

NEW

LMS



NJCE Learning Management System (LMS)

TRAINING ADMINISTRATORS - Frequently Asked Questions (FAQ'S)

1. How do Training Administrators activate employee accounts?

- Training Administrators will need to send their employees the system link and their activation code so the employee can activate their accounts and access the LMS.
- This video will walk you through the steps to send your employees the system link and their activation code. [How To - Activate Employee Accounts -Sending Activation Codes](#)

2. How do I assign online learning to an employee?

- These instructions will show you how to assign Learning On Demand online courses and videos to users. The assignment will show on the employee's Assigned area of their Home screen. [Assigning Learning On Demand Online Courses to Users](#)
- **Users** - Individuals can also assign online learning themselves by clicking on the white "Request Training" button on the top right of their home screen and then launch it at any time from their "Assigned" section on the Home screen.

3. How do I register for classroom training?

Virtual and In-Person classes: Click on the link to go the [NJCE Live Monthly Training Schedules](#) to register for the classes.

Live Virtual training can also be done as group (only one person needs to register). Please submit your [NJCE Group Sign in Sheet](#) within 24 hours of class completion..

4. Where do I find copies of the group Sign-in Sheets and other NJCE resource documents to download?

- Select the 'Folder' option on your top toolbar to find useful NJCE Resources to download including a newly revised group sign-in sheet to use for NJCE LIVE (Virtual) group training and On Demand Online group training.

5. How do I run learning history reports for my employees?

- Select the Reporting tab on your top toolbar to display the reporting widgets.
- The widgets that display on your screen are customizable by using the Edit Reporting button at the bottom of the screen which allows you to add and save the widgets based on what you use most frequently.

- A common report you will find useful is the ‘Completed Training by User’ Report which allows you to view a single employee’s learning history and view or print their completed training certificates, or you can also view a group of employees’ learning history.
- You can also print reports for an individual through the widget’s ‘User Training Summary’ button or for the group through the blue ‘Completion Report’ button.
- Additional reporting widgets include ‘Completed training by Course’ and ‘Completed Training by Location’.
- Learn more about navigating the Reporting tab through the following video. [How To -Reports and Reporting](#)

6. How do I access and print certificates for employees’ completed learning?

- Access the Reporting tab on your top toolbar and use the Completed Training by User report as described above to view and print user certificates.

7. How do I find additional help when I have questions?

- Each screen has a blue ‘I’ button on the upper right section of the screen which describes all sections of that specific screen.
- You can also use the question mark (?) icon on the upper right next to the profile button that allows you to search the system’s FAQs as well as contact the BIS help team for any questions regarding accounts and system functionality at help@bistrainer.com or 1-866-416-1660.
- Contact Natalie Dougherty for NJCE training-specific questions ndougherty@jamontgomery.com.