

Learning Management User Guide

FDA Supervisor



Revision History

This document was prepared by:

Date	Document Version	Document Revision Description	Document Author
01.20.2022	01	First draft for FDA OTED review	Taylor Horrocks
07.01.2022	02	Second draft	Taylor Horrocks

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FDA Supervisor System Overview

This section provides a brief introduction to your role in Cornerstone OnDemand.

This system stores & tracks your training. You will log into the portal by navigating to <https://fdaoted.csod.com> and clicking on the button "FDA: PIV Card Login." You will be automatically redirected to your Welcome Page in ORA Learned. You can navigate to your Transcript, which includes your completed training records as well as all the training you are currently taking. You will be assigned training through this system, which will also appear on your Transcript. You can access & launch mandatory online training from your Transcript within ORA Learned. You will also see the training classes for which you are currently registered. You can search for and request training that has been made available to you through this system. Finally, you will be able to access & launch any pre-work associated with upcoming training sessions.

As a supervisor, you will be able to track the training progress of your team and run reports.

ORA LearnED: Glossary

This section provides definitions of common ORA LearnED terminology.

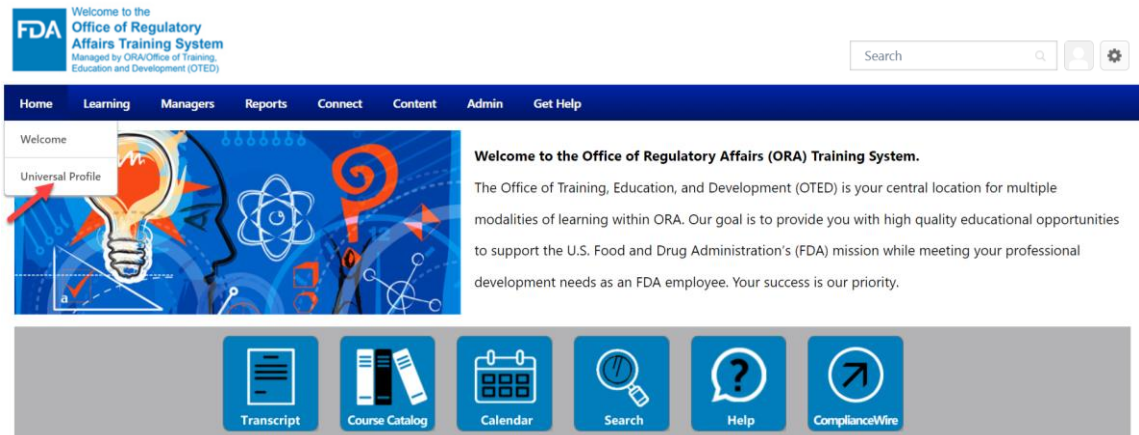
1. Curriculum	A Curriculum is a Learning Object which is made up of an association of other Learning Objects .
2. Event	An Event is a Learning Object which represents Instructor-Led Training (ILT) or Virtual Instructor-Led Training (vILT), given to users with credit tracked in the system.
3. Learning Object	A Learning Object is an individual unit of training; Online Class, Material, Session, Event, Video, Test, or Curriculum . A Curriculum can contain multiple Learning Objects (LOs) in a specific order for users to take.
4. Material	A Material LO is a basic Learning Object type which can be used to represent acknowledgement & requires users to mark them complete. Materials can support PDFs, Word Documents, Powerpoint Decks, & URLs to external sites.
5. Online Course	An Online Course is a SCORM package which surrounds the interactive learning content. This allows the LMS (ORA LearnED) & the user to engage with the content in new and more meaningful ways.
6. Session	A Session is a scheduled occurrence of an Event .
7. Subject	A Subject is any topic or item of interest. Users can choose from a pre-determined list and add Subjects to their Universal Profile Bio About page. These Subjects are searchable in Learning Search . Subjects added to your Universal Profile Bio About page also inform suggested training.
8. Statuses	Training on your Transcript can be in several statuses, including " Registered ", " In Progress ", " Past Due ", and " Completed ". These refer to the state of a particular item of training on your Transcript with regard to your progress in completing it. A " Registered " status indicates that you have been assigned the training but have yet to begin taking it. " Past Due " refers to the due date associated with the LO . When training is in " Completed " status, it is moved automatically from your Active Transcript to your Completed Transcript , providing a separate record for all of your completed training.

9. Test	A Test is a Learning Object in the system which captures an assessment of certain questions or exercises. This is an examination completed online in ORA LearnED which will then provide a record of completion on your Transcript .
10. Transcript	Every user has a personalized Transcript which enables the user to manage their training. The Transcript displays the status of each Learning Object (LO) requested by, assigned to, or required of the user, which allows the user to determine if the training is pending, approved, denied, or many other potential statuses. Depending on the training status, users can register, launch, and perform a variety of other training functions directly from the Transcript .
11. Video	Videos are supported as LOs in ORA LearnED, either as a URL or an uploaded file.
12. Universal Profile	Every user has a Universal Profile , representing the central user interface within the system. You can access all areas of your profile from this page.
13. Welcome Page	The Welcome Page is your landing page when you first access the system. It has widgets and tools to give you easy access to the different areas of the portal that you may frequent. You can always return to this page by clicking on the FDA logo in the top left corner of the screen.

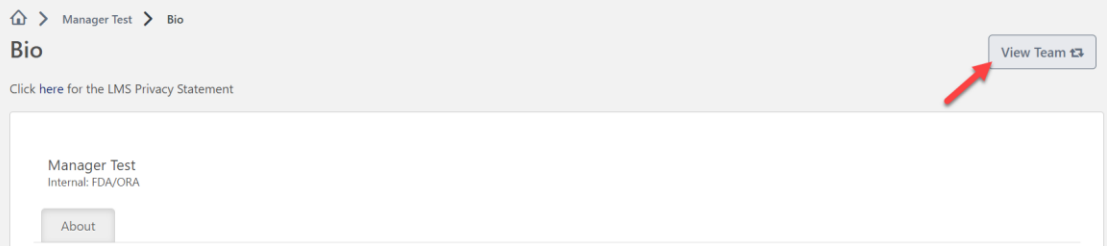
[top](#) View Your Team's Transcripts

This section shows a supervisor how to view their team's Transcripts.

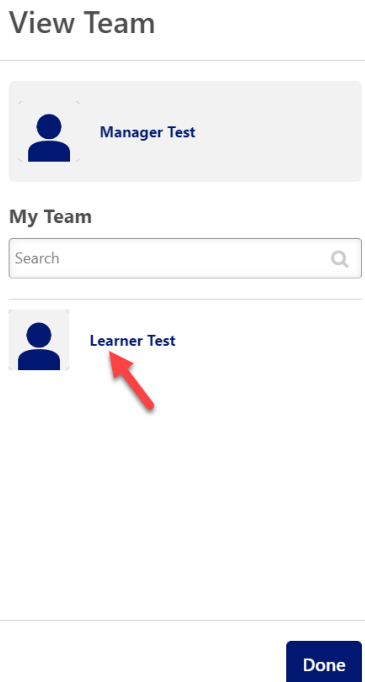
1. Hover over the **Home** tab and select **Universal Profile**.



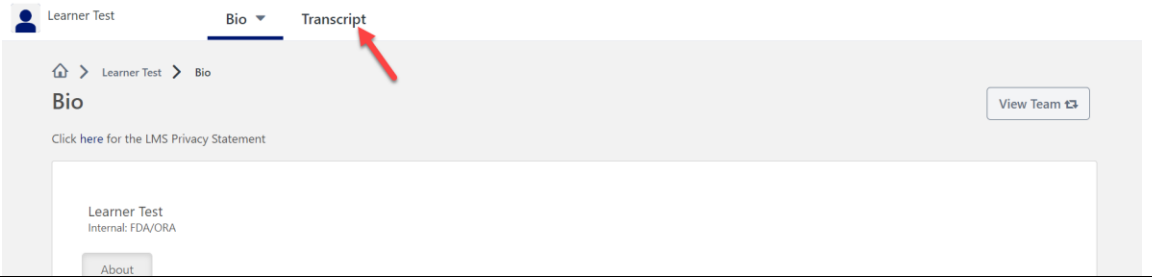
2. On this page, click on the **View Team** button.



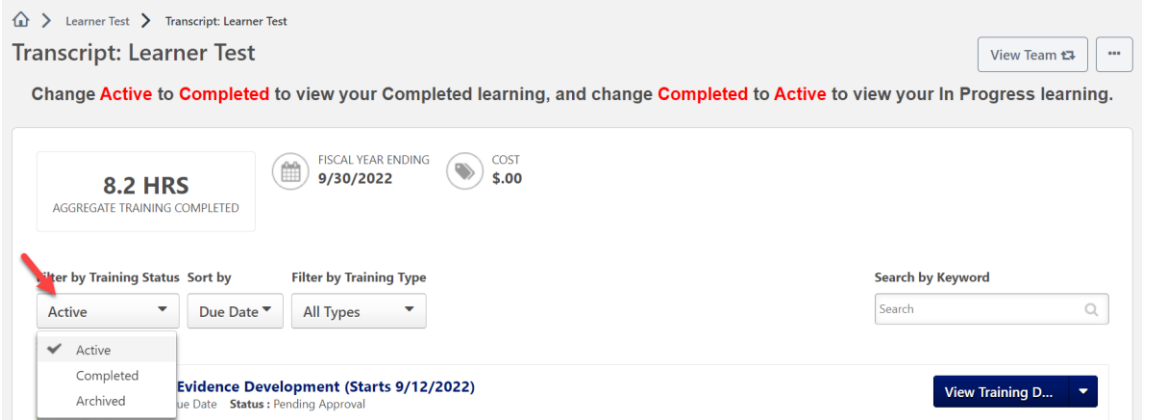
3. A popup will appear with a list of your direct reports. Select the user whose **Universal Profile** you would like to view.



4. Click on the **Transcript** tab to view the user's **Transcript**.



5. View the user's **Active**, **Completed**, and **Archived** **Transcripts**.



Download/Print Your Team's Transcripts

This section shows a supervisor how to print their team's Transcripts to get an output of their training record.

1. Access a team member's Transcript. Click on the **Options** icon.

Select **Print Transcript**. You could also select **Export to PDF**.

Transcript: Learner Test

Change **Active** to **Completed** to view your Completed learning, and change **Completed** to **Active** to view your In Progress learning.

8.2 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2022 COST \$0.00

Filter by Training Status Sort by Filter by Training Type

Active Due Date All Types

Search by Keyword

Search

2. You will now see a page listing your Active Training. Click **Print**.

Active Training: Learner Test

Title	Type	Due Date	Score	Status
MP102: Evidence Development (Starts 9/12/2022)	Session	None		Pending Approval
FD8006W: CUS Unit 1	Online Class	None		In Progress
ER234: Epi-Ready for Response Teams	External Training	None		Pending Completion Approval
CC8011W Curriculum: Communication Skills for Regulators	Curriculum	None		In Progress
BI205: Core Team Biologics (Starts 7/1/2022)	Session	None		Registered

3. To download and print a more detailed report, including completed training, return to your **Transcript** and click on the **Options** icon.

Select **Run Transcript Report**.

Transcript: Learner Test

Change **Active** to **Completed** to view your Completed learning, and change **Completed** to **Active** to view your In Progress learning.

8.2 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2022 COST \$0.00

Filter by Training Status Sort by Filter by Training Type

Active Due Date All Types

Search by Keyword

Search

4. You can select specific **Learning Object** types, subjects, date criteria, and more. For a comprehensive report, do not make any additional selections. Click **Run Report**.

The report will immediately download to your desktop.

Advanced

- ☐ Include Associated Training (Curriculum Training and Pre or Post Work)
- ☐ Include Archived Training
- ☐ Include Completed Training Only
- ☐ Include Training Detail Information

Back

Run Report

Run A Standard Report

This section shows a supervisor how to run a few Standard Reports that they can generate.

1. Hover over the **Reports** tab and select **Standard Reports**.

Welcome to the Office of Regulatory Affairs Training System
Managed by ORA/Office of Training, Education and Development (OTED)

Search

Home Learning Managers **Reports** Connect Content Admin Get Help

Standard Reports
Reporting Dashboards
Reporting 2.0

Welcome to the Office of Regulatory Affairs (ORA) Training System.

The Office of Training, Education, and Development (OTED) is your central location for multiple modalities of learning within ORA. Our goal is to provide you with high quality educational opportunities to support the U.S. Food and Drug Administration's (FDA) mission while meeting your professional development needs as an FDA employee. Your success is our priority.

Transcript Course Catalog Calendar Search Help ComplianceWire

1. The **Standard Reports** page will show a list of **Reports** that are available to you, as well as their descriptions.

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

The screenshot shows the 'Reports' page with a header bar containing 'Track Employees' and 'ILT' tabs. Below the header, there is a grid of report categories with their descriptions:

Report Category	Description
Custom Form Data	Displays user data collected from form submissions
Form Management Status	Displays status summary information for compliance forms.
No Show Details	Displays sessions where one or more students did not attend the required number of parts. Detail view lists no-show employees.
Past Due	Displays employees past due training.
Past Requests	Displays training requests you have already approved, deferred, or denied. You may change your decision for training that an employee has not yet registered for.
Pending Requests	Displays outstanding training requests you must approve, defer, or deny.
Pending User Records	Respond to pending user records or view past requests for self registered users.
Records	Displays user data, transcripts for individual employees.
Session Withdrawal	Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.
Training Progress Pie Chart	Displays a pie chart summary of subordinates' training progress.
Training Status Summary	Displays a summary of how many training items each employee has that are not started, in progress, or completed.
Transcripts	Displays transcripts of employees for whom you are the approver, manager, or cost center approver.

2. Select the **Report** you would like to run.

Note: All reports in the **Track Employees** tab will display results for your direct and indirect reports only.

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

This screenshot is identical to the one above, but a red arrow points to the 'Training Progress Pie Chart' report category.

3. Depending on the **Standard Report** selected, you will be prompted with varying filter criteria.

Choose your filters, and then click **Search**. For some reports, the button will say **Export to Excel** or **Submit**.

Training Progress Pie Chart

The screenshot shows the 'Report Criteria' page for the 'Training Progress Pie Chart' report. It includes date filters and advanced criteria options:

Report Criteria

View training progress information for your subordinates. The date filters below refer to the date the training was requested/assigned. Click on a slice of the pie to see a detailed breakdown of users with that status. To return to the overview of all statuses, click on the "View All Statuses" link that appears in the detailed breakdown view

DATE CRITERIA

Date Criteria: From: To:

ADVANCED CRITERIA

Training Type : ☒ Online Class ☒ Event ☒ Quick Course ☒ Curriculum ☒ Test ☒ Session ☒ External Training ☒ Library ☒ Material ☒ Posting ☒ Video ☒ Online Content

Training Title :

Options : ☒ Hide Archived Training ☐ Include Indirect Subordinates

Display : ☒ All Training ☐ Assigned Training

Equivalent Training : ☐ Include users who have completed equivalent courses in the report.

Include Removed Training : ☐ Include training that was removed from user transcript

User Status : ☐ Include inactive users

4. Once you click **Search**, a list of search results will appear. Click the **Export to Excel** button to download the **Standard Report**.

Search Results

[Printable Version](#) [Export to Excel](#) [View Details](#)

USER ID	USER	TYPE	TITLE	TRAINING PROVIDER	STATUS	DETAILS
TEST1	Test, Learner	Session	HP102: Evidence Development	OTED	Pending Approval	Details
TEST1	Test, Learner	Session	BI205: Core Team Biologics	OTED	Registered	Details
TEST1	Test, Learner	Online Class	CC8011W: Module 9-Course Summary	OTED Online	Registered	Details
TEST1	Test, Learner	Online Class	CC8011W: Module 2-Building a Communication Foundation	OTED Online	Registered	Details

5. For more detail on each type of **Standard Report**, you can click on the **Settings** icon in the upper right corner and select **Help**.

This will bring you to the **Standard Reports Overview** page in **Online Help**.

Welcome to the **Office of Regulatory Affairs Training System**
Managed by CRA/Office of Training, Education and Development (OTED)

Search

Home Learning Managers Reports **ILT/vILT** Connect Content Admin Integration Suite Get Help

My Account
Help
Log Out

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Track Employees ILT Training Billing System

Custom Form Data
Displays user data collected from form submissions

Form Management Status
Displays status summary information for compliance forms.

No Show Details
Displays sessions where one or more students did not attend the required number of parts. Detail view lists no-show employees.

Records
Displays user data, transcripts for individual employees.

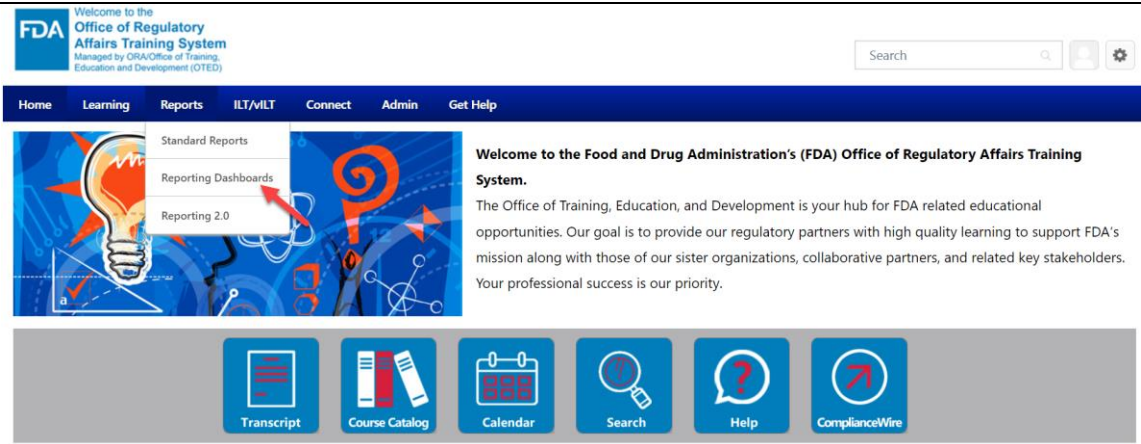
Session Withdrawal
Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.

Training Progress Pie Chart
Displays a pie chart summary of subordinates' training progress.

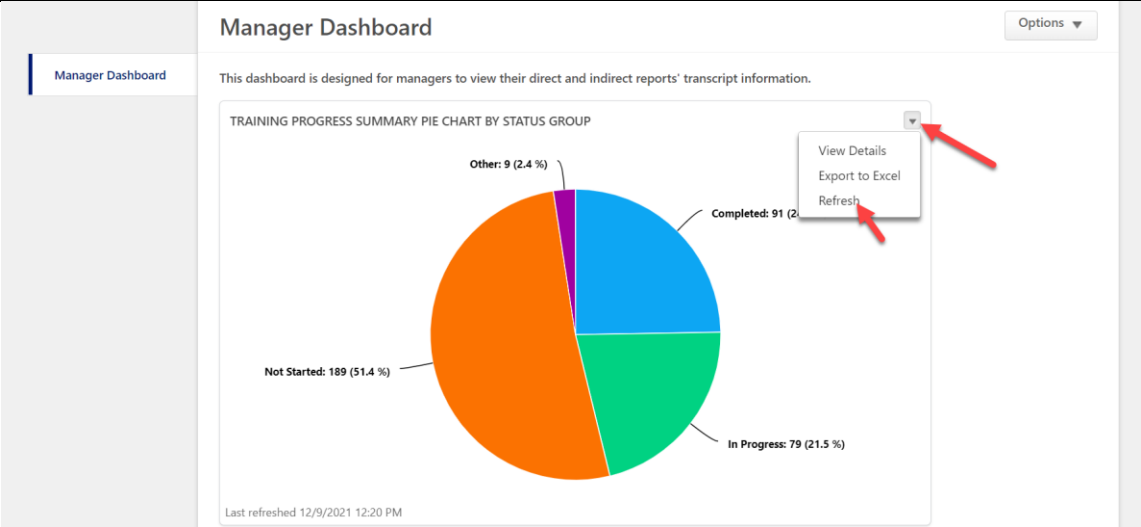
Access the Manager Dashboard

This section shows a supervisor how to access and navigate the Manager Dashboard.

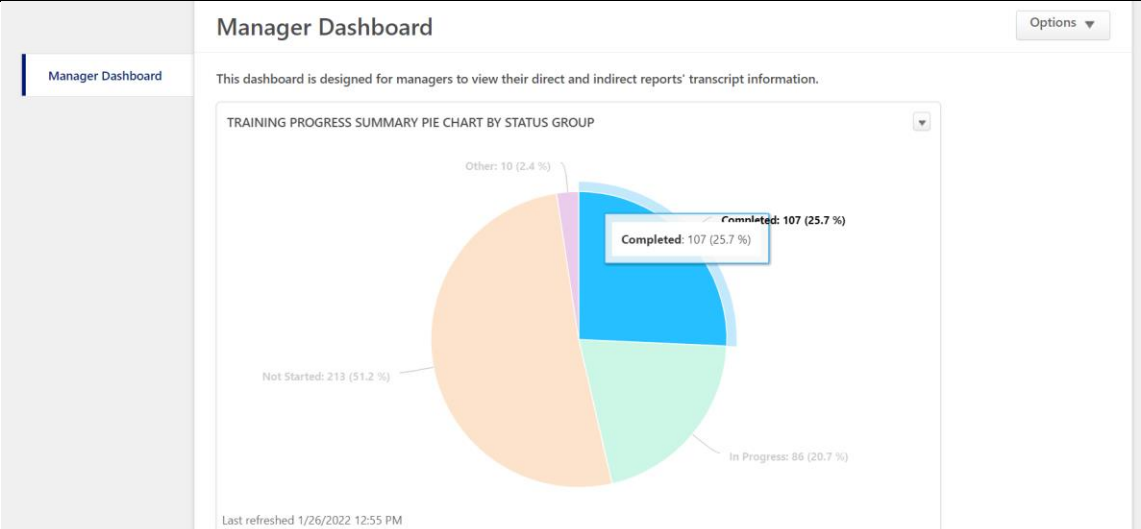
1. Hover over the **Reports** tab and select **Reporting Dashboards**.



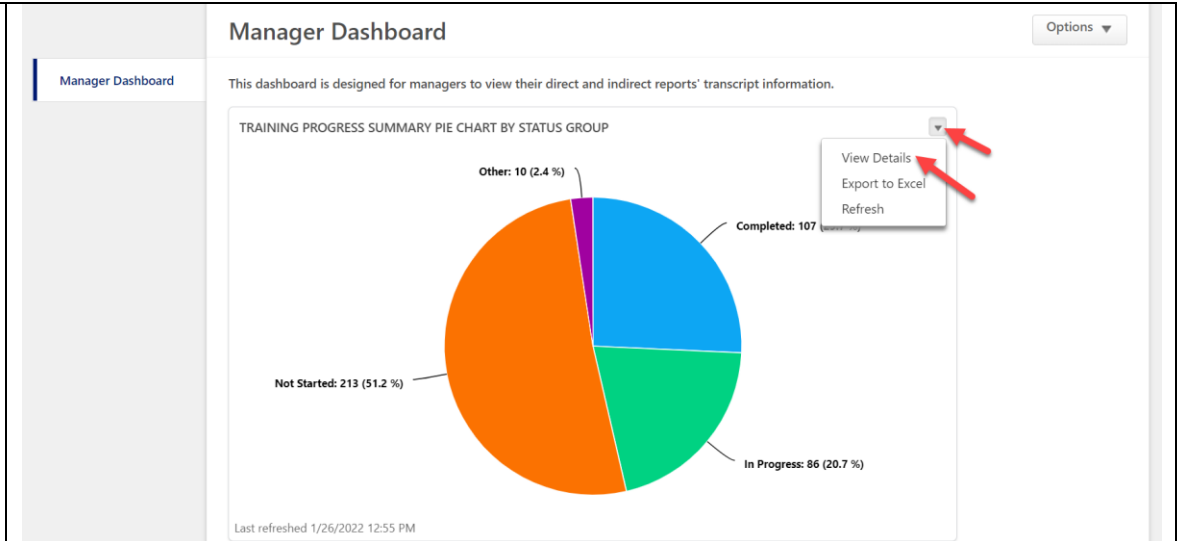
2. Each graphic on the dashboard is called a **Widget**. Click on the dropdown arrow at the top right corner of your Widget and select **Refresh**. Wait a minute or two for the data to refresh.



3. You can hover over a segment of the chart to highlight it.



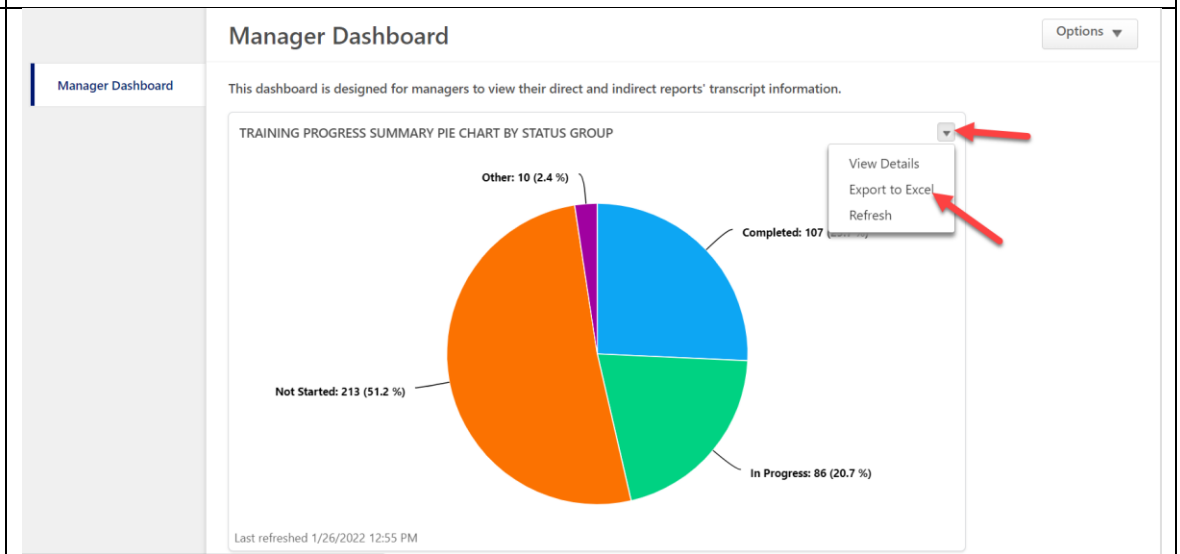
4. To view the underlying data that makes up the chart, click on the dropdown arrow again and select View Details.



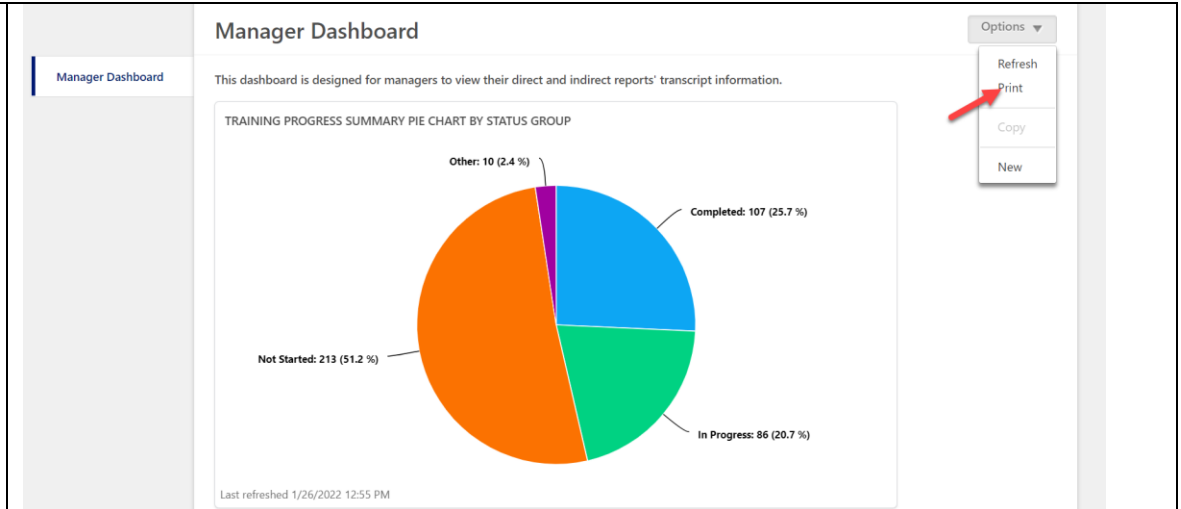
5. A table will open in a new window. Here, you can view the report behind the chart.

Transcript Registration Date	Transcript Completed Date	Training Title	Transcript Status	User Status	Training Type
		MP102: Evidence Development	Approved	Active	Event
		MP102: Evidence Development	Approved	Active	Session
		Almonds	Pending Approval / Past Due	Active	Material
		MP118: Interviewing Skills and Personal Safety Report	Approved	Active	Event
		Test event 10.18 (waitlist)	Not Started	Active	Event
		MP100: New Hire Fundamentals Classroom Courses	Approved	Active	Event
		Test event 10.18 (waitlist)	Waitlist Expired	Active	Session
		Allergen Testing	Approved	Active	Event
		MP102: Evidence Development	Pending Approval	Active	Session
		Test event 2 request forms	Not Started	Active	Event
		Allergen Testing	Pending Approval	Active	Session
10/08/2021 05:00 PM		MP101: Basic Food and Drug Law	Completed	Active	Event
10/21/2021 04:50 PM		Introduction to OTED	Completed (Equivalent)	Active	Online Class

6. To export the full report to Excel, click on the dropdown arrow again and select Export to Excel.



7. Finally, you can print the entire **Dashboard** by clicking on the **Options** button and selecting **Print**.



Run a Report in Reporting 2.0

This section shows a supervisor how to find custom reports that have been shared with them.

1. Hover over the **Reports** tab and select **Reporting 2.0**.



Search

5. You can download any report to Excel by clicking on the Excel icon.

Note: These reports will only show data for your direct and indirect reports. If your direct and indirect reports are not included in the data, the report will be blank.

Reporting 2.0

System Templates

CREATE REPORT










> Quick Filters

Search All Reports

My Reports

System Templates

Shared With Me

NAME ↑	OWNER	LAST VIEWED ▾	REPORT LOCATION	ACTIONS
CSOD Data Source for Org Planning	Cornerstone Administrator	Never	System Templates	  
Enterprise Training Report	Cornerstone Administrator	Never	System Templates	  
Online Training Status	Cornerstone Administrator	Never	System Templates	  
Past Due	Cornerstone Administrator	Never	System Templates	