



Training Management

[Managing Training with Training Matrix](#)

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Managing Training with Training Matrix

- Training managers can create and manage training courses and course data.

Training Dashboard Layout

The screenshot shows the Training Dashboard interface. At the top, there is a 'Training' header with a 'manage:' section containing links for requirements, user requirements, courses, completed requirements, and enrollments. Below this is a section for '(2489) overdue user requirements'. The main part of the dashboard is the 'Compliance Matrix', which includes a 'report for:' dropdown set to 'Aaron, Marlen', a 'reset' button, and a table with columns for 'Autoclaving Biohazardous Waste', 'Effort Training', and 'Hazardous Waste Handler Training'. The table shows 'X' marks for 'Aaron, Marlen' under 'Hazardous Waste Handler Training' and for 'Abrego, Cherlyn' under 'Effort Training'. To the right of the table is a 'key' legend with five items: 'not required' (checkbox), 'completed' (checkmark), 'completed, not required' (checkbox with checkmark), 'due' (exclamation mark), and 'overdue' (X). Below the matrix is a '+ user' button. At the bottom, there are two sections: 'My Course Enrollments' with 'view available courses' and 'view certificates' links, and 'Courses I Manage' with a 'view all' link. Red callout boxes provide additional context: 'Training Manager Dashboard' points to the top header; 'Compliance matrix used to manage training requirements for users' points to the matrix; 'Users that appear on the training matrix will include the current logged in users and their direct reports. Supervisors and manage their full direct report hierarchy' points to the 'report for:' dropdown; 'Key for matrix to display the status keys on the matrix' points to the legend; 'Courses for own registration' points to the 'My Course Enrollments' section; and 'Courses that you are an instructor for' points to the 'Courses I Manage' section.

Training Manager Dashboard

Training

manage: requirements, user requirements, courses, completed requirements, enrollments

(2489) overdue user requirements

Compliance Matrix

report for: Aaron, Marlen ..

reset

	Autoclaving Biohazardous Waste	Effort Training	Hazardous Waste Handler Training
Aaron, Marlen			X
Abrego, Cherlyn		X	

+ user

+ training requirement

key

- not required
- completed
- completed, not required
- due
- overdue

My Course Enrollments view available courses view certificates

none found

Courses I Manage view all

none found

Key for matrix to display the status keys on the matrix

Courses for own registration

Courses that you are an instructor for

Compliance matrix used to manage training requirements for users

Users that appear on the training matrix will include the current logged in users and their direct reports. Supervisors and manage their full direct report hierarchy



Managing Training with Training Matrix

How to Add a User to the Training Matrix

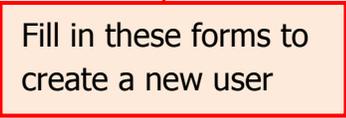
Step 1: Click on the  button below the Training Matrix.

Step 2: Type in the user's name then click the  button.

Step 3: If the user does not exist in the CEMS system you can create a user by typing a first name, last name and either an email or username. If the user does exist you can browse the user by clicking on the  button under the CEMS user column. If your organization's directory is available you can automatically import users into the system

Find Users

search	first name	last name	email	username	work phone	CEMS user
<input type="text" value="paul"/>	<input type="text" value="Paul"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="find"/> <input type="button" value="x"/>



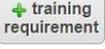


Step 4: When users are found, click on the  button. The user will be added to your training matrix.



Managing Training with Training Matrix

How to Add a Training Requirement to the Training Matrix

Step 1: Click the  button to view all possible training requirements.

Step 2: Search or browse through the training requirements to find the one you are looking for.

Step 3: click on the  button to add the requirement to the Training Matrix.

How to Set a Training Requirement Status

Step 1: At the Training Matrix, find the user that you want to manage a training requirement status for as well as the column the Training Requirement lies in.

Step 2: Click on the corresponding box that matches the user and requirement.

Step 3: Click on either the  or  button on the *set training requirement* box depending on your preference.

report for: Aaron, Marlen  ..	Autoclaving Biohazardous Waste	Effort Training	Hazard Communication/GHS	Laboratory and Chemical Safety	Personal Protective Equipment	Powered Industrial Truck
Aaron, Marlen						
Abrego, Cheryln		X				
Barker, Bill				X		X
r, tony						

set training requirement:   

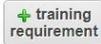
Click the box(es) to indicate which training requirements to turn on or off



Managing Training Record

- A Training Record allows you to add questions, expirations dates, training description, and allows you to view who the training record is associated with

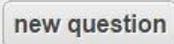
How to Create a New Training Record

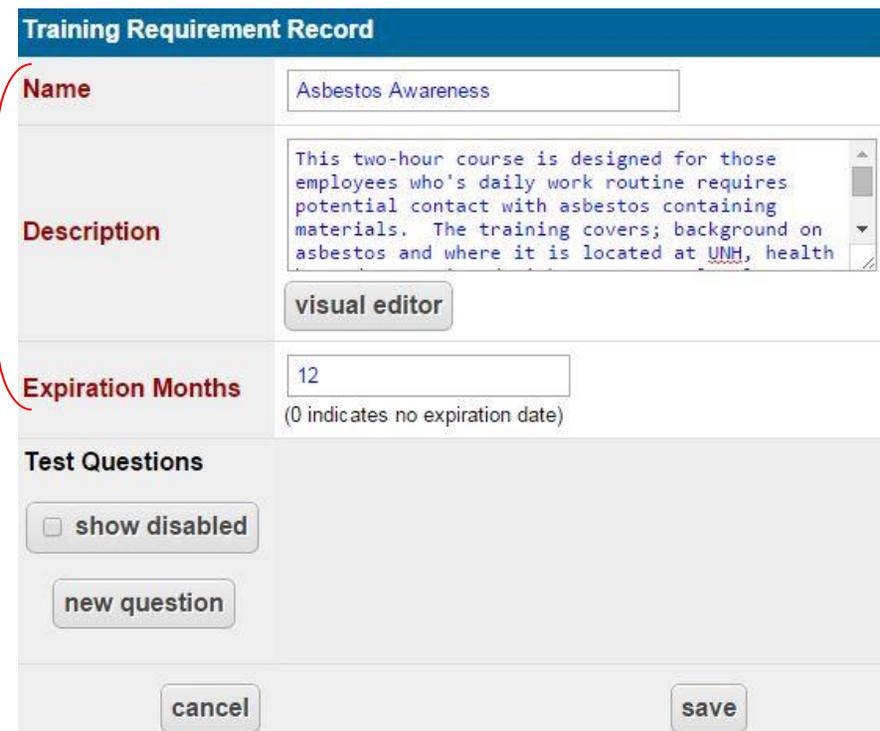
Step 1: click on the  button.

Step 2: click on the  button in the upper right hand corner of the page.

Mandatory fields for record

Step 3: Fill in the mandatory fields

Step 4: Click on the  button to add new questions.



The screenshot shows a web form titled "Training Requirement Record". The form has several sections:

- Name:** A text input field containing "Asbestos Awareness".
- Description:** A rich text editor containing the text: "This two-hour course is designed for those employees who's daily work routine requires potential contact with asbestos containing materials. The training covers; background on asbestos and where it is located at UNH, health". Below the text is a "visual editor" button.
- Expiration Months:** A text input field containing "12". Below it is a note: "(0 indicates no expiration date)".
- Test Questions:** A section with a "show disabled" checkbox and a "new question" button.
- Buttons:** "cancel" and "save" buttons are located at the bottom of the form.

A red bracket on the left side of the form groups the "Name", "Description", and "Expiration Months" fields, with a callout box pointing to them that says "Mandatory fields for record".



Managing Training Record

Step 5: Fill in the fields on the Training Test Questions Record to create a new question.

Step 6: Click the  button to create the question.

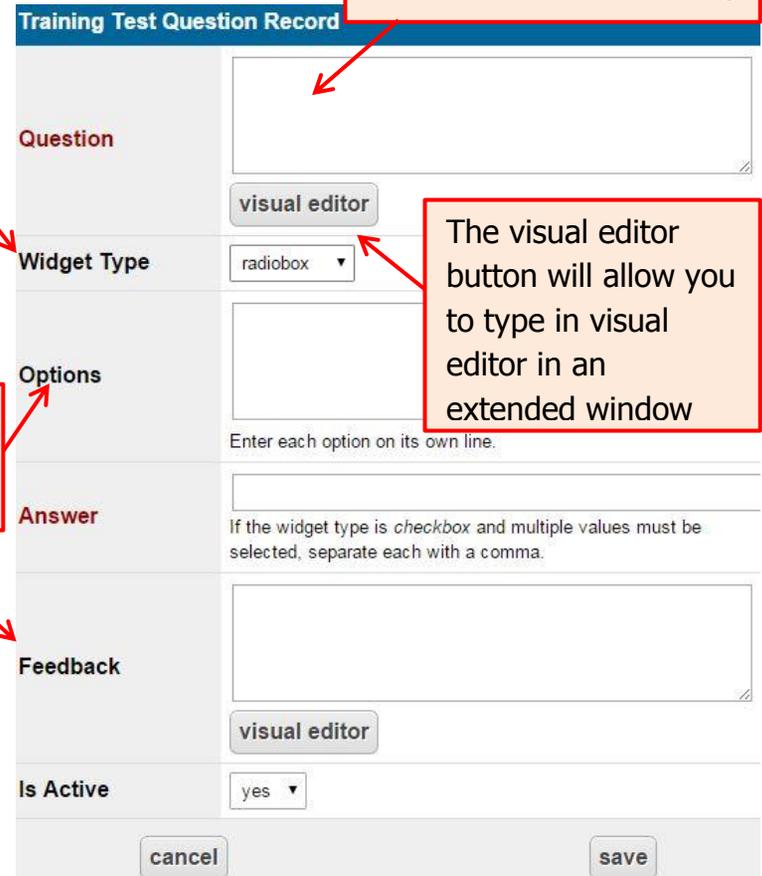
There many different question formats such as radiobox, checkbox, select and text.

Provide answer choices for the trainee

Option: Provide feedback after a question or after the exam

Fill in a test question that will be asked after training

The visual editor button will allow you to type in visual editor in an extended window



The screenshot shows a form titled "Training Test Question Record" with the following fields and annotations:

- Question:** A large text area for entering the question text. An annotation points to this field with the text: "Fill in a test question that will be asked after training".
- Widget Type:** A dropdown menu currently set to "radiobox". An annotation points to this dropdown with the text: "There many different question formats such as radiobox, checkbox, select and text." Below this field is a "visual editor" button. An annotation points to this button with the text: "The visual editor button will allow you to type in visual editor in an extended window".
- Options:** A text area for entering answer choices. An annotation points to this field with the text: "Provide answer choices for the trainee". Below this field is the instruction: "Enter each option on its own line."
- Answer:** A text area for entering the correct answer. Below this field is the instruction: "If the widget type is *checkbox* and multiple values must be selected, separate each with a comma."
- Feedback:** A large text area for entering feedback. An annotation points to this field with the text: "Option: Provide feedback after a question or after the exam". Below this field is a "visual editor" button.
- Is Active:** A dropdown menu currently set to "yes".
- Buttons:** "cancel" and "save" buttons are located at the bottom of the form.



Managing Training Courses

How to Link Training Courses to Your Requirement

Step 1: click on the  button.

Step 2: Click on the  button near the certificate requirement you want to edit.

Step 3: At the bottom of the Training Course Record will be an Associations box, from this box you can link courses to your requirement.

Associations	
Fulfilled in Courses	1
Prerequisite in Courses	0
User Training Requirements	1
Fulfilled User Training Requirements	1

Step 4: Click on the *Fulfilled in Courses* link to be brought to your course record list.

Step 5: Click on the  or  button to link an existing course or create a new course

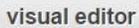


Managing Training Courses

Step 6: From this page you can personalize your own training course. If you are linking a course to a certificate requirement click the  button next to the *Fulfills requirements* and add the certificate requirement.

If no, the course will only be available to users that need the course to fulfill a requirement

Link the requirement this that this course fulfills. The course, as well as prerequisites, will show up on the user's dashboard if it fulfills one of their requirements.

Training Course Record	
Name	<input type="text"/>
Is Enabled	<input type="checkbox"/> Select <i>no</i> if course should be disabled to all users except the instructor. If a course is disabled, enrollment, online training, and online testing is also disabled.
Instructors	<input type="text" value="Casey Liss"/>  
Description	<div style="border: 1px solid #ccc; height: 40px;"></div> 
Enrollment Period	<input type="text" value="YYYY-MM-DD HH:MI"/> - <input type="text" value="YYYY-MM-DD HH:MI"/> <small>Optionally enter the start and end dates of the enrollment period where the system will accept new enrollments for this course.</small>
Advertise Course	<input type="checkbox"/> Select <i>yes</i> if this course should be advertised to all users in the system.
Max Registrations	<input type="text"/> <small>If this course is taught in a classroom with a limited number of slots, specify the maximum registrations to allow. When the total enrollment count minus canceled enrollments meets or exceeds the specified value, the system will display a message stating that the course is full. Leave this field blank to allow unlimited registrations.</small>
Session Date	<input type="text" value="YYYY-MM-DD HH:MI"/> <small>Enter the date and time when the session is held. If a session date and time is specified, users will be unable to register for the course.</small>
Prerequisites	<input type="text" value="name"/> 
Fulfills Requirements	<input type="text" value="name"/> 

Must provide a course name

Outline of subjects taught, grading criteria, etc.

Add prerequisite certificates for this course



Managing Training Courses

The screenshot displays a web interface for managing training courses, divided into four main sections: Online Training Content, Online Test Options, Enrollment, and Notes. Each section has a corresponding callout box with a red arrow pointing to it.

- Online Training Content:** A large text area for entering training material. A 'visual editor' button is located to the right. A callout box explains: "Create content used to teach an online course".
- Online Test Options:** Fields for 'num ques', 'pass grade' (with a percentage sign), and 'max retries'. There are two checkboxes for 'show feedback': 'after each question' and 'after test'. A callout box explains: "Create test pass/fail criteria here. All questions are weighted equally".
- Enrollment:** Shows 'no student enrollments' and an 'add' button. A callout box explains: "Students enrolled will show here with a pass/fail grade book provided".
- Notes:** A large text area for entering notes.

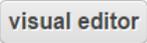
At the bottom of the interface are 'cancel' and 'save' buttons. A callout box points to the 'visual editor' button with the text: "See the *Using Visual Editor* section to learn how to incorporate training videos within your training".

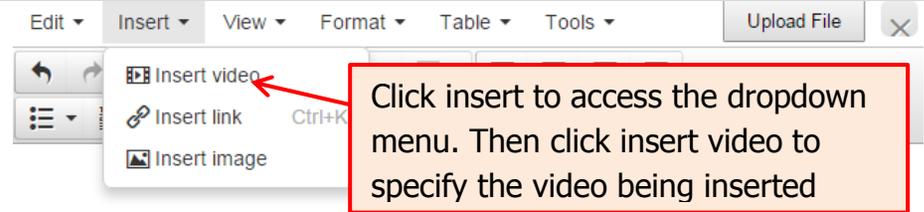


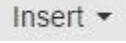
Using Visual Editor for Training Videos

- Links can be embedded into visual editor to allow users to watch training videos, view images, read PDF's and more

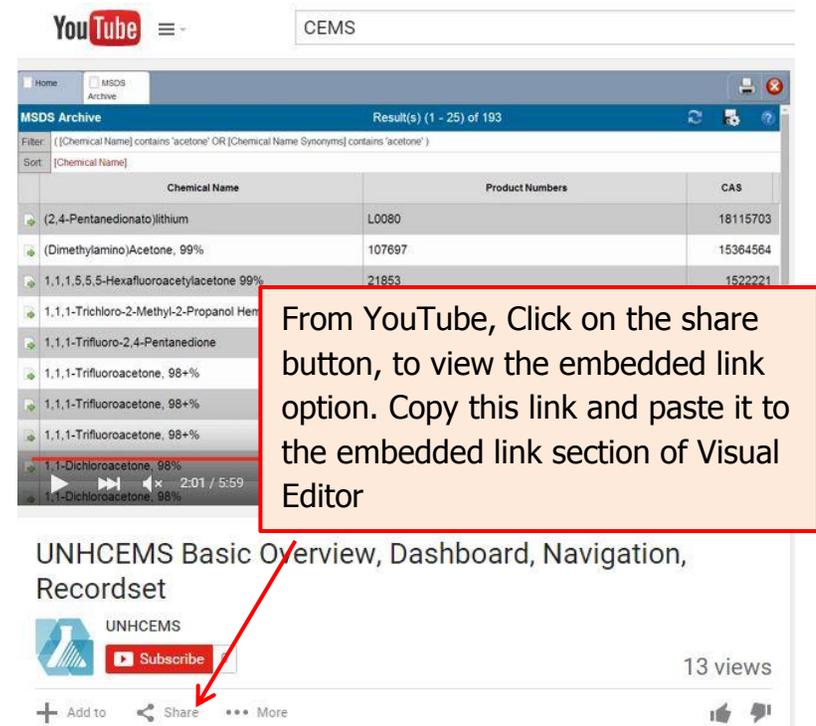
How to Embed a Video in the Training

Step 1: From the Training Requirement Record, Click on the  button to open the Visual Editor application.



Step 2: Click on the  then  Insert video to pull up the Visual editor insert video form.

Step 3: If getting a video from YouTube.com, Click on the  button and copy the embedded link for the video

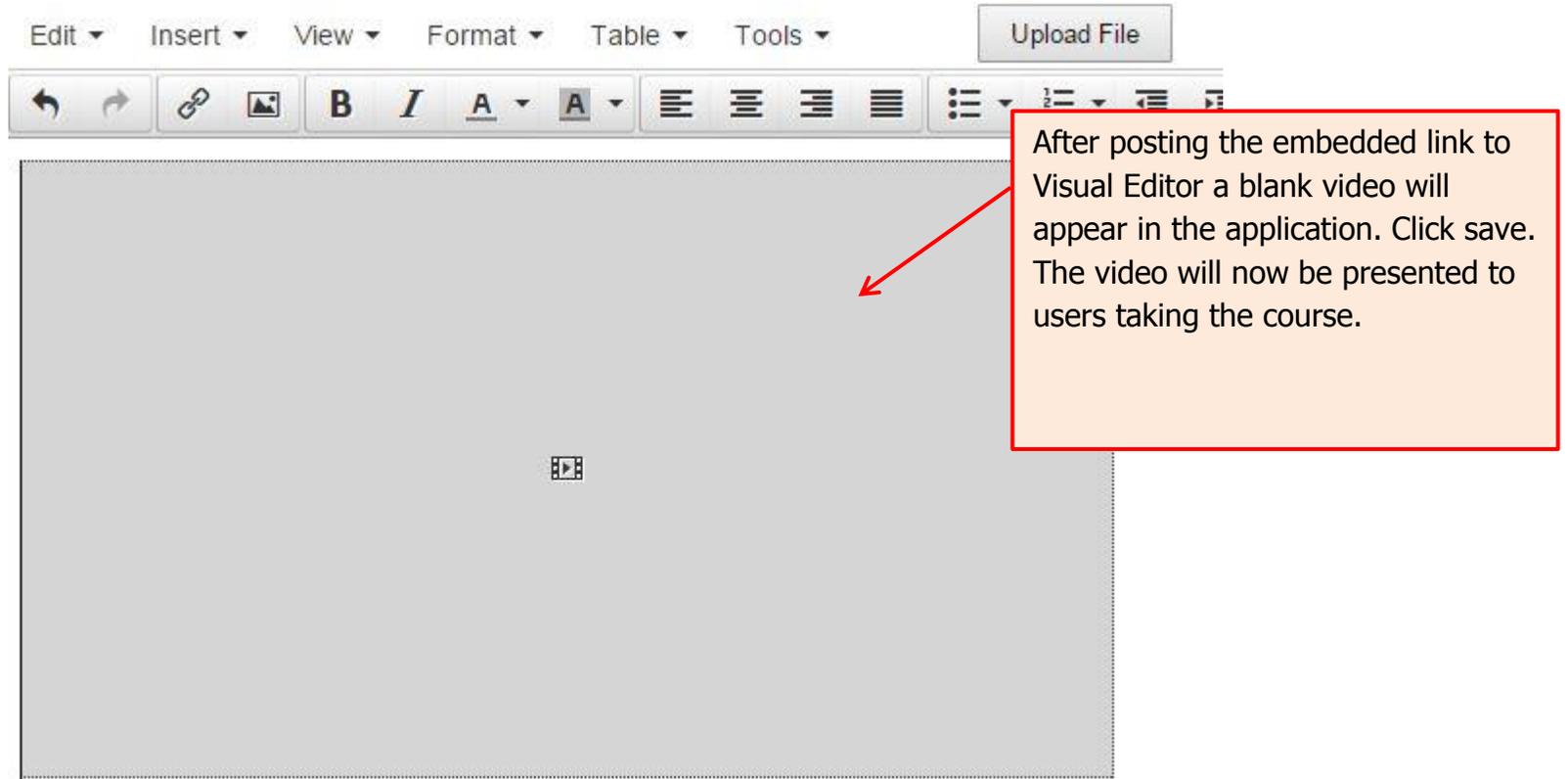


For support contact UNHCEMS at cems-info@sr.unh.edu. For more information about UNHCEMS please visit <http://www.cems-info.sr.unh.edu/>.



Using Visual Editor for Training Videos

Step 4: Paste the embedded video link to the visual editor insert video form from step 2.



The screenshot displays a web-based visual editor interface. At the top, there is a menu bar with options: Edit, Insert, View, Format, Table, and Tools. To the right of the menu is an 'Upload File' button. Below the menu is a toolbar containing various icons for undo, redo, link, image, bold (B), italic (I), text color (A), background color (A), bulleted list, numbered list, decrease indent, increase indent, and a table icon. The main content area is a large grey rectangle with a dotted border, containing a small video icon in the center. A red arrow points from a callout box to the video icon. The callout box, which has a red border and a light orange background, contains the following text: 'After posting the embedded link to Visual Editor a blank video will appear in the application. Click save. The video will now be presented to users taking the course.'

Step 5: Click save when finished embedding the video

