GSA OLU Administrator Training

Open Office Hours

Presenter: Esiloza Omoh

Senior Systems Administrator - eSkillz

LMS Super Admin Training

Lesson 1

Learning Admin Overview

Lesson 2

Instructor-Led Training

Lesson 3

Scheduled Offerings

Lesson 4

Instructors, Facilities, Rooms

Lesson 5

Standard Reports

Lesson 6

Evaluations, Quizzes

Super Admin!

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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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Items Overview

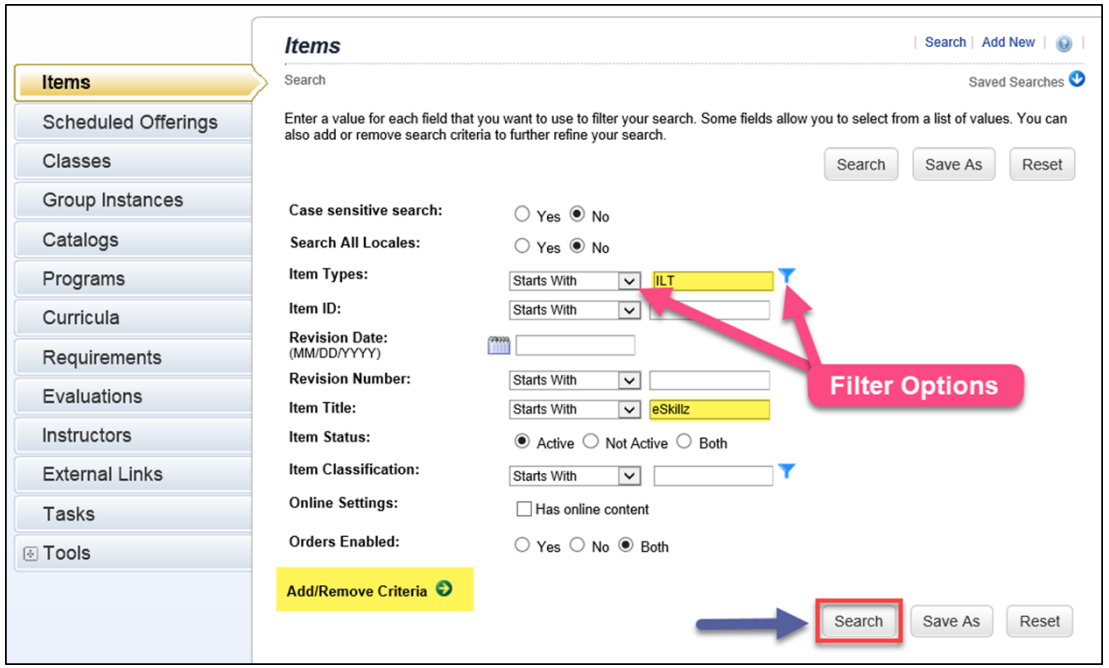
Learning Administration Page > Learning > Items

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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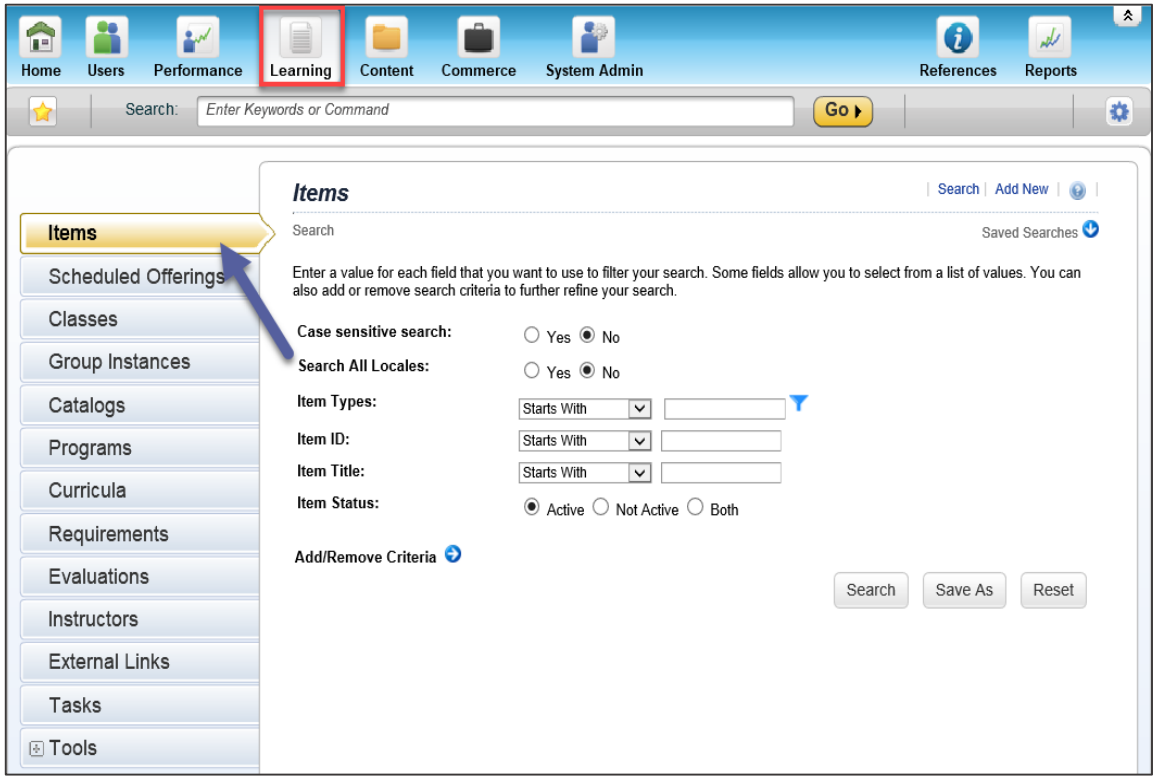
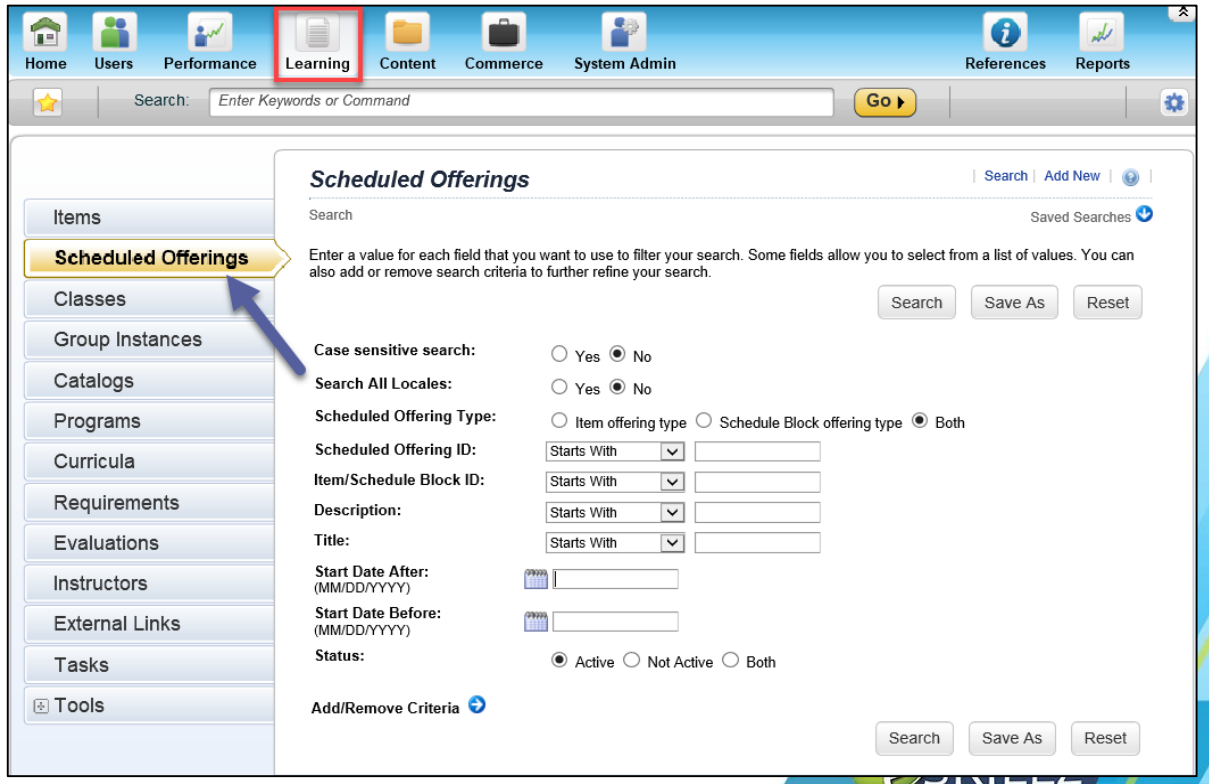
Scheduled Offering Overview

A Scheduled Offering (SO) is an ILT that has been scheduled with a start date and time.

There are two ways to view, search, or manage a SO:

- Via Learning > Items (Item Administration page) > Scheduled Offerings
- Via Learning > Scheduled Offerings





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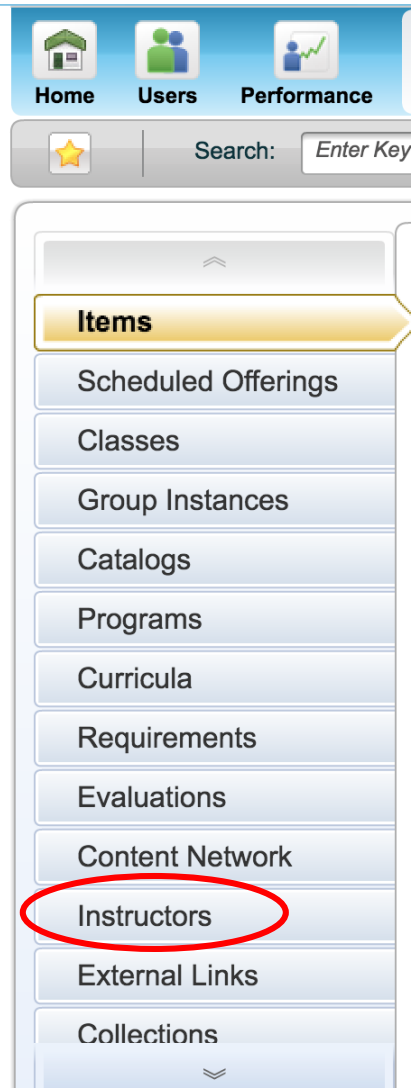
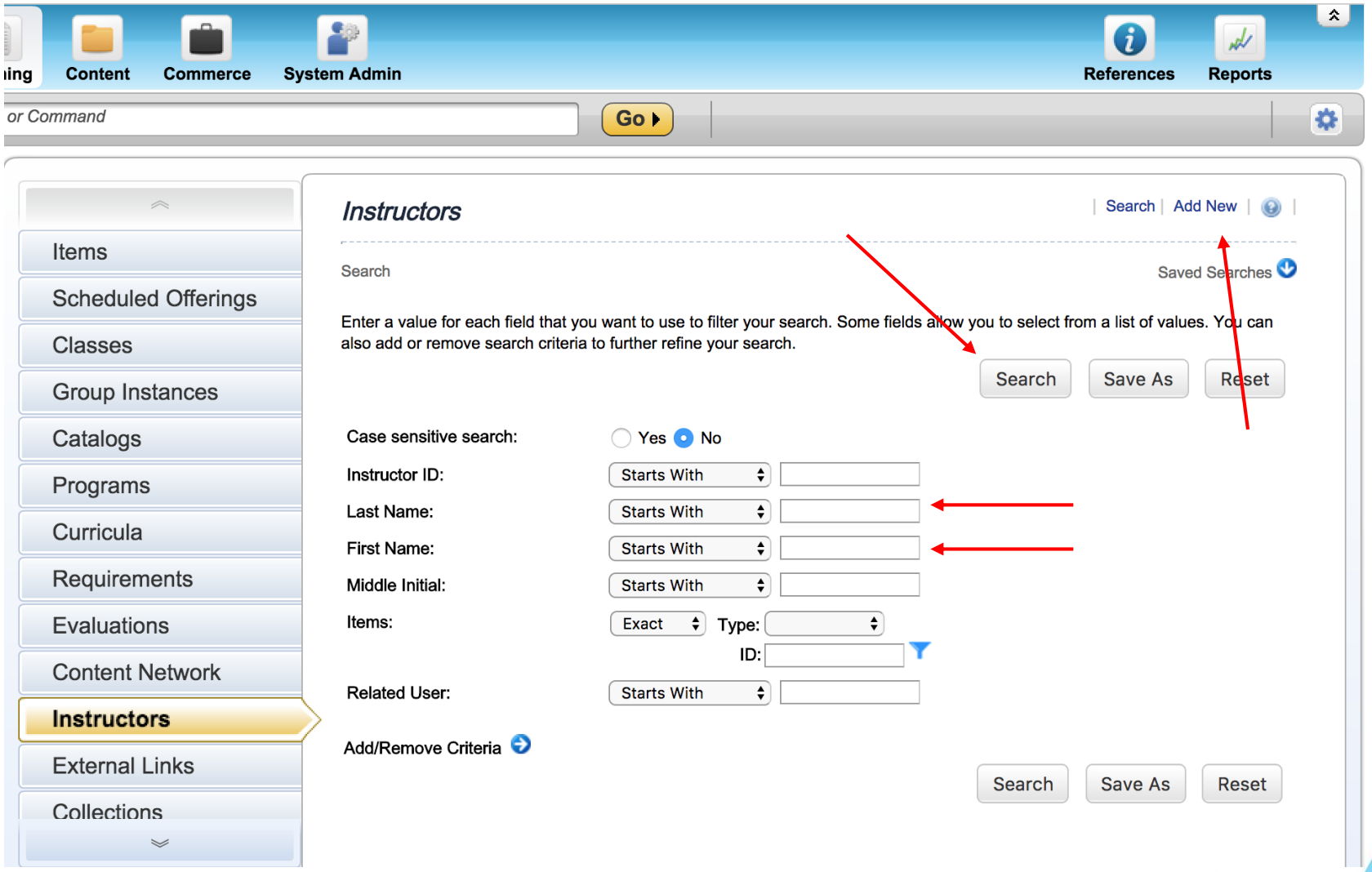
Instructors Overview





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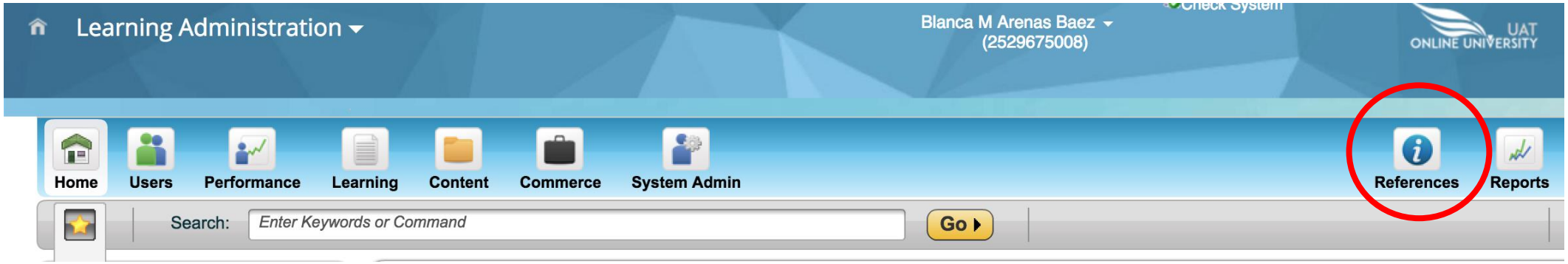
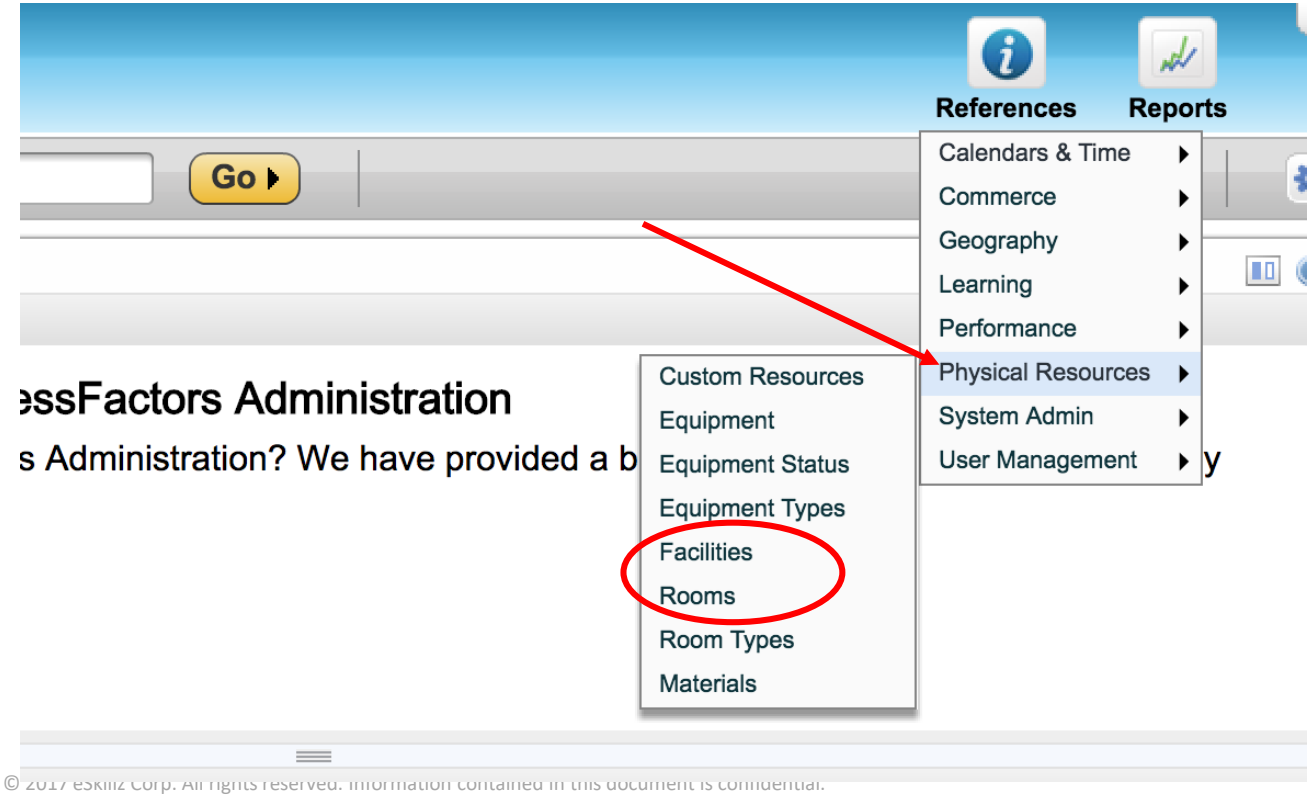
Facilities & Rooms Overview





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

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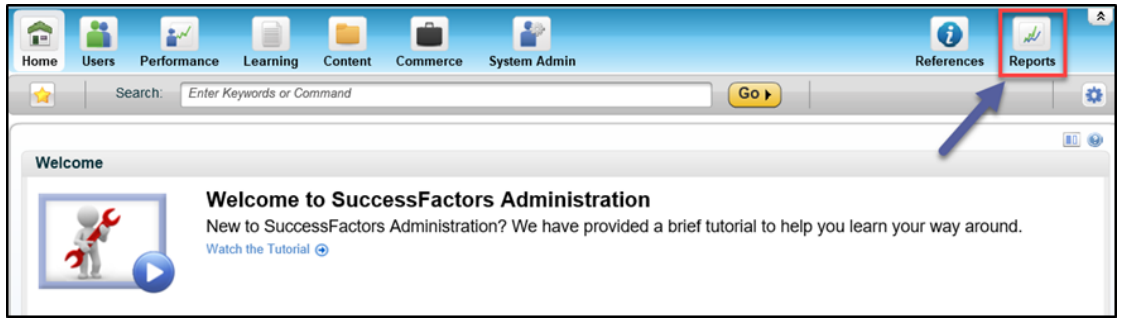
Reports Overview

1



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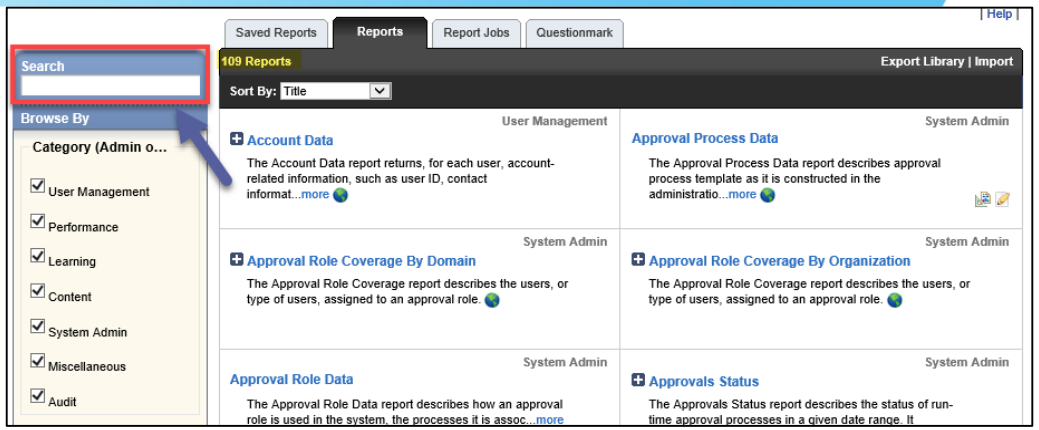

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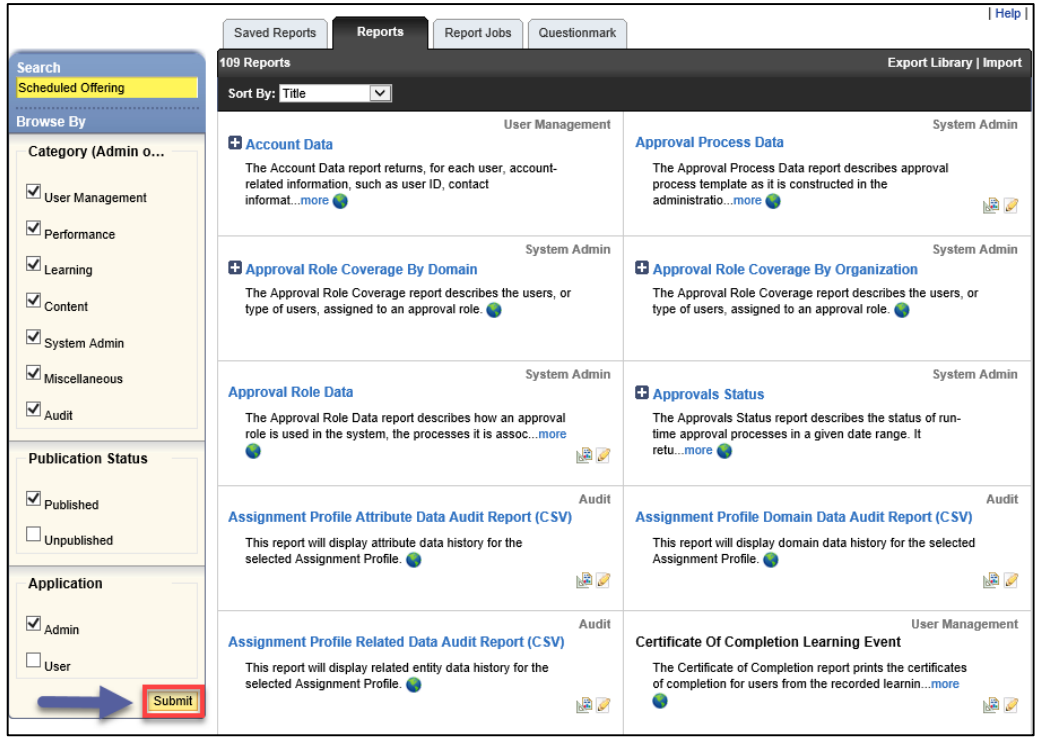

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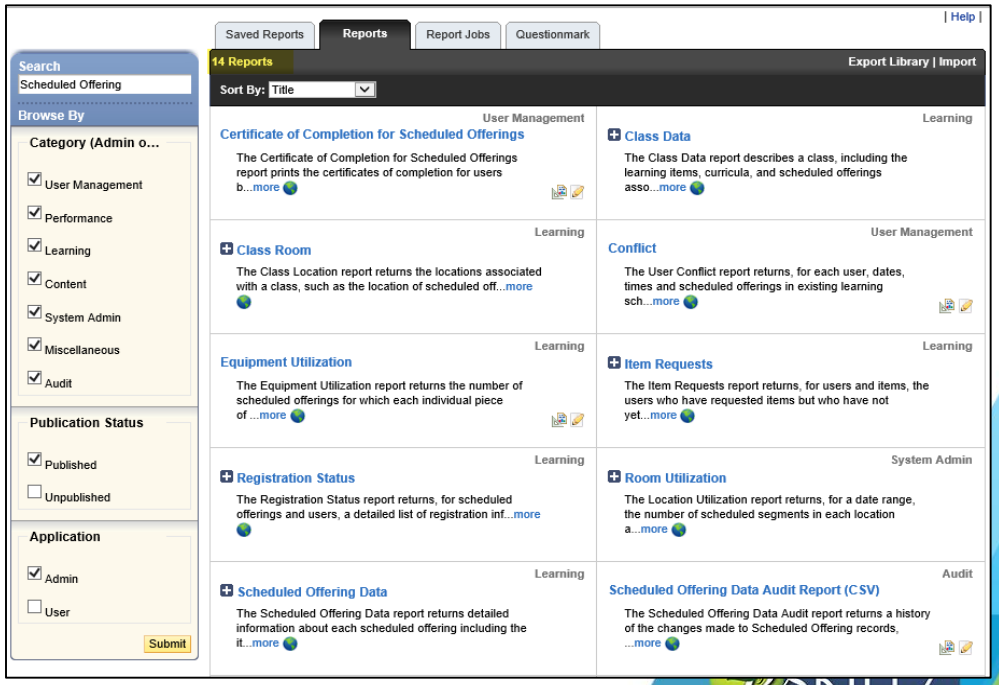

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Quizzes Overview

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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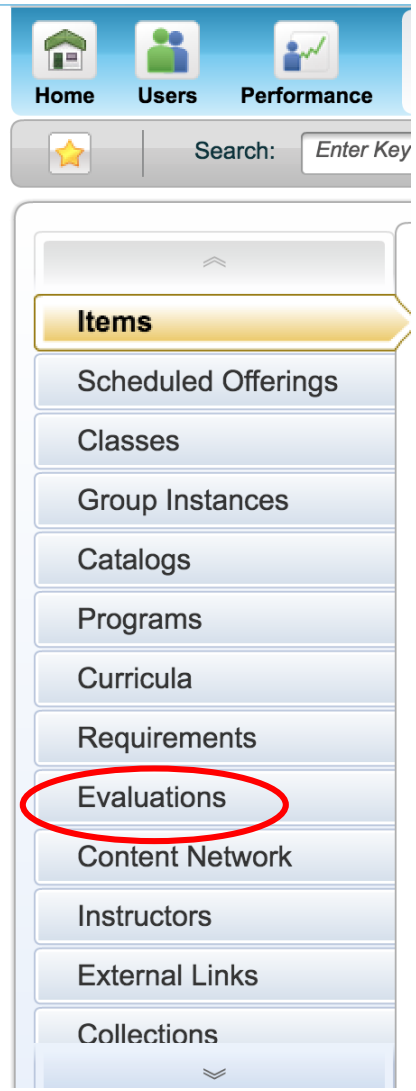
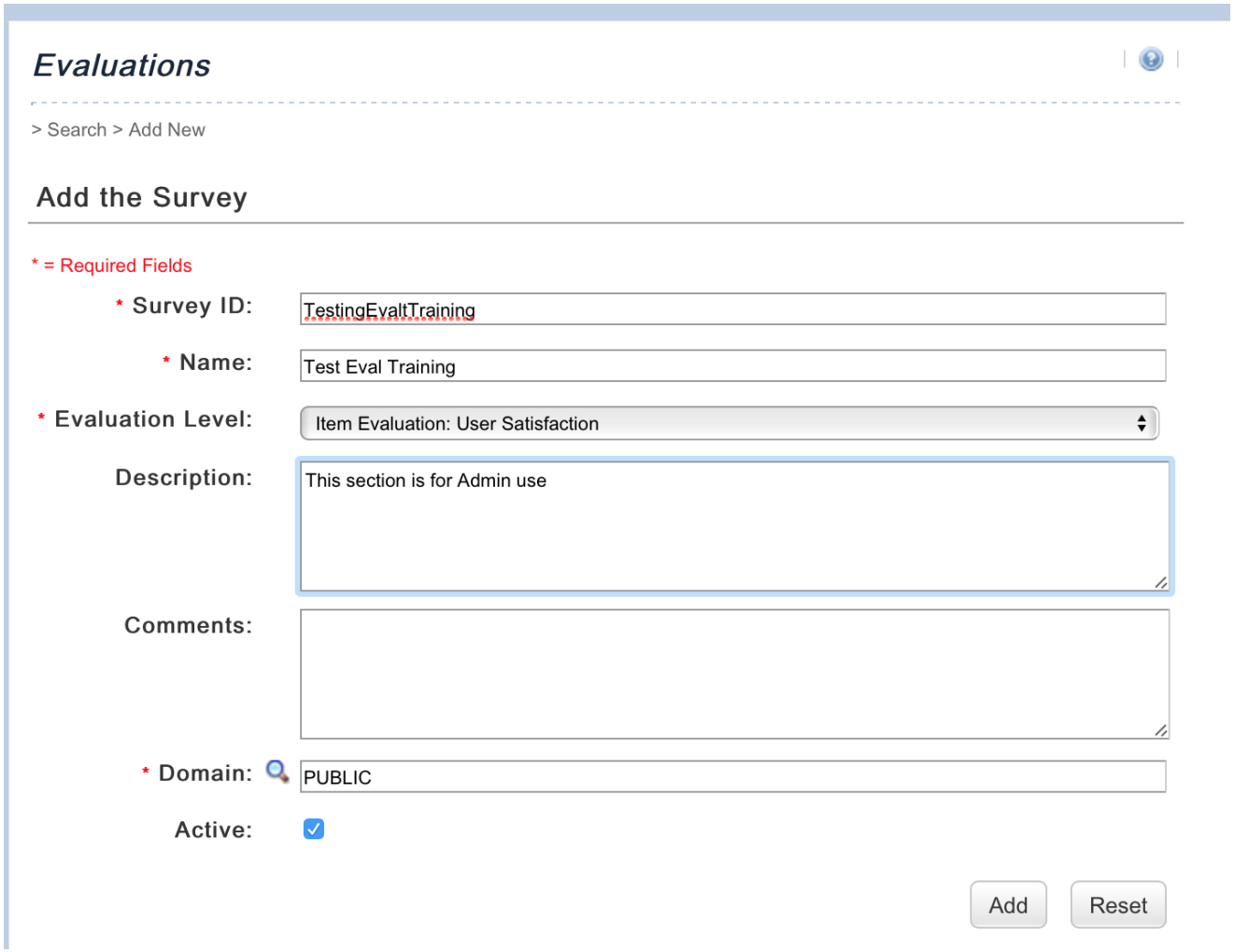
Evaluations Overview





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#SuperAdmin

Wed 1/17/18

GSA ONLINE UNIVERSITY

Open Office Hours

Super Admin Training Recap

- ✓Learning Administration Overview
- ✓Items: ILT
- ✓Items: SO
- ✓Instructors, Facilities, Rooms
- ✓Standard Reports
- ✓Evaluations & Quizzes

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GSA OLU Contacts – Training Services Branch

GSA – Training Services Section

- **Kathryn Hagar**
  - Section Chief, Training Services Section
  - Instructional Services Branch
  - Office of Human Resources Management (OHRM)
  - Email: Kathryn.Hagar@gsa.gov
  - O: (404) 433-8000
- **Estevan Ferrer**
  - Program Analyst, Training Services Section
  - Instructional Services Branch
  - Office of Human Resources Management (OHRM)
  - Email: estevan.ferrer@gsa.gov
  - O: (212) 264-4631 | C: (646) 354-3783

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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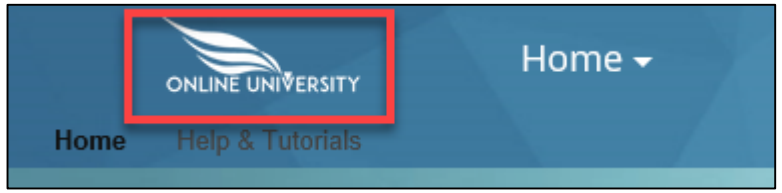
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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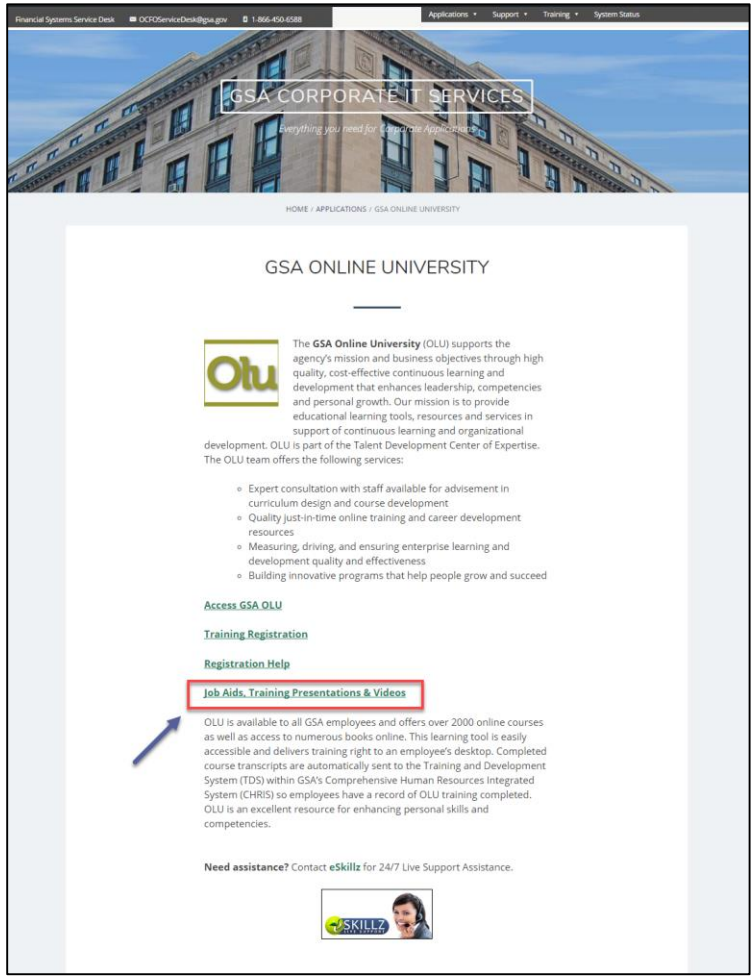
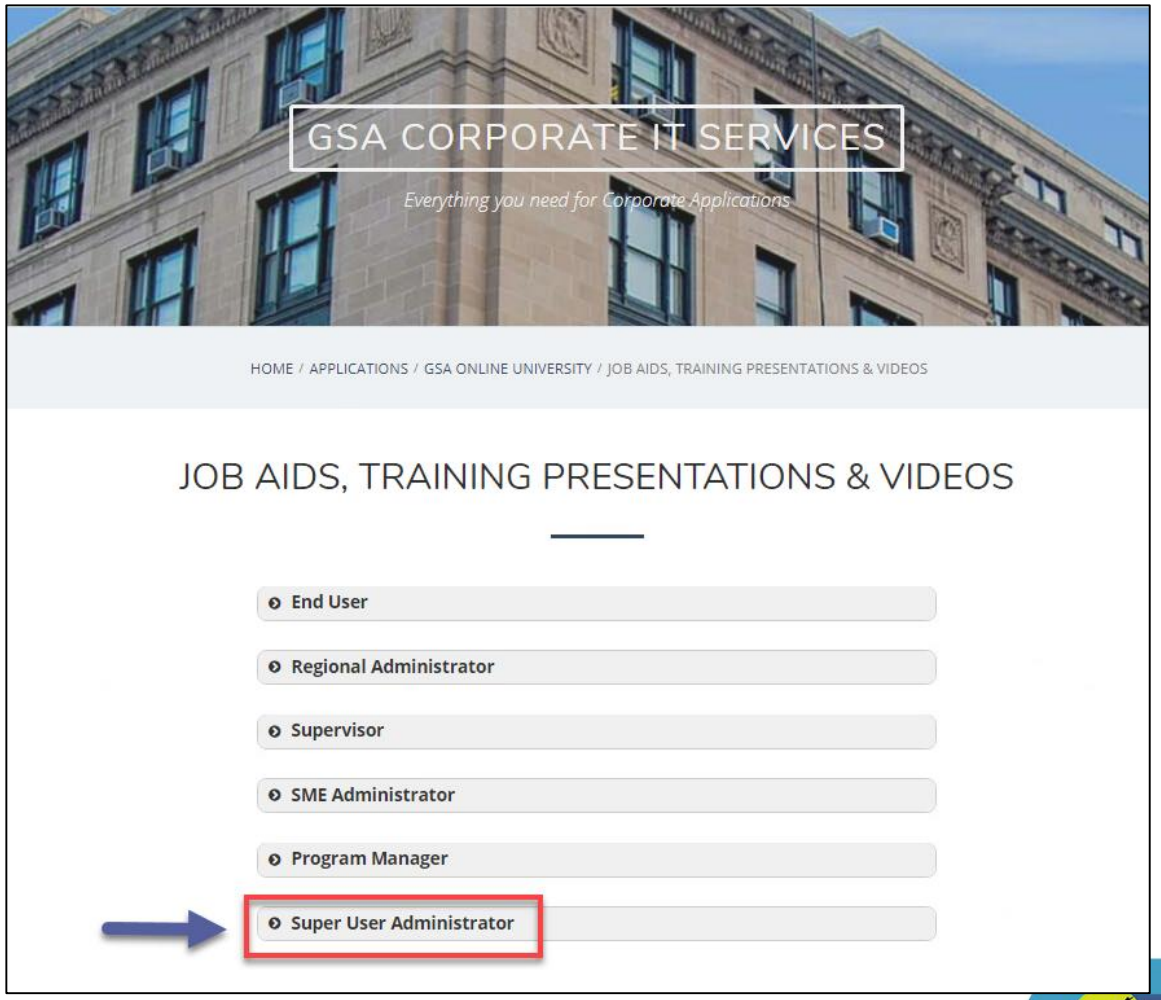
Admin Training Resources

Presentation Slides
Training Video
OLU Contacts

GSA Corporate IT Services Page – Training Materials

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





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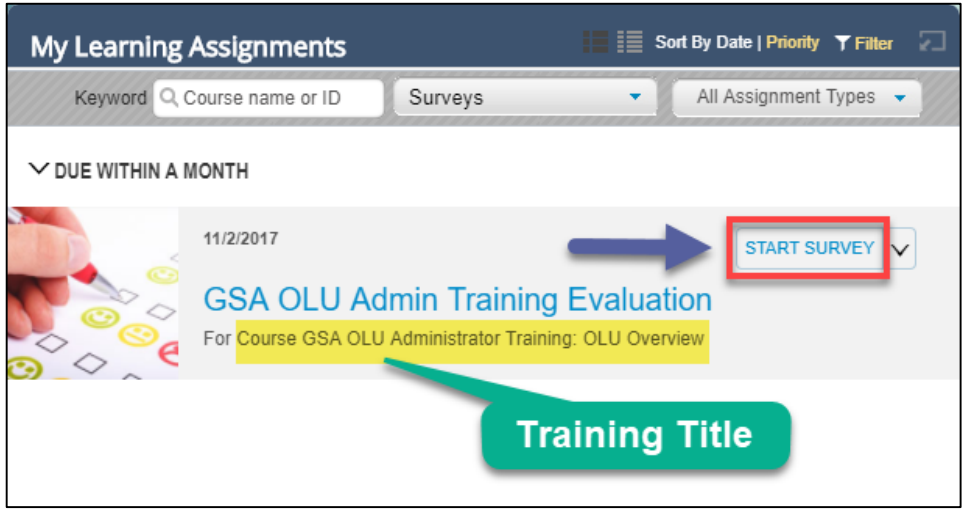
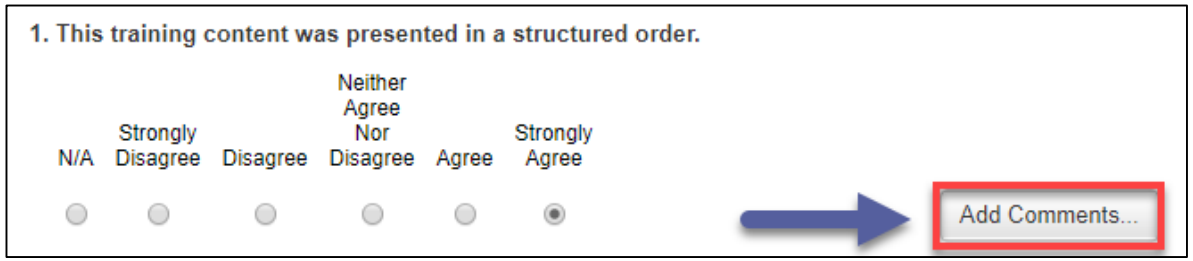
Training Survey - Anonymous

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