

Manager instructions- Return to Campus Training:

As employees prepare to re-enter our campuses, it is 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

The screenshot shows a web interface for tracking training completion. At the top, there are two tabs: 'CURRENT COURSES' (highlighted) and 'HISTORICAL COURSES'. Below the tabs is a search bar and a dropdown menu set to '10 entries'. The main part of the interface is a table with the following columns: Employee Name, Employee Title, Employee's Manager, Program Title, Quiz Date, Pass/Fail, and Results. Each column has a dropdown arrow below it for filtering. Numbered arrows point to specific elements: 1 and 2 point to the tabs, 3 points to the Employee Name filter, 4 points to the Employee Title filter, 5 points to the Employee's Manager filter, 6 points to the Program Title filter, 7 points to the Quiz Date filter, 8 points to the Pass/Fail filter, and 9 points to the Results filter.

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.

