

# Machine Workshop Closing

The University of Texas at Austin



**Environmental  
Health & Safety**

# Run Training Reports

- Faculty and Staff that have responsibility over students or employees in machine shops should run reports in TX Class:
  - To help determine which students have successfully completed OH500 training
  - To help determine which employees have successfully completed training on machine guards & safety devices

# TXClass - Authorization

1. Send Email To:  
[txclass-support@utlists.utexas.edu](mailto:txclass-support@utlists.utexas.edu)
2. Authorization Request: THIST
3. EID: stinedg
4. Ensure have received confirmation email prior to running reports

# TXClass - Login

WHAT STARTS HERE CHANGES THE WORLD  
THE UNIVERSITY OF TEXAS AT AUSTIN

Home | FAQs | Contact Us

## CareerSmart

Gateway to Professional Development

### Development Programs

- Certificate Programs
  - Management Essentials
  - Managing Beyond the Basics
  - Essentials for Developmental Excellence
- Development Opportunities
  - Staff Training Index
- Training Partners (external sites)
  - Professional Development Center (PDC)
  - LBJ Office of Professional Development
  - McCombs Executive Education
  - Center for Lifelong Engineering Education
- Additional Resources
  - TXClass [UT EID required]
  - Staff Educational Benefit (SEB)

## Welcome to CareerSmart

Gateway to Professional Development at The University of Texas at Austin

Human Resource Services is offering certificate programs and developing partnerships to offer all UT Austin employees more developmental opportunities. Through CareerSmart, employees and their managers can make better decisions about training to move individual employees — and the university — to a higher level of performance and innovation.

CareerSmart course registration is available in TXClass [UT EID Required] and through our training partners:

- Continuing and Innovative Education, Professional Development Center
- LBJ School of Public Affairs, Office of Professional Development and Governor's Center for Management Development
- McCombs School of Business, Executive Education
- Cockrell School of Engineering, Center for Lifelong Engineering Education

## News

Recently Robert Prentice, J.D. a professor and Department Chair of Business, Government and Society in the McCombs School of Business spoke on, "Why Good People Do Bad Things" at the Think! Create! Engage! series. The archived webcast can be viewed at the following link. To receive CareerSmart credit complete the Activity Survey under Additional Resources.

Session Link: "Why Good People Do Bad Things"

# TXClass – Individual Query

THE UNIVERSITY OF TEXAS AT AUSTIN

NAVIGATION MENU

- TxClass Home
- Course Listing
- Class Listing
- Class Profile
- Enroll/Withdraw
- Training History**
- Help
- Administrative Functions

My Bookmarks My Classes My Finances My 40 Acres UT Direct Help Logoff

TRAINING (TXCLASS)

TXClass UT Austin

Human Resource Services

help | bookmark

### Personal Training History

Training History Lookup

You can view the training history of a person other than yourself by entering their EID. Then click the View Training History button.

Personal Information			
Name	Stine, Daniel G	E-mail	daniel.stine@austin.utexas.edu
Job Title	Safety Specialist III	Phone	(512)-475-8753
Dept. Title	Envir Health & Safety	Address	SER 212
State Agency	University of Texas	Mail Code	C2600

View Certificate Progress

Current and Completed Classes				
Course ID	Course Title	Date	CEU Credit	Completed?
	Hazard Communication	1/30/2014		complete

https://utdirect.utexas.edu/tclass/sprofile.WBX?component=0&first\_load=true

# TXClass – Group Query

THE UNIVERSITY OF TEXAS AT AUSTIN

My Bookmarks My Classes My Finances My 40 Acres UT Direct Help Logoff

TRAINING (TXCLASS)

help | bookmark

## TXClass UT Austin

Human Resource Services

### TXClass Administrative Functions

TXClass Administrative Functions allow clients with the appropriate security status to alter the content of course and class descriptions, manipulate rosters, and schedule classes, as well as changing and maintaining employee training requirements within the administrator's department. The entries in the following index are links to the page for the appropriate function.

- Admin Help
- Course Profile Maintenance
- Class Profile Maintenance
- Class Roster Attendance
- Download Training Data
- Reports
- Person Maintenance

Comments to: [TXClass Contact](#) | [Human Resource Services](#) |

### UT DIRECT Sitemap

Academics	Computing and Technology	Instruction
Administrative Applications	Directories and Offices	News, Events and Calendars
Admissions	Employment and Careers	Personal Info
Around Campus	Finances	Research
Colleges, Schools and Academic	Graduation	Working at UT

THE UNIVERSITY OF TEXAS AT AUSTIN  
The University of Texas at Austin  
1 University Station  
Austin, Texas 78712

https://utdirect.utexas.edu/bxclass/admin.WBX?component=0&first\_load=true

# TXClass – Group Query

THE UNIVERSITY OF TEXAS AT AUSTIN

UT DIRECT NAVIGATION MENU

- TxClass Home
- Course Listing
- Class Listing
- Class Profile
- Enroll/Withdraw
- Training History
- Help
- Administrative Functions

My Bookmarks My Classes My Finances My 40 Acres UT Direct Help Logoff

TRAINING (TXCLASS)

TXClass UT Austin

help | bookmark

Human Resource Services

TXClass: Download Training Information

Transfer training information to an Excel spreadsheet in either [Class Summary Format](#) or [Class Detail Format](#). If you are using Internet Explorer, the spreadsheet should open automatically. If you choose instead to save it to disk or are using a different browser, make sure that the filename you give it when saving ends in the file extension ".xls" instead of ".WBY". If you try to open it and Excel asks you what data type describes your data, choose "tab-delimited".

**Download Request**

Select a format :

Summary  Detail

Select date range for download:

Start Date (mm dd yyyy): 09 01 2013

End Date (mm dd yyyy): 02 12 2014

Note: A blank starting date defaults to 01/01/1900 and a blank ending date defaults to 12/12/9999.

Select download criteria:

Return all classes in the date range.

Return classes in the date range with a Course prefix of AC

Return classes in the date range with a Course ID of OH 506

Return technical classes in the date range (for monthly Education Team report)

Download Information

Download Format Descriptions

Class Summary Download Format

Class Summary Download Format provides summary data for each class in the range specified. Download information includes:


- Class ID
- Course Name
- Instructor
- Enrollment Code

# Feedback

- What did you think?
  - Is this workshop something that would be valuable to be done on annual basis (assuming budget is available)?
- Will receive survey on workshop via email
- We will place presentations and filmed highlights on EHS Campus & Occupational Safety Shop Safety webpage
  - For new employees or those that missed the workshop



# Closing

- We hope you met some new people and made contacts
  - Encourage you to work together, visit each other's shops, and use the virtual message board
  - Please fill out the survey discussing the workshop you will receive by email
- 

# Thank You

- Don Gardner for donating his time and expertise
  - Scott Allen & Mark Phillips for their anti-restart presentation
  - Neil Crump, PMCS, for technical review
  - You for participating in the first Machine Safety Workshop
- 