

MoDOT U

Supervisor Helpful Tips

Viewing Your Team

PRINT TRANSCRIPT EDIT AUDIT TRAIL EXIT

The Team tab lists all of the users who report to you. To view a user's profile click on their name. On a user's profile, you can view their transcript by scrolling down to the section called Available Learning Object Sessions. You can also view their printed transcript by clicking the PRINT TRANSCRIPT button on the top right of their profile.

You can also change your Group view on your Home tab, User dashboard to Manager instead of User. Your Team will appear under the User List.

Group **Manager** ▾

Employee Access to MoDOT U

Every MoDOT employee has access to MoDOT U. Their user name is the assigned user name from IS or their Employee ID number, a 5-6 digit number located on their profile page in MoDOT U. Employees who do not know their Employee ID number can contact their supervisor, MoDOT U district Administrators or IS for help.

To find your employee's sign in information, go to their profile. Look at the right hand column and scroll down. The last item will be their User Name. If it is the employee's first time logging into MoDOT U, their password will be the word "password."

How to Assign Courses to Your Team

Enroll by using "Search"

You can use the Search tab to find and enroll your team in any class, in-person or online.

1. Click on the Search tab
2. Enter desired search criteria and click search
3. Find the correct course and click the Enroll button
4. Check the box next to the desired attendees and click Add Attendees

To add yourself to the course, you will click the Details button which will open a new window. Then you will click the enroll button.

Enrolling by using the "Catalog"

1. Click on the Search tab
2. Click on Catalog below the search engine
3. Open up the Catalog to the desired training folder and checkmark
4. Click the Search button
5. Find the correct date or instance of the course and click the Enroll button to add your employees

The screenshot shows the 'Criteria' section of the MoDOT U interface. At the top right, there is a 'Calendar View' button with a calendar icon. Below this is a search bar with the placeholder text 'Search for...' and a 'Search' button. Underneath the search bar is a 'Catalog' section with a right-pointing arrow. Below the catalog is a 'Course Type' section with a right-pointing arrow. The 'Course Type' section has five radio button options: 'All' (which is selected), 'Classroom', 'Online', 'Event', and 'Certification'. At the bottom of the 'Criteria' section is an 'Advanced Search' button with a right-pointing arrow.

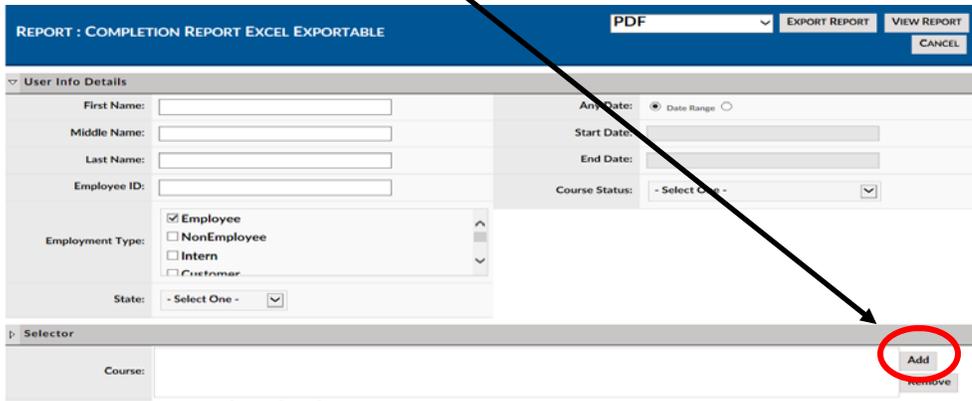
Enroll Details

Viewing and Exporting Reports

For example, this guide will walk you through how to pull a completion report for your team, which will show you who on your team has completed a specific training. **Note:** Do not click in the check box, click on title of the report to select.

Click the Reports tab and select the Completion Report Excel Exportable report.

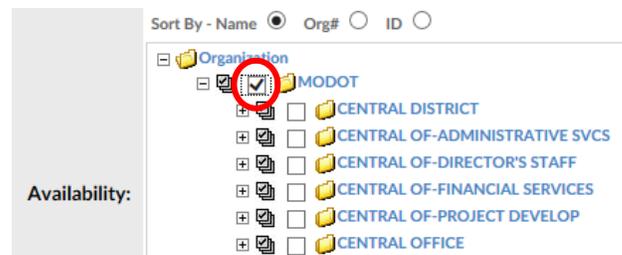
Scroll down and under the Course selector and click Add to select desired course(s) for your report.



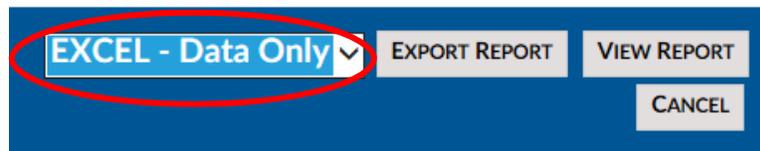
When the next window opens, check the box next to the desired course(s) then click Add Learning Object



To select the group of people this report will pull, use the Availability catalog. To have the report pull only your team, check the box next to the first level (MoDOT). If you are also an instructor or a MoDOT U administrator in the system, it will automatically pull everyone in your district. To pull something more specific you can expand the availability catalog and check the box next to the desired group.



To view your report results in a different format than PDF, use the drop down box above to change the format. Once you have chosen your desired format, click the EXPORT REPORT button.



If you have any questions/concerns you can contact your district MoDOT U Administrators, IS Helpdesk (573)751-5000 or Hannah Matthews (573)751-3941.