



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE
Governor
Commander-in-Chief

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GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 3-11

30 June 2011

ON-LINE MICROSOFT TRAINING VIA THE LEARNING MANAGEMENT SYSTEM (HRD)

1. This Bulletin applies to all State employees within the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding Microsoft Office Suite training via the online Learning Management System (LMS).
2. LMS is a web-based application that meets three primary functions:
 - Provides access to learning content, such as online training and policy documents.
 - Provides the ability to administer and track training.
 - Provides the ability to create reports on training activity.
3. The online courses are designed to give students a proper introduction to software applications in the Microsoft Office Suite. Each course listed in enclosure 1, "Available Microsoft Courses on LMS" focuses on one application. Students can either self-register for courses (see enclosure 2, "Taking Microsoft Courses via the Learning Management System (LMS)") or be assigned courses via their supervisor (see enclosure 3, "Assigning Courses via LMS"). The courses offered are available via the Department's Microsoft Enterprise Agreement and can be taken without additional charges to the Department or student.
4. The training is authorized to be taken on all State computer systems and is also accessible from any home PC with internet connection and appropriate browser version and required software applications and setting identified below.

a. System Requirements

SumTotal's *Maestro* learning management system is an Internet-based tool that only requires a connection to the Internet and access to a web browser to gain access to the application. Users access *Maestro* on a variety of client computing platforms, devices, web browsers and varying levels of Internet bandwidth. This document is intended to provide minimum and recommended guidelines for client devices accessing the *Maestro* system.

The following are the minimum system configuration recommendations for running SumTotal's *Maestro* learning management system. These recommendations are intended to assist you in determining optimal system configurations for your computer.

The *Maestro* Learning Management System supports the following browsers:


Browser	Comments
Internet Explorer 6 and higher	SumTotal supports SP2 and SP3 for IE 6.
Firefox 2.0.10 and higher	
Google Chrome	SumTotal supports non-beta versions only. Chrome will update itself with stable, non-beta versions.
Apple Safari version 3.2 and higher	

b. Recommendations

- **A high-speed Internet connection** will ensure the best user experience especially if you are working with online courseware, video streaming or large files.
- For authentication purposes and bookmarking online courses, the **browser's cookies and scripting** must be enabled.
- **Pop-up blockers** should be deactivated when launching online courses.
- **Firewall programs** may need to be temporarily disabled if learners are experiencing issues launching or tracking online courses.
- **Third-party toolbars** may need to be temporarily disabled if learners are experiencing issues launching or tracking online courses.
 - To help with the overall performance of the LMS and courses, <https://gm1.geolearning.com/> should be added as a trusted site.
- *Maestro* is designed to function with SVGA monitor with **display settings** at a minimum of 800 x 600 pixels. Recommended resolution settings are 1024 x 768 pixels.

c. Browser Support and Configuration

- **Internet Explorer (IE) 6** is known to work with Java 1.4 through Java 5 update 11 or Java 6 update 7
 - Vendor based courseware such as Skillsoft have been tested with the Java versions listed above and they do work properly.
 - IE6 with Java 5 update 12 to Java 6 update 7 may not work properly with custom courses created through authoring tools such as Articulate and Lectora in certain instances. This is due to an issue between Microsoft and Java Sun.
 - URL for 5 update 11: https://cds.sun.com/is-bin/INTERSHOP.enfinity/WFS/CDS-CDS_Developer-Site/en_US/-/USD/ViewProductDetail-Start?ProductRef=jre-1.5.0_11-oth-JPR@CDS-CDS_Developer
 - IE 7 can use any Java but 5 update 11 or newer is recommended
- **FireFox** can use any version of Java, however Java Version 5 Update 11 or newer is recommended

•  **Warning!** The LMS supports FireFox but courseware might not function as it does in IE. You will want to test your courses in FireFox prior to releasing the courses to your end users.

- **AOL Web Browser Connection:** make sure the Learner is using Internet Explorer to launch the courseware independent of AOL. Cookies and Scripting: should be enabled on the learner's workstation in order to allow bookmarking of courseware.

d. **Java**

Report Analytics operates using Java, and will work in any Java 1.5 or 1.6 environment.

Some courses require Java. The specific version of Java will depend on the course, how it was designed or what authoring tool was used. Refer to the courseware vendor or software manufacturer for details.

- The Microsoft JVM reached its end-of-life on December 31, 2007 and is not supported.
- We recommend you use the latest supported version of Java.
- For courses authored in SCORM or AICC API, Java 1.4 or higher is required.
 - Depending on the course and how it was created, a higher version of Java may be required.
 - Some vendors or authoring tools may require a specific version of Java to pass the course information back to the LMS.

If third-party software and modules are post-End-of-Life by their vendor/developer, SumTotal will not support the configuration.

e. **Flash**

There are certain components of the system that utilize Flash for presentation. These include some of the dashboards and upload progress bars. For full functionality using the application's organizational charts and instructional videos, the Macromedia Flash plug-in is needed but it is not required to operate the system.

f. **Adobe Acrobat**

Adobe Acrobat Reader should be installed if trying to access course completion certificates or approval forms.

5. To access the LMS training you must have a MyNewJersey portal account and establish an HRDI e-Learning Solution link on your portal account.

If you need assistance with configuration on a state owned computer issued or maintained by the department please contact your local facility IT help desk support staff for assistance before making any changes to your workstation.

If you require additional information for computer set-up on a non-state owned computer the following web link contains the on-line instructions from the MyNewJersey portal and HRDI e-learning Solution internet site http://services.geolearning.com/Help/en-US/Global/Content/Learning_Center_Basics/System_Requirements.htm The above settings and software configurations are only suggestions for best practice in the LMS.

6. Questions or inquiries concerning this bulletin or the MyNewJersey Portal access should be addressed to Paul Serdiuk (HRD) at (609) 530-6878 or paul.serdiuk@njdmava.state.nj.us.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General



DAVID S. SNEDEKER
Chief Information Officer
Director, Information and
Administrative Services Division

DISTRIBUTION: A, D, E, F

3 Encls:

1. Available Microsoft Courses on LMS
2. Taking Microsoft Courses via the Learning Management System (LMS)
3. Assigning Courses via LMS

Available Microsoft Courses on LMS

LMS Course # Course Name

MSA-4102	Advanced Training for Microsoft® Office Word 2003
MSA-6302	Introducing Microsoft® SharePoint® Designer 2007
MSA-6303	Customizing a SharePoint Web Site Using Microsoft® SharePoint® Designer 2007
MSA-6304	Adding Reports and Data Views Using Microsoft® SharePoint® Designer 2007
MSA-6305	Workflows in Microsoft® SharePoint® Designer 2007
MSA-6353	Advanced Skills with Microsoft Project 2007
MSA-6354	Fine Tuning Task Details in Microsoft® Office Project 2007
MSA-6355	Fine Tuning Resource and Assignment Details in Microsoft® Office Project 2007
MSA-6356	Organizing and Printing Project Information in Microsoft® Office Project 2007
MSA-6357	Tracking and Viewing Project Status in Microsoft® Office Project 2007
MSA-6358	Integrating Microsoft® Office Project 2007 with Other Microsoft Office Programs
MSA-6359	Troubleshooting and Fine Tuning a Project Plan in Microsoft® Office Project 2007
MSA-6787	Collaborating with Others and Personalizing Microsoft® Office Word 2007
MSA-6788	Working with Advanced Features of Microsoft® Office Word 2007
MSA-6789	Analyzing Data and Working with Macros in Microsoft® Office Excel® 2007
MSA-6790	Structuring Databases and Working with Records in Microsoft® Office Access® 2007
MSA-10166	Windows® 7 Essentials I
MSA-10167	Windows® 7 Essentials II
MSA-10280	What's New in Microsoft® Outlook® 2010
MSA-10281	What's New in Microsoft® Word 2010
MSA-10282	What's New in Microsoft® PowerPoint® 2010
MSA-10283	What's New in Microsoft® Excel 2010
MSA-10284	What's New in Microsoft® Office 2010
MSA-10293	Beginner Skills in Microsoft® Outlook® 2010
MSA-10294	Beginner Skills in Microsoft® Word 2010
MSA-10295	Beginner Skills in Microsoft® PowerPoint® 2010
MSA-10296	Beginner Skills in Microsoft® Excel® 2010
MSA-10353	Beginner Skills Training in Microsoft® OneNote® 2010
MSA-10354	Beginner Skills Training in Microsoft® Publisher 2010
MSA-10356	Beginner Skills Training in Microsoft® Visio® 2010
MSA-10378	Setting Up Projects in Microsoft® Project 2010
MSA-10379	Building a Project Schedule in Microsoft® Project 2010
MSA-10380	Tracking and Managing Projects in Microsoft® Project 2010
MSA-10381	Customizing and Sharing Projects in Microsoft® Project 2010
MSA-10382	Beginner Skills in Microsoft® Access® 2010
MSA-10383	Intermediate Skills in Microsoft® Access® 2010
MSA-10384	Advanced Skills in Microsoft® Access® 2010
MSA-10385	Advanced Skills in Microsoft® Outlook® 2010
MSA-10386	Advanced Skills in Microsoft® PowerPoint® 2010
MSA-10391	Intermediate Skills in Microsoft® Word 2010
MSA-10392	Advanced Skills in Microsoft® Word 2010
MSA-10393	Intermediate Skills in Microsoft® Excel® 2010
MSA-10394	Advanced Skills in Microsoft® Excel® 2010
MSA-10395	What's New in Microsoft® Access® 2010
MSA-10396	What's New in Microsoft® InfoPath® 2010
MSA-10397	What's New in Microsoft® OneNote® 2010

MSA-10398 What's New in Microsoft® Project 2010
MSA-10399 What's New in Microsoft® Publisher 2010
MSA-10400 What's New in Microsoft® SharePoint® Designer 2010
MSA-10402 What's New in Microsoft® Visio® 2010
MSA-10403 Beginner Skills Training in Microsoft® InfoPath® 2010
MSA-10523 Intermediate Skills in Microsoft® PowerPoint® 2010
MSA-10524 Intermediate Skills in Microsoft® Outlook® 2010

Encl 1

Taking Microsoft Courses via the Learning Management System (LMS)

Follow the power point presentation on how to select and take the On Line Training (OLT) courses

The Official Web Site for The State of New Jersey - Microsoft Internet Explorer provided by DMAVA - Internet Usage Mo...

http://www.nj.gov/

File Edit View Favorites Tools Help

Convert Select

Favorites 2004 Subaru Outback optio... Suggested Sites Best of the Web Channel Guide

The Official Web Site for The State of New Jersey

Home About NJ Business Community & Well... Education Environment Energy & Technology Health & Human Services NJ Home | Services A to Z Public Safety & Security

Click the Login Tab

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Home About NJ Business Community & Well... Education Environment Energy & Technology Health & Human Services NJ Home | Services A to Z Public Safety & Security

Done

Start

Inbox - Mi... Windows ... Microsoft ... Microsoft ... The Offic...

2:07 PM

Log On To myNewJersey - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

https://portal01.state.nj.us/http://portal20.s

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Favorites 2004 Subaru Outback optio... Suggested Sites Best of the Web Channel Guide

Log On To myNewJersey

mynewjersey

New Jersey Home Page

Log On to My New Jersey

Log On ID:

Password:

Log On

Fill in your ID and Password

[Forgot your logon ID?](#)

[Forgot your password?](#)

[Sign Up to Become a Member](#)

[Help](#)

Done

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State of New Jersey

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THE STATE OF NEW JERSEY

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myNJ Home | myNJ Business | myNewJersey

Welcome paul serdiuk | [logout](#) | [change profile](#) | [enter authorization code](#) | [choose start page](#) | [content](#) | [layout](#) | [help](#)

Treasury Links

Office of Workforce Initiatives and Development

[HRDI eLearning](#)

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Travel Guide

myNJ.earthWatch

View NWS weather for: 08625

Air Quality: Central Delaware Valley

Current: Good Forecast: n/a

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Statewide: NJHome | Services A to Z | Departments/Agencies

Click HRDI eLearning Tab

javascript:secureJump("http://visitnj.org/",0,1,0)

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Maestro 5.0 - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

https://gm1.geolearning.com/geonext/hrdiel... | Yahoo! Search

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Favorites | 2004 Subaru Outback optio... | Suggested Sites | Best of the Web | Channel Guide

Maestro 5.0 | Home | Role: Learner | Notes Help End-user Tutorial Contact Us Log Off

Logged in as: PAUL SERDIUK

HRDI

e-Learning Solutions

My Home | Search: [] Go

- Organizer**
Review and manage your learning, events, and messages.
- Learning and Metrics**
Manage your online and instructor-led courses, learning plan, and student transcripts.
- View your online resources here.
- Settings and Preferences**
Manage your user profile, roles, shortcuts, and personal preferences.
- End-user Tutorial**
Launch the tutorial.
- Universal Search**
Search Courses, Classes and Online Resources.

Organizer Home [?]

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Click **My Home**Tab

Maestro 5.0 - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

https://gm1.geolearning.com/geonext/hrdiele

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Maestro 5.0

transcripts.

Settings and Preferences
Manage your user profile, roles, shortcuts, and personal preferences.

End-user Tutorial
Launch the tutorial.

Universal Search
Search Courses, Classes and Online Resources.

Learning and Metrics Home

Click on Learning and Metrics tab

Learning and Metrics Home

Here you can take and view your progress against your personal transcripts and certificates for completed courses, as well as so view your student

My Required Learning

My Elective Learning

Instructor-Led Training Events
Event listing for the next 14 days

My Plan
Showing latest 0 records
Show All Records

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https://gm1.geolearning.com/geonext/hrdiele

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Maestro 5.0

Learning and Metrics Home

Here you can take and register for online courses and instructor-led courses, as well as view your progress against your personal learning plan. You can also view your student transcripts and certificates for completed courses.

My Required Learning

My Elective Learning

Instructor-Led Training Events
Event listing for the next 14 days

My Plan

Catalog

My Waiver Requests

[Show All Records](#)

Click on Catalog

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Maestro 5.0 - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

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File Edit View Favorites Tools Help

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Maestro 5.0

Course Catalog: By Category

Featured Courses Bundles **By Category** Alphabetically

ILT With Open Seats Online Resources

To view the courses within a category, adjust the tree view by selecting expand (+) or collapse (-) then click **Go**. Click **Details** or the name of the course to view its details.

Categories

- Agency Specific
- Environmental Protection
- HRDI Courses
- HRDI-Online Courses - Mi
- MicroSoft Software Assur
- Misc Courses
- Motor Vehicle Commissio
- Policy Based & Mandated
- Transportation

Displaying results 1-10 of a total of 209.

Results per Page: Show

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Training Type: Instructor Led
Vendor: Duration:

Description:

Details ▶

Scheduled Classes ▶

Click on **By Category**

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- HRDI-Online Courses - Mi
- MicroSoft Software Assur
- Misc Courses
- Motor Vehicle Commissio
- Policy Based & Mandated
- Transportation

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Alzheimer Disease and Dementia

Training Type:
Instructor Led
Vendor: Duration:

Description:

Details ▶

Scheduled Classes ▶

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Click on Microsoft Software Assurance Tab

https://gm1.geolearning.com/geonext/hrdielearning/coursesummar

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Maestro 5.0 - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

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Maestro 5.0

My Waiver Requests

Calendar

My Transcript

- Microsoft Access Course
- Microsoft Excel Course
- Microsoft InfoPath Course
- Microsoft OneNote Course
- Microsoft Other Course
- Microsoft Outlook Course
- Microsoft PowerPoint Course
- Microsoft Project Course
- Microsoft SharePoint Site
- Microsoft System Course
- Microsoft Visio Course
- Microsoft Word Course
- Microsoft Word Course
- Motor Vehicle Commission
- Policy Based & Mandated
- Transportation

+ Expand/Collapse All

Go

Vendor: Duration:

Description:

Details

Scheduled Class

DAMVA - Blood Borne Pathogen Policy & Safety

Training Type:
Instructor Led

Vendor: Duration:

Description:

Details

Scheduled Classes

DAMVA - Tuberculosis/Blood Borne Pathogens

Training Type:
Instructor Led

Vendor: Duration:

Click Go Tab

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Internet 100%

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- Misc Courses
- Motor Vehicle Commissio
- Policy Based & Mandated
- Transportation

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Microsoft Course - Beginner Skills Training in Microsoft Publisher

Click on Microsoft Other Courses

Vendor: Microsoft
Software Assurance
Duration:
Description:
Details ▶

Microsoft Course - What's New in Microsoft® Office 2010

Training Type:
Online Course
Vendor: MicroSoft
Software Assurance

Done

Internet 100%

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My Transcript

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- Microsoft Word Course
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- Motor Vehicle Commissio
- Policy Based & Mandated
- Transportation

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and Dementia

Training Type:
Instructor Led
Vendor: Duration:

Description:

Details ▶

Scheduled Classes ▶

DAMVA - Restraint Policy & Safety

Training Type:
Instructor Led
Vendor: Duration:

Description:

Details ▶

Scheduled Classes ▶

DAMVA - Tuberculosis/Blood Borne Pathogens

Training Type:

Click the Go Tab

Internet 100%

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Maestro 5.0 - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

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File Edit View Favorites Tools Help

2004 Subaru Outback optio... Suggested Sites Best of the Web Channel Guide

Maestro 5.0

To view the courses within a category, adjust the tree view by selecting expand (+) or collapse (-) then click Go. Click Details or the name of the course to view its details.

Categories

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- Environmental Protection
- HRDI Courses
- HRDI-Online Courses - Mi
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- Microsoft Excel Course
- Microsoft Access Cour
- Microsoft InfoPath Cou
- Microsoft OneNote Cou
- Microsoft Other Course
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- Microsoft System Cour
- Microsoft Visio Course:
- Microsoft Word Course
- Misc Courses
- Motor Vehicle Commissio

Results per Page: 10 Show

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Microsoft Course - Advanced Skills in Microsoft® Excel® 2010

Training Type: Online Course
Vendor: MicroSoft
Software Assurance
Duration:

Description:

Details ▶

Microsoft Course - Beginner Skills in Microsoft® Excel® 2010

Training Type:

Click the Highlighted Course Name

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Favorites | 2004 Subaru Outback optio... | Suggested Sites | Best of the Web | Channel Guide

Maestro 5.0 | Home | RSS | Mail | Print | Page | Safety | Tools

Learning and Metrics Home

My Required Learning

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Close Record

Enroll

Details

Back

Enroll

Course Name: Microsoft Course - Beginner Skills Training in Microsoft® Publisher 2010

Status: Active

Description:

Prerequisite Courses: None

Delivery Type: Online Course

Course Code: MSA-10354

Vendor: MicroSoft Software Assurance

CEU: 0

Duration:

Cost to Learner: \$0.00

Click the Enroll Tab

Internet | 100%

Start | Inbox... | Windo... | Micros... | Micros... | State ... | Maes... | 2:23 PM

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File Edit View Favorites Tools Help

Maestro 5.0

Learning and Metrics Home

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Close Record

OLT Activities Details

Drop Course

Progress: Not Attempted Required: No
Subscription Term Expiration: N/A

To launch a learning activity, click the activity name below

OLT Lessons

Activity Name	Score	Progress	Last Accessed	Time Taken	Attempts
Microsoft Course - Beginner Skills Training in Microsoft® Publisher 2010		Not Attempted			

To go back, click Close Record

Click on Microsoft Course

Internet 100%

Start Inbox ... Windo... Micros... Micros... State ... Maest... 2:51 PM


Beginner Skills Training in Microsoft® Publisher 2010 - Microsoft Internet Explorer provided by DMAVA - Internet Usa...
https://services.geolearning.com/courseware/show/22505000451/162212/v1.zip/file/sco1/default.htm

Beginner Skills Training in Microsoft® Publisher 2010

Contents

- Course Overview
 - Navigation Overview
 - Navigation Overview
 - Course Information
 - Course Information
 - Lab Information
- Creating and Managing a Publication in Publisher 2010
 - Creating a Publication
 - Introduction
 - Creating and Saving a Publication
 - Adding Text in a Publication
 - Arranging a Text Box

Course Overview



Click the start
Arrow

Hello and welcome to the *Beginner Skills Training in Microsoft® Publisher 2010* course. This one-hour online course introduces you to the features of Microsoft Publisher 2010.

Publisher 2010 is a desktop-publishing program that helps you create, personalize, and share a variety of professional-quality publications. Using Publisher 2010, you can create high-quality brochures, newsletters, e-mail newsletters, postcards, or greeting cards without using graphic-design software.

Exit

Internet 100%

Start Inbo... Win... Micr... Micr... Stat... Micr... Begi... 2:34 PM

Assigning Microsoft Courses via the Learning Management System (LMS)

Follow the power point presentation
on how to assign On Line Training
(OLT) courses to your subordinates

The Official Web Site for The State of New Jersey - Microsoft Internet Explorer provided by DMAVA - Internet Usage Mo...

http://www.nj.gov/

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The Official Web Site for The State of New Jersey

Home About NJ Business Community & Wellness Education Employment Government NJ Green Public Safety & Security

Login Register

Governor Chris Christie
NJ Home | Services A t

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THE STATE OF NEW JERSEY

Click Login Tab

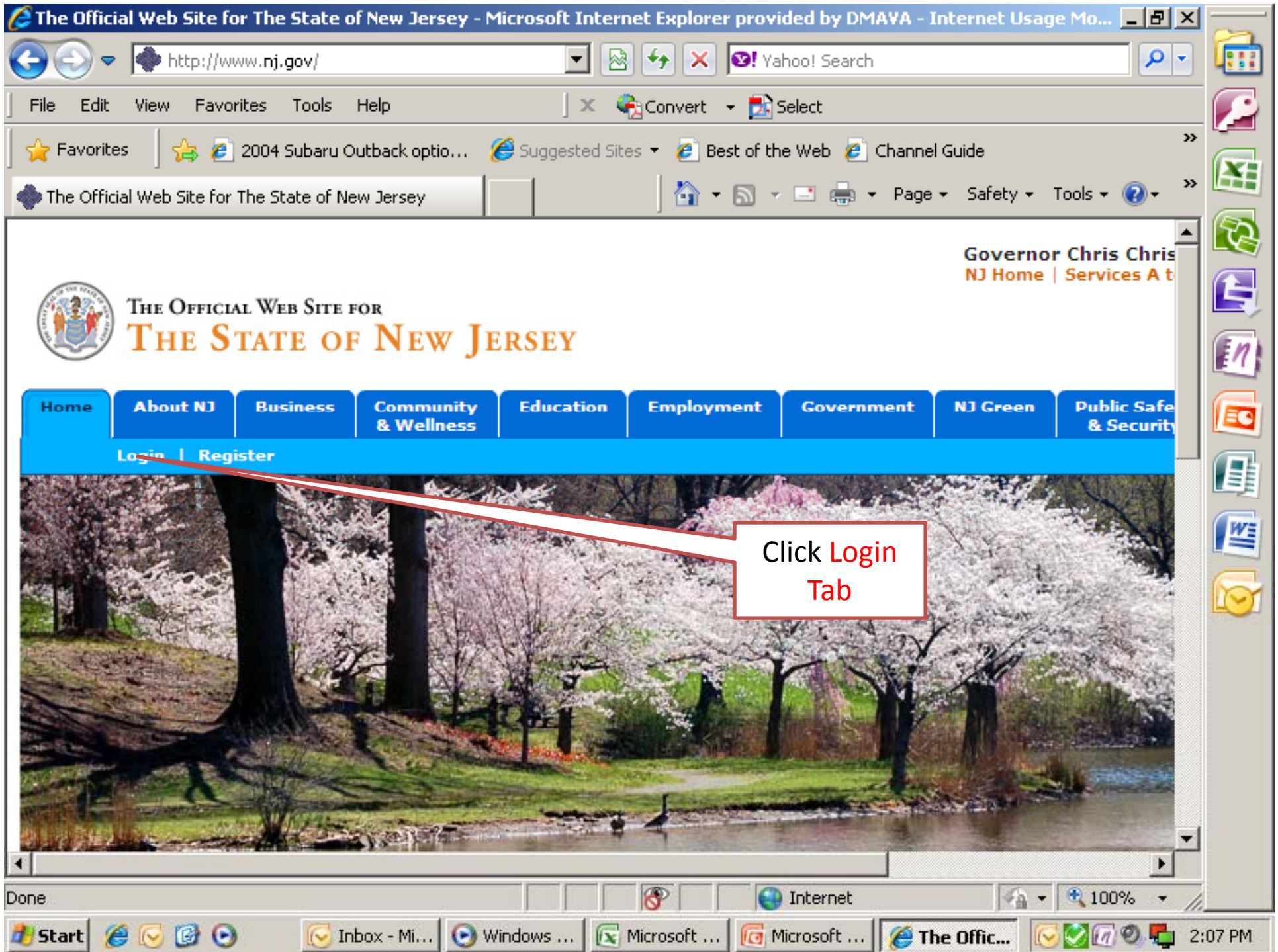
Done

Internet 100%

Start

Inbox - Mi... Windows ... Microsoft ... Microsoft ... The Offic...

2:07 PM



Log On To myNewJersey - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

https://portal01.state.nj.us/http://portal20.s

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Log On To myNewJersey

mynewjersey New Jersey Home Page

Log On to My New Jersey

Log On ID:

Password:

Log On

Forgot your logon ID?

Forgot your password?

Sign Up to Become a Member

Help

Fill in your Log on ID and Password

Done Internet 100%

Start Inbox - Mi... Windows ... Microsoft ... Microsoft ... Log On T... 2:08 PM

State of New Jersey - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

https://portal01.state.nj.us/http://portal20.s

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view NWS weather for: 08625

Air Quality: [Central Delaware Valley](#)

Current: **Good** Forecast: n/a

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javascript:secureJump("http://visitnj.org/",0,1,0)

Internet 100%

Start | Inbox - Mi... | Windows ... | Microsoft ... | Microsoft ... | State of ... | 2:08 PM

Click HRDI eLearning Tab

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https://gm1.geolearning.com/geonext/hrdiele... Yahoo! Search

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Convert Select

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Maestro 5.0

HRDI!

e-Learning Solutions

My Home Administration Reporting Search: [] Go

- User Manager**
Create and manage users, groups, and the roles they are assigned to.
- Learning Content Manager**
Create and manage courses, resources, CAC's, and Tests and Surveys.
- Resource Center Manager**
View, create and manage your online resources here.
- Approval Manager**
Manage learning requests, approval workflows and expense reports.
- Application Manager**
Manage themes, domains and configurable fields.

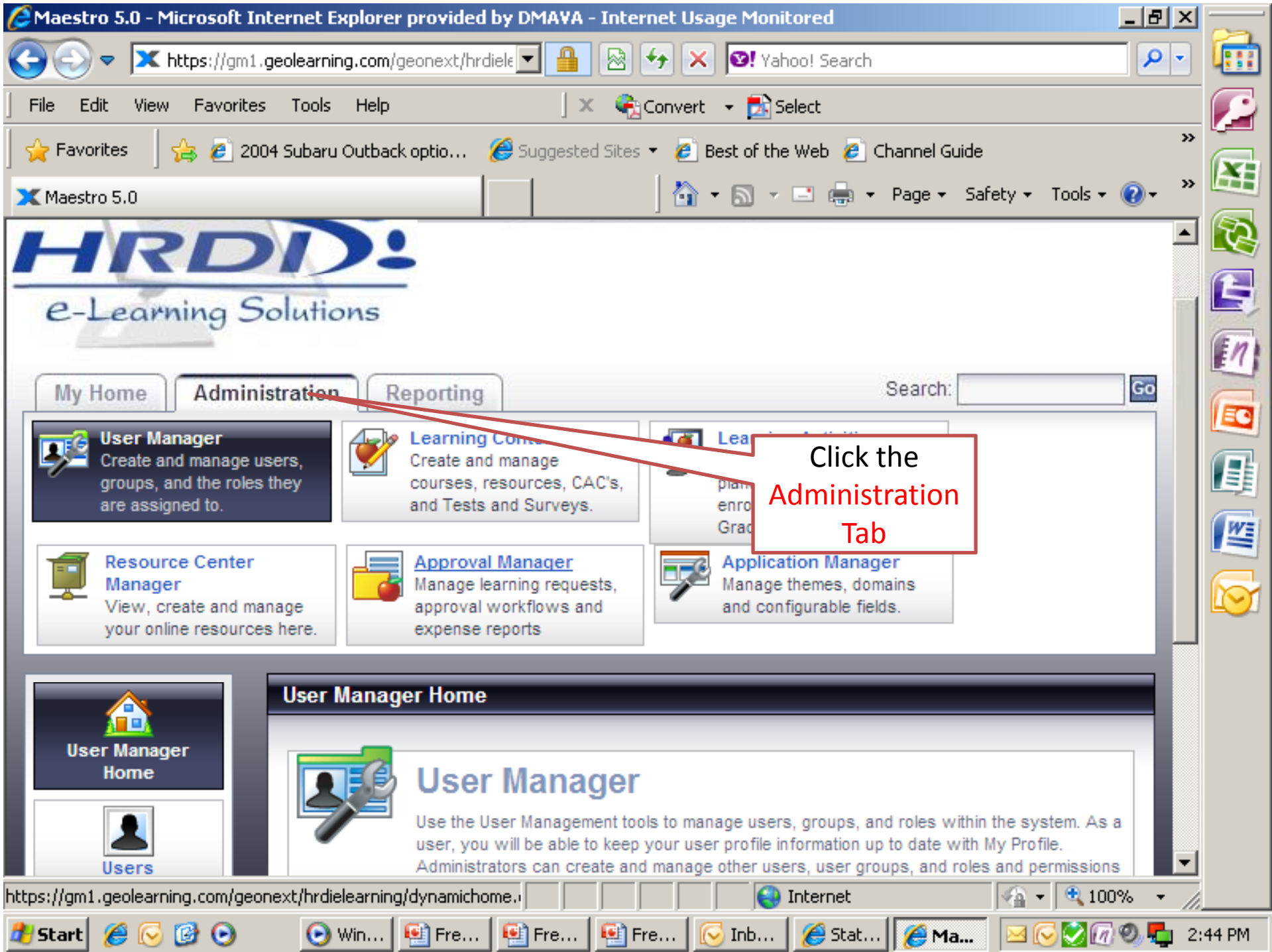
User Manager Home

User Manager

Use the User Management tools to manage users, groups, and roles within the system. As a user, you will be able to keep your user profile information up to date with My Profile. Administrators can create and manage other users, user groups, and roles and permissions

https://gm1.geolearning.com/geonext/hrdielearning/dynamichome... Internet 100%

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File Edit View Favorites Tools Help

Home Role: Supervisor Add Shortcut Notes Help End-user Tutorial Contact Us Log Off

Logged in as: PAUL SERDIUK

HRDI

e-Learning Solutions

My Home Administration Reporting Search: Go

User Manager
Create and manage users, groups, and the roles they are assigned to.

Learning Activities
Create and manage learning plans, classes, course enrollment, and use the Gradebook

Approval Manager
Manage learning requests, approval workflows and expense reports

User Manager Home

User Manager Home

Groups

Click the Learning Activities tab

Internet 100%

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your online resources here. expense reports

Learning Activities Home

Learning Activities

Control all aspects of learning-related activities with the Learning Activities Manager. You can create and assign learning plans and classes, register courses to individuals or user groups, and manage grades and course results.

- Learning Plans**
The Learning Plan Manager lets you create, edit and assign learning plans.
- Mass Assignment**
Assign courses to individuals or user groups.
- Class Manager**
Use the Class Manager to create and manage ILT classes and sessions - both live and virtual - as well as view rosters, manage waitlists, and mark attendance.
- Waiver Requests**
View and edit submitted waiver requests.
- Email Wizard**
Send email messages to users.

Click the **Mass Assignment** Logo

https://gm1.geolearning.com/geonext/hrdielearning/courseregistrat

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Maestro 5.0

Gradebook.

Resource Center Manager
View, create and manage your online resources here.

Approval Manager
Manage learning requests, approval workflows and expense reports

Application Manager
Manage themes, domains and configurable fields.

Learning Activities Home

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Class Manager

Mass Assignment: All Courses

Search for: **Go**

Assign Learners

All Courses OLT ILT User-Defined Tasks

This view shows only those courses to which users have been mass assigned. It is filtered to show all course types. To **Edit** or **Drop All** learners for a required course, select a course from the list below, then click the appropriate button.

Displaying records 1-10 of a total of 7858. Results

Select	Course Name	Course ID	Course Type	# Assigned
<input type="checkbox"/>	(DHS7670) Preventive Care and the DD	7100002022	Instructor	0

Internet 100%

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Type in **Microsoft Course** and click the **Go** tab

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https://gm1.geolearning.com/geonext/hrdiel

File Edit View Favorites Tools Help

your online resources here. expense reports

Mass Assignment: All Courses

Search for:

All Courses OLT ILT User-Defined Tasks

i This view shows only those courses to which users are assigned. To show all course types. To or learner from the list below, then click the appropriate course.

Displaying records 1-10 of a total 528. Results per Page: 10

Select	Course Name ▲	Course ID	Type	# Assigned
<input checked="" type="radio"/>	Access 2003 to 2010 Upgrade: 1 Navigating the Updated Office Interface	mсаup1	Online Course	0
<input type="radio"/>	Access 2003 to 2010 Upgrade: 3 What's New in Access 2007	mсаup3	Online Course	0

Click the **radio button** for the desired Microsoft course

Start Win... Fre... Fre... Fre... Inb... Stat... Ma... 2:35 PM

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Email Wizard

<input type="radio"/>	Microsoft Course - Advanced Skills in Microsoft® Excel® 2010	MSA-10394	Online Course	0
<input type="radio"/>	Microsoft Course - Advanced Skills in Microsoft® Outlook® 2010	MSA-10385	Online Course	0
<input type="radio"/>	Microsoft Course - Advanced Skills in Microsoft® PowerPoint® 2010			
<input type="radio"/>	Microsoft Course - Advanced Skills in Microsoft® Word 2010			
<input type="radio"/>	Microsoft Course - Advanced Training for Microsoft® Office Word 2003		Online Course	0
<input type="radio"/>	Microsoft Course - Beginner Skills in Microsoft® Access® 2010	MSA-10382	Online Course	0
<input type="radio"/>	Microsoft Course - Beginner Skills in Microsoft® Excel® 2010	MSA-10296	Online Course	0
<input checked="" type="radio"/>	Microsoft Course - Beginner Skills in Microsoft® Outlook® 2010	MSA-10293	Online Course	0

Edit Assign Learners

Pages: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

Next Last

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Internet 100%

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Scroll to the bottom of the page and click the Assign Learner Tab

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Maestro 5.0

Learning Activities Home

Learning Plans

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Class Manager

Assign Learners Wizard

Assign Learners

Find Learners

User Table Users By Group

Select users to assign to this course. Click Begin to continue.

Search for: John Doe Go Advanced Search

Displaying records 1-10 of total of 1414. Results per page

Select	Username	Last Name	First Name	Email Address	Status
<input type="checkbox"/>	ZORNABIGAIL1	ZORNABIGAIL	ABIGAIL	abigail.zorn@njdmava.state.nj.us	Active
<input type="checkbox"/>	ALBANOAILLEN1	ALBANO	AILEEN	aileen.albano@njdmava.state.nj.us	Active
<input type="checkbox"/>	MUHAMMEDALAINA1	MUHAMMED	ALAINA	alaina.muhammed@njdmava.state.nj.us	Active
<input type="checkbox"/>	WOODALBERT1	WOOD	ALBERT	albert.wood@njdmava.state.nj.us	Active

Done

Start Win... Fre... Fre... Fre... Inb... Stat... Ma... 2:39 PM

Type in employee's name and then click the Go tab

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Address bar: <https://gm1.geolearning.com/geonext/hrdiele...>

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Maestro 5.0

Learning Activities Home

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Email Wizard

Assign Learners

Saved Successfully!

✓

Confirmation: Learners Assigned Successfully

Learners have been assigned to the course "Access 2003 to 2010 Upgrade: 1 Navigating the Updated Office Interface".

What would you like to do next?

+

Assign Learners to another course

Go to next task: Assign Learners to another course.

+

[View Recently Created Course Assignments](#)

Go to next task: View Recently Created Course Assignments.

Maestro 5.0 - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

https://gm1.geolearning.com/geonext/hrdiel... Yahoo! Search

File Edit View Favorites Tools Help

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Maestro 5.0

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Select users to assign to this course. Click Begin to continue.

Search for:

Displaying records 1-1 of a total of 1. Results per Page

Select	Username	Last Name	First Name	Email Address	Status
<input checked="" type="checkbox"/>	Doe.John@	Doe	John	John.Doe@njdmava.state.	Active

Pages: 1

Check the select box and then click it

Done

Internet 100%

Start Win... Fre... Fre... Fre... Inb... Stat... Ma... 3:01 PM

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File Edit View Favorites Tools Help

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Maestro 5.0

to assign to this course. Click Begin to continue.

chia Go Advanced Search

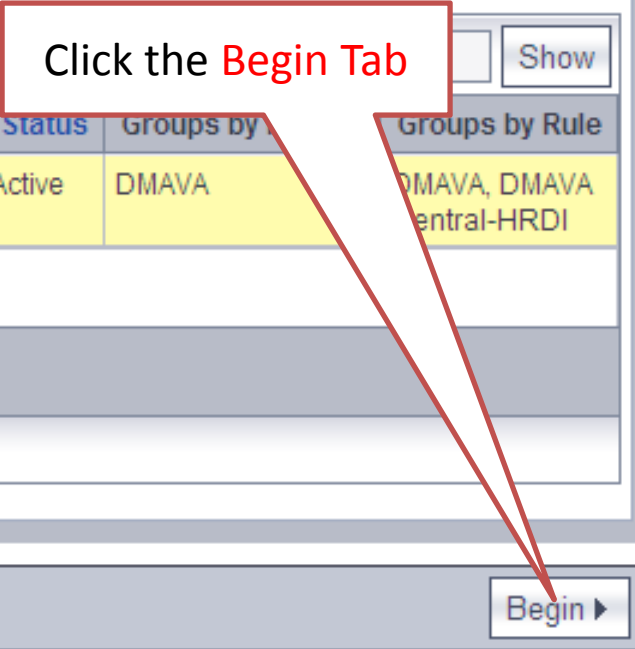
Results 1-1 of a total of 1. Show

Username	Last Name	First Name	Email Address	Status	Groups by	Groups by Rule
CHIAANNA1	Doe	John	John.Doe@dmava.state,n	Active	DMAVA	DMAVA, DMAVA entral-HRDI

Begin ▶

Done Internet 100%

Start Win... Fre... Fre... Fre... Inb... Stat... Ma... 3:03 PM



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Maestro 5.0

Assign Learners

Confirm Your Selections Step 1 of 1

Please review. If any corrections are needed, click **Previous**. To assign the following learners, select **Save**.

Course Name: Microsoft Course - Beginner Skills in 2010
Description:
Delivery Type: EXTERNAL_ONLINE

Learners that will be assigned to the selected course.

Last Name	First Name	Email Address	Status	Group(s)
Doe	John	John.Doe@njdmava.state.nj.	Active	DMAVA Center HRDI

Cancel Previous **Save**

Click the Save Tab

Start Win... Fre... Fre... Fre... Inb... Stat... Ma... 3:04 PM

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Maestro 5.0

View, create and manage your online resources here.


manage learning requests, approval workflows and expense reports

manage themes, domains and configurable fields.



Assign Learners Wizard

Assign Learners

Saved Successfully!

 **Confirmation: Learners Assigned**
Learners have been assigned to the course "Microsoft Course - Beginner Skills in Microsoft® Outlook® 2010".

What would you like to do next?

-  **Assign Learners to another course**
Go to next task: Assign Learners to another course.
-  **View Recently Created Course Assignments**
Go to next task: View Recently Created Course Assignments.

To view assigned course OR to remove employee from course **Click this Tab**

Done

Start Win... Fre... Fre... Fre... Inb... Stat... Ma... 3:06 PM

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File Edit View Favorites Tools Help

Waiver Requests

Email Wizard

Displaying 0 records. Results per

Select	Username	Last Name	First Name	Terms	Rule Name	Status
--------	----------	-----------	------------	-------	-----------	--------

Notice: No Records Found
No records matching the specified criteria were found. If you have performed a search, try another search using less s

All

Bucket Drop

Pages: 1

Back

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Done Internet 100%

Start Win... Fre... Fre... Fre... Inb... Stat... Ma... 3:10 PM

To Drop a learner

Click the Drop Tab

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https://gm1.geolearning.com/geonext/hrdiel... Yahoo! Search

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Maestro 5.0

Gradebook

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Waiver Requests

Email Wizard

Drop Assigned Learners

Notice: Drop students
Only students which haven't completed the course

Confirm the list of learners you want to drop. Make selections and click **Save** to save your edits, click **Save**.

* Required Field.

Username	Last Name	First Name	Email Address	Status
JohnDoe1	Doe	John	John.Doe@njdmava.state	Active

*Drop Reason: Other

Add Comments:

Cancel Save

Click Reason for Drop and then click **Save Tab**

Maestro 5.0 - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

https://gm1.geolearning.com/geonext/hrdiel... Yahoo! Search

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Maestro 5.0

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Assigned Learners Summary

Notice: Drop Learners Successful
The following learners have been dropped from the course Microsoft Course - Beginner Skills in Micro

- **Doe, John**

Successful Drop Screen

This view shows all of the learners that have been assigned to this course. To drop learners from this course click **Drop**. To assign more learners to this course click **Assign More Learners**.

Assign More Learners

Search for: **Go** **Advanced Search**

Displaying 0 records. Results per page

Select	Username ▲	Last Name	First Name	Email Address	Course Terms	Rule Name	Status
--------	------------	-----------	------------	---------------	--------------	-----------	--------

Start Win... Fre... Fre... Fre... Inb... Stat... Ma... 3:11 PM

Assigning Multiple learners

Type in Name and click Go Tab

Check the box next to the learner's name

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File Edit View Favorites Tools Help

Assign Learners Wizard

Assign Learners

Find Learners

User Table Users By Group

Select users to assign to this course. Click Best to continue.

Search for: serdiuk Advanced Search

Displaying records 1-10 of a total of 17. Results per Page:

Select	Username	Last Name	First Name	Email Address	Status	Gr
<input checked="" type="checkbox"/>	SERDIUKPAUL1	SERDIUK	PAUL	paul.serdiuk@njdmava.state.nj.us	Active	DM
<input type="checkbox"/>	BEAMCHARLES1	BEAM	CHARLES	charles.beam@njdmava.state.nj.us	Active	DM
<input type="checkbox"/>	SNODYDAVID1	SNODY	DAVID	david.snody@njdmava.state.nj.us	Active	DM
<input type="checkbox"/>	FRFFMANDANIFI 2	FRFFMAN	DANIFI	paul.serdiuk@nidmava.state.nj.us	Active	DM

Done

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File Edit View Favorites Tools Help

Convert Select

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Maestro 5.0

Learning Plans

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Waiver Requests

Email Wizard

Select users to assign to this course. Click here to begin to continue.

Search for: bobinis Go Advanced Search

Displaying records 1-1 of a total of 1. Results per Page

Select	Username	Last Name	First Name	Email Address	Status
<input type="checkbox"/>	BOBINISMICHAEL1	BOBINIS	MICHAEL	michael.bobinis@njdmava.state.nj.us	Active

All

Bucket

Pages: 1

Cancel

Type in the name of the next learner and click the Go tab

Then click the Bucket tab

Done

Internet 100%

Start Windo... Inbox ... Free M... Super... State ... Maest... 11:45 AM

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CISEKLEON1	CISEK	LEON	paul.serdiuk@njdmava.state.nj.us	Active	DMAVA	DMAVA, DMAVA Central-HRDI
------------	-------	------	----------------------------------	--------	-------	---------------------------

Bucket

, 2

Next Last

name	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
MICHAEL1	BOBINIS	MICHAEL	michael.bobinis@njdmava.state.nj.us	Active	DMAVA	DMAVA, DMAVA Central-HRDI
PAUL1	SERDIUK	PAUL	paul.serdiuk@njdmava.state.nj.us	Active	DMAVA	DMAVA, DMAVA Central-HRDI

Begin

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Click the
Begin Tab

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Maestro 5.0

Learning Plans

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Mass Assignment

Class Manager

Waiver Requests

Email Wizard

Please review. If any corrections are needed, click **Previous**. To assign the following learners, select **Save**.

Course Name: Access 2003 to 2010 Upgrade: 1 Navigating the Updated Office Interface

Description: This course provides information designed for the Microsoft Office interface

Delivery Type: EXTERNAL_ONLINE

Learners that will be assigned to the selected course.

Last Name	First Name	Email Address	Status	User Group(s)
BOBINIS	MICHAEL	michael.bobinis@njdmava.state.nj.us	Active	DMAVA DMAVA Central HRDI
SERDIUK	PAUL	paul.serdiuk@njdmava.state.nj.us	Active	DMAVA DMAVA Central HRDI

Sort this column by ascending order

Cancel Previous Save

Click the Save Tab

https://gm1.geolearning.com/geonext/hrdielearning/registerstuden

Internet 100%

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<input type="checkbox"/>	CHARYKJOHN1	CHARYK	JOHN	paul.serdiuk@njdmava.state.nj.us	Active	DM
<input type="checkbox"/>	CISEKLEON1	CISEK	LEON	paul.serdiuk@njdmava.state.nj.us	Active	DM

All

Bucket

Pages: 1, 2

Username	Last Name	First Name	Email Address	Status	Groups by
BOBINISMICHAEL1	BOBINIS		@njdmava.state.nj.us	Active	DMAVA

Sort this column by ascending order

Clear

Cancel

Maestro 5.0 - Microsoft Internet Explorer provided by DMAVA - Internet Usage Monitored

https://gm1.geolearning.com/geonext/hrdiel... Yahoo! Search

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Assign More Learners

Search for: [] Search

Displaying records 1-2 of a total of 2

Select	Username	Last Name	First Name	Email Address	Course Terms
<input type="checkbox"/>	BOBINISMICHAEL1	BOBINIS	MICHAEL	michael.bobinis@njdmava.state.nj.us	
<input type="checkbox"/>	SERDIUKPAUL1	SERDIUK	PAUL	paul.serdiuk@njdmava.state.nj.us	

All

Bucket Drop

Pages: 1

Back

To Drop multiple assigned learners click the **Select box** next to the name

Start | Internet | 100% | 2:46 PM

Inbox... Free ... Super... Windo... State ... Maes...

Maestro 5.0 - Microsoft Internet Explorer provided by DMVA - Internet Usage Monitored

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Maestro 5.0

Assign More Learners

Search for: Search

Displaying records 1-2 of a total of 2.

Select	Username	Last Name	First Name	Email Address	Course Terms
<input checked="" type="checkbox"/>	BOBINISMICHAEL1	BOBINIS	MICHAEL	michael.bobinis@njdmava.state.nj.us	
<input checked="" type="checkbox"/>	SERDIUKPAUL1	SERDIUK	PAUL	paul.serdiuk@njdmava.state.nj.us	

All

Bucket Drop

Pages: 1

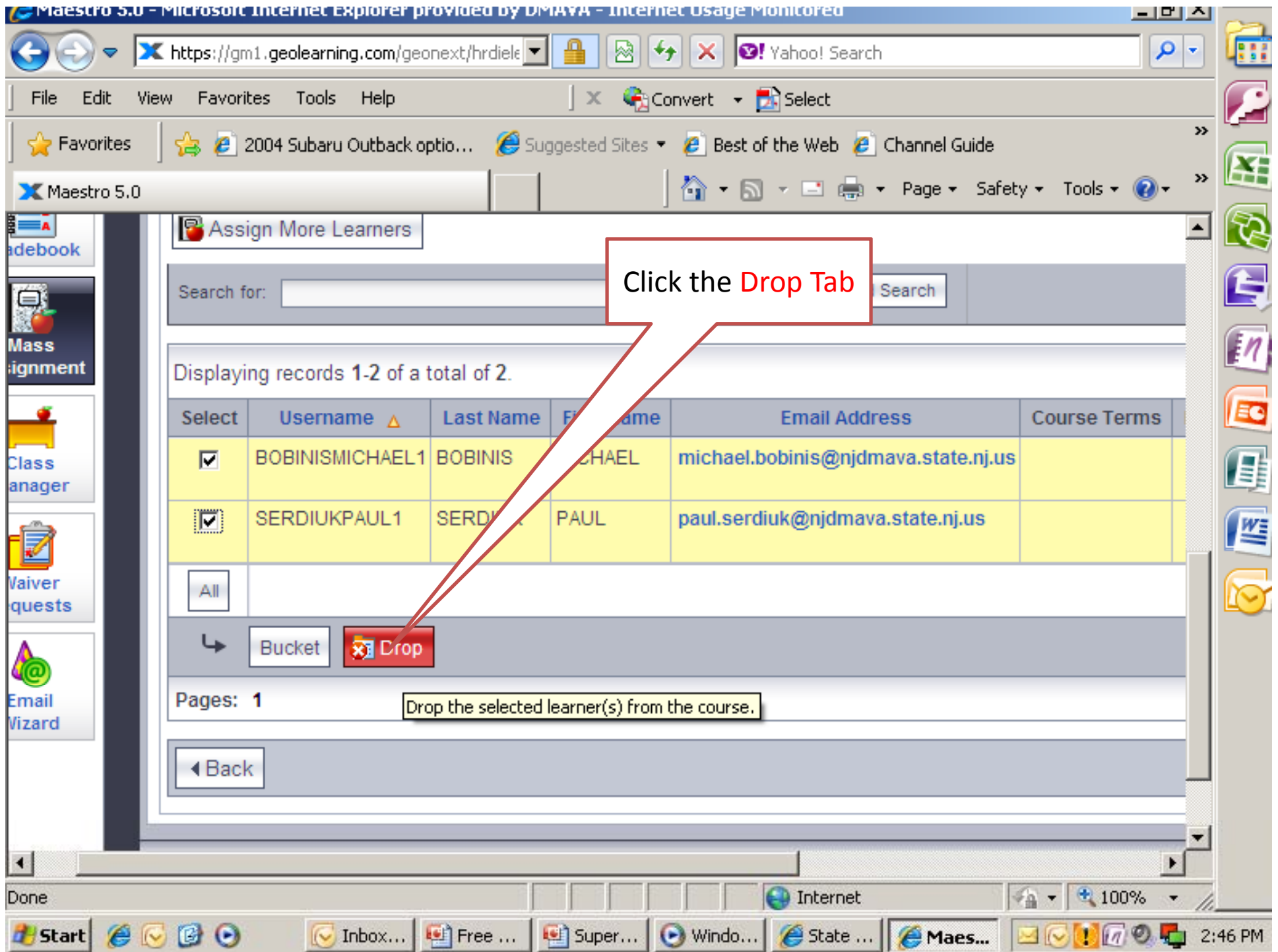
Drop the selected learner(s) from the course.

Back

Done

Internet 100%

Start Inbox... Free ... Super... Windo... State ... Maes... 2:46 PM



Click the Drop Tab

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Maestro 5.0

Home RSS Print Page Safety Tools

Mass Assignment

Class Manager

Waiver Requests

Email Wizard

Notice: Drop students
Only students which haven't completed the

Confirm the list of learners you want to drop. M Reason. To save your edits, click **Save**.

* Required Field.

Username	Last Name	First Name	Email Address	Status
SERDIUKPAUL1	SERDIUK	PAUL	paul.serdiuk@njdmava.state.nj.us	Active
BOBINISMICHAEL1	BOBINIS	MICHAEL	michael.bobinis@njdmava.state.nj.us	Active

*Drop Reason: (Select One)

Add Comments:

Cancel Save

Select the Reason for drop

Internet 100%

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File Edit View Favorites Tools Help

Waiver Requests

Email Wizard

Notice: Drop students

Only students which haven't completed the course can be dropped.

Confirm the list of learners you want to drop. Make sure to save your edits, click **Save**.

* Required Field.

Username	Last Name	First Name	Email	Address	Status
SERDIUKPAUL1	SERDIUK	PAUL	paul.serdiuk@njdmava.state.nj.us		Active
BOBINISMICHAEL1	BOBINIS	MICHAEL	michael.bobinis@njdmava.state.nj.us		Active

Error: Required Field

* Drop Reason: **Called Out Sick**

Add Comments:

Cancel Save

Internet 100%

Start | Internet | 2:48 PM

Add comments if desired

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Assigned Learners Summary

Notice: Drop Learners Successful
The following learners have been dropped from the course. Upgrade: 1 Navigation

- PAUL SERDIUK
- MICHAEL BOBINIS

Successful Drop Screen

This view shows all of the learners that have been assigned to this course. To drop learners from this course click **Drop**. To assign more learners to this course click **Assign More Learners**.

Assign More Learners

Search for: **Go** **Advanced Search**

Displaying 0 records. Results per page

Select	Username	Last Name	First Name	Email Address	Course Terms	Rule Name	Status
--------	----------	-----------	------------	---------------	--------------	-----------	--------

Notice: No Records Found

Start | Internet | 100% | 2:48 PM