GSA OLU Administrator Training: Quizzes and Evaluations

Presenter: Blanca Baez

Systems Administrator - eSkillz

GSA OLU Contacts – Training Services Branch

GSA – Training Services Section

- **Kathryn Hagar**
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  - Instructional Services Branch
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  - Program Analyst, Training Services Section
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eSkillz Support – GSASupport@eskillz.com

- eSkillz ticketing inbox for GSA requests and inquiries.
- Ensures a timely and trackable response.
- Admin use only!!! (End users should be directed to eSkillz Live Support).

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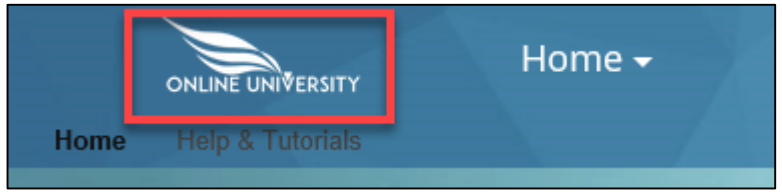
OLU Administrator Access

Staging – Test Environment

https://secureauth.dev.gsa.gov/SecureAuth170/

Production – Live Environment

https://gsaolu.gsa.gov



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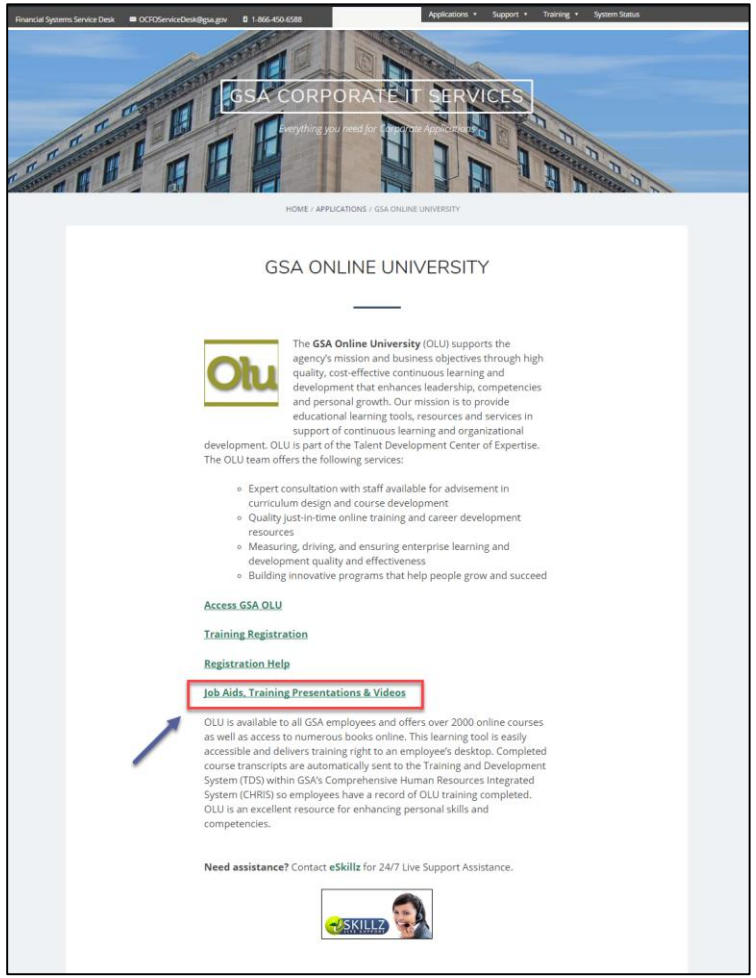
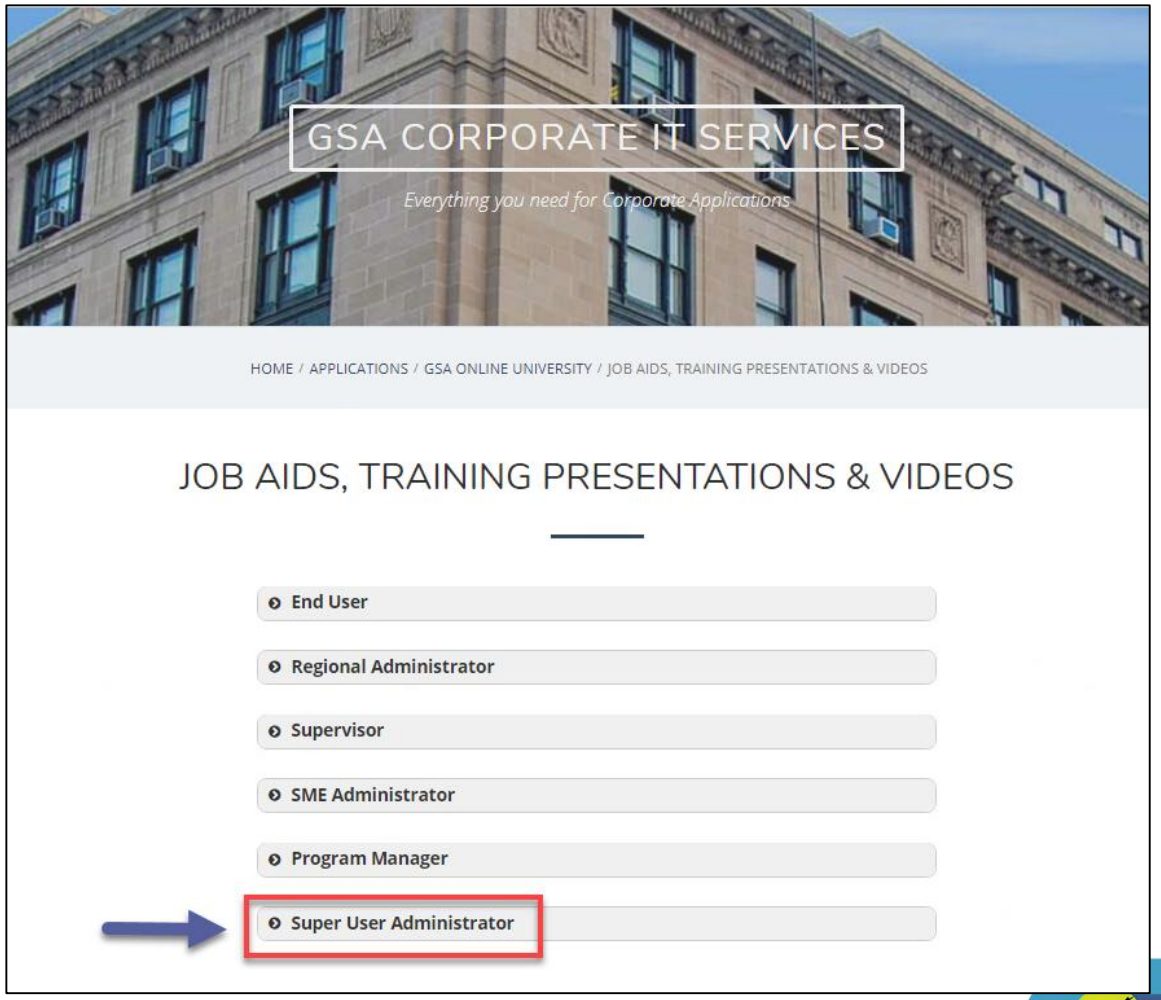
Admin Training Resources

Presentation Slides
Training Video
OLU Contacts

GSA Corporate IT Services Page – Training Materials

https://corporateapps.gsa.gov/applications/gsa-olu/





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Learning Admin Quizzes and Evaluations

Quizzes

- Quiz Overview
  - Definitions
- Quiz navigation
- Create Quiz
- Edit/Manage Quiz
- Attach Quiz to learning item

Evaluations

- Evaluation Overview
  - Definitions
- Evaluation Navigation
- Create Evaluation
- Edit Evaluation
- Attach Evaluation to item

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Admin Center – Learning Administration Page

Learning Administration

Blanca M Arenas Baez
(2529675008)

Check System

UAT ONLINE UNIVERSITY

Home | Users | Performance | Learning | Content | Commerce | System Admin | References | Reports

Search: Enter Keywords or Command Go

Welcome

Welcome to SuccessFactors Administration

New to SuccessFactors Administration? We have provided a brief tutorial to help you learn your way around.

Watch the Tutorial

Quick Links

Add User
Create Users to track the talent in the organization in any way that is needed; from performance based on learning or goals to developmental for succession ...

Add Item
Create any assignable unit of training. These can be either an online learning, instructor-led, a blended version of both, or an ad hoc learning exercise.

Add Catalog
Add Catalogs to limit what Items are available to individual Users. This allows Users and Supervisors to get a tailored list of available courses.

Add Scheduled Offering
A Scheduled Offering is an Instructor led course. It allows for registration by users. Additionally, resources can be specified for its execution such as the location a ...

Add Assignment Profile
Create a list of user attributes to automatically assign things to Users. Assignments can include Curricula, Performance Reviews and more.

Record Learning - Multiple
Store the completion of a course or any other learning related Item, including scheduled offerings

User Needs Mgmt

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Quizzes & Evaluations Naming Conventions

- LMS ID Convention MASTER DOC FOR ADMINS ONLY
- *Google Drive Link*:

  https://docs.google.com/a/gsa.gov/document/d/1nNGk8PGfjH4zmnHnLWcytFF0e8LColNbvMtey32hw2w/edit?usp=sharing

I. LMS ITEM ID Naming Convention

General String Naming Rules:

- Limited to 30 characters
- Alphanumeric characters
- All upper case letters
- Only symbols allowed are hyphens and underscores (no blank spaces allowed)
- Use hyphens to separate organizational information:
  - Example: PBS-R6-
- Use underscores to separate words in the course title
  - Example: PBS-R6-EFCTV_WRTNG

Example Item ID (30 char)	Owner(s) Domain	Naming Convention (30 char)*
1st String Rule Denotes (a) Service Organization **(b) External or Internal** **(c) Always ends with a hyphen** External course designation example for a vendor: EXT- Internal course designation denotes the GSA office service: PBS- FAS- OHRM- Internal course designation for Federal mandatory training: GSA-		
EXT (Externally/Vendor developed courses) **GSA** (Federally Mandated Training) **FAS** (Federal Acquisition Service) **PBS** (Public Buildings Service) **IT** (Office of Information Technology) **CBCA** (Civilian Board of Contract Appeals)	Examples: 1. GSA-NO_FEAR_ACT 2. OHRM-SUP_REQ_CONFLICT_MGT	

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Learning Admin - Quizzes

Learning Administration

Blanca M Arenas Baez
(2529675008)

Home | Users | Performance | Learning | Content | Commerce | System Admin

Search: Enter Keywords or Command | Go

- Content Objects
- Content Packages
- Questions
- Question Library
- Quizzes
- Exam Objects
- Tools
- Objectives
- Documents
- Deployment Locati...

Quizzes

Search | Add New

Search

Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search:	Yes	No
Quiz ID:	Starts With	
Quiz Name:	Starts With	
Description:	Starts With	
Status:	Active	Not Active	Both

Add/Remove Criteria

Search | Save As | Reset

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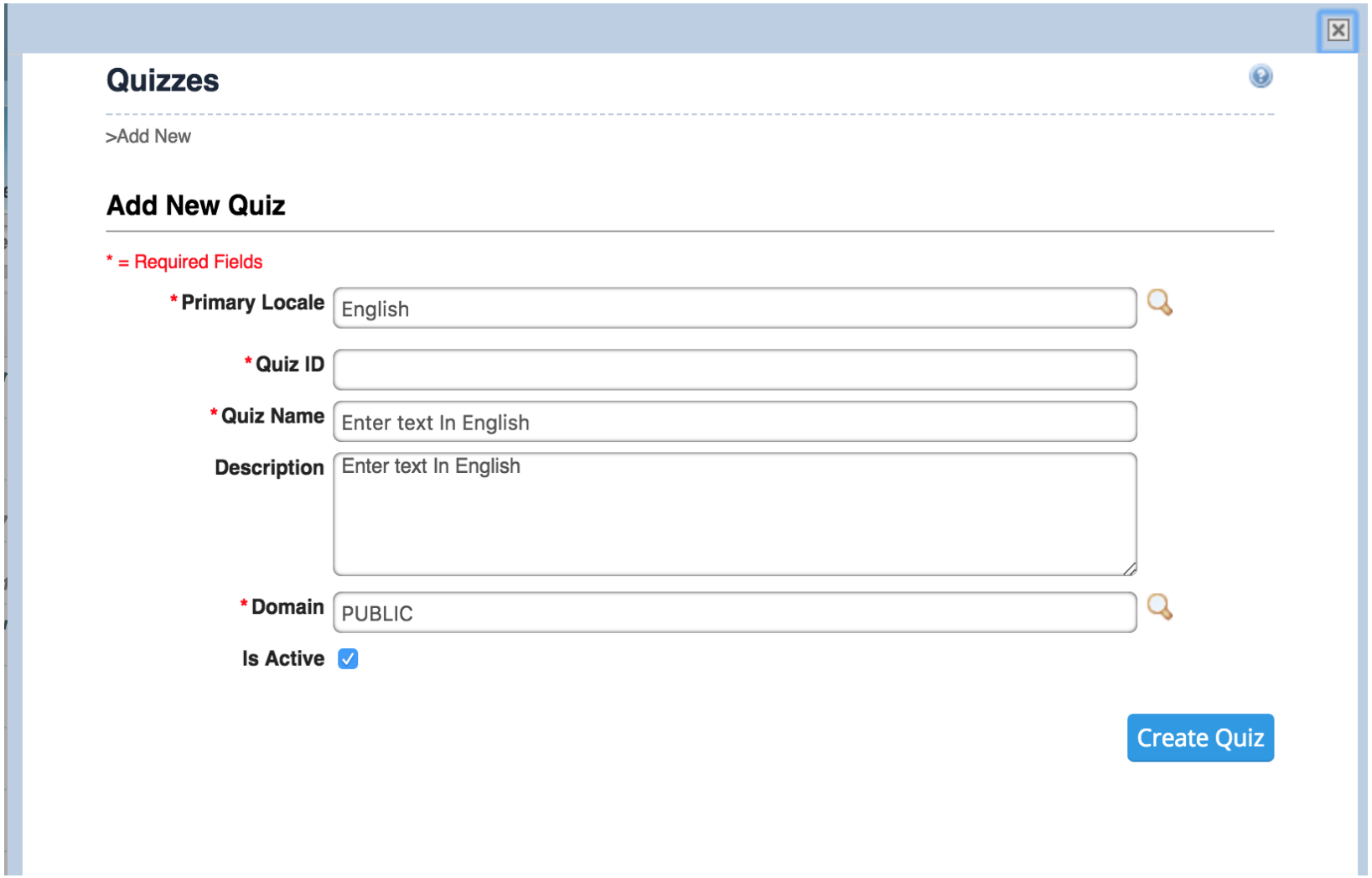
Learning Admin - Quizzes



- Fields with a red asterisk are required
- Quiz description is for Admin use only. Info here will not be seen by users.
- Once all info is entered, click on “Create Quiz”

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Learning Admin - Quizzes

Bookmark | Copy | Delete | Preview

Quiz Locale: English (Primary)

GENERAL

Quiz ID	TestQuizTraining
Quiz Name	Test Quiz Training
Description	

QUESTIONS

Total Questions	0
Single Answer	0
Multiple Answers	0
True Or False	0
Ordering	0
Fill-in-the-blank	0

MESSAGES

Welcome Message

Success Message

Manage

SETTINGS

Active	Yes
Domain	Default Public Access Domain (PUBLIC)
Quiz Type	Sequential
Passing Perc...	80%
Feedback Dis...	No feedback
Results Sum...	No
Enable Quiz ...	No
Quiz Attempt...	0
Allow Exit an...	No
Randomize Q...	No

LOCALES

English (Prim...	Not Published

- Quiz ID once created can not be changed.
- Quiz name is editable
- Description is info that users can see (instructions, etc.)
- Questions is where quiz questions are created.
- Always look at your settings and determine

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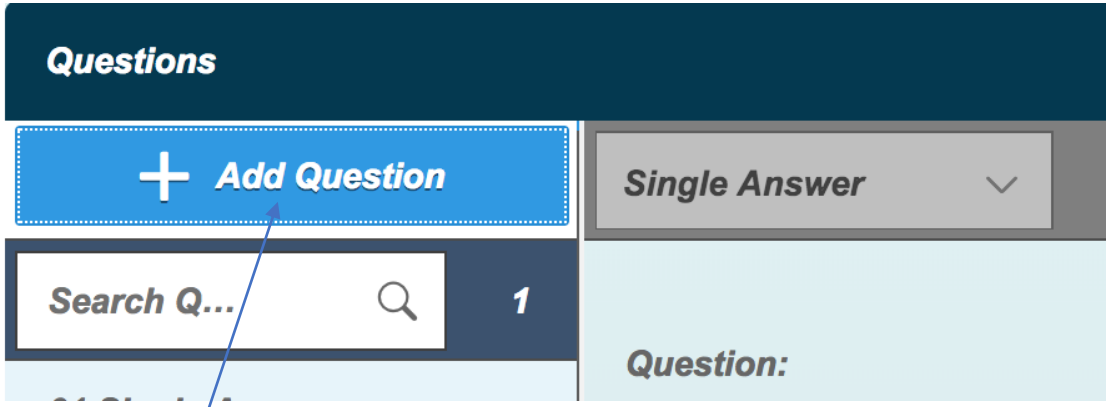
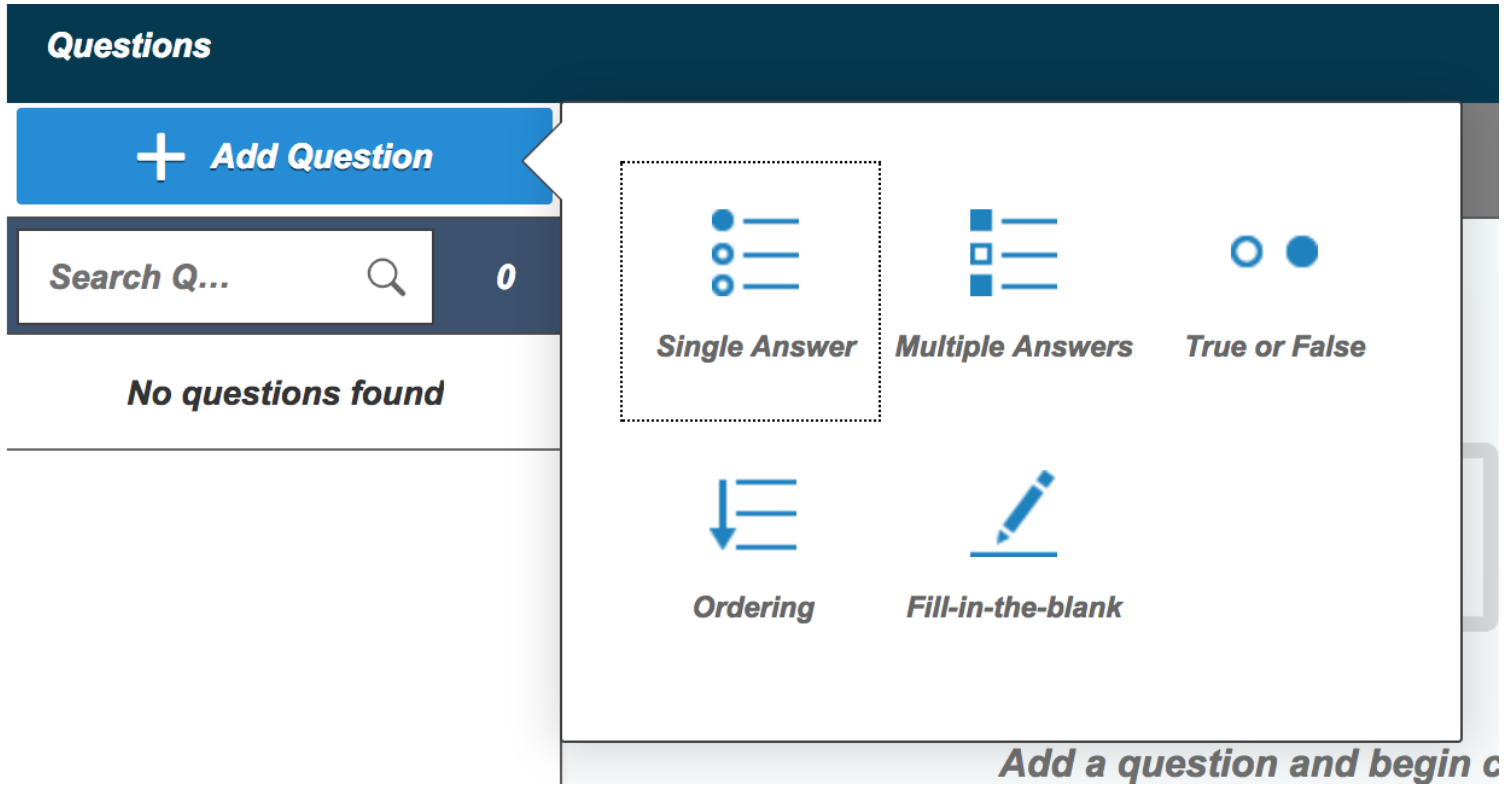
Learning Admin - Quizzes



- Click on ”Add Question”
- Your quiz can be comprised of different question templates.



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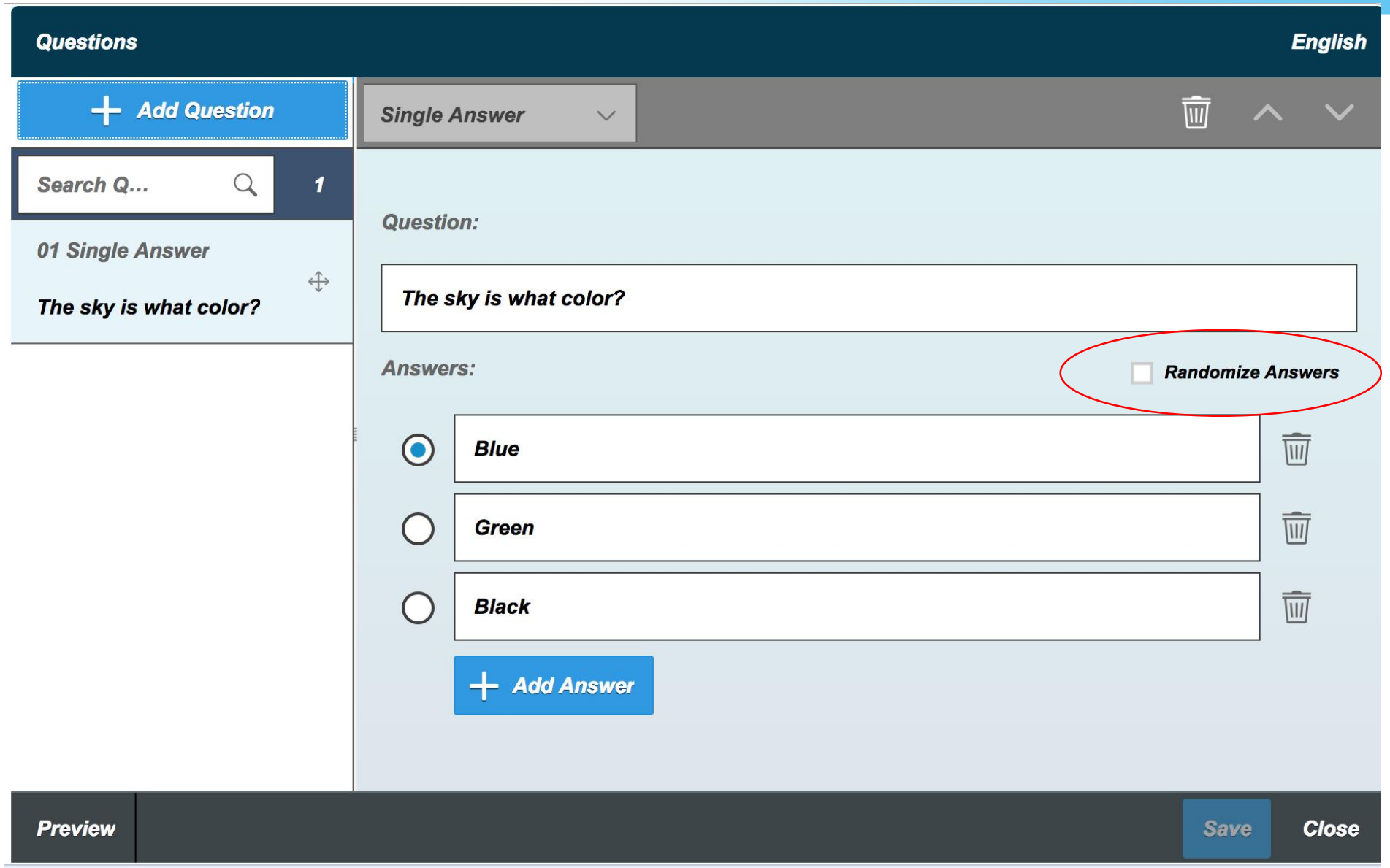
Learning Admin - Quizzes



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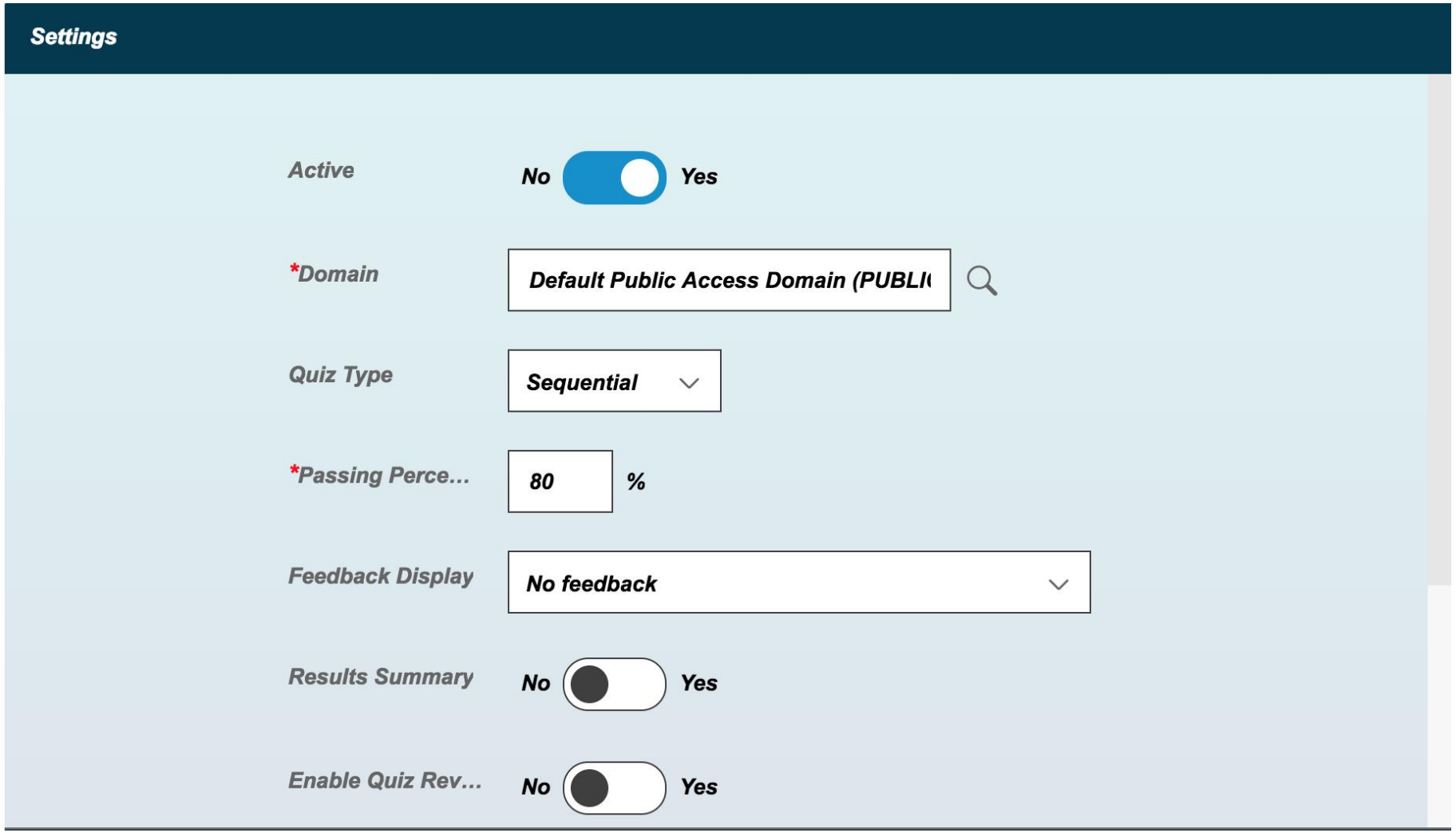
Learning Admin - Quizzes



- You can make a Quiz active or inactive.
- Change passing %
- Feedback display is your preference. Defaults to No Feedback
- Results summary appears at the end of the quiz. Details how a user did on the quiz.
- Enable quiz review allows the user to reiew quiz.

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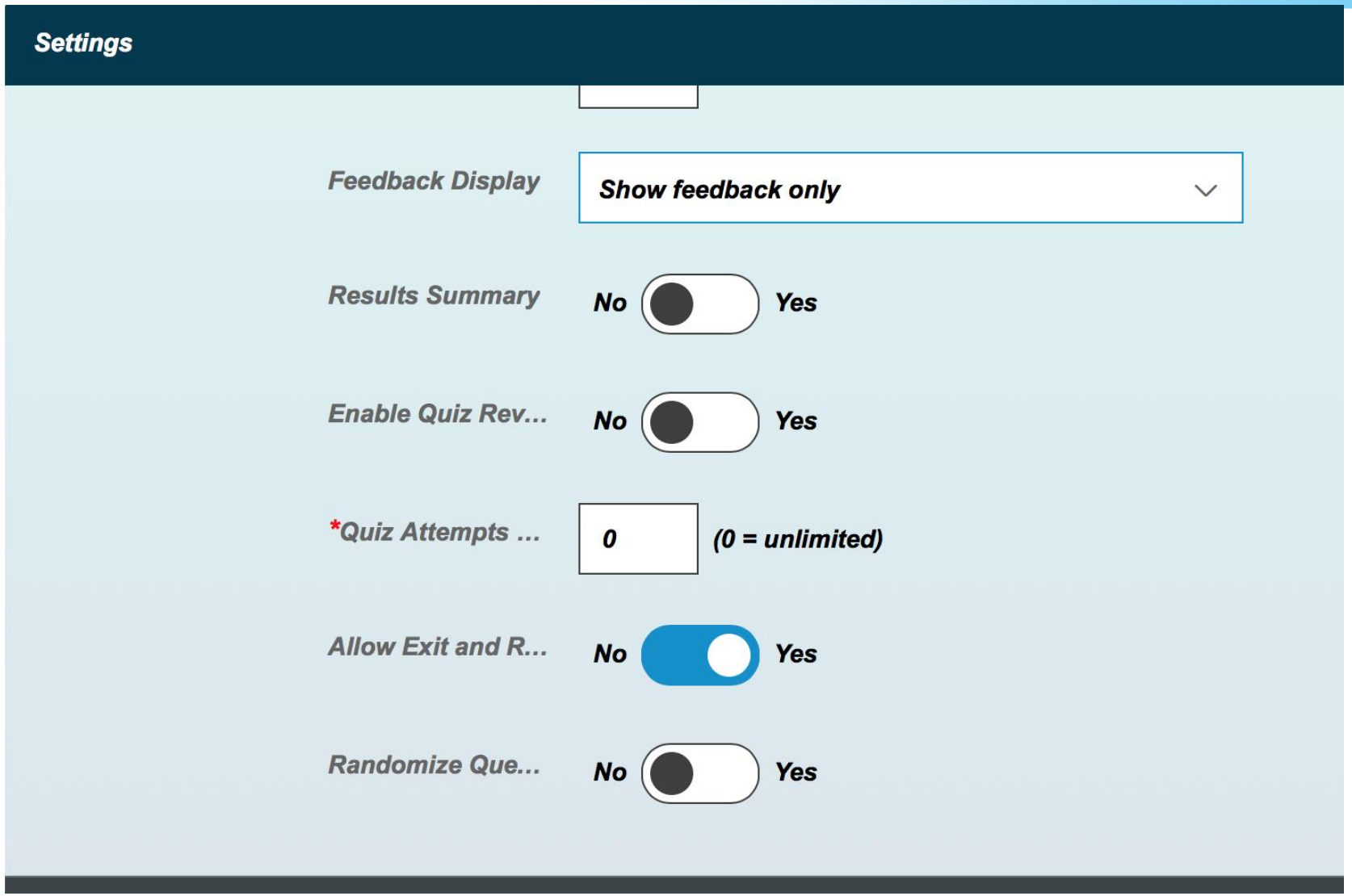
Learning Admin - Quizzes



- Quiz attempts is currently defaulted to 0 for unlimited tries. Since we don't track failures,
- Randomize questions is available if you want questions to appear in a different order each time a user opens the quiz.

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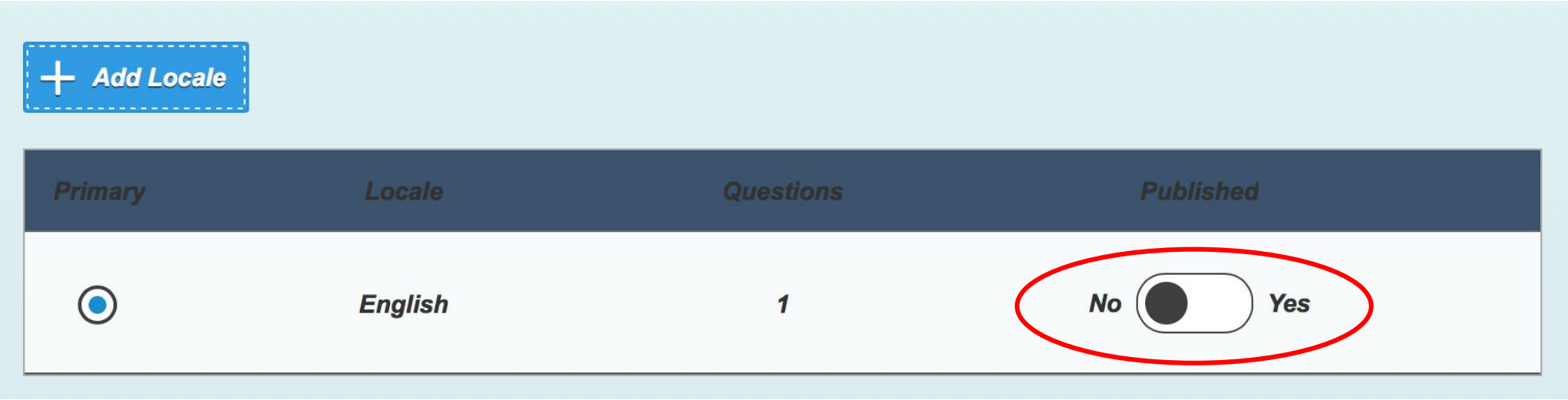
Learning Admin - Quizzes



- Quiz locale is currently defaulted to English. Do not change this setting. When your quiz is ready to be added to an item. Click on the Published button. If the quiz is not published, it can't be taken by the user and an error message will display.

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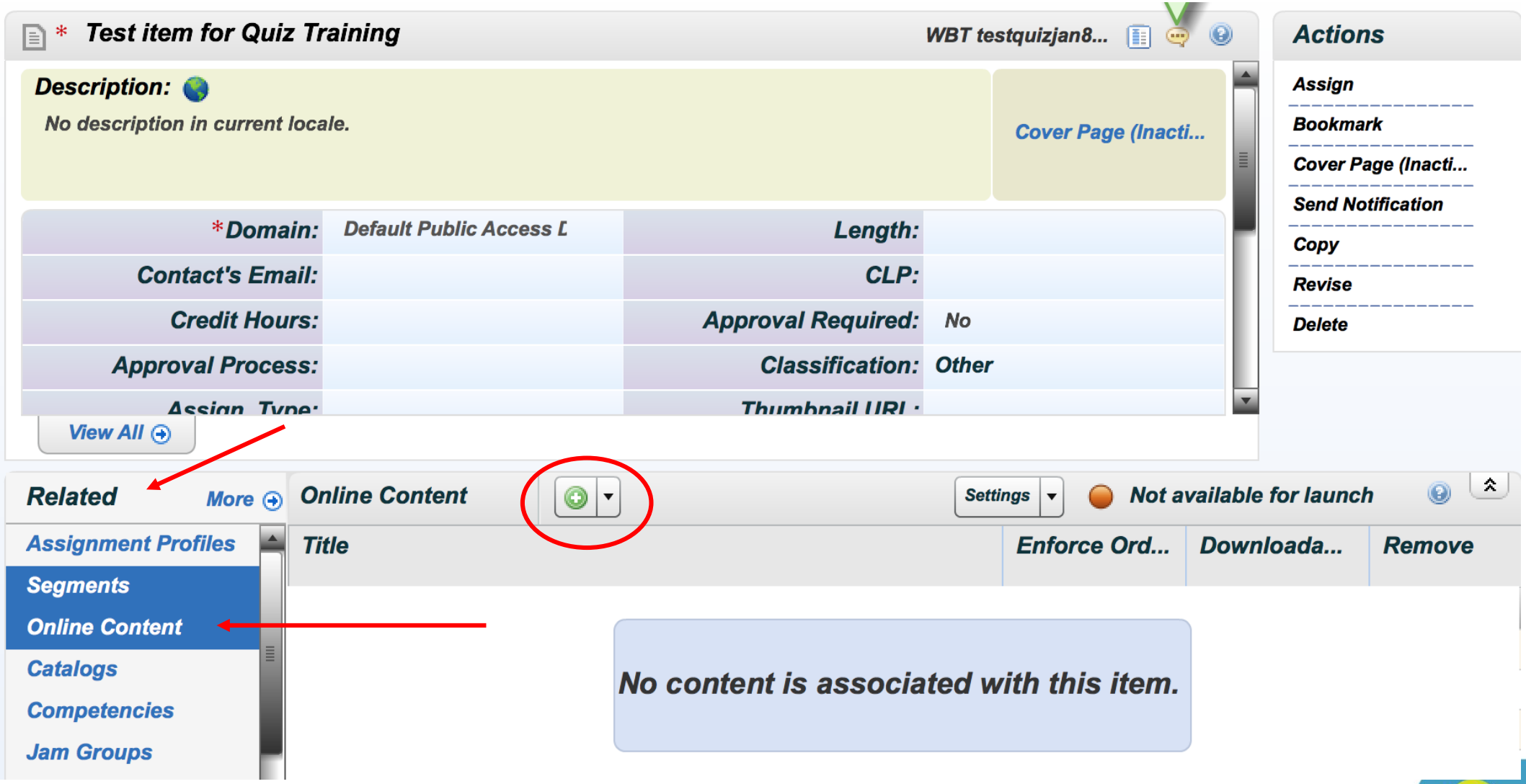
Learning Admin - Quizzes



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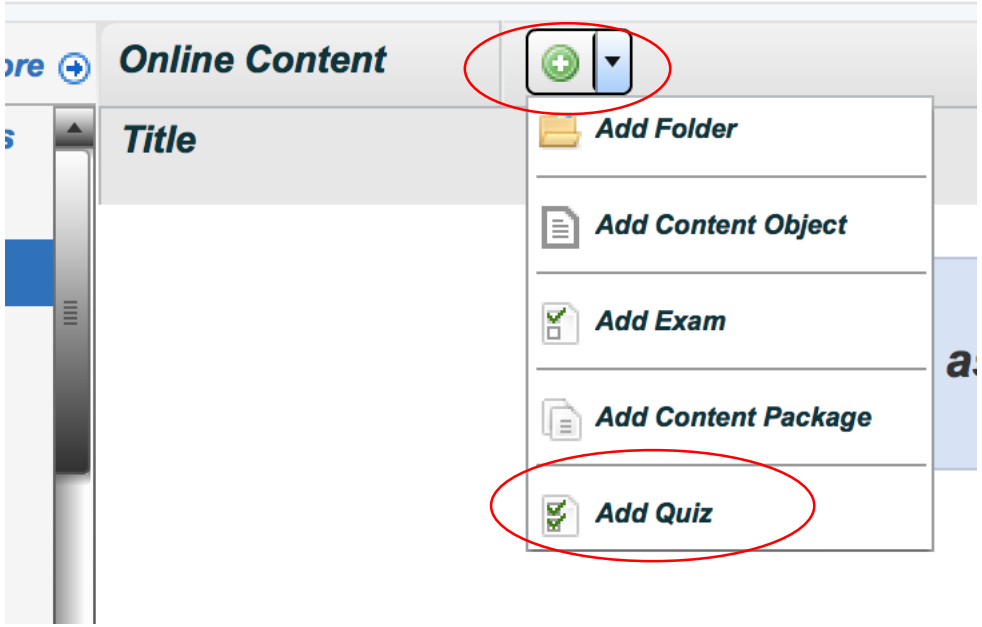
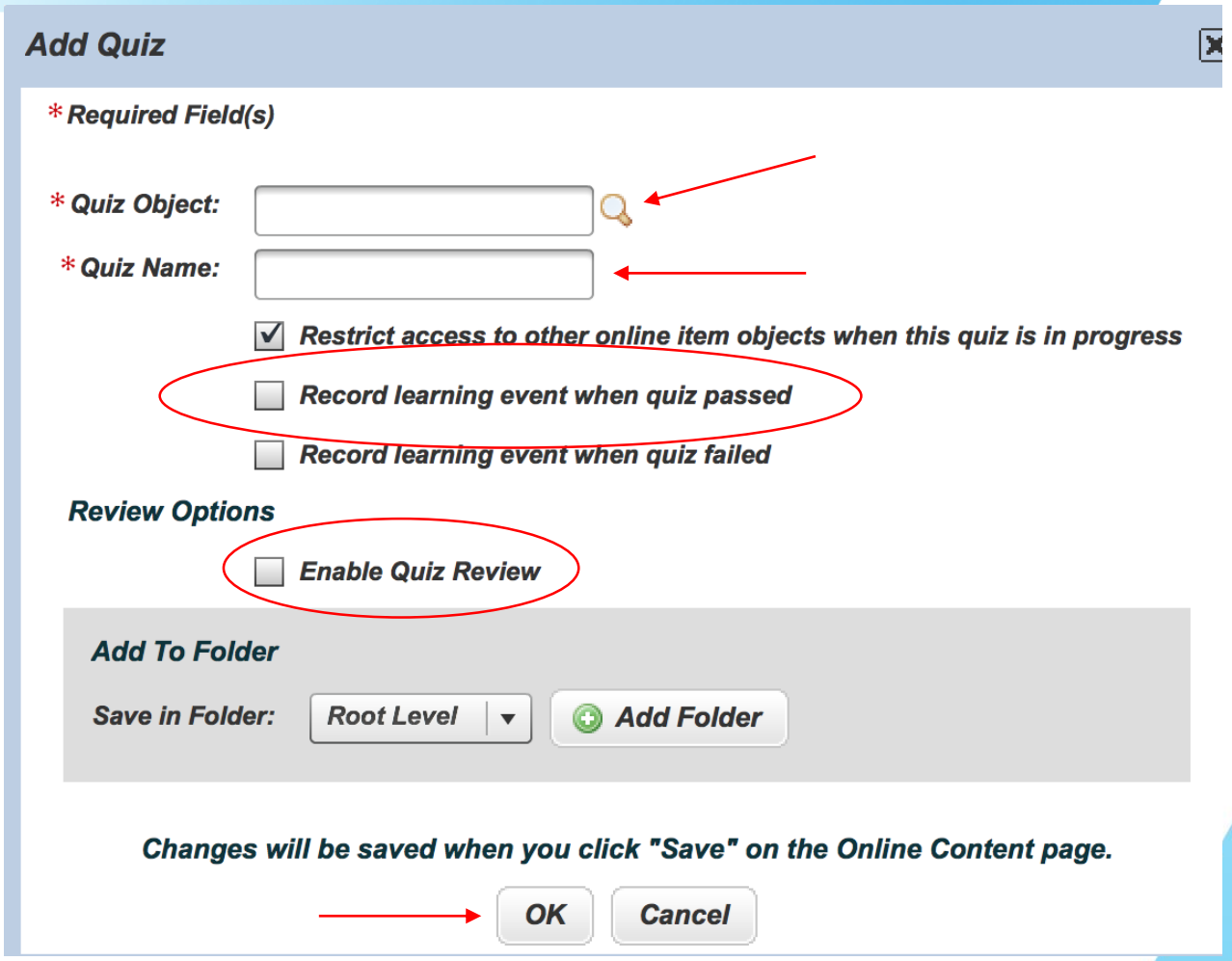
Learning Admin - Quizzes





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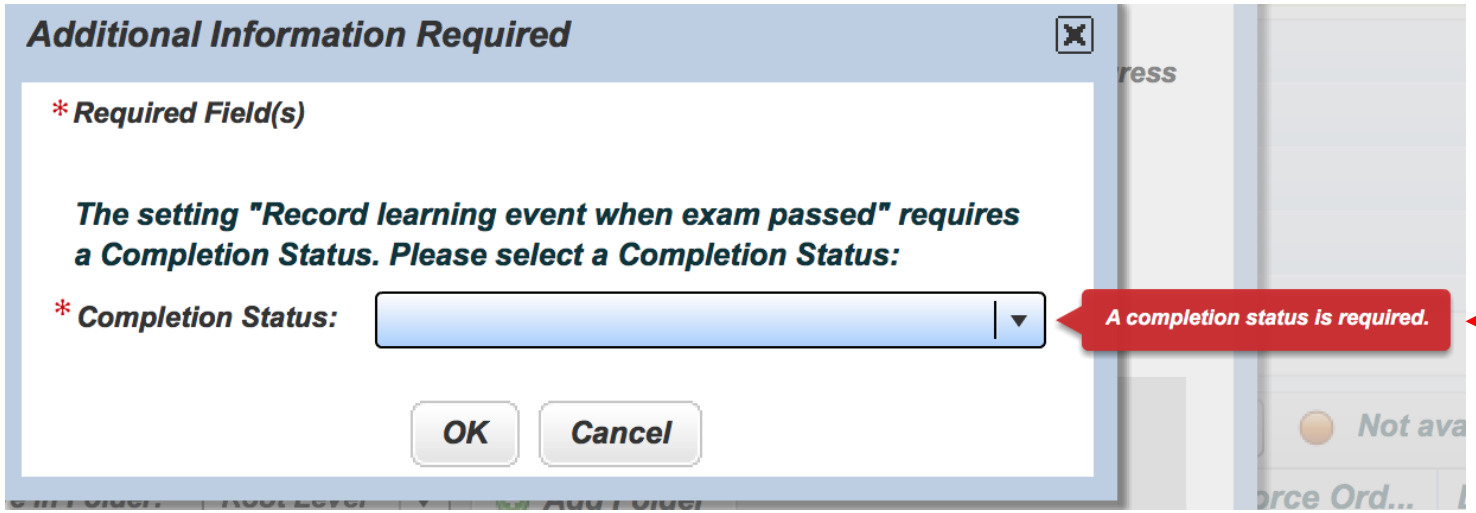
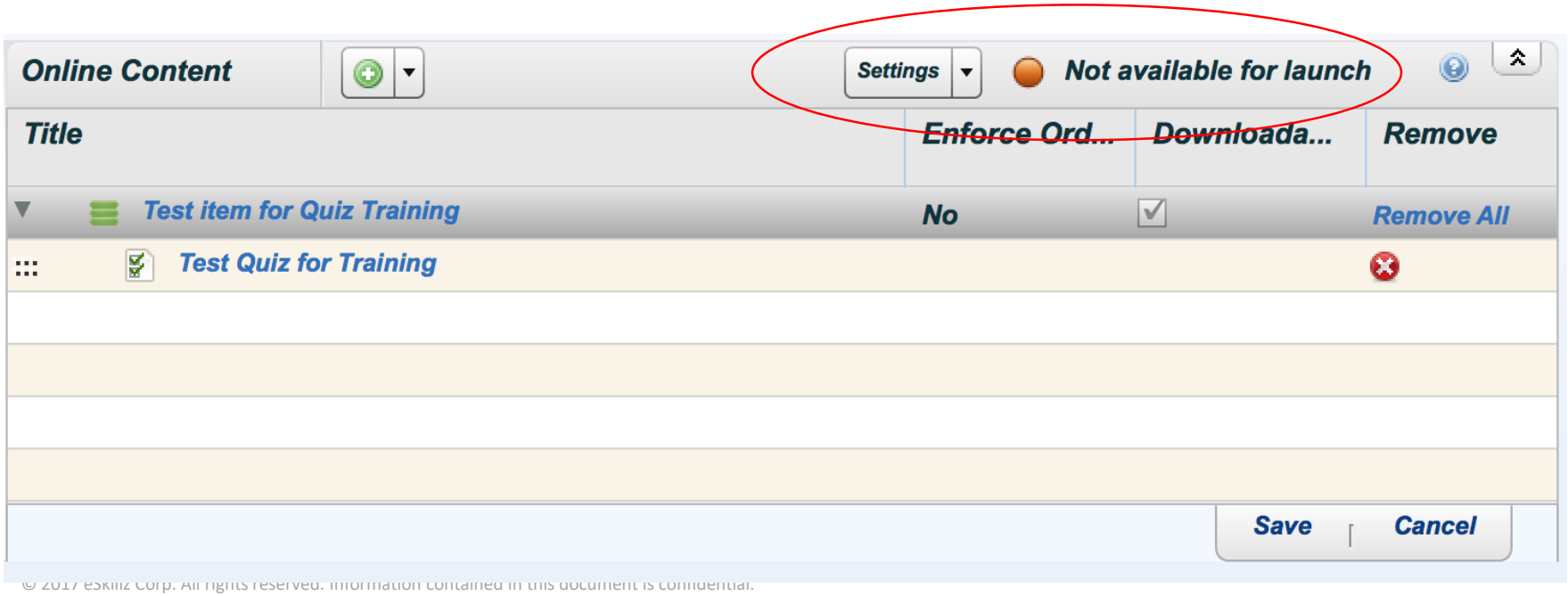
Learning Admin - Quizzes





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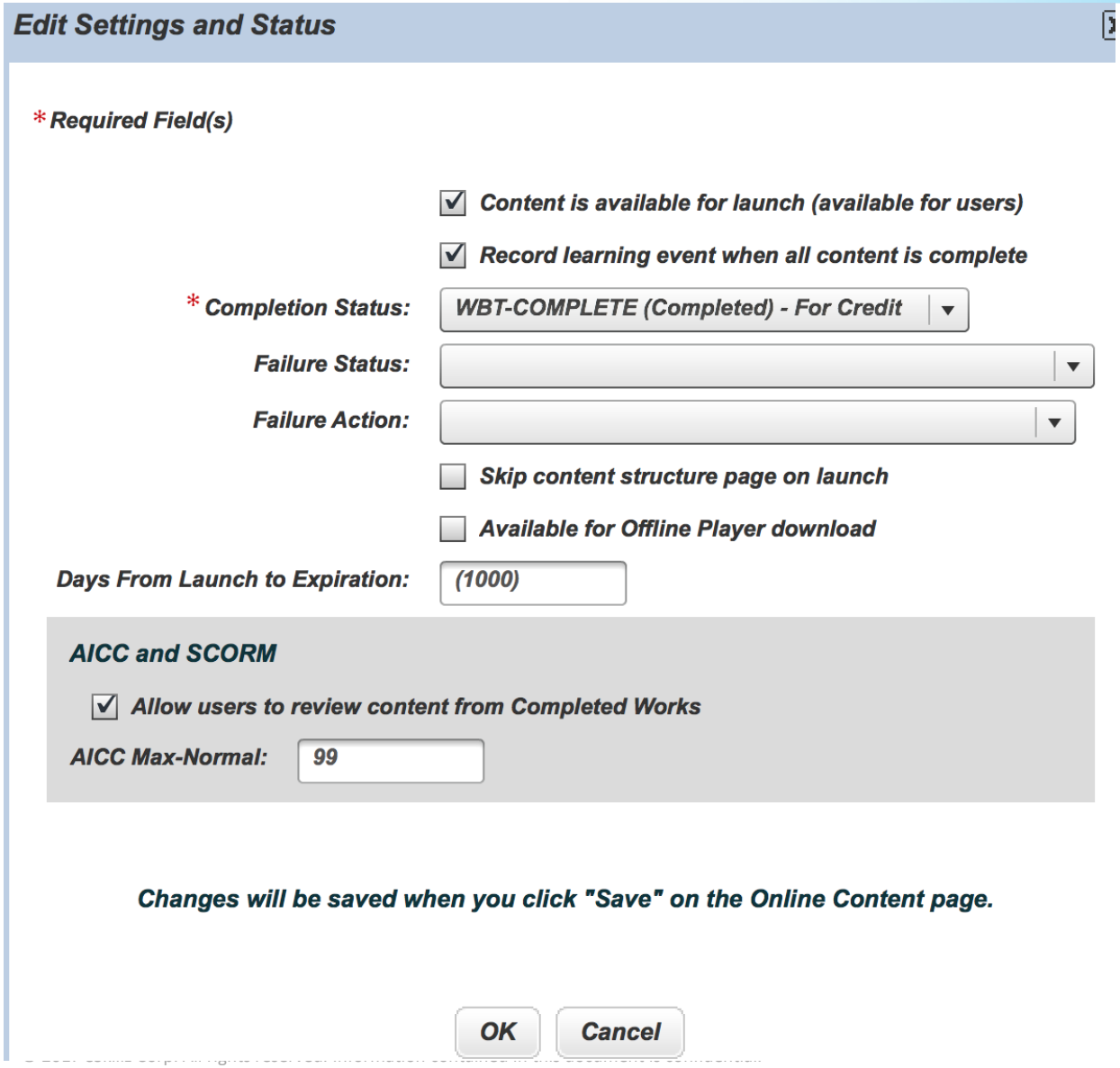
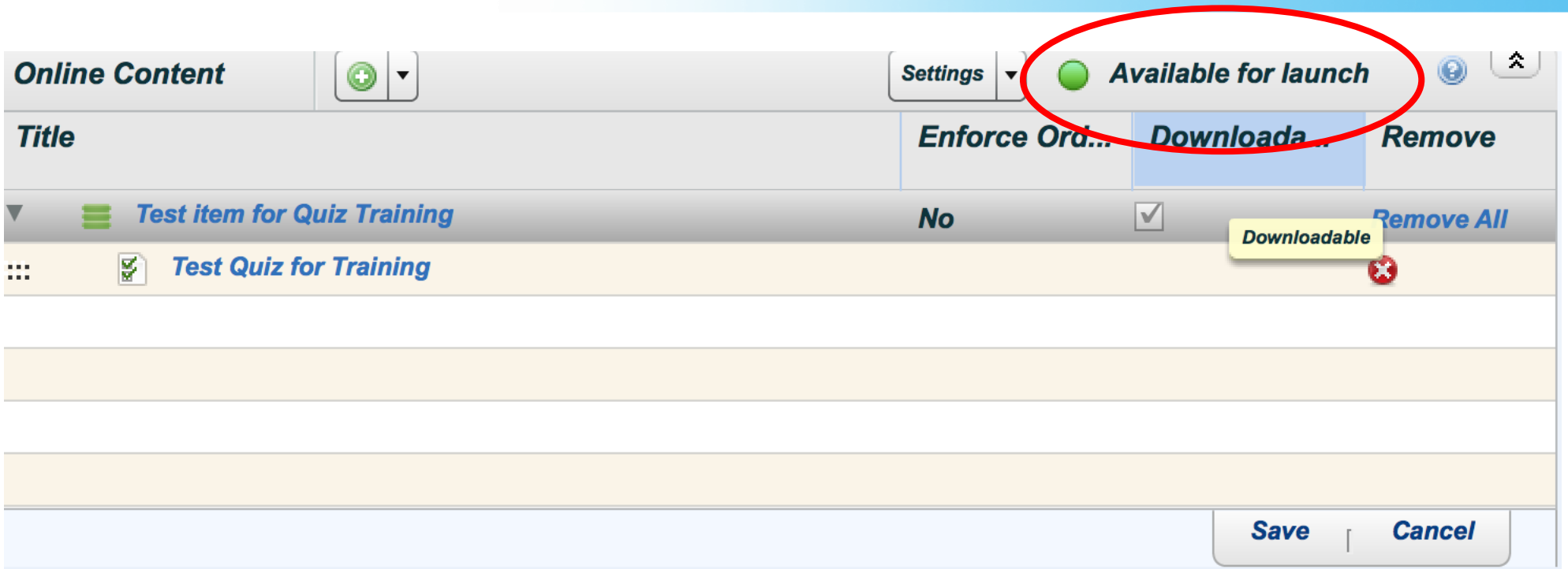
Learning Admin - Quizzes



- The first 2 boxes must be checked in order for quiz to be seen by users and for completion credit to be granted.

Learning Admin - Quizzes



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Break Time

Please be back at your computer in

minutes.

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Learning Admin - Quizzes

Quizzes Overview
Create Quiz
Attach Quiz to item

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After Break Recap

Instructors

- Quizzes can comprise of various kinds of questions (multiple answer, single answer, True/False,
- Quiz must be published in order for quiz to work properly.
- Quiz needs to be attached to item.
- Make sure quiz is available to launch in Online Content Settings

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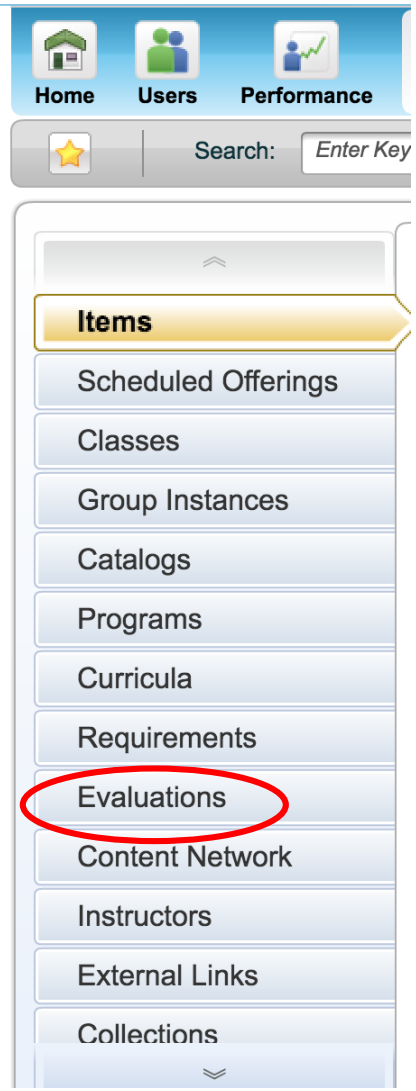
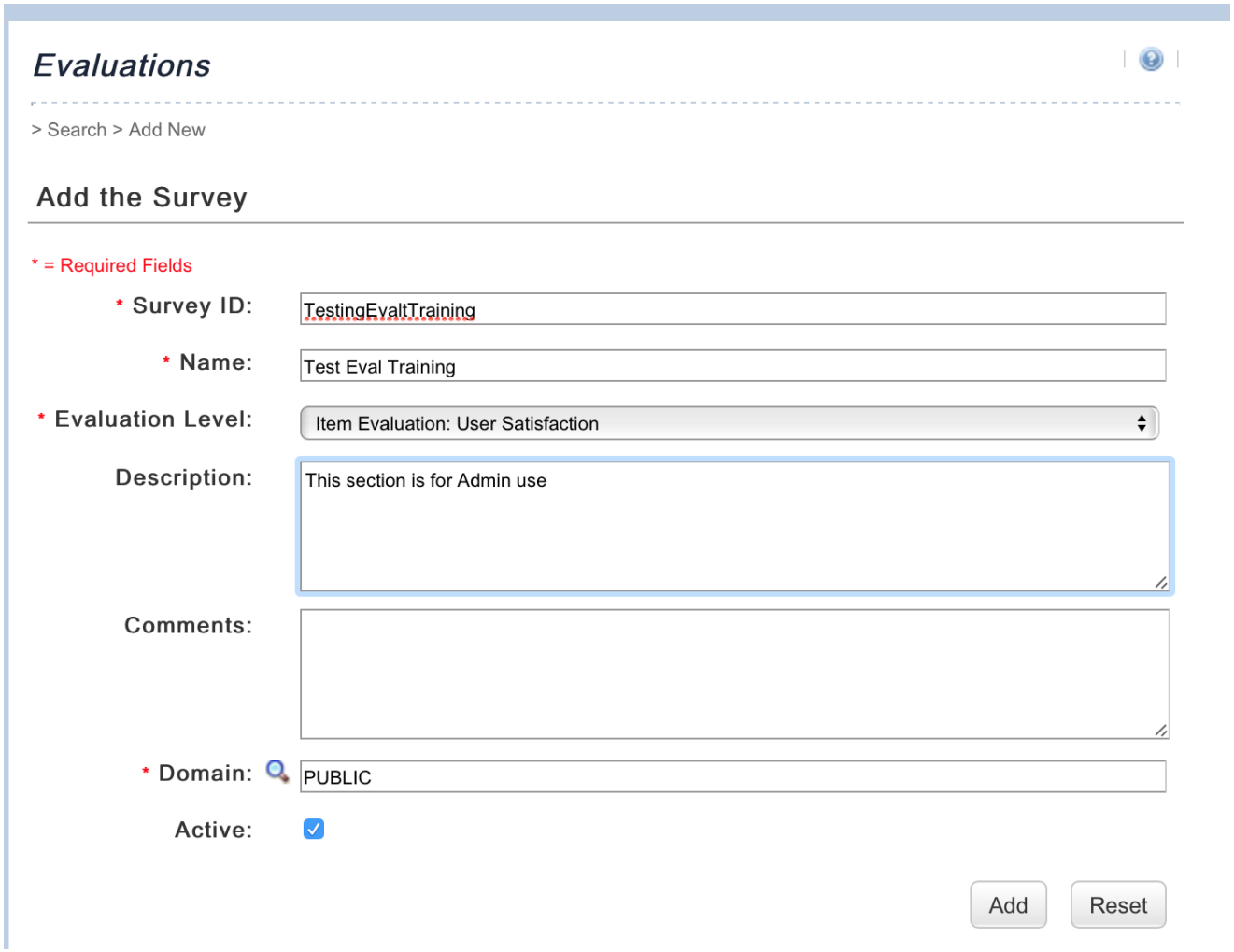
Learning Admin - Evaluations





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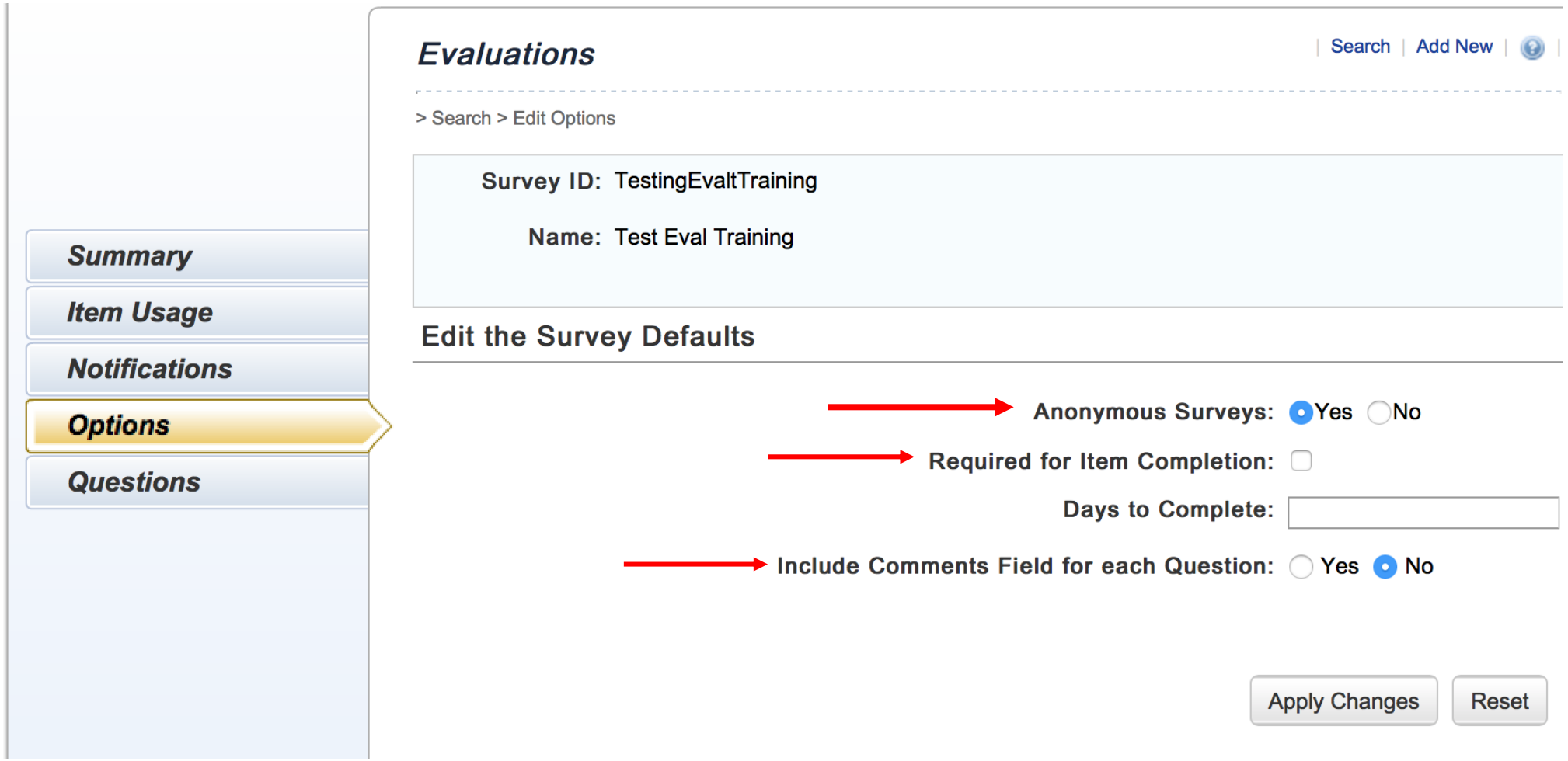
Learning Admin - Evaluations



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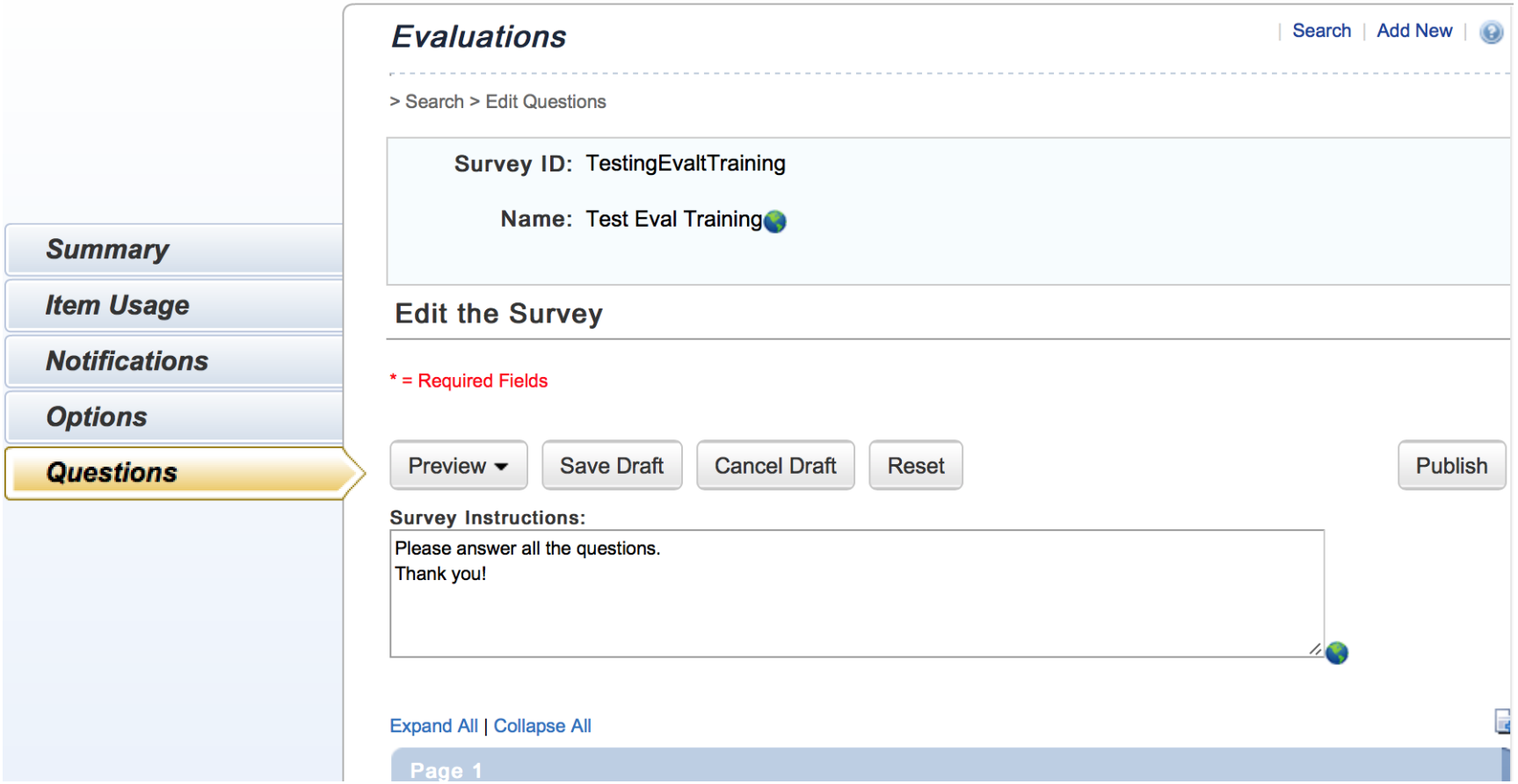
Learning Admin - Evaluations



- Survey Instructions are visible to users.

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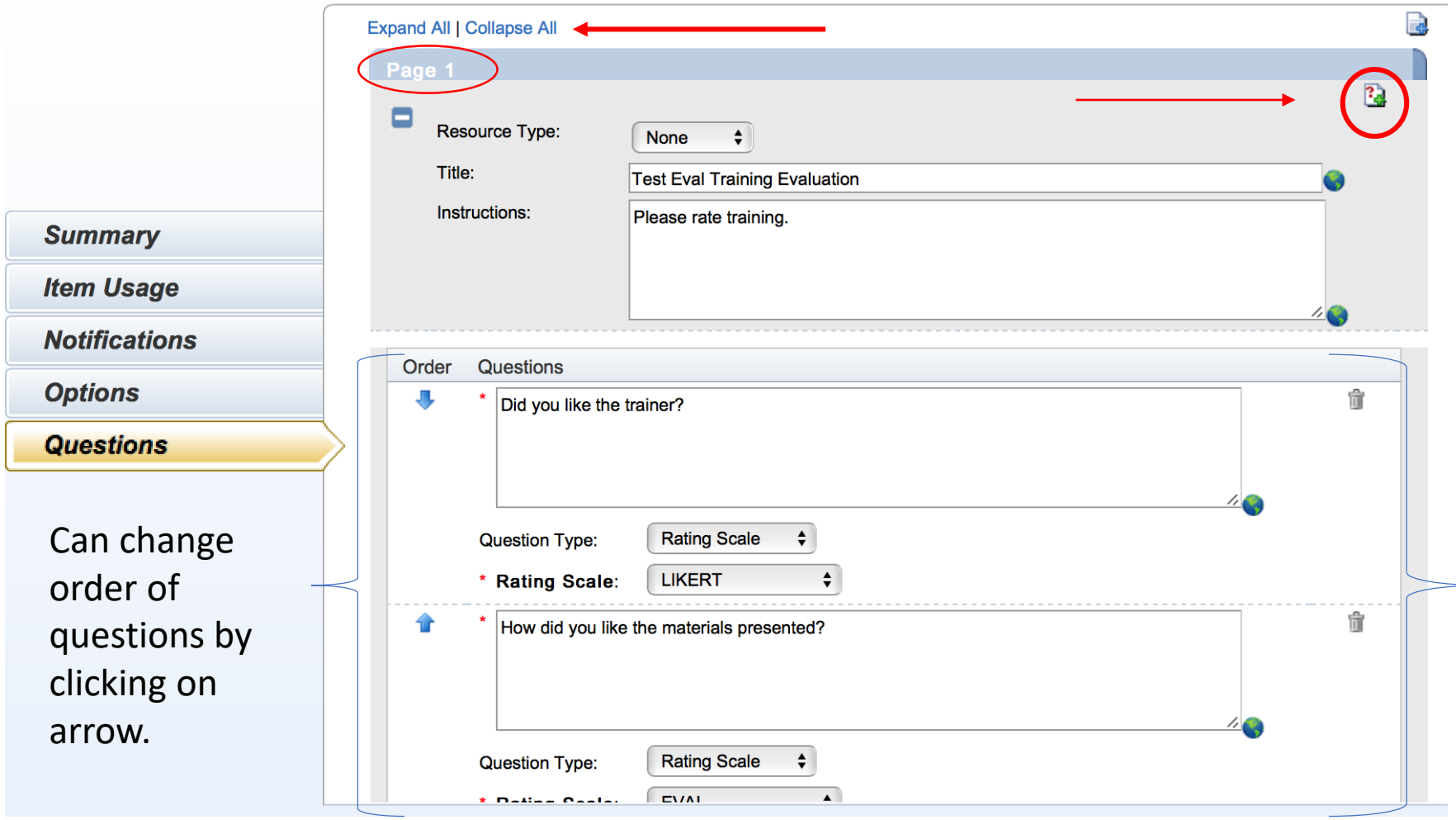
Learning Admin - Evaluations



Can change order of questions by clicking on arrow.

Can delete question by clicking on trash can

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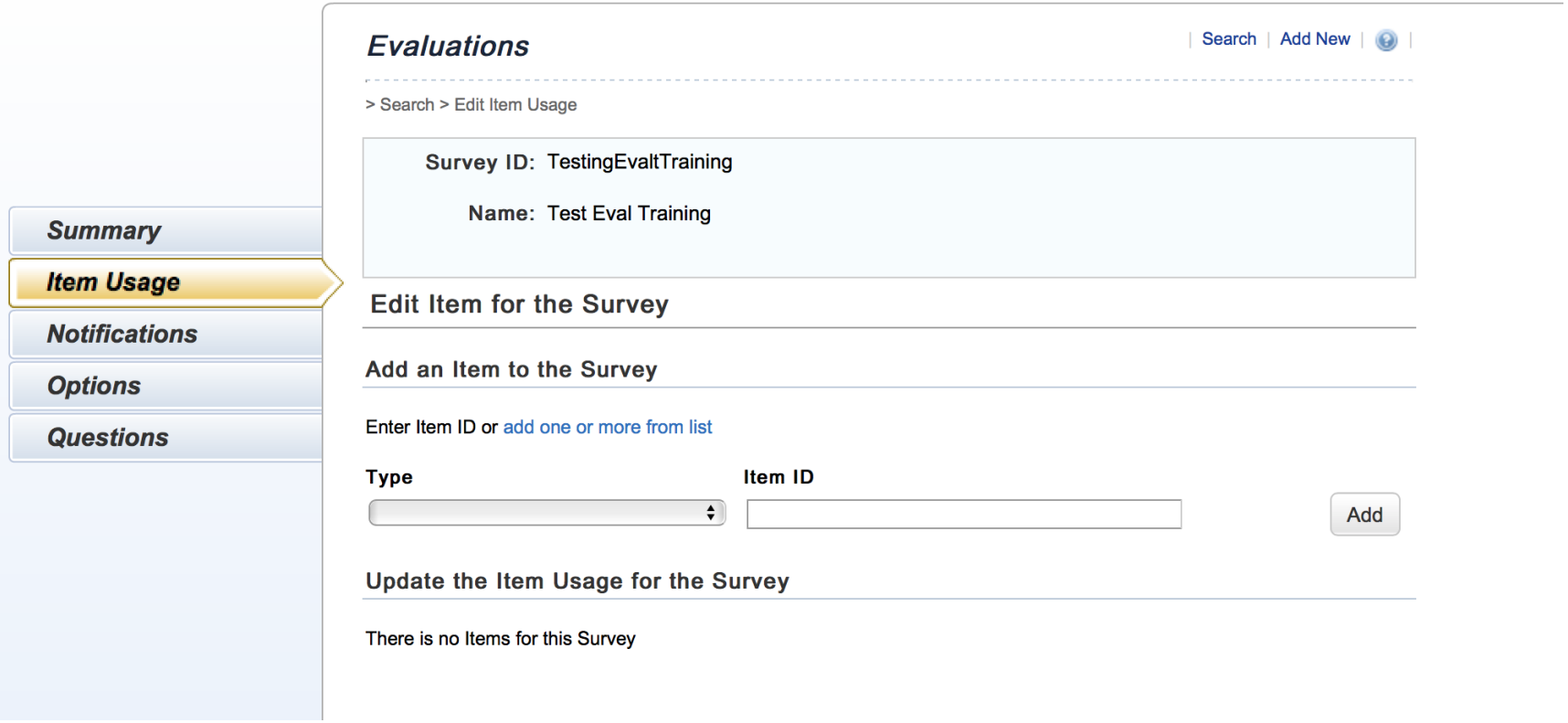
Learning Admin - Evaluations



- Unlike quizzes, evaluations are associated to an item. This section is important as it ensures evaluation is associated to the correct item.

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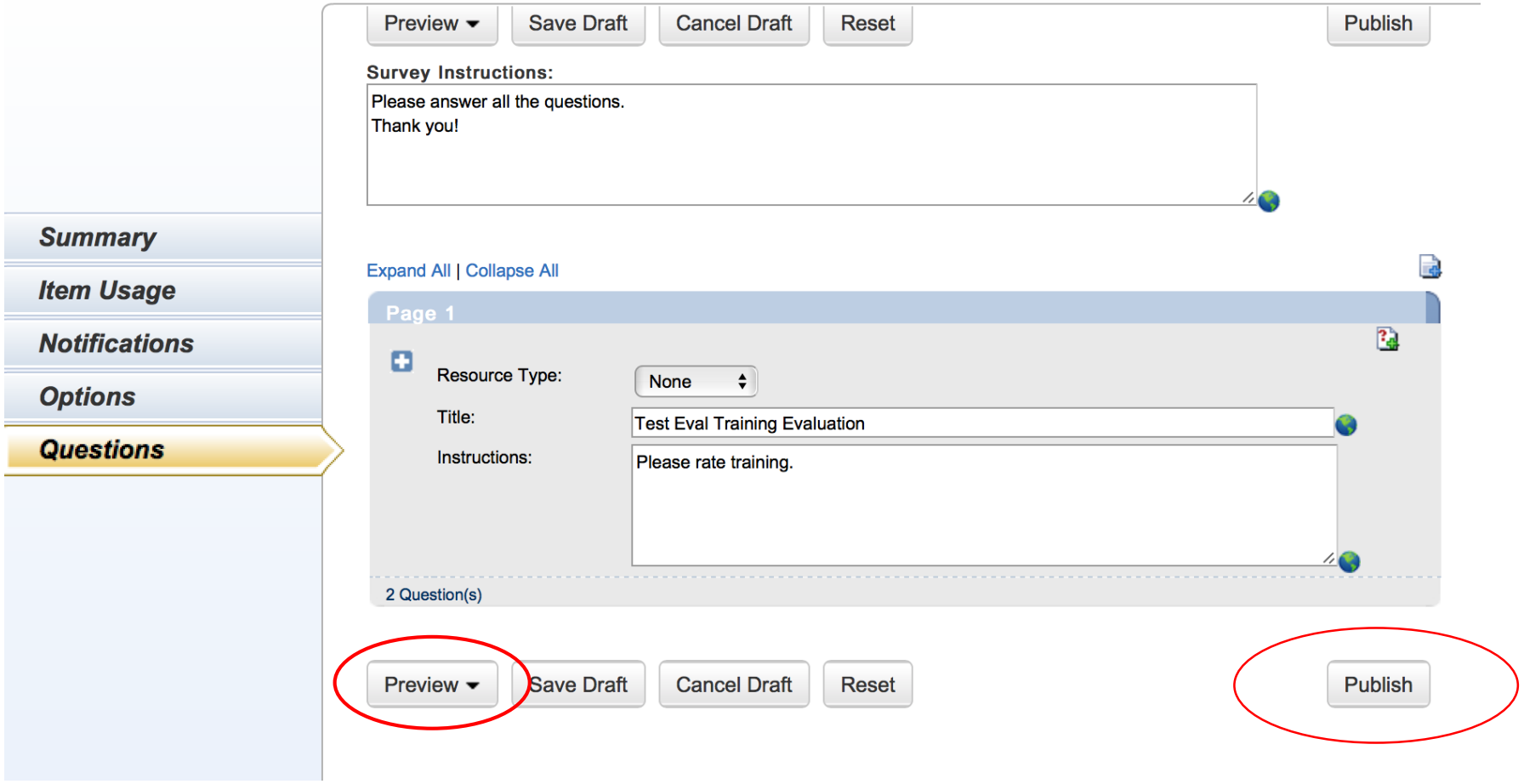
Learning Admin - Evaluations



- Preview your Evaluation to be sure it appears as you intend.
- If no changes are needed, you must publish the evaluation.

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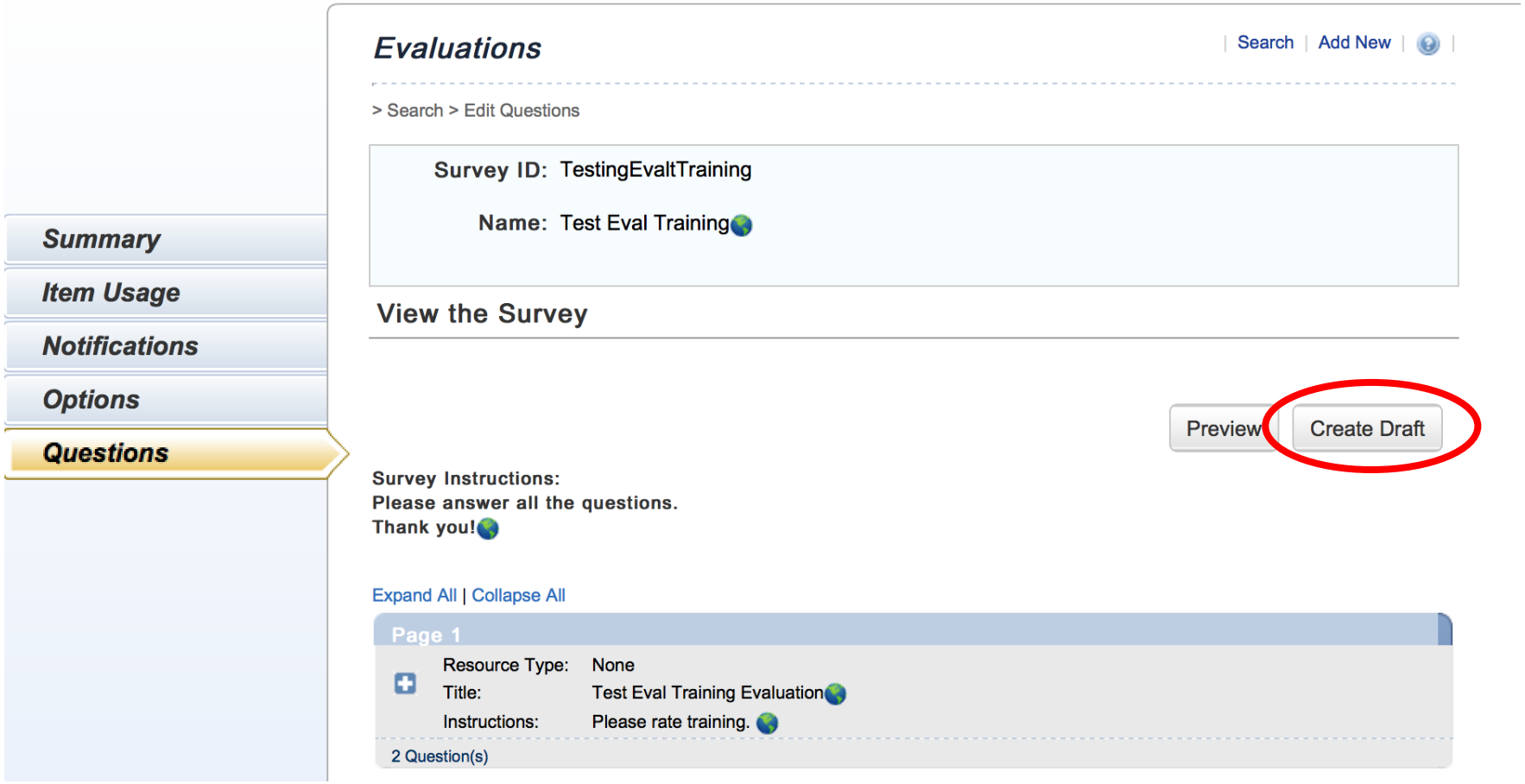
Learning Admin - Evaluations



- If changes are needed after you publish, you must click on Create Draft to edit questions.

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Break Time

Please be back at your computer in

minutes.

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Admin Center – Evaluations

Evaluations Overview
Create/Edit Evaluation
Associate Evaluation to Item

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Learning Admin Overview – Training Recap

Quizzes

- ✓ Searching/Creating/Editing Quizzes
- ✓ Be sure to preview quizzes before publishing
- ✓ Adding Quizzes to items

Evaluations

- ✓ Searching/Creating/Editing Evaluations
- ✓ Preview Evaluations before publishing
- ✓ Evaluations need to be associated to an item in order for them to appear to the user

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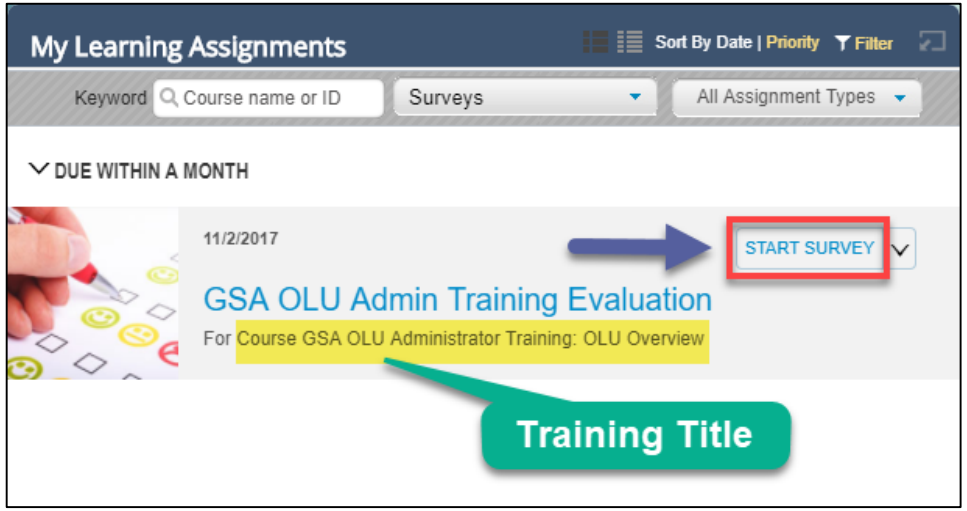
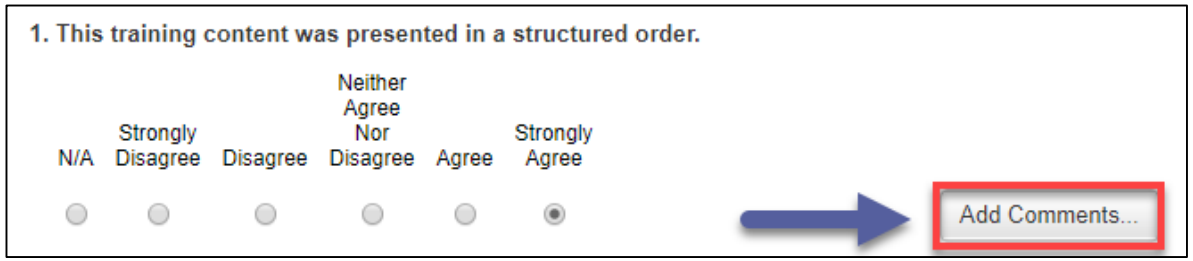
Training Survey - Anonymous

https://hcm03.ns2cloud.com/sf/learning?destUrl=https%3a%2f%2fgsa%2dhcm03%2ens2cloud%2ecom%2flearning%2fuser%2fdeeplink%5fredirect%2ejsp%3flinkId%3dQUESTIONNAIRE%5fSURVEY%26fromSF%3dY&company=GSAHCM03





Your feedback is appreciated!

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Thank you!

For more information, please contact:

GSA OLU Team