DetecTogether
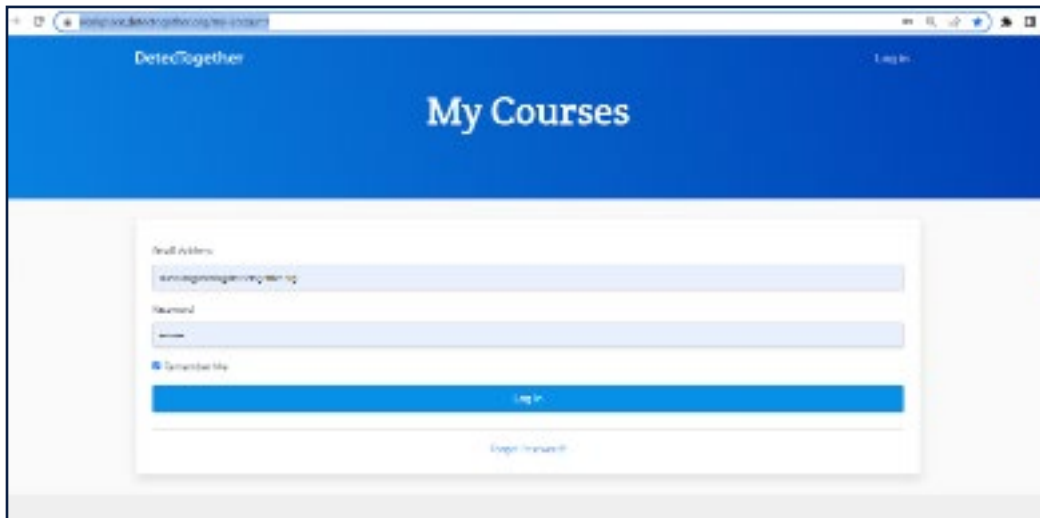
SAVING LIVES THROUGH
EARLY CANCER DETECTION

3 Steps Detect Workplace Online Learning

User Guide for Group Leaders

Logging In

1. Go to http://workplace.detectogether.org/my-account/

2. In the "Email Address" field, type the email address you used to register for your account.

3. In the "Password" field, type the password you created when you set up your account.

4. Click the blue "Log In" button below the password field.

If you have trouble logging in, click the "forgot password" link (below the "email address" and "password" fields).
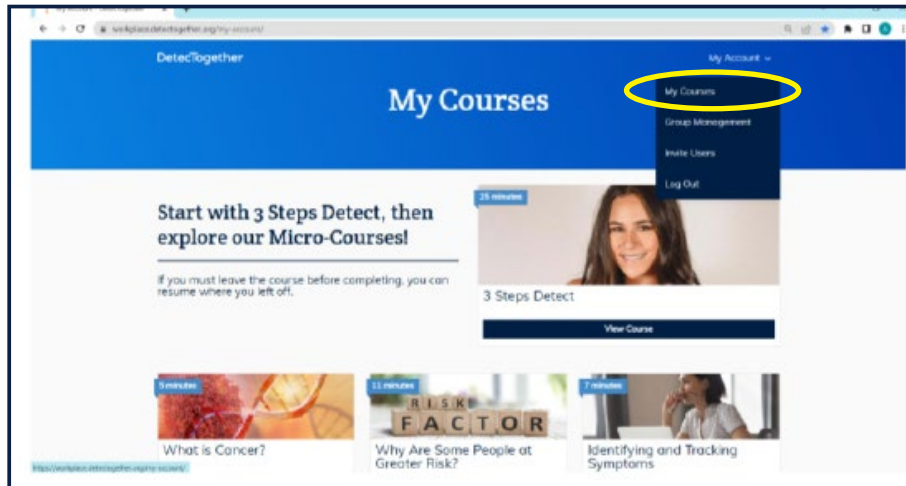
I Want To...

- [Take A Course](#)

- [View Employee Progress](#)

- [Enroll New Users](#)

Take A Course

Access your personal courses

1. Click the "My Account" menu (top right of web page), then click "My Courses."

2. Click on the course you wish to continue or begin.

View Employee Progress

## View/Print information about users (name, email, and course progress):

See "Group Management: Users" and "Group Management — Reports"

1. Click the "My Account" menu (top right of web page), then click "Group Management." This will show you a snapshot of enrolled users and whether they have started any courses.

2. To download a copy of this snapshot view, click the "Users" drop-down menu and then "Export CSV."

3. For more detailed information, click the "Reports" drop-down menu to view and download reports for:

   a. **Course** — show all users' progress in a specific course (e.g., "3 Steps Detect" Course)

   b. **Progress** — view individual user's progress in all courses (e.g., employee "John Doe")
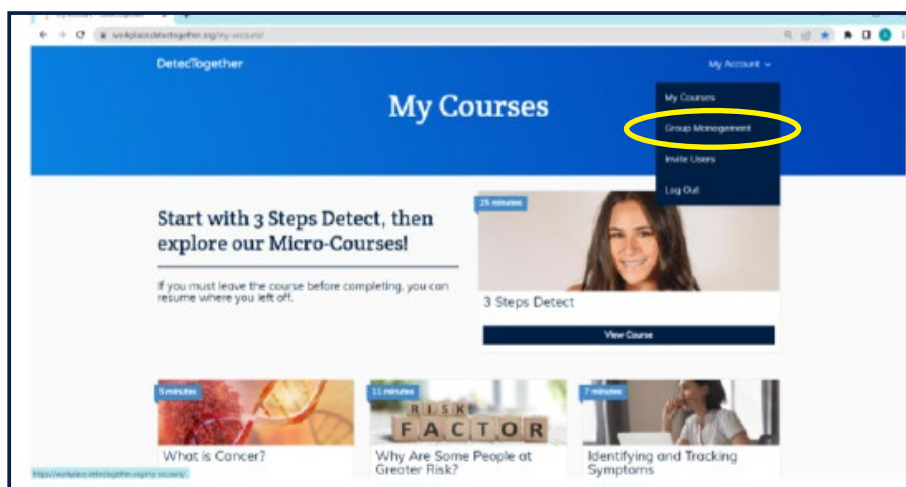
Enroll New Users

1. Click the "My Account" menu (top right of webpage), then click "Invite Users."

2. Copy and paste the URL into an email and send to the new user.
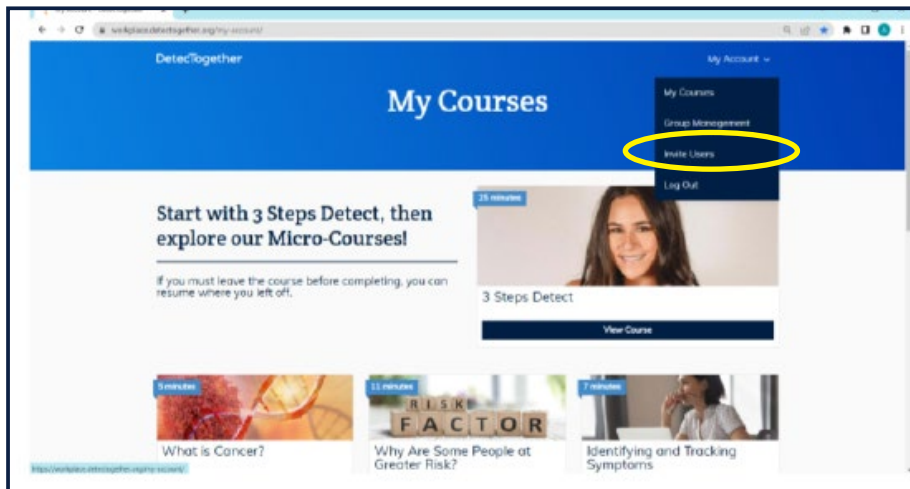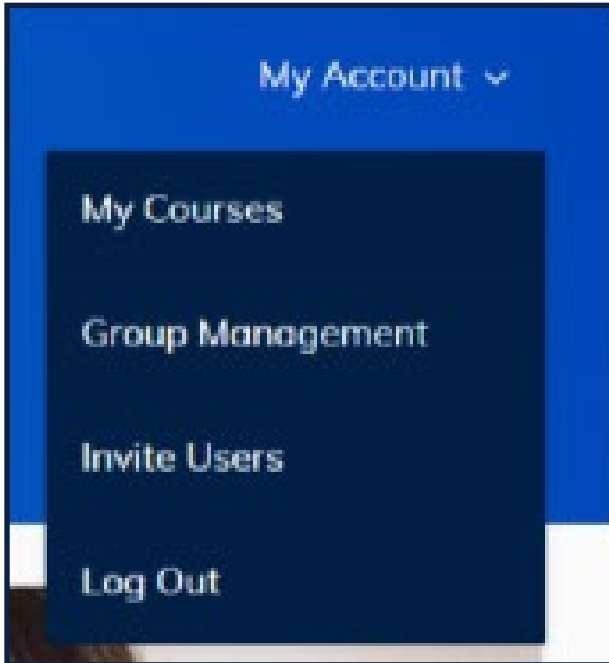

Save a copy of the "Enrollment Email" you sent when you launched the program so you can send it to new employees (or as a reminder to employees who have not enrolled).

Administrative Dashboard

HOVER OVER "MY ACCOUNT" TO VIEW ADMINISTRATIVE OPTIONS

COURSE OFFERINGS

"My Account" Administrative Options

This is the menu that shows up when you hover your mouse over "My Account" (top right corner of main dashboard). Each option is explained below.

My Courses — brings you back to the main dashboard (current page) so you can see which courses are available to you and check your progress on any open courses.

Group Management — allows you to see a roster of employees who have registered for the 3 Steps Detect Online Learning. You can see their progress and run reports.

Invite Users — displays the unique link for your organization to invite employees to enroll in Online Learning.

**Log Out** — logs you out of Online Learning.

Group Management — Overview

As the administrator, you can view employees' progress and run reports.

From the main dashboard, hover over the "My Account" text in the top right corner, and click on the "Group Management" option.

The "Group Management" screen shows you:

- **Employee Name** (first and last)

- **Employee Email**

- **Status** — *employee progress in courses. Click on each employee's status to see what courses they have completed.*
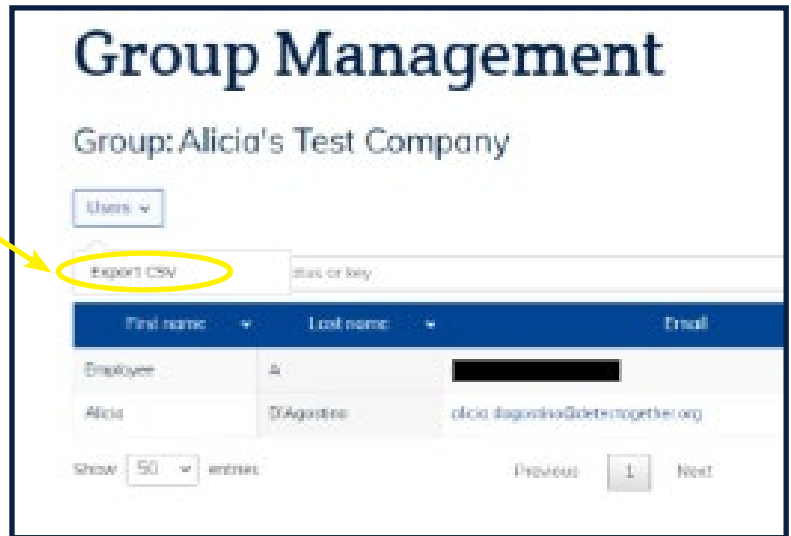

CLICK HERE TO VIEW AN EMPLOYEE'S COURSE PROGRESS.
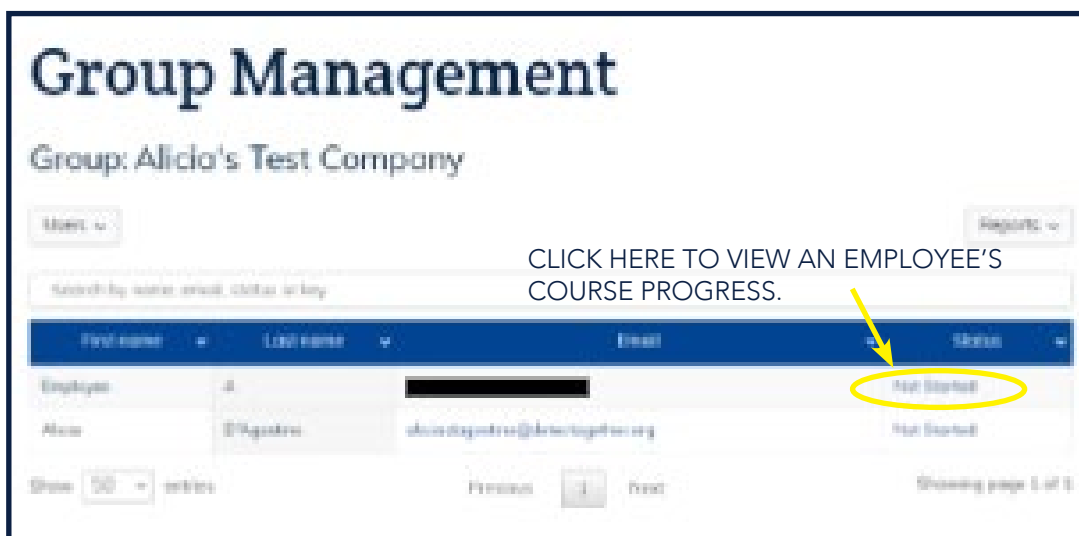
Group Management — *Users*

There are several reports you can run as an administrator. They are all accessed from the Group Management screen
(My Account → Group Management).

Hover over the "Users" drop-down menu and click on "Export CSV." This will generate a report listing:

- **Employee First Name**

- **Employee Last Name**

- **Employee Email**

- **Status** — *employee progress in courses. Click on each employee's status to see what courses they have completed.*


NOTE: Check the bottom of your screen for a pop-up, or look in your computer's "Downloads" file to locate the Report.

Group Management — *Reports*

There are several reports you can run as an administrator. They are all accessed from the Group Management screen (My Account → Group Management).

Hover over the "Reports" drop down menu to reveal two options:

1. **"Course"** — this allows you to search by course to see which employees have completed specific courses. You can export this data as CSV or Excel, and search by course, employee name, employee email, employee username, or date.

2. **"Progress"** — this allows you to search by employee to see their specific progress.
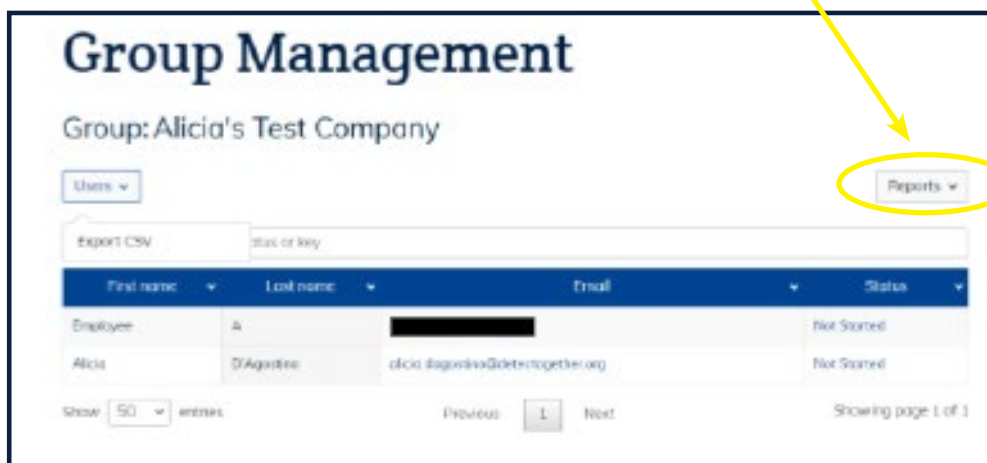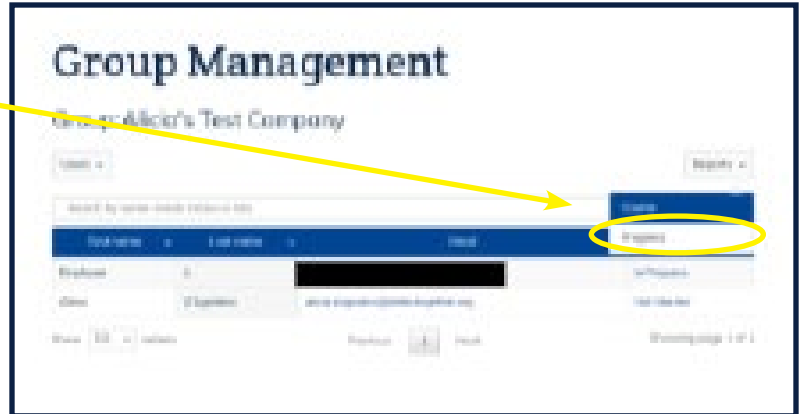
Group Management — *Course Reports (Viewing)*

The Course Reports allow you to see information about specific courses and employees. They can be viewed and downloaded via this path:
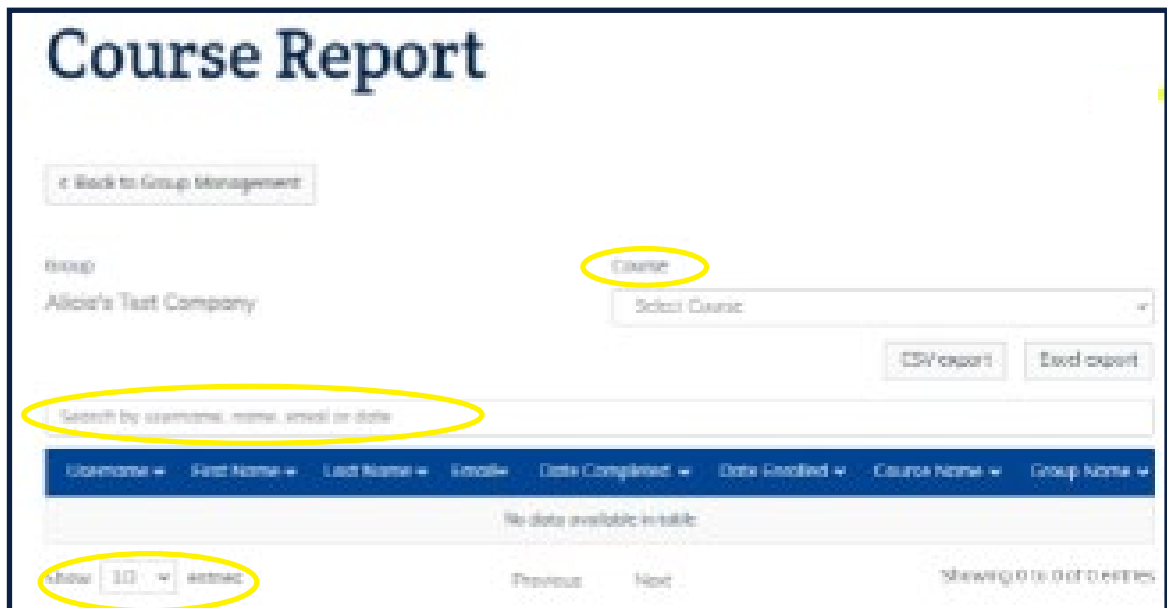
My Account →Group Management.

Hover over "Reports" and select "Course."

There are several ways to find information on this page.

- **Search by User** — Use this box to type an employee's name, email address, or username; or type a specific date.

- **Filter by Course** — Use the "Select Course" drop-down menu to click on the course you want information about.

You can also view more or less entries at once by changing the "Show [number] entries" drop down menu.

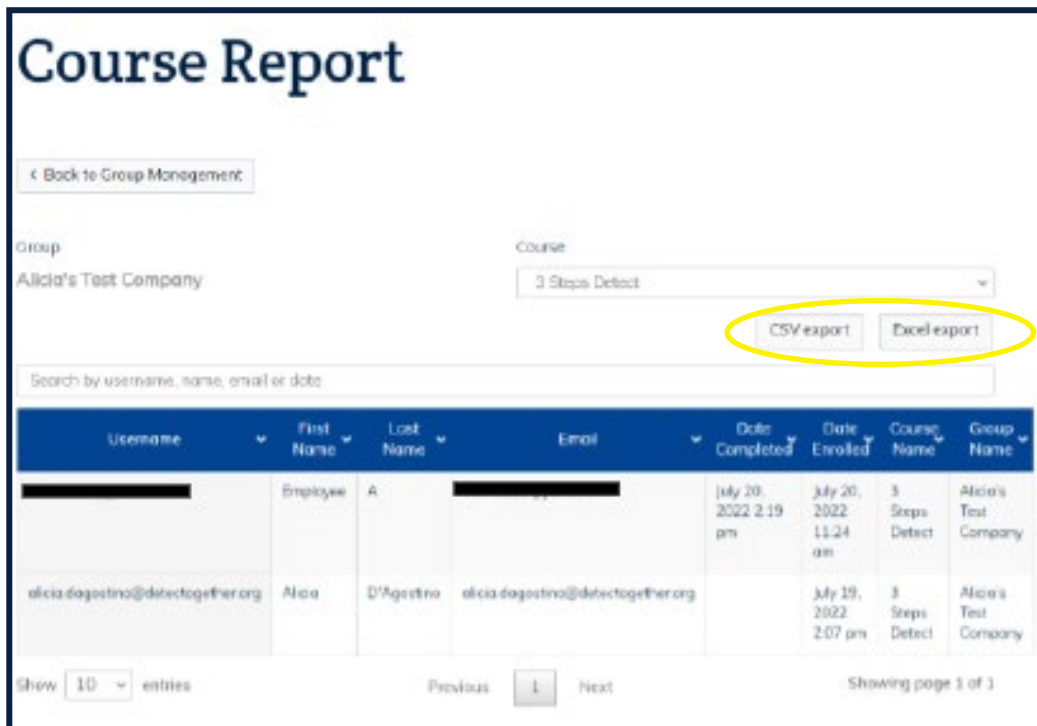# Group Management — *Course Reports (Downloading)*

After you filter results for a specific course or employee (see Course Reports — Viewing), you can download the information by clicking either the "CSV export" or "Excel export" buttons in the top right corner.

DID YOU KNOW?

CSV is a plain text format with a series of values separated by commas.

Excel is a binary file that holds more complicated information.

So, if you just want to view the data, CSV is a good choice. If you want to sort or analyze the data, Excel will better suit your needs.

Group Management — *Progress Reports*

The Progress Reports allow you to search by employee to see their specific progress. They can be accessed via (My Account → Group Management).

1. In the search box, type an employee's name, email address, or User ID. *Be patient, and do NOT hit "enter".*

2. It is a bit slow, but the employee's name will show up below the search box. Click on it when it appears.

3. The next screen will show a list of courses, and the selected employee's progress with each of them.
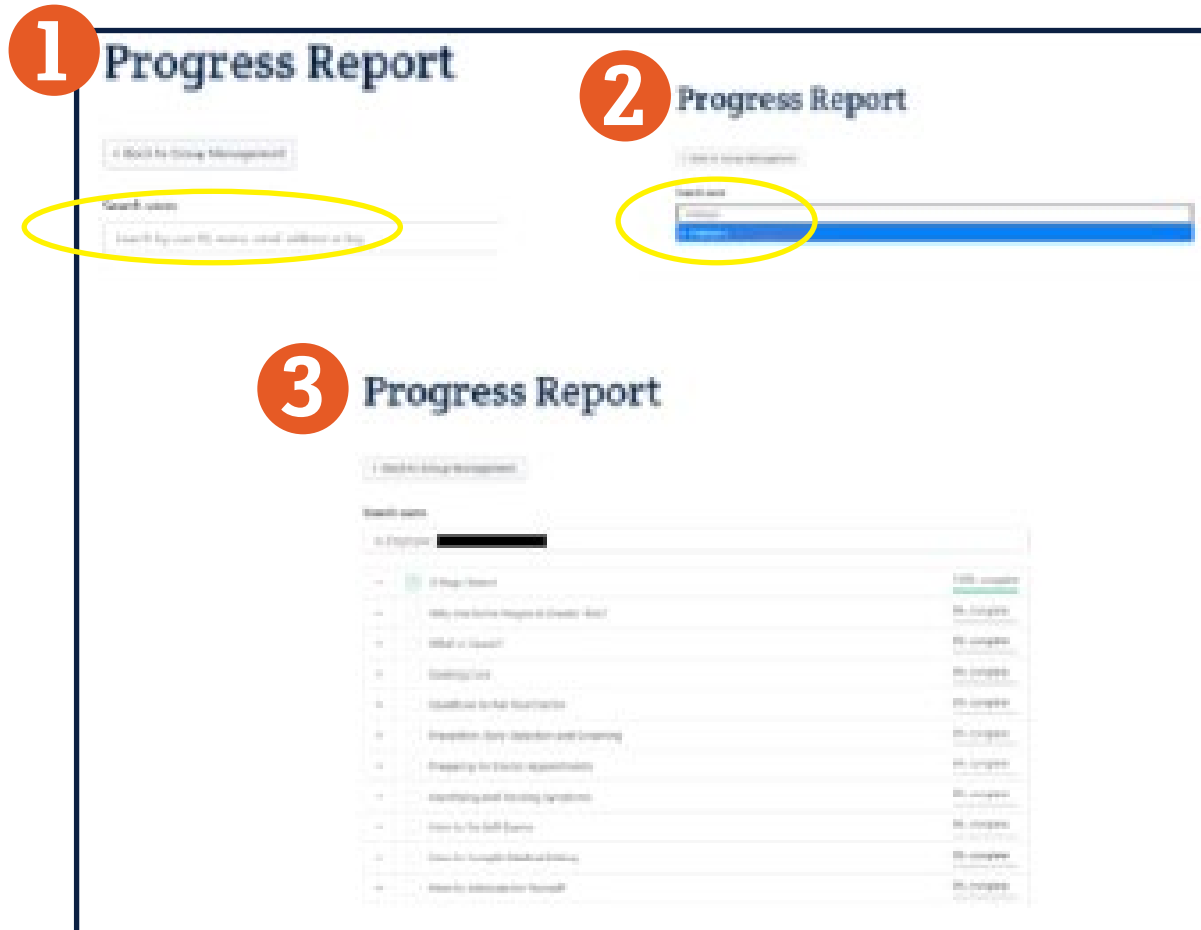
Have Questions or Need Help?

Please let us know if you have any questions or encounter any issues with the resources. We appreciate your partnership and in bringing this life-saving program to your team. For more information, contact us at workplacetraining@detectogether.org **or 508-713-0652**.