GSA OLU Administrator Training

Learning Admin Overview

Presenter: Esiloza Omoh

Senior Systems Administrator - eSkillz

GSA OLU Contacts – Training Services Branch

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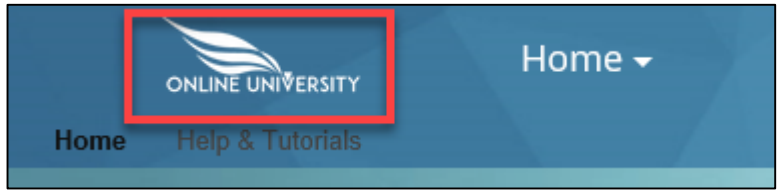
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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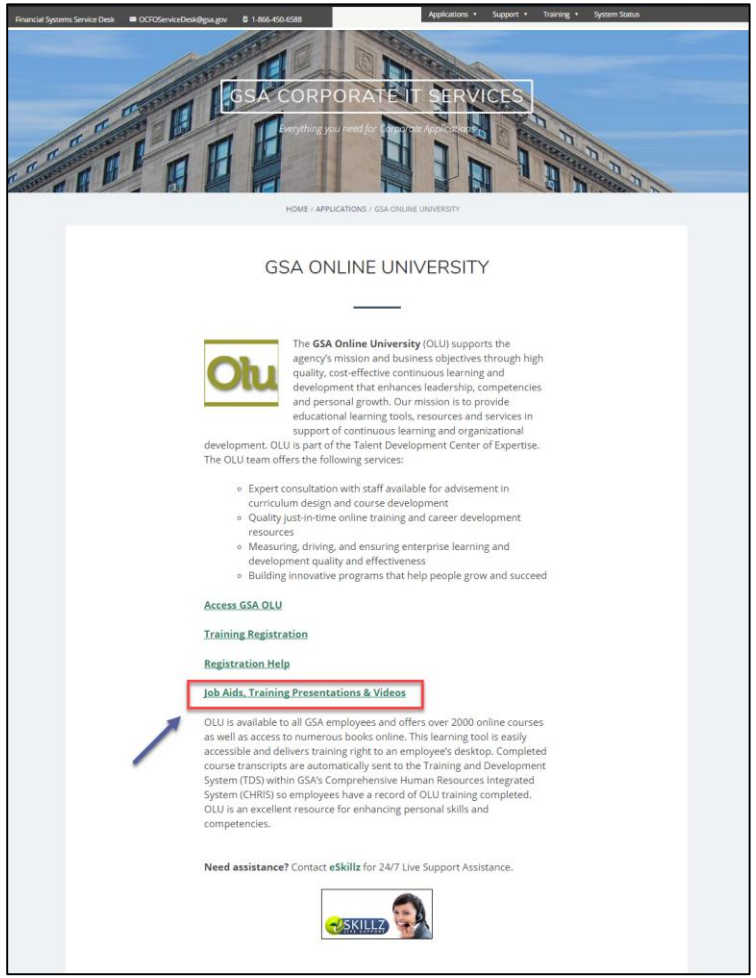
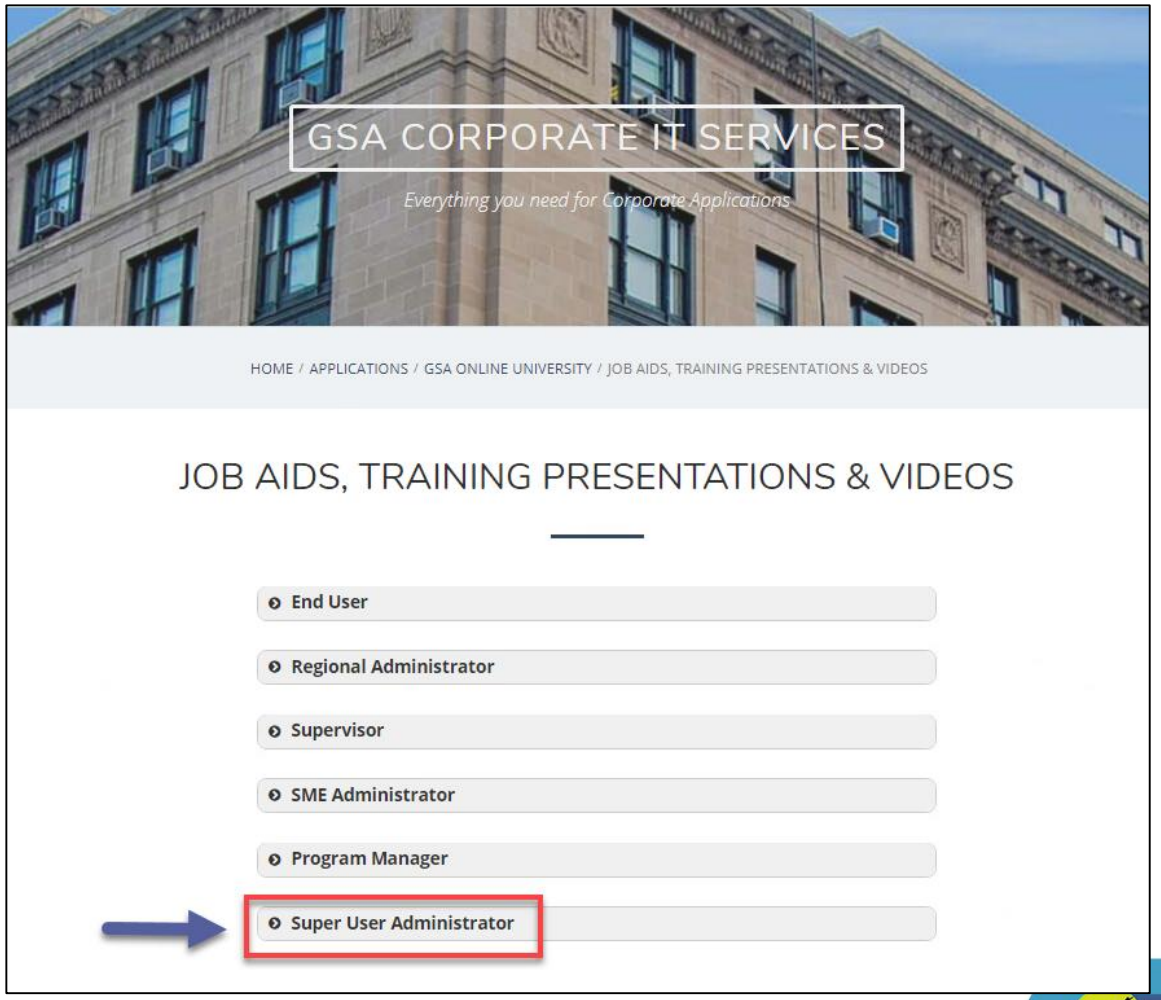
Admin Training Resources

Presentation Slides
Training Video
OLU Contacts

For More Information

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





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Learning Admin Overview - Objectives

OLU Homepage

- Accessing the OLU
- Homepage Navigation/ Overview
- My Admin Favorites Tile

Admin Center

- Navigation
- OneAdmin vs NextGen View
- Admin Center Overview

Learning Administration

- Navigation
- Admin Preferences
- Learning Admin Homepage
  - Overview
  - Button Bar
    - Navigation Menu
    - References Tab
    - Reports Tab
- Admin Processes:
  - Definitions
  - Naming Conventions

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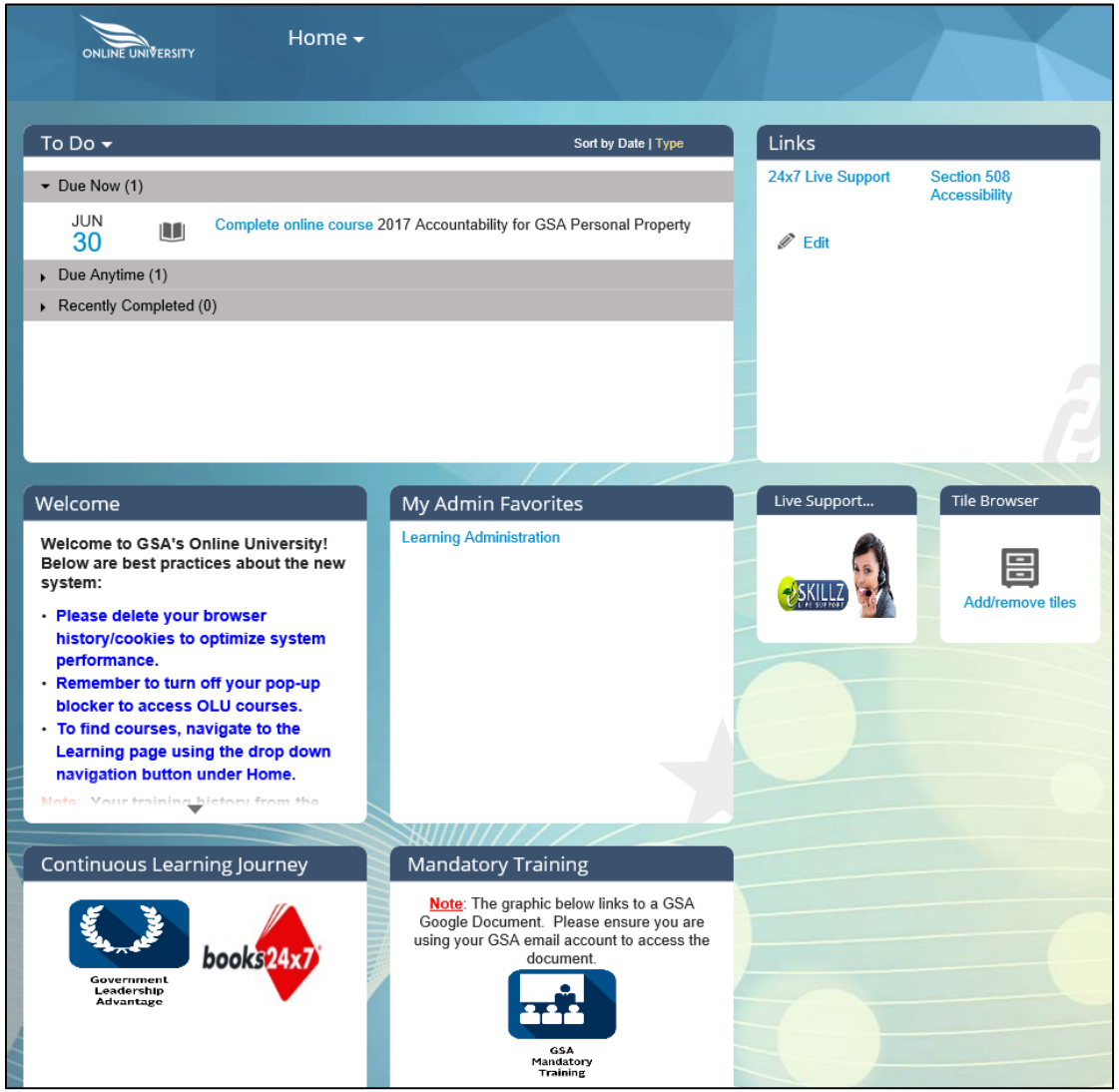
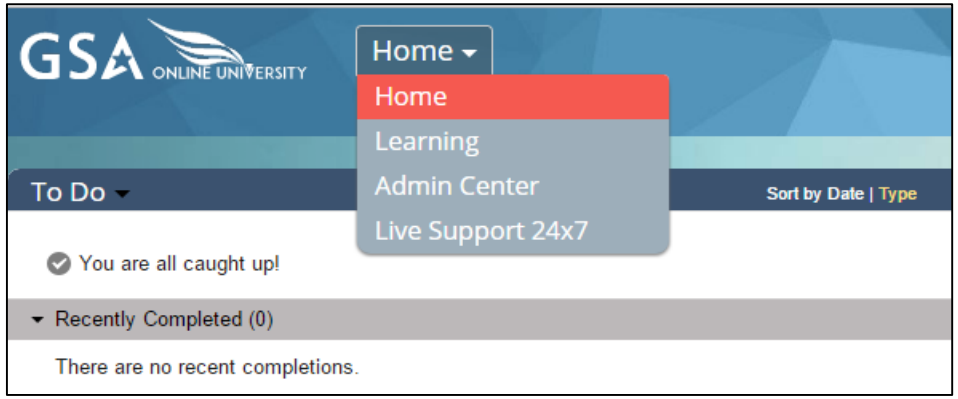
GSA OLU Homepage Overview

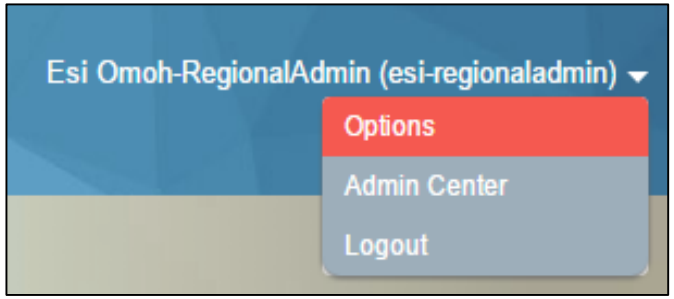
Homepage Features



Main Menu Navigation

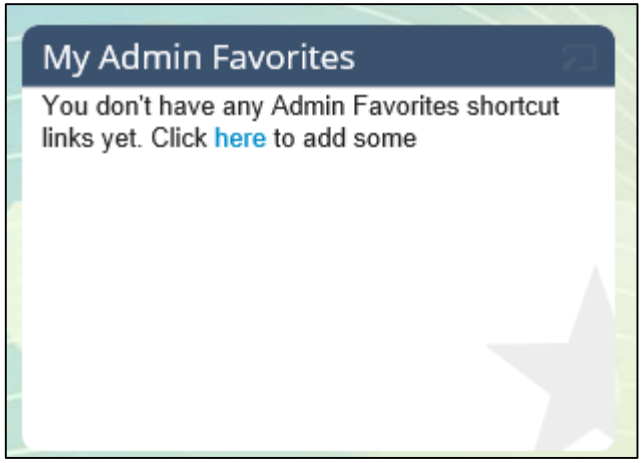


Homepage Options



My Admin Favorites Tile

Before



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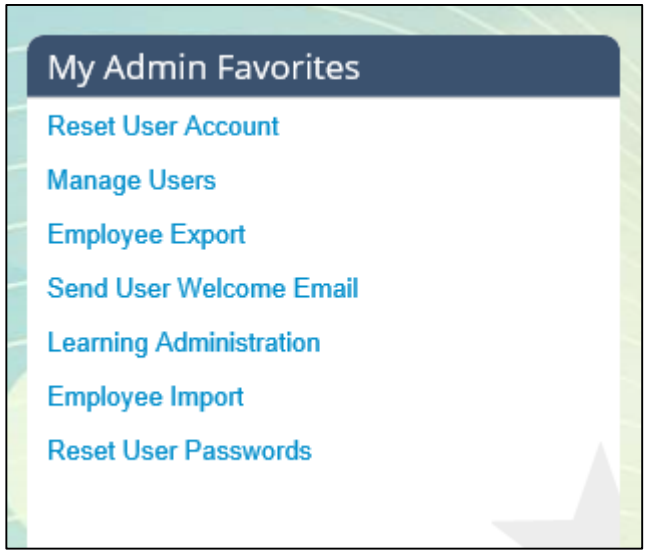

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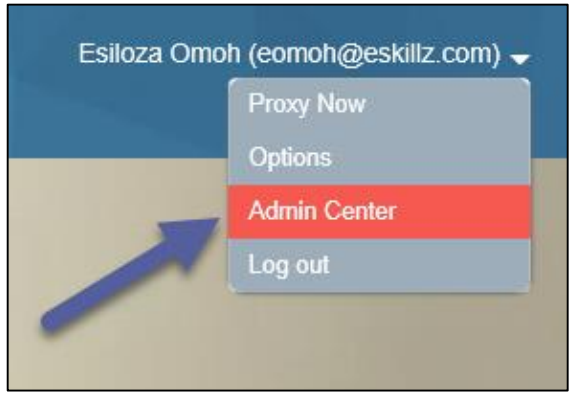
Admin Center Navigation

Two Pathways!



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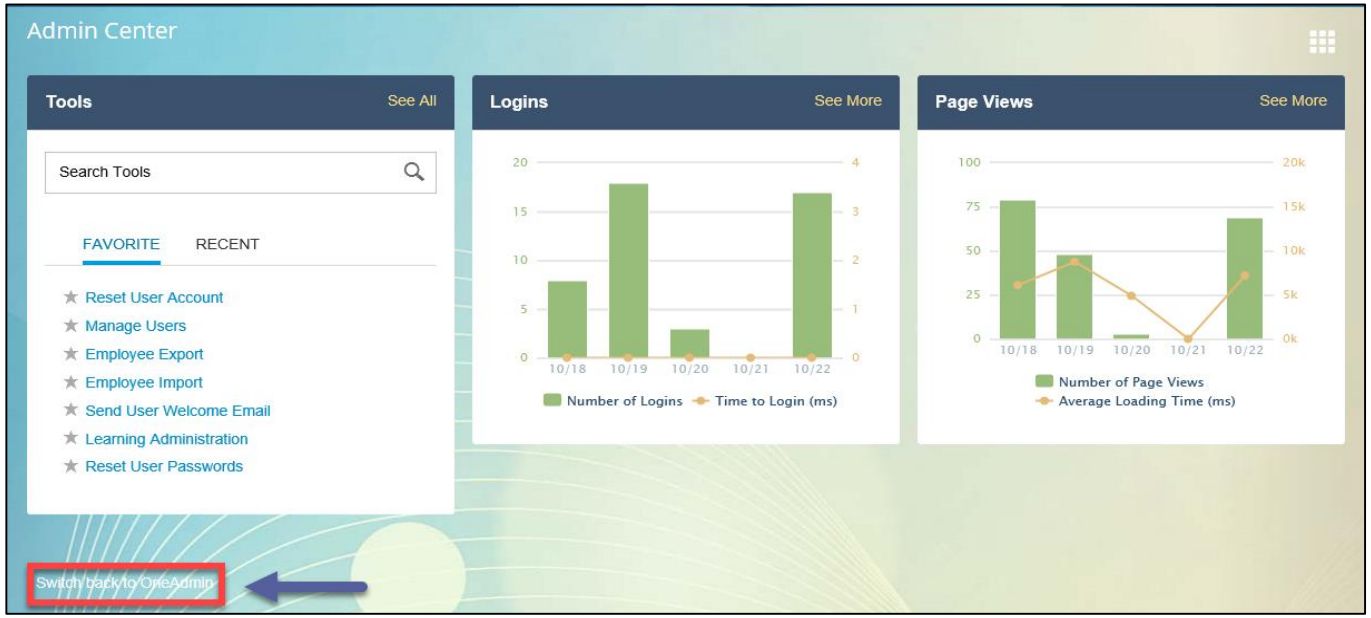
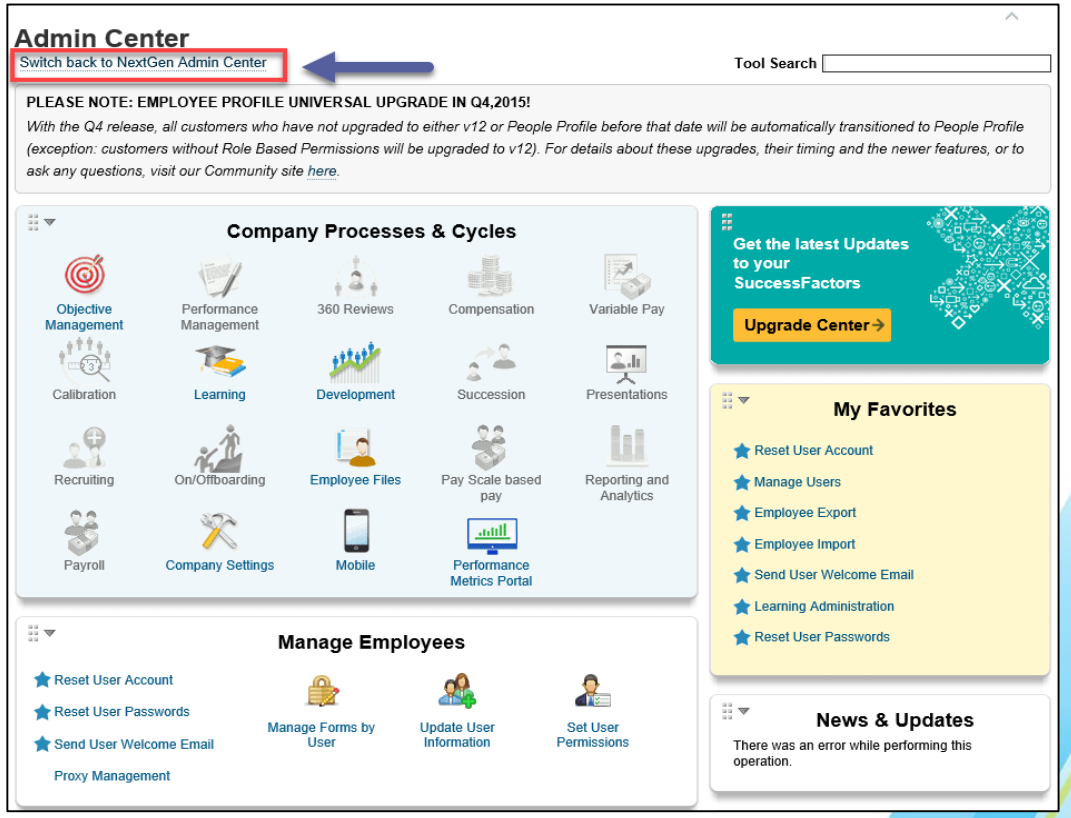
Admin Center Views

NextGen



OneAdmin



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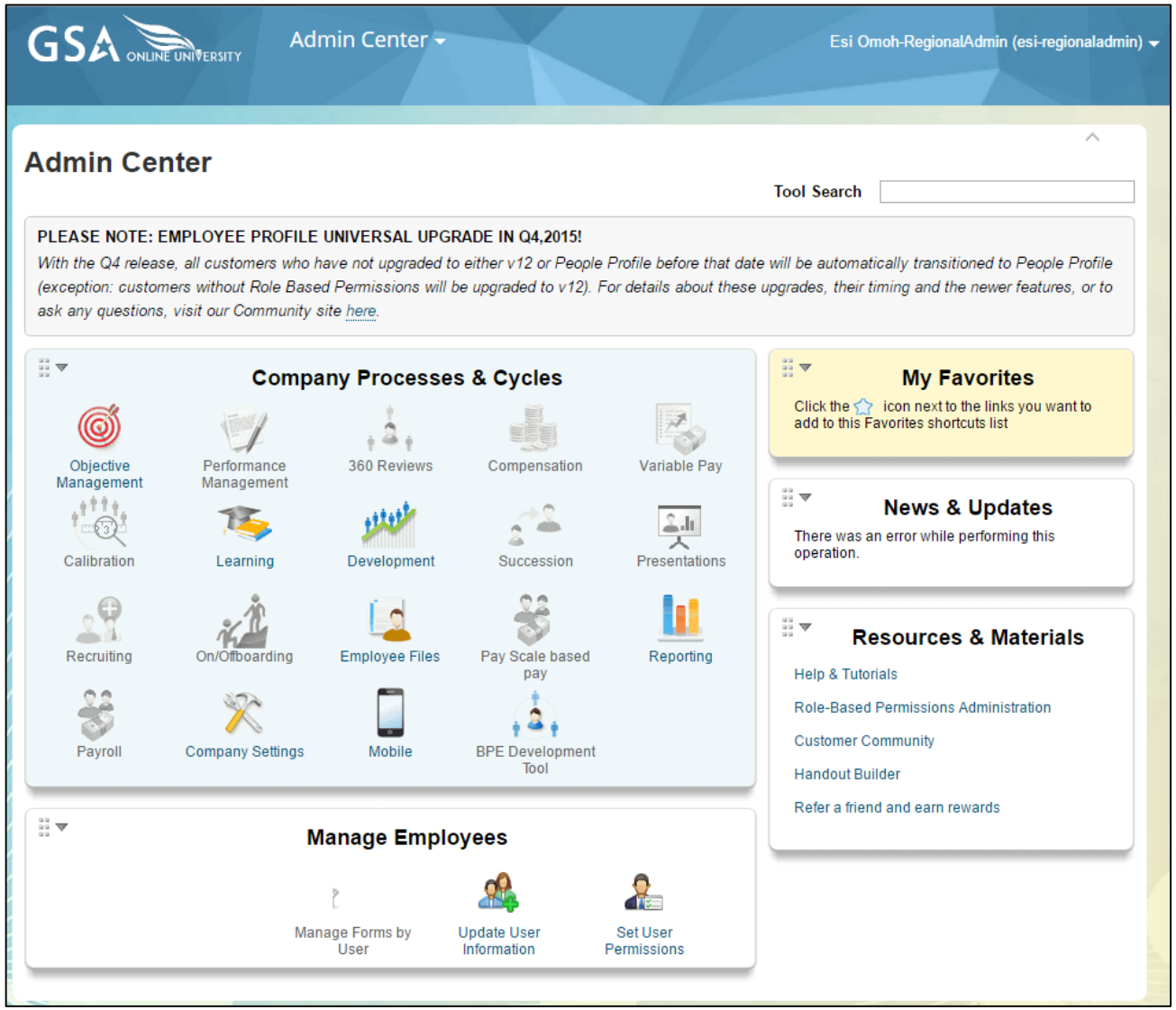
Admin Center Overview



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OLU Homepage & Admin Center

OLU Homepage (brief overview)
Admin Favorites Tile
Admin Center Navigation/ Overview
Admin Center Views

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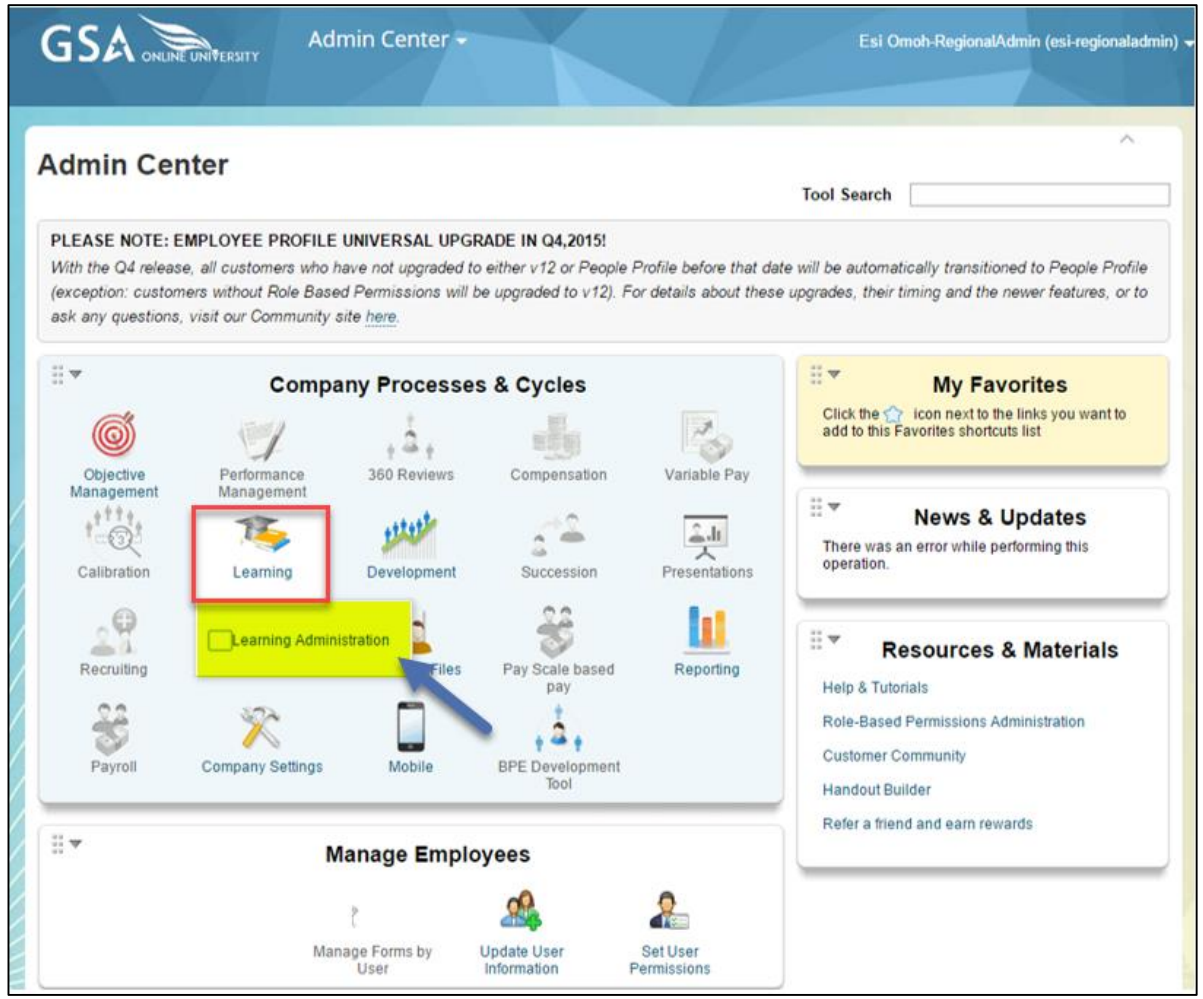
Admin Center – Learning Administration



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Admin Center – Learning Administration Page

Learning Administration

OLU Homepage

Esiloza Omoh
(eomoh@eskillz.com)

Check System

UAT ONLINE UNIVERSITY

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

Search: Enter Keywords or Command | Go

Admin Preferences

Learning Admin Homepage

Page Layout

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

Edit 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 Assignment Profile
Create a list of user attributes to automatically assign things to Users.

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

User Needs Mgmt
Assign or remove assignments for groups of Users. Assignments can include

Change Admin Preferences: locale, time zone, and currency

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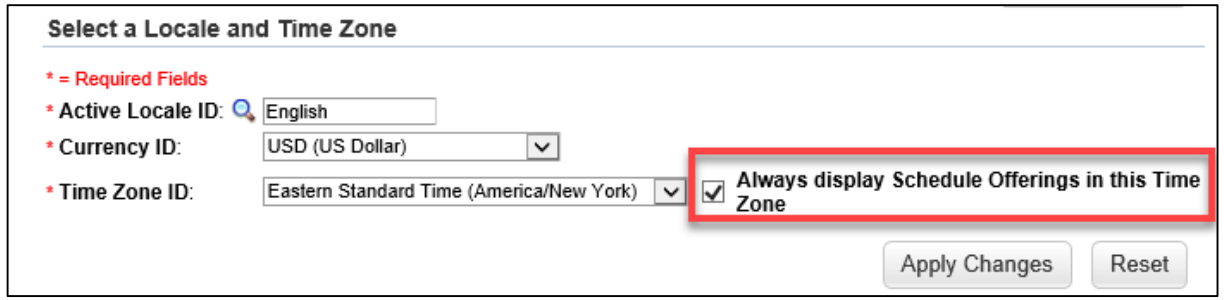
Admin Center – Admin Preferences



Time Zone Preferences

- *Active Locale ID*: English
- *Currency ID*: USD (US Dollar)
- *Time Zone ID*: Eastern Standard Time (US/Eastern)

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Admin Center – Learning Administration

Learning Admin Navigation
Admin Preferences
Learning Admin Homepage Overview

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Break Time

Please be back at your computer in

minutes.

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After Break Recap

OLU Homepage

- Accessing the OLU
- Homepage Navigation/ Overview
- My Admin Favorites Tile

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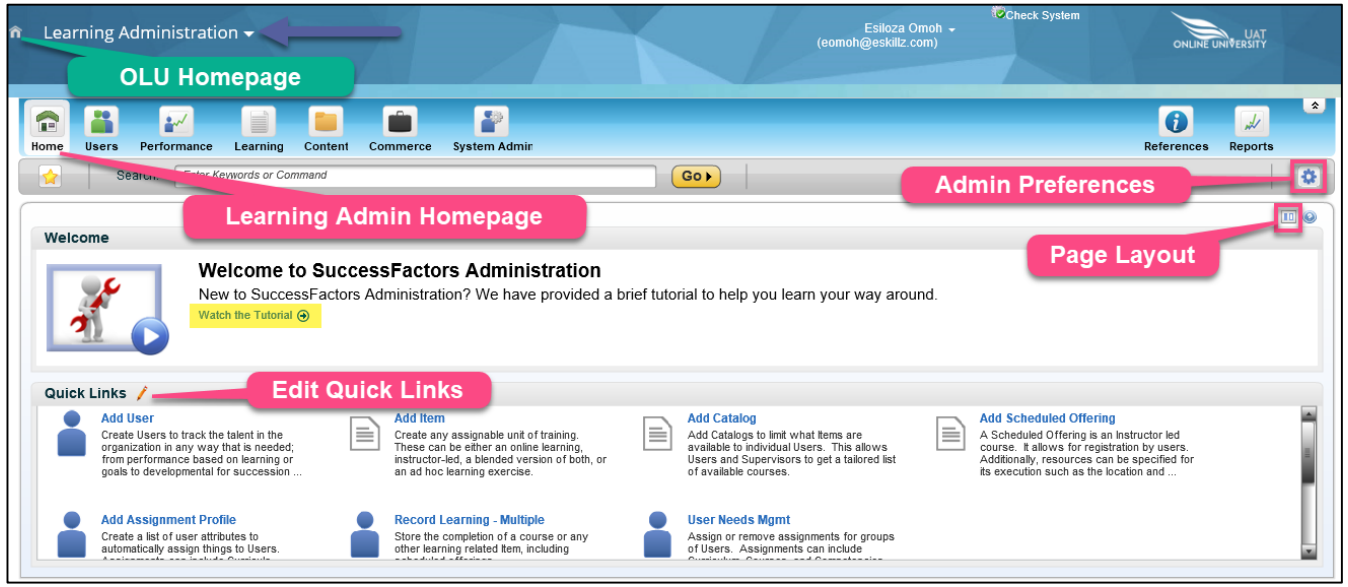
Learning Administration

- Navigation
- Admin Preferences
- Learning Admin Homepage Overview



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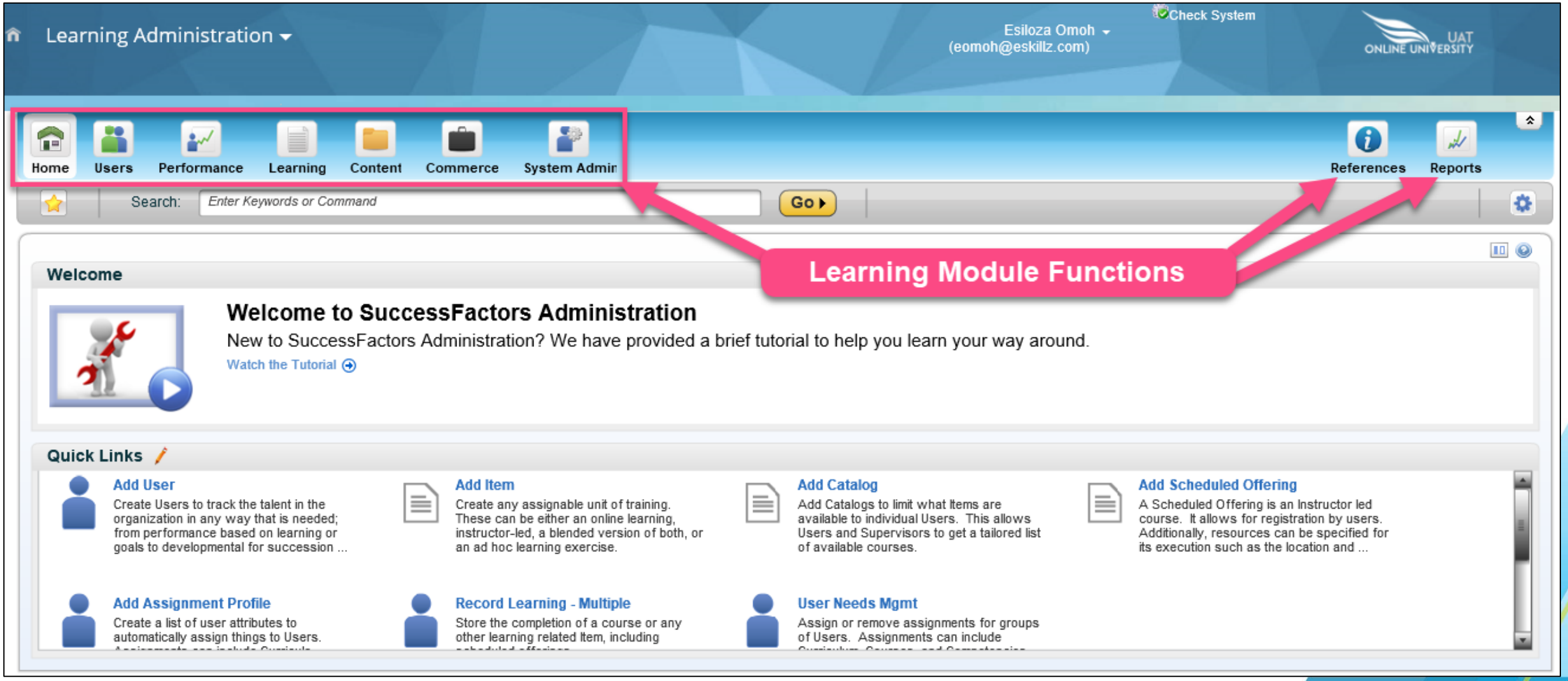
Learning Administration – Button Bar



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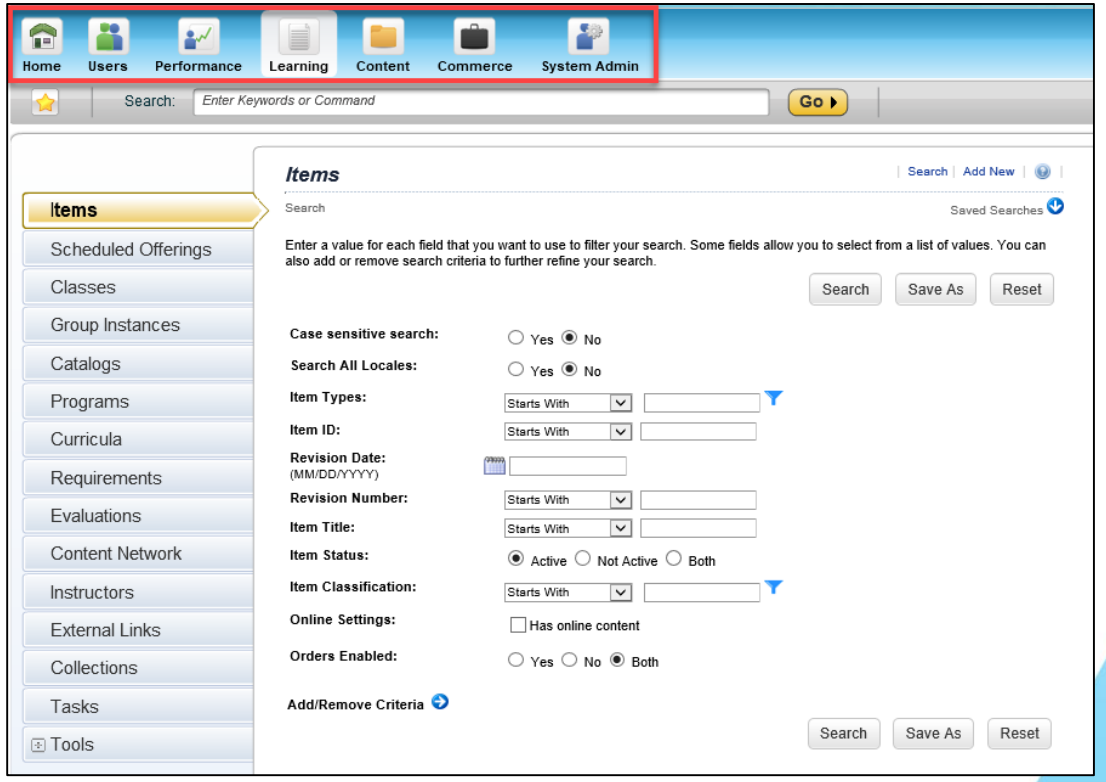
Learning Administration – Button Bar

Navigation Menu

- **Home** – Learning Administration homepage
- **Users** –user info, record completions, assign & remove learning objects, send notifications, etc.
- **Performance** – N/A
- **Learning** – Create & search items, programs, curricula, evaluations, instructors, etc.
- **Content** – Import & create content objects, quizzes, documents, etc.
- **Commerce** – N/A
- **System Admin** – Learning module configuration area



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Learning Administration – Button Bar

<u>References</u> *(data elements - mostly configured)*

- **Calendars & Time** – date & holiday config
- **Commerce** – N/A
- **Geography** – Labels and locales
- **Learning** – Learning object config
- **Performance** – N/A
- **Physical Resources** – Facilities & Rooms
- **System Admin** – System config
- **User Management** – User config

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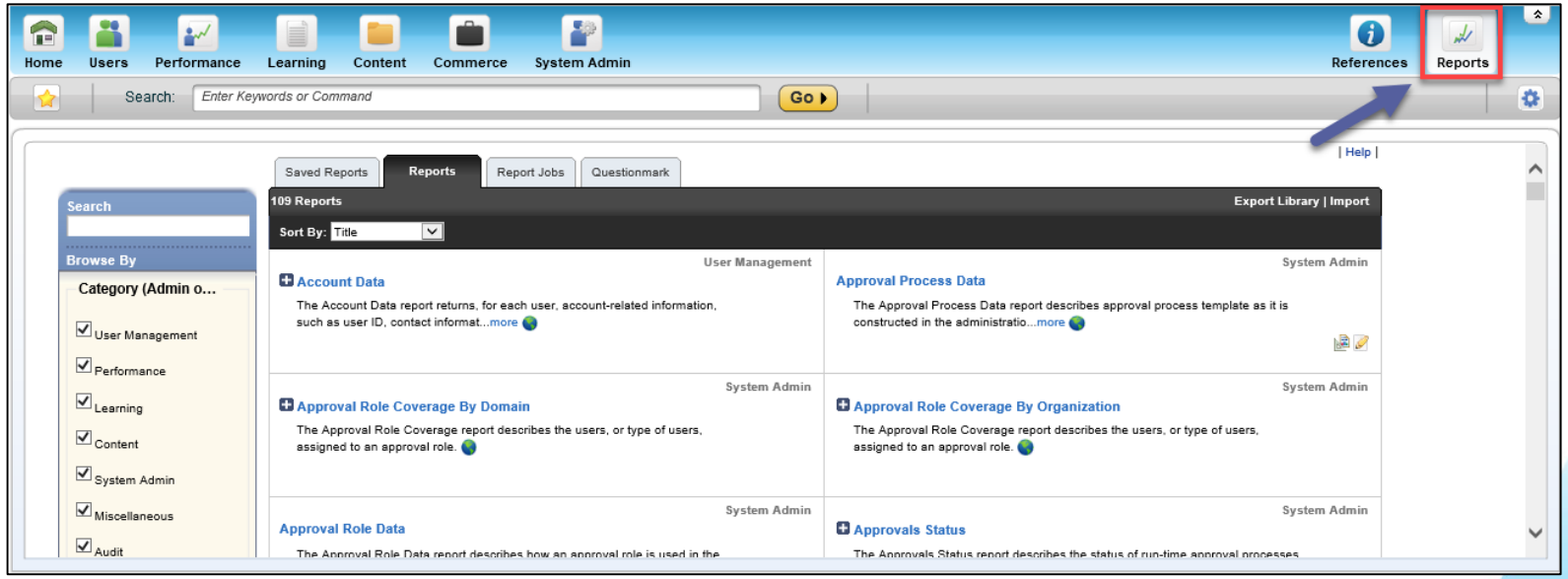
Learning Administration – Button Bar

Reports

- Lists available standard reports
- Dependent on admin role & permissions
- Over 100 different reports across 7 categories
- Search/ filter reports
- Scheduling options available!



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Learning Administration – Button Bar

Navigation Menu
References
Reports

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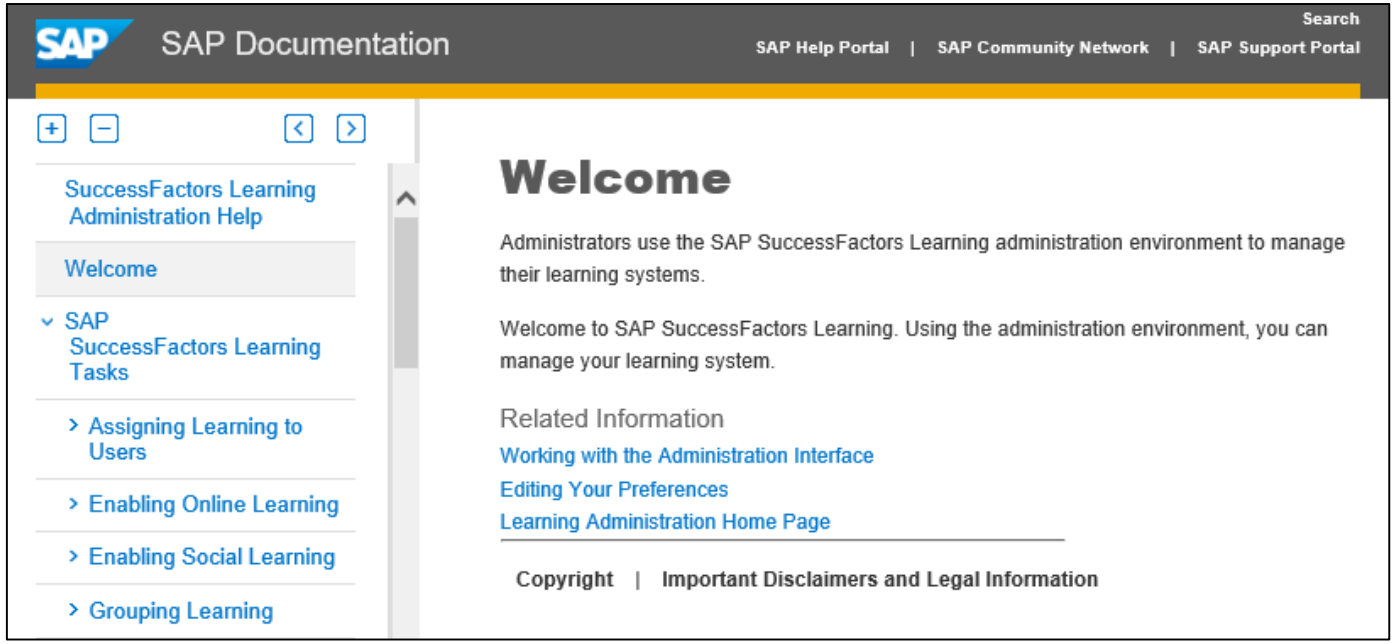
Learning Administration – Help

Context sensitive



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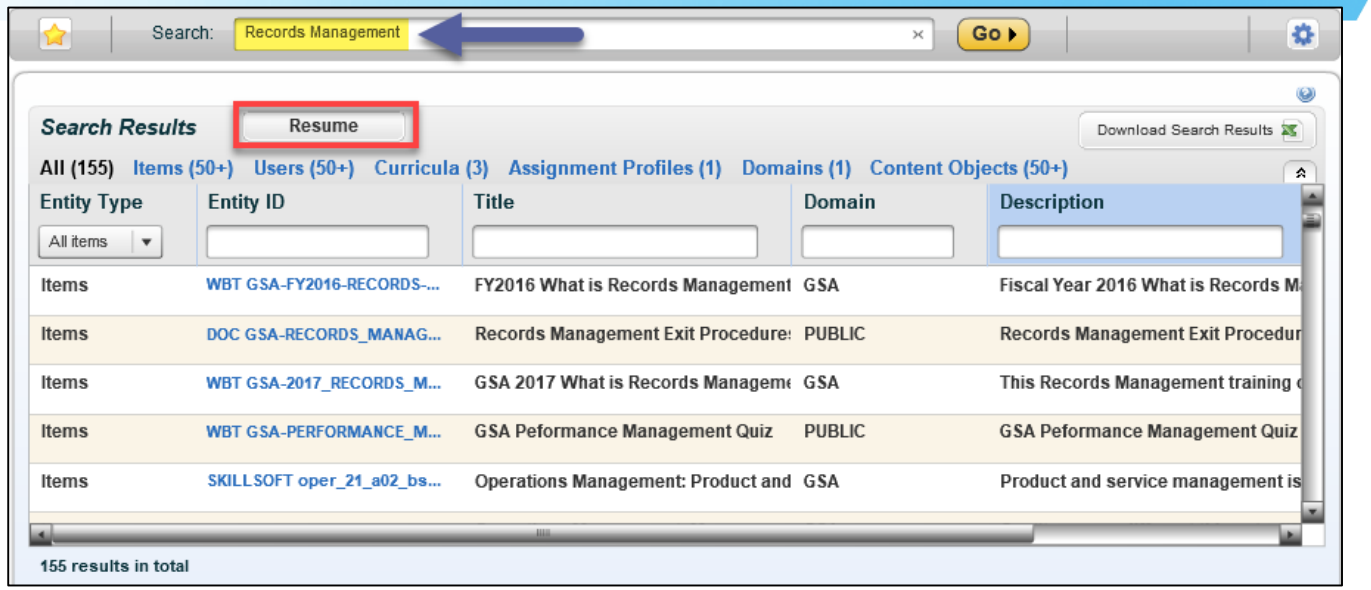
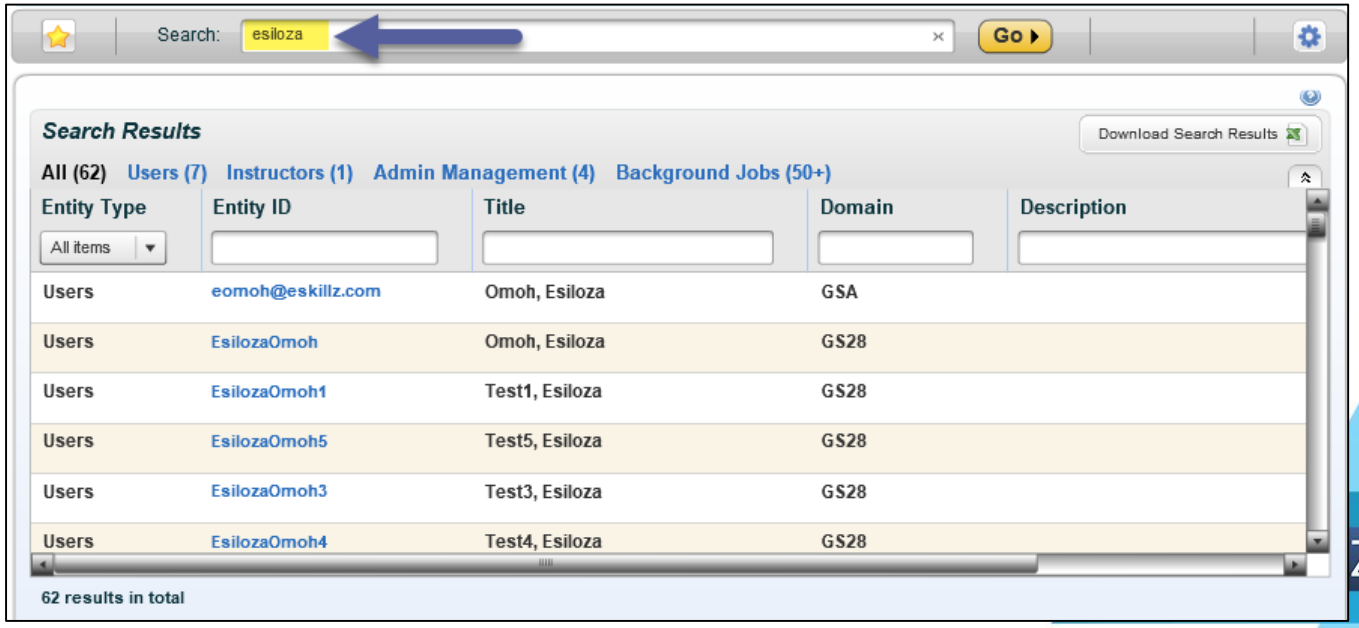
Learning Administration – Search

Search Bar

- Search for entities
- Search commands or actions
- Search for users
- Pause/ resume search
- Search, sort, and filter results





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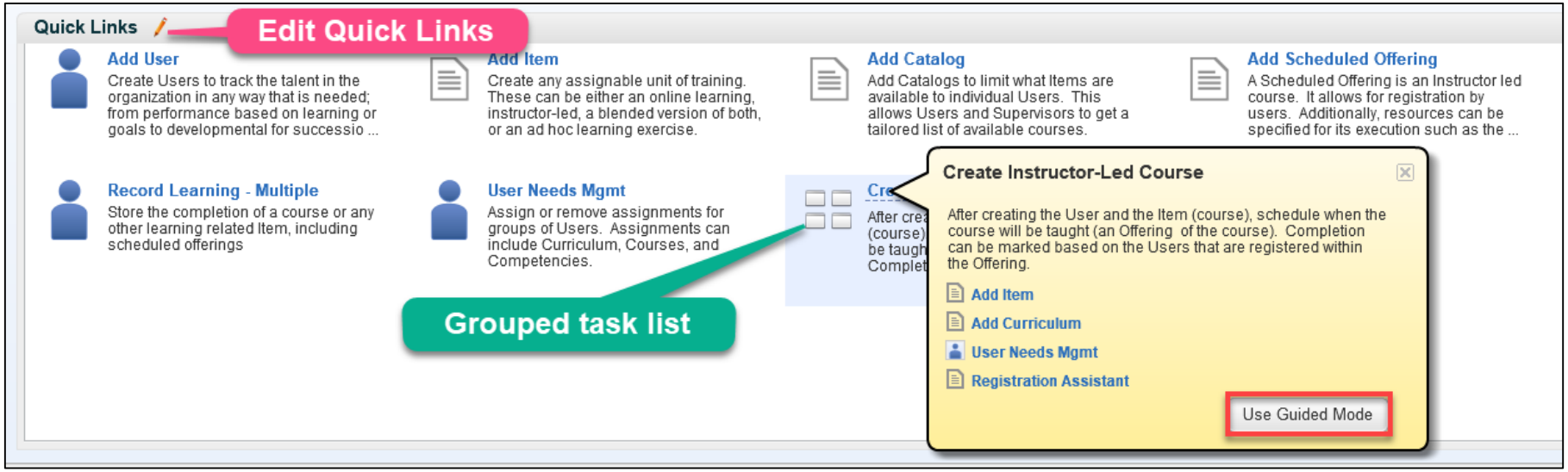
Learning Administration – Homepage Functionality

Quick Links

- Configurable
- Access to most repeated tasks
- All tasks accessed from one area
- Can be grouped by tasks!
- “Guide Me” mode
- More efficient!



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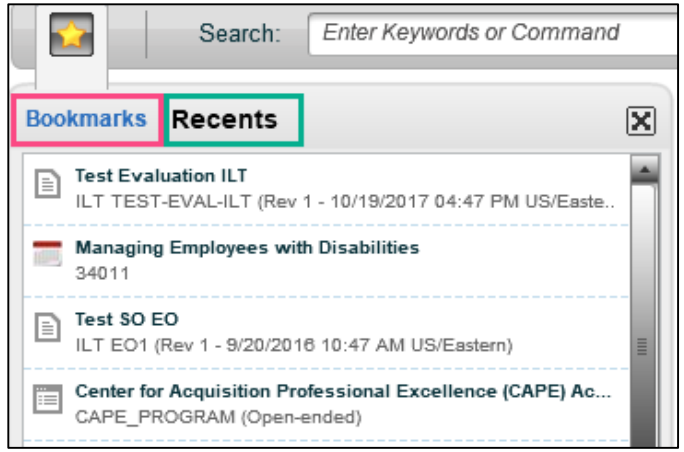
Learning Administration – Bookmarks

Bookmarks

- Quickly find previously accessed areas & entities
- Can be organized in folders
- Has a search bar
- Access to frequently used entities
- More efficient!

Recents

- Shows recently accessed entities & records
- Available in all areas of Learning Administration



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Learning Administration – Homepage Functionality

Help Menu
Search Bar
Quick Links
Bookmarks/ Recents

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Learning Admin Overview – Training Recap

OLU Homepage

- ✓ Accessing the OLU
- ✓ Homepage Navigation/ Overview
- ✓ My Admin Favorites Tile

Admin Center

- ✓ Navigation
- ✓ OneAdmin vs NextGen View
- ✓ Admin Center Overview

Learning Administration

- ✓ Navigation
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  - ✓ Definitions
  - ✓ Naming Conventions

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Upcoming Training – Sign Up Now!

- ***Title***: Items – ILTs
- ***Date***: November 7, 2017
- ***Time***: 10:00am – 12:00pm EST

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GSA OLU Contacts – Training Services Branch

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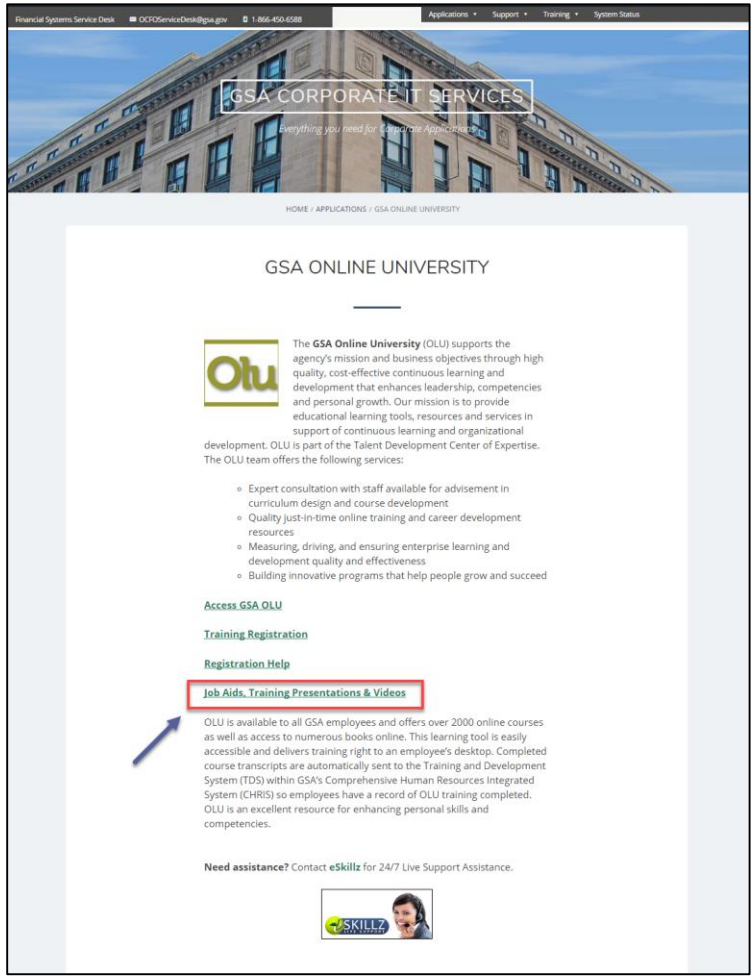
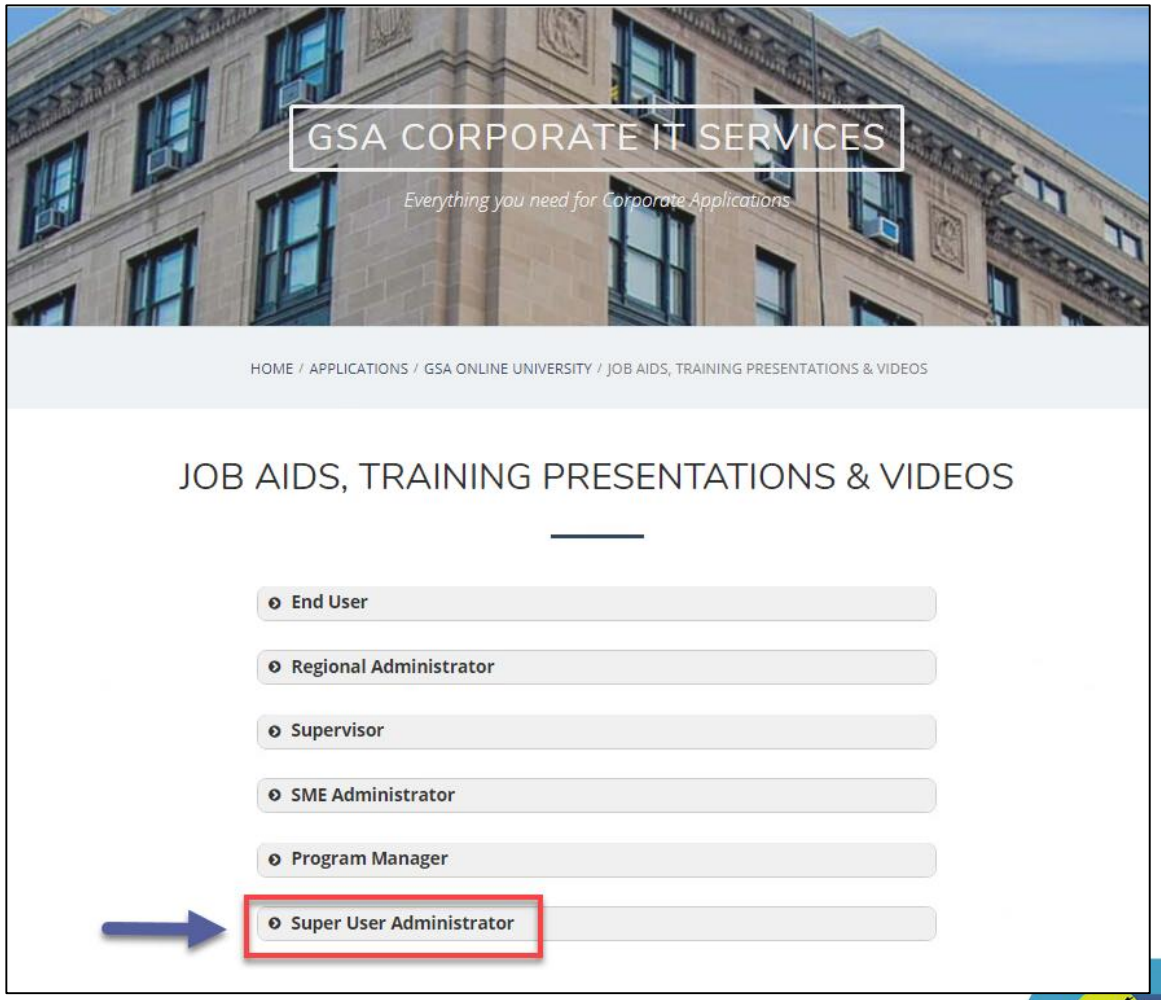
For More Information

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





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Thank you!

For more information, please contact:

GSA OLU Contacts