


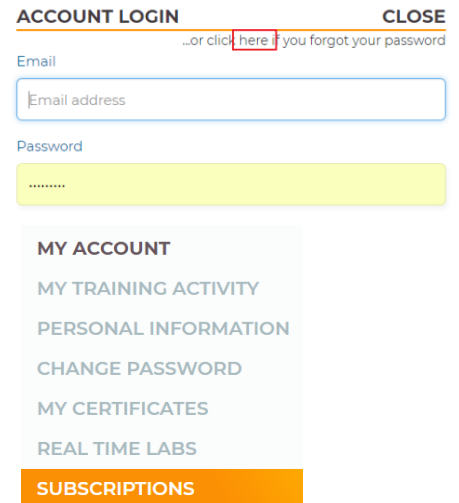


Administering SkillMeUp Subscriptions

The SkillMeUp subscription administrator(s) will be responsible for adding users, teams, and learning plans to the system as well as distributing learning credits to users. This quick start guide will guide the reader through administering the system.

Logging In

To login to the SkillMeUp platform, navigate to <https://skillmeup.com> and click on the  button in the top right corner of the screen. If you do not know your password, click the [here](#) button on the login page to invoke the password recovery process.



Once logged in, click on the  button located at the top right corner of the screen. Next, click on “Subscriptions” from the left hand menu

After selecting Subscriptions, press the “Select” dropdown box in the “Action” column and choose “Manage”

Name	Type	Expires	Action
Opsgility Demo - Business	Standard - Business	2025-05-31	Action 
			Manage

Summary

After selecting “Manage”, you will be brought to your subscriptions dashboard. The dashboard will show you high level summary information for licenses, users, credits and such when looking at the “Summary” tab from the left hand navigation menu.

Configure

Select “Configure” from the left hand navigation menu to add users and assign credits to each individual, as well as see used and available license and lab credit counts.

To add users and assign credits at the same time, add user email addresses in the “Add Users to Default Team” section at the top of the page. Below, in the “Learning Credits to Assign” field, type the number of credits you would like to assign to each persons email address you entered above. Each person to whom you have sent an invite will now show at the bottom of the page with a status of “Invited”. By default, these people will have Learning Credits of zero until they accept their invitation. Once the invitation is accepted, the credits you have assigned will show in the Learning Credits column.

Team Management

Under “Team Management”, you can create teams to help you manage different groups of users. To add a team, click the “+Add” button from the blue “Teams” banner. From the resulting popup window, name the team, assign the team owner (from a list of existing users), and add an optional team description. If you would like to limit the number of licenses this team can use, check the “Enforce Maximum Licenses” button and input the license count you would like to limit this team to.

Learning Plans

Learning plans allow you to group Courses and Labs together, making administration less cumbersome. Learning plans may then be assigned to teams, rather than having to assign to each user individually.

To create a plan, select “Learning Plans” from the left hand navigation menu, then select “+Add” from the blue “Learning Plan” banner. The “Add/Update a Learning Plan” window appears.

The screenshot shows the "Add/Update a Learning Plan" dialog box. It has a title bar "Add/Update a Learning Plan" with a close button (X). The dialog is divided into two main sections: "Learning Plan Name" and "Description".

- Learning Plan Name:** A text input field containing "535 Plan".
- Description:** A text input field containing "70-535 Exam Prep Plan".

Below these fields are two columns for course selection:

- All Courses:** A list of courses under the "Architect" role. A "Learning Path: Architecting Azure Solutions - Prepare for Exam 70-535" is expanded, showing several courses and labs:
 - Architecting Azure Virtual Machines
 - Architecting Azure Governance
 - Lab: Creating your first Windows Virtual Machine in Azure
 - Lab: Getting Started with Azure Infrastructure as a Service (IaaS)
 - Architecting Azure Networking
 - Architecting Azure Hybrid Identity
 - Operations in Azure
- Selected Courses:** A list of courses and labs that have been added to the plan, each with a blue plus icon to its right:
 - Architecting Azure Virtual Machines
 - Architecting Azure Governance
 - Lab: Creating your first Windows Virtual Machine in Azure
 - Lab: Getting Started with Azure Infrastructure as a Service (IaaS)
 - Architecting Azure Networking
 - Architecting Azure Hybrid Identity

At the bottom right of the dialog are two buttons: "CANCEL" and "+ADD".

Here you can name your plan and give it a description. To populate the plan with courses, drag and drop from left to right the courses you would like in this plan. You may select all courses under a pre-defined role, like the Architect role above, or you may select a pre-defined learning path, or you may select individual courses or Labs. Note: If selecting a role or learning path, once the role or path is dragged to the “Selected Courses” column, you may individually delete any course or lab that does not meet the needs of the learning plan.

Assign Plans

To bring everything together, click on “Assign Plans” from the left hand navigation menu. There are 3 groups that you can assign plans to, as noted in the blue “Assign Learning Plans” banner, those groups are Teams, Team Members, and Individual Users.

- Teams – assign a plan to everyone that is assigned to a team
- Team Members – assign a plan to certain individuals within a team
- Individual Users – assign a plan to individuals, regardless of their team affiliation

When adding a course assignment, you will select the team(s) or user(s) you want to assign to the plan, select one or more learning plans, as well as a due date that will show in the users learning plan. Selecting “Optional” will allow the user to remove this learning plan from their list of assigned plans. Checking the “Notify Users” button will send an email to anyone assigned notifying them of their new assignment.

Add Course Assignment ×

Select Teams

CLOUD EXPERTS ×

Select Learning Plans

AZURE TECH ONBOARDING ×

SQL 5-DAY ×

Due Date

08/01/2018 📅

Optional Notify Users

🗑️ CANCEL + ADD

Reporting

The SkillMeUp platform includes 4 reports. The Subscription Summary, User Course and Lab Activity, Courses and Labs Summary, and Learning Credit History reports are located under “Reporting” from the left hand navigation menu. Each of these reports may be exported to PDF, or as an Excel document for additional manipulation.

