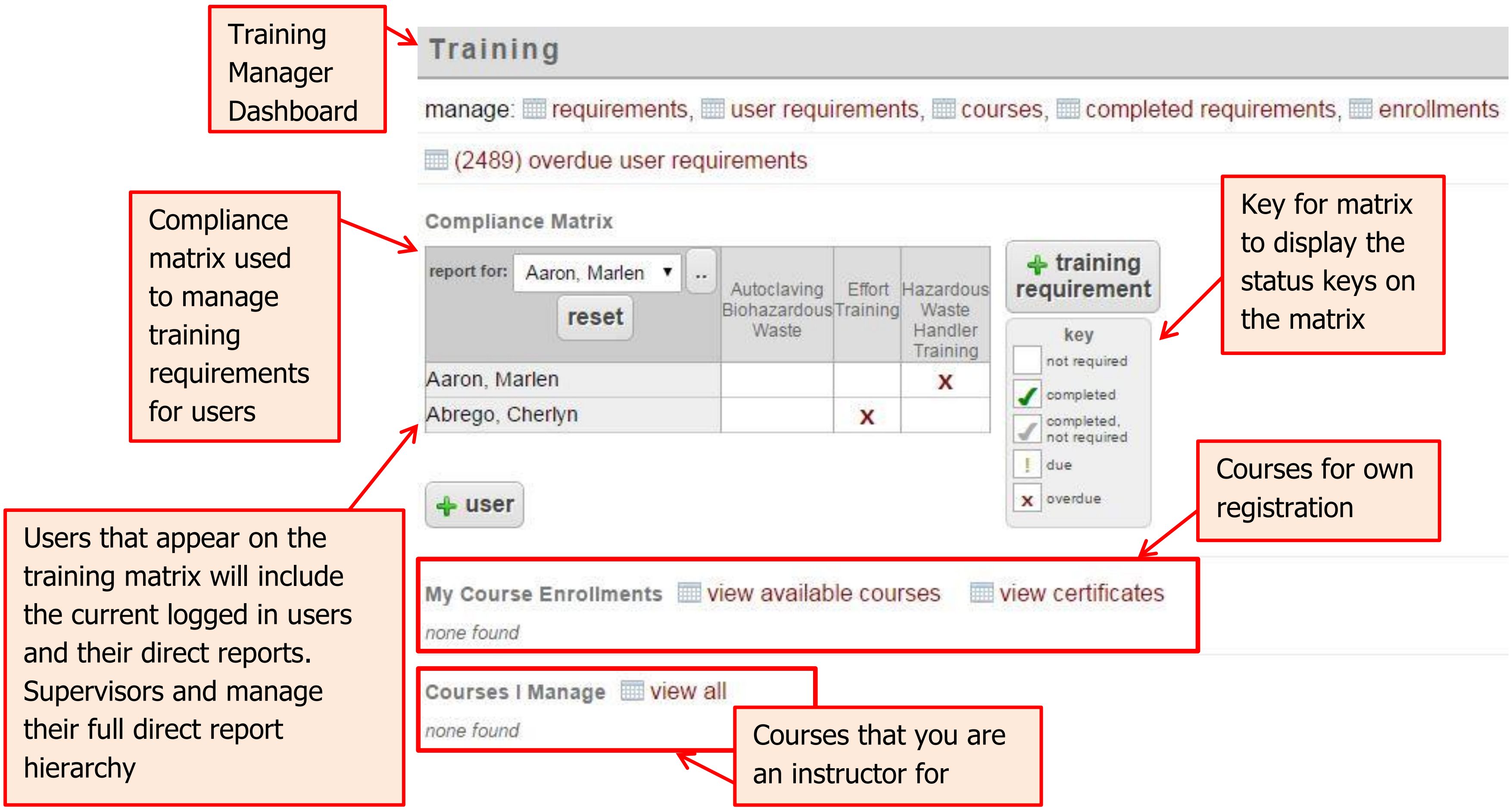
CEMS
Chemical Environmental Management System

Training Management

Managing Training with Training Matrix

- Training managers can create and manage training courses and course data.

Training Dashboard Layout



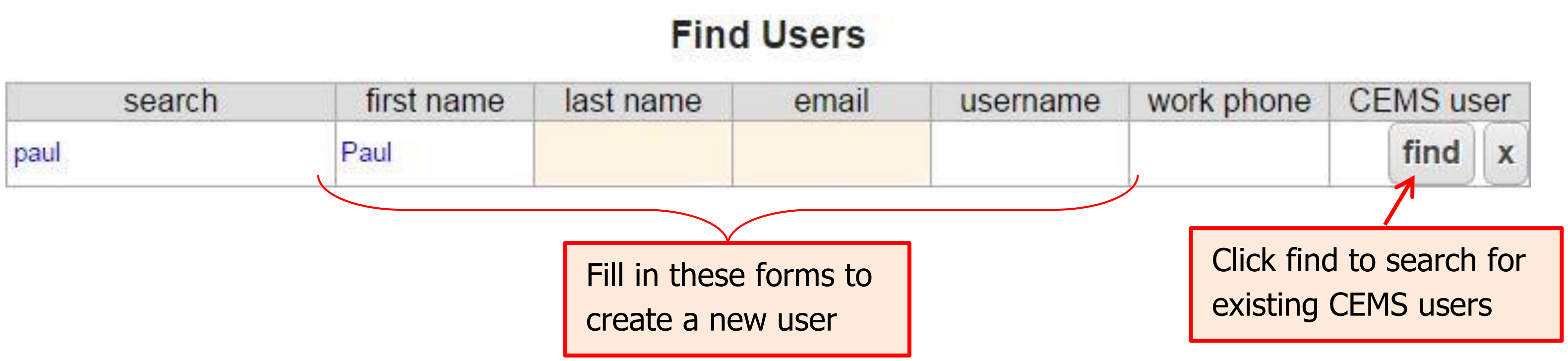
Managing Training with Training Matrix

How to Add a User to the Training Matrix

Step 1: Click on the user button below the Training Matrix.

Step 2: Type in the user's name then click the add button.

Step 3: If the user does not exist in the CEMS system you can create a user by typing a first name, last name and either an email or username. If the user does exist you can browse the user by clicking on the find button under the CEMS user column. If your organization's directory is available you can automatically import users into the system



Step 4: When users are found, click on the select users button. The user will be added to your training matrix.

For support contact UNHCEMS at cems-info@sr.unh.edu. For more information about UNHCEMS please visit http://www.cems-info.sr.unh.edu/.

Managing Training with Training Matrix

How to Add a Training Requirement to the Training Matrix

Step 1: Click the training requirement button to view all possible training requirements.

Step2: Search or browse through the training requirements to find the one you are looking for.

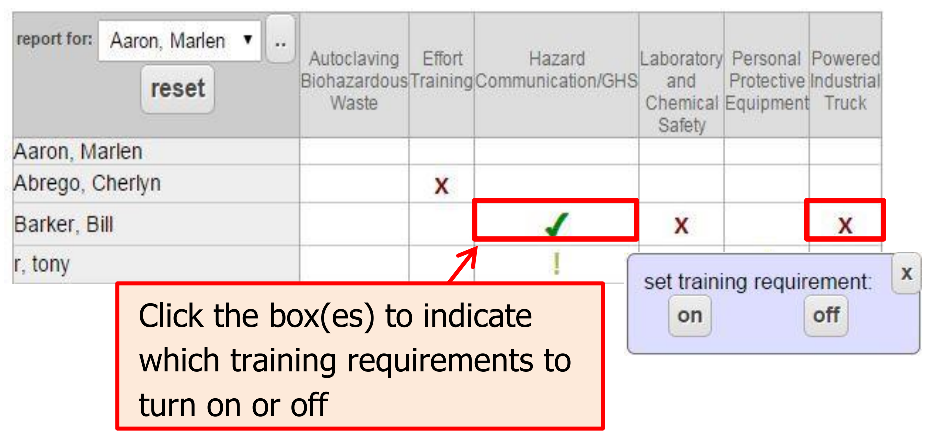
Step 3: click on the + button to add the requirement to the Training Matrix.

How to Set a Training Requirement Status

Step 1: At the Training Matrix, find the user that you want to manage a training requirement status for as well as the column the Training Requirement lies in.

Step 2: Click on the corresponding box that matches the user and requirement.

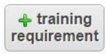
Step 3: Click on either the on or off button on the *set training requirement* box depending on your preference.



Managing Training Record

- A Training Record allows you to add questions, expirations dates, training description, and allows you to view who the training record is associated with

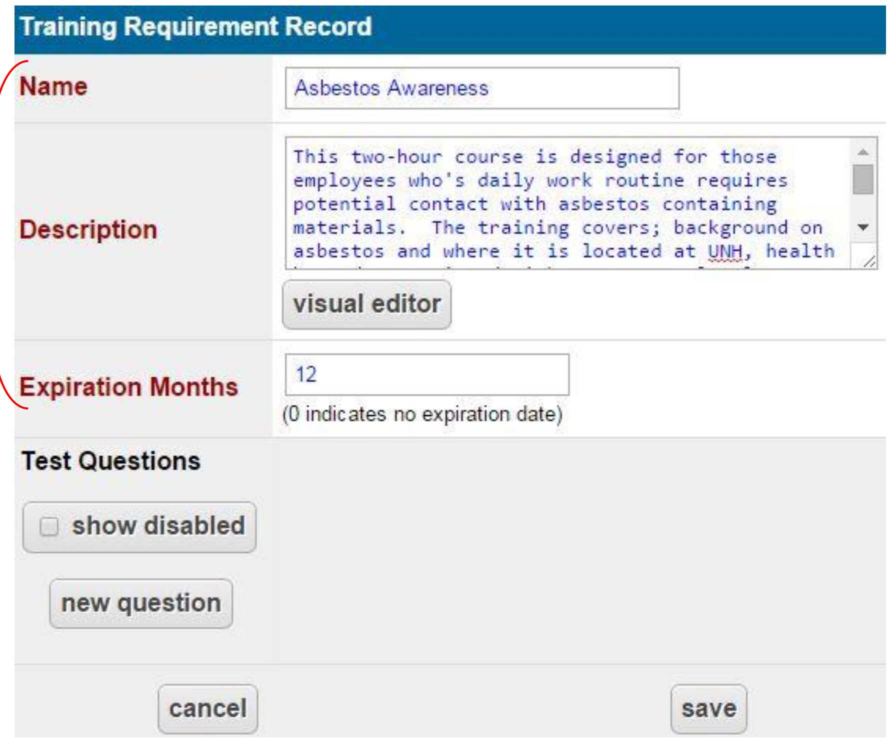
How to Create a New Training Record

Step 1: click on the 

button.

Step 2: click on the  button in the upper right hand corner of the page.

Mandatory fields for record



Step 3: Fill in the mandatory fields

Step 4: Click on the 

button to add new questions.

Managing Training Record

Step 5: Fill in the fields on the Training Test Questions Record to create a new question.

Fill in a test question that will be asked after training

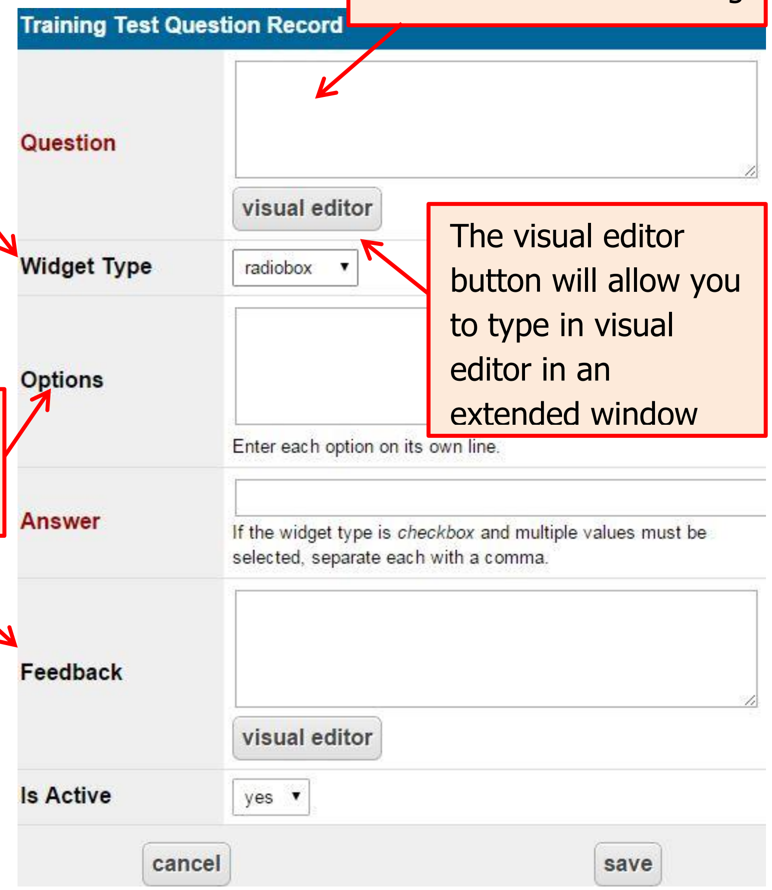
There many different question formats such as radiobox, checkbox, select and text.

The visual editor button will allow you to type in visual editor in an extended window

Step 6: Click the save button to create the question.

Provide answer choices for the trainee

Option: Provide feedback after a question or after the exam



Managing Training Courses

How to Link Training Courses to Your Requirement

Step 1: click on the training requirement button.

Step 2: Click on the button near the certificate requirement you want to edit.

Associations		
	Fullfilled in Courses	1
	Prerequisite in Courses	0
	User Training Requirements	1
	Fullfilled User Training Requirements	1

Step 3: At the bottom of the Training Course Record will be an Associations box, from this box you can link courses to your requirement.

Step 4: Click on the *Fulfilled in Courses* link to be brought to your course record list.

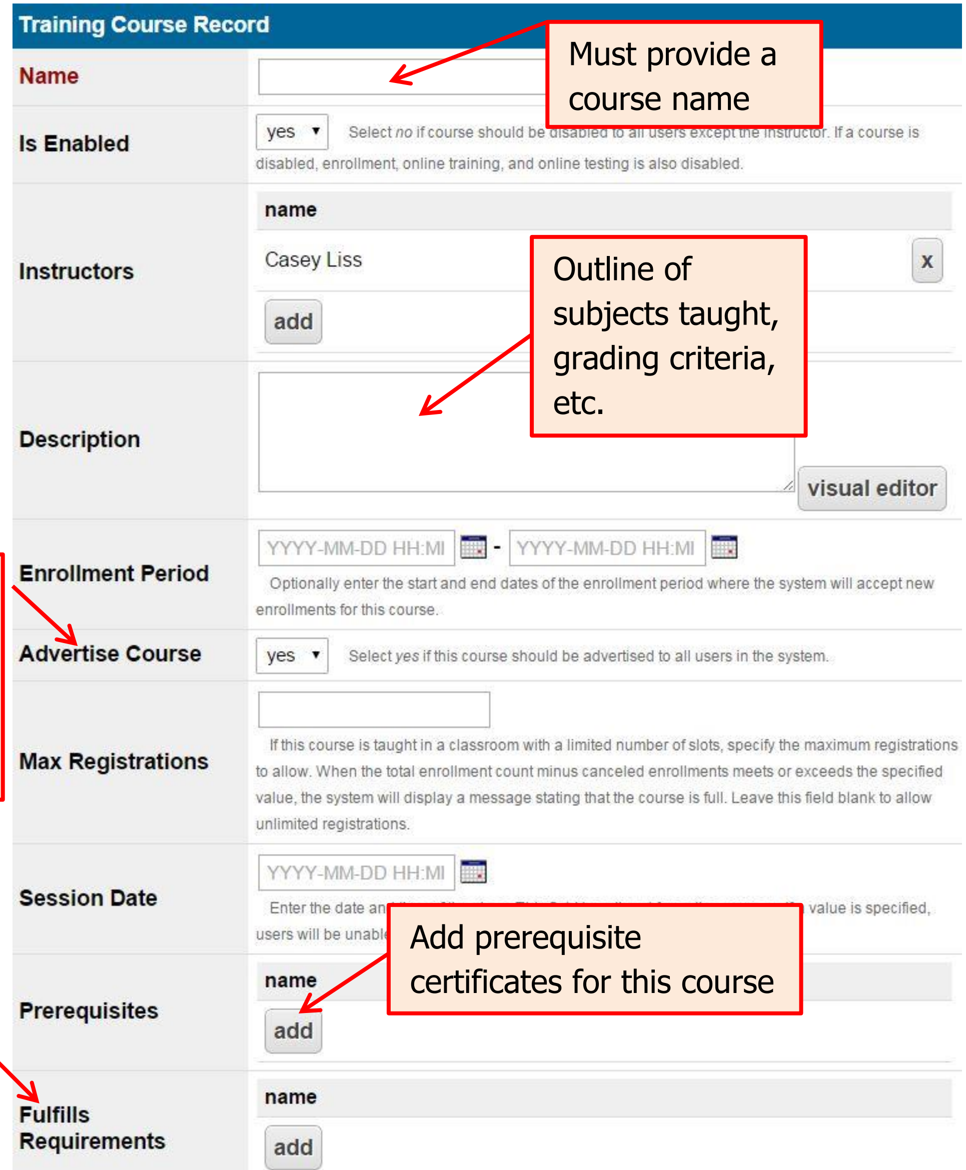
Step 5: Click on the or button to link an existing course or create a new course

Managing Training Courses

Step 6: From this page you can personalize your own training course. If you are linking a course to a certificate requirement click the add button next to the *Fulfills requirements* and add the certificate requirement.

If no, the course will only be available to users that need the course to fulfill a requirement

Link the requirement this that this course fulfills. The course, as well as prerequisites, will show up on the user's dashboard if it fulfills one of their requirements.

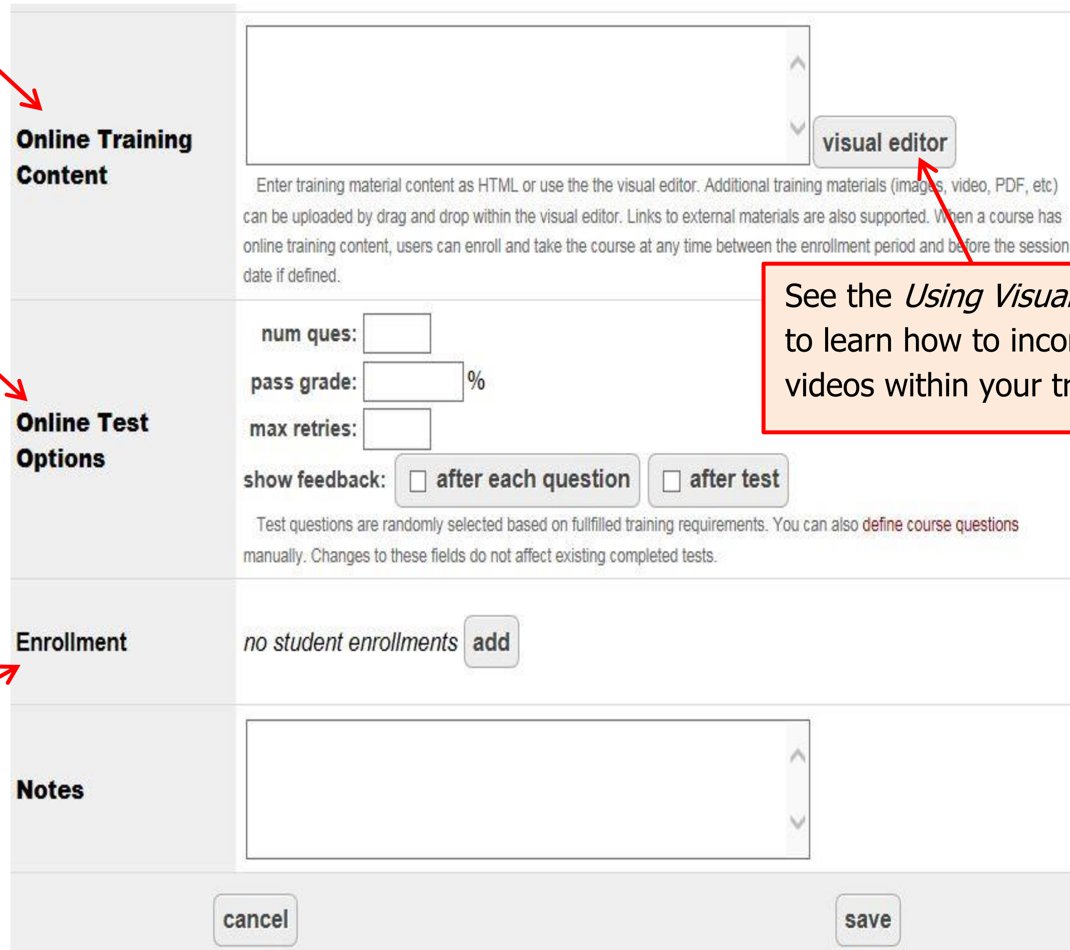


Managing Training Courses

Create content used to teach an online course

Create test pass/fail criteria here. All questions are weighted equally

Students enrolled will show here with a pass/fail grade book provided



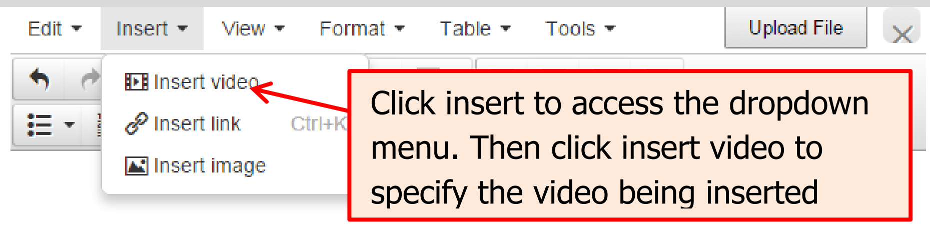
See the *Using Visual Editor* section to learn how to incorporate training videos within your training

Using Visual Editor for Training Videos

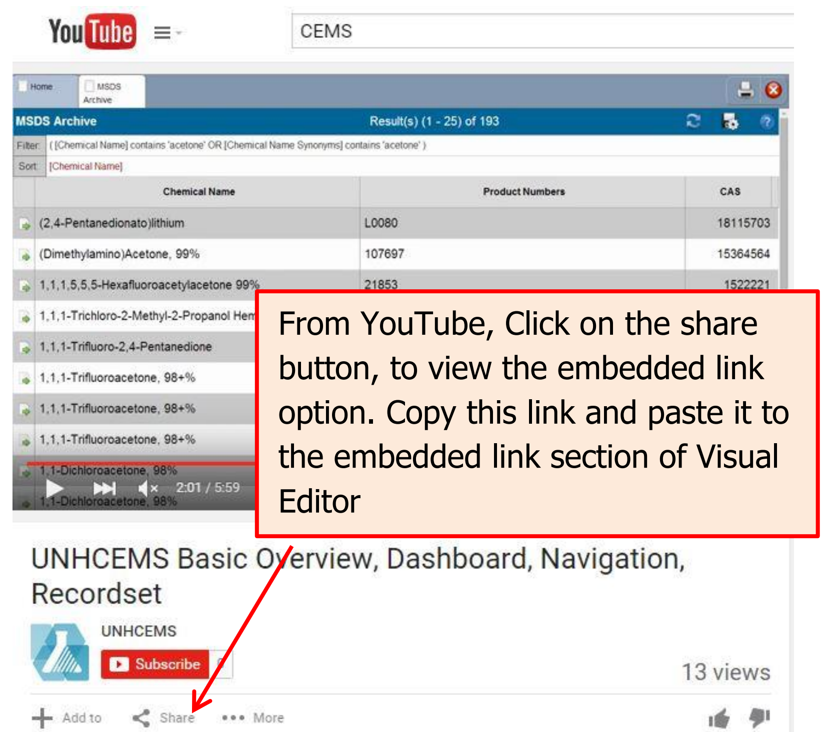
- Links can be embedded into visual editor to allow users to watch training videos, view images, read PDF's and more

How to Embed a Video in the Training

Step 1: From the Training Requirement Record, Click on the visual editor button to open the Visual Editor application.



Step 2: Click on the Insert then Insert video to pull up the Visual editor insert video form.



Step 3: If getting a video from YouTube.com, Click on the Share button and copy the embedded link for the video

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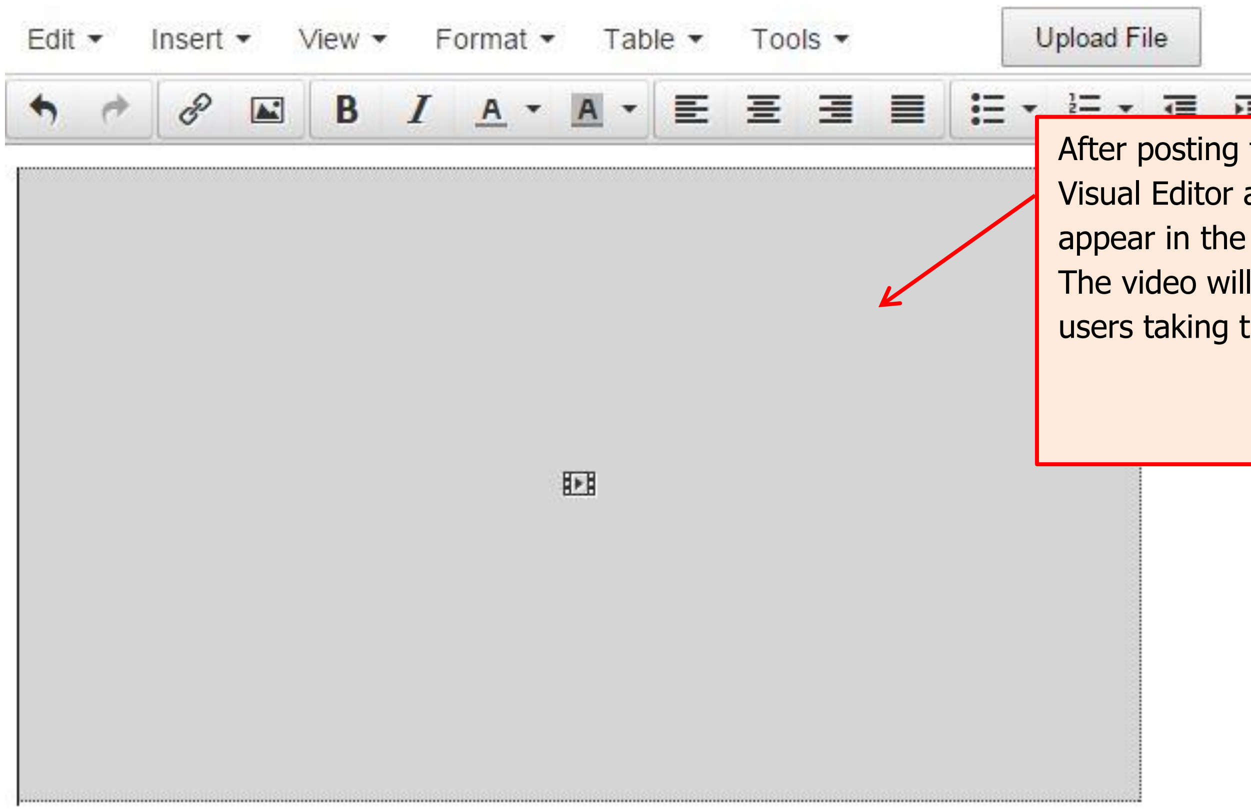
Using Visual Editor for Training Videos

Step 4: Paste the embedded video link to the visual editor insert video form from step 2.



After posting the embedded link to Visual Editor a blank video will appear in the application. Click save. The video will now be presented to users taking the course.

Step 5: Click save when finished embedding the video