

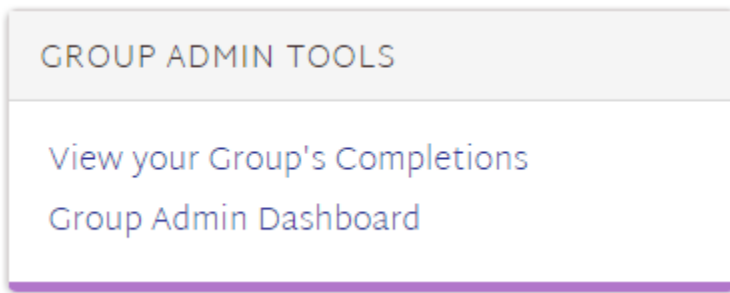
ADMIN TOOLS

Are you currently the person in charge of training at your agency? If so, do you have “Admin Rights” to RCTCLEARN.NET?

Have you checked out the NEW Admin Tools?

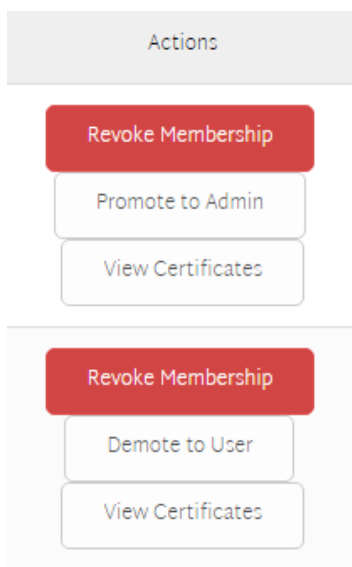
Do you currently need Admin rights? Simply login to your account and then email us at info@rctclearn.net or call us at 877-396-6261 and request “Admin Rights”.

Please note, with the new system, you are no longer required to have a separate admin login. Login with your username and password and simply click on one of the options in the Group Admin Tools to view agency information.



View your Group’s Completions-This view provides you with the option of viewing your own course completions or your staff’s course completions. You can view or print Certificates of Completion or export this information to Excel.

Group Admin Dashboard-This view allows you to see all of your staff’s names, usernames and email addresses. You can take any of the following actions by simply clicking one of the buttons below:



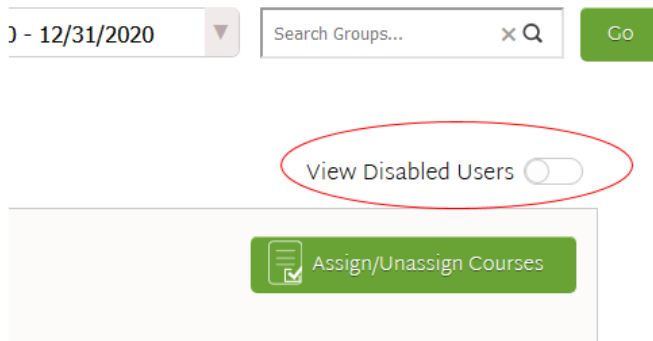
View Certificates-Want to see an individual’s Certificates of Completion? Simply click on the View Certificates button by the user’s name.

Revoke Membership-Do you have a staff member leaving your organization? Clicking on the Revoke Membership button will block access to the online courses. The former staff member can still login to their account and print any past Certificates of Completion, but they will NOT have access to any online courses.

Promote to Admin-Is there someone in your agency that should have Admin Rights? If so, simply click on the “Promote to Admin” button by their name.

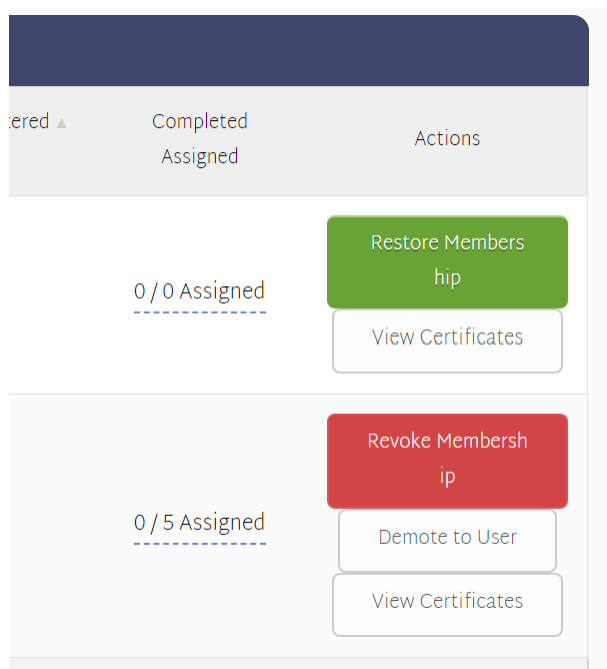
Demote to User-Is there someone in your agency that is no longer in charge of training? Click on the “Demote to User” button to take away Admin Rights. The user will still be able to access their own information as well as take online courses. However, they will no longer be able to view Staff information.

Reactivate a User-Did you accidentally deactivate someone in your agency OR did you rehire someone that you previously disabled? On the Group Admin Dashboard, switch on the “View Disabled Users”.



The screenshot shows the top section of the Group Admin Dashboard. At the top left, there is a date selector set to "12/31/2020" with a dropdown arrow. Next to it is a search bar labeled "Search Groups..." with a magnifying glass icon and a "Go" button. Below these elements, there is a toggle switch labeled "View Disabled Users" which is currently turned off. A red oval highlights this toggle switch. Below the toggle, there is a green button labeled "Assign/Unassign Courses" with a document icon.

Next, click on the green “Restore Membership” Button



The screenshot shows a table with two columns: "Completed Assigned" and "Actions". The first row shows "0 / 0 Assigned" and a green button labeled "Restore Membership". The second row shows "0 / 5 Assigned" and a red button labeled "Revoke Membership". Both rows have a "View Certificates" button below the main action button.

Completed Assigned	Actions
0 / 0 Assigned	Restore Membership View Certificates
0 / 5 Assigned	Revoke Membership Demote to User View Certificates

Assign Courses by Job Roles

Click on “Group Admin Dashboard” in the Group Admin Tools Box

GROUP ADMIN TOOLS

View your Group's Completions

Group Admin Dashboard

Find your group, and click “Expand Details” if it is not already expanded.

Betty Joe (green7007test)

green7007@rctclearn.net

No roles assigned

1

2

1 / 4 Assign

Add Role

Click on the green “Add Role” button next to the employee’s name. Select an option from the drop down list. Once you have selected the employee’s role, please click on the green “Add” button

07@rctclearn.net

No roles assigned

1

✓ Please Select

Professional

Paraprofessional

Personal Care Worker

Project Manager

New Hire

Home Service Worker

Nursing Assistant

Home Health Aide

After adding the role, you will see the job role title appear along with a circled “x”. Clicking on the circled “x” allows you to remove the role you added. You can assign multiple roles to each employee if you desire.

Paraprofessional x

Please Select

Add

After assigning the role, click on the green “Assign/Unassign Courses” button.

Assign/Unassign Courses

Select the courses you want to assign to the role by clicking on the box next to the course title. Next, click on the “Assign Courses” button on the right-hand side.

Course Assignments for RCTCLEARN Home Health

Check off the courses you want to assign below, and then click on the assign button on the right

Search...

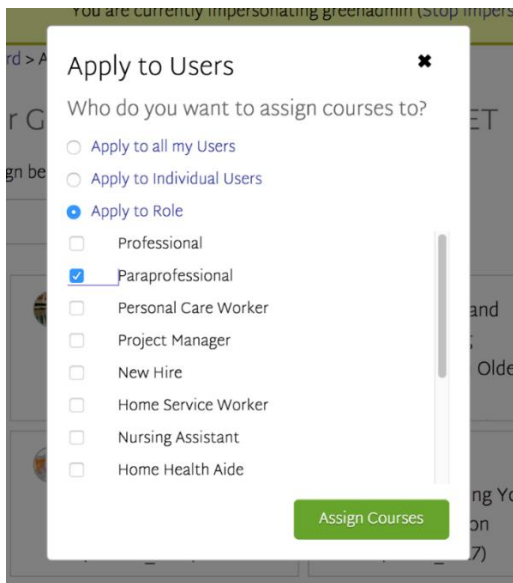
Assign Courses (0)

 Anxiety in Older Adults (RNAX_2017) ☐	 Improving Accuracy in ICD 10 Coding for Home Health Care (HD_QA_2017) ☐	 Detecting and Addressing Delirium in Older Adults (RNDD_2017) ☐
 Improving Care Transitions of Older Adults (RNCT_2017) ☐	 Medication Management in Home Care (RNMM_2017) ☐	 Positively Representing Your Organization (NAPR_2017) ☐
 Neurological Diseases and Conditions (HD_NC_2017) ☐	 Mental Disorders (HD_MD_2017) ☐	 Immunological Diseases and Conditions (HD_IC_2017) ☐

Currently Assigned Courses

No courses assigned currently

You will be prompted with the following:



Select the “Apply to Role” radio button, and then check off the roles you want to assign the courses to.

When new employees create accounts, assign them a job role. Once they have been assigned a job role, they will automatically be assigned the courses you assigned to that job role.