



How to Use Administrator Help Pages

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OVERVIEW

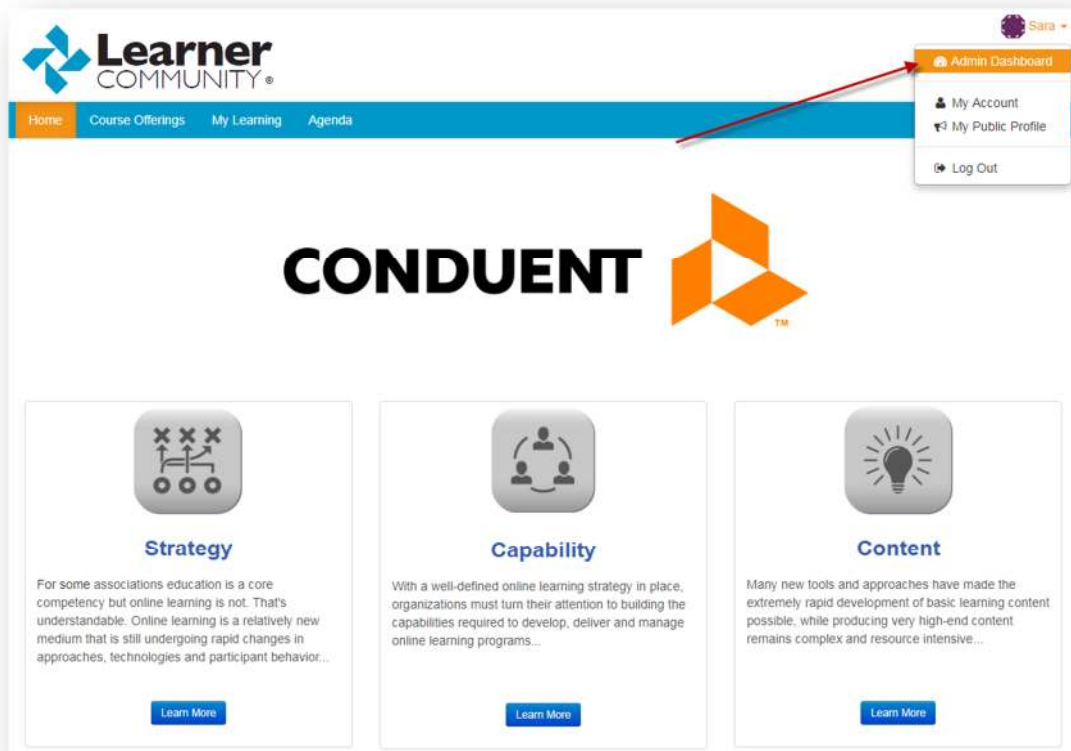
Welcome, Administrator! This document explains how to access the help buttons in the Admin Dashboard. These buttons go to pages that will provide more information and answer questions about all of the admin functions in Learner Community.

HELP LINKS

All of the help pages are accessible from within the Admin Dashboard on both the Live and Staging portals.

HOW TO ACCESS THE ADMIN DASHBOARD


After logging in to your Learner Community portal with your administrative account credentials, click on your name in the top right corner and select **Admin Dashboard** from the dropdown list.

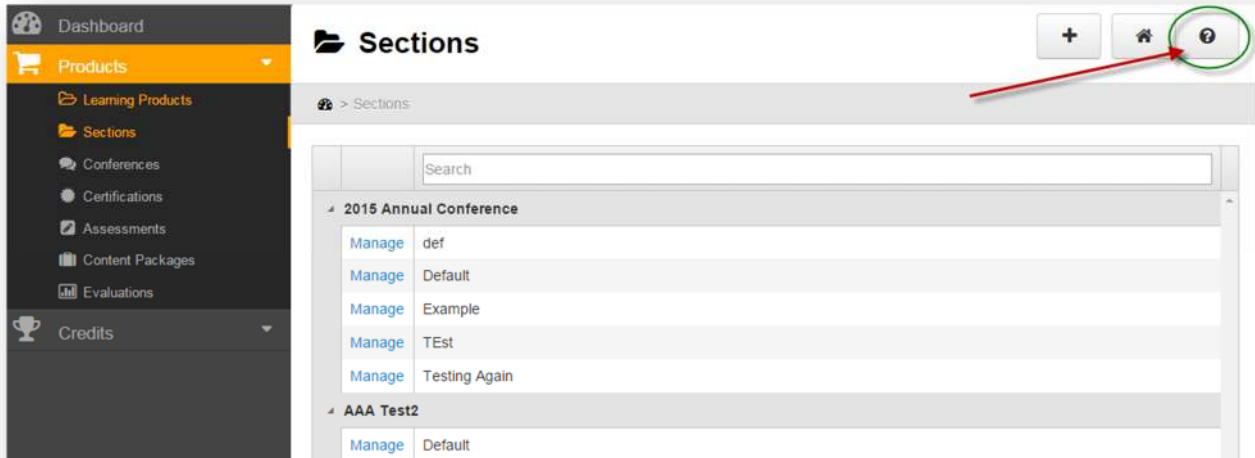


The screenshot shows the Learner Community Admin Dashboard. At the top left is the Learner Community logo. Below it is a navigation bar with links for Home, Course Offerings, My Learning, and Agenda. In the top right corner, the user's name 'Sara' is displayed with a dropdown menu. The dropdown menu has four options: 'Admin Dashboard' (highlighted with a red arrow), 'My Account', 'My Public Profile', and 'Log Out'. The main content area features the 'CONDUENT' logo and three content cards: 'Strategy', 'Capability', and 'Content'. Each card has an icon, a title, a short paragraph of text, and a 'Learn More' button.

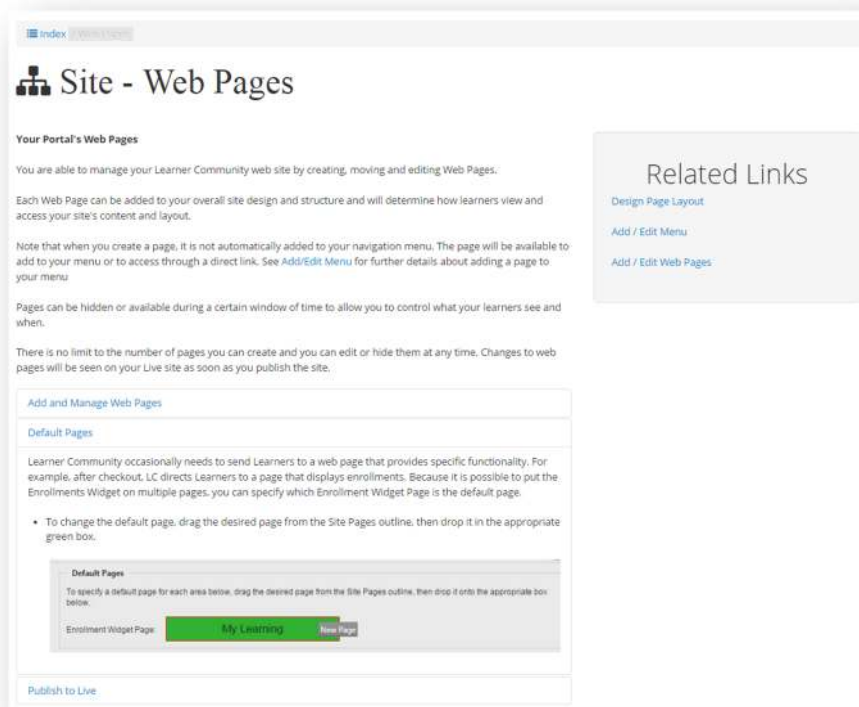
You will land on the main Dashboard page and can then use the left-hand menu to access the Admin Dashboard functions that you need.

HELP BUTTON

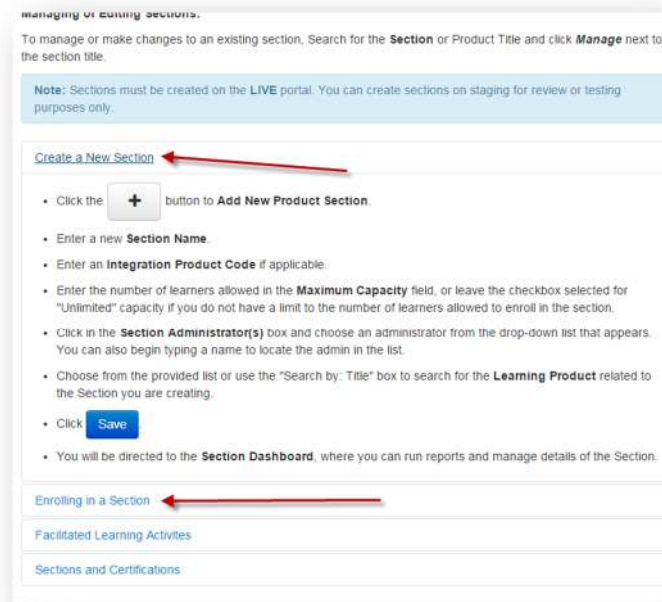
Each page of the Admin Dashboard includes a  button in the top right corner.



Click on the help button to go to a page in our **Help Page Index** for information about the Admin Dashboard page you are viewing. The help page will include a description of what the feature is, examples and steps to use the admin functions. Most help pages also include **Related Links** to other help pages on similar topics.



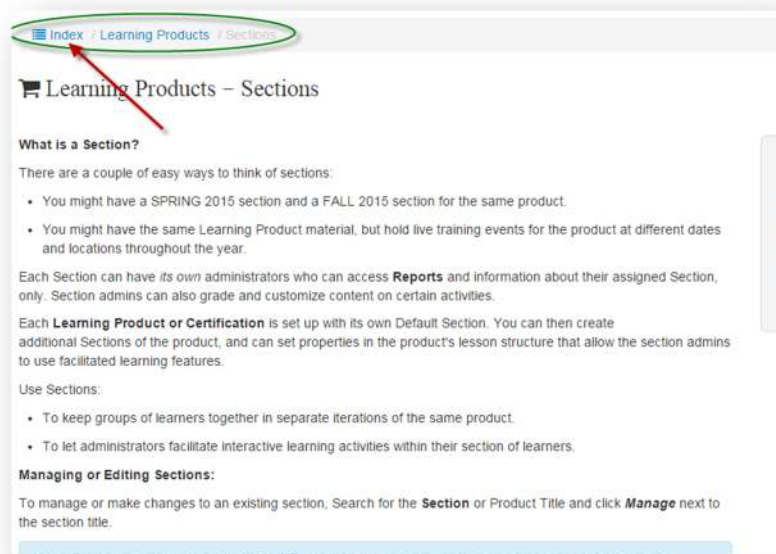
Most of the help pages consist of "Accordion" links that let you click to view more content about a particular subject.



The help page will open in a new browser tab so that you can easily toggle back and forth between the help info and the admin page you were viewing.

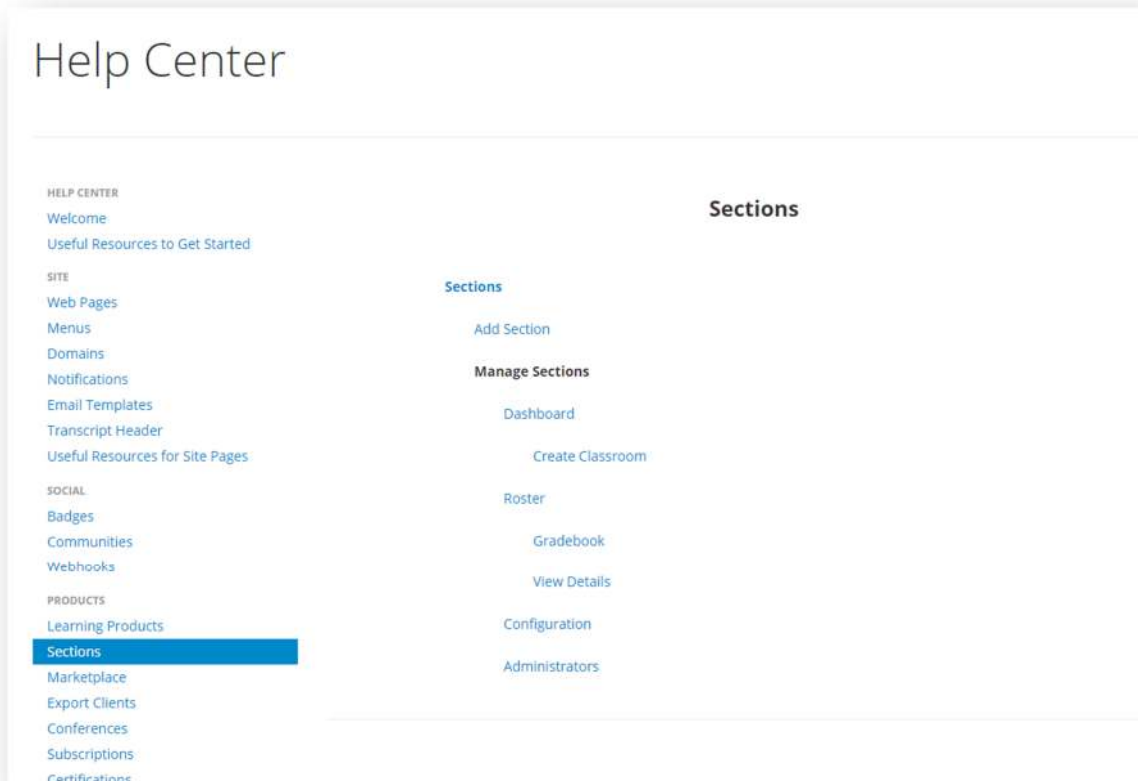
HELP INDEX

Each help page includes a "Breadcrumb" link at the top of the page. This lets you click back to previous help pages or to broader topics. Each page includes an "Index" link to take you to the main **Help Page Index** page.



The **Help Page Index** in our **Help Center** (help.learnercommunity.info/helpcenter) provides you with a simple list of all of the help pages, broken down by the location in the Admin Dashboard. You can easily locate the main topic of interest and then drill down to the info that you need.

For example, if you need more information about how to add a new site page, look for the **Site** section in the Index, select **Web Pages**, and then click on **Add/Edit Page**.



HELP CENTER

The **Help Center** (help.learnercommunity.info/helpcenter) is the central hub for administrative resources in Learner Community. Go to the Help Center to access a the Help Page Index and links to Admin Tutorial videos, Sprint information, the admin *Insight* Community and more. You can access the Help Center from any help page by clicking on the link at the top of the page.

Help Center

HELP CENTER

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Click on the buttons below to view our **Sprint Updates**, **Training Videos**, and visit the **Community**.



Sprint Updates

View a log of previous Sprint releases, along with details about current and new features and enhancements

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Admin Tutorials

View our library of training resources and videos to get the most out of Learner Community features.

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Community Insight

Use Community Insight Q&A and discussions, download and share files or show off badges.

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Sprint Videos

View sprint video overviews. New videos are released after each sprint.

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