

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://psa.learningsciencescorp.com>.
2. The Log In page for PSO will display. In the **Email** field enter your email address.

PRODUCTION
SAFETY
ORIENTATION

LOGIN

Log in

2 Email *

3 Password *

4 Log in

If you do not have an account, click [here](#) to create one.

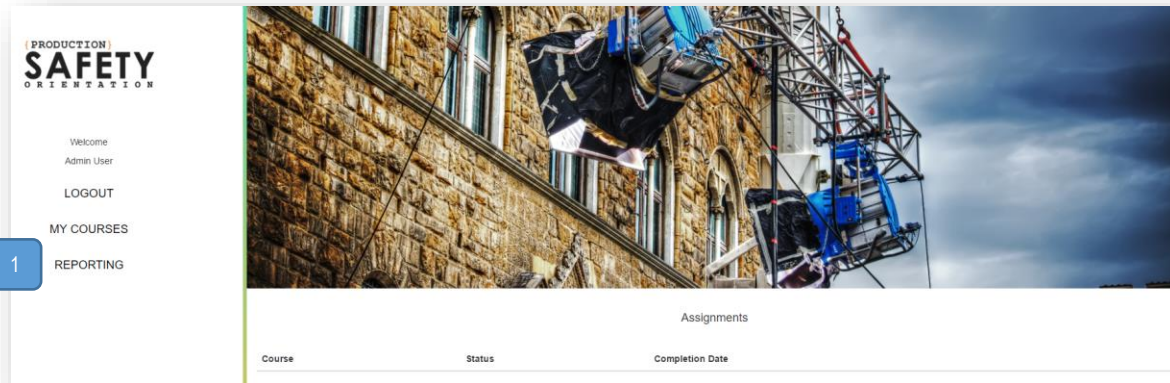
3. Enter your assigned password in the **Password** field.
4. Click the green **Log In** button. The page will refresh and display the System Administrator Welcome page.

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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.

Reporting

A Student

B Course

C Production

Completion Start Date D

Completion End Date E

☒ On Screen ☐ Excel



Run Report

- 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.

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Reporting

Student _____ Course _____ Production _____

Completion Start Date  Completion End Date 

☒ On Screen ☐ Excel

3 **4** **Run Report**

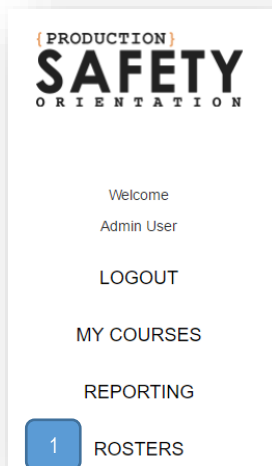
3. Select how you would like to view the report. Choose **On Screen** to view the report on the web page. Choose **Excel** to download the report into Microsoft Excel.
4. Click **Run Report**.

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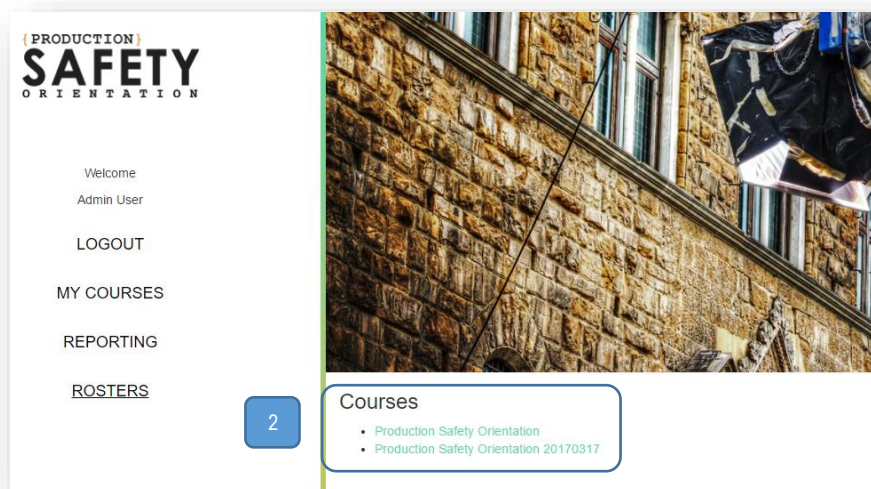
ADMINISTRATOR: COURSE SESSIONS & ROSTER

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.



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- 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

Production Safety Orientation

Sessions

Add Session

3

Start	End	Location	Notes	
2017-04-24	2017-04-24	Building 3, Room 789	10:00 am - 11:00 pm	Roster Edit Delete
2017-04-15	2017-04-15	Building 2, Room 456	1:00 pm - 2:00 pm	Roster Edit Delete
2017-04-07	2017-04-07	Building 1, Room 123	8:00 am - 9:00 am	Roster Edit Delete

- To add a course session, select the **Add Session** button.
- The Add Session pop up will open.

Add Session

A Location B Notes

C Start Date D End Date

E Save Cancel

- Select the **Location** field and enter where the location occurred.
- Select the **Notes** field to enter notes such as the session time.
- 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.

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- 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.

Start	End	Location	Notes	
2017-05-24	2017-05-24	Building 4, Room 200	9:00 - 10:00 am	Roster Edit Delete

7. Edit session information in the pop up.

7

Add Session

Location: Building 4, Room 200

Notes: 9:00 - 10:00 am

Start Date: 5/24/2017

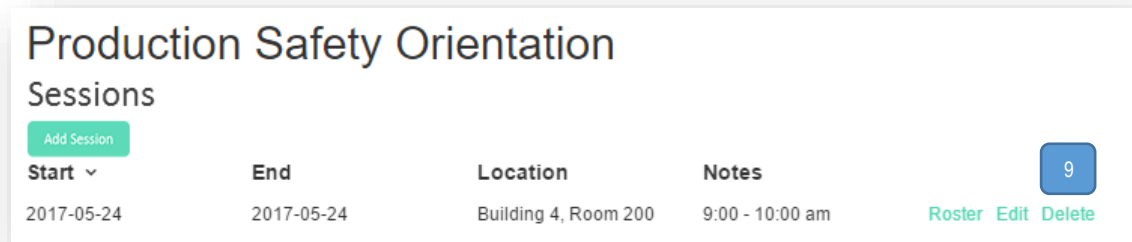
End Date: 05/24/2017

8 Save Cancel

8. Click **Save** to keep changes.

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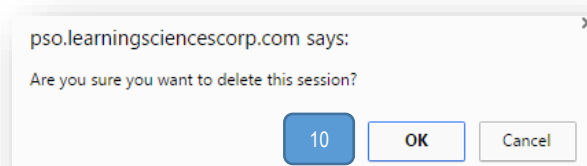
9. Delete a course session by selecting **Delete** to the right of the session.



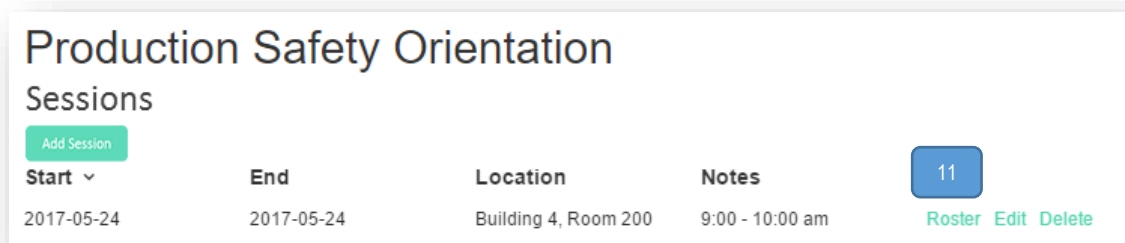
The screenshot shows the 'Production Safety Orientation Sessions' interface. It includes an 'Add Session' button and a table with columns: Start, End, Location, Notes, and a set of action buttons (Roster, Edit, Delete). The first session is listed with start date 2017-05-24, end date 2017-05-24, location Building 4, Room 200, and time 9:00 - 10:00 am. The 'Delete' button is highlighted with a blue box containing the number 9.

Start	End	Location	Notes	
2017-05-24	2017-05-24	Building 4, Room 200	9:00 - 10:00 am	Roster Edit Delete

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



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

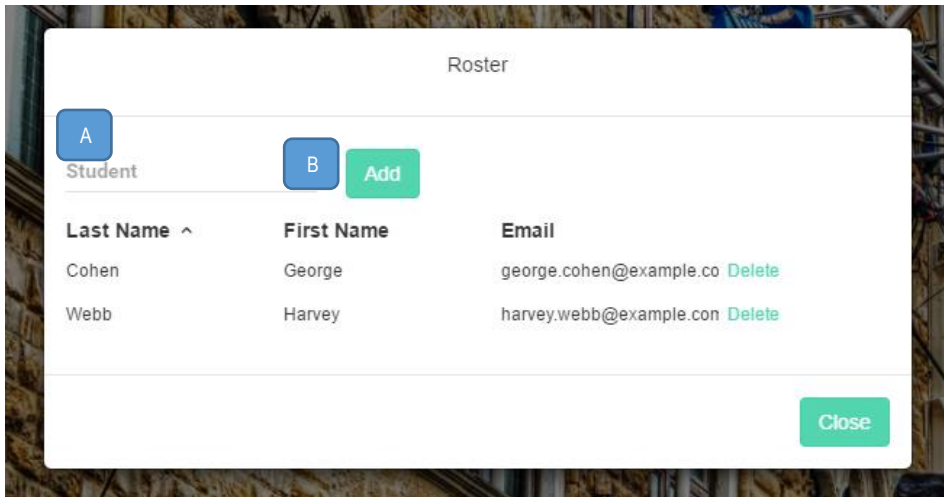


The screenshot shows the 'Production Safety Orientation Sessions' interface. It includes an 'Add Session' button and a table with columns: Start, End, Location, Notes, and a set of action buttons (Roster, Edit, Delete). The first session is listed with start date 2017-05-24, end date 2017-05-24, location Building 4, Room 200, and time 9:00 - 10:00 am. The 'Roster' button is highlighted with a blue box containing the number 11.

Start	End	Location	Notes	
2017-05-24	2017-05-24	Building 4, Room 200	9:00 - 10:00 am	Roster Edit Delete

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12. The Roster pop up will display.

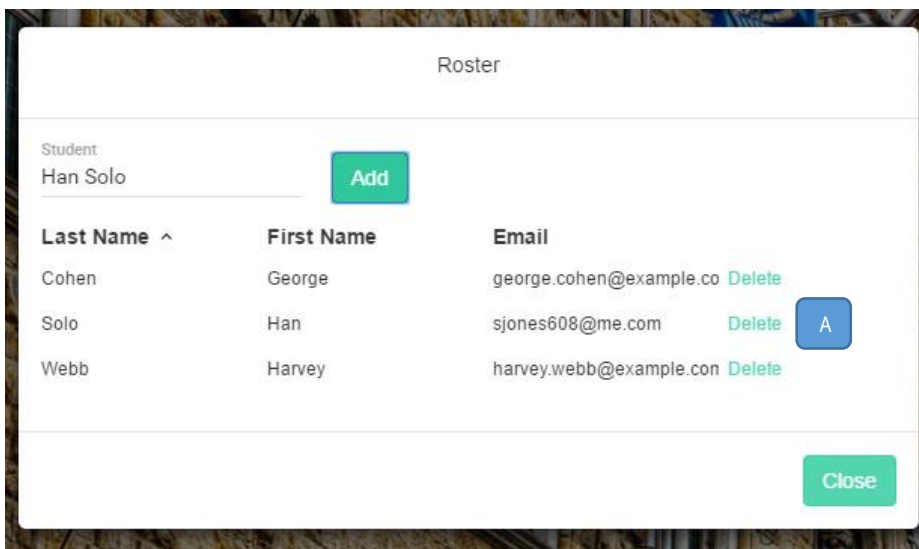


The Roster pop-up window contains a form at the top with a blue button labeled 'A' next to a 'Student' text field, a blue button labeled 'B' next to a dropdown menu, and a green 'Add' button. Below the form is a table with three columns: 'Last Name', 'First Name', and 'Email'. The table lists two participants: George Cohen and Harvey Webb, each with a 'Delete' link next to their email. A green 'Close' button is located at the bottom right of the pop-up.

Last Name ^	First Name	Email
Cohen	George	george.cohen@example.co Delete
Webb	Harvey	harvey.webb@example.con Delete

- 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.



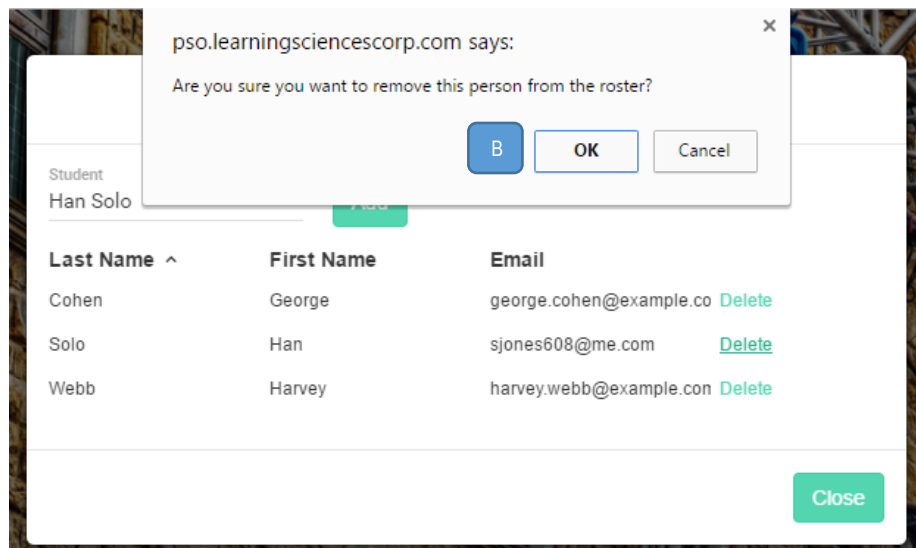
The Roster pop-up window is shown after adding a new participant. The 'Student' field now contains 'Han Solo' and the green 'Add' button is visible. The table now includes three participants: George Cohen, Han Solo, and Harvey Webb. Each participant has a 'Delete' link next to their email. A blue button labeled 'A' is positioned to the right of the 'Delete' link for Han Solo. The green 'Close' button remains at the bottom right.

Last Name ^	First Name	Email
Cohen	George	george.cohen@example.co Delete
Solo	Han	sjones608@me.com Delete
Webb	Harvey	harvey.webb@example.con Delete

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

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

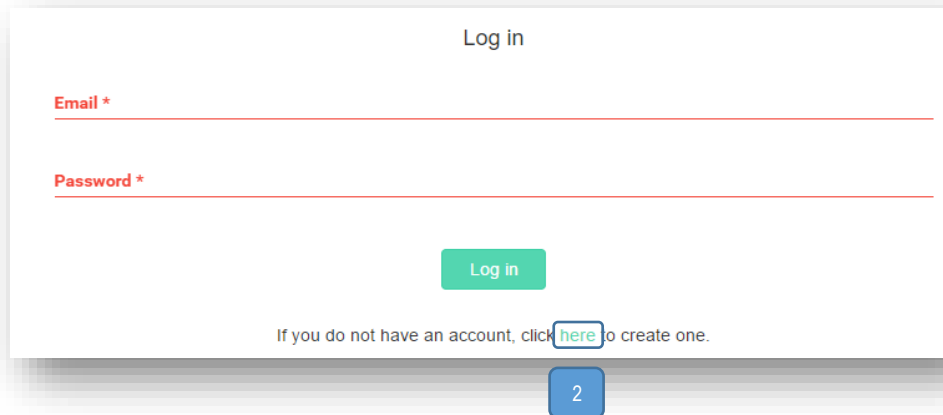


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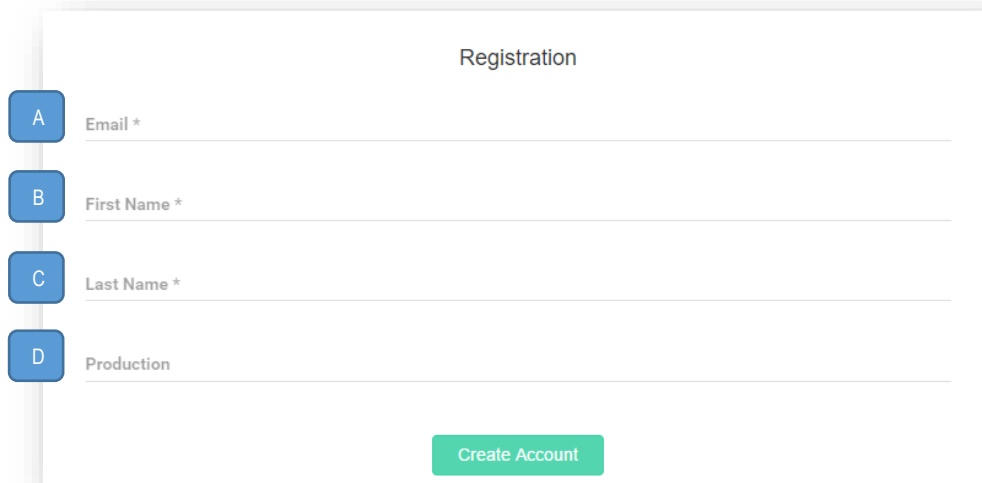
USER: CREATE STUDENT USER ACCOUNT

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

1. First, open <http://psa.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.

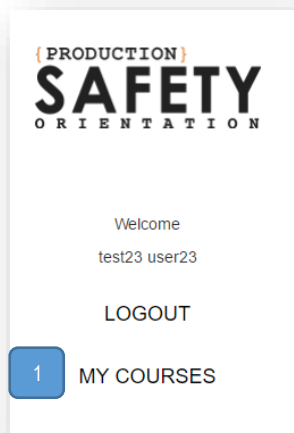


- A. Select the **Email** field and enter your Email address.
 - B. Select the **First Name** field and enter your first name.
 - C. Select the **Last Name** field and enter your last name.
 - D. Select the **Production** field and enter the production title that you are with.
4. Click **Create Account**. The page will refresh and the welcome page will display.

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USER: LAUNCH & COMPLETE COURSE

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



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		<div>2</div> <div>Launch</div>

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	<div>3</div> <div>Certificate</div>

**Administrators will use the same directions to complete courses.*