



# Prince George's County Government NEOGOV Learn Instruction Guide How to Complete A NEOGOV Learn Survey



**OHRM** Office of Human  
Resources Management

# Instruction Guide Topics

## **This instruction guide will show you how to:**

1. Access your Survey from the Course Completion page
2. Access your Survey via the My Courses Menu
3. Access Completed Course Surveys via Course Notification
4. Access Survey via Learner Profile

# 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.



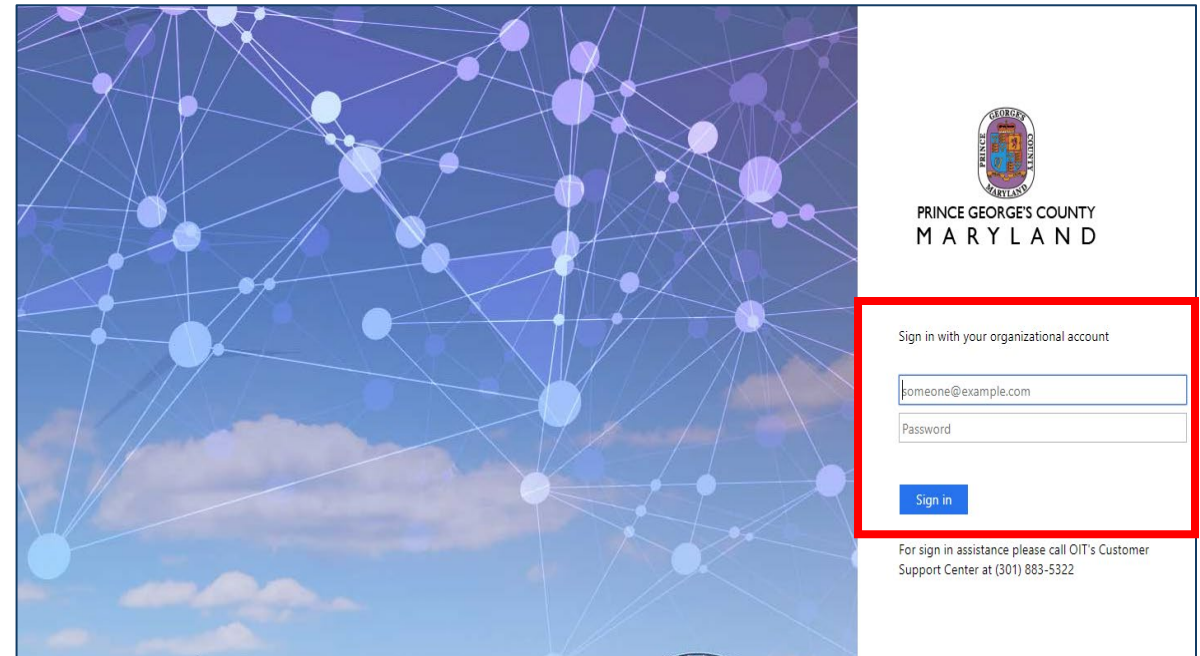
Prince George's County Learning Management System (LMS)  
(Employee-Only Access)

# 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

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

# Complete Post-Course Survey

**Post-Course Surveys** allow the LPOD team the ability to collect feedback on course offerings – **both classroom and online** – and help identify the overall effectiveness of a training courses and key areas of improvement.

There are four different ways to complete a survey:

1. Complete through Course Completion Page
2. Complete through Course Completion Email Notification
3. Complete through My Courses
4. Complete Learner Profile

# OPTION 1 | Navigate to the Survey

1. At the completion of the course, you will have to the option to **Take Survey**.
  - a. Click on the “Take Survey” button.
2. The survey will open up into a new browser.
3. Once you complete the survey, you can close the window.

The screenshot displays the NEOGOV Learn platform interface. At the top, the navigation bar includes 'NEO GOV Learn', a search bar, and a user profile for 'Georgette Shaw...'. Below the navigation bar, a breadcrumb trail shows 'Back to My Courses'. The main content area features a course card for 'EMPLOYMENT LIABILITY: FMLA in a Nutshell: The TAKEAWAY for Managers™'. The course description states: 'FMLA in a Nutshell: The 'TAKEAWAY' for Managers™ is a conversational, easy-to-use program for managers that explains the Family and Medical Leave Act -- its significance and its requirements. This concise program is both comprehensive and simple to understand, with short vignettes that illustrate and dramatize the material presented. This nine-minute program focuses on four key learning points and their "takeaways," or sentence-long summations, to convey the spirit of the FMLA, as well as how to legally comply with this sometimes confusing legislation. A benefit of this program is its explanation of the way in which the FMLA applies to military families, as well as its mention of the Affordable Care Act requirements for accommodating breastfeeding moms at work. A must for managers! FMLA in a Nutshell — the TAKEAWAY for Managers™ is a stand-alone program, which may also be used in conjunction with the rest of the series The "TAKEAWAY" for Managers™: Discipline, Documentation, and Termination ; "Can I Ask That?" Legal Interviewing; ADA in a Nutshell; Diversity, Respect, & Legal Compliance; and Sexual Harassment'. At the bottom of the course card, three buttons are visible: 'View Certificate', 'Review', and 'Take Survey'. The 'Take Survey' button is highlighted with a red rectangular border. To the right of the course card, a 'COURSE INFO' sidebar displays 'Course Details' including '00H 09M', 'REQUIRED SCORE: 80%', 'COURSE CODE: SVL\_073024', and 'APPROVAL REQUIRED BY: MANAGER'. Below this, an 'Attachments' section shows 'no attachments'. The footer of the page includes the 'NEO GOV' logo, 'Terms | Privacy' link, and the 'Office of Human Resources Management' logo.

# OPTION 2 | Navigate to the Course Notification

Dear **Employee Name**

**Employee Name** successfully completed the course Bloodborne Pathogens for all Employees on 10/22/2019 1:06:55 PM. Please log into [NEOGOV LEARN](#) to view the course details page.

Course Name: [Bloodborne Pathogens for all Employees](#)

Completion Date: 10/22/2019 1:06:55 PM

Score: 100.00

EnrollmentStatus: Passed

Your feedback is important to us. Please take a moment to complete a brief survey for this course. Click the link below to access the survey.

<https://surveys.qa.neogov.net/take-survey/0a2a423a-8ce0-47e1-8ff5-e707c38a808f>

Survey Expiration Date: 10/29/2019.

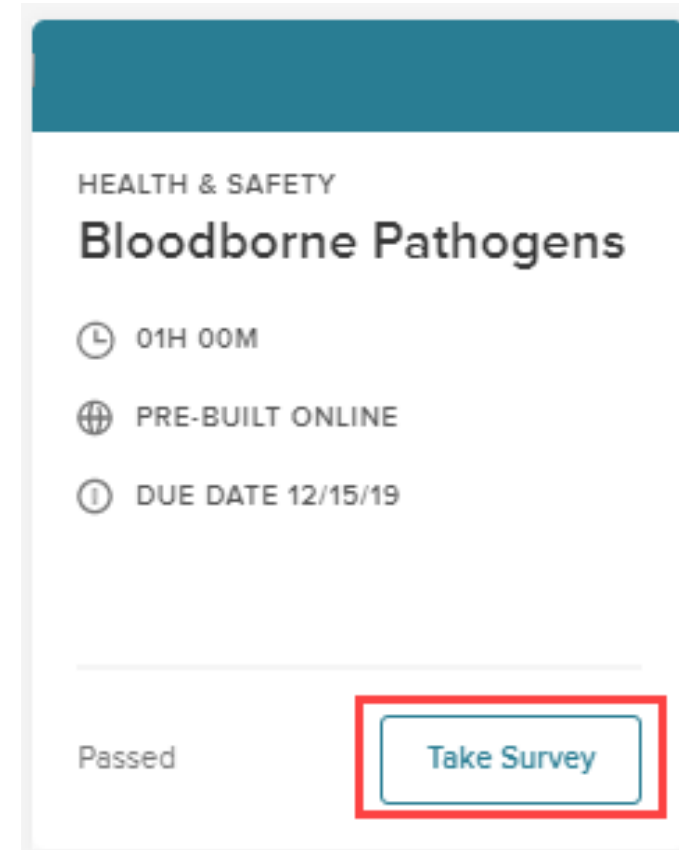
1. Upon course completion, you will receive via email of a direct link to access the survey is attached to the Class Completion and Online Course Completion notifications.
2. Click on the direct link to access survey and take the survey.



# OPTION 3 | Navigate to the My Courses Tab

The Survey is accessible from the **My Courses** link on the top menu in Learn.

Click the **My Courses tab** from the menu bar, then **scroll** to the recently **completed course**. From there, select **Take Survey**.



# OPTION 4 | Navigate to the Learner Profile

Learners can also complete surveys via their **Learner Profile**.

1. To **navigate** to the Survey, select your name located in the top right corner, then select **My Profile**.
2. Next, scroll to **Completed Courses**, then select **Take Survey**.

The screenshot displays a learner profile dashboard for 'Connor Jacob'. The top navigation bar includes a search bar, an email icon, and the user's name 'Connor Jacob' with a dropdown menu. The dropdown menu is open, showing 'My Profile' and 'Sign out' options. Below the navigation bar, there are four summary cards: 'Total Courses' (8), 'In Progress' (0), 'Not Started' (8), and 'Overdue' (8). To the right, a 'COURSE PROGRESS' circular chart shows '11% Complete' with a legend for 'Not Started', 'Completed', and 'In Progress'. Below these cards, there is a list of completed courses. The 'Completed Courses' section is highlighted with a red box. It lists two courses: 'PERFORM Perform Training' (CLASSROOM) and 'LEARN Learn - Enrolling in a Course' (CUSTOM ONLINE). The 'LEARN' course has a 'Take Survey' button highlighted with a red box. The dashboard also includes filters for 'All Courses' and 'No Filter', and pagination for 'Showing 1 - 5 of 8 Items' and 'Showing 1 - 2 of 2 Items'.

# 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)