# Workplace Violence Prevention & E-SPARC Training Administrators Guide

*Instructions for Managing Training Administration*
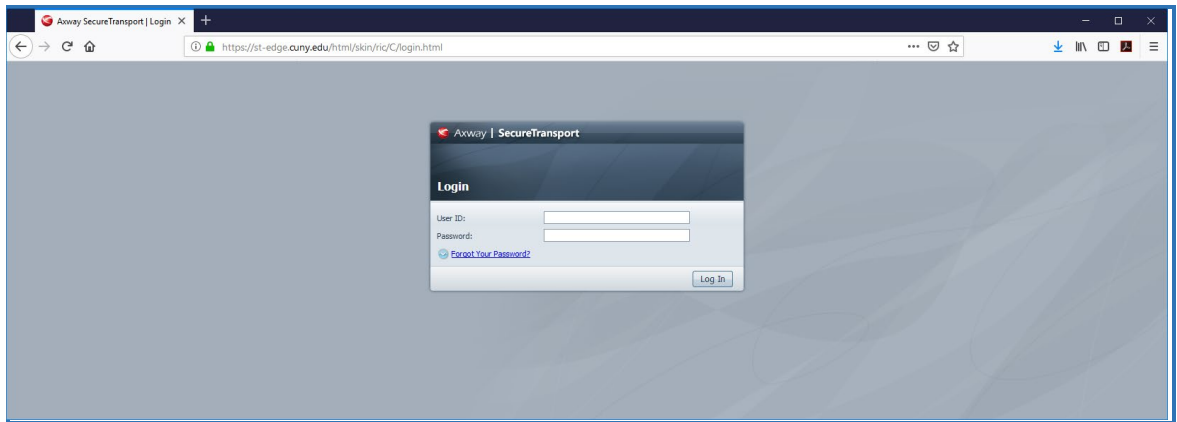
Office of
**Human Resources Management**
Professional Development and Learning Management
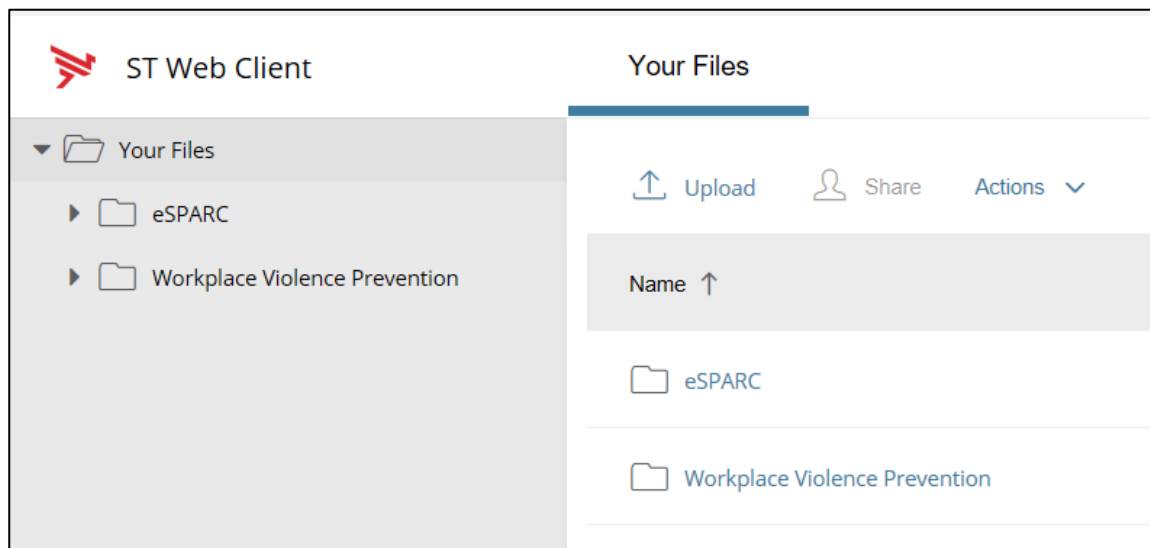
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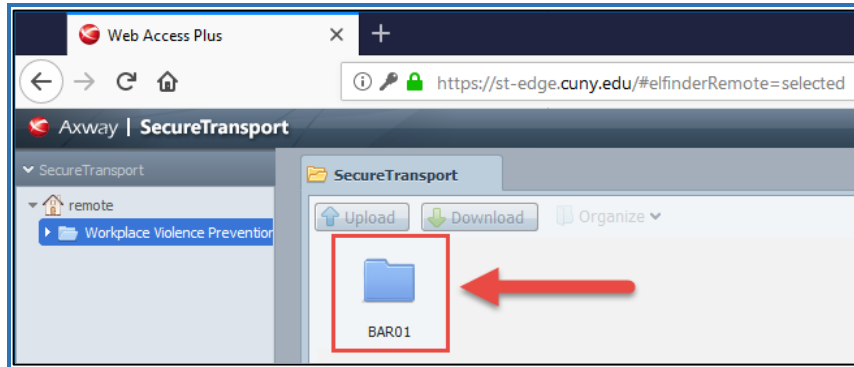| Topic | Page |
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## Accessing Completion Reports in Tumbleweed

| 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.  |
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| 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. |
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| 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. |
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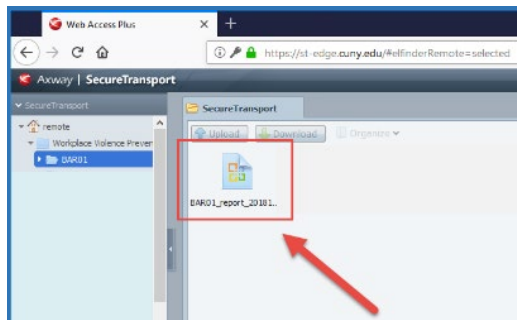


Click on the file once to view its full name on the bottom of the Tumbleweed window. The date in the filename of the report will be in **yyyymmdd** format. Search for the report that you intend to work with. Use the **Sort** function on the top-right of your screen to sort through multiple files, if needed.
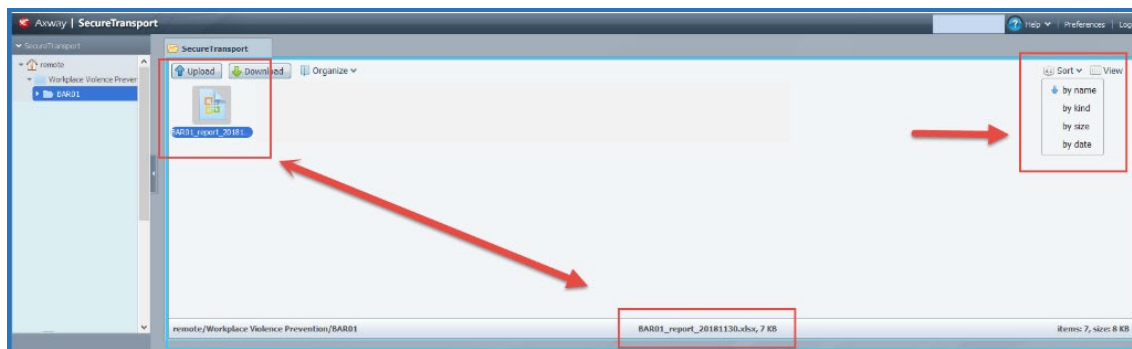
| 5. | Right-click on the file and select **Download** to generate an Excel spreadsheet of the most up-to-date report of your campus employees' Workplace Violence Prevention progress. |
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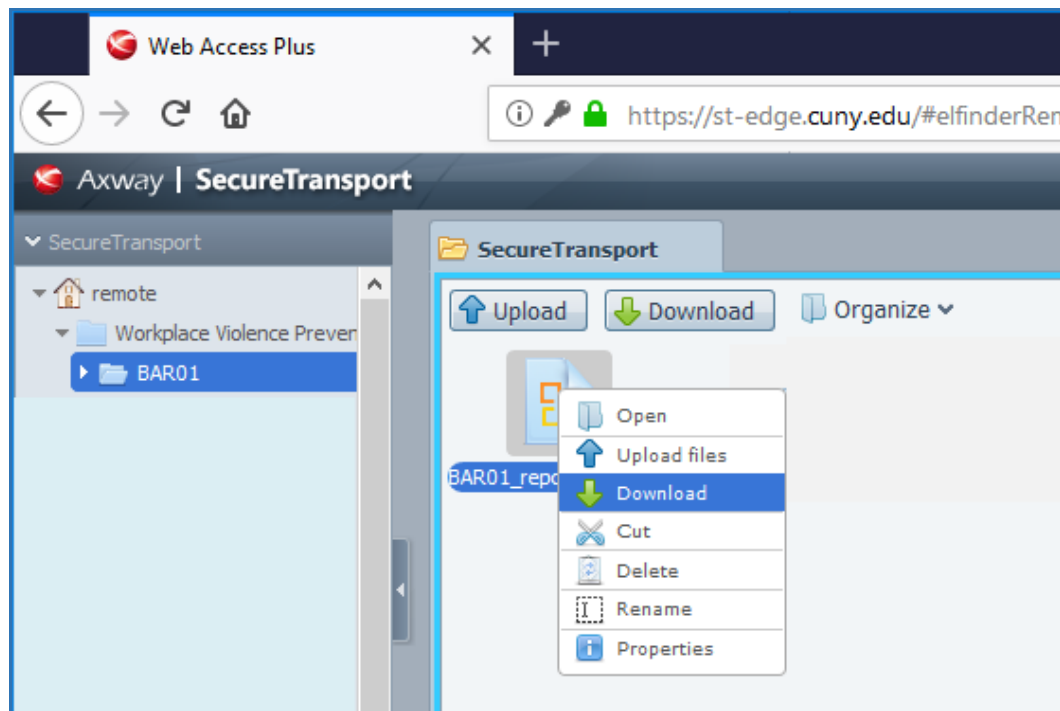
## Monthly Reports Overview

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| 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*.  |
| 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.  |

| 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. |
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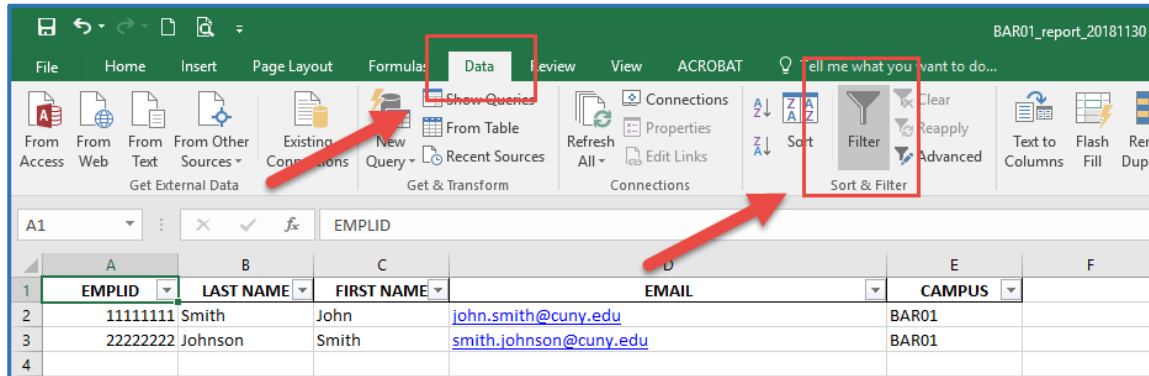


Use the drop-down arrows on any one of the rows to filter employees.  Each of the title-rows on the spreadsheet (EMPLID, Last Name, First Name, Email, Campus Code) will have its own drop-down arrow.  **This applies for every filtering purpose.   Employees who are Complete, Not Started or In-Progress 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.
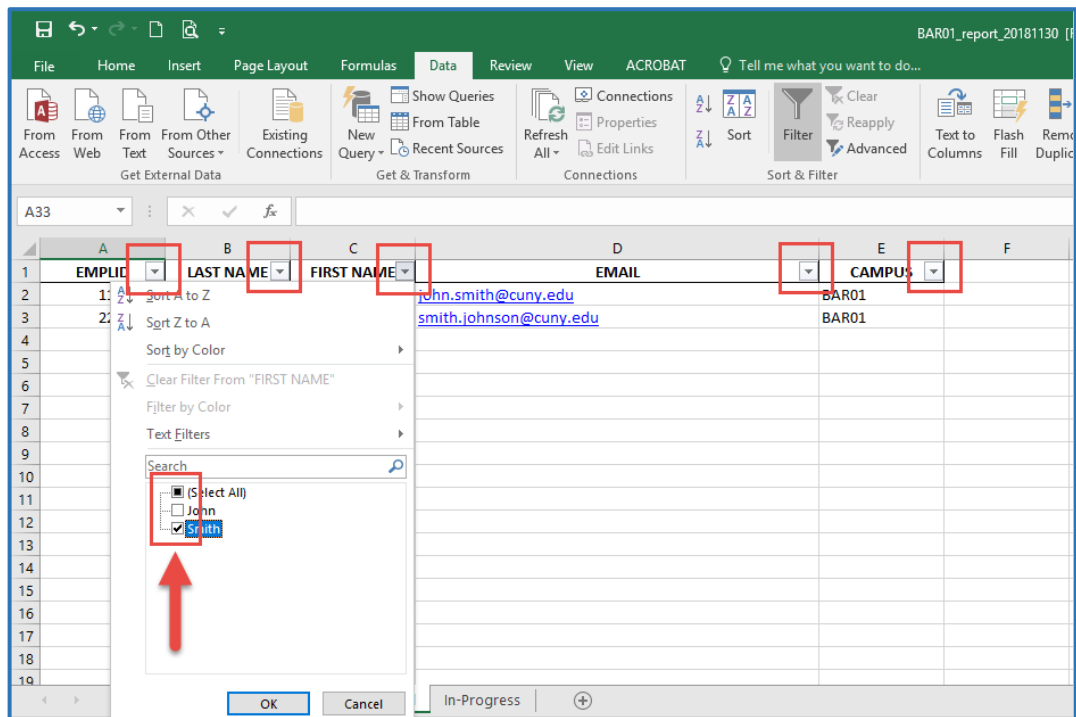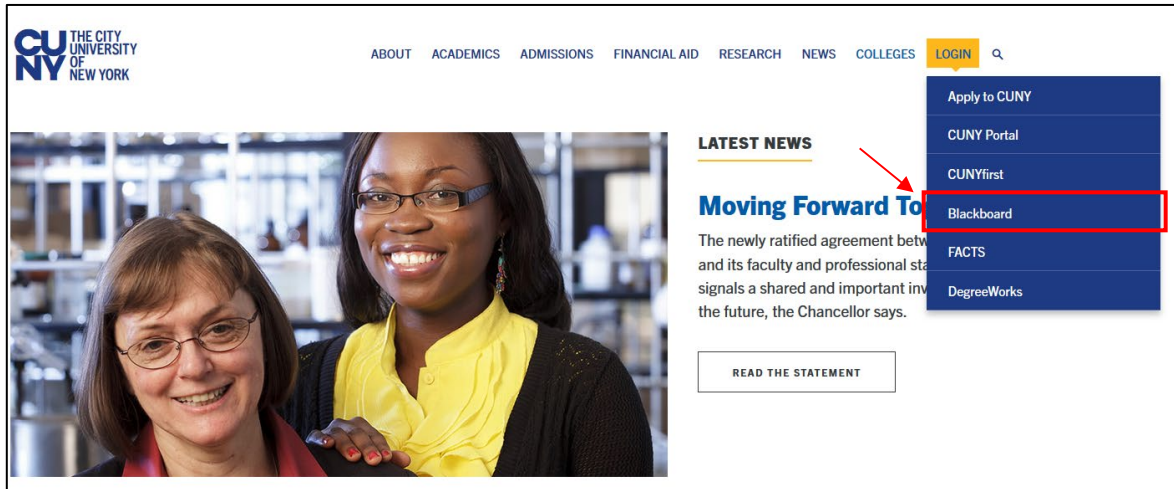
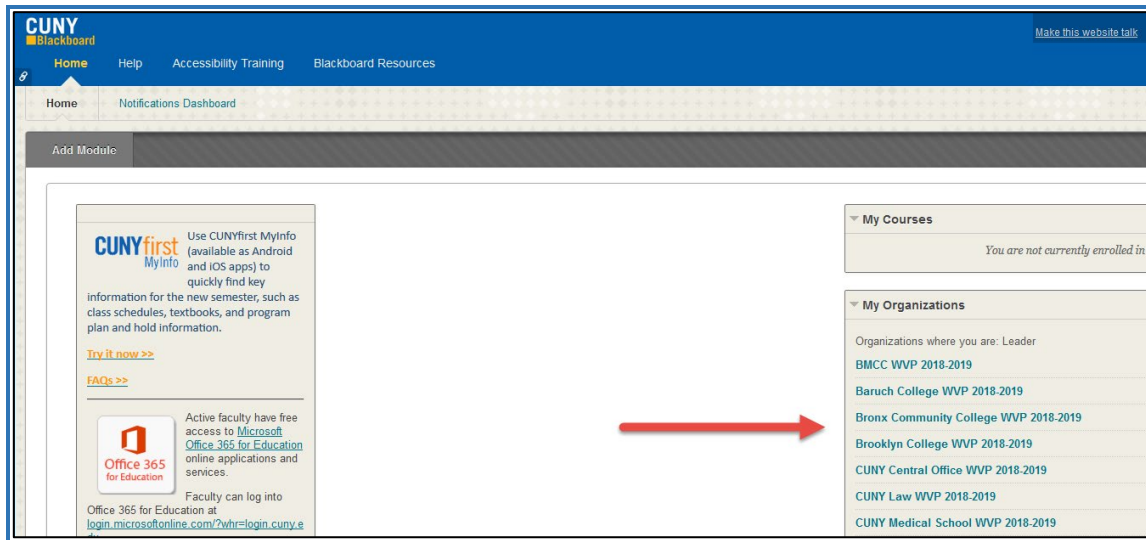| 4. | After filtering the spreadsheet, select, right-click and copy your intended content (*for the purposes of this demonstration, we are selecting and copying email addresses*). This content can then be pasted in other mediums, such as Microsoft Outlook or Office 365 for mass communication purposes. |
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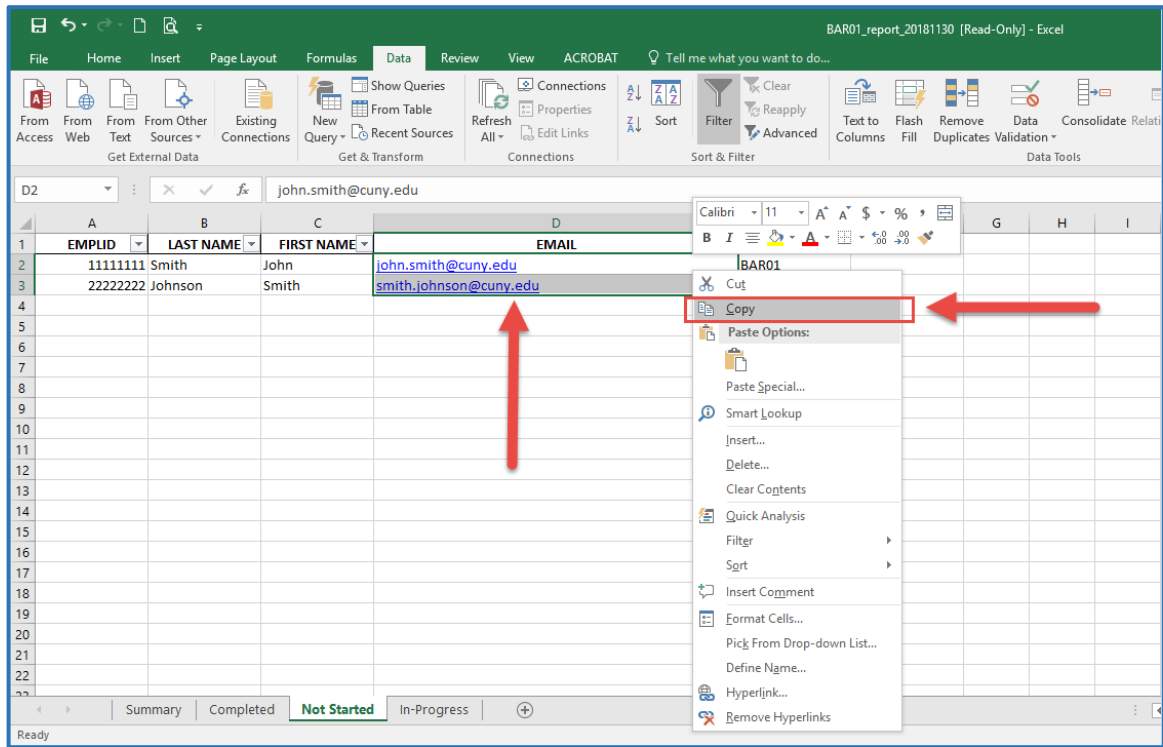
## Accessing Workplace Violence Prevention and E-SPARC Trainings

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| 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. |



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

| 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. |
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| 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. |
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# Updating Your WVP Campus-Specific Information

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| 1. | To begin, sign into Blackboard and look under **My Organizations** to view the Workplace Violence Prevention or ESPARC training for your campus.<br><br>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.<br><br><br><br>On this page, you will find your Campus-Specific Information.  Click the file to open it.<br><br> |

| 2. | A Microsoft Word file will open.  In this file, click on **View** in the taskbar and select **Edit Document**. |
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|  |  |
| 3. | Click on **Review** in the taskbar and select **Restrict Editing**. |
|  |  |
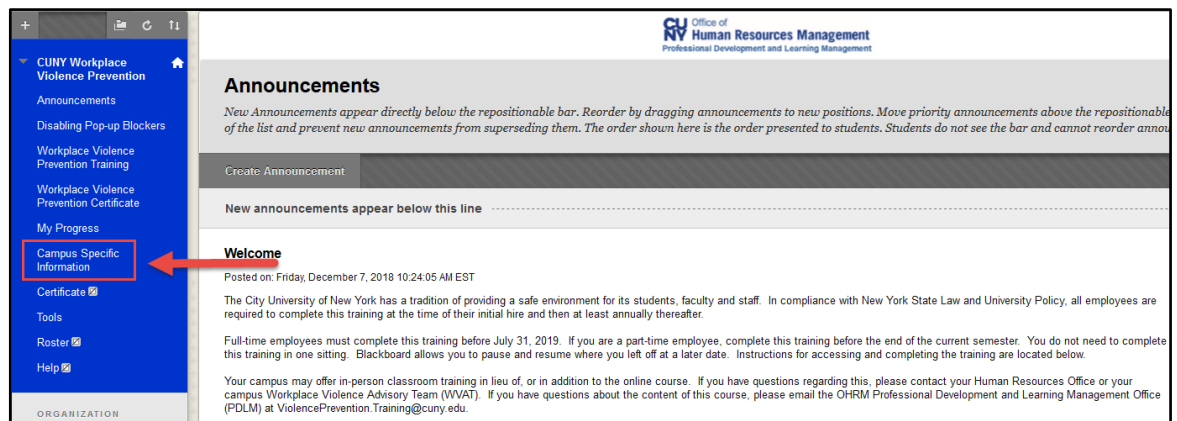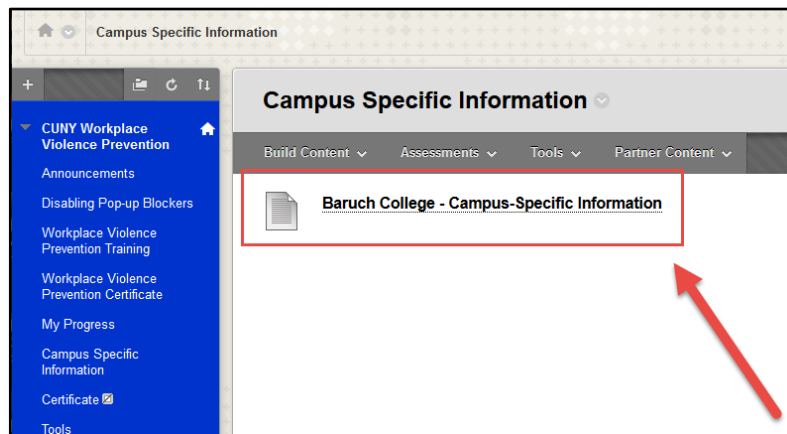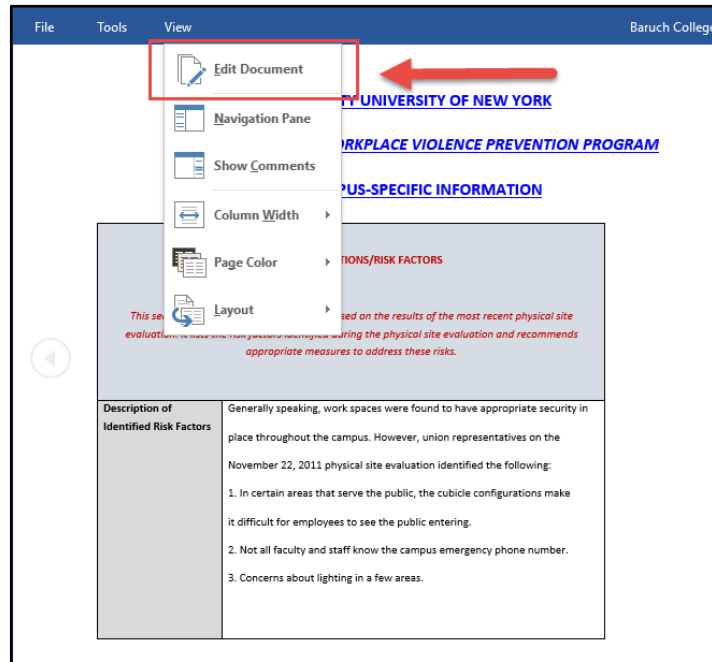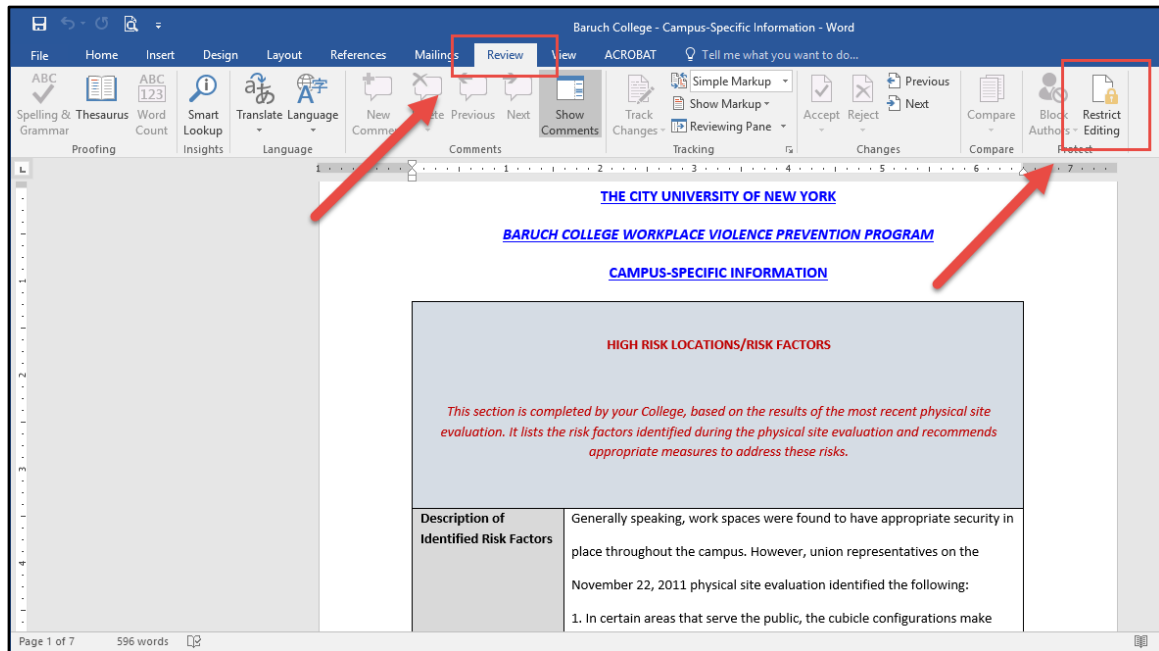
4. | A menu titled **Restrict Editing** will appear on the right side of your Microsoft Word window. Select **Stop Protection** in this menu and enter the password provided to you by PDLM for your Campus-Specific Information document.
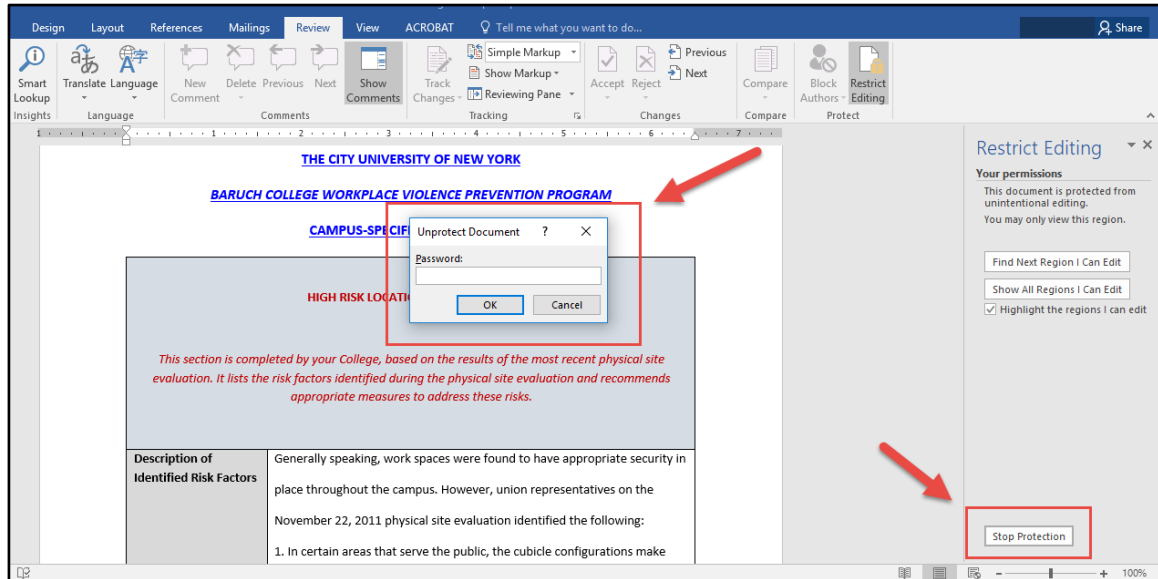


After entering your password, make the necessary edit(s) to the document. Once you have completed making edits, make sure to select **Limit formatting to a selection of styles** under formatting restrictions. Additionally, make sure the editing restrictions allow for **Read Only** access to the document. **There should be checkmarks appearing next to both options**.
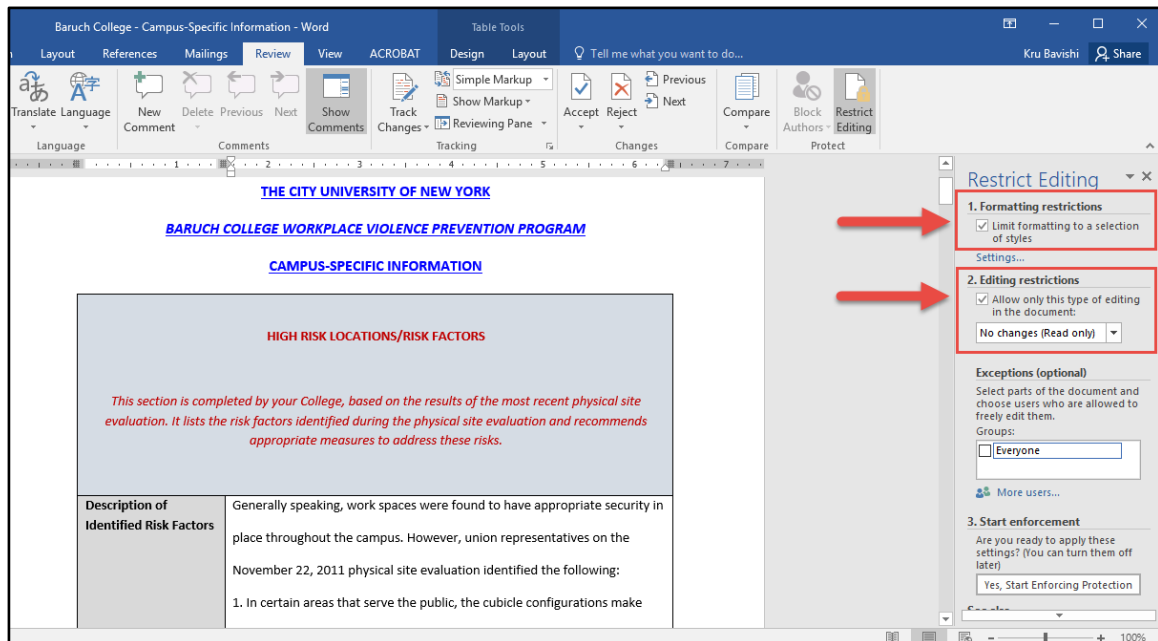
| 5. | Select **Yes, Start Enforcing Protection** under **Restrict Editing** on the right side of your Microsoft Office window and enter your password <u>twice</u> to restrict editing access to the document. |
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| | Your Campus-Specific Information is 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.** |
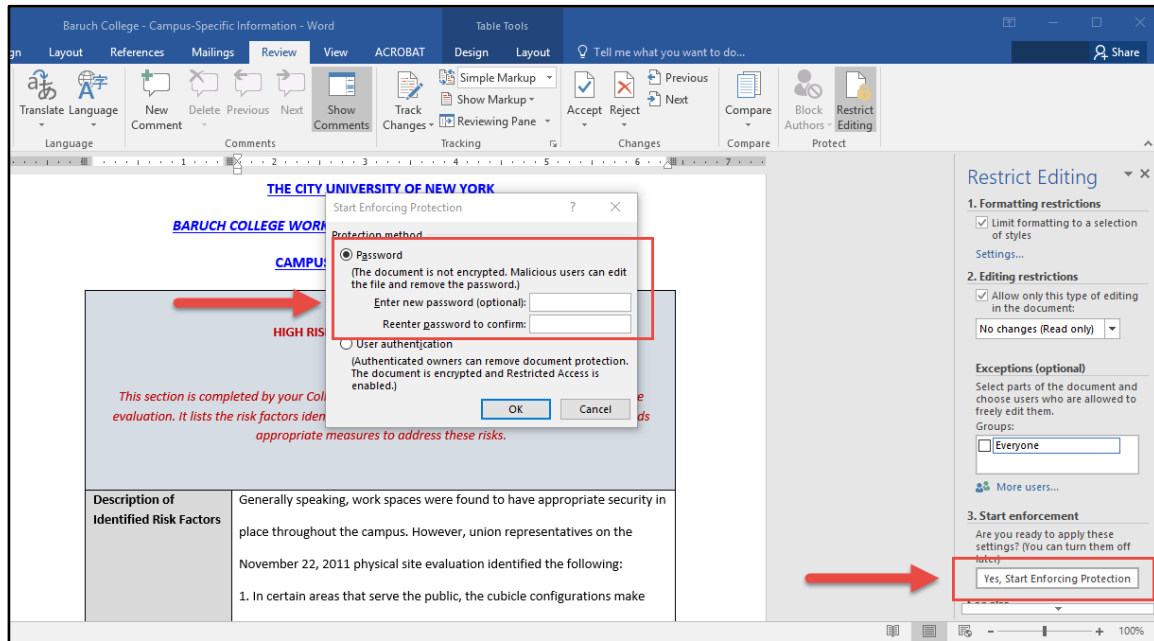
# Uploading WVP Campus-Specific Information on Blackboard

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



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

| 3. | 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.
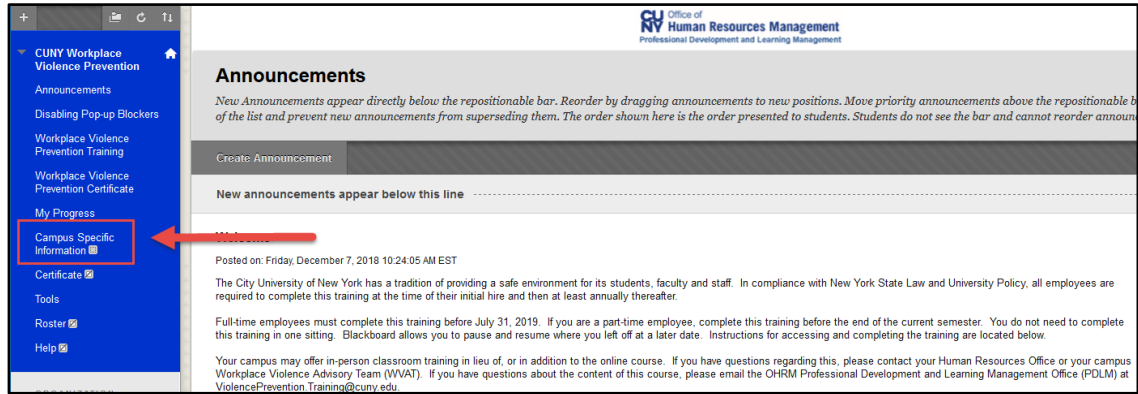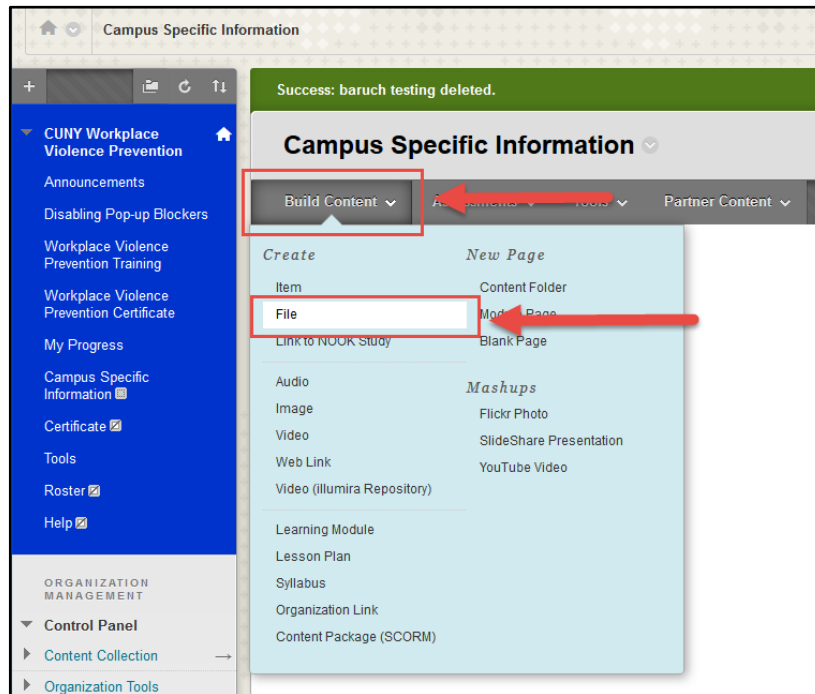
<br>

**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    [Browse My Computer] [Browse Content Collection]

**FILE OPTIONS**
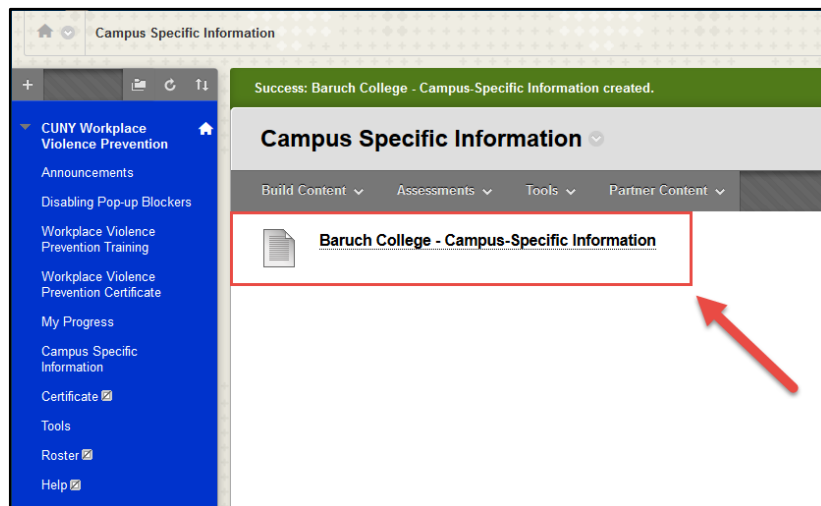
Open in New Window    ○ Yes ● No

Add alignment to content    ○ Yes ● No

**STANDARD OPTIONS**

Click **Submit** to proceed. Click **Cancel** to go back.      Cancel [Submit] |
|---|---|
| 4. | Your Campus-Specific Information has now been uploaded onto Blackboard and will be accessible to all of your campus employees.

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Campus Specific Information

Success: Baruch College - Campus-Specific Information created.

CUNY Workplace Violence Prevention
Announcements
Disabling Pop-up Blockers
Workplace Violence Prevention Training
Workplace Violence Prevention Certificate
My Progress
Campus Specific Information
Certificate ☑
Tools
Roster ☑
Help ☑

**Campus Specific Information**

Build Content ⌄    Assessments ⌄    Tools ⌄    Partner Content ⌄

**Baruch College - Campus-Specific Information**

<br>

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

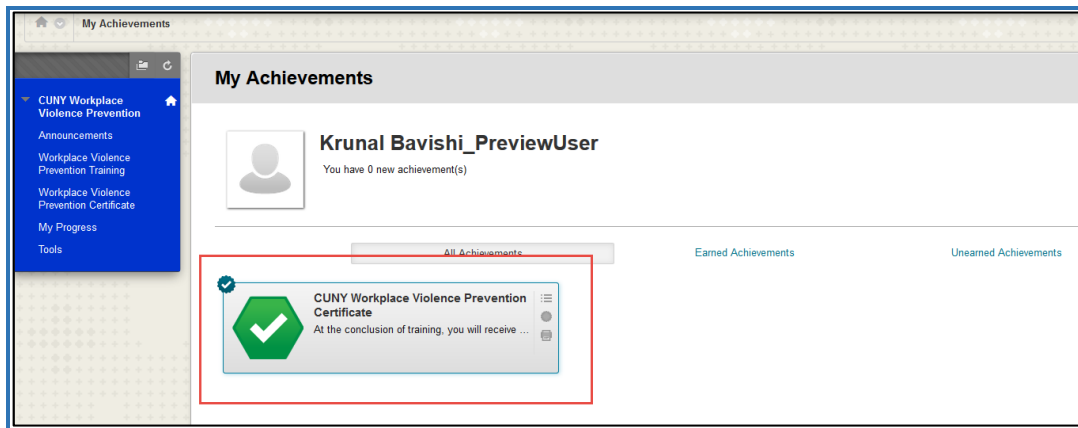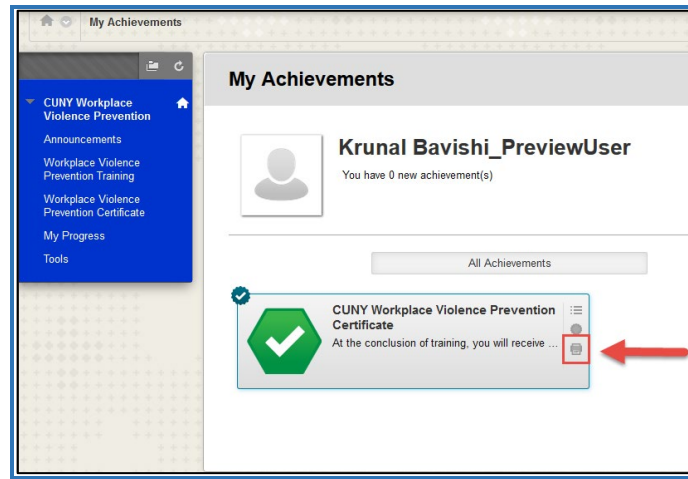| 1. | Once you have completed Workplace Violence Prevention or E-SPARC training, employees can access and print their Completion Certificate by clicking on **Workplace Violence Prevention Certificate or E-SPARC Completion Certificate** on the left side of your Blackboard dashboard. |
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| |  |
| 2. | On this page, you will find your Certificate of Completion. |
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| 3. | Click the printer icon on the right side of your certificate to view your certificate |
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| 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*. |
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| 5. | To save your certificate, right click within the pop-up window and select **Take Screenshot**. |
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| | Employees should drag their mouse over the pop-up window to select the region they want to take a screenshot of. |
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| 6. | After selecting a region to screenshot, select the **Save** button on the bottom right. A new tab will appear on your browser. |
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| 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**. |
| |  |
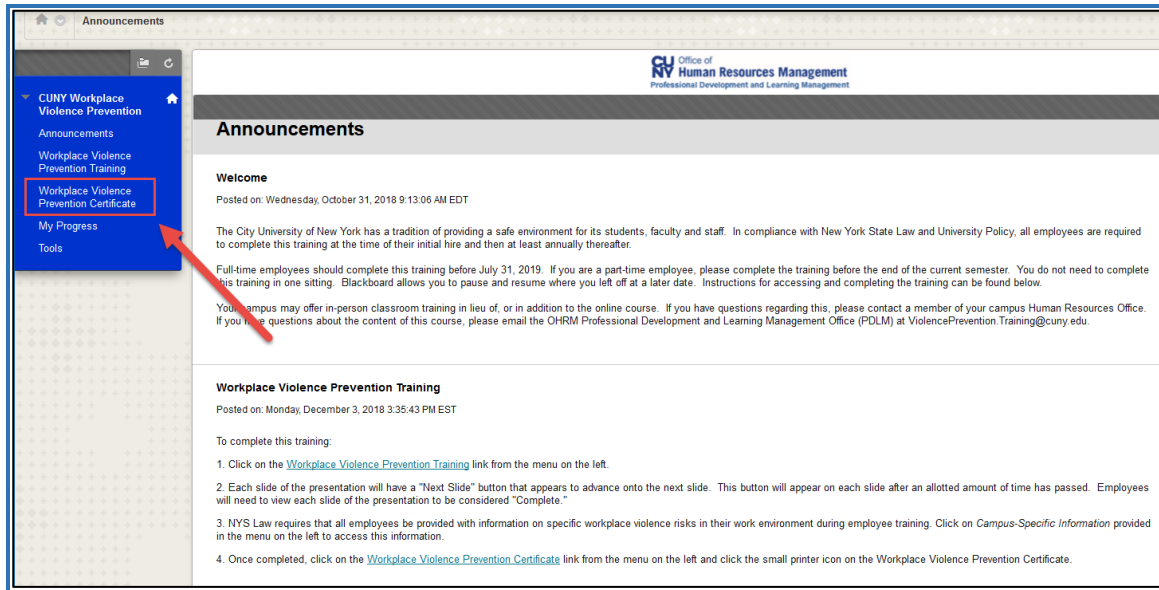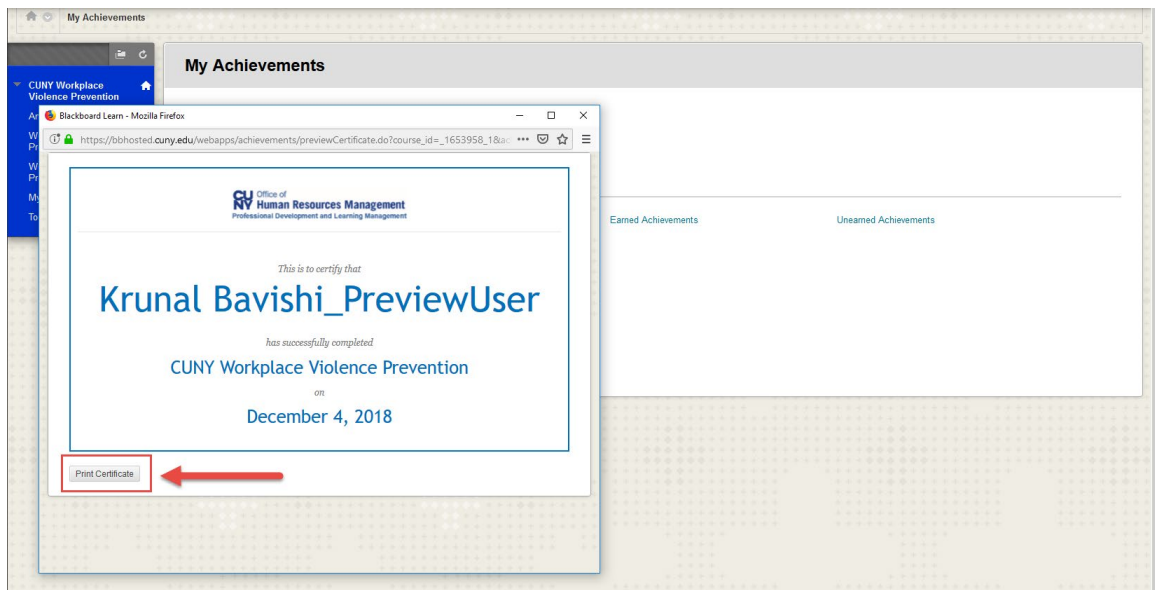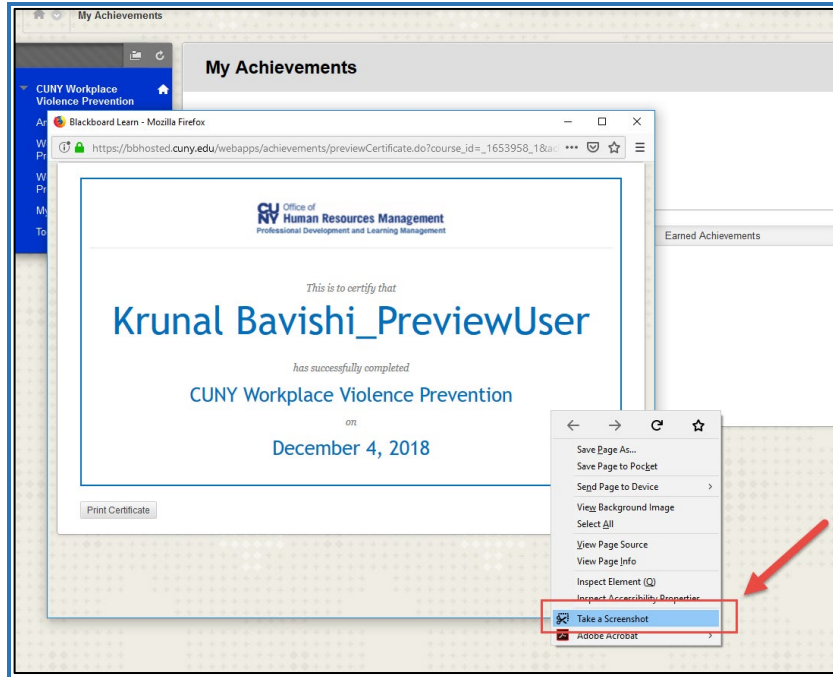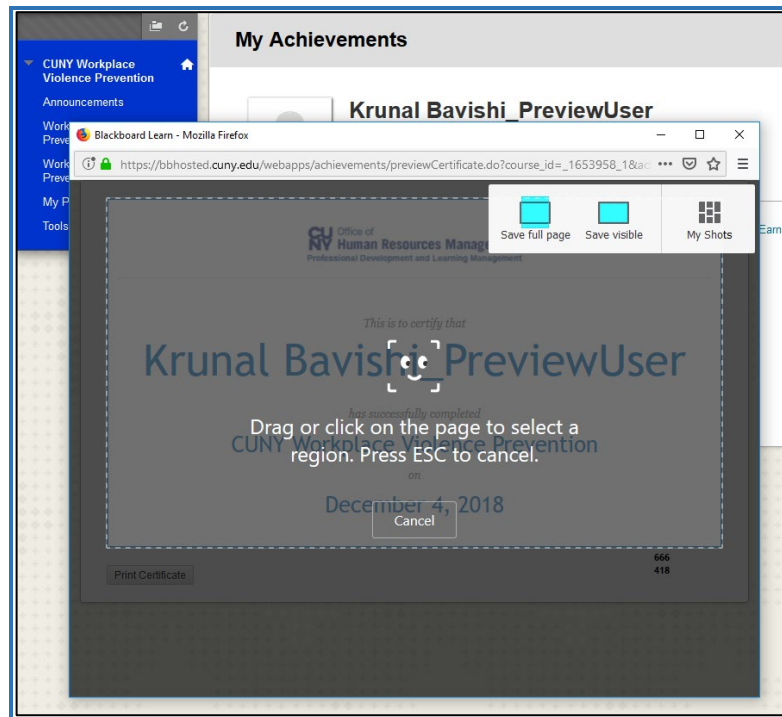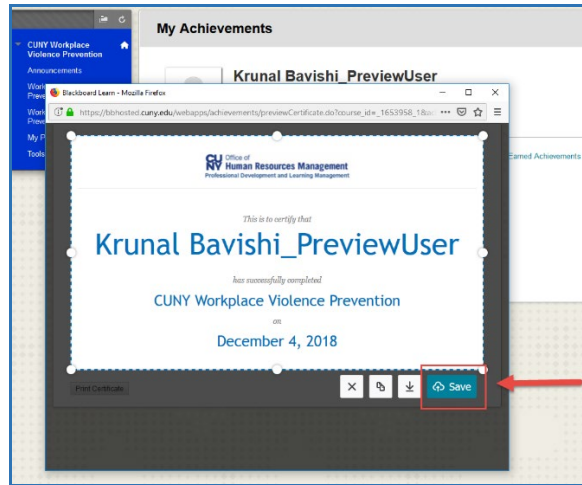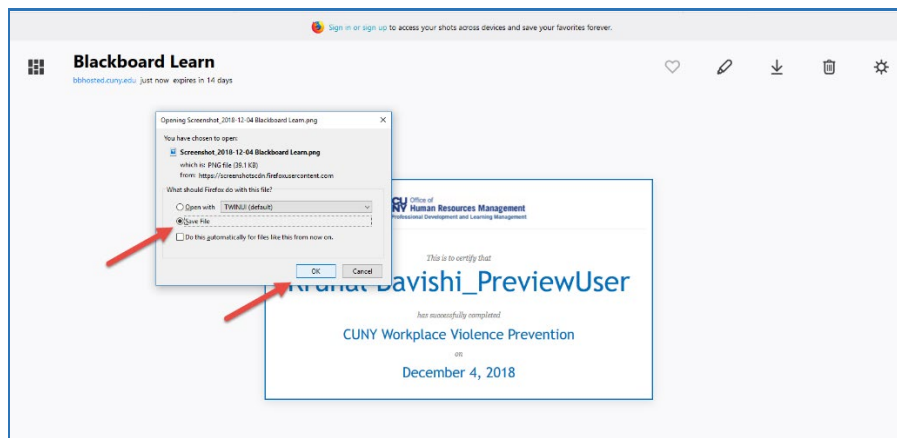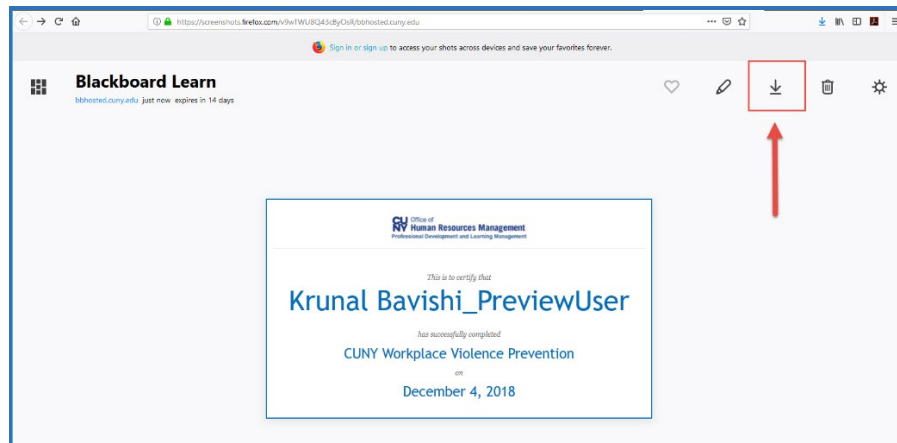
## Adding an Employee into Your Campus' Blackboard Training

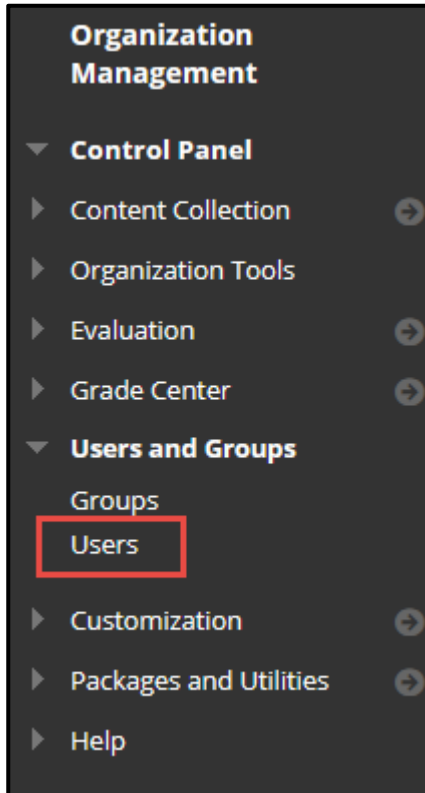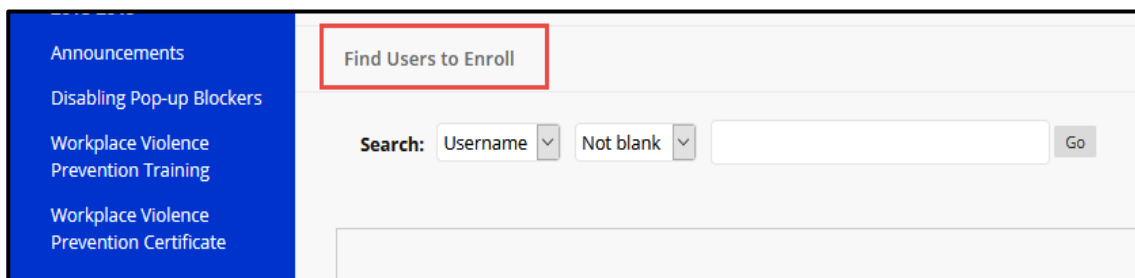| 1. | Once a month, Blackboard will input new employees using information from CUNYfirst. If you need to manually add an employee into your campus' Blackboard, you can do so by navigating to **Users and Groups** in Organization Management and selecting **Users**. |
|----|----|
| | **Organization Management**<br><br>▼ **Control Panel**<br>▶ Content Collection ➡<br>▶ Organization Tools<br>▶ Evaluation ➡<br>▶ Grade Center ➡<br>▼ **Users and Groups**<br>Groups<br>Users<br>▶ Customization ➡<br>▶ Packages and Utilities ➡<br>▶ Help |
| 2. | Select **Find Users to Enroll** at the top of the window. |
| | Announcements<br>Disabling Pop-up Blockers<br>Workplace Violence Prevention Training<br>Workplace Violence Prevention Certificate<br><br>Find Users to Enroll<br><br>Search: Username ⌄ Not blank ⌄ [            ] Go |

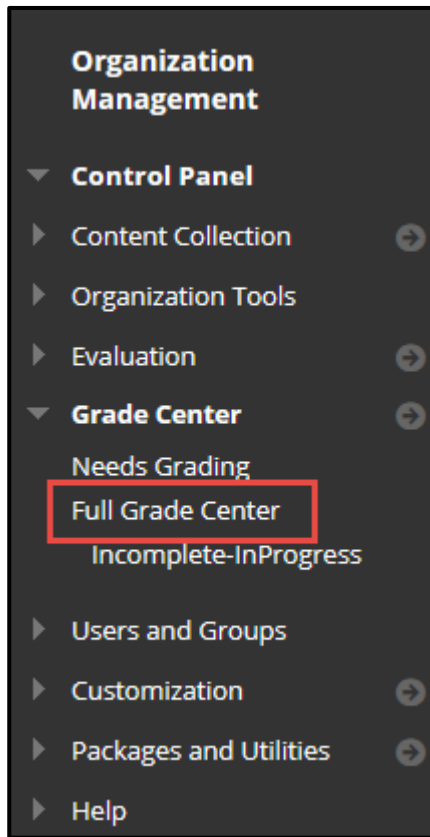| 3. | Select **Browse**. |
|---|---|
| | *Indicates a required field.<br><br>**ENROLL USERS**<br><br>*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*<br><br>* Username [ | ] [ Browse... ]<br><br>Role [ Participant ▼ ]<br><br>Enrollment Availability ⦿ Yes ◯ No<br><br>*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**<br><br>Search [ Username ▼ ] [ Equal to ▼ ] [                    ] [ Go ]  Options: [ User Information ▼ ]<br><br>☐   STATUS    FIRST NAME    **LAST NAME** △    USERNAME    EMAIL<br><br>☐<br><br>Displaying **1** to **1** of **1** items   [ Show All ]   [ Edit Paging... ]<br><br>[ Cancel ]   [ Submit ] |
| 5. | On the ensuing page, be sure to update the employee's role to **Participant**. |
| | *Indicates a required field.<br><br>**ENROLL USERS**<br><br>*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*<br><br>* Username [ 11111111 ] [ Browse... ]<br><br>Role [ Participant ▼ ]<br><br>Enrollment Availability ⦿ Yes ◯ No<br><br>*Click **Submit** to proceed.* [ Cancel ] [ Submit ]* |

## Manually Overriding Training Completions

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| 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 |



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| 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**. |

| 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**. |