

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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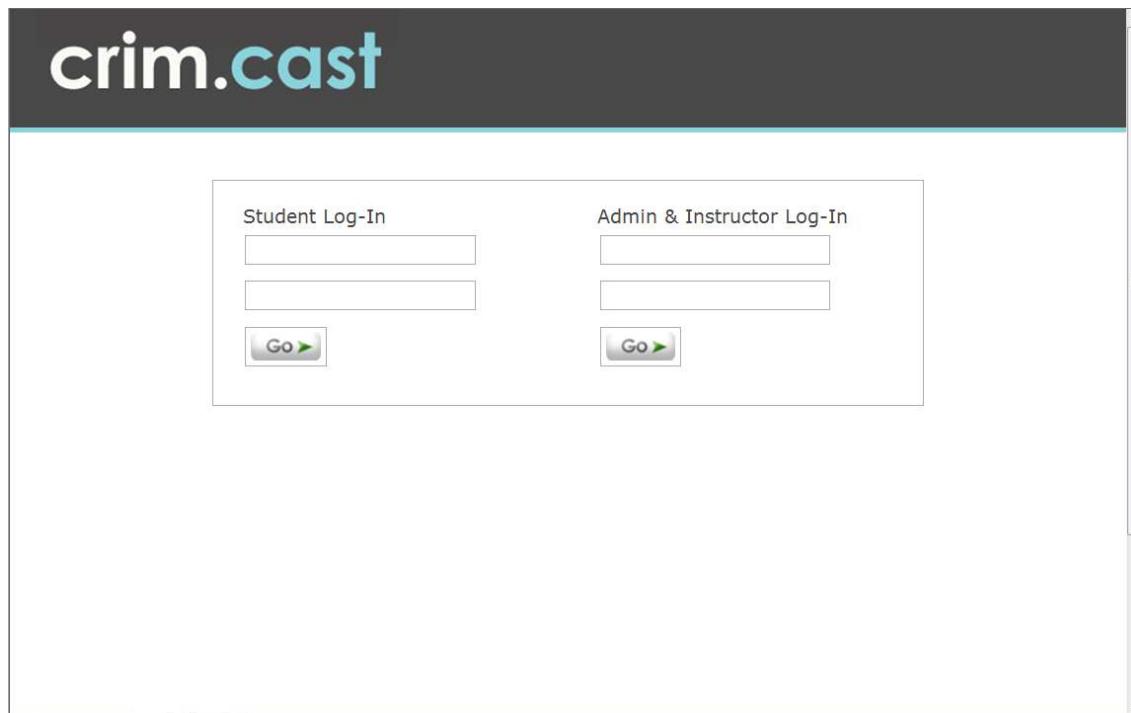


This instruction manual is for you to use when creating an offline course, creating new users, and enrolling staff into online/offline courses. Please be patient with the system, if it doesn't respond as quickly as you would like, give it a few minutes. Should you encounter an issue or problem with the 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
Michelle Vance (ERTC)	606-738-6133 ext. 2200	michelle.vance@ky.gov
Julie Thomas (SRTC)	859-239-7012 ext. 2092	juliew.thomas@ky.gov
Meredith Adams (CRTC)	502-225-9755 ext. 500	meredith.adams@ky.gov

LOG-IN INFORMATION



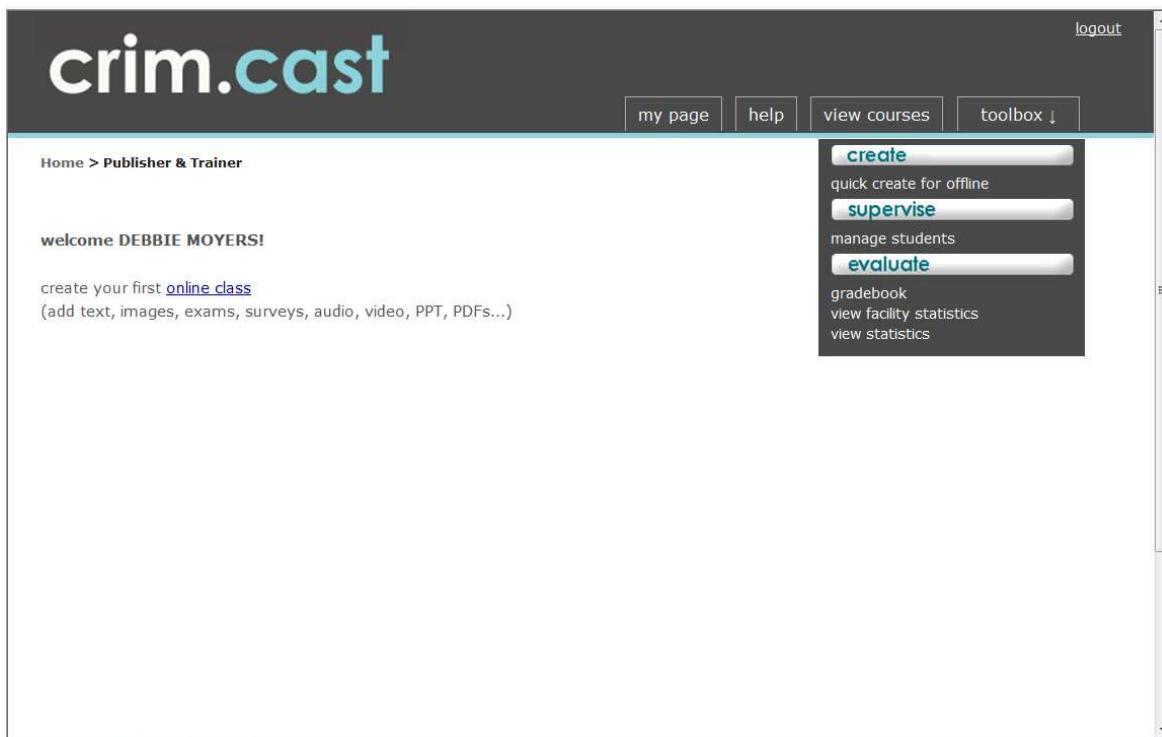
To log into the system, please use this site: <https://kydoc.crimcast.com>

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*	<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) + 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					
	Point of Contact					
	Phone Number					
	Email Address					
Target Audience*	<input type="text"/>					
Course Duration*	<input checked="" type="radio"/> Starting Date - Ending Date Starting Date <input type="text"/> <input type="button"/> Ending Date <input type="text"/> <input type="button"/>					
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"/></td></tr></tbody></table>		AUTHORIZED INSTITUTION/AGENCY	CREDIT HOURS	<input type="text"/>	0 <input type="button"/>
AUTHORIZED INSTITUTION/AGENCY	CREDIT HOURS					
<input type="text"/>	0 <input type="button"/>					
Grading Protocol*	Identify the % of correct answers required for a passing grade Pass = <input type="text"/> 100 <input type="button"/> % correct					
Grading Weights*	<table border="1"><tr><td>Final Exam</td><td>0% <input type="button"/></td></tr><tr><td>Other</td><td>100% <input type="button"/></td></tr></table>		Final Exam	0% <input type="button"/>	Other	100% <input type="button"/>
Final Exam	0% <input type="button"/>					
Other	100% <input type="button"/>					

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 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:

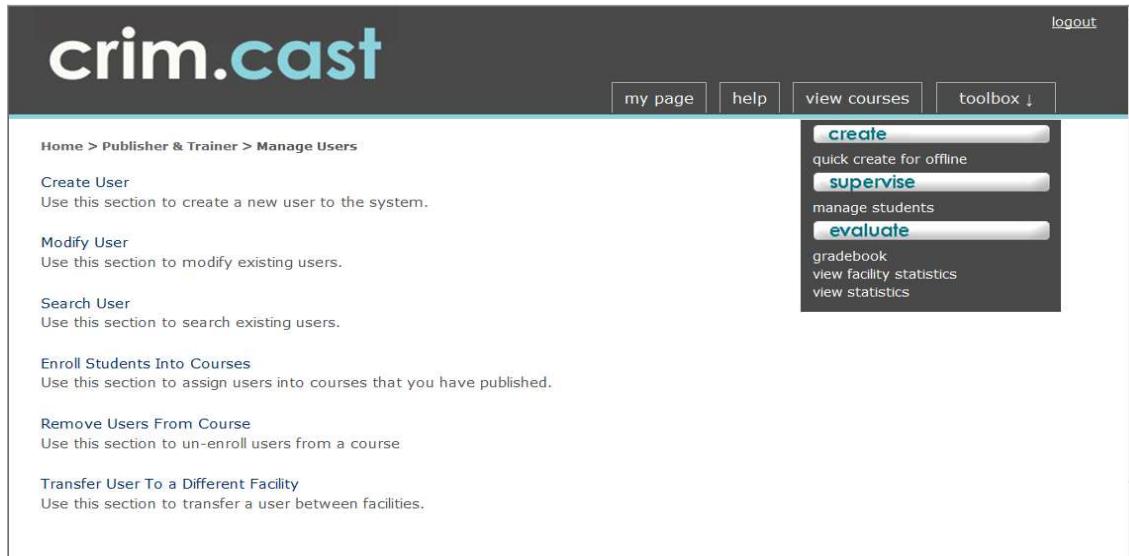
Pass = 70% (**Always 70%, use the drop down**)

Grading Weights:

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

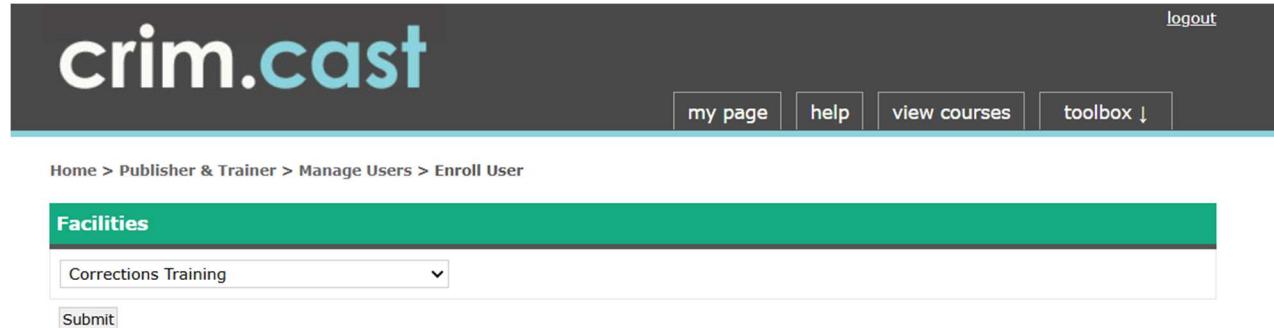
Click “Continue”; your course has been created and is now ready to enroll students.

MANAGE STUDENTS



The screenshot shows the crim.cast software interface. At the top, there is a dark header bar with the 'crim.cast' logo in white. On the right side of the header are links for 'logout', 'my page', 'help', 'view courses', and 'toolbox'. A vertical scroll bar is on the right edge of the main content area. The main content area has a light blue header 'Home > Publisher & Trainer > Manage Users'. Below this, there are several sections with links: 'Create User' (with a description), 'Modify User' (with a description), 'Search User' (with a description), 'Enroll Students Into Courses' (with a description), 'Remove Users From Course' (with a description), and 'Transfer User To a Different Facility' (with a description). To the right of these sections is a dark sidebar with a vertical scroll bar. It contains a 'toolbox' menu with the following items: 'create' (with 'quick create for offline' as a sub-item), 'supervise' (with 'manage students' as a sub-item), 'evaluate' (with 'gradebook', 'view facility statistics', and 'view statistics' as sub-items). The 'supervise' and 'evaluate' items are highlighted in blue.

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



The screenshot shows the 'Enroll User' section of the crim.cast software. At the top, there is a dark header bar with the 'crim.cast' logo in white. On the right side of the header are links for 'logout', 'my page', 'help', 'view courses', and 'toolbox'. Below the header, there is a green navigation bar with the text 'Facilities' and a dropdown menu showing 'Corrections Training'. At the bottom of the green bar is a 'Submit' button. The main content area has a light blue header 'Home > Publisher & Trainer > Manage Users > Enroll User'. The rest of the content area is currently empty.

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

The screenshot shows a web application interface for 'crim.cast'. At the top, there is a dark header with the 'crim.cast' logo in white. To the right of the logo are links for 'logout', 'my page', 'help', 'view courses', and 'toolbox'. Below the header, the URL 'Home > Publisher & Trainer > Manage Users > Enroll User' is visible, along with a link 'Search for User'. The main form is titled 'New Student' in a green header. It contains several input fields: 'First Name' (John), 'Last Name' (Doe), 'Facility' (Corrections Training), 'Job Category' (Programs), 'Job Title' (ADM SPEC I), 'Email' (empty), and 'Required Hours' (24). Below this is a section titled 'Identification' with fields for 'Choose ID Type' (radio buttons for 'Employee ID#' and 'Social Security Number', with 'Social Security Number' selected), 'Employee ID#' (empty), and 'Social Security Number' (123456789). The entire form is set against a light gray background.

New Student	
*First Name	John
*Last Name	Doe
*Facility	Corrections Training
*Job Category	Programs
*Job Title	ADM SPEC I
Email	
*Required Hours	24
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

*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	<input type="text"/> **/**/**** <input type="button" value="Calendar"/> (please select a date by clicking on the calendar icon)
*Start Date	<input type="text"/> 12/12/2024 <input type="button" value="Calendar"/> (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	****
<input type="button" value="Continue"/>	

- ✓ User Name – ALL CAPS PLEASE FIRST NAME.LETTER 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)

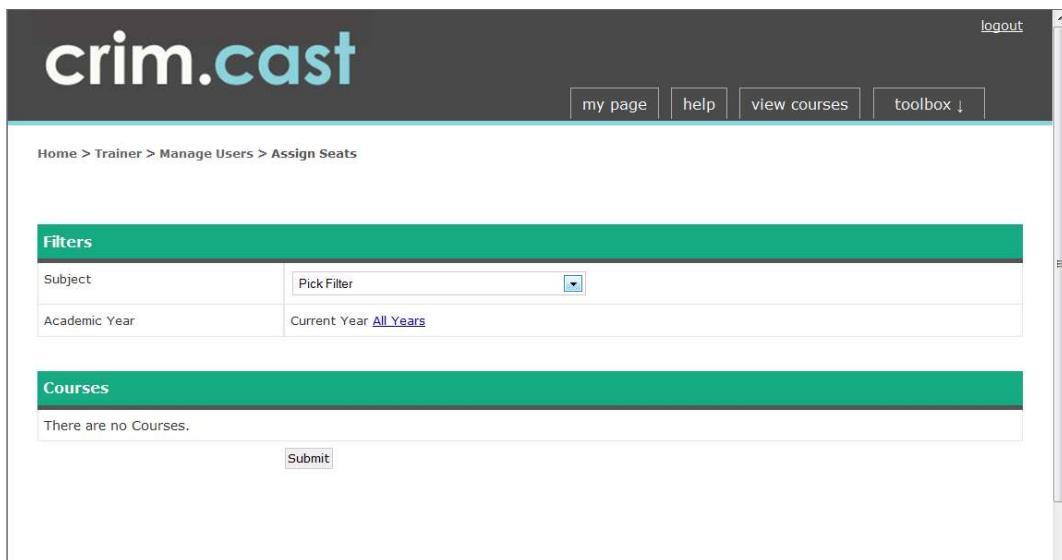
- **Modify** – Change name or job title
- Choose Modify User
- Choose the facility
- Click “submit”
- Choose employee from drop down list
- Make changes then click “submit”
- Confirm date
- Click “submit”

- **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



Home > Trainer > Manage Users > Assign Seats

Filters

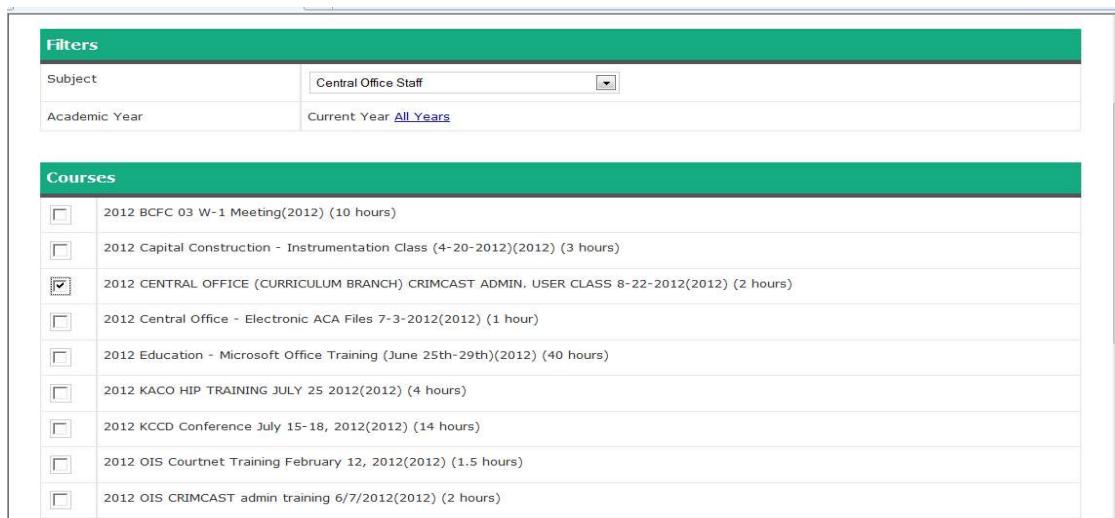
Subject	Pick Filter
Academic Year	Current Year All Years

Courses

There are no Courses.

Submit

ENROLL A STUDENT IN AN OFFLINE COURSE - Screen 2



Filters

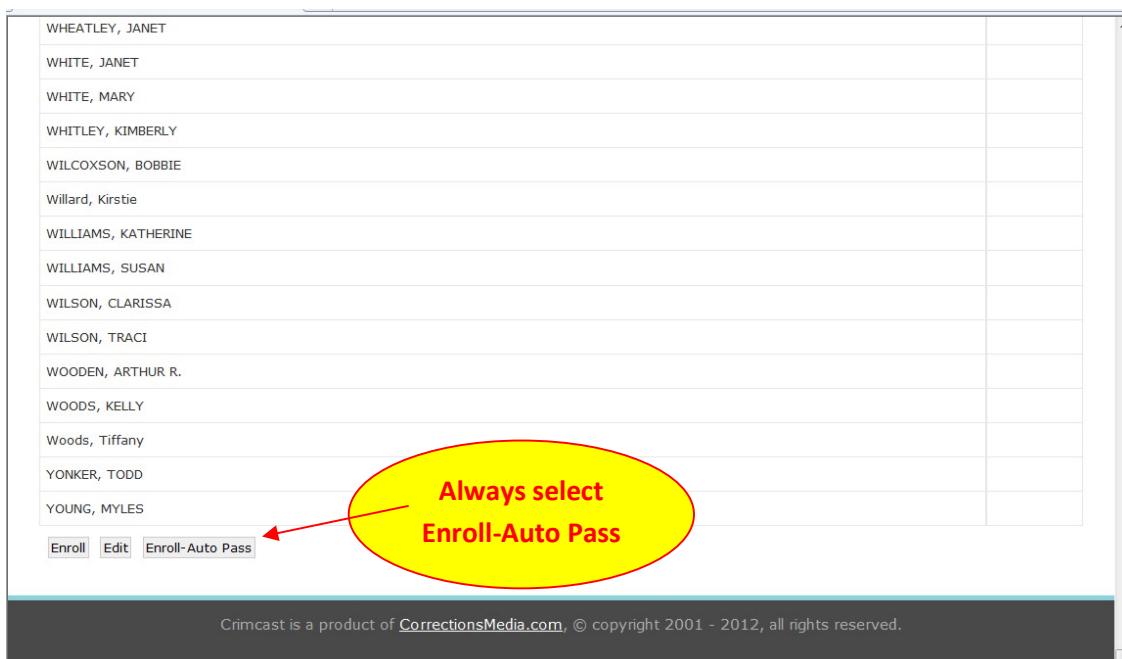
Subject	Central Office Staff
Academic Year	Current Year All Years

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

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.

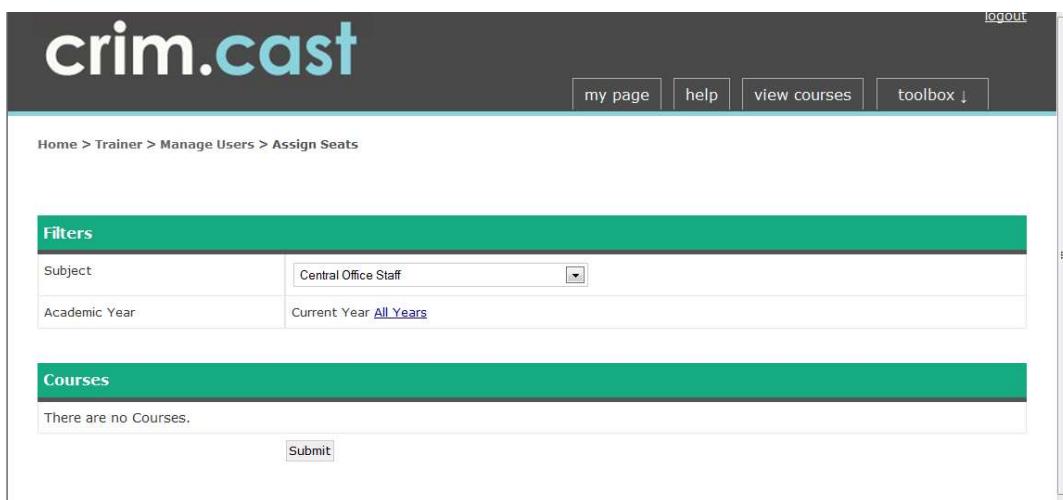
NOTE:

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.

ENROLL A STUDENT IN AN ONLINE COURSE

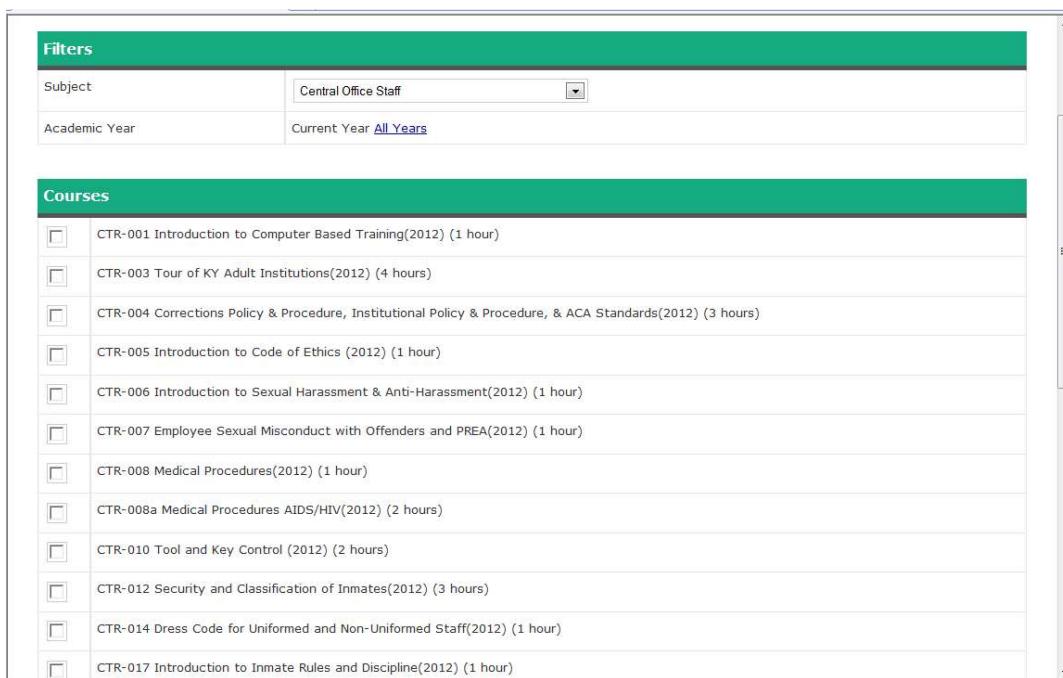
(CBT MODULES – New Employees, In-Service for Veteran Staff)

- 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



ENROLL A STUDENT IN AN ONLINE COURSE

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



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

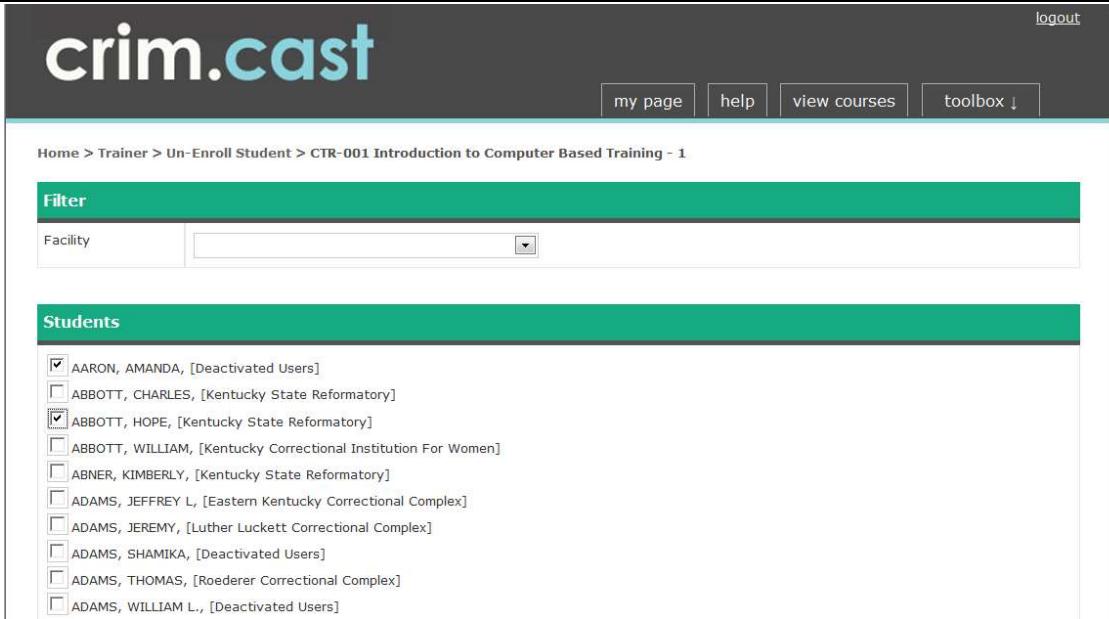
ENROLL A STUDENT IN AN ONLINE COURSE - CONTINUED

Name	M001	M003	M004	M005	<input type="checkbox"/> Select All
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' software interface. At the top, there is a dark header bar with the 'crim.cast' logo on the left and 'logout' on the right. Below the header are navigation links: 'my page', 'help', 'view courses', and 'toolbox'. The main content area has a green header bar labeled 'Filter' on the left. Under 'Filter', there is a dropdown menu labeled 'Facility' with a single item 'Facility'. Below this is another green header bar labeled 'Students'. The main list area contains a table with two columns: 'Name' and 'Facility'. The 'Name' column lists various users, and the 'Facility' column shows their respective correctional facilities. Several checkboxes are checked for users like 'AARON, AMANDA, [Deactivated Users]', 'ABBOTT, CHARLES, [Kentucky State Reformatory]', and 'ABBOTT, HOPE, [Kentucky State Reformatory]'. The facility column shows 'Kentucky State Reformatory' for the first two and 'Kentucky Correctional Institution For Women' for the third. Other users listed include 'ABBOTT, WILLIAM, [Kentucky Correctional Institution For Women]', 'ABNER, KIMBERLY, [Kentucky State Reformatory]', 'ADAMS, JEFFREY L, [Eastern Kentucky Correctional Complex]', 'ADAMS, JEREMY, [Luther Luckett Correctional Complex]', 'ADAMS, SHAMIKA, [Deactivated Users]', 'ADAMS, THOMAS, [Roederer Correctional Complex]', and 'ADAMS, WILLIAM L, [Deactivated Users]'. The facility column for these users is empty.

Name	Facility
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 Luckett 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.

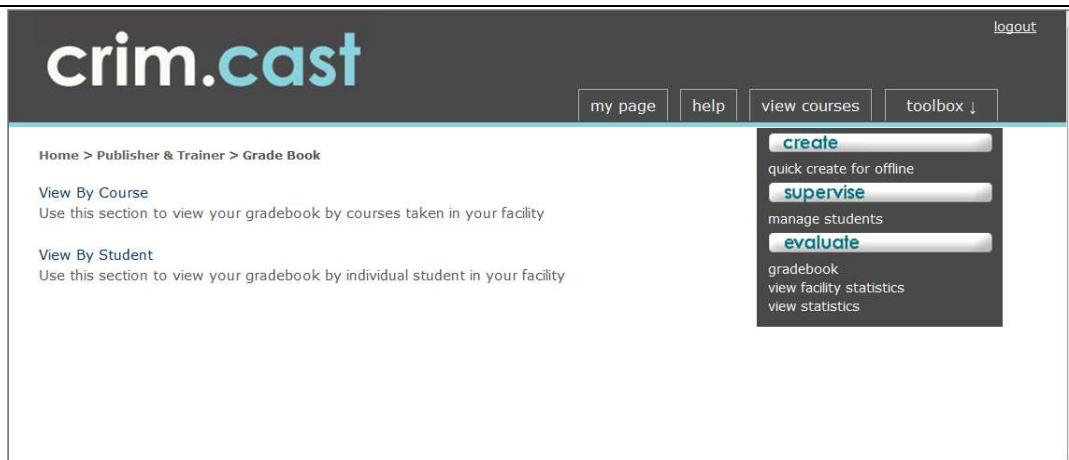
TRANSFER USER TO A DIFFERENT FACILITY

(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)

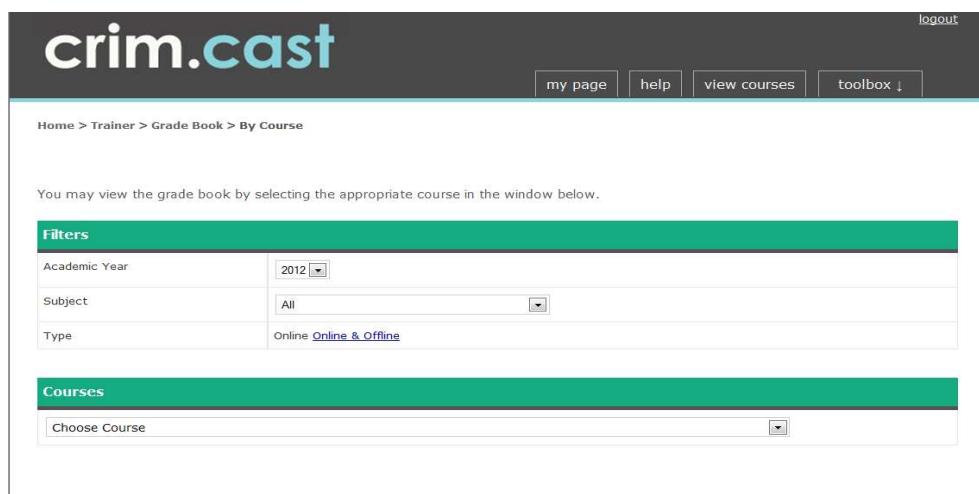
- ✓ Click on “Tool Box”
- ✓ Click on “Gradebook”
- ✓ Choose **View by Course** or Student



The screenshot shows the crim.cast software interface. At the top, there is a dark header bar with the logo 'crim.cast' in white. To the right of the logo are links for 'logout', 'my page', 'help', 'view courses', and 'toolbox'. A vertical sidebar on the right contains a 'toolbox' menu with several options: 'create' (with 'quick create for offline'), 'supervise' (with 'manage students'), 'evaluate' (with 'gradebook', 'view facility statistics', and 'view statistics'), and a 'grid' icon.

The main content area shows a breadcrumb navigation: 'Home > Publisher & Trainer > Grade Book'. Below this, there are two sections: 'View By Course' and 'View By Student'. The 'View By Course' section includes a sub-instruction: 'Use this section to view your gradebook by courses taken in your facility'. The 'View By Student' section includes a sub-instruction: 'Use this section to view your gradebook by individual student in your facility'.

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



The screenshot shows the 'By Course' gradebook filter screen. At the top, there is a dark header bar with the logo 'crim.cast' in white. To the right of the logo are links for 'logout', 'my page', 'help', 'view courses', and 'toolbox'. A vertical sidebar on the right contains a 'toolbox' menu with several options: 'create' (with 'quick create for offline'), 'supervise' (with 'manage students'), 'evaluate' (with 'gradebook', 'view facility statistics', and 'view statistics'), and a 'grid' icon.

The main content area shows a breadcrumb navigation: 'Home > Trainer > Grade Book > By Course'. Below this, a message says: 'You may view the grade book by selecting the appropriate course in the window below.' A 'Filters' section contains dropdown menus for 'Academic Year' (set to '2012'), 'Subject' (set to 'All'), and 'Type' (set to 'Online Online & Offline'). Below the filters is a 'Courses' section with a dropdown menu labeled 'Choose Course'.

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

COBA-001 INTRO TO COMPUTER BASED TRAINING

Name	Facility	Status	Final	Details
ABELL, LEAH	Luther Luckett Correctional Complex		Pass	0
ADAMS, MIRANDA	Luther Luckett Correctional Complex		Pass	0
ADAMS, STEVAN	Deactivated Users		Pass	0
AGEE, HENRY	Eastern Kentucky Correctional Complex		Pass	0
Agee, Henry D.	Deactivated Users	Not Started		0
Agee, Henry D.	Deactivated Users	Not Started		0
AL-AZZAH, EMANN	Green River Correctional Complex		Pass	0
Alfrey, Steven D.	Eastern Kentucky Correctional Complex		Pass	0
ALLEMANN, RAYMOND	Luther Luckett Correctional Complex		Pass	0
Allen, David E.	Eastern Kentucky Correctional Complex		Pass	0

Export To Excel

Feature

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

Facility	Status	Final	Details	Export To Excel Name
CROCKER, KELLY	Central Office		Pass	0
DAILEY, HILARYE	Central Office		Pass	0
DEHART, SHANNON	Corrections Training		Pass	0
DYKES, MICHELLE	Central Office		Pass	0
FLEMING, ANNYETTE	Central Office		Pass	0
KOUNS, SHARON	Central Office		Pass	0
MOYERS, DEBORAH	Corrections Training		Pass	0
OWENS, CARLA	Central Office		Pass	0
PANGBURN, KEVIN	Central Office		Pass	0
Raisor, Tonya	Central Office		Pass	0
SMITH, AARON	Central Office		Pass	0

GRADEBOOK (BY COURSE AND BY STUDENT)

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

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

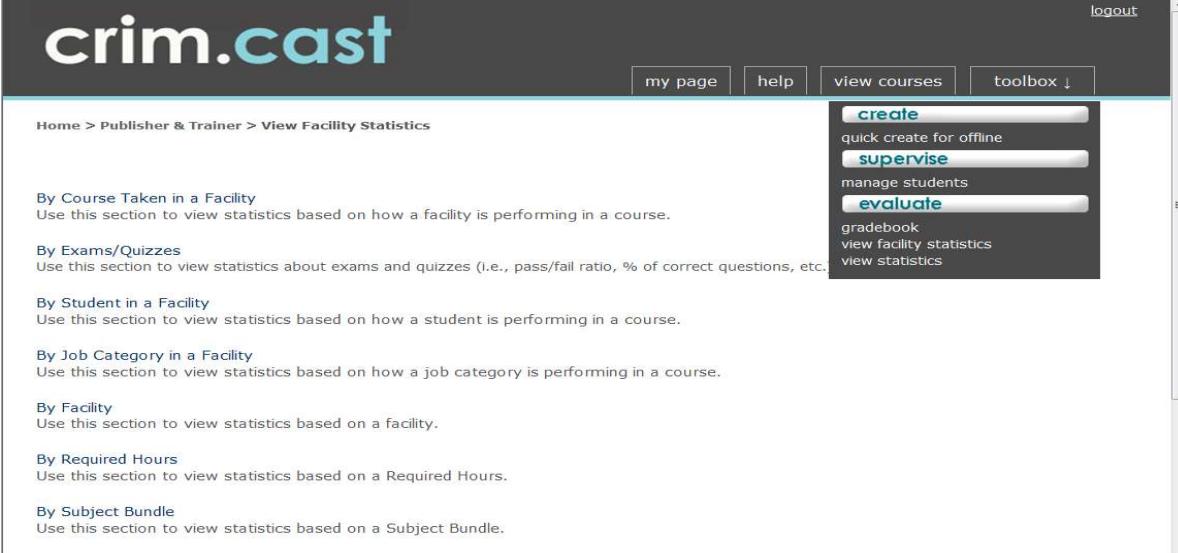
Academic Year: 2012

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



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.

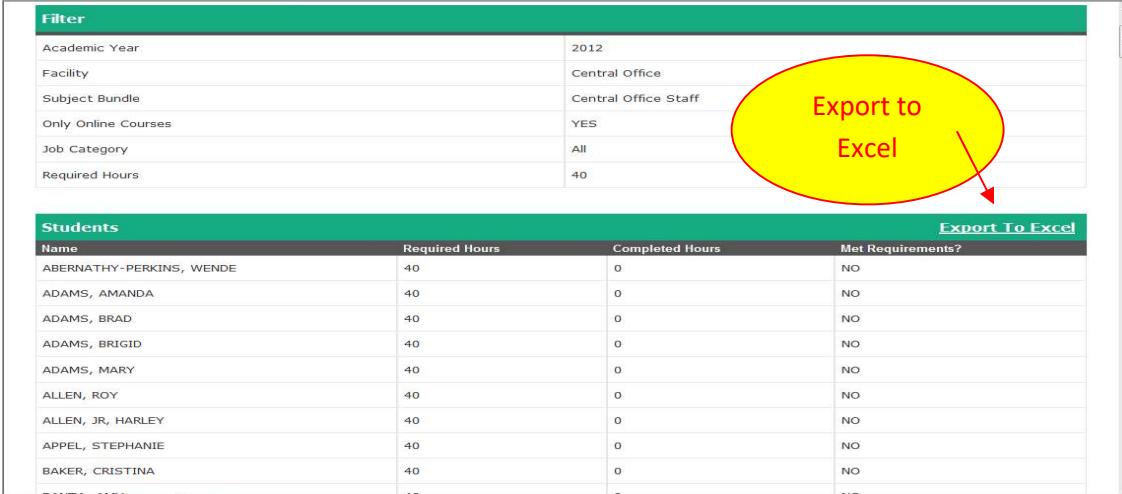
By Facility
Use this section to view statistics based on a facility.

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)

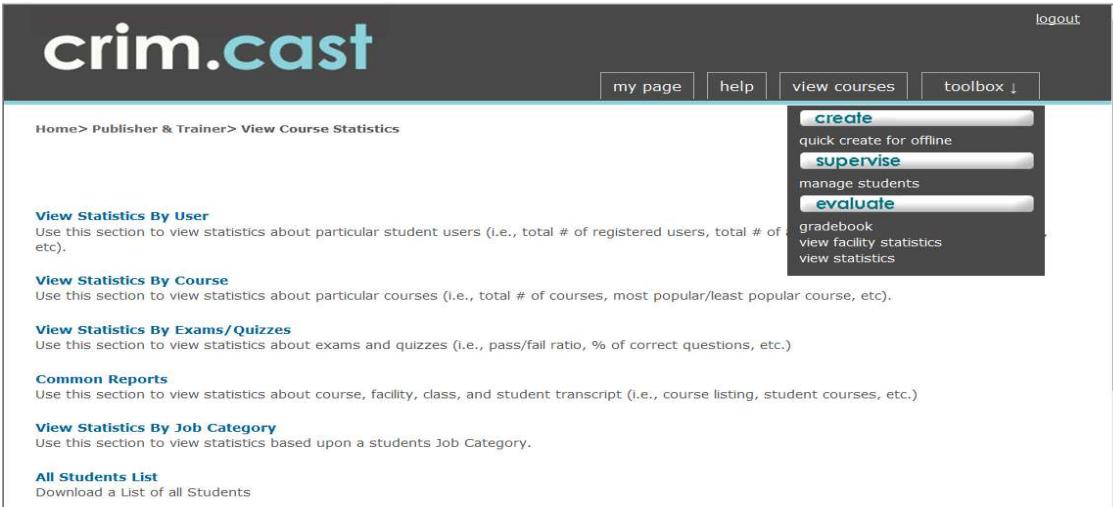
This report can be exported to Excel.



Students				Export To Excel
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”



Home > Publisher & Trainer > View Course 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.).

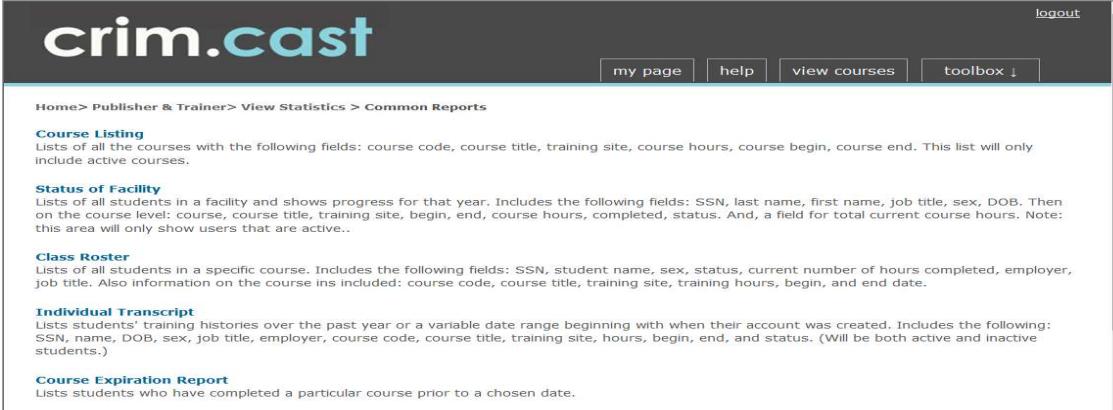
View Statistics By Exams/Quizzes
Use this section to view statistics about exams and quizzes (i.e., pass/fail ratio, % of correct questions, etc.)

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



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..

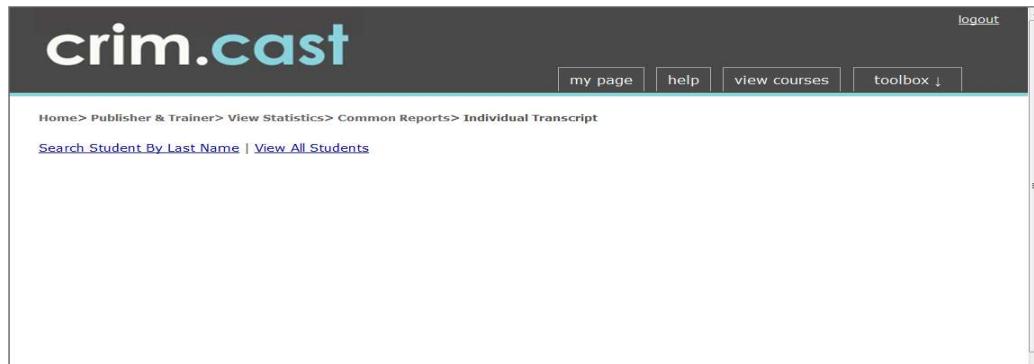
Class Roster
Lists of all students in a specific course. Includes the following fields: SSN, student name, sex, status, current number of hours completed, employer, job title. Also information on the course is included: course code, course title, training site, training hours, begin, and end date.

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.

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	Offline Course - NCCC	06/25/2012	06/28/2012	1	1	Pass	