GSA ONLINE UNIVERSITY

GSA OLU
Regional Admin Training 201

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Regional Administrator Contacts

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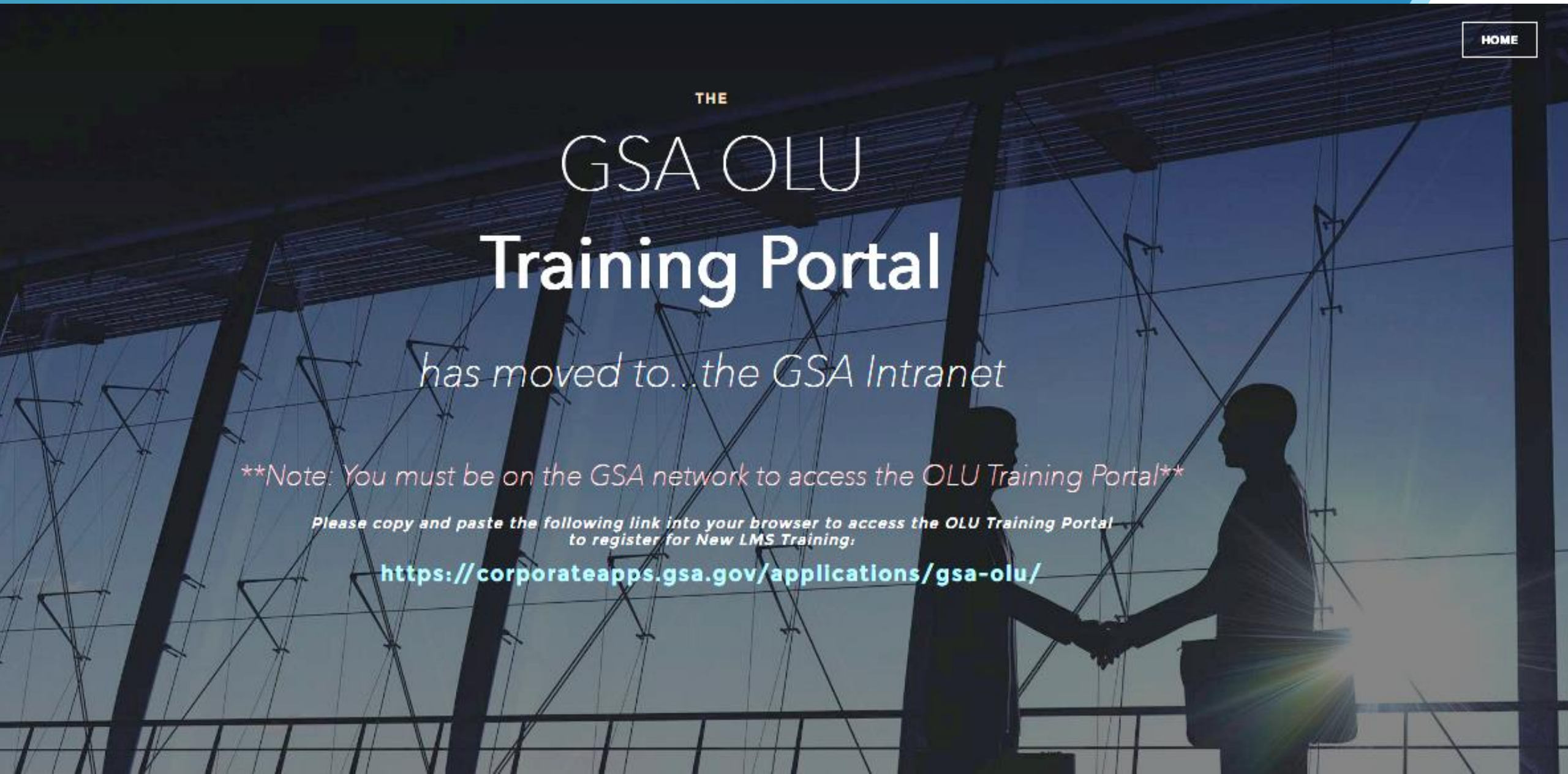
For More Information



Regional Admin Training 201

Training Objectives

- GSA OLU Homepage Overview
- Admin Center
- Learning Administration
  - View Items
  - Scheduled Offering Administration
    - SO Search
    - SO Management

Regional Admin Training 202

Training Objectives

- Scheduled Offering Administration (continued)
  - Segment Management
  - Registration Management
  - View Roster
  - Record Learning

Regional Admin Training 203

Training Objectives

- Scheduled Offering Administration (continued)
  - Notifications
  - Resources
    - Contacts
    - Learning Delivery Cost
- Reporting

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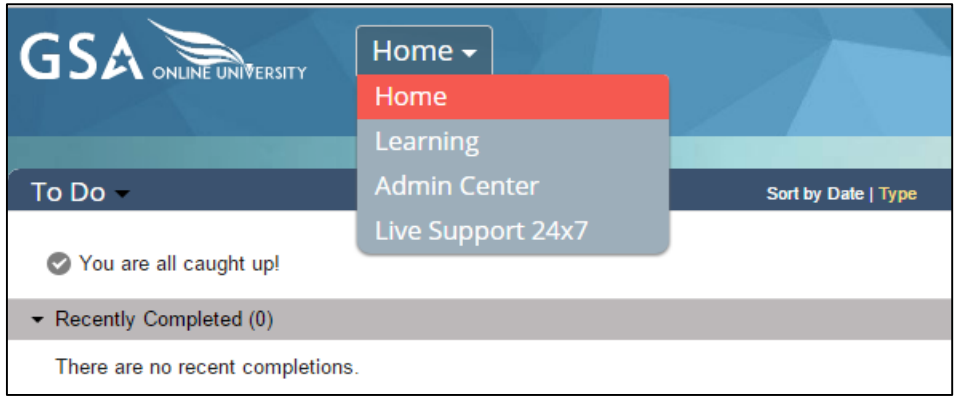
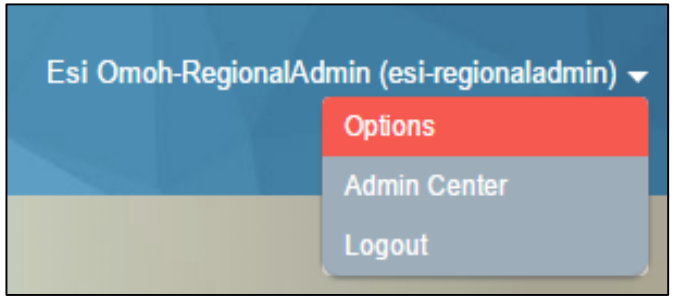
GSA OLU Homepage Overview

Homepage Features

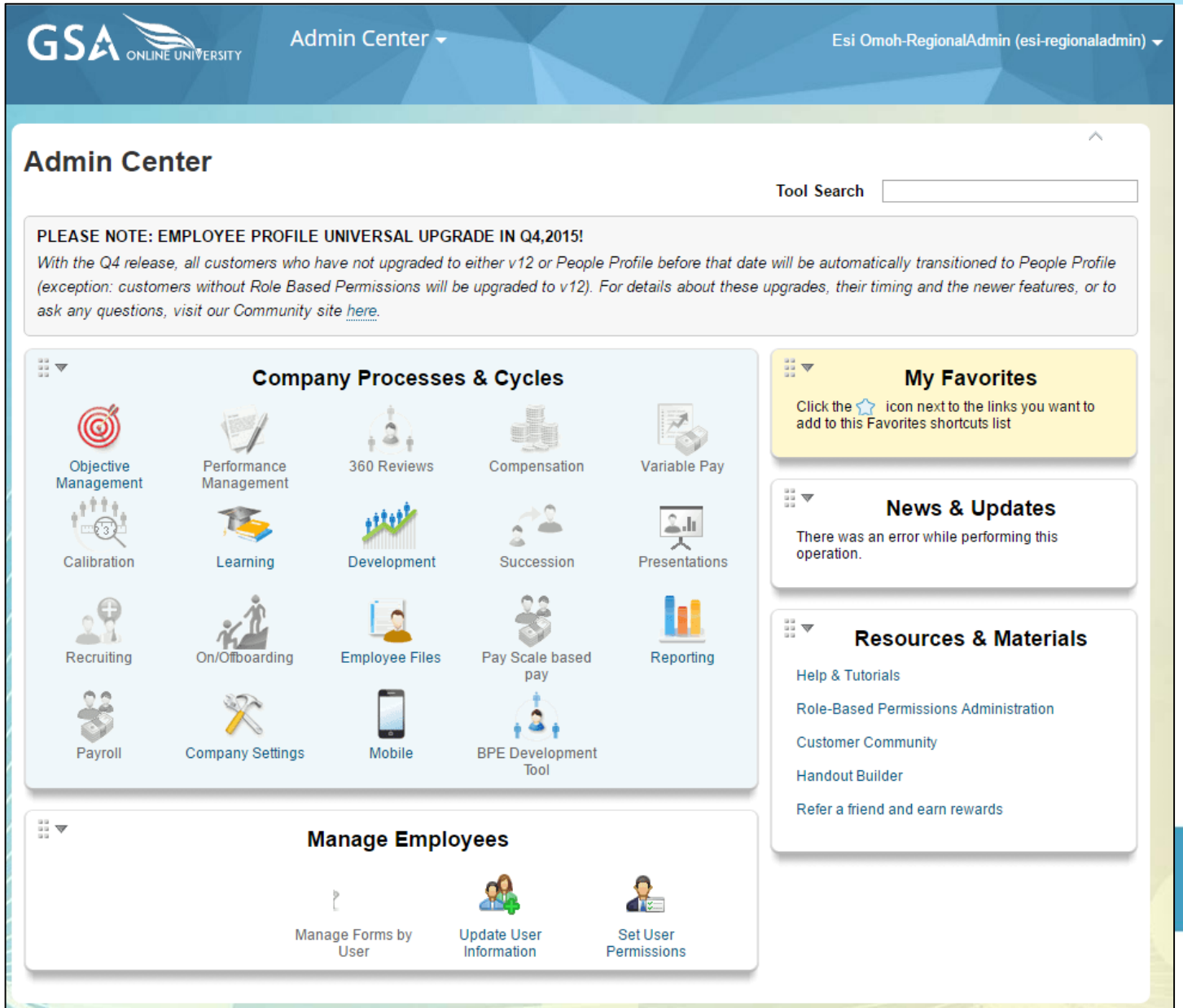
Main Menu Navigation



Homepage Options



Admin Center



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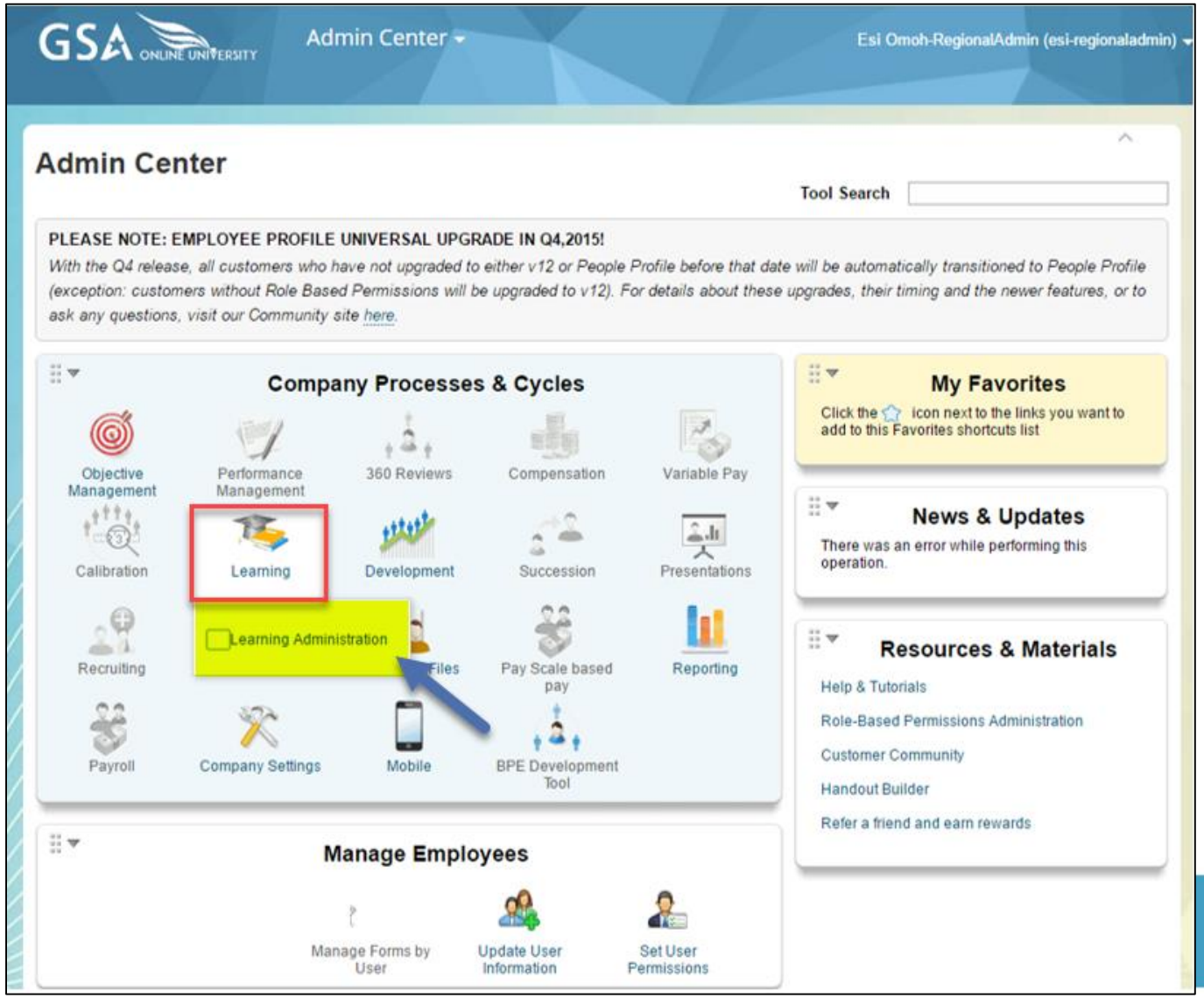
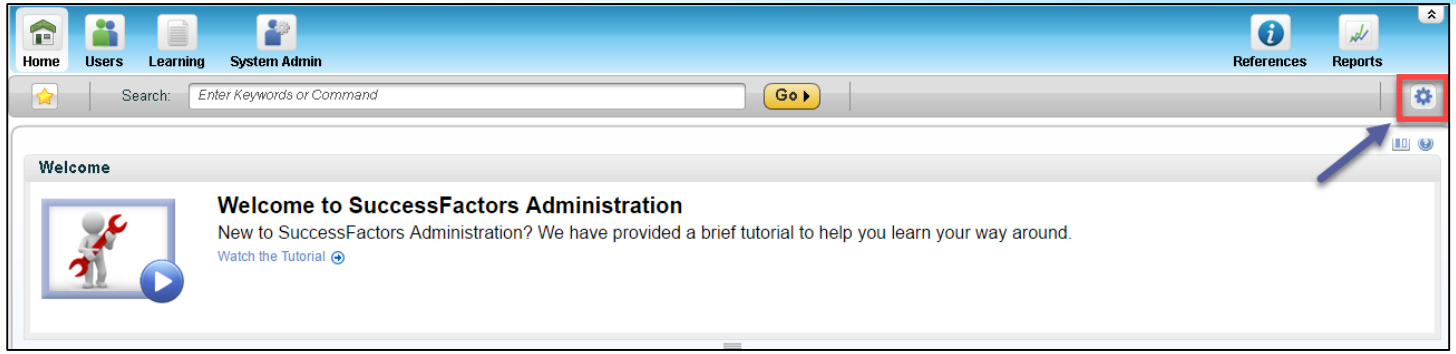
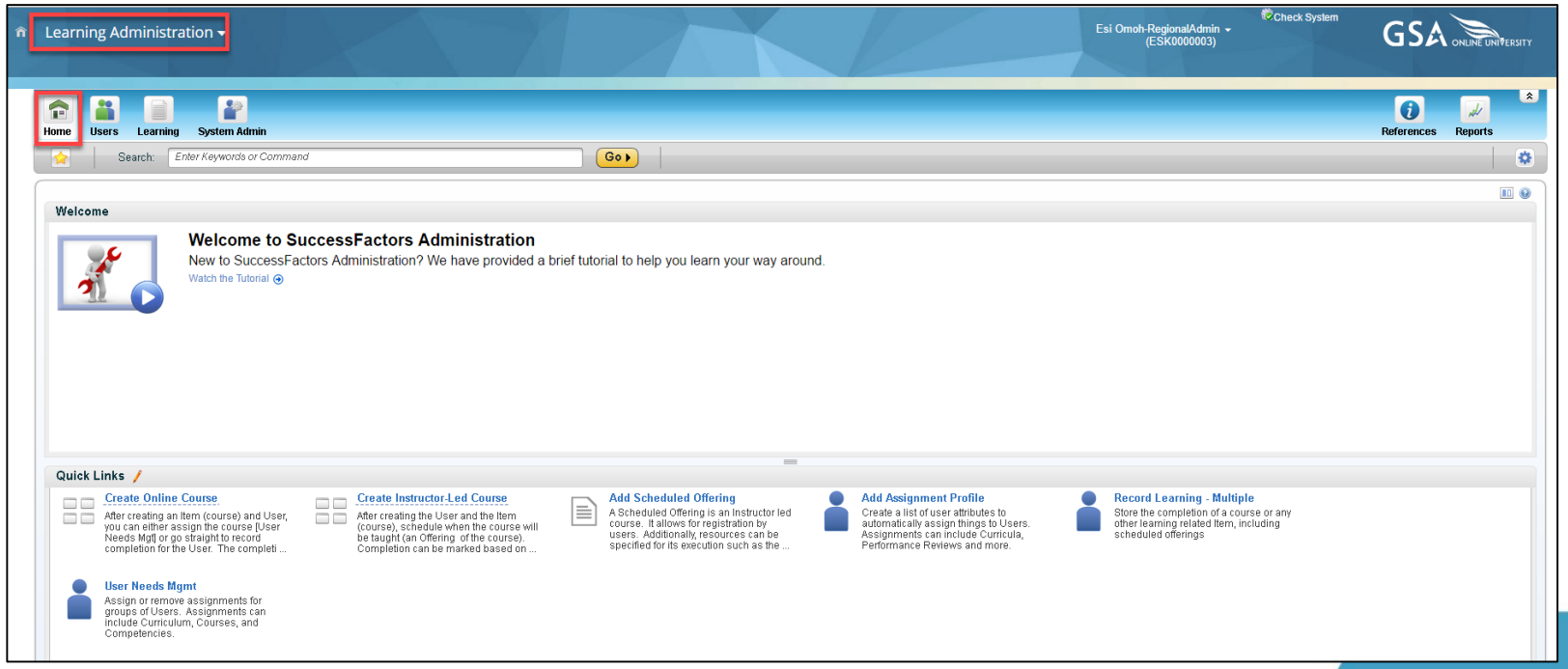
Admin Center – Learning Administration



Admin Center – Learning Administration Page



Change Admin Preferences: locale, time zone, and currency



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Admin Center – Learning Administration

OLU Homepage (brief overview)

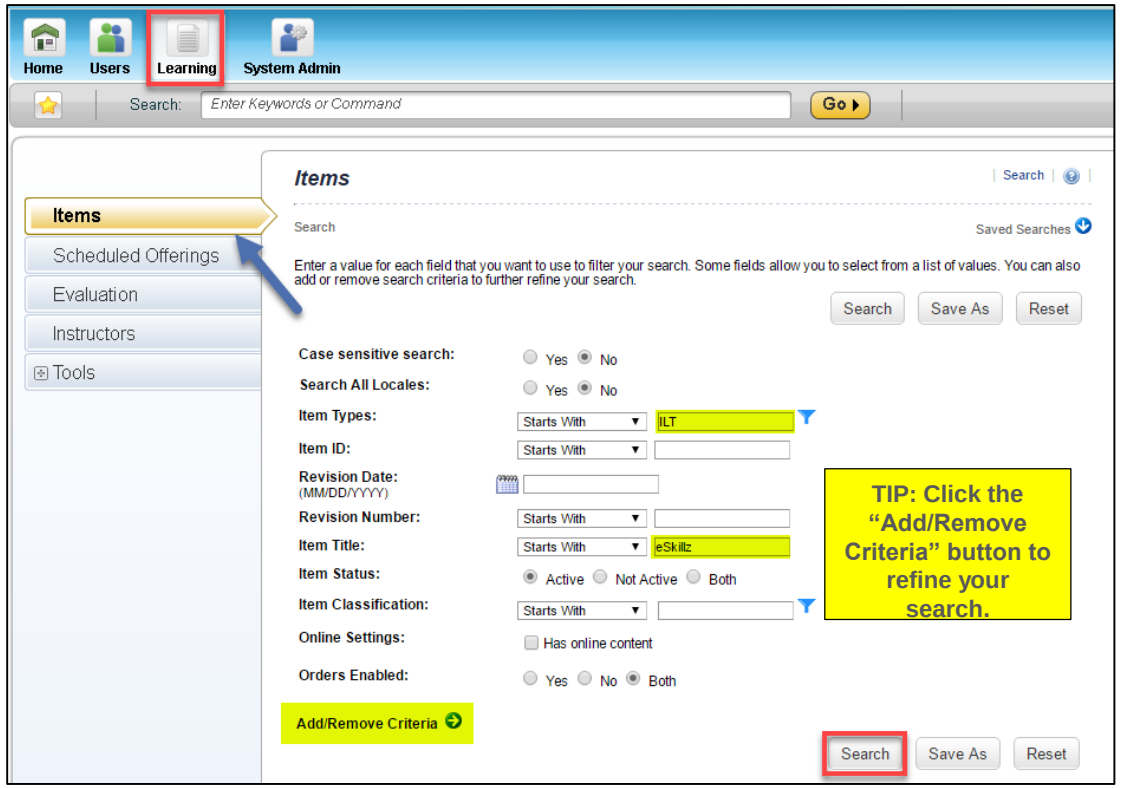
Admin Center Navigation

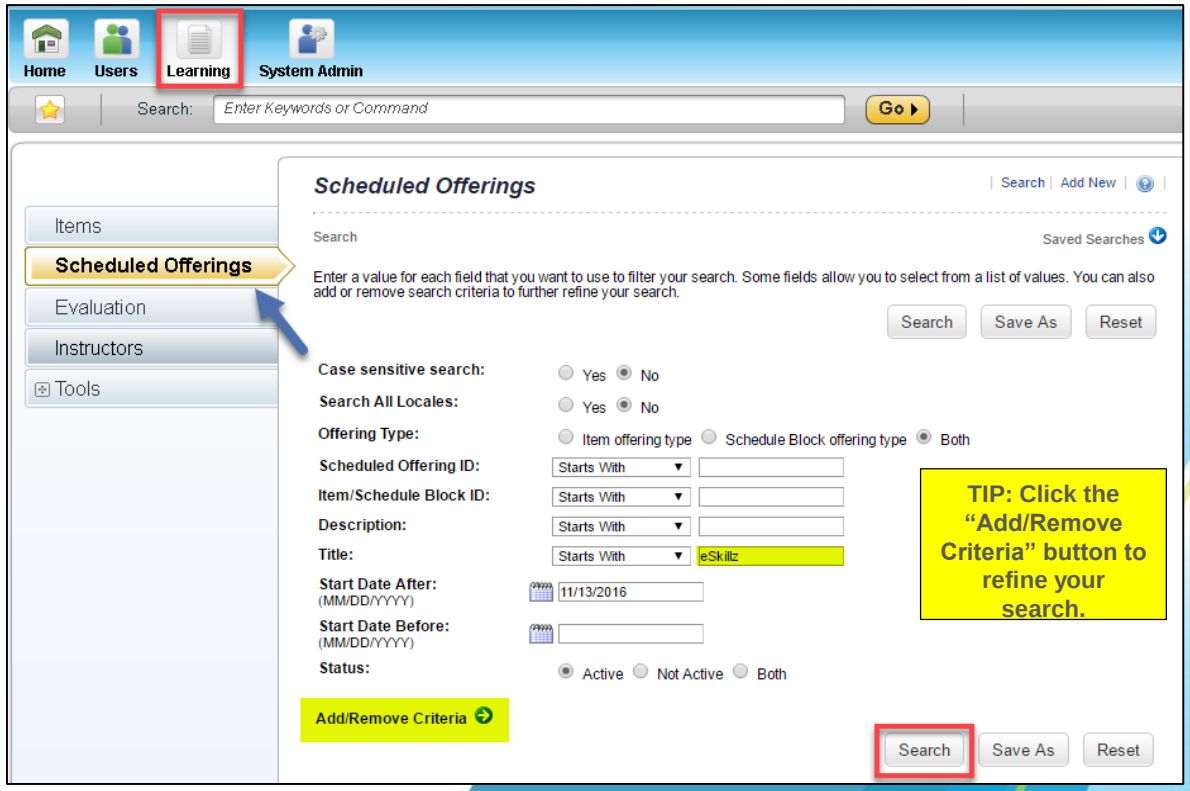
Learning Administration

Scheduled Offerings

A Scheduled Offering (SO) is an ILT that has been scheduled with a start date and time. There are two ways to access a SO:

- Via Learning > Items (Item Administration page) – Create a new SO
- Via Learning > Scheduled Offerings – View existing SO

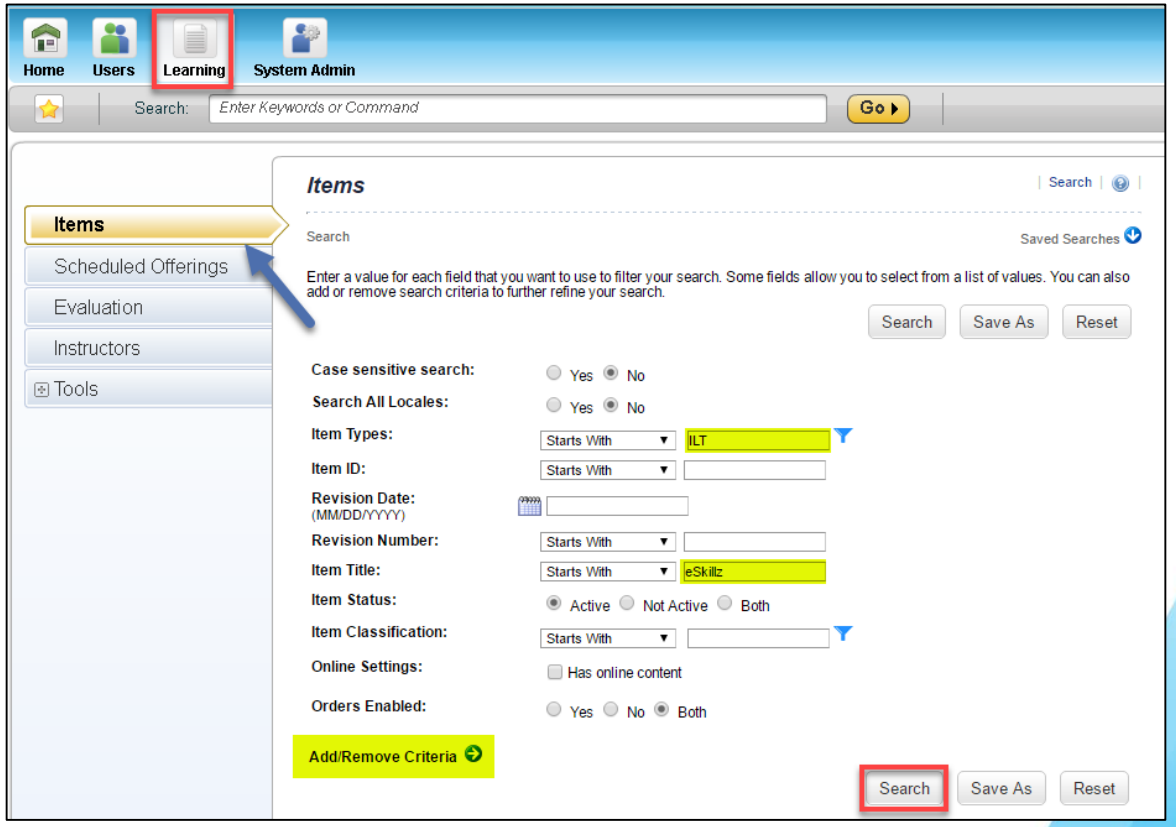




Learning > Items (Item Administration page)

An item is “an assignable unit that can be tracked. It may be a learning or non-learning activity”.

- **Access SO** via Learning > Items (Item Administration page)
  - Search Item
  - View Item
  - Item Administration Page
  - Navigate to SO Administration Page

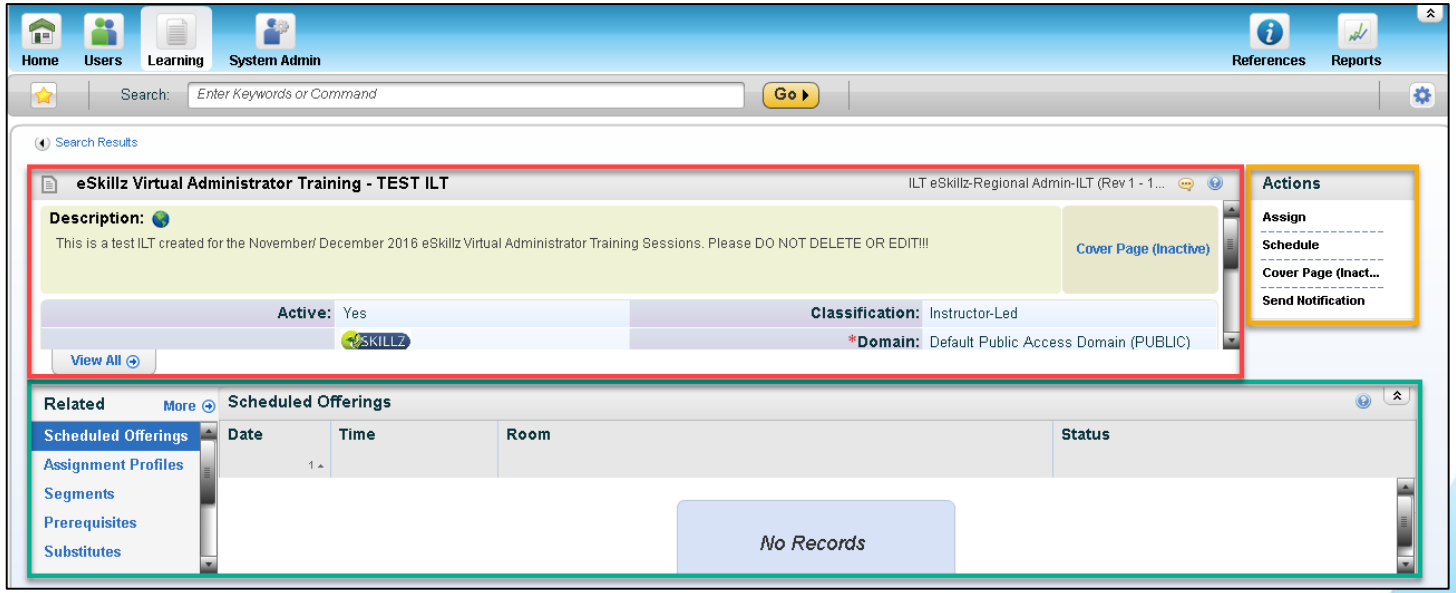


Item Administration Page

Core Area (top left): Contains the ILT's basic information.

Actions Menu (top right): Displays additional actions that can be performed at the ILT level.

Related Menu (bottom half): Displays major tabs related to important ILT components (ex: Scheduled Offerings). Click **More** to see additional Related tabs.



Access SO via Items Page

Learning > Items

Search Item

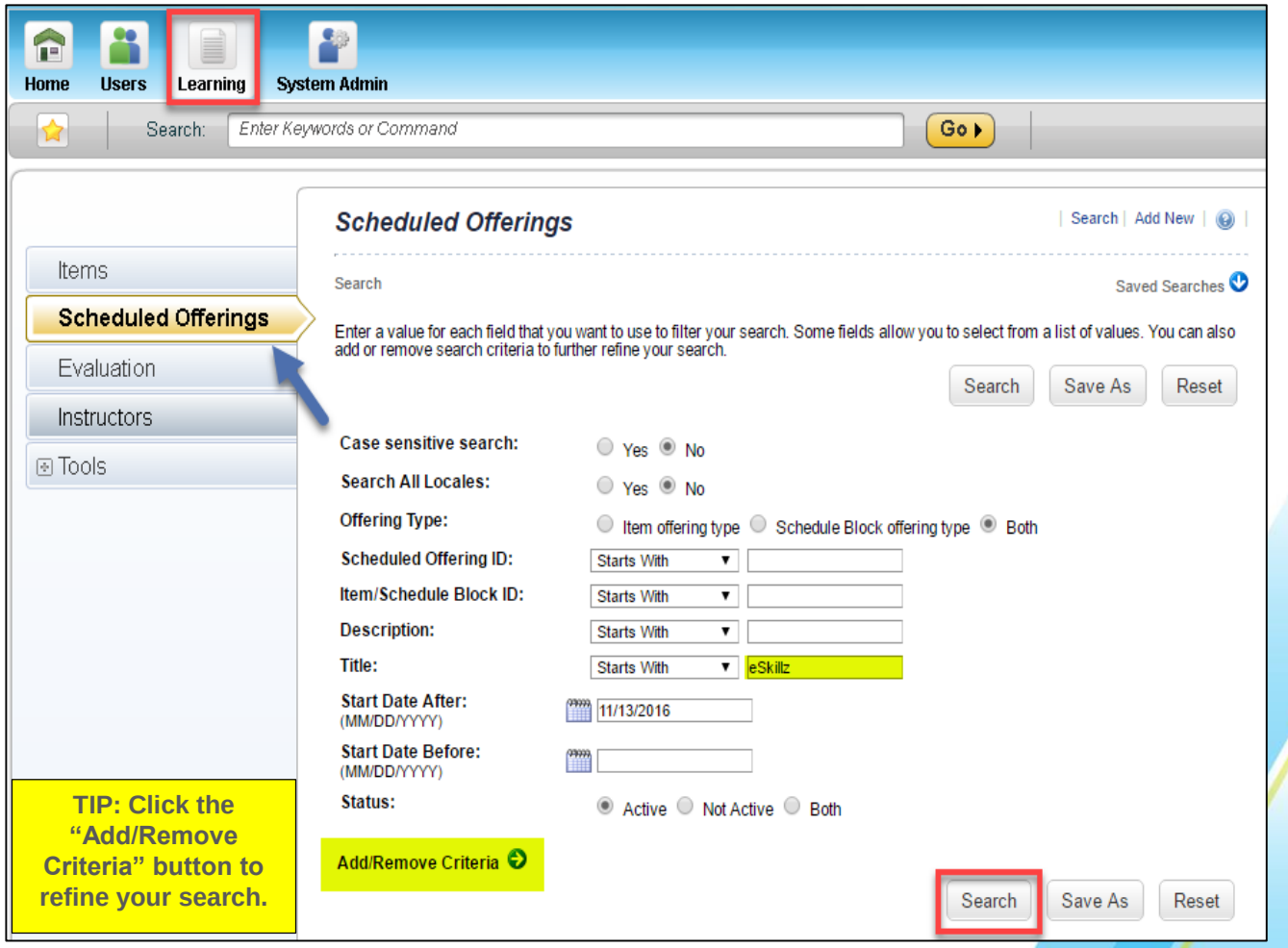
View Item

Item Administration Page

Learning > Scheduled Offerings

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

- **Access SO** via Learning > Scheduled Offerings
  - View/ Search Existing SO
  - Scheduled Offering Administration Page



Access SO via Scheduled Offerings Page

Learning > Scheduled Offerings

Break Time

Please be back at your computer in minutes.

Access SO via Scheduled Offerings Page

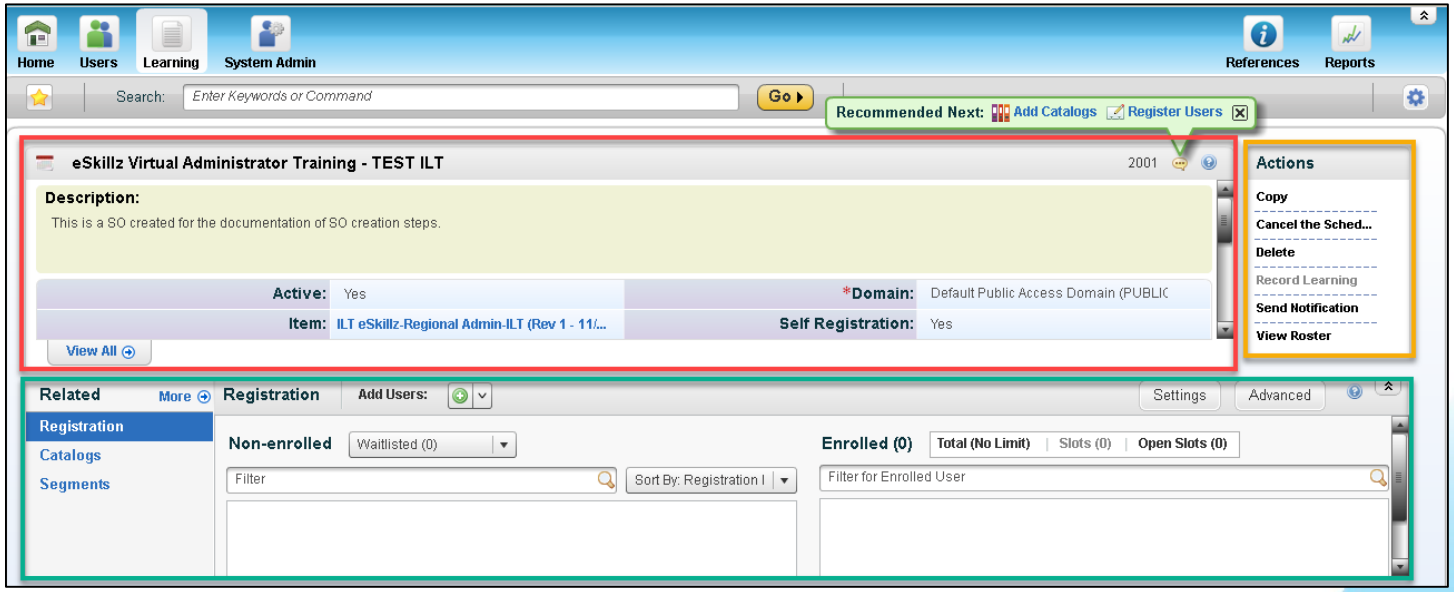
Learning > Scheduled Offerings

Scheduled Offering Administration Page

Core Area (top left): Contains your SO's basic information.

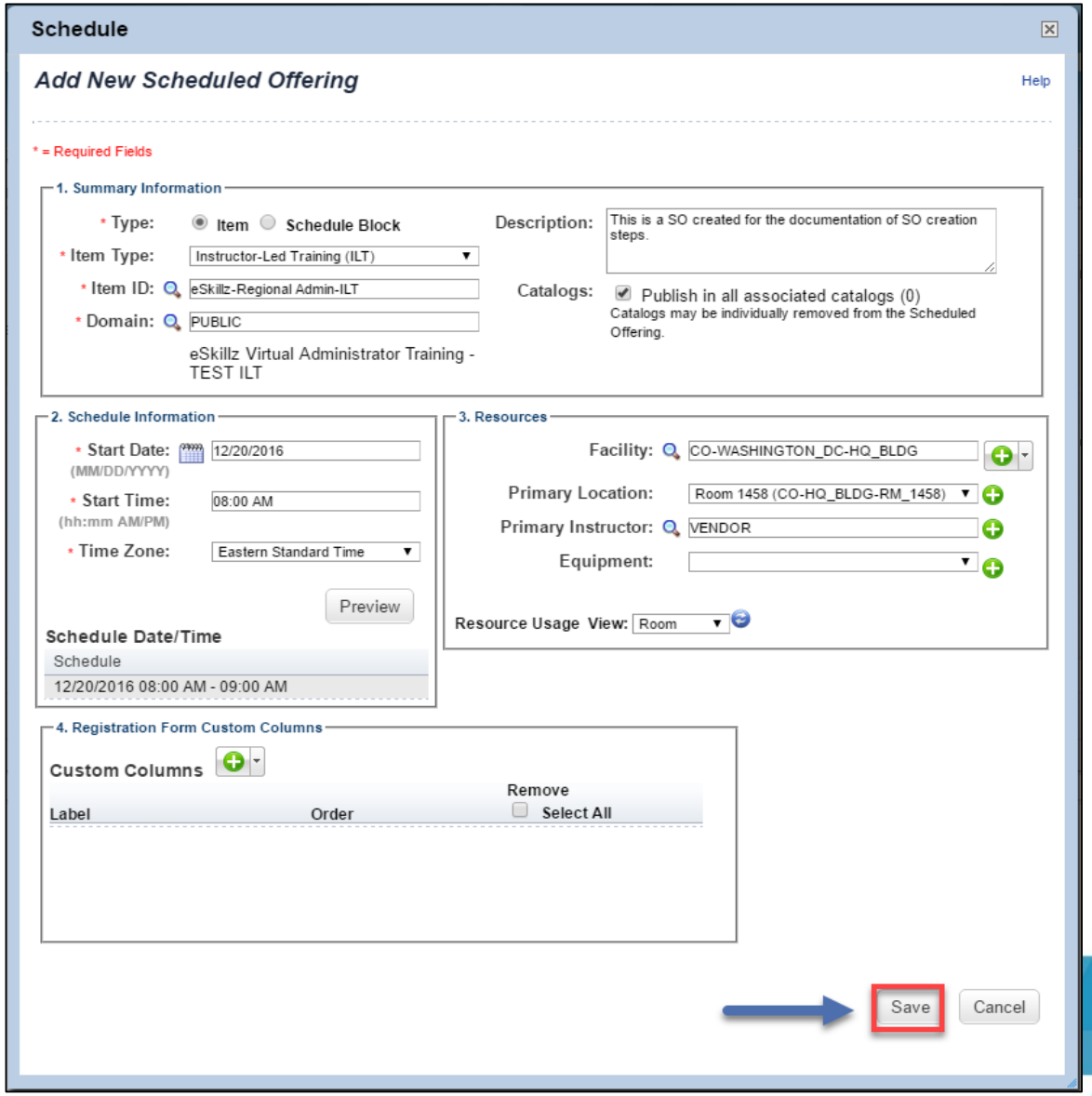
Actions Menu (top right): Displays additional actions that can be performed at the SO level.

Related Menu (bottom half): Displays major tabs related to important SO components (ex: Registration). Click **More** to see additional Related tabs.



Scheduled Offering Administration

- Create SO
- Copy SO
- Cancel SO
- Delete SO



Scheduled Offering Administration

View/ Search Existing SO

Create SO

SO Administration Page

Copy SO

Cancel SO

Delete SO

Regional Admin Training 201 - RECAP

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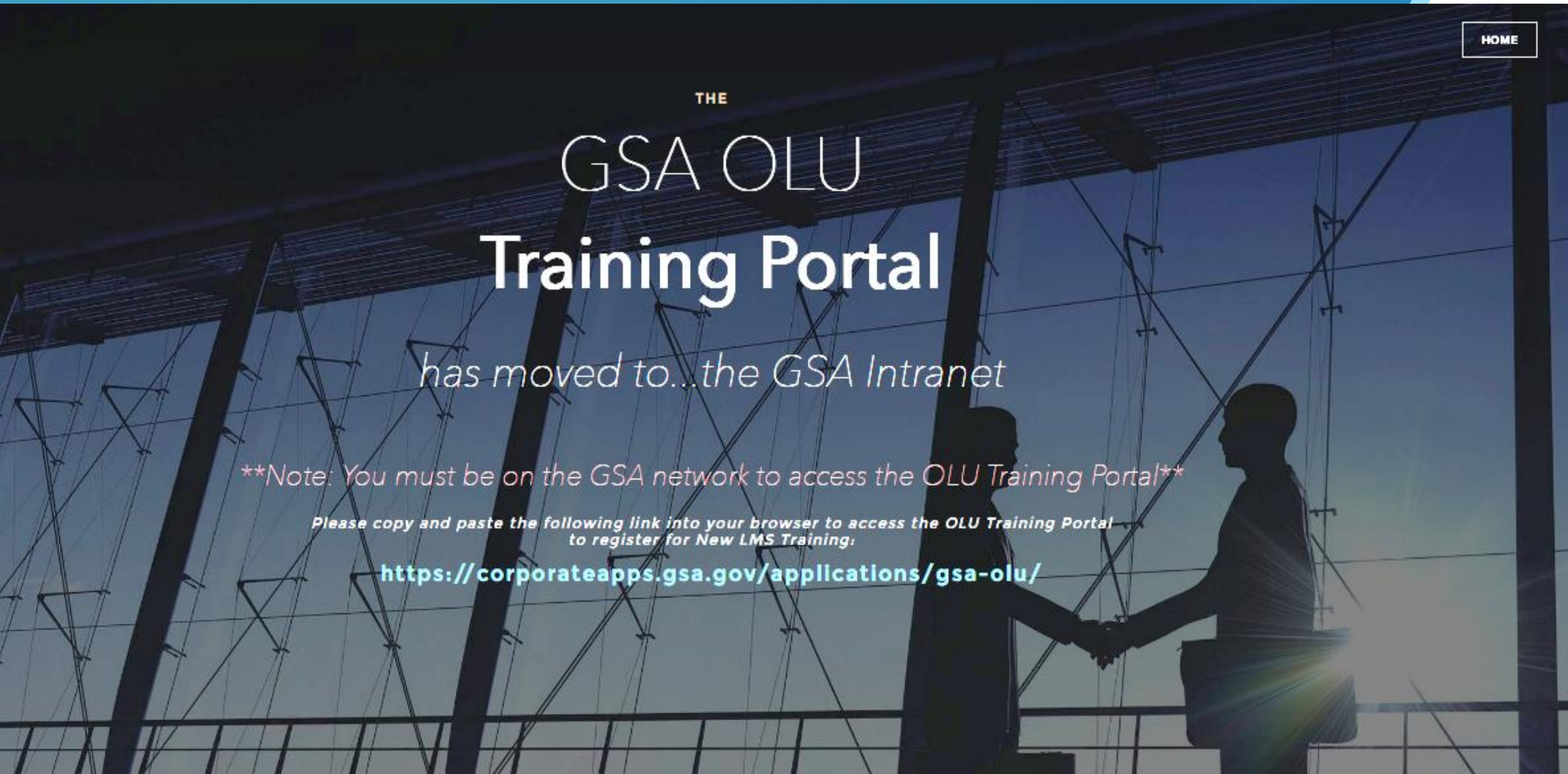

Thank You!

The Support You Need, When You Need It.

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