

## **Administrator Capabilities and Functions in the AORN Learning Center Periop 101: A Core Curriculum™**

- Access the list of students assigned to them
- Change the students' password if needed
- Update the students' contact information which includes:
  - Name – first and last
  - Email address
  - Employee ID
  - Office phone #
  - Extension
  - Address
  - City
  - State
  - Zip
  - Country
  - Organization
  - Department
  - Job Series
  - Job Code
  - Contractor Code if applicable
- Administer the PCC\_Learning Plan
  - Add overall due date for entire course
  - Add due date for each module
  - Send out reminder emails 30 days, 14 days, 7 days or 2 days before due date of module
  - Add a comment in a text box at the module level for the student to read
  - Can add a user-defined task to the students' Learning Plan (LP)
- View Students' Transcript
  - Course Names
  - Completion Status
  - Completion Date
  - Score in %
  - Registration date
  - Add an extra transcript item
  - View Student Transcript
- Reports (System Reports)
  - Course Analysis
  - Email Utility
  - Learning Plan Details
  - Learning Plan Overview
  - Student Summary
  - Surveys
  - Test Report
  - Test Stats
  - Usage