Prince George's County Government
NEOGOV Learn Instruction Guide
Manager: How to View Employee Training Activity

Office of Human Resources Management

Instruction Guide Topics

This instruction guide will show you:

1. Navigate to My Direct Deports

2. View Employees Training Activity

3. Run a Training Activity Reports

Internet Browsers Used to Access NEOGOV Learn

NEOGOV Learn can be accessed using two internet browsers:

- Google Chrome
- Microsoft Edge

These systems should be used to ensure that all functionality in NEOGOV Learn is accessible.

Microsoft Edge

Google Chrome

STEP 1 | Navigate to the LMS Login Page

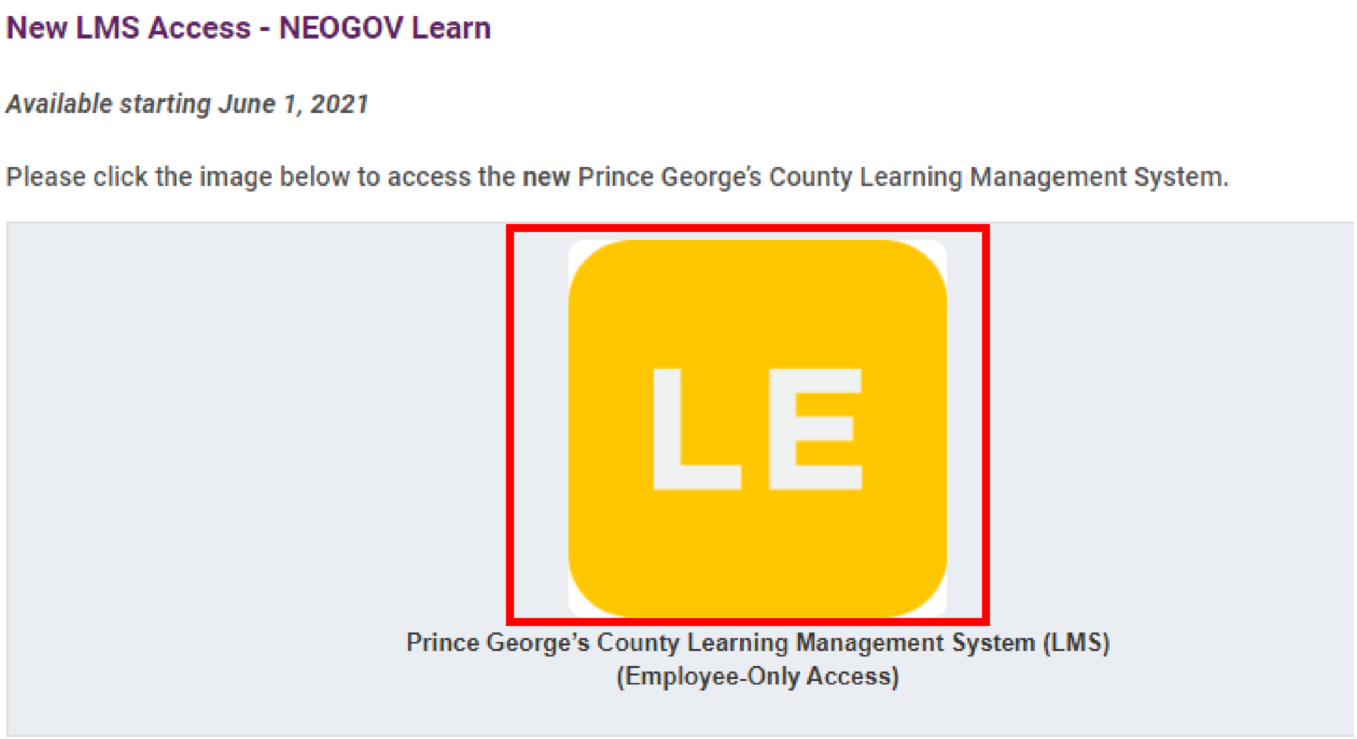
a. From your browser window **navigate to the OHRM County Learning and Development webpage online here**

b. Click **NEOGOV Learn LMS** image

Please Note: You must use either the Google Chrome or Microsoft Edge with Chromium internet browsers to access the LMS

chrome

Microsoft Edge

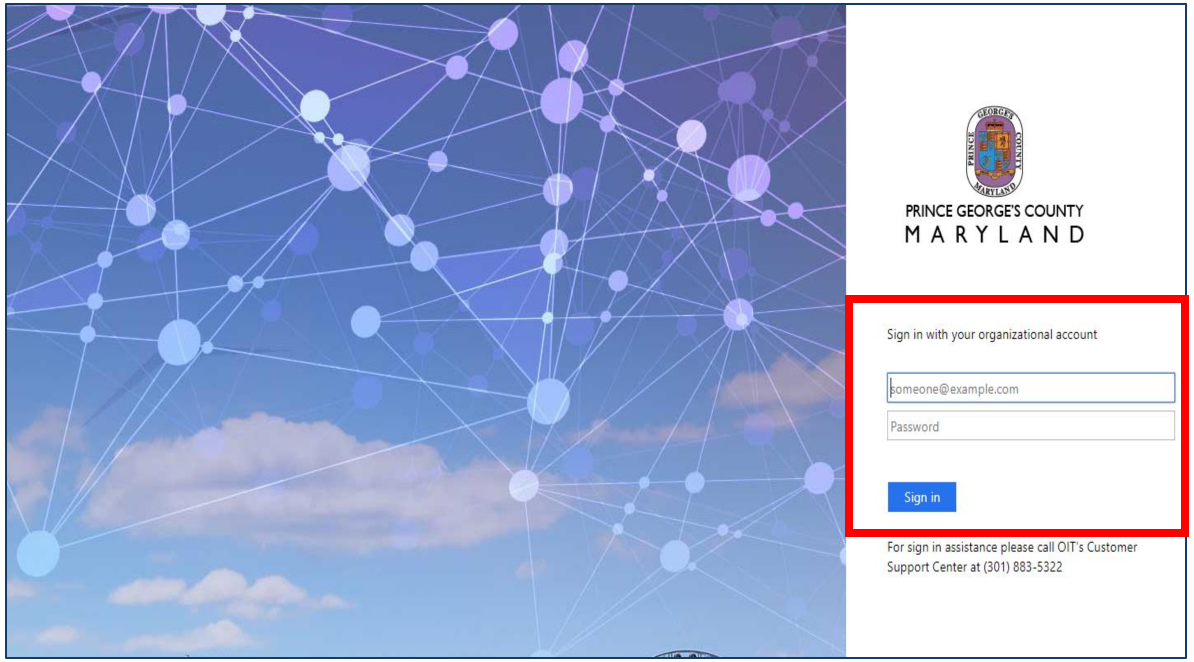


STEP 1 *(continued)* | Login to the LMS

Employees are able to use Single Sign On to login to NEOGOV Learn.

a. Once you reach the login page, **enter your county email address and password**, and click "Sign In"

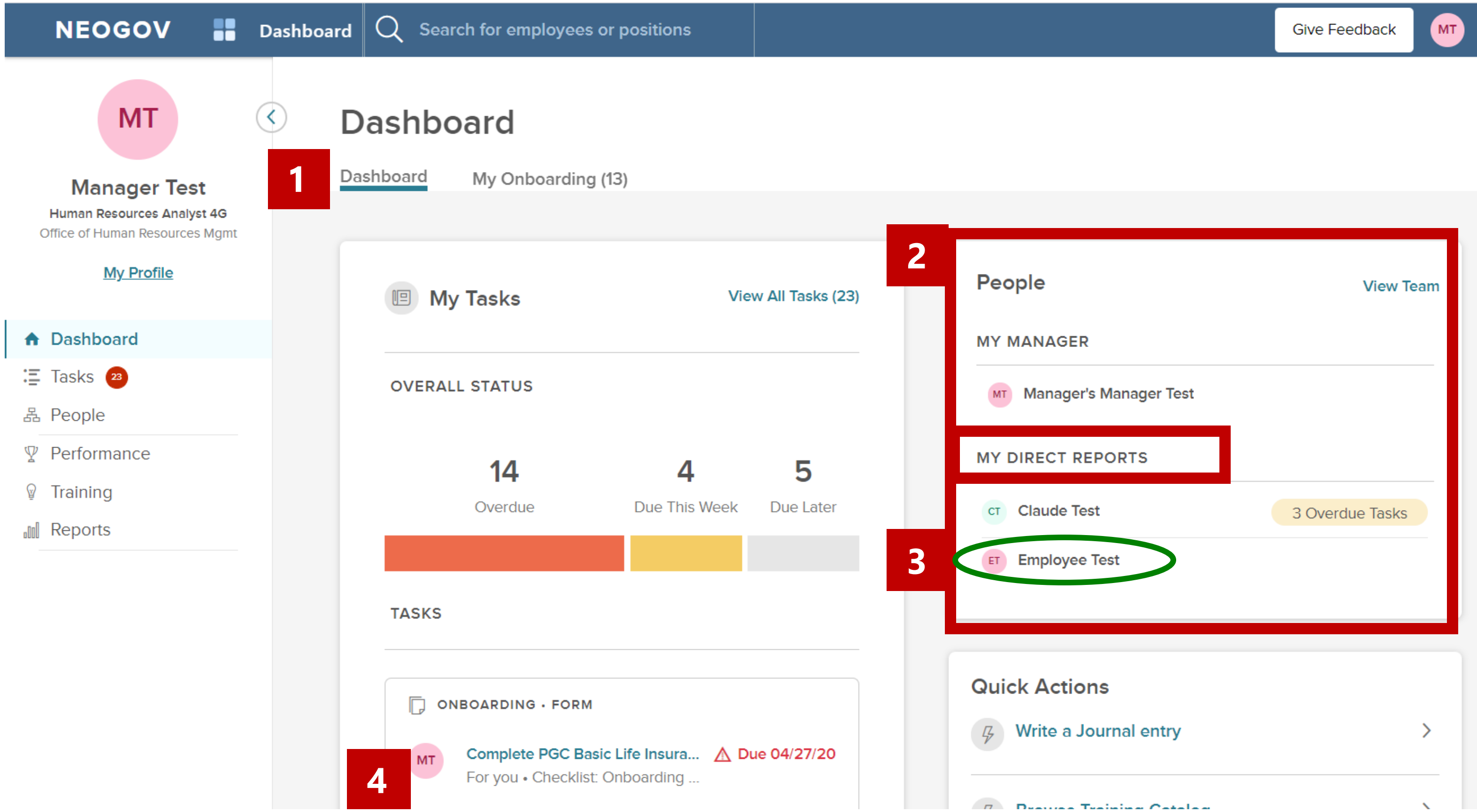
Please Note: You should use the same email and password used to login your computer



STEP 2 | Navigate to My Direct Reports

After logging into the LMS

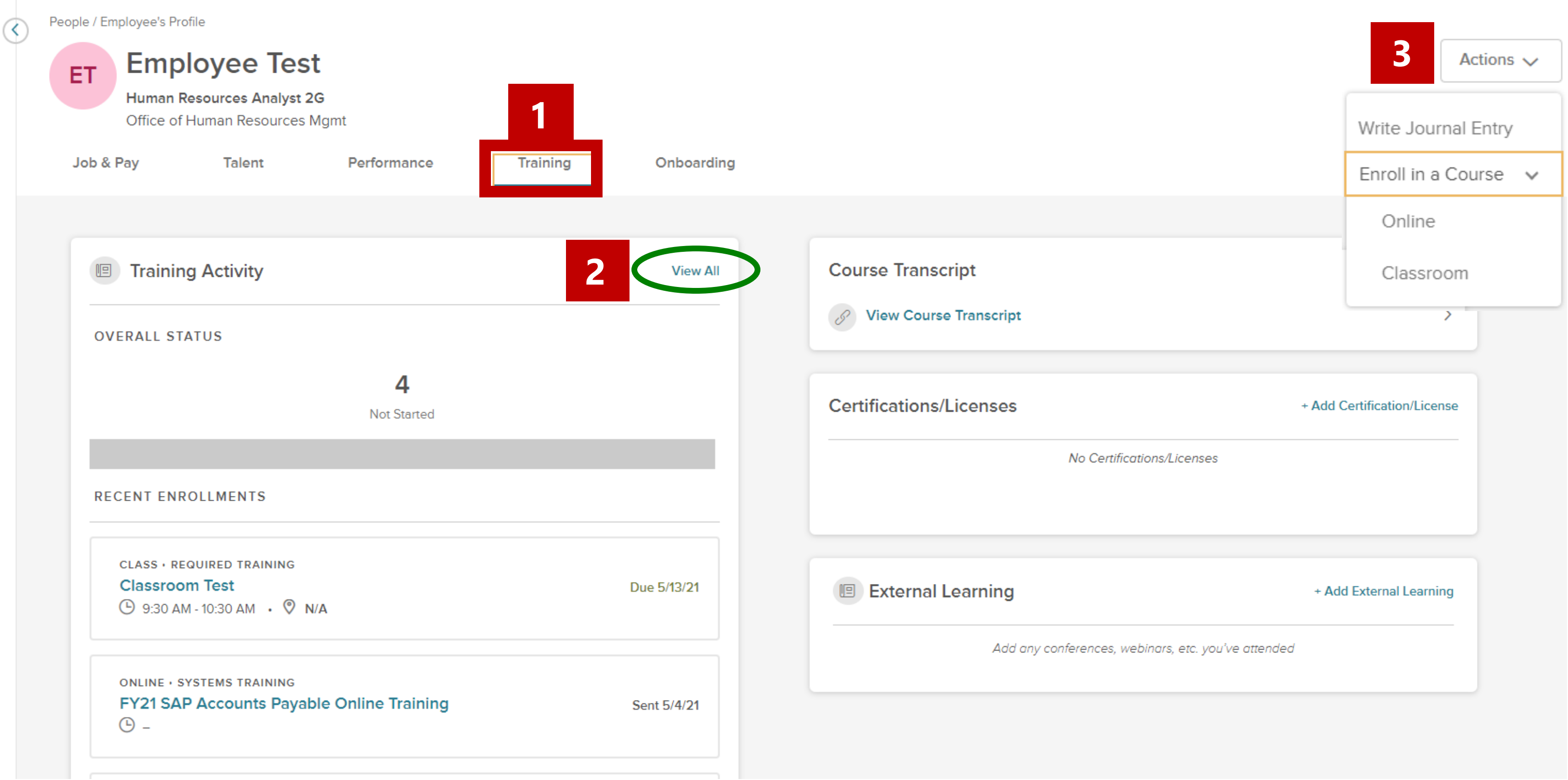
1. Make sure you are accessing your Dashboard. Click the **Dashboard** tab to see an overview of your account.
2. In the **People** box on the Dashboard, managers can find their direct reports listed under **MY DIRECT REPORTS**.
3. Click the employee's name to view their account overview



STEP 3 | View Employee Training Activity

After selecting the employee:

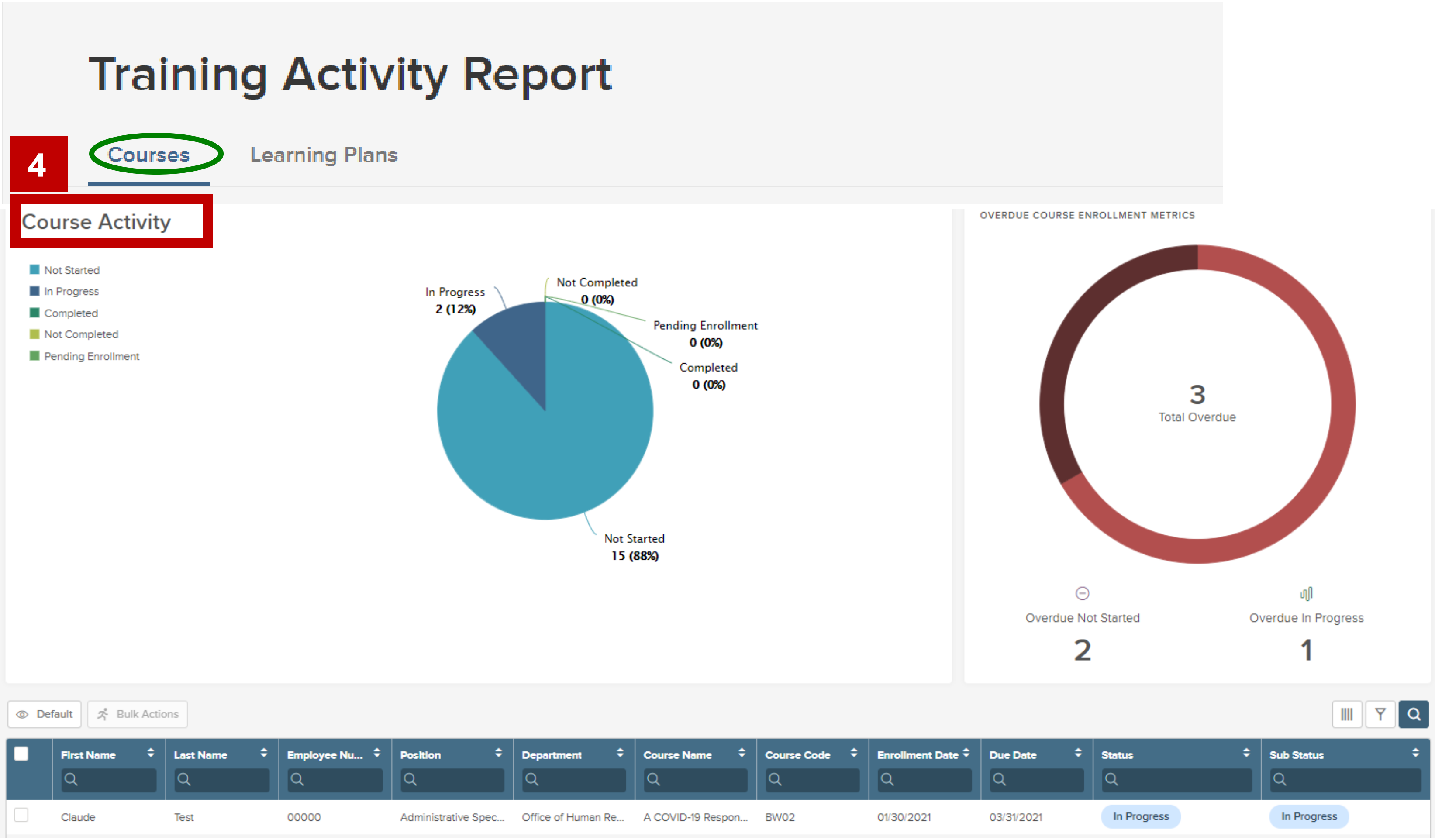
1. Click **Training.** From this tab, managers are able to see an overview of the training activity Recent enrollments, Course transcripts, Certifications/ Licenses, and any external learning of their employee.
2. To view all Training Activity of the employee, click ***View All*** to view a complete view of the course activity of the selected employee.
3. The **Actions** Button, located in the upper right hand corner, permits the manager to write a *Journal Entry* documenting performance, or *Enroll the employee into an online or classroom course*.



STEP 3 *(continued)* | View Employee Training Activity

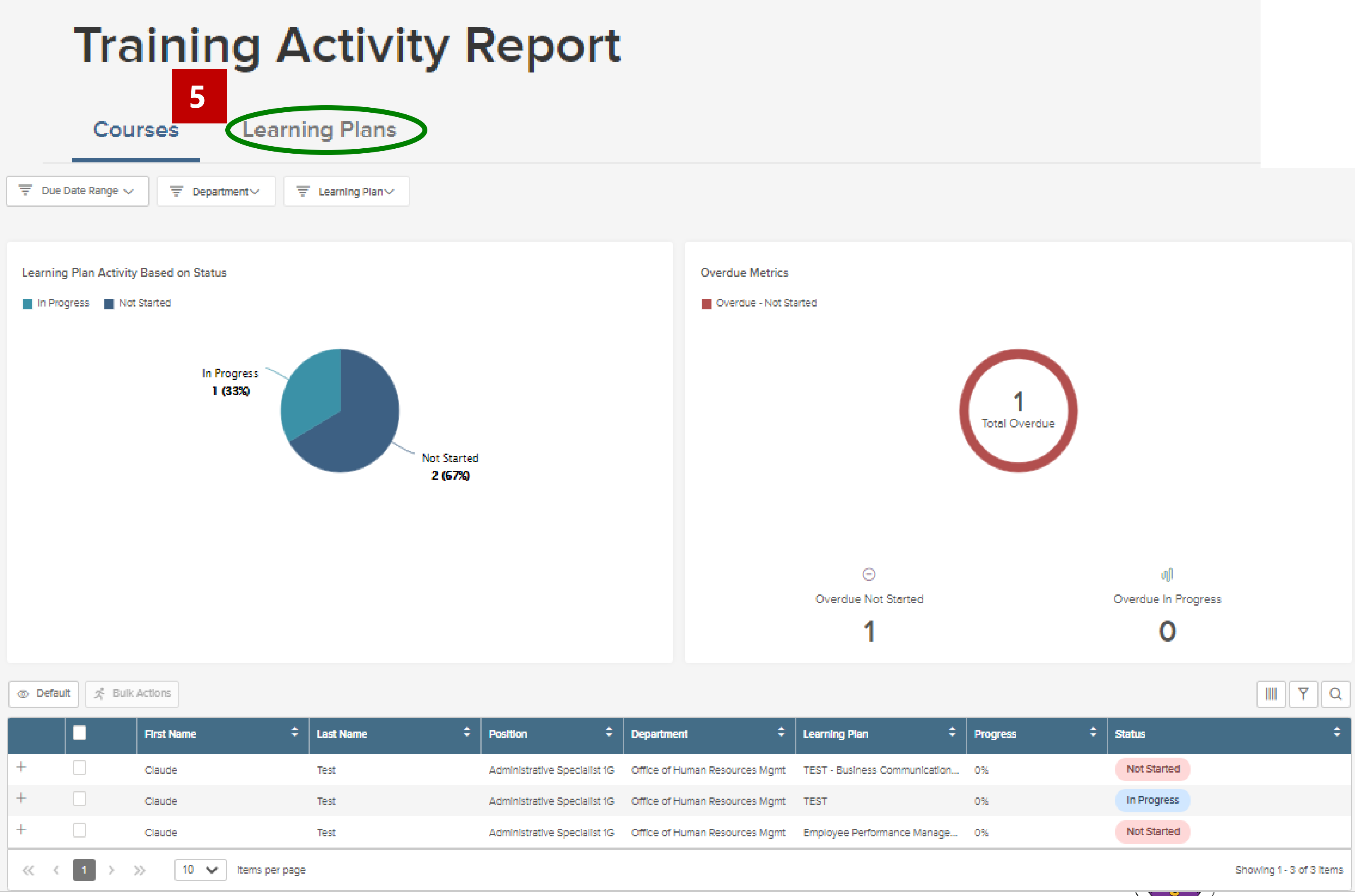
Managers can view the Training Activity of an employee by ***Courses***, as well as by the ***Learning Plans*** by clicking the respectable tabs.

4. To view **Course Activity**, click the ***Courses*** tab. Managers will be able to view the course progress, overdue course enrollment metrics, and a table of all courses the selected employee is enrolled in.



STEP 3 *(continued)* | View Employee Training Activity

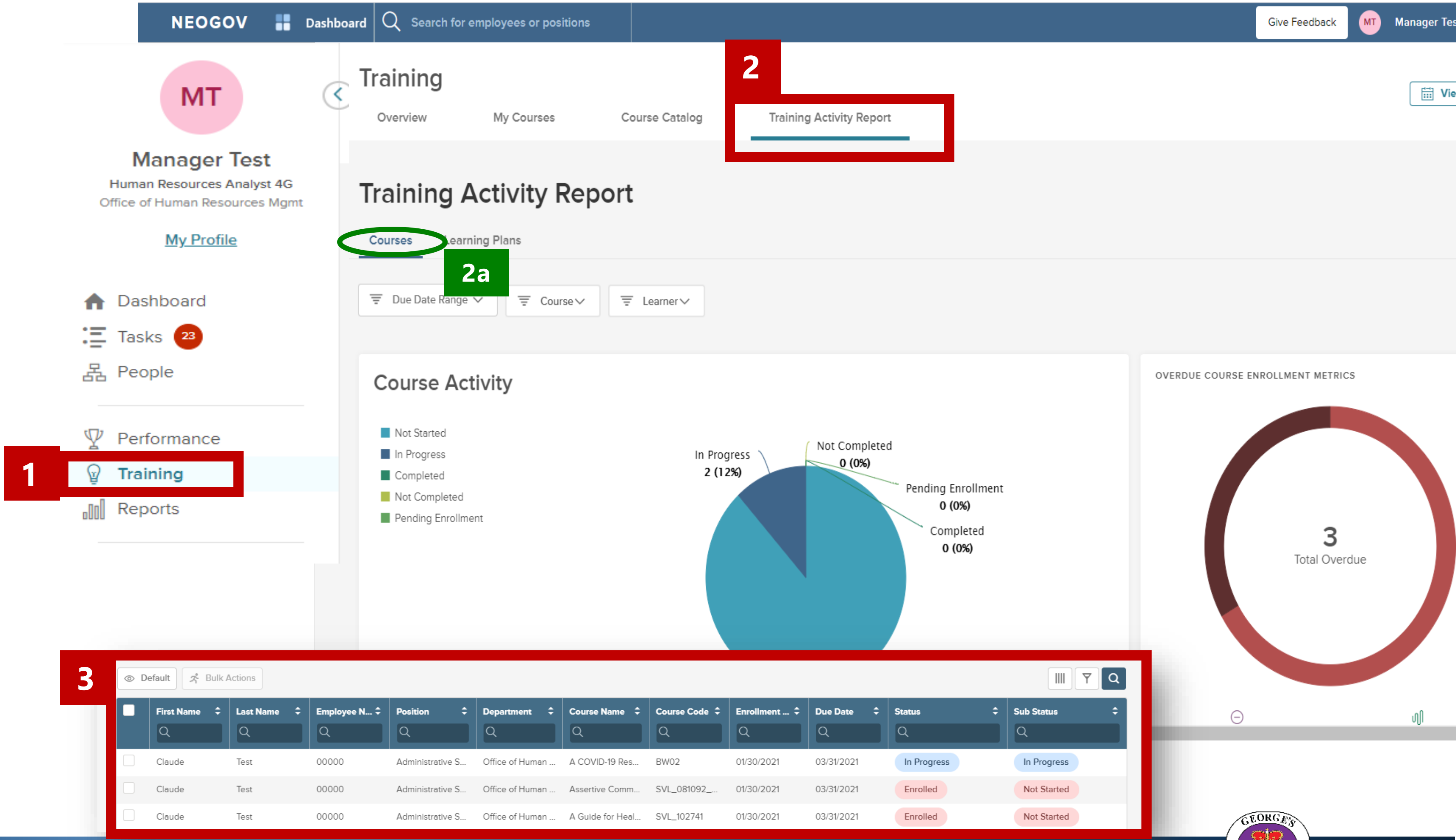
5. To view Employee's progress on Learning plans, click the **Learning Plans** tab. Managers will be able to view the Learning Plan Activity based on status, overdue course metrics, and a table of each learning plan, progress, and status.



STEP 4 | Run and Print Training Activity Reports

To Run and Print a Training Activity Report for ***Employee Courses:***

1. Click **Training** icon from the my side navigation bar.
2. Click **Training Activity Report.**
   a. Make sure the ***Courses*** tab is selected. Click **Courses** to select.
3. Scroll down to the bottom of section to view the table that lists all course activity of the manager's direct reports.



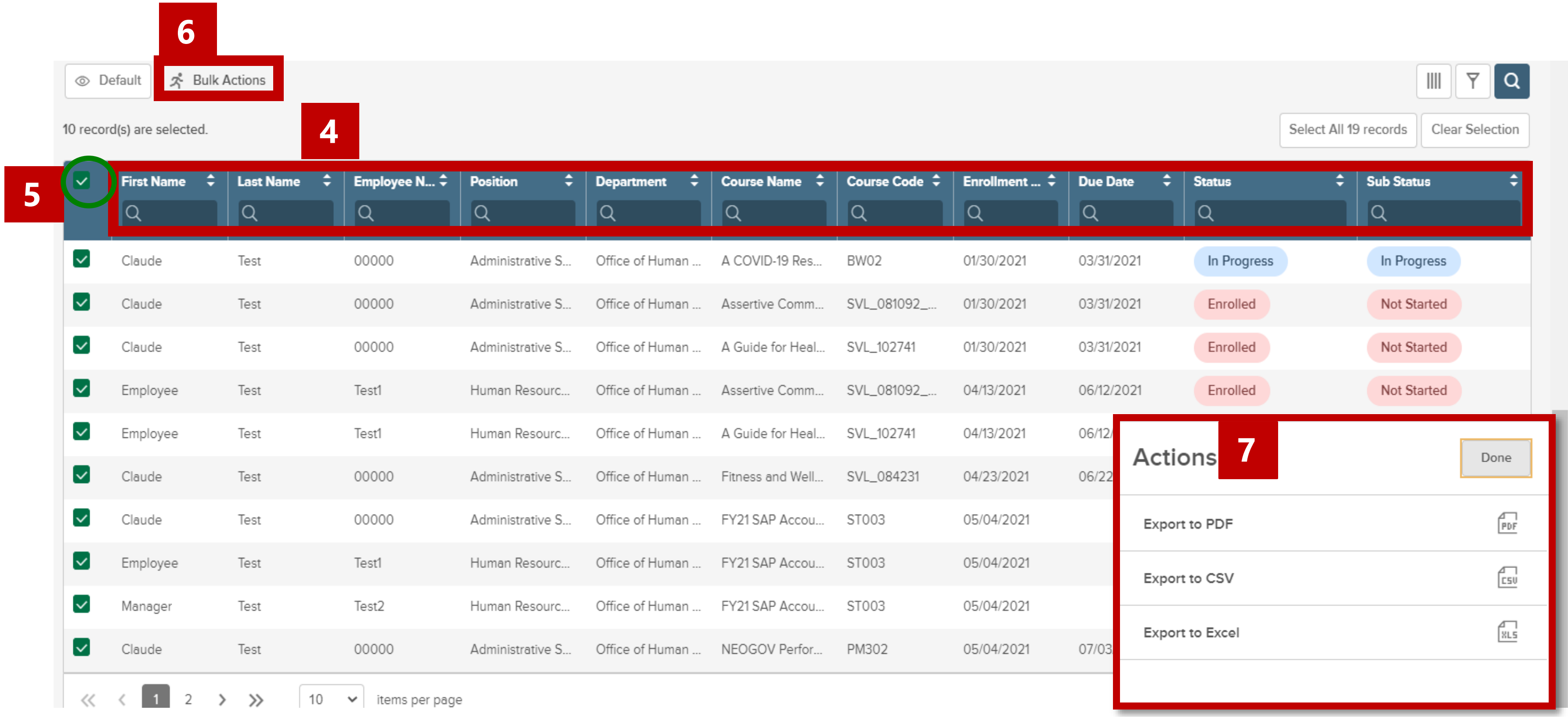
STEP 4 *(continued)* | Run and Print Training Activity Reports

4. The bar above the table permits managers to set parameters of the information to capture in the report.

5. To run a full report on all direct reports course activity, check the top box to select all table information.

6. Click **Bulk Actions.**

7. A menu will appear on the side for the manage to select to Export report as a ***PDF***, ***CSV***, or ***Excel***. Select document format and the document will download.

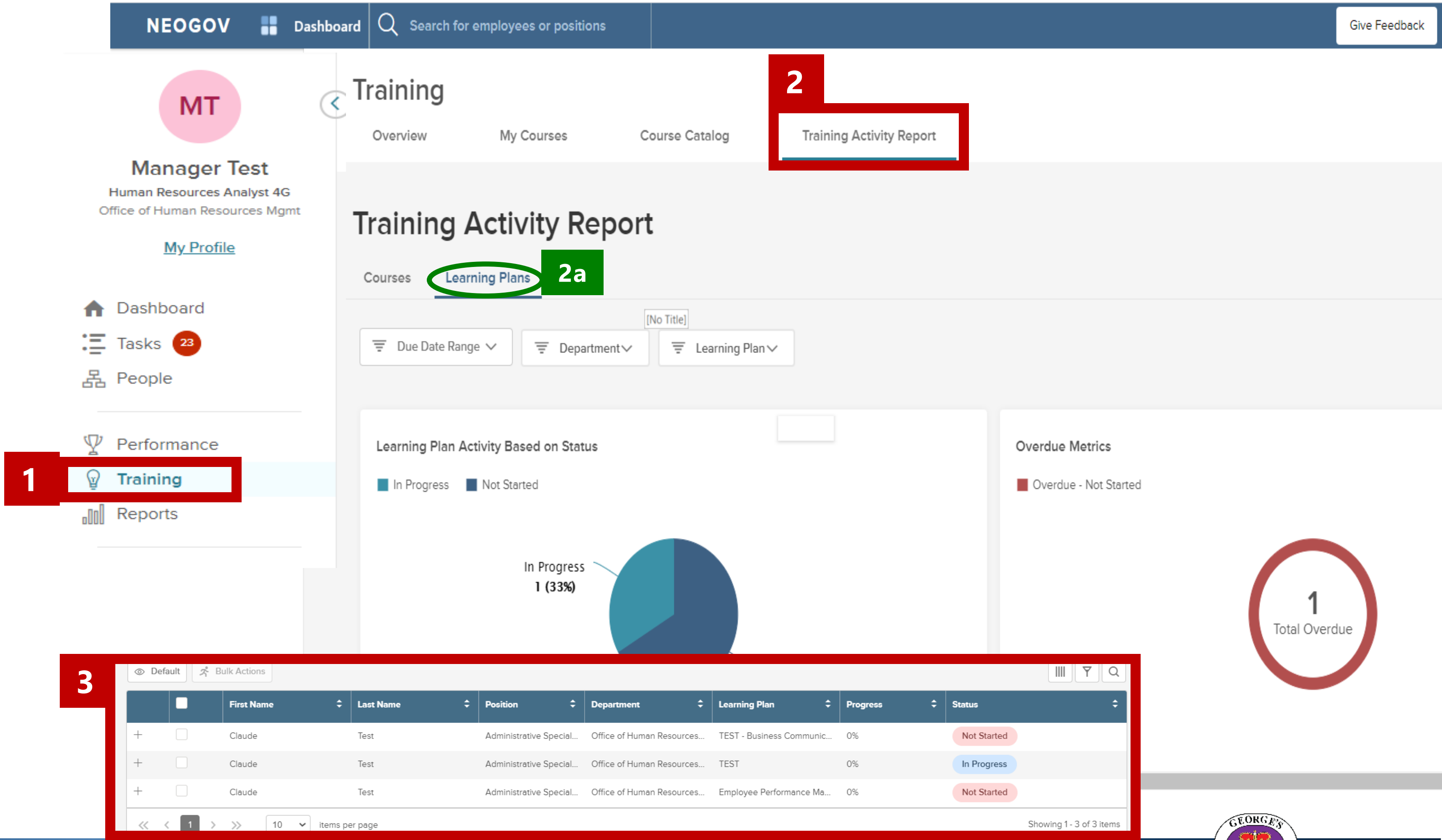


NOTE: Managers are able to Print document, once report opens in the document application.

STEP 4 *(continued)* | Run and Print Training Activity Reports

To Run and Print a Training Activity Report for ***Employee Learning Plans:***

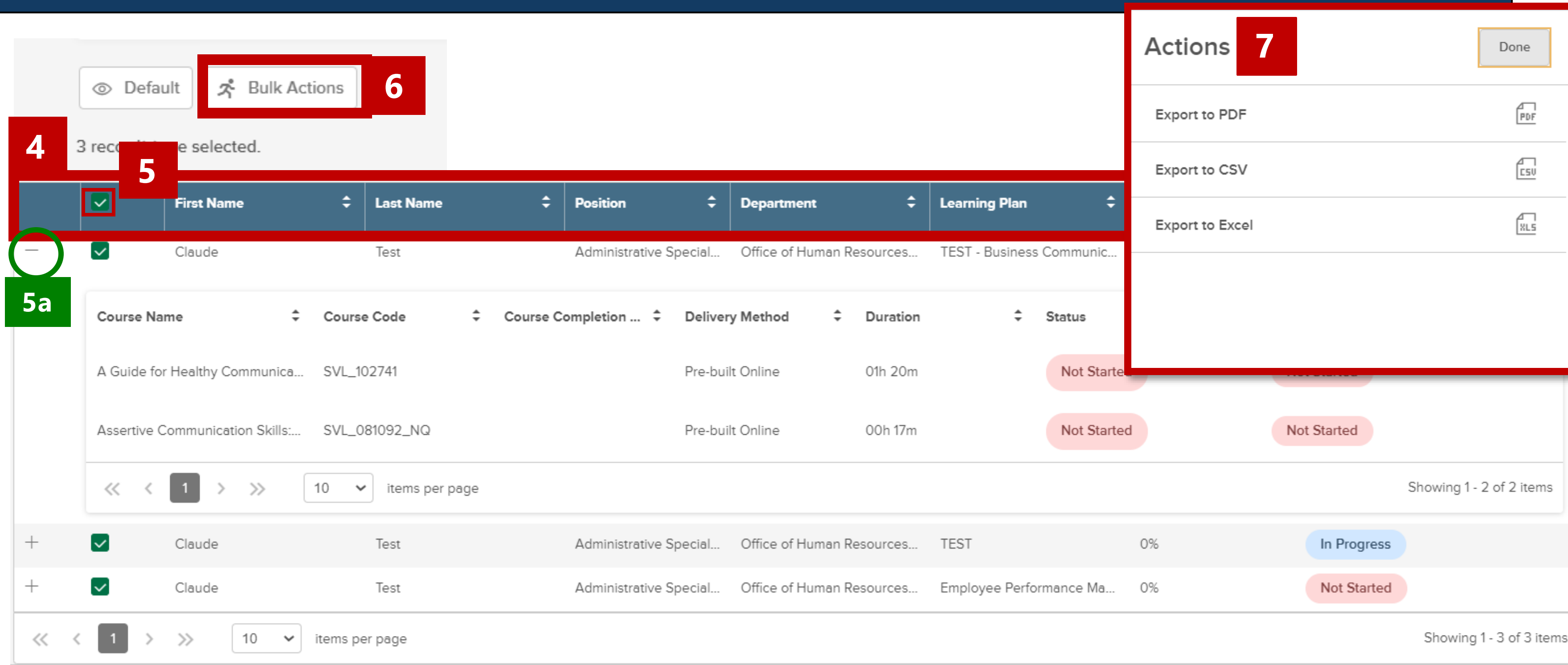
1. Click **Training** icon from the my side navigation bar.
2. Click **Training Activity Report.**
    a. Make sure the ***Learning Plans*** tab is selected. Click Learning Plans to select.
3. Scroll down to the bottom of section to view the table that lists all direct reports enrolled in Learning plans.



STEP 4 *(continued)* | Run and Print Training Activity Reports

To Run and Print a Training Activity Report for ***Employee Learning Plans***:

4. The bar above the table permits managers to organize information by names, Position, Department, progress percentage, and status.
5. To run a full report on all direct reports course activity, click the top box to select all table information.
   a. To view all courses and status in the learning plan, select the **+** sign (when the menu drops down the sign will turn to **−**
6. Click **Bulk Actions.**
7. A menu will appear on the side for the manage to select to Export report as a ***PDF***, ***CSV***, or ***Excel***. Select document format and the document will download.



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Questions?

Please contact the OHRM Learning, Performance, and Organizational Development (LPOD) division for questions or support accessing NEOGOV Learn.

The LPOD division will respond within three (3) working days.

Email

LPOD@co.pg.md.us