



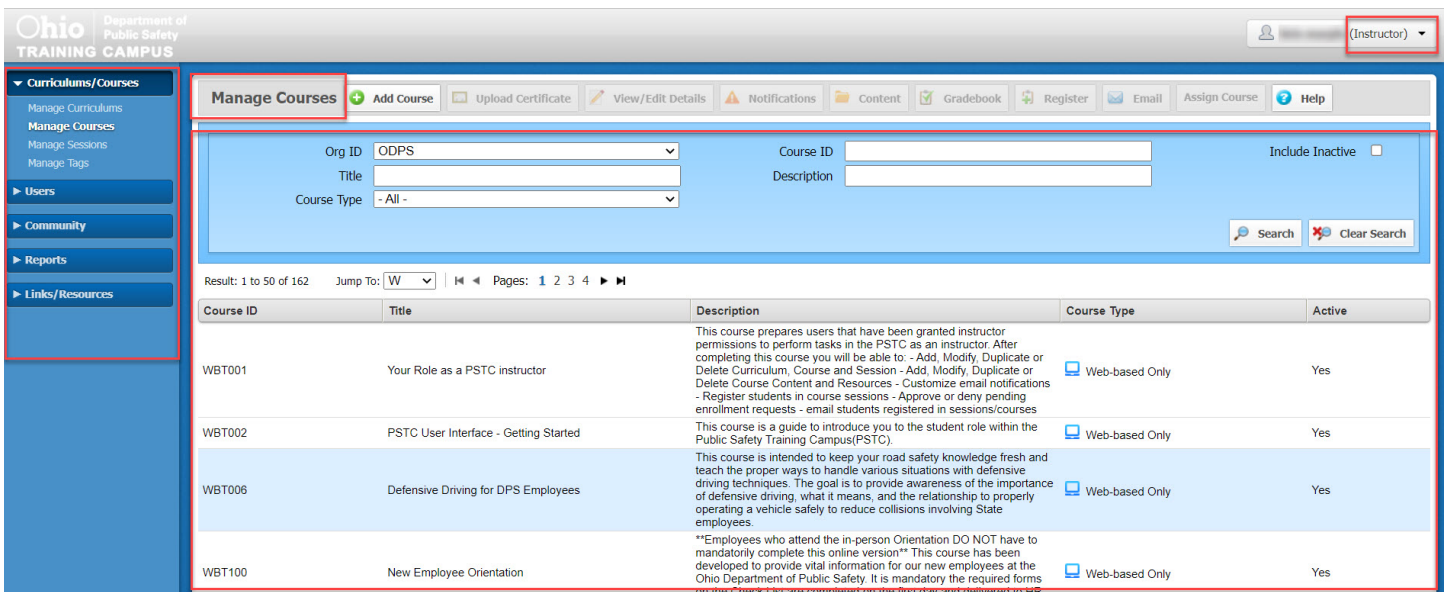
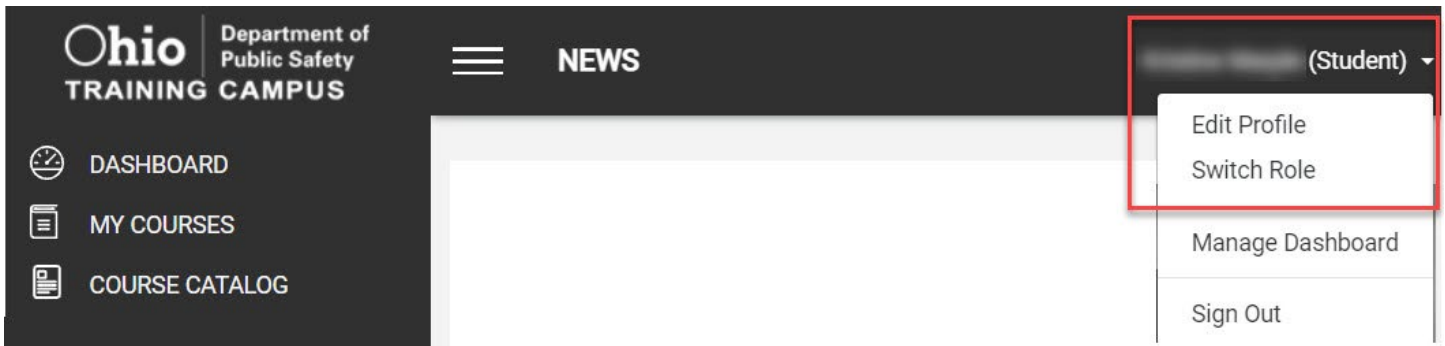
# Public Safety Training Campus

Instructor Role

## Switching Views/Roles

If you are an instructor, you can switch your role between student and instructor roles. To do this, click on **Switch Roles** in the upper right-hand corner.

As an instructor you will see the following landing page after logging in.



## Password Requirements

If prompted to change your password, the password must be:

- At least eight characters and include
- One letter, one number, and
- One special character (@ # \$ !).

If you have forgotten your User ID/Student ID or password, use the link on the login page marked “*Forgot ID or Password*” to receive an automatically generated email with your information. If unsuccessful, email DPS Training for assistance.

## Capabilities/ Tasks

### Manage Courses

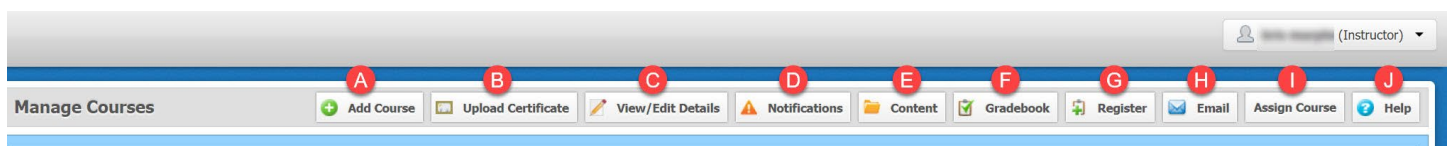
- Add, Modify, Duplicate or Delete Curriculums, Course and Session
- Add, Modify, Duplicate or Delete Course Content and Resources
- Customize email notifications
- Assign Instructor
- Update Gradebook

### Manage Users

- Register students in course sessions
- Approve or deny pending enrollment requests
- email students registered in sessions/courses

## Course Management

A course in the PSTC is like a container into which the course content will be uploaded. Each Course ID is unique.



### Interface Menu – (Right Click to view drop down)

#### The Menu Bar:

- A) **Add Course** opens the Course Details window to build the scope of the Course functionality.
- B) **Upload Certificate** upload custom certificates. Contact [training@dps.ohio.gov](mailto:training@dps.ohio.gov) for assistance for custom certificates
- C) **View/Edit Details** opens the Course Detail
- D) **Delete** provides the ability to delete a Course. **CAUTION:** It is recommended you, instead, inactivate the Course removing it from enrollment for students. Deletion of a course will cause all student history for that course to be deleted as well.
- E) **Notifications** provides the ability to turn on/off pre-set, customizable notifications.
  - Notifications will be sent to the student using the email system that was selected for the Course, from the instructor's email address.
  - If there is no Instructor, the email will come from the system admin email address.
- F) **Content** provides loading of web-based content, or additional content of course related documents (resources).
- G) **Gradebook** allows Instructors the ability to change the completion status and scores of courses.
- H) **Register** allows Instructors to register students in the Course.
- I) **Mail** is a messaging system between Course instructors and students.
- J) **Assign Course** - You "assign courses" to sub-organizations using the Sub-org values.
 

Ex: You may want to assign a course so only employee for DPS can see the course. Any new user that is added and defined in that sub-org will see the sessions on the student interface.
- K) **Help** provides access to all CourseMill functions within the Help documentation.

## Adding a Course

Courses are unique to an Organization by Course ID, which is used to select and sort courses in the catalog and run reports. Refer to the Course Naming Standards for Courses.

**Note:** When you add a Course, by default, a Session will automatically be created as well. This default session will initially be named “Web Based” with a location of “Online”. You may choose to change that to your liking, however, **DO NOT DELETE** it. **Every course must have at least one session.** If a course has NO sessions, you will run into technical problems.

### Add or View/Edit Course Details

To add a course, select Manage Courses on the left navigation bar, then press the Add Course button. Complete the following course information to define your course.



#### A. Course Tab

1. **Course ID** should reflect a sequence numbering system suitable for registration and reporting.
2. The **Active** checkbox defaults to Active which displays the course in the Course Catalog. However, you may wish to un-check this (marking it Inactive) until you are ready to allow its display, or if it is an older course - no longer offered for enrollment.
3. **Name and Description** are required
4. **Notes** provide an area for the instructor(s) to maintain information on the course. This information is viewable to students.
5. **Upload Thumbnail** The thumbnail is displayed to students in the course catalog. To select a local file, click Upload to open the Upload window and click Browse. The recommended size is 380 x 250, jpg or gif format.

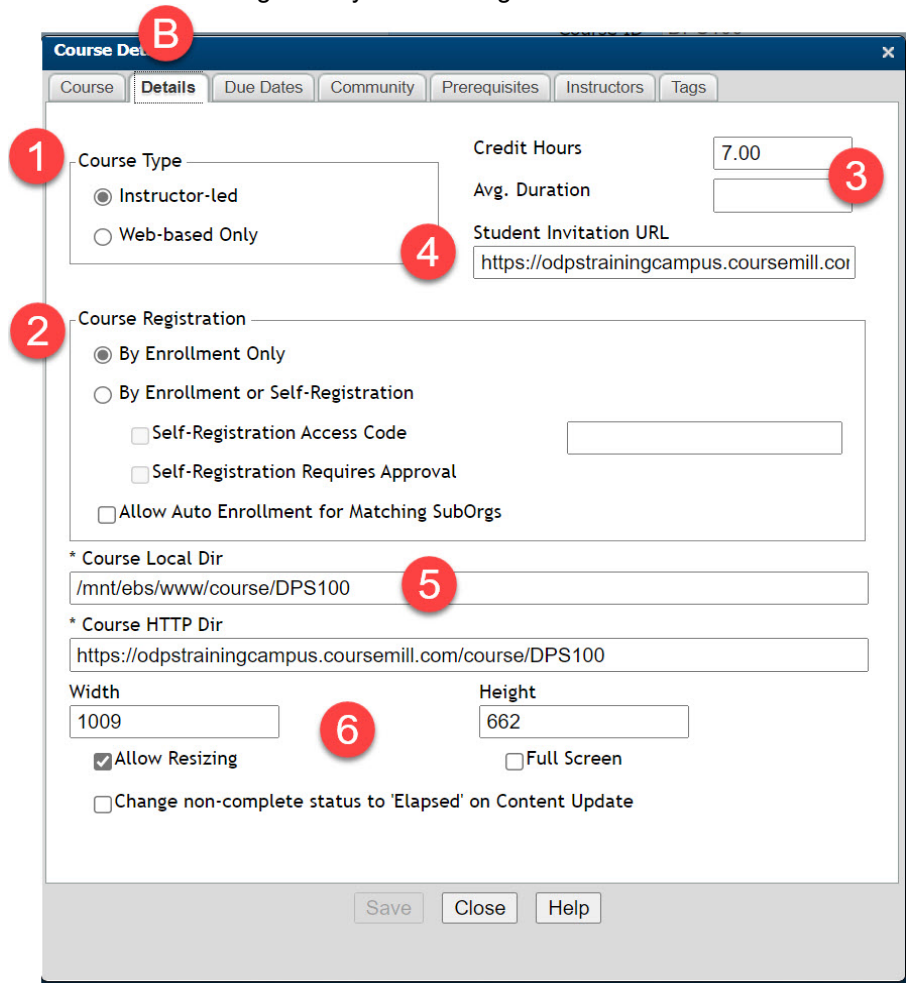
The screenshot shows the 'Course Details' form with the following fields and callouts:

- 1:** Course ID: DPS100
- 2:** Active:
- 3:** Title: New Employee Follow up Training
- 4:** Notes: Instructor Notes go here.
- 5:** Upload button for the Thumbnail field.

#### B. Details Tab

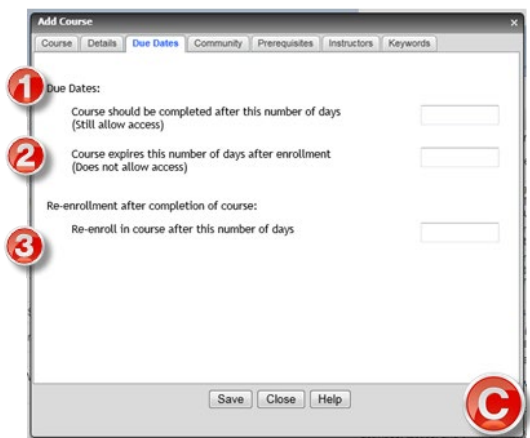
1. **Course Type** allows you to select how the course is delivered to students, Instructor-led or Web-based. Depending on which you select there will be a different icon denoting the course type in the catalog.
  -  - Instructor-led
  -  - Web-based
2. **Course Registration**
  - **By Enrollment Only** is a selection which allows the instructor to enroll students into the course. Students cannot self-register in this course.
  - **By Enrollment or Self-Registration** - allows a student to see the course in their catalog and self-enroll in the course. If you enter a password – the user will be prompted to key in that password when they click the enroll button. If you Assign Courses to Sub-Orgs, (see Assign Course below) only those students in those Sub-orgs will see the course in their catalog.
  - **Registration Requires Approval** designates that this course requires approval to enroll. Once the user clicks on the enroll button, the request for approval will be sent to the Instructor, Reporter, and/or Administrator, to act upon. The course will say “Waiting for Approval” in the user’s catalog until approved or denied.

- **Allow Auto Enrollment for Matching SubOrgs** allows you to auto enroll groups of people by SubOrgs.
    - **Always un-check**
    - **Auto Enrollment for Matching SubOrgs is TURNED OFF** - The Managed Property settings are site wide - therefore affect all users, and can only be turned on or off by your global administrator.
    - If this is un-checked, but you still have rules set up in the Assign Course tab, those users will be the only ones to see this course in their catalog so they can self-register.
3. **Credit Hours** allows for credit to be earned for the course. Credit Hours may be credit or CEUs.
  4. **Student Invitation URL** – this URL is automatically generated and can be used to copy and paste in an email if you wish to send out invites to students to take the course.
    - This URL will take them directly to the PSTC Logon screen to allow them to log in, and then will direct them to the catalog to enroll in the course.
  5. **Course Local Dir and the Course HTTP Dir** The system will automatically set the Course Local Dir and the Course HTTP Dir which specifies the server content location. The Content size and display rules define their operation in a browser window. The defaults for Course Local Dir and Course HTTP Dir are set in the Manage Properties by PSTC Administrator.
  6. **Course width and height** can be changed to be more clearly visibly on the screen. This is adjusted for mobile (WBT) courses. You may allow full screen and resizing as well.



**C. Due Dates Tab**

1. **Course should be completed after this number of days** encourages a time period to complete the course. Once enrolled in the course the student has this no. of days to complete it or it will show as overdue on his student interface. Because this is a due date only, it does still allow the student to access the course even though it is overdue.
2. **Course expires this number of days after enrollment** establishes the timeframe that the student is required to complete the course. Once the course expires, it will display in red on the student interface, and the student will need to contact the instructor to re-gain access to the course by extending his expiration date.
3. **Re-Enroll in course after this number of days** indicates this is a certification program that is good for only a period of time, and you wish to automatically re-enroll users to ensure they continue their certification on an on-going basis. Enter in the number of days that you want the PSTC to re-enroll the student after the student has completed the course. If there are no days entered in this field, the re-enrollment will NOT occur



*Example:* a student is taking a Project Management certification course. They should be re-enrolled 275 days (9 months) after the day they complete the course (because we want to give them 3 months to prepare for next year’s certification). They should complete the course in 90 days. If they do not – we can send them a warning notification that they should be completing it soon. But if they do not complete it in time, they will still have access to the course until they complete.

**D. Community Tab**

The default for each of the Community items is set on the Organization level and by PSTC Administrator.

**E. Prerequisites Tab**

Prerequisites block students from accessing the course content prior to completing other course(s) in the system. Assigned or self-enrolled courses that require a prerequisite will appear on My Courses, but cannot be accessed until the prerequisite is fulfilled.

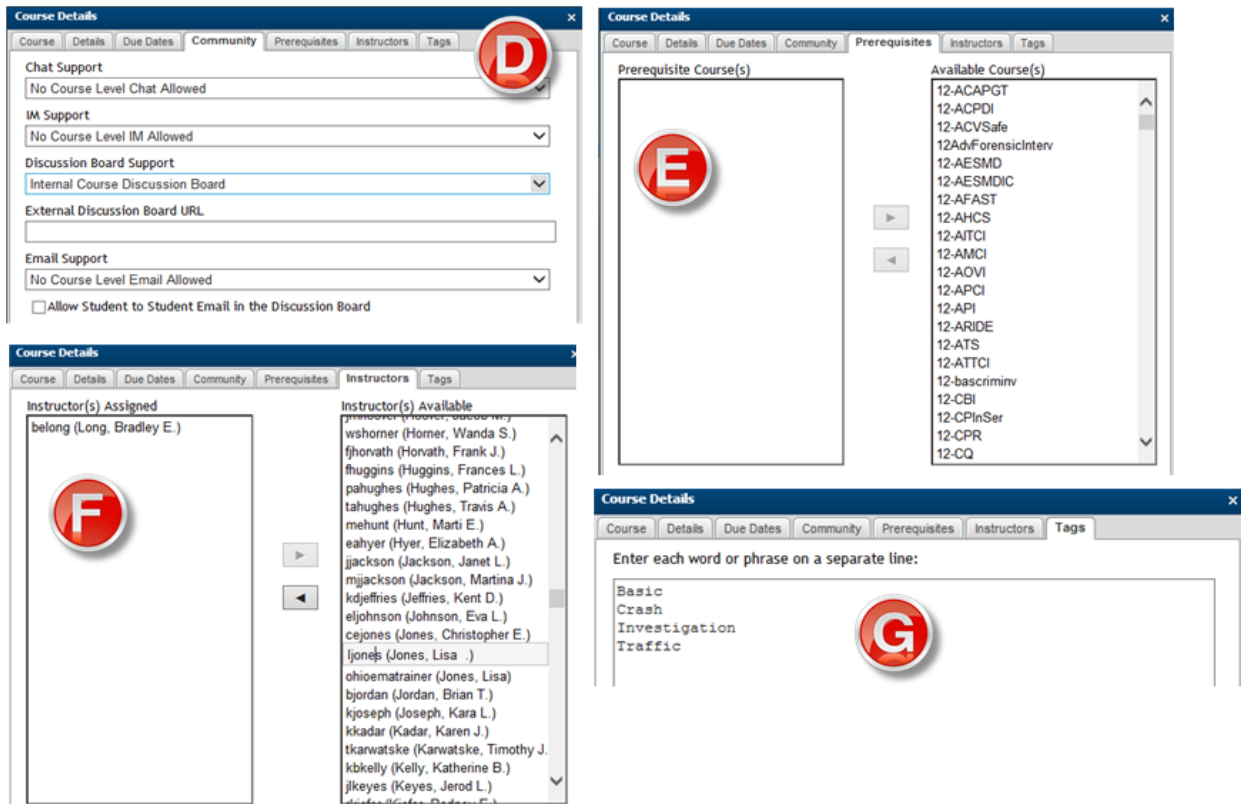
**F. Instructor(s) Tab**

1. Instructor(s) available for assignment to a Course will appear in Instructor(s) Available.
2. To add an instructor, select an Instructor in the Instructor(s) Available column, click the <<< button and the instructor will appear in Instructor(s) Assigned column. To remove an instructor, select an Instructor in the Instructor(s) Assigned column, click the >>> button and the instructor will be removed.

**Note:** An instructor must be assigned to the Course if you want Course Notifications to be sent, as they will come from the instructor’s email address. Only those users that are given Instructor’s privileges, in the user’s profile, can be assigned as an instructor of a course. If multiple Instructors are set up, the email will come from the first instructor on the list of instructors

**G. Tags Tab**

In this section, you can add keywords which will be searchable on the catalog.





## Course Notifications

There are various types of course notifications.

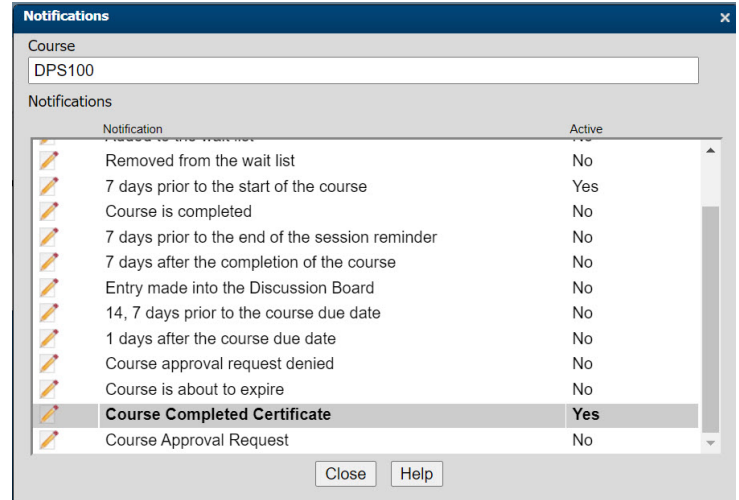
1. To modify the contents of each notification click the pencil icon.
2. Each notification contains sample content. This can be customized to your preference.
3. Variables are field names that can be pulled from the database to personalize messages.
  - o Select Help to view a complete list of available content variables and their exact spelling. - Search for "Text-Variable"

**Note:** The **Course is Completed** Notification is what *drives a physical paper certificate* to be created for a course.

### Custom Certificates

Contact PSTC Administrator for custom certificate information.

**Note:** Notifications that are turned ON at the session level override notifications at the course level. Notifications that are turned OFF at the session level are driven by the course level notifications.



## Course Content

Steps to Set Up Course Content:

1. Import Content Package is for SCORM or AICC Content Packages only. (Contact PSTC Administrator before importing files)
2. Add Content Item
3. Add Resources

Courses can be set up with a variety of content items (SCORM content (WBT), Word documents, Excel spreadsheets, PowerPoint slides, etc. There are over 300 file types that the PSTC will accept.

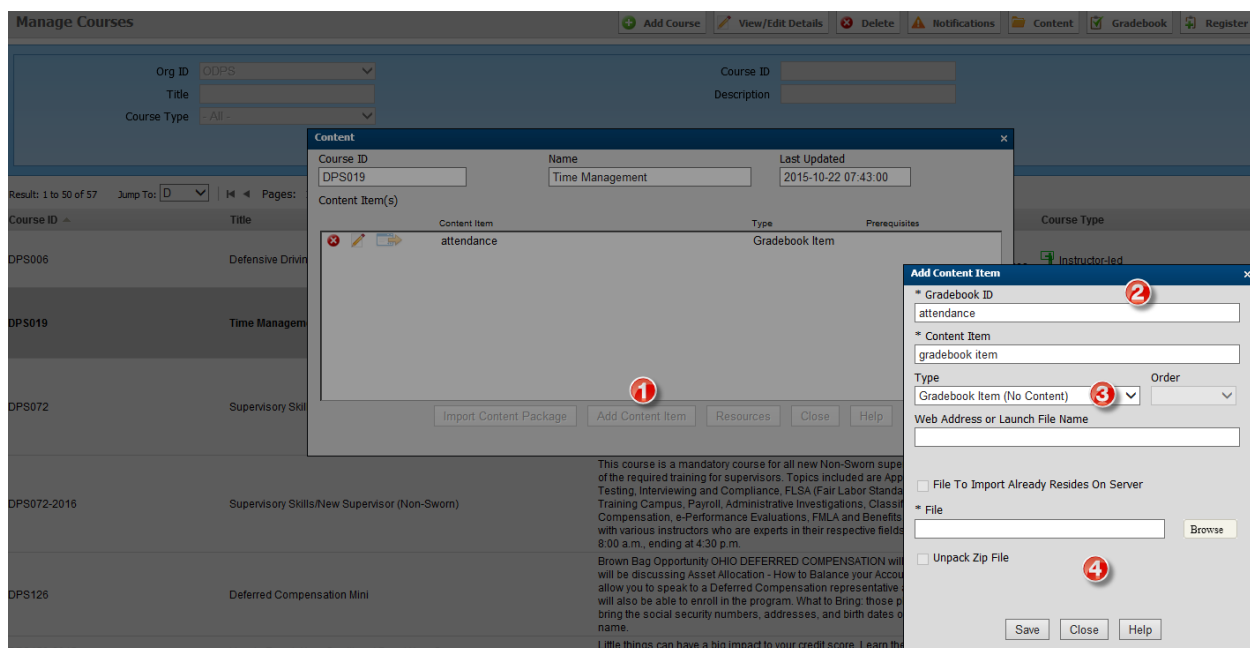
**Add Content Item – Every course must have at least 1 content item.**

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.
2. Select the course ID of the course to which you want to add content and click **Content**. Alternatively, you can select the course ID, right-click on the table and select **Content**.
3. Click **Add Content Item**.
4. On the Add Content Item window, complete the fields as follows:

Field	Description
<b>Gradebook ID</b>	The gradebook ID of the content item. Students will not see this.
<b>Content Item</b>	The name of the content item. This is viewed by students.
<b>Type</b>	How the content item is to be graded. Select <b>Auto Graded Content</b> if the grade and status of the content item is to be set to 100/Passed when the content item is launched by the student. Select <b>Manually Graded Content</b> if the student must complete an action and the instructor is to manually set the grade and status of the content item. Select <b>Not Graded Content</b> if the content item does not require a grade or status. When the student opens up this content, his content grade will be marked as "Browsed". Select <b>Gradebook Item (No Content)</b> if there is no content for the student associated with this item ; however, the instructor would like to track it. This might be used for attendance, for example. Select <b>Evaluation</b> if the content item requires action from the reporter in order for the student to advance within the course. This puts a block on the student to prevent him from continuing to the next content item until the manager/instructor evaluates him. Selecting <b>Evaluation</b> specifies this is a SCORM course that will log the evaluation score that the manager/instructor provides in the student record. See <a href="#">Forcing evaluation blocks in a course</a> for more details.

	The instructor would take action on each course item using the Gradebook. See <a href="#">Managing the Gradebook</a> .
<b>Order</b>	The prerequisite order for the content item.
<b>Web Address or Launch File Name</b>	If the content item resides on the Web, specify the Web address of the content item. If unpacking a zip file, specify the name of the initial file to launch when the content item is accessed.
<b>File to Import Already Resides On Server</b>	Enable this check box if the content item resides on the CourseMill server.
<b>File</b>	Specify the name of the content item file or click <b>Browse</b> to navigate and select the content item file.
<b>Unpack Zip File</b>	Enable this check box if the content item file is a Zip file that is to be unpacked after it is copied onto the server.

5. Click **Save**.



**Note:** The checkbox above the file name is only used for special occasions when you might have extremely large files to import that are already uploaded to the server.

**Note:** If you are loading zip files, you will need to check the Unpack Zip File checkbox. Do Not upload SCORM or AICC Content Packages here.

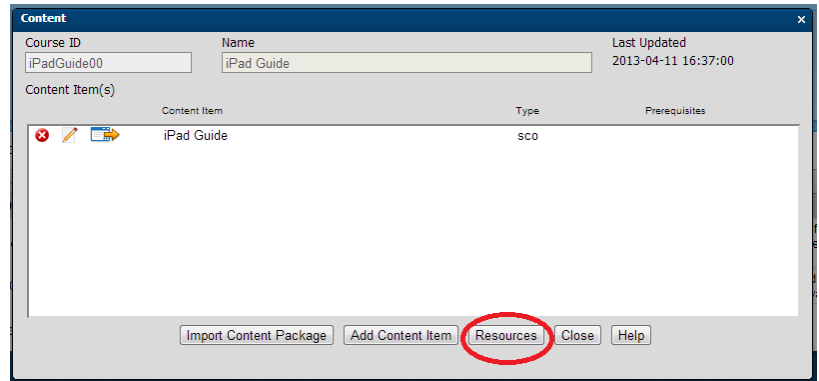
### Resource Documents

- You can attach resources to your courses so participants in the course will have access.
- To add a resource, select the **Resources** button on the course Content dialog.
- Add the document Description. Documents display in alphabetical order.
- Add the Version Number using your numbering convention.
- Set documents to be visible to instructors only by unchecking the Allow Student Access.
- Browse to the document and load the item into the PSTC.



**Note:** Attach documents to your courses so participants in the course will have access. These documents do not correspond to the completion of the course. *For example*, this could include a document with assignment descriptions, a course syllabus, or any other supplemental information course participants should have. Make sure the file format is accessible by the applications on the users PCs.

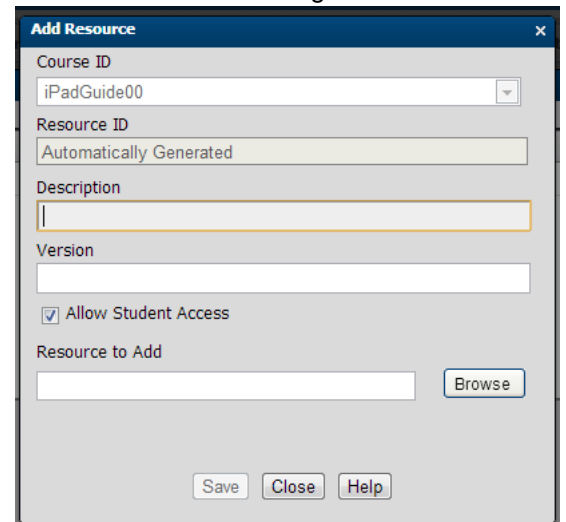
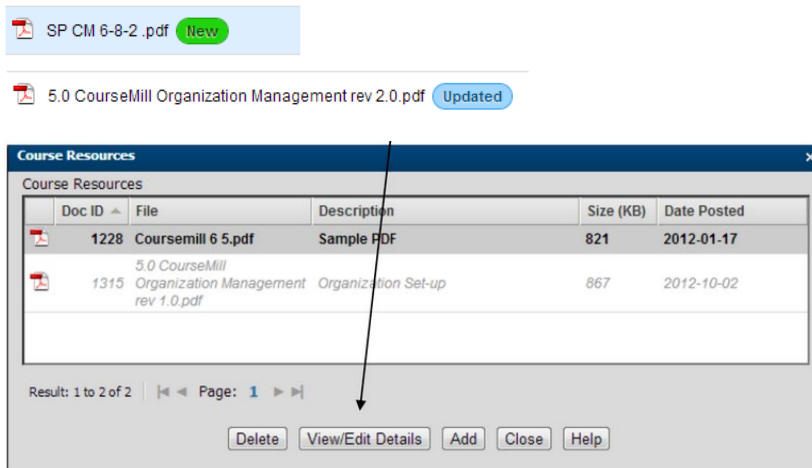
**Idea:** Attach the zipped file of your course so you will always have access to the actual course program code. *Be sure to un-check Allow Student Access.*



Once documents are loaded you can click on View/Edit Details to make any changes.

If a student has not opened (viewed) a resource, from within the course on the My Courses tab, an icon will display to the right of the resource stating that it is new and will stay there until the document is actually read.

If a resource was updated since the last time the user opened (viewed) it, there will be an icon to the right of the resource stating that it had been updated.



### Assign Course

1. Sub Org values are automatically created for employee's based on information in Eris/OAKS. Non employees have their account information manually added.
2. Assigning a course using the Sub Org values allows the instructor to control who can see the course based on the assignment

**Ex.** If you add an assignment "Are you a DPS Employee?" And select "Yes" as the answer, only users that have matching org information will still see the session in the user's catalog student view.

**Note:** Sub Org values are used to break the organization down to allow an administrator or instructors to mass-enroll students in a particular part of that Organization.

## Session Management

**Default Session:** When you add a Course, by default, a Session will automatically be created as well. Do not delete this session.

- The default session will initially be named “Web-based Only” with a location set to “Online”.
- You may choose to change that to your liking, however, DO NOT DELETE it.
- **Every course must have at least one session and a gradebook item.**
- If a course has NO sessions, or gradebook item you will create into technical problems.

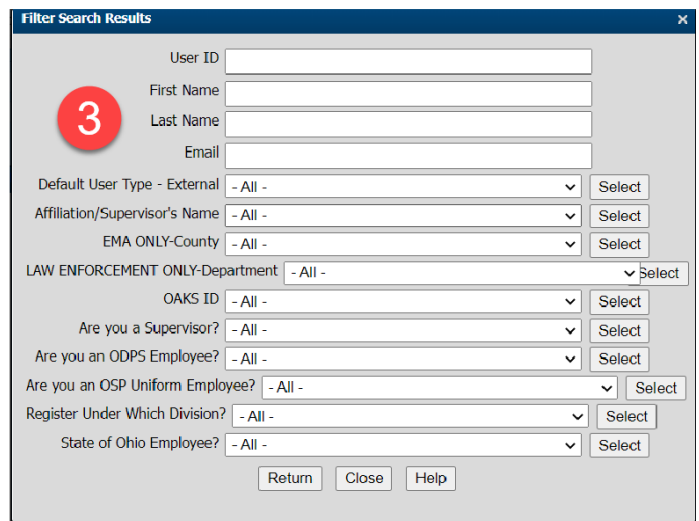
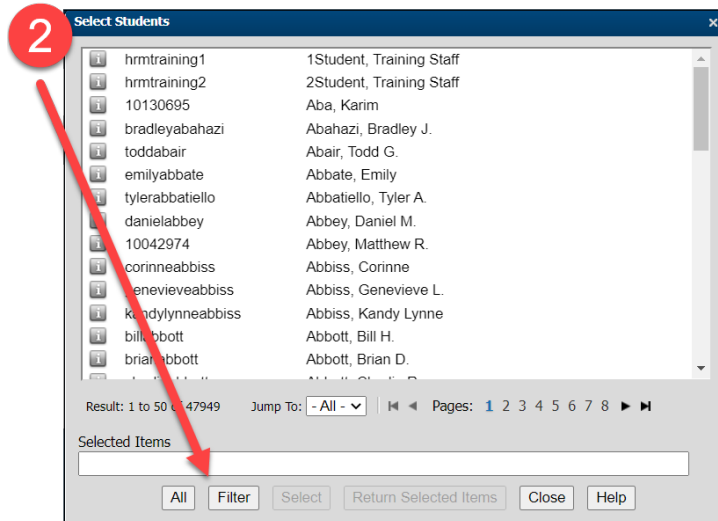
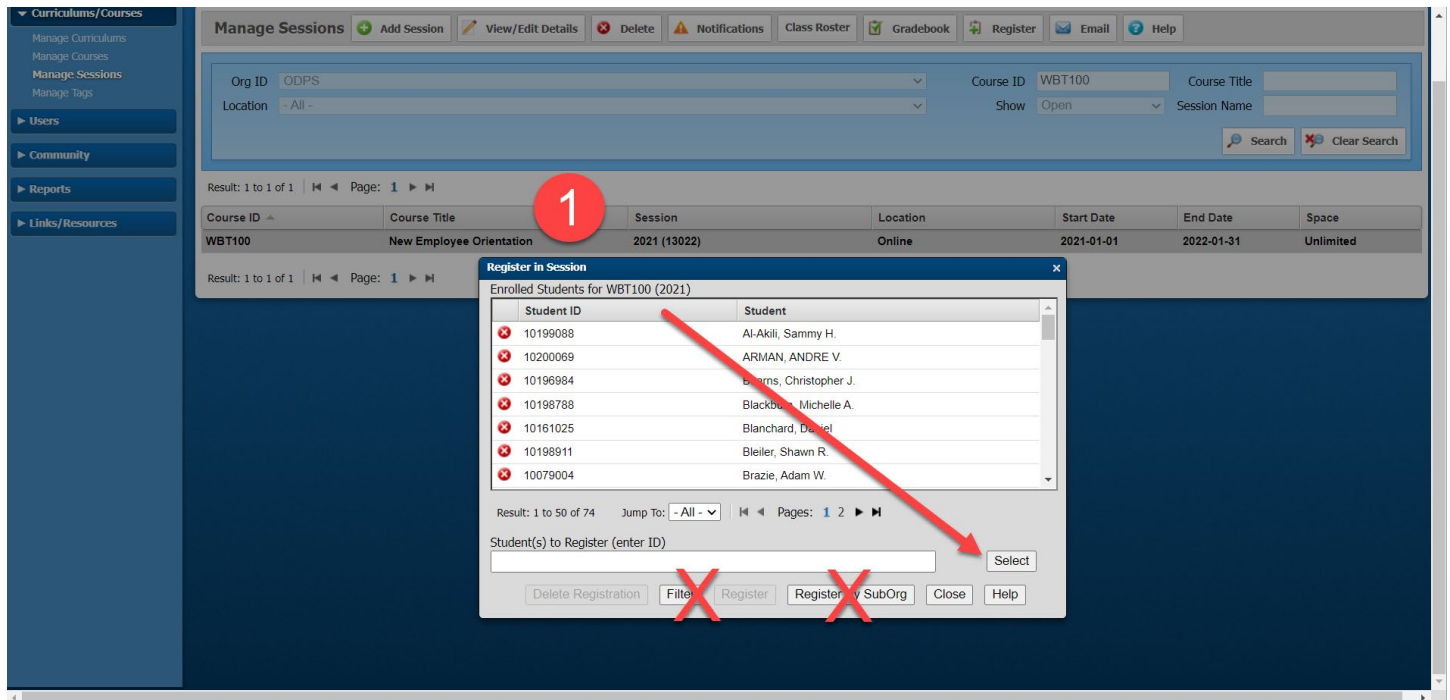
**Set-up New Session:** Click on **Manage Session**, then select the course you want to add session for.

1. Highlight the **session** for the desired course.
2. Click the **Add Session** button. The **Add Session** dialog box should appear (see next page).
3. **Session tab:** select the **Location**, add a **Session Name** and any necessary notes.
4. **Dates tab:** Insert the **Session Start Date** and **Session End Date**, **Start Time** and **End Time**, and the **Student Limit** (capacity). Check the **Meeting Days** and insert the **Registration Start Date** and **Registration End Date**.
5. **Instructor’s tab:** select the instructor from the instructors available list. Click on the triple left arrow to assign the instructor to the session.
  - If no instructors are assigned, Course Notifications will come from the system administrator. If multiple instructors are assigned and an email notification is being sent, it will come from the first instructor in the list.

The image illustrates the process of adding a new session in the Ohio Department of Public Safety Training Campus system. It shows the 'Manage Sessions' interface with a table of existing sessions. A 'Session Details' dialog box is open, showing the 'Session' tab with fields for Course ID, Location, Session ID, and Session Name. The 'Dates' tab shows fields for Session Start Date, Session End Date, Start Time, End Time, Student Limit, Meeting Days, Registration Start Date, and Registration End Date. The 'Instructors' tab shows a list of available instructors and an 'Assigned' list.

How to search for a user-by-User ID/Student ID, name, email, etc. to register in a session

1. Click on the course/session, and then click register. This opens the "Register in Session" window.
2. To search, do not put the student's name in the "Student(s) to register" field, instead click the "Select" button, to the left. This opens the "Select Student" window. Then click Filter. This opens the "filter search results" window.
3. Select the sub orgs information to search by. Enter User ID/Student ID, name, email, etc.



### Never Register by SubOrgs

You could potentially enroll every PSTC account holder into your course session. If you need to bulk enroll students, please contact PSTC Admin for assistance.

## Approving Training Requests

Log in to the **PSTC**. Click on your name and use the **Switch Role** to access the instructor function.

2. Click on **Users in left menu**.
3. Click **Approval Requests**.
4. Select the student(s).
5. Click **Approve** or **Deny**. *Note: Double-click on the request to add notes about the request.*
6. Once approved/denied, the pending status will change.
7. Once approved, clear the request by selecting the approval request and clicking the **Delete** button.
8. Clear multiple requests by using the shift option to select all the requests you want to delete and then clicking the **Delete** button.

The screenshot shows the 'Approval Requests' page in the Ohio Department of Public Safety Training Campus. The page features a navigation menu on the left with 'Approval Requests' highlighted. The main content area includes a search bar and a table of requests. The table has columns for 'User ID', 'Approval', 'Status', and 'Date'. Two requests are listed, both with a 'Pending' status. Red circles are placed over various UI elements to indicate the steps described in the text.

The 'Approval' modal window displays the following information:

- Course: WBTKMTEST - KM test new UI(Web-based Only)
- Student: pstc (Marple, Kris)
- Reporter:
- Date Added: 2021-03-22 08:08:32
- Last Updated: 2021-03-22 08:08:32
- Approval: Pending
- Notes: (Empty text area)

Buttons at the bottom: Save, Close, Help

## Wait List – Turned on and set system wide

- If a class is full, the session listing will show in orange on your list of sessions.
- If the class has a waiting list, it will not show in red, but there will be a Waiting list icon to the right of the word **Full** ( **Full** 🙋 ). If you click on the icon, the students who are on the waiting list will be displayed.
- To allow all the students into the class, you could simply increase the maximum number of students allowed in the session and the next students on the list will automatically be enrolled.

Or you choose who to delete and who to register.

- Anyone who is deleted from the wait list (meaning they cannot get into the class) will get a notification letting them know they are removed from the wait list if that particular notification is turned on.
- You may register a student that was on the wait list by clicking the **Register** button in the top navigation panel and selecting their User ID/Student ID. If you register them, they will automatically be taken off the

wait list and registered in class. If you register students in a class that is full, you are overriding the class size purposely which will show in the details of the session.

**Note:** Instructor/reporters can register students in a class that is full and not cause the waiting list to be activated. However, if students register for a class that is full, they will be added to the waiting list.

## Printing Session Roster

Log in to the **PSTC**. Use **Switch Role** to access the instructor function.

2. Click on **Curriculums/Courses**.
3. Click on **Manage Sessions**.
4. Select the session.
5. Click the **Class Roster** button.
6. This will access a print option for the class roster.

Course ID	Course Title
WBT100-Test	Test Course
WBT500-Test	SIGNAL - Final Exam
WBT500-Test	SIGNAL - Final Exam
WBT500-Test	SIGNAL - Final Exam

Course: WBT500-Test    Session: Attempt One    Dates: 2013-12-19 - No end  
 Location: Online  
 Instructors: Carson, Linda J.

Student Name (Student ID)

\_\_\_\_\_

## Complete the Gradebook

1. Highlight session, open Gradebook.
2. Select the student you wish to grade.
3. Select the Gradebook Item, if more than one.
4. Select the Status from the drop down. Complete, incomplete, failed, etc.
5. Enter the Score value
6. Enter the Completion Date
7. If a course has been completed and the Certificate notification is set to "YES" it will automatically be sent to the student.
  - You can also select student and click "Resend Certificate" to display and email the certificate notification to the student again.
8. Optional: Enter the Reason for the change to the Gradebook if you wish. The student will see this on their transcript.

**Caution:** You should always grade students in Sessions, not Courses.

A student should always be registered into a valid session. If you happen to see a session ID such as -1 or -2, it means that either the session that the user was previously enrolled in no longer exists, or that the user is registered for the course but has not selected a session yet. You should first wait until the student has chosen a session or correct the problem before trying to grade – as entering grades for a student in a -1 or -2 session will not work.



### Populate Transcript

1. Sign in to the **PSTC**. Use **Switch Role** option to access the instructor function.
2. Click on **Users**. Select **Manage Users**.
3. Select the user.
4. Click the **Transcripts** button.
5. A transcript will populate for the selected user.



## Reports

### Status

- The **Student Status** report provides information on Summary enrollment status groups or detailed statistics by student when run for Summary or detail statistics data output.
- Easily complete compliance reporting by instantly running reports on the completion status of courses.
- See the status for specific names and view access dates.
- Easily filter out all information by your desired subject and export the reports directly into an Excel spreadsheet.

#### Status Report Parameters

- Check or uncheck the **Summary Statistics** box to switch between the two different data displays formats.
- Select one, or a combination of parameters, to enable the **Run Report** button.
- The **Status** selection provides the ability to select one, or more level options (student, curriculum, course, and/or session) and start and end dates to narrow the report down to your specific needs.
- Select whether or not you want to see the Sub-Orgs and/or the Personal Info columns on the report.

#### Status Report Example

**Report Options**

Summary Statistics

Include Course Details

Include Inactive Courses

Include SubOrg columns in generated report

Include Active Users  
 ▼

Include Mobile Users  
 ▼

Org ID  
 ▼

Student ID  
 Select

Curriculum ID  
 Select

Course ID  
 Select

Session  
 Select

Status  
 Select

Report Start Date  📅      Report End Date  📅

**Status**

Report Options:: Summary Statistics: Yes  
 Include Course Details: Yes  
 Include Inactive Courses: No  
 Include SubOrg columns in generated report: No  
 Org ID: ODPS  
 Include Active Users: Active Users Only  
 Include Mobile Users: All Users  
 Student ID: kmmarple  
 Curriculum ID:  
 Course ID:  
 Session:  
 Status: None Selected  
 Report Start Date:  
 Report End Date:

Result: 1 to 32 of 32 | Page: 1

Name	Sco ID	Total	Complete	Incomplete	Not Attempted	Failed	Browsed
Franklin Covey - 7 Habits Highly Effective People (COV100)	Attendance	1	1	0	0	0	0
Fire Extinguishers at Work (WBT102)	L_A001	1	1	0	0	0	0
Fire Extinguishers at Work - Safety Committee Volunteers (WBT165)	L_A001	1	1	0	0	0	0
Outlook - Signatures in Outlook (WBT200)	Video	1	1	0	0	0	0
Outlook - Adding a Meeting in Outlook (WBT203)	L_A001	1	1	0	0	0	0
Ohio Ethics Law Promoting Integrity in Public Service 2015 (WBT305)	L_A001	1	1	0	0	0	0

## Resources

Provides a list of resources that have been set up in the **Resources** section of **Course Content** for all courses within an organization or the organization resources. If you run it in detail it will show you every student who has accessed it.

### Resources Report Parameters

- Check or uncheck the Summary Statistics box to switch between the two different data displays formats.
- Select one or a combination of parameters to enable the **Run Report** button.
- The **Resources Report** selection provides the ability to select one or more level options (student, resource, course, and/or sub-orgs) and start and end dates to narrow the report down to your specific needs.
- Select whether or not you want to see the Sub-Orgs and/or the Personal Info columns on the report.

### Resources Report Example (Run in summary mode)

Resource ID	Resources	Course Name	Version	Number Entries
1321	sample pdf (3.0F CourseMIII Notification Management rev 1.1.pdf)	Survival Skills (Survival101)		1
1390	word doc (0.5 CourseMIIIBrowserDifferencesrev0.5.doc)	Certification Survey (CertificationSurvey)		6
1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		16

User ID	Name	Email	Resource ID	Resources	Course Name	Version	Last Access
houser2	Burns, Candy J	linda.prather@trivantis.com	1390	word doc (0.5 CourseMIIIBrowserDifferencesrev0.5.doc)	Certification Survey (CertificationSurvey)		
hhuser12	Coaker, George	linda.prather@trivantis.com	1390	word doc (0.5 CourseMIIIBrowserDifferencesrev0.5.doc)	Certification Survey (CertificationSurvey)		
houser20	prather, Linda	linda.prather@trivantis.com	1390	word doc (0.5 CourseMIIIBrowserDifferencesrev0.5.doc)	Certification Survey (CertificationSurvey)		
lspst1	Prather, Linda	linda.prather@trivantis.com	1390	word doc (0.5 CourseMIIIBrowserDifferencesrev0.5.doc)	Certification Survey (CertificationSurvey)		
houser5	Ramage, Kelly	linda.prather@trivantis.com	1390	word doc (0.5 CourseMIIIBrowserDifferencesrev0.5.doc)	Certification Survey (CertificationSurvey)		
hhreporter	bailey, lindabailey	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
houser4	Britt, Liza	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
hhuser10	Britt, Sandee	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
hdouser4	Britt, Sandy F.	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
houser2	Burns, Candy J	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
hdouser2	Burns, Caroline	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
houser6	Coaker, Geoff	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
hhuser15	Stumper, Gary	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
odouser9	Stumper, Gary	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
houser9	Stumper, George	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
hhuser17	Walker, Justin	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
hdouser3	Wheeler, Tara	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		
hhpuser3	Wheeler, Tara	linda.prather@trivantis.com	1424	sample doc (10.0A CourseMIII Course Management rev 2.0.doc)	Health Lifestyle Course (HealthyLife)		

## Due Date

The Due Dates report provides information on students who are enrolled in courses that have due dates and what their status is on meeting that due date. Easily complete compliance reporting by instantly running reports on the completion status of courses and see the status for specific names and last access dates. Easily filter out all information by your desired subject and export the reports directly into an Excel spreadsheet.

## Scores

The **Scores** report provides information such as scores that were recorded for each course. Using this report, you can quickly view each student's individual scores on specific courses.

## Interactions – *Used with Web based training*

The **Interactions** report provides information on Summary interaction or detailed statistics by student. View detailed information on certain questions and have the ability to view the specific student's answers to desired questions. This enables you to see how difficult specific questions are for students. Interaction reports also show counts of answers to each question. Used with Web based training and requires that test-question interactions are included (SCORM or AICC) when courses are published.

## Gradebook

The **Gradebook** report provides information on grades across students and courses, helping in staying organized. It also provides students with an easy-to-read scoring system by utilizing a traditional gradebook style of reporting to display instructor-led training test scores and status.

### Gradebook Report Parameters

- Select the inclusion of inactive users or courses, if desired.
- Select whether or not you wish to see the Sub-Orgs and/or the Personal Info columns on the report
- The **Gradebook** selection provides the ability to select one, or more level options (student, course, and/or session) to narrow the report down to your specific needs.
- Select entire sub-orgs on which to report.
- Select the start and end dates to report on specific time frames.

### Gradebook Report Example

User ID	Name	Email	WBT165 - LA001 Score	WBT165 - LA001 Status
rtaterson	Atkerson, Rachel L.	rtaterson@dps.ohio.gov	100	Passed
hjboltz	Boltz, Heidi J.	HJBoltz@dps.ohio.gov	100	Passed
dsbrown	Brown, Debra S.	dsbrown@dps.ohio.gov	100	Passed
wcaron	Caron, William G.	wcaron@dps.ohio.gov	100	Passed
dachama	Chama, Diego A.	dachama@dps.ohio.gov		Not Attempted
brdavis	Davis, Bama R.	BRDavis@dps.ohio.gov		Not Attempted
jcdappner	Dappner, Jan C.	jcdappner@dps.ohio.gov	100	Passed
jlosci	Lozzi, Janie K.	jlosci@dps.ohio.gov	100	Passed
mferguson	Ferguson, John K.	mferguson@dps.ohio.gov		Not Attempted
wahost	Frost, Wesley A.	WAFrost@dps.ohio.gov	100	Passed
mdgossa	Gossa, Melissa D.	mdgossa@dps.ohio.gov		Passed

## Completions

The **Completions** report provides a list of all those students who completed a course/session.

### Completions Report Parameters

- Select whether to report on the current year only.
- Select whether or not you want to include inactive courses or archived students
- Select whether or not you wish to see the Sub-Orgs and/or Personal Info columns on the report
- Narrow your search by Student ID, Course ID, or Session, and/or Select by entire Sub-orgs.

### Completions Report Example

Org ID	Student ID	Last Name	First Name	Region	Location	Department	Job Title	Course ID	Session ID	Score	Percentage	Completion Date	Enrollment Date	Credit Hours
CFPntelmar	cfpbeckman	Beckman	Joanna	Eastern Zone	Greensboro	Marketing	Marketing Manager	HOSP_Module_1	21043	0.0	0		2012-09-05	0.0
CFPntelmar	cfpbeckman	Beckman	Joanna	Eastern Zone	Greensboro	Marketing	Marketing Manager	HOSP_Module_1	11756	100.0	20		2011-08-16	0.0
CFPntelmar	cfpkrisp	Crisp	Kevin	Eastern Zone	Greensboro	Sales	Mass Merchant Liaison	HOSP_Module_1	11756	90.0	42		2011-09-13	0.0
CFPntelmar	cfpcarter	Carter	Don	Eastern Zone	Greensboro	Human Resources	HR Director	HOSP_Module_1	21043	0.0	0		2012-09-05	0.0
CFPntelmar	cfpcarter	Carter	Don	Eastern Zone	Greensboro	Human Resources	HR Director	HOSP_Module_1	20473	0.0	0		2012-05-02	0.0

You are encouraged to run different reports and experiment with the results you receive.

## Report Locker

The Report Locker is a storage area where you can save reports that are customized to your needs. You can run any report by selecting **Save To Report Locker** in the top navigation.

**Gradebook**

Report Options: Include Inactive Users: No  
 Include Inactive Courses: No  
 Org ID: AAA  
 Course ID: AAA-HumanEye | Load\_Testing  
 Session:  
 Report Start Date:  
 Report End Date:

Options Download Generated Report **Save to Report Locker** Mail Students From Report

Result: 1 to 2 of 2 | Page: 1

User ID	Name	Email	AAA-HumanEye - I_A001 Score	AAA-HumanEye - I_A001 Status	Load_Testing
salabate	Abate, Sal	sabate@columbus.rr.com		Not Attempted	100

When you select **Save to Report Locker**, it will bring up your current report locker and add your selected report to the bottom of the list and will label it the same name as the report you ran. In this example above, we selected **Save to Report Locker** when we were running the Gradebook Report. Thus when it was saved to the report locker area, it was initially saved to the same name.

**Report Locker** View/Edit Details Delete Help

Search  
 Org ID: AAA  
 Type: -All-  
 Title:   
 User ID: lprather  
 Schedule: -All-  
 Search Clear Search

Result: 1 to 3 of 3 | Page: 1

User ID	Title	Type	Schedule
lprather	Custom Report - Active Users	General	On Demand
lprather	Custom Report - Users Last Login by Date	General	On Demand
lprather	Gradebook Report	Gradebook	On Demand

Result: 1 to 3 of 3 | Page: 1

From here you can change several items by clicking the View/Edit Details, which will bring up the following screen. You can change the title to a more meaningful name.

**Report Locker** View/Edit Details Delete Help

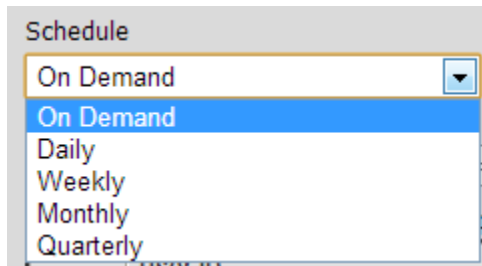
Search  
 Org ID: AAA  
 Type: -All-  
 Title:   
 User ID: lprather  
 Schedule: -All-  
 Search Clear Search

Result: 1 to 3 of 3 | Page: 1

**Report Locker Details**

User ID: lprather  
 Title: Gradebook Report  
 Schedule: On Demand  
 Limit Report to Selected Schedule:   
 Report Name:   
 Instructors/Reporters to Copy on this Report:   
 Select  
 Delete Copy Add Copy Save Close Help

Select a schedule for when the report is to automatically run:



### Tips

1. **Every course** must have at least one session and a gradebook item.
2. **Prerequisites** block students from accessing the course content prior to completing that prerequisite. Assigned or self-enrolled courses that require a prerequisite will appear on **My Courses**, but cannot be accessed until the prerequisite is fulfilled.
3. When setting up a course keep the course **inactive** until you have updated all course and session information.
4. **Provide PSTC Administrator** with the files for the custom certificates (PDF and ini files). They **MUST** be named with the exact course ID for your course. All session will use is layout.
  - For example, if you create a custom certificate for a course ID of Kites101, the files would be named Kites101.pdf and Kites101.ini.
5. **ALWAYS - Test your Course/Session as a student.**

Once you have the course and session set up to specific requirements.

  - Make the course is active
  - Switch your role to student
  - Register in your session
  - Review course enrollment notification emailed to you is correct
  - Switch your role back to instructor and complete the session gradebook
    - Always grade students in Sessions, not Courses.
  - Check your email and review certificate received