Table of Contents

What is a Site Supervisor?
Becoming a Site Supervisor
Accessing Site Information
Searching for a User Account
Certificates and Transcripts
Change Staff Account Information
Creating New Accounts for Your Staff
User Training Completion Report
Site Supervisor Guide:

What is a Site Supervisor?

Site Supervisors can view certain user information for accounts linked to their organization or base. Functions include editing user account information, viewing online training progress and pulling reports on usage. We offer supervisor access to Trainers, Managers, and Directors to assist in tracking staff’s online inclusion training.
Site Supervisor Guide:
Becoming a Site Supervisor

1. You must have an Online Learning Center account (see the Getting Started guide for more details).

2. Contact our Support Staff

3. Log in

4. To familiarize yourself with the site you can watch our “How To Guide” videos for Navigating the site, changing your account settings and much more.

Go to elearning.kitonline.org to sign up & log in

Email: support@kitonline.org
Phone: (858)225-5689
Toll Free: (866)930-0931

Include:
OLC Username
Position at your organization
Name of your organization
Site Supervisor Guide:
Accessing Site Information

1. Click your username in the top left hand corner.

2. Click on your site name under Group Memberships.

3. Click on the Members tab
Site Supervisor Guide: Searching for a User Account

1. Search for an account by typing in the person’s name, username or email address.

2. You can change how many results show up on one page from the page size drop down menu.
Click Transcript

View course certificates by choosing the course name from the Enrolled Course Sessions dropdown list.

You can print a transcript of all courses they have taken by:

1. Clicking the down arrow to the right of the Edit Member Details button in the top right hand corner.

2. Clicking download transcript.
Site Supervisor Guide: Change Staff Account Information

From the Group Members tab find the user you are looking for and Click Edit to change staff account information.

- You can choose your site/base timezone from the *Timezone* dropdown list.
- Check the *Reset Password* to have a password reset email sent to the users email account.
- Click *save* when you are done.
Site Supervisor Guide: Creating New Accounts for Your Staff

1. From the Group Members tab click the Add Members button
2. Fill out the information for the new user account and click save. The new user will receive a welcome email from the email you entered with a link to the OLC site.
1. Click *Reports* and then choose *Learners* from the left hand navigation.

2. Select the name of your base/organization from the *Group* drop-down list.

3. Increase the page size to the maximum allowed and then click *Search*.

4. Click *Download* for each page of results (most of the time there should only be one page of results). The spreadsheet will show users and their status for each enrolled training.