MoDOTU

Administrator Guide

Updated November 2019

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Human Resources Employee Development

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User Access Explanation

<u>End User</u>: All MoDOT employees have end user access. This access give you the rights to view your transcript, your profile, and to search and enroll for in-person courses and to enroll and complete online courses.

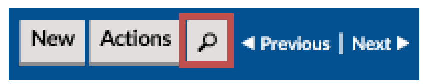
<u>Instructors</u>: Individuals who have been designated by their district as someone who frequently trains employees. Instructors can see rosters for the classes to which they are assigned and are able to enroll employees in their district to these classes. When an instructor is assigned to their class, they will receive an Outlook calendar invite. To gain this level of access, you must contact a Super Client Administrator.

<u>Supervisors</u>: These are individuals who supervise employees. Supervisors have an additional tab called My Team. This tab gives them a view of all of the employees who report directly to them. They can look at those individuals' profiles and transcripts. Supervisors can also pull reports.

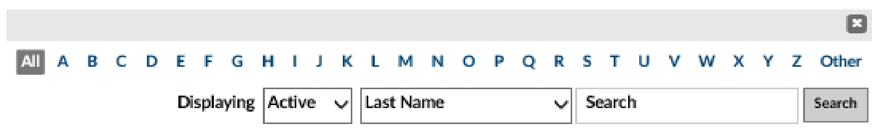
<u>Administrators</u>: These individuals have been designated by their districts as employees who are in charge of entering rosters and certificates for district/division employees, setting up class instances, changing employee passwords, pulling reports, and checking transcripts for active or inactive employees. Administrators can complete these actions for employees in their district/division.

<u>Super Client Administrators</u>: Access granted only to employees who require access to all of MoDOT U functions. These employees can do everything Administrators can, for the entire state. Super Client Administrators govern MoDOT U, making decisions that impact the system's functionality on behalf of the entire organization. Amanda Woody is a Super Client Administrator.

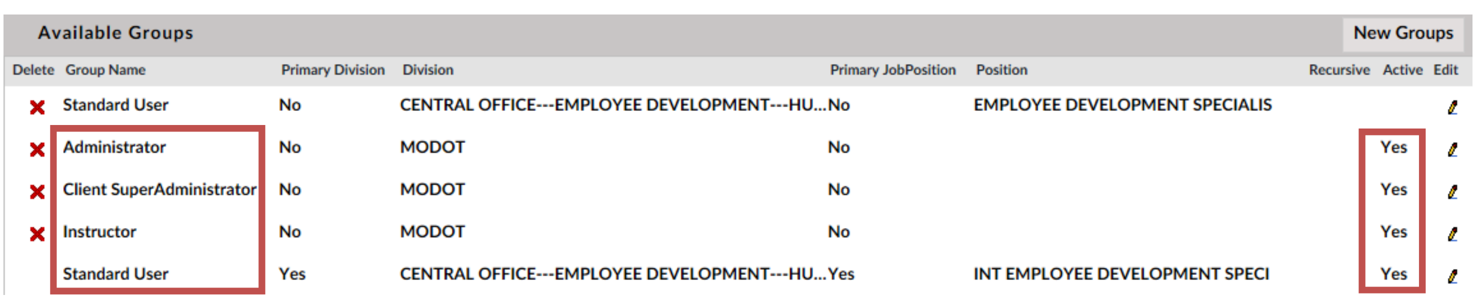
Checking Access:



To check an employee's MoDOT U access:



1. Go to the Advanced View.
2. Hover over the tab User Management and click on Users.
3. Search for the employee by clicking on the magnify glass button. Then you can either use the search box or the alphabet feature.
4. Click on the employee's name, and their profile will pull up.
5. Click on the Groups tab. The Group Name that has a Yes in the Active column will show you what access that employee has in MoDOT U.
6. To change or give more access for an employee in MoDOT U, you must contact a Super Client Administrator.



Available Groups | New Groups

Delete	Group Name	Primary Division	Division	Primary JobPosition	Position	Recursive	Active	Edit
✖	Standard User	No	CENTRAL OFFICE---EMPLOYEE DEVELOPMENT---HU...	No	EMPLOYEE DEVELOPMENT SPECIALIS			
✖	Administrator	No	MODOT	No			Yes	
✖	Client SuperAdministrator	No	MODOT	No			Yes	
✖	Instructor	No	MODOT	No			Yes	
	Standard User	Yes	CENTRAL OFFICE---EMPLOYEE DEVELOPMENT---HU...	Yes	INT EMPLOYEE DEVELOPMENT SPECI		Yes	

MoDOT U Login

To login, the individual will use their MoDOT user ID. If it is their first time logging in, their password will be "password." After they login, the system will prompt them to create a new password. This password must be 7 characters long and contain an upper case and lower case letter, a symbol and a number.

If this individual has logged into MoDOT U previously, they can use the Click Here on the login page to receive an email and change their password. Their password is not on file in the system, so they will have to change their password if they forgot it. If they cannot get the Click Here to work, an administrator can change their password. For instructions to do so, see the next section.

If the employee does not have a user ID, an administrator or their supervisor can look up their designated user name in MoDOT U:

1. Go to the Advanced View
2. Hover over the tab User Management and click on Users
3. Search for the employee either using the magnify glass feature
4. Click on the employees name and their profile will pull up
5. Go to the User Name field which is the very first item on the left hand column. What is listed there is their User Name to sign into the system. This User Name could be letters or numbers.

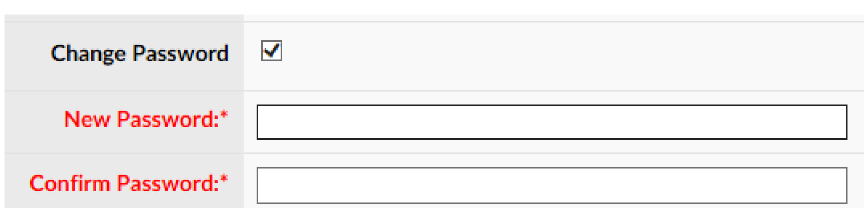
How to Change a Password

1. Go to the Advanced View
2. Hover over the tab User Management and click on Users
3. Search for the employee either using the magnify glass feature
4. Click on the employees name and their profile will pull up
5. Click on the EDIT button on the top right
6. On the right side column there is a field Change Password. Check that box
7. Two fields will pop up below. Type in the new Password and then confirm the password below.

TIPS:

- Change the password back to "password" so that the employee can change the password on their own after logging in.

- Do not uncheck the box to the right of Active. That will deactivate the employee in the system and they will not be able to login.



How to Check a Transcript

1. Go to the Advanced View
2. Hover over the tab User Management and click on Users
3. Search for the employee either using the magnify glass. This automatically pulls up Active employees in your district. If you need to look up an Inactive employee, change the display to Inactive or All.
4. Click on the employees name and their profile will pull up
5. Click on the button on the top right, PRINT TRANSCRIPT. This will not actually print the transcript
6. A new window will pop up with a view of everything that is on that employee's transcript.
7. You can use the search engine at the top of the window if you are looking for something specific, it will highlight keywords that you enter.

How to Pull a Roster

If employees have signed up in advance in MoDOT U for an in-person class, you can print off a roster for those employees to sign on the day of the class.

1. Go to the Advanced View
2. Hover over the tab Learning Objects and click on Courses
3. The view group is automatically set to Classroom Active courses
4. Use the magnify glass feature and in the search box type keywords of the course title
5. Once you have found the correct course, click the View button under the class count
6. Find the correct date of the class and click the Print button next to the View button under the Roster column, another window will open
7. If the Print button is not showing, it means that either no one is signed up for the class or that everyone enrolled in the class is marked as completed
8. You can also view the roster by clicking the View button and see the listed employees there

TIP:

- You can only pull a roster for a class if those employees are still in the enrolled status. The roster will not pull those employees that are marked as complete in that instance.

How to Enter a Roster/Certificate

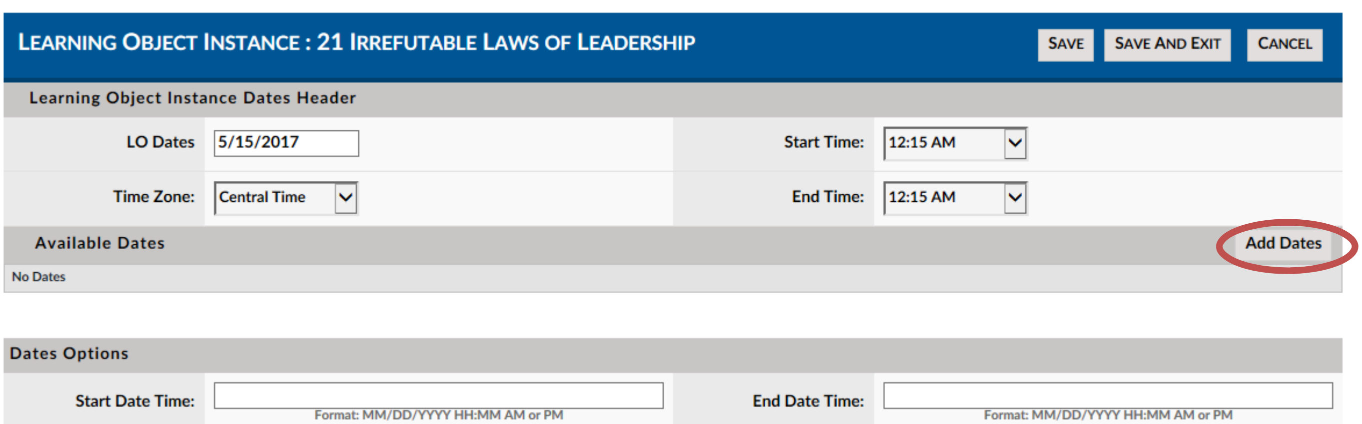
There are multiple ways to enter a class roster or a training certificate. You must make sure you are entering the items correctly, or the training will not show on the individual's transcript.

First thing you need to do when receiving a roster/certificate is make sure that the course is not already set up in MoDOT U.

<u>Classroom Active</u>

Classroom Active courses are courses that have a set course Code/number. They are courses that are trained through MoDOT or other organizations consistently. **Administrators will never create a new Classroom Active Course, they will only create class date instances from the Classroom Active course.** If you need to make a new Classroom Active course, you must contact Amanda Woody to generate a course code/number.

1. Go to the Advanced View
2. Hover over the tab Learning Objects and click on Courses
3. The view group is automatically set to Classroom Active courses
4. Using the magnify glass, in search box type keywords of the course title, if you know the course code/number you can change the drop down box next to the search box to Course Number
5. **If you find the course that you are looking for, continue to number 6. If you do not find the course you are looking for jump to the section called Manual Entry**
6. If you have found the correct course for your roster/certificate, click the View button under the Class Count column, a listing of all the date instances will pop up
7. Check to make sure that this class instance is not already created
8. To create a new instance click on the New button located in the upper right hand corner
9. Select a date and a time for the class and click the ADD DATES button to the right. If the class is for multiple days fill in the dates under the Dates Options section and click the ADD DATES button. **DO NOT FORGET THIS STEP**



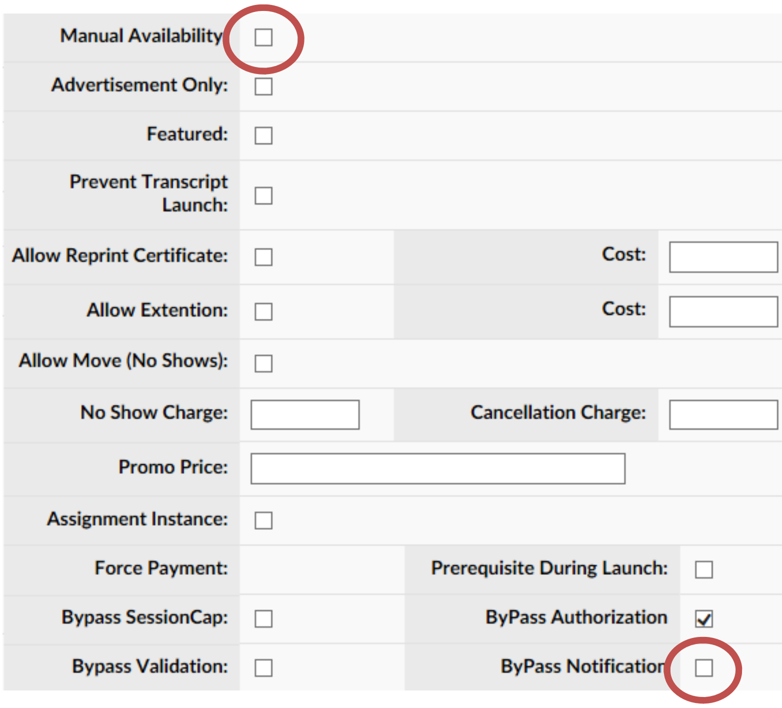
10. Select a Room the class was held in. If the room you need is not in the list, contact Amanda Woody (HRED) to set up the room. There are options for classes that took place at a vendor's location or training that took place on the job
11. Enter a number into the Max Students field. Make sure that you allocate enough spots in this instance otherwise MoDOT U will not allow you to enter everyone on your roster

12. 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.

13. Add the Instructor. Click the ADD button and search for the instructor. If the individual is not listed you can use the MoDOT Trainer. There is a Outside Vendor option, as well as some of our known vendors (ie: Green Guard, FEMA, etc.)

14. 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 this box unchecked.

15. 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. Leaving the box unchecked means employees enrolled in this class will get a calendar notification about the event.



16. Select the Availability of the class, or who can enroll in/see the class. If it is available to all of MoDOT, select that box. If it is only available to a certain district/division/org code choose the appropriate box from the dropdown list.

17. Once all the fields are properly filled out, click the SAVE AND EXIT button in the top right. This will bring you back to the list of date instances.

To learn how to add employees to this instance and complete them, skip to page 13.

Manual Entry

Manual Entry courses are courses that do not have an assigned course code/number. These are courses that are not taken regularly or only taken once. A majority of these courses are taught by outside vendors. If the course does not already exist in the Classroom Active or Manual Entry course list, Manual Entry courses are the courses that Administrators can create without having to request that a new course code/number be created.

1. Go to the Advanced View
2. Hover over the tab Learning Objects and click on Courses
3. The view group is automatically set to Classroom Active courses, change the view to Manual
4. Use the magnify glass feature, type in the search box a keyword of the course you are entering

5. **If you do not find a course title that matches the title you are looking for, skip to the section called Manual Entry Course Creation. If you have found a course title that matches the title you are looking for, you must check to make sure that the credit hours are the same**
6. **To check the credit hours, click on the title of the course. If the number listed in the Credit Hours field is the same, then you can use this course to create your class date instance. If the credit hours are not the same, skip to the section called Manual Entry Course Creation**
7. Exit out of the Learning Object and go back to your search results. Click on the View button under the Class Count column
8. Check to make sure that this class instance/date is not already created. If the date is not listed you need to create a new instance.
9. To create a new instance click on the New Learning Object Instance located in the upper right hand corner
10. Select a date and a time for the class and click the ADD DATES button to the right. If the class is for multiple days fill in the dates under the Dates Options section and click the ADD DATES button. **DO NOT FORGET THIS STEP**
11. Enter a number into the Max Students field. Make sure that you allocate enough spots in this instance otherwise MoDOT U will not allow you to enter everyone on your roster
12. 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.
13. You do not have to fill in an instructor, availability or check any boxes when creating a Manual entry instance. No one will be able to sign up for this class instance through the simple view and no one will receive an email when you are entering the roster
14. Once all the fields are properly filled out, click the SAVE AND EXIT button in the top right. This will bring you back to the list of date instances.

To learn how to add employees to this instance and complete them, skip to page 13.

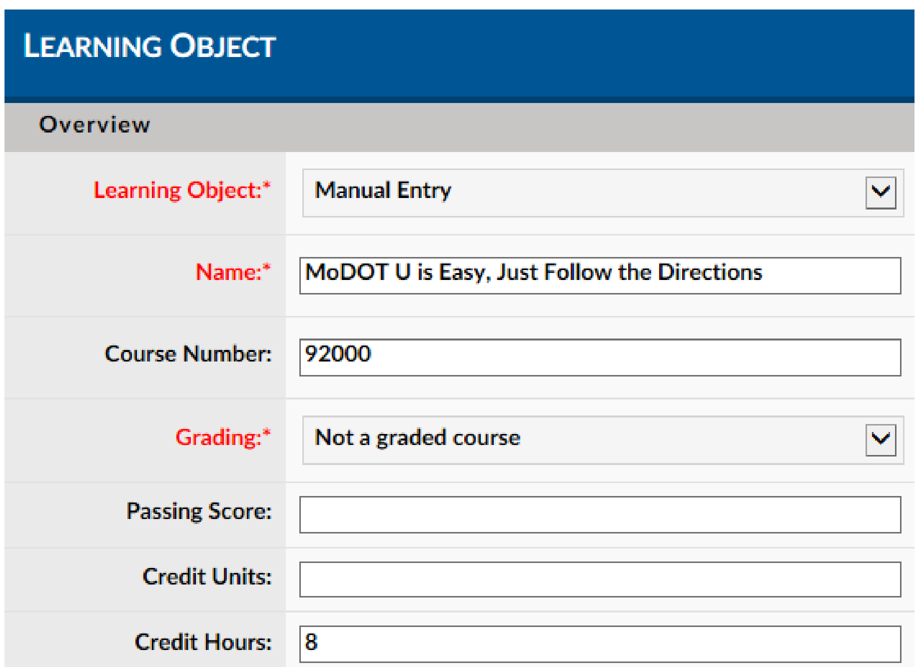
Manual Entry Course Creation

These are the only types of courses that Administrators can create. **Administrators cannot create Classroom Active or Online Active courses.**

After you have checked to make sure that a Manual Entry course is not already created for the course you are trying to enter, follow these steps to create a course:

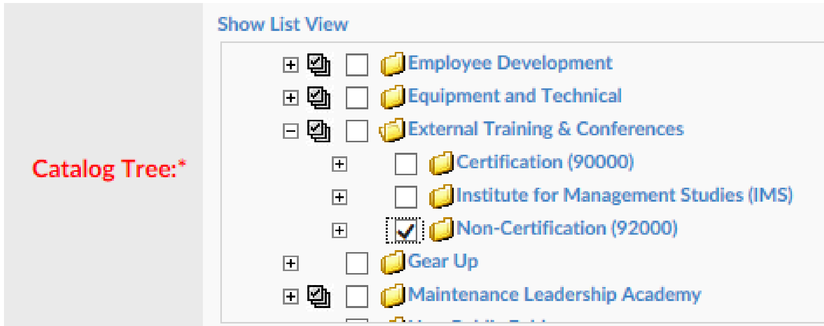
1. Click on the New button on the top right corner

2. For the Leaning Object field use the drop down to select Manual Entry (You select manual entry even if this course was an online webinar or an in person classroom course)
3. In the Name field type the title of the course
4. For the Grading field use the drop down to select the 'Not a grader course' option
5. Fill in the Credit Hours, **DO NOT FORGET THIS STEP**
6. Fill in the course number as 92000. This is all you have to do on the first column



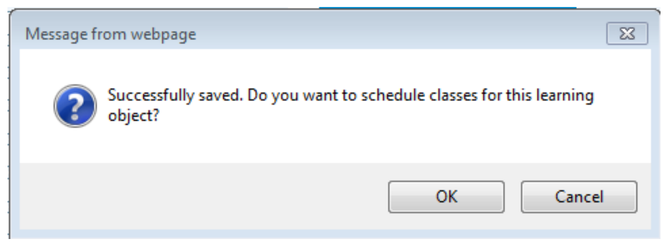
7. On the right side column in the Catalog Tree field, open up the Catalog using the + sign next to it

8. Scroll down and open the External Training and Conferences and check mark the box next to Non-Certification (92000). **This is the only catalog you as an administrator will ever checkmark. Even if the course is a safety course, you will still checkmark the Non-Certification (92000). The other catalogs are used for Classroom Active courses ONLY.**



9. After all of these fields are correctly filled out, click the SAVE button on the top right

10. There will be a box that pops up, you are going to click OK. This will take you to the screen where you will create the class date instance



11. Select a date and a time for the class and click the ADD DATES button to the right. If the class is for multiple days fill in the dates under the Dates Options section and click the ADD DATES button. **DO NOT FORGET THIS STEP**

12. Enter a number into the Max Students field. Make sure that you allocate enough spots in this instance otherwise MoDOT U will not allow you to enter everyone on your roster

13. 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.

14. You do not have to fill in an instructor, availability or check any boxes when creating a Manual Entry instance. No one will be able to sign up for this class instance through the simple view and no one will receive an email when you are entering the roster

14. Once all the fields are properly filled out, click the SAVE AND EXIT button in the top right. This will bring you back to the list of date instances.

To learn how to add employees to this instance and complete them, skip to page 13.

How to Enroll Individuals

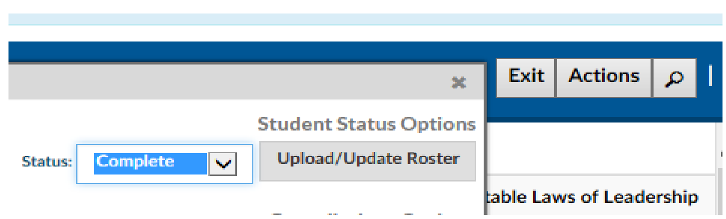
To enroll an individual(s) in a class instance for a Classroom Active or a Manual entry course, follow these directions:

1. Go to the Advance View
2. Hover over the tab Learning Objects and click on Courses
3. Find the correct course you need, select the View button under the Class Count column. This will bring up the class date instance list
4. Find the correct date, and click on the Add button under the Students column. A new window will pop up
5. Use the magnify glass button to search for the individuals
6. Check mark the box next to the name(s). To search for multiple people, you must press the clear button next to the search button to clear the search, otherwise MODOT U will search within your first search. This will not clear your check marked individuals.
7. Once you have check marked everyone you need, press the ADD ATTENDEES button.
8. This will bring you back to the class date instance list.
9. Above the list, there will be a message telling you that these individuals have been completed. As an administrator, you will receive an email when you enroll or complete individuals in a class date instance.

How to Complete Individuals and Instances

For a course to show up on an individual's transcript, you must complete them in the instance that you enrolled them in.

1. Go to the Advance View
2. Hover over the tab Learning Objects and click on Courses
3. Find the correct course you need, select the View button under the Class Count column. This will bring up the class date instance list
4. Find the correct date, and click the View button under the Roster column
5. There are two ways that you can complete an individual or cancel them out of the class. You can use the radio button to the left of the complete next to the individuals name, then click the Actions button up top and then click the Upload/Update roster button. Or you can check mark the box to the very left of their name then click the Action button and go to the Status drop down box and change it to Complete. Then click the Upload/Update Roster button.



6. If an individual did not show up for the class, wants to cancel out of the class, or you entered them by mistake, you can click the Cancel button under the Actions column next to the individuals name. Or you can check mark the box to the very left of their name then go to the Status drop down box and change it to Cancel. Then click the Upload/Update Roster button.

You must cancel out the individuals that did not attend the training. The individuals that you cancel out will still appear in this roster view but they will not have any actions next to their name.

If you have someone on the roster that is not from your district, please send that information to Amanda Woody to be entered.

On Classroom Active class instances you must complete the instance after you have completed the individuals.

7. After you have completed and cancelled out the individuals from the roster of the Classroom Active course, you must complete the instance.
8. Press the EXIT button on the top right, this will ring you back to the class date instance list.
9. Click on the word Scheduled under the Status column. This will bring you to the page where you first created that instance. Press the EDIT button at top .
10. Change the status to Completed and press the SAVE AND EXIT button on the top right

You have now successfully created an instance, enrolled the individuals, completed them and completed the instance.

How to Create a Class for Individuals to Enroll Themselves

To create a class date instance that people will enroll themselves in, there must be a Classroom Active course already created. Individuals cannot sign up for Manual Entry courses. If you need a Classroom Course created for a new training that has not previously been entered, you must contact Amanda Woody to set it up.

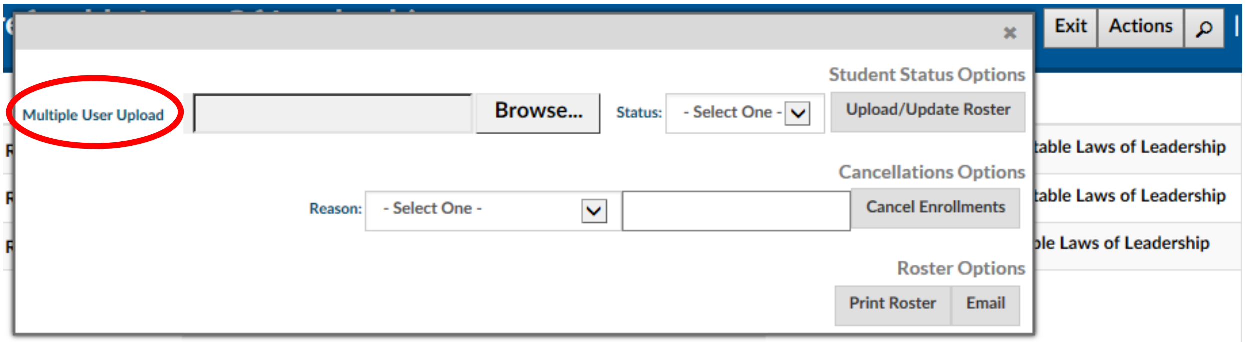
If there is a Classroom Active course already created for your training, then follow these directions:

1. Go to the Advanced View
2. Hover over the tab Learning Objects and click on Courses
3. Using the magnify glass button, in the search box type keywords of the course title, if you know the course code/number you can change the drop down box next to the search box to Course Number
4. If you have found the correct course for your roster/certificate, click the View button under the Class Count column, a listing of all the date instances will pop up
5. To create a new instance click on the New Learning Object Instance located in the upper right hand corner
6. Select a date and a time for the class and click the ADD DATES button to the right. If the class is for multiple days fill in the dates under the Dates Options section and click the ADD DATES button. . **DO NOT FORGET THIS STEP**
7. Select a Room the class will be held in. If the room is not listed, contact Amanda Woody to create it
8. Enter a number into the Max Students field. This will allow you to limit how many people can sign up for the class
9. Select the Status as Scheduled
10. Add the Instructor. Click the ADD button and search for the instructor. If the individual is not listed you can use the MoDOT Trainer. There is a Outside Vendor option, as well as some of our known vendors (ie: Green Guard, FEMA, etc.) The instructor will receive a calendar notice email if they are a MoDOT employee.
11. **Do not checkmark the Manual Availability or Bypass Notification fields.** You want people to be able to sign up for this class and able to receive a calendar notice email
12. Select the Availability of the class, or who can enroll in/see the class. If it is available to all of MoDOT, select that box. If it is only available to a certain district/division/org code choose the appropriate box from the dropdown list.
13. You can leave a note in the Notes sections for the enrolled individuals to see. This is not mandatory
14. There is a way to create a waitlist for the class, if interested please contact Amanda Woody for further instructions
15. Scroll to thee top and click the SAVE AND EXIT button

You have successfully created a class date instance that individuals can go in and enroll themselves. Make sure to go through the Simple View and use the search function to double check that your class is visible to employees.

How to Duplicate a Roster

You can duplicate a roster when you have the exact same roster for two separate courses that need to be entered into MoDOT U (Core Workforce Values classes, for example). After you have entered the roster for the first class, but **have not completed** them, go to the Session List view of the roster. Click on the Action button and then click on Multiple User Upload bon the top left. This will pull up an excel sheet, “Copy of rosteruploader”, with sample information. Delete the sample information from the excel sheet and save to your desktop. Go back to MoDOT U and click the Print Roster button. Export the roster to an Excel file. Enable editing and expand the columns.



In column B there will be all of the employees’ Employee ID numbers. Highlight and copy those numbers and paste them to the “Copy of rosteruploader” file you saved on your desktop, under the Employee ID column. Under the Status Type on the “Copy of rosteroploader” file, type in the number 2 next to the rows that have ID numbers. This ‘2’ status will mark these employees as enrolled in MoDOT U. Save this file.

Go to the new course and course instance that needs employees added. Click on the Actions button then click on the Browse button and find the “Copy of rosteruploader” excel file you saved. Click the Upload/Update Roster button. All of the employees should populate under the new instance, marked as enrolled.

Commonly Used Reports

To select the correct report to use, you must know what information you are looking for from the report. You can find reports by going to Advanced View and using the Reports drop down, select Reports.

Some columns that you get after a completed report are included in every report, but some reports have special columns associated. In every report you will have the columns listed below:

Last Name, First name, Employee ID, Facility, Facility Number (Org Code), Department Name, Department Number, Course Name, Course Status, Score, Date Completed, Email, Job Position, Supervisor Name, Credit Unit, Credit Hours, Total Credit Hours, Course Number/Code, Promotion Date, and Hire Date.

Below is a list of commonly used reports and what selectors they include:

<u>Complete/Not Complete:</u> This report will give you who has completed and who has not completed a course/courses. You can specify a completion date range, job code, job position and/or district.

<u>Completion Report [With Not Enrolled Status]:</u> This report will give you who has completed and who has not completed a course/courses. You can specify a job code, job position and/or district. The results of this report include the Pay Grade column.

<u>Completion Report [With Not Enrolled Status] By Hire Date:</u> This report will give you who has completed and who has not completed a course/courses. You can specify a hire date range. If you specify a hire date range, this report will only pull information for employees hired during the date range specified. You can also specify job code, job position and/or district.

<u>Completion Report [With Not Enrolled Status] FOR NA & RLW:</u> This report will give you who has completed and who has not completed a course/courses. This report will only pull from employees who are not in a supervisory role. You can specify a completion date range, job code, job position and/or district.

<u>Completion Report [With Not Enrolled Status] FOR RSUPV:</u> This report will give you who has completed and who has not completed a course/courses. This report will only pull from employees who are in a supervisory role. You can specify a completion date range, job code, job position and/or district. The total credit hours column will give you the total credit hours for a certain date range. Use this report for the Management Training Hour rule.

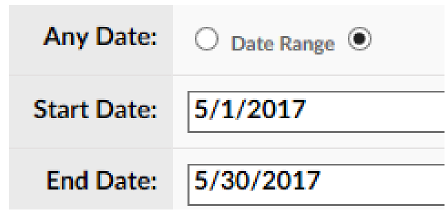
<u>Completion Report Excel Exportable:</u> This report will only give you who has completed a course/courses. You can specify a completion date range and/or district.

<u>Completion Report Excel Exportable with CDL/Safety Sensitive:</u> This report will give you who has completed and who has not completed a course/courses. This report will only pull from employees who are safety sensitive. You can specify a completion date range, and/or district. This results of this report include the CDL licenses for each employee.

<u>Equivalency Completion Report:</u> This report will give you who has completed and who has not completed a course/courses. Some courses in MoDOT U have equivalent courses. For instance the First Aid/CPR– Infant & CPR/AED– Adult & Child course is equivalent with the National Safety Council First Aid, CPR, and AED. If you enter the first course in as a selector, the second course will also be pulled if it was completed for that individual. You can specify a completion date range, job code, job position and/or district. This report is commonly used for a CPR report.

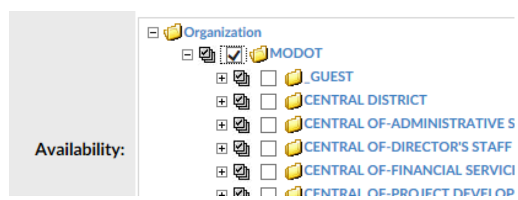
Pulling a Report

1. Go to Advanced View and using the Reports drop down, select Reports
2. Figure out exactly what you are wanting to know, sometimes you might need to pull two different reports to find what you are looking for.
3. Click on the correct report based on the report list on the previous page
4. Do not fill out anything in the User Info Details area. You only fill this out if you are looking for a report on one person.
5. If your report requires a date range, click the radio button to the right of Date Range and fill in your dates.



6. To add a course, click the ADD button to the right of the Course selector.
7. Search for the correct course/courses, place a check mark next to the name and press the ADD LEARNING OBJECT. (If you have accidentally added a course that you do not want, highlight the course and click the REMOVE button located under the ADD button.
8. If you have specific Job Codes or Job Positions you are wanting this report to pull from, you can add them in the Job Code and Job Position Selectors.
9. Open up the Organization folder and the MoDOT folder under the Availability Selector.
10. Check mark the appropriate district. If you have access to pull information statewide, you can also check mark the MODOT folder and that will include everyone.

Side Note: You can also open up the district folders and can check mark specific Org codes. We have found it to be easier to check mark the district folder and sort the excel file results if you are needing specific orgs.



11. Scroll to the top and open the drop down that says PDF. Change it to say EXCEL– Data Only. This will give you information in an easy format to manipulate.
12. Click the EXPORT REPORT button to the right.
13. There will be a pop up at the button asking if you want to Open and/or Save the excel file.
14. Open up the file and sort as needed. You can delete the columns that you do not need.

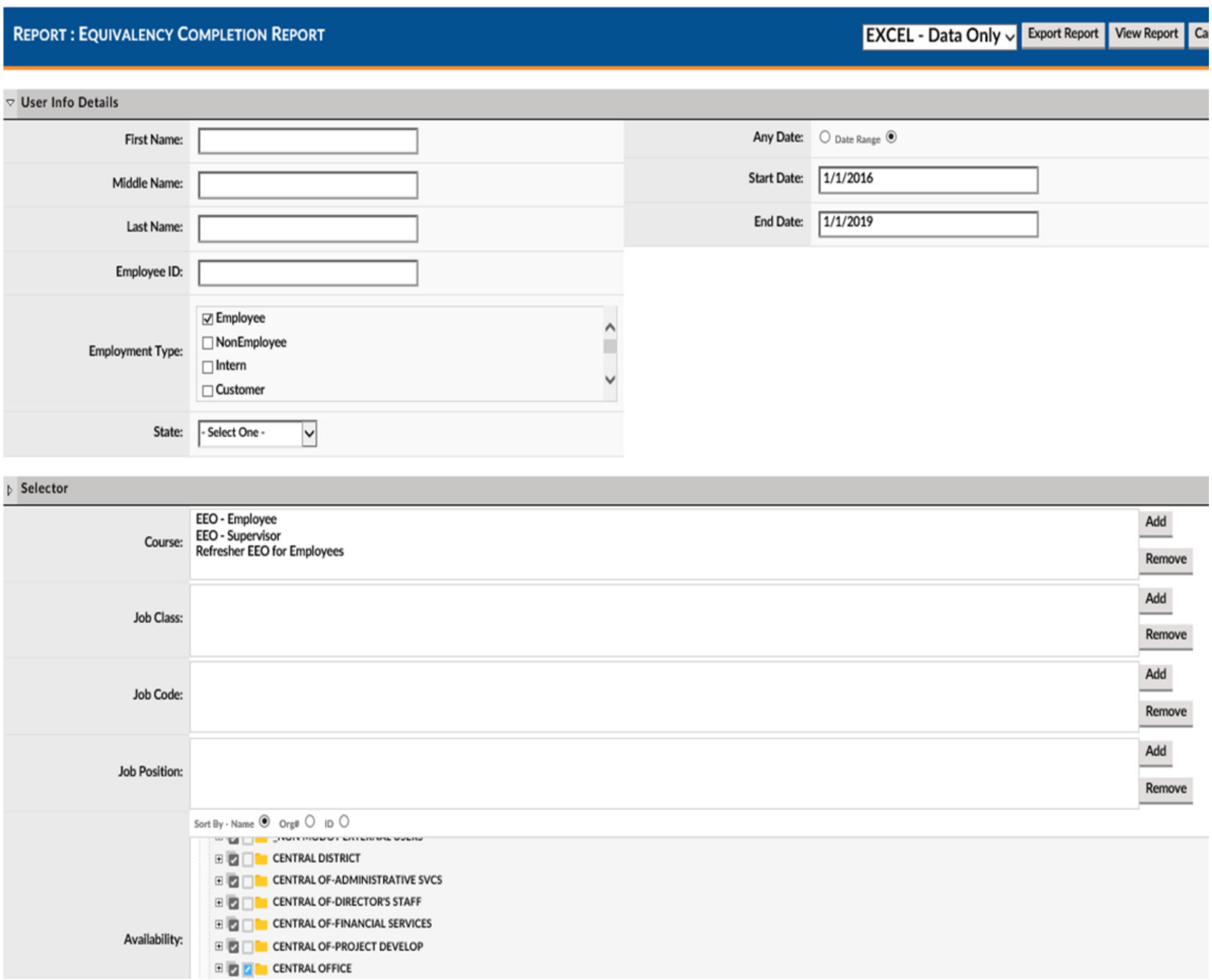
Common Report Instructions

EEO Refresher Report

This is report has multiple layers and requires Microsoft Excel manipulation. Follow the instructions below. Reminder: The EEO Refresher is good for 3 years. Those that have taken the EEO- Employee or EEO- Supervisor courses within the last 3 years are considered compliant. The two online courses, MoDOT Diversity and Inclusion Refresher and Workplace Harassment Prevention for Workers, are set as equivalents for the in-person Refresher EEO course. The individual must complete both of the online courses to be considered compliant.

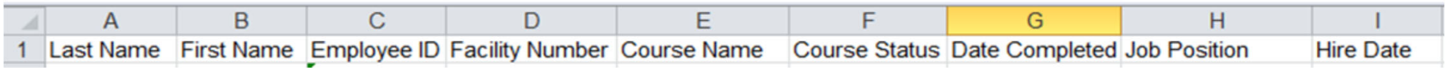
1. Pull the Refresher Report

- Open the Equivalency Completion Report. This report will pull any equivalent courses if the individual has completed them
- Click the radio button to the right of date range. Add you're the date range of completion you are pulling the report for. Ex: EEO refresher is good for 3 years. If your end date is 1/1/2019, put in 1/1/2016 – 1/1/2019
- Add the Classroom Active courses Refresher for EEO for Employees, EEO-Employee and EEO- Supervisor.
- Scroll down to Availability and check the box next to your district
- Scroll up and change the drop down to Excel- Data Only and press Export Report

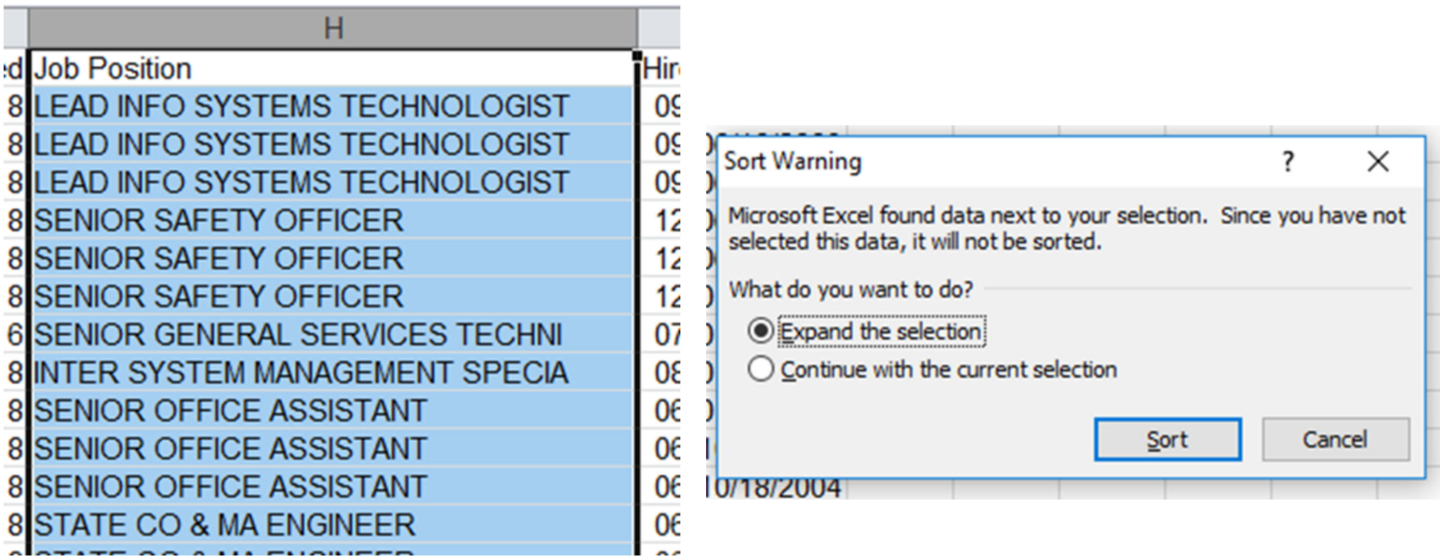


2. Manipulate the Excel Workbook

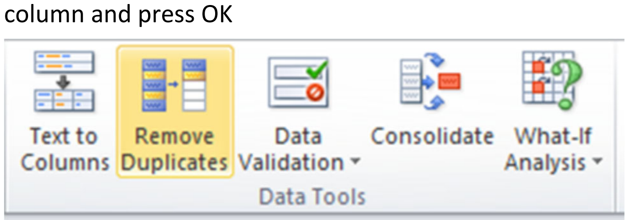
- Open the Excel workbook and Enable Editing
- Delete all columns except for the Last Name, First Name, Employee ID, Facility Number (Org Code), Course Name, Course Status, Date Completed, Job Position, and Hire Date.



- Highlight the Job Position column and then sort A-Z. Delete the rows of employees that are TPT, interns, Emergency, Seasonal or part of the Commission



- Highlight the Course Status column and sort A-Z. Change the statuses of Cancelled by Admin/User, No Show and Enrolled to Not Completed
- Sort the Course Name column. Highlight all of the rows EEO-Employee and EEO-Supervisor and cut and paste them to Sheet 2 of the workbook
- On Sheet 2 delete all of the rows that has a Course Status of Not Completed, Never Enrolled
- On Sheet 2, highlight all of the remaining rows and cut and paste them to the bottom of Sheet 1
- On Sheet 1, highlight all of the rows with the online course MoDOT Diversity and Inclusion and cut and paste to Sheet 3
- On Sheet 3, sort the Date Completed column from Newest to Oldest. Then highlight the Employee ID column and press the Remove Duplicates button. A box will pop up and want to expand the selection and press Remove Duplicates. Then only checkmark the Employee ID column and press OK



- On Sheet 1, highlight all of the rows with the online course Workplace Harassment Prevention for Workers and cut and paste to Sheet 4
- On Sheet 4 sort the Date Completed column from Newest to Oldest. Then highlight the Employee ID column and press the Remove Duplicates button. A box will pop up and want to expand the selection and press Remove Duplicates. Then only checkmark the Employee ID column and press OK
- On Sheet 4, cut and paste all of the rows to Sheet 3
- On Sheet 3 you will need to check to make sure all of the employees listed have completed both of the online courses. If they have only completed one, change the status to Not Completed and delete the Completion Date
- On Sheet 3, cut and paste the rows you changed to Not Completed to the bottom of Sheet 1

- On Sheet 3, sort the Course Name column and highlight all of the rows with the Workplace Harassment Prevention for Workers. Cut and paste those to Sheet 1. You can delete the remaining rows on Sheet 3
- On Sheet 1, sort the Date Completed Column from Newest to Oldest
- Highlight the Employee ID column and press the Remove Duplicates button. A box will pop up and want to expand the selection and press Remove Duplicates. Then only checkmark the Employee ID column and press OK
- Sort the Date Hired column from Oldest to Newest

Those employees listed at the bottom, the ones hired within the last 3 years that are listed as Never Enrolled will need to go through EEO- Employee or EEO-Supervisor, depending on Job Title, and the rest of the Core Workforce Values trainings.

Those employees that were hired more than 3 years ago and their Course Status is Never Enrolled or Not Completed need to attend/take EEO Refresher training.

TIP: If the district is setting up in-person or online training, consider inviting/assigning the training to those employees that will be out of compliance within the next 6 months or even a year. This is one way to create a consistent cycle.

NIMS/FEMA Training Report

To find the required courses per job title, go to the Emergency Response SharePoint homepage. This report is not going to tell you what is required for the job titles, it will pull all of the courses for every employee you have selected through the availability tree. Some of these courses are offered online through MoDOT U and are set as equivalents for the courses taken through the FEMA website.

1. Open the Equivalency Completion Report. This report will pull any equivalent courses if the individual has completed them.
2. Next to the course selector press the add button. This will open a small window for you to search for the courses.
3. Make sure the drop down is set to Classroom Active. Using the course codes below, search and checkmark all of the courses.

Course Name	Course Number
IS-100.C: Introduction to the Incident Command System, ICS 100	51109
IS-200.B: ICS for Single Resources and Initial Action Incidents	51185
ICS 300: Intermediate Incident Command System for Expanding Incidents	51111
ICS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents	51112
IS-700.B: An Introduction to the National Incident Management System	51108
IS-800.C: National Response Framework, an Introduction	51110

4. Once you have check marked all of the courses, press the Add Learning Object button.
5. Scroll down to the Availability selector. Checkmark the group of employees you want the report to pull for.
6. Scroll back to the top. Change the PDF drop down to Excel Data Only. Press Export Report.

Core Workforce Values (CWFV)- 90 Day Follow Up Non-Supervisory Positions Report

If you use the online version of the Workplace Security course, you will also need to add that into the course selector. This report is not going to pull anyone in a supervisory role that is designated as RSUPV.

1. Open the Completion Report [With Not Enrolled Status] FOR NA & RLW.
2. Next to the course selector press the add button. This will open a small window for you to search for the courses.
3. Make sure the drop down is set to Classroom Active. Using the course codes below, search and checkmark all of the courses.

Course Name	Course Number
EEO-Employee	24307
Drug and Alcohol-Employee	24308
Performance Development-Employee	92166
Workplace Security Training	60006

4. Once you have check marked all of the courses, press the Add Learning Object button.
5. Scroll down to the Availability selector. Checkmark the group of employees you want the report to pull for.
6. Scroll back to the top. Change the PDF drop down to Excel Data Only. Press Export Report.

Core Workforce Values (CWFV)- 120 Day Follow Up Supervisory Positions Report

If you use the online version of the Workplace Security course, you will also need to add that into the course selector. This report is only going to pull employees in the supervisory role designated as RSUPV.

1. Open the Completion Report [With Not Enrolled Status] FOR RSUPV.
2. Next to the course selector press the add button. This will open a small window for you to search for the courses.
3. Make sure the drop down is set to Classroom Active. Using the course codes below, search and checkmark all of the courses.

Course Name	Course Number
EEO- Supervisor	24302
Behavioral Interviewing	24331
Drug and Alcohol- Supervisor	24303
Performance Development- Supervisor	92166
Workplace Security Training	60006

4. Once you have check marked all of the courses, press the Add Learning Object button.
5. Press the add button next to the course selector. Change the drop down to Online Active and checkmark the following

Courses

Course Name	Course Number
Situational Leadership: Building Leaders (Module 1)	92162-1
Situational Leadership: Performance Readiness (Module 2)	92162-2
Situational Leadership: Leadership Styles (Module 3)	92162-3
Situational Leadership: Development Regression (Module 4)	92162-4

6. Once you have check marked all of the courses, press the Add Learning Object button.
7. Scroll down to the Availability selector. Checkmark the group of employees you want the report to pull for.
8. Scroll back to the top. Change the PDF drop down to Excel Data Only. Press Export Report.

Gear Up- Maintenance Worker Series and Bridge Maintenance Worker Series Report

The course numbers for these courses are listed on the next few pages. Please make sure you are using the appropriate codes for what version of Gear Up your district is using.

1. Open the Equivalency Completion Report. This report will pull any equivalent courses if the individual has completed them.
2. Next to the course selector press the add button. This will open a small window for you to search for the courses.
3. Make sure the drop down is set to Classroom Active. Using the course codes in the following pages, search and checkmark all of the courses. You can also consider adding the courses listed below as they are often required for some employees.

Course Name	Course Number
Powerlift Training	60004
Advanced Work Zone	24509
Post Incident Bridge Inspection	24510

4. Once you have check marked all of the courses, press the Add Learning Object button.
5. Scroll down to the Job Code selector and press the add button. Checkmark all of the job codes listed below.

Job Code Description	Job Code
Maintenance Worker	R01333
Intermediate Maintenance Wrkr	R01301
Senior Maintenance Wrkr	R01335
Maintenance Crew Leader	R01061
Assistant Maintenance Supervisor	R01380
Maintenance Supervisor	R01379
Maint Superintendent	R01330
Bridge Maintenance Superintend	R01053
BR Maintenance Supervisor	R01054
Bridge MT Crew Leader	R01058
Senior Bridge MT Worker	R01055
Intermediate Bridge MT Worker	R01056
Bridge Maintenance Worker	R01101

6. Once you have check marked all of the job codes, press the Add Job Code button.
7. Scroll down to the Availability selector. Checkmark the group of employees you want the report to pull for.
8. Scroll back to the top. Change the PDF drop down to Excel Data Only. Press Export Report.

Gear-Up Academy MoDOT U Course Codes

Course Title	Course Code
Gear Up for New Employee Orientation (NEO)	24494
Gear Up Supervisor New Employee Discussion	24496-PT-OJT
Gear Up Building Orientation (OJT)	24497-PT-OJT
Gear Up SPCC (OJT)	24495-PT-OJT
Gear Up for Basic Safety	24492-A
Gear Up for Basic Safety (OJT)	24492-PT-OJT
Gear Up for Dump Truck, Radio, & Cargo Securement	24487-A
Gear Up for Dump Truck, Radio, & Cargo Securement (OJT)	24487-PT-OJT
Gear Up for Front End Loader	24488-A
Gear Up for Front End Loader (OJT)	24488-PT-OJT
Gear Up for Tractor-Mower	24490-A
Gear Up for Tractor Mower (OJT)	24490-PT-OJT
Gear Up for Snow Removal (OJT)	24491
Gear Up for Snow Removal	24491-PT-OJT
Gear Up for Work Zone, Flagger, & TMA	24489-A
Gear Up for Work Zone, Flagger, & TMA (OJT)	24489-PT-OJT
Gear Up for Chainsaw/Chipper (OJT)	24498-PT-OJT
Gear Up for Zero Turn/Walk Behind Mower (OJT)	24499-PT-OJT

Gear-Up MoDOT U Course Codes

Course Title	Course Code
Gear Up for New Employee Orientation (NEO)	24494
Gear Up Supervisor New Employee Discussion	24496-OJT
Gear Up Building Orientation (OJT)	24497-OJT
Gear Up SPCC (OJT)	24495-OJT
Gear Up for Basic Safety	24492
Gear Up for Basic Safety (OJT)	24492-OJT
Gear Up for Dump Truck, Radio, & Cargo Securement	24487
Gear Up for Dump Truck, Radio, & Cargo Securement (OJT)	24487-OJT
Gear Up for Front End Loader	24488
Gear Up for Front End Loader (OJT)	24488-OJT
Gear Up for Tractor-Mower	24490
Gear Up for Tractor Mower (OJT)	24490-OJT
Gear Up for Snow Removal (OJT)	24491
Gear Up for Snow Removal	24491-OJT
Gear Up for Work Zone, Flagger, & TMA	24489
Gear Up for Work Zone, Flagger, & TMA (OJT)	24489-OJT
Gear Up for Chainsaw/Chipper (OJT)	24498-OJT
Gear Up for Zero Turn/Walk Behind Mower (OJT)	24499-OJT