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On the Job Training Overview

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On the Job Training is a variation of the material training type which can be used to have learners demonstrate skills to a designated observer before the learner receives credit for the On the Job Training (OJT) material. By enabling On the Job Training for a material, users can be required to demonstrate skills to a designated observer before receiving credit for completing the material. Observers can assess learners' skills and review previous attempts, and learners receive a record of the On the Job Training on their transcripts. On the Job Training is not a separate LO type; it is a type of material.

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Learning Objects Overview

Create Material 1. Navigate to **Learning Management** > **Materials** > click the **Create Material** button on the top right 2. On the **General tab**, the following fields should be filled out:

-Title: Enter a title for the material. The character limit is 500.

-Material Type: Select On the Job Training

-Description: Enter a description for the OJT, this field accepts HTML

 Add Subject -Subjects: Click the Add Subject link to add one or more subjects to the OJT. -Training Contact: Ask the client for training contact. Mobile App Navigation

 New Employee Orientation (NEC 3. Under the On The Job Training title check Requires On The Job Training Completion Observer(s) On the Job Training Overview

-Subject Matter experts(s): Ask the client who the subject matter expert should be.

4. Once that is checked you will have several settings that can be turned on:

-Designate observers for the OJT by choosing one of the following options (Observer lists come from the client. Best practice is have them submit as an excel sheet with URIDs):

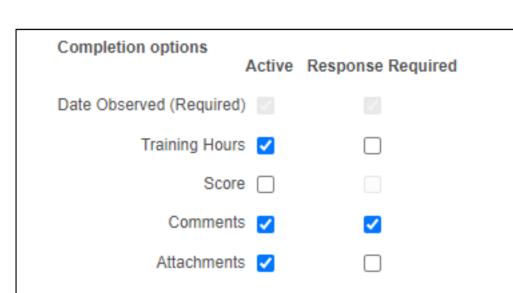
• Managers - Select this option to designate learners' managers as the observers for the OJT. This option is selected by default. • Observers by Providers - Select this option to choose a provider (vendor) and then select associated instructors as observers for the OJT. If ILT is not enabled in the portal, this option is read-only. Note: Administrators must have the permission to view ILT vendors to select a provider on this page. Visibility of system vendors can be constrained.

• Observers by OUs - Select this option to choose an organizational unit (OU) type and then select a specific OU or group of user to designate as observers for the OJT. Multiple OUs can be selected. MyPath best practice is to place observers in a group. The naming convention should be the same as in this example; OJT Verifiers - Accessing CVC.



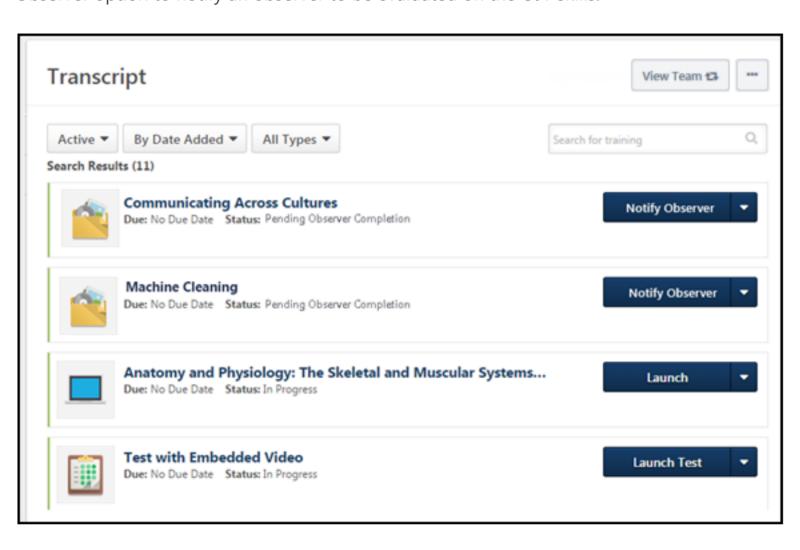
5. Under **Completion Options** the following can be enabled (consult with your client on which settings are required):

- Date Observed This field allows a completion date to be recorded when the OJT is recorded. This field is active by default and cannot be deactivated.
 - **Training Hours** When set to active, this field allows observers to enter training hours for the OJT.
 - Comments When set to active, this field allows observers to add comments to the OJT.
 - Attachments When set to active, this field allows observers to upload attachments to the OJT.

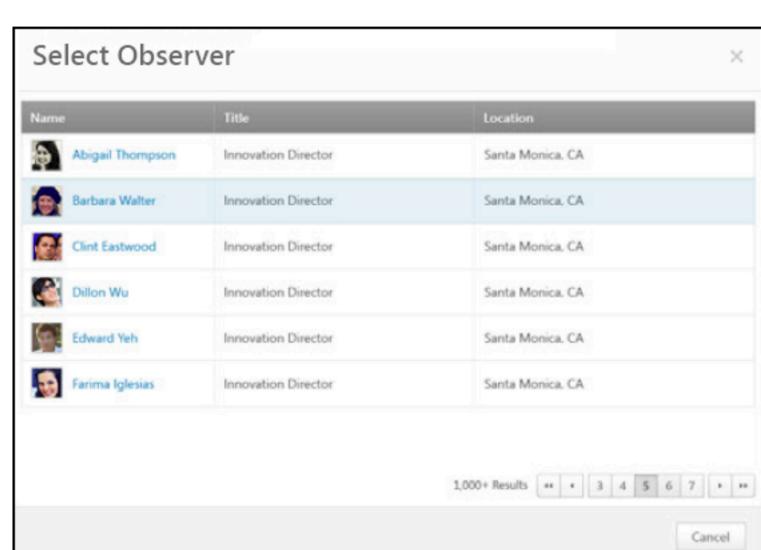


Transcript OJT and Notifying the Observer

1. Once a OJT has been registered by the user a new Notify Observer option also displays for the OJT. When the user feels confident in their knowledge and experience with the skills taught by the OJT, the user can click the Notify Observer option to notify an observer to be evaluated on the OJT skills.



2. Clicking the Notify Observer option opens the Select Observer pop-up window. Using this window, users can search for and select the name of the specific qualified observer by whom they wish to be evaluated. After selecting the name of an observer, a confirmation message appears to confirm their selection.



Accessing, Managing & Recording Observations

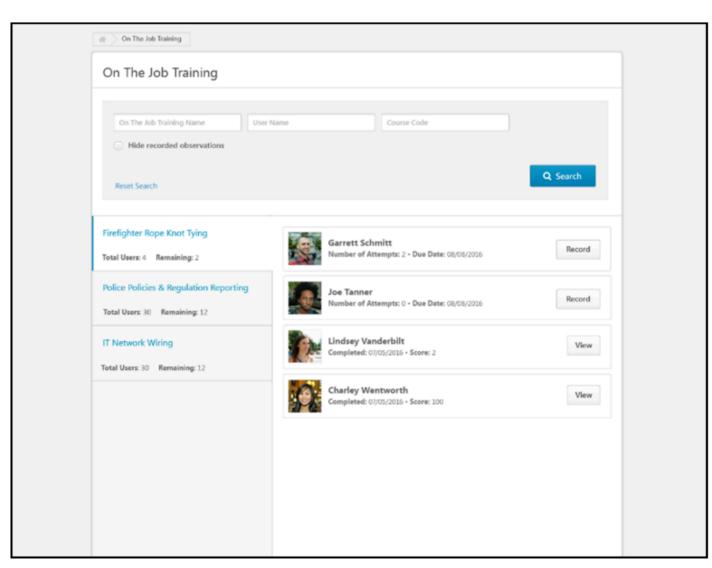
Team then clicking on **On The Job Training - Observers**.

Observers • Users who have been designated as observers for OJT's have access to a new On The Job Training page, where they can view and manage user requests for observation. To view the On The Job Training page, users must have the appropriate permissions and be designated as an observer for at least one OJT item. Only OJT items for which a user is a designated observer will display on this page. Users can access this page on the navigation bar by hovering over My

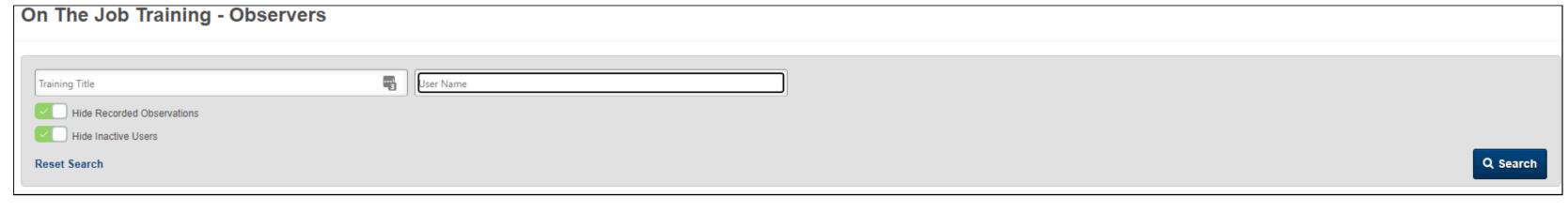
• If the observer marks the user as completed for the OJT, the OJT item moves to a status of **Completed** on the user's transcript. If the observer marks the user as failed for the OJT, the OJT item remains in a status of **Pending Observer Completion**. The user can select the Notify Observer option again when they are ready to make another completion attempt.

1. On the left side of the On The Job Training page, tabs for all the OJT items for which the user has been designated as an observer appear. When the observer selects an OJT tab, the panel on the right side of the page displays all the users

- who have requested observation for the OJT. Each OJT tab displays the following information: • On the Job Training title - The name of the OJT material LO
 - **Total Users** The total number of users who have the OJT material LO on their learning transcript in any status Remaining - The total number of users who must still be viewed and/or recorded by the observer for the OJT.



- 2. The **Search** section of the On The Job Training page allows observers to search for and filter OJT items for which they have been designated as observers. Observers can search for their OJT items using the following fields:
 - On The Job Training Name The title of the OJT item • **User Name** - The name of the user who sent a notification requesting to be evaluated on an OJT item
 - Hide recorded observations Select this option to omit previously recorded OJT items from the search results. Only users with OJT items in a Pending Observer Completion status will continue to display in the search results • Refine Search - Click this link to receive access to additional search fields and filter options



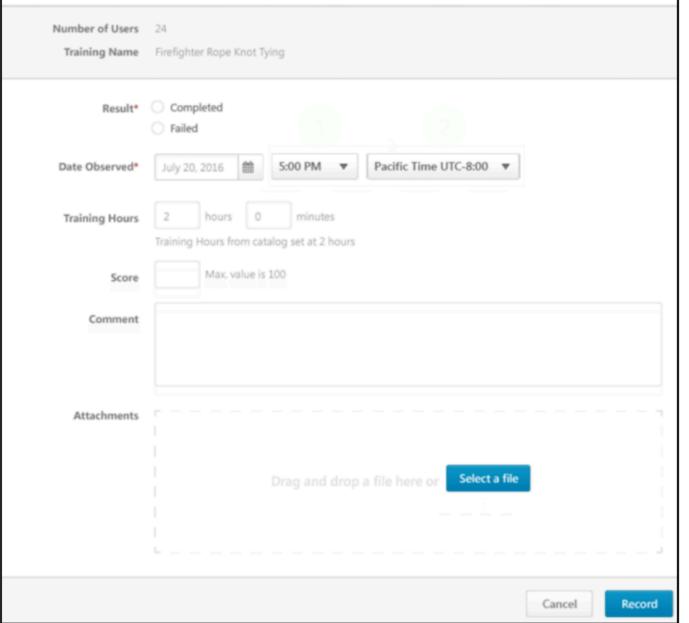
3. When an observer clicks the **Record** button for a user's OJT request, a **Record Observation** pop-up window opens. Using the Record Observation pop-up, the observer can record information about the user's most recent attempt and assign them a **Completed** or **Failed** status. The following read-only information appears at the top of the window:

- User The name of the user whose observation attempt is being recorded • Training Name - The title of the OJT material learning object (LO) for which the observer is recording an attempt
- Number of Attempts The number of times the selected user has attempted to receive completion for the OJT
- View History Click the View History link to view any previous attempts the user has made toward the completion of the OJT. For more information about this page, See On the Job Training Observation Attempts History. Several fields for recording the user's completion attempt for the OJT are available to the observer. Before recording the attempt, the observer can populate the following fields:

• **Result** - Select from one of the following options to specify the result of the OJT observation (this field is required): o Completed - Select this option to indicate that the user successfully demonstrated the skills presented in the OJT. The OJT item will be marked complete on the user's learning transcript.

- Failed Select this option to indicate that the user did not successfully demonstrate the skills presented in the OJT. The OJT item will not be marked complete on the user's learning transcript. • Date Observed - Indicate the date, time, and time zone in which the user's skills were observed. To select a time, click the Time drop-down menu and select the time that will be associated with the observation record. The default time is
- 12AM. To select a time zone, select the Time Zone drop-down menu and select the time zone in which the observation attempt will be recorded. Selecting a time zone allows the time selection to remain accurate for the user observed, even if the user is located in another time zone. The default time zone is the OJT observer's own time zone.
- Training Hours Enter in the number of training hours earned through the completion of the OJT. • Score - If applicable, enter the numeric score the user achieved on the OJT.
- **Comment** Enter any comments regarding the OJT completion attempt. Attachments - Add any attachments related to the OJT completion attempt.

Record Observation



4. Finish recording the OJT completion attempt by clicking the **Record** button at the bottom of the pop-up.

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