



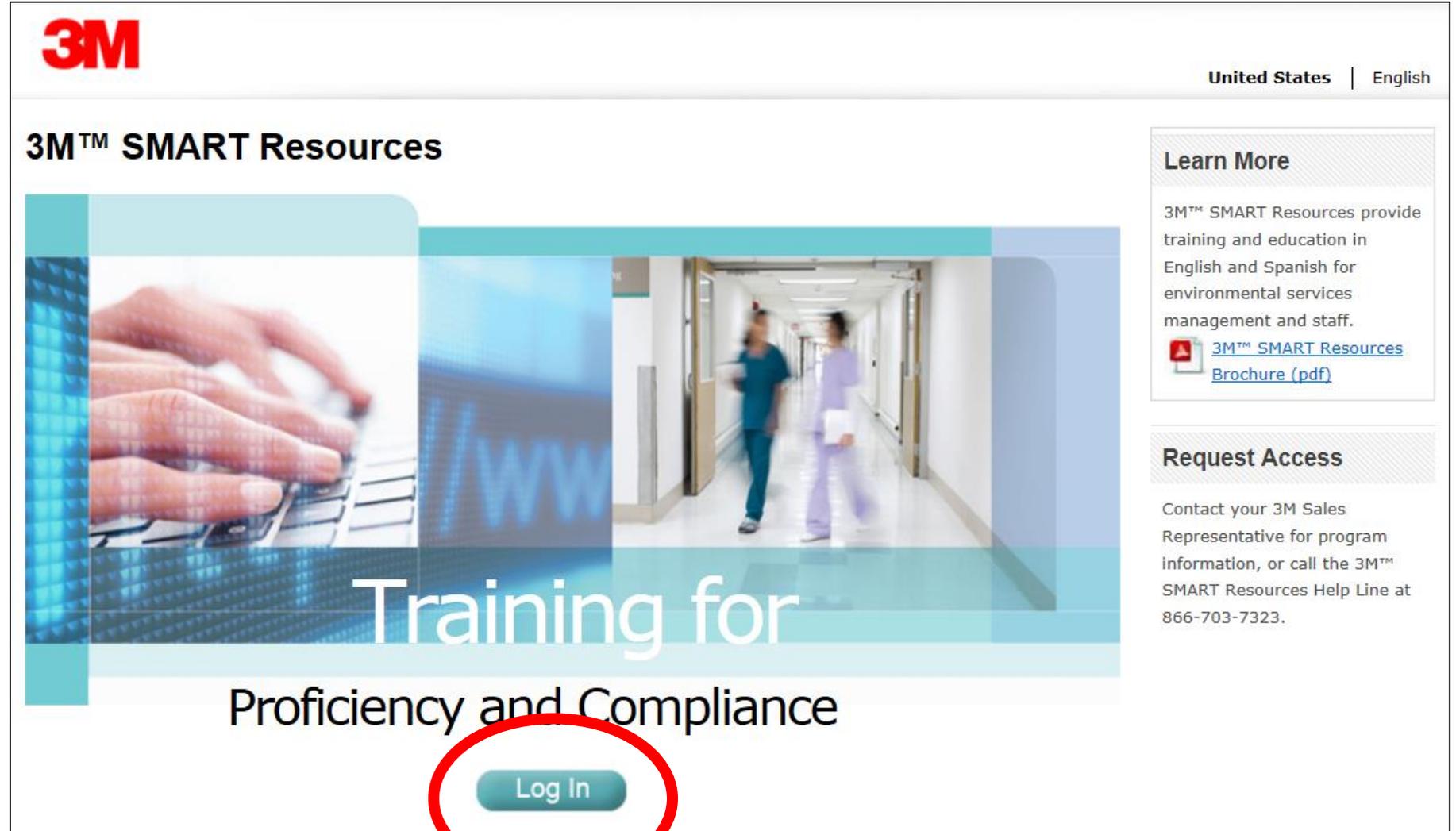
**3M** Science.  
Applied to Life.™

# 3M Academy- Manager Tutorial

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3/7/16

# Step 1- Sign into 3M™ SMART

Managers of 3M™ SMART will sign into the system with their assigned User Name and Password. Go to [3m.com/smart](http://3m.com/smart) to access the SMART Program.



**3M**

United States | English

## 3M™ SMART Resources

Training for  
Proficiency and Compliance

[Log In](#)

### Learn More

3M™ SMART Resources provide training and education in English and Spanish for environmental services management and staff.

[3M™ SMART Resources Brochure \(pdf\)](#)

### Request Access

Contact your 3M Sales Representative for program information, or call the 3M™ SMART Resources Help Line at 866-703-7323.

# Step 2- Click on My Training Assignments

When a Manager has logged in, supporting training documents will be loaded on the right hand side under the HELP DOCUMENTS heading. There is no change to the PROCEDURE WIZARD. When a user clicks on MY TRAINING ASSIGNMENTS, they will be directed to a new web page.

United States > Products & Services > Safety, Security, and Protection > SMART Resources > Administration Tools

**3M™ SMART Resources**

- Administration Tools
  - Manage Learners
  - Learning Reports
  - My Training Assignments**
  - 3M™ Procedure Wizard
- Support

## 3M™ SMART Resources

### Administration Tools

3M SMART is your resource for training and education in English and Spanish for environmental services management and staff. 3M SMART services and innovative products are aimed at helping our customers focus on building better organizations because workers are safer, more satisfied, and better trained to deliver cost effective and efficient results.

SMART tools consist of the following components:

SMART eLearn Instruction	SMART Procedure Wizard
<ul style="list-style-type: none"><li>14 Infection Prevention self-study courses</li><li>8 Working with Chemicals self-study courses</li><li>Interactive courses include audio, text, graphics and video</li><li>Self-assessments for each course</li><li>Certificate of completion for each course</li></ul>	<ul style="list-style-type: none"><li>Wizard houses 200+ housekeeping procedures</li><li>Application allows customization of procedures to fit your facility that can be the basis for your own policy manual</li><li>Housekeeping categories include healthcare, education, commercial office buildings and long term care</li></ul>

#### Need Help?

Contact Us  
Help Line : 1-866-703-7323  
Email: [Help@3MSMART.com](mailto:Help@3MSMART.com)

#### Help Documents

- [Administrator Guide - 3M™ SMART eLearn Instruction \(pdf\)](#)
- [User Guide - 3M™ SMART Procedure Wizard \(pdf\)](#)

#### Quick Links

- [3M™ Procedure Wizard Facility Cleaning and Disinfection Solutions](#)

# Step 3- 3M™ Academy

The manager will need to enter their 3M Academy log in credentials.

**3M Academy**

Log On

Please enter your username and password.

**Username:**

**Password:**

**LOG ON**

**Don't have an account?**  
[Create your own account](#)

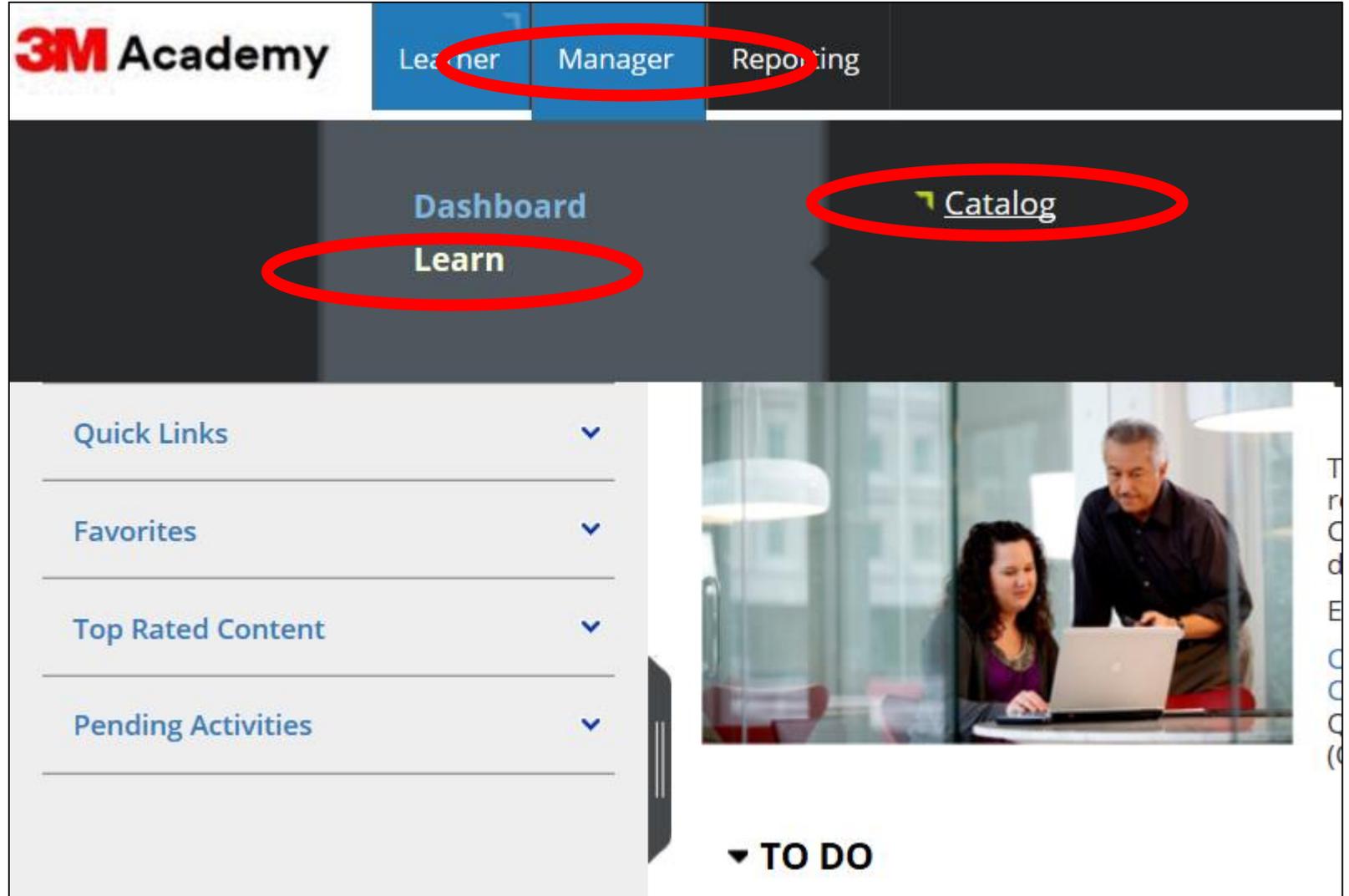
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# Step 4- Access Catalog

Hovering your cursor over the “Manager” box while drop down two options: “Dashboard” and “Learn.” Hover over “LEARN,” and then click “Catalog.”



# Step 5- Access Cleaning & Workplace Safety Folder

Scroll down to find the “SAFETY” category and click on “Cleaning & Workplace Safety.”

The screenshot shows the 3M Academy website interface. At the top, there is a navigation bar with the 3M Academy logo and three tabs: 'Learner', 'Manager' (which is selected), and 'Reporting'. Below the navigation bar, there is a search icon, a user profile icon, and a help icon. The main content area starts with the text 'Browse the catalog to locate training.' followed by a 'View Related Categories' link. Below this, there are six category cards arranged in a 2x3 grid. The 'Safety' category card is highlighted with a red circle, and within it, the 'Cleaning & Workplace Saf...' folder is also circled in red. The other categories and their sub-items are: Automotive (Collision Repair, DIY Auto Care, OEM & Tier), Communications (Premises: Data Center, Premises: Passive Optical..., Premises: Residential FTTH), Design & Construction (Exterior, Infrastructure, Interior), Manufacturing (Appliance, Defense, Design & Speciality Mater...), and Transportation (Aerospace, Commercial Vehicle, Marine). Each card has a 'More' link at the bottom.

# Step 6- Access SMART Folder

The SMART eLearning subcategory has two folders: Infection Prevention & Working with Chemicals. Please see the 3M™ SMART Training Brochure for a full guide of which modules pertain to which folder. Click on the folder of your choosing.

Home / Catalog / US Catalog / Safety / Cleaning & Workplace Safety

 **CLEANING & WORKPLACE SAFETY (45)**

 Up A Level    Add Category To Favorites

▼ **SUBCATEGORIES**

 SMART eLearning

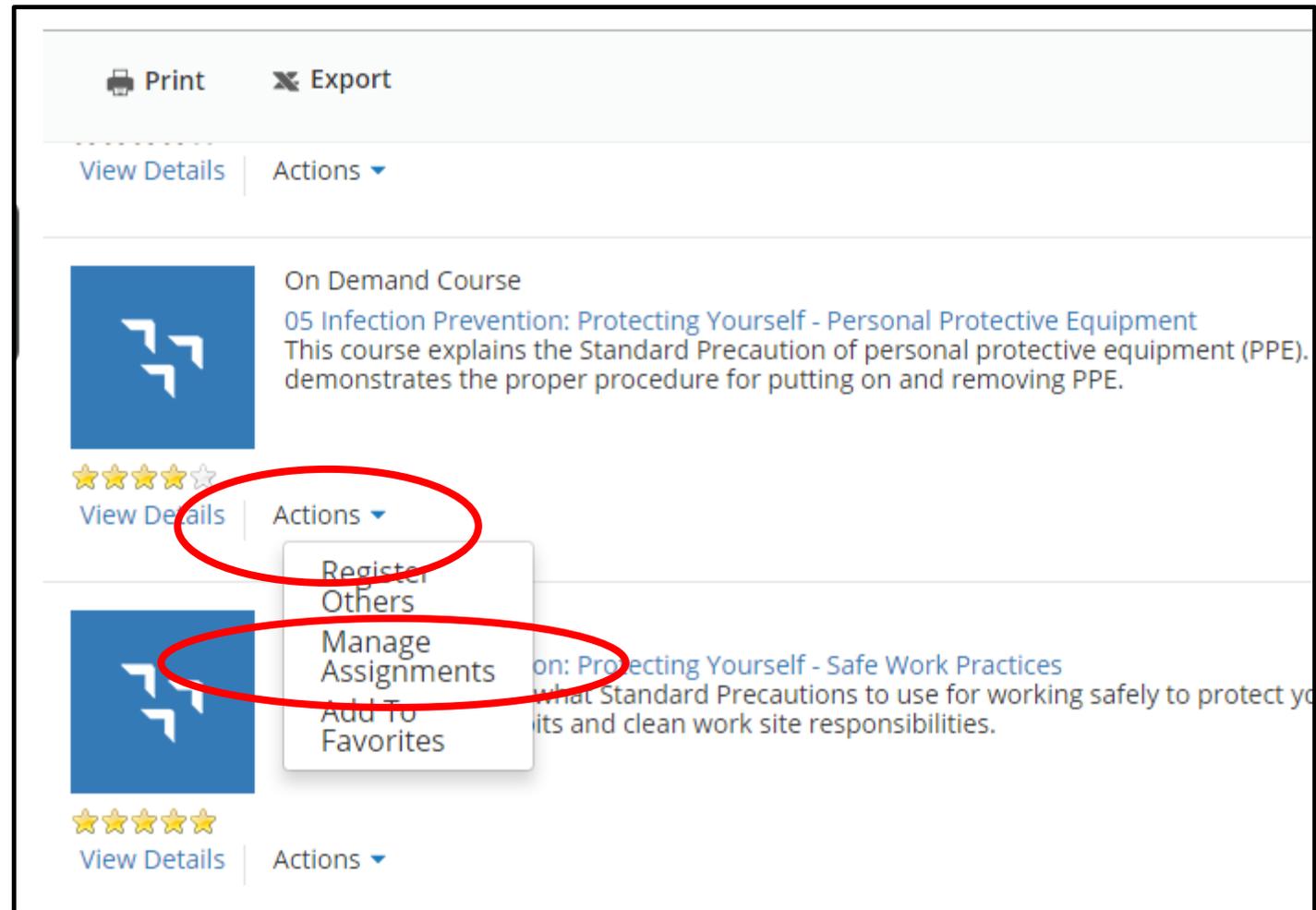
**Infection Prevention**

**Working with Chemicals**

# Step 7- Assign

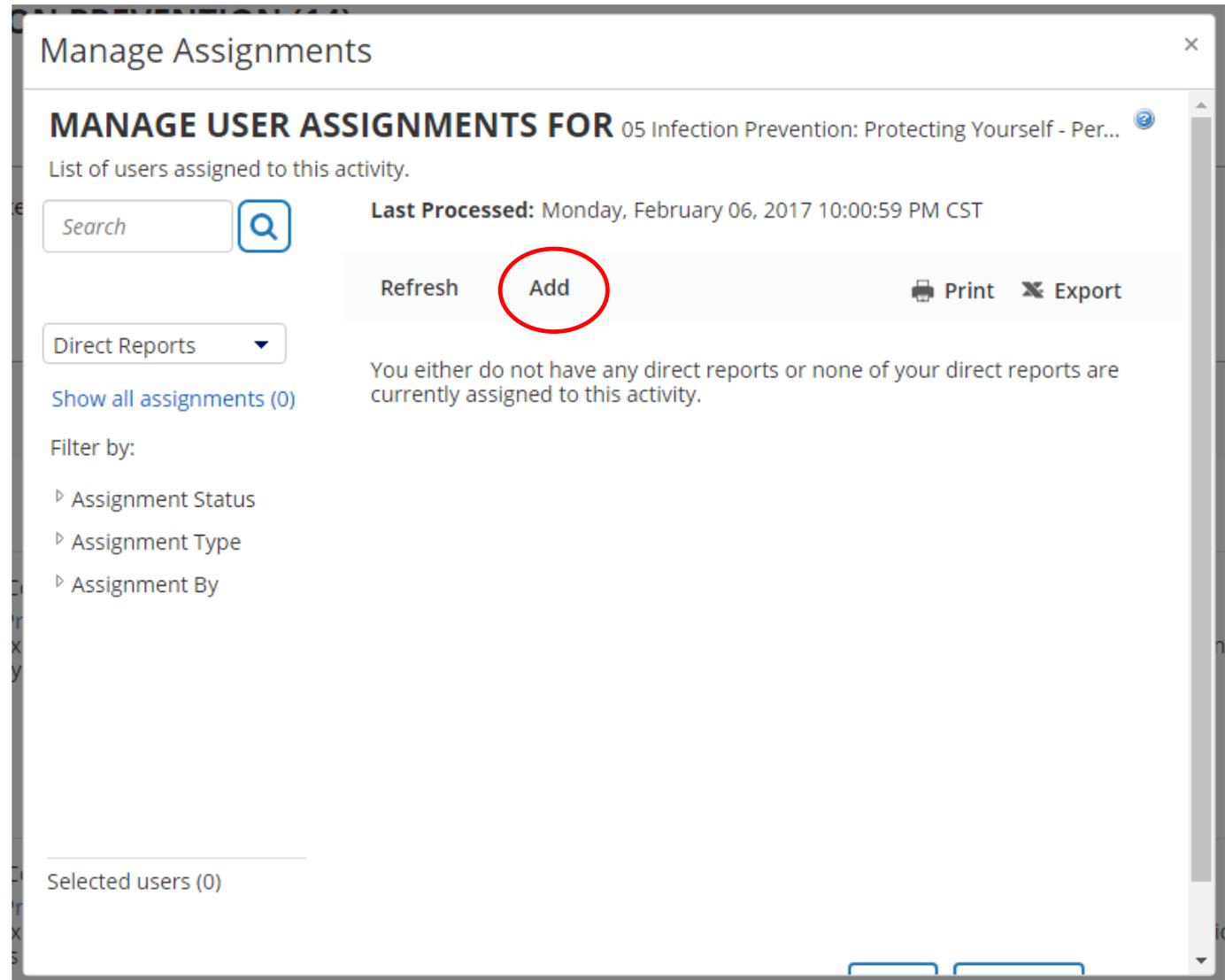
With the respective folder, locate the module you would like to assign to your learners. In this example, we have chosen the “Protecting Yourself: Personal Protective Equipment” module.

Once you have the module of your choice, click the drop down arrow next to “ACTION” and select “MANAGE ASSIGNMENTS.”



# Step 8- Adding Learners

Click “ADD.”



The screenshot displays the 'Manage Assignments' window for the activity '05 Infection Prevention: Protecting Yourself - Per...'. The interface includes a search bar, a 'Direct Reports' dropdown menu, and a 'Filter by' section with options for 'Assignment Status', 'Assignment Type', and 'Assignment By'. A toolbar contains 'Refresh', 'Add', 'Print', and 'Export' buttons. The 'Add' button is circled in red. Below the toolbar, a message states: 'You either do not have any direct reports or none of your direct reports are currently assigned to this activity.' At the bottom, there is a section for 'Selected users (0)'.

There will be a list of the names of your employees/users. Click the box to the left of each person you'd like to assign to the course. Then hit "NEXT."

The screenshot shows a 'Manage Assignments' dialog box. At the top, it says 'SELECT USERS' and 'Select either one or all users to set assignment options.' Below this is a search bar and two links: 'Direct Reports' and 'All Viewable Users'. A table lists two users: 'Ethan Baker (test)' with email 'ethan1510@comcast.net' and 'Rick Dubay' with email 'rdubay@bowdoin.edu'. The checkbox for 'Ethan Baker (test)' is circled in red. At the bottom right, the 'NEXT' button is also circled in red. The dialog shows 'Records 1-2 of 2' and 'Page 1 of 1'. A 'Selected users (0)' indicator is at the bottom left.

<input type="checkbox"/>	Name ^	E-mail Address
<input type="checkbox"/>	Ethan Baker (test)	ethan1510@comcast.net
<input type="checkbox"/>	Rick Dubay	rdubay@bowdoin.edu

# Step 9- Select all applicable settings

Once you have selected the desired users, there are a few settings to choose from. First, selected whether you'd like the course to be **REQUIRED** or **RECOMMENDED**. Secondly, choose a desired due date. Third, click **APPLY TO SELECTION**. Finally, click **DONE**.

The screenshot shows a 'Manage Assignments' dialog box. On the left, a user card for 'Ethan Baker (test)' is displayed with 'Type: Recommended' and 'Status: Assigned'. On the right, the configuration panel includes: 'Type' with radio buttons for 'Required' and 'Recommended' (the latter is selected and circled in red); 'Due Date' with radio buttons for 'No Due Date', 'Within [ ] Days', and 'By [ ]' (the latter is selected and circled in red); 'Time Zone' set to 'UTC'; 'Priority' set to 'None'; and 'Status' set to 'Assigned'. At the bottom, there are three buttons: 'APPLY TO SELECTION' (circled in red), 'CANCEL', and 'DONE' (circled in red).