CIS Learning Center: Group Registration
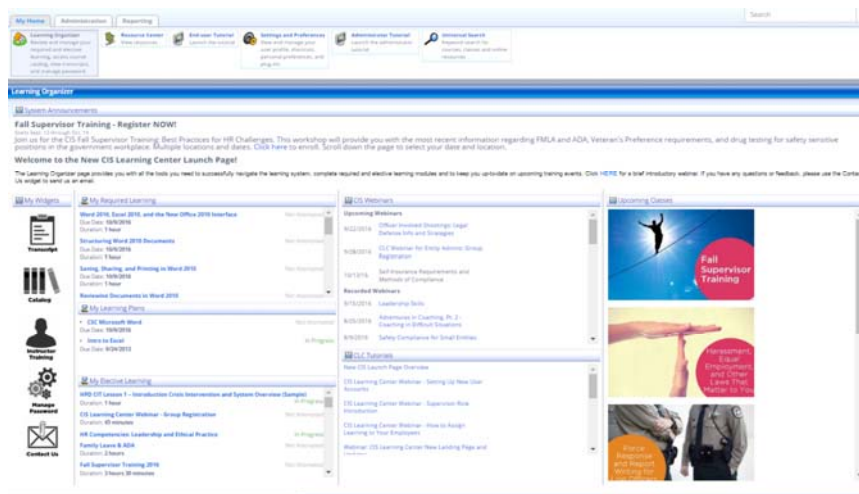
Mary Meyer, CIS Training Manager
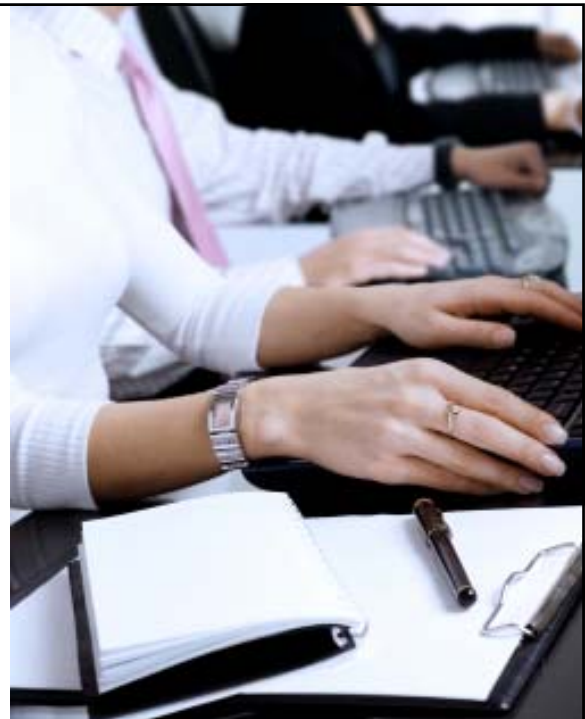

Today's Presentation

- 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?

CIS Learning Center
learn.cisoregon.org

Self-Registration Process

CIS
citycounty insurance services
cisoregon.org

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

Self-Registration Process – One Class Session

Self-Registration Process - Confirmation

- Receive a Class Enrollment Email Notice
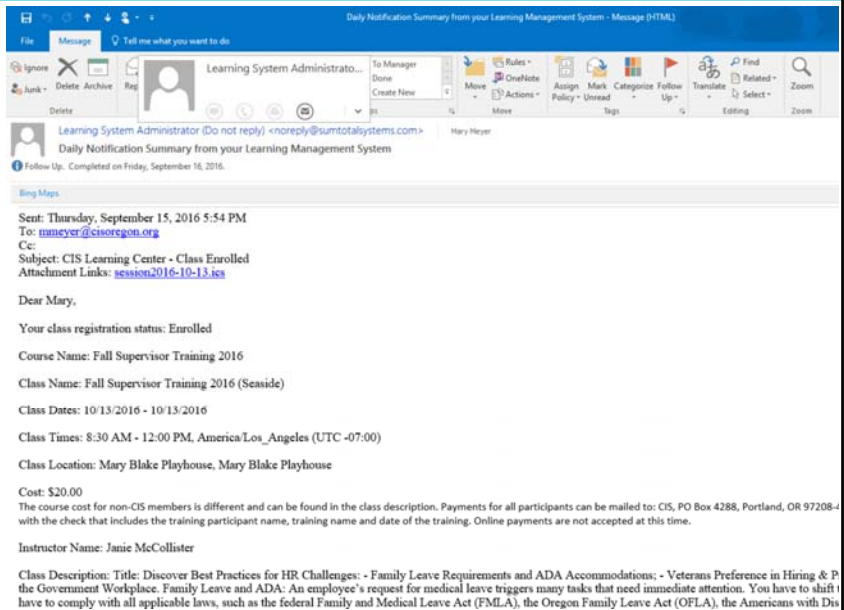
Self-Registration Process – Multiple Sessions

Self-Registration – How to Drop a Class

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

Everything Clear So Far?

REGISTERING OTHERS FOR TRAINING

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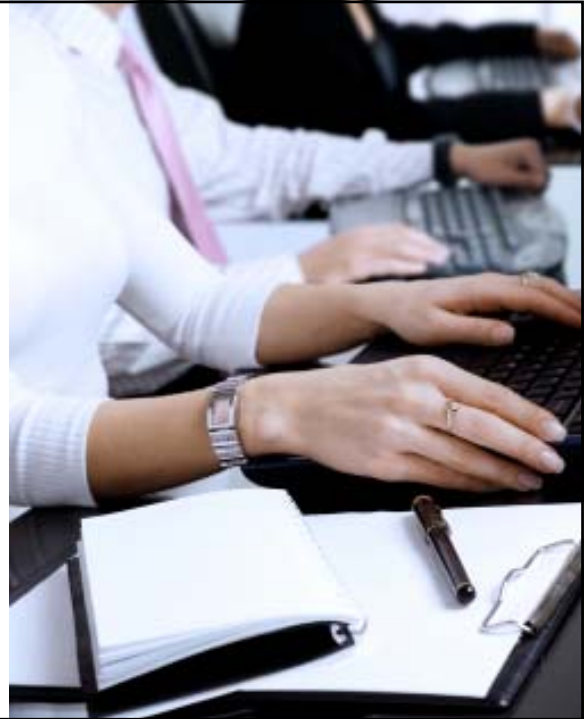
First Things First

- 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

CIS Learning Center
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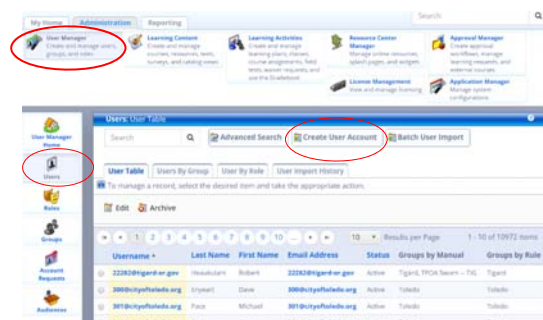
First Things First

- Quick Update for <u>New</u> 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

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.

ILT Attendance Process – Others (cont'd)

Change Progress >>

Drop down menu – select "Completed" >>

Update

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

Supervisor Notifications

One email listing all activity that day.

Any Questions So Far?

Learning Plans or Mass Assignment?

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

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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

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Questions??

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

THANK YOU!

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