Pearson Skilling Suite Admin Guide

Contents

Overview

Administrators

Pearson Skilling Suite administrators (admins) are given tools to:

- Monitor license usage
- Manage and add instructors
- View and enroll students
- Manage courses
- Manage and add classes

Access

To access the Pearson Skilling Suite, you must first create a Pearson account and be registered as an Admin on the Pearson Skilling Suite portal by Pearson VUE staff.

You can then access the Pearson Skilling Suite at https://skilling.pearsonvue.com.

If you are an admin, you will automatically be taken to the administrator view of the Pearson Skilling Suite.

You can access specific courses (and the features housed there) from within the Pearson Skilling Suite administrator view.

Navigation

Navigation is done primarily through the navigation pane on the left.
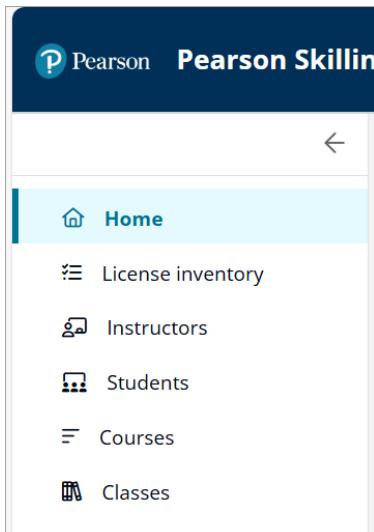
This navigation pane can be collapsed and expanded as needed. Use the arrow at the top of the pane to collapse it and use the menu icon (three horizonal lines) to expand it.

Within the detail screens, you may also see a back arrow at the top of the screen that will take you to the previous screen.
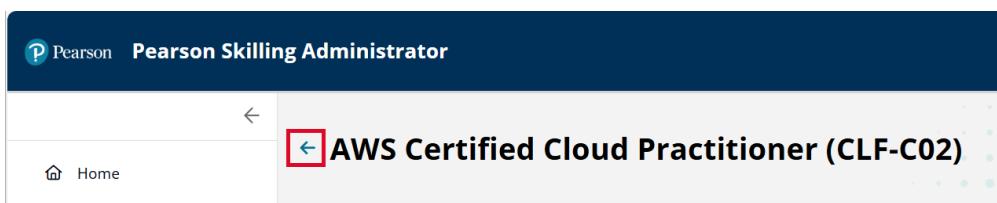
Home page

The **Home** page gives you an overview of your new student registrations and classes scheduled. As an admin, the numbers and classes apply to your whole institution. Admins also see an overview of license inventory and instructor assignment management.

License inventory

Admins can view how many licenses and which types of licenses their organization has on the License inventory page. The list of licenses describes the:

- License pool (type)
- Number of licenses purchased
- Number of students enrolled using those licenses
- Number of students pending enrollment with those licenses
- Number of remaining licenses that can be used

This list of licenses can be searched by license name or course name using the relevant drop-down lists and then selecting the **Apply** button. This list can also be sorted by the column headers using the arrows next to each heading.
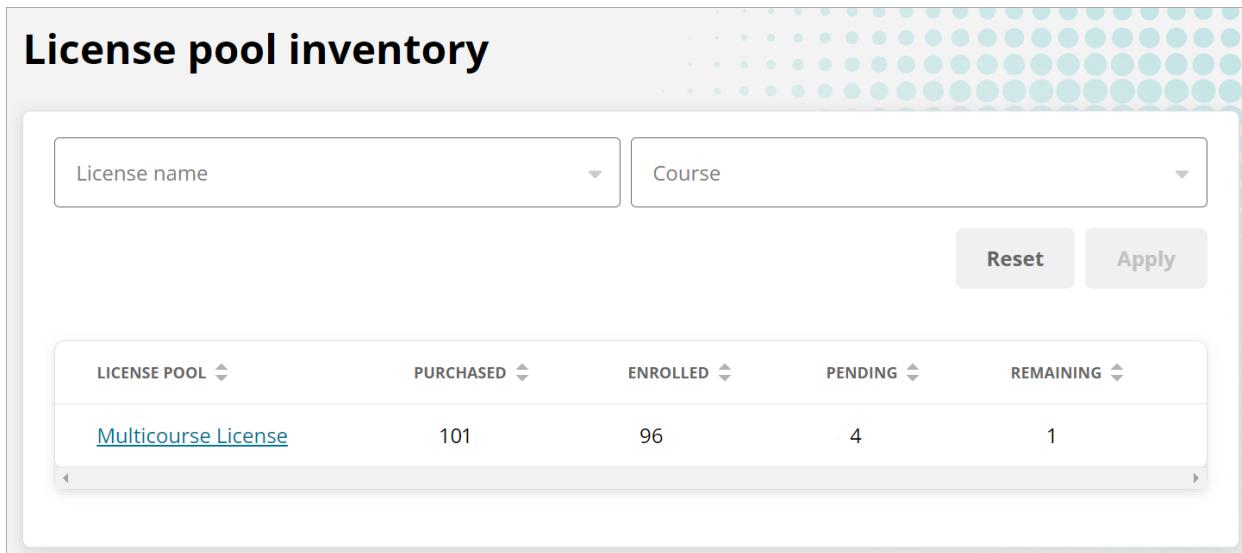
License pool inventory

| License name ▾ | | Course ▾ | | |
| | | | Reset | Apply |

LICENSE POOL ⇕	PURCHASED ⇕	ENROLLED ⇕	PENDING ⇕	REMAINING ⇕
Multicourse License	101	96	4	1

If you want to view details of which courses are included within a license pool, select the license pool name. This takes you to the License pool detail page with a list of courses covered by the license and number of students enrolled in each.

Pearson VUE

← License pool: Multicourse License

Courses for which a license can be used/assigned from this pool.

PURCHASED	ENROLLED	REMAINING
101	6	1

Buy a license

COURSE ⇅	ENROLLED ⇅
CompTIA® A+ Core 1 and Core 2 – Primary Course	7
Cisco Certified Network Associate (CCNA) – Primary Course	54
Microsoft Azure Fundamentals – Primary Course	1

Additional licenses may be purchased by selecting the **Buy a license** button.

Instructors

View instructors

Admins can access a list of the instructors in their organization on the **Instructors** page. This page gives you additional information for each instructor as well:

- Instructor email
- Number of courses taught
- Time last seen in the system

The list of instructors can be filtered by instructor name, instructor email, and course. Enter your criteria and select the **Apply** button.

Instructor profile and classes

Click on an instructor's name to view their profile and list of classes.

Profile tab

The Profile tab provides instructor contact information, a list of courses taught, when the instructor was added, and when the instructor was last online.

Classes tab

The Classes tab provides a list of the instructor's current classes with the start and date and the class status.

Add instructors to Pearson Skilling Suite

You can add instructors on the Instructors page. **However**, the instructor must first go into Pearson's identity service and create an account.

Create an account

1. Go to https://skilling.pearsonvue.com.
2. Select the **Log in Here** button.
3. Select the **Create an account** link.
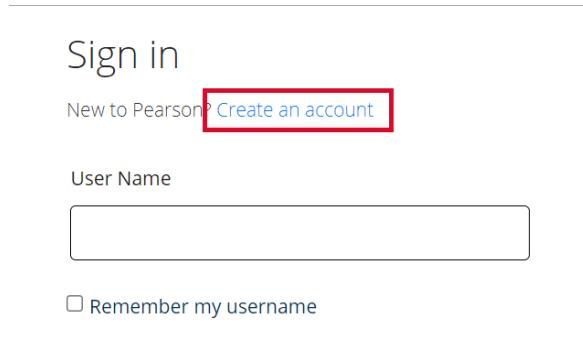
Sign in

New to Pearson? Create an account

User Name

☐ Remember my username

4. Enter your information to create an account.
   NOTE: Some browsers will automatically fill in your email and password. You can delete these and enter something different if you choose.
5. Select the **Create Account** button.
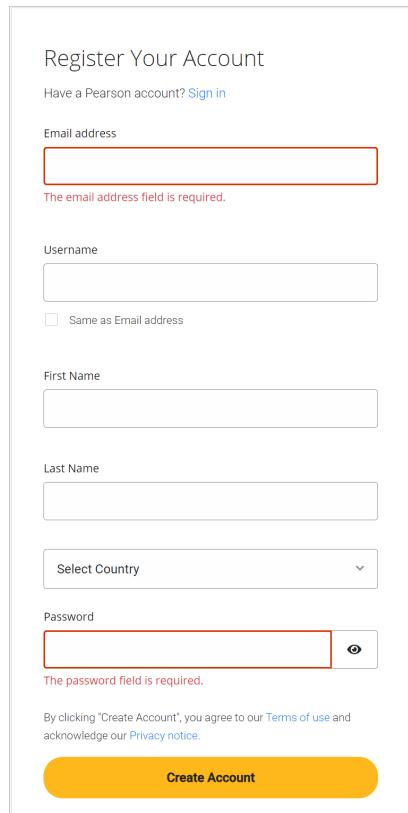
Register Your Account

Have a Pearson account? Sign in

Email address

The email address field is required.

Username

☐ Same as Email address

First Name

Last Name

Select Country

Password

The password field is required.

By clicking "Create Account", you agree to our Terms of use and acknowledge our Privacy notice.

Create Account

You will receive a prompt to check your email for a link to register your account.

Register Your Account

Have a Pearson account? Sign in

We have sent you an e-mail, please follow the link in the e-mail to complete the registration process.

6. Find the registration email in your inbox.
7. Select the **Verify** button.

Register new account   Inbox ×

do-not-reply@pearson.com
to me ▾

Pearson

Welcome to your Pearson Account!.

Hi,

Simply verify your email address so we know this account belongs to you.

Verify

If you didn't initiate this request, you can ignore this email message.

All the best,
Pearson

Please do not reply to this email. This is an auto generated email.
© 2024 Pearson Education. All Rights Reserved.

You will receive confirmation that your account has been registered successful with a link to sign in.
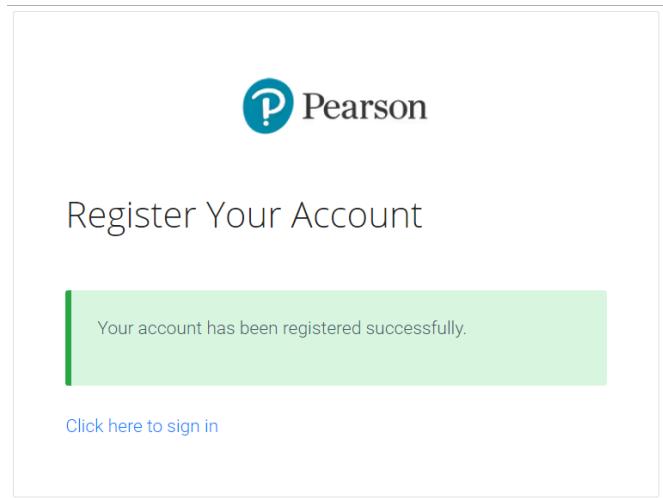
Pearson
VUE

Add an instructor

After an instructor has created their Pearson account above:

1. Go to the **Instructors** page in the Pearson Skilling Suite administrator view.
2. Select the **Add new Instructor** button at the top of the page.

3. Enter the instructor's email, first name and last name **exactly** as it was entered for their Pearson account. This **must** match their Pearson account information.

Add or change a class instructor

To add or change a class instructor, you will need to use the Classes page.

Students

New students registered

Like the **Home** page, the **Students** page shows the number of new students registered in all classes. This defaults to the timeline of this week; however, you can also view the new students registered in the last month and last quarter using the buttons above the number displayed.

Students

This week	Last month	Last quarter

New students registered

2
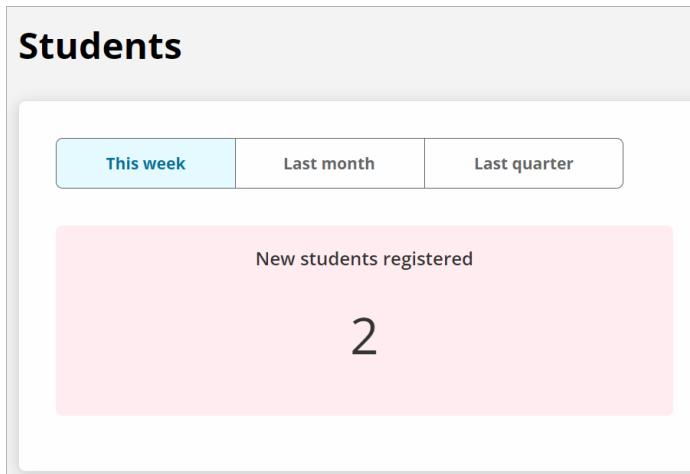
Student list

The student list provides admins with a list of students in all of the institution's classes. You can filter this list by one or more of the following student criteria:

- Student name
- Student email (change the radio button at the top of the search)
- Course
- Class
- Exam ready

To filter, select or enter your filter criteria and select the **Apply** button.

The list and search results can also be sorted using the arrows next to each column header.

Exam & Exam Pass Pledge information

Within the student list, three columns indicate the student's readiness to take an exam and the time they have to potentially qualify for the Exam Pass Pledge guarantee.

- **Exam ready**: Indicates if a student has taken one or both of the available practice exams.
- **Last exam date**: Indicates the date of the student's last practice exam
- **EPP days left**: Indicates the number of days left to take the actual exam for the next step of the Exam Pass Pledge (EPP) (along with the other EPP criteria).

View student progress

For each student, admins can view a student's course progress using the ellipse icon and the **View progress** option.

This opens the student's course progress page.

Delete student enrollment

For each student, admins can delete the student's enrollment using the ellipse icons and the **Delete Enrollment** option.
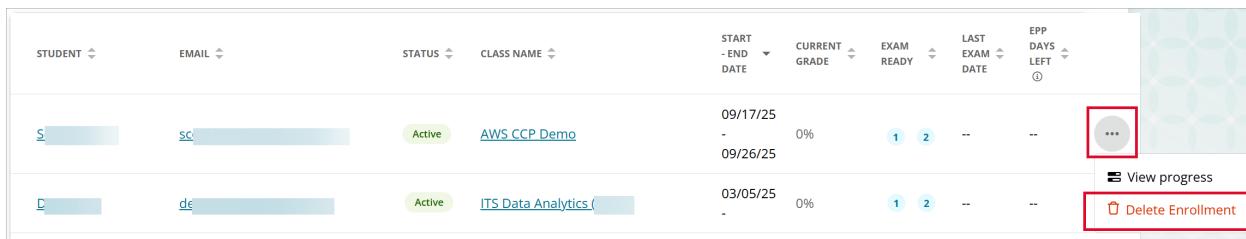
This opens a dialogue box asking you to confirm if you want to proceed with deleting the enrollment. Select **Proceed** to continue.
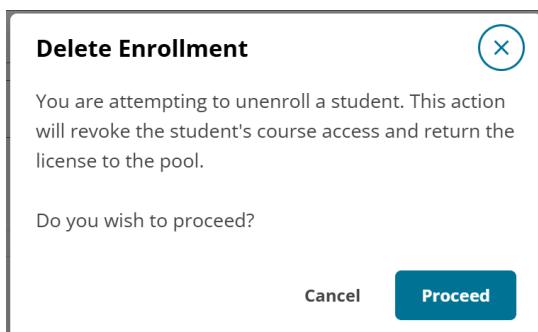
Courses (primary)

Admins can view a list of primary courses licensed across the organization on the **Courses** page. Information for each primary course includes:

- Number of classes
- Instructor status (ready or missing)
- Number of students enrolled
- Number of students invited

This list of courses is filterable by course name using the **Find a primary course** list of courses and pressing **Enter** or selecting the **Show all search results for…** option.

The list can also be sorted by the different column headers using the arrows next to the headers. The **Show my courses** toggle filters the list to only those courses you have built classes for.

View classes

To the view the classes for a given course, select the course name. This opens the **Course Detail** page with a list of classes for that course.

Add a class

Admins can add a class to a course from the **Courses** page.

1. Find the appropriate course in the list.
2. Select the ellipsis (…) icon to the right.
3. Select **Add Class**.
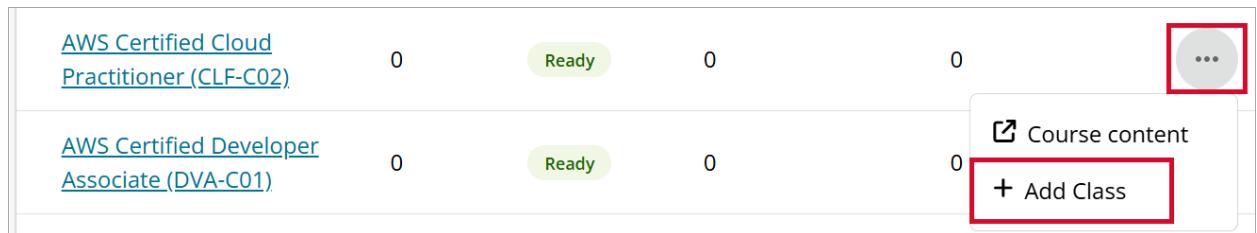
4. Enter the **Class name** and **Start date** at a minimum.
   If you know more information at this time, you can enter it now.
5. Select **Submit**.
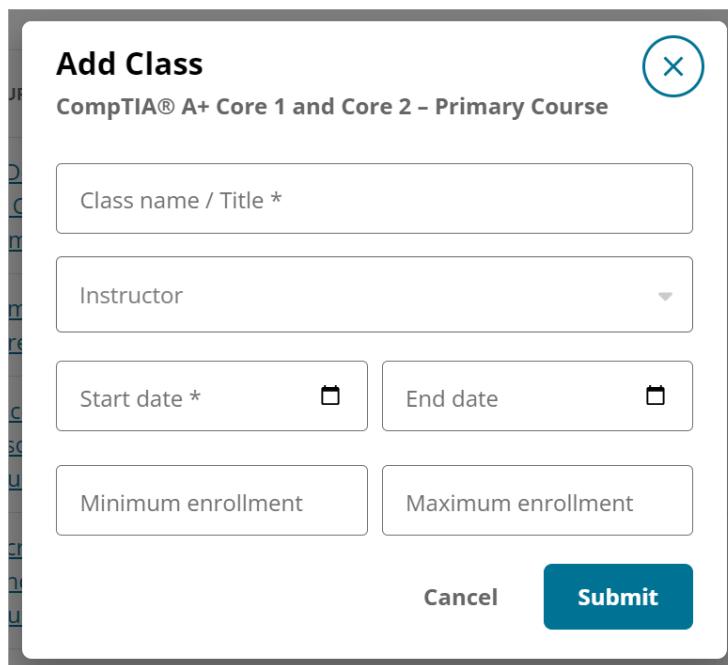
View course content

You can view the details of a course in the ellipsis menu of the course.

1. Find the appropriate course in the list.
2. Select the ellipsis (…) icon to the right.

3. Select **Course Details**. This opens the course in CertPREP.
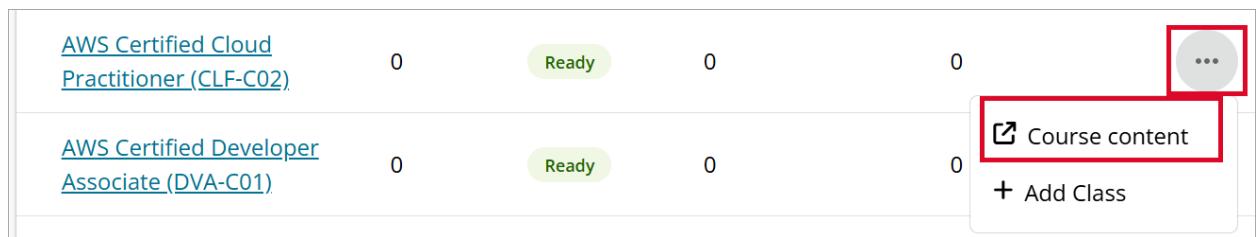
Classes

Admins can view all classes for the organization on the **Classes** page.

You can filter classes by Course and Instructor (if one is assigned). Select your criteria and then select the **Apply** button.

You can also sort this list using the arrows next to the column headings.

View class content

To view the class content:

1. Find the class in the list.
2. Select the ellipsis (…) icon to the right of the class.
3. Select **View class content**.

This takes you to the Pearson class.
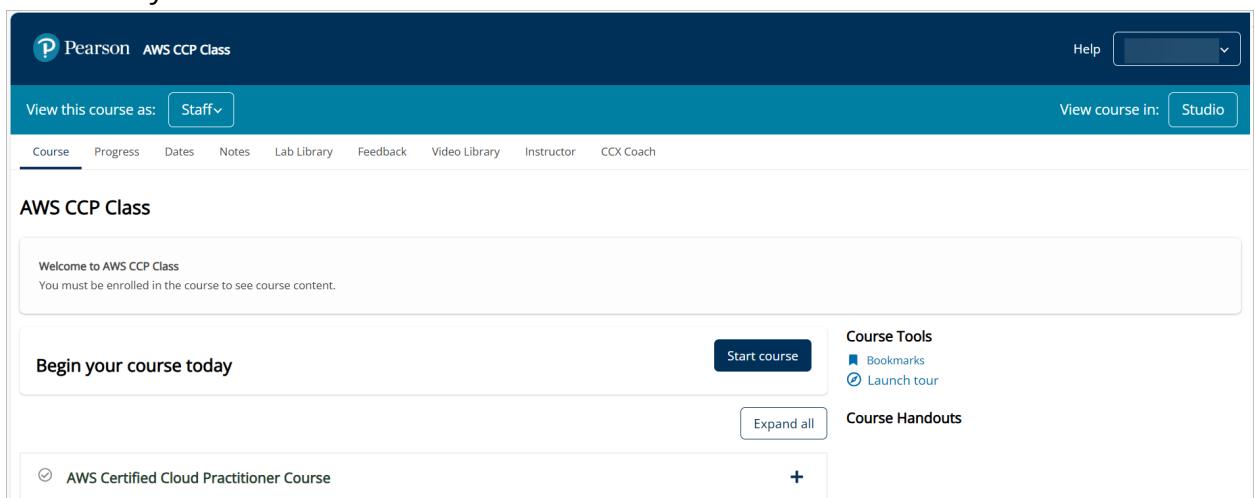
Add or change a class instructor

To edit a class instructor:

1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **Manage Instructors**.

NOTE: Assigning an instructor does not necessarily mean that there will be an instructor-led delivery. In situations where an institution is using the Pearson Skilling Suite to track student progress, an "instructor" may be assigned to a class for monitoring purposes.

Edit a class

To edit the details of an existing class:

1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **Edit Class**.

4. Adjust the class details as needed.
5. Select **Submit**.

View class gradebook

To view the gradebook for a class:

1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **Gradebook**.

4. This takes you to the gradebook for the class.

View lab dashboard

To a class's lab dashboard:

1. Find the class in the list.
2. Select the ellipsis (…) icon to the right of the class.
3. Select **Lab Dashboard** option.

4. This takes you to the Lab Dashboard for the class.
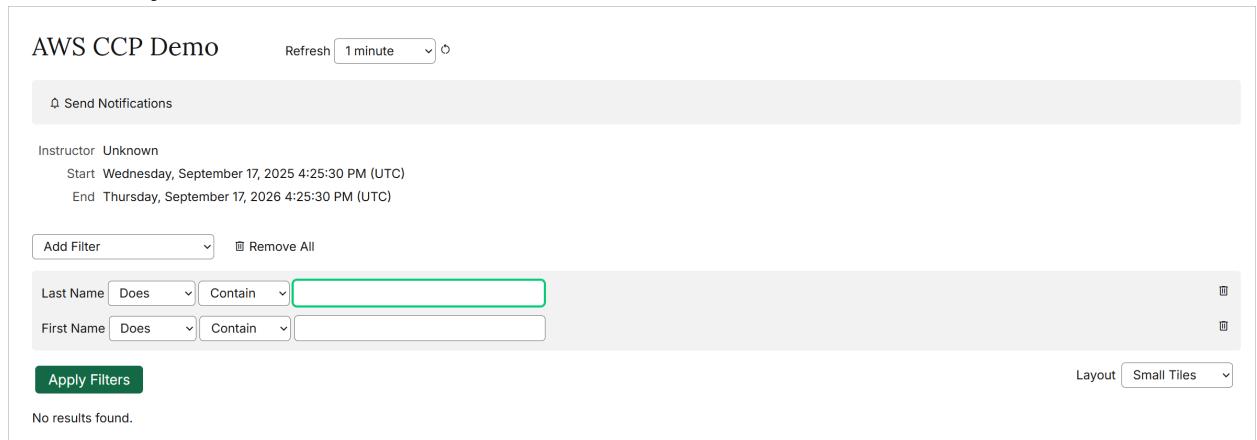
Delete a class

NOTE: Classes can only be deleted if no students have been enrolled in the class.

To delete a class:

5. Find the class in the list.
6. Select the ellipsis (...) icon to the right of the class.
7. Select **Delete Class** option

Enroll students

To enroll students in a class:

1. Find the class in the list.
2. Select the class name to go to the **Class Details** page.

3. Select the **Invite student to enroll** button.
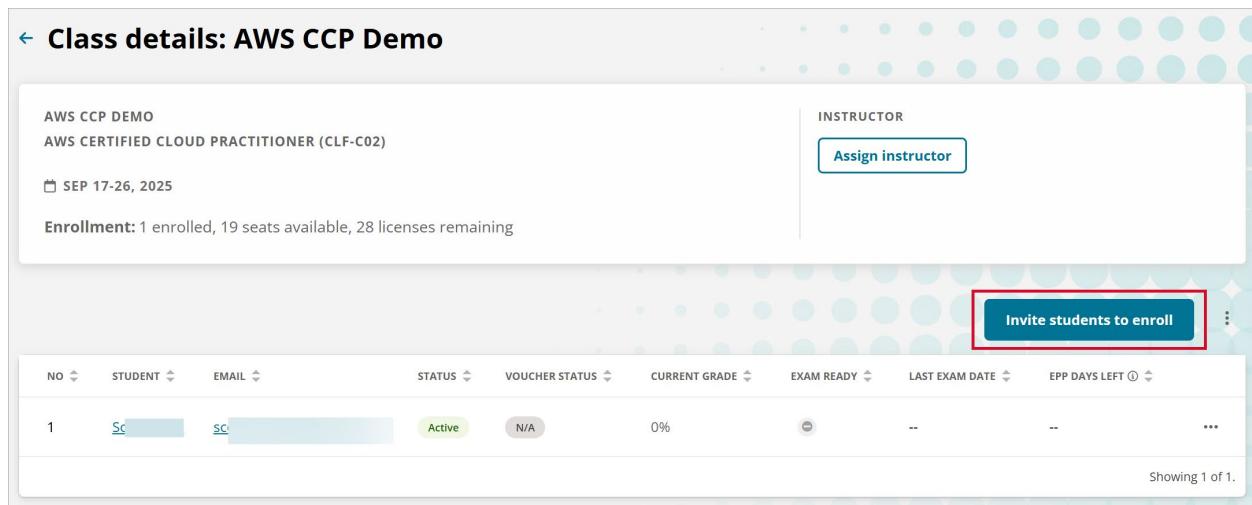
4. Enter the student's email address in the enrollment pop-up.
   Multiple email addresses can be copy/pasted into the pop-up window.
   Email addresses should be separated by a comma.
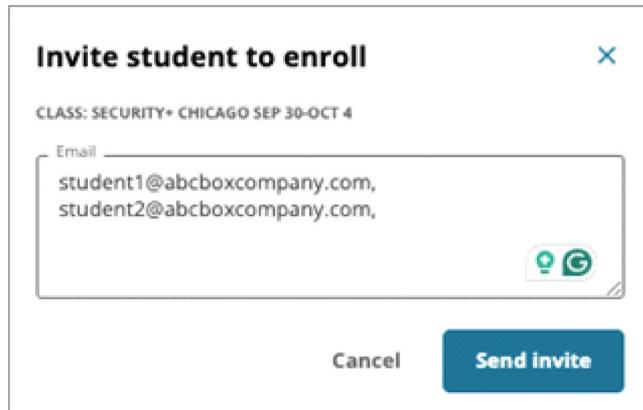
5. Select **Send invite**.
   A confirmation message will appear briefly in the lower left corner of your browser window.
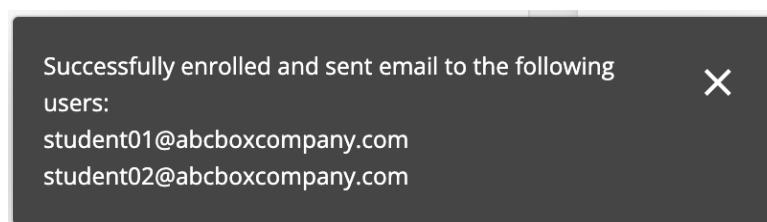
The Pearson Skilling Suite sends an automatic enrollment email to learners when they are enrolled in the course. This is sent from donotreply@pearsonadvance.com.

View students in class (class roster)

To view a list of students enrolled in a class, select the name of the class. This takes you to the **Class details** page.


Exam & Exam Pass Pledge information

Within the student list, three columns indicate the student's readiness to take an exam and the time they have to potentially qualify for the Exam Pass Pledge guarantee.

- **Exam ready**: Indicates if a student has taken one or both of the available practice exams.
- **Last exam date**: Indicates the date of the student's last practice exam
- **EPP days left**: Indicates the number of days left to take the actual exam for the next step of the Exam Pass Pledge (EPP) (along with the other EPP criteria).

Action Menu (ellipses icon)

The action menu provides the option to **View progress** and **Delete Enrollment** for the student.

View progress will take you to the student's Course progress page within the class.

Delete Enrollment will begin the process to delete the student's enrollment. You will be prompted to confirm you want to proceed with deleting the student enrollment.
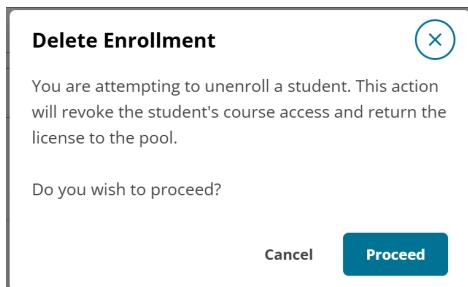
Add a class

To add a new class, you must use the Add Class feature on the primary courses, which can be accessed from the Courses page.

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