Ministry Learning Administrator Manual:

Learn Application in PSC Client

Table of Contents

1. Introduction

To be granted administrative access to PSCClient Learn Application please contact Learn Helpdesk at Learn@gov.sk.ca. Information on how to register, and complete a Ministry Administrator Learning path will provide training on:

- PSCClient Learn Application Introduction
- Courses and Classes
- Learning Paths
- Manual Registration and Marking Attendance
- Reporting

This manual outlines the processes and procedures for performing the duties of a Ministry Learning Administrator in the Learn Application within PSC Client. This role is granted only through the permission of the Learn Support desk administration after proper training has been completed.

For Ministry Administrator Support please contact Learn Helpdesk at Learn@gov.sk.ca.

2. Recommended Browser

PSC Client needs to run through Google Chrome, Edge or Mozilla Firefox. It is not supported through Internet Explorer.

3. Terminology

- **Course** – A course is the top level of the course/class/session structure. One course can have many classes attached. A course contains overarching information pertaining to the course and all the classes within it. Every course needs at least one class. Learners cannot register in a course but will register for a class.
- **Class** – A class is the next level of the course/class/session structure. Classes are created from within a course. A class contain specific details for the learner for the class, such as date, time, cost, etc. Learners will register for classes.
- **Session** - are part of the class set-up, this allows for classes that are extended over multiple days to show the exact time, location, etc. for each day.
- **Course Code** – All courses are automatically assigned a system generated course code. This code can be notated to help you to locate the course later for further edits, etc.
- **Resources** - Every course has the ability to attached resources to the supplement the training. This can be a variety types of resources, such as Word documents, PowerPoints, PDF's, and URL's.
- **Inquiries** – These are the reports that can be run in PSC Client.
- **Learning Paths** – Are a series of courses strung together for the purposes of completing learning as a series of courses and/or in a particular order.

4. Getting Started

1. Log into PSC Client using your Employee number and PSC client password.
   - For assistance with logging in contact the Human Resource Service Centre (HRSC).
2. As a Ministry Administrator you will have two new Apps on your PSC Client Landing Page.

- **My Learning** – is the App that will be used to register for Classes. All Employees will have access to this application.
- **Learn System** – is the App that will be used for the Ministry Administrative duties, such as setting up courses and classes, etc.
3. Click **Learn System** to start any of your Ministry Administrative operations.
   This will take you the Learn System landing page. This will have a message board that may contain information for all employees. It is important to review this board regularly for notifications about the Learn App. This message can also be seen in the **My Learning App**, by all employees. Please note this message is only editable by Talent Branch.
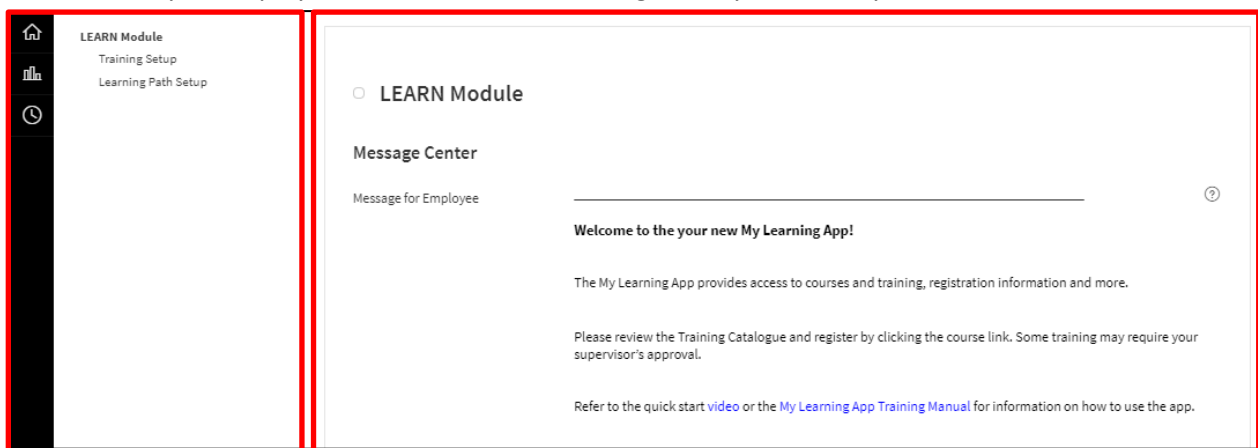
Navigational Panel　　　**Workspace**

- This landing page is broken into two sections.
  - **Learn Navigational Panel** – this is located on the left-hand side of the page; this is where you will start your work.

- **Workspace** – this is located in the middle; this is the area that most of the work will be done in.

Note: For learning supports for the Learn Application in PSC Client, click the Help in the top right corner of the screen.

5. Creating a Course

There are 4 types of courses that can be created:

- **Classroom** – Use this to create an in-person training course.
- **URL** – Use this to create a training course that is hosted on an external website outside of the system.
- **Virtual** – Use this to create a remote learning course (E.g. through MS Teams, Zoom, WebEx, etc.)
- **e-Learning (SCORM)** – Use this to create an e-Learning course that was built in Articulate Storyline.
1. To begin entering a new course, select **Training Setup** from the Navigation Panel.
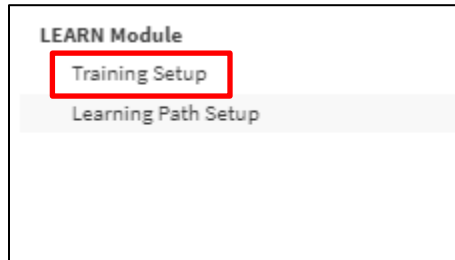
This will open the Training Setup Page.

5.1 Training Setup Page

- **Training Course Summary** page provides you with the following information:
  - **Code**: Course Code in system, number auto generated by selecting Add Button.

- **Name**: Course Title as named by the Administrator.
- **Delivery Method**: Class type (Classroom/URL/SCORM/Virtual).
- **Visible to Employees**: Yes/No – Is the course visible to employees in the Learning Catalog.
- **Audience**: Is this training visible to All Government of Saskatchewan employees, or only a specific ministry.

2. Click the **Plus** button on the top right side of the screen to set-up a new course. The Course Tool Bar will display.

5.2 Creating a New Course

3. Click **Add a Course**. The Training Setup Screen will load. The Training Setup Screen is broken down into 5 sections which will be highlighted below. **Course Training Status and Tool Bar, Course Identification Information, Course Criteria Details, Course Class Information, and Course Action Menu.**
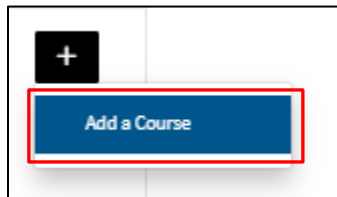
5.2.1 Course Training Status and Tool Bar

This section displays the **Course Information and Status**.

- **Course Code** – Auto generated Course Code (once Course is saved, Course Name will also populate beside Course Code).
- **Course Status Indicator** – Displays current status of course.
  - **Edit** – Course options are unlocked, and Admins can edit all settings.
  - **Active** – Course options are locked; course can be seen by Learners in Learn Catalog.
  - **Inactive** – Course options are locked; course cannot be seen my Learners in Learn Catalog.

5.2.2 Course Identification Information

To begin entering a Course into the Learn App, course identification information will need to be entered. Items with a red asterisk (*) are required fields.

- **Course Code:** Auto populates from pre-generated system number. Course code will begin with TR, followed by a synchronise 5-digit number. This code can be useful to help identify or search for a course.

4. Enter **Course Name** into the text field. E.g. Winter Walking 2021.
5. Enter **Course Description** into the text field. Enter the description of the course, its goals and objectives here.

   Note: this field is a rich text editor, meaning it can make words bold, underlined, italicised similar to being in a word document. Do not add images in this field as it will cause as error.

6. Select a **Course Contact** through the drop-down menu. The 'Search for an Option' window will populate allowing user to search PSCClient for contact. This may be your name or an additional person you would like to list as a contact. A list of names will begin to populate, select the name of the contact.
   Note: A name must be entered, as there is no option in PSCClient to add a generic email address.
7. Select a **Ministry Learning Administrator** through the drop-down menu. The 'Search for an Option' window will populate allowing user to search PSCClient to add your name as the Ministry Learning Administrator. A list of names will begin to populate, select the name of the contact.
   Note: A name must be entered, as there is no option in PSCClient to add a generic email address.

Course Contact*	
	🔍 Start typing to find results...

8. Once saved, the **Copy this Link to Share this course** option will populate. This is a safe link you can share with participants to quickly access this course.

5.2.3 Course Criteria Details

Note: Yes/No options default to No, complete the fields required for the course being entered to continue.

7. Select **Delivery Method** through the drop-down menu. Selecting the appropriate delivery method here will determine the options available in the Class Set up. Please note selecting SCORM (e-Learning) as delivery method here will produce additional option on this screen to attach SCORM Zip file (for complete instructions of uploading SCORM files (e-Learning modules, refer to section 6.4 of this manual).
8. Select **Aboriginal Awareness** Yes/No option. Select Yes if course is related to Aboriginal Awareness. Selecting yes will trigger a communication to be sent to the PSC to include the qualifying courses to be added to the corporate Truth and Reconciliation reports.

9. Select **Out-of-Scope Only** Yes/No option. Selecting Yes will make training only visible to Out-of-Scope employees. Leaving the default on No will make this visible to both in-Scope and Out-of-Scope employees.
10. Select **Visible to Employees** Yes/No option. Selecting Yes will make course viewable in Training Catalog even if no current classes are being offered.
11. Select **Does the Training Expire** Yes/No option. Selecting Yes will produce addition criteria to submit about this training. This option is to be used for courses that need to be recertified on a regular basis. E.g. First Aid Training.
    - Select **Expiry Type** through the dropdown menu. Select the appropriate expiry method for this course. The following are the options that will display:
        A. Annually on a specific date.
            - Select **Month** from dropdown menu.
            - Enter **Day** of the month in text field.
              Note: only enter numerical value E.g. 9. Do not enter 9th or Ninth.

        B. Duration of time.
            - Select **Period** of time from the dropdown menu. Day/Month/Year option.
            - Enter **Duration** of time in the text field, based on the chosen period of time. E.g. If Period were set to Month, duration set to 6 would mean training expires in 6 months.
              Note: only enter numerical value E.g. 6. Do not enter 6th or Sixth.

12. Enter a **Course reminder frequency** in the text field if a reminder notification for this training is required. Enter a numerical value representing the number of business days before a training begins to trigger an automated reminder email to be sent to the registered Learners.

13. Select **Who can take this course?** from the dropdown menu to choose the Learner audience. Click the down arrow to display the options of **All GoS Employees** or **Specific Ministry(s)**. Selecting All GoS Employees will make this training visible to everyone. Selecting Specific Ministry(s) will display further fields to indicate which ministries are allowed access to this training.

   A. To add a Specific Ministry, click the **Add Ministry** button.

   B. Select Ministry from Ministry Drop down list.

   - To add more ministries, repeat the process by clicking the **Add Ministry** button. **Note:** when using Specific Ministry option, only Learners and Ministry Administrators from those ministries will have access to view, register, or edit this course.
   - To delete a ministry from this list, scroll cursor over the ministry in the sequence, then select the detail button (3 dots) to delete.

14. **Do you want to only allow specific Group** Yes/No option. Selecting Yes, will populate a dropdown menu that further enables restriction of audience by pre-populated groups. E.g. MCP06 and above. However this option is not commonly used.

5.2.4 Course Class Information

Auto populates related Class information. (Once a class/classes exist, they will populate here). **Note:** To edit an existing Class, you would access it from this section of the Course by clicking the **Class Code** from the list of classes.

Class Information

Class Summary

Code	Delivery Method	Details	Registration Deadline	Status

- **Code:** Class Code is auto generated by system; it is the course code with a – (dash) number value E.g. TR-00069-1.
- **Delivery Method:** Will display the Class type as determined by the Course (Classroom, Virtual, URL, e-Learning (SCORM))
- **Details:** Displays session title, dates and times.
- **Registration Deadline:** Any associated deadline for users to register.
- **Status:** Class registration status.

5.2.5 Course Action Area

To complete the process of entering a Course into PSCClient, use the Course Action Area. This zone allows you to save your courses, change course status and add classes to courses.

Status

Edit
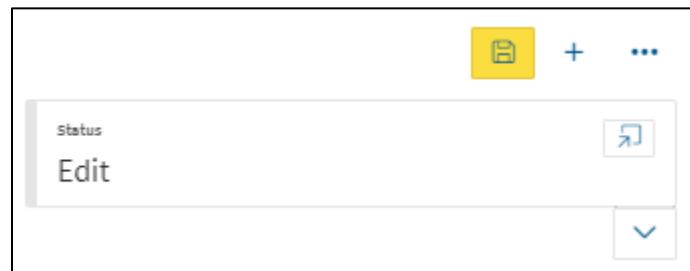
15. Once all the necessary course fields have been completed, click **SAVE** (Yellow Disk icon top right corner of the screen).
16. After the Course has been saved, a change of course status is required. To change the course status, click **Status Dialog** button (arrow pointing to box icon).

17. Select a **Status** from the dropdown menu. Choose from the following:
    - **Active** – Course becomes visible to Learners in Learn App. Course contents will not be editable in this status.
    - **Inactive** – Course not visible to Learners in Learn App. Course contents will not be editable in this status.
    - **Edit** – Course not visible to Learners in Learn App. Course contents are editable. See section 8 for information on Editing Courses and Classes.
      Note: The option for the status you are currently in will not be visible in the dropdown menu.
18. **Effective Date** will default to today's date. There is no need to change this status.
19. Enter a **Reason** in the text field if note of what you are editing is necessary. This is not a required field.
    - **Status History:** Chronological listing of any changes.
20. Click the **Change Status Button** to save the status change. The 'Change; button must be clicked for the new status to take effect.

A new course has now been created in Learn App. To add Classes to this course, please see the next section, Section 6: Creating a Class.

6. Creating a Class

To Add a Class to the Learn App. You first must create a course as outlined in section 5. Multiple classes can be set up under a course. The type of class that can be set up is determined by the course settings. Once the course has been created in full,

6.1 Classroom Delivery

To begin adding a Class to a 'Classroom Delivery' course.

1. Click the **PLUS Icon** button (in the top right corner) to add a class to the course.
2. Click **Add a Class** from the Actions Menu to attach a Class to a Course.
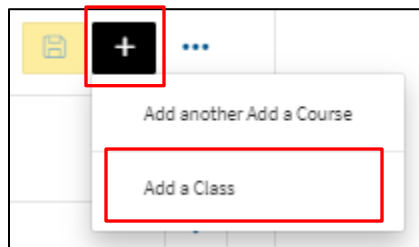
The Class Creation screen will load, for Classroom Classes this is comprised of four sections.

6.1.1 Class Status Bar

Displays current class status such as: Created, Open for Registration, Closed for Registration, Edit, In-Progress and Waitlist.

6.1.2 Class Definition

The main body of the class is where class information will be entered, such as: deadlines, dates, locations, and information on who can register, approves and more for this class.

Class Definition

Sequence	1
Class Code	TR-01588-1
Copy this link to share this class	🔗
Instructor	
Registration Deadline	🗓
Class Location	
Anticipated Class length	

Session Details   + Add Row

Session Name		Date	Start Time	End Time	
-		-	-	-	⋮

Minimum Registraints	Enter numeric values only ⓘ
Maximum Registraints	Enter numeric values only
Available Seats	
Waitlisting Available	Yes No
Participant Registration Fee	Enter numeric values only
Allow User Discussion Forum	Yes No
Requires Approval	Yes No
Requires Registration Form (Dietary/Accommodations)	Yes No
Has Resources	Yes No
Do you want to manually register employees?	Yes No

- **Sequence:** Pre-generated number indicating which class this is in the series of classes created for this course.
- **Class Code:** Pre-generated number unique to this particular class.
- **Copy this Link:** A system generated link that can be used to share this class directly with learners.

1. Select an **Instructor** through the drop-down menu. This field allows for another person to be noted on the class, aside from the Contact or Ministry Learning Administrator. The Instructor will also be able to mark class attendance.
2. Choose a **Registration Deadline,** if this class has a registration deadline. Click the calendar function to select the date of deadline. Click the next calendar function to choose the time from clock feature. This works on a 24-hour clock.
   Note: if no time is selected, it will default the time to the current time.
3. Enter the **Class Location** in the text field. E.g. 2100 Broad St. 2nd floor board room.
4. Enter **Anticipated Class Length** in the text field. This is the amount of time it will take the Learner to complete this training. E.g. 1 Hour.

5. Enter **Session Details.** At least 1 session must be added to every class.
   - The purpose of a session is to inform Learners how a class is broken out.
   - Most classes will have only one session, meaning it has a start and end time on the same day.
   - If a class extends over multiple days, add multiple sessions; one for each day the Learners will meet.
   - E.g. Class ABC is start on Thursday at 1:00 PM and ends on Friday at 12:00 PM
     - Session 1 would be Thursday 13:00-17:00
     - Session 2 would be Friday 08:00-12:00
   - To enter one session, fill out the fields listed below.

Session Details					+ Add Row
Session Name		Date	Start Time	End Time	
					⋮

6. Enter **Session Name** in text field. E.g. ABC Class - Day 1 Training.
7. Choose the **Date** of the session using Calendar function.
8. Enter the **Start Time/End Time** in the text fields. Enter the numerical time of the sessions start and end.
9. If multiple sessions are needed, click **Add Row.** Repeat process for number of sessions required. To delete a session, scroll over the session line, and click the **detail** button (3 dots), then delete.
10. Enter **Minimum Registrants** in numeric values field. Enter the minimum number of Learners required for this training to proceed. (Numerical value only E.g.“5”).
11. Enter **Maximum Registrants** in the numeric values field. Enter the total maximum number of Learners able to take this class. (Numerical value only E.g.“15”).
    - **Available Seats:** System generated number that displayed the total open seats in this class.
12. Select **Waitlist Available** Yes/No option. Is there a waitlist for this class? If Yes is selected further options will populate.

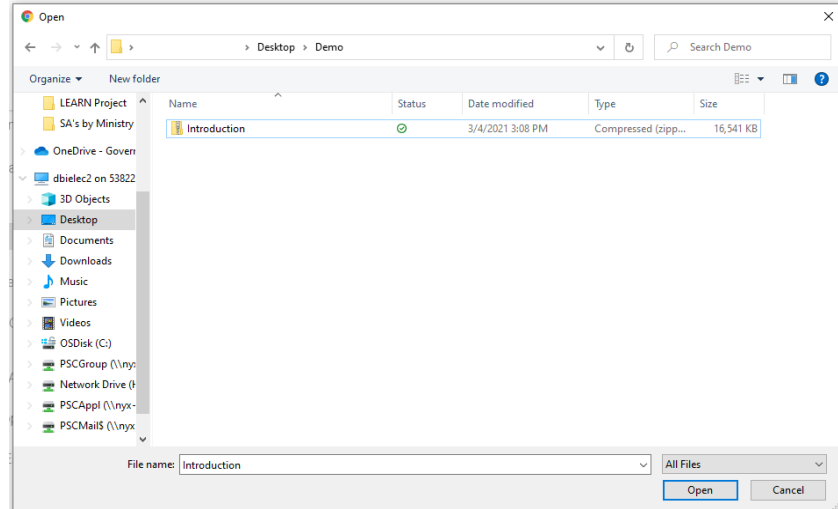| Waitlisting Available	**Yes** No
Maximum Waitlist Seats	Enter numeric values only

   - **Maximum Waitlist Seats** numeric value field. Enter total amount of overflow reservations available for this class. (Numerical value only E.g. “5”).
   - **Available Waitlist Seats.** This is a system generated number that displayed the total open waitlist seats in this class.
13. Enter any **Participant Registration Fee** in the text field. Enter any costs associated with this class. E.g. $500.00.
14. Select **Allow User Discussion Forum** Yes/No option. Yes, will allow a discussion post board to be available to Learners attached to the class. For more on Discussion Forum see section 15.
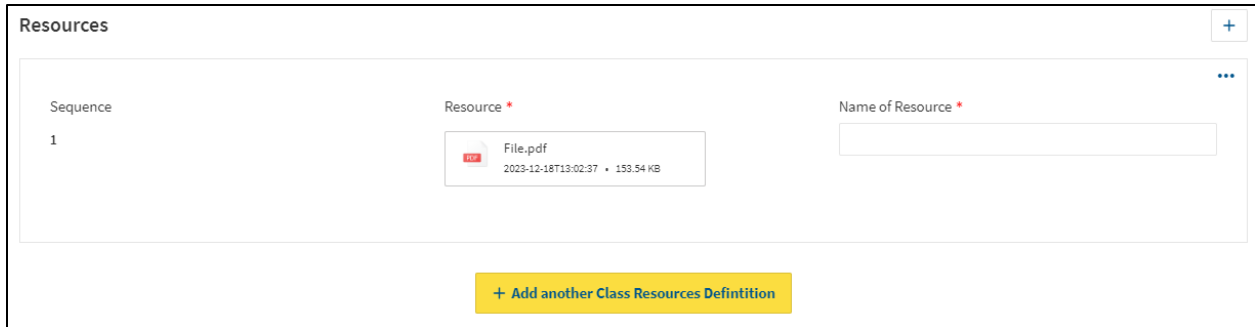
15. Select **Requires Approval** Yes/No option. Selecting yes will require a supervisor to approve Learner registration to this Class before they are able to participate.
Note: This is only recommended if there is a cost associated for the class, or the Learn will be away from the office for an extended period of time.
16. Select **Requires Registration Form** Yes/No option. This is used to allow Learners to enter in their dietary and/or accommodation requirements when registering for a class.
17. Select **Has Resources** Yes/No option. Selecting Yes will populate additional options to attach Word, PDF, Powerpoint files to this class as a downloadable resource for Learners. Click **Browse your device** to begin.

A. A windows File screen will open, select the appropriate file from your computer and click **Open.**

B. Once the file is loaded, a **Name of Resource** is required.
C. To remove the file scroll over the file tile, a **Trash Can icon** will appear.

Resources
+
...

Sequence	Resource *	Name of Resource *
1	File.pdf 2023-12-18T13:02:37 • 153.54 KB	

+ Add another Class Resources Defintition

D. To add more resources, click the yellow **Add another Class Resource Definition**.

18. Select **Do you want to manually register employees?** Yes/No option. Selecting Yes will allow Administrators the ability to manually add employees to this training.
    Note: If No is selected, and later manual entering is required, the class will need to be closed to registration to allow the settings change. For more information on manually registering employees see section 11.

    Once you have entered all required information to define the Class, proceed to the Class Action Menu (on the top right corner of the screen).

6.1.3 Class Action Area

Just like creating and saving a Course, classes also have an action area to save, change status and get class listings. Once all selections and areas are completed.

19. Click the **SAVE Icon** (Yellow Disk icon top right corner of the screen).

Status
Created

20. After the Class has been saved, a change of course status is required. To change the course status, click **Status Dialog** button (arrow pointing to box icon).

21. Select **Open for Registration** in the Status dropdown menu to activate this Class for Learners registration.
22. Click **Change Status** button to save status change.
23. Class now will now be Open for Registration.
    Note: As an Administrator you will see the option to Register for Class here. This page is the same page you will navigate to when you enter through the 'My Learning' App from the PSCClient landing page.

6.1.4 Employees Registered

This section will display all registered employees to this class.

Employee	Date Registered	Status
Darren L Bielecki	18-Dec-2023 15:11:30	Approved

- **Employee**: Name of Learner registered in class. Clicking Learners name will take you to their registration page, for more information on Employee Registration Pages see section 11.
- **Date Registered**: Date and Time of the Learner's registration to this class.
- **Status**: Learners current status in this class.

6.2 URL Delivery

To begin adding a Class to a 'URL Delivery' course.

1. Click the **Add** button (in the top right corner) to add a class to the course.
2. Click **Add a Class** from the Actions Menu to attach a Class to a Course.
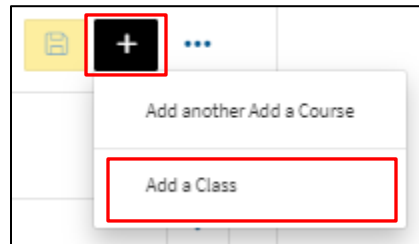
The Class Creation screen will load, for Classroom Classes this is comprised of four sections.

6.2.1 Class Status Bar

Displays current class status such as: Created, Open for Registration, Closed for Registration, Edit, In-Progress and Waitlist.

6.2.2 Class Definition

The main body of the class is where class information will be entered, such as: deadlines, dates, locations, and information on who can register, approves and more for this class.

Class Definition

Sequence	2
Class Code	TR-01588-2
Copy this link to share this class	🔗
Instructor	
Registration Deadline	🔲
Anticipated Class length	
Participant Registration Fee	Enter numeric values only
URL	
Allow User Discussion Forum	Yes No
Requires Approval	Yes No
Requires Registration Form (Dietary/Accommodations)	Yes No
Has Resources	Yes No
Do you want to manually register employees?	Yes No

- **Sequence:** Pre-generated number indicating which class this is in the series of created classes for this course.
- **Class Code:** Pre-generated number unique to this particular class.
- **Copy this Link:** A system generated link that can be used to share this class directly with learners.

3. Select an **Instructor** through the drop-down menu. This field allows for another person to be noted on the class, aside from the Contact or Ministry Learning Administrator. The Instructor will also be able to mark class attendance.
4. Choose a **Registration Deadline,** if this class has a registration deadline. Click the calendar function to select the date of deadline. Click the next calendar function to choose the time from clock feature. This works on a 24-hour clock.
   Note: if no time is selected, it will default the time to 23:59:59 (11:59 PM).
5. Enter **Anticipated Class Length** in the text field. This is the amount of time it will take the Learner to complete this training. E.g. 1 Hour.
6. Enter any **Participant Registration Fee** in the text field. Enter any costs associated with this class. E.g. $500.00.
7. Enter **URL** in text field. Enter the full URL here (including https:\\).
8. Select **Allow User Discussion Forum** Yes/No option. Yes, will allow a discussion post board to be available to Learners attached to the class. For more on Discussion Forum see section 15.
9. Select **Requires Approval** Yes/No option. Selecting yes will require a supervisor to approve Learner registration to this Class before they are able to participate.
   Note: This is only recommended if there is a cost associated for the class, or the Learn will be away from the office for an extended period of time.

10. Select **Requires Registration Form** Yes/No option. This is used to allow Learners to enter in their dietary and/or accommodation requirements when registering for a class.
11. Select **Has Resources** Yes/No option. Selecting Yes will populate additional options to attach Word, PDF, Powerpoint files to this class as a downloadable resource for Learners. Click **Browse your device** to begin.

E. A windows File screen will open, select the appropriate file from your computer and click **Open.**
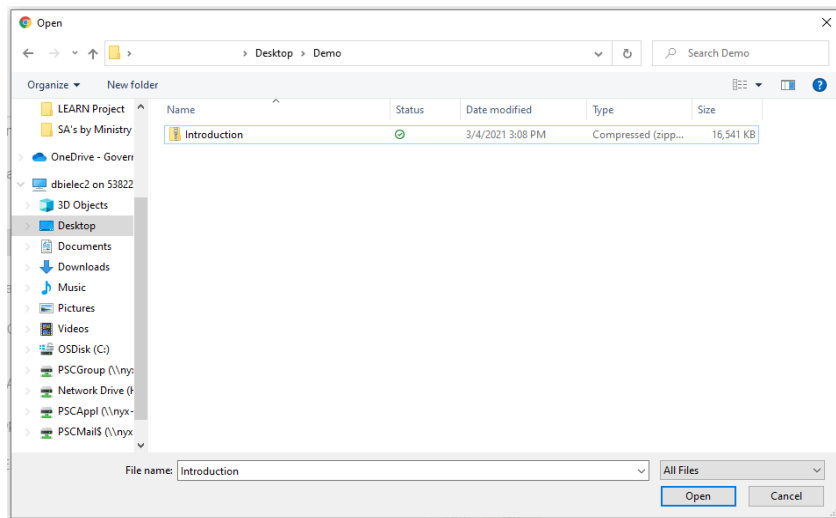
F. Once the file is loaded, a **Name of Resource** is required.
G. To remove the file scroll over the file tile, a **Trash Can icon** will appear.

H. To add more resources, click the yellow **Add another Class Resource Definition**.

12. Select **Do you want to manually register employees?** Yes/No option. Selecting Yes will allow Administrators the ability to manually add employees to this training.
Note: If No is selected, and later manual entering is required, the class will need to be closed to registration to allow the settings change. For more information on manually registering employees see section 11.

Once you have entered all required information to define the Class, proceed to the Class Action Menu (on the top right corner of the screen).

6.2.3 Class Action Area

Just like creating and saving a Course, classes also have an action area to save, change status and get class listings. Once all selections and areas are completed.

13. Click the **SAVE Icon** (Yellow Disk icon top right corner of the screen).
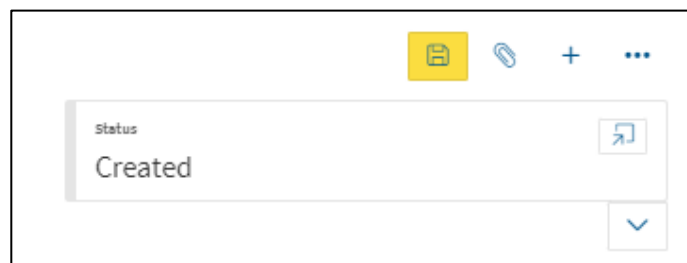
14. After the Class has been saved, a change of course status is required. To change the course status, click **Status Dialog** button (arrow pointing to box icon).

Class - TR-01588-1 | Status   ✕

▾ Change Status

| ⌕ Status
Open for Registration | ⌄ | Effective
18-Dec-2023 14:16:57 | ⊞ |

Reason
Comments...

Change Status ❯

🕐 Status History

| DB | DBIELECKI
5 hours ago | Created | Default
18-Dec-2023 09:40 AM - 31-Dec-2999 12:00 AM |

15. Select **Open for Registration** in the Status dropdown menu to activate this Class for Learners registration.
16. Click **Change Status** button to save status change.
17. Class now will now be Open for Registration.
   Note: As an Administrator you will see the option to Register for Class here. This page is the same page you will navigate to when you enter through the 'My Learning' App from the PSCClient landing page.

⌐ TR-01588 - Manual Demonstration Course   🔗 + ⋯

Class - TR-01588-1

Status
Open for Registration   ⤢

Register for Class   ⌄

6.2.4 Employees Registered

This section will display all registered employees to this class.

Employees Registered

Employee	Date Registered	Status
Darren L Bielecki	18-Dec-2023 15:11:30	Approved

24

- **Employee**: Name of Learner registered in class. Clicking Learners name will take you to their registration page, for more information on Employee Registration Pages see section 11.
- **Date Registered**: Date and Time of the Learner's registration to this class.
- **Status**: Learners current status in this class.

6.3 Virtual Delivery

To begin adding a Class to a 'Virtual Delivery' course.

1. Click the **Add** button (in the top right corner) to add a class to the course.
2. Click **Add a Class** from the Actions Menu to attach a Class to a Course.
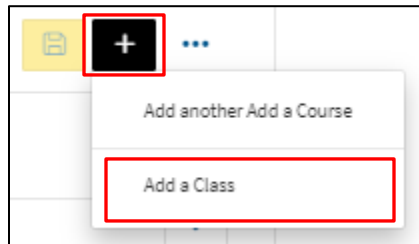
The Class Creation screen will load, for Classroom Classes this is comprised of four sections.

6.3.1 Class Status Bar

Displays current class status such as: Created, Open for Registration, Closed for Registration, Edit, In-Progress and Waitlist.

6.3.2 Class Definition

The main body of the class is where class information will be entered, such as: deadlines, dates, locations, and information on who can register, approves and more for this class.

Class Definition

Sequence	3
Class Code	TR-01588-3
Copy this link to share this class	🔗
Instructor	
Registration Deadline	⊞
Anticipated Class length	

Session Details   + Add Row

Session Name		Date	Start Time	End Time	
-		-	-	-	⋮

Minimum Registraints	Enter numeric values only ⊙
Maximum Registraints	Enter numeric values only
Available Seats	
Waitlisting Available	Yes No
Participant Registration Fee	Enter numeric values only
URL	
Allow User Discussion Forum	Yes No
Requires Approval	Yes No
Requires Registration Form (Dietary/Accommodations)	Yes No
Has Resources	Yes No
Do you want to manually register employees?	Yes No

- **Sequence:** Pre-generated number indicating which class this is in the series of created classes for this course.
- **Class Code:** Pre-generated number unique to this particular class.

3. Select an **Instructor** through the drop-down menu. This field allows for another person to be noted on the class, aside from the Contact or Ministry Learning Administrator. The Instructor will also be able to mark class attendance.
4. Choose a **Registration Deadline,** if this class has a registration deadline. Click the calendar function to select the date of deadline. Click the next calendar function to choose the time from clock feature. This works on a 24-hour clock.
   Note: if no time is selected, it will default the time to 23:59:59 (11:59 PM).
5. Enter the **Class Location** in the text field. E.g. 2100 Broad St. 2nd floor board room.
6. Enter **Anticipated Class Length** in the text field. This is the amount of time it will take the Learner to complete this training. E.g. 1 Hour.
7. Enter **Session Details.** At least 1 session must be added to every class.

- The purpose of a session is to inform Learners how a class is broken out.
- Most classes will have only one session, meaning it has a start and end time on the same day.
- If a class extends over multiple days, add multiple sessions; one for each day the Learners will meet.
- E.g. Class ABC is start on Thursday at 1:00 PM and ends on Friday at 12:00 PM

Session Details				+ Add Row
Session Name	Date	Start Time	End Time	
				⋮

8. Enter **Session Name** in text field. E.g. ABC Class - Day 1 Training.
9. Choose the **Date** of the session using Calendar function.
10. Enter the **Start Time/End Time** in the text fields. Enter the numerical time of the sessions start and end.
11. If multiple sessions are needed, click **Add Row.** Repeat process for number of sessions required. To delete a session, scroll over the session line, and click the **detail** button (3 dots), then delete.
12. Enter **Minimum Registrants** in numeric values field. Enter the minimum number of Learners required for this training to proceed. (Numerical value only E.g."5").
13. Enter **Maximum Registrants** in the numeric values field. Enter the total maximum number of Learners able to take this class. (Numerical value only E.g."15").
    - **Available Seats:** System generated number that displayed the total open seats in this class.
14. Select **Waitlist Available** Yes/No option. Is there a waitlist for this class? If Yes is selected further options will populate.

Waitlisting Available	Yes No
Maximum Waitlist Seats	

- **Maximum Waitlist Seats** numeric value field. Enter total amount of overflow reservations available for this class. (Numerical value only E.g. "5").
- **Available Waitlist Seats.** This is a system generated number that displayed the total open waitlist seats in this class.
15. Enter any **Participant Registration Fee** in the text field. Enter any costs associated with this class. E.g. $500.00.
16. Enter **URL** in text field. If related URL information for class such as link to Teams Video Conference, Webex etc, enter the full URL here (including https:\\).
17. Select **Allow User Discussion Forum** Yes/No option. Yes, will allow a discussion post board to be available to Learners attached to the class. For more on Discussion Forum see section 15.
18. Select **Requires Approval** Yes/No option. Selecting yes will require a supervisor to approve Learner registration to this Class before they are able to participate.

Note: This is only recommended if there is a cost associated for the class, or the Learn will be away from the office for an extended period of times.

19. Select **Requires Registration Form** Yes/No option. This is used to allow Learners to enter in their dietary and/or accommodation requirements when registering for a class.

20. Select **Has Resources** Yes/No option. Selecting Yes will populate additional options to attach Word, PDF, Powerpoint files to this class as a downloadable resource for Learners. Click **Browse your device** to begin.

I. A windows File screen will open, select the appropriate file from your computer and click **Open.**

J. Once the file is loaded, a **Name of Resource** is required.

K. To remove the file scroll over the file tile, a **Trash Can icon** will appear.

> L. To add more resources, click the yellow **Add another Class Resource Definition**.

18. Select **Do you want to manually register employees?** Yes/No option. Selecting Yes will allow Administrators the ability to manually add employees to this training.
    Note: If No is selected, and later manual entering is required, the class will need to be closed to registration to allow the settings change. For more information on manually registering employees see section 11.

    Once you have entered all required information to define the Class, proceed to the Class Action Menu (on the top right corner of the screen).

6.3.3 Class Action Area

Just like creating and saving a Course, classes also have an action area to save, change status and get class listings. Once all selections and areas are completed.

19. Click the **SAVE Icon** (Yellow Disk icon top right corner of the screen).

20. After the Class has been saved, a change of course status is required. To change the course status, click **Status Dialog** button (arrow pointing to box icon).

21. Select **Open for Registration** in the Status dropdown menu to activate this Class for Learners registration.
22. Click **Change Status** button to save status change.
23. Class now will now be Open for Registration.
    Note: As an Administrator you will see the option to Register for Class here. This page is the same page you will navigate to when you enter through the 'My Learning' App from the PSCClient landing page.

6.3.4 Employees Registered

This section will display all registered employees to this class.

- **Employee**: Name of Learner registered in class. Clicking Learners name will take you to their registration page, for more information on Employee Registration Pages see section 11.
- **Date Registered**: Date and Time of the Learner's registration to this class.
- **Status**: Learners current status in this class.

6.4 e-Learning (SCORM) Delivery

Setting up an eLearning (SCORM) Class takes a few additional steps in the Course set up process.

1. To create a e-Learning (SCORM) Class, in the Course setup process, select e-Learning (SCORM) as your Delivery Method.

2. A new course option will appear called **Upload SCORM zip file**, click the **Browse your device** button.
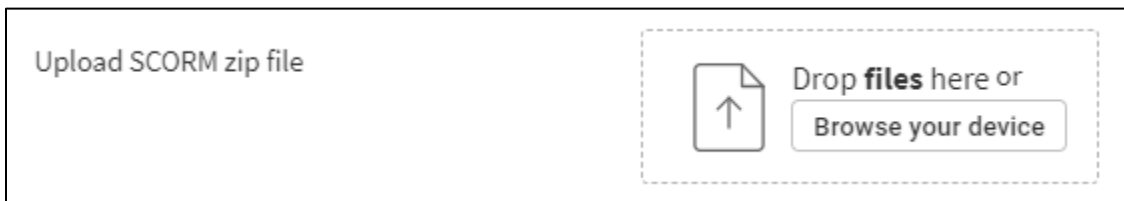
3. A windows File screen will open, select the appropriate file from your computer then click **Open.**
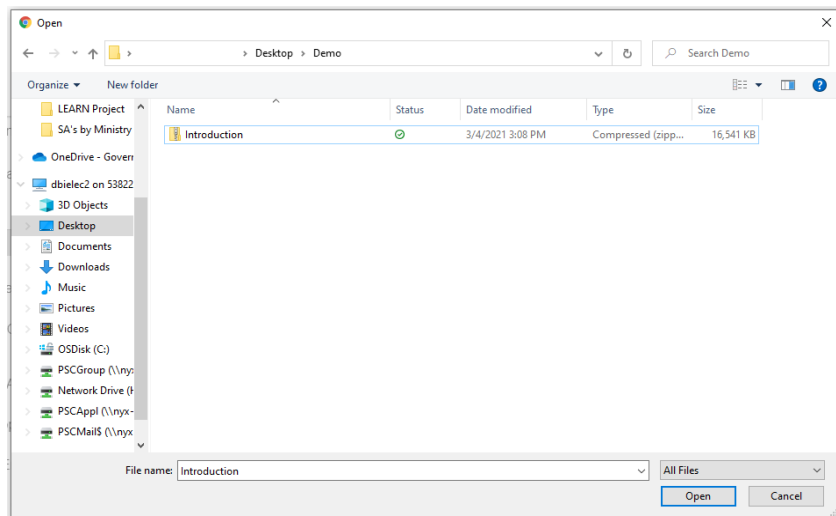
4. Once the file is loaded the Course setup up screen will now display the file, a download and a delete option.

Upload SCORM zip file

RecognitionMatters.zip
2023-12-19T09:58:39 • 7.27 MB

- Continue through the remaining course setup as outlined in section 5.
- After clicking the **Save** button for the course, a **Publish** button will appear.

7. Click the **Publish** button and allow the SCORM file to load.
   Note: After the file is published it takes approximately 15 minutes to be viewable by a Learner in a class.

Publish

8. Click the **Add** button (in the top right corner) to add a class to the course.
9. Click **Add a Class** from the Actions Menu to attach a Class to a Course.
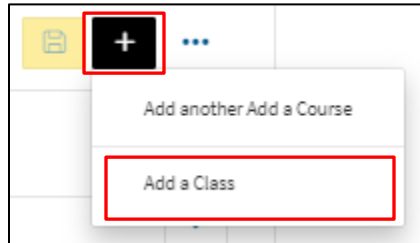
The Class Creation screen will load, for Classroom Classes this is comprised of four sections.

6.4.1 Class Status Bar

Displays current class status such as: Created, Open for Registration, Closed for Registration, Edit, In-Progress and Waitlist.

TR-01588 - Manual Demonstration Course

Class - TR-01588-1

Status
Created

6.4.2 Class Definition

The main body of the class is where class information will be entered, such as: deadlines, dates, locations, and information on who can register, approves and more for this class.

- **Sequence:** Pre-generated number indicating which class this is in the series of created classes for this course.
- **Class Code:** Pre-generated number unique to this particular class.
- **Copy this link to share this class:** Auto-generated URL (Once Class is saved). Use this URL to safely share this class.

Note: For e-Learning Classes many of the below fields can remain blank, as they will not apply to this type of class.

10. Select an **Instructor** through the drop-down menu. This field allows for another person to be noted on the class, aside from the Contact or Ministry Learning Administrator. The Instructor will also be able to mark class attendance.

11. Choose a **Registration Deadline,** if this class has a registration deadline. Click the calendar function to select the date of deadline. Click the next calendar function to choose the time from clock feature. This works on a 24-hour clock.
    Note: if no time is selected, it will default the time to 23:59:59 (11:59 PM).
12. Enter **Anticipated Class Length** in the text field. This is the amount of time it will take the Learner to complete this training. E.g. 1 Hour.
13. Enter any **Participant Registration Fee** in the text field. Enter any costs associated with this class. E.g. $500.00.
14. Select **Allow User Discussion Forum** Yes/No option. Yes, will allow a discussion post board to be available to Learners attached to the class. For more on Discussion Forum see section 15.
15. Select **Requires Approval** Yes/No option. Selecting yes will require a supervisor to approve Learner registration to this Class before they are able to participate.
    Note: This is only recommended if there is a cost associated for the class, or the Learn will be away from the office for an extended period of time.
16. Select **Requires Registration Form** Yes/No option. This is used to allow Learners to enter in their dietary and/or accommodation requirements when registering for a class.
17. Select **Has Resources** Yes/No option. Selecting Yes will populate additional options to attach Word, PDF, Powerpoint files to this class as a downloadable resource for Learners. Click **Browse your device** to begin.

M. A windows File screen will open, select the appropriate file from your computer and click **Open.**

N. Once the file is loaded, a **Name of Resource** is required.

O. To remove the file scroll over the file tile, a **Trash Can icon** will appear.

P. To add more resources, click the yellow **Add another Class Resource Definition**.

18. Select **Do you want to manually register employees?** Yes/No option. Selecting Yes will allow Administrators the ability to manually add employees to this training.
Note: If No is selected, and later manual entering is required, the class will need to be closed to registration to allow the settings change. For more information on manually registering employees see section 11.

Once you have entered all required information to define the Class, proceed to the Class Action Menu (on the top right corner of the screen).

6.4.3 Class Action Area

Just like creating and saving a Course, classes also have an action area to save, change status and get class listings. Once all selections and areas are completed.

19. Click the **SAVE Icon** (Yellow Disk icon top right corner of the screen).

20. After the Class has been saved, a change of course status is required. To change the course status, click **Status Dialog** button (arrow pointing to box icon).

21. Select **Open for Registration** in the Status dropdown menu to activate this Class for Learners registration.
22. Click **Change Status** button to save status change.
23. Class now will now be Open for Registration.
    Note: As an Administrator you will see the option to Register for Class here. This page is the same page you will navigate to when you enter through the 'My Learning' App from the PSCClient landing page.

TR-01588 - Manual Demonstration Course

Class - TR-01588-1

Status
Open for Registration

Register for Class

6.4.4 Employees Registered

This section will display all registered employees to this class.

Employees Registered

Employee	Date Registered	Status
Darren L Bielecki	18-Dec-2023 15:11:30	Approved

- **Employee**: Name of Learner registered in class. Clicking Learners name will take you to their registration page, for more information on Employee Registration Pages see section 11.
- **Date Registered**: Date and Time of the Learner's registration to this class.
- **Status**: Learners current status in this class.

6.5 LMS Delivery

To begin, add a Class to a 'URL Delivery' course.

1. Click the **Add** button (in the top right corner) to add a class to the course.
2. Click **Add a Class** from the Actions Menu to attach a Class to a Course.
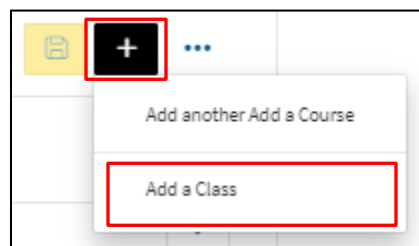
The Class Creation screen will load, for Classroom Classes this is comprised of four sections.

6.5.1 Class Status Bar

Displays current class status such as: Created, Open for Registration, Closed for Registration, Edit, In-Progress and Waitlist.

6.5.2 Class Definition

The main body of the class is where class information will be entered, such as: deadlines, dates, locations, and information on who can register, approves and more for this class.

- **Sequence:** Pre-generated number indicating which class this is in the series of created classes for this course.
- **Class Code:** Pre-generated number unique to this particular class.
- **Copy this link to share this class:** Auto-generated URL (Once Class is saved). Use this URL to safely share this class.

3. Select an **Instructor** through the drop-down menu. This field allows for another person to be noted on the class, aside from the Contact or Ministry Learning Administrator. The Instructor will also be able to mark class attendance.

4. Choose a **Registration Deadline,** if this class has a registration deadline. Click the calendar function to select the date of deadline. Click the next calendar function to choose the time from clock feature. This works on a 24-hour clock.
   Note: if no time is selected, it will default the time to 23:59:59 (11:59 PM).
5. Enter **Anticipated Class Length** in the text field. This is the amount of time it will take the Learner to complete this training. E.g. 1 Hour.
6. Enter any **Participant Registration Fee** in the text field. Enter any costs associated with this class. E.g. $500.00.
7. **Leave URL blank for LMS classes.**
8. Select **Allow User Discussion Forum** Yes/No option. Yes, will allow a discussion post board to be available to Learners attached to the class. For more on Discussion Forum see section 15.
9. Select **Requires Approval** Yes/No option. Selecting yes will require a supervisor to approve Learner registration to this Class before they are able to participate.
   Note: This is only recommended if there is a cost associated for the class, or the Learn will be away from the office for an extended period of time.
10. Select **Requires Registration Form** Yes/No option. This is used to allow Learners to enter in their dietary and/or accommodation requirements when registering for a class.
11. Select **Has Resources** Yes/No option. Selected **YES** for LMS Class, the resource section will be the content center for this class type and will populate additional options to attach Word, PDF, PowerPoint files to this class as a downloadable resource for Learners. Click **Browse your device** to begin.

A. A windows File screen will open, select the appropriate file from your computer and click **Open.**

B. Once the file is loaded, a **Name of Resource** is required.
C. To remove the file scroll over the file tile, a **Trash Can icon** will appear.

D. To add more resources, click the yellow **Add another Class Resource Definition**.

12. Select **Do you want to manually register employees?** Yes/No option. Selecting Yes will allow Administrators the ability to manually add employees to this training.
Note: If No is selected, and later manual entering is required, the class will need to be closed to registration to allow the settings change. For more information on manually registering employees see section 11.

Once you have entered all required information to define the Class, proceed to the Class Action Menu (on the top right corner of the screen).

6.5.3 Class Action Area

Just like creating and saving a Course, classes also have an action area to save, change status and get class listings. Once all selections and areas are completed.

1. Click the **SAVE Icon** (Yellow Disk icon top right corner of the screen).

2. After the Class has been saved, a change of course status is required. To change the course status, click **Status Dialog** button (arrow pointing to box icon).

3. Select **Open for Registration** in the Status dropdown menu to activate this Class for Learners registration.
4. Click **Change Status** button to save status change.
5. Class now will now be Open for Registration.
   Note: As an Administrator you will see the option to Register for Class here. This page is the same page you will navigate to when you enter through the 'My Learning' App from the PSCClient landing page.

TR-01588 - Manual Demonstration Course

Class - TR-01588-1

Status
Open for Registration

Register for Class

6.5.4 Employees Registered

This section will display all registered employees to this class.

Employees Registered

Employee	Date Registered	Status
Darren L Bielecki	18-Dec-2023 15:11:30	Approved

- **Employee**: Name of Learner registered in class. Clicking Learners name will take you to their registration page, for more information on Employee Registration Pages see section 11.
- **Date Registered**: Date and Time of the Learner's registration to this class.
- **Status**: Learners current status in this class.

7.Changing Status and Editing a Course or Class

As outlined in the Classes sections, to make Courses/Classes accessible to Learners, the status must be changed. Similarly, to edit a course or class, its status must also be changed to allow Administrators the ability to make these changes. To change the status of a Course or Class we use the Action Menu from either the Course or Class page (Course Page to change Course Status, Class Page to change Class Status)

NOTE: Only the page requiring edits requires the status change, if editing a class, the course does not need to be changed.

7.1 Changing Status

1. While inside a Course or Class, , click **Status Dialog** button (arrow pointing to box icon).

The Status page will open.

2. Select a **Status** from the dropdown menu. There are different Status for Courses and Classes available.

   A. **Courses:**
      - **Active** – Course becomes visible to Learners in Learn App. Course contents will not be editable in this status.
      - **Inactive** – Course not visible to Learners in Learn App. Course contents will not be editable in this status.
      - **Edit** – Course not visible to Learners in Learn App. Course contents are editable.
        Note: The option for the status you are currently in will not be visible in the dropdown menu.

   B. **Classes:**
      - **Open for Registration** – Class is available for Leaners to enroll into in My Learning.
      - **Closed for Registration –** Date for Leaners to enroll into a class has past, or registration has been manually closed by Administrator.
      - **Waitlist (If Waitlist Available) –** Class is full and has Waitlist seating.
      - **Edit** – Class is being modified by Administrator; Classes must be in Edit status to have information changed.
      - **In-Progress** – Class is active and running.
      - **Wrap-up** – Class has finished, and an Administrator or Instructor is completing tasks before finalizing the class, such as attendance.
      - **Complete** – Class has finalized. All tasks complete.

3. **Status Date** will default to today's date. There is no need to change this status.
4. Enter a **Reason** in the text field if note of what you are editing is necessary. This is not a required field.
      - **Status History:** Chronological listing of any changes
5. Click **Change Status** to save the status change.
6. The status will be updated and will populate in the Status History field.

7.2 Editing a Course or Class

To Edit the contents of a Course or Class from the Training Setup Page, find the Course in the Training Course Summary list. A search field can also be used to shorten the Course listing. Search by any of the Training title details.

Note: To edit a Course, only the status of the Course needs to be changed. To edit a Class, only the status of the Class needs to be changed.

1. To edit a course, click the course code from the list. This will open the selected Course page.

> Training Setup
>
> **TR-01588 - Manual Demonstration Course**
>
> Status
> Active
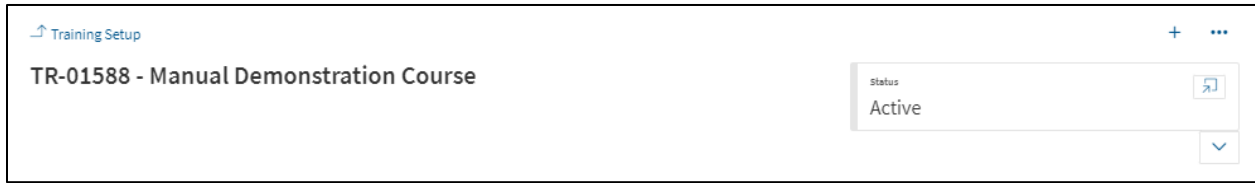
a. Use the Change Status steps to change the status of the course to Edit, this will unlock the fields.

b. Complete required edits, then change status back to the desired status to re-lock the page from further editing.

2. To edit a class, click the **Class Code** hyperlink from the Class Summary list, located inside the Course. This will open the selected class page.

Class Summary

Code	Delivery Method	Details	Registration Deadline	Status
TR-01588-1	e-Learning (SCORM)			Open for Registration

a. If the class is not in Edit status the fields will be locked.

> TR-01588 - Manual Demonstration Course
>
> **Class - TR-01588-1**
>
> Status
> Open for Registration
>
> Register for Class

b. Use the Change Status steps to change the status of the course to Edit, this will unlock the fields.

3. Complete required edits, then change status back to re-lock the page from further editing.

8. Adding Resources to a class

Once the Yes option has been selected in the Classroom settings. To begin click **Browse your device**.

Resources

Sequence	Resource *	Name of Resource *
1	Drop **files** here or Browse your device	
	No Document Attached	

+ Add another Class Resources Defintition
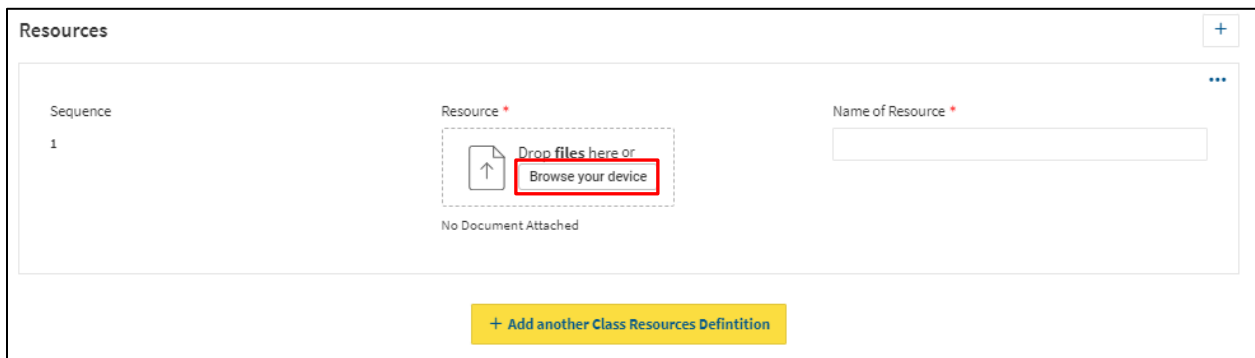
1. A windows File screen will open, select the appropriate file from your computer and click **Open.**
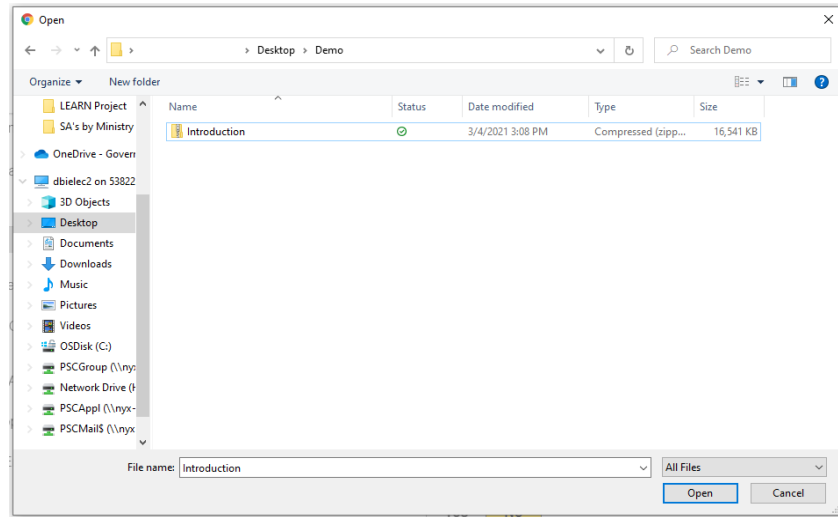
2. Once the file is loaded, a **Name of Resource** is required.
3. To remove the file scroll over the file tile, a **Trash Can icon** will appear.
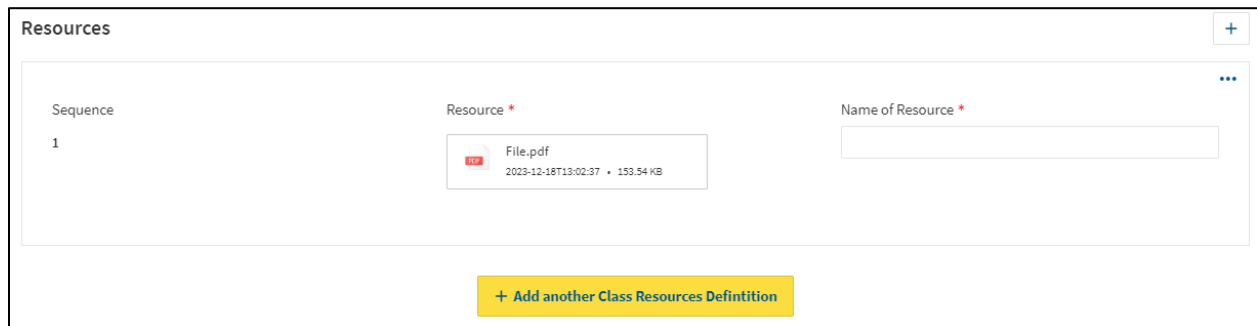
4. To add more resources, click the yellow **Add another Class Resource Definition**.

9. Learning Paths

The following steps will allow you to setup a new learning path as a Ministry Administrator.

Hint: Create a list of all the Course Codes to add to the Learning Path before beginning.

1. To begin entering a new Learning Path, select **Learning Path Setup** from the Navigation Panel.
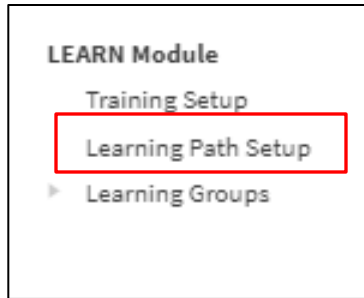
2. Click the **Plus** button (on the top right side of the screen) to set-up a new Learning Path. The Learning Path Tool Bar will display.

3. Select **Add Learning Path**.
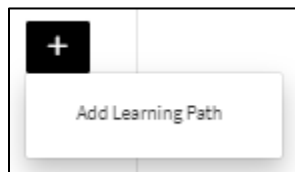
4. **Learning Path Code** will auto generate a Learning Path code. Code will begin with LP, followed by a synchronise 5-digit number. Code can be useful to help identify or search for a Learning Path. (Once Learning Path is saved, Learning Path name will also populate beside Learning Path Code).

5. Enter **Learning Path Name** into the text field. E.g. New Employee Orientation Learning Path.

6. Enter **Learning Path Description** into the text field. Enter the description of the course, its goals and objectives here.
   Note: this field is a rich text editor, meaning it can make words bold, underlined, italicised similar to being in a word document. Do not add images in this field as it will cause as error.

7. Select **Visible to Employees** Yes/No option. Selecting Yes will make Learning Path viewable in Training Catalog even if no current classes are being offered.

8. Enter **Minimum # of courses required to complete** in the numeric values field. This will indicate how many courses will be considered a completion of the Learning Path once Learner has completed the choses number of courses. This field is intended for numbers only. E.g. 7.

9. Select **Who can take this course?** from the dropdown menu to choose the Learner audience. Click the down arrow to display the options of **All GoS Employees** or **Specific Ministry(s)**. Selecting All GoS Employees will make this training visible to everyone. Selecting Specific Ministry(s) will display further fields to indicate which ministries are allowed access to this training.
   A. To add a Specific Ministry, click the **Add Ministry** button.

B. Select Ministry from Ministry Drop down list.

- To add more ministries, repeat the process by clicking the **Add Ministry** button. **Note:** when using Specific Ministry option, only Learners and Ministry Administrators from those ministries will have access to view, register, or edit this course.
- To delete a ministry from this list, scroll cursor over the ministry in the sequence, then select the detail button (3 dots) to delete.

9. Select **Do you want to only allow specific Group** Yes/No option. Selecting Yes, will populate Select **Do you want to manually register employees?** Yes/No option. Selecting Yes will allow Administrators the ability to manually add employees to this training.
Note: If No is selected, and at a later date manual entering is required, the class will need to be closed to registration to allow the settings change. For more information on manually registering employees see section 11.

10. To add courses to the Learning Path, click **Add a Learning Path Section** (Yellow Button). This will create the first section for the Learning Path.

11. The Sequence number will auto generate according to the number of sequences (Sections) added to the Learning Path.
12. Enter **Sequence Name** in the Name text field. E.g. Section 1 – Competencies.
13. Click **Add Row** button to add a course to the section.
14. For each course added a number will auto-generate indicating the order the courses will appear in the Sequence/Section. This order can be rearranged by clicking in the field and changing the number.
15. Click on the bar next to the order number to search for the course code. The Search Option window will appear.

Course Selection			+ Add Row
Order	Course	Required	
		Optional	⋮
	🔍 Start typing to find results...		

16. Begin typing the Course Code in the Search field, options will generate below.
17. Click on the desired course to add it to the Learning Path.
18. Select **Mandatory or Optional** in the Required dropdown menu. Choosing Mandatory will indicate that this course must be taken as one of the 'Minimum # of Courses Required to Complete' this Learning Path. The Learning Path will not complete until all Mandatory courses are done.

Course Selection			+ Add Row
Order	Course	Required	
	TR-01092 - Government of Saskatchewan's Corporate Conflict of Interest Training	Mandatory	⋮

19. Repeat steps 13-18 to add addition Courses to a Sequence.
20. To add addition Sequences, repeat steps 10-12, until all Sequences are added.
21. Once Learning Path is setup, click the **Save** button on the top right of the Learning Path page.

For employees to register into your new learner path, you must change the status.

22. Click on the **Status Dialog** button (arrow pointing to box icon).
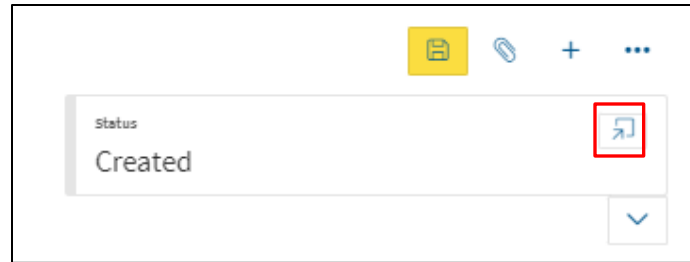
23. Click **Choose a new status** dropdown menu.
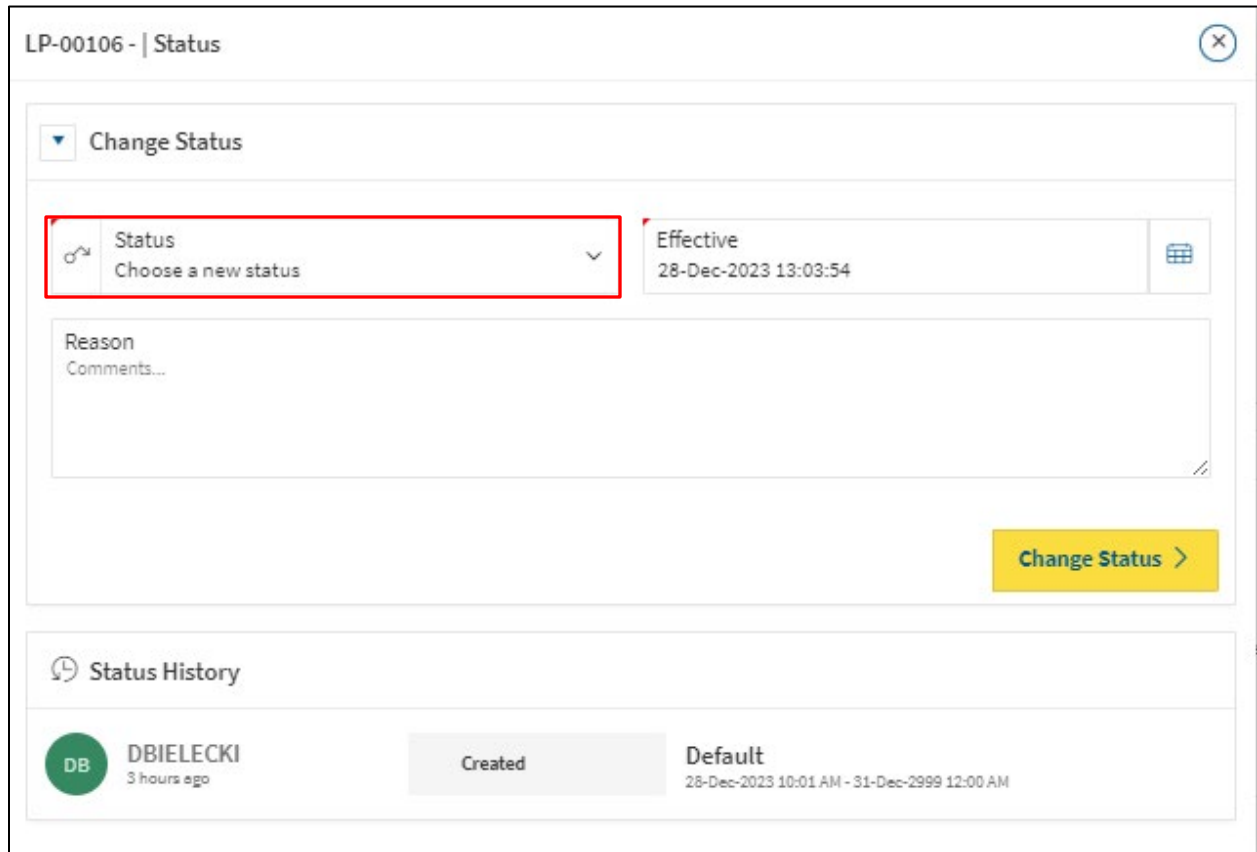
24. Choose **Open for Registration**.
25. Click **Change Status** button.

This completes creating a Learning Path in PSCClient.

10. Managing Class Registrations

10.1 Registering yourself for a class

To register yourself for a class, start at the **My Learning Portal**.
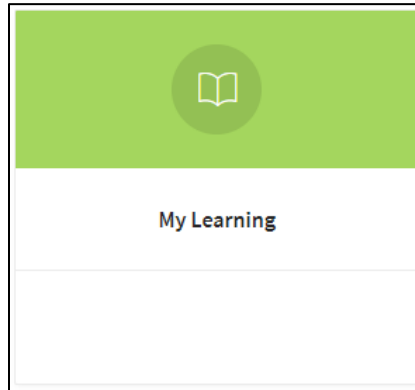
Find or Search for the appropriate course you are looking to register in from the **Training Catalogue**.

1. Click the **TR- Code** for the course you wish to register in.
2. The Course Page will load, scroll to the bottom to see Class offerings, click the Class offering you wish to register in.
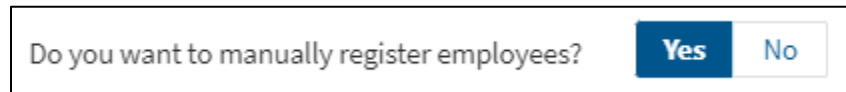
3. The Class page will load, click **Register for Class** in the top right-hand corner.

4. Note: If there are dietary/accommodation requirements for this course, you will need to answer the related questions before submission of Registration.
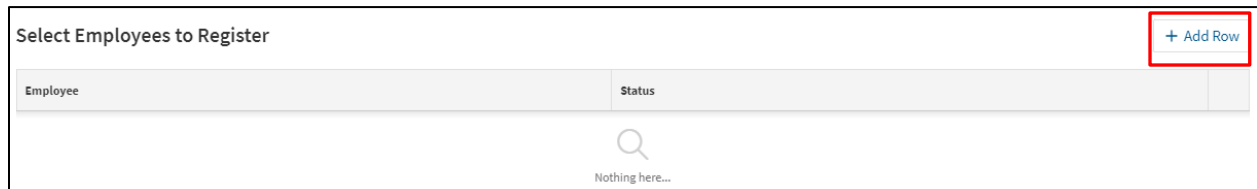
10.2 Registering others into a class

Ensure Manual Registration is set to **Yes** in the Class set-up status. If this feature is set to **No** it will need to be switched in the class settings, to edit class settings see section 7.
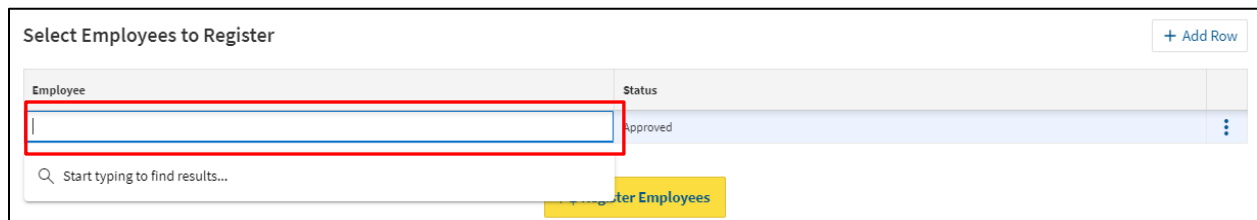
1. From the Class Setup page, click the **Add Row** Button.

2. Click on the bar below Employee to begin searching for who you want to register. Search using the following format: **LastName**, **FirstName.**

3. The status can be sent to **Approved**, or **Awarded**.
4. Repeat Steps 2-4 for as many employees as needed.
5. Once ready, complete by clicking the Yellow **Register Employees** button.

11.3 Cancelling Learners Registration
To Cancel an employee registration, you must be in the corresponding Class that they are registered in. From the Employee Registered section of the class, click on the employee's name to access the **Employee Registration Page**.

Status	
In-Progress	⬏

Admin Cancel Registration ⌄
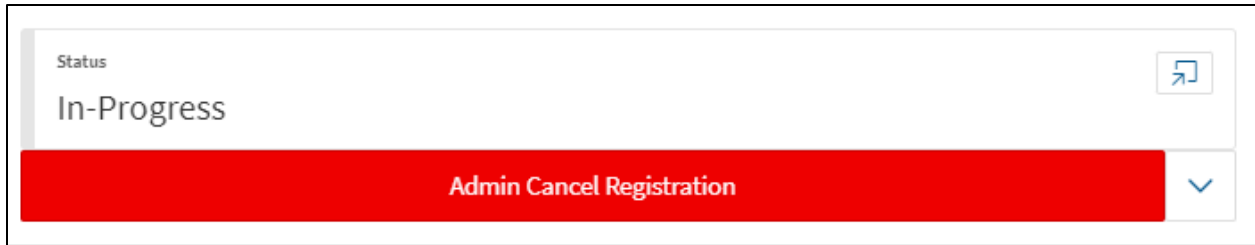
1. Click **Admin Cancel Registration** located below the Employee Class Status on the right-hand corner of the screen.

11. Running Inquiries/Reports

There are several inquiries (reports) that Ministry Learn Administrators can pull to support the needs of the ministry. These include:

- Course and Class Inquiry,
- Current Catalogue Inquiry,
- Registrant Lists
- Learning Path Registrants and
- Exception Inquires.

Reports can be found by clicking the **Inquires** tab at the top of the PSCClient screen, the exception is Registrant Lists, and Learning Path Registrants which is located inside the Class and Learning Path the list is required for. Below are 2 examples of how to pull a report, one from the Inquires tab, the other from the Class listing.

a. Course and Class Inquiry

This report will provide Course, class and Employee information for all registrations that meet the search criteria. This is a prebuild batch report that updates every night at midnight. Meaning information pulled will always be less the day of pull.

Click on Inquiries on the top left-hand side of PSC Client.
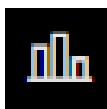
1. Under **Learn Reporting** in the Navigation Bar, select Course Class Inquiry.

Course Class Inquiry - Ministry Select

1. Pick Date Parameters using the Calendar Picker. The total amount of days in the requested reporting period can not exceed 380 days.

2. Select Advanced – Inquiry Criteria. Enter the optional information of Course Title, or Class Code. The **Ministry Dropdown criteria is a required field**.
Note: In Class code, entering wildcards with the course code will pull all classes related to that course. EX: %TR-00001% will pull all classes within course TR-00001
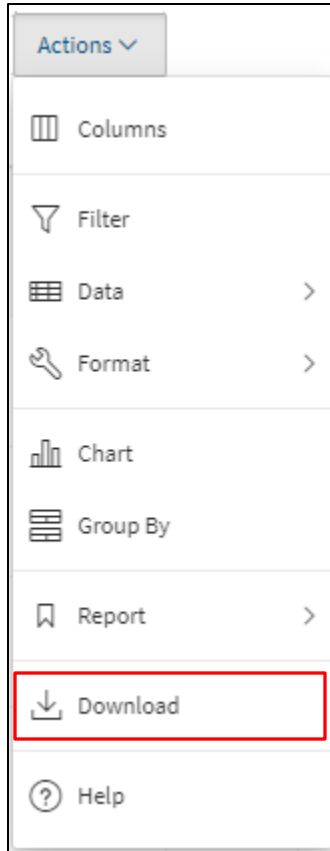

3. Click **Search.**

4. To download the report, Click **Actions.**

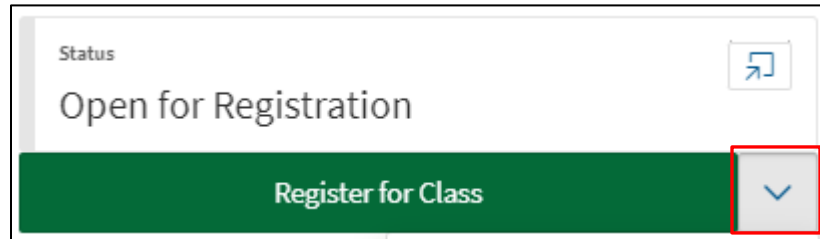5. At the bottom, Click **Download.**
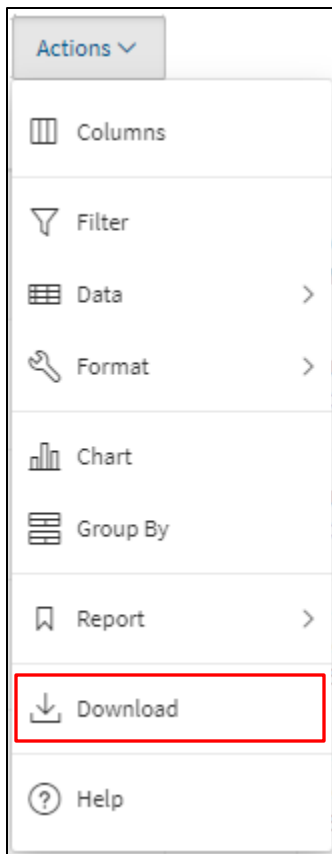
6. Select the format.
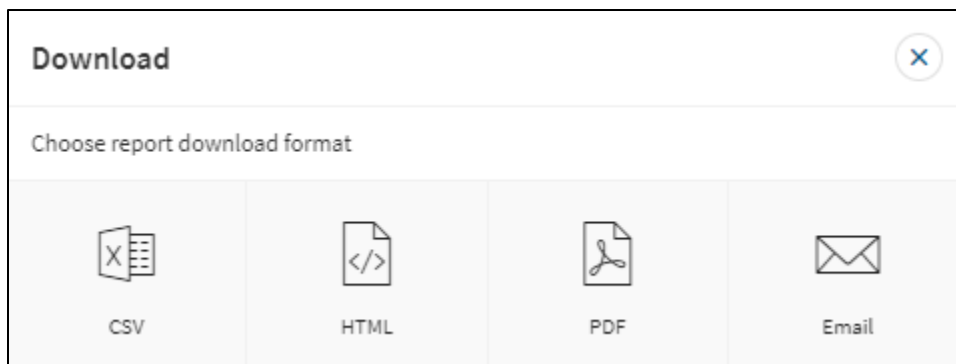
7. The report will be downloaded or sent to you in the desired format.

11.2 Current Learning Catalogue

Click on Inquiries on the top left-hand side of PSC Client.
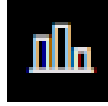
1. Under **Learn Reporting** in the Navigation Bar, select which report you want to pull.

2. Pick Date Parameters using the Calendar Picker.

3. Add any other filters that may be relevant to pulling the information you are looking for, such as, course code, name, delivery method, or if mandatory.

4. Click **Search.**

5. To download the report, Click **Actions.**

6. At the bottom, Click **Download.**

7. Select the format.
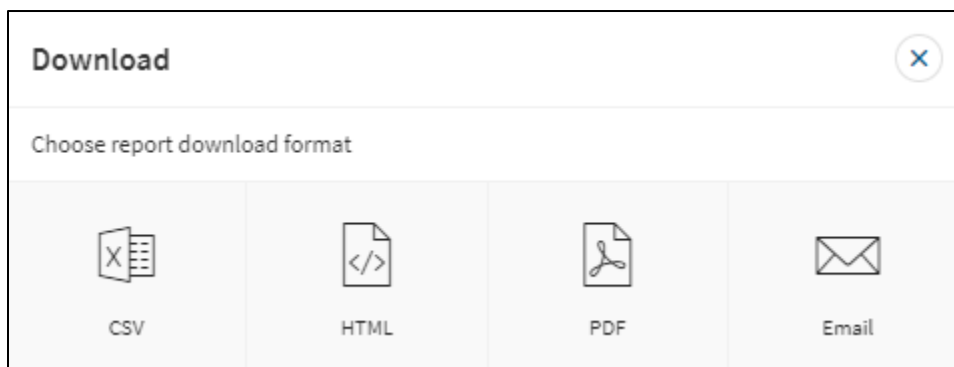
8. The report will be downloaded or sent to you in the desired format.

11.3 Registrants List

The Registrants List report is located inside of classes that have registered Learners. From **Learn System**, find the **Course**, then **class** the registrant list is required for.

1. Click the **More Options Arrow**, located in the Class Action section.

Status

Open for Registration

Register for Class   ∨

2. Click **View All Registered Employees.**

Status

Open for Registration

Register for Class   ∨

View all Registered Employees

View Invoice Details for Class

Delete Class
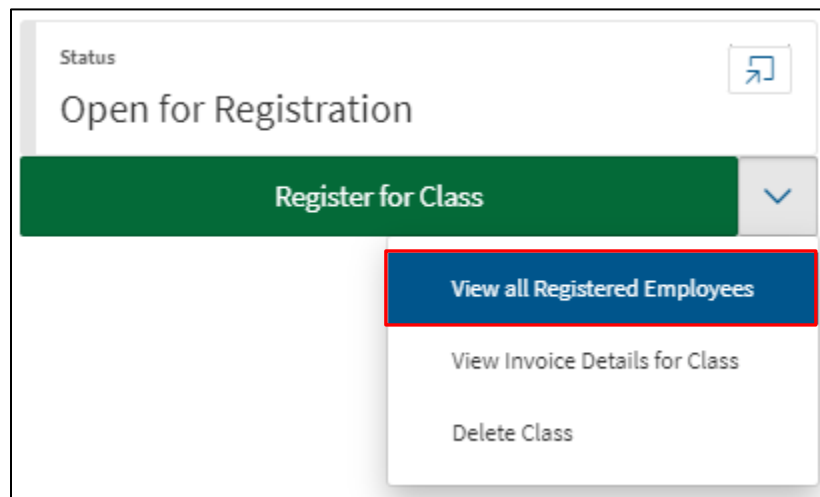
3. Your registration list will be generated.
4. Click **Actions.**

Q ∨   Go   Actions ∨

5. To download the report, Click **Actions.**
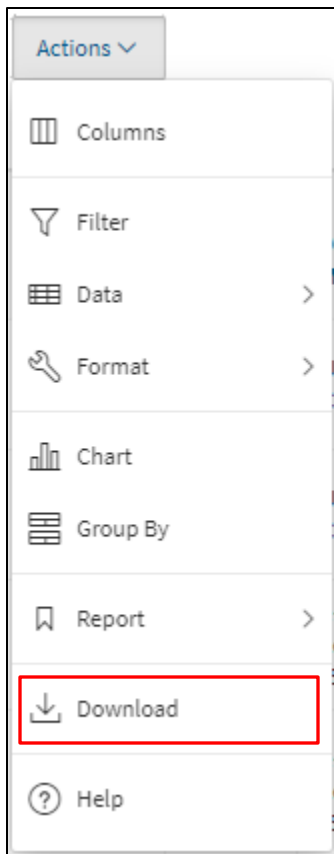
6. Select the format that works best for you.
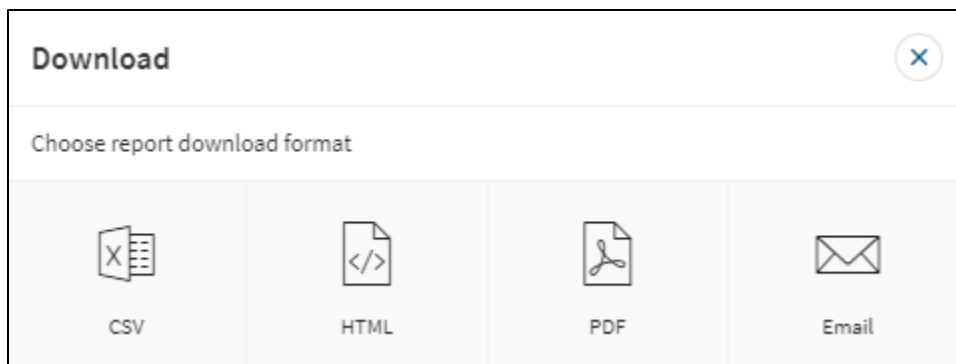
The report will download in the selected format.

11.4 Learning Path Registrants List

The Learning Path Registrants List report is located inside of learning paths that have registered Learners. From **Learn System**, find the **Learning Path** the registrant list is required for.

1. Click the **More Options Arrow**, located in the Learning Path Action section.
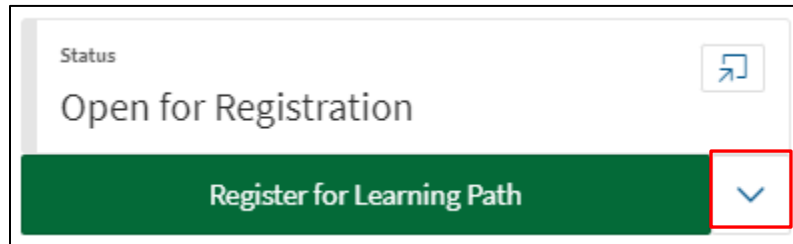
2.

3. Click **View All Registered Employees.**
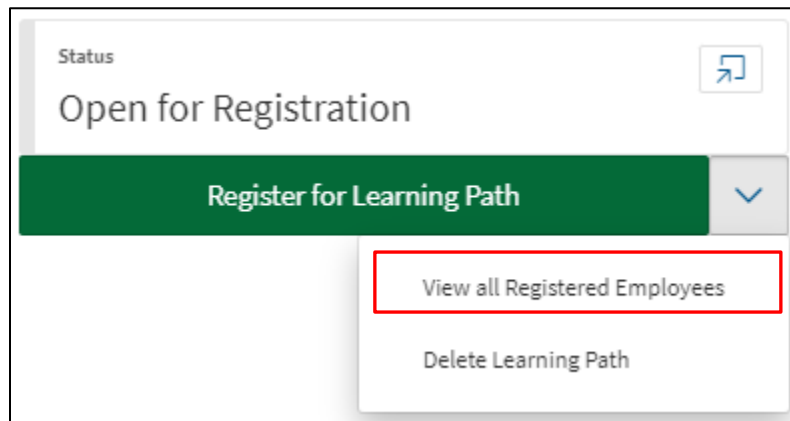
4. Your registration list will be generated.
5. To download the report, Click **Actions.**

6. Click **Download.**
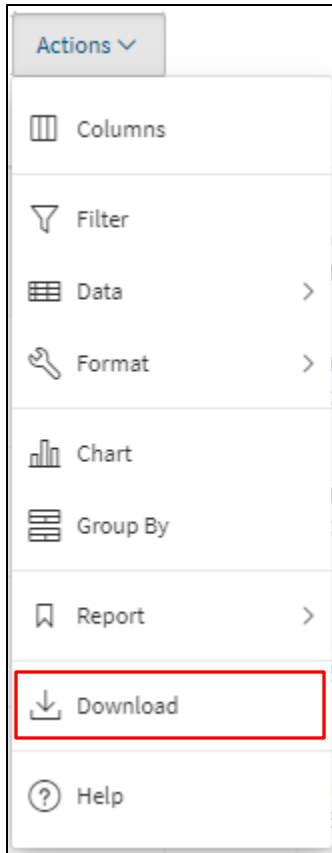
7. Select the format that works best for you.
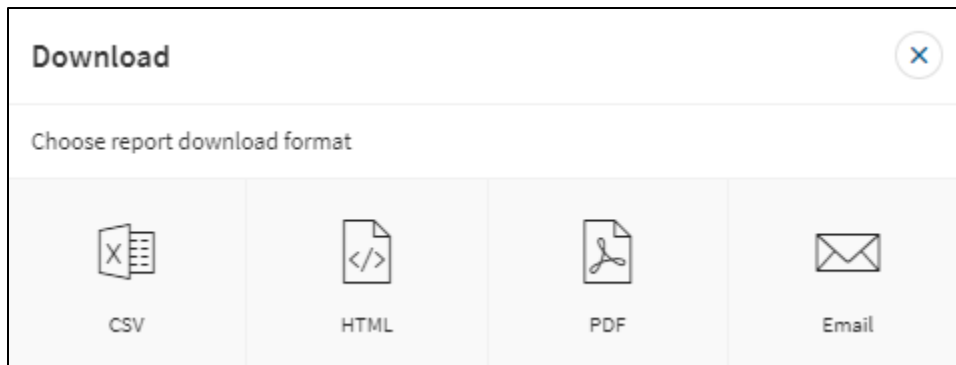
The report will download in the selected format.

11.5 Setting Reporting Filters

Setting report filters allows the user to quickly gather only the data they require for unique circumstances. Multiple filter profiles can be created giving the Ministry Administrator a multitude of Report combinations.

1. Pull the required report type in PSCClient by following the above Reporting guides.
2. Once the report is generated.
3. Click **Actions.**

4. Click **Filter.**
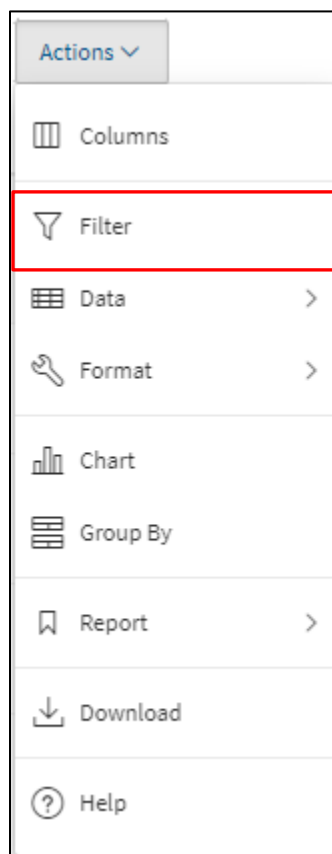
5. The Filter options will appear.
6. Select Filter options from dropdown lists. After options are set, click Apply

- **Column** – Listing of all generated report column titles.
- **Operator** – Options such as Equal To, Not Equal To, NULL (empty) etc.
- **Expression** – The value of the selected Column the Operator is filtering against.

7. To add additional Filter options, click Actions, then Filter and repeat step 6.

12. Marking Attendance

Marking a Learners attendance must be done from the Leaners Registration Page, this information can be found in the class Employees Registered listing for the class requiring marking.
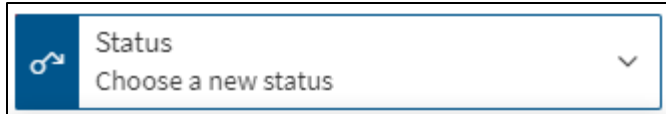
1. From the class setup page, scroll to the bottom of the page and find the **Employees Registered** section.
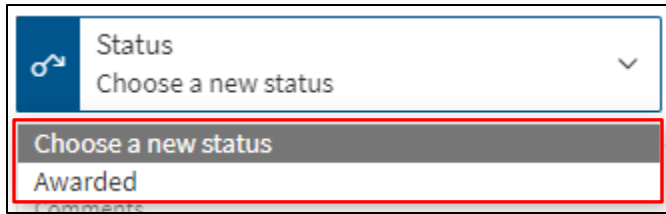
2. Click the name of the employee you want to award the class; this will open the **Employee Registration Page.**
3. Click the **Status Dialog** button.

4. Click **Status.**

5. Select **Choose a new status.**

6. Select **Awarded.**

7. Click the yellow **Change Status** button to confirm.

8. Repeat the process as necessary.

13. External Learning Request

From the My Learning Portal, click Register for External Learning from the right side of the screen.

View all my Training	View Training Catalogue	Register for External Training

1. Complete the Request Form Details. All Fields are Required.

Registration Information

Registration ID   LR-252540

Date Registered   11-Jan-2024 13:19:27

Class Information

This is a request for Training that is not provided by the Government of Saskatchewan, please provide and review the details for the training request below.

Course Description:

External Training Details

Name of Training*

Name of Provider*

Description*

Cost of Training*

Start Date*

End Date*

Submit for Approval

2. Click **Submit for Approval.**

Submit for Approval
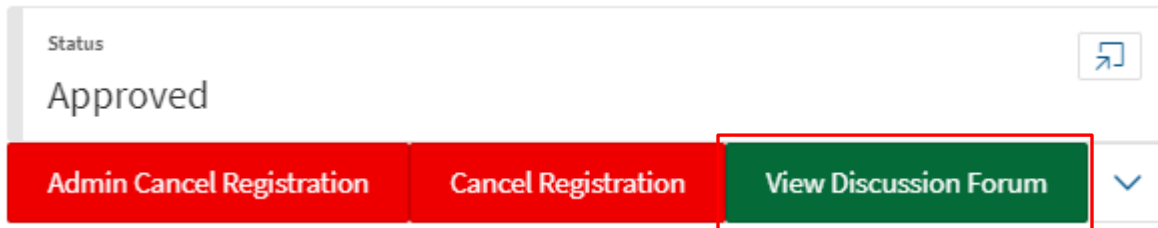
14. User Discussion Forum

For the User Discussion Forum function to be available, during Class Setup insure that **Allow User Discussion Forum** is set to **Yes**.
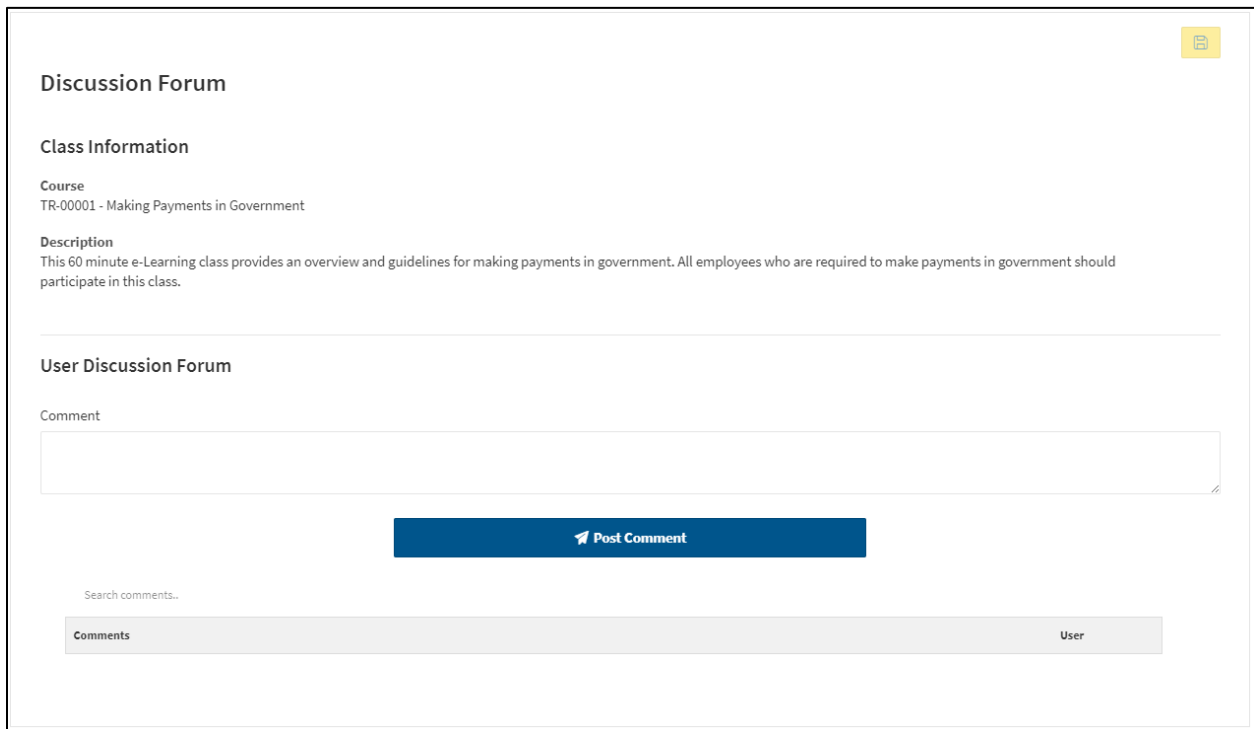

When enabled the user will have the option from their registration page to View Discussion Forum.

Selecting View Discussion Forum will load the Discussion Forum page associated with this class.

- **Class Information**: Data pulled from the Course Number/Title, and Description.
- User Discussion Forum.
    - **Comment**: Text field 3500-character max. This is where the user inputs their discussion information.
    - **Post Comment**: Button to submit and Display user comment.

- **Search Comments**: Text field search, will search Comments and User for matching inquiry.
- Comments: Display area of user discussion.
    - **Comments**: What users have posted.
    - **User**: Who posted corresponding comment.