

KENTUCKY DEPARTMENT OF CORRECTIONS

DIVISION OF CORRECTIONS TRAINING

CRIMCAST ADMINISTRATOR USERS MANUAL

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Student Log-In

-
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Admin & Instructor Log-In

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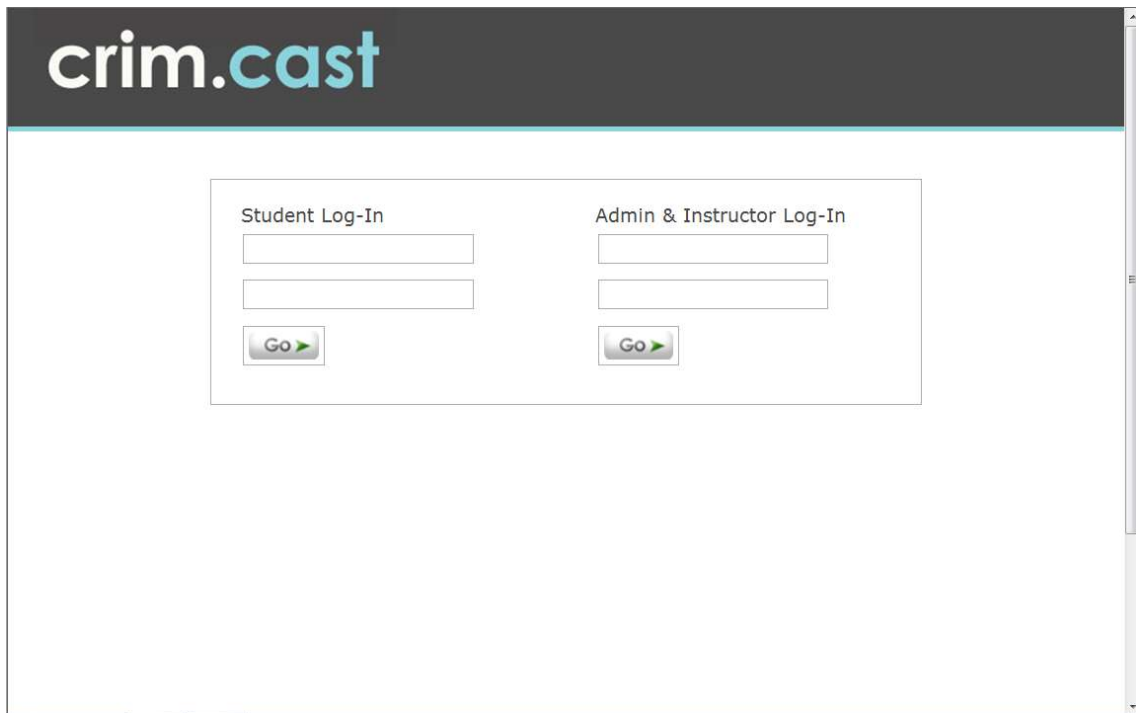


This instruction manual is for you to use when creating an offline course, creating new users, and enrolling staff into online/offline courses. Please be patient with the system, if it doesn't respond as quickly as you would like, give it a few minutes. Should you encounter an issue or problem with the 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.

Wendy Johnson (WRTC)	270-388-0241 ext. 2806	wendy.johnson@ky.gov
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LOG-IN INFORMATION

The image shows a web browser window displaying the crim.cast login page. The header is dark grey with the 'crim.cast' logo in white and teal. Below the header, there are two login sections: 'Student Log-In' and 'Admin & Instructor Log-In'. Each section contains two text input fields and a 'Go' button with a green arrow. The 'Student Log-In' section is on the left, and the 'Admin & Instructor Log-In' section is on the right. The entire page is enclosed in a light blue border.

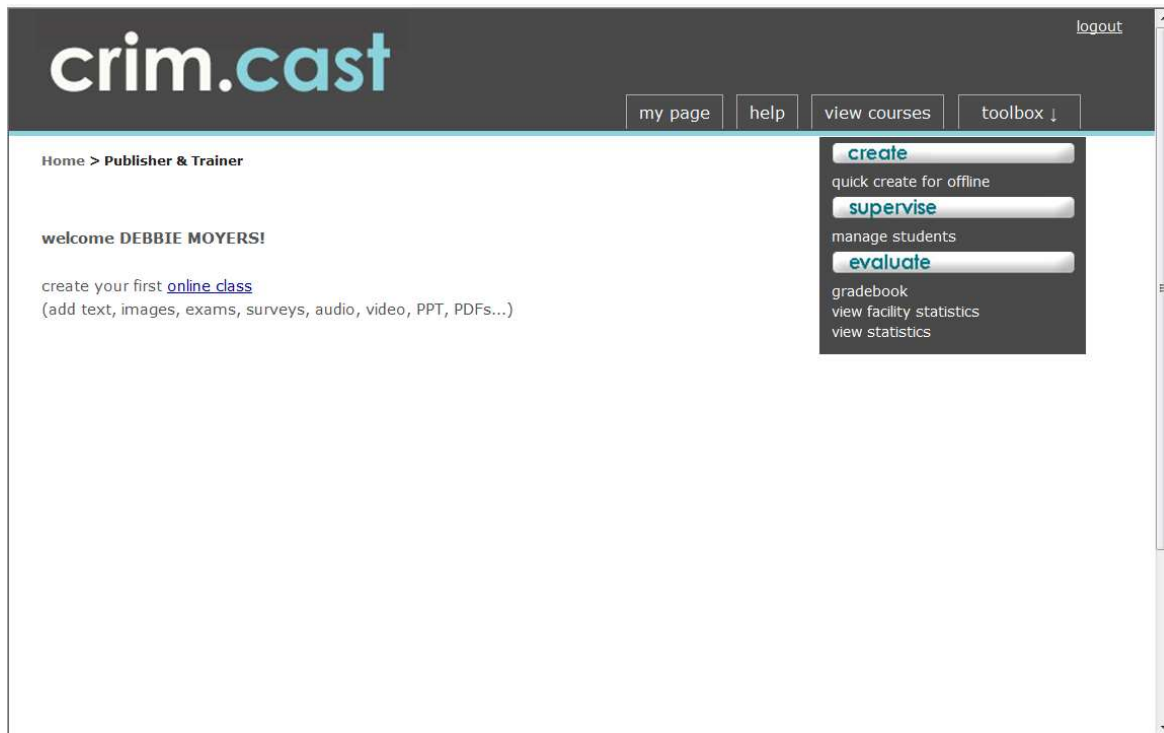
To log into the system, please use this site: <https://kydoc.crimcast.com>

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.

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”

New Offline Course

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
- ☐ Medical
- ☐ 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) + Class Name

EXAMPLE: 2026 Central Office ACA Electronic Files

2026 P & P Night Firing

2026 Boyd County Detention Center Jail Standards

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.)

2026

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	Please provide contact information for students							
	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"/> <input type="button" value=""/>							
	Ending Date <input type="text"/> <input type="button" value=""/>							
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="button" value="v"/></td></tr></tbody></table>		AUTHORIZED INSTITUTION/AGENCY	CREDIT HOURS	<input type="text"/>	0 <input type="button" value="v"/>		
AUTHORIZED INSTITUTION/AGENCY	CREDIT HOURS							
<input type="text"/>	0 <input type="button" value="v"/>							
Grading Protocol*	Identify the % of correct answers required for a passing grade Pass = <input type="text" value="100"/> <input type="button" value="v"/> % correct							
Grading Weights*	<table border="1"><thead><tr><th colspan="2"></th></tr></thead><tbody><tr><td>Final Exam</td><td>0% <input type="button" value="v"/></td></tr><tr><td>Other</td><td>100% <input type="button" value="v"/></td></tr></tbody></table>				Final Exam	0% <input type="button" value="v"/>	Other	100% <input type="button" value="v"/>
Final Exam	0% <input type="button" value="v"/>							
Other	100% <input type="button" value="v"/>							

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 or 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 info will auto-populate in the title of the class.

Training Hours:

Authorizing Institution/Agency – Always Dept. Of Corrections Training

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

Grading Protocol:

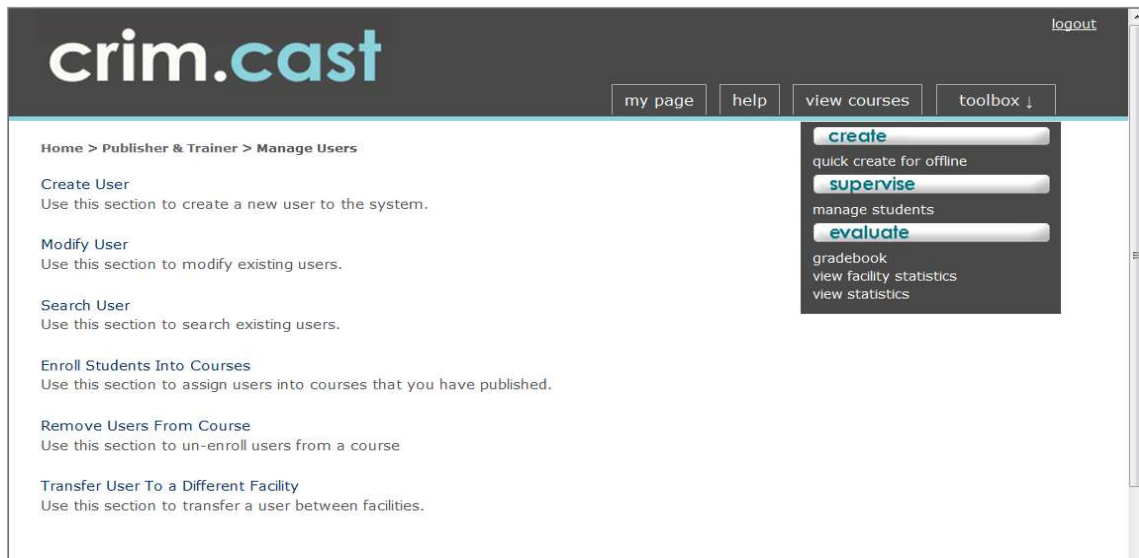
Pass = 70% (Always 70%, use the drop down)

Grading Weights:

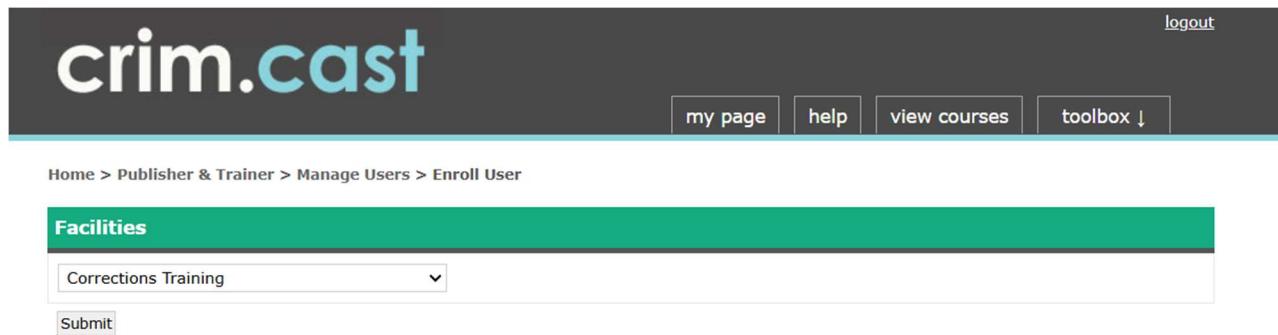
Final Exam– 0%(Always) and Other– 100%(Always)

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

MANAGE STUDENTS



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



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

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[logout](#)

[my page](#) [help](#) [view courses](#) [toolbox ↓](#)

Home > Publisher & Trainer > Manage Users > Enroll User
[Search for User](#)

New Student

*First Name	<input type="text" value="John"/>
*Last Name	<input type="text" value="Doe"/>
*Facility	Corrections Training
*Job Category	<input type="text" value="Programs"/>
*Job Title	<input type="text" value="ADM SPEC I"/>
Email	<input type="text"/>
*Required Hours	<input type="text" value="24"/>



Identification

Choose ID Type	<input type="radio"/> Employee ID# <input checked="" type="radio"/> Social Security Number
Employee ID#	<input type="text"/>
Social Security Number	<input type="text" value="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

*Job Title	ADM SPEC I ▼
Email	<input type="text"/>
*Required Hours	24 ▼
Identification	
Choose ID Type	<input type="radio"/> Employee ID# <input checked="" type="radio"/> Social Security Number
Employee ID#	<input type="text"/>
Social Security Number	123456789
Personal Information	
Gender	<input checked="" type="radio"/> male <input type="radio"/> female
Date Of Birth	**/**/****  (please select a date by clicking on the calendar icon)
*Start Date	12/12/2024  (please select a date by clicking on the calendar icon)
Cert Member	Yes <input type="radio"/> No <input type="radio"/>
User Name and Password	
*User Name	JOHN.DOE
*Password
*Confirm Password

-
- ✓ 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 ↓

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”
-

The screenshot shows the crim.cast web application interface. At the top, there is a dark header with the 'crim.cast' logo and a 'logout' link. Below the header is a navigation bar with buttons for 'my page', 'help', 'view courses', and 'toolbox'. The main content area shows a breadcrumb trail: 'Home > Trainer > Un-Enroll Student > CTR-001 Introduction to Computer Based Training - 1'. Below the breadcrumb is a 'Filter' section with a 'Facility' dropdown menu. Underneath the filter is a 'Students' section containing a list of users with checkboxes for selection. The list includes:

Student Name	Facility	Status
<input checked="" type="checkbox"/> AARON, AMANDA	[Deactivated Users]	
<input type="checkbox"/> ABBOTT, CHARLES	[Kentucky State Reformatory]	
<input checked="" type="checkbox"/> ABBOTT, HOPE	[Kentucky State Reformatory]	
<input type="checkbox"/> ABBOTT, WILLIAM	[Kentucky Correctional Institution For Women]	
<input type="checkbox"/> ABNER, KIMBERLY	[Kentucky State Reformatory]	
<input type="checkbox"/> ADAMS, JEFFREY L.	[Eastern Kentucky Correctional Complex]	
<input type="checkbox"/> ADAMS, JEREMY	[Luther Luckett Correctional Complex]	
<input type="checkbox"/> ADAMS, SHAMIKA	[Deactivated Users]	
<input type="checkbox"/> ADAMS, THOMAS	[Roederer Correctional Complex]	
<input type="checkbox"/> 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.
-

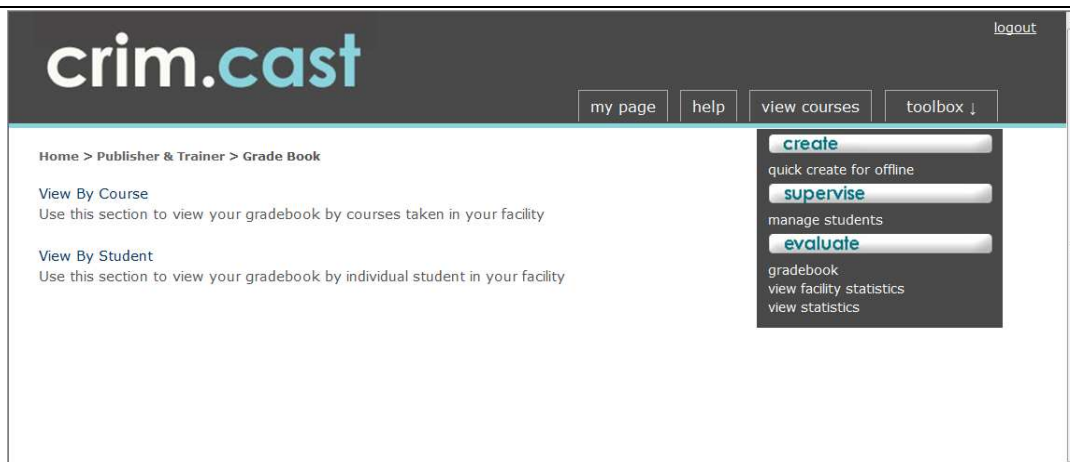
TRANSFER USER TO A DIFFERENT FACILITY

(USE IF AN EMPLOYEE LEAVES YOUR DEPARTMENT OR FACILITY)

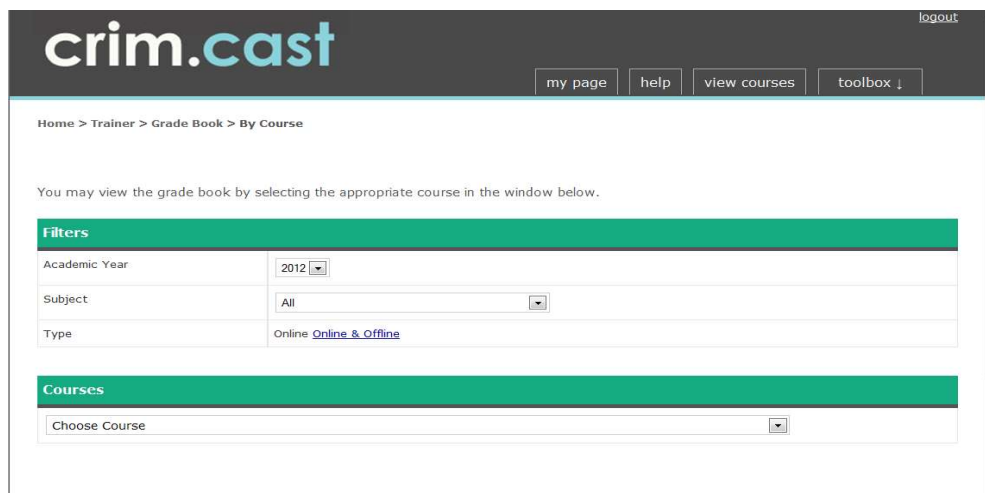
- ❖ Click on “Manage Students”
- ❖ Click on “Transfer User to a Different Facility”
- ❖ Choose the facility they are transferring from – “Submit”
- ❖ Choose the employee you wish to transfer from the list – “Continue”
- ❖ Choose the destination facility – “Submit”
- ❖ Your user has been transferred to 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 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.

finished the class.

Choose a Different Course					
Choose Course					
Filters					
Facility	All Facilities				
Last Name	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				

Export to Excel Feature

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		

GRADEBOOK (BY COURSE AND BY STUDENT - OFFLINE)

Choose a Different Course

Choose Course

Filters

Facility

All Facilities

Last Name

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

2012 Central Office - Electronic ACA Files 7-3-2012

Export To Excel

Name

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

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logout

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
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

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

crim.cast logout

[my page](#) [help](#) [view courses](#) [toolbox ↓](#)

Home > Publisher & Trainer > View Facility Statistics

create
quick create for offline

supervise
manage students

evaluate
gradebook
view facility statistics
view 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.

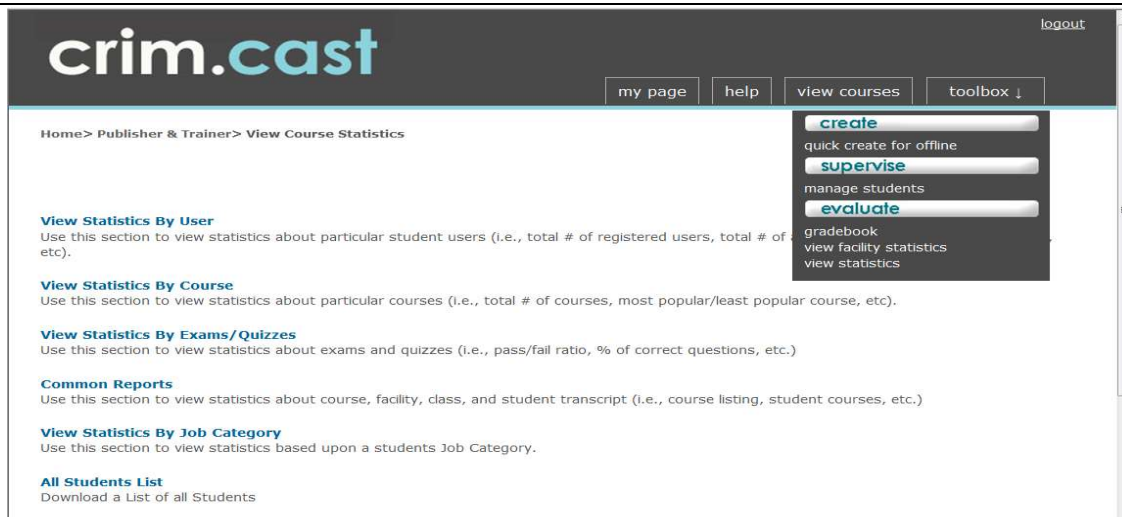
Filter			
Academic Year	2012		
Facility	Central Office		
Subject Bundle	Central Office Staff		
Only Online Courses	YES		
Job Category	All		
Required Hours	40		

Export to Excel

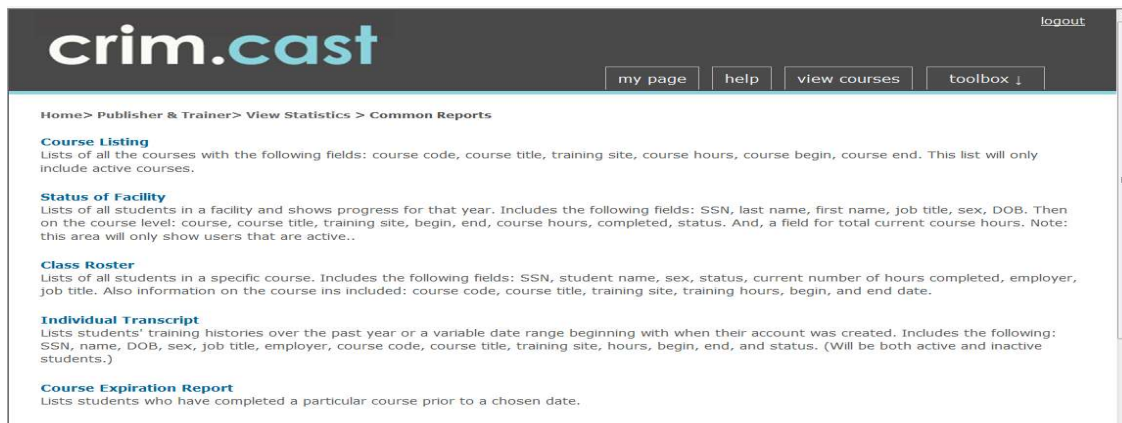
Students			
Name	Required Hours	Completed Hours	Met Requirements?
ABERNATHY-PERKINS, WENDE	40	0	NO
ADAMS, AMANDA	40	0	NO
ADAMS, BRAD	40	0	NO
ADAMS, BRIGID	40	0	NO
ADAMS, MARY	40	0	NO
ALLEN, ROY	40	0	NO
ALLEN, JR, HARLEY	40	0	NO
APPEL, STEPHANIE	40	0	NO
BAKER, CRISTINA	40	0	NO

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”

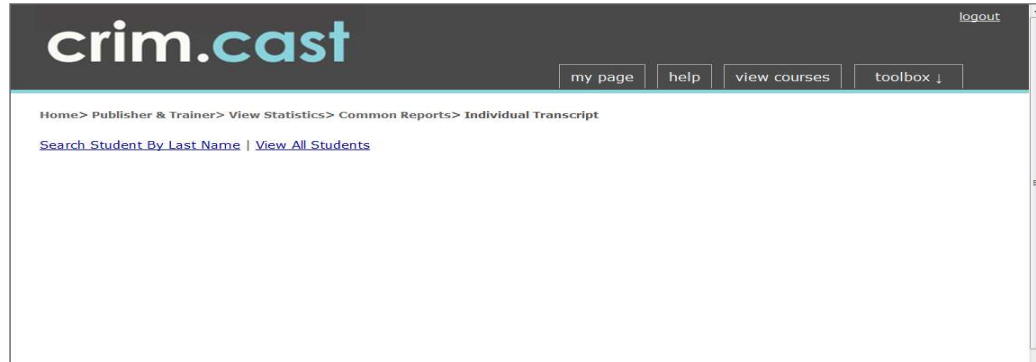


Common Reports Screen Example



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"/>
<input type="button" value="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	