

Resetting an Employee's Training

BSC Health & Safety E-Learning Platform



Introduction

When your users are required to repeat a course ahead of their normal schedule, a *Bulk reset* can be configured to reset their training modules.

Why reset the training?

When a user completes a module, a course completion date is recorded on that module. This date is used as the basis for completion reports, automatic repeat training and reminder emails. If a user retakes a module without resetting first, the course completion date will not be updated. For example:

Repeating the course without resetting:

- Jane Smith completes her Fire Safety training on December 1st 2016; this is the recorded completion date
- Jane accesses the Fire Safety training on April 11th 2017 and completes all activities again without having her training reset
- Jane's completion status has not changed in this process and her completion date will remain December 1st 2016

Repeating the course with resetting:

- Jane Smith completes her Fire Safety training on December 1st 2016; this is the recorded completion date
- An administrator resets Jane's Fire Safety training; Jane's completion status has now been reset to "Not yet started". Her previous completion is recorded with a status of "Archive" and dated December 1st 2016
- Jane accesses the Fire Safety training on April 11th 2017 and completes all activities again.
- Jane's completion status moves to "Completed" and her completion date is changed to April 11th 2017.

Users can also reset their own training using the "Retake course" button on their course list.

How to Reset Training for a User or Group of Users

A company administrator can reset training using the **Bulk reset** function and following these steps:

1. Go to **Administration > Bulk reset**

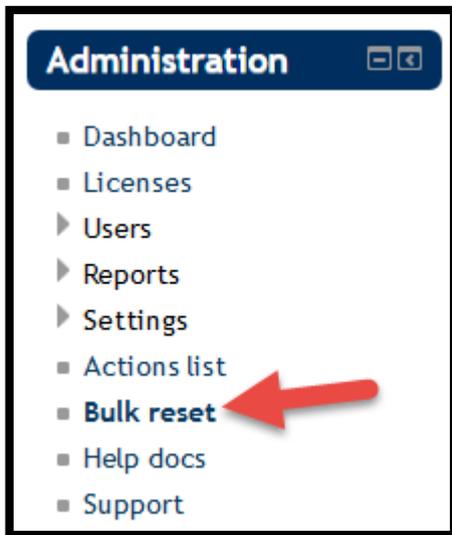
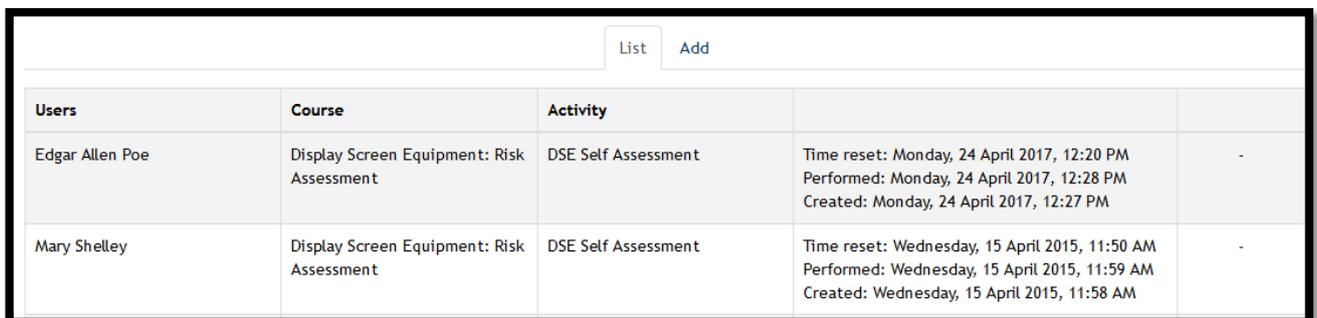


Figure 1 - Bulk reset on the Administration Block

The *Bulk reset* screen lists all the bulk resets that have previously been performed on your platform.

A screenshot of the 'Bulk reset' screen. At the top, there are two tabs: 'List' and 'Add'. Below the tabs is a table with the following data:

Users	Course	Activity		
Edgar Allen Poe	Display Screen Equipment: Risk Assessment	DSE Self Assessment	Time reset: Monday, 24 April 2017, 12:20 PM Performed: Monday, 24 April 2017, 12:28 PM Created: Monday, 24 April 2017, 12:27 PM	-
Mary Shelley	Display Screen Equipment: Risk Assessment	DSE Self Assessment	Time reset: Wednesday, 15 April 2015, 11:50 AM Performed: Wednesday, 15 April 2015, 11:59 AM Created: Wednesday, 15 April 2015, 11:58 AM	-

Figure 2 - The Bulk reset screen

2. Click on the **Add** tab at the top of the list

The *Users* screen allows you to select the user or group of users whose training will be reset.

The screenshot shows a web interface for selecting users. At the top, there are two tabs: 'List' and 'Add'. Below the tabs are four steps: 'Users (step 1)', 'Course (step 2)', 'Activities (step 3)', and 'Confirmation (step 4)'. Under 'New filter', there is a dropdown menu for 'User full name' with the value 'contains' selected, followed by an empty text input field and an 'Add filter' button. Below this is a '+ Show more...' link. The 'Users in list' section has two columns: 'Available' and 'Selected'. The 'Available' column lists 7 users: Edgar Allen Poe, George Orwell, Jane Austen, Leo Tolstoy, Mary Shelley, Oscar Wilde, and Sylvia Plath. The 'Selected' column is empty. Below the columns are buttons for 'Add to selection', 'Remove from selection', 'Add all', and 'Remove all'. A 'Next' button is located at the bottom right of the screen.

Figure 3 - The Bulk reset users screen

3. Optional - Use the filter to find individual or groups (Click **Show more** to view all available filters)
4. Select the users whose training you wish to reset from the **Available** column
5. Click on the **Add to selection** button to add them to the **Selected** column
6. Once you are happy with your selected users click the **Next** button

The *Course* screen allows you to choose the course to be reset and the date and time the reset will be performed.

Figure 4 - The Bulk reset course screen

7. Choose the course you wish to reset
8. Choose the date and time you wish the reset to occur (choose a date and time that has already passed to schedule a reset for the next few minutes)
9. When you are happy with your selections click the **Next** button

The *Activities* screen allows you to choose which activities in the course will be reset.

Figure 5 - The Bulk reset activities screen

10. Choose the course activities that you wish to reset (some courses will only contain one activity such as the course in the screenshot above)
11. Click the **Next** button

The *Confirmation* screen gives you the opportunity to check that your selections are correct.

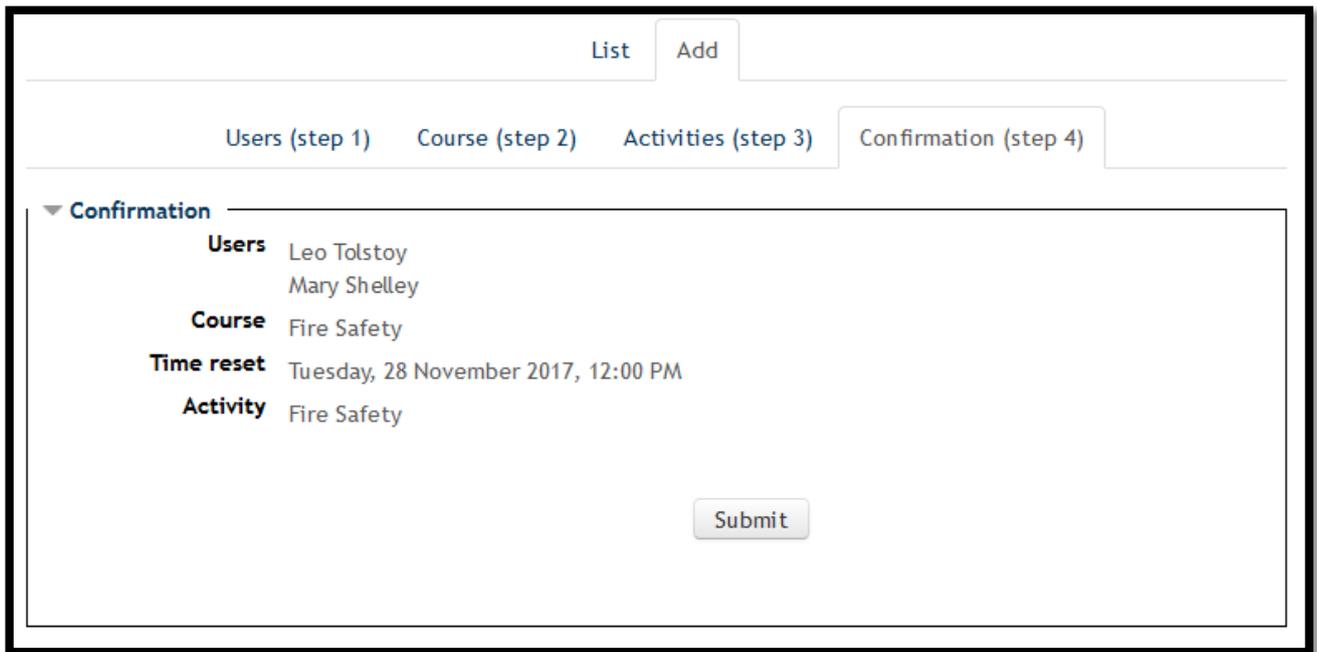


Figure 6 - The Bulk reset confirmation screen

12. Review your selections to ensure they are as desired
13. Optional - Use the tabs to change any selections if needed
14. Click on the **Submit** button to schedule the bulk reset

The *Bulk reset* screen will now list your upcoming reset.

Users	Course	Activity		
Leo Tolstoy Mary Shelley	Fire Safety	Fire Safety	Time reset: Tuesday, 28 November 2017, 12:00 PM Performed: - Created: Friday, 24 November 2017, 4:55 PM	Delete

Figure 7 - The Bulk reset screen with the new reset listed

Your reset is now scheduled. If you wish to cancel the reset before it is actioned you can do so by clicking the **Delete** link.

Notes

- If you have a *Course reset for repeat training* notification active on your platform, it will be sent to any users whose training has been reset.
- You cannot reset a self-assessment activity if the user has any outstanding issues; The reset process will be skipped. This is to prevent issues being archived whilst they are unresolved.