



State of Arizona Learning Management System Supervisor User Guide

As a supervisor, you're provided with your own user group administrator account. Your "user group" is a grouping of your direct reports in a single location in the LMS.

To Log In, use the following information:

Username: Your EIN followed by an 'S' (without the apostrophes)

Password: Your temporary password is: NewUser1 (case sensitive)

Click the Log In box.



Welcome to TraCorp! The Learning Management System (LMS) of record for the State of Arizona. Your assigned and required training will now be available to you through TraCorp.

New Students:

Use the [Student Account Instructions](#) to log in to your account.

Technical Issues

For password or technical issues with the website please call the TraCorp Help Desk number below. **NOTE: DO NOT CALL the HRIS Help DESK!**

TraCorp Help Desk (602) 358-8464 - Option #1

For issues regarding course content, your training history, assigned content, completion verification, etc., please contact your respective agency Training Admins [here](#). If your agency is not in the list, please email azlearningcenter@azdoa.gov.

We are available to assist with development of your web and instructor led training courses. Please send your requests to azlearningcenter@azdoa.gov.

Arizona Department of Corrections Staff ONLY- If you are encountering problems with your login, click [here](#) for instructions.

Log In

Username **123456S**

Password **NewUser1**

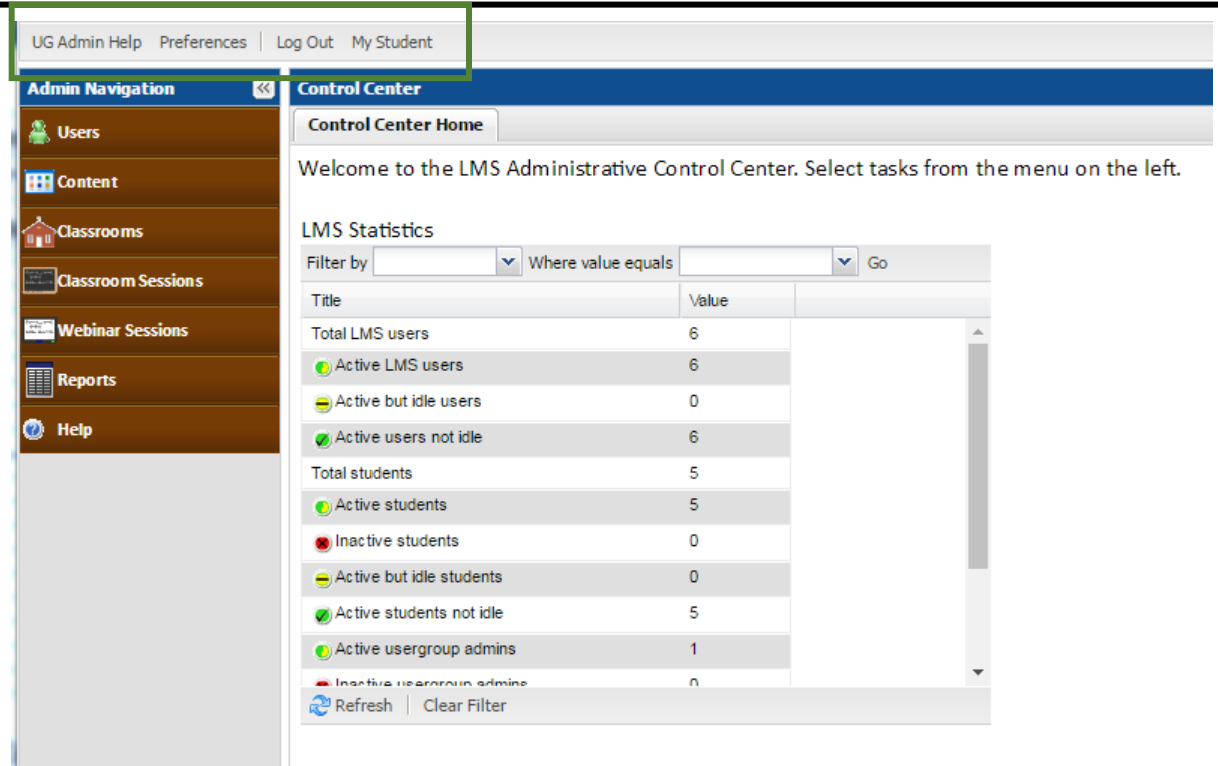
[Forgot Password?](#)

Log In

This is the Admin Navigation and Control Center location.

Across the top of the screen is:

- **UG Admin Help:**
Select this option to go to the TraCorp Help location.
- **Preferences:**
Select this option to view information about you. Some data is editable, grayed out data is frozen and cannot be edited.
- **Log Out:**
Select this option to leave the LMS.
- **My Student:**
Select this option to go to your student account. This will be useful to launch on-line courses and register for classroom courses as a student rather than as a supervisor.



The screenshot shows the LMS Administrative Control Center interface. At the top, there is a navigation bar with links for 'UG Admin Help', 'Preferences', 'Log Out', and 'My Student'. Below this, the interface is split into two main sections: 'Admin Navigation' on the left and 'Control Center' on the right.

The 'Admin Navigation' sidebar contains the following menu items: Users, Content, Classrooms, Classroom Sessions, Webinar Sessions, Reports, and Help.

The 'Control Center' section has a 'Control Center Home' tab. Below the tab, there is a welcome message: 'Welcome to the LMS Administrative Control Center. Select tasks from the menu on the left.' Below this is the 'LMS Statistics' section, which includes a filter dropdown and a table of statistics.

Title	Value
Total LMS users	6
Active LMS users	6
Active but idle users	0
Active users not idle	6
Total students	5
Active students	5
Inactive students	0
Active but idle students	0
Active students not idle	5
Active usergroup admins	1
Inactive usergroup admins	0

At the bottom of the statistics table, there are 'Refresh' and 'Clear Filter' buttons.

Users Tab



When you select the Users tab from the Admin Navigation bar, a list of your direct reports will appear on the right side of the screen in the Control Center.

- Active employees are shown with a green dot with a check mark (see the graphic on the right). Inactive employees will be red.
- The Username is the employee EIN. The EINs for this list of employees is covered. Yours will not be covered.
- To View an employee, place your mouse pointer on the employee and double click your mouse.

Control Center

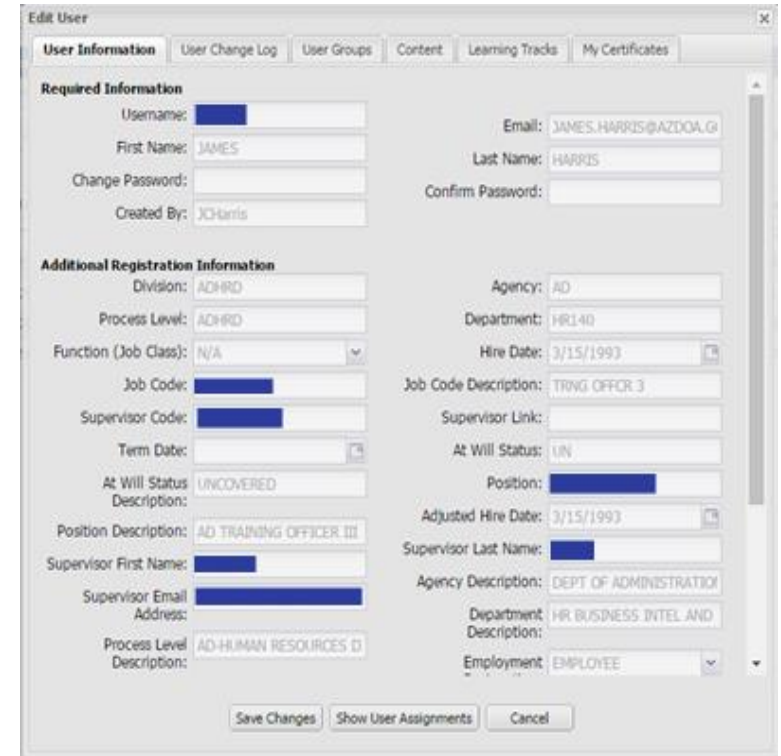
Control Center Home **Users**

Filter users where Username starts with Go Clear Filter Show Inactive User Type: Student

Active	Username	First Name	Last Name	Email	Divis...	Agen...	Proc... Level	Depa...	Func... (Job Class)	Hire Date	Supe... Code	Supe... Link	Empl... Desi...	Badge Num...	Badge Code
✔	[REDACTED]	Grisel	Salas	GRISEL.SALAS...	ADH...	AD	ADH...	HR140	N/A	2/5/2...	ADH...		EMP...		
✔	[REDACTED]	JAMES	BECKMAN	JAMES.BECKM...	AD	ADH...	ADH...	HR140	N/A	04/1...	ADH...		EMP...		
✔	[REDACTED]	DEBORAH	TAYLOR	DEBBIE.TAYLO...	AD	ADH...	ADH...	HR140		11/1/...	ADH...		EMP...		
✔	[REDACTED]	JAMES	HARRIS	JAMES.HARRIS...	ADH...	AD	ADH...	HR140	N/A	3/15/...	ADH...		EMP...		
✔	[REDACTED]	CONNIE	MAGALLANES	CONNIE.MAGA...	AD	ADH...	ADH...	HR140		10/2...	ADH...		EMP...		

This will bring up the Edit User box for this employee.

- Notice that all the options on the User Information tab are grayed out. You cannot edit any of this information for your direct reports.
- We blanked out key pieces of data that would reveal our example employee. Yours will not be blanked out.
- The tab at the bottom of the screen called Show User Assignments is used to view what training courses are currently assigned to this employee.
- The Content Tab permits you to assign a classroom course, a webinar, or CBT to this employee using the Content Catalog.
- The Learning Tracks Tab permits you to assign a Learning Track, such as the Supervisor Academy, to your employee.

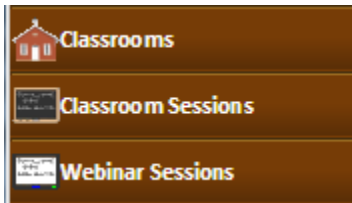


The Content Button

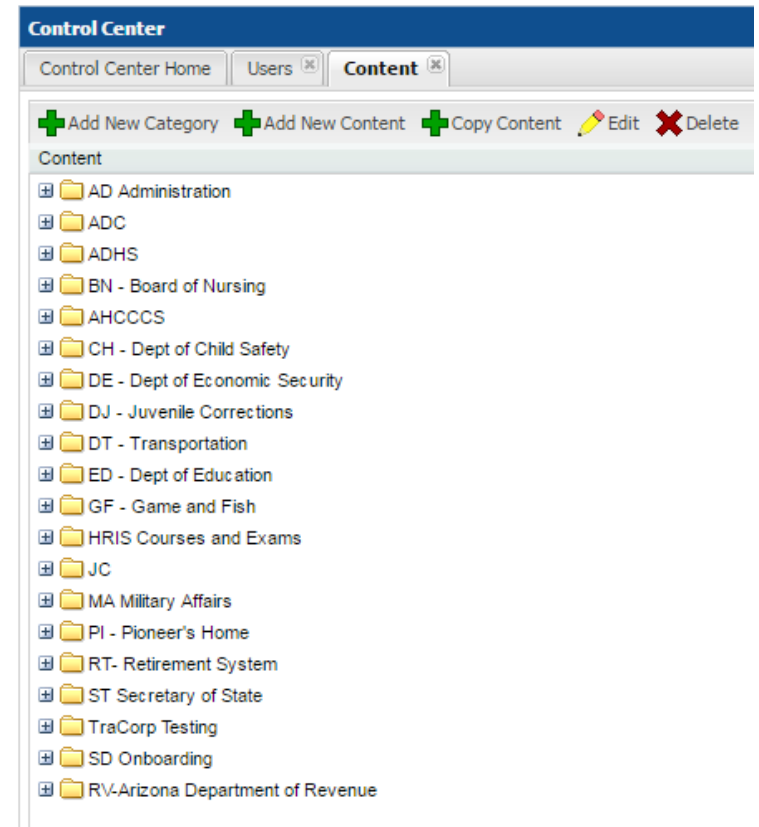


When you select the Content Button, it will bring up the Content screen in the Control Center. See the graphic on the right.

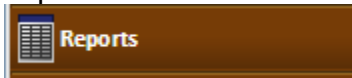
- As a supervisor, you can assign any course that you can physically “see” from the content catalog.
- If you cannot locate a specific class or CBT, please notify your agency User Group Admin. If your agency does not have an agency User Group Admin, notify the Arizona Learning Center at azlearningcenter@azdoa.gov.
- You cannot assign courses using this screen. You can only view from this screen. However, if you don't see the class or course you need, you'll need to notify someone to have the course or class assigned to your employee(s).



The Content, Classrooms, Classroom Sessions, and Webinar Sessions are for viewing only and cannot be edited or deleted. These are helpful for viewing training prior to assigning it to your direct report(s).



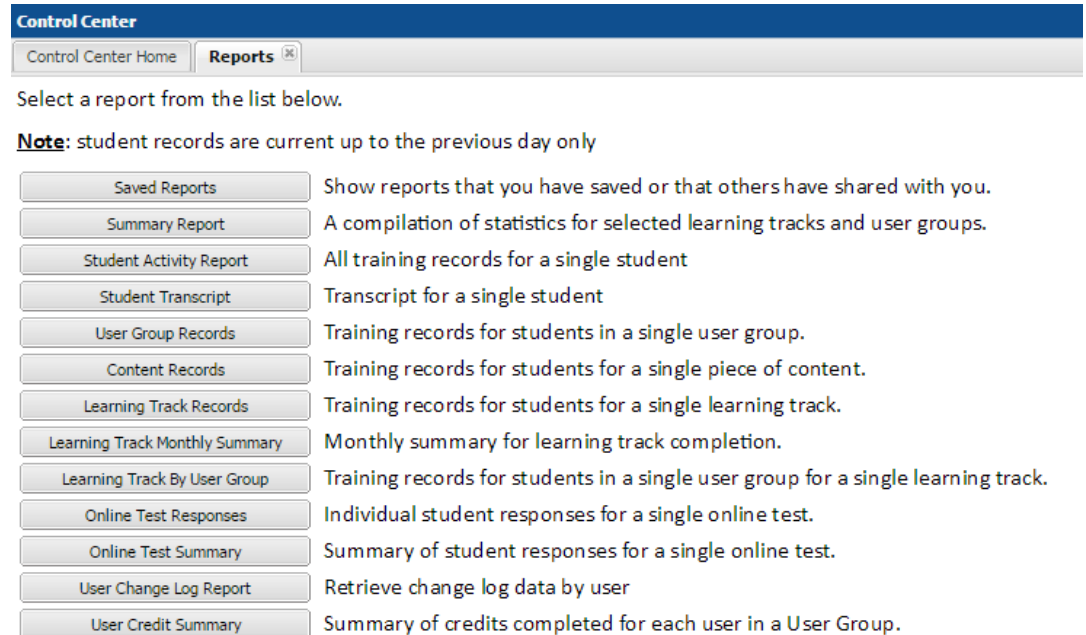
Reports Button



When you select the Reports Button, it will bring up the Reports listing as shown on the right side of this page. Your reporting is restricted to the following options:

- You can only report on a single direct report or all your direct reports.
- When you create a report and you want to save it and possibly share your report set-up, you can do that using the Saved Reports option.
- The only User Group you can report on is made up of your direct reports.
- Use the link shown below for additional information on creating reports:

http://www.alc.az.gov/cbt/TraCorpLMS_Documents/Reports122016.pdf



The screenshot shows the "Control Center" interface. At the top, there is a blue header with "Control Center" in white. Below the header is a navigation bar with "Control Center Home" and "Reports (9)" in a light gray box. The main content area has the text "Select a report from the list below." followed by a **Note**: "student records are current up to the previous day only". Below the note is a list of report options, each in a light gray button with a description to its right:

Saved Reports	Show reports that you have saved or that others have shared with you.
Summary Report	A compilation of statistics for selected learning tracks and user groups.
Student Activity Report	All training records for a single student
Student Transcript	Transcript for a single student
User Group Records	Training records for students in a single user group.
Content Records	Training records for students for a single piece of content.
Learning Track Records	Training records for students for a single learning track.
Learning Track Monthly Summary	Monthly summary for learning track completion.
Learning Track By User Group	Training records for students in a single user group for a single learning track.
Online Test Responses	Individual student responses for a single online test.
Online Test Summary	Summary of student responses for a single online test.
User Change Log Report	Retrieve change log data by user
User Credit Summary	Summary of credits completed for each user in a User Group.