

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	 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	 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	 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	 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	 Select the "Team" tab at the top of the home screen.
Course	Select the desired employee
Enrollment	Click the "Enrollment" tab.
for a Team Member	 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	 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

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Cancel Enrollment for a Team Member	Page 17



View Team Members

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

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Devices DOTE Employee Login Taccess the sile, please type in your user name and password last as you would be User Name Password Login	Non-DOT Users Login To access the sile, please type in your user name and password User Name Password Ingin Tyou are a Non-DOT User and you Tyou are a Non-DOT User and you Tyou are a Non-DOT User and you Tyou password Click Here we Constraints
DOT Employees use this side of the login page	County/Third-Party Employees use this side of the login page

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.

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	Users		Enrollment	Competencie	:s/Skills
User List			7	Nev	V Actions D APrevious Next >
\$ <	User ID 🔺	Name	User Name	Over	view
	35926	Roos, Benjamin M	broos		
	34513	Tomash, Jennifer R	jtomash		
	34483	Rauch, Eric W	erauch		
	31993	Omtvedt, Jill	jomtved	Omtve	dt lill
	31889	Banker, John	jbanker	Driver & Id Se DOTMotor VehicleDri	rv Cent Spec
	31713	Cunningham, Charles	ccunnin	431 036	024
	27607	Robbins, Wendy	wrobbin	jill.omtvedt@	owadot.us?
	24036	Weston, Cindy S	cweston	Hire Date Courses	5/15/2018
				Assignments	0
	23998	Waller, Charlene K	cwalle1	Certifications	4
	23694	Schultz, Ashley E	aschult	Past Due Completed	0
	23460	Pauley, Cindy L	cpauley	Total Credits	0
	23296	Miller, Kimberly H	kmille1	Total Units	0
	23075	Lathrop, Jill M	jlathro	Details Print Trans	cripts Print Profile

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.

v	Profile	Q Search	analytics	참 Team	Reports	Contact	Help				
Enrollment											

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

Users Enrollment Competencies/Skills	*	Overview	Profile	Q Search	III Analytics	🐮 Team 📑	Reports	Contact	🕜 Help			
	Users		Enrollment							c	competencies/Skills	

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

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



- 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.

Overview	Groups	Enrollment	s Assignme	nts Certifications
Available Learning C	Dbject Sessions			
Learning Object		Status	Complete Dates	Туре
Customer Service, Team Bu	uilding	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
Show More Learning Object	Sessions			

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

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CHERYL A. HEMMEN · IDOT LOG OUT	narter And Simpler Learning	ADVANCED VIEW VIEW CART HOI
USER DETAILS : WALLER, CHARLENE K - SMARTER AND SIMPLER LEARNING	Print Transcript Edit Audit Trai Exit	
Overview Groups Enrollments Assignments Co	ifications Evaluations Competency A	Analysis Succession My Development Plan Details



View Course Enrollment by Status

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

v	Profile	Q Search	📶 Analytics 📑 Team 🖺 Rep	oorts 💽 Contac	t 🕜 Help					
Enrollment										

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

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ructions For A. Treasurer • IDOT Log Out		Smarter And Simpler Learning		View Cart Home
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Users		Enrollment	Competencies/Skills	
Session List		Displaying Pending ~		Actions 🔎

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

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📋 Iowa DOT Favorites	🔘 Rise 360 🚺	Adobe Creative Clo	ODTNET Hom	e Pag	🤹 Join c	onversation	G Sign in - Google A	kc 🗅 ASI	ā Articulate Ac	count (🥥 lowa Departme	nt o 🥥	Iowa Depar	tment o	> (Other 1	avorites
Instructions For A. Trea	surer • IDOT Log	g Out				Sm	narter And Simpler L	earning							View	v Cart H	lome
			Nverview	Pro	ofile Q	Search	📶 Analytics 🚰 Te	am 🖹 Repo	orts 🕓	Contact	🕜 Help						1
		Users					Enrollment					Compe	tencies/Skill	s			
Session Li	st				D		Pending Pending Enrolled Waitlist Complete Fail Complete Fail Complete Enrolled Classroom Enrolled Classion Comple Enrolled Contiscation Enrolled Certificatio Enrolled Certificatio Past Due Courses - (Past Due Classroom Past Due Classroom Past Due Cassroom Past Due Certification	s ns urses 5 30 days 50 days 70 days 70 days							Actions	R	

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.

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CHERYL A. HEMMEN - IDOT LOG OUT	Smarter And Simpler Learning	ADVANCED VIEW VIEW CART HOME
	🕋 Overview 💄 Profile 📿 Search 📊 Analytics 🐩 Team 🖺 Reports 💽 Contact 🎧 Help	
Criteria Calendar View	Result	
Search for Search	🔆 Learning Object Name 🛦	^
Catalog > Course Type >	27 Practical Tips for Songwriters Type: On-Line Training Course Description: 27 Practical Tips for Songwriters Corrol Team Details - Enroll(Self) Sol Video Production and Post Type: On-Line Training Course Description: 360 Video Production and Post Type: Charles - Enroll(Self) Corrol Team Details - Enroll(Self)	
	360-Degree Feedback Type: On-Line Training Course Description: 360-Degree Feedback Evroll Team Details - Envoll(Seif)	

2. Input the desired course name in the "Search" box.

Criteria	Calendar View
ethi	× Search
ETHICAL ISSUES IN TODAY'S	S WORKPLACE
Ethics Awareness	
Ethics Awareness for Engine	ers
 All 	
Classroom	
⊖ Online	
⊖ Event	
Advanced Search	•



3. Choose the desired course and select "Enroll Team" button.

🔅 Learnii	ng Object Name 🔺
Γ <u>ή</u> -	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 dis cussion, you will explore the importance of being aware of your core values, as well as the standards of behavior expecte d by organizations. Room : Dsm/Hoover Bldg/Level A - Level A - Room TBA -
Enroll Te	eam Details - Enroll(Self)
Γ <u>ή</u> γ_	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 dis cussion, you will explore the importance of being aware of your core values, as well as the standards of behavior expecte d by organizations. Room : Dsm/Hoover Bldg/Level A - Level A - Room TBA -
Enroll Te	am 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
	23460	Pauley, Cindy L	69489
	23694	Schultz, Ashley E	19207
	23998	Waller, Charlene K	92037
	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.

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	Туре	Name		Descr	iption 🔺						View	De	lete
	Standard	test											
1	Standard	test certificate											
	Standard	Operator Training Certificate											
2	Standard	Drive Test Training											
	Standard	City Street Finance Report Training											
	Standard	Certificate of Training - 2019											
	Standard	User by Division											
	Standard	Certificate of Training - 2021											
	Standard	Division by User											
	Standard	Certificate of Training - 2022											
	Standard	Certificate of Completion - 2022											
1	Standard	Completion Report [Excel Exportable] With Duration		Comp	etion Report (Exce	Exportable] With Totals	for Online cour	ses W/O Sub0	atalog Selector				



2. Select the desired report.

		A Overview	Profile Q Search International Analytics and Team Reports	Contact 🕜 Help			
Rep	ort List					P	
1	Туре	Name	Description		View	Delete	
	Standard	test					
	Standard	test certificate					
	Standard	Operator Training Certificate					
0	Standard	Drive Test Training					
0	Standard	City Street Finance Report Training					
	Standard	Certificate of Training - 2019					
	Standard	User by Division					
	Standard	Certificate of Training - 2021					
	Standard	Division by User					
	Standard	Certificate of Training - 2022					
0	Standard	Certificate of Completion - 2022					
	Standard	Completion Report [Excel Exportable] With Duration	Completion Report [Excel Exportable] With Totals for Online co	urses W/O SubCatalog Selector			

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".

REPORT : DELINQUENC	Y REPORT EXCEL EXPORTABLE	EXCEL EXCEL - Data Only
Selector		
Course:		Add Remove
Availability:	Sort By-Name Organization	



5. A list of available courses appears.

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	log Out		Smarter And Simpler Learning						view Ca	n i
Report: Comp	Select	t Learning	Dbject				×	Report	Cancel	
User Info Detai	Lea	rning (Dbject List	Add	Learning Object Actions 🖉	Previous Next	Î			
	-	ID	Name 🔺	Туре	Course Number					
		29108	2022 Driver's Privacy Protection Act	J.	Ŀ					
		29101	2022 Iowa DOT Driver Improvement Program Update	J.						
-		29100	2022 Smart Start Driver's Education Instructors Conference	ß	DIS052020					
		27024	3ds Max 2022 Essential Training	ß	LINKEDIN_CR6575					
		22431	AutoCAD 2022 Essential Training	ß	LINKEDIN_CR1984					
		22337	AutoCAD Map 3D 2022 Essential Training	ß	LINKEDIN_CR1890					
		27233	Autodesk Inventor 2022 Essential Training	ß	LINKEDIN_CR6784					
		28997	Erosion Control ESC Basics 2022	J.	TCCP 2103					
		29004	HMA Level 1 Update 2022	J)	TCCP 2115					
Selector		29003	HMA Level I Review 2022	ß	TTCP 2105					
								Add		
							11	move		
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- 6. Search for the desired course by name. Select Online Active or Classroom Active
- 7. Select the "Search" button.

	Select Lea	rning Object			<u>1</u>	(
5 Selector	Learnin	g Object List			A Previous Next	
	d ^a	ID		S T U V W X Y Z Other	pe	dd
		9531	Displaying Online Active V Learning Object Name V 202	22 Search Char		nove
		9552	01 Introduction to Covert Features	°-		

8. Check the box.



9. Select the "Add Learning Object" button.

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			UM/MachinPage/Main/Laspe					进业		* 0	10
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Same Officer - IDOT C	NE OVE			Smarter And Simpler Learning						View	CH H
Report: Comp	Select	Learning	Object						Report	1 Care	
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		ю	Name A			Type Co	surse Number				
		29108	2022 Driver's Privacy Protection Act			.0	5	_			
	υ.	29101	2022 Iowa DOT Driver Improvement Program Update								
		29100	2022 Smart Start Driver's Education Instructors Conference			A 0	5052020	_			
	0	27824	3ds Max 2022 Essential Training			A U	NKEDIN_CR6575				
		22431	AutoCAD 2022 Essential Training			A U	NKEDIN_CR1984				
		22337	AutoCAD Map 3D 2022 Essential Training			A U	NKEDIN_CR1890				
		27233	Autodesk Inventor 2022 Essential Training			A u	NKEDIN_CR6784				
	0	28997	Erosion Control ESC Basics 2022			A 10	CP 2103				
		29804	HMA Level 1 Update 2022			A 10	CP 2115	_			
Selector		29003	HMA Level I Review 2022			A 11	CP 2105	-			

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

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	🕽 Lien Holder Search 📔 POS statements 🚺 Tax Sale 😵 IDOTU 🥹 ISAC Basecamp 😵 Storey Kenwo	rthy 💓 Waukon State Bank 🚹 DL Sc	chedule 2022 🚹 2022 Time Off Cale 🍘 NetScaler Gateway 🍚 Spotify			
Lynn ONeill · IDOT Log Out	Smarter And Sin	npler Learning			View Car	rt F
Report: Completion Report [E	xcel Exportable] With Duration		EXCEL - Data Onl 🗸 Export Report 🚺 iew l	Report Audit Trail	Cancel	1
User Info Details			Ν.			
First Name:		Any Date:	Date Range			
Middle Name:		Start Date:				
Last Name:		End Date:				
Employee ID:		Days:				
Employment Type:	Employee NonEmployee Intern Customer					
State:	Select One -					
Selector						
Course	2022 Driver's Privacy Protection Act			Add		
Certification:				Add Remove		
Assignment:				Add Remove		
				^ Add		

11. Select the "Open" button.

Copyright #2001-2019 Learns	Do you want to open or save _LSPRDWEB700_LSGLMWebSiteVD_LSGLMAttachments_Attachmx	s (47.0 KB) fror	n isgim704.i d	earnsoft.com?	×		
By using this site, you agree to		<u>O</u> pen	<u>S</u> ave	▼ <u>C</u> ancel	•	70%	•



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

Internet	Explorer Security	×
٢	A website wants to open web content using this program on your computer	
	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.	
	Name: Microsoft Office Publisher: Microsoft Corporation	
	Do not show me the warning for this program again	
	<u>A</u> llow Don't allo	N

13. Click the button at the bottom right:

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Isglm702.learnsoft.com/LSGLM/MasterPage/PopUpHost1.aspx?&PopupType=launchreportviewer&id=%27178 ~~~~~	~~~~	29108~	~
₫ <u>∭</u> 192.168.1.41_LSxlsx	S	how all	×

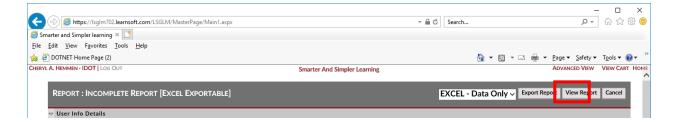


14. The Excel spreadsheet report opens:



- a. Sort and manage data as the Supervisor/Manager's need specifies.
- b. Save the report (if desired).
- c. Close report with the X at the top right of the Excel window.

15. Select the "Cancel" button to exit the report listing.



16. When finished, Select the Log Out link to log out of IowaDOTU.

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<u>File</u> <u>Edit</u> <u>View</u> Favorites <u>T</u> ools <u>H</u> elp						
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CHERYL A. HEMMEN - IDO	Smarter And Simpler Learning			ADVANCED VIEW	VIEW CART	HOME
REPORT : INCOMPLETE REPORT [EXCEL EXPORTABLE]		EXCEL -	Data Only V Export Re	port View Report	Cancel	



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.

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		Overview	Profile 🔍 Search 🔝 Analytics 📑 Team	act 🕜 Help	
	Users		Enrollment	Competencies	Skills
User List				New	Actions D < Previous Next >
¢ /	User ID 🔺	Name	User Name	Overv	iew
	35926	Roos, Benjamin M	broos		
0	34513	Tomash, Jennifer R	jtomash		
	34483	Rauch, Eric W	erauch		
_	31993	Omtvedt, Jill	jomtved		
	31889	Banker, John	jbanker	Omtved Driver & Id Serv	
				DOTMotor VehicleDrive 4310	rs License - Iowa City 40-
	31713	Cunningham, Charles	ccunnin	0364	4
	27607	Robbins, Wendy	wrobbin	jill.omtvedt@id	5/15/2018
	24036	Weston, Cindy S	cweston	Courses	0
	23998	Waller, Charlene K	cwalle1	Assignments	0
	23998	waller, Charlene K	cwane1	Certifications	4
	23694	Schultz, Ashley E	aschult	Past Due Completed	59
	23460	Pauley, Cindy L	cpauley	Total Credits	59
			kmille1	Total Units	0

- 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.

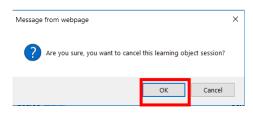
Overview Groups		Enrollments		Assignments	Certifications	
Available Learning Obj	ect Sessions					
Learning Object		Status	Comple	ete Dates	Туре	
Customer Service, Team Build	ing	Completed	7/24/	2003	Classroom	Instruction Course
ACHIEVING COMM EFF		Completed	5/5/1	998	Historical	Data
ARTS SYSTEM TRAINING		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
Show More Learning Object Ses	sions					



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

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marter and Simpler learning 🗙 📑									
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CCE Module 5 Quiz	Completed	8/15/2018	On-Line Training Course Launch		100				
CCE Module 6	Enrolled		On-Line Training Course					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)	@(1)		
PinPad	Completed	9/27/2018	On-Line Training Course Launch		100	Mandatory(10/31/2018)PinPad Online Tutorial			
READY, SET, RETIRE	Enrolled		Classroom Instruction Course	5/21/2019 8:30 AM		Enrolled(Manager)		Cancel	
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".



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

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