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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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 login screen](image-url)
2. You will be routed to the Training Specialist Dashboard

![Training Specialist Dashboard Screenshot]

**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:**

<table>
<thead>
<tr>
<th>Learner</th>
<th>Course Description</th>
<th>Supervisor Status</th>
<th>Manager Status</th>
<th>Training Specialist Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aloysius (Test Account), Boudreaux</td>
<td>FOCUS TESTING Only 1st Level Approval June 2021 sec. 1</td>
<td>Pending</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
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<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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:**

![Pending Employee Training Request]

Dear Supervisor,

Boudreaux Aloysius (Test Account) has requested enrollment in FOCUS TESTING Only 3rd Level Approval June 2021 sec. 1.
Action items will be listed at the bottom (see next page).

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.

   a. Approve:
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.

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.

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.
Dashboard Tabs

Home Tab

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

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

**Enroll in Section**

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

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.

Courses Tab

Courses
Active Courses
A list of all the current courses in the catalog.
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.

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

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.
Main Information

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

Bulk Certificates

[Image]
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).

[Image]

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.
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.

Roster Sign up
Allows to download the section enrollment list for printing.

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

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.

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.

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.
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.

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.
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.

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