

MEMBER UPDATES & ANNOUNCEMENTS

CIS Learning Center Entity Admin Update

RETIRED COURSES ARE NOW MARKED IN THE ONLINE CATALOG

Our online course vendor, Skillsoft, will be replacing 28 courses in our catalog. As of Nov. 1, the courses marked in [this list](#) are retired.

What does this mean for you? You will need to identify whether you have any Learners who are assigned any of these courses, and whether or not any of the courses are part of one or more Learning Plans or Bundles.

If any of the courses are assigned to Learners and there is no due date indicated, please notify the Learner(s) that they will need to complete the course before Dec. 30. The courses need to be completed or be unassigned by Dec. 30. After Dec. 30 the retired courses will be archived and new courses will be uploaded.

Note: If the course is part of a Learning Plan, you can “unassign” the course and replace it with the new course. You do not need to reassign the entire learning plan.

Tip: Some of the new courses may not be an exact match to the content from the retired courses. Review the courses before assigning them, if you have any concerns.

If you need any assistance with this process, please contact Mary at mmeyer@cisoregon.org.

CIS LEARNING CENTER WEBINAR: HOW TO SHOW AN ONLINE COURSE TO A GROUP

You have an upcoming group meeting and want to show one of the online courses to everyone at once. It might be a safety topic for public works, a pre-loss webinar for your supervisors, or the new Successful Governance modules for your elected officials board meeting. How do you show it to everyone at once? Join us for this practical demonstration of the tips to set up a group class, enroll the participants, and make sure everyone gets credit for the class. You'll also learn the secret to generating all the completion certificates at once!

DATE & LOCATION:

- Dec. 8, webinar 10:00-11:00 AM

Click [HERE](#) for more information or to register.

DO YOUR EMPLOYEES KNOW THAT THEY HAVE AN ACCOUNT??

We have had a lot of new user account requests from people who already have an account. Please help your employees know about the CIS Learning Center (CLC) before you assign a course. Be sure to inform them if they already have an account or if they need to create a new account. If they need to create a new account, instruct them to use their full email as their username, and how to set their password. Finally, let them know that the

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If you have any questions, please contact the CIS Learning Center at 503-763-3800 ext. 8 or via learn@cisoregon.org.

503-763-3800 800-922-2684
cisoregon.org
1212 Court St. NE, Salem, OR 97301

email notices will be coming from the Learning System Administrator, and not to delete those automatically as spam.

SUCCESSFUL GOVERNANCE COURSES

On the CLC website, you will find new links in the Featured box with direct access to Activities Page for each of the five eLearning courses. A user account is required to enroll in the courses. You can also login and select the course title from the online catalog. Another option is to show one module per month to their board/council meetings. If you need assistance, please contact us at 503-763-3800 ext. 8.

ADMIN MAINTENANCE AND THE ENTITY ADMIN ROLE

Helping to maintain the user database is part of the onsite Entity Admin role. We suggest you set up a schedule for yourself — monthly or at least quarterly — to ensure that your database is current. Below is list of tasks to perform:

- Keep employee usernames and email addresses up to date
 - If there is a name or email change, you do not need to create a new account. Just change the name or email in the current user account
- Archive employees who have left or transferred
 - Remove from groups, course assignments, and their supervisor or direct report learners
- Archive completed classes
 - You can find them later through advanced search. The data will still be available for reports.
- Archive Learning Plans not being utilized
- Archive unused Bundles
- Update user roles
 - Is everyone listed still an Entity Admin? Supervisor? If not, remove the role from their permissions tab.
 - Add Supervisor Role and direct reports
 - If someone is a new supervisor, add that role and then add the list of learners who report to that person.

If you need any assistance to complete any of these tasks, please feel free to contact us at learn@cisoregon.org.

OESAC COURSES LIST

You can find the list of OESAC approved courses for Safety Bundle #2847 and #3013 in a few places:

1. In the online catalog under the Categories tab, you will see [OESAC](#) in the list. Click the box next to it and click the Go button below the list.
2. In the online catalog under the [Bundles](#) tab, you will find:
 - a. OESAC #2847 CIS Safety Classes
 - b. OESAC #3013 CIS Safety Bundle #2

A bundle of courses can be self-assigned by the employees. If they do not want to enroll in all the courses in the bundle, they can select individual courses from the catalog, or they can drop the courses from the bundle that they will not be completing.

3. On the CLC website Resources page, under Course Catalog and CEU Credits, you will see a link for [CEU Approved Courses](#).
4. Each online course can be selected individually from the catalog. In the course description on the Activities Page, you will find the OESAC approved credits listed.
5. On the [OESAC website](#), under CEUs Lookup -> All Courses -> By Sponsor

- a. In the #2847 CIS Safety Classes bundle, there are:
 - i. DWP courses - 2.1 CEUs approved
 - ii. DEQ/WW courses - 2.6 CEUs approved
 - iii. Onsite Install/O&M - 2.3 CEUs approved
- b. In the #3013 CIS Safety Bundle #2, there are 0.2 DWP CEUs approved

UPDATES

The **Webinar Recordings** list on the CIS Learning Center website has been removed. Current and past webinars are available on the My Home Page once you log in.

Custom reports permission has been removed. An astute and tech savvy member discovered a security glitch due to Admins having access to the Custom Reports. This led to the removal of the permission for the Entity Admins and Entity Admin – Dept. roles. If any of you have created a custom report that you are still using, let Mary know. You are still able to use the Advanced Reporting feature. If you need further assistance, contact us at learn@cisoregon.org.

DID YOU KNOW...?

Learners can submit a Waiver Request.

A Learner might submit a Waiver Request if they have recently completed a similar course prior to your assignment. If the completed course is equivalent to the assigned course in essential content and objectives, you may want to consider issuing the waiver. Likewise, if the completed course is not similar enough in core content and objectives to the course you assigned, you might consider denying the request. Add a note to explain to the employee why the request was denied.

When a Learner submits a Waiver Request, the request notice is sent by email to the supervisor or designated approver (see Approval Manager feature). To review the Waiver Request, the supervisor or approver has to log into the Learning Center, click the Administration tab and then the Learning Activities tab. The Waiver Request button is located both on the face page and in the left menu bar. To approve or deny the Waiver Request, select the request (or username) and click Edit, then Approve or Deny the request, adding notes if applicable. For recurring assignments, waiving a course one year will not remove the recurrence.

You can set a prerequisite to an assigned course or learning plan.

This means an employee will need to complete a prerequisite course before they can start the new assignment. The prerequisite can be a course, a document/policy, video, or another learning plan. The system will enforce the prerequisite requirement by not allowing access to the new course, and will show a notice in the header of the activities page indicating that the prerequisite must be completed first.

You can setup the prerequisite course when setting up a course using the prerequisites tab feature (CIS will need to set this for you). You can also add prerequisites when you set up the Learning Plan, when given the option to sequence the courses in the plan. Another option is to name your courses with a 101, 102, 103 sequence in the course name, so the learners will know that they should take 101 first.

LEARNING CENTER STATS UPDATE: JAN. – NOV. 2016:

We've come a long way since 2013, and these are some impressive stats regarding the CIS Learning Center utilization this year! Thank you for all your assistance in setting up your user accounts and assigning the courses! Since Jan. 2016:

- **7,724** online courses have been completed

- **3,585** employees have attended a CIS Instructor-Led Training
- **370** Learning Plans have been completed; and
- Since 2013, the CIS Learning Center has had over **11,400** active users.

2017 TRAINING PLAN

We will plan to do a Spring Supervisor Training during April, but we will not be scheduling a Fall Supervisor Training. We will be blocking out some time during summer and fall to design and develop new CIS eLearning courses and classroom training topics. If you have topics you would like to recommend, please let us know at learn@cisoregon.org.

CIS ANNUAL CONFERENCE PRESENTATION

We hope to see you at the CIS Annual Conference on February 22-24, 2017 in Salem. We will be presenting a session on the "Learning Center Updates: Group Enrollments and FAQs." Plan on attending this session on Friday, Feb. 24 from 9:45-10:45 am.

YOUR FEEDBACK AND QUESTIONS ARE WELCOMED!

1. How is the new Home Page working for you and your employees?
2. Can you find what you're looking for in the Learning Center catalog?
3. What topics would be helpful to you in future Learning Center webinars?
4. What questions do you have for us?

Please send your comments, questions or concerns to learn@cisoregon.org.

GIVING THANKS!

We are so grateful for you and all the assistance you provide at your city, county and other entities! Thank you for all you do to help us to coordinate the onsite and online training. We appreciate that your time is very precious and your plates are full with many other responsibilities. We wish you a wonderful holiday season!