Contents

This is Section B of *Training Administration*. Complete this section to learn how to process enrollments and maintain training records.

If you want to learn how to set up courses and schedule sessions, complete Section A before starting this section.

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Welcome to Section B of the *Training Administration* learning guide.

Who should complete this guide?

Employees who administer training, schedule classes, or register participants for training should take this course.

What skills will I learn?

You will develop skills, using SEMA4, to record training information for state employees. Depending on your job tasks, you may take Section A, Section B, or both. After completing the guide, you will be able to do the following tasks:

Section A:

- Establish and change course information
- Schedule a course session

Section B:

- Enter enrollments in a course session
- Update enrollment information
- View and maintaining training records
- Obtain reports

What do I need to know before starting?

You must have completed *SEMA4 Overview*.

How much time will this take me?

Depending on your job tasks, you may take Section A (setting up course codes and scheduling sessions), Section B (enrolling participants), or both. Actual time will vary, but plan on about 2 hours for Section A, 3 hours for Section B, or 5 hours for both.

What do I need to proceed?

- Access to SEMA4
- User ID and Password to sign in to the User Training Database
- Code (two-digit) to access records

How do I obtain a User ID and Password for the User Training Database?

First you must register for the course. After you do so, you will receive an E-mail message with instructions, including a training user ID and password. Access the SEMA4 Training website for registration instructions.

Directions

Read the introduction and work through each topic, completing walk-throughs and exercises.

Follow-Up

- Complete the evaluation form and send it to SEMA4 HR Services.
- Follow your agency's procedures for tracking completed training.

Overview

In this learning guide, you will learn to record training information in SEMA4. Before starting, it is helpful to look at the big picture of the training administration process.

Before you can enroll participants in a course session, the **course** has been set up, identified by a course code, in SEMA4. In addition, a **course session** has been set up, indicating the date, time and location. For each course, there may be many sessions, each identified by a four-digit session number.

Once the course and session are set up, you can **enroll** participants. You can change participant enrollment information, for example, attendance data. After the course session, change the status of the course session from Active to Completed.

If you have security clearance to the Enterprise Learning components, you can add or change any enrollment records. Therefore, be sure to select the record that you want to work with, and avoid changing or wiping out data entered by someone else.

You can also enter training records **by student**, without setting up a course session. This is usually done if there is only one participant taking the course (example: an individual completes a class at a night school).

Please continue to the first topic, *Entering Enrollments in a Course Session*.

Introduction

You can enroll individuals into course sessions, using the **Course Session Enrollment** page. The advantage of enrolling individuals in a session is that you enter this data only once, and it will apply to every participant that you enroll.

Before you can enter enrollments in a session, the **course** and **session** must be set up, with status Active, and with the Session Administration check box selected. Each session of a course is identified by a four-digit session number.

VIEW SEMA4 HELP

Before entering a course session, complete the following steps to find SEMA4 Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents page displays
2. Click on **HR/Payroll Functions**.	HR/Payroll Functions page displays
3. Select **Training Administration**.	Training Administration – Contents page displays
4. Select **Processes, Tasks & Steps**.	Training Administration – Processes displays
5. Select **Adding/Changing a Course Session Enrollment**.	Add/Change a Course Session Enrollment – Steps displays
6. Look through the steps. • The component contains only one page, Course Session Enrollment.	
7. Exit SEMA4 Help.	

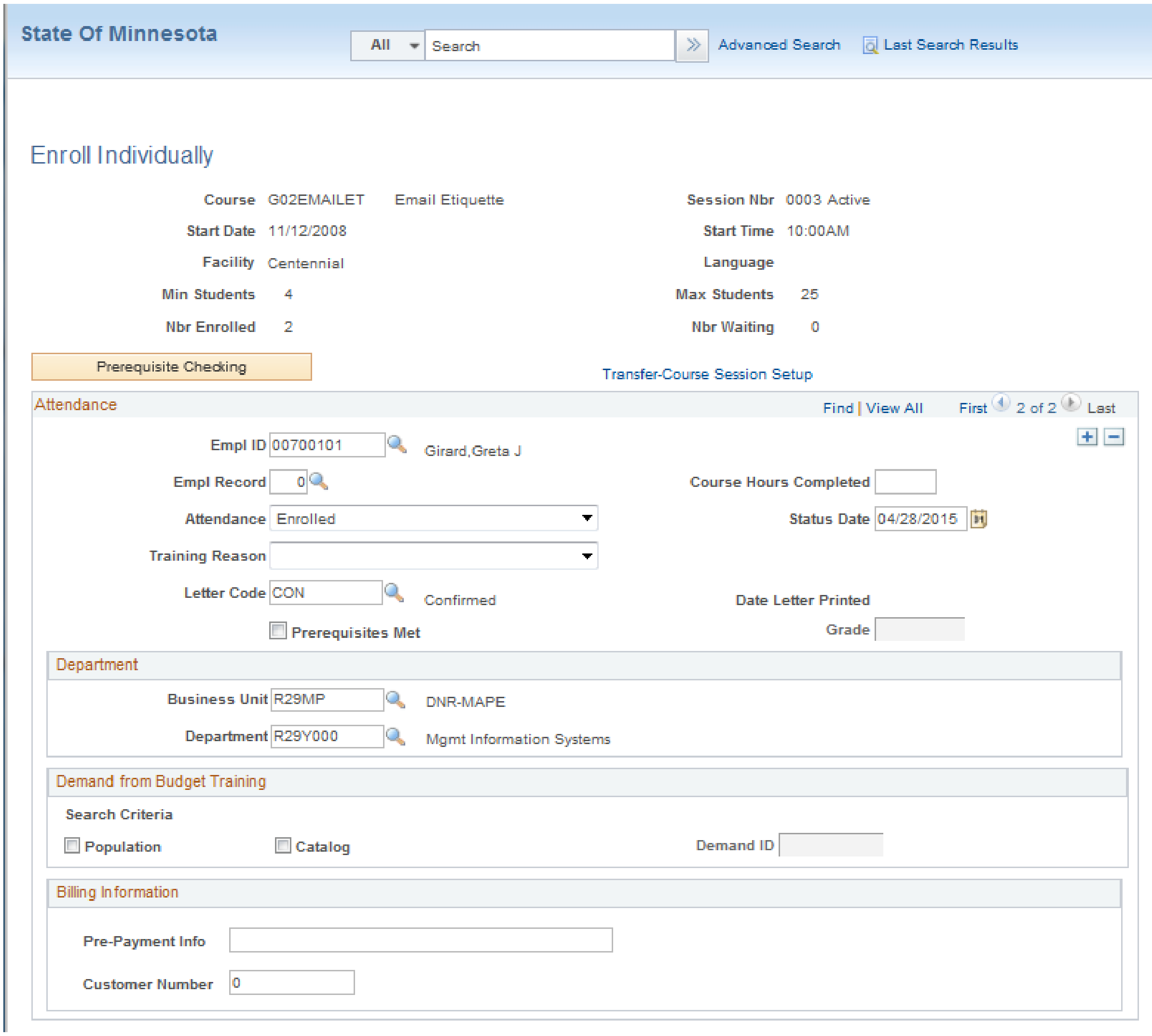
ENTER ENROLLMENTS IN A COURSE SESSION

Let's say you need to enroll participants into a session of *Email Etiquette*.

ACTION	RESULT
1. Sign in to the **User Training** database, using your training user ID and password.	Main menu displays
2. Select **Administer Training > Student Enrollment > Enroll Individually**.	A search page displays
3. In the Course Code field, enter the course code, G02EMAILET and click Search • Only the active sessions are listed. Sessions which are canceled or completed are not listed here. • If you have security clearance to this component, you have access to any course session. Be careful to use the course you intended.	A list of sessions displays
4. Look at the dates and facility names on the list, to determine which session to select. Click the session **0003** which starts on **11/12/2008**. • Make sure you enroll participants in the session they want.	**Course Session Enrollment** page displays

Continue on the **Enroll Individually** page, which is used for entering enrollments, changes, and completions. This walk-through uses only the fields needed for an enrollment.

If you can access this component, you can select, enter, and change enrollments on any course session. Make sure you have selected the course and session you intended.
Note: the Facility displayed will vary depending on the session you selected.



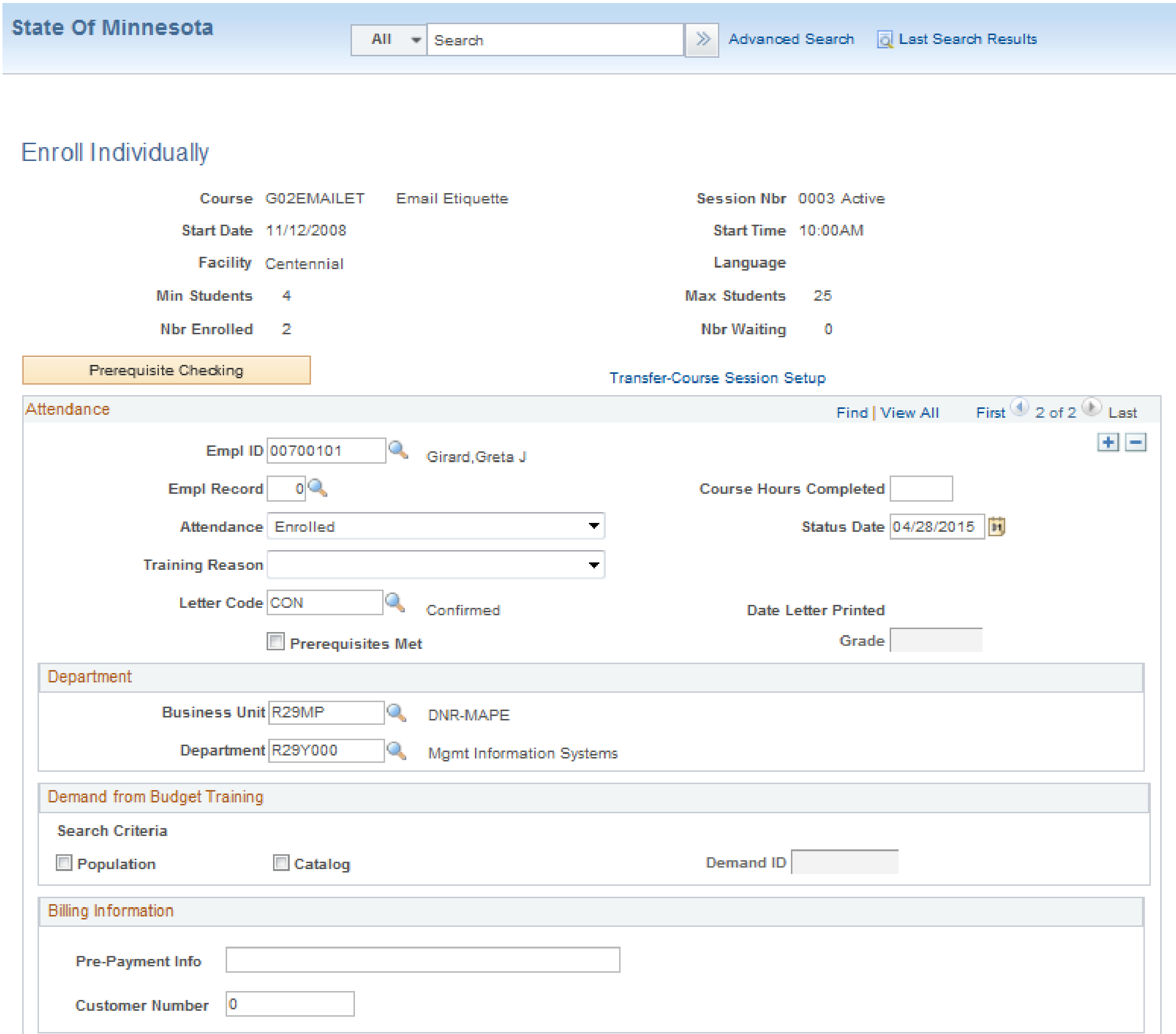
FIELD NAME & DESCRIPTION	DATA
1. Choose one of the following: • If the EmplID field is filled in, click [+] to add a blank row. - If you type over an existing employee ID without adding a row, you wipe out that enrollment. Be careful to avoid wiping out existing data, which may have been entered by others. • If the EmplID field is blank, skip to step 2.	Click the button to add a blank row
2. **Empl ID** • Enter the employee ID of the individual. • If you don't know the employee ID, click and look up the individual by Name (format is Last,First with no spaces). Example: Girard,Greta • If the individual is not an employee but is an external trainee, then you select the external trainee's ID here.	007001__ __ (substituting your two-digit code for the blanks)

FIELD NAME & DESCRIPTION	DATA
3. **Empl Record** • If the employee has more than one employment record, select the employment record to which the training applies.	0
4. **Attendance** • Select a status. Examples: - To enroll the individual, select Enrolled. - To put the individual on the session waiting list, select Sessn Wait. Crse Wait cannot be selected on this page. • Some of the choices listed may not be valid on this page.	Enrolled
5. **Course Hours Completed** • For this example, skip this field. • After the training, enter the number of training hours the individual completed. You can type over the number that filled in, if any.	blank, because training is not completed yet
6. **Status Date** • Accept the default, or enter the date associated with the attendance status. • This is the date the attendance was entered or changed.	Accept today's date
7. **Training Reason** • Select a reason for the training. • This is optional.	blank
8. **Letter Code** • Skip this field. • The Letter Code and Letter Date fields throughout Training Administration are for emailing training letters, a feature which is not implemented.	blank
9. For this example, skip the Prerequisite Checking button. • This optional button can be used to find out whether each individual in the session has completed the course prerequisites, if any were set up. • If the individual has completed the prerequisites listed in the Courses component, the system selects the Prerequisites Met check box for you. This overrides previous selections you may have entered in the check box.	skip
10. **Prerequisites Met** • For this example, skip the check box. • Optionally, if prerequisites have not been established in the Courses component, and you know the individual has completed the prerequisites for this course, select the Prerequisites Met check box.	blank

Field Name & Description	**Data**
11. **Grade** • For this example, skip this field.	blank
12. **Business Unit** • Accept the default, which fills in from the employment record; or select a different Empl Rcd Nbr. • A business unit is a code used for grouping records into categories. The format is agency code + two characters representing a bargaining agreement or compensation plan. Examples: T79AF (for AFSCME), T79MP (for MAPE). • You may want to use this field for reporting purposes.	Accept data that fills in
13. **Department** • Accept the default, which fills in from the employment record; or select a different Empl Rcd Nbr. • This code identifies an organizational entity, such as a department, division, or work group. • You may want to use this field for reporting purposes.	Accept data that fills in
14. Skip the **Demand from Budget Training** group box.	
15. **Pre-Payment Info** • If your agency requires pre-payment information, enter it here. Use your agency's format. • You may want to use this field for reporting purposes.	blank
16. **Customer Number** • If your agency identifies customers by number, enter the appropriate number here.	0

Action	**Result**
1. Click  • You can save after each row, or add a few rows and then save. It is safest to save after each row.	*Saved* displays briefly in the upper-right corner. The Nbr Enrolled does not always update after changing or saving the Attendance. You will see the updated count when you re-access the saved page.
2. If a warning message displays, click **OK**.	

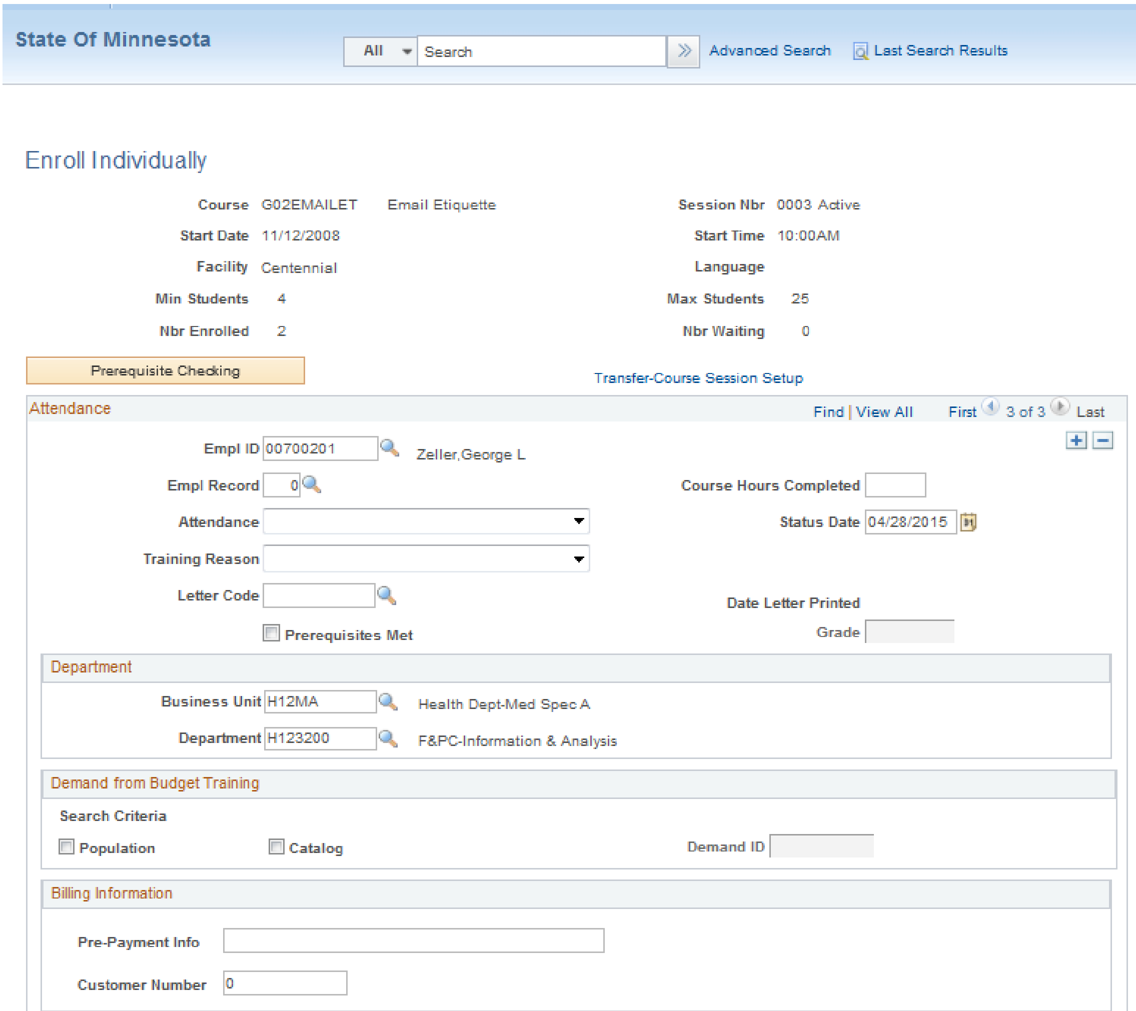
Next, add Kenji Austin to the same session.



FIELD NAME	DATA
1. Click + to add a row.	
2. Empl ID	007022__ __ (substituting your two-digit code for the blanks)
3. Empl Record	0
4. Attendance	Enrolled
5. Course Hours Completed	blank, because training is not completed yet
6. Status Date	Accept today's date
7. Training Reason	blank

ACTION	RESULT
1. Click Save	*Saved* displays briefly in the upper-right corner
2. If a warning message displays, click **OK**.	

Next, add George Zeller, who wants to be on the session waitlist. Participants may go on the waitlist if the session is full and they're waiting to see if someone else cancels.



Field Name	**Data**
1. Click to add a row.	
2. Empl ID	007002__ __ (substituting your two-digit code for the blanks)
3. Empl Record	0
4. Attendance	Session Wait
5. Course Hours Completed	blank, because training is not completed yet
6. Status Date	Accept today's date
7. Waitlist Entry Date • If this field appears, accept the default, or enter a waitlist date.	Accept today's date
8. Training Reason	blank

ACTION	RESULT
1. Click Save	*Saved* displays briefly in the upper-right corner
2. If a warning message displays, click **OK**.	

Warning Messages in Course Session Enrollment

The Course Session Enrollment component gives a lot of warning messages. Do not be alarmed by these messages; the record will save after you click OK

A warning message may display if the individual has already taken the course, or does not have an active job record during the course session dates, or the maximum number of students for this course session is exceeded. A warning message may display indicating that student competencies are updated when the Course Session Status is Complete. Click OK to continue saving, or click Cancel if you do not want to save.

Important Tips

You can add more individuals than the Max Students/Session value set up in the course session table. A warning message will display to let you know that you're overbooking.

Don't try to add hundreds of employees into one course session--your PC will run out of memory; and then you won't be able to display enrollments. The more students in a session, the longer it takes to display. If you have more than 100 participants, add another session.

SEMA4 won't allow you to enter the same employee ID multiple times in the same session.

Once you have entered enrollment records, avoid changing the course title on the Course Table. Doing so will cause error messages.

Enter Enrollments in a Course Session

Exercise

Your agency conducted a session on *Effective Customer Service* today. Instead of obtaining registrations in advance, you collected attendance at the session. You will enter the training records, using status Completed.

Resources

You may use the following resources to complete the exercise:

- Walk-through in this topic
- SEMA4 Help

Directions

In the **User Training** database, use the following data to enter enrollments.

Part 1: Add an Employee

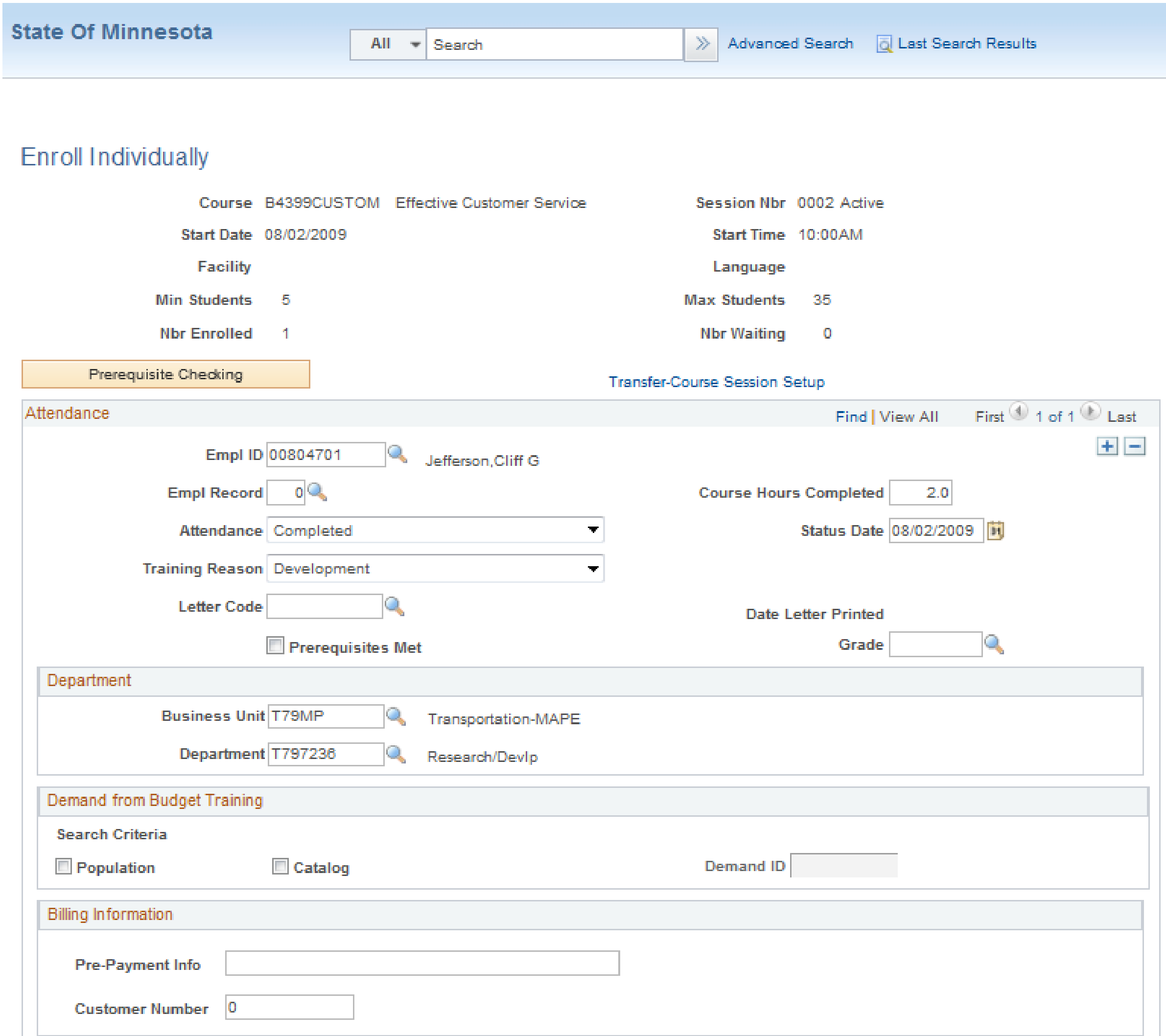
Hint: Select **Administer Training > Student Enrollment > Enroll Individually**.

FIELD NAME	DATA
Course Code	B4399CUSTOM
Session Number	0002
If the Empl ID is blank, do *not* add a row. If a record displays, add a row.	
Empl ID	008047__ __ (substituting your two-digit code for the blanks)
Empl Record	0
Attendance	Completed
Course Hours Completed	Accept default
Status Date	Accept default
Training Reason	Development

ACTION	RESULT
1. Click Save	*Saved* displays briefly in the upper-right corner. If the attendance is Completed, the course session end date fills into the Status Date field and the course session duration fills into the Course Hours Completed field.
2. If warning messages display, click **OK**. If you want to change the Status Date or Course Hours Completed, find the row you were working on, type over the data that filled in, and click Save again.	

SOLUTION: PART 1

Your page should resemble the page below. The employee ID may be different.



Part 2: Add Another Employee

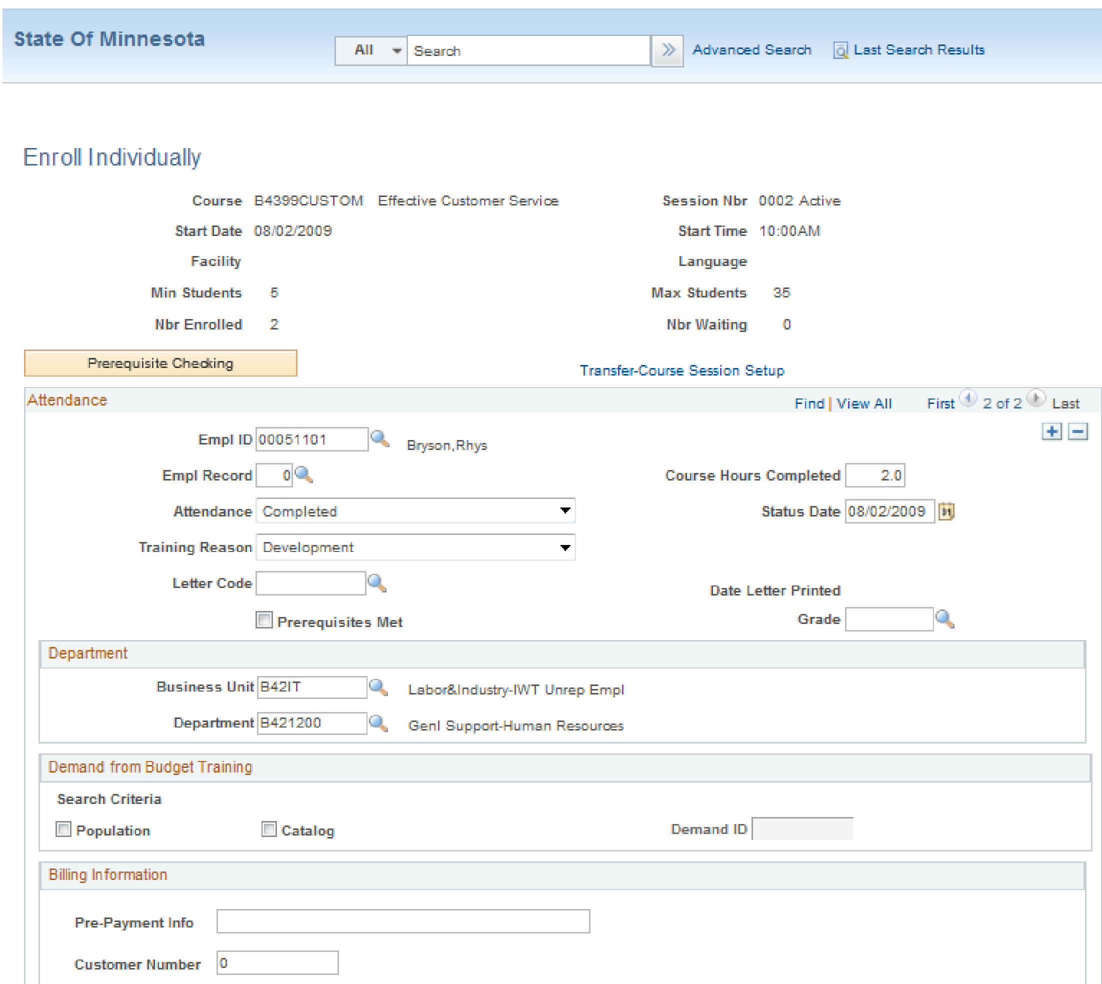
Next, you will add another employee to the session.

FIELD NAME	DATA
	Click button to add a row
Empl ID	000511__ __ (substituting your two-digit code for the blanks)
Empl Record	0
Attendance	Completed
Course Hours Completed	Accept default
Status Date	Accept default
Training Reason	Development

ACTION	RESULT
1. Click Save	*Saved* displays briefly in the upper-right corner. If the attendance is Completed, the course session end date fills into the Status Date field and the course session duration fills into the Course Hours Completed field.
2. If warning messages display, click **OK**. If you want to change the Status Date or Course Hours Completed, find the row you were working on, type over the data that filled in, and click Save again.	

SOLUTION: PART 2

Your page should resemble the page below. The Empl ID may be different.



REVIEW QUESTIONS

Review what you have learned, by answering the following questions. If you have difficulty answering the questions, review the topic.

1. You want to enroll an individual in a course session. On the Course Session Enrollment page, if the Empl ID field is already filled in, you should ________________________.

   a. Click 

to add a row.
   b. Click  to add a row.
   c. Type over the existing employee ID.
   d. Delete the existing employee ID.

2. You want to enroll an individual in a course session. On the Course Session Enrollment page, if the Empl ID field is blank, you should ________________________.

   a. Click 

to add a row.
   b. Click  to add a row.
   c. Choose a different session.
   d. Continue without adding a row.

3. True or False: If you have security clearance to the Course Session Enrollment component, you can enter and change records on any session. Therefore, be careful to select the session you intended, and add the individual you intended.

   a. True.
   b. False.

4. True or False. The Training Reason field is required.

   a. True.
   b. False.

5. Can you overbook a course session?

   a. Yes. A warning message will display.
   b. No. An error message will display.

6. Once you have entered enrollment record(s), should you change the course title?

   a. Yes.
   b. No.

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. You want to enroll an individual in a course session. On the Course Session Enrollment page, if the Empl ID field is already filled in, you should ________________________.

   b. Click + to add a row.

2. You want to enroll an individual in a course session. On the Course Session Enrollment page, if the Empl ID field is blank, you should ________________________.

   d. Continue without adding a row.

3. True or False: If you have security clearance to the Course Session Enrollment component, you can enter and change records on any session. Therefore, be careful to select the session you intended, and add the individual you intended.

   a. True.

4. True or False. The Training Reason field is required.

   b. False. It is optional.

5. Can you overbook a course session?

   a. Yes. A warning message will display.

6. Once you have entered enrollment record(s), should you change the course title?

   b. No. Doing so will cause error messages.

Continue to *Updating Enrollment Information*.

Introduction

You can change course session enrollment information on the Course Session Enrollment page. For example, you might want to change the attendance status.

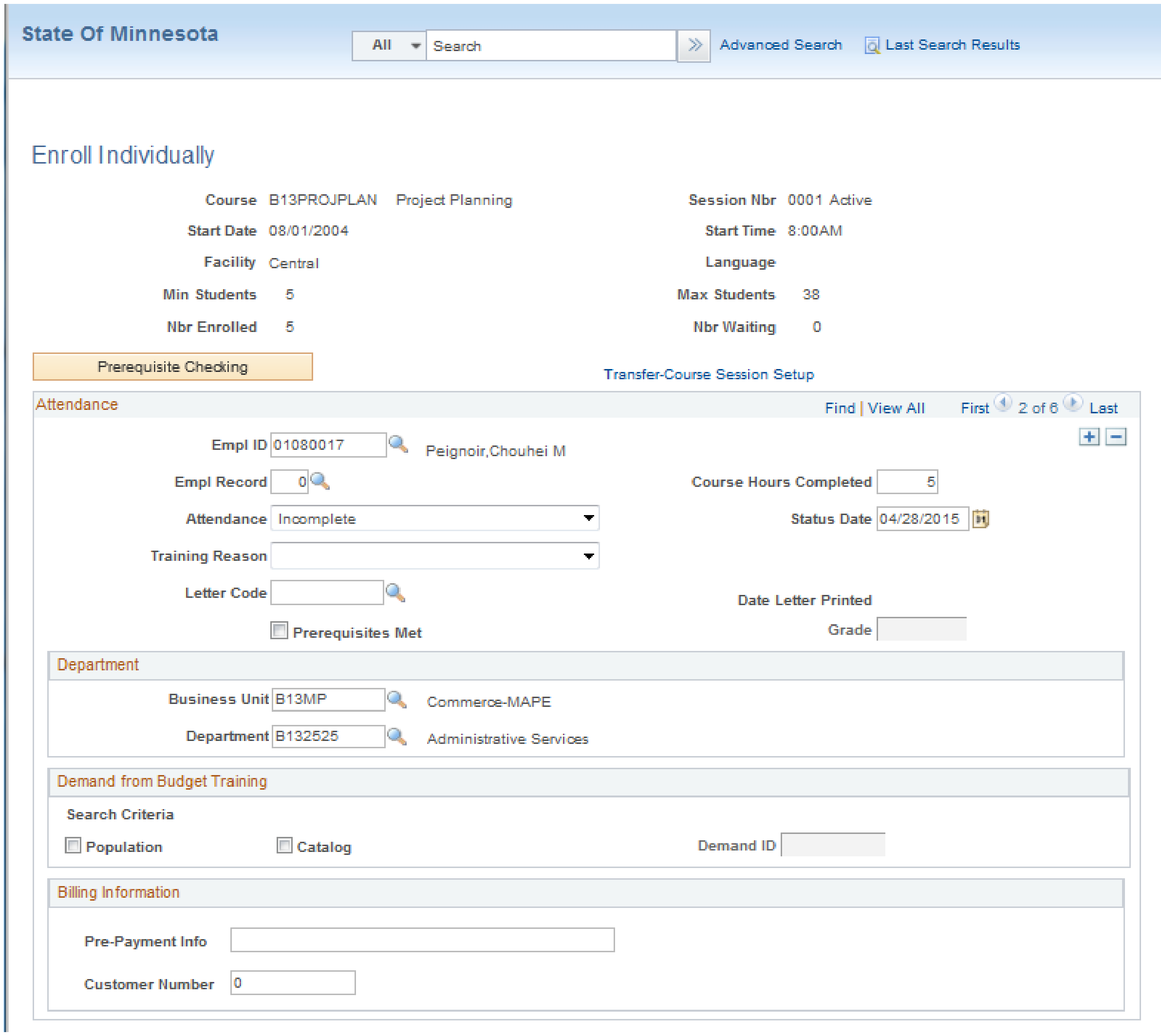
To indicate that a course session is completed, you change the session status on the Course Sessions component to **Complete**. Once you mark the session Complete, all participants with attendance status Enrolled are automatically given attendance status Complete, and records with other attendance values remain unchanged.

UPDATING ENROLLMENT INFORMATION

Participants are enrolled in a *Project Planning* class at your agency. In this walk-through, you will enter the attendance information based on a class sign-in sheet.

ACTION	RESULT
1. Sign in to the **User Training** database, using your training user ID and password.	Main menu displays
2. Select **Administer Training> Student Enrollment > Enroll Individually**.	A search page displays
3. In the **Course Code** field, enter the course code B13PROJPLAN and click Search • Only the active sessions are listed. Sessions which are canceled or completed are not listed. • If you have security clearance to this component, you have access to any course session. Be careful to use the course you intended.	A list of sessions displays
4. Look at the dates and facility names on the list, to determine which session to select. Click session **00__ __** (substituting your two-digit code for the blanks). • You may need to scroll down to find it. • Be sure to select the appropriate session. • Only Active sessions are listed. If the session is *not* listed, it may have been marked Complete on the Course Session Table component.	**Course Session Enrollment** page displays

Continue on the **Enroll Individually** page.
Note: the Facility displayed will vary depending on the session you selected.


State Of Minnesota
All Search
Advanced Search Last Search Results

Enroll Individually

Course B13PROJPLAN Project Planning
Session Nbr 0001 Active
Start Date 08/01/2004
Start Time 8:00AM
Facility Central
Language
Min Students 5
Max Students 38
Nbr Enrolled 5
Nbr Waiting 0
Prerequisite Checking
Transfer-Course Session Setup

Attendance
Find | View All First 2 of 6 Last
Empl ID 01080017 Peignoir,Chouhei M
Empl Record 0
Course Hours Completed 5
Attendance Incomplete
Status Date 04/28/2015
Training Reason
Letter Code
Date Letter Printed
Prerequisites Met
Grade

Department
Business Unit B13MP Commerce-MAPE
Department B132525 Administrative Services

Demand from Budget Training
Search Criteria
Population
Catalog
Demand ID

Billing Information
Pre-Payment Info
Customer Number 0

Find **Chouhei Peignor's** record. You may need to click or to find it.

FIELD NAME	DATA
1. **Attendance** • Select an attendance status. Incomplete means this participant attended part of the class, but not all of it. • Other examples: - If the individual cancels, select Cancel. - After the course session, select Completed, Incomplete, Dropped, or No Show. - To put the individual on the session waiting list, select Sessn Wait. • Canceled indicates that the course session was canceled. • Some values listed may not be valid on this page. For example, Crse Wait cannot be selected here.	Incomplete
2. **Course Hours Completed** • After the training, enter the number of training hours the individual completed. You can type over the number that filled in, if any. • This participant attended a portion of the class.	5
3. **Status Date** • Accept the default, or enter the date associated with the attendance status.	Accept default
4. **Grade** • Enter or select a grade. This field is optional.	blank

Next, find the record of **Basil West**. You may need to click or .

FIELD NAME	DATA
1. **Attendance** • This employee did not show up to class.	No Show
2. **Status Date**	Accept default

Next, find **Desmond Serwanga's** record.

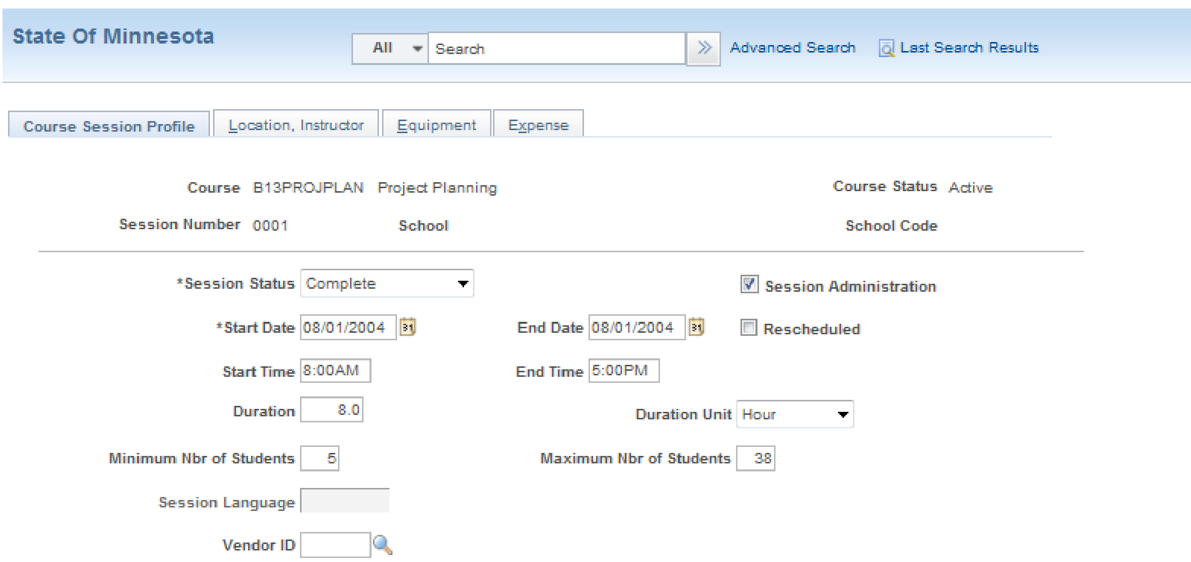
FIELD NAME	DATA
1. **Attendance** • This employee called in advance, to cancel.	Cancel
2. **Status Date**	Accept default

Action	Result
1. Click Save	*Saved* displays briefly in the upper-right corner
2. If warning messages displays, click **OK**. • There may be messages that the student has already taken the course.	The Nbr Enrolled does not always update after changing or saving the Attendance. You will see the updated count when you access the saved page again.
3. If you want to see all the rows by scrolling down, click View All.	

The rest of the participants completed the session. The quickest way to assign completions is to follow the steps below to change the course session status.

Action	Result
1. On the menu, select **Course Sessions**.	Course Session Profile page displays
2. Make sure the Session Number is **00__ __** (substituting your two-digit code for the blanks).	

Continue on the **Course Session Profile** page.



Field Name	Data
• **Session Status** Select the status of the course session.	Complete

Action	Result
1. Click Save	*Saved* displays briefly in the upper-right corner.
2. Click **Home**.	Main menu displays

Course Session Status and Attendance

Now that you've changed the Session Status to Complete and saved it, the system has changed all of the session's Enrolled records to Completed automatically. Records containing other attendance values (such as Cancel, Incomplete, No Show) still contain those values.

Alternatively, you can mark each enrollment record Completed on the Course Session Enrollment page.

Once the Session Status is set to Complete, the session is no longer listed on the Course Session Enrollment search page. To be able to add/change enrollments, you would need to reset the Session Status to Active.

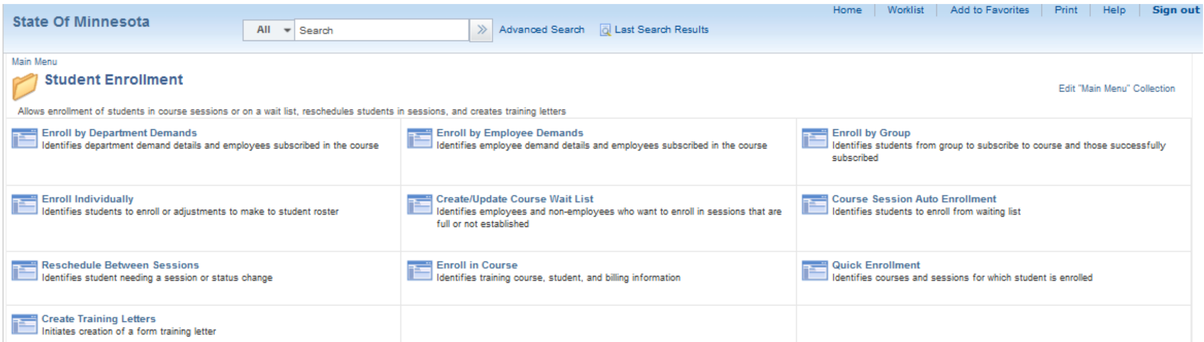
Note that SEMA4 does *not* automatically change the Session Status to Complete. It will remain Active until you change it.

If a session is canceled rather than completed, select Canceled as the Session Status.

Do not select Canceled or Complete until after you've finished updating the Course Session Enrollment page. The Session Status must be Active to access that page.

More Course Session Enrollment Features

Additional features include Course Wait List, Course Session Auto Enrollment, and Reschedule Between Sessions, located on the **Enterprise Learning > Student Enrollment** menu. These features are optional, and can help you be more efficient in certain tasks.



Course Wait List

You can add individuals to the waiting list for a course or course session. To do this, select Administer Training > Student Enrollment > Create/Update Course Wait List. For further information, access SEMA4 Help. In the **Index**, enter **course wait list** to find the topic Maintain Waiting Lists - Steps.

Course Session Auto Enrollment

You can automatically enroll individuals who are on course or session waiting list(s) into a course session. To do this, select Administer Training > Student Enrollment > Course Session Auto Enrollment. For further information, access SEMA4 Help. In the **Index**, enter **course auto enroll** to find the topic Enroll Automatically from Wait Lists - Steps.

Reschedule Between Sessions

You can change information about course registrations for individuals who are enrolled or are on the waiting list(s). For the selected course, you can move individuals to a different active session of the course. For further information, access SEMA4 Help. In the **Index**, enter **express rescheduling** and select **Reschedule an Enrollment – Steps**.

REVIEW QUESTIONS

Review what you have learned, by answering the following questions. If you have difficulty answering the questions, review the topic.

1. To find a specific enrollment record on the Course Session Enrollment page, click _____.
   a. 

   b. 
   c.  or 
   d. 

2. True or False. The Grade field is required.
   a. True
   b. False

3. If you want to see all the Course Session Enrollment rows, click _________.
   a. View All
   b. First
   c. Last
   d. Next

4. To easily change all records with attendance Enrolled to attendance Completed, keeping the other attendance values as they are, select Administer Training > Define Course/Cost Details > Course Sessions and change the Course Session status to ____________.
   a. Active
   b. Finished
   c. Complete
   d. Planned

5. Once the Course Session status is set to Complete, the session is no longer listed on the Course Session Enrollment search page. To add/change enrollments, you would need to reset the Course Session status to:
   a. Canceled
   b. Complete
   c. Proposed
   d. Active

6. Additional features on the Student Enrollment menu include:
   a. Course Wait List
   b. Course Session Auto Enrollment
   c. Reschedule Between Sessions
   d. All of these

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. To find a specific enrollment record on the Course Session Enrollment page, click _____.

    c.  or 

2. True or False. The Grade field is required.

    b. False

3. If you want to see all the Course Session Enrollment rows, click ________.

    a. View All

4. To easily change all records with attendance Enrolled to attendance Completed, keeping the other attendance values as they are, select Administer Training > Define Course/Cost Details > Course Sessions and change the Course Session status to ___________.

    c. Complete

5. Once the Course Session status is set to Complete, the session is no longer listed on the Course Session Enrollment search page. To add/change enrollments, you would need to reset the Course Session status to:

    d. Active

6. Additional features on the Student Enrollment menu include:

    d. All of these

External Trainees

In SEMA4, training enrollments can be entered for employees and for **external trainees**. An external trainee is a person who takes training but does not have an employee record in SEMA4. Example: a county staff member who takes a class offered by a state agency.

> If you do *not* provide training to external trainees, skip ahead to the *Viewing and Maintaining Training Records* topic.

An external trainee is added as a Person of Interest in the Add a Person component. The only required data is the person's name and the organizational relationship. Optionally, a work address and/or work phone number can be entered. No private data is entered. For example, don't enter a birth date, gender, marital status, national ID (SSN), home address, home phone number, or ethnic group. Private data is not needed for training purposes.

Note: Not all SEMA4 users have clearance to the Add a Person component. If you need to have an external trainee added, and you don't have access to Workforce Administration > Add a Person, then another SEMA4 user in your agency may need to add the record.

VIEW SEMA4 HELP

Complete the following steps to find help about adding an external trainee.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents page displays
2. Click on **HR/Payroll Functions**.	HR/Payroll Functions page displays
3. Select **Training Administration**.	Training Administration – Contents page displays
4. Select **Processes, Tasks & Steps**.	Training Administration – Processes displays
5. Select **Adding/Changing an External Trainee Record for Training**.	Add/Change an external trainee Record for Training – Steps displays
6. Look through the steps.	
7. Exit SEMA4 Help.	

Review Questions

Review what you learned by answering the following questions.

1. All SEMA4 users have clearance to the Add a Person component.
   a. True.
   b. False.

2. True or False: Only state employees can be enrolled in training.
   a. True.
   b. False.

3. True or False: An External Trainee record includes private data such as date of birth, gender, marital status, national ID, home address, home phone, ethnic group.
   a. True.
   b. False.
   c. It's optional.

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. All SEMA4 users have clearance to the Add a Person component.

   b. False. If you cannot access Add a Person, then someone else in your agency may be able to add the external trainee.

2. True or False: Only state employees can be enrolled in training.

   b. False. External trainees can be enrolled.

3. True or False: An External Trainee record includes private data such as date of birth, gender, marital status, national ID, home address, home phone, ethnic group.

   b. False.

Continue to *Viewing and Maintaining Training Records*.

Viewing Training Records

You can view enrollment information to find out who's in a course session. View an individual's training record to see their courses and attendance status (such as enrolled, canceled, completed).

Maintaining Training Records

You can view and enter training records **by student**, without having a course session. This is usually done if there is only one participant taking the course (example: a night school class). You can also record a mandatory training need. If several people take the same class, it is more efficient to set up a course session.

VIEW SEMA4 HELP

Complete the following steps to find SEMA4 Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents page displays
2. Click on **HR/Payroll Functions**.	HR/Payroll Functions page displays
3. Select **Training Administration**.	Training Administration – Contents page displays
4. Select **Processes, Tasks & Steps**.	Training Administration – Processes displays
5. Scroll down and click **Viewing Training Information**.	Viewing Training Information – Tasks displays
6. Select **Viewing a Course Session Summary**. • Use this page to view a summarized enrollment list for a course session. You can see the status of each record.	View a Course Session Summary – Steps displays
7. Click the Back button on the browser.	Tasks display again
8. Select **Viewing a Student Training Summary**. • Use this page to view a training summary for an individual.	View a Student Training Summary – Steps display
9. Click the Back button on the browser twice.	Training Administration – Contents displays
10. Select **Processes, Tasks & Steps**.	Training Administration – Processes displays
11. Select **Adding/Changing a Course on an Individual’s Training Record**.	Add/Change a Course on an Individual's Training Record - Steps displays

Action	Result
12. Look through the steps. • Use this page to enter training for an individual when there is no course session. For example, enter a night school class. • Notice there are two paths to access the page.	
13. Click the Back button on the browser.	Training Administration – Contents displays
14. Select **Processes, Tasks & Steps**.	Training Administration – Processes displays
15. Select **Adding a Mandatory Training Need**. • Use these steps if you want to record a mandatory training need, as a reminder. • For the Attendance field, use Need for Training Program or Course Waitlist.	Add a Mandatory Training Need - Steps displays
16. Exit SEMA4 Help.	

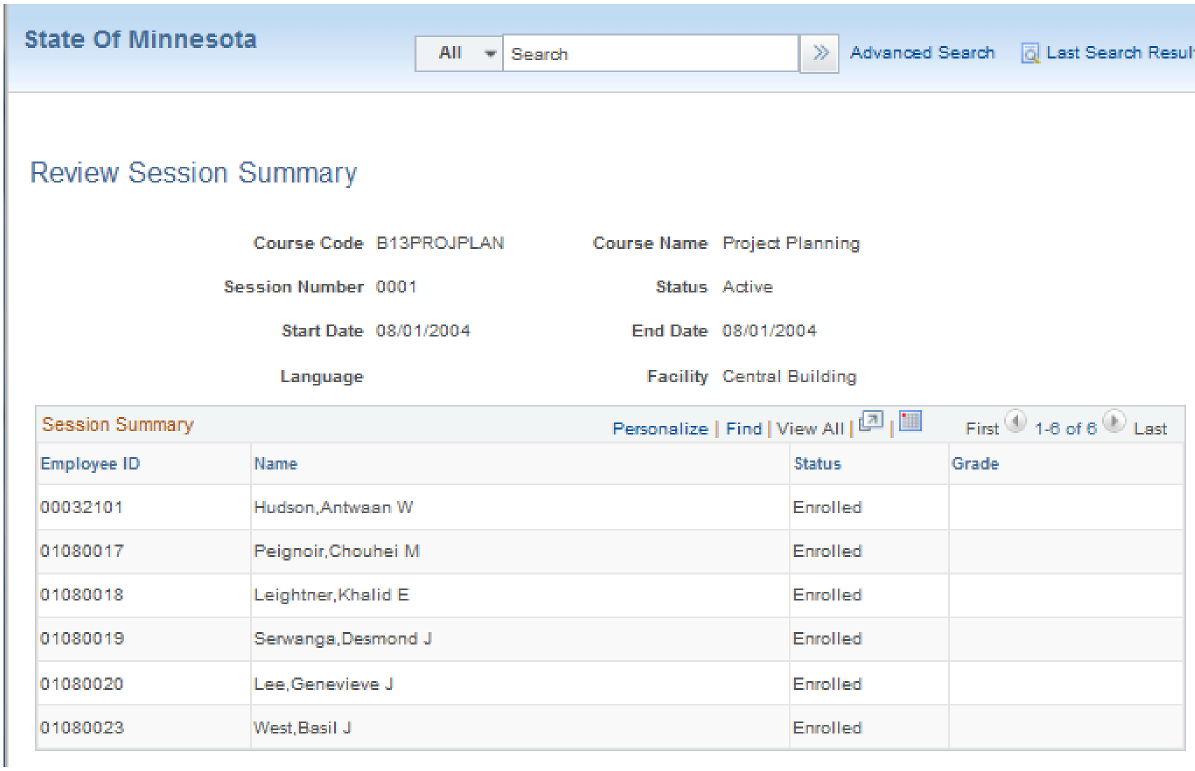
View Training Records

In this walk-through you will look up a course session summary and a student training summary.

First, view a course session summary. This is the quickest way to get a list of participants in a course session. You'll see the list on one page, instead of scrolling through detail records.

Action	Result
1. Sign in to the **User Training** database, using your training user ID and password.	Main menu displays
2. Select **Administer Training> Result Tracking > Review Session Summary**.	A search page displays
3. In the **Course Code** field, enter B13PROJPLAN and click Search	A list of sessions displays
4. Select session number **00**__ __ (substituting your two-digit code for the blanks).	**Course Session Summary** page displays for the selected session

Note: the Facility displayed will vary depending on the session you selected. The order in which the names appear may vary.


State Of Minnesota

All | Search | Advanced Search | Last Search Results

Review Session Summary

Course Code B13PROJPLAN   Course Name Project Planning

Session Number 0001   Status Active

Start Date 08/01/2004   End Date 08/01/2004

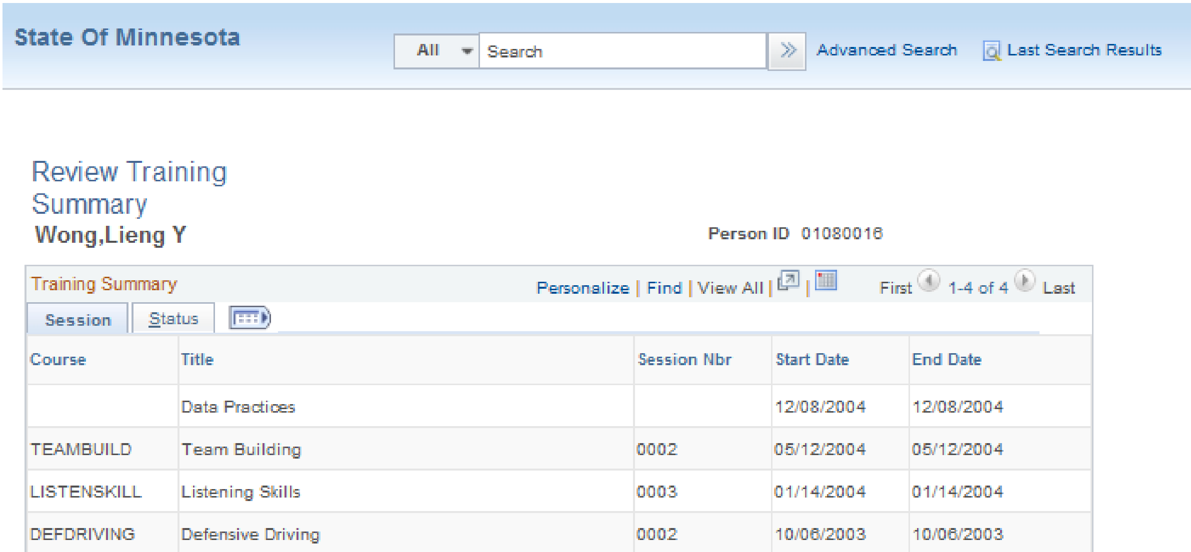
Language   Facility Central Building

Session Summary   Personalize | Find | View All | First 1-6 of 6 Last

Employee ID	Name	Status	Grade
00032101	Hudson,Antwaan W	Enrolled	
01080017	Peignoir,Chouhei M	Enrolled	
01080018	Leightner,Khalid E	Enrolled	
01080019	Serwanga,Desmond J	Enrolled	
01080020	Lee,Genevieve J	Enrolled	
01080023	West,Basil J	Enrolled	

ACTION	RESULT
1. View the records on the list. • On this component, you cannot add or change information. • To find out the status of an enrollment (such as Completed or Enrolled), refer to the Status field.	
2. To view more records on this page, click View All and use your browser's scroll bar.	

Next, view a student training summary. This is the quickest way to get a list of training associated with one person.



ACTION	RESULT
1. On the menu, select **Review Training Summary**.	A search page displays
2. In the **EmplID** field, enter 01080016 and click Search • If a list displays, select the record you want to view.	**Student Training Summary** page displays for Wong,Lieng Y
3. View the information on the page. • On this component, you cannot add or change information.	
4. To view the status of a course, click the **Status** tab.	Status information displays
5. If not all rows are displayed, click View All and use your scroll bar to view information.	

View Training Records
Exercise
In this exercise, you will look up a course session summary and a student training summary.

Resources
You may use the following resources to complete the exercise:

- Walk-through in this topic
- SEMA4 Help

Directions
In the **User Training** database, use the following data to view a course session and a student training summary.

Part 1: View a Course Session Summary

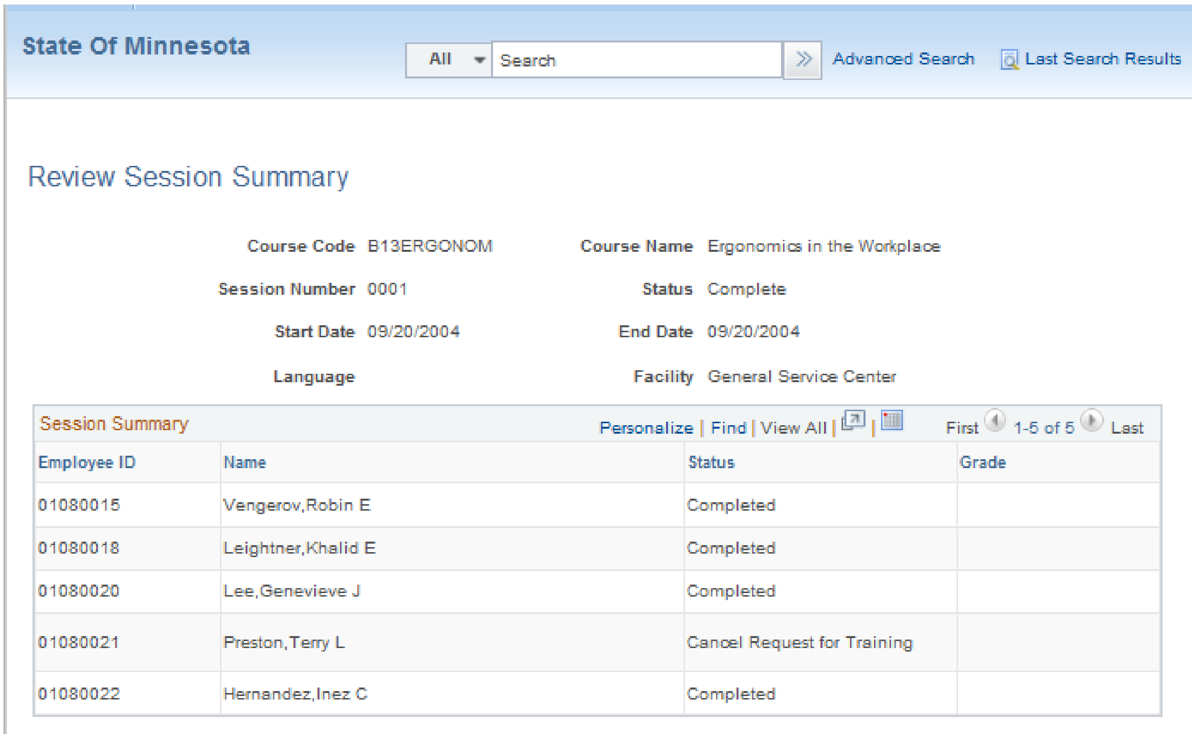
Select **Administer Training > Result Tracking > Review Session Summary** to look up who took Ergonomics in the Workplace, session 0001.

FIELD NAME	DATA
Course Code	B13ERGONOM
Session Number	0001

SOLUTION: PART 1

Your page should resemble the page below.

Note: The records may display in a different order.



State Of Minnesota

All | Search | Advanced Search | Last Search Results

Review Session Summary

Course Code B13ERGONOM — Course Name Ergonomics in the Workplace

Session Number 0001 — Status Complete

Start Date 09/20/2004 — End Date 09/20/2004

Language — Facility General Service Center

Session Summary — Personalize | Find | View All | First 1-5 of 5 Last

Employee ID	Name	Status	Grade
01080015	Vengerov,Robin E	Completed	
01080018	Leightner,Khalid E	Completed	
01080020	Lee,Genevieve J	Completed	
01080021	Preston,Terry L	Cancel Request for Training	
01080022	Hernandez,Inez C	Completed	

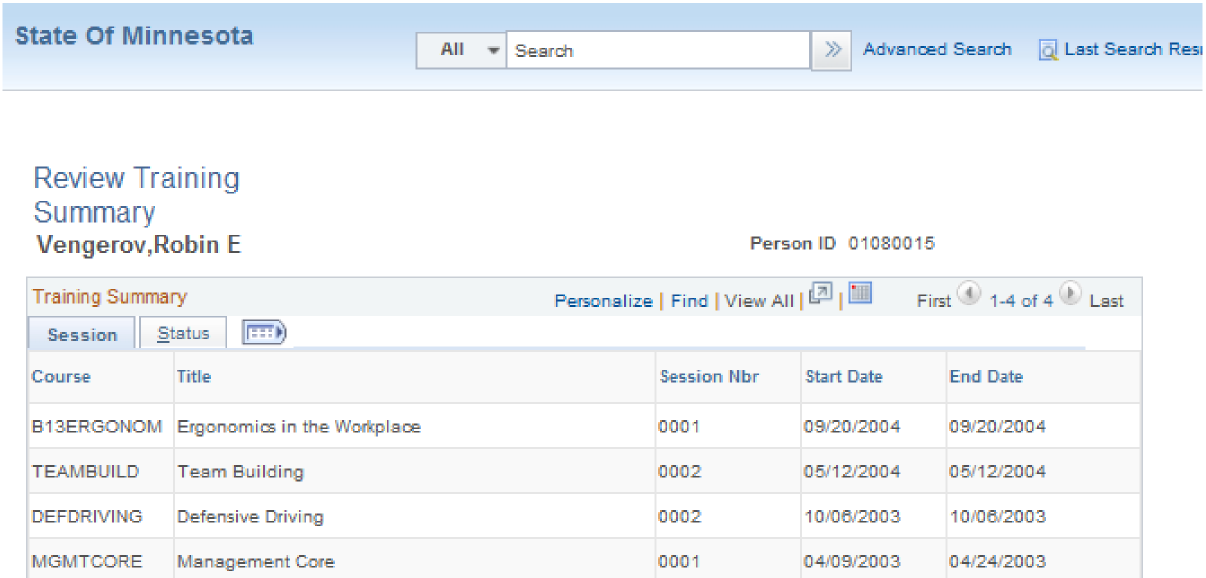
Part 2: View a Student Training Summary

On the menu, select **Review Training Summary** to look at Robin Vengerov’s training summary.

FIELD NAME	DATA
EmplID	01080015

SOLUTION: PART 2

Your page should resemble the page below.



ACTION	RESULT
1. Click the **Status** tab.	Attendance status information displays
2. Click **Home**.	Main menu displays

MAINTAIN TRAINING RECORDS

In this walk-through you will enter training records **by student**, without having a course session. This is usually done if there is only one participant taking the course (examples: a night school class or off-site seminar).

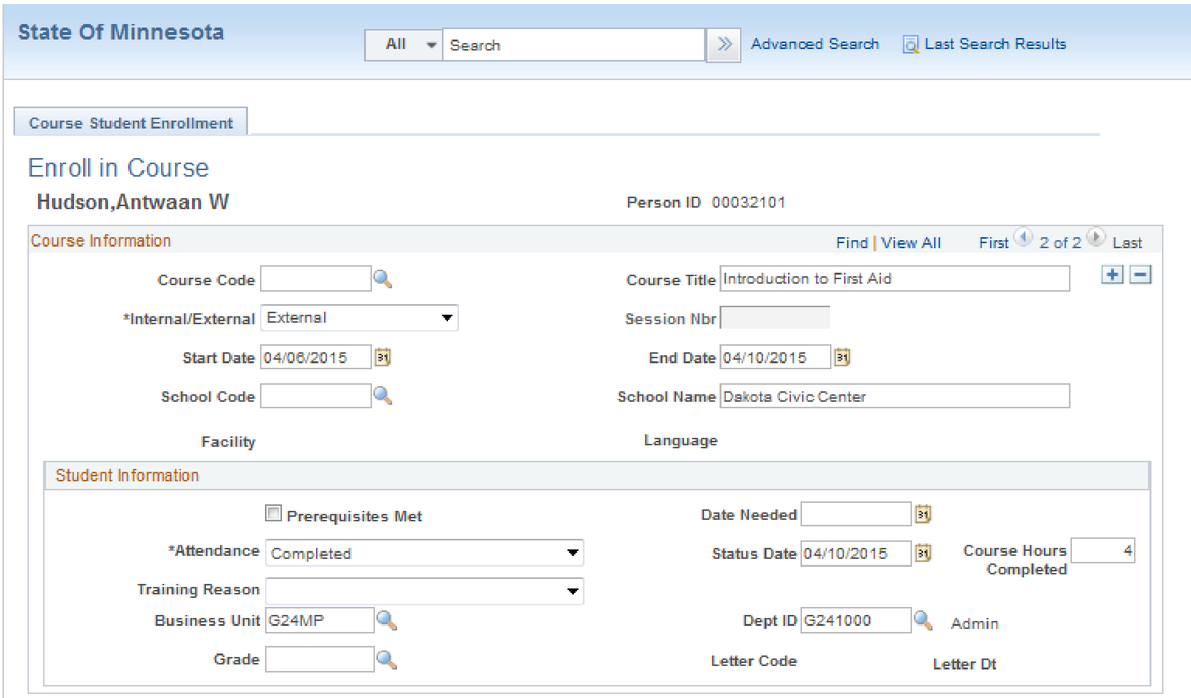
Depending on which components you can access, use **Administer Training> Student Enrollment > Enroll in Course**, or **Workforce Development > Profile Management > Profiles > Training**.

On this component, you will find all training records that have been entered for the individual, including those entered in the **Course Session Enrollment** component.

ACTION	RESULT
1. Sign in to the **User Training** database, using your training user ID and password.	Main menu displays
2. Select **Administer Training> Student Enrollment > Enroll in Course**.	A search page displays
3. In the **Empl ID** field, enter 000321__ __ (substituting your two-digit code for the blanks) and click Search • If a list displays, select the record you want to view.	**Course Student Enrollment** page displays for Hudson,Antwaan W

Continue on the **Course Student Enrollment** page.

Depending on the path you selected, this page may be labeled **Training History**.



Field Name & Description	**Data**
1. If the course title is filled in, click to add a blank row. If course title is blank, skip this step. • If you type over existing data without adding a row, you will wipe out the existing information. • Be careful to avoid typing over an existing record.	Click the button
2. **Course Code** • Skip this field. • Alternatively, you can select a Course Code.	blank
3. **Course Title** • Type the name of the course, capitalizing the initial letters. • Alternatively, if you entered a course code, the title fills in.	Introduction to First Aid
4. **Internal/External** • Select Internal or External training. • An example of an External course is a workshop given by a professional association. Most courses sponsored by a state agency or department are considered Internal.	External
5. **Start Date** • Enter the first date of the course (mm/dd/yyyy).	04/06/2015

FIELD NAME & DESCRIPTION	DATA
6. **End Date** • Enter the last date of the course (mm/dd/yyyy). • The End Date cannot be before the Start Date.	04/10/2015
7. **School Code** • Enter or select a school code, if any. • If the school is not available to select, leave the School Code blank and use the School Name field instead. • This field is optional.	blank
8. **School Name** • Accept the default or enter the name of the school, if any. • The name fills in if the School Code was entered. • This field is optional.	Dakota Civic Center
9. **Prerequisites Met** • Optionally, select the check box if the individual has completed the prerequisites of this course.	blank
10. **Date Needed** • Skip this field for this example, because the training is completed. • This field is used to record a training need; for example, to indicate the individual needs to take a required course.	blank
11. **Attendance** • Select a value. Examples: - To enroll the individual, select Enrolled. - If the individual cancels, select Cancel. - If the training is completed, select Completed. • Some attendance options listed are not valid for this example.	Completed
12. **Status Date** • Accept the default, or enter the date on which the Attendance is effective. • This is the date the attendance was entered or changed.	Accept the default
13. **Course Hours Completed** • Enter the number of training hours the individual completed.	4
14. **Training Reason** • Select a reason for the training. • This field is optional.	blank

FIELD NAME & DESCRIPTION	DATA
15. **Business Unit** • Accept the data that fills in from the Job Data component, or click and select the individual's business unit. • A business unit is a code used for grouping records into categories. The format is agency code + two characters representing a bargaining agreement or compensation plan. Examples: T79AF (for AFSCME), T79MP (for MAPE). • You may want to use this field for reporting purposes.	Accept the data that fills in
16. **Dept ID** • Accept the data that fills in from the Job Data component; or select the individual's department. • This code identifies an organizational entity, such as a department, division, or work group. • You may want to use this field for reporting purposes.	Accept the data that fills in
17. **Grade** • If the field is available, enter the grade, if any. • This field is optional.	blank
18. **Letter Code** and **Letter Dt** • Skip these fields.	blank

ACTION	RESULT
1. Click Save	*Saved* displays briefly in the upper-right corner. If the attendance is Completed, the end date fills into the Status Date field.
2. Click the or button to view each training record for this individual.	Each record displays
3. If not all rows are displayed, click View All and use your scroll bar to view information. Records are sorted by Start Date.	All records display

More Uses for the Student Training Component

You can also use the Student Training component to enter a mandatory training need, put an individual on a course waitlist, or track Continuing Education Units (CEUs).

Mandatory Training Need

You can record the fact that someone needs a course, without actually enrolling. To enter a mandatory training need, refer to the steps found in Help at the beginning of this topic.

Course Waitlist

To put an individual on the course waiting list, you can enter a Course Code instead of the Course Title. Leave the Session Nbr blank. If the course uses Session Administration, then Course Waitlist is the only Attendance value you can select on this page.

CEUs

For a course that does *not* use Session Administration (the Session Administration check box is blank, in the Courses component), you can select a Course Code instead of entering a Course Title. This allows you to track continuing education units (CEUs) or credits, which are set up in the Course Units field in the Courses component.

Maintain Training Records

Exercise

In this exercise, you will add two entries on an employee training record. The courses do not have course codes or sessions in SEMA4.

Resources

You may use the following resources to complete the exercise:

- Walk-through in this topic
- SEMA4 Help

Directions

In the **User Training** database, use the following data to enter the information on the employee's training record.

Part 1: Enter first course

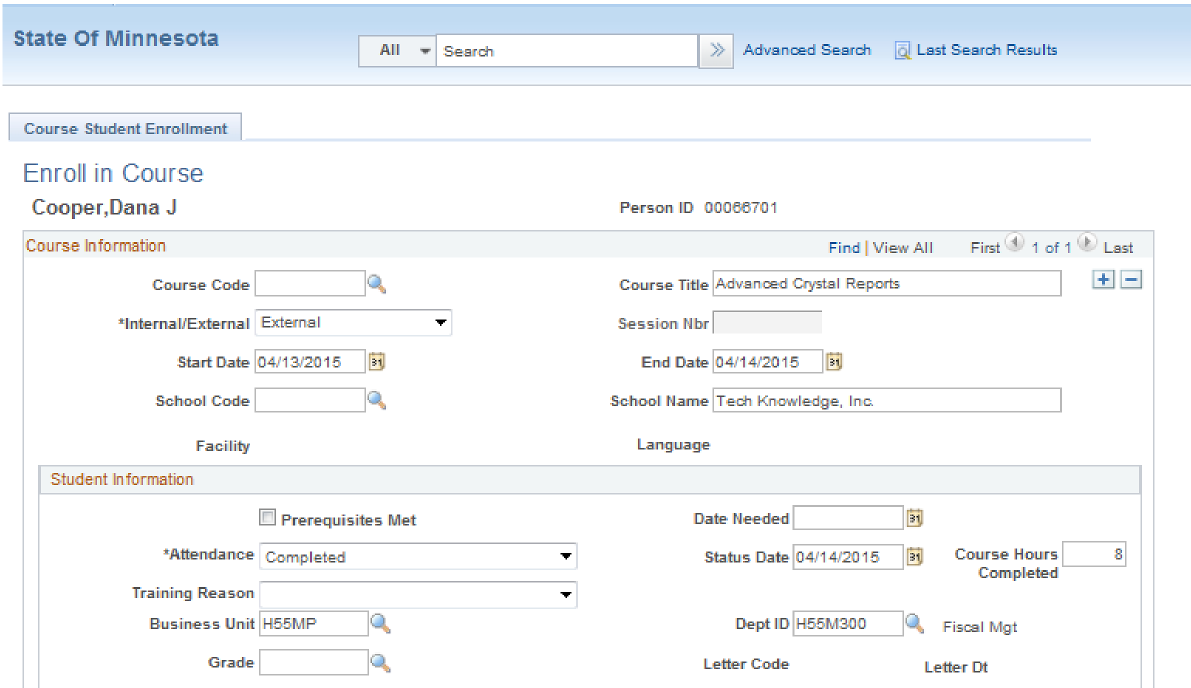
Hint: Select **Administer Training> Student Enrollment > Enroll in Course**.

Field Name	Data
Empl ID	000667__ __ (substituting your two-digit code for the blanks)
If record is blank, do *not* add a row.	
Course Code	blank
Course Title	Advanced Crystal Reports
Internal/External	External
Start Date	04/13/2015
End Date	04/14/2015
School Code	blank
School Name	Tech Knowledge Inc.
Prerequisites Met	blank
Date Needed	blank
Attendance	Completed
Status Date	Accept the default
Course Hours Completed	8
Training Reason	blank
Business Unit	Accept the data that fills in
Dept ID	Accept the data that fills in
Grade	blank

Action	Result
1. Check the information for accuracy.	
2. Click 	*Saved* displays briefly in the upper-right corner. If the attendance is Completed, the end date fills into the Status Date field.

Solution: Part 1

Your page should resemble the page below.

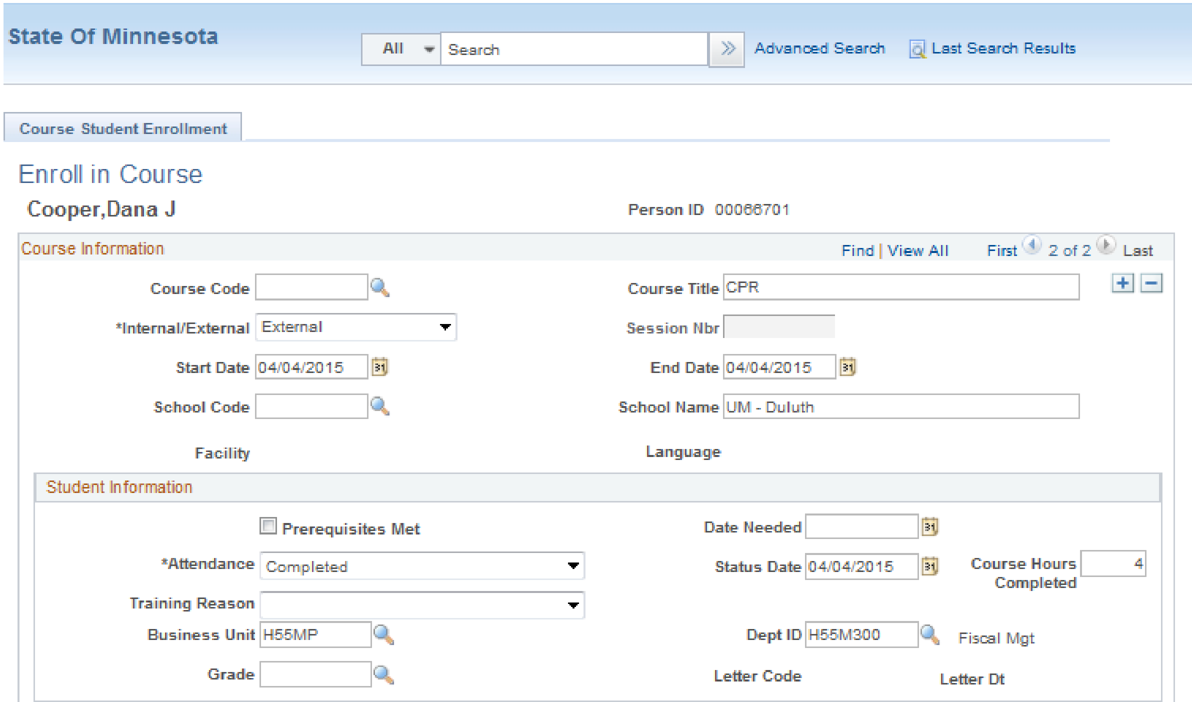


Part 2: Add second course

Field Name	Data
Click to add a blank row.	Click the button
Course Code	blank
Course Title	CPR
Internal/External	External
Start Date	04/04/2015
End Date	04/04/2015
School Code	UM-DULUTH
School Name	Accept data that fills in
Attendance	Completed
Status Date	Accept the default
Course Hours Completed	4
Business Unit	Accept the data that fills in
Dept ID	Accept the data that fills in

Solution: Part 2

Your page should resemble the page below.



Action	Result
1. Click Save	*Saved* displays briefly in the upper-right corner. If the attendance is Completed, the end date fills into the Status Date field.
2. Click the ◀ or ▶ button to view each training record for this individual. Alternatively, click View All and use your scroll bar to view information.	Records display

Review Questions

Review what you have learned, by answering the following questions. If you have difficulty answering the questions, review the topic.

1. What is the fastest way to see a list of course session participants?
    a. Administer Training > Student Enrollment > Enroll Individually
    b. Administer Training > Result Tracking > Review Training Summary
    c. Administer Training > Student Enrollment > Enroll in Course
    d. Administer Training > Result Tracking > Review Session Summary

2. What is the fastest way to see an individual's training summary?
    a. Administer Training > Student Enrollment > Enroll Individually
    b. Administer Training > Result Tracking > Review Training Summary
    c. Administer Training > Student Enrollment > Enroll in Course
    d. Administer Training > Result Tracking > Review Session Summary

3. An employee has completed a night school class. To enter this single record, select:
    a. Administer Training > Student Enrollment > Enroll Individually
    b. Administer Training > Result Tracking > Review Training Summary
    c. Administer Training > Student Enrollment > Enroll in Course
    d. Administer Training > Result Tracking > Review Session Summary

4. True or False. School Code is required.
    a. True
    b. False

5. True or False. If numerous people take the same class, it is more efficient to set up a course session than to enter the information on individual training records.
    a. True
    b. False

Check your answers on the next page.

REVIEW ANSWERS

Check your answers to the review questions.

1. What is the fastest way to see a list of course session participants?

    d. Administer Training > Result Tracking > Review Session Summary

2. What is the fastest way to see an individual's training summary?

    b. Administer Training > Result Tracking > Review Training Summary

3. An employee has completed a night school class. To enter this single record, select:

    c. Administer Training > Student Enrollment > Enroll in Course

4. True or False. School Code is required.

    b. False

5. True or False. If numerous people take the same class, it is more efficient to set up a course session than to enter the information on individual training records.

    a. True

Please continue to *Obtaining Reports.*

Introduction

After you have entered training information in SEMA4, you may want to generate reports, such as training completion reports, individual training records, or class sign-in sheets.

Training data is copied to the **Information Access (IA) Data Warehouse** nightly. A "power user" in your agency can extract the information you need and format it into a report. A power user is an individual who has been trained by Information Access staff to produce SEMA4 and/or MAPS ad hoc reports using the IA Data Warehouse.

To make this easier, example Crystal reports are available on the IA Data Warehouse web page. A power user can copy an example report from this site and modify it to meet your needs. For example, a report can select all courses where the Short Title in the course table contains a particular department ID, or select all courses where the Course Code begins with a certain set of characters. This allows you to select the records you want for reports.

Some example reports are described below.

REPORT ID	TITLE	DESCRIPTION
TRNBILLG	Billing Report	Lists all participants (except those with status Need for Career Plan, Need for Training Program, Session Waitlist, or Course Waitlist) in a course session.
TRNCERTIF	Certificate of Completion	Lists all participants with status Completed in a session. Sorts by agency and student.
TRNCLASS	Class List	Lists all participants with status Enrolled in a session. Sorts by Student Name.
TRNCODE	Courses Sponsored by [Department]	Lists each course and its Course Code, for the selected department. Sorted by course title.
TRNCOMPL	Course Completion Report	Lists all employees who have taken the requested course during a range of start dates, and have a status of Completed or Incomplete. Sorts by employee's agency name, employee name, employee ID, descending start date.
TRNCRS	Course Session List	Lists course titles, course codes, session number, start date, and end date, for all courses sponsored by the selected department. Sorts by course title, session number.
TRNCRSAG	[Course Name] Training report for employees in [Agency Name]	Lists employees from the requested agency who have taken the requested course during a range of start dates, and have status of Completed or Incomplete.

REPORT ID	TITLE	DESCRIPTION
		Sorted by attendance status, employee name, employee ID, descending start date.
TRNDIR	Class Directory	Lists all participants in a course session, with their email address, phone number and status of enrollment. Sorts by name.
TRNEEAG	Training Report of Employees	Lists all courses taken during range of start dates, by employees from the requested agency who have status Complete or Incomplete. Sorts by course title, course code, employee name, employee ID, descending start date.
TRNEEAGD	Training Report of Employees in [Agency Name]	Lists all courses sponsored by the selected department for a range of start dates, with attendance status Complete or Incomplete. Sorted by course title, course code, employee name, employee ID, descending start date.
TRNINDIV	Individual Training Record	Lists all courses taken by an employee. Sorts by descending start date, descending end date.
TRNLETTR	Notification of Training	Generates a confirmation letter for all participants enrolled in a training course.
TRNROS	Class Roster	Lists all students with status enrolled in a course session. Includes location and work phone. Sorts by student name.

Note: Only power users can download the example reports.

Data you enter does not appear on reports until the next day. For example, if you enter training data in SEMA4 on Monday, it will be copied into the IA Data Warehouse overnight, and will appear on reports you run on Tuesday.

REVIEW QUESTIONS

Review what you have learned, by answering the following questions. If you have difficulty answering the questions, review the topic.

1. You can obtain reports of training information by using ________________.

    a. InfoPac
    b. Document Direct
    c. On-Demand Reports
    d. the Information Access Data Warehouse

2. A _________________ in your agency can extract the information you need and format it into a report.

    a. super user
    b. power user
    c. self service user
    d. end user

3. True or False. Sample Crystal reports are available for power users to copy and modify.

    a. True
    b. False

4. What are some ways a report can select the courses you want?

    a. Select all courses where the Short Title in the course table contains a particular department ID.
    b. Select all courses where the Course Code begins with a certain set of characters.
    c. a or b
    d. None of these

5. Data you enter this morning appears on reports run ________________.

    a. This afternoon
    b. Immediately
    c. The next day
    d. Next week

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. You can obtain reports of training information by using ________________.

    d. the Information Access Data Warehouse

2. A _________________ in your agency can extract the information you need and format it into a report.

    b. power user

3. True or False. Sample Crystal reports are available for power users to copy and modify.

    a. True

4. What are some ways a report can select the courses you want?

    c. a or b

5. Data you enter this morning appears on reports run ________________.

    c. The next day

Please continue to the next topic, *Conclusion.*

Summary

In this guide, you learned how to record training information in SEMA4.

You practiced the following tasks:

Section A

- Establishing and changing course information
- Scheduling a course session

Section B:

- Entering enrollments in a course session
- Updating enrollment information
- Viewing and maintaining training records
- Obtaining reports

Evaluation

Please complete the Evaluation form in the back of this guide and return it to SEMA4 HR Services.

Thank you for participating!

TRAINING ADMINISTRATION

Your Name (Optional) _______________________________ Date _____________________

Agency ____

Please circle the section(s) you completed:

Section A Section B

Check the box that best describes what you learned.

CONCEPTS	I FULLY UNDERSTAND	I AM SLIGHTLY CONFUSED	I DO NOT UNDERSTAND	WAS NOT ADDRESSED
Course Code				
Course Session				
PROCESSES				
Section A: Establishing and changing course information				
Scheduling a course session				
Section B: Entering enrollments in a course session				
Updating enrollment information				
Viewing and maintaining training records				
Obtaining reports				

In what three ways will you apply what you have learned in this guide?

Write any other comments below.

Thank you!