Prince George's County Government
NEOGOV Learn Instruction Guide
Manager: How to View Employee Training Activity

LE

OHRM Office of Human Resources Management

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Instruction Guide Topics

This instruction guide will show you:

1. Navigate to My Direct Deports

2. View Employees Training Activity

3. Run a Training Activity Reports

Internet Browsers Used to Access NEOGOV Learn

NEOGOV Learn can be accessed using two internet browsers:
- Google Chrome
- Microsoft Edge

These systems should be used to ensure that all functionality in NEOGOV Learn is accessible.

Microsoft Edge

Google Chrome

STEP 1 | Navigate to the LMS Login Page

a. From your browser window **navigate to the OHRM County Learning and Development webpage online here**

b. Click **NEOGOV Learn LMS** image

Please Note: You must use either the Google Chrome or Microsoft Edge with Chromium internet browsers to access the LMS

New LMS Access - NEOGOV Learn

Available starting June 1, 2021

Please click the image below to access the **new** Prince George's County Learning Management System.

LE

Prince George's County Learning Management System (LMS)
(Employee-Only Access)

Employees are able to use Single Sign On to login to NEOGOV Learn.

a. Once you reach the login page, **enter your county email address and password**, and click "Sign In"

Please Note: You should use the same email and password used to login your computer

STEP 2 | Navigate to My Direct Reports

After logging into the LMS

1. Make sure you are accessing your Dashboard. Click the **Dashboard** tab to see an overview of your account.

2. In the **People** box on the Dashboard, managers can find their direct reports listed under **MY DIRECT REPORTS**.

3. Click the employee's name to view their account overview

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County Executive

After selecting the employee:

1. Click **Training.** From this tab, managers are able to see an overview of the training activity Recent enrollments, Course transcripts, Certifications/ Licenses, and any external learning of their employee.

2. To view all Training Activity of the employee, click **_View All_** to view a complete view of the course activity of the selected employee.

3. The **Actions** Button, located in the upper right hand corner, permits the manager to write a _Journal Entry_ documenting performance, or _Enroll the employee into an online or classroom course._

People / Employee's Profile

ET **Employee Test**
Human Resources Analyst 2G
Office of Human Resources Mgmt

1

Job & Pay   Talent   Performance   Training   Onboarding

3 Actions ∨

Write Journal Entry

Enroll in a Course ∨

Online

Classroom

📖 Training Activity   **2** View All

Course Transcript

🔗 View Course Transcript

OVERALL STATUS

4
Not Started

Certifications/Licenses   + Add Certification/License

No Certifications/Licenses

RECENT ENROLLMENTS

CLASS · REQUIRED TRAINING
Classroom Test
🕐 9:30 AM - 10:30 AM · 📍 N/A   Due 5/13/21

📖 External Learning   + Add External Learning

Add any conferences, webinars, etc. you've attended

ONLINE · SYSTEMS TRAINING
FY21 SAP Accounts Payable Online Training
🕐 –   Sent 5/4/21

STEP 3 *(continued)* | View Employee Training Activity

Managers can view the Training Activity of an employee by **Courses**, as well as by the **Learning Plans** by clicking the respectable tabs.

4. To view **Course Activity**, click the **Courses** tab. Managers will be able to view the course progress, overdue course enrollment metrics, and a table of all courses the selected employee is enrolled in.

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5. To view Employee's progress on Learning plans, click the **Learning Plans** tab. Managers will be able to view the Learning Plan Activity based on status, overdue course metrics, and a table of each learning plan, progress, and status.

Training Activity Report

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Courses   Learning Plans

☰ Due Date Range ⌄   ☰ Department ⌄   ☰ Learning Plan ⌄

Learning Plan Activity Based on Status

■ In Progress ■ Not Started

In Progress
1 (33%)

Not Started
2 (67%)

Overdue Metrics

■ Overdue - Not Started

1
Total Overdue

⊖
Overdue Not Started
1

⑪
Overdue In Progress
0

👁 Default   ⚡ Bulk Actions

		First Name	Last Name	Position	Department	Learning Plan	Progress	Status
+	☐	Claude	Test	Administrative Specialist 1G	Office of Human Resources Mgmt	TEST - Business Communication...	0%	Not Started
+	☐	Claude	Test	Administrative Specialist 1G	Office of Human Resources Mgmt	TEST	0%	In Progress
+	☐	Claude	Test	Administrative Specialist 1G	Office of Human Resources Mgmt	Employee Performance Manage...	0%	Not Started

《 ‹ 1 › 》   10 ⌄ Items per page   Showing 1 - 3 of 3 Items

STEP 4 | Run and Print Training Activity Reports

To Run and Print a Training Activity Report for *Employee Courses:*

1. Click **Training** icon from the my side navigation bar.

2. Click **Training Activity Report.**

   a. Make sure the *Courses* tab is selected. Click **Courses** to select.

3. Scroll down to the bottom of section to view the table that lists all course activity of the manager's direct reports.

4. The bar above the table permits managers to set parameters of the information to capture in the report.

5. To run a full report on all direct reports course activity, check the top box to select all table information.

6. Click **Bulk Actions.**

7. A menu will appear on the side for the manage to select to Export report as a *PDF*, *CSV*, or *Excel.* Select document format and the document will download.

NOTE: Managers are able to Print document, once report opens in the document application.

STEP 4 *(continued)* | Run and Print Training Activity Reports

To Run and Print a Training Activity Report for ***Employee Learning Plans:***

1. Click **Training** icon from the my side navigation bar.

2. Click **Training Activity Report.**

   a. Make sure the ***Learning Plans*** tab is selected. Click Learning Plans to select.

3. Scroll down to the bottom of section to view the table that lists all direct reports enrolled in Learning plans.

To Run and Print a Training Activity Report for **Employee Learning Plans**:

4. The bar above the table permits managers to organize information by names, Position, Department, progress percentage, and status.

5. To run a full report on all direct reports course activity, click the top box to select all table information.
   a. To view all courses and status in the learning plan, select the **+** sign (when the menu drops down the sign will turn to **–**

6. Click **Bulk Actions.**

7. A menu will appear on the side for the manage to select to Export report as a **PDF**, **CSV**, or **Excel.** Select document format and the document will download.

NOTE: Managers are able to Print document, once report opens in the document application.

Questions?

Please contact the OHRM Learning, Performance, and Organizational Development (LPOD) division for questions or support accessing NEOGOV Learn.

The LPOD division will respond within three (3) working days.

Email
LPOD@co.pg.md.us