

# Administrator Access to the SafeSchools Site

You will be able to access the SafeSchool site by going to the district webpage and selecting Safe Schools

**QUICK LINKS**

COMMUNITY    STUDENTS    PARENTS    **STAFF**

Nearly 5,000 teachers and staff are part of Des Moines Public Schools. This section provides a series of links to support your work for Iowa's largest provider of public education.

- Business Plus Dashboard
- Data Director
- Employee Absence
- Forgot Your Password
- KITE Project
- SMI Assessments
- Central Stores Catalog
- DMPs IT Blueprint
- Employee E-mail
- Healthy U
- NOVAtime
- Substitute Center
- Curriculum Resources
- DMPs Today (SharePoint)
- Employee Online
- Infinite Campus
- SRI Assessments
- Technology Resources

**Insert a link called: Safe Schools**

safeSCHOOLS TRAINING

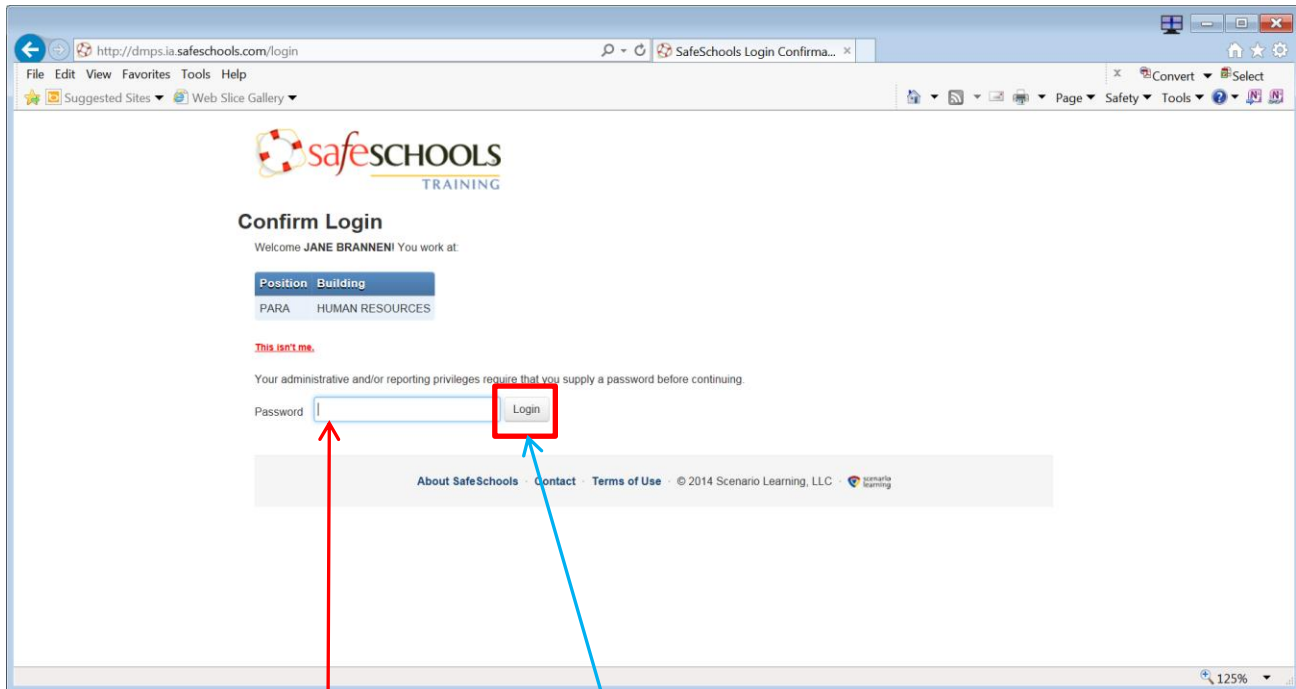
The #1 provider of online staff training and compliance for schools.

Des Moines Public Schools

Username:

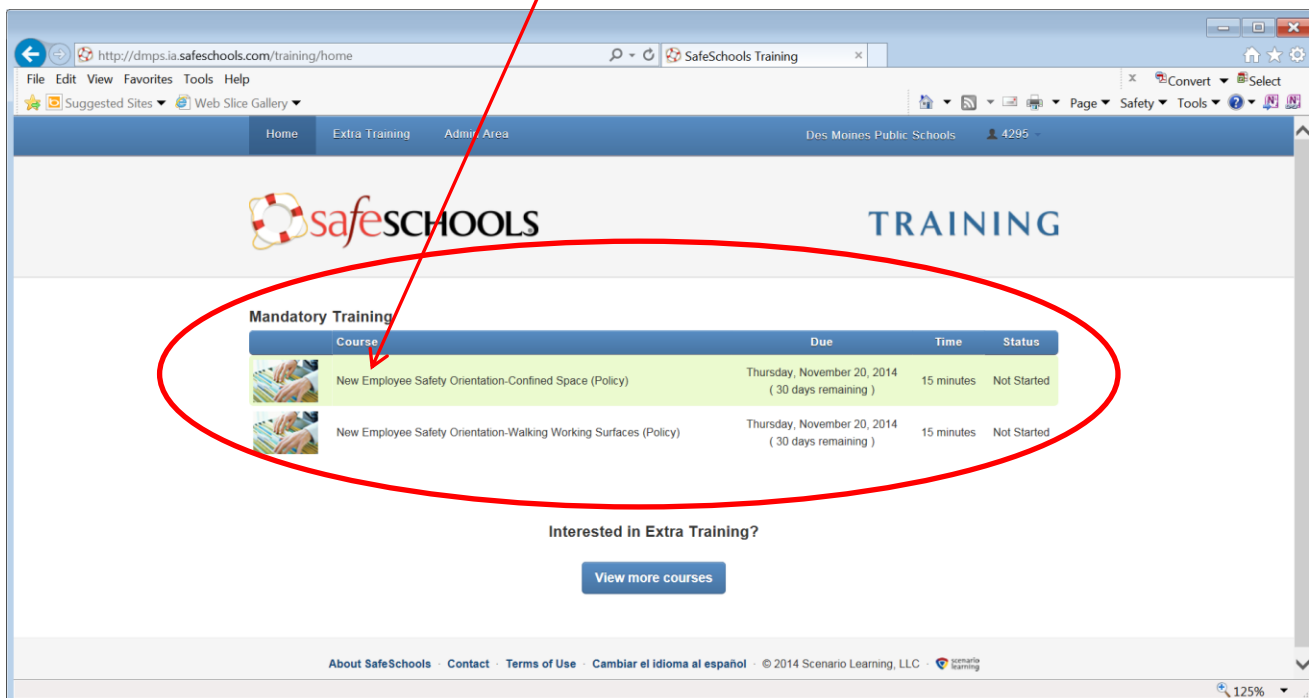
**Sign In**    Username Hint    Forgot Login?

(1) Enter your full email address as your Username and click the "Sign In" button.



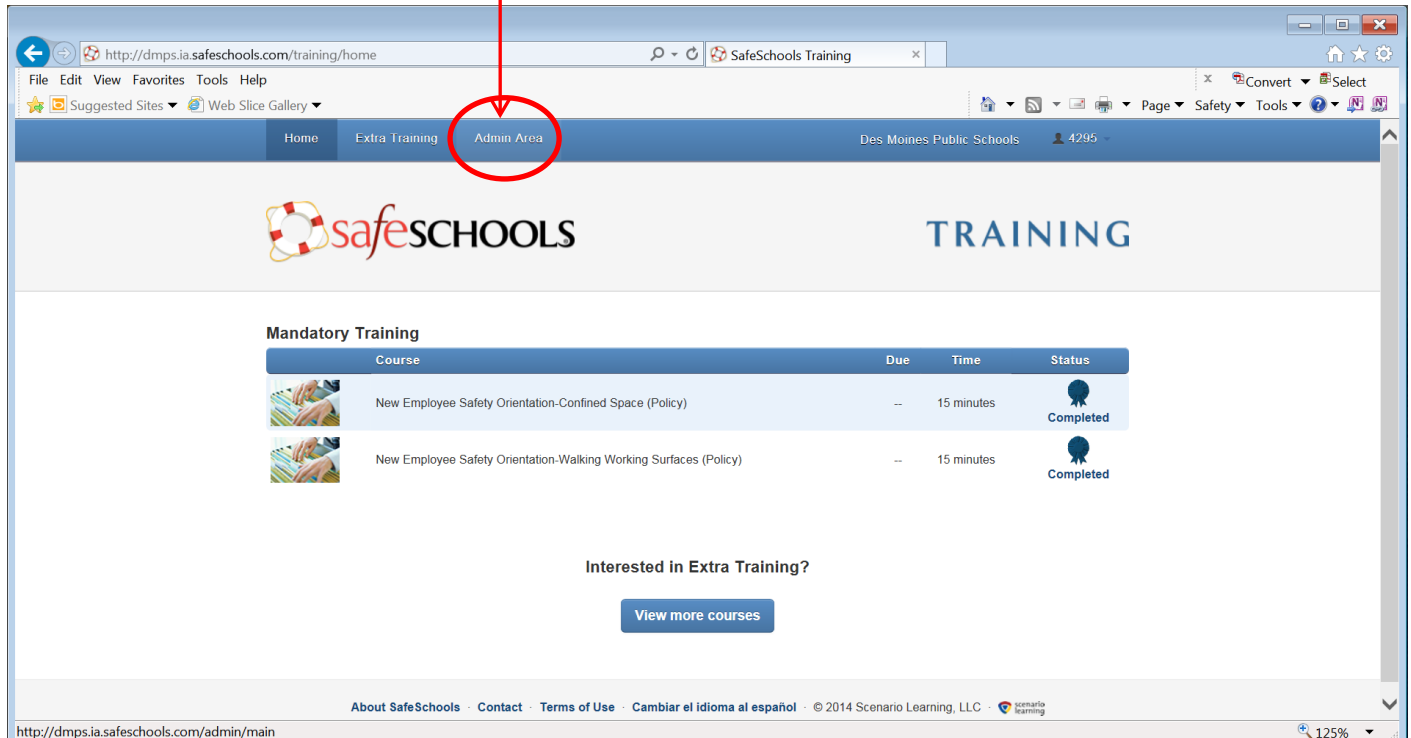
(2) Enter the same password you use to login to your computer as your password. and click the "Login" button. *(This is a change from last year.)*

(3) You will see a screen similar to this one. If you have courses to complete, they will be listed in the middle of the page. Simply Click on the Course you wish to take at this time.





# Administrator Access to SafeSchools Training and Reports

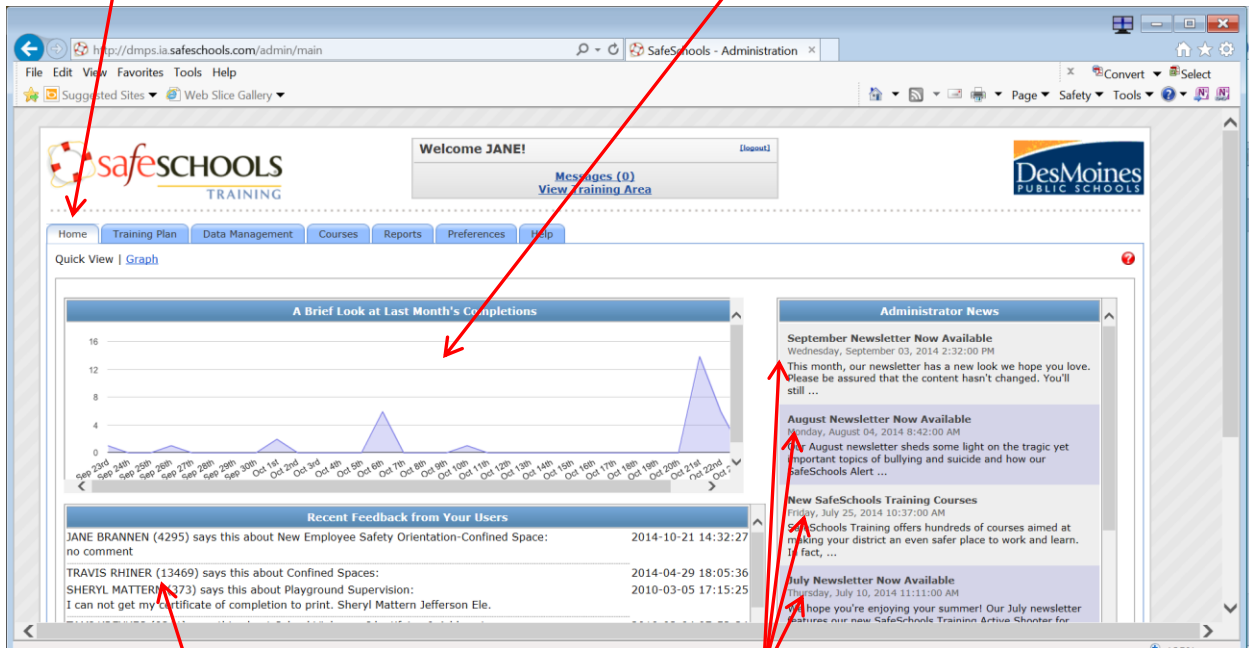
If you are authorized as an Administrator under SafeSchools, you will see a tab at the top of the page titled “Admin Area”. Click on the “Admin Area” tab.



The screenshot shows a web browser window with the URL <http://dmps.ia.safeschools.com/training/home>. The browser's address bar and tabs are visible. The website's navigation menu includes "Home", "Extra Training", and "Admin Area". The "Admin Area" tab is circled in red, with a red arrow pointing to it from the text above. The main content area features the "safeSCHOOLS TRAINING" logo and a section titled "Mandatory Training" with a table of courses. Below the table, there is a section titled "Interested in Extra Training?" with a "View more courses" button. The footer contains links for "About SafeSchools", "Contact", "Terms of Use", and "Cambiar el idioma al español", along with copyright information for Scenario Learning, LLC.

Course	Due	Time	Status
 New Employee Safety Orientation-Confined Space (Policy)	--	15 minutes	Completed
 New Employee Safety Orientation-Walking Working Surfaces (Policy)	--	15 minutes	Completed

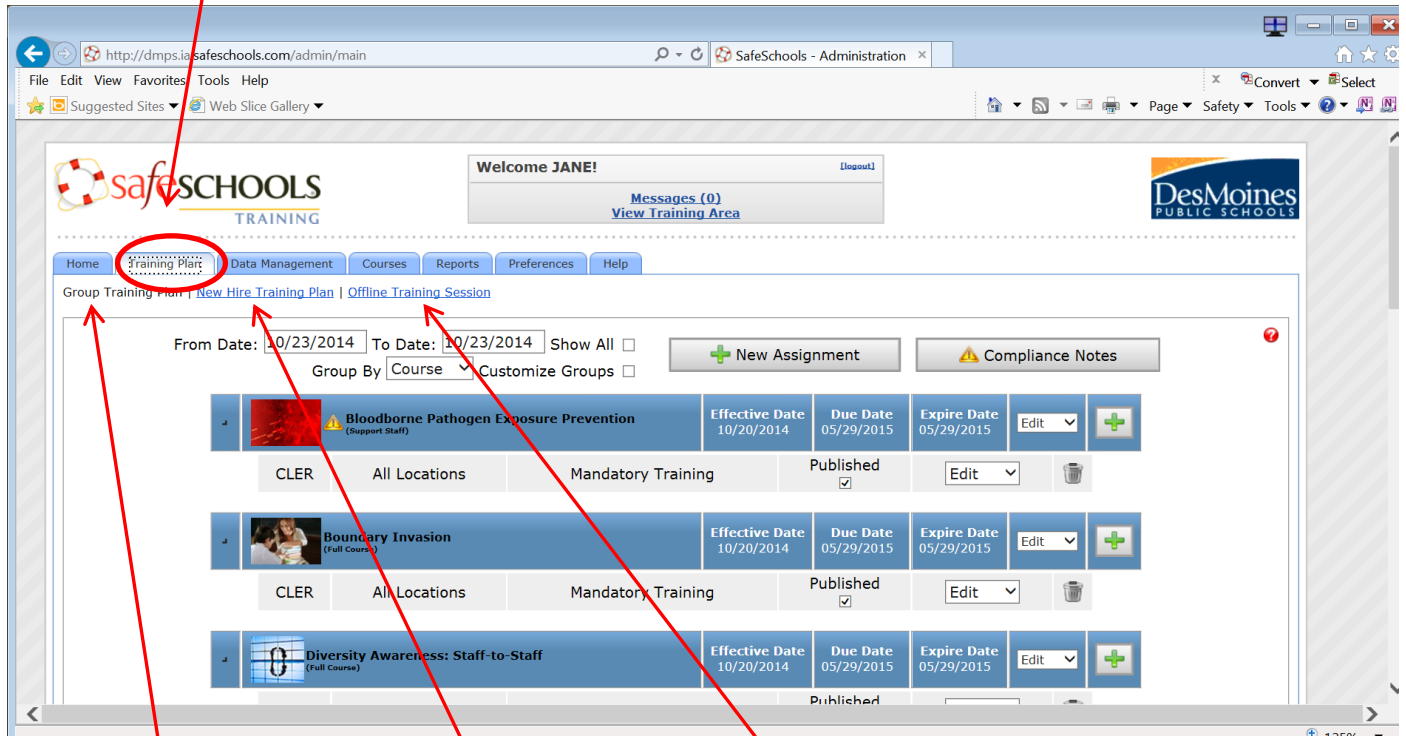
The Home tab on the Admin Area page shows a quick view graph of courses completed as well as



comments from individuals who have completed the courses and Newsletters from SafeSchools which you can click on and choose to read.

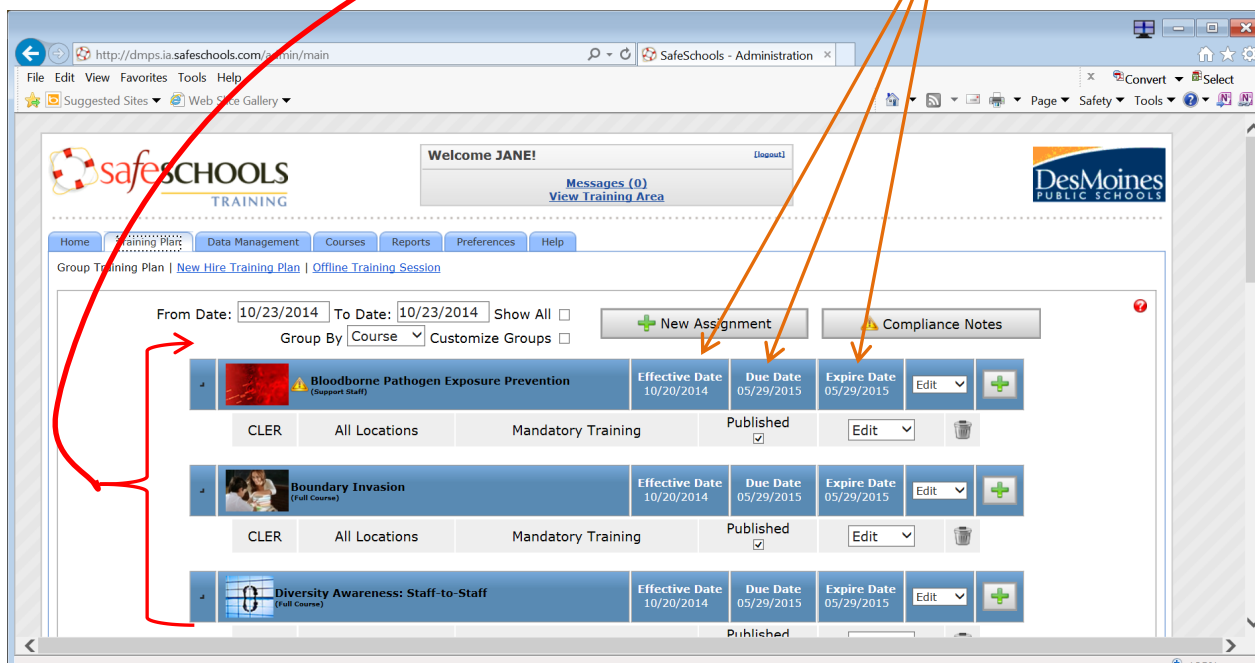
# TO SET UP OR EDIT A TRAINING PLAN

The Training Plan Tab allows you to assign Group Training Plans, New Hire Training Plans or Offline Training Sessions:

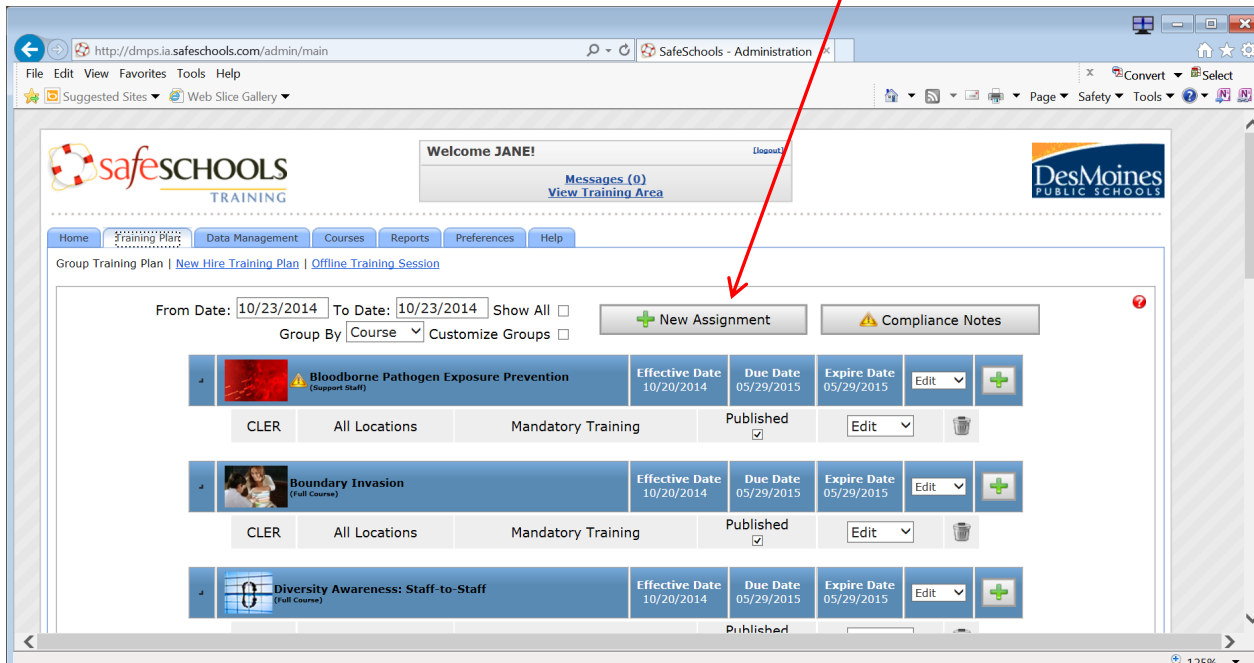


Select Group Training courses, New Hire Training Plans or Offline Training Sessions.

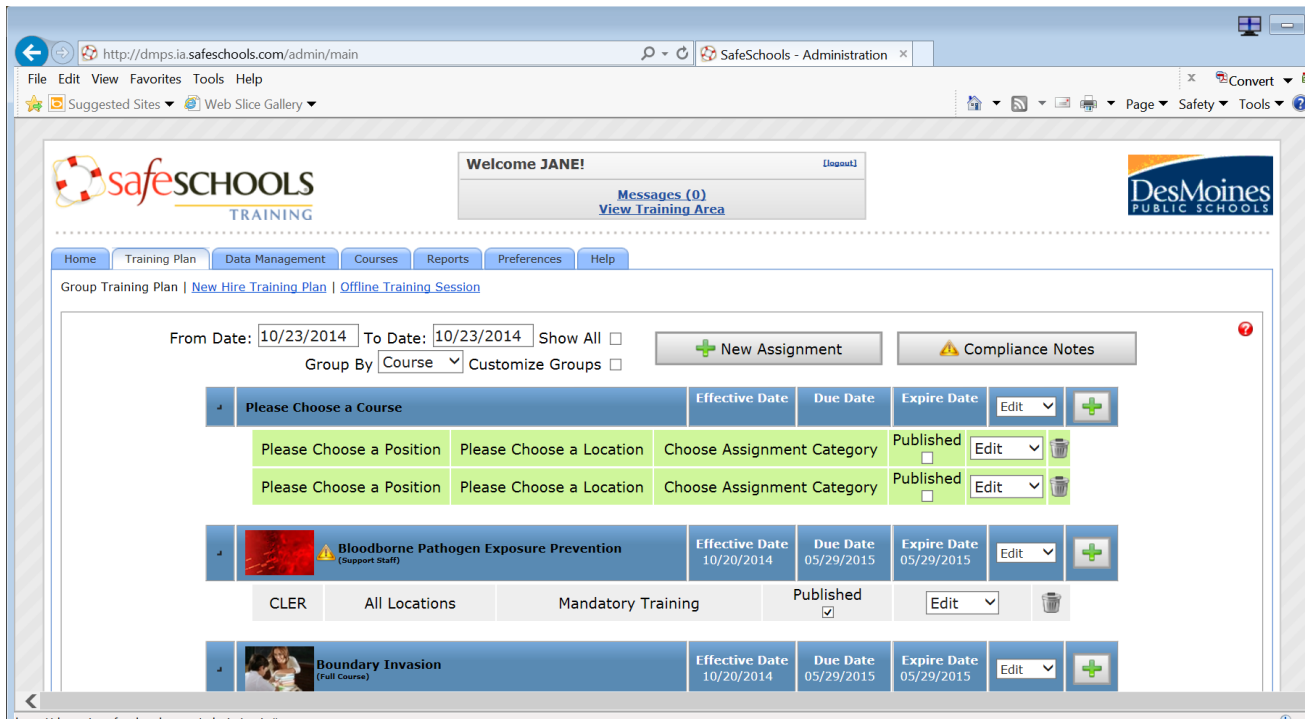
In this instance, the Clerical Group training courses are listed with beginning and ending dates assigned to complete the course.



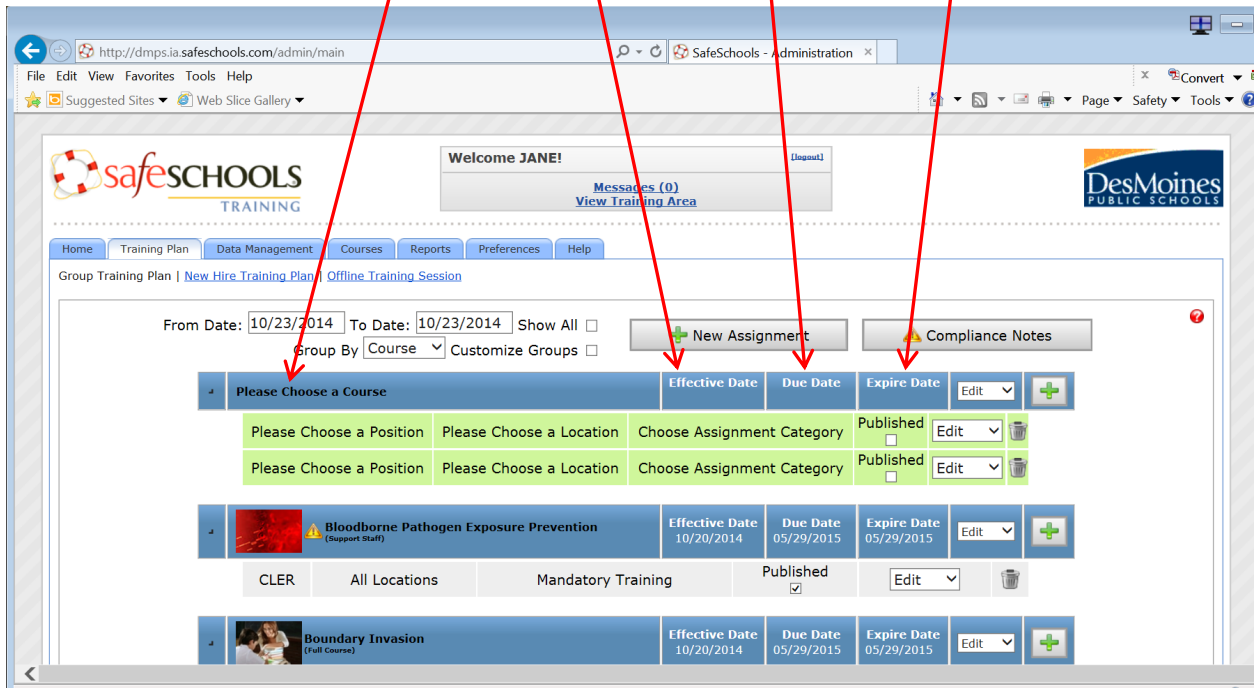
You can add a new assignment to the course by clicking on the +New Assignment button.



This will bring up a screen which allows you to choose the Position, Location and Assignment Category you wish to add a course to. **This screen is used for Groups only – not individual employees.**

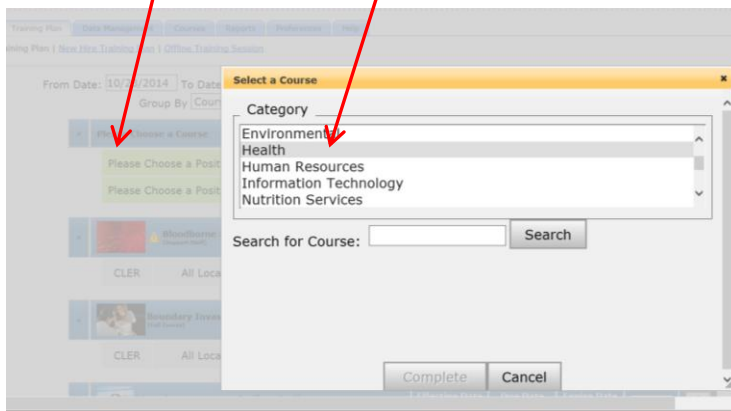


Click on the Blue Bar to Choose a Course – Effective Date – Due Date and Expire Date

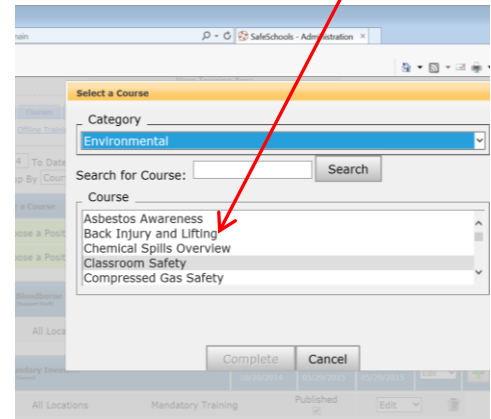


By clicking on any of these headings you can choose the parameters for this group of courses and make your selections:

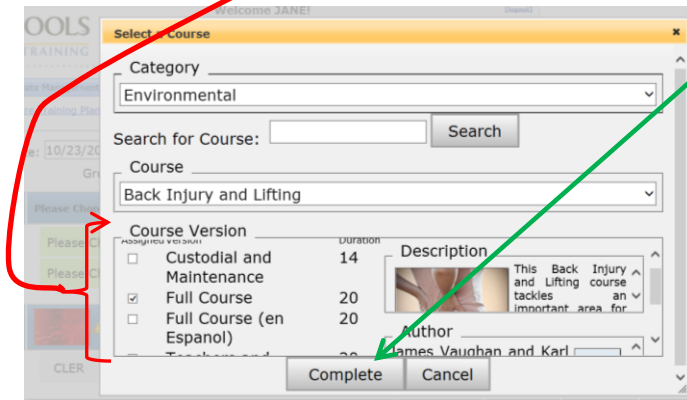
Please Choose a Course /Select Category



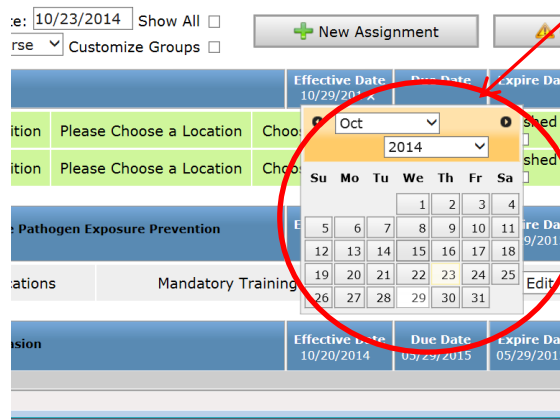
Course Listing Popup/Select Course



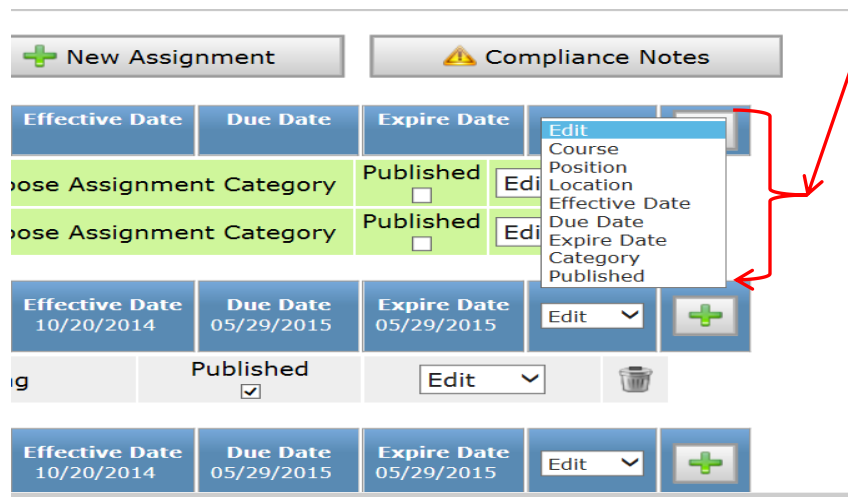
Select the Version of the course you wish to assign and click on Complete



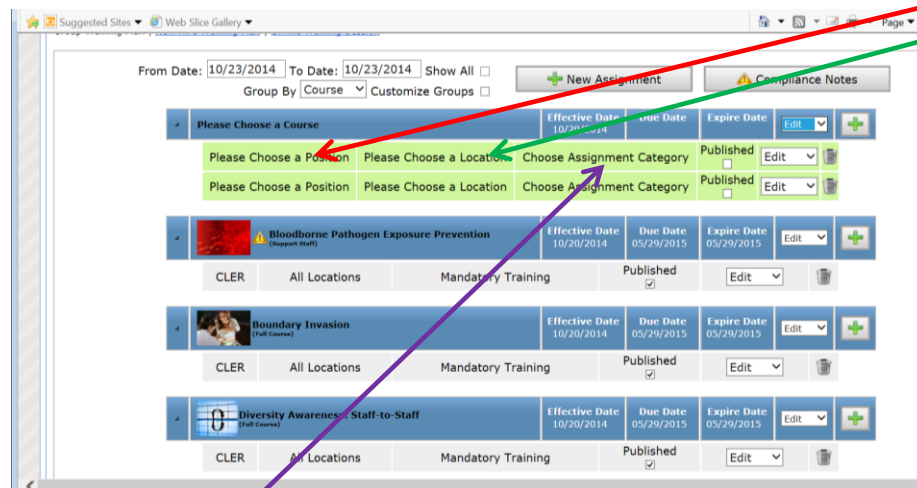
Date Pop Ups – Chose the dates you wish to make assignment current, due date and expiration date by clicking on the appropriate header and choosing the date in the popup box.



Click on the “Edit” Down Arrow to pull choose which you may want to edit on already assigned courses.



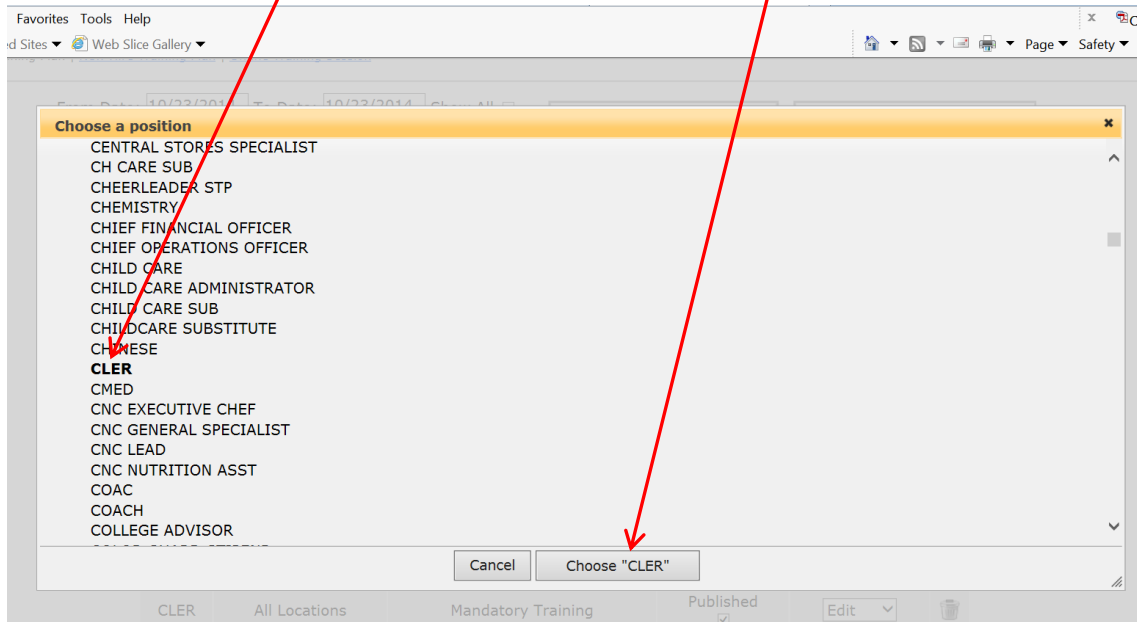
After you get your Categories chosen, you will go to the light green bar and choose a Position , Location



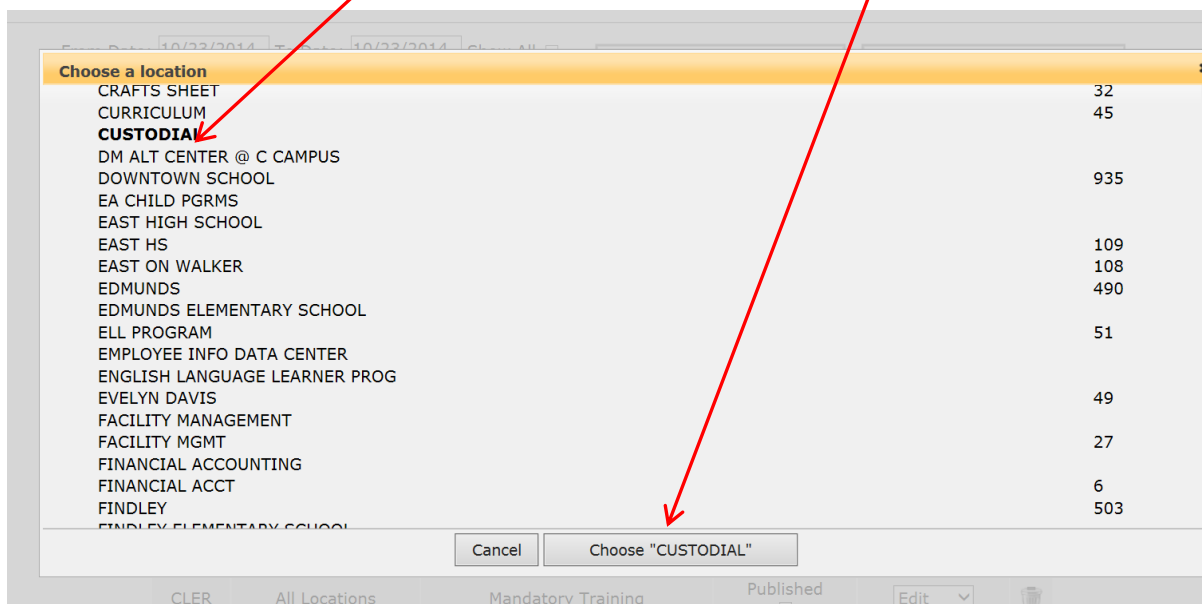
and Assignment Category.



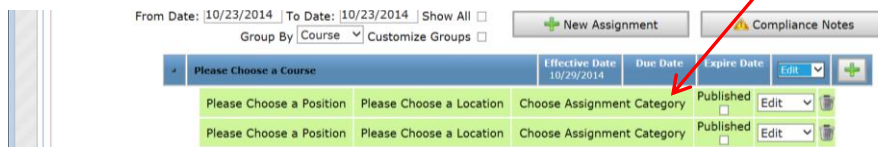
Click on Choose a Position to bring up a listing of possible groups. Find the group you wish to assign the course and click on that group. Then click on the Choose “...” button at the bottom of the screen.



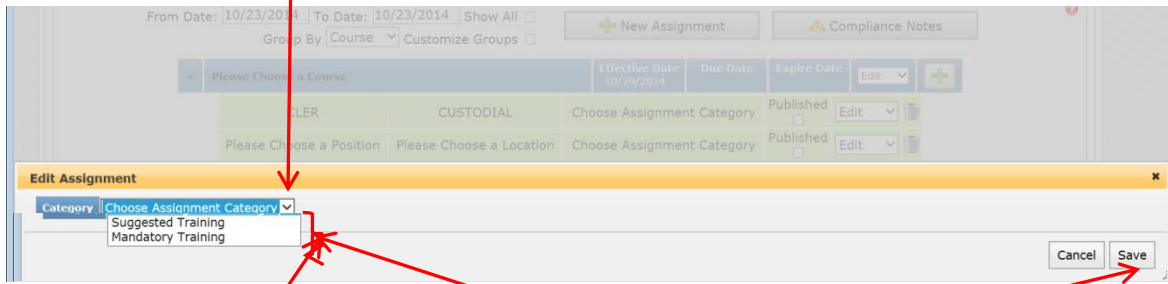
This will take you back to the first menu. Click on Choose a Location on the green bar and find the location you wish and click on that location. Then click on the Choose “...” button at the bottom of the screen.



This will again take you back to the first menu. Click on the Choose Assignment Category on the green bar.



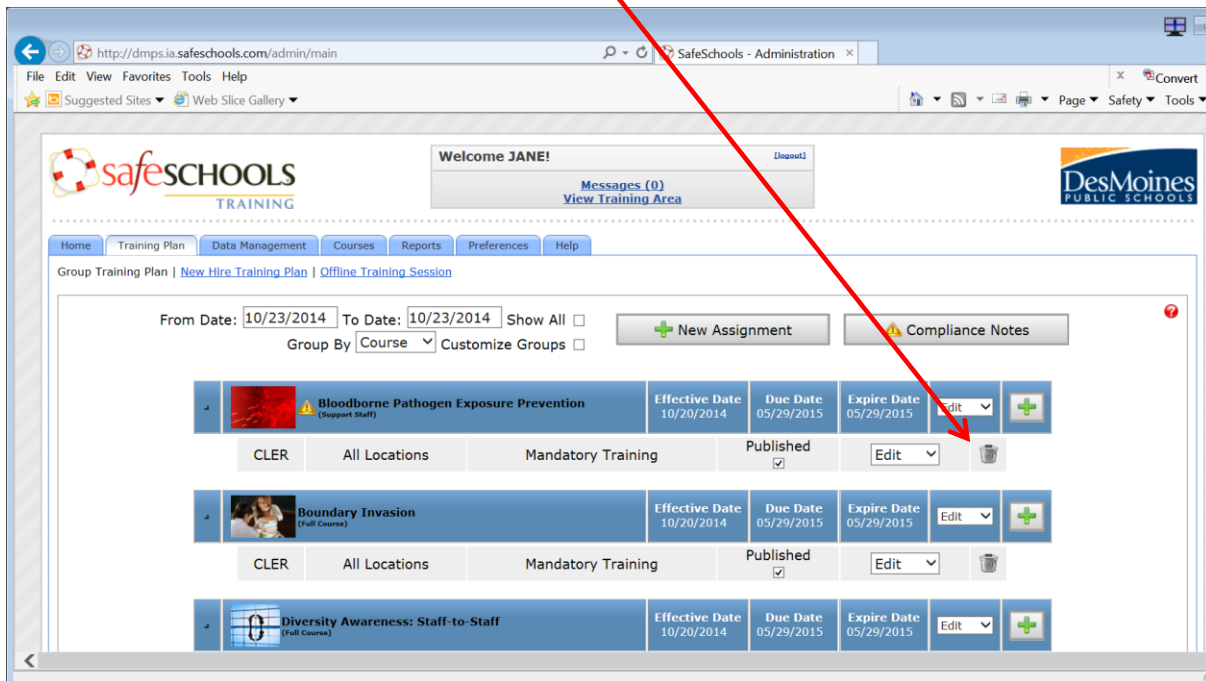
Then Click on the down arrow to select the level you wish to assign.



Select either Suggested Training or Mandatory Training and click on Save.

## TO DELETE A TRAINING COURSE

To delete a training course, simply click on the garbage can at the right side of the course name line.



# TO ASSIGN A COURSE TO AN INDIVIDUAL EMPLOYEE

The steps taken to assign an individual employee a course are similar to the steps taken in assigning a group of employees a course(s). A few differences are as follows:

You will need to click on the **Data Management** tab at the top of the page in the blue bar.

The screenshot shows the SafeSchools Administration interface. The 'Data Management' tab is selected in the blue navigation bar. Below the navigation bar, there are tabs for 'Employees', 'Positions', and 'Locations'. A search box is present with the text 'brannen' and a 'Go' button. A table of employees is displayed with columns for 'Edit', 'Username', 'First Name', 'Last Name', 'Position', and 'Location'. The table contains 20 rows of employee data. A red arrow points from the 'Data Management' tab to the search box, and another red arrow points from the search box to the 'Go' button.

Edit	Username	First Name	Last Name	Position	Location
	13-23	ANAHI	ABARCA-HORTON	ASOC	MOULTON K-8 SCHOOL
	90-2	CRYSTAL	ABBE	PARA	HEAD START
	1784	MARY	ABBOTT	TCHR	GARTON ELEMENTARY SCHOOL
	69-8	ELHAM	ABDALLA	OPER	ROOSEVELT HIGH SCHOOL
	11-63	ISSA	ABDINOOR	PARA	EDMUNDS ELEMENTARY SCHOOL
	77-0	MOHAMED	ABDIRIZAK	PARA	CALLANAN MIDDLE SCHOOL
	11-61	ANNIE	ABELS	TCHR	STUDEBAKER ELEMENTARY SCHOOL
	11-60	MIRELA	ABILD	CLER	LOVEJOY ELEMENTARY SCHOOL
	14-48	AMY	ABLER	TCHR	EAST HIGH SCHOOL
	14-51	JACKIE	ABRAM	TCHR	STUDENT SERVICES (WALNUT)
	75-5	FATHELRAHMAN	ABU BAKER	TRAN	TRANSPORTATION
	14-24	NINA	ABUBO	ASOC	RUBY VAN METER
	12-92	EDGAR	ACKERMAN	ASOC	CENTRAL CAMPUS HIGH SCHOOL

This will bring up a listing of employees. You can choose the employee you wish to assign a course and click on the name, or type the name of the employee in the search box and press "GO".

The screenshot shows the SafeSchools Administration interface with the search results for 'brannen'. The search box contains 'brannen' and the 'Go' button is highlighted. The table below shows one result: 'JANE BRANNEN' with position 'PARA' and location 'HUMAN RESOURCES'. A red arrow points from the search box to the 'Go' button, and a green arrow points from the 'Go' button to the search results table. Another red arrow points from the 'JANE' name in the table to the text below.

Edit	Username	First Name	Last Name	Position	Location
	4295	JANE	BRANNEN	PARA	HUMAN RESOURCES

Click on the employee's name – there could be several to choose from.

Click on the Training Plan Tab

Welcome JANE! [logout]

### JANE BRANNEN (4295)

Profile | Permissions | Jobs | **Training Plan** | Course Work History | Emails

#### Employee Profile

Username: 4295  
Password: [Click to Change]  
First: JANE  
Middle: -  
Last: BRANNEN  
Email: jane.brannen@dmschools.org  
Phone: -  
Address: -  
Address: -  
City: -  
State: -  
Postal Code: -

Deactivate

You will see a list of courses the employee has been assigned and their status.

Welcome JANE! [logout]

### JANE BRANNEN (4295)

Profile | Permissions | Jobs | Training Plan | **Course Work History** | Emails

From Date: 10/23/2014 To Date: 10/23/2014 Merge:  **+**

#### Mandatory Training

Course	Effective Date	Due Date	Expire Date	Course Status	Complete Date
New Employee Safety Orientation-Confined Space (Policy)	Oct 21st, 2014	Nov 20th, 2014	Jan 19th, 2015	Completed	Oct 21st, 2014
New Employee Safety Orientation-Walking	Oct 21st, 2014	Nov 20th, 2014	Jan 19th, 2015		Oct 21st, 2014

Click on the [Click to Edit] area and follow the prompts to complete the course assignment. (This is quite similar to what you did in the Group Training Plan Assignments.)

Welcome JANE! [\[logout\]](#)

[Messages \(0\)](#)  
[View Training Area](#)

### Create Individual Assignment for JANE BRANNEN

Course

[\[Click to Edit\]](#)

Effective Date	Due Date	Expire Date	Status	Complete Date
10/23/2014	11/22/2014	1/21/2015	Not Started	▼

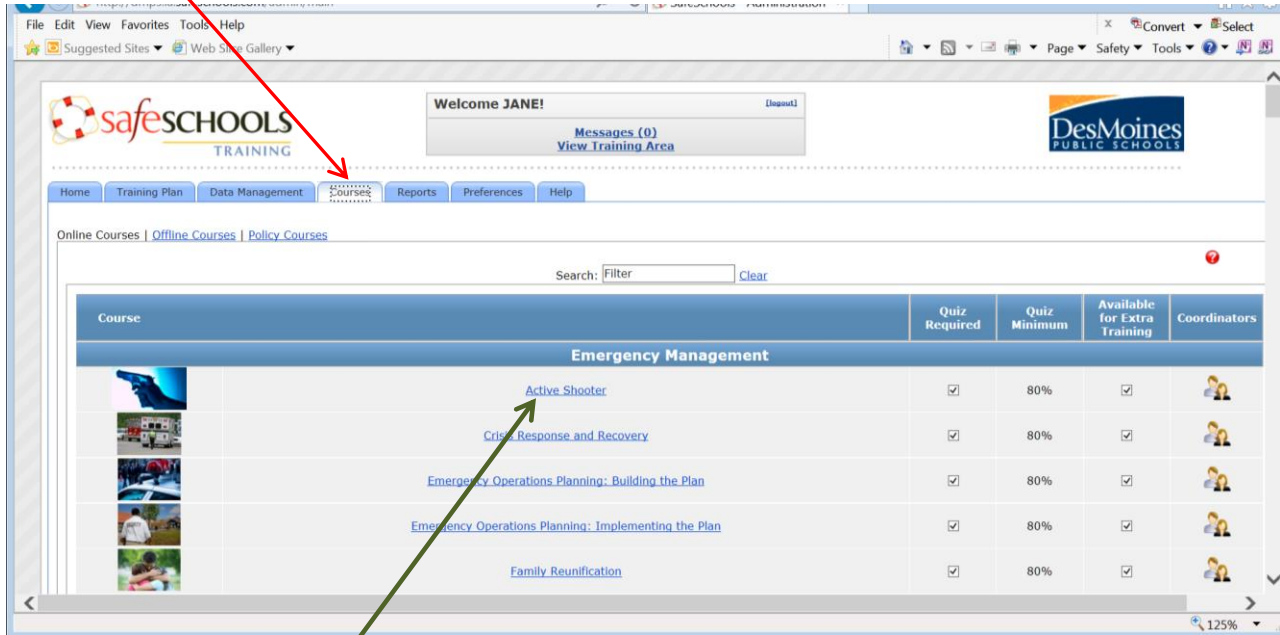
Assignment Note

Submit

Then press "Submit".

# EXPLORING THE COURSES TAB

Continuing on... We will cover the Courses Tab on the Blue Bar across the top of the page. This is fairly self-explanatory with a listing and description of all courses offered by SafeSchools. When you click on the Courses Tab you will find a listing of all courses offered.



Click on the course of your choice to go into the course and read descriptions.

## Active Shooter



### Active Shooter

**To continue, please select a course version**

Title	Time Required
Full Course (Administrators)	42 min
Full Course (Staff)	41 min

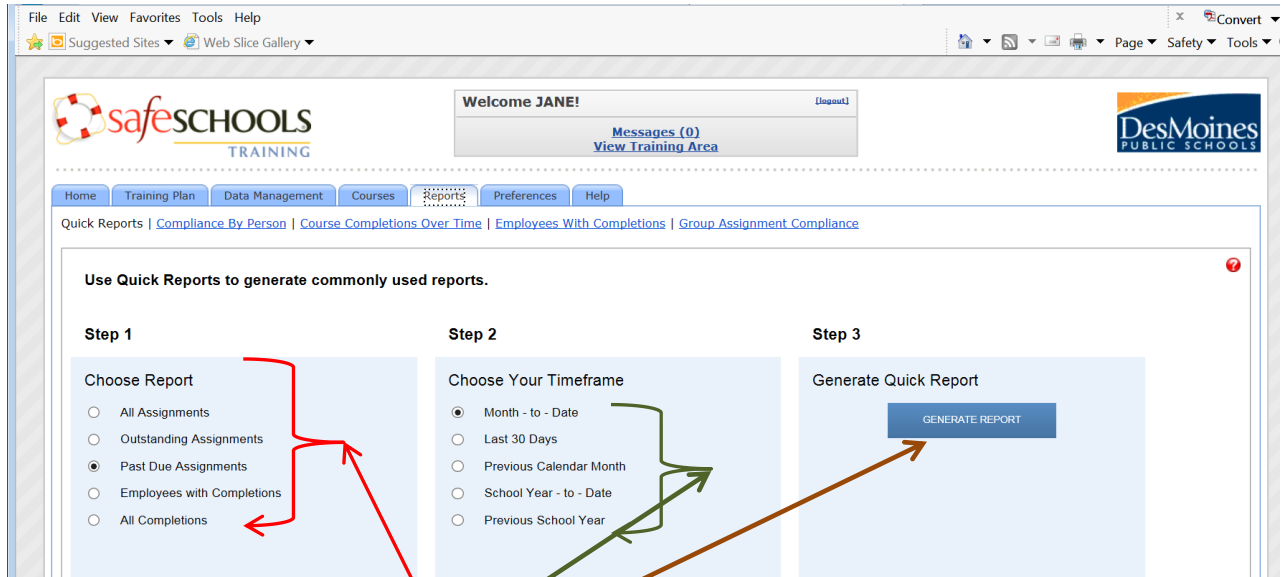
### Description

The course intends to prepare personnel for "active shooter" situations by providing information on how they occur and how they may be more effectively prevented.

From here you can select the course version you wish to take.

# HOW TO RUN REPORTS

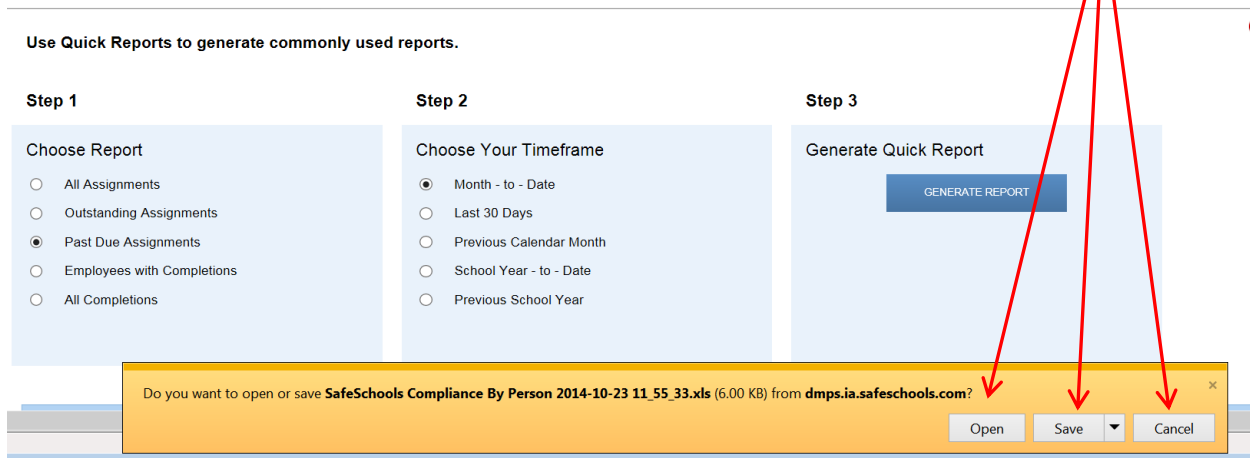
Click on the Reports Tab along the top of the page. The Quick Reports Section will be showing.



## QUICK REPORTS

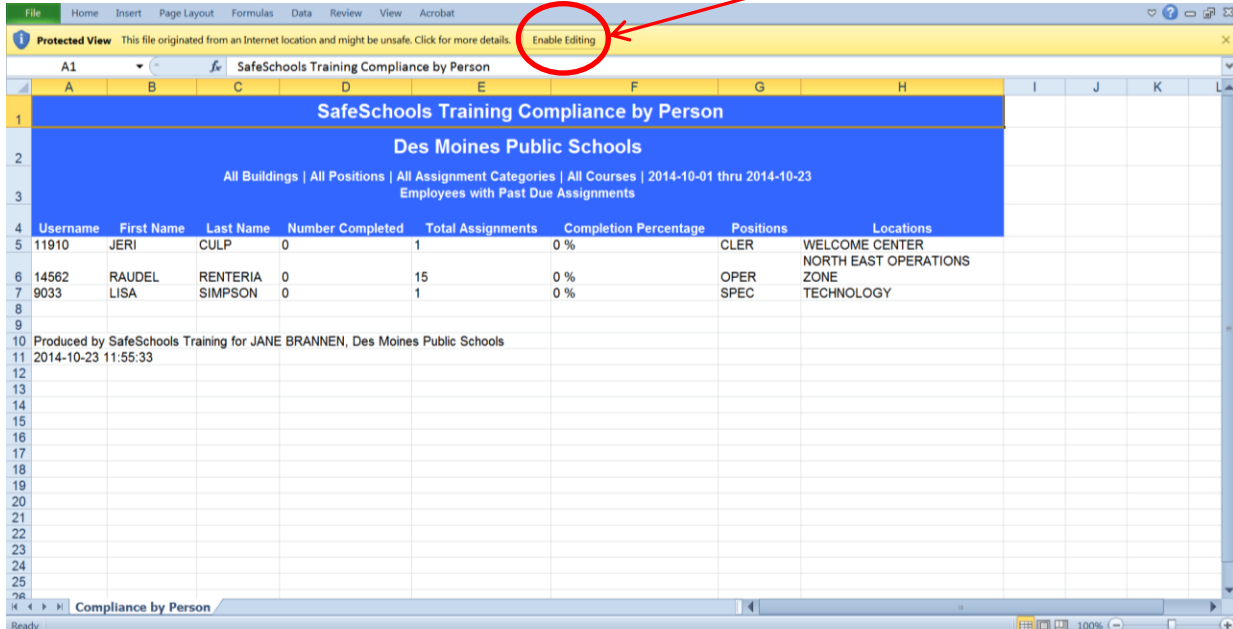
1. If you wish one of the Quick Reports listed above, click on your report selection.
2. Choose your Timeframe
3. Generate your Report

A pop up screen will appear at the bottom of the page asking whether you want to Open, Save or Cancel the report.



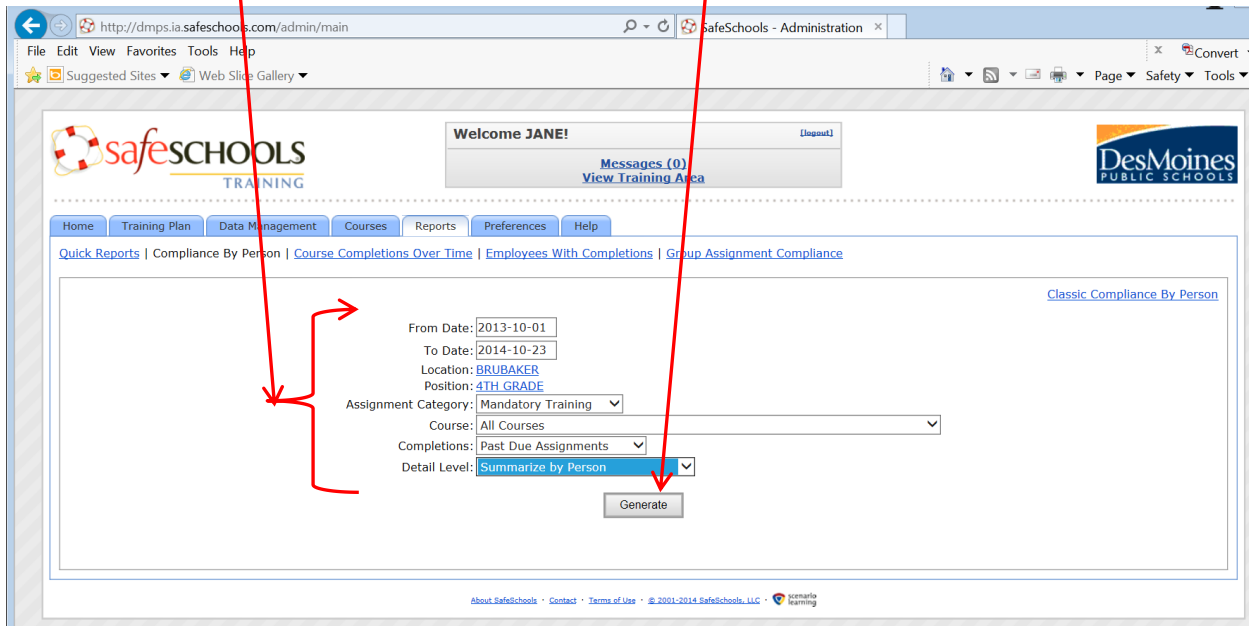
I generally try to "Open" the report and decide if I want to save it from there.

The reports will open in Excel and you can choose to “Edit” by clicking on the Enable Editing button at the top of the page.



## COMPLIANCE BY PERSON

Choose the parameters you wish and press the “Generate” button at the bottom of your screen.





When report appears, you can Press on the “Export to Excel” button.

The screenshot shows the 'Classic Compliance By Person' report generation interface. It includes filters for 'From Date' (2013-10-01), 'To Date' (2014-10-23), 'Location' (All Locations), 'Position' (All Positions), 'Assignment Category' (Mandatory Training), 'Course' (All Courses), 'Completions' (Past Due Assignments), and 'Detail Level' (Summarize by Person). A 'Generate' button is present. Below the filters is a table with the following data:

Username	First Name	Last Name	Number Completed	Total Assignments	Completion Percentage	Positions	Locations
13659	DAVID	MURILLO	0	1	0 %	OPER	SECURITY
10587	TROY	TYLER	0	1	0 %	OPER	SECURITY

An 'Export as Excel' button is located to the right of the table. A file dialog box is open, asking to open or save 'SafeSchools Compliance By Person 2014-10-23 12.13.07.xls (5.50 KB) from dmps.ia.safeschools.com?'. The 'Open' button is highlighted.

You can again click on the “Open” button to view the complete report.

Other Reports available to you are by clicking along the top section of the Reports Tab are:

## **COURSE COMPLETIONS OVER TIME EMPLOYEES WITH COMPLETIONS GROUP ASSIGNMENT COMPLIANCE**

Each of the above reports allows you to choose specific parameters before you generate the report.

Again, most reports will have slightly different parameters that you can choose than the examples which we have shown. The instructions given during each report request are detailed and targeted to that specific report allowing you to customize the report to better fit your needs.