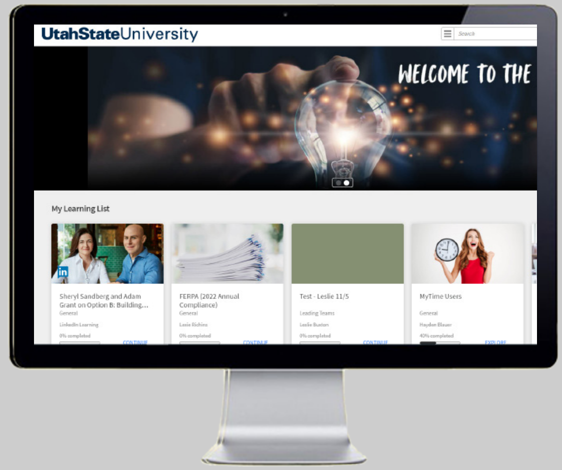
Manager's Guide to the ILS for Compliance Training

Login to the system on your computer (mobile devices not recommended) at

ils.usu.edu

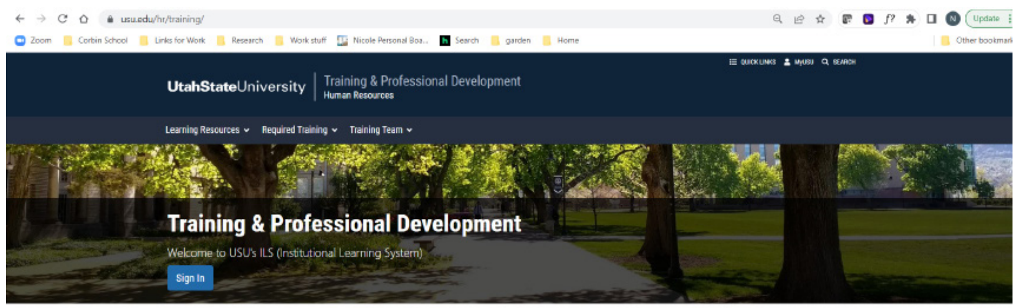


How do I review the compliance training status for my employees?

USU Human Resources - Revision date: 06/17/2022

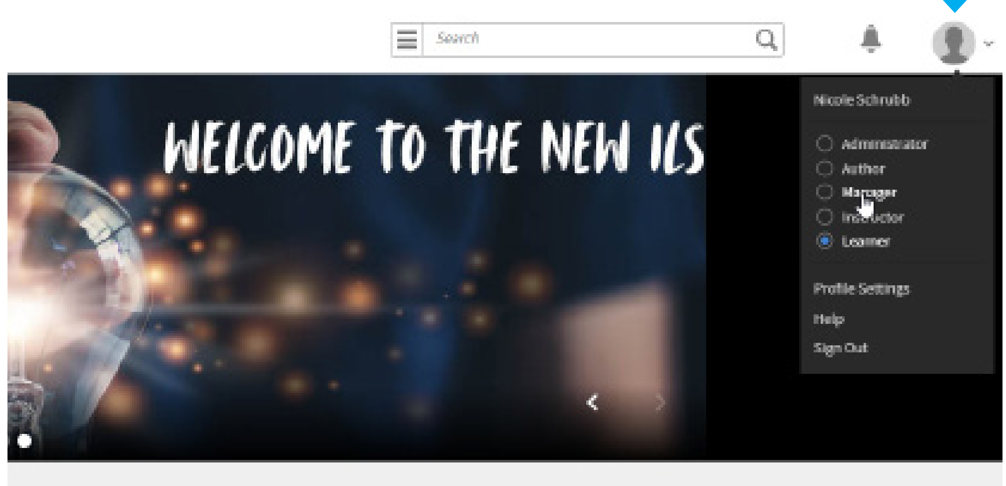
Step 1

Login with your computer at ils.usu.edu using your USU A# and strong password. **(mobile devices not recommended)**



Step 2

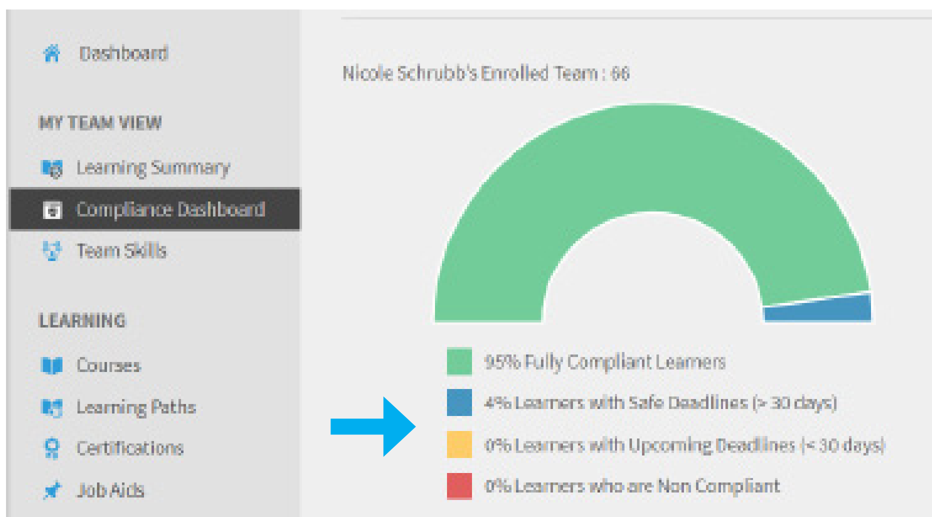
Click your profile icon in the upper right corner, and select manager from the drop-down list.



Step 3

While your profile is set at Manager, select “Compliance Dashboard.”

The Compliance Dashboard displays the percentage of team members who are compliant, in a safe deadline, nearing their deadline, and past due.



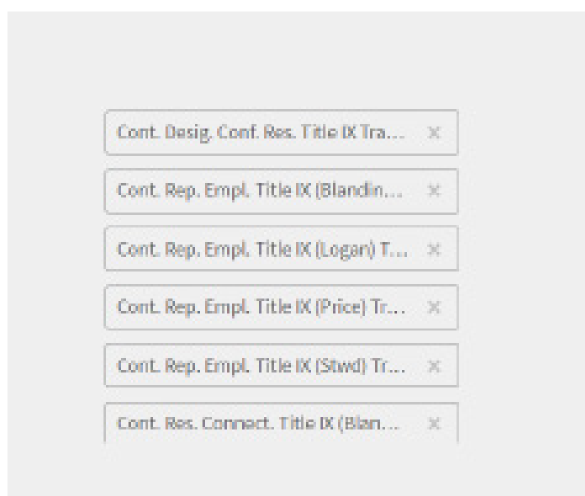
Compliant: Displays the number of learners who have completed all the courses within completion deadline.

Safe deadline: Displays the number of learners who have more than 30 days available to complete a learning object.

Upcoming Deadline: Displays the number of learners with less than 30 days available to complete a learning object.

Non-compliant: Displays the number of learners who did not complete the learning object within the completion deadline.

NOTE: On the right hand side of the dashboard, all the compliance courses will be listed. **DO NOT** click the x on any of these courses even if they don’t apply to your team. These courses are pushed to all managers’ dashboards from the admin.



Team View

Select the "Team View" to display the compliance status of a course for respective teams. Compliant, Safe Deadline, Upcoming Deadline, and Non-Compliant are columns in the "Team View" table.

NOTE: The Compliant column will only mark an employee compliant when they have completed **all** the compliance courses.

For example, if an employee has completed 3 of the 5 courses the status for that employee will be 0. Once the employee completes all 5 of the 5 courses, then it will display a 1 in the compliant column for that employee.

In the example below, William's team has 6 employees who have completed all of their compliance training courses.

Venkatesh's Team(100)

Team View | Learnings View | Actions

Team & Members	Compliant	Safe Deadline	Upcoming Deadline	Non Compliant
Venkatesh's Team(100)	25	34	26	9
Venkatesh's Direct Team (10)	2	5	0	1
William's Team (14)	6	5	2	1
Austin's Team (76)	17	24	24	7

Click the leader's name in the table to display names of the members in a team and the individual number of courses for which their status is Compliant, in Safe Deadline, reaching Upcoming Deadline, and Non Compliant.

Team View | Learnings View

Team & Members	Compliant	Safe Deadline	Upcoming Deadline	Non Comp
Leslie Buxton	0	1	0	0
Charley Riddle	0	1	0	0
Lexie Richins	0	1	0	0

In this example above, there are 3 employees with 1 training that is within the Safe Deadline.

By selecting the number in this table, you can view the course name.

Learnings(1)	Enrollment Date	Due Date	Progress
FERPA (2022 Annual Compliance)	May 06, 2022	Oct 31, 2022	0%

Learning View

Click "Learnings View" to view the team status by course.

In this example below, there are 2 employees Compliant, or complete, with the course Respectful Workplace and 1 employee with a Safe Deadline.

Team View   Learnings View

Learnings(4)	Compliant	Safe Deadline	Upcoming Deadli
IT Security (2022 Annual Compliance)	3	0	0
Cash And Credit Card Handling (2022 Annual Compliance)	3	0	0
Respectful Workplace (2022 Annual Compliance)	2	1	0
FERPA (2022 Annual Compliance)	0	2	0

By selecting the number in this table, you can view the name of the employee(s) for each column.

People(2)	Enrollment Date	Due Date	Progress
Leslie Buxton	May 06, 2022	Oct 31, 2022	0%
Lexie Richins	May 06, 2022	Oct 31, 2022	0%

How to Send a Reminder Email

Leaders can click the checkbox to the left of the names of their employees, click the "Actions" down arrow on the right, and select "send email" to send a reminder to complete the training(s).

Team View   Learnings View

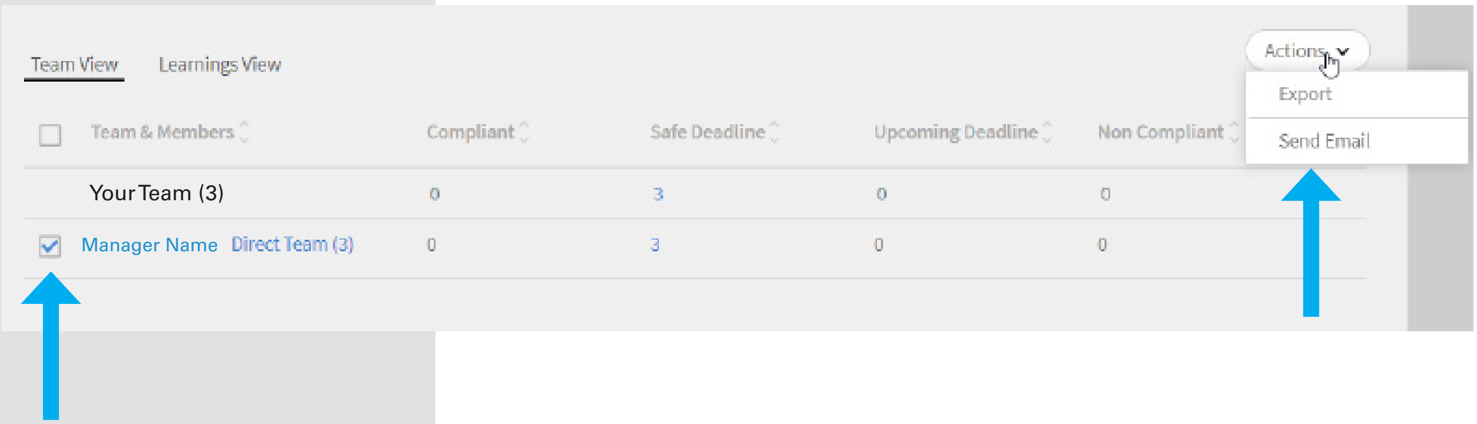
Actions
- Export
- Send Email

Team & Members	Compliant	Safe Deadline	Upcoming Deadline	Non Compliant
Leslie Buxton	0	1	0	0
Charley Riddle	0	1	0	0
Lexie Richins	0	1	0	0

How do I download my team's status into a spreadsheet?

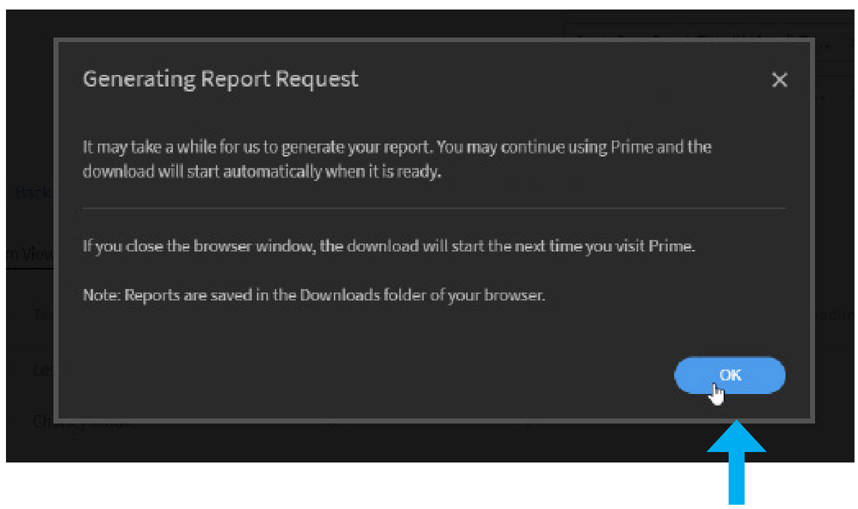
Step 1

To download an excel spreadsheet report of your team's status, click the box next to your team hyperlink and select "Export" in the Action down-down list.



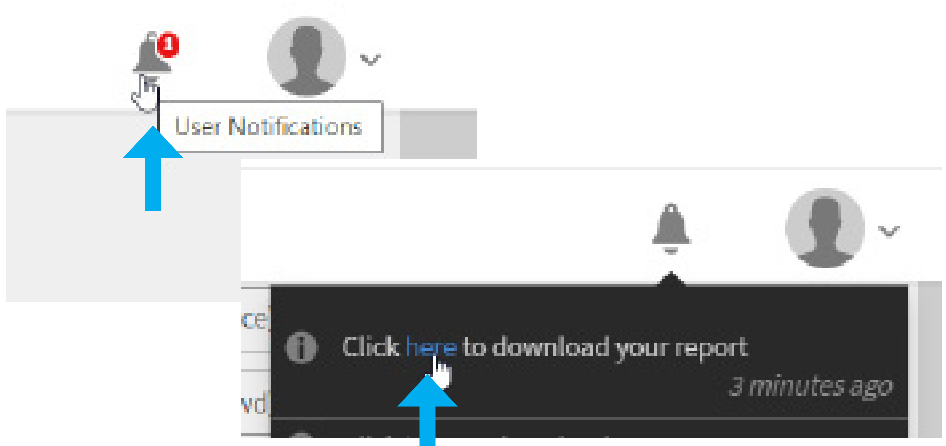
Step 2

Click "okay" on the pop-up box.



Step 3

Click on the bell image on the upper right side of the screen. The red 1 notification will appear when the report is complete.



If an employee's training is incomplete the progress column in the excel report will be blank.