

Getting Started

To access the Paulson InSite360 training, go to <http://paulsontraining.mzinga.com> to begin your training. You will be asked for your username and password. The Home Page is displayed immediately upon logging into the interface. If you are designated as a Manager or as an Administrator, you can select these Roles from a dropdown list on the Home Page.

Logging in

Type your **Username** and **Password**.

PLEASE SIGN IN

Username

Password

[Login](#) [Change Password](#) [Forgot Password](#)

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Learner Window

After you login, you will be brought to the Learner Window by default. You can change your role by clicking on the arrow next to **Learner**.

InSite360 Paulson Training Programs, Inc.

Search All Delivery Methods More Search Options >> Test Test Role: **Learner**

Learning Activities

- Events Calendar
- Programs
- My Current Learning
- My Completed Learning

My Home Page

My Quick Links

Reports

To Do List

Date	Name	Delivery Method	Status	Action
	Hot Runner - Lesson 1: Components and Operation of a Hot Runner Manifold	Self Paced	In Progress	Launch
Mar 25, 2009	Hot Runner Molding Solutions	Program	In Progress	
Mar 25, 2009	Practical Injection Molding - Expert	Program	In Progress	
	Problems and Solutions - Pre-Assessment Test	Self Paced	Registered	Launch

Announcements

Paulson Introduces New Online Platform
Paulson is rolling out it's new online platform for its Insite360 courses. It's still the same great courseware, just a new look!

School of Molding
Upcoming School of Molding classes

- Promolder 1 - April 28-30 - Chicago, IL
- Promolder 2 - May 11-15 - Big Rapids, MI
- Promolder 1 - June 16-18 - Minneapolis, MN
- Promolder 1 - July 21-23 - Charlotte, NC
- Promolder 1 - August 11-13 - Dallas TX
- Promolder 2 - August 24-28 - Big Rapids, MI
- Promolder 1 - September 9-11 - Cleveland, OH
- Promolder 3 - September 14-25 - Pittsfield, MA
- Promolder 2 - October 5-9 - Southern US

Learner / Manager Reports

- [Team Program Monitor](#)
- [Learner's History](#)
- [Team Learning Delivery](#)
- [Team Learning Summary](#)
- [Learner's Upcoming Activity](#)
- [Learner's History \(Manager\)](#)
- [Learner's Upcoming Activity \(Manager\)](#)
- [Team Program Summary](#)

My Quick Links

- [Program Transcript](#)
- [Direct Report Listing](#)
- [Events Calendar](#)
- [Completed Courses/Events](#)

Click on the down arrow and choose "Manager".

Manager Window

From the Manager Window, you can get the status of your employees training progress and run reports.

The screenshot shows the InSite360 Manager Window. The top navigation bar includes the InSite360 logo and the text "Paulson Training Programs, Inc.". Below the logo, the "Learner Name" is set to "Test2 Test2" and the "Role" is "Manager". A sidebar on the left contains "Learning Activities" (Enrollment Job Queue, Learner's Programs, Learner's Current Learning, Learner's Completed Learning), "My Home Page", "My Quick Links", and "Reports". The main content area is titled "Direct Report Search" and contains a table of direct reports. Below the table are instructions and buttons for "Select" and "New Search".

Select	Name	Top Level Organization	Organization Name	Organization Level	E-mail	Phone	Ext.
<input type="radio"/>	Bailey, Cindy	Paulson Training, Inc.	ABC Company	Client			

Learners Programs

By clicking on **Learner's Programs**, you will see all the programs a student is signed up for. Please Note - these are Programs (or Courses), not individual lessons.

You can change Learners by clicking on **Change Learner**.

The screenshot shows the InSite360 Learner's Programs window. The top navigation bar includes the InSite360 logo and the text "Paulson Training Programs, Inc.". Below the logo, the "Learner Name" is "Test2 Test2" and the "Role" is "Manager". A "Change Learner" link is visible next to the learner name. The sidebar on the left contains "Learning Activities" (Enrollment Job Queue, Learner's Programs, Learner's Current Learning, Learner's Completed Learning), "My Home Page", "My Quick Links", and "Reports". The main content area is titled "Program Transcript" and contains a table of programs. A legend indicates status colors: Critical (red), Warning (orange), and On Schedule (green). A "Show:" dropdown is set to "All".

Indicators	Program Name	Status	Status Effective Date	Next Action Date	Action
	Practical Injection Molding - Basic	In Progress	Apr 14, 2009		History Withdraw
	Practice Injection Molding - Optimizing	In Progress	Apr 14, 2009		History Withdraw
	Practical Injection Molding - Expert	In Progress	Apr 14, 2009		History Withdraw

Change Learners

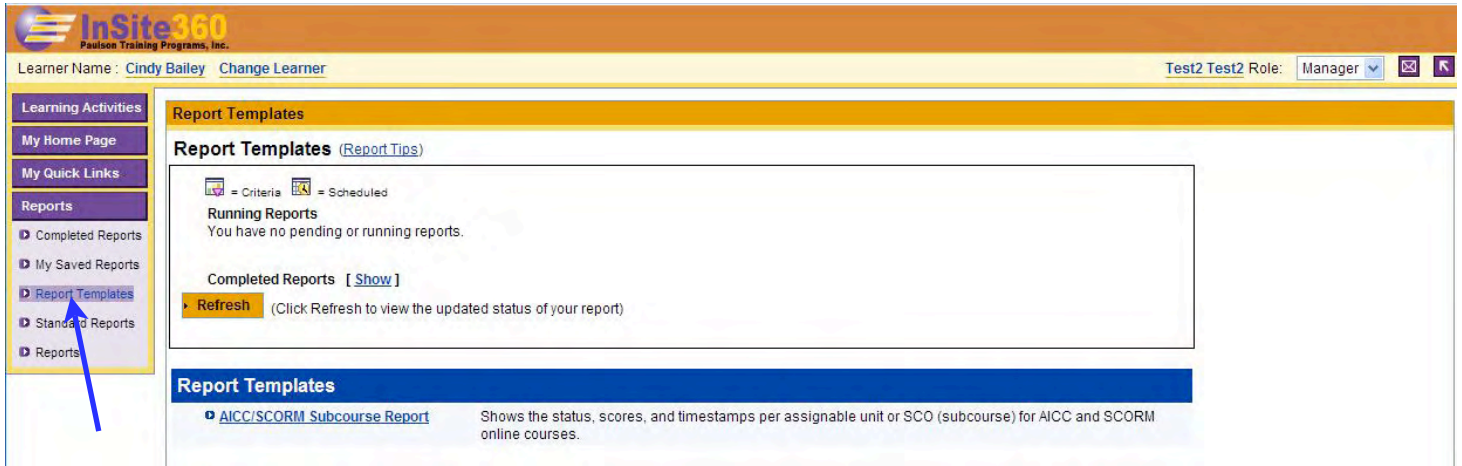
After clicking on **Change Learner**, the following window will appear. Select the radio button next to the student you would like to change to and click the **Select** button.

The screenshot shows the InSite360 Direct Report Search window. The top navigation bar includes the InSite360 logo and the text "Paulson Training Programs, Inc.". Below the logo, the "Learner Name" is "Test2 Test2" and the "Role" is "Manager". The sidebar on the left contains "Learning Activities" (Enrollment Job Queue, Learner's Programs, Learner's Current Learning, Learner's Completed Learning), "My Home Page", "My Quick Links", and "Reports". The main content area is titled "Direct Report Search" and contains a table of direct reports. Below the table are instructions and buttons for "Select" and "New Search".

Select	Name	Top Level Organization	Organization Name	Organization Level	E-mail	Phone	Ext.
<input type="radio"/>	Bailey, Cindy	Paulson Training, Inc.	ABC Company	Client			

Reports

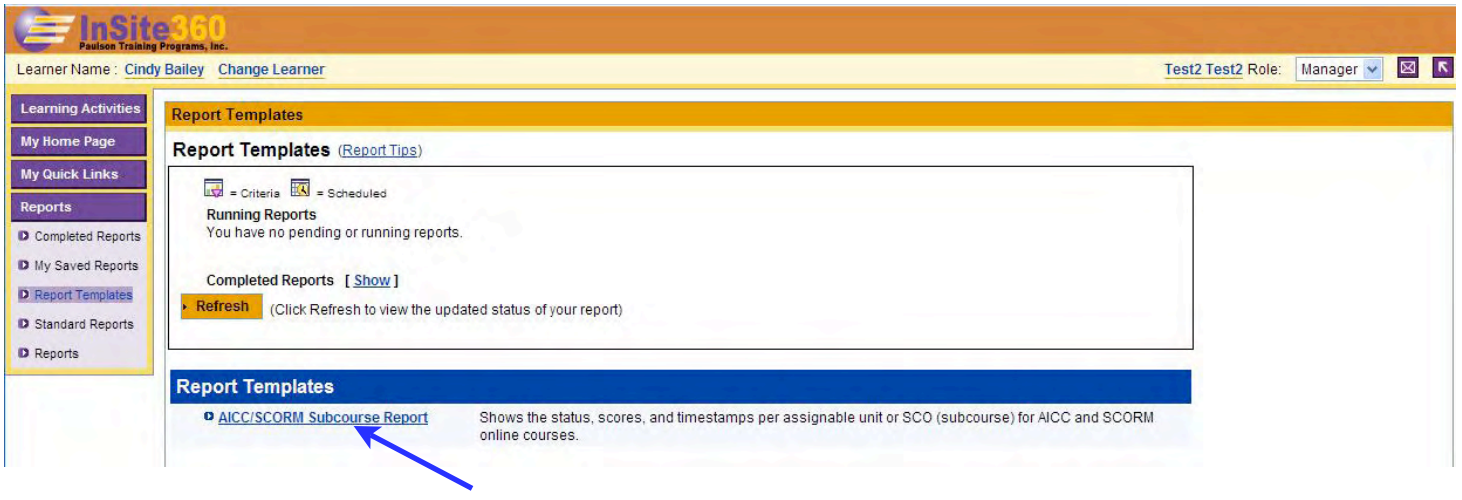
In order to get a report on all your students, you will need to go into the **Reports Templates**.



The screenshot shows the InSite360 interface. At the top, the logo "InSite360 Paulson Training Programs, Inc." is visible. Below the logo, the user information "Learner Name : Cindy Bailey" and "Change Learner" is displayed on the left, and "Test2 Test2 Role: Manager" with a dropdown menu and icons is on the right. A left-hand navigation menu contains several items: "Learning Activities", "My Home Page", "My Quick Links", "Reports", "Completed Reports", "My Saved Reports", "Report Templates" (highlighted with a blue arrow), "Standard Reports", and "Reports". The main content area is titled "Report Templates" and includes a sub-header "Report Templates (Report Tips)". Below this, there are sections for "Running Reports" (stating "You have no pending or running reports.") and "Completed Reports [Show]" with a "Refresh" button. At the bottom of the main content area, a blue bar highlights the "AICC/SCORM Subcourse Report" link, with a description: "Shows the status, scores, and timestamps per assignable unit or SCO (subcourse) for AICC and SCORM online courses."

Reports - Step 1

Click on the [AICC/SCORM Subcourse Report](#)



This screenshot is identical to the one above, showing the InSite360 Reports Templates page. The main content area is the same. However, a blue arrow points directly to the "AICC/SCORM Subcourse Report" link in the blue bar at the bottom of the page.

Reports - Step 2

Under Organization Name: Type your company name (at least the first 3 letters of the company name).

The screenshot shows the 'Organization Search' interface. The 'Organization Name' field is populated with 'ABC'. The 'Search' button is highlighted with a blue arrow.

Click **Search**.

Reports - Step 3

Select your company by either clicking the checkbox next to your company name and then clicking **Select**, or just clicking on Paulson Training, Inc. next to your company name.

The screenshot shows the search results for 'ABC'. The results table is as follows:

Select	Top-Level Organization	Organization Name	Organization Level	Region	XID
<input checked="" type="checkbox"/>	Paulson Training, Inc.	ABC Company	Client		ABC

The 'Select' button is highlighted with a blue arrow.

Reports - Step 4

On this screen, you have many choices on what information you would like your report to return and how you would like it to look.

Report Criteria
AICC/SCORM Subcourse Report
Based on: AICC/SCORM Subcourse Report

Criteria Selection

Student Top Level Organization	Contains	<input type="text"/>
*Student Organization		ABC Company <input checked="" type="checkbox"/> Cascade
Student Last Name	Contains	<input type="text"/>
Student First Name	Contains	<input type="text"/>
Object Name	Contains	<input type="text"/>
Sub Course Start Date	Specify Exact Dates	Starts On Or After: <input type="text"/> Ends On Or Before: <input type="text"/>
Sub Course Last Updated Date	Specify Exact Dates	Starts On Or After: <input type="text"/> Ends On Or Before: <input type="text"/>
Sub Course Last Lesson Score Updated Date	Specify Exact Dates	Starts On Or After: <input type="text"/> Ends On Or Before: <input type="text"/>
Student Sub Course Status	Is	<input type="text"/>
<input type="text"/>	Contains	<input type="text"/>

Only enter a name here if you want a report on a specific student, otherwise leave blank and the report will return all students who have taken courses.

Fill in dates here if you are looking for a particular time frame, otherwise leave blank.

[Add Item](#)

Page Layout [Hide]
Column Selection

Available:

- Core Lesson Data
- Course Course Owner
- Course Xid
- Cumulative Time
- Maximum Score
- Minimum Score
- Object Organization
- Object Top Level Organization
- Student Address
- Student City
- Student City State Postal Code
- Student Country
- Student E-mail
- Student Full Name
- Student Job Title
- Student Middle Initial
- Student Organization
- Student Organization Level
- Student Organization Xid
- Student Phone/Ext

Selected:

- Student First Name
- Student Last Name
- Course Name
- Sub Course Name**
- Student Sub Course Status
- Score

We suggest you remove Sub Course Name from the report because it is redundant with the Course Name.

Group Selection

Course Name

Student Full Name

Again, we suggest you remove Sub Course Name from the report because it is redundant with the Course Name.

Sort Selection

Student Organization asc

Page Size: Web View

Paper Orientation: Portrait Landscape

[Submit](#)








You can Submit the report at this point, or you can choose to save the report settings for the next time you run the report.

Save Report Settings

Save Settings As:

← Type in a name for your report.

Description:

—font— —size— **B** *I* U       

Schedule Report

Never

Run every Day(s)

Run every Week(s)

Run every Month(s) on the of the Month

Time (HH:MM AM)

Time Zone

Schedule Start Date

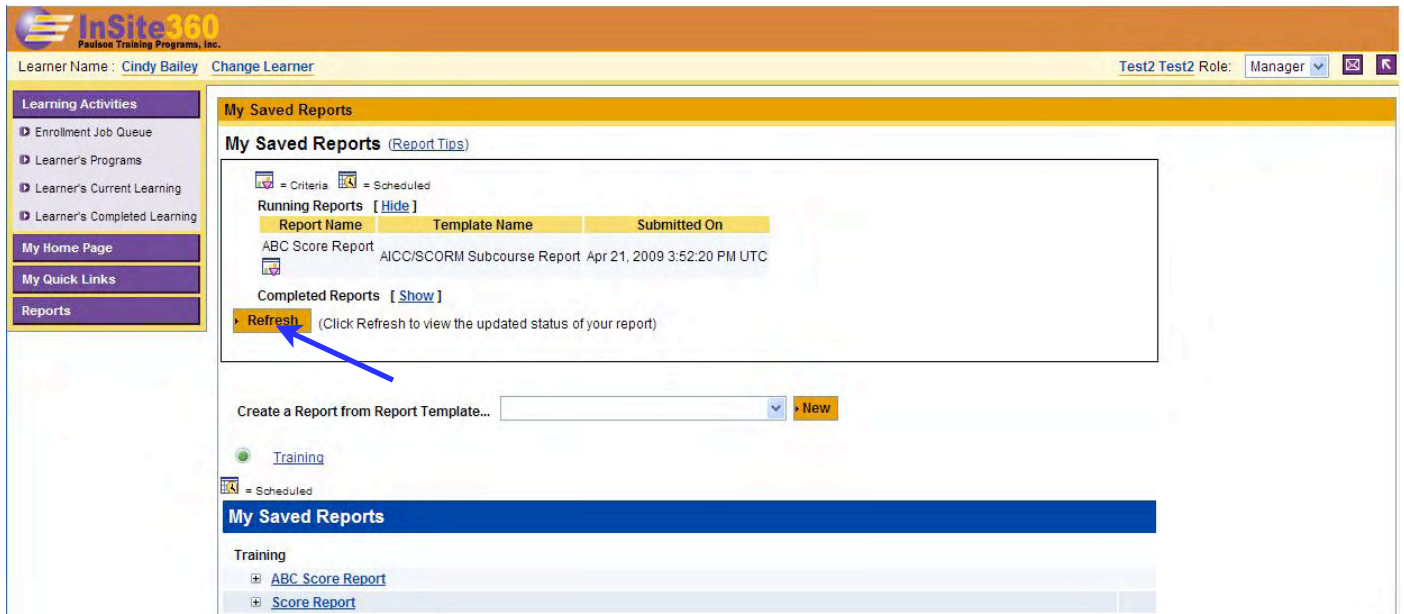
Schedule End Date

You can set up a schedule for your report to run in this section.

Click **Submit And Save**.

Reports - Step 5

After you submit your report, the following screen will appear. Click on **Refresh**.



InSite360
Paulson Training Programs, Inc.

Learner Name: **Cindy Bailey** [Change Learner](#) Test2 Test2 Role: **Manager**

My Saved Reports

My Saved Reports [\(Report Tips\)](#)

= Criteria = Scheduled

Running Reports [\[Hide \]](#)

Report Name	Template Name	Submitted On
ABC Score Report	AICC/SCORM Subcourse Report	Apr 21, 2009 3:52:20 PM UTC

Completed Reports [\[Show \]](#)

(Click Refresh to view the updated status of your report)

Create a Report from Report Template...

[Training](#)

= Scheduled

My Saved Reports

Training

- ABC Score Report
- Score Report

Reports - Step 6

Click on the report you would like to see. If you saved your report, click on the name of the report you saved it as. If you did not save the report and just choose to Submit the report, it will be the AICC/SCORM Subcourse Report.

InSite360
Passion Training Programs, Inc.

Learner Name : [Cindy Bailey](#) [Change Learner](#) Test2 Test2 Role: [Manager](#)

My Saved Reports (Report Tips)

= Criteria = Scheduled

Running Reports
You have no pending or running reports.

Completed Reports [[Hide](#)]

Report Name	Template Name	Submitted On	Completed On	Pages
ABC Score Report	AICC/SCORM Subcourse Report	Apr 21, 2009 3:52:20 PM UTC	Apr 21, 2009 3:52:22 PM UTC	1
AICC/SCORM Subcourse Report	AICC/SCORM Subcourse Report	Apr 21, 2009 1:59:06 PM UTC	Apr 21, 2009 1:59:13 PM UTC	1
Score Report	AICC/SCORM Subcourse Report	Apr 21, 2009 2:03:54 PM UTC	Apr 21, 2009 2:03:56 PM UTC	1
Solutia	AICC/SCORM Subcourse Report	Apr 20, 2009 1:49:41 PM UTC	Apr 20, 2009 1:49:43 PM UTC	1

[Refresh](#) (Click Refresh to view the updated status of your report)

Create a Report from Report Template... [New](#)

Training

= Scheduled

My Scheduled Reports

Training

- [ABC Score Report](#)
- [Score Report](#)

Reports - Step 7

Finished Report. You can Download the report to various formats by clicking **Download** at the top of the Report.

TOC First Prev Next Last Goto Page 1 of 1 100% Search **Download** Print

AICC/SCORM Subcourse Report

Course Name: **Optimizing - Pre-Assessment Test**

Student Name: **Bailey, Cindy**

Student First Name	Student Last Name	Course Name	Sub Course Name	Student Sub Course StatScore
Cindy	Bailey	Optimizing - Pre-Assessment Test	Optimizing - Pre-Assessment Test	Pass 75

Total Sub Course Attempts: 1

Total Sub Course Attempts: 1

Course Name: **PIM Basic - Lesson 1:Inside the Molding Machine**

Student Name: **Bailey, Cindy**

Student First Name	Student Last Name	Course Name	Sub Course Name	Student Sub Course StatScore
Cindy	Bailey	PIM Basic - Lesson 1:Inside the Molding Machine	PIM Basic - Lesson 1:Inside the Molding Machine	Pass 80

Total Sub Course Attempts: 1

Total Sub Course Attempts: 1