

AcquiRe Knowledge, AcquiRe Power



User Manual

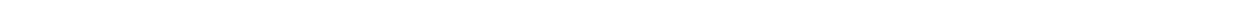


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Lesson 1: Log In to IR University

The purpose of this lesson is to guide users through the step-by-step process of logging into the IR University system, retrieving your forgotten password and/or user ID, and using the IR University Help system.

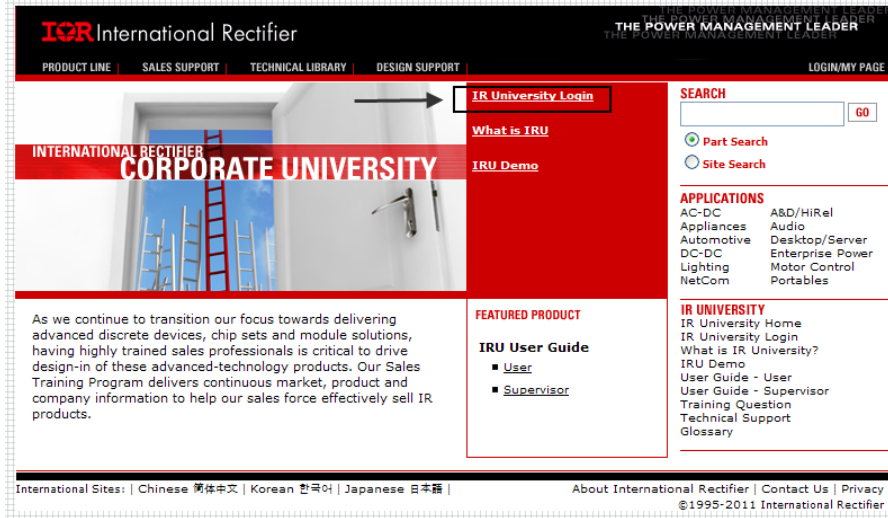
OBJECTIVES

Upon completion of this lesson, you will be able to:

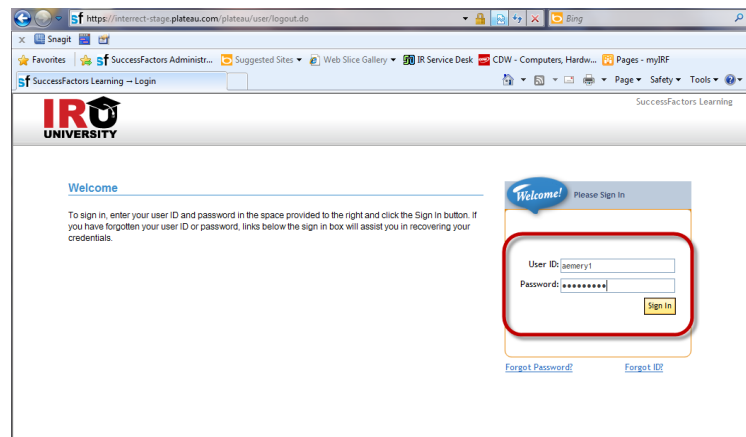
- ◆ Log In to IR University
- ◆ Retrieve Forgotten Password and/or User ID
- ◆ Using the IR University Help System

LOG IN TO IR UNIVERSITY

1. Enter www.irf.com/iru into your browser **Address** field and press the **Enter** key.
2. Click IR University Login. See Figure 1.
3. Enter your **user ID** in the User ID textbox. Enter your **password** in the Password textbox.
4. Click **Sign In**. See Figure 2.



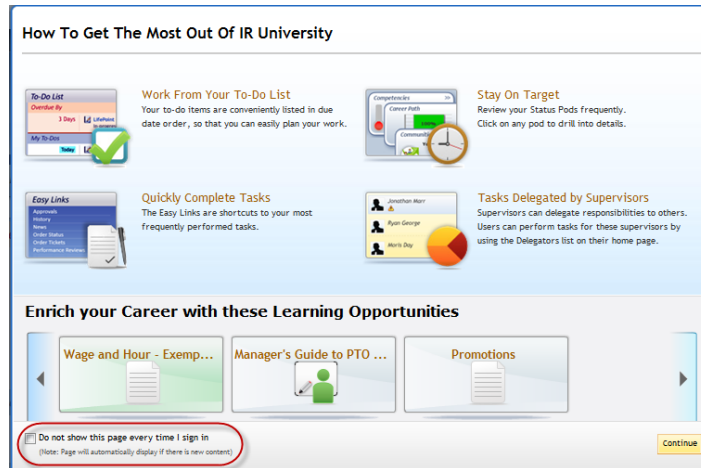
[Figure 1]



[Figure 2]

You are taken to the IR University User Home page. A new welcome screen with News appears if this is your first time logging in.

5. Select the “Do not show this page every time I sign in” checkbox to configure the news page to display only if there is new content.
6. Click **Continue** to close the news page. See Figure 3.



[Figure 3]

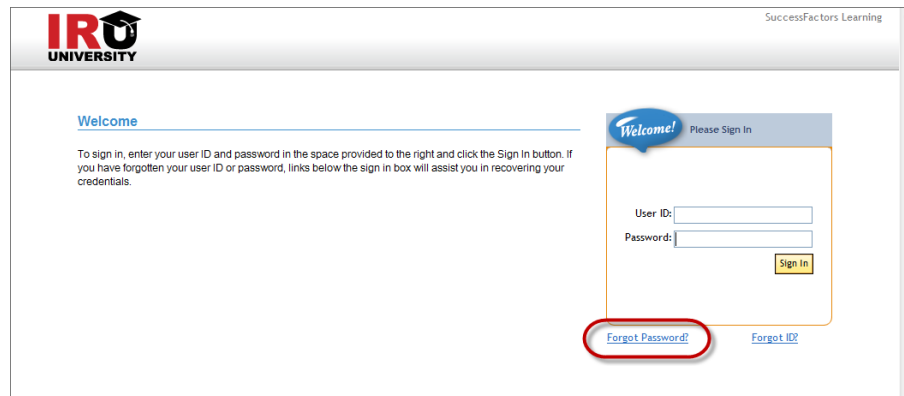
Enter Security Question and E-Signature

The first time you login to IRU, the system will prompt you to set up your electronic signature (PIN) and security question. PIN is used when an electronic approval is needed for course completion. Not every course requires a PIN. Your security question will be used to retrieve your password.

RETRIEVE FORGOTTEN PASSWORD AND/OR USER ID

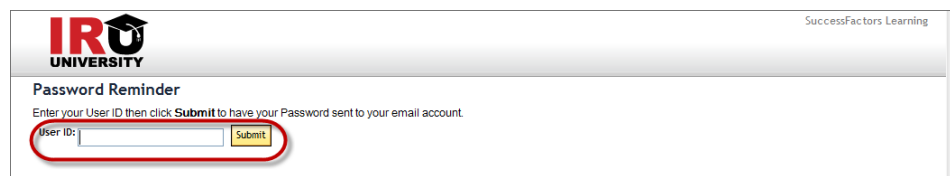
Retrieve Forgotten Password

1. Enter the web address (URL) of the user application into your browser Address field and press the **Enter** key.
2. Click the **Forgot Password?** link. See Figure 4.



[Figure 4]

3. Enter your user name in the **User ID** textbox.
4. Click **Submit**. See Figure 5.

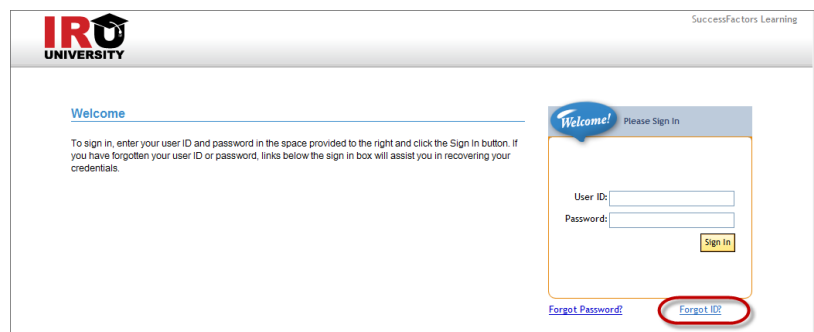


[Figure 5]

Note: If you are unable to receive email from IR University, contact your Supervisor or IR University Administrator to reset your password.

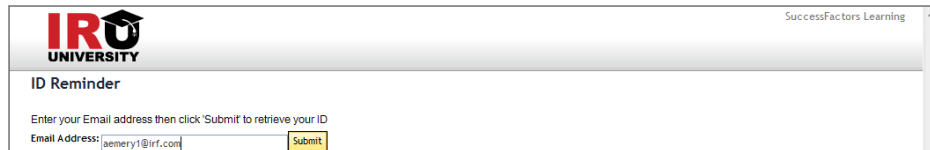
Retrieve Forgotten User ID

1. Enter the web address (URL) of the user application into your browser Address field and press the **Enter** key.
2. Click the **Forgot ID?** link. See Figure 6.



[Figure 6]

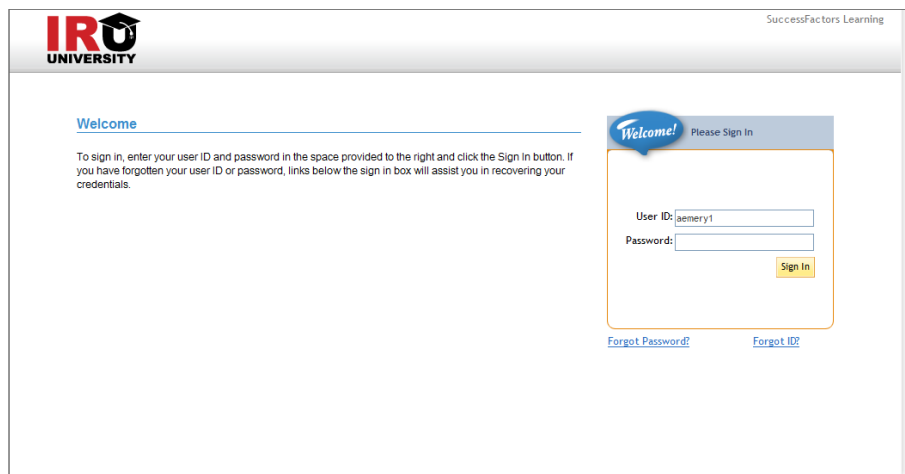
3. Enter your email address in the **Email Address** textbox.
4. Click **Submit**. See Figure 7.



[Figure 7]

Note: If you are unable to receive email from IR University, contact your Supervisor or IR University Administrator to reset your password.

Your user ID is automatically entered into the User ID textbox. See Figure 8.



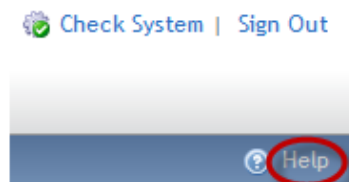
[Figure 8]

USING THE IR UNIVERSITY HELP SYSTEM

GENERAL HELP

1. Click the **Help** link to access general help.

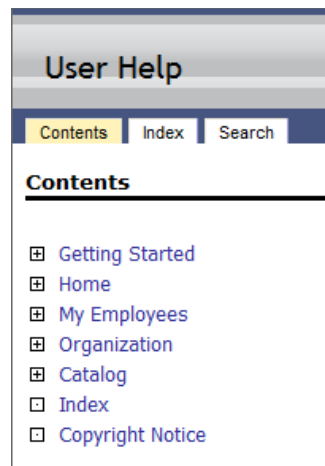
General help contains helpful information on every area of the IR University User application. See Figure 9.



[Figure 9]

There are three areas of general help:

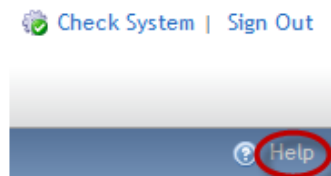
2. Contents: Click the topic pertaining to your question.
3. Index: Keyword search using pre-existing keywords.
4. Search: Open search. See Figure 10.



[Figure 10]

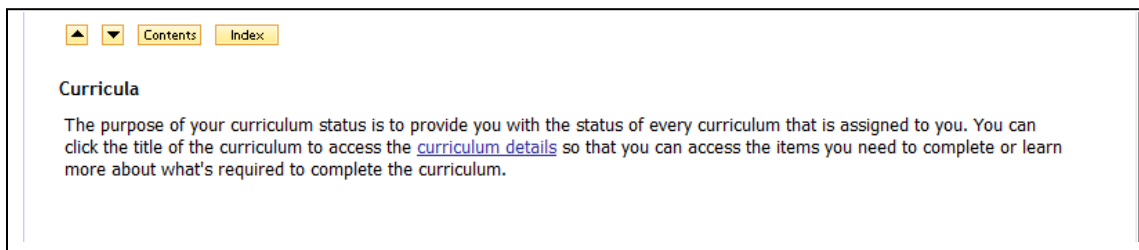
CONTEXT-SENSITIVE HELP

1. Click the Help button to access context-sensitive help. See Figure 11.



[Figure 11]

2. Context-sensitive help is useful to find the purpose of a specific field on the current screen. See Figure 12.



[Figure 12]

Lesson 2: Navigation

The purpose of this lesson is to guide users through the step-by-step process of navigating and identifying areas of the IR University user interface, and identifying some commonly used navigation icons.

OBJECTIVES

Upon completion of this lesson, you will be able to:

- ◆ Identify areas of the User Interface
- ◆ Navigation tips

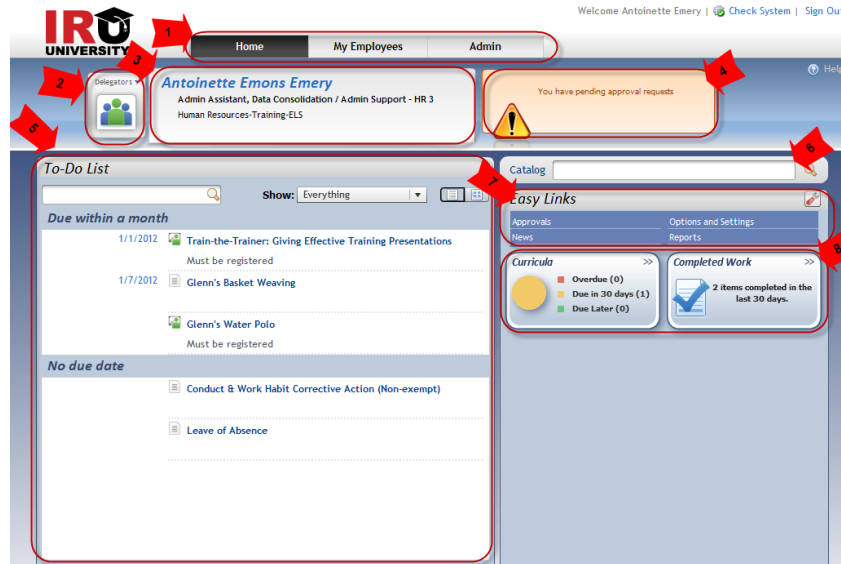
IDENTIFY AREAS OF THE USER INTERFACE

1. Top Menu: Use the Home, My Employees, Organization menu options in the top menu to navigate within IR University.

Note: Some of these main menu headings may not display depending on your IR University User role. See Figure 13.

2. Delegators: Contains all of the users who have identified you as a delegate.
3. User Card: Click the user name to navigate to the user's Profile screen.
4. Alerts: Indicates that the user must take action on something.
5. To-Do List: The Home page contains a To-Do List as a consolidated view of tasks requiring action. All tasks are in one place. Use the filter option to limit the list, for example, to show learning only, a list of current registrations, or assessments that are due, etc.
6. Catalog: Enter keywords in the textbox to perform a quick search for related items in your catalog.

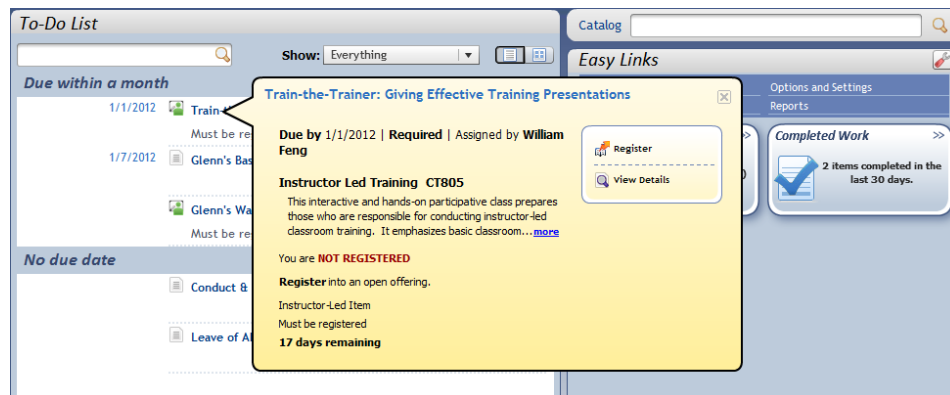
7. **Easy Links:** The Home page contains a panel with Easy Links which support easy navigation. Users can access a link to locate and perform their activities. Users can configure some links to be hidden by using the wrench icon in the corner of the Easy Links panel. The user must show at least one link.
8. **Status Pods:** The Home page contains a Status Pods panel which is a way for users to view a snapshot of progress on learning and performance activities.



[Figure 13]

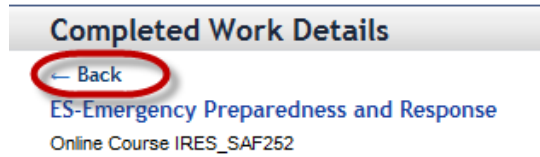
NAVIGATION TIPS

Mouse over an entry to reveal a pop-up that shows additional information and available actions. See Figure 14.



[Figure 14]

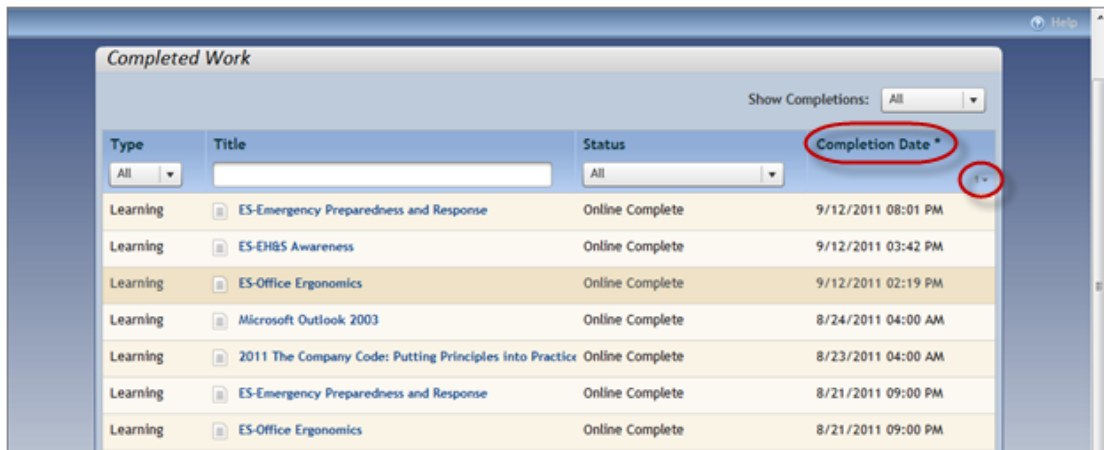
Use the top menu and the Back link to navigate throughout IR University. See Figure 15. Note: Do not use the back browser arrow to go back to previous screen.



[Figure 15]

SORTING DATA IN TABLES

When IR University displays data in tables, you can sort some columns in ascending or descending order. The **Completed Work** table (below) is sorted by the **Completion Date** (indicated by the sort order arrow). The icon (1 ↑) indicates the column is sorted in ascending order. To change the sort order to descending, click the **Completion Date** column header. The arrow changes to (1 ↓) and re-sorts the table contents. See Figure 16.



The screenshot shows a table titled "Completed Work" with a "Show Completions: All" dropdown menu. The table has four columns: "Type", "Title", "Status", and "Completion Date". The "Completion Date" column header is circled in red and has a small icon (1 ↑) next to it. The table contains several rows of data, including "ES-Emergency Preparedness and Response", "ES-EHBS Awareness", "ES-Office Ergonomics", and "Microsoft Outlook 2003".

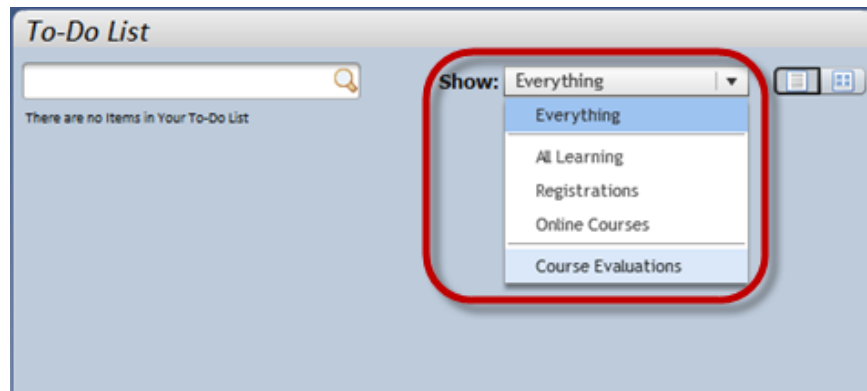
Type	Title	Status	Completion Date
Learning	ES-Emergency Preparedness and Response	Online Complete	9/12/2011 08:01 PM
Learning	ES-EHBS Awareness	Online Complete	9/12/2011 03:42 PM
Learning	ES-Office Ergonomics	Online Complete	9/12/2011 02:19 PM
Learning	Microsoft Outlook 2003	Online Complete	8/24/2011 04:00 AM
Learning	2011 The Company Code: Putting Principles into Practice	Online Complete	8/23/2011 04:00 AM
Learning	ES-Emergency Preparedness and Response	Online Complete	8/21/2011 09:00 PM
Learning	ES-Office Ergonomics	Online Complete	8/21/2011 09:00 PM

[Figure 16]

FILTERING DATA

Filtering data prevents rows from displaying in a table or list. This is useful if the page contains a large amount of data and you are interested in only specific information. Filtering options vary depending on the page.

For example, the **To-Do List** below can be filtered to show only All Learning, Registrations, Online Courses, etc. Also, using the “type ahead” search box, you can filter your current view. See Figure 17.

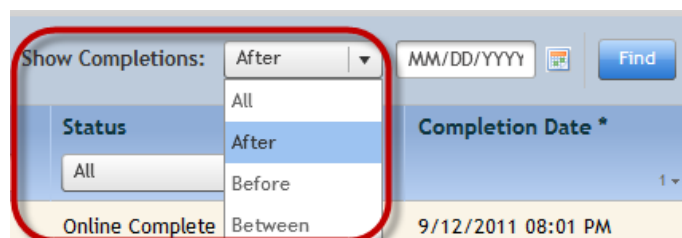


[Figure 17]

Another example of filtering is on the **Completed Work** page, which can be filtered by Type by selecting from the Type column drop-down list; filtered by Title by using the ‘type ahead’ text entry box; filtered by Status by selecting from the Status column drop-down menu -See Figure 18; or by Completion Date by using the Show Completions drop-down options to show only completions after, before, or between selected dates. See Figure 19.



[Figure 18]



[Figure 19]

Lesson 3: View User Records

The purpose of this lesson is to guide users through the step-by-step process of viewing their records. Each task demonstrates viewing of different records.

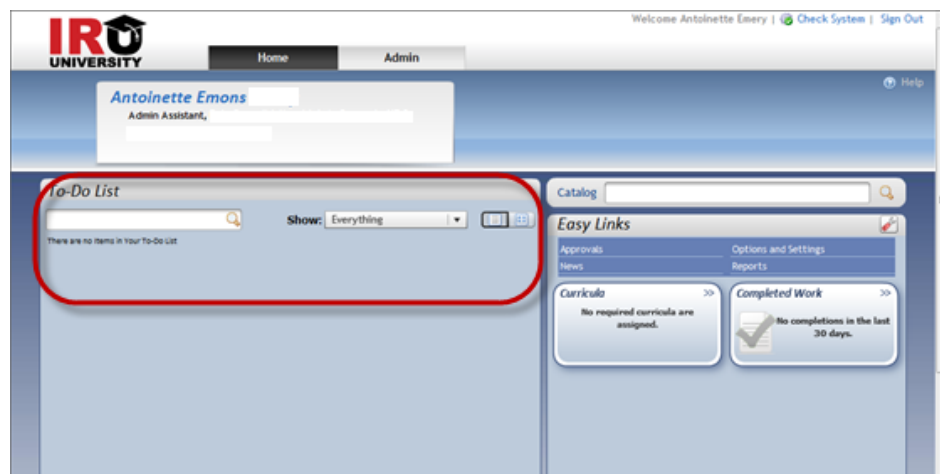
OBJECTIVES

Upon completion of this lesson, you will be able to:

- ◆ View To-Do List (filter, view)
- ◆ View Completed Work
- ◆ View Curriculum Status and Details

VIEW TO-DO LIST

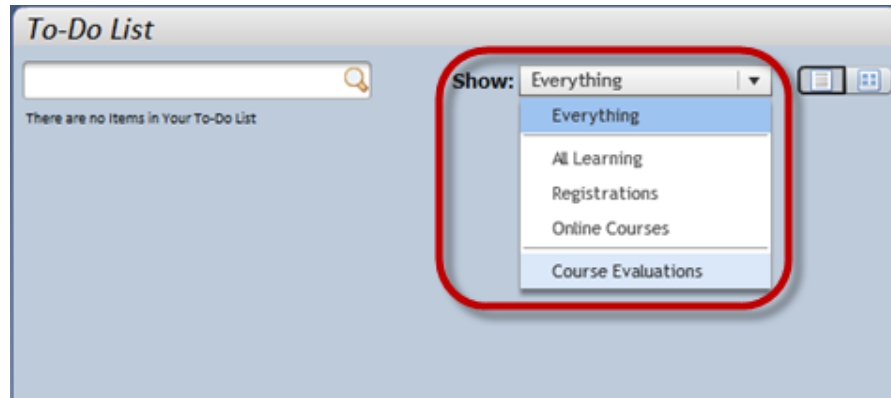
1. On the Home page, you are able to view the To-Do List. This panel displays a consolidated view of tasks requiring action. This means that all tasks are in one place. The To-Do List can be filtered and viewed in different ways. See Figure 20.




[Figure 20]

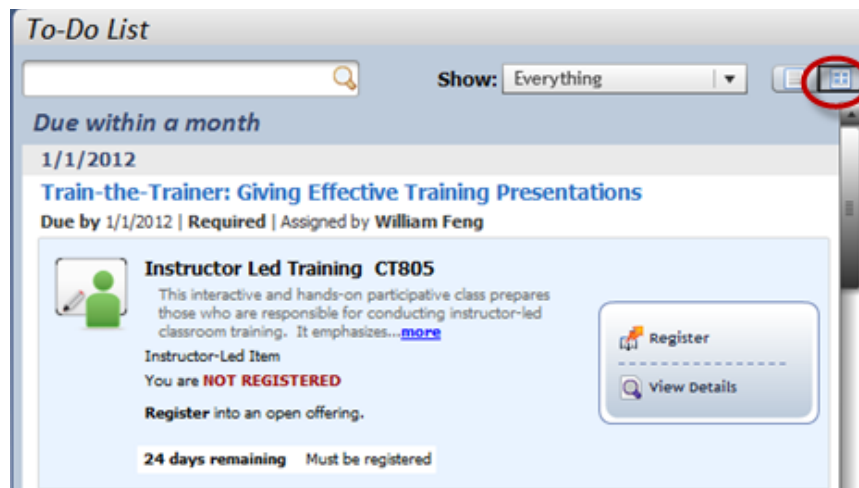
2. Click the **Show** drop- down menu to select a filter option. See Figure 21.
3. Enter text into the ‘type ahead’ search box to filter the To-Do List.

Note: Mouse over each title in the To-Do List for additional information.



[Figure 21]

4. Users may prefer to display the To-Do List actions as a card view. Selecting the Card View () icon from the top left menu gives full details. The card view displays navigation links for each relevant action. See Figure 22.

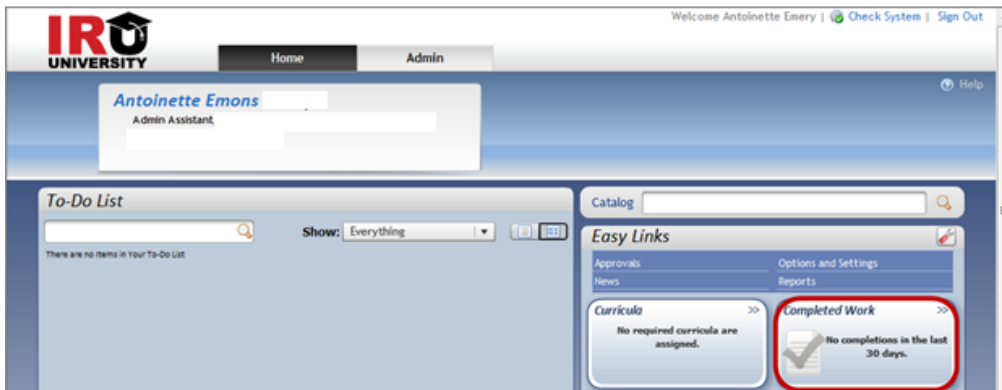


[Figure 22]


VIEW COMPLETED WORK

1. On the Home page, click the **Completed Work** status pod. See Figure 23.

Completed Work displays a combined list of all tasks completed. It combines learning activities such as courses.



[Figure 23]

2. Sort the table by selecting the column header. The table to the right is sorted by the Completion Date. The sort order arrow () indicates the column is sorted in ascending order.
3. Click any column header to sort the display based on Title, Status, or Completion Date. See Figure 24.

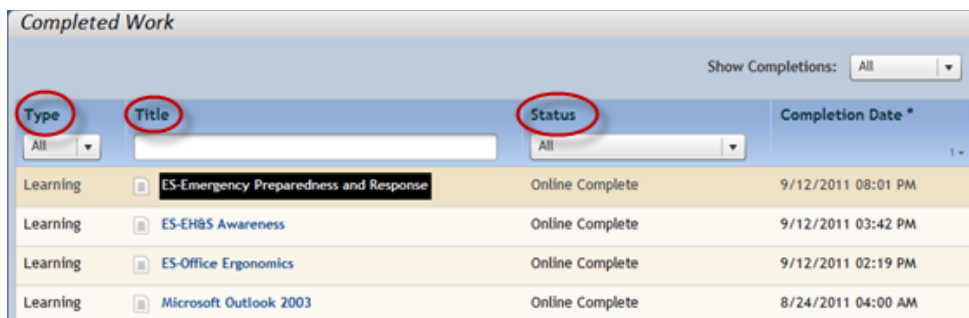
The screenshot shows the 'Completed Work' table with the following data:

Type	Title	Status	Completion Date
Learning	ES-Emergency Preparedness and Response	Online Complete	9/12/2011 08:01 PM
Learning	ES-EH&S Awareness	Online Complete	9/12/2011 03:42 PM
Learning	ES-Office Ergonomics	Online Complete	9/12/2011 02:19 PM
Learning	Microsoft Outlook 2003	Online Complete	8/24/2011 04:00 AM
Learning	2011 The Company Code: Putting Principles into Practice	Online Complete	8/23/2011 04:00 AM

[Figure 24]

4. The **Completed Work** list can be filtered by type by selecting from the **Type** column drop-down menu.
5. Filter the table by title by using the 'type ahead' text entry box.

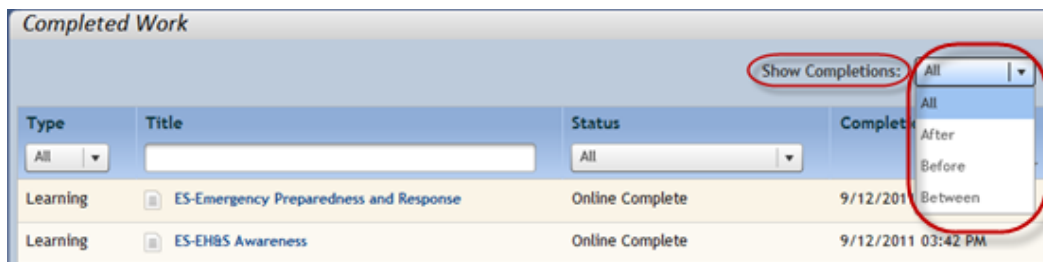
- Filter the table by status by selecting from the Status column drop-down menu. See Figure 25.



[Figure 25]

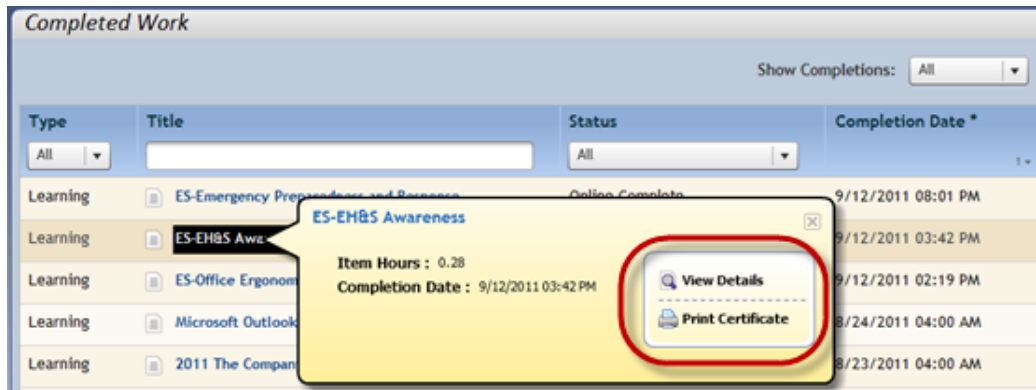
Note: The 'type ahead' feature allows you to start typing in the box, and if you have one or more list items that contain the text that you typed, then the system will show only those list items. The type ahead filter is not case sensitive.

- Filter the table by completion date by using the Show Completions drop-down options to show only completions after, before, or between selected dates. See Figure 26.



[Figure 26]

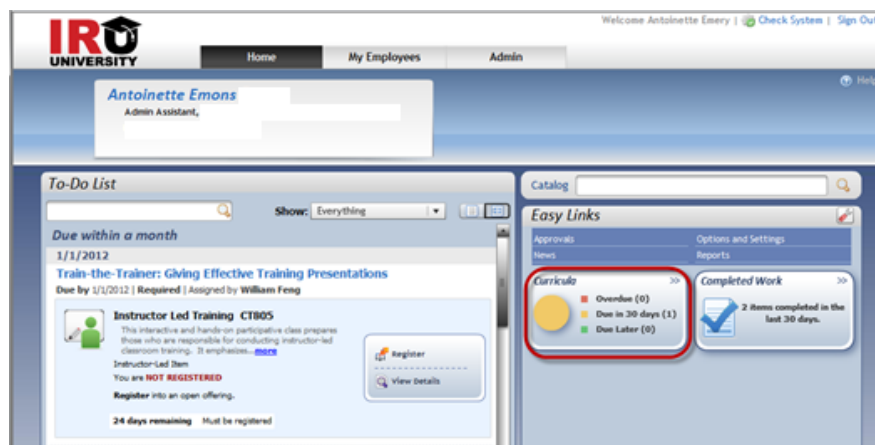
- The user can select the title link and choose a desired option (View Details or Print Certificate). See Figure 27.



[Figure 27]

VIEW CURRICULUM STATUS AND DETAILS

1. On the Home page, click the Curricula pod. See Figure 28.



[Figure 28]

This page displays all assigned curricula, a next action date if applicable, and who assigned the curricula. See Figure 29.

2. The curricula list can be sorted by Curriculum Title, Next Action Date or Expiration Date by clicking the column header.
3. The status of each curriculum can be identified by the folder icon. If a checkmark displays on the folder, the curriculum is complete.
4. Click the curriculum title links to view curriculum details.
5. Click the “remove” icon (⊖) to delete a self-assigned curriculum.

Curriculum Status Help

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title		Next Action Date ▲	Expiration Date	Assigned By	Remove
Glenn's Curricula		1/7/2012	N/A	Admin (System AP)	
Curriculum test		1/19/2012	N/A	User	
Josh's happy fun curriculum		1/19/2012	N/A	User	
New Hire Compliance Orientation		N/A	N/A	Admin (System AP)	

[Figure 29]

Note: The Next Action Date is the next due date in the curriculum. The due date that displays belongs to the item that has the nearest due date. If there is an issue with the next action date, the Alert icon () displays.

From the Curriculum Details page, you can view each item requirement plus subcurricula, curriculum requirements, and/or subcurricula requirements. See Figure 30.

- The item list can be sorted by **Suggested Order** or **Due by** date by clicking the **View by** drop down menu.
- To view item information, click the **expand icon** () for additional details about each item within the curriculum.

Back Help

Curriculum Details

Josh's happy fun curriculum Incomplete
 Curriculum ID: JRS-1
 Assigned By: User (Antoinette Emons)
 Description: Group of one or more items that we are tracking as a group xyzzy

Due by View by: Suggested Order

1/19/2012		Glenn's Water Polo	<input type="button" value="Request Schedule"/>
Effective Date: 12/6/2011 Assignment Date: 12/20/2011 Retraining Assignments: 365 Days - Event			
2/18/2012		Josh's happy fun course REVISED	<input type="button" value="View Offerings"/>
3/19/2012		Communicating Effectively	<input type="button" value="Request Schedule"/>

[Figure 30]

- To view Item Details click on the course title.
- Click the **expand icon** () to view details for each item. See Figure 31.

Item Details Help

[← Back](#)

Josh's happy fun course REVISED

Item Summary

Instructor Led Training URS-1

Revision: 2 - 12/9/2011 10:00 AM America/Los Angeles [View Offerings](#)

Description: Josh's happy fun course [Remove from To-Do List](#)

Length: 8.00	Source:	Contact:
CPEs:	Credit Hours:	Item Hours:
Goals:		Delivery Method:
		Audience:

Assignment Information

Required Date: 2/18/2012 Assignment Type: Required

Completion Details: Assignment Date: 12/20/2011

Days Remaining: 60 Assigned By: User (Antoinette Emons Emerf)

Origin: Curriculum

▶ Subject Areas (0 Found)

▶ Prerequisites (0 Found)

▶ Substitutes (0 Found)

▶ Competencies (0 Found)

▶ Related Documents (2 Found)

[Figure 31]

Lesson 4: Self-Assign Items

The purpose of this lesson is to guide users through the step-by-step process of using the catalog to find and assign items to their To-Do List. Each task demonstrates a different method of searching the catalog.

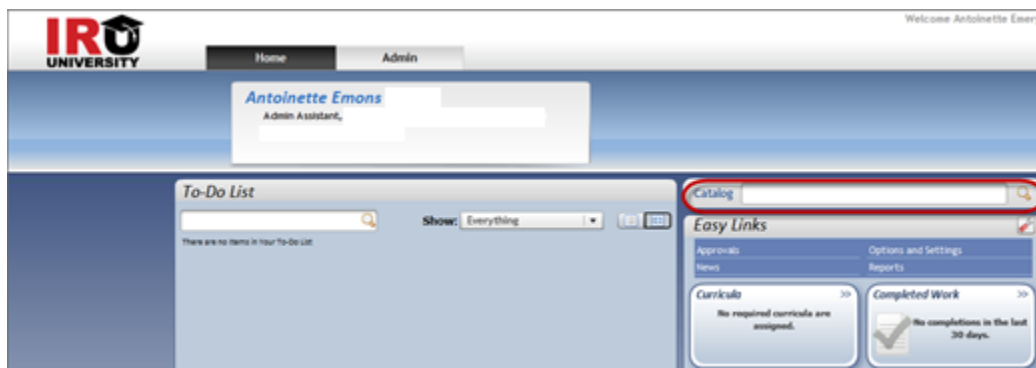
OBJECTIVES

Upon completion of this lesson, you will be able to find and self-assign items:

- ◆ Using simple catalog search
- ◆ Using advance catalog search
- ◆ By browsing catalog

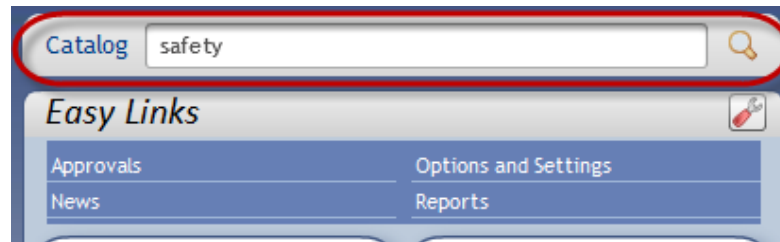
LOCATE AND SELF-ASSIGN ITEMS USING SIMPLE CATALOG SEARCH

1. Navigate to the **Catalog** search box above **Easy Links**. See Figure 32.



[Figure 32]

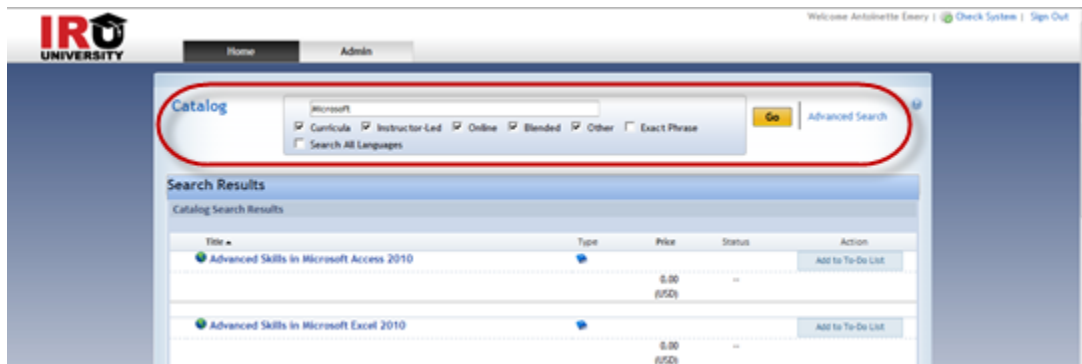
2. Enter keywords to search for in the item’s title and description.
3. Click the **Search** icon (🔍). See Figure 33.



[Figure 33]

4. Find the item you want to add and click **Add to To-Do List**. See Figure 34.

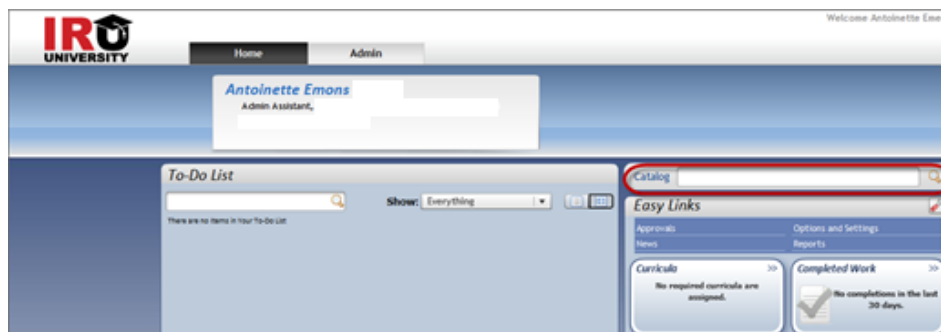
Note: To revise the search, enter new keywords or check/uncheck search criteria checkboxes at the top of the Search Results page.



[Figure 34]

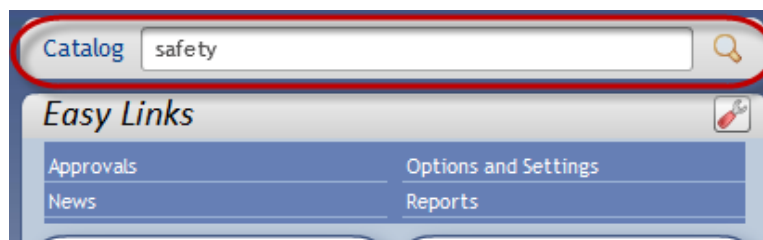
LOCATE AND SELF-ASSIGN ITEMS USING ADVANCED CATALOG SEARCH

1. Navigate to the **Catalog** search box above **Easy Links**. See Figure 35.



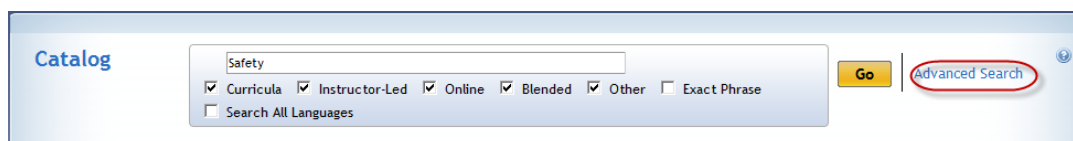
[Figure 35]

2. Enter keywords to search for in the item’s title and description.
3. Click the **Search** icon (🔍). See Figure 36.



[Figure 36]

4. **Select or de-select the checkboxes** to refine your search. See Figure 37.
5. Click **Advanced Search**.



[Figure 37]

6. Refine the search by selecting the desired **Keywords** radio buttons and checkboxes.
7. Enter any other defining keywords for **title, description, ID, subject area, delivery method, and source**. See Figure 38.

- Select the **Search All Languages** (Applies to Title, Description, and Subject Area) checkbox, if applicable.

The screenshot shows the 'Advanced Catalog Search' interface. At the top, there is a search bar and a 'Go' button. Below the search bar, there are several checkboxes for search criteria: Curricula, Instructor-Led, Online, Blended, Other, and Exact Phrase. The 'Search All Languages' checkbox is located below these options. The main search area contains several dropdown menus for 'Title', 'Description', 'ID', 'Subject Area', 'Delivery Method', and 'Source', each with a 'Contains' dropdown and an input field. To the right of these fields are 'Select' buttons. At the bottom of the search area, the 'Search All Languages (Applies to Title, Description, and Subject Area)' checkbox is visible and unchecked.

[Figure 38]

- Click **Go**
- Locate the result you want to add and click the associating **Action** button. See Figure 39.

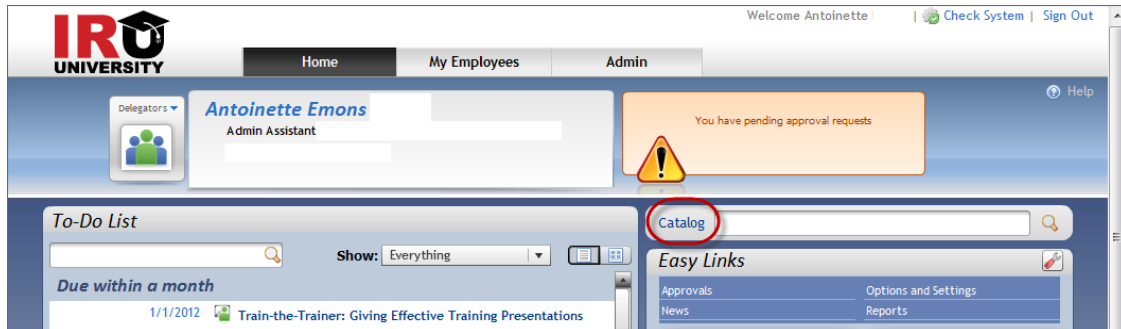
The screenshot shows the 'Catalog Search Results' page. It features a table with the following columns: Title, Type, Price, Status, and Action. There are two search results listed. The first result is '2010 Focal Review Manual Process' with a price of 0.00 (USD) and a status of --. The second result is '2010 Focal Review Manual Process for Managers' with a price of 0.00 (USD) and a status of --. The 'Action' column for each result contains two buttons: 'Add to To-Do List' and 'Go to Content'. A red oval highlights the 'Action' column buttons for both results.

Title	Type	Price	Status	Action
2010 Focal Review Manual Process		0.00 (USD)	--	Add to To-Do List Go to Content
2010 Focal Review Manual Process for Managers		0.00 (USD)	--	Add to To-Do List Go to Content

[Figure 39]

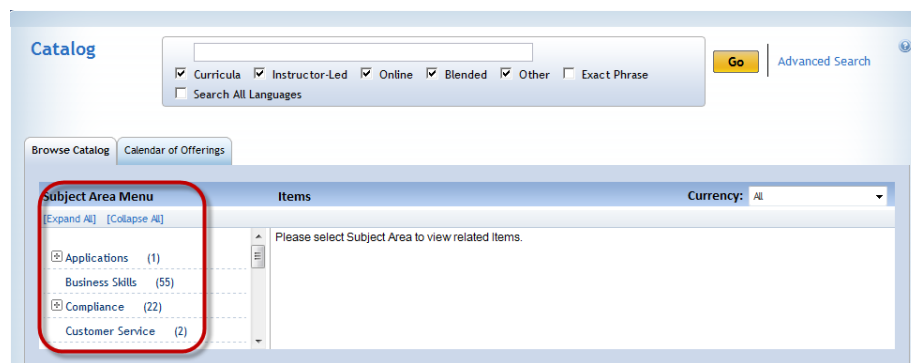
LOCATE AND SELF-ASSIGN ITEMS USING BROWSE CATALOG

1. Click **Catalog** above **Easy Links**. See Figure 40.



[Figure 40]

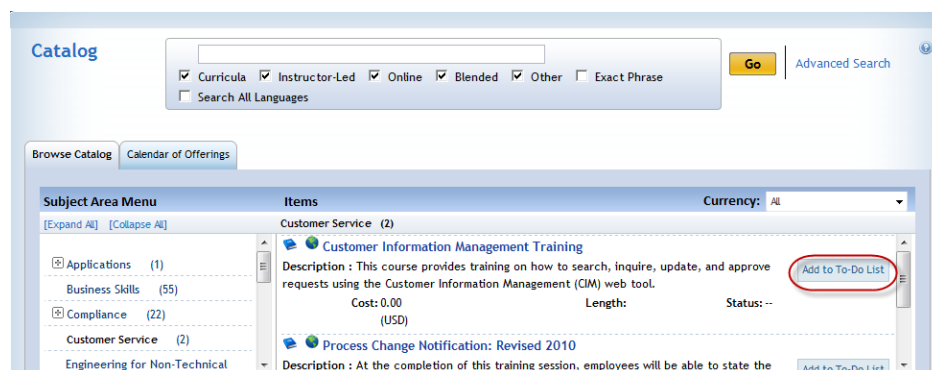
2. Select a subject area to expand. See Figure 41.



[Figure 41]

Note: The number in parenthesis indicates how many items are currently available for that subject area.

3. Locate the item you want to add and click **Add to To-Do List**. See Figure 42.



[Figure 42]

Lesson 5: Launch Online Content

The purpose of this lesson is to guide users through the step-by-step process of identifying and launching online content.

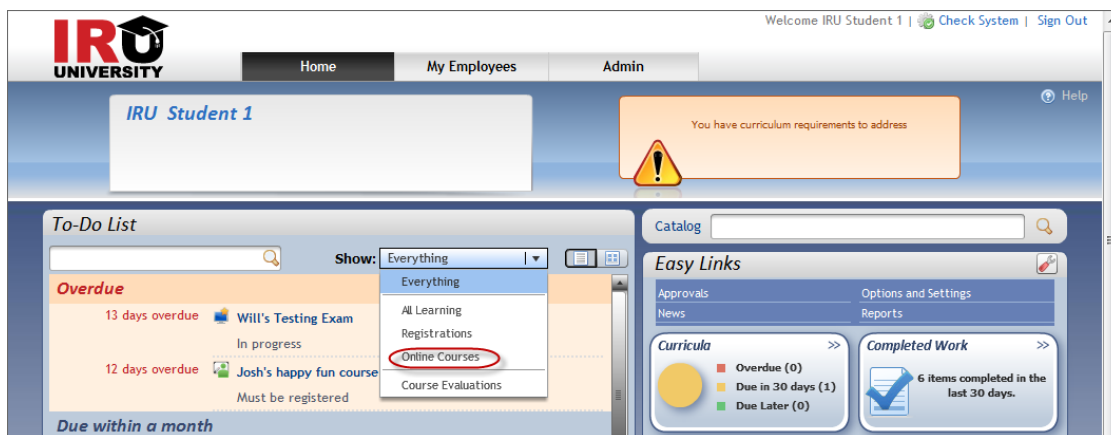
OBJECTIVES

Upon completion of this lesson, you will be able to:

- ◆ Identify online content
- ◆ Launch online content

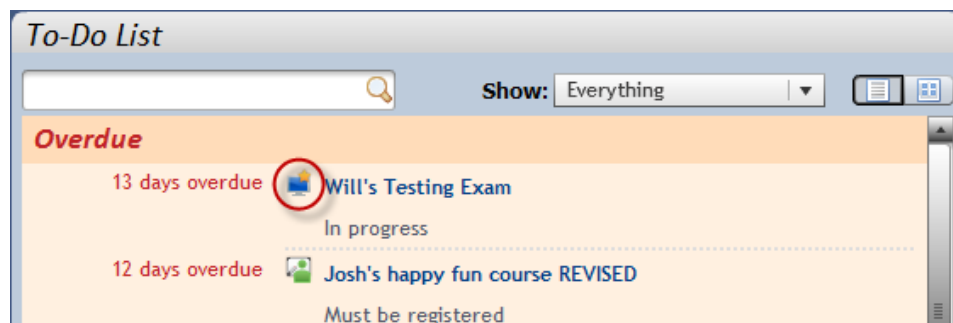
IDENTIFY ONLINE CONTENT

1. From the Home page, filter the To-Do List to show Online courses only. See Figure 43.



[Figure 43]

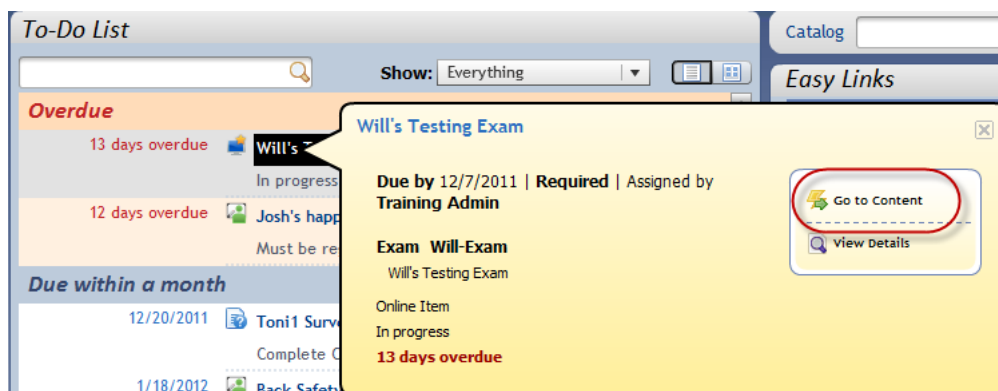
2. The online icon (🖥️) in the Type column indicates the content type. See Figure 44.



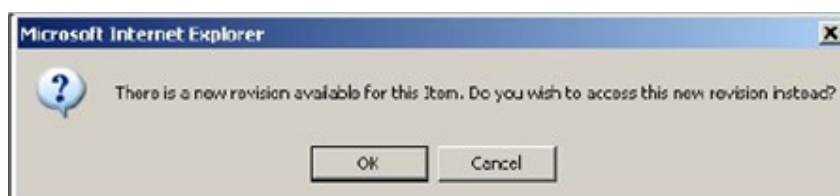
[Figure 44]

LAUNCH ONLINE CONTENT

1. From the To-Do List, mouse over the title of the item you wish to launch and then click **Go to Content**. See Figure 45.



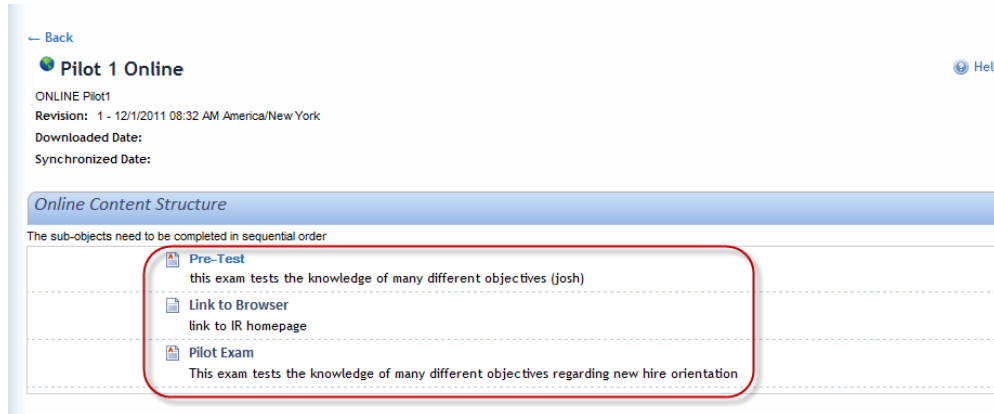
[Figure 45]



Note: Previous revisions of online items can now be launched when assigned to a user's To-Do List. If a revision exists, the user is prompted to access the newer version.

The Online Content Structure page displays. An item may contain one or more content objects.

2. Click the **content object title link** to launch the content object. See Figure 46.



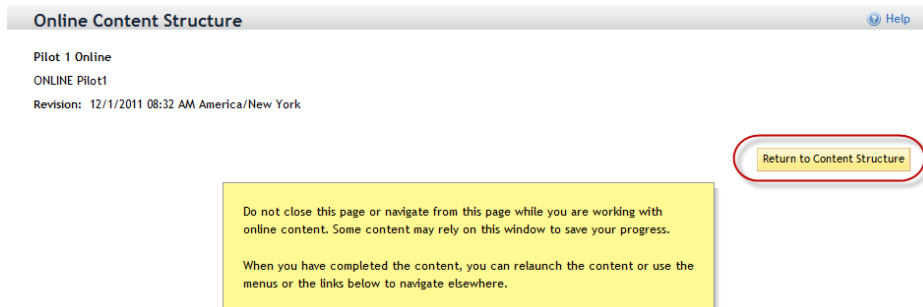
[Figure 46]

Note: If there is one content object within an item the content opens up immediately, skipping the content structure page. Upon closing the content window, the user is presented with a landing page that contains multiple links for the user to complete a logical workflow.

The content launches in a separate window. Complete the content as prescribed in the course.

When the content object is complete, the window closes, and returns you to the Online Content Structure page.

3. Click **Return to Content Structure** to continue. See Figure 47.

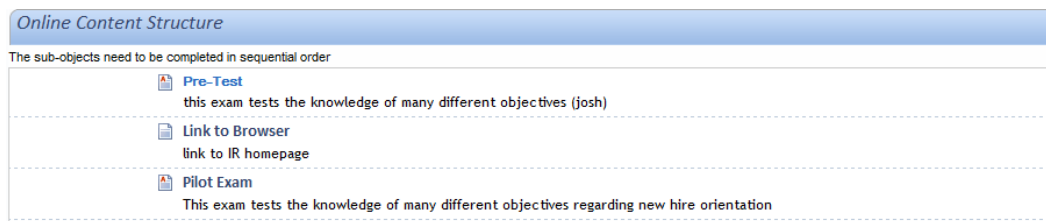


[Figure 47]

4. The **completion date** and **time** of the content object are captured.

If the online item contains more than one content object, all objects typically must be completed in order for the item to be in complete status.

5. Click the next content object title link to continue completion of the course. See Figure 48.



[Figure 48]

Lesson 6: Self-Register in a Scheduled Offering

The purpose of this lesson is to guide users through the step-by-step process of finding scheduled offerings and self-registering from the To-Do List, the Calendar of Offerings, and the Advanced Catalog. Each task below demonstrates a different method of registration.

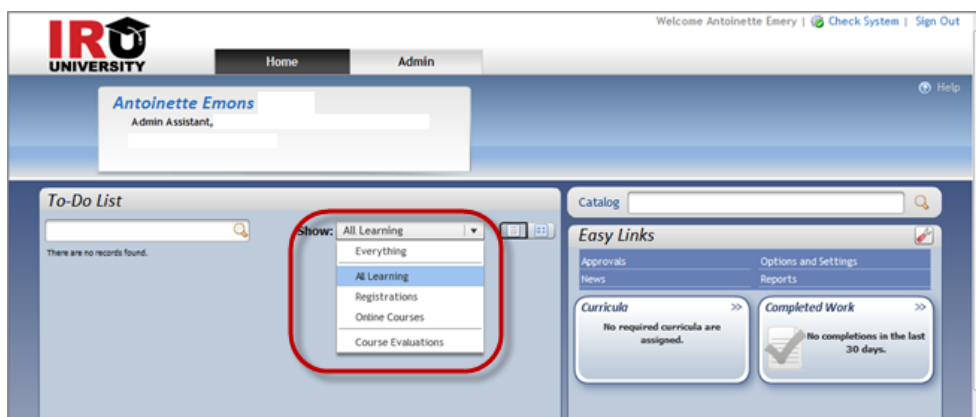
OBJECTIVES

Upon completion of this lesson, you will be able to:

- ◆ Register from the To-Do List
- ◆ Register from the calendar of offerings
- ◆ Register from the advanced catalog search
- ◆ Confirm registration

REGISTER FROM THE TO-DO LIST

1. From the Home page, filter the To-Do List to show All Learning. See Figure 49.



[Figure 49]

2. Mouse over the item into which you want to register.
3. Click **Register** for registration information. See Figure 50.

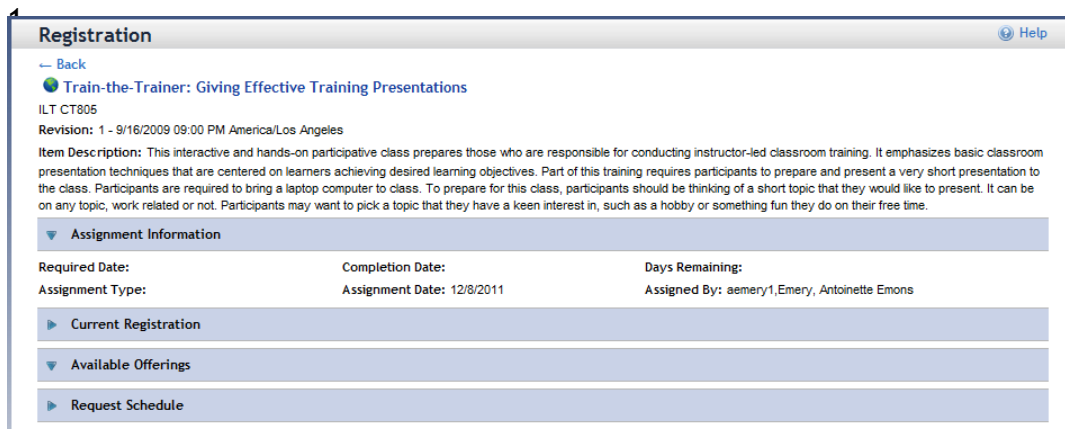


[Figure 50]

Note: Click **Request Schedule** if there is no scheduled offering given at a convenient time. Enter the **date** and **reason** for the request.

On the Registration page, review the Dates and Times section and find the offering you prefer.

4. Click Register for the corresponding scheduled offering. See Figure 51.



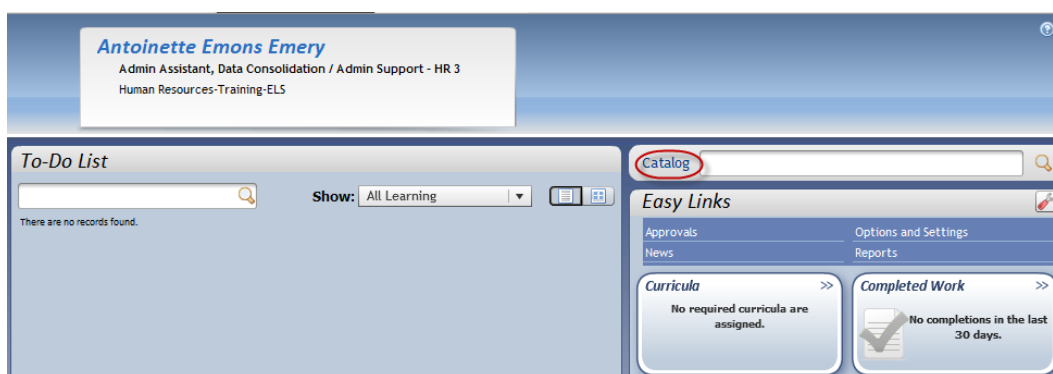
[Figure 51]

Note: Click **View Details** to view the description, exact times, and locations for each segment of the scheduled offering.

5. Enter any optional comments in the **Registration Comments** field. Use this field for comments for the instructor, such as special needs.
6. Click **Confirm**

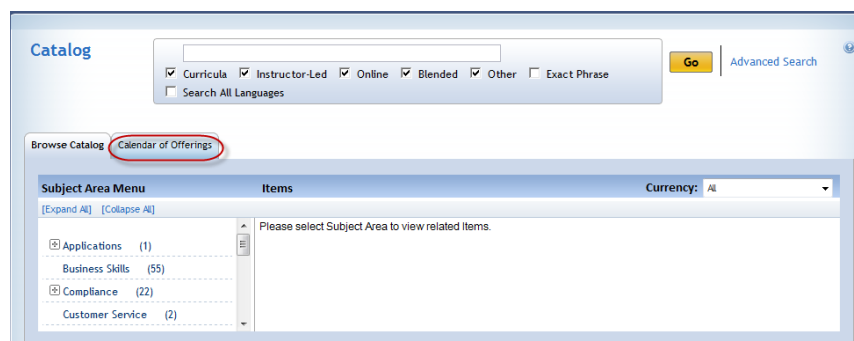
REGISTER FROM THE CALENDAR OF OFFERINGS

1. From the Home page, click the **Catalog** link. See Figure 52.



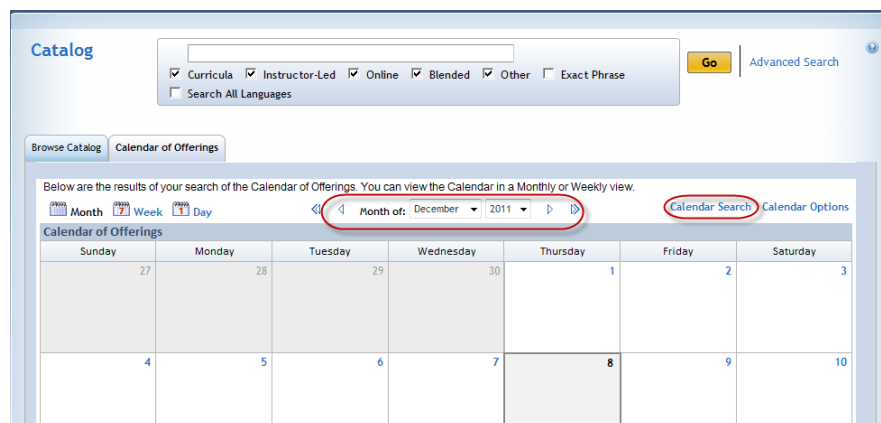
[Figure 52]

2. Select the **Calendar of Offerings** tab. See Figure 53.



[Figure 53]

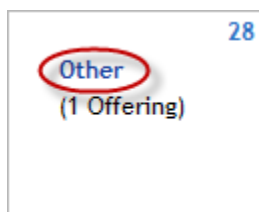
3. Display the desired month by using the Month of drop-down menu or scroll through months using the arrows. Or...
4. Click the **Calendar Search** link to use a keyword search. See Figure 54.



[Figure 54]

The subject area of the scheduled offering and the number of scheduled offerings that are scheduled for that day are displayed.

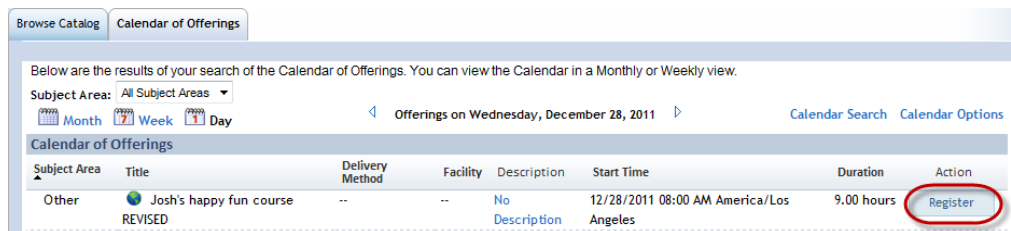
5. Click the **Subject Area** link. See Figure 55.



[Figure 55]

Note: Subject areas may be color-coded.

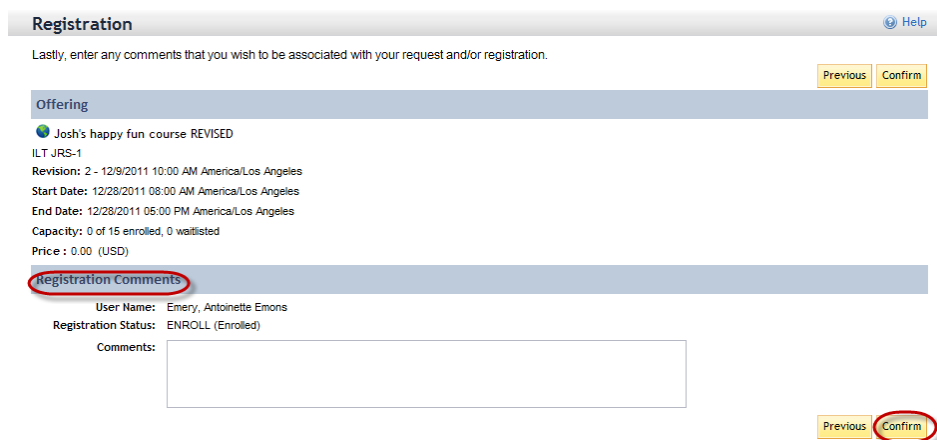
6. Review the offerings and click **Register** for the corresponding offering. See Figure 56.



[Figure 56]

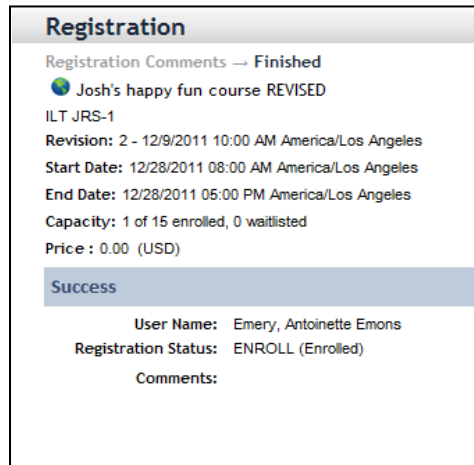
Note: Click the Title or Description link to view information about the item.

7. Enter any comments in the **Registration Comments** field. Use this field for comments for the instructor, such as special needs. See Figure 57.
8. Click **Confirm**.



[Figure 57]

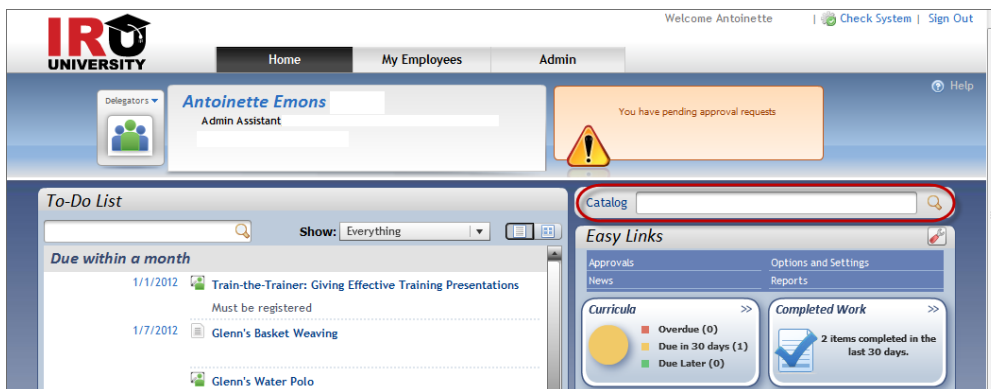
A confirmation screen displays. See Figure 58.



[Figure 58]

REGISTER FROM THE ADVANCED CATALOG SEARCH

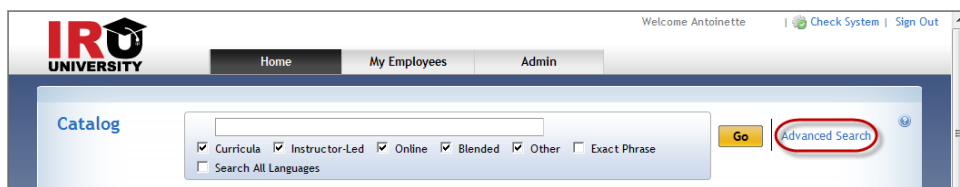
1. From the Home page, type a keyword in the **Catalog** search field. See Figure 59.




[Figure 59]

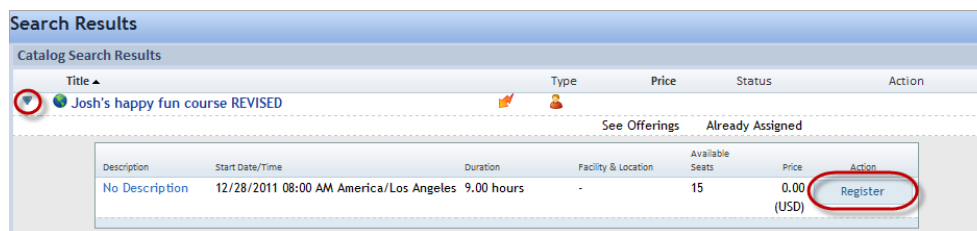
2. Click the Search icon ().

3. Click the **Advanced Search** link. See Figure 60.



[Figure 60]

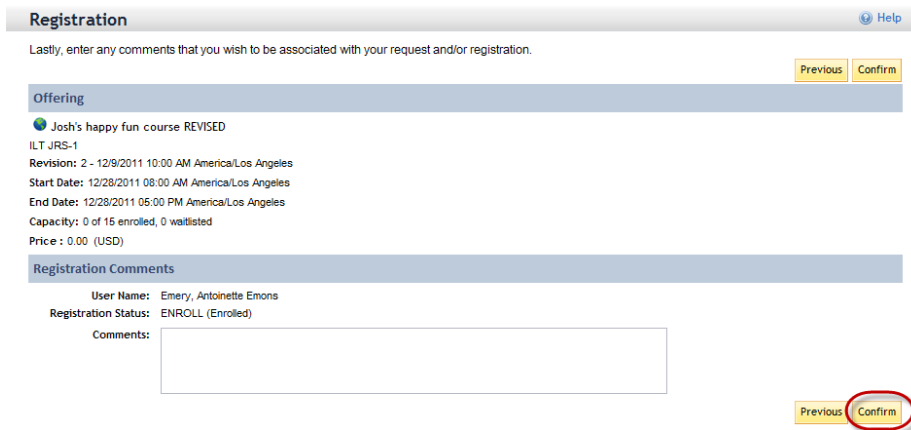
4. Enter keywords to search for in the item’s title, description, ID, subject area, delivery method, and source fields.
5. Refine the search by selecting the desired Keywords radio buttons and checkboxes.
6. Click **Go**.
7. Click the **expand icon** () to view offerings available for the item.
8. Click **Register** to immediately register into the scheduled offering. See Figure 61.



[Figure 61]

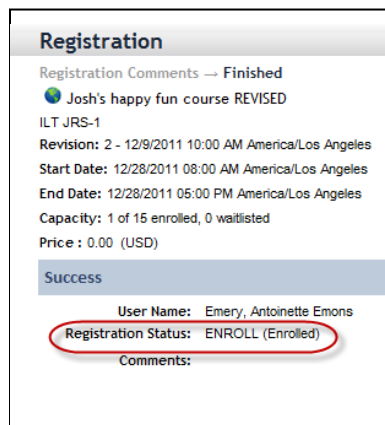
Note: Click the **Item Title** link for more information about the item. Click the **Description** link for additional information on the scheduled offering.

9. Enter any comments in the **Registration Comments** field. Use this field for comments for the instructor, such as special needs. See Figure 62.
10. Click **Confirm**.



[Figure 62]

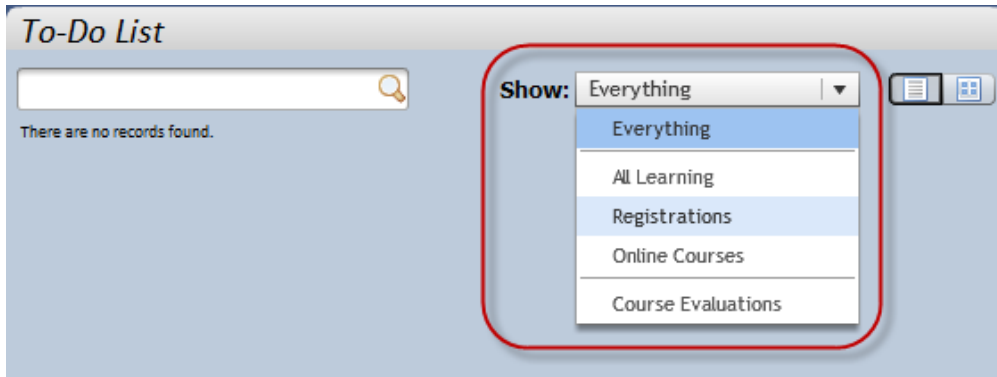
The confirmation screen appears, indicating your registration status. See Figure 63.



[Figure 63]

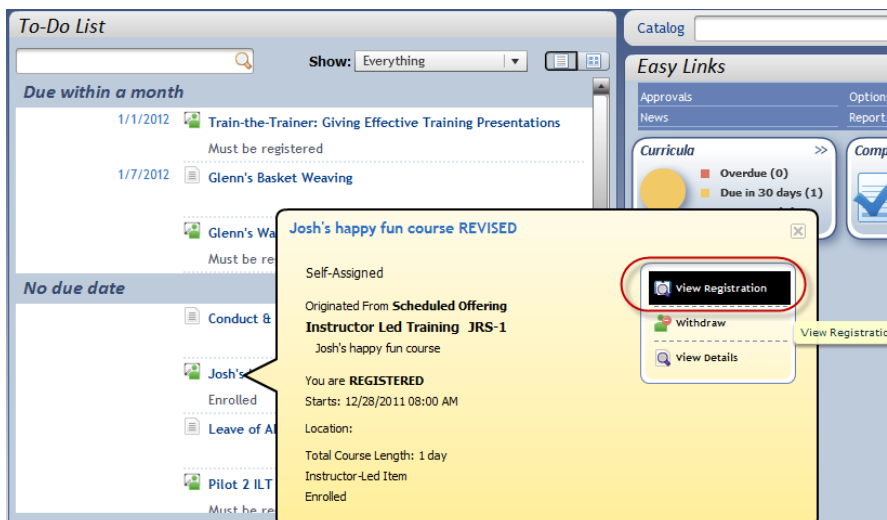
CONFIRM REGISTRATION

1. From the Home page, filter the To-Do List to show Registrations. See Figure 64.



[Figure 64]

2. Mouse over the item you wish to check your registration.
3. Click **View Registration** for registration information. See Figure 65.



[Figure 65]

Lesson 7: Withdraw From A Scheduled Offering

The purpose of this lesson is to guide users through the step-by-step process of withdrawing from a scheduled offering.

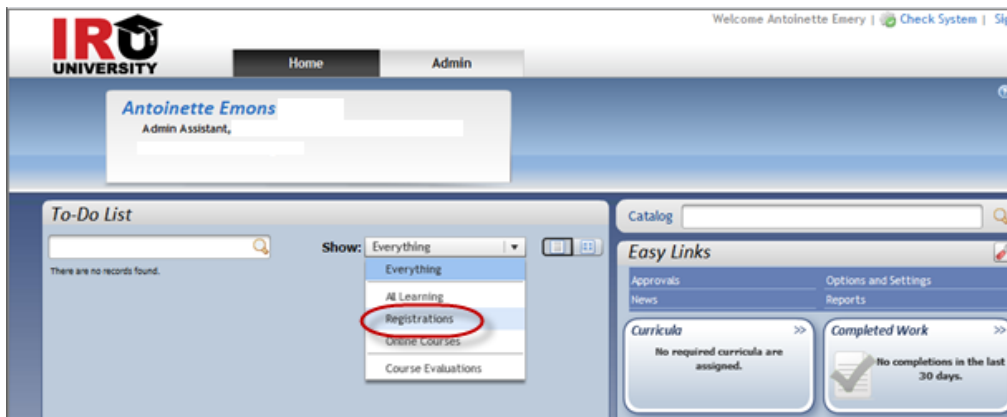
OBJECTIVES

Upon completion of this lesson, you will be able to:

- ◆ Withdraw from a scheduled offering

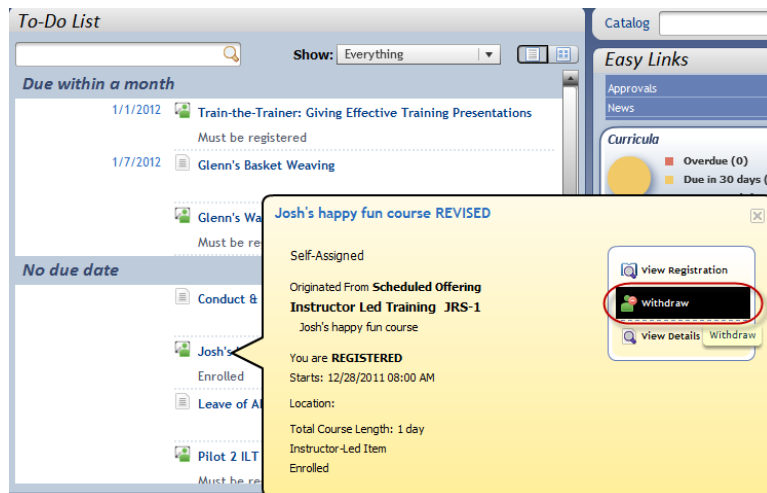
WITHDRAW FROM A SCHEDULED OFFERING

1. From the Home page, filter the To-Do List to show Registrations. See Figure 66.



[Figure 66]

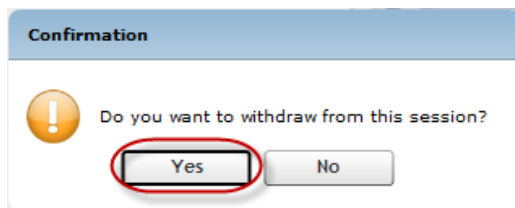
2. Mouse over the item from which you wish to withdraw.
3. Click **Withdraw**. See Figure 67.



[Figure 67]

A warning pop-up displays.

4. Click **Yes** to continue. See Figure 68.



[Figure 68]

Note: Users who withdraw from an offering will see a warning if this item is a prerequisite for another enrollment. Then the system will automatically withdraw the user from the dependent offering.

5. If you wish to remove the associated item from your To-Do List, click **Yes**. See Figure 69.



[Figure 69]

You have successfully withdrawn from a scheduled offering. See Figure 70.

Registration [Help](#)

[← Back](#)

[Josh's happy fun course REVISED](#)

ILT JRS-1

Revision: 2 - 12/9/2011 10:00 AM America/Los Angeles

Item Description: Josh's happy fun course

▼ **Assignment Information**

Required Date:	Completion Date:	Days Remaining:
Assignment Type:	Assignment Date: 12/19/2011	Assigned By: aemery1, Emery, Antoinette Emons

▶ **Current Registration**

▶ **Available Offerings**

▶ **Request Schedule**

[Figure 70]

Lesson 8: Launch and Complete Assigned Survey

The purpose of this lesson is to guide users through the step-by-step process of launching and completing assigned surveys.

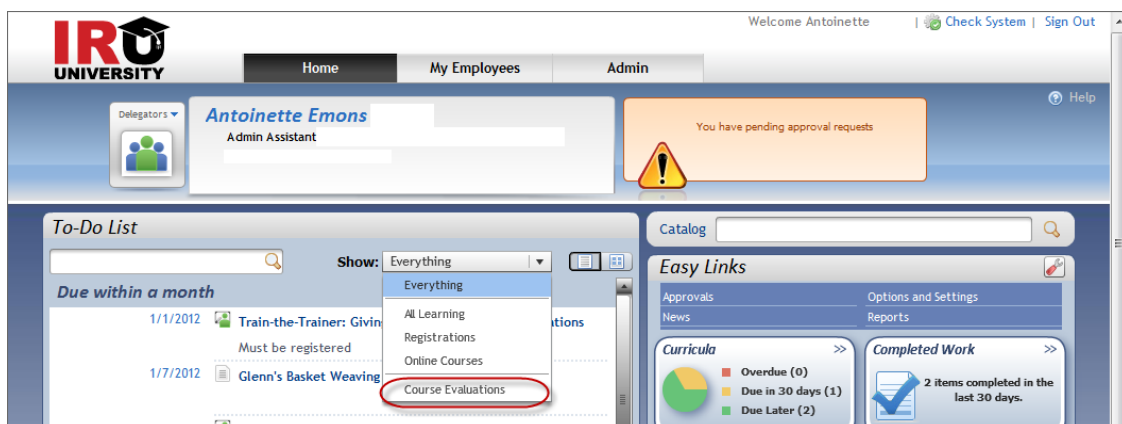
OBJECTIVES

Upon completion of this lesson, you will be able to:

- ◆ Launch and complete assigned survey

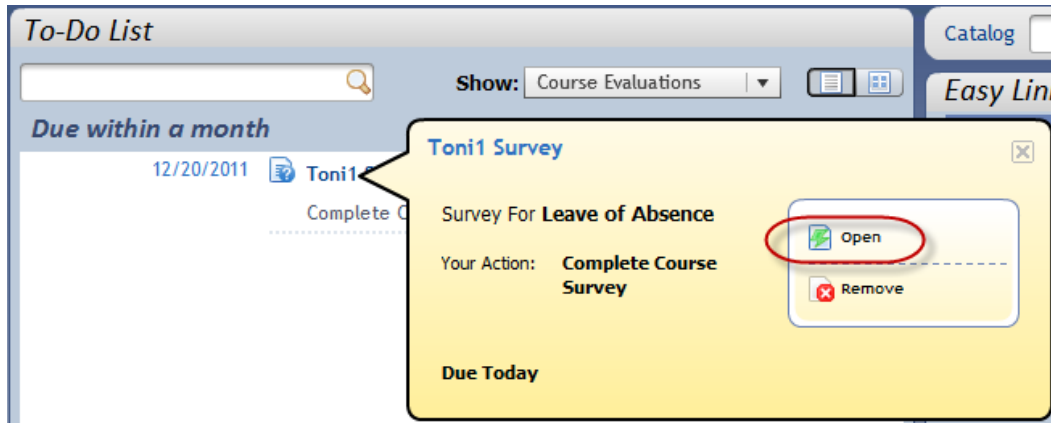
LAUNCH AND COMPLETE ASSIGNED SURVEY

1. From the Home page, filter the To-Do List to show only Course Evaluations. See Figure 71.



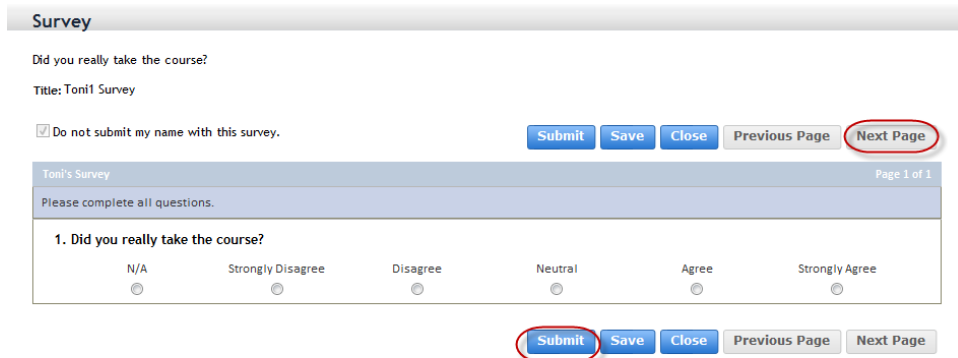
[Figure 71]

2. Mouse over the course evaluation title.
3. Click **Open**. See Figure 72.



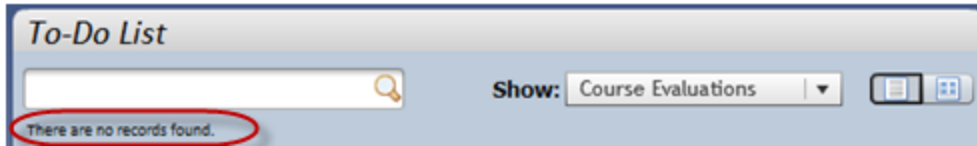
[Figure 72]

4. Complete the survey by selecting the radio button for the appropriate rating for each survey question. See Figure 73.
5. Click **Next Page** to answer additional survey questions.
6. When you have completed the survey, click **Submit**.



[Figure 73]

You are returned to your To-Do List, which no longer shows a pending course evaluation. See Figure 74.



[Figure 74]

Lesson 9: Run Standard Reports

The purpose of this lesson is to guide users through the step-by-step process of running standard reports in IR University.

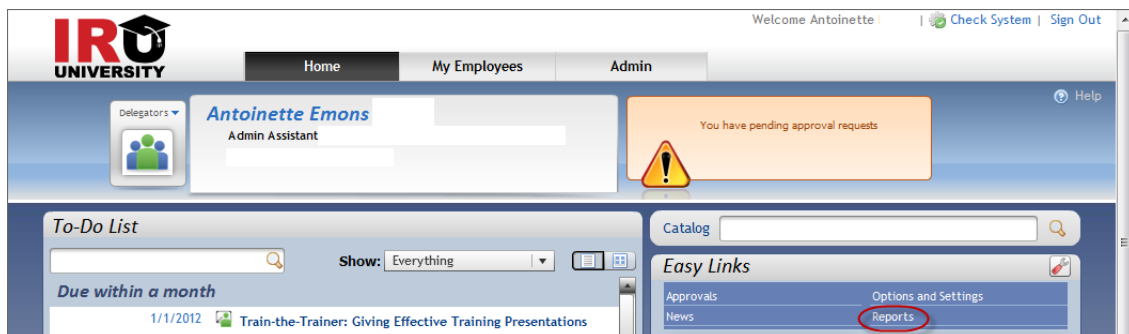
OBJECTIVES

Upon completion of this lesson, you will be able to:

- ◆ Run standard reports


RUN STANDARD REPORT

1. From the Home page, click the **Reports** easy link. See Figure 75.



[Figure 75]

In the Report Name table, find the report you want to generate. See Figure 76.

2. Click the **expand icon** () to expand the report group.
3. Click the **title link**. For this example, select Learning History Legacy report.



[Figure 76]

Note: Click **Help** (?) for additional information on reports.

4. Modify the **report title**, if necessary. See Figure 77.
5. Enter a **header** and **footer** for the report.
6. Select the **report destination**.
7. Select the **report format**.
8. To insert page breaks between records returned, check the **Page Break Between Records** checkbox.
9. Enter the **date range** of the course completion.
10. Select **Report type** either Summary or Detail.
11. Select **type of events** to include in the report.
12. Select Yes or No to **Print Comments** on the report.
13. Select **Item sort preference**, either by Completion date or Item ID.
14. Click **Run Report**

Or

15. Click the **Back to Browse Reports** link to return to the list of reports.

Reports Help

[← Back to Browse Reports](#)

Run Learning History Legacy

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Page Break Between Records

Completed Date From:
(MM/DD/YYYY)

Completed Date To:
(MM/DD/YYYY)

Report Type: Summary Detail

Include: Item Events External Events Both

Print Comments: Yes No

Sort Items: Completion Date Item ID

[Figure 77]

Note: Available criterion will vary depending on the report.

IRU SYSTEM SUPPORT:

