KellerOnline’s Online Training Guide

Online training provides you with the tools you need to supplement classroom and field training with interactive, self-paced learning. Blended learning has shown to improve the retention of concepts and ensures student interaction. Online training is an ideal tool for you to use as a follow-up or prerequisite to hands-on training to reinforce key concepts.

**Step 1: Import Your Employee Information into KOL**

To make using the online training feature easier, we suggest you use the Employee List feature to import and maintain information on your employees. If you have a large workforce and plan to enroll a large number of employees in online training, it is imperative that you enter employee information such as work area, job function, and company location. These fields will prove invaluable when filtering large employee lists to enroll numerous employees at one time. The Employee List provides an upload function that will allow you to import this information quickly and easily.

While not necessary, the enrollment process will be easier if you enter your employee’s email addresses too. This will allow you to automatically notify employees when they are enrolled in a course.

If your employees don’t have an email address, you will have the option of printing the enrollment notices, which you can then print out and give the employees.

**Step 2: Determine Which Training Requirements Apply to You and Your Employees.**

KOL provides several resources to assist you in determining which training requirements apply to your organization and its employees:

- Training requirements at a glance - General Industry
- Training requirements at a glance - Construction

These documents provide a quick overview of OSHA requirements and can be found in the Topic Index under the Training topics for General Industry or Construction.

**Step 3: Purchase Training Points**

Before you can begin the process of enrolling students in online training courses, you will need to purchase training points. The more training points you purchase, the lower your cost will be for training each employee.

Each course will typically require 20 training points per seat. This is a 20% discount from regular J. J. Keller Interactive Training Center pricing. You may purchase points yourself through KellerOnline or by contacting your KOL sales associate at 1-800-230-4094.
Step 4: Enroll Your Students

Enrolling students in a course follows an easy 2-step process.

Step 1 – Select the students to enroll in the course:

- Click the online training course title.
- Click the Enroll Students link.
- Filter and search your employee list by work area, location, and/or job function.
- Select the employees you want to enroll in the course by clicking the checkboxes.

Click the Continue button.

Step 2 – Set Your Course Enrollment Options

- (A) Set the time frame allowed to complete the course
  - KellerOnline allows a maximum of 90 days to complete the course.
  - You may shorten the time frame but not exceed 90 days.
  - Set how far ahead you want employees reminded that their course time is expiring.

- (B) Select your notification options.
  - You can email each employee their enrollment information, or
  - Email yourself or print their enrollment information for you to distribute.
(C) Update any **missing email addresses** *(if you wish to notify employees of their enrollment using email).*

![Print Course Announcements for All Employees Below](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Work Area</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkinson, Arthur</td>
<td>Martha’s Vinyard</td>
<td>Loading dock</td>
<td>[Add Email Address]</td>
</tr>
</tbody>
</table>

(D) Click **Continue**.

*Enrollment is now complete!*

- Training points will be deducted from your point bank for each employee enrolled in the course.
- Courses are typically 20 points per employee. As a KOL Subscriber you are receiving a 20% discount from regular J. J. Keller Interactive Training Center pricing.

**Access to the Student Training Portal**

When your employees receive their login information (via email or the printed announcement you distribute) they will be instructed to access the training course at: [www.jjktrainingportal.com](http://www.jjktrainingportal.com).

Each employee will need their own user name and password (not yours) to enter the course. Once your employees enter the portal they should find the courses intuitive and easy to use. Each lesson guides the student through the course with verbal and visual clues. If your employees do have questions, they will find New Student Guide and Technical Guide links just a click away. Employees can also submit questions directly to their training administrator using the built-in Q&A feature.

**Tools for Online Training Administration**

In addition to enrolling employees in Online Training courses, there are a number of other tools and functions available to aid in the administration of your online training program. These include:

- Customizing the Student Training Portal,
- Answering employee questions,
- Updating email notification settings,
- Monitoring employee progress, and
- Printing progress reports and completion certificates.
Customizing and Using the Student Training Portal

The Student Training Portal can be customized to include your company logo and a welcome message posted by the training administrator(s). Each administrator has the ability to post their own contact information and monitor and answer questions posted by their employees enrolled in the course(s). Administrators can opt-in or -out for email notifications when employees have completed the course or when employees are nearing the expiration of their course.

Links for these helpful administrative tools can be found at the top of the main Online Training page.

Monitoring Employee Progress

All your courses with enrollment history will appear on the "My Courses" tab in the Online Training Area. Within each course, you can continuously monitor the progress of all employees; including the time spent in the course, and their final test scores. You can keep an eye on who is enrolled, who has completed, and who has let their course enrollment expire. If an employee's course is about to expire, you can email a reminder from within the course as well. Employee course information can be viewed individually or collectively using the print and excel output options.
Print Completion Certificates

All course final exams are multiple-choice exams.

Each employee is permitted to take the course three times in an attempt to improve his or her score. Once a course is complete, the administrator can print a completion certificate for each employee.

Certificates can be printed one at a time or all at once for an entire group of enrollees.

Other Online Administrative Tools

Each Online Training Course can be managed individually. The training administrator determines which employees are enrolled in which courses, and how long the employees have to complete each course. The various course announcements and reminders can be sent and resent as needed and certificates can be printed and reprinted once the course is complete.

Reporting and Recordkeeping

KellerOnline’s integrated recordkeeping is provided to assist you in maintaining and monitoring your training history. From within the Online Training feature you can generate output on the basic status for all courses, or generate more detailed reports or excel spreadsheets for each individual course.
Linking with Other KellerOnline Tools

The Online Training feature can also be used in conjunction with KOL’s Training Recordkeeping feature. Linking your Online Training to your classroom-lead training allows you to track all training history in one convenient tool. Incorporating the training topics together allows for more advanced reporting and the triggering of retraining reports when required.

Data Grouping

If other people in your company are also KOL members, you can share employee training data with each other using the data grouping function already built into the Training Recordkeeping area.

For more information contact technical support at: 1-800-230-4094