GSA OLU Curricula 101 Training

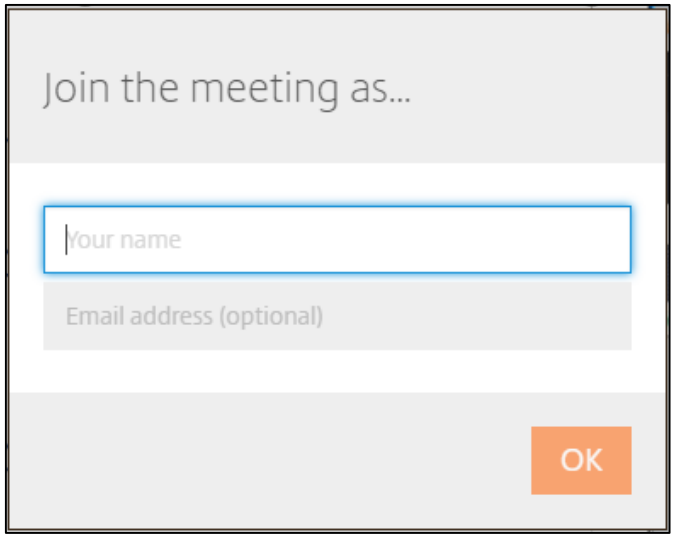
Presenter: Esiloza Omoh

Senior Systems Administrator - eSkillz

GSA OLU Training Preliminary Steps

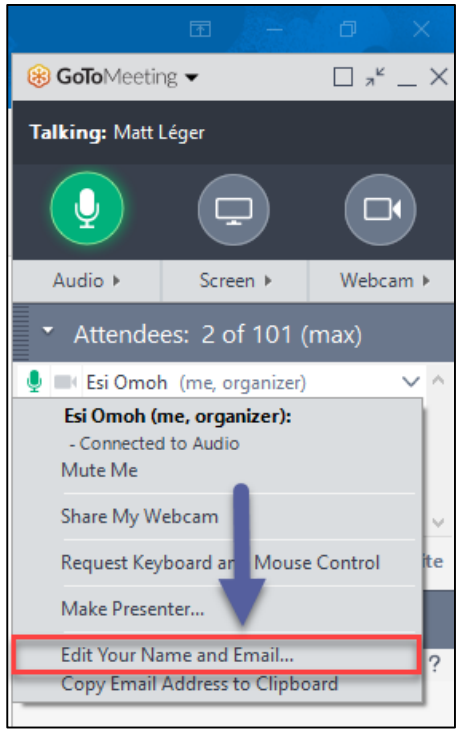
Option 1

- *Click on GTM link*
- *Enter full name and email*



Option 2

- *Right click on your name in the "Attendees" task pane*
- *Click on "Edit Your Name and Email"*
- *Enter full name and email*



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GSA OLU Contacts

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Talent Development Division

Office of Human Resources Management (OHRM)

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Leslie Swann

Talent Development Division

Office of Human Resources Management (OHRM)

Email: Leslie.Swann@gsa.gov

O: (202) 281-9041

- *OLU LMS questions*
- *Item build recommendations*
- *EARS certification needed for admin access*

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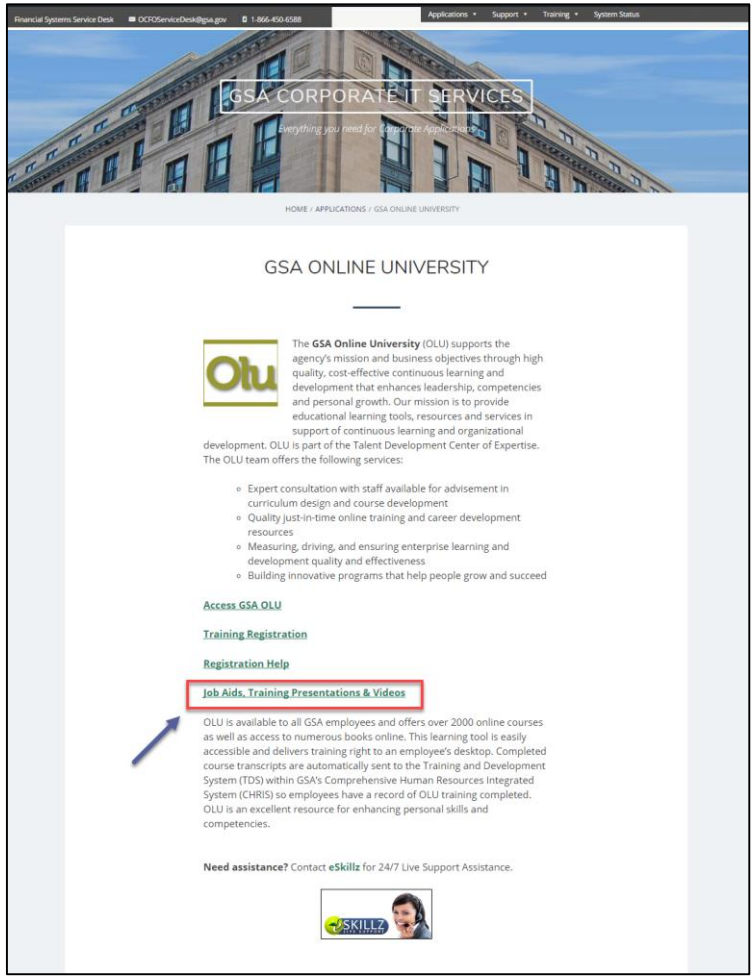
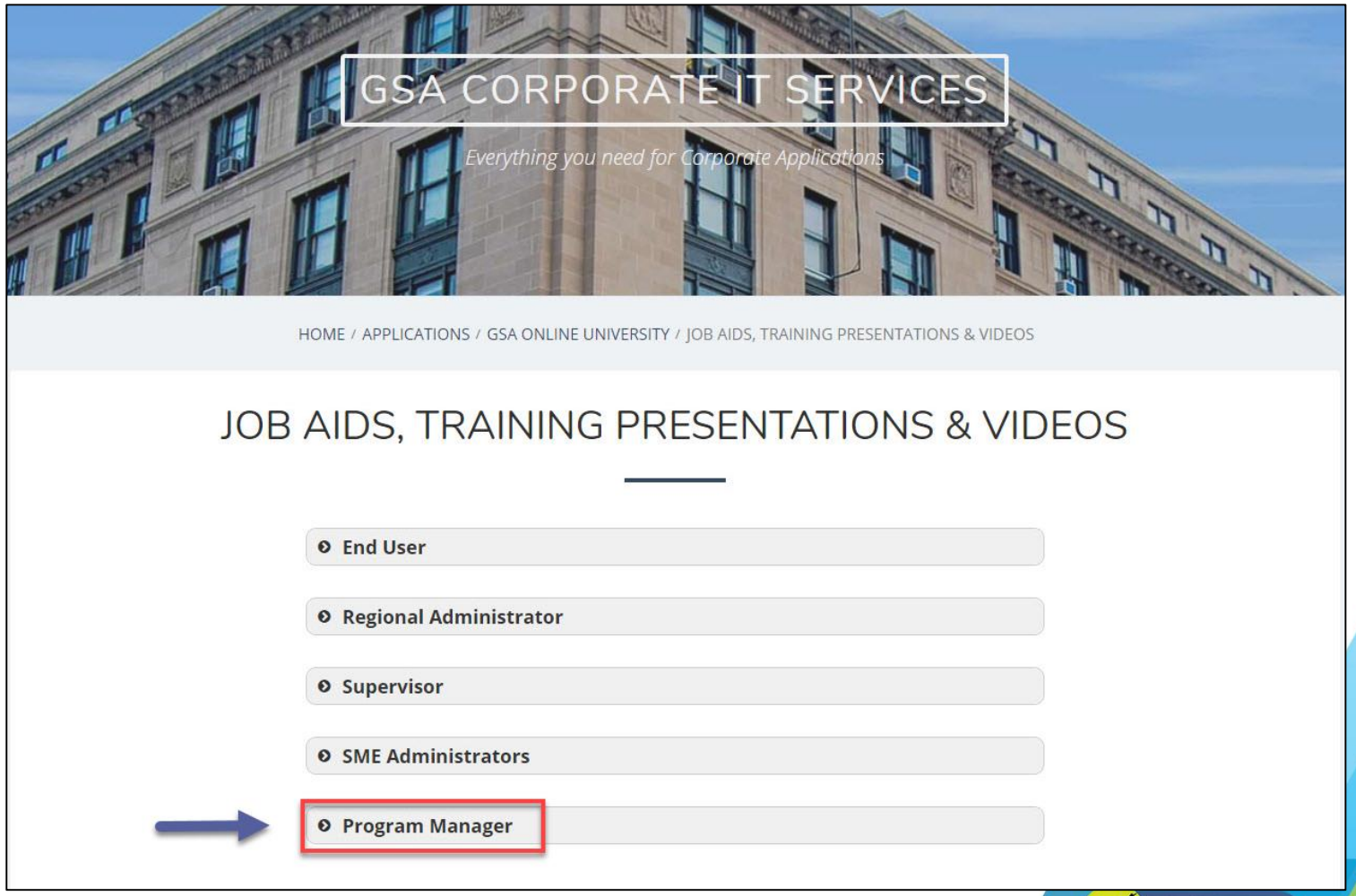
For More Information

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





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GSA OLU Curricula Training

Curricula 101 Objectives

- GSA OLU Homepage Overview
- Admin Center Navigation
- Learning Administration
  - Curricula navigation
  - Curricula search
- Curriculum Administration
  - Curriculum creation
  - Edit Curriculum
  - Curriculum Cover Page
- Currriculum Management
  - Add Learning Items
  - Publish Curriculum
  - Copy Curriculum
  - Deactivate/ Reactivate Curriculum
  - Delete Curriculum

Curricula 102 Objectives

- User Management
  - Assign Curricula
  - Remove Curricula
  - Record item completion
- Notifications (ad hoc)
- Reporting

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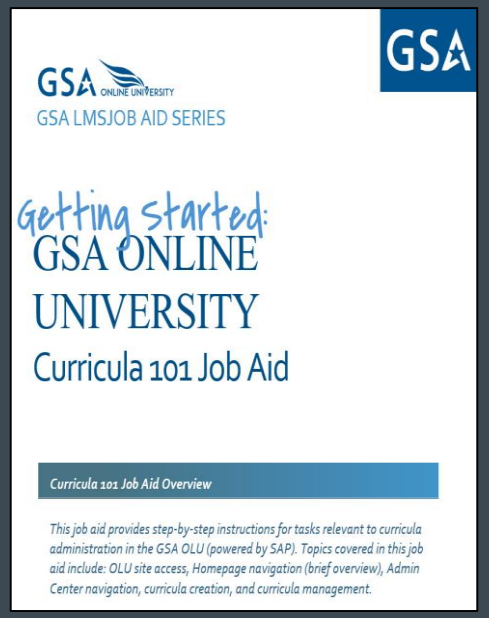
Curricula101 Resources

- Job Aid
- Training Slides
- Recorded Training Video
- GSA OLU Contacts



GSA ONLINE UNIVERSITY

GSA LMSJOB AID SERIES

GSA

Getting started:

GSA ONLINE UNIVERSITY

Curricula 101 Job Aid

Curricula 101 Job Aid Overview

This job aid provides step-by-step instructions for tasks relevant to curricula administration in the GSA OLU (powered by SAP). Topics covered in this job aid include: OLU site access, Homepage navigation (brief overview), Admin Center navigation, curricula creation, and curricula management.

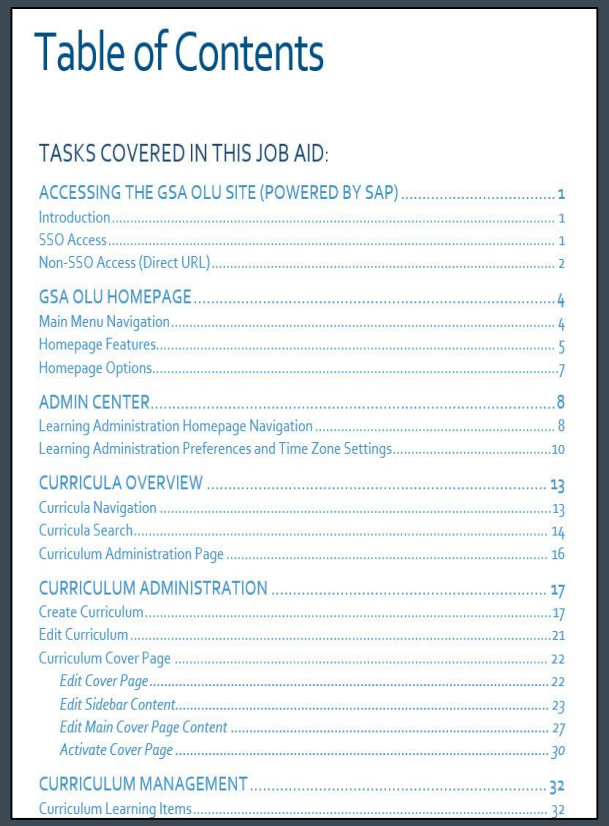


Table of Contents

TASKS COVERED IN THIS JOB AID:

ACCESSING THE GSA OLU SITE (POWERED BY SAP) 1
Introduction 1
SSO Access 1
Non-SSO Access (Direct URL) 2
GSA OLU HOMEPAGE 4
Main Menu Navigation 4
Homepage Features 5
Homepage Options 7
ADMIN CENTER 8
Learning Administration Homepage Navigation 8
Learning Administration Preferences and Time Zone Settings 10
CURRICULA OVERVIEW 13
Curricula Navigation 13
Curricula Search 14
Curriculum Administration Page 16
CURRICULUM ADMINISTRATION 17
Create Curriculum 17
Edit Curriculum 21
Curriculum Cover Page 22
Edit Cover Page 22
Edit Sidebar Content 23
Edit Main Cover Page Content 27
Activate Cover Page 30
CURRICULUM MANAGEMENT 32
Curriculum Learning Items 32

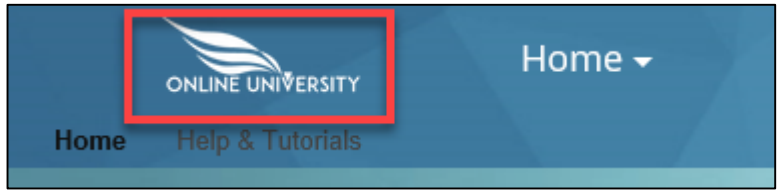
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



<u>ALL</u> curricula should be created in Staging FIRST!!!

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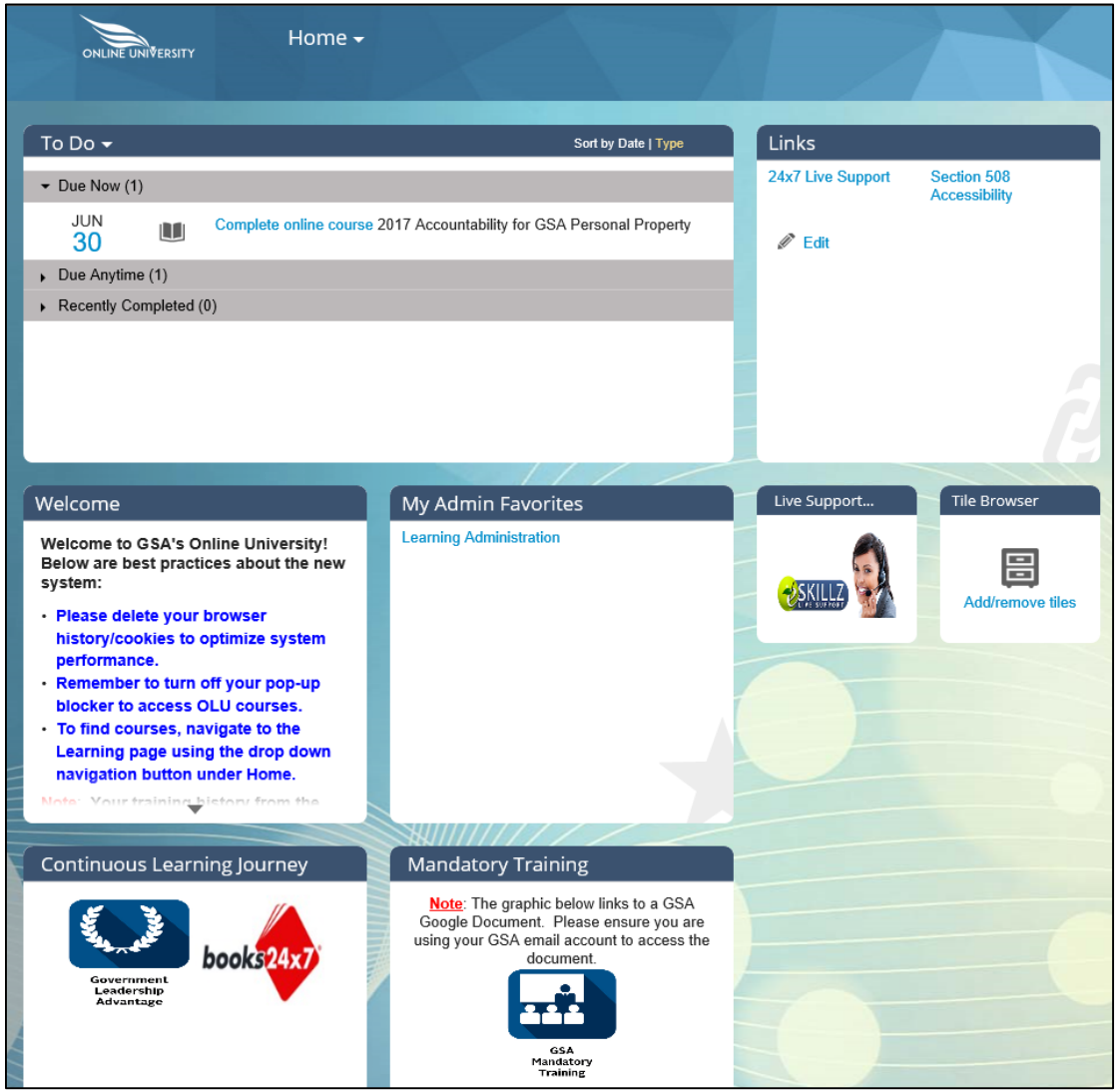
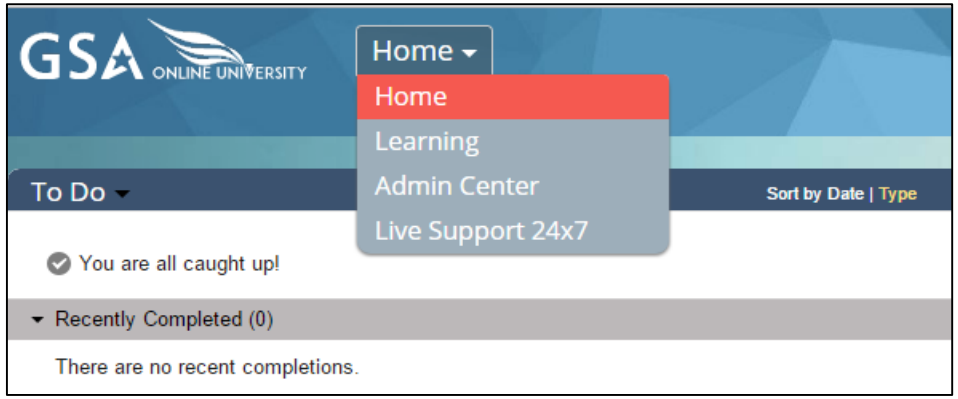
GSA OLU Homepage Overview

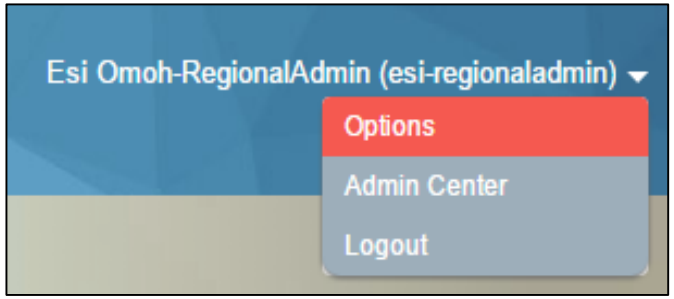
Homepage Features



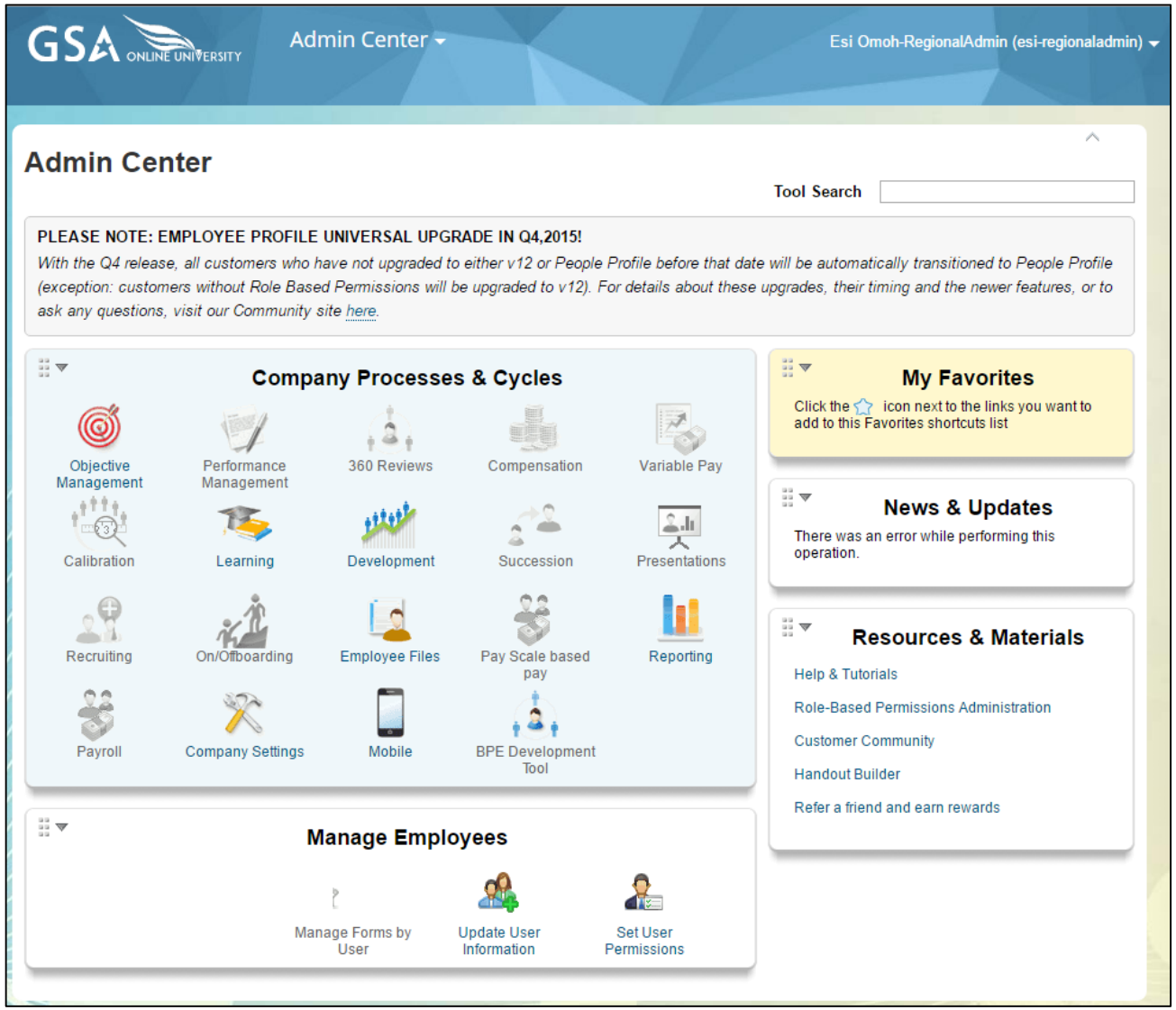
Main Menu Navigation



Homepage Options



Admin Center



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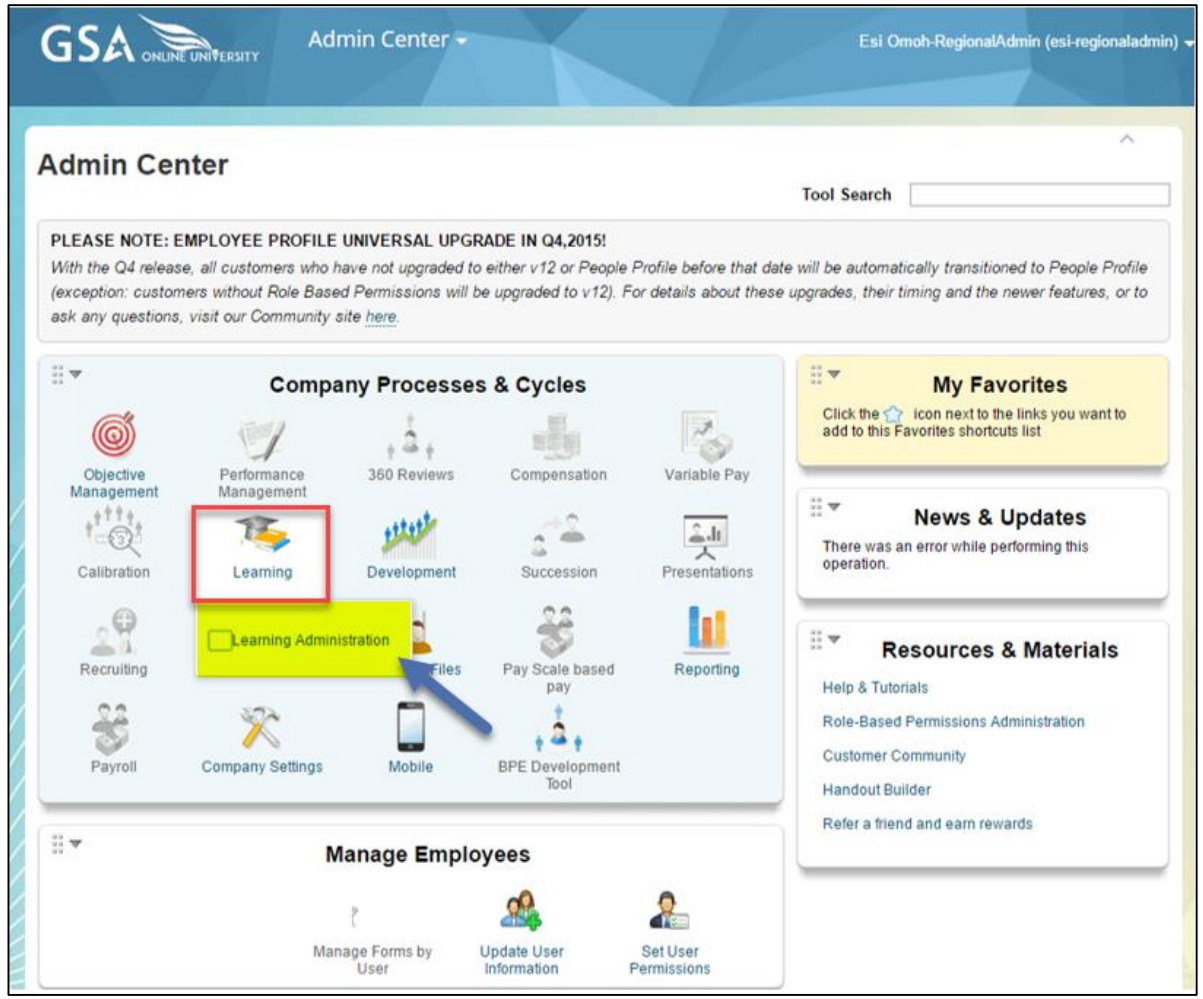
Admin Center – Learning Administration



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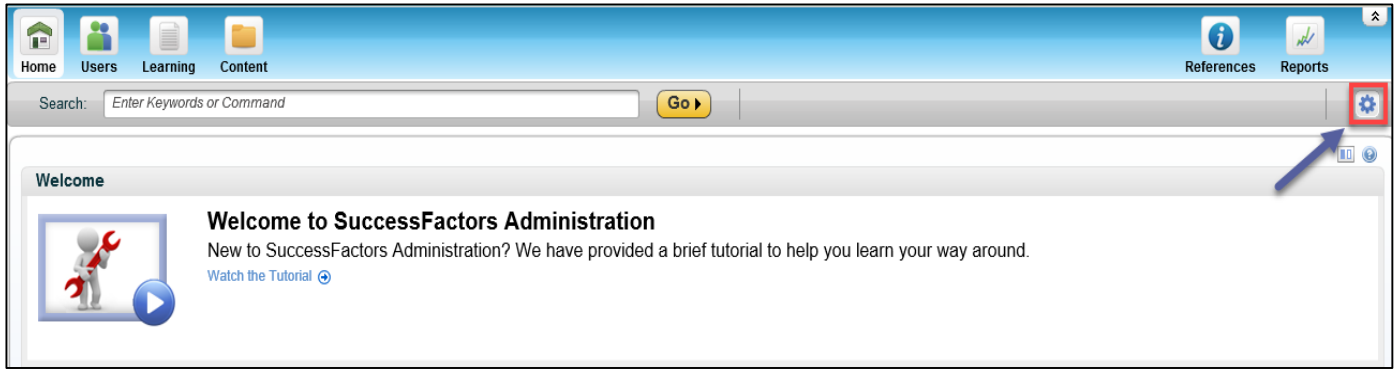
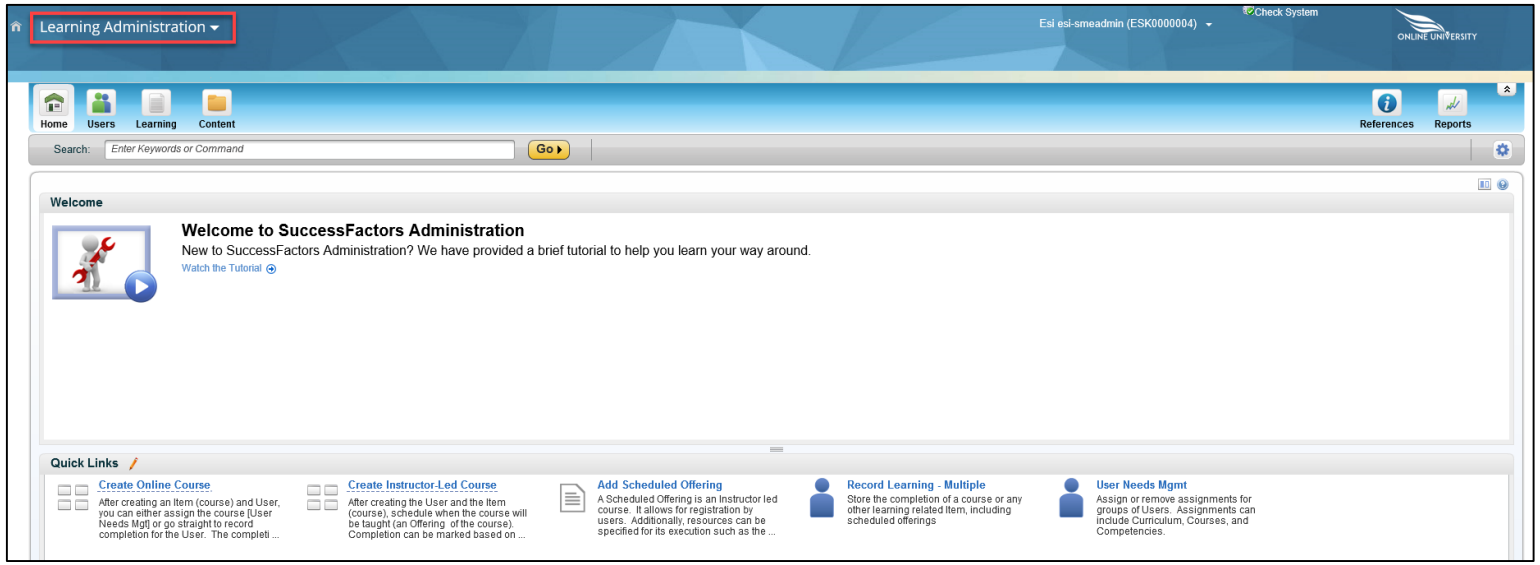
Admin Center – Learning Administration Page



<u>Change Admin Preferences</u>: locale, time zone, and currency



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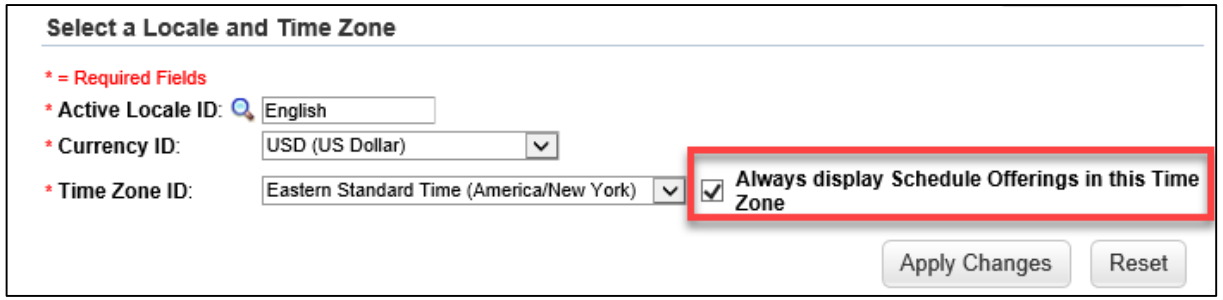
Admin Center – Learning Administration Page

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

OLU Homepage (brief overview)
Admin Center Navigation
Learning Administration

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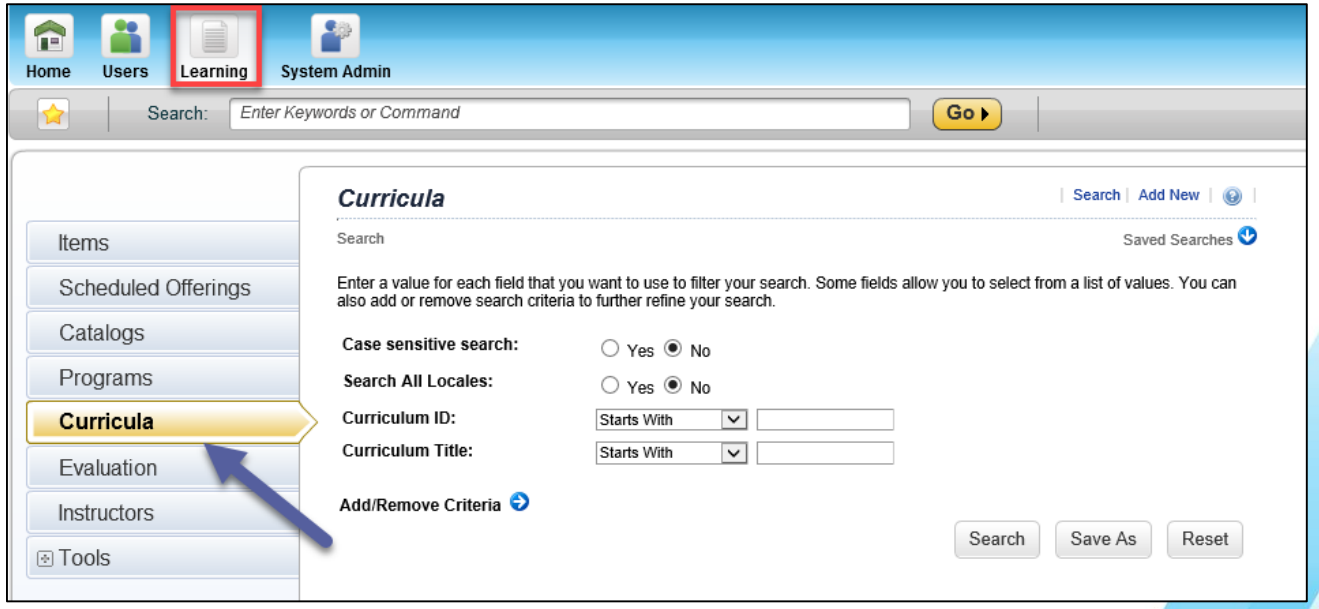
Curricula Overview

A Curriculum is a set of one or more items that can be assigned and tracked as a group.

Features

- Group items within curriculum
- Add, learning items, requirements, subcurricula
- Can automatically set required by dates
- Checks learning history for completed works
- Commonly used for:
  - Certification tracking
  - Regulated/ compliance driven training
  - Recurring training
  - Previously completed training credits
  - Choice completion requirements (ex: 2 out of 3 courses)



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Programs vs. Curricula

Feature	Programs	Curricula
Item Prerequisites		X
Item Approvals		X
Item Due Dates		X
Retraining Function		X
Credit for past completion	X	X
Assignment Order	X	
Requirement Pools (ex: 1 of 3)		X
Grandfathered Changes	X	
Auto Registration for Scheduled Offerings	X	
Commerce		X

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Programs vs. Curricula…continued

Feature	Programs	Curricula
Best for Compliance Tracking		X
Best for organization wide training		X
Multiple Assignment Types	X	X
Multiple Delivery Types	X	X
Assignment grouped in sections	X	
Previous section completion requirement	X	
Required & Optional Sections	X	
Locked after publishing		X
Updated Tile Layout	X	
Certificates	X	

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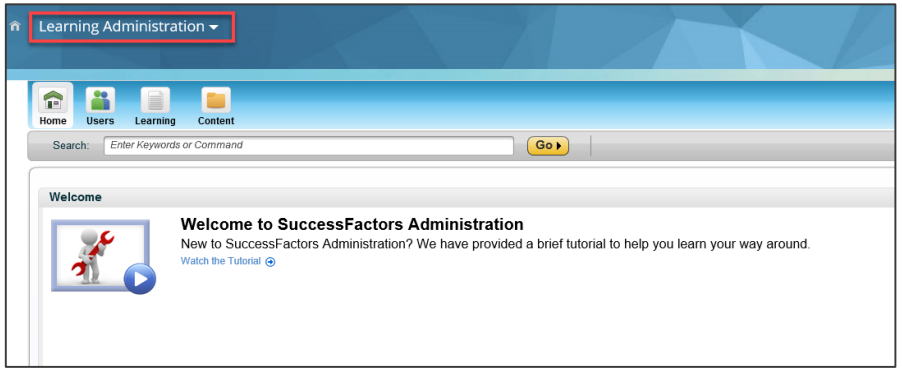
Curricula Navigation

Learning Administration Page > Learning > Curricula

1



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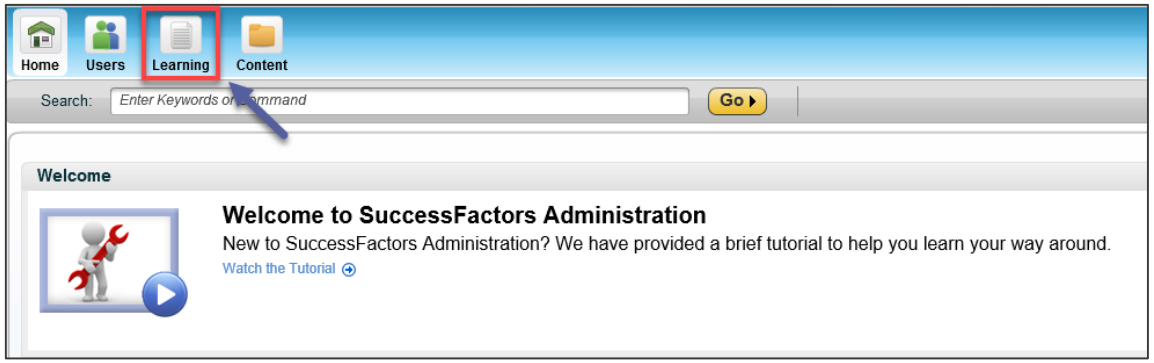

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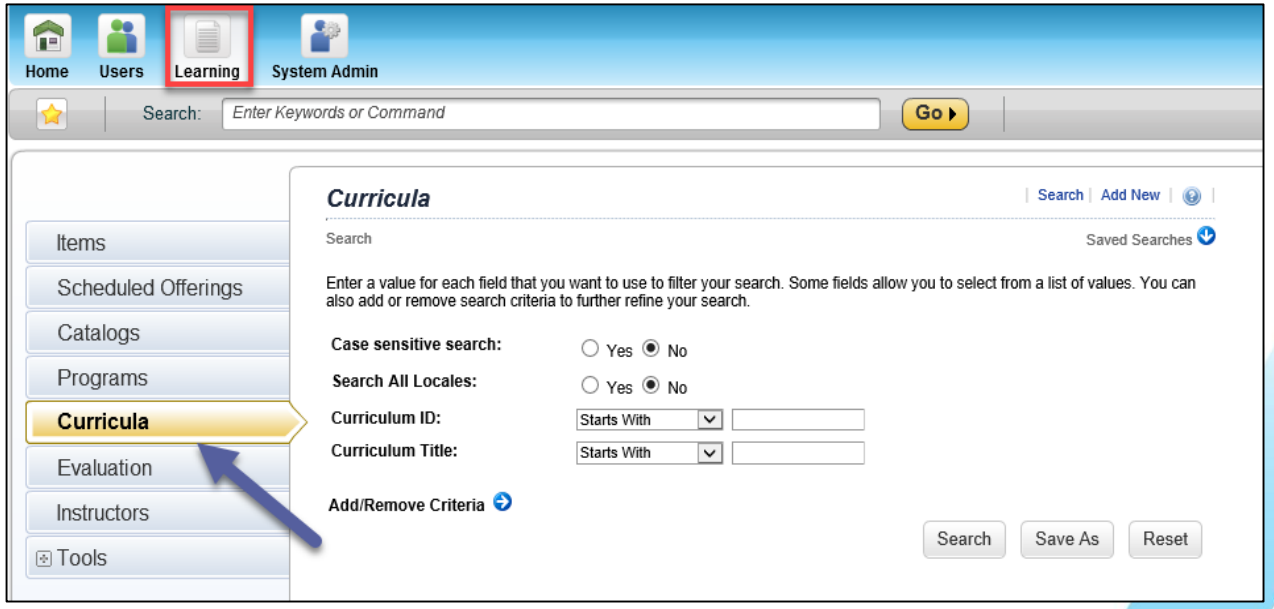

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Curricula Search

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

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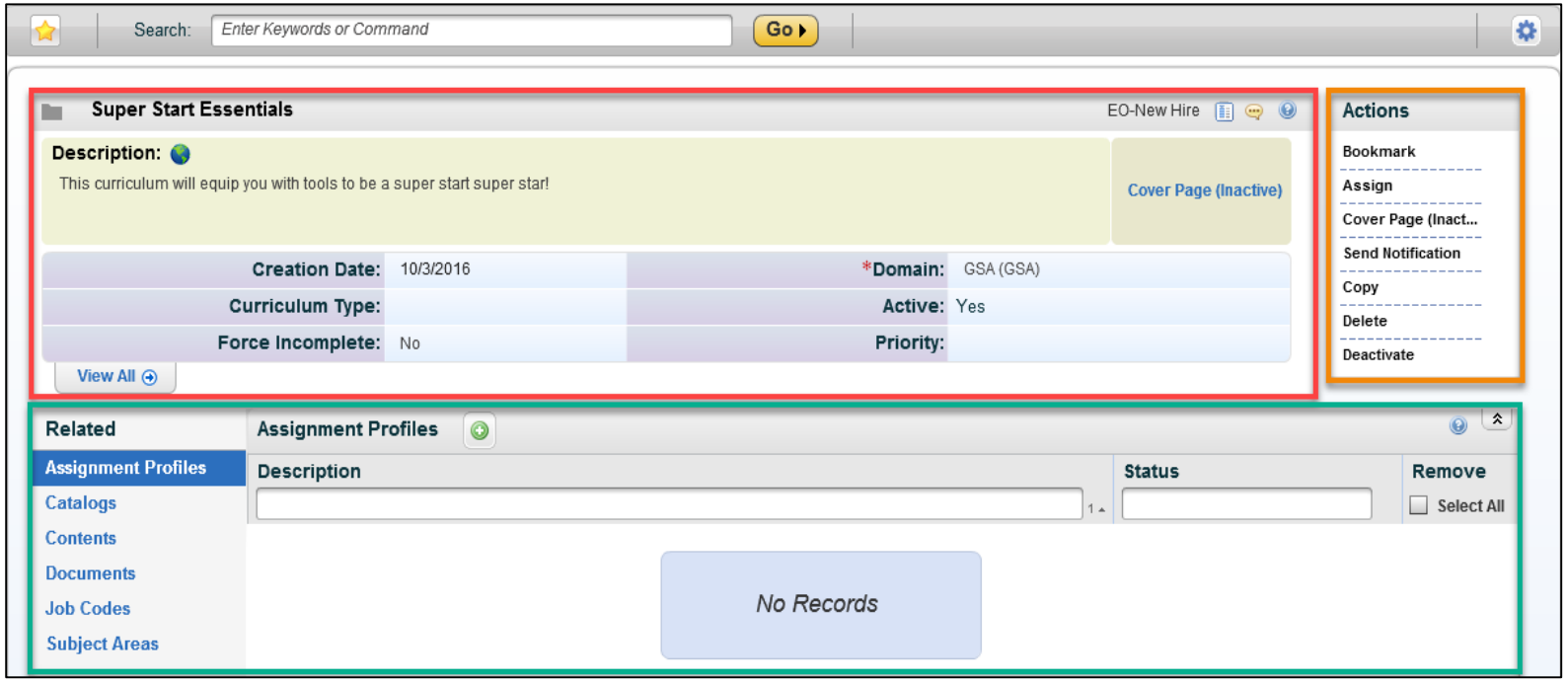
Curriculum Administration Page

- **Core Area** (top left): Contains your curriculum's basic information including, title, description, domain, etc. Click the

button to view additional summary data.
- **Actions Menu** (top right): Displays additional management actions that can be performed at the curriculum level.
- **Related Menu** (bottom half): Displays major tabs related to important curriculum components (ex: Assignment Profiles, Catalogs, Contents, etc).



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Curricula

Curricula Navigation

Curricula Search

Curriculum Administration Page

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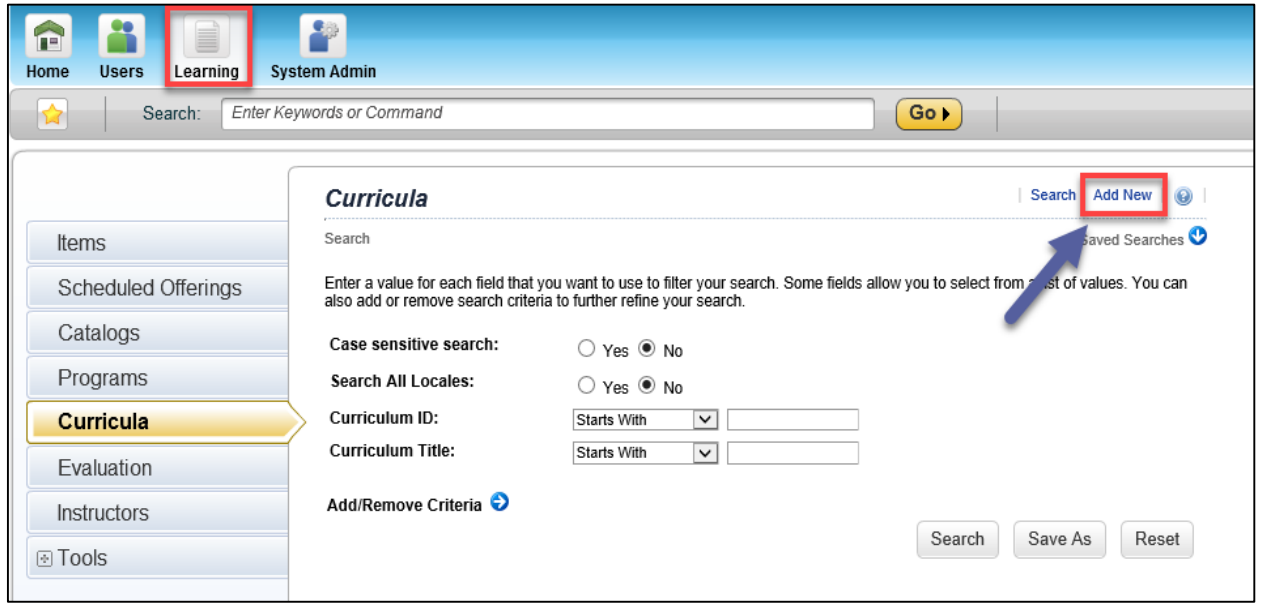
Curriculum Creation

Learning > Curricula > Add New

1



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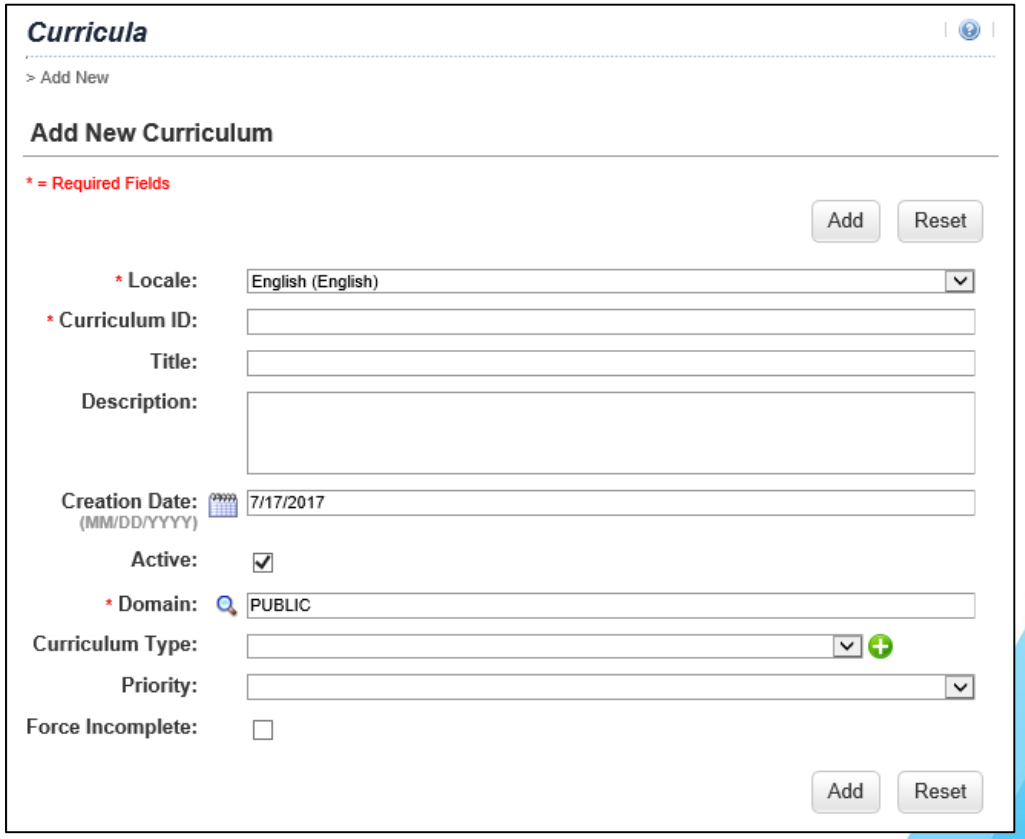

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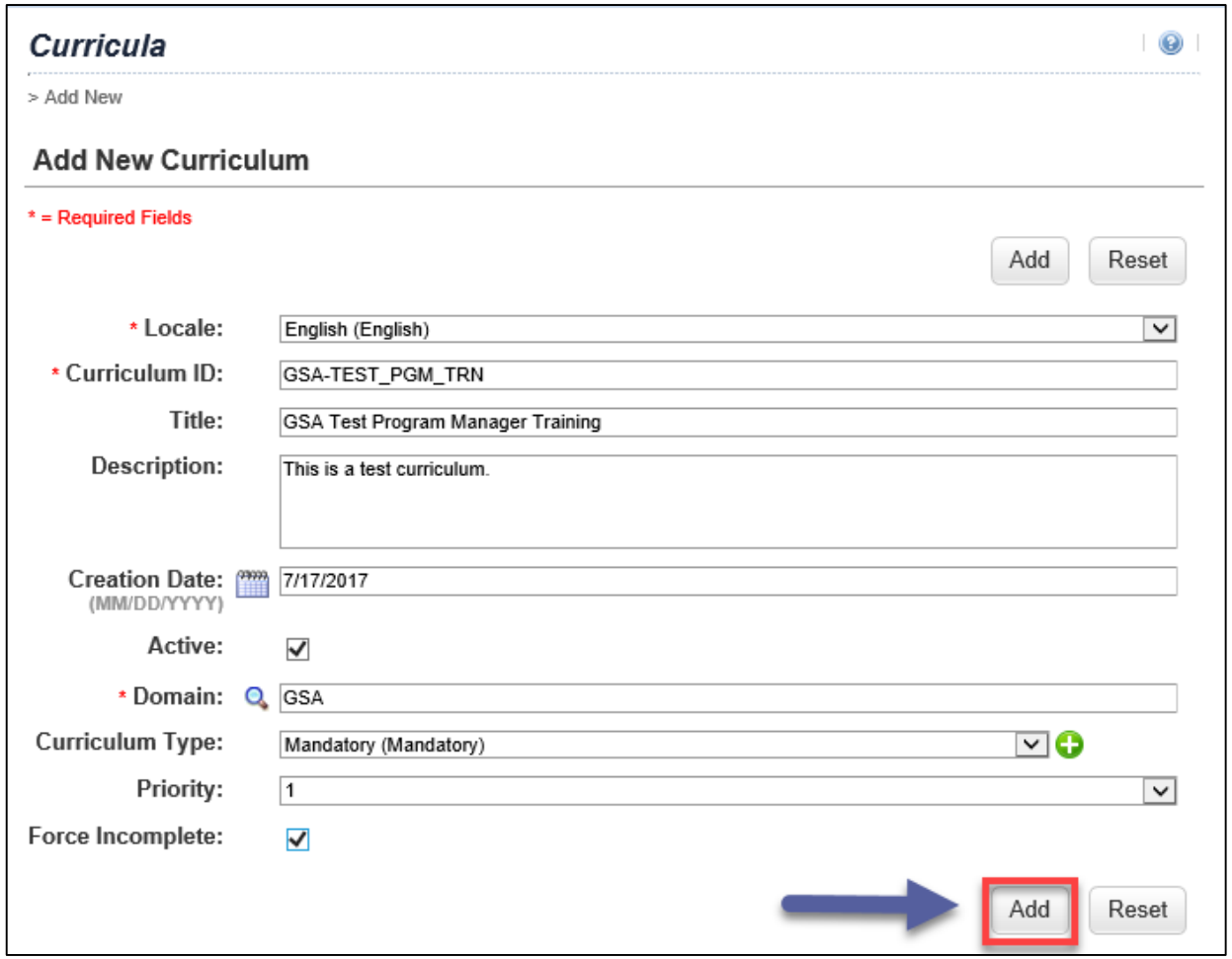
Curriculum Creation…continued

Learning >
Curricula >
Add New

3



***Note**: Make sure curriculum due dates don't conflict with Instructor-Led Training (ILT) dates added to the curriculum.*

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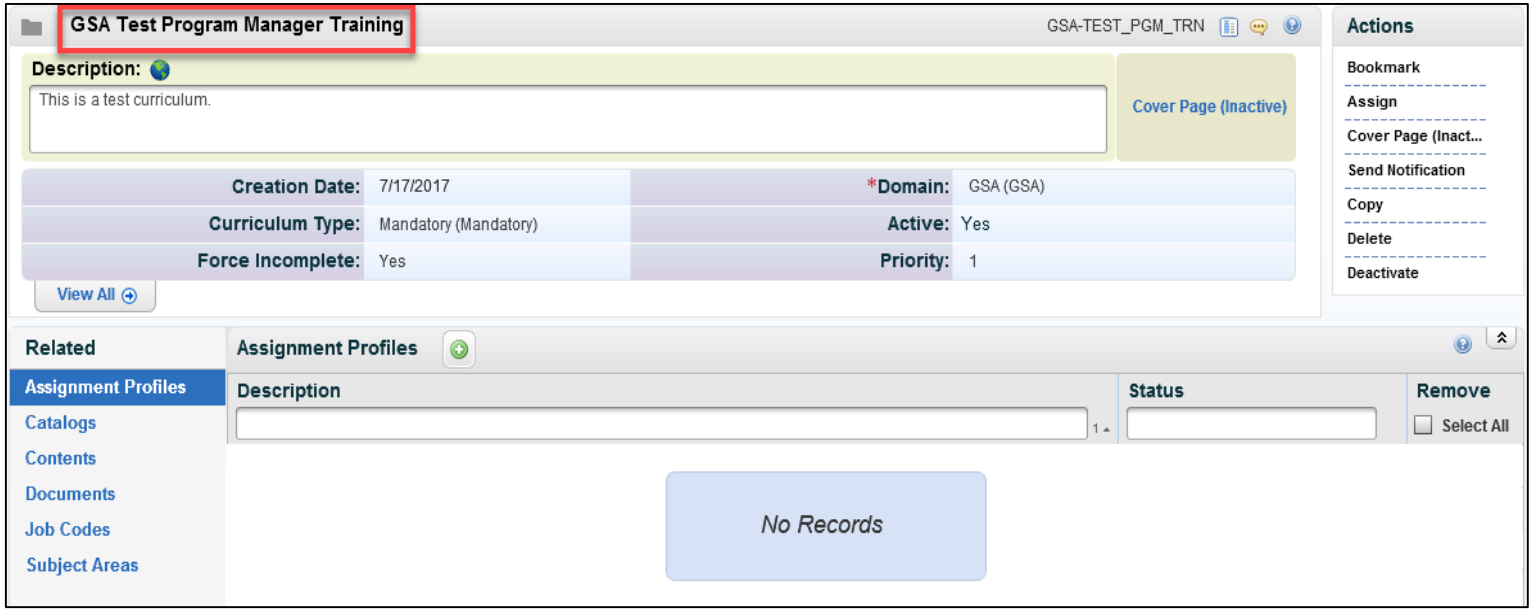
Curriculum Creation…continued

Curriculum Administration Page



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Curricula

Curriculum Creation

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Curriculum Administration

View/ Edit Curriculum Details and Settings

GSA Test Program Manager Training GSA-TEST_PGM_TRN

Actions: Bookmark, Assign, Cover Page (Inact..., Send Notification, Copy, Delete, Deactivate

Description: This is a test curriculum.

Cover Page (Inactive)

Creation Date:	7/17/2017	*Domain:	GSA (GSA)
Curriculum Type:	Mandatory (Mandatory)	Active:	Yes
Force Incomplete:	Yes	Priority:	1

View All

Related: Assignment Profiles, Catalogs, Contents, Documents, Job Codes, Subject Areas

Assignment Profiles — Description

No Records

Additional Settings

*Required Fields

Title: GSA Test Program Manager Training

Description: This is a test curriculum.

Summary

Creation Date:	7/17/2017	*Domain:	GSA (GSA)
Curriculum Type:	Mandatory (Mandatory)	Active:	Yes
Force Incomplete:	Yes	Priority:	1

Extended Summary

Enable electronic signature:	No	Display in Catalog:	Yes
Column 10:		Column 20:	
Column 30:		Column 40:	
Column 50:			

Save Cancel

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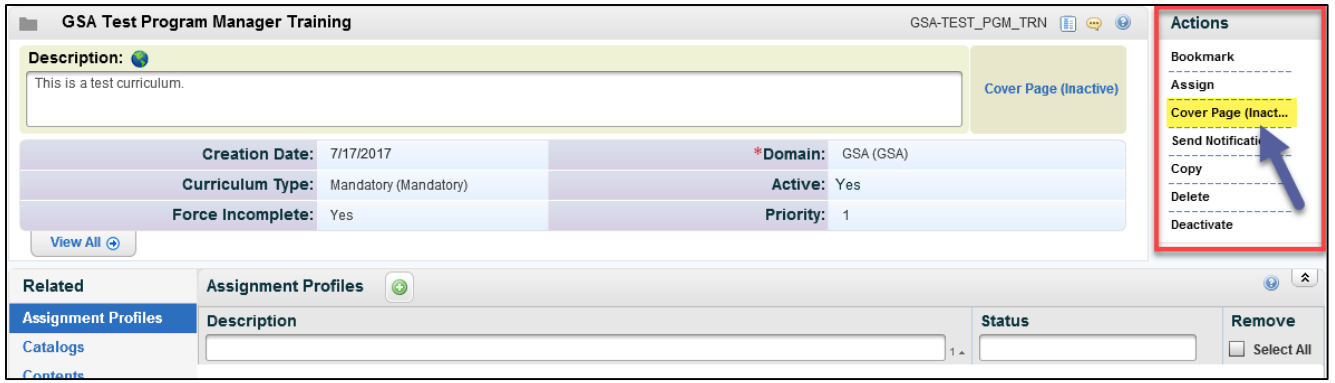
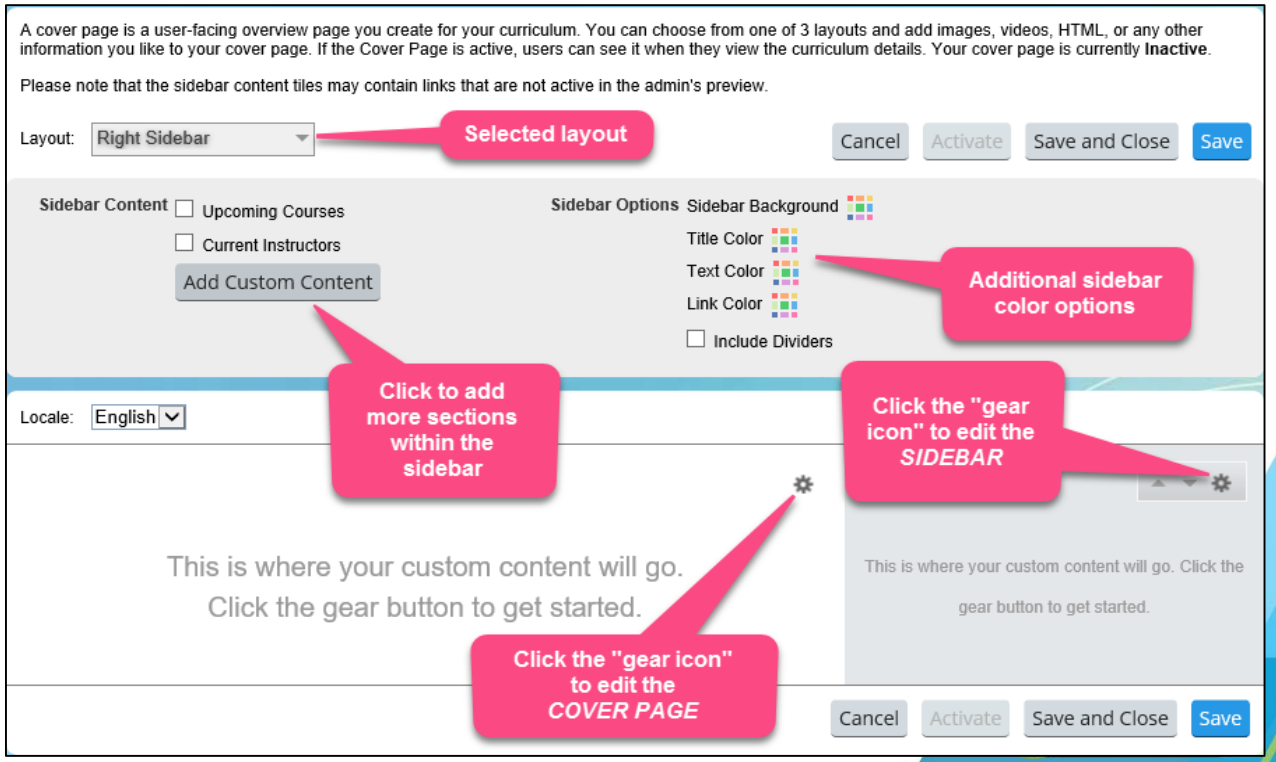
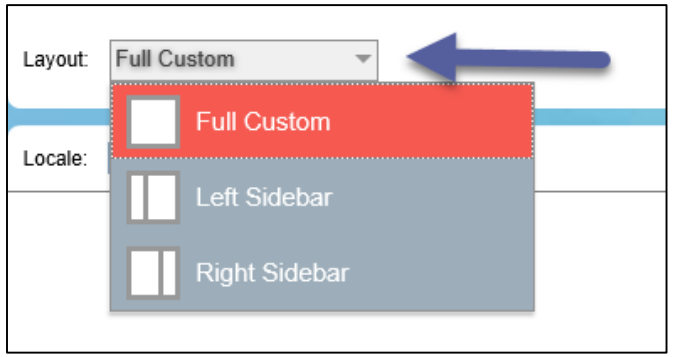
Curriculum Cover Page

Curriculum Cover Page Creation

- User-facing curriculum overview page.
- Add additional directions, links, HTML, images.
- Three different layouts
- Not required for publishing
- Main page content vs. sidebar content
- Activate to become visible to users







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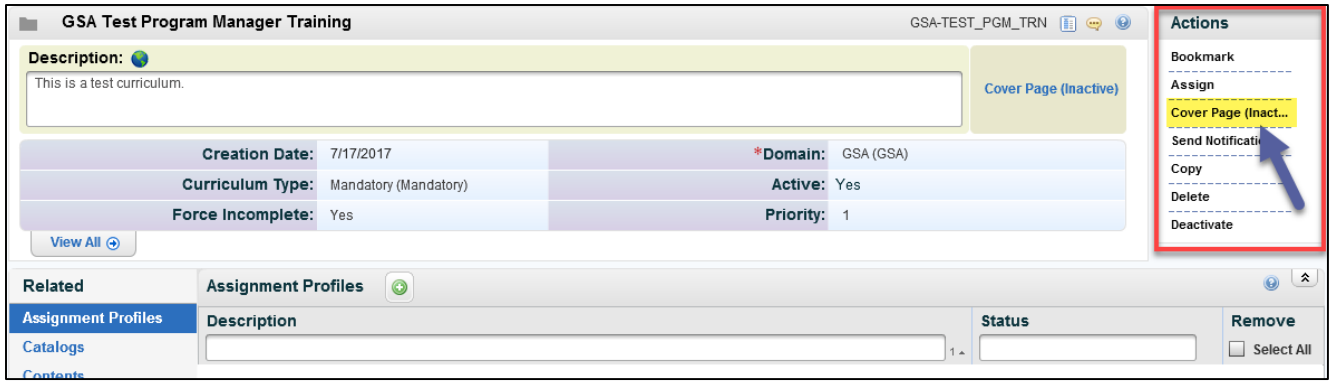
Curriculum Cover Page…continued

Copy Source HTML Code

- Can be copied between Programs and Curricula
- Can be copied from Staging to Production environment
- *Curriculum Administration Page > Actions Menu > Cover Page > Edit (gear icon)>* ***Source***
- Copy source HTML from one Curriculum to another for easy cover page transfer.

1



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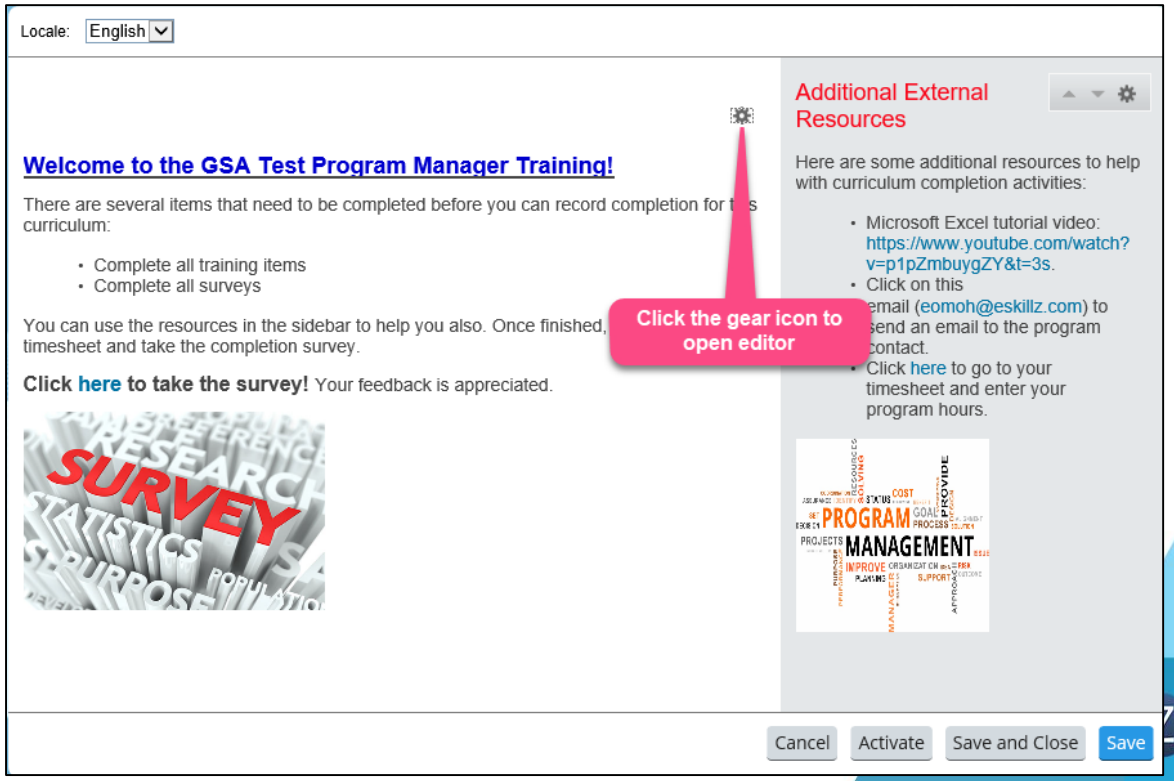

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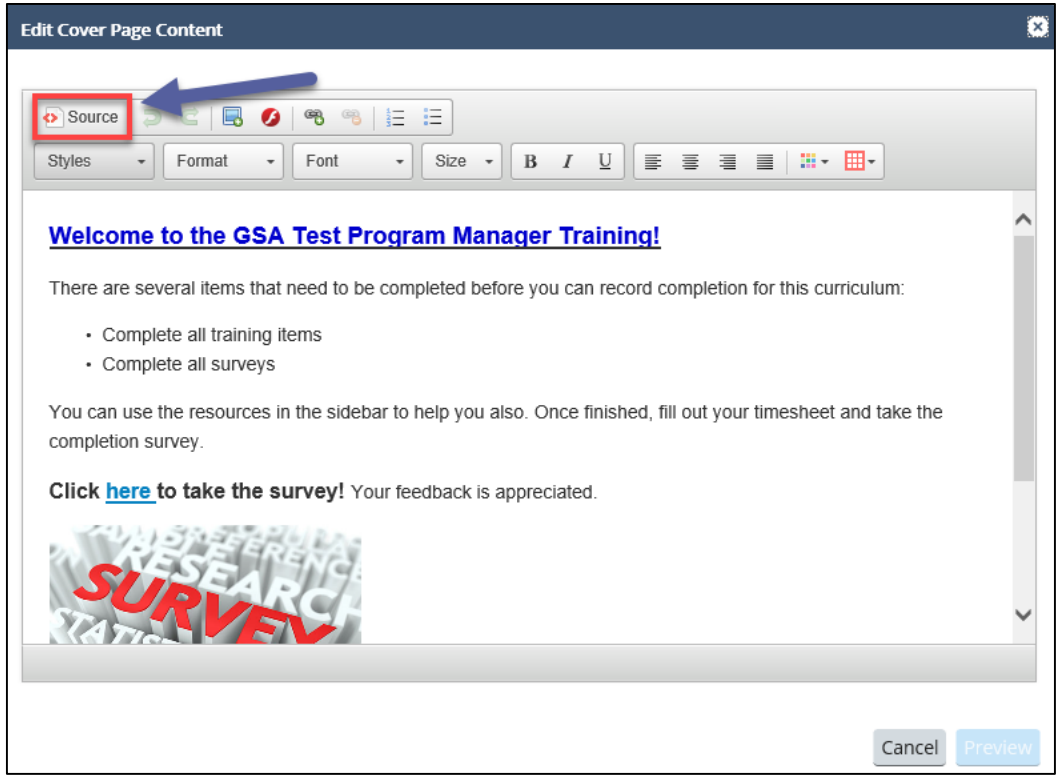
Curriculum Cover Page…continued

3



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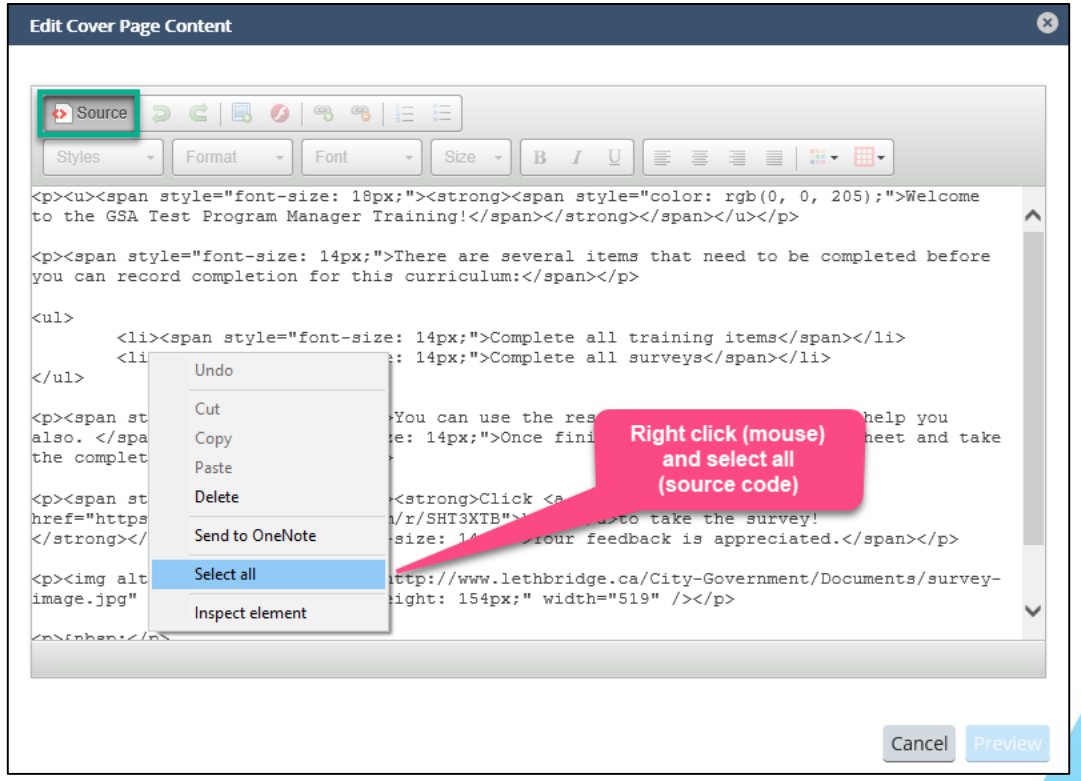

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Curriculum Cover Page…continued

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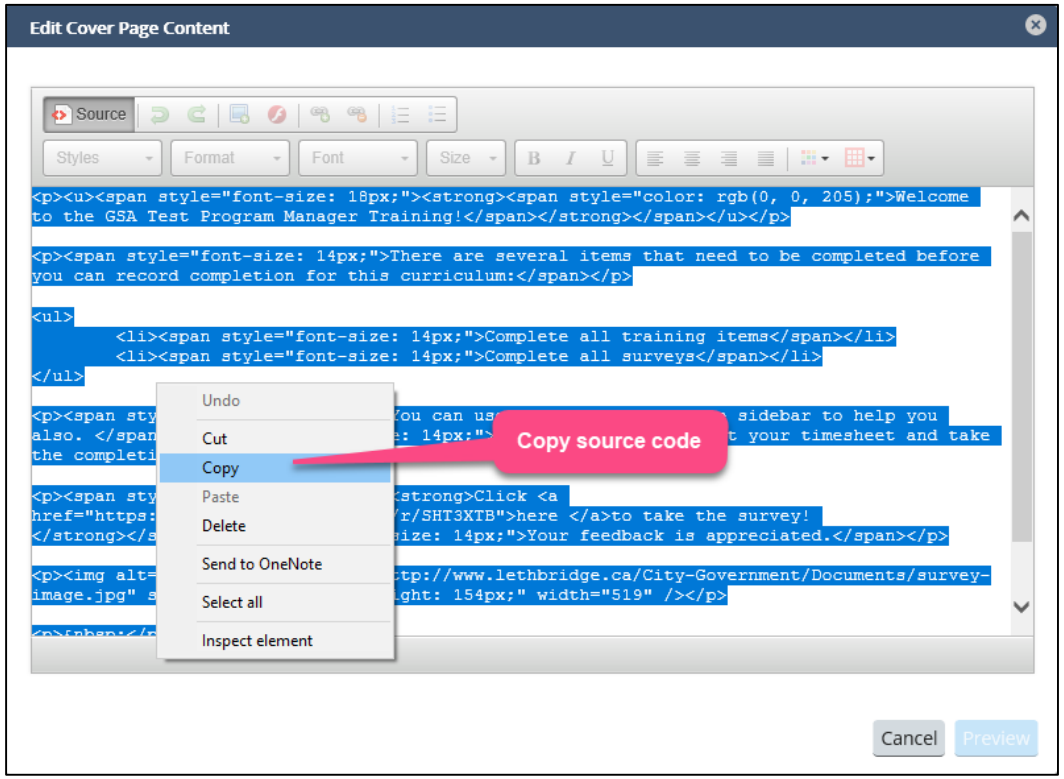

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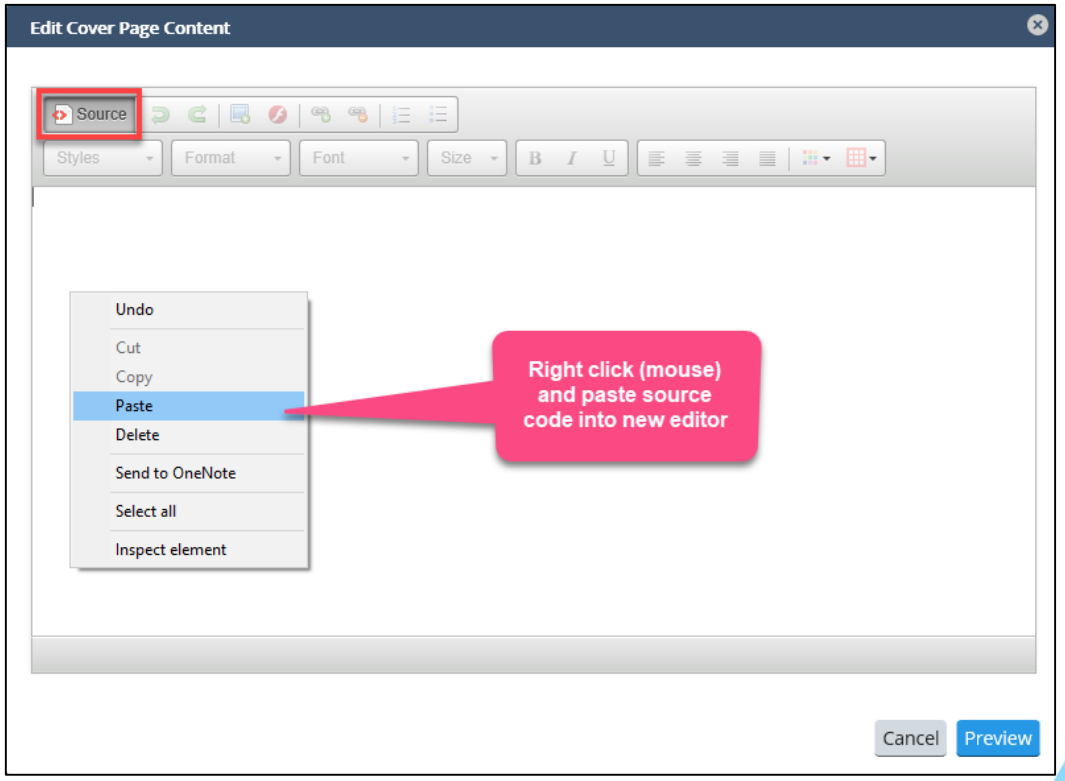

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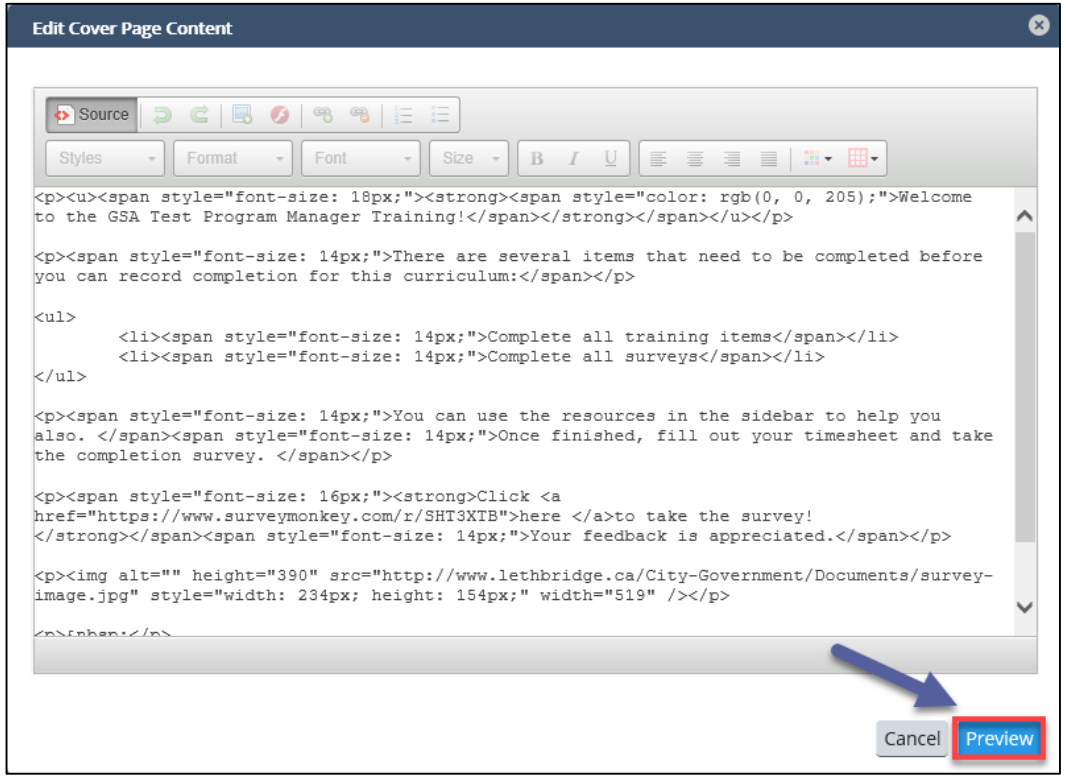
Curriculum Cover Page…continued

7



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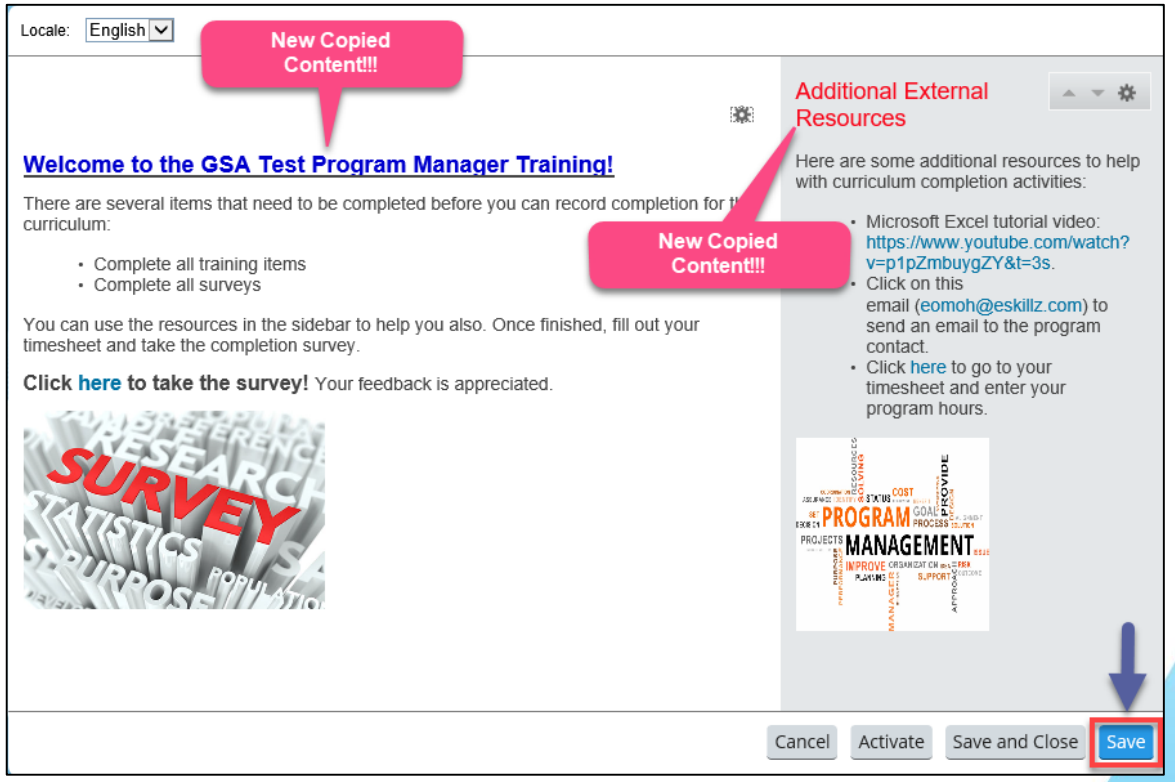

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Curriculum Administration

Edit Curriculum

Edit/ Activate Cover Page

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Break Time

Please be back at your computer in

minutes.

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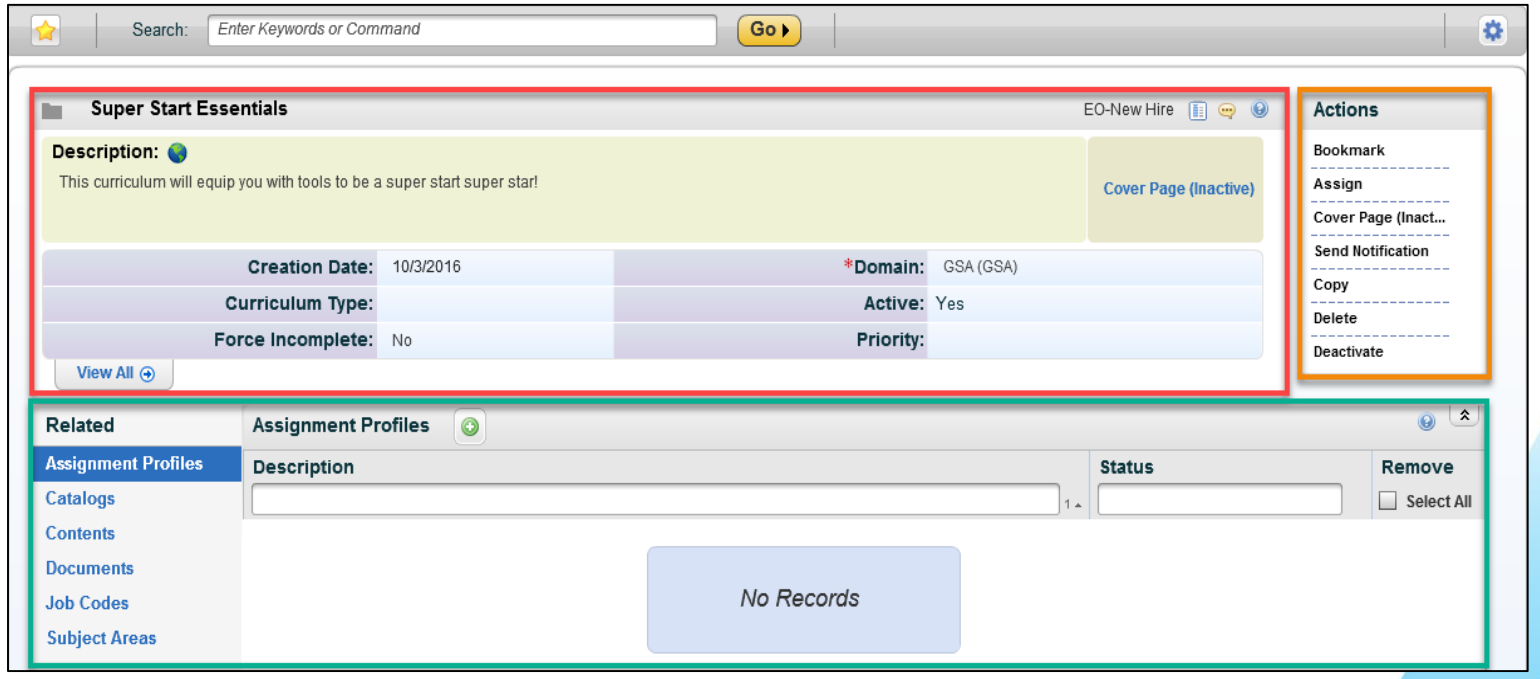
After Break Recap

- GSA OLU Homepage Overview
- Admin Center Navigation
- Learning Administration
  - ✓ Curricula navigation
  - ✓ Curricula search
- Curriculum Administration
  - ✓ Curriculum creation
  - ✓ Edit Curriculum
  - ✓ Curriculum Cover Page
- Currriculum Management
  - **Add Learning Items**
  - **Publish Curriculum**
  - **Copy Curriculum**
  - **Deactivate/ Reactivate Curriculum**
  - **Delete Curriculum**

Curriculum Administration Page



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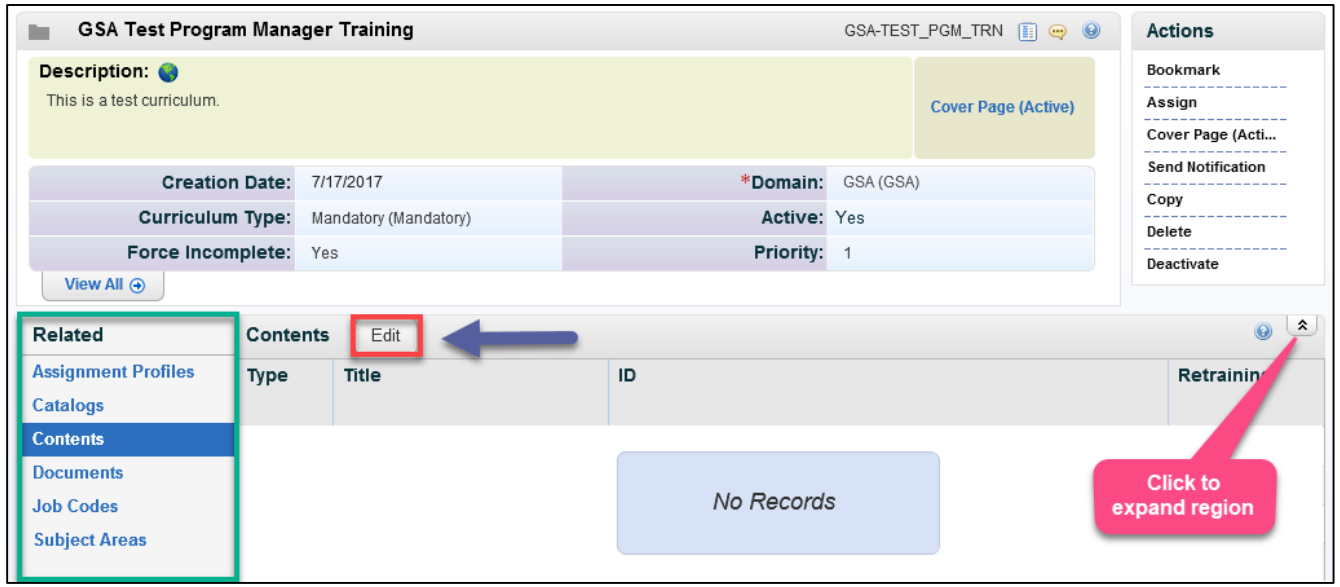
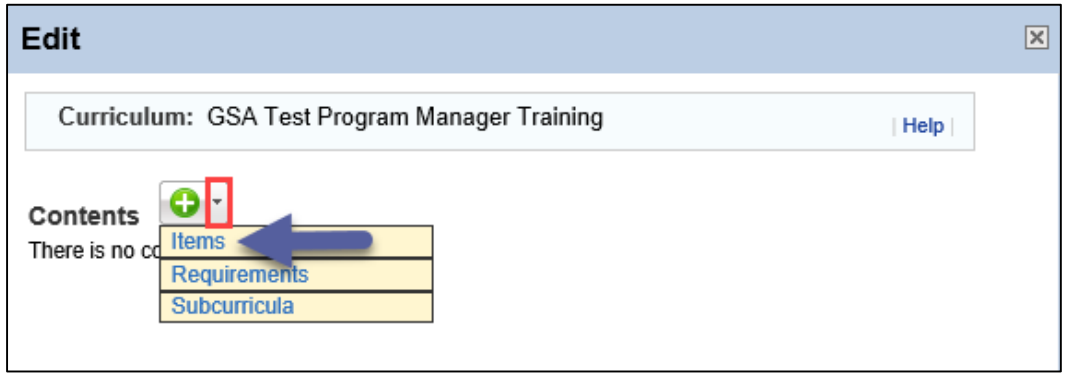
Curriculum Management

Add Learning Items

- Items
- Requirements
- Subcurricula





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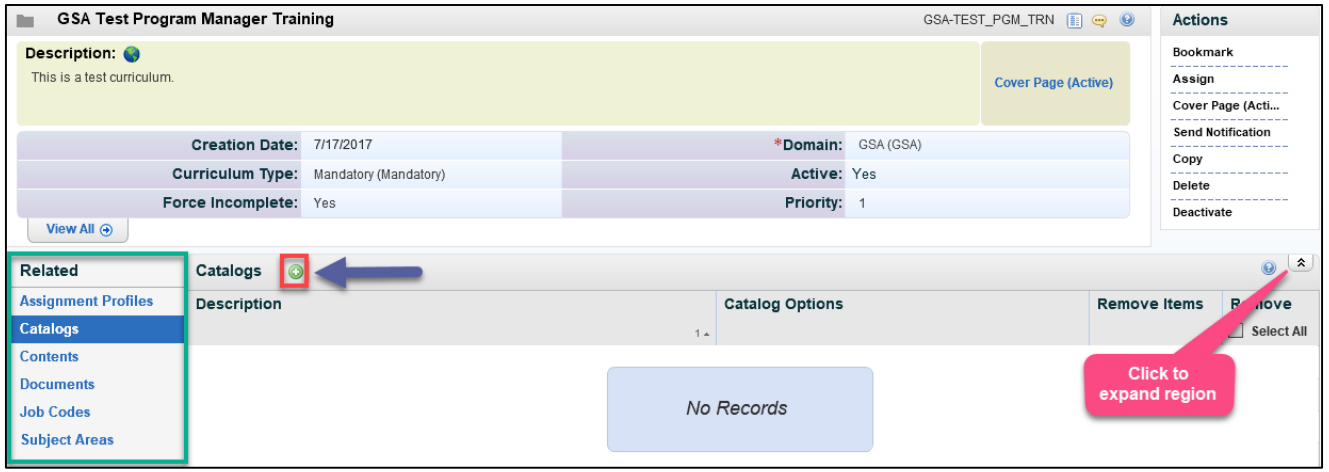
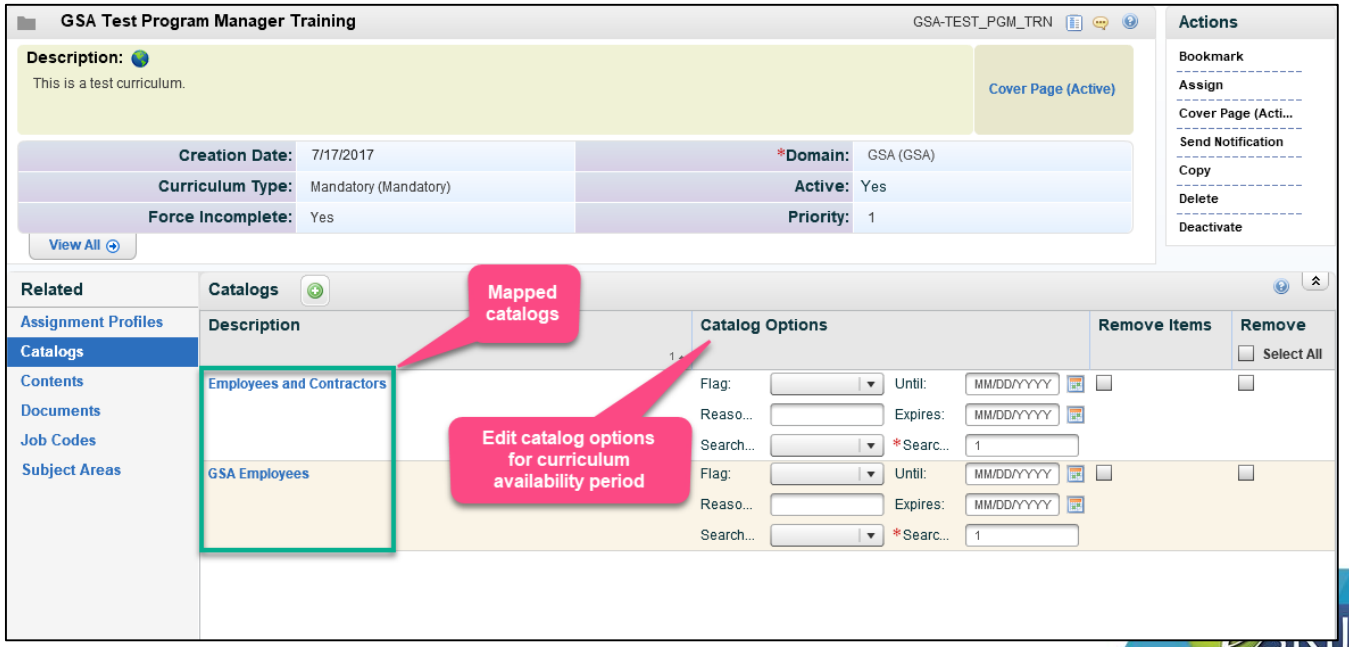
Curriculum Management

Publish Curriculum

- Makes the curriculum available to learners within a catalog.
- No limit on catalog mappings.





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Curriculum Management

Add Learning Items

Publish Curriculum

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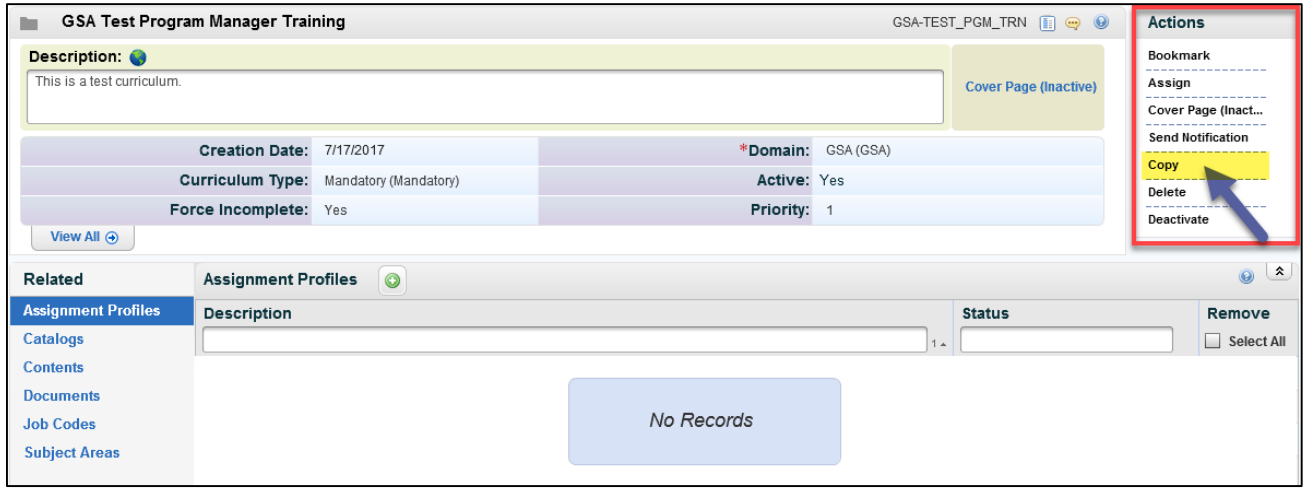
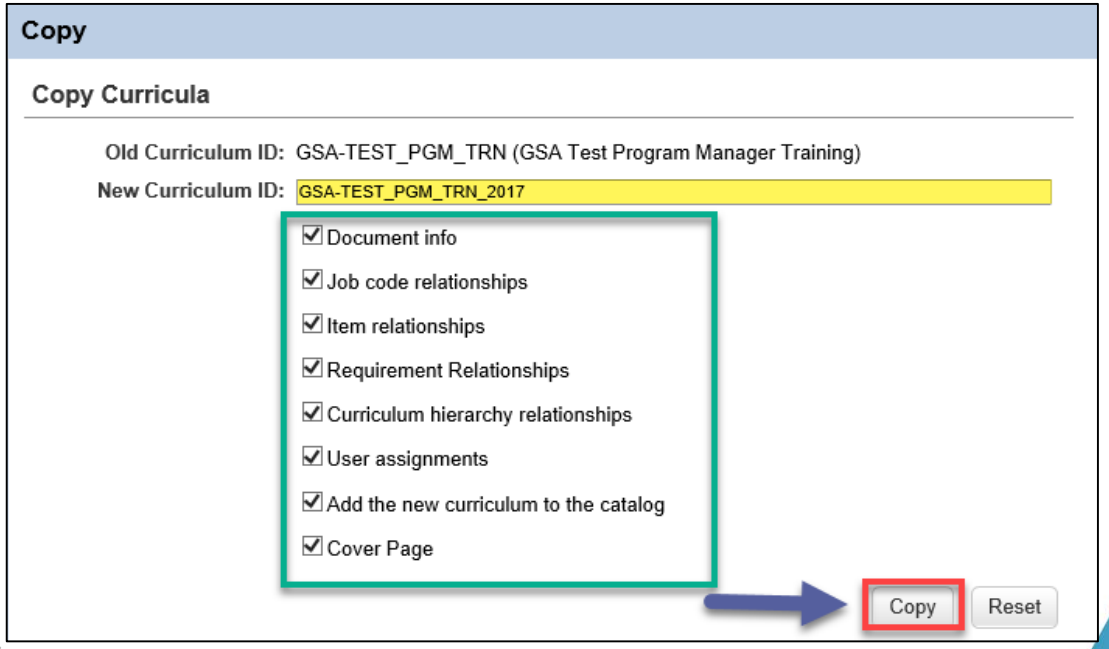
Curriculum Management

Copy Curriculum

Curriculum Administration Page

> Actions Menu > Copy





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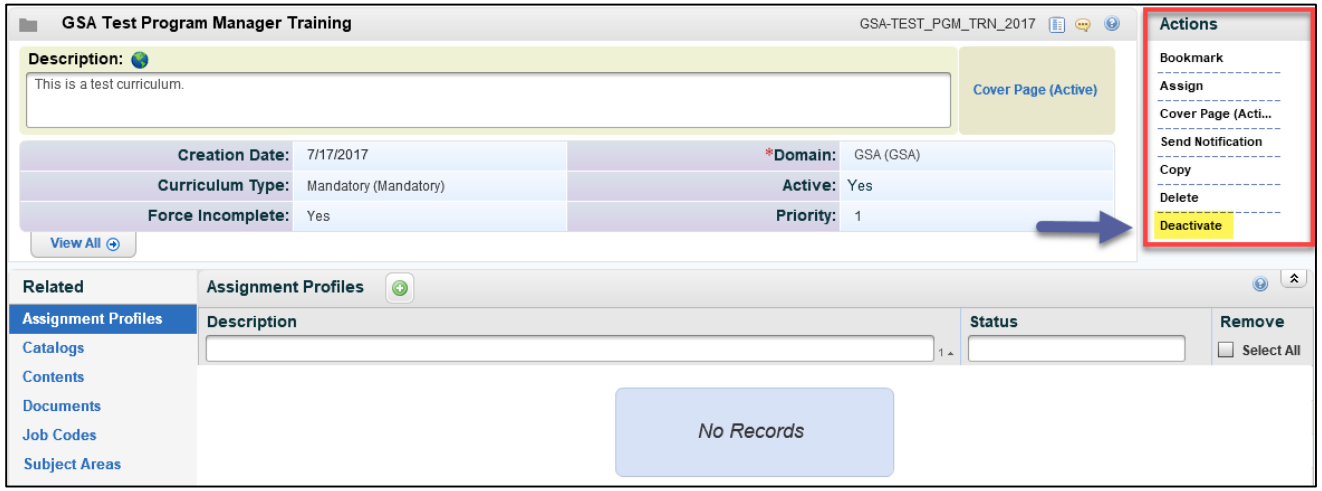
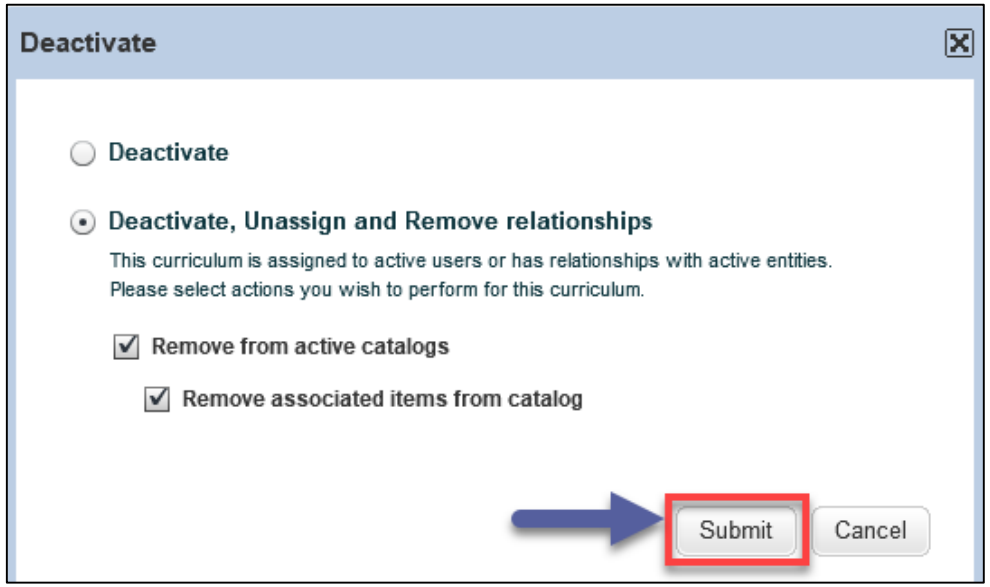
Curriculum Management

Deactivate Curriculum

Curriculum Administration Page

> Actions Menu > Delete





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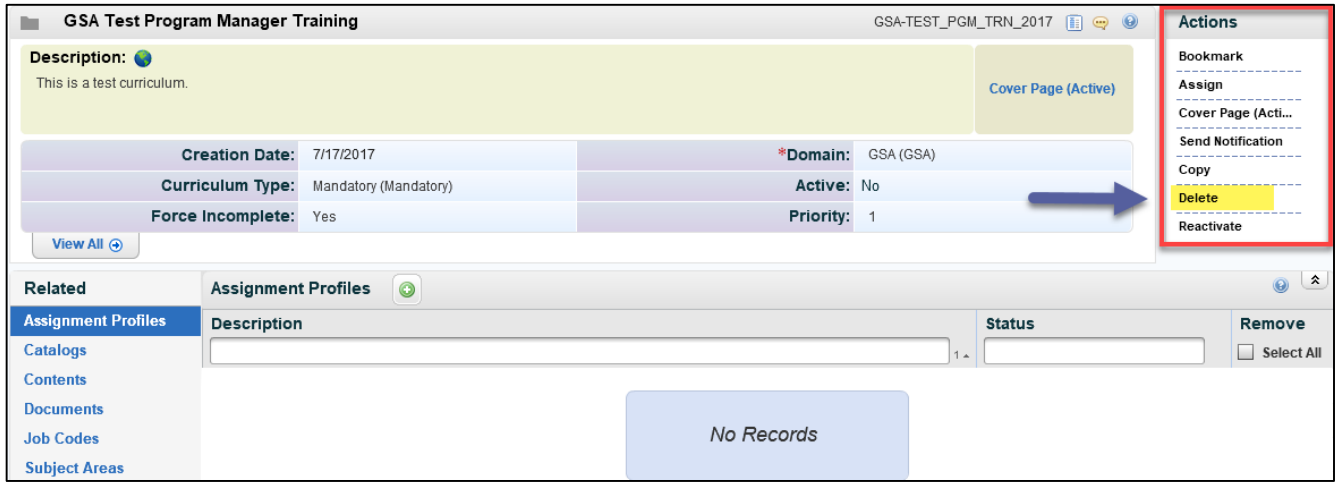
Curriculum Management

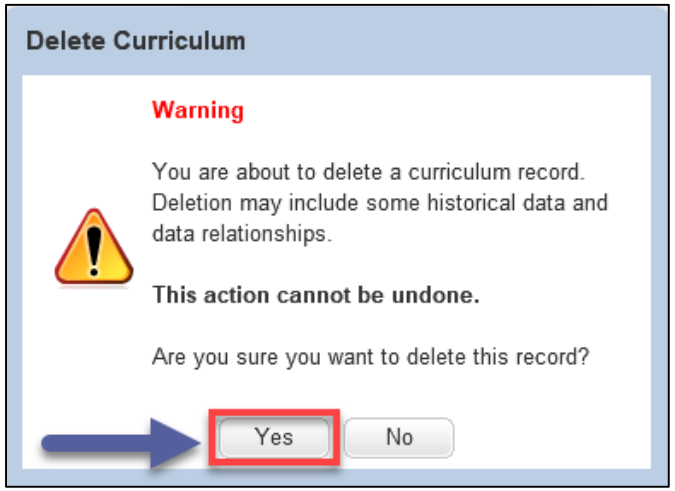
Delete Curriculum

Curriculum Administration Page

> Actions Menu > Delete

Remove catalog mappings first!





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Curriculum Management

Copy Curriculum

Deactivate Curriculum

Delete Curriculum

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Curriculum 101 Training Recap

- ✓ GSA OLU Homepage Overview
- ✓ Admin Center Navigation
- ✓ Learning Administration
  - ✓ Curricula navigation
  - ✓ Curricula search
- ✓ Curriculum Administration
  - ✓ Curriculum creation
  - ✓ Edit Curriculum
  - ✓ Curriculum Cover Page
- ✓ Currriculum Management
  - ✓ Add Learning Items
  - ✓ Publish Curriculum
  - ✓ Copy Curriculum
  - ✓ Deactivate/ Reactivate Curriculum
  - ✓ Delete Curriculum

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Curriculum 102 Training – SIGN UP NOW!

- User Management
  - Assign Curricula
  - Remove Curricula
  - Record item completion
- Notifications (ad hoc)
- Reporting

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- *OLU LMS questions*
- *Item build recommendations*
- *EARS certification needed for admin access*

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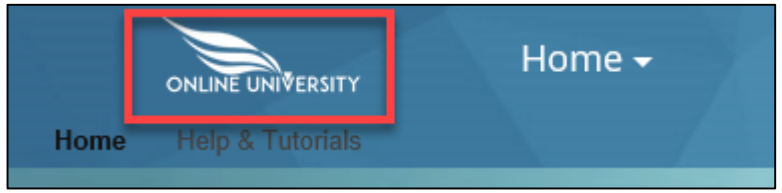
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



<u>ALL</u> curricula should be created in Staging FIRST!!!

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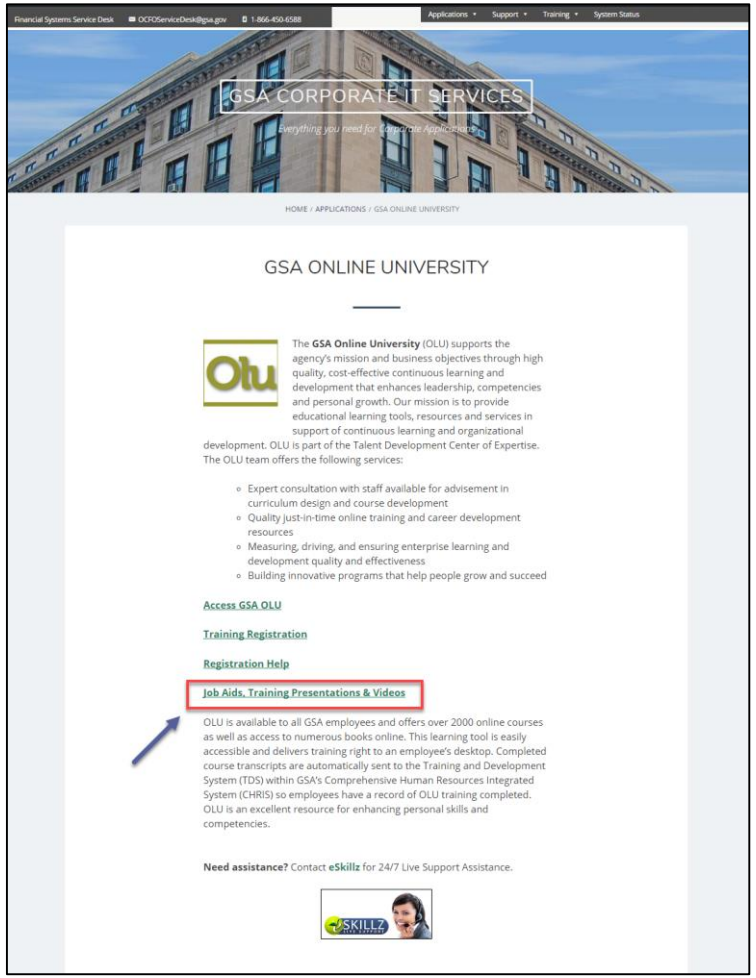
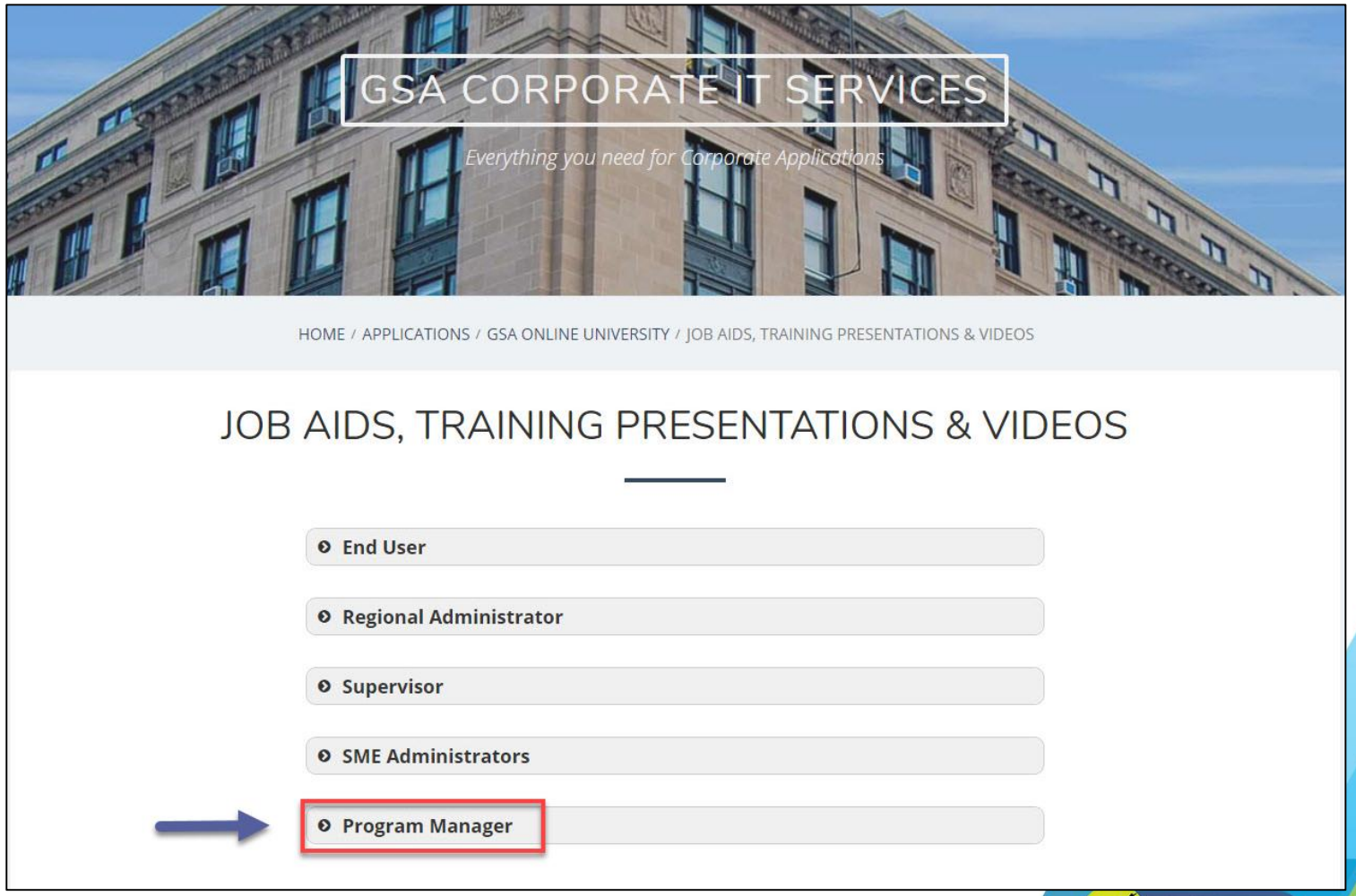
For More Information

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





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Thank you!

For more information, please contact:

GSA OLU Team