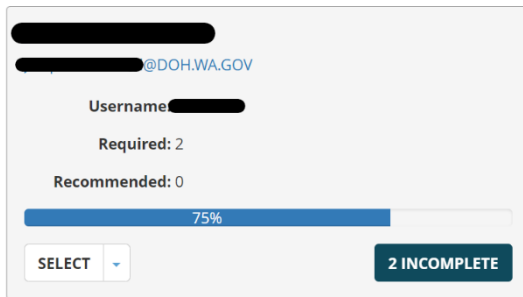


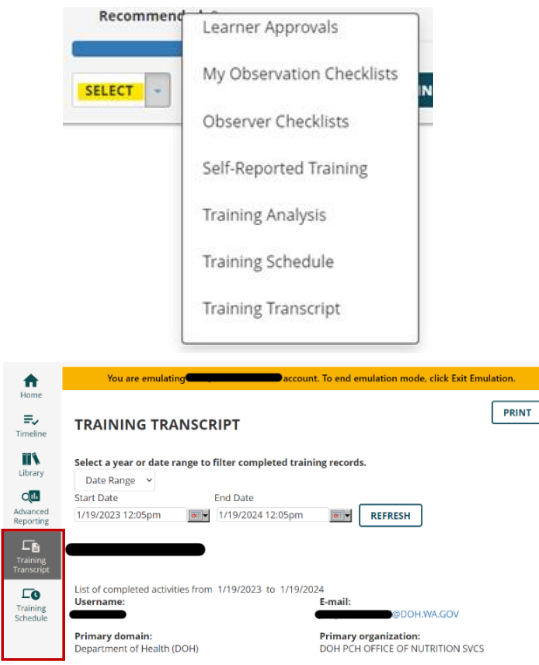


# View Transcripts/Schedules and Register Staff for Training in the Learning Center

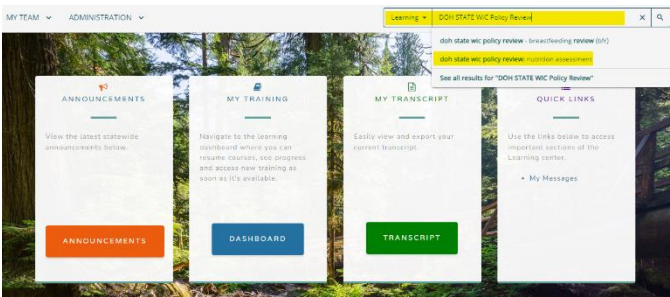
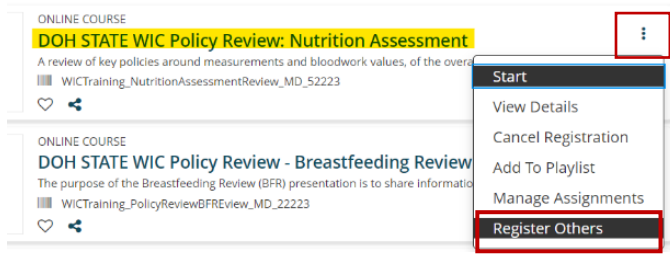
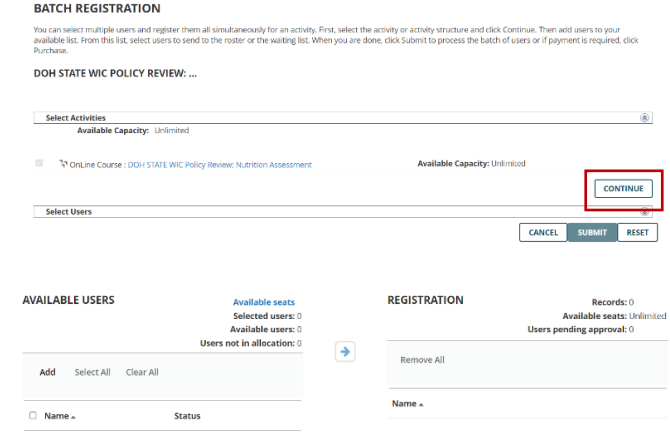
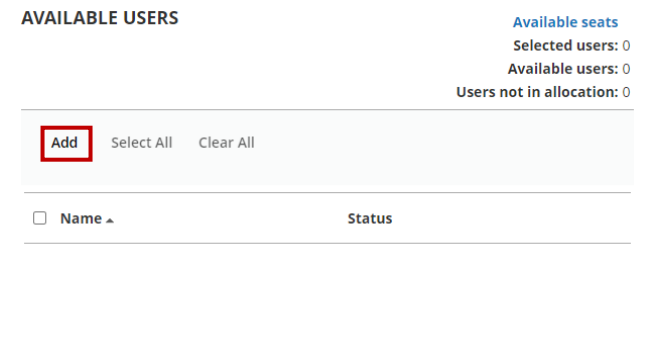
**Purpose:** This step-by-step process is for staff supervisor (manager) to view transcripts and training schedules. Managers only can register staff for training in the Learning Center.

Description	Visual Aid
<b>View Transcripts and Training Schedules</b>	
<p>From the <a href="#">Learning Center home screen</a>, locate the <b>MY TEAM</b> drop-down, and choose <b>Manager Dashboard</b></p> <p>If you don't see the <b>MY TEAM</b> drop-down, please contact the <a href="#">WA WIC Training staff</a> to review your permissions.</p>	
<p>See each staff person's "tile" assigned to you under <b>USERS</b>.</p> <p><b>NOTE:</b> Coordinators/managers can only view their assigned staff.</p>	
<p>Using the <b>SELECT</b> dropdown on the <b>USERS</b> view, choose <b>Training Schedule</b> or <b>Training Transcript</b></p> <p><b>NOTE:</b> WIC staff can only see the Training Schedule and Training Transcript.</p> <p>When you select Training Transcript or Training Schedule, it'll take you to a new screen and you'll see an orange bar at the top alerting you that you're in <b>EMULATION MODE</b> view. You now see exactly what your staff person sees.</p> <p>While in <b>EMULATION MODE</b> you can toggle between Training Transcript and Training Schedule using the icons on the left.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="386 1806 479 1890" style="text-align: center;">               Training Transcript         </div> <div data-bbox="519 1806 609 1890" style="text-align: center;">               Training Schedule         </div> </div>	

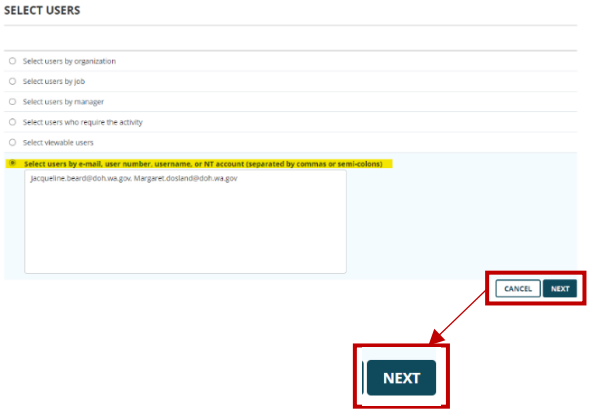
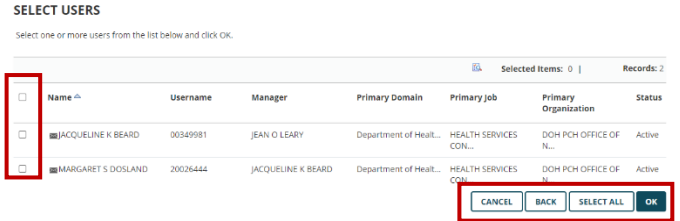
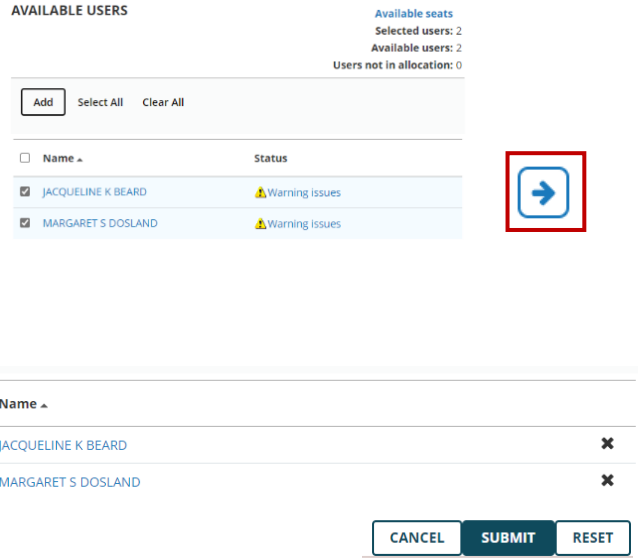
# View Transcripts/Schedules and Register Staff for Training in the Learning Center

Description	Visual Aid																							
<b>View Transcripts and Training Schedules</b>																								
<p>While in <b>EMULATION MODE</b>, select the date range of trainings you would like to view and <b>REFRESH</b> to filter training data.</p> <p>View the list of complete trainings and dates under <b>ACTIVITIES</b>. For some training courses the estimated credit hours and the score will also be noted.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">TRAINING TRANSCRIPT</h3> <p style="text-align: center; color: #00706c;">Select a year or date range to filter completed training records.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="margin-right: 20px;"> <p>Date Range <span style="border: 1px solid red; padding: 2px;">▼</span></p> <p>Start Date: 11/1/2023 03:35pm</p> </div> <div style="margin-right: 20px;"> <p>End Date: 12/31/2023 03:35pm</p> </div> <div style="border: 1px solid red; padding: 5px; background-color: #00706c; color: white; text-align: center; width: 60px;">REFRESH</div> </div> <h4>ACTIVITIES</h4> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;">Activity</th> <th style="width: 20%;">Completion Date</th> </tr> </thead> <tbody> <tr> <td>Curriculum: DOH Annual Values and Policy Agreement Review</td> <td style="text-align: center;">12/11/2023</td> </tr> <tr> <td>OnLine Course: DOH STATE WIC Lead Screening and Referral 2023</td> <td style="text-align: center;">11/8/2023</td> </tr> </tbody> </table> </div>	Activity	Completion Date	Curriculum: DOH Annual Values and Policy Agreement Review	12/11/2023	OnLine Course: DOH STATE WIC Lead Screening and Referral 2023	11/8/2023																	
Activity	Completion Date																							
Curriculum: DOH Annual Values and Policy Agreement Review	12/11/2023																							
OnLine Course: DOH STATE WIC Lead Screening and Referral 2023	11/8/2023																							
<p>Also, in <b>EMULATION MODE</b> you can view the <b>TRAINING SCHEDULE</b>. This shows the activities and courses for your staff person.</p> <p>This shows the status as <b>REGISTERED</b> or <b>IN PROGRESS</b>.</p> <p>Most activities will have a <b>START</b> on the right side. Using the dropdown arrow allows you to <b>VIEW PROGRESS DETAILS</b>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">TRAINING SCHEDULE</h3> <p style="text-align: center; color: #00706c;">This is a list of current training activities for which you are registered.</p> <div style="margin-bottom: 10px;"> <p>Search: <input style="width: 100%;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">Q</span></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tbody> <tr> <td style="width: 60%;"><input type="checkbox"/> DOH STATE WIC Baby Behavior Curriculum Curriculum</td> <td style="width: 15%; text-align: center; color: #00706c;">REGISTERED</td> <td style="width: 25%;">DOH_WIC_Baby_Behavior_Curriculum</td> </tr> <tr> <td><input type="checkbox"/> DOH STATE WIC Baby Behavior of DOH STATE WIC Baby Behavior Curriculum OnLine Course</td> <td style="text-align: center; color: #00706c;">IN PROGRESS</td> <td>DOH_WIC_Baby_Behavior_0001</td> </tr> <tr> <td><input type="checkbox"/> DOH STATE WIC Baby Behavior Post-Test of DOH STATE WIC Baby Behavior Curriculum Quick Assessment</td> <td style="text-align: center; color: #00706c;">IN PROGRESS</td> <td>DOH_WIC <span style="float: right; color: #00706c;">START <span style="font-size: 0.8em;">▼</span></span></td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; text-align: right; color: #00706c;">View Progress Details</div> <div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; font-size: 0.8em;"> <tr> <td style="width: 50%;">Content type: SCORM 1.2</td> <td style="width: 50%;">First launch date: Tuesday, August 8, 2023 3:25:58 PM PDT</td> </tr> <tr> <td>Total score: N/A</td> <td>Elapsed time: Minute(s): 2, Second(s): 18</td> </tr> <tr> <td>Percent complete: 0%</td> <td style="text-align: right;">Time in Topic</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.7em;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 20%;">Topic Status</th> <th style="width: 10%;">Score %</th> <th style="width: 20%;">Minute(s): 2, Second(s): 18</th> </tr> </thead> <tbody> <tr> <td>DOH State WIC Bloodborne Pathogens Tra</td> <td style="text-align: center;">Incomplete</td> <td style="text-align: center;">---</td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><span style="border: 1px solid #00706c; padding: 2px 5px;">OK</span></p> </div> </div>	<input type="checkbox"/> DOH STATE WIC Baby Behavior Curriculum Curriculum	REGISTERED	DOH_WIC_Baby_Behavior_Curriculum	<input type="checkbox"/> DOH STATE WIC Baby Behavior of DOH STATE WIC Baby Behavior Curriculum OnLine Course	IN PROGRESS	DOH_WIC_Baby_Behavior_0001	<input type="checkbox"/> DOH STATE WIC Baby Behavior Post-Test of DOH STATE WIC Baby Behavior Curriculum Quick Assessment	IN PROGRESS	DOH_WIC <span style="float: right; color: #00706c;">START <span style="font-size: 0.8em;">▼</span></span>	Content type: SCORM 1.2	First launch date: Tuesday, August 8, 2023 3:25:58 PM PDT	Total score: N/A	Elapsed time: Minute(s): 2, Second(s): 18	Percent complete: 0%	Time in Topic	Name	Topic Status	Score %	Minute(s): 2, Second(s): 18	DOH State WIC Bloodborne Pathogens Tra	Incomplete	---	
<input type="checkbox"/> DOH STATE WIC Baby Behavior Curriculum Curriculum	REGISTERED	DOH_WIC_Baby_Behavior_Curriculum																						
<input type="checkbox"/> DOH STATE WIC Baby Behavior of DOH STATE WIC Baby Behavior Curriculum OnLine Course	IN PROGRESS	DOH_WIC_Baby_Behavior_0001																						
<input type="checkbox"/> DOH STATE WIC Baby Behavior Post-Test of DOH STATE WIC Baby Behavior Curriculum Quick Assessment	IN PROGRESS	DOH_WIC <span style="float: right; color: #00706c;">START <span style="font-size: 0.8em;">▼</span></span>																						
Content type: SCORM 1.2	First launch date: Tuesday, August 8, 2023 3:25:58 PM PDT																							
Total score: N/A	Elapsed time: Minute(s): 2, Second(s): 18																							
Percent complete: 0%	Time in Topic																							
Name	Topic Status	Score %	Minute(s): 2, Second(s): 18																					
DOH State WIC Bloodborne Pathogens Tra	Incomplete	---																						
<p>In the top right there are options:</p> <ul style="list-style-type: none"> <li><b>EXIT EMULATION</b>- Exit viewable user.</li> <li><b>Print and Export</b>- You must have a PDF viewing program or application.</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <div style="background-color: #ffc107; padding: 5px; display: inline-block; margin-bottom: 10px;">EXIT EMULATION <span style="font-size: 0.8em;">✕</span></div> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="border: 1px solid #00706c; padding: 5px 10px;">PRINT</span> <span style="border: 1px solid #00706c; padding: 5px 10px;">EXPORT TO PDF</span> </div> <div style="display: flex; justify-content: center; align-items: center; margin-bottom: 10px;"> <span style="font-weight: bold; font-size: 0.9em;">Adobe Acrobat Reader</span> </div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #00706c; padding: 2px 5px;">FOXIT PDF READER</span> </div> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #00706c; padding: 2px 5px;">PDF-XChange Viewer for Windows</span> </div> </div> </div>																							

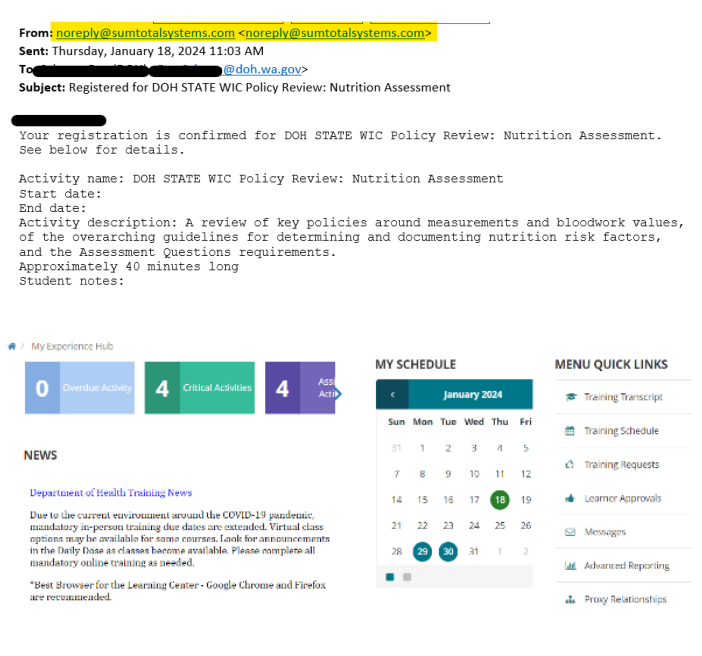
# View Transcripts/Schedules and Register Staff for Training in the Learning Center

Description	Visual Aid
<b>Register Staff for Training- Managers Only</b>	
<p>To register staff for trainings, search trainings and courses from your Learning Center home screen.</p> <p>Use <b>Learning Search</b> in the top right corner to find a specific course.</p> <p>Tip: All WIC trainings begin with <b>DOH STATE WIC</b>.</p>	
<p>Once course is found, click the ellipsis in the top right corner, choose <b>Register Others</b> in the drop down a menu.</p> <p>This will open the batch registration screen.</p>	
<p>Review the course title and select <b>CONTINUE</b>.</p> <div data-bbox="344 1119 561 1203" style="text-align: center; border: 2px solid red; padding: 5px;"> <span style="background-color: yellow; padding: 2px 10px;">CONTINUE</span> </div> <p>This will extend the view to add staff to the curriculum/course.</p>	
<p>Select <b>Add</b> on the left under <b>AVAILABLE USERS</b>. A new window will open with <b>SELECT USERS</b>.</p>	

# View Transcripts/Schedules and Register Staff for Training in the Learning Center

Description	Visual Aid
<b>Register Staff for Training- Managers Only</b>	
<p>Use the last radio <b>Select USERS by e-mail.</b></p> <ul style="list-style-type: none"> <li>Enter email addresses separated by commas or semi-colons for all users you would like to register.</li> <li>Select <b>NEXT</b>.</li> </ul> <p><b>Note:</b> Enter staff email used for the Learning Center. This is also referred to as the Emp_ID.</p>	
<p>Select user(s) by:</p> <ul style="list-style-type: none"> <li>Checking the box next to staff name, <u>or</u></li> <li>Pressing <b>SELECT ALL</b> in the bottom right.</li> </ul> <p>If your staff person is missing from this list, they're <b>already registered</b> or <b>in progress for of taking</b> the course.</p> <p>Select <b>OK</b>.</p>	
<p>If the staff person has a Warning Issue under status, they have already completed that training.</p> <div style="text-align: center; border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 10px auto;"> <b>Warning issues</b> </div> <p>Select the <b>blue arrow</b> to move selected staff to <b>REGISTRATION</b>.</p> <p>Select <b>SUBMIT</b>.</p>	

# View Transcripts/Schedules and Register Staff for Training in the Learning Center

Description	Visual Aid																																				
<b>Register Staff for Training- Managers Only</b>																																					
<p>Newly registered staff will receive an email from <a href="mailto:NoReply@sumtotalsystems.com">NoReply@sumtotalsystems.com</a> with additional details.</p> <p>The training course will now be listed on your staff's <b>Training Schedule</b>.</p> <p>You will be returned to your <b>Dashboard / My Experience Hub</b> in your Learning Center.</p>	 <p><b>From:</b> <a href="mailto:noreply@sumtotalsystems.com">noreply@sumtotalsystems.com</a> &lt;noreply@sumtotalsystems.com&gt;  <b>Sent:</b> Thursday, January 18, 2024 11:03 AM  <b>To:</b> [REDACTED] &lt;[REDACTED]@doh.wa.gov&gt;  <b>Subject:</b> Registered for DOH STATE WIC Policy Review: Nutrition Assessment</p> <p>[REDACTED]</p> <p>Your registration is confirmed for DOH STATE WIC Policy Review: Nutrition Assessment. See below for details.</p> <p>Activity name: DOH STATE WIC Policy Review: Nutrition Assessment  Start date:  End date:  Activity description: A review of key policies around measurements and bloodwork values, of the overarching guidelines for determining and documenting nutrition risk factors, and the Assessment Questions requirements.  Approximately 40 minutes long  Student notes:</p> <p><b>My Experience Hub</b></p> <p>0 Overdue Activity    4 Critical Activities    4 Ass. Acti</p> <p><b>MY SCHEDULE</b> January 2024</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p><b>MENU QUICK LINKS</b></p> <ul style="list-style-type: none"> <li>Training Transcripts</li> <li>Training Schedule</li> <li>Training Requests</li> <li>Learner Approvals</li> <li>Messages</li> <li>Advanced Reporting</li> <li>Proxy Relationships</li> </ul> <p><b>NEWS</b></p> <p><b>Department of Health Training News</b></p> <p>Due to the current environment around the COVID-19 pandemic, mandatory in-person training due dates are extended. Virtual class options may be available for some courses. Look for announcements in the Daily Dose as classes become available. Please complete all mandatory online training as needed.</p> <p>*Best Browser for the Learning Center - Google Chrome and Firefox are recommended.</p>	Sun	Mon	Tue	Wed	Thu	Fri	31	1	2	3	4	5	7	8	9	10	11	12	14	15	16	17	18	19	21	22	23	24	25	26	28	29	30	31	1	2
Sun	Mon	Tue	Wed	Thu	Fri																																
31	1	2	3	4	5																																
7	8	9	10	11	12																																
14	15	16	17	18	19																																
21	22	23	24	25	26																																
28	29	30	31	1	2																																

This institution is an equal opportunity provider.  
Washington WIC doesn't discriminate.

To request this document in another format, call 1-800-481-1410.  
Deaf or hard of hearing customers, please call 711 (Washington Relay)  
or email [WIC@doh.wa.gov](mailto:WIC@doh.wa.gov).



DOH 961-1291 January 2024

