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

Step 2: Click on the Add Sessions Button

Step 3: Create New Sessions

- Select the course

- Enter the start date

- Enter the end date (at lease 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

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	⚙	❓
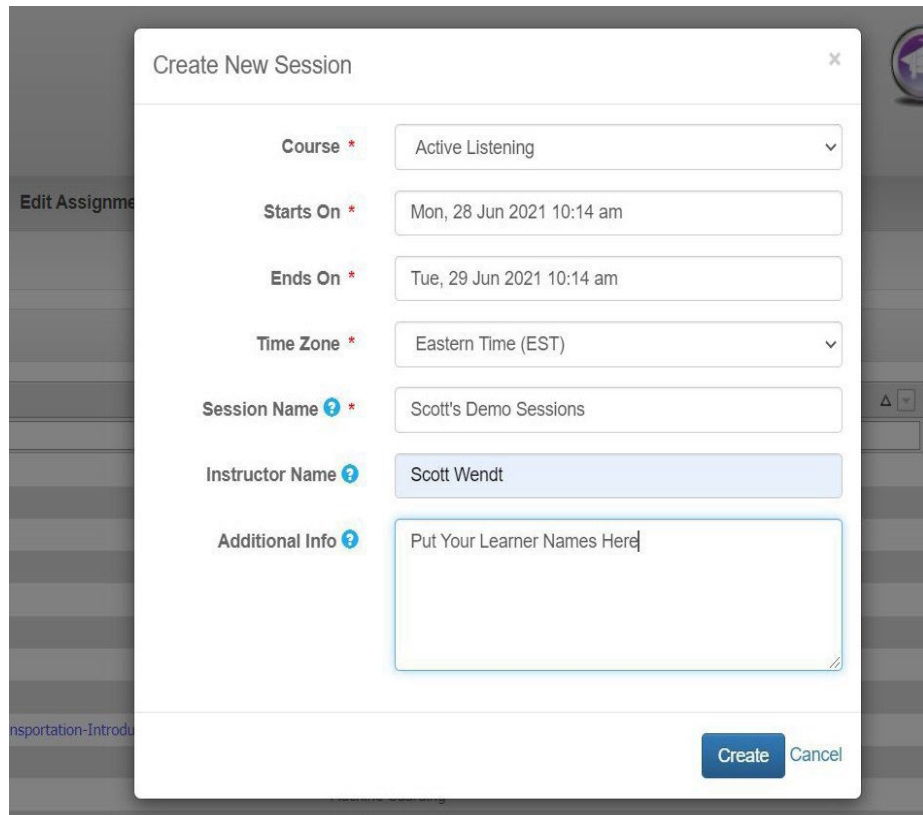
Add Session

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	☑
84101	Emergency Response	Emergency Response	5/20/2021 10:44:00 AM	5/21/2021 10:44:00 AM	☑
84100	Excavating and Trenching	Excavation and Trenching	5/20/2021 10:42:00 AM	5/21/2021 10:42:00 AM	☑
84099	Silica Awareness	Silica Awareness	5/20/2021 10:39:00 AM	5/21/2021 10:39:00 AM	☑
84097	Material Handling	Materials Handling	5/20/2021 10:35:00 AM	5/21/2021 10:35:00 AM	☑
84082	Grounds - Electrical Safety/NFPA 70E	Electrical Safety / NFPA 70E	4/7/2021 9:04:00 AM	4/8/2021 9:04:00 AM	☑
84080	Grounds - Incident Investigation	Incident Investigation	4/7/2021 9:01:00 AM	4/8/2021 9:01:00 AM	☑
84077	Grounds - Job Hazard Analysis	Job Hazard Analysis	4/7/2021 8:53:00 AM	6/8/2021 8:53:00 AM	☑
84075	Grounds - Ladder Safety	Ladder Safety	6/10/2021 8:48:00 AM	6/11/2021 8:48:00 AM	☑

Step 5: Click on the Launch Course Button

Step 7: Copy the URL from the Address Bar

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

Safety Skills Active Listening Training Module

Scott Wendt (mtu.edu)

Safety Skills Active Listening Training Module

Dear Scott,

Please complete this Safety Skills Training Module or else!!!

https://cdn.safetyskills.com/courses-able/able-v2.htm?scoRoot=courses/sft-1.3/US&_=dd0cdae6-ec87-430d-b0ba-28f148f44059&company=safetyskills&mode=playthrough

Stay Safe,
Scott

Scott Wendt
Manager of Health and Safety
Office of Environmental Health and Safety
135 West Wadsworth
Michigan Technological University
1400 Townsend Drive, Houghton, MI 49931-1295
Phone: (906) 487-1496

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

Step 9: Once the Learner is Added to the System

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

Step 10:Find the Learner using the Filters

Step 11:Select the User Name

Step 12:Click the Mark as Attended Button

Additional Info

There are no attachment associations

Filter All Grids By Group

Save   Export Calendar Reminder   All Users   Filter

Users That Have Not Attended   Mark As Attended

Add / Remove Columns

☐	Login	△ ▽	First Name	△ ▽	Last Name	△ ▽	Email	▽
					wendt			
☑	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

Safety Skills Will Show the Assignment Marked as Complete for Learner

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

Save Changes

Attachments   Add Association

Name

There are no attachment associations

Assignment History Add/Remove Columns   Show Unassignments csv

Drag a column header here to group by that column

Course Name △	Activates On	Due On (UTC	Completed On (U	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		None 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		None View Certificate
OSHA Reporting & Recordkeeping	4/26/2021 12:00:00	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		None View Certificate
Support and Feedback	/2020		12/2/2020							

Any Questions or Need Help???

We are Here to Help!!

Just Email: ehs-help@mtu.edu