

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:

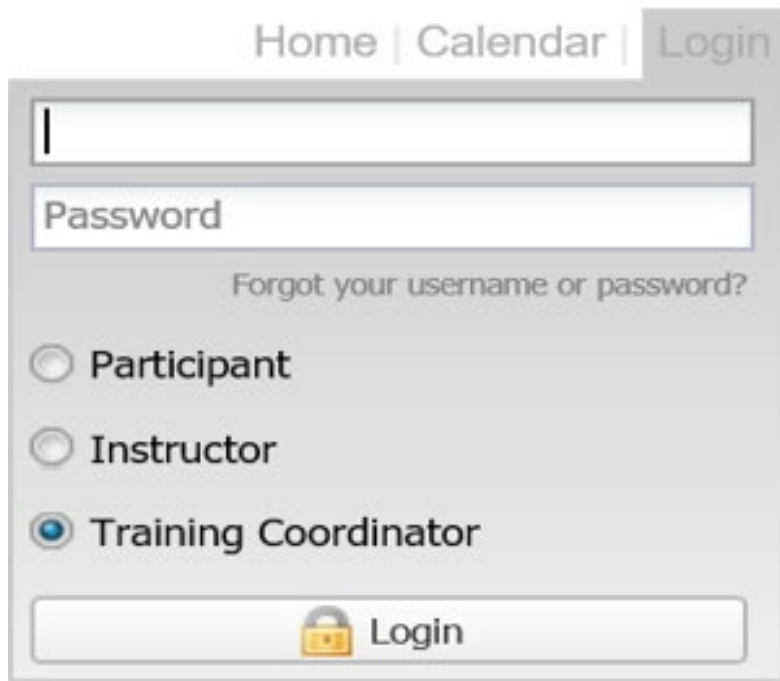
- Log in to the system
- Use the Training Coordinator dashboard
- Edit your identity as a Training Coordinator
- View a student list
- Enroll a student
- Enroll multiple students
- Add a new student to the system
- Check courses
- View a course report
- View a supervisor report

Table of Contents

Table of Contents

Log In	4
Training Coordinator Dash	5
Edit Identity.....	6
Student List.....	7
Enroll a Student.....	9
Multiple Enroll.....	10
Multiple Enrollment.....	11
Add New Student	12
Course Report View	13
Sorting Courses.....	14
Supervisor Report	16

Log In



Home | Calendar | Login

Username


Password

[Forgot your username or password?](#)

Participant

Instructor

Training Coordinator

 Login

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

Welcome PPSD Training

Training Coordinator Dashboard

The screenshot displays the Training Coordinator Dashboard with the following sections:

- Identity:** Shows a profile picture placeholder, Username: PPSDTraining, and Password: *****.
- Information:** Lists personal details: 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), and Dept/Agency: STATE CONTROLLER'S OFFICE.
- Student List:** A table with columns: First Name, Last Name, Email, UserName, Enrolled, Complete, Inactive, Waiting, and Actions. It includes a search bar, 'Export to Excel' button, and 'Hide Inactive' checkbox. The table shows three rows of student data.
- Received Email:** A table with columns: Date and Subject. It shows 'No data to display'.
- Reports:** A list of report options: Add New Student, Supervisor Report, Transcript Report, Enrollment Report, and 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

Identity 1

Username: 546
Password: *****

Information 2

* First name: scott
* Last name: MACWILL
* E-mail: ztanja@mediablend.cor
Title: run
Address: ward
City: huntington beach
State: ca
Zip: 92646
Phone: 7147172808
Fax: 9493061214
Supervisor number: 46052
Additional e-mail(s):

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

Student List

Search 1 4 Export to Excel

Page 1 of 3 | Displaying 1 - 12 of 30

First Name	Last Name	Email	UserName	Enrolled	Complete	Actions
9	5234423	tanja@medi...	9.5234423_...	2	0	Select...
Grega	Benda gym	qltconsultan...	qltconsultan...	10	3	Select... 3
Suzanne	bohmer	tanja@medi...	j.wu_105978	41	10	Select... Enroll Edit Email this Student Transcript
yang	chen	tanja@medi...	y.chen_106...	0	0	Select...
yang	chen	tanja@medi...	y.chen_106...	1	0	Select...
yang	chencel	tanja@medi...	y.chen_106...	0	0	Select...
Pat 5	Demo	patrik@gros...	P.Demo_11...	1	0	Select...
me	dg	tanja@medi...	m.dg_39932	0	0	Select...
Melissa	Easley	tanja@medi...	M.Easley_1...	0	0	Select...
Paul	Frank	tanja@medi...	P.Frank_41...	2	0	Select...
TTTTT	Free	taxi2005@1...	T.Free_117...	7	1	Select...
scott	Garland	becky4@me...	s.Garland_1...	8	1	Select...

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

Welcome scott MACWILL

[Edit Student Info](#)

Please enter information required.

Identity

1

Last Name 22 * :

First Name:

User Name * :

@Password * :

Confirm @Password * :

E-Mail Address:

Demographic

Birthdatexxxxx:

I-CAR ID:

gender:

Test Multi Selection4:

Ethnicity 1:

Ethnicity 2:

Race: American Indian or Alaskan Native
 Asian
 Black or African American

Courses

Print Show Grid

Enrolled Waiting Past Transcribed Cancelled Multiple E

#	Course Name	Enrolled by	Start Date	Action
Order Number: C187252FT5014RC		Paid Amount: \$42.00		
7553	KKKK Reading Basics		05-28-2014	select...
Order Number: CE05E5VW7496713		Paid Amount: \$5.03		
7581	681465414		11-12-2015	<div>2 Cancel Course View Coursework</div>

Total Paid: \$47.03

Received Email

Search

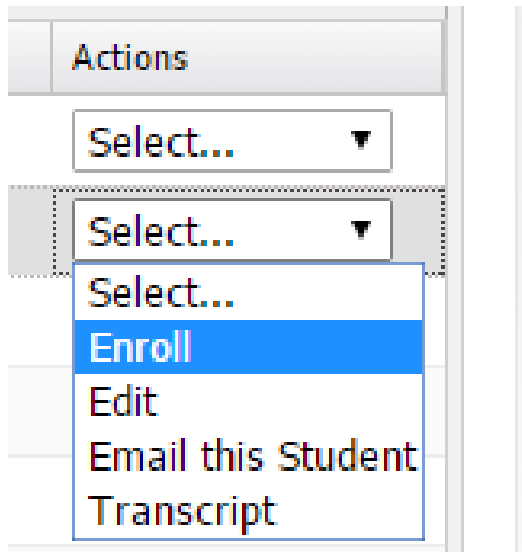
Page 0 of 0

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.

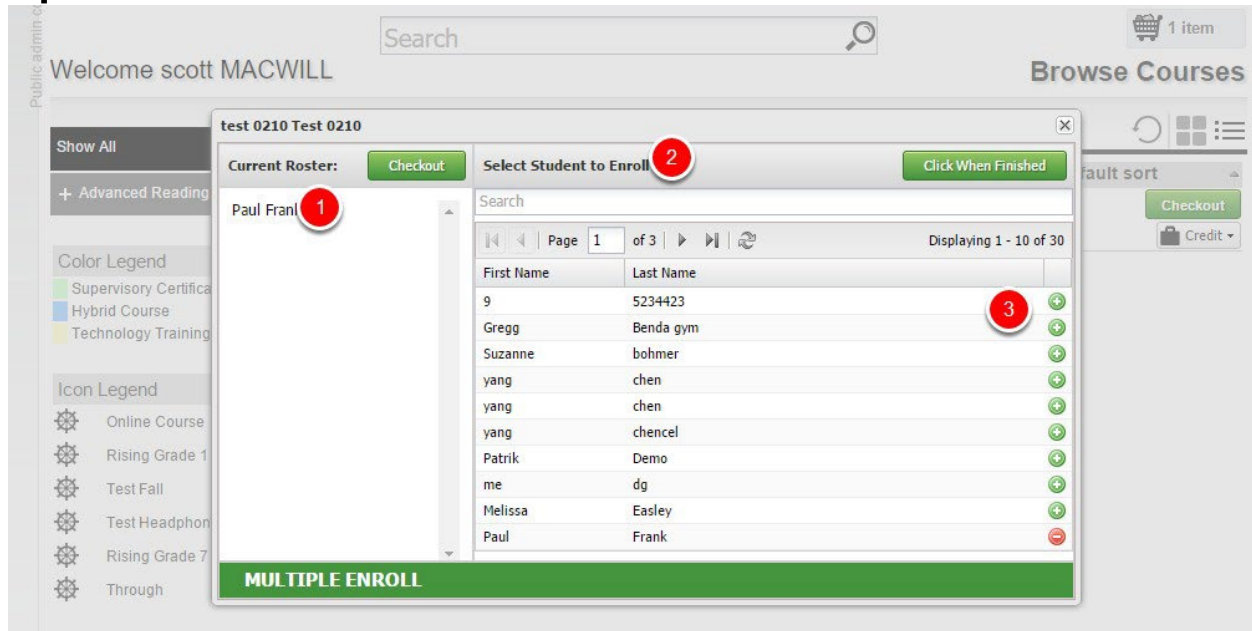
Multiple Enroll

The screenshot shows a web interface for a course titled "test 0210 Test 0210". The page is divided into several sections:

- Header:** "test 0210 Test 0210" and "Test Certificate".
- Credits:** "Credit Hours : 2".
- Location:** A map showing the location in Sioux Falls, SD, with the address "Sioux Falls: Ramada Gallery 1 & 2, 1301 Russell St, Sioux Falls, SD 57104".
- Dates and Times:**
 - Starts: Thu, Aug 27, 2015 3:00 PM (EST)
 - Sessions: Thu, Aug 27, 2015 3:00 PM - 3:30 PM (EST)
 - Registration closes: Thu, Aug 27, 2015 3:00 PM (EST)
 - Duration: 30 minutes
- Instructor(s):** A dropdown menu showing "No Selected Instructor".
- Buttons:** A green "Add to Cart" button and a black "Multiple Enrollment" button (highlighted with a red border).

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

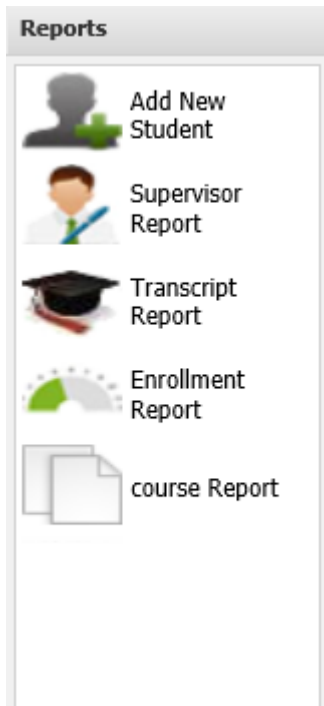


That will open up the multiple enrollment pop up for this course. You can search through the students and choose who to add.

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

CID	Course #	Course Name	Main Category	Sub Category	Start Date	End Date	Start Time	End Time
2704	ANOP-00017	Cycle-time Proc...	Acoat Selected ...	Process Improve...	11/09/2016	11/09/2016	09:00 AM	05:00
2891	Q3201626	Employee Techn...	Technical Devel...	Forth Worth Tra...	09/27/2016	09/29/2016	08:00 AM	04:00
2869	Q3201611	Sikkens Autowav...	Technical Devel...	Toronto Training...	09/26/2016	09/27/2016	08:30 AM	04:30
2911	Q3201617	Q3201643	Technical Devel...	Norcross Trainin...	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

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

All courses Current Past CID, C#, Name, Description, Instructor(s) Export to excel

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	Sort Descending	09/27/2016	09/29/2016	08:00 AM	04:00
2869	Q3201611	Sikkens Autowav...	Technical Devel	Columns	09/26/2016	09/27/2016	08:30 AM	04:30
2911	Q3201617	Q3201643	Technical Devel		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.

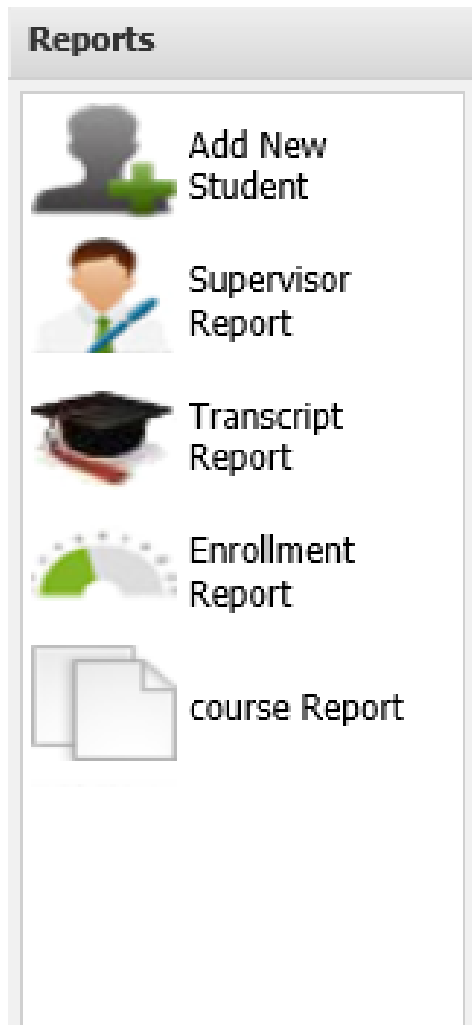
Removing fields from the Course Report

The screenshot shows the 'Course Report' application window. At the top, there are tabs for 'All courses', 'Current', and 'Past'. Below the tabs is a search bar containing 'CID, C#, Name, Description, Instructor(s)' and an 'Export to excel' button. The main area is a table with columns: CID, Course #, Course Name, Main Category, Sub Category, Start Date, End Date, Start Time, and End Time. A 'Columns' menu is open over the table, listing various fields with checkboxes. The fields listed are: CID, Course #, Course Name, Main Category, Sub Category, Start Date, End Date, Start Time, End Time, All Dates, Location, Total Enrolled, Max Enrollment, Total Waiting, and Instructor(s). The 'Main Category' field is currently selected in the table, and the 'Columns' menu is open over it.

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...	Sort Descending	09/27/2016	09/29/2016	08:00 AM	04:00
2869	Q3201611	Sikkens Autowav...	Technical Devel...		09/26/2016	09/27/2016	08:30 AM	04:30
2911	Q3201617	Q3201643	Technical Devel...					
2906	Q3201640	Sikkens Autocoa...	Technical Devel...	Malvern Training...				
2890	Q3201625	Employee Techn...	Technical Devel...	Forth Worth Tra...				
2868	Q3201610	U-TECH Product ...	Technical Devel...	Toronto Training...				
2910	Q3201642	Sikkens Autobas...	Technical Devel...	Norcross Trainin...				
2904	Q3201638	Sikkens Autobas...	Technical Devel...	Malvern Training...				
2909	Q3201641	Lesonal SB Prod...	Technical Devel...	Norcross Trainin...				
2867	Q3201609	Sikkens Color Ti...	Technical Devel...	Toronto Training...				
2905	Q3201639	Sikkens Autowav...	Technical Devel...	Orange Training...				
2903	Q3201637	Lesonal WB Prod...	Technical Devel...	Malvern Training...				
2885	Q3201624	Sikkens Color Ti...	Technical Devel...	Forth Worth Tra...				
2897	Q3201631	Lesonal SB Adva...	Technical Devel...	Norcross Trainin...				
2866	Q3201608	Lesonal WB Prod...	Technical Devel...	Toronto Training...				
2907	Q3201631	Lesonal SB Adva...	Technical Devel...	Norcross Trainin...				
2703	-	Parts Managem...	Acoat Selected ...	Process Improve...				
2884	Q3201623	Lesonal SB Prod...	Technical Devel...	Forth Worth Tra...				
2902	Q3201636	Lesonal SB Prod...	Technical Devel...	Malvern Training...				

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

Supervisors Report

Search: Class Date Range: From To

[Export to excel](#) [Export to PDF](#)

District	Manager	Supervisor Name	Student Name	Email	Course ID
aaa2		Anthony Super	anthony, test	anthony@gosignmeup.com	8105
aaa2		Anthony Super	anthony, test	anthony@gosignmeup.com	7755
aaa2		Anthony Super	anthony, test	anthony@gosignmeup.com	8166
Antioch School District		dg dg	Batatest, Cassie	tanja@mediablend.com	7553
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7283
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7283
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7469
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7553
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7553
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7553
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7553
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7633
stephan testing district level		joseph gg hh malaluan ff	Benda, Sandi	sandi@gosignmeup.com	7630

Page 1 of 12 Record 1 - 50 of 595 Clear Filter

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

The screenshot shows a web-based 'Supervisors Report' interface. At the top, there is a search bar containing 'District, Manager, Student' and a 'Class Date Range' section with 'From' and 'To' date pickers. To the right are buttons for 'Export to excel' and 'Export to PDF'. Below this is a table with columns: District, Manager, Supervisor Name, Student Name, Email, and Course ID. The table lists several records, including Antioch School District, Westminster School District, and RCEC. A modal dialog box titled 'Select PDF Fields' is open in the center, displaying a grid of 24 fields with checkboxes. The fields are: District, Manager, Supervisor Name, Student Name, Email, Course ID, Course Number, Class Name, Class Dates, Start Date, Start Time, End Time, Instructor 1, Instructor 2, Instructor 3, Course Location, Enrollment status, Attended, Course Transcribed, Date Transcribed, Grade, Course Grade, Birthdatexxxxx, I-CAR ID, gender, Test Multi Selection4, Ethnicity 1, Ethnicity 2, Race, and LSU. At the bottom of the dialog are 'Export' and 'Close' buttons. The background interface shows a page number 'Page 1 of 33' and 'Record 1 - 50 of 1618'.

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