter the email address, that this email was sent to, and select **Send me the Instructions** button.



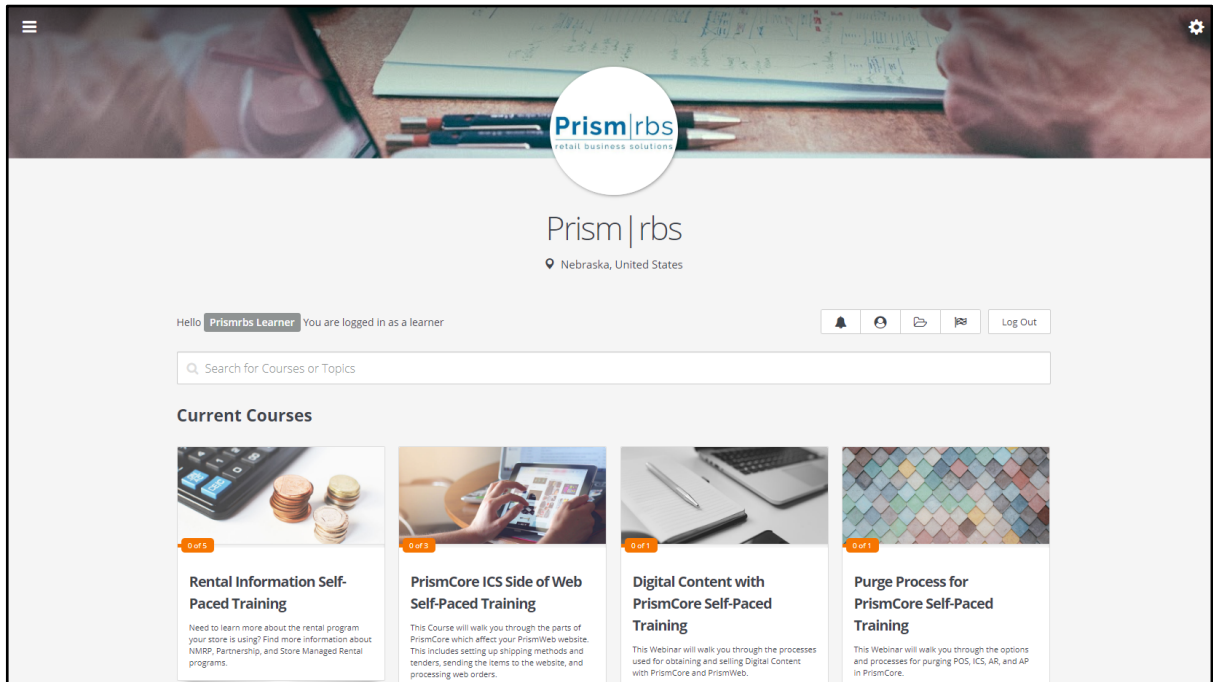
A form titled 'Forgotten your password?'. It contains the text 'Enter your email address and we'll send you instructions on how to reset it.' followed by an 'Email Address' input field and a blue 'Send me the instructions!' button.

5. The following will display in the top right corner of the browser:

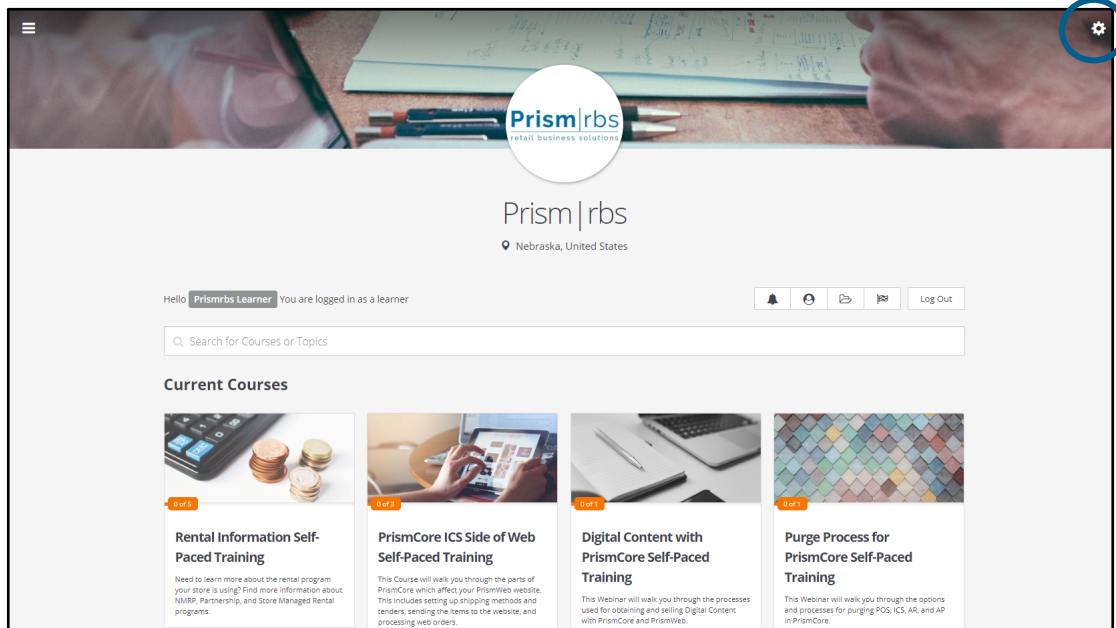



6. Once the email is received, use **Reset Your Password** button, in the email, and reset your password.

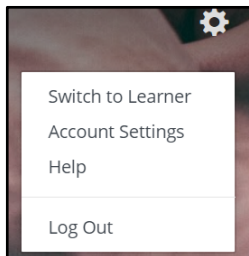
7. Once you have logged in you will see something like below.



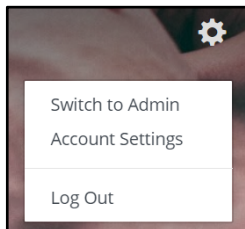
# Navigating




1. Selecting the gear  in the top right corner displays the below options:

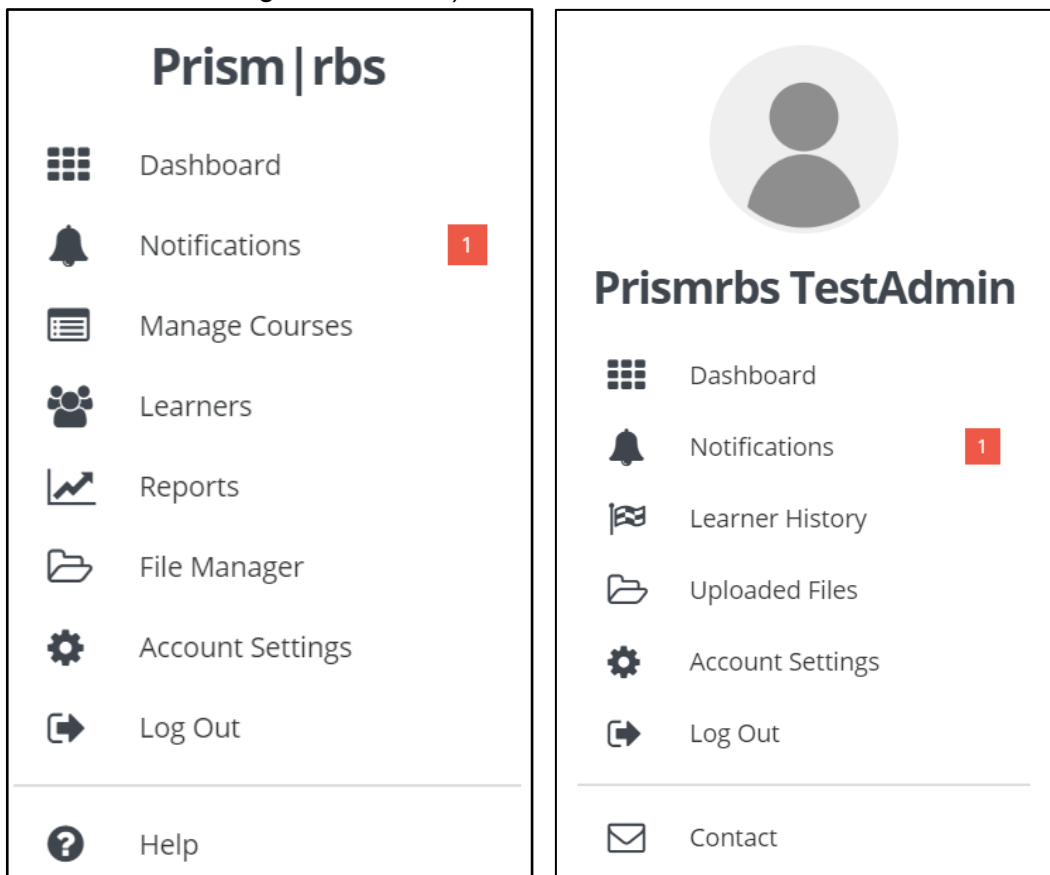


2. Switching to Learner displays the below options:



**Note:** Staff/Learners will only see Account Settings and Log Out.

3. Selecting the **Menu**  in the top left corner displays the below options (on the left for Admin and on the right for Learner).



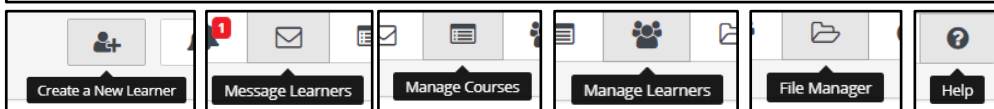
**Note:** You will not see notifications until you have learners completing courses, etc.

Below the **Prism|rbs** logo and to the left, will show you logged in as an Administrator or Learner, depending on which mode you are in.

Hello Prismrbs, you're logged in as an administrator.

Hello **Prismrbs Learner** You are logged in as a learner

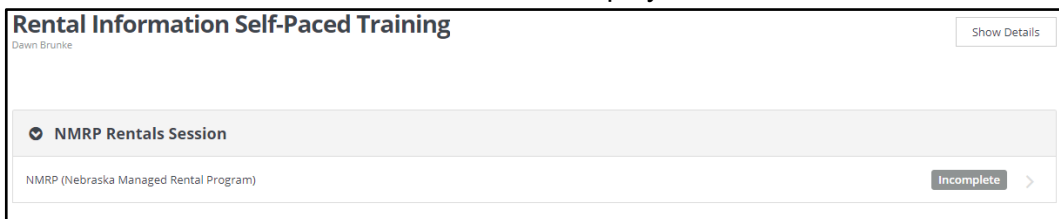
4. To the right you will see 8 Dash Board buttons, if you are logged in as Admin and 5 if you are logged in as a learner:



8. Use **Search for Course or Topics** to search for specific content.





9. Select a course and the course content will display.




10. Select the **Video/Content** from the list.
11. Once you select the section, the content will display. It may be just a video, or a document, video, and questions.
12. As sections are completed, they will display a green check mark.

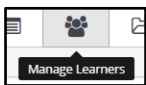
## Complete Set up of your Account

1. Select the gear in the top right corner  then select, **Account Settings**.
2. From the options on the left, select **Appearance**.
3. Change your **Profile Image** by either uploading an image or selecting one of those available.
4. From the options on the left, select **Privacy** and agree to the **Wyzed's Privacy Policy**.
5. Select **Dashboard**.
6. From the **Menu**  select **Learners**.
7. Review the learners list and verify that all are part of your staff.
  1. Please advise [training@prismrbs.com](mailto:training@prismrbs.com) if anyone listed should be removed.

## Create Learners

To create a learner you will need your Nebraska Book Company account number.

1. You may access the screen to create users two ways.
2. From the **Menu**  select **Learners** or



Select **Manage Learners**, from **Dash Board** buttons.

3. In the top left corner select, **Create a Learner** and walk through the steps below:
4. Enter **First** and **Last** name.
5. Enter **Email Address**.
6. Check or Uncheck **Auto generate password** based on what you want to do.

**Note:** We recommend having the new learner reset their password the first time they log in.

7. Check **Email login instructions to the learner**.
8. From **Add Tags to Learner**, select, **Select Tags**.
9. Enter your **NBC Account Number** in the **Search for tags to filter**, and select your **NBC Account Number**, then select **Save**

10. Optionally, Browse Courses and select Self-Paced or other sessions to enroll this Learner. You may enroll learners later as well.

**Note:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa.

11. Review learner setup and scroll to bottom and select **Create User**.

## Enroll Users in Courses

As an Administrator you may enroll yourself and others in training sessions, both self-paced and instructor led.

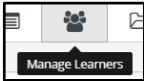
**Note:** Instructor led live training involves a fee. The fee is listed in the description of the course.

There are three ways you can enroll a Learner in a course. The first is at the time you are creating the Learner, the other two are below.

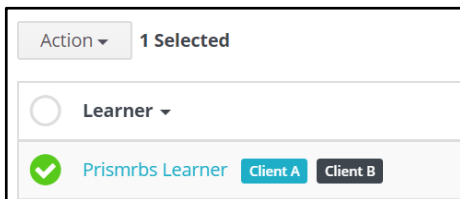
### Enroll Learners from Manage Learners

**Note:** Using this method allows you to enroll a learner in more than one course at a time. This is useful if you are enrolling learners in self-paced courses.

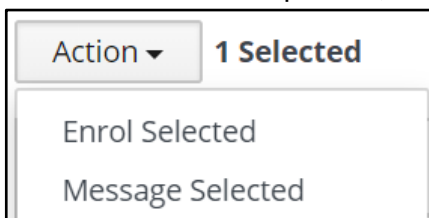
1. Select **Learners** from the **Menu**  or

 **Manager Learners** from the **Dash Board**.

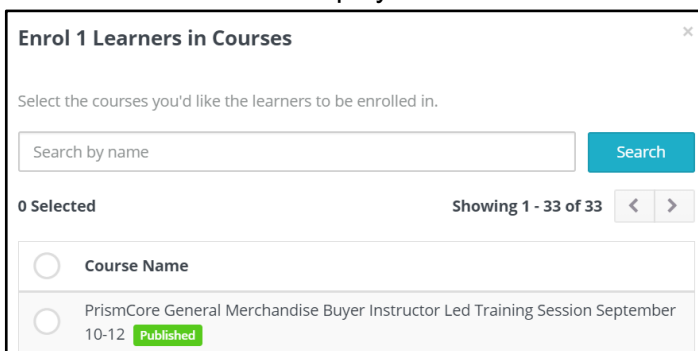
2. From the list of **Learners**, select the **Learner** or **Learners** you want to enroll.



3. Select the **Action** drop down, then select **Enrol Selected**.



4. The list of courses will display.



5. Scroll through the list or enter part of the course name to search and locate the course or courses.

6. Select the course or courses for the learner.

Enrol 1 Learners in Courses

Select the courses you'd like the learners to be enrolled in.

Search

✕ Clear Filters

2 Selected

Showing 1 - 15 of 15

<

>

☐ Course Name

☒ PrismCore Store Manager Self-Paced Training 

Published

☐ PrismCore Course Materials (Textbooks) Self-Paced Training 

Published

☒ PrismCore ICS Side of Web Self-Paced Training 

Published

7. Scroll to the bottom of the list. Leave checked or uncheck, **Email learners...**, then select **Enrol Learners**.

☒ Email learners to notify them of their enrolment.

Cancel

Enrol Learners

8. In the top right corner the following displays:

Successfully enrolled 1 learners.



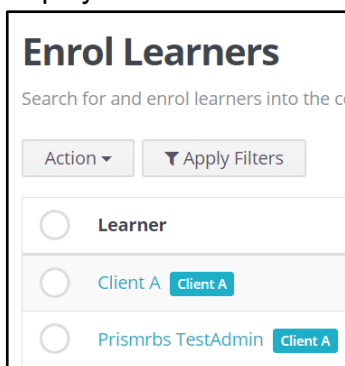
## Enroll Learners from a Course

**Note:** Using this method allows you to enroll a learner in only one course at a time. This is useful if you are enrolling learners in live instructor led courses.

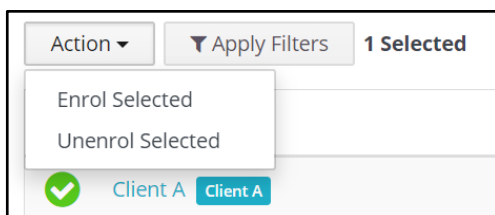
1. From the **Dash Board**, scroll down and locate the course, or use the search.
2. Select the topic. Once it displays select Manage Learners.



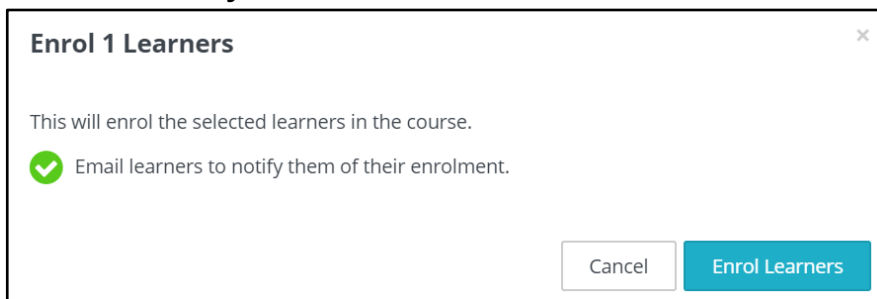
3. Select **Enrol Learners**, or **Enrol Existing Learners** and a list of your learners will display.



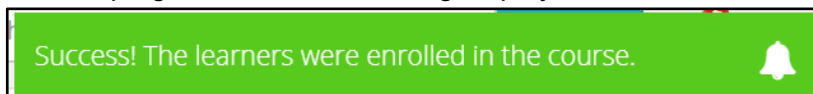
4. Locate and select the learner(s) to enroll, then select the **Action** drop down and select, **Enrol Selected**.



5. The following confirmation dialog box will display. Leave **checked** or **uncheck**, **Email learners to notify them of their enrolment**, then select **Enrol Users**.




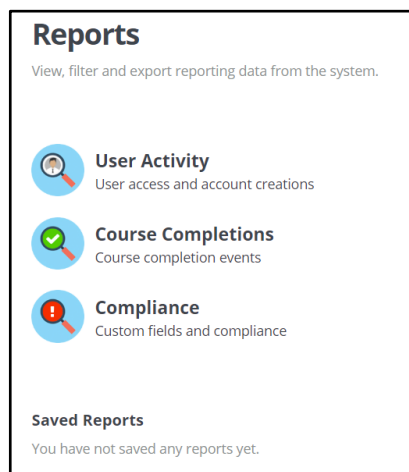
6. In the top right corner the following displays:



**Note:** Upon logging in to prismrbs.wyzed.com, the learner will see a notification that they have been enrolled in the course or courses.

## Reports

There are three reports available but only two reports, at this time, that you may find useful, User Activity and Course completions. Access Reports from the left Menu, .



### User Activity

This report allows you to see user activity based on three filters: Learner, Join Type, and Tags. For Administrators you will only use Learner.

1. Select the left **Menu** , and then **Reports**.
2. Select **User Activity**.

**User Activity Report**  
View and export user activity and account creation data.

**Filter by Learner**  
Enter a name or part name.  
E.g. 'John Doe'

**Filter by Join Type**  
Filter learners by how they signed-up or were created.  
☒ All Learners ☐ Created ☐ Sign-Up Page

**Filter by Tags**  
Select tags to add to the filter.  
Select Tags

**Run Report** **Reset All Filters**

3. To view user activity for a single user, enter their name in the **Filter by Learner** field.
4. To view user activity for all users, leave **Filter by Learner** blank.
5. Select **Run Report**.
6. The report displays below the filters:

Showing 1 - 5 of 5							
Learner ^	Join Date ⓘ	Join Type ⓘ	Sign-Up Page ⓘ	Last Logged In ⓘ	Total ⓘ	Complete ⓘ	Incomplete ⓘ
Client A	3 months ago	Created	--	3 months ago	2	0	2
Mary Public	7 months ago	Created	--	2 months ago	2	0	2
Prismrbs Learner	2 months ago	Created	--	2 months ago	16	0	16
Prismrbs TestAdmin	3 months ago	Created	--	a few seconds ago	14	0	14
joe smith	2 months ago	Created	--	--	15	0	15
Showing 1 - 5 of 5							

Fields include, Learner, Join Date, Join Type, Sign-Up Page, Last Logged In, Total (Courses enrolled in), Completed (Courses), and Incomplete (Courses).

7. You may export the results by selecting **Download a spreadsheet of these learners**.



8. The report will create and download to your computer in excel format.
9. The downloaded report will include the fields displayed on screen as well as Tags, Email, and Phone Number.

## Course Completions Report

This report allows you to see course completions based on four filters: Learner, Tags, Status, and Course. For Administrators you will only use Learner, Status, or Course.

1. Select the left **Menu** , and then **Reports**.
2. Select **Course Completions**.

### Course Completions Report

View and export course completion event data.

**Filter by Learner**

Enter a name or part name.

**Filter by Tags**

Select tags to add to the filter.

**Filter by Status**

What type of learners would you like to filter?

☒ All Learners ☐ Complete ☐ Yet to Complete ☐ Overdue

**Filter by Course**

Browse and select courses to add to the filter.

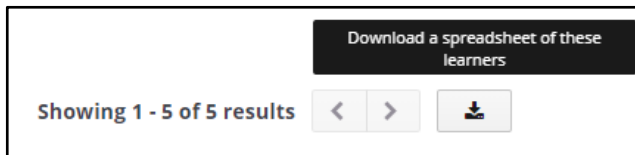
3. To view course completion for a single user, enter their name in the **Filter by Learner** field.
4. To view user activity for all users, leave **Filter by Learner** blank.
5. To view course completion based on status, select **Complete**, **Yet to Complete**, or **Overdue**.
6. To view all statuses leave **All Learners** checked.
7. To view course completions for a particular course, select, Select Courses drop down and search for the course or courses.
8. Scroll to the bottom of the course list and select Save Changes.
9. You may filter by one or more of the filters.
10. Select **Run Report**.

11. The report displays below the filters:

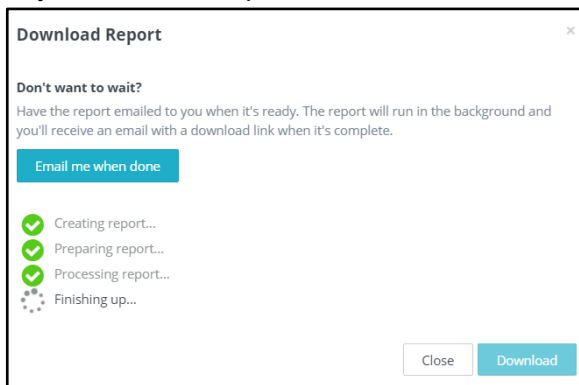
Showing 1 - 3 of 3 results							
Learner	Tags	Course	Course Progress	Status	Certificate	Completion Date	Options
Client A	Client A	PrismCore Pre-requisite Videos for Instructor Led Training Sessions	5 of 5	Incomplete	--	--	...

Fields include, Learner, Tags, Course, Course Progress, Status, Certificate (We are not currently using certificates), Completion Date, Options. Options is only to print the certificate, which we are not using.

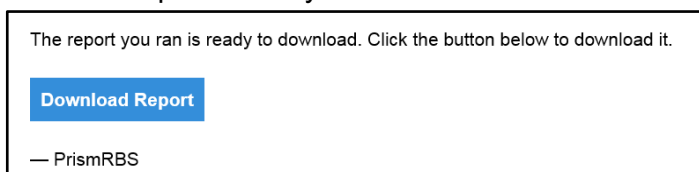
12. You may export the results by selecting **Download a spreadsheet of these learners**.



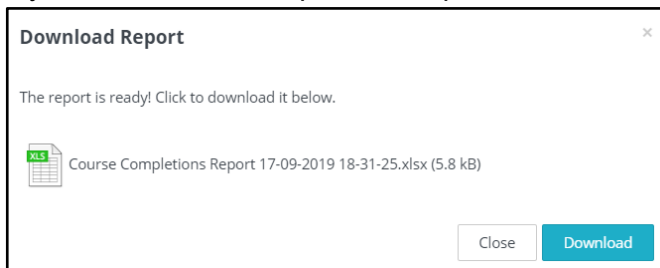
13. The **Download Report** dialog box displays, giving you the option to have an email sent to you when the report is done, or wait.



14. If you select Email me when done, you will receive an email from [info@wyzed.com](mailto:info@wyzed.com), when the report is ready.



15. If you wait, once the report is complete the Download Report dialog box displays.



16. Select Download.

17. The downloaded report will include the fields displayed on screen as well as Email, Phone Number, Enrolment Date, Complete Topics (Number of), Incomplete Topics (Number of), and Total Topics (Number of).