

IowaDOTU for County Treasurers

Managing Teams in DOTU

This document assists supervisors in viewing and managing their team members in DOTU.

DOTU Website: <https://learning.iowadot.gov>

Quick Steps

Action:	Steps:
View Team Members	<ul style="list-style-type: none"> • Select the “Team” tab at the top of the home screen. • Click the “Users” at the top. • Access the search option or page forward if there is more than one page of employees.
View Course Enrollment and Status by Team Member	<ul style="list-style-type: none"> • Select the “Team” tab at the top of the home screen. • Click the “Users” at the top. • Select the desired employee by clicking on his/her name • Select the “Enrollment” tab. • Select “Show More Learning Object Sessions” to expand the list to all enrolled courses and the status of those courses. • Select “Exit” button at the top when finished.
View Course Enrollment by Status	<ul style="list-style-type: none"> • Select the “Team” tab at the top of the home screen. • Click the “Enrollment” at the top if not already selected. • Drop the “Displaying” dropdown and select “Enrolled” • All users in an enrolled status will be listed. • Repeat for other statuses as desired. Use the looking glass icon to narrow search by username or course name. • Select “Exit” button at the top when finished.
Enroll a Team Member in a Training	<ul style="list-style-type: none"> • Click on the “Search” tab at the top • Click in the “Search for” box • Type your key word to search for the training you wish to enroll a Team Member in. • Click the Search button. • Click the Enroll Team button for the training you are enrolling your Team Member. • Type the Team Member’s last name and first name in the corresponding areas. • Check the box to the left of the Team Member’s information. • Click the “Add Attendees” button.

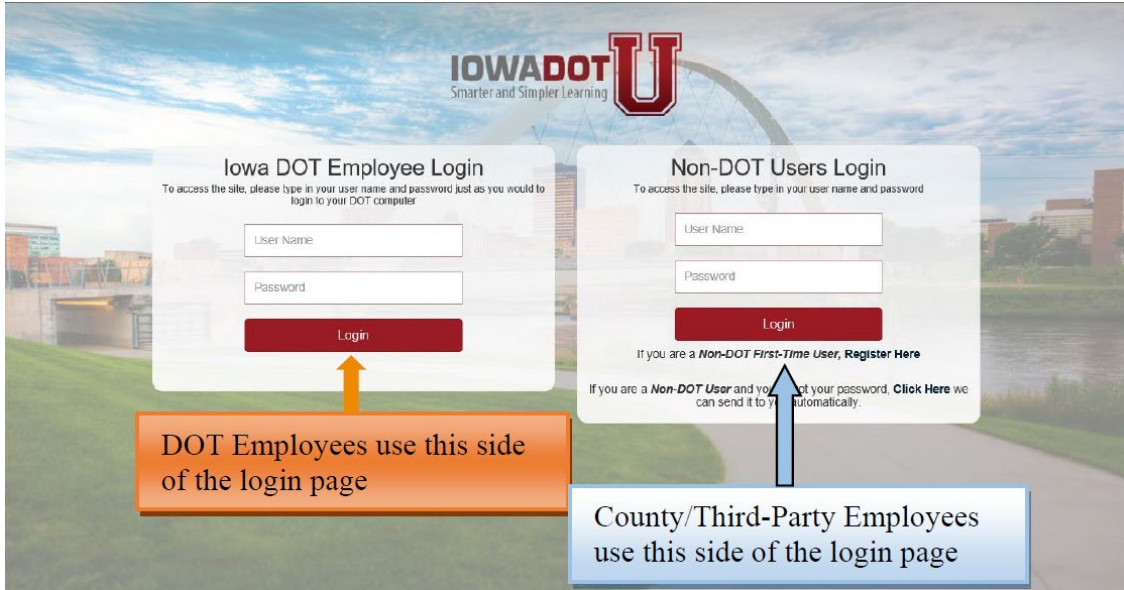
Cancel a Course Enrollment for a Team Member	<ul style="list-style-type: none"> • Select the “Team” tab at the top of the home screen. • Select the desired employee • Click the “Enrollment” tab. • Select “Show More Learning Object Sessions” to expand the list to show all enrolled courses. • Check the select box to the right of the course name to be cancelled, select the reason you are cancelling and select “Cancel Enrollments”. • Status will update to “Cancelled”. Select “Exit” button at the top when finished.
Run a Report	<ul style="list-style-type: none"> • Select the “Reports” tab at the top of the home screen. • Choose the desired report. • Select PDF from the drop-down menu and select “Excel- Data Only”, • Click the “Add” button to the right of the “Course” field. • Search for the course by name and select “Online Active” or “Classroom Active” in Displaying to narrow your search if you wish. • Click the “Search” button • Check the box to the left of the course you wish to select • Click “Add Learning Object” • Click the “Export Report” button. • Select the “Open” button and “Allow” button on the pop-up message. • The Excel spreadsheet report will open with the requested report.

Detailed Procedures

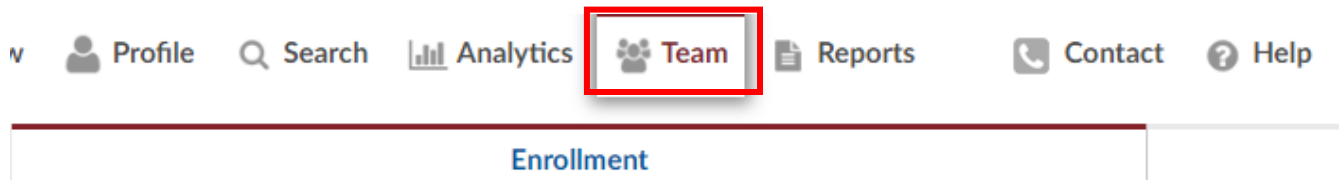
Description	Procedures
View Team Members	Page 3
View Course Enrollment and Status of Team Members	Page 4
View Course Enrollment by Status	Page 7
Enroll a Team Member in a Training	Page 8
Run a Report	Page 10
Cancel Enrollment for a Team Member	Page 17

View Team Members

1. Access IowaDOTU at <https://learning.iowadot.gov> and log-in.



2. Select "Team" tab at the top of the home screen.



3. The employees reporting to the manager/supervisor currently logged in to DOTU will appear.

The screenshot shows the 'User List' interface in the DOTU system. A table lists users with columns for User ID, Name, and User Name. A red box highlights the 'Name' column. To the right, an 'Overview' panel for user Jill Omtvedt is visible, showing her profile picture, name, title, and various statistics.

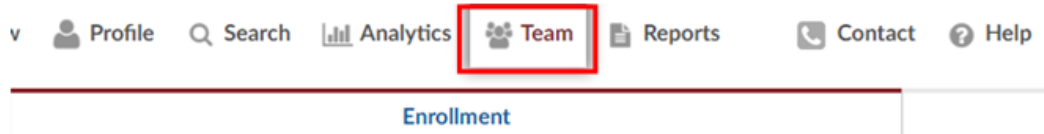
User ID	Name	User Name
35926	Roos, Benjamin M	broos
34513	Tomash, Jennifer R	jtomash
34483	Rauch, Eric W	erauch
31993	Omtvedt, Jill	jomtved
31889	Banker, John	jbanker
31713	Cunningham, Charles	ccunnin
27607	Robbins, Wendy	wrobbin
24036	Weston, Cindy S	cweston
23998	Waller, Charlene K	cwalle1
23694	Schultz, Ashley E	aschult
23460	Pauley, Cindy L	cpauley
23296	Miller, Kimberly H	kmille1
23075	Lathrop, Jill M	jlathro

Overview for Jill Omtvedt:
 Driver & Id Serv Cent Spec
 DOT---Motor Vehicle---Drivers License - Iowa City 40-431024
 03644
 jill.omtvedt@iowadot.us
 Hire Date: 5/15/2018
 Courses: 0
 Assignments: 0
 Certifications: 4
 Past Due: 0
 Completed: 59
 Total Credits: 0
 Total Units: 0

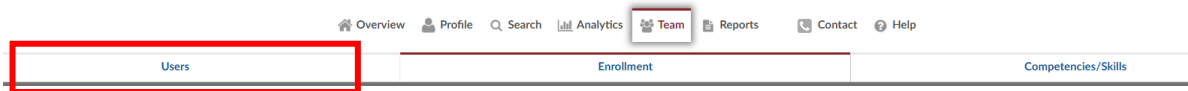
Note: Users can utilize the search option or page forward if there is more than one page of employees.

View Course Enrollment and Status by Team Member

1. Select "Team" tab at the top of the DOTU home screen.



2. Click the "Users" tab. The employees reporting to the manager/supervisor currently logged in to DOTU will appear.



Note: Users can utilize the search option or page forward if there is more than one page of employees.

3. Select the desired employee name by clicking on the name.

User ID	Name	User Name
35926	Roos, Benjamin M	broos
34513	Tomash, Jennifer R	jtomash
34483	Rauch, Eric W	erauch
31993	Omtvedt, Jill	jomtved
31889	Banker, John	jbanker
31713	Cunningham, Charles	ccunm1n
22607	Robbins, Wendy	wrobbin
24036	Weston, Cindy S	cweston
23998	Waller, Charlene K	cwall1
23694	Schultz, Ashley E	aschult
23460	Pauley, Cindy L	cpauley
23296	Miller, Kimberly H	kmille1
23075	Lathrop, Jill M	jathro

Overview

Omtvedt, Jill
Driver & Id Serv Cent Spec
DOT---Motor Vehicle---Drivers License - Iowa City 40-423024
03644
jill.omtvedt@iowadot.us

Hire Date: 5/15/2018
Courses: 0
Assignments: 0
Certifications: 4
Paid Due: 0
Completed: 59
Total Credits: 0
Total Units: 0

4. Select the "Enrollments" tab. Select Show more learning object sessions to expand the list.
 - a. This shows all courses (classroom/online/historical data) and the status.

Learning Object	Status	Complete Dates	Type
Customer Service,Team Building	Completed	7/24/2003	Classroom Instruction Course
ACHIEVING COMM EFF	Completed	5/5/1998	Historical Data
ARTS SYSTEM TRAINING	Completed	11/16/2005	Historical Data
ADA/EEO:AA/PSH	Completed	4/28/2010	Classroom Instruction Course
ARTS SYSTEM TRAINING	Completed	6/29/2006	Historical Data

5. Select the "Exit" button at the top to close the employee view.

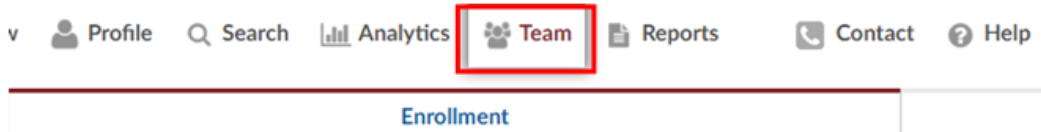
USER DETAILS : WALLER, CHARLENE K - SMARTER AND SIMPLER LEARNING ID - 23998

Print Transcript Edit Audit Trail **Exit**

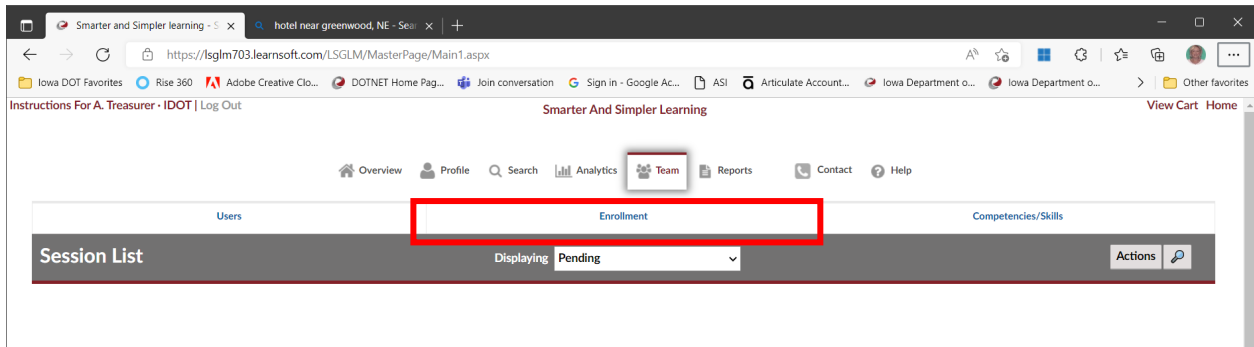
Overview Groups **Enrollments** Assignments Certifications Evaluations Competency Analysis Succession My Development Plan Details

View Course Enrollment by Status

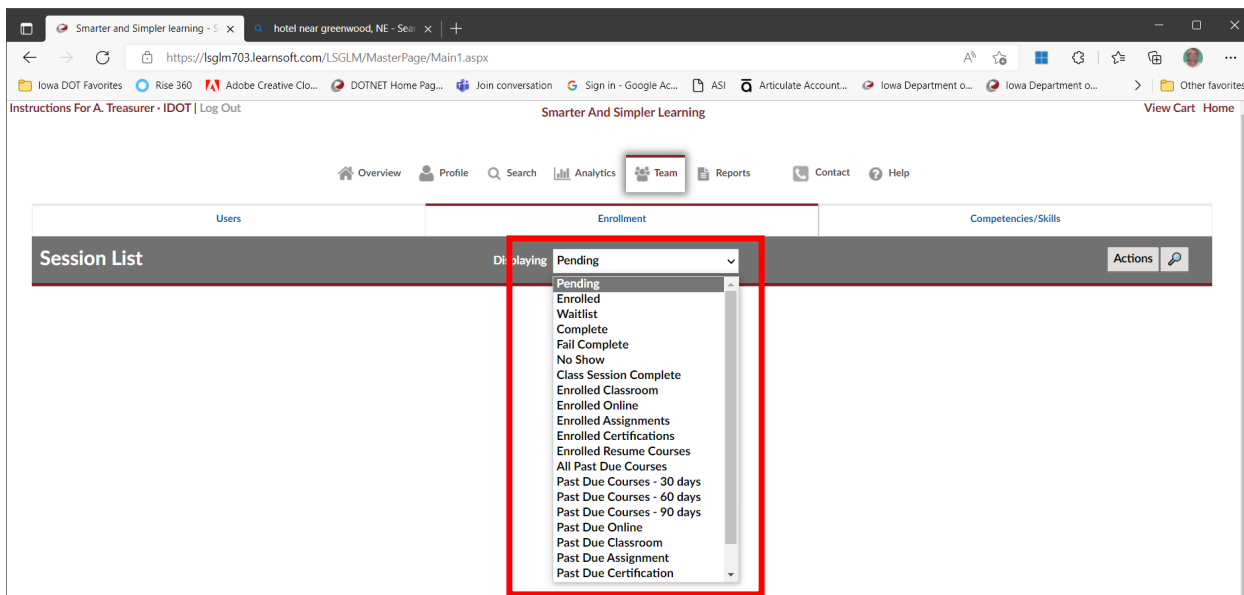
1. Select "Team" tab at the top of the DOTU home screen.



2. The "Enrollment" tab is selected by default. If you are not on the "Enrollment" Tab, click to select.



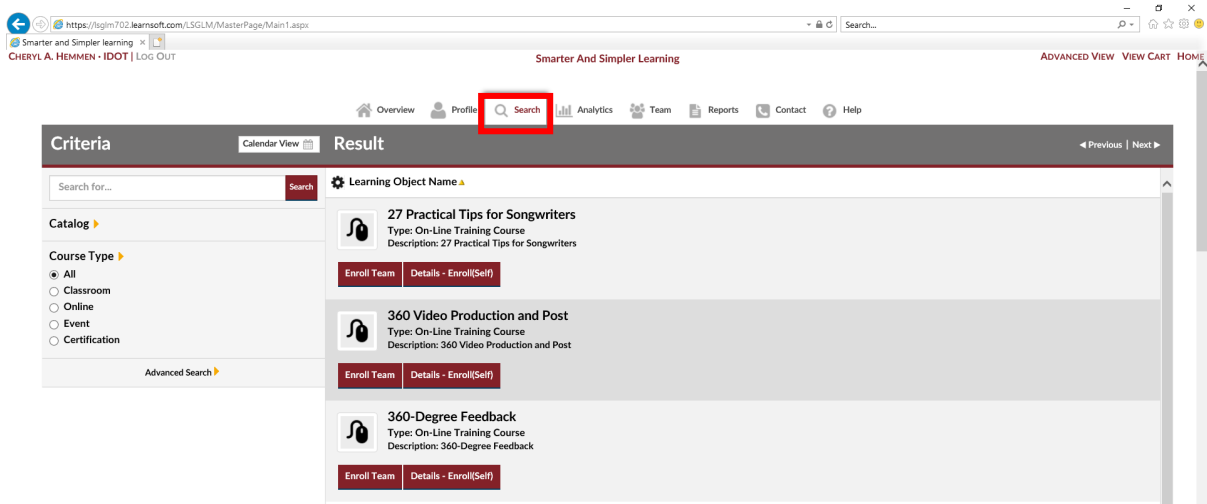
3. Select the desired status by dropping down the "Displaying" drop down



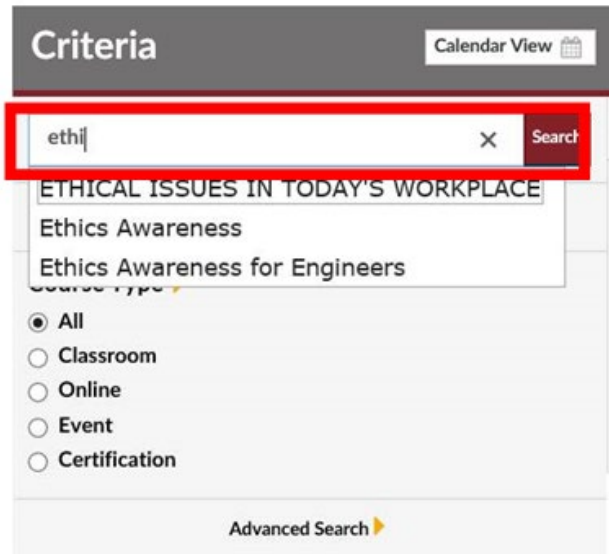
All users for that status will be displayed.

Enroll a Team Member in a Training

1. Select on the “Search” tab at the top of the DOTU home screen.




2. Input the desired course name in the “Search” box.




3. Choose the desired course and select “Enroll Team” button.

Learning Object Name ▲

**ETHICAL ISSUES IN TODAY'S WORKPLACE**
Type: Classroom Instruction Course
3 seats remaining
Start: 5/8/2019 8:30 AM CST End: 5/8/2019 12:30 PM CST
Description: How do you make better ethical decisions at work? Just because a particular choice is legal does not make it right. Through this course, you will be introduced to processes that will help you make ethical decisions. Through the use of video, you will watch an office situation where ethical decision making is demonstrated. Through lecture and group discussion, you will explore the importance of being aware of your core values, as well as the standards of behavior expected by organizations.
Room : Dsm/Hoover Bldg/Level A - Level A - Room TBA -

Enroll Team Details - Enroll(Self)

**ETHICAL ISSUES IN TODAY'S WORKPLACE**
Type: Classroom Instruction Course
4 seats remaining
Start: 6/6/2019 8:30 AM CST End: 6/6/2019 12:30 PM CST
Description: How do you make better ethical decisions at work? Just because a particular choice is legal does not make it right. Through this course, you will be introduced to processes that will help you make ethical decisions. Through the use of video, you will watch an office situation where ethical decision making is demonstrated. Through lecture and group discussion, you will explore the importance of being aware of your core values, as well as the standards of behavior expected by organizations.
Room : Dsm/Hoover Bldg/Level A - Level A - Room TBA -

Enroll Team Details - Enroll(Self)

4. Check the box in front of the desired team members to be enrolled in the course, then select “Add Attendees”.

User List			Add Attendees
	User ID ▲	Name	Employee ID
<input type="checkbox"/>	23460	Pauley, Cindy L	69489
<input type="checkbox"/>	23694	Schultz, Ashley E	19207
<input checked="" type="checkbox"/>	23998	Waller, Charlene K	92037
<input type="checkbox"/>	24036	Weston, Cindy S	52848

5. Users will receive a confirmation of enrollment message at the top of the screen.

■ Waller, Charlene K has been successfully enrolled., Course Name - ETHICAL ISSUES IN TODAY'S WORKPLACE

Run a Report

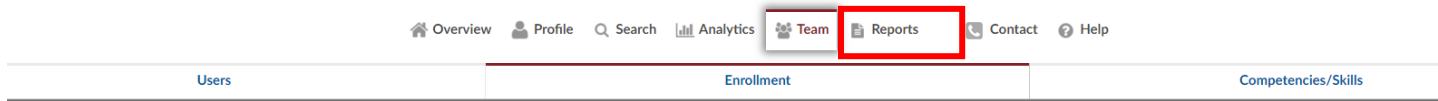
Users can run reports in DOTU to assist with tracking employee performance, including scores, enrollments, etc.

Recommended Reports:

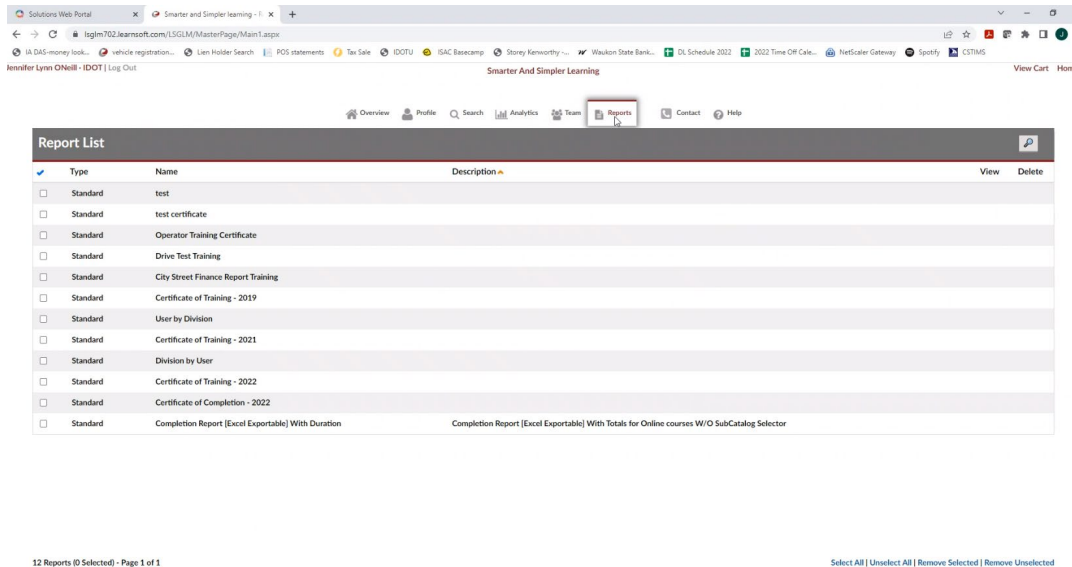
- Delinquency Report Excel Exportable
- Standard Completion Report

Procedures:

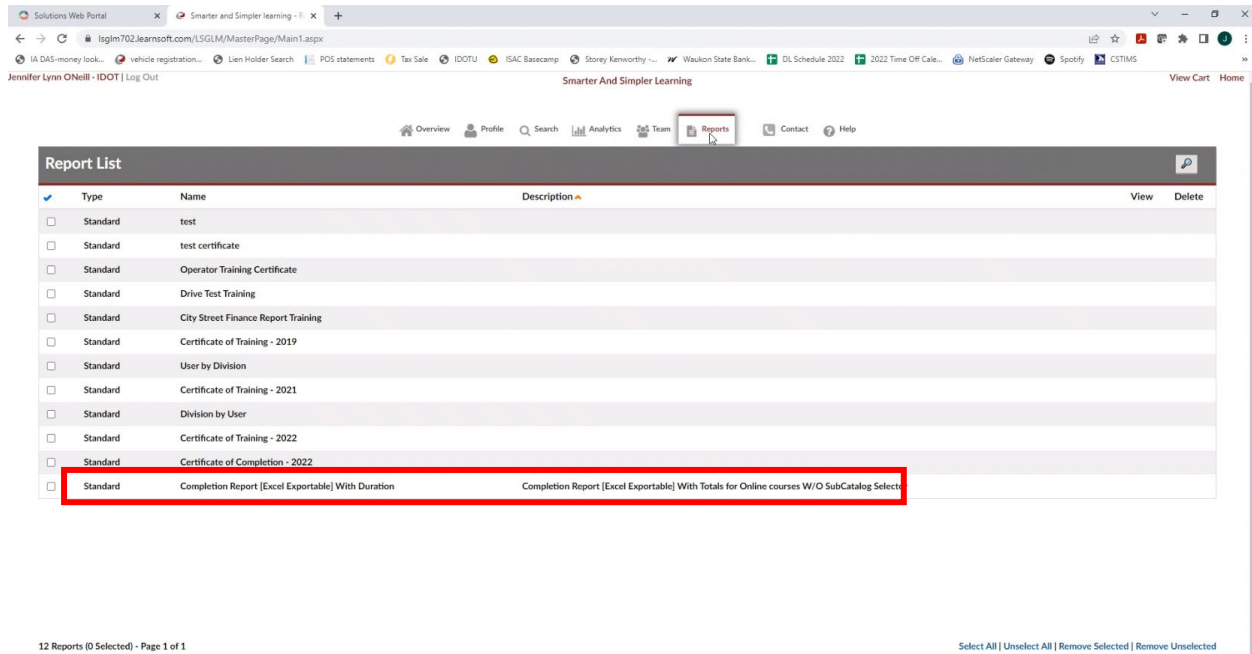
1. Select the “Reports” tab at the top of the DOTU home screen.



A list of available reports will appear.



2. Select the desired report.



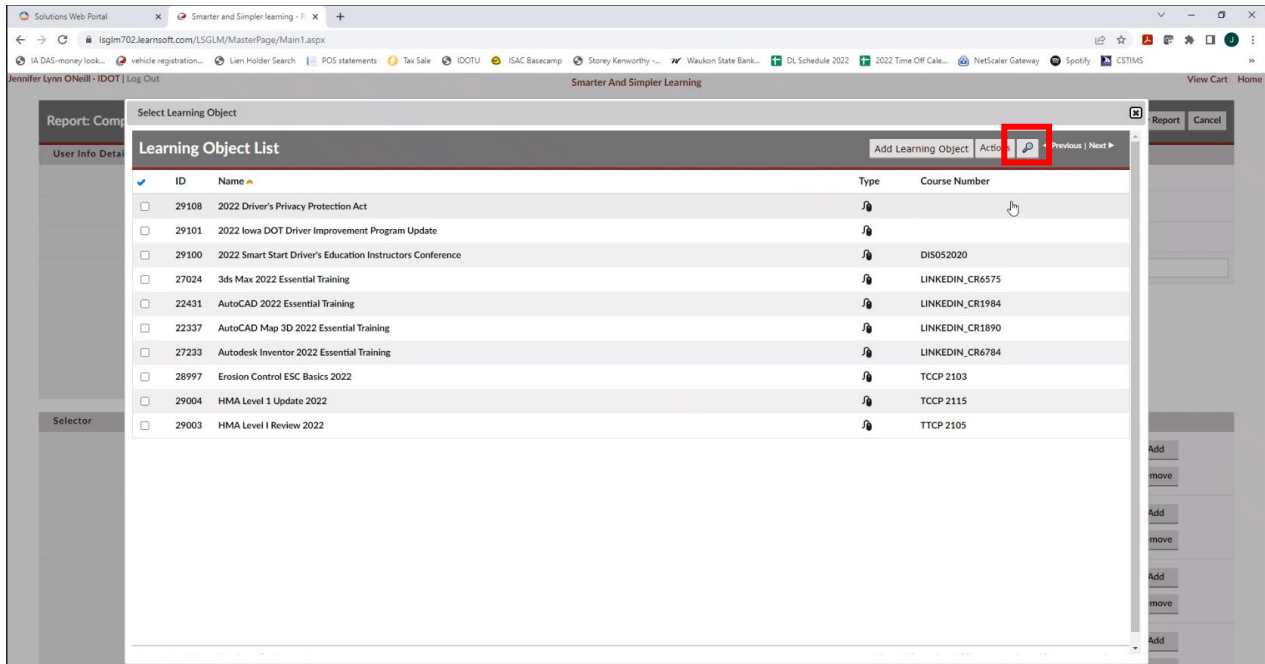
3. Select the drop-down arrow to the right of the box that lists “PDF”.

4. Select “Excel – Data Only”.

- a. This will allow managers/supervisors to export the results into an Excel spreadsheet and manipulate and sort information as desired.
- b. To the right of the course box, select the “Add” button to the right of “Course”.

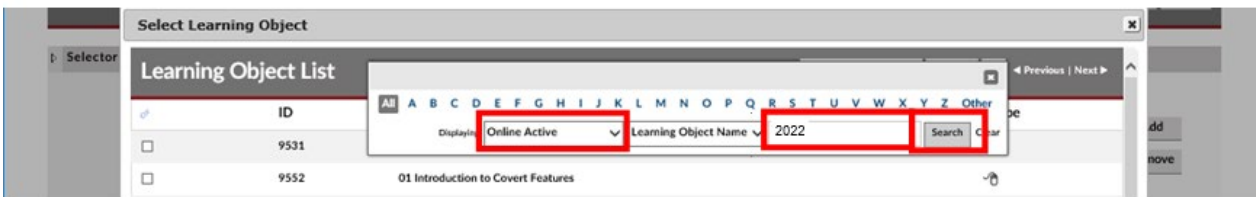


5. A list of available courses appears.



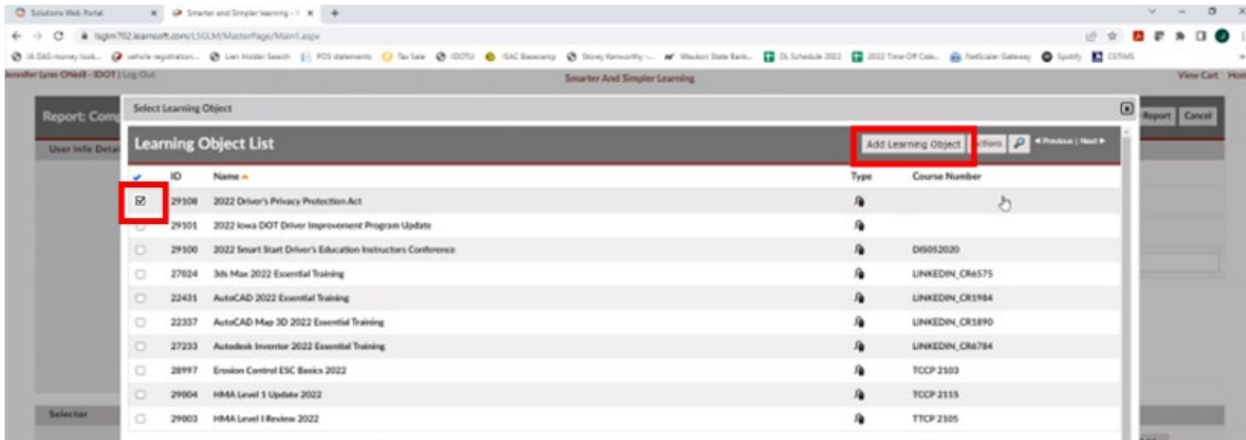
6. Search for the desired course by name. Select Online Active or Classroom Active

7. Select the "Search" button.

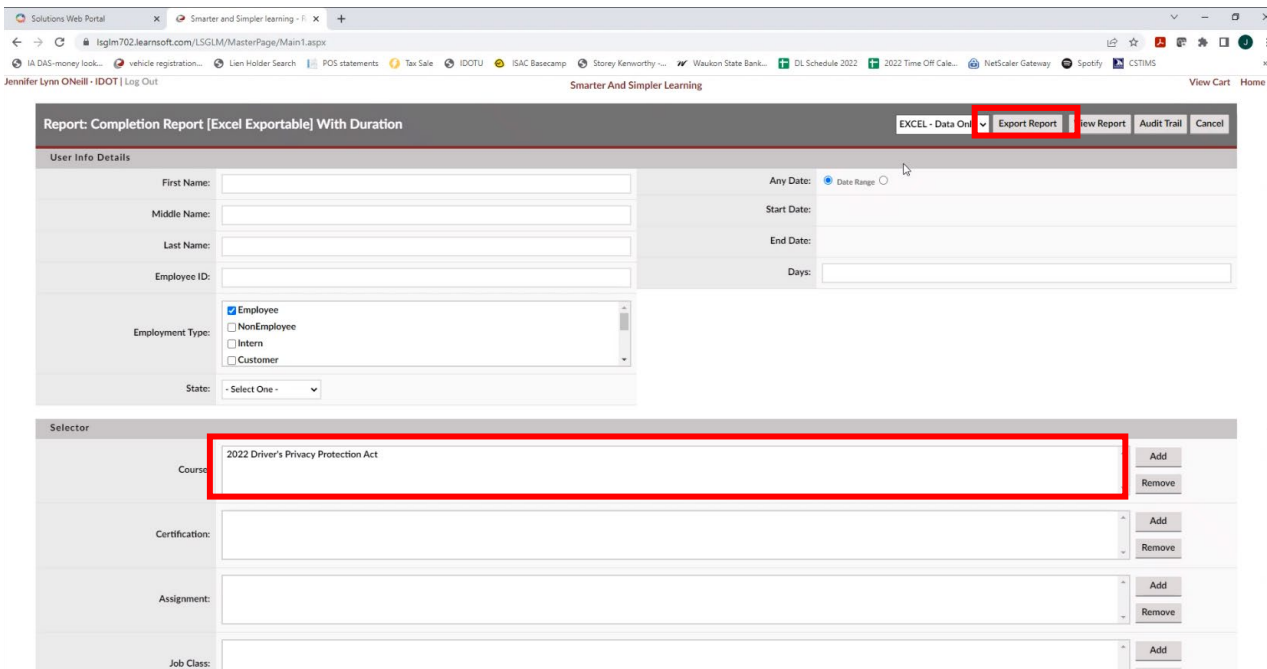


8. Check the box.

9. Select the “Add Learning Object” button.



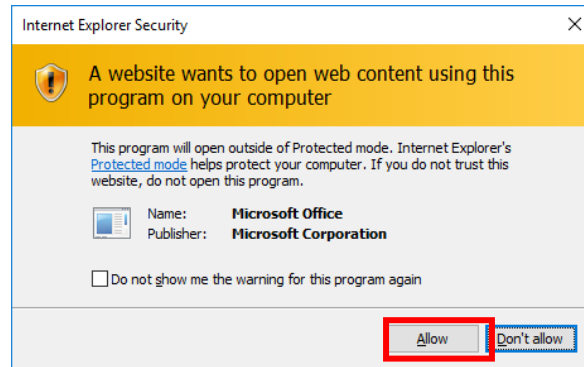
10. The course name displays in the course box. Select the “Export Report” button.



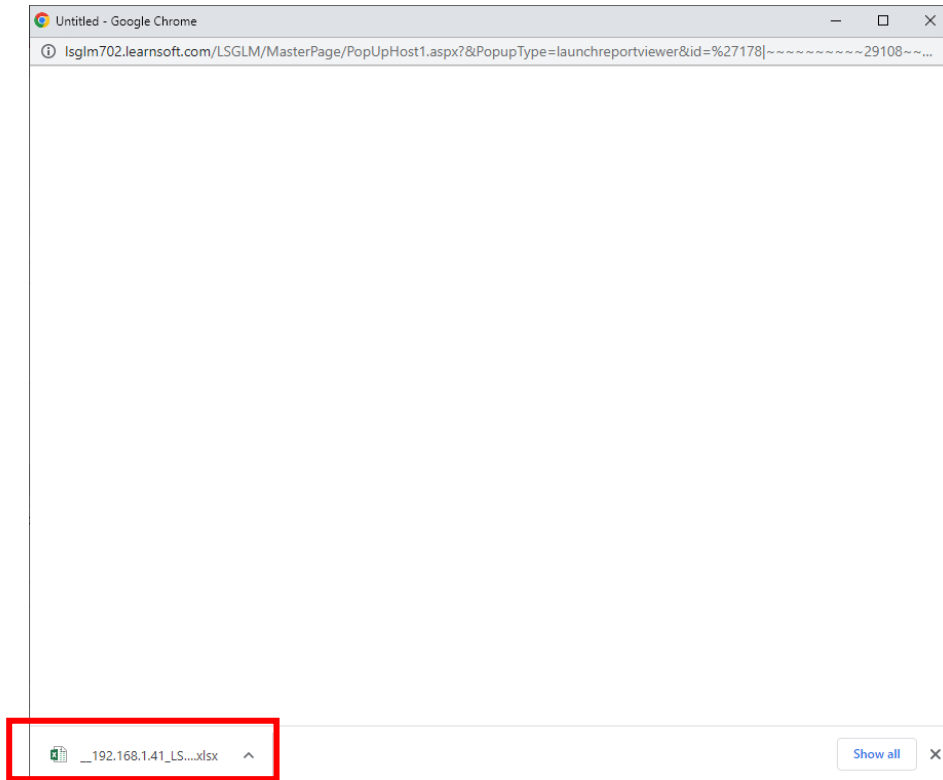
11. Select the “Open” button.



12. Select the “Allow” button (if you get the pop-up message).



13. Click the button at the bottom right:

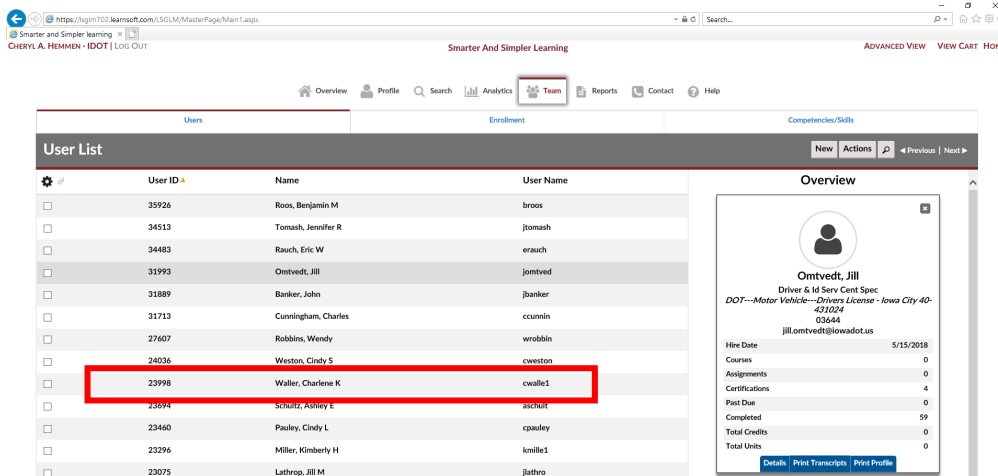


Cancel Enrollment for a Team Members

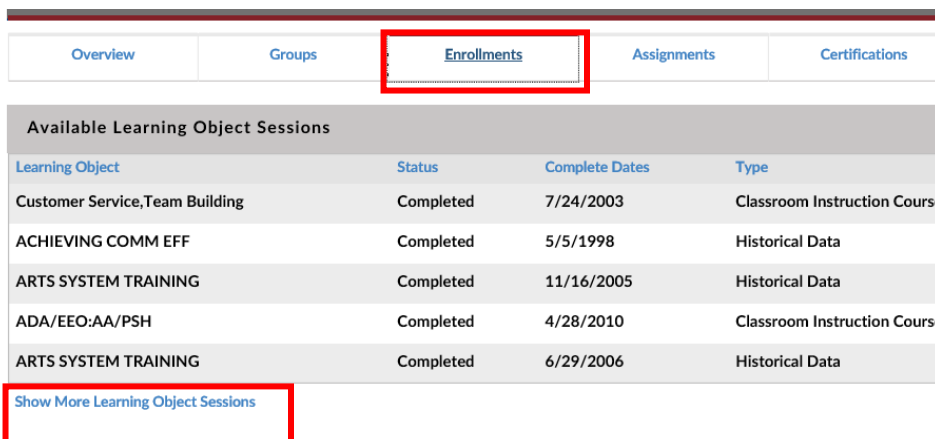
1. Select the “Team” tab at the top of the DOTU home screen.



2. Select the desired employee name.



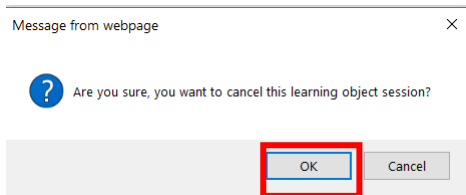
3. Select the “Enrollments” tab. Select “Show More Learning Object Sessions” to expand the list.
 - a. This shows all courses (classroom and online) and the status.



4. Check the box next to the course to be cancelled and select “Cancel”.

Course Name	Status	Start Date	Course Type	Duration	Enrollment	Notes	Actions
CCE Module 5 Quiz	Completed	8/15/2018	On-Line Training Course	Launch	100		
CCE Module 6	Enrolled		On-Line Training Course				<input type="checkbox"/> Select
CCE Module 6 Quiz	Completed	8/15/2018	On-Line Training Course	Launch	100		
CCE Module 7	Completed	8/15/2018	On-Line Training Course	Launch	100		
CCE Module 7 Course Exam	Completed	8/15/2018	On-Line Training Course	Launch	88		
SafetyCare: Fire Safety Awareness	Completed	8/8/2018	On-Line Training Course	Launch	100	Mandatory(8/31/2018)Monthly Safety Training August 2018	
Title VI and You	Completed	8/18/2018	On-Line Training Course	Launch	100	Mandatory(9/28/2018)Title VI and You	
SafetyCare: GHS - An Introduction	Completed	9/5/2018	On-Line Training Course	Launch	100	Mandatory(9/30/2018)Monthly Safety Training September 2018	
GENERATIONAL DIVERSITY	Completed	10/11/2018	Classroom Instruction Course	10/11/2018 8:30 AM	Enrolled(Manager)		
Diversity Training for Employees "Unleashing the Power of Diversity"	Completed	1/8/2019	Classroom Instruction Course	1/8/2019 8:30 AM	Enrolled(Manager)		<input type="checkbox"/> (1)
PinPad	Completed	9/27/2018	On-Line Training Course	Launch	100	Mandatory(10/31/2018)PinPad Online Tutorial	<input checked="" type="checkbox"/> Select Cancel
READY, SET, RETIRE	Enrolled		Classroom Instruction Course	5/21/2019 8:30 AM	Enrolled(Manager)		
K Restriction	Completed	6/25/2014	On-Line Training Course	Launch	100	Enrolled(Manager)	

5. Select “OK” to validate the course cancellation.



6. The course will display as “Cancelled”.

ETHICAL ISSUES IN TODAY'S WORKPLACE	Cancelled By User(Hemmen Cheryl A)	Classroom Instruction Course	5/8/2019 8:30 AM	Enrolled(Manager)
-------------------------------------	------------------------------------	------------------------------	------------------	-------------------

[Show Short List of Learning Object Sessions](#)

7. You may now exit this view by selecting the “Exit” button at the top to close the employee view.

