ABILITY LMS MANAGER USER GUIDE

Updated 03/14/2022

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ABILITY LMS BASICS

- Start at https://orrs.msu.edu/train
- Log in with your MSU NetID and password.
- For further assistance, email the Help Desk at <u>ORRS.train@msu.edu</u> or call 517-884-4600.

MY TEAM MEMBERS

View Team Members

From the main menu, select **Manager Menu > People**.

HICHGAN STATE UNVERSITY Ability Training Compliance			Welcome FAQ Log o
Home My Menu Extra Courses Manager Menu			
My Requirements Reports	My Transcript	រំងំ Manager	
Human Research Protection 100% (HRPP/IRB) 100%	0 completions in the last 90 days	My Team Members Assign Training Track Reports	
Financial Conflict of Interest	A Review Expiring Training		

The people on your team will appear on the People window. Note the **Report Type** column, which indicates the source of each team member's assignment to your team.

- HR indicates that you are this employee's supervisor of record in MSU HR (EBS).
- A (ad-hoc) indicates that this employee was manually added to your training team. Ad-hoc teams indicate supervisory relationships not represented in MSU HR (e.g., research groups, volunteers).

Ability T	N STATE UNIVERSITY	nce					Welcome Man	ager Dei Log o
	Home My Menu	Extra Courses	Manager Menu					
Click learn	ner name to review trail	ning assignments.						
T T I	Add filter • Search		Go Reset 🖶 🏠					
Learner ID	Learner Name Full	Learner Name	Department	_ little	Location Name	Manager Name Reverse	Report Type	Action
	Y	∇					the second star	
	Peter	Peter	PHYSICAL MEDICINE AND REHABILITATION	Assistant Professor-FixedTerm	Osteopathic Medicine	Demo, Manager	A	0
	Peter Cheryl	Peter Cheryl	PHYSICAL MEDICINE AND REHABILITATION FAMILY MEDICINE, DEPARTMENT OF	Assistant Professor-FixedTerm Instructor-Fixed Term	U Osteopathic Medicine Human Medicine	Demo, Manager Demo, Manager	A	8
	Peter Cheryl Julio	Peter Cheryl	PHYSICAL MEDICINE AND REHABILITATION FAMILY MEDICINE, DEPARTMENT OF INSTITUTE FOR GLOBAL HEALTH	Assistant Professor-FixedTerm Instructor-Fixed Term Specialist - Outreach-Continuing	Osteopathic Medicine Human Medicine Honors College	Demo, Manager Demo, Manager Demo, Manager	A HR A	0 0 0

Update Team Members

From the main menu, select **Manager > People**. Check the **Report Type** column to determine the source of each team member assignment.

HR Team Members

HR team members are updated daily via Ability's EBS feed. To remove an HR team member, request that your unit HR Administrator update EBS (either terminate the position or update the supervisor of the employee). New hires will be added to your training team automatically.

Ad-hoc Team Members

To add or remove ad-hoc team members, contact the help desk at ORRS.train@msu.edu.

ADD OR REMOVE TRAINING REQUIREMENTS

Single Learner: Add or Remove Multiple Tracks

From the main menu, select **Manager Menu > People**.

bility Training Complian	ice				Welcome FAQ
Home My Menu Extra Courses Manager Menu People M Learning Incontinger Menu People M Learning Incontinger Reports No online enrollments No online enrollments					
🖞 My Requireme	nts	People In Learning track transger Reports	🗐 My Transcript	ាំំំ Manager	
Human Research Protection (HRPP/IRB)	100%	No online enrollments	0 completions in the last 90 days	My Team Members Assign Training Track Renorts	
Financial Conflict of Interest	100%		اه Review Completed Training اه Review Expiring Training		

Click the name of a learner.

enu Extra Courses v training assignments.	Manager Menu	_				
v training assignments.	Go. Reset 🖨 🏠					
rch:	Go Reset 🕀 🏠					
full	▼ Department	Title	Location Name	Manager Name Reverse	Report Type	Actio
Peter	PHYSICAL MEDICINE AND REHABILITATION	Assistant Professor-FixedTerm	Osteopathic Medicine	Demo, Manager	HR	8
Cheryl	FAMILY MEDICINE, DEPARTMENT OF	Instructor-Fixed Term	Human Medicine	Demo, Manager	HR	0
Julio	INSTITUTE FOR GLOBAL HEALTH	Specialist - Outreach-Continuing	Honors College	Demo, Manager	HR	0
Kathrine	SURGERY	INSTRUCTOR/RESIDENT	Nursing	Demo, Manager	HR	0
	Uli Learner Name Peter Chery Julio Kathrne	Perantment Department Deter PHYSICAL MEDICINE AND REHABILITATION Cheryi FAMILY MEDICINE, DEPARTMENT OF Jubio INSTITUTE FOR GLOBAL HEALTH Kathrine SURGERY	Participation Perpartment Title Peter PHYSICAL MEDICINE AND REHABILITATION Assistant Professor-FixedTerm Cheryl FAMILY MEDICINE, DEPARTMENT OF Instructor-Fixed Term Julio INSTITUTE FOR GLOBAL HEALTH Specialet - Outrach-Continuing kattime SURGERY INSTRUCTOR/RESIDENT	Put Department Title Location Name Deter PHYSICAL MEDICINE AND REHABILITATION Assistant Professor-EvedTerm Oscipatric Medicine Object FAMILY MEDICINE, DEPARTMENT OF Instructor-FixedTerm Human Medicine Julio INSTITUTE FOR GLOBAL HEALTH Specialis - Outroach-Continuing Honos College Kathrine SURGERY INSTRUCTOR/RESIDENT Nursing	Partner Pepartment TBe Location.Name Manager Name Reverse Deter PHYSICAL MEDICINE AND REHABILITATION Assistant Professor-FixedTerm Osteopatric Medicine Demo, Manager Objecty FAMILY MEDICINE, DEPARTMENT OF Instructor-FixedTerm Human Medicine Demo, Manager Julio INSTITUTE FOR GLOBAL HEALTH SpecialsIOutreach-Continuing Honors College Demo, Manager Kathrine SURGERY INSTRUCTOR/RESIDENT Nursing Demo, Manager	Puter Department Title Location Name Manager Name Reverse Report Type Deter PHYSICAL MEDICINE AND REHABILITATION Assistant Professor-FixedTerm Obsepatrix Medicine Demo, Manager HR Location Name Julio INSTITUTE FOR GLOBAL HEALTH Specialric Ontench Continuing Homs College Demo, Manager HR Lulio INSTITUTE FOR GLOBAL HEALTH Specialric Ontench Continuing Homs College Demo, Manager HR Listmene SURGERY INSTRUCTOR/RESIDENT Nursing Demo, Manager HR

Click on the **Track Status** tab. To assign tracks to this learner, click the green plus sign. To remove tracks from this learner, click on the red X.

	Learner Employment History Track Status								
Click here	Current Training Requirements								
to add learner to	Click here								
track	Click + icon. to remove ent. Rem learner	nove ent. Remove on the Track manager screen.							
	Group Activity Ty from a	Title	Required	Course Status	Status Date	Expiration Date	Action		
	O Bloodborne track mplete								
	Course	Bloodborne Pathogen Refresher	Yes	Finished	02/07/2019	02/07/2020			
	Course	Medical Waste Management	Yes	Finished	02/07/2019	02/07/2020			
	Tuberculosis Complete								
	Course	Tuberculosis Awareness	Yes	Finished	03/11/2019	03/10/2020			
	O Fraud Awareness-Staff Complete								
	Course	Fraud Awareness for HealthTeam Staff	Yes	Finished	02/07/2019	02/07/2020			
	O HIPAA Complete								
	Course	HIPAA Privacy Overview	Yes	Finished	02/07/2019	02/07/2020			

When adding a track:

Click Next.

	Add Compliance Learning Track
Assign a Compliance Le Compliance Track' is alr	earning Track — a named collection of courses — to the selected Learner. The 'Add eady' selected. Press NEXT to continue.
	Add Compliance Track
	Reset Next

Select the Learning Track(s) to be assigned, then click the Next button.

TIP: If the desired learning track(s) are not appearing on the Learning Tracks list, the Learning Tracks may already be assigned to the Learner.

or-1	
Dick a Compliance Lea	ming Track the below to assign. Jiance Learning Tracks by holding the CTRL key down and clicking on each targel
earning Track.	
When ready, click NEX	f to continue.
Learning Tracks	Medical Resident (non-MSU) Nested Track Test NiH GCP Social Behavioral Modules Police Officer Safety Track (Initial w due date, refresher Safety Track Back Refresher (1 course 36 -
	Back Reset Next

Click Next.

Click NEXT to continue.	r date is today. Change the date, if necessaly.
Learning Tracks	1. I-9 test (I-9 test) 2. Safety Track (2 tracks) (ST2itr) 09/27/2018
	Back Reset Next

Click Close Window.



TIP: After assigning learning tracks, a learner's status (complete/incomplete) may take up ten minutes to update.

When removing a track:

Click on the learning tracks to be removed (hold down the Control key to select multiple tracks). Click Next.

ł		
	Remove Training Requirements - Step	L.
his wizard will remove o use, select one or mo lick Next to proceed w	selected Learning Tracks from the Learner. re Learning Tracks from the list box below. In the removal.	
*Tracks to remove	Bloodborne Pathogen Fraud Awareness-Staff HIPAA Tuberculoss	

Click Close Window.



Single Track: Add or Remove Multiple Learners

From the main menu, select Manager Menu > Learning Track Manager.

bility Training Compli	2000				FAQ Lo
bility fraining Compli	ance				
Hanna Mu Manu	Esta Ca	Manage			
Home My Menu	Extra Col	urses Manager Menu			
		People			
Mv Required T	raining	Reports	My Transcript	🖓 Manager	
		Learning Track Manager			
Radiation Training PKB	0%	2 online enrollments	2 completions in the last 90 days	My Team Members	
Biological Safety	0%			Reports	
Fork Truck Operator	0%		Review Completed Training Review Expiring Training	Assigned training	
	0%				

Select a learning track.

MICHIGA	IN STATE UNIVERSITY Training Con ack Manager	npliance				Welcome	Manager AQ	r Der Lag ou
	Home My M	Menu Extra Courses Ma	anager Menu					
Click trac	k name to add/re	move person/s from that track						
Search:		Go Reset 🖶 🟠						
Catalog ID	Catalog Type Nam	e Learning Track Name	Description				Status	Actio
PKBRD	Learning Track	Radiation Training PKB	Here is an ex	ample of a Learning Track desc	cription added in the associated properties. Enter the	he details, and then save the changes.	Active	8
ACLA	Learning Track	Certified LMS Administrator			_		Active	8
BSF	Learning Track	Biological Safety					Active	6
BSS	Learning Track	Biological Substance Shipping			Select a Learning		Active	6
CEM	Learning Track	Chemical Safety for Researchers	Testing descr	iption	Track by clicking on		Active	6
CHIHWR	Learning Track	Chemical Hygiene & Hazardous W	Vaste		its name.		Active	6
HS-RES	Learning Track	Medical Resident (non-MSU)					Active	6
TO	Learning Track	Fork Truck Operator					Active	E
GCP	Learning Track	CITI GCP modules	This course in system. Indiv	s provided by CITI Programs wh idual modules are automatically	hich requires login at <u>http://ora.msu.edu/train/citi.ht</u> y imported upon completion of the entire CITI cours	m] where you will also find instructions to register and complete the specific group in that se/group.	Active	6
GCP1	Learning Track	NIH GCP Social Behavioral Modul	les				Active	E
HT-1	Learning Track	Demo track	1 Course that	t is repeated each year (each 4	days)		Active	6
-9 test	Learning Track	I-9 test					Active	E
RB	Learning Track	Human Research Protection Track	5				Active	E
ISU GCP	Learning Track	Good Clinical Practice (GCP)	2 options - In weekly.	mediately launch the 10 NIH G	CP modules or Login to CITI Programs.org to add	and complete all the GCP modules there. Completion records from CITI are imported	Active	e
ISUPD	Learning Track	Police Officer	MSU Police of	micer annual training requireme	ents.		Active	E
CAD	Learning Track	Nested Track Test					Active	E
SD	Learning Track	Toll					Active	6

On the People tab, to add learners to this learning track, click the green plus sign. To remove learners from this learning track, click on the person icon with the red X on it:

	Ability Training Complia	INCE gned to the Track		
	Menu	Extra Courses Manager Dashboard	Manager Menu	
To add	To remove learners MSU/Lea	Catalog ID EHS-T-1448 Catalog Type Name Learning Track arnerWeb_PTM.php?ActionID=Assign&GroupID=EHS-T-1	448	Catalog Name Biosafety Principles
learners	Properties C ssignmen People / signed to the Track	nt Criteria Qualifying Catalog Group Documents Catalog	Audit	
	🕂 🎗 🎗 🎗 Search:	Go Reset 🔀 Edit		

You will see either the "Assign People to Track" window (if adding learners to the track) or the "Catalog/Learner Delete Wizard" (if removing learners from the track).

Search for the desired learners by name or NetID. Once found, click the learners in the Search results pane, and use the double arrow buttons to move them to the Selected pane, or move them out if accidentally selected.

arner ID arner Name Reverse		Search results (4) Peter Cheryt	Selected	
cord Status ID amer Title ID	Active Inactive Any	Kathrine	To move users into the Selected pane	
amer Department ID	Any AL GLOBAL STUDIES PROGRAM FAMILY MEDICINE, DEPARTMENT OF PHYSICAL MEDICINE AND REHABILITATIOI SURGERY	Select users to be added to the track		
amer Location Key	Any + Honors College Human Medicine Nursing Osteopathic Medicine			

Confirm the correct learners have been selected and click Next. On the next window, confirm the learners who will be added to or removed from the learning track. Click Next.

TIP: After assigning learning tracks, a learner's status (complete/incomplete) may take up ten minutes to update.

REPORTS AND COMPLIANCE TRACKING

Team Reports

From the main menu, select Manager Menu > Reports.

MICHIGAN STATE UNIVERSITY	ance				Welcome Manager D FAQ Log
Home My Menu	Extra Cou	urses Manager Menu People Reports Learning Track Manager	B My Transcript	ាំង Manager	
Radiation Training PKB Biological Safety Fork Truck Operator	0% 0% 0%	2 online enrollments Click to see enrollments.	2 completions in the last 90 days Review Completed Training Review Expiring Training	My Team Members Assign Training Track Reports Review All Reports	

Two types of standard reports are available. **Track reports** include learning tracks assigned to your team members, including each learner's current status. Choose to summarize by:

- track name select Learning Track Status By Track
- learner name select Learning Track Status By Learner

History reports include complete history (all transcripts) completed by your team members. Choose to summarize by:

- course name select Training History By Course
- learner name select Training History By Learner

E MORGAN SME UNIZESITY bbility Training Compliance ssets			Vielcome Manager De FAQ Log o
Home My Menu Extra Courses Manager Menu			
Reports - Click on name to start report process.			
88			
aport Nama	Category	Option.KD	Action
egoort Nome earring Track States By Track	Category Learning Trades	Cetton IC LTST	Action
nglord kome externog Track Status D'e Track externog Track Status D'e Learner	Citinginy Learning Tracks Learning Tracks	Cetter IC LTST LTSK	
agoot kanne exempo Track Statis Br. Track exempo Track Statis Br. Learner rannog Lisbor LD, Learner	Clangery Learning Tracks Learning Tracks People	Option.CO LTST LTSL TTL	Action C C C
eport kanne exterior Track Status Br. Track exterior Track Status Br. Learner Inning Hather, Sp. Learner Inning Hather, Sp. Learner	Canopary Learning Trados Learning Trados Pregar Costre	Distros ID L'EST L'ESL TTL TTC	action G G G G

Managers can filter reports further using the filter buttons available under the report title.



Check Team Compliance

From the main menu, select Manager Menu > Reports > Learning Track Status By Learner.

Hor	My Menu	Extra Courses	Manager Menu			
Reports - Click	on name to start	report process.	People			
e %			Learning Track Manager			
			Reports			
Report Name				Category	Option ID	Action
earning Track Sta	us By Track			Learning Tracks	LTST	
earning Track Sta	us By Learner			Learning Tracks	LTSL	
Training History by	Learner			People	TTL	<u>a</u>
Training History by	Course			Course	TTC	ര

Ensure that the assigned learning tracks are appropriate for each team member. Assigned learning tracks represent current training requirements based on job duties or course work.

- To update training requirements, see Add or Remove Training Requirements (Learning Tracks).
- To update your team members, see <u>My Team Members</u>.

Learning Track Sta	atus By Learner				
V V Show All	• 🔒 🗞				
Track ID	Track Name	Status	Track Date Assigned	Track Date Completed	Courses Completed
Learner's Name (N	NetID)				
HRPP-T-1221	Human Research Protection (HRPP/IRB)	Complete	12/01/2018	12/30/2015	2/2
Learner's Name (M	NetID)				
EHS-T-1449	Bloodborne Pathogen	Complete	12/01/2018	11/14/2018	2/2
HT-T-1441	Fraud Awareness-Staff	Complete	12/01/2018	10/04/2018	1/1
HT-T-1681	HIPAA	Complete	12/01/2018	10/04/2018	1/1
HRPP-T-1221	Human Research Protection (HRPP/IRB)	Complete	12/01/2018	01/09/2018	2/2
Learner's Name (M	NetID)				
RCR-T-1081	Financial Conflict of Interest	Complete	12/01/2018	07/28/2016	1/1
HT-T-1447	Fraud Awareness-Provider	Complete	12/01/2018	02/07/2019	1/1
HRPP-T-1641	GCP	Complete	12/04/2018	07/29/2016	1/3
HT-T-1681	HIPAA	Complete	12/01/2018	02/07/2019	1/1
HRPP-T-1221	Human Research Protection (HRPP/IRB)	Complete	12/01/2018	07/21/2016	2/2
Learner's Name (N	etID)				
EHS-T-1442	Biological Substance Shipping	Complete	12/01/2018	02/13/2018	1/1
EHS-T-1449	Bloodborne Pathogen	Complete	12/01/2018	01/21/2019	2/2
HT-T-1447	Fraud Awareness-Provider	Complete	12/01/2018	01/21/2019	1/1
HT-T-1681	HIPAA	Complete	12/01/2018	01/21/2019	1/1
HRPP-T-1221	Human Research Protection (HRPP/IRB)	Complete	12/01/2018	03/29/2016	2/2
EHS-T-2003	Tuberculosis	Complete	01/27/2019	02/25/2019	1/1
Learner's Name (N	lettD)				
EHS-T-1449	Bloodborne Pathogen	Complete	12/01/2018	02/07/2019	2/2
HT-T-1441	Fraud Awareness-Staff	Complete	12/01/2018	02/07/2019	1/1
HT-T-1681	HIPAA	Complete	12/01/2018	02/07/2019	1/1
EHS-T-2003	Tuberculosis	Complete	02/15/2019	03/11/2019	1/1

To view only Incomplete tracks, look for the filter list near the upper left corner (under the report title), click on the filter list box, and select *Incomplete*.

👰 місніва	N STATE UNI	VERSITY				
Ability	Training	Complian	nce			
<u>Reports</u> > <u>Le</u>	annig nac	<u>k Status by Lea</u>				
	Home	My Menu	Extra Courses	Manager Menu		
Learning	Track Stat	us By Learner				
7 7	Show All Add filter	• 🖶 🚡				
Track ID	Incomplete Show All	Track N	lame		Status	Track Date Assigned

The report will be updated to show only learners and tracks in an incomplete status.

Learning Track	Status By Learner				
T To Incomp	lete 🔹 🔒 🏠 Edit				
Show SQL					
Track ID	Track Name	Status	Track Date Assigned	Track Date Completed	Courses Completed
Learner's Name	(NetID)				
COM-T-1000	Osteopathic Med Students	Incomplete	03/09/2019		4/5
Learner's Name (NetID)				
EHS-T-1448	Biosafety Principles	Incomplete	12/01/2018		0/1
Learner's Name (NetID)				
EHS-T-1449	Bloodborne Pathogen	Incomplete	12/01/2018		0/2
HT-T-1447	Fraud Awareness-Provider	Incomplete	12/01/2018		0/1
HT-T-1681	HIPAA	Incomplete	12/01/2018		0/1
RCR-T-1581	RCR-CITI	Incomplete	02/20/2019		0/4
RCR-T-1321	RCR-ILT	Incomplete	02/20/2019		0/29
Learner's Name	(NetID)				
EHS-T-1446	Chemical Hygiene & Hazardous Waste	Incomplete	12/01/2018		0/1
Learner's Name	(NetID)				
EHS-T-1448	Biosafety Principles	Incomplete	12/01/2018		0/1
EHS-T-1446	Chemical Hygiene & Hazardous Waste	Incomplete	12/01/2018		0/1
Learner's Name	(NetID)				
COM-T-1000	Osteopathic Med Students	Incomplete	03/09/2019		4/5
Learner's Name (I	NetID)				
EHS-T-1448	Biosafety Principles	Incomplete	12/01/2018		0/1
EHS-T-1446	Chemical Hygiene & Hazardous Waste	Incomplete	12/01/2018		0/1

Individual Learner Compliance

View a Learner's Track Status

From the main menu, select **Manager Menu > People**.

MICHIGAN STATE UNIVERSITY	nce				Welcome FAQ Lo
Home My Menu	Extra Cour	ses Manager Menu			
🖞 My Requireme	ents	People In Learning Track Manager Reports	My Transcript	លំំំំ Manager	
Human Research Protection (HRPP/IRB) Financial Conflict of Interest	100%	No online enrollments	0 completions in the last 90 days	My Team Members Assign Training Track Reports	
Printal ICIAL Committee of Interest			A Review Expiring Training		

Click the name of a learner.

MICHIGAN Ability Tr People	raining Compliar	nce					Welcome Mar	Log of
	Home My Menu	Extra Courses N	lanager Menu					
Click learn	er name to review train	ing assignments.						
V V A	dd filter • Search:	(30 Reset 🖨 🗞					
earner ID	Learner Name Full	Learner Name	▼ Pepartment	Title	Y Location Name	Manager Name Reverse	Report Type	Action
	Peter	Peter	PHYSICAL MEDICINE AND REHABILITATION	Assistant Professor-FixedTerm	Osteopathic Medicine	Demo, Manager	HR	0
	Cheryl	Cheryl	FAMILY MEDICINE, DEPARTMENT OF	Instructor-Fixed Term	Human Medicine	Demo, Manager	HR	0
	Julio	Julio	INSTITUTE FOR GLOBAL HEALTH	Specialist - Outreach-Continuing	Honors College	Demo, Manager	HR	0
	Kathrine	Kathrine	SURGERY	INSTRUCTOR/RESIDENT	Nursing	Demo, Manager	HR	0
							Showing 1 - 4	of 4 record

The track status tab will display currently assigned learning tracks, and the learner's status in each course within the tracks. Assigned learning tracks represent current training requirements based on job duties or course work. A track status of **Complete** indicates all required training is complete and up to date. Any other track status indicates either a) the learner has either never completed the assigned track, or b) training has expired.

Learner Employment History	rack Status					_
Current Training Requirer	nents					
4 x						
Click + icon to add new requi	ement. Remove on the Track manager screen.					
Group Activity Type Name	Title	Required	Course Status	Status Date	Expiration Date	Action
⊖ Bloodborne Pathogen	Complete					
Course	Bloodborne Pathogen Refresh	ner Yes	Finished	02/07/2019	02/07/2020	
Course	Medical Waste Management	Yes	Finished	02/07/2019	02/07/2020	
⊖ Tuberculosis Complet						
Course	Tuberculosis Awareness	Yes	Finished	03/11/2019	03/10/2020	
⊖ Fraud Awareness-Staff	Complete					
Course	Fraud Awareness for HealthTe	eam Staff Yes	Finished	02/07/2019	02/07/2020	
⊖ HIPAA Complete						
				201 CON 12 M OF CO.	1000 M RC 2000	

To update training requirements, see Add or Remove Training Requirements (Learning Tracks).

TIP: To print a track status report, use the print functionality in the browser while on the Track Status tab.

View a Learner's Training History (Transcript)

From the main menu, select **Manager Menu > People**.

bility Training Compliance			Welcome
Home My Menu Extra Courses Manager Menu			
My Requirements	🗒 My Transcript	🛱 Manager	
Human Research Protection 100% No online enrollments	0 completions in the last 90 days	My Team Members Assign Training Track Reports	
Financial Conflict of Interest 100%	a Review Completed Training a Review Expiring Training		

Click the name of a learner.

bility Training Complia	nce					Welcome Man	Log o
Home My Menu	Extra Courses Ma	inager Menu					
Click learner name to review trai	ning assignments.						
Add filter • Search.	Go	Reset 🕀 🏠					
earner ID	Learner Name	Department		Location Name	Manager Name Reverse	Report Type	Action
				Colores albie Medicine	Press Manager	110	
Peter	Peter	PHYSICAL MEDICINE AND REHABILITATION	Assistant Professor-FixedTerm	Osteopathic Medicine	Demo, Manager	HR	U
Peter Cheryl	_Peter _Cheryl	PHYSICAL MEDICINE AND REHABILITATION FAMILY MEDICINE, DEPARTMENT OF	Assistant Professor-FixedTerm	Human Medicine	Demo, Manager	HR	0
Peter Cheryl Julio	Peter Cheryl Julio	PHYSICAL MEDICINE AND REHABILITATION FAMILY MEDICINE, DEPARTMENT OF INSTITUTE FOR GLOBAL HEALTH	Assistant Professor-FixedTerm Instructor-Fixed Term Specialist - Outreach-Continuing	Human Medicine Honors College	Demo, Manager Demo, Manager Demo, Manager	HR HR	8

Click the history tab.

Manager Menu Learner Name Re Department Isasc)- New R-Basic) - Basic)	Inverse Kathrine II. I Name SURGERY Finshed Finished Finished Finished	Completion P P P P	Completion Status Pass Pass Pass Pass	Email Add Division N Score 0.00 0.00 0.00	Idross testaaba@ora.r Namo Completion Date 02/22/2017 02/22/2017	msu.edu T	FAQ Log
Manager Menu Learner Name Re Department 3asic)- New :R-Basic) :Basic)	Iteverse Kathvine Name SURGERY Finished Finished Finished Finished	Completion P P P P	Completion Status Pass Pass Pass Pass	Email Ad Division N Score 0.00 0.00 0.00	dross testsaba@ora i Namo Completion Date 02/22/2017 02/22/2017	msu.edu T	▼ Action
Manager Menu Learner Name R Department Jaskoj- New R-Baskoj - Baskoj	Itverse Kathrine I Name SURGERY Status Finished Finished Finished Finished	Completion P P P	Completion Status Pass Pass Pass Pass	Email Add Division N Score 0.00 0.00 0.00	dross testsaba@ora.i Name Completion Date 02/22/2017 02/22/2017 02/22/2017	msu.edu Expiration Date	Action
Managor Menu Learner Name Re Department Issic)- New R-Basic) 	Itame SURGERY	Completion P P P P	Completion Status Pass Pass Pass Pass	Email Ad Division N Score 0.00 0.00 0.00	dress testaaba@ora.i Name Completion Date 02/22/2017 02/22/2017 02/22/2017	msu.edu T	T Action
Learner Name Rk Department Issic)- New R-Basic) -Basic)	Reverse Kathrine I Name SURGERY Status Finshed Finshed Finshed Finshed	Completion P P P P	Completion Status Pass Pass Pass Pass	Email Add Division N Score 0.00 0.00 0.00	Idress testsaba@ora.i Name Completion.Date 02/22/2017 02/22/2017	msu.edu T	Action
Department Basic)- New R-Basic) -Basic)	It Name SURGERY Status Finshed Finished Finished Finished	Completion P P P P	Completion Status Pass Pass Pass Pass	Division M Score 0.00 0.00 0.00	Completion Date 02/22/2017 02/22/2017 02/22/2017	Expiration Date	Action
Jask)- New :R-Bask() :Bask()	Finished Finished Finished Finished	Completion P P P P	Completion Status Pass Pass Pass Pass	Score 0.00 0.00 0.00	Completion Date 02/22/2017 02/22/2017 02/22/2017	Expiration Date	▼ Action
Jasic)- New IR-Basic) -Basic)	Status Finished Finished Finished Finished	Completion P P P P P	Completion Status Pass Pass Pass Pass	Score 0.00 0.00 0.00	Completion Date 02/22/2017 02/22/2017 02/22/2017	Expiration Date	Action
3asic)- New :R-Basic) :Basic)	Status Finished Finished Finished Finished	P P P P P P	Completion Status Pass Pass Pass Pass	▼ Score 0.00 0.00 0.00	Completion Date 02/22/2017 02/22/2017 02/22/2017	Expiration Date	T Action
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arch Involving Human Subjects	Finished	P	Pass	0.00	02/22/2017		
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rotection	Finished	P	Pass	0.00	11/07/2015		
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ible Conduct of Research	Finished	P	Pass	0.00	11/27/2013		
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TIP: If the Learner's Learning Track history window has a filter applied to it, click Reset to clear the filter.

View a Learner's Employment History

Look on the Learner's Employment tab if you need to find the names of others who may also be assigning Learning Tracks to a Learner. From the main menu, select **Manager Menu > People**.

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Click the name of a learner.

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	Peter	Peter	PHYSICAL MEDICINE AND REHABILITATION	Assistant Professor-FixedTerm	Osteopathic Medicine	Demo, Manager	HR	0
	Cheryl	Cheryl	FAMILY MEDICINE, DEPARTMENT OF	Instructor-Fixed Term	Human Medicine	Demo, Manager	HR	0
	Julio	Julio	INSTITUTE FOR GLOBAL HEALTH	Specialist - Outreach-Continuing	Honors College	Demo, Manager	HR	0
	Kathrine	Kathrine	SURGERY	INSTRUCTOR/RESIDENT	Nursing	Demo, Manager	HR	0
							Showing 1 - 4	of 4 rec

Click the Learner Employment tab.

bility Training Complia	nce			FAQ Log
opie > Learner Employment				
Home My Menu	Extra Courses Manager Menu			
Learner ID		Learner Name Reverse Kathrine	Email Address testsat	ba@ora.msu.edu
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Monday Morning Email Reports

Each Monday morning, you will receive a single compiled email report including:

- Expired and/or overdue training for your team members
- Training due within the week for your team members

You will not receive an email if your team does not have any urgent training concerns.

Note that the Monday reports only include training assigned through learning tracks. It is important that managers monitor and update tracks assigned to their team members.

To update training requirements, see Add or Remove Training Requirements.