

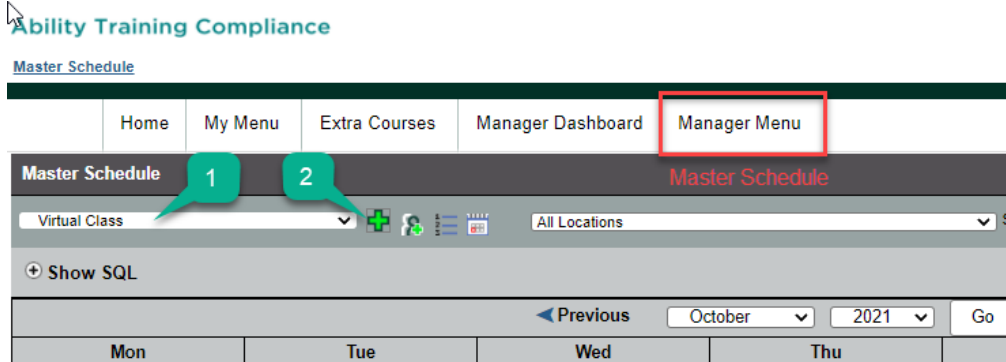
WPS Trainer Guide

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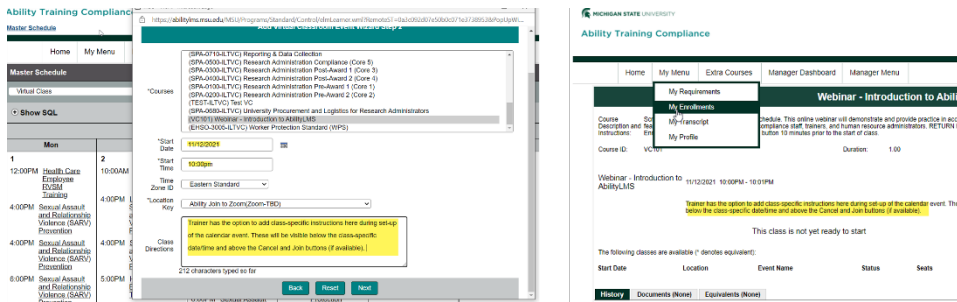
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1. Create Calendar Event in Ability LMS

- 1) In Ability, click Manager Menu > Master Schedule. Set the se the Green + icon.

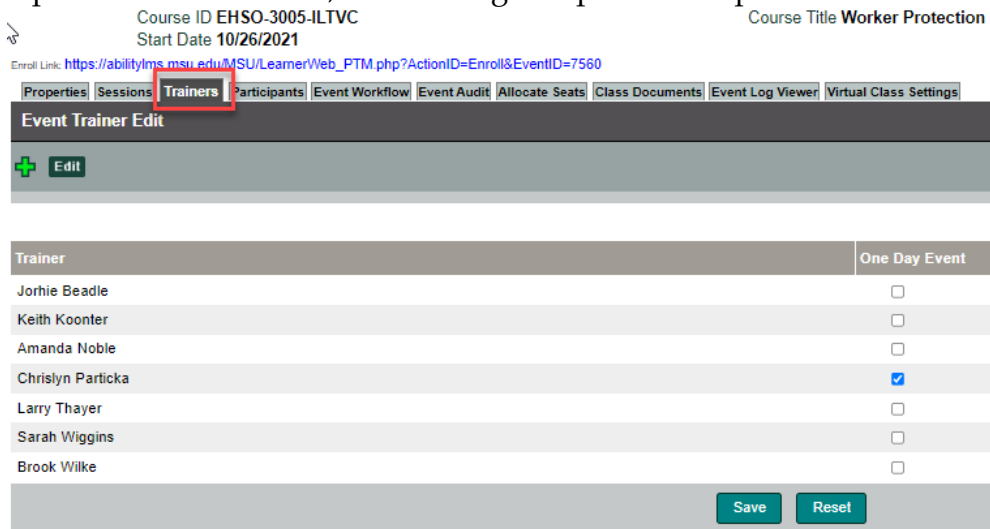


- 2) Select the WPS course from the dropdown (at bottom). Enter the date. The start time in the format HH:MM AM Select your Location Key (Venue ID which is pre-established with Ability team). This can be modified later, but easiest if you have it now. **Class Directions** text box does not show up for the learner during enrollment, but does show up after enrollment. Some users may need to refresh this page to see the change. This field should be visible when the learner returns later as the event is starting.

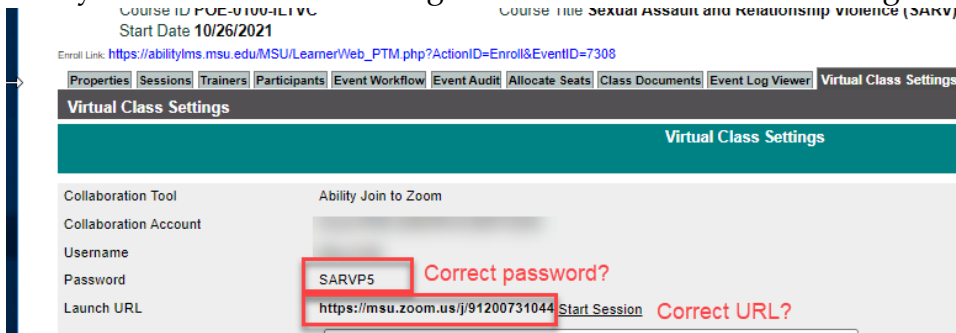


You may add known participants at this time or close.

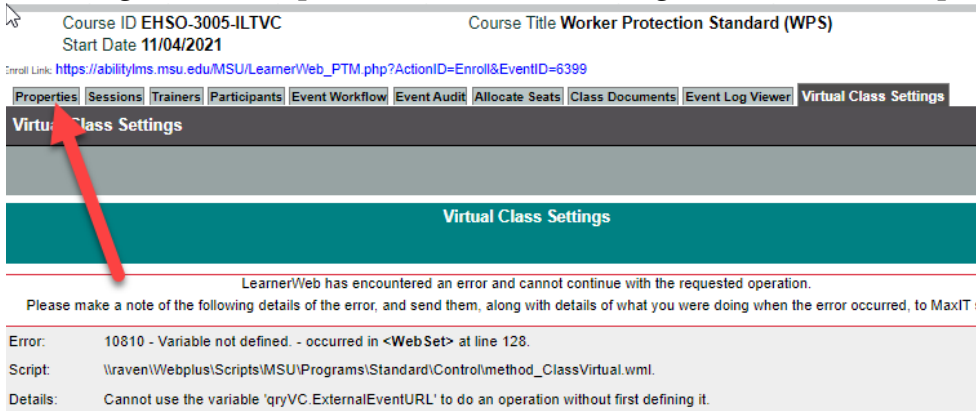
- 3) Update the Trainer tab, unchecking all options except the trainer for this event.



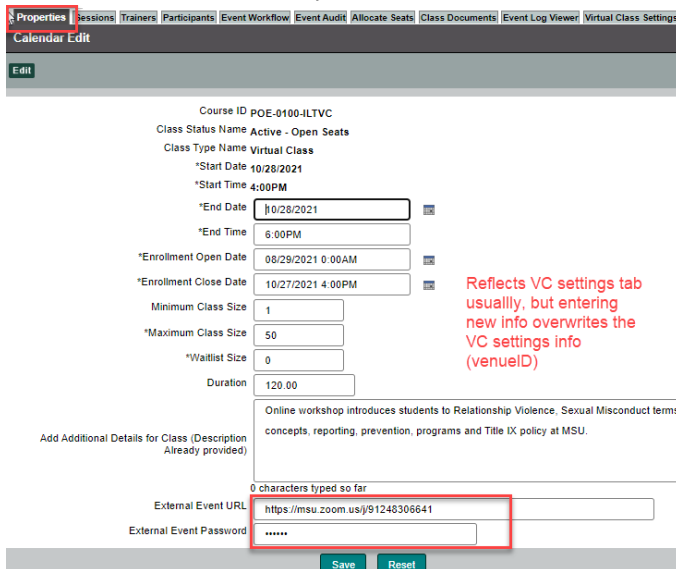
4) Verify the Virtual Class Settings show the Zoom info. The image below looks correct.



If not correct (see error below of import file that did not match the venueID in system), you'll have to go to the Properties tab and add the right Zoom URL and password.



5) You can always edit the Properties tab External Event fields if your VC Settings tab is bad or if your planned Zoom url changes (e.g. different trainer needs to use her zoom account). As long as you edit the Properties field at least 15 minutes prior to start of the event, the learners will still be able to use the Join Session button successfully to your new zoom info.



2. Prepare Materials

- 1) Download the slideshow and video files in advance to the computer you will be using. Periodically check to make sure you are using the most recent version of these files.
- 2) [MSU WPS Slides \(PPTX\)](#) (updated 2021-Jan-14)
- 3) *Worker Protection Standard for Agricultural Workers*: [YouTube](#) or [Download \(MOV\)](#)
- 4) *Safety in the Greenhouse*: [YouTube](#) or [Download \(M4V\)](#)
- 5) If an on-site event, you can print [a roster sign-in sheet from Ability LMS](#) (if participants pre-registered) or a [blank sign-in sheet](#) (if providing training without pre-registration).
 - Use [this individual signature page](#) for 1-on-1 training sessions and webinars.

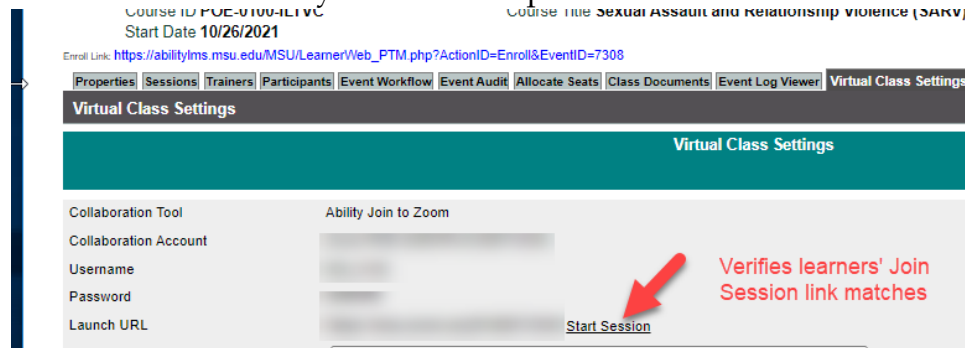
See <http://pesticidesresources.org/wps/training/percvids/index.html> for alternate video options (e.g. Spanish or captioned versions).

3. Start Event

- 1) Set-Up early.

For **on-site, in-person event**, be sure to arrive 30 minutes prior to check your room access, seating set-up, equipment and to greet participants.

For a **virtual event**, login to Ability LMS 15 minutes prior to the start your scheduled webinar. Recommended: Open your Zoom through Ability event's Virtual Class Settings tab and zoom link. This will ensure your URL and password are correct.



If this doesn't work, then you can edit the URL & password on the Properties tab as show above. Or you can email your participant list with an alternative.

- 2) Learners click Join button which changes their enrollment to InProgress/N/A.
- 3) Present the slideshow outlining MSU-specific information.
- 4) Present the EPA-approved videos.
- 5) Solicit questions.
- 6) It is important to remain in the area (or monitoring the webinar chat and your email) during the videos to make sure the video plays and to answer questions. If you are asked any question you do not know the answer, contact John Stone at stonejo2@msu.edu or 517-353-5134.

4. Record attendance

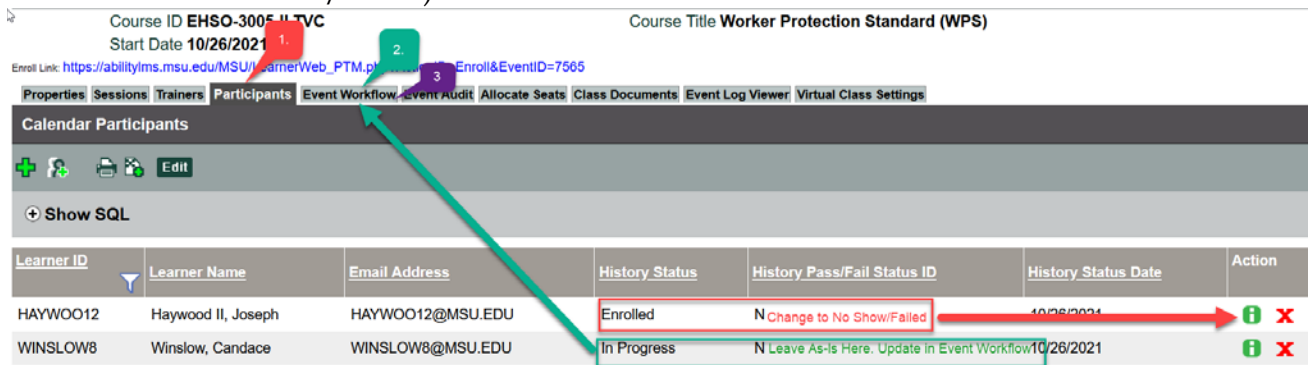
When the event finishes, start by recording the No-Show participants in the Participant tab to more easily record the successful completions in the Event Workflow tab. The process varies slightly depending on whether on-site or virtual course type. Updating attendance in the Event Workflow tab closes the event permanently. Any changes after close must be done on individual records.

No Shows for On-site/In-person Event

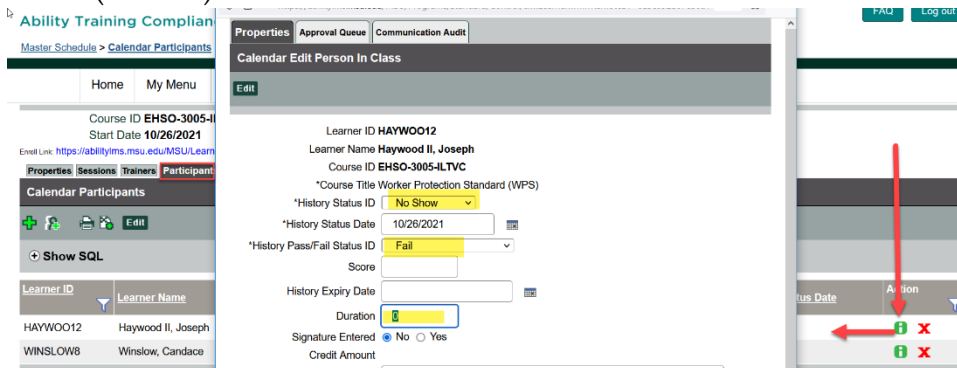
- 1) Ability LMS - Start by logging into Ability LMS at <https://train.ora.msu.edu> . Using the top navigation bar, click **Manager Menu > Master Schedule**. Find and click event delivered.
- 2) Click **Participant** tab. Record **No Shows** by changing their enrollment to **No Show/Failed** (use the green “i” to the far right of the person’s name).

No Shows for Virtual/Webinar Event

- 1) Ability LMS - You will already be logged in. You must check indicators from Ability and your Zoom report. In Ability, anyone with status still **showing Enrolled did NOT click the Join Session** button and can be presumed as absent unless there is other external information (e.g. the learner entered chat during the event identifying themselves as accessing the Zoom with another Zoom account/name).



- 2) Click **Participant** tab. Record **No Show/Fails for anyone who still has status as Enrolled** (use the green “i” to the far right of the person’s name). Record History Status ID=No Show (or Cancelled if preferred), History Pass/Fail Status ID=Fail. Duration and Expiry Date should be blank (or zero).



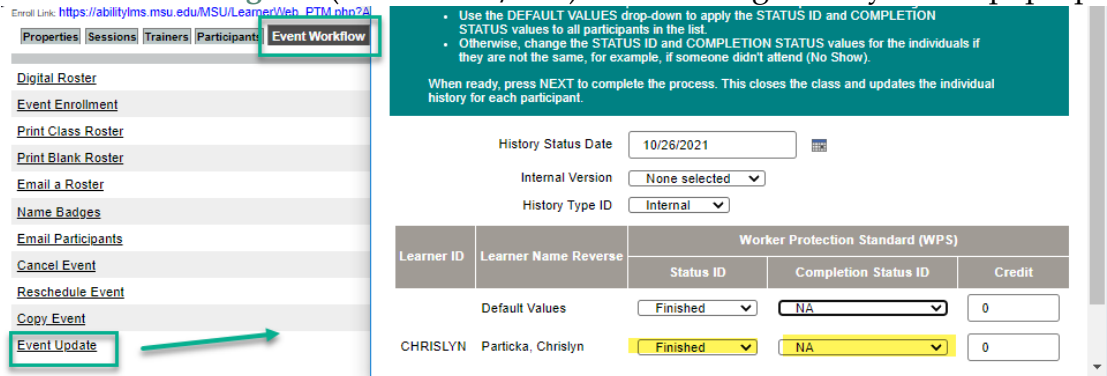
That leaves all your learners who participated.

Participation for On-Site Event

- 3) For **On-Site event**, click the **Event Workflow** tab. Use the Default Values row to give everyone remaining Finished/Pass statuses. Then click Save and the event will automatically close. You are done.

Participation for Webinar

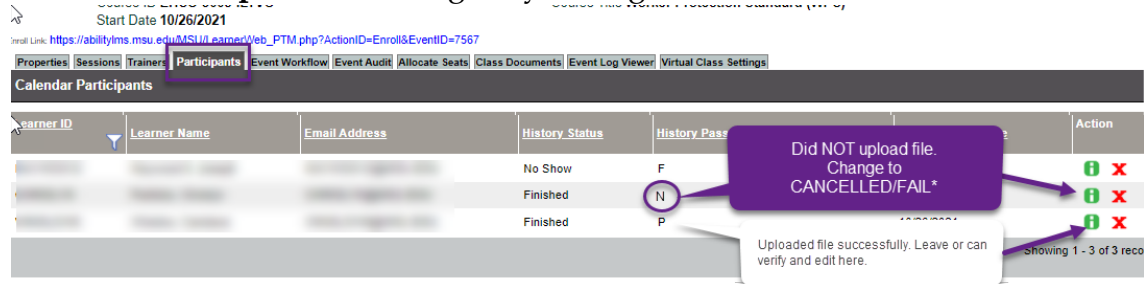
- 3) For **Webinar event**, there are a few extra steps to collect the signed forms. You need to add the Upload button to their views using the Event Workflow tab. Click the **Event Workflow** tab, then the **Event Update link on left**. Change the default setting to **Finished/InProgress** (or Finished/NA) which changes everyone on pop-up.



Tell your learners that they may need to refresh their screen or click back to My Enrollments and the course page to see the added Upload button.

- 4) If you are limiting the time when learners can Upload documentation, leave and return later.
- 5) Learners click Upload button which moves their record to Finished/Pass automatically. The course record moves from their Enrollments to their Transcript history screen.
- 6) Return at the end of the deadline (45 hours) to reconcile any remaining In-Progress records. These are the participants who did not upload their signature form.

Click the **Participant** tab. Change any InProgress records to **Cancelled/Failed No signature**.



You are now done

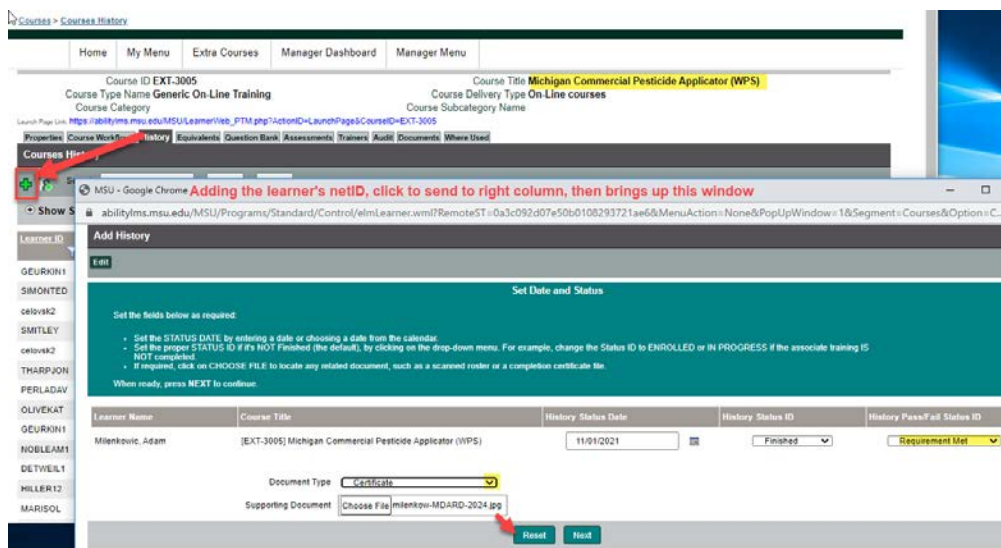
Record Alternative to Annual WPS Video Training

Michigan Commercial Pesticide Applicator license (aka MDARD)

As an alternative to attending the annual live WPS video presentation, a learner’s documentation for current Michigan Commercial Pesticide Applicator license, also known as an MDARD, can be recorded in Ability.

A copy of the MDARD card indicating expiration and learner’s name must be captured (either PDF or image) and uploaded into Ability. There are two ways in which this can be recorded.

1. The learner can upload the file themselves by selecting the course *EXT-3005 Michigan Commercial Pesticide Applicator (WPS)* available as an equivalent in the standard WPS courses.
2. The trainer or compliance admin can add a record for course *EXT-3005 Michigan Commercial Pesticide Applicator (WPS)* including adding the supporting copy of the learner’s card.
 - By using the Certificate document type, the MSU completion certificate is overwritten (best practice since MSU did not provide the actual training). Instead of the standard certificate, the Michigan card verification is shown when Print or Send certificate is clicked.
 - By recording a Finished[/Requirement met rather than Finished/Pass is also more accurate.
 - The file-name should be as short as possible as the system adds many extra characters (max 20). Limiting the filename to maximum of netID-MDARDYY (for expiration) can ensure the file is accessible later.



AFTER this

documentation has been uploaded for a course record, the trainer or admin **must re-open the record and change the expiration date** to the last day of the year of the card expiration. This must be done whether the learner records the training or the trainer uploads for the learner.

Additional Tips

Editing Records After Event Close/Inactive

How you select status in the class Event Update impacts view of history for a learner.

If you accidentally record someone as Finished, you must change their enrollment to CANCELLED/FAILED manually. You can do this on the Master Calendar > class > Participant tab or Course History tab.

MSU - Google Chrome

abilitylms.msu.edu/MSU/Programs/Standard/Control/elmLearner.wml?RemoteST=0a3c092d07e50a1a...

Edit

Learner ID MIXL
Learner Name Mix, Linda
Course ID EHSO-3005-ILTVC
*Course Title Worker Protection Standard (WPS)

*History Status ID **Cancelled**
 *History Status Date
 *History Pass/Fail Status ID
 Score
 History Expiry Date
 Duration
 Signature Entered No Yes
 Credit Amount 0.00

Notes
0 characters typed so far

Save **Reset** **Cancel**

Once recorded as Finished, the only way to remove the Upload btn option is to use the i in class or course to change to CANCELLED/FAILED OR FAILED NO SIGNATURE.

At this point, must also remove Expiry date and the duration field. This completely removes the

History Status	History Pass/Fail
Cancelled	Sr
Finished	I
No Show	N
Finished	P

*If a learner did not use the Upload button, simply changing their status to Finished/P will not remove the Upload button from their screen. Note the check-box on the pop-up that indicates 'Upload signature.'

Course Page Edits

- Any records can be further corrected after the event from the Course > History tab.

No Shows are visible to managers, other trainers, and the learner. Some trainers prefer to see a history of No Shows. Others do not. If a trainer cancels an enrollment or the entire event; or if the learner cancels her enrollment, there will still be a record on the course history tab.

Ability Training Compliance FAU

[Courses](#) > [Courses History](#)

Home My Menu Extra Courses Manager Dashboard Manager Menu

Course ID EHSO-3005-ILTVC Course Title Worker Protection Standard (WPS)
 Course Type Name Virtual Class Course Delivery Type Webcast
 Course Category Course Subcategory Name

Properties Course Workflows Sessions **History** Equivalents Question Bank Assessments Audit Documents Where Used

Courses History

Search:

Learner ID	Learner Name	Status	History Pass/Fail Status	History Status Date	History Expiry Date	Trainer ID	Post-Test Score	Score	Duration	Certificate	Action
		Cancelled	Failed No Signature	10/26/2021							
		No Show	Fail	10/26/2021				90.00			

- Does not show on user transcript view

- Shows on transcript.

- Delete the record entirely if you want no record
(e.g. testing or bulk cancellations that just add unnecessary)

X

Status Testing Notes

Cancelling an Event to Remove entirely does not remove the records on course history nor on learner’s transcript.

Upon using Event Update, changing to the following Status combinations, you’ll get the following results.

- InProgress | N - default after the learner clicks the Join Session button (N=NA)
- InProgress | I - status required for the Upload button to be visible (I=In Progress)
- Finished | P - default after the learner successfully Uploads document (P=Pass)*

- No Show | F - option for recording a Fail. Visible to learner & manager on learner’s transcript history, but cannot print certificate.
- Cancelled | FS participation - option for recording an attempt such as participation or partial in event. (FS=Failed No Signature). Upload button gone.
- Cancelled | F course - another option for recording a No-Show or other failure to complete requirements. Only visible on Course history record. No Upload button.

- Finished/I - If left in this status, the learner can view/use Upload button after the event closes.

Only Cancelled/FS or Cancelled/F eliminate the Upload btn option and transcript printing capabilities from the learner’s enrollment.

I Address	History Status	History Pass/Fail Status ID	History Status De
.ERUL@MSU.EDU	In Progress	I	Event Update > upload btn shows
@MSU.EDU	Finished	I	Event Update > upload btn shows
SKI@MSU.EDU	No Show	N	Event Update > to transcript but not able to print certificate in FF
SLOW@MSU.EDU	Finished	P	Event Update > upload btn shows unless the learner already used it