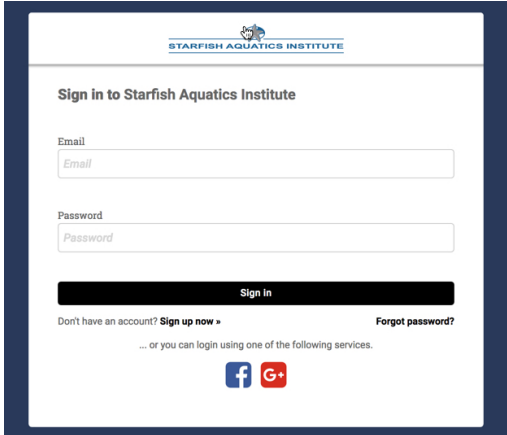


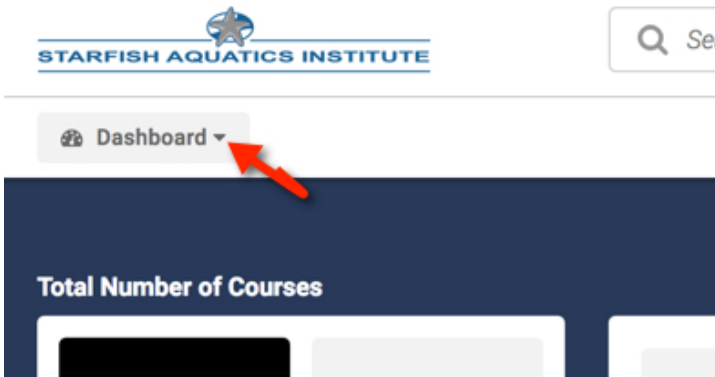
SAI eLearning – Managing Your Students

You have been granted Manager status within SAI eLearning and have permissions to manage one or more Groups of students. Upon sign in you will automatically have access to additional functions.

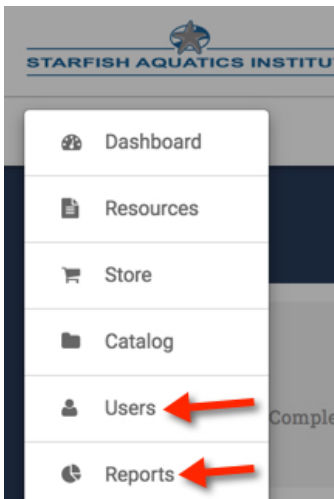
1. Sign in using your credentials at sai.learnupon.com



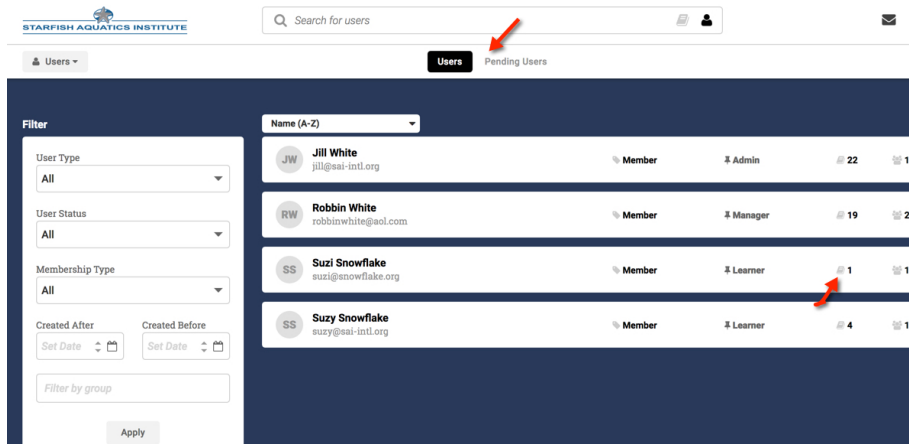
2. Click the small arrow to bring up the menu of functions in your Dashboard.



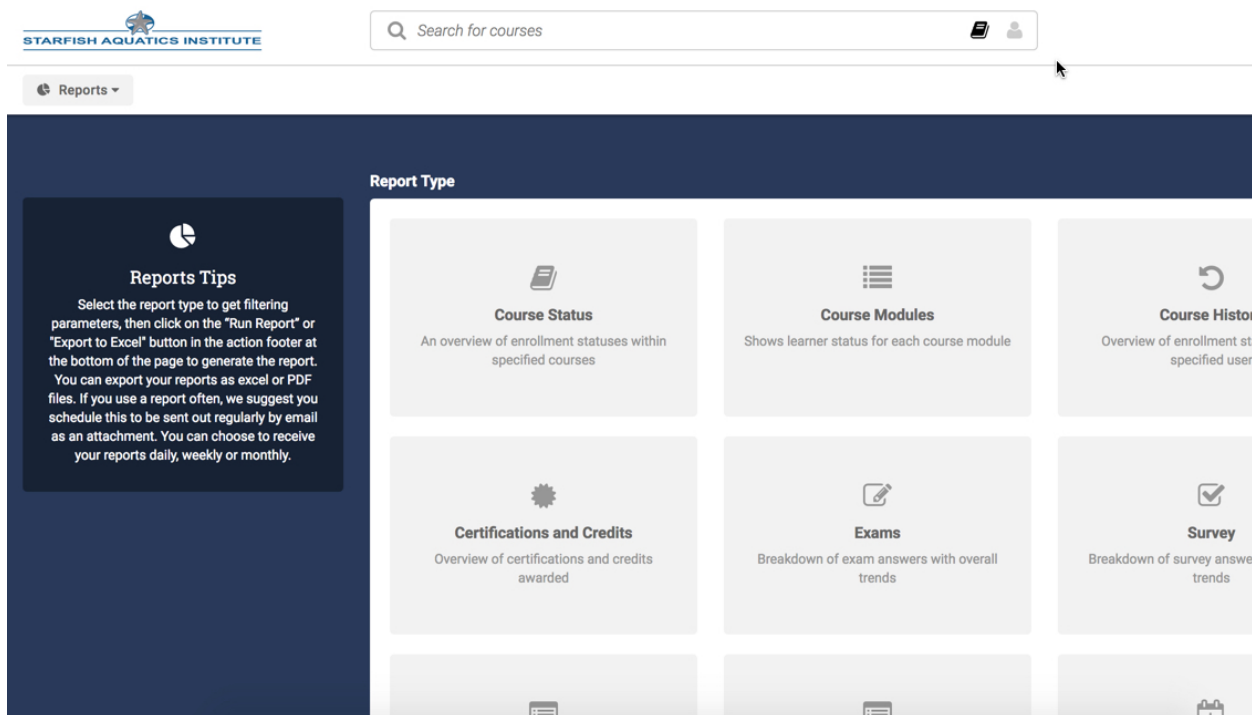
3. You can access information about the status of your students in either the Users or Reports tabs.



4. In the Users view you can switch between Users and Pending Users to see who has activated their account. Clicking on the enrollments icon for a student will allow you to see status for a particular course.



5. In the Reports view you can obtain information in a variety of categories, and custom filter by your choices of data. Depending on your browser, after clicking on “run report” you may have to scroll down to see the results and you may need to click on the title under the number summary for each category to pull up more detail.



Troubleshooting. The most common reason users remain “pending” is because the notification email went to spam or was not received. Try these methods to resolve this issue:

- Have the student check their spam folder and/or whitelist notifications@learnupon.com
- Go to Users in your Dashboard and search for the person in “Pending Users”. Click on the three dots to the far right of the area where the name is listed. Click “User not getting email”. Copy and paste the link into an email you send from your email address.

Other questions or problems? Contact sara@sai-intl.org