

SUPERVISOR CHECKLIST

Become a Relias Champion at Your Organization



Ask about Relias Supervisor permissions: user, enrollment, or reporting management



Use the resources below to expand your platform knowledge



Empower your staff with learning opportunities



Engage with your team to encourage completions and drive performance

How to Deepen Your Understanding of the Relias Supervisor Role

- Ensure you can log in to your Relias site and that you see Supervisor in the top right corner
- Register for and attend Admin Support Webinars through Relias Connect: Supervisor Overview, Reports Overview, Module Creation and Enrollment
- View video tutorials through Relias Connect: Supervisor Role Overview, Course Completion History Report, Enroll and Assign Using Modules
- Verify new users are active in Relias in a timely manner
- Review your module list and ensure learners are enrolled in the appropriate assignments
- Practice reviewing users' transcripts and running reports, such as the Course Completion History report and Learner Status report
- Save frequently used reports and schedule to receive emailed copies weekly or monthly
- If you need additional assistance, please reach out to Relias Support through Relias Connect or live chat within your Relias site

For your organization's specific policies, please contact your Relias Administrator