



Prince George's County Government NEOGOV Learn Instruction Guide

FY 2022 Mandatory Training Campaign

How to Track and Generate Learning Plan Activity Reports



Instruction Guide Topics

This instruction guide will show you how to:

- Login to the LMS
- Navigate to the Learn Portal to Access HR User Navigation Bar
- View and Run Learning Plans Activity Report for your Agency for the FY 2022 Mandatory Training Campaign

Internet Browsers Used to Access NEOGOV Learn

NEOGOV Learn can be accessed using two internet browsers:

- Google Chrome
- Microsoft Edge

These systems should be used to ensure that all functionality in NEOGOV Learn is accessible.



Microsoft Edge



Google Chrome

STEP 1 | Navigate to the LMS Login Page

- a. From your browser window **navigate to the OHRM County Learning and Development webpage [online here](#)**
- b. Click **NEOGOV Learn LMS** image

Please Note: You must use either the Google Chrome or Microsoft Edge with Chromium internet browsers to access the LMS



New LMS Access - NEOGOV Learn

Available starting June 1, 2021

Please click the image below to access the new Prince George's County Learning Management System.



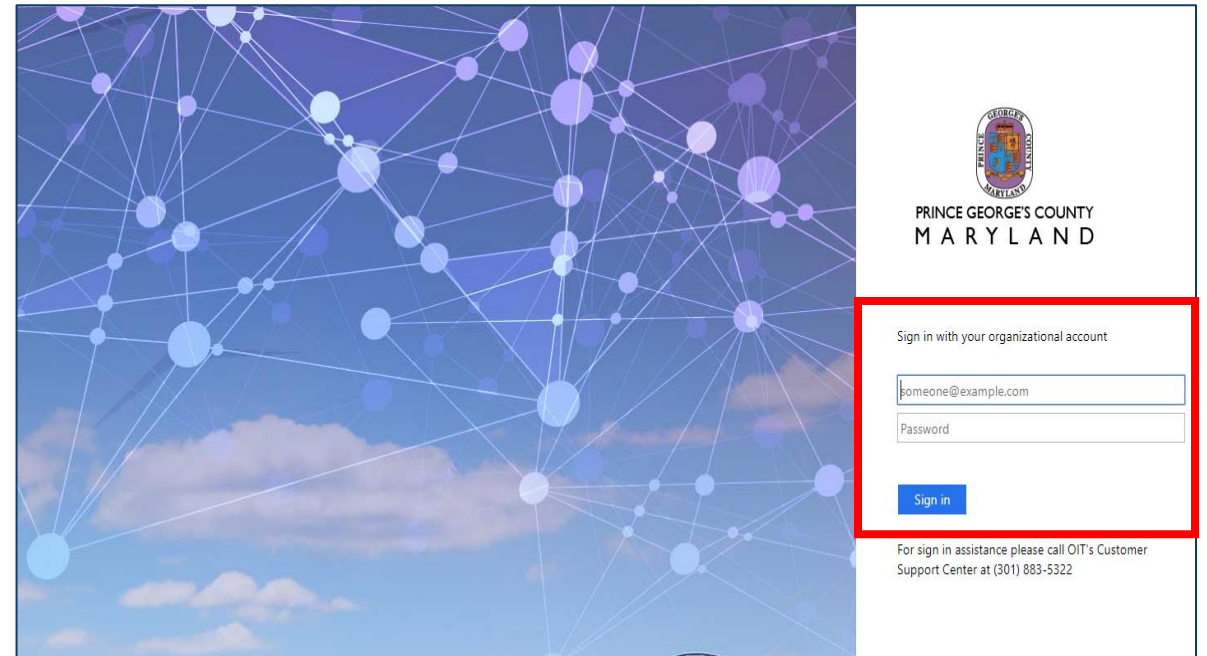
Prince George's County Learning Management System (LMS)
(Employee-Only Access)

STEP 1 *(continued)* | Login to the LMS

Employees are able to use **Single Sign On** to login to **NEOGOV Learn**.

- a. Once you reach the login page, **enter your county email address and password**, and click "Sign In"

Please Note: You should use the same email and password used to login your computer



PRINCE GEORGE'S COUNTY
MARYLAND

Sign in with your organizational account

someone@example.com

Password

Sign in

For sign in assistance please call OIT's Customer Support Center at (301) 883-5322

STEP 2 | To Access NEOGOV Learn Portal

To Access NEOGOV Learn:

1. From the main NEOGOV page, use the mouse and hover over the Dashboard icon near the top of the screen
2. A dropdown menu will show Onboard and Learn. Click **Learn** to access the Learn portal.

The screenshot displays the NEOGOV Learn portal interface. At the top, the user is identified as Claude Test, Administrative Specialist 1G, Office of Human Resources Mgmt. The navigation menu on the left includes Dashboard, Tasks (12), People, Performance, Training, and Reports. The main content area shows a 'My Tasks' section with an overall status bar indicating 3 Overdue, 2 Due This Week, and 7 Due Later tasks. A 'My Onboarding' section is also visible, showing a 'TRAINING · ONLINE COURSE' card. The right sidebar contains 'People' information (MY MANAGER: Manager Test) and 'Quick Actions' (Write a Journal, Browse Training, View my current).

STEP 2 (continued) | To Access NEOGOV Learn Portal

3. From the Navigation bar, click **Training Activity**.

a. An HR User will be able to view and Generate Learning Plan Training Activity reports for their Agency's when selecting the Learning Plans Activity tab.

3a

PRINCE GEORGE'S COUNTY GOVERNMENT
Course Activity

- Not Started
- In Progress
- Completed
- Not Completed
- Pending Enrollment

In Progress 2 (12%)
Not Completed 0 (0%)
Pending Enrollment 0 (0%)
Completed 0 (0%)
Not Started 15 (88%)

OVERDUE COURSE ENROLLMENT METRICS

3
Total Overdue

Overdue Not Started 2
Overdue In Progress 1

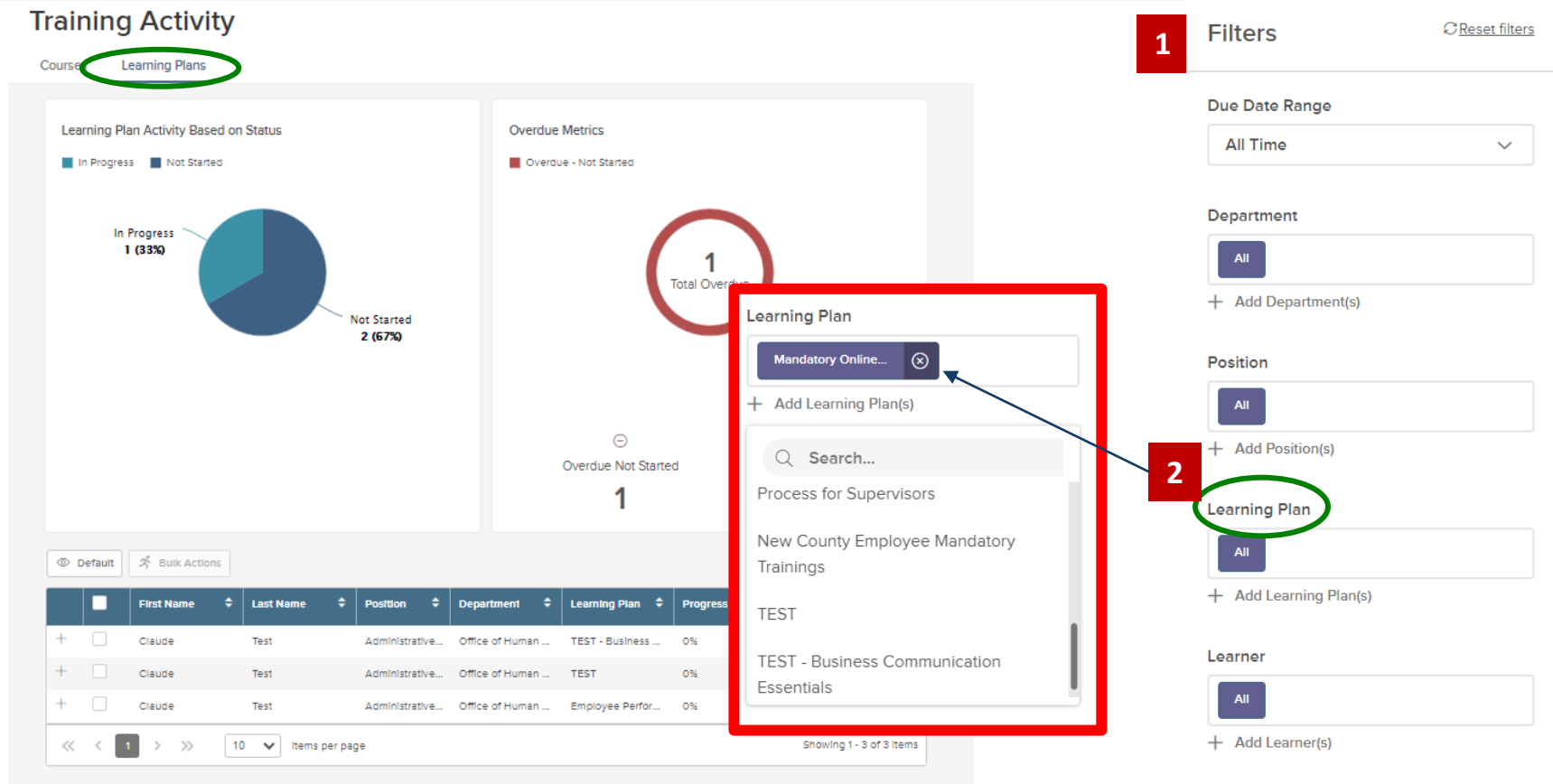
First Name	Last Name	Employee ...	Position	Department	Course Name	Course Code	Enrollment...	Due Da
Test		00000	Administrative S	Office of Human	A COVID-19 Res	RW02	01/30/2021	03/31/21

STEP 3 | View and Generate Report for Learning Plans Based on Learning Plans

To view and generate a Learning Plan Report for a specific **Learning Plans**:

1. From the **Training Activity** menu Navigate to the **Filters** section on the screen and select your **Learning Plan**.
2. On the **Learning Plan** section, click the + sign to see the dropdown menu, listing all Learning Plans and select specific Learning Plan.

NOTE: In addition to the Learning Plan filter, HR Users can use the Filter to track activity based on a specific **Department**, **Due Date Range**, **Course(s)**, and/or **Learner(s)**.



The screenshot shows the 'Training Activity' report interface. At the top, the 'Course' filter is set to 'Learning Plans', which is circled in green. The main content area includes a pie chart for 'Learning Plan Activity Based on Status' showing 1 In Progress (33%) and 2 Not Started (67%), and an 'Overdue Metrics' section showing 1 Total Overdue. A table below displays the data for three learners named 'Claude Test'. On the right, the 'Filters' section is visible, with a red box labeled '1' around the 'Filters' header and a red box labeled '2' around the 'Learning Plan' dropdown menu. The 'Learning Plan' dropdown is open, showing options like 'Mandatory Online...', 'Process for Supervisors', and 'TEST - Business Communication Essentials'. The 'Learning Plan' filter in the filters section is also circled in green.

	First Name	Last Name	Position	Department	Learning Plan	Progress
+ <input type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST - Business ...	0%
+ <input type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST	0%
+ <input type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	Employee Perfor...	0%

STEP 3 (continue) | View and Generate Report for Learning Plans Based on Learning Plans

3. The bar above the table permits the HR User to set parameters of the information to capture in the report.
4. Select the appropriate Department to narrow down the data.
5. To run a full report on all Agency course activity, check the top box to select all of the learners and information in the table.
6. Click **Bulk Actions**.
7. A menu will appear on the side for the manage to select to Export report as a **PDF**, **CSV**, or **Excel**. Select document format and the document will download.

The screenshot displays the NEOGOV LE Learn interface. The navigation bar includes 'Dashboard', 'My Courses', 'Course Catalog', 'Learners', 'Training Activity', 'Libraries', 'Learning Plans', and 'Course M...'. The main content area features a 'Learning Plan Activity Based on Status' pie chart (In Progress: 1 (33%), Not Started: 2 (67%)) and 'Overdue Metrics' (Overdue - Not Started: 1). A table below shows learning plan details with checkboxes in the first column. A side menu is open, showing 'Actions' (Export to PDF, CSV, Excel) and 'Filters' (Due Date Range, Department, Position, Learning Plan, Learner). Red callout boxes 3-7 highlight the following steps: 3 (checkboxes), 4 (Department filter), 5 (Bulk Actions), 6 (Bulk Actions menu), and 7 (Export menu).

	First Name	Last Name	Position	Department	Learning Plan	Progress	Status
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST - Business ...	0%	Not Started
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	TEST	0%	In Progress
<input checked="" type="checkbox"/>	Claude	Test	Administrative...	Office of Human ...	Employee Perfor...	0%	Not Started

Questions?

Please contact the OHRM Learning, Performance, and Organizational Development (LPOD) division for questions or support accessing NEOGOV Learn.

The LPOD division will respond within three (3) working days.



Email

LPOD@co.pg.md.us