MEMBER UPDATES & ANNOUNCEMENTS

CIS Learning Center Entity Admin Update 04/20/2016

INTERNET EXPLORER 8

Our Learning Center vendor, SumTotal Systems, has ended support for Internet Explorer 8 (IE8). Please check with your IT staff to ensure they are aware of this change. Additional technical IT information can be found here. Notify your employees to use IE 9-10-11, Chrome or Firefox. This system does not support Safari. Please also note that the Advance Reporting feature is not supported in IE11.

RETIRED COURSES

The retired courses referenced in the December update have been completely removed from the catalog. Please replace any retired courses you currently have assigned, or have included in a Learning Plan, as your employees will no longer have access to them.

Note that there are courses to replace the retired Bloodborne Pathogens Awareness, Workplace Violence, Workplace Diversity Awareness, Workplace Safety Orientation, Hazard Communication, Harassment in the Workplace, and others.

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

If you cannot find them, click here for a list, or contact Mary Meyer.

CIS' REDESIGNED WEBSITE

CIS launched the redesigned website on April 1. The look has changed, but it still has all the information you're used to - and features easy access to the Learning Center. Look for the Learning Center under the link for "Employee Resources." Once you've visited the Learning Center, you can "pin" it as a favorite in your "Recently Accessed" list.

NEW COURSES ADDED TO THE ONLINE CATALOG

Recordings of select presentations from the **2016 CIS Annual Conference** are now available through the CIS Learning Center. Click here for a list of the recorded topics. Conference presentation materials are available at https://www.cisoregon.org/member/conferencematerials.

Upon request, the following **two courses are now available** in the Learning Catalog:

1. Training the Trainer: Effective Techniques for Dynamic Training (30 min)
2. Workers' Compensation - What Supervisors Need to Know (21 min)

We are putting finishing touches on the **"Successful Governance for Elected Officials" course.** There are five lessons, each 20-30 minutes. These will be available individually and in a Learning Plan. Topics include:

- The Importance of Local Government

- Protecting Rights of Citizens and Employees
- Ethics and Ethical Behavior
- Managing Multiple Roles
- Community Leadership Strategy

For additional information on the five topics, click [here](#).

Five new **law enforcement courses** will be added in May. Each is 30 minutes long and will be eligible for DPSST credits:

1. Ethics in Law Enforcement (#16-0905 Ethics)
2. Law Enforcement Liability (#16-0459 Preventing Liability)
3. Litigation Procedures (#16-1102 Courtroom Testimony)
4. Presenting Effective Testimony in a Court Room (#16-1102 Courtroom Testimony)
5. Risk Management for Law Enforcement (#16-0491)

Our content vendor, Skillsoft, has several **HR Certification Institute (HRCI) certified courses** that are available in our online catalog. Here is a current listing:

- Business Management and Strategy: The HR Function and Business Environment
- Business Management and Strategy: HR and the Strategic Planning Process
- Business Management and Strategy: HR Functions and Roles
- Compensation and Benefits: Regulations, Strategies, and Needs Assessment
- HR Competencies: Cultural Effectiveness and Communication

- HR Competencies: Leadership and Ethical Practice
- Human Resource Development: Performance Appraisal and Talent Management
- Human Resource Strategy Management: Strategic Planning
- Risk Management: Organizational Risk and Safety and Health Legislation
- Risk Management: Workplace Safety, Security, and Privacy
- Workplace Management: Employment Laws and Regulations
- Workplace Management: Risk Management
- Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies

To enroll in one of these courses, log into the CIS Learning Center, click on the Catalog icon and search by Alphabetical listing or go to the Category tab for Human Resources > HRCI-SHRM.

For more information about how to submit your completion certificate for course certification, please review this [HRCI Data Sheet](#).

COURSE CONTENT AND USAGE ANALYSIS

We have finished our vendor contract renewal for the Learning Center. We are analyzing the course content and usage. There are about 50 courses that have been accessed less than 20 times in the last 2.5 years. Most other courses show that over 100-300+ users have completed the course.

Our vendor recommends that we remove anything that has less than 20 "attempts", to

help keep the catalog updated and relevant. As soon as we have a list of those items to be removed, we will send that to you in advance of archiving them.

This will help make space for some of the newer courses, and topics you have requested. If you have suggestions for courses to add, please contact Mary Meyer at mmeyer@cisoregon.org.

TIPS AND TOOLS

Multiple Dates-Same Class

Offering the same class over multiple dates? (Example: CIS Spring Supervisor Training – one curriculum, several dates) Below are some instructions to set up one course, with several class sessions on separate dates and times:

- First, if this is a new class, contact Mary or Brenda to set up the Course structure and settings – learn@cisoregon.org. This is a two-step process – Course set-up (CIS) and then Class set-up (you).
- Set up the first class session. This includes date, time, location, description, and instructor name.
- Then use the Copy button to duplicate that class.
- Change dates, times, locations, and click Save.
- You do not have to set up registration dates if you are going to enroll the participants yourself through the Class Manager.
- FYI – The term "Sessions" indicates that there are several topics that need to be completed for the "course" to register as completed, and you receive all dates and appointments once

assigned. (Example: New Employee Orientation with 6 class assignments/policies, Project Management Certificate with 8 class sessions)
- Do not use the Recurring Sessions option. There is a glitch with this feature. The problem is that if you have set up departmental groups, and someone belongs to more than one group, the assignment goes to everyone in both groups. We're working with the vendor on this.

New Learners?

Have new learners but don't have enough time to train them on the Learning Center? Below are two options to provide coaching prior to assigning them a required course:

1. Assign them the "End User Tutorial" (7 min). This is the vendor's version of a quick overview, so you'll notice that the screens look a little different than our CIS version.
2. Assign them the "CIS Learning Center Tutorial #9 – Overview for New Learners". This gives a more detailed description of how to navigate the Learning Center as CIS has it set up. This runs 45 minutes.

Learning Center Webinar Tutorials: What are they and how do I find them?

There are a number of CIS Learning Center Tutorials available to help administrators and supervisors navigate the many features of the Learning Center. Below is a list of webinar recordings available to watch at your convenience. Most are about 25-30 minutes long.

#1 – Learning Center Overview (this will be

re-recorded when the website is revised)
#2 – Setting Up New User Accounts
#3 – Catalog and Content
#4 – Assigning Courses (Mass Assignment,
Learning Plans, Self-Enrollment)
#5 – Adding Your Own Content or Policies
#6 – Approval Manager
#7 – Notifications
#8 – Implementation Planning
#9 – Overview for New Learners

To access the tutorials, after logging in, from the home screen select "Catalog" and then click on the "By Category" tab. Expand the "CIS" category from the left hand column of categories and then select "CLC Trainings" and then click the "Go" button at the bottom of the list of categories. Feel free to call Mary or Brenda for coaching, in addition to these tutorials.

COMING SOON:

CIS Learning Center - New Landing Page

When you log into the Learning Center, the home page will soon have a new look. Some of you saw this demonstrated at the CIS Conference. We hope this format will be easier for you and your employees to navigate and to access courses!

To view the demonstration of this new landing page, watch the conference video on "CIS Learning Center: Toolkit for Making It Easier," which is now available in the Learning Center catalog. This video includes other tips and ideas for making the Learning Center more user-friendly.

Your feedback is welcome and needed prior to launching the new page. Look for an email

soon on how you can preview the landing page and provide feedback in early May.

Also, we will present a pre-launch webinar for you on the new landing page layout and features:

When: Thursday, June 9 at 10:00 a.m. Registration coming soon at learn.cisoregon.org

We plan to implement this new landing page in mid-June.

SumTotal Systems Maestro Updates

You may have already noticed some minor changes in the way the search box is listed on the page, and the pagination at the top and bottom of a page. More updates are coming in the next two months. Contact us if you have any concerns.