Prince George's County Government
NEOGOV Learn Instruction Guide

How to Track and Generate Training Activity Reports

Instruction Guide Topics

This instruction guide will show you:

- Login to the LMS
- Navigate to the Learn Portal to Access HR User Navigation Bar
- View and Run a Training Activity Reports for your Agency
- View and Run Learning Plans Activity Report for your Agency

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

chrome

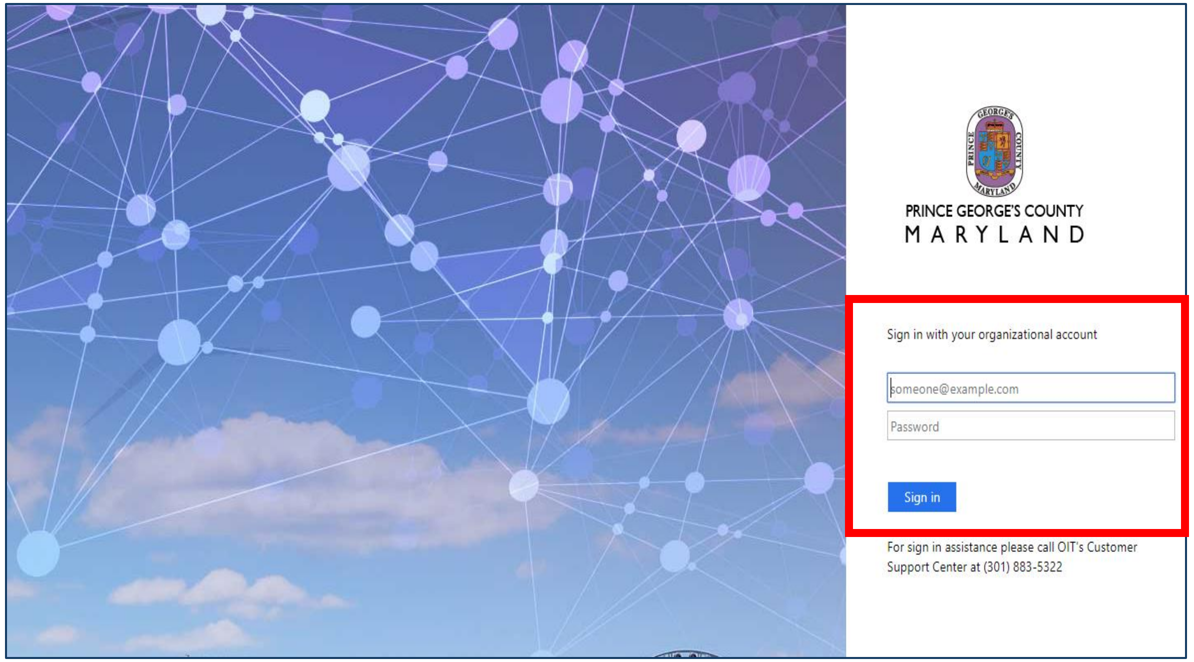
Microsoft Edge

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

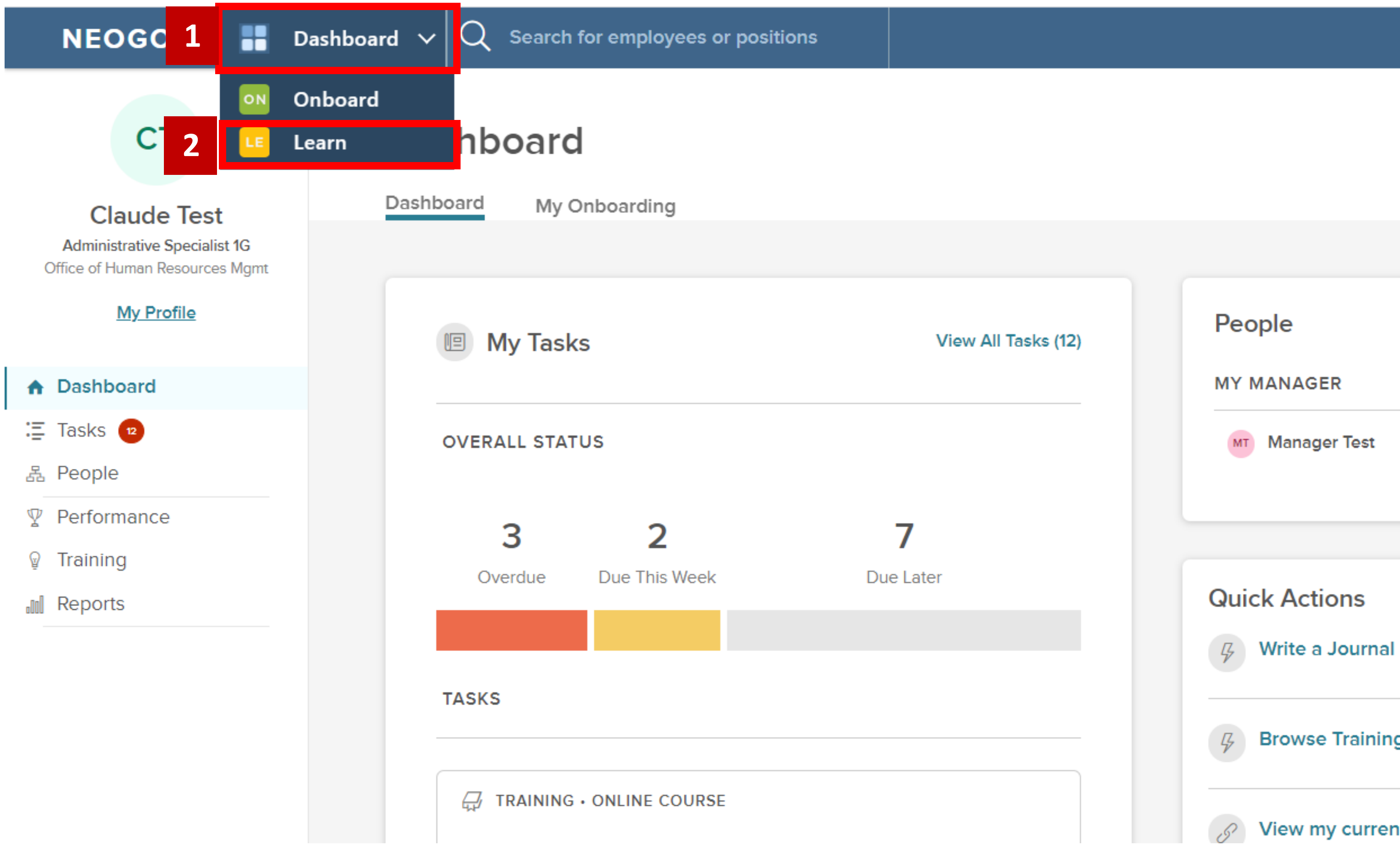


STEP 2 | To Access NEOGOV Learn Portal

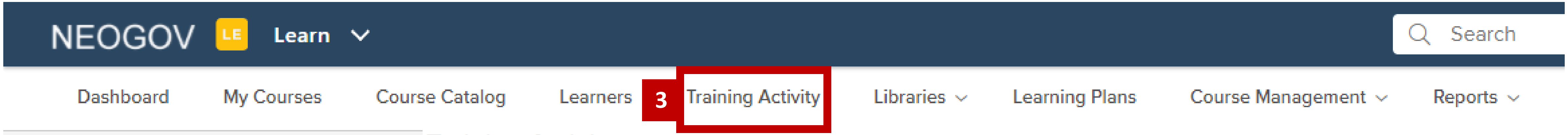
To Access NEOGOV Learn:

1. From the main NEOGOV page, use the mouse and hover over the Dashboard Icon near the top of the screen

2. A dropdown menu will show Onboard and Learn. Click **Learn** to access the Learn portal.

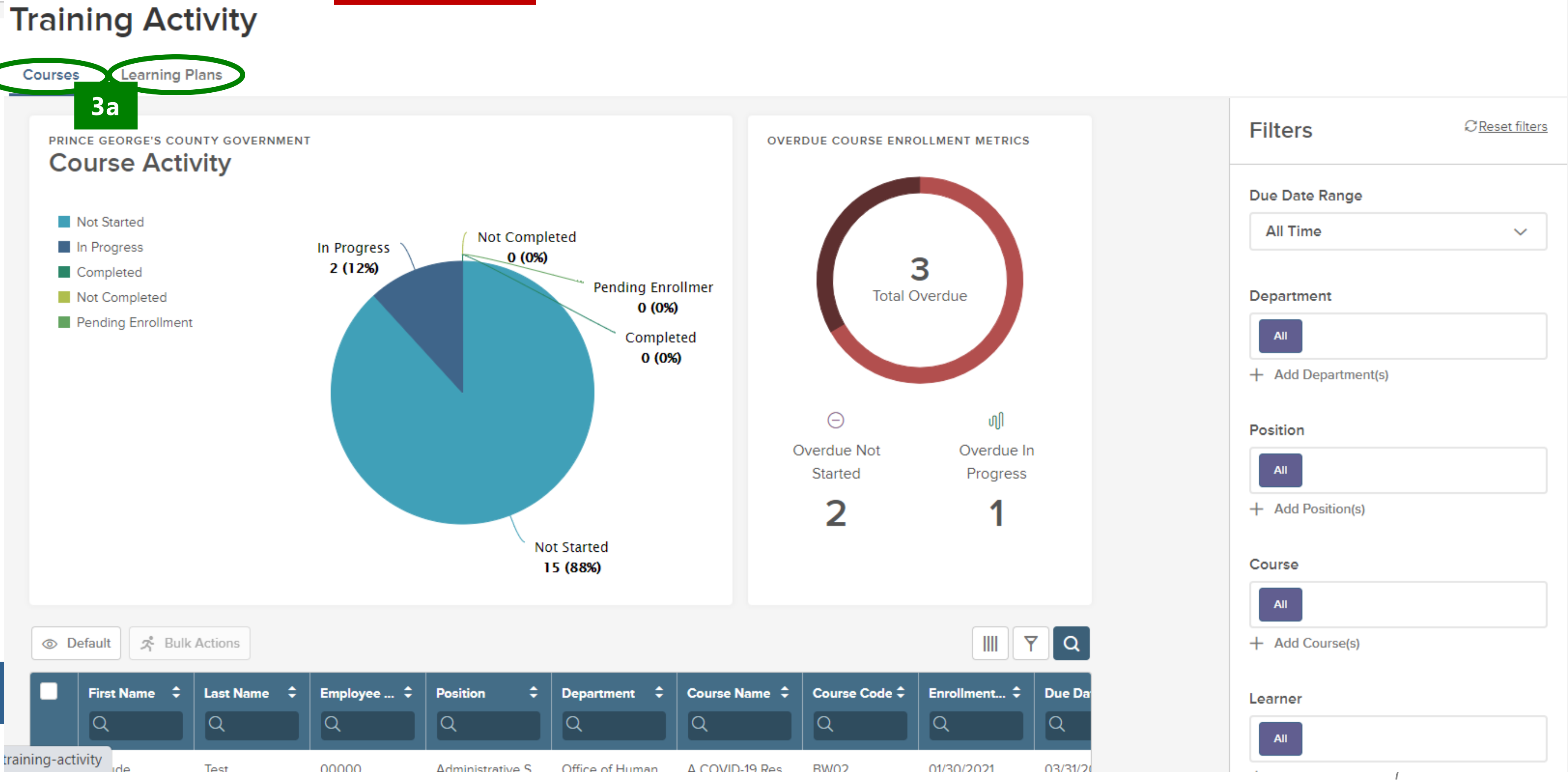


STEP 2 *(continued)*| To Access NEOGOV Learn Portal

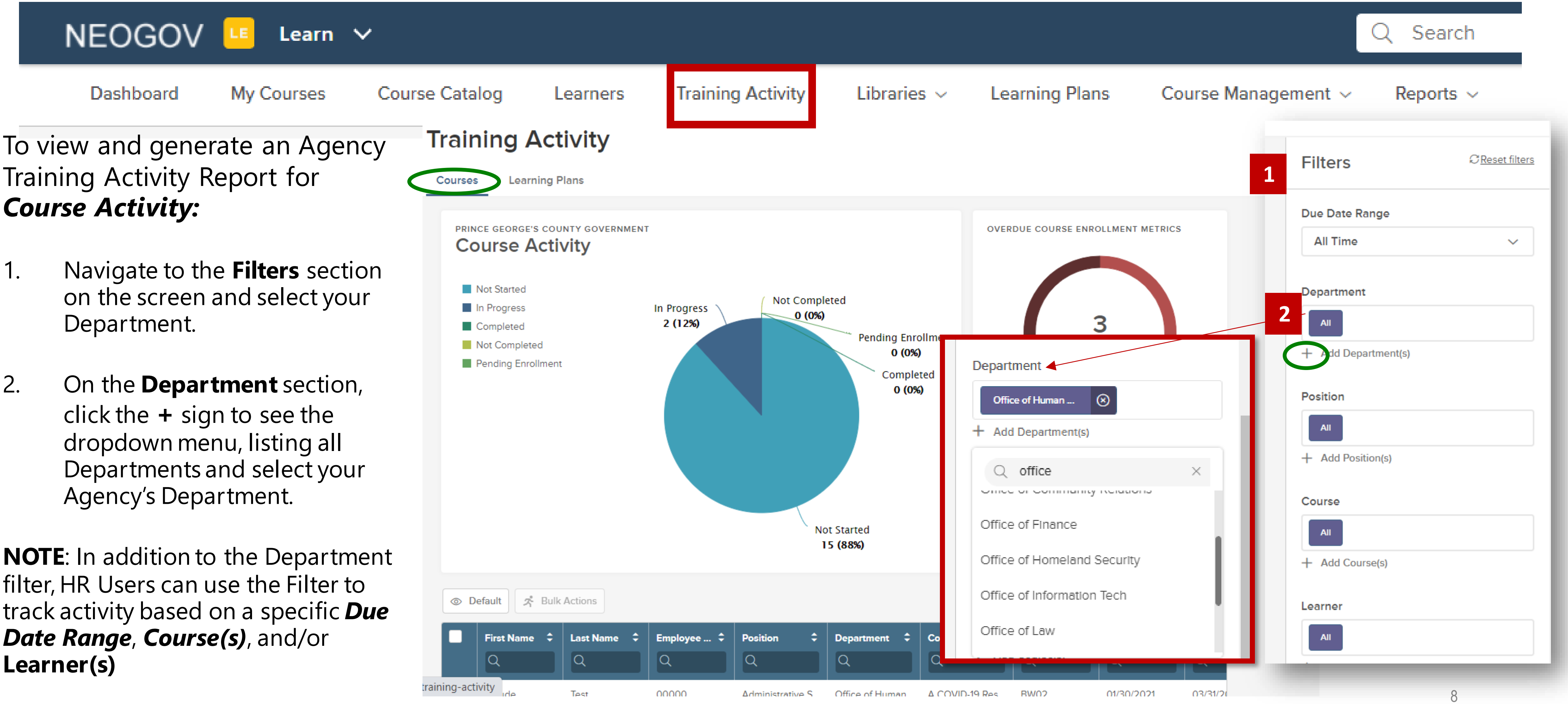


3. From the Navigation bar, click **Training Activity**.

   a. An HR User will be able to view and Generate Training Activity reports for their Agency's Course Activity and Learning Plans Activity



STEP 3| View and Generate Training Activity Report



To view and generate an Agency Training Activity Report for ***Course Activity:***

1. Navigate to the **Filters** section on the screen and select your Department.

2. On the **Department** section, click the **+** sign to see the dropdown menu, listing all Departments and select your Agency's Department.

NOTE: In addition to the Department filter, HR Users can use the Filter to track activity based on a specific ***Due Date Range***, ***Course(s)***, and/or **Learner(s)**

STEP 3 *(continue)* | View and Generate Training Activity Report

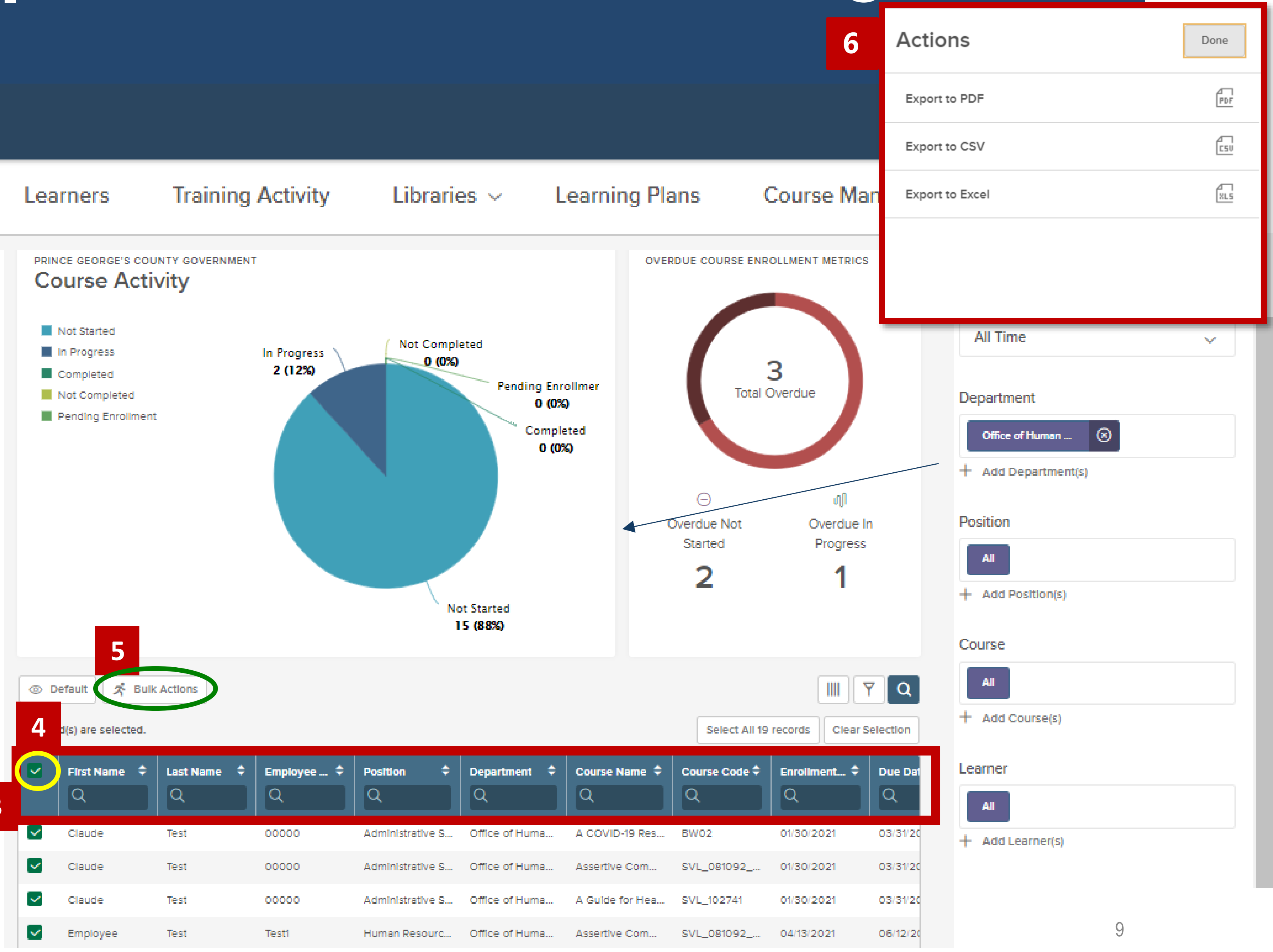
To view and generate an Agency Training Activity Report for ***Course Activity:***

3. The bar above the table permits the HR User to set parameters of the information to capture in the report.

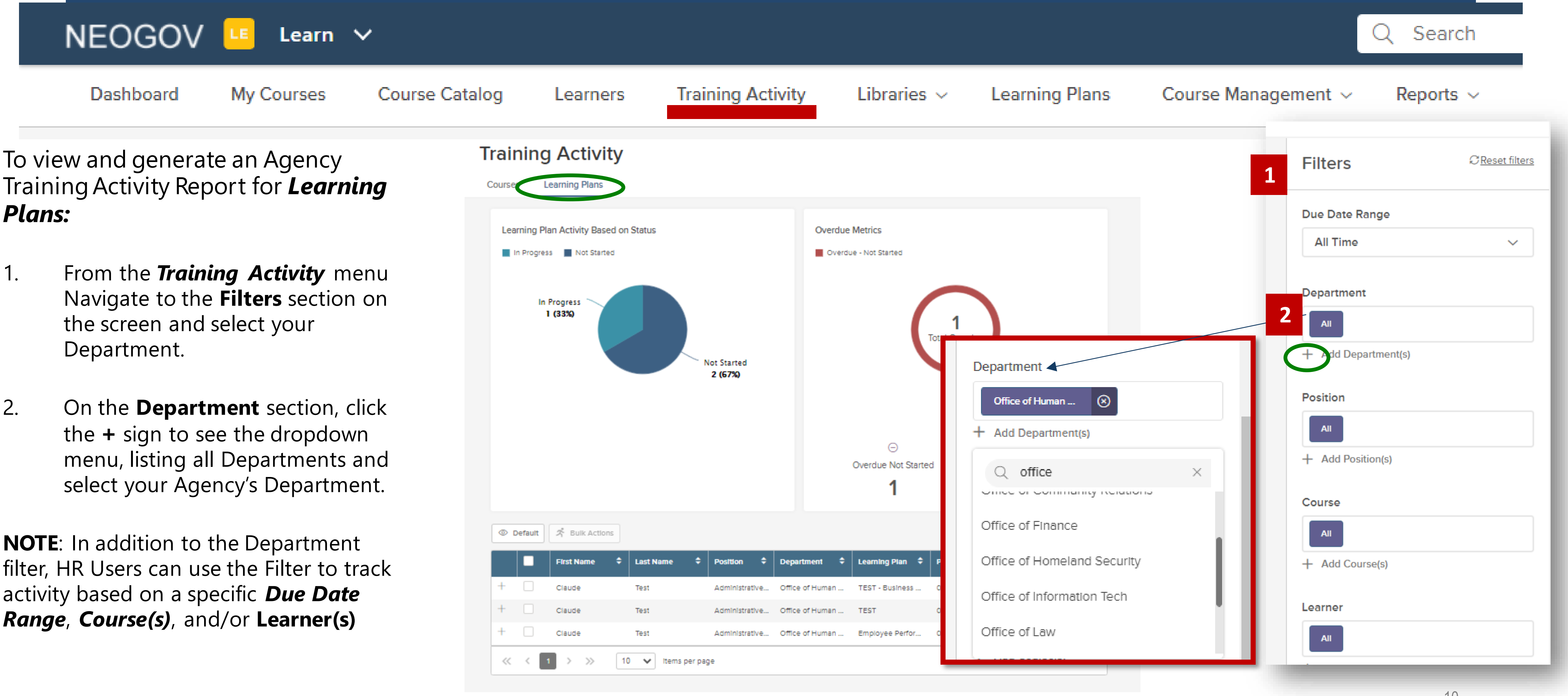
4. To run a full report on all Agency course activity, check the top box to select all table information.

5. Click **Bulk Actions.**

6. 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.



STEP 4| View and Generate Report for Learning Plans



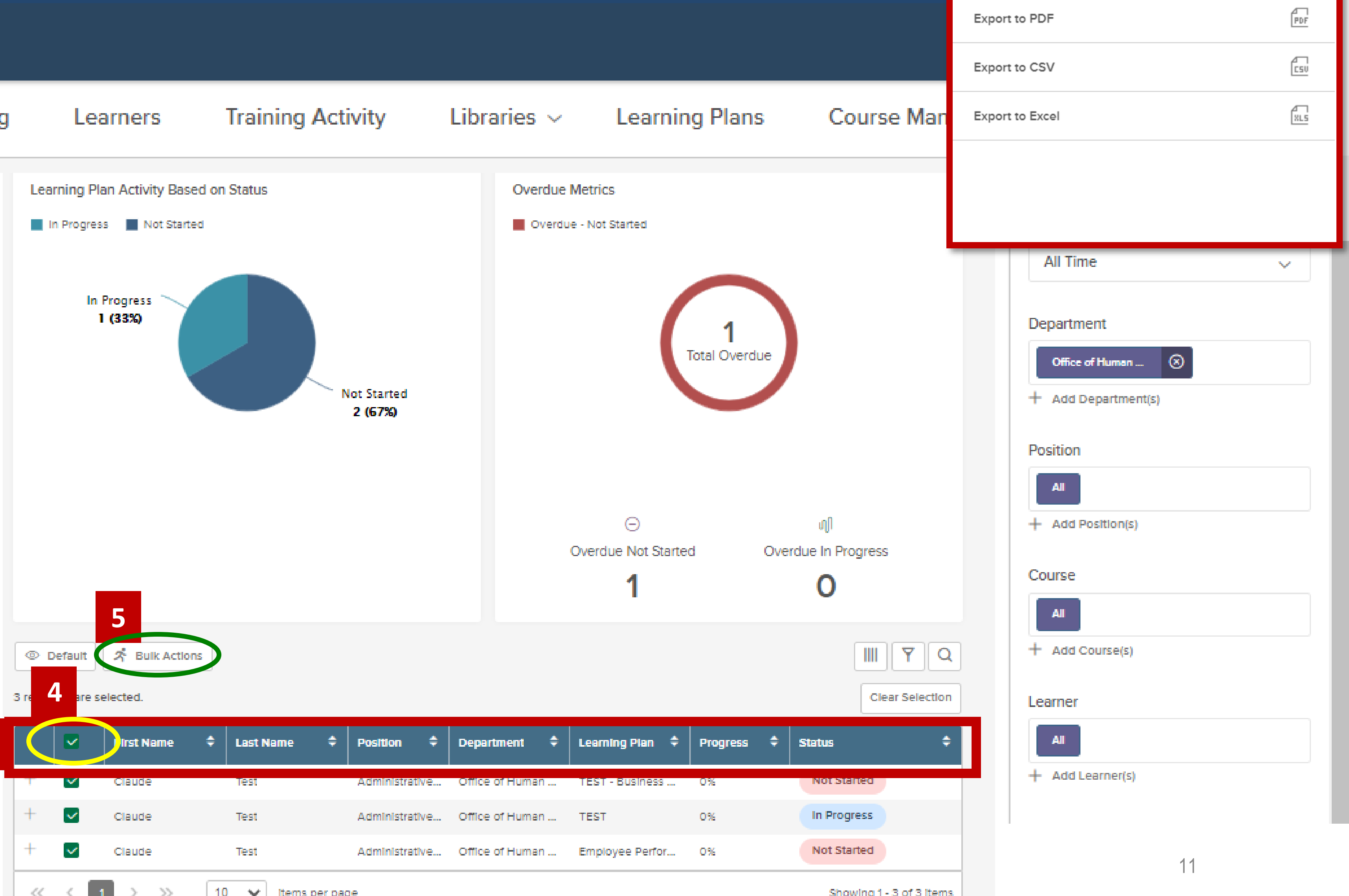
To view and generate an Agency Training Activity Report for ***Learning Plans:***

1. From the ***Training Activity*** menu Navigate to the **Filters** section on the screen and select your Department.

2. On the **Department** section, click the **+** sign to see the dropdown menu, listing all Departments and select your Agency's Department.

NOTE: In addition to the Department filter, HR Users can use the Filter to track activity based on a specific ***Due Date Range***, ***Course(s)***, and/or **Learner(s)**

STEP 4 *(continue)* | View and Generate Report for Learning Plans



3. The bar above the table permits the HR User to set parameters of the information to capture in the report.

4. To run a full report on all Agency course activity, check the top box to select all of the learners and information in the table.

5. Click **Bulk Actions.**

6. 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.

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