



Online Employee Training Guide

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TYPES OF TRAININGS AVAILABLE

1. The majority of our courses are self-guided PowerPoints and a quiz taking anywhere from 30 minutes – 1 hour to get through.
2. Other courses are self-guided video clips and a quiz.

Once you've decided which courses to assign, head to the ['Employee Training Administration'](#) page to get started.

EMPLOYEE TRAINING ADMINISTRATION

Admin users can login at www.guardian-hr.com/ and click ['My Training Courses'](#) from the Membership Services navigation menu to take online courses individually or **PREVIEW** courses before assigning them to other employees.

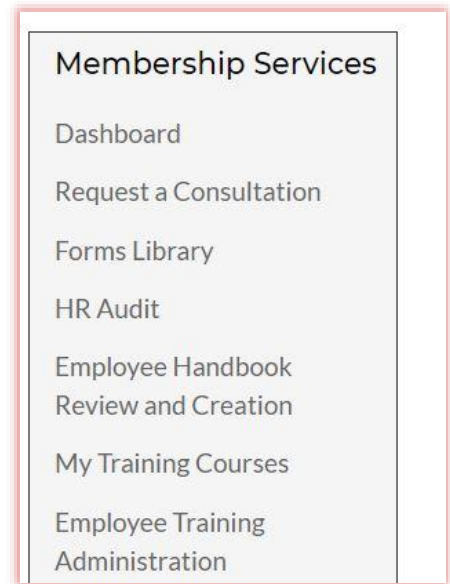
GROUPS

Groups are used to organize users or trainees by course(s), location, position, etc.

Create a Group

From the ['Employee Training Administration'](#) page, click [Create a Group](#) to create a new trainee group, then:

1. Enter a group name.
2. Choose and assign courses using the "Add Course" button.
3. Set the # of days trainees will have to complete the course from the date of enrollment under the 'Due In' column. *If this field is left blank, no due date will be set.*
4. Click 'Create Group' to finalize then click 'Go Back' to return to the ['Employee Training Administration'](#) page and view your group.



Add Group

[Go Back](#)

Group Name:

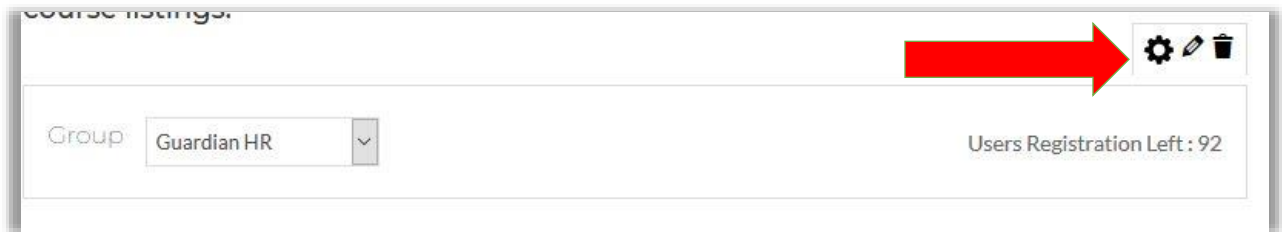
Course Name	Due In (No. of Days)	Remove
Monitoring Use of Email and the Internet - Supervisor Briefing		
Sexual Harassment Prevention for Staff and Management		
Performance Appraisals - Supervisor Briefing		

[Create Group](#) [Add Course](#)

Edit Groups

To change the name, courses, or due date(s) of a group, from the '[Employee Training Administration](#)' page, select a group name, then click the pencil icon. Apply changes then click 'Edit Group' to apply the changes.

To delete a group, select the group name, then click the trash can icon.



Group Leader(s)

All contacts on your account with access to the [membership dashboard](#) can create groups and assign employee training with their own login credentials as a group leader.

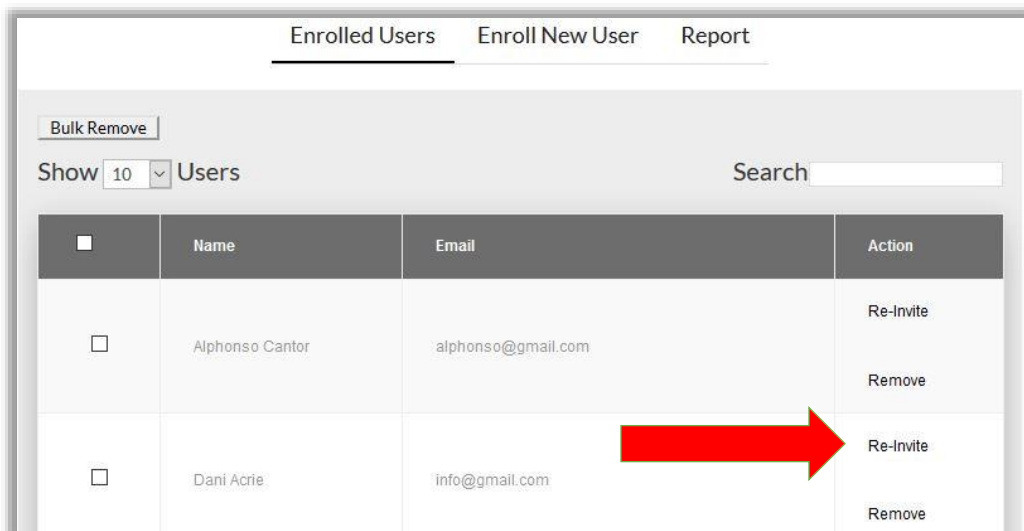
Group leaders are copied on all new trainee registration emails for users in their groups and can see reporting information only for groups that they've created.

To add additional leaders to a group you can send a request to training@guardian-hr.com. Once completed all requested group leaders will be able to view and edit the desired groups in the '[Employee Training Administration](#)' page.

USERS/TRAINEES

Enrolled Users/Trainees

From the [Enrolled Users](#) tab, view users that have already been entered into the selected group and send them a reminder email by clicking the 'Re-Invite' button near their names. Remove their training access by clicking 'Remove' near a trainee's name.



Add New Users/Trainees

To add new trainees to a group, select the group name, then click the [Enroll New User](#) tab.

From this tab you can add the first name, last name, and email address of individual users. Use the green + if you have more than one trainee to add, then click 'Add Users'.

Upload a List of Users/Trainees

To upload a list of trainees, from the [Enroll New User](#) tab, click 'UPLOAD USERS' to download a sample Excel spreadsheet in .csv format. Enter up to 100 trainees by first name, last name, and email address on the spreadsheet, save the file. Click Choose File, then upload.

The screenshot shows the 'Enroll New User' tab selected. At the top, there are three tabs: 'Enrolled Users', 'Enroll New User', and 'Report'. Below the tabs, there are two buttons: 'Add User' (with a person icon) and 'Upload Users' (with an upload icon). Below these buttons is a table with four columns: 'First Name', 'Last Name', 'Email', and 'Action'. Each column has a corresponding input field. The 'Action' column contains a green '+' icon and a close icon (an 'X' in a square). Below the table is a 'Submit' button.

The screenshot shows the 'Upload Users' section of the 'Enroll New User' tab. At the top, there are three tabs: 'Enrolled Users', 'Enroll New User', and 'Report'. Below the tabs, there are two buttons: 'Add User' (with a person icon) and 'Upload Users' (with an upload icon). Below these buttons, there are three buttons: 'Choose File', 'Download sample csv' (with a download icon), and 'Upload'.

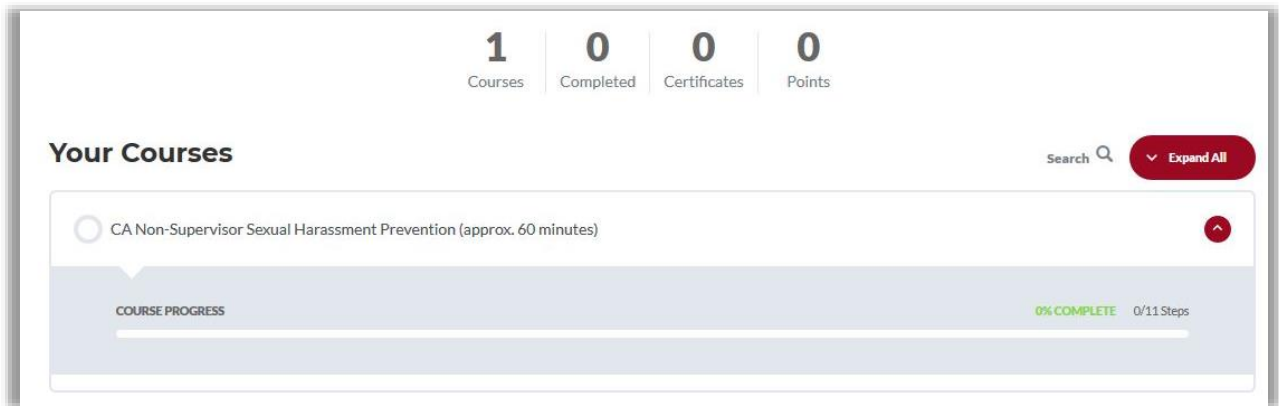
Email Notifications

As trainees are registered, they'll receive system-generated email notifications with their login credentials, course assignments, and due date(s).

The group leaders of the groups will also receive a copy of the course invitation email for their records.

User/Trainee Profiles

Each enrolled user has access to their own profile showing only courses they've been assigned, their progress, quiz results, and any earned certificates of completion.



REPORTING

User/Trainee Progress

To view trainee progress, click the [Report](#) tab, select a course, then click Show Report.

Certificates of Completion


Trainees will be emailed a certificate of completion for each course that they complete. You can also view each trainee's certificate of completion under the Rewards column on the report tab if they've completed the course.

Select the gold ribbon next to the user you would like. This will open their certificate to download or be printed.

[Enrolled Users](#) [Enroll New User](#) [Report](#)

Select Course

Show entries

	Name	Email ID	Course Progress	Rewards
▼	Alphonso Cantor	alphonso@gmail.com	0%	-
▼	Dani Acrie	info@gmail.com	0%	-
▼	Danielle Acrie	daniellea1213@outlook.com		

Export Reports

Download trainee progress into an Excel spreadsheet using the [Export Group Reports](#) option. Report details include:

- Group Name
- User/Trainee Name
- User/Trainee Email
- Course Name
- Course Progress
- Course Completed (YES/NO)
- Completion Date
- Course Completion Time

Associated Courses

- Sexual Harassment Prevention for Staff and Management

Create Group

Export Group Reports



Enrolled Users

Enroll New User

Report

Bulk Remove

Show 10 Users

Search

<input type="checkbox"/>	Name	Email	Action
<input type="checkbox"/>	Jermaine Allen	jermainea@guardian-hr.com	Re-Invite Remove

GROUP REPORT

[Go Back](#)

Select groups to load report:

Load Report




Export Report to CSV



Filter Report Columns

Show 10 entries

 group_report.csv

	A	B	C	D	E	F	G	H
1	Group Name	User Name	User Email	Course Name	Course Progress (%)	Course Completed	Completion Date	Completion Time
2	Sexual Harassment	Jermaine Allen	jermainea@guardian-hr.com	Sexual Harassment Prevention for	0%	No		
3								
4								