FOOD SAFETY ESSENTIALS
Program Administrator Choices

1. Passing scores and tracking grades
1. Is 70% good enough?
Each course has a 10-question multiple-choice exam. The program default is to accept 7 of 10 correct answers as a passing score. If you would like to raise the passing score to 80, 90 or 100%, you can do so using the “Subscription Info & Options” tool.

   ➔ Log in using your admin code. Click the arrow beside “Subscription Info & Options,” select your passing score and click submit.

2. Which of the following best describes your feelings about introducing the program to trainees?

<table>
<thead>
<tr>
<th>Category:</th>
<th>MOST HANDS OFF</th>
<th>MIDDLE OF THE ROAD</th>
<th>MOST INVOLVED</th>
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<tbody>
<tr>
<td>I feel:</td>
<td>I would like to hand my employees an instruction sheet and have them create their account and enroll themselves in courses. I will just monitor their progress periodically.</td>
<td>I’m not sure I want to give out the user registration code or that my employees can set themselves up without questions. I’d like to do that myself but then they can enroll themselves in courses at their own pace and I’ll monitor completion.</td>
<td>I don’t want to give out the user registration code. I want to set up my employees and enroll them in specific courses on a schedule. As the administrator I plan to control the access and pace of this training.</td>
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<td>What this means:</td>
<td>If you are this type of administrator, you trust that employees can establish an account and enroll in courses without much assistance. You also trust that they will not share the user registration code with others who have not been asked to participate in the training.</td>
<td>This category best fits someone who hopes to avoid computer questions but still wants the training to be self-paced. Like the “Hands Off” category, you are OK if one student registers and completes all courses in a month while another registers for only one course and has to be reminded to finish.</td>
<td>This administrator will probably establish a formal training agenda (ex. a course a month). He or she may also need to regularly report progress to management and will closely track those who have not completed their assigned courses.</td>
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<td>How to proceed:</td>
<td>Print out a Student Handout. Write the user registration code in the bottom box of this sheet beside “Authorization Code.” Photocopy this sheet or post it beside the training computer.</td>
<td>Sign in using your admin code. Set up students using the “Add New User” tool. Print out a Student Handout, cross out step 2, and photocopy as needed. Write the username and password for each student at the bottom of the handout and give the sheet to employees.</td>
<td>Sign in using your admin code. Click the arrow beside the “System Options” tool. Select No and click Submit. Set up students using the “Add New User” tool. Add courses to a user with the “Course Registration” tool. Print out a Student Handout, cross out step 2 and the “To register for a course” section of step 4, and photocopy as needed. Write the username and password for each student at the bottom of the handout and distribute.</td>
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Other Common Administrative Tasks

To look up or change student log-ins or passwords: Click the single person icon beside the “User Profile & Status” tool. Select the appropriate student and click Submit. Review, share, change as needed. Click Submit at the bottom of the page to save any changes.

To see when your subscription expires: Click on the arrow beside the “Subscription Info & Options” tool.

To check how many of the seats available to you have been used: Click on the arrow beside the “Subscription Info & Options” tool.

To monitor progress: Once training has begun you can access student records through the “View Course Gradebook” tool. Using this tool you can either view a single user, several users or all users.

To view all users click the button that looks like wheel. Click one of the Submit buttons below a student’s name. Click Submit again on the next screen. You can see now see the status of all enrolled courses for the current calendar year.

Please note the dates (month and year) in the “Criteria & Options” box above your student records. Change the date to see student records from previous calendar years.

To create an incomplete list: Using the “View Course Gradebook” tool. Select all users and only incomplete courses. This will provide you with an action list. This list lets you know who needs prompting to complete their training. You can sort this information by user or by course.

To print certificates for your records: Again using the “View Course Gradebook” tool, select any or all users. Once you have reached the screen that displays students and courses you can click on the small certificate icon to the left of the course number. You will automatically be prompted to print the certificate.