



BOWC COMMENT

POLICY TRAINING COMPLETION REPORTS

BY: CARLA CALHOUN

Can an employee identify when they've completed 80% of the training?

Reporting Incidents

Safety

Incident Reporting for Collisions

Incident Reporting for Collisions Continued:

Incident Reporting for Theft or Vandalism

Knowledge Check Questions

✓ Operators are not required to obtain a drug and alcohol screening after an incident unless there is suspicion of alcohol or drug use.

✓ Seat belts are only required to be worn in DWSD-owned vehicles.

✓ After a vehicle collision, a DWSD employee is expected to complete which of the following reports?

Summary

✓ Passed

Respiratory Protection

Introduction & Learning Objectives

Policy Purpose

Responsibilities - Employees

Responsibilities - Safety and Risk Manager

Responsibilities - Team Leaders and Managers


Respiratory Protection Program

Results

COMPLETED SECTION IS GRAYED OUT

SECTION SHOWS PASSED

INCOMPLETE SECTION IS STILL BLACK



Page 18 of 18

Summary

- Vehicles must be operated with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment.
- Employees must report all incidents, regardless of severity, involving a DWSD-owned vehicle or personal vehicle in use for departmental business.
- Seat belts must be worn by all drivers and passengers.
- Operators must obtain a drug and alcohol screening after an incident has occurred.
- Abuse of any DWSD-owned vehicle may result in the vehicle operator's suspension of DWSD driving privileges and or other disciplinary action up to and including discharge.

Next section

II

-0:23



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Co-authors



Comments



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Insights

Gradebook

Satisfaction survey



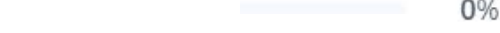
COURSE COMPLETION

PASSED



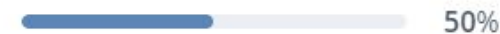
50%

FAILED



0%

IN PROGRESS



50%

↔ 1 attempt(s)
to pass the course

🕒 43 min.
to complete the course

INSIGHTS will provide the amount of learners accessing this training along with their progress



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Share reports

Download results

Name	Email	Result	Score	Started	Finished
Jim Yuill	james.yuill@detroitmi.gov	Passed	100	23 days ago	2 days ago
Wilma Laster	wilma.laster@detroitmi.gov	Passed	100	7 days ago	7 days ago
jim	james.ardis@detroitmi.gov	Passed	100	7 days ago	7 days ago
Christopher Dixon	christopher.dixon@detroitmi.gov	Passed	100	7 days ago	7 days ago
Daniella Okike	daniella.okike@detroitmi.gov	In progress	0	9 days ago	Not finished yet
Debra Pospiech	debra.pospiech@detroitmi.gov	In progress	17	22 days ago	Not finished yet
Carla Calhoun	carla.calhoun@detroitmi.gov	In progress	0	23 days ago	Not finished yet
Yolonda Bradford	yolonda.bradford@detroitmi.gov	In progress	76	28 days ago	Not finished yet

The **GRADEBOOK** will display all Learners who accessed the training along with their completion rate and test scores



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Insights

Gradebook

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Name	Section 1	Q1	Q2	Q3	Section 2	Q1	Q2	Q3	Section 3	Q1
Jim Yuill	Completed	100	100	100	Completed	100	100	100	Completed	100
Wilma Laster	Completed	100	100	100	Completed	100	100	100	Completed	100
jim	Completed	100	100	100	Completed	100	100	100	Completed	100
Christopher Dixon	Completed	100	100	100	Completed	100	100	100	Completed	100
Daniella Okike	No results	-	-	-	No results	-	-	-	No results	-
Debra Pospiech	Completed	100	100	100	No results	-	-	-	No results	-
Carla Calhoun	No results	-	-	-	No results	-	-	-	No results	-
Yolonda Bradford	Completed	100	100	100	Completed	100	100	100	In progress	0

The “**Right Arrow**” will allow you to scroll to see the number of completed sections and scores for each Knowledge Check.



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Name	Completed	100	100	100	100
Jim Yuill	Completed	100	100	100	100
Wilma Laster	Completed	100	100	100	100
jim	Completed	100	100	100	100
Christopher Dixon	Completed	100	100	100	100
Daniella Okike	No results	-	-	-	-
Debra Pospiech	No results	-	-	-	-
Carla Calhoun	No results	-	-	-	-
Yolonda Bradford	In progress	100	0	100	100

Section 5	Q1	Q2	Section 6	Q1
Completed	100	100	Completed	100
Completed	100	100	Completed	100
Completed	100	100	Completed	100
Completed	100	100	Completed	100
No results	-	-	No results	-
No results	-	-	No results	-
No results	-	-	No results	-
Completed	100	100	In progress	-

The highlighted box shows **"Section 4"** is **"Complete"**.



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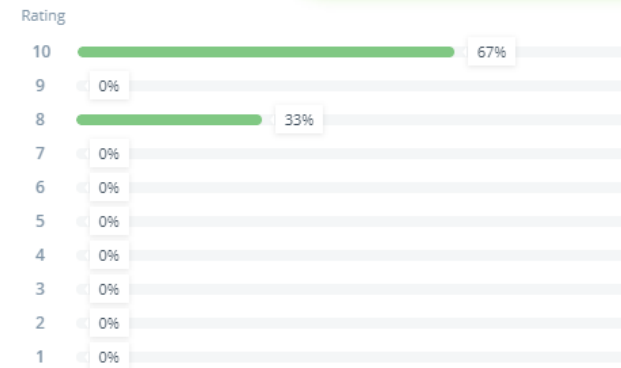
Insights

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OVERALL
SATISFACTION
SCOREEMPLOYEE
RATING AND
COMMENT

Feedback

Recently added first

Wilma Laster rated 10 out of 10

wilma.laster@detroitmi.gov

7 days ago

Knowing that valuable information giving has been retained.

SHARE REPORTS and **DOWNLOAD RESULTS** allows you to prepare and share completion reports

results_DWSD SAFETY POLICY TRAINING_2021-03-11_10-07 - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do... Carla Calhoun Share

Clipboard Font Alignment Number Styles Cells Editing

H14

	A	B	C	D	E	F	G	
1	Name	Email	Course result	Course score	Started	Finished	S1: Incident Reporting	S1 Q1: Operators are not required to obtain a drug and alco
2	Jim Yuill	james.yuill@detroitmi.gov	Passed	100	2/16/2021 12:41	3/9/2021 8:55	100	
3	Wilma Laster	wilma.laster@detroitmi.gov	Passed	100	3/4/2021 11:24	3/4/2021 12:36	100	
4	jim	james.ardis@detroitmi.gov	Passed	100	3/4/2021 11:20	3/4/2021 12:19	100	
5	Christopher Dixon	christopher.dixon@detroitmi.gov	Passed	100	3/4/2021 10:59	3/4/2021 12:12	100	
6	Daniella Okike	daniella.okike@detroitmi.gov	In progress	0	3/2/2021 9:47	Not finished yet	-	
7	Debra Pospiech	debra.pospiech@detroitmi.gov	In progress	17	2/17/2021 17:23	Not finished yet	100	
8	Carla Calhoun	carla.calhoun@detroitmi.gov	In progress	0	2/16/2021 10:30	Not finished yet	-	
9	Yolonda Bradford	yolonda.bradford@detroitmi.gov	In progress	76	2/11/2021 15:50	Not finished yet	100	
10								
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results_DWSD SAFETY POLICY TRA

Example of “**Report Download.**” This report will show all completed sections along with Scores for each section.



March 4, 2021

COURSE CERTIFICATE

Wilma Laster

has successfully passed the course

DWSD SAFETY POLICY TRAINING

with a score of 100%

THANK YOU