

USER MANUAL FOR

ORGANIZATION HXPLAIN ADMINISTRATORS

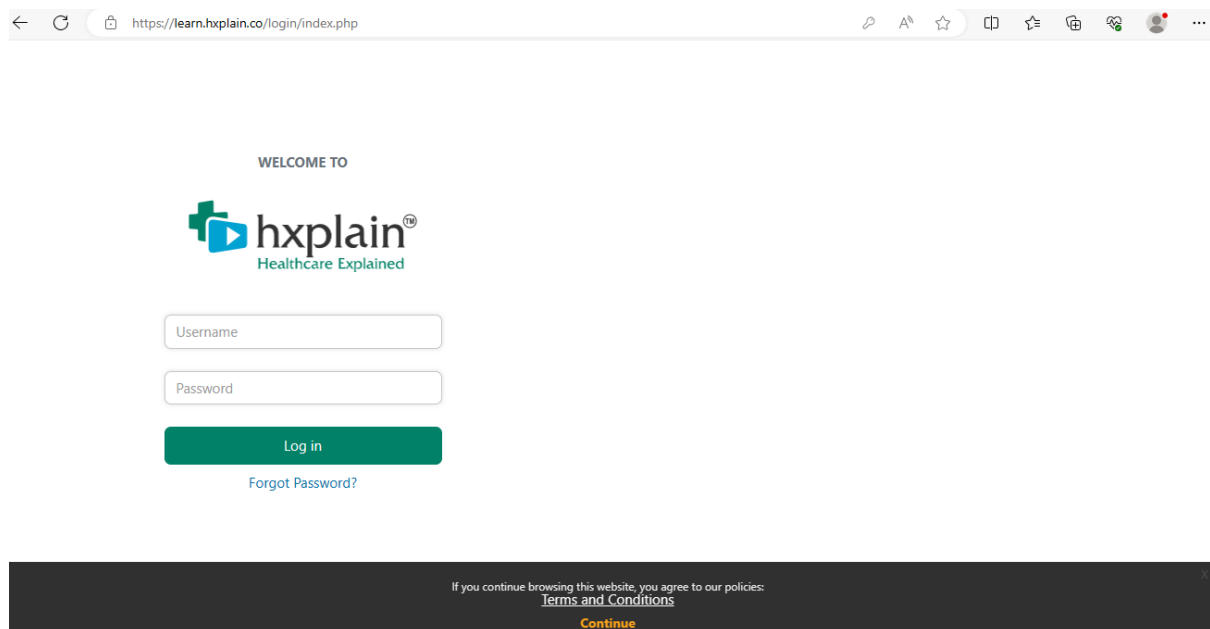
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As an Admin for hxplain Platform in your organization, you will be able to

- View your users and their details
- Courses your organization members are enrolled into
- View course content as an admin
- View course progress reports

Login

Login on the web app (not the mobile app) <https://learn.hxplain.co>



The screenshot shows a web browser window with the URL <https://learn.hxplain.co/login/index.php>. The page displays the hxplain logo and the text "WELCOME TO". Below the logo, there are two input fields labeled "Username" and "Password". A green "Log in" button is positioned below the password field. A link for "Forgot Password?" is located below the "Log in" button. At the bottom of the page, there is a dark grey banner with the text: "If you continue browsing this website, you agree to our policies: [Terms and Conditions](#) Continue".

We have shared your username and password to your email. Use this to login and change your password

Accessing hxplain Org Administration Functions on your Mobile Device

You can access hxplain Org Management functions on your mobile browser as well
<https://learn.hxplain.co>

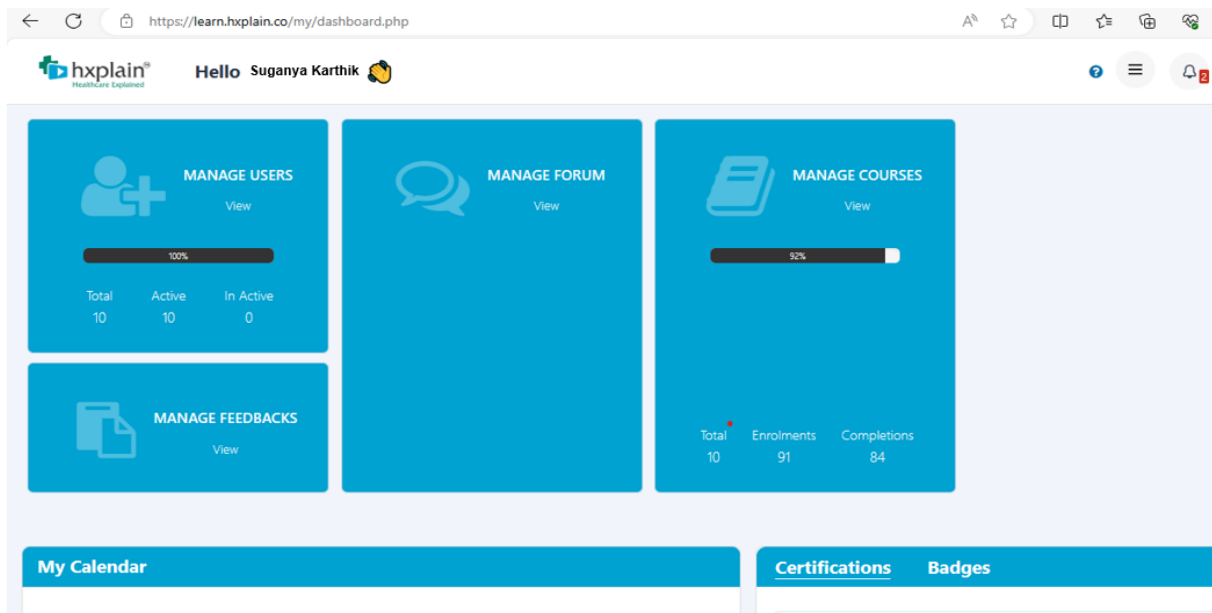
Please Note:

Mobile app is more relevant for learners and it has inbuilt features like going step by step, mandatory assessments, etc.

When you view the courses using the web app as an admin, you can skip completing assessments, jump to any training video without any sequence restrictions.

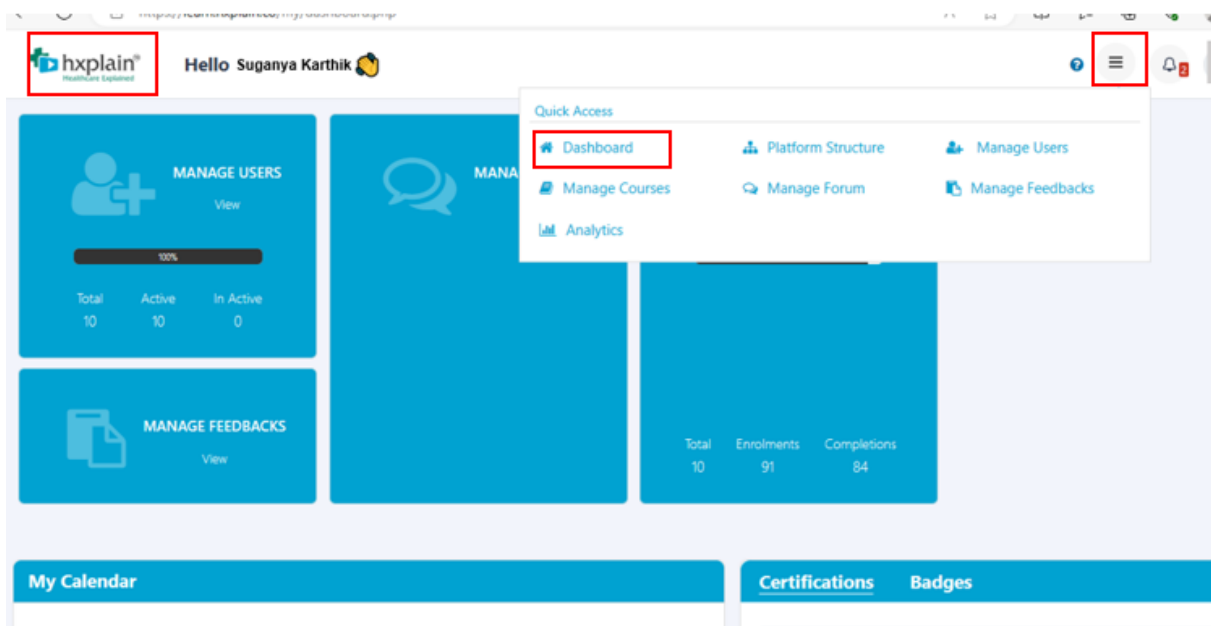
Landing Page/Dashboard

Landing page provides access to key functions like Managing Users and Courses.



You can also reach this page by

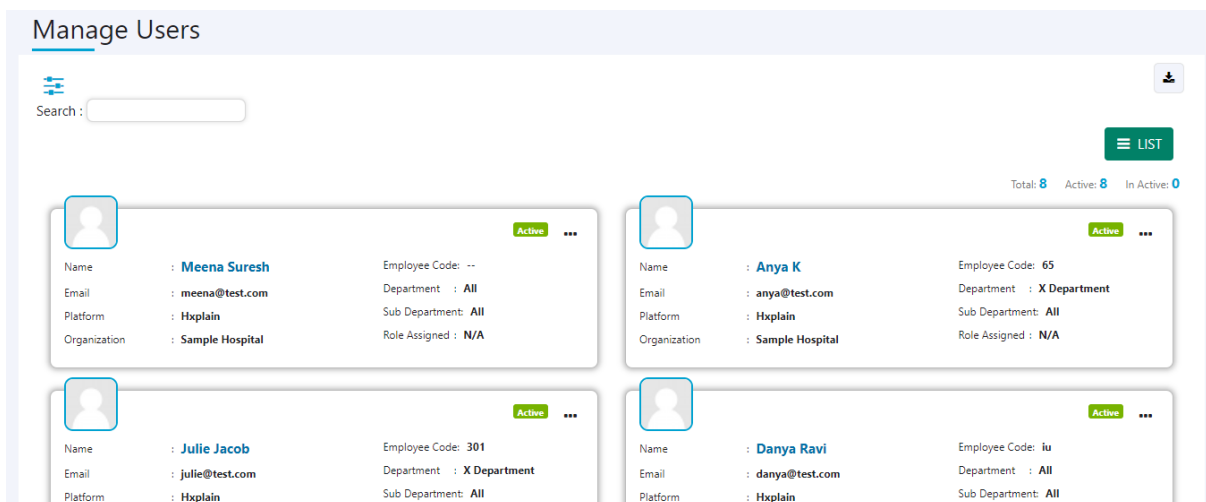
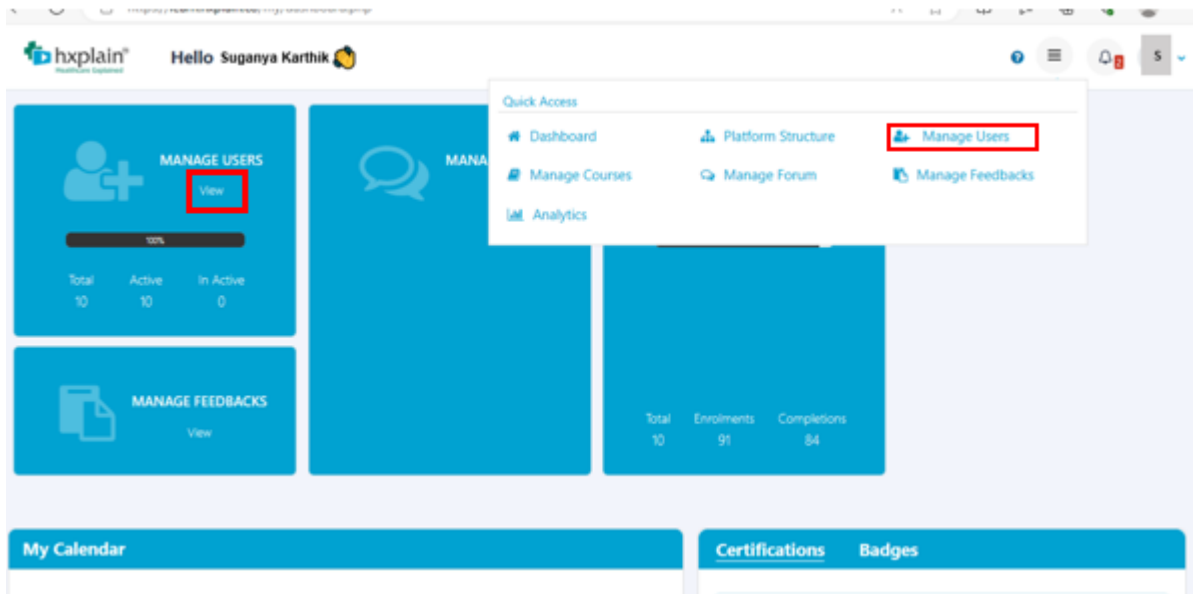
- Clicking on the hamburger menu (three lines menu) on the top right corner and selecting "Dashboard" link
- Clicking hxplain logo image



View Users

Access: You can access the “View Users” page in two ways:

1. Clicking on “View” in the “Manage Users” block/tile on the landing page
2. Clicking on the hamburger menu (three lines menu) on the top right corner and selecting “Manage Users” link



- You can type a user's name in the search box to quickly get to their record
- Clicking user's name will display their information in detail like their demographic and professional information, and courses they are enrolled in

Anil Raju

AR

anil@test.com

12 Courses

0 Classrooms

0 Learning Paths

0 Programs

0 Online exams

Profile Courses Classrooms Learning Paths Online exams Programs

Personal Info :

Gender Male	Mobile Number 1234567890	Date of Birth N/A	Known Languages N/A
Address -	Country India	State Tamil Nadu	City Chennai

Professional Info :

Platform Hxplain	Organization Sample Hospital	Department All	Sub Department All
Employee Code SA111	Registration Number 00000	Enrollment Type Organization Staff	Professional Role Nurse
Education Qualification B.Sc Nursing	Secondary Area Of Work Surgical ICU, Emergency Room	Primary Area Of Work Cardiac ICU	Secondary Specialities Emergency Medicine
Primary Specialities Cardiothoracic Surgery	Designation Staff Nurse	Date of Joining N/A	Years of Experience 3 years 0 months

Other Info :


Hello Suganya Karthik

Anil Raju

AR

anil@test.com

12 Courses

0 Classrooms

0 Learning Paths

0 Programs

0 Online exams

Profile Courses Classrooms Learning Paths Online exams Programs


Nursing Process for Handling Prod...

0%

No description provided


Nursing Process in OR

0%

No description provided


Epi culture

0%

No description provided


technical course

0%

Physiotherapy is a treatment option used to maintain the mobility of the patient's body, thus after completing this cour...

Downloading User Data

- Clicking on the Download symbol on the top right corner, will download the list of users in a csv/excel format on your computer.
- Over and above the details you see on the screen, the downloaded document will also show when the user last accessed the app


 Hello Suganya Karthik 

Manage Users

Search:



LIST

Total: 12 Active: 12 In Active: 0

Downloaded csv File

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting Styles Cells Insert Delete Format Add-ins

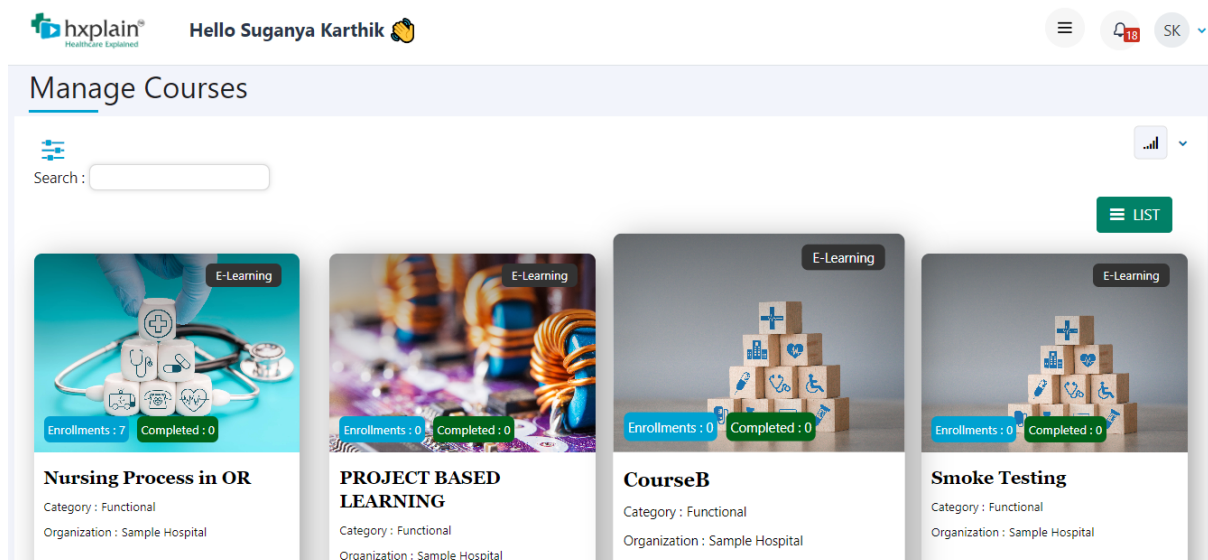
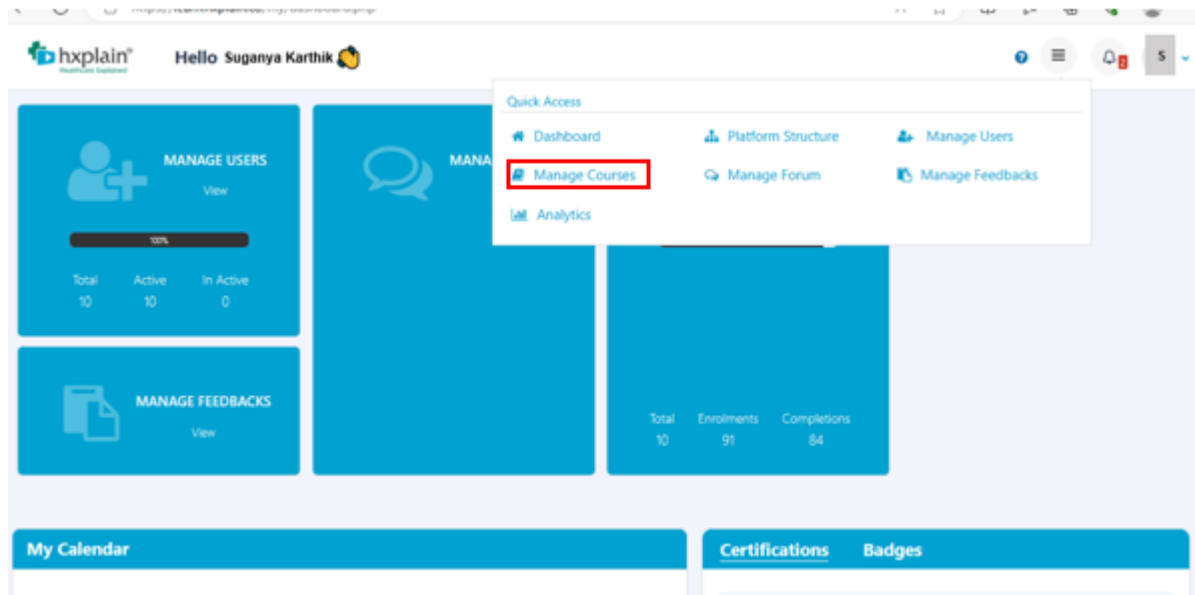
POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

Platform	FullName	Email	Enrollment Type	Professional Role	Primary Area of Work	Primary Specialities	Organization	Department	Sub Department	Designation	Known L
Hxplain	Meena Suresh	meena@test.com	Organization Staff	Pharmacist	Medical ICU, Surgical ICU	Bariatrics	Sample Hospital	All	All	Staff Nurse	English, 1
Hxplain	Anya K	anya@test.com	Organization Staff	Nurse	Ward	Dentistry	Sample Hospital	X Department	All	Nurse Manager	English, 1
Hxplain	Julie Jacob	julie@test.com	Organization Staff	Nurse	CSSD	Dermatology	Sample Hospital	X Department	All	Staff Nurse	English, 1
Hxplain	Danya Ravi	danya@test.com	Organization Staff	Nurse	Emergency Room	Emergency Medicine	Sample Hospital	All	All	Nurse Manager	English, 1
Hxplain	Anil Raju	anil@test.com	Organization Staff	Nurse	Cardiac ICU	Cardiothoracic Surgery	Sample Hospital	All	All	Staff Nurse	English, 1
Hxplain	Ajith Krishna	ajith@krishna.com	Organization Staff	Nurse	Emergency Room	Dermatology	Sample Hospital	All	All	Staff Nurse	English, 1
Hxplain	Latha Kumar	latha@mail.com	Organization Staff	Nurse	Ward	Bariatrics	Sample Hospital	All	All	Nurse Manager	English, 1
Hxplain	Suganya Karthik	suganya@giaml.com	Organization Staff	Doctor	Cardiac ICU, Managerial	Anesthesiology	Sample Hospital	X Department	All	Others	English, 1

users-20231229_0436-comma_separ

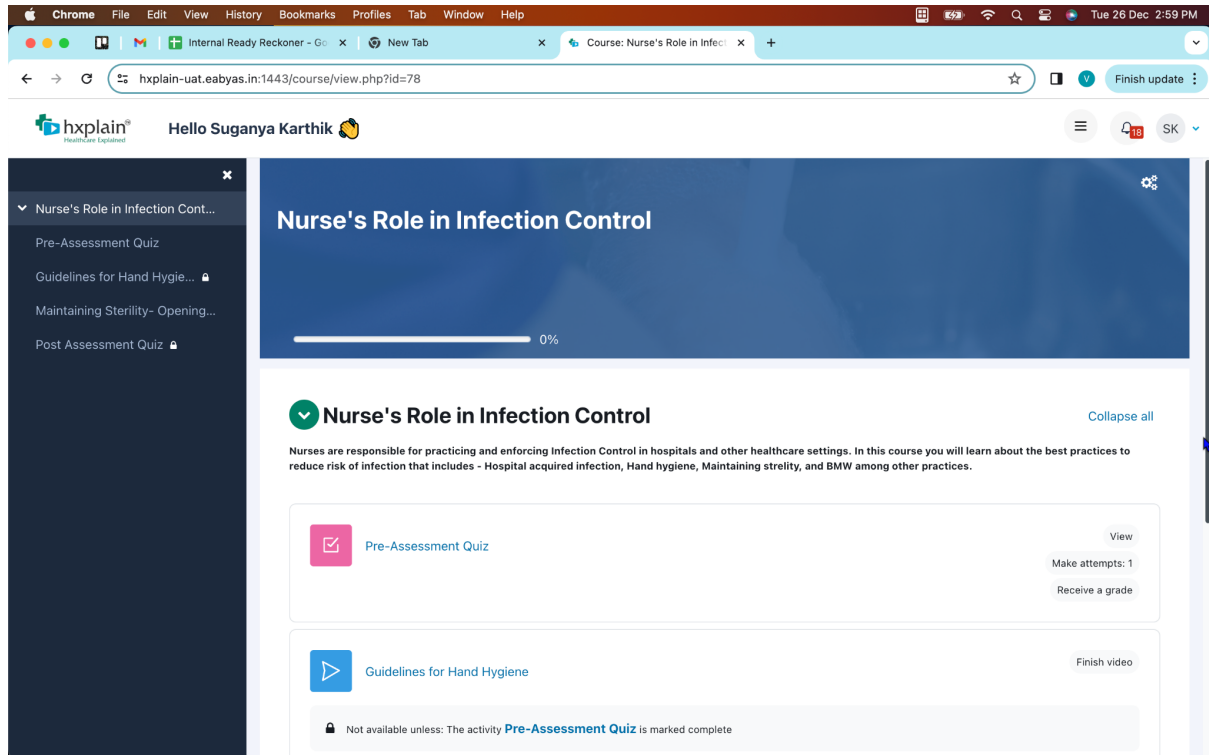
Manage Courses

Access: Clicking on the hamburger menu (three lines menu) on the top right corner and selecting “Manage Courses” link



Here, you can see all the courses assigned to your organization with course level enrollments and completions.

Click the course name to open and view its content.



A course is a sequential collection of tasks. Tasks could be of various types:

1. Video about a Topic- this is the key knowledge dissemination task. Learner is expected to view the video to complete the task
2. Quiz- Pre-assessment and Post- assessment quiz to gauge learner's understanding about topic(s). Learner is expected to take the quiz and receive a grade (pre-assessment) and receive a passing grade (post-assessment)
3. Introduction/Summary- provides high level information about the course. Learner is expected to read this information
4. Feedback- collect feedback/questions from learners about the course. Learner is expected to provide their feedback by responding to questions

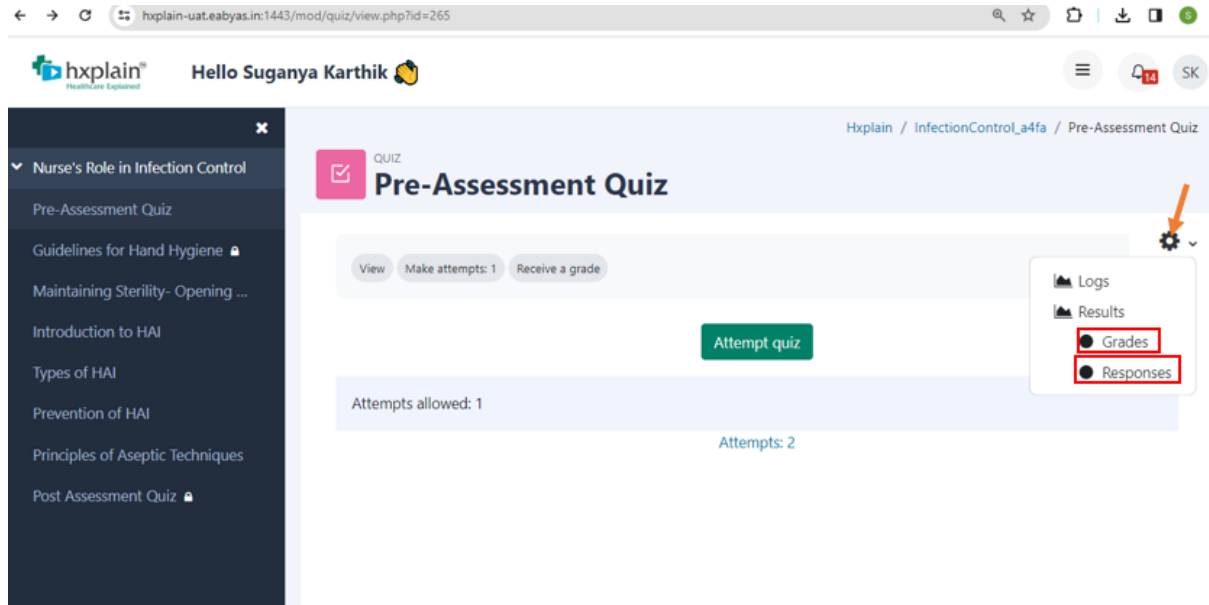
Completing tasks within a course will lead to course completion

Quiz

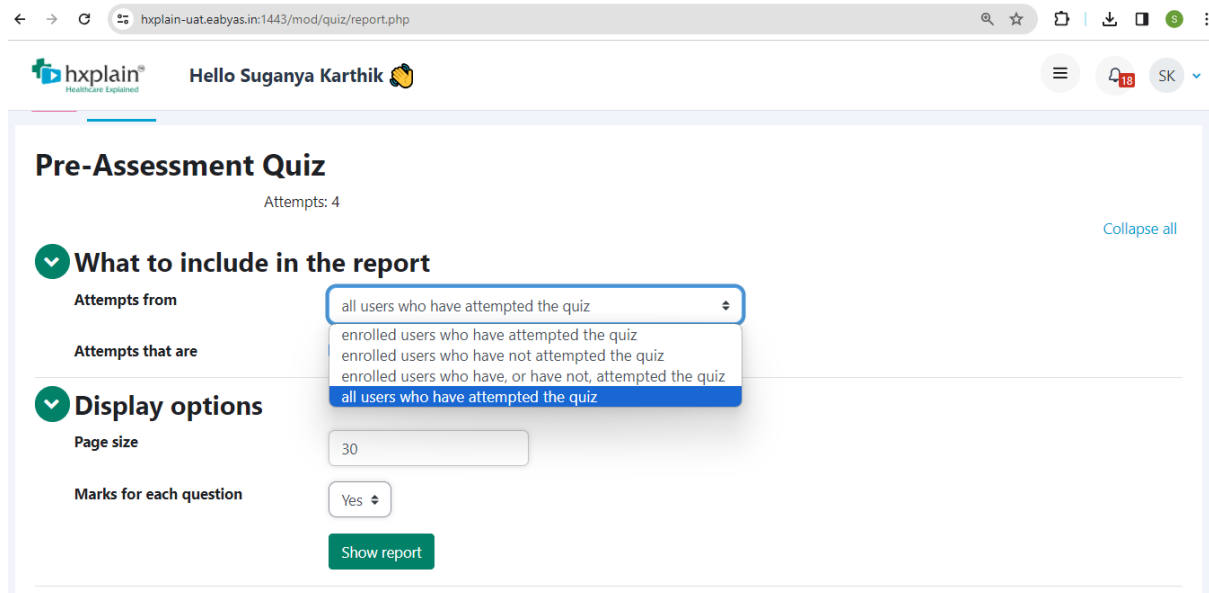
Clicking on a Quiz task, you have the option to "Attempt quiz". As an admin, you can attempt the quiz to get an idea of what the learner users will be taking up. Your score will not be part of organization reports.

Quiz Grades and Responses

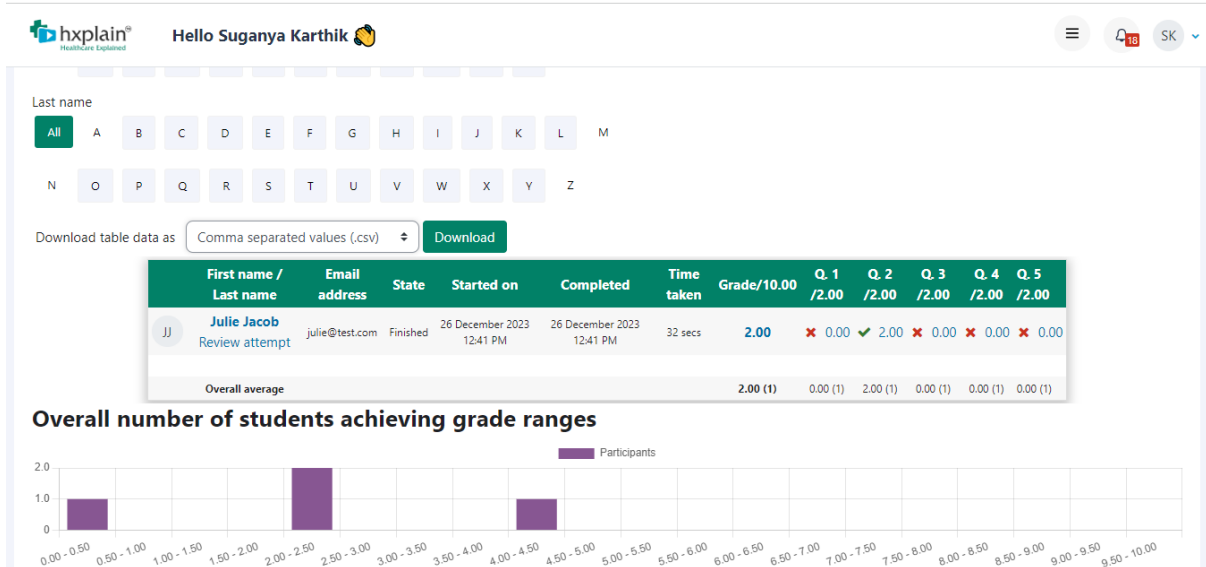
You can view your organization learners' quiz responses and grades



Grades



You can set some options on what information you would like to see in the report



Here you can view learners who attempted the quiz, grade they received and duration they took to complete this activity.

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N O P Q R S T U V W X Y Z

Download table data as: Comma separated values (.csv) Download

First name / Last name	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /2.00	Q. 2 /2.00	Q. 3 /2.00	Q. 4 /2.00	Q. 5 /2.00
BP Bharadwaj PV	bharadwaj.pv@gmail.com	-	-	-	-	-	-	-	-	-	-
PN Praneeth NG	praneeth.ng@gmail.com	-	-	-	-	-	-	-	-	-	-
AL Ambika L	ambika.l@gmail.com	-	-	-	-	-	-	-	-	-	-
RS Rajesh S	rajesh.s@mailinator.com	-	-	-	-	-	-	-	-	-	-
SK Sana Kiran	sana.kiran@test.com	-	-	-	-	-	-	-	-	-	-
VV Viji Vjay	viji.vjay@gmail.com	-	-	-	-	-	-	-	-	-	-
KL Kalpana Lakshmi	kalpana.lakshmi@gmail.com	-	-	-	-	-	-	-	-	-	-
RP Rajendran PR	rajendran.pr@gmail.com	-	-	-	-	-	-	-	-	-	-
MP Mohan P	mohan.p@hxplain.co	-	-	-	-	-	-	-	-	-	-
VD Vinutha Dinanala	vinutha.dinanala@hxplain.co	-	-	-	-	-	-	-	-	-	-

Here you can view the list of learners who have not attempted the quiz.

Responses

In this section, you can view quiz responses provided by the learners.

Clicking on the response will open a new tab providing information about the quiz question, and whether correct or incorrect response was provided


Hello Suganya Karthik





SK

First name

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Last name

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Download table data as

Comma separated values (.csv)
Download

	First name / Last name	Email address	State	Grade/10.00	Response 1	Response 2	Response 3	Response 4	Response 5
JJ	Julie Jacob Review attempt	julie@test.com	Finished	2.00	✗ not longer than 3mm	✓ True	✗ False	✗ True	✗ Direction of washing should be -> reduce transmission of micro organisms; Body fluids can -> fingers to elbow; Use of hand hygiene will -> contaminate your hands

JJ Julie Jacob

Quiz Pre-Assessment Quiz

Question What is the ideal fingernail length for members of the OR team?

Completed on Tuesday, 26 December 2023, 12:41 PM

Question 1

Incorrect
Mark 0.00 out of 1.00

What is the ideal fingernail length for members of the OR team?

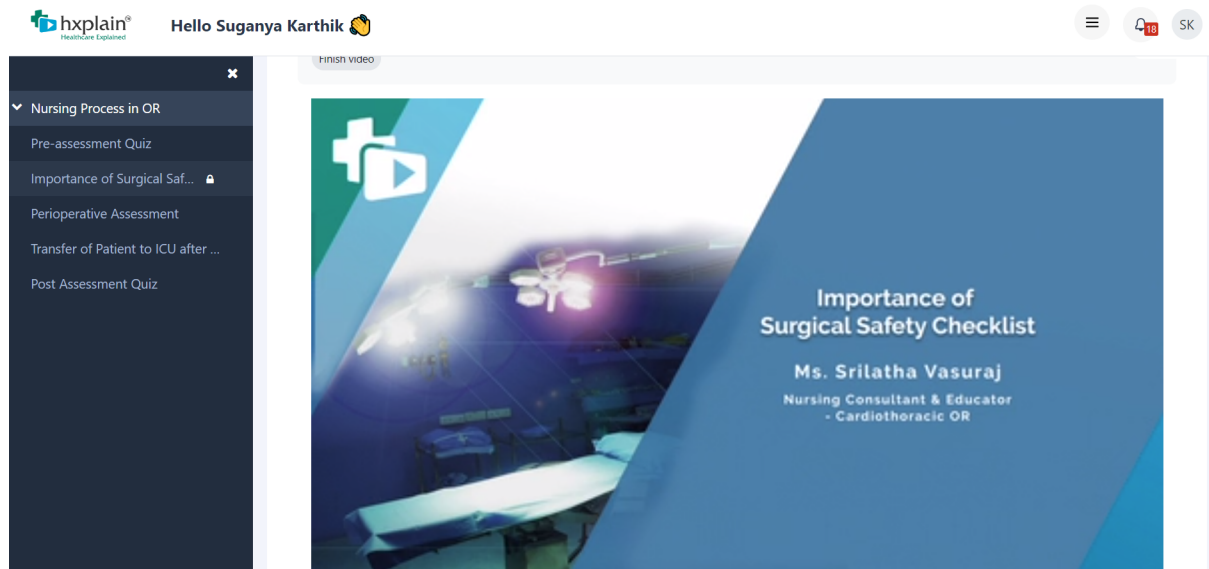
☐ a. not longer than 2mm
☒ b. not longer than 3mm ✗
☐ c. not longer than 0.5mm
☐ d. not longer than 1mm

Close this window

Learning Videos/Tasks

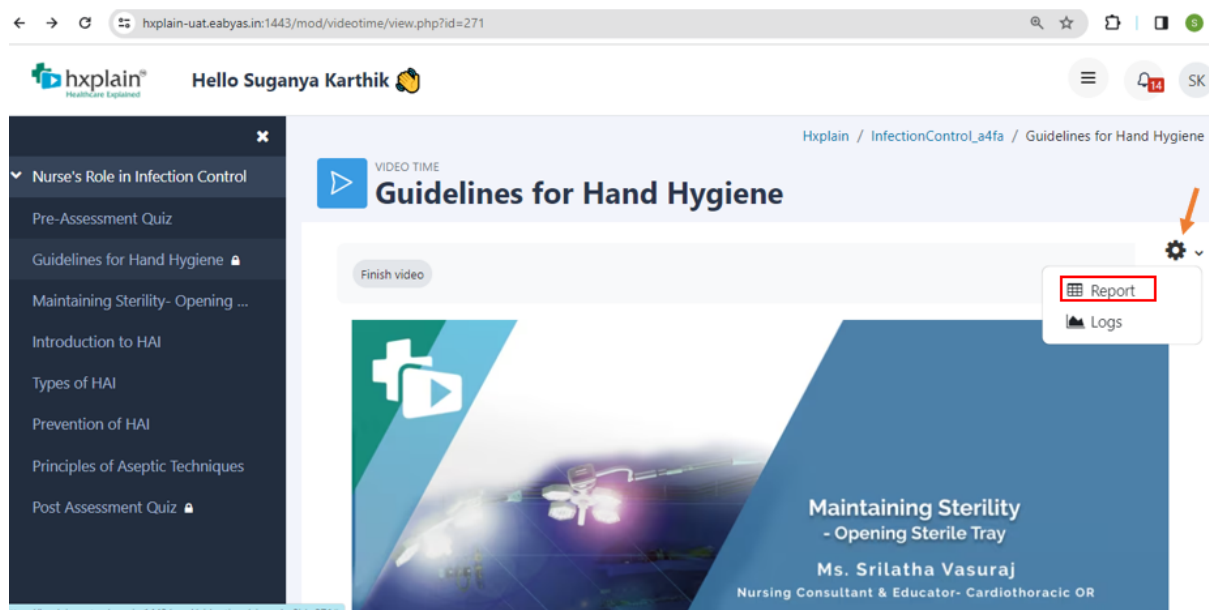
Learning Video tasks will have this icon 

Clicking on the topic name will open the video. You can watch the video to understand what the learner is learning.

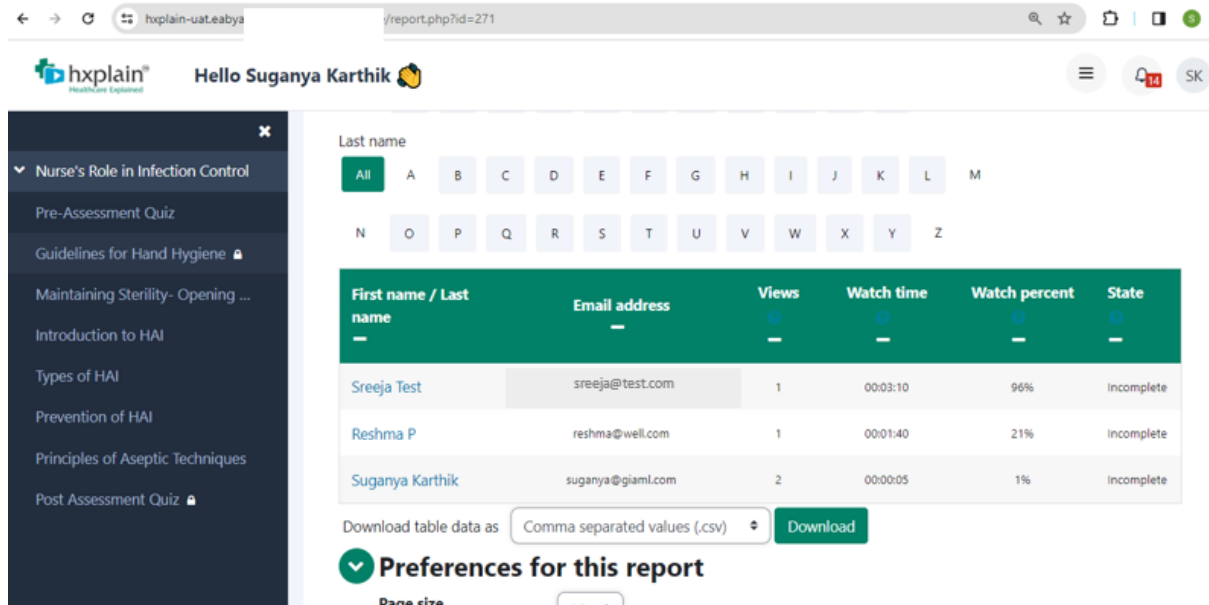


Learning Video Settings

Clicking the “Settings” icon will provide you with the ability to view reports and logs



This report provides details of learners who have watched this video, total duration and number of times they have seen this video



hxplain Healthcare Explained Hello Suganya Karthik

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

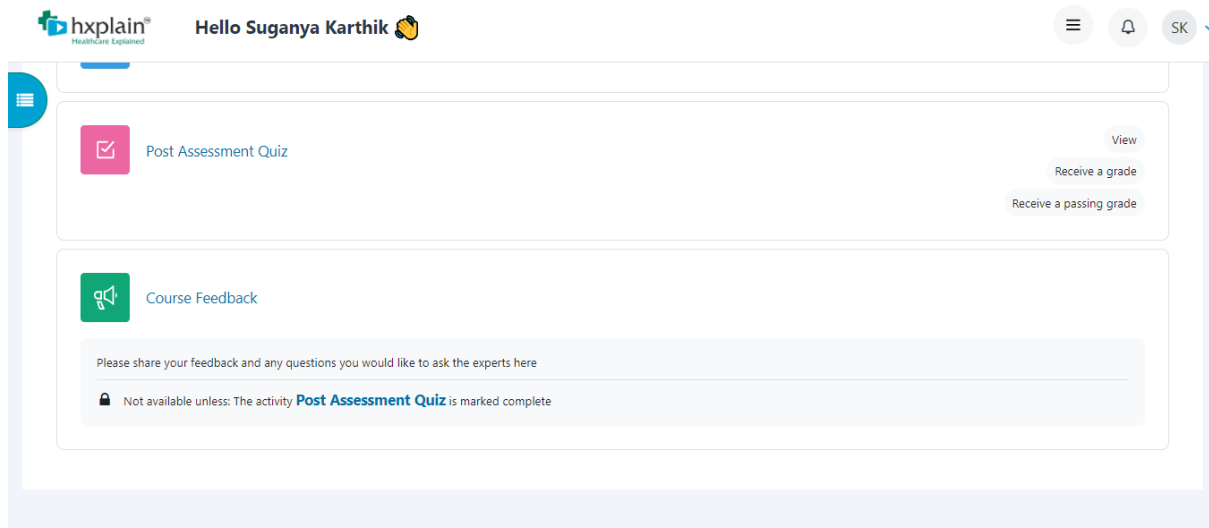
First name / Last name	Email address	Views	Watch time	Watch percent	State
Sreeja Test	sreeja@test.com	1	00:03:10	96%	Incomplete
Reshma P	reshma@well.com	1	00:01:40	21%	Incomplete
Suganya Karthik	suganya@giaml.com	2	00:00:05	1%	Incomplete

Download table data as: Comma separated values (.csv) Download

Preferences for this report

Page size

Feedback



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Post Assessment Quiz View

Receive a grade

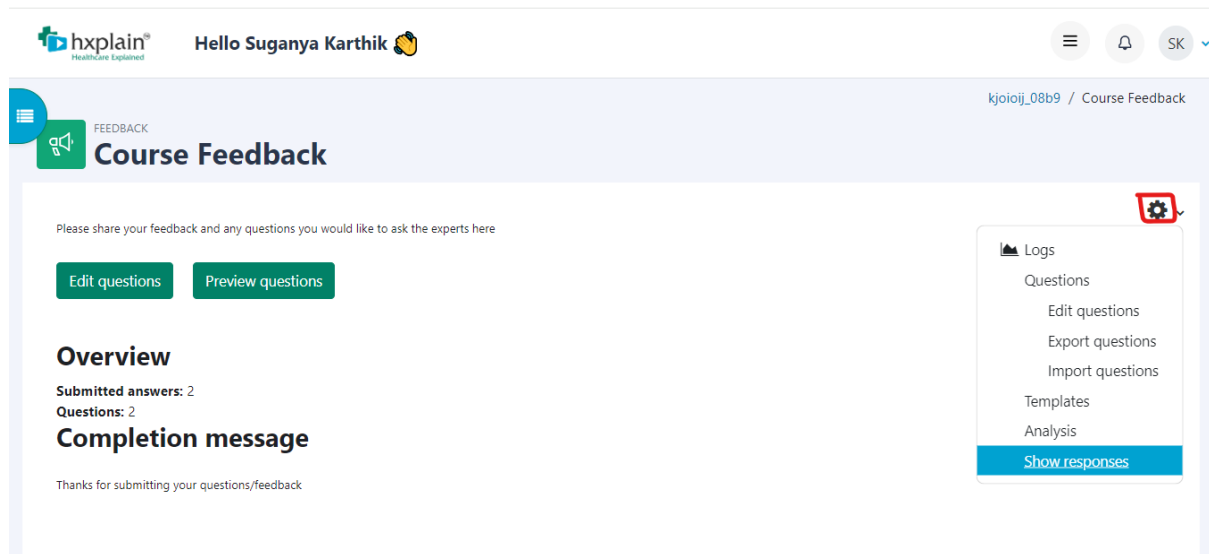
Receive a passing grade

Course Feedback

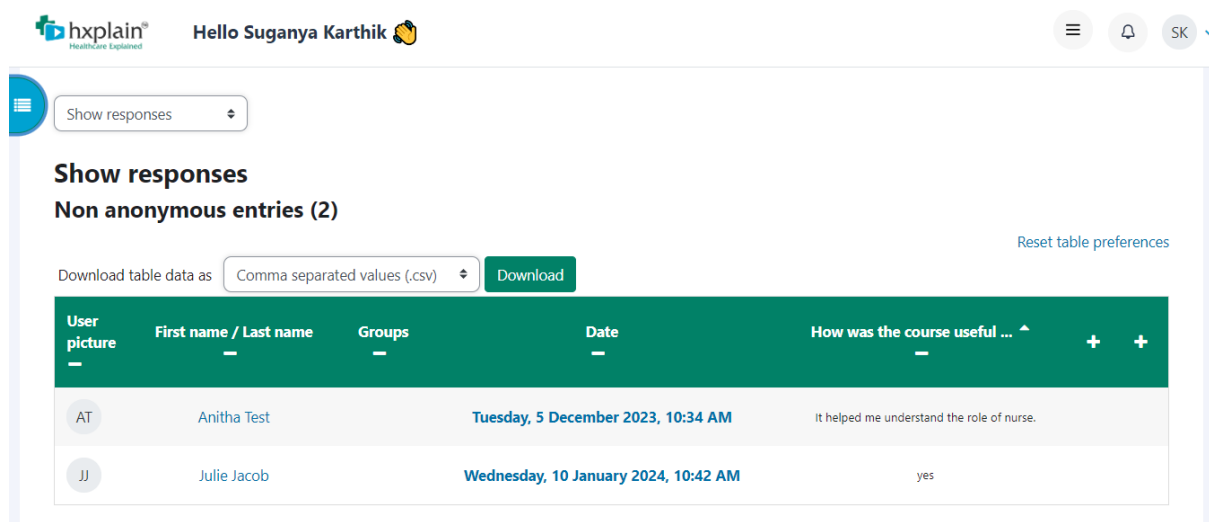
Please share your feedback and any questions you would like to ask the experts here

Not available unless: The activity **Post Assessment Quiz** is marked complete

After clicking on the feedback, you can view the number of questions and responses for the feedback.



Course Feedback page>> Gear Icon >> Show Responses



User picture	First name / Last name	Groups	Date	How was the course useful ...
AT	Anitha Test		Tuesday, 5 December 2023, 10:34 AM	It helped me understand the role of nurse.
JJ	Julie Jacob		Wednesday, 10 January 2024, 10:42 AM	yes

You can view feedback from the learners.

Course Level Reports

Access: Manage Courses page >> Top right bar graph icon

You can view course level reports within the Manage Courses page. Reports available are:

1. Course Completions Report
2. Course Grade Activities Report
3. Course Overview Report

Refer to **Organization Level Reports** section in this document for more details

https://hxplain-ua.eabyas.in:1443/local/courses/courses.php

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Manage Courses

Search :

- Course Completions Report
- Course Grade Activities Report
- Course Overview Report

Grader Reports

Access: Settings link on top of Course Image

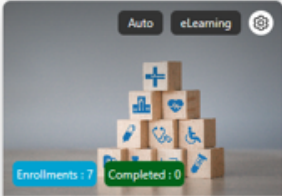
Here, you can see the learner's name and their pre-assessment and post-assessment grades.

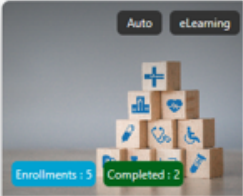
https://learn.hxplain.co/local/courses/courses.php

hxplain[™] Hello Suganya

Manage Courses

Search :



- Grader

N O P Q R S T U V W X Y Z

			Nursing Process for Handl... —		
First name / Last name ^	Email address		Pre-Assessment Quiz	Post Assessment Quiz	Course total
LD Latha D	latha@test.com		-	-	-
AG Aruvi G	aruvi@test.com		3.00	4.67	7.67
JJ Julie Jacob	julie@test.com		4.00	-	4.00
AK Anya K	anya@test.com		-	-	-
AK Ajith Krishna	ajith@krishna.com		3.00	5.00	8.00
LK Latha Kumar	latha@mail.com		3.00	1.33	4.33
AR Anil Raju	anil@test.com		-	-	-
SS Swetha S	swetha@test.com		-	-	-
Swetha V	xyz5@gmail.com		3.00	4.33	7.33
Overall average			3.20	3.83	6.27

Organization Level Reports

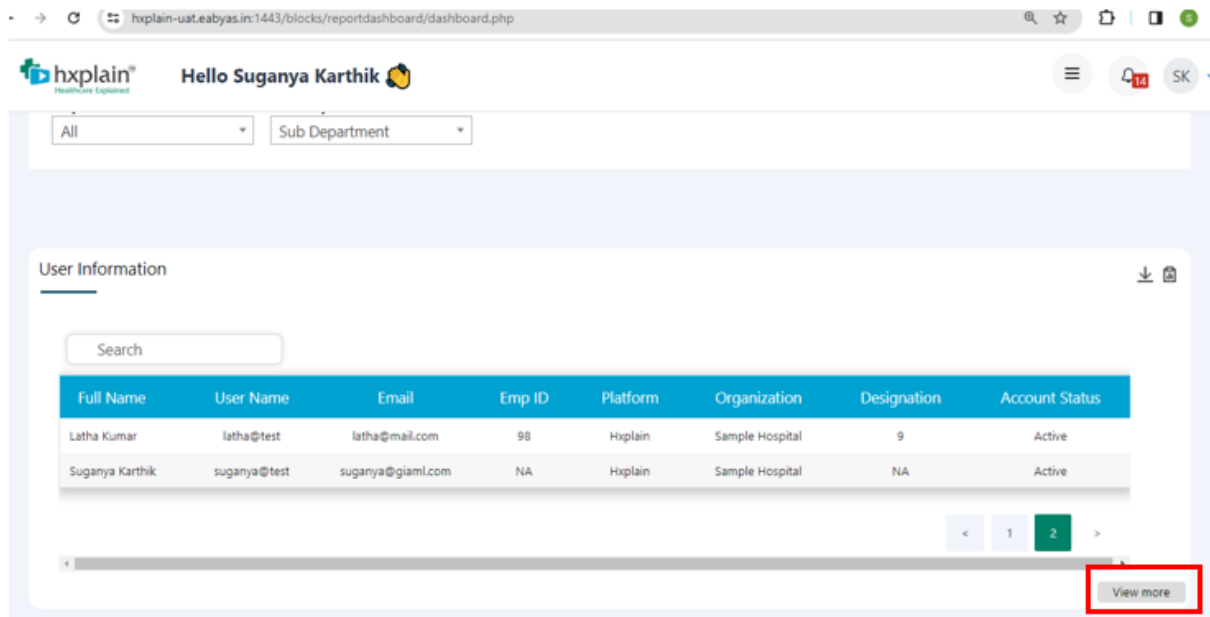
Access: Top right hamburger menu >> Analytics

4 organizational reports are available:

1. User Information Report
2. Course Overview Report
3. Course Completion Report
4. Course Grade Activities Reports

User Information Report

Provides a report on all active and inactive users in your organization using the hxplain platform



hxplain-uat.eabyas.in:1443/blocks/reportdashboard/dashboard.php

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All Sub Department

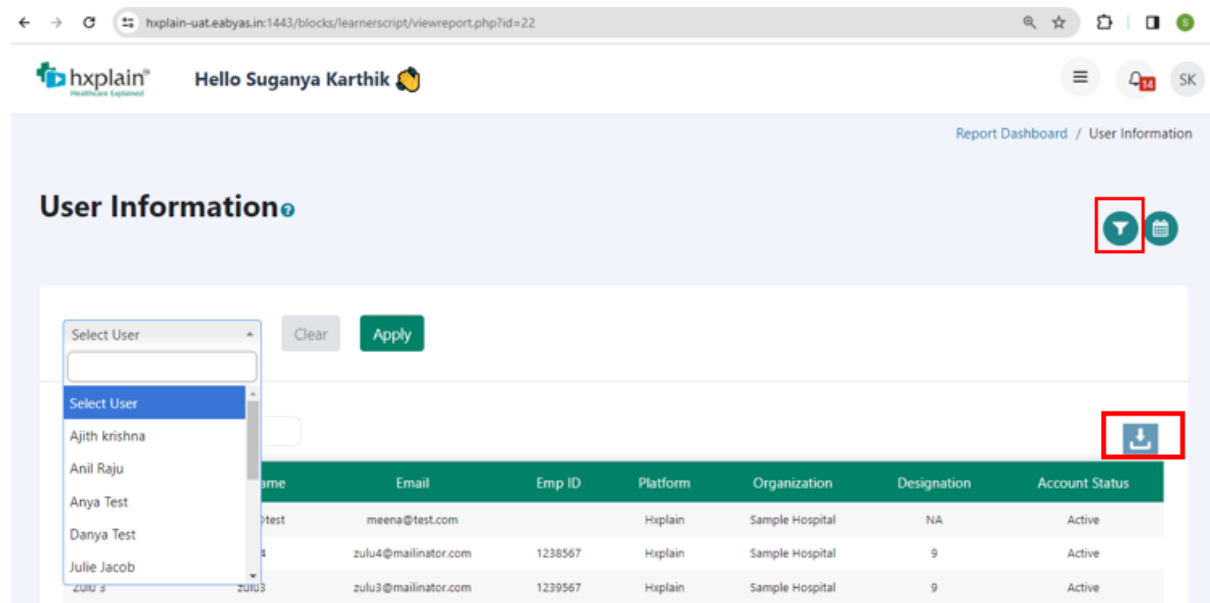
User Information

Search

Full Name	User Name	Email	Emp ID	Platform	Organization	Designation	Account Status
Latha Kumar	latha@test	latha@mail.com	98	Hxplain	Sample Hospital	9	Active
Suganya Karthik	suganya@test	suganya@giaml.com	NA	Hxplain	Sample Hospital	NA	Active

View more

Clicking on “View More” will provide report filters and ability to download the report in a csv/excel format



hxplain-uat.eabyas.in:1443/blocks/learnerscript/viewreport.php?id=22

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Report Dashboard / User Information

User Information

Select User

Clear Apply

Select User

Ajith krishna

Anil Raju

Anya Test

Danya Test

Julie Jacob

zulu 3

Full Name	User Name	Email	Emp ID	Platform	Organization	Designation	Account Status
meena	meena@test.com			Hxplain	Sample Hospital	NA	Active
zulu4	zulu4@mailinator.com	1238567	Hxplain	Sample Hospital	9	Active	
zulu3	zulu3@mailinator.com	1239567	Hxplain	Sample Hospital	9	Active	

Download

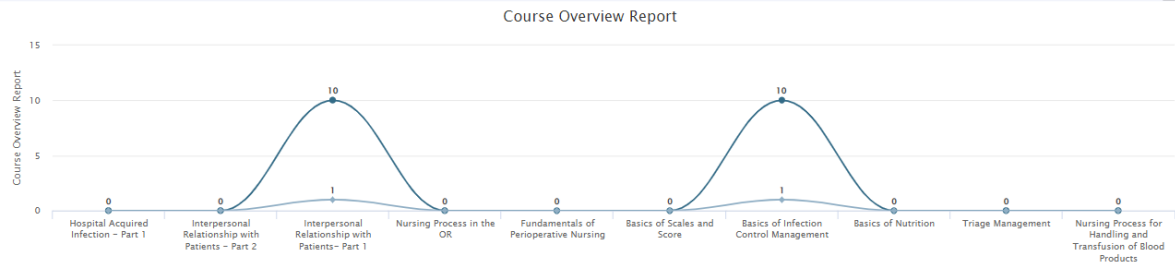
Course Overview Report

This report provides high level information on the course enrollments, completions and in progress in your organization.

You can use the filter to view reports for specific courses.

You can change the format of reports by clicking on the graph icon

Course Overview Report





Course Name	Category	Enrolled	Completed
Hospital Acquired Infection - Part 1	eLearning	0	0
Interpersonal Relationship with Patients - Part 2	eLearning	0	0
Interpersonal Relationship with Patients- Part 1	eLearning	10	1
Nursing Process in the OR	eLearning	0	0
Fundamentals of Perioperative Nursing	eLearning	0	0
Basics of Scales and Score	eLearning	0	0
Basics of Infection Control Management	eLearning	10	1
Basics of Nutrition	eLearning	0	0
Triage Management	eLearning	0	0
Nursing Process for Handling and Transfusion of Blood Products	eLearning	0	0

< 1 2 >

Course Completion Report

This report provides detailed information on each user-course level progress

You can filter the report based on Course Name, Learner User and Course Completion Status

You can download the report in a csv/excel format on your system for better viewing

[hxplain-uat.eabyas.in:1443/blocks/learnerscript/viewreport.php?id=37](#)


 Hello Suganya Karthik

Course Completions Report

Select Course:

ospital)
 Nursing Process for Handling Products and Transfusion of Blood Products (Sample Hospital)
 Nursing Process for Patient Care (Sample Hospital)
 PROJECT BASED LEARNING (Sample Hospital)
 Patient Care

Course Category	Course Status	Course Org	Course Dept	Learner Name	Email	Emp ID	Designation	Orgar		
Functional	Active	Sample Hospital	All	Suganya Karthik	suganya@giaml.com	NA	NA	Sample		
Fundamentals of Nursing	kjoioij_08b9	Functional	Active	Sample Hospital	All	Suganya Karthik	suganya@giaml.com	NA	NA	Sample

Course Grade Activities Report

This report provides information on the grades learners have achieved in the enrolled course quizzes.

Select the course name and click on the "Get Report" to view this information.

You can download the report in a csv/excel format on your system for better viewing

[hxplain-uat.eabyas.in:1443/blocks/learnerscript/viewreport.php?id=3](#)


 Hello Suganya Karthik

Report Dashboard / Course Grade Activities Report

Course Grade Activities Report

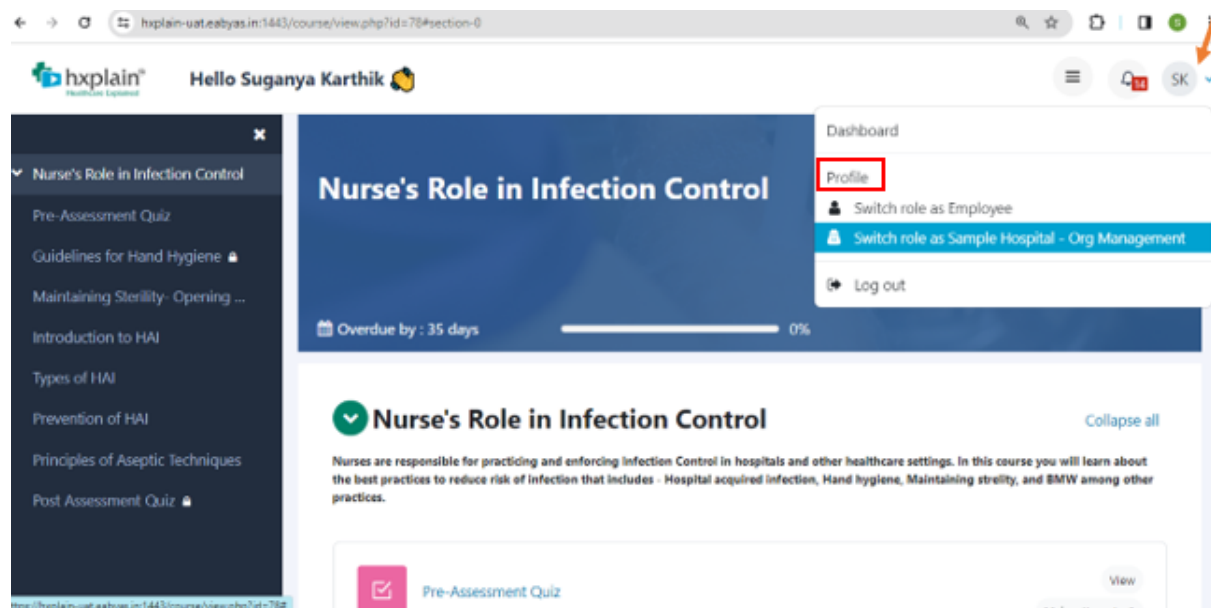
Nursing Process for Patient Care (Sample ...

Nursing Process for Handling Products and Transfusion of Blood Products (Sample Hospital)
 Nursing Process for Patient Care (Sample Hospital)
 PROJECT BASED LEARNING (Sample Hospital)
 Creative Texting (Sample Hospital)

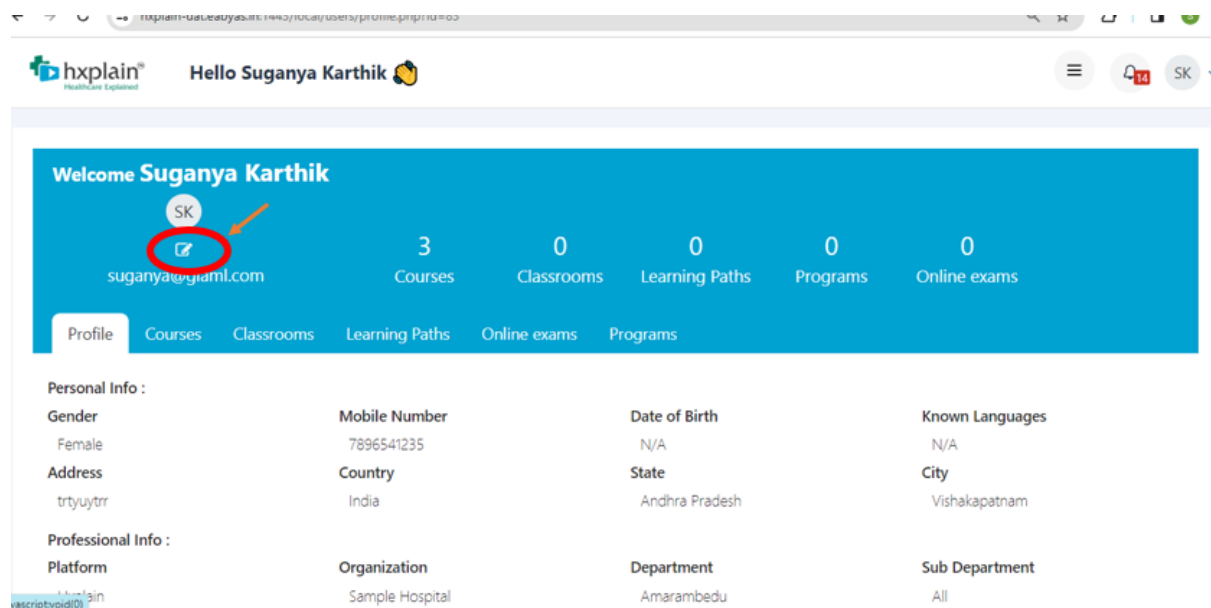
Category	Learner Name	Emp Id	Email	Platform	Organization	completionstatus	completion
Nursing Process							

Your Profile Information

Access: Your profile picture/profile initials and click “Profile”



- You can view your profile details and courses you are enrolled into
- You can edit some fields in your profile information by clicking the edit icon

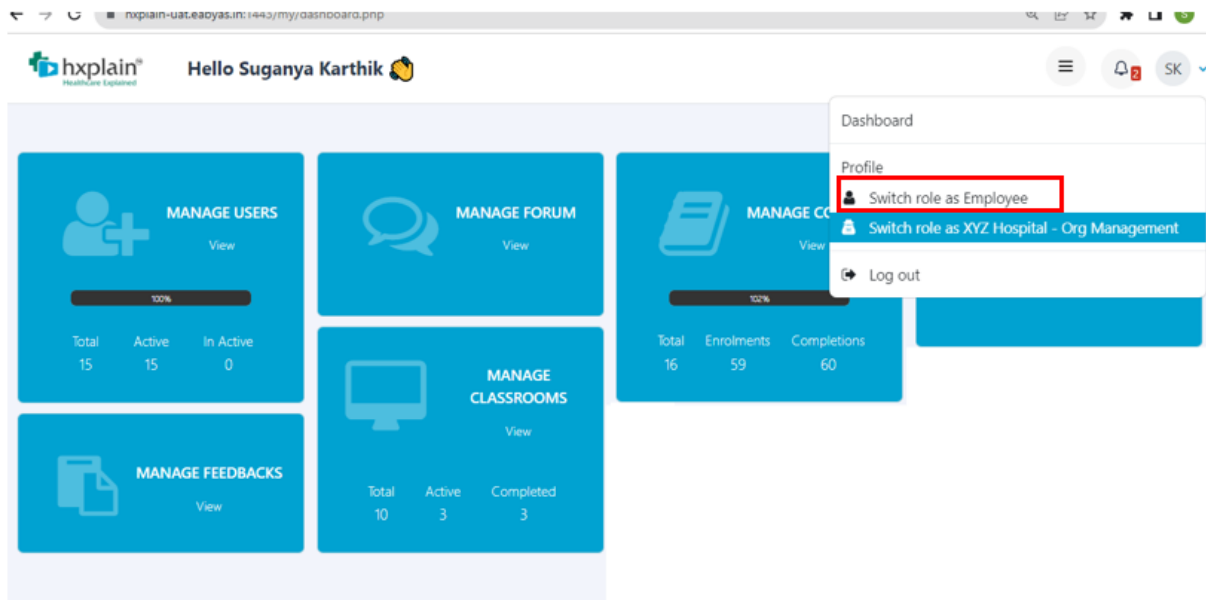


- If any other profile information requires update and you are unable to edit it yourself, please reach out to hxplain Support

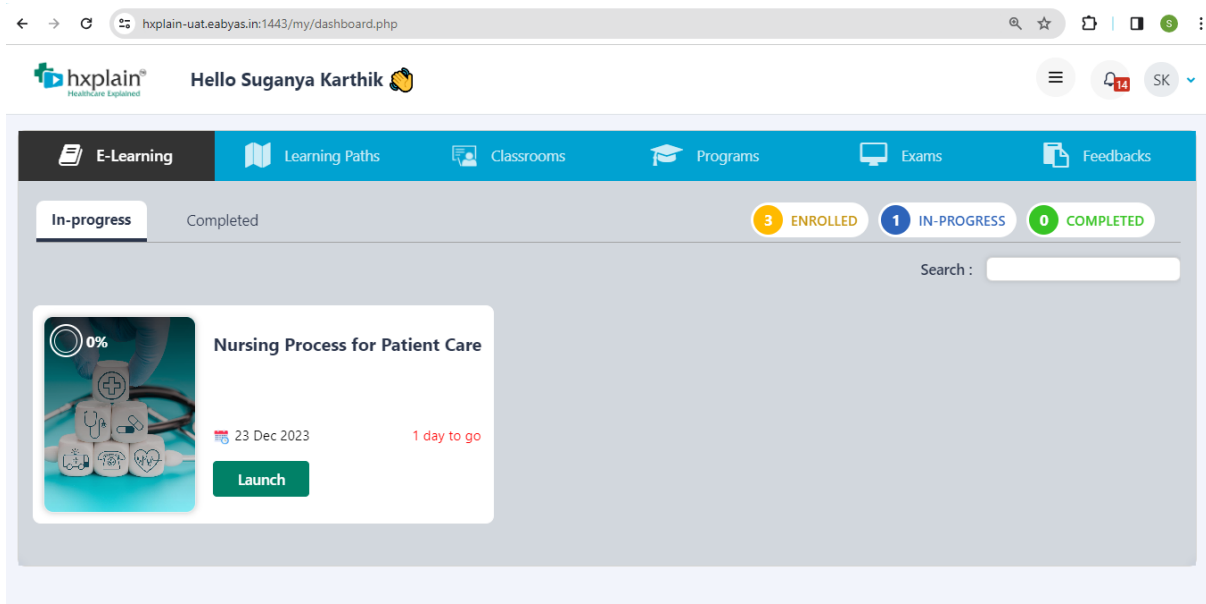
Role Switch

You can switch your role from hxplain admin in your organization to a learner to view courses assigned to you

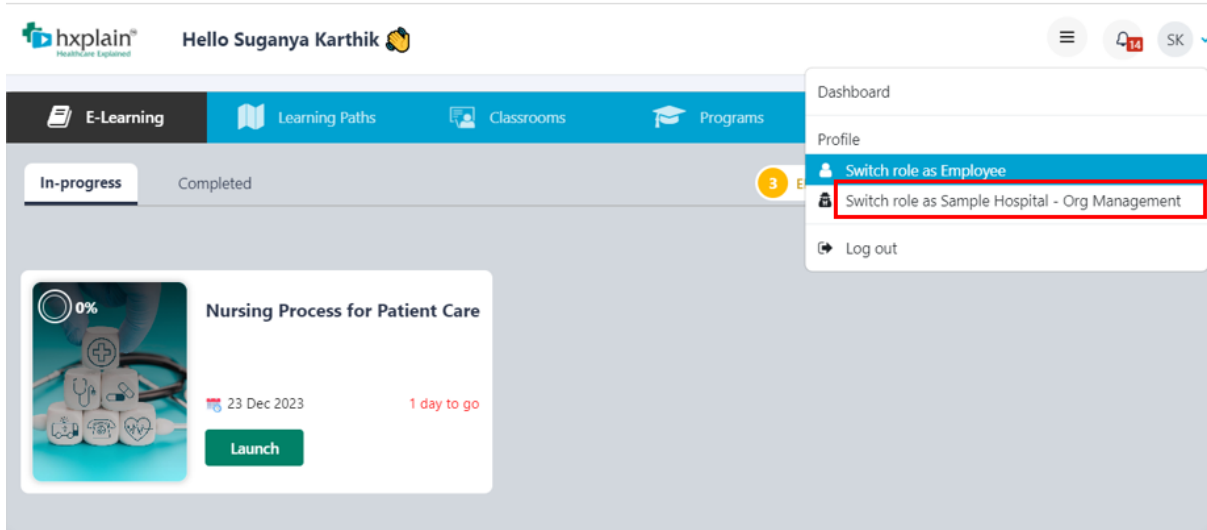
Access: Your profile picture/profile initials and click “Switch Role as Employee”



It will take you to this page, after switching your role to employee



You can select the same menu and click “Switch Role as <Organization Name>- Org Management” to switch back to organization hxplain admin role

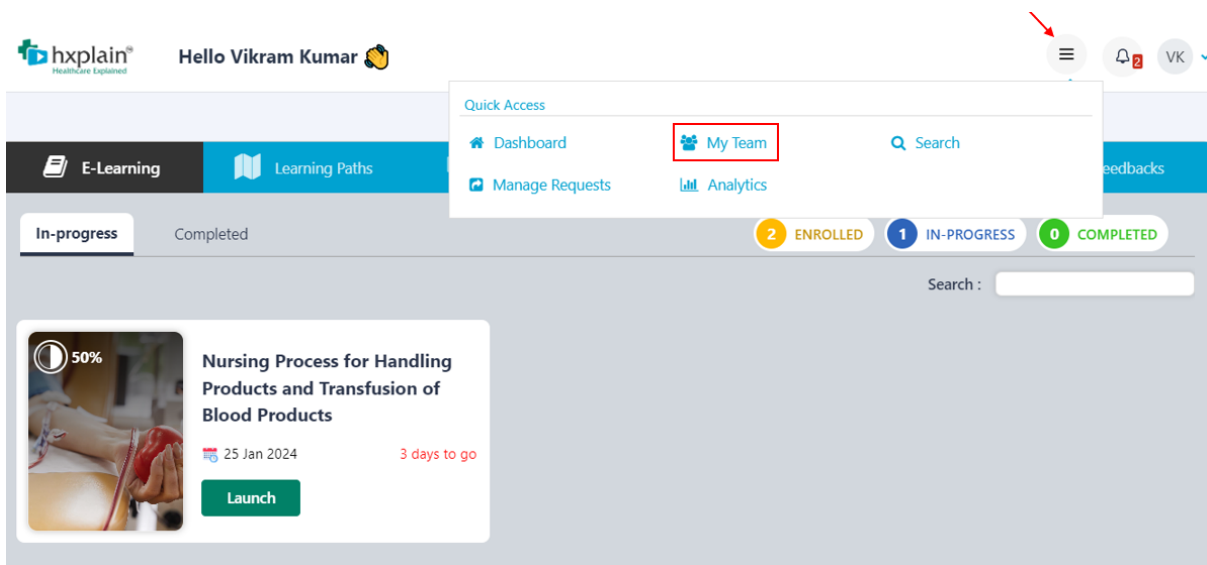


Team View

If a user is specified as reporting manager for other users in the system, they can have a quick glance at their reportees' learning progress in the Team View

Note: this view is not for Organization Administrators, but for reporting managers. This information is included here for Organization Administrators knowledge and to guide reporting managers.

Access: Top right hamburger menu>> My Team

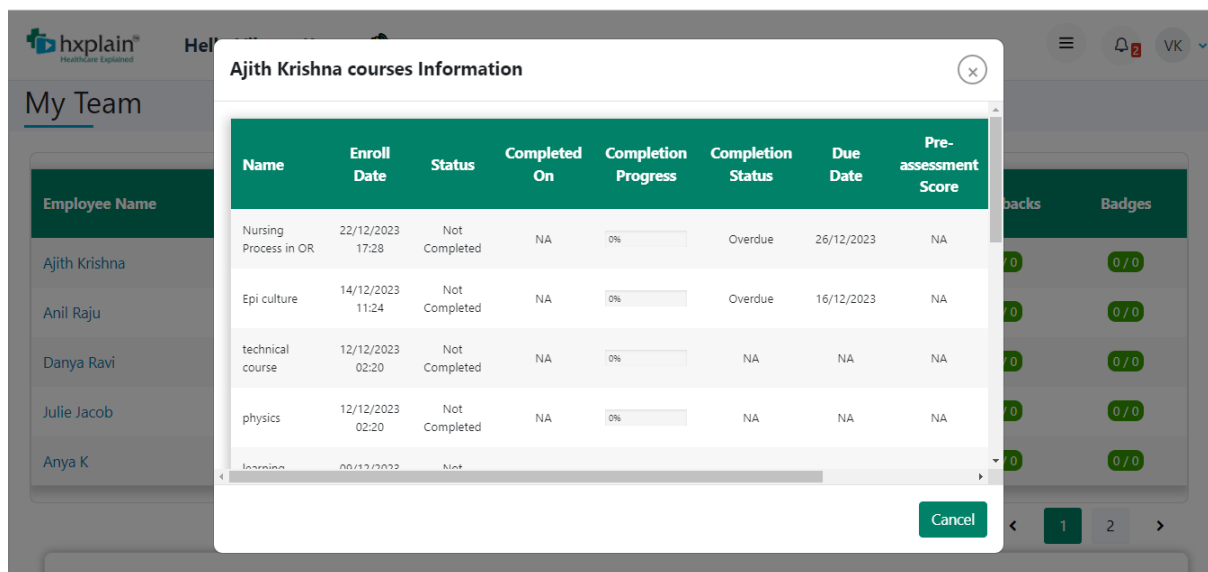


My Team

Employee Name	Courses	Classrooms	Learning Path	Manage Programs	Supervisor Feedback	Feedbacks	Badges
Ajith Krishna	0 / 12	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Anil Raju	1 / 12	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Danya Ravi	0 / 11	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Julie Jacob	4 / 16	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Anya K	0 / 13	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0

Clicking the number against each name in 'Courses' column will provide detailed view of a reportee:

- User's Course In-progress/ Completion
- User's Assessment Grades



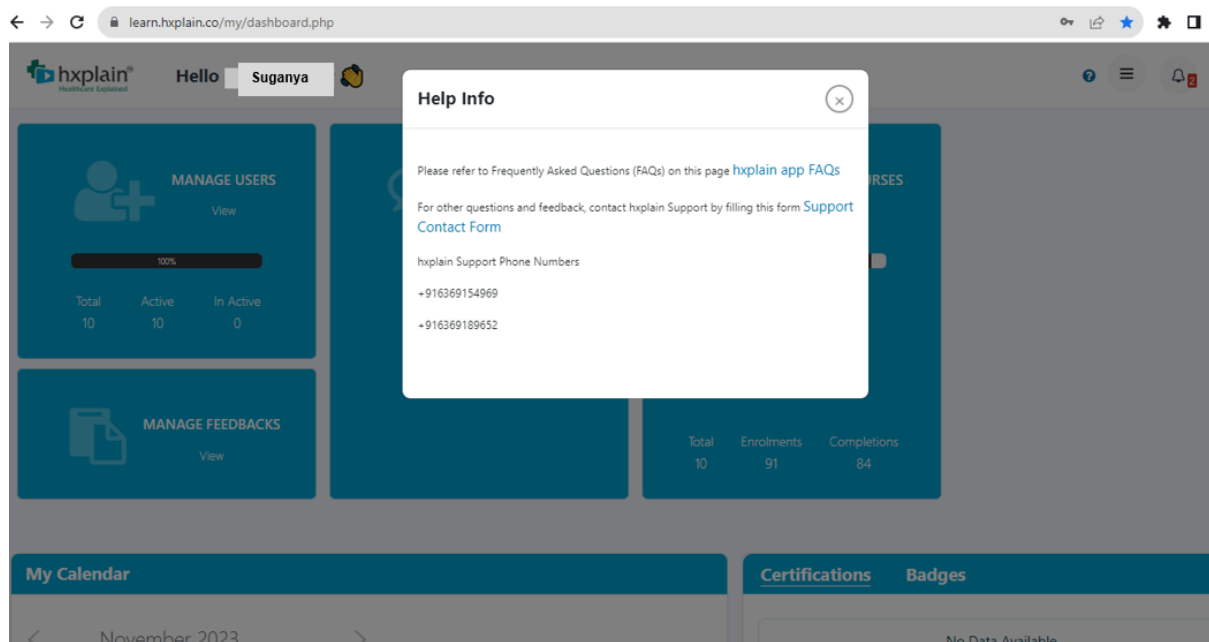
Ajith Krishna courses Information

Name	Enroll Date	Status	Completed On	Completion Progress	Completion Status	Due Date	Pre-assessment Score
Nursing Process in OR	22/12/2023 17:28	Not Completed	NA	0%	Overdue	26/12/2023	NA
Epi culture	14/12/2023 11:24	Not Completed	NA	0%	Overdue	16/12/2023	NA
technical course	12/12/2023 02:20	Not Completed	NA	0%	NA	NA	NA
physics	12/12/2023 02:20	Not Completed	NA	0%	NA	NA	NA

Cancel

hxplain Support

Access: Question mark icon on top right



Links and information on the following will be available here:

1. Link to hxplain Frequently Asked Questions (FAs)
2. Form to fill any issues faced/suggestions/feedback
3. hxplain Customer Support Phone Numbers

Mobile App

Login Page

Log in 

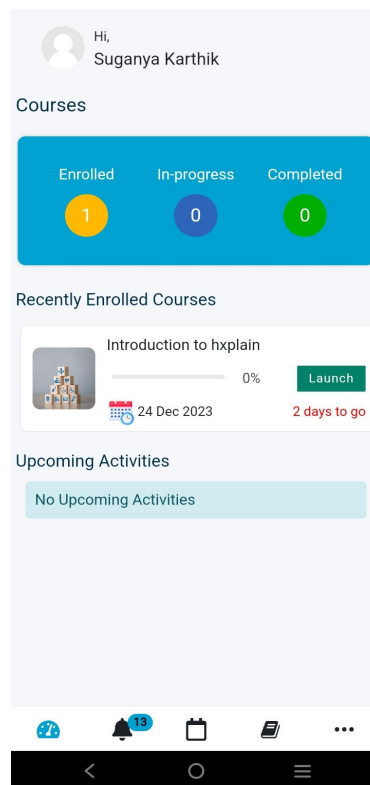
**hxplain**[™]
Healthcare Explained



[Forgot your username or password?](#)

Use login credentials as provided by your organization. Contact your organization's administrator or [hxplain Support](#)

Enter your username and password here



Typically only the following course is assigned to hxplain Org Admins:

- “Introduction to hxplain” course, for better understanding of the app as learners see it
- If you are enrolled into more courses as a learner, those will also be listed here

Accessing hxplain Org Administration Functions on your Mobile Device

You can access hxplain Org Management functions on your mobile browser as well

<https://learn.hxplain.co>

Please Note:

Mobile app is more relevant for learners and it has inbuilt features like going step by step, mandatory assessments, etc.

When you view the courses using the web app as an admin, you can skip completing assessments, jump to any training video without any sequence restrictions.