



Prince George's County Government NEOGOV Learn Instruction Guide

FY 2024 Annual Compliance Education Training

How to Track and Generate Learning Plan Activity Reports



Instruction Guide Topics

This instruction guide will show you how to:

- Login to the LMS
- Navigate to the Learn Portal to Access HR User Navigation Bar
- View and Run Learning Plans Activity Report for your Agency for the FY 2024 (ACE) Training

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.



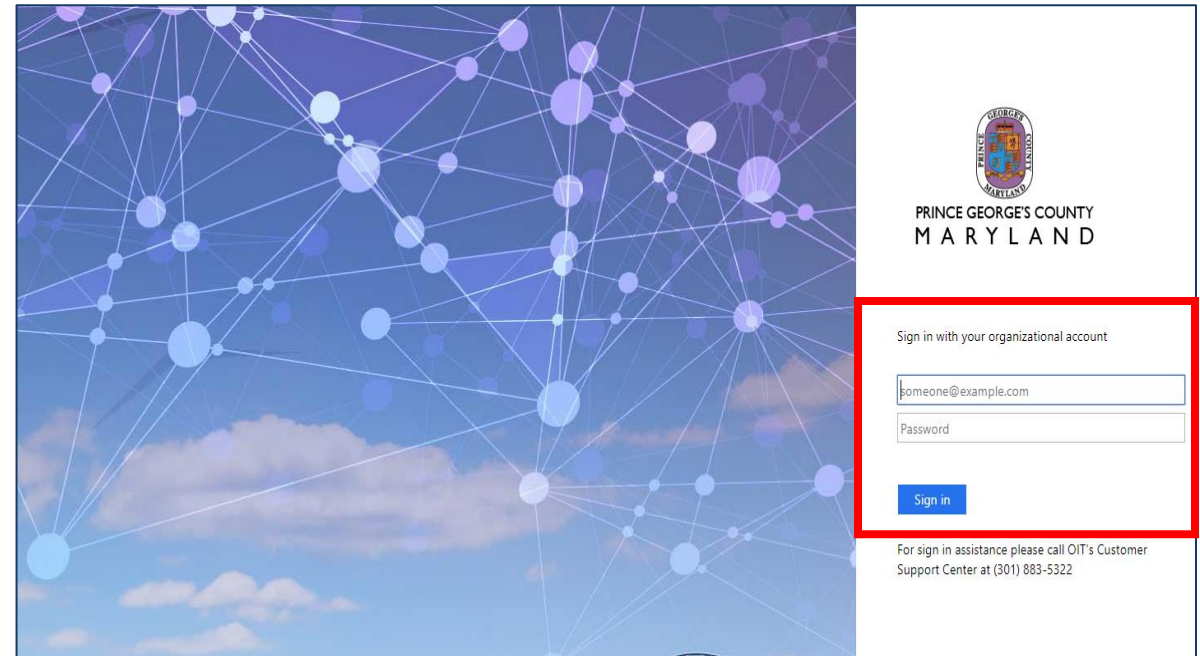
Prince George's County Learning Management System (LMS)
(Employee-Only Access)

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 user is identified as Claude Test, Administrative Specialist 1G, Office of Human Resources Mgmt. The navigation menu on the left includes Dashboard, Tasks (12), People, Performance, Training, and Reports. The main content area shows a 'My Tasks' section with an overall status bar indicating 3 Overdue, 2 Due This Week, and 7 Due Later tasks. A 'TRAINING · ONLINE COURSE' section is visible at the bottom. The right sidebar contains 'People' information (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 Learning Plan Training Activity reports for their Agency's when selecting the Learning Plans Activity tab.

Training Activity

Courses Learning Plans

3a

PRINCE GEORGE'S COUNTY GOVERNMENT
Course Activity

Category	Count	Percentage
Not Started	15	88%
In Progress	2	12%
Not Completed	0	0%
Pending Enrollment	0	0%
Completed	0	0%

OVERDUE COURSE ENROLLMENT METRICS

3 Total Overdue

Overdue Not Started: 2
Overdue In Progress: 1

Filters

Due Date Range: All Time

Department: All

Position: All

Course: All

Learner: All

	First Name	Last Name	Employee ...	Position	Department	Course Name	Course Code	Enrollment...	Due Da
training-activity	Test		00000	Administrative S	Office of Human	A COVID-19 Res	RW02	01/30/2021	03/31/21

STEP 3 | View and Generate Report for Learning Plans Based on Learning Plans

To view and generate a Learning Plan Report for a specific **Learning Plans**:

1. From the **Training Activity** menu Navigate to the **Filters** section on the screen and select your **Learning Plan**.
2. On the **Learning Plan** section, click the + sign to see the dropdown menu, listing all Learning Plans and select specific Learning Plan.

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

The screenshot shows the 'Training Activity' report interface. At the top, the 'Course' filter is set to 'Learning Plans', which is circled in green. The main content area is divided into two sections: 'Learning Plan Activity Based on Status' and 'Overdue'. The 'Learning Plan Activity Based on Status' section features a pie chart showing 'In Progress 1 (33%)' and 'Not Started 2 (67%)'. The 'Overdue' section is partially visible. A red box highlights the 'Learning Plan' filter section, which includes a dropdown menu currently set to 'Annual Complian...', an 'Add Learning Plan(s)' button, and similar sections for 'Learner' and 'Employee Group(s)'. To the right, the 'Filters' sidebar is visible, with a red '1' next to the 'Filters' header and a red '2' next to the 'Learning Plan' filter, which is also circled in green. Below the filters is a table with columns for 'First Name', 'Last Name', 'Position', 'Department', and 'Course'. The table contains three rows of data for a user named 'Claude Test'. The first row shows 'TEST - Business ...' with '0%' completion and 'Not Started' status. The second row shows 'TEST' with '0%' completion and 'In Progress' status. The third row shows 'Employee Perfor...' with '0%' completion and 'Not Started' status. At the bottom of the table, it says 'Showing 1 - 3 of 3 items'.

STEP 3 (continue) | View and Generate Report for Learning Plans Based on Learning Plans

3. The bar above the table permits the HR User to set parameters of the information to capture in the report.
4. Select the appropriate Department to narrow down the data.
5. 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.
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.

The screenshot shows the NEOGOV LE Learning Plans interface. At the top, there is a navigation bar with 'NEOGO V LE Learn' and a dropdown menu. Below this is a secondary navigation bar with 'Dashboard', 'My Courses', 'Course Catalog', 'Learners', 'Training Activity', 'Libraries', 'Learning Plans', and 'Course M'. The main content area is divided into several sections: 'Learning Plan Activity Based on Status' with a pie chart showing 'In Progress 1 (33%)' and 'Not Started 2 (67%)'; 'Overdue Metrics' with a gauge showing 'Total Overdue Department 1'; and a 'Department' filter dropdown with 'All' selected and '+ Add Department(s)' circled in green. Below these is a table with columns: 'First Name', 'Last Name', 'Position', 'Department', 'Learning Plan', 'Progress', and 'Status'. The table has three rows of data, each with a green checkmark in the first column. A red box highlights the table header bar, with callout 3 pointing to the 'All' checkbox. A red box highlights the 'Bulk Actions' button, with callout 6 pointing to it. A red box highlights the 'Actions' menu on the right side of the screen, with callout 7 pointing to it. The 'Actions' menu includes 'Export to PDF', 'Export to CSV', and 'Export to Excel'. A red box highlights the '+ Add Department(s)' button in the department filter, with callout 4 pointing to it. A red box highlights the 'All' checkbox in the table header, with callout 5 pointing to it.

<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

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