Commerce Learning Center (CLC)
How to Confirm Mandatory Training Completions

Audience: CLOs/ Bureau Team Leads

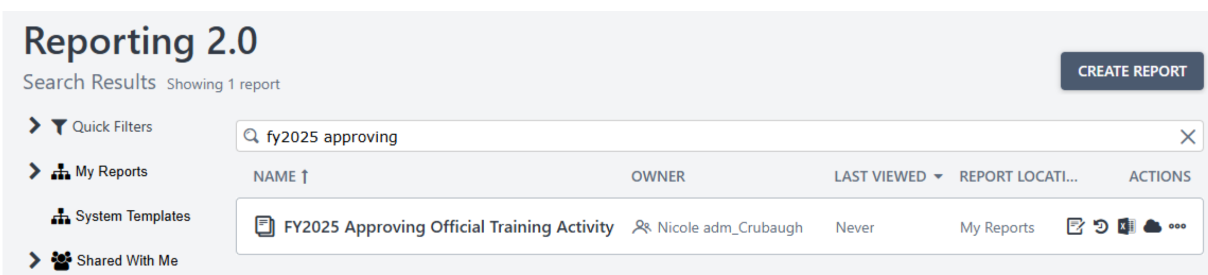
CLC Access Level: Admin with access to Reporting 2.0, Builder

<u>IMPORTANT NOTES:</u>

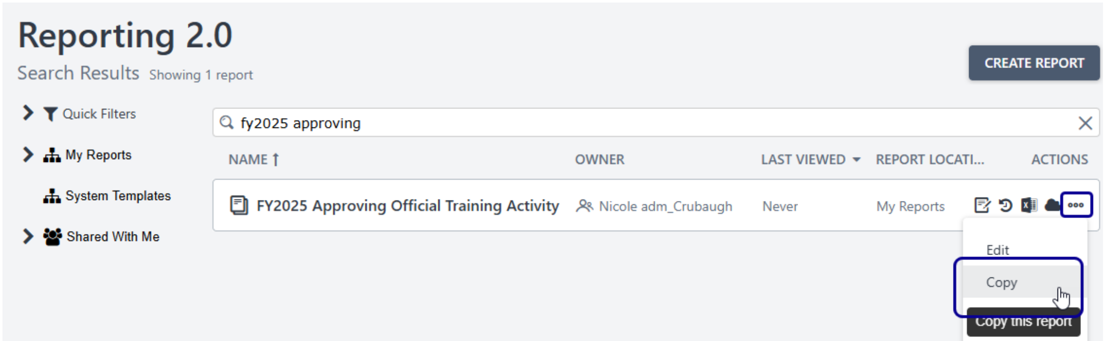
- Some of the training courses mentioned in the Mandatory training listing are role-based training courses that may be assigned to only a subset of learners.
- *<u>We recommend **avoiding new mandatory training assignments at this time**.</u>*
- If one of the courses noted on the Mandatory training list is already assigned, we recommend asking users to take steps to <u>complete the training prior to the Commerce Learning Center disruption date</u>, May 31, 2025, regardless of the training due date.

Use the steps below to copy, configure, and export a Transcript Activity report for each mandatory training initiative. Use these reports to determine the Transcript status for anyone with these training assigned within your bureau.

1. Login to the Commerce Learning Center.
2. From the main navigation bar select **Reports,** then select **Reporting 2.0.**
3. **Refer** to the table below. Enter the **Title** of the report that corresponds with the initiative you'd like to report on in the **Report Title search field** at the top of the page. **Note**: The reports listed in the table have been with all BTLs and CLOs with Report Builder permissions.



3. From the three-dot ellipsis beside the report, select **Copy**.

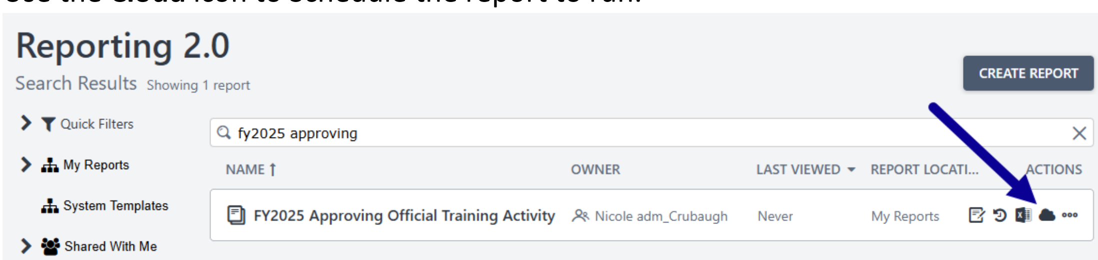


4. The new copy of the report will open on screen.

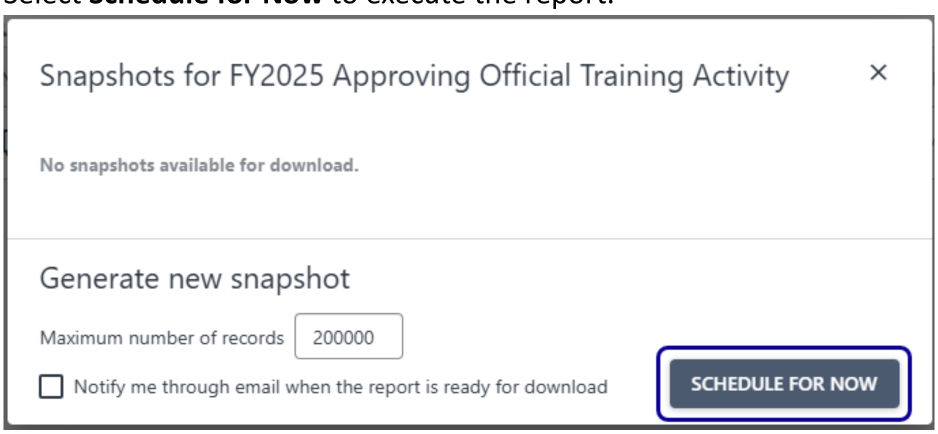
5. **Edit** the **filters** as you see fit. (see notes above, step 3)
    1. At **minimum**, we recommend **updating the Division selection** to match your respective bureau.
    2. **<u>Do not edit Group OU filters</u>** if included. Group filters are leveraged to filter the report to the intended audience only, where applicable.

6. **Save** and **close** the report.

7. Use the **Cloud** icon to Schedule the report to run.

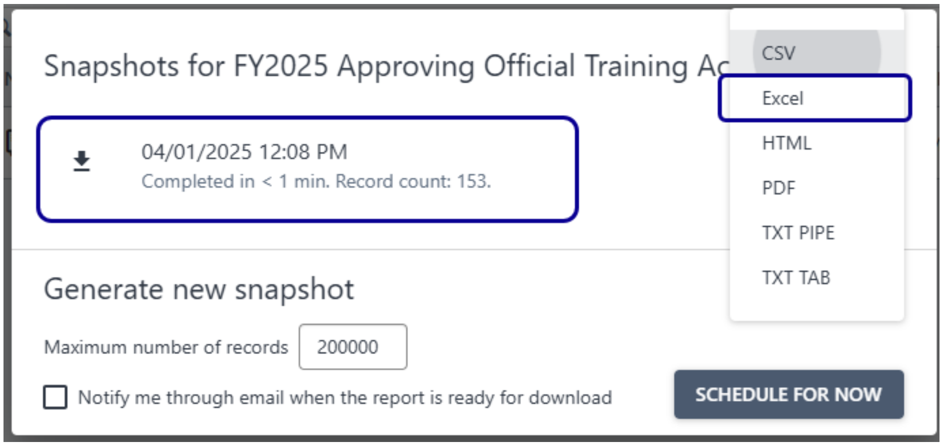


8. Select **Schedule for Now** to execute the report.



9. When the report output is ready the report will show in the **Snapshots** view with the count of rows noted. Be sure to review the row count for the report export.

10. **Select** the entry for the recently generated report. From the flyout **select** the desired output option. The report will download to your default download location.



11. **Navigate** to your **Downloads** folder to obtain the exported data.
12. **Open** the file to view the exported data.
13. **Store** the exported data in a safe and secure manner.
14. **Follow up** with any users that are in-progress or incomplete as you see fit.
15. **Repeat steps 3 through 14** until the desired transcript data has been exported.

Commerce Learning Center (CLC)
How to Confirm Mandatory Training Completions
Audience: CLOs/ Bureau Team Leads

Hyperlinked Course Title	Report Title	Report Description	Compliance	Frequency	Audience	Office	POC	POC Email
Annual CNSI Security Clearance Holder Training (FY2025)	Annual CNSI Security Clearance Holder Training (FY2025) Activity Report (FY2025 Target Audience only)	Transcript activity for Federal Employees previously assigned the CNSI 2025 training. Training audience is managed by a group.	Mandatory	Annually	Clearance Holders as identified by OSY	OS/OG C/OSY	Dan Boling Kendall Adams	dboling@doc.gov kadams@doc.gov
DOC Insider Threat Awareness 2025	DOC Annual Insider Threat Awareness 2025 Activity Report (Target Group only)	Transcript activity for Federal Employees previously assigned the DOC Insider Threat Awareness 2025 training. Training audience is managed by a group.	Mandatory	Within the first 30 days of employment or after accessing classified information.	Employees with access to classified information	OSY	DJ Reedy	dreedy@doc.gov
Cyber Awareness Challenge (CSAT) 2025	CSAT 2025 Transcript Activity Report Participating Bureaus (OS, ITA, MBDA, EDA, NTIS, NTIA, BIS, FirstNet, OIG, NOAA)-Federal Employees	Transcript activity for Federal Employees with CSAT 2025 training assigned. (Participating bureaus only, OS, ITA, MBDA, EDA, NTIS, NTIA, BIS, FirstNet, OIG, NOAA)	Mandatory	Annually	All users	OCIO	Patty McArthur	pmcarthur@doc.gov
Annual SCI Refresher Briefing FY2025	Annual SCI Refresher Briefing FY2025 Activity Report (SCI group only)	Transcript activity for Federal Employees assigned the SCI Refresher Briefing 2025 training. Training audience is managed by a group.	Required	Annually	SCI Group Only. Clearance Holders as identified by OSY	OSY	Stephen Barbieri Renee Everett	sbarbieri@doc.gov reverett@doc.gov

DOC Purchase Card Refresher Training Mystery 1 FY2025	DOC Purchase Card Mystery 1 FY2025 Training (all activity)	Transcript activity for Federal Employees that have requested or been assigned this training.	Required	Immediately after receiving the Travel Card	Purchase cardholders and approving officials; and employees who are in possession of a government purchasing card.	OAM/ CAPPS	Ebony Jones	ejones5@doc.gov
FY25 Approving Official Training	FY25 Approving Official Training Activity	Transcript activity for Federal Employees that have requested or been assigned this training.	Required	Immediately after assuming	Immediately after being assigned as approving official	OAM/ CAPPS	Ebony Jones	ejones5@doc.gov
No FEAR Act 2024-2025	2024-2025 No FEAR Act Activity-Federal Employees Only	Transcript activity for Federal Employees that have requested or been assigned this training.	Mandatory	Within 90 days of appointment, then every two-year cycle.	All federal employees	OCR	Paul Redpath	ocr@doc.gov
Controlled Unclassified Information (CUI) 2025	Controlled Unclassified Information (CUI) 2025 Activity Report	Transcript activity for Federal Employees that have requested or been assigned this training.	Required	Annual	Personnel having access to CUI.	OCIO	Sean Flowers Janelle Hunt Yadira Coleman (contractor)	sflowers@doc.gov jhunt@doc.gov ycoleman@doc.gov
Introduction to Workers' Compensation for Supervisors	Introduction to Workers' Compensation for Supervisors	Transcript activity for Federal Employees that have requested or been assigned this training.	Mandatory	Annual	Supervisory training for employees' accidents during work	OOSH	Joyce Mayers	jmyers1@doc.gov

Commerce Learning Center (CLC)
Download Published SCORM, AICC, or Xapi (TinCan) Course Files

Audience: CLOs/Bureau Team Leads

CLC Access Level: Admin with access to Catalog and Online Content publishing

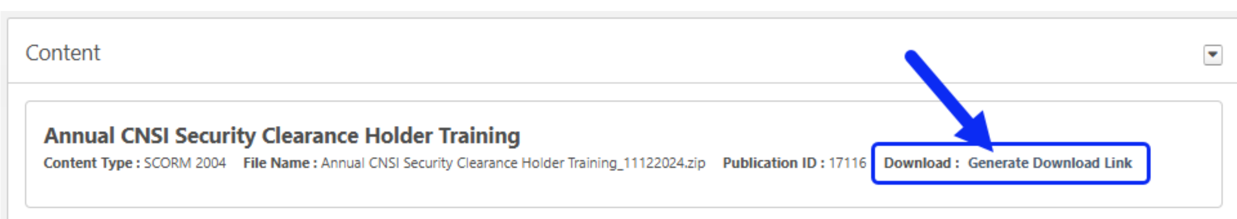
When an Online Class learning object is configured in the Commerce Learning Center, the finalized SCORM package, AICC, or xAPI file is uploaded to the portal. This finalized course package can be downloaded from the CLC if needed.

Important: This process will generate the finalized SCORM, AICC, or xAPI (TinCan) file that was uploaded to the CLC. These are not the editable course source files. To maintain an editable version of the training, ensure you obtain the necessary source files from the course developer or responsible party. You'll need the appropriate course development software installed to manage and edit the source files.

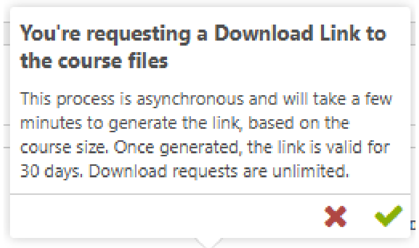
This process applies to learning objects designated as **Online Class only**.

To download SCORM, AICC, or xAPI (TinCan) course files previously loaded to the CLC:

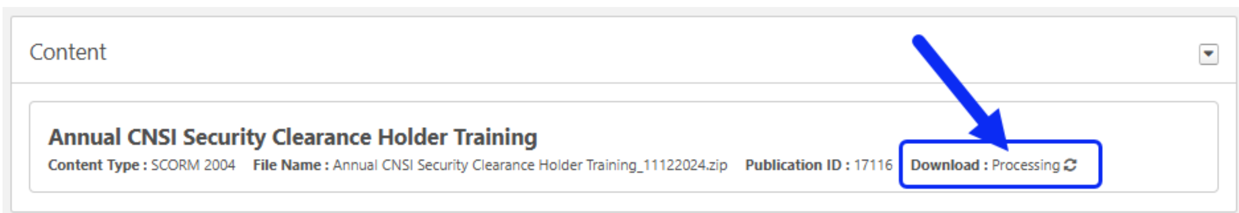
1. Login to the Commerce Learning Center with your **Administrato**r login.
2. From the main navigation bar select **Admin**, then select **Catalog.** Then select **Course Catalog**.
3. **Search** for the course using the **search options**. Use the **Refine Search options** to refine your search as needed.
4. Locate the desired learning object in the catalog. Select the **course title** to open the course console view for the desired training.
5. Scroll down to the **Content** section of the course console.
6. Select the **Generate Download Link** option to generate the downloadable course package.



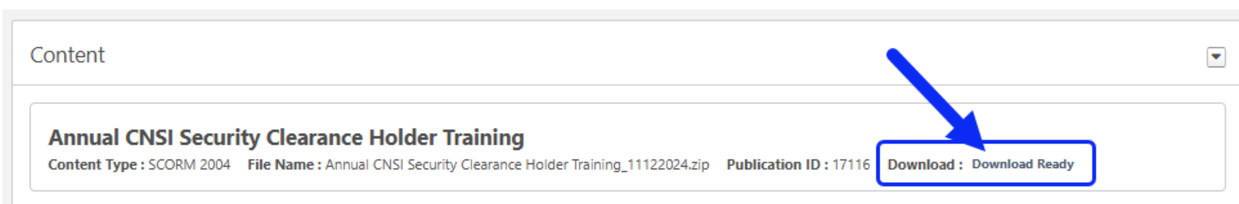
7. You will be presented with a pop-up message confirming "You're requesting a Download Link to the course files". To confirm and continue select the green check mark. This process will take a few minutes to generate the link.



8. While the file is being generated the Content section will display the word 'Processing'.



9. Once the downloadable file has been generated and is available for download, the Download option will display a 'Download Ready' indicator. Select the Download Ready option to download the generated file.



CLC Access Level: Admin with access to Reporting 2.0 Builder

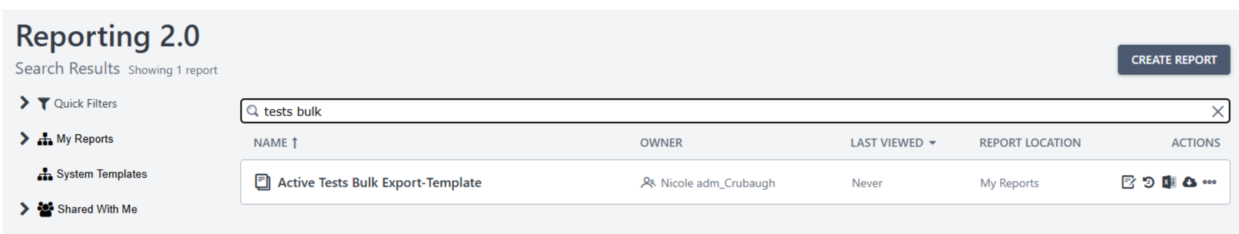
Important: This report lists all available tests. For access to the questions within those tests, please contact your bureau's Chief Learning Officer or Training Lead.

Learning Object details for Test learning objects can be exported from the Commerce Learning Center (CLC) as needed.

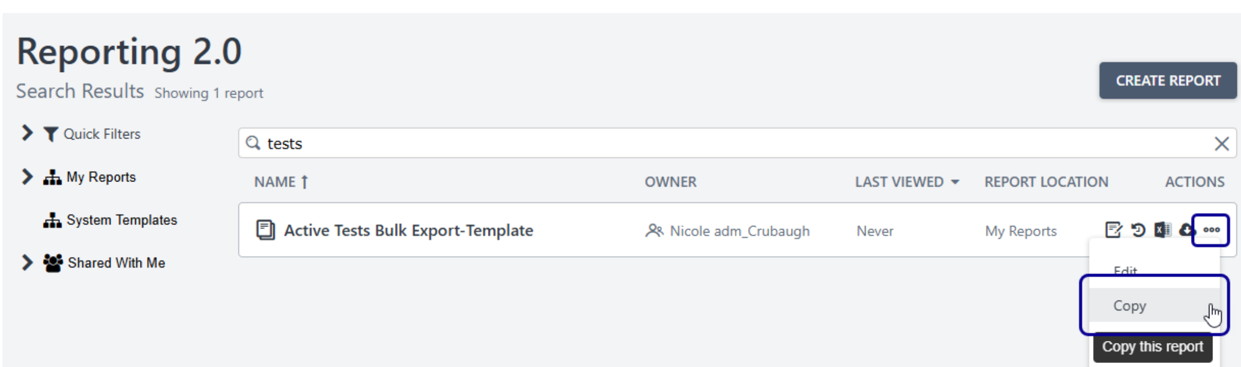
To pull a list of active Tests for your bureau:

1. Login to the [Commerce Learning Center] with your **Administrator** login.
2. From the main navigation bar select **Reports**, then select **Reporting 2.0.**
3. Using the **Search bar** at the top of the Reporting 2.0 screen, search for the ***Active Tests Bulk Export-Template*** report.
4. The template is configured **to pull the latest version of all active Tests currently in the Commerce Learning Center**.

Note: This report has been shared with all BTLs and CLOs with Report Builder permissions.



5. Select the **three-dot ellipsis** beside the report template.
6. Select **Copy** to make an editable copy of the report template.

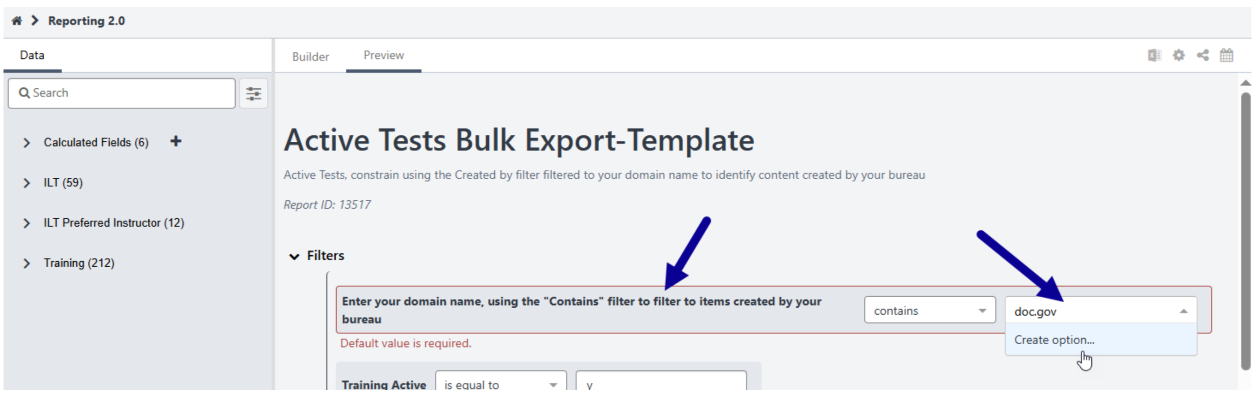


7. **Edit** the **filters** as you see fit.

The **report includes one REQUIRED filter that must be updated prior to executing the report.**

Therefore, at minimum:

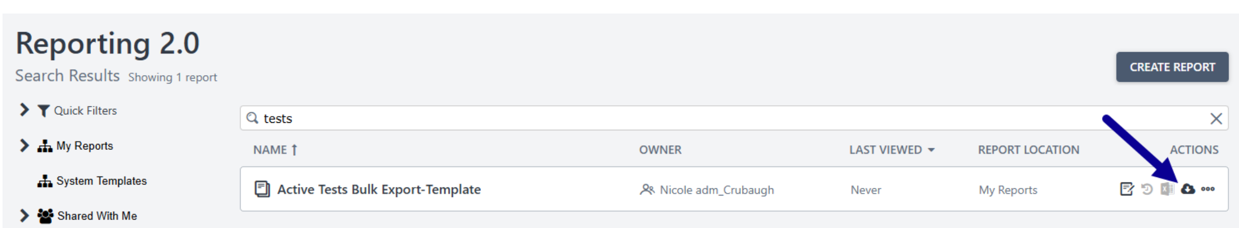
a. Locate the "***Enter your email domain, using the "contains" filter to filter to items created by your Bureau"*** filter in the report criteria. Enter the appropriate email domain for your bureau. For instance, to pull tests created by Administrators at **Census**, enter **census.gov** in this filter. To capture tests created by NIST Administrators, enter nist.gov in this filter.



8. **Save** and **close** the report.

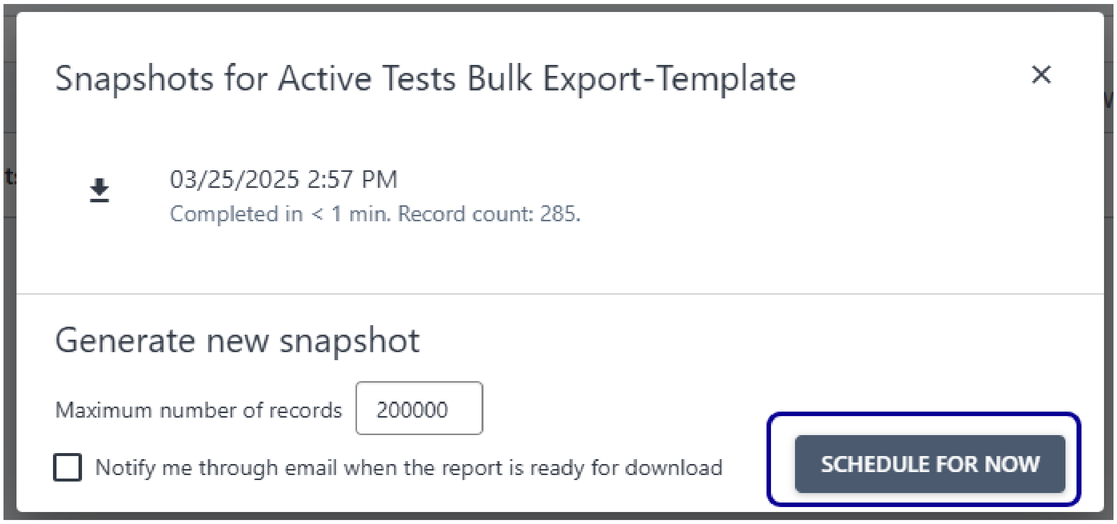
9. You should be redirected back to the main Reporting 2.0 screen. **Locate** the report that you configured. The copy of the report that you created can now be found under the My Reports section in Reporting 2.0.

10. Use the **Cloud** icon to Schedule the report to run.



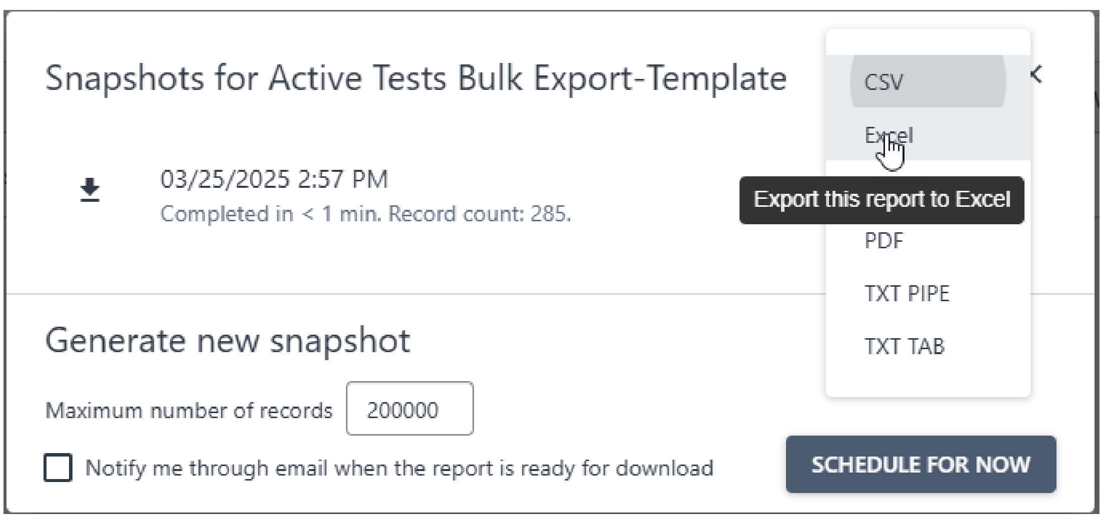
11. On the Snapshots pop up, select **Schedule for Now** to execute the report.

Note: The Schedule for Now option will be greyed out until you enter filter criteria in the REQUIRED "***Enter your email domain, using the "contains" filter to filter to items created by your Bureau"*** *filter. (See step 7 above)*



12. When the report output is ready the report will show in the **Snapshots** view with the count of rows noted.

13. **Select** the entry for the recently generated report. From the flyout s**elect** the desired output option. The report will download to your default download location.



14. **Navigate** to your **Downloads** folder to obtain the exported data.

15. **Open** the file to view the exported data.

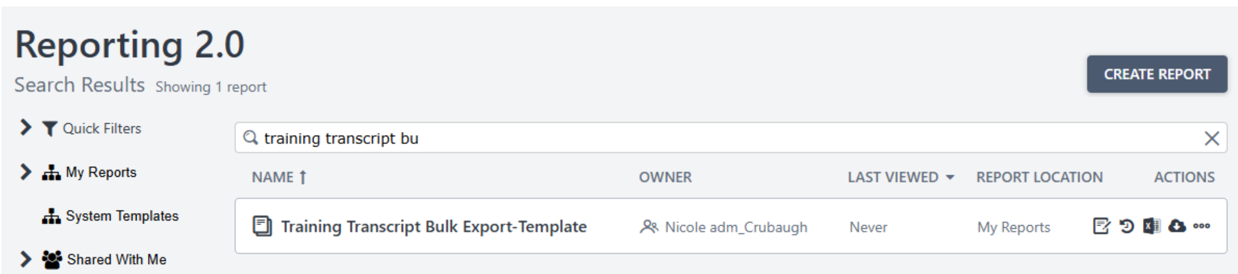
16. **Store** the exported data in a safe and secure manner.

CLC Access Level: Admin with access to Reporting 2.0, Builder

The Commerce Learning Center (CLC) training transcript data can be exported by leveraging Reporting 2.0 custom transcript reports. The maximum row count for exported CLC data is 999,999, therefore, you may leverage filters to pull smaller data sets as needed.

To pull training transcript records for your bureau:

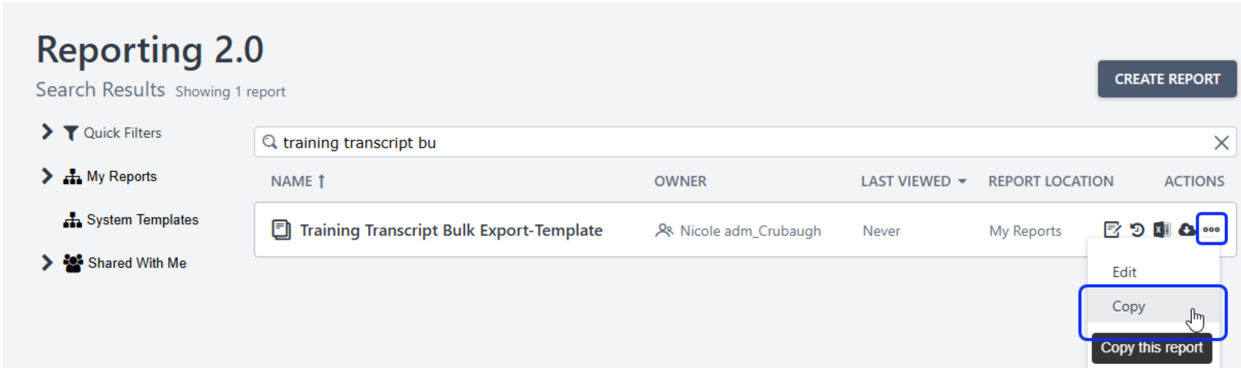
1. Login to the [Commerce Learning Center] with your **Administrator** login.
2. From the main navigation bar select **Reports**, then select **Reporting 2.0.**
3. Using the **Search bar** at the top of the Reporting 2.0 screen, search for the ***Training Transcript Bulk Export-Template*** report. **Note**: This report has been shared with all BTLs and CLOs with Report Builder permissions.



The template is configured to pull:

a. all courses, active or inactive, associated with all providers, all learning object types
b. for all active users associated with the OU constraints set in the report
c. Removed, Waitlisted, Cancelled, Denied, Pending Approval, Exception Requested statuses are excluded

4. Select the **three-dot ellipsis** beside the report template.
5. Select **Copy** to make an editable copy of the report template.



6. **Edit** the **filters** as you see fit. (see notes above, step 3)

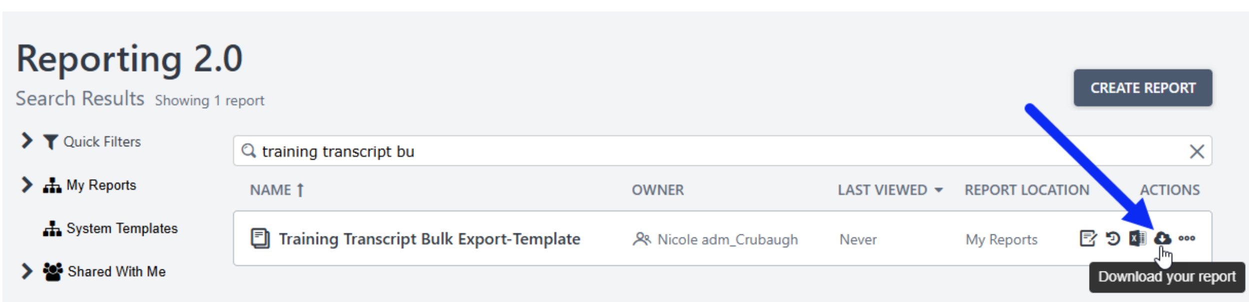
a. At **minimum**, we recommend **updating the Division selection** to match your respective bureau.

b. If necessary, you may also leverage the **Registration Date criteria** to filter your report by date.

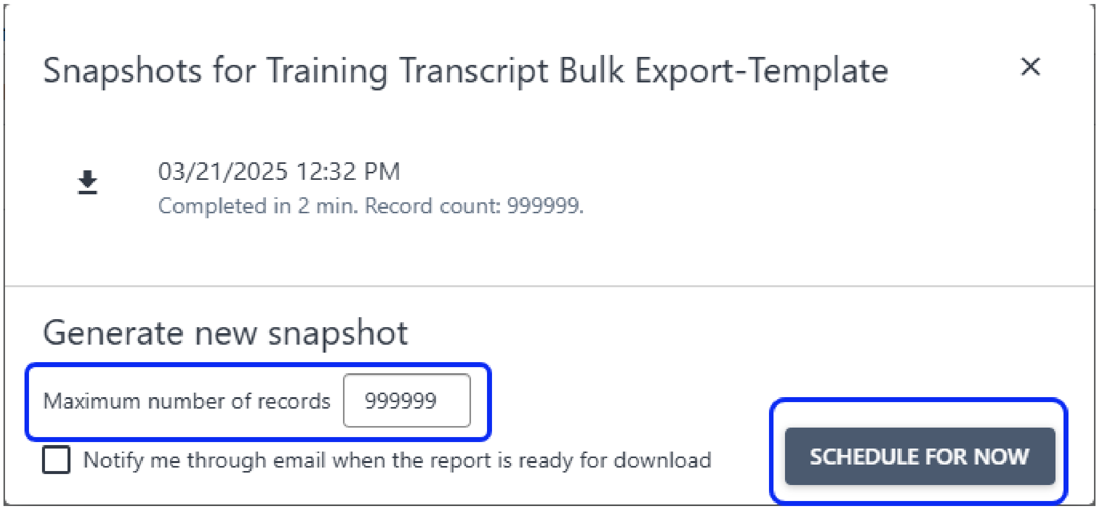
7. **Save** and **close** the report.

8. You should be redirected back to the main Reporting 2.0 screen. **Locate** the report that you configured. The copy of the report that you created can now be found under the My Reports section in Reporting 2.0.

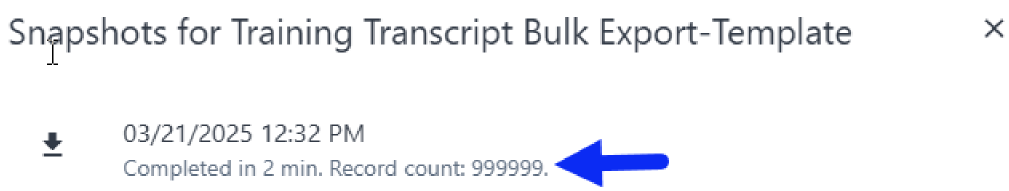
9. Use the **Cloud** icon to Schedule the report to run.



10. On the Snapshots pop up, be sure to increase the **Maximum number of records to 999999**. Select **Schedule for Now** to execute the report.



11. When the report output is ready the report will show in the **Snapshots** view with the count of rows noted. Be sure to review the row count for the report export. **If the row count in the output shows 999999**, return to the edit mode to further refine the Registration Date filter to obtain the full output for the criteria set.



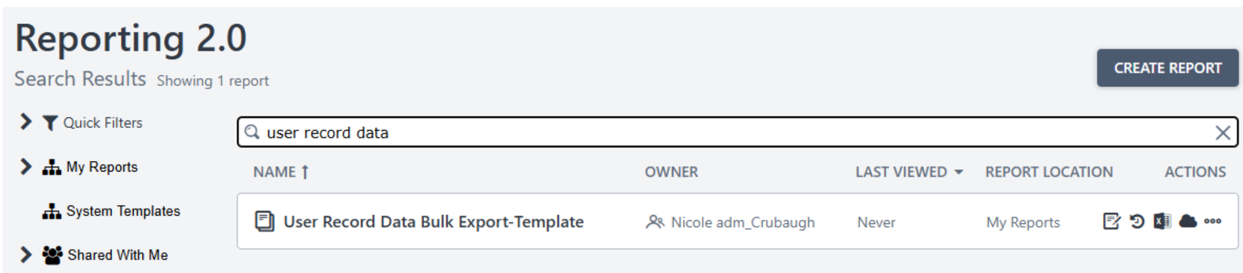
12. **Select** the entry for the recently generated report. From the flyout s**elect** the desired output option. The report will download to your default download location.
13. **Navigate** to your **Downloads** folder to obtain the exported data.
14. **Open** the file to view the exported data.
15. **Store** the exported data in a safe and secure manner.
16. You may need to run multiple reports, constrained by date periods, to obtain all desired CLC transcript data. **Repeat steps 6 through 15** until the desired transcript data has been exported.

CLC Access Level: Admin with access to Reporting 2.0, Builder

The Commerce Learning Center (CLC) user profile data can be exported by leveraging Reporting 2.0 custom transcript reports.

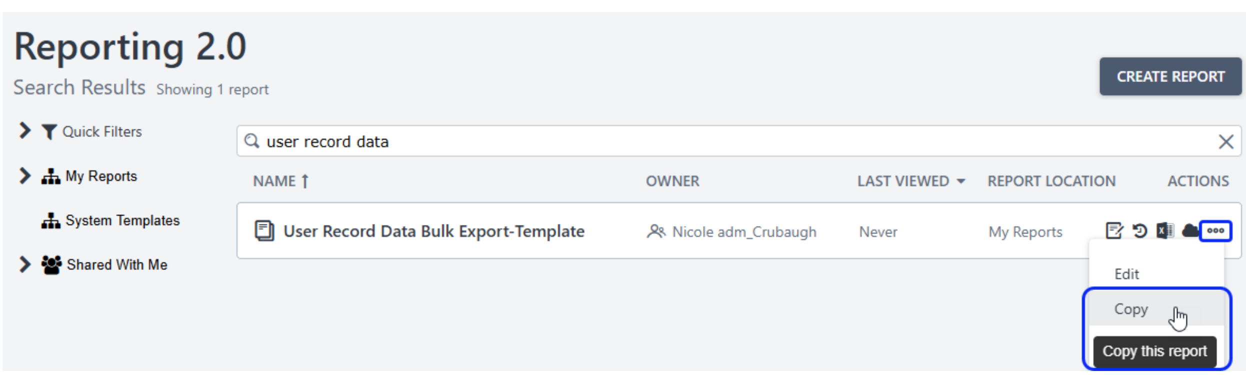
To pull Commerce Learning Center user profile information for your bureau:

1. Login to the [Commerce Learning Center]() with your **Administrator** login.
2. From the main navigation bar select **Reports**, then select **Reporting 2.0.**
3. Using the **Search bar** at the top of the Reporting 2.0 screen, search for the ***User Record Data Bulk Export-Template*** report. **Note**: This report has been shared with all BTLs and CLOs with Report Builder permissions.



The template is configured to pull user profile data for all active users associated with the OU constraints set in the report

4. Select the **three-dot ellipsis** beside the report template.
5. Select **Copy** to make an editable copy of the report template.



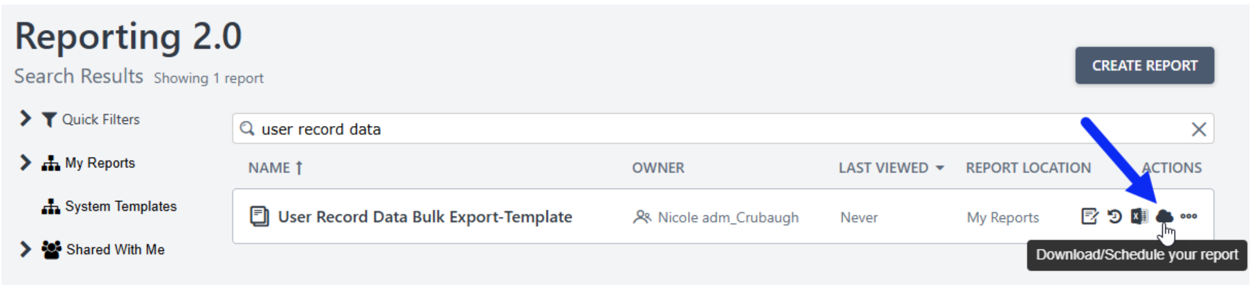
6. **Edit** the **filters** as you see fit. (see notes above, step 3)

At **minimum**, we recommend **updating the Division selection** to match your respective bureau.

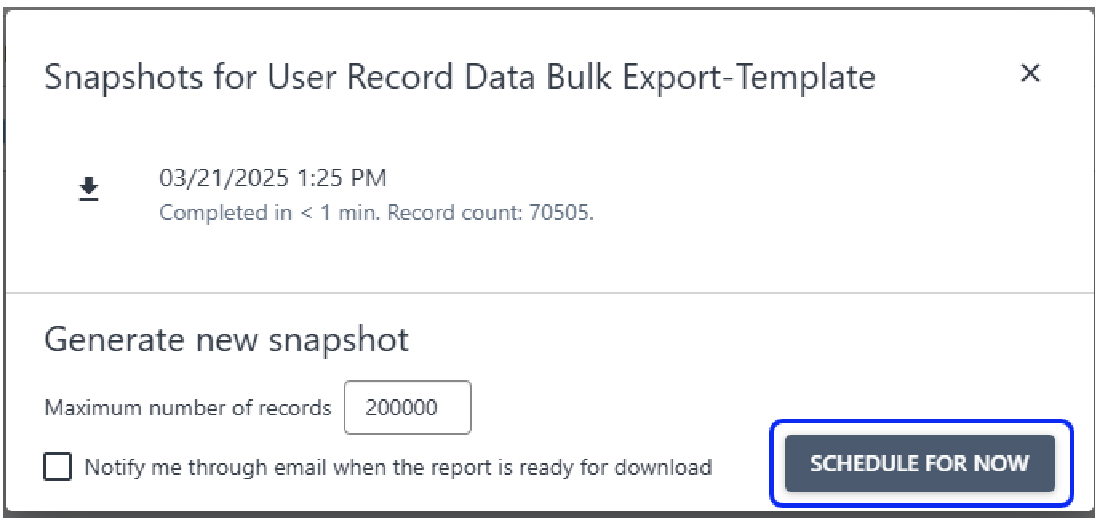
7. **Save** and **close** the report.

8. You should be redirected back to the main Reporting 2.0 screen. **Locate** the report that you configured. The copy of the report that you created can now be found under the My Reports section in Reporting 2.0.

9. Use the **Cloud** icon to Schedule the report to run.

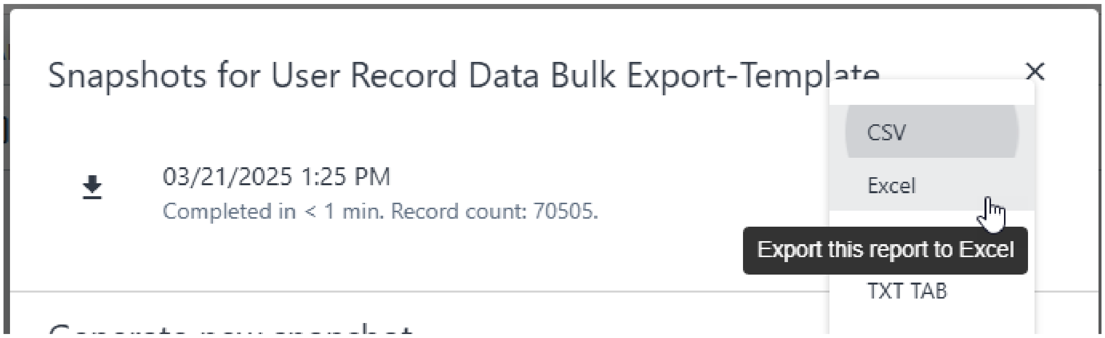


10. On the Snapshots pop up, select **Schedule for Now** to execute the report.



11. When the report output is ready the report will show in the **Snapshots** view with the count of rows noted.

12. **Select** the entry for the recently generated report. From the flyout s**elect** the desired output option. The report will download to your default download location.



13. **Navigate** to your **Downloads** folder to obtain the exported data.

14. **Open** the file to view the exported data.

15. **Store** the exported data in a safe and secure manner.

CLC Access Level: Admin with access to ILT Administration-Roster Management

This job aid will provide the steps necessary to close out or mark instructor-led training sessions complete.

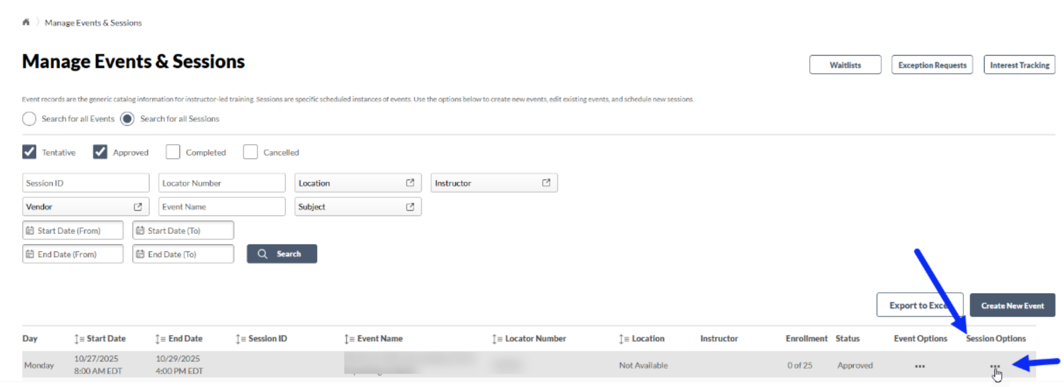
Note: The session end date must be in the past to submit the roster to completion. This process does not apply to sessions that have not yet occurred.

To set attendance and close a session in the Commerce Learning Center:

1. Login to the [Commerce Learning Center]() with your **Administrato**r login.
2. From the main navigation bar select **ILT Admin (or Instructor Led Training)**, then select **Manage Events & Sessions.**
3. Select the **Search for Sessions** radio button, then **enter the respective search criteria to locate the desired session**.

You may search by a combination of search criteria or locator number if available. Sessions that remain open or have not yet been closed out will show a session status of **APPROVED**.

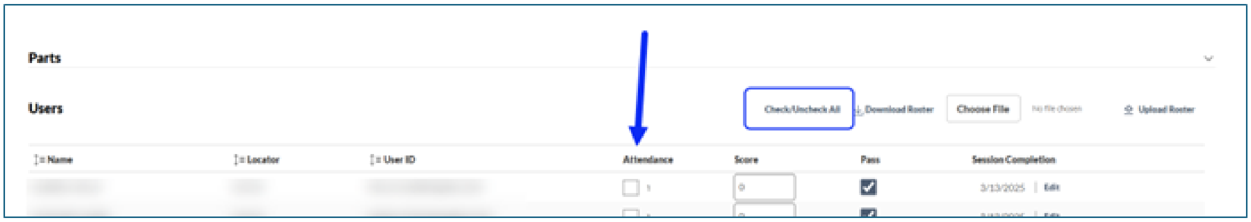
4. From the three-dot ellipsis showing in the Session Options column, select View Roster.



5. When the Roster opens, select the **Attendance and Scoring tab** at the top of the roster.

6. Use the **attendance checkboxes** to apply attendance credit for the users on the roster.

You may use the **Check/Uncheck All** option to check all checkboxes for all users in bulk.



7. Select the **Submit Roster** button to submit the attendance and move the session to **Completed** status.