KENTUCKY DEPARTMENT OF CORRECTIONS DIVISION OF CORRECTIONS TRAINING

CRIMCAST ADMINISTRATOR USERS MANUAL

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Student Log-In

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Go 🕨

Admin & Instructor Log-In

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Go 🕨

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 the Crimcast team email, or to one of the team members individually.

There is also a link within Crimcast where the team can be emailed directly. Please point this out to your staff so they can make us aware of spelling, grammar and test issues.

See below for contact information for the Crimcast team.

JusticeCORCrimcastTeam@ky.gov.

Wendy Johnson (WRTC)	270-388-0241 ext. 2806	wendy.johnson@ky.gov
Betty Gilliam (ERTC)	606-738-4628 ext. 2200	bettyg.gilliam@ky.gov
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LOG-IN INFORMATION

crim	.cast		
	Student Log-In	Admin & Instructor Log-In	F

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

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: jon.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.

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.

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"

Course Name*		
Course ID	Note: if you do not enter an ID, one will be assigned.	
Academic Year*	2012 💌	
Description*		
Instructor		
Subject*	Central Office Staff Common Core/Officer Inservice Correctional Officer Basic Academy DEACTIVATED Deputy Jailer Inservice Electives Firearms Jailers KCI In-Service Louisville Metro LS/CMI	

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".

Location	Please provide contact information for students		
	Location		
	Point of Contact		
	Phone Number		
	Email Address		
Target Audience*			
Course Duration*	Starting Date - Ending Date Starting Date Ending Date		
Pre-requisites*	<pre>No C Yes: what?</pre>		
Training Hours*	AUTHORIZED INSTITUTION/AGENCY	CREDIT HOURS	
Grading Protocol*	Identify the % of correct answers required Pass = 100 % correct	or a passing grade	
Grading Weights*	Final Exam		
		0%	
	Other	100%	

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.



- o Select "Manage Students" from the drop down menu
- o Click "Create User"
- Choose Facility from drop down menu click submit

i and the second se	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)

crim.co	ny page help view courses toolbox↓
Iome > Publisher & Trainer > Manag Search for User	e Users > Enroll User
New Student	
*First Name	JON
*Last Name	DOE
*Facility	Central Office
*Job Category	Programs
*Job Title	ADM SPEC I
Email	
*Required Hours	
Identification	
Choose ID Type	C Employee ID# Social Security Number
Employee ID#	

(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

Tab Title		
Job Title	ADM SPEC I	
mail		
Required Hours	16 💌	
Identification		
Choose ID Type	C Employee ID# Social Security Number	
Employee ID#		
Social Security Number	123456789	
Personal Information		
Gender	Temale C female	
Date Of Birth	**/**/****	
Start Date	08/22/2012	
Cert Member	Yes 🗋 No 🙆	
Iser Name and Password		
'User Name	JON.DOE	
Password	••••	
Confirm Password	••••	
Continue		

- ✓ User Name ALL CAPS PLEASE FIRST NAME.LAST NAME (JON.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
- o 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

cast	my page help view courses toolbox ↓
Users > Assign Seats	
Pick Filter	
Current Year All Years	
Submit	
	Cast Users > Assign Seats Pick Filter Current Year <u>All Years</u> Submit

ENROLL A STUDENT IN AN OFFLINE COURSE - Screen 2

Filter	rs		
Subje	ct	Central Office Staff	
Acade	emic Year	Current Year <u>All Years</u>	
Cour	ses		
	2012 BCFC 03 W-1 M	Aeeting(2012) (10 hours)	
	2012 Capital Constru	ction - Instrumentation Class (4-20-2012)(2012) (3 hours)	
•	2012 CENTRAL OFFIC	CE (CURRICULUM BRANCH) CRIMCAST ADMIN. USER CLASS 8-22-2012(2012) (2 hours)	
	2012 Central Office -	- Electronic ACA Files 7-3-2012(2012) (1 hour)	
	2012 Education - Mic	crosoft Office Training (June 25th-29th)(2012) (40 hours)	
	2012 KACO HIP TRAI	NING JULY 25 2012(2012) (4 hours)	
	2012 KCCD Conference	ce July 15-18, 2012(2012) (14 hours)	
Γ.	2012 OIS Courtnet T	raining February 12, 2012(2012) (1.5 hours)	
	2012 OIS CRIMCAST	admin training 6/7/2012(2012) (2 hours)	

- Click on course "Submit"
- Choose Job Category Select "All" "Submit"

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		
Enroll Edit 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.

- 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

Home > Trainer > Manage	: Users > Assign Seats		
- 1894 I I			
Filters			
Subject	Central Office Staff		
Academic Year	Current Year All Years		

ENROLL A STUDENT IN AN ONLINE COURSE

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

Subje	ct	Central Office Staff
Acade	emic Year	Current Year <u>All Years</u>
Cour	rses	
	CTR-001 Introduction	to Computer Based Training(2012) (1 hour)
	CTR-003 Tour of KY Ad	dult Institutions(2012) (4 hours)
Γ	CTR-004 Corrections P	olicy & Procedure, Institutional Policy & Procedure, & ACA Standards(2012) (3 hours)
	CTR-005 Introduction	to Code of Ethics (2012) (1 hour)
	CTR-006 Introduction	to Sexual Harassment & Anti-Harassment(2012) (1 hour)
	CTR-007 Employee Sex	xual Misconduct with Offenders and PREA(2012) (1 hour)
	CTR-008 Medical Proce	edures(2012) (1 hour)
	CTR-008a Medical Proc	cedures AIDS/HIV(2012) (2 hours)
	CTR-010 Tool and Key	Control (2012) (2 hours)
	CTR-012 Security and	Classification of Inmates(2012) (3 hours)
	CTR-014 Dress Code fo	or Uniformed and Non-Uniformed Staff(2012) (1 hour)
-	CTR-017 Introduction	to Inmate Bulas and Discipline(2012) (1 hour)

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

				Select All
Name	M001	M003	M004	M005
ABERNATHY-PERKINS, WENDE				
ADAMS, AMANDA				
ADAMS, BRAD				
ADAMS, BRIGID				
ADAMS, MARY				
ALLEN, ROY				
ALLEN, JR, HARLEY				
APPEL, STEPHANIE				
BAKER, CRISTINA				
BANTA, AMY				

- 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"

cri	m.cast my page help view courses toolbox 1	
Home > Trainer	> Un-Enroll Student > CTR-001 Introduction to Computer Based Training - 1	
Filter		
Facility		
AARON, AMA ABBOTT, CH ABBOTT, HC ABBOTT, WI	ANDA, [Deactivated Users] HARLES, [Kentucky State Reformatory] JPE, [Kentucky State Reformatory] ILLIAM, [Kentucky Correctional Institution For Women]	
ABNER, KIM	BERLY, [Kentucky State Reformatory] FREY L. [Eastern Kentucky Correctional Complex]	
ADAMS, JER	IEMY, [Luther Luckett Correctional Complex]	
ADAMS, SH	AMIKA, [Deactivated Users] OMAS, [Roederer Correctional Complex]	
F	In the second	

- 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

crim.cast	logout	
Home > Publisher & Trainer > Grade Book View By Course Use this section to view your gradebook by courses taken in your facility View By Student Use this section to view your gradebook by individual student in your facility	create quick create for offline supervise manage students evaluate gradebook view facility statistics view statistics	

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

	my page help view courses toolbox↓
1ome > Trainer > Grade E	ook > By Course
'ou may view the grade	book by selecting the appropriate course in the window below.
Filters	
Academic Year	2012 •
Subject	Ali
Туре	Online <u>Online & Offline</u>
Courses	

GRADEBOOK (BY COURSE AND BY STUDENT - ONLINE)

The list of courses is 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.



GRADEBOOK (BY COURSE AND BY STUDENT - OFFLINE)

Filters					
Facility	All Facilities				
Last Name	ABCDEEGHIJ	K L M N Q P Q R S I U V W X	Y Z All		
2012 Cent	ral Office - Electronic ACA File:	s 7-3-2012		Export To Exc	el <u>Name</u>
	Facility	Status	Final	Details	
CROCKER, K	ELLY	Central Office		Pass	D
DAILEY, HIL	ARYE	Central Office		Pass	D
DEHART, SH	ANNON	Corrections Training		Pass	D
DEHART, SH DYKES, MICH	ANNON	Corrections Training Central Office		Pass	D
DEHART, SH DYKES, MICH FLEMING, AN	ANNON IELLE INYETTE	Corrections Training Central Office Central Office		Pass Pass Pass	0
DEHART, SH DYKES, MICH FLEMING, AN KOUNS, SHA	ANNON HELLE INYETTE IRON	Corrections Training Central Office Central Office Central Office		Pass Pass Pass Pass	0
DEHART, SH DYKES, MICH FLEMING, AN KOUNS, SHA MOYERS, DE	ANNON HELLE INYETTE RON BORAH	Corrections Training Central Office Central Office Central Office Corrections Training		Pass Pass Pass Pass Pass	0 0 0 0
DEHART, SH DYKES, MICI FLEMING, AN KOUNS, SHA MOYERS, DE OWENS, CAI	ANNON HELLE INYETTE IRON BORAH RLA	Corrections Training Central Office Central Office Central Office Corrections Training Central Office		Pass Pass Pass Pass Pass Pass Pass Pass	
DEHART, SH DYKES, MICI FLEMING, AN KOUNS, SHA MOYERS, DE OWENS, CAI PANGBURN,	ANNON HELLE INYETTE IRON BORAH RLA KEVIN	Corrections Training Central Office Central Office Central Office Corrections Training Central Office Central Office		Pass Pass Pass Pass Pass Pass Pass Pass	
DEHART, SH DYKES, MICH FLEMING, AN KOUNS, SHA MOYERS, DE OWENS, CAH PANGBURN, Raisor, Tony	ANNON HELLE INYETTE RON BORAH RLA KEVIN a	Corrections Training Central Office Central Office Central Office Corrections Training Central Office Central Office Central Office		Pass Pass Pass Pass Pass Pass Pass Pass	

GRADEBOOK (BY COURSE AND BY STUDENT)

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

cri	m.cast		my page help	view courses	<u>logout</u> toolbox ↓	
Home > Trainer	r > Grade Book > By User					
Select the facili	ity of the student that you want to	see the report on.				E
Filter						
Facility	Central Office					
Student						
Choose Stud	lent	•				

Example: Student Transcript-Online & Offline Courses

Filter					
Academic Year	2012				
SHANNON DEHART					
Security, COR OFF					
Required Hours: 40					
Status: Active					
Course	Туре	Status	Hours	Credit Completed	Academic Year
2012 Central Office - Electronic ACA Files 7-3-2012	Offline Course	Pass	1	1	2012
2012 CRTC TRAIN THE TRAINER (JULY 30-AUGUST 3)	Offline Course	Pass	40	40	2012
2012 LSCC COMMON CORE	Offline Course	Pass	8	8	2012
2012 LSCC FIREARMS REQUALIFICATION	Offline Course	Pass	8	8	2012
2012 LSCC OC AEROSOL PROJECTORS END USER COURSE	Offline Course	Pass	4	4	2012
2012 LSCC OFFICER-IN-SERVICE	Offline Course	Pass	16	16	2012

- 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

crim.cast	my page	help view courses	logout
Home > Publisher & Trainer > View Facility Statistics		create quick create fo supervise	r offline
By Course Taken in a Facility		manage studer	its
Use this section to view statistics based on how a facility is performin	g in a course.	gradebook	
By Exams/Quizzes		view facility sta	tistics
Jse this section to view statistics about exams and quizzes (i.e., pass/fai	il ratio, % of correct que	tions, etc. view statistics	
By Student in a Facility			
Use this section to view statistics based on how a student is performi	ing in a course.		
By Job Category in a Facility			
Use this section to view statistics based on how a job category is per	forming 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			
Ise this section to view statistics based on a Subject Bundle			

VIEW FACILITY STATISTICS (BY SUBJECT BUNDLE)

This report can be exported to Excel.

Academic Year		2012			
Facility		Central Office			
ubject Bundle Inly Online Courses ob Category		Central Office Staff	Export to		
		YES			
		All	Excel		
Required Hours		40			
Students Name	Required Hours	Completed Hours	Export To Exce Met Requirements?		
Students			Export To Exce		
Students Name ABERNATHY-PERKINS, WENDE	Required Hours	Completed Hours	Export To Exce Met Requirements?		
Students Jame ABERNATHY-PERKINS, WENDE	Required Hours 40	Completed Hours 0	Export To Excel Met Requirements? NO		
Students Jame ABERNATHY-PERKINS, WENDE ADAMS, AMANDA	Required Hours 40 40	Completed Hours 0 0	Export To Excel Met Requirements? NO NO		
Students Jame ABERNATHY-PERKINS, WENDE ADAMS, AMANDA ADAMS, BRAD	Required Hours 40 40 40 40	Completed Hours 0 0 0	Export To Excel Met Requirements? NO NO NO NO		
Students Jamo BBERNATHY-PERKINS, WENDE ADAMS, AMANDA ADAMS, BRAD ADAMS, BRIGID	Required Hours 40 40 40 40 40 40 40 40	Completed Hours 0 0 0 0	Export To Excel Met Requirements? NO NO NO NO NO NO		
Itudents Jame BRERNATHY-PERKINS, WENDE LOAMS, AMANDA LOAMS, BRAD LOAMS, BRIGID	Required Hours 40	Completed Hours 0 0 0 0 0 0	Export To Excel Met Requirements? NO NO NO NO NO NO NO		
Itudents Jame BERNATHY-PERKINS, WENDE LOAMS, AMANDA LOAMS, BRAD LOAMS, BRIGID LOAMS, MARY LLEN, ROY	Required Hours 40	Completed Hours 0 0 0 0 0 0 0 0 0 0 0 0 0	Image: Control of the contro		
Students Jame BERNATHY-PERKINS, WENDE DADAMS, AMANDA ADAMS, BRAD ADAMS, BRIGID ADAMS, MARY ALLEN, ROY ALLEN, JR, HARLEY	Required Hours 40	Completed Hours 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Met Requirements? NO		
Students Vame Stane Stan	Required Hours 40	Completed Hours	Item Procession Item Procession NO NO		

- 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"

crim.cast	logout ige help view courses toolbox 1
Home> Publisher & Trainer> View Course Statistics	create quick create for offline supervise manage students
View Statistics By User Use this section to view statistics about particular student users (i.e., total # of registered etc).	d users, total # of, yew facility statistics view statistics
View Statistics By Course Use this section to view statistics about particular courses (i.e., total # of courses, most p	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 corr	ect 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

crim.ca	st	my page	help	view courses	toolbox ↓	ogout
Home> Publisher & Trainer> View Statist	ics > Common Reports					
Course Listing Lists of all the courses with the following fi include active courses,	elds: course code, course title, trainin	g site, course ho	urs, course	e begin, course end.	This list will only	
Status of Facility Lists of all students in a facility and shows on the course level: course, course title, tr this area will only show users that are activ	progress for that year. Includes the f raining site, begin, end, course hours, ve	ollowing fields: S completed, statu	SN, last na us. An <mark>d</mark> , a f	me, first name, job t field for total current	title, sex, DOB. T course hours. No	hen ote:
Class Roster Lists of all students in a specific course. In job title. Also information on the course in	cludes the following fields: SSN, stude s included: course code, course title, t	ent name, sex, si training site, trair	tatus, curre ning hours,	ent number of hours begin, and end date	completed, empl	oyer,
Individual Transcript Lists students' training histories over the	past year or a variable date range beg	inning with when	their accou	unt was created. Incl	udes the followin	g:

SN, 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.

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

crim.cast	my page	help	view courses	toolbox ↓	
Home> Publisher & Trainer> View Statistics> Common Reports> Individual Tra	anscript				
Search Student By Last Name View All Students					

- 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	1/1/2012						
Ending At	8/20/2012						
	Show only courses taken in	n selected date range					
Courses						Export	<u>To Excel</u>
Fitle		Training Site	Begin	End	Credit Hours	Credit Completed	Status
2012 Central Office - Elect	tronic ACA Files 7-3-2012	Offline Course -	07/03/2012	07/03/2012	1	1	Pass
2012 CRTC OPEN RECORDS	5 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 - Microsof	t Office Training (June 25th-29th)	Offline Course - Louisville	06/25/2012	06/29/2012	40	40	Pass
2012 KJA SUMMER CONFER	RENCE (01) K9 AND JAILS 1 HOUR	Offline Course - NCCC	06/25/2012	06/28/2012	1	1	Pass
2012 KJA SUMMER CONFER SAFETY 1 HOUR	RENCE (02) PRISONER TRANSPORT	Offline Course - NCCC	06/25/2012	06/28/2012	1	1	Pass
2012 KJA SUMMER CONFER FORCE 2 HOURS	RENCE (03) UNACCEPTABLE USE OF	Offline Course - NCCC	06/25/2012	06/28/2012	2	2	Pass
2012 KJA SUMMER CONFER SYNTHETIC DRUG USE 2 H	RENCE (04) IN CUSTODY DEATHS & OURS	Offline Course - NCCC	06/25/2012	06/28/2012	2	2	Pass
2012 KJA SUMMER CONFER ISSUES 1 HOUR	RENCE (05) STAFF DISCIPLINARY	Offline Course - NCCC	06/25/2012	06/28/2012	1	1	Pass
							_