KMC University Group Management

As a member of KMC University, you are now able to monitor your team members' progression and accomplishments within the entire KMCU learning system. Here's how:
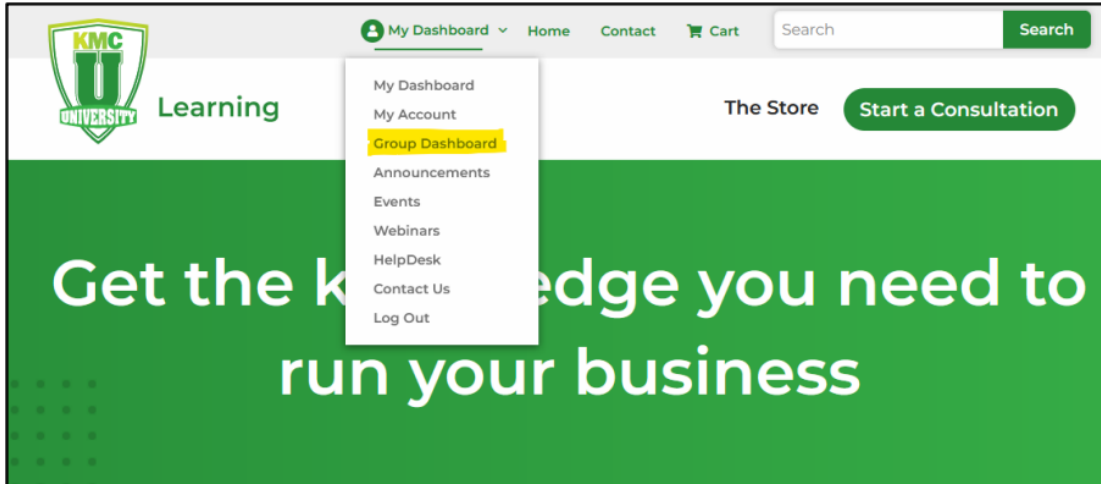
Step 1: Request group access

- To get started, fill out the Group Access Request form at the address below**. If you already have a group or will be adding more than 5 users**, please skip to the next step.
    - https://learn.kmcuniversity.com/2023/01/17/new-group-dashboard/
- **Please note,** group access includes 5 user logins in the base package. A $10 fee will be added for each additional bundle of 5 users. **If you already have a group or will be adding more than 5 users** please send an email to info@kmcuniversity.com with the subject line: "Group Membership Request" and the following information:
    - Office Name
    - Current Username
    - Current Email
    - Current First and Last Name
    - Will this be a Group User or Group Leader?
- As well as the following information for each of the individuals being added to the group:
    - First Name
    - Last Name
    - Unique Email Address
    - Group User or Group Leader?

Step 2: Wait for confirmation from KMCU that your group has been created
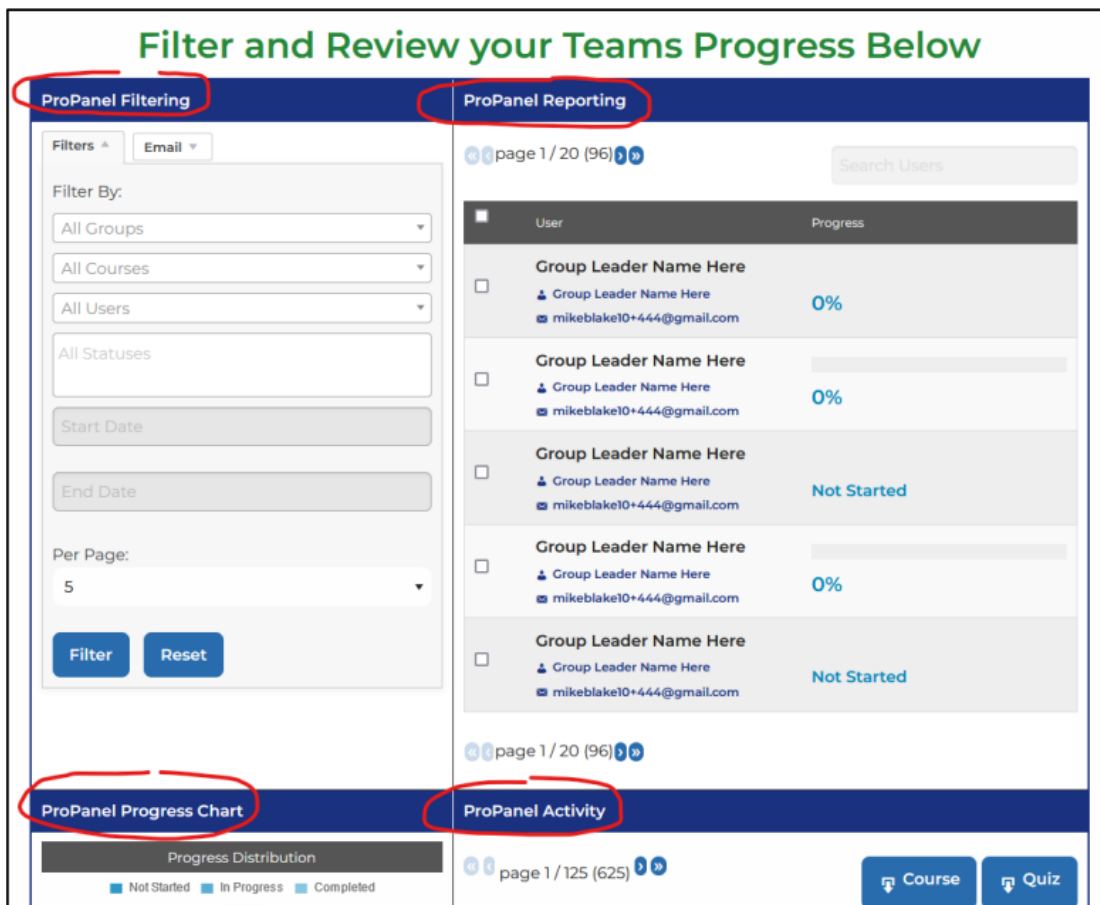
- Our KMCU team will then create the group and additional accounts.
- This will be completed within 2 business days; you will receive an email once your group is activated.

Step 3: Understand your role as Group Leader

- The Group Leader can track any additional employees from the ProPanel. To access the ProPanel select "**Group Dashboard**" from the My Dashboard drop down menu.
- If you wish to have multiple individuals access these statistics, for example an OM and a DC in the office, please include that information in your request email.

- Once on the Group Dashboard page scroll down to access the ProPanel tools.
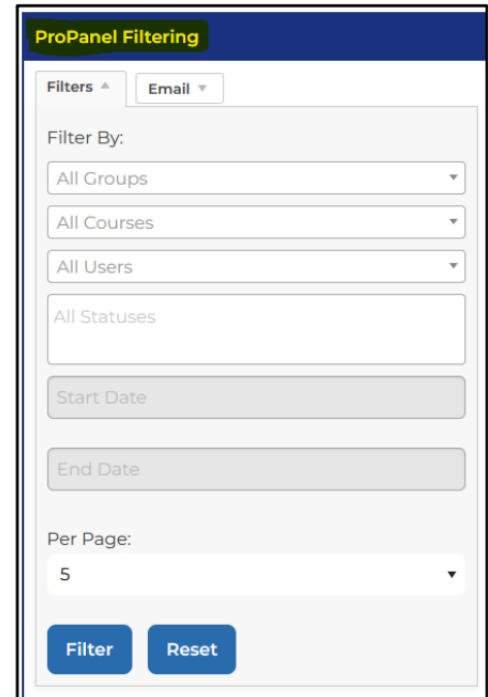

- This is your ProPanel Dashboard where you can review current statistics on your team members progress within the KMCU curriculum. You can view all team members at once or filter by one team member at a time. The four major sections of the ProPanel sections are explained below.

ProPanel Filtering and Reporting
These two features work together as a filter and Results report.

> **ProPanel Filtering:** The filter feature enables you to filter by course, user, and/or group. You can use any combination of these filters to narrow down your results. Below are some examples.
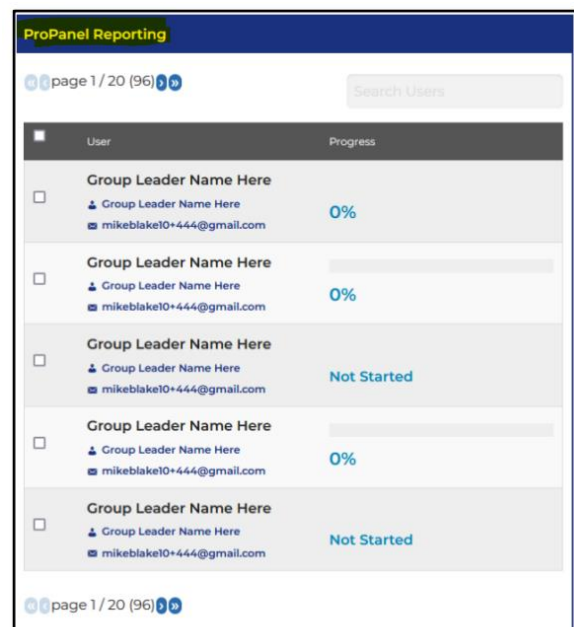
- **Group Filter** → Select a group → Select a progress status
  This generates a list of users in the selected group, along with progress statistics for each user. **This is how you can check how many users are currently in your group.**
- **Course Filter** → Select a course → Select a progress status
  This generates a list of users enrolled in the selected course, along with progress statistics for each user.
- **User Filter** → Select a user → Select a progress status
  This generates a list of courses in which that specific user is enrolled, along with progress statistics for those courses.
- **Date Filter** → Select a group, course or user → Select progress status → Filter by Date
  This further filters the list of users based on the selected group, course, or users. Leaving this empty will disregard the filter.

> **Additional Options**

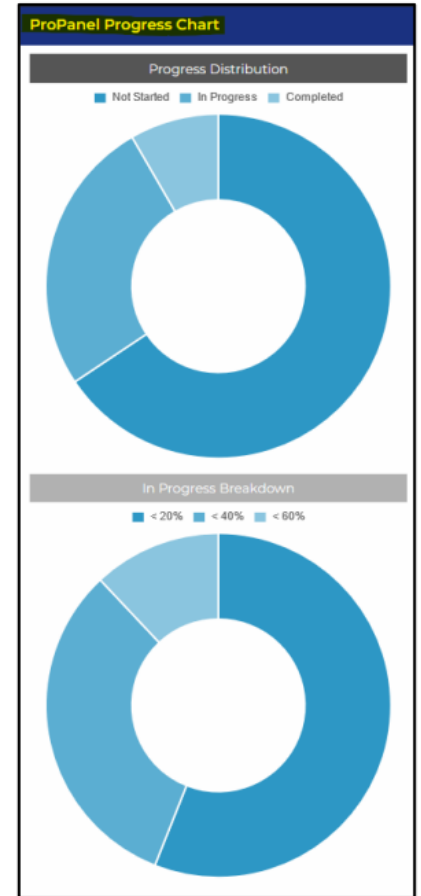- **Email** lets you communicate with the users selected in the Filters section.

> **ProPanel Reporting:** Results of your filtered search are then displayed in the ProPanel Reporting section.
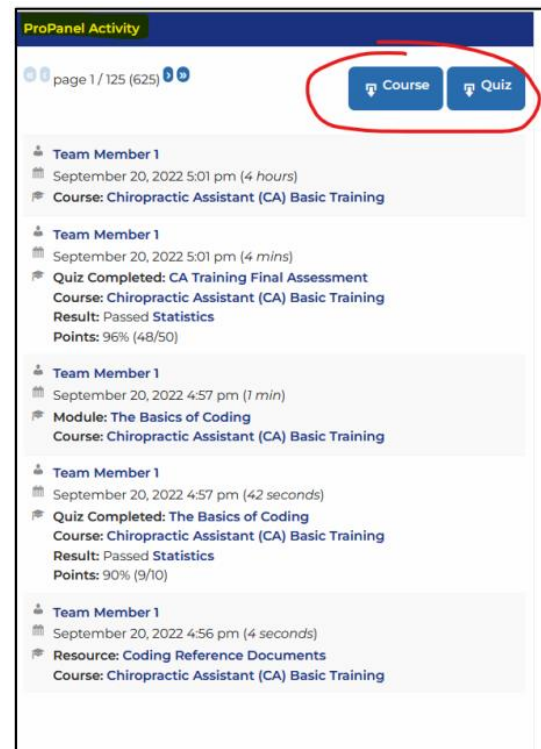
ProPanel Progress Chart

- Once the ProPanel Reporting Widget is set to filter by group, course, or user, you will notice two charts appear.
- The top chart displays the overall "**Progress Distribution**." This will show user or course distribution between "Not started," "In Progress," and "Completed" course statuses.
- The bottom chart, "**In Progress Breakdown**", displays a breakdown of all users or courses that are in progress in the selected filter. By default, the in progress will be distributed in <20% increments (20, 40, 60, 80, and 100).

ProPanel Activity

- This widget displays real-time activity on your courses. Supported activities include course completion, lesson and topic completion, and quiz completion. Associated data such as timestamp, score, and steps will be displayed when applicable.
- **You can also export course and quiz reports** via the buttons at the top of the widget. These reports will include the filtered data only.
- Group Leaders can only view activity of users who are in their group(s).

Show ProPanel Full Page

- This link at the lower left of the page opens the ProPanel in a full page if desired. The functionality of each section remains the same as explained above.
- **Click the link highlighted below:**

- To open the ProPanel Full Page: