Learning Management System

KnowledgeCity Learning Solutions

+ Create User   + New Course List   + Add Group   Reports

Español   https://kctest.knowledgecity.com

- Home
- User List
- Course Feedback
- Access Requests
- Class Events
- Group Manager
- License Manager
- Course List Manager
- Assign Lists to Users
- Curriculum
- Generated Reports
- Import Users
- LMS Admins
- Courses
- Category Manager
- Question Bank
- Help

kctest_nazeer

+ Training limit *200 hours per Month*

Account Settings

Portal Settings

Properties settings

Forms settings

Log Out

ACCOUNT SETTINGS

General settings

Password settings

Certificate settings

Lesson playback settings

Company	KC Test Account
Auto-generate Username	
Allow full access after completing assigned courses	⬤
Send progress email to user	⬤
Frequency of Progress E-mail	Biweekly
Redirect user when logs in	Home Page
Employee id unique	⬤
Messages	⬤

Save   Cancel
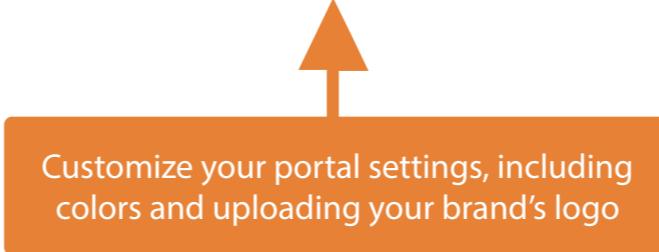
Adjust your account settings, including general, password, certificate, and lesson playback options

KnowledgeCity Admin Tools - Portal Settings

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+ Training limit *200 hours per Month*

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Portal Settings

Properties settings

Forms settings

Log Out

PORTAL SETTINGS ————

General settings	Portal name	KCMENA Test	?
Branding settings	Main text to appear on homepage of portal	Course Library	Edit ?
Additional settings			
Email settings	Subtext to appear under main text	Choose from hundreds of courses in Business Skills, Computer Software and Safety Compliance	Edit ?

Customize your portal settings, including colors and uploading your brand's logo

Home

User List

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

? Help

Save   Cancel

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+ Create User   + New Course List   + Add Group   Reports

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KnowledgeCity Admin Tools - Addition Properties

Name Property	Type Property		
name	Select property type		
Favorite Food	text		Remove
Allergies	text		Remove
downtown	text		Remove
Test	select	Edit	Remove
DropDown	select	Edit	Remove
dropDownField	select	Edit	Remove
Business Sector	select	Edit	Remove
Test	select	Edit	Remove

Sidebar navigation:
- Home
- User List
- Course Feedback
- Access Requests
- Class Events
- Group Manager
- License Manager
- Course List Manager
- Assign Lists to Users
- Curriculum
- Generated Reports
- Import Users
- LMS Admins
- Courses
- Category Manager
- Question Bank
- Help

User menu:
- kctest_nazeer
- + Training limit 200 hours per Month
- Account Settings
- Portal Settings
- Properties settings
- Forms settings
- Log Out

Add custom fields that can be used in the user's profile form in the LMS and portal

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Business Skills | Computer Software | Safety | Compliance | Finance

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Home

User List

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

? Help

KnowledgeCity Admin Tools - Form Settings

FORM SETTINGS

Request access

LMS user profile

Portal user profile

First login

Field on Form		Name	Required	Editable	Action
label		Select property ⬍			add
First name	options	First name:	●	○	Remove
Last name	options	Last Name	●	○	Remove
Group	options	Group	○	●	Remove
test	options	test	○	●	Remove
Drop Down	options	Drop Down	○	●	Remove
NationID	options	National ID	●	●	Remove
My DropDown	options	My DropDown	○	●	Remove
Sector	options	Business Sector	●	●	Remove
Test	options	Test	○	●	Remove

kctest_nazeer

+ Training limit *200 hours per Month*

Account Settings

Portal Settings

Properties settings

Forms settings

🔁 Log Out

Edit the form fields that are displayed in forms within your LMS

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Learning Solutions

Home

User List

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

Help

View license, course, and user information

View license usage percentages

View user logins for the last 30 days

GROUP STATISTICS

Select Group

#	Item	Count
1	Total licenses	1010
2	Total licensed users	22
3	Total licenses available	988
4	Total licenses expired	0
5	Total courses viewed	208
6	Total courses passed	153
7	Total courses in progress	72
8	Total number of active users	9
9	Total number of inactive users	0

LICENSE USAGE

11.3%

37.4%

51.3%

Active
43 (37.4%)

● Unlicensed ● Active ● Inactive

LOGINS PER DAY(LAST 30 DAYS)

80

60

40

20

Count

2/12 2/14 2/18 2/20 2/22 2/28 2/28 3/2 3/6 3/7 3/9 3/11 3/13
2/13 2/15 2/19 2/21 2/25 2/27 3/1 3/4 3/6 3/8 3/10 3/12 3/14

Day

— Count

View the progress of all groups

PROGRESS: ALL GROUPS

☐ Hide empty building chart

■ In Progress ■ Viewed ■ Passed

120

90

60

30

0

Number of Users

1234default group, Developers, emailtest, 123helper, New test group, ProdGroup, StageGroup, test group, Test Group 123, test123, Training Hours Test Gr..., WD Team

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KnowledgeCity Learning Solutions

Home
User List
Course Feedback
Access Requests
Class Events   2
Group Manager
License Manager
Course List Manager
Assign Lists to Users
Curriculum
Generated Reports
Import Users
LMS Admins
Courses
Category Manager
Question Bank

Help

Create User

USER ACCOUNT SETTINGS

Password   ••••••

Do not specify   Male   Female

USER PERMISSIONS

Test User   [toggle on]
Admin   [toggle on]
TNA   [toggle on]

PERSONAL REPORT

Default Frequency: Biweekly

Frequency   Without report

Create user   ☐ Do not notify user on save

Choose the group assignment for users

USER GROUPS

Group / Branch   Select Group

MAIN INFORMATION

First Name   John
Last Name   Doe
Employee ID   12345
National ID
Date of Birth   09/02/1980
City   Carlsbad, CA
Center
Nationality   United States
Company   KnowledgeCity
Department   Marketing
Position   Marketing Manager
Phone   8884942075
Email   contact-us@knowledgecity.com

Email Language   English العربية Español

Assign License   - Do not assign license -

Assign List

ADDITIONAL INFORMATION

test

Drop DOwn

Enable the user, set admin privileges, and assign Training Needs Analysis (TNA)

Customize personal report frequency options

Fill In the form with the user's Information to create an account

Select language for email notifications

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Home

User List

Course Feedback

Access Requests

Class Events   2

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

Help

KnowledgeCity Admin Tools - User Required Confirmation List

20 ▾   1 - 9 of 9

🔍 Search course list   Search

#	Name			Courses in list	Actions
	Course List Name	⬤ Add new course list to the quick selection list			Add Course List
1	Empty list			2	Show details
2	* All courses			0	Show details
3	clonetest EN			4	Show details
4	Strategic Sales for Account Managers			0	Show details

Create a new course list and choose the courses you want to add

| 5 | exoplayerTest | Edit ⬤ Add new course list to the quick selection list | Assign to all groups | 2 | Hide details |

Title	Actions
mobTestClass2	Remove
exoTestLesson	Remove

Course One ▾   Add

Save   Cancel   Create category   Remove Course List

6	cats list			1	Show details
7	Mandatory Courses			5	Show details
8	⬤ Test 2 ES			4	Show details
9	Communication Courses			3	Show details

KnowledgeCity
Learning Solutions

Home

User List

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

Help

KnowledgeCity Admin Tools - User Required Confirmation List

USER GROUPS

Select Group   ⬍   Send

Choose a parent group
to create a new sub-group

Create Group   ✕

Parent | Without a parent   ⬍

Name

Without a parent
default group [71 users]
  12345 [39/7 users]
    clean group [30 users]
    ABC [26 users]
      sub ABC [6 users]
    Group with limit [2/2 users]
  Developers [12 users]

Name your sub-group, or choose "Without a parent" to create a new main group

Home

User List

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

Help

Report by course list

The Courses Report gives Admins a quick view of the courses for all users in all groups. This report shows the Employee ID, Login, First Name, Last Name, Course ID, and Course Name, as well as the date and time the course was started.

Test

Courses statistics.

Run Report

Users by groups

The Users by Group Re... users, sortable by Grou... Information in a printab... Name, Last Name, and...

Report by course list

The Report by course list gives Admins a quick view of the courses for all users in all groups. This report shows the Employee ID, Login, First Name, Last Name, Course ID, and Course Name, as well as the date and time the course was started.

New Report Data ✕

All Groups ⬍

Select a course list ⬍

[   ]

Select a course list

Empty list

* All courses

clonetest EN

exoplayerTest

cats list

Mandatory Courses

Test 2 ES

Run Report

Viewed courses

The Viewed Courses Report will give the Admin a quick view of ...ourses viewed by all users in all groups. This report shows Employee ID, ...ogin, First Name, Last Name, Course ID, and... course was started, watched, co...

Passed courses

The Passed Courses Report will give the Admin a quick view of all courses passed for all users in all groups. This report will show Employee ID, Group Name, Login, First Name, Last Name, Course ID, and Course Name; the date and time the course was started, watched, passed, and certificate issued.

Select the group containing the users you want to run the training data report on

Run Report

See license information

	A	B	C	D	E	F	G	H	I	J	K
1	Group	Login	First Name	Last Name	Employee	License	Activation Date	Assigned	Progress	Viewed	Passed
2	App Test Group	us_test_8	John 2	Smith2		assigned	2018-03-13 18:09:59	0	0	0	0
3	Default group	user00002	Sergey	1		activated	2017-11-14 22:35:15	4		0	0
4	Default group	www.marwan				activated	2018-01-19 20:23:09				0
5	Default group	user00028				activated	2017-09-29 18:44:54				0
6	Default group	user00007				assigned	2018-03-01 00:09:56	0	0	0	0
7	Default group	Raghad	Raghad	Mashan		activated	2017-10-19 20:51:45	0	2	24	18
8	Default group	user00005						0	0	0	0
9	App Test Group	us_test_9	Abdulah3			assigned	2018-03-13 18:09:59	0	0	0	0
10	Default group	us_rayniea	Raynie	Andrewsen		activated	2017-08-30 20:20:49	20	20	26	19
11	Default group	user00004						0	0	0	0
12	Accounting	us_test_6	Abdulah3					0	0	0	0
13	Accounting	us_test_5	John 2	Smith2				0	0	0	0
14	Default group	us_raghadm1	Raghad	Mashan		activated	2017-09-07 20:22:38	0	2	57	32
15	Default group	user00026	James	Morris		activated	2017-09-29 17:29:33	0	0	0	0
16	Default group	kc_amandag	Amanda	Gonzalez		activated	2018-01-15 17:11:50	0	0	10	10
17	Default group	us_timothyo	Tim	O'Donnell		activated	2017-08-31 22:30:32	0	22	36	31
18	App Test Group	user00039	John	Doe	123456			0	0	0	0
19	TEST	us_test_2	John	Smith		assigned	2018-03-13 15:38:02	1	0	0	0
20	Default group	nazeernakhlah	Nazeer	Nakhlah		activated	2017-09-15 20:39:57	10	5	1	0
21	Accounting	us_test_5	John 2	Smith2				10	0	0	0

See all the users in the group

See each user's progress

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Click view to see course feedback

Home

User List

KnowledgeCity Admin Tools - Course Feedback

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

Help

Answer

#	Course Name ⇕		Count ⇕	Date of last ⇕	Action
1	Fraud Schemes		1	2019-02-19 20:36:21	View
2	Leadership Communication		1	2019-02-15 21:00:38	View
3	Management Essentials		1	2019-02-15 17:49:59	View
4	Back Safety in Office Environments		1	2018-11-29 00:52:17	View

Sort course feedback by course name, count, or date of last feedback received

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KnowledgeCity Admin Tools - Access Requests

Review access request details

Navigation
- Home
- User List
- Course Feedback
- **Access Requests**
- Class Events
- Group Manager
- License Manager
- Course List Manager
- Assign Lists to Users
- Curriculum
- Generated Reports
- Import Users
- LMS Admins
- Courses
- Category Manager
- Question Bank
- Help

👥 Pending Requests   📅 Rejected Users

Access pending requests or rejected users

Select Group   🔍 Search users   Search

#	Login	Name	Date Created	Email	Company	Department	Position	Phone	Actions
1	Rejected	CTEST CTEST	2019-02-26 10:38:39						Show details
2	Rejected	Test123 Test123	2019-02-25 08:29:26			default group			Show details
3	Rejected	qweq qweq	2018-10-02 14:06:17	@sdasda	qweq	qweq	qweq		Show details
4	Rejected	Test2 test2	2018-12-08 02:37:23			Group with limit			Show details
5	Rejected	DTEST DTEST	2019-02-26 10:39:41			default group			Show details
6	Rejected	adas asda	2018-09-28 10:39:43	asdasda@asdasd	asdads	asdsasd	asdads	asdad	Show details
7	Rejected	sdasdada asdsadasd	2018-09-17 13:30:45	test@@.com			asdas		Show details
8	Rejected	Test123 Test123	2019-02-25 08:30:25			default group			Show details

20   1 - 8 of 8

1

Sort users by name, date created, email, company, department, position, or phone

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Manage class events

KnowledgeCity Admin Tools - Class Events

Home
User List
Course Feedback
Access Requests
Class Events
Group Manager
License Manager
Course List Manager
Assign Lists to Users
Curriculum
Generated Reports
Import Users
LMS Admins
Courses
Category Manager
Question Bank
Help

Select Class | Select Event Type | Select Access Status | Select Attend Status

Find class events by class, event type, access status, or attend status

Review user status and attendance

#	Class Name	Event Date and Time	Event location	User name	User employee ID	National ID	Status	Attendance	Actions
1	282828	2019-03-02 03:00:00	TJ	JCTF	789456789456	9564	approved		···
				kctest_sergey			approved		Approve
3	CLASSIC	2019-03-01 01:00:00				2123	approved	attended	Remove
4	CLASSIC	2019-01-23 05:04:00					approved	attended	···
5	CLASSIC	2019-01-23 05:04:00		kctest-user1 kctest-user1	0234234	2123	approved	attended	···
6	CLASSIC	2018-10-18 23:00:00	somewhere				rejected		···
7	CLASSIC	2018-10-18 23:00:00	somewhere		KC0000		rejected		···
8	CLASSIC	2018-10-27 00:00:00					approved		···
9	CLASSIC	2018-10-27 00:00:00		Nazeer Nakhlah			approved	attended	···
10	CLASSICTEST	2019-03-01 20:00:00		kctest-user1 kctest-user1	0234234	2123	approved	attended	···
11	CLASSTEST002	2019-01-01 21:00:00		Ivanne Ivanov		5333	approved	attended	···
12	CLASSTEST003	2018-12-20 14:00:00	Address of the even	Leonid Vasenin	125		rejected		···
13	NEWCLASS02202019	2019-02-27 16:00:00	Somewhere	test00150-james 123456123			approved		···
14	NEWCLASS02202019	2019-02-27 16:00:00	Somewhere	JCTF	789456789456	9564	rejected		···
15	NEWCLASS02202019	2019-02-27 16:00:00	Somewhere	kctest-user1 kctest-user1	0234234	2123	approved		···
16	NEWCLASS02202019	2019-02-27 16:00:00	Somewhere	Abdulah tes		7878	approved		···

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Learning Solutions

+ Create User   + New Course List   + Add Group   Reports

Español   https://kctest.knowledgecity.com

Home
User List
Course Feedback
Access Requests
Class Events
Group Manager
License Manager
Course List Manager
Assign Lists to Users
Curriculum
Generated Reports
Import Users
LMS Admins
Courses
Category Manager
Question Bank
Help

Knowle...   Required Confirmation List

See all active groups

Move or manage groups

Current Group: Parent...ps

Send message to all groups   Search group   Search

#	Group Name	Number of Users	Number of Subgroups	Move	Actions
1	default group	67	Show subgroups (2)	Move to group	...
2	Developers	11	Show subgroups (1)	Move to group	...
3	emailtest	2	Show subgroups (0)	Move to group	...
4	helper	8/4	Show subgroups (1)	Move to group	...
5	New test group	4	Show subgroups (1)	Move to group	...
6	ProdGroup	2	Show subgroups (1)	Move to group	...
7	StageGroup	6	Show subgroups (1)	Move to group	...
8	test group *(Default group)*	10/5	Show subgroups (2)	Move to group	...
9	Test Group 123	5	Show subgroups (1)	Move to group	...
10	test123	4/5	Show subgroups (0)	Move to group	...
11	Training Hours Test Group	1	Show subgroups (0)	Move to group	...
12	WD Team	6	Show subgroups (0)	Move to group	...

20   1 of 1   1
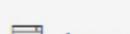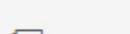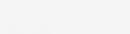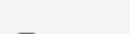
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KnowledgeCity®
Learning Solutions

+ Create User **+ New Course List** **+ Add Group** **Reports**

KnowledgeCity Admin Tools - User Required Confirmation List

- Home
- User List
- Course Feedback
- Access Requests
- Class Events
- Group Manager
- **License Manager**
- Course List Manager
- Assign Lists to Users
- Curriculum
- Generated Reports
- Import Users
- LMS Admins
- Courses
- Category Manager
- Question Bank
- Help
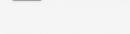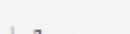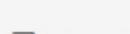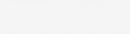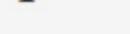
Name	Licenses	Start	End	Available	
Custom	100	2018-07-01	2020-02-28	98 ⇕	

Assign License ← Assign licenses

See all active licenses

20 ▾   Select expired or ...   Assigned ▾

Search users   **Search**

#		User Name ⇕	Status	Assign ⇕	Expire ⇕	Reset	Actions
1	jamesscormtester2	jamesscormtester2 jamesscormtester2	Activated	2018-10-23 10:21:57	2020-02-27 16:00:00	Unassign	Deactivate
2	jamesscormtester3	jamesscormtester3 jamesscormtester3	Activated	2018-10-23 10:38:05	2020-02-27 16:00:00	Unassign	Deactivate

1 - 2 of 2

1

Home

User List

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

❓ Help

KnowledgeCity Admin Tools - User Required Confirmation List

20	1 - 8 of 8		

Search course list   Search

#	Name		Courses in list	Actions
	Course List Name	⬤ Add new course list to the quick selection list		Add Course List
1	Empty list		2	Show details
2	* All courses		0	Show details
3	clonetest EN			
4	exoplayerTest		2	Show details
5	cats list		0	Show details
6	Mandatory Courses		5	Show details
7	✅ Test 2 ES		4	Show details
8	Communication Courses		3	Show details

Create a new course list

Add course list or review course details

See the courses in an existing course list

1 - 8 of 8   1

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+ Create User   + New Course List   + Add Group   Reports

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KnowledgeCity Admin Tools - User Required Confirmation List

Home
User List
Course Feedback
Access Requests
Class Events
Group Manager
License Manager
Course List Manager
Assign Lists to Users
Curriculum
Generated Reports
Import Users
LMS Admins
Courses
Category Manager
Question Bank
Help

USER GROUPS

sub ABC [6 users]

10   1 - 6 of 6   Search users   Search

#	Login	User Name	Group
☐	kctest-karenv		sub ABC
☐	user-1234	Ivanne Ivanov	sub ABC
☐	timothy.o.kctest	Timothy O'Donnell	sub ABC
☐	kctest00175		sub ABC
☐	user-2234	Jone Smith	sub ABC
☐	kctest_nazeer	Nazeer Nakhlah	sub ABC

☐ **Select All**

1

Choose a group/users to assign a course list to

CHOOSE A LIST TO ADD

Select Courses List

Choose a course list to assign to users

List name

⠿	* All courses	All courses	Remove
⠿	Mandatory Courses	5	Remove Hide

Course name
FATCA Basics
Anti-Fraud
ghtest
Problem Solving for Leaders
Excel 2016 Introduction

✓ Assign for Selected

See the courses in an existing course list

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+ Create User   + New Course List   + Add Group   Reports

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View all courses in the LMS

View course categories

View the activity in each course

er Required Confirmation List

Home
User List
Course Feedback
Access Requests
Class Events
Group Manager
License Manager
Course List Manager
Assign Lists to Users
Curriculum
Generated Reports
Import Users
LMS Admins
Courses
Category Manager
Question Bank
? Help

20 ◆   All ...ses ◆   All categories ◆   Q Se...ourse list   Search

#	Course name	Category name	Day	Month	Total	In progress	Viewed	Passed
1	Know Your City	testetsetweststset	0	0	4	4 View	0	0
2	Course One	testetsetweststset	0	0	0	0	0	0
3	mobTestClass2	mobCLASS TEST	0	0	0	0	0	0
4	erwer	Test category	0	0	2	2 View	0	0
5	BGTESTCOURSE	New Category	0	0	0	0	0	0
6	Signature Verification and Forgery	2 categories ...	0	0	9	4 View	5 View	1 View
7	Detecting Counterfeits	2 categories ...	0	0	5	3 View	2 View	1 View
8	Understanding Fraud	Fraud Prevention	0	0	6	4 View	2 View	1 View
9	Fraud Schemes	Fraud Prevention	0	0	5	3 View	2 View	2 View
10	Controlling Fraud	Fraud Prevention	0	0	2	0	2 View	2 View
11	FATCA Basics	Regulatory & Compliance	0	0	1	0	1 View	1 View
12	FATCA Requirements	Regulatory & Compliance	0	0	1	0	1 View	1 View
13	FATCA Implementation	Regulatory & Compliance	0	0	3	2 View	1 View	1 View
14	FATCA Compliance	Regulatory & Compliance	0	0	1	0	1 View	1 View
15	Corporate Governance for Financial Institutions	Regulatory & Compliance	0	0	1	0	1 View	1 View
16	Treasury Department Fundamentals	Treasury	0	0	3	0	3 View	1 View

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Home

User List

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

Help

Español   https://kctest.knowledgecity.com

Group   Reports

Generate new reports From templates

KnowledgeCity Admin Tools - Reports

Reports   Generate Report   Edit Report Template

Create your own report

20   All reports   Search   Search

#	Name	Status	Created	Finished	Actions
1	Test	Done	2019-03-04 13:09:07	2019-03-04 13:09:08	...
2	Progress Courses	Done	2019-03-04 13:09:03	2019-03-04 13:09:04	...
3	GroupLogin for Group 12345	Done	2019-03-04 13:09:00	2019-03-04 13:09:01	...
4	Report by course list for Course list All courses	Done	2019-03-04 13:08:55	2019-03-04 13:08:57	...
5	Quiz statistics for chaptertitletest	Done	2019-03-04 13:08:42	2019-03-04 13:08:44	...

1 of 1   1

View generated reports or download in excel
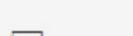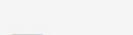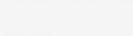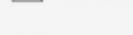
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+ Create User   + New Course List   + Add Group   Reports

Home

User List

Course Feedback

Access Requests

Class Events

Group Manager
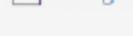
License Manager

Course List Manager
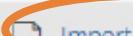
Assign Lists to Users

Curriculum
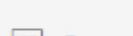
Generated Reports

Import Users

LMS Admins
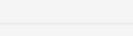
Courses

Category Manager

Question Bank

Help

KnowledgeCity Admin Tools - User Required Confirmation List

Start at row: 2   [Choose file]   Browse

This page allows you to import users. To do this, [ ] t a file on your computer in the format of the user data file. The system automatically sets the correspondence between the column names and user data. When matches are found in a column, they are indicated in green. If the column does [ ] automatically match, then it must be done manually. To do this, use the drop-down list and find the line that matches the imported property. If you do not want to import all the data, select the "Skip line" in the selection. The column data will not be imported.

Choose a file on your computer to import a user list

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KnowledgeCity Admin Tools - User Required Confirmation List KC Test Account

🏠 Home

📋 User List

📋 Course Feedback

📋 Access Requests

📋 Class Events

📋 Group Manager

📋 License Manager

📋 Course List Manager

📋 Assign Lists to Users

📋 Curriculum

📊 Generated Reports

📋 Import Users

📋 LMS Admins

📋 Courses

📋 Category Manager

📋 Question Bank

❓ Help

#	Login	Email		Admin type	Password		
	Login	Email	⊘ Grant access to training and portal	▾		🔄 👁	Add
1	kctest_samvelb	samvel.b@knowledgecity.com		Super Admin	Change password	Edit access	Remove
2	kctest_james	james.m@knowledgecity.com		Master	Change password	Edit access	Remove
3	kctest_jcad			Super Admin	Change...		Remove
4	kctest			Super Admin	Change password	Edit access	Remove
5	kctest_melody	melody.g@knowledgecity.com		Super Admin	Change password	Edit access	Remove
6	kctest_dmitriy	dmitriy.k@knowledgecity.pro		Master	Change password	Edit access	Remove
7	kctest.translator	info@knowledgecity.com		Master	Change password	Edit access	Remove
8	kctest_ghada	ghada.a@knowledgecity.com		Master	Change password	Edit access	Remove
9	kcmelody	melody.g@knowledgecity.com		Administrator	Change password	Edit access	Remove
10	kctest_leonid	leonid.v@knowledgecity.pro		Master	Change password	Edit access	Remove
11	kctest.raghadm			Administrator	Change password	Edit access	Remove
12	jamesscormtester3	jamesscormtester3@example.com		Super Admin	Change password	Edit access	Remove
13	Raghad	raghad.m@knowledgecity.com		Super Admin	Change password	Edit access	Remove
14	kctest_raynie.a	raghad.m@knowledgecity.com		Administrator	Change password	Edit access	Remove
15	kctest_javierm	javier.m@knowledgecity.pro		Master	Change password	Edit access	Remove
16	kctest00129	juan.t@knowledgecity.pro		Administrator	Change password	Edit access	Remove
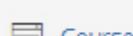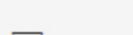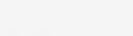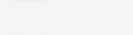
Add the login information to create an admin

Select admin type, enter password, and click add

+ Create User   + New Course List   + Add Group   Reports

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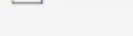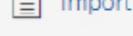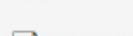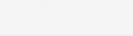
KnowledgeCity Admin Tools - All Courses

- Home
- User List
- Course Feedback
- Access Requests
- Class Events
- Group Manager
- License Manager
- Course List Manager
- Assign Lists to Users
- Curriculum
- Generated Reports
- Import Users
- LMS Admins
- **Courses**
- Category Manager
- Question Bank
- Help

20			Search for a course		Search
#	Course ID	Course Name		Course Type	Actions
	Course ID	Course Name	Course Type	Choose Language	Add
1	[1001]	Know Your City		Lessons	...
2	[110011001]	chaptertitletest		Lessons	...
3	[1333]	Course One		Lessons	...
4	[272727]	mobTestClass		Class	...
5	[282828]	mobTestClass2		Class	...
6	[3333333333ARA]	عربي111		Lessons	...
7	[4353453]	tert		Lessons	...
8	[8565]	ghtest		Lessons	...
9	[9898]	B and Y		Lessons	...
10	[ARABICTESTCOURSE]	CourseIsMissing2		Lessons	...
11	[BGTESTCOURSE]	BGTESTCOURSE		Lessons	...
12	[BIGWORLD]	BigWorld		Lessons	...
13	[BLAHWORLDBLAH]	BlahWorld		Lessons	...
14	[CHECCKCOURSE2]	checkcourse2		Lessons	...
15	[CLASSIC]	AR test		Class	...

Enter course ID and course name, then select course type and language to create a new course

KnowledgeCity Learning Solutions

+ Create User   + New Course List   + Add Group   Reports

Home

User List

Course Feedback

Access Requests

Class Events

Group Manager

License Manager

Course List Manager

Assign Lists to Users

Curriculum

Generated Reports

Import Users

LMS Admins

Courses

Category Manager

Question Bank

Help

KnowledgeCity Admin Tools - Management of Categories

English   Arabic   Spanish

Featured Courses

		Show	Featured	
Title for New Category		☐ Show	☐ Featured	Add
+ hidden category		☑ Show	☐ Featured	Edit Remove
- business		☑ Show	☐ Featured	Edit Remove
+ New Category		☑ Show	☑ Featured	Courses Remove
+ mobCLASS TEST		☑ Show	☑ Featured	Courses Remove
+ Communication Courses		☑ Show	☐ Featured	Courses Remove
+ Test category		☑ Show	☑ Featured	Courses Remove
+ New SubCategory		☑ Show	☑ Featured	Courses Remove
+ Manag		☑ Show	☑ Featured	Courses Remove
+ Leade		☑ Show	☑ Featured	Courses Remove
+ Job Skills		☑ Show	☑ Featured	Courses Remove

Choose which training categories and subcategories you want to display

Save

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Contact-Us@knowledgecity.com