

# State Fund's Online Safety University<sup>™</sup> Administrator Guide



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#### Before you get started

• To sign up, scan this QR code or go to <u>www.SafeAtWorkCA.com</u>.



- When Users/Learners receive their activation email it will come from donotreply@neogov.com.
- The Subject of the email will read "Activate Your User Account"
- If you cannot locate your activation email in your inbox, please check your spam or junk mail folders.
- Recommended Browsers: Google Chrome, Internet Explorer, and Microsoft Edge.
- If your organization has restricted internet access to specific IP addresses or blocks spoofed emails except from specific IP addresses, then update your firewalls to allow information to and from the IP addresses below:
  - o IP network address 162.246.160.0
  - o Subnet 255.255.252.0 or /22
  - o Broadcast address 162.246.160.0
  - o IP address range 162.246.160.1 162.246.163.254
- State Fund's Online Safety University<sup>sM</sup> is not an accredited university and does not offer college credit, degrees or certifications. Neogov, an entity separate from State Fund, provides the platform. When you access Neogov, you are subject to their terms of service and privacy policy.

#### **Definitions:**

- Administrator: The Administrator is the person or persons assigned to create Learner profiles and assign courses. The Administrator can be the owner of the company, safety personnel, Human Resources staff, or a Supervisor or Manager
- Learn is the term used for the Online Safety University<sup>™</sup> Platform
- Learner/User: is any employee with a learner profile that has the ability to enroll in and complete courses. Users will also include Managers who may not want to take courses, but will be required to have a profiles set up in Learn in order to assign courses to their direct reports.

#### **Add Learner**

**Dashboard**: The Dashboard is your landing page upon login and has a lot of your course information at a glance.

#### Adding Learners

• Choose the Learners tab

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Dashboard My Courses Cou	urse Catalog Learners	ining Activity Libraries $\checkmark$	Learning Plans	Course Management $ \smallsetminus $	Administrative $\checkmark$ Reports $\checkmark$
Dashboard					
METRICS					COURSE PROGRESS
		ரி	Θ	G	44%
Approval Tasks	Iotal Courses	In Progress	Not Started	Overdue	Complete
0	5	5	0	0	

• Select + Add a Learner

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Dashboard My Courses Course Catalog Learners Training Activity Libraries V Learning Plans Course Management V Administrative V Report	ts ~	
Learners List		+ Add a Learner
Show All Learners		<b>X</b>
Photo First Na \$ Last Na \$ Direct \$ Depart \$ Position \$ Start Da \$ Online Access \$ Active \$	Email	Actions

#### **Add Learner**

- Fill out all required fields marked with asterisks \*
- Employee Number can be a combination of the learners first and last name
- You can use the default positions or you can create your own
- Create a new position by selecting add new

Add Employee			
Upload photo			
Employee Info			
First Name*	Middle Name	Last Name*	
Enter text	Enter text	Enter text	
Employee Number*			
Enter text			
Position *	•		
Direct Manager		Additional Manager(	3
Select	~	Select	-1
		L	

#### Add Learner

- Position start date can be today's date
- Each employee will need a unique email address
- Click Save

Hire Date Position Start Date*   Select Date Select Date   Separation Date Separation Date Select Date    Select Date   Select Date FIF     Select Date ID0   Contact Info   Contract Info   Contract Info   Country   Search or browse     Address 2   Enter text   City   State/Province   State/Province   State Province   City   State Province   Enter text   Phone   Enter text   Conline Access User Account   City and Account Activation Email						Hire Info
Select Date   Select Date   Select Date   FIE'   Select Date   FIE'   Select Date   Contact Info   Contact Info   Contact Info   Controvse   Address 1   Address 1   Enter text   City State/Province ZipPostal   Enter text   Phone   Enter text   Conline Access User Account   Online Access User Account   Search activation Email			Position Start Date*			Hire Date
Separation Date FTE*   Select Date iiii   Contact Info   Contry   Search or browse   Address 1 Address 2 Enter text Enter t			Select Date	Ť.		Select Date
Select Date ID0     Contact Info     Contry   Search or browse     Address 1   Enter text     Address 2   Enter text     City   State/Province   Zip/Postal   Enter text     Phone   Enter text     Phone   Enter text     City   State/Province   Search or browse     Enter text     Search or browse     Diline Access User Account     Search Activation Email			FTE*			Separation Date
Contact Info Country Search or browse Address 1 Enter text City State/Province Enter text City Search or browse Enter text Enter text City Search or browse Enter text City City State/Province Enter text City City State/Province Enter text City City City City City City City Cit			1.00			Select Date
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Search or browse       Address 2         Enter text       Enter text         City       State/Province         Enter text       Search or browse         Phone       Email*         Enter text       Enter text         Online Access User Account       Enter text         Search Activation Email       Search or browse						Country
Address 1     Address 2       Enter text     Enter text       City     State/Province     Zip/Postal       Enter text     Search or browse     Enter text       Phone     Email*       Enter text     Enter text						Search or browse
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Phone     Email*       Enter text     Enter text       Online Access User Account       Send Account Activation Email			Enter text		Search or browse	Enter text
Enter text Enter text Online Access User Account Send Account Activation Email			Email*			Phone
Online Access User Account			Enter text			Enter text
Online Access User Account			L			
Online Access User Account						
Send Account Activation Email						Online Access User Account
						Send Account Activation Email
Cance	Save	Cance				

## **Assigning Courses**

**Learners tab:** The Learners tab can be found at the top of your screen, between Course Catalog and Training Activity. Courses can only be assigned to learners that have been added to Online Safety University<sup>SM</sup>.

#### Assigning courses to selected employee(s)

- Check the box next to their name
- Bulk actions

STATE       Learn ~         ashboard       My Courses       Course Catalog       Learners       Training Activity       Libraries~ Learning Plans       Course Management~ Admir	nistrative~ Rep	Flatt orts~ 🗮 Ca
shboard My Courses Course Catalog Learners Training Activity Libraries - Learning Plans Course Management - Admir	nistrative~ Rep	orts~ 🗰 Ca
Learners List		+ Add a Learner
Show All Learners	All 231 records	Clear Selection
Photo       First+       Last+       Dire+       Dep+       Posl+       Start+       Online Access       Active +         Q	Email 🗘 Ac	tions
Am 10 Blank Blank 12/09/2 Activated Yes	🖉	-
Mai it Safety Loss Pr 03/17/2 Activated Yes	out 🖉	

#### Assigning courses to all learners

- Mark the box that is near the top left
- Select all records
- Bulk actions

Jane	10010110	,										
	😐 Lear	n v										1 🚺 🐘
ashboard	My Course	s Course (	Catalog Le	earners Tra	ining Activity	Libraries 🗸	Learning Plan	s Course Mar	nagement 🗸	Administra	tive 🗸	Reports ~
L	earne	rs List										+ Add a Learne
20	Show All Le record(s) are s	earners ス elected.	Bulk Actions	]						Select /	All 231 reco	IIII <b>Y</b>
	Photo	First Na 🕈	Last Na 🕈	Direct 🕈	Depart 🕈	Position ÷	Start Da 🕈	Online Access	+ Active	<b>+</b> Ет	all 🗘	Actions
		Ar	no		Blank_Dep	Blank_Posi	12/09/2019	Activated	Yes	-	@sc	2
		M	ut		Safety & H	Loss Preve	03/17/2020	Activated	Yes		⊉scif	_
		oL	nella		Safety & H	Area Mana	01/01/2020	Activated	Yes		i@sc	_

## **Assigning Courses**

• Enroll in a course

Dashboard	My Cours	Learn N	Catalog L	earners Tr	aining Activi	ty Librarie	s∽ Learning	Plans	Actions	one
	arne	rs I is	+						Enroll in a course	
	une								Enroll by Association	
۲	Show All Le	earners	🕇 Bulk Actio	ons					Export to PDF	
231	record(s) are	selected.							Export to CSV	
¥								Onlin Q	Export to Excel	
		Arr	omo		Blank	Blank	12/09/2	Active		
	•	Ma	out		Safety	Loss Pr	03/17/2	Activ		
		loſ	anella		Safety	Area M	01/01/2	Active		

• Find and choose a title among the cards and click enroll



## **Assigning Courses**

• You have completed assigning this course



By assigning courses through the learners tab, the system automatically assigns a due date. If you would like to assign courses with a custom due date, or find other ways to assign courses, please visit our Admin Guide or view our <u>FAQs</u>.

**Users**: In this section, you will learn where to edit learner information, send password resets and deactivate users.

• Each Action icon has a different function

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oard M	y Courses	Course Cata	log Learner	s Training	Activity Lib	rarles∨ Learning Pians	Course Mana	agement~ A	dministrative~ Reports>
Use	rs								
Sho	ow All Users	දී Bulk	Actions						<b>III Y Q</b>
	User 🔺	Empl 🗘	First 🗘	Last 🕈 Q	Dера \$ Q	Account Status 🗘	Secur ≎	Is Inst 🕈	Actions
		-	-			Activated	Employee	No	∠ % ₽ O
						Send Activation Email	Employee	No	2 %
						Activated	Employee	No	∠ ≈ ₽ ψ
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Marketing Send Activation Email Employee No 🖉 😓	Usern 🔺	Emplo ≎	First N \$	Last N 🗘	Depar 🕈	Account Status 🗘	Securi \$	Is Instr \$	Actions
		-			Marketing	Send Activation Email	Employee	No	∠ %

**Departments**: In this section, you will learn how to create, edit, and delete a department. Departments are not mandatory but can help with tracking learner's progress.

• To create a department select the + Create option

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ashboa	rd My Courses Course	e Catalog Learners Training Act	vity Libraries ~ Learning	g Plans Course Management ~	Administrative $\checkmark$ Reports $\sim$	📰 Calendar
Do	partmonte					
De	partments					
+ c	reate 💿 Default	ネ Bulk Actions				
	Department Code	Department Name	Department Head	≎ Insight	Perform, Onboard, Learn \$	Actions
	Q	٩	٩	٩	٩	
	BD	Blank_Department	Not Specified	Inactive	Active	∠±
	<u>SHS</u>	Safety & Health and Loss Prevention	Not Specified	Active	Active	<b>Z</b> İ
	MKTG	Marketing	Not Specified	Active	Active	<u>/</u> 1
	UW	Underwriting	Not Specified	Active	Active	<u>_</u> 1
	Claims	Claims	Not Specified	Active	Active	<b>∠</b> 1

• Department code and department name are mandatory fields, the rest is optional. Once you have filled in the necessary information, click save.

Department Code*	Department Name*	
SAH	Safety and Health	
Country		
Search or browse		
Address 1	Address 2	
Enter text	Enter text	
City	State/Province	
Enter text	Search or browse	
Zip/Postal		
Enter text		
Phone 1	Phone 2	
Enter text	Enter text	
Website URL		
https://example.com/		
Logo		
Choose File		
Activate Department in		
Onboard/eForms/Perform/Learn		
Save		

#### Settings:

In this section you can upload your company's logo, set up custom notifications, reminders, and print certificates of course completion.

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Dashboard My Courses Course Catalog	Learners Training Activity	Libraries ~	Learning Plans	Course Management ~	Administrative $\vee$	Reports ~	Ē	Calendar
Settings								Â
General							_	
Notifications	General						Save	
Courses	Address 1*							
Learning Plans								
Certificate	Address 2							
Featured Courses	Enter text							
	Country*		City*					
	US		~					
	State/Province*		Zip/F	Postal Code*				
	California		~					
								-

## **Training Activity**

#### Reports:

The primary function of the Training Activity tab is to track learner's progress and to create training reports.

- You can filter the training activity by course or learner using the options on the right
- If you want to change the data columns displayed on your summary or report, press the icon with 4 vertical lines in the middle of your screen

Learn V		Nick Fatov V
hboard My Courses	Course Catalog Learners Training Activity Libraries v Learning Plans Course Management v Administrative v Reports v	Calendar
	Training Activity for your Agency -	
	Courses Learning Plans	
	STATE COMPENSATION INSURANCE FUND OVERDUE COURSE ENROLLMENT METRICS Course Activity	Filters ©Reset filters
		Due Date Range
	In Progress In Progress 1 (0%)	All Time ~
	Completed 116 (12%) Pending Enrollmer Total Overdue	Department
	Pending Enrollment	All
	Not Started	+ Add Department(s)
	210 (23%) 🖂 ال	Position
	Completed Started Progress	All
	<sup>603 (65%)</sup> 148 95	+ Add Position(s)
		Course
		Ali
	⊕ Default	+ Add Course(s)
	First Name 🗧 Last Name 🗧 Employee 🗧 Position 🔅 Department 🗧 Course Name 🗧 Course Code 🗧 Enrollment 🗧 Due Da	Learner
		All
	nent Pre HU94 01/09/2020 03/09/2	+ Add Learner(5)

## **Training Activity**

**Columns and Exporting**: Choose what specific information you would like on your report, and what format you would like to receive the report.

- A window will pop out on the right
- Click in the circles to add or take away topics
- Choose done

Co	Diumns Select All Deselect All Done
	Search here
	SELECTED
	Sirst Name
::	S Last Name
::	O Department
::	Ourse Name
::	Course Code
	OPTIONS
X	Employee Number
	O Position
	O Enrollment Date
	O Due Date

- Select the user(s) you want
- Click bulk action
- A side menu will open for you to choose how you want to export your report, PDF, CSV or Excel

	STATE FUND	💶 Learn 🗸								
D	ashboard	My Courses Course (	Catalog Learners	Training	g Activity Libraries 🗸	Lea	arning Plans Course	e Manag	jement v Administrat	ive ~
	💿 Defa	ult 🕅 🛪 Bulk Actions	]							Q
	1 record(s)	are selected.					Select	All 930	) records Clear Selec	tion
		First Name 🗘	Last Name	¢	Department	¢	Course Name	¢	Course Code	¢
$\mathbf{N}$		Q	Q		Q		Q		Q	
		Jennifer			Blank_Department Haras		Harassment Prevent	Harassment Prevention f		
		Jennifer			Blank_Department		Harassment Prevention f		HU96	

#### **Pop-up Blocker**

**Allowing Pop-Ups:** When you launch your very first course in Learn, you may have to change the pop-up blocker setting on your browser.

• If you see the pop-up blocker icon appear in the URL box, right click on it

State Fund's Online Safety Un X	11 My Courses	× My Courses	× S COVID-1	9: A Pandemic Respo	× +	~	-	×
	.com/engine/defaultu	ui/player/modern.html?configuration=	6462&preventRightClick=	False&cc=en-US&i	eCompatib	F 🖻	☆	:
WorkSite 🚯 SharePoint Home	Neogov-OSU B	Neogove Test Site H SF Back Office	s&H Project Portfolio	SF SAWCA OSU	📰 Data Aggr	egator		>>
		Denum P	leaked					
		Рорир В	locked					
We attem	pted to launch you	Popup B r course in a new window, but a p popup blockers	locked	nting it from open	ing. Please	disable		
We attem	pted to launch you	Popup B r course in a new window, but a p popup blockers Launch C	locked popup blocker is preven for this site.	nting it from oper	ing. Please	disable		

- Switch the setting to always allow and click done
- You should then be able to Launch Course

