PRODUCTION SAFETY ORIENTATION MANUAL

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SYSTEM ACCESS & ROLES

There are two roles in the Production Safety Orientation (PSO) system:

- System Administrator
- Student User

System Administrators and Student Users will access the PSO system using the same web address: http://pso.learningsciencescorp.com.

Student Users will only have access to complete courses in the system.

System Administrators will be able to complete courses in the system and run course completion reports.

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ADMINISTRATOR: LOG IN

System Administrators will receive a password from Learning Sciences to log into their administrator accounts. Follow these steps to log into the system.

1. Open a web browser and go to the web address: http://pso.learningsciencescorp.com.

2. The Log In page for PSO will display. In the **Email** field enter your email address.

3. Enter your assigned password in the **Password** field.

4. Click the green **Log In** button. The page will refresh and display the System Administrator Welcome page.

ADMINISTRATOR: RUN COURSE REPORTS

System Administrators can track Student Users' course completions using reports.

1. Click **Reporting** from the menu to access this feature.
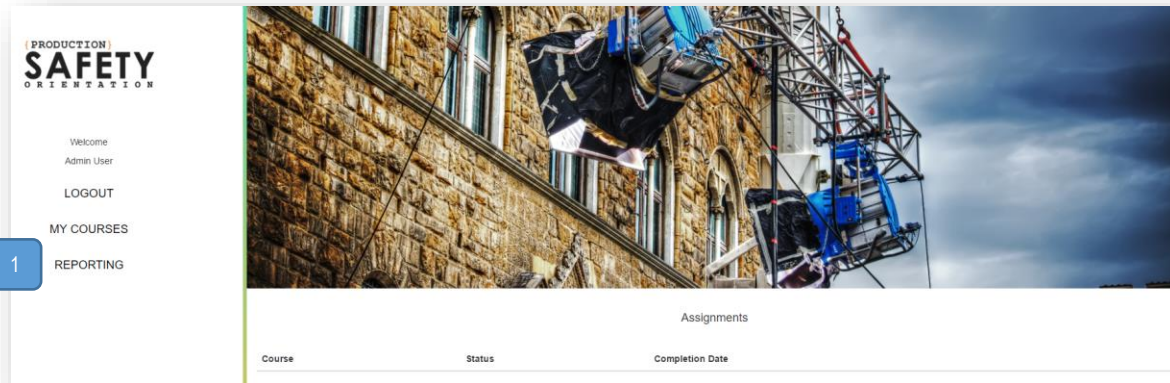
2. The Reporting page displays. Use the optional filters below to create course completion reports.

A. View data for a single employee by selecting the **Student** field and entering an employee's name.

B. Select the **Course** field and enter a course name to filter data for a single course.

C. If available, select the **Production** field and enter the desired production title.

D. Click the calendar icon in the **Completion Start Date** field and select dates in a calendar view or enter the date in the field.

E. Click the calendar icon in the **Completion End Date** fields and select dates in a calendar view or enter the date in the field.

3.   Select how you would like to view the report. Choose **On Screen** to view the report on the web page. Choose **Excel** to download the report into Microsoft Excel.

4.   Click **Run Report**.

ADMINISTRATOR: COURSE SESSIONS & ROSTER

System Administrators can manage and track course sessions and rosters in the system. *Note that a course session must be created in the system before a session roster can be created.*

1. Begin by selecting **Rosters** from the menu.
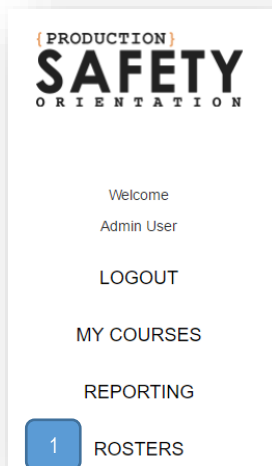
2. The Rosters page will display. Available courses will be listed on the page. Select the course you wish to manage from the list.
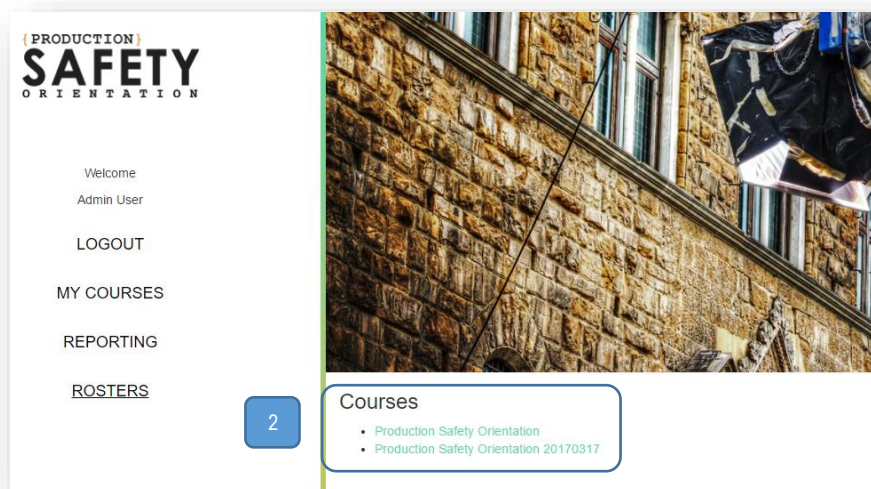
3. The Sessions page will display for the selected course. *Note that the sessions are listed in order from the most recent occurrence.* Click the **arrow** next to Start to reverse this order.

4. To add a course session, select the **Add Session** button.

5. The Add Session pop up will open.

A. Select the **Location** field and enter where the location occurred.

B. Select the **Notes** field to enter notes such as the session time.

C. A start and end date must be entered for all sessions. Select the **Calendar** icon in each of the fields and choose a date in the calendar pop up.

    D.   Or enter a date manually into the **Start** and **End Date** fields.

    E.   Click **Save** when finished.

6.   The Course Session page refreshes and the new session will display on the page. Make changes to the session by selecting **Edit** to the right of the session.

7.   Edit session information in the pop up.
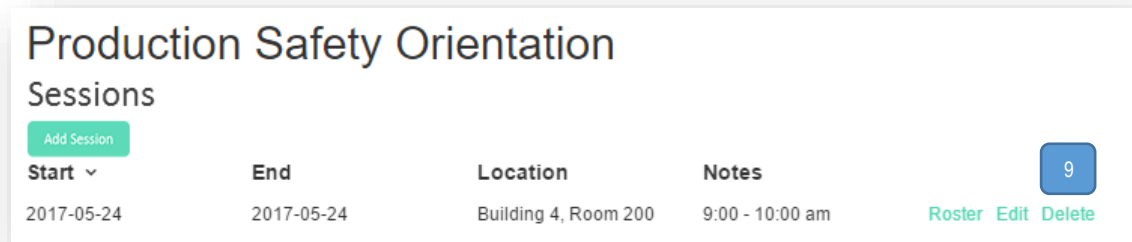
8.   Click **Save** to keep changes.

9. Delete a course session by selecting **Delete** to the right of the session.

10. Click **OK** in the pop up confirmation message.
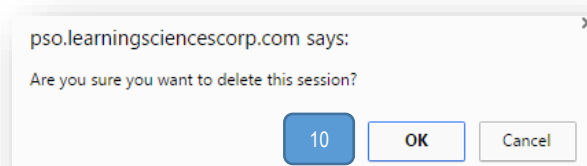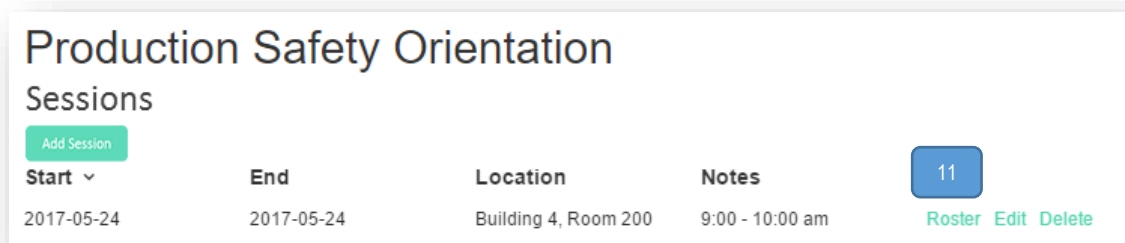

11. Manage session Rosters by first selecting **Roster** to the right of a session.

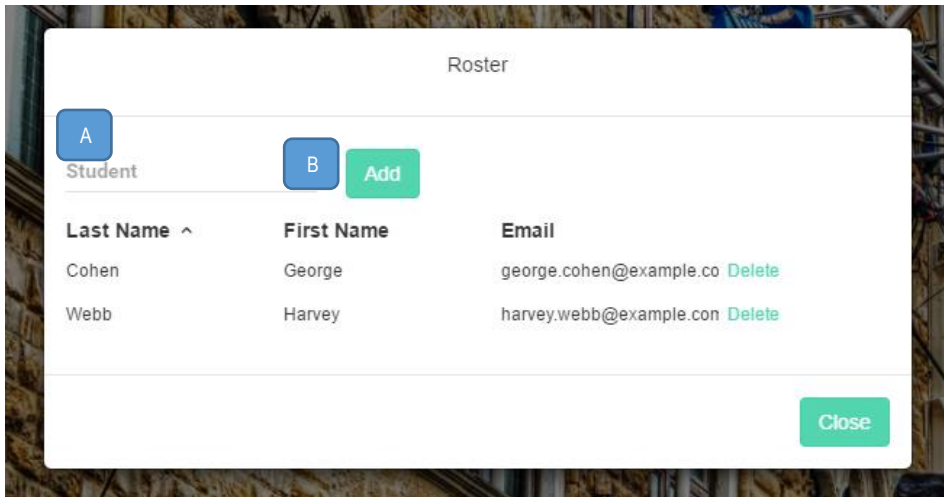12. The Roster pop up will display.
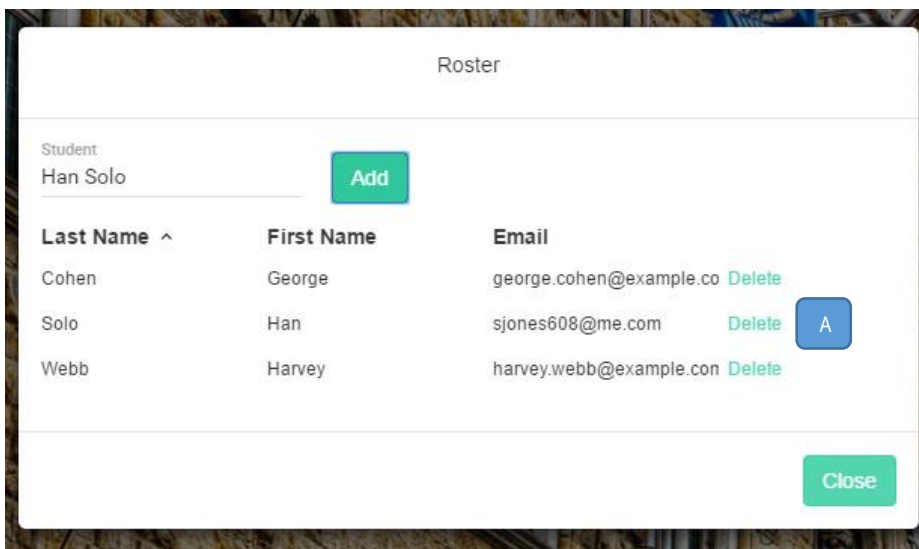
A. To add participants, select the **Student** field and enter a participant's name.

B. Select the participant's name from the drop-down field and then click **Add**. *Note, only registered users in the system may be added to a roster. See the Create Student User Account video for information on the registration process.*

13. The pop up will refresh and display the new participant in the roster.

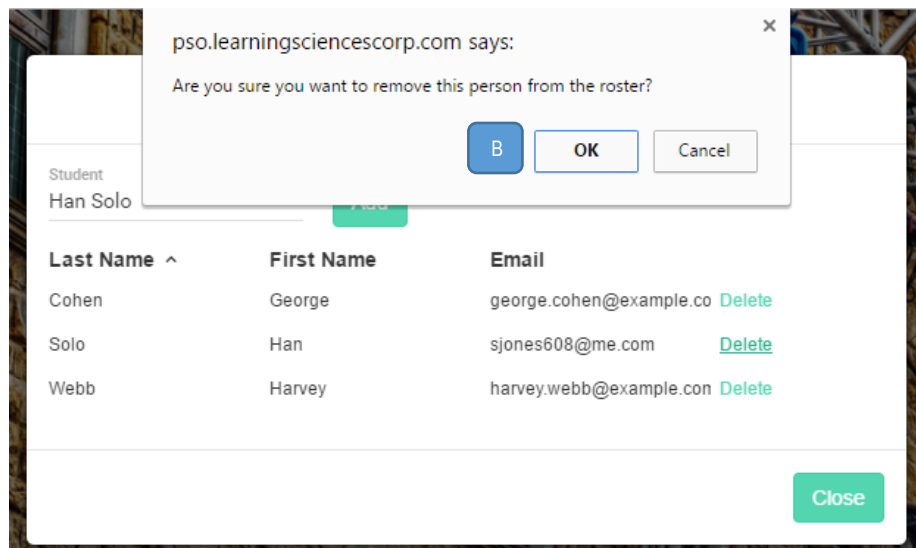A. Remove participants from the roster by locating the participant in the roster list and selecting **Delete** next to their name.

B. Click **OK** in the pop up confirmation page. The pop up will refresh and the participant will no longer be listed.

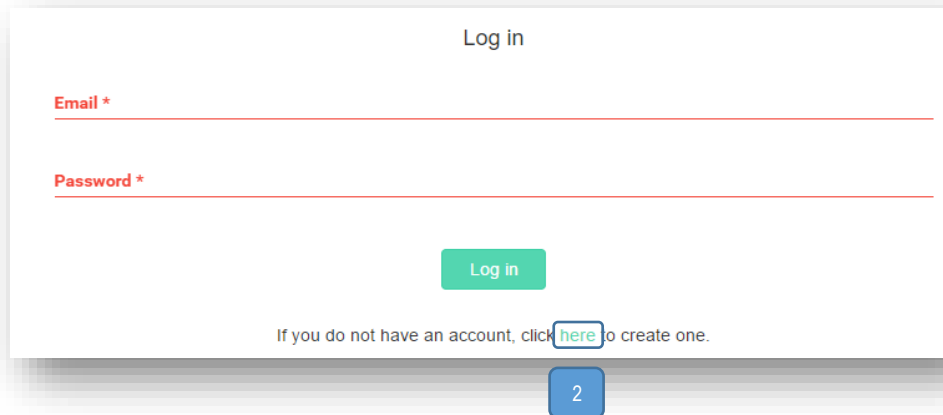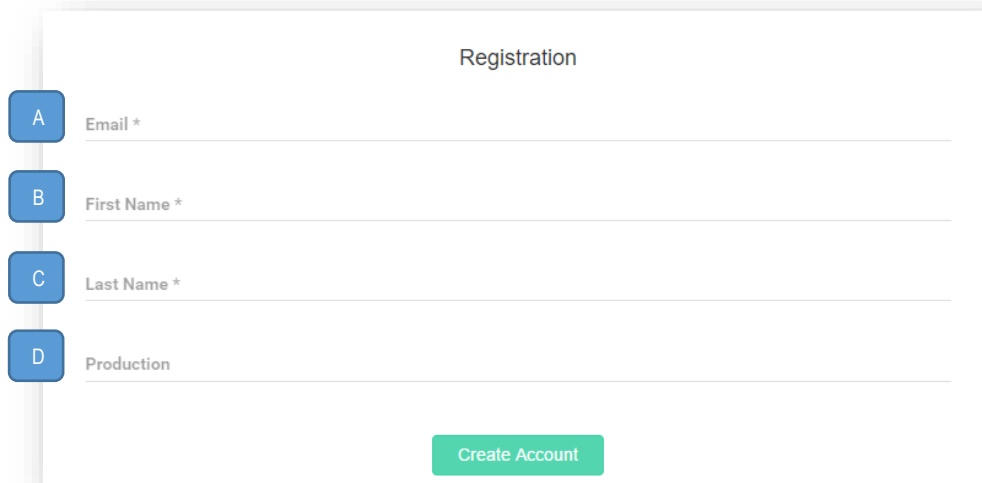## USER: CREATE STUDENT USER ACCOUNT

New student users will need to create an account in the system.

1. First, open http://pso.learningsciencescorp.com in your preferred web browser. The Log in page will display.

2. At the bottom of the page click on **'here'** highlighted in green.

3. The Registration page will display. Complete the registration form.

A. Select the **Email** field and enter your Email address.
B. Select the **First Name** field and enter your first name.
C. Select the **Last Name** field and enter your last name.
D. Select the **Production** field and enter the production title that you are with.

4. Click **Create Account**. The page will refresh and the welcome page will display.

USER: LAUNCH & COMPLETE COURSE

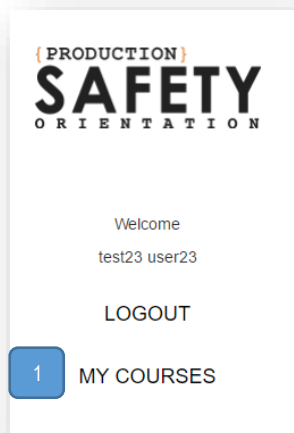1. Once logged into PSO, select **My Courses** from the menu to view your assignments.

{PRODUCTION}
SAFETY
ORIENTATION

Welcome
test23 user23

LOGOUT

1   MY COURSES

2. The Assignments page will display. Courses that are currently assigned to you will be listed with an incomplete status. Click **Launch** to open a course.

Assignments

Course	Status	Completion Date		
Production Safety Orientation	incomplete		2	Launch

3. The course will open in a new web browser window. Follow the course directions and complete the course. Exit the course after completion.

4. The page will refresh and the course assignment status changes to completed. Click **Certificate** to view a copy of your course completion Certificate.

Assignments

Course	Status	Completion Date		
Production Safety Orientation	completed	5/8/2017	3	Certificate

Administrators will use the same directions to complete courses.