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## **What HSI Blue Ocean Brain features does the Admin button allow me to access?**

Selecting the **Admin** button in the top menu will display the various features that Learner Admins may access in HSI Blue Ocean Brain. Designated Learner Admins at each organization will be able to access some or all of the following features:

- **Curriculum Catalog**: The Curriculum Catalog provides a preview of all available Blue Ocean Brain content, including new lessons not yet found in the Library. The Curriculum Catalog also provides an at-a-glance overview of each Lesson when previewing.
- **Curriculum Calendar**: The Curriculum Calendar provides a monthly view of upcoming scheduled Lessons for a Group.
  - **Curriculum Calendar: View Only Permission**: This admin permission allows the Learning Leader to view the Curriculum Calendar and see all upcoming selected topics.
  - **Curriculum Calendar: Edit Permission**: This admin permission allows the Learning Leader to edit and add new Lessons to the Curriculum Calendar. We recommend reserving this admin permission to 1 or 2 Learning Leaders.

*Note: The features found in the Admin menu are enabled individually for Learning Leaders at each organization. If you believe that you should have access to one or more of these features, please [email our Support Team](#).*

- **Learners:** The Learners page provides quick access to all of a Group's registered Learners. Learner Admins can use this view to quickly see who is, and isn't, currently registered in Blue Ocean Brain, as well as manage their Learners' access.
  - **Learner View Permission:** This admin permission allows the Learning Leader to view the list of registered learners within an organization.
  - **Learner Edit Permission:** This admin permission allows the Learning Leader to add and deactivate individual learners as needed. We recommend reserving this admin permission to 1 or 2 Learning Leaders to avoid confusion.
  - **Learner Batch-Import Permission:** The admin permission allows the Learning Leader to update the Learner List in batch by uploading .csv files. We recommend reserving this admin permission only to Learning Leaders able to access an entire listing of Learners within the organization. Please ask your CSM for additional information and training regarding uploading files to avoid accidental deactivations. *For organizations using SCIM, we do not enable Learner Edit/Learner Batch-import permissions, as this will interfere with the SCIM provisioning component.*
- **Announcements:** The Announcements page allows Learner Admins to publish a customizable message across their organization. Learner Admins can use this function to quickly broadcast important information, highlight specific Lessons, or tailor announcements to the needs of their Group.
- **Lesson Briefs:** Lesson Briefs are lesson-specific conversation starters that Leaders may use with their organization. Lesson Brief access can be enabled for all Learners in a Group. When enabled, Lesson Briefs appear in the Library with each Lesson or Article.
- **Reports:** The Reports page allows Learner Admins to quickly view, generate, and download reports regarding Learner engagement within HSI Blue Ocean Brain.

*Note: The features found in the Admin menu are enabled individually for Learning Leaders at each organization. If you believe that you should have access to one or more of these features, please [email our Support Team](#).*

## How do I access the Curriculum Catalog?

Learner Admins can access the Curriculum Catalog via the **Admin** menu on the HSI Blue Ocean Brain platform. It provides a preview of all HSI Blue Ocean Brain content, including new lessons not yet published to the Global Library, and is updated weekly.

*Note:*

- *Access to the Curriculum Catalog is granted individually to Learning Leaders. If you need access, please email our Support Team with your name, organization, and request.*
- *The Curriculum Catalog is for preview only; Learner admins cannot earn points, answer Show-What-You-Know questions, or track progress within the Curriculum Catalog*

## How can I edit my schedule of featured lessons in HSI Blue Ocean Brain?

Learner admins can edit the content schedule from the Curriculum Calendar or Curriculum Catalog.

*Note:*

- *Scheduling is available only to COMPANY admins with active platform licenses.*
- *Only full lessons (not individual assets) can be scheduled, and only for future dates.*
- *Lessons can be scheduled up to midnight EST for the next day.*
- *Scheduling is limited to content refresh dates set by your learning leaders.*

## How do I schedule lessons from the Curriculum Catalog?

Navigate to HSI Blue Ocean Brain, select Admin, then select "Curriculum Catalog" in the drop down menu. Select the lesson, then click **Add to Calendar**. In the calendar pane, click **+ADD** on the desired date, then click **Confirm** to schedule the lesson or **Cancel** to exit.

## How do I schedule lessons from the Curriculum Calendar?

Navigate to HSI Blue Ocean Brain, select Admin, then select "Curriculum Calendar" in the drop down menu. Select an unscheduled date and click +Add Lesson. In the pane, browse your Bookmarks, the Curriculum Catalog, or use the search bar. Click Add to Calendar to schedule the selected lesson.

## How do I replace a scheduled lesson on the Curriculum Calendar?

Click the pencil icon next to the desired date. In the pop-up window, click **Select a Lesson from the Catalog**. Use the pane to browse your Bookmarks, the Curriculum Catalog, or search for a lesson. Once you find the lesson, click **Add to Calendar**. Arrows will appear on the calendar to indicate the lesson was updated.

## How do I remove a lesson from the Curriculum Calendar?

Click the lesson you want to remove and hover over the scheduled date—it will change to read **Unschedule?**. Click it, then select **Restore Original Lesson**. If a previous lesson existed, the previous lesson will be restored; if not, the date will be cleared.

## Where can I find and download Lesson Briefs within HSI Blue Ocean Brain?

Navigate to Blue Ocean Brain, then select **Admin**, then select the **Lesson Briefs** tab in the drop down menu. Use the list to locate the desired Brief (in alphabetical order by title). Select the "download" symbol to the right of the desired Brief. This will bring up a PDF file in a new Adobe browser tab. To download or print the Brief, select the download button in Adobe.

*Note: The features under the Admin menu are enabled individually for Learning Leaders at each organization. If you believe that you should have access to one or more of these features, please [email our Support Team with your name, organization, and a brief description of your request.](#)*

## What are Lesson Briefs?

Lesson Briefs are Lesson-specific conversation starters that Leaders may use with their teams. Each Lesson Brief contains an overview and summary of the associated Lesson, team discussion questions, a team exercise, and resources to consider if the team would like to explore the topic further.