

On the Job Training Overview

Created by Harris, Jeffrey last modified on 12/02/2021

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.

Creating an OJT

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
 - Subjects**: Click the **Add Subject** link to add one or more subjects to the OJT.
 - Training Contact**: Ask the client for training contact.
 - Subject Matter experts(s)**: Ask the client who the subject matter expert should be.
3. Under the **On The Job Training** title check **Requires On The Job Training Completion Observer(s)**

On The Job Training

☒ Requires On The Job Training Completion Observer(s)

☒ Managers

☐ Observers by Providers

☐ Observers by OUs

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.

Completion options	Active	Response Required
Date Observed (Required)	<input type="checkbox"/>	<input type="checkbox"/>
Training Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Score	<input type="checkbox"/>	<input type="checkbox"/>
Comments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attachments	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

Transcript

Active

By Date Added

All Types

Search for training

Search Results (11)

Communicating Across Cultures

Due: No Due Date Status: Pending Observer Completion

Notify Observer

Machine Cleaning

Due: No Due Date Status: Pending Observer Completion

Notify Observer

Anatomy and Physiology: The Skeletal and Muscular Systems...

Due: No Due Date Status: In Progress

Launch

Test with Embedded Video

Due: No Due Date Status: In Progress

Launch Test

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.

Select Observer

Name	Title	Location
Abigail Thompson	Innovation Director	Santa Monica, CA
Barbara Walter	Innovation Director	Santa Monica, CA
Clint Eastwood	Innovation Director	Santa Monica, CA
Dillon Wu	Innovation Director	Santa Monica, CA
Edward Yeh	Innovation Director	Santa Monica, CA
Jerome Iglesias	Innovation Director	Santa Monica, CA

1,000+ Results

Cancel

Accessing, Managing & Recording Observations

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

On The Job Training

On The Job Training Name

User Name

Choose Date

Q Search

Hide recorded observations

Reset Search

Firefighter Rope Knot Tying

Total Users 4 Remaining 2

Garrett Schultz

Member of Observer 1 - Due Date: 10/15/2020

Record

Police Policies & Regulation Reporting

Total Users 10 Remaining 10

Joe Turner

Member of Observer 1 - Due Date: 10/15/2020

Record

IT Network Wiring

Total Users 10 Remaining 10

Anthony Vanderkolk

Completed: 11/02/2020 - Score: 2

View

Charley Whitworth

Completed: 11/02/2020 - Score: 100

View

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

On The Job Training - Observers

Training Title

User Name

☐ Hide Recorded Observations

☒ Hide Inactive Users

Reset Search

Q Search

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):
 - **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

Number of Users

24

Training Name

Firefighter Rope Knot Tying

Result

☐ Completed

☐ Failed

Date Observed

July 20, 2016

5:00 PM

Pacific Time UTC-8:00

Training Hours

2

hours

0

minutes

Training Hours from catalog set at 2 hours

Score

Max. value is 100

Comment

Attachments

Drag and drop a file here or

Select a file

Cancel

Record

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

Related articles

[On the Job Training Overview](#)

[Like](#) Be the first to like this

[ojt](#) [kb-how-to-article](#)