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.

Contents

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. **All items should be 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

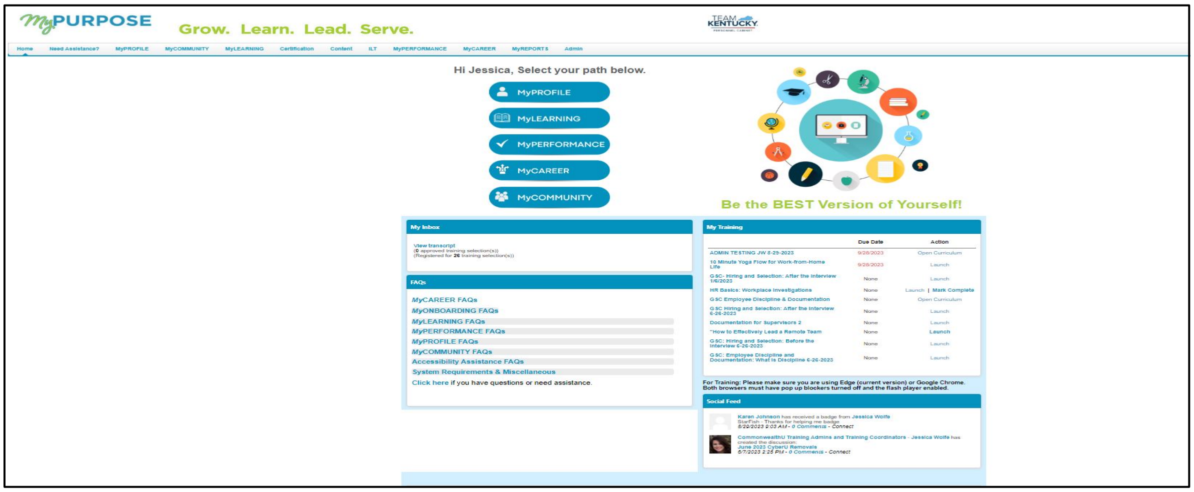
If a coordinator or administrator leaves the role as the training liaison, the ASC MUST submit a REVOKE access request to the Personnel Cabinet.

General Navigation

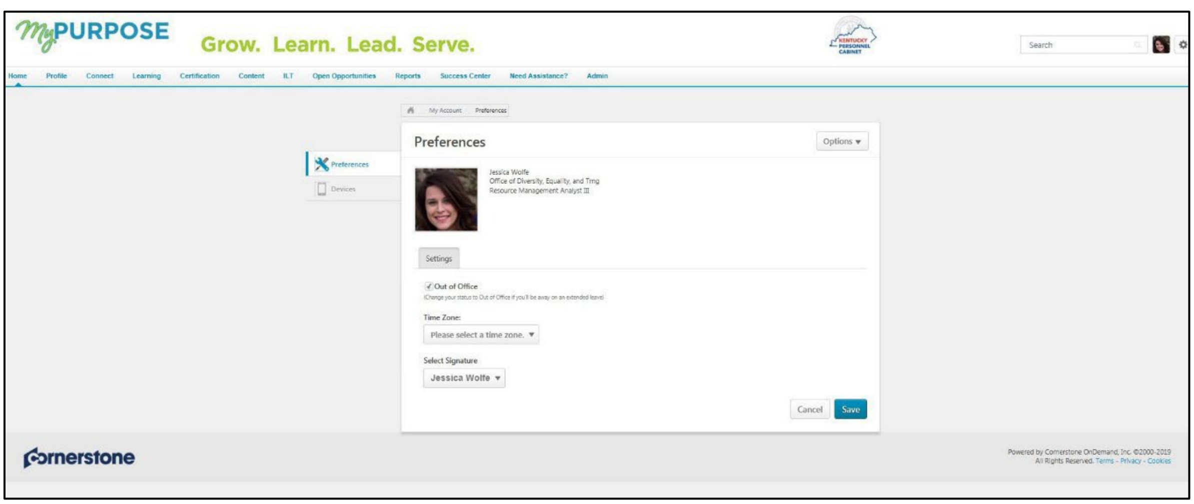
Locating Personal Preferences and Setting Out of Office

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).

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



2. 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.

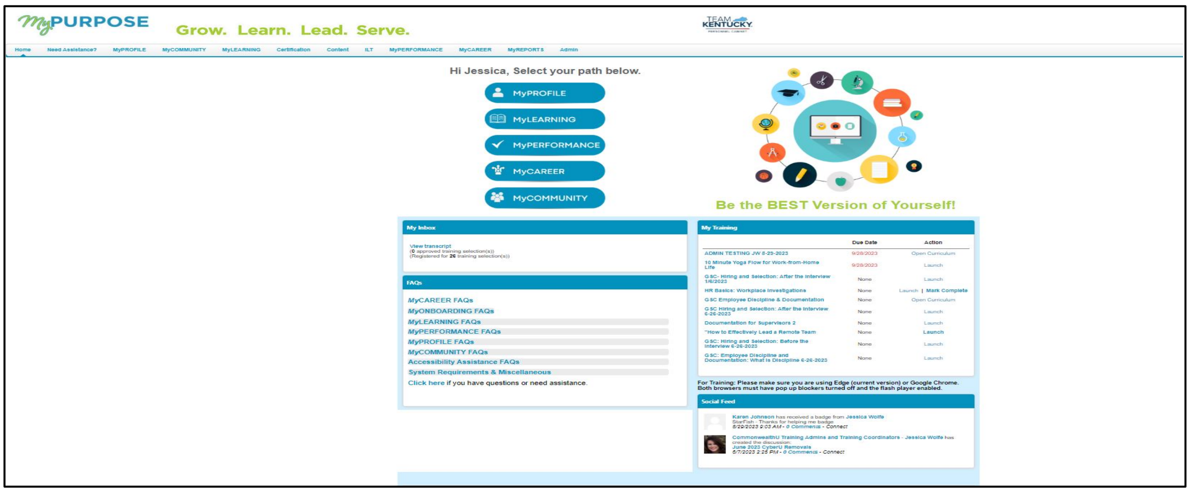


3. The out-of-office feature is now enabled. If the user is a

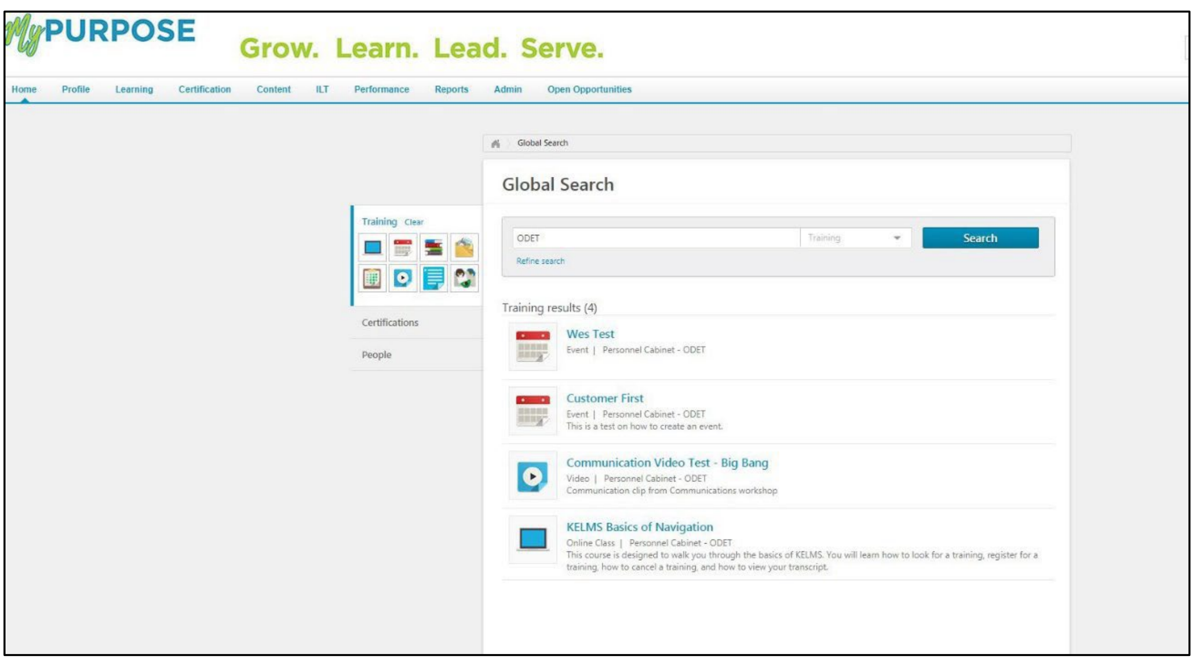
manager and this option is enabled, all requests from their employees will be directed to the next line supervisor, including pending requests. Managers that will be out on an extended leave must enable this option within the system.

Searching for Learning Objects

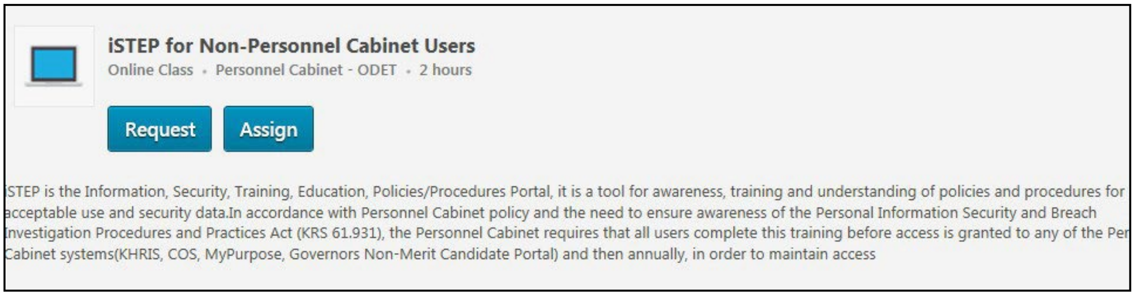
1. To search for a Learning Object, **select the Global Search Box**.



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



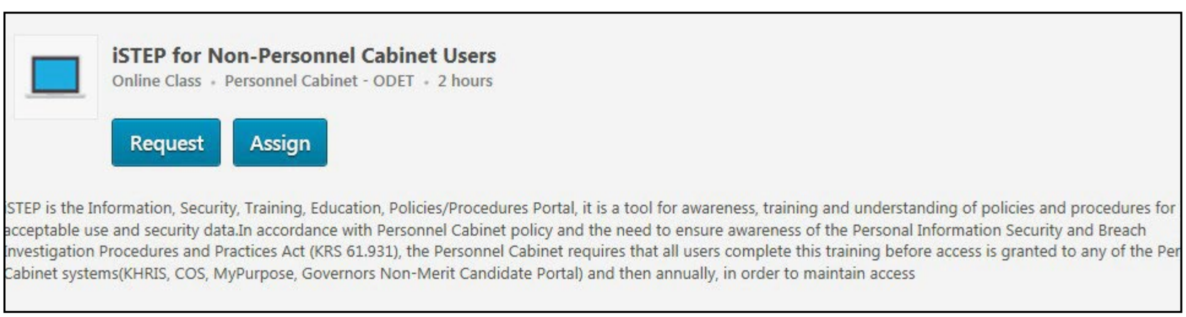
By selecting the course tile, users will be able to request the training from the Course console.



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.

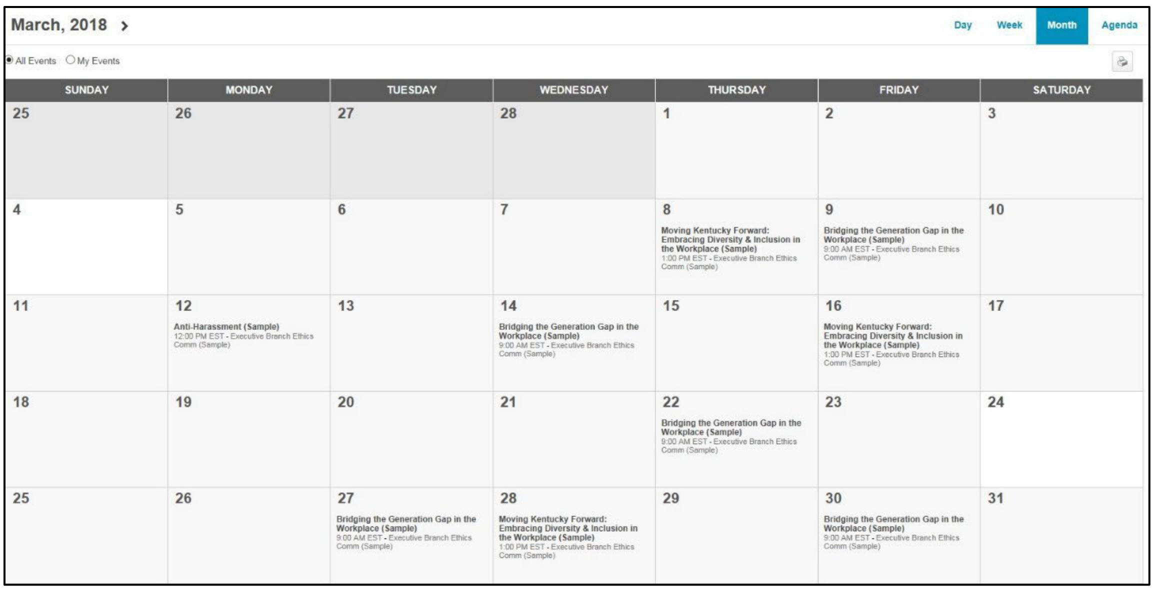


There may be instances of a training administrator or coordinator you will need to assign training. Assigning training will put the training directly on the learner's transcript. **You will need to go to the Learning Assignment tool to do this.**

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.



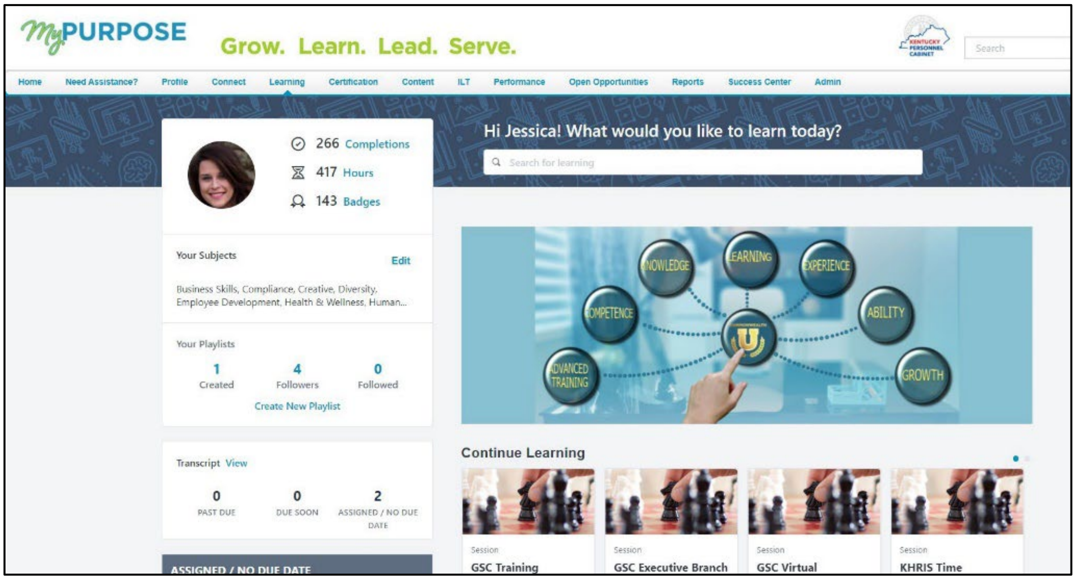
Learner Home

Learner Homepage

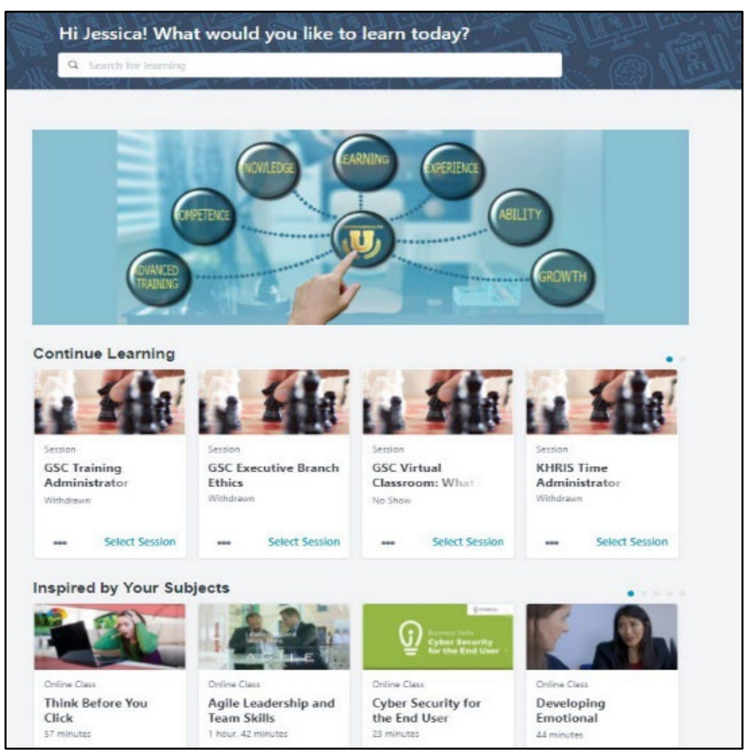
The Learner Home screen consists of several distinct parts that will allow users to view their profile and search for training all in one place. The Learner Home Page consist of:

- 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

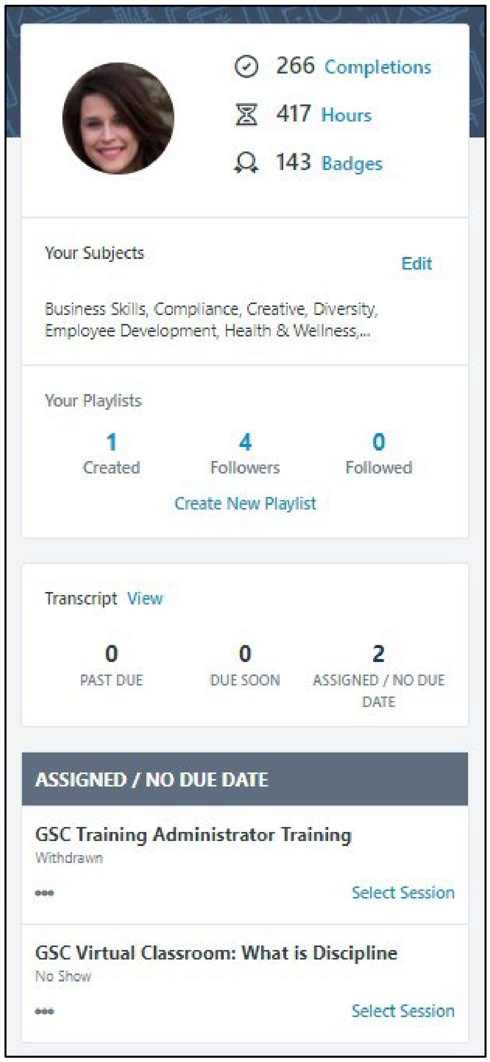
Profile, and Selected Subjects, which help power their recommendations in one click.



- 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.

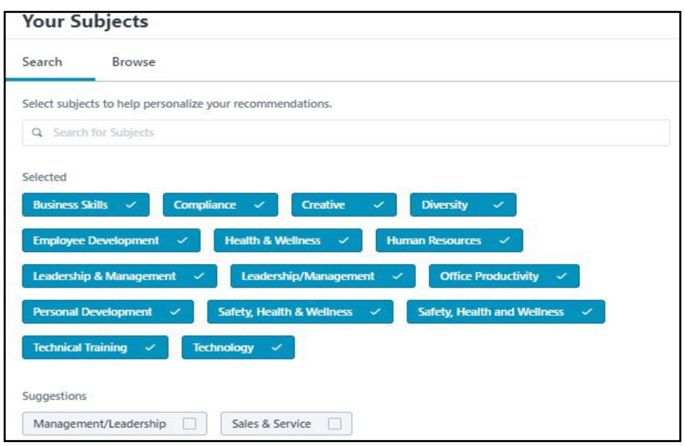


Setting Your Subjects

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.

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

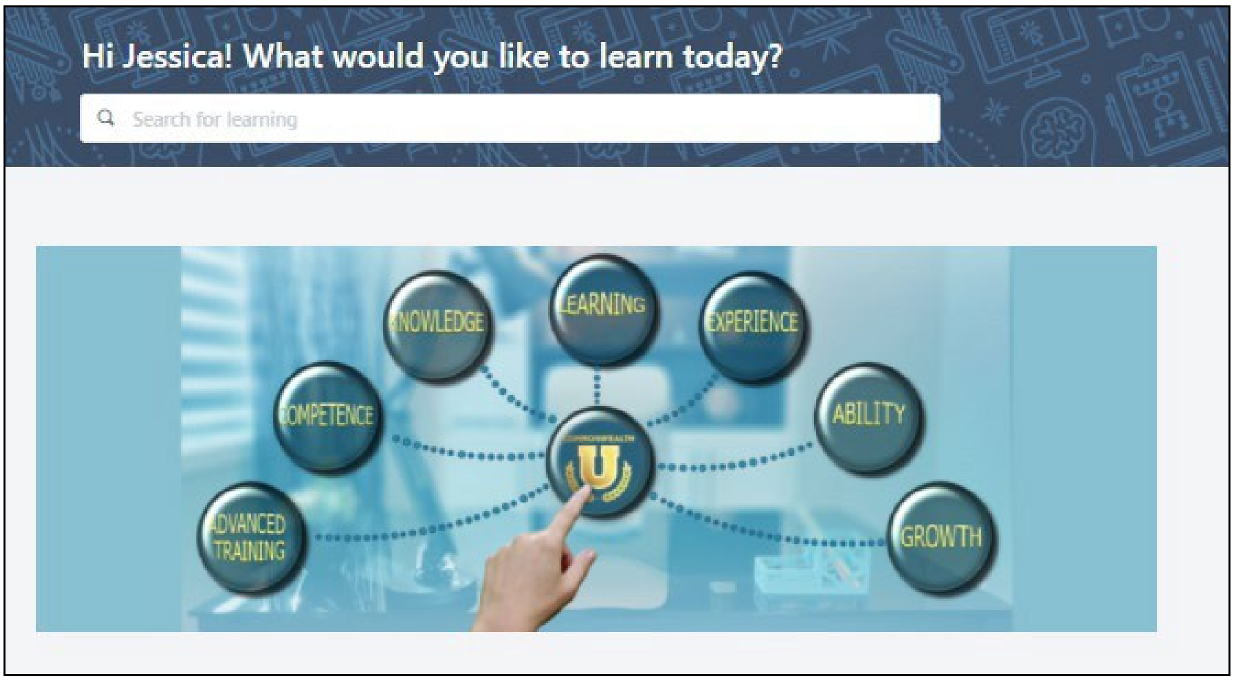


4. To add the desired subject, users must select the checkmark box. Once all subjects have been added, select “Save” in the bottom right corner.

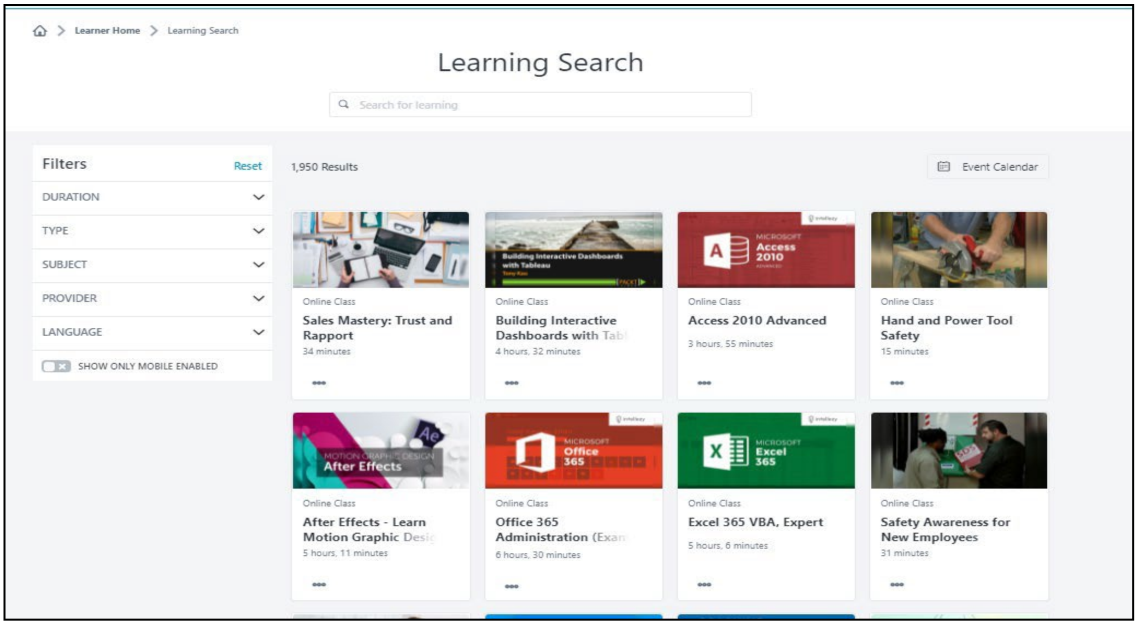
Searching for Courses Using Learner Home

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.



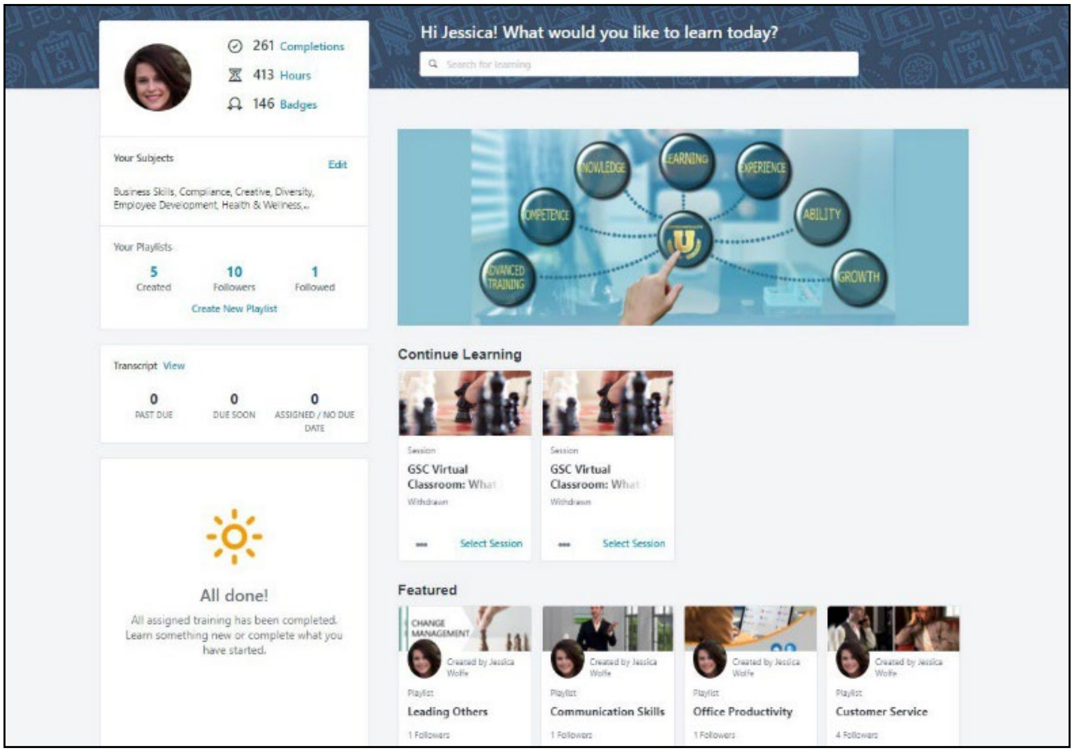
2. For this example, we will use CyberU as the provider. A complete listing of CyberU courses will return. If searching does not do the trick, learners can use filter options including Duration, Type, Subject, Rating, Provider, Language, and Mobile Enabled to find exactly what you are looking for quickly.



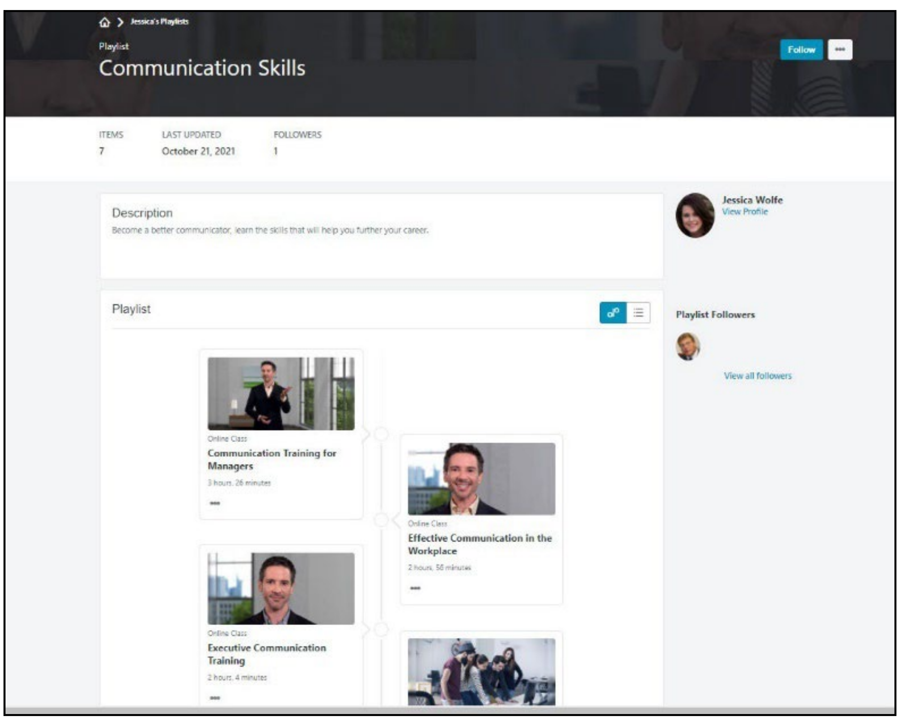
3. If you find a learning you want to take but do not want to request it yet, they can use the Save for Later option using the three dots at the bottom of each tile. Learners can quickly access the Event Calendar to find sessions using the Event Calendar button.
4. If you find the course you want to 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.

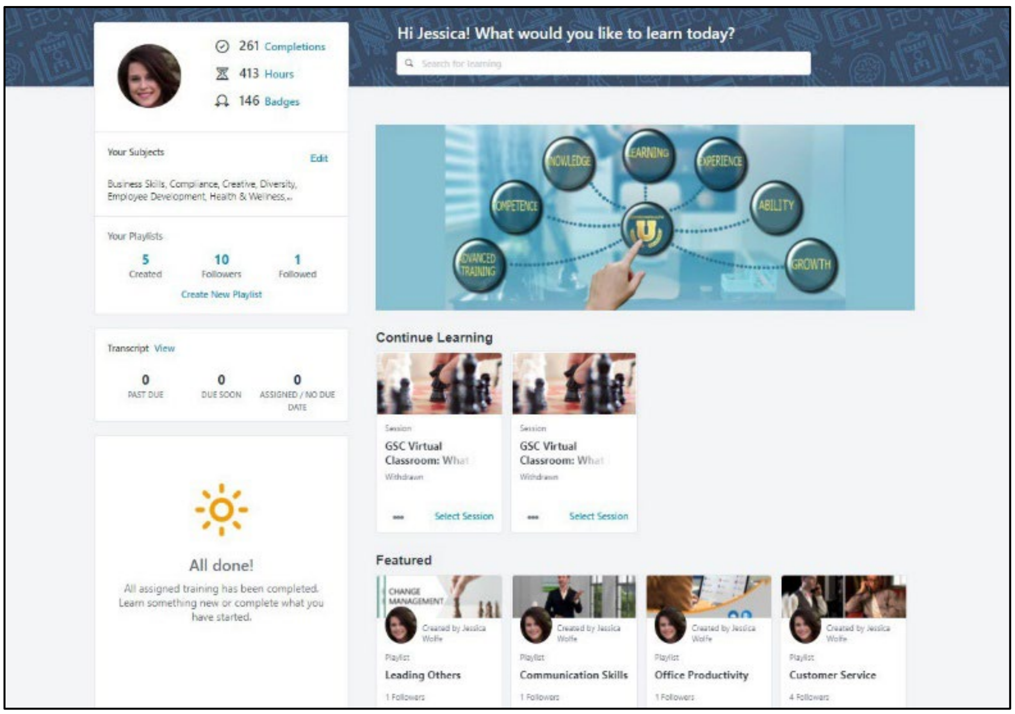


Do not forget to hit the follow button. This will allow you to see the latest updates to the playlist.

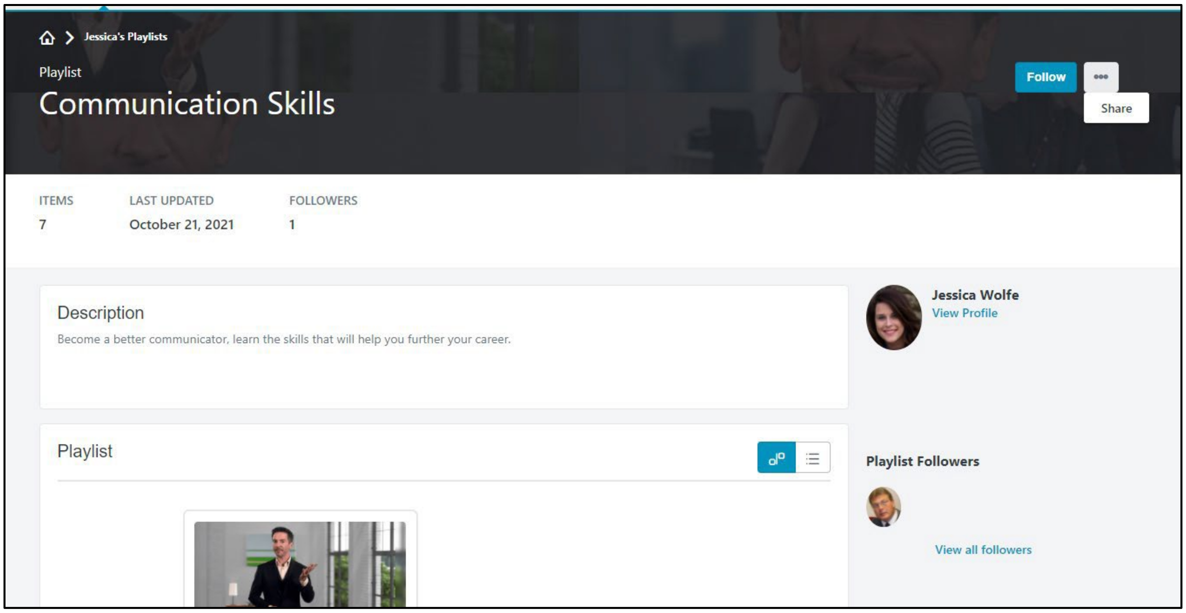
Sharing Playlists

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

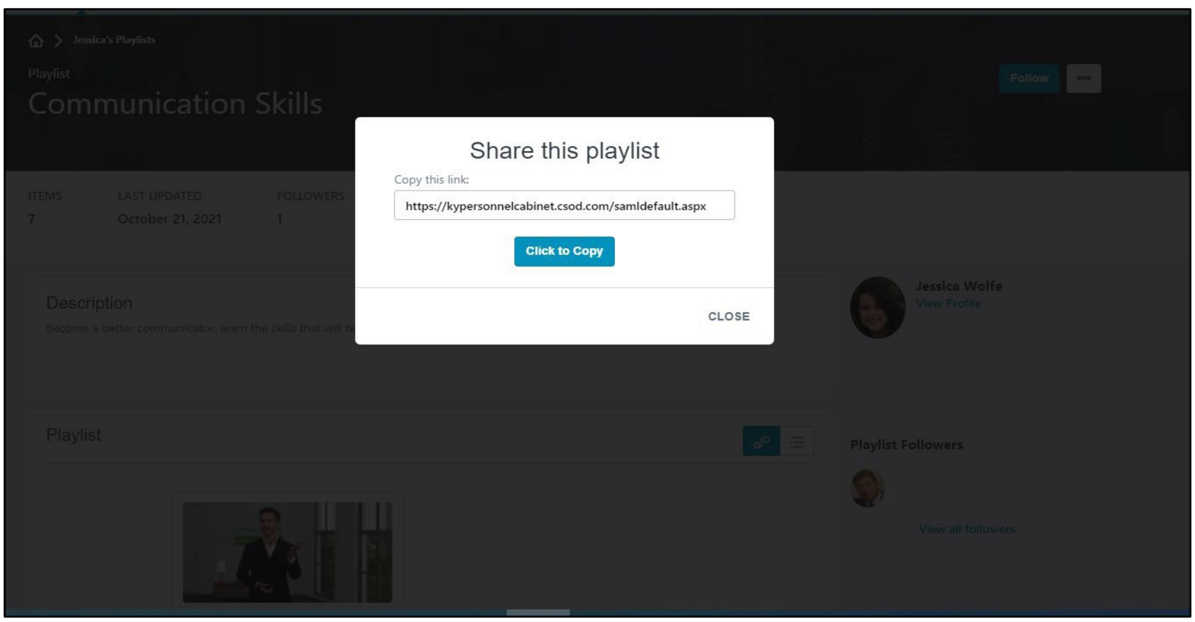
1. First, you will need to access the playlist from the Learner Home screen.



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.



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.

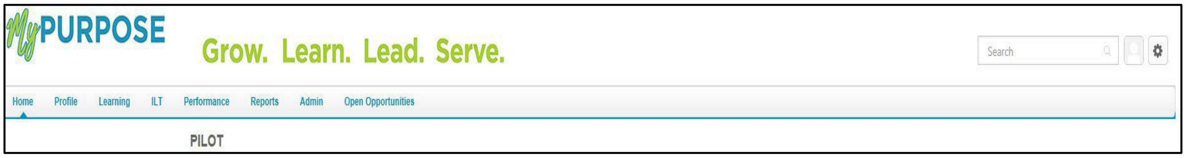


Transcripts

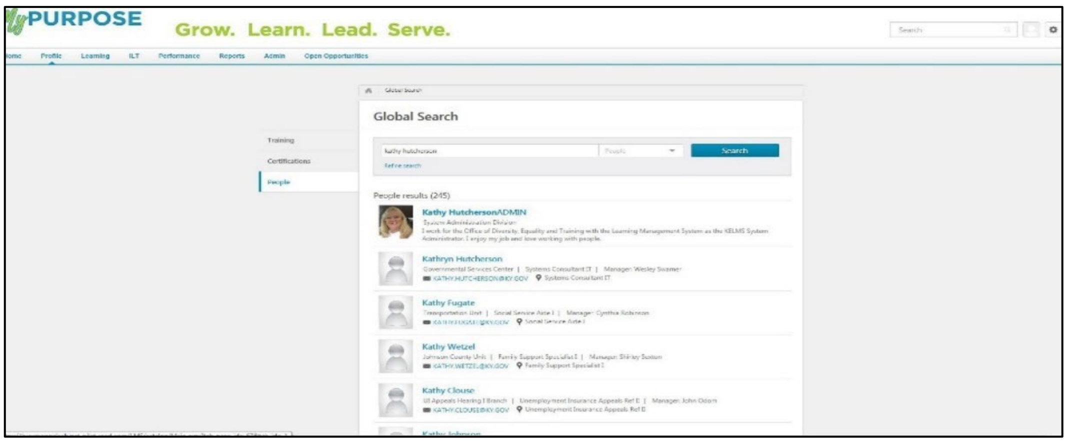
Locating a User Transcript

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

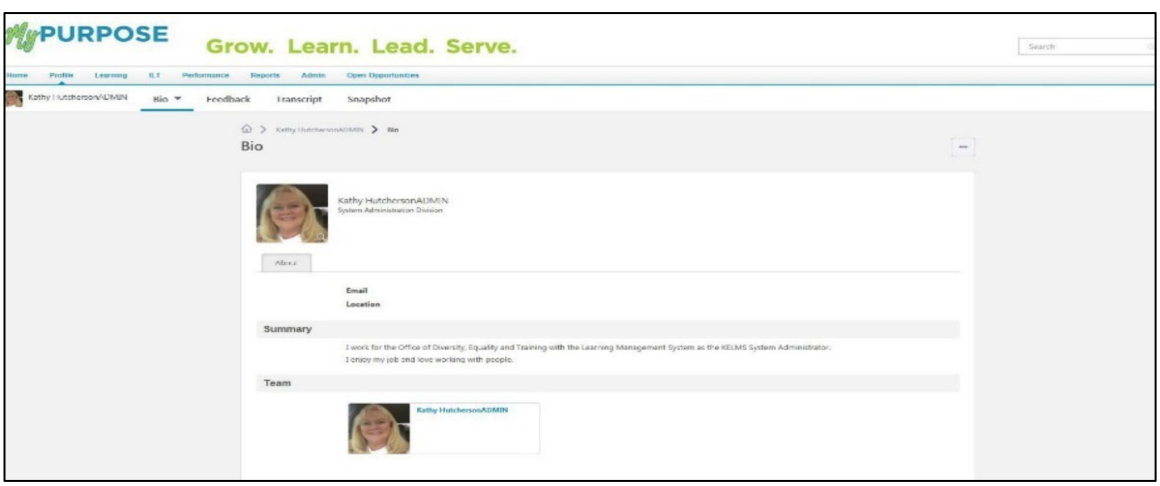
screen. Enter the name or user id that you would like to find.



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



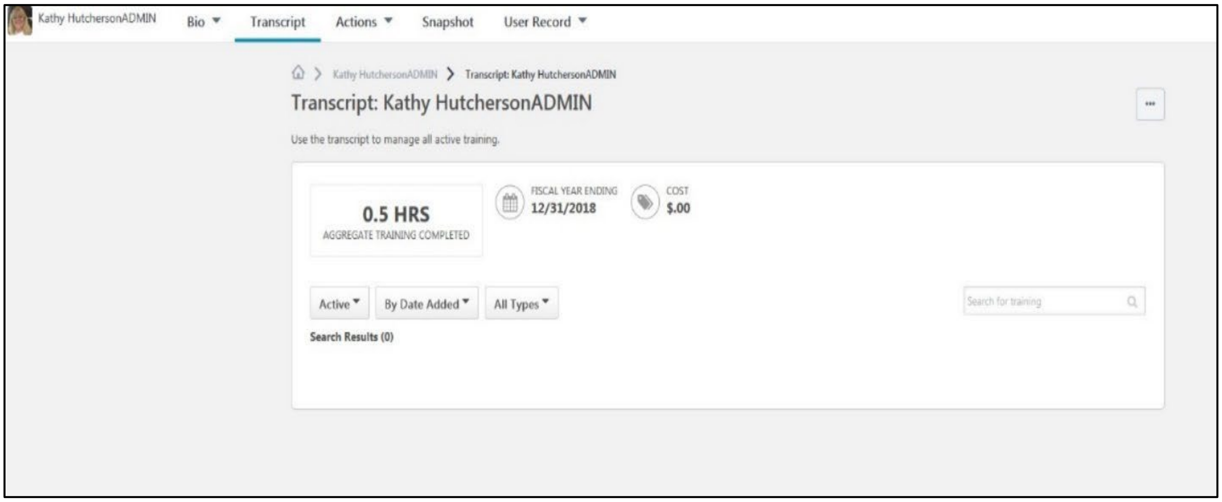
3. To review the User Record, **select the Username hyperlink**. Once selected, this will pull up the Universal Profile. The Universal Profile screen will show the general information from the account.



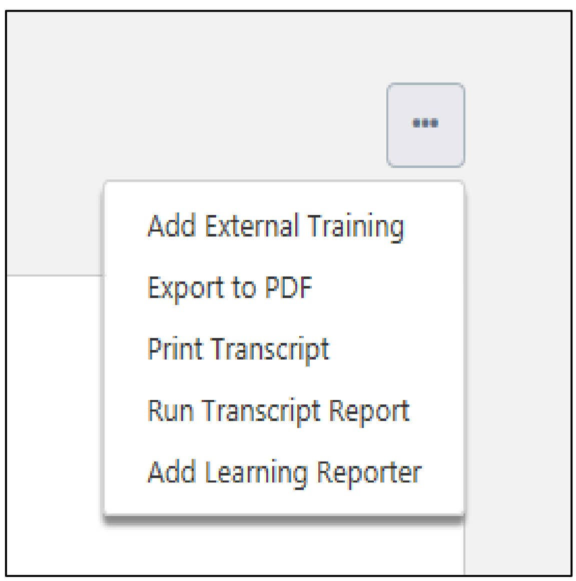
4. To view the user's transcript, **select Transcript** at the top of the

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.



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



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.

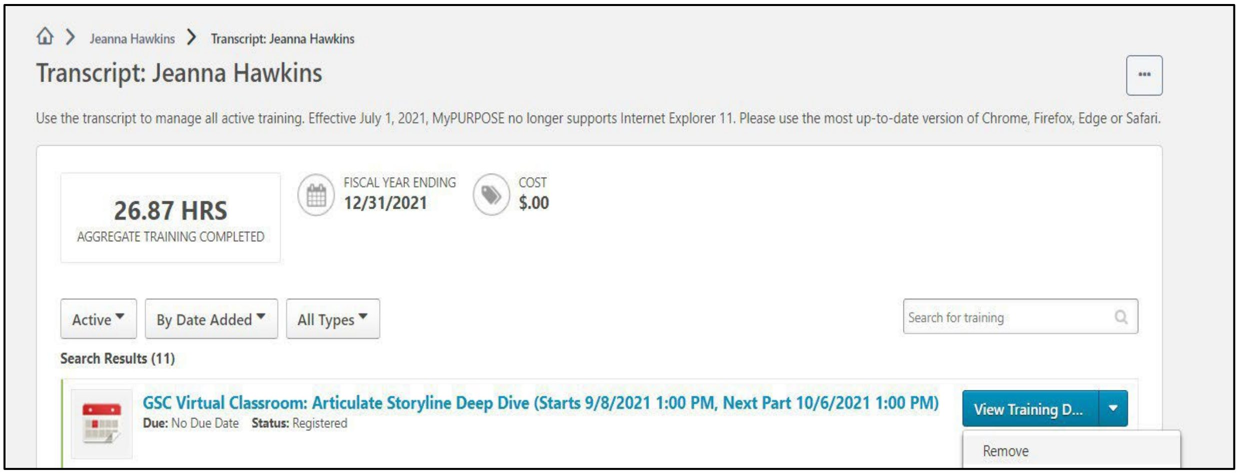
- **Export to PDF**-This option will allow the transcript to be reported to a PDF file. Each page of the PDF must be printed individually. ONLY EVENTS will show on the PDF.
- **Print Transcript**-This option will print the training transcript.
- **Run Transcript Report**-This option will allow Coordinators 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.

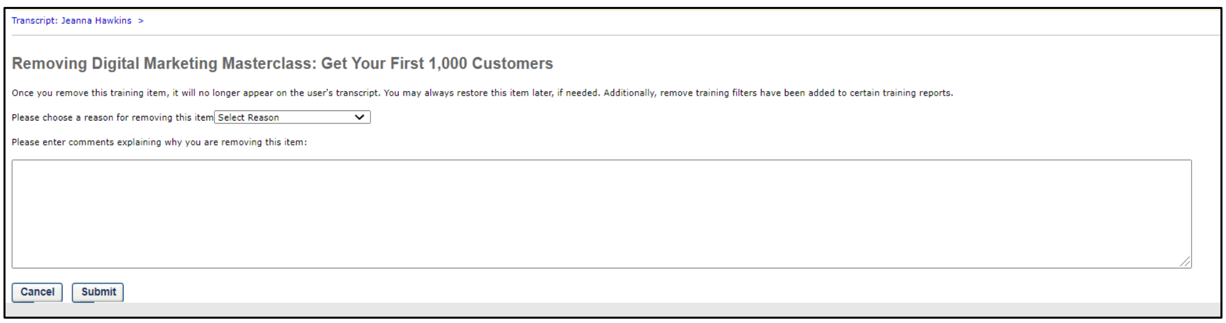
Removing Training from a Transcript

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:

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



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



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.

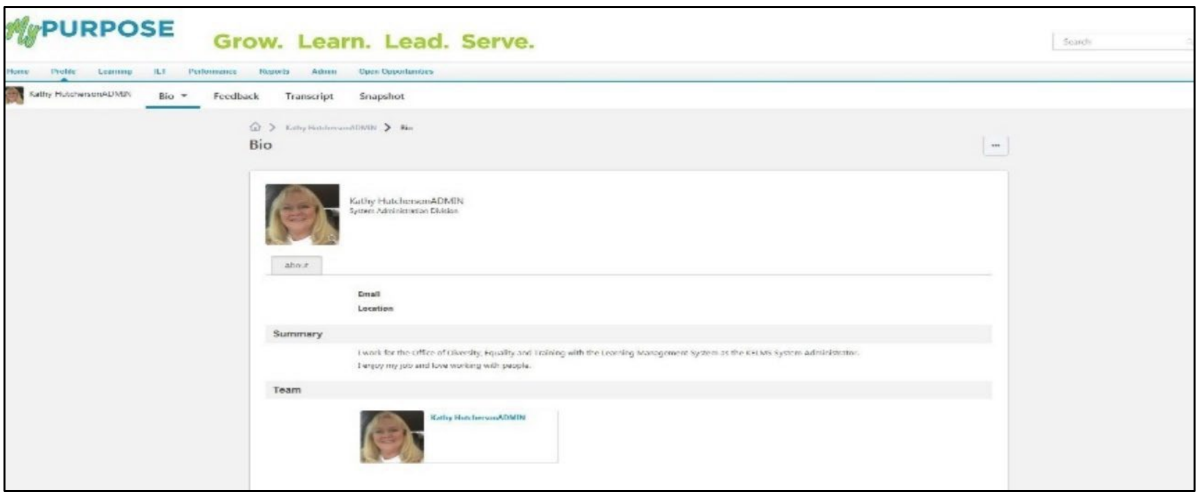
Managers must approve the training before it is completed on the transcript.

To Record an External Training

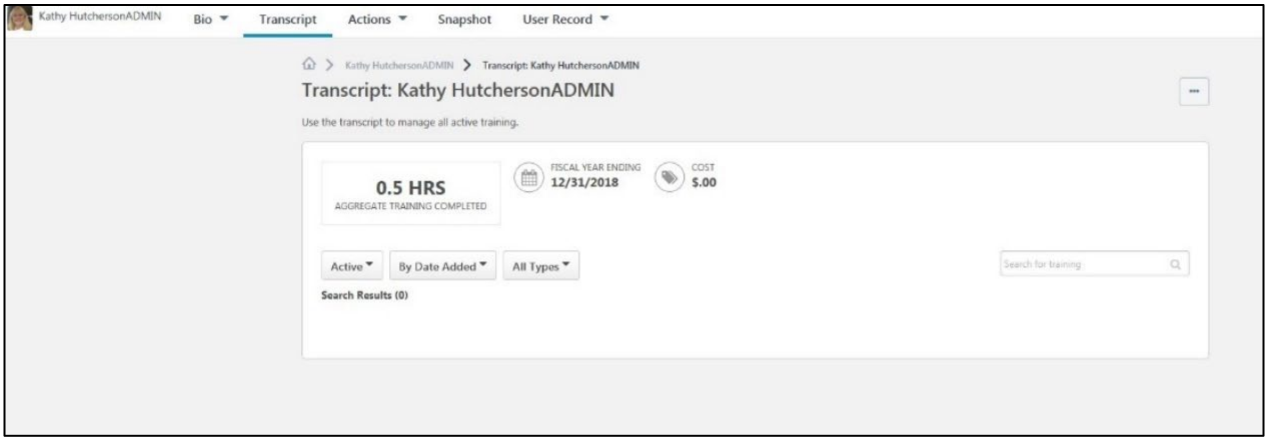
1. Locate the **Global Search in the upper right corner of the screen**. **Enter** the name or user id that you would like to find.

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

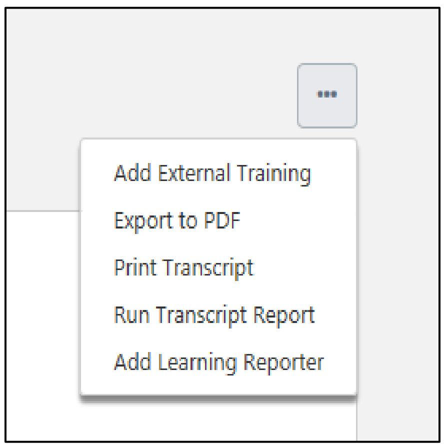
3. To review the User Record, **Select the Username hyperlink**. Once selected, this will pull up the Universal Profile. The Universal Profile screen will show the general information from the account.



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.



5. Training Transcripts can be exported to PDF by **selecting the “ellipsis” tab**.

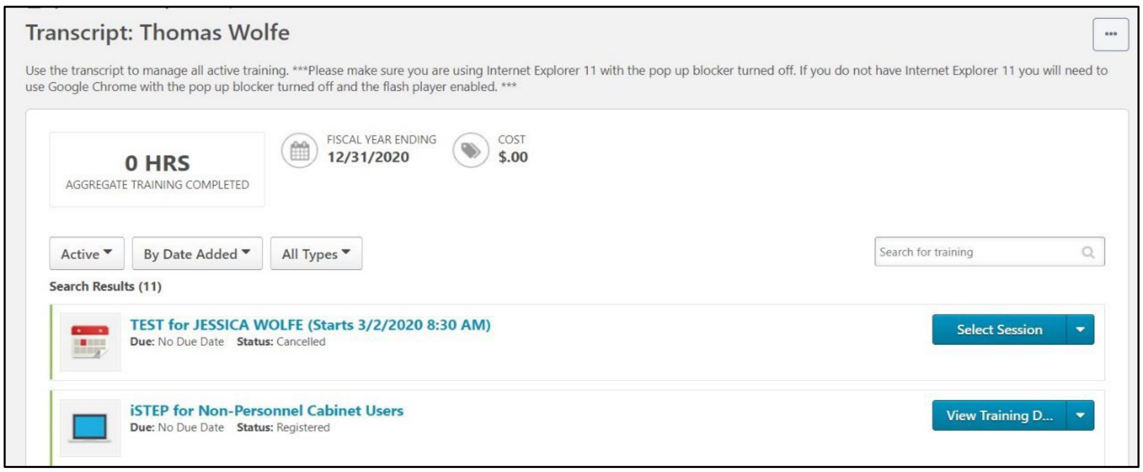


- **Add External Training**-This option will allow you as a Training Administrator/Coordinator to add a self-reported training to another user’s transcript as a Training Administrator/Coordinator.
- **Self-Reported Training**-requires manager approval. Once approved, the user must go back to their transcript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

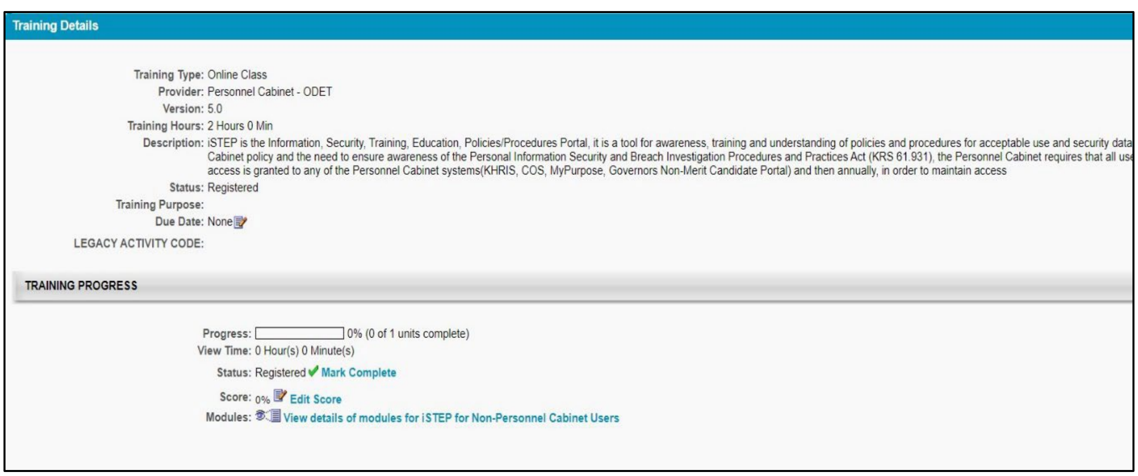
Completing Training on User Transcript

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.
2. On the Transcript page, locate the external course or online class that needs to be completed, then select View Training Details.

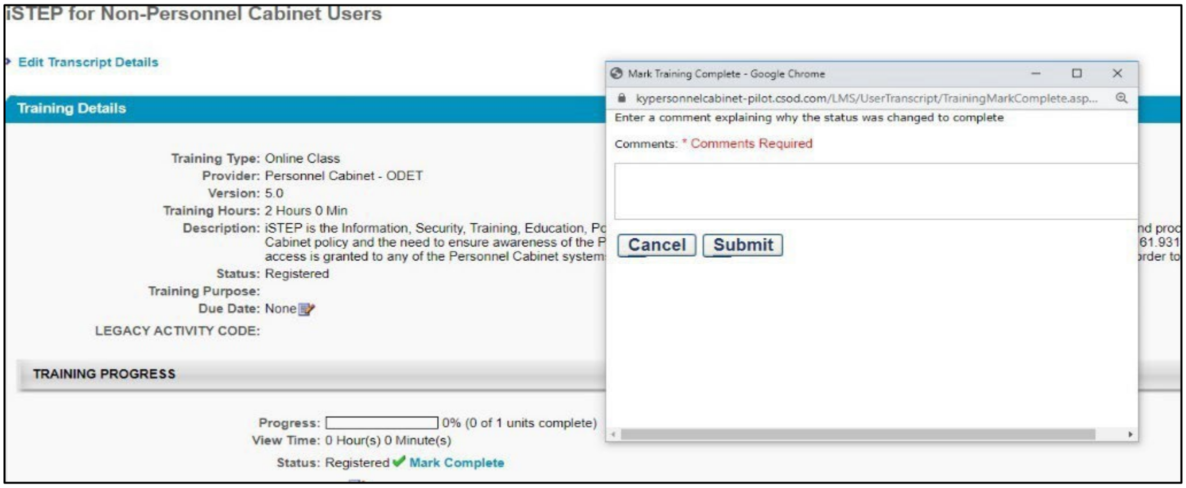


3. The View Training Details screen will allow Admins the option to select "Mark Complete."



4. 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.



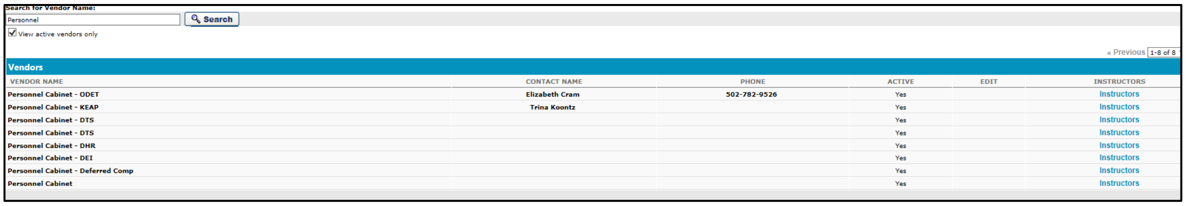
Creating Instructor Led Events

Adding Instructors

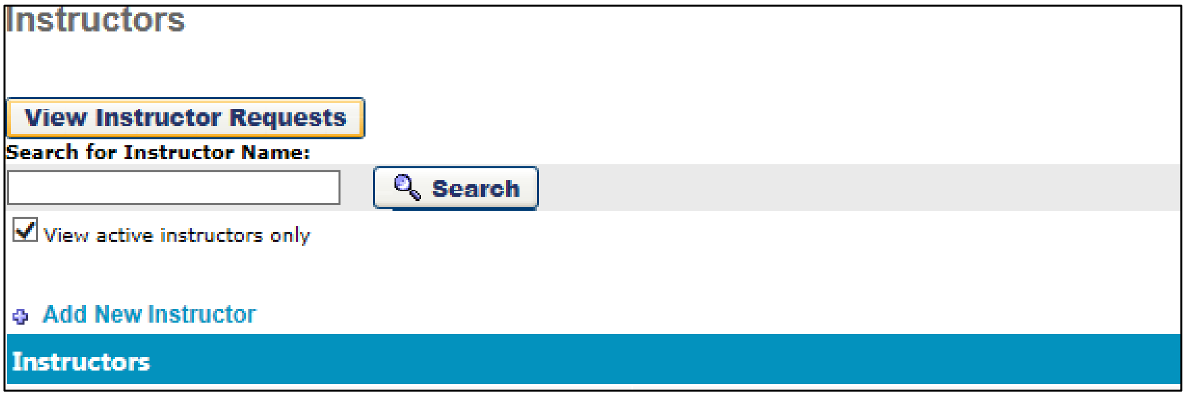
Before an instructor can be added to a session, they must be added as an instructor for the agency. To add an instructor:

1. Hover over ILT > Vendors and Instructors.

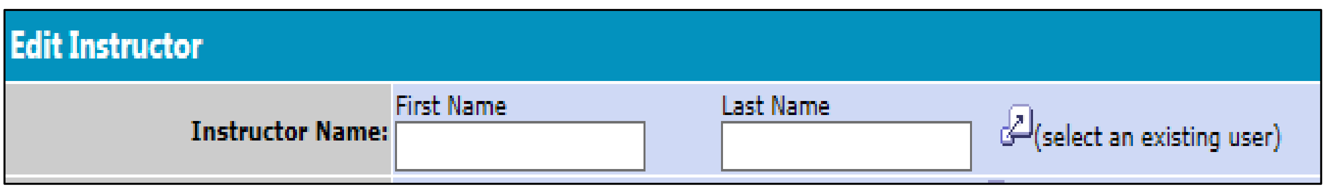
2. Locate Vendor (Organizational Unit) by searching.
3. Select the instructor link to the right.



4. Select Add New Instructor.



5. Select the Call Out icon.



6. 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.

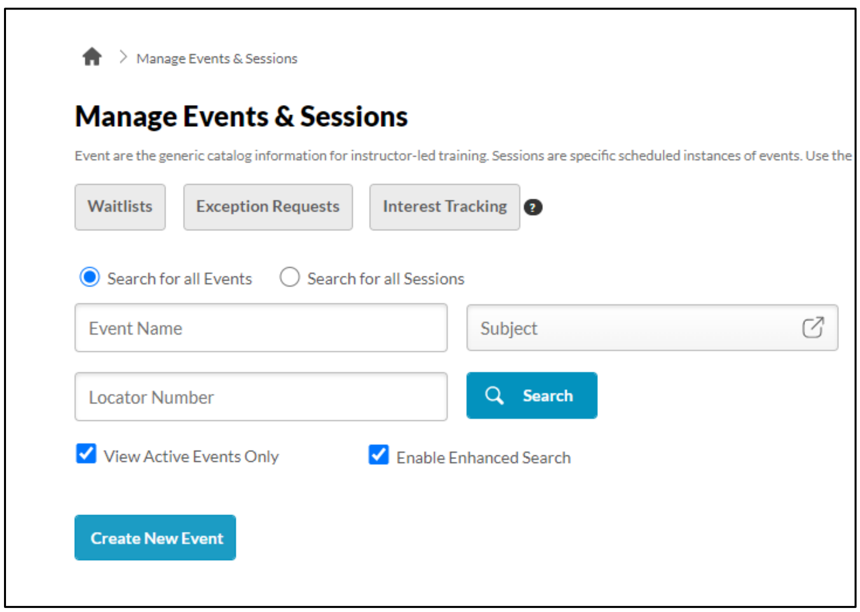
Creating an ILT Event

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:

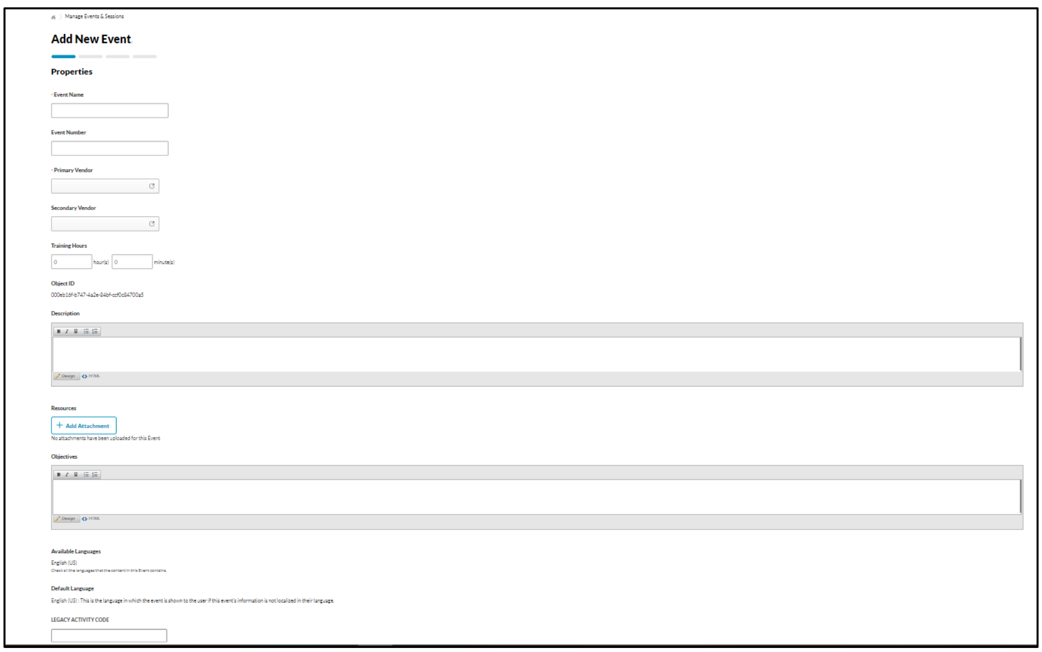
1. Navigate to ILT > Select Manage Events and Sessions.

2. Select Create New Event.

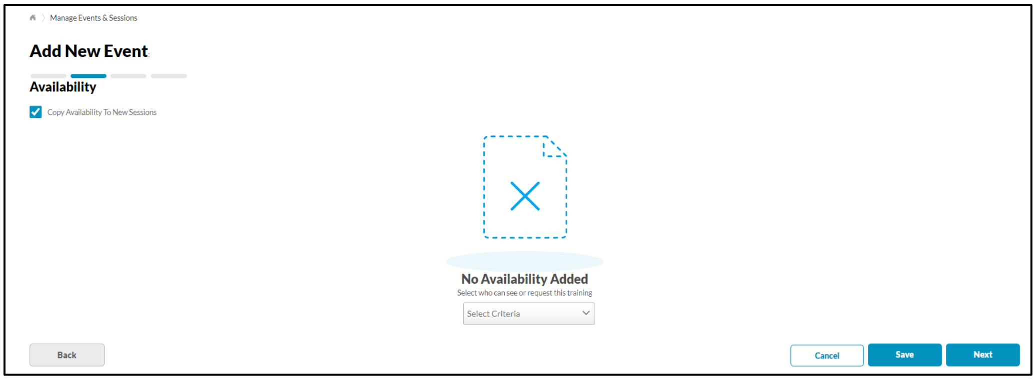


3. **By selecting Create New Event**, the **ILT Event properties page** will appear. The event creation process is separated into three sections.
    - Properties
    - Availability
    - Session Defaults

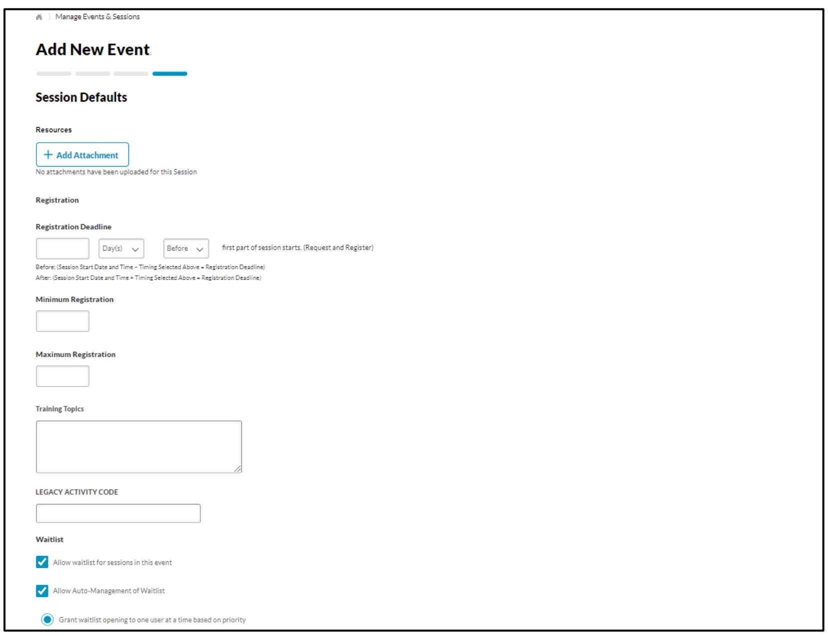
4. To create the event, each required field will need to be filled out. The required fields include:
    - Event Name
    - **Primary Vendor**-This will ALWAYS be the Cabinet that is offering the training.
    - **Secondary Vendor**-Leave blank
    - **Description**
    - **Subjects**-Must be added
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



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.

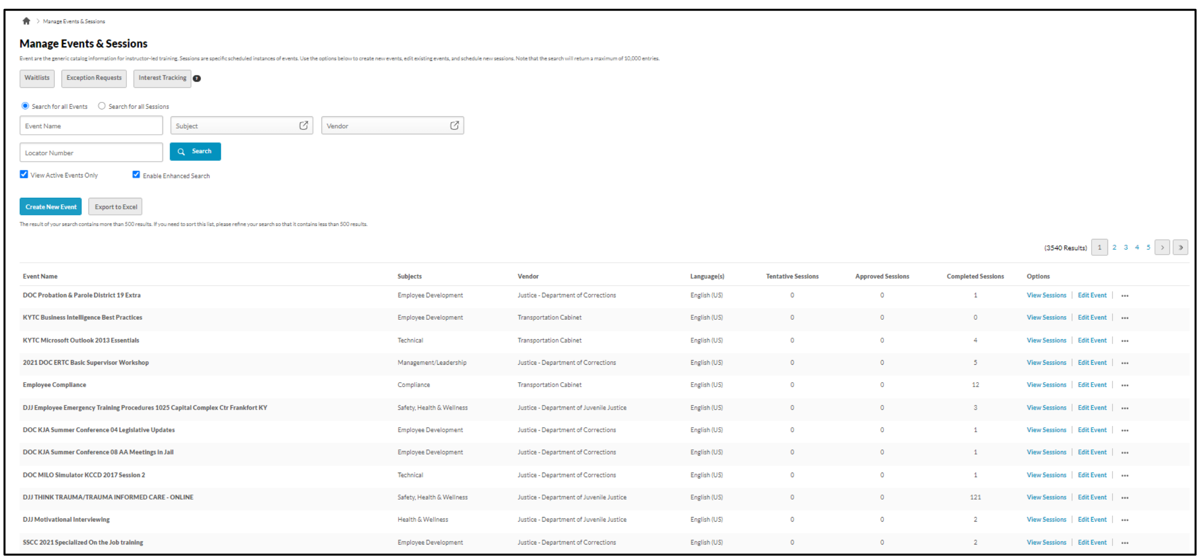


6. The Session Defaults page will set the general parameters for creating the sessions.
   - As a Training Administrator, you will have the ability to set a registration deadline, a minimum and maximum registration number, and training topics.
   - You can set how the waitlist is set up.



7. 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.

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.



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.

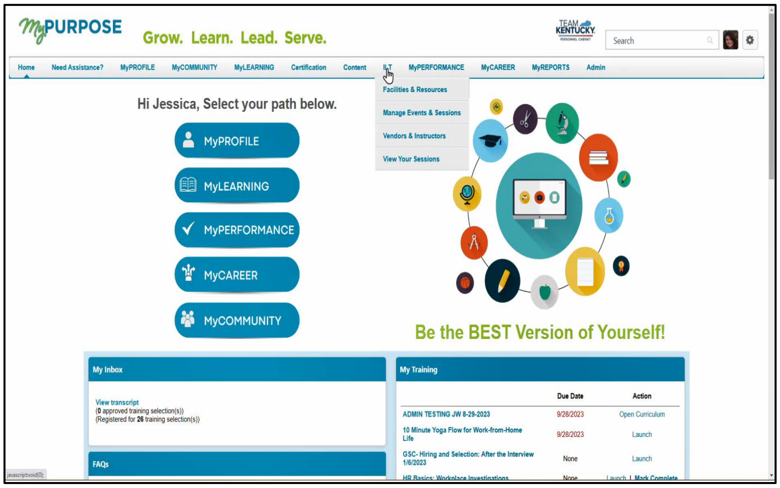
- Parts must contain part breaks that account for the lunchtime and the time from the ending of one part to another. If these are not given, users will receive hundreds of credit hours.
- If creating a part is the best solution for your agency, these ALWAYS need to be tested in pilot first.
- Some items to look for would be:
    - 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.

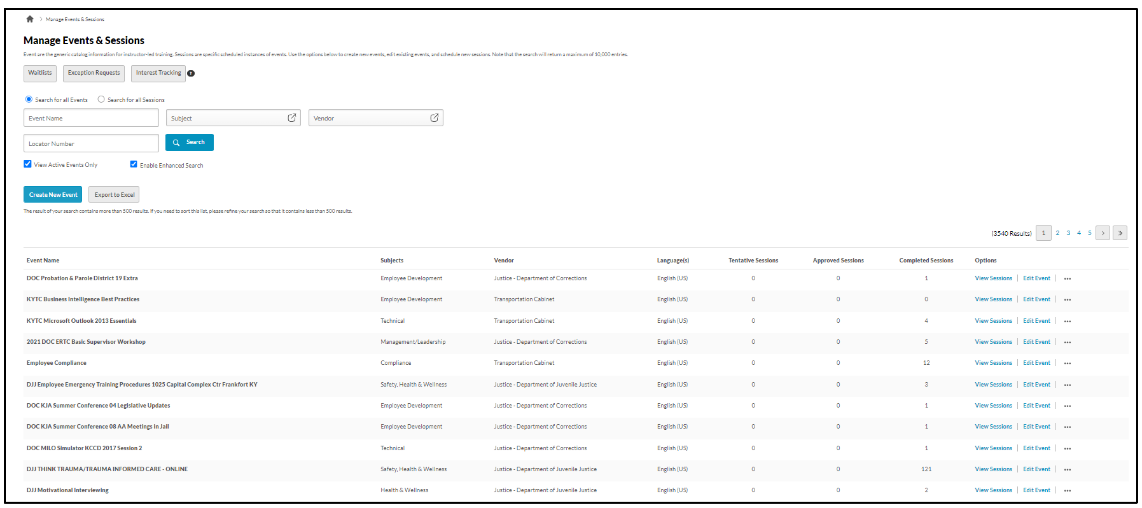
To Create a One Part Session:

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

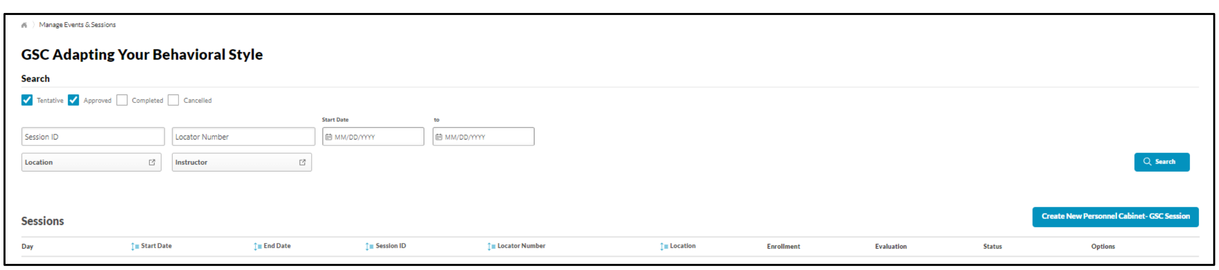
Sessions.



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



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



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

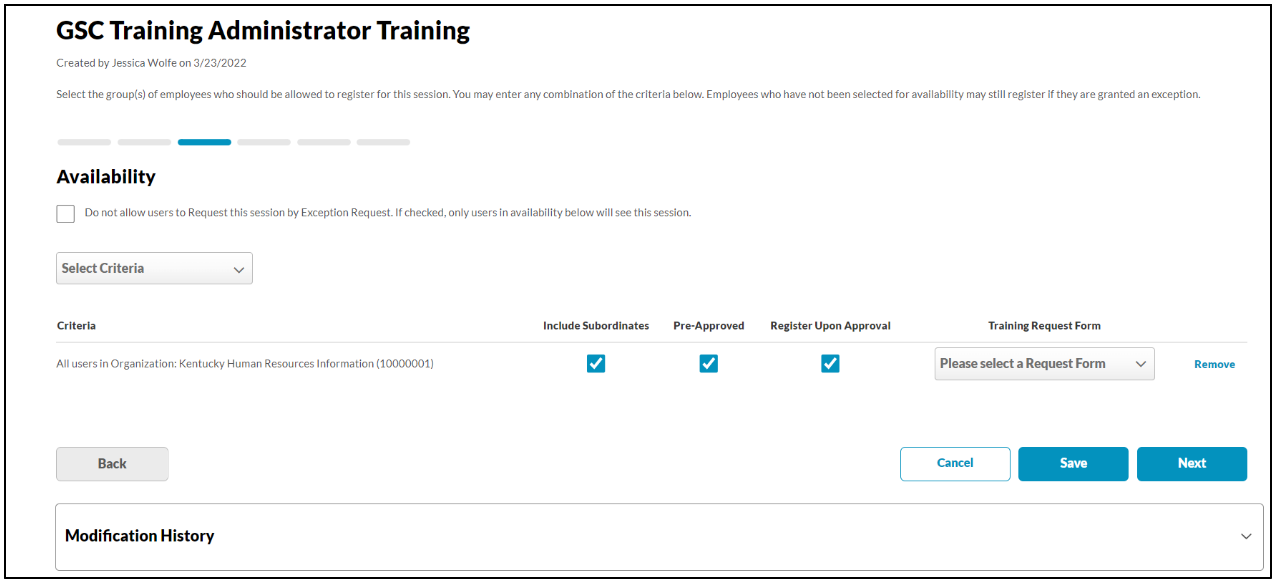
5. If the training you create is a full-day class, you must add a Part Break to account for the lunch break.
6. Occurrence select Save Part.

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.

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



- **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

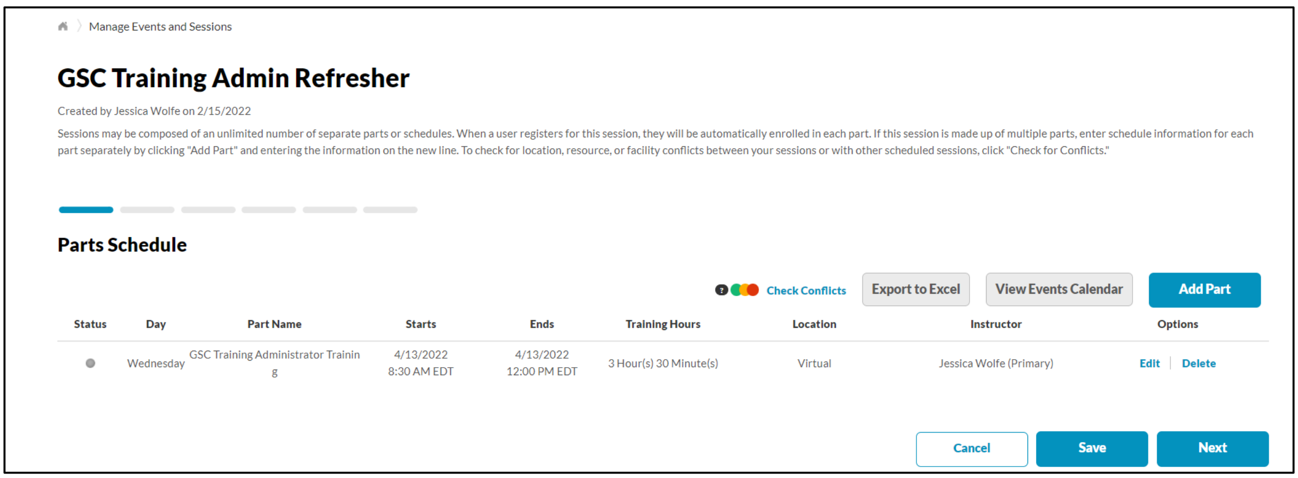
9. The Summary Screen will go over the session details. If all details are correct, select Save.

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.
3. 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.



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.

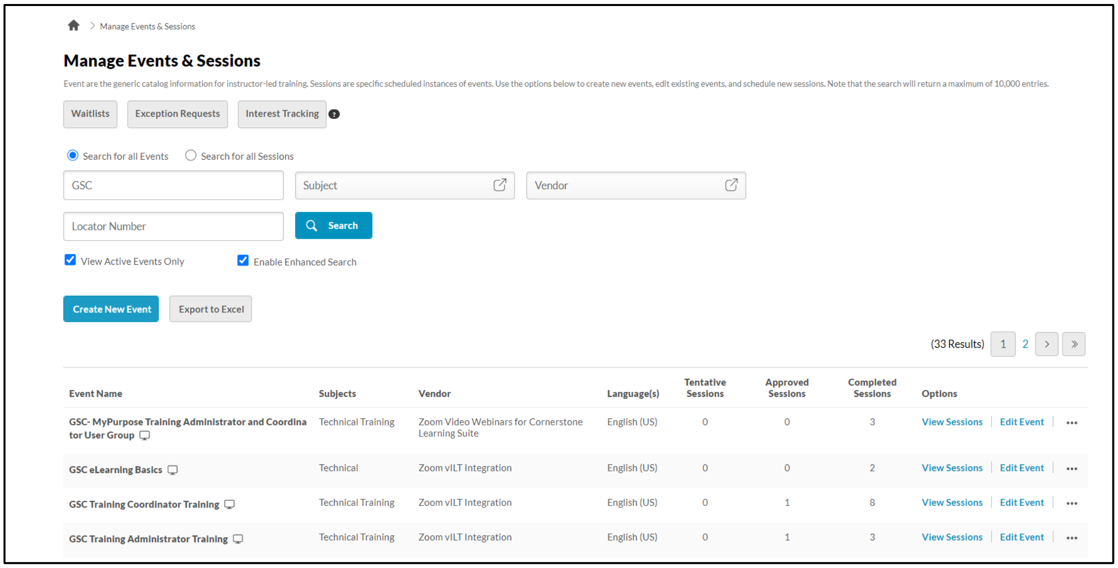
- Required Completion Approvals-Enter the number of the completion approvals required for the session to be marked as completed. Select Next.

6. For Availability, select the users who will need access to this training. Select Next.
7. The Summary screen will show an overview of the training. Here, you will view the general settings for the Session Copy. Select Save.

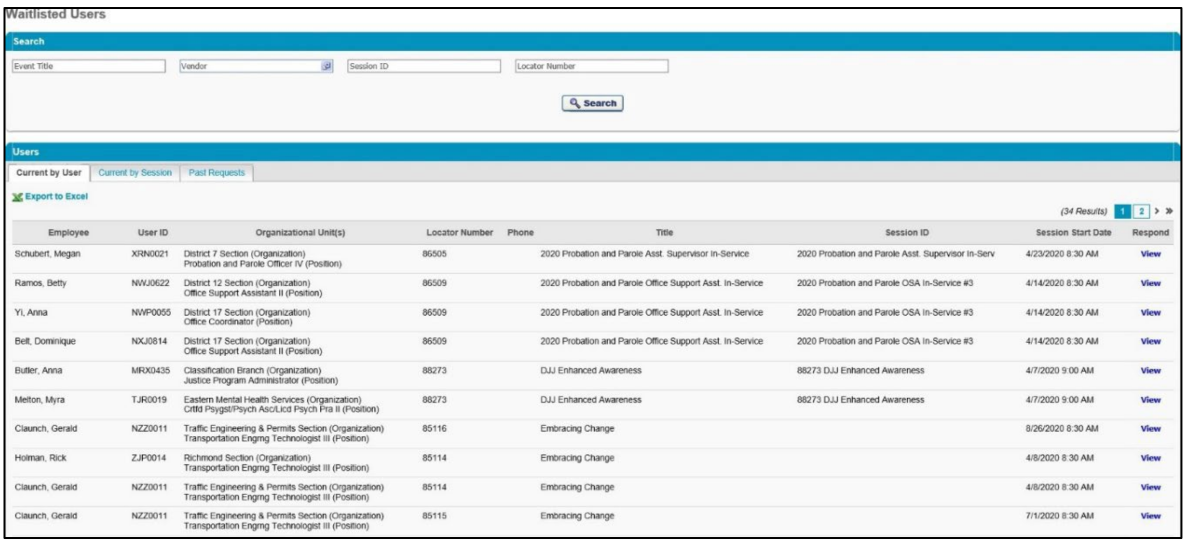
Viewing Interest and Waitlists

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.

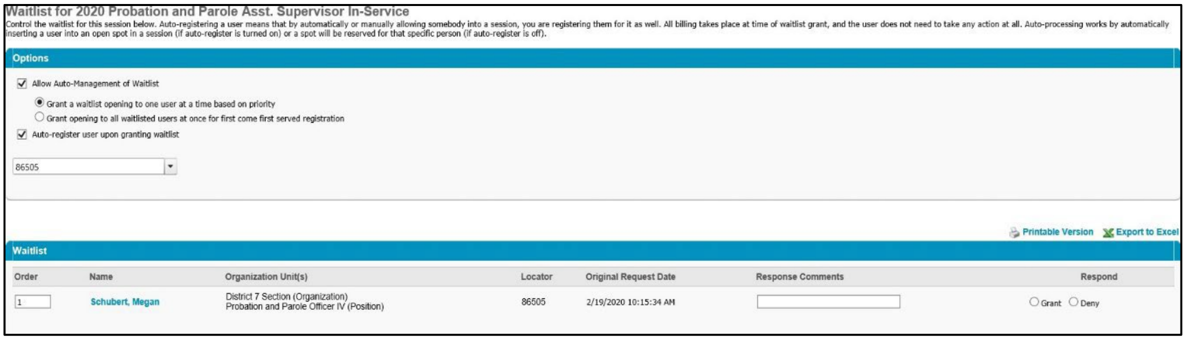
1. To do this, select ILT > Manage Events and Sessions.
2. From the Manage Events and Sessions Screen, select the view from the top left. For this example, we will view the waitlists.



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



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.

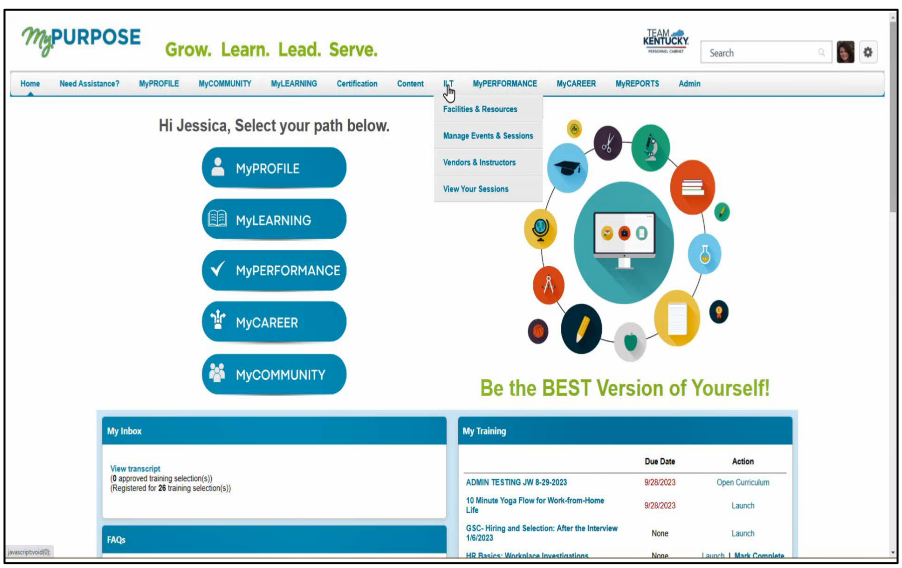


Once the waitlist has been updated, users will receive notification if they have been granted a seat.

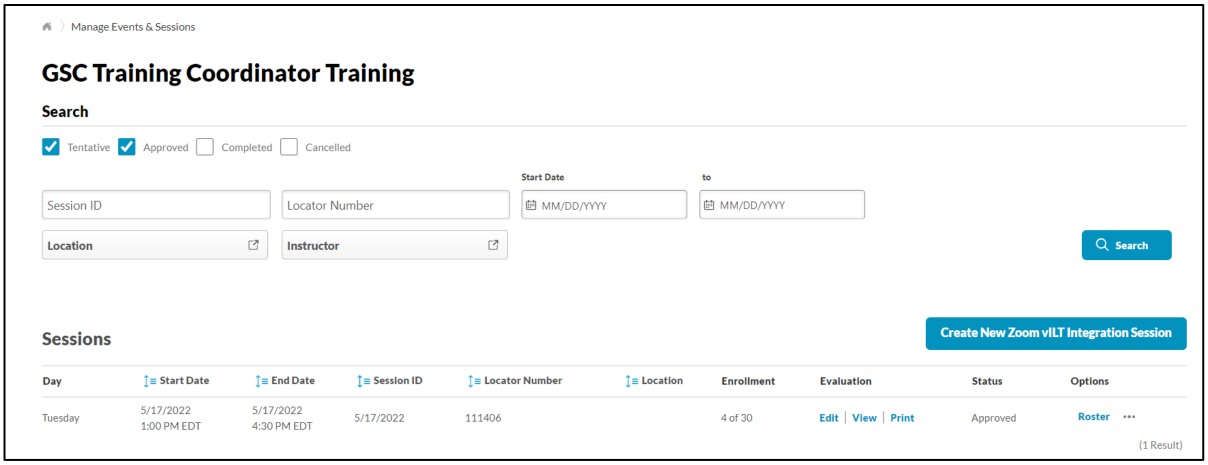
Reconciling Rosters

Adding Users to Roster and Updating Status

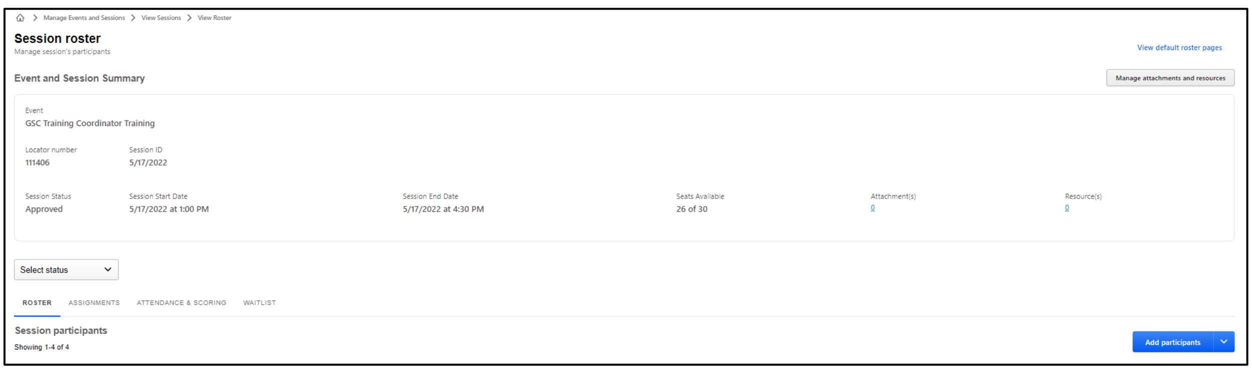
1. To add users to an ILT Event session, go to **ILT > Manage Events and Sessions**.



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



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**.



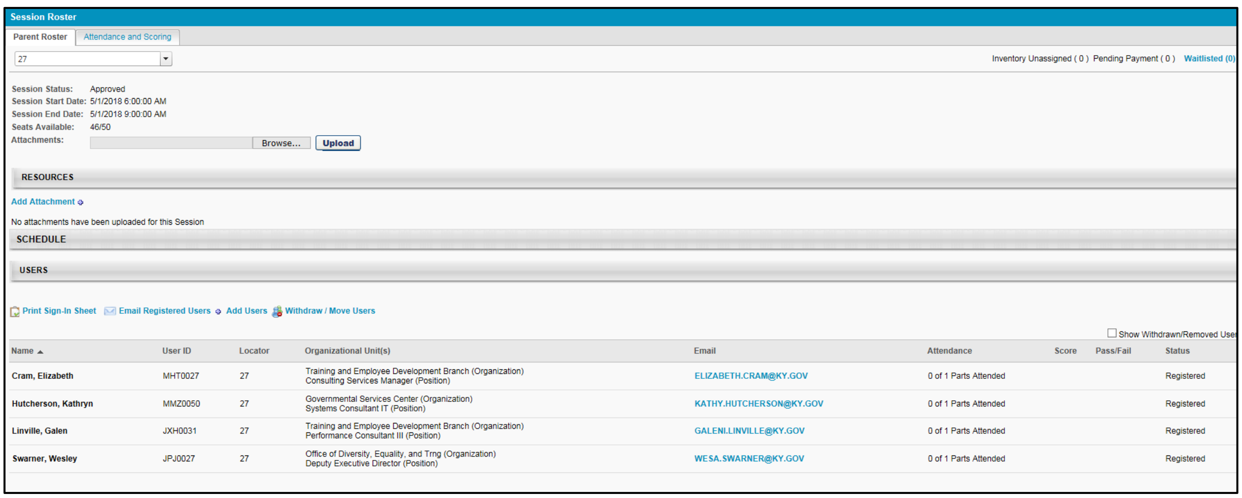
5. The Add Users screen will appear. A search can be done on the Username or Manager's Last name. **To add a user, select the plus sign beside the name**. Multiple names can be added at once.
   - **NOTE:** If the instructor also needs credit for the training, you must add them to the roster.
6. Select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

roster with a pending status.

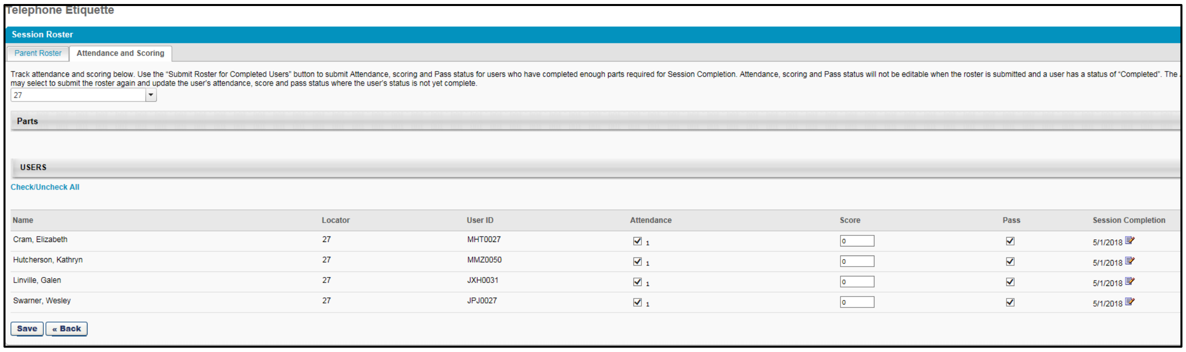
8. Select **Add Pending Users to the Roster**. This will bypass manager approval. For ILT sessions that require managers' approval, managers will need to log into their direct reports.

9. The users will now show as registered.

10. To update the status to attend, select the Attendance and Scoring Tab.



11. 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.



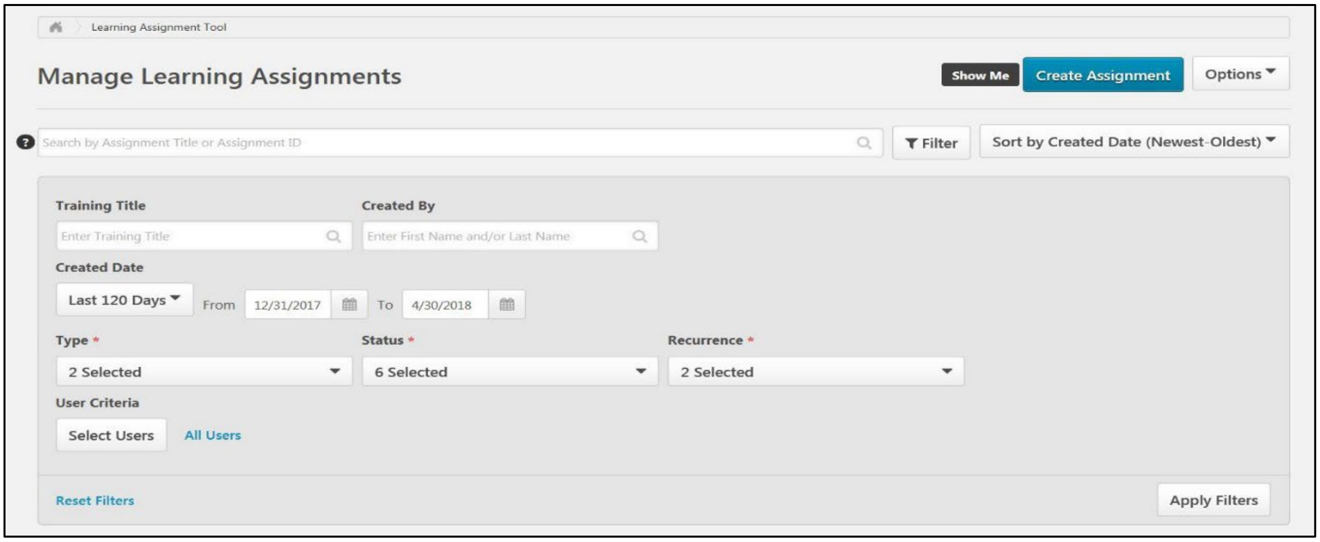
12. **Select Submit Roster**, the user's status will now update and show that they have completed the training. **NOTE:** There is a 5–10-minute delay in the system before viewing the roster.

Creating Learning Assignments

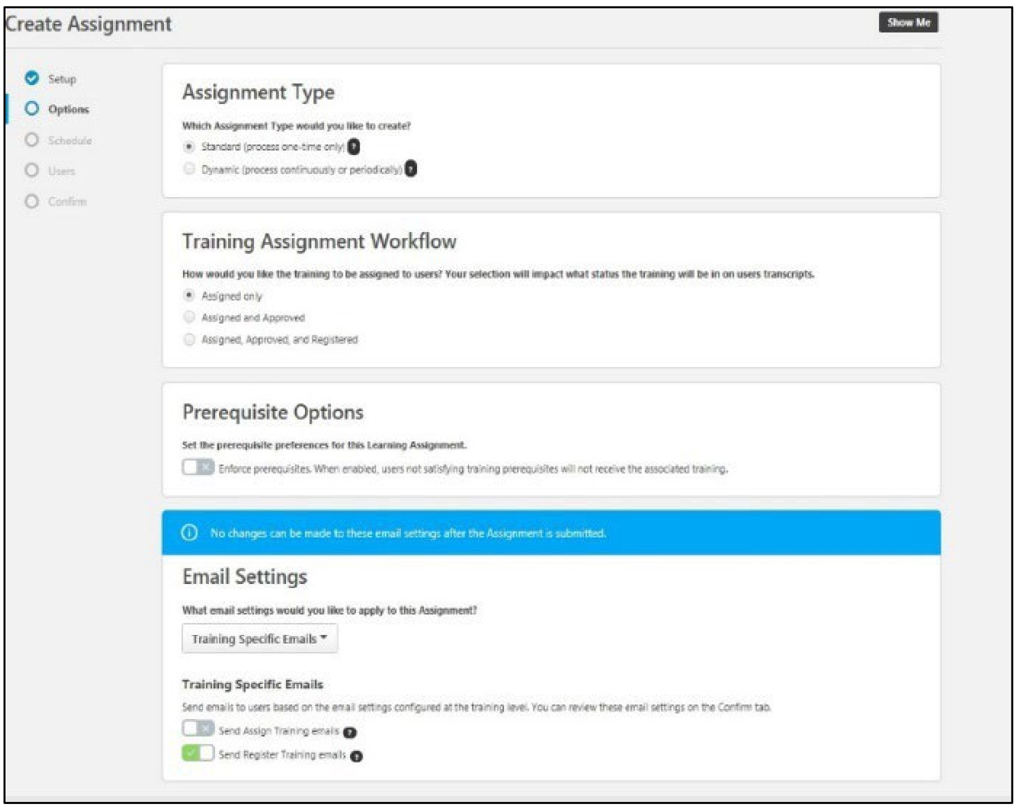
Learning Assignment Tool

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.

1. 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**.



3. Set the Assignment Type.

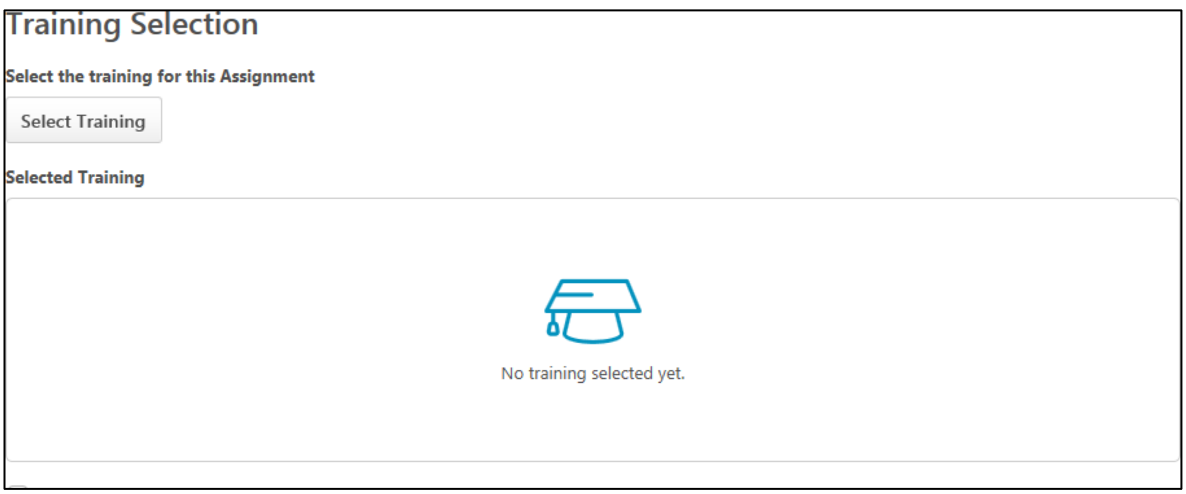


- **Standard**-This is a one-time assignment for the users who meet the defined criteria of the learning assignment. This assignment will process one time only.

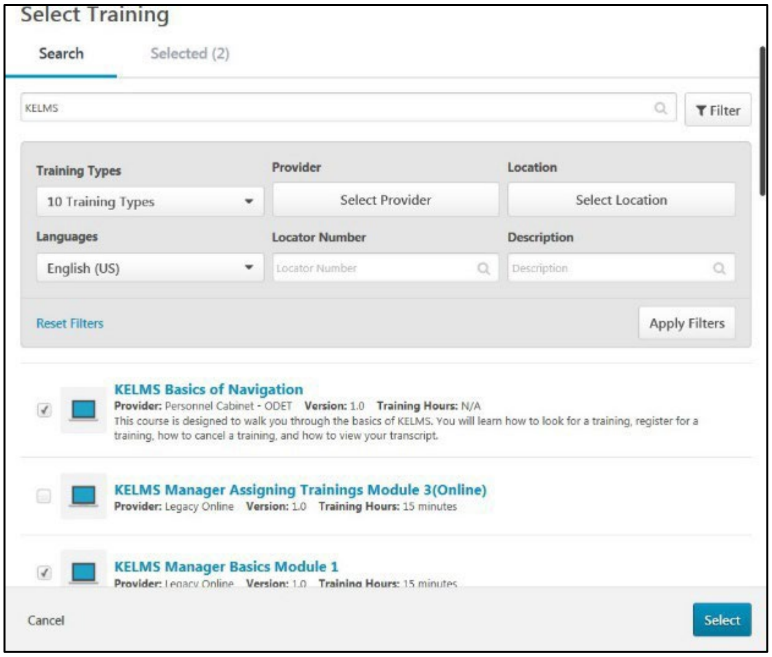
- **Dynamic**-A dynamic learning assignment processes daily or once per year and attempts to assign the learning objects to users who newly meet the criteria set for the assignment. Selecting this option causes a Dynamic Removal section to appear on the Options page.

4. Enter a Title and Assignment Description.

5. Select "Select Training."



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



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

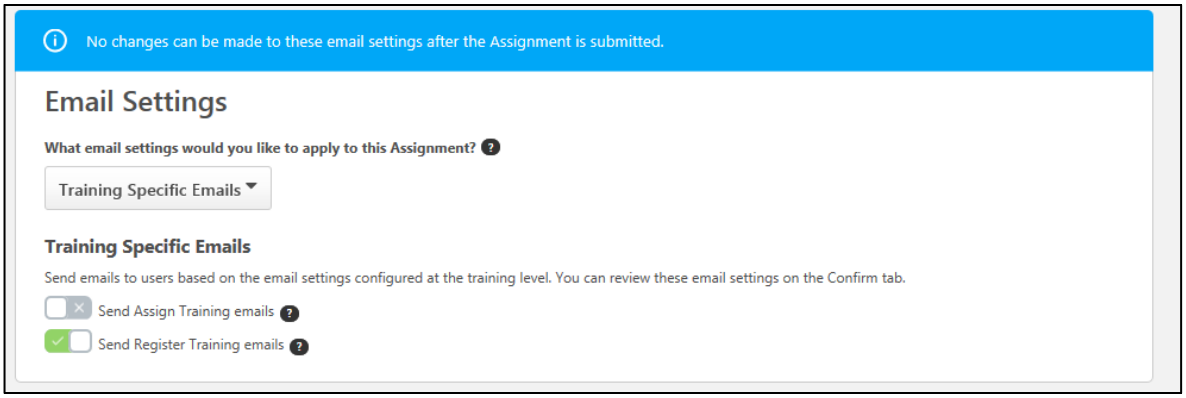
7. **Select Next** after the training has been selected.
8. The Training Assignment Workflow will allow you to determine how the user is assigned for training based on the following options:

    - **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

- **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

will process.

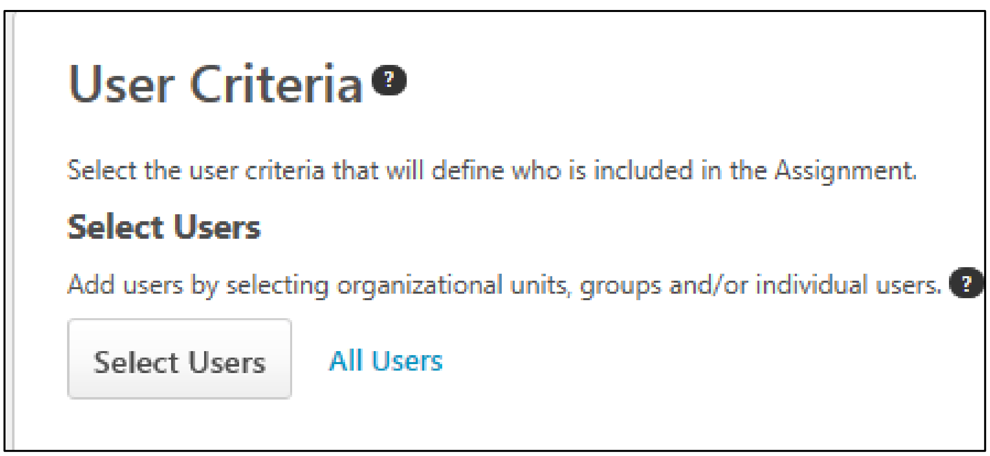
- **Available processing starts date options for assignments that process annually include**: When would you like the assignment to start processing and assign training to users? Using the date picker and time picker, select a date and time when the assignment will begin to process. The assignment will process annually on this date and time.

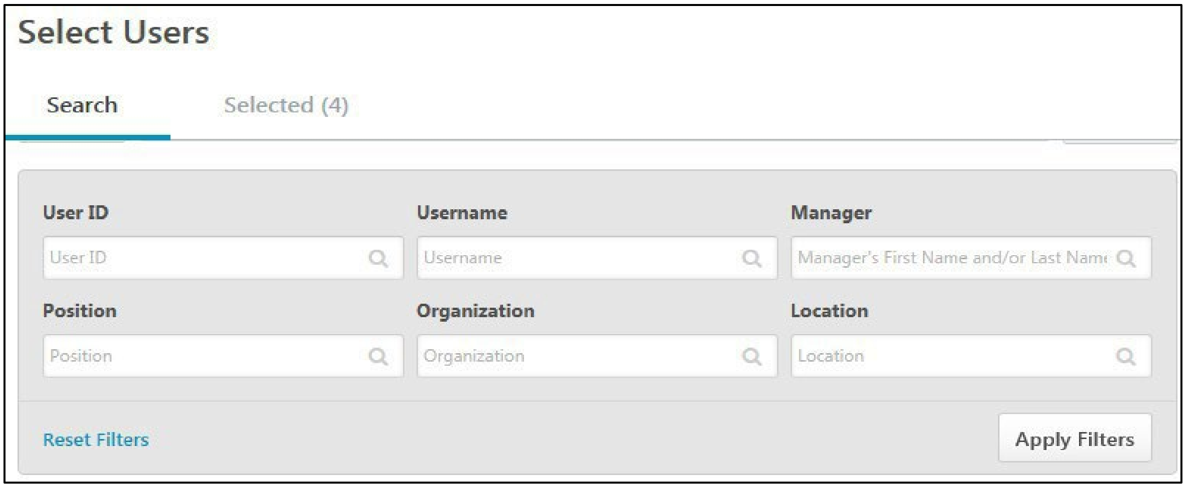
12. The training start date will allow administrators to determine when the training will start.

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."**





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

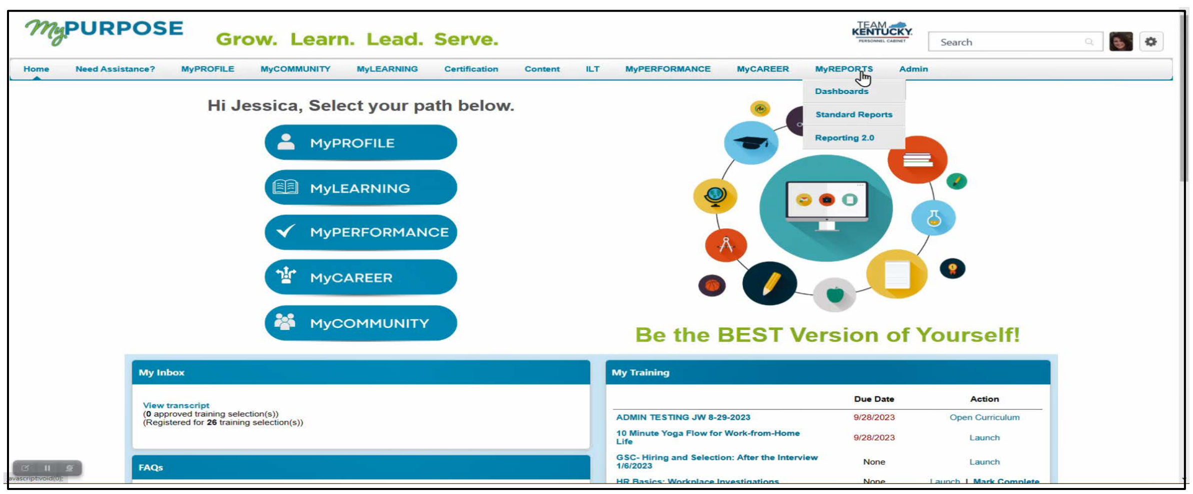
- Employees should be self-registering in the system, and managers can assign training you employees. Learning assignments should not be a habit to enroll users in the system.
- Learning assignments cannot be edited once they have been processed, nor can they be deleted.
- Please select users cautiously. 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

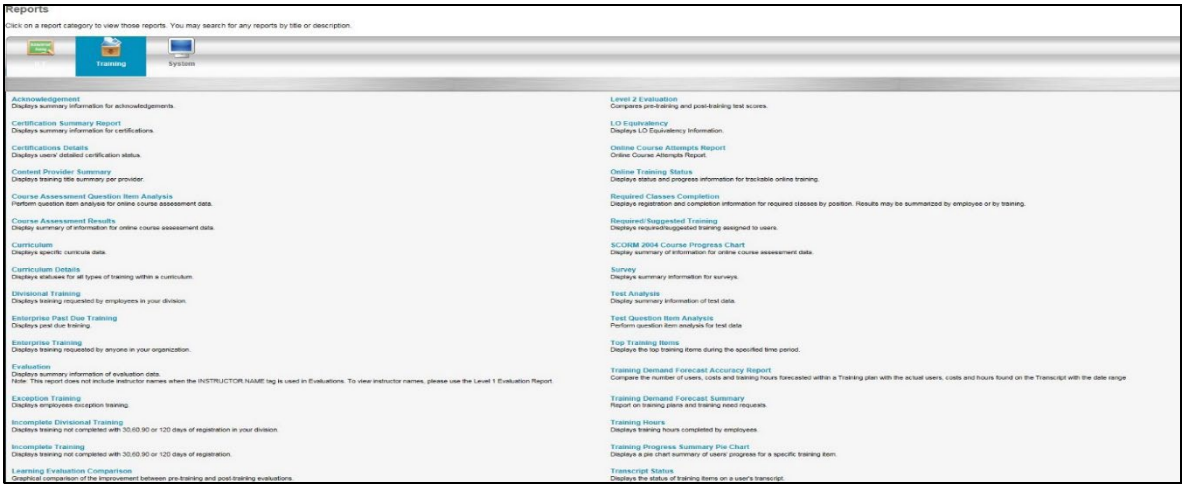
Running a Standard Report

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.

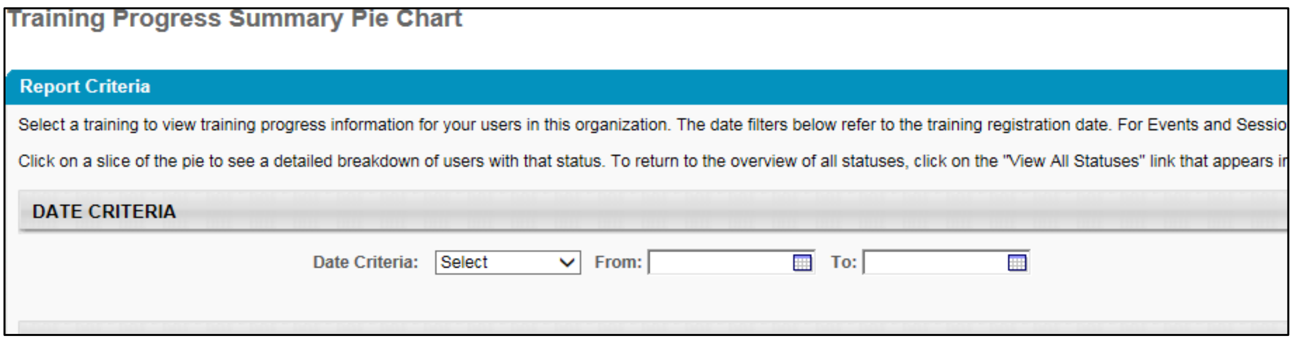
1. From your MyPURPOSE main page, **hover over Reports**.
2. Select Standard Reports**.**



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



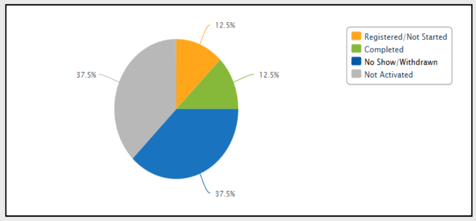
4. For each selected report, the filters will show. For the example below: The Training Progress Summary Pie Chart.



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.**

6. 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 Summary



View Details -

Printable Version Export to Excel « 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	
SWR0049	Perry, Jessica	Swarner, Wesley	04/27/2018	N/A	Registered	Active	
MMZ0050	Hutcherson, Kathryn	Swarner, Wesley	04/19/2018	N/A	Withdrawn	Active	
JXH0031	Linville, Galen	Cram, Elizabeth	04/19/2018	N/A	Withdrawn	Active	
MHT0027	Cram, Elizabeth	Swarner, Wesley	04/19/2018	N/A	Withdrawn	Active	
NZJ0092	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.