

Emulation for Managers & Training Coordinators on COR Learning Management System (LMS)

Updated LMS Navigation coming July 26th

If you have Direct Reports or are a Training Coordinator, you can view users' learning information in emulation mode. As an example, you can open emulation mode as shown below:

The image contains three screenshots illustrating the steps to enter emulation mode in the RIVCO 1HR LMS:

- Step 1:** A screenshot of the main navigation menu. A yellow callout bubble with the number '1' points to the 'MY TEAM' dropdown menu.
- Step 2:** A screenshot of the 'Manager Dashboard' page. A yellow callout bubble with the number '2' points to the 'Manager Dashboard' button.
- Step 3:** A screenshot of an employee profile page. A yellow callout bubble with the number '3' points to the 'PROFILE' dropdown menu. A red box highlights the dropdown menu options: Learner Approvals, My Observation Checklists, Observer Checklists, Self-Reported Training, Training Analysis, Training Schedule, and Training Transcript.
- Step 4:** A screenshot of the top navigation bar. A yellow callout bubble with the number '4' points to the user profile icon.
- Step 5:** A screenshot of the bottom emulation strip. A yellow callout bubble with the number '5' points to the 'EXIT EMULATION' button.

1. Click on the *My Team* dropdown.
2. Click on *Manager Dashboard* to view your team Exception Reports.
3. At the bottom of any employee tile, click on the *Profile* dropdown and select a report to view.
4. While in emulation mode, a message set in an emulation strip near the top of the screen alerts you of the person you are emulating. A ring around the My Profile menu's avatar also indicates that you are in emulation mode.
5. Click on the X to *Exit Emulation*.

No Action Required by Employees