Narrated Lecture Series:
Institutional Admin
Instruction Manual
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Log in

- Go to: https://www.easy-lms.com/log-in/item114
- Enter your Easy LMS username and password

(This is an institutional login credential provided to each school by SAEM. This is not your personal SAEM username and password). If you do not have an institutional login, please contact aeustests@saem.org to request access.

Inviting Students

As the Institute Admin of your Group you can invite students to partake in the AEUS Narrated lecture series individually or in bulk. When inviting students, you will want to make sure you follow the standard of entering the students First and Last Name for their Username and then add their email address.
When adding new students, you have the options of:

- Import new participants from Excel
- Add single new participant
- Add existing participants in bulk

**Import new participants from Excel**
For the import to work, the Excel file needs to have the following properties:

- the structure is username;email
- it needs these in the headers as well (username;email) in lowercase letters
- the file should be in the utf8 format

Download a [sample CSV file](#) that you can use!
Add single new participant
Enter a student’s First and Last Name, followed by their email address.

Add existing participants in bulk
This feature is used for resending and/or inviting existing students to your group.
Student Management

As the Institute Admin you do have the ability to manage students’ access to your group. These options include:

- Remove from group
- Resend Invitation
- Revoke Access
- Edit Participant
- Access Code
**Remove from group**
This option removes a user from your group.

**Resend Invitation**
This option resend invitation to those who may have misplaced their invitation email.

**Revoke/Grant Access**
This option terminates or grants this student’s access to your group at your discretion. Note that all student data (scores, certificates, course attempts, etc.) will be lost.

**Edit Participant**
Allows you to edit incorrect information about a student’s account.

**Access Code**
Shows the student’s access code for accessing your group.

**Managing Learning Content**

From here, you can assign courses to all of your students. Do note that you cannot add or subtract courses for any specific student. Every student within the group will see all courses that you have granted access to and will not see any course that you have removed.
**Adding Learning Content**
All of the learning materials have been added to your group by default. Note that you cannot create exams or courses nor edit them.

**Removing Learning Content**
Click the trash can icon to remove a corresponding course from the group. Note that removing a course does not permanently delete it from your access. You can add that course again by clicking the add learning content button and locating it.
Course Results

In course results you can see the participants responses. You can analyze this data and export it into a spreadsheet. It's possible to collect User data, as well as all the answers from participants, when they started and ended the course, and how much time it took them to do so.

You can filter the results per participant, and have an overview of all their activities and their score across different Courses, or per course.
Progress Report

With the progress report, it is possible to track your students’ progress in the AEUS Narrated Lecture Series. You can filter by participant and/or progress.

Sending Reminder Email

You can send a reminder email for students with a “To Do” status to complete any remaining exams they may have by clicking the “Send Reminder” button.

Generating Progress Report Spreadsheet

Clicking “Export” will download a spreadsheet view of your student’s progress report.
HelpDesk

For questions or help using the AEUS Narrated Lecture Series, please contact the SAEM office at 847-813-9823 or aeustests@saem.org. Our office hours are from 8AM to 5PM, Monday through Friday.