

Martech Media Learning Administration Overview

Welcome! Martech Media utilizes the Cornerstone OnDemand Enterprise Management Software so we may ensure our clients are receiving the highest quality solutions available. Coupled with our exceptional in-house customer service, we trust that our offerings will meet all your company’s training needs. The following is an overview of the features and capabilities of Martech Media’s Learning Management System (LMS).



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Welcome Page and User Transcript Administration

Type	Status	Action
201-03 Hand Tools, Part 2	Online Class Registered	Launch
201-02 Hand Tools, Part 1	Online Class Registered	Launch
201-01 Working Principles of Simple Machines	Online Class Registered	Launch
Martech - 202-02 - V-Belts	Online Class Registered	Launch
202-01 Introduction to Belt Drive Maintenance	Online Class In Progress	Launch
670-05 Refrigerant System Troubleshooting	Online Class In Progress	Launch

Active ▾ By Date Added ▾ All Types ▾ Search for training 🔍

Search Results

- By Title
- By Status
- ✓ By Date Added
- By Training Type
- By Due Date

201-02 Hand Tools, Part 1
Due: No Due Date Status: Registered [Launch]

201-01 Working Principles of Simple Machines
Due: No Due Date Status: Registered [Launch]

202-01 Introduction to Belt Drive Maintenance
Due: No Due Date Status: In Progress [Launch]

The Welcome page is the first page a user sees when they log into the LMS. The 10 most recently assigned items will appear in the Your Transcript window, in the top right of the page.

The Transcript page will list all the training which has been assigned. The training is sorted by most recently assigned. This can be changed by the user.

The user can also view the Training Progress for a completed learning object.

TRAINING PROGRESS

Progress: 100% (1 of 1)

Last Accessed: 11/6/2017

Total Views: 8

View Time: 0 Hour(s) 13 Minute(s)

Status: Completed

Score: 94%

Modules: 📄 📄

User and Organizational Unit Administration

The User Management page allows administrators to search for users in the LMS and view their Transcripts. This is where an administrator can also change a user's password.

User	Status	Identifier	Manager	Approver	Options
Smith, Bob	Active	Martech Media (Division)			
Smith, Carol	Active	Martech Media (Division)			
Smith, James	Active	Martech Media (Division)			
Thomas, Robert	Active	Martech Media (Division)			
Thompson, Lisa	Active	Martech Media (Division)			

Organizational Units can be used to allow administrators to streamline assignments and reporting.

There are three Organizational Units used in the LMS:

1. Department/Area
2. Job Title
3. Plant Location

Each of the Organizational Units are customized to specifically fit your company's needs.

Example: The search shown will return all users with the Job Title: Account Manager and in the Department Area: GP - Manufacturing Engineering

Department/Area

- All users in Job Title : Accounting Manager (Accounting Manager) Include Subordinate
- All users in Department/Area: Manufacturing Engineering (Manufacturing Engineering) Include Subordinate

Learning Management System Training

Learning Objects and Training Administration

The main Learning Objects available are:

- Online Class
- Curriculum
- Material

Online Classes are the core of the Martech Media online training offerings with over 520 available. The Martech Media LMS also supports any AICC, SCORM1.2, or SCORM2004 compliant eLearning.

Training programs can be built as a Curriculum and assigned to users. The Curriculum Player will show the user their progress within their assigned training.



Material learning objects enable administrators to delivery content in a variety of formats so they may be implemented into any training plan.

Certification Administration

Certificates enable administrators to manage the training a user will be required to renew on a specific, recurring basis. With LMS-generated emails, the Certification Management system will email users automatically when a certificate has been assigned, when a certificate is about to renew, and when a certificate has expired.

Certification Management

Manage Certifications

Manage Pending Requests Export to Excel

Certification Title Family Category All Languages Include inactive Search (4 Results)

Title	Description	Version	Language	Last Modified	Owner(s)	Status	Options
Client Services	This certification is for all customer service personnel. Each employee in this business unit must c ...	1.0	Chinese (Hong Kong SAR), Chinese (Simplified) ...	7/22/2016 2:26 PM	Moore, Tasha Mullen, Lori	Active	
Customer Service Certification	This certification is for all customer service personnel. Each employee in this business unit must c ...	3.0	Chinese (Hong Kong SAR), Chinese (Simplified) ...	8/8/2012 8:00 PM	Moore, Tasha Mullen, Lori	Active	
Ethics Certification for Managers	This is a certification to ensure all managers are upholding their ethical standards through co ...	5.0	English (US)	8/9/2012 10:41 AM	Lolley, Jon Moore, Tasha	Active	
General Customer Service		1.0	English (US)	8/11/2012 4:09 PM	Moore, Tasha	Active	

Edit Certification

- General
- Framework**
- Scheduling
- Emails
- Confirm

Framework Show Me

Framework Options

ANNUAL SAFETY TRAINING Sequence Credits

Annual Safety Training Min=23 Max=23 Add Item

Martech - 101-01 - Personal Protective Equipment	1	1	
Martech - 102-01 - Slip, Trip, and Fall Prevention	1	1	
Martech - 105-01 - Lockout Tagout Safety Program	1	1	
Martech - 109-01 - Rigging Safety	1	1	
Martech - 101-02 - Hearing and Noise Safety	1	1	
Martech - 107-01 - Electrical Safety	1	1	

There are four different types of Certificates:

- Non-renewing/One-time - there is no renewal period.
- Fixed Date - the training renews at the same time every year.
- Relative Date - the renewal dates stays the same according to when all training was first completed.
- Rolling Renewal - the renewal date is changed according to the last date all training was completed.

Learning Assignment Administration

Learning Assignment Tool

Manage Learning Assignments

Show Me Create Assignment Options

Search by Assignment Title or Assignment ID Filter Sort by Created Date (Newest-Oldest)

Training Title Created By

Enter Training Title Enter First Name and/or Last Name

Created Date

Last 120 Days From 4/9/2018 To 8/6/2018

Type Status Recurrence

2 Selected 6 Selected 2 Selected

User Criteria

Select Users All Users

Reset Filters Apply Filters

AC Fundamentals

Assignment ID: 4820 Type: Standard Status: Processed Created Date: 8/6/2018 9:34 AM Created By: Joshua Aldridge User Criteria 6 Training

Created By: Joshua Aldridge User Criteria 5 Training

Processing Start Date

When would you like the assignment to start processing and assign the training to users?

As soon as Assignment is submitted

Specific date

1/1/2019 at 12:00 AM

Training Start Date

When would you like users to be able to start the training?

As soon as the training is assigned

Specific date

Training Due Date

When would you like the training to be due?

No due date

Relative date

30 Day(s) from Date Assigned

Specific date

The Learning Assignment Tool enables administrators to assign training to users or specific Organizational Units. The assignments are recorded on the Manage Learning Assignments page, allowing administrators to search for and manage past assignments.

Assignments can be set to occur on a date in the future and due dates can also be set for the training within an assignment.

Learning Management System Training

Reporting and Dashboard Administration

The LMS has several standard reports available for all your training reporting requirements.

Reporting 2.0 is the most recently enhanced system in the LMS. It allows administrators to create custom reports with over 100 data options. The drag and drop functionality make Reporting 2.0 engaging and very easy to user. Automated scheduling and delivery of reports to specific recipients will help streamline workflow.

Reporting 2.0 Configuration

- Header:** Report Title: Curriculum Report; Description: Operations - Percent Complete
- Filters:** Curriculum Title (Transcript) is equal to Operator Training
- Table Columns:**

User ID	User First Name	User Last Name	Curriculum Title (Transcript)
{ user_ref }	{ user_name_first }	{ user_name_last }	{ transc_curr_id }

Martech Dashboard

Most popular training

TOP TRAINING THIS MONTH

Course ID	Count	Top Count
103-04 Te...	~45	~45
101-03 Be...	~35	~35
Hazard Re...	~35	~35
117-09 Le...	~30	~30
101-03 Be...	~20	~20
105-01 Lo...	~10	~10
106-01 Co...	~10	~10
103-02 Bl...	~10	~10
120-03 La...	~10	~10

OPERATOR TRAINING

Completed:	4.5 %
In Progress:	95.5 %

TRAINING NERC ERO (350-10 GENERATOR PROTECTION)

Expired:	30.7 %
Certified:	2.7 %
Certified (Renewal In Progress)/Past Due:	65.3 %

Dashboards offer an at-a-glance, graphic view of user and online training data.

Instructor-Led Training Administration

Manage Events & Sessions

Event records are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events, edit existing events, and schedule new sessions.

[Waitlists](#) [Exception Requests](#) [Interest Tracking](#)

Search All Events

Search for events or sessions

Search for all Events Search for all Sessions

Event Name Subject Vendor

All Languages

or search for sessions directly by using locator number

Locator Number View Active Events Only

Instructor-led Training is managed in the Events and Sessions area of the LMS.

Events are instructor-led courses and Sessions are occurrences of those courses. For example, the Advanced Leadership II course below has 11 sessions which trainees can choose from.

Trainee rosters and completions can be managed by the instructor or the administrator.

Legend

Events

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
Advanced Leadership II	Management & Leadership "Leadership 10"	GoToMeeting	English (US)	11	5	6		

Seats Available: 9/10

Attachments:

RESOURCES

Add Attachment

No attachments have been uploaded for this Session

SCHEDULE

USERS

Send emails

Name	User ID	Locator	Organizational Unit(s)	Status
Simms, Curtis	csimms	74	Central (Division) Vice President, Operations (Position)	Pending <input type="button" value="Remove"/>

Show Withdrawn/Removed Users (1 Result)

Name	User ID	Locator	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
Moore, Tasha	tmooore	74	Cornerstone Administration Division (Division) Cornerstone Administrator Position (Position)	tmooore@csod.com	2 of 2 Parts Attended		Pass	Completed	

Learning Management System Training

Performance and Competency Assessment Administration

Manage Observation Checklists

Manage Observation Checklists

View My Checklists

SEARCH USERS

First Name: Last Name: User ID:

Include Completed

Name	Identifier	Manager	P
Andrews, Janette	East (Division) Corporate Services Manager (Position)	Simms, Curtis	1
Andrews, Marissa	Marketing3 (Division) Marketing Manager (Position)	Simms, Curtis	25% 25% 25%

The Performance and Competency Assessment capabilities of the LMS will provide an online knowledge validation tool to help administrators realize a more effective way to manage Qualification Cards, Job Performance Measures, Competency Assessments, and Training & Growth Plans. Our knowledge validation solutions can be combined with online training to create a comprehensive and effective training solution.

Leadership Skills

Leadership Skills

Skills In Progress: Done None

Expand All

Name	Validated By	Date	Method	Skills
Ability to troubleshoot IVs	Radwan, Email	8/27/2014	Observation	02
Verifies the patency or obtains IV access with the appropriate catheter	Radwan, Email	8/27/2014	Observation	
Ensures the proper functioning of the infusion device	Radwan, Email	8/27/2014	Observation	
Connects the infusion system to the intended IV line or catheter	Radwan, Email	8/27/2014	Observation	
Places the infusion in the infusion device	Radwan, Email	8/27/2014	Observation	
Calculates the concentration of the medication per volume of fluid	Radwan, Email	8/27/2014	Observation	
Enters the concentration and the dose into the formula and solves for the flow rate	Radwan, Email	8/27/2014	Observation	
Sets the flow rate and initiates infusion	Radwan, Email	8/27/2014	Observation	
Evaluates the patient's response by monitoring the indicated parameters for the medication being infused	Radwan, Email	8/27/2014	Observation	
Safety Readiness	Radwan, Email	8/27/2014	Observation	03
Abile to safely titrate IVs or lines	Radwan, Email	8/27/2014	Observation	

Problem Solving Level 2	Validated By	Date	Rating	Method	0/3
<input checked="" type="checkbox"/> When predefined solutions are not applicable, identifies straightforward, practical solutions.	Simms, Curtis	8/12/2014	FE - Fully Effective	Observation	
<input type="checkbox"/> Selects solutions to basic problems, considering predefined options and using clear criteria/procedures.		8/12/2014	Select	Observation	
<input type="checkbox"/> Verifies problems have been solved.		8/12/2014	Select	Observation	

<p>Validate Practical Understanding</p> <p>Observe trainees completing critical tasks and confirm effective understanding, in real time, on-the-job and in the field</p>	<p>Deliver Regulatory Reporting</p> <p>Leverage real-time reporting which will allow training supervisors to accurately assess the competency of trainees and streamline processes to comply with regulations.</p>	<p>Employee Competency Insight</p> <p>See, at a glance, which trainees are properly trained, in need of further training, or are ready for increased responsibility.</p>
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Learning Management System Training

Mobile Compatibility and Accessibility



Train Anywhere! Cornerstone OnDemand has mobile apps available in the Apple App Store and on Google Play. All the Martech Training Services content is mobile compatible, which offers the convenience and flexibility for your employees to train in real-time, from any location.