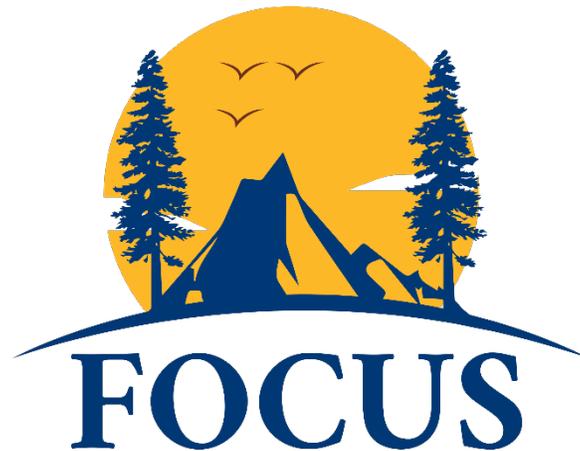


FOCUS Help File

Training Specialist



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 Training Specialists to:

- Review and approve training requests at the 3rd Level of Approval
- Review and approve course completion requests
- Review and run reports
- Add Learning Paths and Continuing Professional Training (CPT)
- Manage rosters
- Manage Learners

As a Training Specialist, you will have all the functions of a **Learner**, please view the Learner Help Files.

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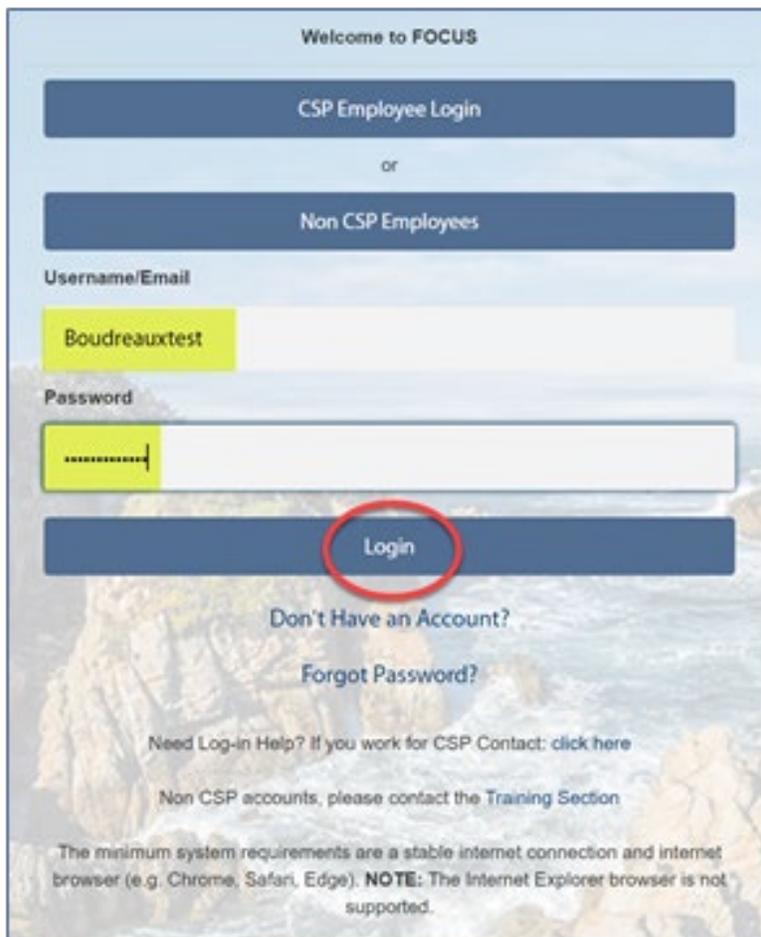
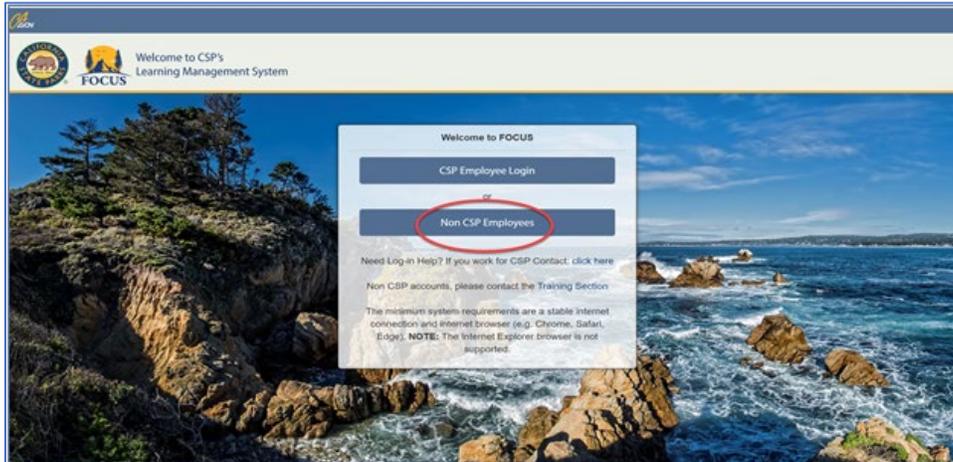
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Training Specialist Dashboard

To go to the Training Specialist Dashboard:

1. Log in to FOCUS using your Training Specialist account; this is **DIFFERENT** than your normal Learner (and Supervisor) account. You must use the Non CSP Employees log in and enter the username and password created for you.



Welcome to FOCUS

CSP Employee Login

or

Non CSP Employees

Username/Email

Boudreauxtest

Password

.....

Login

Don't Have an Account?

Forgot Password?

Need Log-in Help? If you work for CSP Contact: [click here](#)

Non CSP accounts, please contact the Training Section

The minimum system requirements are a stable internet connection and internet browser (e.g. Chrome, Safari, Edge). **NOTE:** The Internet Explorer browser is not supported.

2. You will be routed to the Training Specialist Dashboard



Course Requests

Displays any courses that Learner’s have requested to attend. You can review and approve/deny requests from here However, it is suggested you only access this for the View Info option. You can request more information regarding the training.

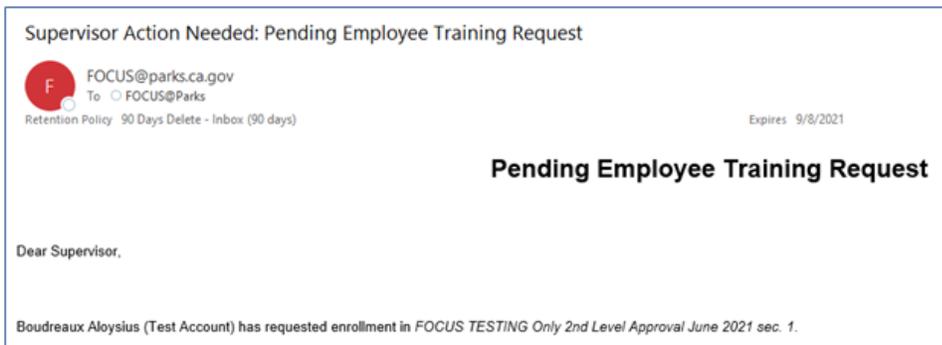
*Although you can take action here to view info and request more information; we recommend using the Training Specialist Requests to view multiple requests for your trainings and deny/approve from there.

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 3rd Level Approval where you can take action directly:

Email will contain information regarding the Section and requirements.



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 REQUESTS

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

[View Info](#)

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:

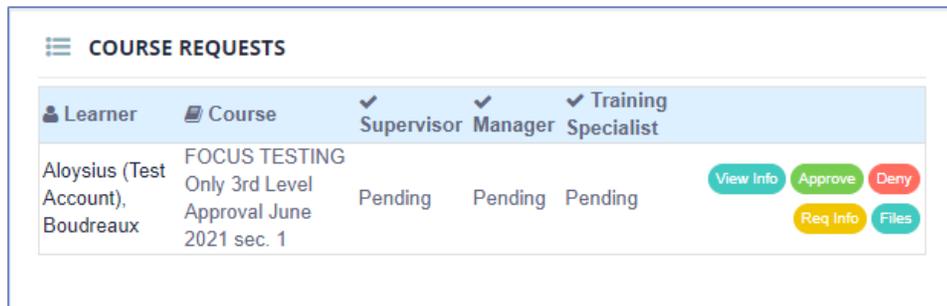
FOCUS Help File – Training Specialist Role

- i. 3rd Level: Clicking on this will approve the request and send an email notification to the Learner that they have been approved.
- 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.



A dialog box titled "Request More Info" with a teal header and a close button in the top right corner. Below the header is a label "Reason:" followed by a large, empty text input field. At the bottom right of the dialog are two buttons: "Close" (grey) and "Submit" (teal).

- 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.



A screenshot of a "COURSE REQUESTS" table. The table has columns for Learner, Course, Supervisor, Manager, and Training Specialist. The status for each role is "Pending". Action buttons for "View Info", "Approve", "Deny", "Req Info", and "Files" are visible on the right side of the row.

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

 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*.

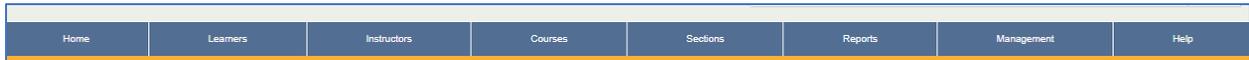
Course Information:

- 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](#)

Dashboard Tabs



Home Tab

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

 **Dashboard**

 **Recent Learners**

Adam Aaron
Boudreaux Aloysius (T...

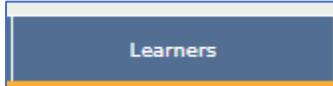
 **Recent Courses**

Defensive Tactics Inst...
A.L.R.T. - Advanced W...
Test ENTHR Interest C...

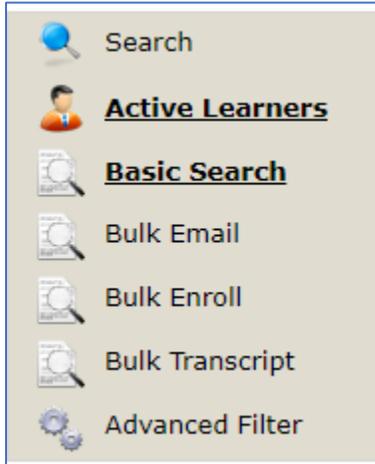
 **Recent Sections**

Nepotism Policy Ackn...
FOCUS TESTING Only...
FOCUS TESTING Only...
FOCUS POST Test Sa...
Approval All L sec. 1
FOCUS TESTING Only...
FOCUS TESTING Only...

Learners Tab



The Learners tab lists all Learners you can view based on your Training Specialist 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.

Active Learners

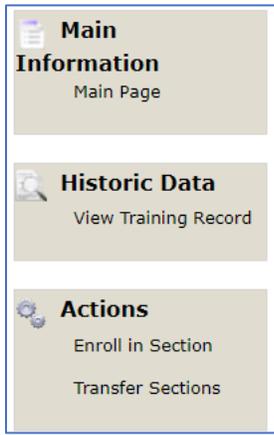
A listing of Active Learners.

Selecting a Learner

Click on the Learner's name.

Learner Main Information/Main Page

A Training Specialist can view the following information on this screen: Main Information, Historic Data, Communications, Enrollments, and Actions.



Academic Snapshot

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

Recent Communications

The most current communications regarding training with the Learner

Recent Activity

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

Denied Course Requests

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

FOCUS Help File – Training Specialist Role

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	6/23/2021	0%	0 of 0	

Recent Communications

Here are the last communications with this learner:

User	Date	Category	Subject	Contents
Aloysius (Test Account), Boudreaux	6/23/2021 1:23:09 PM	Email	Approved Training Request	<h2 style="text-align: -webkit-center"><span style="font-family:
Aloysius (Test Account), Boudreaux	6/23/2021 1:23:07 PM	Email	Supervisor Action Needed: Pending Employee Training Request	<center> <p> </p> <h2><span style="font-family: arial, hel
Aloysius (Test Account), Boudreaux	6/23/2021 1:23:07 PM	Email	Supervisor Action Needed: Pending Employee Training Request	<center> <p> </p> <h2><span style="font-family: arial, hel
Aloysius (Test Account), Boudreaux	6/23/2021 1:23:07 PM	Email	Supervisor Action Needed: Pending Employee Training Request	<center> <p> </p> <h2><span style="font-family: arial, hel
Skinner, Sara	6/23/2021 11:52:50 AM	Email	Dropped from Course	 <h2 style="text-align: -webkit-center"><span style="font-

Recent Activity

Here is the learner's activity in the last 7 days:

Date	Total
Thu, Jun 24	0
Wed, Jun 23	0
Tue, Jun 22	0
Mon, Jun 21	0
Sun, Jun 20	0
Sat, Jun 19	0
Fri, Jun 18	0
Total	0 (0%)

Denied Course Requests

The Learner does not have any requests that have been denied.

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

Actions

The ability to Enroll or Transfer a Learner into a Section of a Course.

Actions

Enroll in Section

Transfer Sections

Enroll in Section

Enrollment Information

Term:

Course:

Section:

Start Date:

End Date:

Is Part of IDP:

Is Job Mandated:

Is Job Related:

Is Upward Mobility:

Is Part of Succession Plan:

Is Career Related:

As a Training Specialist you may enroll Learner's in a Course that has an open Section (2nd and 3rd Level Approvals may apply).

1. Fill out the Term, Course (Section will populate), Start/End Dates, and information regarding the requirements.
2. Click Enroll.

Transfer Sections

Step 1: Select original section

Select a section:

Step 2: Select destination section

Select a School:

Term:

Course:

Section:

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.

Instructors Tab

The Instructors tab enables the Training Specialists to view current Instructors statewide. This list will be populated as we reassign the categories.

Active Instructors

Clicking on Active Instructors populates the list.

The screenshot shows the 'Instructors' tab selected in a navigation menu. Below the menu, there are two sidebar options: 'Active Instructors' (selected) and 'Recent Learners'. The main content area displays the text 'There is 1 active Instructors in the system:' followed by a search input field. Below the search field is a table with the following data:

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

Courses Tab

The screenshot shows the 'Courses' tab selected in a navigation menu. Below the menu, there are two main sections: 'Courses' and 'Learning Paths'. Under 'Courses', there are links for 'Active Courses', 'Filter Courses', and 'All Courses'. Under 'Learning Paths', there is a link for 'All Learning Paths'.

Courses

Active Courses

A list of all the current courses in the catalog.

The screenshot shows the 'Active Courses' interface. It features a search input field and a table with the following data:

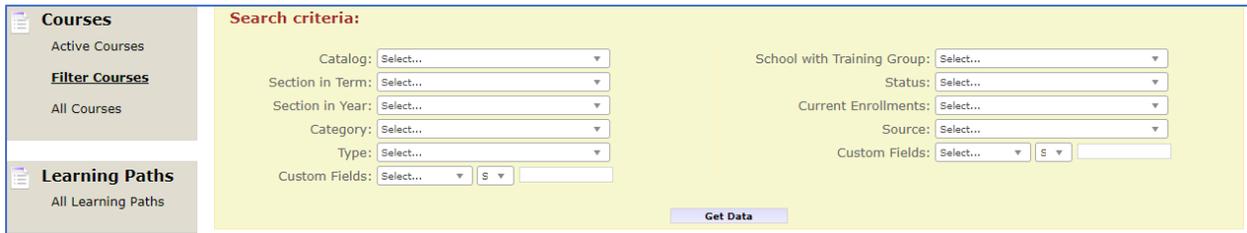
Course	ID	Category	Active Sections
-1	443	Public Safety	1
A.L.R.T. - Advanced Watercraft Rescue Training (PWC)	32	Aquatic Safety	0
A.L.R.T. - Annual Aquatic Safety Video Conference	33	Aquatic Safety	0
A.L.R.T. - Annual Lifeguard Program Update Meeting	34	Aquatic Safety	0

Clicking on a course will give you more information about a course and a log of enrollment history.



Filter Courses

A query builder for narrowing the search.

A screenshot of a 'Filter Courses' query builder interface. On the left, there is a sidebar with 'Courses' (Active Courses, Filter Courses, All Courses) and 'Learning Paths' (All Learning Paths). The main area is titled 'Search criteria:' and contains several dropdown menus: Catalog, Section in Term, Section in Year, Category, Type, Custom Fields, School with Training Group, Status, Current Enrollments, Source, and Custom Fields. A 'Get Data' button is located at the bottom right of the search criteria area.

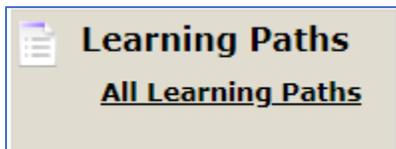
All Courses

A list of all courses, including archives courses. The FOCUS Administrators can un-archive a course if needed.

Learning Paths

All Learning Paths

A list of all Learning Paths in use in the Department



Sections Tab

Important: This where you will do most of your work as a Training Specialist in addition to the Training Specialist Request function below.

Home	Learners	Instructors	Courses	Sections	Reports	Management	Help						
Export Results to Excel													
There are 6 active sections in the system:													
Search: <input type="text"/>													
Section	ID	Start Date	End Date	Cap	Enrollments	Credits	Days	Instructors	Status	Term	Training Group	LMS	LMSID
FOCUS POST Test Sample Course sec. 1	36	Ongoing	Ongoing	50	0	1	365	TBD TBD	ACTIVE	Ongoing	Any	CAPARKS_Prod_Ultra	36
FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	33	Ongoing	Ongoing	200	0	1	365	TBD TBD	ACTIVE	Ongoing	Any	CAPARKS_Prod_Ultra	33
FOCUS TESTING Only 1st Level Approval June 2021 sec. 2	40	6/30/2021	6/30/2021	93950	0	1	1	TBD TBD	ACTIVE	Ongoing	Any		
FOCUS TESTING Only 2nd Level Approval June 2021 sec. 1	34	Ongoing	Ongoing	93950	1	1	365	TBD TBD	ACTIVE	Ongoing	Any	CAPARKS_Prod_Ultra	34
FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1	35	Ongoing	Ongoing	50	1	1	365	TBD TBD	ACTIVE	Ongoing	Any	CAPARKS_Prod_Ultra	35
FOCUS TESTING Only No Approval June 2021 sec. 1	32	Ongoing	Ongoing	50	1	1	365	TBD TBD	ACTIVE	Ongoing	Any	CAPARKS_Prod_Ultra	32

Active Sessions (default view)

Clicking on this will give you a list of all Active Sections.

Clicking on a Section will give you a new menu.

IF THE SECTION IS NOT ASSIGNED TO YOU PLEASE DO NOT TAKE ANY ACTION ON IT.

FOCUS POST Test Sample Course sec. 1

Main Information

- Main Page
- Dashboard
- Bulk Certificates

Historic Data

- Enrollment History
- Audit Log

Enrollments

- Current Enrollments
- Bulk Transfer
- Roster Sign up
- Waitlist
- Completion Tool

Basic Information

Section ID: _____

Name: _____

POST Presentation: _____

CCN: _____

Cap: _____

Start Time: _____

End Time: _____

Credits: _____

Status: _____

LMS: _____

LMS ID: _____

Training Group: _____

Contract: _____

Delivery Method: _____

Has waitlist: _____

Passing Grade: _____

External Link: _____

Notes: _____

Meeting time: _____

Main Information

Dashboard

Will route you to the Blackboard online learning page if the course has one assigned.

Bulk Certificates

The screenshot shows the 'Bulk Certificates' interface for the course 'FOCUS POST Test Sample Course sec. 1'. It includes a search criteria section with a 'Period' dropdown set to 'Last 2 weeks' and a 'Section' dropdown set to 'FOCUS POST Test Sample Course sec. 1'. A 'Get Data' button is present. Below this, it states 'There is 1 enrollments matching your criteria:' and provides a 'Check All' checkbox and a search field. A table lists the enrollment details:

Select	ID	Learner	Email	Section	Grade	CompletionDate
<input type="checkbox"/>	118	Aloysius (Test Account), Boudreaux	Breezy@test.com	FOCUS POST Test Sample Course sec. 1	0	Jun 01, 2021

Allows to bulk download certificates of completion.

Historic Data

Enrollment History

Enrollment History show you all enrollments, regardless of the enrollment status: ACTIVE, DROPPED (a drop after grace period), DROPPED_GRACE (a drop within grace period), COMPLETED, BLOCKED (blocked from completing enrollment), and FUTURE (paused enrollment until a future date).

You have the option of bulk editing if you need to change the status(es).

The screenshot shows the 'Enrollment History' interface. It features a search criteria section with 'Period' and 'Status' dropdown menus, and a 'Get Data' button. Below, it states 'There are 3 enrollments matching your criteria:' and includes a 'Check All' checkbox and a search field. A table lists the enrollment details:

Select	Edit	Learner	Training Group	Start	End	Exit	Status	Grade	Assignments	Instructors	School
<input type="checkbox"/>		Aloysius (Test Account), Boudreaux	FOCUS (for TESTING ONLY)	6/1/2021	5/31/2022	6/1/2021 9:32 PM	COMPLETED	F (0)	0 of 0	TBD TBD	DPR
<input type="checkbox"/>		Aloysius (Test Account), Boudreaux	FOCUS (for TESTING ONLY)	6/5/2021	6/4/2022	6/10/2021 5:04 PM	DROPPED	F (0)	0 of 0	TBD TBD	DPR
<input type="checkbox"/>		Aloysius (Test Account), Boudreaux	FOCUS (for TESTING ONLY)	6/22/2021	6/21/2022	6/23/2021 11:52 AM	DROPPED_GRACE	F (0)	0 of 0	TBD TBD	DPR

A 'Bulk edit...' button is located at the bottom of the table.

Audit Log

Audit gives you a log over a specific timeframe for every action related to the Section, who initiated that action, what exactly was performed, and when.

Learner History			
Date	Revision	User/Action	Description
5/26/2021 2:08 PM	1	Created by Sara Skinner (UserIndex=11406)	SectionIndex: "36" CourseIndex: "443" Name: "FOCUS Test Sample Course sec. 1" Credits: "1" Status: "ACTIVE" LMSTermIndex: "1" Cap: "50" LMSIndex: "3" ChargeTypeListIndex: "1" RowInsertDate: "5/26/2021 2:08 PM" Days: "365" AttendanceMeasure: "1" CertificateIndex: "12"

Enrollments

Current Enrollments

Shows any active (current) enrollments

Bulk Transfer

Bulk transfer enrollments from one section of the course to another, this is helpful if several people need to change to a different Section you manage.

Step 1: Select destination section

Select a School:

Term:

Course:

Section:

Step 2: Select Learners to transfer

Check All

Roster Sign up

Allows to download the section enrollment list for printing.

FOCUS POST Test Sample Course sec. 1

Main
Click to Download

Waitlist

Will show a waitlist for a Section if you have a cap on enrollment.

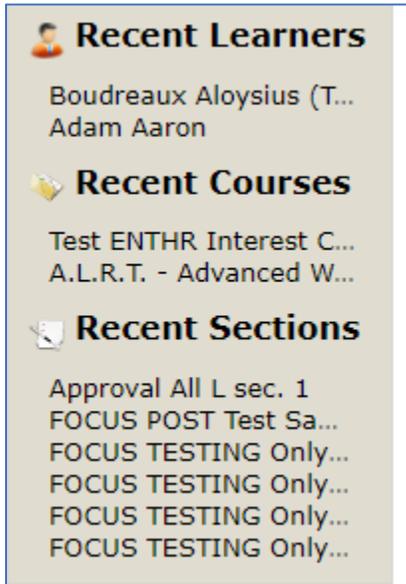
Completion Tool

Section completion tool allows you to upload a roster for a Section. Please see the help file specifically for Section Completion.

Filters Sessions

A report with multiple queries you can run on different data fields.

All Sections



The screenshot shows a vertical menu with three main sections, each with an icon and a title:

- Recent Learners** (person icon):
 - Boudreaux Aloysius (T...
 - Adam Aaron
- Recent Courses** (book icon):
 - Test ENTHR Interest C...
 - A.L.R.T. - Advanced W...
- Recent Sections** (document icon):
 - Approval All L sec. 1
 - FOCUS POST Test Sa...
 - FOCUS TESTING Only...
 - FOCUS TESTING Only...
 - FOCUS TESTING Only...
 - FOCUS TESTING Only...

Recent Learners

A list of Learners you've recently accessed

Recent Courses

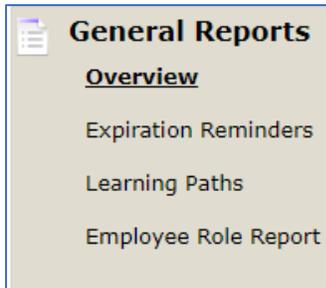
A list of Courses you've recently accessed

Recent Sections

A list of Sections you've recently accessed

Reports Tab

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



General Reports

A quick link to reports you've accessed on other tabs.

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.

A screenshot of a query builder interface with a yellow background. It is titled "Search criteria:" in red. There are three dropdown menus: "Training Group: Select...", "Status: Select...", and "Learning Path: Select...". A "Get Data" button is located at the bottom center.

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

Learning Paths

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

A screenshot of a query builder interface with a yellow background. It is titled "Search criteria:" in red. There are two dropdown menus: "Training Group: Select..." and "Learning Path: Select...". A "Get Data" button is located at the bottom center.

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

Employee Role Report

This report is currently under construction. It will be displayed when ready.

1. Click on Employee Role Report for a chart showing the Manager, Supervisors, and Employees within a Training Group.
2. Choose the Training Group and click on **View**

Activity

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



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.

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.

Search criteria:

Course: <input type="text" value="Select.."/>	End Date: <input type="text"/>
Start Date: <input type="text"/>	

Interest In Courses

Leadership Reports



Supervisor Training, Manager Training, CEA, and Continuous Training Reports

Enables a Training Specialist to run a query for Learners and their compliance in Supervisory Training, Manager Training, CEA, and/or Continuous Training with different query filters.



Completion

A set of reports with queries you can run by Instructor, Course, Section, Training Group.



Enrollments

This is where your magic happens! Reports that allow you to view compliance rates for Learners and Program Compliance.



Training Specialist Request

The other place where your magic happens.

This is where you will approve / deny training requests that require the 3rd level of approval (YOU!). Please note; **ONLY MANAGE** the Sections assigned to you even if you have access to others.

Search criteria:

Section: Load All Training Groups:

Learner Name: Training Group:

There is 1 Requests:

ID	Learner	Section	Section Start Date	Requested On	Training Group
<input type="checkbox"/> 106	Boudreaux Aloysius (Test Account)	FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1		6/23/2021 1:21 PM	FOCUS (for TESTING ONLY)

1. Select the appropriate Section
2. Approve or Deny Selected requests

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.

Search criteria:

Category:

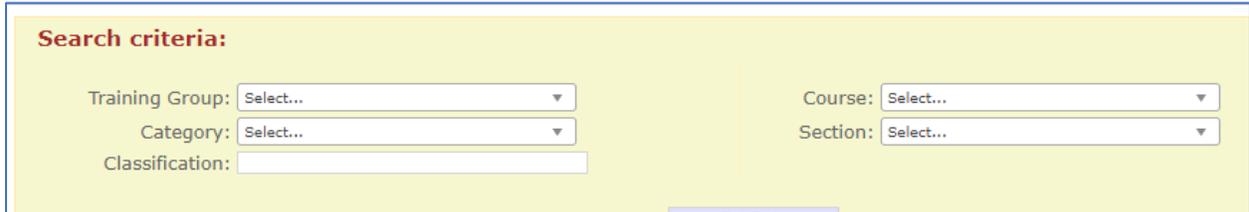
Course:

Section:

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.



The screenshot shows a search criteria form with a light yellow background. It contains the following fields:

- Search criteria:** (Section header)
- Training Group:** Select... (Dropdown menu)
- Course:** Select... (Dropdown menu)
- Category:** Select... (Dropdown menu)
- Section:** Select... (Dropdown menu)
- Classification:** (Text input field)

Dynamic Reports

Allows a Training Specialist to run reports added to the system by the Administrators.

