Administrators Users Group Meeting

CollaborNation®

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9/17/21

Housekeeping

Using the Zoom navigation bar, click on Chat to send a question or comment:
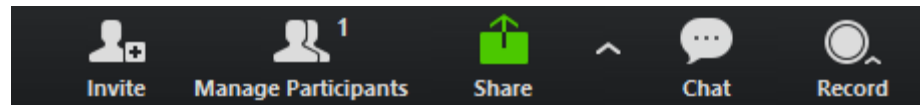
CypherWorx Support Team

Debbie DiBacco, Client Services CypherWorx, Inc.
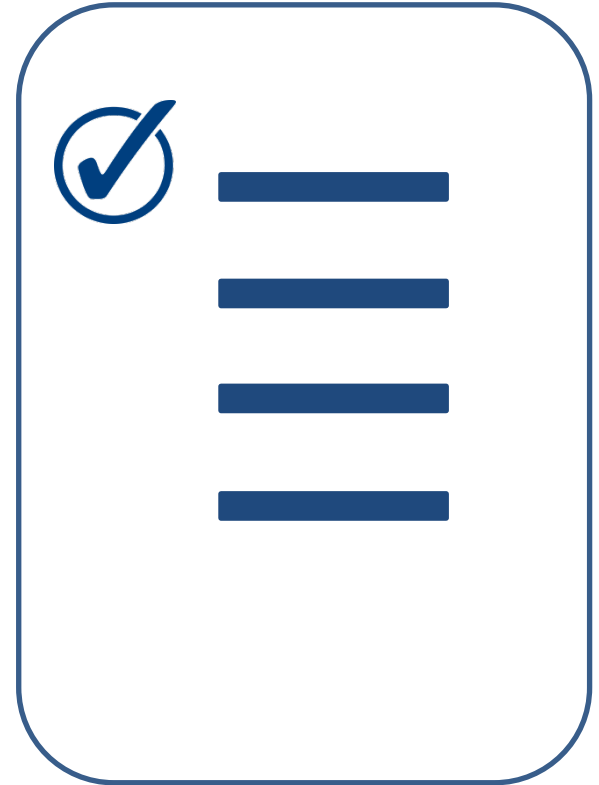
Heidi Luizzi, Client Services CypherWorx, Inc.

Chris Schramm, Client Services/Sales CypherWorx, Inc.
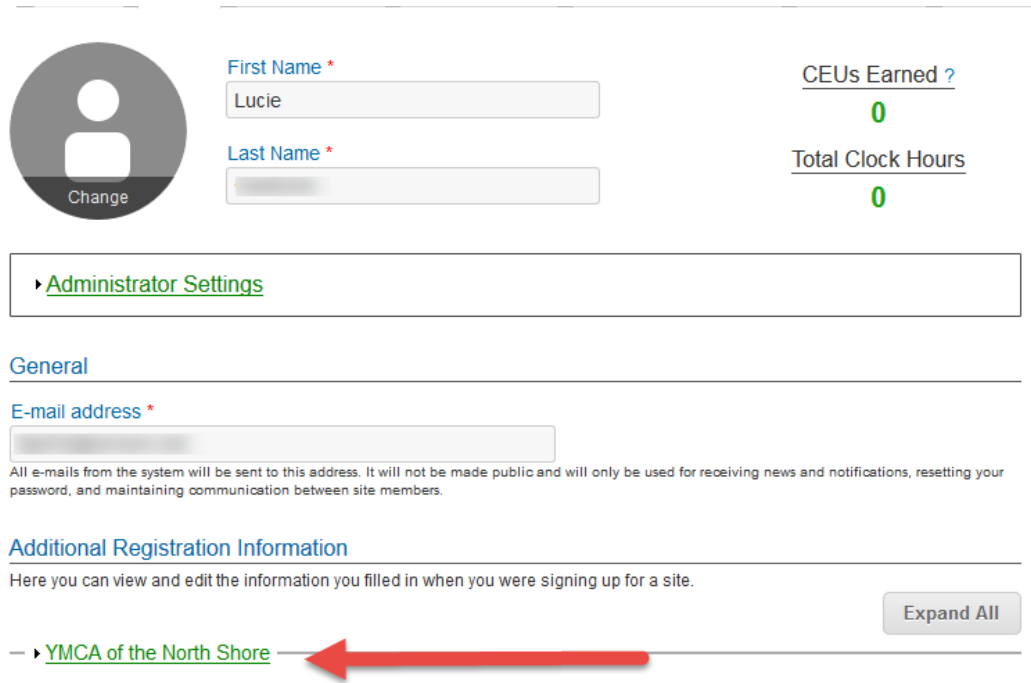
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Agenda

- Registration Overview
- Support Hub/Admin Articles
- Admin Tools
  - Reporting Basics: Reporting Groups, etc.
  - Clean Up Training Tool
- Scheduled Registration Assignments
- Contact Information

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Registration

Importance of the URL:
- Specific URLs for each site
- Naming convention is: https://collabornation.net/ login/yoursiteinfohere
- Without that URL, a customer registers incorrectly (usually into collabornation.net) and without the courses they need.

EXAMPLE: https://collabornation.net/login/ymcanorthshore

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Support Hub

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Admin Articles

Administrators

Administering Your Site (12)

- Site Building
- What is SCORM (Sharable Content Object Reference ...
- Catalog Management
- How to create courses and upload them to your site
- Discussions
- » See all 12 articles

Courses (5)

- Course Assignments
- Learning Paths
- Assessments
- Custom Certificates
- Importing employee training taken outside of Collabo...

Reporting (7)

- Reporting
- Custom Reports
- What is the difference between passed and complete...
- Running reports on learners
- Exporting training records in Reporting
- » See all 7 articles

Learners (5)

- Self-Registration
- Add Learner
- Bulk Add Learners
- Invite Learners
- Automatically manage your learners with Integrations

Create-A-Course (12)

- Create-A-Course Tutorial
- Upload a PowerPoint or PDF to Create-A-Course
- Adding audio narration to Create-A-Course
- Upload a video to Create-A-Course
- Adding new slides in Create-A-Course
- » See all 12 articles

Reporting Groups (10)

- What are Reporting Groups?
- Creating and editing Reporting Groups
- Adding learners to Reporting Groups
- Setting Administrators and Managers in Reporting Gr...
- Removing or moving learners from one Reporting Gr...
- » See all 10 articles

Events (10)

- Creating an Event
- Editing an Event
- How to approve a pending individual to your event
- Add attendees to an Event
- Cloning an Event
- » See all 10 articles

About CollaborNation (2)

- Operations and Security
- Admin Site Overview 2019

Continuing Education Units (CEUs) (3)

- Continuing Education Units (CEUs)
- View CEUs You Have Earned
- Add IACET Accreditation Providers

Integrations (5)

- CollaborNation API
- File Transfer
- CypherWorx Accelerate - Add CypherWorx courses to...
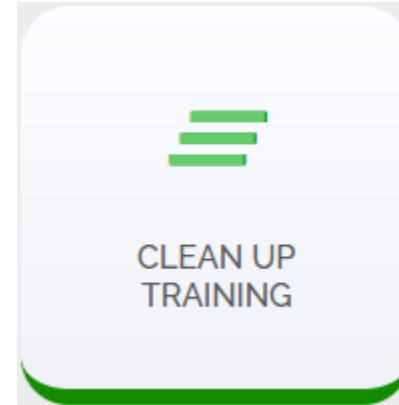- Revenue Share
- Single Sign-On

Onboarding (1)

- Onboarding

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Reporting Groups and Clean Up Training

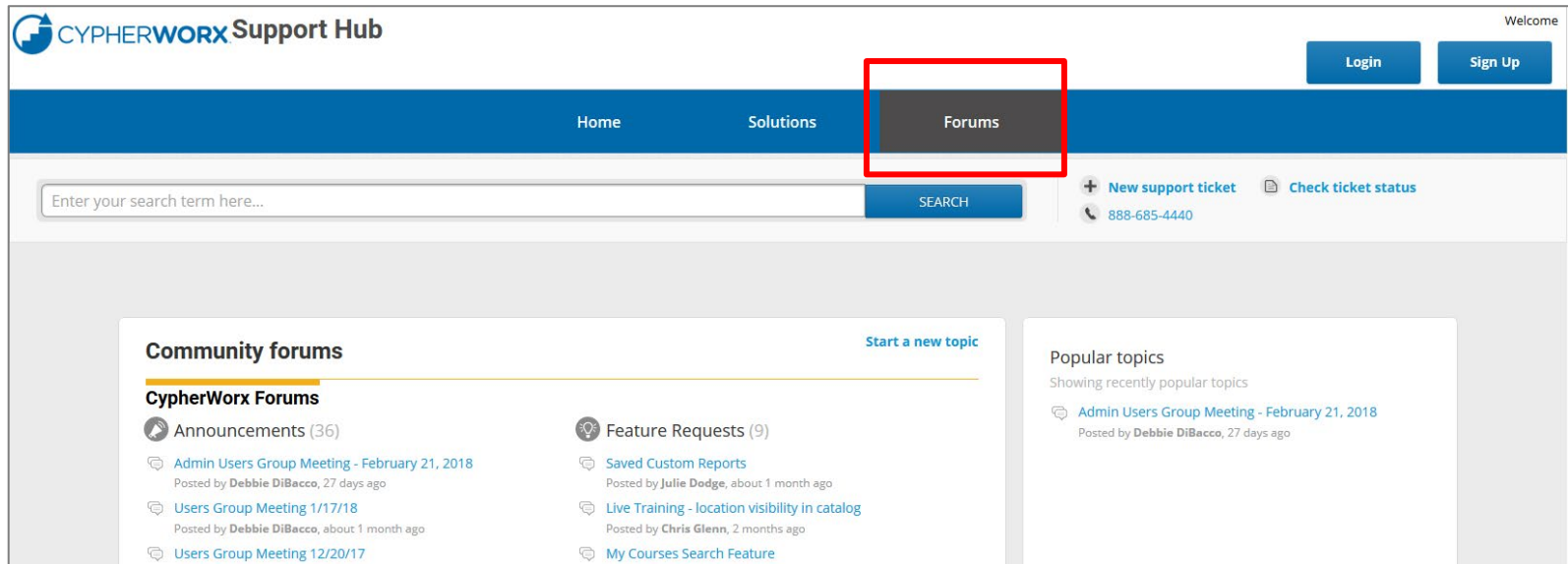Link on the support hub to "Creating and Editing Reporting Groups" article:
https://support.cypherworx.com/a/solutions/articles/4000114799?portalId=68748

Link on the support hub to "Clean Up Training" article:
https://support.cypherworx.com/a/solutions/articles/4000156855?portalId=68748

REPORTING GROUPS

CLEAN UP TRAINING

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Review Meeting

Contact Info

Please feel free to reach out after the webinar if you have more questions.

- Debbie DiBacco – ddibacco@cypherworx.com
- Heidi Luizzi – hluizzi@cypherworx.com
- Chris Schramm – cschramm@cypherworx.com

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