



## Benchmark Analytics®

Training Management System:  
Improvements for Administrators

**FEATURE UPDATE**

### What's New

#### Assign Users to Courses from a File and Other Improvements

We heard your feedback! Training Administrators can now use a .csv or .xlsx file to add people to course rosters. This will make it easier to transition lists from other systems or re-add the same individuals to several courses quickly.

#### Improved: Course Filters in Training Reports

It is now easier to see when you're including all courses or specific courses in reports. You can also filter to search among courses created by Organization. This feature is helpful for large, federated agencies that want to report on all courses for a specific subgroup.



Release Date: August 6, 2024

# ASSIGN USERS

We have updated the Assign Users feature on courses to make the process more efficient for agencies of all sizes.

## Upload a list of users from a file

Using a downloadable template, administrators can now add users to course rosters by uploading a file.

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**Assign Users**

**Course** Ethics and Integrity for School Resources Officers

**Session** Apr 30, 2024 3:00 PM EDT - 7:00 PM EDT Training Room 101 [Change](#)

[Search and select users](#)  
☒ Search and select user accounts

[Add users by IDs](#)  
 Add several user accounts by IDs

[Upload file](#)  
 Upload a file with a list of user accounts

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**Assign Users - Upload file**

**Course** Ethics and Integrity for School Resources Officers

**Session** Apr 30, 2024 3:00 PM EDT - 7:00 PM EDT Training Room 101

**Send email notification** Yes [Preview email notification](#) [Change](#)

Users will be selected by:

- UserID
- OR if UserID is empty by Email
- OR if Email is not unique by Email, FirstName, and LastName

All other fields will be ignored.

1 [Download example](#)

Upload file to assign users to the course

2 [Drop file here or click to upload](#)

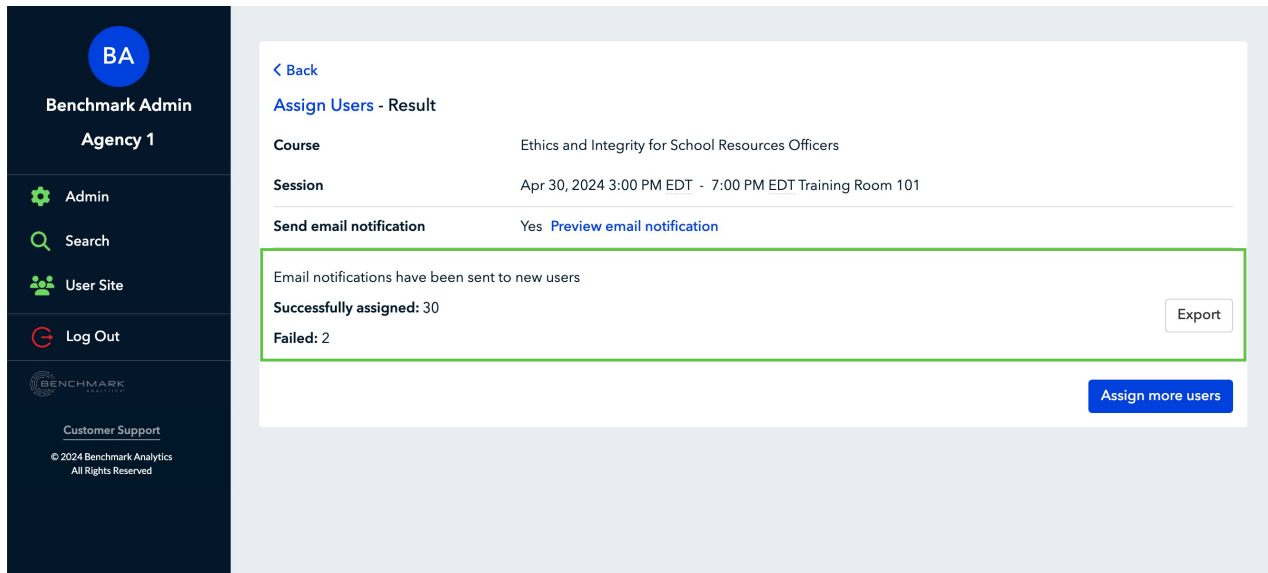
3 [Assign Uploaded Users](#)

**TIP:** We recommend using an email address for best results. Email addresses are easy to see and verify throughout the Training Management System.

# ASSIGN USERS

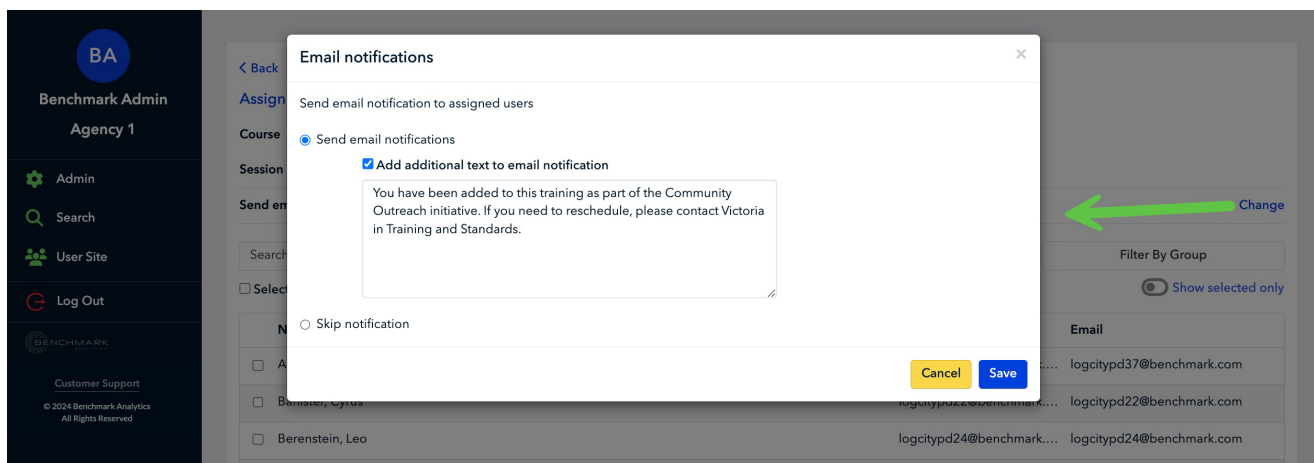
## Upload a list of users from a file – continued

The upload will confirm which records were added, and you can even export the lists of successful and unsuccessful additions. If any failed, the reason is provided in the export, making it easier to resolve.



## Improved email notification preview

You can now configure the email notification at any time during user assignment and preview the entire message, including additional comments.



The email notification changes only apply to your current User Assignment session, and they will reset to the default if you return to add more users later. This ensures any messages tailored to a specific group of users are not accidentally sent to a different group later.

# ASSIGN USERS – ADD USERS

## One-click Assignment

You no longer need to select users to add to the list and then click again to **assign** them to the roster.

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Assign Users - Search and select users

Course: Ethics and Integrity for School Resources Officers  
Session: Apr 30, 2024 3:00 PM EDT - 7:00 PM EDT Training Room 101  
Send email notification: Yes [Preview email notification](#) [Change](#)

Search by Last Name, First Name, Login Name, Email, or User ID

Filter By Group

☒ Select all ☒ Show selected only

10 users are selected. [Clear selection](#) Select all 66 user accounts that match this search

Name	Username	Email
<input checked="" type="checkbox"/> Dennison, Ronald	logcitypd44@benchmark...	logcitypd44@benchmark.com
<input checked="" type="checkbox"/> Dixon, Emily	logcitypd45@benchmark...	logcitypd45@benchmark.com
<input checked="" type="checkbox"/> Doe, T	t.doe@test.benchmarkana...	t.doe@test.benchmarkanalytics.c...
<input checked="" type="checkbox"/> Doyle, Mike	logcitypd12@benchmark...	logcitypd12@benchmark.com
<input checked="" type="checkbox"/> Dunn, Michael	logcitypd53@benchmark...	logcitypd53@benchmark.com
<input checked="" type="checkbox"/> Edgewood, Clint	logcitypd52@benchmark...	logcitypd52@benchmark.com
<input checked="" type="checkbox"/> Franklin, Harry	logcitypd47@benchmark...	logcitypd47@benchmark.com
<input checked="" type="checkbox"/> Freedman, Megan	logcitypd48@benchmark...	logcitypd48@benchmark.com
<input checked="" type="checkbox"/> Gable, Clark	logcitypd54@benchmark...	logcitypd54@benchmark.com
<input checked="" type="checkbox"/> Gibson, Mellie	logcitypd30@benchmark...	logcitypd30@benchmark.com

« 1 2 3 4 5 6 7 »

[Assign 10 Users](#)

When the process completes, you will receive the same confirmation screen that appears after file uploads. This feature enables consistent auditing and provides the flexibility to use a combination of methods to fit your needs.

For example, if you have a specific list of users to look up and add to multiple courses, you can export the list and add their User IDs to the file upload template.

# COURSE FILTERS IN TRAINING REPORTS

## About This Feature

It is easier to see if all courses or just specific courses are being included in a report, and you can filter to courses offered by a specific organization. This feature is beneficial for large agencies needing to create reports covering all training offered by a specific department.

Cancel Delete Save

Report Title Course Selection Test

LMS History Logging for Course Registration Records

**Date Range**

Last 365 days Aug 7, 2023 Monday → Aug 6, 2024 Tuesday  
Report will include data for selected dates from 12:00 AM to 11:59 PM (EST)

**Report Schedule**

None

**Filter by courses**

+ Organization | Sunny Police Department X

☐ Select all courses  
Automatically includes all courses from selected organizations.

☒ Select specific courses  
Manually select individual courses to include from selected organizations.

Course	Organization	
Ethics and Integrity for School Resources Officers	Sunny Police Department	X
Ethics and Standards: Diversity	Sunny Police Department	X
Conflict Resolution	Sunny Police Department	X

Add course

**TIP:** This new setting filters which **courses** are included in the report. The Groups filter still controls which are included. If you want to include all users who took a specific organization's course(s), leave the Groups unfiltered:

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Course Selection Test  
Course Registration History

Modified on Aug 5, 2024  
Never generated Generate

**Report details** Edit

**Date Range**  
Last 365 days

**Filter by courses**

Course	Organization
Ethics and Integrity for School Resources Officers	Sunny Police Department
Ethics and Standards: Diversity	Sunny Police Department
Conflict Resolution	Sunny Police Department

**Include administrators**  
Yes

**Include inactive (closed) user accounts**  
No

**Groups** Add

If no group filter is selected the report will cover all available data. Please select a group to apply filter.