



# Prince George's County Government NEOGOV Learn Instruction Guide

## Manager: How to View Employee Training Activity



# 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.



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

# STEP 1 *(continued)* | Login to the LMS

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



PRINCE GEORGE'S COUNTY  
MARYLAND

Sign in with your organizational account

someone@example.com

Password

Sign in

For sign in assistance please call OIT's Customer Support Center at (301) 883-5322

# 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

The screenshot displays the NEOGOV LMS Dashboard for a user named Manager Test (MT). The interface includes a top navigation bar with 'NEO GOV', 'Dashboard', and a search bar. A left sidebar shows navigation options: Dashboard (selected), Tasks (23), People, Performance, Training, and Reports. The main content area is titled 'Dashboard' and features a 'My Tasks' section with an 'OVERALL STATUS' bar showing 14 Overdue, 4 Due This Week, and 5 Due Later tasks. Below this is a 'TASKS' section with an 'ONBOARDING - FORM' card. On the right, a 'People' section is highlighted with a red box, containing 'MY DIRECT REPORTS' (also highlighted with a red box) and a list of employees: Claude Test (3 Overdue Tasks) and Employee Test (circled in green). A 'Quick Actions' section is visible at the bottom right. Red numbered callouts (1-4) indicate the following steps: 1. Click the 'Dashboard' tab in the top navigation bar. 2. Click the 'People' section in the right sidebar. 3. Click the 'MY DIRECT REPORTS' section within the 'People' box. 4. Click the 'Employee Test' name in the direct reports list.

# STEP 3 | View Employee Training Activity

## 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*.

The screenshot displays the 'Employee Test' profile page. At the top, the 'Training' tab is selected and highlighted with a red box labeled '1'. Below the tabs, the 'Training Activity' section is visible, with a 'View All' link circled in green and labeled '2'. The overall status shows '4 Not Started'. The 'RECENT ENROLLMENTS' section lists two items: 'Classroom Test' (Due 5/13/21) and 'FY21 SAP Accounts Payable Online Training' (Sent 5/4/21). On the right side, the 'Actions' button is highlighted with a red box labeled '3', and its dropdown menu is open, showing options like 'Write Journal Entry', 'Enroll in a Course', 'Online', and 'Classroom'. Other sections on the right include 'Course Transcript', 'Certifications/Licenses', and 'External Learning'.

# 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.

- 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.

## Training Activity Report

4 **Courses** Learning Plans

**Course Activity**

- Not Started
- In Progress
- Completed
- Not Completed
- Pending Enrollment

OVERDUE COURSE ENROLLMENT METRICS

First Name	Last Name	Employee Nu...	Position	Department	Course Name	Course Code	Enrollment Date	Due Date	Status	Sub Status
Claude	Test	00000	Administrative Spec...	Office of Human Re...	A COVID-19 Respon...	BW02	01/30/2021	03/31/2021	In Progress	In Progress



# STEP 3 (continued) | View Employee Training Activity

- 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

**5** Courses **Learning Plans**

Due Date Range Department Learning Plan

### Learning Plan Activity Based on Status

In Progress Not Started

Status	Count	Percentage
In Progress	1	33%
Not Started	2	67%

### Overdue Metrics

Overdue - Not Started

Overdue Not Started: 1  
Overdue In Progress: 0

Default Bulk Actions

	First Name	Last Name	Position	Department	Learning Plan	Progress	Status
+ <input type="checkbox"/>	Claude	Test	Administrative Specialist 1G	Office of Human Resources Mgmt	TEST - Business Communication...	0%	Not Started
+ <input type="checkbox"/>	Claude	Test	Administrative Specialist 1G	Office of Human Resources Mgmt	TEST	0%	In Progress
+ <input type="checkbox"/>	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.

First Name	Last Name	Employee N...	Position	Department	Course Name	Course Code	Enrollment ...	Due Date	Status	Sub Status
Claude	Test	00000	Administrative S...	Office of Human ...	A COVID-19 Res...	BW02	01/30/2021	03/31/2021	In Progress	In Progress
Claude	Test	00000	Administrative S...	Office of Human ...	Assertive Comm...	SVL_081092...	01/30/2021	03/31/2021	Enrolled	Not Started
Claude	Test	00000	Administrative S...	Office of Human ...	A Guide for Heel...	SVL_102741	01/30/2021	03/31/2021	Enrolled	Not Started

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

- The bar above the table permits managers to set parameters of the information to capture in the report.
- To run a full report on all direct reports course activity, check the top box to select all table information.
- Click **Bulk Actions**.
- A menu will appear on the side for the manager to select to Export report as a **PDF**, **CSV**, or **Excel**. Select document format and the document will download.

The screenshot shows a web application interface for training activity reports. At the top, there are tabs for 'Default' and 'Bulk Actions', with 'Bulk Actions' highlighted by a red box and the number 6. Below the tabs, it says '10 record(s) are selected.' and '4' is written in a red box. On the right, there are buttons for 'Select All 19 records' and 'Clear Selection'. A table with 11 columns is shown, with the first column containing checkboxes, all of which are checked. A red box labeled '5' highlights the first checkbox. The columns are: First Name, Last Name, Employee N..., Position, Department, Course Name, Course Code, Enrollment..., Due Date, Status, and Sub Status. Below the table, there are navigation arrows and a dropdown menu set to '10' items per page. On the right side, an 'Actions' menu is open, highlighted by a red box and the number 7. The menu includes a 'Done' button at the top, and three options: 'Export to PDF', 'Export to CSV', and 'Export to Excel', each with a corresponding icon.

First Name	Last Name	Employee N...	Position	Department	Course Name	Course Code	Enrollment ...	Due Date	Status	Sub Status	
✓	Claude	Test	00000	Administrative S...	Office of Human ...	A COVID-19 Res...	BW02	01/30/2021	03/31/2021	In Progress	In Progress
✓	Claude	Test	00000	Administrative S...	Office of Human ...	Assertive Comm...	SVL_081092_...	01/30/2021	03/31/2021	Enrolled	Not Started
✓	Claude	Test	00000	Administrative S...	Office of Human ...	A Guide for Heal...	SVL_102741	01/30/2021	03/31/2021	Enrolled	Not Started
✓	Employee	Test	Test1	Human Resourc...	Office of Human ...	Assertive Comm...	SVL_081092_...	04/13/2021	06/12/2021	Enrolled	Not Started
✓	Employee	Test	Test1	Human Resourc...	Office of Human ...	A Guide for Heal...	SVL_102741	04/13/2021	06/12/2021	Enrolled	Not Started
✓	Claude	Test	00000	Administrative S...	Office of Human ...	Fitness and Well...	SVL_084231	04/23/2021	06/22/2021	Enrolled	Not Started
✓	Claude	Test	00000	Administrative S...	Office of Human ...	FY21 SAP Accou...	ST003	05/04/2021		Enrolled	Not Started
✓	Employee	Test	Test1	Human Resourc...	Office of Human ...	FY21 SAP Accou...	ST003	05/04/2021		Enrolled	Not Started
✓	Manager	Test	Test2	Human Resourc...	Office of Human ...	FY21 SAP Accou...	ST003	05/04/2021		Enrolled	Not Started
✓	Claude	Test	00000	Administrative S...	Office of Human ...	NEOGOV Perfor...	PM302	05/04/2021	07/03/2021	Enrolled	Not Started

**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.

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

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

- The bar above the table permits managers to organize information by names, Position, Department, progress percentage, and status.
- To run a full report on all direct reports course activity, click the top box to select all table information.
  - To view all courses and status in the learning plan, select the + sign (when the menu drops down the sign will turn to -)
- Click **Bulk Actions**.
- A menu will appear on the side for the manager to select to Export report as a **PDF**, **CSV**, or **Excel**. Select document format and the document will download.

3 records selected.

First Name	Last Name	Position	Department	Learning Plan
Claude	Test	Administrative Special...	Office of Human Resources...	TEST - Business Communic...

  

Course Name	Course Code	Course Completion ...	Delivery Method	Duration	Status
A Guide for Healthy Communica...	SVL_102741		Pre-built Online	01h 20m	Not Started
Assertive Communication Skills:...	SVL_081092_NQ		Pre-built Online	00h 17m	Not Started

Showing 1 - 2 of 2 items

  

+	✓	First Name	Last Name	Position	Department	Learning Plan	Progress	Status
+	✓	Claude	Test	Administrative Special...	Office of Human Resources...	TEST	0%	In Progress
+	✓	Claude	Test	Administrative Special...	Office of Human Resources...	Employee Performance Ma...	0%	Not Started

Showing 1 - 3 of 3 items

**Actions 7**

- Export to PDF
- Export to CSV
- Export to Excel

**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](mailto:LPOD@co.pg.md.us)