Training Coordinator Guide 7.0



Governmental Services Center (GSC) serves as the centralized resource for the education, training and development of state employees and agencies. Our instructor led classes, online courses, certificate programs, consultation services and other statewide programs are provided to support the agencies we serve in their mission to grow and develop employees of all types. We offer a variety of training and development programs to assist state employees of all levels with leadership skills, individual performance, skill building, and career development. Many of the courses offered are designed to help employees meet minimum qualifications for advancement and build the skills, competencies, and sensibilities necessary to grow, learn, lead, and serve the Commonwealth in various influential and leadership roles.

GSC is located at the Kentucky State Office Building, 501 High Street, 2nd Floor, and Frankfort, KY 40601. For more information, contact the: Governmental Services Center at persgsc@ky.gov.

This administrative manual provides a guide for Commonwealth of Kentucky State agency personnel to train and maintain qualified personnel in the Commonwealth University Learning Management System referred to as CommonwealthU.

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Pilot Access

Pilot is the test site for MyPURPOSE. This site can be used as a playground to ensure that system settings are configured properly. Pilot contains old data and is not updated regularly. <u>All items should be</u> tested in the pilot environment before being uploaded into

Production.

To access Pilot:

https://kypersonnelcabinet-

pilot.csod.com/client/kypersonnelcabinet/default.aspx

Requesting Access to MyPURPOSE

All requests for security must go through the Kentucky HR Administrator Portal; these must be submitted by your Agency Security Contact (ASC). The ASC must verify that the user has completed all requirements for the requested role. Those requirements include:

- GSC Training Coordinator or GSC Training Administrator
- Security Awareness
- HIPAA Rules and Compliance

If a coordinator or administrator leaves the role as the training liaison, the ASC MUST submit a REVOKE access request to the Personnel Cabinet.

General Navigation

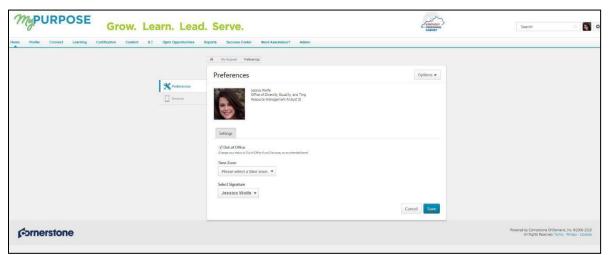
Locating Personal Preferences and Setting Out of Office

Learners and Managers can edit their personal preferences and set their "Out of Office" in MyPURPOSE. Select this option to indicate that you are out of the office or absent for an extended leave. If the "Out of Office" functionality is checked and the user is a manager/approver with training requests to approve, the approval request is routed to the next person in the approval chain (if the approval process is required).

 To set the "Out of Office" setting from the homepage, select "Settings Icon." From the dropdown menu, select "My Account."

PURPOSE Grow. Learn. Lead. Serve. MW MULANDARY W/CANA UNDERNING WILLIAM COMMUN (1) UNDERNING W/CANA	KENTÜCEY
main Main Additional Mp/CONDUCT Mp/CONDUCT Main main Main Additional Mp/Conduct Mp/Conduct Main Hi Jessica, Selectory Mp/ROPTILE Image: Mp/ROPTILE Image: Mp/ROPTILE Image: Mp/Conduct Mp/Conduct Image: Mp/Conduct Image: Mp/Conduct Image: Mp/Conduct Image: Mp/Conduct Image: Mp/Con	
AllyPETR/FURMANCE FAGE MayPETR/FURMANCE FAGE All/COMMUNITY FAMIL All/COMMUNITY FAMIL By States Requirements & FAGE By States Requirements & Recentarious Click have if you have Questions or need assistance.	The target for the formation that is the second target for the formation target

 On the Preferences screen, you will be able to update information, including your Time Zone, E-signature font, and the "Out of Office" status. To enable the "out of office feature add a checkmark in the indicator box. Select save.



3. The out-of-office feature is now enabled. If the user is a

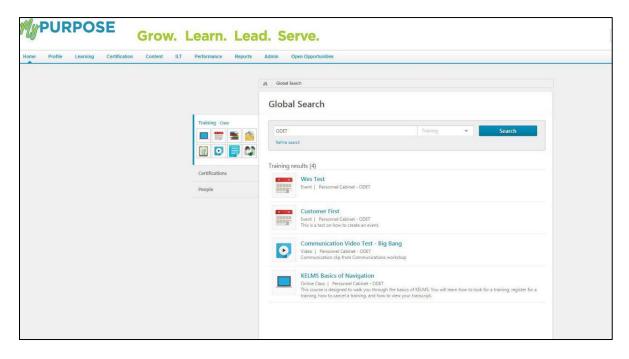
manager and this option is enabled, all requests from their employees will be directed to the next line supervisor, including pending requests. Managers that will be out on an extended leave must enable this option within the system.

Searching for Learning Objects

1. To search for a Learning Object, select the Global Search Box.



2. Type in the name of the training. This will pull back any matches.



By selecting the course tile, users will be able to request the training from the Course console.

	iSTEP for Non-Personnel Cabinet Users Online Class + Personnel Cabinet - ODET + 2 hours
	Request Assign
acceptable us Investigation	formation, Security, Training, Education, Policies/Procedures Portal, it is a tool for awareness, training and understanding of policies and procedures for e and security data.In accordance with Personnel Cabinet policy and the need to ensure awareness of the Personal Information Security and Breach Procedures and Practices Act (KRS 61.931), the Personnel Cabinet requires that all users complete this training before access is granted to any of the Per ns(KHRIS, COS, MyPurpose, Governors Non-Merit Candidate Portal) and then annually, in order to maintain access

Requesting Training

MyPURPOSE is designed to allow users to enroll themselves in a variety of different learning objects. When a learner requests a session or course, an email notification is then sent to the manager requesting approval to attend/complete the training. Managers can assign training to their direct reports. As training administrators and coordinators, we should encourage learners and managers to navigate the system to enroll or assign training.

In the picture below, you will notice that there is both a request and assign option. The assign option here will not assign the training to users. By selecting assign, you look at those users who directly report to you. This is how managers would assign training to their employees.



There may be instances of a training administrator or coordinator you will need to assign training. Assigning training will put the training directly on the learner's transcript. You will need to go to the Learning Assignment tool to do this.

Using the Learner Event Calendar

Learners will have the ability to view upcoming training. Using the Event Calendar will allow a quick glance at upcoming dates. **To access the Event Calendar, hover over Learning > select Event Calendar.**

• A calendar view will show all upcoming training dates. Users will select from the date or can switch over to an agenda view.

March, 2018 >					Day	Week Month	Agen
All Events O My Events							8
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
25	26	27	28	1	2	3	
4	5	6	7	8 Moving Kentucky Forward: Embracing Diversity & Inclusion In 100 PM EST. Executive Branch Ethics Comm (Semple)	9 Bridging the Generation Gap in the Workplace (Sample) Executive Branch Ethics Comm (Sample)	10	
11	12 Anti-Harassment (Sample) 12:00 PM EST - Executive Branch Ethics Comm (Sample)	13	14 Bridging the Generation Gap in the Workplace (Sample) 9 00 AM EST - Executive Branch Ethics Comm (Sample)	15	16 Moving Kentucky Forward: Embracing Diversity & Inclusion in the Workplace (Sample) 1:00 PM EST: Desective Branch Ethics Comm (Sample)	17	
18	19	20	21	22 Bridging the Generation Gap in the Workplace (Sample) 9:00 AM EST - Executive Branch Ethics Comm (Sample)	23	24	
25	26	27 Bridging the Generation Gap in the Workplace (Sample) 30 JAM EST - Executive Branch Ethics Comm (Sample)	28 Moving Kentucky Forward: Embracing Diversity & Inclusion in the Workplace (Sample) 100 PM EST - Executive Branch Ethics Comm (Sample)	29	30 Bridging the Generation Gap in the Workplace (Sample) 500 ANL EST- Lexculive Branch Ethics Comm (Sample)	31	

Learner Home

Learner Homepage

The Learner Home screen consists of several distinct parts that will allow users to view their profile and search for training all in one place. The Learner Home Page consist of:

 User Profile: The User Profile on the top left of the page lets learners quickly see their all-time learning completions, badges, and hours. They can access their Transcript, Universal Profile, and Selected Subjects, which help power their recommendations in one click.

MyPURPO	SE Grow. Learn. Lead	. Serve.	Search
Home Need Assistance?	Profile Connect Learning Certification Conten	t ILT Performance Open Opportunities Reports Success C	Center Admin
	 ⊘ 266 Completions ∞ 417 Hours ♀ 143 Badges 	Hi Jessica! What would you like to lea	arn today?
	Your Subjects Edit Business Skills, Compliance, Creative, Diversity, Employee Development, Health & Wellness, Human		ABILITY
	Your Playlists 1 4 0 Greated Followers Followed Greate New Playlist		GROWTH
	Transcript View 0 0 2 PAST DUE DUE SOON ASSIGNETO /HO DUE DATE	Continue Learning	e file is file
	ASSIGNED / NO DUE DATE		ssion Session SC Virtual KHRIS Time

 Carousels: Learners have different learning carousels to browse on the page. These learnings are based on the learner's history, saved learning, admin-defined, interested subjects, and recommendations.



• Learners do not need to leave the page to access their Transcript. The Side Bar on the left side of the page contains learning on which they must act. It is conveniently broken down by learning that is Past Due, Due Soon, and Assigned with No Due Dates.

	⊘ 26	66 Completions
		17 Hours
25	_	
	Q 14	3 Badges
Your Subjects		Edit
Business Skills, Cor Employee Develop		
Your Playlists		
1	4	0
Created	Followers	Followed
	Create New Play	list
Transcript View		
0	0	2
PAST DUE	DUE SOON	ASSIGNED / NO DUE DATE
ASSIGNED / NO	DUE DATE	
	DOLDINE	
GSC Training Ad	ministrator Tr	raining
		Select Session
GSC Virtual Clas	sroom: What	is Discipline
		Select Session

Setting Your Subjects

Learners will see a carousel based on Subjects. For this carousel to appear, learners must first select Subjects. To set your Subjects in MyPURPOSE: 1. Access the Learner Home Page, hover over the Learning tab, and select Learner Home from the dropdown.

ons	266 Completio	
	Q 143 Badges	(C)
Edit	E	Your Subjects
	E liance, Creative, Diversity, ent, Health & Wellness,	Business Skills, Comp

- 2. From the Learner Home page, locate the sidebar, users will find their profile and an option to Add Subjects. Select Add.
- Once selected, the system will generate a pop-out box that will allow users to search recommended subjects or browse all subjects.

	Browse
elect subjec	ts to help personalize your recommendations.
Q Search	for Subjects
elected	
Business S	rills 🗸 Compliance 🗸 Creative 🗸 Diversity 🗸
Employee	Development 🗸 Health & Wellness 🖌 Human Resources 🗸
Leadership	& Management
Personal D	evelopment 🗸 Safety, Health & Wellness 🗸 Safety, Health and Wellness 🗸
Technical T	raining 🗸 Technology 🗸

4. To add the desired subject, users must select the checkmark box. Once all subjects have been added, select "Save" in the bottom right corner.

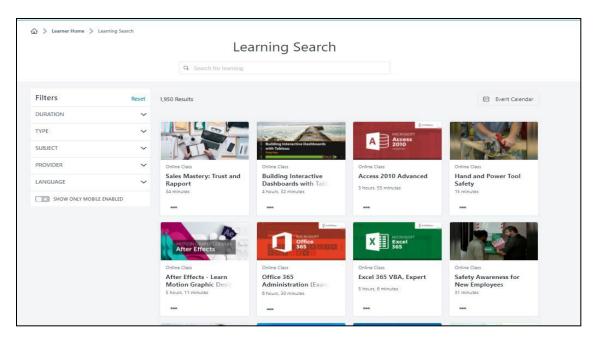
Searching for Courses Using Learner Home

Aside from using the learning carousels, the Learner Home page features a search box. This search box will allow users to see more training options than what is displayed in the carousel. To use the search box:

1. On the Learner Home Page access, the search box. Type in the name of the course, subject, provider, or keyword.



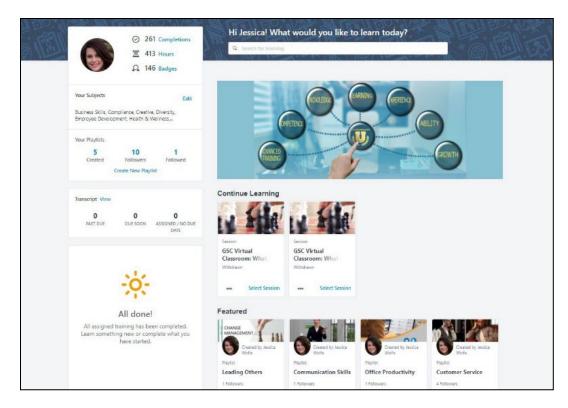
 For this example, we will use CyberU as the provider. A complete listing of CyberU courses will return. If searching does not do the trick, learners can use filter options including Duration, Type, Subject, Rating, Provider, Language, and Mobile Enabled to find exactly what you are looking for quickly.



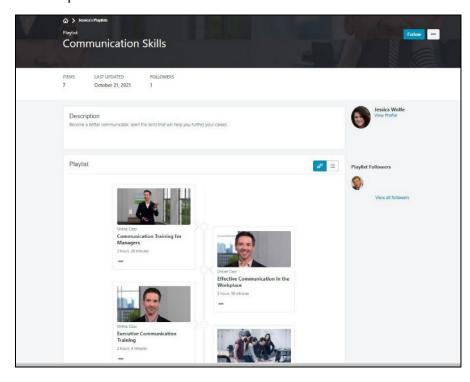
- 3. If you find a learning you want to take but do not want to request it yet, they can use the Save for Later option using the three dots at the bottom of each tile. Learners can quickly access the Event Calendar to find sessions using the Event Calendar button.
- 4. If you find the course you want to take, select the course title. This will take you to the registration page. Here users will be able to request the course, or if you are a manager, you will be able to assign the course to your direct reports.

Playlist

Playlists are collections of learning content curated by the Personnel Cabinet. Playlists can be found on the Learner Home Screen. Playlists will help guide employees and managers with training opportunities. To find a playlist, you will need to navigate to the learner home screen.



Playlists created by the Personnel Cabinet will be marked as a featured item. By selecting the playlist title, you will see what courses have been curated for the topic.



Do not forget to hit the follow button. This will allow you to see the latest updates to the playlist.

Sharing Playlists

If you find a playlist that you find beneficial and want to share with your team, this can be done in an easy step.

1. First, you will need to access the playlist from the Learner Home screen.

 ⊘ 261 Completions X 413 Hours Ω 146 Badges 	Hi Jessica! Wha	at would you like to	learn today?		
Your Subjects Edit Business Skills, Compliance, Creative, Diversity, Employee Development, Heath & Weiness		VEIDA C		T	
Your Playlists 5 10 1 Created Followers Followed Create New Playlist	GWNNEED			GONTH	
Transcript View 0 0 0 0 PAST DUE DUE SOON ASSISTED / NO DUE DUE SOON	Continue Learning	LA FAR			
- <u>i</u> ç-	Senion GSC Virtual Classroom: What Withdrawn	Sestion GSC Virtual Classroom: What Withdraws			
All done! All assigned training has been completed. Learn something new or complete what you have started.	Featured	Created by Jassica Viole	Created by Nacica Wolfe	Created by Austice Work-	
	Playfet Leading Others 1 Followers	Playlist Communication Skills	Playlist Office Productivity 1 Followers	Playlist Customer Service 4 Followers	

2. Once located, you will need to select the playlist title. Once you have opened the playlist, you will find an ellipsis option in the top right. Select the Share option.

	Follow ••• Share
ITEMSLAST UPDATEDFOLLOWERS7October 21, 20211	
Description Become a better communicator, learn the skills that will help you further your career.	View Profile
Playlist	d ^D ≡ Playlist Followers
	View all followers

3. Once you have selected the share option, you will have the ability to copy the link to the playlist. This can then be shared in an email with co-workers or direct reports.

	Share this playlist	
TTEMS. LAST UPDATED FOLLOWERS 7 October 21, 2021 1	https://kypersonnelcabinet.csod.com/samldefault.aspx	
Description Become a better communicator, learn the skills that will be	CLOSE	
Playlist		

Transcripts

Locating a User Transcript

1. Locate the Global Search in the upper right corner of the

screen. Enter the name or user id that you would like to find.



2. Global Search will return matching results under the **People tab**. **Select the user's name.**

	Pouli * Nainh
Training Cartifications Training Cartifications Training	Posti - March
Triong Continuitous Incyste	Roads 🖛 Maarth
Contractions Trengte Proget Proget	
require Propole results C4	
Prode results 24	
Final Accession of the Constant of the Constan	
	HutchessonACMIN which actuals the bioteness the Office at Directory, figuality and Twining with the Learning Menagement System as the SELMS System start (= rejory my) the twine working with people.
Transp	n Hindhennon Heild Severa Centri T Spitemi Consultent II - Manager Wester Senner- Nacher Hill Die Registry V - Richard Consultent II
and the second se	Sugate Inter (In F.) Soud Server Ann 1. Menager Cysena Antonio InterConception 2. Oriented Annual Annual International
and Lines	Netzel Constylel: Keris Gaugost Spicalist Menoger Siring Sotion Califizing Sociology ♥ Ferris Faquori Spicalist 1
Karby area	

 To review the User Record, select the Username hyperlink.
 Once selected, this will pull up the Universal Profile. The Universal Profile screen will show the general information from the account.

PURPOSE Gr	ow. Learn. Lead. Serve.	Search
Home Profile Learning ILT Performance	Reports Admin Open Opportunities	
Kathy Hutcherson/ADMIN Bio 🔻 Feedba	ck Transcript Snapshot	
	D > Kutty10400wvm40000 > № Bio	-
	Kathy HutchersonAJ3MIN Spetrers Administration Baldure	
	Email Location	
	Summary I work for the Office of Diversity, Equality and Training with the Learning Management System as the KELMS System Administra Longy my job and love working with people.	ator:
	Team	
	Rathy Metcherson(XLBERN	

4. To view the user's transcript, select Transcript at the top of the

page.

5. The Transcript page will show all completed and registered trainings. Trainings that have been completed will show at the top of the screen with total hours.

Kathy HutchersonADMIN Bio 🔻	Transcript Actions Snapshot User Record Image: Strange of the	
	0.5 HRS AGGREGATE TRAINING COMPLETED	
	Active * By Date Added * All Types * Search Results (0)	Search for training Q

Training Transcripts can be exported to PDF by selecting the ellipsis "..." tab.

•••
Add External Training
Export to PDF
Print Transcript
Run Transcript Report
Add Learning Reporter

From the dropdown menu, the options below will appear:

• Add External Training-This option will allow you to add a self-reported training to another user's transcript as a Training

Coordinator.

- **Export to PDF**-This option will allow the transcript to be reported to a PDF file. Each page of the PDF must be printed individually. ONLY EVENTS will show on the PDF.
- **Print Transcript**-This option will print the training transcript.
- Run Transcript Report-This option will allow Coordinators and Administrators to run a report exported out into EXCEL. This option will pull up a report page. You must enter the criteria that is desired. You must leave sessions off the report to get an accurate amount of training hours.
- 7. To Exit the user profile, select MyPURPOSE at the top of the screen.

Removing Training from a Transcript

There may be times that Training Coordinators and Administrators may have to remove training that no longer applies to a user's transcript. To remove a training:

 On the training transcript, users will have the ability to select from the active training. Using the dropdown menu, select the remove option.

e transcript	to manage all active trair	ng. Effective July 1, 2021, MyPURPOSE no longer supports In	ternet Explorer 11. Please use the most up-to-dat	e version of Chrome, Firefo	ox, Edge or Safa
	.87 HRS TRAINING COMPLETED	FISCAL YEAR ENDING COST 12/31/2021 \$.00			
Active 🔻	By Date Added 🔻	All Types 🔻	[Search for training	Q

2. Once the remove option has been selected, users will be prompted to provide a reason and comment for the removal.

Transcript: Jeanna Hawkins >	
Removing Digital Marketing Masterclass: Get Your First 1,000 Customers	
Once you remove this training item, it will no longer appear on the user's transcript. You may always restore this item later, if needed. Additionally, remove training filters have been added to certain training reports.	
Please choose a reason for removing this item Select Reason 🗸	
Please enter comments explaining why you are removing this item:	
	11
Cancel Submit	

Adding External Training to Transcript

External training should only be used for users that attended training from an outside agency. Trainings that GSC conducts should not be entered in as External Training. This includes CSE training classes. Employees can record their own External Training.

Managers must approve the training before it is completed on the transcript.

To Record an External Training

1. Locate the **Global Search in the upper right corner of the screen**. **Enter** the name or user id that you would like to find.



- Global Search will return matching results under the People tab.
 Select the user's name.
- To review the User Record, Select the Username hyperlink.
 Once selected, this will pull up the Universal Profile. The Universal Profile screen will show the general information from the account.

PURPOSE Grow	Learn. Lead. Serve.	Search
Hone Profile Learning ILT Performance Name	to Admin Open-Opportantizes	
Kathy HutowisenADMIN Bio - Feedback	Transcript Snapshot	
⇔ > Bio	Kothy Hiddoweed (1991) 🔰 Bac	
1	Earling Hard hernomADMIN Reder Administration Elusion	
	Email Location	
s	ummary	
	Events for the office of Elevershy, Equality and Training with the Leversing Management System at the KELMA System administration Lengor my paramilities with paraple.	
1	eam	
	Kathy Hot forward/MHV	

4. To view the user's transcript, **select Transcript** at the top of the page. The Transcript page will show all completed and registered trainings. Trainings that have been completed will show at the top of the screen with total hours.

Kathy Hutcherson/ADMIN > Transcript: Kathy HutchersonADMIN Transcript: Kathy HutchersonADMIN Use the transcript to manage all active training.	
0.5 HRS AGGREGATE TRAINING COMPLETED	
Active T By Date Added All Types Search Results (0)	Search for baining Q,

 Training Transcripts can be exported to PDF by selecting the "ellipsis" tab.

•••
Add External Training
Export to PDF
Print Transcript
Run Transcript Report
Add Learning Reporter

- Add External Training-This option will allow you as a Training Administrator/Coordinator to add a self-reported training to another user's transcript as a Training Administrator/Coordinator.
- Self-Reported Training-requires manager approval. Once approved, the user must go back to their transcript page and mark the training as completed.

Completing Training on User Transcript

There may be instances where Training Administrators must complete training on a transcript of another user. Administrators can now complete

online courses and external trainings on users' transcripts.

- 1. To complete training on a user transcript, use the Global Search to look up the user.
- On the Transcript page, locate the external course or online class that needs to be completed, then select View Training Details.

ranscript: Thomas Wo	lfe	
	ning. ***Please make sure you are using Internet Explorer 11 with the pop up blocke er turned off and the flash player enabled. ***	er turned off. If you do not have Internet Explorer 11 you will need to
0 HRS AGGREGATE TRAINING COMPLETED	FISCAL YEAR ENDING COST 12/31/2020 \$.00	
Active T By Date Added T Search Results (11)	All Types 🔻	Search for training Q
	JOLFE (Starts 3/2/2020 8:30 AM) s: Cancelled	Select Session 🔻
iSTEP for Non-Per Due: No Due Date Stat	onnel Cabinet Users s: Registered	View Training D 💌

3. The View Training Details screen will allow Admins the option to select "Mark Complete."

Training Details	
Training Type: Online Class	
Provider: Personnel Ca	binet - ODET
Version: 5.0	
Cabinet policy	normation, Security, Training, Education, Policies/Procedures Portal, it is a tool for awareness, training and understanding of policies and procedures for acceptable use and security dat and the need to ensure awareness of the Personal Information Security and Breach Investigation Procedures and Practices Act (KRS 61.931), the Personnel Cabinet requires that all u ted to any of the Personnel Cabinet systems(KHRIS, COS, MyPurpose, Governors Non-Merit Candidate Portal) and then annually, in order to maintain access
Training Purpose:	
Due Date: None	
LEGACY ACTIVITY CODE:	
TRAINING PROGRESS	
Progress: View Time: 0 H	0% (0 of 1 units complete) our(s) 0 Minute(s)
Status: Reg	jistered ✔ Mark Complete
Score: 0%	₿ Edit Score
Modules: 🔊	View details of modules for iSTEP for Non-Personnel Cabinet Users

By selecting Mark Complete, a pop-up window will appear.
 Administrators will be prompted to provide comments regarding

the reason for marking the training as completed. Once provided, select "submit," the training will now appear on the user's completed transcript.

dit Transcript Details	Mark Training Complete - Google Chrome	
raining Details	kypersonnelcabinet-pilot.csod.com/LMS/UserTranscript/TrainingMarkComplete.asp	2
Training Type: Online Class Provider: Personnel Cabinet - ODET Version: 5.0 Training Hours: 2 Hours 0 Min Description: ISTEP is the Information, Security, Training, Education, Pc Cabinet policy and the need to ensure awareness of the P access is granted to any of the Personnel Cabinet system Status: Registered Training Purpose: Due Date: None LEGACY ACTIVITY CODE:	Cancel Submit	nd 61 pro
TRAINING PROGRESS		
Progress: 0% (0 of 1 units complete) View Time: 0 Hour(s) 0 Minute(s)	4	,

Creating Instructor Led

Events

Adding Instructors

Before an instructor can be added to a session, they must be added as an instructor for the agency. To add an instructor:

1. Hover over ILT > Vendors and Instructors.



- 2. Locate Vendor (Organizational Unit) by searching.
- 3. Select the instructor link to the right.

Personnel Q Search					
View active vendors only					
					« Previous 1-8 of 8
Vendors					
VENDOR NAME	CONTACT NAME	PHONE	ACTIVE	EDIT	INSTRUCTORS
Personnel Cabinet - ODET	Elizabeth Cram	502-782-9526	Yes		Instructors
Personnel Cabinet - KEAP	Trina Koontz		Yes		Instructors
Personnel Cabinet - DTS			Yes		Instructors
Personnel Cabinet - DTS			Yes		Instructors
Personnel Cabinet - DHR			Yes		Instructors
Personnel Cabinet - DEI			Yes		Instructors
Personnel Cabinet - Deferred Comp			Yes		Instructors
Personnel Cabinet			Yes		Instructors

4. Select Add New Instructor.

nstructors
View Instructor Requests
earch for Instructor Name:
Q Search
✓ View active instructors only
Add New Instructor
instructors

5. Select the Call Out icon.

Edit Instructor			
Instructor Name:	First Name	Last Name	(select an existing user)

 Using the call out window, search for the name of the instructor. This will auto- populate the information for that user. Verify that they are marked as active. Select Submit.

Creating an ILT Event

The Event is the shell for ILT sessions. Events and sessions have a parent-child relationship. There cannot be a session without the event. Events and sessions must have the same name. The event is what appears on the transcript. Keeping the event and session names the same will make reporting easier. We encourage agencies to build new events. This will ensure that the Events are correctly set up and help troubleshoot any issues experienced with sessions.

To create an ILT Event:

1. Navigate to ILT > Select Manage Events and Sessions.

m	PURPOS	SE Gro	ow. Learr	n. Lead.	Serve.					KENTL	CKY.	Search	۹	0	
Home	Need Assistance?	MyPROFILE Hi J	Муш Мур 1 мус	MyLEARNING ROFILE EARNING ERFORMAN AREER	CE	Content	Manage	MyPERFORMANCE es & Resources e Events & Sessions t & Instructors our Sessions		MyREPORTS	5	ourself!			
	My	nbox						Ay Training							
		v transcript								Due Da		Action			
	(0 a (Re	proved training sele pistered for 26 trainin	ction(s)) g selection(s))					ADMIN TESTING JW 8-		9/28/202	23	Open Curriculum			
								10 Minute Yoga Flow fo Life	or Work-from-Home	9/28/202	23	Launch			
	FAQ							GSC- Hiring and Select 1/6/2023		None		Launch			
ascriptvoid(0)	8							HR Basics: Workplace	Investigations	None		aunch I Mark Complete			

2. Select Create New Event.

Waitlists	Exception Requests	Interest Tracking ?	
Search for the sea	or all Events 🛛 Search	for all Sessions	
Event Nam	ne	Subject	
Locator Nu	umber	Q Search	
	imber ive Events Only	Enable Enhanced Search	

3. By selecting Create New Event, the ILT Event properties

page will appear. The event creation process is separated into three sections.

- Properties
- Availability
- Session Defaults

- 4. To create the event, each required field will need to be filled out. The required fields include:
 - Event Name
 - **Primary Vendor**-This will ALWAYS be the Cabinet that is offering the training.
 - Secondary Vendor-Leave blank
 - Description
 - Subjects-Must be added
 - Objectives
 - Legacy Activity Code-Leave blank

A Marge-Bens Spation
Add New Event
Properties
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Reader/Webr
Taing kan
0 Narda 0 minata
Openfo Desenfo Desenformation and eventstrated
171.65
Jone of the second seco
Rearran
+ Add Anatoman in Anatoma in An
Gledine Control Contro
loss 0 ar
Arabha Lungupts
Eight (Eght) (Eight) (
Defailt Largeage
Eigen III. This is being applied with the event in the set of the event information is writing late in their page.

5. Once these fields have been completed, select Next. Select the availability for users-this will control who can see the event. This can be limited to just users in your organization, a specific position, location, group, ETC. Select Next.

希 〉 Manage Events & Sessions				
Add New Event				
Availability				
Copy Availability To New Sessions				
	(TTP),			
	×			
	No Availability Added			
	Select Who can see or request this training Select Criteria			
Back		Cancel	Save	Next

- 6. The Session Defaults page will set the general parameters for creating the sessions.
 - As a Training Administrator, you will have the ability to set a registration deadline, a minimum and maximum registration number, and training topics.
 - You can set how the waitlist is set up.

Add Ne	w Event		
Session D	efaults		
Resources			
+ Add Atta	chment		
No attachments h	ave been uploaded for this Session		
Registration			
Registration De	adline		
	Day(s) 🗸 Before 🧹	first part of session starts. (Request and Register)	
	t Date and Time - Timing Selected Above - R Date and Time + Timing Selected Above - Rep		
Maximum Regis	stration		
Training Topics			
LEGACY ACTIVIT	TY CODE		
Waitlist			
	st for sessions in this event		
Allow waith			

 As part of the settings, you can opt for users to see their time zone's start and end times. To do this, select the Display time Zone of User Box.

Additional Requirements	
Pre-Work	
+ Add New	
Pert-Work	
+ Add New	
Report Firm	
Please select a Request Form V	
Required Training Approvals	
Place a value in this box greater than 0 to require this number of training approvaits to all users who request this training. If this box is blank, the system will look at the user record for the required number of training approvait. NOTE: Changes to this field will only apply to users who do not have this Chotrot on their training.	
Required Completion Approvals	
Pase a value in this loss greater than Dis require this haid completion approvals to all users who completed in training Upon completion user's status mill proceed to Punding Completion. Approval Jefore monitory to Completed. This loss is basis, the LO will not require completion approval. NOTE: Danages to this Held will not apply to asers who have not completed this C	hort.
Display Times in Time Zone of User	
states this option Pyou would like the Start and End times for all Sections to display to Libera in their Time Zone. Typically, this option it washed if states can juin remotely.	
Back	Save

- 8. Once completed, **select Save**. This will direct you to the Manage Events and Sessions page.
- 9. To verify that the event has been created, search for the training title. In the search field, type in the name, subject, or vendor.

👚 🗅 Manage Events & Sessions							
Manage Events & Sessions							
Event are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the options below to create re	ov events, edit existing events, and schedule new se	asions. Note that the search will return a maximum of 10,000 entries.					
Waitlists Exception Requests Interest Tracking							
Search for all Events Search for all Sessions							
Event Name Subject C Vendor	Ø						
Locator Number Q Search							
View Active Events Only Z Enable Enhanced Search							
Create New Event Export to Excel							
The result of your search contains more than 500 results. If you need to sort this list, please refine your search so that it contains less than 500 results.							
							(3540 Results) 1 2 3 4 5 > >
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Options
DOC Probation & Parole District 19 Extra	Employee Development	Justice - Department of Corrections	English (US)	0	0	1	View Sessions Edit Event +++
KYTC Business Intelligence Best Practices	Employee Development	Transportation Cabinet	English (US)	0	0	0	View Sessions Edit Event
KYTC Microsoft Outlook 2013 Essentials	Technical	Transportation Cabinet	English (US)	0	0	4	View Sessions Edit Event ····
2021 DOC ERTC Basic Supervisor Workshop	Management/Leadership	Justice - Department of Corrections	English (US)	0	0	5	View Sessions Edit Event
Employee Compliance	Compliance	Transportation Cabinet	English (US)	0	0	12	View Sessions Edit Event
DJJ Employee Emergency Training Procedures 1025 Capital Complex Ctr Frankfort KY	Safety, Health & Wellness	Justice - Department of Juvenile Justice	English (US)	0	0	3	View Sessions Edit Event
	Employee Development	Justice - Department of Corrections	English (US)	0	0	1	View Sessions Edit Event +++
DOC KJA Summer Conference 04 Legislative Updates	Employee Development	Sabor - Department of Corrections	crightin (00)				
DOC KIA Summer Conference 04 Legislative Updates DOC KIA Summer Conference 08 AA Meetings in Jall	Employee Development	Justice - Department of Corrections	English (US)	0	٥	1	View Sessions Edit Event
				0	0	1	View Sessions Edit Event ····
DOC KIA Summer Conference 08 AA Meetings in Jall	Employee Development	Justice - Department of Corrections	English (US)	0	0 0	1 1 121	
DOC KIA Summer Conference 08 AA Meetings in Jall DOC MILO Simulator KCCD 2017 Sension 2	Employee Development Technical	Justice - Department of Corrections Justice - Department of Corrections	English (US) English (US)	0	0 0 0		View Sessions Edit Event

Creating Instructor Led Sessions

ILT Session

Sessions must have a Start and End date. The training dates should be reflective of the date the training was held. Sessions should not have dates that range from days, weeks, or months. If sessions range for extended periods of time, users will receive credit for hundreds of hours. You should never build a session with the start time of 01/01 and end time of 12/31; this will give thousands of training hours to participants. Sessions allow Administrators and Coordinators the ability to create parts. Parts are further breakouts of the session. Creating Parts within a session is not always the best business process. Parts are exceedingly difficult to use and can give enormous amounts of credit hours to the employee that completes the training.

- Parts must contain part breaks that account for the lunchtime and the time from the ending of one part to another. If these are not given, users will receive hundreds of credit hours.
- If creating a part is the best solution for your agency, these ALWAYS need to be tested in pilot first.
- Some items to look for would be:
 - o Adding Part Breaks
 - Completing out the roster-does this fit the need for our agency?
 - Credit given on the transcript-are users receiving enormous amounts of credit hours for the training?

GSC does not recommend using Parts as they are difficult to set up and may give training hours that were not attended. If you have training that has multiple days, GSC recommends a curriculum. Events can be created for each day.

To Create a One Part Session:

1. To create an ILT Event session, go to **ILT > Manage Events and**

Sessions.

MyPURPOSE Grow. Learn. Lead. Serve.			Search	۵ 😽 ۵
Huma Next Additiones? NeyTOPLE NeyCOMMUNTY NeyLEARNING Hi Jessica, Select your path below. Image: Addition of the select your path below. Image: Addition of the select your path below. Image: MyPROFILE Image: Addition of the select your path below. Image: Addition of the select your path below. Image: MyPROFILE Image: MyPROFILE Image: MyPROFILE Image: MyPROFILE Image: MyPROFILE Image: MyPROFILE Image: MyCommunity MyCareer Image: MyCommunity	Faillées & Resources Manage Event & Sessions Vendors & Instructors Vere Your Sessions		S Yourself!	
My Inbox	My Training			
View transcript		Due Date	Action	
(0 approved training selection(s)) Registered for 26 training selection(s))	ADMIN TESTING JW 8-29-2023	9/28/2023	Open Curriculum	
200 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100	10 Minute Yoga Flow for Work-from-Home Life	9/28/2023	Launch	
FAQs	GSC- Hiring and Selection: After the Interview 1/6/2023	None	Launch	
Macrophold D	HR Basics: Workplace Investigations	None	Launch J. Mark Complete	

2. Search for the appropriate event, and in the Options column next to the event, select View Sessions.

Manage Events & Sessions							
Event are the generic catalog information for instructor-led training. Seasions are specific acheduled instances of events. Use the options below to creat	te new events, edit existing events, and schedule new s	easions. Note that the search will return a maximum of 10,000 entries.					
Waitlists Exception Requests Interest Tracking							
Search for all Events Search for all Sessions							
Event Name Subject 🕜 Vendor	ß						
Locator Number Q Search							
View Active Events Only Zenable Enhanced Search							
Create New Event Export to Excel The result of your search contains more than 500 results. If you need to sort this Sot, please refine your search so that it contains less than 500 results.							
The result of your search contains more than 500 results, in you needs to sort time int, prease remet your search to trait it contains its share 500 results.							
							(3540 Results) 1 2 3 4 5 > >
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Options
Event Name DOC Probation & Parole District 19 Extra	Subjects Employee Development	Vendor Justice - Department of Corrections	Language(s) English (US)	Tentative Sessions	Approved Sessions	Completed Sessions	Options View Sessions Edit Event
DOC Probation & Parole District 19 Extra	Employee Development	Justice - Department of Corrections	English (US)			1	View Sessions Edit Event
DOC Probaticos & Parole District 19 Extra KYYE Business Intelligence Best Practicos	Employee Development Employee Development	Justice - Department of Corrections Transportation Cabinet	English (US) English (US)	0	0	1	View Sessions Edit Event ••• View Sessions Edit Event •••
DOC Prokulima Provid Ostoki 19 Estu- KYTC Budensi Budipase Bud Prucilian KYTC Hörsen/C Ostoki 2013 Essantisti	Employee Development Employee Development Technical	Justice - Department of Corrections Transportation Cabinet Transportation Cabinet	English (US) English (US) English (US)	0	0	1 0 4	View Sessions Edit Event View Sessions Edit Event View Sessions Edit Event
DOC Purkatina E Purka Dunis 11 Kara KYTC Bashma Indigensa Inet Purktan KYTC Mircundi Outlook 2013 Eaustich 2011 DOC EBTC Bash Superviser Weichung	Employee Development Employee Development Technical Management Leadership	Justice - Department of Corrections Transportation Cablest Transportation Cablest Justice - Department of Corrections	Englah (US) Englah (US) Englah (US) Englah (US)	0 0 0	0	1 0 4 5	View Sessions Edit Event View Sessions Edit Event View Sessions Edit Event View Sessions Edit Event
DOC Purkatina E Purka Dunkt 17 Ears NYTC Banhan Mallipura Burt Purktus NYTC Mirsund Outlook 2015 Eaustick 2021 DOC ERTC Bank Supervisor Workshop Exployee Complexes	Employee Development Employee Development Technical Management/Laadership Compliance	Justis - Department of Corrections Transportation Cabinet Transportation Cabinet Justis - Department of Corrections Transportation Cabinet	Englah (US) Englah (US) Englah (US) Englah (US) Englah (US)	0 0 0 0		1 0 4 5 12	Vew Sestions Edit Event Vew Sestions Edit Event Vew Sestions Edit Event Vew Sestions Edit Event Vew Sestions Edit Event
DOC Prokatilisk & Presis Daniet 11 Seras KYTC Honolans Indellijsen der Presisie WYTC Honoland Ondek 2012 Gaustild 2012 DOC EIT Clauk Superiora Workshop Der Stephyne Campione DDI Stephyne Langerege	Engloyee Development Engloyee Development Technical Management/Ladership Compliance Softray, Health & Welmess	Justis - Department of Corrections Transportation Cabinet Transportation Cabinet Justice - Department of Corrections Transportation Cabinet Justice - Department of Justice	English (US) English (US) English (US) English (US) English (US) English (US)	0 0 0 0		1 0 4 5 12 3	Ver-Sention Edit Event
DDC Purkatinis A Punkt Duints 11 Euros KYTC Kanaloma Indilgions Rein Punchsin XYTC Kanado Chanka 2012 Eurostituk 2012 EDC KITC Kunis Supervise Winschauft Reingerum Cangelines Dil Steplayse Kanagenay Taching Processions 2012 Capital Complex Cir Frankfort XY DDC KLi Kuniser Candressa & Li Egitatria Ugidans	Enployee Development Employee Development Technical Management/Ladership Compliance Safety, Health & Welfness Enployee Development	Autra-Department of Corrections Transportation Califies Transportation Califies Autras-Department of Corrections Transportation Califies Autrice-Department of Journile Autrice Autrice-Department of Corrections	English (US) English (US) English (US) English (US) English (US) English (US)			1 0 4 5 12 3 1	Ven-Senten Edit Event ++ Ven-Senten Edit Event ++
DOC Prokatinis & Presis Durist 17 Kars KYTC Hantons benil Practices KYTC Honesult Onthie 320 Elementals 2010 DOC Danie Superviser Weichlang Englegene Campiones Dio Celu Soumer Cambrons of Lagitation Updates DOC Ka Soumer Cambrons 08 McMeeting in Jah	Engloye Development Engloye Development Technical Management Ladvership Compliance Softer, Health & Withness Engloyee Development Engloyee Development	Autor-Department of Connectors Transportation Califies Transportation Califies Autor-Department of Canactions Transportation Califies Autora-Department of Canactions Autora-Department of Connectors	English (US) English (US) English (US) English (US) English (US) English (US) English (US) English (US)			1 0 4 5 12 3 1 1 1	Vervelansen Ext Event Vervelansen Ext Event

Once the View Sessions page opens, select Create New Session.

A) Manage Events & Sessions									
GSC Adapting Your Behavioral Style									
Search									
🖌 Tentative 🗹 Approved 🗌	Completed Cancelled								
Session ID Location	Locator Number	ß	Start Date	te					Q, Search
Sessions									Create New Personnel Cabinet - GSC Session
Day	📜 Start Date	End Date	1 Session ID	1 Locator Number	1 Location	Enrollment	Evaluation	Status	Options

4. Under the section Parts, you will need to enter the following

information:

- Name
- Description
- Location (Users will need to search by the owner using their cabinet abbreviation.)
- Start/End Date
- Start/End Time **Start, and End Time MUST reflect the training hours on the EVENT. For example, if EVENT shows 8 hours, the class must have start and end times that reflect 8 hours.**
- Time Zone
- 5. If the training you create is a full-day class, you must add a Part Break to account for the lunch break.
- 6. Occurrence select Save Part.

GSC Adapting Your Behavioral Style	
Casardy News (Nether 1130)	
Parts Schedule	
Ldit Part	
Not Conception of the Concepti	
un u	
Ind.	
@Chamson 1352 (Maya Underwoold):	
Section Lyon 2	
Adhana (
Dute and Tree	
San Day	
B 110082	
Bartine Ed 2024t >>	
term of the second seco	
SIF006 803 bastem Time (S IA Constat) 🗸 🗸 📄 Bastas Times in Time Shree Share	
Part Devision 7 Hours (32 Minute)	
Partiesk Galactic Control Cont	
In Conten-Innaidi, Triving Nova	
Taining Hours 7 Hours(20 Michael)	
Part Octurence	
Otan	
Noteby	
Desis	
toritor 8 1.000	
	Cancel Save & Add New Part Save Part

7. Once the Parts Schedule has been completed, select Details.

This will be where the general details are entered for the session.

- Session ID-the title that will be used to identify the session.
- Locator number-is system generated and automatically populated.
- **Credits**-the number of credits that are awarded for this session.
- Required Training Approvals-this will be the number of approvals that are required. If left blank, it will default the number of Required Training Approvals set in the user record.
- **Required Completion Approvals**-this will be the number of the completion approvals required for the session to be marked as completed.
- Attendance-this is the number of parts that must be attended to be marked completed in the user's transcription.
- **Minimum Registration**-this is the number of minimum participants for the session.
- **Maximum Registration**-this is the number of maximum participants for the session.
- Waitlist-be sure to Allow waitlist for sessions in this event, and Auto-Register User upon Granting Waitlist is checked.

To set the availability, use the dropdown menu Select
 Criteria who will register for this training. Once the availability has been selected, select Add.

GSC Training Administrator Training							
Select the group(s) of employees who should be allowed to register for this session. You may ent	ter any combination of the criter	ria below. Employee:	s who have not been selected for a	vailability may still register if they are gra	inted an exception.		
Availability							
Do not allow users to Request this session by Exception Request. If checked, only users in	availability below will see this se	ession.					
Select Criteria 🗸							
Criteria	Include Subordinates	Pre-Approved	Register Upon Approval	Training Request Form			
All users in Organization: Kentucky Human Resources Information (10000001)	<	✓		Please select a Request Form	✓ Remove		
Back				Cancel Save	Next		

- **Organization**-GSC Recommends using this selection to drill down from your cabinet.
- Position-DO NOT USE
- Cost Center-DO NOT USE
- Location-DO NOT USE
- Group-Must be set up by the Personnel Cabinet
- Job-DO NOT USE
- Users-Requires that individual usernames be selected
- All Users All Users Commonwealth Wide-DO NOT USE
- 9. The Summary Screen will go over the session details. If all details are correct, select Save.

Copying an ILT Session

1. Navigate from the MyPURPOSE home page to ILT >

Manage Events and Sessions.

- 2. Locate the name of the Event and select the View Sessions icon.
- Once the Session Screen has appeared, find the session you wish to copy. Select the Copy Session Icon.
- 4. The Parts Schedule will appear, and the ILT session settings will appear. Change the date in the search box, then select Apply. This will create an exact duplicate of the session.

Created by	Jessica Wolfe on 2/1	5/2022							
oart separa	ately by clicking "Add	unlimited number of separate pa Part [*] and entering the informatio	n on the new line. To c						dule information for
Status	Dav	Part Name	Starts	Ends	😨 🍋	Check Confilcts	Export to Excel	View Events Calendar	Add Part
Status	<u>.</u>	Training Administrator Trainin	4/13/2022	4/13/2022	3 Hour(s) 30 Minute(s)	Virtual		Volfe (Primary)	Edit Delete

- 5. The Details screen will appear. Enter the general settings.
 - Session ID-this is a number used to identify the session.
 The start date and agency abbreviation would be appropriate to use here.
 - Locator number-this is system generated and automatically populated.
 - Credits-the number of credits that are awarded for this session.
 - Required Training Approvals-this will be the number of

approvals that are required. If left blank, it will default the number of Required Training Approvals set in the user record.

- Required Completion Approvals-Enter the number of the completion approvals required for the session to be marked as completed. Select Next.
- 6. For Availability, select the users who will need access to this training. Select Next.
- The Summary screen will show an overview of the training. Here, you will view the general settings for the Session Copy. Select Save.

Viewing Interest and Waitlists

To view users who have Expressed Interest or have been added to a Waitlist, administrators will need to access the manage events and sessions screen.

- 1. To do this, select ILT > Manage Events and Sessions.
- 2. From the Manage Events and Sessions Screen, select the view from the top left. For this example, we will view the waitlists.

Manage Events & Sessions Event are the generic catalog information for instructor-led training	, Sessions are specific sched							
		fuled instances of events. Use the options below to	create new events, edit	t existing events, and so	chedule new sessions.	Note that the search w	ill return a maximum of	10,000 entries.
Waitlists Exception Requests Interest Track	ing 😨							
Search for all Events Search for all Sessions								
GSC	Subject	🖒 Vendor		Ø				
Locator Number								
	Search							
View Active Events Only Enable Enha	Q Search							
							(33 Results)	1 2 >
View Active Events Only Enable Enha		Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	(33 Results) Options	1 2 >
View Active Events Only Enable Enha	nced Search Subjects	Vendor Zoom Video Webinars for Cornerstone Learning Suite	Language(s) English (US)					
View Active Events Only Enable Enhance Create New Event Export to Excel Event Name GSC-MyPurpose Training Administrator and Coordina	nced Search Subjects	Zoom Video Webinars for Cornerstone		Sessions	Sessions	Sessions	Options View Sessions	

3. By selecting the waitlist option, admins will view users that are added to the waitlists for sessions.

aitlisted User								
Search								
Event Title		Vendor Ø Session ID		Loca	tor Number			
					Search			
Users								
Current by User	Current by Session	Past Requests						
Export to Excel							(34 Results)	1 2 > >
Employee	User ID	Organizational Unit(s)	Locator Number	Phone	Title	Session ID	Session Start Date	Respond
Schubert, Megan	XRN0021	District 7 Section (Organization) Probation and Parole Officer IV (Position)	86505		2020 Probation and Parole Asst. Supervisor In-Service	2020 Probation and Parole Asst. Supervisor in-Serv	4/23/2020 8:30 AM	View
Ramos, Betty	NWJ0622	District 12 Section (Organization) Office Support Assistant II (Position)	86509		2020 Probation and Parole Office Support Asst. In-Service	2020 Probation and Parole OSA In-Service #3	4/14/2020 8:30 AM	View
Yi, Anna	NWP0055	District 17 Section (Organization) Office Coordinator (Position)	86509		2020 Probation and Parole Office Support Asst. In-Service	2020 Probation and Parole OSA In-Service #3	4/14/2020 8:30 AM	View
Belt, Dominique	NXJ0814	District 17 Section (Organization) Office Support Assistant II (Position)	86509		2020 Probation and Parole Office Support Asst. In-Service	2020 Probation and Parole OSA In-Service #3	4/14/2020 8:30 AM	View
Butler, Anna	MRX0435	Classification Branch (Organization) Justice Program Administrator (Position)	88273		DJJ Enhanced Awareness	88273 DJJ Enhanced Awareness	4/7/2020 9:00 AM	View
Melton, Myra	TJR0019	Eastern Mental Health Services (Organization) Crttld Psygst/Psych Asc/Licd Psych Pra II (Position)	88273		DJJ Enhanced Awareness	88273 DJJ Enhanced Awareness	4/7/2020 9:00 AM	View
Claunch, Gerald	NZZ0011	Traffic Engineering & Permits Section (Organization) Transportation Engrng Technologist III (Position)	85116		Embracing Change		8/26/2020 8:30 AM	View
Holman, Rick	ZJP0014	Richmond Section (Organization) Transportation Engrng Technologist III (Position)	85114		Embracing Change		4/8/2020 8:30 AM	View
Claunch, Gerald	NZZ0011	Traffic Engineering & Permits Section (Organization) Transportation Engrng Technologist III (Position)	85114		Embracing Change		4/8/2020 8:30 AM	View
Claunch. Gerald	NZZ0011	Traffic Engineering & Permits Section (Organization)	85115		Embracing Change		7/1/2020 8:30 AM	View

4. Selecting view under the Respond column will give admins full access to the waitlist for the session. Admins will have the ability to grant an opening to the user. **NOTE:** Administrators should only do this for the courses that their provider owns.

Options						
Grant Grant	to-Management of Walifist t a walifist opening to one user at a t opening to all walifisted users at or ster user upon granting walifist *	time based on priority ance for first come first served registration				
Waitlist						Printable Version X Export to
Order	Name	Organization Unit(s)	Locator	Original Request Date	Response Comments	Respond
	Schubert, Megan	District 7 Section (Organization) Probation and Parole Officer IV (Position)	86505	2/19/2020 10:15:34 AM		◯ Grant ◯ Deny

Once the waitlist has been updated, users will receive notification if

they have been granted a seat.

Reconciling Rosters

Adding Users to Roster and Updating Status

1. To add users to an ILT Event session, go to **ILT > Manage**

Events and Sessions.



2. Search for the appropriate event, and in the Options column next to the event, select View Sessions.

-	vents & Sessions	rdina	tor T	volutura							
earch	aining Coo	raina		raining							
/ Tentative	Approved C	ompleted [Cancell	ed							
						Start Date		to			
Session ID			Locator N	umber		MM/DD/YYYY		MM/DD/YYYY			
Location		ľ	Instructor		Ľ						Q Search
essions										Create New Zoom	/ILT Integration Sess
ay	Ĵ≡ Start Date	Ĵ≡ En	d Date	Ĵ ≡ Session ID	Ĵ≣ Locat	or Number	1 ≡ Location	Enrollment	Evaluation	Status	Options
Jesdav	5/17/2022 1:00 PM EDT	5/17/2 4:30 Pi		5/17/2022	111406			4 of 30	Edit View Print	Approved	Roster ····

- 3. To enroll users to the roster for an ILT Session, select the Roster icon by the session details.
- 4. The roster screen will appear. From this screen, **select Add Users**.

Manage Events and Session	ns > View Sessions > View Roster					
Session roster Manage session's participants					View def	ault roster pages
Event and Session Sun	nmary				Manage attachm	ents and resources
Event GSC Training Coordinato	r Training					
Locator number 111406	Session ID 5/17/2022					
Session Status Approved	Session Start Date 5/17/2022 at 1:00 PM	Session End Date 5/17/2022. at 4:30 PM	Seats Available 26 of 30	Attachment(s) Q	Resource(s) Q	
Select status 🗸						
ROSTER ASSIGNMENTS	ATTENDANCE & SCORING WAITLIST					
Session participants Showing 1-4 of 4					Add ps	articipants 🗸

- The Add Users screen will appear. A search can be done on the Username or Manager's Last name. To add a user, select the plus sign beside the name. Multiple names can be added at once.
 - **NOTE:** If the instructor also needs credit for the training, you must add them to the roster.
- 6. Select Done.
- 7. The users that have been added will then appear on the training

roster with a pending status.

8. Select **Add Pending Users to the Roster**. This will bypass manager approval. For ILT sessions that require managers' approval, managers will need to log into their direct reports.

Add Pending Users to Roster Send emails				
Name	User ID	Locator	Organizational Unit(s)	Status
Cram, Elizabeth	MHT0027	27	Training and Employee Development Branch (Organization) Consulting Services Manager (Position)	Pending
Hutcherson, Kathryn	MMZ0050	27	Governmental Services Center (Organization) Systems Consultant IT (Position)	Pending
Linville, Galen	JXH0031	27	Training and Employee Development Branch (Organization) Performance Consultant III (Position)	Pending
Swarner, Wesley	JPJ0027	27	Office of Diversity, Equality, and Trng (Organization) Deputy Executive Director (Position)	Pending

- 9. The users will now show as registered.
- To update the status to attend, select the Attendance and Scoring Tab.

Session Roster								
Parent Roster Attendance and	d Scoring							
27	-					Inventory Unassigned (0) Pending Paym	ent(0) Waitlisted(
Session Status: Approved Session Start Date: 5/1/2018 6:00	0:00 AM							
Session End Date: 5/1/2018 9:00								
Seats Available: 46/50								
Attachments:		Brows	e Upload					
RESOURCES								
Add Attachment o								
No attachments have been uploade	ed for this Session							
SCHEDULE								
USERS								
🔀 Print Sign-In Sheet 🛛 🖂 Emai	il Registered Users	ə Add Users 🍰 I	Withdraw / Move Users					
							Show W	(ithdrawn/Removed Us
Name 🔺	User ID	Locator	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status
Cram, Elizabeth	MHT0027	27	Training and Employee Development Branch (Organization) Consulting Services Manager (Position)	ELIZABETH.CRAM@KY.G	OV 0 of 1 Parts /	Attended		Registered
Hutcherson, Kathryn	MMZ0050	27	Governmental Services Center (Organization) Systems Consultant IT (Position)	KATHY.HUTCHERSON@	(Y.GOV 0 of 1 Parts /	Attended		Registered
Linville, Galen	JXH0031	27	Training and Employee Development Branch (Organization) Performance Consultant III (Position)	GALENI.LINVILLE@KY.G	OV 0 of 1 Parts /	Attended		Registered
Swarner, Wesley	JPJ0027	27	Office of Diversity, Equality, and Trng (Organization) Deputy Executive Director (Position)	WESA.SWARNER@KY.G	0 of 1 Parts /	Attended		Registered

 Users will need to have Attendance marked and Passed marked. The completion date of the session can also be changed by using the pen and paper icon.

Felephone Etiquette						
Session Roster						
Parent Roster Attendance and Scoring						
Track attendance and scoring below. Use the "Submit Roster for Com may select to submit the roster again and update the user's attendanc 27	pleted Users" button to submit Attendance, scori re, score and pass status where the user's status	ng and Pass status for users who have compl is not yet complete.	leted enough parts required for Session Completion. At	endance, scoring and Pass status will not be editable wh	en the roster is submitted and a u	ser has a status of "Completed". Th
Parts						
USERS						
Check/Uncheck All						
Name	Locator	User ID	Attendance	Score	Pass	Session Completion
Cram, Elizabeth	27	MHT0027	M 1	٥	V	5/1/2018 📝
Hutcherson, Kathryn	27	MMZ0050	⊠ 1	0	V	5/1/2018 🖻
Linville, Galen	27	JXH0031	M 1	٥	¥.	5/1/2018 🖤
Swarner, Wesley	27	JPJ0027	M 1	0	V	5/1/2018 🖻
Save « Back						

 Select Submit Roster, the user's status will now update and show that they have completed the training. NOTE: There is a 5–10-minute delay in the system before viewing the roster.

Creating Learning Assignments

Learning Assignment Tool

The Learning Assignment Tool allows administrators to easily create learning assignments and deliver training to users, organizational units (OUs), and groups. Administrators can also track and manage assignments via the Manage Assignments page and view data related to specific assignments via the Assignment Summary page. Administrators can create new learning assignments via the Learning Assignment Tool's Create Workflow to assign training to individuals or groups of users at one time.

- To begin creating a new learning assignment, go to Admin > Tools > select the Learning Assignment Tool link.
- 2. From the Manage Learning Assignments page, **select the Create Assignment button**.

earch by Assignment Title or Assignn	nent ID		Q T Filter	Sort by Created Date (Newest-Oldest)
Training Title	Created By			
Enter Training Title	Q Enter First Name and/or Last Nar	ne Q		
Created Date				
Last 120 Days Trom 1	2/31/2017 🛍 To 4/30/2018 🛍			
Type *	Status *	Recurrence *		
			*	
2 Selected	 6 Selected 	▼ 2 Selected		

3. Set the Assignment Type.

reate Assignn	show Me
Setup Options Schedule Users Confirm	Assignment Type Which Assignment Type would you like to create? Standard (process one-time only) Dynamic (process continuously or period cally)
	Training Assignment Workflow How would you like the training to be assigned to users? Your selection will impact what status the training will be in on users transcripts. • Assigned only • Assigned, Approved • Assigned, Approved, and Registered • Assigned, Approved • Assigned, Ap
	Prerequisite Options Set the prerequisite preferences for this Learning Assignment.
	 No changes can be made to these email solarge after the Assignment a submitted. Email Settings What email settings would you like to apply to this Assignment?
	Training Specific Emails Training Specific Emails Training Specific Emails Send emails to users based on the email settings configured at the training level. You can review these email settings on the Confirm tab. Send Assign Training emails Send Register Training emails

• **Standard**-This is a one-time assignment for the users who meet the defined criteria of the learning assignment. This assignment will process one time only.

- **Dynamic**-A dynamic learning assignment processes daily or once per year and attempts to assign the learning objects to users who newly meet the criteria set for the assignment. Selecting this option causes a Dynamic Removal section to appear on the Options page.
- 4. Enter a Title and Assignment Description.

Create Assignn	nent	Show Me
O Setup O Options	General Information	
O Schedule	Required Training	0
0	Assignment Description	
O Confirm	Test assignment for Jessica Perry	

5. Select "Select Training."

Training Selection
Select the training for this Assignment
Select Training
Selected Training
No training selected yet.

 Select the training that will be a part of the assignment, then select "Select."

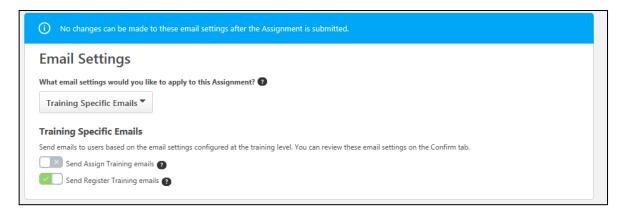
					Q. TFilte	
Training Types		Provider		Location		
10 Training Types 🔹		Select Provider		Select Location		
Languages		Locator Number		Description		
English	(US)	Locator Number	Q	Description	Q	
	This course is designed to v	vigation t - ODET Version: 1.0 Training Hou valk you through the basics of KELMS, Y ining, and how to view your transcript.		n how to look for a train	ing, register for a	
	KELMS Manager Assigning Trainings Module 3(Online) Provider: Legacy Online Version: 1.0 Training Hours: 15 minutes					
	Provider: Legacy Online	version: 1.0 Training Hours: 15 minu				

NOTE: You can select multiple trainings in the Select Training window.

- 7. Select Next after the training has been selected.
- 8. The Training Assignment Workflow will allow you to determine how the user is assigned for training based on the following options:
 - Assigned Only-The training will only be assigned and may still require the user to receive approval and register before taking the training.
 - Assigned and Approved-The training will be automatically approved. No approval will be necessary before users can take the training, regardless of any configured approval workflows.
 - Assigned, Approved, and Registered-The training will be automatically approved and registered, regardless of any

configured approval workflows. No approval and no registration will be required before the users can access the training. If selected, an additional option to bypass user payment appears:

- Bypass User Payment-Enabling this option prevents users from being prompted to pay for training. The training will be placed on their transcripts, and no payment is needed from the user.
- **Completed**-Only available when assigning a session that occurs in the past. The session will be added to users' transcripts in a status of Completed. If any other training items are assigned with the session, this option is not available.
- Curricula with Auto-Registration-If the assignment includes one or more curriculum, this option appears. This setting gives the administrator the ability to suppress Register Training emails configured for the training within the Curriculum that is set to auto-register when the user is registered for the curriculum.
- 9. The Email Settings will allow the system-generated emails to be sent to the users.



Training Specific Emails-This option uses the email settings configured at the individual training level (via Course Catalog).

- No Emails-This option suppresses all emails from sending for this learning assignment, no matter what emails are configured in Email Administration or for the Learning Object (LO) type.
- 10. Select Next.
- 11. The Processing date will allow you to start processing and assign training to users

```
Processing Start Date
When would you like the assignment to start processing and assign the training to users?

        • As soon as Assignment is submitted
```

```
O Specific date
```

- As soon as the assignment is submitted, users will not see the training on their transcript until they have met the specified relative criteria.
- **Specific date**-A date picker and time picker appear (if you have the appropriate permission), which allow you to select a particular future date and time. At that point, the assignment

2

will process.

- Available processing starts date options for assignments that process annually include: When would you like the assignment to start processing and assign training to users? Using the date picker and time picker, select a date and time when the assignment will begin to process. The assignment will process annually on this date and time.
- 12. The training start date will allow administrators to determine when the training will start.
- 13. A training due date can be set if a specific period in which the training must be completed.
- 14. Select Next.
- **15.** User Criteria will allow the admin to select the users to assign that training. **Select "Select Users."**

User Criteria						
Select the user crite	Select the user criteria that will define who is included in the Assignment.					
Select Users	Select Users					
Add users by select	ing organizational units, groups and/or individual users. 😨					
Select Users	All Users					

Search	Selected (4)				
User ID		Username		Manager	
User ID	Q	Username	Q	Manager's First Name ar	nd/or Last Name Q
Position		Organization		Location	
Position	Q	Organization	Q	Location	Q

- 16. Once the users have been selected, select "Select."
- 17. At the bottom of the page, **select Next**.
- 18. The confirm page will summarize all the basic settings for the assignment. If this is correct, **select Submit**. The assignment has been created.

Learning Assignment Best Practices

- Employees should be self-registering in the system, and managers can assign training you employees. Learning assignments should not be a habit to enroll users in the system.
- Learning assignments cannot be edited once they have been processed, nor can they be deleted.
- Please select users cautiously. Most Coordinators and Administrators can see everyone throughout the state.
- Learning Assignments have a processing delay. While the assignment is being processed, the training will not be immediately available to the end-user. The processing time takes up to ten minutes.

Reporting

Running a Standard Report

Standard Reports allow Training Admins to gather general information regarding training data. The Standard Reporting Tool will allow you to create, run and schedule reports to view agency progress. To use a Standard Report, it is important to know how to use filters and parameters to retrieve the needed information. Filters will allow you to select the necessary information to the report Parameters will further define the information that pulls back. MyPURPOSE offers a variety of standard reports. These reports are out of the box from the vendor. We cannot add fields to these reports. All reports run on the following criteria: Date Range, User Criteria, and Training Selection.

- 1. From your MyPURPOSE main page, hover over Reports.
- 2. Select Standard Reports.



3. The Reports page will open. From this page, **select the report that is desired.**

Reports	
Reports	
Click on a report category to view those reports. You may search for any reports by title or description.	
Training System	
Acknowledgement	Level 2 Evaluation
Displays summary information for acknowledgements	Compares pre-training and post-training test scores.
Certification Summary Report	LO Equivalency
Displays summary information for certifications.	Displays LO Equivalency Information
Certifications Details	Online Course Attempts Report
Displays users' detailed certification status.	Online Course Attempts Report
Content Provider Summary	Online Training Status
Displays training title summary per provider.	Displays status and progress information for trackable online training.
Course Assessment Question Item Analysis	Required Classes Completion
Perform question item analysis for online course assessment data.	Displays registration and completion information for required classes by position. Results may be summarized by employee or by training.
Course Assessment Results	Required/Suggested Training
Display summary of information for online course seeesament data.	Deplays required/suggested training assigned to users.
Curriculum Disclove appendix currents data.	SCORM 2004 Course Progress Chart Decky semistry of Mitemation for online course assessment data
Displays specific curriculs data	Display summary of information for online course assessment data.
Curriculum Details	Survey
Currecture Details Displays which all types of training within a curriculum.	Survey Displays summary information for surveys.
Conjuly's solutions for an opposite or denoisy writer a control out.	Conjuny's summary mammarian or surveys.
Divisional Training	Test Analysis
Displays training requested by employees in your division.	Display summary information of test data.
Enterprise Past Dee Training	Test Question Item Analysis
Displays past due training.	Perform question item analysis for test data
Enterprise Training	Top Training Rems
Displays training requested by anyone in your organization.	Displays the top training items during the specified time period.
Evaluation	Training Demand Forecast Accuracy Report
Displays summary information of evaluation data.	Compare the number of users, costs and training hours forecasted within a Training plan with the actual users, costs and hours found on the Transcript with the date range
Note: This report does not include instructor names when the INSTRUCTOR NAME tag is used in Evaluations. To view instructor names, please use the Level 1 Evaluation Report.	
Exception Training Discloys employees exception terring.	Training Demand Forecast Summary Beood on twining demand Forecast Summary
restation and when an other and the	suffers or second Paris and and a second paris
Incomplete Divisional Training	Training Hours
Incompanies Divisional Frankring Displays training not completed with 30.60.90 or 120 days of registration in your division.	Training roots Diadays training hours completed by employees.
substantial memory and constrained must exceed an another or regularization or page.	managements are seen of statement of antipologies.
Incomplete Training	Training Progress Summary Pie Chart
Displays training of completed with 30,60,90 or 120 days of registration.	Training programs Summary Programs for a specific training item.
Learning Evaluation Comparison	Transcript Status
Graphical comparison of the improvement between pre-training and post-training evaluations.	Displays the status of training items on a user's transcript.

4. For each selected report, the filters will show. For the example below: The Training Progress Summary Pie Chart.

Training Progress \$	Summary Pie Chart			
Report Criteria				
-	ng progress information for your o ee a detailed breakdown of users	-		
	Date Criteria: Selec	t V From:	To:	

- 5. The advanced filters will further define the information that the report is pulling. Under users, you can select which users to pull the report for. Once the users have been selected, **select Done**. Under the advanced filters, the training title can also be selected. Once the filters have been set, **select Search**.
- The pie chart will show and give a breakdown of the registrations.
 By selecting the pie chart fields, you will get a more specific overview of users' Progress.

Training Progress S	Summary						
			57.5% 12.5% 12.5%	Registered /Not Started Congleted No. Soc. Withdram Nor Activated			
😂 Printable Version	X Export to Excel						View Details - 🔊 🗐 « Previous 1-8 of 8 🗸 Next »
Search Results							
USER ID	USER	MANAGER	REGISTRATION DATE	COMPLETION DATE	STATUS	USER STATUS	DETAILS
JPJ0027	Swarner, Wesley	Johnson, Christopher	04/19/2018	05/27/2018	Completed	Active	\$. <u> </u>
SWR0049	Perry, Jessica	Swarner, Wesley	04/27/2018	N/A	Registered	Active	8 🗏
MMZ0050	Hutcherson, Kathryn	Swarner, Wesley	04/19/2018	N/A	Withdrawn	Active	S.()
JXH0031	Linville, Galen	Cram, Elizabeth	04/19/2018	N/A	Withdrawn	Active	\$ H
МНТ0027	Cram, Elizabeth	Swarner, Wesley	04/19/2018	N/A	Withdrawn	Active	8 🔳
NZ30092	Olivas, Normajean	Swarner, Wesley	N/A	N/A	Not Activated		
HJT0051	Smith, Jamille	Olivas, Normajean	N/A	N/A	Not Activated		
JJR0083	Hawkins, Jeanna	Cram, Elizabeth	N/A	N/A	Not Activated		

NOTE: The Standard Reports should provide information on any Learning Object in the system. A comprehensive overview of user activity will show by filling out the required filters.