GSA OLU Program102 Training

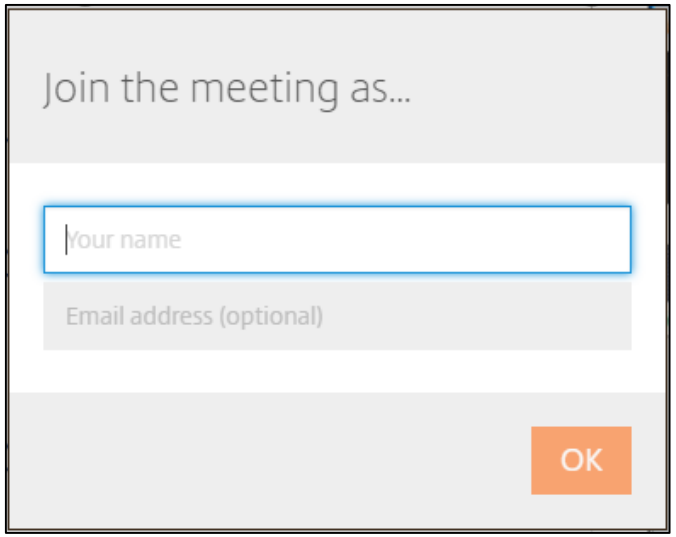
Presenter: Esiloza Omoh

Senior Systems Administrator - eSkillz

GSA OLU Training Preliminary Steps

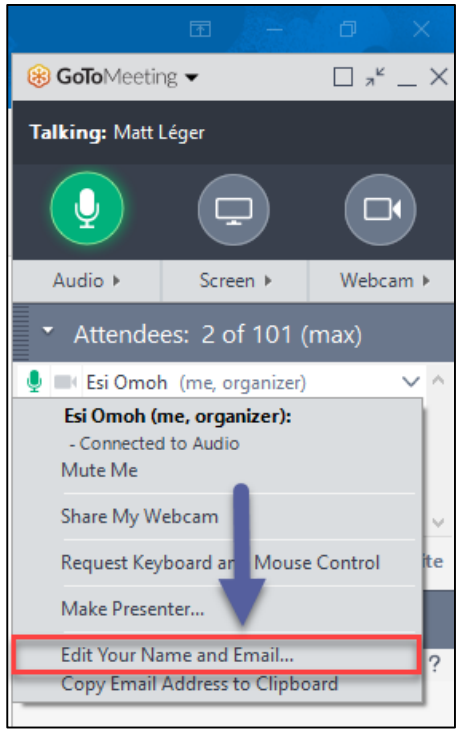
Option 1

- *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

Lori DeGaetano

Talent Development Division

Office of Human Resources Management (OHRM)

Email: Lori.DeGaetano@gsa.gov

O: (202) 208-6125 | C: (202) 295-7784

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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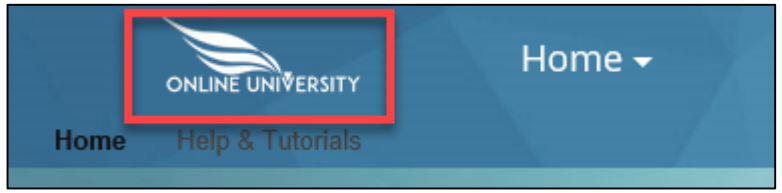
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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

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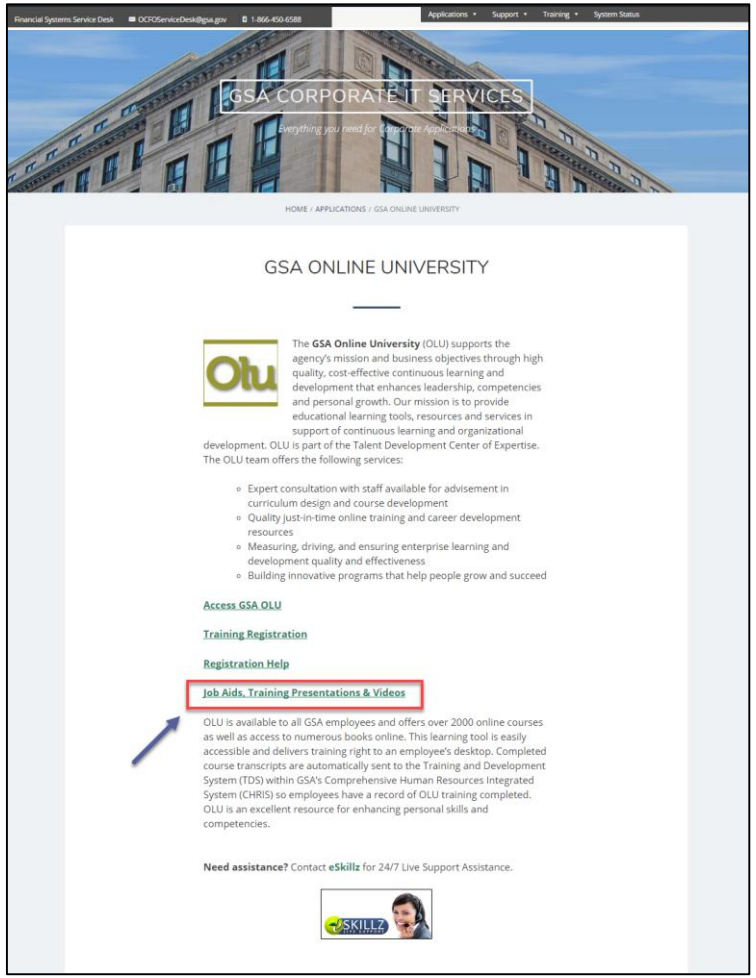
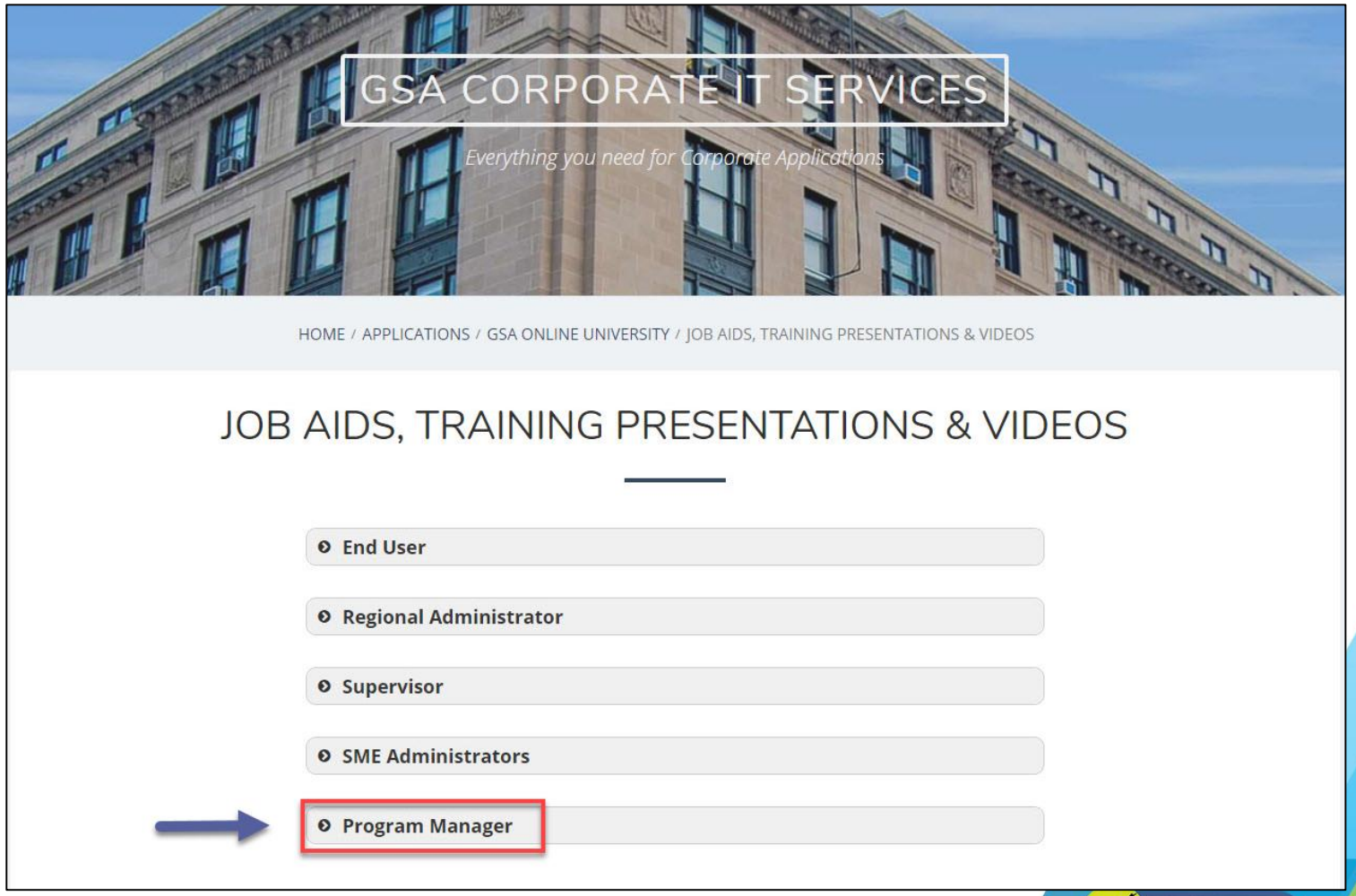
For More Information

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





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GSA OLU 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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Program102 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 102 Job Aid

Program 102 Job Aid Overview

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

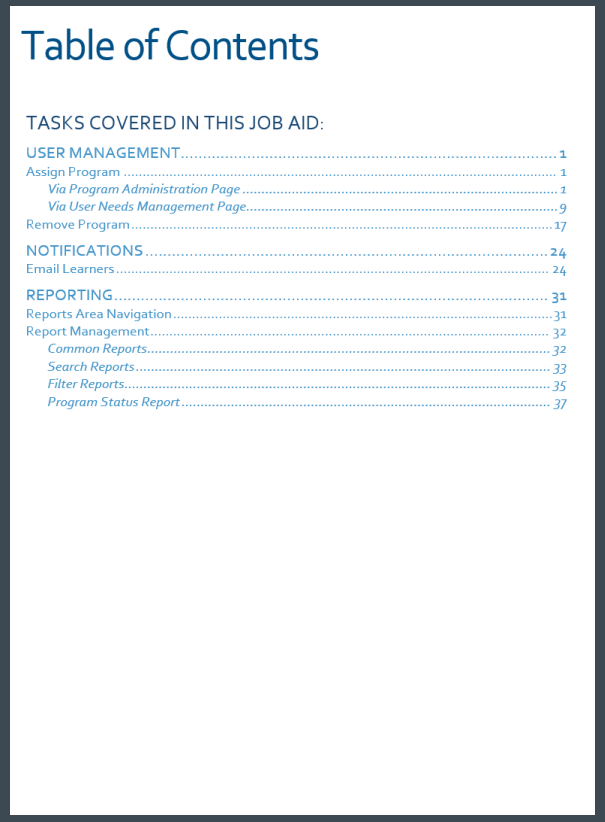

Table of Contents

TASKS COVERED IN THIS JOB AID:

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Via User Needs Management Page 9
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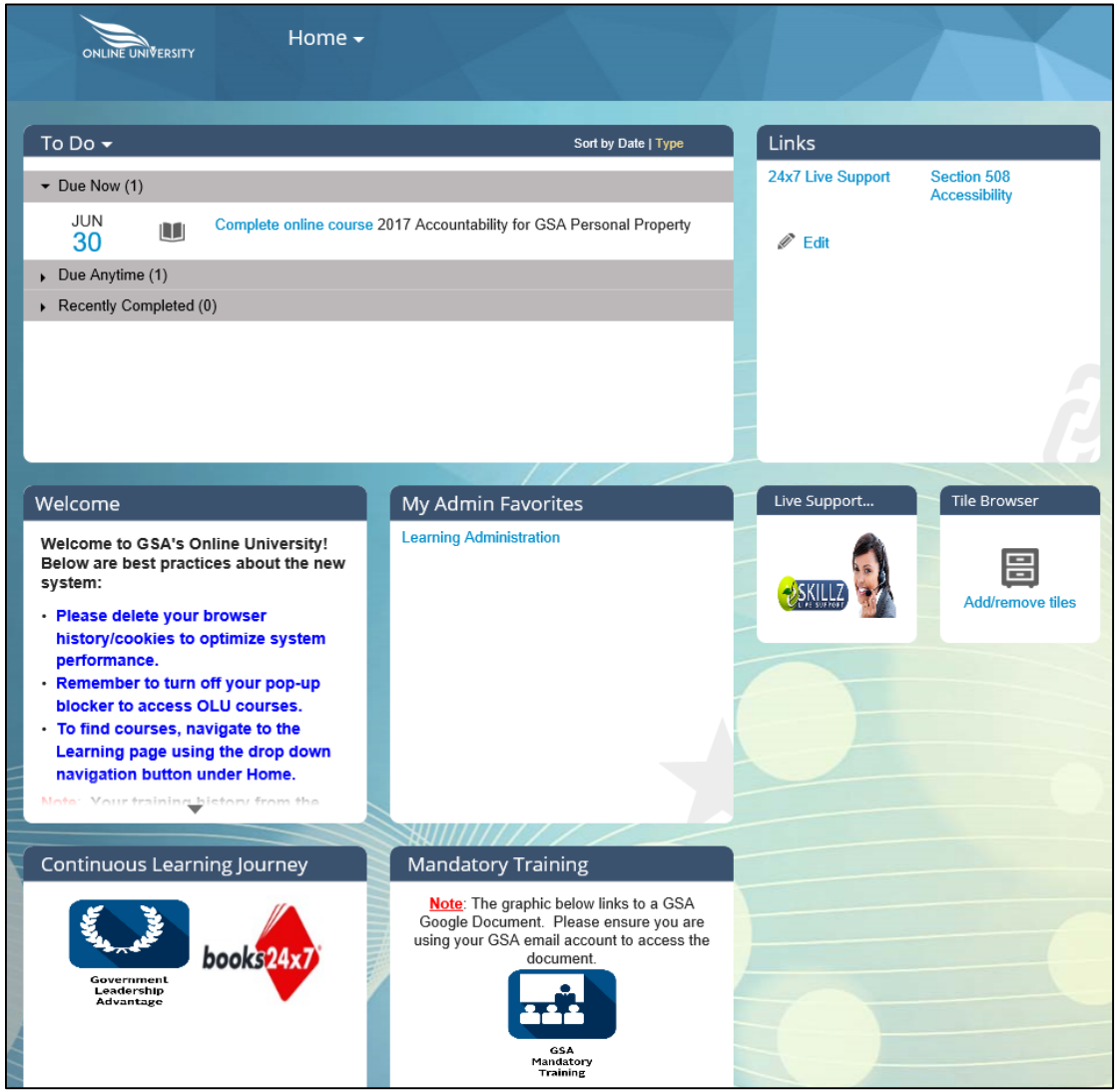
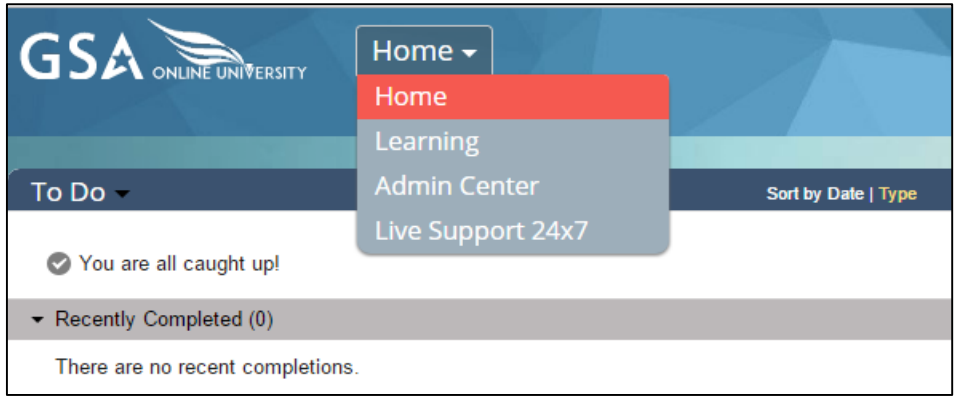
GSA OLU Homepage Overview

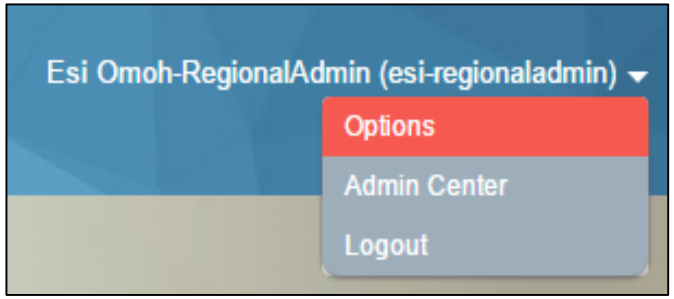
Homepage Features



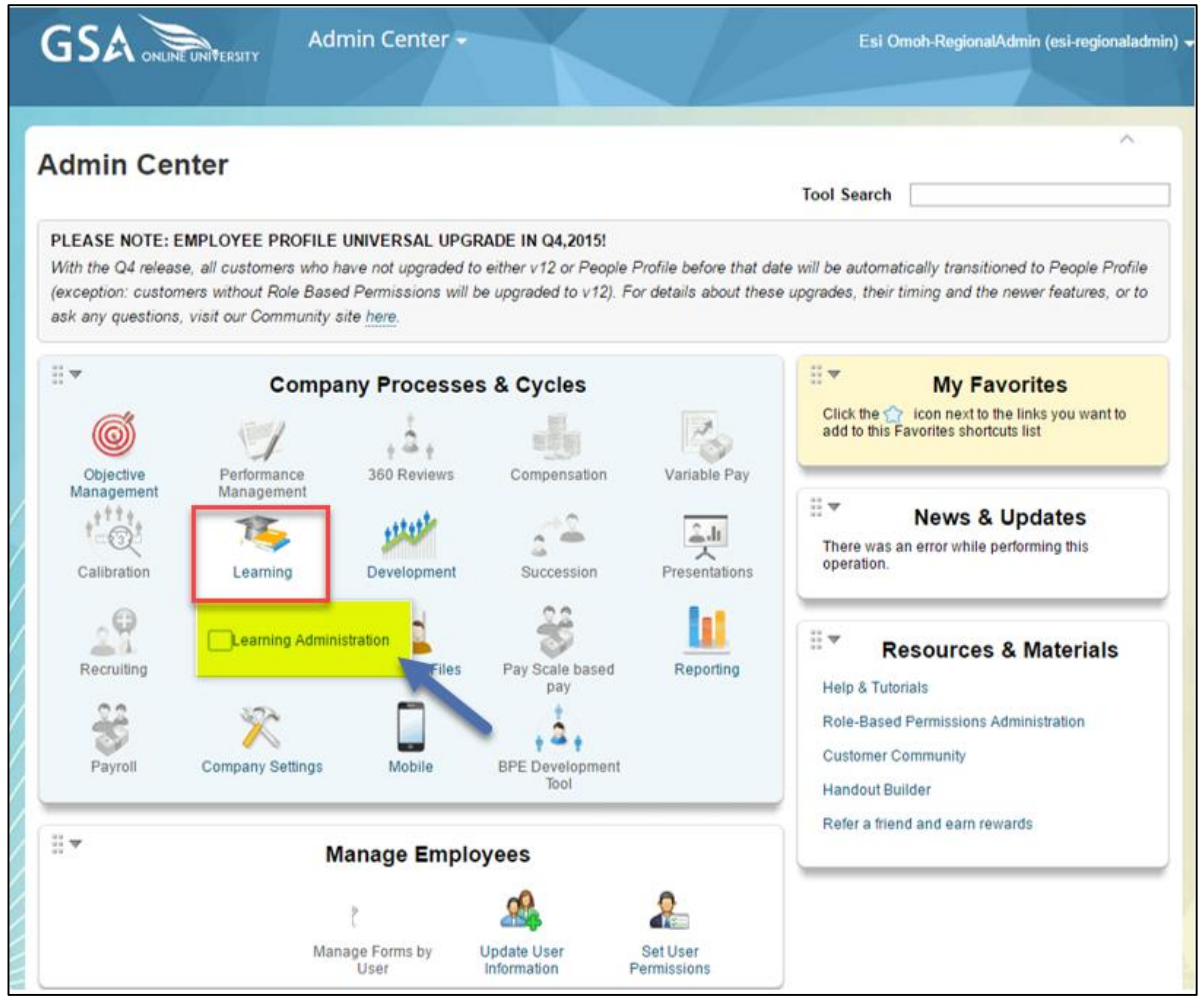
Main Menu Navigation



Homepage Options



Admin Center – Learning Administration



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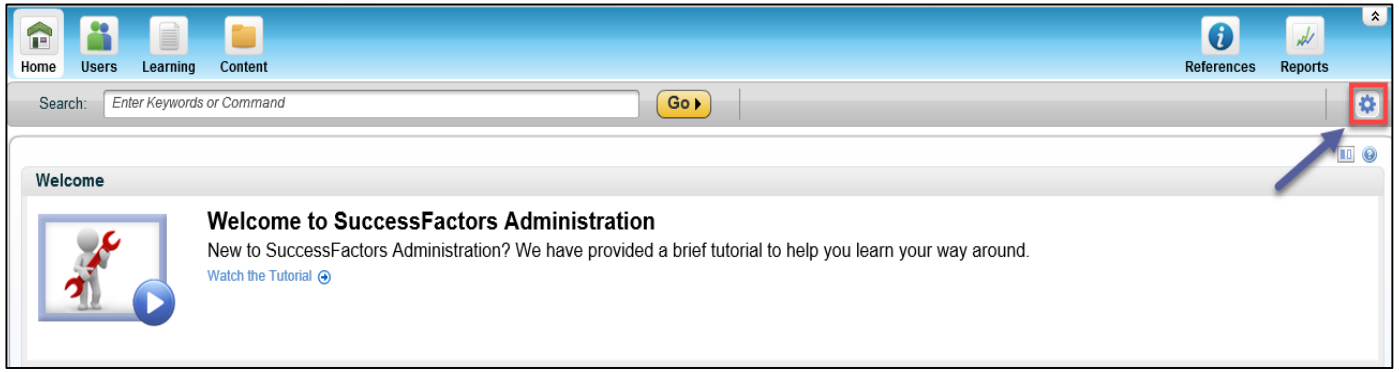
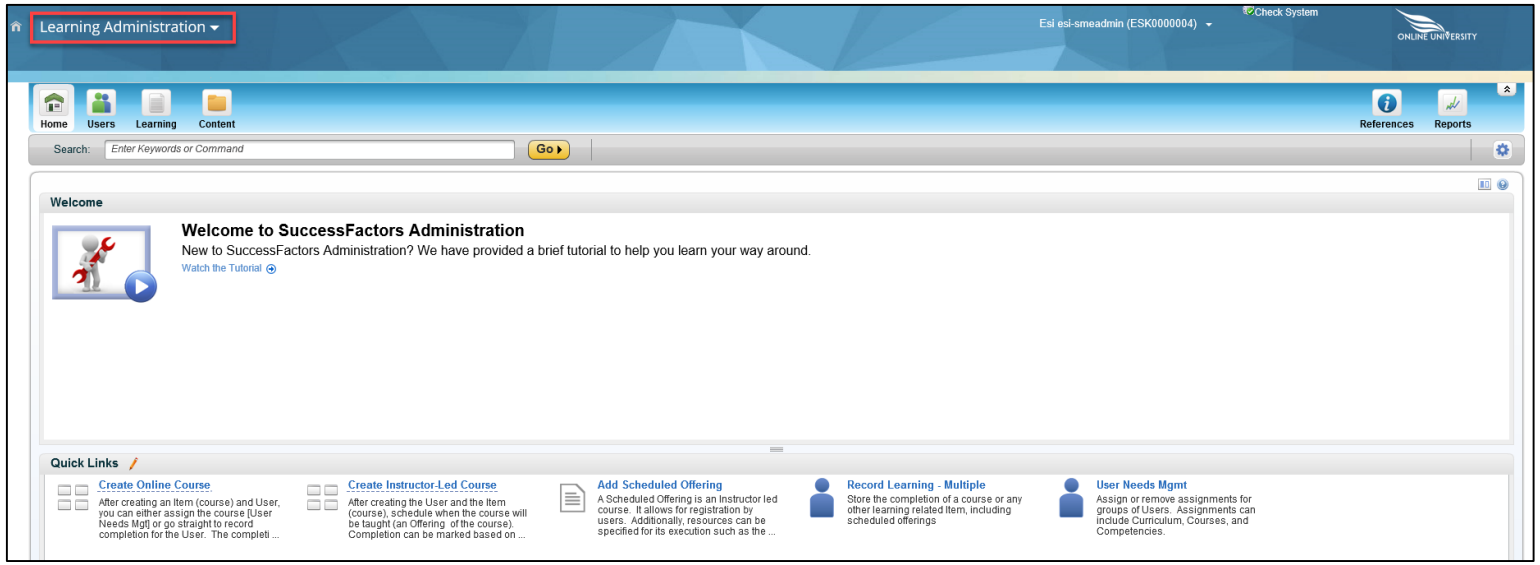
Admin Center – Learning Administration Page



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



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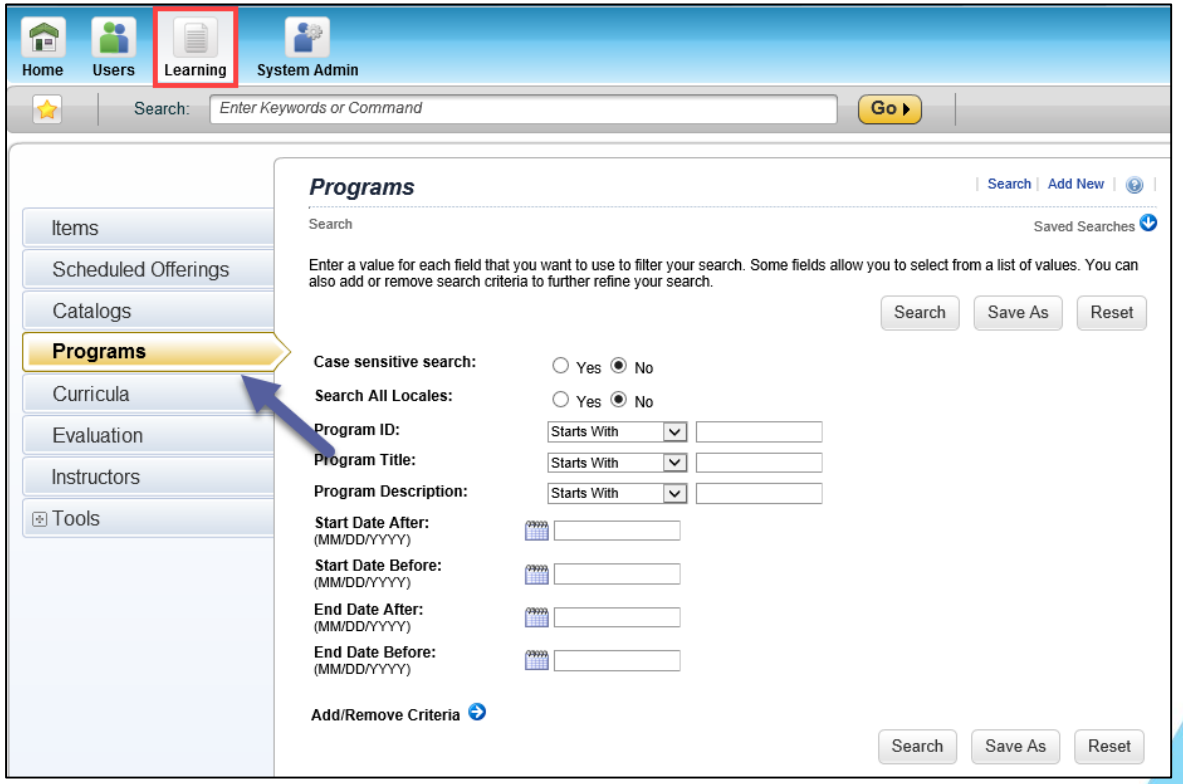
Programs Overview

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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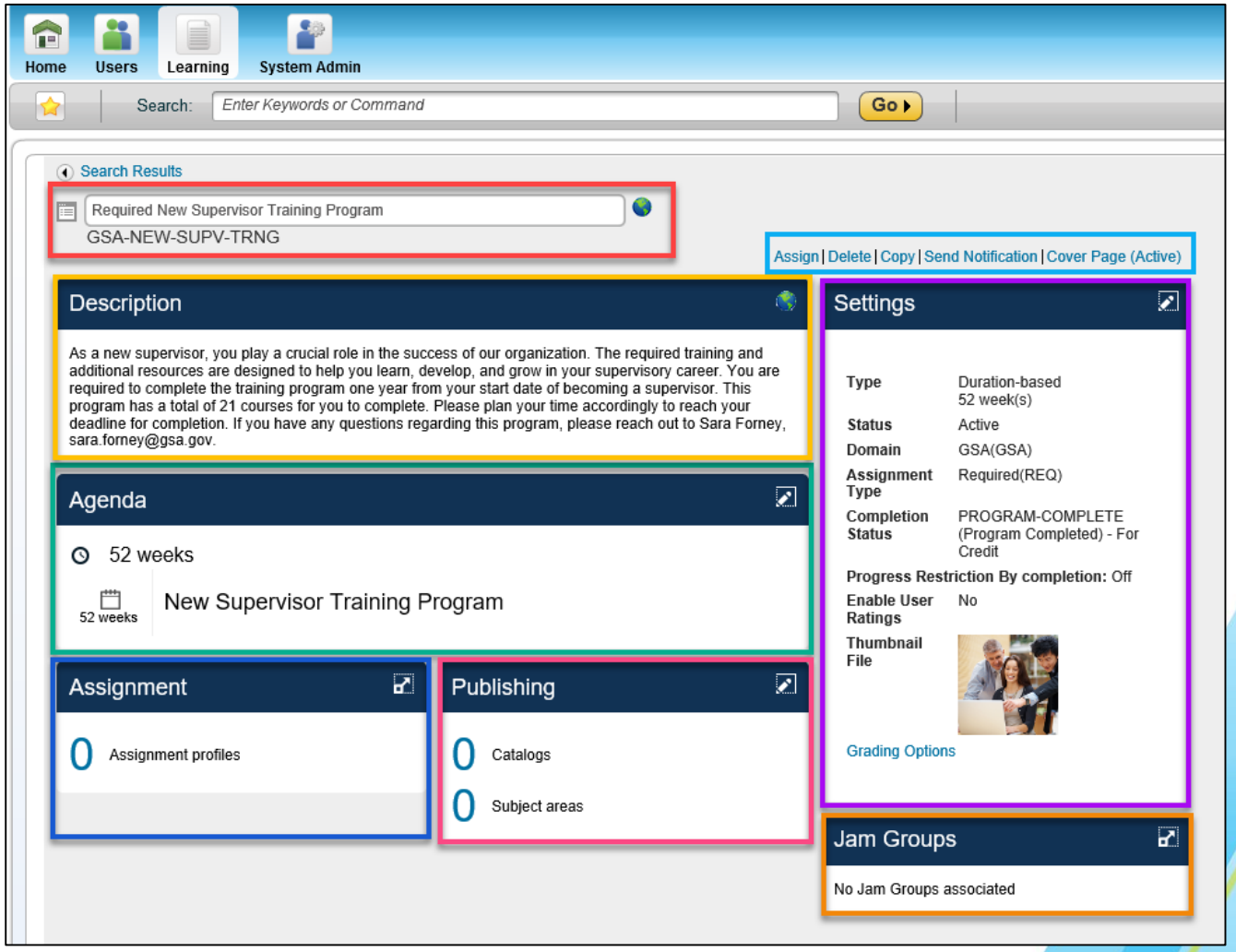
Program Administration Page

- **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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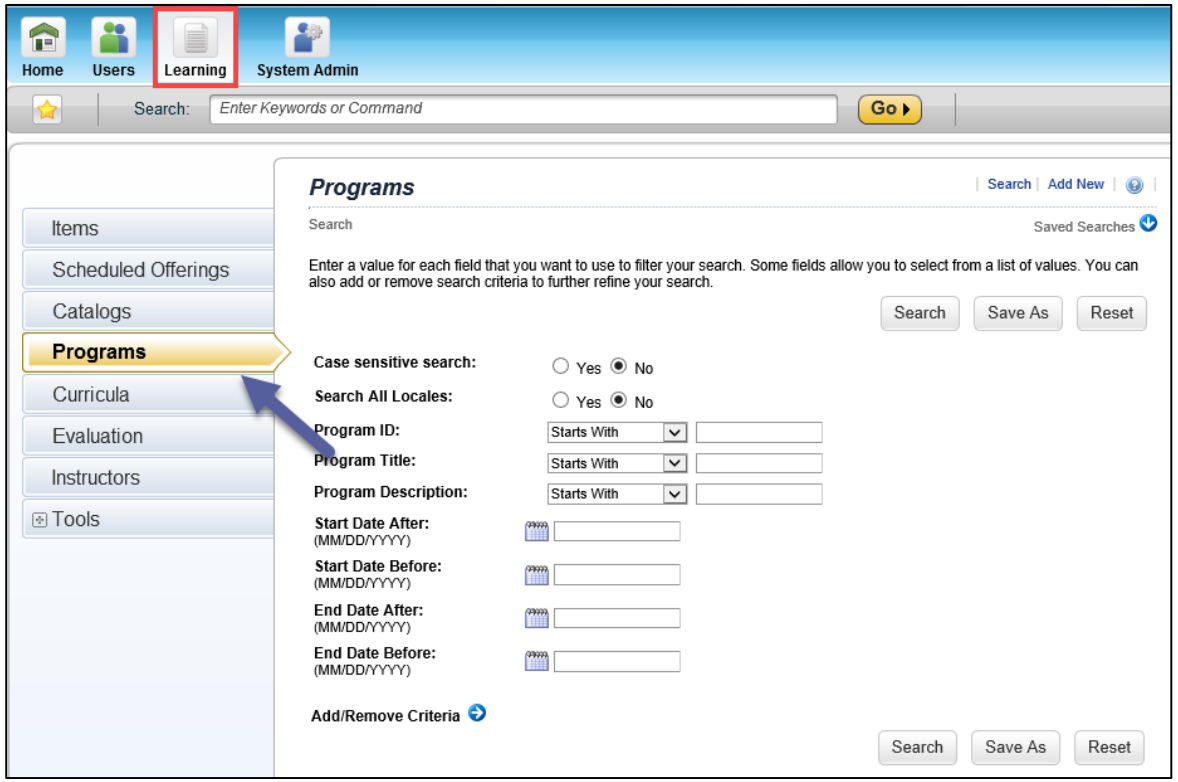
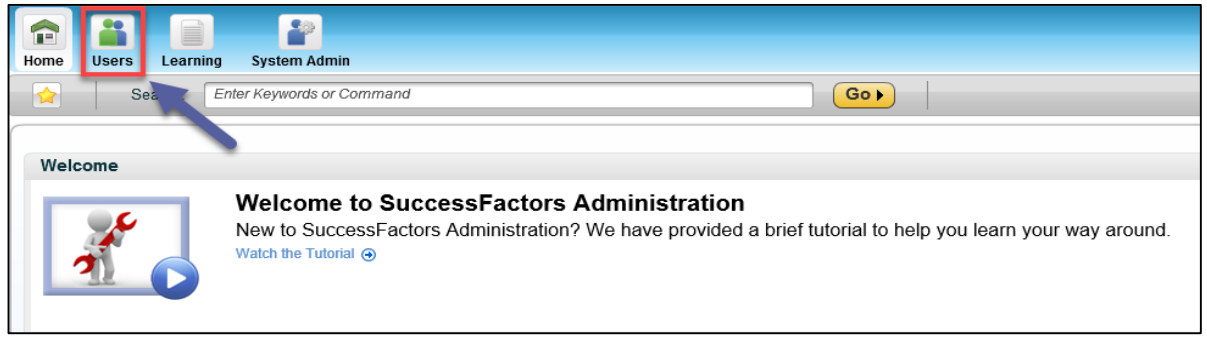
User Management – Assign Programs

Via Learning > Programs > Program Administration Page



Via Users > Tools > User Needs Mgmt



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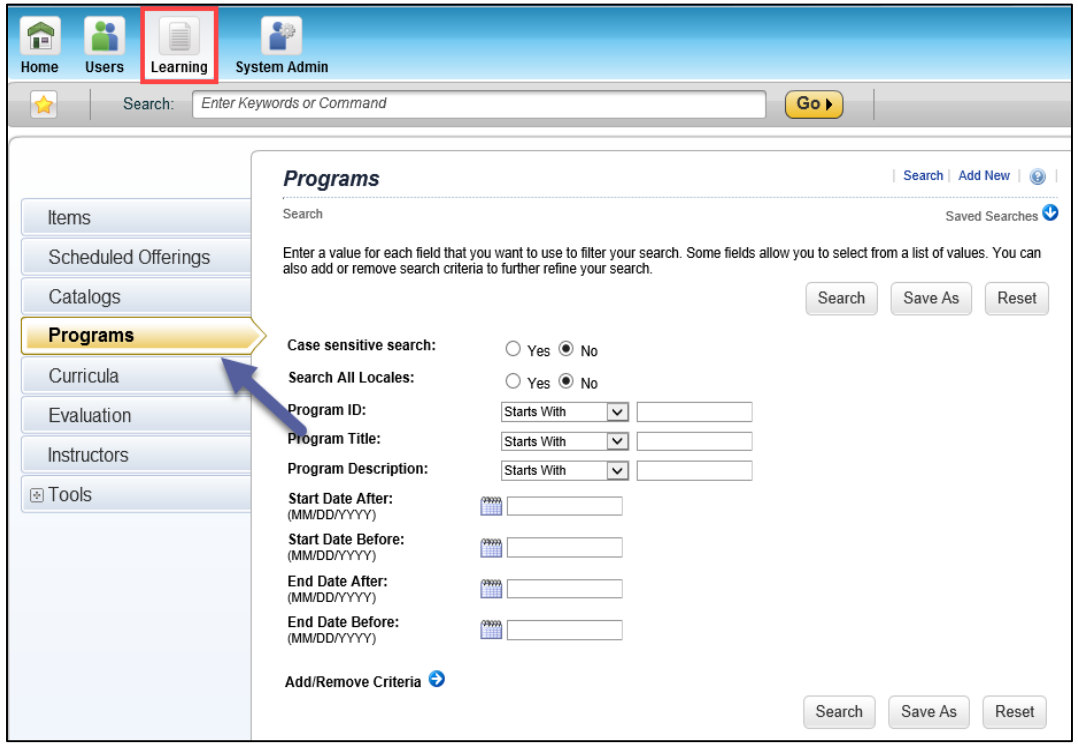
Assign Programs – Program Administration Page

Learning > Programs> Assign

1



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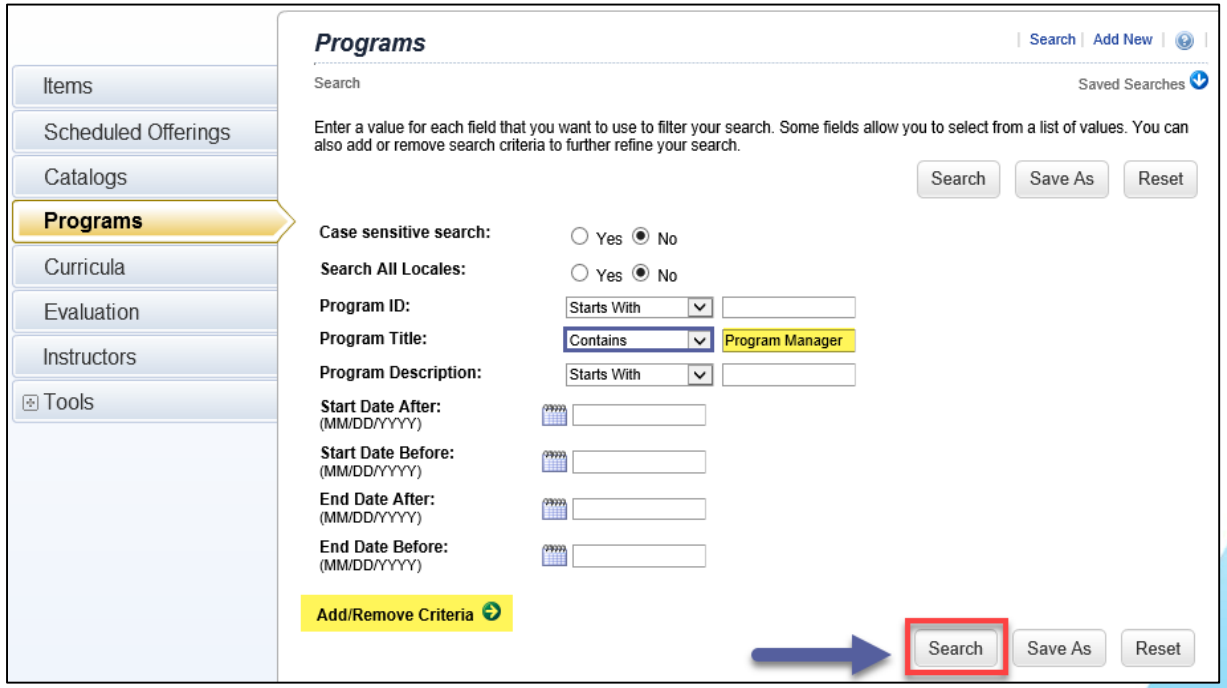

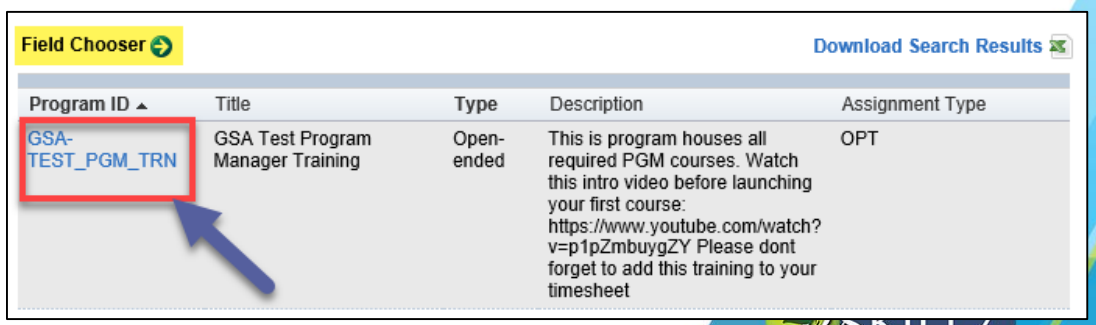

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Program Administration Page…continued

Learning > Programs> Assign

3

Note: *Make sure the program has been fully developed before assigning it.*

Search Results

GSA Test Program Manager Training

GSA-TEST_PGM_TRN

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

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

Background Research

Assignment

0 Assignment profiles

Publishing

2 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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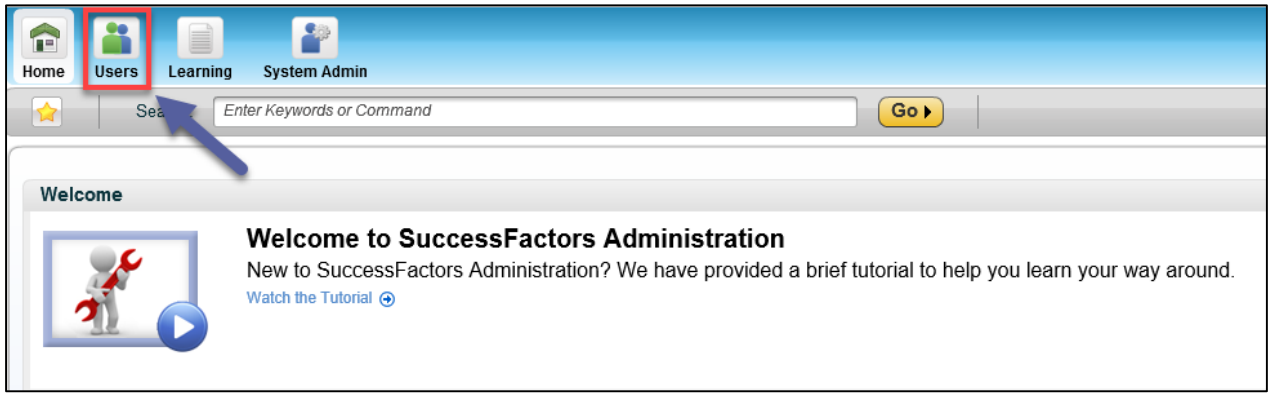
Assign Programs – User Needs Mgmt

Users > Tools > User Needs Mgmt

1



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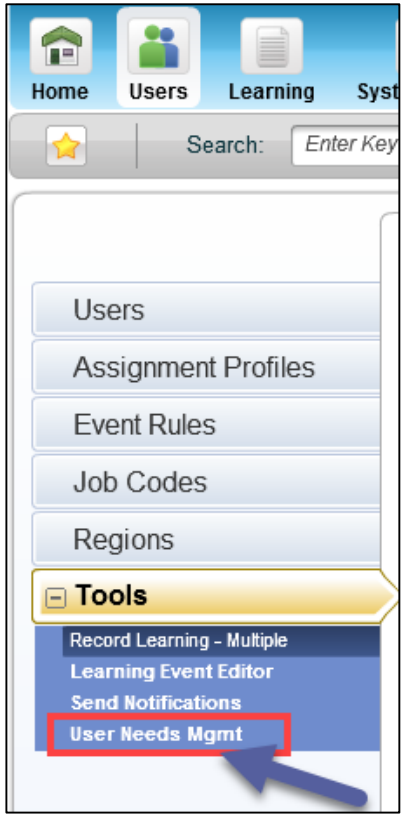

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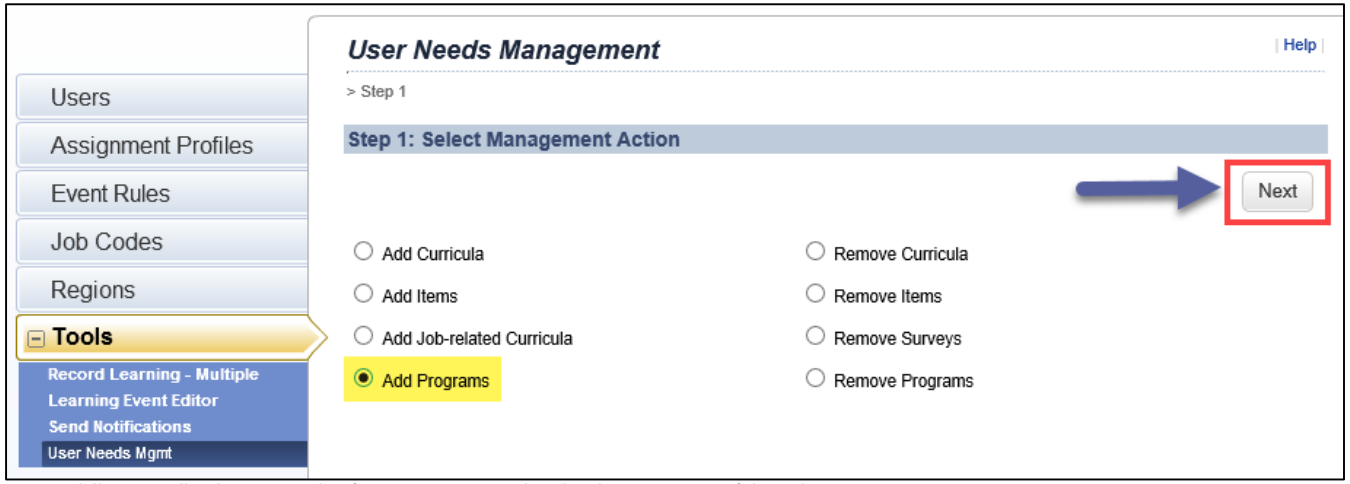

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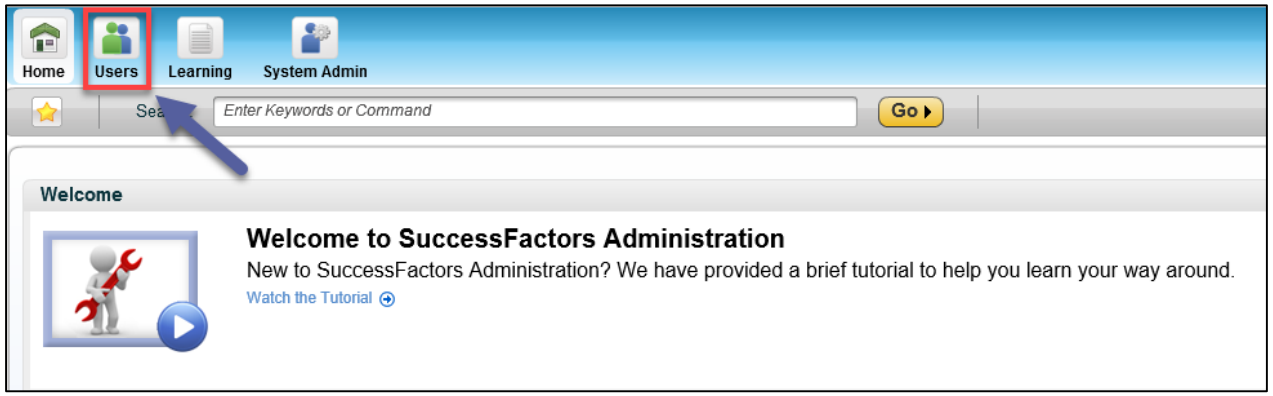
Remove Programs – User Needs Mgmt

Users > Tools > User Needs Mgmt

1



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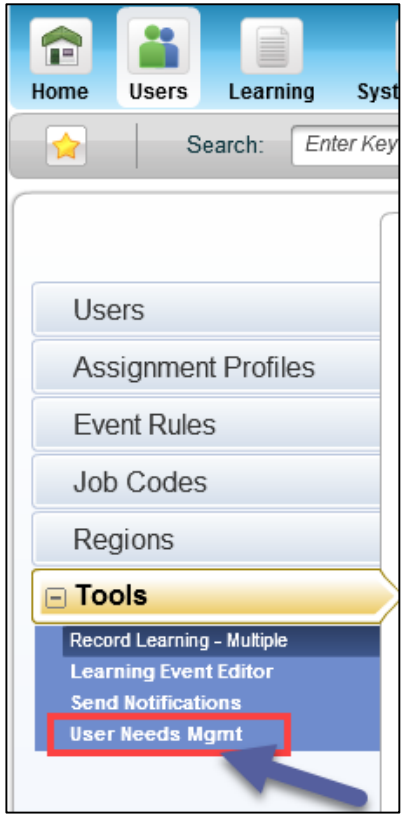

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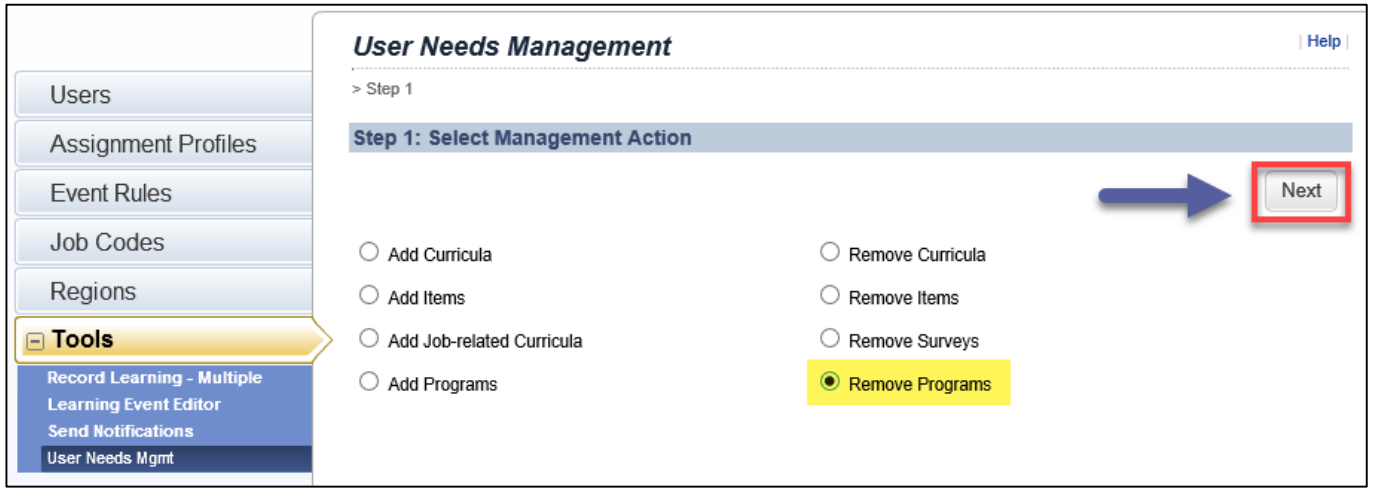

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User Management

Assign Programs

Via Program Administration Page

Via User Needs Mgmt

Remove Programs

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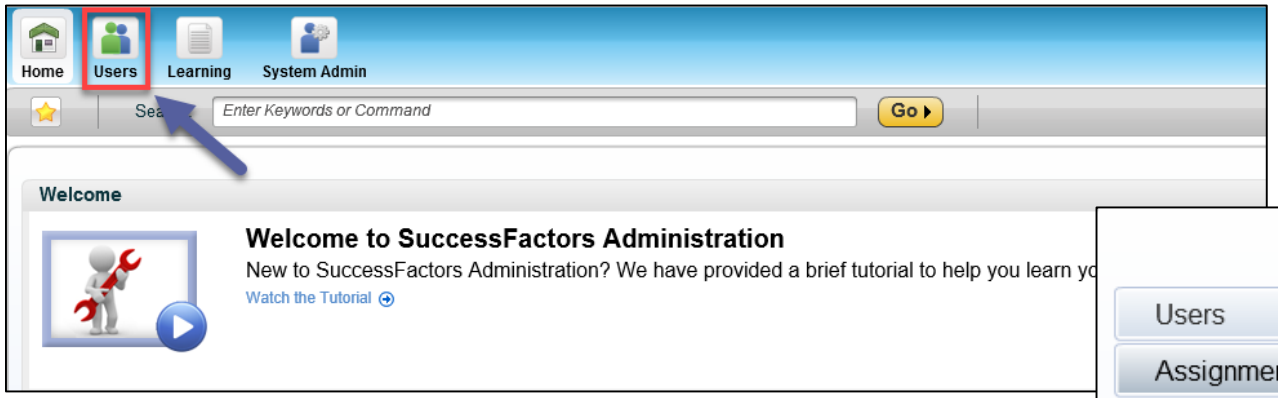
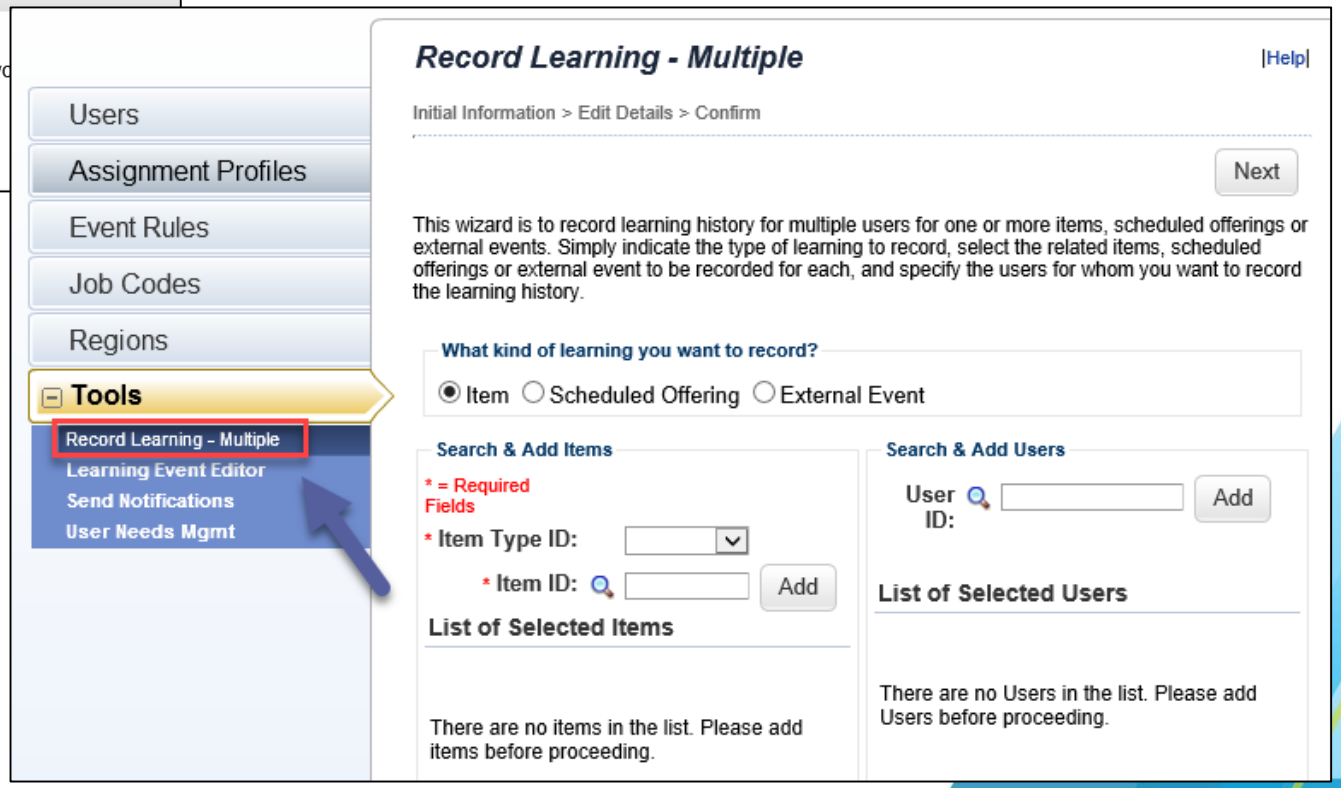
User Management – Record Item Completion

Users > Tools > Record Learning - Multiple





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Record Item Completion

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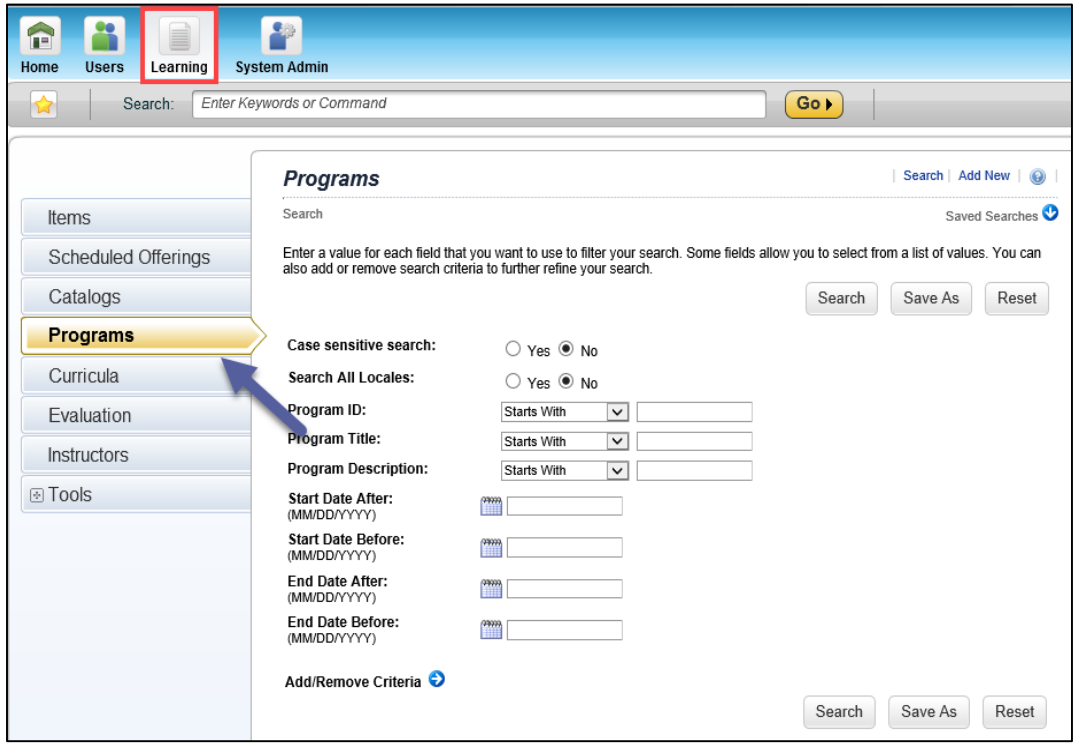
Notifications

Learning > Programs> Send Notifications

1



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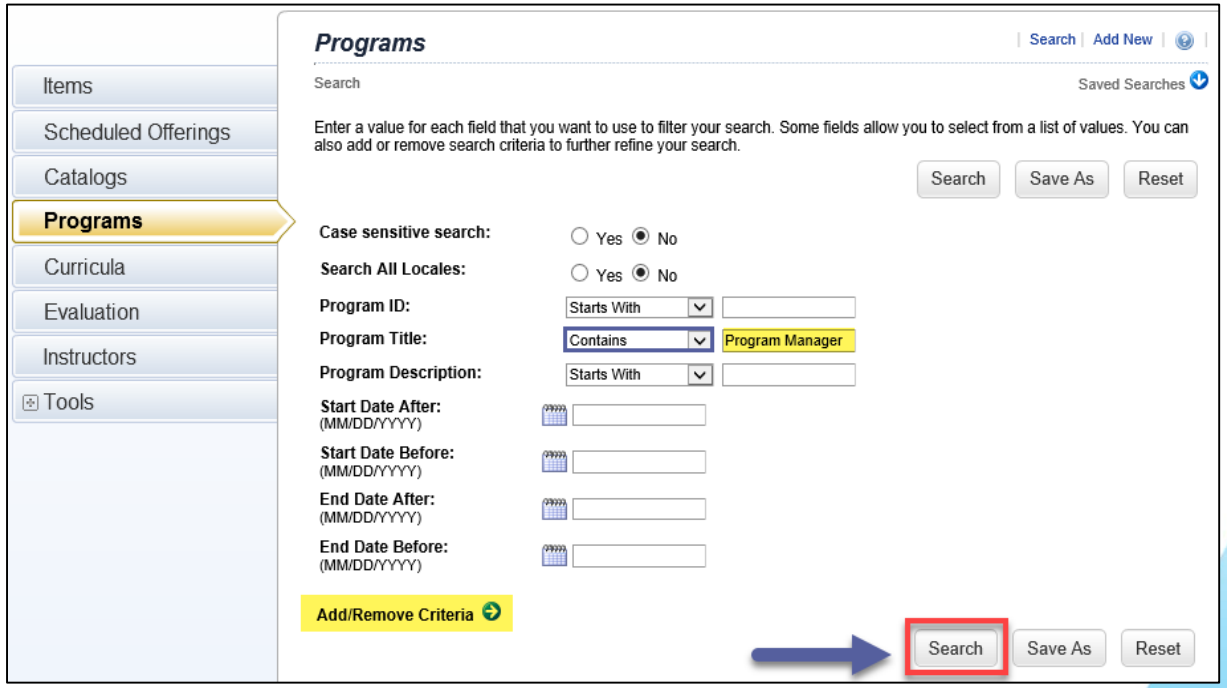

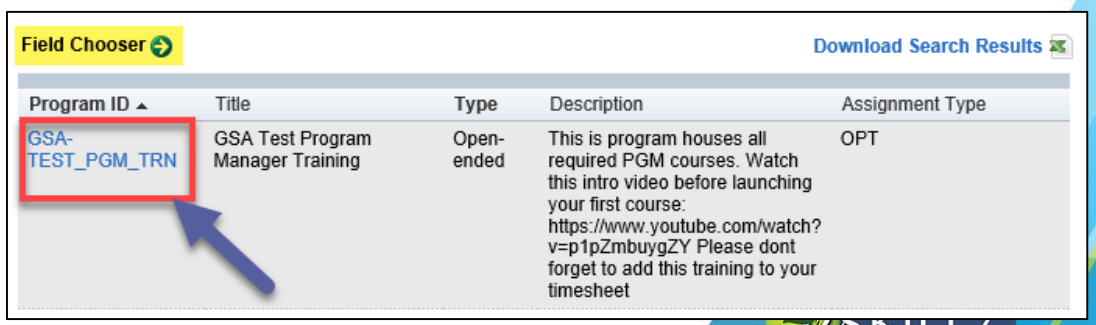

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Notifications…continued

3

Search Results

GSA Test Program Manager Training

GSA-TEST_PGM_TRN

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

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

Background Research

Assignment

0 Assignment profiles

Publishing

2 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

4

Send Notifications | Help |

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Add/Remove Users

Previous | Next

Add Users to Criteria

Enter User ID or add one or more from list.

User ID: Add

Update Users

confirmed user(s)

Apply Changes | Reset

Select All / Deselect All

User ID	User Name	Remove
EsilozaOmoh	Omoh, Esiloza	☐

Apply Changes | Reset

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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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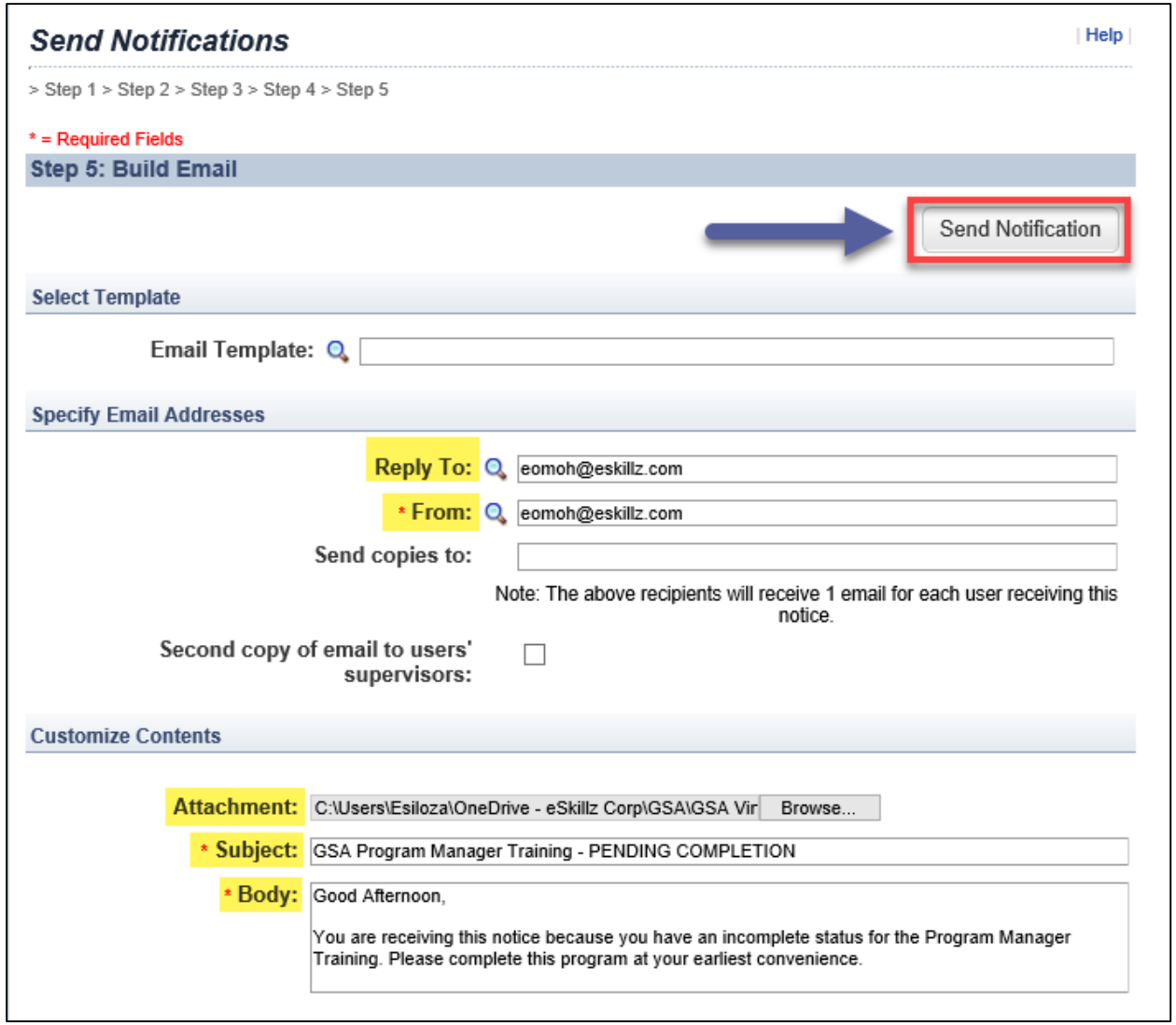
Notifications…continued



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Notifications

Send Notification

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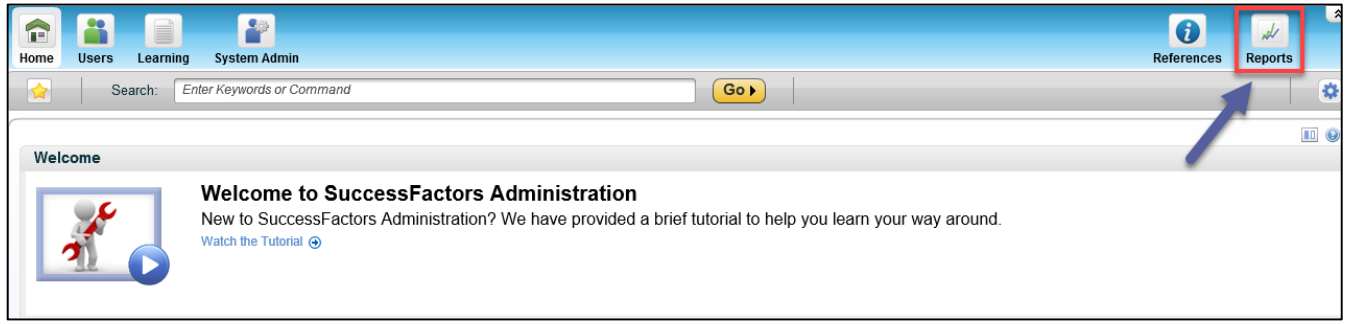
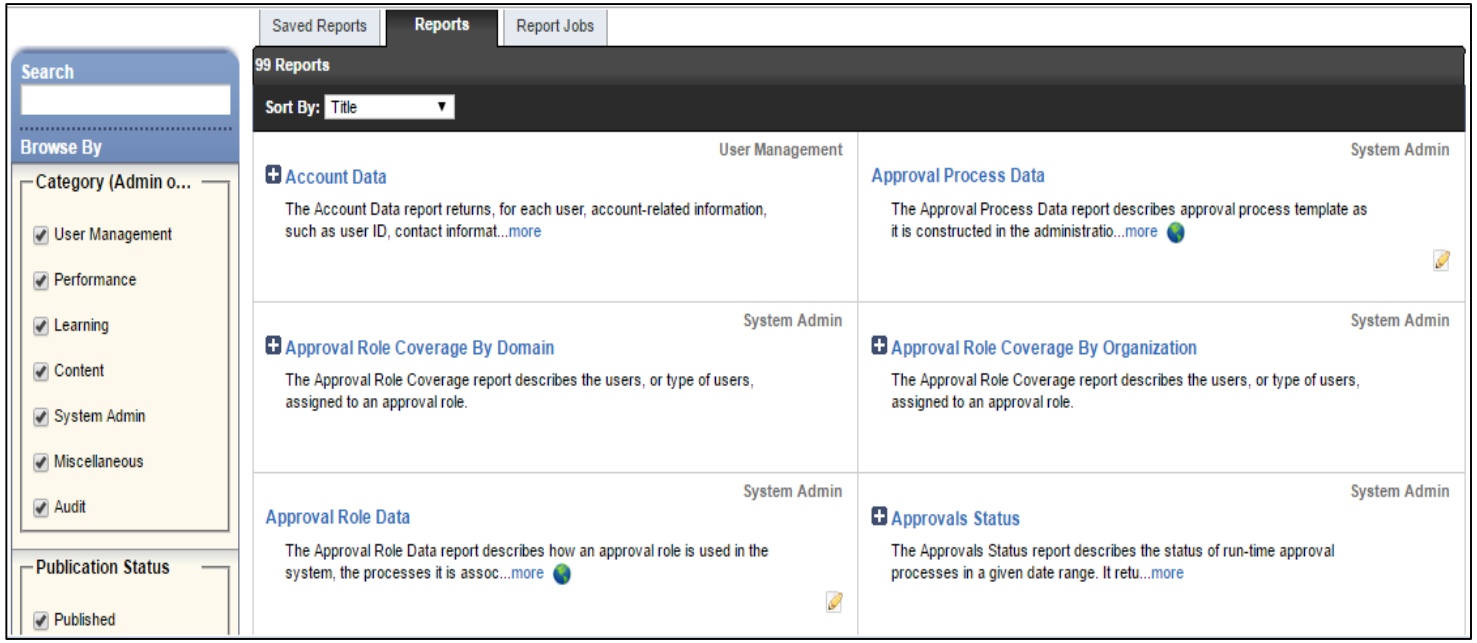
Reporting





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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 program(s) 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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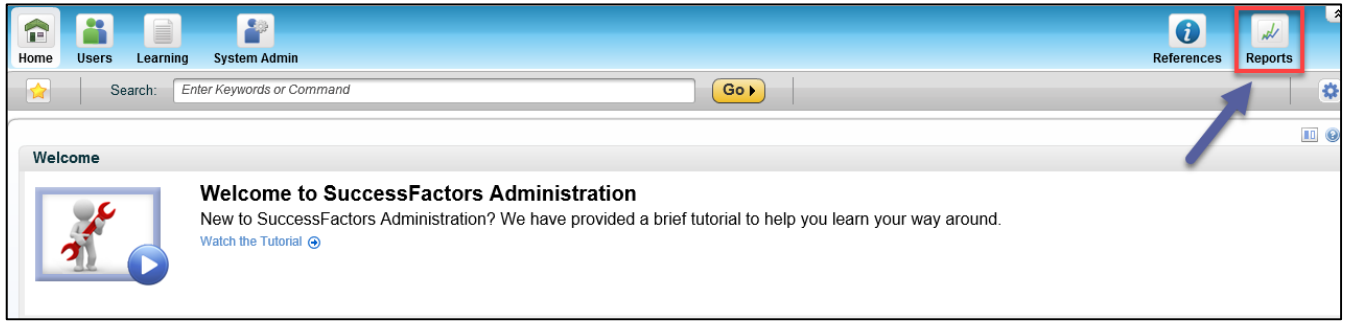
Program Status Report

1



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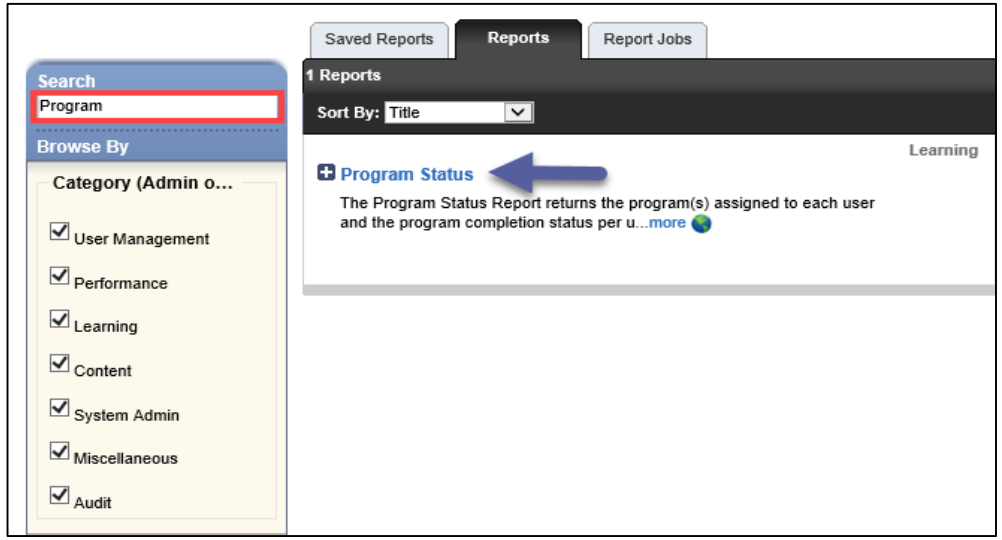

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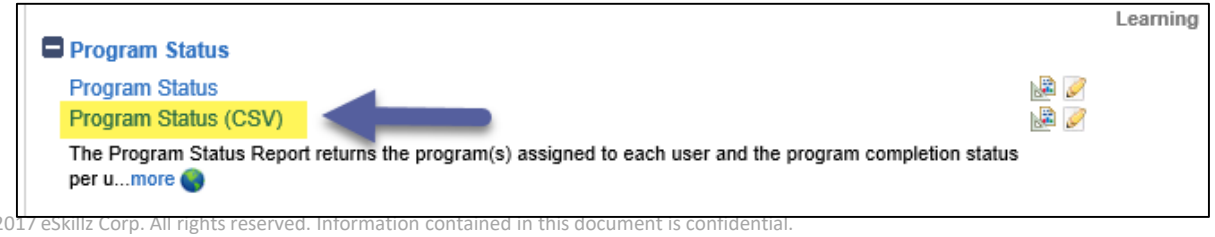

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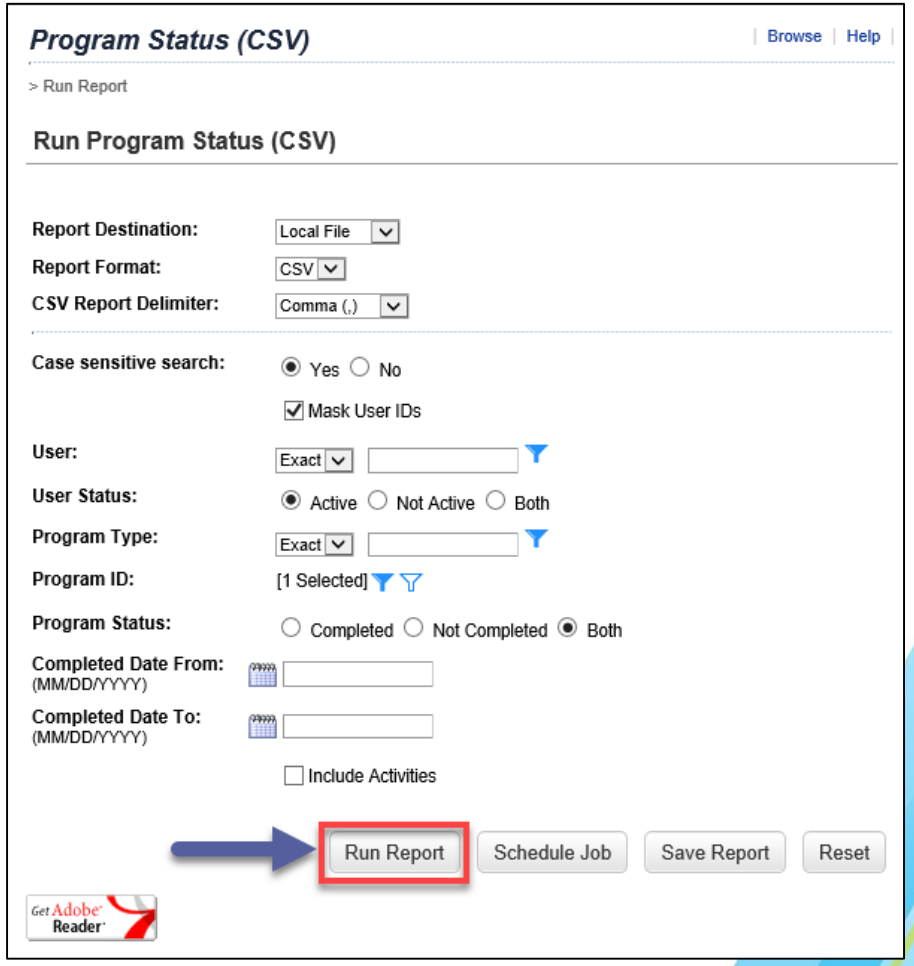

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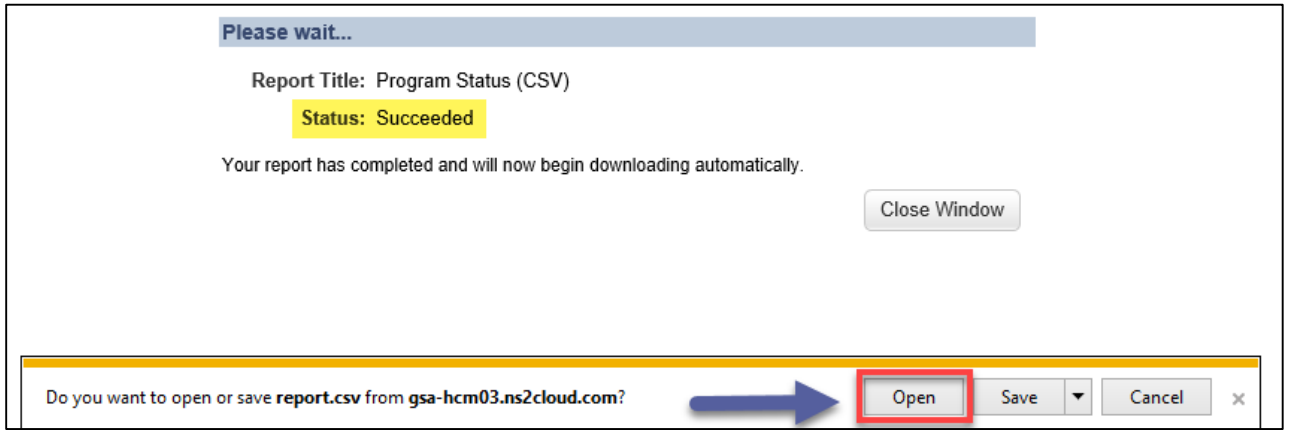
Program Status Report…continued



Program ID	Program Type	Program Period	User ID	Last Name	First Name	MI	Assignment Date	Assignment Type	% of Completion	Completion Date	Completion Status
GSA-NEW-SUPV-TRNG	Duration-based	52 week(s)	*********	[illegible]	[illegible]	[illegible]	5/25/2016	REQ	100	4/17/2017 01:56 PM	Program Completed
GSA-NEW-SUPV-TRNG	Duration-based	52 week(s)	*********	[illegible]	[illegible]	[illegible]	8/25/2015	REQ	0		
GSA-NEW-SUPV-TRNG	Duration-based	52 week(s)	*********	[illegible]	[illegible]	[illegible]	3/24/2017	REQ	19.05		
GSA-NEW-SUPV-TRNG	Duration-based	52 week(s)	*********	[illegible]	[illegible]	[illegible]	5/18/2015	REQ	61.9		
GSA-NEW-SUPV-TRNG	Duration-based	52 week(s)	*********	[illegible]	[illegible]	[illegible]	3/6/2016	REQ	57.14		
GSA-NEW-SUPV-TRNG	Duration-based	52 week(s)	*********	[illegible]	[illegible]	[illegible]	5/31/2015	REQ	42.86		
GSA-NEW-SUPV-TRNG	Duration-based	52 week(s)	*********	[illegible]	[illegible]	[illegible]	11/3/2016	REQ	100	1/18/2017 05:58 PM	Program Completed

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Program Status Report

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Program 102 Training Recap

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

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GSA OLU Curricula Training – SIGN UP NOW!

Curricula 101 Objectives

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

Curricula 102 Objectives

- 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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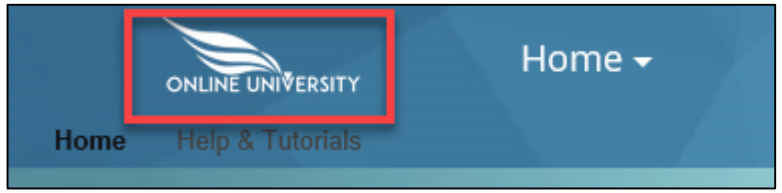
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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

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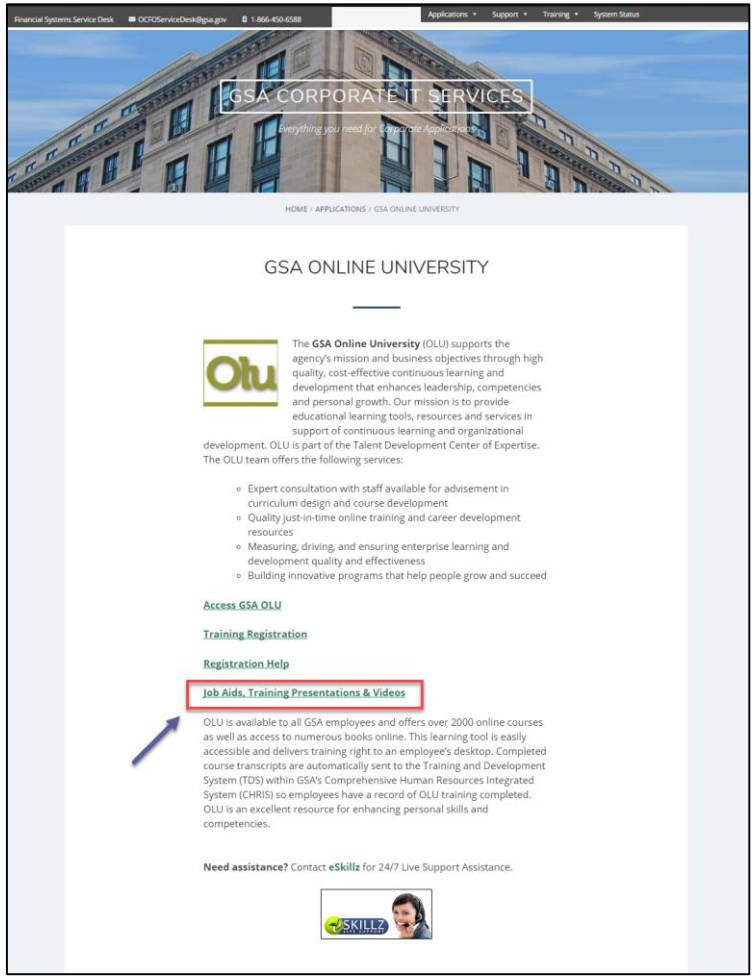
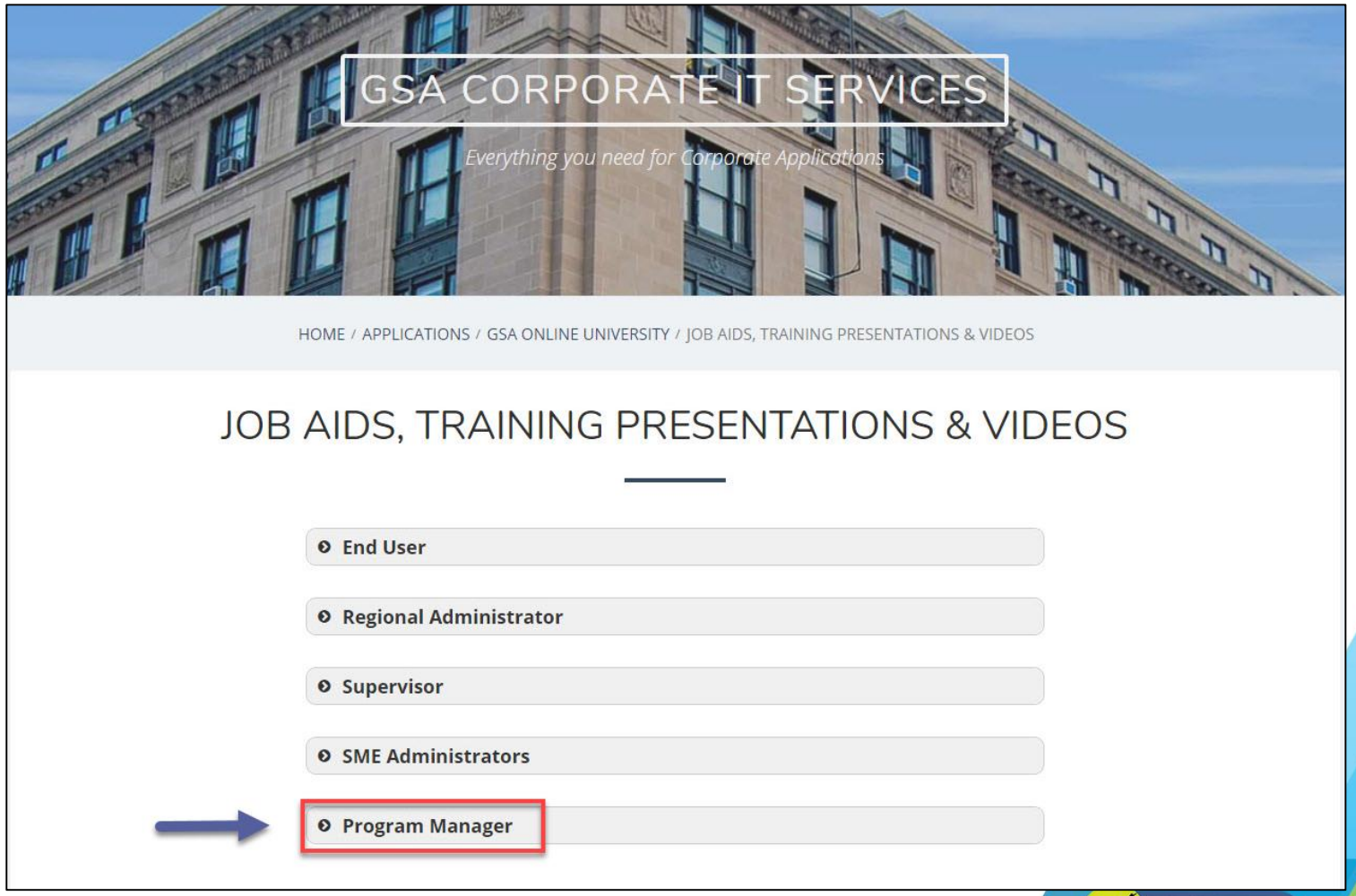
For More Information

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





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Thank you!

For more information, please contact:

GSA OLU Team