



**Reference  
guide  
website**

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# 1. INTRODUCTION

## 1.1 Administrator roles

This reference guide explains the different administrator sections on our website. The actions you're authorised to do depend on the role you've been assigned. In the table below you'll find an overview of the administrator sections and their respective roles.

Administrator section	Role
Dashboard	Admin, Account Manager, Reporter, Connector, Marketer, Group reporter
Dashboard – Manage organisation	Admin, Account Manager
Dashboard – Manage organisation – Role distribution	Admin
Dashboard – Reports	Reporter
Dashboard – Group Report	Group Reporter
Dashboard – Connect	Connector
Dashboard – Recommend Courses	Admin, Account Manager
Dashboard – Resources – Promo Studio	Admin, Account Manager, Reporter, Group reporter, Connector, Marketer
Promo Studio	Marketer
My account	All roles

Specific organisational roles (Account Manager, Reporter, Group Reporter, Connector and Marketer) can only be assigned by those who have an Admin role. Naturally, it's possible to assign multiple roles to one person. If you need help appointing these administrator roles, GoodHabitZ can assist you.

GoodHabitZ assigns the first Admin when the contract is entered into. This Admin may then choose to be the only Admin, or to authorise others within the organisation to assign roles.

Apart from the four administrator roles, there's the role of 'Student', which gives access to the entire course library. An 'Admin' or 'Account Manager' can invite employees to become students. How that works exactly is explained in further detail in the first part of this reference guide, 'Manage organisation'.



## 1.2 Using the filter

The various administrator sections usually provide a filter option. By default, all data are shown on the basis of the available period. In other words: the total period during which your organisation is under contract with GoodHabitz, until the date of today. You can use the filter at the top of the page to further zoom in on these data:

- Choose one or more filter options. Each choice you make will be shown accordingly. You can also cancel this choice simply by clicking the X behind the choice(s). Click 'Reset' if you wish to start over. Click the purple 'Close filter' button to close the filter option.
- After you have chosen the right filter options, click the purple 'Save' button. A new pop-up window opens that allows you to assign a name to this filter preset (preference). A clever timesaver for future uses! Click the green 'Save' button.
- The filter preset is now saved. By clicking the wheel, you can delete or change the name of the filter preset(s).
- In addition to the filter option, most pages will also include a search bar that can you use to find specific information in the data provided.

This guide is designed to be used while you're logged in on our website. Just follow the steps described in each chapter and we will guide you through the administrator sections which are relevant to you, depending on the role that you've been assigned.



## 2. DASHBOARD

This part of the website is intended to quickly provide a helicopter view of the usage within your organisation. In order to access this page, you must be assigned the role of 'Admin', 'Account Manager' or 'Reporter', 'Group Reporter', Connector or 'Marketer'. This role can be assigned to multiple people.

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page

### Filter

Use the filter at the top of the page to further zoom in on the data. More information about the filter can be found on [page 5](#) of this reference guide.

### 2.1 Access status

This field gives an overview of the total number of activated users and pending invitations. Further management of users will occur via administrator section 'Manage organisation'. Note: you must be assigned the role of 'Admin' or 'Account Manager' to access this section.

### 2.2 Usage statistics

The data on this page is filter dependent. You can change the period and/or groups at the top of the filter.

- **Hours studied**  
The total number of (full) hours studied by all users within your organisation.
- **Courses started**  
The total number of courses started within your organisation. Users can only start a course once. A course starts once the user completes at least 1 activity within the course.
- **Course certificates**  
The total number of course certificates within your organisation. The course certificate will be awarded once the course has been completed for at least 70%.
- **Test certificates**  
The total number of test certificates within your organisation. The test certificate will be awarded once a minimum test score of 70% has been achieved.

### 2.3 Most popular categories

The most popular categories within your organisation, based on the number of courses started.



## 2.4 Most popular courses

The most popular courses within your organisation, based on the number of lessons started. Each training course has multiple lessons.

## 2.5 Lesson visits

Curious to see if that announcement email or summer campaign had any effect on the usage of Goodhabitiz within your organisation? This overview shows you the total number of lesson visits per month for the selected period of time. Prefer the overview per day or year? Click on the top left corner on the arrow. Each course has multiple lessons.

## 2.6 Top rated activities

How do your employees rate our content? That's shown right here, sorted per type of activity. Activities are the separate menu components within a lesson.

## 2.7 More numbers

- **Users**

This number represents unique users, meaning users who have started and finished at least one activity of a course.

- **Lesson visits**

Each course consists of multiple lessons, and each lesson consists of multiple activities. This number represents the total amount of lesson visits. Each time someone opens a lesson counts as a lesson visit.

- **GoodScan users**

This number represents the amount of unique users who have opened the GoodScan.



### 3. DASHBOARD – MANAGE ORGANISATION

This part of the website focuses on managing all GoodHabitZ accounts. This is where you invite colleagues to participate in training courses, add users to groups, or block subscriptions. Only 'Admins' and 'Account Managers' can access this part of the website. It's possible to assign the role of 'Admin' and / or 'Account Manager' to more than one person.

The Account Manager's range of tasks are:

1. Invite users;
2. Manage pending invitations;
3. Block users;
4. Personal data anonymisation;
5. Manage groups;
6. Access to the Action log.

In addition, the 'Manage' section contains a functionality that's reserved exclusively for Admins:

7. Role distribution.

Only 'Students' can do our training courses, and only Account Managers and Admins can assign Student roles. Assigning that role is done by sending an invitation containing an activation link or by creating an account via LTI, Remote Scorm or an SSO link.

#### Filter

Use the filter at the top of the page to further zoom in on the data. More information about the filter can be found on [page 5](#) of this reference guide.

#### Download overviews

The overviews on these pages can be sorted per column and can be exported as Excel or CSV files. At the bottom of the list, click the download icon next to 'Choose export'.

#### Removing users

Completely removing user data can only be executed by the user. Users can find the option 'I want to be forgotten' under 'My Account'. Alternatively, users can send a request for removal to [info@goodhabitZ.com](mailto:info@goodhabitZ.com).





### 3.1 Invite users

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Go to 'Manage organisation', then to 'Manage users'.
4. On the top right, click the yellow '+ Invite' button. A pop-up now opens that will walk you through sending the invitation(s) step by step.
5. First, select the language and write a welcoming invitation message. A few pointers for a solid introduction:
  - Tell your employees why they're receiving an email from GoodHabitZ, so they won't think the message is spam.
  - Write a specific invitation text. The more specific you are, the greater the chance of people actually activating their accounts.
  - Send a clear message. It's a good idea to precede this email by a company email announcing your collaboration with GoodHabitZ.
6. On the next page, you can enter one or more email addresses (please pay attention to separators between the mail addresses and make sure the mail addresses are not pasted between characters such as < and >).
7. On the last page, you have the option to add the users to a group immediately. Read more on how to manage groups in [chapter 3.4](#).
8. Once you click the green 'GO' button, invitations are added to a queue and then sent. This process generally takes a few minutes, depending on the number of email addresses you entered.

#### Process invitation emails and reminders

- Users will receive an invitation email from team@goodhabitz.com containing your invitation text and an activation button (**the activation link in this email is valid for 28 days**).
- 7 days after the first invitation email, an automatic reminder will be sent to anyone who has not yet activated the account.
- 21 days after the first invitation email, an automatic reminder will be sent to anyone who has not yet activated the account. In this email we will inform the user that the activation link will expire after 7 days.
- 28 days after the first invitation, the activation link expires. In that case you have to send a new invitation (see [chapter 3.2.](#)).



## 3.2 Manage pending invitations

### Re-sending invitations

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', go to 'Manage users'.
4. On the top right, click the yellow '+ Invite' button. A pop-up now opens that will walk you through re-sending the invitation(s) step by step.

### Revoke pending invitations

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', go to 'Manage users'.
4. At the top of the page, select 'Invited'. Alternatively, you could use the search bar next to the filter.
5. You are now able to export the complete list of invited users beforehand by clicking 'Choose export' at the bottom of the page. If you decide to send a new invitation to these users at a later stage, you can easily copy and paste all of the email addresses at the same time from the exported list.
6. Select one or more email addresses.
7. At the bottom of the page, click the purple 'Revoke invitation' button or 'Revoke invitation selected' button.
8. A pop-up window opens. Check your selection and click on the green 'GO' button.

**Please note:** once the invitations have been revoked, the users in question will be removed.



### 3.3 Block users

Blocking by making a selection in the overview

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', go to 'Manage users'.
4. At the top of the page, select 'Activated'. Alternatively, you could use the search bar next to the filter.
5. Select one or more email addresses in the overview.
6. At the bottom of the page, click the purple 'Block selected' button.
7. A pop-up window opens. Check your selection and click the purple 'Next' button.
8. If you want users to be notified of their account being blocked, tick the box 'Notify your users with an automated email saying they have been blocked' and add an explanation of your choice. This step is optional and may be skipped.
9. Click the green 'GO' button.

Blocking by entering email addresses

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', go to 'Manage users'.
4. At the top of the page, select 'Activated'. Alternatively, you could use the search bar next to the filter.
5. At the bottom of the page, click the purple 'Block' button.
6. A pop-up window opens. Add the email addresses (please pay attention to separators between the mail addresses and make sure the mail addresses are not pasted between characters such as < and >) and click the purple 'Next' button.
7. If you want users to be notified of their account being blocked, tick the box 'Notify your users with an automated email saying they have been blocked' and add an explanation of your choice. This step is optional and may be skipped.
8. Click the green 'GO' button.

The users have now been blocked and will no longer be able to log in. You can still find these users in the 'Blocked' tab, as well in reports.

**Please note:** it is no longer possible to reverse this action once a user has been blocked. The only way to give a blocked user access to GoodHabitZ again is to send a new invitation. This also means that any progress in the blocked account cannot be carried over to the new account.

**Please note:** When you block a user who is using SSO, LTI or Remote SCORM, access from the IdP or LMS should also be denied, otherwise a new account will automatically be created on the next use.



### 3.4 Personal data anonymisation

The purple 'Anonymize' button permanently removes a user's personal data (name, e-mail address and IP address).

#### Note:

- 1. Without a known email address, users won't be able to log in with their password anymore**, so be careful when anonymising an activated account.  
**Please note:** If you use SSO, LTI or Remote SCORM, users can still log in after anonymizing because the userID sent along from the link is not removed.
- 2. Should you want to anonymise an existing SSO or LTI link, be careful to leave out any personal data from the connection.** If you don't, the data will be re-registered as soon as a user logs in again.
- 3. Anonymising a user does not prevent them from using the platform.** If you want to block a user, use the 'Block' button at the bottom of the tab 'Activated' ([see 3.3](#)). Employees leaving your company, for example, will have to be blocked first. After that, you can choose to anonymise them, so their personal data will no longer be stored. Their progress will still be accessible, but anonymously.  
**Please note:** If you block a user using SSO, LTI or Remote SCORM then access from the IdP or the LMS should also be denied, otherwise a new account will automatically be created on the next use.

#### So, just to be clear:

- Anonymising a user *can't* be undone.
- Anonymised activated accounts can no longer log in via our website at <https://my.goodhabitz.com/en-gb/login.html> with their email address and password.
- After anonymisation, the user's personal data will be deleted from all of our user reports, but the activities of these anonymized users remain visible.



Anonymising users in the user overview:

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner.
3. Under 'Manage your organisation', click 'Manage users'.
4. On the top of the page, choose one of the tabs 'Activated', 'Invited' or 'Blocked'. You can also use the search option in the overview.
5. Select one or more users from the overview.
6. At the bottom of the screen, click the purple button 'Anonymise selection'.
7. A screen pops up. Check your selection and click the purple button 'Next'.
8. In the last step, we'll inform you what personal data that is about to be anonymised, and the consequences of anonymising email addresses.
9. Click the green button 'Confirm'.

Anonymising users by entering email addresses:

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner.
3. Under 'Manage your organisation', click 'Manage users'.
4. On the top of the page, choose one of the tabs 'Activated', 'Invited' or 'Blocked'. You can also use the search option next to the filter.
5. At the bottom of the screen, click the purple button 'Anonymise selection'.
6. A screen pops up. Enter the email addresses of users you want to anonymise manually (don't forget to separate them properly) and click the purple button 'Next'.
7. In the last step, we'll inform you what personal data that is about to be anonymised, and the consequences of anonymising email addresses.
8. Click the green button 'Confirm'.



### 3.5 Manage groups

#### Create new group

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', go to 'Manage groups'.
4. At the bottom of the page, click the purple 'Create new group' button.
5. A pop-up window opens. Choose a new group name and click the green 'Save' button.
6. The group has now been created.

#### Delete group(s)

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', go to 'Manage groups'.
4. Select one or more groups in the overview.
5. At the bottom of the page, click the purple 'Delete group(s)' button.
6. A pop-up window opens. Confirm that you want to delete your group(s).
7. The group has now been deleted.

**Please note:** removing group members or entire groups does not affect individual users' accounts. Their accounts will stay active.

#### Adding users to existing groups

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', go to 'Manage groups'.
4. Click on the "+" sign for the group of your choice.
5. A pop-up window opens. Add the email addresses (please follow the instructions shown on how to separate the email addresses) and click the green 'GO' button.
6. The users have now been added to the group.

**Please note:** once the user has activated their GoodHabitZ account, they will appear in the column 'Activated'. If the user has not activated their GoodHabitZ account, they will appear in the column 'Invited'. Use the purple button with the magnifying glass to search for the group members per group.



### 3.6 Action log

This report shows the status of all tasks carried out by the Admin and/or Account Manager within your organisation. You can sort the overview on these pages per column. Export the information as Excel or CSV file by clicking the download icon next to 'Choose export' at the bottom of the list.

This concerns actions that relate to:

1. Inviting users.
2. Revoking invitations.
3. Blocking users.

Viewing action status

1. Log in at <https://my.goodhabitx.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', go to 'Action log'.
4. Use the filter or search option to find specific information in the data.
5. Click on the purple button with the magnifying glass to further zoom in on the user in question.
6. A pop-up window opens. This detailed overview is also available for download as an Excel or CSV file. Click the download icon next to 'Choose export'.

### 3.7 Role distribution – reserved for Admins

This overview can only be accessed by those with the role of Admin. It gives insight into how the various roles are distributed within the organisation. This is where you assign roles to your co-workers, or remove roles previously assigned to them. We distinguish between five different roles:

- Admin
- Account Manager
- Reporter
- Group reporter
- Connector
- Marketer

Each role comes with specific permissions and authorisations, which are explained on [page 4](#) of this reference guide. The Admin is responsible for carefully considering which roles to assign, and to adjust roles whenever someone joins or leaves the organisation. The Reporter role particularly is quite sensitive, because it gives access to all user reports. It makes sense to assign at least two Admins per organisation, so there's always someone available to manage the role distribution.

The overview on this page can be sorted by column. It can be exported as an Excel or CSV file by clicking on the download icon at the bottom of the page.



### Assigning a role to a co-worker

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', select 'Role distribution'.
4. At the bottom of the page, click the purple 'Assign roles' button.
5. A window pops up. Follow the instructions in three steps.
6. The newly assigned role should directly appear in the overview.

### Removing a role

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Manage organisation', select 'Role distribution'.
4. Select one or more role sin the overview.
5. At the bottom of the page, click on the 'Remove role' button.
6. A window pops up, asking you to confirm.
7. The role should now be removed from the overview.

**Note:** When someone has been assigned a new role, the corresponding menu will be immediately visible in the Dashboard. However, its functionality only becomes final after logging out and logging in again. If you do not do this, you will get an error message (401) when performing an action in the corresponding new menu item.

**Note:** Removing a role is not the same as blocking the user (see 3.3). You're only taking away their right to access the 'Manage' section. The user can still log in and do online courses.





## 4. DASHBOARD – REPORTS

This part of the website provides insight into the use of our training courses within your organisation. In order to get access to this section, you must be assigned the role of 'Reporter'. Reporters can view and print reports. This role can be assigned to multiple people.

There is also a 'Group Reporter' role, this role is specifically to manage the reporting for a specific group. This will give the user access to the group report.

As Reporter, you have access to the following:

1. User report; this report gives you a list of the learning activities for each user.
2. Course report; this report lists the learning activities per training course.
3. Detailed user report; this report shows all user activity within your organisation.
4. Milestone report; this report provides insight into when users started a specific course, finished it, or successfully completed the final test.
5. Group member overview; this overview gives you a list of all groups and group members.
6. Group report; this report gives you a list of the learning activities for each user in a specific group.

### Filter

Use the filter at the top of the page to further zoom in on the data. More information about the filter can be found on [page 5](#) of this reference guide.

### Download overviews

The overviews on these pages can be sorted per column and can be exported as Excel or CSV files. At the bottom of the list, click the download icon next to 'Choose export'.

### 4.1 User report

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Go to 'Reports' and choose 'User report'.

This report shows a list of learning activities for each user. You can generate a detailed report per user by clicking the purple magnifying glass. The pop-up window will then provide you with more information for each course. Using the arrows in the top left corner, you can browse through the list of users (the order is based on the column choice you made before). This report is also available as an Excel or CSV file. On the bottom left of the pop-up window, click the download icon next to 'Choose export'.



## Data explanation

- **Email**

The user's email address. Please note: no email addresses will be visible if you chose to connect anonymously through LMS or SSO.

- **Name**

Name of the user. Please note: no names will be visible if you chose to connect anonymously through LMS or SSO.

- **Lesson visits**

Each course consists of several lessons. Each lesson, in turn, consists of several, separate activities. On this page, you can see how many lesson visits this user has made in total (visited lesson = each time a user opens a lesson).

- **Study time (HH:MM:SS)**

This is the net study time, meaning the time between when a lesson was opened and then closed.

Considering that users don't always close lessons properly, study time is limited, depending on the type of course.

We distinguish between two types of courses:

1. **Mobile courses**

Maximum study time = 4x the study time of the relevant activity within the lesson

2. **Non-mobile courses**

Maximum study time = 30 minutes per lesson

- **Courses started**

Users can only start a course once. A course starts once the user completes at least 1 activity within the course

- **Course certificate**

The course certificate is awarded once the course has been completed for at least 70%.

- **Test certificate**

The test certificate is awarded when the user has achieved a minimum test score of 70%.

- **GoodScan**

Here you can see whether a user has completed the GoodScan.

- **Progress**

This relates to the progress within the course (not the test). It is indicated in percentages.

## 4.2 Course report

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Go to 'Reports' and choose 'Course report'.

This report shows a list of learning activities per course. You can generate a detailed report per course by clicking the purple magnifying glass. The pop-up window will then provide you with more information for each course. Using the arrows in the top left corner, you can browse through the list of courses (the order is based on the column choice you made before). This report is also available as an Excel or CSV file. On the bottom left of the pop-up window, click the download icon next to 'Choose export'.

### Data explanation

- **Course**  
The name of the course, including the course language.
- **Mobile**  
Almost all of our courses are available on a mobile device. In this column, the "V" sign indicates whether the course is available on mobile or not.
- **Lesson visits**  
The total number of lessons visited in this course. Each course consists of several lessons. Each lesson, in turn, consists of several, separate activities. On this page, you can see how many lesson visits this user has made in total (visited lesson = each time a user opens a lesson).
- **Course started**  
The number of times this course was started. Users can only start a course once. A course starts once the user completes at least 1 activity within the course.
- **Course certificate**  
The total number of course certificates obtained for this course. The course certificate is awarded once the course has been completed for at least 70%.
- **Test certificate**  
The total number of test certificates obtained for this course. The test certificate is awarded when the user has achieved a minimum test score of 70%.
- **Study time (HH:MM:SS)**  
This is the net study time, meaning the time between when a lesson was opened and then closed. Considering that users don't always close lessons properly, study time is limited, depending on the type of course.



We distinguish between two types of courses:

1. **Mobile courses**

Maximum study time = 4x the study time of the relevant activity within the lesson

2. **Non-mobile courses**

Maximum study time = 30 minutes per lesson

- **Email**

The user's email address. Please note: no email addresses will be visible if you chose to connect anonymously through LMS or SSO.

- **Name**

Name of the user. Please note: no names will be visible if you chose to connect anonymously through LMS or SSO.

- **Progress**

This relates to the progress within the course (not the test). It is indicated in percentages.

### 4.3 Detailed user report

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Go to 'Reports' and choose 'Detailed user report'.

This report shows all user activity and serves as a logbook that you can use to find specific information based on the activities. Use the search option to find specific users. Each column can be sorted. The report is available as an Excel or CSV file. At the bottom of the list, click the download icon next to 'Choose export'.

### 4.4 Milestone report

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Go to 'Reports' and choose 'Milestone report'.

In the process of doing a course, we distinguish three milestones the student can reach:

- **101 – Course started**

Students can start a course only once (and revisit the same course multiple times). A course is started when the student opens and finishes any activity in a course.

- **201 – Course completed**

The student is awarded a participation certificate. This certificate is awarded when the student has completed 70% of the course.

- **301 – Course test passed**

The student is awarded a test certificate. This certificate is awarded when the student has answered at least 70% of the test questions correctly.



Use the search function to search by student name and email address, or training course title. All columns are sortable, and you can export to Excel or CSV by clicking on the download icon next to 'Export to'.

#### 4.5 Group member overview

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Go to 'Reports' and choose 'Group member overview'.

This overview gives you a list of all groups and group members. Use the search function to search by student name and email address, or by group name. All columns are sortable, and you can export to Excel or CSV by clicking on the download icon next to 'Export to', at the bottom of the list.

#### 4.6 Group Report

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Go to 'Reports' and choose 'Group Report'.

The report is called Group Report and can be found under reports. Here you can find information about the group like what courses they did, how much time they spend on a course and if they have finished it.



## 5. DASHBOARD – CONNECT

This part of the website provides you with the opportunity to connect our courses in an LMS. In order to access this submenu, you must be assigned the role of 'Connector'. As Connector, you are authorised to create various types of connections. As such, you can also download data and select courses. The role of 'Connector' may be assigned to multiple people.

### 5.1 Setting up an LTI connection

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Go to 'Dashboard' on the top of your screen.
3. Click on the plug icon ('Connect'), choose 'LTI settings'
4. Click the '+ Add new connection' button. The system will now generate an LTI key.
5. Scroll down and go to 'Edit'. You can now edit the automatically generated fields. We recommend you only change the 'Name'. This could be especially useful if you want to use multiple keys.
6. Once you are done, click the purple 'Save' button.
7. Want more detailed instructions on how to connect your LMS? Read our manual 'Connect your LMS using LTI', under 'Manuals and Documents'.

### 5.2 Setting up a Remote SCORM connection

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Go to 'Dashboard' on the top of your screen.
3. Click on the plug icon ('Connect'), choose 'Remote SCORM settings'
4. Click the '+ Add new connection' button. The system will now generate a Remote SCORM key.
5. Scroll down and go to 'Edit'. You can now enter the domain name of the LMS.  
**Please note:** only enter the domain name and do **not** add a '/' or specific path. Also make sure there are no empty spaces in the field.
6. Once you are done, click the purple 'Save' button.
7. Want more detailed instructions on how to connect your LMS? Read our manual 'Connect your LMS using Remote SCORM', under 'Manuals and Documents'.



## 5.3 Course selection

Selection on the basis of an LTI connection

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Go to 'Dashboard' on the top of your screen.
3. Under 'Connect', go to 'Course selection'.
4. Use the filter or search option to find one or more specific courses. More information on the filter can be found on [page 5](#) of this reference guide.
5. Select the course(s) by checking the boxes on the left.
6. Click the 'Export' button on the right side of your screen, right under the search bar.
7. A pop-up window opens. Select 'LTI', the components that should be included on the course page, choose the format and click the purple 'Export' button.
8. Want more detailed instructions on how to connect your LMS? Read our manual 'Connect your LMS using LTI', under 'Manuals and Documents'.

Selection on the basis of a Remote SCORM connection

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Go to 'Dashboard' on the top of your screen.
3. Under 'Connect', go to 'Course selection'.
4. Use the filter or search option to find one or more specific courses. More information on the filter can be found on [page 5](#) of this reference guide.
5. Select the course(s) by checking the boxes on the left.
6. Click the 'Export' button on the right side of your screen, right under the search bar.
7. A pop-up window opens. Select 'Remote SCORM', the components that should be included on the course page and click the purple 'Export' button.
8. The selected course(s) will now be downloaded to your computer as a Zip file.
9. Want more detailed instructions on how to connect your LMS? Read our manual 'Connect your LMS using Remote SCORM', under 'Manuals and Documents'.

### Download data

Use the purple buttons 'Download data as CSV file' or 'Download data as Excel file' if you wish to export all course data in a single action. Read more information about this data on the following page.



## Explanation course data

- **CourseId**

The unique ID number of a specific course.

- **CourseName**

The CourseName of the course consists of various elements as described in the following example:

0000-EN-GB-Title

0000 = Coursecontainer number

EN = Course language

GB = Country for which the course was localised

Title = CourseTitle (without accents or special punctuation)

Older courses weren't structured in this manner and only consist of the CourseTitle.

- **CourseTitle**

Title of the course as shown on the course page.

- **Url**

This URL refers to the specific course page on our website.

- **LtiLaunchUrlComplete**

Use this URL to connect a course via LTI. It refers to the course page that displays both the lessons and the test.

- **LtiLaunchUrlContentOnly**

Use this URL if you connect a course via LTI. It refers to the course page that displays only the lessons.

- **LtiLaunchUrlTestOnly**

Use this URL if you connect a course via LTI. It refers to the course page that displays only the test. This field will be empty if there is no test available for this course.

- **ImageUrlPortrait**

This URL refers to the portrait version of the course icon.

- **ImageUrlSquare**

This URL refers to the 'square version with text' course icon.

- **ImageUrlLandscape**

This URL refers to the landscape version of the course icon.

- **Description**

A short description of the course.

- **Tags**

Use these tags to make it easier to find the course within your learning environment.





- **Duration**  
Average duration of a course.
- **PublishDate**  
The date the course was published.
- **Language**  
The language in which the course is displayed. Courses with the language value UNIVERSAL are always displayed in English via our LTI and Remote SCORM connection.
- **CategoryId**  
All categories have a unique ID number. For example: 'CategoryId 6' will always belong to the category 'Communication'.
- **Category**  
The category we placed the course in.
- **CoursecontainerId**  
The unique ID number of the accompanying Course container.
- **Coursecontainer**  
A unique number with accompanying Dutch CourseTitle. Courses can be available in multiple languages. We add all these courses to the same course container so that you can see whether a course is available in multiple languages or not.  
[Example](#)  
Coursecontainer '0052 - Onderhandelen' includes the following courses:
  - 0052-NL-NL-Onderhandelen
  - 0052-NL-BE-Onderhandelen
  - 0052-EN-GB-Nifty Negotiations
  - 0052-FR-FR-Devenir un pro de la négo
  - 0052-DE-DE-Verhandeln
  - 0052-ES-ES-Como negociar con exito
  - 0052-PT-PT-Negociar como um professional
  - 0052-FR-BE-Devenir un pro de la négo
  - 0052-SV-SE-Forhandla med sjalvfortroende
  - 0052-PL-PL-Zwinne negocjacje
  - 0052-DA-DK-Fede forhandlingler
  - 0052-DE-CH-Verhandeln
  - 0051-DE-AT-Verhandeln
- **TestAvailable**  
Courses that have a test available will have the value 'True'.  
Courses that do not have a test available will have the value 'False'.
- **MobileFriendly**



Courses that adjust to the size of the screen will have the value 'True'.

Courses that require a minimum resolution of 1024x768 pixels will have the value 'False'.

- **CourseAreaId**

The ID number of the new course categories. This is still a work in progress.



### Course data via our API

It is possible to view the course data automatically via an API call. This could be useful if you don't want to connect all courses manually. Want a more detailed explanation? Please refer to our manual 'Using the GoodHabitZ API', under 'Manuals and Documents'.

### 5.4 GoodScan selection

The GoodScan is not a course. Rather, it's a tool that helps recommend courses to you. The GoodScan, therefore, doesn't appear in our course list (as described in 5.3). It is, however, possible to integrate the scan in an LMS via LTI or remote SCORM.

1. Log in at <https://my.goodhabitZ.com/en-gb/login.html>.
2. Go to 'Dashboard' on the top of your screen.
3. Under 'Connect', go to 'GoodScan selection'.
4. Select the GoodScan in the language of your choice by checking the box on the left.
5. Are you using LTI? Then click on 'Export', choose 'LTI', the desired format and click on 'Export' again.
6. Are you using Remote SCORM? Then click on 'Export', choose 'Remote SCORM' and click on 'Export' again.  
The zip file will be automatically downloaded to your computer. You can then upload the SCORM package to your LMS.

**Please note:** the GoodScan works best if our entire course library is available in your learning environment as well, as all our training courses are considered for the scope.



## 6. DASHBOARD – RECOMMEND COURSES

This part of the website lets you recommend courses within the organisation. These recommended courses are shown in a special slider on the 'Online training courses' page. You need to have the Admin or Account Manager role in order to be able to use this functionality. Note that multiple people in your organisation may have this role, and that multiple people can therefore recommend courses subsequently shown in the 'Recommended by <Name of the organisation>' and 'Recommended for you'.

In this section, Admins and/or Account Managers can:

1. Recommend courses to everyone in the 'Recommended by <Name of the organisation>' slider.
2. Recommend courses to specific groups, in the 'Recommended for you' slider.

### Note:

- In order to be able to see the changes you've made, you have to start a new web session. You can do so by opening the page in a new tab, or by logging out and in again.
- Courses are added to the slider from left to right.

### 6.1 Recommend courses to everyone

Adding a course to the 'Recommended by <Name of the organisation>' slider

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page.
3. Under 'Recommend courses', select 'Recommend to everyone'.
4. Click on the 'Add training course' tile.
5. A window pops up. Follow the instructions in three steps..

**Note:** The choice of language refers to the website language as the user sees it. If a user looks at the French website, the French 'Recommended by <Name of the organisation>' slider will be shown, with French courses. If you want to recommend a course in multiple languages, you will have to do this separately for each language.

6. A new tile will pop up in the overview. This course tile will be shown during the chosen time frame in the 'Recommended by <Name of the organisation>' slider on the 'Your courses' page.



Re-adding a course to the 'Recommended by <Name of the organisation>' slider

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page.
3. Under 'Recommend courses', select 'Recommend to everyone'.
4. Select 'History' at the bottom of the page, and choose the course you want to recommend again.
5. Click on the round purple icon with the white 'refresh' sign.
6. A window pops up. Choose a starting date and a time frame, and click 'Complete'.
7. A new tile appears in the overview. This course tile will be shown during the chosen time frame in the 'Recommended by <Name of the organisation>' slider on the 'Your courses' page.

Changing the time frame for a recommendation in the 'Recommended by <Name of the organisation>' slider

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Recommend courses', select 'Recommend to everyone'.
4. Click on the grey pencil icon at the bottom right of the tile of the course whose time frame you want to change.
5. A window pops up. Change the starting date or time frame and click 'Complete'.
6. Your change will be applied immediately, at the bottom left in the tile shown. This course will be shown during the chosen time frame in the 'Recommended by <Name of the organisation>' slider on the 'Your courses' page.

Removing a course from the 'Recommended by <Name of the organisation>' slider

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Recommend courses', select 'Recommend to everyone'.
4. Click on the grey pencil icon at the bottom right of the tile of the course you want to remove.
5. Set the number of Days/Months/Years to 0.
6. The course tile will be removed from the overview and the 'Recommended by <Name of the organisation>' slider right away.
7. The course will be added to your History overview at the bottom of the page



## 6.2 Recommend courses to groups

Adding a course to the 'Recommended for you' slider

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Recommend courses', select 'Recommend to groups'.
4. Click on the purple 'Add course' button.
5. A window pops up. Follow the instructions in four steps. It's possible to select multiple groups and multiple courses at a time.

**Note:** The choice of language refers to the website language as the user sees it. If a user looks at the French website, the French 'Recommended by <Name of the organisation>' slider will be shown, with French courses. If you want to recommend a course in multiple languages, you will have to do this separately for each language.

6. A new line appears in the overview. The course will be shown to the selected group(s) for the chosen time frame, in the 'Recommended for you' slider on the 'Your courses' page.

Changing the time frame for a recommendation in the 'Recommended for you' slider

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Recommend courses', select 'Recommend to groups'.
4. Click on the pencil icon of the course whose time frame you want to change.
5. A window pops up. Change the starting date or time frame, and click on 'Complete'.
6. The change will be applied in the overview right away. This course will be shown during the chosen time frame in the 'Recommended for you' slider on the 'Your courses' page.

Removing a course from the 'Recommended for you' slider

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Recommend courses', select 'Recommend to groups'.
4. Click on the bin icon of the course you no longer want to recommend.
5. A window pops up, asking you to confirm.



## 7. DASHBOARD - RESOURCES

Here you'll find all kinds of useful documents and manuals to help you roll out our courses within your organisation. You need to have been assigned one of the various administrator roles in order to access them. In addition, this Admin section contains another functionality, only available to those assigned the role of Marketer: the Promo Studio.

### 7.1 Manuals and documents

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Resources', select 'Manuals and documents.'

This section gives you an overview of all of our flyers, fact sheets, checklists, manuals, and materials for marketing and promotion. They're divided into the following categories:

- **Getting started**

The flyers give an overview of all available roles on our website and help you to choose the learning platform that suits your organisation best. To get an idea of what's required for a successful implementation as far as communication and organization go, you can use our 'Kick-off checklist'. You'll find this 'Reference Guide' there, too, which describes all the functionalities available for the administrator sections on the website.

- **The GoodHabitZ website as a learning platform**

This fact sheet has all the information you need if you choose to use our website as your learning platform. For a brief overview of the technical steps involved in activating your employees, we've created a 'Website checklist'.

- **Your LMS as your learning platform**

This category is only relevant if you wish to offer our courses via an LMS. The flyer 'LTI vs Remote SCORM' helps you choose the best option for your organization. Once you've made your choice, use our manual and checklist to go through the implementation process step by step.

- **Marketing and promotion**

These materials were designed to help you promote the use of our courses.



## 7.2 Course images, leaflets and WorkOuts

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Resources', select 'Course images, leaflets and WorkOuts.'

Here, you'll see a list of our courses. You can filter by language and publication date by clicking on the Filter button above the list on the left. Select one or more courses, and choose your desired download option at the bottom of the list.

- **Download data as CSV**

Via 'Download data as CSV', you can export all course data of your course selection in a single download. A detailed description of these data can be found under [5.3. Course selection](#).

- **Download data as Excel**

Via 'Download data as Excel', you can export all course data of your course selection in a single download. A detailed description of these data can be found under [5.3. Course selection](#).

- **Download course images**

Course images can be downloaded per course, as a single ZIP file containing four image formats:

1. portrait
2. landscape
3. square with text (course title)
4. square without text

- **Download leaflets**

Leaflets contain a short description of the course as a whole and each of the course units. They're available in PDF format.

- **Download WorkOuts**

Our WorkOuts contain practical exercises that will help you address and discuss relevant work-related issues with your team.





### 7.3 Promo Studio – reserved for Marketers

1. Log in at <https://my.goodhabitz.com/en-gb/login.html>.
2. Click on the 'Dashboard' button in the top right corner of the page
3. Under 'Resources', select 'Promo Studio'.

In the Promo Studio, you have the option of designing promotional materials to help you spread awareness of GoodHabitZ and our courses within your organisation. You need to have the role of Marketer in order to be able to access it.

You will be asked to upload the logo of your organisation and – if you use an LMS – to add a link to your learning environment. Once your logo is approved, you will be able to design, download and order promotional material and campaigns in Promo Studio.

Looking for a more in-depth explanation of our Promo Studio? Please refer to our separate guide.



## 8. MANAGE YOUR PERSONAL ACCOUNT

The button with your first name in the top right corner of the page gives you access to your personal account. You don't need to be assigned a special role for this.

- Log in at <https://my.goodhabitz.com/en-gb/login.html>.
- the top right corner, select the button with your name, then 'My account'.

### 8.1 My account

#### Change name and preferred language

You can find your name under 'My account', in case you want to change it. Changing the language, you see here will only affect the Promo Studio (within your Dashboard). If you want to change the language of the website and course library, click the home button with your name in the top right corner. You can now choose a different language from the menu.

#### Change email address

Under 'Change my email address', you can change your email address. Note that this option is unavailable to those who use SSO to log in, and anyone who does our courses in their company's LMS.

#### Change password

Under 'Change password', you can choose a new password. Note that this option is unavailable to those who use SSO to log in, and anyone who does our courses in their company's LMS.

#### Download your data

With the 'Download' option, you can download all your personal data that we store. Simply click on the purple button to download a zip file, which will be stored in the 'Downloads' folder on your PC or laptop. This zip file contains Excel sheets with information about web sessions, ratings, personal data, lesson progress, training course progress, GoodScan results, and milestones achieved.



## Remove account

Under 'I want to be forgotten', you can choose to have your data permanently removed from our database. All of your personal information (name, email address, password and progress) will be irrevocably removed from our database. You'll be given a few days to think about your decision, during which you can stop the process of removing your data. You can also use this time to download your certificates.

**Note:** We won't notify your employer of your choice to exercise your right to be forgotten. As a result, your employer may send you an invitation to start using the GoodHabitZ course library in the future.

## 8.2 Download your certificates

Under 'My certificates', you'll get an overview of your course certificates and test certificates. You also have the option of downloading these certificates as PDF files.

## 8.3 Language Setting

You can change the language here. This setting determines the language of both the website and the course library.

## 8.4 Contact & support

Any questions or remarks? Use the contact form to get in touch with our support department.

## 8.5 Notifications

This is where we'll notify you of any important news. We'll also inform you about any planned maintenance on the website.

## 8.6 GoodScan

You can start the GoodScan here, or open it and have a look at your results if you've already done it. You can retake the GoodScan as many times as you want. To do so, click on the button that says, 'Open the GoodScan', and then on the three vertical dots in the top right corner. Click 'Redo the Scan', and you'll be able to start from the beginning.

**Please note:** To save the results of the GoodScan, it is important that after finishing the GoodScan you close it in the correct way; by clicking on the three vertical dots in the upper right corner, and then clicking on close. If you do not do this and close the whole tab instead, the result will not be saved and you will have to redo the GoodScan again next time.

## 8.7 Log out

This option will log you out of our website and end your session.



