J. J. KELLER'S
Training on Demand

www.jjkellertraining.com

Student Groups help to create another level of organization within Training on Demand.

This guide shows how to make changes quickly that can affect large numbers of students.

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Training on Demand

Welcome, Derek Sanford
Admin Sign Out

Home | Interactive Training | Video On Demand | Specialized Training | Training Resources | Recordkeeping

My Dashboard | News & Updates (1 new) | ***Available Points:*** 110 | Purchase Training

My Dashboard

Login and choose Student Groups

Interactive Training

- Enroll Based on Who Needs T[illegible]g
- Enroll Student(s) in a Co[illegible]s)
- My Enrollments
- Student Groups
- Course Curriculum Groups
- Self-Enrollment Courses

Administrative Functions

- Distribute Training Points
- My Locations
- My Students
- Import / Export Student List
- Training Administration Group
- Reporting
- Print Certificates

Ordering and Purchase History

- Training Plans
- Purchase Training
- My Order History

Account Details

- My Profile
- Video On Demand Activity Log
- Tractor-Trailer Driver Training - School Ed.
- My Active Pay-Per-View Videos

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Recordkeeping

The **Student Records** tab contains your complete list of students. Click on a student's name to see their Training History (Interactive and Classroom) as well as their Profile information.

The **Classroom Records** tab contains your manually entered training classes. Click on this tab to Add a Class, find a Classroom training record or to run a Report.

Student Records | Classroom Records

Search Students | Add Student | Student Groups | Import Students | Reporting | Download Student List Spreadsheet

Student Groups

Creating student groups allows you to easily enroll groups of students in one or more

Create New Student Group

Choose the group you'd like to alter.

Group Name		
Searcy, AR	Edit Group Name	Edit Group Members
Warehouse	Edit Group Name	Edit Group Members

Edit Student Group Members

Group Name: Warehouse

Search for the employees you would like to add to this group. To include a student in the group, check the box
student, uncheck the box to the left of their name.

Student Last Name:

Location: -All Locations-

SEARCH

CONTINUE Cancel

1. All students appear at first. Those already in the group are checked.

2. Filter results by choosing Locations.

	Student	Student ID	Location
☑	Alex Barnes		Tacoma, WA
☑	Carson Delacroix		Tacoma, WA
☑	Elton Farrel		Tacoma, WA
☑	Garry Henderson		Tacoma, WA
☑	Irina Jerkovic		Tacoma, WA
☑	Karl Laughton		Tacoma, WA
☐	Lee Melvin		J. J. Keller & Associates, Inc.
☑	Mandi Nelson		Tacoma, WA
☑	Olivia Parsons		Tacoma, WA
☑	Quebert Rollins		Tacoma, WA
☐	Derek Sanford	2698	J. J. Keller & Associates, Inc.
☐	Derek Sanford	drs2698	J. J. Keller & Associates, Inc.
☑	Sean Tolliver		Tacoma, WA
☑	Uriel Vincennes		Tacoma, WA
☑	Walter Xavier		Tacoma, WA

Confirm Student Group Members

Group Name: Warehouse

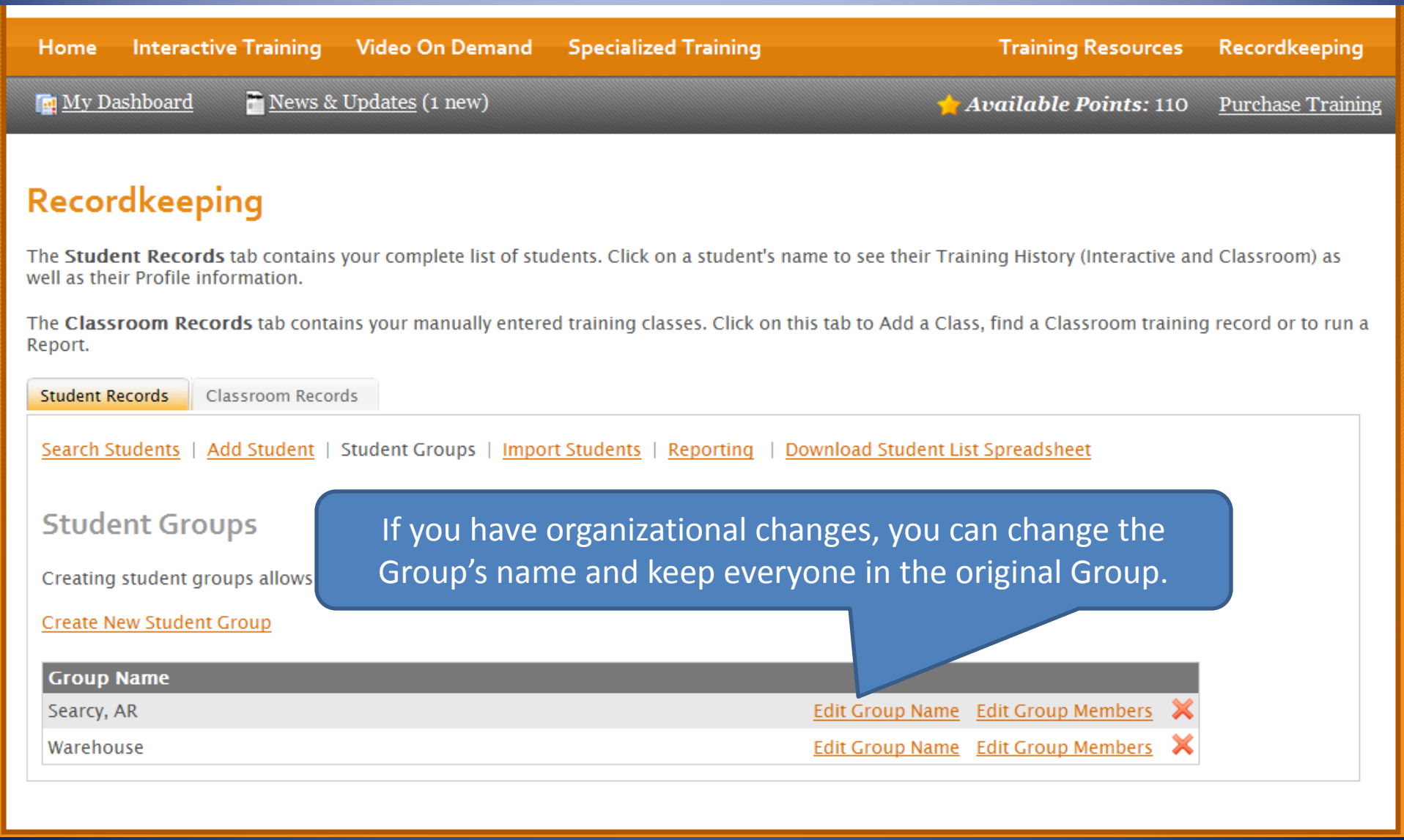
Please confirm the students in this group below.

Edit Group Members

Student	ID	Location
Alex Barnes		Tacoma, WA
Carson Delacroix		Tacoma, WA
Elton Farrel		Tacoma, WA
Garry Henderson		Tacoma, WA
Irina Jerkovic		Tacoma, WA
Karl Laughton		Tacoma, WA
Mandi Nelson		Tacoma, WA
Olivia Parsons		Tacoma, WA
Quebert Rollins		Tacoma, WA
Sean Tolliver		Tacoma, WA
Uriel Vincennes		Tacoma, WA
Walter Xavier		Tacoma, WA
Yves Zucker		Tacoma, WA

Save your new line-up.

FINISHED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My Dashboard
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Available Points: 110
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Student Records
Classroom Records
Search Students | Add Student | Student Groups | Import Students | Reporting | Download Student List Spreadsheet
Student Groups
Creating student groups allows
Create New Student Group
If you have organizational changes, you can change the Group's name and keep everyone in the original Group.
Group Name
Searcy, AR
Edit Group Name
Edit Group Members
Warehouse
Edit Group Name
Edit Group Members