



Learning is Liberated!!

Administrative features of your Training Place

By enabling the administrative access to your Training Place you can control who can delete learners from your trainee list, and view their results and reports.

- Click on the settings Link, and then under Actions click on the Change Master Password link
- Enter a password you would like to use as your Administrative password

Now each time you enter your training place you will be prompted to enter your Administrative or Master Password

You can view licenses you've purchased and used by clicking on the Licenses Tab.

And by clicking on the name of the course you can get a quick view of reporting of results.

To view reporting on your trainees, enter your Training Place:

- click on the course title, scroll to the bottom of the page, and you can see who took the assigned course.

If you would like to review certificates of your learners

- click on their name, and their MY CERTIFICATES Link to view their certificate

That's the Administrative functions of your Training Place, Coggnno Makes it Easy!