

KENTUCKY DEPARTMENT OF CORRECTIONS

DIVISION OF CORRECTIONS TRAINING

**CRIMCAST  
ADMINISTRATOR  
USERS MANUAL**

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## Student Log-In

- 
- 

Go >

## Admin & Instructor Log-In

- 
- 

Go >

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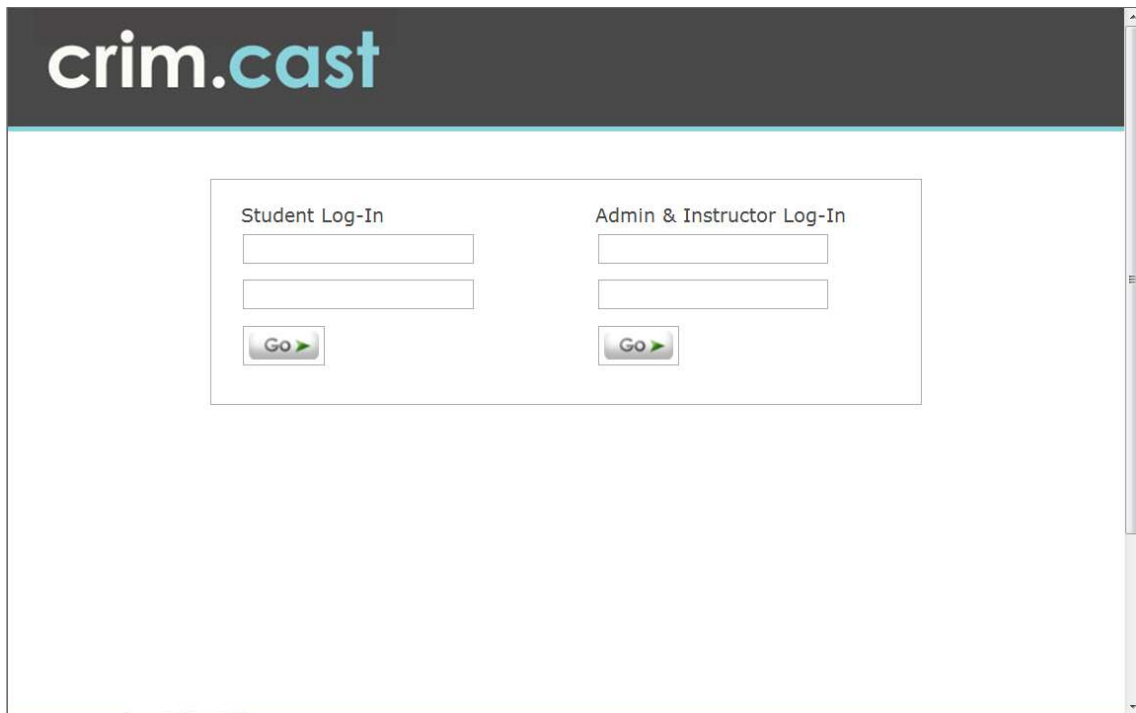
This instruction manual is for you to use when creating an offline course, creating new users, and enrolling staff into online/offline courses. Please be patient with the system, if it doesn't respond as quickly as you would like, give it a few minutes. Should you encounter an issue or problem with the system please send an email (with the error message you receive, or a description of the problem you are having) to one of the team members.

See below for contact information for the Crimcast team.

<b>Wendy Johnson (WRTC)</b>	<b>270-388-0241 ext. 2806</b>	<b>wendy.johnson@ky.gov</b>
<b>Betty Gilliam (ERTC)</b>	<b>606-738-6133 ext. 2200</b>	<b>bettyg.gilliam@ky.gov</b>
<b>Julie Thomas (SRTC)</b>	<b>859-239-7012 ext. 2092</b>	<b>juliew.thomas@ky.gov</b>
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## LOG-IN INFORMATION



The screenshot shows the login interface for crim.cast. It features a dark header with the 'crim.cast' logo. Below the header, there are two distinct login sections. The 'Student Log-In' section on the left has two input fields for username and password, followed by a 'Go' button. The 'Admin & Instructor Log-In' section on the right also has two input fields and a 'Go' button. The entire interface is presented within a browser window frame.

To log into the system, please use this site: <https://kydoc.crimcast.com>

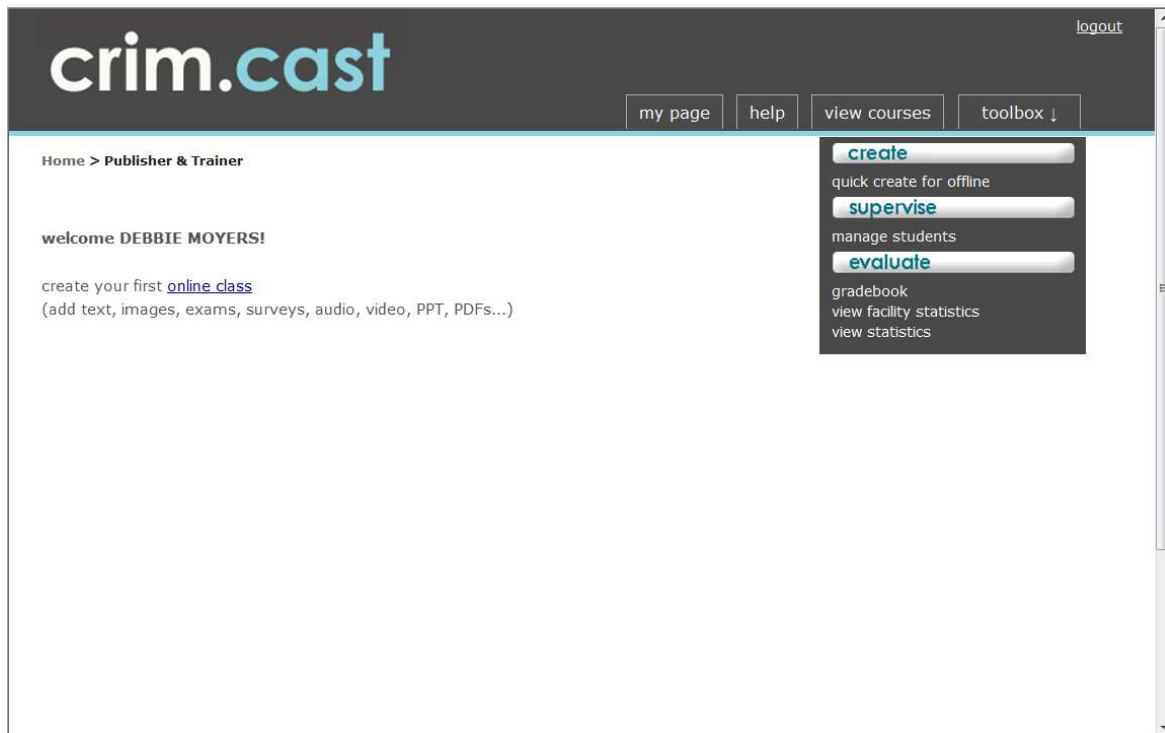
You will see there are two options on this page:

- 
1. Student Log-In (used when taking online CBT modules)
  2. Admin. & Instructor Log-In (used when creating new users, creating offline courses, giving training credit and tracking staff training hours).
- 

- User Names are (first name.last name) format. **Example: JOHN.DOE**
  - Passwords are the last four digits of the social security number (1234).
-

---

## NAVIGATION PAGE



The screen above is what you will see when you log into the system. You will then click on the toolbox drop down menu as show above.

From this page you will be able to access all the features you will need to be an administrator.

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***NOTE: As an administrator you will only be creating courses that have not been conducted by the Department of Corrections Training. If your staff attends training given by the DCT, either at one of the regional training centers or an offsite training they have given, the staffs at the regional training centers are responsible for entering those training applications.***

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***If your staff attends GSC classes or any training that is not provided by the DCT you will be responsible for entering that information into Crimcast.***

## QUICK CREATE FOR OFFLINE (These are classes your staff has taken outside of the DCT)

Click “Quick Create for Offline”

New Offline Course	
Course Name*	<input type="text"/>
Course ID	<input type="text"/> <small>Note: If you do not enter an ID, one will be assigned.</small>
Academic Year*	2012
Description*	<input type="text"/>
Instructor	<input type="text"/>
Subject*	<input type="checkbox"/> Central Office Staff <input type="checkbox"/> Common Core/Officer Inservice <input type="checkbox"/> Correctional Officer Basic Academy <input type="checkbox"/> DEACTIVATED <input type="checkbox"/> Deputy Jailer Inservice <input type="checkbox"/> Electives <input type="checkbox"/> Firearms <input type="checkbox"/> Jailers <input type="checkbox"/> KCI In-Service <input type="checkbox"/> Louisville Metro <input type="checkbox"/> LS/CMI <input type="checkbox"/> Medical <input type="checkbox"/> P&P Elective

The fields that are marked with a red asterisk\* are not optional and must be filled in, the unmarked fields are optional. Use the below format when creating an offline course.

**Course Name:** (Be consistent with your format; if you have a space after the year with your first course then always have a space after the year with the rest of the courses you create. Remember that each “character” counts.)

Year + Facility (Spell the Facility out) + (Department) + Class Name + Date

**EXAMPLE:** 2015 Central Office (Finance) ACA Electronic Files 8-17-2015

2015 P & P (D-8) Night Firing 5-17-2015

2015 Boyd County Detention Center - Jail Standards 6-20-2015

2015 EKCC CC/OI 4-20-2015

**Course ID: (Optional)**

Specific to Facility

Health Services Bldg.-ACA Files-John Dunn

**Academic Year:** (Default is always the current year, but you may use the drop down menu for other choices.)

2015

**Description:**

Class Name – More specific information describing the class can be entered here.

**Subject:**

This is a sorting tool. If the type of class you need is not listed, choose “Electives”.

## Quick Create for Offline (Continued)

Location	<b>Please provide contact information for students</b> Location <input type="text"/> Point of Contact <input type="text"/> Phone Number <input type="text"/> Email Address <input type="text"/>				
Target Audience*	<input type="text"/>				
Course Duration*	<input checked="" type="radio"/> Starting Date - Ending Date Starting Date <input type="text"/> Ending Date <input type="text"/>				
Pre-requisites*	<input checked="" type="radio"/> No <input type="radio"/> Yes: what? <input type="text"/>				
Training Hours*	<table border="1"><thead><tr><th>AUTHORIZED INSTITUTION/AGENCY</th><th>CREDIT HOURS</th></tr></thead><tbody><tr><td><input type="text"/></td><td>0 <input type="text"/></td></tr></tbody></table>	AUTHORIZED INSTITUTION/AGENCY	CREDIT HOURS	<input type="text"/>	0 <input type="text"/>
AUTHORIZED INSTITUTION/AGENCY	CREDIT HOURS				
<input type="text"/>	0 <input type="text"/>				
Grading Protocol*	Identify the % of correct answers required for a passing grade Pass = <input type="text" value="100"/> % correct				
Grading Weights*	<table border="1"><tbody><tr><td>Final Exam</td><td>0% <input type="text"/></td></tr><tr><td>Other</td><td>100% <input type="text"/></td></tr></tbody></table>	Final Exam	0% <input type="text"/>	Other	100% <input type="text"/>
Final Exam	0% <input type="text"/>				
Other	100% <input type="text"/>				

### Location: (Optional)

Class Location or Location of Administrator Entering the Records

Point of Contact – Instructor or Administrator Entering the Records

Phone Number-Instructor or Administrator

Email Address – Instructor of Administrator

### Target Audience:

Correctional Staff, New Correctional Employees, P & P Staff, Jail Employees, Jail Staff

### Course Duration:

Starting and Ending Dates of the class – This can be continuous (1-1-2012 - 12-31-2012)

### Pre-Requisites:

No (Always “No”)

### Training Hours:

Authorizing Institution/Agency – Always Dept. Of Corrections Training

Credit Hours – 1-240 (use drop down menu)

### Grading Protocol:

Pass = 70% (Always 70%, use the drop down)

### Grading Weights:

Final Exam– 0%(Always) and Other– 100%(Always)

Click “Continue”; your course has been created and is now ready to enroll students.

## MANAGE STUDENTS

crim.cast

logout

my page help view courses toolbox ↓

Home > Publisher & Trainer > Manage Users

**Create User**  
Use this section to create a new user to the system.

**Modify User**  
Use this section to modify existing users.

**Search User**  
Use this section to search existing users.

**Enroll Students Into Courses**  
Use this section to assign users into courses that you have published.

**Remove Users From Course**  
Use this section to un-enroll users from a course

**Transfer User To a Different Facility**  
Use this section to transfer a user between facilities.

**create**  
quick create for offline

**supervise**  
manage students

**evaluate**  
gradebook  
view facility statistics  
view statistics

- Select “Manage Students” from the drop down menu
- Click “Create User”
- Choose Facility from drop down menu – click submit

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logout

my page help view courses toolbox ↓

Home > Publisher & Trainer > Manage Users > Enroll User

**Facilities**

Central Office

Submit



## CREATE USER (USED WHEN CREATING A NEW USER – EMPLOYEE INTO THE SYSTEM)

The screenshot shows the 'New Student' enrollment form in the crim.cast system. The form is divided into several sections: 'New Student' (green header), 'Personal Information', and 'Identification'. The 'Personal Information' section includes fields for First Name (JON), Last Name (DOE), Facility (Central Office), Job Category (Programs), Job Title (ADM SPEC I), Email, and Required Hours (16). The 'Identification' section includes a 'Choose ID Type' section with radio buttons for 'Employee ID#' (selected) and 'Social Security Number', and a 'Social Security Number' field containing '123456789'. The breadcrumb trail at the top reads: Home > Publisher & Trainer > Manage Users > Enroll User. There is a 'Search for User' link and a 'logout' link in the top right corner. Navigation buttons for 'my page', 'help', 'view courses', and 'toolbox' are also visible.

New Student	
*First Name	JON
*Last Name	DOE
*Facility	Central Office
*Job Category	Programs
*Job Title	ADM SPEC I
Email	
*Required Hours	16
Identification	
Choose ID Type	<input type="radio"/> Employee ID# <input checked="" type="radio"/> Social Security Number
Employee ID#	
Social Security Number	123456789

### (Only the fields marked with a red asterisk \* are required)

- First Name
- Last Name
- Facility (was pre-filled with your facility selection on previous screen)
- Job Category – Choose category using the drop down menu
- Job Title – Choose title using the drop down menu
- Email – Optional (Helpful info-if available)
- Required Hours – Choose training hours required using the drop down menu
- Choose ID Type – Choose Social Security Number
- Enter Social Security Number – 123456789 (no spaces no dashes)
- Gender – Optional (Helpful)
- Date of Birth – Optional (**But VERY Helpful**)
- Start Date – 08/01/2012 (use this format)
- Cert Member – Optional (not necessary)

## CREATE USER CONTINUED

The screenshot shows a web-based form for creating a user. The form is organized into several sections, each with a dark header bar. The fields and their values are as follows:

*Job Title	ADM SPEC I
Email	
*Required Hours	16
<b>Identification</b>	
Choose ID Type	<input type="radio"/> Employee ID# <input checked="" type="radio"/> Social Security Number
Employee ID#	
Social Security Number	123456789
<b>Personal Information</b>	
Gender	<input checked="" type="radio"/> male <input type="radio"/> female
Date Of Birth	**/**/****
*Start Date	08/22/2012
Cert Member	Yes <input type="radio"/> No <input checked="" type="radio"/>
<b>User Name and Password</b>	
*User Name	JON.DOE
*Password	....
*Confirm Password	....

At the bottom left of the form is a "Continue" button.

- 
- ✓ User Name – ALL CAPS PLEASE FIRST NAME.LAST NAME (JOHN.DOE)
  - ✓ Password – Last four digits of the social security number
  - ✓ Click “Continue”
  - ✓ Confirm data just entered
  - ✓ Click “Continue” – User is now active and ready to be enrolled in courses
-

## MODIFY USER AND SEARCH USER (EXISTING USERS)

---

- **Modify** – Change name or job title
  - Choose Modify User
  - Choose the facility
  - Click “submit”
  - Choose employee from drop down list
  - Make changes then click “submit”
  - Confirm date
  - Click “submit”
- 

- **Search** – Search by Last Name or Social Security Number
  - Choose Search User
  - Choose to search by Last Name or SSN
-

## ENROLL A STUDENT IN AN OFFLINE COURSE

### (COURSE YOU HAVE CREATED – FOR TRAINING CREDIT)

- Click on “Manage Students”
- Click on “Enroll Students into Courses”
- Choose the Facility – “Submit”
- Choose “Offline Course” – “Submit”
- Click on Pick Filter the drop down menu
- Highlight the Subject
- Academic Year – Current year is default you can choose previous years

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logout

my page help view courses toolbox ↓

Home > Trainer > Manage Users > Assign Seats

**Filters**

Subject Pick Filter

Academic Year Current Year [All Years](#)

**Courses**

There are no Courses.

Submit

### ENROLL A STUDENT IN AN OFFLINE COURSE - Screen 2

**Filters**

Subject Central Office Staff

Academic Year Current Year [All Years](#)

**Courses**

<input type="checkbox"/>	2012 BCFC 03 W-1 Meeting(2012) (10 hours)
<input type="checkbox"/>	2012 Capital Construction - Instrumentation Class (4-20-2012)(2012) (3 hours)
<input checked="" type="checkbox"/>	2012 CENTRAL OFFICE ( CURRICULUM BRANCH) CRIMCAST ADMIN. USER CLASS 8-22-2012(2012) (2 hours)
<input type="checkbox"/>	2012 Central Office - Electronic ACA Files 7-3-2012(2012) (1 hour)
<input type="checkbox"/>	2012 Education - Microsoft Office Training (June 25th-29th)(2012) (40 hours)
<input type="checkbox"/>	2012 KACO HIP TRAINING JULY 25 2012(2012) (4 hours)
<input type="checkbox"/>	2012 KCCD Conference July 15-18, 2012(2012) (14 hours)
<input type="checkbox"/>	2012 OIS Courtnet Training February 12, 2012(2012) (1.5 hours)
<input type="checkbox"/>	2012 OIS CRIMCAST admin training 6/7/2012(2012) (2 hours)

- Click on course – “Submit”
- Choose Job Category – Select “All” – “Submit”

## ENROLL A STUDENT IN AN OFFLINE COURSE – Screen 3

WHEATLEY, JANET		
WHITE, JANET		
WHITE, MARY		
WHITLEY, KIMBERLY		
WILCOXSON, BOBBIE		
Willard, Kirstie		
WILLIAMS, KATHERINE		
WILLIAMS, SUSAN		
WILSON, CLARISSA		
WILSON, TRACI		
WOODEN, ARTHUR R.		
WOODS, KELLY		
Woods, Tiffany		
YONKER, TODD		
YOUNG, MYLES		

**Always select Enroll-Auto Pass**

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- ✓ Select each employee that attended the class or use the enroll all feature – click “Submit”
- ✓ Verify – At this point you can edit the list add or remove employees from the course.
- ✓ Click **“Enroll-Auto Pass”** (Do NOT select Enroll)
- ✓ All employees have now been entered and credited with passing the course.

### **NOTE:**

If you select the enroll button, that will only enroll the employees; you will then need to manually pass all that attended the training individually. You can edit from this screen if you have left someone out or need to remove someone from the course.

## ENROLL A STUDENT IN AN ONLINE COURSE

### (CBT MODULES – New Employees, In-Service for Veteran Staff)

- Click on “Manage Students”
- Click on “Enroll Students into Courses”
- Choose the Facility – “Submit”
- Choose “Online Only” – “Submit”
- Click on Pick Filter the drop down menu
- Highlight the Subject
- Academic Year

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my page help view courses toolbox ↓

logout

Home > Trainer > Manage Users > Assign Seats

**Filters**

Subject: Central Office Staff

Academic Year: Current Year [All Years](#)

**Courses**

There are no Courses.

Submit

## ENROLL A STUDENT IN AN ONLINE COURSE

### (CBT MODULES – New Employees, In-Service for Veteran Staff)

**Filters**

Subject: Central Office Staff

Academic Year: Current Year [All Years](#)

**Courses**

<input type="checkbox"/>	CTR-001 Introduction to Computer Based Training(2012) (1 hour)
<input type="checkbox"/>	CTR-003 Tour of KY Adult Institutions(2012) (4 hours)
<input type="checkbox"/>	CTR-004 Corrections Policy & Procedure, Institutional Policy & Procedure, & ACA Standards(2012) (3 hours)
<input type="checkbox"/>	CTR-005 Introduction to Code of Ethics (2012) (1 hour)
<input type="checkbox"/>	CTR-006 Introduction to Sexual Harassment & Anti-Harassment(2012) (1 hour)
<input type="checkbox"/>	CTR-007 Employee Sexual Misconduct with Offenders and PREA(2012) (1 hour)
<input type="checkbox"/>	CTR-008 Medical Procedures(2012) (1 hour)
<input type="checkbox"/>	CTR-008a Medical Procedures AIDS/HIV(2012) (2 hours)
<input type="checkbox"/>	CTR-010 Tool and Key Control (2012) (2 hours)
<input type="checkbox"/>	CTR-012 Security and Classification of Inmates(2012) (3 hours)
<input type="checkbox"/>	CTR-014 Dress Code for Uniformed and Non-Uniformed Staff(2012) (1 hour)
<input type="checkbox"/>	CTR-017 Introduction to Inmate Rules and Discipline(2012) (1 hour)

- Click on course or courses (can enter employees into multiple courses) – “Submit”
- Choose Job Category – Select “All” – “Submit”

---

## ENROLL A STUDENT IN AN ONLINE COURSE - CONTINUED

Select All				
Name	M001	M003	M004	M005
ABERNATHY-PERKINS, WENDE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADAMS, AMANDA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADAMS, BRAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADAMS, BRIGID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADAMS, MARY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALLEN, ROY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALLEN, JR, HARLEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPEL, STEPHANIE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BAKER, CRISTINA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BANTA, AMY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click on each employee that needs to complete the course or you can use the enroll all feature – “Submit”
  - Verify – At this point you can edit the list add or remove employees from the course
  - Click “Enroll”
  - All employees have now been entered into the courses and will be given credit automatically upon completion of the modules.
-

## REMOVE USERS FROM COURSE (UN-ENROLL USERS FROM A COURSE OFFLINE OR ONLINE)

---

- Click on “Manage Students”
  - Click on “Remove Users from Courses”
  - Choose “Online Only or Offline Courses” – “Submit”
  - Choose Course you want to remove user from – “Submit”
- 

crim.cast logout

my page help view courses toolbox ↓

Home > Trainer > Un-Enroll Student > CTR-001 Introduction to Computer Based Training - 1

**Filter**

Facility

**Students**

- AARON, AMANDA, [Deactivated Users]
- ABBOTT, CHARLES, [Kentucky State Reformatory]
- ABBOTT, HOPE, [Kentucky State Reformatory]
- ABBOTT, WILLIAM, [Kentucky Correctional Institution For Women]
- ABNER, KIMBERLY, [Kentucky State Reformatory]
- ADAMS, JEFFREY L, [Eastern Kentucky Correctional Complex]
- ADAMS, JEREMY, [Luther Lockett Correctional Complex]
- ADAMS, SHAMIKA, [Deactivated Users]
- ADAMS, THOMAS, [Roederer Correctional Complex]
- ADAMS, WILLIAM L., [Deactivated Users]

---

- Click on the user/users you need to remove from the course – click “Un-Enroll Student”
  - Your students have now been un-enrolled in the course. They will not receive credit for the course.
-



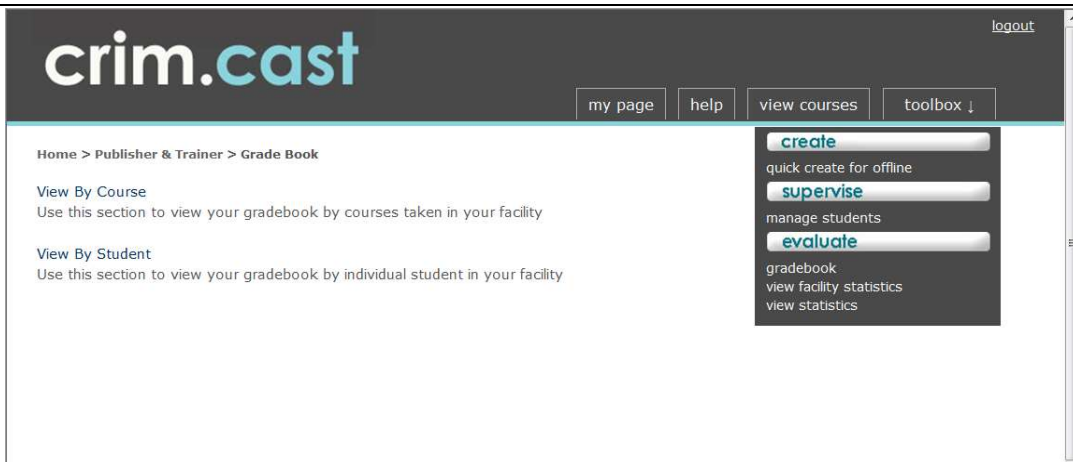
## TRANSFER USER TO A DIFFERENT FACILITY

(USE IF AN EMPLOYEE LEAVES YOUR DEPARTMENT OR FACILITY)

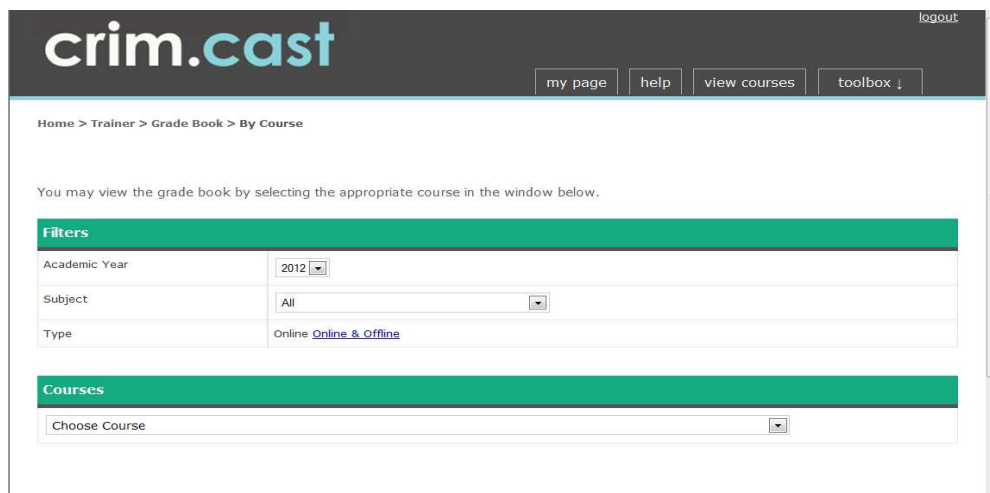
- ❖ Click on “Manage Students”
- ❖ Click on “Transfer User to a Different Facility”
- ❖ Choose the facility they are transferring from – “Submit”
- ❖ Choose the employee you wish to transfer from the list – “Continue”
- ❖ Choose the destination facility – “Submit”
- ❖ Your user has been transferred to the new facility.
- ❖ **NOTE:** If you have an employee that will be leaving DOC/Jail employment they need to be transferred from your facility into the “Deactivated User” under the destination facility. If you get an employee that has worked for DOC/Jail previously (2005-Present) check the “Deactivated User” section before you create the user a second time. This is a good time to use the search users feature. You will see active/not active students.

## GRADEBOOK (BY COURSE AND BY STUDENT)

- ✓ Click on “Tool Box”
- ✓ Click on “Gradebook”
- ✓ Choose **View by Course** or Student



- ✓ Choose the year (default is current year)
- ✓ Choose subject from drop down
- ✓ Type of course is online unless you select offline



## GRADEBOOK (BY COURSE AND BY STUDENT - ONLINE)

The list of courses are shown at the bottom, click on the course you want to see the information about. **These reports are large but they can be exported to excel and printed.**

finished the class.

**Choose a Different Course**

Choose Course

**Filters**

Facility:

Last Name:

**COBA-001 INTRO TO COMPUTER BASED TRAINING** [Export To Excel](#)

Name	Facility	Status	Final	Details
ABELL, LEAH	Luther Luckett Correctional Complex		Pass	
ADAMS, MIRANDA	Luther Luckett Correctional Complex		Pass	
ADAMS, STEVAN	Deactivated Users		Pass	
AGEE, HENRY	Eastern Kentucky Correctional Complex		Pass	
Agee, Henry D.	Deactivated Users	Not Started		
Agee, Henry D.	Deactivated Users	Not Started		
AL-AZZAH, EMANN	Green River Correctional Complex		Pass	
Alfrey, Steven D.	Eastern Kentucky Correctional Complex		Pass	
ALLEMANN, RAYMOND	Luther Luckett Correctional Complex		Pass	
Allen, David E.	Eastern Kentucky Correctional Complex		Pass	

*Note: A yellow callout bubble with the text "Export to Excel Feature" and an arrow points to the "Export To Excel" link in the screenshot.*

## GRADEBOOK (BY COURSE AND BY STUDENT - OFFLINE)

**Choose a Different Course**

Choose Course

**Filters**

Facility:

Last Name:

**2012 Central Office - Electronic ACA Files 7-3-2012** [Export To Excel](#) [Name](#)

Facility	Status	Final	Details	Name
	Central Office		Pass	CROCKER, KELLY
	Central Office		Pass	DAILEY, HILARYE
	Corrections Training		Pass	DEHART, SHANNON
	Central Office		Pass	DYKES, MICHELLE
	Central Office		Pass	FLEMING, ANNYETTE
	Central Office		Pass	KOUNS, SHARON
	Corrections Training		Pass	MOYERS, DEBORAH
	Central Office		Pass	OWENS, CARLA
	Central Office		Pass	PANGBURN, KEVIN
	Central Office		Pass	Raisor, Tonya
	Central Office		Pass	SMITH, AARON

## GRADEBOOK (BY COURSE AND BY STUDENT)

- Choose View by Course or **Student**
- Choose the year (default is current year)
- Choose subject from drop down

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my page help view courses toolbox ↓

Home > Trainer > Grade Book > By User

Select the facility of the student that you want to see the report on.

**Filter**

Facility: Central Office

**Student**

Choose Student

### Example: Student Transcript-Online & Offline Courses

Below are the courses that this user is enrolled. Click on the course name for a detailed gradebook.

**Filter**

Academic Year: 2012

**SHANNON DEHART**  
Security, COR OFF  
Shift: 2  
Required Hours: 40  
Status: Active

Course	Type	Status	Hours	Credit Completed	Academic Year
<a href="#">2012 Central Office - Electronic ACA Files 7-3-2012</a>	Offline Course	Pass	1	1	2012
<a href="#">2012 CRTC TRAIN THE TRAINER (JULY 30-AUGUST 3)</a>	Offline Course	Pass	40	40	2012
<a href="#">2012 LSCC COMMON CORE</a>	Offline Course	Pass	8	8	2012
<a href="#">2012 LSCC FIREARMS REQUALIFICATION</a>	Offline Course	Pass	8	8	2012
<a href="#">2012 LSCC OC AEROSOL PROJECTORS END USER COURSE</a>	Offline Course	Pass	4	4	2012
<a href="#">2012 LSCC OFFICER-IN-SERVICE</a>	Offline Course	Pass	16	16	2012

## VIEW FACILITY STATISTICS

- Click "Tool Box"
- Click "View Facility Statistics"
- Most reports are taken from By Facility, By Required Hours, By Subject Bundle
- Select the menu item that best suits your need

Home > Publisher & Trainer > View Facility Statistics

**By Course Taken in a Facility**  
Use this section to view statistics based on how a facility is performing in a course.

**By Exams/Quizzes**  
Use this section to view statistics about exams and quizzes (i.e., pass/fail ratio, % of correct questions, etc).

**By Student in a Facility**  
Use this section to view statistics based on how a student is performing in a course.

**By Job Category in a Facility**  
Use this section to view statistics based on how a job category is performing in a course.

**By Facility**  
Use this section to view statistics based on a facility.

**By Required Hours**  
Use this section to view statistics based on a Required Hours.

**By Subject Bundle**  
Use this section to view statistics based on a Subject Bundle.

## VIEW FACILITY STATISTICS (BY SUBJECT BUNDLE)

This report can be exported to Excel.

Filter			
Academic Year	2012		
Facility	Central Office		
Subject Bundle	Central Office Staff		
Only Online Courses	YES		
Job Category	All		
Required Hours	40		

Students				<a href="#">Export To Excel</a>
Name	Required Hours	Completed Hours	Met Requirements?	
ABERNATHY-PERKINS, WENDE	40	0	NO	
ADAMS, AMANDA	40	0	NO	
ADAMS, BRAD	40	0	NO	
ADAMS, BRIGID	40	0	NO	
ADAMS, MARY	40	0	NO	
ALLEN, ROY	40	0	NO	
ALLEN, JR, HARLEY	40	0	NO	
APPEL, STEPHANIE	40	0	NO	
BAKER, CRISTINA	40	0	NO	

## VIEW STATISTICS

- ❖ Click “Tool Box”
- ❖ Click “View Statistics”
- ❖ Most reports are taken from the Common Reports feature
- ❖ Select the menu item that best suits your need
- ❖ **Common Reports-Individual Transcript**
- ❖ Click on “Individual Transcript”

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my page help view courses toolbox ↓

Home > Publisher & Trainer > View Course Statistics

**create**  
quick create for offline  
**supervise**  
manage students  
**evaluate**  
gradebook  
view facility statistics  
view statistics

**View Statistics By User**  
Use this section to view statistics about particular student users (i.e., total # of registered users, total # of etc).

**View Statistics By Course**  
Use this section to view statistics about particular courses (i.e., total # of courses, most popular/least popular course, etc).

**View Statistics By Exams/Quizzes**  
Use this section to view statistics about exams and quizzes (i.e., pass/fail ratio, % of correct questions, etc.)

**Common Reports**  
Use this section to view statistics about course, facility, class, and student transcript (i.e., course listing, student courses, etc.)

**View Statistics By Job Category**  
Use this section to view statistics based upon a students Job Category.

**All Students List**  
Download a List of all Students

## Common Reports Screen Example

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my page help view courses toolbox ↓

Home > Publisher & Trainer > View Statistics > Common Reports

**Course Listing**  
Lists of all the courses with the following fields: course code, course title, training site, course hours, course begin, course end. This list will only include active courses.

**Status of Facility**  
Lists of all students in a facility and shows progress for that year. Includes the following fields: SSN, last name, first name, job title, sex, DOB. Then on the course level: course, course title, training site, begin, end, course hours, completed, status. And, a field for total current course hours. Note: this area will only show users that are active..

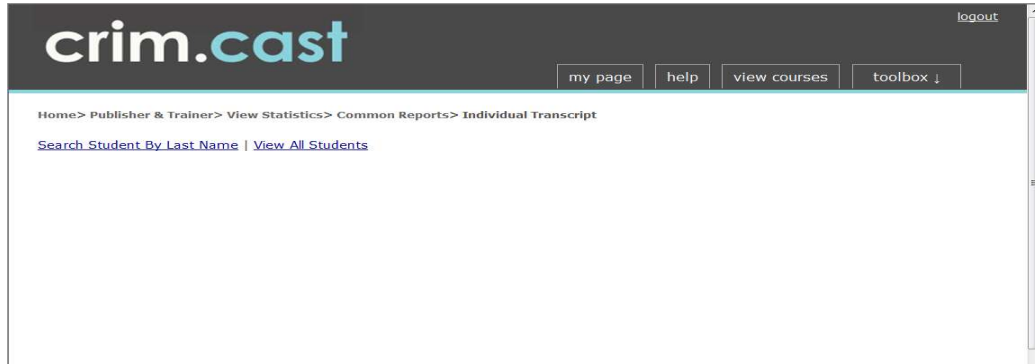
**Class Roster**  
Lists of all students in a specific course. Includes the following fields: SSN, student name, sex, status, current number of hours completed, employer, job title. Also information on the course ins included: course code, course title, training site, training hours, begin, and end date.

**Individual Transcript**  
Lists students' training histories over the past year or a variable date range beginning with when their account was created. Includes the following: SSN, name, DOB, sex, job title, employer, course code, course title, training site, hours, begin, end, and status. (Will be both active and inactive students.)

**Course Expiration Report**  
Lists students who have completed a particular course prior to a chosen date.

**VIEW STATISTICS - CONTINUED**

- ❖ Search Student by Last Name **(Never Select 'View All Students')**
- ❖ Enter the last name OR the social security number
- ❖ Click "Search User"



- ❖ Click on the name
- ❖ Date range will be for the current year. The date may be changed if more data is required.
  - This report can be exported to Excel.

Starting From	<input type="text" value="1/1/2012"/>
Ending At	<input type="text" value="8/20/2012"/>
Show only courses taken in selected date range	

Courses							Export To Excel
Title	Training Site	Begin	End	Credit Hours	Credit Completed	Status	
2012 Central Office - Electronic ACA Files 7-3-2012	Offline Course -	07/03/2012	07/03/2012	1	1	Pass	
2012 CRTc OPEN RECORDS TRAINING (FEBRUARY 17)	Offline Course - CRTc	02/17/2012	02/17/2012	1.5	1.5	Pass	
2012 CRTc-WRTc Training Needs Assessment Class	Offline Course - CRTc -WRTc	03/16/2012	03/23/2012	2	2	Pass	
2012 Education - Microsoft Office Training (June 25th-29th)	Offline Course - Louisville	06/25/2012	06/29/2012	40	40	Pass	
2012 KJA SUMMER CONFERENCE (01) K9 AND JAILS 1 HOUR	Offline Course - NCCC	06/25/2012	06/28/2012	1	1	Pass	
2012 KJA SUMMER CONFERENCE (02) PRISONER TRANSPORT SAFETY 1 HOUR	Offline Course - NCCC	06/25/2012	06/28/2012	1	1	Pass	
2012 KJA SUMMER CONFERENCE (03) UNACCEPTABLE USE OF FORCE 2 HOURS	Offline Course - NCCC	06/25/2012	06/28/2012	2	2	Pass	
2012 KJA SUMMER CONFERENCE (04) IN CUSTODY DEATHS & SYNTHETIC DRUG USE 2 HOURS	Offline Course - NCCC	06/25/2012	06/28/2012	2	2	Pass	
2012 KJA SUMMER CONFERENCE (05) STAFF DISCIPLINARY ISSUES 1 HOUR	Offline Course - NCCC	06/25/2012	06/28/2012	1	1	Pass	
2012 KJA SUMMER CONFERENCE (06) DEALING WITH THE MEDIA 1 HOUR	Offline Course - NCCC	06/25/2012	06/28/2012	1	1	Pass	