



GeoTalent is a compliance-ready LMS that provides off-the-shelf simplicity with the flexibility to mold to your unique organizational rules, internal branding, workflows and processes.

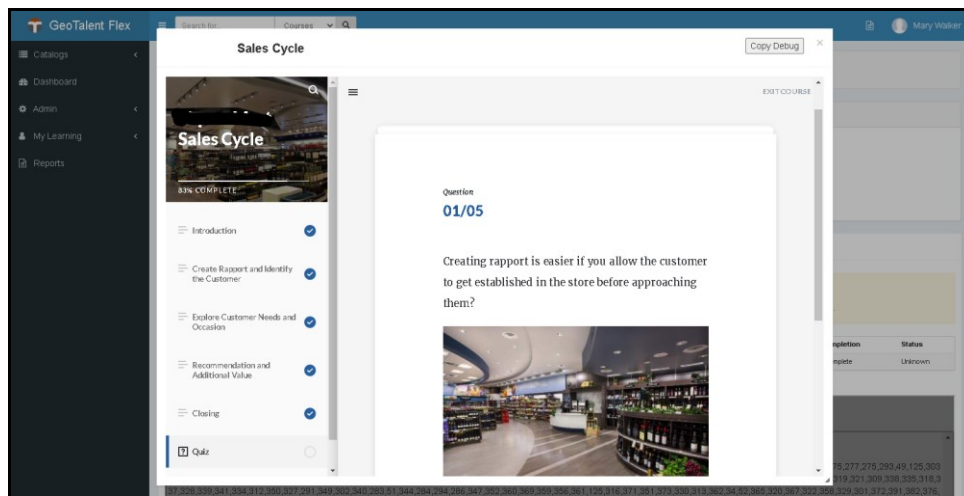
Following is an update on GeoTalent development.

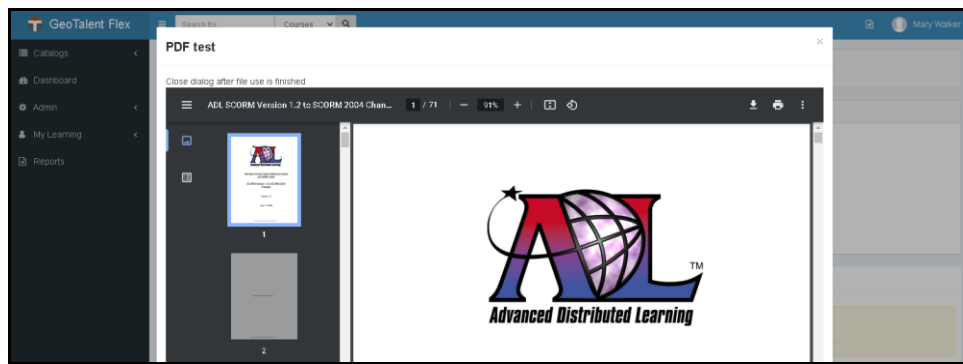
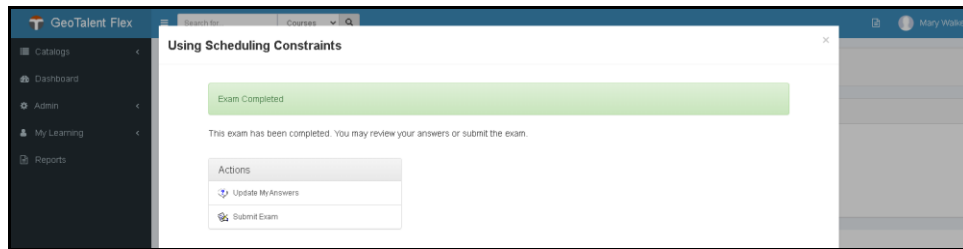
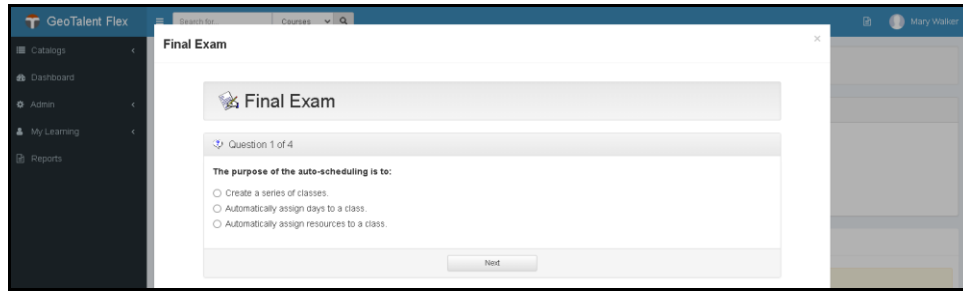
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## GeoTalent Improvements & Enhancements

### Modal SCORM Launching

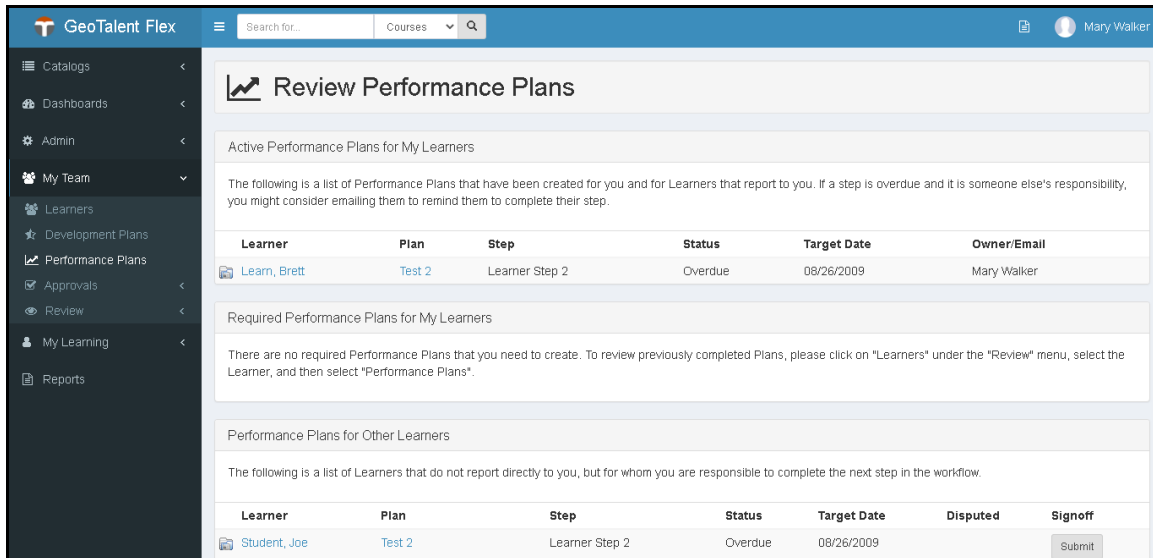
With the new setting SCORM Modal enabled, files, evaluations, exams, and courseware are launched in a modal dialog.





## Online Performance Plans added to GTFlex pages

### Supervisor Review of plans



**Review Performance Plans**

Active Performance Plans for My Learners

The following is a list of Performance Plans that have been created for you and for Learners that report to you. If a step is overdue and it is someone else's responsibility, you might consider emailing them to remind them to complete their step.

Learner	Plan	Step	Status	Target Date	Owner/Email
Learn, Brett	Test 2	Learner Step 2	Overdue	08/26/2009	Mary Walker

Required Performance Plans for My Learners

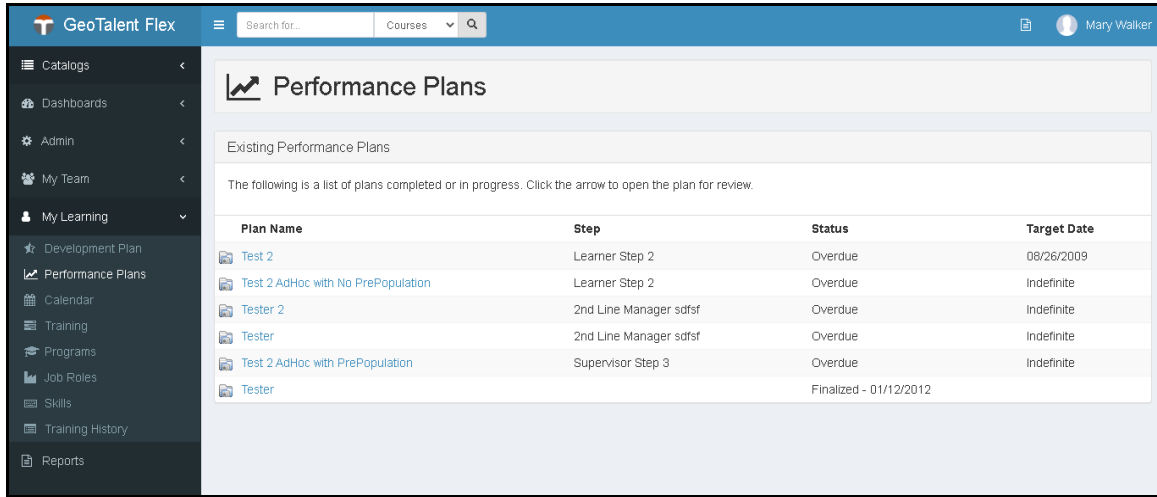
There are no required Performance Plans that you need to create. To review previously completed Plans, please click on "Learners" under the "Review" menu, select the Learner, and then select "Performance Plans".

Performance Plans for Other Learners

The following is a list of Learners that do not report directly to you, but for whom you are responsible to complete the next step in the workflow.

Learner	Plan	Step	Status	Target Date	Disputed	Signoff
Student, Joe	Test 2	Learner Step 2	Overdue	08/26/2009		<input type="button" value="Submit"/>

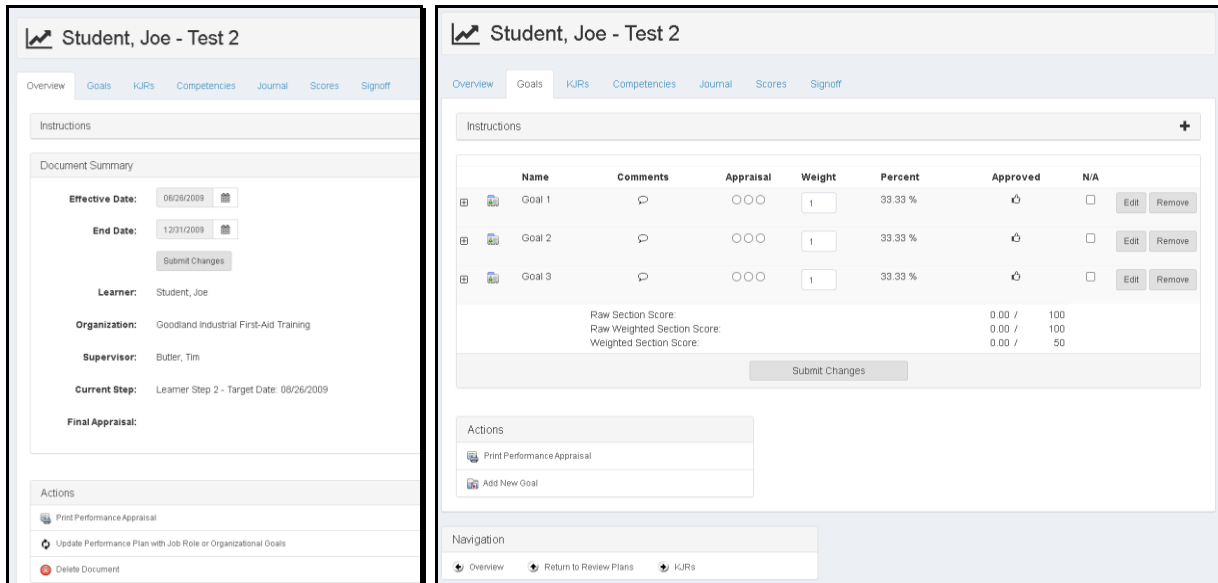
## Learner review of their plans



Plan Name	Step	Status	Target Date
Test 2	Learner Step 2	Overdue	08/26/2009
Test 2 AdHoc with No PrePopulation	Learner Step 2	Overdue	Indefinite
Tester 2	2nd Line Manager sdfsf	Overdue	Indefinite
Tester	2nd Line Manager sdfsf	Overdue	Indefinite
Test 2 AdHoc with PrePopulation	Supervisor Step 3	Overdue	Indefinite
Tester		Finalized - 01/12/2012	

## Inside a Performance Plan

### Overview of the plan



Name	Comments	Appraisal	Weight	Percent	Approved	N/A
Goal 1		○○○	1	33.33 %		<input type="checkbox"/>
Goal 2		○○○	1	33.33 %		<input type="checkbox"/>
Goal 3		○○○	1	33.33 %		<input type="checkbox"/>
Raw Section Score:					0.00 /	100
Raw Weighted Section Score:					0.00 /	100
Weighted Section Score:					0.00 /	50

“Goals”, a goal category, is shown below with an expanded goal in the second image. There can be up to 6 different named goal categories for a Performance Plan (e.g., KJRs, Competencies). These categories are setup within the admin product.

Name	Comments	Appraisal	Weight	Percent	Approved	N/A
Goal 1		○○○	1	33.33 %		<input type="checkbox"/>
<div> <div> Description: I'll show up to work1. </div> <div> Casey's Performance Management System has migrated to the Learning Hub. All Performance and Development planning, check-ins and appraisals will now be conducted in the Hub. It is an automated system that will trigger reminders for events and actions required. The process of the PDP/PER is unchanged. But how we document and track the information has changed, so it is imperative that you attend a learning session. </div> <div> We are currently conducting learning sessions to introduce you to the PDP/PER process in the Learning Hub. These sessions are scheduled for two hours and are required for all staff. The sessions run through Friday, April 2. All sessions will be conducted in person in the HQ Learning Center and via VTC. The dates and times can be found on Casey Kitchen. To register for any of the introductory sessions, please enroll through the Learning Hub. </div> </div>						
Target Date: 12/31/2009						
Metric:						
Priority: Immediate						
Linked to:						
Progress: Supervisor has not completed an assessment. Learner has not completed an assessment.						
Self Assessment: Learner has not completed an assessment.						
Approved:						
Carry Forward: <input checked="" type="checkbox"/>						
<a href="#">Add or Remove Comments</a>						
<a href="#">Add or Remove Development Activities</a>						
Development Activity		In Plan	Type	Target Date	Completed	Last Completed
Training Partner Basics		<input checked="" type="checkbox"/>	Required	12/31/2009		

## Goal Editing

Goal Details
Progress & Appraisal
Suggested Development
Comments

Edit any of the fields below, or pick one of the options above to enter or edit additional data.

Use the date picker calendar icon to set the Target Date.

Goal Information

Name: Goal 1

Description: I'll show up to work1.

Metric:

Linked to:

Target Date: 12/31/2009

Priority: Immediate

Approved: ☒

Submit Changes
Reset

Actions

Create Another Goal

Goal Details
Progress & Appraisal
Suggested Development
Comments

Please enter the evaluation information.

Goal Information

Metric:

Final Appraisal: -

Appraisal Comment:

Self Appraisal: Learner has not completed an assessment.

Self Appr. Comment: No comment as been entered.

Priority: Immediate

Progress: Fail

Weighting: 1

Carry Forward: ☐

Submit Changes
Reset

Goal Details
Progress & Appraisal
Suggested Development
Comments

Add or delete developmental activities that will assist in achieving the Goal. You may enter a user-defined activity in the field below or select one of the icons to search the library for an existing developmental activity.

Activity:

Add

The following is a list of the Development Activities that have been recommended (and may be required) based on the source of the goal. The list may also include activities that have been added manually (above).

Indicate which activities you plan to complete during the Performance Planning period. A target date may also be identified.

Developmental Activity	In Plan	Plan Status	Target Date	Completed	Status
Training Partner Basics	<input checked="" type="checkbox"/>	Required	12/31/2009	<input type="checkbox"/>	Remove

Update Development Plan

Goal Details
Progress & Appraisal
Suggested Development
Comments

Add or remove comments as appropriate. Only comments with a visibility of "Final" will print or display during the year-end assessment period.

Add New Comment

Visibility: Shared & Official

Comment:

Submit Entry

Once the signoff process begins, only comments with a visibility of "Final" will be visible to others than the comment author.

Walker, Mary I

Shared & Official - 01/12/2009

Stuff to work on

Remove x

## Journal entries

Overview Goals KJRs Competencies Journal Scores Signoff

Instructions +

Add New Journal Entry

Visibility: Shared & Official

Comment:

Submit Entry

Once Learners can view Supervisor appraisals, only those entries defined as "Shared and Official" will be considered to be officially part of the final appraisal.

Student, Joe  
Shared & Official - 04/16/2010

Things are progressing well. More effort is required.

Actions

Print Performance Appraisal

Navigation

Competencies Return to Review Plans Scores

## Overall scoring

Overview Goals KJRs Competencies Journal Scores Signoff

Instructions +

Score Summary

Final Appraisal

Override Final Score

Final Score: -

Visibility: Final

Comment:

Submit Final Score

Actions

Print Performance Appraisal

## Step and Plan Signoff

Overview Goals KJRs Competencies Journal Scores Signoff

Instructions +

Workflow -

1. Learner - Step 1  
Completed By: Student, Joe  
Date: 06/19/2009

2. Learner - Step 2  
Owner: Walker, Mary I  
Overdue: 08/26/2009

3. Supervisor - Step 3  
Owner: Butler, Tim (Change)  
Target Date: 11/15/2010

Step Submission

Owner: Walker, Mary I (Learner)

Step: Step 2

Visibility: Shared & Official

Comment:

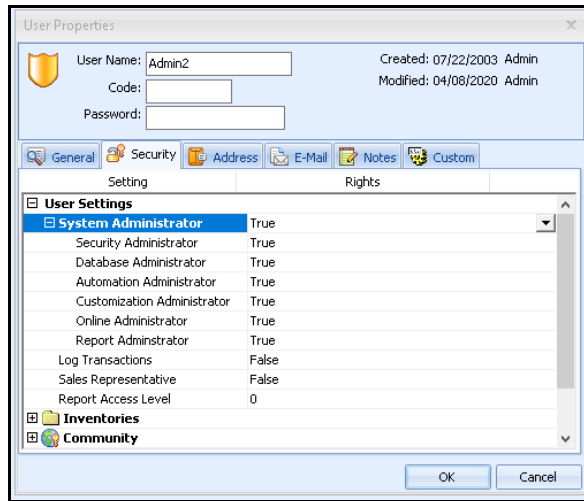
Submit

Signoff Step Comments

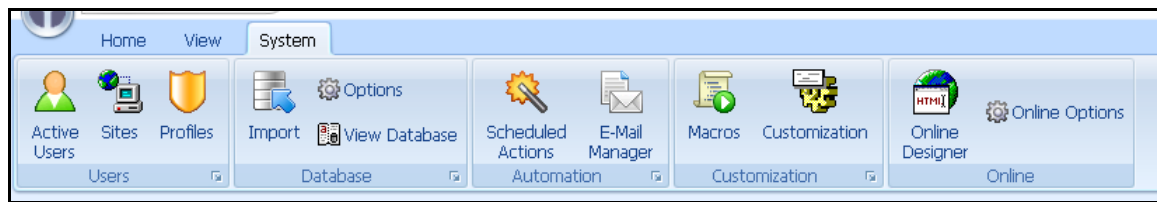
No Comment Provided

## System Admin Role Breakout

The System Admin roles have been now broken out for different areas of the product.



The above settings allow the access to these different sections of the admin panel as well as the Reports section under the Home menu panel.

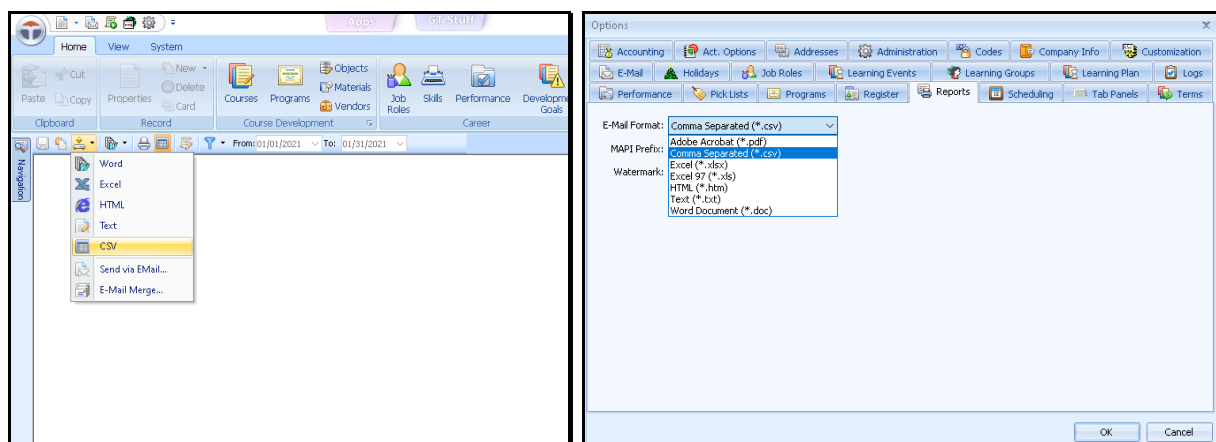


## New macro function for Unit/Assignment Reset

GT.ResetEnrollAssigns( EnrollOrEnrollAssignsNo ) macro function has been added.

## CSV Report Export

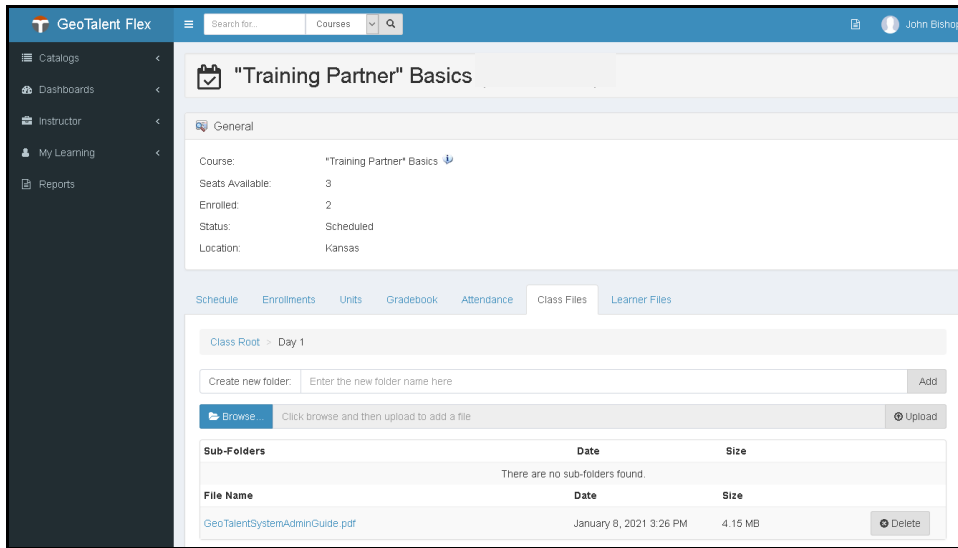
The ability to export a quick report to csv or to send an email report attachment as csv is helpful when there is large amounts of data which can then be imported into another product.



## Class File Upload and Forums

Within a class the ability for instructors and students to upload/download files. This is intended for instructor to student and vice versa relationship. Students cannot see each other's files. Forums added to classes for in class communication.

### Instructors View

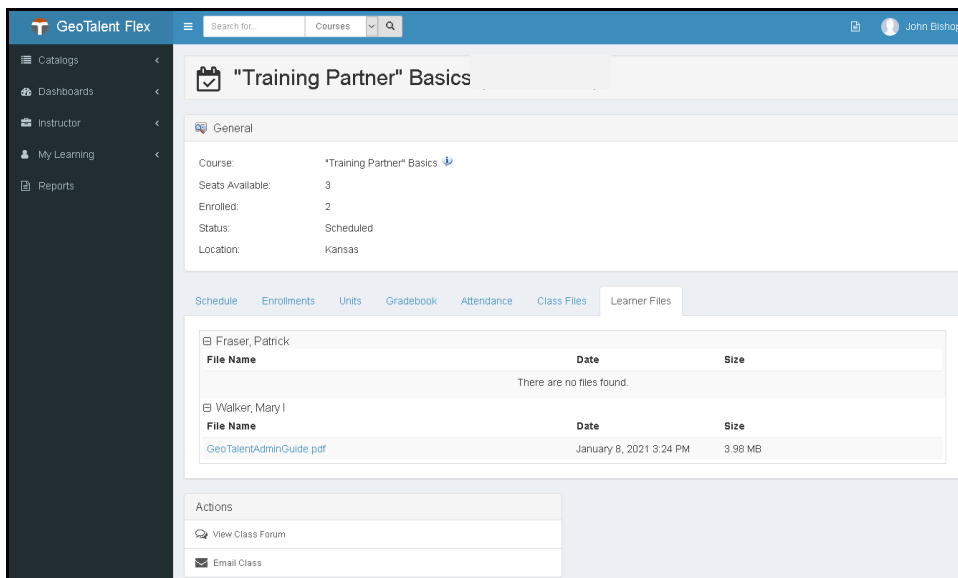


The screenshot shows the 'Training Partner' Basics class page in GeoTalent Flex. The 'Class Files' tab is selected, showing a file management interface. The interface includes a 'Create new folder' button, a 'Browse...' button, and an 'Upload' button. Below the upload area, there is a table showing sub-folders and files. The 'Day 1' sub-folder is visible, containing a file named 'GeoTalentSystemAdminGuide.pdf'.

Sub-Folders	Date	Size
Day 1		

File Name	Date	Size
GeoTalentSystemAdminGuide.pdf	January 8, 2021 3:26 PM	4.15 MB

John is able to create new sub-folders as well as upload any new files. He has already created the “Day 1” sub-folder and gone into it to add the file. He can delete any sub-folders and any uploaded files that are added to the class.

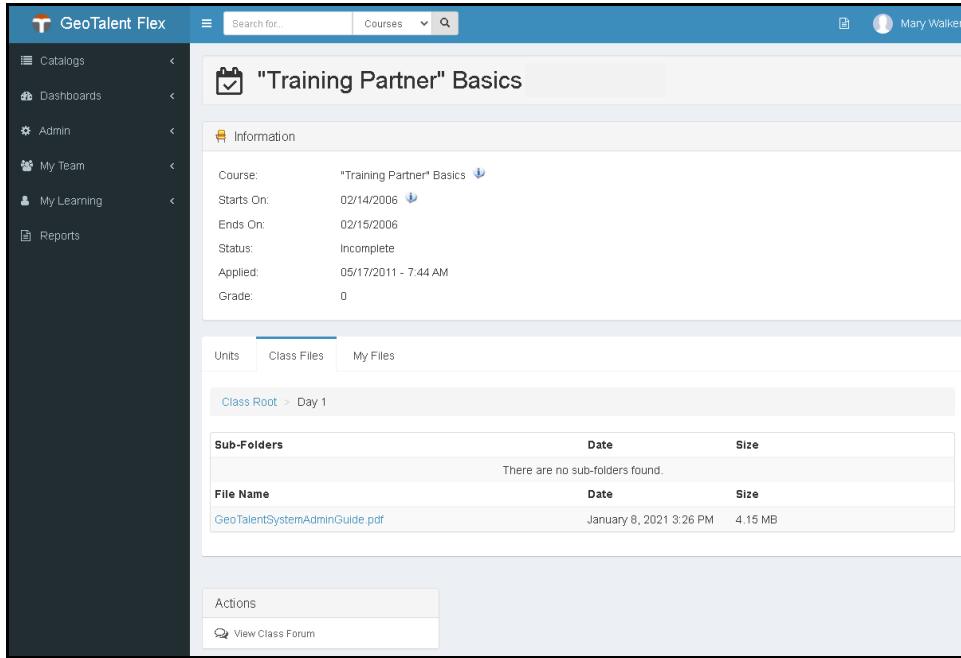


The screenshot shows the 'Training Partner' Basics class page in GeoTalent Flex. The 'Learner Files' tab is selected, showing a list of files uploaded by students. The files are organized by student: Fraser, Patrick and Walker, Mary I. The file 'GeoTalentAdminGuide.pdf' is visible under Mary I. Walker's section.

File Name	Date	Size
GeoTalentAdminGuide.pdf	January 8, 2021 3:24 PM	3.98 MB

John is able to see all the files uploaded by the students and download them. He cannot delete them.

## Students View



**GeoTalent Flex** | Search for... | Courses | Mary Walker

**"Training Partner" Basics**

**Information**

Course: "Training Partner" Basics  
 Starts On: 02/14/2006  
 Ends On: 02/15/2006  
 Status: Incomplete  
 Applied: 05/17/2011 - 7:44 AM  
 Grade: 0

Units | **Class Files** | My Files

Class Root > Day 1

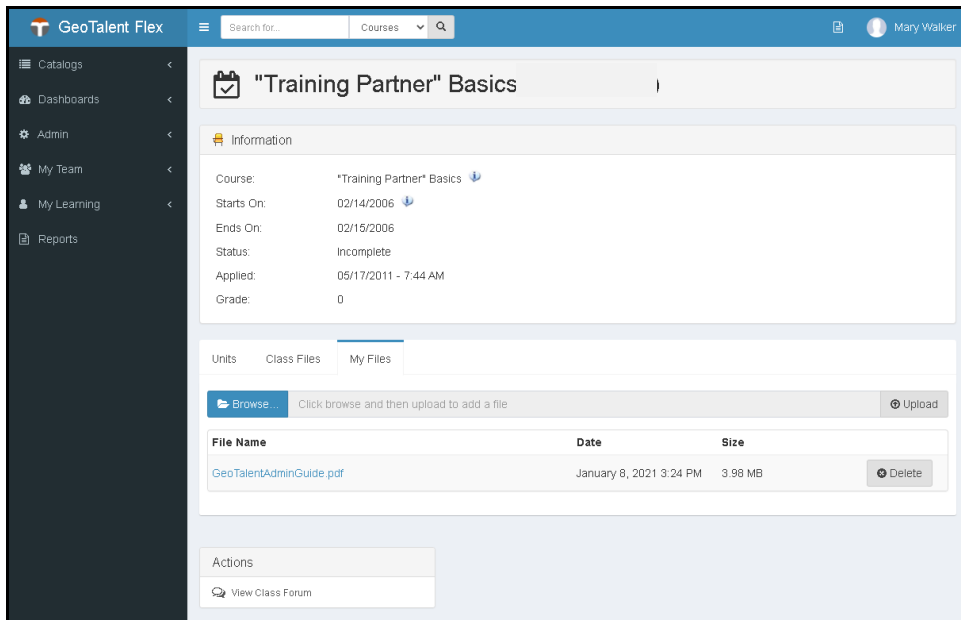
Sub-Folders	Date	Size
There are no sub-folders found.		

File Name	Date	Size
<a href="#">GeoTalentSystemAdminGuide.pdf</a>	January 8, 2021 3:26 PM	4.15 MB

Actions

[View Class Forum](#)

Mary is already in the Day 1 sub-folder of the class to see the files there. Day 1 has no sub-folders. Mary can click the file name to download it.



**GeoTalent Flex** | Search for... | Courses | Mary Walker

**"Training Partner" Basics**

**Information**

Course: "Training Partner" Basics  
 Starts On: 02/14/2006  
 Ends On: 02/15/2006  
 Status: Incomplete  
 Applied: 05/17/2011 - 7:44 AM  
 Grade: 0

Units | Class Files | **My Files**

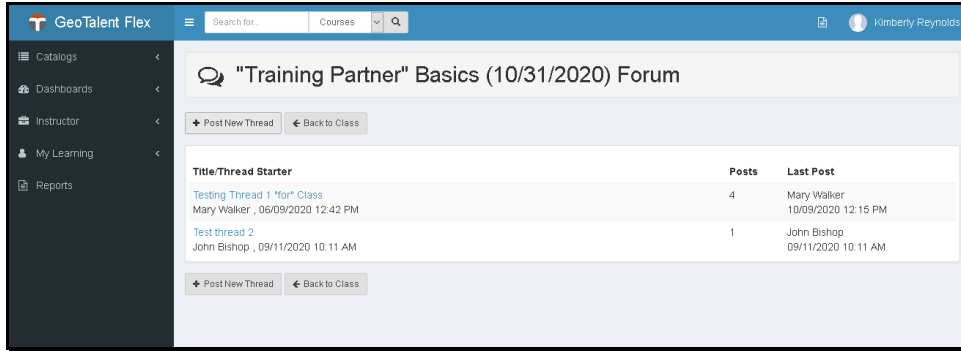
[Browse...](#) Click browse and then upload to add a file [Upload](#)

File Name	Date	Size
<a href="#">GeoTalentAdminGuide.pdf</a>	January 8, 2021 3:24 PM	3.98 MB

Actions

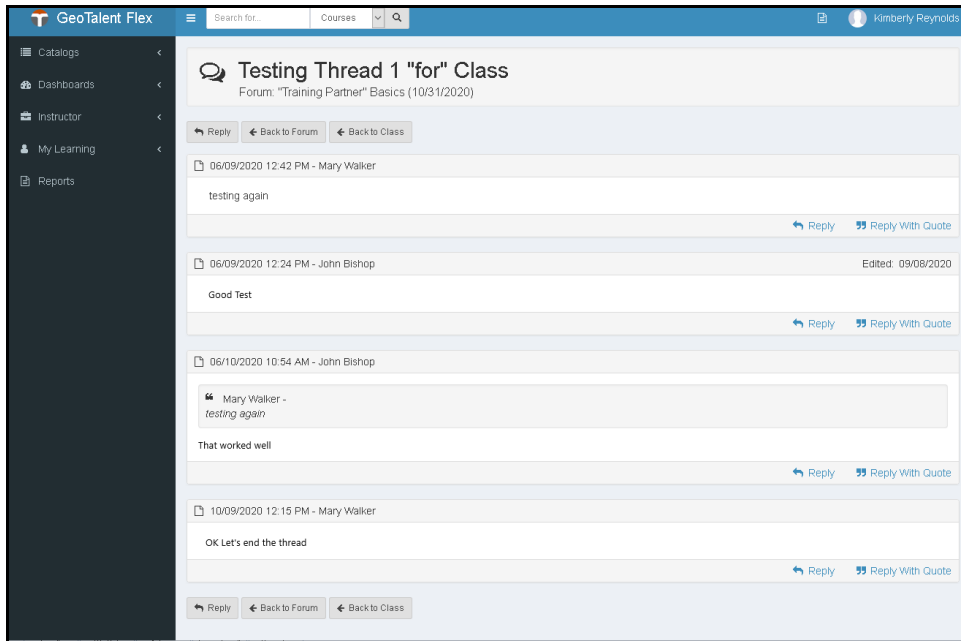
[View Class Forum](#)

Mary is allowed to upload and delete her own files. Students cannot create subfolders.



Title/Thread Starter	Posts	Last Post
Testing Thread 1 "for" Class Mary Walker , 06/09/2020 12:42 PM	4	Mary Walker 10/09/2020 12:15 PM
Test thread 2 John Bishop , 09/11/2020 10:11 AM	1	John Bishop 09/11/2020 10:11 AM

This shows a list of the threads created for a class forum.



Testing Thread 1 "for" Class  
Forum: "Training Partner" Basics (10/31/2020)

06/09/2020 12:42 PM - Mary Walker  
testing again  
Reply Reply With Quote

06/09/2020 12:24 PM - John Bishop  
Good Test  
Reply Reply With Quote

06/10/2020 10:54 AM - John Bishop  
Mary Walker - testing again  
That worked well  
Reply Reply With Quote

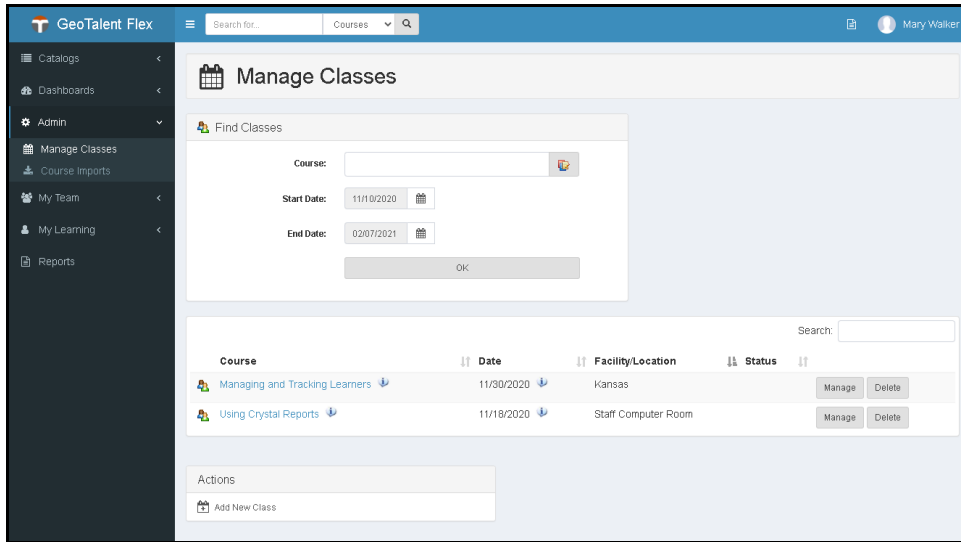
10/09/2020 12:15 PM - Mary Walker  
OK Let's end the thread  
Reply Reply With Quote

A few replies to the thread. There's also a reply with quote being done.

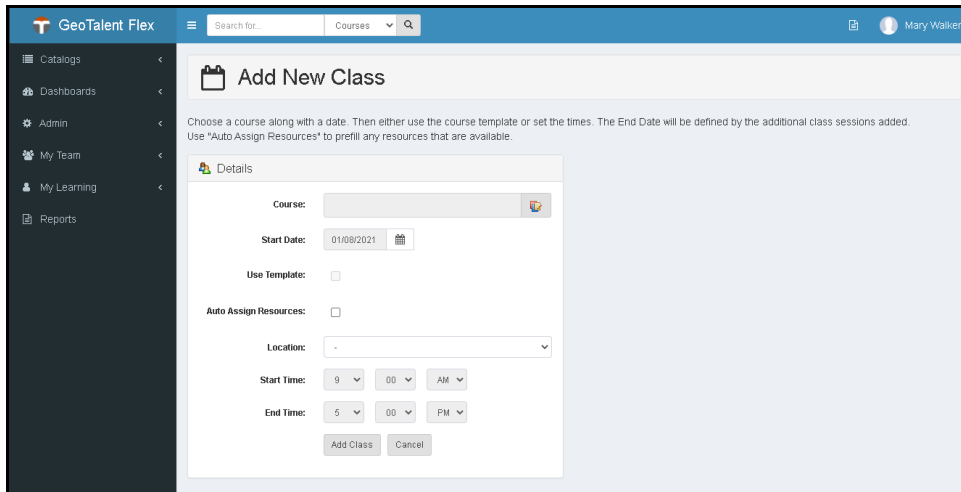
## Simplified Class Creation and Management

Create the first day of the class, then the ability to add/remove class days, instructors, facilities, and equipment.

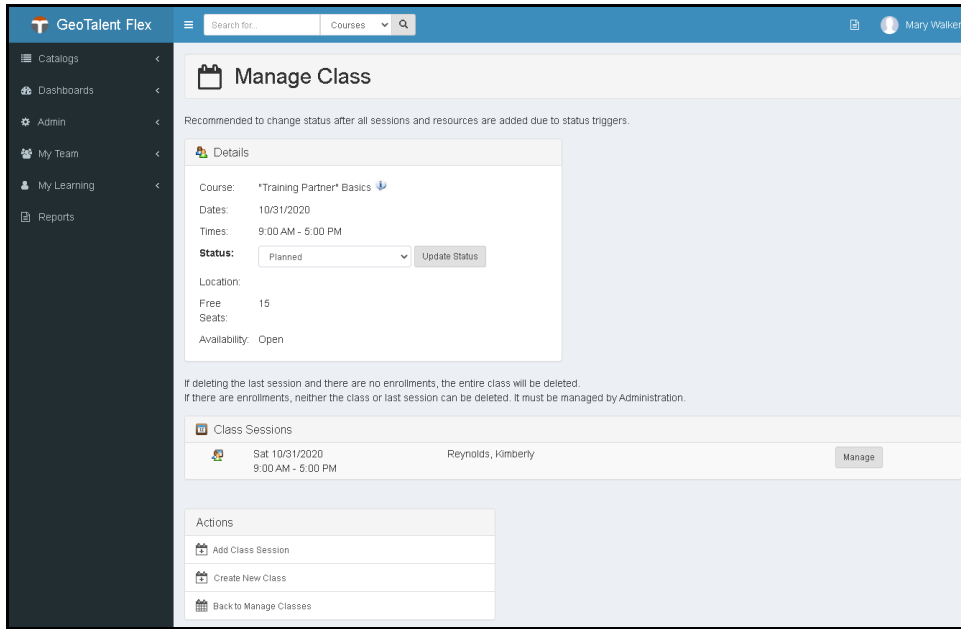
Shows a list of all the classes based on the Find filter.



Clicking “Add New Class” will allow the user to create a single day class.



After creating or clicking on “Manage” from the original ‘Find Class’ list, you can manage the class details.



**GeoTalent Flex** | Search for... | Courses | Mary Walker

### Manage Class

Recommended to change status after all sessions and resources are added due to status triggers.

**Details**

Course: \*Training Partner\* Basics  
Dates: 10/31/2020  
Times: 9:00 AM - 5:00 PM  
Status: Planned Update Status  
Location: Free 15  
Availability: Open

If deleting the last session and there are no enrollments, the entire class will be deleted.  
If there are enrollments, neither the class or last session can be deleted. It must be managed by Administration.

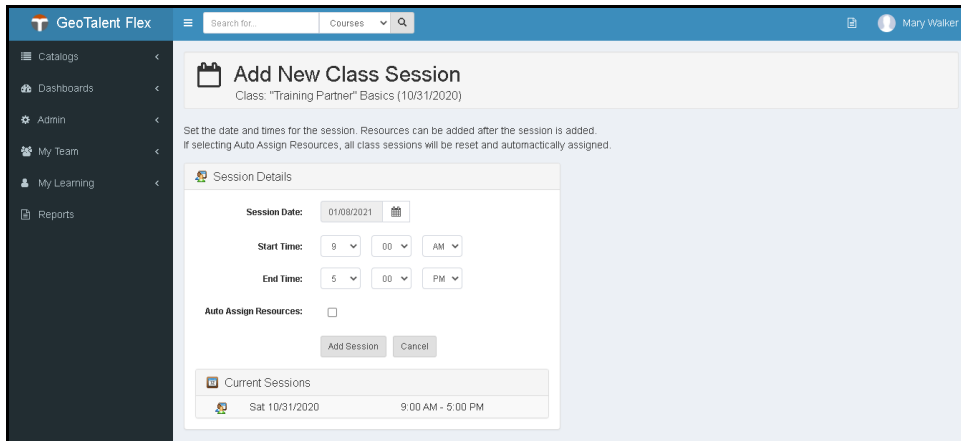
**Class Sessions**

Session	Resource	Action
Sat 10/31/2020 9:00 AM - 5:00 PM	Reynolds, Kimberly	<span>Manage</span>

**Actions**

- Add Class Session
- Create New Class
- Back to Manage Classes

Clicking “Add Class Session” will bring you to the Add New Class Session page.



**GeoTalent Flex** | Search for... | Courses | Mary Walker

### Add New Class Session

Class: \*Training Partner\* Basics (10/31/2020)

Set the date and times for the session. Resources can be added after the session is added.  
If selecting Auto Assign Resources, all class sessions will be reset and automatically assigned.

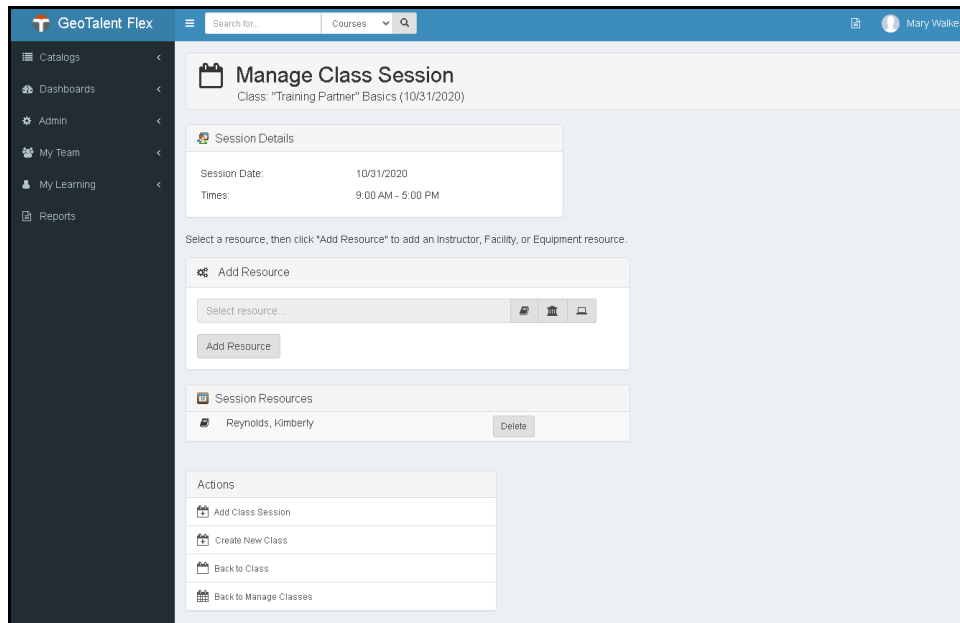
**Session Details**

Session Date: 01/09/2021  
Start Time: 9:00 AM  
End Time: 5:00 PM  
Auto Assign Resources: ☐  
Add Session Cancel

**Current Sessions**

Session	Resource
Sat 10/31/2020 9:00 AM - 5:00 PM	

After creating a new class session or clicking “Manage” from the sessions list in the class, you are brought here.



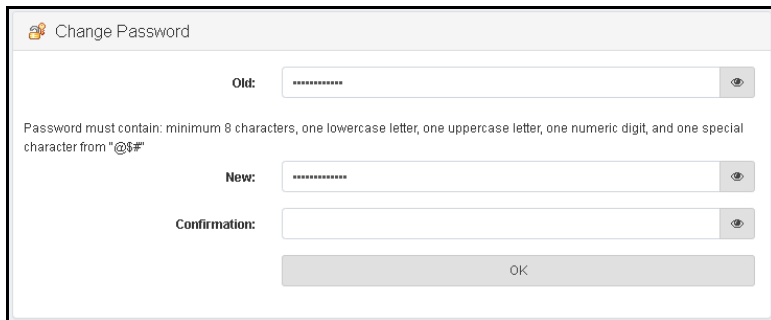
You can then manage your resources for the individual session.

## Password Entry Upgrades

New learners (if a password is not entered) are now provided with a more complex password.

It is now 9 characters in length with two lowercase and two uppercase characters, a special character from “\$@#”, and then a 4 digit number.

All password entries are hidden on the screen in case of shared offices and a visibility toggle has been added – login page, login modal, and change password page.



A new portal setting “Setting Use Complex Password” has now been added to toggle enforcement of a password policy. This check now enforces a password being created or changed from the online based on the following rule.

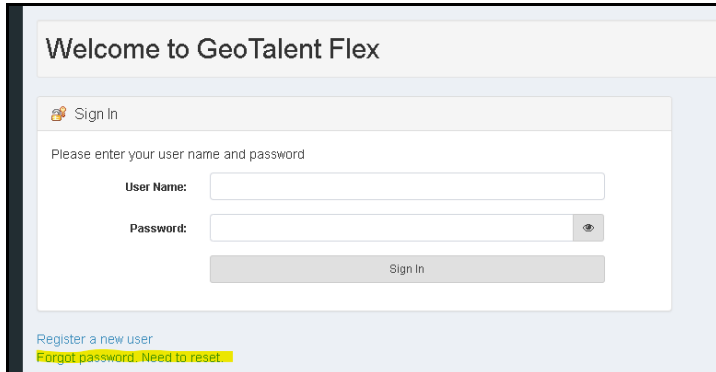
“Password must contain: minimum 8 characters, one lowercase letter, one uppercase letter, one numeric digit, and one special character from “\$@#” “.

This enforcement check can be altered via a customization.

A new portal setting “Setting Forgot Password” has been added for controlling forgotten passwords.

This setting will control whether a reset should be done or if just sending the current user password to the email provided should be done. The latter is what the product used to do.

If “reset” is set, the user will click on a new link to take them to a reset form.



Welcome to GeoTalent Flex

Sign In

Please enter your user name and password

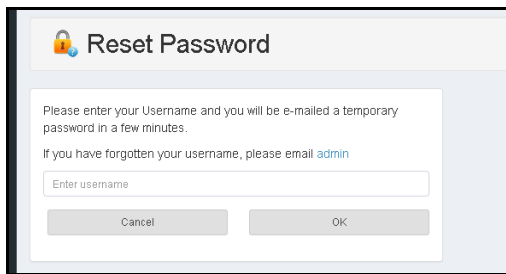
User Name:

Password:

Sign In

[Register a new user](#)

[Forgot password. Need to reset.](#)



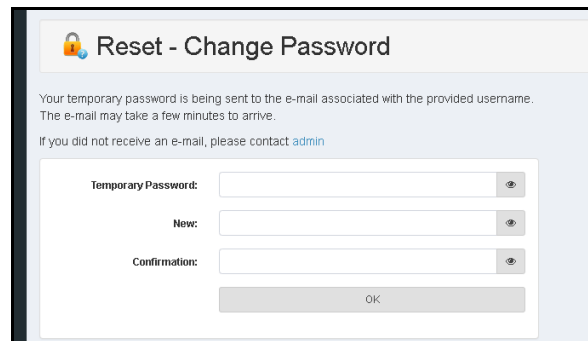
Reset Password

Please enter your Username and you will be e-mailed a temporary password in a few minutes.

If you have forgotten your username, please email [admin](#)

Enter username

Cancel OK



Reset - Change Password

Your temporary password is being sent to the e-mail associated with the provided username. The e-mail may take a few minutes to arrive.

If you did not receive an e-mail, please contact [admin](#)

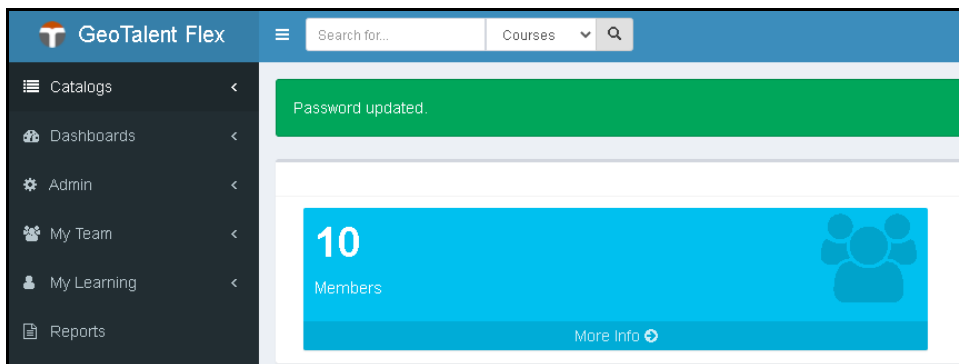
Temporary Password:

New:

Confirmation:

OK

The user must provide their current username. This in turn will send an email to the associated email address with a temporary password. Upon submitting the reset request form, the user will be taken to a new form to provide the necessary details.



GeoTalent Flex

Search for... Courses

Catalogs

Dashboards

Admin

My Team

My Learning

Reports

Password updated.

10 Members

More Info

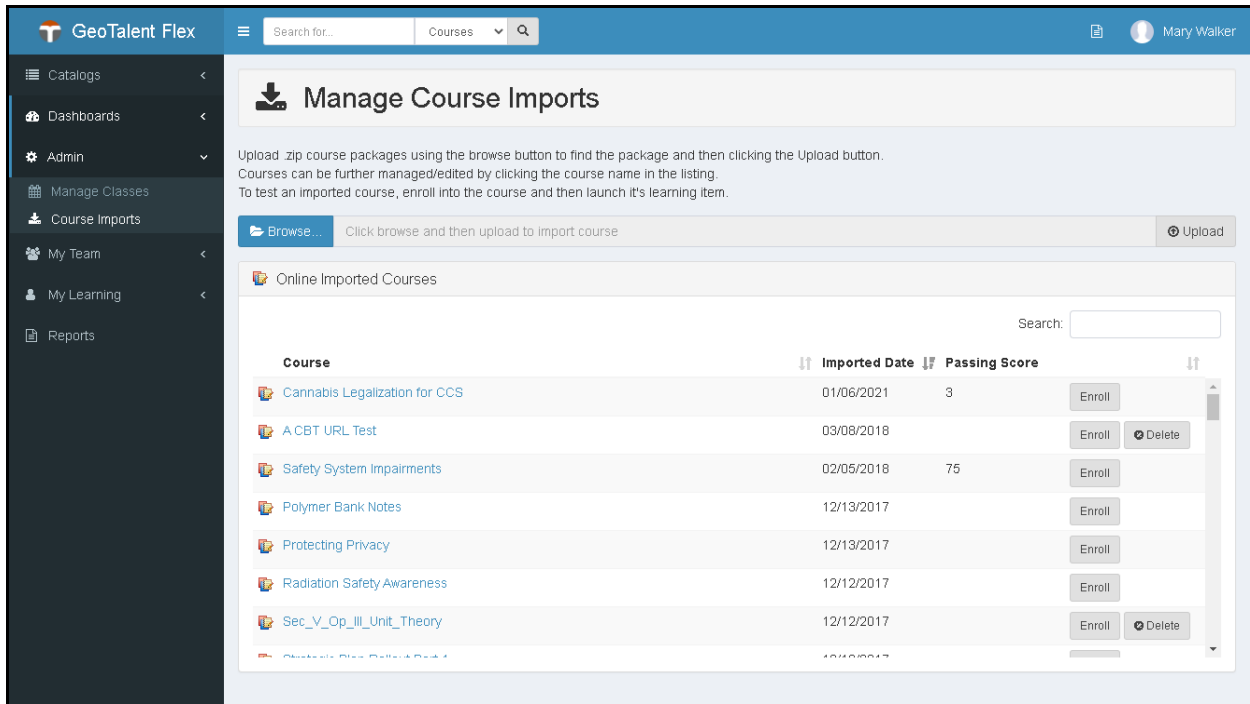
Once filled in correctly and submitted, the password will be updated and the user will be signed in automatically.

## GeoTalent In Development

We are constantly working on improving performance and meeting current standards, but we are also enhancing the system with new functionality to meet our clients' needs. Below is just one of the features we have on our development plan.

### Import and Course Management

Import a course with the ability to test it after before admins move it out to be used by learners.



**Manage Course Imports**

Upload .zip course packages using the browse button to find the package and then clicking the Upload button. Courses can be further managed/edited by clicking the course name in the listing. To test an imported course, enroll into the course and then launch it's learning item.

**Browse...** Click browse and then upload to import course **Upload**

**Online Imported Courses**

Course	Imported Date	Passing Score	
Cannabis Legalization for CCS	01/06/2021	3	Enroll
A CBT URL Test	03/08/2018		Enroll Delete
Safety System Impairments	02/05/2018	75	Enroll
Polymer Bank Notes	12/13/2017		Enroll
Protecting Privacy	12/13/2017		Enroll
Radiation Safety Awareness	12/12/2017		Enroll
Sec_V_Op_III_Unit_Theory	12/12/2017		Enroll Delete

***For more information on any of these features, contact your GeoTalent sales representative by calling 1-800-616-5409 or by emailing [sales@geotalent.com](mailto:sales@geotalent.com).***