GSA OLU Administrator Training: Instructors, Facilities, Rooms

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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  - O: (404) 433-8000
- **Estevan Ferrer**
  - Program Analyst, Training Services Section
  - Instructional Services Branch
  - Office of Human Resources Management (OHRM)
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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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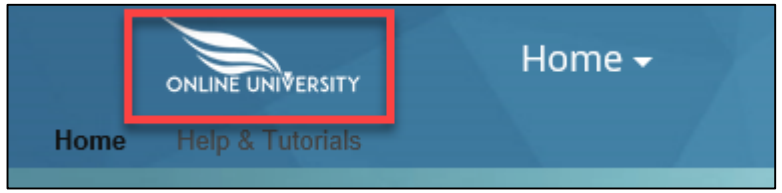
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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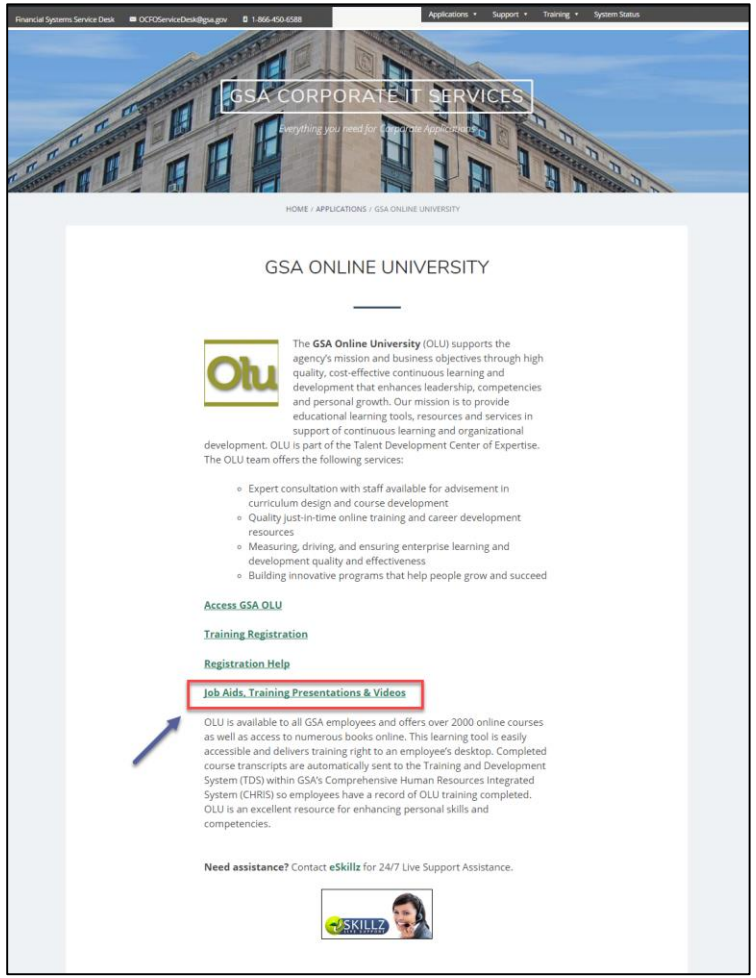
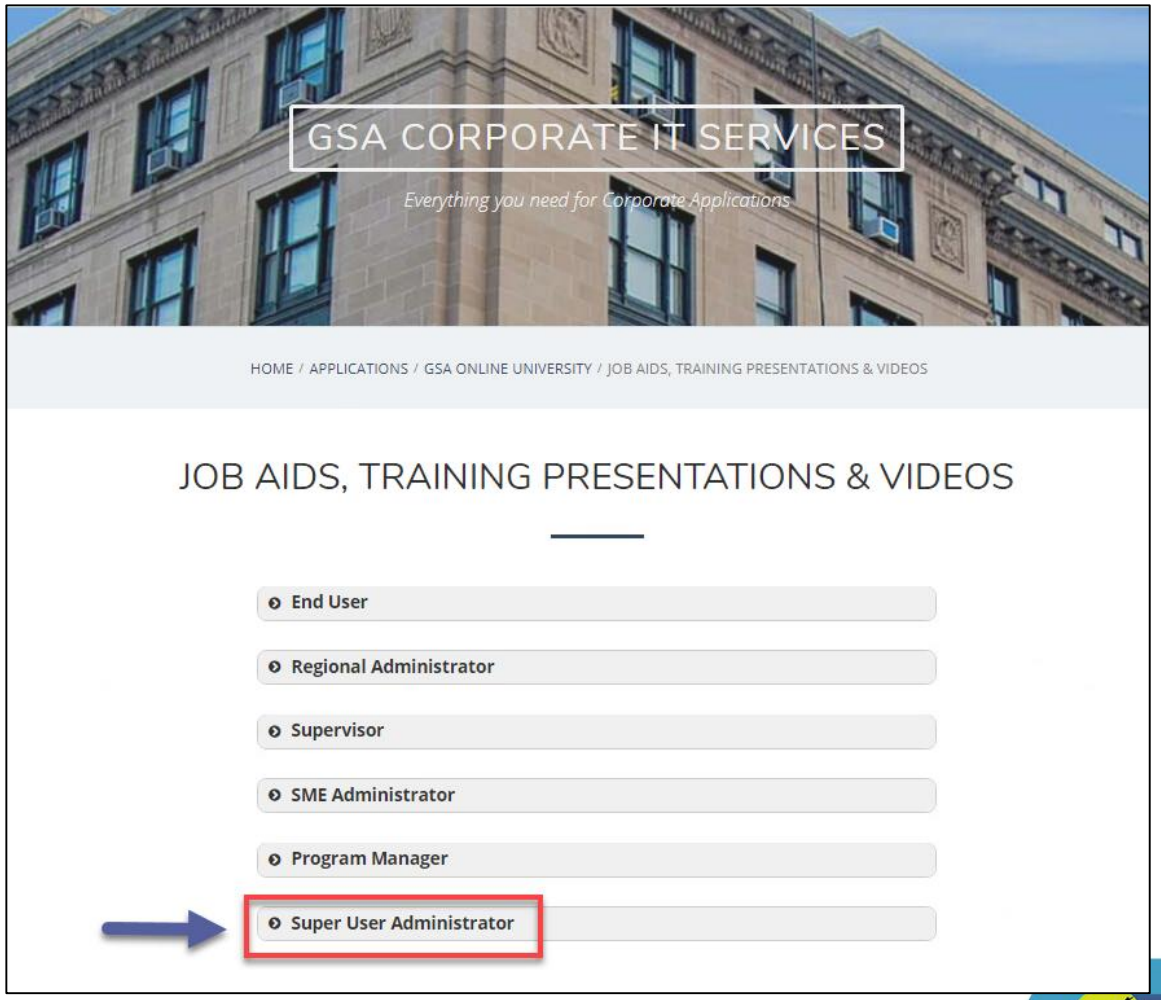
Admin Training Resources

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 Instructor, Facilities & Rooms - Objectives

Instructor

- Instructor Overview
  - Definitions
  - Naming Conventions
- Create Instructor
- Edit/Manage Instructor
- View My Classes

Facilities/Rooms

- Facilities/Rooms Overview
  - Definitions
  - Naming Conventions
- Facilities/Rooms Navigation
- Create Facility
- Edit Facility
- Create Room
- Edit Room

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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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Instructor, Facilities & Rooms 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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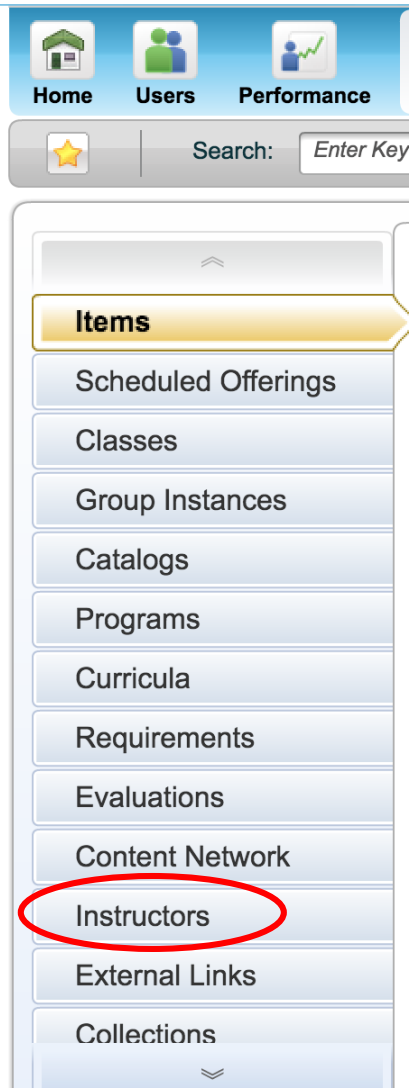
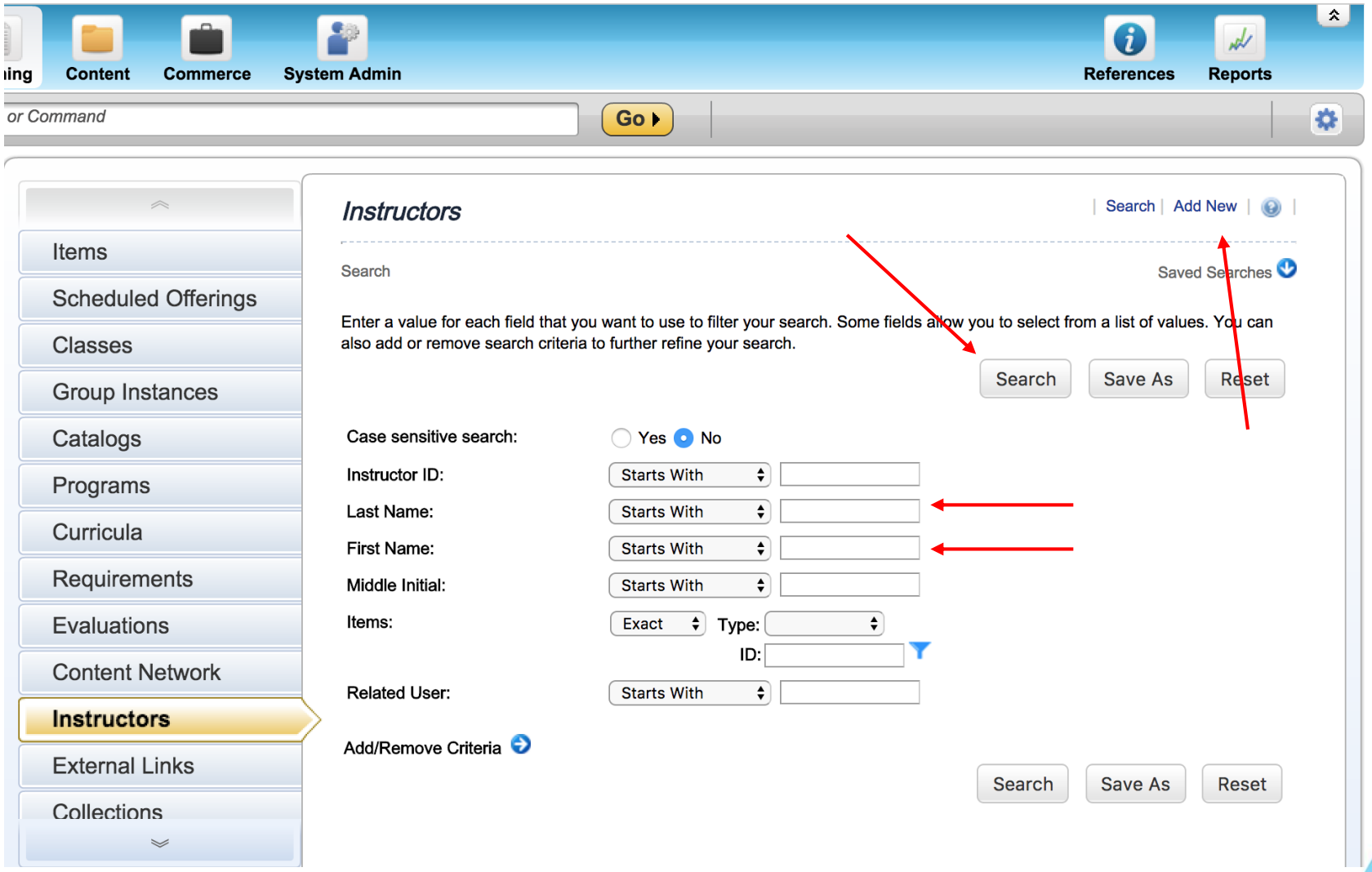
Learning Admin - Instructor





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Learning Admin - Instructor

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.

Search | Save As | Reset

Case sensitive search: Yes No

Instructor ID: Starts With

Last Name: Starts With Baez

First Name: Starts With Blanca

Middle Initial: Starts With

Items: Exact Type: ID:

Related User: Starts With

Add/Remove Criteria

Search | Save As | Reset

Field Chooser

Download Search Results

Instructor ID	Instructor Name	Company	Related User
INST-BAEZ_BLANCA	Baez, Blanca		2529675008

Why search for an instructor first?

- Avoids duplicate entries
- Ensure instructors are listed appropriately
- Keeps instructor data accurate

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Learning Admin - Instructor

Instructor ID: INST-BAEZ_BLANCA

Name: Baez, Blanca

- Summary
- Additional Costs
- Authorized to Teach
- Base Cost
- Custom Fields
- Item Costs
- Proctor Status
- Regions
- Scheduling
- Shipping Info

View the Instructor

Edit Delete

Company:

Domain: GSA (GSA)

Role: INSTRUCTOR_MY-CLASSES (Instructor role with My Classes capabilities)

Organization:

Time Zone:

Email Address: bbaez@eskillz.com

Comments:

Biography:

Active: Yes

Related User: 2529675008

Edit Delete

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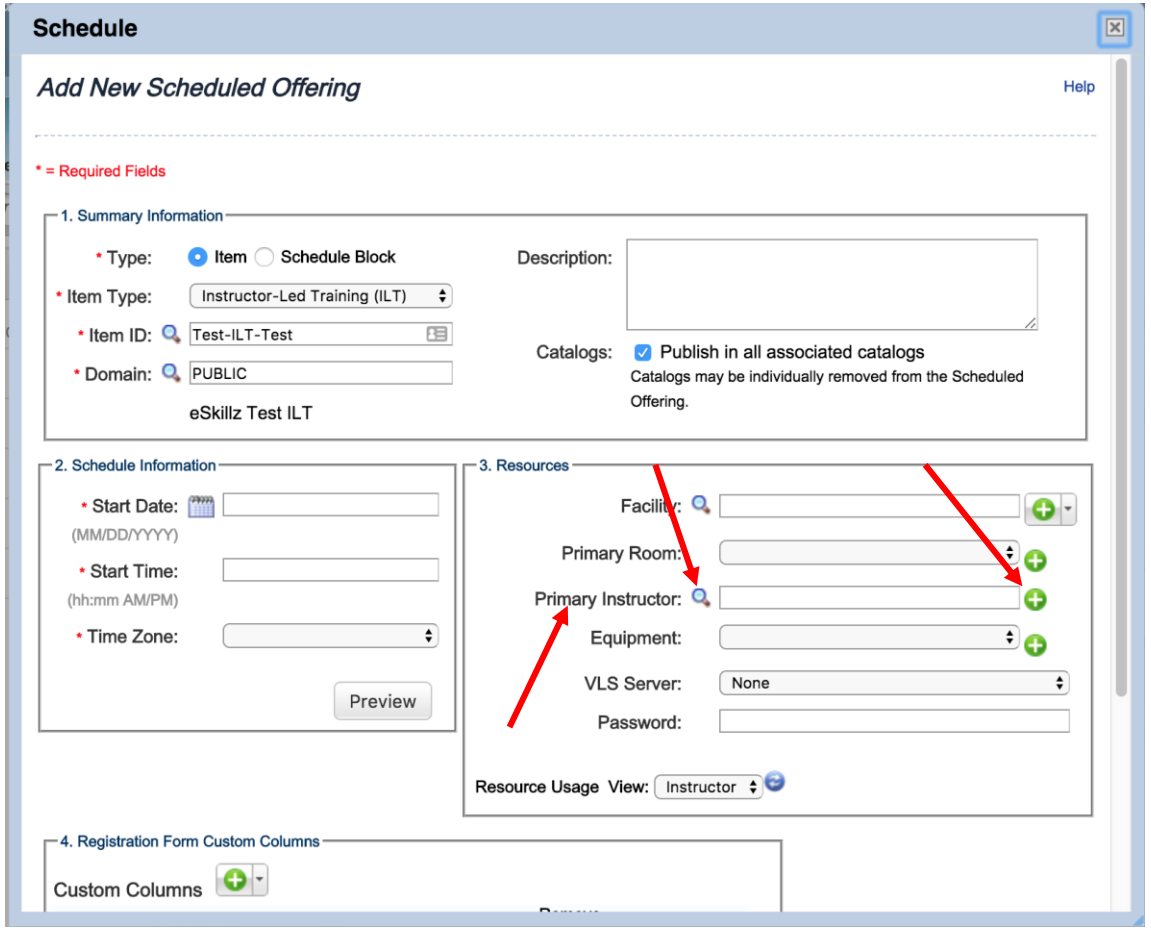
Learning Admin - Instructor



You can also lookup instructors in this view as well.

Best Practice Tip: Search for instructor before you begin creating scheduled offering.

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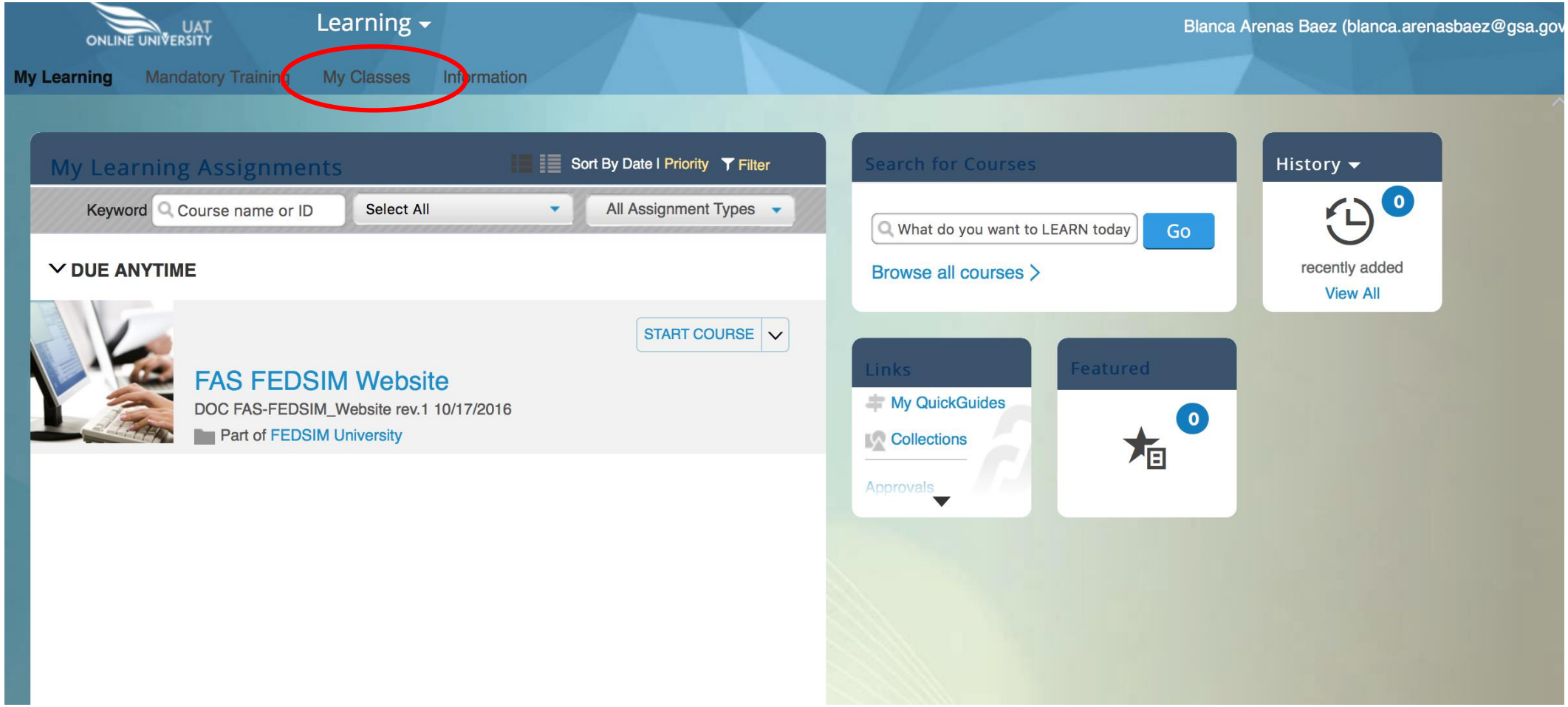
Learning Admin – My Classes



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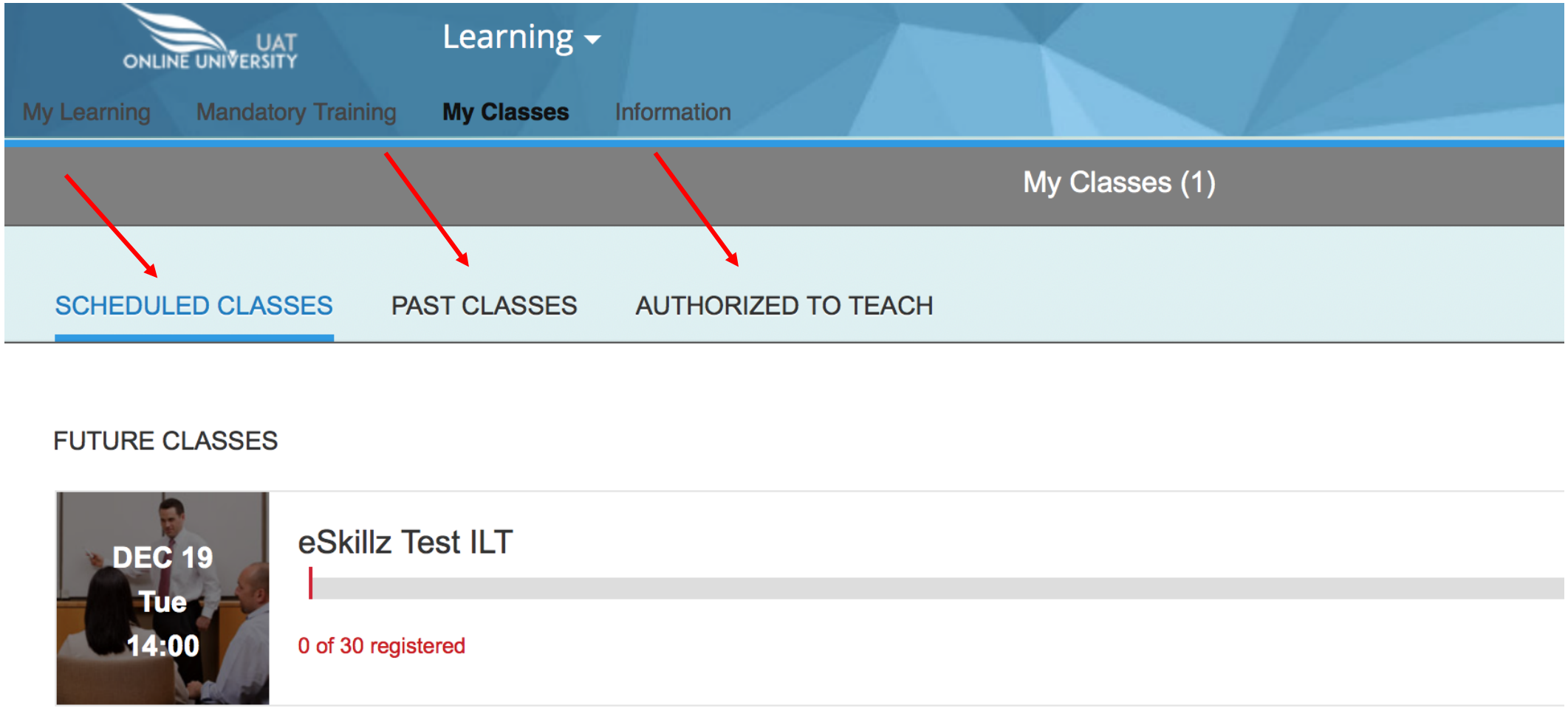
Learning Admin – My Classes



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Learning Admin - Instructor

Instructor (brief overview)
Search and create instructor
My Classes

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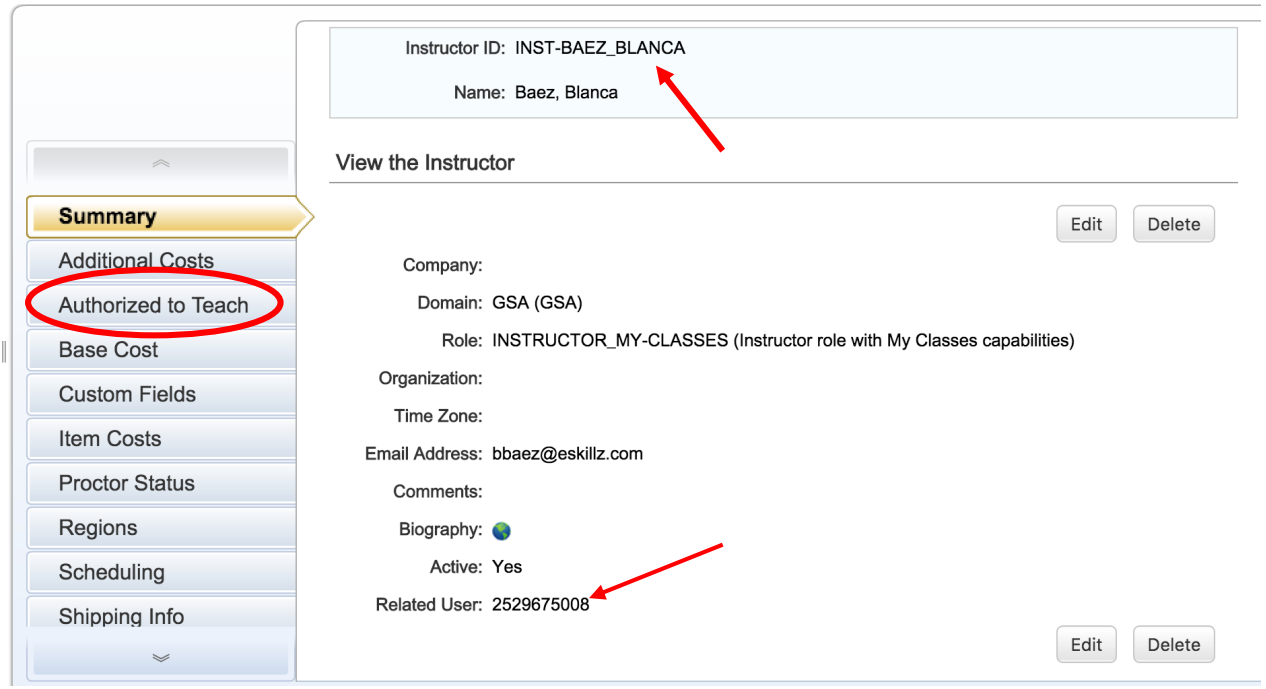
After Break Recap

Instructors

- Always search for instructor first before creating Scheduled Offering
- Make sure you follow instructor naming convention for Instructor ID
- Ensure you've added the related user to
- Make sure to add items to instructors profile "Authorized to Teach"
- Instructors can manage roster and record learning via My Classes tab



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Break Time

Please be back at your computer in

minutes.

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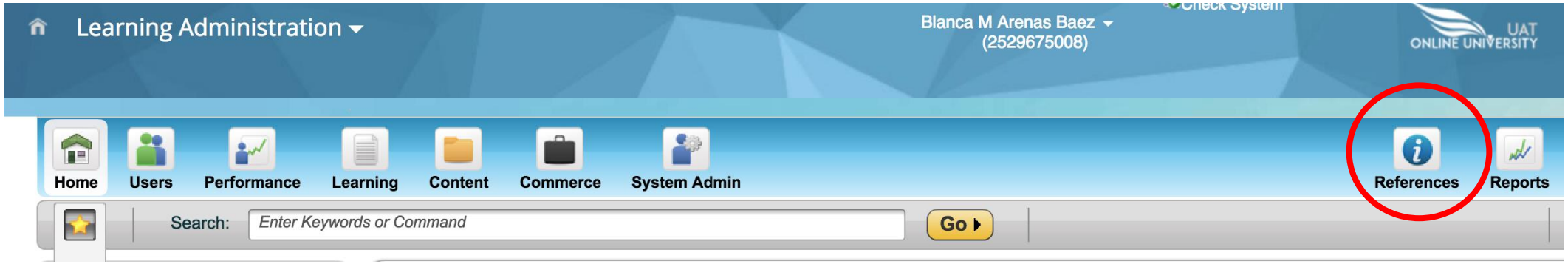
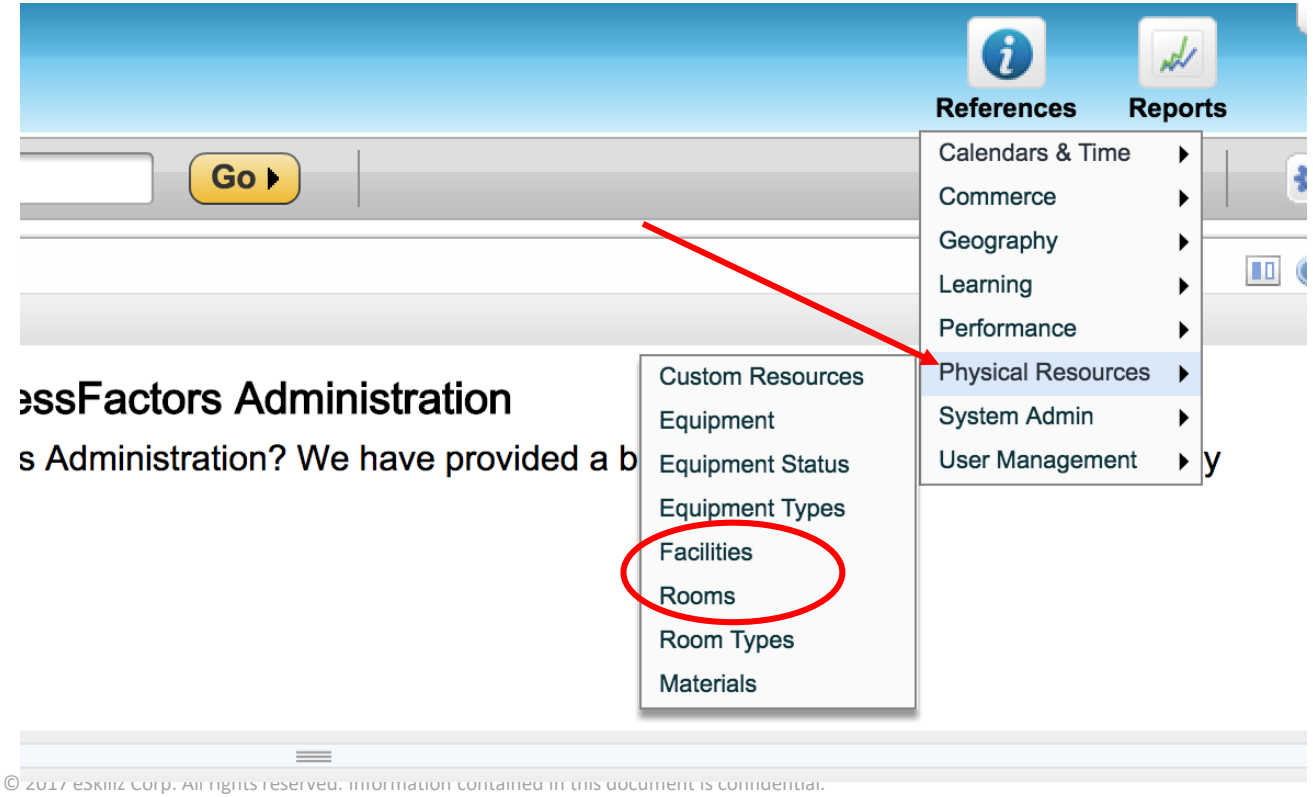
Learning Admin – Facilities & Rooms





Before creating a scheduled offering, first search for facilities to avoid duplication. The rooms are mapped to the facility.

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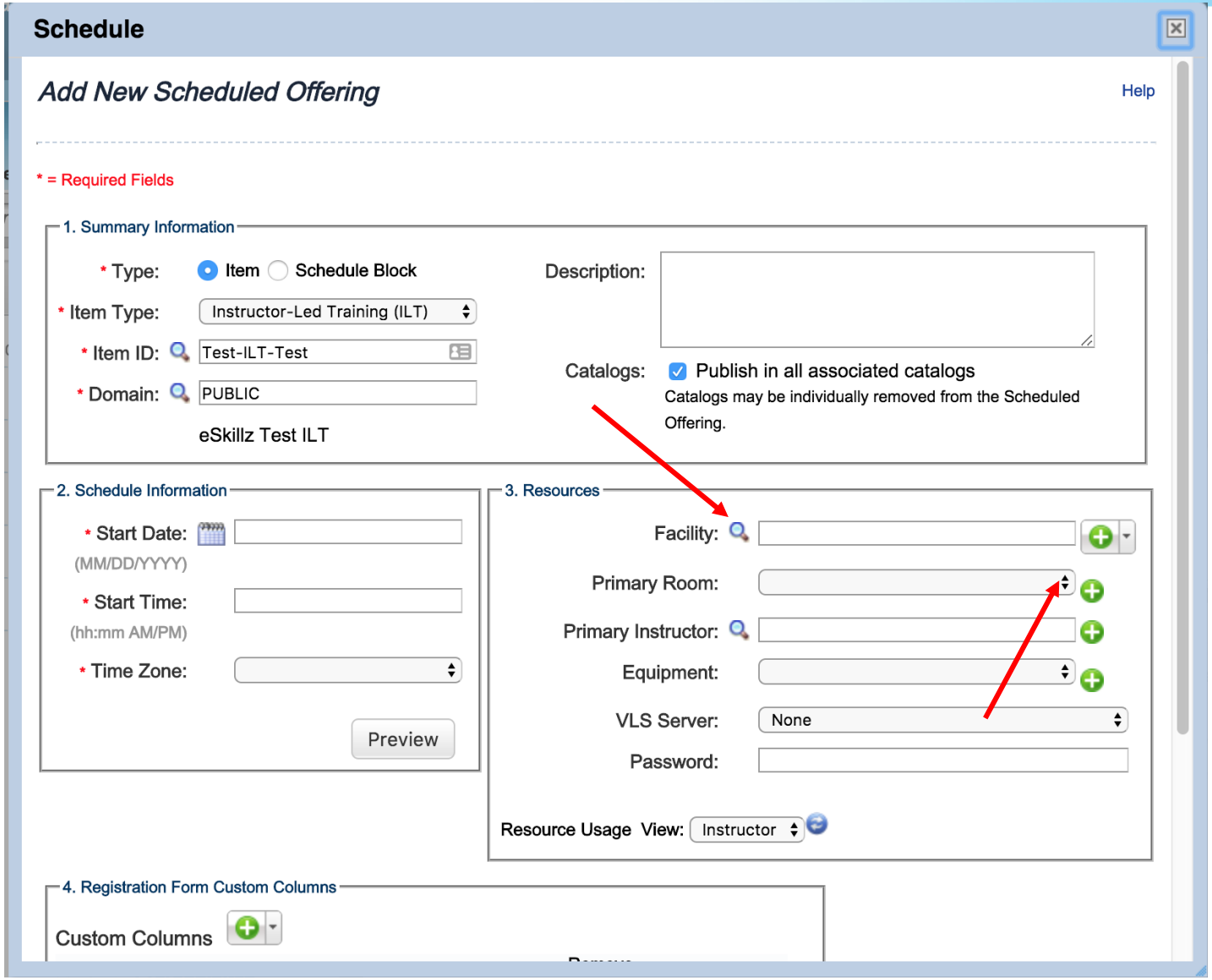
Learning Admin – Facilities & Rooms



You are able to search Facilities when you're creating scheduled offering. Keep in mind Rooms are associated to Facilities. Once you find the facility, the rooms

Best Practice Tip: Search for facilities and rooms in references to ensure information is entered properly.

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Admin Center – Learning Administration

Facilities & Rooms Overview
Searching and entering new Facilities and Room

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Learning Admin Overview – Training Recap

Instructor

- ✓ Searching/creating for instructor
- ✓ Authorizing instructors to teach
- ✓ Classes

Facilities and Rooms

- ✓ Searching/creating facilities and rooms
- ✓ Use correct naming convention (Info on slide 8)

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Upcoming Training

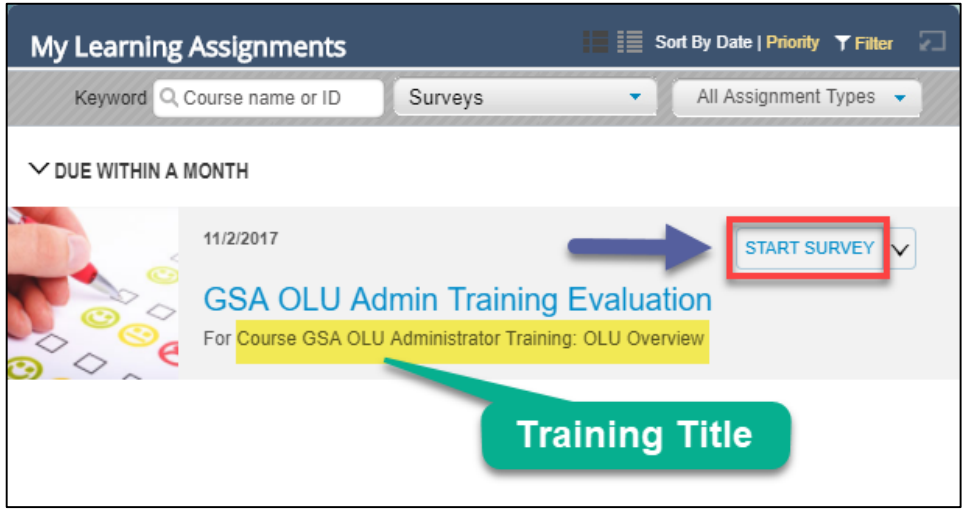
Reporting

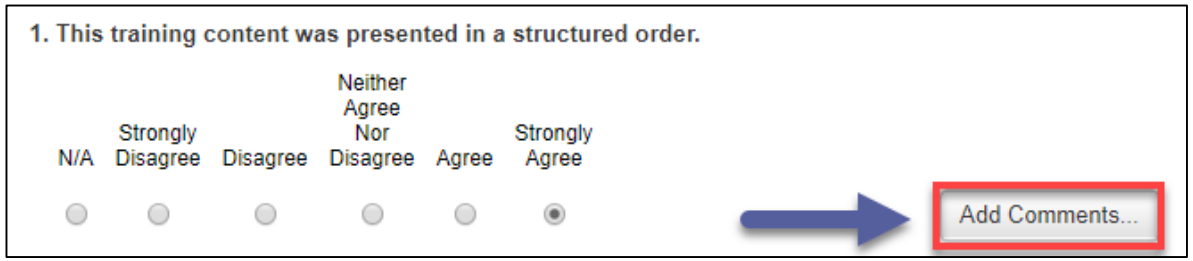
December 12, 2017

10:00am – 12:00pm EST

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