

TC Webinar notes January 4, 2022

ILT Updates

- Schedule through February is in LEO
- Virtual course reminders
 - o Cannot attend on a phone
 - Doesn't allow for full functionality/participation
 - Not safe
 - o Make sure to register ahead of the course date
 - If you haven't received a link by the day prior please let us know
 - Don't wait til the morning of the class or 5 minutes before the class is scheduled to start – odds are, we won't be able to help you

WBT updates

- PSH and PSH for Supervisors has been released
 - o PSH for Supervisors is a different way to look at the content.
 - We used an actual case to get the points across
 - We're really proud of the course and think that they will enjoy it and find it informative and helpful
 - o Don't wait til the end of the year to take the courses, thank them now to avoid issues and headaches that accompany procrastination

We need your feedback

- Planning on having learning sessions during each webinar
- What topics are they interested in?
- Send us your ideas!

TC Mailbag

- "I have completed my mandatory training but credit isn't showing on my transcript. What do I do?"
 - o This is most likely because the employee is either booked or prebooked into a class that is contained in that program
 - o Most likely prebooked into the regular capstone
 - o Cancel booking and prebooking to receive credit
 - o Can find out which course is causing the issue by running training activities report

TC Webinar notes January 4, 2022

Services

Participation

- [Maintain Bookings/Email](#)
- [Subscribe to Course Program](#)
- [Change/Cancel Subscription](#)
- [Follow up Course Program](#)
- [ERP Training Req'd for Security](#)
- [Participant Booking History](#)
- [Display Course Catalog](#)
- [Course Program Participation Rpt](#)
- [Course Program Overview](#)
- [Training Activities Report](#)**
- [Training Transcript](#)
- [Course Information Report](#)
- [Refresh Course Catalog](#)

LaGov Learners

- [Employee Qualification Report](#)
- [LaGov LSO Qual Email Report](#)
- [Communication Report](#)

Date Range to

Selection Criteria

Company Code	<input type="text"/>	to	<input type="text"/>	
Personnel area	<input type="text" value="*"/>	to	<input type="text"/>	
Organizational unit	<input type="text"/>			
Employee group	<input type="text"/>	to	<input type="text"/>	
Employee subgroup	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Pers. administrator	<input type="text"/>	to	<input type="text"/>	
Job key	<input type="text"/>	to	<input type="text"/>	
Time administrator	<input type="text"/>	to	<input type="text"/>	
Personnel number	<input type="text"/>	to	<input type="text"/>	
External Person	<input type="text"/>	to	<input type="text"/>	
Employment status	<input type="text" value="3"/>	to	<input type="text"/>	
Cost Center	<input type="text"/>	to	<input type="text"/>	
Course Group	<input type="text"/>	to	<input type="text"/>	
Course Type	<input type="text"/>	to	<input type="text"/>	
Course	<input type="text"/>	to	<input type="text"/>	

Scroll down page and select bookings then execute. For prebookings, you will need to put the current date instead of 01/01/1900 and select prebookings then execute.

Report Options

Prebookings

Prebookings Summary

Bookings

Booked

Participation Requested

Waitlisted

Cancellations

Completed Courses