

Welcome to Administer Training

Lesson 3

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Objectives

After completing this lesson, you will be able to:

- Close out a course session after it is completed.
- Individual course completion without a waitlist and enrollment.
- Track training history for an employee.
- Audit employee required training.

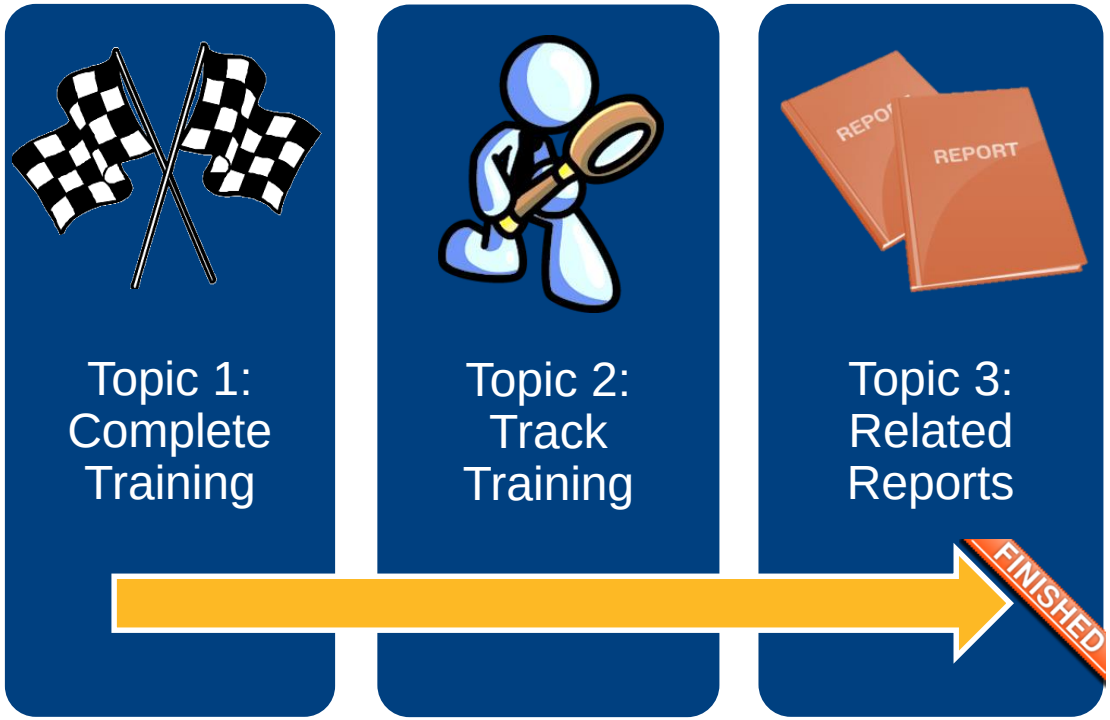
Lesson 2 Review:

In the previous lesson, you learned how to a waitlist students. You also learned how to enroll students with and without using a waitlist.

Lesson 3: Administer Training – Completion & Track Training

Lesson Topics

In this lesson you will learn about the following topics.



Lesson 3: Administer Training – Completion & Track Training



Topic 1: Complete Training

When a course or course session is completed, you will need to mark the training as complete. If a student drops or is a no show, you will need to update their status prior to closing the course.

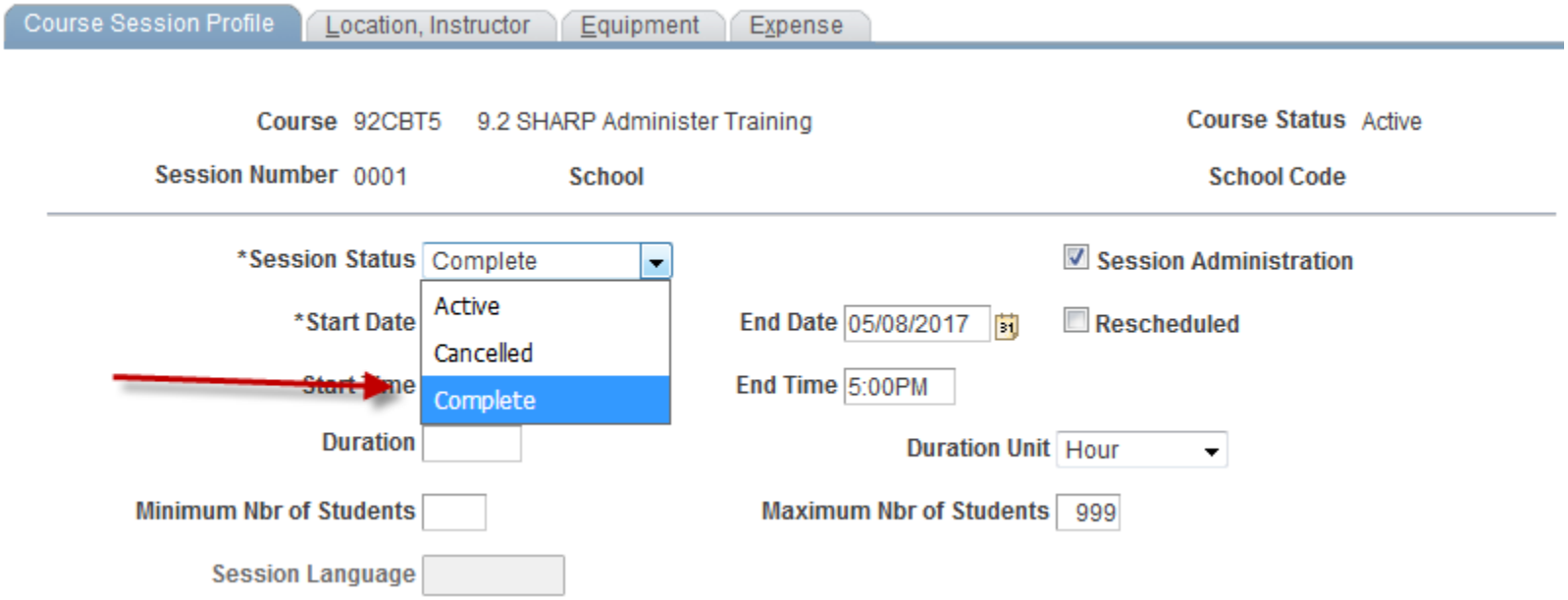
There are 2 ways that students' training records are updated to record that they have completed the training.

Lesson 3: Administer Training – Completion & Track Training



Topic 1: Complete Training

1. Change the Session Status on the Course Sessions page to ‘Complete’. This will automatically change all students that are ‘Enrolled’ to ‘Complete’.

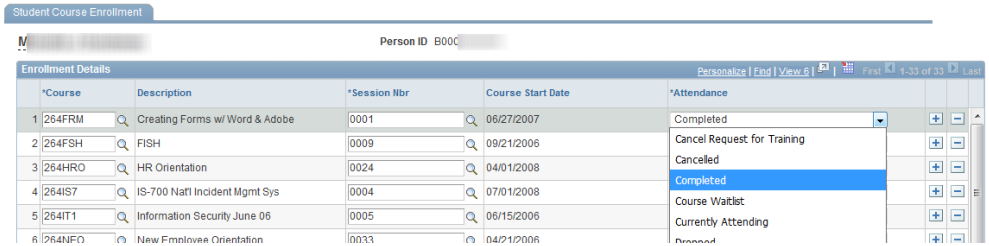


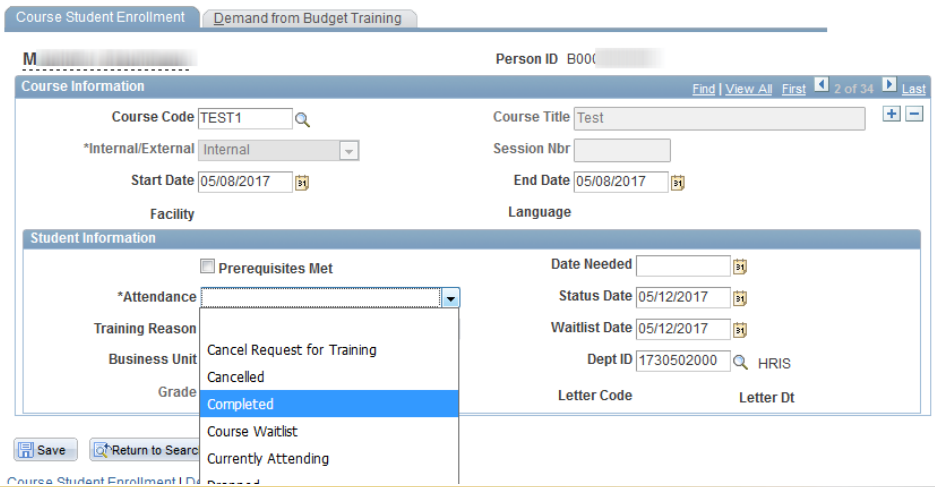
Lesson 3: Administer Training – Completion & Track Training



Topic 1: Complete Training

2. Look up the student through Quick Enrollment or Enroll in Course and manually update the training record.







Topic 2: Track Training

If you are needing to review a student's training history, there are multiple places that you can look.

Enroll in Course:

- Complete training history.
- Scroll through the training records or click View All to view records.
- Navigation: Administer Training> Student Enrollment> Enroll in Course

Quick Enrollment:

- Quickly view a listing of training records in a list format.
- Navigation: Administer Training> Student Enrollment> Quick Enrollment

Student Training History report:

- Run a student training history report which includes the course, session, start and end dates and the status.
- Administer Training> Training Reports> Student Training History

Topic 3: Related Reports



Many training reports are **accessed from the Report Manager** instead of the Process Scheduler. If in Process Scheduler, one can identify these reports because the Process will say 'XML Publisher' or 'BI Publisher'. When the reports run to Success and Posted, the report will not be able to be pulled up like other report types. Proceed to the Report Manager to retrieve the report.

See http://www.da.ks.gov/sharp/reports/default.htm for a description, criteria, and data returned for each report below:

Tracking Reports

- Student Training History (TRN020) – list of courses taken by student
- Attendance Status (TRN018) – lists status of students for course

Audit Reports

- Employees Needing Orientation (KPER202) – list of employees who have not had orientation since hire or transfer.
- Supervisors Needing Continuing Education Training (KPER247) – list of supervisors who completed Basic Supervisory Training but have not completed 8 hours of continuing education for CEPS.
- Supervisors Without Supervisory Training (KPER219) – list of supervisors who have not completed Basic Supervisory Training

Lesson 3: Administer Training – Completion & Track Training

Lesson Summary



Using course sessions and enrollment will automatically update enrolled students to Complete when the session is set to Complete.



Remember to update any students who dropped or were a no-show prior to completing a course session.



Enroll in Course or Quick Enrollment allows you to manually view and manage a student's training history.

Course Completion!

Congratulations! You have finished each lesson for this course.

