

PORADNIKI DLA HR

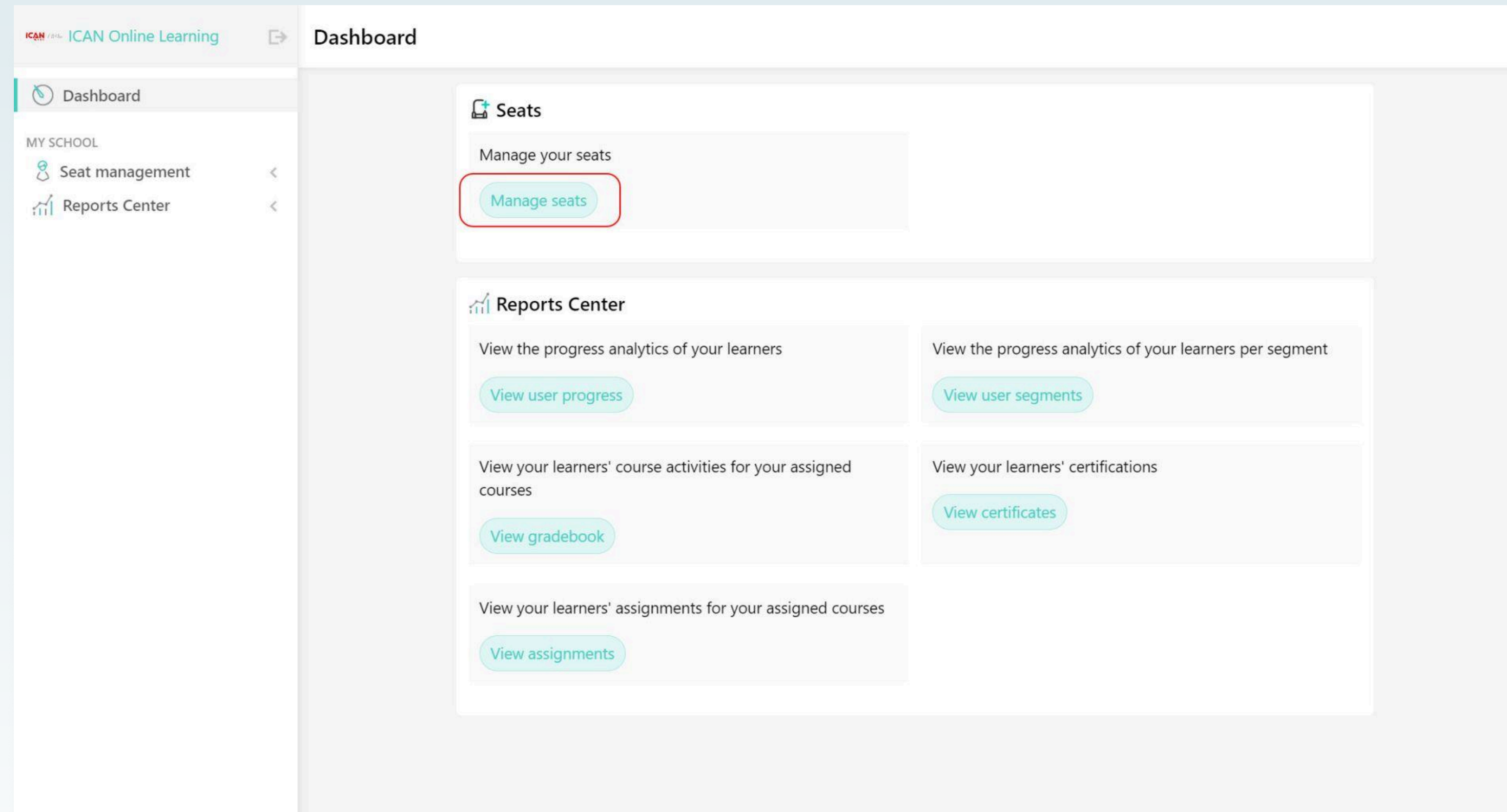
Jak dodać nowego użytkownika?

ICAN **Online**
LEARNING



Krok 1

Przejdź do Dashboardu,
zlokalizuj Seats i
kliknij: **Manage seats**.



The screenshot displays the ICAN Online Learning Dashboard. The top navigation bar includes the ICAN logo and the text 'ICAN Online Learning'. The main content area is titled 'Dashboard' and features a sidebar on the left with the following menu items: 'Dashboard', 'MY SCHOOL', 'Seat management', and 'Reports Center'. The 'Seat management' item is currently selected. The main content area is divided into two primary sections: 'Seats' and 'Reports Center'. The 'Seats' section contains a 'Manage your seats' card with a 'Manage seats' button highlighted by a red circle. The 'Reports Center' section contains four cards: 'View the progress analytics of your learners' (with 'View user progress' button), 'View the progress analytics of your learners per segment' (with 'View user segments' button), 'View your learners' course activities for your assigned courses' (with 'View gradebook' button), and 'View your learners' certifications' (with 'View certificates' button). A fifth card, 'View your learners' assignments for your assigned courses' (with 'View assignments' button), is located below the other reports cards.

Krok 2

Aby dodać pojedynczego użytkownika, należy wybrać opcję A: **Add member**.

W przypadku potrzeby dodania wielu użytkowników, należy wybrać opcję B: **Bulk actions**.

ICAN Online Learning

Users / Multiple Seats / ICAN B2B

BACK

MANAGEMENT

Multiple Seats

13 available seats out of 25

Courses 43

Total enrollments 186

Showing 1-13 members

Member ▲	Occupying Seat	Got seat on	Last activity	Currently enrolled ?	Manage
Alicja Nowak alicia.nowak@icant.pl	●	2023-10-20 09:35:41	2023-10-10 12:10:00	+31	
Agnieszka Prokopa agnieszka.prokopa@icant.pl	●	2023-12-15 15:09:00	2023-12-08 10:22:57		
Agnieszka Prokopa agnieszka.prokopa@icant.pl	●	2023-12-01 13:08:15	2023-12-18 15:16:11	+36	
Agnieszka Prokopa agnieszka.prokopa@icant.pl	●	2023-10-27 11:46:26	2023-12-21 15:13:19	+36	

OPCJA A: ADD MEMBER

Krok 3

Najpierw należy wypełnić dane użytkownika - user details. Obowiązkowe dane to:

- **USERNAME** - tu wpisz imię i nazwisko,
- **EMAIL** - tu wpisz adres email,
- **FIRSTNAME** - tu wpisz imię,
- **LASTNAME** - tu wpisz nazwisko.

Pozostałe pola są opcjonalne.

Następnie, wybieramy opcję **Add user to seat** i szkolenie / szkolenia, które użytkownik ma mieć dostępne Select courses.

The screenshot shows the ICAN Online Learning interface. The breadcrumb trail is 'Users / Multiple Seats / ICAN B2B'. There are two buttons at the top right: 'Add member' (labeled 'A') and 'Bulk actions' (labeled 'B'). Below the breadcrumb is a search bar. The main content area shows '13 available seats out of 25' with a progress bar. To the right, there are statistics: 'Courses 43' and 'Total enrollments 186'. Below this is a table of members, showing 'Showing 1-13 members'. The table has columns: Member, Occupying Seat, Got seat on, Last activity, Currently enrolled, and Manage. The first row shows a member with a smiley icon, a grey dot for 'Occupying Seat', '2023-10-20 09:35:41' for 'Got seat on', '2023-10-10 12:10:00' for 'Last activity', and '+31' for 'Currently enrolled'. The second row shows a member with a smiley icon, a green dot for 'Occupying Seat', '2023-12-15 15:09:00' for 'Got seat on', '2023-12-08 10:22:57' for 'Last activity', and '+31' for 'Currently enrolled'. The third row shows a member with a smiley icon, a green dot for 'Occupying Seat', '2023-12-01 13:08:15' for 'Got seat on', '2023-12-18 15:16:11' for 'Last activity', and '+36' for 'Currently enrolled'. The fourth row shows a member with a smiley icon, a green dot for 'Occupying Seat', '2023-10-27 11:46:26' for 'Got seat on', '2023-12-21 15:13:19' for 'Last activity', and '+36' for 'Currently enrolled'.

OPCJA A: ADD MEMBER

Krok 3

Opcjonalnie, w tym kroku można nie określać dostępu do szkoleń, lecz zrobić to później, po dodaniu wszystkich użytkowników do listy.

Ważne: Na podany adres email zostanie wysłana automatyczna wiadomość z linkiem, który umożliwi użytkownikowi ustalenie hasła dostępu do konta.

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OPCJA B: BULK ACTIONS

Krok 3

W przypadku dodawania wielu użytkowników, istnieje możliwość dodania ich poprzez formularz Excel. W tym celu najpierw wybieramy (1) **Upload file**, a następnie (2) **Add & Enroll users**.

Ważne: Formularz dostępny jest do pobrania w tym oknie. Wystarczy kliknąć [download the excel template](#).

Users / Multiple Seats / ICAN B2B

Search

13 available seats out of 25

Showing 1-13 members

Member ▲ Occ

Member 1
Member 2
Member 3
Member 4

Add & Enroll users

1 Upload users list
Download this template excel file we have prepared for you and upload it again with the data required to add the users to the pool and enrol them on the courses.

2 Upload file Here you can [download the excel template](#)

Excel file specifications

- Mandatory columns: Username, Email and all the columns in the template excel file marked as "Required".
- Optional columns: Password.

Add & Enroll users Cancel