



Learning Harbor: College Super User Directions

1. Go to: www.learningharbor.com
2. **LOGIN:** Enter your UserID and Password
3. **TO VIEW INDIVIDUAL STUDENT ACTIVITY:**
 - a) Click on **MY PROFILE** (blue tab) – ignore red message regarding student profile editing – then click on **MY STUDENTS** (green tab)
 - b) Next to the name, click on LEARNING PATH PROGRESS for individual course activity (shows all classes and progress) or TRANSCRIPT (shows what has been completed).
 - c) Student records will not be archived on the system. Please print records each semester or as needed and/or require the student to print and submit a transcript. Once records are printed, students can re-take modules and tests for the current year and print updated transcripts for their instructors.
4. **TO ADD A STUDENT:**

Once students are entered into Learning Harbor system, they stay in the system until they graduate – it is NOT necessary to re-enter students every year.

 - a) Click on ADD STUDENT at top of chart and complete the required fields (*) on the left and all but “Supervisor” and “Instructor” on the right as follows:

Field Name	Description/Instructions
*UserID:	The UserID will typically be the institution abbreviation followed by a number assigned by your institution. NOTE: For those customers using student names for UserID, be sure to add a digit after the name if you are entering a duplicate name. For example, Smith, Smith2, Smith3, etc.
*Pwd:	The password is the number assigned by your organization (usually student ID)
*Confirm Pwd:	Enter password again
*First Name:	Enter first name
*Last Name:	Enter last name
MI:	Middle initial – optional
Email:	Leave blank
Address:	Leave blank
City:	Leave blank
State:	Defaults to Alabama - leave as is
Zip:	Leave blank
Phone:	Leave blank
Fax:	Leave blank

Is Active?	Should already be checked when adding people (if not, check box)
Activate Date:	Click in date box to select today's date
Deactivate Date:	Click in date box to select today's date, as above, but change year to 2020 - this is VERY IMPORTANT
Is Supervisor?	DO NOT CHECK - Learning Harbor sets up Superuser access as a separate procedure
Is Instructor?	DO NOT CHECK (even if person is an instructor in your organization) - Learning Harbor sets up access as a separate procedure
Instructor Type:	Leave as N/A
Learning Group:	Select from drop down box
Employee ID:	Enter same as password
Organization:	Should be there already
Department:	Select from drop down box
Supervisor:	Select from drop down box the name of the default "supervisor" of the Learning Harbor system at your facility
Job Title:	Select "student" from drop down box if available, otherwise leave blank
Other:	Leave blank

b) When you have entered all required fields, click SAVE.

5. TO EDIT STUDENT INFORMATION:

- a) Click on **MY PROFILE** (blue tab) and then **MY STUDENTS** (green tab)
- b) Use search box: type in name – click SEARCH - click on name - make changes as needed
- c) SAVE

6. TO DELETE STUDENTS:

As students graduate, please provide a list of graduates to Learning Harbor for deletion from the system.

7. TO REACTIVATE STUDENTS WHO HAVE BEEN DEACTIVATED:

- a) Click on **MY PROFILE** (blue tab) and then **MY STUDENTS** (green tab)
- b) Enter **DEACTIVE?** in the search box, then click SEARCH
- c) Click on the name
- d) Click on "Active" box
- e) Confirm that Deactivate Date is set to year 2020
- f) SAVE

8. PRINTING MODULES:

- a) While within a module, click on the rectangular icon towards the bottom left of the screen (the “expand/collapse” icon) and the full text will appear
- b) Right click in the black space next to the text
- c) Select PRINT

If you choose to print hard copies of the modules, make sure your students complete the tests online for record-keeping purposes.

9. NOTES:

Tabs not described above are for future development and upgrades by Learning Harbor.

10. ACCESS PROBLEMS / TROUBLESHOOTING:

If a student has access problems, check the following:

- a) Confirm that the student is using accurate userID and password and is on the correct website.
- b) If student still can't logon, the Superuser should follow directions for “Reactivating Students Who Have Been Deactivated” to make sure the student is “active”.
- c) If student still has trouble, test on your computer. If all is OK, instruct student to re-boot and try again on his/her computer. Often the computer has pop-ups blocked or has accumulated a lot of temp files which need to be deleted. To unblock pop-ups, go to “Tools” on the top menu bar, click on “Pop-Up Blocker” and then on “Turn-off Pop-up Blocker” (on Internet Explorer – other browsers may have different directions).
- d) Make sure the computer that the student is using has the latest version of Java installed – outdated versions can cause access problems.

For further assistance: Contact Ginny Stemhagen
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