GSA OLU Administrator Training

Items – ILT

Presenter: Esiloza Omoh

Senior 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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- **Estevan Ferrer**
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  - 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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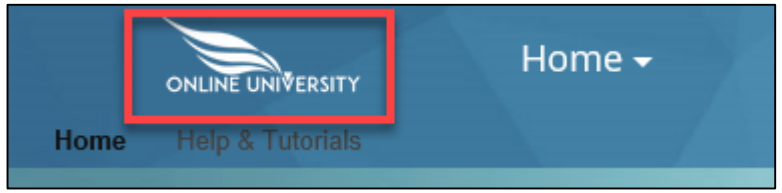
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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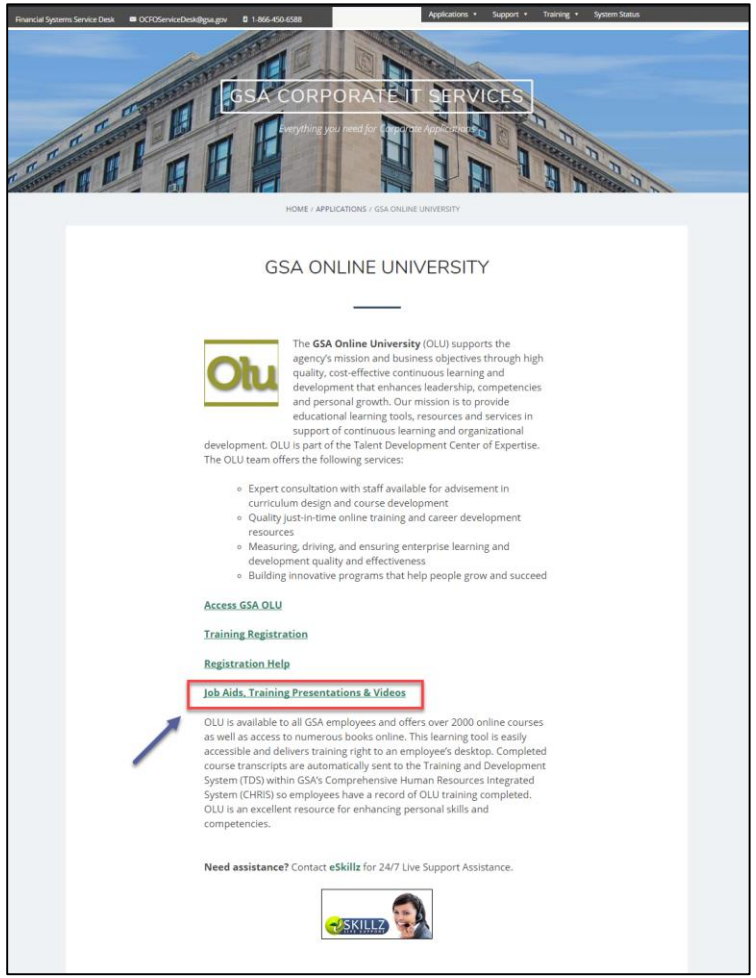
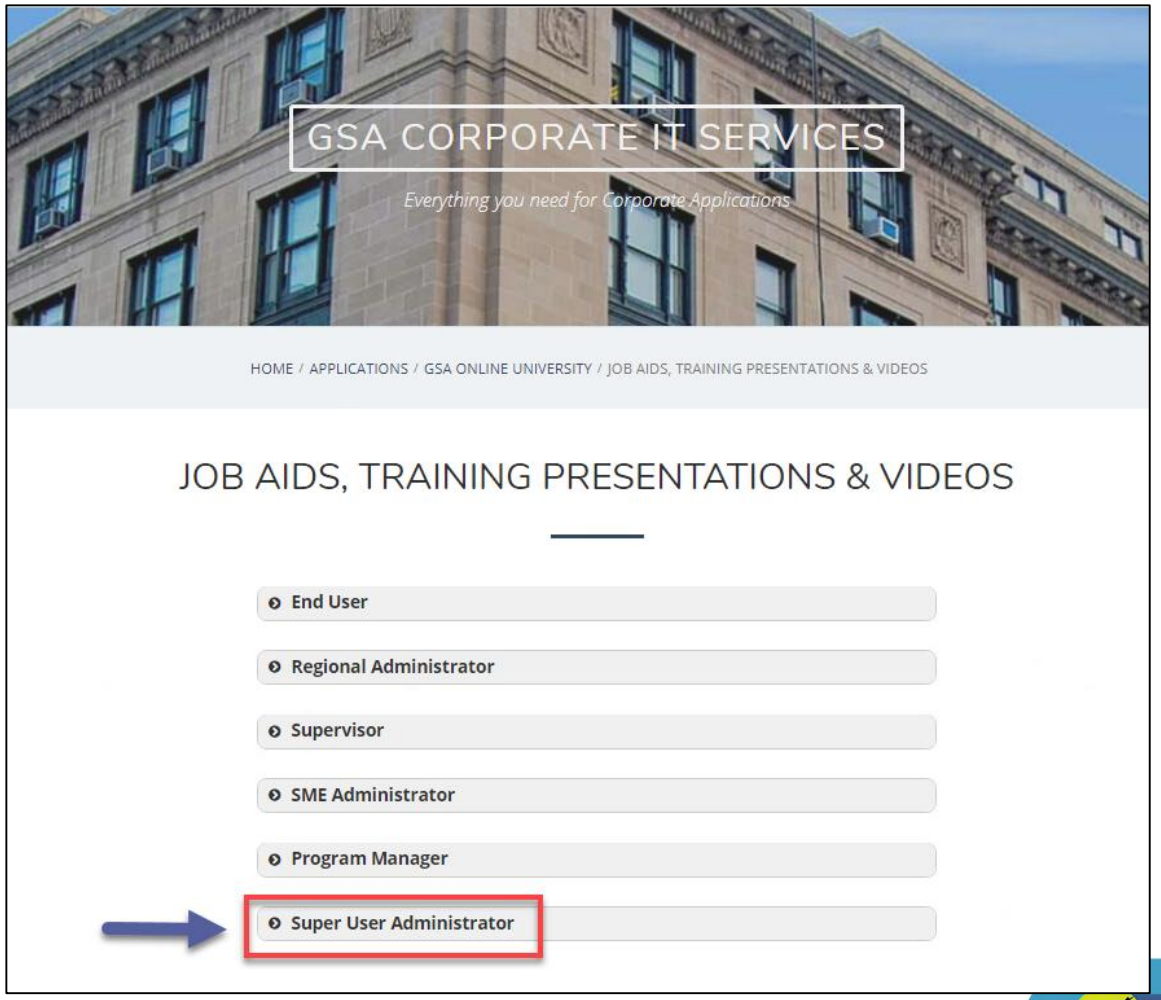
Admin Training Resources

Presentation Slides
Training Video
OLU Contacts

GSA Corporate IT Services Page – Training Materials

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





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Training Objectives: Items – ILT

Items Overview

- Definitions
- Item Types
- Naming conventions
- Items Navigation (Learning Tab)
- Search/ View Items
- Related Menu Overview

Item Administration

- Create Item
- Edit Item – Item details, Cover Page
- Copy Item
- Delete Item

User Management

- Assign Item
- Notifications

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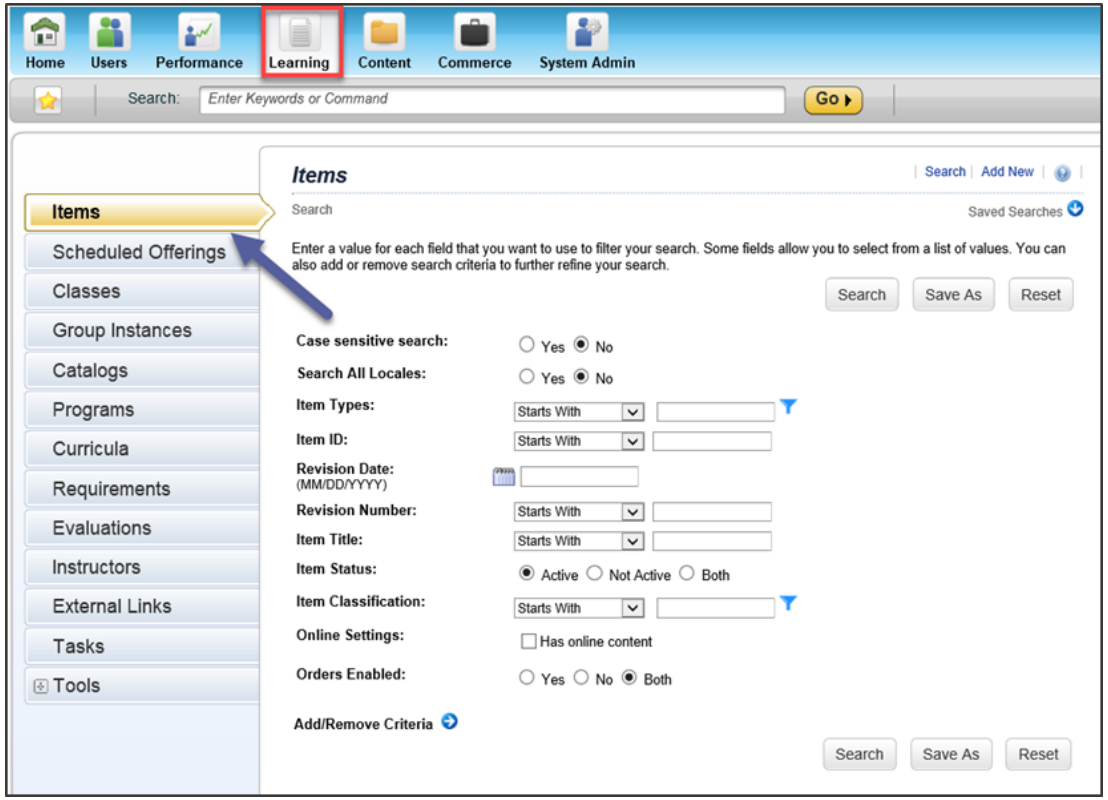
Items Overview

An item is “an assignable unit that can be tracked. It may be a learning or non-learning activity”.

<u>Learning items (15 types):</u>

- Instructor-Led Training (ILT)
- Web-Based Training (WBT)

In the Scheduled Offering case, the parent item will be an ILT.



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Items – 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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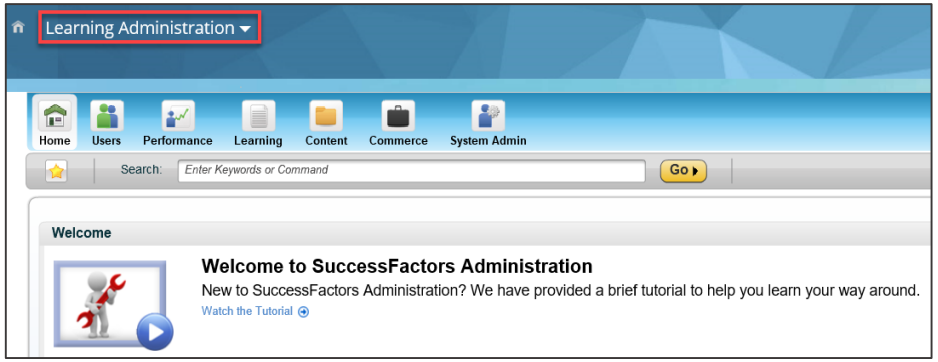
Items Navigation

Learning Administration Page > Learning > Items

1



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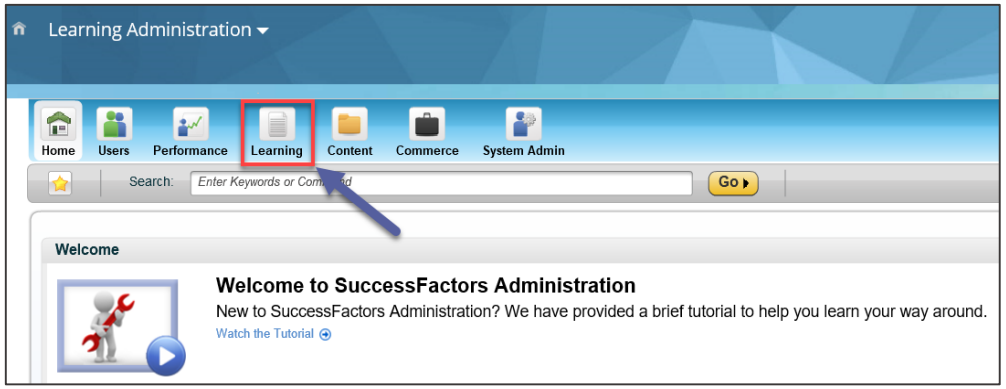

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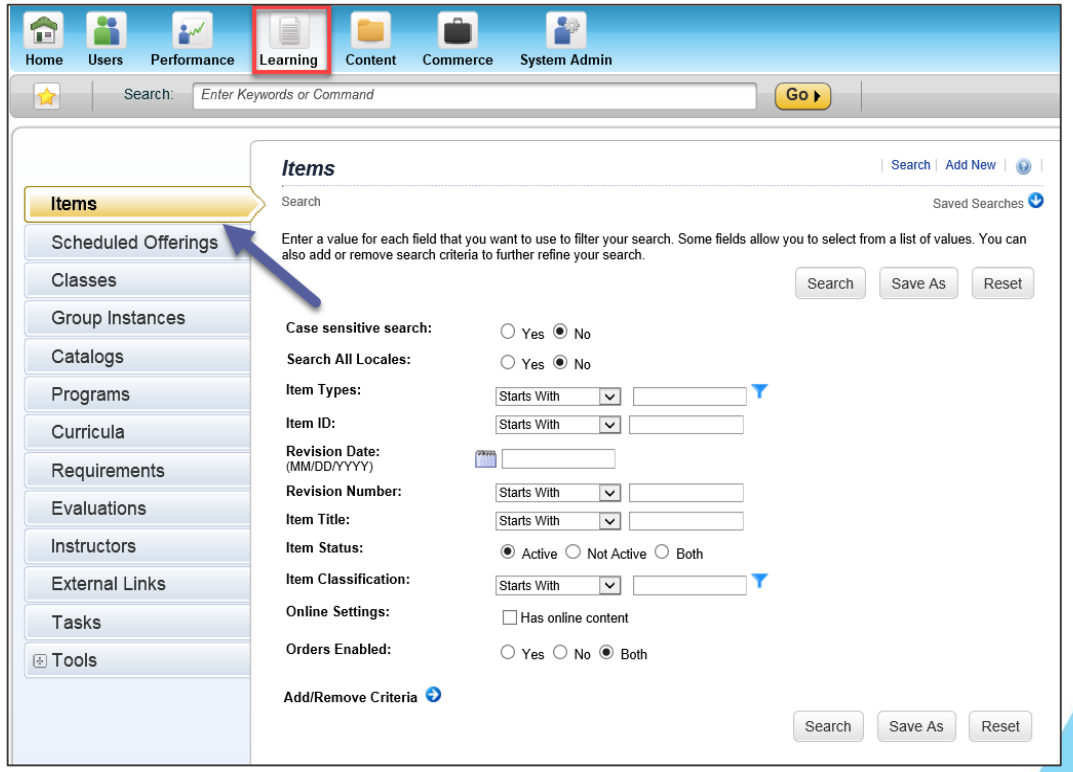

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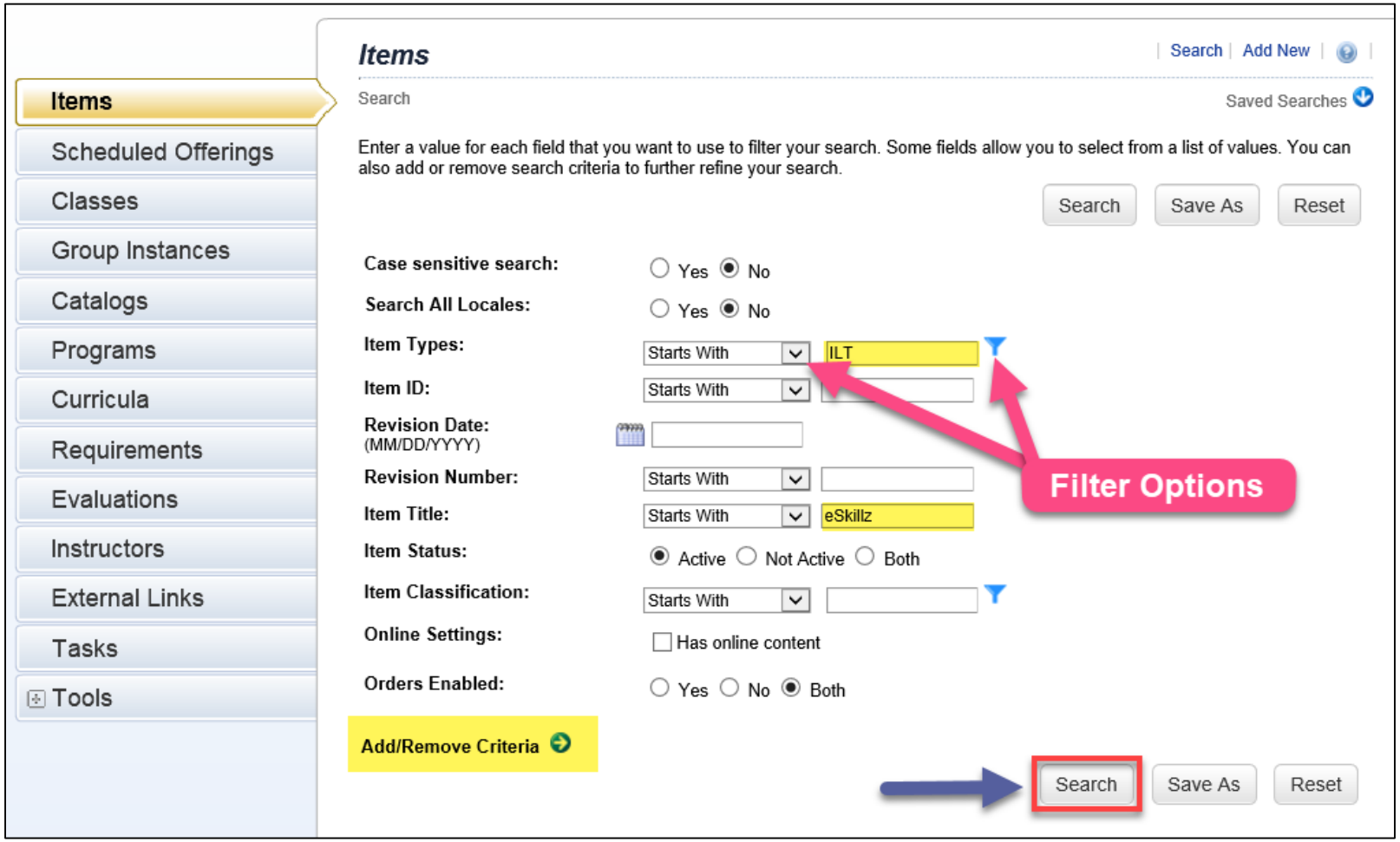
Items Search

TIP: Click the "Add/Remove Criteria" button to refine your search.



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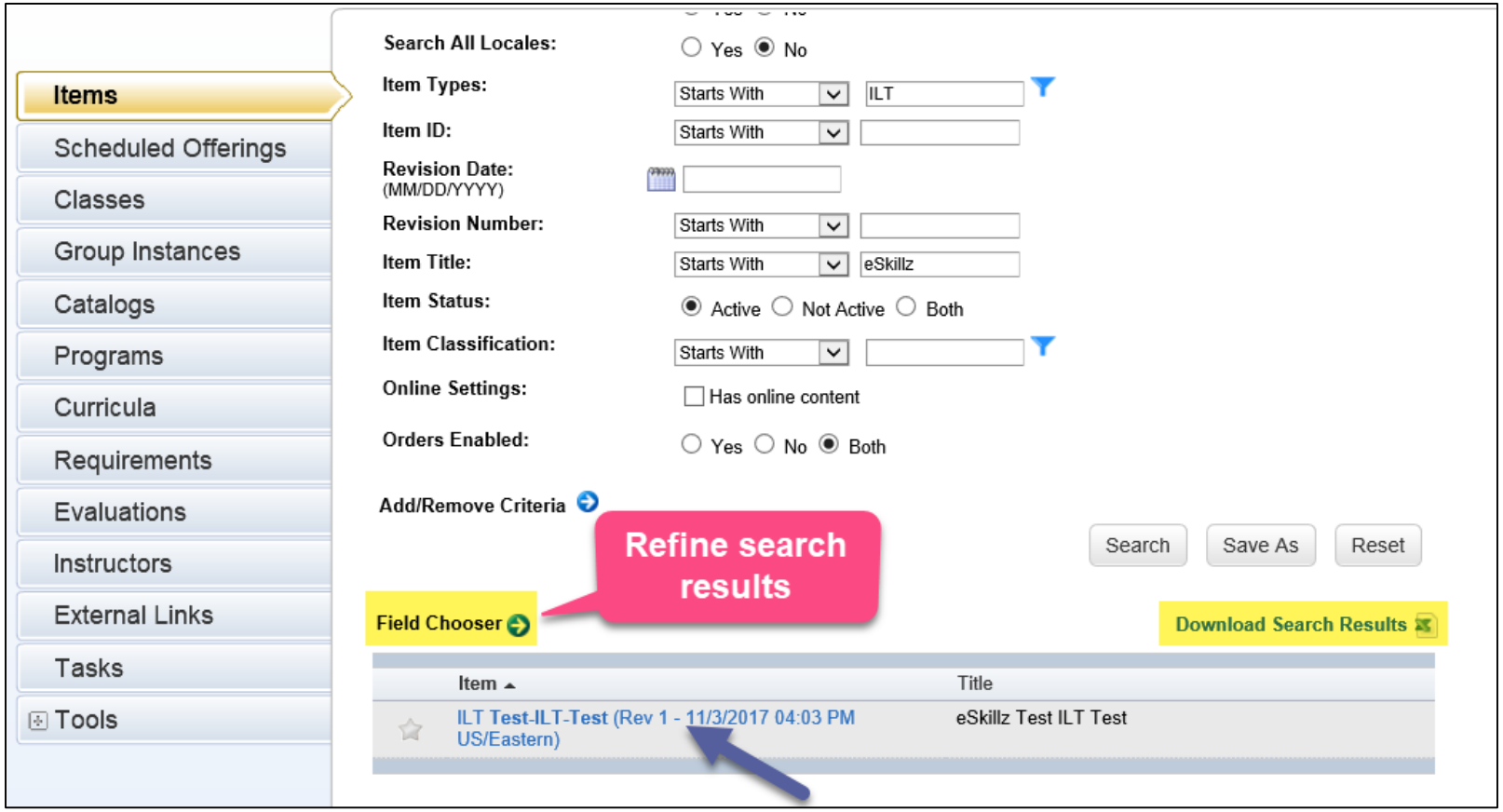
Items Search cont…

TIP: Click the "Field Chooser" button to refine your search results.



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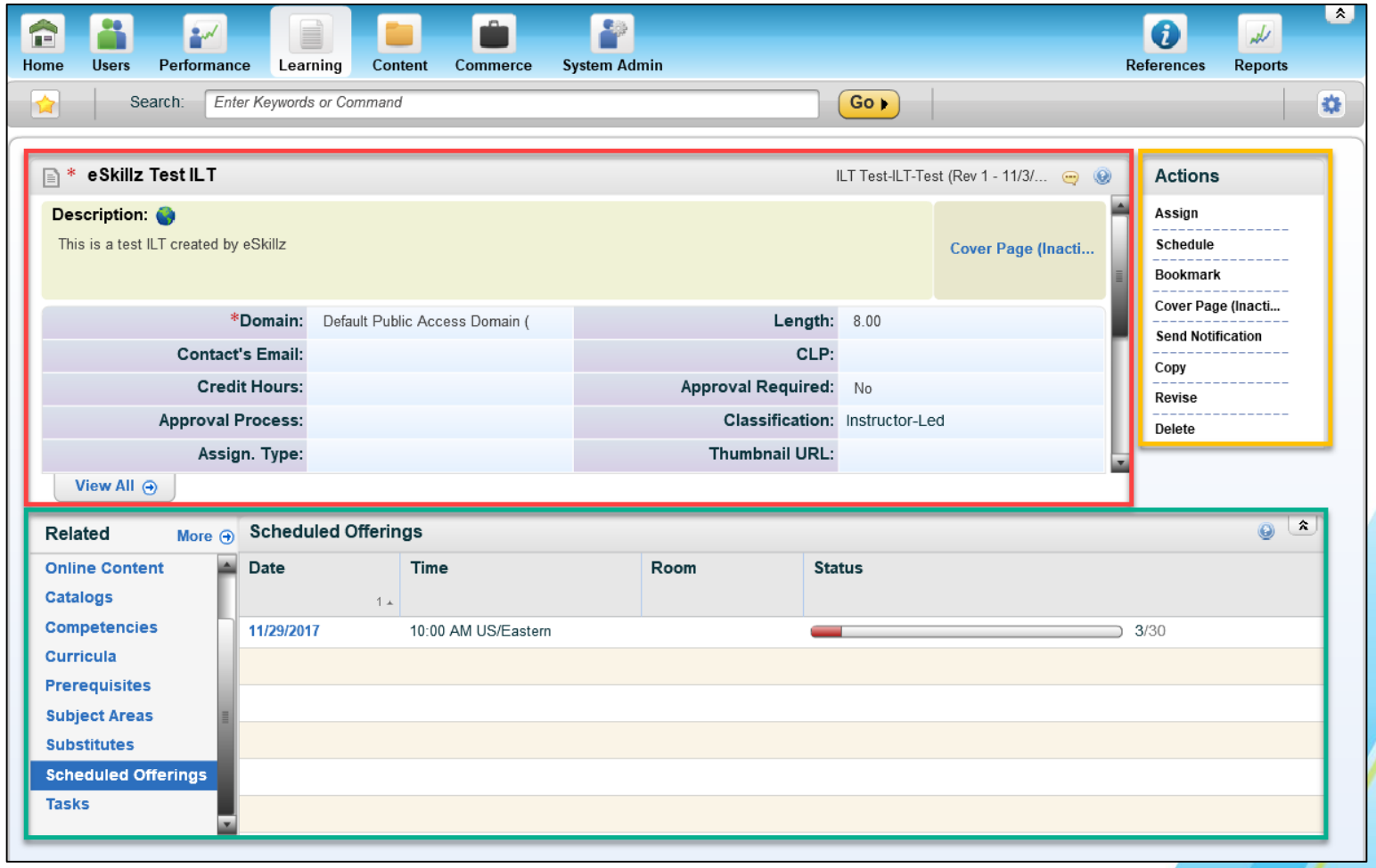
Item Administration Page

Core Area (top left): Item's basic information.

Actions Menu (top right): Displays additional actions that can be performed at the items level.

Related Menu (bottom half): Displays major tabs related to important item components (ex: Scheduled Offerings). Click **More** to see additional Related tabs.



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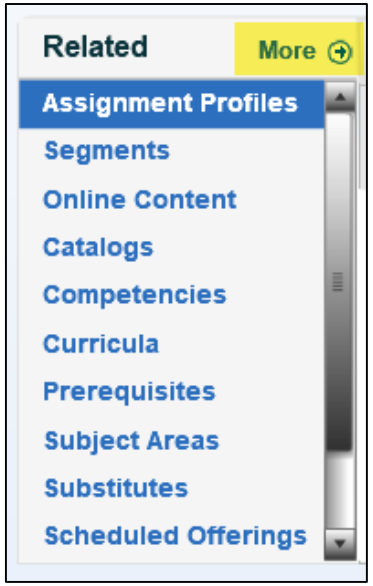
Item Administration Page – Related Menu

Related Menu

- **Assignment Profiles** – used to assign items to users in a group.
- **Segments** – unique days/ section of training.
- **Online Content** – exams, quizzes, WBT content.
- **Catalogs** – gives users access to the item.
- **Competencies** – N/A
- **Curricula** – view, edit, or add curricula to the item.
- **Prerequisites** – identify items to be completed before registering for the SO.
- **Subject Areas** – N/A
- **Substitutes** – items that can be completed in substitute for this item.
- **Scheduled Offerings** – view all future SO associated with the item.
- **Tasks** – N/A



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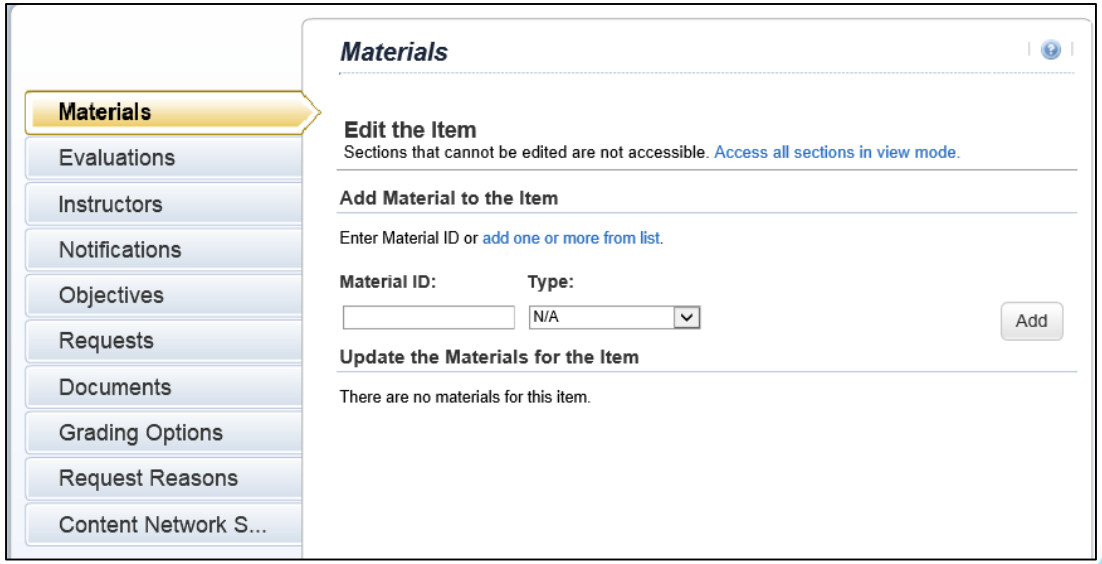
Item Administration Page – Related Menu

Related Menu - More

- **Materials** – training materials associated with cost.
- **Evaluations** – add, modify, or remove survey.
- **Instructors** – add or remove instructors associated with item.
- **Notifications** – view or modify item notification templates.
- **Objectives** – N/A
- **Requests** – view user requests for new SO for the item.
- **Documents** – associate reference documents.
- **Grading Options** – associate grades or scores.
- **Request Reasons** – add, modify, or remove request reasons.
- **Content Network Sessions** – N/A



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Items Overview

Items Navigation
Items Search
Item Administration Page
Related Menu

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Break Time

Please be back at your computer in

minutes.

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After Break Recap

Items Overview

- ✓ Definitions
- ✓ Item Types
- ✓ Naming conventions
- ✓ Items Navigation (Learning Tab)
- ✓ Search/ View Items
- ✓ Related Menu Overview

Item Administration

- Create Item
- Edit Item – Item details, Cover Page
- Copy Item
- Delete Item

User Management

- Assign Item
- Notifications

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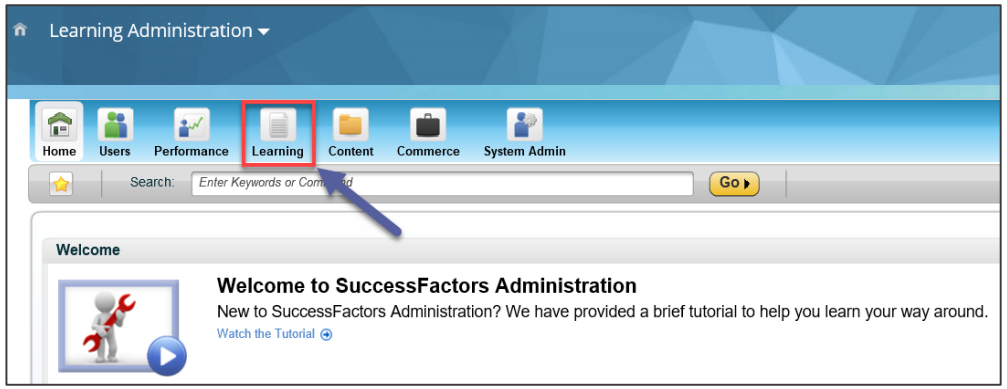
Item Administration – ILT Creation

Learning > Items > Add New

1



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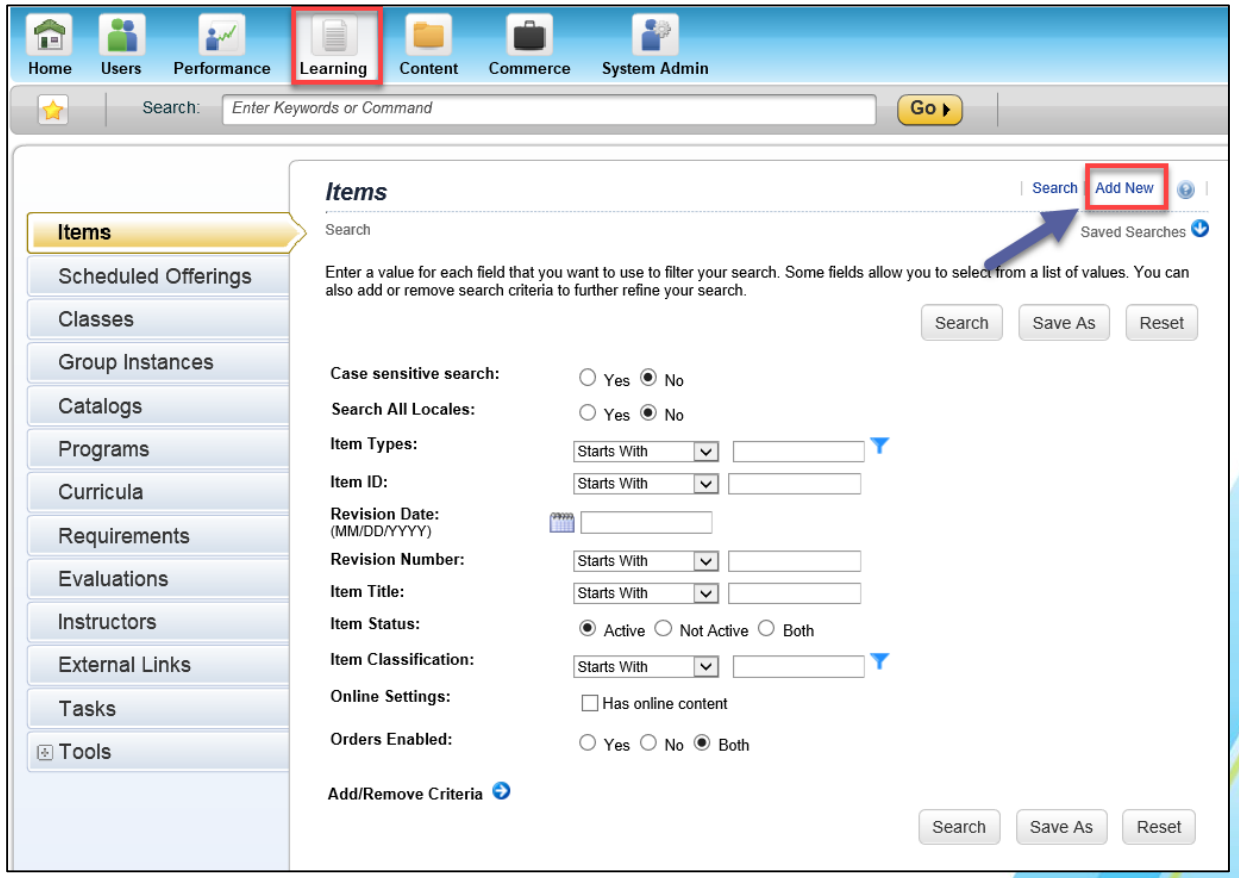

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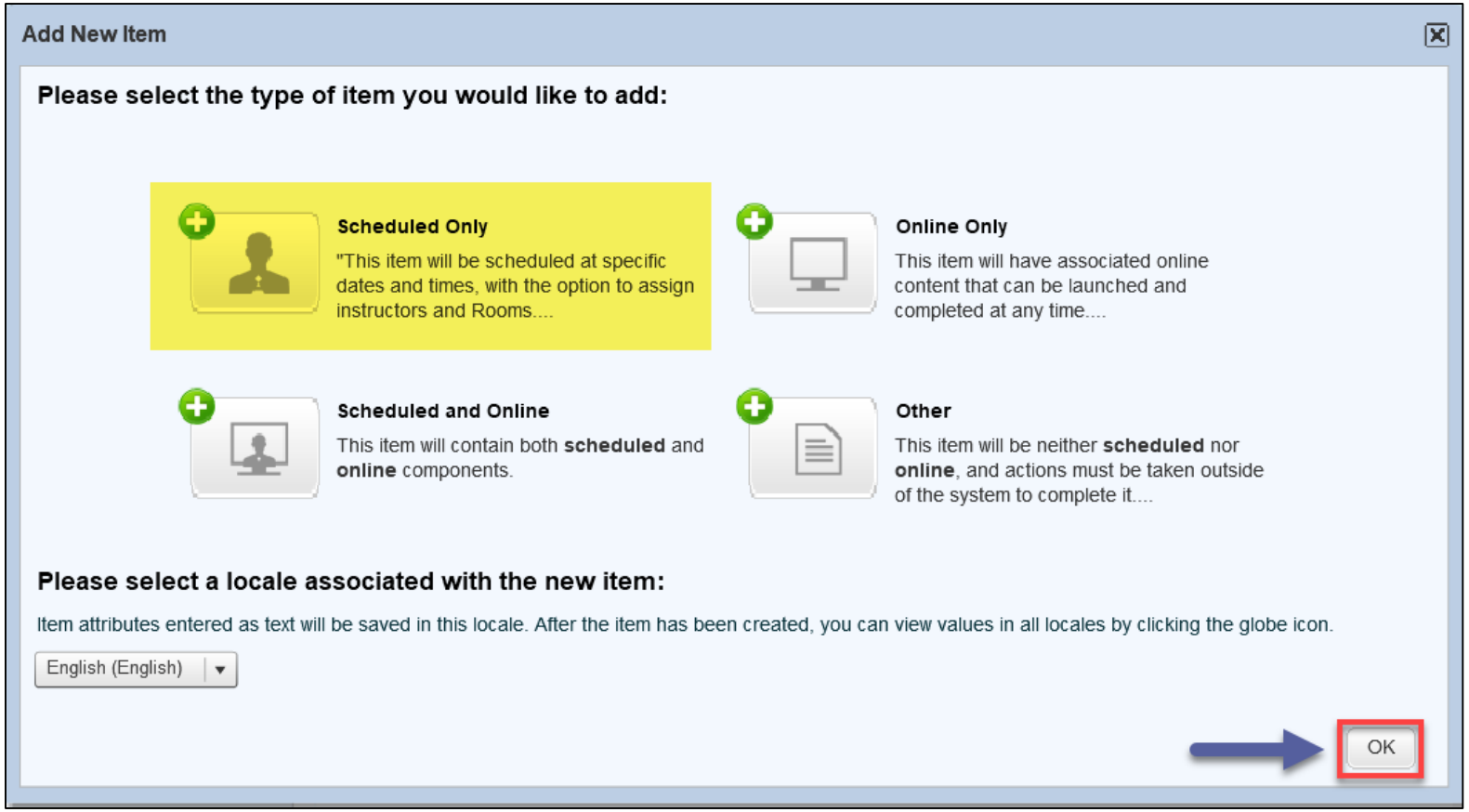
Item Administration – ILT Creation…continued



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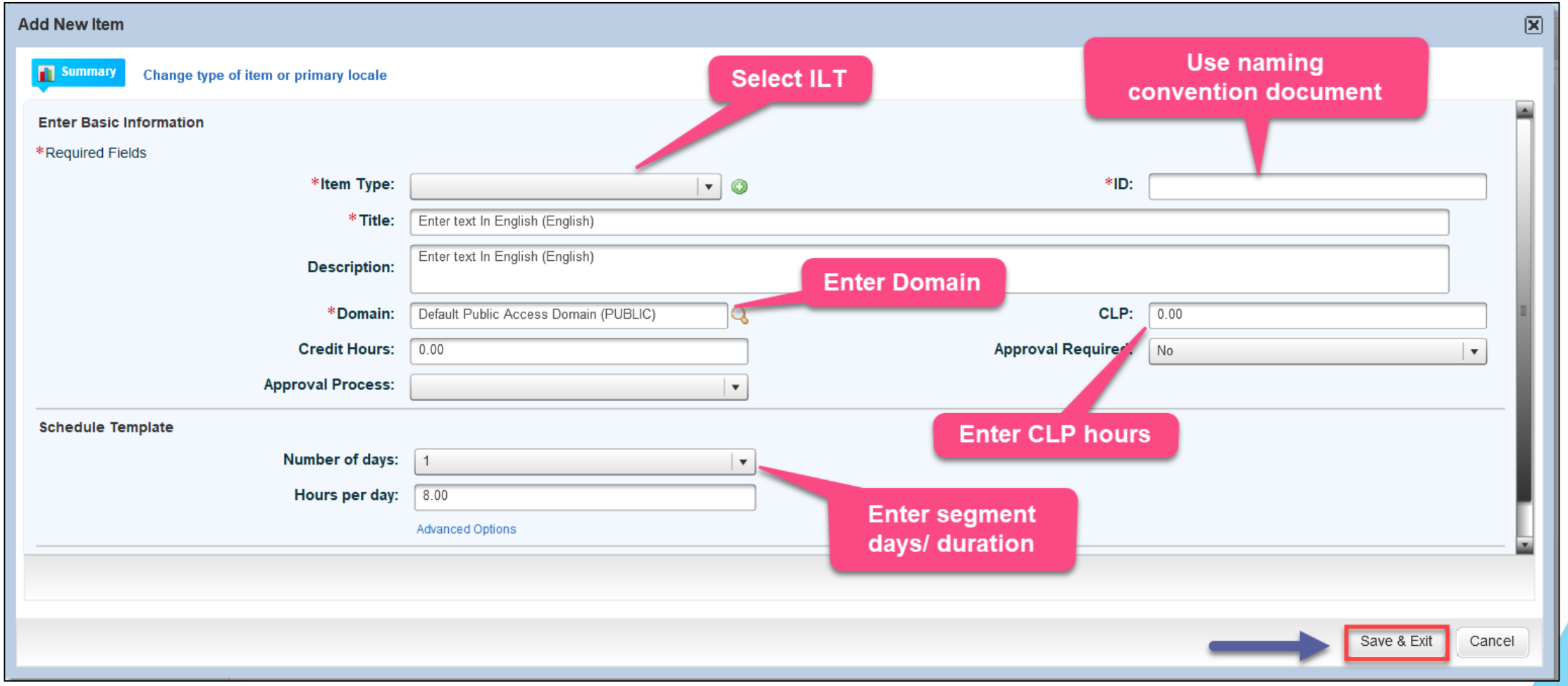
Item Administration – ILT Creation…continued



*****Note: Use Naming Conventions document!***

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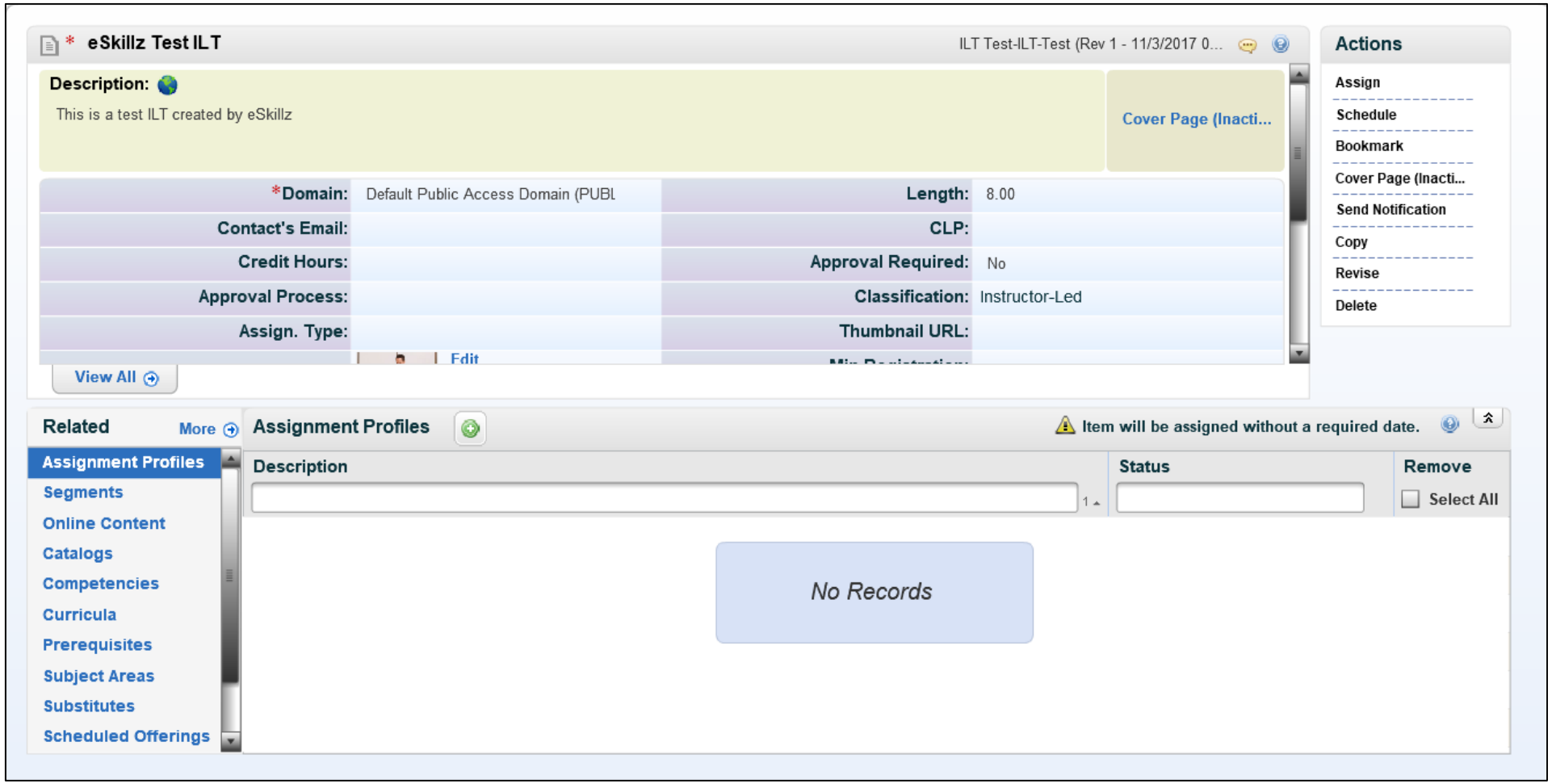
Item Administration – ILT Creation…continued



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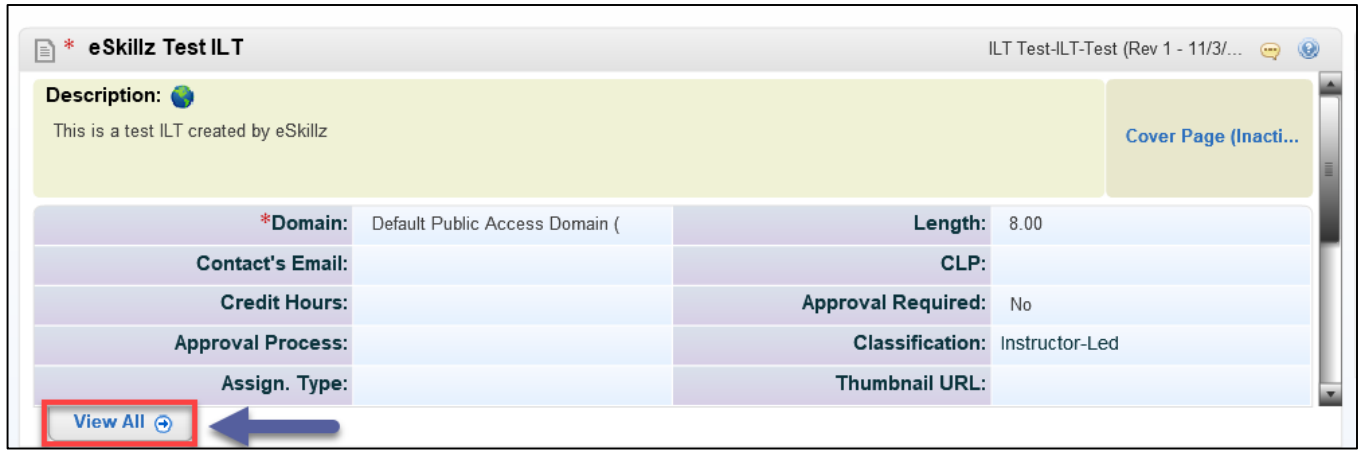
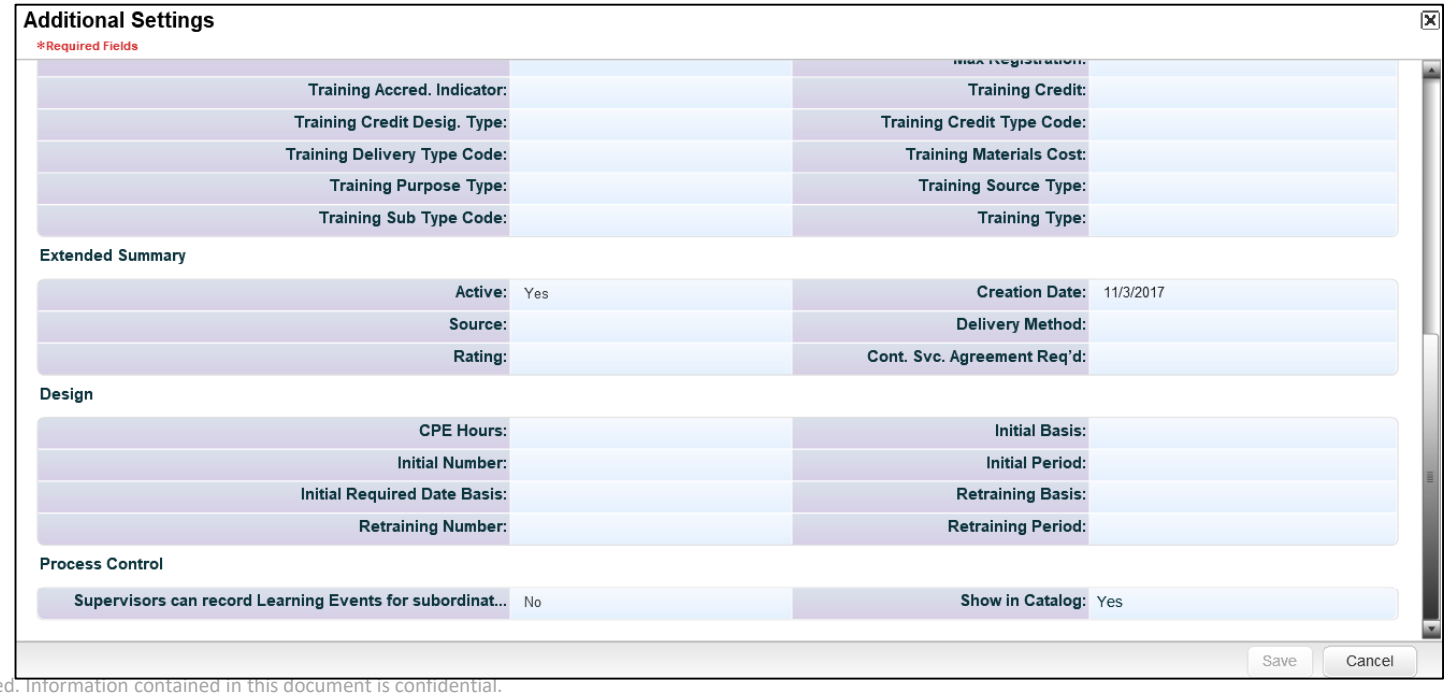
Item Administration

Edit Item





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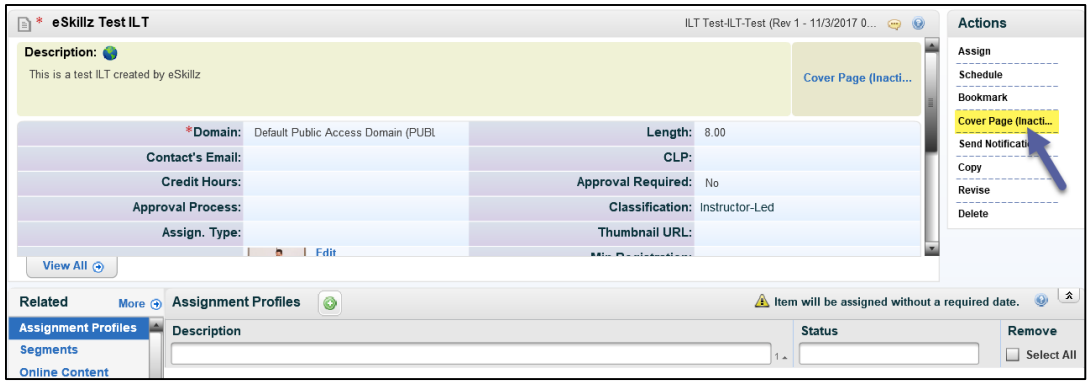
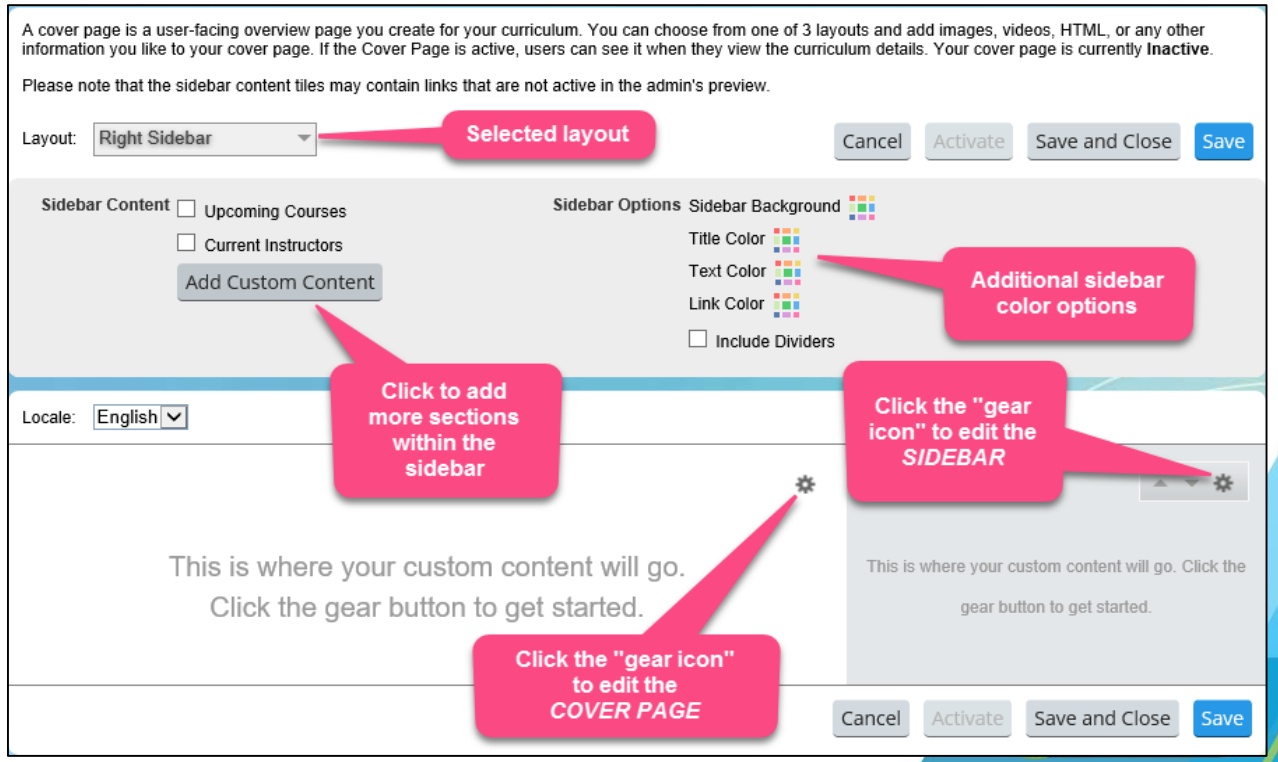
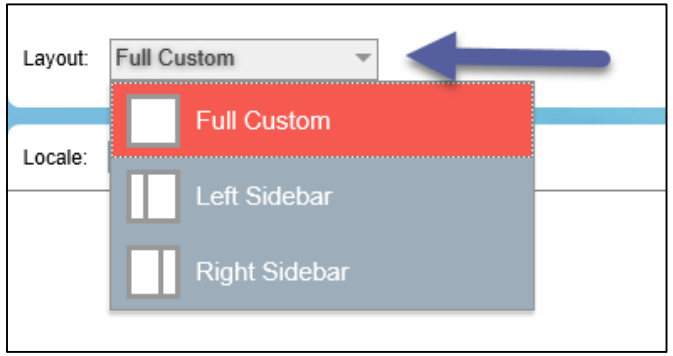
Item Administration

Edit Item - Cover Page

- User-facing item overview page.
- Add additional directions, links, HTML, images.
- Three different layouts.
- Not required for publishing.
- Activate to become visible to users.
- Sample Item: "Crocheting for Beginners"







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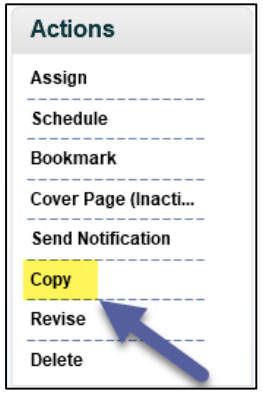
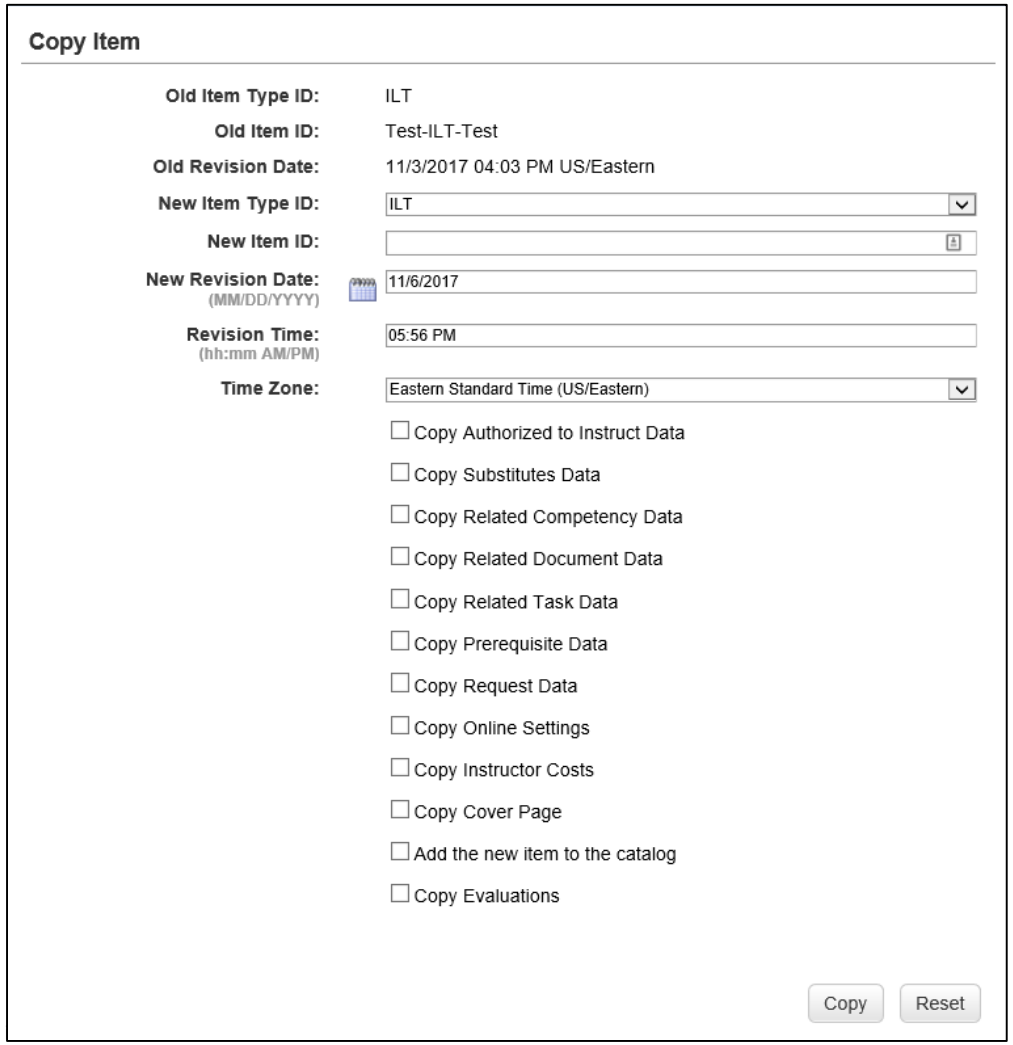
Item Administration

Copy Item

Actions Menu > Copy





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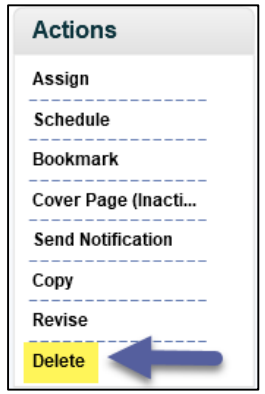
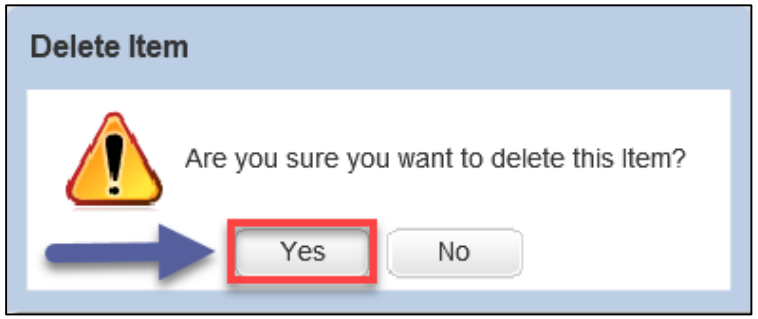
Item Administration

Delete Item

Actions Menu > Delete





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Item Administration

Create Items (ILT)
Edit Item
Copy Item
Delete Item

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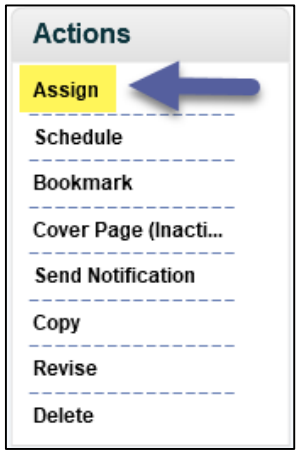
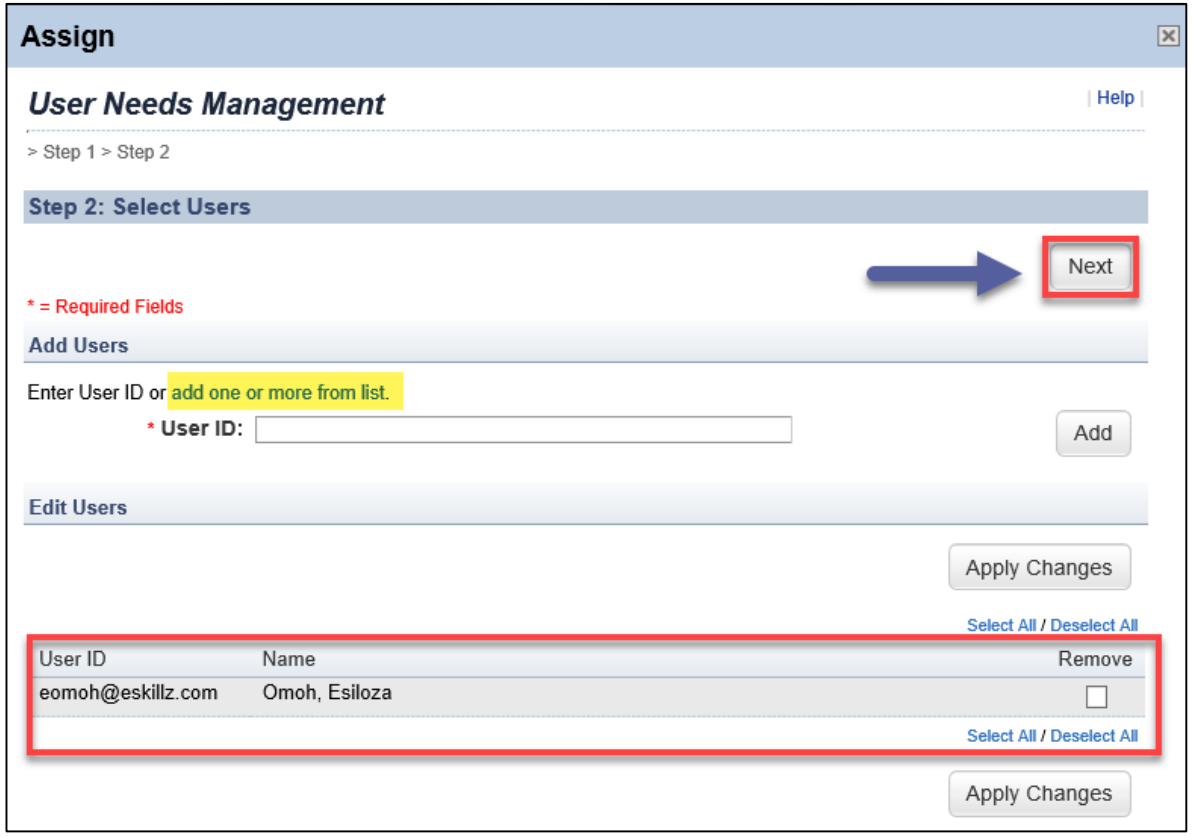
User Management

Actions Menu > Assign





Note: Click "add one or more from list" to add more people to your assign list.

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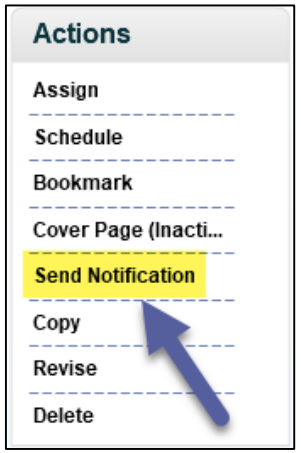
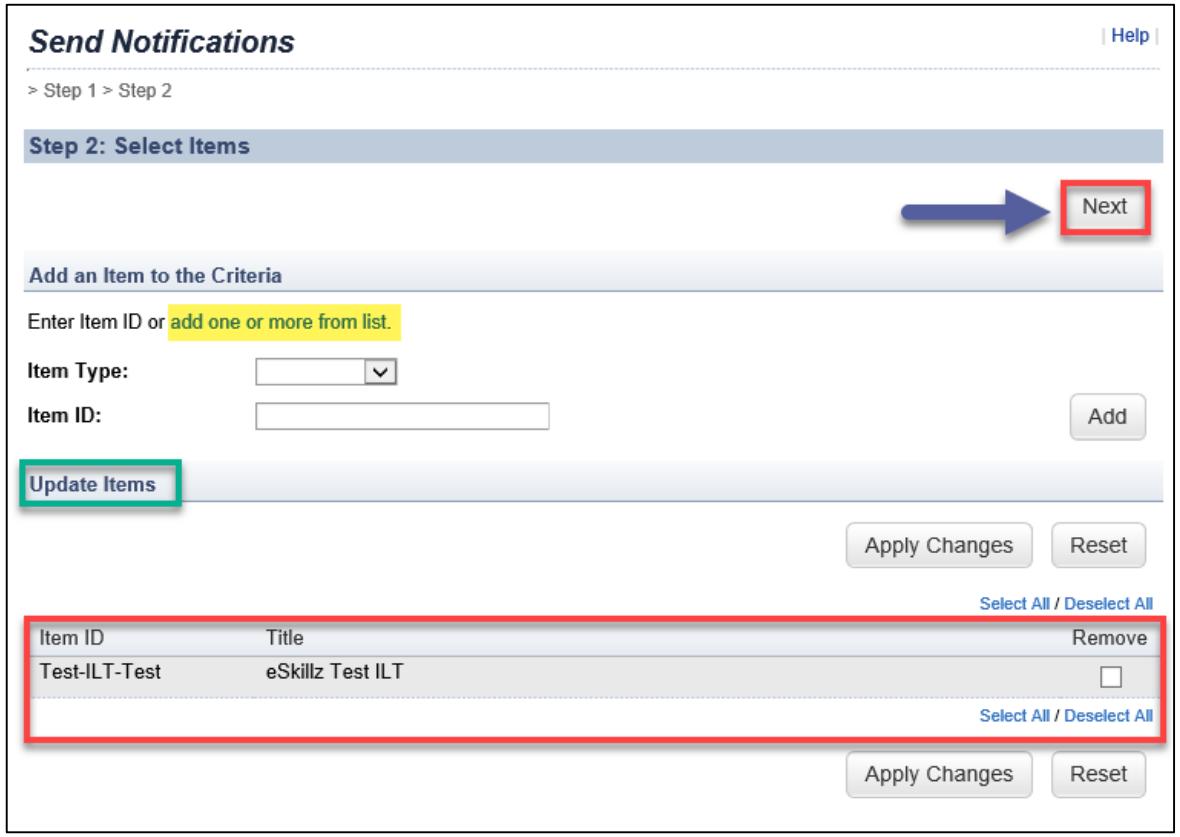
Notifications

Actions Menu > Send Notification





Note: Click "add one or more from list" to add more items to your assign list.

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Notifications…continued

Sample Notification

Subject: ***Thank you for attending GSA OLU Admin Training!***
To:

Good Morning,

Thank you for attending the GSA OLU Admin Training: OLU Overview training on 10/25/17 @ 2 PM EST. I hope that you found the training informative and helpful.

As promised, I have attached the updated OLU Overview resources for your review. These resources (including video recordings) will also be available on the GSA Corporate IT Services page (https://corporateapps.gsa.gov/applications/gsa-olu/).

GSA OLU Admin Training Resources

- Training Slides (attached)
- Training recording (website)

Action Required: Please take a moment to complete the training evaluation. Your feedback is essential to the success of the training series. *Access to the survey will expire in 48 hours*. Note: your survey responses are anonymous. Click **HERE** to access the survey area of the OLU LMS.

Thanks,

Esiloza Omoh

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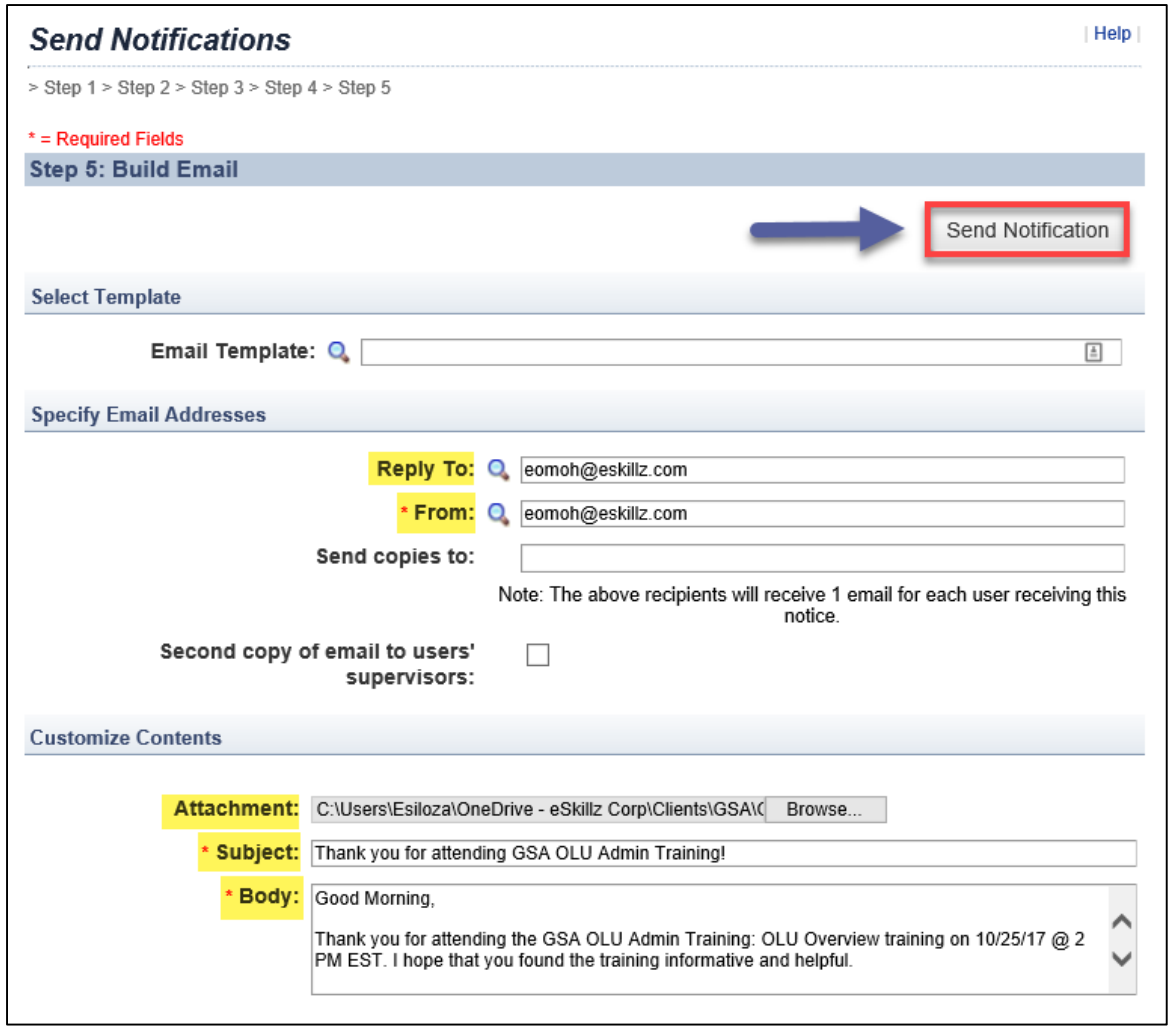
Notifications…continued



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Notifications

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User Management

Assign Item Notifications

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Training Recap: Items – ILT

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Upcoming Training

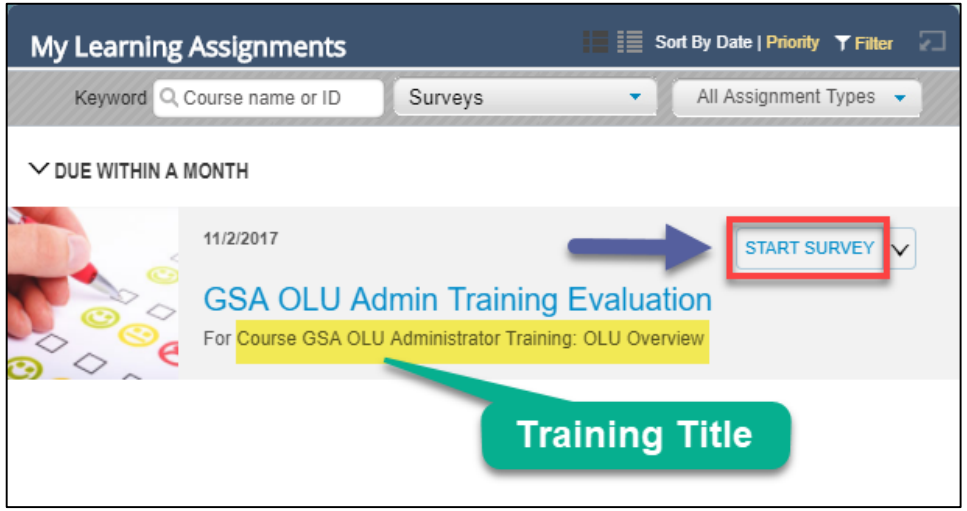
Items – SO

November 14, 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 Contacts