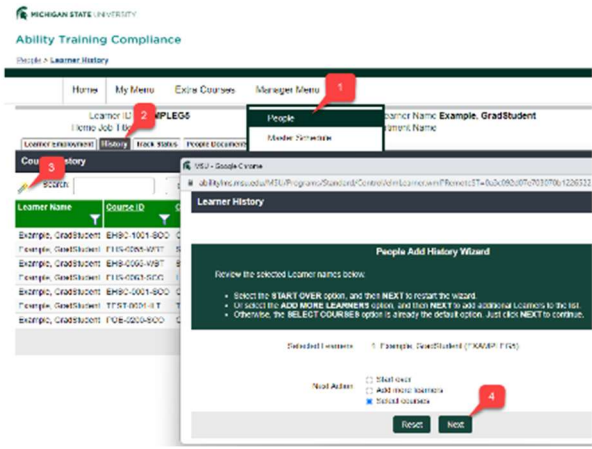
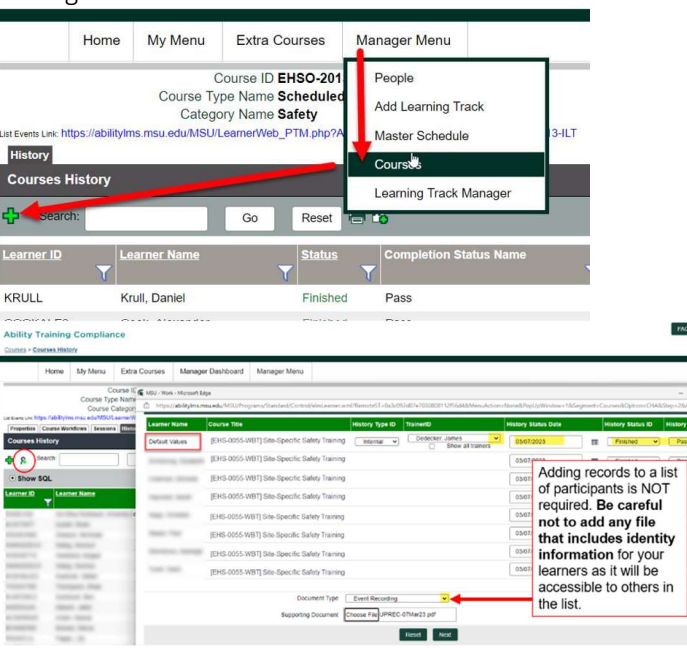
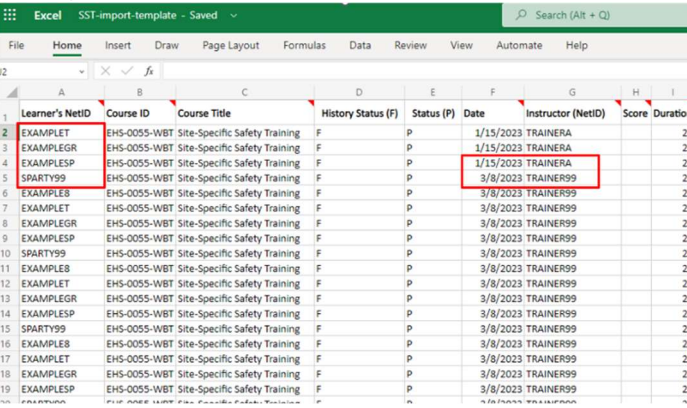
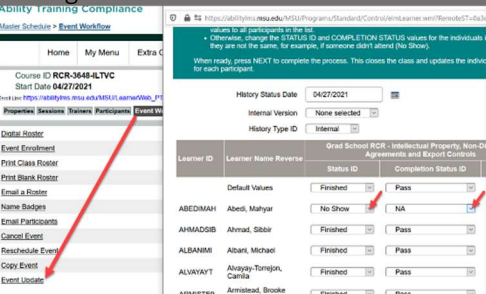


# Trainer Guide: Ways to Record Site-Specific Safety Training

If your unit will rely on you as the trainer or administrator to enter Site-Specific Safety Training into Ability system, there are several options. A completion record indicates all required topics were covered whether or not there is supporting documentation of details.

Method	Recommended If:	Basic Steps
<p><a href="#">Add Record to Individual's History</a></p>	<ul style="list-style-type: none"> <li>You have only a few records (1-5 people) to enter</li> <li>You want to view/verify the person's course history before or after adding the new completion.</li> <li>You want to make sure you are finding the correct person and/or check their track assignments at the same time.</li> <li>You want to attach supportive documentation to the record</li> </ul>	<p>Manager &gt; 1 People &gt; select &gt; 2 History &gt; 3 wizard wand icon.</p>  <p>Enter "site-specific" to find course. Disregard Document upload. Details: <a href="https://orrs.msu.edu/train/trainers/history-mgmt.html">https://orrs.msu.edu/train/trainers/history-mgmt.html</a></p>
<p><a href="#">Add Records to a Course's History</a></p>	<ul style="list-style-type: none"> <li>You have 1-20 records to enter, especially if all trained on same day, in the same subject.</li> <li>Add learners by searching in left column and moving them to the right column.</li> </ul> <p>Adding support document/image file:</p> <ul style="list-style-type: none"> <li>Use Certificate <i>document type</i> only (pdf, jpg, gif, png, doc).</li> <li>Use only <i>file names</i> that are short and do not use any periods, commas, or other special characters or your file won't be retrievable.</li> <li>You are <i>not required to add a supporting document</i> when adding a history record.</li> <li>You can add <i>individualized supporting document, but only if you add a history record one learner at a time</i> (we don't want one learner's info on another learner's document list).</li> <li>You can add a <i>supporting document with general information</i> (e.g. agenda, objectives covered, date and place of event) (without participant roster info) if you are adding history for multiple learners at a time .</li> </ul>	<p>Manager Menu &gt; Course &gt; + icon</p>  <p>Adding records to a list of participants is NOT required. Be careful not to add any file that includes identity information for your learners as it will be accessible to others in the list.</p> <p>Add link here</p>
<p><a href="#">Bulk Import of .txt file</a></p> <p>Method available, but recommend you seek assistance – orrs.train@msu.edu</p>	<ul style="list-style-type: none"> <li>You have over 20-2000 records to enter, are comfortable with Excel and/or creating a tab-delimited TXT file, and expect to do large groups regularly (or have lead time to collect many small events on a single sheet).</li> <li>You have accurate NetID for participants.</li> <li>Your learners received multiple subjects (e.g. re-use the same list for Bloodborne Pathogen, Medical Waste, SST)</li> </ul>	<p>Manager Menu &gt; Course&gt;</p>  <p><a href="#">Bulk Import of .txt file</a></p>
<p><a href="#">Create Calendar Event for Enrollment &amp; Entering Attendance</a></p> <p>Method available to a unit upon request</p>	<ul style="list-style-type: none"> <li>You expect 10 or more participants of your group training</li> <li>You want the system to capture the attendees' NetID during enrollment (rather than the trainer having to collect and enter NetIDs)</li> <li>You want automated email reminders sent to the enrollees 3 days and 1 day prior to the event; and/or email the enrollees with updates about the event such as cancellations or rescheduling</li> <li>You are willing to record attendance after the event, including both Finished and No Shows.</li> <li>Bloodborne Pathogens initial and refresher training</li> </ul>	<p>Manager Menu &gt; Master Schedule</p>  <p><a href="https://orrs.msu.edu/train/trainers/event-mgmt.html">https://orrs.msu.edu/train/trainers/event-mgmt.html</a></p>

Contact EHS [ehs@msu.edu](mailto:ehs@msu.edu):

- if you are not sure whether your unit requires workers to upload their annual documentation or whether a trainer enters the record into Ability.
- for questions about training records in preparation to upcoming inspection or in response to an inspection report.

Contact the training support desk at [ORRS.train@msu.edu](mailto:ORRS.train@msu.edu):

- for access to update Site-Specific Training course records
- to discuss the best option for you and your organization to record SST completions
- for teams walk-thru of options with screensharing