



SafeSchools

The Leader in SAFETY and Compliance Solutions for SCHOOLS.

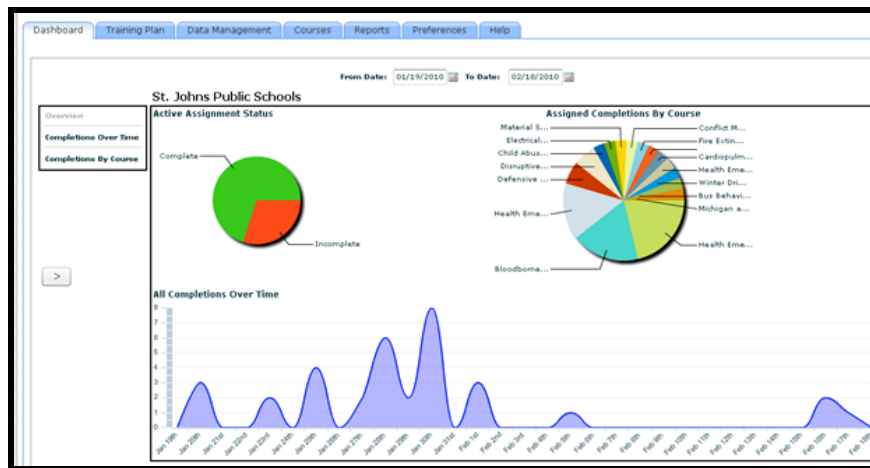
Overview of Admin Area

Admin Area

The Admin Area can only be accessed by SafeSchools employees with administrative privileges. These employees will see an option to “View Admin Area” in the top center portion of their Training Area screen. The Admin Area is organized by a series of tabs, which are outlined below.

Dashboard

The Dashboard tab is simply a visual report representing current course assignments and completions over time.



Training Plan

The Training Plan tab is where all group assignments are created. Courses can be assigned to any combination of position and building. For example, you could create an assignment for all teachers at the Blue Bird Elementary building.

Job	Building	Course	Effective	Due Date	Expire Date	Optional	Published
St. Johns Public Schools Employees	Riley	Health Emergencies: Diabetes	09/21/2009	02/05/2010	06/30/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation	St. Johns Public Schools	Sexual Harassment: Student	09/21/2009	11/13/2009	06/30/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation	St. Johns Public Schools	Road Rage	09/21/2009	11/13/2009	06/30/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Custodian	St. Johns Public Schools	Fire Extinguisher Safety	09/16/2009	11/06/2009	06/30/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Custodian	St. Johns Public Schools	School Intruders	09/16/2009	11/06/2009	06/30/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Custodian	St. Johns Public Schools	Material Safety Data Sheets	09/16/2009	11/06/2009	06/30/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation	St. Johns	Conflict	09/21/2009	11/13/2009	06/30/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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To Create a Group Assignment:

- Click the **New Assignment** button in the upper right corner
- Click on the empty box in the job column and select the position you would like to create an assignment for
- **Note:** To view all jobs, click the small arrow next to the folder icon. To create an assignment for everyone, click over the district name next to the folder icon
- Repeat the same process to enter the appropriate building
- **Note:** To create an assignment for employees at all buildings, click on the district name next to the folder icon
- Click on the empty box under the course column heading
- Select a category and then the course
- Check the box of the version you wish to assign
- Next, fill in the **Begin**, **Due** and **Expiration** dates by clicking on the calendar icons
- When you're finished, check the **Published** box
- If you would like to suggest a course, rather than mandate it, click the **Optional** box in addition to the **Published** box

New Hire Training Plan

The New Hire Training Plan link is located in the Training Plan tab, just underneath the navigation tabs. In this area administrators can create a training plan specifically for their new hires. As long as their begin date falls on or after the begin date of an assignment, every time a new employee is entered into the SafeSchools system, they will automatically be assigned the courses listed in the New Hire Training Plan and have a fixed number of days to complete them.

New Hire Training Plan									
From Date: [04/09/2010]		To Date: [04/09/2010]		Show All <input type="checkbox"/>	+ New Assignment				
Position	Building	Course	Begin Date	Days until Due	Days until Expired	End Date	Optional	Published	
Transportation	All Buildings	Transportation Safety	[04/01/2010]	[30]	[90]	[]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Certified Staff	Central Office	Conflict Management: Managing the Angry Parent	[04/01/2010]	[30]	[90]	[]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
All Positions	All Buildings	Pandemic Flu	[04/01/2010]	[30]	[90]	[]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
All Positions	All Buildings	General Safety Orientation	[08/01/2009]	[60]	[90]	[]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Maintenance & Custodians	All Buildings	Asbestos Awareness	[04/01/2010]	[30]	[90]	[]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Maintenance & Custodians	All Buildings	Bloodborne Pathogen Exposure Prevention	[02/01/2010]	[30]	[90]	[]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

To Create A New Hire Training Plan:

- Click on the New Hire Training Plan link, just below the navigation tabs
- Click on the **New Assignment** button on the top right of the page.
- Click on the empty box under the position column heading and select the position you would like to assign a course to
- Use the same process to select a building
- Next, click on the empty box in the course column (Continued on next page)

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To Create a New Hire Training Plan: (Continued)

- Now select a category, then select the course and course version
- Enter a **begin date** for the assignment and fill in the number of **days until due, days until expired**, and an **end date** for the assignment (if desired)
- When you're finished, check the **Published** box to make the course mandatory
- If you would like to suggest a course, rather than mandate it, click the **Optional** box in addition to the **Published** box

Offline Training Session

The Offline Training Session link is located in the Training Plan tab, just underneath the navigation tabs, to the right of the New Hire Training Plan link. This feature allows administrators to record training completed outside of the SafeSchools site, such as in-service days, on-site training or group training sessions.

Create New Offline Session			
Name	Training Date	Type	
Back Injury Prevention Training	2010-02-17	Completed Offline	
BBP Training	2010-01-01	Completed Offline	
Custodial On Site Training	2010-01-21	Completed Offline	
Dec. In Service Day	2009-12-04	Completed Offline	
Feb. In-Service Day	2010-02-04	Completed Offline	
Feb. In-Service Day 2	2010-02-11	Completed Offline	
First Aid/CPR Training	2010-02-04	Completed Offline	
Ladder Safety/First Aid In-Service	2010-01-28	Completed Offline	
Maint. On Site Training	2010-03-31	Completed Offline	
March In-Service Day	2010-03-30	Completed Offline	

To Create an Offline Training Session:

- In the Admin Area, click on the **Training Plan** tab
- Click on the New Hire Training Plan link
- Select the **Create New Offline Session** button
- Start by giving the offline sessions a name and filling in the date
- Select the **Add Course** button and choose the appropriate category, course and version
- Next, select the position and building, and then click **Add to Session**
- Remove any employees who were not present, by clicking the trash can next to their names (columns can be sorted alphabetically by clicking on the column header)
- Once the list of employees has been reviewed, select the **Record Training** button at the top right-hand section of the page

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Data Management

The Data Management Tab is where all employee data is located. In this tab, administrators can update employee information, add additional users to the system, create individual assignments and check on individual employees' progress. All employee data entered into the SafeSchools system can be exported directly to excel for easy record keeping.

Search: Employee Filter: Active Admin Filter: 

 [Export to Excel](#)

<< First | < Previous | Next > | Last >> Employees 1 - 50 of 91

Edit	Username	First Name	Last Name	Position	Building
	sherryallen	Sherry	Allen	Administration	Central Office
	josephambrosini	Joseph	Ambrosini	Administration	Central Office
	keithanderson	Keith	Anderson	Teacher	High School
	leeanzicek	Lee	Anzicek	Administration	Central Office
	billarrow	Bill	Arrow	Collins School District Employees ...	Collins School District ...
	amyasahl	Amy	Asahl	Administration	Collins School District
	jamesavery	James	Avery	Administration	Central Office
	lbeddia@ursuline.org	Linda	Beddia	Administration	High School
	mattbenge	Matt	Benge	Administration ...	Collins School District ...
	mattbenge2	Matt	Benge	Teacher	High School
	maryblackmer	Mary Jo	Blackmer	Administration	Central Office

To Add a New User

- Click on the new user icon located on the right (the person with a green plus sign)
- Enter the employee's information (fields with asterisks are required)
- **Hint:** Use the tab key to scroll through the fields for quicker entry
- Choose the employee's position and building by using the expanding trees
- Lastly, click **Submit**

To Deactivate a User

- Search for employee by typing their first name, last name or username in the search bar and click **Go**
- Click on the employee you wish to deactivate
- Lastly, click on the **Deactivate** button located in the lower left-hand corner of the profile

To Update Employee Information

- Search for employee by typing their first name, last name or username in the search bar and click **Go**
- Click over the name of the employee you wish to update to open their profile
- Click over the information you wish to update (i.e. Username, Password, Address, Phone Number, etc.)
- **Note:** If the information is not currently populated in the profile, click over the dash to the right of the field to enter it
- Update the information, and then click **Save**





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Data Management (Continued)

To Create an Individual Assignment

- Search for employee by typing their first name, last name or username in the search bar and click **Go**
- Click on the employee to whom you want to assign the course to bring up their profile
- Click on the Training Plan tab within the employee's profile
- Click on the green plus sign, located on the top right-hand corner of the profile
- Select a course by clicking on the **Click to Edit** link
- Place a check mark next to the version of the course you want to assign
- Next, select the effective, due and expire dates for the new assignment
- Lastly, click **Submit**

To Make Someone an Administrator within the SafeSchools system

- Search for the employee by typing their first name, last name or username in the search bar and click **Go**
- Click over the name of the employee you wish to make an administrator
- Click the Permissions tab within the profile
- Check the box next to the appropriate permission
- **Note:** District Administrator has unlimited access while the Employee Data Entry Administrator and the Report Only Administrator have limited access

To Manually Give Credit for an Assignment

- Search for the employee using the search bar
- Click on the name of the employee you want to give credit to
- Go to the **Training Plan** tab in their profile
- Next click on the notepad next to the appropriate assignment
- From the drop down menu under status choose exempt, assigned offline or completed offline

Position & Building Trees

The Position & Building trees are located in the Data Management tab, just underneath the navigation tabs. In this area administrators can easily add or edit new positions or buildings and organize them with our easy to use "drag-and-drop" tree system.

Search:		Search
	Position	Position Code
+	All Positions	
+	Building & Grounds	
	> Certified	
	> Classified	
+	Food Service	
	CAFETERIA EMPLOYEE	CAFÉ
	CAFETERIA MONITOR	CAFMON
	COOKS HELPER	COOK
	FOOD SERVICE DIRECTOR	FSDIR
	FOOD SRV SECRETARY	FSSEC

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








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Courses

The Courses tab lists all SafeSchools courses by category. Here, courses can be previewed, quiz requirements can be waived or changed, course coordinators can be added and policy or offline courses can be created.

Course	Quiz Required	Quiz Minimum	Available for Extra Training	Coordinators
Emergency Management				
 Crisis Response and Recovery	<input checked="" type="checkbox"/>	80%	<input checked="" type="checkbox"/>	
 Emergency Operations Planning: Building the Plan	<input checked="" type="checkbox"/>	100%	<input checked="" type="checkbox"/>	
 Emergency Operations Planning: Implementing the Plan	<input checked="" type="checkbox"/>	60%	<input checked="" type="checkbox"/>	
 Family Reunification	<input checked="" type="checkbox"/>	100%	<input checked="" type="checkbox"/>	
 Incident Command Systems	<input checked="" type="checkbox"/>	80%	<input checked="" type="checkbox"/>	
 Managing the Aftermath of Tragedy	<input checked="" type="checkbox"/>	80%	<input checked="" type="checkbox"/>	

How to Set a Course Coordinator

- Scroll to the course you would like to add a coordinator to
- Click on the people icon in the coordinators column
- Click on the green plus sign to add a new coordinator
- Next, search for a user with the search bar using the employee's first name, last name or username
- Select the employee from the list
- To confirm the user click the **Select Person** button
- Now you have the option to make this user the district wide coordinator by selecting the **District Wide** box
- **Note:** The district wide box will make the user the course coordinator throughout the district. If you do not select this box, the user will only be the coordinator for his/her local building
- Contact your SafeSchools Account Manager if you would like to add one person as the coordinator for every SafeSchools course

How to Set the Assessment Parameters (Make assessment required, benchmark score, etc)

- To include the quiz in the course, leave the **Quiz Required** box next to the appropriate course checked. To waive the quiz requirement, uncheck the box.
- To adjust the required score, simply click over the default 80% next to the appropriate course
- Type in the desired score and click **Save**





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Offline Courses

The Offline Courses feature is located in the Courses tab, just underneath the navigation tabs. Administrators can use this tool to create “Shell Courses”, which are simply the names of trainings completed outside of the SafeSchools site. With the addition of Offline Courses, all district training can be tracked and recorded in the SafeSchools site.

New Offline Course		
Title	Duration (min)	
Transportation Policy	10	
Heavy Machinery	20	
Fork Lift Operating	24	
First Aid	30	
CPR Training	60	

To Create an Offline Course:

- Select the Offline Courses link
- Click on the **New Offline Course** button in the middle of the page.
- A smaller box will appear labeled **Create Offline Course**
- Enter a title and duration for the course, and then select the **Submit** button

Policy Course Builder

The Policy Course Builder is also located in the Courses tab, right next to the Offline Courses link. This tool allows for the online delivery of policies and other important documents. As employees review policy courses online, they can sign off electronically for automatic tracking and documentation.

New Policy Course	
Title	
Jackson HS Policy	
Medical Policy Form	
Michigan Laws	
Sexual Harassment Policy	

To Create a Policy Course:

- Click on the Policy Courses link in the Courses tab
- Select the **New Policy Course** button in the middle of the page
- Enter the title of the course and the length of policy
- There are two ways to incorporate your policy into a course:
 - 1) If the policy is already available online, choose **I have a link to the policy file** and enter the URL for the policy in the space provided.
 - 2) If the policy is not currently online, but you have the policy file on your computer, select **I have the policy file**, and then select the file by using the browse and submit process. The policy must be in PDF format.

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To Create a Policy Course (Continued):

- Hit the **Next** button at the bottom of the screen to edit the text before the link, text of the link and text after the link
- Hit the **Next** button again to edit the text on the last page, check box and final button
- Lastly, hit the save button to save the course. At any point during this process, feel free to click the **Save & Preview** button to preview the course

Reports

The Reports tab allows administrators to run a variety of compliance reports, detailing who has and has not completed their mandated trainings. These reports can be exported directly to excel by clicking over the excel icons. Reports can be filtered by a combination of position, building and course.

The screenshot shows the Reports interface with the following filters: From Date: 4/9/2010, To Date: 4/9/2010, Building Filter: All Buildings, Position Filter: All Positions, Course Filter: All Courses, and Group By Course: checked. Below the filters are three export buttons: 'Export Past-Due Report to Excel', 'Export Assignment Report to Excel', and 'Export Incomplete Report to Excel'. A 'Refresh List' button is also present. Navigation links include 'First', 'Previous', 'Next', and 'Last'. The table below shows 91 items, with the first 10 displayed.

Username	First Name	Last Name	Number Completed	Total Assignments	Completion Percentage
sherryallen	Sherry	Allen	1	4	25 %
josephambrosini	Joseph	Ambrosini	1	4	25 %
keithanderson	Keith	Anderson	1	4	25 %
leeanzicek	Lee	Anzicek	1	3	33 %
billarrow	Bill	Arrow	1	4	25 %
amyasahl	Amy	Asahl	1	4	25 %
jamesavery	James	Avery	1	4	25 %
lbeddia@ursuline.org	Linda	Beddia	1	4	25 %

To Run the Compliance by Person Report:

- This report is the default, which appears in the Reports tab
- Narrow down your results by using the Date, Building, Position and Course Filters
- To export your report to Excel, click on the Excel icon at the top of the page (Please be patient. The report may take a few minutes to generate.)
- The Past Due Report shows assignments that are past due
- The Assignment Report shows compliance by course
- The Incomplete Report shows all assignments that may have been started, but are not complete

Course Completions Over Time Report

- Click on the **Course Completions Over Time** link, just beneath the navigation tabs
- This report will show every completion within the district, regardless of whether or not the course was assigned
- Here you can change the date range to view course completions over a certain amount of time
- To export the report, click on the **Export Completions Over Time Report to Excel** link.



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Reports (Continued)

To Run the Group Assignment Compliance Report:

- Click on the "Group Assignment Compliance" link
- This report shows the course completions for each assignment.
- **Note:** Click on the individual assignment to see more details.

Preferences

The Preferences tab is home to our Automatic Email Notification features. In this area, administrators have the option to turn on email reminders for their district and can choose the frequency at which they'd like the emails sent out. Report emails for administrators are also controlled in this area.

Manage Auto-Email Preferences

Limit to Groups

Position [All Positions](#)

Building [All Buildings](#)

Send Reminder every 1 month

Email notification is currently Off

[Activate Auto-Email](#)

Email Format

[Preview](#)

[Recent Emails](#)

To Setup Email Notification

- First, double check to make sure email address are entered for your employees
- Next, click on the Preferences tab
- If you would like to limit the emails to a pilot group of employees, select the Positions and Buildings that you want to receive emails
- Use the drop-down menu to select the frequency of the notifications
- Click the **Activate Auto-Email** button
- Emails will only go out to employees with active, mandatory training
- **Note:** Be sure your training plan is set up the way you want before activating this feature

To Setup Report Email Preferences

- Click on the Report Email Preferences link
 - If you would like to limit the report emails to a pilot group of employees, select the Positions and Buildings that you want to receive emails
 - Click the **Activate Auto-Email** button
 - Emails will only go out to employees with Report Administrator access
 - The incomplete report for the administrator's building will be sent to them once a month
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Help

The Help tab serves as a repository of resources, designed to assist SafeSchools administrators with the system. The information includes tutorials, printable resources, a frequently asked question section, and best practice videos.

Tutorials | [Resources](#) | [Frequently Asked Questions](#) | [Best Practices](#)

Courses
Add coordinators for a course
Change the minimum passing quiz score
Disallow a course for self training
Review a course
Manage Policies

Employee Data Management
Access an employee's certificate of completion
Add a new employee
Add a job to an existing employee
Change an employee's data
Change an employee's position job

Tutorials

The Tutorials consists of a series of narrated, straightforward videos, which show administrators exactly how different functions of the site work. All of the tutorials are organized by category.

To View a Help Tutorial:

- Simply click over the title of the tutorial you wish to view
- Turn up your speakers, the tutorials are narrated

Resources

The Resources link within the Help tab provides administrators with important, updated SafeSchools documents, including course lists, training planners, author bio sheets and more.

Best Practice Videos

The Best Practice Videos feature SafeSchools staff members, providing helpful hints and tips on working with the SafeSchools system. Some of the topics addressed include rollout strategies, reports, implementation, and employee data.

Please, don't hesitate to contact SafeSchools customer service at 1.800.434.0154 or info@safeschools.com with any questions!

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