



# Prince George's County Government NEOGOV Learn Instruction Guide

## How to Track and Generate Training Activity Reports



# Instruction Guide Topics

## **This instruction guide will show you:**

- Login to the LMS
- Navigate to the Learn Portal to Access HR User Navigation Bar
- View and Run a Training Activity Reports for your Agency
- View and Run Learning Plans Activity Report for your Agency

# 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



## New LMS Access - NEOGOV Learn

Available starting June 1, 2021

Please click the image below to access the new Prince George's County Learning Management System.



Prince George's County Learning Management System (LMS)  
(Employee-Only Access)

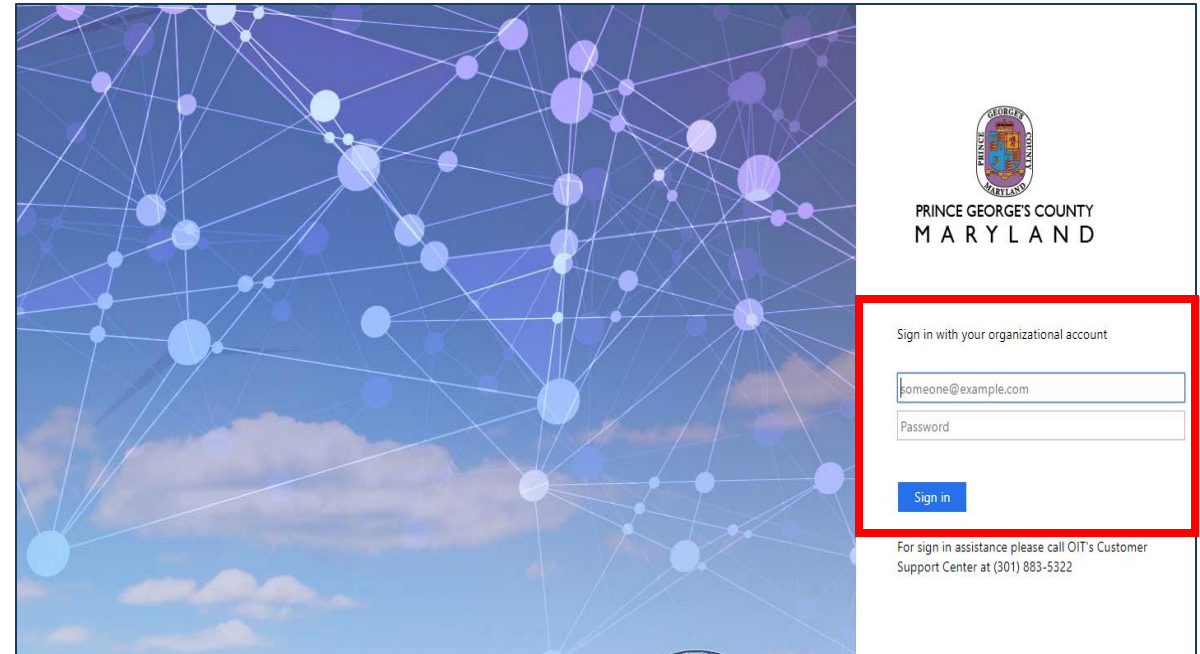


# STEP 1 *(continued)* | Login to the LMS

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



PRINCE GEORGE'S COUNTY  
MARYLAND

Sign in with your organizational account

someone@example.com

Password

Sign in

For sign in assistance please call OIT's Customer Support Center at (301) 883-5322

# STEP 2 | To Access NEOGOV Learn Portal

## To Access NEOGOV Learn:

1. From the main NEOGOV page, use the mouse and hover over the Dashboard icon near the top of the screen
2. A dropdown menu will show Onboard and Learn. Click **Learn** to access the Learn portal.

The screenshot displays the NEOGOV Learn portal interface. At the top, the 'NEOGOV' logo is visible on the left, and a search bar on the right contains the text 'Search for employees or positions'. A red box highlights the 'Dashboard' icon in the top navigation bar, with a red '1' next to it. A dropdown menu is open below it, showing 'Onboard' and 'Learn' options, with a red box around the 'Learn' option and a red '2' next to it. The main content area shows the user's profile for 'Claude Test', Administrative Specialist 1G, Office of Human Resources Mgmt. Below the profile is a navigation menu with 'Dashboard' selected. The dashboard content includes a 'My Tasks' section with a 'View All Tasks (12)' link, an 'OVERALL STATUS' section with a progress bar showing 3 Overdue, 2 Due This Week, and 7 Due Later tasks, and a 'TASKS' section with a 'TRAINING · ONLINE COURSE' item. On the right side, there are sections for 'People' (MY MANAGER: Manager Test) and 'Quick Actions' (Write a Journal, Browse Training, View my current).

# STEP 2 (continued) | To Access NEOGOV Learn Portal

3. From the Navigation bar, click **Training Activity**.

a. An HR User will be able to view and Generate Training Activity reports for their Agency's Course Activity and Learning Plans Activity

**3** Training Activity

Courses Learning Plans

**3a**

PRINCE GEORGE'S COUNTY GOVERNMENT  
Course Activity

- Not Started
- In Progress
- Completed
- Not Completed
- Pending Enrollment

In Progress 2 (12%)  
Not Completed 0 (0%)  
Pending Enrollment 0 (0%)  
Completed 0 (0%)  
Not Started 15 (88%)

OVERDUE COURSE ENROLLMENT METRICS

3  
Total Overdue

Overdue Not Started 2  
Overdue In Progress 1

Filters [Reset filters](#)

Due Date Range  
All Time

Department  
All  
+ Add Department(s)

Position  
All  
+ Add Position(s)

Course  
All  
+ Add Course(s)

Learner  
All

First Name	Last Name	Employee ...	Position	Department	Course Name	Course Code	Enrollment...	Due Da
Test		00000	Administrative S	Office of Human	A COVID-19 Res	RW02	01/30/2021	03/31/2021

# STEP 3 | View and Generate Training Activity Report

To view and generate an Agency Training Activity Report for **Course Activity**:

1. Navigate to the **Filters** section on the screen and select your Department.
2. On the **Department** section, click the + sign to see the dropdown menu, listing all Departments and select your Agency's Department.

**NOTE:** In addition to the Department filter, HR Users can use the Filter to track activity based on a specific **Due Date Range, Course(s)**, and/or **Learner(s)**

**Training Activity**

Courses Learning Plans

PRINCE GEORGE'S COUNTY GOVERNMENT  
**Course Activity**

OVERDUE COURSE ENROLLMENT METRICS  
3

Legend:  
■ Not Started  
■ In Progress  
■ Completed  
■ Not Completed  
■ Pending Enrollment

Pie Chart Data:  
Not Started: 15 (88%)  
In Progress: 2 (12%)  
Not Completed: 0 (0%)  
Pending Enrollment: 0 (0%)  
Completed: 0 (0%)

Filters

Due Date Range: All Time

Department: All

Position: All

Course: All

Learner: All

Department dropdown:  
Office of Human Resources  
+ Add Department(s)  
office  
Office of Community Relations  
Office of Finance  
Office of Homeland Security  
Office of Information Tech  
Office of Law



# STEP 3 (continue) | View and Generate Training Activity Report

To view and generate an Agency Training Activity Report for **Course Activity**:

- The bar above the table permits the HR User to set parameters of the information to capture in the report.
- To run a full report on all Agency course activity, check the top box to select all table information.
- Click **Bulk Actions**.
- 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.

**5** Bulk Actions

**4** (s) are selected.

**3**

**6** Actions Done

- Export to PDF
- Export to CSV
- Export to Excel

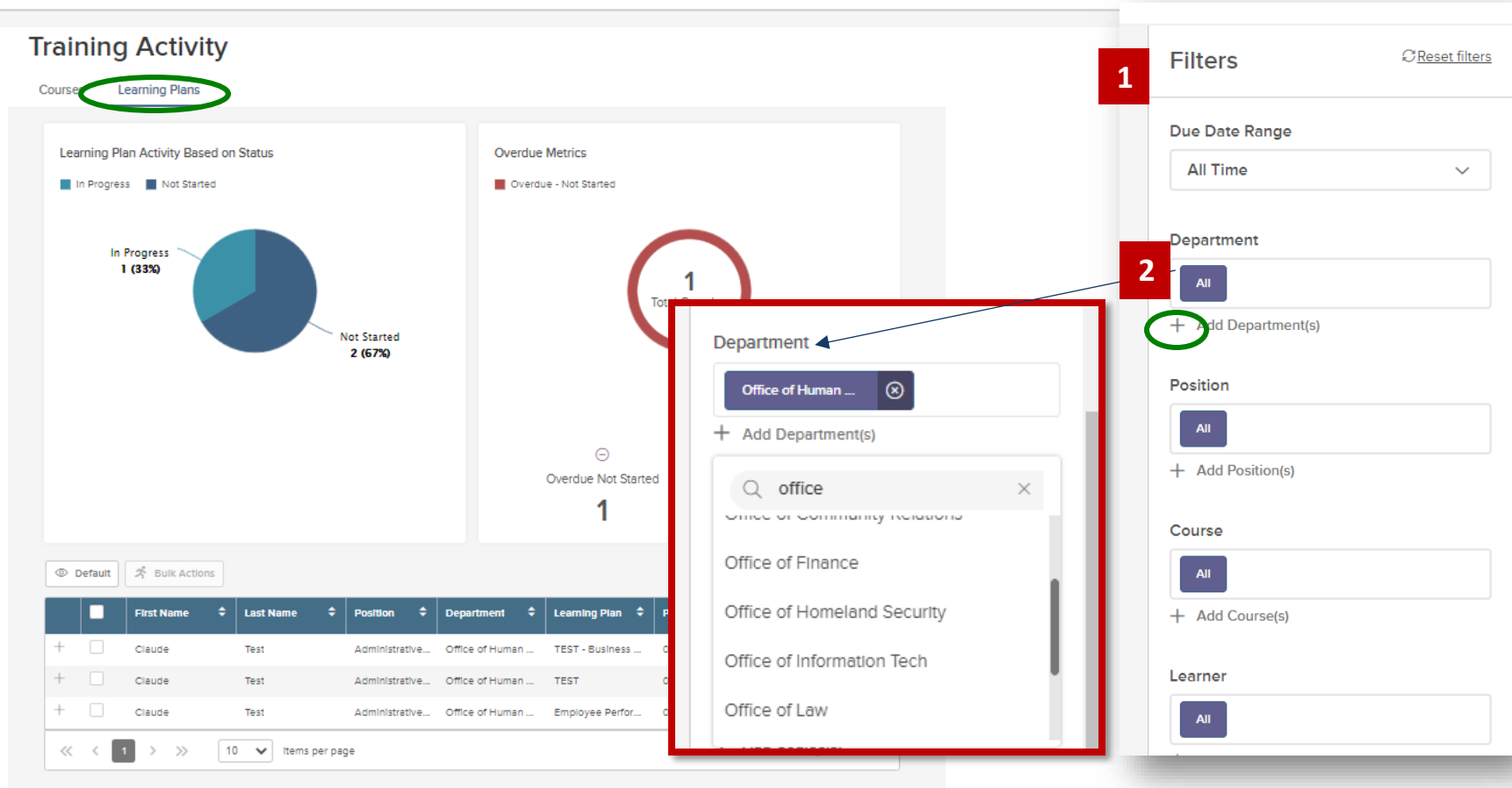
First Name	Last Name	Employee ...	Position	Department	Course Name	Course Code	Enrollment...	Due Date
✓ Claude	Test	00000	Administrative S...	Office of Huma...	A COVID-19 Res...	BW02	01/30/2021	03/31/20
✓ Claude	Test	00000	Administrative S...	Office of Huma...	Assertive Com...	SVL_081092_...	01/30/2021	03/31/20
✓ Claude	Test	00000	Administrative S...	Office of Huma...	A Guide for Hea...	SVL_102741	01/30/2021	03/31/20
✓ Employee	Test	Test1	Human Resourc...	Office of Huma...	Assertive Com...	SVL_081092_...	04/13/2021	06/12/20

# STEP 4 | View and Generate Report for Learning Plans

To view and generate an Agency Training Activity Report for **Learning Plans**:

1. From the **Training Activity** menu Navigate to the **Filters** section on the screen and select your Department.
2. On the **Department** section, click the + sign to see the dropdown menu, listing all Departments and select your Agency's Department.

**NOTE:** In addition to the Department filter, HR Users can use the Filter to track activity based on a specific **Due Date Range**, **Course(s)**, and/or **Learner(s)**



The screenshot shows the 'Training Activity' report for 'Learning Plans'. The 'Filters' section on the right is highlighted with a red box and contains the following filters:

- Due Date Range: All Time
- Department: All (with a green circle around the '+' sign)
- Position: All
- Course: All
- Learner: All

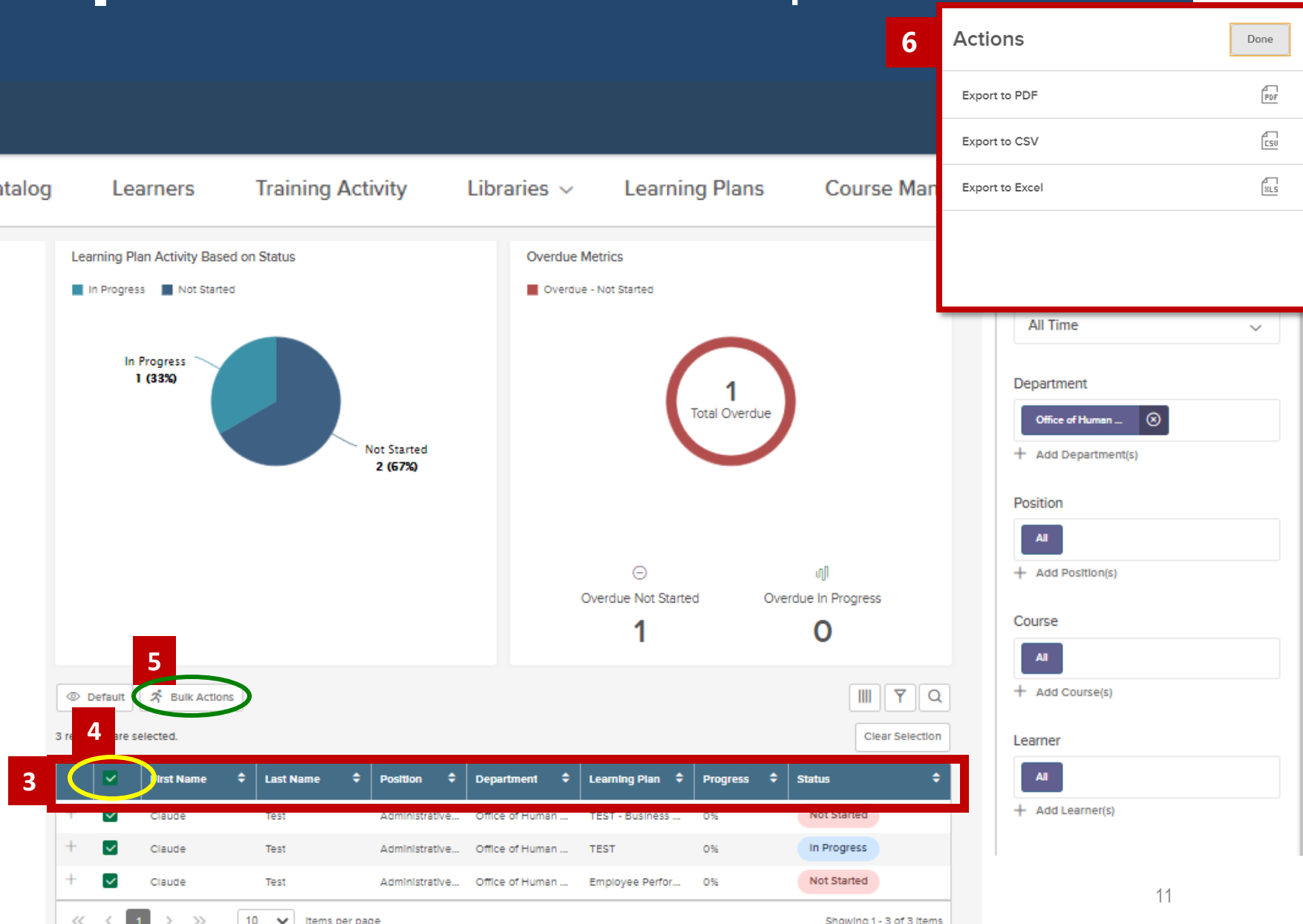
The main report area shows a pie chart for 'Learning Plan Activity Based on Status' with 'In Progress' at 1 (33%) and 'Not Started' at 2 (67%). A table below shows the data for the first three rows:

	First Name	Last Name	Position	Department	Learning Plan
+ <input type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST - Business ...
+ <input type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST
+ <input type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	Employee Perfor...

Annotations include a green circle around 'Learning Plans' in the course filter, a red circle around the '1' in the 'Overdue Not Started' metric, and a red box around the Department filter dropdown menu which lists: Office of Human ..., Office of Finance, Office of Homeland Security, Office of Information Tech, and Office of Law.

# STEP 4 (continue) | View and Generate Report for Learning Plans


3. The bar above the table permits the HR User to set parameters of the information to capture in the report.
4. To run a full report on all Agency course activity, check the top box to select all of the learners and information in the table.
5. Click **Bulk Actions**.
6. 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.







**5** Bulk Actions


**4** 3 rows are selected.

<input checked="" type="checkbox"/>	First Name	Last Name	Position	Department	Learning Plan	Progress	Status
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST - Business ...	0%	Not Started
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST	0%	In Progress
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	Employee Perfor...	0%	Not Started

**6** Actions 

- Export to PDF 
- Export to CSV 
- Export to Excel 

All Time 

Department:  

+ Add Department(s)

Position:

+ Add Position(s)

Course:

+ Add Course(s)

Learner:

+ Add Learner(s)

# 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](mailto:LPOD@co.pg.md.us)