

License Provisioning in Pluralsight

USER GUIDE

Office of Management &
Enterprise Services

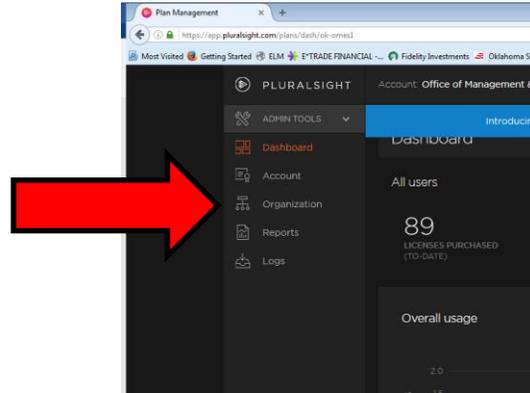
Information Services

September 2016

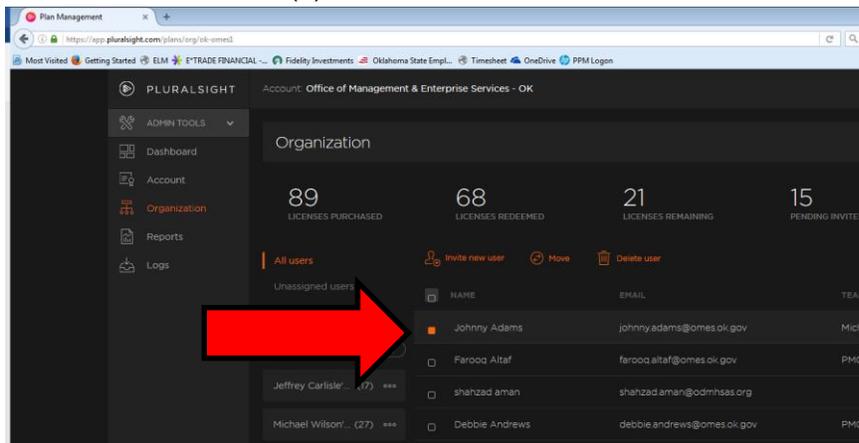


Reassigning Licenses

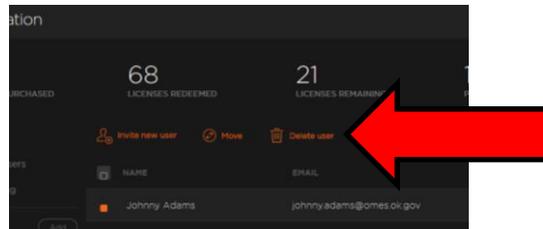
1. From the Administrator Home screen, click the **Organization** tab on the left.



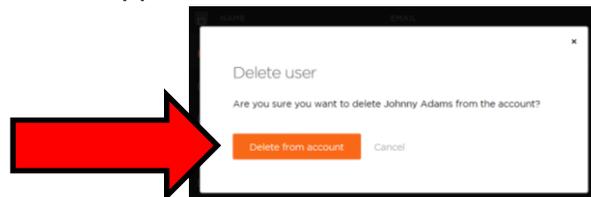
2. Select the box next to the user(s) to delete. Refer to the **Running Usage Reports** section to determine which user(s) to delete.



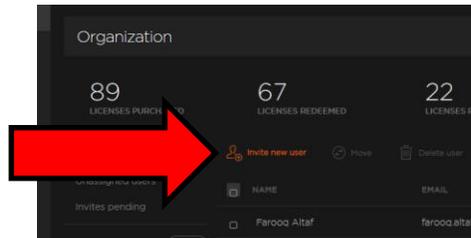
3. Click **Delete user**.



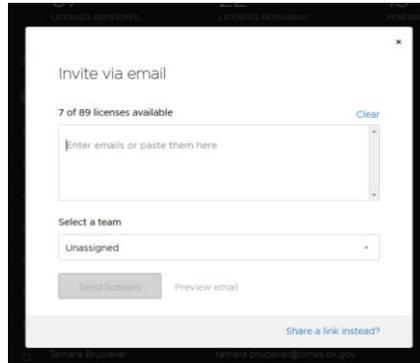
4. A prompt window will appear. Click the **Delete from account** button.



5. Click **Invite new user**.



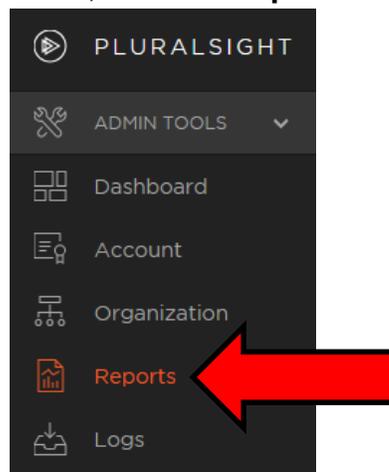
6. In the “Invite via email” window, enter the email of the new user in the top text box and select the new user’s team from the dropdown (if applicable).



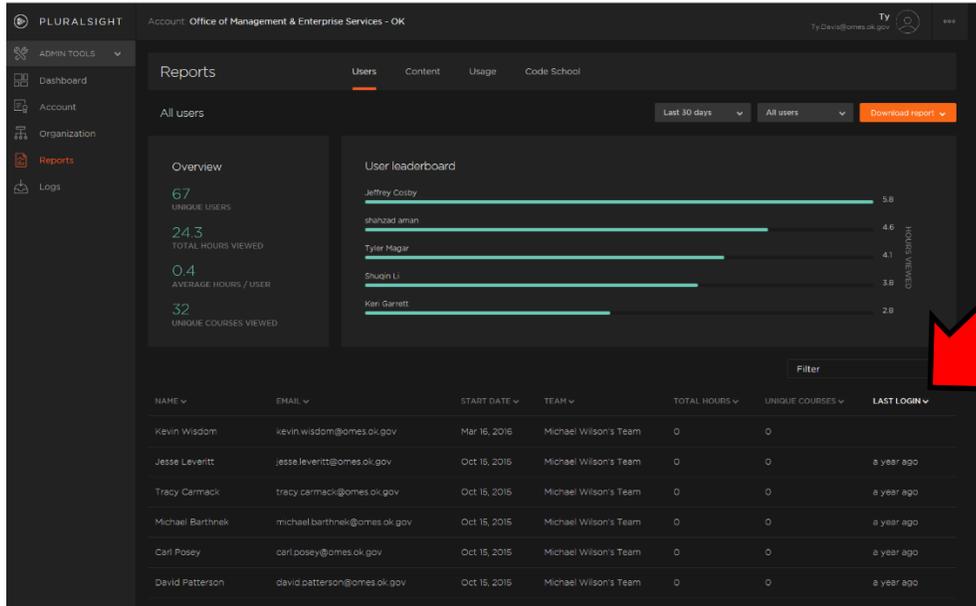
7. Click the **Send licenses** button.

Running Usage Reports

1. From the Administrator Home screen, click the **Reports** tab on the left.



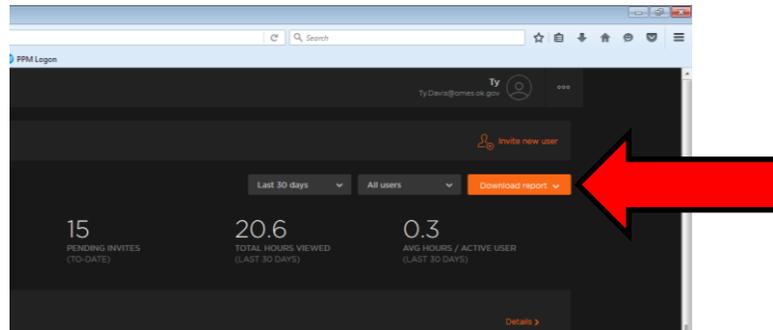
2. Click **LAST LOGIN** to sort the users from oldest to most recent login. Take note of all the users who have not logged in in the last 30 days.



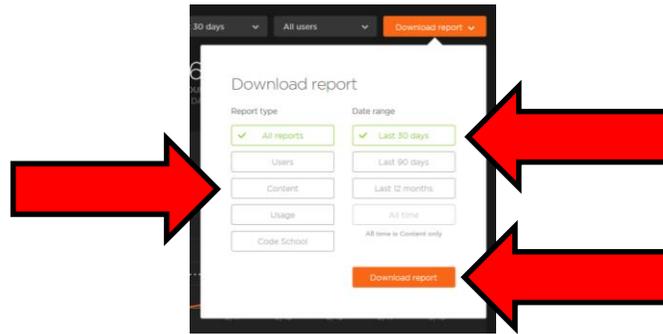
3. If necessary, reassign unused licenses to other users. Refer to the **Reassigning Licenses** section.

Running Course Completion Reports

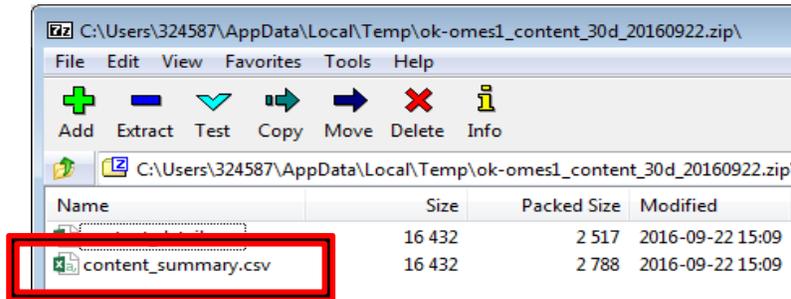
1. From the Administrator Home screen, click the **Download report** dropdown in the upper right corner.



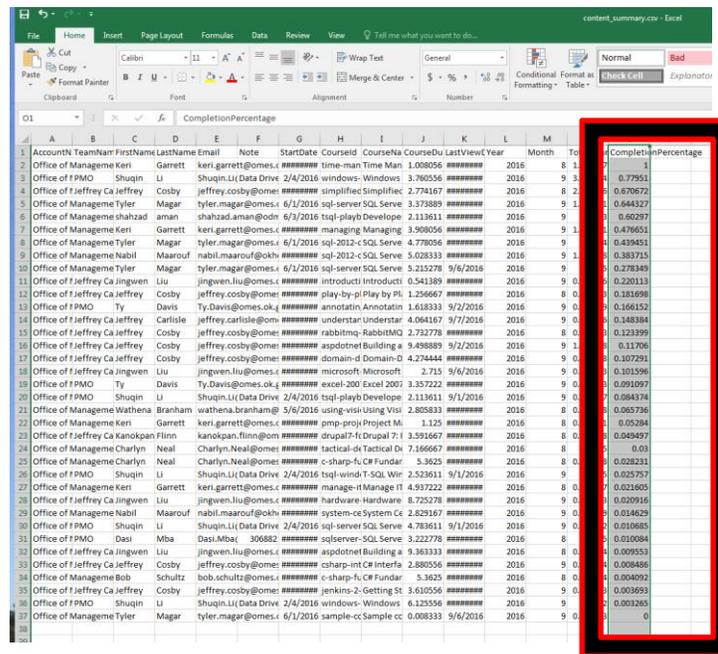
2. Select the **Content** Report type and the **Last 30 days** Date range. Then click the **Download report** button.



3. Open the file **content_summary.csv**.



4. The report should open in Microsoft Excel. Perform a sort of Column O, largest to smallest.



5. Each employee with a 1 (100% complete) in Column O will need the course added to external learning in ELM. Open a new web browser and login to ELM.

- On the menu on the left, click **Enterprise Learning**. Under Enterprise Learning, click **Learner Tasks** and then click **Add Supplemental Learning**.



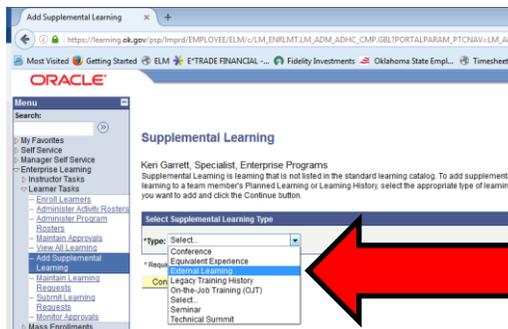
- If you have the employee's Employee ID Number, you can enter it in the Employee ID field and click the **Search** button.
 - If you don't have the employee's Employee ID Number, enter the employee's first and last name into the Learner field and click the **Search** button.



- Click the **Add** button next to the employee you wish to edit.



- Click the Type dropdown and select **External Learning**. Then click the **Continue** button.



10. In the Supplemental Learning window, fill in all the required fields utilizing information from the **content_summary.csv** file.

Supplemental Learning

Keri Garrett, Specialist, Enterprise Programs

Supplemental Learning Details

*Title: Time Management in a World of Interruptions

*Description: Time Management in a World of Interruptions - Pluralsight.com

*Status: Completed

Type: External Learning

*Start Date: 08/31/2016

*End Date: 08/31/2016

*Location: ONES Work Station

*Study Hours: 1.5

*Travel Hours: .01

*Provided By: Pluralsight

OCP Multiple Education Units

| OCP Educ. Units | Educ. Unit Type | Units |
|-----------------|-----------------|-------|
| | | |

Add Activity to Get Credit For.

You have not added any activities.

Add Activity

* Required Field

Save

11. Once you have filled in all the necessary information, click the **Save** button.