

FOCUS Help File

Supervisor Help File



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. As a Supervisor, you can manage Learners, Courses Sections, and Enrollments that are tied to your Training Group. (Please note this is an evolving document.)

FOCUS allows Supervisors to:

- View the progress, performance, and engagement of their Learners
- Review and approve training requests at the 1st Level of Approval
- Review and approve course completion requests
- Add training to a Learner's record and enroll Learner's in training
- Delegate supervisory approval tasks when away
- Add Continuing Professional Training (CPT) and (SEE BELOW) Learning Paths to Learners

As a Supervisor, you will have all the functions of a Learner, please view the Learner Help File.

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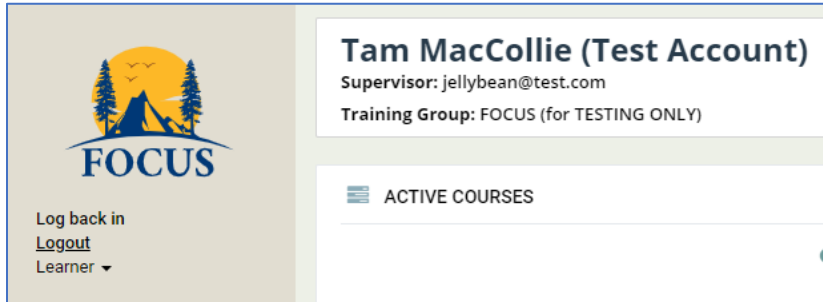
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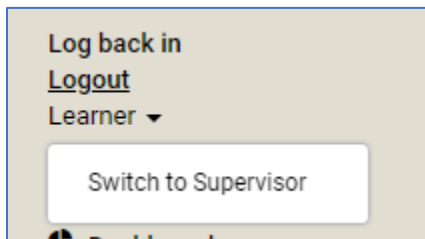
Supervisor Dashboard

To go to the Supervisor Dashboard:

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

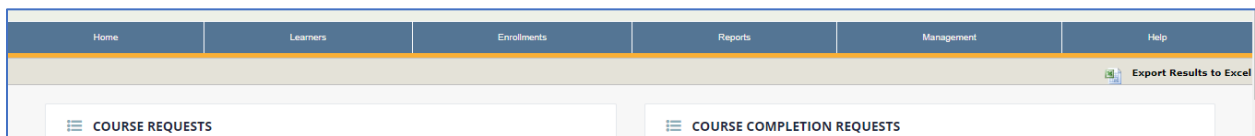


2. On the left side of the Learner Dashboard, select **Switch to Supervisor** from the dropdown menu. (Any other administrative roles assigned to you will also be listed.)



3. You will be routed to the Supervisor Management Dashboard AKA Management Tab

It will look similar to:



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).

Course Requests

Displays any courses that your staff has requested to attend. You can review and approve/deny requests from here. You will also receive email notifications that allow you to act directly on these requests. You can request more information regarding the training.


View Current Course Requests:

COURSE REQUESTS					
Learner	Course	Supervisor	Manager	Training Specialist	
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	Pending	N/A	N/A	View Info Approve Deny Req Info
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	Pending	Pending	N/A	View Info Approve Deny Req Info
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	Pending	Pending	Pending	View Info Approve Deny Req Info

You will also receive an email when a Learner submits a request that needs 1st Level Approval where you can take action directly:

Email will contain information regarding the Section and requirements.

Supervisor Action Needed: Pending Employee Training Request



FOCUS@parks.ca.gov
 To: FOCUS@Parks
Retention Policy 90 Days Delete - Inbox (90 days)

Expires 9/8/2021

Pending Employee Training Request

Dear Supervisor,

Boudreaux Aloysius (Test Account) has requested enrollment in *FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1*.

Action items will be listed at the bottom (see next page).

Supervisor Action Needed: Pending Employee Training Request



FOCUS@parks.ca.gov

To ○ FOCUS@Parks

Retention Policy 90 Days Delete - Inbox (90 days)

- Course Cost (beyond travel/time): 0
- Start Date:
- End Date:
- Start Time:
- End Time:
- Location:
 -
 - CA

To **APPROVE** this request, [please click here](#).

To **DECLINE** this request, [please click here](#).

To **REQUEST MORE INFORMATION** for this request [please click here](#).

Note that if the class is full at the time of final approval, the employee may be placed on a waitlist.

1. View Info: Will display the Course Requested Information Provided for review

Course Requested Information Provided ×

Is Part Of IDP:	No
Is Job Mandated:	Yes
Is Job Related:	No
Is Upward Mobility:	No
Is Part Of Succession Plan:	No
Is Career Related:	No
Justify:	
Reason:	
Leadership Program:	None

Close

- a. Approve:
 - i. 1st Level: Clicking on this will approve the request and send an email notification to the Learner that they have been approved.

COURSE REQUESTS					
Learner	Course	Supervisor	Manager	Training Specialist	
Aloysius, Boudreaux	11 - TS level sec. 1	Approved	Pending	Pending	View Info

- ii. If it needs 2nd and 3rd Level Approvals: the request will move to the next person in the approval chain; they will get an email notification and it will appear on their dashboard.
- b. Deny: Clicking on this will deny the request and notify the Learner that their request has been denied via email.
- c. Req. Info: If you need further information before approving a request, click here and an email will be sent to the Learner.

Request More Info

Reason:

Close

Submit

- d. Files: If a Learner has added a file such as an ADP/IDP it will add the FILES button to the choices, clicking on it will bring up the file.

COURSE REQUESTS					
Learner	Course	Supervisor	Manager	Training Specialist	
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	Pending	Pending	Pending	View Info Approve Deny Req Info Files

- e. Clicking on the download button will bring up the file to review.
- f. If a Learner requests to Drop a Course/Section, you will receive an email notification that allows you to approve / decline the request.

Supervisor Action Needed: Drop Course Request

F

FOCUS@parks.ca.gov

To ○ FOCUS@Parks

Retention Policy 90 Days Delete - Inbox (90 days)

Expires 9/8/2021

Employee Drop Course Request

Dear Supervisor,

Boudreaux Aloysius (Test Account) has requested drop from enrollment in *FOCUS TESTING Only 1st Level Approval June 2021 sec. 1*.

Course Information:

- Course Name: FOCUS TESTING Only 1st Level Approval June 2021 sec. 1
- Start Date:
- End Date:
- Start Time:
- End Time:

To APPROVE this request, [please click here](#).

To DECLINE this request, [please click here](#).

Course Completion Requests

Certain courses may require your staff to submit a proof of course completion for credit. You can review, approve/deny, and/or request more information from here.

COURSE COMPLETION REQUESTS		
Learner	Course	
Aloysius, Boudreaux	2021 May 1st Level Testing sec. 2	Approve Req Info Deny

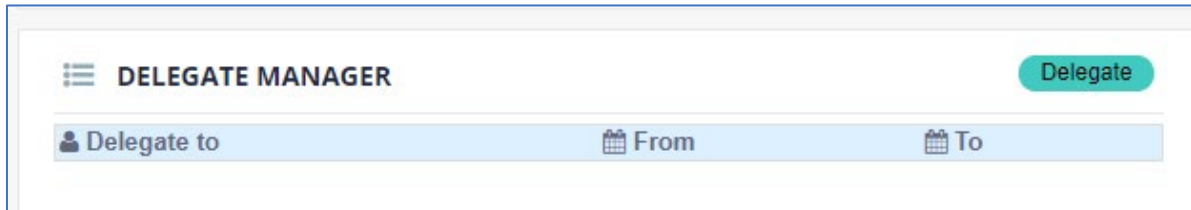
- The download button will give you a preview of the certificate
 - Approve:
 - Clicking on this will approve the request and send an email notification to the Learner that it has been approved
 - Req. Info:
 - If you need further information before approving a request, click here and an and email will be sent to the Learner.
 - Deny:
 - Clicking on this will deny the request and notify the Leaner that their request has been denied via email.

Delegate Manager

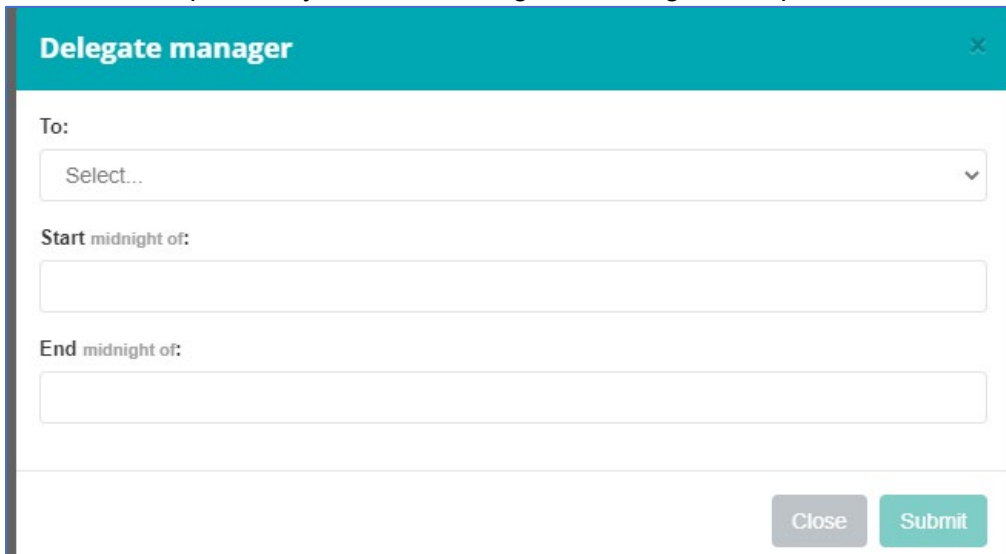
You will use Delegate Manager for the times when you will be unavailable to review and approve training requests. (If you are also a Training Group Manager, please use the Delegate Manager function on your Training Group Manager Management Dashboard to change the delegation for that role.) Supervisors should only delegate to other Supervisors (in a Supervisor classification). Training Group Managers must delegate to another person in a Management classification within their Training Group regardless of who is on the list.

To set up delegation

1. From the Delegate Manager block, select Delegate



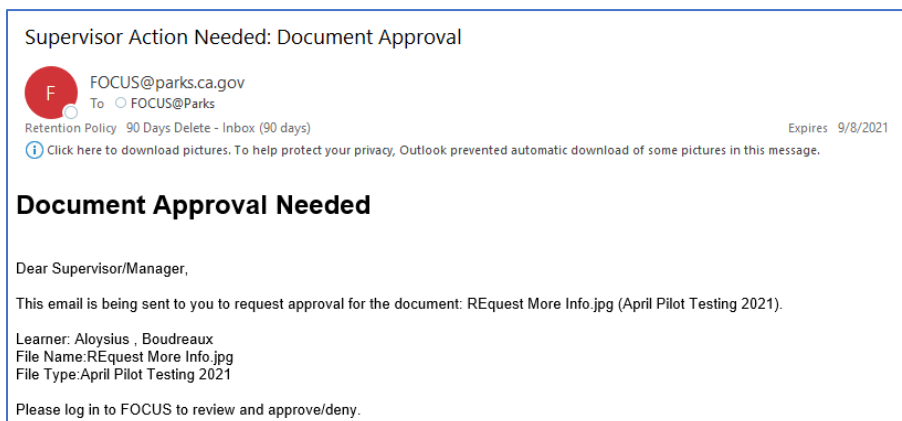
2. Select the Supervisor you wish to delegate to using the dropdown




3. Select the Start and End dates
4. Select Submit

Documents Pending Approval

Learners may request to add certain documents (e.g. licenses, degrees) to their Profile. You will receive an email notification.



Supervisor Action Needed: Document Approval

 FOCUS@parks.ca.gov
To: FOCUS@Parks

Retention Policy: 90 Days Delete - Inbox (90 days) Expires: 9/8/2021

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Document Approval Needed

Dear Supervisor/Manager,

This email is being sent to you to request approval for the document: REquest More Info.jpg (April Pilot Testing 2021).

Learner: Aloysius Boudreaux
File Name: REquest More Info.jpg
File Type: April Pilot Testing 2021

Please log in to FOCUS to review and approve/deny.

You can review, approve/deny, and/or request more information from here.

DOCUMENTS PENDING APPROVAL			
Learner	Filename	Type	
Aloysius, Boudreaux	REquest More Info.jpg	April Pilot Testing 2021	Download Approve Deny

1. The download button will give you a preview of the certificate.
 - a. Approve:
 - i. Clicking on this will approve the request and send an email notification to the Learner that it has been approved.
 - b. Deny:
 - i. Clicking on this will deny the request and notify the Learner that their request has been denied via email.

Managed Learners

This block lists the Learners that you directly supervise.

MANAGED LEARNERS		Add
Learner		
Aloysius, Boudreaux		Remove

1. To Add a Learner to your list click on Add.

Add Managed Learner

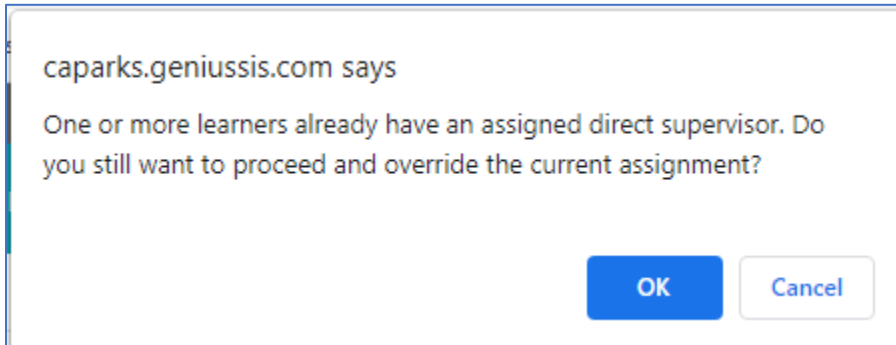
Search:

[Search](#)

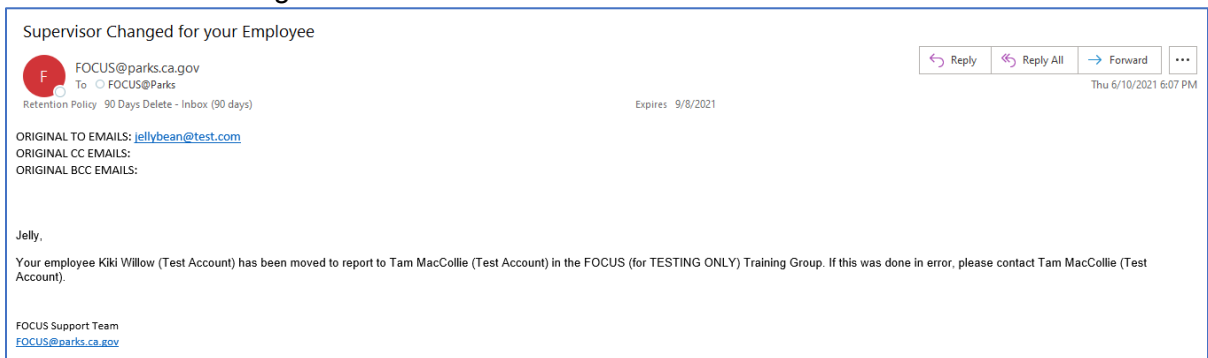
Learner	Training Groups	Direct Supervisor
<input type="checkbox"/> Willow (Test Account), Kiki	FOCUS (for TESTING ONLY)	jellybean@test.com

2. Type in a name and click Search
3. Find your Learner, check the box, and click on Submit

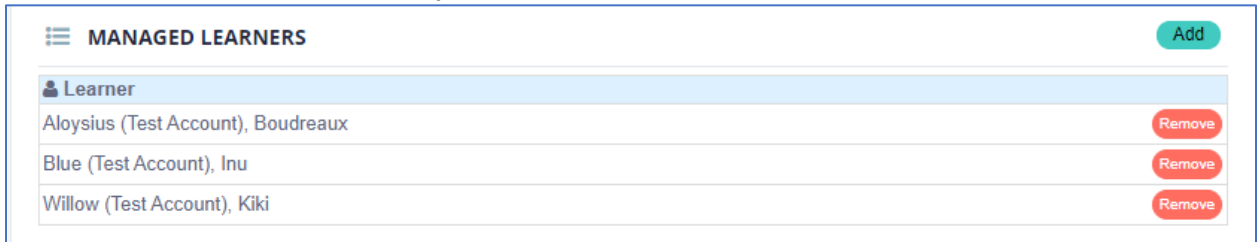
- If the Learner already exists in the system with a Supervisor, you will get a pop-up notification:



- Click on OK, an email will be sent to the previous Supervisor notifying them that you have made this change.



- You will now have the Learner in your list.



- If a Learner leaves/transfers; it is best to allow their new Supervisor to add them. However, you can click on Remove to manage your list.


Training Request Status

All of your Learner's Training Requests are listed here.

TRAINING REQUEST STATUS											
Learner	Program Name	Training Name	Supervisor			Manager			Final Approval		
			Supervisor	Approval	Date	Manager	Approval	Date	TS	Approval	Date
Aloysius (Test Account), Boudreaux	FOCUS Test Sample Course sec. 1	FOCUS (for TESTING ONLY)	Tam MacCollie (Test Account)	APPROVED	6/1/2021 7:46:39 PM				N/A		
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	FOCUS (for TESTING ONLY)							N/A		
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	FOCUS (for TESTING ONLY)	Tam MacCollie (Test Account)	APPROVED	6/1/2021 7:59:33 PM		PENDING			N/A	
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only No Approval June 2021 sec. 1	FOCUS (for TESTING ONLY)							N/A		



1. You can view the Training Request Status of your Learners, and sort by Learner, Course Name, or Training Date.

Dashboard Tabs

		User: Tam MacCollie (Test Account) Settings Sign out Current Role: Supervisor				
<input type="text"/>		All ▼				
Home	Learners	Enrollments	Reports	Management	Help	

Home Tab

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

Home
 Dashboard
 Recent Learners
Boudreaux Aloysius (Te... Inu Blue (Test Account) Jelly Bean (Test Account)

Learners Tab

User: Tam MacCollie (Test Account) | [Settings](#) | [Sign out](#) Current Role: Supervisor

Home | **Learners** | Enrollments | Reports | Management | Help

Search: All

Export Results to Excel

There are 6 active learner(s) in the system:

Search: Customize columns

Learner	Program	Training Group	Email	Username	Enrollments	ID
Aloysius (Test Account), Boudreaux	EnTHR Series	FOCUS (for TESTING ONLY)	Breezy@test.com	Breezy@test.com	1	11387
Bean (Test Account), Jelly		FOCUS (for TESTING ONLY)	jellybean@test.com	jellybean@test.com	0	11389
Bear (Test Account), Elton		FOCUS (for TESTING ONLY)	eb@test.com	eb@test.com	0	11390
Blue (Test Account), Inu		FOCUS (for TESTING ONLY)	blue@test.com	blue@test.com	0	11391
MacCollie (Test Account), Tam		FOCUS (for TESTING ONLY)	tam@test.com	tam@test.com	0	11388
Willow (Test Account), Kiki		FOCUS (for TESTING ONLY)	willow@test.com	willow@test.com	0	14487

Recent Learners: Boudreaux Aloysius (Te... Inu Blue (Test Account) Jelly Bean (Test Account)

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

Search

The search function will allow you to enter a Learner's name and then view their profile. This is helpful if you have a lot of employees.

Search criteria:

Search Query:

This query will search the learner's profile.

There is 1 record(s) matching your criteria:

Search:

Learner	LearningPath	Training Group	Email	UserName	Enrollments	ID
Aloysius (Test Account), Boudreaux	EnTHR Series	FOCUS (for TESTING ONLY)	Breezy@test.com	Breezy@test.com	1	11387

Active Learners

A listing of your Active Learners.

Selecting a Learner

Click on the Learner's name.

Learner Main Information/Main Page

A Supervisor can 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
External Files

Historic Data
Learner Log
View Training Record
Certification Audit

Actions
Manage Learning Path
Enroll in Section

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

LMS	LMSID
CAPARKS_Prod_Ultra	_95_1

CalHR Information History: no Records Found

Status: **ACTIVE**
Email: **Breezy@test.com**
Training Group: **FOCUS (for TESTING ONLY)**
Username: **Breezy@test.com**
Classification:
Employee ID:
Middle Initial:
DPR User ID:

Edit CPT (Continuing Professional Training)

Main Information

Main Page
External Files
Edit CPT

A Supervisor will have the ability to add CPT to their Learners. This function is currently being developed, please do not add or create new CPT until we send out a notification that it is completely ready. We will provide more information at that time.

Continuing Professional Training

[Add new CPT](#)

This learner is currently not linked in any CPT.

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

External Files

If a Learner has uploaded external files, e.g. licenses, certificates, etc., they will be displayed here.

Boudreaux Aloysius Export Results to Excel

Main Information
Main Page
Login as Learner
Edit Information
CalHR Information

Upload new file

There are 2 file(s) associated with this credit_request:

	File Name	Description	Contents	Uploaded On	Uploaded By
	Test file.docx	Uploaded by on Credit Request page		6/16/2021 8:56:33 PM	Aloysius, Boudreaux
	Test file.docx	Uploaded by on Credit Request page		6/16/2021 9:03:40 PM	Aloysius, Boudreaux

Historic Data

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

Learner Log

A log of all actions taken regarding the Learner in the system.

Boudreaux Aloysius (Test Account) Export Results to Excel

Main Information
Main Page
External Files

Search criteria:
Period: Last 6 months Type: Select... Get Data

There are 40 events associated with this learner:

Search:

Date	User	Description
6/1/2021 7:46:39 PM	MacCollie (Test Account), Tam	Student enrolled in Section FOCUS Test Sample Course sec. 1 [36]
6/1/2021 7:48:47 PM	Aloysius (Test Account), Boudreaux	Requested drop for section Sample Course (Active Course) [36]
6/1/2021 9:27:42 PM	Bear (Test Account), Elton	Student enrolled in Section FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1 [35]
5/26/2021 12:43:24 PM	Skinner, Sara	Manually created
6/1/2021 9:32:47 PM	Lam, Anh	Updated enrollment in section FOCUS Test Sample Course sec. 1 [36], Status from ACTIVE to COMPLETED
6/1/2021 9:32:47 PM	Lam, Anh	Updated enrollment in section FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1 [35], Status from ACTIVE to COMPLETED
6/2/2021 12:24:22 AM	Aloysius (Test Account), Boudreaux	Student enrolled in Section FOCUS TESTING Only No Approval June 2021 sec. 1 [32]
6/3/2021 12:07:25 PM	Skinner, Sara	Updated enrollment in section FOCUS TESTING Only No Approval June 2021 sec. 1 [32], Status from ACTIVE to DROPPED_GRACE

Historic Data
Learner Log
View Training Record
Certification Audit

Actions
Manage Learning Path
Enroll in Section

View Training Record

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

Boudreaux Aloysius (Test Account)

Main Information
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[Click to Download the Training Record](#)

Name	Position / Classification	Permanent / Seasonal	POST ID	Generated On
Aloysius (Test Account),				06/11/2021

Year: 2021	Course Title	Date	Credit (Hours)	Repeat Interval (Months)	Status	POST	POST CCN	Location
	FOCUS TESTING Only 1st Level Approval June 2021	06/04/2022	1		Completed			Pacific Grove
	FOCUS TESTING Only 3rd Level Approval June 2021	06/04/2022	1		Completed			

Certification Audit

Clicking on this will display the status of a Learner in their applicable Learning Paths.

Learning Path Overview

LearningPath	Requirements	Met
Test LP	9	3
Cat vs Dog	2	3
Tigers Learning Path	2	2
Test TAM Learning Path	2	2
Test JUNE Cert	2	2
Learning Path A	2	1
Dawg Rules	2	0
CNRA Security and Privacy Trainings	3	0

Actions

The ability to add a Learning Path and/or Enroll a Learner in a Section of a Course.

Manage Learning Path

The majority of Learning Paths will be added to the Learners by the FOCUS Administrators; however you may manually add them here if needed. If there is a Learning Path you would like created, please contact the FOCUS Support Team via email. Adding a Learning Path to a Learner will automatically add any available sessions to their pending training.

Home
Learners
Enrollments
Reports
Management
Help

Boudreaux Aloysius (Test Account)

Main Information
Main Page
External Files

Historic Data
Learner Log
View Training Record
Certification Audit

Enrollment Information
Learning Path:
Start Date:
End Date:

There is 1 Learning Paths:

View	ID	LearningPath	StartDate	EndDate	Status
	14	Enthr Series	6/8/2021	12/5/2021	ACTIVE

Basic Search

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

Search criteria:

Training Group:

Status:

Custom Fields: S

Enrolled in this Course:

Status:

Course:

Section:

Never completed this Course:

Course:

Section:

Enrolled in Learning Path:

Missing more than: courses

Custom Fields: S

Requested this Course:

Status:

Course:

Section:

Waiting List for this Course:

Course:

Section:

Get Data

Bulk Learning Path

This function allows you to add a Learning Path to multiple Learners.

The screenshot shows the 'Bulk Learning Path' search criteria form. It includes a sidebar with navigation links: Search, Active Learners, Basic Search, Bulk Learning Path, and Recent Learners. The main area is titled 'Search criteria:' and contains several filter sections: Training Group (FOCUS (for TESTING ONLY)), Status (Select...), Custom Fields (Select...), Enrolled in Learning Path (Select...), Missing more than (Select... COURSES), Custom Fields (Select...), Enrolled in this Course (Status: Any, Course: Select..., Section: Select...), Never completed this Course (Course: Select..., Section: Select...), Requested this Course (Status: Any, Course: Select..., Section: Select...), and Waiting List for this Course (Course: Select..., Section: Select...). A 'Get Data' button is at the bottom right.

1. Using the filters you can run any data query. The most common would be Training Group.
2. Get Data
3. A list of Learners will present

There are 7 learners matching your criteria:

☐ Check All

Search:

Select	LearnerIndex	Learner	Username	Email	Training Group	LearningPath	Status
<input type="checkbox"/>	11387	Aloysius (Test Account), Boudreaux	Breezy@test.com	Breezy@test.com	FOCUS (for TESTING ONLY)	Enthr Series	ACTIVE
<input type="checkbox"/>	11389	Bean (Test Account), Jelly	jellybean@test.com	jellybean@test.com	FOCUS (for TESTING ONLY)		ACTIVE
<input type="checkbox"/>	11390	Bear (Test Account), Elton	eb@test.com	eb@test.com	FOCUS (for TESTING ONLY)		ACTIVE
<input type="checkbox"/>	11391	Blue (Test Account), Inu	blue@test.com	blue@test.com	FOCUS (for TESTING ONLY)		ACTIVE
<input type="checkbox"/>	11392	Elephant (Test Account), Elle	stevie@test.com	stevie@test.com	FOCUS (for TESTING ONLY)		PENDING_APPROVAL
<input type="checkbox"/>	11388	MacCollie (Test Account), Tam	tam@test.com	tam@test.com	FOCUS (for TESTING ONLY)		ACTIVE
<input type="checkbox"/>	14487	Willow (Test Account), Kiki	willow@test.com	willow@test.com	FOCUS (for TESTING ONLY)		ACTIVE

Bulk Learning Path

4. Select the Learners you would like to add the Learning Path to.
5. Click on Bulk Learning Path
6. Select the Learning Path

The screenshot shows the 'Bulk Learning Path' enrollment form. It includes a title bar 'Bulk Learning Path' and a search bar. Below the search bar, there are three input fields: 'Learning Path:' (Enthr Series), 'Start Date:' (6/11/2021), and 'End Date:' (12/8/2021). At the bottom, there are two buttons: 'Enroll' and 'Close'.

7. A confirmation dialogue box will pop up:

Bulk Learning Path

Learning Path: EntHR Series ▼

Start Date: 6/11/2021

End Date: 12/8/2021

Enroll **Close**

✓ All 2 learners were enrolled

Enrollments Tab

A query builder of the Courses that your Learners are enrolled in. Various search criteria can be applied to refine your results.

Search criteria:

Training Group: FOCUS (for TESTING ONLY) ▼

Department: Select... ▼

Course: Select... ▼

Section: Select an Option ▼

Instructor: Select... ▼

Learning Path: Select... ▼

Coach: Select... ▼

Classification:

Grade between: Select... ▼ and Select... ▼

Term: Select... ▼

Start Date: Select... ▼

End Date: Select... ▼

Pacing: Select... ▼ S ▼ Select... ▼ Select... ▼

Logins: Select... ▼ Select... ▼ in Select... ▼ days

Certificate Expiring:

Expiration Date >=: Courses expiring after this date

Expiration Date <=: Courses expiring up to this date

Include Archived/Inactive records: ☐

Get Data

There are 4 enrollments matching your criteria:

Learner	Section	Instructors	StartDate	EndDate	Grade	CurDay	Assignment
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only No Approval June 2021 sec. 1	TBD TBD	6/8/2021	6/7/2022	0	3	0
Aloysius (Test Account), Boudreaux	FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	TBD TBD	6/8/2021	6/7/2022	0	3	0
Bear (Test Account), Elton	Test ENTHR Course sec. 1	TBD TBD	6/11/2021	12/8/2021	0	0	0
Blue (Test Account), Inu	Test ENTHR Course sec. 1	TBD TBD	6/11/2021	12/8/2021	0	0	0

[Customize columns](#)

Reports Tab

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

General Reports

A quick link to two time imperative reports.

Overview

A statistical statement of Active numbers in the Department.

Expiration Reminders

A query builder that allows you a quick look at when Learner's may have a Learning Path or required trainings due.

1. Select Training Group (yours)
2. Select Learning Path or Status to run a report.
3. Click Get Data

General Reports
Overview
Expiration Reminders
Learning Paths

Search criteria:

Training Group: FOCUS (for TESTING ONLY) Learning Path: Select...

Status: Select...

[Get Data](#)

There are 3 course events matching your criteria:

☐ Check All

Search:

Select	ID	Learner	Training Group	LearningPath	Course	CompletedOn	Expiration
<input type="checkbox"/>	11387	Aloysius (Test Account), Boudreaux	FOCUS (for TESTING ONLY)	EnTHR Series	Test ENTHR Course	6/10/2021	Never
<input type="checkbox"/>	11390	Bear (Test Account), Elton	FOCUS (for TESTING ONLY)	EnTHR Series	Test ENTHR Course		Never
<input type="checkbox"/>	11391	Blue (Test Account), Inu	FOCUS (for TESTING ONLY)	EnTHR Series	Test ENTHR Course		Never

Activity
By Learner
Interest In Courses

Completion
Proof of Completion

Learning Paths

A query builder that allows you to view current Learning Paths assigned to all members of your Training Group.

1. Select Training Group
2. Select Learning Path
3. Click on Get Data

Home
Learners
Enrollments
Reports
Management
Help

General Reports
Overview
Expiration Reminders
Learning Paths

Search criteria:

Training Group: FOCUS (for TESTING ONLY) Learning Path: Select...

[Get Data](#)

There are 3 learners:

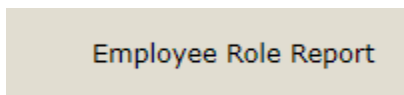
Learner	ID	Training Group	LearningPath	StartDate	EndDate	CompletedCourses	TotalCourses
Aloysius (Test Account), Boudreaux	14	FOCUS (for TESTING ONLY)	EnTHR Series	6/8/2021	12/5/2021	0	1
Bear (Test Account), Elton	15	FOCUS (for TESTING ONLY)	EnTHR Series	6/11/2021	12/8/2021	0	1
Blue (Test Account), Inu	16	FOCUS (for TESTING ONLY)	EnTHR Series	6/11/2021	12/8/2021	0	1
						0	3

Activity
By Learner
Interest In Courses

[Export Results to Excel](#)

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**

Employee Role Report:

Training group: MOTT District (FOR LMS Training ONLY) ▼

View

Activity

Reports that display the Learner activity and interest in course offerings (usually if no current Sections are being offered).

By Learner

You can run a report of the Activity within a certain time period for Learners. If you want a master report, just select Training Group and click on Get Data.

For specific time ranges:

1. Select Start Date and End Date
2. Training Group
3. Click on Get Data
4. A report will show Learner activity.

Export Results to E

General Reports

Overview

Expiration Reminders

Learning Paths

Search criteria:

Start Date: 5/12/2021

Training Group: FOCUS (for TESTING ONLY) ▼

End Date: 6/11/2021

School: Select... ▼

Get Data

Activity

By Learner

Interest In Courses

Completion

There are 4 learners with activities in the selected period:

Learner	ID	Minutes
Aloysius (Test Account), Boudreaux	11387	0
Bear (Test Account), Elton	11390	0
Blue (Test Account), Inu	11391	0
MacCollie (Test Account), Tam	11388	0
Total		0

Interest In Courses

If you have several Learner's interested in courses, a report will be beneficial to advocate for a course to be offered.

General Reports

Overview

Expiration Reminders

Learning Paths

Search criteria:

Course: Select... ▼

Start Date:

End Date:

Get Data

Activity

By Learner

Interest In Courses

Interest In Courses

1. Choose the Course
2. Enter Start and End Dates if applicable
3. Click on Get Data
4. You may also just leave the Course as “Select” to run a full report of all requests.

General Reports
Overview
Expiration Reminders
Learning Paths

Search criteria:
Course: End Date:
Start Date:

Activity
By Learner
Interest In Courses

Completion
Proof of Completion

Interest In Courses

Delete	ID	Student	Course	Submitted On
	4	Blackboard Test2	Test ENTHR Interest Course	2/1/2021 11:23:42 AM
	5	Maria Test	Test ENTHR Interest Course	3/31/2021 2:52:18 AM

Completion

An action item that needs attention.

Proof of Completion

When a Learner has attended an External course equivalent to an existing Internal or Training Catalog Course; they can submit a certificate for approval and posting to their Training Record.

There are 6 Pending proof of completion request:

Actions	Student	File name	UploadOn	Section	Status	ID	SID	Student
	Maria Test	TESTUpload9mb.docx	6/11/2021 4:11:52 AM	Test 27.08 sec. 1	PENDING	102	1	Maria Test
	Vernon Reyes	Certificate (10).pdf	6/2/2021 12:20:54 PM	LP 1 sec. 1	PENDING	99	557	Vernon Reyes
	Rochelle Fraizer	TranscriptReport.pdf	4/28/2021 4:11:00 PM	All about cats for Maria's	PENDING	96	424	Rochelle Fraizer
	Lisa Test	road-sign-361513_960_720.jpg	4/27/2021 5:06:19 AM	All About Dogs sec. 1	PENDING	95	2	Lisa Test

Any pending items will be listed.

1. You will have received an email and the request will appear on your Supervisor Management Dashboard (see above) for action

Enrollments

Reports that allow you to view compliance rates for Learners, approve credits, and track Program Compliance.

Requested Credits

If a Learner submits a Request for Credit, you will be able to view and approve/deny it here.

Search criteria:

Status:

[Get Data](#)

Click on Waiting_Review and Get Data.

From here you can view the document. You will need to compare the course the Learner took with the specifications of the equivalent one in our Catalog. You may approve/deny by line or in bulk.

Search criteria:

Status:

[Get Data](#)

There are 2 records matching your criteria:

☐ Check All

Approve	Learner	Activity Date	Course Name	Description	Equivalent Course	Requested Credits	Request Date	Request Status	Contract	Amount charged	Total Files
<input type="checkbox"/>	Aloysius (Test Account), Boudreaux	7/11/2021	Test Request Credit 1	1	Defensive Driver Training Program Online	3	7/12/2021	WAITING_REVIEW			test certificate.pdf
<input type="checkbox"/>	Aloysius (Test Account), Boudreaux	6/30/2021	Bonkers for Barkers	Testing Request Credit	K-9 Certification Qualification	10	7/13/2021	WAITING_REVIEW			elephant halloween.png

[Approve Selected](#)

[Deny Selected](#)

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.

[Export Results to Excel](#)

General Reports

- Overview
- Expiration Reminders
- Learning Paths

Activity

- By Learner
- Interest In Courses

Completion

Search criteria:

Category:

Course:

Section:

[Get Data](#)

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:

Category:

Classification:

Course:

Section:

[Get Data](#)

There are 11 Enrollments:

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

External Files

Learners may request to add certain documents (e.g. licenses, degrees) to their Profile.

External Files Uploaded

A list of the External files. You can review and approve/deny and request more information from here as well as the Supervisor Management Dashboard.





Search criteria:

Learner Name:
Course:
Document Type:

Status:
Section:

There are 5 records matching your criteria:

☐ Check All

Approve	Learner	File	Description	Type	Status	Uploaded On	Uploaded By	File
<input type="checkbox"/>	Aloysius (Test Account), Boudreaux	Certificate (20).pdf	Test Document Submission	BA/BS Degree	APPROVED	6/5/2021	Aloysius (Test Account), Boudreaux	
<input type="checkbox"/>	Aloysius (Test Account), Boudreaux	Certificate (20).pdf	Test #2	GED Certificate	DENIED	6/5/2021	Aloysius (Test Account), Boudreaux	
<input type="checkbox"/>	Aloysius (Test Account), Boudreaux	Drop Class attempt.docx	Test #3	PhD	APPROVED	6/5/2021	Aloysius (Test Account), Boudreaux	
<input type="checkbox"/>	Aloysius (Test Account), Boudreaux	testimage.PNG	Test#4	Masters Degree	APPROVED	6/5/2021	Aloysius (Test Account), Boudreaux	
<input type="checkbox"/>	Aloysius (Test Account), Boudreaux	EnterpriseHR-UEID- Flow - v2.pdf	Test#5	AA/AS Degree	APPROVED	6/5/2021	Aloysius (Test Account), Boudreaux	