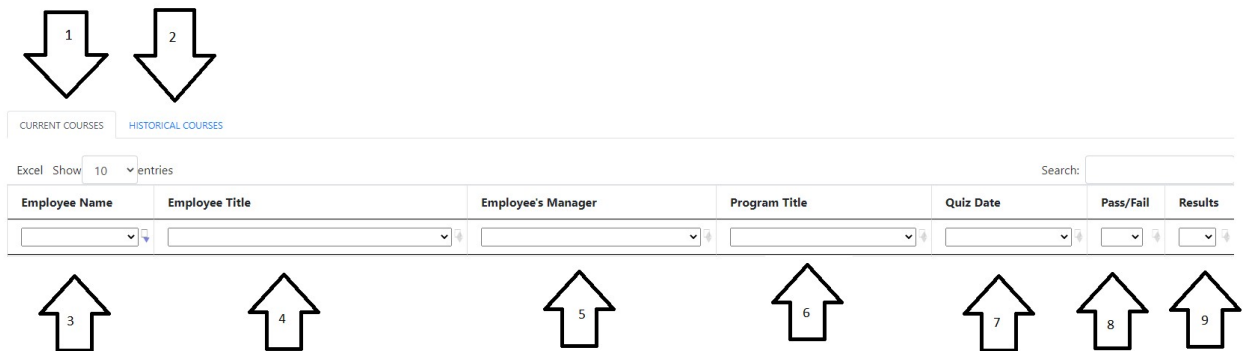


Manager instructions- Return to Campus Training:

As employees prepare to re-enter our campuses, it important that all employees are familiar with the risks associated to COVID-19 and the role they each play in reducing transmission. To support this, all employees who are approved to return to campus must complete this training prior to coming back to work on campus. Managers will receive an email confirmation when their reporting staff have completed the session. Note that this training document will continue to be revised as updated guidelines are released from Public Health. We suggest that your employees complete the training only once approved to re-enter, so they complete the most current and relevant version. The link below is also found on the H&S portal.

1. Manager will provide the employees coming to campus with the [link](#) to the training via email
2. As a Manager when one of your direct reports complete the *Return to Campus Training*, you will receive an email identifying if the employee was successful or not.
3. You can check the status manually by following this link and instructions.
 - i. Click this [link](#) and login using your single sign on credentials
 - ii. On the left menu you will see *Results*, click on that
 - iii. Here you will see all your direct reports and all the courses they have ever completed using this platform



1. Current Courses – here you can view the current active courses that your direct reports have completed
2. Historical Courses – here you can view the historical courses that your direct reports have completed
3. Filter – by employee name
4. Filter – by employee title
5. Filter – by employee’s manager
6. Filter – by course/program title
7. Filter – by quiz date
8. Filter – by pass or fail
9. Filter – By results.

