GSA OLU Curricula 102 Training

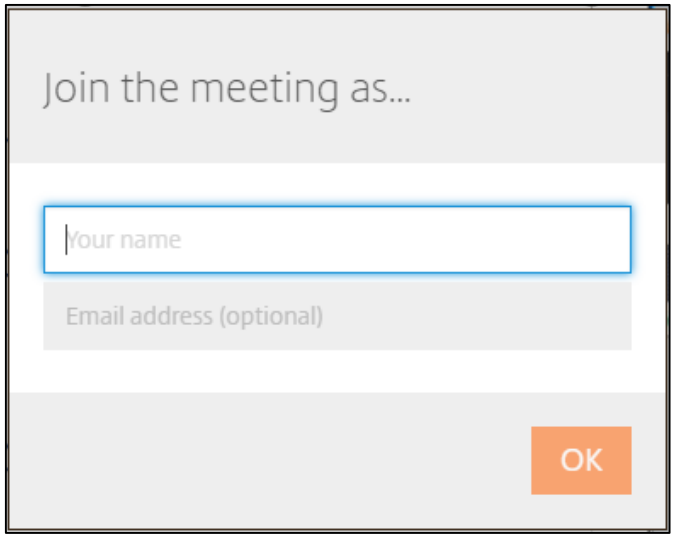
Presenter: Esiloza Omoh

Senior Systems Administrator - eSkillz

GSA OLU Training Preliminary Steps

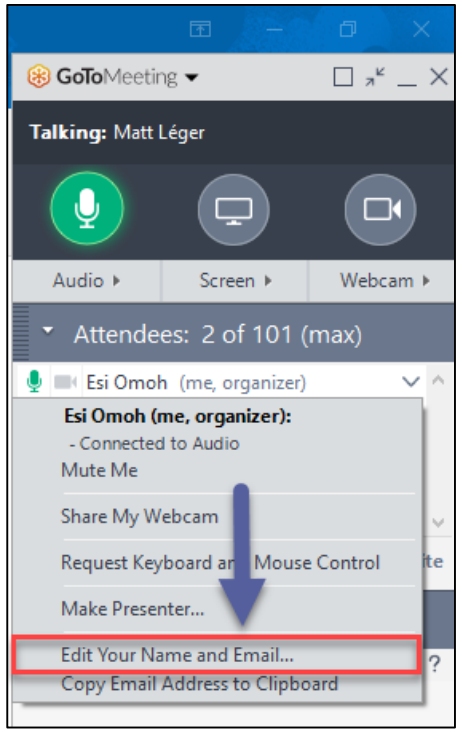
Option 1

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

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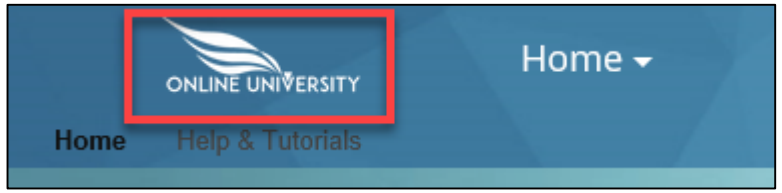
OLU Administrator Access

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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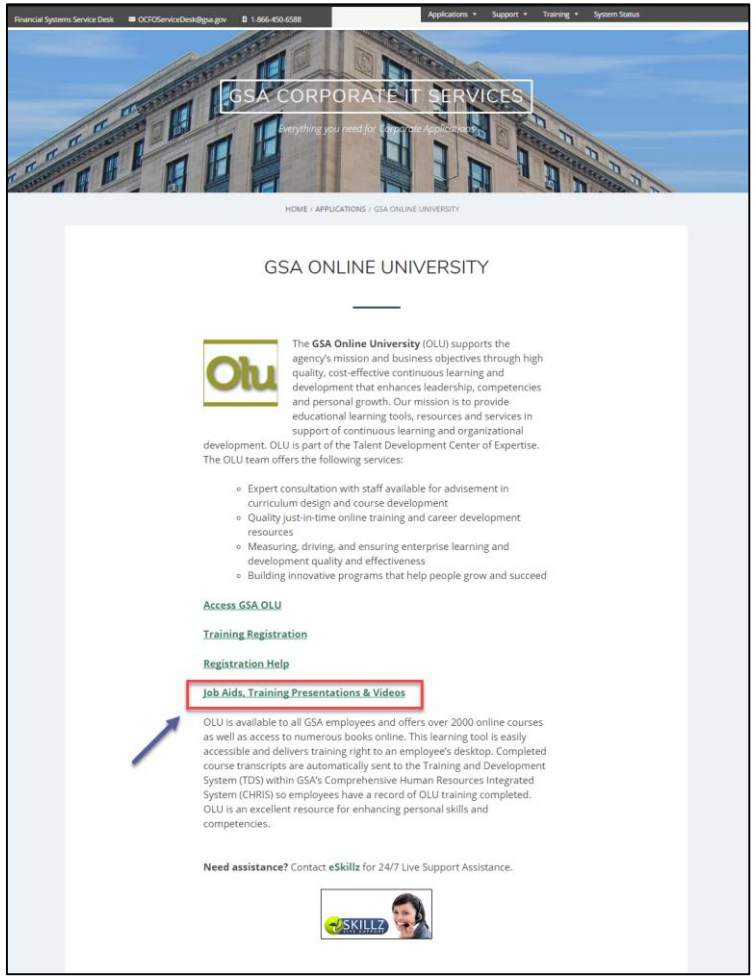
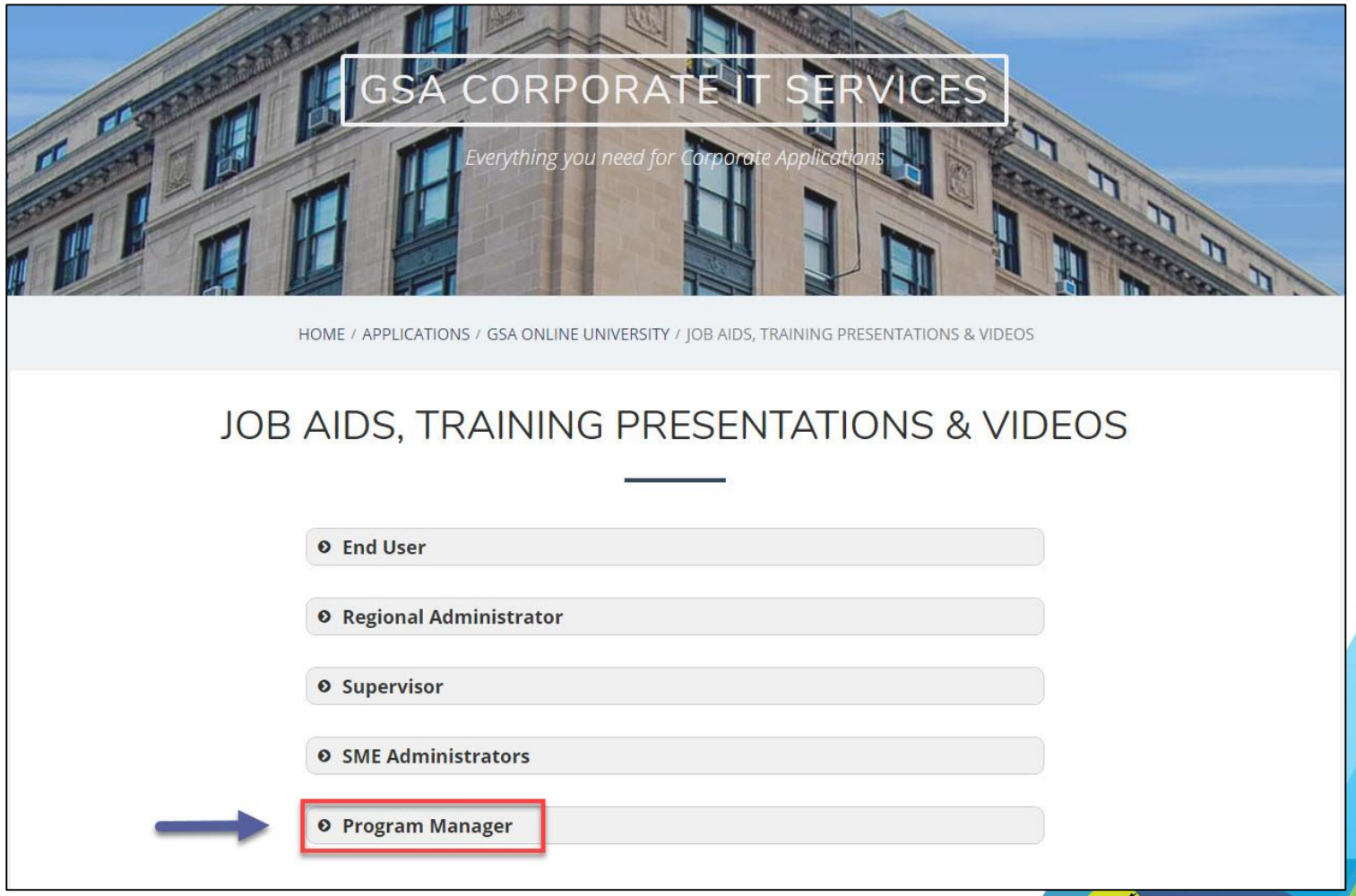
For More Information

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





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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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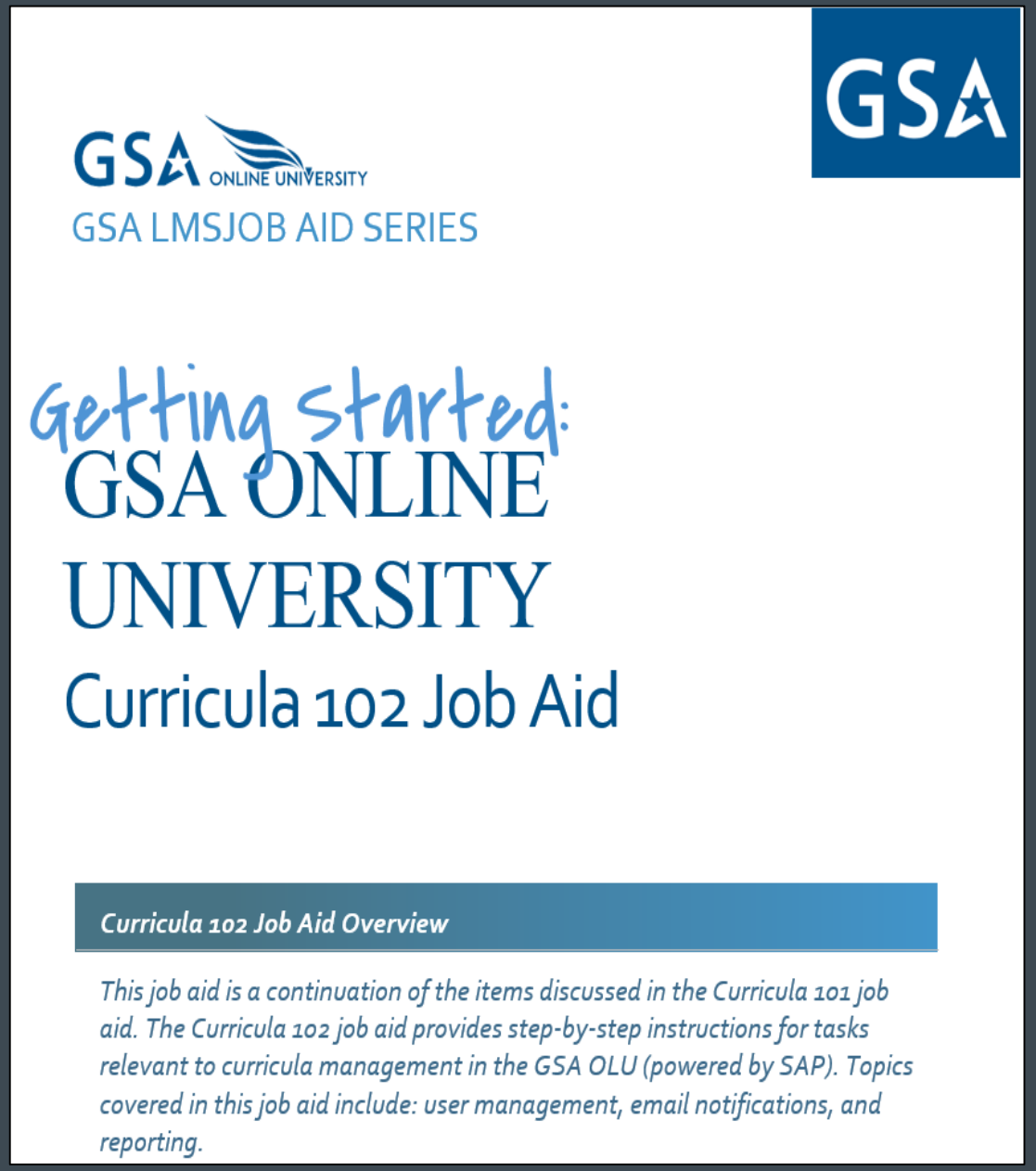
Curricula102 Resources

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



GSA ONLINE UNIVERSITY

GSA LMSJOB AID SERIES

Getting started:

GSA ONLINE UNIVERSITY

Curricula 102 Job Aid

Curricula 102 Job Aid Overview

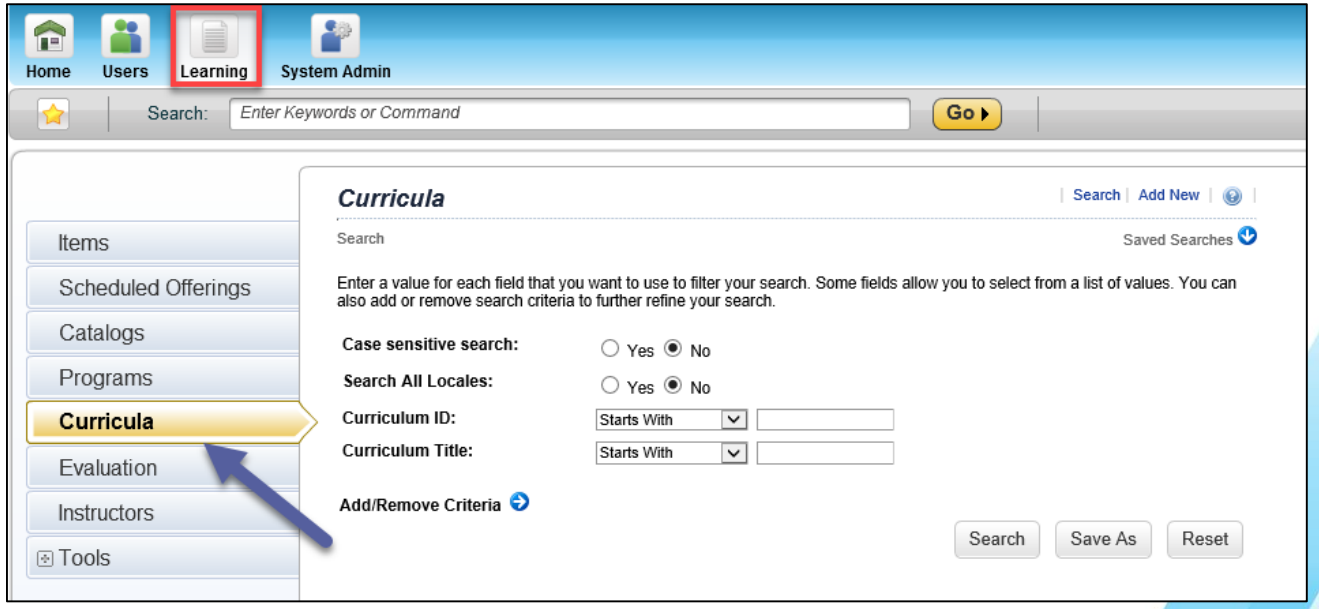
This job aid is a continuation of the items discussed in the Curricula 101 job aid. The Curricula 102 job aid provides step-by-step instructions for tasks relevant to curricula management in the GSA OLU (powered by SAP). Topics covered in this job aid include: user management, email notifications, and reporting.

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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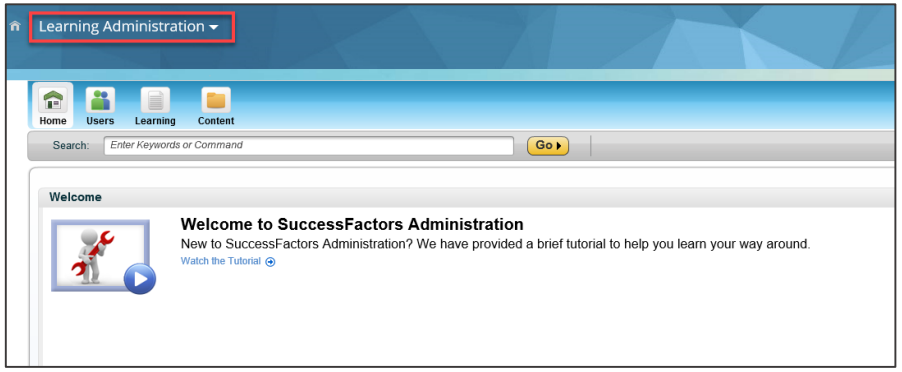
Curricula Navigation

Learning Administration Page > Learning > Curricula

1



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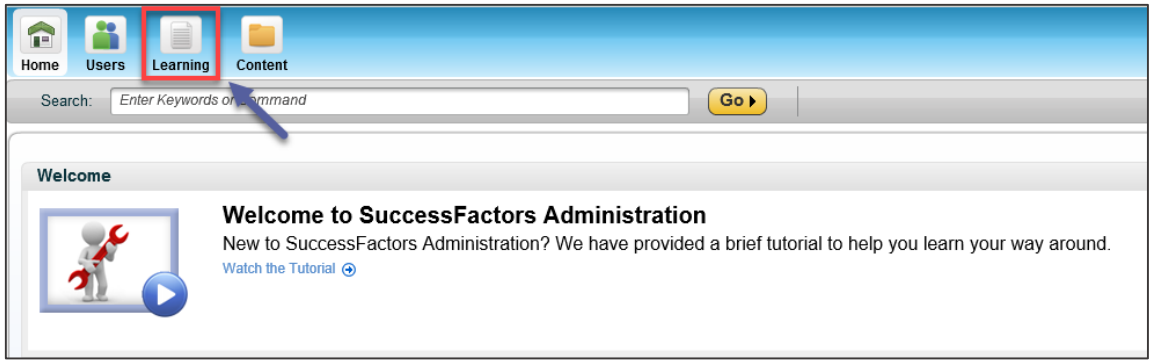

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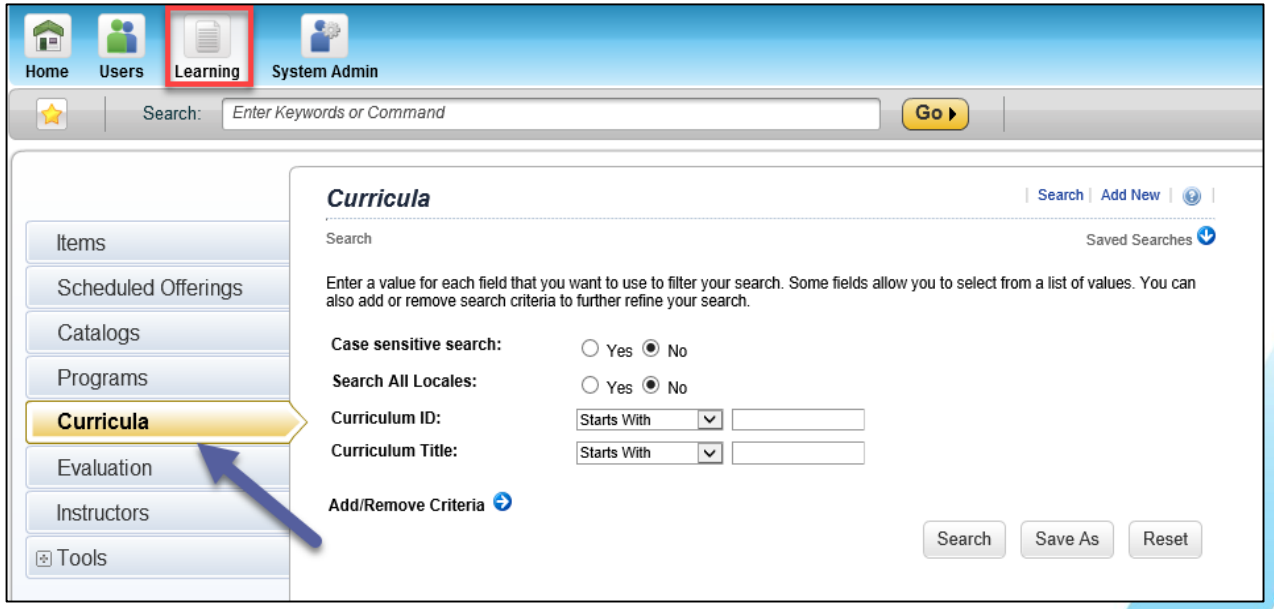

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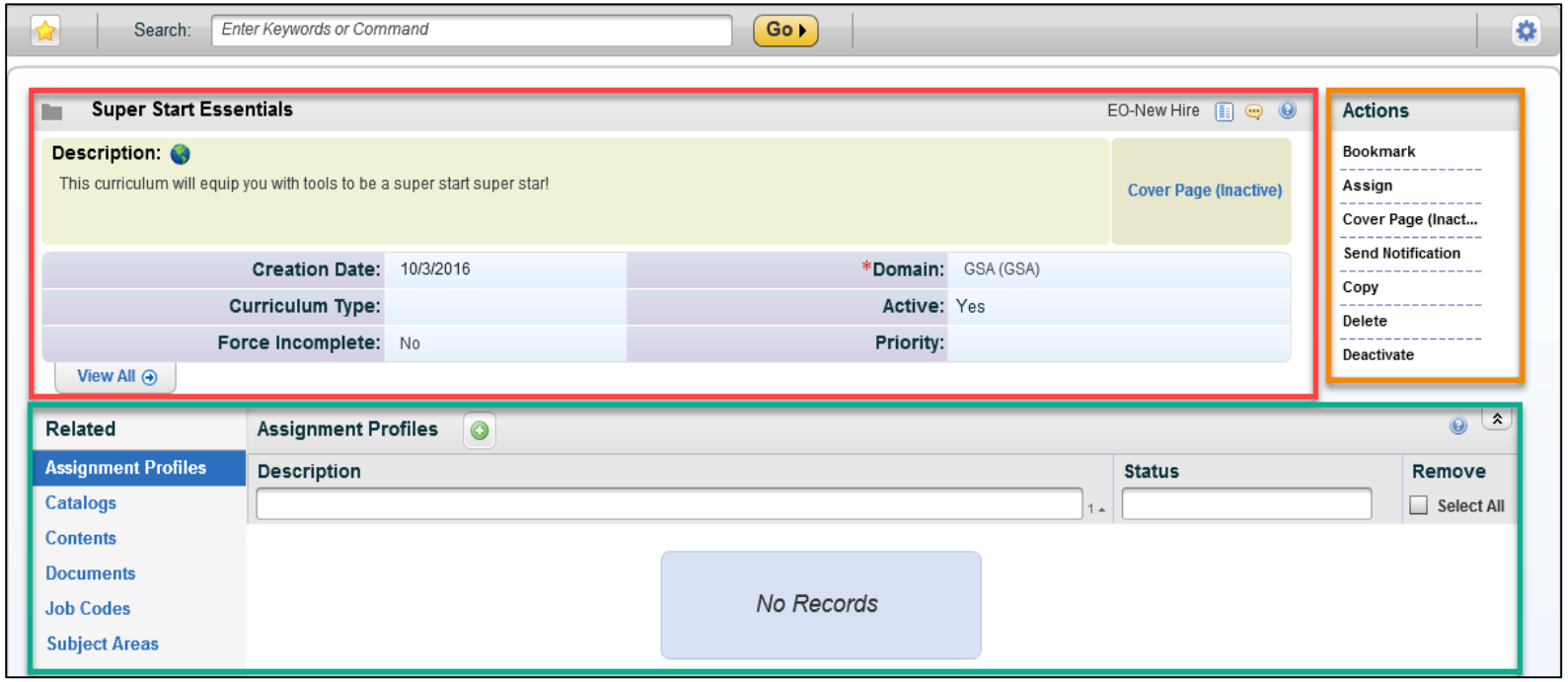
Curriculum Administration Page

- **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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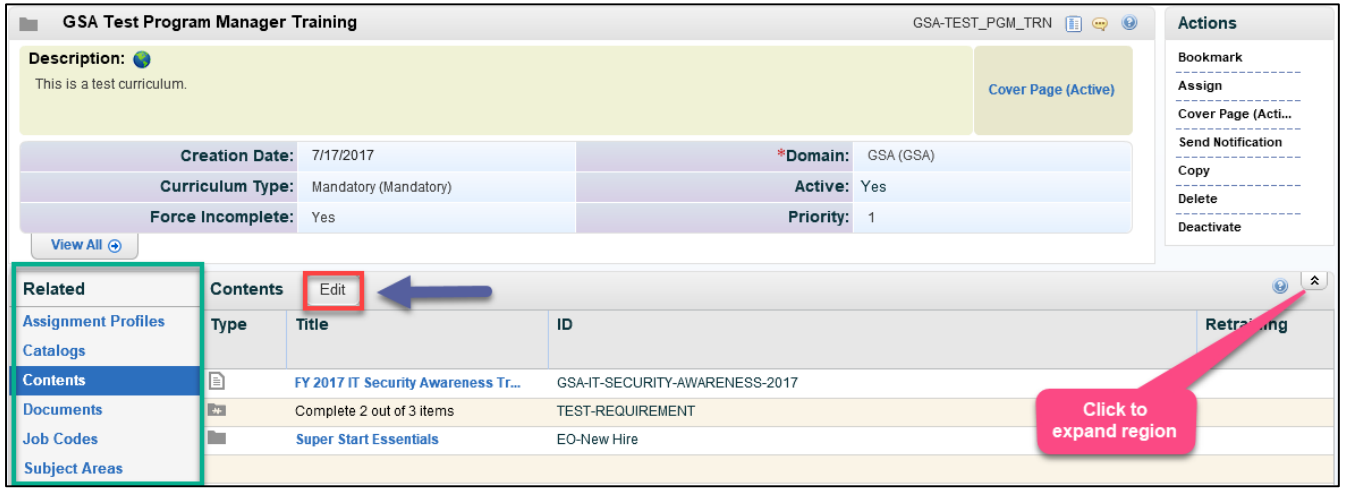
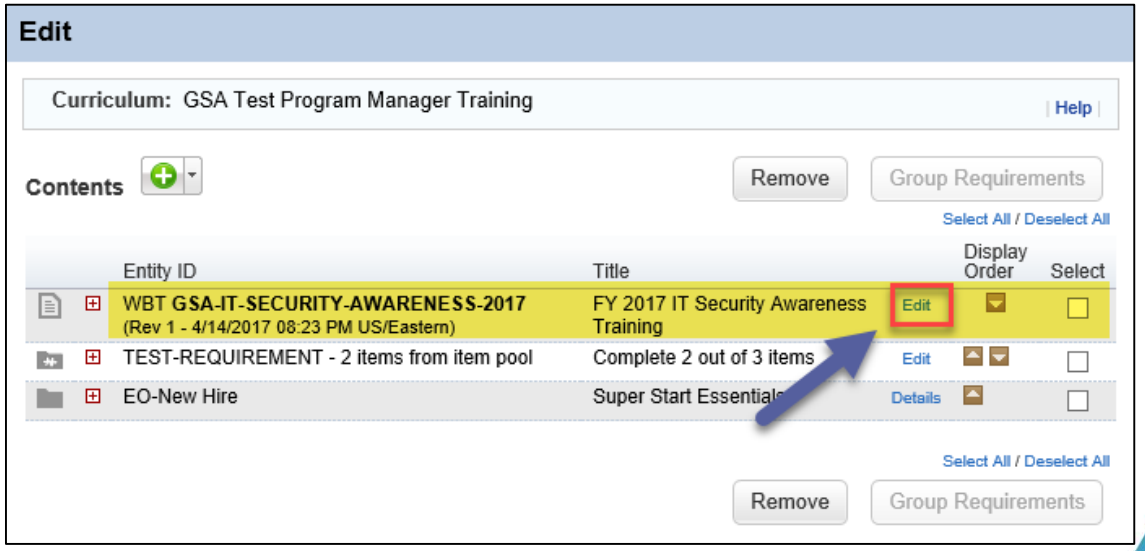
Curriculum Assignment

Curriculum content components **must** be edited to ensure accurate required dates.





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Curriculum Assignment – Rules

Components must be edited to reflect a due date ***before*** the curriculum is assigned to users. This tells the system that the curriculum needs to be assigned as a "Period-Based Assignment to users".

Rules

- All new periods start at midnight. The required for any item is 11:59:59 PM the day before the next period starts.
- 5 period options: Days, Weeks, Months, Quarters, or Years.
- There are two ways to identify a due date for the curriculum component: Calendar (based on a basis date) and Event (requires an even)
- If a user completes an item after its required date, then the system applies that completion to the current period:
    - Calendar Basis – Does not allow items to have a due or required date other than the end of the current period. If a user completes the item late, the system must still give the user a full period in which to complete this item. Therefore, to get the proper credit for a curriculum, the user must complete the item during its intended period.
    - Event Basis - Allows the period to extend until the next event occurs (when the user next completes the item). After recording the event, the system sets up a new period and a new required date for the item based on this most recent completion.

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Curriculum Assignment – Rules…continued

- Admins cannot change the status of a curriculum by manually changing the required date of any item that is in the curriculum. The system always uses the settings of the curriculum record to determine the correct curriculum status.

It is recommended that administrators utilize the SAP Help Portal to review period-based assignment setup and examples. You can access the SAP Help Portal by clicking on the "Help" button located in the top right corner of the Contents Edit page.

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Period Based Assignments

Calendar-Based

Edit

Curricula

> Search > Edit Items

Curriculum ID: GSA-TEST_PGM_TRN
Title: GSA Test Program Manager Training
Item Type: WBT
Item ID: GSA-IT-SECURITY-AWARENESS-2017
Revision Date: 4/14/2017 08:23 PM US/Eastern
Revision Number: 1
Item Title: FY 2017 IT Security Awareness Training

Return to Content Data

Edit the Items for the Curriculum

Apply Changes | Reset

** = Required if either Initial Basis or Retraining Basis is calendar based.

Initial Assignments:
Initial Number: (1000) 3 **Initial Period:** Months
Initial Basis: ◉ Calendar ○ Event
Previous Completions: ☐ Ignore Previous Completions Older Than ____ Days
Required Date Basis: ◉ Assignment Date ○ Hire Date

** **Basis Date:** (MM/DD/YYYY) 8/1/2017
Effective Date: (MM/DD/YYYY) 7/19/2017
Assignment Type: Required (REQ)

Event-Based

Edit

Curricula

> Search > Edit Items

Curriculum ID: GSA-TEST-CURRICULUM-EO
Title: GSA Test Curriculum - EO
Item Type: WBT
Item ID: GSA-IT-SECURITY-AWARENESS-2017
Revision Date: 4/14/2017 08:23 PM US/Eastern
Revision Number: 1
Item Title: FY 2017 IT Security Awareness Training

Return to Content Data

Edit the Items for the Curriculum

Apply Changes | Reset

** = Required if either Initial Basis or Retraining Basis is calendar based.

Initial Assignments:
Initial Number: (1000) ____ **Initial Period:** Days **Threshold:** ○ Entire Period ◉ ____ Days
Initial Basis: ○ Calendar ◉ Event
Previous Completions: ☐ Ignore Previous Completions Older Than ____ Days
Required Date Basis: ◉ Assignment Date ○ Hire Date

Retraining Assignments:
Retraining Number: (1000) ____ **Retraining Period:** Days
Retraining Basis: ○ Calendar ◉ Event

** **Basis Date:** (MM/DD/YYYY) ____
Effective Date: (MM/DD/YYYY) 7/19/2017
Assignment Type: Mandatory (MAN)

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Curriculum Assignment

Period Based Assignments

Calendar Based

Event Based

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Assign Curricula

Curricula can be assigned to users using many methods:

- **via Curriculum Administration Page** - User is directly assigned the curriculum from the Curriculum Administration Page.
- **via User Needs Management** - User is directly assigned the curricula via User Needs Mgmt.
- **via User Record** - User is directly assigned the curricula from the user's LMS record.
- **via Assignment Profile** - User inherits the curricula from the associated assignment profile. The automatic process finds only new users: users who have moved into or out of the assignment profile since the last time it was propagated.
- **via Job Codes** - User inherits the curricula from the associated job code.

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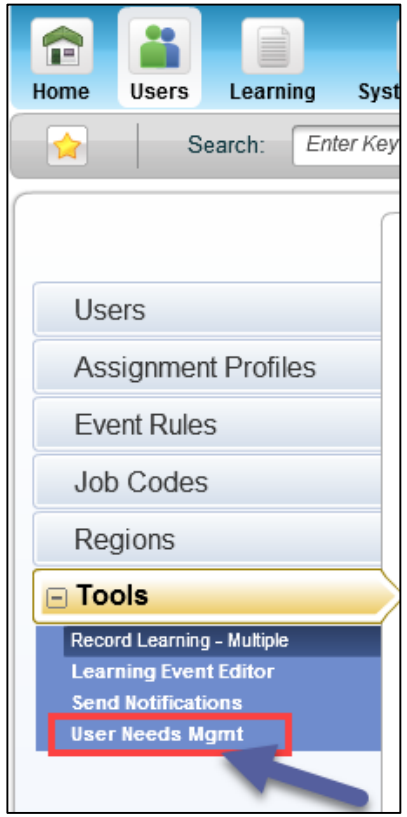
Remove Curricula – Two Ways

User Needs Management



User Record

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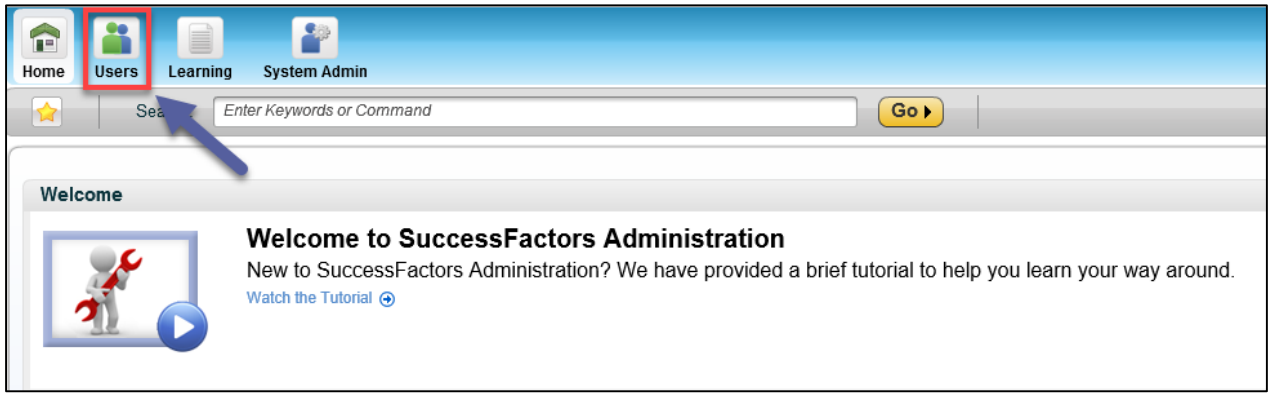
Remove Curricula – User Needs Mgmt

Users > Tools > User Needs Mgmt

1



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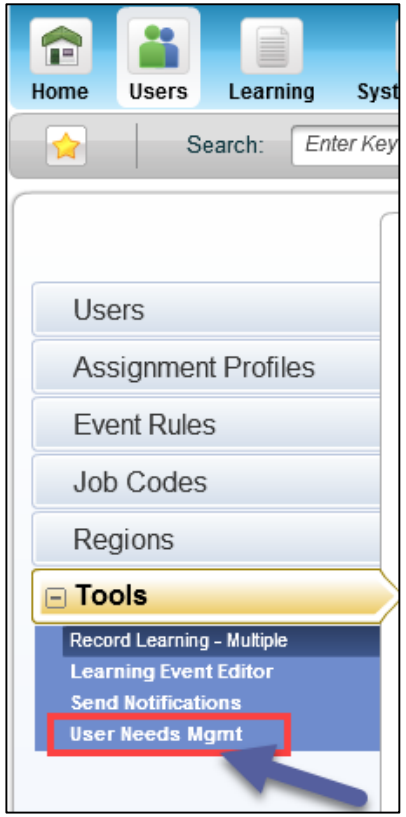

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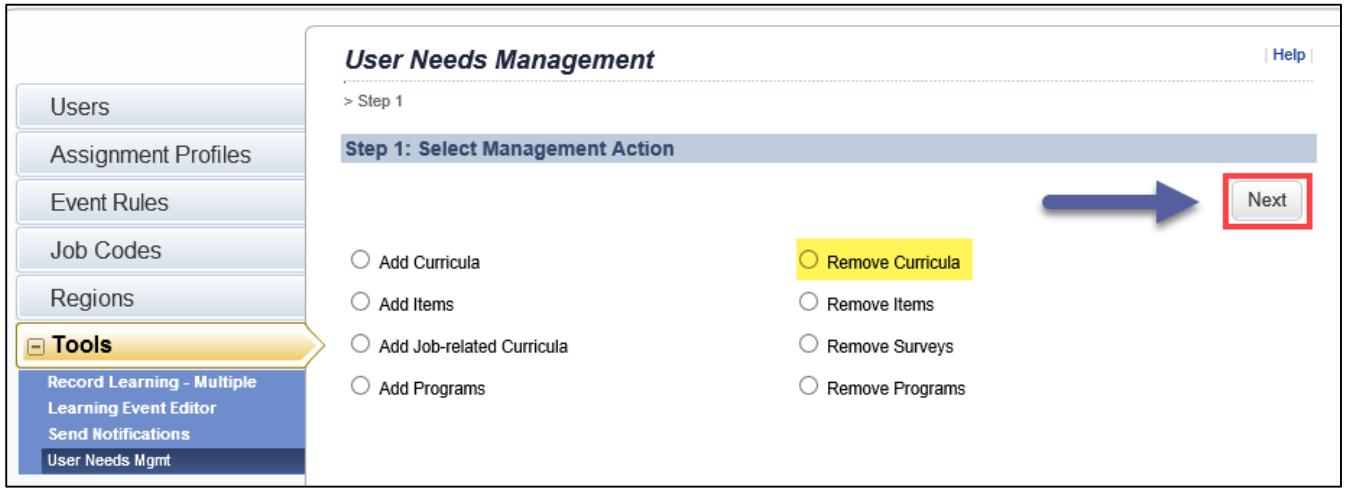

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User Management

Assign Curricula

**Via Curricula Administration Page*

**Via User Needs Mgmt*

Via User Record

Remove Curricula

**Via User Needs Mgmt*

Via User Record

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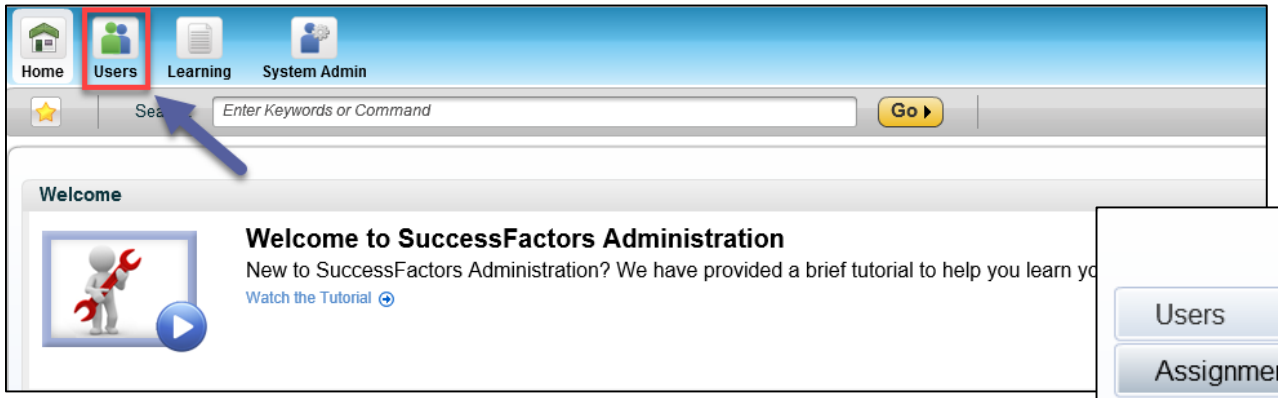
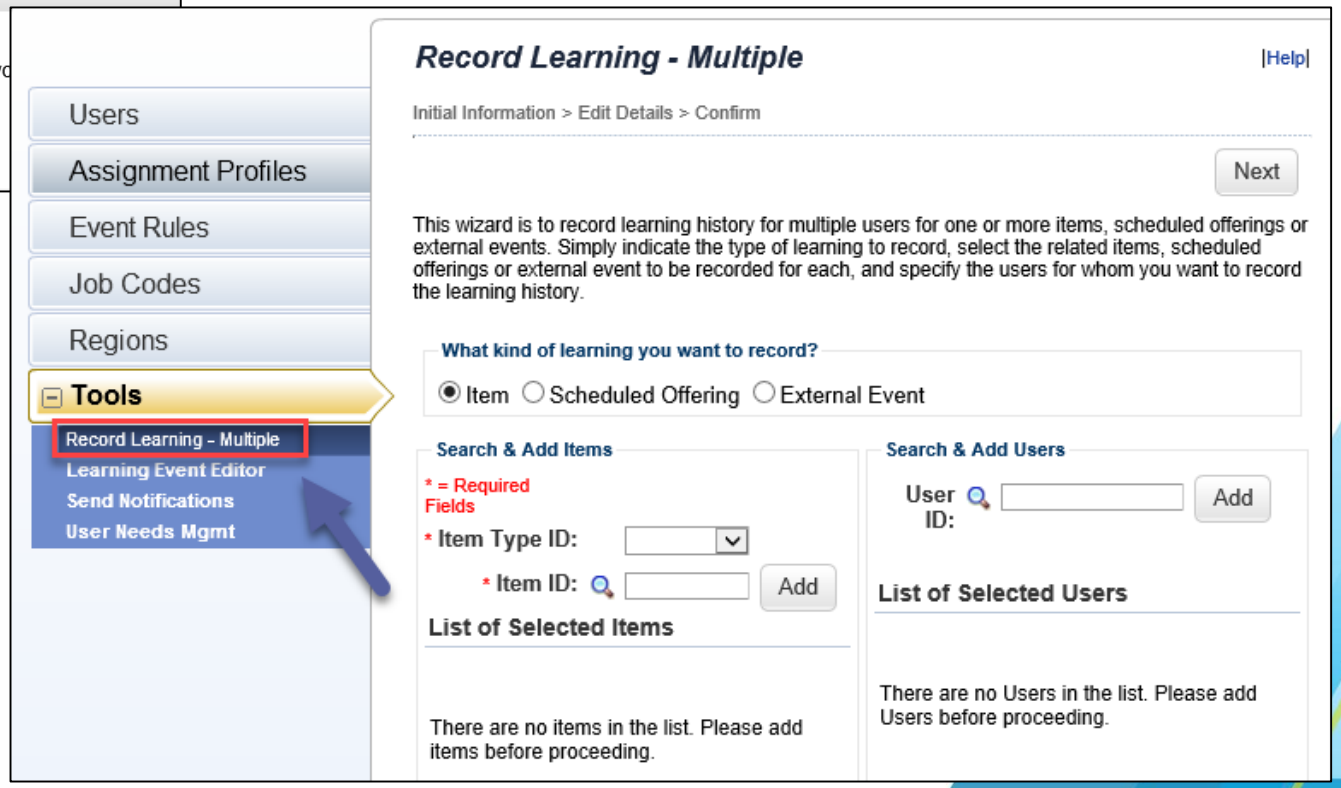
User Management – Record Item Completion

Users > Tools > Record Learning - Multiple





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Record Item Completion

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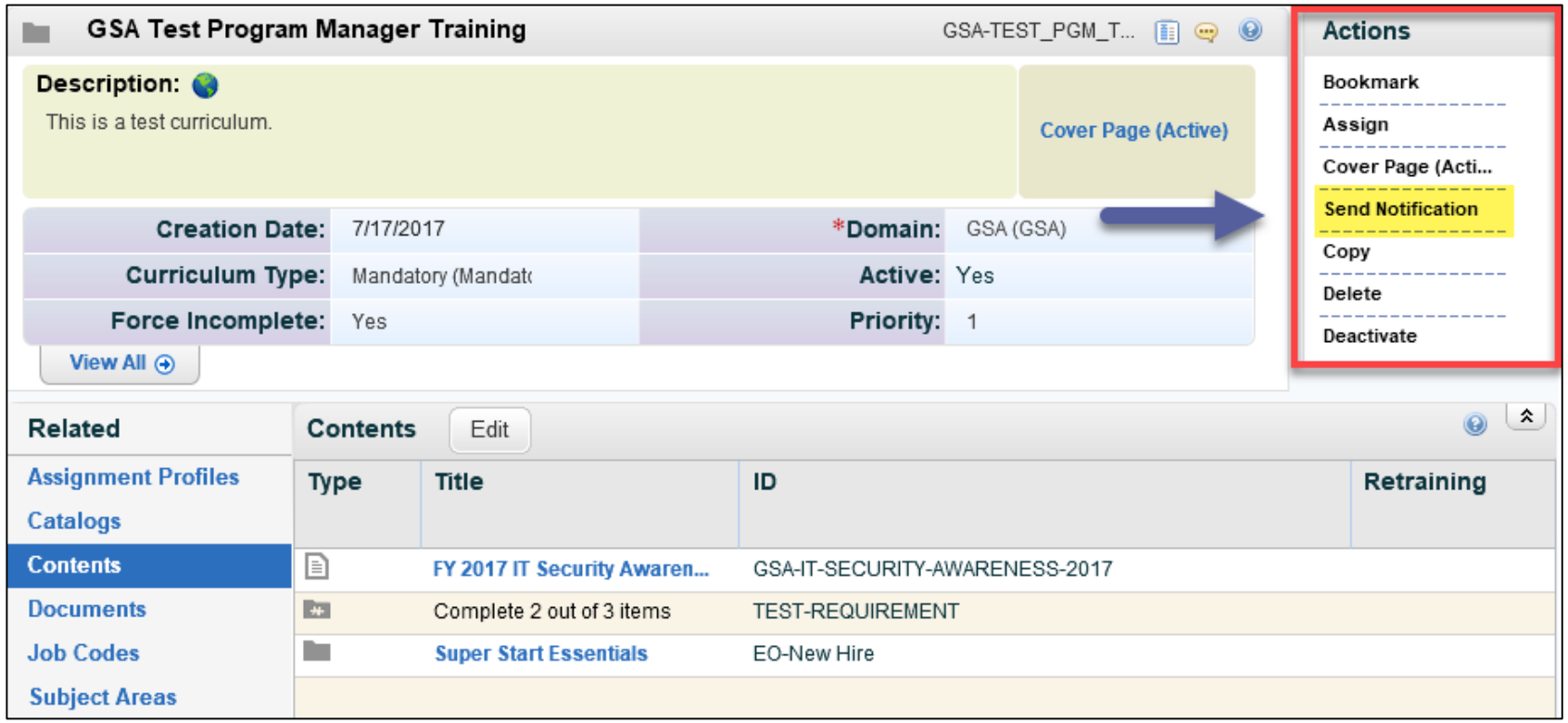
Notifications

Learning > Curricula > Notifications



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Notifications…continued

Sample Notification

Subject: ***GSA OLU Program 101 Virtual Training***
To:

Good Afternoon,

Thank you for attending the ***GSA OLU Program 101 Virtual Training*** on 7/6/17 @ 10:00 AM EST. I hope that you found the training informative and helpful. My primary goal was to increase your understanding of Program capabilities, GSA OLU LMS functionality, and provide you with resources that will help support your business needs.

As promised, I have ***attached the updated Program 101 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/).

Resources

- Program 101 Job Aid
- Program 101 Training Slides
- SAP Curricula vs. Program comparison sheet

Upcoming Training

Title	Training Dates/ Times (EST)
Program 102	7/12/17 @ 2p - 3p
Curricula 101	7/18/17 @ 9:30a – 11:30a
Curricula 102	7/19/17 @ 2p – 3p

Please let me know if you have any questions. It was a pleasure to share the wonderful world of programs with you. Have a lovely weekend!

Sincerely,

Esi

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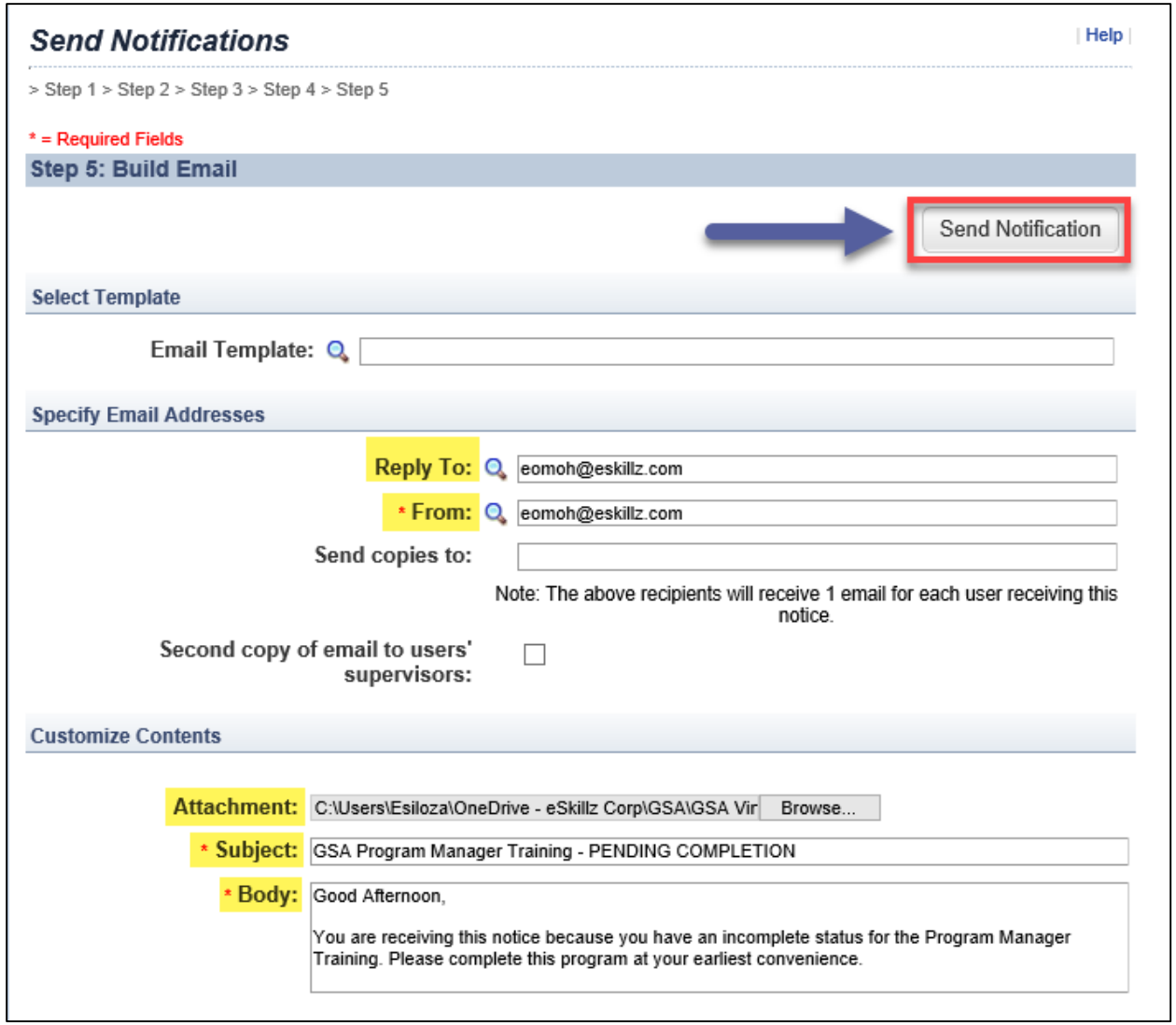
Notifications…continued



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Notifications

Send Notification

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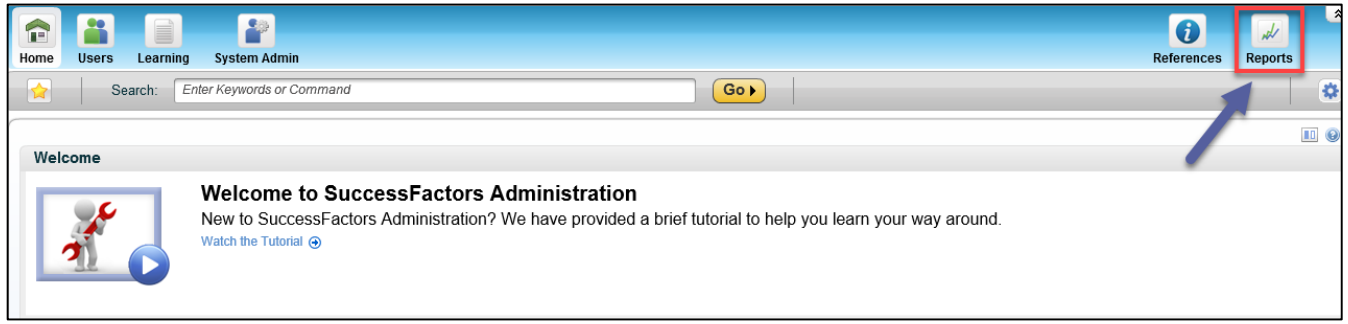
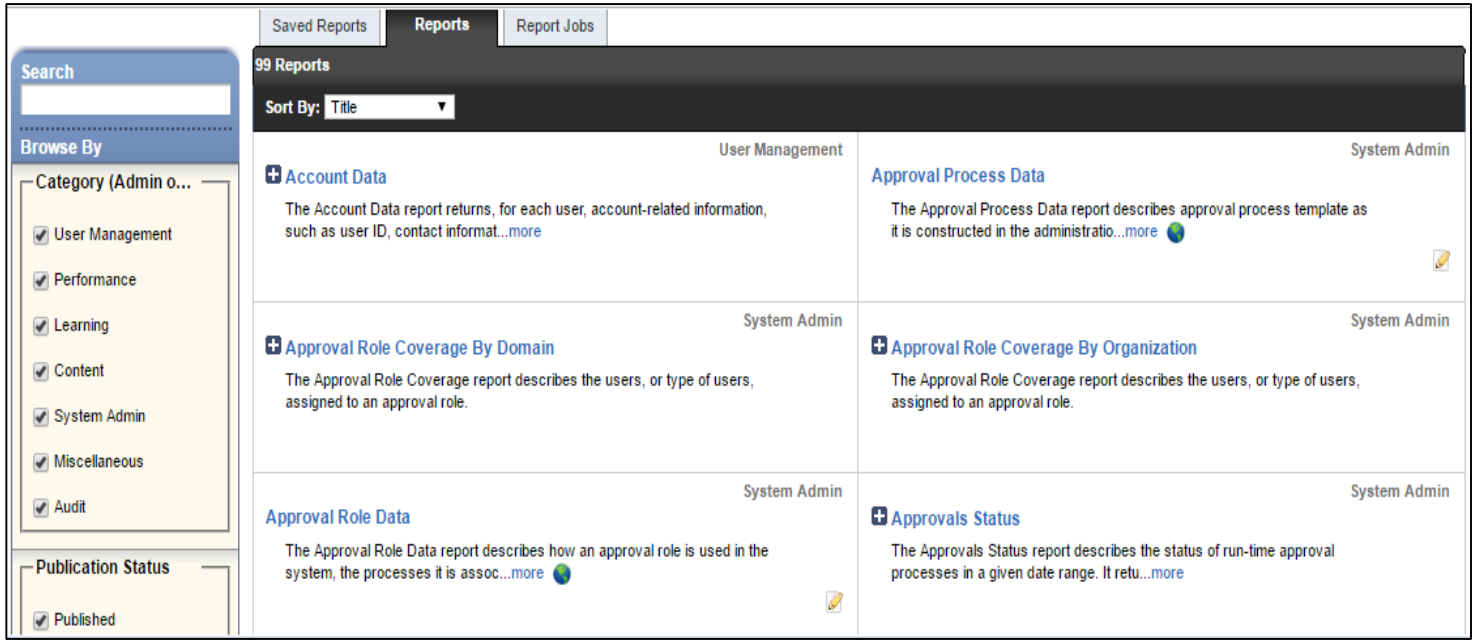
Reporting





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Common Reports

Over 98 Report Types Available

10 Common Reports

- ***Certificate of Completion for Offerings*** – Displays certificates of completion for users by SO.
- ***Curriculum Item Status*** – Displays curricula, items assigned to each curriculum, and user completion status.
- ***Curriculum Status*** – Displays the curricula assigned to each user and their curriculum completion status.
- ***Item Data*** – Displays attributes of learning items.
- ***Item Requests*** *(Group By Item)* – Returns information on users who have requested items, but who have not yet been registered or waitlisted in a SO of the item.
- ***Item Status*** – Displays user completion status for items within a date range.
- ***Item Status (User)*** – Displays user progress toward learning item completion.
- ***Program Status*** – Displays the program(s) assigned to each user and their program completion status.
- ***Registration Status*** *(Group By Scheduled Offering)* – Displays detailed registration information by SO.
- ***Scheduled Offering Roster*** – Displays a roster of registered users in a SO.

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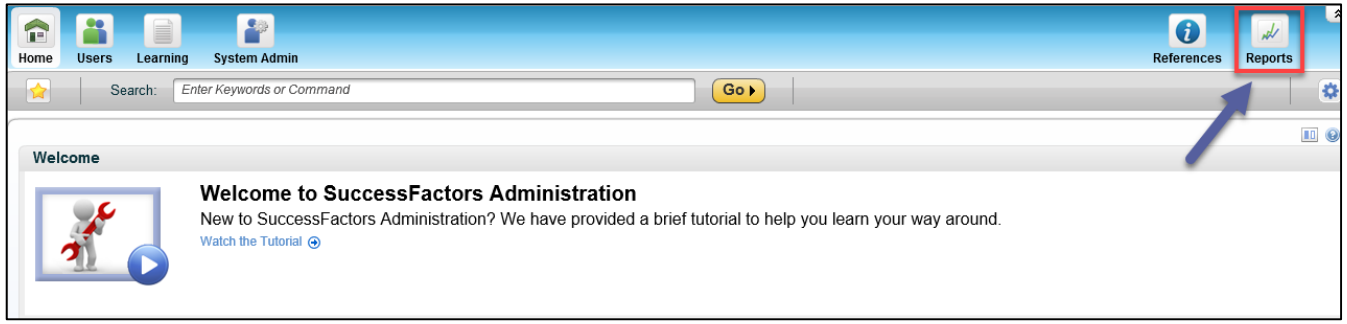
Curriculum Status Report

1



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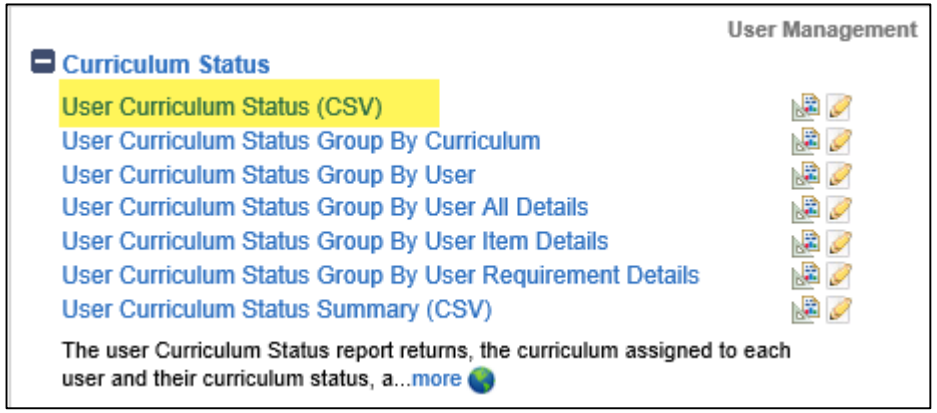

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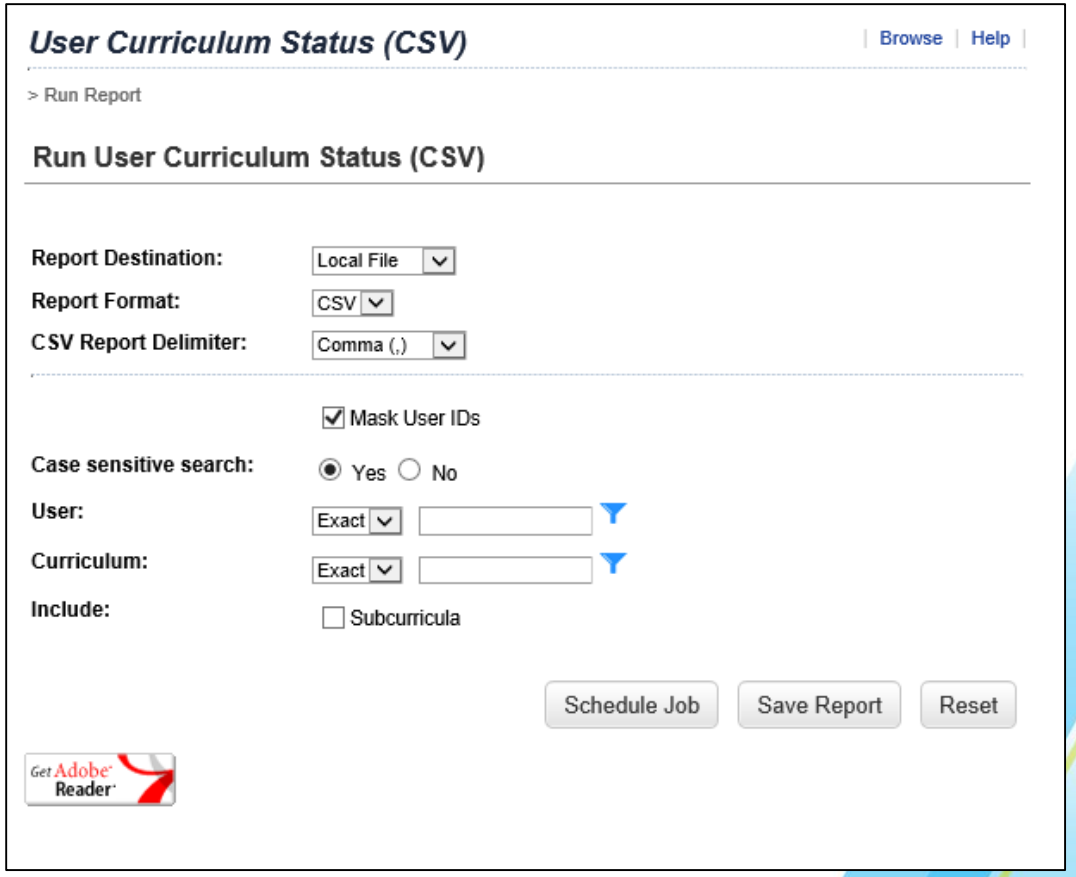

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Curriculum Status Report

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Curriculum 102 Training Recap

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

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GSA OLU Curricula Training - RECAP

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

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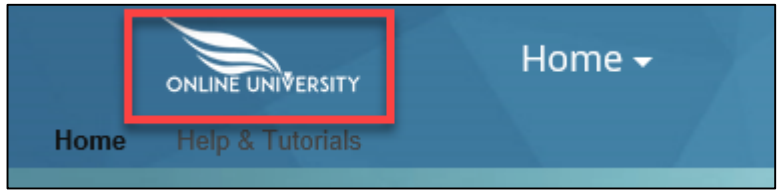
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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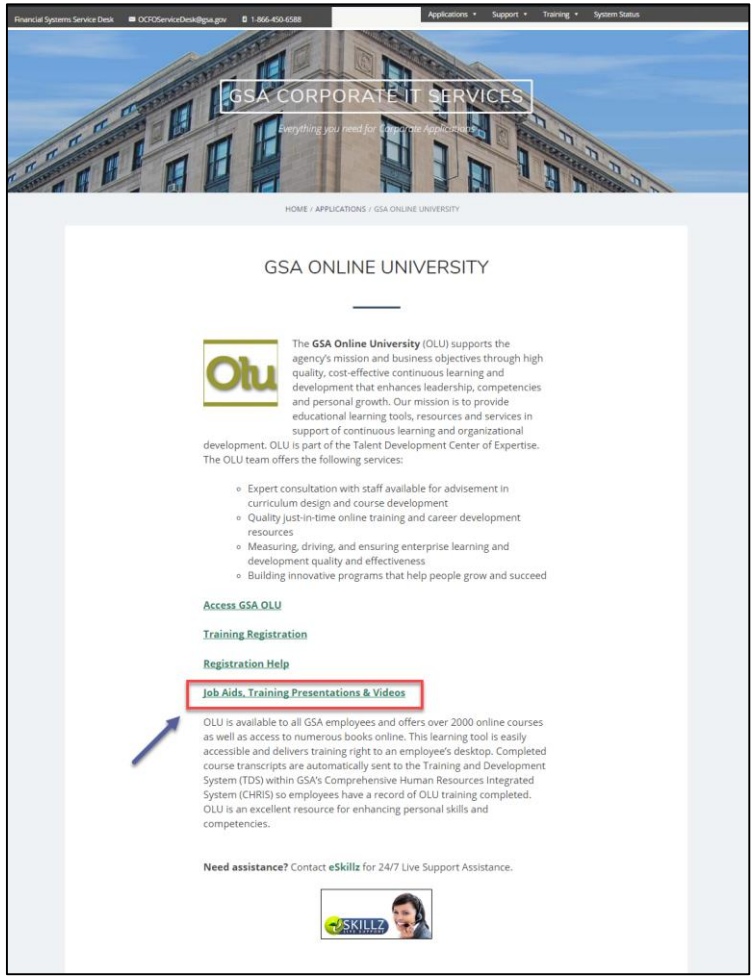
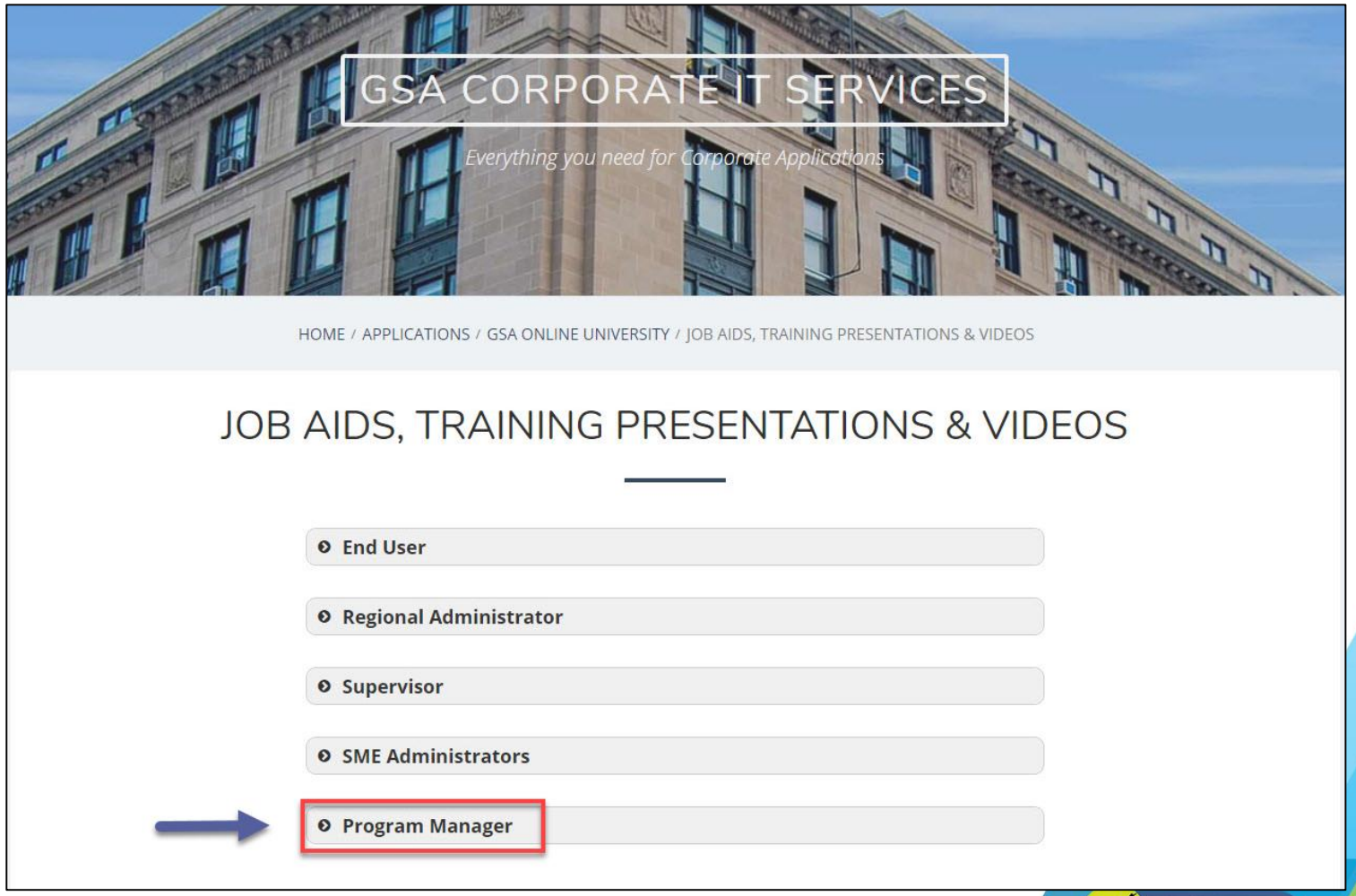
For More Information

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





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Thank you!

For more information, please contact:

GSA OLU Team