

MNLET Group Leader How to Reset an Individual's Course

1. In the Group management, go to "Reports"
2. Select "Progress"
3. Type in a user's name or email and choices will populate. Select the person you want (sometimes this process is finicky and takes doing twice)
4. After you select the person, their information will appear. At this point you will see the person's courses, progress and certificates.

You can select a course with a green check box (If you select the v on the left side, the course components will show up.)

<input checked="" type="checkbox"/>	CIT 2: Understanding Mental Illness (POST # 09053-0503)	Certificate	100% complete
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Then uncheck the green box and the following message will appear. Click Confirm and it will wipe out the progress and certificate.

<input type="checkbox"/>	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	CIT 2: Understanding Mental Illness (POST # 09053-0503)	Certificate	100% complete
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- Important! This action wipes out all progress for that course. If you want the original certificate, you will need to download it prior to making this move.
- Once you're done with one person, you can start with the name of the second person. It goes quickly once you get the hang of it.
- A group leader cannot reset or manage their own courses, please contact Ann or if you have another group leader in your agency, they could do this.
- If you are having trouble pulling up a name, it may be wise to clear your cache and restart your computer.

**You need to be designated as a Group Leader in MNLET for this process to work.
If you would like to be the Group Leader for your agency, please contact
Ann Jarrett at ajarrett@mnsheriffs.org**

