



How-to-Guide

Online Safety Training



WASTE INDUSTRY TRAINING

"The Industry's Educator"



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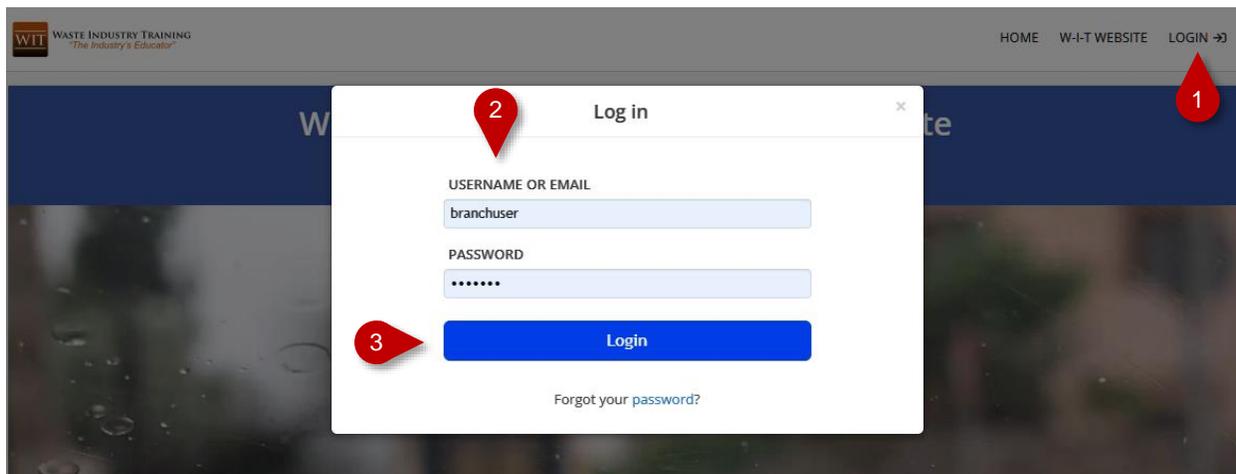
SECTION ONE: Learner Role (Users)

Logging In

Go to your company portal page. The URL will have your employer's name abbreviated, as shown in the example below in red. If you don't have it, ask your supervisor for the abbreviation. The abbreviation will typically be three or four letters. Your employer's name will show on the login page.

EXAMPLE PORTAL: <https://demo.Login.WasteIndustryTraining.com>

Select the **LOGIN** link (1) to start logging in. Enter the username and password (2) your employer gives you, then **select the login button (3)**.





Terms of Service (All Roles)

On your initial login, or when the Terms of Service change, you must accept our Terms of Service to continue. **Read the Terms of Service (1)**, then press the **accept button (2)** if you agree. If you disagree, press the back key on your keyboard to exit.

The screenshot shows the 'Terms of Service' page for Waste Industry Training. At the top left is the WIT logo with the tagline 'The Industry's Educator'. A red callout '1' points to the 'Terms of Service' header. The main content area contains three paragraphs of text. The first paragraph states that users understand and agree with the following terms. The second paragraph clarifies that the courses are for educational purposes only and not legal advice. The third paragraph states that WIT and its affiliates assume no liability for any incidental or consequential damages. At the bottom of the page, a blue 'Accept' button is highlighted with a red callout '2'.

WIT WASTE INDUSTRY TRAINING
"The Industry's Educator"

Terms of Service

Then using this service, you understand and are in agreement with the following:

Industry Training, LLC, dba Waste Industry Training herein called "WIT" and the WIT Distributors, WIT Industry Partners, WIT Sponsors, WIT Advisors, WIT Third Party Providers, and WIT Authors, herein called "WIT Affiliates," assumes each customer has reviewed the courses to determine if the courses meet their company rules, regulations, and procedures as well as any regulatory agency requirements for training employees. Materials, Information, and Training Courses within the WIT website are for informational purposes only. They are not legal advice and should not be used as such.

These courses are intended for educational purposes only. WIT and WIT Affiliates' views have not been approved by any government or regulatory agency, organization, or business. The material is distributed with the understanding that the authors are not engaged in rendering legal or other professional advice. The information contained herein should not be regarded (or relied upon) as a substitute for professional consultation. The use of the information contained herein constitutes an agreement to hold WIT and WIT Affiliates harmless for liability, damage, professional fees, or expense incurred due to reference to or reliance upon the information provided. Mention of a proprietary product or service does not constitute an endorsement by the authors or their employers.

WIT and WIT Affiliates assume no liability for any incidental, consequential, or other liability from using this information. All risks and damages, incidental or otherwise, arising from the use or misuse of the information contained herein are entirely the user's responsibility. Although careful precaution has been taken in the preparation of this material, we assume no responsibility for errors or omissions.

This training is not complete until the company provided hands-on training for the specific vehicle/job duties the user will be required to perform in complete.

Accept





Navigating the Dashboard

The Home Dashboard will show when you log in. All your **assigned courses (1)** will show in your list along with the **course completion status (2)**.

Select the **course catalog (3)** to see the available courses. If you see a course you want to review, click the "Get this course" button. The course will now be shown on your home dashboard.

Select **PROGRESS (4)** for details on each course you have completed.

The screenshot shows the WIT Home Dashboard. At the top, there is a header with the WIT logo, "WASTE INDUSTRY TRAINING The Industry's Educator", and user information: "MORE - 1500 POINTS BRANCH USER2 | LEARNER - MESSAGES - Search". Below the header is a "Home" section with a search bar and a "Name" dropdown menu. The dashboard displays several statistics: "6 courses in progress", "5 completed courses", "6 badges", "1500 points", and "3rd level". A red box highlights the "Catalog - Driver Courses (Basic Operational)" section, which lists courses like "Driver Orientation" (completed) and "Front Load Truck - Basic Operations" (0% completion). Another red box highlights the "Catalog - OSHA Courses" section, listing courses like "Bloodborne Pathogens 101" (completed) and "Confined Space" (0% completion). A third red box highlights the "Catalog - Safety Meetings for Groups" section, listing "Heat Illness 101" (0% completion). On the right side, there are three buttons: "COURSE CATALOG" (3), "PROGRESS" (4), and "JOIN GROUP".

You can **change the view of your dashboard (5)**. Give it a try.

To **change your password**, select your name to **view your profile (6)**, then select **My Info (7)**.

The drop-down lets you view and print your training certificates for completed courses by selecting **My Certificates (8)**.



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MORE 325 POINTS BRANCH USER3 | LEARNER MESSAGES Search

Home

Search my courses

11 courses in progress 0 completed courses 2 badges 325 points

Branch User3

- My info (7)
- My courses (8)
- My certificates
- My progress
- My groups
- My branches
- My files

Catalog - Driver Courses (Basic Operational)

- Roll Off Truck - Basic Operations (3 Parts) (WIT-D-RO-01) 0% INFO
- Tarp Systems 101 - Roll Off Trucks (Time 0:27:05) (WIT-D-TS-01) 0% INFO
- Driver Orientation (Time 0:20:51) (WIT-DO-1) 0% INFO

Catalog - OSHA Courses

- Bloodborne Pathogens 101 (Time 0:10:31) (WIT-BP-1) 0% INFO
- Confined Space (Time 0:16:49) (WIT-CS-1) 0% INFO
- Emergency Action Plan (At-the-Facility & On-the-Route) (WIT-EAP-1) 0% INFO
- Fire Safety 101 (Time 0:11:51) (WIT-FS-01) 0% INFO

COURSE CATALOG Find new courses

PROGRESS Find out how you are doing with your training

JOIN GROUP To get access to group courses and discussions

After selecting **My Info (7)**, then type your new password in the **password field (9)**, followed by selecting the **Update user button (10)**.

WIT WASTE INDUSTRY TRAINING "The Industry's Educator"

MORE 3650 POINTS BRANCH USER | LEARNER MESSAGES Search

Home / Branch User

Info Courses Groups Branches Files Profile Progress Infographic

First name Branch

Last name User

Email address branchuser@wasteindustrytraining.

Username branchuser

Password Blank to leave unchanged (9)

Bio Short description up to 800 characters

Work Phone

Mobile Phone

Is this a Demonstration?

Update user (10)

*If you do not select the **Update User button (10)**, the new password will not be saved!*



View Courses, the Course Catalog, and Enrolling in a Course

Your Role must be a Learner (1) to view a course. Administrators and Instructors must change their roles to view courses and the course catalog. For more information, see Changing Roles up next. As mentioned above, all the courses you are enrolled in will appear on your **Dashboard**, also known as your **Home screen (2)**. To view a course, **select the Course Title (3)**. To view the Course Catalog and enroll in a course, **select the Course Catalog (4)**.

The screenshot shows the WIT dashboard interface. At the top left is the WIT logo with the tagline "The Industry's Educator". To the right of the logo are navigation links: "MORE", "325 POINTS", "BRANCH USER3 | LEARNER", and "1" next to "COURSES". A search bar is located on the far right. Below the navigation is a blue header bar with "Home" and a red callout "2". Underneath is a search bar for courses and a summary of course progress: 11 courses in progress, 0 completed courses, 2 badges, and 325 points. A dropdown menu for "Branch User3" is open, showing options like "My info", "My courses", "My certificates", "My progress", "My groups", "My branches", and "My files", with a red callout "4" pointing to "My progress". The main content area is divided into two sections: "Catalog - Driver Courses (Basic Operational)" and "Catalog - OSHA Courses". Each section lists courses with their titles, durations, and progress indicators (0% and INFO buttons). A red callout "3" points to the "Roll Off Truck - Basic Operations (3 Parts)" course. On the right side, there are three main sections: "COURSE CATALOG" (Find new courses), "PROGRESS" (Find out how you are doing with your training), and "JOIN GROUP" (To get access to group courses and discussions).

Once you select the course catalog, you will see a list of available courses. You can **search for a course (5)**. A course not on your Dashboard will have a blue button labeled **“Get this course” (6)**. Selecting the button will place the course on your Dashboard. If you are already enrolled in a course, the grey button will be labeled **“You have this course” (7)**.

You can **view the courses in a column or in a grid view (8)** or filter them **by Category (9)**.

To **return to the Dashboard, select Home (10)**.



The screenshot shows a course catalog page with the following elements and callouts:

- 10**: Logo for W-I-T Industry Training.
- MORE**, **4300 POINTS**, **BRANCH USER | LEARNER**, **MESSAGES**, and a **Search** input field.
- 8**: Callouts pointing to the breadcrumb "Home / Course catalog" and the "CATEGORIES" section.
- 5**: Callout pointing to the "Search courses" input field.
- 6**: Callout pointing to the "Get this course" button for "A Guide to Using W-I-T Online".
- 7**: Callout pointing to the "You have this course" button for "Automated Side Load Truck - Basic Operations".
- 8**: Callout pointing to the "CATEGORIES" list on the right side of the page.

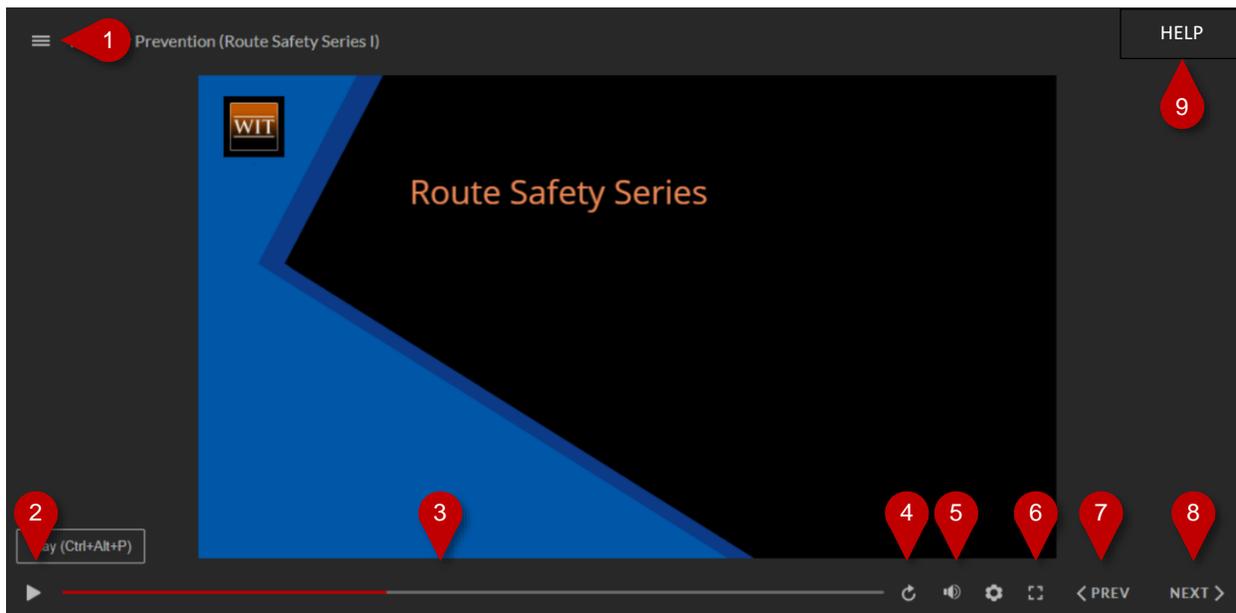
Course Player Navigation (User)

The course navigation may vary depending on the course. But it will be similar to the point that you can figure it out. You may also see a help menu in most of the courses.

1. To View/Open the hamburger menu select the hamburger icon (1). Not all courses will have this option.
2. Play/Pause selection (2).
3. Fast Forward/Rewind (3).
4. Restart (4).
5. Volume/Mute (5).
6. Full Screen (6) is not available on all courses.
7. Previous/PREV (7).
8. Next (8).
9. Help (9).

NOTE:

1. Scroll down to view the images.
2. Continue to scroll a page for older course navigation.



10. To close the hamburger menu select it again (10).





Course Navigation – Return to Dashboard (User)

SECTION TWO: SUPERVISORS (Limited Administrator & Learner)

Changing Roles (Administrator or Learner)

Supervisors have two roles: a limited Administrator for assigning training and reporting and as a Learner to take courses. Let's change the role.

1. **Select the role (1)** to change.
2. The Administrator's Role (2) is limited to a Supervisor. You can view and print reporting on a user's status and course completions and add courses to a user or users to courses.
3. Selecting the **Learner Role (3)** allows you to take courses. When switching to this role, your dashboard will change to the Learner's dashboard, showing your enrolled courses and which ones you have completed.

The screenshot shows the WIT dashboard interface. At the top, there is a navigation bar with 'WIT WASTE INDUSTRY TRAINING The Industry's Educator' logo, 'MORE', 'BRANCH SUPERVISOR | ADMINISTRATOR', 'GO TO', 'MESSAGES', and a search box. Below this is a 'Home' header. The main content area is divided into sections: 'USERS', 'GROUPS', 'COURSES', and 'REPORTS'. A dropdown menu is open, showing 'Administrator' (selected) and 'Learner'. A red callout box '1' points to the role selection area, '2' points to the 'Administrator' role, and '3' points to the 'Learner' role. Below the menu is a chart showing 'Logins' and 'Course completions' over time.

Remember, if you cannot view courses, check to see which role you are in. Typically, you are in the administrator role. If you cannot view reports or add a course for a user, you are probably in the learner role.





How to Add Users to Courses

W-I-T lets you manually enroll users in courses (or unenroll users, if needed) with a few clicks to manage your training efficiently.

A user can enroll themselves in a course, but you, as a Branch Administrator or Supervisor, can assign a course(s) to a user.

There are two options:

- A. From Course settings (adding users to a course). Best when adding multiple users to a course.**
- B. From User settings (adding courses to a user). Best when adding multiple courses to a user.**

Let's have a closer look.

A. From Course Settings

1. Sign in to your W-I-T portal, make sure your **role is Administrator**.
2. Go to **Home > Courses**, then search for and select the course you want to add a user(s). The **breadcrumbs (circled)** will show your location.
3. Select the **Users tab (1)**. If your user is not shown, search for and select the user.
4. Last, select the **add symbol "+" (2)** for each user you want to add to the course.

Note: A minus "-" sign denotes a user is already enrolled. Clicking the minus "-" symbol will remove the user from the course and from their dashboard.

USER	ROLE	COMPLETION DATE	OPERATIONS
John Ashton REGISTERED	LEARNER	-	-
John Peterson REGISTERED	LEARNER	-	-
PATRICK PAINTER REGISTERED	INSTRUCTOR -	-	- ↶
jack evans	-	-	2 +





HINT: Repeat steps 3 and 4 to add additional users to the course. Keep in mind, if you are adding multiple courses to a user, follow the instructions below.

B. From User Settings

1. Sign in to your W-I-T portal, make sure your **role is Administrator**.
2. Go to **Home > Users**, then search for and select the user (**circled**) you want to add to the course(s). The **bread crumbs (circled)** will show your location.
3. Go to the **Courses Tab (1)**.
4. If the course is not shown, **search (2)** for the course.
5. Select the **plus "+" symbol (3)**. The user will now see it on their dashboard.

Note: Courses with a minus "-" sign are already assigned. Assigned courses will always show on top of the list.

COURSE	ROLE	ENROLLED ON	COMPLETION DATE	OPERATIONS
The Importance of Listening in ... (SM142)	LEARNER	12/29/2017	-	↔
How to Boost Your Sales Negotiation Skill...	LEARNER	just now	-	Course is already assigned > -
Onboarding	LEARNER	just now	-	-
Basic Marketing Policies (clone)	-	-	-	+
Basic Marketing Policies	-	-	-	+
Solve the Main Problem	-	-	-	+
Assess the Needs	-	-	-	+
Connect with the Person	-	-	-	+
Getting Off On The Right Track (0001)	-	-	-	+
Fire Safety Awareness (001)	-	-	-	+

HINT: Repeat steps 3 and 5 to add additional courses to the user.





How to View Reports

There are several different ways to view reports, depending on whether you have selected a Learner, Supervisor, or Administrator role.

1. A **Learner** will select "Progress," as shown in [Navigating the Dashboard](#).
2. The **Supervisor** can view their Progress report as a Learner by changing their role to Learner. If team user reports or individual team member reports are required, then your role would need to be changed to an Administrator, giving you access to all reports (user, course, timeline, etc.)
3. An **Instructor** can view their Progress report in the Learner Role, Course, and User reports in the Instructor role.
4. **Administrators** can view their progress in the Learner Role and the Administrator Role; they will be able to view, download, or print reports for a user, multiple users, a course, multiple courses, a timeline, etc.

TIPS: You can download most reports. Typically, a filter icon allows you to view only Active Users and narrow the report down to a Group (e.g., a Learning Plan (LP)). If you choose the LP for Roll-Off Drivers, you will only see Roll-Off Drivers in the report.

Some supervisors will have the Administrator Role only for the ability to view Reports. Otherwise, you will only be able to view reports for each user and not as a group report. The following steps will show you how to view reports.

1. You must be in the **Administrator Role (1)** to view reports on individual team members or for all team members. The **Administrators Home Dashboard (2)** should be showing. If not, select **Home (2)**.
2. Select Reports or the **Reports Icon (3)**. Alternatively, you can go straight to the report under Reports on the Home Dashboard.



WIT WASTE INDUSTRY TRAINING "The Industry's Educator"

MORE - BRANCH SUPERVISOR | ADMINISTRATOR - GO TO - MESSAGES - Search

1

2

Home

USERS COURSES Today Yesterday Week Month

GROUPS

3

REPORTS
 Users · Courses · Groups · Scorm · Tests
 · Surveys · Assignments · ILTs ·
 Infographics · Training matrix · Timeline

Logins Course completions

11/07 11/10 11/13 11/16 11/19 11/22 11/25 11/28 12/01

WIT WASTE INDUSTRY TRAINING "The Industry's Educator"

MORE - BRANCH SUPERVISOR | ADMINISTRATOR - GO TO - MESSAGES - Search

Home / **Reports**

Overview Infographics Training matrix Timeline

14 active users · 20 never logged in

438 assigned courses · 42 completed courses

Training progress

Today Yesterday Week Month Year Period

2 logins from 1 user · 0 course completions

Overall

2.5
2
1.5
1
0.5
0

0:00 3:00 6:00 9:00 12:00 15:00 18:00 21:00 24:00

Logins Course completions

- USER REPORTS
- COURSE REPORTS
- GROUP REPORTS
- SCORM REPORTS
- TEST REPORTS
- SURVEY REPORTS
- ASSIGNMENT REPORTS
- ILT REPORTS

Below is what you would see if you selected **Reports (3)** above.



The following is an example of a **report on the users (1)**. You can **select an individual user (2)** to view a report on that user. **Download the report (3)**. **Filtering reports (4)** allows you to narrow the search to active users and a group, such as all users enrolled in the Roll-Off Learning Plan (RO). And finally, you can search for a user in the **search box (5)**.

USER	USER TYPE	LAST LOGIN	ASSIGNED COURSES	COMPLETED COURSES	DRIVER LICENSE (LAST 4 DIGITS)	EMPLOYEE NUMBER	DEPARTMENT
Branch Supervisor	Branch-Supervisor	7 minutes ago	-	-	-	-	Operations
Branch User	User	11/29/2023	21	4	-	-	Operations Drive
branch user2	User	-	11	5	-	-	Operations
Branch User3	User	11/29/2023	11	-	-	-	Operations

How to Work with the Extended Timeline

The W-I-T Extended Timeline lets you track current and previous portal activity closely. It's ideal for examining a user's training completion. If you reset or reassign a course for the user to take again, you will see a history of their previous course completions for that course.

To view the Extended Timeline, you must:

1. Sign in to your W-I-T portal, make sure your **role is Administrator** then click the **timeline symbol (1)** on the right-hand panel.
2. Click the **Extended Timeline (2)** button.





The screenshot shows a dashboard with a blue header labeled 'Home'. On the left, there are several menu items: USERS (Add user), CATEGORIES (Add category), BRANCHES (Add branch), USER TYPES (Add user type), and REPORTS (Users · Courses · Branches · Groups · Scorm · Tests · Surveys · Assignments · Infographics · Timeline). In the center, there are more menu items: COURSES (Add course · Course Store), GROUPS (Add group), EVENTS ENGINE (Add notification · Add automation), IMPORT - EXPORT (Import · Export), and ACCOUNT & SETTINGS (Homepage · Users · Themes · Certifications · Gamification · E-commerce · Domain · Subscription). On the right, there is a list of activity items, each starting with an 'ADD' button and followed by a text description of an action. A blue button labeled 'Extended Timeline' is located below the list. Red callout boxes with numbers 1, 2, and 3 point to the 'ADD' button of the first item, the 'Extended Timeline' button, and the 'Timeline' link in the Reports menu, respectively.

Note: Alternatively, you can go straight to **Home > Reports > Timeline (3)**.

By default, your extended timeline displays all portal activity during the last month.

However, you can filter the displayed activity data by:

- Date range (**From-To**)
- **Event**
- **User**
- **Course**

For example, to see who has added users to courses in the last month, set the date filters to reflect the previous month and select **Add user to course (4)** from the Event drop-down menu.

The Timeline will display:

- The name of a user added to a course
- The name of the course
- The name of the user who performed this action
- How did the action occur (e.g., via group enrollment, admin enrollment, etc.)?

When done, click the **x symbol (5)** to reset your filters and begin a new search.





Home / Reports / **Timeline**

Overview Infographics **Timeline**

From To Event **4** User Course **5**

EVENTS

- ADD** Norma Reed was added to the course *Advanced Features of TalentLMS (002)* by you via *admin enrollment* - A few moments ago
- ADD** Elena Smith was added to the course *Hidden* by the user *John Doe* via *group enrollment* - 2 minutes ago
- ADD** Barry Cliff was added to the course *Hidden* by the user *John Doe* via *group enrollment* - 2 minutes ago
- ADD** Course *Hidden* was added to the group *Startup courses* - 2 minutes ago
- ADD** James Harris was added to the course *Advanced Features of TalentLMS (002)* by the user *John Doe* via *adm...* - 3 minutes ago
- ADD** Holly Hartley was added to the course *Advanced Features of TalentLMS (002)* by the user *John Doe* via *ad...* - 3 minutes ago
- ADD** Holly Hartley was added to the course *Conflict Management* - 5 minutes ago
- ADD** Norma Reed was added to the course *Conflict Management* - 5 minutes ago
- ADD** Jake Huang was added to the course *Conflict Management* - 5 minutes ago
- ADD** Michael Romney was added to the course *Conflict Management* - 5 minutes ago **6**

1 to 10 of 1,900

To export your results to a CSV file, click the **download symbol (6)**.

Note: The current row limit for exporting data in CSV format is 50000 rows.

HOME > USERS > Select User > PROGRESS BUTTON > TIMELINE TAB

Note: When viewing an individual user's timeline and wanting to see specific events, select the event (colored bar), and the system will filter down to just those events. Select the event again, and all other events will reappear.

EXAMPLE: If you wanted to see every time a user logged in to the system, you would go to the user, select the PROGRESS Button, and then the Timeline Tab. Select any login event, which will filter out all other events, leaving just the login events.

That's it!

Happy Training...





SECTION THREE: INSTRUCTORS

Changing Roles (Administrator, Instructor, or Learner)

Instructors have three roles: an Administrator for reporting, an Instructor to give and create courses, and a Learner role to take courses. Let's review how we change our roles.

1. **Select the role (1)** to change.
2. The **Administrator's Role (2)** as a Supervisor and Instructor is limited. You can view and print reporting on a user's status and course completions and add courses to a user or users to courses.
3. In the **Instructor Role (3)**, you can create courses and add content (e.g., PowerPoints, Word Docs, PDFs, Videos, Images, etc.). Give safety meetings and complete the meeting attendees through the course.
4. The **Learner Role (4)** allows you to take courses. When you switch to this role, your dashboard will change to the user dashboard, showing the courses you have enrolled in and which ones you have completed.

The screenshot displays the WIT (Waste Industry Training) user interface. At the top, the logo for WIT is visible, along with the text "WASTE INDUSTRY TRAINING" and "The Industry's Educator". The user is currently logged in as "ADMINISTRATOR". A dropdown menu is open, showing three role options: Administrator (selected), Instructor, and Learner. Red callout boxes with numbers 1, 2, 3, and 4 point to the role selection area, the Administrator role, the Instructor role, and the Learner role respectively. The background shows a dashboard with sections for Users, Courses, Reports, and a line graph for Logins and Course completions.





IMPORTANT: For the Instructor to be able to work with courses, they must become an Instructor. First, you enroll in the course, then go to the Course and view the users enrolled. Find your name and change the Role from a Learner to an Instructor.

Become an Instructor of a Course

First, you must be enrolled in the course. To do so, change your role to a Learner (see “[Changing your Role](#)”). Then, you must be enrolled in the course, see “[Viewing Course, the Course Catalog, and Enrolling](#)”. Once you are enrolled in the course...

Home > Courses > User Tab > Select the Course > Find Your Name > Change Your Role

1. From your **Dashboard (1)** as an Administrator.
2. Select **Courses (2)**.
3. **Search (3)** for your course.
4. **Select (4)** the Course name

The screenshot shows the 'Home / Courses' page. At the top left, there are two red callout bubbles labeled '1' and '2'. The page header includes 'Home / Courses' and a 'View course catalog' link. Below the header is a table with columns: COURSE, CATEGORY, LAST UPDATED ON, and OPTIONS. The first row is highlighted and has a red callout bubble labeled '4' pointing to the course name. At the bottom of the table, there is a search bar with the text 'autom' and a red callout bubble labeled '3' pointing to the search input field. A pagination indicator shows '1 to 3 of 3'.

COURSE	CATEGORY	LAST UPDATED ON	OPTIONS
Automated Side Load Truck - Basic Operations (... (WIT-ASL-1)	Catalog - Driver Courses (Basic Operational)	02/05/2024	...
Petersen Industries - Container Delivery (CP3) (WIT-PI-02)	Catalog - Driver Courses (Basic Operational)	12/23/2023	...
Tarp Systems 101 - Roll Off Trucks (Time 0:2... (WIT-O-TS-01)	Catalog - Driver Courses (Basic Operational)	12/23/2023	...

5. Select the **USER TAB (5)**, then find your name.
6. Next **change your Role to an Instructor (6)**.





Home / Courses / A Guide to Using W-I-T On... (WIT-AGUIDE)

Course **Users** 5 Info Reports

USER	ROLE	COMPLETION DATE	OPTIONS
Deon Drane ENROLLED	LEARNER	-	—
Anthony Davis ENROLLED	LEARNER	10/03/2023	...
Jimmy Davy ENROLLED	LEARNER	-	—
Jack Samples ENROLLED	LEARNER 6	-	...
JB Davis ENROLLED	INSTRUCTOR 7	-	...
Branch Admin ENROLLED	INSTRUCTOR	-	...

Note: There should be a small drop-down arrow on the right side of the role **(7)**. If it does not show, then you are not enrolled in the course. Go back and enroll yourself in the course.

How to Change the Expiration Date of a Course for...

You [put time limits on courses](#) to prompt users to complete them on time according to your training plan. However, when a user has missed their deadline, you also have the option to extend it for them.

Here's how to change a user's course expiration date in five steps:

1. Sign in to your W-I-T portal and verify your role is an **Instructor** then go to the course you'd like to extend the deadline for.
2. On the right-hand panel, click **USERS & PROGRESS (1)**.



Home / An Introduction to Property Risk

An Introduction to Property Risk

Property Risk Solutions

- Risk
- What's Important
- Policies
- Property and Liability

CONTENT
5 units · 0 inactive

USERS & PROGRESS **1**
4 instructors · 2 learners

FILES
9 files

RULES & PATH
Sequential rule set

REPORTS

- Users that have missed their deadlines have an **Expired** label displayed next to their name. Pick a user and click the **calendar symbol (2)** in the **Operations** column.

Home / Behavior Based Safety [®] / Users & Progress

Course users All users Synchronize all Reset all

NAME	ENROLLED ON	PROGRESS	COMPLETED ON	OPTIONS
John Ashton LEARNER EXPIRED	07/16/2018	COMPLETED	07/16/2018	...
Melissa Brooks INSTRUCTOR	11/23/2018	Not started	-	...
Alexander Budgen LEARNER EXPIRED	10/17/2018	COMPLETED	10/17/2018	...
Support Heroes INSTRUCTOR	03/29/2017	90%	-	...
Maria Johnson LEARNER EXPIRED	06/01/2017	Not started	✓ ↺ ↻ 📅	...
Mary Smith INSTRUCTOR	07/04/2019	Not started	-	...

1 to 6 of 6

CONTENT
10 units · 0 inactive

USERS & PROGRESS
3 instructors · 3 learners

FILES
1 file

RULES & PATH
Sequential rule set

REPORTS

- On the dialog box that pops up, click the **Expiration date (3)** field and, from the pop-over calendar, choose a new deadline for the current user.
- Click **Save** to update your user's status.



NAME	Status	Expiration Date
John Ashton	LEARNER EXPIRED	
Melissa Brooks	INSTRUCTOR	11/23/2018
Alexander Budgen	LEARNER EXPIRED	10/17/2018
Support Heroes	INSTRUCTOR	03/29/2017

How to work with Time Limits and Expired Courses

You can set time limits for courses so that users complete them on time according to your training plan. When a user misses their course deadline, the course expires, and their access is revoked.

A. How to set time limits for courses

To set a time limit for a course, follow these steps:

1. Sign in to your portal as **Administrator** and go to **Home > Courses**.
2. Go to the page of the course you want to modify and click **Time Options (1)**.

Home / Courses / Automated Side Load Truck ... (WIT-ASL-1)

Course Users Groups Info Reports

Course name: Automated Side Load Truck - Basic

Category: Catalog - Driver Courses (...)

Description: TIME 0:48:52 (+Quiz)
PART 1 (Time 0:12:29)
This part reviews the driver's responsibilities and some of the decals on the body.
PART 2 (Time 0:05:27)
A review of the components, controls, switches, and warning lights is in this part.
PART 3 (Time 0:14:19)
This is a general guideline for inspecting the body (Pre- and Post-Trip) and checking the functions at the start of your shift.
PART 4 (Time 0:16:37)
This course talks about being "On the Route," being at "The Landfill and

Active Hide from course catalog

- Course code
- Price
- Intro video
- Capacity
- 1** Time options
- Certification
- Level





You have two options - setting a specific duration or a time limit.

- Click **Duration (2)** to add a start and/or expiration date to the course. After the selected *start* date and time, learners will be able to access the course's content. After the selected *expiration* date and time, the course will expire for all learners.

Course code
Price
Intro video
Capacity

Time options: **Duration** | Time limit

Start date	06/09/2021	at	02:45 PM	?
Expiration date	06/10/2021	at	02:45 PM	?

Retain access for users who have completed the course
 Certification
 Level

[Update course](#) or cancel [Go to course content](#)

- Click **Time Limit (3)** and type the number of days you want the course to remain active for your learners. The course expires when the selected number of days have passed from a learner's enrollment in the course.

Course code
Price
Intro video
Capacity

Time options: Duration | **Time limit**

days [?](#)

Retain access for users who have completed the course
 Certification
 Level

[Update course](#) or cancel [Go to course content](#)

3. Click **Update course (4)** to save your changes.





B. How to work with expired courses

On their dashboard, learners see the current expiration date next to each course (if that course has a time limit) **(1)**. When a course has expired, an **Expired (2)** label is displayed next to the course progress bar.

The screenshot shows a user dashboard with a blue header labeled 'Home'. Below the header is a search bar and navigation icons. The dashboard displays statistics: 5 courses in progress, 0 completed courses, 3 badges, 150 points, and 19th level. There are four course categories: Customer Support, Cyber Security, Leadership Essentials, and Onboarding. Each category lists courses with their progress bars and expiration dates. A red callout '1' points to the expiration date 'EXPIRES ON 13/10/2021' for 'Getting Started With eLearning'. A red callout '2' points to the 'EXPIRED' label on the progress bar for 'Advanced Features of TalentLMS'.

You can reset the expiration date for any single user without affecting their course progress by unenrolling them from an expired course and enrolling them again.

To do that:

1. Go to **Home > Users**, click the user you want to update and go to the **Courses** tab.
2. To unenroll the user from an **Expired** course, locate the course, and in the **Operations** column, click the **remove symbol**.
3. To enroll the user again and reset their expiration date, click the respective **add symbol** in the **Operations** column.

Note: You can also reset a user's expiration date from the page of the expired course.

You can remove the time limit from a course any time you want. When you do that, users that are already enrolled in that course **do not** still see it as **Expired** and they can now





access it again. To reset their expiration dates, you must remove users from the course manually, and then, reassign that course to them.

To do that:

1. Go to **Home > Courses**, click the course you have removed the time limit from and go to the **Users** tab.
2. To remove a user with an **Expired** label, click the respective **remove symbol (1)** in the **Operations** column.
3. To add the user again, click the respective **add symbol** in the **Operations** column.

USER	ROLE	COMPLETION DATE	OPERATIONS
David Johnson REGISTERED	LEARNER	-	-
Mary Aniston REGISTERED EXPIRED	LEARNER	04/03/2019	- ?
Yannis Adam REGISTERED EXPIRED	LEARNER	-	- ?
Elena Smith REGISTERED EXPIRED	LEARNER	-	- ?
Patrick Painter REGISTERED	INSTRUCTOR	05/03/2019	- ? ↻

Before you start working with time limits, you should also know that:

- When you change the time limit for a course, the expiration date also changes automatically for users (i.e., Expiration date = enrollment date + time limit).
- When a course has expired for a user, and, with the new time limit, the expiration date is **later** than the current date (i.e., Expiration date = enrollment date + time limit), the user's course status changes to **Active** so they can access the course again.
- When a course is active for a user, and, with the new limit, the expiration date **has passed** (i.e., Expiration date = enrollment date + time limit), the user's course status changes to **Expired** and their access is revoked.
- When a course with a time limit has a prerequisite course, the time to course expiration starts counting, not on the enrollment date, but on the date that the prerequisite course has been completed.





How to Create a New Course

To create a new course:

1. In **Administrator mode (1)**, under **Courses**, select **Add Course (2)**.

The screenshot shows the WIT Administrator interface. The top header includes the WIT logo, the text 'WASTE INDUSTRY TRAINING The Industry's Educator', the user name 'JOHN DOE | ADMINISTRATOR', and navigation links for 'GO TO', 'MESSAGES', and 'HELP'. A search bar is also present. The main content area is divided into a left sidebar with navigation options (USERS, CATEGORIES, BRANCHES, USER TYPES, REPORTS, COURSES, GROUPS, EVENTS ENGINE, IMPORT - EXPORT, ACCOUNT & SETTINGS) and a main dashboard area. The dashboard area includes a 'Home' header, a 'Today' tab, and a line chart showing 'Logins' and 'Course completions' over a 24-hour period. A red circle with the number '1' points to the 'COURSES' menu item, and another red circle with the number '2' points to the 'Add course' link under the 'COURSES' section.

2. In the **Course name** tab, insert the name you'd like to give to your course. Select a **category** the course will belong to, add a **description** to your course, and select an image.

Note: Course images should be sized at a minimum of **480x320 px** and follow a **3:2** aspect ratio, ideally.

3. Set the course as **Active (3)** to be available to the users, or un-check it to be inactive for as long as you're working on it.

Note: Remember to activate the course as soon as it is ready.

4. Tick the **Hide from catalog option (4)** to provide access only to users you assign the course to.





Home / Courses / Add course

Course name

Category

Description

Active Hide from course catalog

Course code

Price

Intro video

Capacity

Course expiration

Certification

Level

[Save and select users](#) or cancel

5. Add a **course code** and a **price** to the course, if desired.
6. Adjust the **Capacity (5)** to reflect the maximum number of users that can enroll in the course.

Note: The default course capacity is unlimited. To see the number of enrolled users in the course, click on Capacity and pass the cursor over the number until the message 'Currently enrolled users' appears.

Intro video

Capacity

Currently enrolled users: 3

Certification

Level

[Update course](#) or cancel

[Go to course content](#)

7. Set a **time limit** for completing the course, and select a **certification** to award your Learners after completion.
8. Set a **level** for the course to be available. The Learner will have to reach that level to take the course. It works as a learning path.





- Click **Update course/Save (6)**, then **select Users** to update the settings and move to the **Users tab (7)**. You can find all the users to whom you can assign the course in this list. When adding a course, you will automatically be added as a **course instructor (8)** to the course.

USER	ROLE	COMPLETION DATE	OPERATIONS
Mary Smith	REGISTERED INSTRUCTOR	-	-->
Catherine Blaine	-	-	+>

- Select the users** you want to add to the course by selecting the **plus + sign (9)**. You can change each user's role by clicking on the current role.

Note: Only users with Instructor permissions within their user type can act as course instructors (Admin Types, Trainer Types).

- If you work with **groups (10)**, the system allows you to add the course to a group. Branches (11) are not available.

BRAN	OPERATIONS
selling	+
compliance	+
sales	+

- Switch back to the **Course tab (12)**. The bottom right of the page has a **Go to course (14)** button. This option will switch your role to Instructor so you can start adding content (see next "How to Add Content to a Course").





Home / Courses / **Introduc**

Course Users Branches Groups Info Reports

12 Course name 75

Category 7. Miscellaneous

Description

Active Hide from course catalog

Course code 001

Price \$50

Intro video

Capacity

Course expiration

Certification

Level

or cancel **13**

How to Add Content to a Course

W-I-T's course builder allows you to manage the composition of your course and its units in the course outline.

To add content to a course:

First, from the Instructor role, either create a course or select an existing one to edit its content.

Note: Content can only be created or edited by the assigned Instructors. Your profile must have the course assigned before accessing the course content. Administrators who want to edit a course must first assign the course to them to have the rights to edit the content when in the Instructor role.

Note: A course's total number of units and sections cannot exceed 1000 items.

There are two ways to start adding content:





A. Drag-and-drop files.

Simply **drag and drop** the files you want in the content area.

If you select to upload a video, PDF, and SCORM file simultaneously, you automatically create three different types of units. You can edit to change their names and use the unit completion method.

B. Click the ADD unit button.

Click the **Add** button to specify the type of unit you want to add first from the drop-down list. The options are:

1. **Content:** type your text, upload images, and use our editor to customize the content further.
2. **Web Content**
3. **Video: upload your file.**
4. **Audio:** upload your file.
5. **Presentation/Document:** upload your file.

Note: Uploaded documents (e.g., PDF, PPT) are converted by default into web-compatible formats and displayed through a third-party service. When administrators disable the Modern Viewer option from the portal settings, users cannot view the documents on mobile browsers.

- **SCORM | Tin Can | cmi5:** upload your file.
- **iFrame:** insert other website pages as iframe units. These can be viewed as embedded or in a new window.
- **Test:** to test your learner's knowledge.
- **Survey:** to collect feedback.
- **Assignment:** if you want to review and grade the answer.
- **Instructor-Led Training**
- **Sections:** help to organize the course material into logical entities

Note: If you leave the unit name blank, the system automatically adds a number as the unit name, which is the current [unix timestamp](#). It represents the time of the unit creation.

Let's create a course on "How to Boost your Sales Negotiation Skills" with one Video, Presentation, and Audio unit.





Video:

1. Click **Add** and select **Video**
2. Search YouTube and type *Sales Negotiation Skills*.
3. Select your video.
4. Define how the unit will be completed:
 - **Simple checkbox:** A user can click the button to complete and continue.
 - **Question:** To complete the unit, your user must answer the question correctly.
 - **After some time:** Your learner must wait X seconds for the unit to be automatically completed.
5. Once done, you must select **Save** before leaving the screen.

Your first unit is now created.

Note: The answer is not saved in reports in the Question option. If you want to see your learners' answers, create a short Test unit.

Note: If you want to set the video to Autoplay, edit the video unit, select **Options**, and enable **Autoplay**. Then, click **Save**.

Presentation:

1. Click **Add** and select **Presentation/Document**
2. Upload the file from your desktop.
3. Define how the unit will be completed
4. Click **Save**.

Audio:

1. Click **Add** and select **Audio**
2. Record audio.
3. Define how the unit will be completed
4. Click **Save**.

Note: The audio file is also available in the course files for later use and sharing.





How to Set Completion Rules for Courses

W-I-T allows you to define what users must do to complete a course. Users can move on to the next course when the completion condition is met.

1. **To set a completion rule, follow these simple steps:**
 - Sign in to your W-I-T account as an **Instructor** and go to a course page.
 - Select **Rules & Path (1)** on the right panel.
 - From the **Completion Rules (2)** drop-down list, choose one of the available completion conditions:
 - **All units are completed** (default)
 - **Selected units are completed (3):** Specify one or more required units from the **Units (4)** drop-down list.

Note: Use this rule when some units are optional.

Home / Introduction to Project Management... / Rules & Path

SHOW UNITS

In any order

COURSE IS COMPLETED WHEN

Selected units are completed

Introduction to Project Management

VIDEO: Project Management Defined

Project Management in 60 Slides

Assignment

Demystifying The Phases of Project Management

Final ILT Lecture

Enter the prerequisite courses for this course

Save or cancel

CONTENT
6 units - 0 inactive

USERS & PROGRESS
3 instructors - 1 learner

FILES
2 files

RULES & PATH

REPORTS

2. **A percentage of units completed (5):** Type the required percentage of completed units in the **Percentage** field (6).





Home / Introduction to Project Management... (PAC1) / Rules & Path

SHOW UNITS

In any order

COURSE IS COMPLETED WHEN

A percentage of units is completed

%

CALCULATE SCORE BY AVERAGE OF

All tests & assignments

LEARNING PATH

Enter the prerequisite courses for this course

Save or cancel

CONTENT
6 units · 0 inactive

USERS & PROGRESS
3 instructors · 1 learner

FILES
2 files

RULES & PATH

REPORTS

3. **Selected test is passed (7)**, then from the **Test (8) drop-down** list, choose the test users must pass to complete the course.

Home / Introduction to Project Management... (PAC1) / Rules & Path

SHOW UNITS

In any order

COURSE IS COMPLETED WHEN

Selected test is passed

Final test

Final test

CALCULATE SCORE BY AVERAGE OF

All tests & assignments

LEARNING PATH

Enter the prerequisite courses for this course

Save or cancel

CONTENT
7 units · 0 inactive

USERS & PROGRESS
3 instructors · 1 learner

FILES
2 files

RULES & PATH

REPORTS

Note: If a course has no tests, the **Selected test is passed** rule is unavailable.

4. Click **Save (9)** to update your course.





How to Change a User's Course Completion Status (New Content)

If you are giving a course out of a Learning Plan or the course catalog for courses not categorized as an ILT course, this is the procedure to pass users through the course.

REMEMBER: For the Instructor to be able to work with courses, they must become an Instructor. First, you enroll in the course, then go to the Course and view the users enrolled. Find your name and change the Role from a Learner to an Instructor.

See "How to Add Users to Courses" if you need to add a user who is in the group training. Once a user is enrolled in the course and has attended the group meeting, the procedure below will step you through completing a user through the course.

To change a user's status:

1. Sign in to your W-I-T account as an **Instructor** and go to the course page you want to update.
2. On the right-hand panel, click **Users & Progress (1)**.
3. In the **Options** column, hover your mouse and choose one of the following options for each user:
 - Click the **reset symbol (2)** to reset a user's progress in the course. To reset progress for all users at once, click the **Reset all (3)** button.

Home / Content, Advertising & Social L... / Users & Progress

Course users | Enroll users | Synchronize all | Reset all

NAME	ENROLLED ON	PROGRESS	COMPLETED ON	OPTIONS
Clay Aken LEARNER	06/16/2017	COMPLETED	05/28/2018	...
Sylvia Alderton LEARNER	06/16/2017	8%	-	...
Jake Arlington LEARNER	09/26/2017	COMPLETED	07/17/2019	...
Abe Barker LEARNER	06/16/2017	COMPLETED		✓ ↺ ↻
Jessica Barnett LEARNER	06/16/2017	Not started	-	...

CONTENT: 14 units - 1 inactive

USERS & PROGRESS (1): 9 instructors - 140 learners

FILES: 10 files

RULES & PATH

REPORTS





CAUTION

Be cautious when using the **Reset All (3)**.

This feature will reset everyone that is in the course.

- Click the **complete symbol (4)** to manually complete a course for a specific user. If needed, change the enrollment/completion dates in the dialog box that pops up.

Home / Content, Advertising & Social I... (20/16) / Users & Progress

Course users Enroll users Synchronize all Reset all

NAME	ENROLLED ON	PROGRESS	COMPLETED ON	OPTIONS
Clay Aken LEARNER	06/16/2017	COMPLETED	05/28/2018	...
Sylvia Alderton LEARNER	06/16/2017	8%	-	...
Jake Arlington LEARNER	09/26/2017	COMPLETED	07/17/2019	...
Abe Barker LEARNER	06/16/2017	COMPLETED	06/17/2017	...
Jessica Barnett LEARNER	06/16/2017	Not started		4 ✓ ↺ ↻
Vanessa Beasley LEARNER	06/16/2017	Not started	-	...

CONTENT
14 units · 1 inactive

USERS & PROGRESS
9 instructors · 140 learners

FILES
10 files

RULES & PATH

REPORTS

- Click the **sync symbol (5)** to update a single user's progress when you have added new content to the course. Synchronization revokes the **Complete** status for users who have completed the course but haven't completed the new units.
- Click the **Synchronize all (6)** button to update all the users' progress.





Home / Content, Advertising & Social L... (GMMW) / Users & Progress

Course users Enroll users **6** Synchronize all Reset all

NAME	ENROLLED ON	PROGRESS	COMPLETED ON	OPTIONS
Clay Aken LEARNER	06/16/2017	COMPLETED		✓ ↻ ↺ 5
Sylvia Alderton LEARNER	06/16/2017	8%		
Jake Arlington LEARNER	09/26/2017	COMPLETED	07/17/2019	⋮
Abe Barker LEARNER	06/16/2017	COMPLETED	06/17/2017	⋮
Jessica Barnett LEARNER	06/16/2017	Not started		⋮

CONTENT
14 units · 1 inactive

USERS & PROGRESS
9 instructors · 140 learners

FILES
10 files

RULES & PATH

REPORTS

7. A pop-up allows you to **not sync for users who have completed the course (7)**. This way, they won't lose their completion status. Click **Synchronize** when you're ready.

Home / Content, Advertising & Social L... (GMMW) / Users & Progress

Course users Enroll users

Synchronize ×

Are you sure you want to synchronize user progress based on the current course material for all users in the course?

Prevent syncing for users that have completed the course **7**

Remove certification (if needed)

149 users will be affected by this action

Synchronize Cancel

NAME	ENROLLED ON	PROGRESS	COMPLETED ON	OPTIONS
Clay Aken LEARNER				
Sylvia Alderton LEARNER				
Jake Arlington LEARNER				
Abe Barker LEARNER	06/16/2017	COMPLETED	06/17/2017	⋮
Jessica Barnett LEARNER	06/16/2017	Not started		⋮

CONTENT
14 units · 1 inactive

USERS & PROGRESS
9 instructors · 140 learners

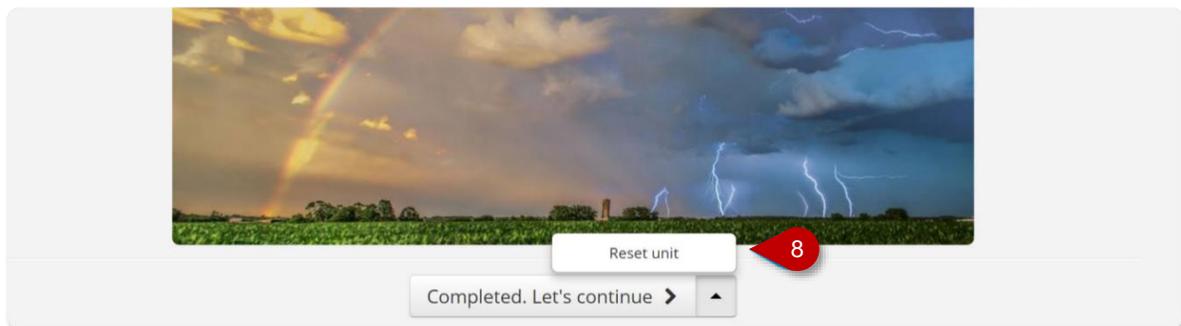
FILES
10 files

RULES & PATH

REPORTS

Note: When you go over a course you've created as an instructor to test it, you're provided with the option to reset your progress on each individual unit. Click the **drop-down symbol** next to the **Completed**. **Let's continue** below the unit and click **Reset unit (8)** to reset your progress. That's quite useful, for example, when testing different unit completion criteria.





How to Complete a User through a Course (Group Meetings)

If you are new to W-I-T and would like to hold group meetings to get everyone on the same page, you can project the training to a Smart TV, screen, or wall. Users must be enrolled in the course. See "How to add Users to Courses."

The following instructions are for completing the existing users through a course. If you need to add group attendees to the course, see "How to Add Users to Courses."

To change a user's completion status:

1. Sign in to your W-I-T Portal account and chose the **Instructor** role, then go to the course you want to update (**Home > Select Course > Search > Select the Course**).
2. On the right-hand panel, click **Users & Progress (1)**.
3. In the **Options** column, hover your mouse and choose one of the following options for each user:
 - If the user has previously completed the course and is retaking it, click the **reset symbol (2)** to reset a single user's progress.
 - To reset the progress for all users at once, click the **Reset all (3)** button.

CAUTION

Be cautious when using the **Reset All (3)**.

This feature will reset everyone that is in the course and is not recoverable.





Home / Automated Side Load Truck - Basic Operat... / Users & Progress

Course users Enroll users Synchronize all Reset all

NAME	ENROLLED ON	PROGRESS	COMPLETED ON	OPTIONS
Clay Aken LEARNER	06/16/2017	COMPLETED	05/28/2018	...
Sylvia Alderton LEARNER	06/16/2017	8%	-	...
Jake Arlington LEARNER	09/26/2017	COMPLETED	07/17/2019	...
Abe Barker LEARNER	06/16/2017	COMPLETED		✓ ↺ ↻
Jessica Barnett LEARNER	06/16/2017	Not started	-	...

3

1

2

CONTENT
14 units - 1 inactive

USERS & PROGRESS
9 instructors - 140 learners

FILES
10 files

RULES & PATH

REPORTS

4. Select the **complete symbol (4)** to manually complete a single user in the course. If needed, change the enrollment/completion dates in the dialog box that pops up.

Home / Automated Side Load Truck - Basic Operat... / Users & Progress

Course users Enroll users Synchronize all Reset all

NAME	ENROLLED ON	PROGRESS	COMPLETED ON	OPTIONS
Clay Aken LEARNER	06/16/2017	COMPLETED	05/28/2018	...
Sylvia Alderton LEARNER	06/16/2017	8%	-	...
Jake Arlington LEARNER	09/26/2017	COMPLETED	07/17/2019	...
Abe Barker LEARNER	06/16/2017	COMPLETED	06/17/2017	...
Jessica Barnett LEARNER	06/16/2017	Not started		4 ✓ ↺ ↻
Vanessa Beasley LEARNER	06/16/2017	Not started	-	...

4

CONTENT
14 units - 1 inactive

USERS & PROGRESS
9 instructors - 140 learners

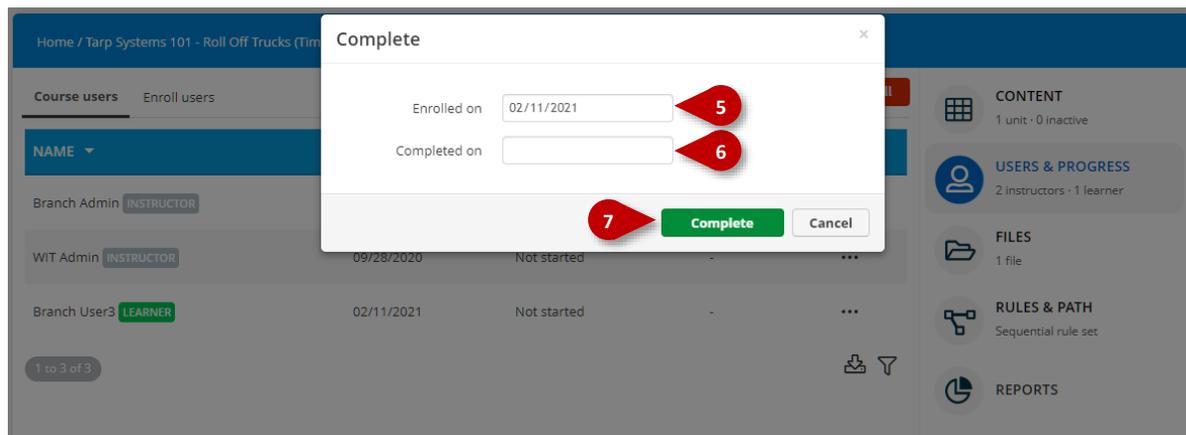
FILES
10 files

RULES & PATH

REPORTS

5. You can change the **enrollment date (5)**.
6. **Enter the Completed date (6)** for the Group/Safety Meeting.
7. Once you enter the completion date, **select the Complete button (7)**.



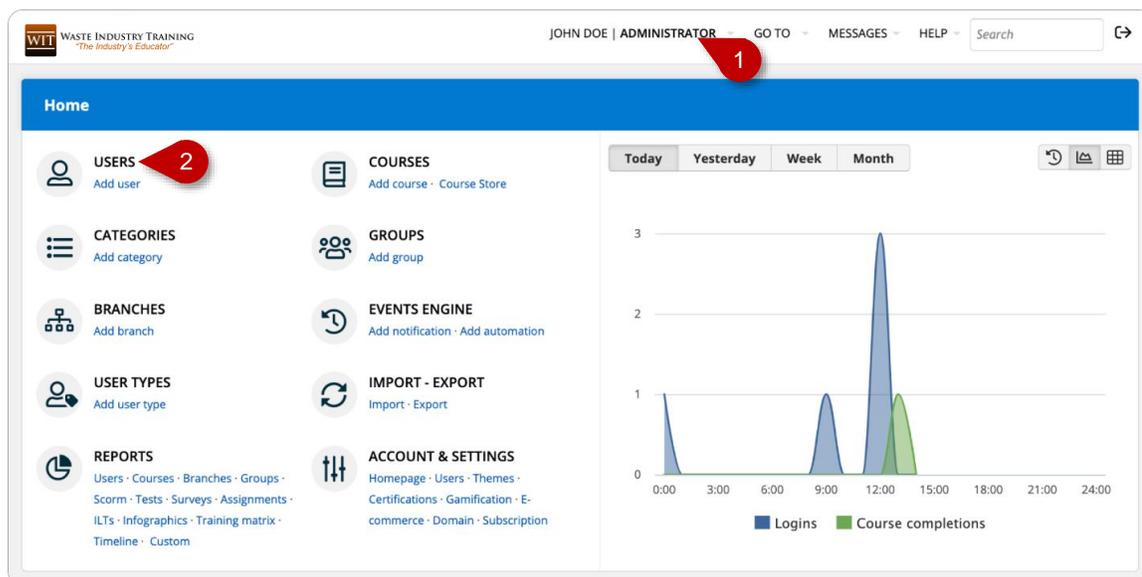


How to Reset a User's Progress in a Specific Course

W-I-T lets you reset a user's progress in a single course if necessary.

Here's how in a few steps:

1. Sign in to your W-I-T portal as **Administrator (1)** and go to **Home > Users (2)**.



2. Go to the user's profile page whose progress you want to reset.
3. Go to the **Courses (3)** tab.
4. Find the course you want and click the reset symbol in the Options column **(4)**.





Home / Users / Andy Graves

Info **Courses** Groups Branches Files Payments Profile Progress Infographic

COURSE	ROLE	ENROLLED ON	COMPLETION DATE	OPTIONS
<input type="checkbox"/> Conflict Management	LEARNER	27/04/2021		[-] [refresh] [3]
This is a SCORM Example Course (006)	LEARNER	08/10/2019	23/03/2021	[4] [dots]
Employee Training 101 (005)	LEARNER	08/10/2019	-	[dots]

5. On the **Reset progress** dialog box, select either,

a. Click **Reset (5)**.

OR

b. Click **Reset & Remove Certificate (6)**.

WIT WASTE INDUSTRY TRAINING The Industry's Educator™

MORE WIT ADMIN | ADMINISTRATOR GO TO MESSAGES HELP Search

Home / Users / Aaron Monger

Info **Courses** Groups Branches Profile Progress Infographic

Reset progress

Are you sure you want to reset the progress in Rear Load Truck - Basic Residential Oper...?

This action cannot be undone

5 **Reset** **6** **Reset & remove certificate** Cancel

COURSE	COMPLETION DATE	OPTIONS
Rear Load Truck - Basic Residential Oper...	10/03/2022	[dots]
Helper Training - Rear Load Residential ...	08/13/2022	[dots]

Note: The **Reset progress** action CANNOT BE UNDONE, and it's only available to administrators with permission to update users. Reset keeps the original certificate.

How to Reset a User's Progress in All Their Courses at Once

W-I-T lets you reset a user's progress in all their assigned courses with a single action to save you time and effort.

Here's how in a few steps:





1. Sign in to your W-I-T Portal account as **Administrator** and go to **Home > Users**.
2. Click the user whose progress you want to reset across their courses **(1)**.

USER	EMAIL	USER TYPE	REGISTRATION	LAST LOGIN	OPTIONS
Aby Eckerly	aaron@efficientoffice.com	Learner-Type	28/06/2019	-	...
Adam Hunter	adam@efficientoffice.com	Learner-Type	28/06/2019	-	...
<input type="checkbox"/> Amy Granger	amy@efficientoffice.com	Learner-Type	28/06/2019		... [Signal] [Arrow] [Edit] [X]
Andy Graves	andy@efficientoffice.com	Learner-Type	08/10/2019	23/03/2021	...

3. Click **More...** **(2)** and choose **Reset progress** **(3)** from the drop-down list.
4. On the confirmation dialog box that pops up, click **Reset**.

Note: The Reset progress action CANNOT BE UNDONE.





Home / Users / Amy Granger

Info Courses Groups Branches Files Profile Progress Infographic

First name Amy

Last name Granger

Email address amy@efficientoffice.com

Upload profile pic

Username amy@efficientoffice.com

Password Blank to leave unchanged

Bio Customer Retention Manager

User type Learner-Type

Time zone (GMT +03:00) Athens, Greece

Language English

Credits 150

Active

Deactivate at ...

Exclude from emails ⓘ

Country Select an option...

Job Role

Update user or cancel

3 → Log into account

2 ↻ Reset progress

🗑 Delete

More ...

That's it!

Easy Peasy...





SECTION FOUR: ADMINISTRATORS

Changing Roles (Administrator, Instructor, or Learner)

Instructors have three roles; select **the role (1)** to change. The **Administrator's Role (2)** is limited to a Supervisor and Instructor. You can view and print reports on a user's status and course completions and add courses to a user or users to courses.

As an Instructor, you can create courses and add content (e.g., PowerPoints, Word Docs, PDFs, Videos, Images, etc.). To do this, you must select the **Instructor Role (3)**.

The **Learner Role (4)** allows you to take courses. When you switch to this role, your dashboard will change to the user dashboard, showing your enrolled courses and which ones you have completed.

The screenshot shows the WIT (Waste Industry Training) dashboard. At the top, there is a navigation bar with "MORE", "BRANCH ADMIN | ADMINISTRATOR", "GO TO", "MESSAGES", and a search box. Below this is a "Home" header. The main content area is divided into several sections: "USERS" (Add user), "GROUPS" (Add group), "COURSES" (Add course), and "REPORTS" (Users, Courses, Groups, Assignments, ILTs, Infographics, Training matrix, Timeline). A dropdown menu is open, showing the role selection options: "Administrator" (selected), "Instructor", and "Learner". Below the role selection are links for "My info", "My courses", "My certificates", "My progress", "My groups", and "My files". There is also a "SWITCH BRANCH" option with "aws" listed below it. A bar chart is visible in the background, showing "Logins" (blue bars) and "Course completions" (green bars) over time. The x-axis shows dates from 10/29 to 11/28. The y-axis shows counts from 0 to 5. The chart shows several peaks in logins and course completions.

IMPORTANT: For the Instructor to have the ability to work with courses, they must enroll in the course to perform any of the following "How To" for the Instructor.



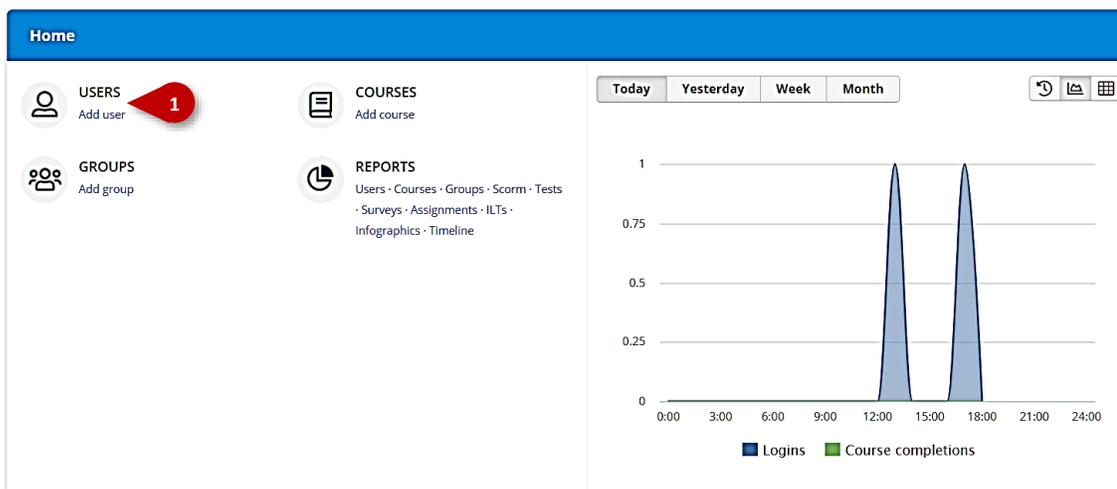


How to Add a New Hire (User)

Annual subscription customers can add new users at their convenience to expedite the enrollment of a new hire.

Here is how to enroll your new hire in a few steps:

1. Sign in to your W-I-T account as a **Branch Administrator** and go to **Home > Users (Add User) (1)**.



2. Complete the Form. **Bolded fields** are required to be completed.

The screenshot shows the 'Home / Users / Add user' form. The following fields are highlighted with red boxes to indicate they are required: 'First name', 'Last name', 'Email address', 'Username', and 'Password'. The 'Password' field has a placeholder text 'Try to avoid simple passwords'. Below these fields is a 'Bio' field with a placeholder 'Short description up to 800 characters'. There are also dropdown menus for 'User type' (set to 'User'), 'Time zone' (set to '(GMT -05:00) Central Time (...)', and 'Language' (set to 'English'). At the bottom, there are three checkboxes: 'Active' (checked), 'Deactivate at ...', and 'Exclude from emails'. Red text instructions are provided for the 'Active' and 'Deactivate at ...' checkboxes.

First name | e.g. John | 50

Last name | e.g. Doe

Email address | e.g. jdoe@example.com

Username | e.g. jdoe

Password | Try to avoid simple passwords

Bio | Short description up to 800 characters

User type | User | ⓘ

Time zone | (GMT -05:00) Central Time (...)

Language | English

Active < To deactivate a user, uncheck the box.

Deactivate at ... < To automatically deactivate a user at a future date, check this box and select a date.

Exclude from emails ⓘ





- Not all fields are mandatory. Once done, scroll to the bottom of the form and click **Add User (2)**. Whenever you change a user's information, you must select the "Add User" button to save the changes made.

Exclude from emails [i](#)

2 Password

Driver License (Last 4 Digits)

Employee Number

3 ADSI Facility *< This field is only shows when your company has multiple*

Department

Job Title

Learning Plan I

Learning Plan II

2 Direct Manager

Indirect Manager

City

State

Mobile Phone

2 or cancel *< The "Add User" or "Update User" buttons saves the information.*

- Once the new User is updated, it is time to assign a Learning Plan (a fancy name for a group of courses). Start by clicking on the **Groups Tab at (3)**.

Home / Users / Branch User

Info Courses **3** Groups Profile Progress Infographic

First name 44

Last name

Email address

Username

Password

Locate the Learning Plan (LP) you want to assign to your new User. Click on the **plus "+" sign (4)** to save your settings.





Home / Users / Branch User						
Info	Courses	Groups	Files	Profile	Progress	Infographic
GROUP	SYNCHRONIZE USER WITH COURSES		OPTIONS			
DEMO LP Driver - Automated Side Load (ASL)	-	+	4			
DEMO LP Driver - Container Delivery (CD)	-	+				
DEMO-LP Driver - Curotto Can (Slamin Eagle)	-	+				
DEMO-LP Driver - Curotto Can (The Odyssey)	-	+				
DEMO-LP Driver - Front Load (FL)	-	+				

- The group is assigned, not the courses in the LP. To assign the courses, select the plus "+" sign under the column "Synchronize User with Courses" (5).

Home / Users / Branch User						
Info	Courses	Groups	Files	Profile	Progress	Infographic
GROUP	SYNCHRONIZE USER WITH COURSES		OPTIONS			
DEMO LP Driver - Automated Side Load (ASL)	GROUP MEMBER	0/10 +	5	-		
DEMO LP Driver - Container Delivery (CD)		-		+		
DEMO-LP Driver - Curotto Can (Slamin Eagle)		-		+		
DEMO-LP Driver - Curotto Can (The Odyssey)		-		+		
DEMO-LP Driver - Front Load (FL)		-		+		
DEMO-LP Driver - Non CDL		-		+		

Shows the user is assigned to the group

- Selecting the second plus sign (5) will assign all the courses for that Learning Plan (LP). See below

Home / Users / Branch User						
Info	Courses	Groups	Files	Profile	Progress	Infographic
GROUP	SYNCHRONIZE USER WITH COURSES		OPTIONS			
DEMO LP Driver - Automated Side Load (ASL)	GROUP MEMBER	10/10 -		-		
DEMO LP Driver - Container Delivery (CD)		-		+		
DEMO-LP Driver - Curotto Can (Slamin Eagle)		-		+		
DEMO-LP Driver - Curotto Can (The Odyssey)		-		+		
DEMO-LP Driver - Front Load (FL)		-		+		
DEMO-LP Driver - Non CDL		-		+		

Shows the user has been assigned all the courses in the Learning Plan/Group.





MULTIPLE LOCATIONS

If you have multiple locations, you will need to add the user to their location while you are in groups. A location group will have LOC in front of it in place of the LP for a Learning Plan.

W-I-T Learning plans typically have introductory operational courses and OSHA courses for the job position (e.g., Driver-FL, Helper-RLC, Driver-RO, Driver-ASL, Maintenance Tech, etc.).

To Add additional courses at the time of hire, select **courses tab (6)**, then search for the course followed by selecting the **options + sign (7)** to the right of the course.

GROUP	SYNCHRONIZE USER WITH COURSES	OPTIONS
DEMO LP Driver - Automated Side Load (ASL) GROUP MEMBER	10/10 —	—
DEMO LP Driver - Container Delivery (CD)	-	+
DEMO-LP Driver - Curotto Can (Slamin Eagle)	-	+
DEMO-LP Driver - Curotto Can (The Odyssey)	-	+
DEMO-LP Driver - Front Load (FL)	-	+
DEMO-LP Driver - Non CDL	-	+

If this is a replacement hire, you should **deactivate the replaced User**. See "How to Deactivate a User."

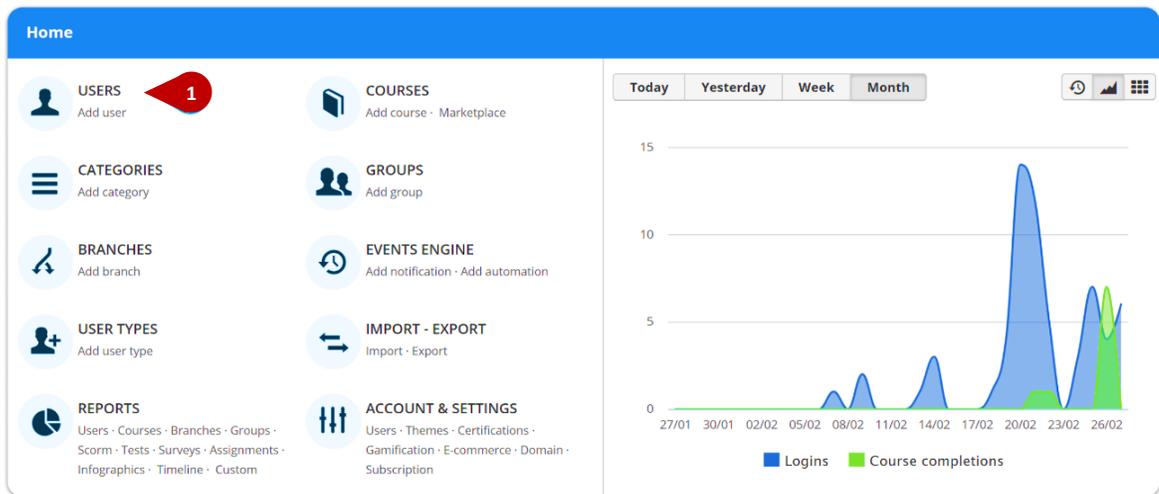
How to Deactivate a User

W-I-T lets you set a specific date for deactivating a user to help you organize the allocation of your active user slots according to your subscription plan.

Here's how to deactivate a user in a few steps:

1. Sign in to your W-I-T account as a **Branch Administrator** and go to **Home > Users (1)**.





2. Find and select the user, then go to the Profile Page of the active user you want to deactivate.
3. Uncheck **Active at (2)**.

The screenshot shows a user profile form with the following fields and options:

- Username:** Adams
- Password:** Blank to leave unchanged
- Bio:** Short description up to 800 characters
- User type:** Learner-Type
- Time zone:** (GMT +02:00) Athens, Istanbul...
- Credits:** 300
- Active:** (with a red callout '2' pointing to the checkbox)
- Deactivate at ...:**
- Exclude from emails:** ⓘ
- Update user:** A blue button with a red callout '3' pointing to it.
- Delete:** A red button with a trash icon and an upward arrow.

4. Click **Update user (3)** to save your settings.

IMPORTANT

Remember, any changes made in the User's Profile will not be saved unless you select the **Update User button (3)**.



How to Add a Learning Plan (LP)

W-I-T allows annual subscription customers to add Learning Plans (LP) to users. This is a convenient way to add courses for a particular job position simultaneously.

Here's how to add one or more Learning Plans in a few steps:

1. Sign in to your W-I-T account as a **Branch Administrator** and go to **Home > Users (1)**.

The screenshot shows the 'Home' dashboard. On the left, there are four menu items: 'USERS Add user' (highlighted with a red circle and '1'), 'COURSES Add course', 'GROUPS Add group', and 'REPORTS' (with sub-items: Users · Courses · Groups · Scorm · Tests · Surveys · Assignments · ILTs · Infographics · Timeline). On the right, there is a line graph with tabs for 'Today', 'Yesterday', 'Week', and 'Month'. The graph shows two peaks for 'Logins' (blue) and 'Course completions' (green) between 12:00 and 18:00. The y-axis ranges from 0 to 1.0.

2. Find and **Select the User (2)**

The screenshot shows the 'Home / Users' page. At the top left, there is a blue 'Add user' button (highlighted with a red circle and '2'). Below it is a table with the following columns: USER, EMAIL, USER TYPE, REGISTRATION, LAST LOGIN, and OPTIONS. The table contains five rows of user data. At the bottom right, there is a search bar with a magnifying glass icon, which is circled in red.

USER	EMAIL	USER TYPE	REGISTRATION	LAST LOGIN	OPTIONS
Branch User	branchuser@wasteindustrytraining.co...	User	07/06/2020	08/11/2020	...
Branch Admin	branchadmin@wasteindustrytraining.c...	Branch-Admin	07/06/2020	02/11/2021	...
branch user2	branchuser2@wasteindustrytraining.c...	User	07/07/2020	-	...
Branch User3 INACTIVE	branchuser3@wasteindustrytraining.c...	User	07/07/2020	-	...
WIT Admin	Admin@WasteIndustryTraining.com	SuperAdmin	08/27/2020	1 hour ago	...

3. Select the **Groups Tab at (3)**.





Home / Users / Branch User

Info Courses **Groups** 3 Profile Progress Infographic

First name 44

Last name

Email address

Upload profile pic

Username

4. Search for the Learning Plan (LP) you want to assign to the User. Select the **plus "+" sign (4)** to the right. This action assigns the User to the LP group but has not yet assigned the courses.

Home / Users / Branch User

Info Courses **Groups** Files Profile Progress Infographic

GROUP	SYNCHRONIZE USER WITH COURSES	OPTIONS
DEMO-LP Supervisor	-	+
DEMO-LP OSHA Only	-	+
DEMO-LP Sales - Industry Basics (including OSHA)	-	+
DEMO-LP Office Staff - Industry Basics (includes OSHA)	-	+
DEMO-LP Maintenance Technician	-	+

5. The group was assigned, but not the courses in the LP. To assign the courses, click on the **plus "+" sign (5)** under the column "**Synchronize User with Courses.**" The User now has all the courses assigned to the Learning Plan, which will show on the User's dashboard the next time they log in.

Home / Users / Branch User

Info Courses **Groups** Files Profile Progress Infographic

GROUP	SYNCHRONIZE USER WITH COURSES	OPTIONS
DEMO-LP Supervisor	-	+
DEMO-LP OSHA Only	-	+
DEMO-LP Sales - Industry Basics (including OSHA)	-	+
DEMO-LP Office Staff - Industry Basics (includes OSHA)	-	+
DEMO-LP Maintenance Technician	-	+
DEMO-LP Helper - Rear Load Residential (RLR)	-	+
DEMO-LP Helper - Rear Load Commercial (RLC) GROUP MEMBER	5/6 + -	-
DEMO-LP Driver - Transfer Trailer (TT)	-	+





PLACEHOLDER

