Administrator Helpful Tips

Class Set Up

To set up a class from your MoDOT U home page, click on:

1. Advanced View (top right)
2. Use the Learning Objects drop down, click on Courses
3. Click on the magnify glass to search for course based on Keywords, Course Number or ID
4. Click View under the Class Count column beside the correct course
5. Check to make sure there is not a class instance already set up for the same date, If not, click the New button
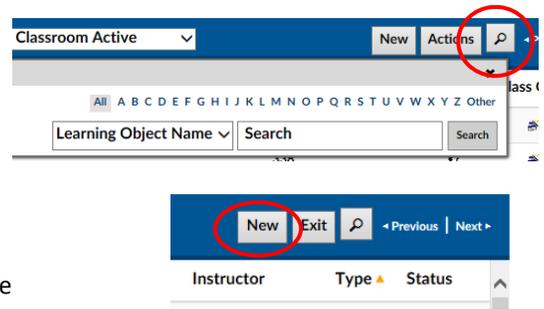
Select a date and a time for the class and click the Add Dates button below. If the class is for multiple days use the Dates Options section below. Fill out the correct dates and press Add Dates button above.

Select a Room the class will be held in. If the room you need is not in the list, contact Amanda Woody (HRED) to set up the room. There are options for classes that will take place at a vendor's location.

Select the number of students. To add the instructor, click the Add button next to the field. If the instructor of the class is not listed, contact Amanda Woody to add the instructor to the list.

Select the Status as **Scheduled**. Even if this class/course is completed, still select Scheduled otherwise you will not be able to enter anyone in the class roster.

If you do **not** want anyone to be able to enroll themselves in this class, **check the Manual Availability box**. If you are wanting people to be able to enroll in this course, **leave the box unchecked**.

If this class is already over and people are not signing up for the class, remember to check the ByPass Notification box. This will make sure an employee does not get an unnecessary email, like calendar notices for a class they have already completed. If this is a class in the future that they can sign up for, do not check the box. This way an employee will get a calendar notification about the event.
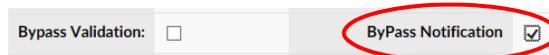
Select the Availability of the class. If the class is available for all of MoDOT check the box, or if it only available to a certain district/division/org code check the appropriate box from the dropdown list.

Once all of the required fields (red fields) are entered click on SAVE AND EXIT.

If you did not find a course code in the search results use the Course Code Request form which is available on the HRED SharePoint site or located on MoDOT U's home page under the Help button.

Access to MoDOT U

Every MoDOT employee has access to MoDOT U. Their user name is the assigned user name from IS or their Employee ID number, a 5-6 digit number located on their profile page in MoDOT U. Employees who do not know their Employee ID number can contact their supervisor, MoDOT U district Administrators or IS for help.

Reports

Go to the Advanced View and select Reports. Select the report you are looking to run. Fill in the criteria of what you are wanting, change the format of the report to desired format then click EXPORT REPORT.

92000, 90000, 80000, and 24287

For creating classes that will only happen once or classes with titles we change, we use manual entry.

1. Click on Advanced View
2. Use Learning Objects drop down, click on Courses
3. Select the New button on the right
4. Fill all of the Required Fields , Credit Hours and the Course Number
5. For the Learning Object select Manual Entry
6. Type name of class
7. Grading: most classes are a "Not Graded Course"
8. Fill in Credit Hours
9. Fill in Course Number
10. Select Catalog under External Training & Conferences
11. Save and select OK to schedule classes for this course
12. Add dates for class and fill required fields
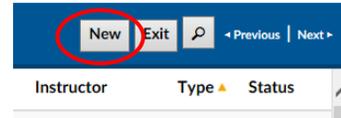
After you click SAVE AND EXIT, it will show your class instance. To add people to this class instance, click Add. Find the employees you want to add to this class and select
ADD ATTENDEES. Once you have added attendees you can view who is on the roster by selecting View.

Enrolling

To enroll people in a class, click on:

1. Advanced View
2. Use the Learning Objects drop down, click on Courses
3. Search for course based on Keywords, Course Number or ID
4. Find the correct course, then click View under the column Class Count.
5. This will bring up all of the class instances for this course.
6. Find the correct date for the class you are searching for and click Add under the Students column.
7. Add attendees.

Marking as Completed

To mark someone as completed in a class, click on:

1. Advanced View
2. Use the Learning Objects drop down, click on Courses
3. Search for course based on Keywords, Course Number or ID
4. Find the correct course, then click View under the column Class Count.
5. This will bring up all of the class instances for this course.
6. Find the correct date for the class you are searching for and click View under the Roster column.
7. Select the "Complete" radio button next to everyone who did complete the class.
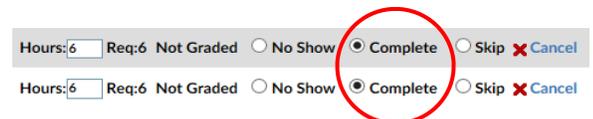
If you have any questions, please contact Hannah Matthews in HRED at (573)751-3941.