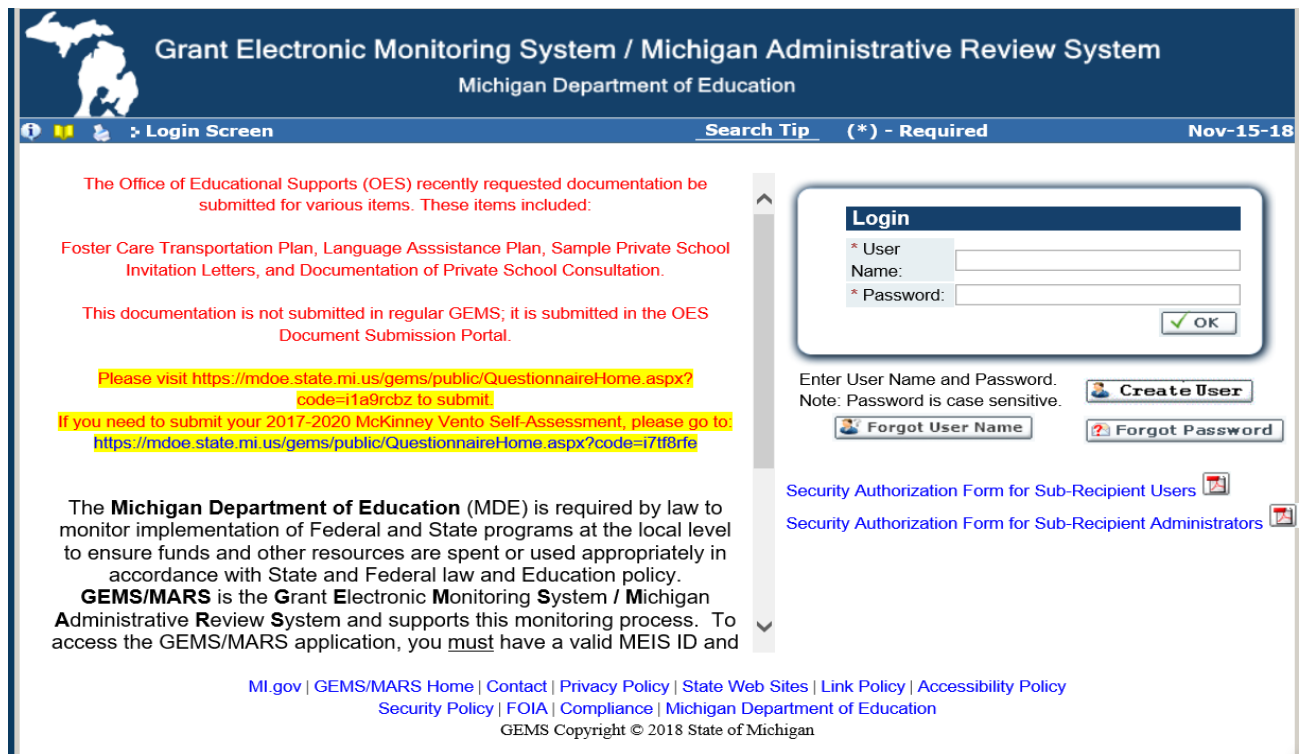


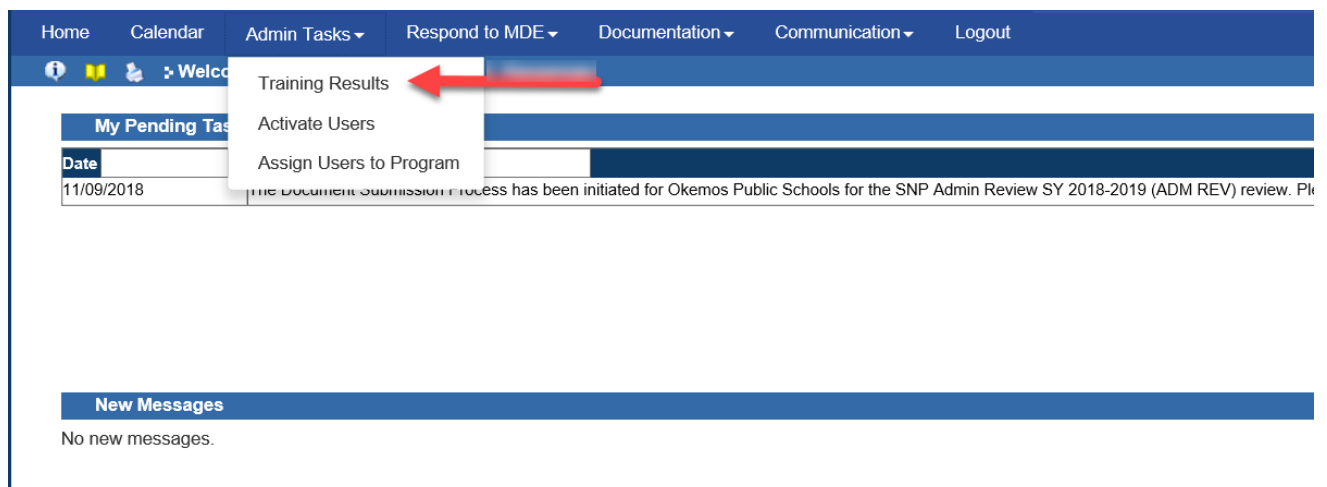
Quick Guide to Access the Training Module Report in GEMS/MARS

- 1) The designated Administrator (SADM) for a school district, charter school, etc. will login to GEMS/MARS with User Name and Password.



The screenshot shows the login interface for the Grant Electronic Monitoring System / Michigan Administrative Review System. The header includes the Michigan Department of Education logo and the system name. The login form has fields for User Name and Password, with an OK button. Below the form are links for 'Create User', 'Forgot User Name', and 'Forgot Password'. A note states 'Enter User Name and Password. Note: Password is case sensitive.' There are also links for 'Security Authorization Form for Sub-Recipient Users' and 'Security Authorization Form for Sub-Recipient Administrators'. A sidebar on the left contains a message about documentation submission and a link to the questionnaire home page. The footer includes a list of links: MI.gov, GEMS/MARS Home, Contact, Privacy Policy, State Web Sites, Link Policy, Accessibility Policy, Security Policy, FOIA, Compliance, and Michigan Department of Education. The copyright notice is 'GEMS Copyright © 2018 State of Michigan'.

- 2) The Administrator will go to Admin Tasks, click the drop down arrow, and select Training Results.



The screenshot shows the 'Admin Tasks' dropdown menu in the GEMS/MARS system. The menu is open, showing options: 'Training Results', 'Activate Users', and 'Assign Users to Program'. A red arrow points to 'Training Results'. The background shows the 'My Pending Tasks' section with a table containing a date '11/09/2018' and a message about the documentation submission process. The 'New Messages' section at the bottom states 'No new messages.'

3) The following screen will appear:

Home Calendar Admin Tasks ▾ Respond to MDE ▾ Documentation ▾ Communication ▾ Logout

Admin Tasks ▾ Admin Tasks ▾ Training Results Search Tip (*) - Required Timeout : 60 mins Nov-15-18

Enter / Select required fields and click search.

User Lookup: Username: Name: ALL USERS Email:

Training Lookup: Code: Title: ALL TRAINING

Sub-Recipient

Code: Description:

Sub-Recipient List:

Delete

Training From: Training To:

4) Click the Run button. Training for all users will appear for the school district, charter school, etc. At the bottom of the screen, an Excel button will appear.

ALL TRAINING for ALL USERS

Training Title	First Name	Last Name	User Title	Date and Time Completed	Entity/Sponsor Code	Entity/Sponsor Name	Length of Training	Key Areas	Key Topics	Training Source
Civil Rights Training Module - NSLP			Assistant Director	4/9/2018 2:28:16 PM			30 Minutes	3000	3420	GEMS-MARS Module
Civil Rights Training Module - NSLP				4/16/2018 2:48:01 PM			30 Minutes	3000	3420	GEMS-MARS Module
Civil Rights Training Module - NSLP				4/21/2018 12:12:21 PM			30 Minutes	3000	3420	GEMS-MARS Module
Offer Versus Serve Lunch Training Module				4/19/2018 7:23:19 PM			30 Minutes	2000	2200	GEMS-MARS Module



5) Click the Excel button and a link to a Download File will appear.

ALL TRAINING for ALL USERS

Training Title	First Name	Last Name	User Title	Date and Time Completed	Entity/Sponsor Code	Entity/Sponsor Name	Length of Training	Key Areas	Key Topics	Training Source
Civil Rights Training Module - NSLP			Assistant Director	4/9/2018 2:28:16 PM			30 Minutes	3000	3420	GEIMS-MARS Module
Civil Rights Training Module - NSLP				4/16/2018 2:48:01 PM			30 Minutes	3000	3420	GEIMS-MARS Module
Civil Rights Training Module - NSLP				4/21/2018 12:12:21 PM			30 Minutes	3000	3420	GEIMS-MARS Module
Offer Versus Serve Lunch Training Module				4/19/2018 7:23:19 PM			30 Minutes	2000	2200	GEIMS-MARS Module



Download File : [11_43_35_UserTrainingResults.csv](#)

6) Click the link to the Download File and either save or open the Training Module Report.