



## Group Leader Guide

You may be wondering what a “Group Leader” is and what privileges it gives you. What it boils down to is that as a Group Leader you will be able to check the progress of your group both on a group-wide or individual level. This guide will show you how to find the “Group Leader” page and how to extract the information that you’re looking for. Let’s get started!

If after going through this guide you still have questions please contact Robert Simmons.

[Robert.Simmons@evokeschools.com](mailto:Robert.Simmons@evokeschools.com)

### Group Leader Page

As a Group Leader you will see a tab under “Profile” called “Group Leader”. Students can not see this tab and do not have access to the information. If you need to be a Group Leader or are supposed to be a Group Leader and do not see the tab you will need to contact [Robert.simmons@evokeschools.com](mailto:Robert.simmons@evokeschools.com) to get your privileges changed.

The screenshot shows the EVOKE website interface. At the top left is the EVOKE logo. At the top right is a navigation menu with links for Home, Blog, Profile, FAQ, Contact, and Log Out, along with social media icons for Facebook, LinkedIn, and Instagram. The main content area features a blue heading "Pick Up Where You Left Off" and a blue button labeled "RESUME LAST COURSE". Below this is a circular profile picture placeholder for Robert Simmons, with his name and an "Edit profile" link underneath. On the right side, a dark sidebar menu is visible, containing "My Profile", "Course Catalog", and "Group Leader". The "Group Leader" option is highlighted with a red box, and a red arrow points to it from the left.

Clicking on the Group Leader tab will take you to a page called “Group Administration”. The first thing you will notice is a list of Groups that you are a leader for. Depending on your role this may be a single elementary school or multiple schools. To the right of the Group Name you have 3 “Actions” that you can take; List Users, Export Progress, and Export Results.

As a Group Leader the two actions that you will use in the Group Administration Page are either “List Users” which will give you a list of everyone in the group and “Export Progress” which will download an Excel that lists whether a user has finished each course.

Evoked LLC + New Insights

Dashboard

LearnDash LMS

Assignments

Submitted Essays

Group Administration

Media

Profile

Collapse menu

# Group Administration

## Group Administration

Group Name	Actions
Woodrow Wilson Elementary	<a href="#">List User</a> <a href="#">Export Progress</a> <a href="#">Export Results</a>
Test Group	<a href="#">List Users</a>   <a href="#">Export Progress</a>   <a href="#">Export Results</a>
Fox Hills Elementary	<a href="#">List Users</a>   <a href="#">Export Progress</a>   <a href="#">Export Results</a>
Lake Ridge Elementary	<a href="#">List Users</a>   <a href="#">Export Progress</a>   <a href="#">Export Results</a>
James E. Moss Elementary	<a href="#">List Users</a>   <a href="#">Export Progress</a>   <a href="#">Export Results</a>
University of Utah	<a href="#">List Users</a>   <a href="#">Export Progress</a>   <a href="#">Export Results</a>
Whittier STEAM Elementary	<a href="#">List Users</a>   <a href="#">Export Progress</a>   <a href="#">Export Results</a>

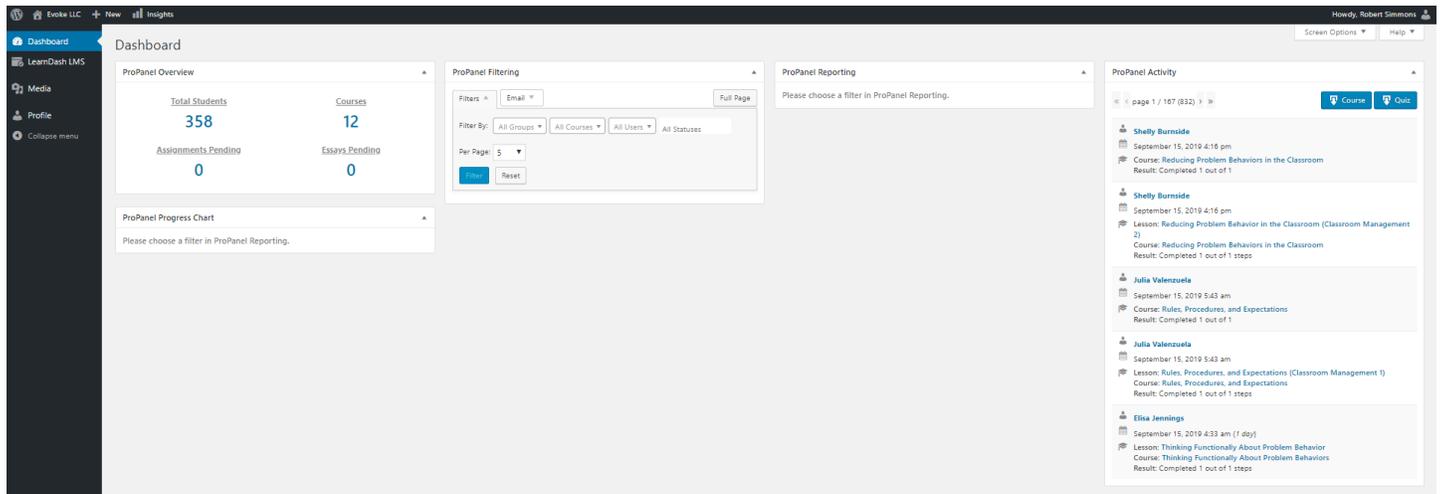
When you download the results you will see the User, the courses that they are signed up for, whether or not they have completed the course, and when it was completed.

learnldash\_reports\_user\_courses\_1c3f1fc8a0 (1) - Excel

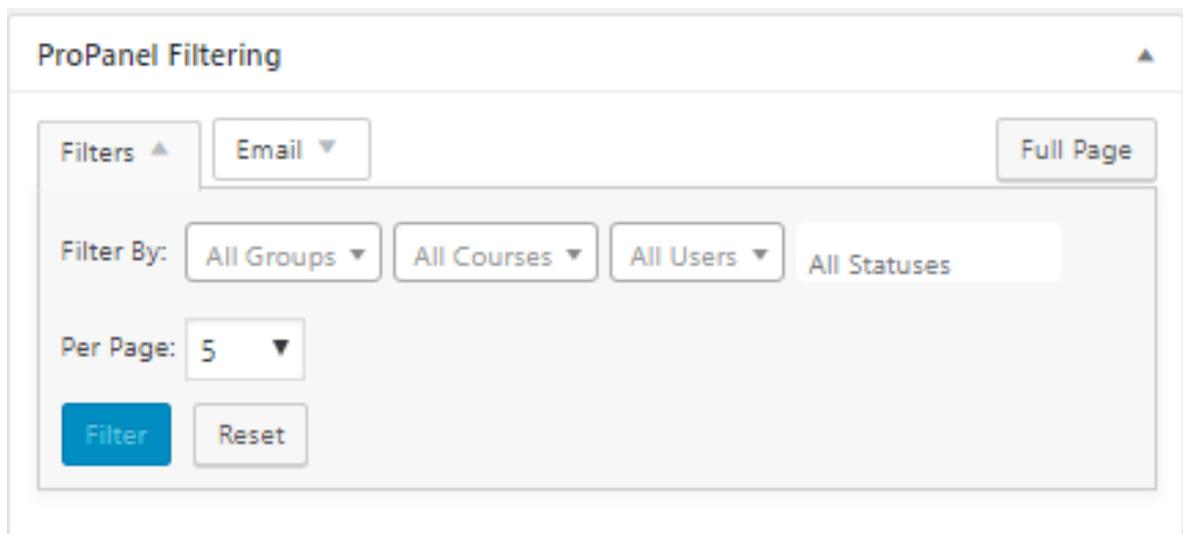
user_id	name	email	course_id	course_title	steps_completed	steps_total	course_completed	course_completed_on	course_starte
360	Robert Simmons	robert.simmons@evokescl	6886	Building Relationships with Students	1	1	YES	8/29/2019	
360	Robert Simmons	robert.simmons@evokescl	6808	Check-In, Check-Out for Internalizing Behaviors (CICO-IB)	0	1	NO		
360	Robert Simmons	robert.simmons@evokescl	6800	Check-In, Check-Out: FAQs	1	1	YES	9/1/2019	
360	Robert Simmons	robert.simmons@evokescl	6881	Good Behavior Game	0	1	NO		
360	Robert Simmons	robert.simmons@evokescl	6784	Intro to Check-In, Check-Out	1	1	YES	9/1/2019	
360	Robert Simmons	robert.simmons@evokescl	6681	Introduction to Positive Behavior Interventions and Supports (PBIS)	1	1	yes	9/5/2019	
360	Robert Simmons	robert.simmons@evokescl	6817	Layering Interventions onto CICO	1	1	YES	9/6/2019	
360	Robert Simmons	robert.simmons@evokescl	6894	Opportunities to Respond	0	1	NO		
360	Robert Simmons	robert.simmons@evokescl	6888	Positive to Negative Ratios in the Classroom	0	1	NO		
360	Robert Simmons	robert.simmons@evokescl	6877	Reducing Problem Behaviors in the Classroom	1	1	yes	9/10/2019	
360	Robert Simmons	robert.simmons@evokescl	6870	Rules, Procedures, and Expectations	1	1	YES	9/10/2019	
360	Robert Simmons	robert.simmons@evokescl	6868	Thinking Functionally About Problem Behaviors	1	1	YES	9/13/2019	

# Dashboard

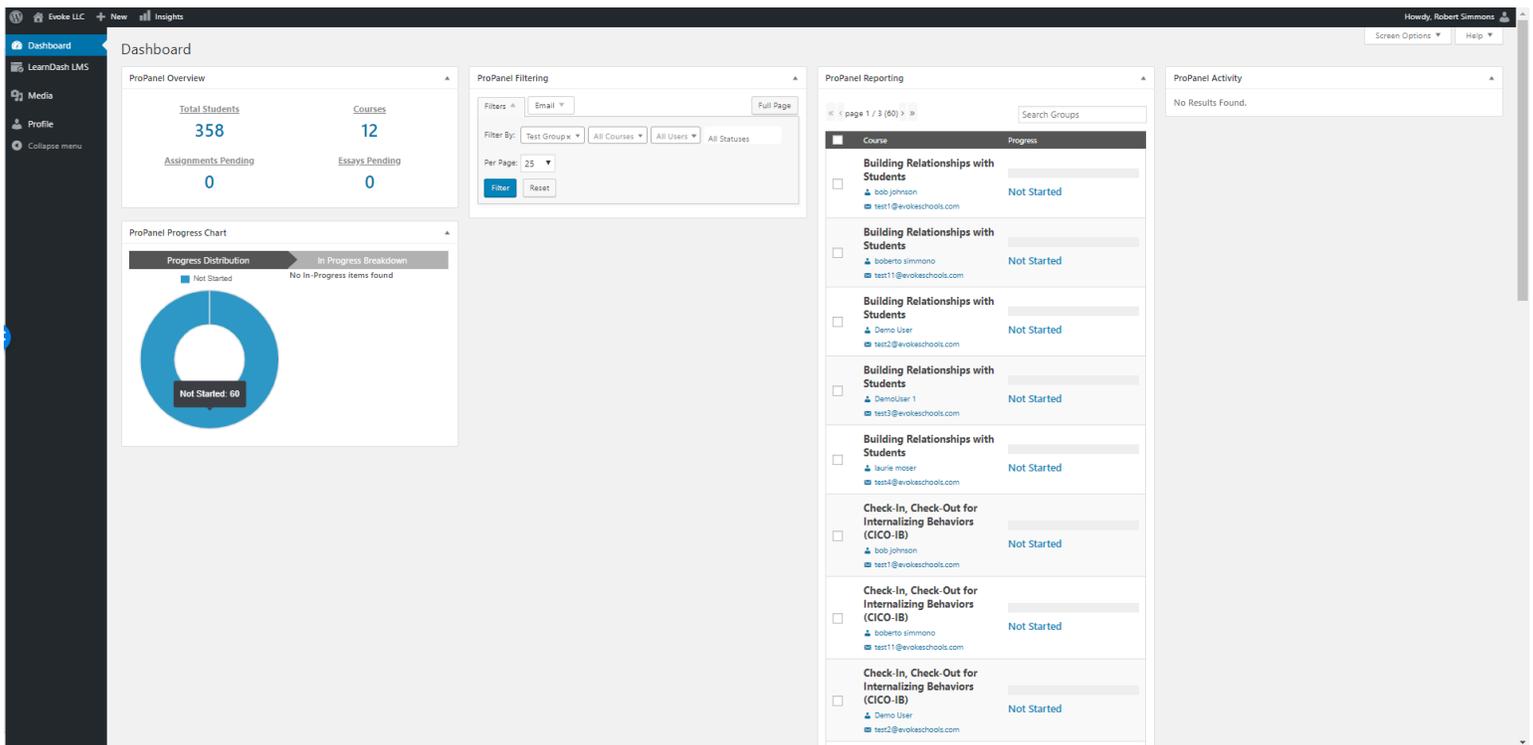
As a Group Leader you can also go to the “Dashboard”. You can navigate there by clicking on the Dashboard button at the top of the side menu in the top left corner of your browser. The Dashboard gives you access to a tool called “ProPanel” that makes it easy to visualize the progress your students are making. When you open the Dashboard it will look similar to this. You have 5 different “Widgets”; PropPanel Overview, ProPanel Filtering, PropPanel Reporting, PropPanel Activity, and ProPanel Progress Chart.



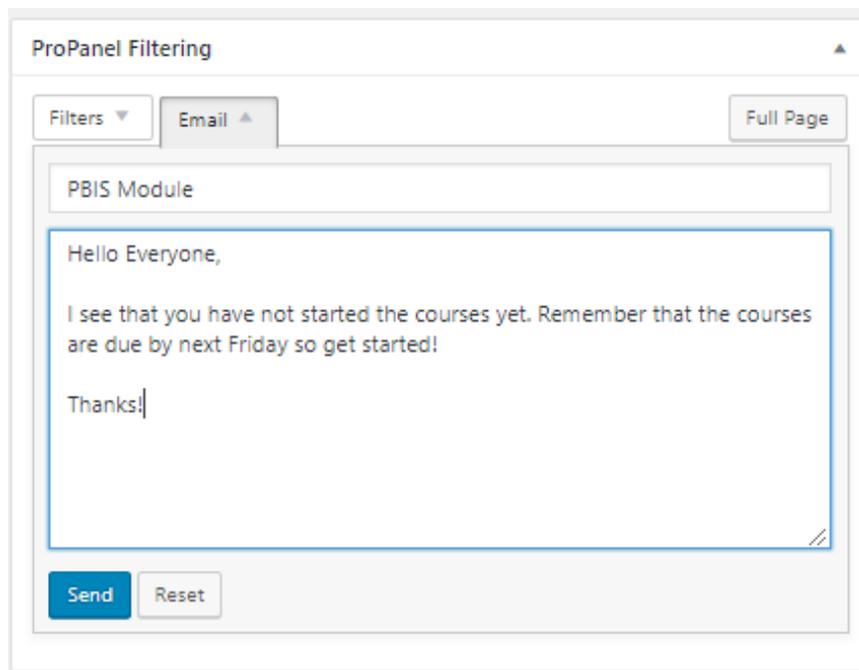
In order to activate the Progress Chart and Reporting widget you will need to select parameters for the ProPanel Filtering widget.



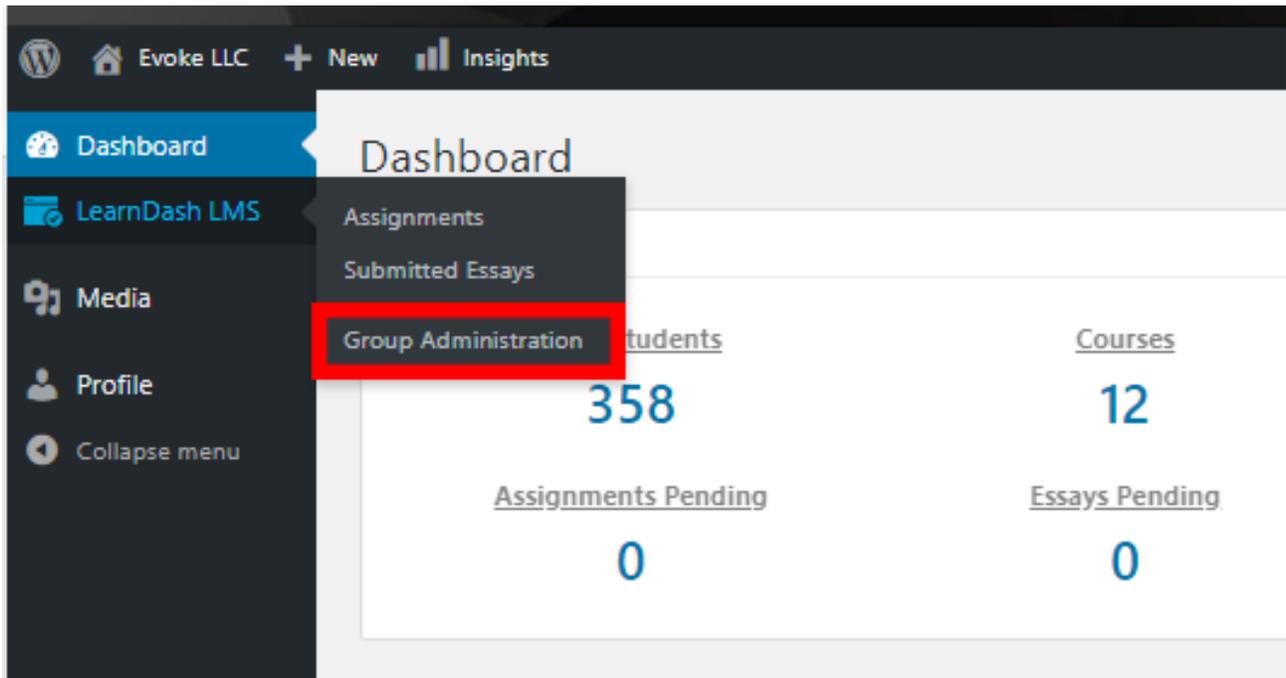
By default there are no filters and you can only see 5 results per page. You have the option to filter by Group, Course, User, and Status. In the following image I have filtered by the group, “Test Group” which has 5 students enrolled, none of whom have accessed the modules. You will notice that the Progress Chart shows that 100% of students have not started any of the courses and in the Activity Widget there are no entries.



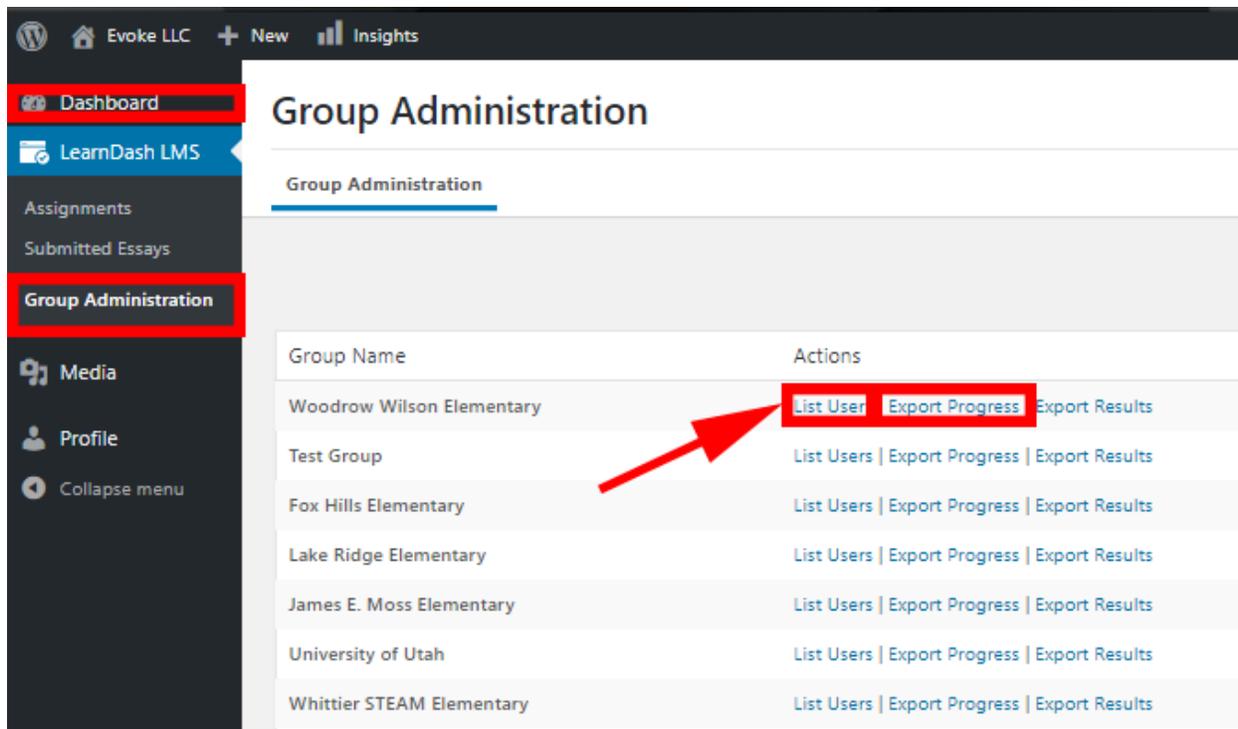
As a Group Leader you may want to email the people in your group. This can be done either through the Group Administration menu or through the ProPanel Filtering Widget. The next image shows that I have clicked on the “Email” tab in the Filtering widget. This will send an email to the students that were included in the filters that you decided on. I could have filtered based Group, courses, and/or completion status. Since no one had started I could send this email to everyone.



You can also send emails to the entire group through the Group Administration page that you were initially sent to. Start by hovering over the “LearnDash LMS” menu item on the far left then clicking on “Group Administration”.



Once you are back to Group Administration page you will click on “List Users” which is the first option that we had seen before.



Once you are in the list of users you will click on the “Email Group” button.

Dashboard — Group Administration

# Test Group

Group Administration

Email Group

Username	Name
bob johnson	bob_johnson
boberto simmono	boberto_simmono
Demo User	DemoUser
DemoUser 1	DemoUser1
laurie moser	laurie_moser
Username	Name

You will be taken to a screen that will let you create an email for the entire group.

Dashboard — Group Administration

# Test Group

Group Administration

Email Subject:

Email Message:

Add Media Add Form Nectar Shortcodes

Paragraph **B** *I* [List Icons] [Quote Icon] [Link Icon] [Table Icon] [Image Icon]

Visual Text

Send Reset