

Workplace Violence Prevention & E-SPARC Training Administrators Guide

Instructions for Managing Training Administration



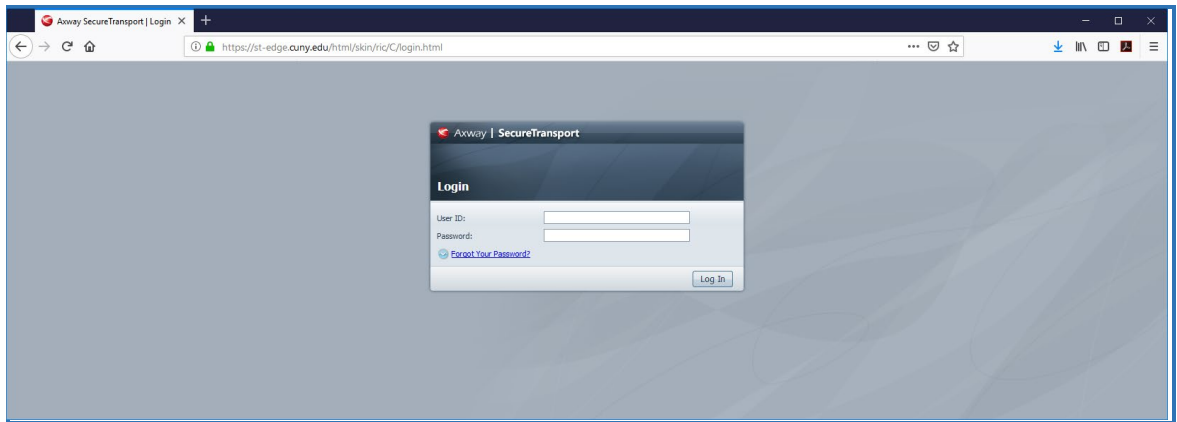
OHRM Professional Development & Learning Management
www.cuny.edu/pdlm

Table of Contents

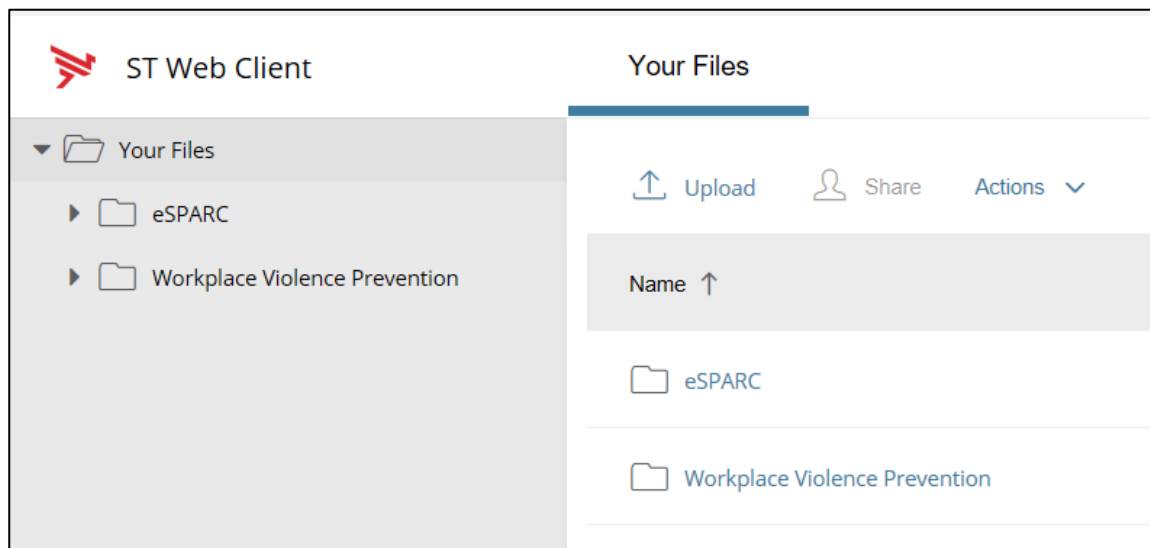
Topic	Page
<i>Accessing Completion Reports in Tumbleweed</i>	<i>3</i>
<i>Monthly Reports Overview</i>	<i>6</i>
<i>Accessing Workplace Violence Prevention and E-SPARC Trainings</i>	<i>9</i>
<i>Updating Your WVP Campus-Specific Information</i>	<i>11</i>
<i>Uploading WVP Campus-Specific Information on Blackboard</i>	<i>15</i>
<i>Accessing, Printing and Saving Completion Certificates</i>	<i>17</i>
<i>Adding an Employee into Your Campus' Blackboard Training</i>	<i>21</i>
<i>Manually Overriding Training Completions</i>	<i>23</i>

Accessing Completion Reports in Tumbleweed

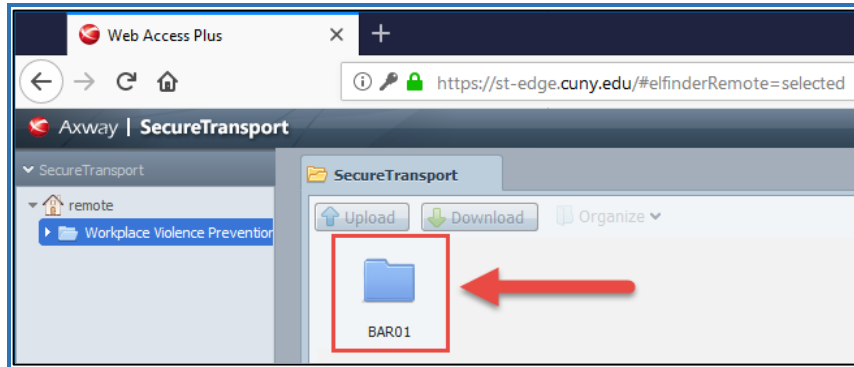
1. Up-to-date reports can be generated as needed for ad-hoc purposes through Tumbleweed. To manually generate a Workplace Violence Prevention report, first log in to your CUNY Tumbleweed account. For information on how to log in to Tumbleweed, contact your campus' Human Resources office.



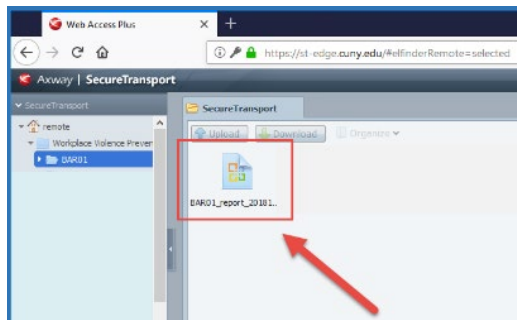
2. Upon logging into Tumbleweed, you will see folders titled **eSPARC** and **Workplace Violence Prevention** on the main screen. Double-click on the folder you need to access to open it.



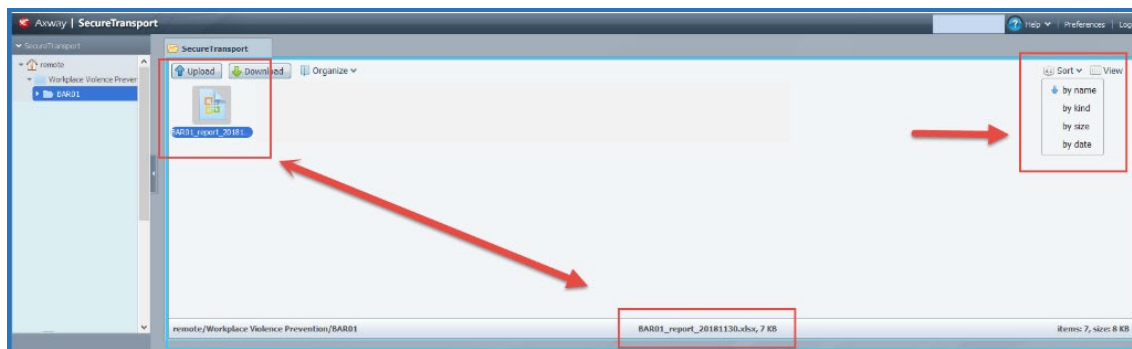
3. In each folder, you will see a folder for your campus, titled by Campus Code. Double-click the folder to open it.



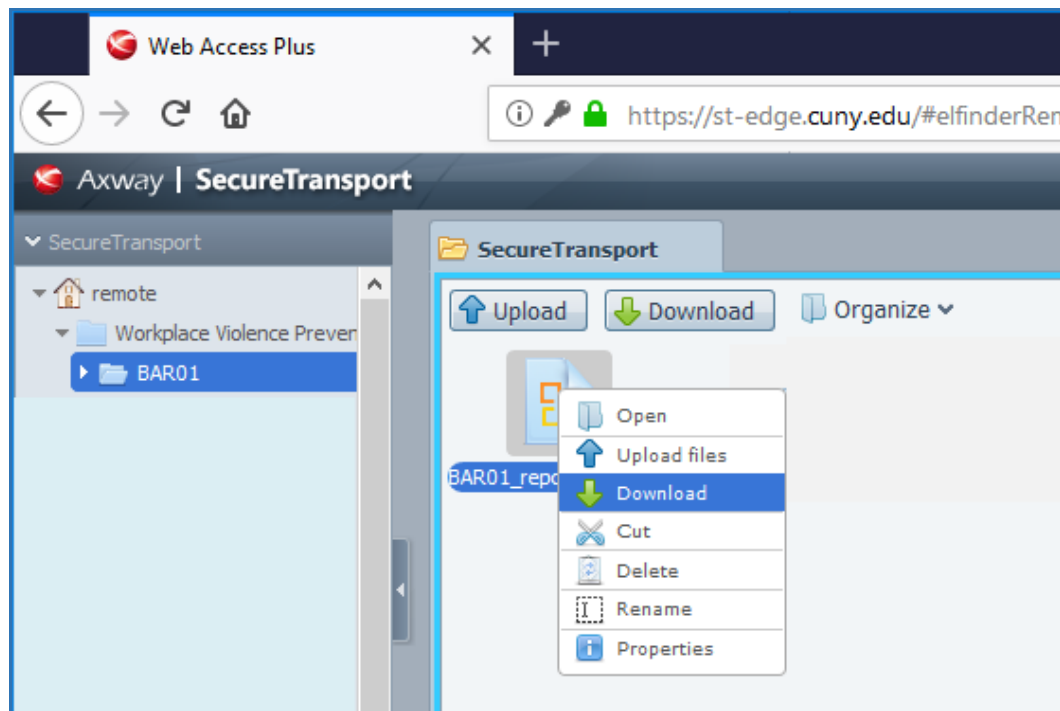
4. In your campus folder, you will see a file with your campus code and “report” in its filename. This file is the most up-to-date account of your campus employees’ Workplace Violence Prevention progress. **This file will be available in Tumbleweed for 30 days from the date in the filename.** If you wish to archive the file, you can do so by Downloading (see Step 5) and then saving the file onto your desktop.



Click on the file once to view its full name on the bottom of the Tumbleweed window. The date in the filename of the report will be in **yyyymmdd** format. Search for the report that you intend to work with. Use the **Sort** function on the top-right of your screen to sort through multiple files, if needed.



5. Right-click on the file and select **Download** to generate an Excel spreadsheet of the most up-to-date report of your campus employees' Workplace Violence Prevention progress.



Monthly Reports Overview

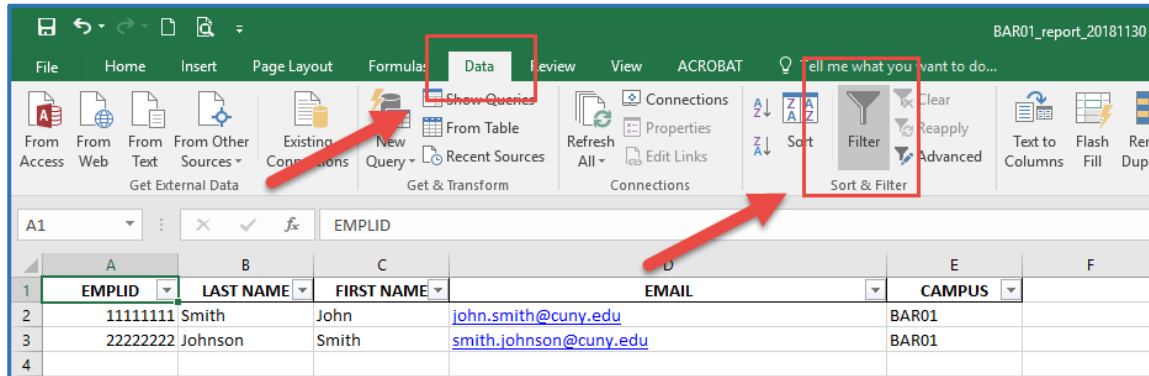
1. On the first business day of every month, a report will be generated and sent to you via email. The report will be in Microsoft Excel format and will contain four tabs: *Summary*, *Completed*, *Not Started* and *In-Progress*.

	A	B	C	D	E
1	Total	Completed	Inprogress	Not Started	
2	2804	71	155	2578	
3					
4					
5					
6					
7					

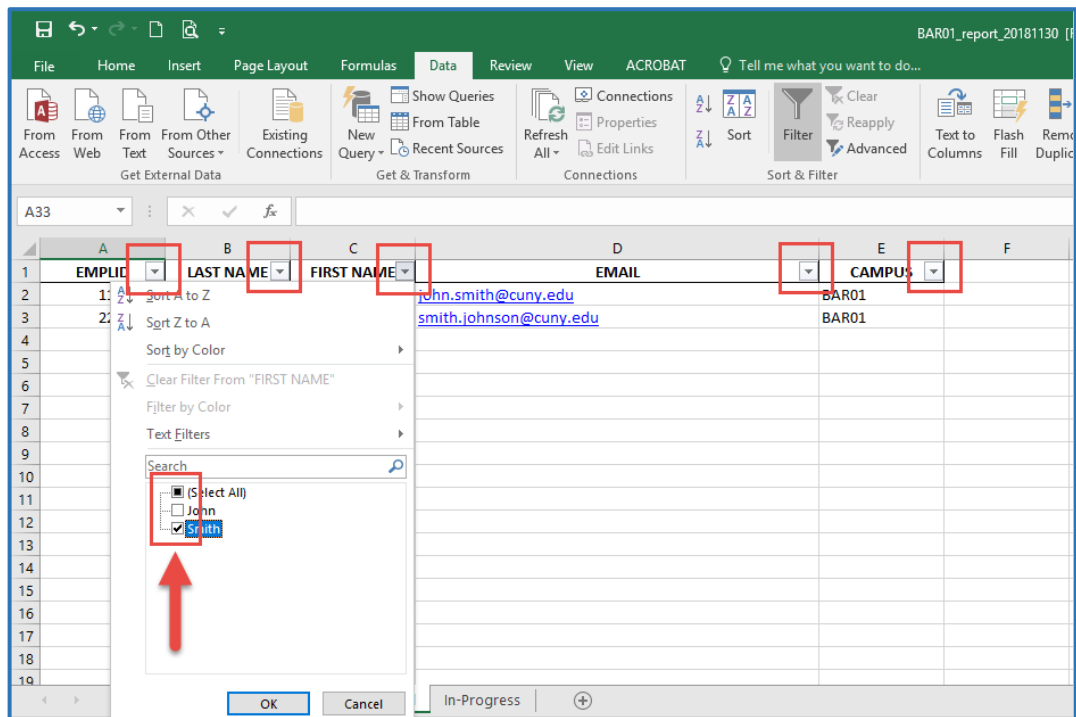
2. The *Completed*, *Not Started*, and *In-Progress* tabs will contain employees who fall under these designations in regards to Workplace Violence Prevention Training completion. Employees' EMPLID, Last Name, First Name, Email, Title, and Department will be displayed. The *Completed* tab will also present employees' dates of completion.

	A	B	C	D	E	F	G	H	I
1	CAMPUS	EMPLID	LAST NAME	FIRST NAME	EMAIL	TITLE	DEPT	DATE COMPLETED	
2	BAR01	11223344	Smith	John	John.Smith@baruch.cuny.edu	Professor	Mathematics	10-07-2019	
3									

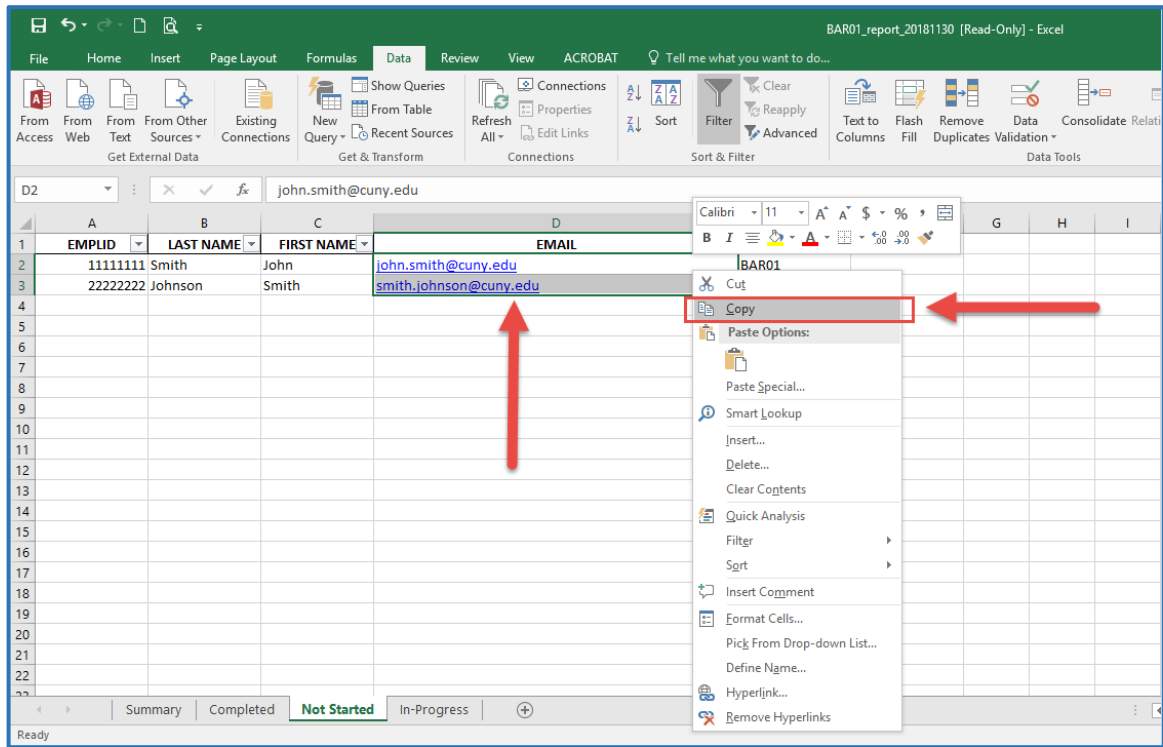
3. Use the **Filter** function in Microsoft Excel to identify employees who need to be contacted. To access the **Filter** function, click on **Data** in the Excel dashboard and then select the **Filter** function.



Use the drop-down arrows on any one of the rows to filter employees. Each of the title-rows on the spreadsheet (EMPID, Last Name, First Name, Email, Campus Code) will have its own drop-down arrow. **This applies for every filtering purpose. Employees who are Complete, Not Started or In-Progress can be filtered and identified in this way.** After selecting a title-row to filter and clicking its drop-down arrow, use the check-boxes in the drop-down window to further filter employees for your specific business purpose.

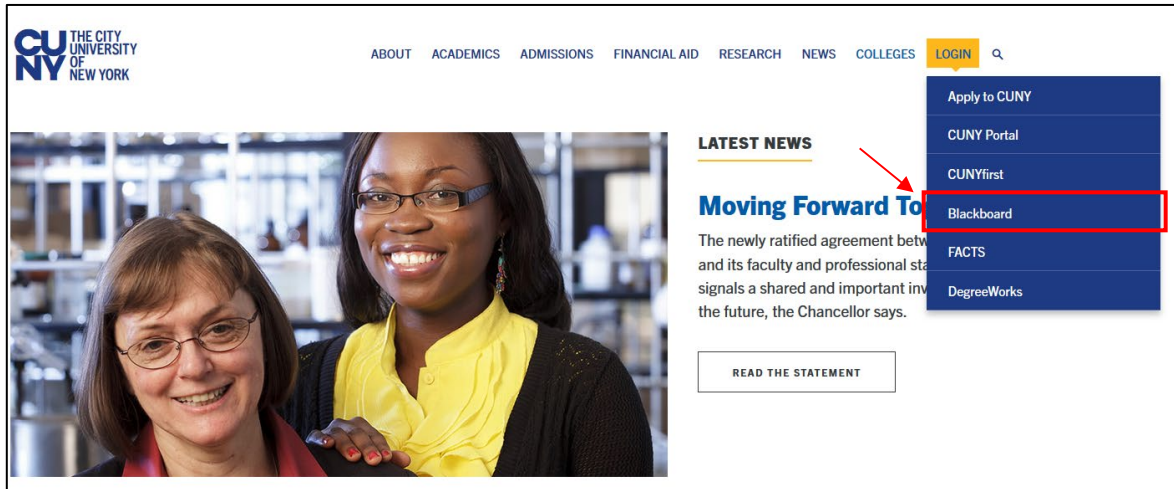


4. After filtering the spreadsheet, select, right-click and copy your intended content (*for the purposes of this demonstration, we are selecting and copying email addresses*). This content can then be pasted in other mediums, such as Microsoft Outlook or Office 365 for mass communication purposes.



Accessing Workplace Violence Prevention and E-SPARC Trainings

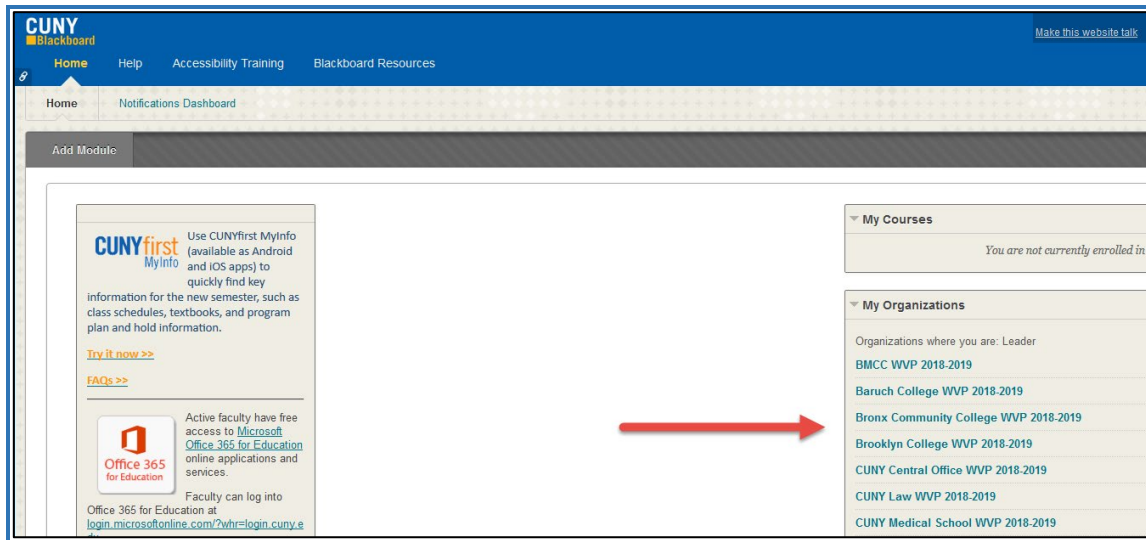
- 1 In your web browser, navigate to [CUNY's homepage](#). From the login drop-down menu on the top right of the page, select the **Blackboard** option.



- 2 Use your CUNYfirst credentials to login into Blackboard. For information on accessing CUNYfirst, contact your campus' Human Resources office.

A screenshot of the CUNY Login page. The title is 'CUNY Login'. Below it is a list of links: New CUNYfirst | CUNYsmart | Virtual Bookstore | Blackboard | DegreeWorks | FACTS. The main heading is 'Log in with your CUNY Login credentials' with a sub-note '(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)'. Below this is a login form with two input fields: 'Username' (containing '@login.cuny.edu') and 'Password'. A 'Log in' button is at the bottom.

- 3 On the Blackboard Home Page, navigate to the **My Organizations** drop-down list on the right side. Search for your campus' Workplace Violence Prevention (WVP) or E-SPARC training for the current fiscal year. **Your campus' trainings are the only links that should be accessible under this list.** This link will take you to your campus' home page on Blackboard.



- 4 On your campus' home page, employees should read the **Welcome** message and the **Instructions** for the trainings. Employees should follow the instructions to complete training and to view their completed certificates.

Baruch College WVP 2019-2020

- Announcements
- Home
- Workplace Violence Prevention Training
- Campus-Specific Information
- WVP Completion Certificate
- Disabling Pop-Up Blockers
- Tools
- Help
- certificate

Organization Management

- Control Panel
- Content Collection
- Organization Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

New announcements appear below this line

Welcome to Workplace Violence Prevention Training

Posted on: Wednesday, September 11, 2019 11:16:10 AM EDT

The City University of New York has a tradition of providing a safe environment for its students, faculty and staff. In compliance with New York State Law and University Policy, all employees are required to complete this training at the time of their initial hire and then at least annually thereafter.

Full-time employees must complete this training before June 30, 2020. If you are a part-time employee, complete this training before the end of the current semester. You do not need to complete this training in one sitting. Blackboard allows you to pause and resume where you left off at a later date. Instructions for accessing and completing the training are located below.

Your campus may offer in-person classroom training in lieu of, or in addition to the online course. If you have questions regarding this, please contact your Human Resources Office or your campus Workplace Violence Advisory Team (WVAT). If you have questions about the content of this course, please email the OHRM Professional Development and Learning Management Office (PDLMO) at ViolencePrevention.Training@cuny.edu.

Instructions to Complete Training

Posted on: Wednesday, September 11, 2019 11:20:00 AM EDT

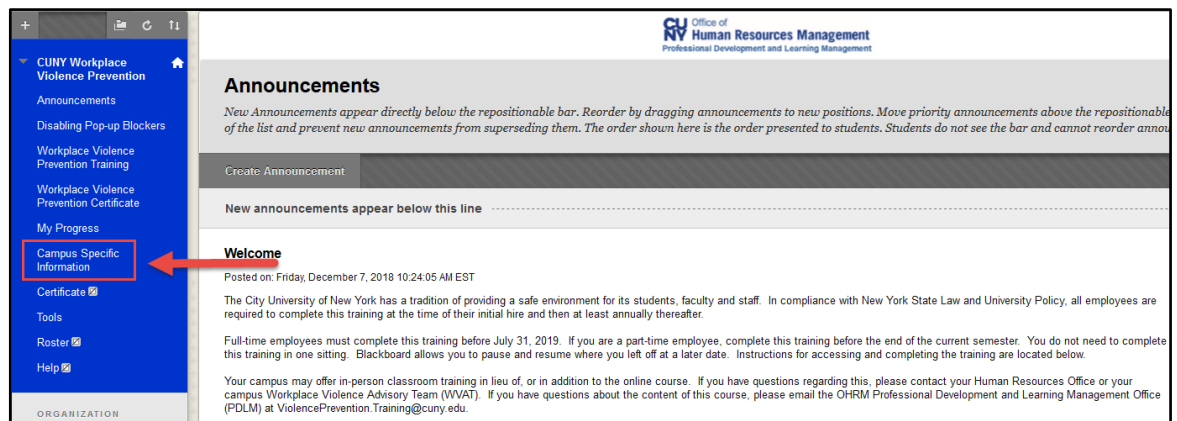
*We recommend using either Internet Explorer or Mozilla Firefox to complete this training.

- To complete this training, **disable your pop-up blocker**. If your pop-up blocker is not disabled, you will receive an error message indicating that the page is not found and the file has been removed. If you need assistance, please review the attachment in the course menu on the left, entitled **Disabling Pop-up Blockers**.
- If prompted, choose to **Run Adobe Flash** on your device.
- Click on **Workplace Violence Prevention Training** in the course menu on the left.
- To advance to the next slide within the course, click on the "Next Slide" button which will appear on the bottom of each slide after an allotted amount of time. **To register as having completed the course, you must view every slide in the presentation and click on the "Submit" button at the bottom of the last slide at the end of the course to close the training window. Exiting the training window without clicking on the "Submit" button in the final slide will not register your completion.**
- NYS Law requires that all employees be provided with information on specific workplace violence risks in their work environment during employee training. Click on **Campus-Specific Information** listed in the course menu on the left to access this information.

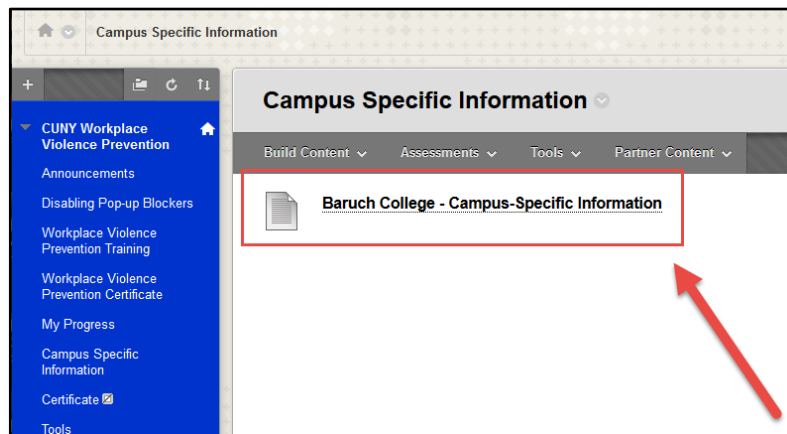
Updating Your WVP Campus-Specific Information

1. To begin, sign into Blackboard and look under **My Organizations** to view the Workplace Violence Prevention or ESPARC training for your campus.

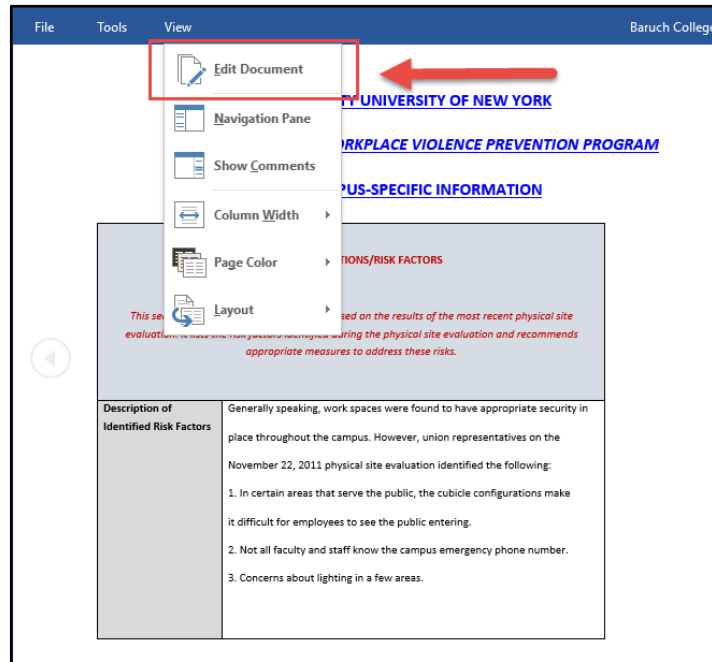
In the Workplace Violence Prevention training, Campus Specific Information must be kept up to date for employees to view while accessing their training. To update your Campus-Specific Information, click on **Campus Specific Information** on the left side of your Blackboard dashboard.



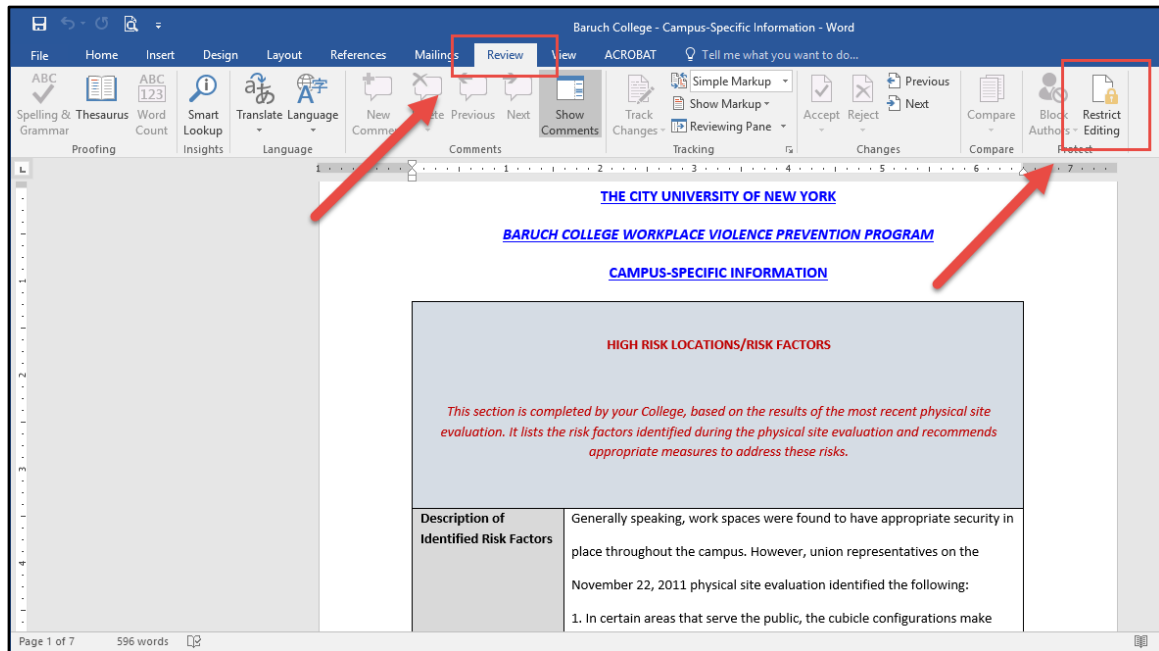
On this page, you will find your Campus-Specific Information. Click the file to open it.



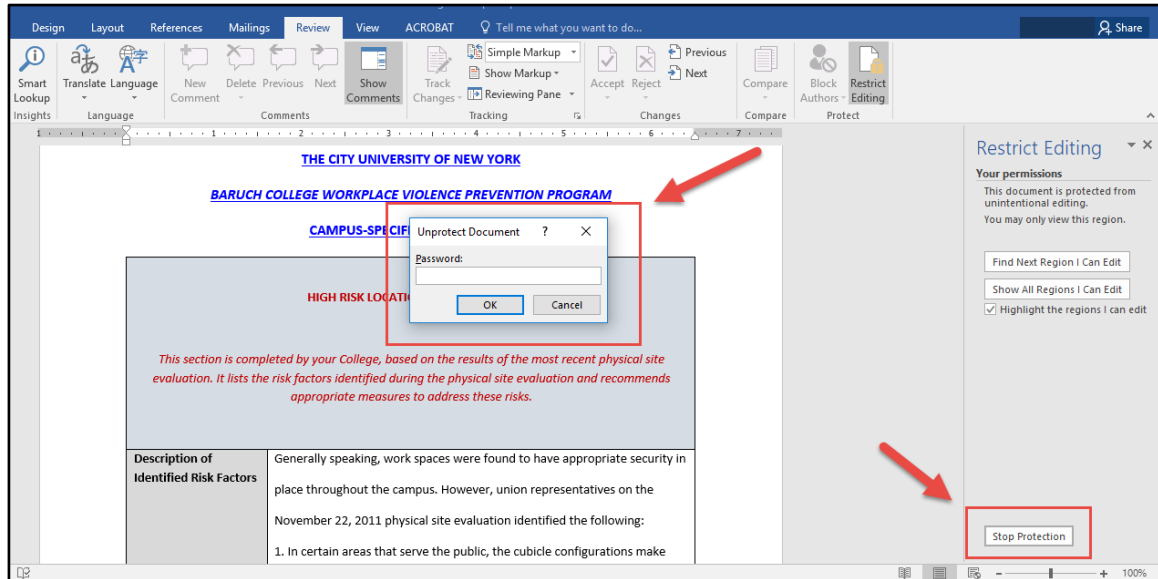
2. A Microsoft Word file will open. In this file, click on **View** in the taskbar and select **Edit Document**.



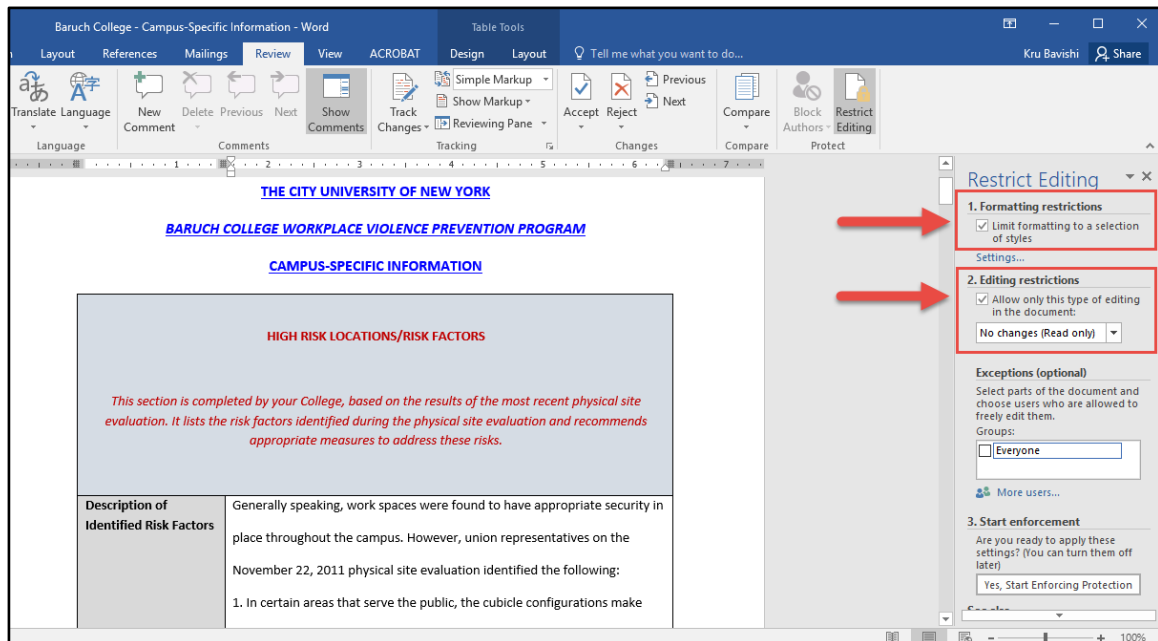
3. Click on **Review** in the taskbar and select **Restrict Editing**.



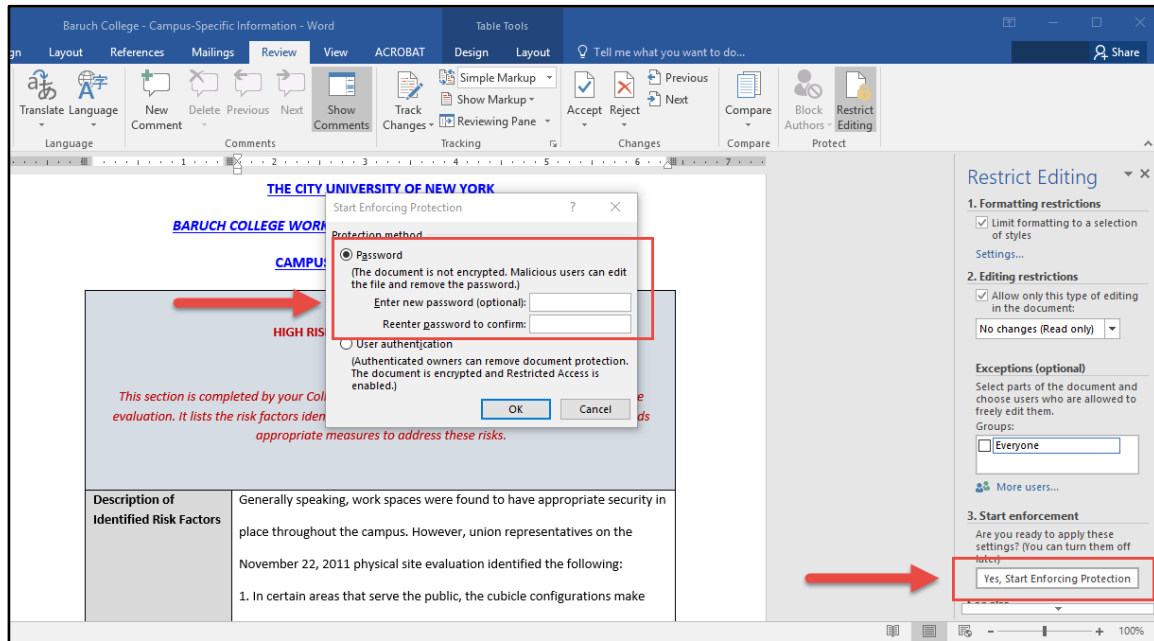
4. A menu titled **Restrict Editing** will appear on the right side of your Microsoft Word window. Select **Stop Protection** in this menu and enter the password provided to you by PDLM for your Campus-Specific Information document.



After entering your password, make the necessary edit(s) to the document. Once you have completed making edits, make sure to select **Limit formatting to a selection of styles** under formatting restrictions. Additionally, make sure the editing restrictions allow for **Read Only** access to the document. **There should be checkmarks appearing next to both options.**



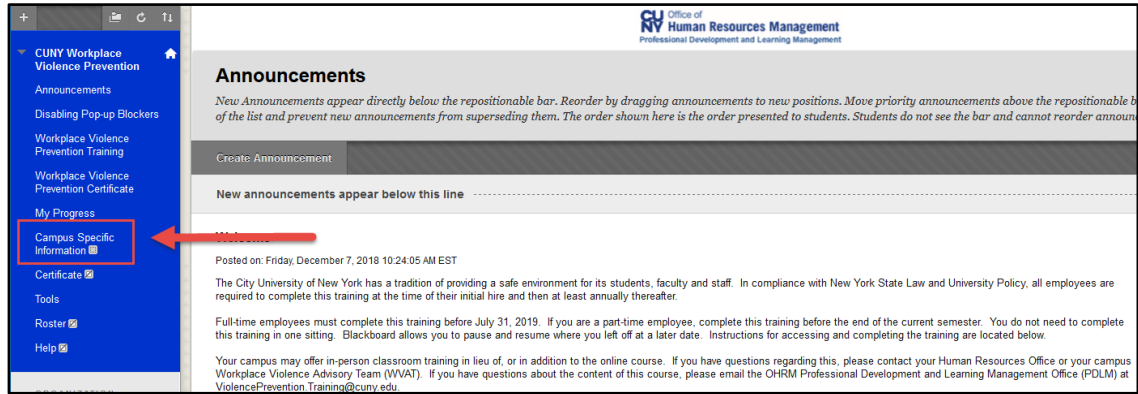
5. Select **Yes, Start Enforcing Protection** under **Restrict Editing** on the right side of your Microsoft Office window and enter your password twice to restrict editing access to the document.



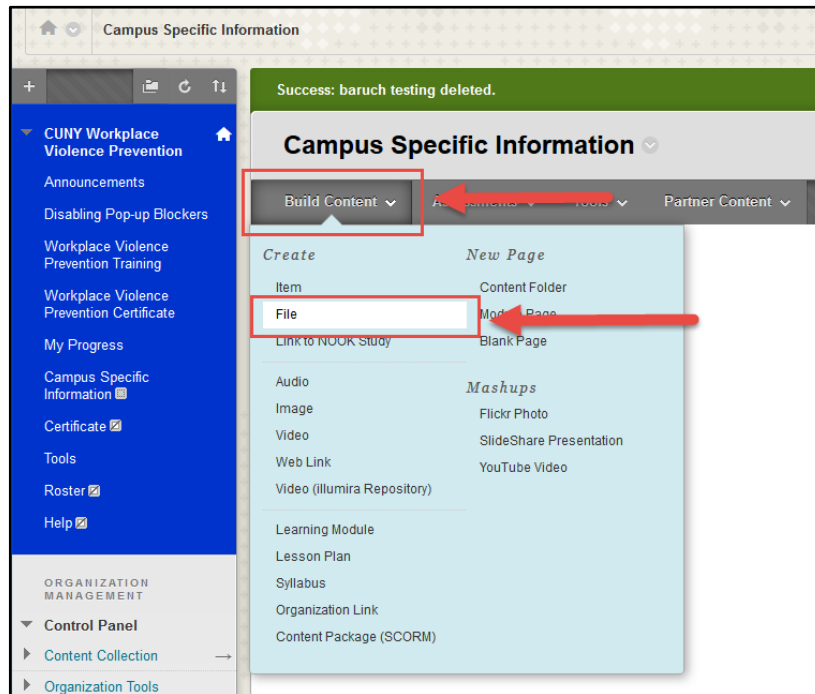
Your Campus-Specific Information is now updated and protected. Upload the file onto Blackboard. **Be sure to delete the previous Campus-Specific Information file to avoid confusion amongst your employees.**

Uploading WVP Campus-Specific Information on Blackboard

1. To upload your Campus-Specific Information onto Blackboard, click on **Campus Specific Information** on the left side of your Blackboard dashboard.



2. On this page, hover your mouse over **Build Content**. Under **Create**, select **File**.



- Click on **Browse My Computer** and select the Campus-Specific Information file from your desktop. Give the file a name (*it is recommended that you include your campus name and 'Campus-Specific Information' in the file-name*). Once you have completed this, click the **Submit** button on the bottom-right side of your window.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name ☐ Black

* Find File

FILE OPTIONS

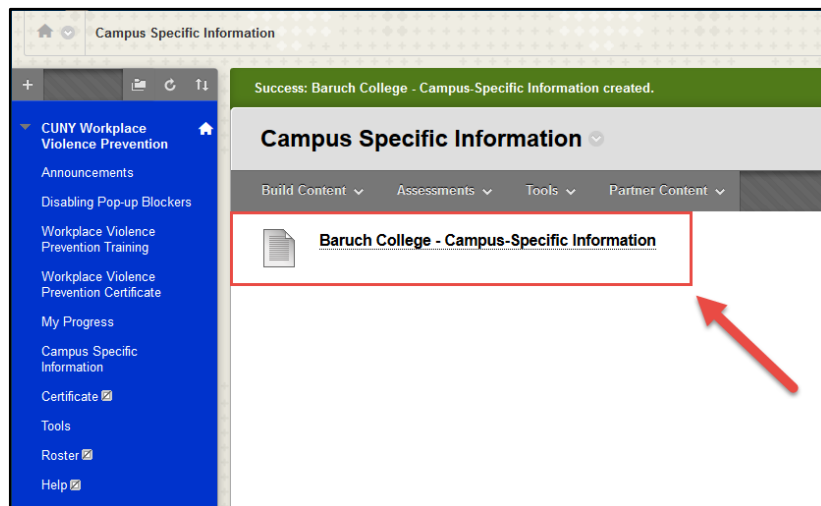
Open in New Window ☐ Yes ☒ No

Add alignment to content ☐ Yes ☒ No

STANDARD OPTIONS

Click **Submit** to proceed. Click **Cancel** to go back.

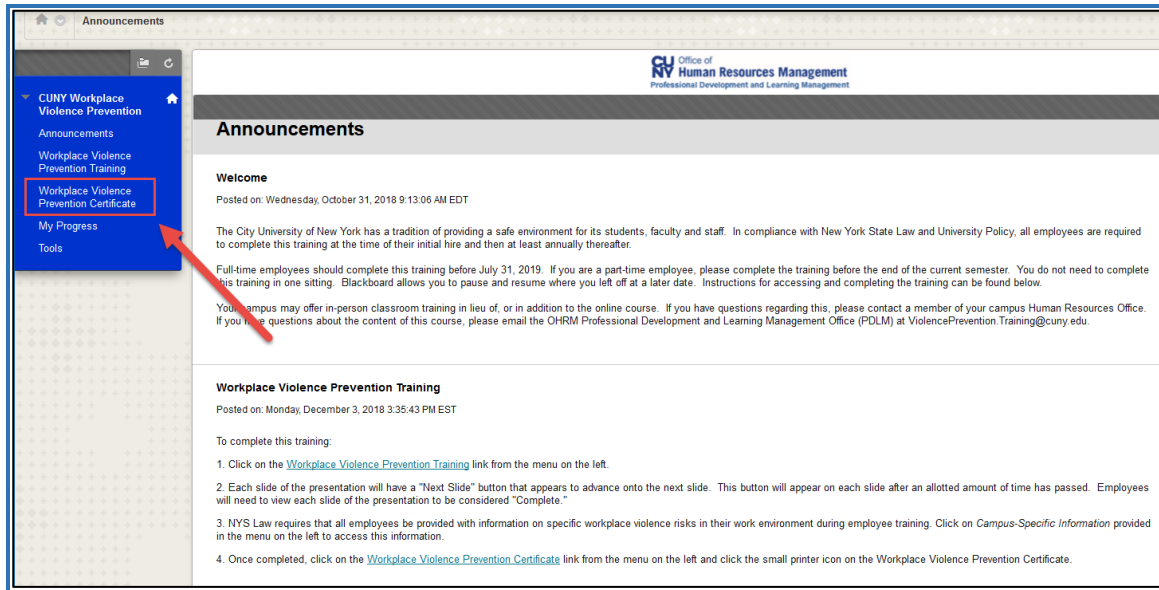
- Your Campus-Specific Information has now been uploaded onto Blackboard and will be accessible to all of your campus employees.



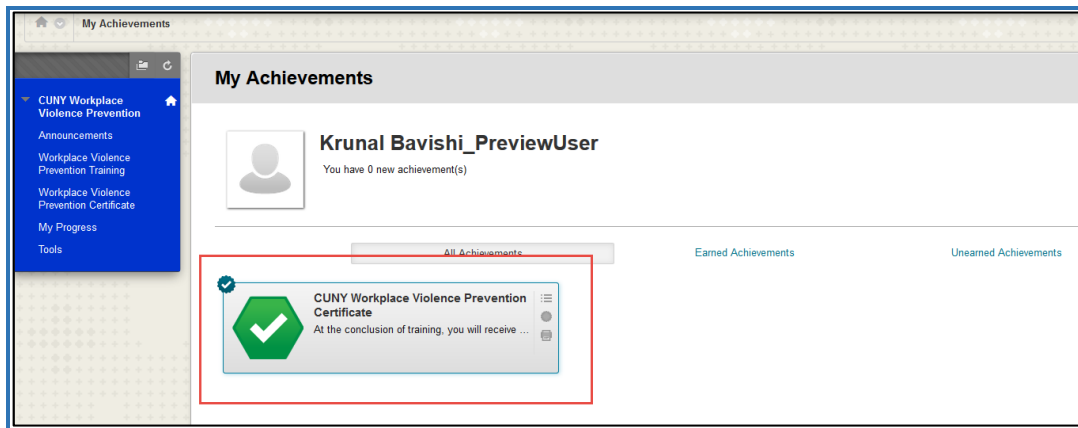
When your Campus-Specific Information needs to be revised, you can do so by opening this file, making the necessary revisions and then uploading the new file. As you upload a new Campus-Specific file, **be sure to delete the previous file** to avoid confusion amongst your employees.

Accessing, Printing and Saving Completion Certificates

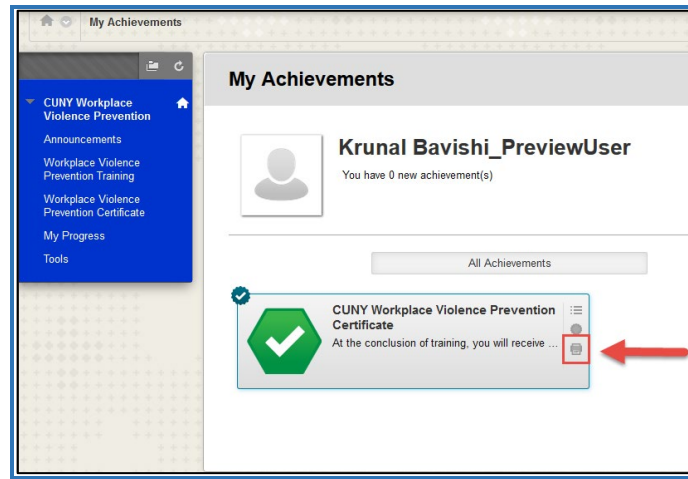
1. Once you have completed Workplace Violence Prevention or E-SPARC training, employees can access and print their Completion Certificate by clicking on **Workplace Violence Prevention Certificate** or **E-SPARC Completion Certificate** on the left side of your Blackboard dashboard.



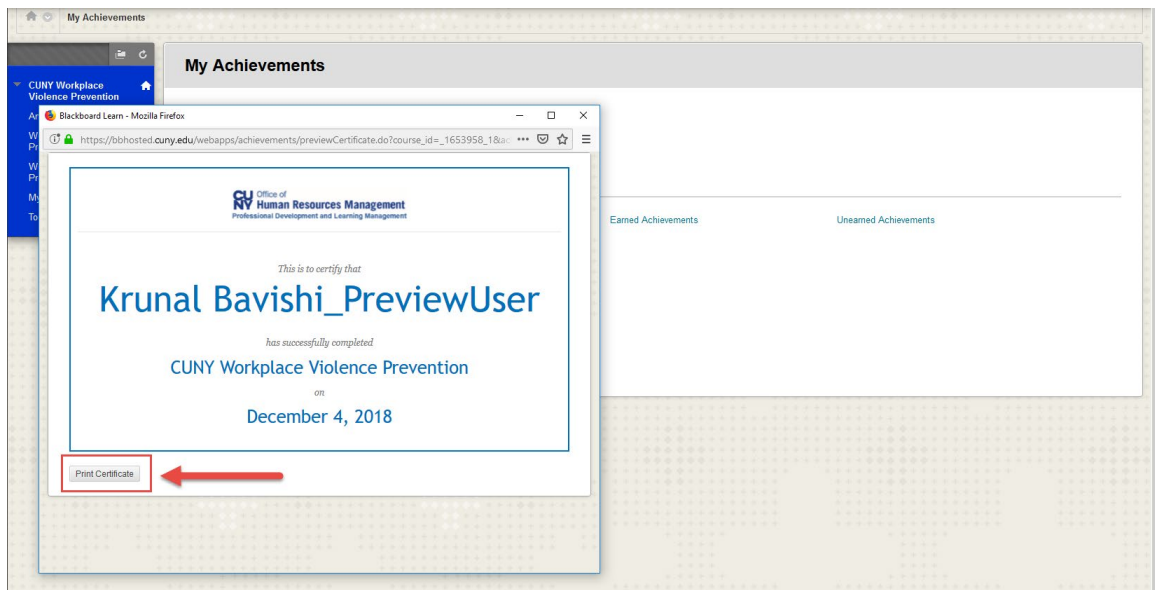
2. On this page, you will find your Certificate of Completion.



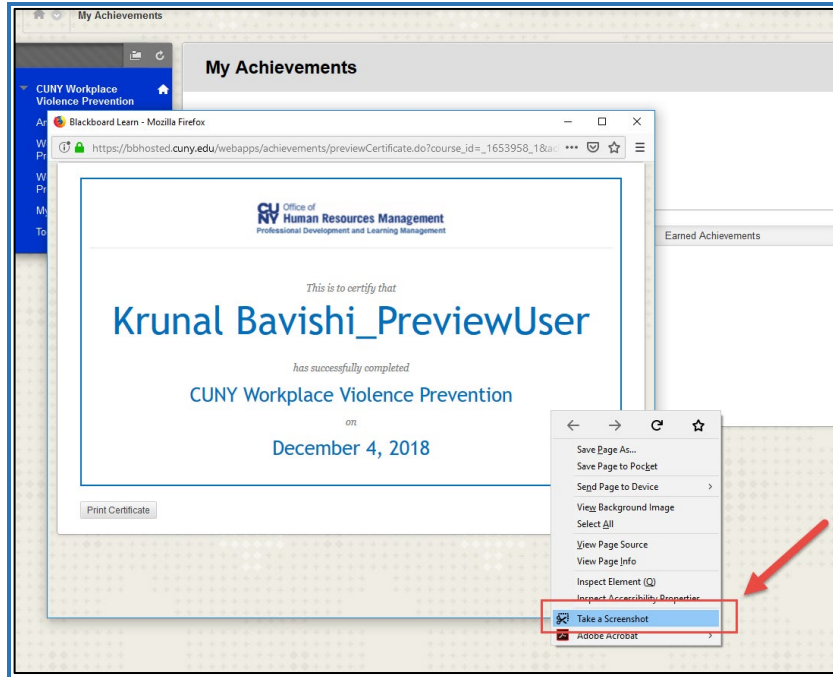
3. Click the printer icon on the right side of your certificate to view your certificate



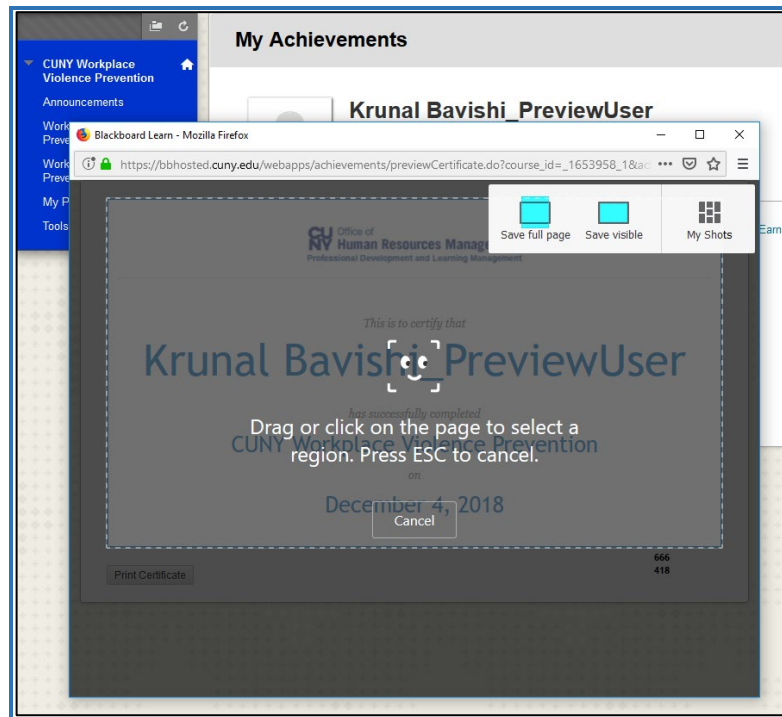
4. A pop-up will appear on your screen with your certificate. Click on **Print Certificate** at the bottom left of the pop-up window to print your certificate. *Note that your certificate will not have “_PreviewUser” after your name.*



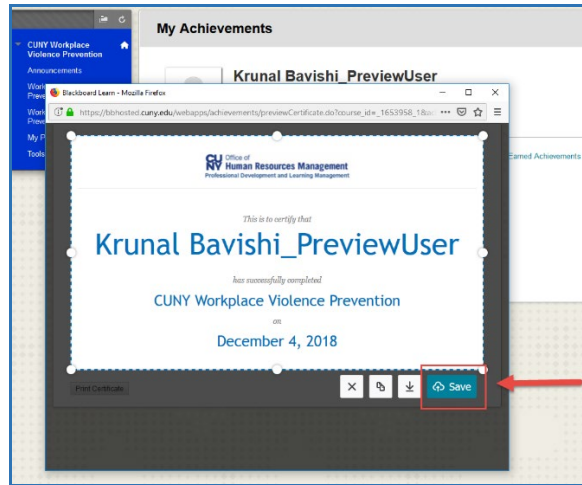
5. To save your certificate, right click within the pop-up window and select **Take Screenshot**.



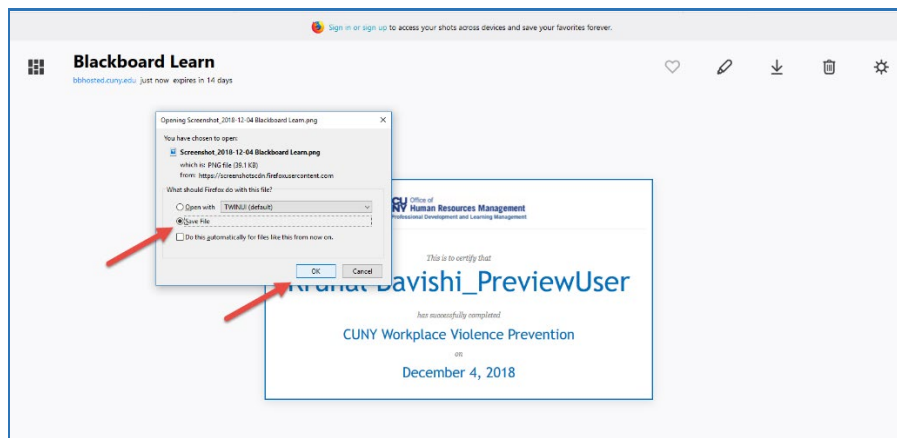
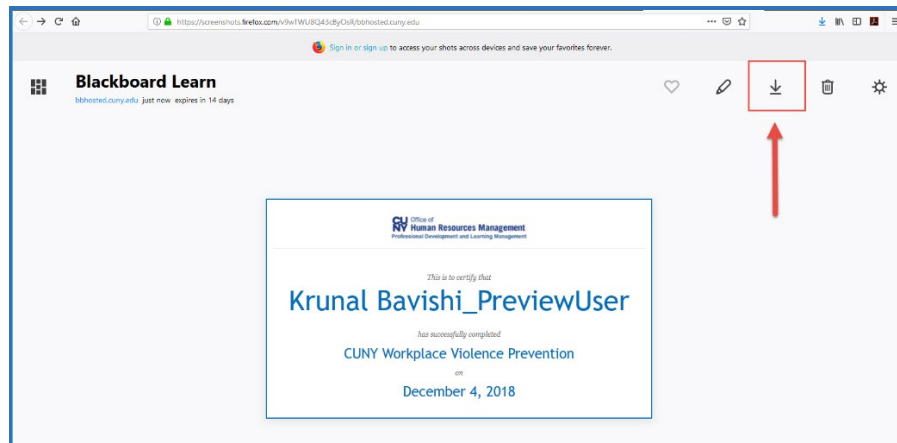
Employees should drag their mouse over the pop-up window to select the region they want to take a screenshot of.



6. After selecting a region to screenshot, select the **Save** button on the bottom right. A new tab will appear on your browser.

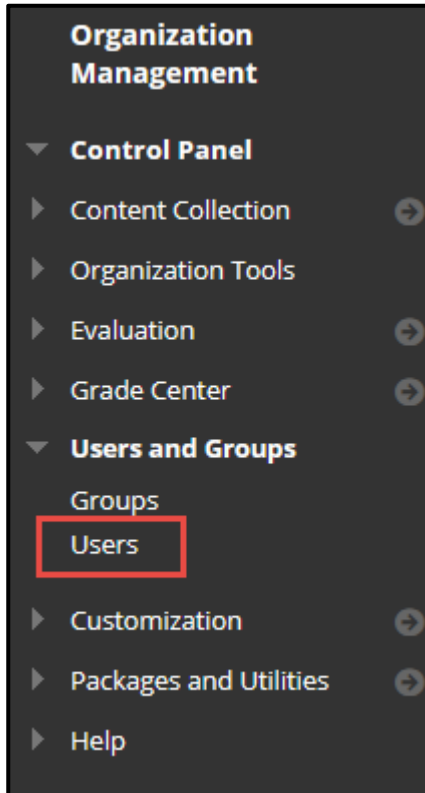


7. Open the newly formed tab on your browser. You will see your completion certificate presented here. Click the **Download** icon on the top right of the screen, select **Save File** and then select **OK**.

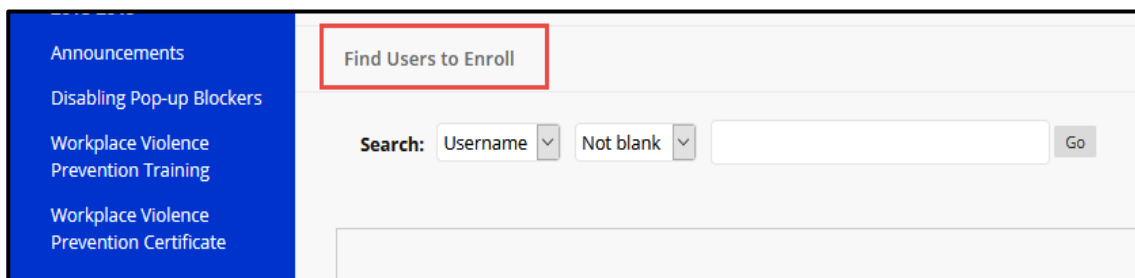


Adding an Employee into Your Campus' Blackboard Training

1. Once a month, Blackboard will input new employees using information from CUNYfirst. If you need to manually add an employee into your campus' Blackboard, you can do so by navigating to **Users and Groups** in Organization Management and selecting **Users**.



2. Select **Find Users to Enroll** at the top of the window.



3. Select **Browse**.

* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username **Browse...**

Role

Enrollment Availability ☒ Yes ☐ No

Click **Submit** to proceed.

Cancel Submit

4. In the User Search, it is recommended that you search by **Username (EMPLID)** and that you filter to **Equal to**. This will narrow your results as much as possible. Once you have found the employee, select him/her and click on **Submit**.

Users

Search Username Equal to Go Options: User Information

<input type="checkbox"/>	STATUS	FIRST NAME	LAST NAME <input type="text"/>	USERNAME	EMAIL
<input type="checkbox"/>					

Displaying 1 to 1 of 1 items

Show All Edit Paging...

Cancel **Submit**

5. On the ensuing page, be sure to update the employee's role to **Participant**.

* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username **Browse...**

Role

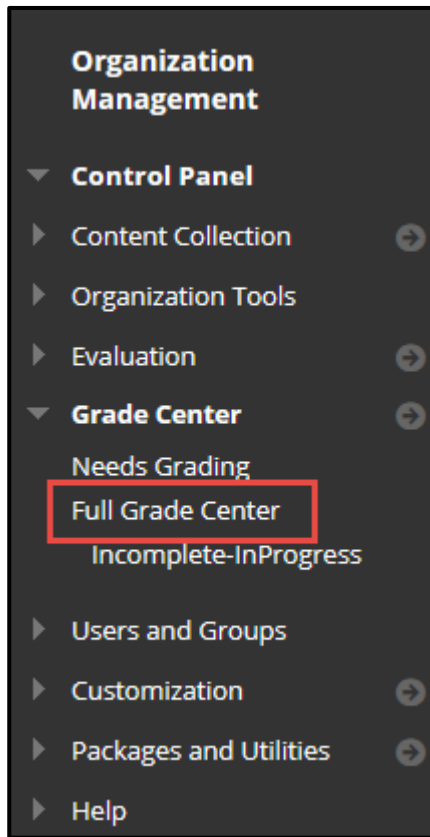
Enrollment Availability ☒ Yes ☐ No

Click **Submit** to proceed.

Cancel Submit

Manually Overriding Training Completions

1. If you need to manually update an employee's training status to *Complete*, you can do so by first selecting **Full Grade Center** under **Grade Center** in Organization Management



2. In the Grade Center, search for the employee and click the drop-down menu near his/her training completion in the table and select **View Grade Details**.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: July 9, 2019 7:49 PM

	LAST NAME	FIRST NAME	USERNAME	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TOTAL	CAPTIVATE E-LEARNING COURSE
<input type="checkbox"/>	Abate	James	23919614		Available	--	--	<input type="button" value="View Grade Details"/>
<input type="checkbox"/>	Abbott	Kenneth	23032218		Available	--	--	<input type="button" value="Exempt Grade"/>
<input type="checkbox"/>	Abdul-Matin	Ibrahim	16069975		Available	--	--	

3. On the *View Grade Details* page, select **Manual Override**. Update the employee's grade to **100.00** and add any relevant notes under *Grading Notes*. Then select **Save**.

Attempts **Manual Override** Column Details Grade History

Override Grade

100.00

Feedback to Learner

Path: p Words:0

Grading Notes

Path: p Words:0

Cancel Save