



# **Training Launchpad (Instructor tile)**

## **Guide for instructors on how to use the system**

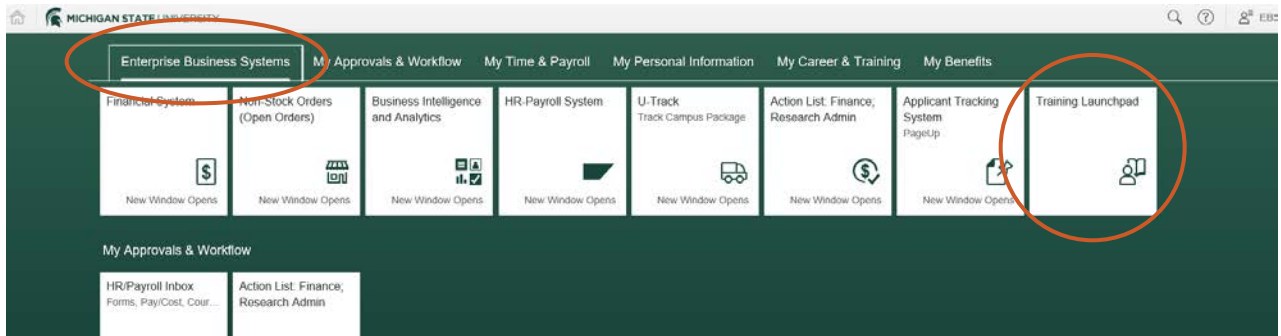
Version Final, November 14, 2017

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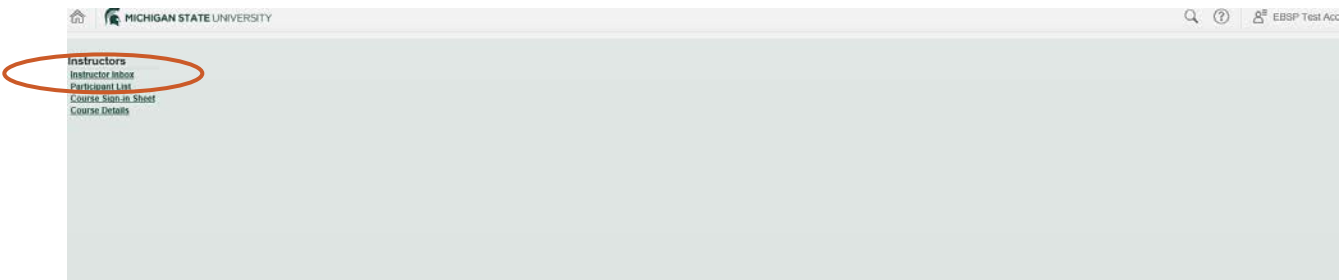
## HOW TO ACCESS THE TRAINING LAUNCHPAD

Access the Training Launchpad system through the EBS Portal. After logging in to the EBS portal, click on the **Enterprise Business Systems** tab. Then click on the **Training Launchpad** tile. This will open up the *Instructor* page. [You can find more resources on the HR website.](#)



### How to use the Instructor Inbox

- Once you click on the Training Launchpad tile, you will see all the Instructor options. Click on the **Instructor Inbox** link to get a list of all the current courses you are scheduled to facilitate.



- Here you'll see a list of all the current courses you are scheduled to facilitate. Click on any of the courses to get a participant list and details about that course.

Active Queries

Current and Planned Courses 2017 06 Next 4 Weeks (1) Next 3 Months (1)

Current and Planned Courses - 2017

Change Query Define New Query Personalize

Course	DelMethod Long	Start Date	Start Time	End Date
Certified Human Resources Specialist	Classroom Training	05/09/2017	08:30:00	06/06/2017
Boosting Team Performance	Classroom Training	05/11/2017	08:30:00	05/11/2017
Certified Human Resources Specialist	Classroom Training	06/06/2017	08:30:00	10/04/2017
Engaging Teams for Maximum Performance	Classroom Training	09/12/2017	08:30:00	09/12/2017
Certified HR Specialist Follow Up	Classroom Training	11/13/2017	08:30:00	11/14/2017

Last Refresh: 11/16/2017 13:43:52 EST Refresh

3. Click on the tabs to get the participant list and details about that course.

Course Name: Certified HR Specialist Follow Up

Date: 11/13/2017    Delivery Method: Classroom Training    Instructor:

Participants    General Information    Location and Schedule    Documents    Equipment and Material    Course Description

Type	Object ID	Participant	Company/Organizational Unit	Priority
P	00012469	Alter, Amanda	INTERNATIONAL STUDIES AND PROGRAMS DEAN	Normal Booking
P	00020414	Bell, LaCarla	HUMAN MEDICINE DEAN	Normal Booking
P	00210379	Boehmer, Bethany	CAREER SERVICES AND PLACEMENT	Normal Booking
P	00013735	Devis, Anna	IPF BLDG SERV BUSINESS OFFICE	Normal Booking
P	00393245	Dalmetsch, Troy	CHEMISTRY	Normal Booking

Course Name: Certified HR Specialist Follow Up

Date: 11/13/2017    Delivery Method: Classroom Training    Instructor:

Participants    General Information    Location and Schedule    Documents    Equipment and Material    Course Description

Course Duration: Days 2 / Hours: 14.00    Languages Available: English

Attainable Qualifications: Continuous Learning / Development, Job / Organizational Knowledge, Achieves Results    Capacity/Bookings: 25 / 17

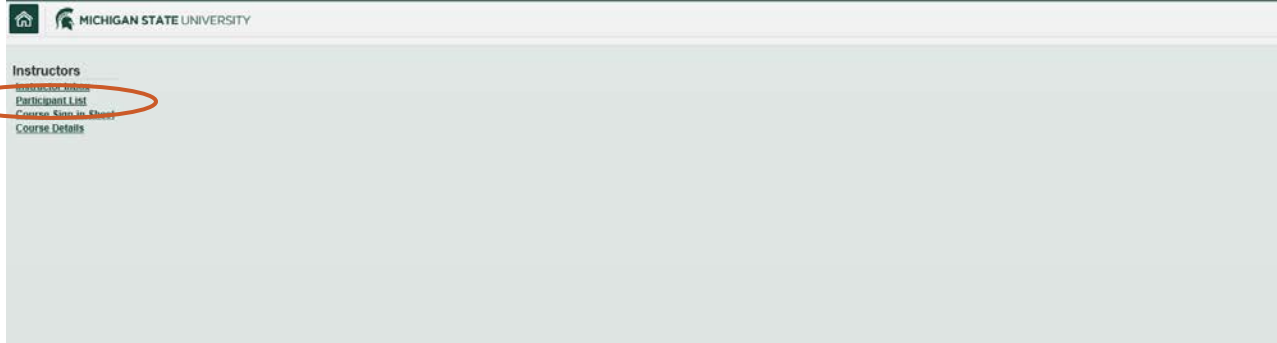
Instructors: Riley, Tina    Course Fee: 575.00 USD

Training Provider: Organization & Professional Development

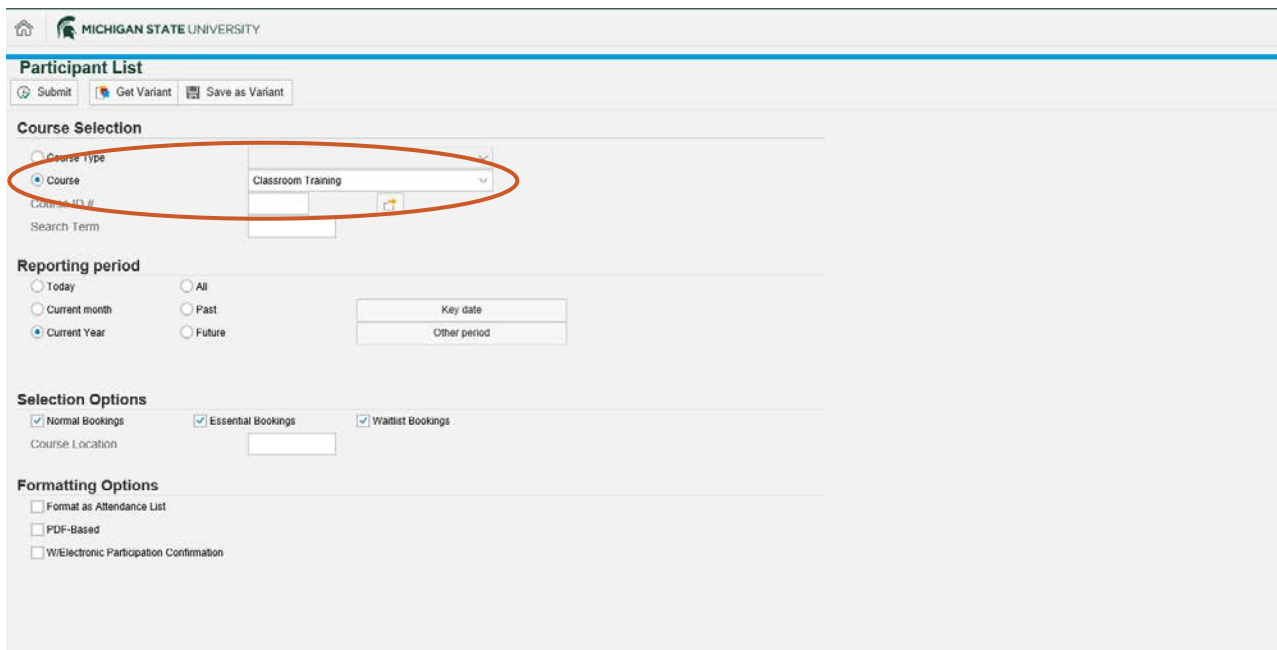
**Contacts**  
Course Owner:

## How to Access a Participant List for a Course

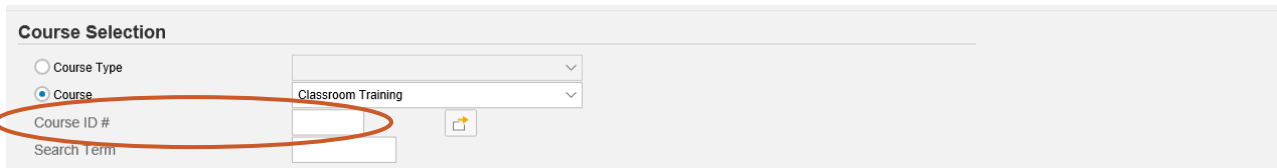
1. From the *Training Launchpad* homepage, click on the **Participant List** link.



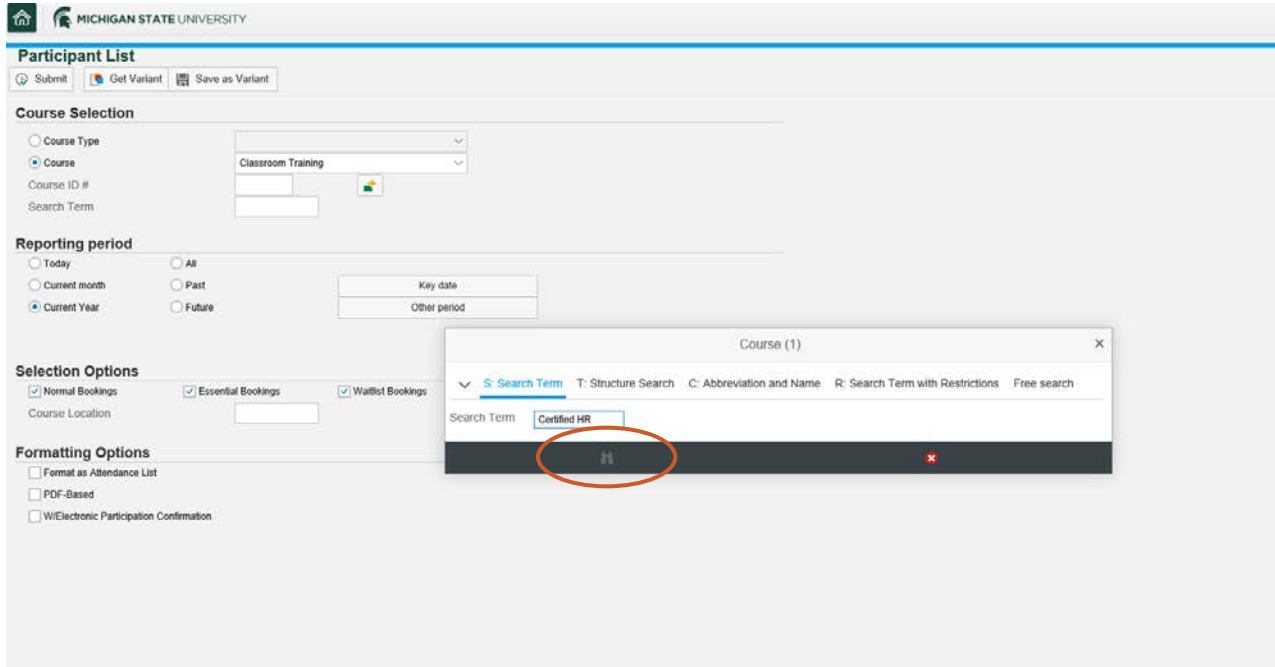
2. A new window will open. You'll search for the course by first selecting course and classroom training.



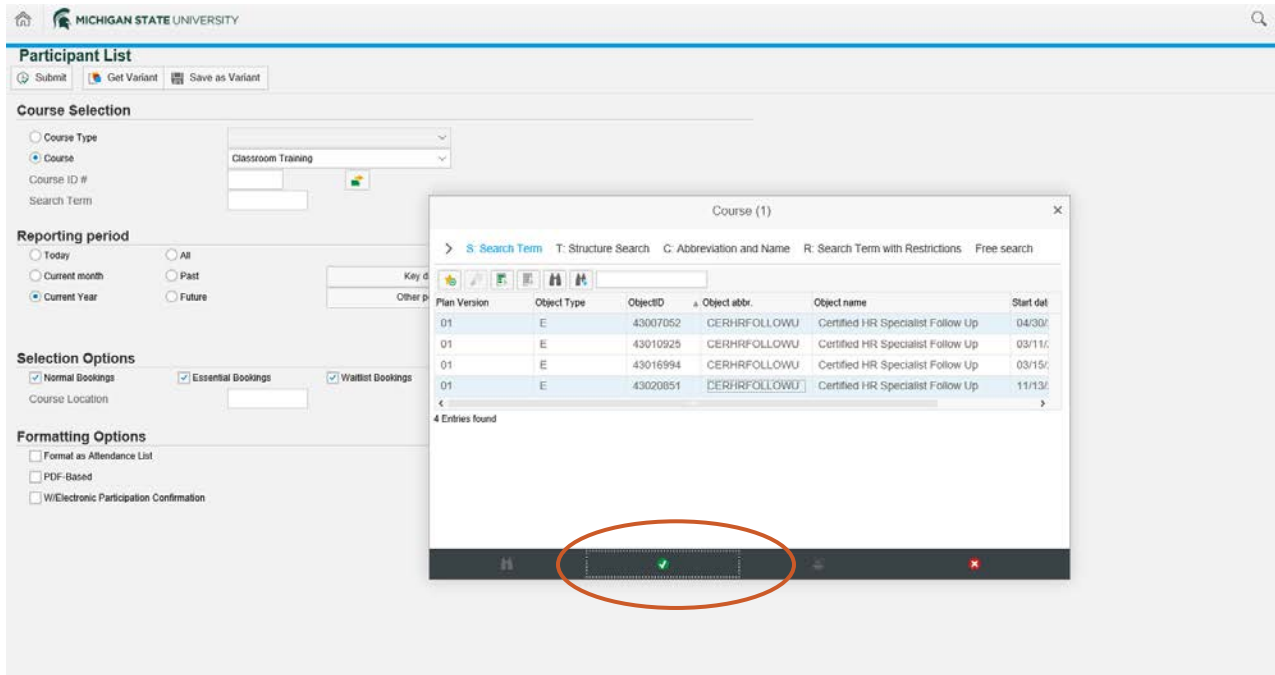
3. Place your mouse in the "Course ID #" box and click the search button that appears.



- A search box will pop up. Type in the name of the course you're searching for, and click the binoculars icon.



- You will then select the date of the course and click the green check box button.



6. The Course ID # will appear in the search box and you will click **Submit**.

**Participant List**

Submit Get Variant Save as Variant

**Course Selection**

Course Type  Course  Course ID # 43007052 Search Term

**Reporting period**

Today  Current month  Current Year  All  Past  Future

**Selection Options**

Normal Bookings  Essential Bookings  Waitlist Bookings  Course Location

**Formatting Options**

Format as Attendance List  PDF-Based  W/Electronic Participation Confirmation

7. The participant list will open. Click the **Print** button.

**Participant List**

Print Back Details Ascending Descending Filter Excel Change Layout Select Layout Save Layout

**Participant List**

Selection Period 01/01/2017 - 12/31/2017

Name of Course	Booking date	Start date	End date	Attendee Name	Fee
Certified HR Specialist Follow Up	11/10/2017	11/13/2017	11/14/2017	Dolmetsch, Troy Robert	575.00
Certified HR Specialist Follow Up	11/08/2017	11/13/2017	11/14/2017	Rachamalla, Kishore	575.00
Certified HR Specialist Follow Up	11/02/2017	11/13/2017	11/14/2017	Bell, LaCarla Jenelle	575.00

8. A new screen will open. Click **Generate PDF** at the bottom of the page. A window will pop up. Click the export icon to generate the PDF, which you can print or save to your computer.

Certified HR Specialist Follow Up	11/10/2017	11/13/2017	11/14/2017	Dolmet
Certified HR Specialist Follow Up	11/08/2017	11/13/2017	11/14/2017	Rachar
Certified HR Specialist Follow Up	11/02/2017	11/13/2017	11/14/2017	Beil, La
Certified HR Specialist Follow Up	10/27/2017	11/13/2017	11/14/2017	Prater,
Certified HR Specialist Follow Up	10/24/2017	11/13/2017	11/14/2017	Nelson
Certified HR Specialist Follow Up	10/23/2017	11/13/2017	11/14/2017	Owens,
Certified HR Specialist Follow Up	10/05/2017	11/13/2017	11/14/2017	Kowals
Certified HR Specialist Follow Up	10/04/2017	11/13/2017	11/14/2017	Boehm
Certified HR Specialist Follow Up	10/03/2017	11/13/2017	11/14/2017	Goins,
Certified HR Specialist Follow Up	09/25/2017	11/13/2017	11/14/2017	Medina
Certified HR Specialist Follow Up	09/22/2017	11/13/2017	11/14/2017	Mills, S
Certified HR Specialist Follow Up	09/14/2017	11/13/2017	11/14/2017	Schury
Certified HR Specialist Follow Up	09/11/2017	11/13/2017	11/14/2017	Eberha
Certified HR Specialist Follow Up	09/06/2017	11/13/2017	11/14/2017	Marks,
Certified HR Specialist Follow Up	08/29/2017	11/13/2017	11/14/2017	Alter, A
Certified HR Specialist Follow Up	08/22/2017	11/13/2017	11/14/2017	Davis,
Certified HR Specialist Follow Up	08/15/2017	11/13/2017	11/14/2017	Vandek

Print: ×

Output Device: PDF ↕

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Back Print Preview, Document 1 of 1

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## Attendance List

### Certified HR Specialist Follow Up

( |11/13/2017 - 11/14/2017 )