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CSU Learn Instructor Access Activities

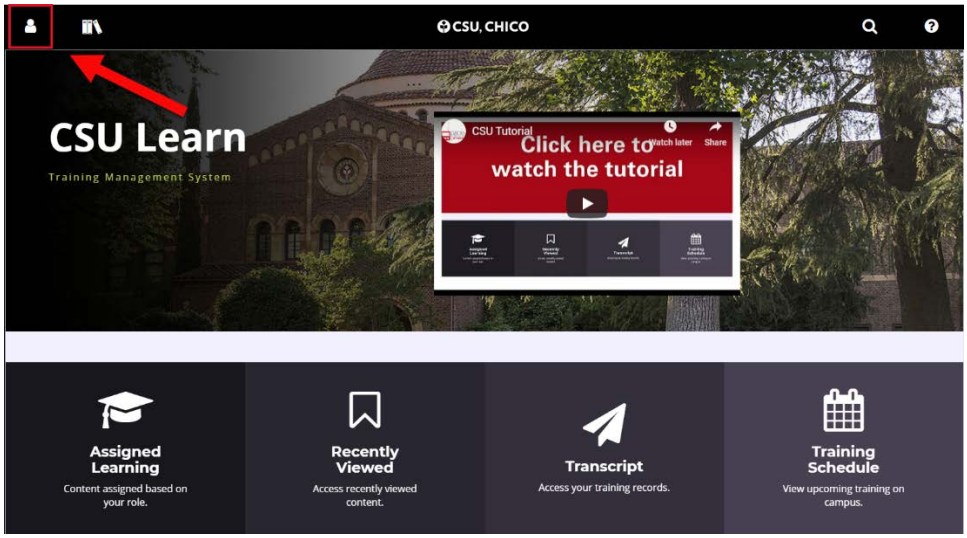
This document will detail the different processes that we, as instructors of courses, can perform.

Log in to the CSU Learn system. You will use campus credentials and DUO Authentication.

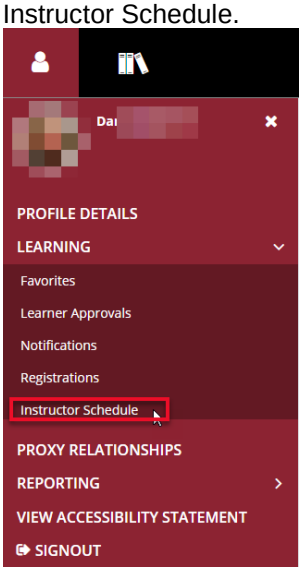
Recording Attendance / Printing Sign-in Sheet / Adding Employees

Navigate to the Activity Roster of your Session:

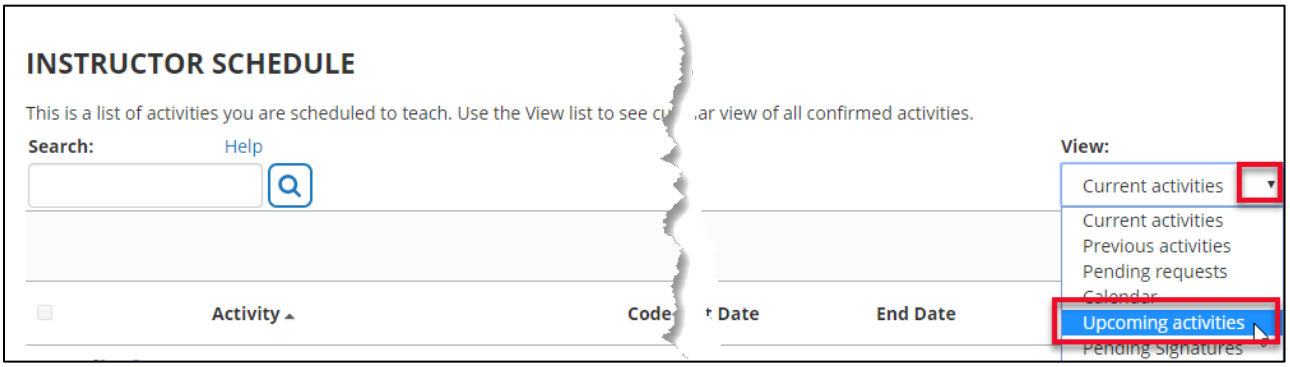
1. From the Dashboard/homepage of CSU Learn click the Person Icon in the top left corner.



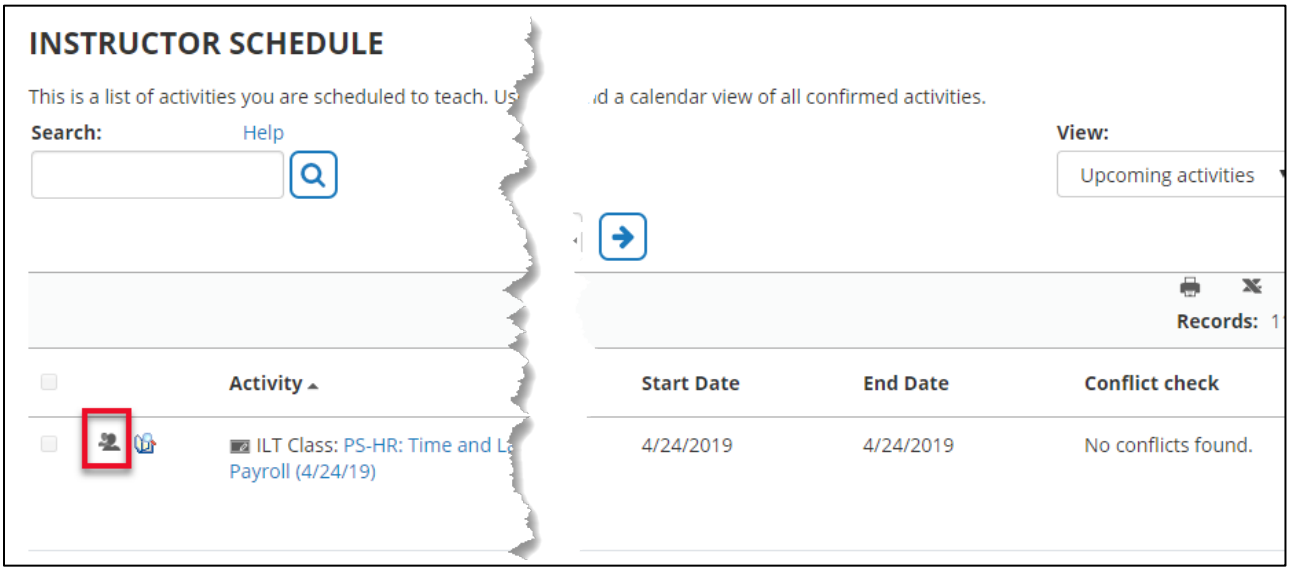
2. Then select the Learning choice, then Instructor Schedule.



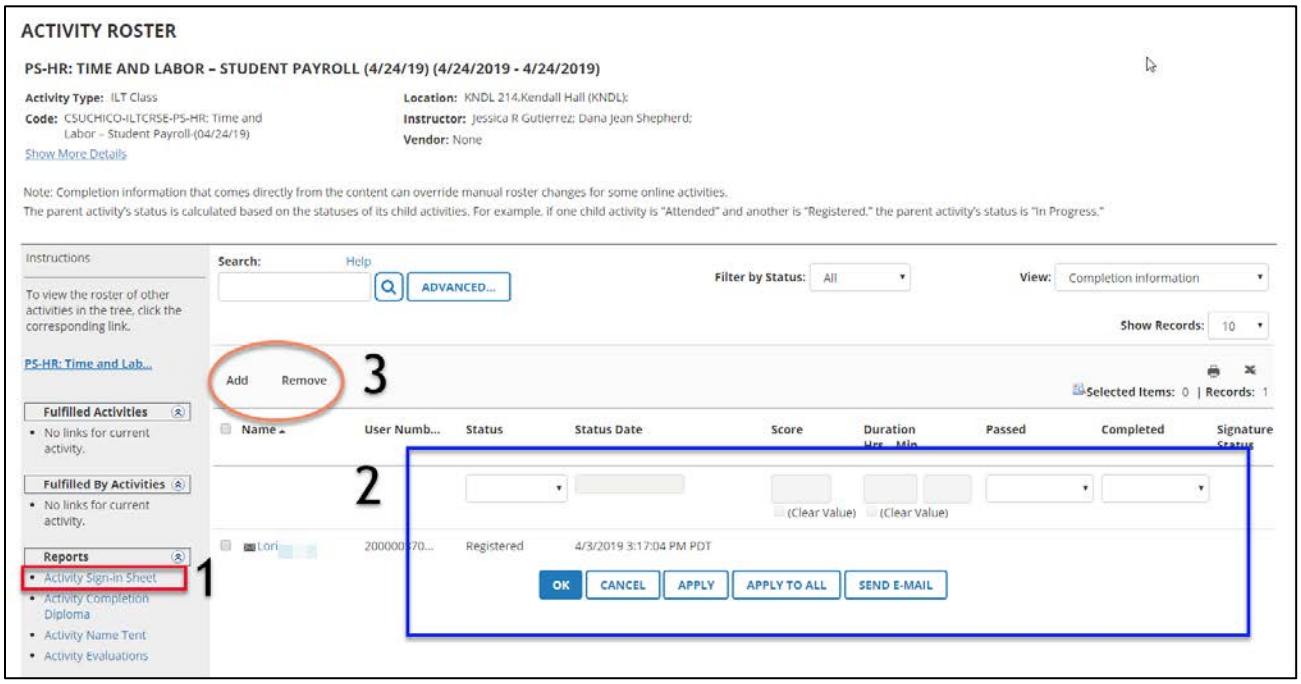
3. Use the View box to choose Upcoming activities or Previous Activities.



4. Once the screen has refreshed, you can navigate to find the session that you need to add an employee to using the scroll bar on the right. When you find the session in question, click on the person icon to the left of the session.

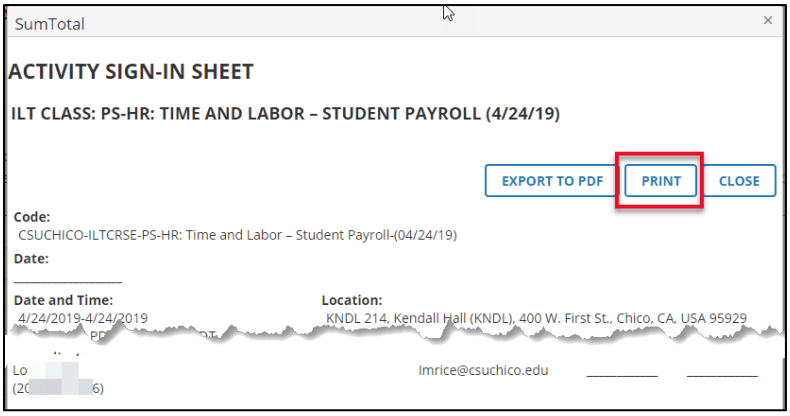


This will bring you to the Activity Roster. Numbered items in screenshot have instructions to follow.



1. Print Activity Sign-In Sheet

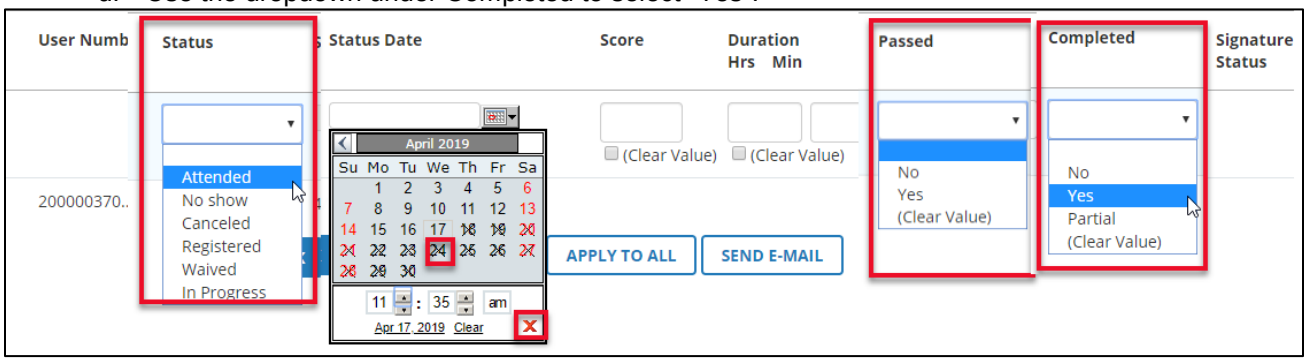
a. Use the link, in the left navigation menu, under Reports to Activity Sign-in Sheet then click the print button.



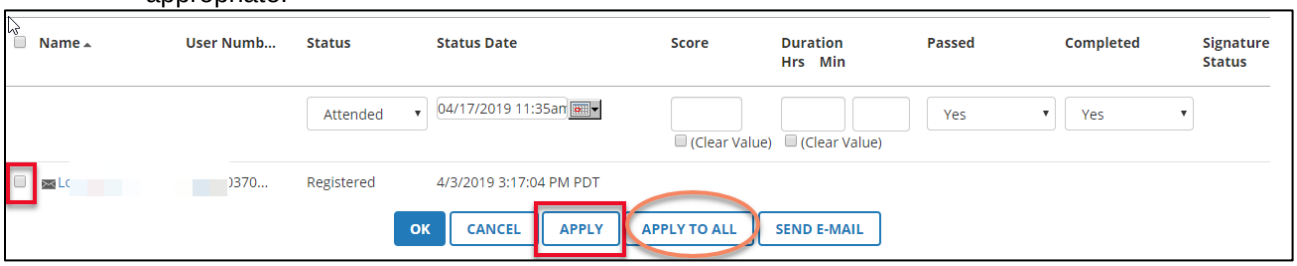
b. Your computers Print dialog box will appear, choose the appropriate printer and click Print.
c. You can then click the Close button on the Activity Sign-in Sheet.

2. Complete Attendance

a. Use the dropdown box under Status to select the activity you are completing.
   i. Items you can select are: Attended, No Show, Canceled, Registered, Waived, In Progress
b. Use the calendar to select the Status Date and click the X to close the calendar.
c. Use the dropdown under Passed to select "Yes".
d. Use the dropdown under Completed to select "Yes".

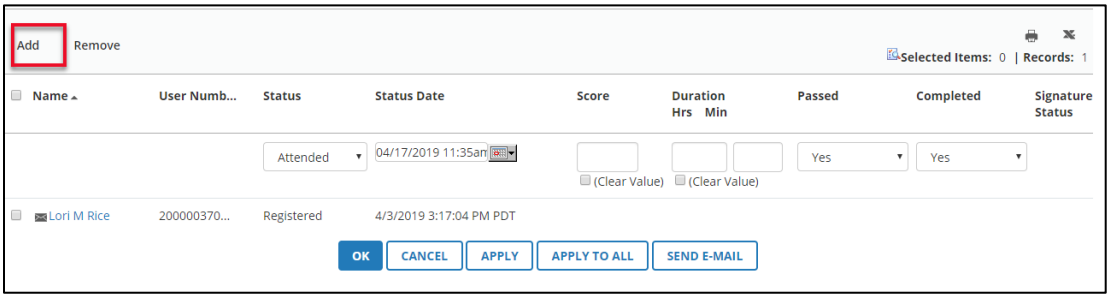


e. Then you can check the box next to the individual names that you want the selected detail to be applied to and click Apply (red boxes below) or you can choose the Apply to All button if that is appropriate.

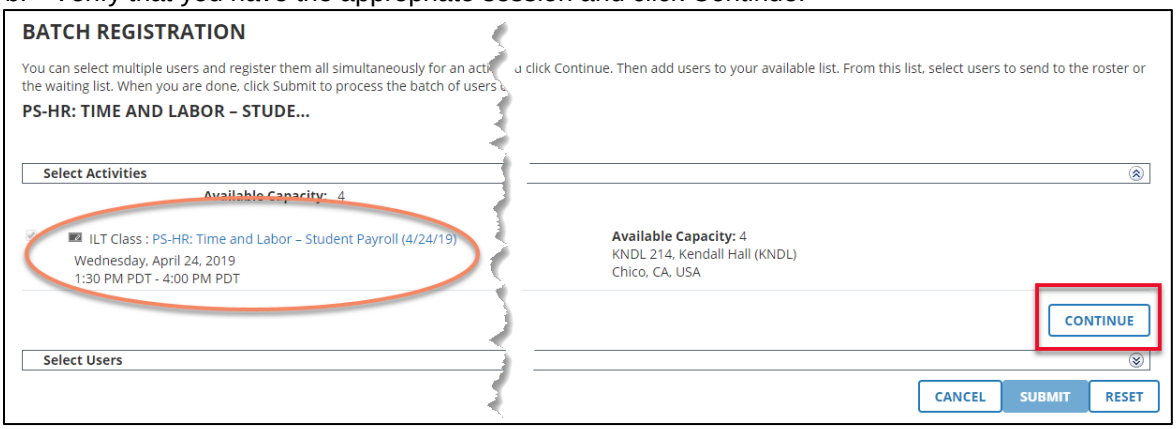


3. Add an Employee to the Session

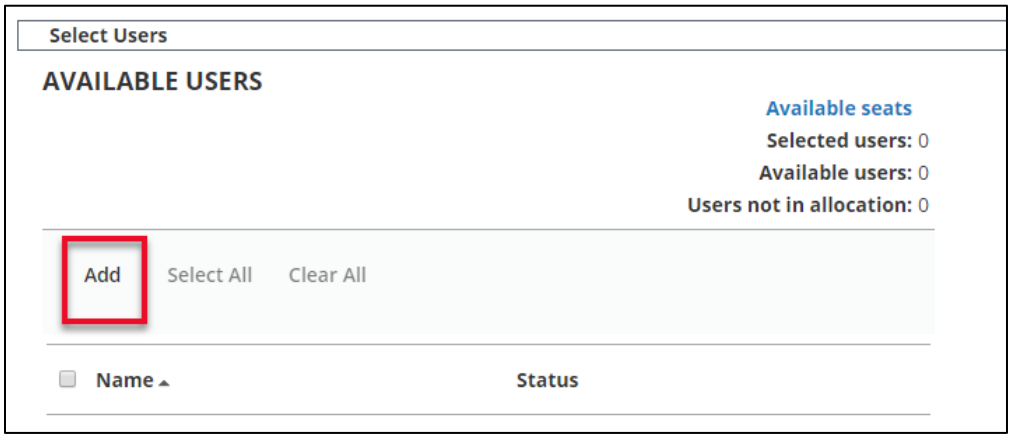
a. Click the Add link above Name.



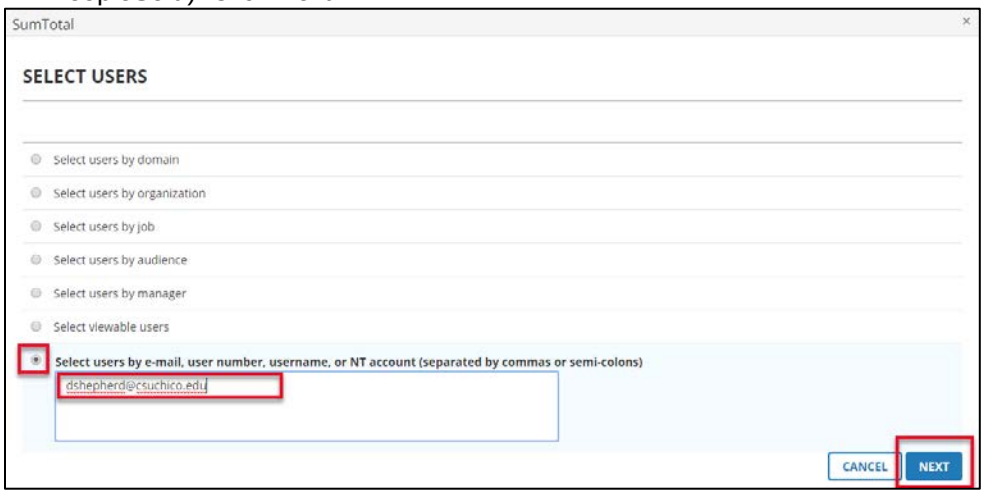
b. Verify that you have the appropriate session and click Continue.



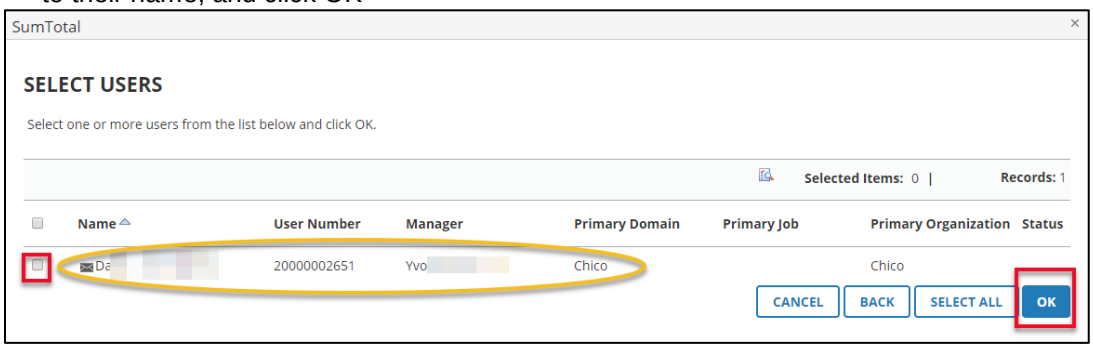
c. Click Add under Available Users



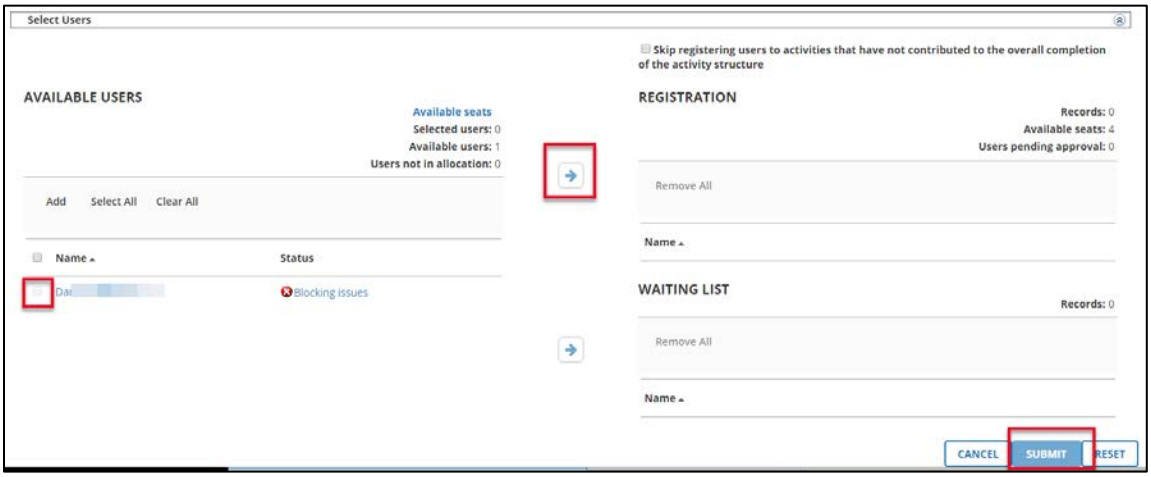
d. Click the radio button by "Select users by e-mail, user number, username, or NT account". Then in the box below enter the email. (Must be exactly how it shows in Modify a Person in PeopleSoft.) Click Next.



e. In the Select Users box, verify that you have chosen the correct employee – check the box next to their name, and click OK

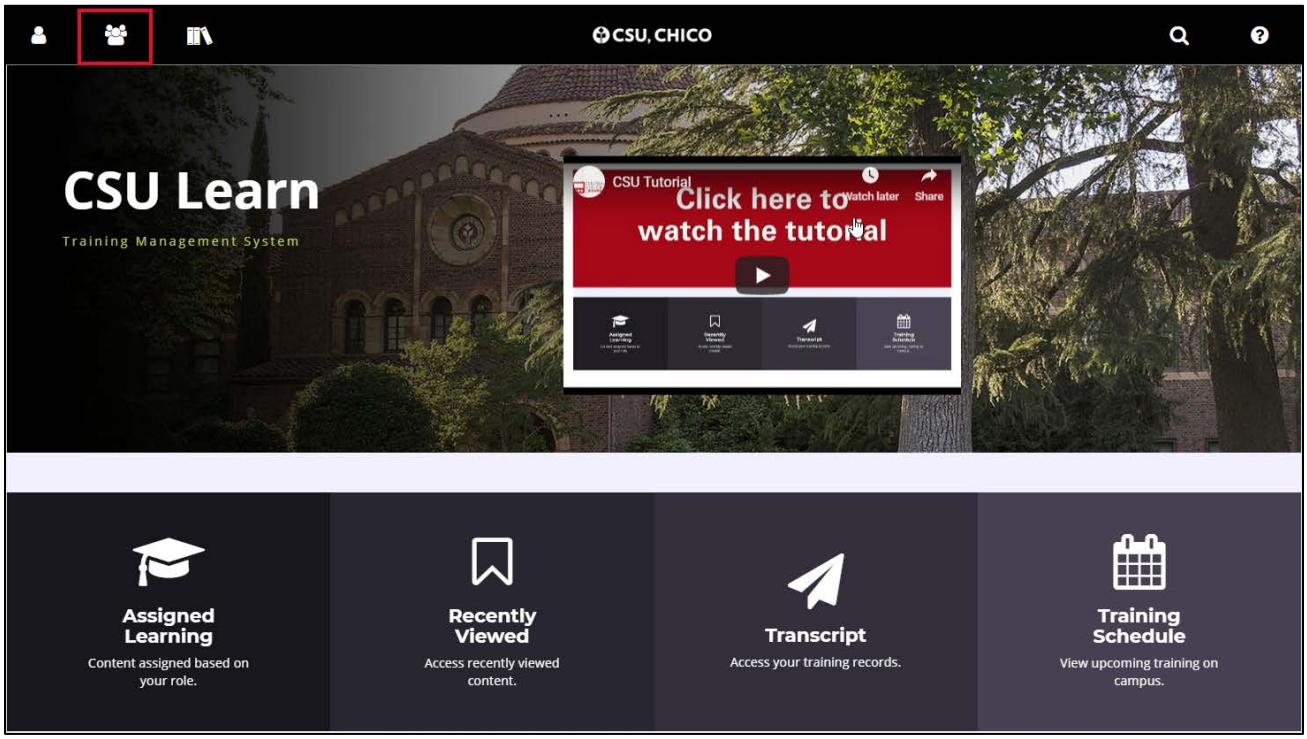


f. Now under Available Users you should see them listed. If the Status shows "available", check the box next to their name and click the arrow next to Registration. Then click Submit.



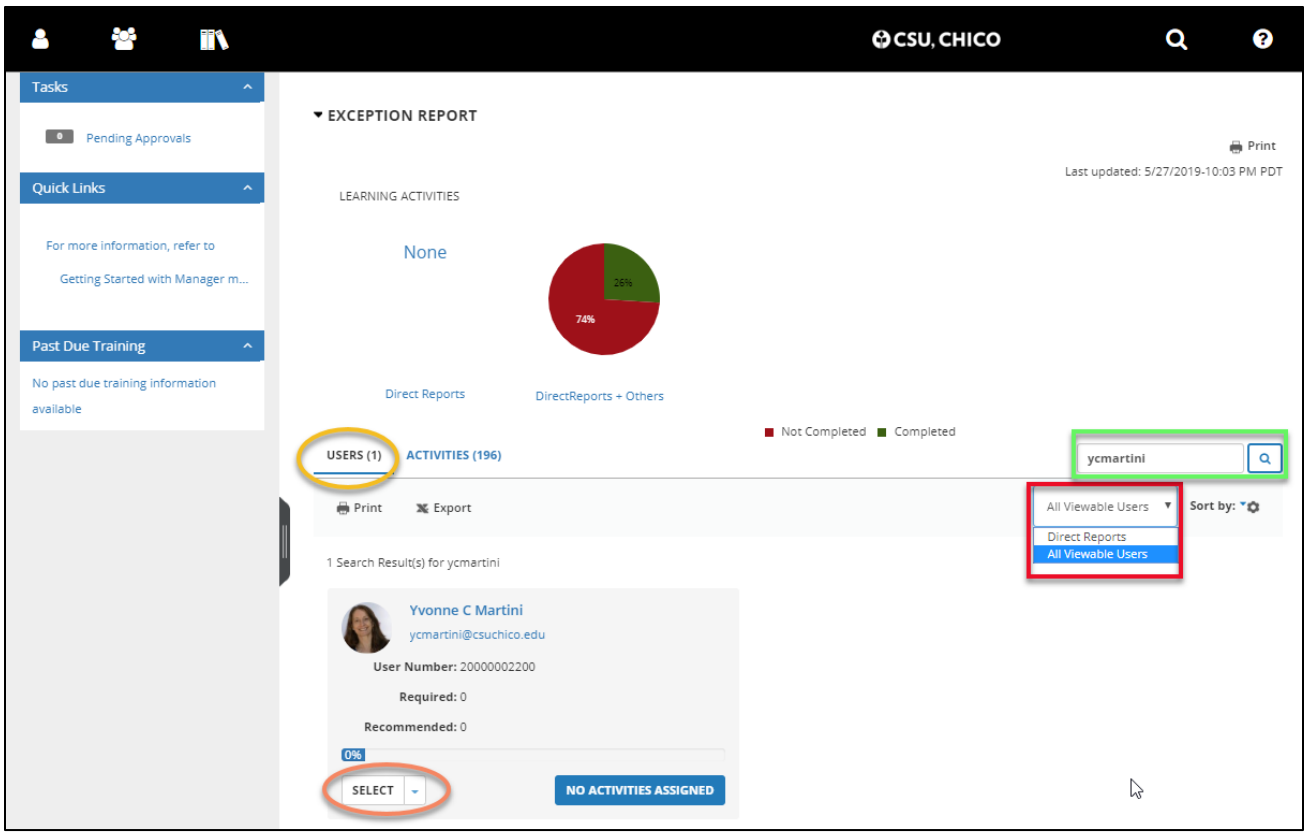
View People Transcripts – to verify course taken

Navigate to 'My Team'

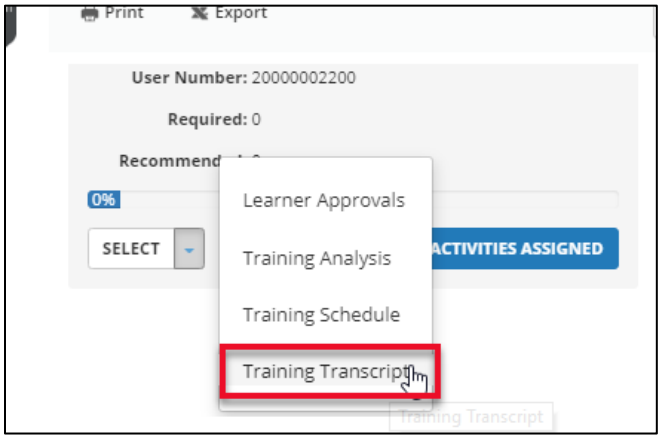


1. Select Manager Dashboard

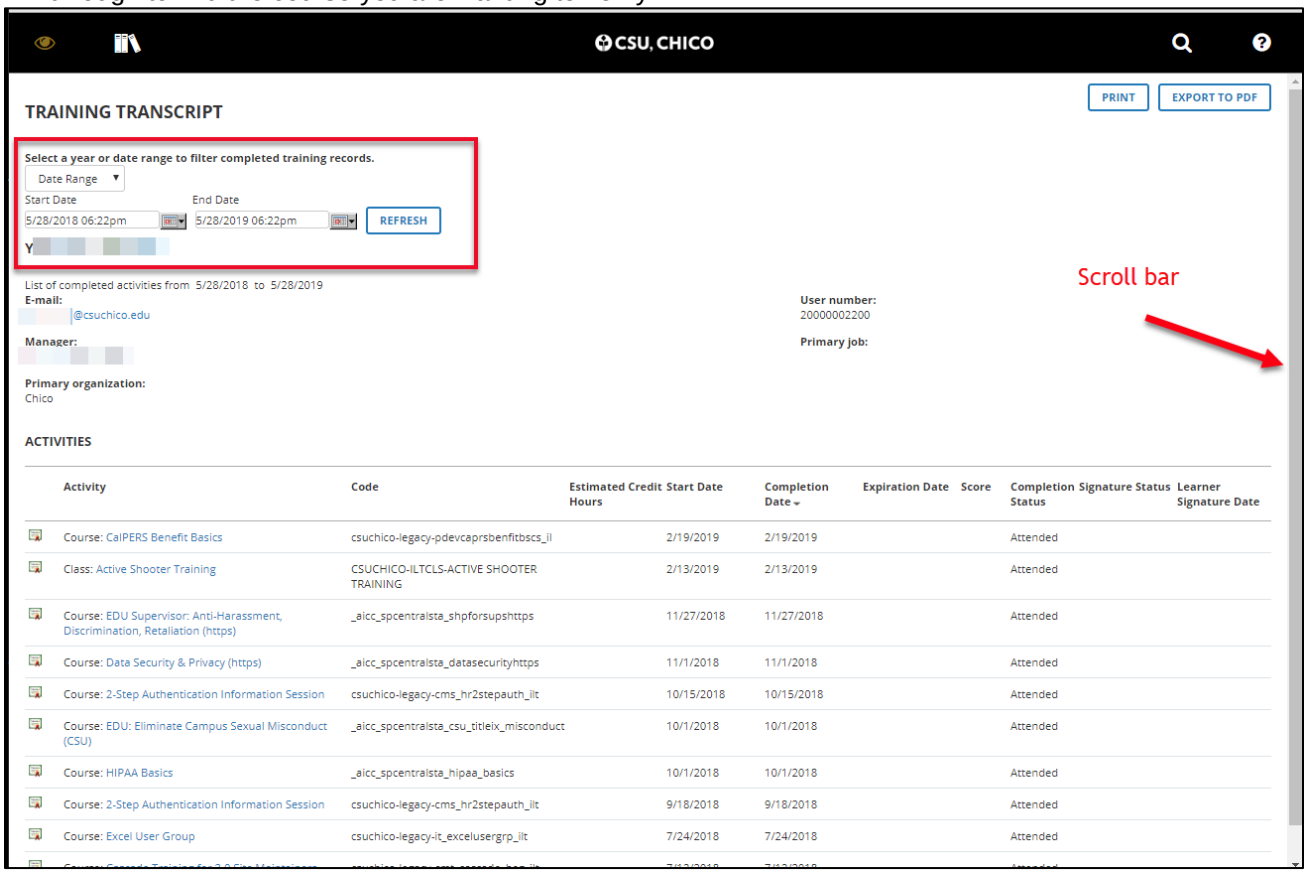
2. Make sure you are on Users (yellow circle). Use dropdown to choose “All Viewable Users” (red box) then enter the employee name under User Search and click the magnifying glass (green box).



3. When you have located the user; use the dropdown to select Training Transcript.



4. Select the appropriate date range or you can use the dropdown to select a set time period. Then scroll through to find the course you are wanting to verify.



IMPORTANT – you will have to “Exit Emulation” after this – the screen will kick you back to what looks like a dashboard for the user you looked up. Click on their “Self” link and click Exit Emulation.