


CIS Learning Center: Group Registration

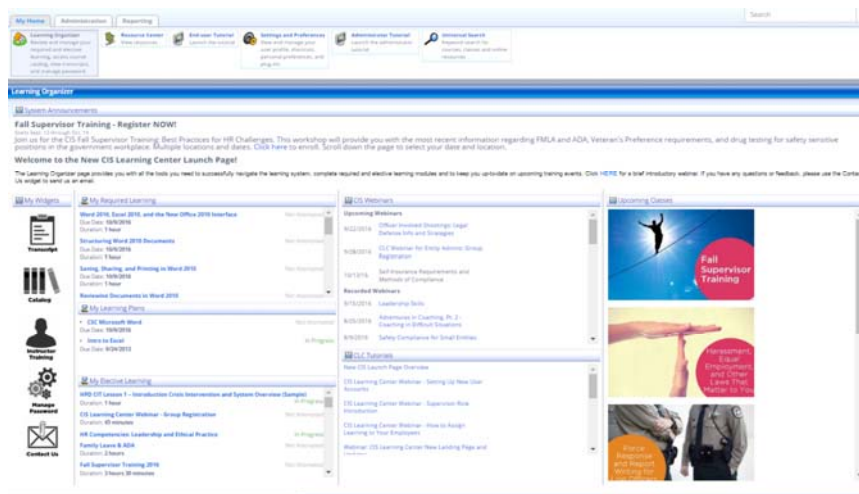
Mary Meyer, CIS Training Manager



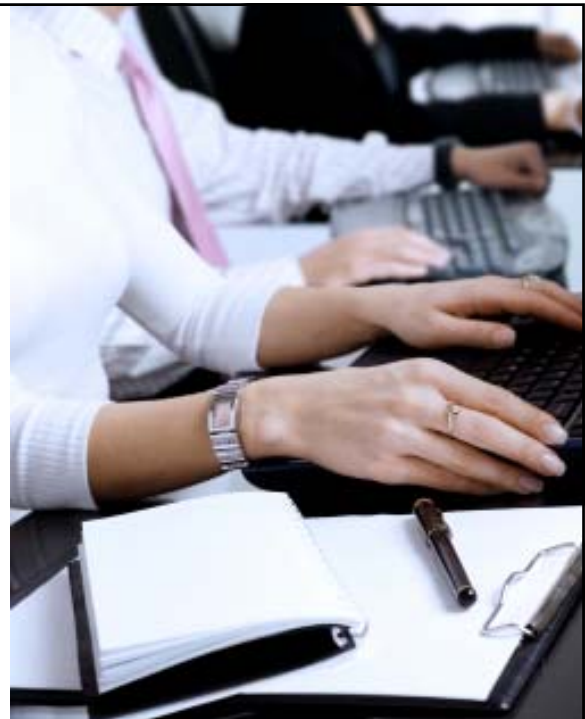
Today's Presentation

- New Home Page — How's it working for you?
- Self-Registration
 - Online courses
 - Classroom training
- Group Registration
 - Online courses
 - Classroom training
- Learning Plans or Mass Assignment?

New Home Page – How's it working for you?



Self-Registration Process



Self-Registration Process

- CIS Learning Center website (learn.cisoregon.org) or main website at cisoregon.org

Self-Registration Process

If you already have an account, enter your username and password

If you need a new account, "click here"

Self-Registration Process

- Arrive at description page
- When ready, click
“Register for Training”
button

CIS Learning Center
learn.cisoregon.org

Quick Links:
2016 CIS Annual Conference
News
Webinars
Online Learning Login
Risk Management Library
eRisk Hub (Cyber Threat Resources)
Instructor Led Training Catalog
Frequently Asked Questions
CIS Benefits

CIS
citycounty insurance services
www.cisoregon.org

CIS Learning Center Webinar - Group Registration

Content Overview:
Are you interested in signing up a group of employees for a classroom training, but don't know how? How about enrolling several people in an online course, or several people in more than one class - all at the same time? These are just some of the questions that CIS Training Manager Mary Meyer answers on a regular basis.

In this webinar, Mary walks you through the steps on how to enroll an individual or a group of employees. You'll also discover how to mark a Learner as having attended, or drop a Learner who's missed a class. And Mary will show you the simple steps you can take to generate a helpful progress report.

KEY RESULTS:

- Ability to enroll one or more employees in a class or online course
- Create an attendance roster
- Mark attendance in the Class Manager
- Generate a report for your organization, a department, a group, or an individual.

WHO SHOULD ATTEND:
Entity administrators and supervisors who have responsibility for training employees, or for enrolling employees in a class or online course.

Duration:
45 minutes

Locations:
CIS Learning Center Webinar - Group Registration - 10:00 AM, 09/28/16

Cost for CIS Members:
\$0.00

CEU Credits:

Register for Training

Self-Registration Process – One Class Session

CIS Learning Center Webinar - Group Registration
0 Reviews

Warning: Class Level Action Required
You must select a class in the Scheduled Classes section and click Enroll in This Class to continue and complete the enrollment process.

Details | **Scheduled Classes** | **Reviews**

Details

Course Name: CIS Learning Center Webinar - Group Registration

Status: Active

Description:
Are you interested in signing up a group of employees for a classroom training, but don't know how? How about enrolling several people in an online course, or several people in more than one class - all at the same time? These are just some of the questions that CIS Training Manager Mary Meyer answers on a regular basis.
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KEY RESULTS:

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WHO SHOULD ATTEND:
Entity administrators and supervisors who have responsibility for training employees, or for enrolling employees in a class or online course.

Delivery Type: Instructor Led

Course Code: CIS_LT_CLC090816

Vendor: CIS

Duration: 45 minutes

Scheduled Classes

To view class details, select one or more classes below and click View Details. This view also allows you to see if a class fits into your schedule. To see how a class fits into your schedule, select a class below and click View My Class Schedule. Other actions may be available depending on your current status with a class. Select a class and click the appropriate action button to proceed.

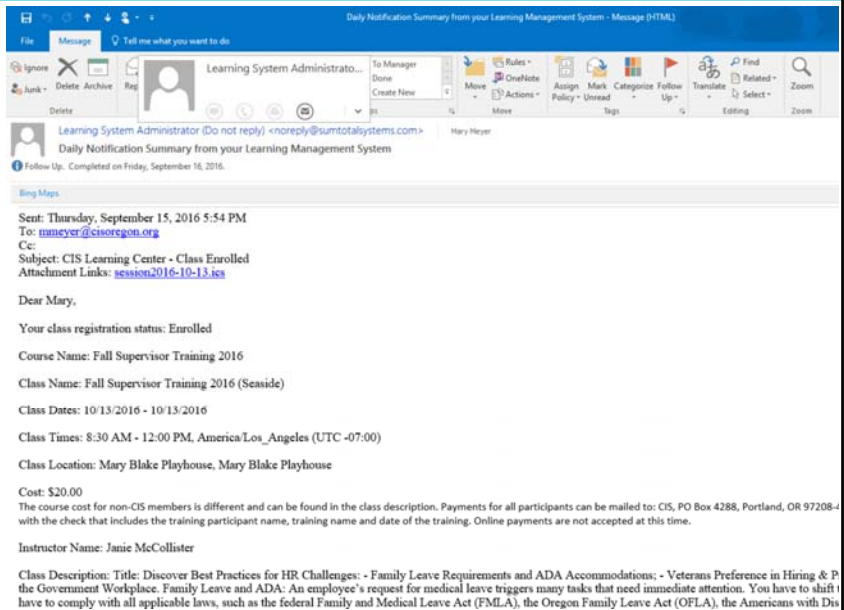
Displaying 1-1 of 1 records. 10 25 50 100 200

Bucket | **View Details** | **View My Class Schedule** | **Submit Request** | **Enroll in This Class**

Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
CIS Learning Center Webinar - Group Registration	9/28/2016, 9:28/2016, 10:00 AM - 11:00 AM (America/Los_Angeles) (UTC -07:00)	Webinar		95	No

Self-Registration Process - Confirmation

- Receive a Class Enrollment Email Notice



Self-Registration Process – Multiple Sessions

Scheduled Classes

To view class details, select one or more classes below and click View Details. This view also allows you to see if a class contains multiple sessions. To see how a class fits into your schedule, select a class below and click View My Class Schedule. Other actions may be available depending on your current status with a class. Select a class and click the appropriate action button to proceed.

Displaying 1-7 of 7 records. 10 25 50 100 200

Bucket View Details View My Class Schedule Submit Request Enroll In This Class

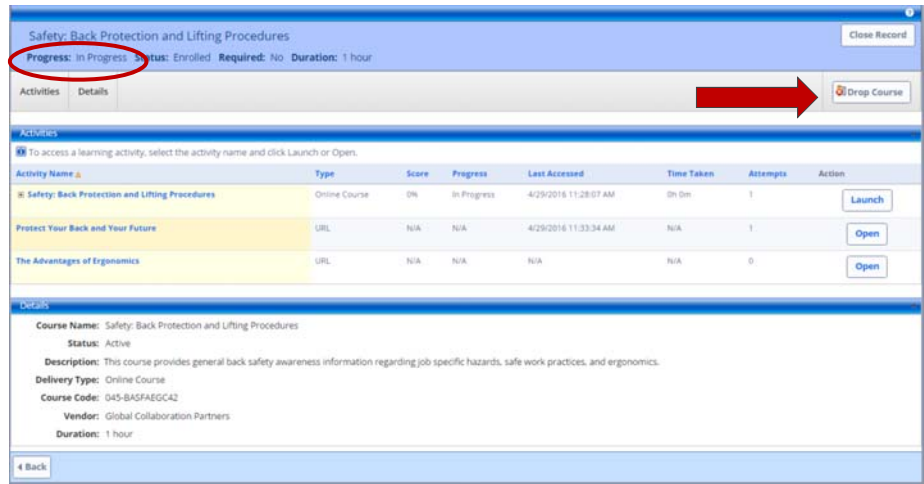
Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
Fall Supervisor Training 2016 (Redmond)	9/20/2016 - 9/20/2016, 8:30 AM - 12:00 PM (America/Los_Angeles) (UTC -07:00)	Eagle Crest Resort	Janie McCollister, Sharon Harris	32	No
Fall Supervisor Training 2016 (Baker City)	9/28/2016 - 9/28/2016, 8:30 AM - 12:00 PM (America/Los_Angeles) (UTC -07:00)	National Guard Armory, Drill Floor	Janie McCollister, Sharon Harris	85	No
Fall Supervisor Training 2016 (McMinnville)	10/11/2016 - 10/11/2016, 8:30 AM - 12:00 PM (America/Los_Angeles) (UTC -07:00)	McMenamins Hotel Oregon	Janie McCollister, Steve Norman	28	No
Fall Supervisor Training 2016 (Newport)	10/12/2016 - 10/12/2016, 8:30 AM - 12:00 PM (America/Los_Angeles) (UTC -07:00)	Halmark Resort	Janie McCollister, Tamara Jones	11	No
Fall Supervisor Training 2016 (Seaside)	10/13/2016 - 10/13/2016, 8:30 AM - 12:00 PM (America/Los_Angeles) (UTC -07:00)	Mary Blake Playhouse	Janie McCollister, Katie Kammer	10	No
Fall Supervisor Training 2016 (Tualatin)	10/19/2016 - 10/19/2016, 8:30 AM - 12:00 PM (America/Los_Angeles) (UTC -07:00)	Tualatin Police Dept	Janie McCollister, Steve Norman	28	No
Fall Supervisor Training 2016 (Ontario)	9/27/2016 - 9/27/2016, 8:30 AM - 12:00 PM (America/Boise) (UTC -06:00)	Four Rivers Cultural Center	Janie McCollister, Sharon Harris	20	No

* Class has multiple sessions, please select class and click on 'View Details' to see all session dates and times.

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Self-Registration – How to Drop a Class

- Click the Transcript icon from your home page
- Select the class name
- Click “drop”



Safety: Back Protection and Lifting Procedures

Progress: In Progress Status: Enrolled Required: No Duration: 1 hour

Activities Details

Drop Course

Activities

To access a learning activity, select the activity name and click Launch or Open.

Activity Name	Type	Score	Progress	Last Accessed	Time Taken	Attempts	Action
Safety: Back Protection and Lifting Procedures	Online Course	0%	In Progress	4/29/2016 11:28:07 AM	0h 0m	1	Launch
Protect Your Back and Your Future	URL	N/A	N/A	4/29/2016 11:33:34 AM	N/A	1	Open
The Advantages of Ergonomics	URL	N/A	N/A	N/A	N/A	0	Open

Details

Course Name: Safety: Back Protection and Lifting Procedures

Status: Active

Description: This course provides general back safety awareness information regarding job specific hazards, safe work practices, and ergonomics.

Delivery Type: Online Course

Course Code: 045-BASFAEGC42

Vendor: Global Collaboration Partners

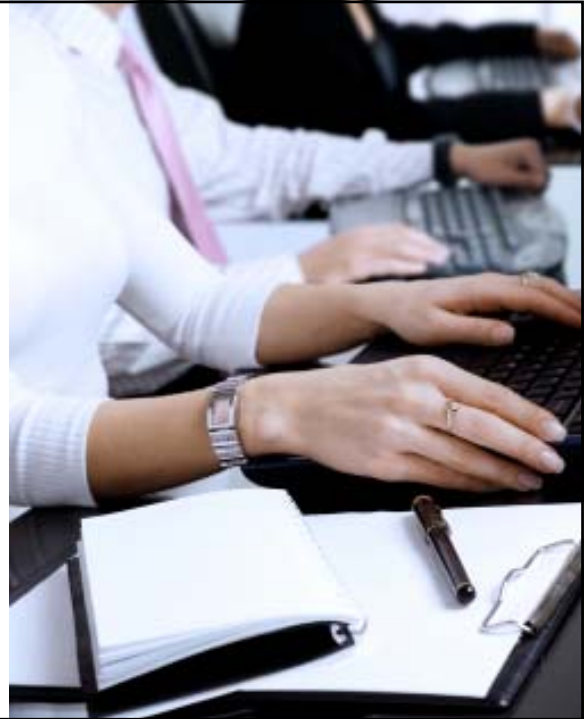
Duration: 1 hour

Back

Everything Clear So Far?

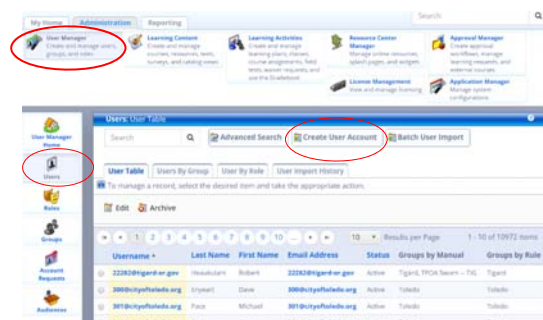


REGISTERING OTHERS FOR TRAINING



First Things First

- Are you an entity admin or supervisor?
- Does everyone have a user account set up already?
 - If not, go to the User Manager -> Users and click Create a New Account
- For more details, look for this webinar in the catalog:
 - CIS Learning Center Webinar #2 - Setting Up New User Accounts



First Things First

■ Quick Update for New User Accounts:

- When you click on the Login tab, **leave the Password text boxes blank!**
- **Also, leave the “Must change password at login” box blank**
- The new users will receive an confirmation of the account by email, which will have a link for them to create their own passwords.



ILT Enrollment Process - Others

Administration tab >>
 Learning Activities >>
 Class Manager >>
 Select and Edit Class Name >>
 Enroll Tab >>
 Enroll Learners >>
 Select names >> Next and Save

Select	Learner Name	User Group(s)	Email Address	Date Enrolled	Progress
<input type="checkbox"/>	McNameara, Lynn	Citycounty Insurance Services Executive - CIS	lmcnameara@cisoregon.org	Tuesday, November 04, 2014	Not Attempted
<input type="checkbox"/>	Meyer, Mary	Administration - CIS, Citycounty Insurance Services	mmeyer@cisoregon.org	Friday, October 31, 2014	Not Attempted

ILT Attendance Process - Others

Administration tab >>

Learning Activities >>

Class Manager >>

Select and Edit Class
Name >>

ROSTER Tab >>

Select Learners >>

Change Progress >>

DropDown Menu –
select “Completed” >>
Save

DO NOT use the
Attendance Tab – this
is for another purpose.

Status	Learner Name	Progress	User Group(s)	Email Address	Entity
Dropped	Wagenaar, Ellen	Not Attempted	Gilliam County	ellen.wagenaar@cis.gilliam.or.us	Gilliam County
Enrolled	Lamb, Katy	Not Attempted	Vale	KLamb@cityofvale.com	Vale
Enrolled	Greiner, Kathryn	Not Attempted	Condon	cityofcondon@cityofcondon.com	Condon
Enrolled	Winters, Vicki	Not Attempted	Gilliam County	vicki.winters@cis.gilliam.or.us	Gilliam County
Enrolled	Durley, Larry	Not Attempted	Condon, Condon - PN	cdcondon@cityofcondon.com	Condon
Enrolled	Kennedy, Dewey	Not Attempted	Gilliam County	dewey.kennedy@cis.gilliam.or.us	Gilliam County
Enrolled	Scoblen, Dale	Not Attempted	Condon	condonp@gmail.com	Condon

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ILT Attendance Process – Others (cont'd)

Change
Progress >>

Drop down menu
– select
“Completed” >>

Update

Status	Learner Name	Progress	User Group(s)	Email Address	Entity
Dropped	Wagenaar, Ellen	Not Attempted	Gilliam County	ellen.wagenaar@cis.gilliam.or.us	Gilliam County
Enrolled	Lamb, Katy	Not Attempted	Vale	KLamb@cityofvale.com	Vale
Enrolled	Greiner, Kathryn	Not Attempted	Condon	cityofcondon@cityofcondon.com	Condon
Enrolled	Winters, Vicki	Not Attempted	Gilliam County	vicki.winters@cis.gilliam.or.us	Gilliam County
Enrolled	Durley, Larry	Not Attempted	Condon, Condon - PN	cdcondon@cityofcondon.com	Condon
Enrolled	Kennedy, Dewey	Not Attempted	Gilliam County	dewey.kennedy@cis.gilliam.or.us	Gilliam County
Enrolled	Scoblen, Dale	Not Attempted	Condon	condonp@gmail.com	Condon

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ILT “Did Not Attend” Process - Others

Administration tab >>

Learning Activities >>

Class Manager >>

Select and Edit Class Name >>

ROSTER Tab >>

Select Learners >>

Change STATUS >>

Drop down menu –
select “Dropped” or
Incomplete >> Save

Leave Progress as Not
Attempted

Course & Class Name: Harassment, Equal Employment and Other Laws That Matter to You : Harassment, Equal Employment and Other Laws That Matter to You (Condon)

Class Dates: 8/25/2016 - 8/25/2016, 8:00 AM - 10:00 AM (America/Los_Angeles) [UTC-07:00]

Displaying 1-10 of 13 records. 15 25 50 100 200

Buttons	Learner Name	Progress	User Group(s)	Email Address	Entity
<input type="checkbox"/> Dropped	Wagman, Ellen	Not Attempted	Gilliam County	ellen.wagman@ca.gilliam.or.us	Gilliam County
<input type="checkbox"/> Dropped	Lamb, Katy	Not Attempted	Vale	kmlamb@cityofvale.com	Vale
<input type="checkbox"/> Enrolled	Greiner, Kathryn	Not Attempted	Condon	cityofcondon@cityofcondon.com	Condon
<input type="checkbox"/> Enrolled	Winters, Vicki	Not Attempted	Gilliam County	vicki.winters@ca.gilliam.or.us	Gilliam County
<input type="checkbox"/> Enrolled	Darby, Larry	Not Attempted	Condon, Condon - PW	condonworks@cityofcondon.com	Condon
<input type="checkbox"/> Enrolled	Kennedy, Drew	Not Attempted	Gilliam County	drew.kennedy@ca.gilliam.or.us	Gilliam County
<input type="checkbox"/> Enrolled	Soden, Dale	Not Attempted	Condon	condonp0@gmail.com	Condon

Supervisor Notifications

User Account: mmeyer@cisoregon.org (Mary Meyer)

Profile Login User Groups Supervisors Roles and Permissions Advanced Learning Transcript

Edit the necessary fields below and click **Update** at the bottom of the page to save your changes.

* Required Field.

Personal Information

* First Name: Mary Initial: T

* Last Name: Meyer

* Email Address: mmeyer@cisoregon.org

Receive Automated Emails: ☒

* Notification Delivery: ☒ Immediate ☐ Daily

Address:

Address 2:

City:

Country: (None)

Any Questions So Far?



Learning Plans or Mass Assignment?



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When to Use? For Online Courses!

Mass Assignment:

- One-time-only assignment
- Required training/online course
- If you Mass Assign an ILT, the Learner will get a "Class Level Action Needed" warning
- If you want to cancel an assignment, you will need to *Drop* the Learner from the course. The course stays on the user transcript

Learning Plan:

- Repeated assignment (employee orientation, new supervisor, safety committee...)
- Can add or remove courses
- Can add or remove Learners
- When you *Unassign* a learner, the Learning Plan is removed from the transcript



Updates and Questions?



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Learning Center Updates

- Learning Plans (LP) can now be listed in the catalog
 - You'll find a button to click on the LP settings tab
- Skillsoft may be updating a few courses again
 - Around December
 - If this will impact our courses, I will notify you to review your Learning Plans, Assignments and Bundles



Questions??

- Self-Registration
- Enrolling Others in a Course/Class
- Using a Learning Plan or Mass Assignment
- Other??



THANK YOU!

CONTACT INFORMATION:

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