

FOCUS Help File

Information Role



California State Parks is proud of its reputation for training excellence and is looked upon as a leader in park management, interpretation, maintenance, and public safety training. Employees are the key ingredient for FOCUS to be successful.

FOCUS allows this role to:

- Review and run reports
- View training records/transcripts for Learners

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Information Role Dashboard

A- If you need access to Learners only in your Training Group and you are a Supervisor, you do not need the extra role.

B- If you need access to the Learners only in your Training Group and you are NOT a Supervisor, the role will be added to your current account.

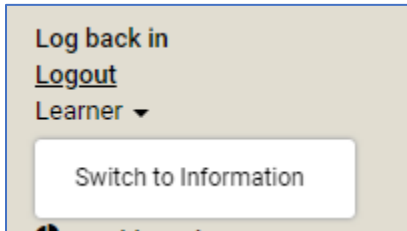
C - If you need to have statewide access, you will log in with the username and password given to you by the FOCUS Admin and will be routed to the Dashboard in #3 below after sign in.

To go to the Information Role Dashboard for Training Group Access:

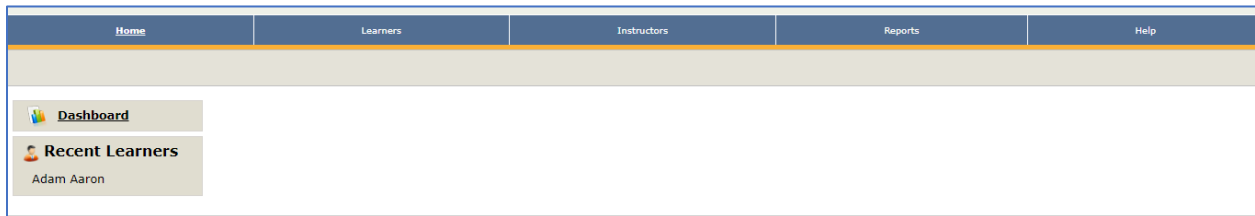
1. Log in to FOCUS, you will be taken directly to your Learner Dashboard.



2. On the left side of the Learner Dashboard, select **Switch to Information** from the dropdown menu. (Any other administrative roles assigned to you will also be listed.)



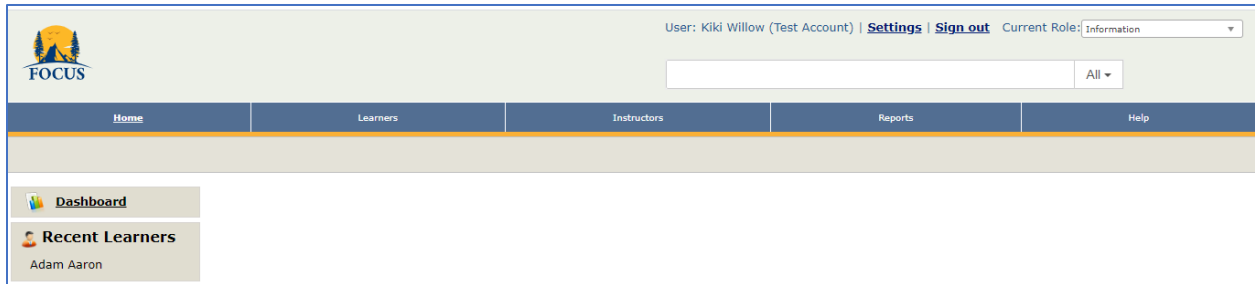
3. You will be routed to the Information Role Dashboard



To return to your Learner Dashboard:

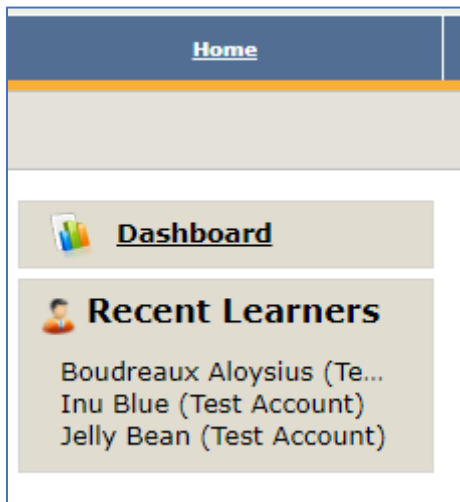
1. The top right dropdown menu allows you to toggle back to your Learner dashboard (and other roles if applicable).

Dashboard Tabs

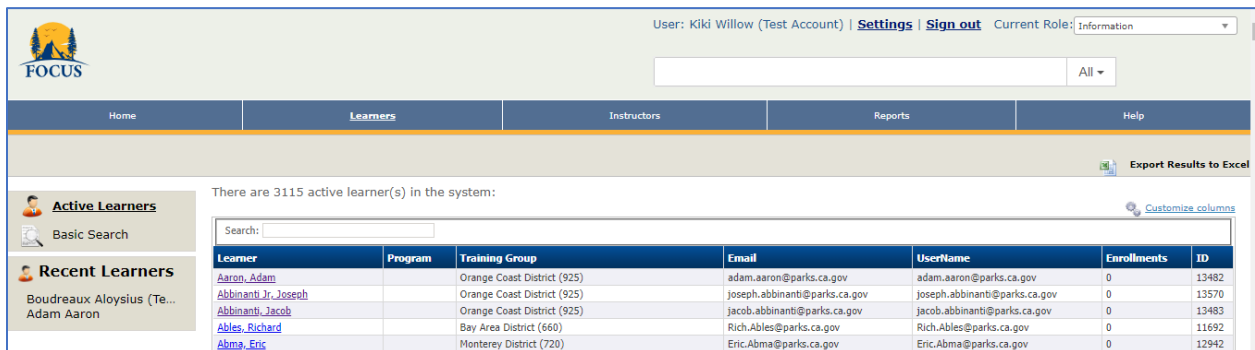


Home Tab

The Home tab is a quick button that currently shows the Recent Learners you have accessed.



Learners Tab



The Learners tab lists all Learners you can view based on your Role. You may sort, filter, and search. The tab defaults to the Active Learners view.

Active Learners

A listing of Active Learners.

Selecting a Learner

Click on the Learner's name.

Main Information / Main Page

A default is to view the following information on this screen: Basic Information, Continuing Professional Training, Academic Snapshot, Recent Communications, Recent Activity, and Denied Course Requests.

 **Boudreaux Aloysius (Test Account)**

 **Main Information**
Main Page


 **Historic Data**
View Training Record

 **Basic Information**

Learner ID: **11387**
 Name: **Aloysius (Test Account), Boudreaux**
 Phone:
 Learning Path: **EntHR Series** Train
 LMS ID:
 Direct Supervisor: **tam@test.com** Cla
 Position Number: En
 User ID: **11420** Mi
 Job Role: DI
 Appointment Date:

Academic Snapshot

A quick reference to display what the Learner is currently enrolled in.


 **Academic Snapshot**

This learner is currently enrolled in 1 section(s):

Semester	Section	Instructors	Start Date	Grade	Assignments	LastActivity
Ongoing	FOCUS TESTING Only No Approval June 2021 sec. 1	TBD TBD	6/8/2021	0%	0 of 0	

Recent Communications

The most current communications regarding training with the Learner

 **Recent Communications**

Here are the last communications with this learner:

User	Date	Category	Subject
Aloysius (Test Account), Boudreaux	6/10/2021 5:05:11 PM	Email	Supervisor Action Needed: Pending Employee Training Request
Aloysius (Test Account), Boudreaux	6/10/2021 5:05:11 PM	Email	Supervisor Action Needed: Pending Employee Training Request
Aloysius (Test Account), Boudreaux	6/10/2021 5:05:11 PM	Email	Supervisor Action Needed: Pending Employee Training Request
Skinner, Sara	6/10/2021 5:04:27 PM	Email	Dropped from Course
Skinner, Sara	6/10/2021 5:04:27 PM	Email	Dropped from Course

Recent Activity

A table that displays the Learner’s activity within the system.

Recent Activity	
Here is the learner's activity in the last 7 days:	
Date	Total
Thu, Jun 10	0
Wed, Jun 9	0
Tue, Jun 8	0
Mon, Jun 7	0
Sun, Jun 6	0
Sat, Jun 5	0
Fri, Jun 4	0
Total	0 (0%)

Denied Course Requests

A table that displays courses that the Learner was denied from attending/completing.

Denied Course Requests								
This learner is currently have 1 request denied(s):								
RequestedOn	IsPartOfIDP	IsJobMandated	IsJobRelated	IsUpwardMobility	IsCareerRelated	Justify	reason	DeniedOn
6/8/2021 8:21:17 PM	0	1	0	0	0		Due to COVID-19 our resources are limited.	6/9/2021 8:04:06 PM

Historic Data

The ability to view a Learner’s history and actions in the system.

View Training Record

Click on this to view the Learner's Training Record and download it if needed.

Boudreaux Aloysius (Test Account)

Main Information
Main Page

Historic Data
View Training Record

[Click to Download the Training Record](#)

◀ ◀ 1 / 2 ▶ ▶▶

Name	Position / Classification	Permanent / S
Aloysius (Test Account),		
Year: 2021		

Basic Search

Basic Search allows you to run a query based on several different fields. You can run one to determine how many Learners are enrolled in a specific Section, are enrolled in a Learning Path, etc.

Search criteria:

Training Group:

Status:

Custom Fields: S

Enrolled in Learning Path:

Missing more than: courses

Custom Fields: S

Enrolled in this Course:

Status:

Course:

Section:

Requested this Course:

Status:

Course:

Section:

Never completed this Course:

Course:

Section:

Waiting List for this Course:

Course:

Section:


Instructors Tab

The Instructors tab enables the role to view current Instructors statewide.


Active Instructors

Clicking on Active Instructors populates the list.

Home
Learners
Enrollments
Instructors



Active Instructors



Recent Learners

Boudreaux Aloysius (Te...)

Jelly Bean (Test Account)

There is 1 active Instructors in the system:

Search:

Instructor	ID	Email
Elephant (Test Account), Elle	15	stevie@test.com

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rev. 2021-07-12

Reports Tab

An evolving reporting feature. New Reports will be added as they are developed.

The screenshot shows the FOCUS Reports Tab interface. At the top, there is a navigation bar with tabs for Home, Learners, Instructors, Reports, and Help. The Reports tab is selected. Below the navigation bar, there is a search bar and a dropdown menu set to 'All'. The main content area is divided into three sections: General Reports, Enrollments, and Dynamic Reports. The General Reports section includes an Overview link. The Enrollments section includes Roster Report, Compliance Rate, and Program Compliance. The Dynamic Reports section includes a Run Report link. The Overview link is selected, displaying a summary of Active Numbers and Enrollments.

Active Numbers
Learners: 3115
Courses: 430
Sections: 7
Instructors: 2
Training Groups: 59
Users: 3159

Enrollments
Current: 1
Completed/Dropped: 36
Requested Courses: 0

General Reports

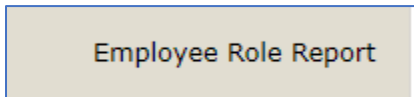
A quick link to two time imperative reports.

Overview

A statistical statement of Active numbers in the Department.

Employee Role Report

1. Click on Employee Role Report for a chart showing the Manager, Supervisors, and Employees within your Training Group.



2. Choose your Training Group and click on **View**

The screenshot shows the Employee Role Report form. It features a title "Employee Role Report:" in red. Below the title, there is a dropdown menu for "Training group:" set to "MOTT District (FOR LMS Training ONLY)". At the bottom right of the form, there is a "View" button.

Enrollments

Reports that allow you to view compliance rates for Learners and Program Compliance.

Roster Report

You can run a report based on a number of query fields.

Compliance Rate

Allows you to run a compliance report on specific Categories, Courses, and/or Sections.

Clicking on Get Data without entering any information will give you an overall report.

There is 1 Enrollments:

Course	Section	Total Enrollments	Compliant Employees	Non-Compliant Employees	Compliance Rate
FOCUS TESTING Only 1st Level Approval June 2021	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	3	3	3	100%

Program Compliance

A report builder that allows for overall compliance within a Training Group; can select variable such as Category, Course, Section, and / or Classification.

Clicking on Get Data without selecting field information will display all Learners in the Training Group.

Search criteria:

Training Group: <input type="text" value="Select..."/>	Course: <input type="text" value="Select..."/>
Category: <input type="text" value="Select..."/>	Section: <input type="text" value="Select..."/>
Classification: <input type="text"/>	

[Get Data](#)

There are 11 Enrollments:

Learner	Classification	Training Group	Compliance Status	Latest date of completion	Section	Training Record
Aloysius (Test Account), Boudreaux		FOCUS (for TESTING ONLY)	NO	06/01/2021	FOCUS POST Test Sample Course sec. 1	View
Aloysius (Test Account), Boudreaux		FOCUS (for TESTING ONLY)	NO	06/01/2021	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	View
Aloysius (Test Account), Boudreaux		FOCUS (for TESTING ONLY)	YES	06/03/2021	FOCUS TESTING Only No Approval June 2021 sec. 1	View
Aloysius (Test Account), Boudreaux		FOCUS (for TESTING ONLY)	NO	06/03/2021	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	View
Aloysius (Test Account), Boudreaux		FOCUS (for TESTING ONLY)	NO	06/03/2021	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	View

Dynamic Reports

Allows the Information role to run reports added to the system by the Administrators.



Run Report

As new reports are added; they will appear in the dropdown menu.

Export Re

Select a report: [Report Details](#)

Search criteria:

[Run Report](#)

There are no records matching your criteria.