GSA OLU Program101 Training

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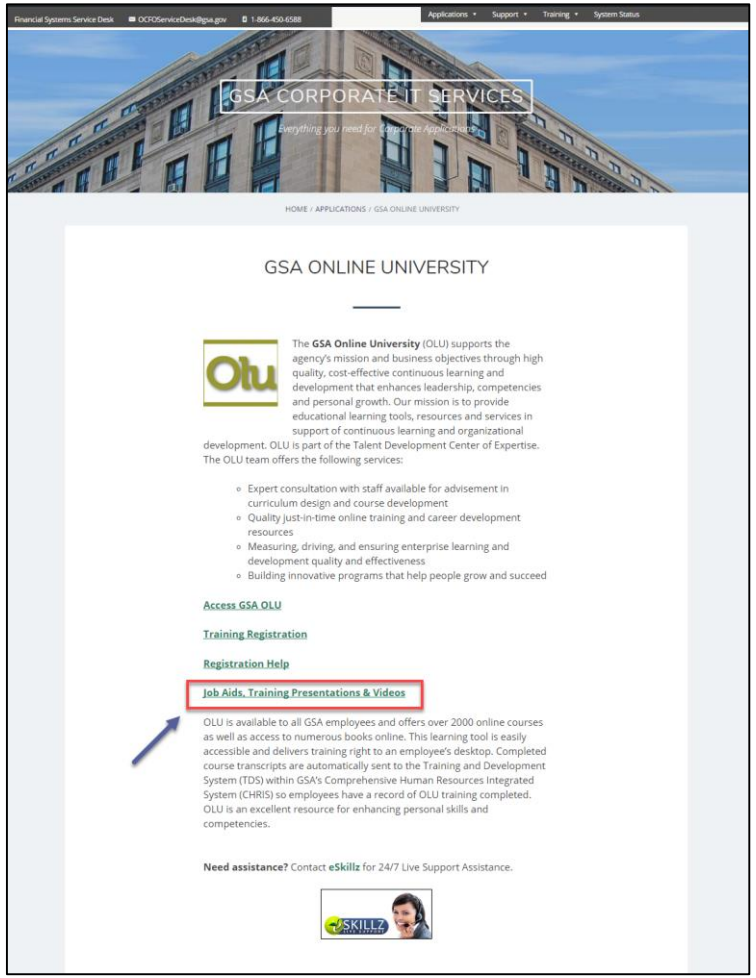
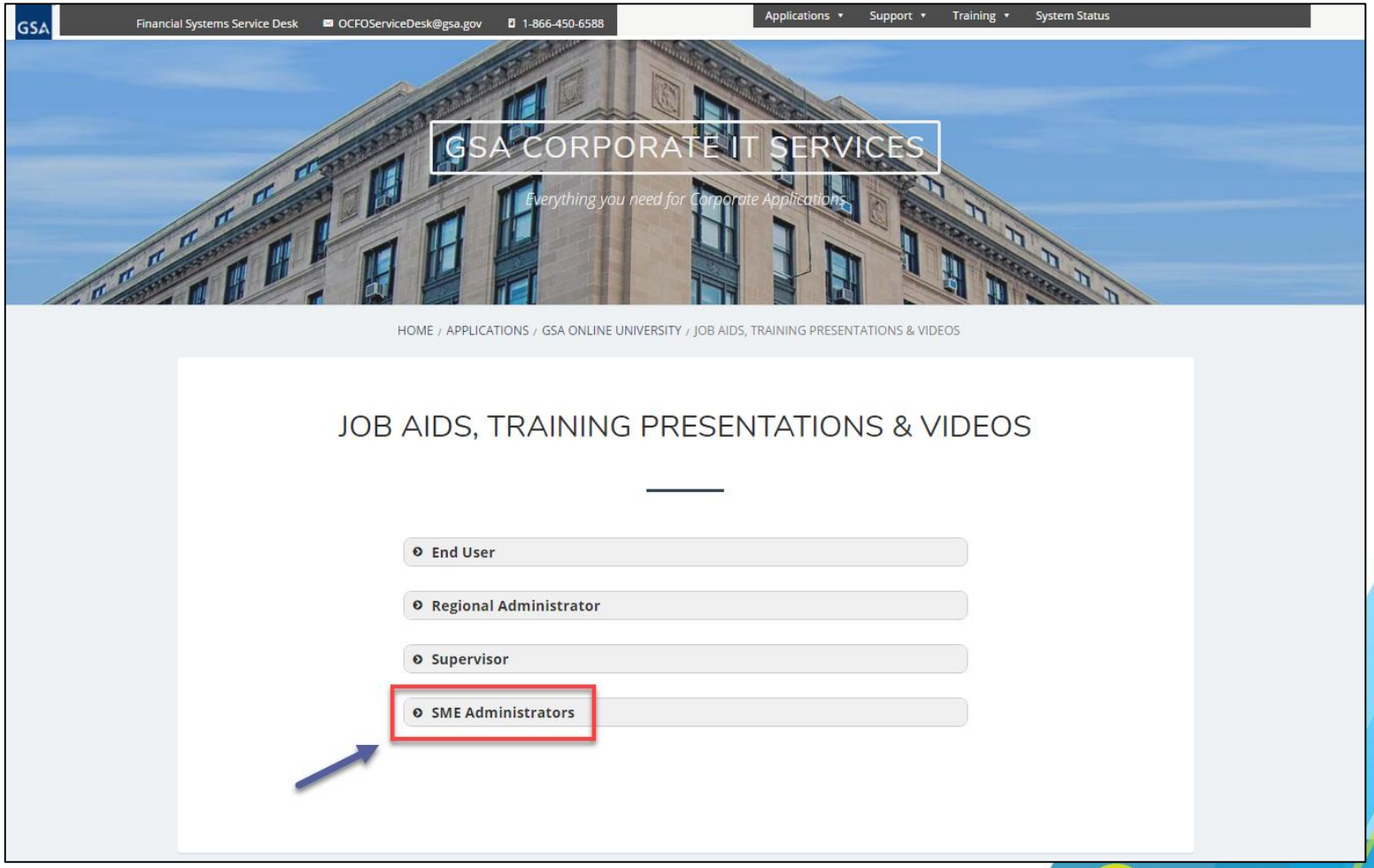
For More Information

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





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GSA OLU Program Training

Program 101 Objectives

- GSA OLU Homepage Overview
- Admin Center Navigation
- Learning Administration
  - Program navigation
  - Program search
- Program Administration
  - Program creation
  - Edit Program
  - Agenda - Add training items
  - Program Cover Page
  - Publish Program
- Program Management
  - Copy Program
  - Delete Program

Program 102 Objectives

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

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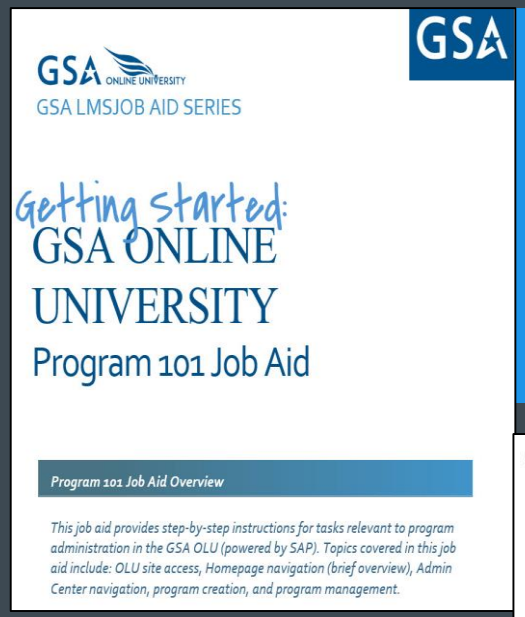
Program101 Resources

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



GSA ONLINE UNIVERSITY

GSA LMSJOB AID SERIES

GSA

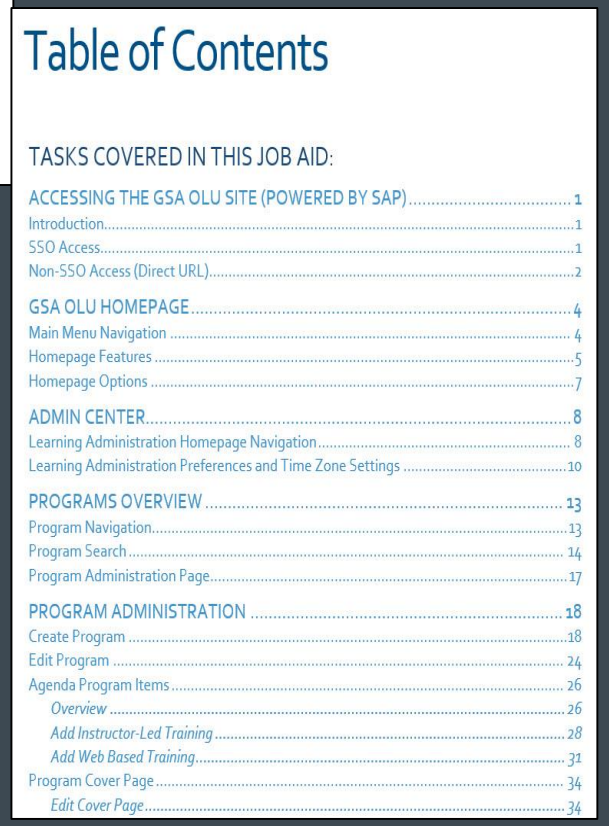
Getting Started:

GSA ONLINE UNIVERSITY

Program 101 Job Aid

Program 101 Job Aid Overview

This job aid provides step-by-step instructions for tasks relevant to program 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, program creation, and program management.



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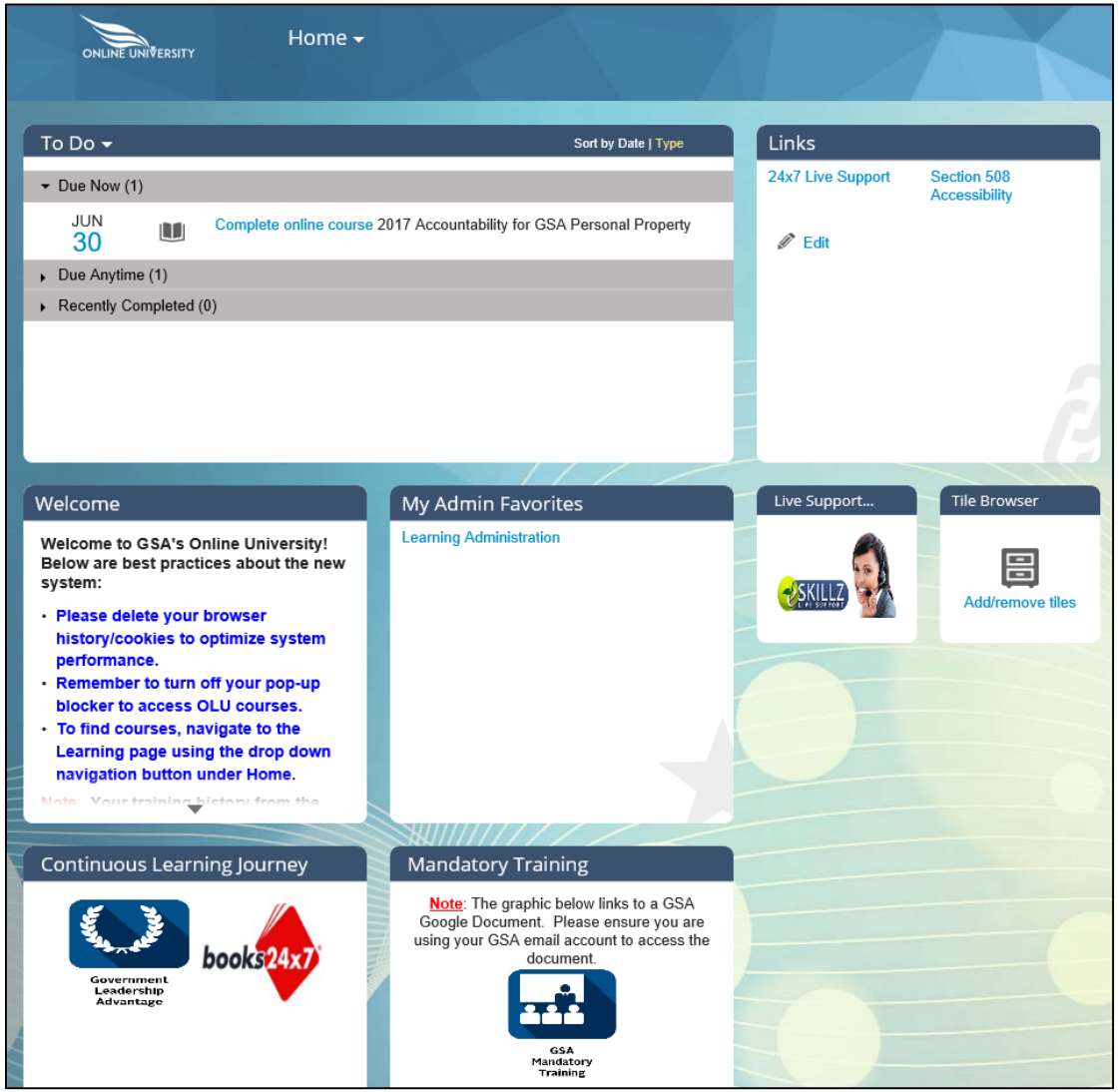
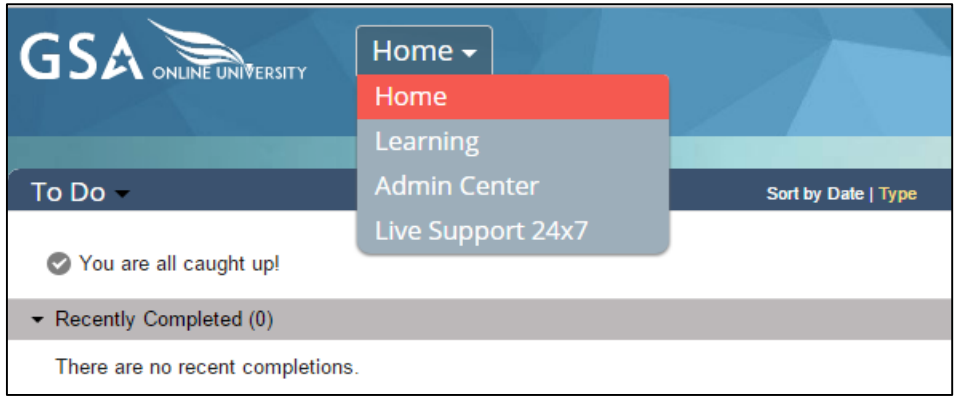
GSA OLU Homepage Overview

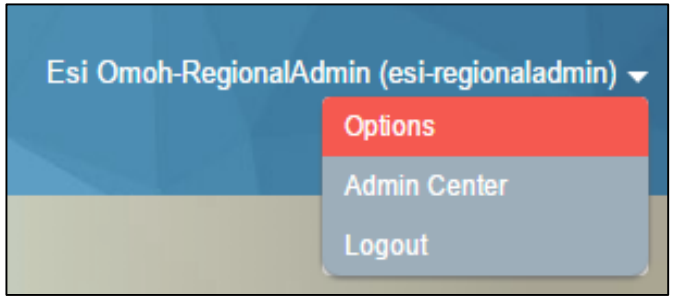
Homepage Features



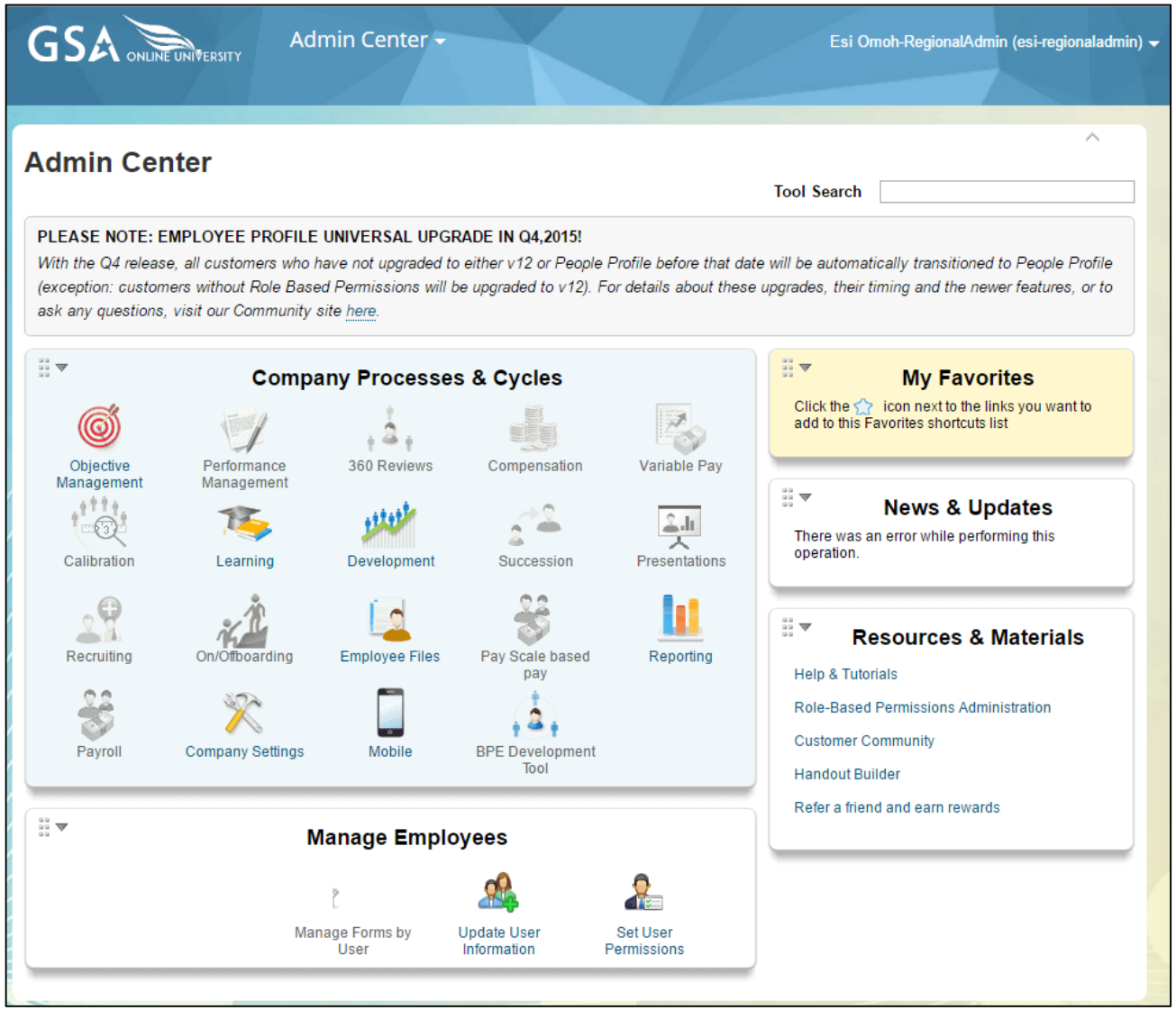
Main Menu Navigation



Homepage Options



Admin Center



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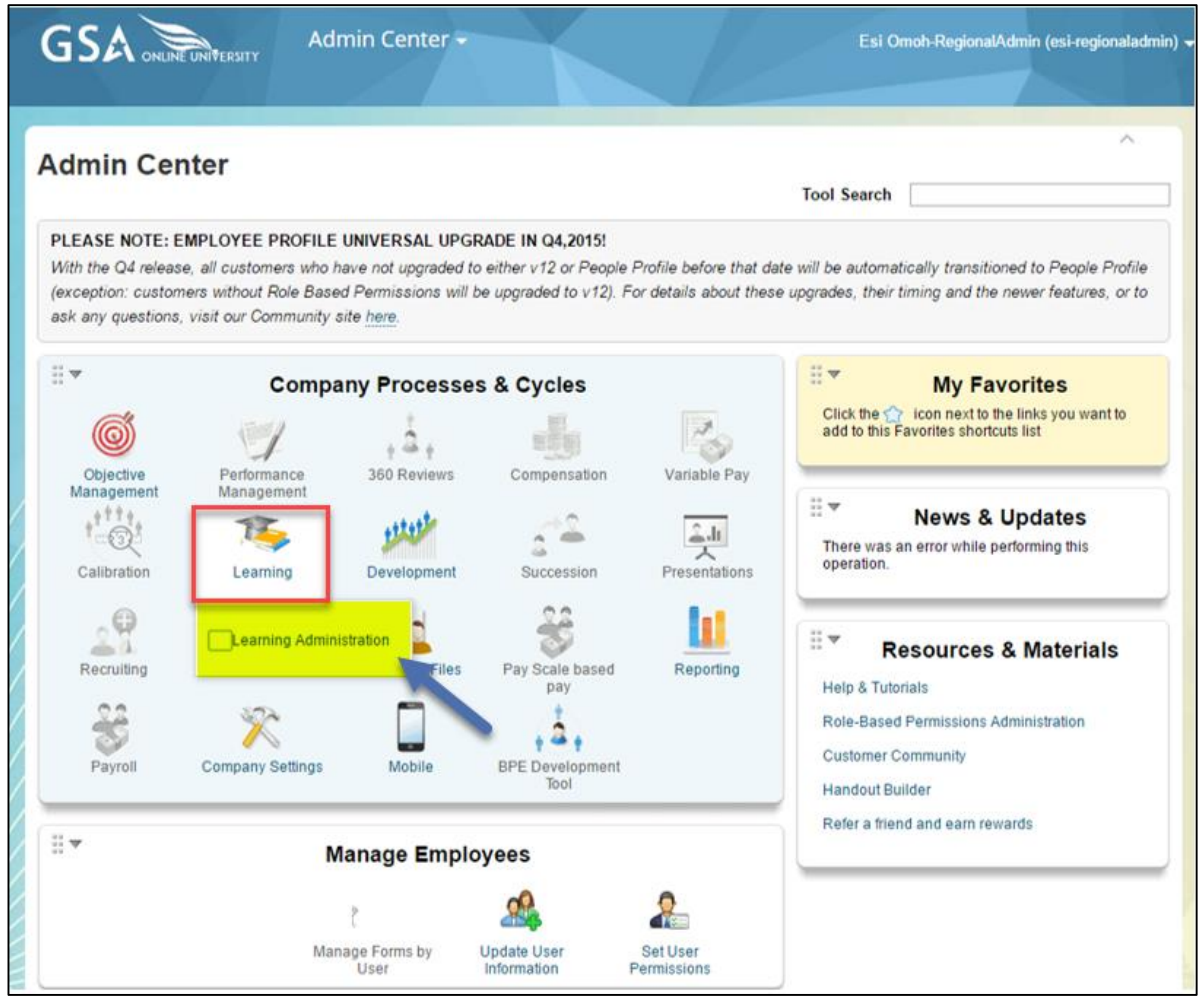
Admin Center – Learning Administration



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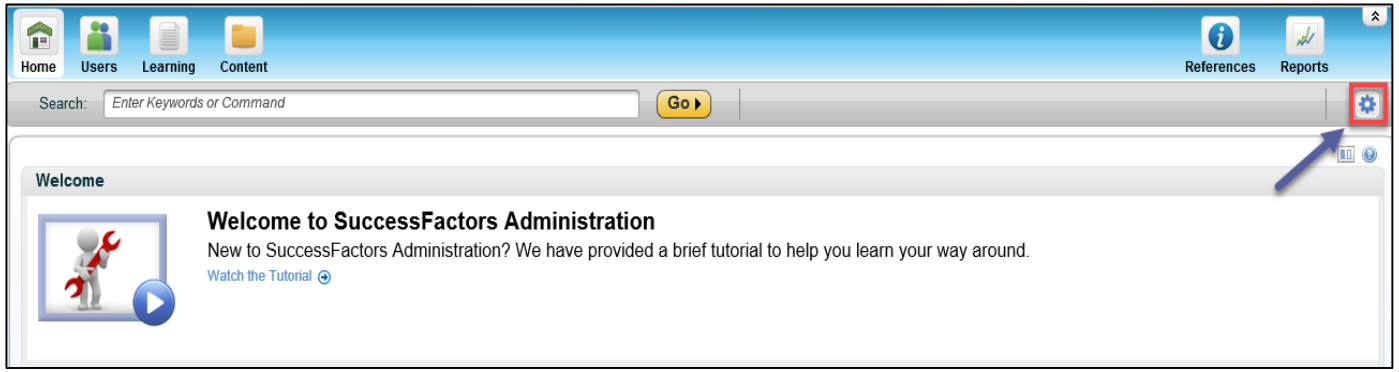
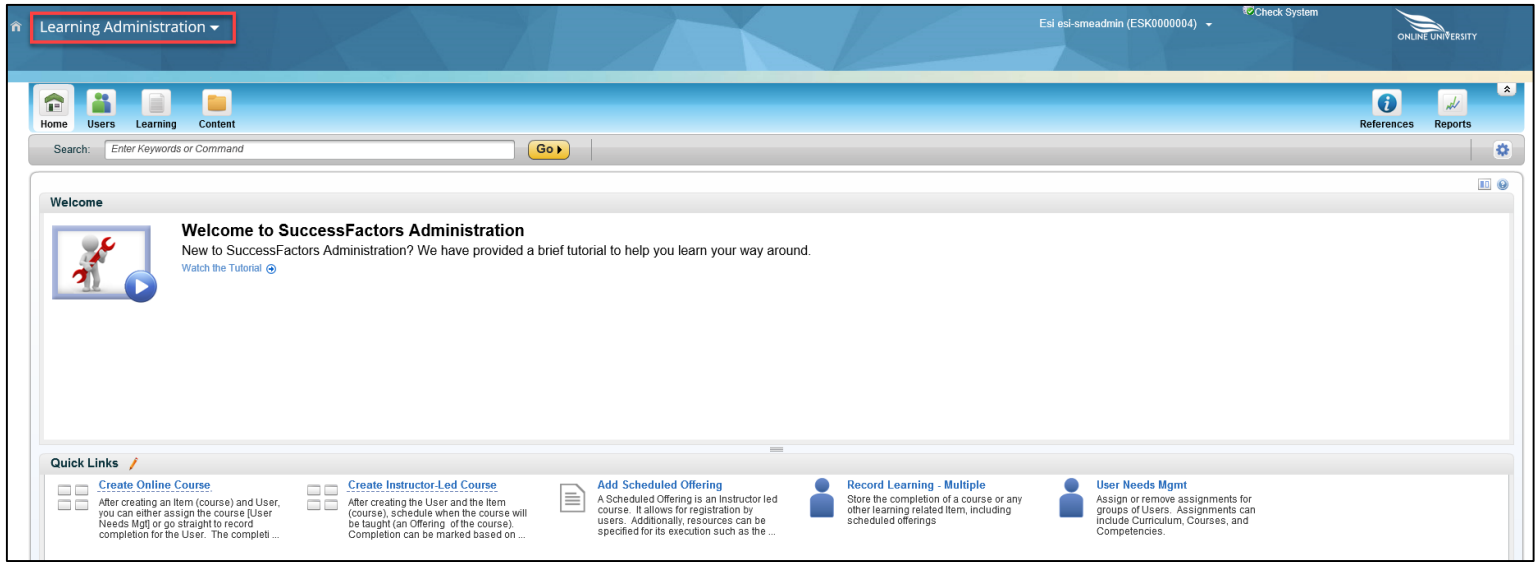
Admin Center – Learning Administration Page



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



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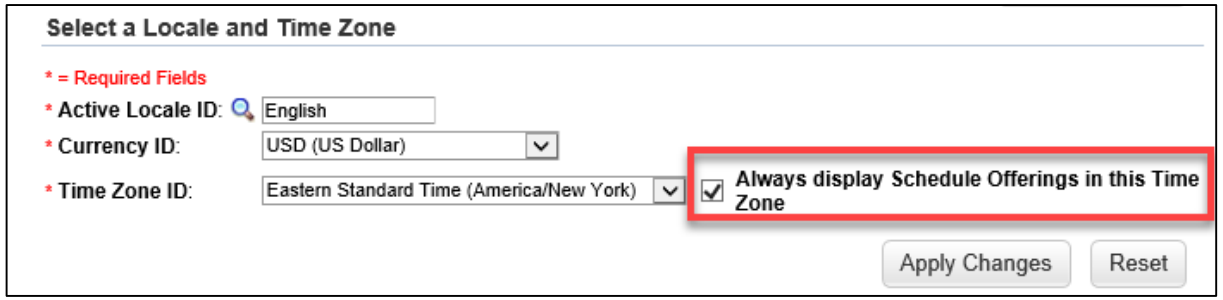
Admin Center – Learning Administration Page

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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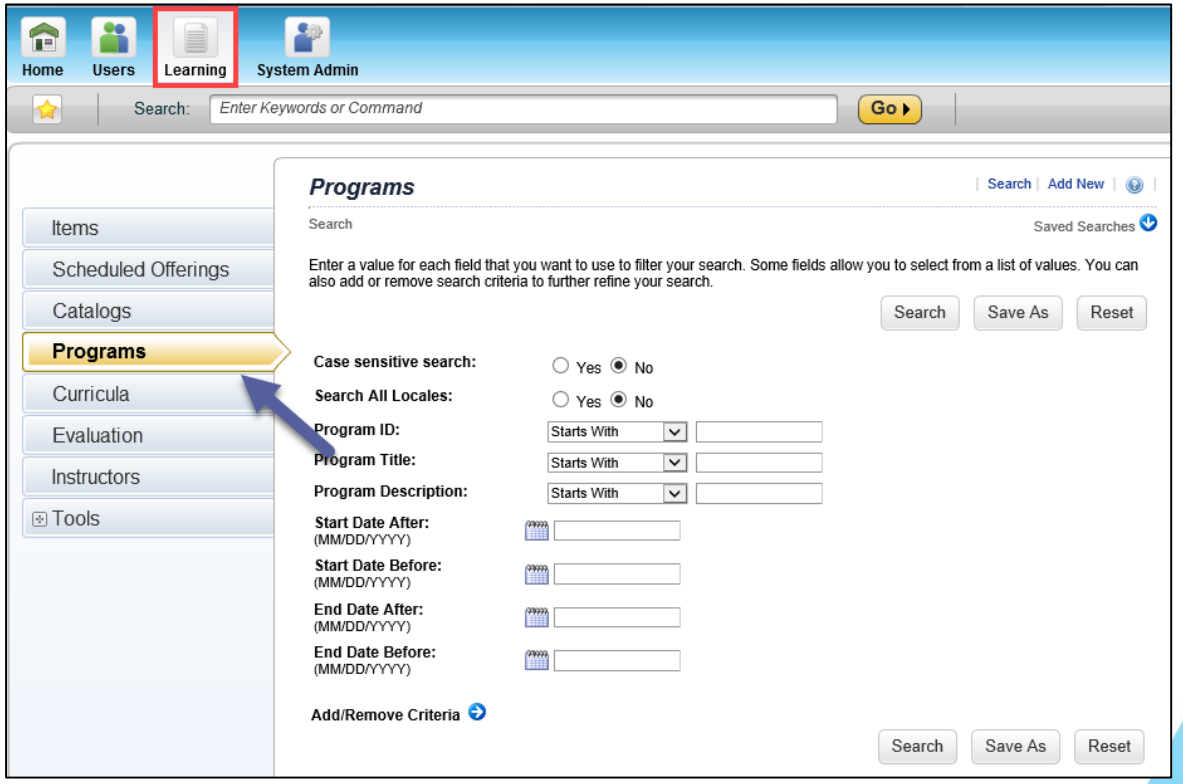
Programs Overview

Programs are learning “containers” that can house a series of learning activities (items, links, HTML, etc.)

Features

- Assignment types: mandatory, required, optional
- Types: scheduled, duration based, open-ended
- Can be added to multiple catalogs
- Max of 100 sections
- Max of 200 activities per section



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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	

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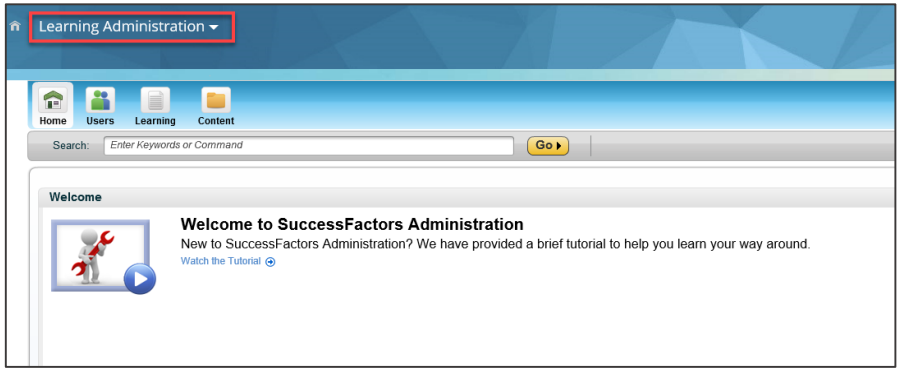
Program Navigation

Learning Administration Page > Learning > Programs

1



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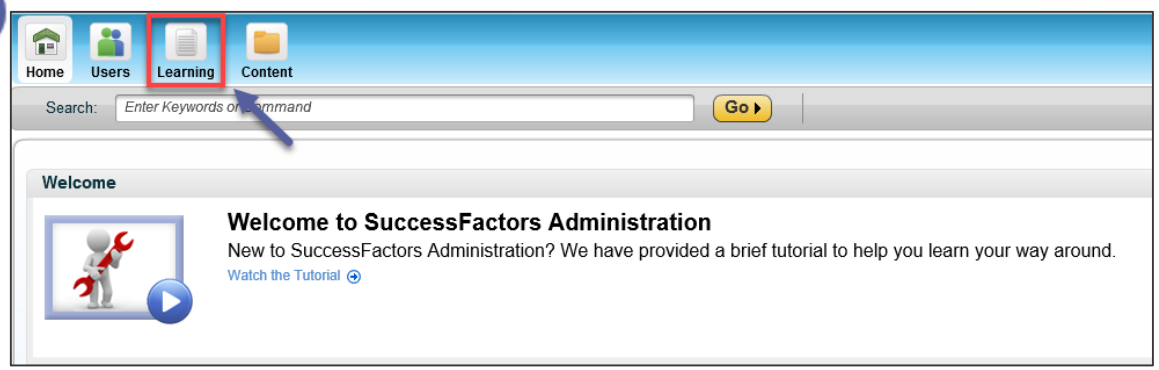

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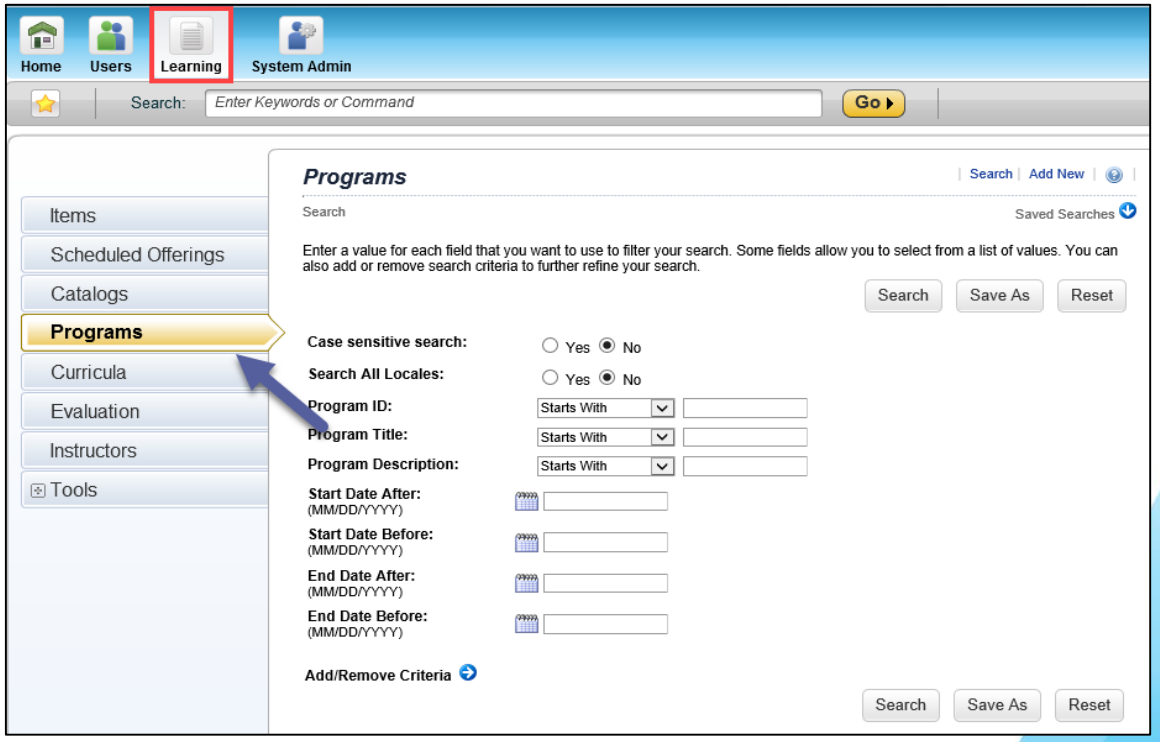

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Program Search

Items
Scheduled Offerings
Catalogs
Programs
Curricula
Evaluation
Instructors
Tools

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

Programs

Search | Add New

Search > Search Results

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.

Search | Save As | Reset

Case sensitive search: ○ Yes ◉ No

Search All Locales: ○ Yes ◉ No

Program ID: Starts With

Program Title: Contains supervisor

Program Description: Starts With

Start Date After: (MM/DD/YYYY)

Start Date Before: (MM/DD/YYYY)

End Date After: (MM/DD/YYYY)

End Date Before: (MM/DD/YYYY)

Add/Remove Criteria

Search | Save As | Reset

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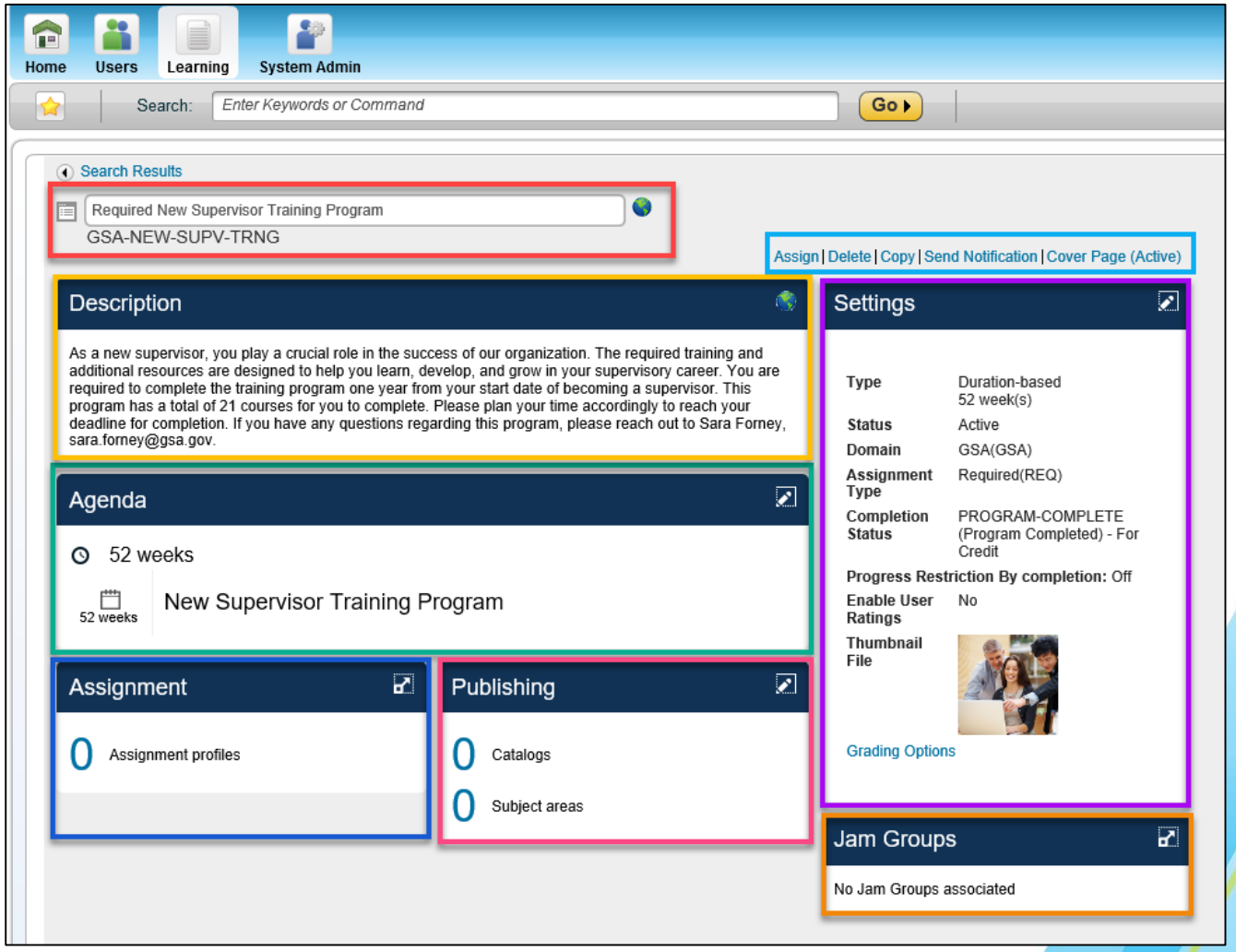
Program Administration Page

- **Title Area**: Contains the program title and program ID.
- **Description Tile**: Program's description and objectives.
- **Agenda Tile**: Contains learning items, learning item order and sequence, completion times, etc.
- **Assignment Tile**: Displays associated assignment profiles.
- **Publishing Tile**: Displays associated catalog/ subject areas.
- **Action Menu**: Displays additional management actions that can be performed at the program level.
- **Settings Tile**: Contains information on the overall settings on the program.
- **Jam Groups Tile**: Contains information on associated SAP Jam Groups.



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Programs

Program Navigation

Program Search

Program Administration Page

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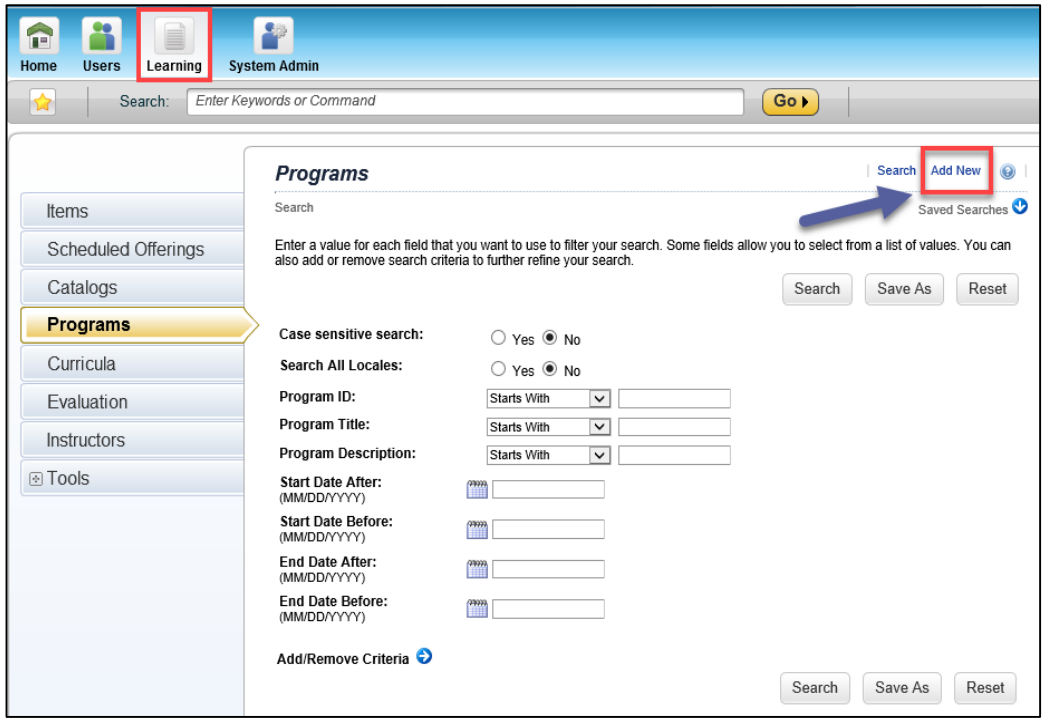
Program Creation

Learning > Programs> Add New

1



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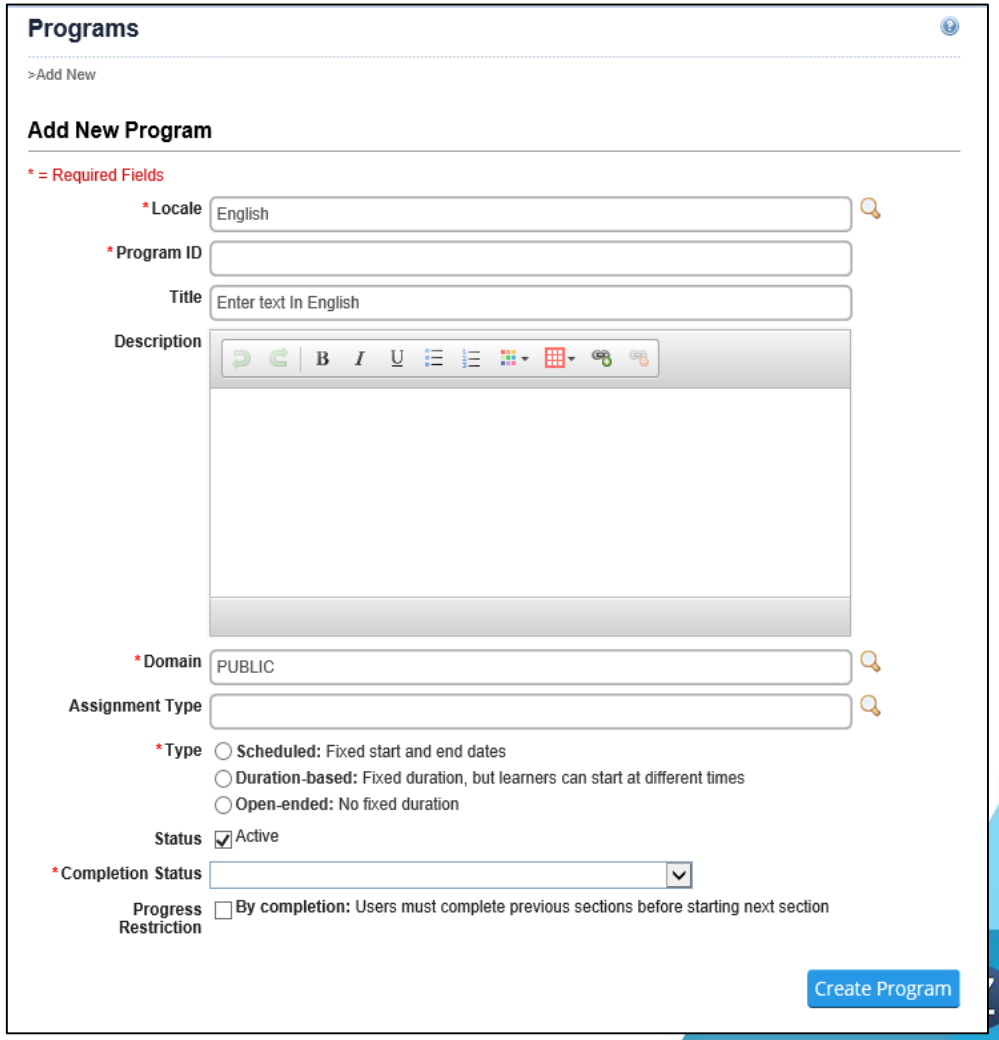

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Program Creation…continued

Learning > Programs> Add New

3

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

Programs

>Add New

Add New Program

* = Required Fields

*Locale: English

*Program ID: GSA-TEST_PGM_TRN

Title: GSA Test Program Manager Training

Description:

This is program houses all required PGM courses.

- Watch this intro video before launching your first course: https://www.youtube.com/watch?v=p1pZmbuygZY
- Please dont forget to add this training to your timesheet.

body p

*Domain: GSA

Assignment Type: OPTIONAL

*Type:
- Scheduled: Fixed start and end dates
- Duration-based: Fixed duration, but learners can start at different times
- Open-ended: No fixed duration

Status: Active

*Completion Status: PROGRAM-COMPLETE(Program Complete) - For Credit

Progress Restriction: By completion: Users must complete previous sections before starting next section

Create Program

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Program Creation…continued

Program Administration Page

GSA Test Program Manager Training
GSA-TEST_PGM_TRN

Assign | Delete | Copy | Send Notification | Cover Page (Inactive)

Description

This is program houses all required **PGM** courses.

- Watch this intro video before launching your first course: https://www.youtube.com/watch?v=p1pZmbuygZY
- Please dont forget to add this training to your timesheet.

Agenda

You haven't created an agenda for this program.

Assignment

0 Assignment profiles

Publishing

0 Catalogs

0 Subject areas

Competencies

No competencies associated

Settings

Type	Open-ended
Status	Active
Domain	GSA(GSA)
Assignment Type	Optional(OPT)
Completion Status	PROGRAM-COMPLETE (Program Complete) - For Credit

Progress Restriction By completion: Off

Enable User Ratings	No
Thumbnail File	

Grading Options

Jam Groups

No Jam Groups associated

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Program Creation

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Break Time

Please be back at your computer in

minutes.

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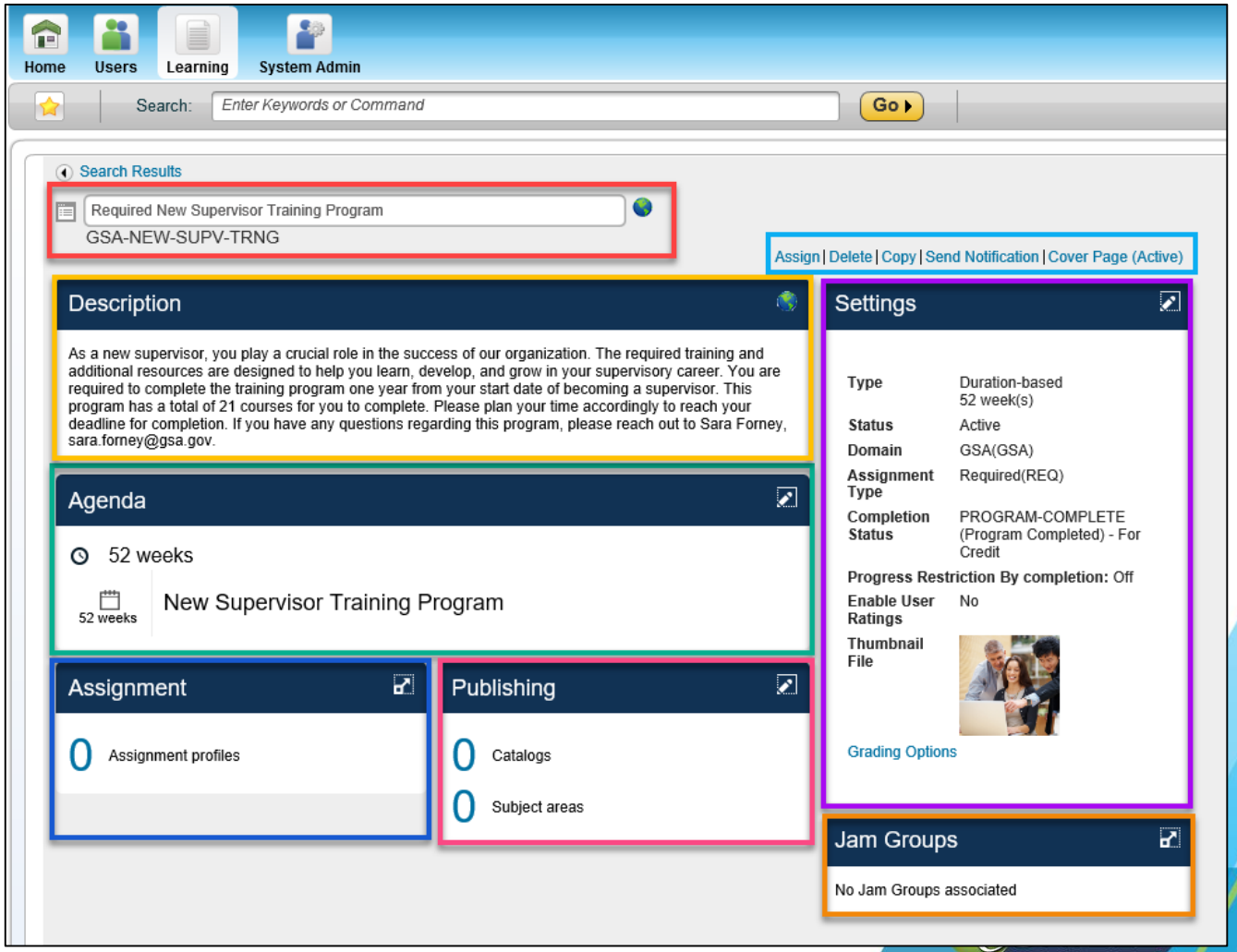
After Break Recap

- GSA OLU Homepage Overview
- Admin Center Navigation
- Learning Administration
  - ✓ Program navigation
  - ✓ Program search
- Program Administration
  - ✓ Program creation
  - **Edit Program**
  - **Agenda - Add training items**
  - **Program Cover Page**
  - **Publish Program**
- **Program Management**
  - **Copy Program**
  - **Delete Program**

Program Administration Page



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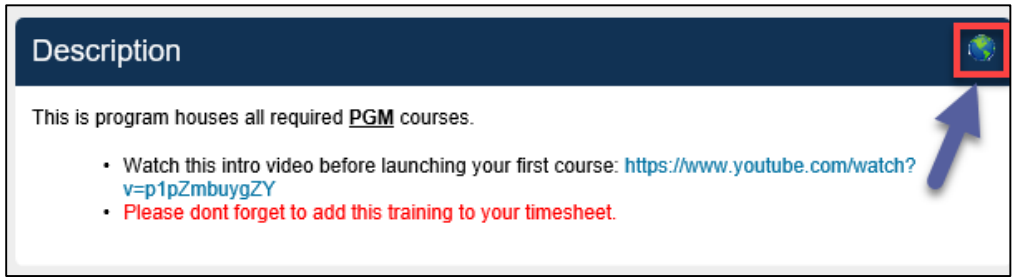
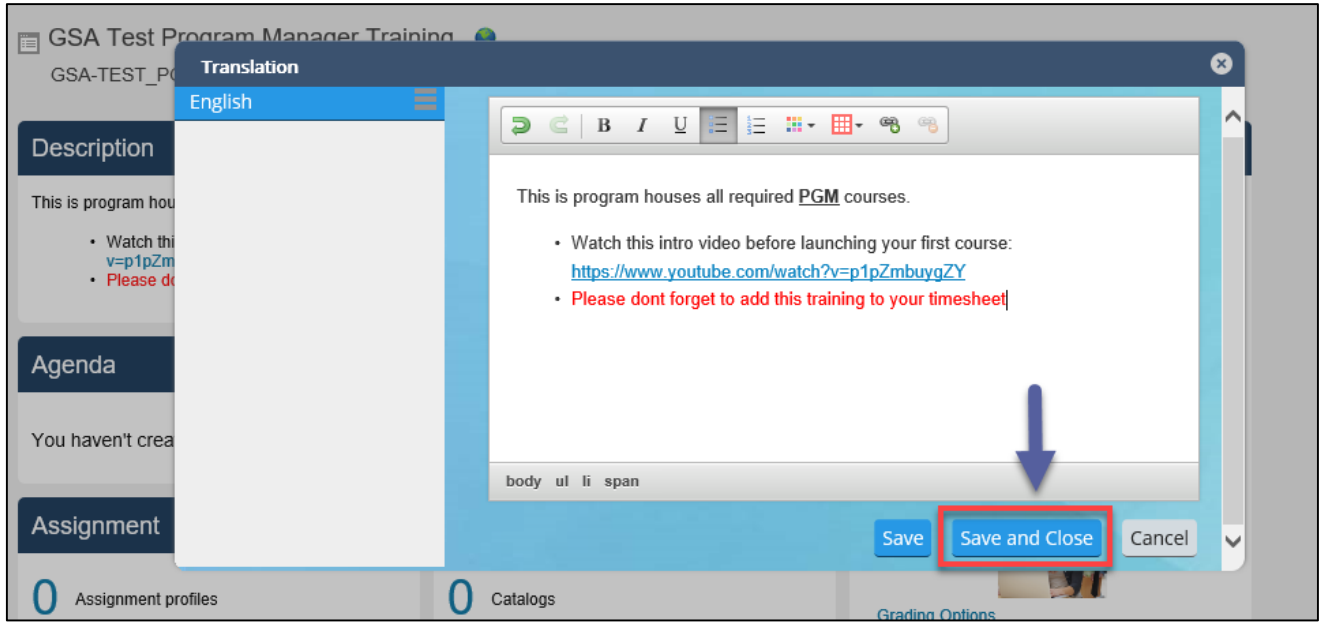
Program Administration

View/ Edit Program Details and Settings

- The edit icon may come in three options:





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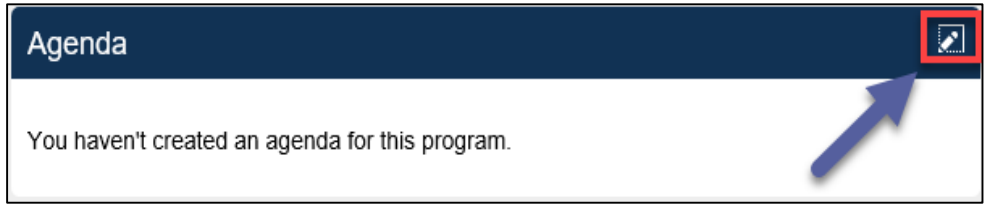
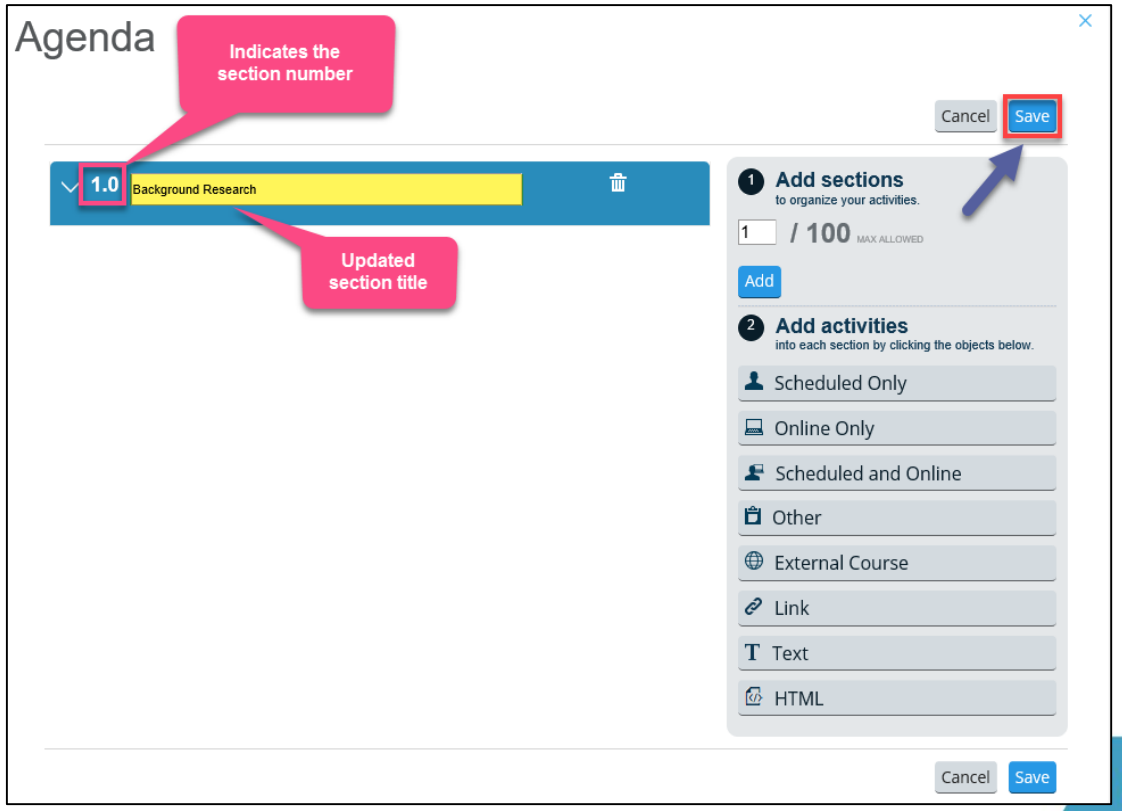
Program Administration

Agenda – add training items

- Contains learning items, learning item order and sequence, completion times, etc.
- Max of 100 sections
- Max of 200 activities





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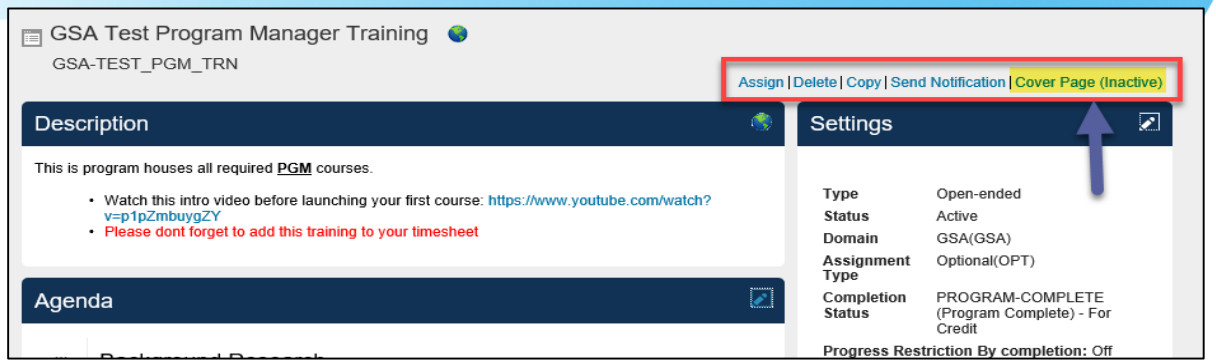
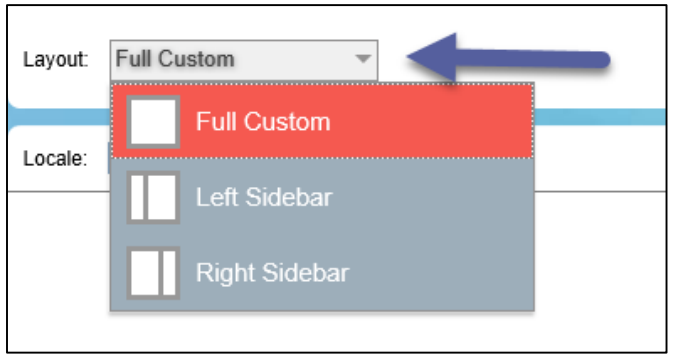
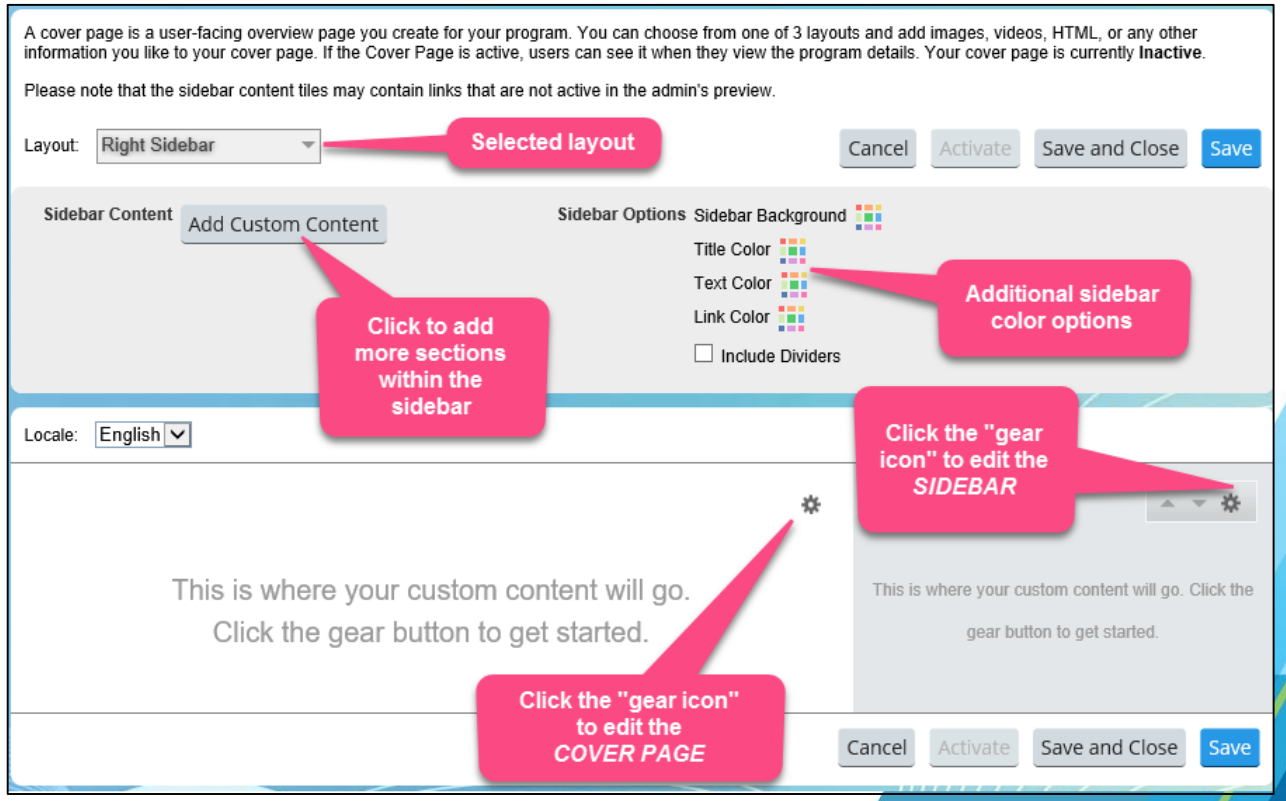
Program Administration

Program Cover Page

- User-facing program 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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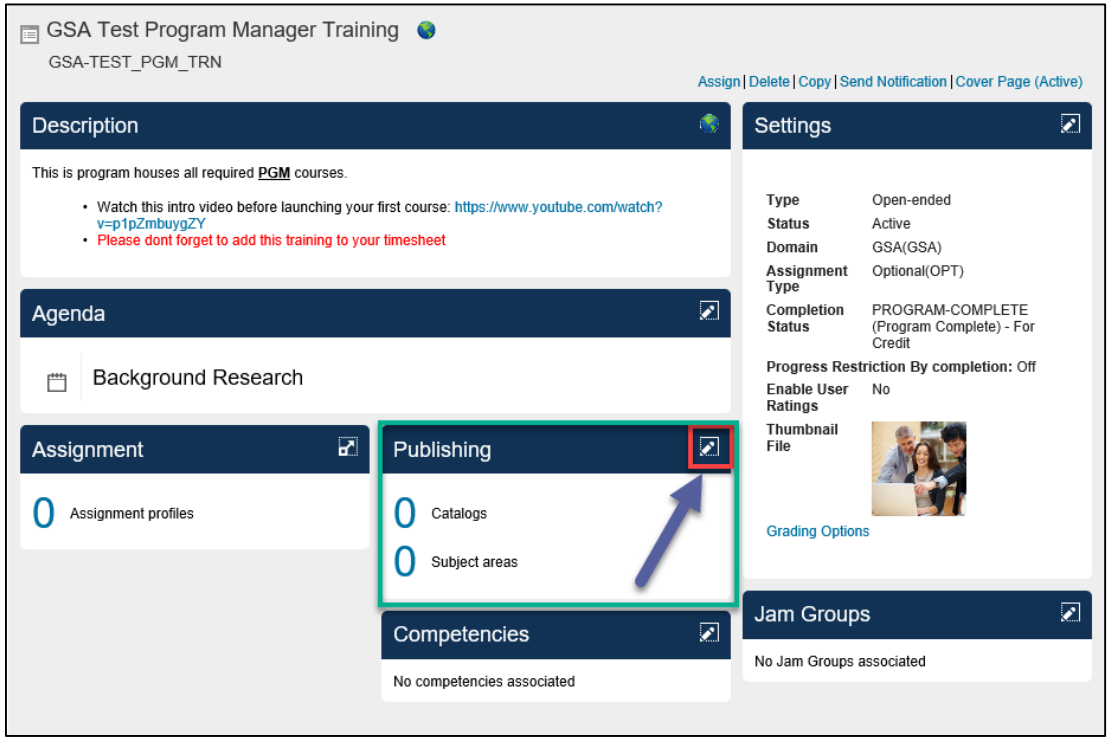
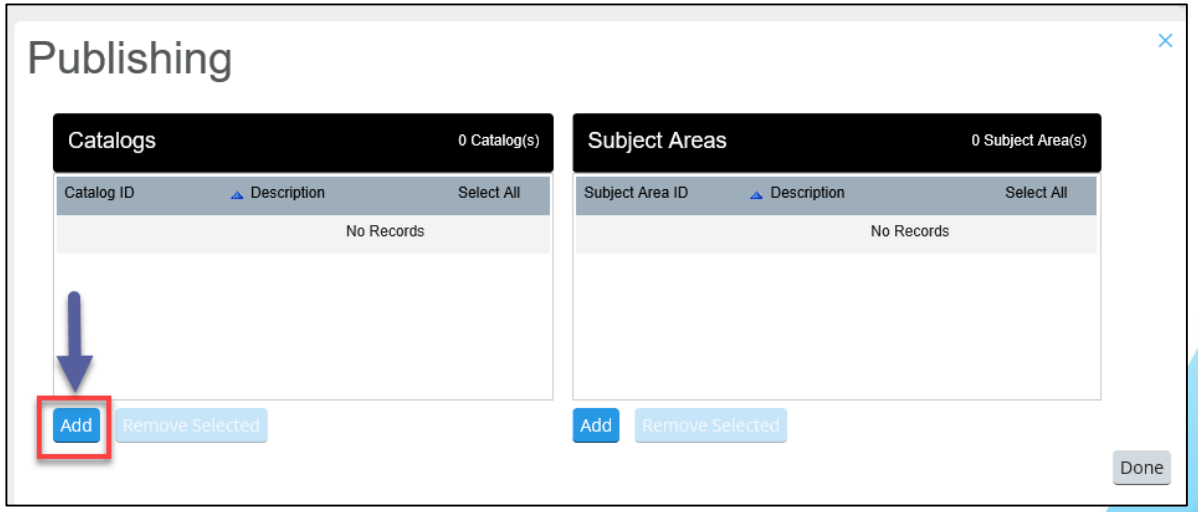
Program Administration

Publish Program

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





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Program Administration

Edit Program

Add Agenda Items

Edit/ Activate Cover Page

Publish Program

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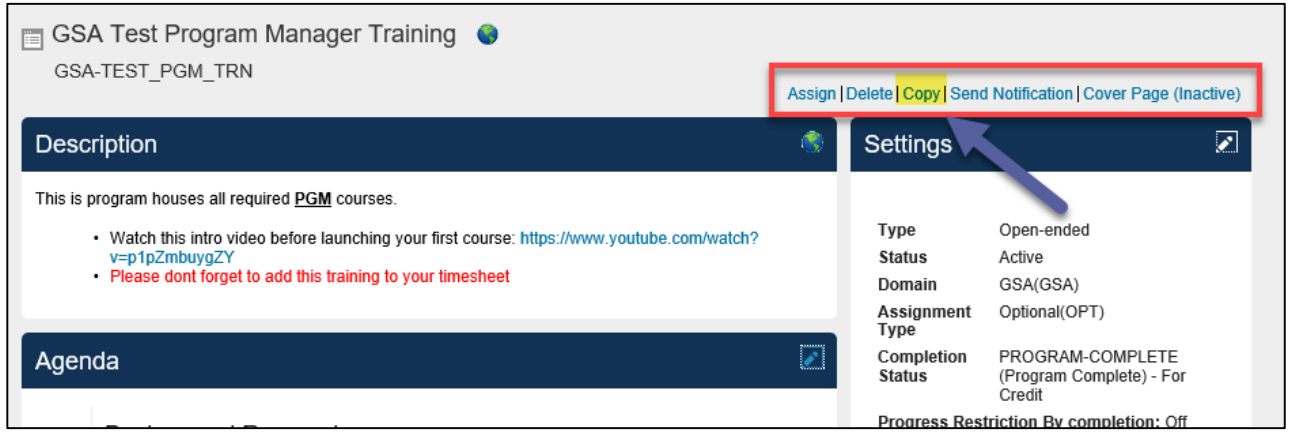
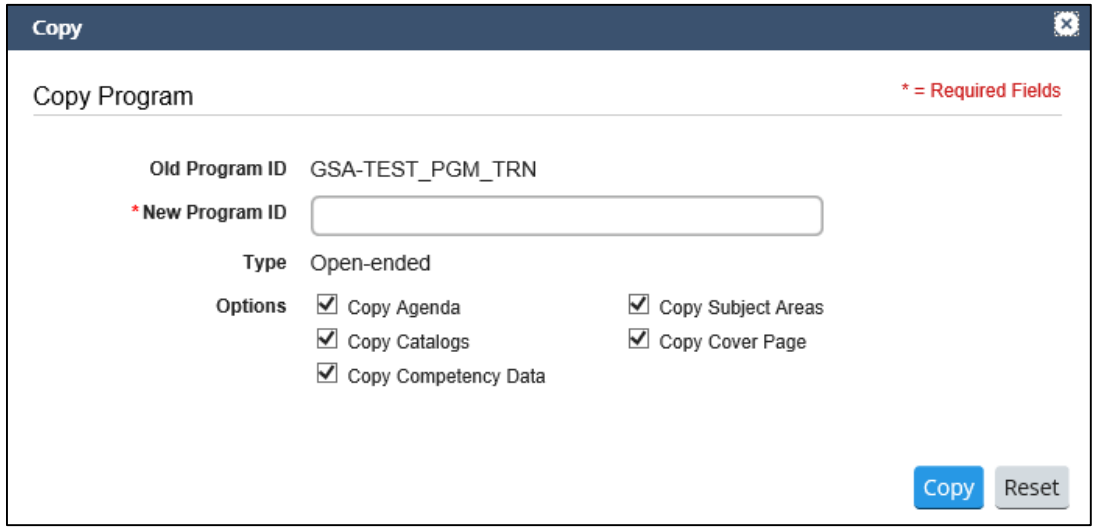
Program Management

Copy Program

Program Administration Page > Actions Menu > Copy





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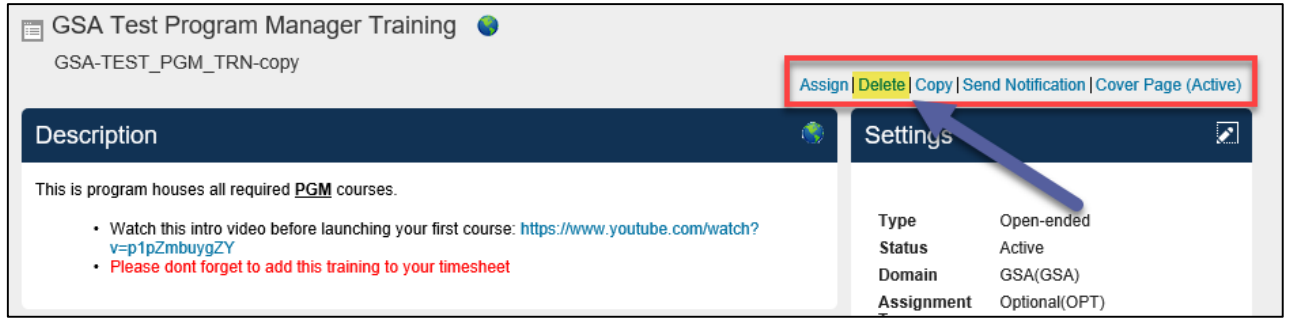
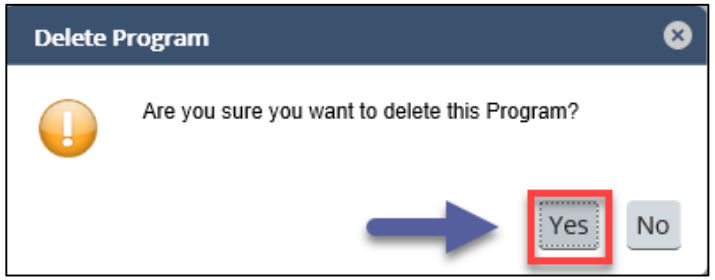
Program Management

Delete Program

Program Administration Page > Actions Menu > Delete

Remove catalog mappings first!





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Program Management

Copy Program

Delete Program

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Program 101 Training Recap

- GSA OLU Homepage Overview
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  - ✓ Program navigation
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Program 102 Training – Sign Up Now!

- User Management
  - Assign Program
  - Remove Program
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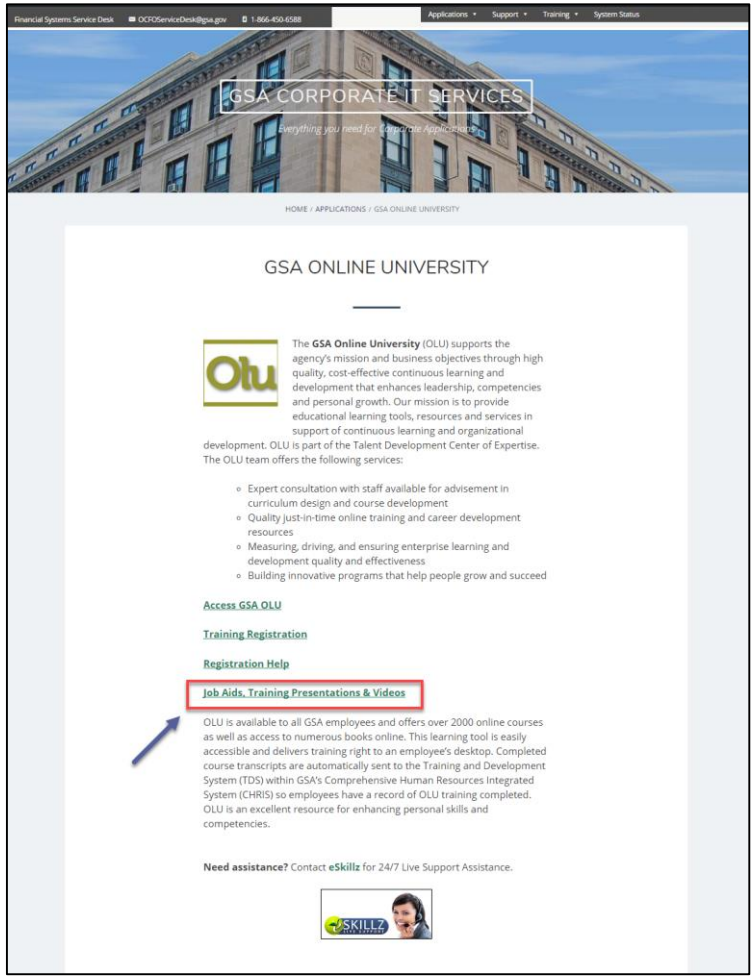
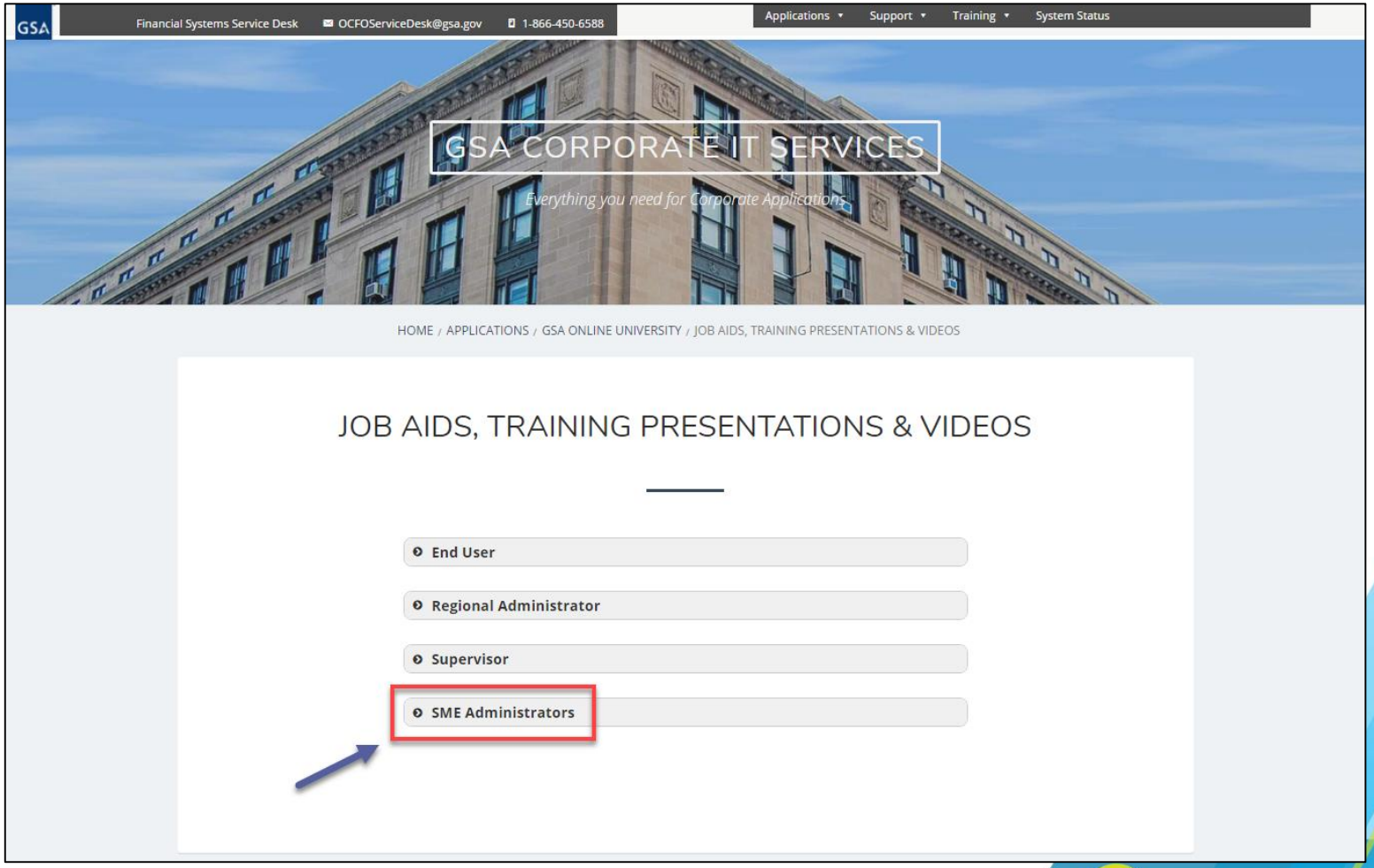
For More Information

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





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Thank you!

For more information, please contact:

GSA OLU Team