



Prince George's County Government NEOGOV Learn Instruction Guide

Manager: How to Enroll Direct Reports



Instruction Guide Topics

This instruction guide will show you how to:

1. Enroll a Direct Reports into an Online Course via the People Menu
2. Enroll a Direct Reports into a Classroom Course via the People Menu
3. Enroll Direct Reports into Classroom courses via the Calendar
4. Enroll Direct Reports into courses via the Course Catalog

Internet Browsers Used to Access NEOGOV Learn

NEOGOV Learn can be accessed using two internet browsers:

- Google Chrome
- Microsoft Edge

These systems should be used to ensure that all functionality in NEOGOV Learn is accessible.



Microsoft Edge



Google Chrome

STEP 1 | Login to the LMS Login

- a. From your browser window **navigate to the OHRM County Learning and Development webpage [online here](#)**
- b. Click **NEOGOV Learn LMS** image

Please Note: You must use either the Google Chrome or Microsoft Edge with Chromium internet browsers to access the LMS



New LMS Access - NEOGOV Learn

Available starting June 1, 2021

Please click the image below to access the new Prince George's County Learning Management System.



Prince George's County Learning Management System (LMS)
(Employee-Only Access)

STEP 1 *(continued)* | Login to the LMS

Employees are able to use **Single Sign On** to login to **NEOGOV Learn**.

- a. Once you reach the login page, **enter your county email address and password**, and click "Sign In"

Please Note: You should use the same email and password used to login your computer

PRINCE GEORGE'S COUNTY
MARYLAND

Sign in with your organizational account

someone@example.com

Password

Sign in

For sign in assistance please call OIT's Customer Support Center at (301) 883-5322

STEP 2 | Enroll Direct Reports from the People Menu — Online Course

Once logged into the LMS:

After logging into the LMS:

1. Click the **People** tab from the side menu bar to see the employees listed as your direct reports.
2. Under the section titled **My Team**, managers will see all direct reports listed.
3. On each Employee card, there will be an Action drop menu. Click the **Actions** menu.
4. Click the **Enroll in a Course** dropdown menu to see the list to enroll the selected employee into either the following types of courses:
 - a. **Online**
 - b. **Classroom**

The image contains two screenshots from the LMS interface. The left screenshot shows the 'NEOGOV' dashboard for 'Manager Test' (Human Resources Analyst 4G). A red box labeled '1' highlights the 'People' tab in the side menu. The right screenshot shows the 'My Team' section with two employee cards: 'Claude Test' (Administrative Specialist 1G) and 'Employee Test' (Human Resources Analyst 2G). A red box labeled '2' highlights the 'My Team' section header. A red box labeled '3' highlights the 'Actions' dropdown menu on the Claude Test card. A red box labeled '4' highlights the 'Enroll in a Course' dropdown menu on the Employee Test card. Below the 'Enroll in a Course' menu, two options are circled in green: '4a' for 'Online' and '4b' for 'Classroom'. The bottom of the right screenshot shows a pagination bar with '10 Items per page'.

STEP 2 (continued) | Enroll Direct Reports from the People Menu—Online Course

After selecting **Online Course**:

5. A menu will fly out and appear from the right, listing all the Online courses available for a manager to enroll the selected direct report.
 - a. You can select one online course or check the boxes to add your direct report to multiple courses.
6. Once the online course(s), have been selected, click **Enroll**.

Select Courses to Enroll

6

Cancel

Enroll

5

5a

<input type="checkbox"/>	Name	Category	Type	Duration
<input type="checkbox"/>	NEOGOV Perform Overview	Employee Performance Management	Custom-Online	00h 01m
<input type="checkbox"/>	Overview of Employee Performance Ma...	Employee Performance Management	Pre-built Online	00h 20m
<input type="checkbox"/>	Creating Effective Employee Perform...	Employee Performance Management	Pre-built Online	00h 30m
<input type="checkbox"/>	Completing the Employee Evaluation as...	Employee Performance Management	Custom-Online	
<input type="checkbox"/>	Completing the Optional Employee Self...	Employee Performance Management	Custom-Online	00h 03m
<input type="checkbox"/>	NEOGOV Perform: Working with Journa...	Employee Performance Management	Custom-Online	00h 10m
<input type="checkbox"/>	Introduction to Past Performance Appra...	Employee Performance Management	Pre-built Online	
<input type="checkbox"/>	Completing an Optional Quarterly Chec...	Employee Performance Management	Custom-Online	00h 01m
<input type="checkbox"/>	Reviewing and Signing an Employee Ev...	Employee Performance Management	Custom-Online	00h 02m

<< < 1 > >> 10 items per page Showing 1 - 9 of 9 items

STEP 2 (continued) | Enroll Direct Reports from the People Menu—Online Course

To complete the Online course(s) enrollment process for your direct reports:

7. Another menu will pop out to advise that the request may take some time and will provide a link to check the status of the submission.
 - a. **NOTE:** You can cancel this request by clicking the **Cancel** button.
8. Once Action is completed The bar will show 100% and the notification will reflect the action was completed. A table with also show, listing all the online courses the manager enrolled the direct report in.

7

Select Courses to Enroll 7a Cancel

(i)

This bulk action may take some time

0%

Need to go? You can always find this screen by visiting this link:
<https://learn.neogov.com/admin/bulk-operation/82168b27-02dc-4dc8-8118-1ba47bf70c55>

Total	Success	Fail
3	0	0

8

(✓)

Your Bulk Action Is Done!

100%

Need to go? You can always find this screen by visiting this link:
<https://learn.neogov.com/admin/bulk-operation/82168b27-02dc-4dc8-8118-1ba47bf70c55>

Total	Success	Fail
3	3	0

Employee Name	Course Name	Due date	Result
Claude Test	NEOGOV Perform Overview	07-09-2021	Success
Claude Test	Overview of Employee Performance Man...		Success
Claude Test	Introduction to Past Performance Apprais...		Success

<< < 1 > >> 10 items per page Showing 1 - 3 of 3 items

STEP 3 | Enroll Direct Reports from the People Menu — Classroom Course

Once logged into the LMS:

After logging into the LMS:

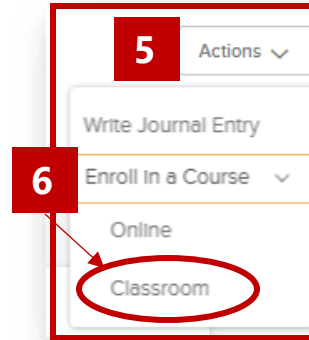
1. Click the **People** tab from the side menu bar to see the employees listed as your direct reports.
2. Under the section titled **My Team**, managers will see all direct reports listed.
3. On each Employee card, there will be an Action drop menu. Click the **Actions** menu.
4. Click the **Enroll in a Course** dropdown menu to see the list to enroll the selected employee into either the following types of courses:
 - a. **Online**
 - b. **Classroom**

The screenshot displays the LMS interface. On the left, a side menu bar is visible with the 'People' tab highlighted and circled in red, labeled with a red '1'. The main content area shows the 'My Team' section, labeled with a red '2'. Below this, there are two employee cards. The first card is for 'Claude Test' (Administrative Specialist 1G) and the second is for 'Employee Test' (Human Resources Analyst 2G). Both cards have an 'Actions' dropdown menu circled in red, labeled with a red '3'. The 'Employee Test' card's 'Actions' menu is expanded, showing 'Enroll in a Course' circled in red, labeled with a red '4'. Below 'Enroll in a Course', the options 'Online' and 'Classroom' are circled in green, labeled with green '4a' and '4b' respectively. The top of the page shows the user's profile 'MT' (Manager Test) and the 'NEOGOV' logo.

STEP 3 (continued) | Enroll Direct Reports from the People Menu—Classroom Course

After selecting **Online Course**:

5. Click the **Actions** menu
6. Click the dropdown and click **Enroll in a Course** and click **Classroom**.
7. A menu will appear listing all the Online courses available for a manager to enroll the selected direct report.
 - a. You can select one online course the Direct Report to attend or add the direct report to multiple courses by checking the box next to the course name.
8. Once selected the course, click **Enroll**.



Select Courses to Enroll

8 Cancel **Enroll**

A screenshot of a table titled '7' showing a list of courses. The table has columns for 'Name', 'Start Time', 'End Time', 'Class Size', and 'Waitlist Enabled'. The first two rows are 'Classroom Test-1' and 'Classroom Test-2'. The 'Classroom Test-1' row has a checkbox highlighted with a green circle and labeled '7a'. The table also includes search filters for each column and a pagination bar at the bottom showing '10 items per page' and 'Showing 1 - 2 of 2 items'.

STEP 3 (continued) | Enroll Direct Reports from the People Menu—Classroom Course

To complete the Classroom Course enrollment process for your direct reports:

5. Once you click enroll another menu will pop out to advise that the request may take some time and will provide a link to check the status of the submission.
 - a. **NOTE:** You can cancel this request by clicking the **Cancel** button.
6. Once Action is completed The bar will show 100% and the notification will reflect the action was completed. A table with also show, listing all the online courses the manager enrolled the direct report in.

Select Courses to Enroll 5a Cancel

5 ⓘ

This bulk action may take some time

0%

Need to go? You can always find this screen by visiting this link:
<https://learn.neogov.com/admin/bulk-operation/82168b27-02dc-4dc8-8118-1ba47bf70c55>

Total	Success	Fail

Select Courses to Enroll Cancel

6 ✓

Your Bulk Action Is Done!

100%

Need to go? You can always find this screen by visiting this link:
<https://learn.neogov.com/admin/bulk-operation/5df81747-e04d-43db-b6ce-ec33ec911c52>

Total	Success	Fail
1	1	0

Employee Name	Class Name	Due date	Result
Claude Test	Classroom Test-2	05/20/2021	Success

<< < 1 > >> 10 Items per page Showing 1 - 1 of 1 Items

STEP 4 | Enroll Direct Reports in Classroom Courses via the Calendar

Training

Overview

My Courses

Course Catalog

Training Activity Report

1



Calendar

Managers can also enroll direct reports in Classroom (Instructor-led) courses via the Calendar.

1. Click the Calendar icon. All available courses to enroll in are displayed in Orange.
2. Click on any time and title of an orange class to open its course details page to view classes and to enroll direct reports into the course.

CALENDARS

- Classroom catalog
- My courses
- Classroom
- Online

May 2021 < >

Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 1
2	3	4	5	6	7	8
9	10	11	12	13 8:00 am Developing...	14	15
16	17	18	19	20 04:30 pm Class	21	22

STEP 4 (continued) | Enroll Direct Reports in Classroom Courses via the Calendar

3. Click **Enroll Others**.
4. A box will appear listing the manager's direct reports to add to the Classroom (instructor led) course.
 - a. By clicking the box at the top of the table, you can select all direct reports'
5. Once the manager selects the direct reports to add to the class by checking the box next to the name, Click **Enroll Employees**.

The screenshot displays the 'Classroom Test-1' interface. At the top, there is a 'Back to Classroom Test' link and an 'Enroll' button. Below this is the 'Roster' section with tabs for 'All', 'Enrolled', 'Pending', and 'Waitlist'. A 'Print Roster' button and an 'Enroll Others' button (circled in red with a red '3') are visible. To the right, 'Class Details' and 'Attachments' sections are present. An 'Employee' modal window is open, showing a table with columns 'First Name', 'Last Name', and 'Position'. The modal has a green '4a' label at the top left. A red circle highlights the top-left corner of the table (4), and another red circle highlights the checkboxes in the first two rows of the table. A green 'Enroll Employees' button is highlighted in red at the bottom right of the modal (5).

STEP 5 | Enroll Direct Reports in Courses via the Course Catalog

Training

Overview

My Courses

2

Course Catalog

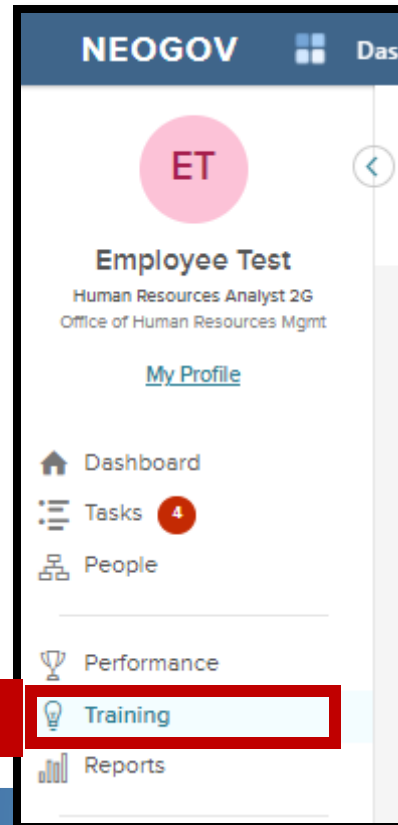
Training Activity Report

Calendar

After logging into the LMS,

1. Click the **Training** tab from the side menu bar
2. Navigate to the **Course Catalog** tab on the Navigation Bar to search for a course. Both instructor led courses and online courses are listed in the Course Catalog.
3. Select the course you would like to enroll your direct reports in and click the "i" icon, in the upper righthand corner of the course card.
4. The card will flip, **click the title of the course.**

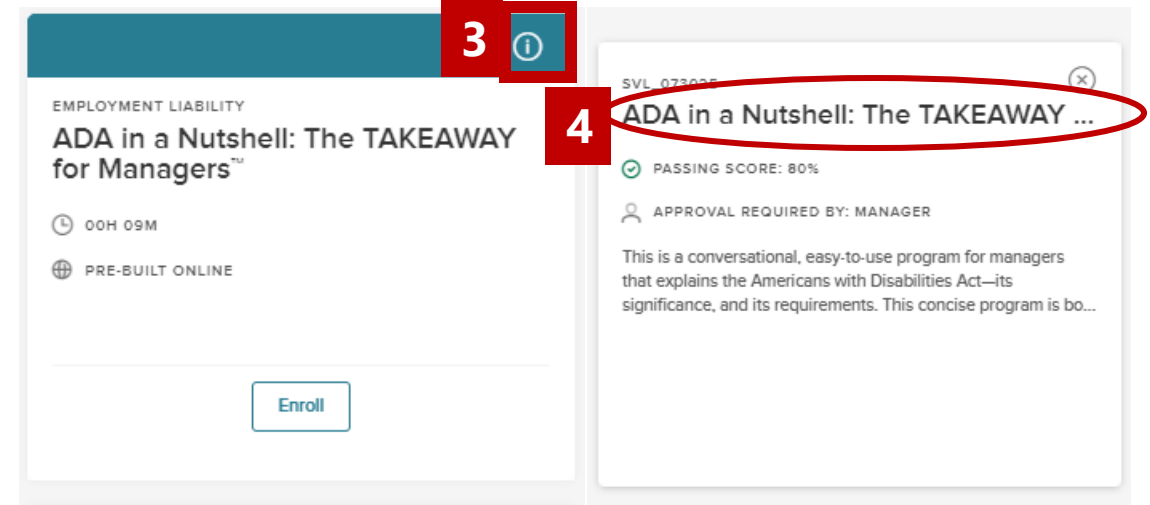
1



3



4



STEP 5 (continued) | Enroll Direct Reports in Courses via the Course Catalog

Training

Overview

My Courses

Course Catalog

Training Activity Report

Calendar

After clicking the course title:

5. Click **Enroll Others** to enroll your direct reports into the selected course.

The screenshot shows the 'Course Catalog' page for the course 'ADA in a Nutshell: The TAKEAWAY for Managers'. The page includes a course description, an 'Enroll' button, and a 'Roster' section. The 'Roster' section has tabs for 'All', 'Enrolled', and 'Pending'. A red box highlights the 'Enroll Others' button in the 'Roster' section, with a red '5' next to it. The 'Enroll Others' button is located in the top right corner of the 'Roster' section. Below the 'Enroll Others' button is a search bar and a 'Print Roster' button. The 'Roster' table is currently empty, displaying 'No records available.' The right sidebar contains 'Course Details' and 'Attachments' sections.

EMPLOYMENT LIABILITY
ADA in a Nutshell: The TAKEAWAY for Managers™

This is a conversational, easy-to-use program for managers that explains the Americans with Disabilities Act—its significance, and its requirements. This concise program is both comprehensive and simple to understand, with short vignettes that illustrate and dramatize the material presented. This 9-minute program concentrates on four key learning points and their “takeaways,” or sentence-long summations, to convey the spirit of ADA legislation, as well as focusing on how to comply with the law, so that managers can feel confident in providing more opportunity for employment to more qualified people, regardless of disability. ADA in a Nutshell: The 'TAKEAWAY' for Managers is a stand-alone program which may also be used in conjunction with the rest of The 'TAKEAWAY' for Managers series: Can I Ask That?: Legal Interviewing; Diversity, Respect, and Legal Compliance; FMLA in a Nutshell; Discipline, Documentation and Termination; and Sexual Harassment.

Enroll

Roster

All Enrolled Pending

Print Roster **5** **Enroll Others**

	First Name	Last Name	Position	Due Date	Status	Actions
No records available.						

Course Details

- 00H 09M
- REQUIRED SCORE: 80%
- COURSE CODE: SVL_073025
- SELF ENROLL: ON
- APPROVAL REQUIRED BY: MANAGER

Attachments

no attachments

STEP 5 (continued) | Enroll Direct Reports in Courses via the Course Catalog

Training

Overview

My Courses

Course Catalog

Training Activity Report

Calendar

After logging into the LMS,

6. A Menu will appear providing the option for you to select specific direct reports by checking the box.
 - a. You can also use the box at the top to select all listed employees.
7. Once employees are selected, click enroll employees to register them into the course.

Employee

	First Name	Last Name	Position
<input type="checkbox"/>	Claude	Test	Administrative Specialist 1G
<input type="checkbox"/>	Employee	Test	Human Resources Analyst 2G
<input type="checkbox"/>	Manager	Test	Human Resources Analyst 4G

10 Items per page

Enroll Employees

STEP 5 (continued) | Enroll Direct Reports in Courses via the Course Catalog

To complete the enrollment process:

8. Once you click enroll, another menu will pop out to advise that the request may take some time and will provide a link to check the status of the submission.
 - a. **NOTE:** You can cancel this request by clicking the **Cancel** button.
9. Once Action is completed The bar will show 100% and the notification will reflect the action was completed. A table with also show, listing all the online courses the manager enrolled the direct report in.

8a Cancel

8 This bulk action may take some time

0%

Need to go? You can always find this screen by visiting this link:
<https://learn.neogov.com/admin/bulk-operation/82168b27-02dc-4dc8-8118-1ba47bf70c55>

Total	Success	Fail

9 Your Bulk Action Is Done!

100%

Need to go? You can always find this screen by visiting this link:
<https://learn.neogov.com/admin/bulk-operation/5df81747-e04d-43db-b6ce-ec33ec911c52>

Total	Success	Fail
1	1	0

Employee Name	Class Name	Due date	Result
Claude Test	Classroom Test-2	05/20/2021	Success

<< < 1 > >> 10 Items per page Showing 1 - 1 of 1 Items

Questions?

Please contact the OHRM Learning, Performance, and Organizational Development (LPOD) division for questions or support accessing NEOGOV Learn.

The LPOD division will respond within three (3) working days.



Email

LPOD@co.pg.md.us