

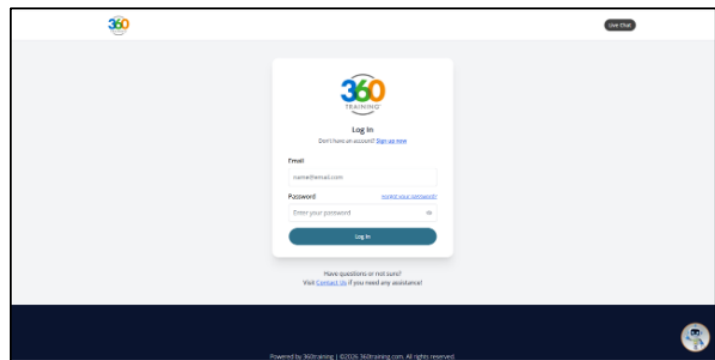


Manager Tools User Guide

This guide will provide instructions to navigate the Manager Tools section of the 360training Learning Management System (LMS), such as assigning courses, purchasing additional seats, and managing learner course assignments and invitations.

From the homepage, click **LOGIN** in the upper right corner.

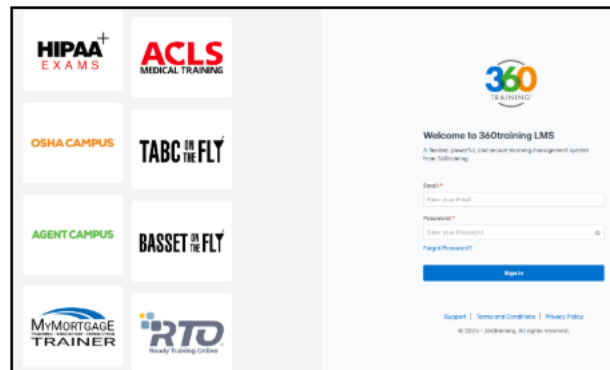
Enter your email address and password, then click **Login**.



OR

You can also login through
<https://learn.360training.com/sign-in>.

Enter your email and password, then click **LOGIN**.



Once you have logged in, you will see your **Dashboard**. Click on **Manager Tools**, in the menu on the left, to view available seats to enroll learners, manage open invitations and assignments, view learner progress, and view/print learner certificates.

To perform the functions in the following sections, follow the steps below. If you need help, use **Chat With Wizmo** on the bottom left of the screen.

For Immediate Assistance:

Visit our [Support](#) page

[Chat with us live on our website](#)

ASSIGN SEATS TAB

360

training

Home

Manager Tools

My Courses

Purchase History

Buy Courses

NEED HELP?

CHAT WITH WIZMO

Manager Tools

Assign Seats

Manage Enrollments

Product Name T1	Purchased Date T1	Seats Assigned T1	Available Seats T1	Assign By T1
Basic Life Support (BLS) Certification Buy More	08/11/2025	5	0	08/12/2026
Pediatric Advanced Life Support (PALS) Recertification Buy More Assign	08/08/2025	6	44	08/09/2026
Basic Life Support (BLS) Certification Buy More Assign	08/08/2025	1	19	08/08/2026
Pediatric Advanced Life Support (PALS) Certification Buy More Assign	05/20/2025	10	20	05/20/2026
Basic Life Support (BLS) Certification Buy More Assign	05/19/2025	10	20	Expires soon 08/29/2025
Basic Life Support (BLS) Certification Buy More	05/26/2025	0	30	Expired on 04/30/2025

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10

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Terms and Conditions

Privacy Policy

ASSIGN	
Select Assign under the product name.	Pediatric Advanced Life Support (PALS) Recertification Buy More Assign
Add the email addresses for learners that you want to assign seats to, separated by commas. When finished, click Assign Course. <i>NOTE: You cannot exceed the number of remaining seats listed.</i>	Assign Learner(s) You are about to assign: Pediatric Advanced Life Support (PALS) Recertification (44 remaining seats) Enter multiple emails separated by commas to invite multiple users to the course at once. Email Addresses Remove all X test.test@abccompany.com Assign Course
Click Confirm and Send Invite . This will send an automated email to everyone with a link to the LMS to enroll or sign in to complete the course.	Confirm Selection You are about to invite test.test@abccompany.com to: Pediatric Advanced Life Support (PALS) Recertification. Back to Selection Confirm and Send Invite
The system will confirm the action was successful.	Success Course Assignment Completed

For Immediate Assistance:

BUY MORE

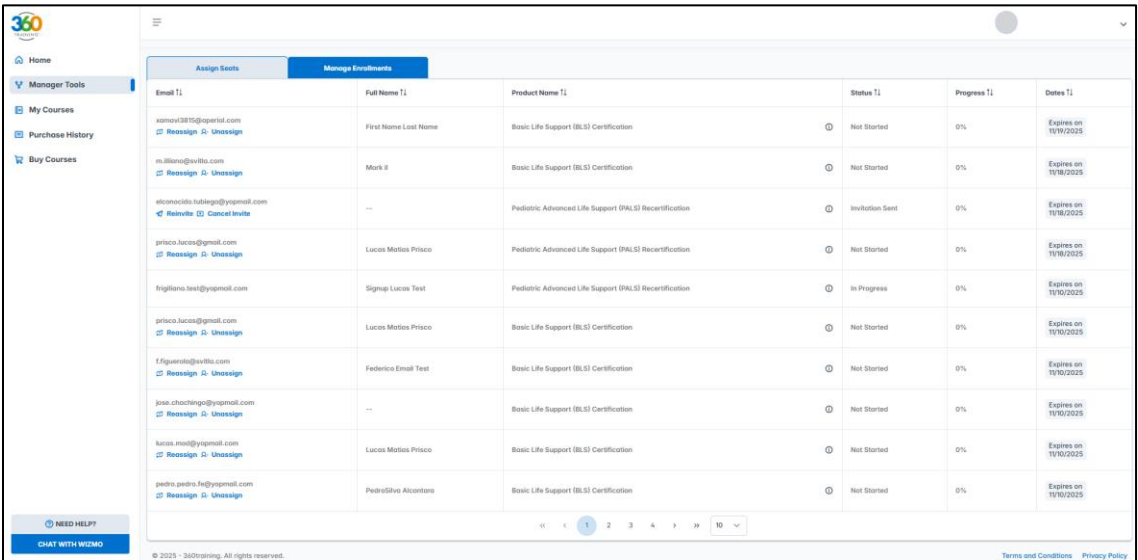
You can purchase additional seats for your employees by clicking Buy More Courses.

This will take you to the website where you can select each of the courses and the quantity that you would like to purchase. This purchase will automatically be added to the list of available courses to assign.

Basic Life Support (BLS) Certification

 **Buy More**

MANAGE ENROLLMENTS TAB



Email T1	Full Name T1	Product Name T1	Status T1	Progress T1	Dates T1
xamox381d@gmail.com Reassign Unassign	First Name Last Name	Basic Life Support (BLS) Certification	 Not Started	0%	Expires on 10/19/2025
m.illano@villita.com Reassign Unassign	Mark B	Basic Life Support (BLS) Certification	 Not Started	0%	Expires on 10/18/2025
elconocido.tubigen@villita.com Reassign Unassign	---	Pediatric Advanced Life Support (PALS) Recertification	 Invitation Sent	0%	Expires on 10/18/2025
prisco.lucas@gmail.com Reassign Unassign	Lucas Matias Prisco	Pediatric Advanced Life Support (PALS) Recertification	 Not Started	0%	Expires on 10/18/2025
frigliano.test@villita.com Reassign Unassign	Signup Lucas Test	Pediatric Advanced Life Support (PALS) Recertification	 In Progress	0%	Expires on 10/18/2025
prisco.lucas@gmail.com Reassign Unassign	Lucas Matias Prisco	Basic Life Support (BLS) Certification	 Not Started	0%	Expires on 10/18/2025
f.iguerrin@villita.com Reassign Unassign	Federico Email Test	Basic Life Support (BLS) Certification	 Not Started	0%	Expires on 10/18/2025
jose.chaochingo@villita.com Reassign Unassign	---	Basic Life Support (BLS) Certification	 Not Started	0%	Expires on 10/18/2025
lucas.moril@villita.com Reassign Unassign	Lucas Matias Prisco	Basic Life Support (BLS) Certification	 Not Started	0%	Expires on 10/18/2025
pedro.pedro.f@villita.com Reassign Unassign	Pedro Pedro Alcantara	Basic Life Support (BLS) Certification	 Not Started	0%	Expires on 10/18/2025

REASSIGN

Select the seat assignment you wish to assign to another person and click **Reassign** under the individual's name.

Add the email addresses for learners that you want to assign seats to, separated by commas. When finished, click **Assign Course**. This will send an automated email to everyone with a link to the LMS to enroll or sign in to complete the course.

NOTE: You cannot exceed the number of remaining seats listed.

andimise@outlook.com
[Reassign](#) [Unassign](#)

Reassign Course

Enter the email of the user you would like to reassign **Basic Life Support (BLS) Fundamentals** to.

The previous user, **andimise@outlook.com**, will lose access to the course.

Reassign Course to

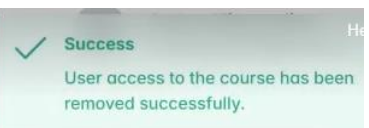
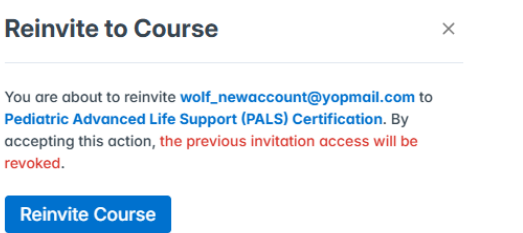
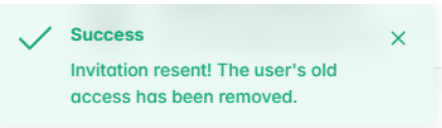
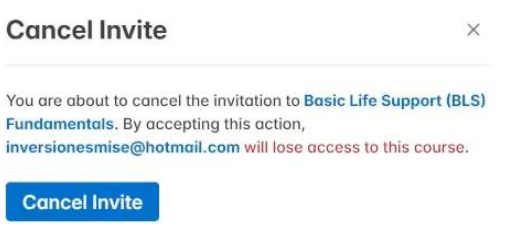
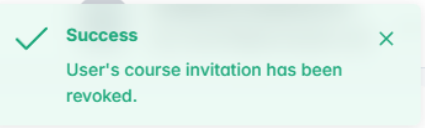
andimise@outlook.com

Reassign Course

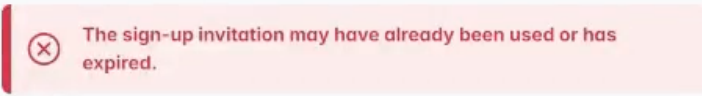
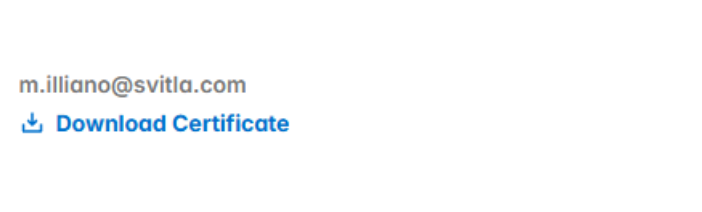
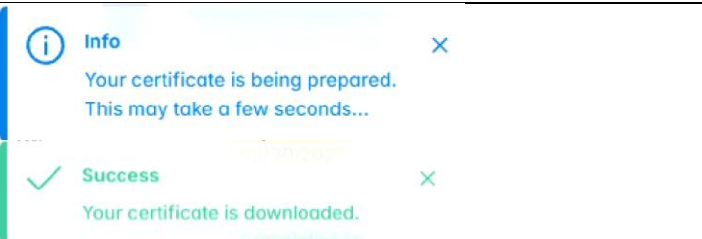
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[Chat with us live on our website](#)

UNASSIGN	
To unassign a seat, click Unassign under the email address.	
Confirm this action by clicking Unassign Course .	
The system will confirm the action was successful, and the seat will be added back to your available seats.	
REINVITE	
To resend an invitation to an individual, click Reinvite under the email address.	
Confirm this action by clicking Reinvite Course .	
The system will indicate that the request was successful and will send another email to the individual.	
CANCEL INVITE	
To revoke an invitation to an individual, click Cancel Invite under the email address.	
Confirm this action by clicking Cancel Invite .	
The system will confirm the action was successful, and the seat will be added back to your available seats.	

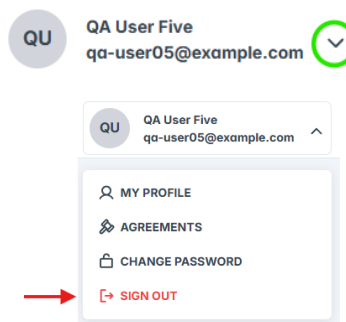
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If the individual whose invitation was revoked attempts to use the original link, they will receive this error.	
DOWNLOAD CERTIFICATE	
When individual learners complete their assigned courses, you can view and download the certificate of completion as needed. To view a certificate of completion, click Download Certificate below the email address.	
The system will indicate that the request was successful and open the certificate in another tab.	

MANAGER TOOLS DEFINITIONS

- **Assign Seats** – Assign purchased course seats to individuals for enrollment.
- **Purchase Date** – Date the course seats were purchased.
- **Seats Assigned** – Number of seats that have already been assigned.
- **Assign By** – Assignment deadline: seats cannot be assigned after this date.
- **Available Seats** – Number of seats still available to assign.
- **Buy More** – Return to the website to purchase additional seats.
- **Assign** – Assign this seat to an individual.
- **Manage Enrollment** – Manage course assignments and invitations, and download certificates.
- **Status** – Training status of the assigned individual.
- **Progress** – Percentage of the course completed.
- **Expiration Date** – Course and exam must be completed by this date.
- **Reassign** – Reassign this course seat to another individual.
- **Unassign** – Unassign this course and return it to available seats.
- **Resend Invite** – Resend the course invitation to this individual.
- **Cancel Invite** – Cancel this invitation and return the seat to available seats.
- **Download Certificate** – View and download the completion certificate.

To log out, expand the menu on the top right and click **SIGN OUT**.



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