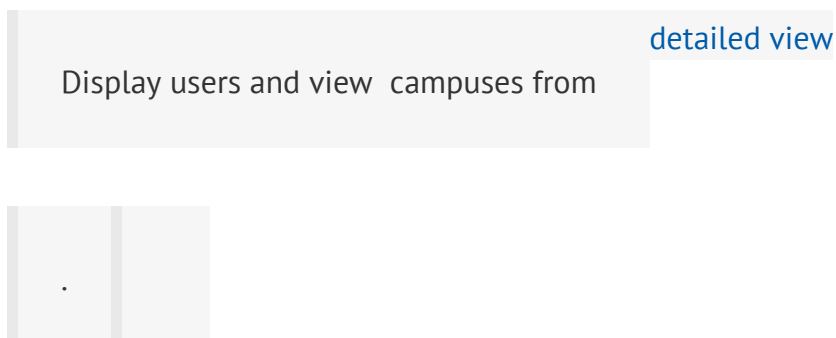


Display Dictionary Users

A Site Manager can view which campuses or accounts make use of a specific dictionary. This can be especially useful when considering [inactivating](#) or [deleting](#) a language or dictionary.

1. [Navigate to Dictionaries](#) .
2. Select **Display Users** or **Campuses** for the applicable dictionary.



The screenshot shows the 'Dictionaries' control panel. At the top right, there is a 'View: List Detailed' dropdown menu, with 'Detailed' selected and highlighted by a red box. Below this is an information banner: "Site managers are responsible for keeping dictionary labels up to date. New labels are periodically added due to new development." The main section is titled 'Default Dictionaries' and shows the 'English' dictionary. It includes buttons for 'Edit Labels' and 'Display Users'. The 'Campuses' tab is selected and highlighted by a red box. A list of campuses is displayed, including: 1. 006 Calgary, 2. 007 Edmonton, 3. 008 Halifax, 4. 009 Hamilton, 5. AB - Edm S, 6. AB - Edm W, 7. AB - Fort McMurray, 8. AB - Fort McMurray Terra, 9. Airport Campus, 10. Airports, 11. Automotive Campus, and 12. Branch Managers. A red arrow points from the 'Detailed' dropdown to the 'Display Users' button, and another red arrow points from the 'Campuses' tab to the campus list.

Display users and view campuses from

list view

; the numbers are links.

Dictionarys

You are viewing: Control Panel > Dictionarys

View **List** Detailed

i Site managers are responsible for keeping dictionary labels up to date. *New labels are periodically added due to new development.*

Default Dictionarys

Name	Language	Description	User Count	Campus Count	Created	Edited	
English	English	This is the default English dictionary for all corporate employees.	136	58	7/23/2010 10:20:49 AM Sencia Administrator	3/29/2019 3:11:12 PM Sierra Trees	 

3. Optionally use the sort options menu on the right to change how the user list is displayed. If you cannot see the menu, select the > arrow to open or close the menu.

>

Sort Options

- Last Name (A - Z)
- First Name
- Username

4. Optionally change an individual's language. Select a name on the display to open their profile page and then use the language the drop-down menu to select a new default language.

Edit User Info

Account Type

Learner

User Status

Registered

Archive

First Name

Shirley

Middle Name

Last Name

Brinkman

Username

sbrinkman@sencia.ca

Password

██████████

Minimum Password Requirements:

✓ 3 Characters

Email Address

sbrinkman@sencia.ca

Web Address

██████████

Default Address

This is my preferred contact address

Street

Default Campus

CQHBABC

Date of Birth

██████████

Custom Input 1
(e.g. Job Title)

██████████

Custom Input 2
(i.e. Department)

██████████

Custom Input 3
(i.e. Supervisor's Name)

██████████

Custom Input 4
(i.e. Supervisors Phone)

██████████

Custom Input 5
(i.e. Supervisors Email)

██████████

Company Name

██████████

Title

██████████

Classification

(none)

Language

English

Dictionary