

How to Mark Employees Training Complete



How to Mark Employees Training Complete

Log into DOI LEARN at: <https://gm2.geolearning.com/geonext/doi/login.geo>

Accessing the Grade Book

Home
Role: Supervisor | Notes | Help | End-user Tutorial | Contact Us | Log Off

Logged in as: Mary Surve

My Home
My Employees
Reporting
Search:

My Employees

Tasks to Manage Training for My Employees

Approve Training Requests

Mark Training Complete in the Gradebook

View a List of My Assigned Employees

View My Employees Training Validations

Run Custom-made Reports about My Employees

Run Standard Reports about My Employees

Find Online Resources, Course Materials & Other Documents

What Mandatory Training Do I Have to Take?

Job Aids, Desk References and How-To's

Payment Information

To provide payment: Be sure you know the name of the Responsible Bureau or office for the desired learning events prior to calling.

- PLEASE PROVIDE TUITION PAYMENT INFORMATION WITHIN 3 BUSINESS DAYS.
- Dial 888-390-4447 to reach the DOI Learn Data Steward Help Desk line.
- Choose Menu Option 1 for Billing and then listen for the appropriate menu item to reach the Responsible Bureau.

General Tuition Information:

- Actual Tuition fees may vary slightly from what is displayed in the request due to price fluctuations.
- Training Requests can be printed from the approval queue, and serves only as printed documentation of the submitted request and not a receipt.
- Once employees have attended training, the list can be...

Frequently Asked Questions (for Supervisors)

How do I assign an employee to my profile? Unfortunately, you cannot claim employees; they must claim you from their profile. They must login to the system and click the Update My Supervisor icon on the My Home tab.

If I don't receive an email about a pending training request, can I still approve the request? Yes, as long as the employee's profile has you listed as a supervisor you can approve their training request. You do not need to receive the email. Click on the My Employees tab and then click the Approve Training Requests icon.

Where do I go to mark my employee's training Complete? Ra...

- Change your Role to Supervisor or Instructor
- Go to the **My Employees** tab
- Select **Mark Training Complete in the Gradebook**

2

Search for the Employee

The screenshot shows the DOI Learn system interface. At the top, there is a navigation bar with links for Home, My Employees, and Reporting. The user is logged in as Mary Surv. Below the navigation bar, there is a search bar and a 'Go' button. The main content area is titled 'GradeBook: By Learner Name' and contains a search form with a 'Go' button and an 'Advanced Search' link. Below the search form, there are tabs for 'ILT Courses', 'OLT Courses', 'UDT Courses', and 'By Learner Name'. A message indicates that to update a learner's grade or completion status, the user should select the learner and click 'Edit'. Below this message, there is a table displaying learner records. The table has columns for 'Select', 'Username', 'Last Name', 'First Name', 'Email Address', 'Status', 'Groups by Manual', and 'Groups by Rule'. The first record is for 'USGSLEARNER' with the last name 'Survey', first name 'USGSLearner', email address 'cmarshal@usgs.gov', and status 'Active'. The 'Edit' button for this record is circled. The table also shows 'Groups by Manual' as 'DOI Employees, U.S. Geological Survey'. At the bottom of the page, there is a copyright notice for SunTotal Systems, Inc. and a 'POWERED BY SUNTOTAL SYSTEMS' logo.

Home Role: Supervisor Notes Help End-user Tutorial Contact Us Log Out
DOI learn Logged in as: Mary Surv
My Home My Employees Reporting Search:

GradeBook: By Learner Name
Search for: Go Advanced Search
ILT Courses OLT Courses UDT Courses By Learner Name
To update a learner's grade or completion status for a course, select the learner you want to update then click **Edit**.
Displaying records 1-1 of a total of 1. Results per Page: 10 Show
Select Username Last Name First Name Email Address Status Groups by Manual Groups by Rule
USGSLEARNER Survey USGSLearner cmarshal@usgs.gov Active DOI Employees, U.S. Geological Survey
Pages: 1
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- Click on the **By Learner Name** tab
- Select the radio button next to the Employee you would like to mark complete
- Click **Edit**

Selecting the Course

Home Role: Supervisor Notes Help End-user Tutorial Contact Us Log Out

DOI learn Logged in as: Mary Surv

My Home My Employees Reporting Search:

Gradebook: By Learner Name

Selected User: USGSLEARNER (USGS Learner Survey) Close Record

Search for: Go Advanced Search

Courses

This page shows all of the courses assigned to the selected learner. To update their grade or completion status for a course, select the desired course and click the appropriate button below.

Displaying records 1-4 of a total of 4 Results per Page: 10 Show

Select	Course Name	Course Type	Class Details	Progress	Registration Status	Completion Date/Time	Grade
<input checked="" type="checkbox"/>	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	Online Course		Not Attempted	Enrolled		
<input type="checkbox"/>	40-Hour Supervision, Level II	Instructor Led	DOIU-2011-1212-16-DLC 12/12/2011 8:00 AM (America/Denver) - 12/16/2011 4:30 PM (America/Denver)	Not Attempted	Enrolled		
<input type="checkbox"/>	Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe® Connect™	Instructor Led	USGS-2011-1015-Denver, CO 10/25/2011 8:00 AM (America/Denver) - 10/27/2011 4:00 PM (America/Denver)	Not Attempted	Enrolled		
<input type="checkbox"/>	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Online Course		Completed	Enrolled	9/20/2011 3:30 PM (America/Denver)	

All

Bucket Grade Mark as Complete **Mark as Incomplete**

Pages: 1

After you have selected the Course you would like to mark complete, Click on **Mark as Complete**

Note: You do not have to input a Grade.

Selecting the Course

The screenshot shows the 'GradeBook : Edit Completion Date' window in the DOI Learn system. The user is logged in as 'Mary Surve' and has the role of 'Supervisor'. The interface includes a navigation menu with 'My Home', 'My Employees', and 'Reporting'. A search bar is present in the top right. The main content area displays the 'Learner name: USGS Learner Survey' and a message: 'Please enter a completion date. It will apply to all courses listed below. Click [Save] to mark the learner as completed.' Below this, there is a 'Mark Complete:' section with a 'Selected Course: 2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)'. The 'Completion Date' field is marked as a required field and includes a calendar icon. The 'Completion Time' field is also marked as required and includes a dropdown menu labeled 'Select O'. A 'Cancel' button is on the bottom left, and a 'Save' button is on the bottom right, circled in blue. The footer contains copyright information for SunTotal Systems, Inc. and a 'POWERED BY: SUNTOTAL SYSTEMS' logo.

- Type in the **Date of Completion** using the format provided on the screen or use the calendar box to choose one.
- Type in the **Time of Completion**, and select AM or PM.
- Click on **Save**

Success!

The screenshot shows the DOI Learn interface. At the top, there is a navigation bar with 'Home', 'My Employees', and 'Reporting' tabs. The 'Reporting' tab is active. Below the navigation bar, there is a search box and a 'Go' button. The main content area displays a 'Gradebook: By Learner Name' section for 'Selected User: USGSLEARNER (USGS Learner Survey)'. A green notification bar at the top of the main content area reads: 'Notice: Updated Successfully. Marking complete was successful for the following courses: 2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)'. Below the notification, there is a table of courses assigned to the selected learner. The table has columns for 'Select', 'Course Name', 'Course Type', 'Class Details', 'Progress', 'Registration Status', 'Completion Date/Time', and 'Grade'. The first row is highlighted in green, indicating the course that was successfully updated.

Select	Course Name	Course Type	Class Details	Progress	Registration Status	Completion Date/Time	Grade
<input type="checkbox"/>	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	Online Course		Completed	Enrolled	9/26/2011 1:00 PM (America/Denver)	
<input type="checkbox"/>	40-Hour Supervision: Level II	Instructor Led	DOIU-2011-1212-16-DLC 12/12/2011 8:00 AM (America/Denver) - 12/16/2011 4:30 PM (America/Denver)	Not Attempted	Enrolled		
<input type="checkbox"/>	Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe® Connect™	Instructor Led	USGS-2011-1015-Denver, CO 10/25/2011 8:00 AM (America/Denver) - 10/27/2011 4:00 PM (America/Denver)	Not Attempted	Enrolled		
<input type="checkbox"/>	Federal Information Systems Security Awareness + Privacy and Records Management	Online Course		Completed	Enrolled	9/20/2011 3:30 PM (America/Denver)	

Make sure the bar is green and tells you the update was successful if not you must read the error message and repeat the steps.

Click **Close Record**