Registration Management System Manual

Personnel & Payroll Services

Statewide Training

Using the Training Coordinators Dashboard

This guide will show you how to use many of the features of the Training Coordinators Dashboard.

Training Coordinators are typically bound to one or more students, and can be bound either directly or automatically based on fields in the Student's account.
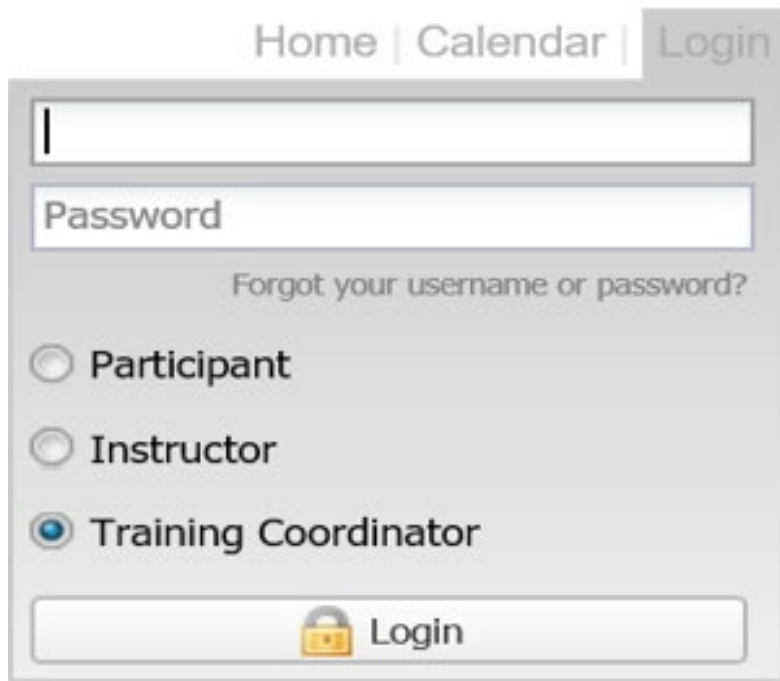
This manual will show you how to:

- Log in to the system
- Use the Training Coordinator dashboard
- Edit your identity as a Training Coordinator
- View a student list
- Enroll a student
- Enroll multiple students
- Add a new student to the system
- Check courses
- View a course report
- View a supervisor report

Table of Contents

Table of Contents

Log In

First navigate your browser to the PPSD public site: ppsdstatewidetraining.gosignmeup.com

From there, click the Login option on the top right menu. Click the Training Coordinator radio button, then type in your Username and Password and click the Login button.

Training Coordinator Dash

Training Coordinator Dashboard

Identity

Username: PPSDTraining

Password: ********

Information

* First name: PPSD

* Last name: Training

* E-mail: ppsdtraining@sco.ca.gov

Address:

City:

State:

Zip:

Phone: 916-322-0683

Fax:

Supervisor number:

Additional e-mail(s):

Dept/Agency: STATE CONTROLLER'S OFFICE

Student List

Search | Export to Excel

Page 1 of 1 | Hide Inactive: ☐

First Name	Last Name	Email	UserName	Enrolled	Complete	Inactive	Waiting	Actions
Michael	Berlanda	mberla...	MBerla...	2	0	No	0	select... ▼
test	test	ppsdtr...	acontr...	1	0	No	0	select... ▼
test	test	ppsdtr...	test1	2	0	No	0	select... ▼

Received Email

Page 0 of 0 | No data to display

Date	Subject

Reports

Add New Student

Supervisor Report

Transcript Report

Enrollment Report

course Report

The Training Coordinator Dash will allow a Training Coordinator to do many common tasks as well as manage the students assigned to them. The dash is split into different areas.

1) Training Coordinator Identity

2) List of students Training Coordinator oversees

3) Received Email Audit List

4) Common Reports

Edit Identity

To edit a section of the Training Coordinator's identity information, click the Pencil icon in the top corner

Make any changes you wish, then click the save disc icon.

Student List

The student list is where the Training Coordinator can see all of the students that they oversee. They can then find specific students and make any changes that are needed such as adding them to a course, email the student, canceling the student from a course, etc.

1) You can search for a student by typing their name into the search bar.

2) You can also sort this report by any column that you want by clicking on the column.

3) The actions drop-down for every student gives you the actions you can take on that student.

4) You can pull this list of students and export it to excel if you would like to.

5) You can also click on any student name to be taken to their account. This is where you can see courses they are currently enrolled for, and cancel them out if you would like to.

Student Dashboard

Please enter information required.

Identity ①

Last Name 22 *:	Benda gym
First Name:	Gregg
User Name *:	qltconsultants@cox.net
@Password *:	**********
Confirm @Password *:	**********
E-Mail Address:	qltconsultants@cox.net

Demographic

Birthdatexxxxx:	
I-CAR ID:	
gender:	Select only from the list
Test Multi Selection4:	
Ethnicity 1:	Select only from the list
Ethnicity 2:	Select only from the list
Race:	☐ American Indian or Alaskan Native
	☐ Asian
	☐ Black or African American

Courses

🖨 Print   ▦ Show Grid

← **Enrolled** | Waiting | Past | Transcripted | Cancelled | Multiple E →

#	Course Name	Enrolled by	Start Date	Action
Order Number: C187252FTS014RC		**Paid Amount: $42.00**		
7553	KKKK Reading Basics		05-28-2014	select...
Order Number: CEO5E5VW7496713		**Paid Amount: $5.03**		
7581	681465414		11-12-2015	▼

② Cancel Course
View
Coursework

Total Paid: $47.03

Received Email

Search

|◄ ◄ Page 0 of 0 ► ►| ⟳   No data to display

Date	Subject
No e-mails found	

If you click on the student name in the previous step, you will be taken to that student's dashboard, where you can see more information about them.

1) You can edit the student's information by editing any of the fields and then clicking the save icon in that corresponding widget.
2) This is also where you can see what courses they are taking, and cancel them out if you need to. Simply click on the drop-down for the course, and select cancel course.

Enroll a Student
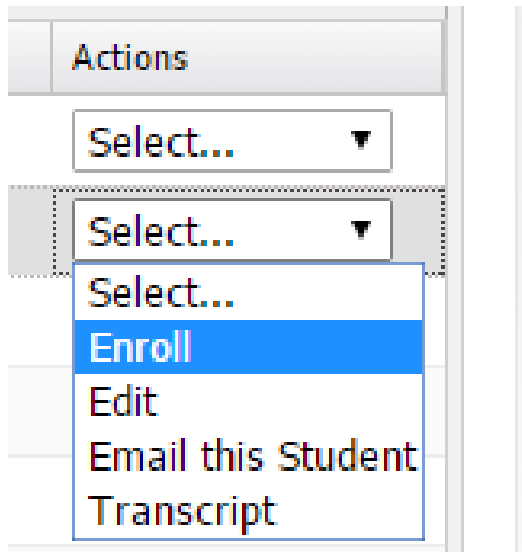
When you choose "Enroll" for an existing student, you will be taken to the public side that the users see, to enroll in a course as if you were them.
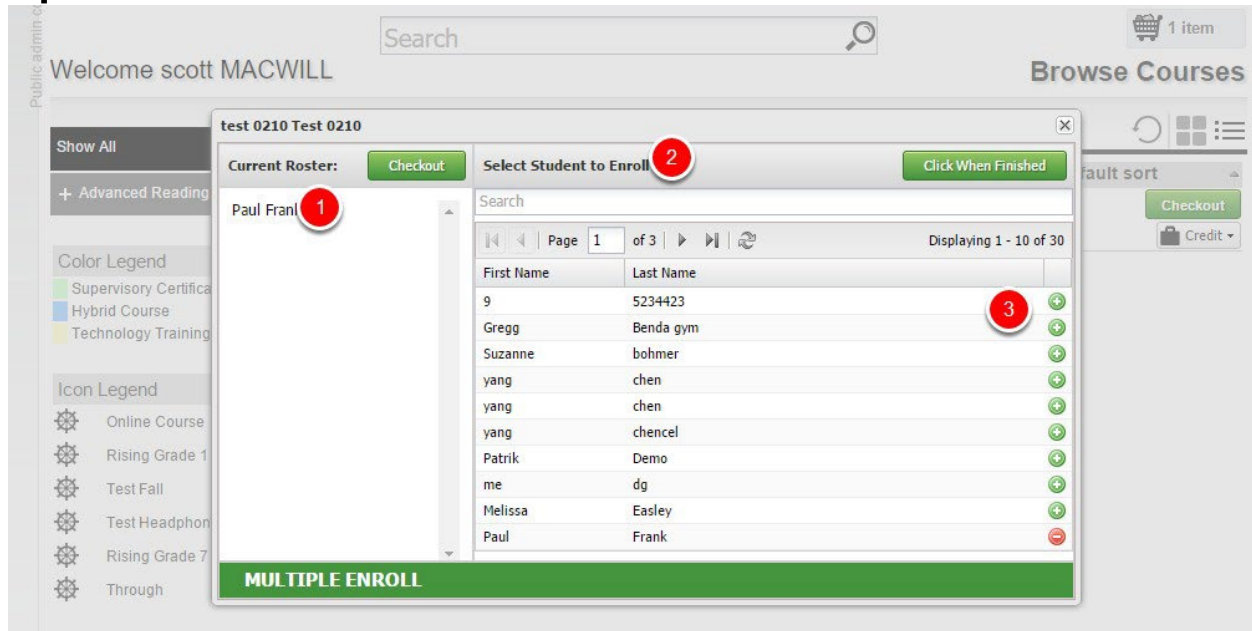
Multiple Enroll

To register multiple users into a course, you must open up the course you would like to enroll the users for, and click on "Multiple Enrollment".

Multiple Enrollment

That will open up the multiple enrollment pop up for this course. You can search through the students and choose who to add.

1. This area shows you the students that you have already added to this course.

2. This is the area where you can search for users.

3. Click on the Green + signs next to users you would like to add to the course. Click on the red - signs for any students you want to take off of the course.

After doing these, click to finish enrolling. You can also either checkout, or continue enrolling students in different courses.

Add New Student
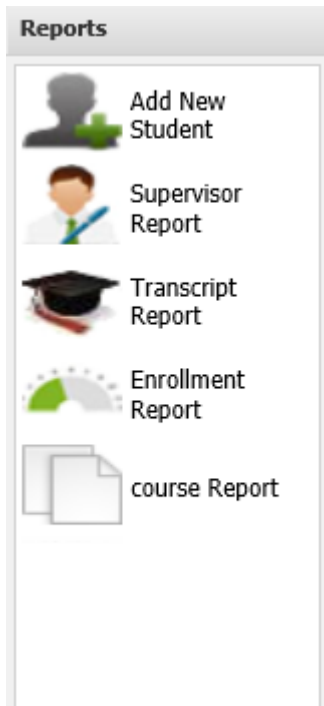
Under the reports tab, you can click to add a new student. That will take you to the student creation page where you can add all of the required information including a username and password, to create a user account for your Organization.

Course Report View

This view shows all of the courses that are currently in the system.

1) These three buttons allow you to filter courses based on their end date. Courses that have ended are 'Past', and courses that have not started or are in progress are 'Current'. Pressing 'All Courses' shows past and present courses.

2) Courses can also be filtered by entering one of the fields shown in grey into the box.

3) Exports the document to Excel.

4) Allows you to change the current page.

Sorting Courses

Course Report

	CID	Course #	Course Name	Main Category	Sub Category	Start Date	End Date	Start Time	End Time
	2704	ANOP-00017	Cycle-time Proc...	Acoat Selected	Sort Ascending	11/09/2016	11/09/2016	09:00 AM	05:00
	2891	Q3201626	Employee Techn...	Technical Devel.		09/27/2016	09/29/2016	08:00 AM	04:00
	2869	Q3201611	Sikkens Autowav...	Technical Devel.	Sort Descending	09/26/2016	09/27/2016	08:30 AM	04:30
	2911	Q3201617	Q3201643	Technical Devel.	Columns	09/26/2016	09/28/2016	08:30 AM	04:30
	2906	Q3201640	Sikkens Autocoa...	Technical Devel...	Malvern Training...	09/20/2016	09/22/2016	08:30 AM	04:30
	2890	Q3201625	Employee Techn...	Technical Devel...	Forth Worth Tra...	09/20/2016	09/22/2016	08:00 AM	04:00
	2868	Q3201610	U-TECH Product ...	Technical Devel...	Toronto Training...	09/19/2016	09/20/2016	08:30 AM	04:30
	2910	Q3201642	Sikkens Autobas...	Technical Devel...	Norcross Trainin...	09/19/2016	09/21/2016	08:30 AM	04:30
	2904	Q3201638	Sikkens Autobas...	Technical Devel...	Malvern Training...	09/13/2016	09/15/2016	08:30 AM	04:30
	2909	Q3201641	Lesonal SB Prod...	Technical Devel...	Norcross Trainin...	09/12/2016	09/14/2016	08:30 AM	04:30
	2867	Q3201609	Sikkens Color Ti...	Technical Devel...	Toronto Training...	09/12/2016	09/14/2016	08:30 AM	04:30
	2905	Q3201639	Sikkens Autowav...	Technical Devel...	Orange Training...	09/05/2016	09/07/2016	08:30 AM	04:30
	2903	Q3201637	Lesonal WB Prod...	Technical Devel...	Malvern Training...	08/30/2016	09/01/2016	08:30 AM	04:30
	2885	Q3201624	Sikkens Color Ti...	Technical Devel...	Forth Worth Tra...	08/30/2016	09/01/2016	08:00 AM	04:00
	2897	Q3201631	Lesonal SB Adva...	Technical Devel...	Norcross Trainin...	08/29/2016	08/31/2016	08:30 AM	04:30
	2866	Q3201608	Lesonal WB Prod...	Technical Devel...	Toronto Training...	08/29/2016	08/30/2016	08:30 AM	04:30
	2907	Q3201631	Lesonal SB Adva...	Technical Devel...	Norcross Trainin...	08/29/2016	08/31/2016	08:30 AM	04:30
	2703	-	Parts Manageme...	Acoat Selected ...	Process Improve...	08/25/2016	08/25/2016	12:00 PM	05:00
	2884	Q3201623	Lesonal SB Prod...	Technical Devel...	Forth Worth Tra...	08/23/2016	08/25/2016	08:00 AM	04:00
	2902	Q3201636	Lesonal SB Prod...	Technical Devel...	Malvern Training...	08/23/2016	08/25/2016	08:30 AM	04:30

Page 1 of 4   1 - 20 of 78

To sort courses, hover the mouse over the field you want to sort by and click the arrow that appears next to it. Then you can choose either an ascending or descending sort. Alternately, clicking on the field will toggle between the two sorting options.
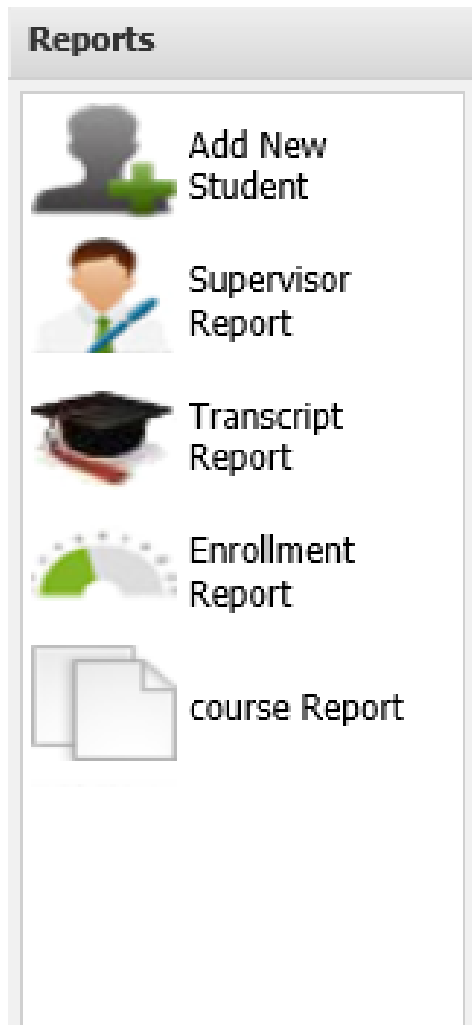
Removing fields from the Course Report

To remove a field, hover the mouse over any of the fields and select the arrow that appears. Hovering the mouse over 'Columns' shows a list of all the fields in the course report. Uncheck a field to remove it from the report, or check an unchecked field to restore it.

Supervisor Report

To get to the Supervisor report, which is the most dynamic report for Training Coordinators, click on Supervisor Report under the Reports area.

Supervisor Report

Su

Here is where you can view all of your students and what they have taken, including attendance/transcript information

1) You can search for students by name or Organization they are a part of.

2) You can search for courses using a course date range.

3) You export the report to excel.

4) You can print a PDF of this report.

Supervisor Report PDF

When printing a PDF report, you can only choose 5 fields that will be able to fit on the PDF. Choose Export to create the PDF.

Thank you for reading this manual.
If you have any questions regarding this job aid, please contact Statewide Training at ppsdtraining@sco.ca.gov