

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. The first screenshot shows the main navigation menu with a yellow callout '1' pointing to the 'MY TEAM' dropdown. The second screenshot shows the 'Manager Dashboard' with a yellow callout '2' pointing to the 'Manager Dashboard' button. The third screenshot shows an employee profile tile with a yellow callout '3' pointing to the 'PROFILE' dropdown menu, which is open to show a list of reports including 'Learner Approvals', 'My Observation Checklists', 'Observer Checklists', 'Self-Reported Training', 'Training Analysis', 'Training Schedule', and 'Training Transcript'. A fourth screenshot shows the bottom of the page with a yellow callout '4' pointing to the 'Learning' dropdown and a yellow callout '5' pointing to the 'EXIT EMULATION X' button in the emulation strip.

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