

Loudoun County, VA 2020 Training Settings

This guide will help explain the process that will be used by Loudoun County's Election Department to assist in creation of training class, training quizzes, and the unique functions that will be needed to help control and verify the poll workers that attend each of the training classes. The Department will be using Go2Meetings as a webinar training platform for 10 classes with each having up to 100 workers each. To help verify the poll workers are being active in their class training webinars, they will use a secret word to give out during the class that workers will use to access the online quizzes of the classes.

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Creating classes types – Review

Training class Types = The definition of the class that will be offered. It documents:

- who this class is intended for (the job titles required for the class)
- the payment for this class
- how long the class will be (example: 3 hours long)
- description of the class (seen on the portal by the worker)

This is important to setup because it helps the worker see their class requirements for the election once they are given a work assignment.

Election Worker Management System
Pacific Standard Time: Thursday, August 13, 2020 8:31:09 AM

Home | **Training Settings** | Training Materials | Training Quizzes | Attendance Scanning | Class Roster + Bar Code

Keyword: Search

☐ Section	Class Type	Class Status	Date/Time	For Job Titles
☐ 2	(C) Training Clerk	Published	08/11/2020 10:00 AM - 01:00 PM	VOTE CENTER
☐ 17	(C) Training Clerk	Published	08/11/2020 10:00 AM - 01:00 PM	VOTE CENTER
☐ 9	(SML) Student/Multilingual	Unpublished	08/12/2020 12:00 AM - 01:30 AM	

1. In the training tab, click 'Training Settings'
2. The page will open to the class type tab. Here you will see previously used or setup class types. Edit an existing one or create new.
 - a. click 'edit' to edit existing
 - b. click 'add' to add a new type
3. Enter the Class Type Code and Class Type Name mandatory fields, select the groups of workers for the class, the job titles and the other options needed. Click Save to create the class type.

Adding Training Materials

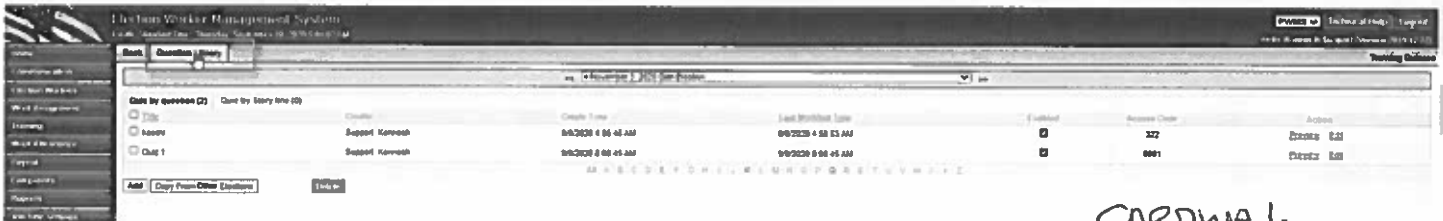
1. Click the Training Materials button from the top button bar on the Training Classes page.
2. At the bottom of the list of materials, click that Add button.
3. When the details have been set, click the Save button and a green save banner will show at the top, click the Back button to reload the materials list page.

4. When the list of materials reloads, make sure that the check box in the "Publish" column across from the name of the material is unchecked – this will ensure that it is only made accessible to those assigned/signed up for the class that the material is added to.

Training Materials (23)								All Categories
Title	Category	Size	Last Modified	Showcase	Publish	Help Resources	Action	
☐ Accessibility Guidelines	Online Training Material	0 KB	10/25/2014		☒	☐	Edit Delete	
☐ Chief & Asst G2M - Oct 14	Online Training Material	0 KB	10/05/2020		☐	☐	Edit Delete	

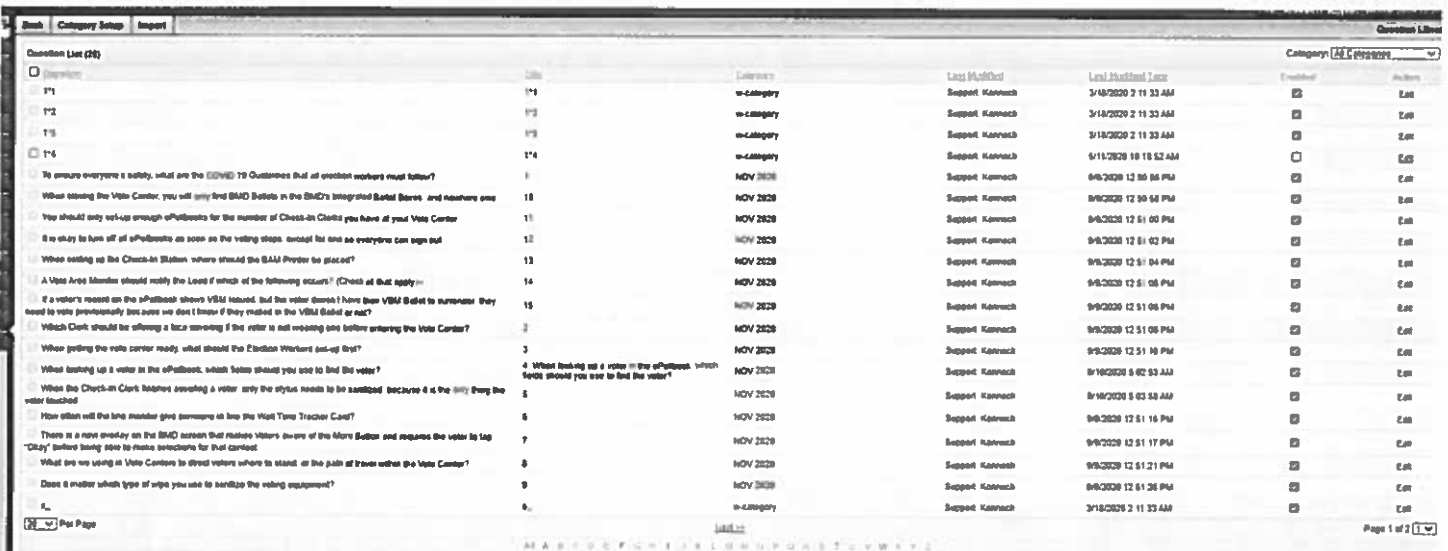
Creating Quiz Questions

- Click on the Category Setup button from the top button bar, a pop-up window will load and add in the name of the category for your secret word to be record under. Close the pop-up window with the red X in the pop-up.
 - This step maybe repeated up to ten times to assign a specific questions from each class to help verify attendance.
- Click on Question Library



- Here, you can upload or create questions for quizzes
 - question – the question asked
 - title – internal note
 - category – a way to categorize your questions. When you create a quiz, you get to choose which category the questions should come from.
 - last modified – who recently modified this quiz question
 - enabled – must be enabled (check mark) for this question to be an option in a quiz
 - edit – only an option IF the enabled is unclicked
- From here, you can add new questions by importing or adding manually.

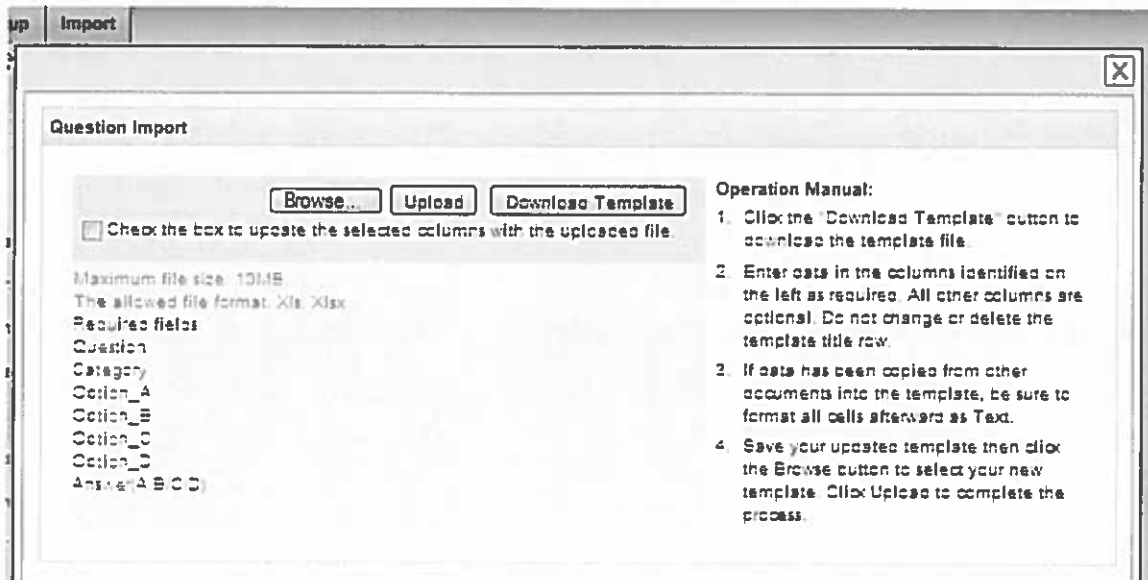
CARDINAL
DOHOMO &
DOGWOOD
GREEN
RED
WHITE
PACUT



Importing quiz questions

The import feature allows you to download an Excel template which outlines what needs to be filled in in order for the questions to be successfully uploaded to the system. This feature really makes it easy for you to document all your questions (for all different category types) and answer options and upload the data. NOTE: this feature won't allow you to upload any images for questions/answers.

In the question library page, click 'Import'. A popup will appear where you can access a template to download and fill out as upload the file.



Click 'Download Template' to have the Excel file prompt appear. Open or save the file.

Within the excel file, the columns are already titled with the appropriate fields. You must document information within all the titled columns:

Column A Question – for each row, type the question you want added to the system.

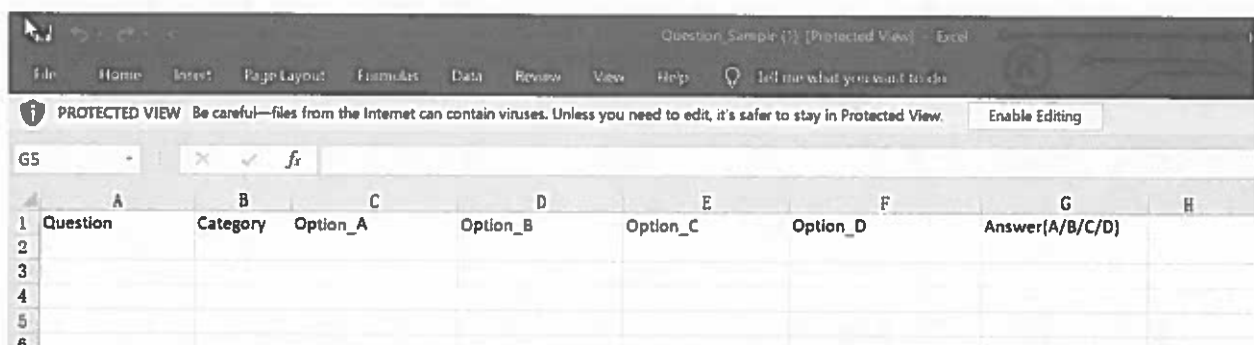
Column B Category – for each row, type the category the question will fall under. Note: you have to type the title of the category as it is within the WMS system.

You can document within the excel sheet questions for different category types. There is no limitation within this file.

Column C – F – These are the different answer options that go with the question within the row. Make sure you type out the proper answer in one of these columns for the question.

Column G Answer – Document the letter that will be the correct answer out of the different options.

Remember to save the file before closing the document.



Back within WMS Training quizzes → Question Library → Import popup, click 'Browse' to find the file and populate the screen. Once the file is added, click 'Upload'. This will then generate a progress report: showing off if the data imported worked successfully or not.

Question List (5)

☐ Title

☐



Is this something we ask?

☐

Did you watch the video?

☐

The material you watched

☐

Were you able to view this?

☐

Which of the following is

☐

result Total = 2, Add = 2, Update = 0, No Change = 0, Error = 0.

Question Import

No file chosen

☐ Check the box to update the selected columns with the uploaded file.

Maximum file size: 10MB.
The allowed file format: Xls; Xlsx
Required fields:
Question
Answer: A/B/C/D/E/F/G/H/I/J

Operation Manual:

1. Click the "Download Template" button to download the template file.
2. Enter data in the columns identified on the left as required. All other columns are optional. Do not change or delete the template title row.
3. If data has been copied from other documents into the template, be sure to format all cells afterward as Text.
4. Save your updated template then click the Browse button to select your new template. Click Upload to complete the process.

Imported Data Info	
Row	Imported Data
2	Ramsey County is part of which state in the US? added successfully.
3	Dogs typically... added successfully.

Update column(s) within an excel file which already has been imported

Within the WMS Training quizzes → Question Library → Import popup, click 'Browse' to find the file and populate the screen. Once the file is added, click the check box under the browse option. This will then reveal the different fields within the excel file. Choose which column(s) you choose to re-upload. Click 'Upload'. This will then generate a progress report: showing off if the data imported worked successfully or not.

result Total = 4, Add = 0, Update = 2, No Change = 2, Error = 0

Question Import

☒ Check the box to update the selected columns with the uploaded file.

Maximum file size: 10MB
The allowed file format: Xls, Xlsx
Required fields:
Question
Category
Option_A
Option_B
Option_C
Option_D
Answer: A B C D

Operation Manual:

1. Click the "Download Template" button to download the template file.
2. Enter data in the columns identified on the left as required. All other columns are optional. Do not change or delete the template title row.
3. If data has been copied from other documents into the template, be sure to format all cells afterward as Text.
4. Save your updated template then click the Browse button to select your new template. Click Upload to complete the process.

Select Columns To Update

☒ Select All

☒ Category ☐ Option_A ☐ Option_B

☐ Option_C ☒ Option_D ☐ Answer: A B C D

Imported Data Info

Adding new quiz questions manually

1. click 'add new'
2. Choose a category
3. choose an enable choice
4. enter the number of answer options – if you type in 2, then it'll give you 2 fields for answer choices

5. type in the title – this is for internal use
6. type in the question. this will be the question the student reads and tries to answer
7. Click 'SURE' → This then will reveal the fields for answer options
8. Choose the bullet which will be the correct answer response to this question
9. Click 'save'.

Quiz question and /or answers can include a photo if desired

Creating Training Quizzes

1. Click the Training Quizzes button from the top button bar.
2. On the Training Quizzes page, click the Add button below the list of quizzes.

3. Set the required details for the class including, Title, End Time (date,) Notification Email, Passing Score percentage, and the Access Code.
 - a. The Access Code will be the secret word that will be given out at the end of the Go2Meeting class.
4. Set the Status check box to "Enabled".
5. Add the Question Source Detail by setting a name for the "Section", set the "Category" will be set to reflect correct questions for the quiz to selection from, set the "Number of Questions", and the "Points/Each" for number of questions selected.

The screenshot shows a web form titled "Quiz Add/Edit". At the top, there are "Back" and "Save" buttons. The form contains the following fields and options:

- Title:** Kelly's Test
- Status:** ☐ Enabled
- End Time:** [Date/Time field]
- Notification Email:** [Text field] (Multiple split by a semicolon ";")
- Passed Score:** [Text field] %
- Access Code:** [Text field]
- Description:** [Text area]
- Question Source:**
 - ☒ Section
 - Category: **Secret** (dropdown menu)
 - Number of Questions: [Text field]
 - Points/Each: [Text field]

A "Save" button is located at the bottom left of the form.

6. Click the Save button when finished creating the quiz.
7. Click the Back button to return to the list of Training Quizzes. Use the [Preview](#) link in the "Action" column from across the name of the quiz to preview the test.
 - a. By unchecking the "Enabled" check box, this will allow the quiz to be edited – ensure that this box is checked when ready for workers to take.

Setting-up Classes for 2020

Step 1 – Create the classes as in-person training classes, this will allow a class limit to be set for workers to sign-up for. The location for the class will list a location that will indicate the class will be held online.

- 1) On the Training Classes page, click the Add Section button at the below the class sections list.
- 2) Complete the required fields for Section and Class Type dropdown.
 - a. The Manage button will allow you to review the created classes and make edits for Target Groups and Job Titles.
- 3) Set the location that will indicate to your workforce that this is **not** an in-person class
 - a. We suggest creating a location in the Location module named "Go2Meeting" and adding in as a training location, assigning this location to an organization that will show the County's ownership (Loudoun County Office Building could be used as the organization, this has been done on the Test Site.)
 - b. **Do not** check the "Is Online" check box, this will be covered in Step 2.
- 4) In the Training Materials area click the Add button to add any other class material that the election worker will need to view.
- 5) Assign a pre-generated quiz to match the class being created from the dropdown menu of options.
- 6) Set the limit on the class in the Class Size field.

- 7) Set the Date and Time for the class and click the Save button.

Election Officer Management System
 Eastern Standard Time: Monday, October 6, 2020 8:43:15 AM

Home | Communication | Election Officers | Assigned | Training | Election Day Attendance | Payroll | Candidates | Reports | Job Title Settings | Members | My Profile | Web Log | Archive Report

Section Add/Edit

Section: Fields in red are required.

Class Type:

Targeted Groups: New Election Officers, Active Election Officers, Student Election Officers, County Staff, Organizations

Job Title: Assistant Chief, Chief, Officer, Rover

Instructor:

Training Location: ☐ Is Online

Address:

Rm and Name:

Notes:

Training Materials:

Pre-generated Quiz:

Class Size:

Training Date/Time:

- 8) A save banner will show at the top and click the Back button to return to the Training Classes page.
- 9) On the Worker Portal: When the worker is logged into the worker portal, the class will show in the Training Classes tab in the Classroom Training area (this will change positions in Step 2 when converted to an Online Training.) The material added to the will show in the Material area for the class.

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You work assignment for the upcoming election is: ☐ Officer

The following class type(s) are available for you. Please see your e-mail from the Office of Elections for information on what is required: (1) Voting Equip IntroC&A, (2) Election Officers, (3) Chief and Asst Chief T (3a) Chief and Asst Chief T Quiz, (4) Laptop PolBook Inst, (5) Voter Help Desk Inst, (HD1) HELP DESK OVERVIEW

To sign up for classes, click the "Sign up for classes" button

To change your signed up class section, first click the "Withdraw" button to withdraw from the current class section, then click the "Sign up for classes" button to select a new class section.

Classroom Trainings (1)		Online Trainings (0)
Class Section	GO2MEETING	
Class Type	(3) Chief and Asst Chief T	
Status	Approved	
Location	Go2Meeting	
Date/Time	10/14/2020 11:55 PM	
Completed		
Material	☐ Chief's Guide 1 - Before the Polls Open ☐ Chief's Guide 2 - While the Polls Are Open ☐ Chief's Guide 3 - After the Polls Close	
Action	Withdraw	

<< Back to My Work Assignment

Step 2 – When the class has been held, using Go2Meeting, the instructor or an administrative user will need to login into the system to modify the class that just concluded. The workers should be directed to go to their portal, after a set amount of time that will allow the administrative user to make the needed changes, and click the Training Classes menu tab on the left side of their portal, this is covered under step 6 below.

1. Click on the name of the training class to open the edit page.
2. In the Training Location field, check the "Is Online" check box, this will switch the class to an online class and enable the training quiz that has been assigned to the class during first setup. The page will reload and the location information will reset to show online.
3. Click the Back button from the top button bar.

4. **If User Wants to Email Quiz/Portal Link without the Secret Word:** Return to the list of the Training Classes, click on the number link below the Student/Limit column, this will open the list of workers assigned for the class. Select the class by using the check box next to "Name" in the column headings row, select the Communications button below the list. Click the OK button in the warning message to load the communication page, this will default to email. A template for an email can be made prior to the classes or using the dynamic labels feature an ad hoc message can be sent to include a personalized message with the link to the worker portal.
--OR--
5. **If User Wants to Email Quiz/Portal Link and Secret Word:** Return to the list of Training Classes, the class will now show the Student/Limit as #/--- and a link for Send Access Code – click on this link to send an email to workers in that class, this email will have a link for the worker to click on to access the worker portal.
 - a. A pop-up will show asking to select the workers to send to, "All" or "Partial", select the radio button for "All", and click the Send button.
6. **On the Worker Portal:** After the worker logs in, they will click on the Training Classes tab, the class will now show under the Online Trainings (switching from the Step 1 Classroom Training area) with a "Quiz?" Yes and a new "Action" for the quiz.
 - a. The worker will click in the "Action" button of State Online Course

<<
Kelly's Test
>>

You work assignment for the upcoming election is: O - Officer
 The following class type(s) are available for you. Please see your e-mail from the Office of Elections for information on what is required: (1) Voting Eqmt IntroC&A (2) Election Officers (3) Chief and Asst Chief T (3a) Chief and Asst Chief T Quiz (4) Laptop PollBook Inst. (5) Voter Help Desk Inst. (HD1) HELP DESK OVERVIEW
 To sign up for classes, click the "Sign up for classes" button.
 To change your signed up class section, first click the "Withdraw" button to withdraw from the current class section, then click the "Sign up for classes" button to select a new class section.

Classroom Trainings (0)

Online Trainings (1)

Section	GO2MEETING
Class Type	(3) Chief and Asst Chief T
Status	Approved
Completion Data/Time	
Quiz?	Yes
Score	
Completed	
Action	Start Online Course

<< Back to My Work Assignment
Sign up for classes

- b. Inside the course, the worker will see materials that are set specifically for this class and the option to take the quiz in the Quiz area by clicking Take Quiz. The date and time the quiz must be finished by is taken from the settings applied when the quiz was first created.

Online Training:GO2MEETING - (3) Chief and Asst Chief T

Review the following Material

[1\) Chiefs Guide 1 - Before the Polls Open](#) [Download](#)

[2\) Chiefs Guide 2 - While the Polls Are Open](#) [Download](#)

[3\) Chiefs Guide 3 - After the Polls Close](#) [Download](#)

Quiz

Word Help Desk must be completed with a passing score of 100.00% by 12AM on 10/16/2020 [Take Quiz](#)

- c. The worker will then be prompted to enter the access code that was mentioned in the class or sent in an email when Take Quiz is clicked.

Back

Online Training

Online Training:GO2MEETING - (3) Chief and Asst Chief T

Review the following Material

[Chief & Asst G2M_Oct 14](#) [Access](#)

Quiz

Word Help Desk must be completed with a passing score of 100.00

Access Code:

Access