

How Do I Offer Training to New Hires Immediately

Want to Get That New Employee Safety Training ASAP?



- Want to Train your New Employees now??
- We Hear you and.....
- Safety Skills Sessions Feature Can Help with That!!

Following the steps for Administrators

Step 1: Click on the sessions tab

The screenshot displays the Michigan Technological University administrative dashboard. The top navigation bar includes the university logo, a user profile for Scott Wendt, and a menu with tabs for Home, Users, Courses, Sessions, Edit Assignments, Reports, and My Training. The 'Sessions' tab is currently selected. Below the navigation bar, the 'Assignments and Compliance' section features filters for Groups (All Users), Date Range (Fri, 28 May 2021 - Mon, 28 Jun 2021), and Filter By (Activation Date, Active Users Only). An 'Update' button is present. The 'Assignment Breakdown' is shown as a bar chart with three bars of increasing height. The 'Group Breakdown' table lists: Users In Group (2552), Last Logged In (420), Completed Total (499), and Completed (59.19%). The 'Users' section on the right shows a 'Percentage of Seats Used' gauge at 63.8%, with 2552 Active Users and a total Seat Count of 4000. A 'Getting Started' section is visible at the bottom.

Michigan Technological University

Welcome, Scott Wendt

Home Users Courses **Sessions** Edit Assignments Reports My Training

Assignments and Compliance

Groups: All Users

Date Range: Fri, 28 May 2021 - Mon, 28 Jun 2021

Filter By: Activation Date, Active Users Only

Update

Assignment Breakdown

Group	Count
Group 1	~400
Group 2	~500
Group 3	~850

Group Breakdown

Users In Group	2552
Last Logged In	420
Completed Total	499
Completed	59.19%

Users

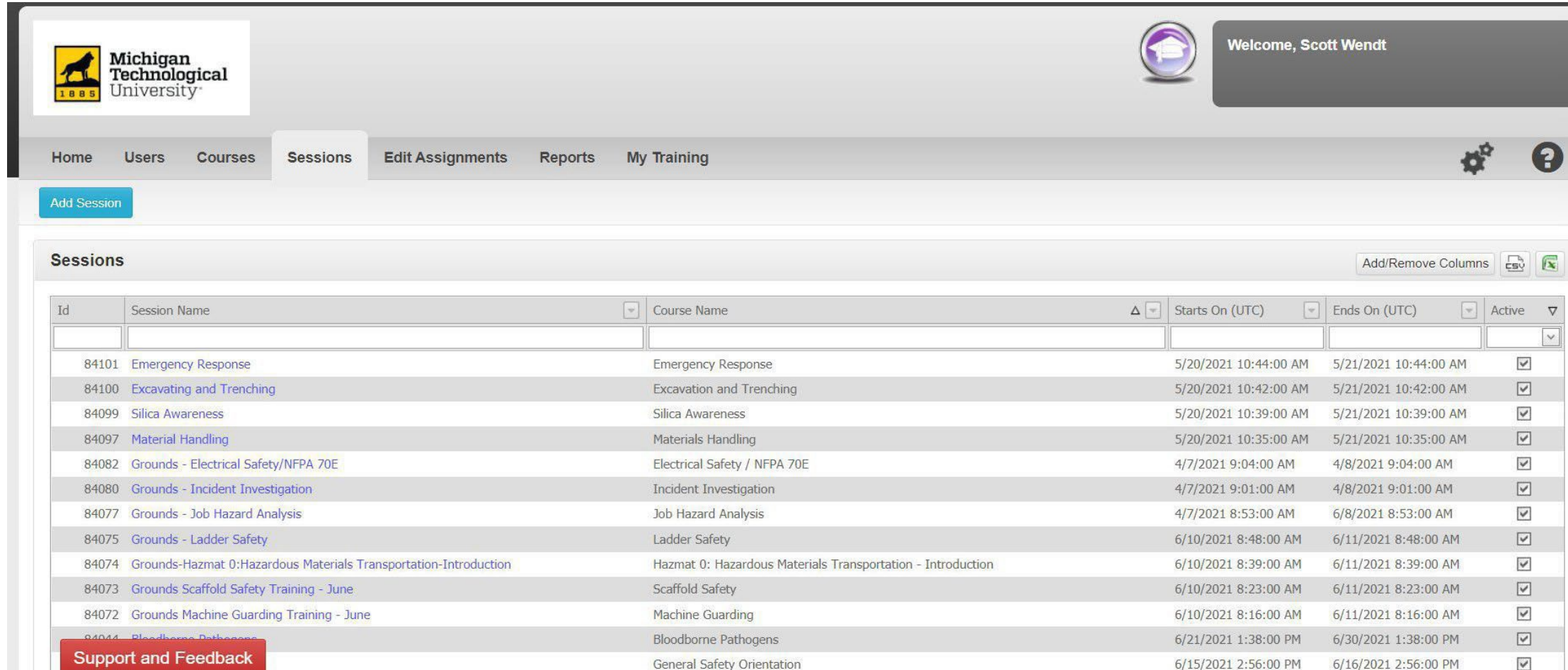
Percentage of Seats Used: 63.8%

Active Users: 2552

Seat Count: 4000

Getting Started

Step 2: Click on the Add Sessions Button



Michigan Technological University

Welcome, Scott Wendt

Home Users Courses **Sessions** Edit Assignments Reports My Training

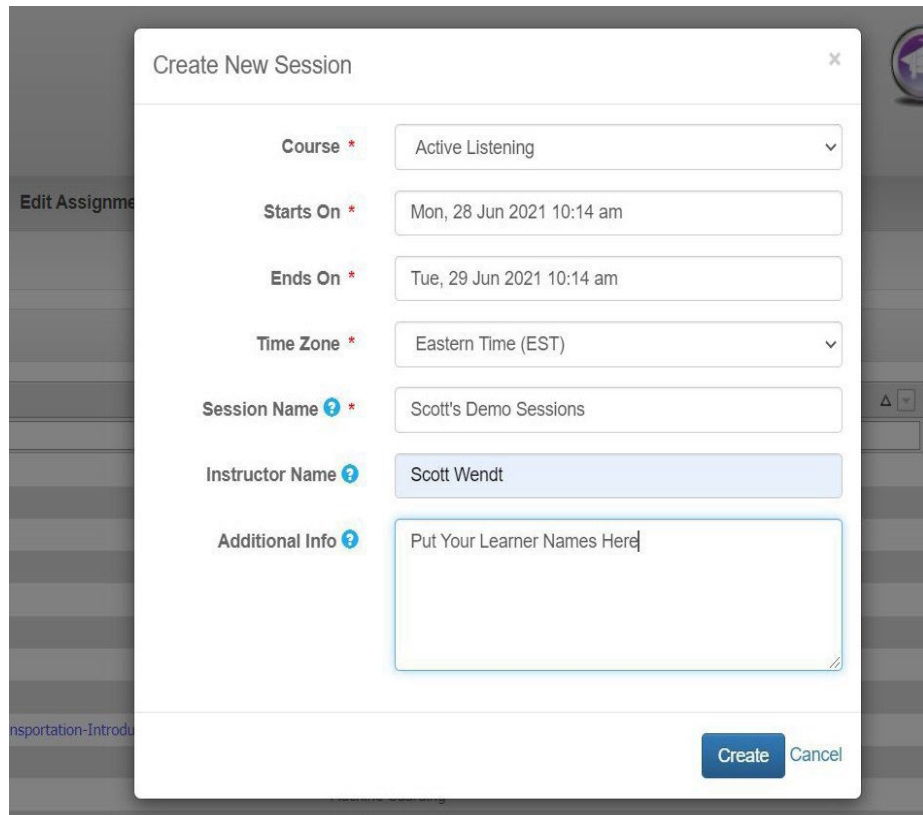
Add Session

Sessions Add/Remove Columns CSV

Id	Session Name	Course Name	Starts On (UTC)	Ends On (UTC)	Active
84101	Emergency Response	Emergency Response	5/20/2021 10:44:00 AM	5/21/2021 10:44:00 AM	<input checked="" type="checkbox"/>
84100	Excavating and Trenching	Excavation and Trenching	5/20/2021 10:42:00 AM	5/21/2021 10:42:00 AM	<input checked="" type="checkbox"/>
84099	Silica Awareness	Silica Awareness	5/20/2021 10:39:00 AM	5/21/2021 10:39:00 AM	<input checked="" type="checkbox"/>
84097	Material Handling	Materials Handling	5/20/2021 10:35:00 AM	5/21/2021 10:35:00 AM	<input checked="" type="checkbox"/>
84082	Grounds - Electrical Safety/NFPA 70E	Electrical Safety / NFPA 70E	4/7/2021 9:04:00 AM	4/8/2021 9:04:00 AM	<input checked="" type="checkbox"/>
84080	Grounds - Incident Investigation	Incident Investigation	4/7/2021 9:01:00 AM	4/8/2021 9:01:00 AM	<input checked="" type="checkbox"/>
84077	Grounds - Job Hazard Analysis	Job Hazard Analysis	4/7/2021 8:53:00 AM	6/8/2021 8:53:00 AM	<input checked="" type="checkbox"/>
84075	Grounds - Ladder Safety	Ladder Safety	6/10/2021 8:48:00 AM	6/11/2021 8:48:00 AM	<input checked="" type="checkbox"/>
84074	Grounds-Hazmat 0:Hazardous Materials Transportation-Introduction	Hazmat 0: Hazardous Materials Transportation - Introduction	6/10/2021 8:39:00 AM	6/11/2021 8:39:00 AM	<input checked="" type="checkbox"/>
84073	Grounds Scaffold Safety Training - June	Scaffold Safety	6/10/2021 8:23:00 AM	6/11/2021 8:23:00 AM	<input checked="" type="checkbox"/>
84072	Grounds Machine Guarding Training - June	Machine Guarding	6/10/2021 8:16:00 AM	6/11/2021 8:16:00 AM	<input checked="" type="checkbox"/>
84044	Bloodborne Pathogens	Bloodborne Pathogens	6/21/2021 1:38:00 PM	6/30/2021 1:38:00 PM	<input checked="" type="checkbox"/>
	Support and Feedback	General Safety Orientation	6/15/2021 2:56:00 PM	6/16/2021 2:56:00 PM	<input checked="" type="checkbox"/>

Step 3: Create New Sessions

- Select the course
- Enter the start date
- Enter the end date (at least one day after the start date)
- Select the time zone (probably eastern)
- Name your session (include department name)
- Enter instructor name
- Enter any additional information
- Click the create button



The screenshot shows a 'Create New Session' dialog box with the following fields and values:



- Course ***: Active Listening
- Starts On ***: Mon, 28 Jun 2021 10:14 am
- Ends On ***: Tue, 29 Jun 2021 10:14 am
- Time Zone ***: Eastern Time (EST)
- Session Name ? ***: Scott's Demo Sessions
- Instructor Name ?**: Scott Wendt
- Additional Info ?**: Put Your Learner Names Here

At the bottom right, there are two buttons: 'Create' and 'Cancel'.



Step 4: Click on the New Sessions Link

A New Training Program will Appear on the Available Sessions List

Click on it!!!

Home Users Courses **Sessions** Edit Assignments Reports My Training  

[Add Session](#)

Sessions [Add/Remove Columns](#)  

Id	Session Name	Course Name	Starts On (UTC)	Ends On (UTC)	Active
84289	Scott's Demo Sessions	Active Listening	6/28/2021 10:14:00 AM	6/29/2021 10:14:00 AM	<input checked="" type="checkbox"/>
84101	Emergency Response	Emergency Response	5/20/2021 10:44:00 AM	5/21/2021 10:44:00 AM	<input checked="" type="checkbox"/>
84100	Excavating and Trenching	Excavation and Trenching	5/20/2021 10:42:00 AM	5/21/2021 10:42:00 AM	<input checked="" type="checkbox"/>
84099	Silica Awareness	Silica Awareness	5/20/2021 10:39:00 AM	5/21/2021 10:39:00 AM	<input checked="" type="checkbox"/>
84097	Material Handling	Materials Handling	5/20/2021 10:35:00 AM	5/21/2021 10:35:00 AM	<input checked="" type="checkbox"/>
84082	Grounds - Electrical Safety/NFPA 70E	Electrical Safety / NFPA 70E	4/7/2021 9:04:00 AM	4/8/2021 9:04:00 AM	<input checked="" type="checkbox"/>
84080	Grounds - Incident Investigation	Incident Investigation	4/7/2021 9:01:00 AM	4/8/2021 9:01:00 AM	<input checked="" type="checkbox"/>
84077	Grounds - Job Hazard Analysis	Job Hazard Analysis	4/7/2021 8:53:00 AM	6/8/2021 8:53:00 AM	<input checked="" type="checkbox"/>
84075	Grounds - Ladder Safety	Ladder Safety	6/10/2021 8:48:00 AM	6/11/2021 8:48:00 AM	<input checked="" type="checkbox"/>

Step 5: Click on the Launch Course Button

The screenshot shows a web application interface for editing a session. The top navigation bar includes links for Home, Users, Courses, Sessions, Edit Assignments, Reports, and My Training. The main content area is divided into two columns.

Edit Session (Left Column):

- Course Name:** Active Listening
- Starts On *:** Mon, 28 Jun 2021 10:14 am
- Ends On *:** Tue, 29 Jun 2021 10:14 am
- Time Zone *:** Eastern Time (EST)
- Session Name *:** Scott's Demo Sessions
- Instructor Name ?:** Scott Wendt
- Additional Info:** Put Your Learner Names Here

Buttons: Close, Delete, Save, Export Calendar Reminder

Group Mode Training (Right Column):

- Launch Course:** (Green button)
- English:** Print Test, Print Answer Key

Attachments (Right Column):

- Buttons: Create & Associate, Associate
- Text: Name
- Text: There are no attachment associations

Filter All Grids By Group (Right Column):

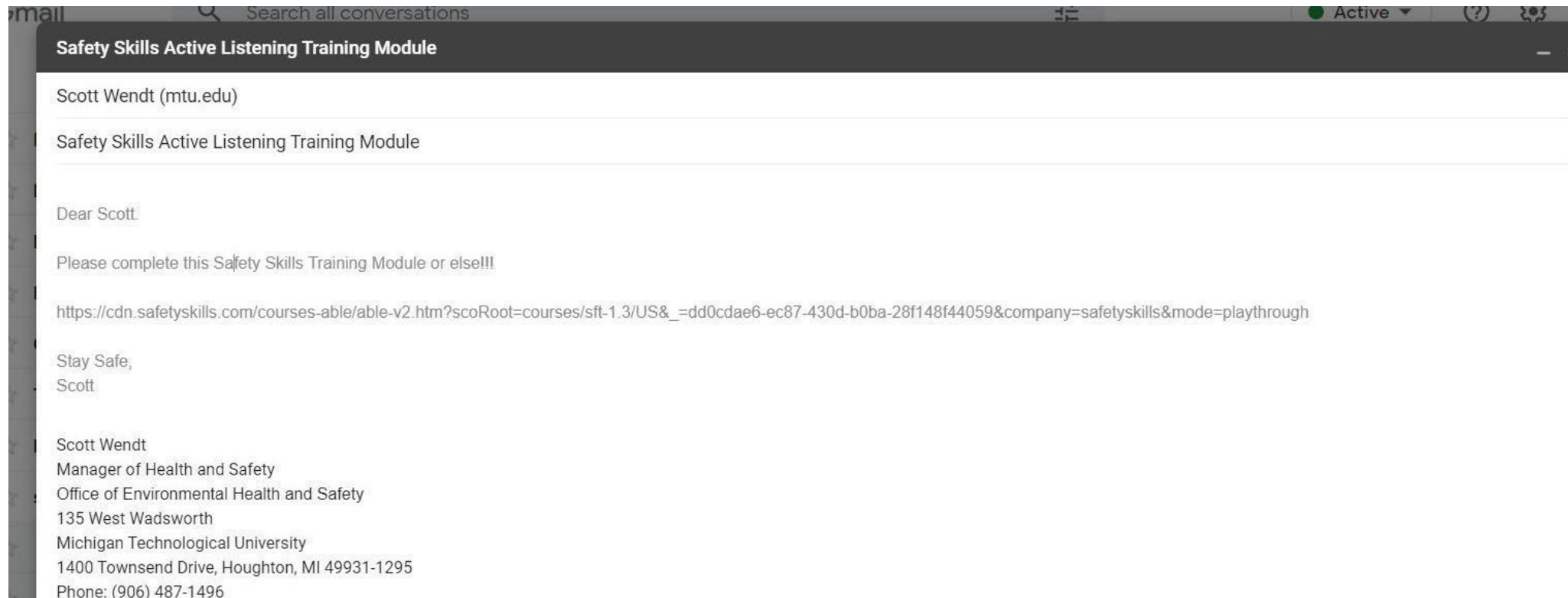
- Dropdown: All Users
- Button: Filter

Support and Feedback (Bottom Left):

Step 7: Copy the URL from the Address Bar



Step 8: Paste the URL from the Address Bar into an Email for your Learner



Step 9: The Learner will be able to Complete the Training on any Device!!!

Congratulations!

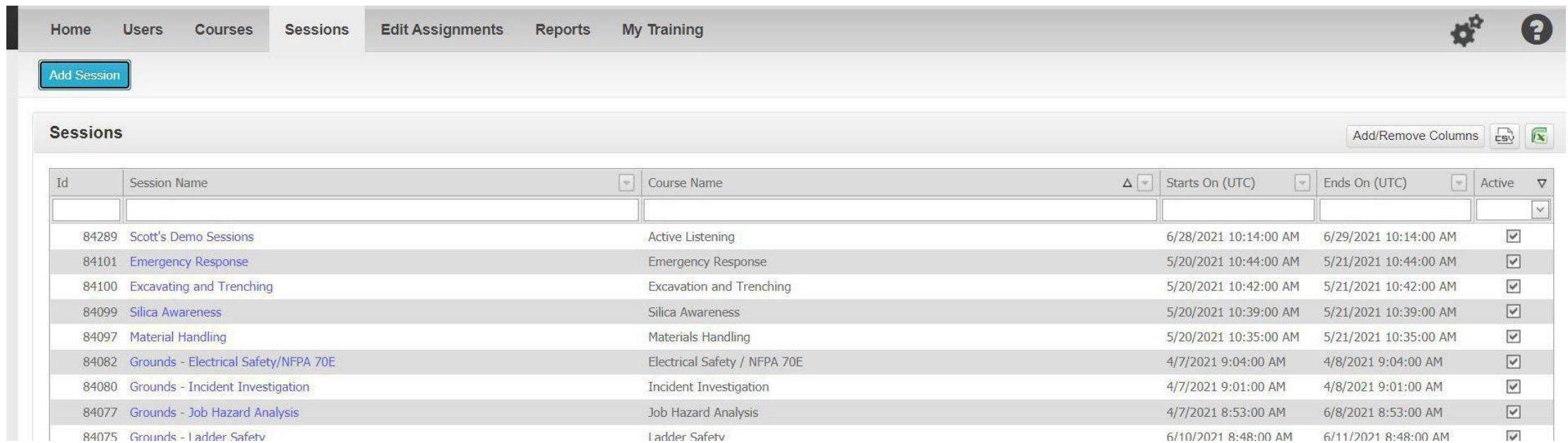
you have completed your

Active Listening

training course

Step 9: Once the Learner is Added to the System

- A. Reopen the Sessions Tab
- B. Click on Your Session



Id	Session Name	Course Name	Starts On (UTC)	Ends On (UTC)	Active
84289	Scott's Demo Sessions	Active Listening	6/28/2021 10:14:00 AM	6/29/2021 10:14:00 AM	<input checked="" type="checkbox"/>
84101	Emergency Response	Emergency Response	5/20/2021 10:44:00 AM	5/21/2021 10:44:00 AM	<input checked="" type="checkbox"/>
84100	Excavating and Trenching	Excavation and Trenching	5/20/2021 10:42:00 AM	5/21/2021 10:42:00 AM	<input checked="" type="checkbox"/>
84099	Silica Awareness	Silica Awareness	5/20/2021 10:39:00 AM	5/21/2021 10:39:00 AM	<input checked="" type="checkbox"/>
84097	Material Handling	Materials Handling	5/20/2021 10:35:00 AM	5/21/2021 10:35:00 AM	<input checked="" type="checkbox"/>
84082	Grounds - Electrical Safety/NFPA 70E	Electrical Safety / NFPA 70E	4/7/2021 9:04:00 AM	4/8/2021 9:04:00 AM	<input checked="" type="checkbox"/>
84080	Grounds - Incident Investigation	Incident Investigation	4/7/2021 9:01:00 AM	4/8/2021 9:01:00 AM	<input checked="" type="checkbox"/>
84077	Grounds - Job Hazard Analysis	Job Hazard Analysis	4/7/2021 8:53:00 AM	6/8/2021 8:53:00 AM	<input checked="" type="checkbox"/>
84075	Grounds - Ladder Safety	Ladder Safety	6/10/2021 8:48:00 AM	6/11/2021 8:48:00 AM	<input checked="" type="checkbox"/>

Step 10: Find the Learner using the Filters

Instructor Name ?

Additional Info

Name

There are no attachment associations

Filter All Grids By Group

Users That Have Not Attended

Add / Remove Columns

<input type="checkbox"/>	Login	First Name	Last Name	Email
<input type="checkbox"/>	srwendt	Scott	Wendt	srwendt@mtu.edu

Page: 1 of 1 (1 items) Records per page: 25

Contains([Last Name], 'wendt')

Attendances

Add / Remove Columns

Login	First Name	Last Name	Email	Attended On	Total Time

Step 11: Select the User Name

Additional Info

There are no attachment associations

Filter All Grids By Group

All Users

Filter

Save

Export Calendar Reminder

Users That Have Not Attended

Mark As Attended

Add / Remove Columns

<input type="checkbox"/>	Login	First Name	Last Name	Email
<input type="checkbox"/>			wendt	
<input checked="" type="checkbox"/>	srwendt	Scott	Wendt	srwendt@mtu.edu

First Prev Page: 1 of 1 (1 items) Next Last

Records per page: 25

Contains([Last Name], 'wendt') [Clear](#)

Attendances

Add / Remove Columns

Login	First Name	Last Name	Email	Attended On	Total Time

Step 12: Click the Mark as Attended Button

Additional Info

There are no attachment associations

Filter All Grids By Group

All Users Filter

Users That Have Not Attended Mark As Attended



Add / Remove Columns

<input type="checkbox"/>	Login	First Name	Last Name	Email
<input type="checkbox"/>			wendt	
<input checked="" type="checkbox"/>	srwendt	Scott	Wendt	srwendt@mtu.edu

First Prev Page: 1 of 1 (1 items) Next Last Records per page: 25

Contains([Last Name], 'wendt') Clear

Attendances

Add / Remove Columns  

Login	First Name	Last Name	Email	Attended On	Total Time

Step 13: Complete the “Mark Users As Attending This Session” Pop Up



dates may or may not adjust based on your automatic assigning settings.

3. If a user does not have a current assignment for the session's course, this action will create an assignment for the course and mark it as complete with the activation date and due date aligning with the date you select for attended on date. A new assignment may or may not be made for the future depending on your automatic assigning settings.

4. Please note, actions performed on this page **will not** edit assignments that are already 'completed' or 'passed'. If a user has already been marked as attended for this session, you cannot mark them attended again or edit their initial completion date or total time.

To complete 1 assignment(s), please type the number in the space provided below. If the number of users does not match your intended number of effected assignments, please cancel this action and review the number of users you have selected.

Number of Attended *
Please enter the correct number of completions.

Attended On *

Total Training Hours *

I confirm the list of selected users is correct and this action cannot be undone. I acknowledge that marking users as attended will incur a cost should I need to reverse this action.

Safety Skills Will Show the Assignment Marked as Complete for Learner

Last Login: Mon, 28 Jun 2021 01:13 PM Title: Health and Safety Manager

[Save Changes](#)



Attachments

[Add Association](#)

Name

There are no attachment associations

Assignment History

[Add/Remove Columns](#) [Show Unassignments](#)  

Drag a column header here to group by that column

Course Name	Activates On	Due On (UTC)	Completed On (UTC)	Total Time	Lesson Status	Last Accessed On (UTC)	Assignment Type	Available	Session Id	Actions
Active Listening	1/21/2021 9:53:00 AM	1/21/2021 11:59:00 PM	1/21/2021 9:53:00 AM	0001:00:00	passed		Manual	Offline		View View Certificate
Coronavirus (COVID-19) Prevention in the Workplace	5/27/2020 12:00:00 AM	6/4/2020 11:59:00 PM	5/27/2020 6:46:00 PM	0000:20:01	passed	5/27/2020 6:26:00 PM	Manual	Online		View Certificate
General Safety Orientation	3/1/2021 12:00:00 AM	3/31/2021 11:59:00 PM	3/24/2021 4:18:00 PM	0000:23:34	passed	3/24/2021 3:54:00 PM	Manual	Online		View Certificate
OSHA Reporting & Recordkeeping	4/26/2021 12:00:00 AM	5/3/2021 11:59:00 PM	4/27/2021 11:43:00 AM	0000:29:19	passed	4/27/2021 11:13:00 AM	Manual	Online		View Certificate

[Support and Feedback](#)

Any Questions or Need Help???



We are Here to Help!!

Just Email: ehs-help@mtu.edu