



Prince George's County Government NEOGOV Learn Instruction Guide

How to Enroll Learners in Courses in NEOGOV Learn



Instruction Guide Topics

This instruction guide will show you how to:

1. Login to the LMS
2. Access the NEOGOV Learn portal for an HR User
3. How to Enroll Learners in Courses
4. How to Bulk Enroll Learners from the Learners List

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

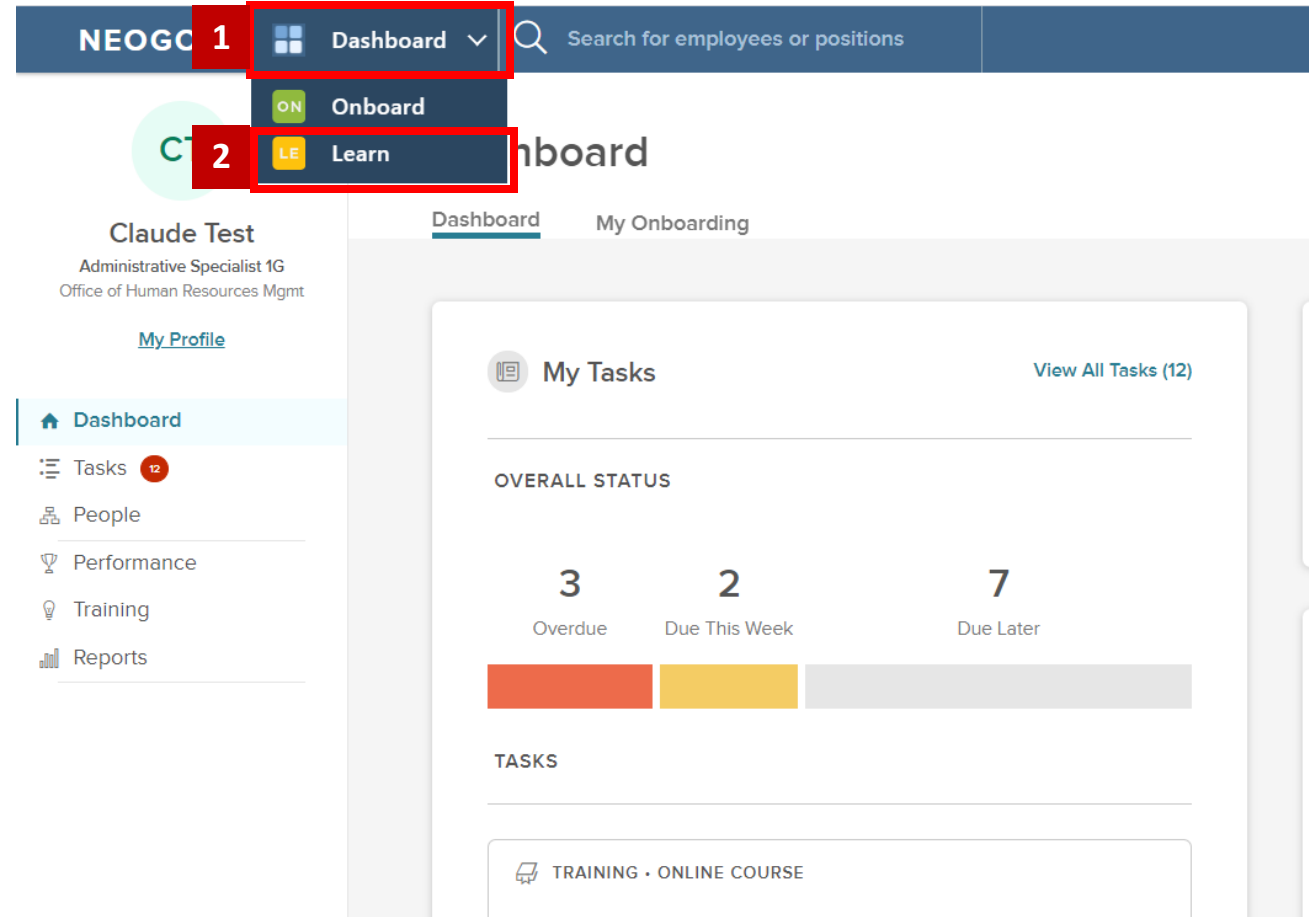
Sign in

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

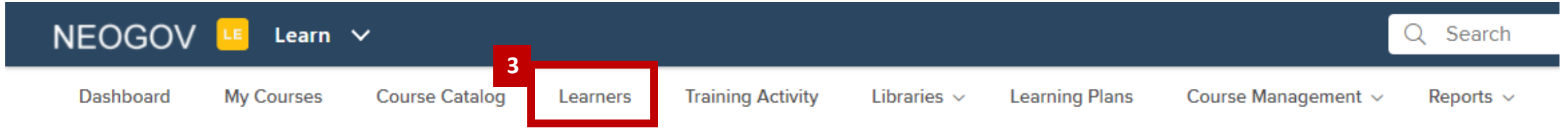
STEP 2 | To Access NEOGOV Learn Portal

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.



STEP 2 (continued) | To Access NEOGOV Learn Portal



3. From the Navigation bar, click **Learners**.

- a. The Learners List provides HR Users a full list of all Learners in their Agency and HR Users can enroll Learners into online courses from the Learner List.

3a Learners List

6 record(s) are selected.

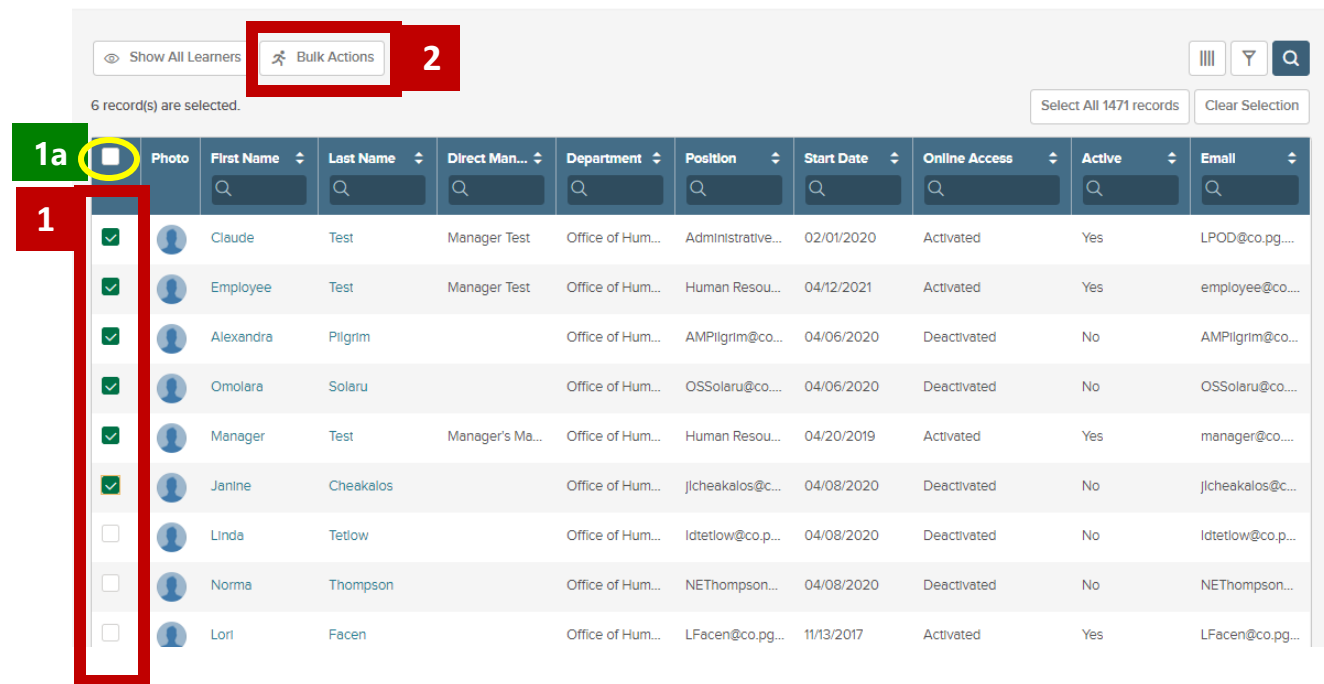
<input type="checkbox"/>	Photo	First Name	Last Name	Direct Man...	Department	Position	Start Date	Online Access	Active	Email
<input checked="" type="checkbox"/>		Claude	Test	Manager Test	Office of Hum...	Administrative...	02/01/2020	Activated	Yes	LPOD@co.pg...
<input checked="" type="checkbox"/>		Employee	Test	Manager Test	Office of Hum...	Human Resou...	04/12/2021	Activated	Yes	employee@co...
<input checked="" type="checkbox"/>		Alexandra	Pilgrim		Office of Hum...	AMPilgrim@co...	04/06/2020	Deactivated	No	AMPilgrim@co...
<input checked="" type="checkbox"/>		Omolara	Solaru		Office of Hum...	OSSolaru@co...	04/06/2020	Deactivated	No	OSSolaru@co...
<input checked="" type="checkbox"/>		Manager	Test	Manager's Ma...	Office of Hum...	Human Resou...	04/20/2019	Activated	Yes	manager@co...
<input checked="" type="checkbox"/>		Janine	Cheakalos		Office of Hum...	jlcheakalos@c...	04/08/2020	Deactivated	No	jlcheakalos@c...
<input type="checkbox"/>		Linda	Tetlow		Office of Hum...	ldtetlow@co.p...	04/08/2020	Deactivated	No	ldtetlow@co.p...
<input type="checkbox"/>		Norma	Thompson		Office of Hum...	NEThompson...	04/08/2020	Deactivated	No	NEThompson...
<input type="checkbox"/>		Lori	Facen		Office of Hum...	LFacen@co.pg...	11/13/2017	Activated	Yes	LFacen@co.pg...

STEP 3 | Bulk Enroll Learners in Courses










To Bulk enroll in courses from the Learners List:

- Using the boxes select the Learner(s) you would like to enroll in the box.
 - If you are looking to enroll **all learners** in your agency, click **the box located in the table**.
- Once Learners are selected, click Bulk Actions.

Learners List



6 record(s) are selected.

	Photo	First Name	Last Name	Direct Man...	Department	Position	Start Date	Online Access	Active	Email
<input checked="" type="checkbox"/>		Claude	Test	Manager Test	Office of Hum...	Administrative...	02/01/2020	Activated	Yes	LPOD@co.pg...
<input checked="" type="checkbox"/>		Employee	Test	Manager Test	Office of Hum...	Human Resou...	04/12/2021	Activated	Yes	employee@co...
<input checked="" type="checkbox"/>		Alexandra	Pilgrim		Office of Hum...	AMPilgrim@co...	04/06/2020	Deactivated	No	AMPilgrim@co...
<input checked="" type="checkbox"/>		Omolara	Solaru		Office of Hum...	OSSolaru@co...	04/06/2020	Deactivated	No	OSSolaru@co...
<input checked="" type="checkbox"/>		Manager	Test	Manager's Ma...	Office of Hum...	Human Resou...	04/20/2019	Activated	Yes	manager@co...
<input checked="" type="checkbox"/>		Janine	Cheakalos		Office of Hum...	jlcheakalos@c...	04/08/2020	Deactivated	No	jlcheakalos@c...
<input type="checkbox"/>		Linda	Tetlow		Office of Hum...	ldtetlow@co.p...	04/08/2020	Deactivated	No	ldtetlow@co.p...
<input type="checkbox"/>		Norma	Thompson		Office of Hum...	NEThompson...	04/08/2020	Deactivated	No	NEThompson...
<input type="checkbox"/>		Lori	Facen		Office of Hum...	LFacen@co.pg...	11/13/2017	Activated	Yes	LFacen@co.pg...

STEP 3 (continued) | Bulk Enroll Learners in Courses

3. An **Actions** menu will appear on the side.
4. Click **Enroll in a course**.
5. Another menu will appear, listing all the courses the HR User can enroll Learners in. Select a course by clicking the course card.
6. Click **Enroll** to enroll the multiple Learners into the course.

The screenshot illustrates the process of bulk enrolling learners in courses. It is divided into two main sections:

- Top Section (Actions Menu):** Shows a sidebar menu with 'Actions' highlighted. A red box labeled '3' points to the 'Actions' header. A red box labeled '4' points to the 'Enroll in a course' option, which is circled in green. Other options include 'Enroll by Association', 'Export to PDF', and 'Export to CSV'. A 'Done' button is visible in the top right corner.
- Bottom Section (Courses Selection):** Shows a 'BULK ENROLL TO A COURSE' screen with the title 'Courses'. A red box labeled '5' points to the top of this section. It features a search bar and a list of course cards. A red box labeled '6' points to the 'Enroll' button on the right side of the screen. The course cards include:
 - HEALTH & SAFETY: A COVID-19 Response: Returning to Work (00H 10M, PRE-BUILT ONLINE)
 - BUSINESS SKILLS: A Guide for Healthy Communications (01H 20M, PRE-BUILT ONLINE)
 - EMPLOYEE PERFORMANCE MANAGEM...: Agency HRL Performance Manage... (00H 30M, PRE-BUILT ONLINE)
 - BUSINESS SKILLS: Assertive Communication Skills:... (00H 17M, PRE-BUILT ONLINE)

STEP 3 (continued) | Enroll Learners in Courses

To Enroll your Direct reports in Online Courses:

7. Another menu will pop out to advise that the request or bulk action (if selecting multiple courses) may take some time and will provide a link to check the status of the submission.
8. Once Action is completed. The bar will show 100% and the notification will reflect the action was completed.
9. A table with also show, listing all the courses learners in the bulk action were enrolled in

7

This bulk action may take some time

0%

Need to go? You can always find this screen by visiting this link:
<https://learn.neogov.com/admin/bulk-operation/82168b27-02dc-4dc8-8118-1ba47bf70c55>

Total	Success	Fail
3	0	0

8

Your Bulk Action Is Done!

100%

Need to go? You can always find this screen by visiting this link:
<https://learn.neogov.com/admin/bulk-operation/6620f668-97be-4ecb-bb0f-e998abf20d08>

Total	Success	Fail
2	0	2

9

Employee Name	Course Name	Due date	Result
Claude Test	Assertive Communication Skills: Module 1 -- Three ...		Failed (User is already enrolled In course)
Employee Test	Assertive Communication Skills: Module 1 -- Three ...		Failed (User is already enrolled In course)

<< < 1 > >> 10 Items per page Showing 1 - 2 of 2 Items 10

STEP 4 | Enroll Learners in Classroom (Instructor-Led) Courses from the Calendar

Managers can also enroll direct reports in Instructor-led Courses via the Calendar.

1. Click the Calendar icon. All available courses to enroll in are displayed in Orange.
2. Click on any time and title of an orange class to open its course Details page to view classes and enroll in the course.

The screenshot shows the top navigation bar of a learning management system. It includes a search bar, a mail icon, a user profile for 'Manager Test', and a 'Calendar' icon highlighted with a red box and the number '1'. Below the navigation bar, the main content area displays a calendar for May 2021. On the left, there is a 'CALENDARS' sidebar with checkboxes for 'Classroom catalog' (checked), 'My courses', 'Classroom', and 'Online'. The calendar grid shows dates from Sun 25 to Sat 1. A red box with the number '2' highlights a pop-up window for the date '13', which contains the text '8:00 am Developing...'. A red arrow points from this pop-up to the '13' date cell in the calendar grid, which also shows a small orange dot and the text '8:00 am Class'.

STEP 4 (continued) | Enroll Learners in Instructor-Led Courses from the Calendar

HR Users can also enroll in Classroom (*Instructor-led*) courses via the Calendar.

3. Click **Enroll Others**.
4. A box will appear listing the learners to add to the instructor led class.
5. The HR User will select the Learner(s) to add to the class by **checking the box next to the name**,
6. Click **Enroll Employees**.

The screenshot displays the 'Classroom Test-1' interface. At the top, there is a 'Back to Classroom Test' link and an 'Enroll' button. Below this is the 'Roster' section, which includes tabs for 'All', 'Enrolled', 'Pending', and 'Waitlist'. A 'Print Roster' button and an 'Enroll Others' button (circled in green) are located in the top right of the roster area. A modal window titled 'Employee' is open, showing a table of employees with checkboxes next to their names. The 'Enroll Employees' button at the bottom of the modal is highlighted in red.

	First Name	Last Name	Position
<input type="checkbox"/>	Employee	Test	Human Resources Analyst 2G
<input type="checkbox"/>	Manager	Test	Human Resources Analyst 4G

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