



How to Record MSI NOW Group Online Training & Printing Group Certificates

Note: Certificates of Completion are optional – Proof of course completion is within each user’s transcript once learning event is recorded.

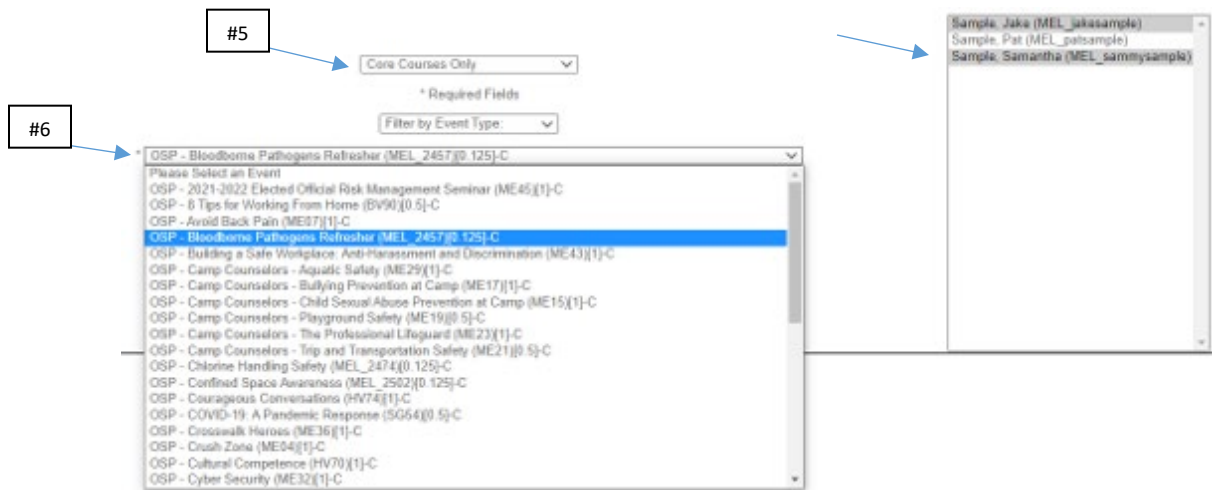
Log into the MEL Safety Institutes Learning Management System:

<https://www.firstnetcampus.com/MELJIF2/entities/MEL/logon.htm>

Record completed MSI NOW Online training in employees’ transcripts:

1. At the top blue tool bar select the ‘**Administration**’ menu/ ‘**Learning Event Admin**’
2. Select ‘**Record External Learning Event**’
3. Select Town/Department folder of employees you want to record
4. The ‘Record Learning Event’ screen will open:
5. First drop-down menu – select ‘**Core Courses Only**’
6. Third drop-down menu - select ‘**Please Select an Event**’
 - a. MSI online courses are listed. Choose the online course title that was completed by your employees.
7. Completion status radio button defaults to ‘**Completed**’
8. Grade doesn’t apply - leave blank
9. ‘**Status date**’ defaults to current date. Change to date course was completed.
10. Set Due Date - Not required. Course will reappear in students record as due the date you select.
11. Vendor – leave blank
12. Employee names appear in list on right side. Click and hold down your ‘Ctrl’ key to select multiple employees. (Do not select the employee who launched the online course, their attendance will already be recorded by the MSI office).
 - a. **Note:** If employee(s) name(s) does not appear - Add the new employee record by using the ‘Admin Register User’ tool. Then return to ‘Record External Learning’ Event tool to record the learning.
13. Click Submit – Online class completion is now recorded for each employee selected

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Printing Group Certificates – Optional

1. On Administration menu select **'User Admin'**
2. Select **'Print Group Certificates'**
3. Select Town/Department folder of employees who need certificates printed.
 - a. **Note:** Click on the folder with the green check mark.
4. 'Print Group Certificates' screen opens
5. Select a start and end date and top of screen then click **'Set Date'**. This will narrow your course choices by date of the class.
6. Left box - select employee names to print. Hold down control key to select multiple employees.
7. Right box - select course name for certificate. Hold down control key to select multiple certificates.
8. Click **'Submit'**
9. Certificate pages will open and can be printed.
10. Set your print settings to 'Landscape' before printing through your computers File menu/Page Setup. Adjust margin settings as needed, can be done on print preview screen.

Print Group Certificates

(Hold your Ctrl or Shift Key down to multiple-select items)

Exclude archived test records.

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Status Date Time Frame: Start Date: End Date: (Leave both blank for all dates)

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Select Users from this group.

- Sample, Pat (MEL_patsample)
- Sample, Samantha (MEL_sammysample)

Select courses for certificates that you wish to print.

- Camp Counselors - Aquatic Safety (ME29)
- COVID-19: A Pandemic Response (SG54)
- Webinar - Asbestos, Lead, Silica Overview (MEL_2187)

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