THE LOCALGOVU ADMINISTRATOR FEATURE OVERVIEW

The Benefits of LocalGovU

Your risk pool has partnered with LocalGovU to deliver online training to our members at no cost. Online training improves the safety and effectiveness of your organization and personnel, while contributing to successful professional development.

Employees can conveniently access hundreds of e-learning courses 24/7, allowing them to balance their work schedules while completing practical and informative self-directed training at their own pace.

Members can choose to train by topic or can select more specific courses by profession.

Assignments Organize Training

Creating assignments helps tackle your mandatory training in an orderly fashion. With assignments, you can organize which courses need to be taken – whether it's training for the entire organization or as small as certain departments, groups of users or individual users. You can set training periods and due dates so training gets completed on time and even create custom notifications as reminders. Plus, you're able to export training data with customizable reports or even reoccurring reports.

COURSE LIBRARY

- Compliance (HR/Safety)
- EEOC and Employment Law
- Emergency Medical Services
- Equipment Safety
- Financial Management
- General Safety
- Health and Wellness
- HR Development
- Information Technology
- Law Enforcement
- Leadership Development
- Professional Development
- Risk Management
- Roadway and Highway
- Schools and Educational
- Transit and Fleet Operations

Learning Management System Admin Features

🖥️ Assignments

Schedule online training to align with internal training calendars, control access to online courses and material and document offline training.

👥 Groups

Build and manage custom groups for personnel, dividing them by certification level, rank, shift or other tailored options.

📱 Notification Manager

Activate action-based, pre-scheduled, recurring and other notifications targeted to specific groups, organizations and job titles.

📋 Reports

Create recurring or on-demand reports for tracking compliance of personnel assignments and credentials. Pull reports for members, groups and courses, and export training records based on rank, division, shift, course or assignment.

💻 Individual User Access

Using the dashboard, members can easily see which courses they are assigned, and download certificates of completion.

👤 Custom Roles

Manage personnel access seamlessly with five user roles, letting members see and access only what they need.

📰 Custom Homepage

Customize your homepage with your logo, important information and featured courses.

📅 Training Calendar

Visually manage several features by date, including assignments, credentials, training events and more through a centralized training calendar with both member and administrator views.

Admin Features and Users Personal Dashboard

Admin Features

- Add members and organize into groups
- Assign group admins or user-specific roles
- Create quick assignments or bundle courses into learning plans
- Track training and compliance through ad hoc or recurring reports
- Manage and customize training and assignment notifications
- Assign and manage course credits from online and in person training
- Highlight featured courses or hide select courses from view

Individual User Dashboard

- Track assignments and training activity
- Download certificates and personal training reports
- Access virtual training calendar
- Receive and manage personal notifications

Dedicated Customer Support

Support from LocalGovU is available from Monday through Friday, 8:00 a.m. – 5:00 p.m. CST. If you have questions or need assistance, you can contact customer support directly at 866.845.8887 or info@localgovu.com.