

Trusted Learning Corporation  
545 Westport Drive / Old Hickory, TN 37138  
p:727.393.6600 / f: 866.374.3470

[www.TheSecurityAwarenessCompany.Com](http://www.TheSecurityAwarenessCompany.Com) & [www.TrustedLearning.Com](http://www.TrustedLearning.Com)

## METRICS INCLUDED WITH YOUR SCHOOL & LEARNING CENTER

Every Private School on Trusted Learning comes with a complete suite of metrics for measuring students attendance and performance in several areas.

### HOME PAGE ELEMENTS

- Your Private School comes with a custom home page. Your homepage displays a custom image and a welcome message to your students. From this page your students can create their student accounts, login with existing accounts and start learning in your school.
- Every Trusted school comes with a unique URL (The address you type in your web browser to visit the school). Your students must enter a secret code to access your school's home page.
- Your schools administrator can access your schools administration panel by following the administrator's link on your homepage.
- Additional home page options:

#### **Custom URL in the schools tool bar.**

- Once your students log in, you can provide them with a URL in the tool bar that they can follow to access additional online resources. If your students are accessing your school from inside a corporate network, you can also link to resources that are part of your Intranet.

#### **Custom web page in your school**

- Once logged in, your students can access this custom web page. This page can consist of a variety of content topics, and because this information is only available to your students once they have logged in, it can contain non-public information such as contact information for corporate security staff.

#### **Custom Content on the Course Listing Page**

- When your students log in to your school, they are presented with a course list comprised of the courses that are available to your students. You can add additional content to the top of this page consisting of both text and images.

### METRICS TRACKING ELEMENTS

Every Trusted School comes with School Administration Panel (SAP) where your schools administrator can review student progress and metrics, manage student accounts and manage courses in the school. In your SAP you can access:

#### **Homepage Settings**

- These functions allow you to edit the content of your home page and edit the content of any of the included web page components.

### **Profile Settings**

- This allows your admin to change the school's access code (for private schools) as well as upload a logo for the school that can be displayed on the school's homepage.

### **Manage Courses**

- Your school administrator has complete control over which courses are available to your students.

### **Student Options**

- With these tools, the admin can add, delete and manage the students in the school.

### **Data tracking**

- The School's admin can review quiz results on a question-by-question basis.
- Review the number of course pages each student has viewed.
- Print a summary of quiz activity for each course as well as export these metrics for each quiz in a tab-delimited format. This allows for the importing of metrics to Microsoft Excel and various SQL databases.

### **Author Options**

- Author accounts allow custom courseware to be uploaded to your school and create courseware that can be sold in the Trusted Learning University. A wealth of on-line "author wizards" facilitate the creation of courses. Our tools seamlessly integrate with Microsoft Office tools such as Excel and Power Point.

## **PLUG-IN'S**

In addition to the wealth of functionality that comes standard in every Trusted School, we also offer several "Plug In" functions that can be used to further customize your school.

### **Labels**

- Create two label groups that can be applied to your students and then included in your reporting to create additional sorting methods for your data. These labels can take the shape of departments, regions or any grouping method that your company uses to identify your employees. (Note: This requires the use of the Bulk Upload and Customized Reports.)

### **Custom Exportable Reports**

- If the default report isn't detailed enough, we can custom tailor reports to meet your specific needs. We track over seventy "data points", any of which can be included in a report that can be generated on an as needed basis. As with our basic reports, whenever you want to print a report using up-to-date information, simply log in and click the "Print Report" link for the selected course and your reports are automatically generated using the most current data.

### **Student Bulk Upload**

- If you have several thousand employees, entering them manually can be a tedious and time-consuming endeavor. We do offer your students the option to create their own account, but sometimes you may want to specify your students login ID so that you can maintain the same user ID between your online school and your local employee database. We can work with your IT staff and provide them with a format that can easily be generated using SQL or we can provide you with a Microsoft Excel document that you can fill out so you can export your employee database in a format that can be used to load all of your employee's into your trusted school.