

Safety Skills LMS Guide for Supervisors with Administrator Access

The Learning Management System (LMS) for Safety Skills will provide a shared system for EHS and Supervisors to track all on-line assigned and completed employee EHS training. Additionally, the LMS will provide EHS and Supervisors the ability to enter and track classroom training using the Events capability.

LOG IN - *Internet Explorer is the recommended browser to access and use the Noodlestream Safety Skills on-line training.*

- 1) Log In at umflint.inclassnow.com. This link is also available on the EHS On-Line Training website: <http://www.umflint.edu/ehs/ehs-line-training-safety-skills> .
- 2) Type in your Uniqname in the box that appears just above the words "Sign In". Another box will appear below for you to type in your **UM-Flint password**. No new password is needed.
- 3) If you are not able to log in, please contact EHS 810-766-6763.

SUMMARY OF FEATURES

TABS & Screen Descriptions

Each tab takes you to a different screen with different functions.



HOME PAGE TAB

Provides assignments and statistics of courses assigned and completed at a glance.

USERS TAB

Provides a list of users/employees in your group.

COURSES TAB

Provides a complete list of courses that can be assigned to those in your group. You may choose a series of courses from the drop down menu found to the left above the course list. You may also assign one class at a time by selecting it from the list. The search box allows you to search by key word in the title. The alphabet at the top of the course list can be used to browse all titles starting with that letter.

EVENTS TAB

1. This feature is useful to track classroom training that is not done on-line. EVENTS can be used for your departments training needs outside of EHS training. Events can be created ahead of time or after they are completed. Click on the EVENTS TAB. The screen will show a list of CURRENT EVENTS and COMPLETED EVENTS.
2. Click on the CREATE AN EVENT button on the upper right hand side.
3. Type in the title of the training course in the SUBJECT field.
4. Select the DUE DATE from the calendar drop down.
5. Add USERS to this event after you save. Once saved, click on EDIT/ADD USERS on the Events page and you may select USERS from your list to be a part of an event.

REPORTS TAB

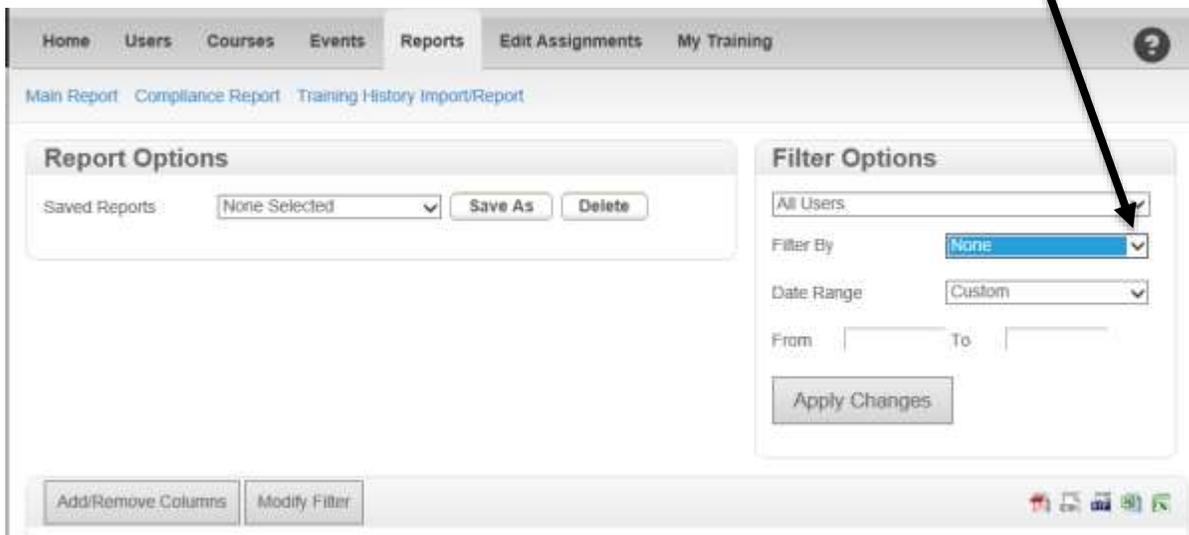
Report Options - provides a drop down list of saved reports that you are able to run & save.

Filter Options - Supervisors may only have one group assigned to them or may have more than one group available to select. Use the filter feature to sort & run a report by:

- ACTIVATION DATE
- ASSIGNED DATE
- COMPLETED DATE
- DUE DATE

Date Range

- CUSTOM
- CURRENT MONTH
- PREVIOUS MONTH



The screenshot displays the 'Reports' tab interface. At the top, there is a navigation bar with links for Home, Users, Courses, Events, Reports, Edit Assignments, and My Training. Below this, a breadcrumb trail shows 'Main Report > Compliance Report > Training History Import/Report'. The main content area is divided into two panels: 'Report Options' and 'Filter Options'. The 'Report Options' panel includes a 'Saved Reports' dropdown menu currently set to 'None Selected', with 'Save As' and 'Delete' buttons. The 'Filter Options' panel features a dropdown for 'All Users', a 'Filter By' dropdown set to 'None', and a 'Date Range' dropdown set to 'Custom'. Below these are 'From' and 'To' input fields and an 'Apply Changes' button. At the bottom of the interface, there are buttons for 'Add/Remove Columns' and 'Modify Filter', along with a row of small utility icons.

EDIT ASSIGNMENTS TAB

Find User - enter user from your group.

Find Assignments Box (left) - allows you to find assignments for the user.

Change Selected Assignments Box (right) - allows you to change selected assignments. You may complete and/or unassign courses for a user, change assignment dates, and send an assignment e-mail.

To Document Assignment List - Click one of the icons to the right hand side under the CHANGE SELECTED ASSIGNMENT buttons. Document Choices are:

- PDF
- CSV
- RTF
- Excel XLS
- Excel XLSX

MY TRAINING TAB

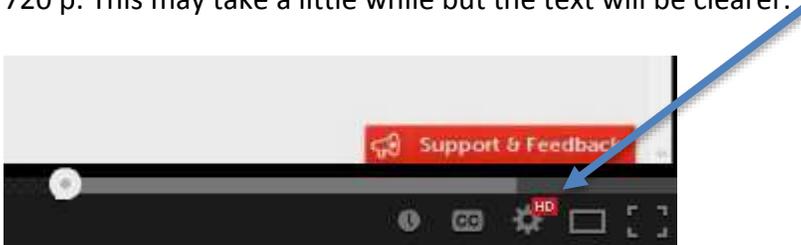
All USERS and ADMINISTRATORS have this tab. Lists courses assigned to you and courses you have completed. You are able to print your certificate any time after taking the training class. Additional course material is listed on the right hand side. My information shows your login, first name, last name & e-mail.

Video Demo on LMS System

To quickly and easily learn about most of these features, watch parts of the YouTube video LMS walkthrough. In its entirety, the video is 31 minutes long, however about 15 minutes of the material only applies to the account owner which is EHS. By clicking on each of the links below, you will watch only the sections that apply to Supervisors having Administrator Access in the LMS (about 15 minutes total).

More simply, you may click on the first link in Section I and watch until minute 4:40 then STOP. Then you should click on the first link on Section II and watch it until the end at minute 31:12. This will give you a good foundation to start using the LMS.

When you click on any of links provided below, it will take you to a YouTube video page, before watching the videos you will want to sharpen the resolution of the viewer. To do this, you will select the gear icon in the lower right hand side of the YouTube video screen viewer. It pulls up a Quality menu and you should select 720 p. This may take a little while but the text will be clearer.



Written directions and the specific links are given below for your reference if you need to review a specific function. Please contact EHS, if you have questions or need assistance with any of these features.

Section I

(Total Time = 4 minutes 32 seconds)

Quick Overview (2 min 7 sec; start 2:06 end 4:13) video starts at minute 2:06. Stop viewing at minute 4:40 since the video discusses items specific to the owner account. <http://www.youtube.com/watch?v= dWHg4...>

How To Contact Support (2 min 26 sec) (start 4:14 end 4:40):
<http://www.youtube.com/watch?v= dWHg4...>

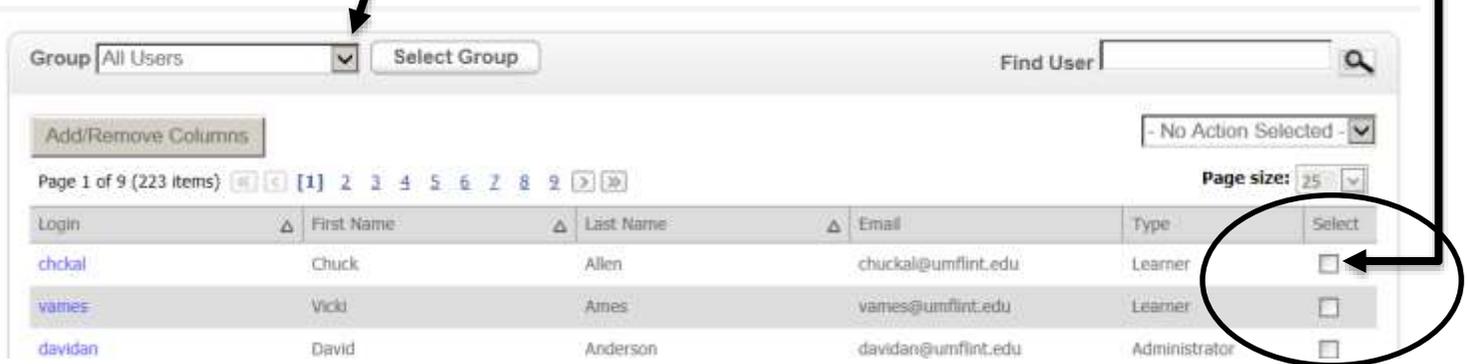
Section II

(Total Time = 10 minutes 23 seconds)

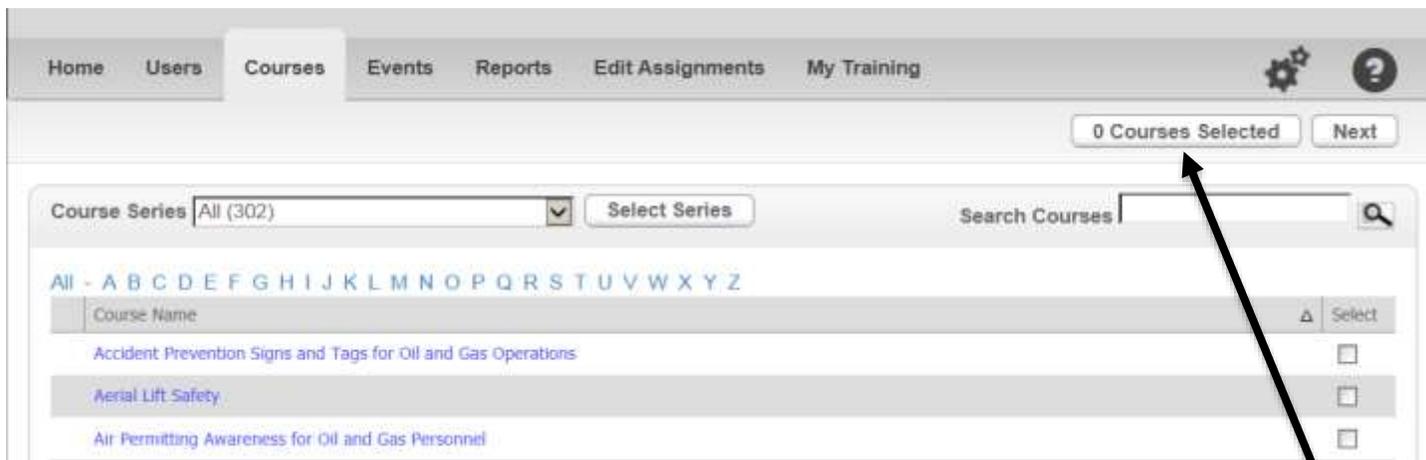
How To Perform a Single Assignment: (1 min 38 sec) (start 22:48 end 24:26)

<http://www.youtube.com/watch?v= dWHg4...>

1. Assign a single course by clicking on either the USERS TAB or the COURSES TAB. The video demo starts with the USERS TAB.
2. Select an individual employee USER by checking the box to the right of their name, in the SELECT column. You may select more than one. Sometimes it is easier to assign a group of employees USERS by clicking on the down arrow to the right of the field to pull down the drop down menu box.



3. Click on the USERS SELECTED in the top right part of the screen. This keeps track of the users you have selected. You can remove a user if needed.
4. Once you have selected all the USERS you need, click on the NEXT button directly to the right of the USERS SELECTED button.
5. This takes you to the COURSES TAB. **Note:** If you chose the COURSES TAB first, the NEXT button will take you to the USERS TAB.
6. Find the title of the course that you would like to assign by using the alphabet, if you know the name of the title you can also do a search by using the search to the right side of the screen. If you need to assign a series of courses, use the drop down menu at the top left hand side of the screen just above the alphabet and the list of courses.



Note: Check to make sure that your assignments are correct by clicking on the Courses Selected button in the upper right corner.

7. Click on the NEXT BUTTON. This takes you to a COURSES TAB. Review the ASSIGNMENT DETAILS in the box on the right hand side of the screen to make sure the number of users and number of courses assigned is accurate.
8. In the Course Assignment box to the left of the screen, click on the calendar to the right of the ACTIVATION DATE field. The ACTIVATION DATE is the date when you want the assignment to be active.
9. Click on the Calendar next to courses due and select the deadline date which is when you would like them to have the training completed.
10. Click on the box to select sending an e-mail notification to the employee
11. Click on the box to the left of sending an e-mail reminder and select the number of days before the due date when you want the reminder e-mail sent.
12. Click on the ASSIGN button on the bottom left.

How To Take Training: (35 sec) (start 24:27end 25:02)

<http://www.youtube.com/watch?v= dWHq4...>

1. Click on the MY TRAINING TAB. In the ASSIGNED TRAINING box are training courses assigned to you.
2. In the box to the right, you will find additional course material associated with the Assigned Courses on your list. You are able to review this material prior to taking the training.
3. Click on the blue text TAKE TRAINING to the left of the training course title.
4. The training course will begin. If you don't have enough time to complete the training at one time, you are able to exit out. Next time you log in to take that training course, it will ask you if you would like to start at the beginning or resume where you left off.
5. Below Assigned Courses is a list of courses that you have completed. On the right in blue text is a link where you can print a certificate if needed. This link is available any time after you have completed the training.

How To Edit Assignments (1 min 50 sec) (start 25:03 end 26:53)

[http://www.youtube.com/watch?v= dWHq4...](http://www.youtube.com/watch?v=dWHq4...)

1. Click on the EDIT ASSIGNMENTS TAB. This screen will show you any assignments that have not yet been completed.
2. The column headers may be moved around in any order you wish. Typically, the headers include: Course Name; Login; First Name; Last Name; Lesson Status; Assigned Date; & Due Date.
3. Select the ASSIGNMENT that you wish to EDIT by clicking to check the box in the right hand side of the assignment title.
4. Go to the CHANGE SELECTED ASSIGNMENTS box in the top right hand side of screen, and click on the button for the edit you wish to make. The choices are self-explanatory:
 - COMPLETE
 - UNASSIGN
 - CHANGE DUE DATE
 - CHANGE ACTIVATION DATE
 - SEND ASSIGNMENT EMAIL
5. The COMPLETE button is used if more than one person took the class together using a single LOGIN ID. The supervisor or EHS can complete the course for the other person's USER ID. This type of completion shows differently on reports than if the person took the training themselves. The time to complete the course will appear as zero and it will indicate that it was completed under the Supervisor's log in. The user will still be able to print certificates for the training and will show up on lists as completed.

How To Run Reports (4 min. 19 sec) (start 26:53 end 31:12)

<http://www.youtube.com/watch?v= dWHq4...>

1. Click on the REPORTS TAB at the top of the screen just below the UM-Flint header.
2. Click on the ADD/REMOVE columns button to the left of the screen. To ADD columns select the heading from drop down box that appears. Click and drag the heading to place it where you wish to place the column. The column will go where the white arrow appears.
3. The learner data can be viewed differently by grouping using different column headers. Click on a column heading and drag it slightly to the section above. White arrows will appear to the left and drop it in that section. (Ex. "Last Name")
4. Click on the plus sign to the left of the course name to view courses under the Last Name.
5. There are default reports already created for you. Just select from the Report Options drop down. Choices include: All completed; All Not Completed; All Overdue etc.
6. On the right hand side of the screen, there are FILTER OPTIONS. You can limit or filter the information in your report by selecting a choice from the drop down menus.
7. Choices in FILTER BY are: None (default); Activation Date; Assigned Date; Completed Date; or Due Date.
8. Choices in DATE RANGE are: Custom; Current Month; Previous Month.
9. In the video, the example report run is "All Completed" which is filtered by Assigned Date with a Date Range of Current Month.
10. Click on the APPLY CHANGES button to run this report on all the completed training in your group having an assigned date in the last month.

Scheduled Reports

1. You can have the report e-mailed to you on a monthly basis without having to log in every time. Change FILTER BY selection to Previous Month and Click on the APPLY CHANGES. The scheduled reports go out on the first of every month so if you used the Current Month you would only have one day of data.
2. Click SAVE AS in the Report Options box.
3. Give the report a name in the text box that appears (Ex. Monthly Completed Report). Click on CREATE REPORT.
4. It will appear as a Saved Report under Report Options and you can select "Schedule this report to be automatically e-mailed to me at the first of every month".

Compliance Report

1. Click on COMPLIANCE REPORT in bright blue lettering in upper left hand part of the REPORTS screen just below all of the navigation tabs.
2. This will give you a list of all the USERS in your group and how many courses have been assigned, how many courses have been completed, and how many are in compliance.
3. You can select data in a group by selecting from the drop down menu in the upper left hand side of the screen. It will give you a compliance percentage for that group.