

GreatAcademy Online Learning Quick Guide

1. To request access to GreatAcademy Online Learning, complete an enrollment form and send it to your Specialty Human Services underwriter or agency executive.
2. Allow 2 business days for enrollment process.
3. Insured admin will receive a confirmation email with their organization's unique URL.

1

Home

Users
Add user

Groups
Add group

Courses
Add course

Reports
Users - Courses - Groups - Score - Tests
Surveys - Assignments - Infographics
Timeline

Today Yesterday Week Month

1
0.75
0.5
0.25
0

0:00 3:00 6:00 9:00 12:00 15:00 18:00 21:00 24:00

Logins Course completions

Begin by adding users. You can:
1. Add a user individually
OR
2. Send your unique URL for users to self-register

Notifications will go to admin when an individual has registered

2

Home / Users / C. Dub

You can assign courses or groups to any individual

Info Courses Groups Files Profile Progress Infographic

First name C
Last name Dub
Email address cdub484@gmail.com
Username C. Dub
Password Blank to leave unchanged
Bio Short description up to 800 characters

User type Learner-Type

Time zone (GMT -04:00) Eastern Time (L...
Language English

☒ Active
☐ Deactivate at...
☐ Exclude from emails

Update user or cancel More

The user type is defaulted to Learner-Type. If you adding an admin from your organization, you can change it change their setting here.

Users who have not logged in for 90 days will automatically be deactivated. You can also set a deactivation date for temporary staff and volunteers.

Notifications will go to users when their account is about to deactivate

3

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Logins Course completions

Create Groups of Staff or Volunteers to assign courses in bulk. For example:

- [Org Name] New Hire
- [Org Name] Volunteer
- [Org Name] Lifeguard
- [Org Name] Counselor

Notifications will go to users when their account is about to deactivate

4

Home / Groups / Great American New Hire

Info Users Courses Files

Create a Group called [Org Name] New Hire, for example, and set the courses that you want assigned to all new hires.

Course	Options
Duty to Report: Mandatory reporter	GROUP MEMBER
Bloodborne Pathogens	GROUP MEMBER
Meet SAM	+
Abuse Risk Management for Volunteers	+
Behavior Management	+
Athlete Protection: Swim Edition	+
Athlete Protection	+
Keeping Your Camp Safe	+
Abuse Prevention Refresher	+
A Day at Day Camp	+

1 to 10 of 17

5

Home

Users Add user

Groups Add group

Courses Add course

Reports
Users · Courses · Groups · Scorm · Tests
Surveys · Assignments · Infographics
Timeline

Add your own courses for your organization.

Today Yesterday Week Month

Logins Course completions

6

Home / Courses / Add course

Course name My Test Course

Category General Safety

Description Add a course description up to 5000 characters

Select image

Choose an image that represents your course topic

☒ Active ☐ Hide from catalog

Course code

Price

Intro video

Time limit

Decide if users need to complete a course in a given number of days

Certification Classic

Certification duration 1 year

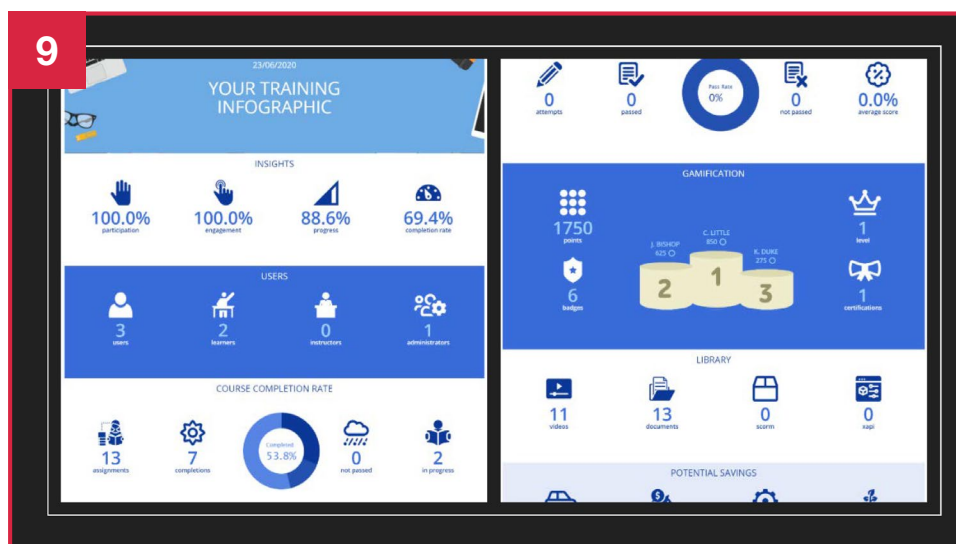
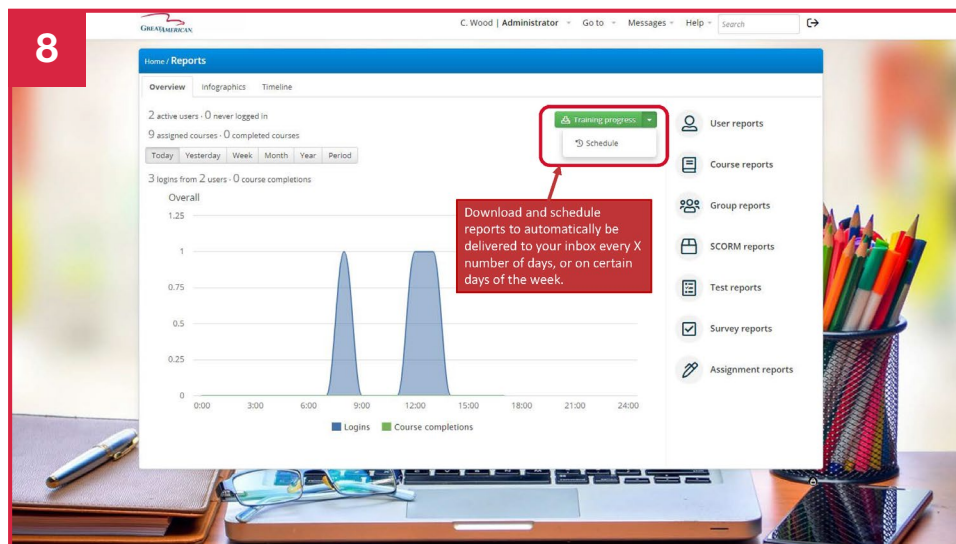
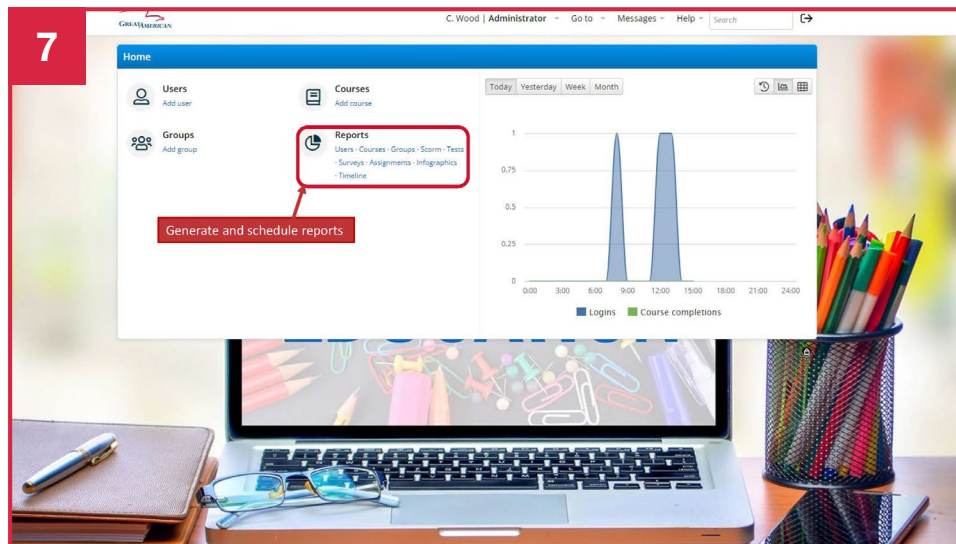
Re-assign course to user on certification expiration

Set a certificate to be given to the learner upon completion. Decide if you want the certificate to last forever or if you want learners to retake a course after a given time period.

Level

Save and select users or cancel

Notifications will go to learners when a course is about to expire



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