Administer Training
LSUNO

Version Date: September 5, 2019

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Administer Training LSUNO

Administer Training Overview

Fully trained employees enable LSU Health to meet the mission of the organization, and comply with General, State, Civil Service, JCAHO, and other regulatory requirements. Training also keeps employees prepared and motivated to successfully meet new challenges. Administer Training helps LSU Health to identify the organization's training needs, requirements, and available assets, as well as tracking completion of training modules by employee.

Administer Training allows you to set up information on courses, training facilities, instructors, equipment, and materials. Once this data is in the system, you can easily track course sessions and training programs. You will be able to run reports, designed specific to our needs, along with querying data through PeopleSoft Query.

LSU Health is required to provide documentation to external entities as to which employees have been trained and when the training occurred. Tracking employee training, therefore, is more important than ever before. Administer Training gives us the flexibility and functionality to meet these reporting requirements.

Administer Training is used by LSU Health - New Orleans and LSU - Shreveport. Other facilities have used the database in the past, so unique identifiers were created for each location. It is important that you use **only your identifier**. Please do not modify another facility's information, even if that facility is no longer utilizing the database.

A – E. A. Conway

B – Bogalusa Medical Center

C – CPTP

E – Earl K. Long

H – Huey P. Long

K – Lallie Kemp

L – Leonard J. Chabert

M – Medical Center of LA/NO

N – LSUHSC – New Orleans

O – Office of Risk Management

PS – PeopleSoft Training

Q – HCSD Headquarters

S – LSUHSC – Shreveport

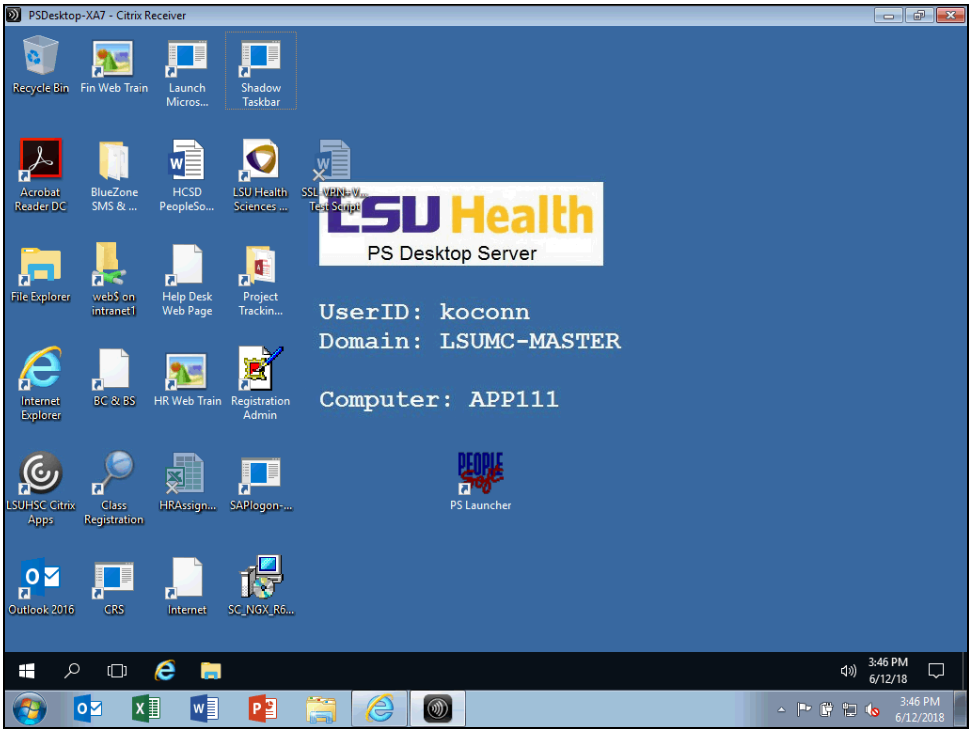
U – University Medical Center

W – W. O. Moss

NOTE: The examples in this manual were done in the Training (PS9HCMTRN) database, so that data would not be affected. Generally, you would enter live information into the Production (PS9HCMPRD). PeopleSoft is a web-based application that will be accessed through Citrix. If you do not have Citrix on your computer, or if you have other technical issues, please call the PeopleSoft Help Desk at (504) 568-4357 (local call) or (800) 303-3290 (long distance).

Procedure

In this topic you will gain an **Administer Training Overview**.



Step	Action
1.	Double-click the **PS Launcher** button. 
2.	Choose the following options on the Launcher Dialog box: **PeopleSoft System:** Human Capital Management **Database:** PS 9.2 HCM Production (PS9HRPRD) **Application:** PeopleSoft **Operator ID:** Will default to your User ID Click the **Start** button. ***NOTE: The Training (PS9HCMTRN) database was used to create the screen shots for this manual. The Training database was used for <u>training</u> <u>purposes</u> <u>only</u>. Users will enter information into the Production database when entering live information into the system.*** 

Step	Action
3.	Click the **Main Menu** link. Main Menu
4.	Click the **Administer Training** link. Administer Training
5.	Click the **Define Training Resources** link. Define Training Resources
6.	In the ***Define Training Resources*** section, you will be: • Identifying Training Facilities • Identifying Instructors
7.	Click the **Define Courses/Cost Details** link. Define Course/Cost Details
8.	In the ***Define Course/Cost Details*** topic, you will defining: • **Courses -** course names, descriptions, delivery methods, durations, costs, prerequisites, etc. • **Course Sessions -** dates and times of the courses
9.	Click the **Student Enrollment** link. Student Enrollment
10.	In the **Student Enrollmen**t section, you will Course Session Enrollment panel to: • Enroll Individually
11.	Click the **Result Tracking** link. Result Tracking
12.	In the ***Results Tracking*** section, you will: • Review Training Summary • Review Session Summary Click the **Home** link. Home
13.	This completes ***Administer Training Overview***. **End of Procedure.**

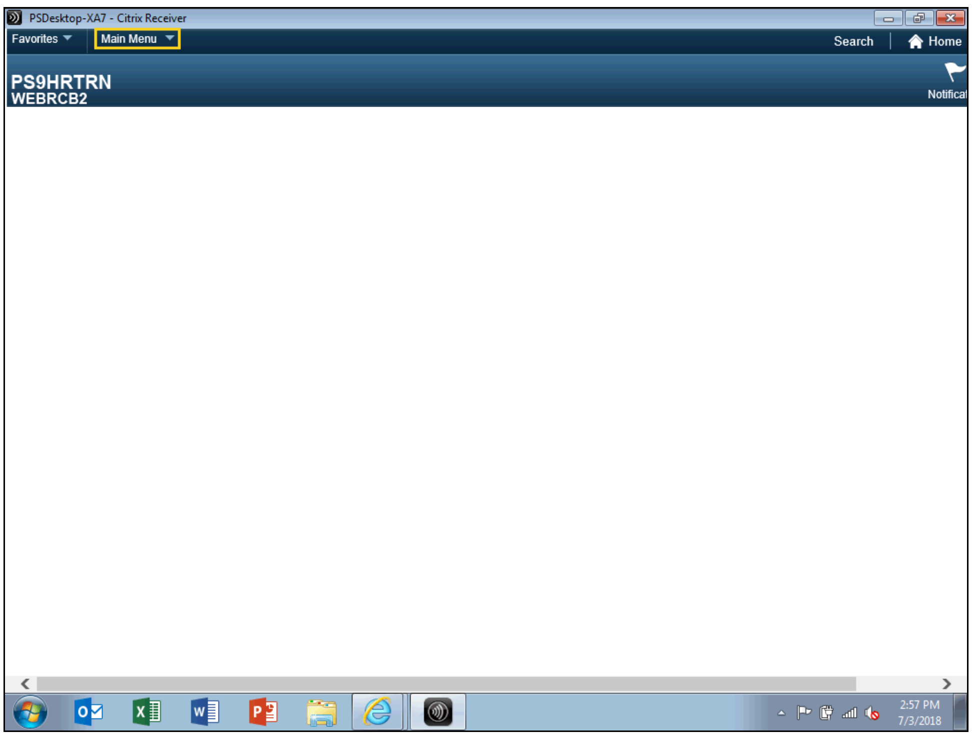
Define Training Resources

Define Training Facilities

Before setting up courses and course sessions, you should set up the Training Facility Table. This will be a list of all available training spaces: classrooms, auditoriums, computer labs, conference rooms, etc. Once you have the table set up, you will only need to add new rooms to the list.

Procedure

In this topic you will learn how to **Define Training Facilities**.



Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Administer Training** link. 
3.	Click the **Define Training Resources** link. 

Step	Action
4.	Click the **Training Facilities** link. 
5.	Use the ***Search*** feature to determine if the training location is already in the Training Facility Table. Enter your Business Units' unique letter in the Training Facility field. For LSUNO, the unique letter is '**N**'. A list of all training facilities currently in the table will display at the bottom of the page once you click the ***Search*** button. Enter the desired information into the **Training Facility** field. Enter "**N**".
6.	Click the **Search** button. 
7.	You will need to **Add a New Value** to the list if the required Training Facility is not in the table. Click the **Add a New Value** button. 
8.	**Add a Training Facility** The ***first character*** will be your Business Units' ***unique identifier*** followed by a ***sequence of characters***. The code used should be something that will make sense to most people since managers and employees will have read access only to the database. The code **can** consist of either **letters or numbers**. Special characters, such as $, # or @, **cannot** be used. An underscore, '_', **may** be used to link letters and/or numbers together. For example, N_AUDM where N = LSUNO and AUDM = Auditorium. Blank spaces **cannot** be used as part of the identifier.
9.	LSUNO has elected to use the ***unique identifier followed by five numbers*** as the Training Facility identifier. Enter the desired information into the **Training Facility** field. Enter "**N00014**".
10.	Click the **Add** button. 
11.	If your Business Unit does not default, you may enter directly into the Business Unit field, or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Enter the desired information into the **Business Unit** field. Enter "**LSUNO**". ***NOTE: The Location Code field will remain blank.***

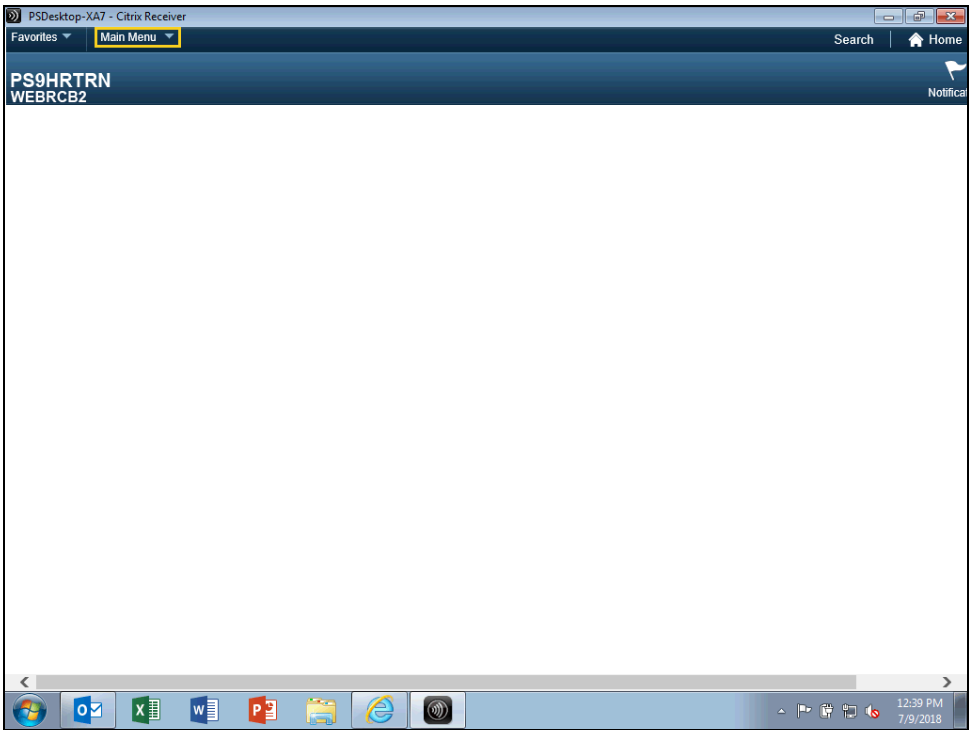
Step	Action
12.	The **Facility Name** if the working name of the training space. Enter the desired information into the **Facility Name** field. Enter "**6th Floor Conference Room**".
13.	**Short Desc** is a shortened version of the Facility Name. Enter the desired information into the **Short Desc** field. Enter "**6 Conf Rm**".
14.	Click the **Edit Address** button. 
15.	Enter the building address where the training space is located. Enter the desired information into the **Address 1** field. Enter "**433 Bolivar St**".
16.	Enter the desired information into the **City** field. Enter "**New Orleans**".
17.	Enter the desired information into the **State** field. Enter "**LA**".
18.	Enter the desired information into the **Postal** field. Enter "**70112**".
19.	Enter the desired information into the **Parish** field. Enter "**Orleans**".
20.	Click the **OK** button. 
21.	Click the **OK** button. 
22.	***NOTE: If you wish to skip the address verification process in the future, click the Override Address Verification button prior to clicking the OK button.***
23.	Click the **OK** button. 
24.	Click the **Save** button. 
25.	This completes ***Define Training Facilities***. **End of Procedure.**

Assign Instructors

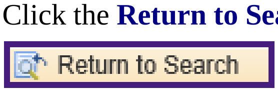
If you want to assign a person as an Instructor for a particular Course Session, the person must first be set up as an Instructor in the Instructor Table. The Instructor ID number will be the person's Empl ID number. Only LSUHSC employees have a designated Empl ID, so outside instructors will not be designated in the system.

Procedure

In this topic you will learn how to **Assign Instructors**.



Step	Action
1.	Click the **Main Menu** link. 
2.	Click the **Administer Training** link. 
3.	Click the **Define Training Resources** link. 
4.	Click the **Instructors** link. 

Step	Action
5.	You can view a list of the Instructors already entered into the table using the **Find an Existing Value** tab ***Search*** function. You can search using ***Instructor ID*** or ***Last Name*** field. It is **not** recommended to use Name or Alternate Character Name fields by which to search. The ***wildcard (%)*** may also be used to assist in your search.
6.	Enter the desired information into the **Instructor ID** field. Enter "**0114881**". ***NOTE: If the Instructor ID (EmplID) is unknown, use the Last Name option for your search instead.***
7.	Click the **Search** button. 
8.	The Instructor Profile panel for the specified Instructor ID will display. Click the **Qualification** tab. 
9.	Instructors may be qualified to teach more than one course. You can click the arrow button to the right of the row indicator to view additional courses the instructor is qualified to teach a row at a time, or click the ***View All*** link to view all seventy (70) options at a time. Click the **View All** link. 
10.	Click the **View 1** link. 
11.	If the instructor has qualified to teach courses not previously assigned, the qualification may be added by clicking the ***plus sign (+)*** in order to add a new row. Click the **Add a new row at row 1** button. 
12.	Click the **Look up Course Code** button. 
13.	Click the **Next Step Coaching** link. 
14.	Click the **Save** button. 
15.	Click the **Return to Search** button. 

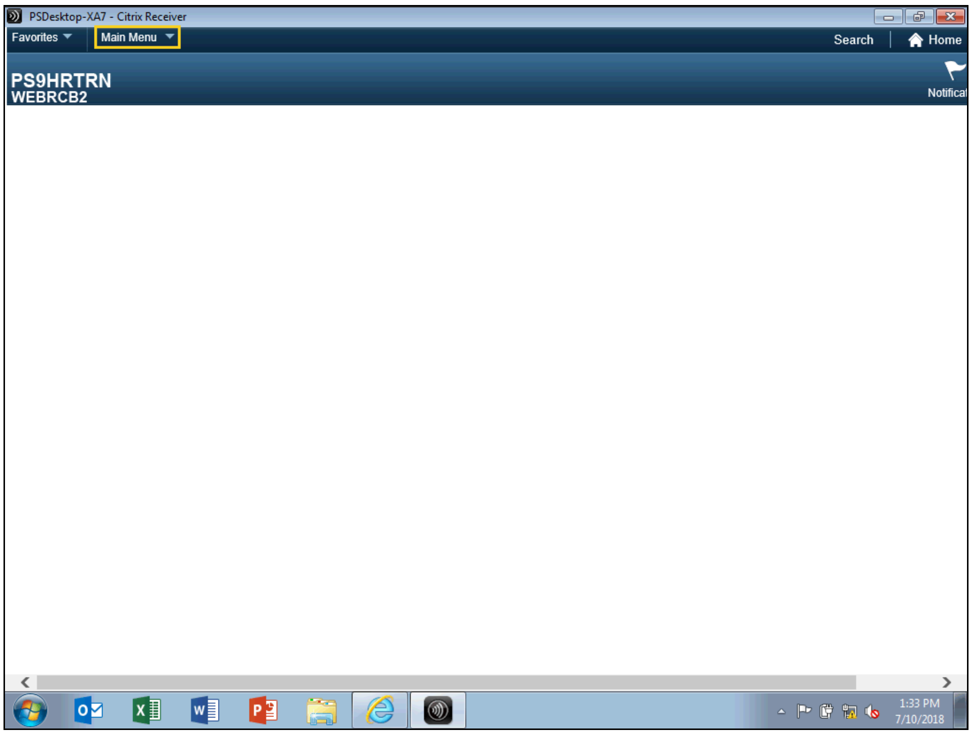
Step	Action
16.	Click the **Clear** button. Clear
17.	You must have the Empl ID to add a new Instructor. Enter the desired information into the **Instructor ID** field. Enter "**0114554**".
18.	Click the **Search** button. Search
19.	A 'No matching value were found.' message displays for this Instructor ID. Click the **Add a New Value** tab. Add a New Value
20.	The system automatically defaults the Empl ID into the Instructor ID field. Click the **Add** button. Add
21.	The Effective Date will be the current date. Click the **Qualification** tab. Qualification
22.	Click the **Look up Course Code** button.
23.	Click the **Annual Review** link. 0007 Annual Review
24.	Click the **Add a new row at row 1** button.
25.	Click the **Look up Course Code** button.
26.	Click the **Next Step Coaching** link. 00042 Next Step Coaching
27.	Click the **Save** button. Save
28.	This completes ***Assign Instructors***. **End of Procedure.**

Define Course/Cost Details

Define Courses

Procedure

In this topic you will learn how to **Define Courses**.



Step	Action
1.	Click the **Main Menu** link.
2.	Click the **Administer Training** link.
3.	Click the **Define Course/Cost Details** link.
4.	Click the **Courses** link.

Step	Action
5.	You can determine if a course has been added to the Course Table by using the Find an Existing Value tab to Search for the desired course. You will utilize the unique identifier to search for a listing of all courses set up for that area. ***NOTE: Courses taught by CPTP (Comprehensive Training Program) and the Office of Risk Management are common to all state employees. Those have been added to the database with their own unique identifier: C = CPTP and O = Office of Risk Management.***
6.	In this example, you will search using the unique identifier ***PS*** (PeopleSoft) as the *Course Code* and ***BI Publisher Reports*** as the *Description*. Enter the desired information into the **Course Code** field. Enter "**PS**".
7.	Click the button to the right of the **Description** field. 
8.	Click the **contains** list item. 
9.	Enter the desired information into the **Description** field. Enter "**BI**".
10.	Click the **Search** button. ***NOTE: If the course is not displayed in the Search Results list, you will need to add the course to the table.*** 
11.	You will need to add the Course Code for your course. If you do not know it, search for it using the PS unique identifier. Click the **Description Erase** button. 
12.	Click the **Search** button. 
13.	Click the **Last** link. 
14.	The last assigned Course Code is PS0293. For this example, you will use **PS0294** as your Course Code for **BI Publisher Reports**.
15.	Click the **Add a New Value** tab. 

Step	Action
16.	The naming convention for the Course Code is the unique identifier plus the numeric sequence. In this example, it will be **PS0294**. Enter the desired information into the **Course Code** field. Enter "**PS0294**".
17.	Click the **Add** button. 
18.	You **must** complete the information on the ***Course Profile*** screen. You are limited to 30 characters for the ***Title***. The ***Title*** should convey the main topic of study. ***NOTE: Once you enter the course title and save, the title <u>cannot</u> be changed without creating issues when running reports for LSUNO and LSUSH campuses.*** Enter the desired information into the **Title** field. Enter "**BI Publisher Reports**".
19.	The ***Short Title*** is limited to 10 characters and should be an abbreviated version of the ***Title***. Enter the desired information into the **Short Title** field. Enter "**BI Pub Rpt**".
20.	The ***Course Status*** defaults to **Active**. Options available on the drop-down list are Active, Inactive, and Proposed.
21.	The ***Creation Date*** defaults to the current date. You can change to a different date if appropriate. Courses that were in existence prior to January, 2004 were given ***Creation Dates*** of January 01, 1901.
22.	The ***Revision Date*** is used if you modify a course but wish to keep the same title and course code. The ***Revision Date*** would reflect when the change was made.
23.	The system defaults to Internal for the Internal/External option. This field is indicating whether a course is developed and delivered internally or externally to the organization. If a course is developed and presented by you, it is an internal course. If employees attend a course presented by an outside agency, such as CPTP or Office of Risk management, it is an external course.
24.	If you want to be able to create multiple sessions for a course, you will check the Session Administration box. Click the **Session Administration** option. 
25.	Click the button to the right of the **Course Type** field. 

Step	Action
26.	***Course Types*** **Competency Check -** Generally used if you are validating a competency assessment. **Continuing Education -** Generally used for out-of-house, professional workshops. **Experience Validation** - Generally used to substantiate person has required skills and abilities. **Functional -** Generally used for courses that employees need to function in their jobs. **Management Development -** Generally used for courses relating to management skills such as financial courses, coaching, mentoring, etc. **Policy Up -** Generally used for introducing or updating a policy. **Skill Development -** Generally used for course such as CPR where a skill is being learned or refreshed. **Supervisory Skills -** Generally used for courses related to supervision, teamwork, and leadership. **Technical -** Generally used for computer software courses.
27.	Click the **Functional** list item. 
28.	The **Primary Delivery Method** defaults to ***Instructor Led***, and will remain as defaulted for this exercise. Other choices available in the drop-down menu are: **Audio -** Courses presented via telephone conference or audio cassette. **Computer -** Computer-assisted instruction or actual computer software courses. **Instructor -** An actual person leads the class. **Manager -** Presented to department members by the supervisor or manager. **On-the-job** - Structured instruction that teaches the employee the skills while he is performing the work. **Self-Study** - A structured course that is given to the employee to complete on his own. May include media other than workbook, such as videos. **Video** - The content is primarily viewed from a video with few other activities. **Workbook -** A paper booklet given to the employee to complete.
29.	The **Min/Max Student** is needed to link with course session registration. The **Min Student** number is the fewest number of students for which it is practical to deliver the class. It can be as few as 1. Enter the desired information into the **Min Student** field. Enter "**1**".
30.	The **Max Student** number is usually based on the size of the classroom, but could also be the number that the instructor feels would give the best group participation, etc. **Min/Max** alerts the instructor/registrar that a course is filled. The instructor can always override this by enrolling as many employees as s/he wants. Enter the desired information into the **Max Student** field. Enter "**14**".

Step	Action
31.	Duration time should be entered in hours and will be the total it takes to present the class. Time should be entered in either hour or half-hour increments such as 1.0 for an hour or 0.5 for a half-hour. Enter the desired information into the **Duration Time** field. Enter "**1.5**".
32.	Duration Unit defaults to Hour and should remain as defaulted.
33.	Course Offering defaults to Quarterly and can remain as defaulted or be changed to As Required. Click the button to the right of the **Course Offering** field. 
34.	Click the **As Required** list item. 
35.	**Buttons** **Save -** Is used to save the information entered on the panel. **Notify -** is not used at this time. **Add -** Is used to add another course without going back to the navigation bar. **Update/Display -** Will take you back to the Find an Existing Value screen. **Include History -** Takes you back to the 'setup' screen so that you can see what was entered for that course. **Correct History -** Allows you to make changes to panel pages after saving. **Links** **Course Profile/Required Instr Comps/Accomps/Prereqs, Goals/Equipment/Catalog/Description -** These links correspond to the tabs at the top of the page. You may get to those screens either by clicking the link or the tab.
36.	Click the **Description** tab. 
37.	The **Description** panel allows you to enter in agenda, audience, content, and general information. This information can be copied and pasted from Word, Power Point, and other MicroSoft products. To paste, you must use the **CTRL+V** command. It will transfer in the exact format you have created, but it takes less time to do this than to type in the information.
38.	Click the button to the right of the **Type** field. 

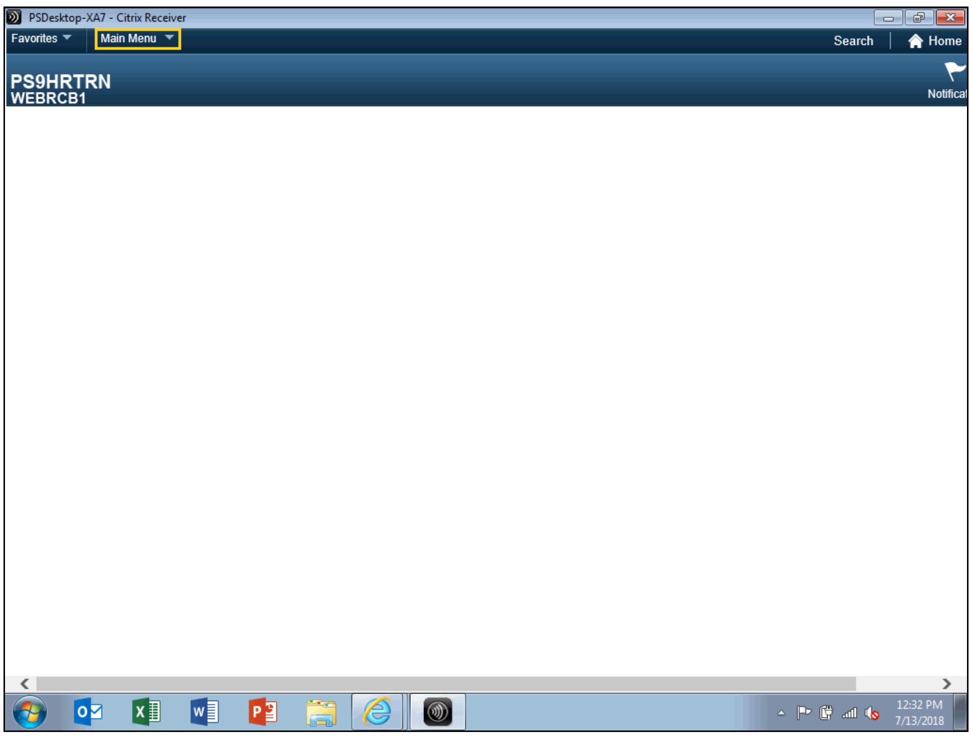
Step	Action
39.	**Description Type List Items** **Course Agenda -** List of items to be covered in the course **Course Content** - This is where you can copy and paste the entire lesson plan, including slides. **General Information -** This is the overview of the course. You might include the course objectives. This could be the information that you would include in circulars you currently send to announce a course. In the future, employees may be able to receive or view this on-line. **Target Audience -** particular group of employees for whom the course is intended
40.	Click the **General Information** list item. 
41.	Enter the desired information into the **Description** field. Enter "**Learn to use the BI Publisher application to run, view, and print PS Bi Publisher reports**".
42.	Click the **Save** button. 
43.	This completes ***Define Courses***. **End of Procedure.**

Define Course Sessions

Procedure

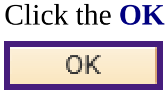
In this topic you will learn how to **Define Course Sessions**.

Step	Action
1.	While there is only one course, you may have multiple sessions for that course. For instance, BI Publisher training is ongoing, however, only one course is set up for BI Publisher Reports. Even though the agenda may be modified, the course still basically remains the same. To identify each session, a course session is set up for each training date.



Step	Action
2.	Click the **Main Menu** link. 
3.	Click the **Administer Training** link. 

Step	Action
4.	Click the **Define Course/Cost Details** link. Define Course/Cost Details
5.	Click the **Course Sessions** link. Course Sessions
6.	For a listing of sessions for a particular course, enter the desired information into the **Course Code** field. The Course Code for BI Publisher is **PS0294**. Enter the desired information into the **Course Code** field. Enter "**PS0294**".
7.	Click the **Search** button. Search
8.	The Search Results show no matching values found for BI Publisher Reports. Click the **Add a New Value** tab. Add a New Value
9.	You **must** enter the ***Course Code***, but you do **<u>not</u>** need to enter the ***Course Session Nbr***. The Course Session Nbrs are in numerical sequence, so PS Administer Training will assign the next number. ***NOTE: The Course Session Nbr will not be assigned until you save the new course session information and the course information is transferred.*** Enter the desired information into the **Course Code** field. Enter "**PS0294**".
10.	Click the **Add** button. Add
11.	The **Session Status** defaults to **Active**, and should remain as Active until you have taught the class and updated the enrollee status. Once you have completed a session, you should change the status from 'Active' to 'Completed'. This will update the status of enrollees. This topic will be covered under Course Session Enrollment.
12.	You need only add the Start and End Dates and Times. Start and End Time can be entered in either regular or military time. Click the **Calendar** button.
13.	Click the button to the right of the **Month** field.
14.	Click the **August** list item. August

Step	Action
15.	Click the desired date. 
16.	Enter the desired information into the **End Date** field. Enter "**08222018**".
17.	Start and End Time can be entered in either regular or Military time. If using regular time, be sure to indicate whether hours are '**AM**' or '**PM**'. ***NOTE: The system will automatically assume 'AM' if not otherwise indicated.*** Enter the desired information into the **Start Time** field. Enter "**2:00PM**".
18.	Enter the desired information into the **End Time** field. Enter "**3:30PM**".
19.	Click the **Location, Instructor** tab. 
20.	On the **Location, Instructor** panel, you can enter in the location of the class and the instructor teaching the class. This information must already exist in the system through the Training Facility and Instructor set up tables. ***NOTE: The Select free Training Room link will not work because Administer Training is not a scheduling tool. Many classrooms are used for other meetings which would not be entered into PS Administer Training.***
21.	Click the **Facility** button. 
22.	Enter the desired information into the **Training Facility** field. Enter "**N**".
23.	Click the **Look Up** button. 
24.	Click the **N00001 CAI** link. 
25.	The **Select fee Instructor** link will list all instructors who are 'qualified' to teach the course. Click the **Select free Instructor** link. 
26.	Click the **Select Instructor** option. 
27.	Click the **OK** button. 

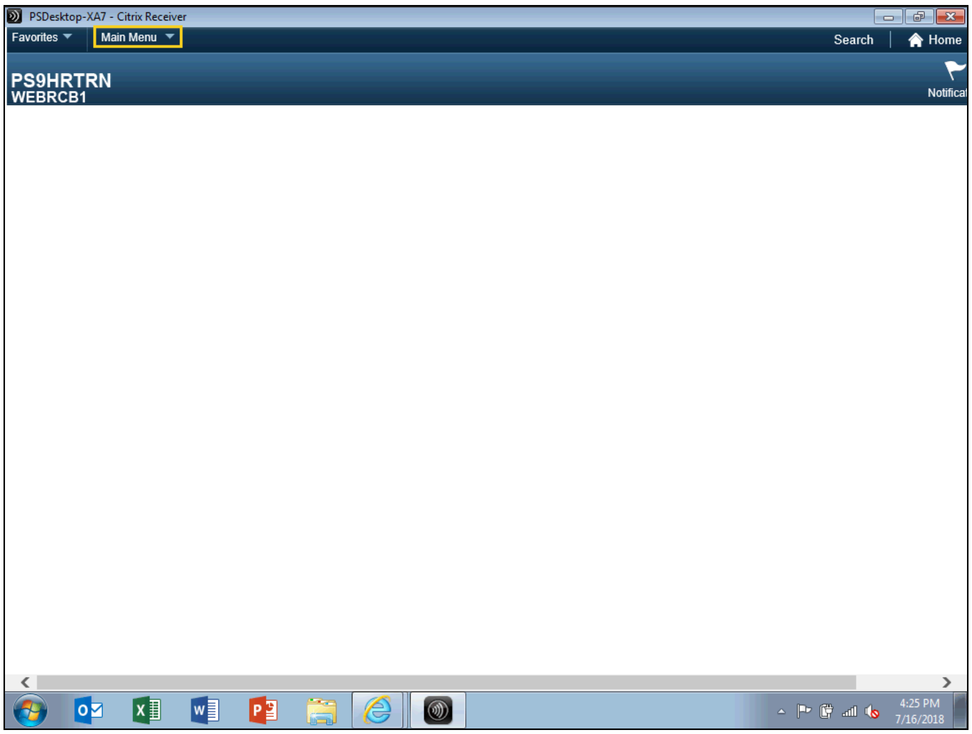
Step	Action
28.	Click the **Save** button. 
29.	The **Session Nbr** is assigned now that the session information is saved.
30.	This completes ***Define Course Sessions***. **End of Procedure.**

Student Enrollment

Enroll Students Individually

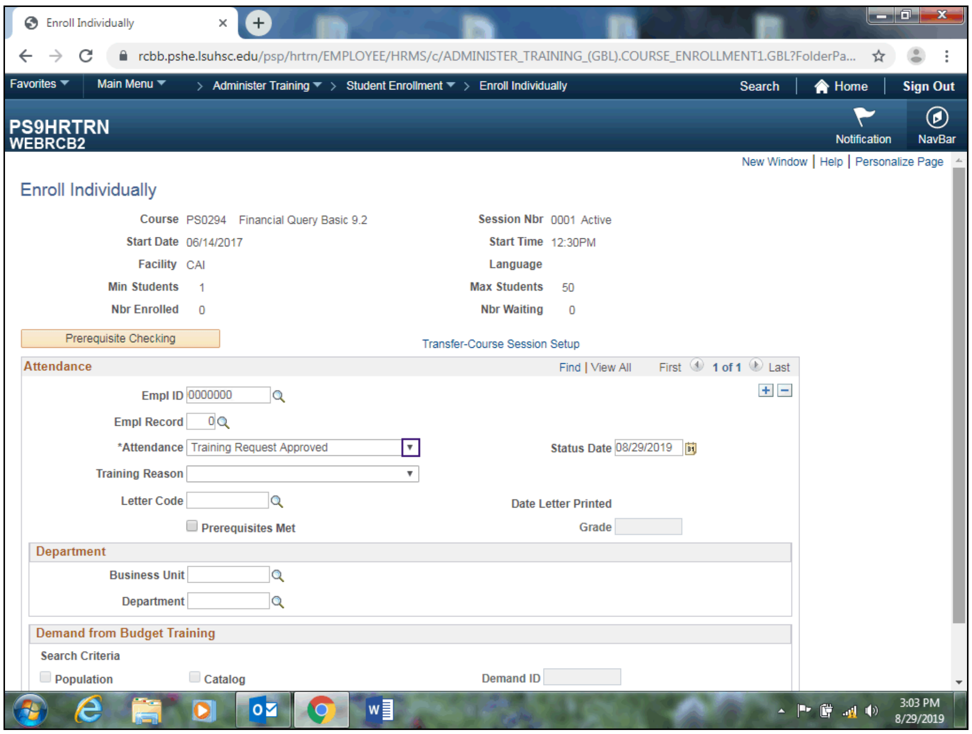
Procedure

In this topic you will Learn how to **Enroll Students Individually**.

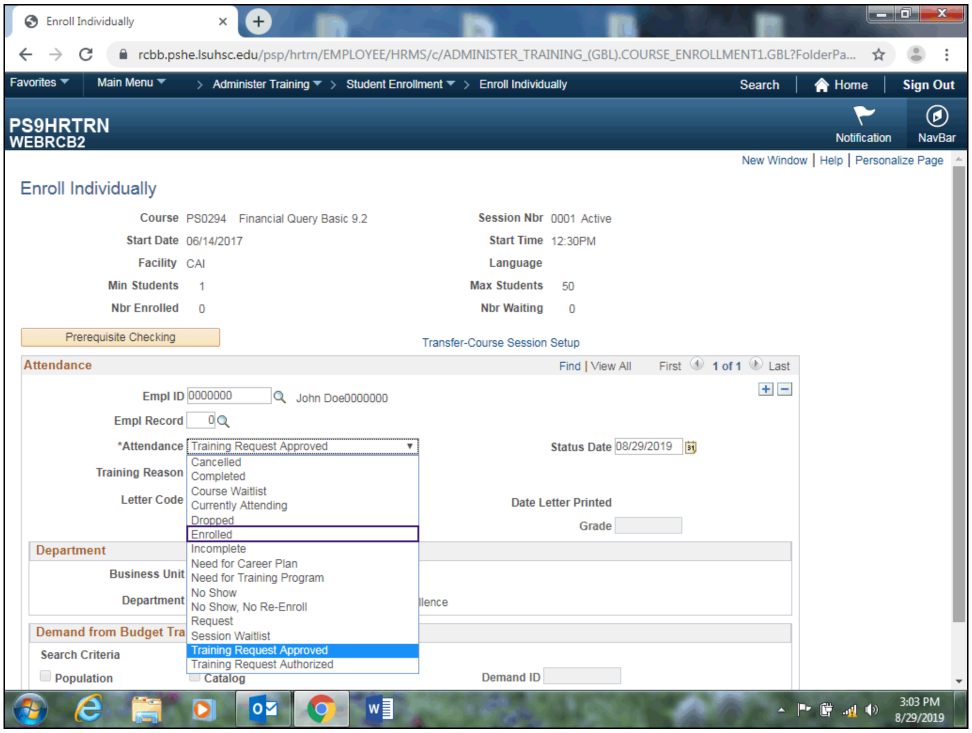


Step	Action
1.	Click the **Main Menu** link. 
2.	Click the **Administer Training** link. 
3.	Click the **Student Enrollment** link. 
4.	Click the **Enroll Individually** link. 
5.	Enter the desired information into the **Course Code** field. Enter "**PS0294**".
6.	Enter the desired information into the **Course Session Nbr** field. Enter "**0001**".

Step	Action
7.	Click the **Search** button. 
8.	You can either enter the Empl ID directly into the Empl ID field, or click the Look up Empl ID button to search for the employee by Last Name. Enter the desired information into the **Empl ID** field. Enter "**0000000**".



Step	Action
9.	Click the button to the right of the **Attendance** field. 



Step	Action
10.	Click the **Enrolled** list item. ***NOTE: If you are enrolling the employees after the course is over, their attendance will be Completed rather than Enrolled.*** 

Attending - If this event is a 5 week course, and you are in the middle of it, you can indicate that an employee is Attending.

Cancelled - The employee called ahead to cancel his/her registration.

Completed - The employee has completed all requirements for the class.

CRSE Wait - The employee is on the waiting list for this course.

Enrolled - The employee is officially scheduled to attend the class.

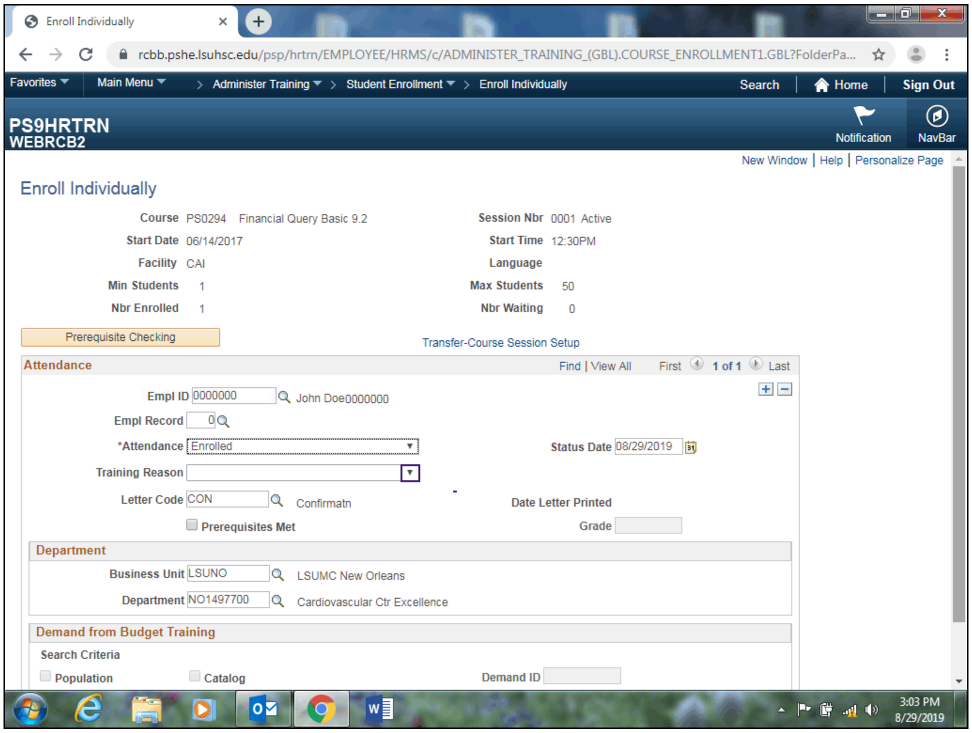
Incomplete - The employee did not complete the entire course.

NSNE - No show, No re-enrollment. The employee was a no show for more times that you can accept and you do not want him/her automatically enrolled in the next session.

No Show - The employee did not call to cancel or reschedule - s/he just did not come to class. S/he may be enrolled into the next session.

Session Wait - Employee is waiting to get a session.

Step	Action
11.	The **Letter Code** and **Department** information automatically populates.



Step	Action
12.	The Training Reason may differ for each person. Generally, most employees are attending courses because they are mandatory. Many of the choices are very similar and it is hard to distinguish among them. Click the button to the right of the **Training Reason** field. 

All NEO - Shreveport Only

Benefits - Employee benefit such as insurance presentation

Competency Requirement - Employee must attend course to maintain or demonstrate sufficient knowledge, judgement, skill or strength.

Compliance - Employee must attend as part of official program mandate.

Development - Employee attends for personal or career development.

Enrichment - Course offers enhancement to employee's working conditions or personal lifestyle.

JCAHO - Course attendance is mandated by LSU Health.

Job Requirement - Some special skill(s) that are job specific will fall into this category, as well as job specific orientation.

License Renewal - Course is mandated by law for license renewal.

Management Discretion - Management has determined that the course is necessary for all or a select group of employees.

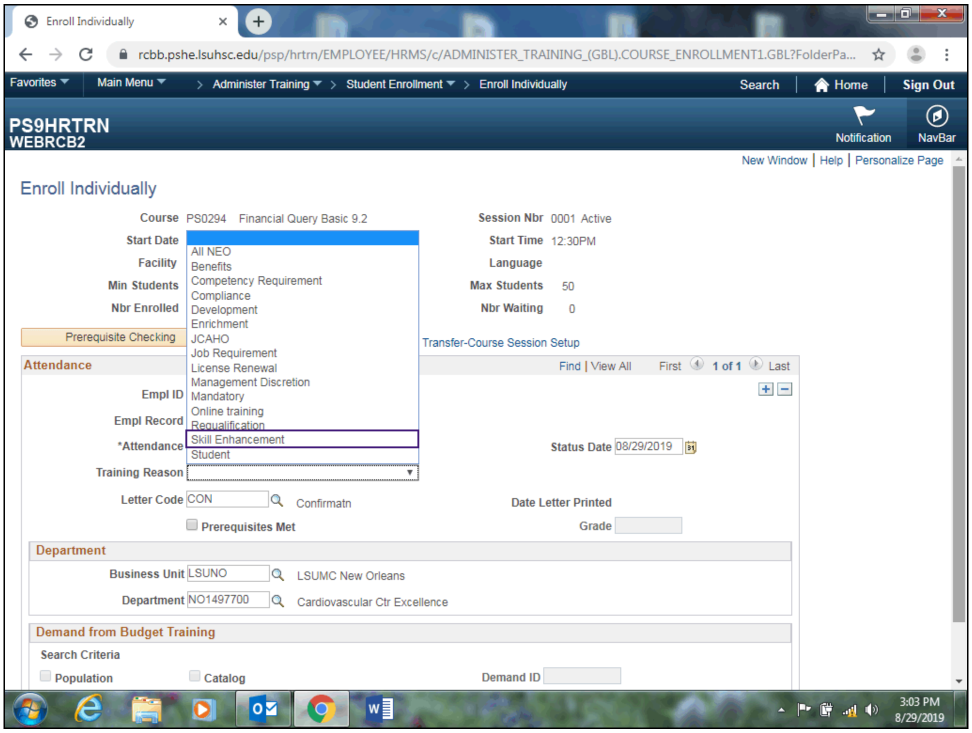
Mandatory - Employees are required by law or LSU Health policy to attend training.

Online Training - Shreveport Only

Requalification - Courses such as CPR renewal.

Skill Enhancement - Retraining or upgrading of a particular skill.

Student - Shreveport Only



Step	Action
13.	Click the **Skill Enhancement** list item. Skill Enhancement

All NEO - Shreveport Only

Benefits - Employee benefit such as insurance presentation

Competency Requirement - Employee must attend course to maintain or demonstrate sufficient knowledge, judgement, skill or strength.

Compliance - Employee must attend as part of official program mandate.

Development - Employee attends for personal or career development.

Enrichment - Course offers enhancement to employee's working conditions or personal lifestyle.

JCAHO - Course attendance is mandated by LSU Health.

Job Requirement - Some special skill(s) that are job specific will fall into this category, as well as job specific orientation.

License Renewal - Course is mandated by law for license renewal.

Management Discretion - Management has determined that the course is necessary for all or a select group of employees.

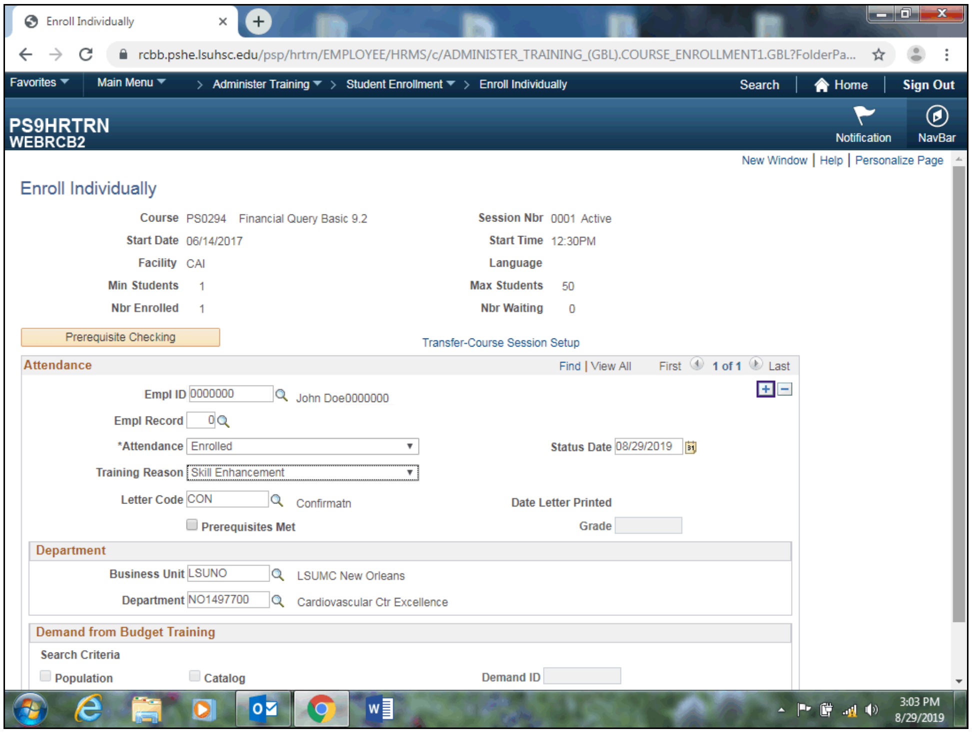
Mandatory - Employees are required by law or LSU Health policy to attend training.

Online Training - Shreveport Only

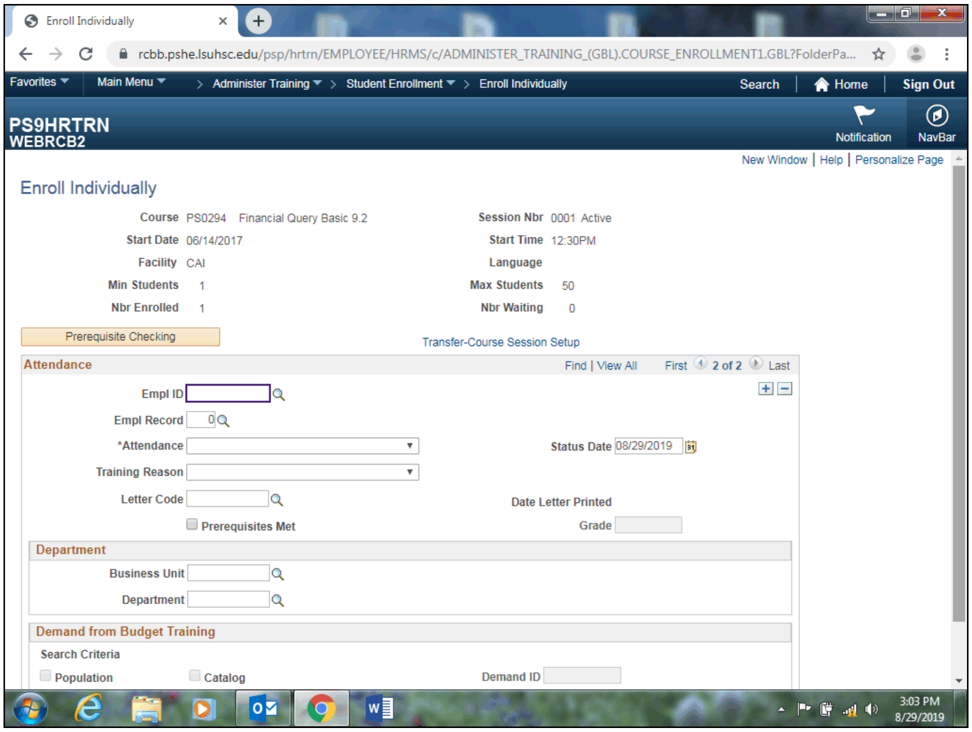
Requalification - Courses such as CPR renewal.

Skill Enhancement - Retraining or upgrading of a particular skill.

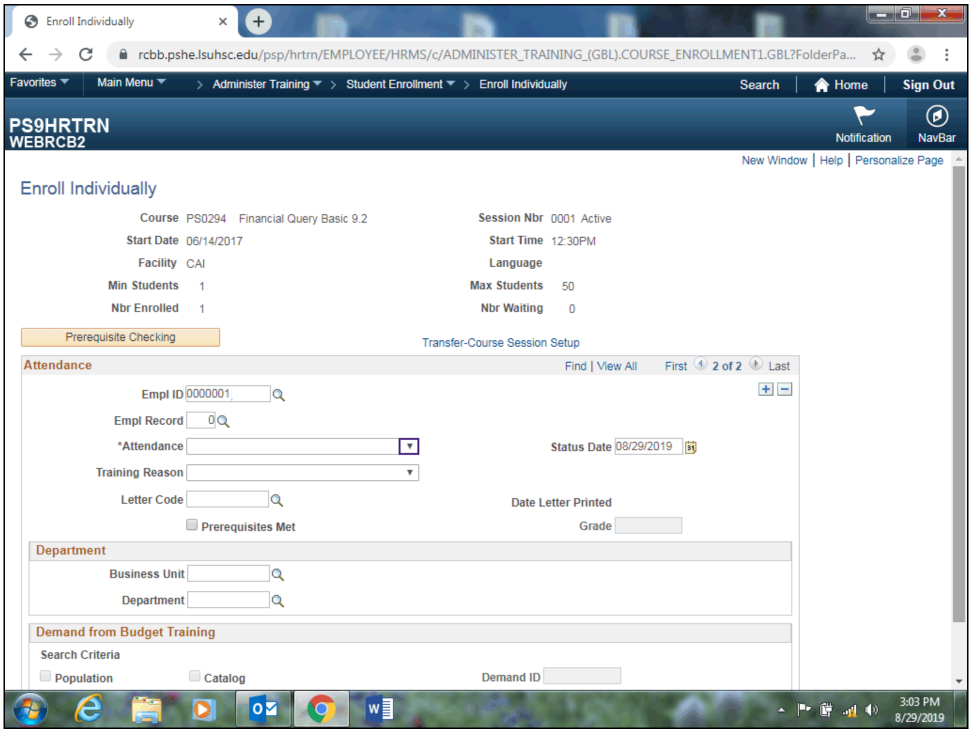
Student - Shreveport Only



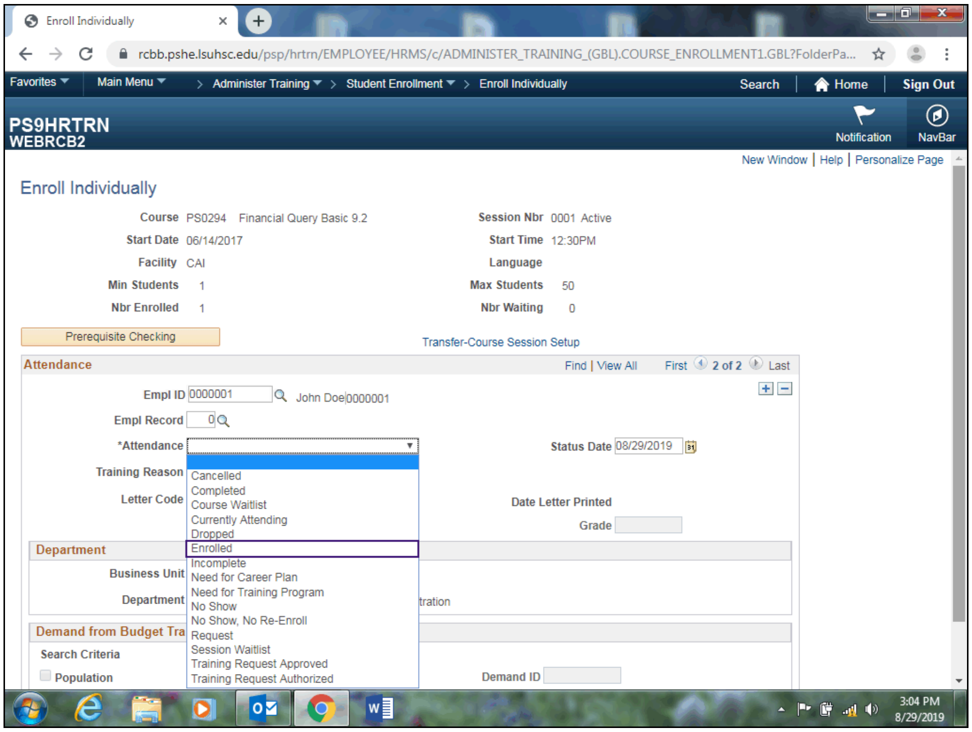
Step	Action
14.	Enroll another employee by clicking the **Add a new row at row 1** button. 



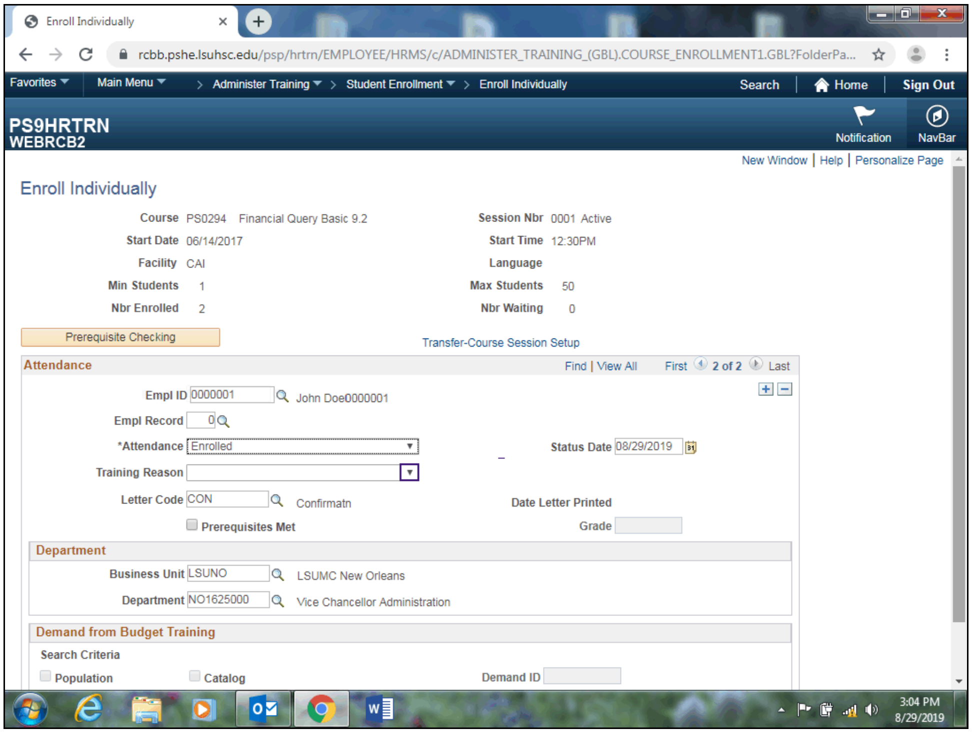
Step	Action
15.	You can either enter the Empl ID directly into the Empl ID field, or click the Look up Empl ID button to search for the employee by Last Name. Enter the desired information into the **Empl ID** field. Enter "**0000001**". ***NOTE: The panel now indicates that you are entering information on page 2 of 2.***



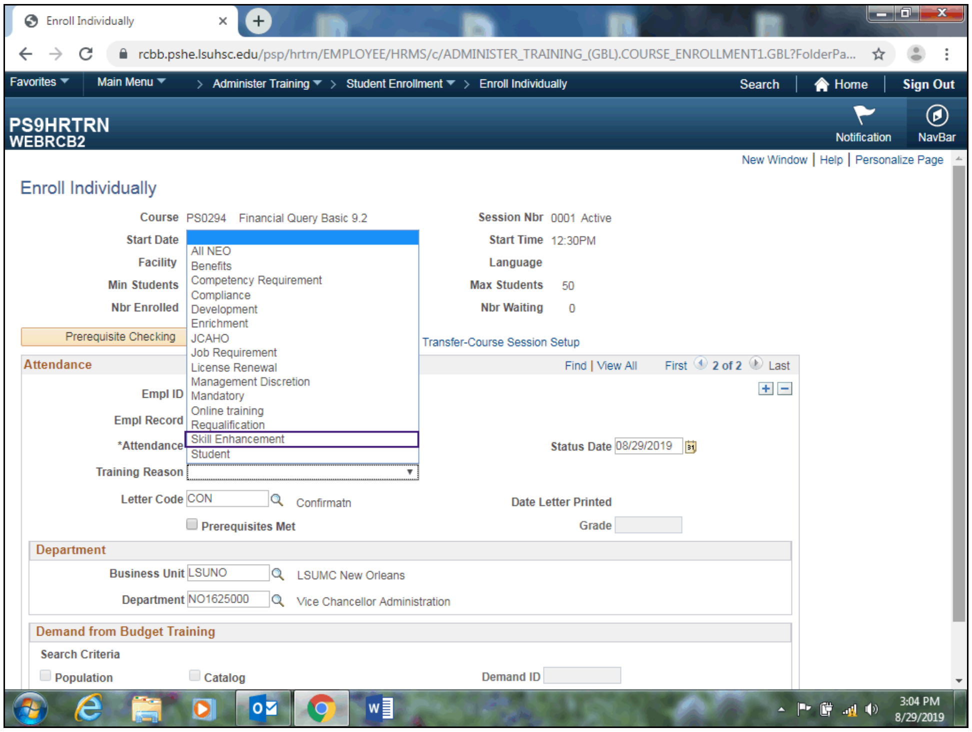
Step	Action
16.	Click the button to the right of the **Attendance** field. 



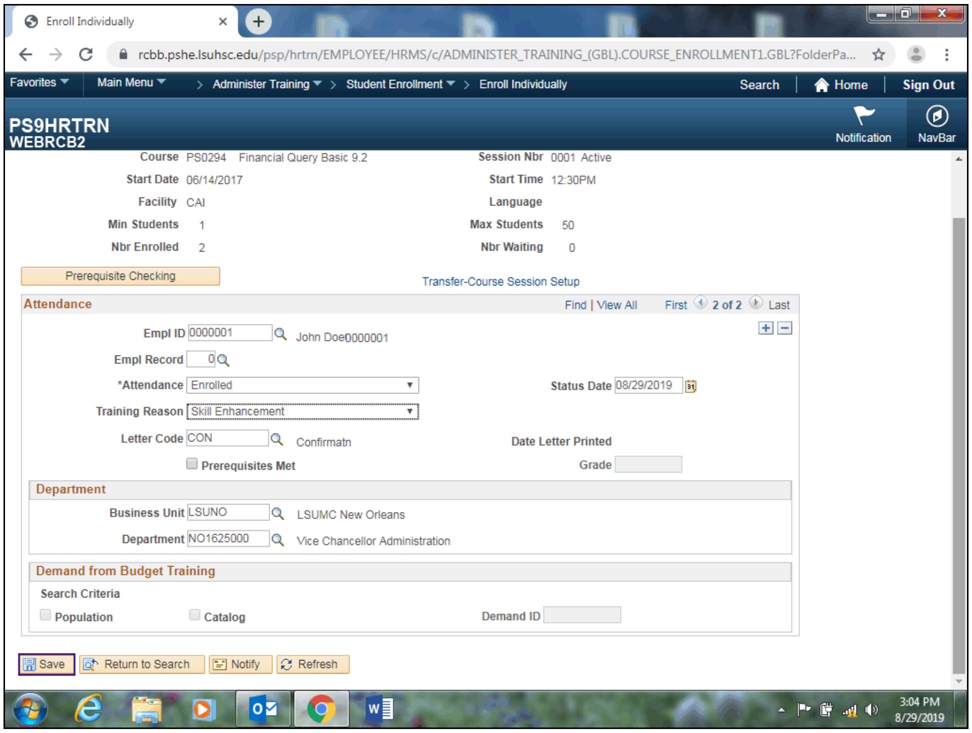
Step	Action
17.	Click the **Enrolled** list item. 

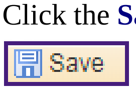


Step	Action
18.	Click the button to the right of the **Training Reason** field. 

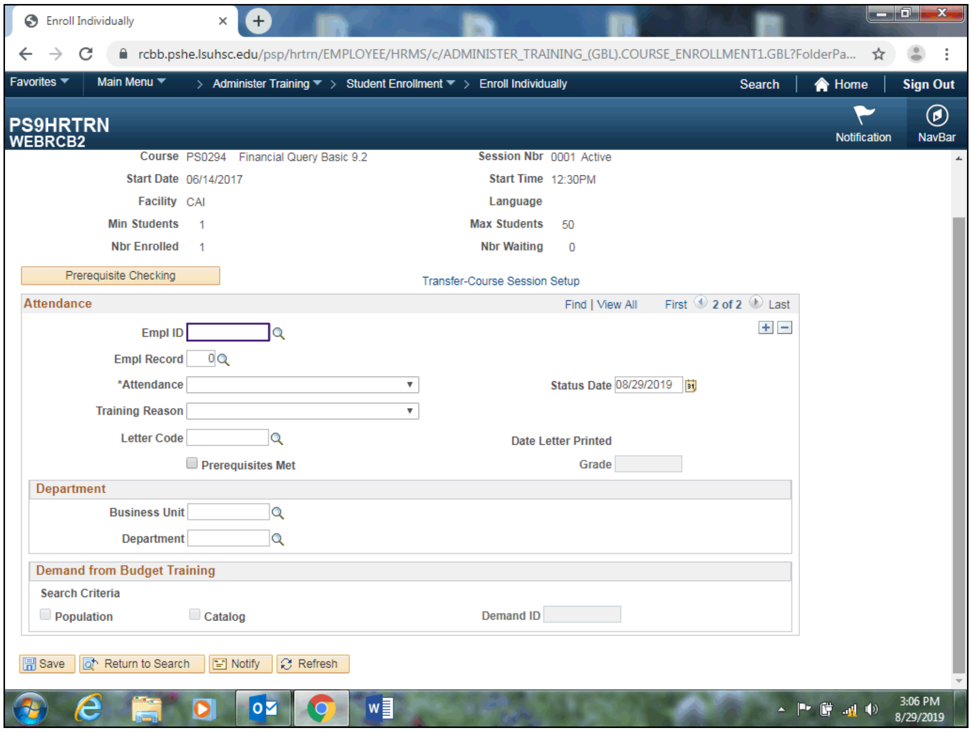


Step	Action
19.	Click the **Skill Enhancement** list item. 

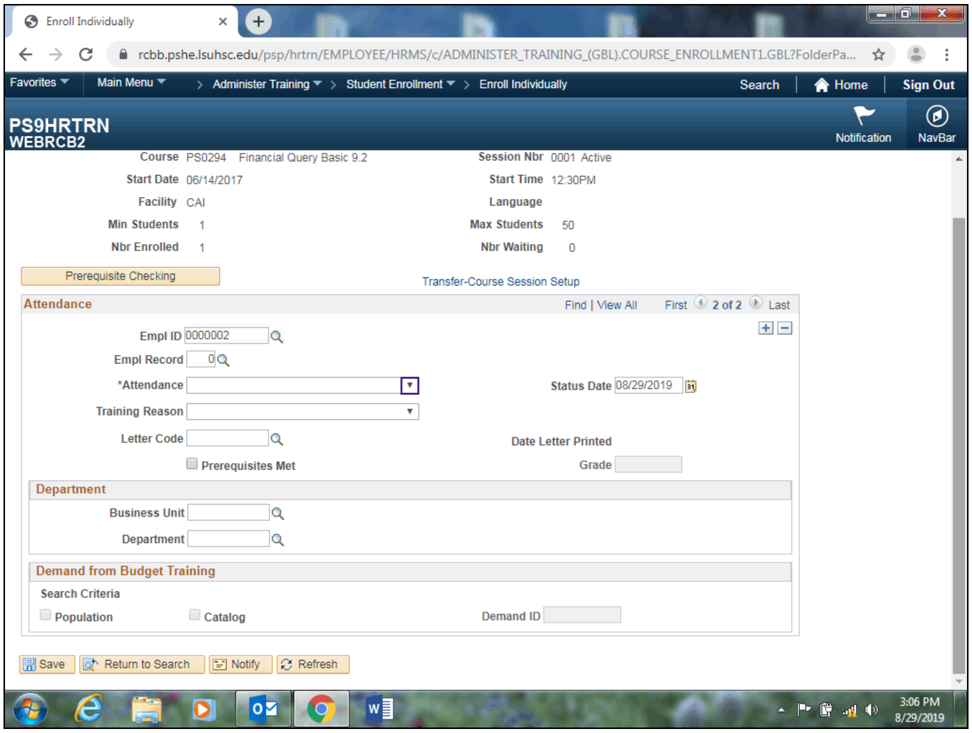


Step	Action
20.	Click the **Save** button. 
21.	A warning message will display if the student has already completed the class for which you have just enrolled him/her. You have already saved the information, so you will have to delete the enrollment to un-enroll the employee from the class. Click the **OK** button. 
22.	Ensure you are the appropriate employee's panel. The system should default you to the appropriate employee's enrollment record. ***NOTE: If you are not defaulted to the appropriate record, use your Show previous row button to locate the record.*** Click the **Delete** button. 
23.	Click the **OK** button. 
24.	Click the **Save** button. 

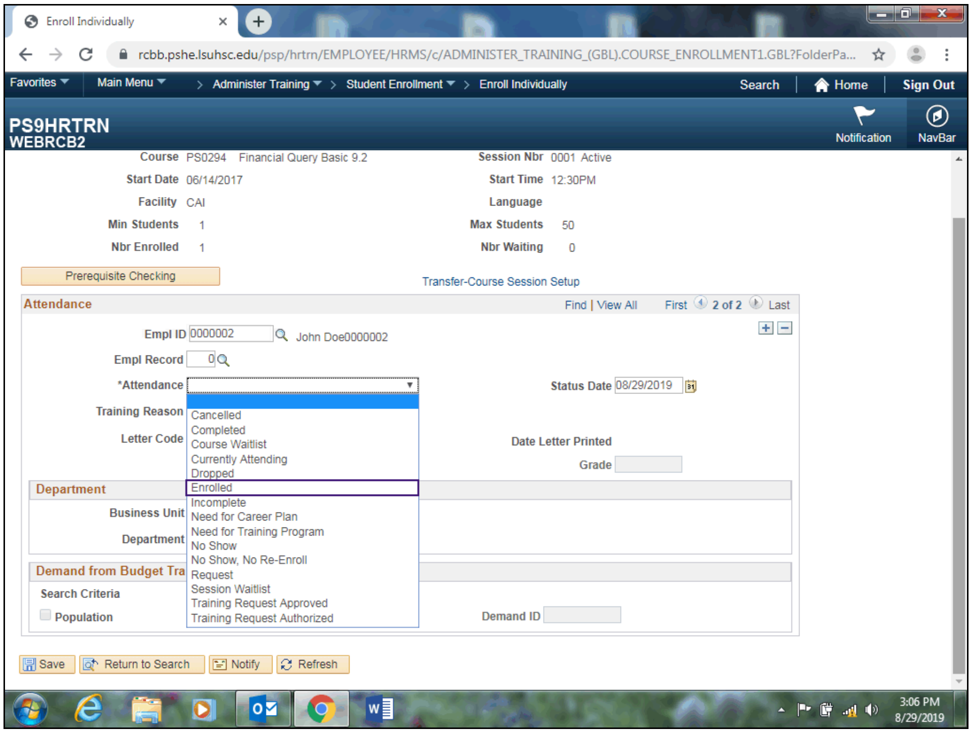
Step	Action
25.	Click the **Add a new row at row 1** button. 



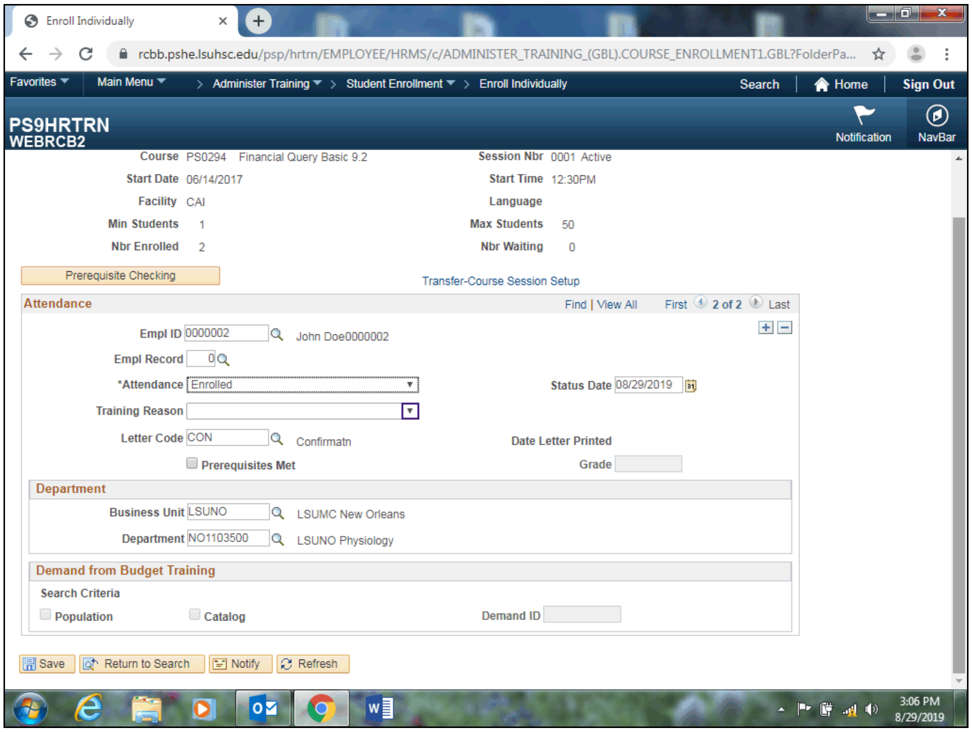
Step	Action
26.	You can either enter the Empl ID directly into the Empl ID field, or click the Look up Empl ID button to search for the employee by Last Name. Enter the desired information into the **Empl ID** field. Enter "**0000002**".



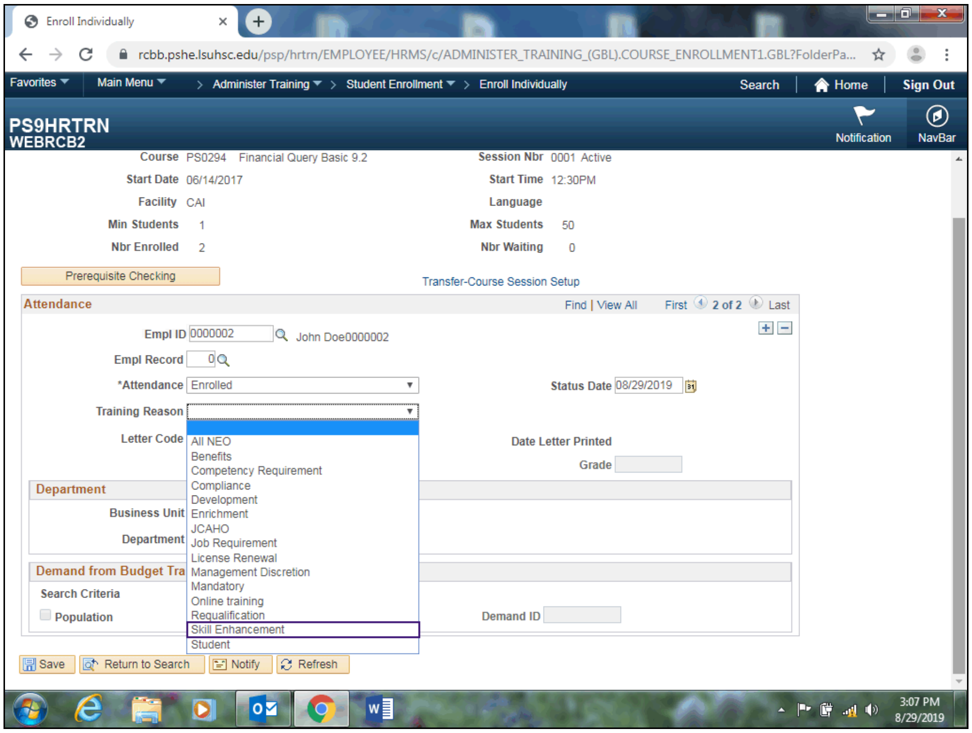
Step	Action
27.	Click the button to the right of the **Attendance** field. 



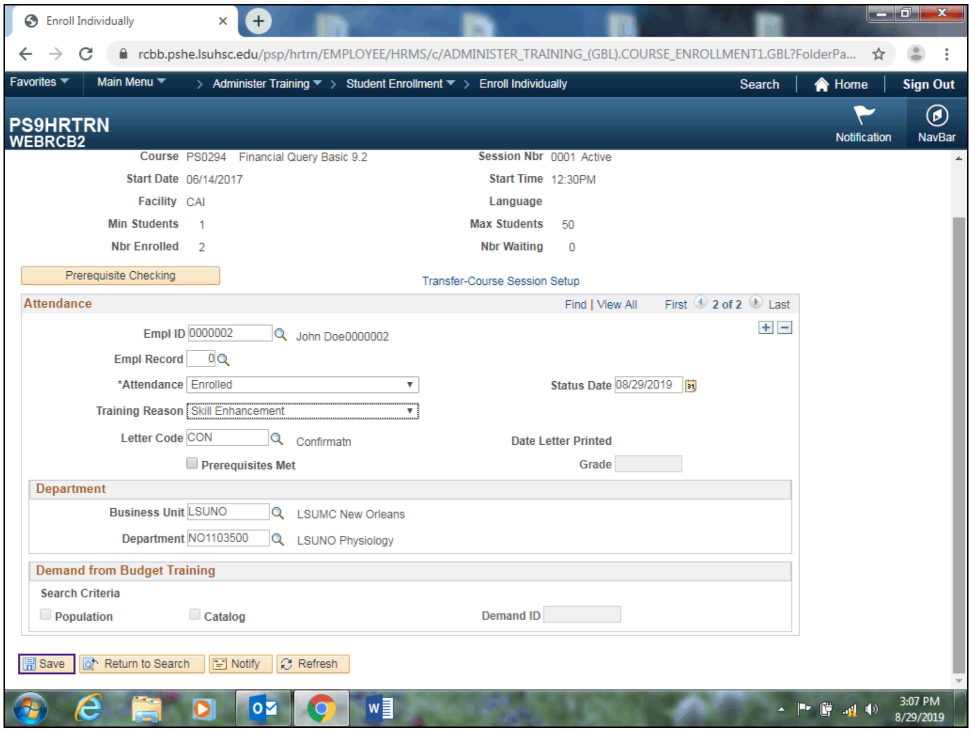
Step	Action
28.	Click the **Enrolled** list item. 



Step	Action
29.	Click the button to the right of the **Training Reason** field. 

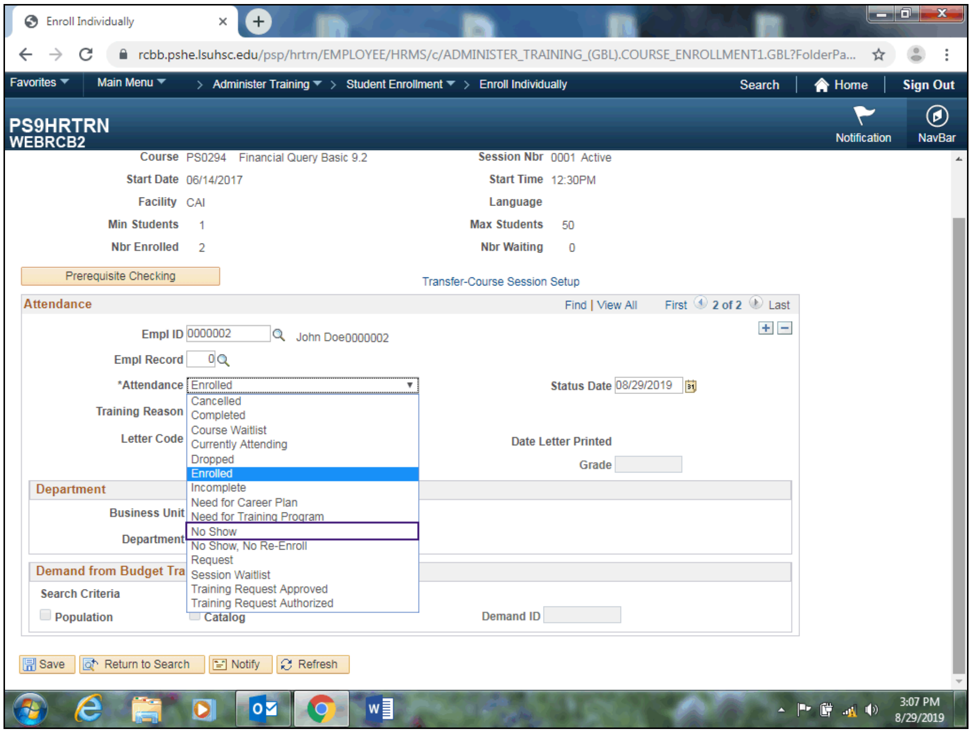


Step	Action
30.	Click the **Skill Enhancement** list item. 

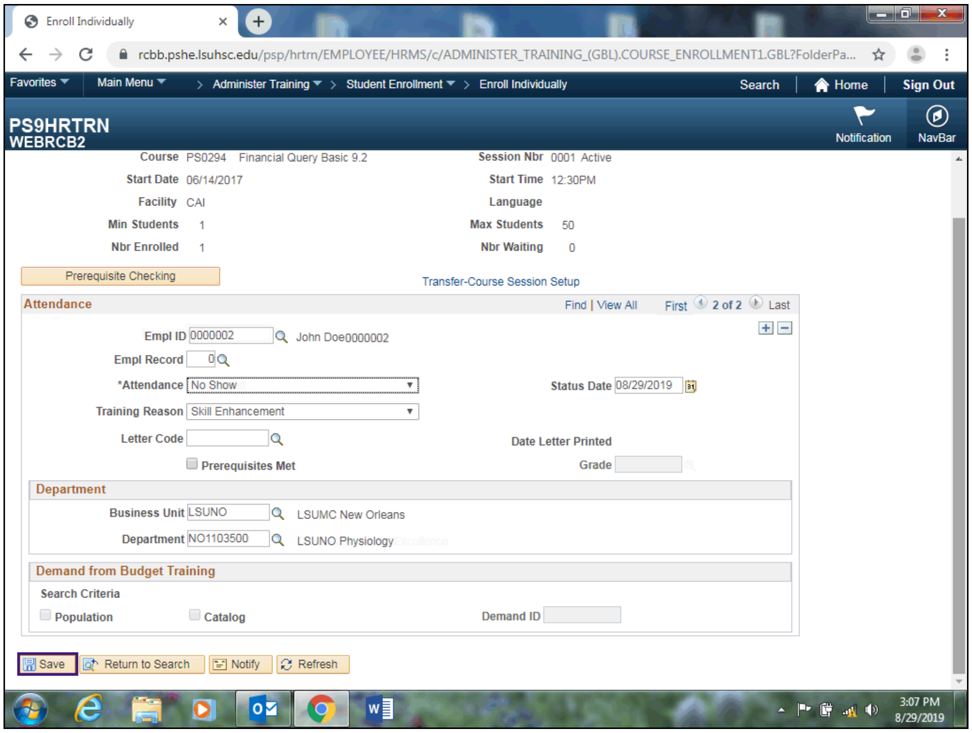


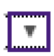
Step	Action
31.	Click the **Save** button. 
32.	You can update the status of enrollees and the course as needed. Anyone with an 'Enrolled' status will be converted to 'Complete' once the course session status is changed to Complete. Click the button to the right of the **Attendance** field. 
33.	If you had any enrollees who had to cancel or reschedule prior to the session, you would change their status to one of the following options: • **Cancelled** • **Course Waitlist** • **Session Waitlist**
34.	If the enrollee did not attend the entire session, you can change the status to '**Incomplete**' or '**Dropped**'.
35.	For enrollees who have completed the course, you do not need to update their status. Their status will automatically be changed to '**Complete**' when you change the course session status.

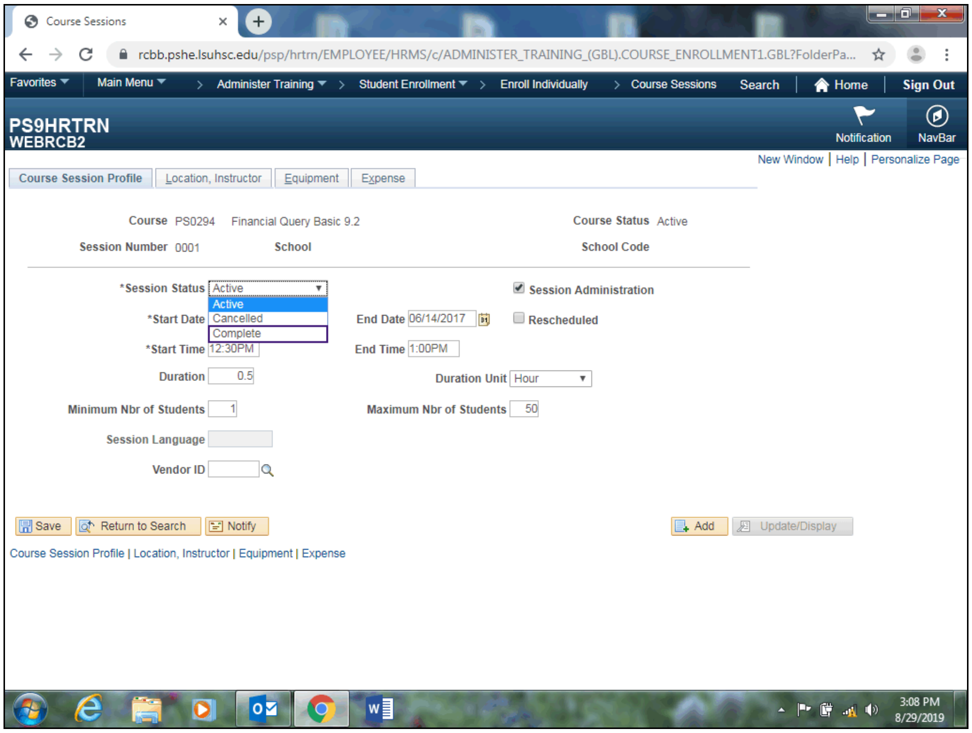
Step	Action
36.	If an enrollee did not show up for class, has not shown up for previous sessions, should not be given any more chances to attend the class, and his/her supervisor has been contacted for disciplinary action, change the status to '**No Show, No Re-Enroll**'.



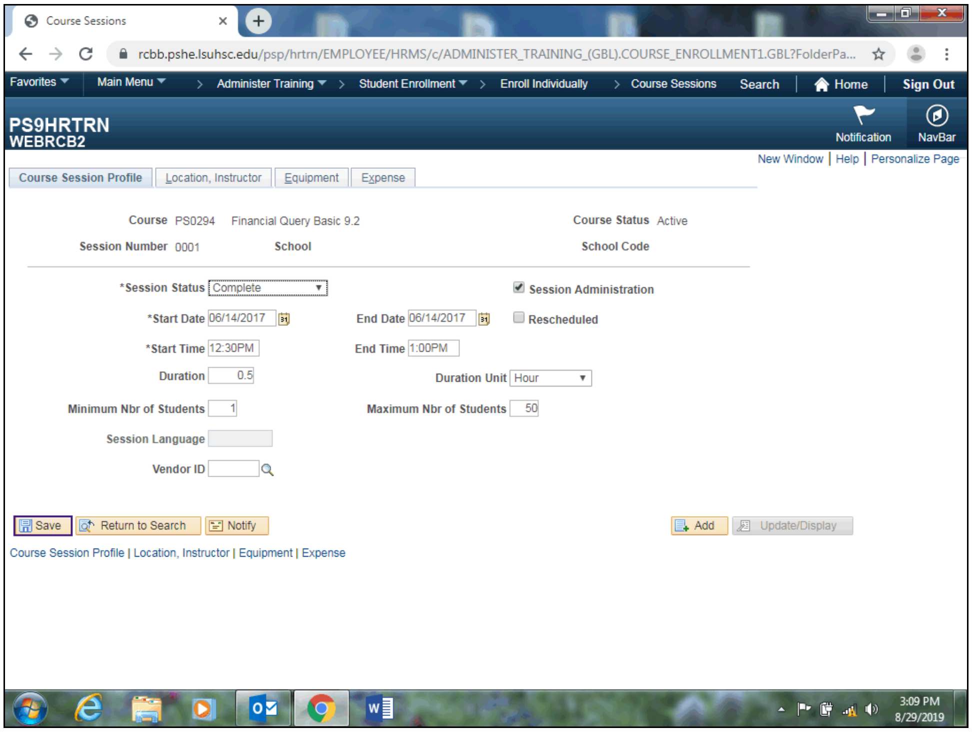
Step	Action
37.	If the enrollee did not show up for the class (no prior notification that s/he would not attend), and you want to reschedule him/her into another session, change the status to "**No Show**". Click the **No Show** list item. 



Step	Action
38.	Click the **Save** button. 
39.	Click the **Transfer-Course Session Setup** link. 
40.	Click the button to the right of the **Session Status** field. 



Step	Action
41.	Click the **Complete** list item. 



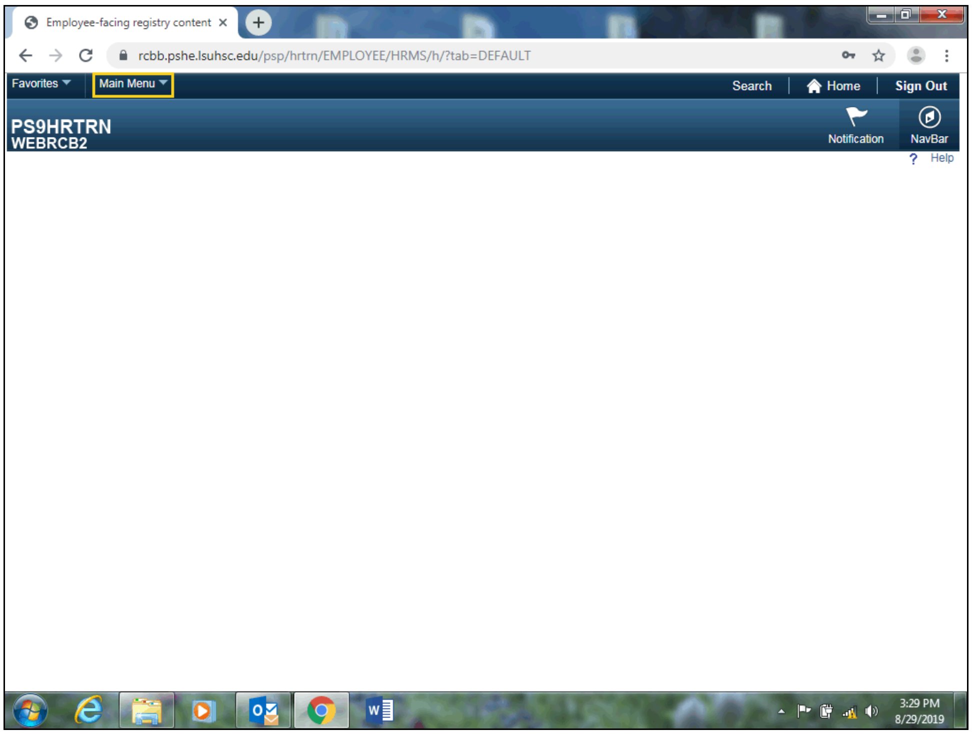
Step	Action
42.	Once saved, the system will update the status of enrolled employees to '**Complete**'. It will also allow you to re-enroll '**No Shows**' into other course/sessions. Click the **Save** button. 
43.	This completes ***Enroll Students Individually***. **End of Procedure.**

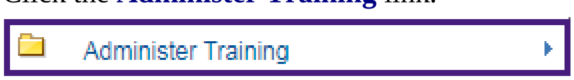
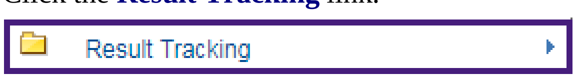
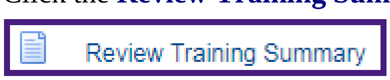
Result Tracking

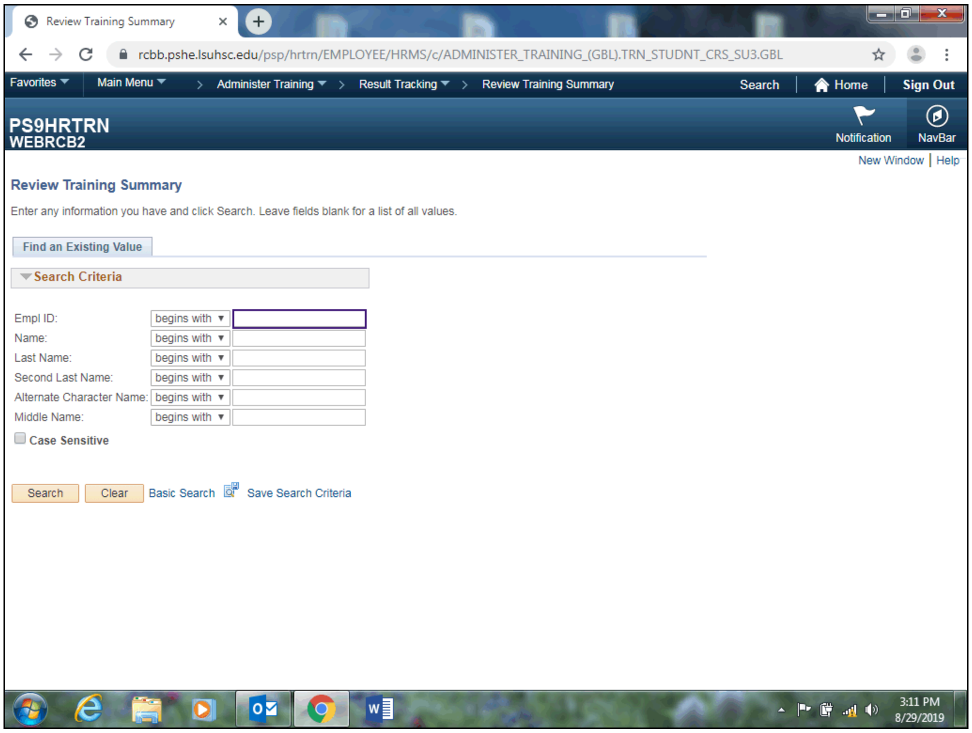
Review Training Summary

Procedure

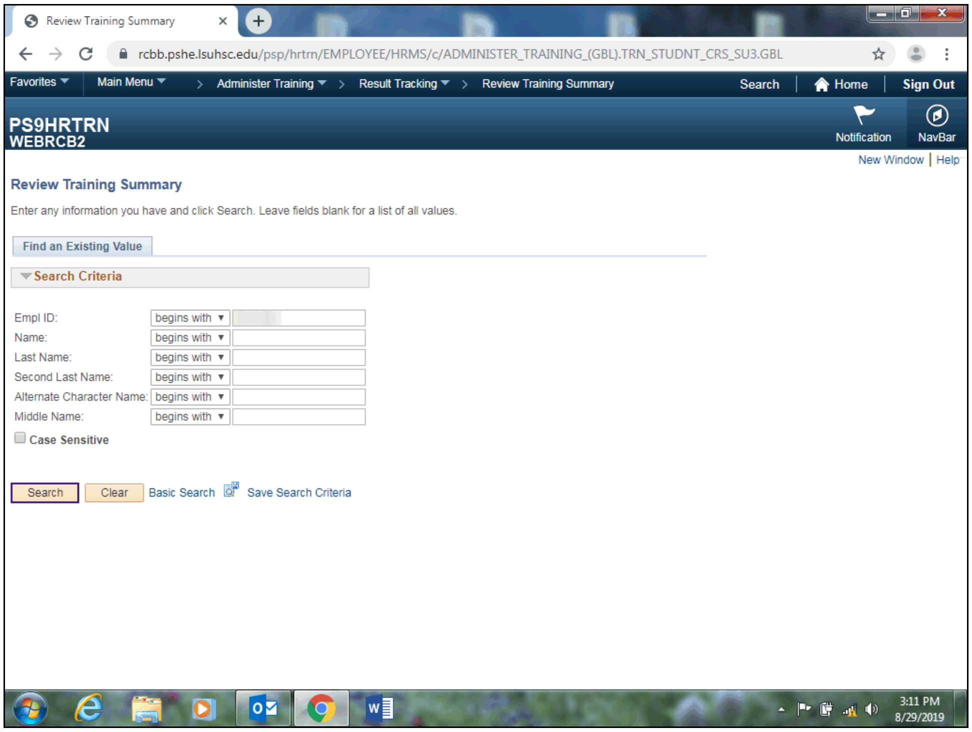
In this topic you will learn how to **Review Training Summary**.



Step	Action
1.	Click the **Main Menu** link. 
2.	Click the **Administer Training** link. 
3.	Click the **Result Tracking** link. 
4.	Click the **Review Training Summary** link. 



Step	Action
5.	Enter the desired information into the **Empl ID** field. Enter "**0000000**".

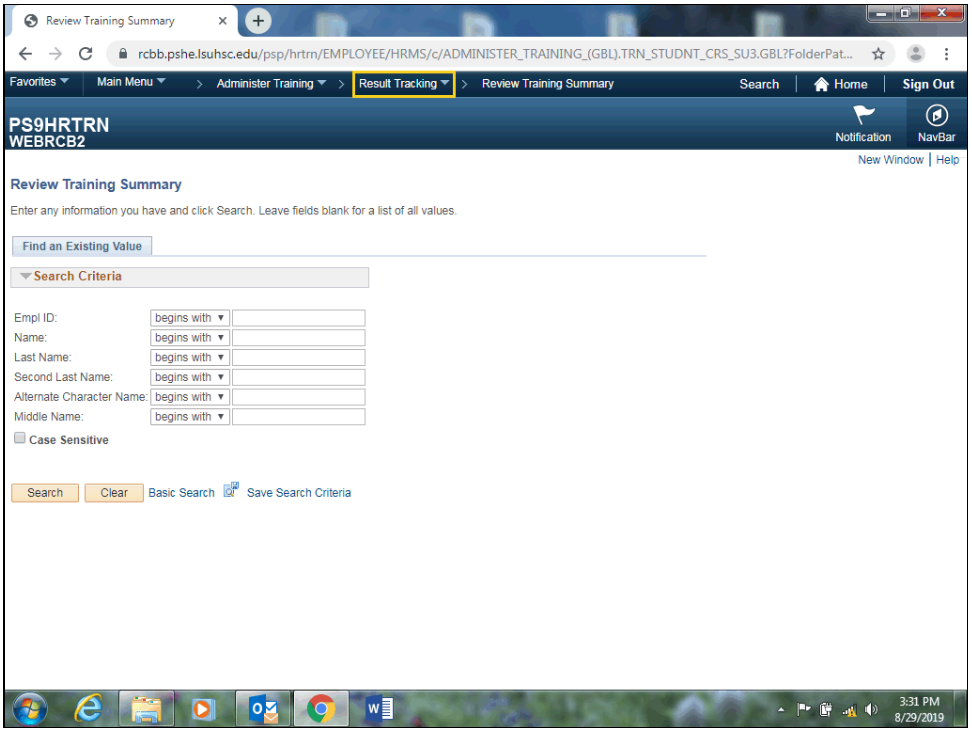


Step	Action
6.	Click the **Search** button. 
7.	A list of Course Codes, Titles, Sessions and Dates display on the Session tab. Click the **Status** tab. 
8.	Employee's course attendance standing displays on the Status tab. Click the **Show all columns** button. 
9.	This completes ***Review Training Summary***. **End of Procedure.**

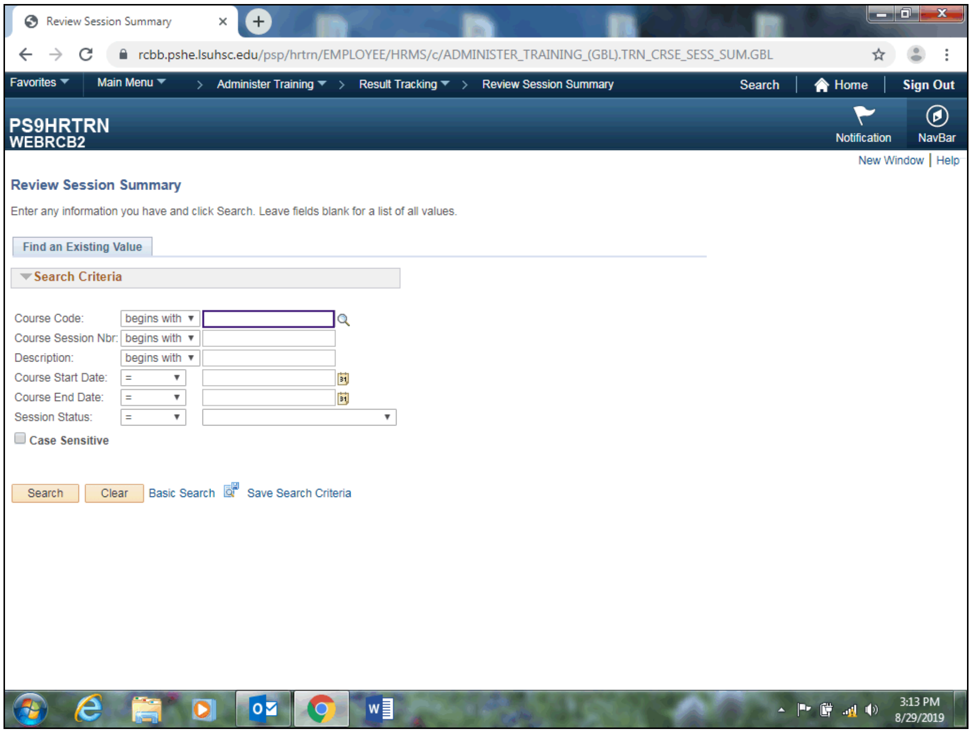
Review Session Summary

Procedure

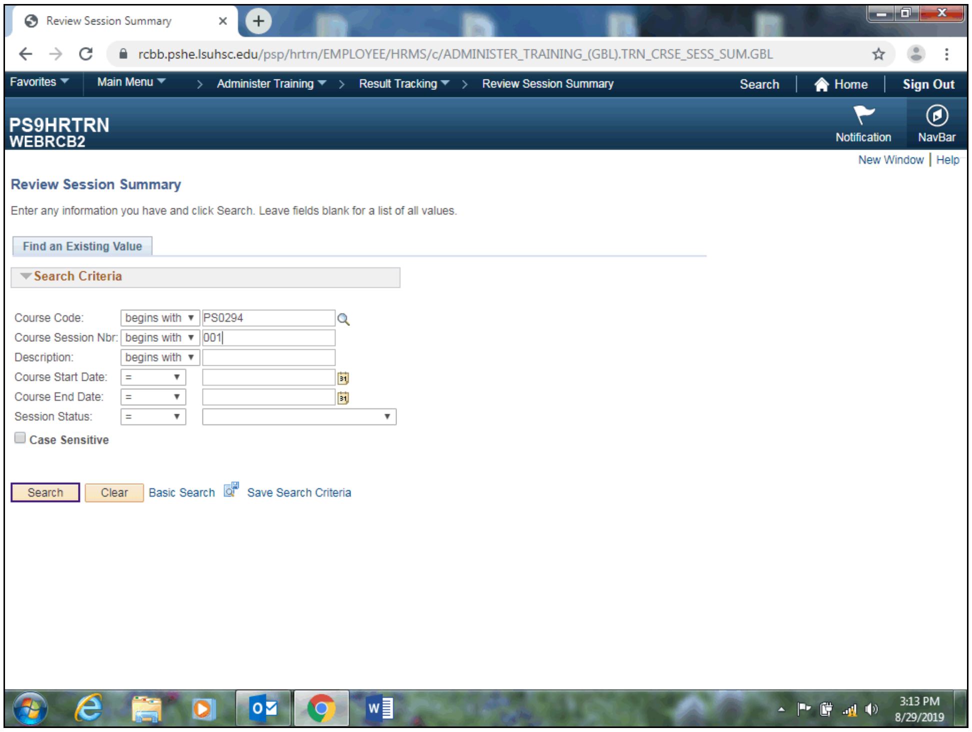
In this topic you will learn how to **Review Session Summary**.



Step	Action
1.	Click the **Result Tracking** link. 
2.	Click the **Review Session Summary** link. 



Step	Action
3.	Enter the desired information into the **Course Code** field. Enter "**PS0294**".
4.	Enter the desired information into the **Course Session Nbr** field. Enter "**001**".



Step	Action
5.	Click the **Search** button. 
6.	Review the Course Session Summary.
7.	This completes ***Review Course Session Summary***. **End of Procedure.**