GSA ONLINE UNIVERSITY

GSA LMS MIGRATION JOB AID SERIES

Getting started:

GSA ONLINE UNIVERSITY

SME Administrator 101 Job Aid

SME Administrator 101 Job Aid Overview

This job aid provides step-by-step instructions for tasks relevant to SME Administrators of the GSA OLU (powered by SAP). Topics covered in this job aid include: OLU site access, Homepage navigation (brief overview), Admin Center navigation, Items overview, Scheduled Offering (SO) overview & creation, registration management, viewing/ printing rosters, and recording learning.

Powered by: eSKILLZ

Table of Contents

TASKS COVERED IN THIS JOB AID:

HOW TO ACCESS 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

ITEMS OVERVIEW 13
Items Area Navigation 13
Searching for an Item 14
Item Administration Page 16

SCHEDULED OFFERING ADMINISTRATION 17
Scheduled Offering Navigation 17
Scheduled Offering Search 18
Via the Items Tab (Item Administration Page) *18*
Via the Scheduled Offerings Tab *20*
Scheduled Offering Administration Page 22
Scheduled Offering Creation 23
Registration Management 30
Enroll Users in a SO *30*
Unenroll Users from a SO *32*
View/ Print Scheduled Offering Roster 34
Record Learning 42

SME Administrator 101 Job Aid

HOW TO ACCESS THE GSA OLU SITE (POWERED BY SAP)

Introduction

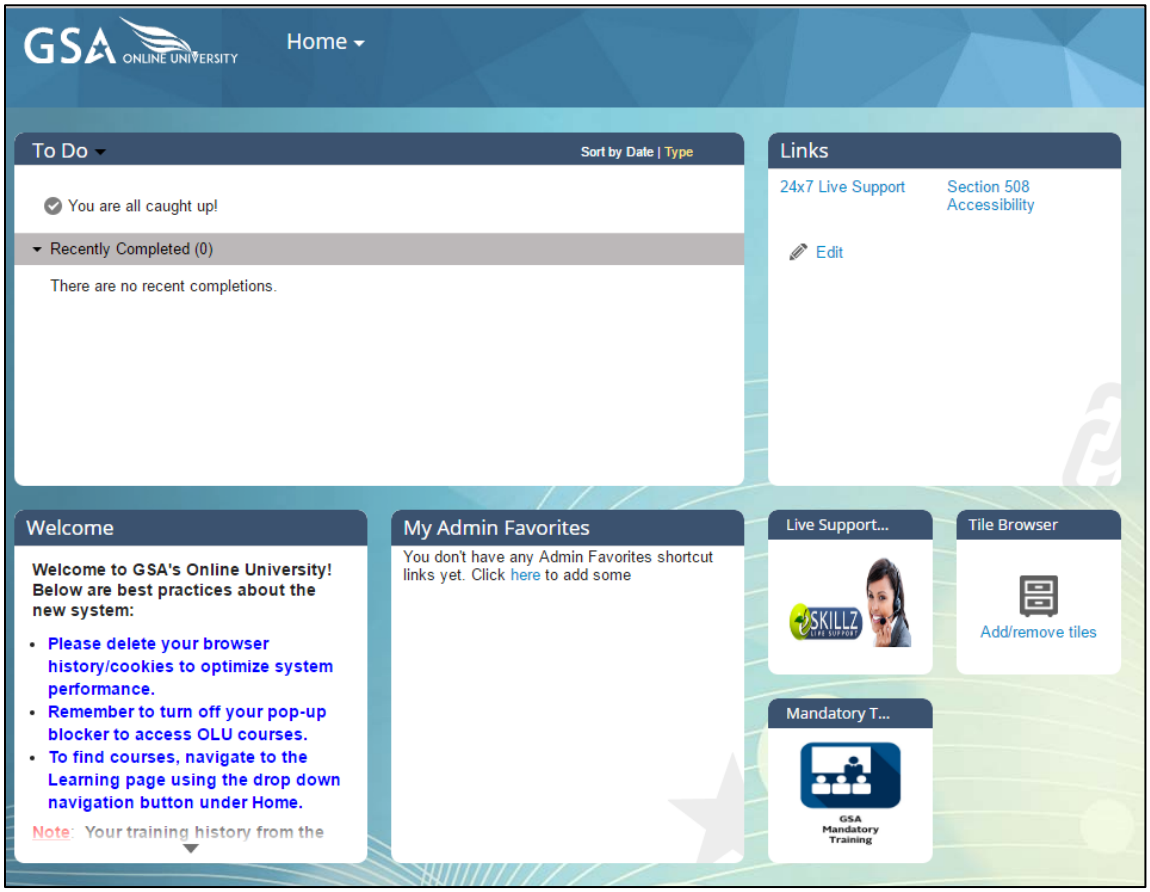
The GSA Online University (OLU) can be accessed via GSA Single Sign-On (SSO) or via a non-SSO direct URL. Please find directions below on the different ways to enter the new SAP site.

SSO Access

Logging in from a GSA Laptop

1. From your GSA laptop, navigate to the following URL: **https://gsaolu.gsa.gov**

2. You will be directed to the new GSA OLU homepage. Please keep in mind that your homepage appearance may differ slightly based on your role (ex: employee vs. supervisor/ manager) or personal tile configuration.



 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

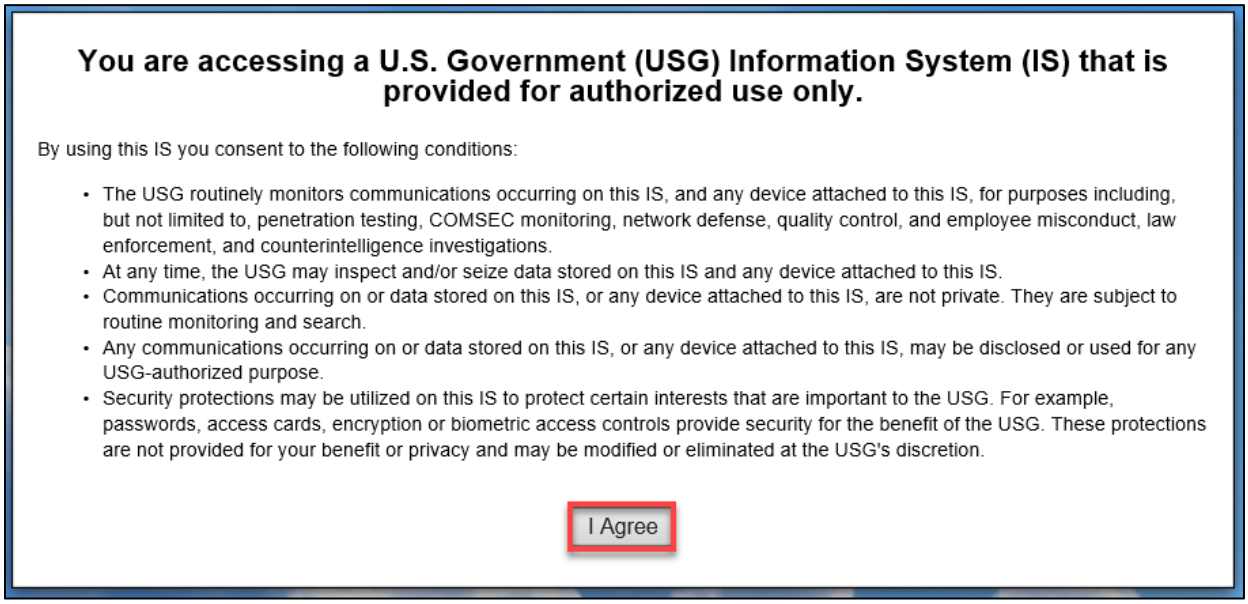
SME Administrator 101 Job Aid

Non-SSO Access (Direct URL)

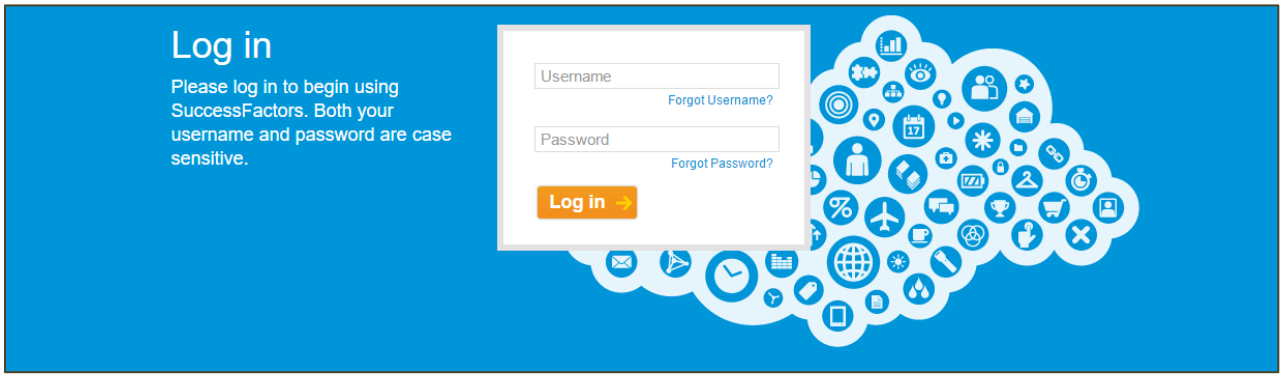
If you are not a GSA employee or you are a GSA employee not accessing via the GSA network (thus not utilizing SSO), you will need to access GSA OLU via a direct URL.

1. Navigate to the following URL: **https://hcm03.ns2cloud.com/login?company=GSAHCM03**.

2. Read the U.S. Government (USG) Information System (IS) consent form and click the "*I Agree*" button. This will take you to the direct system login page for the GSA OLU site.



3. Enter your username and password and click the orange "**Log in**" button.
(Should the login page request a "**Company ID**", please use the following: **GSAHCM03**)

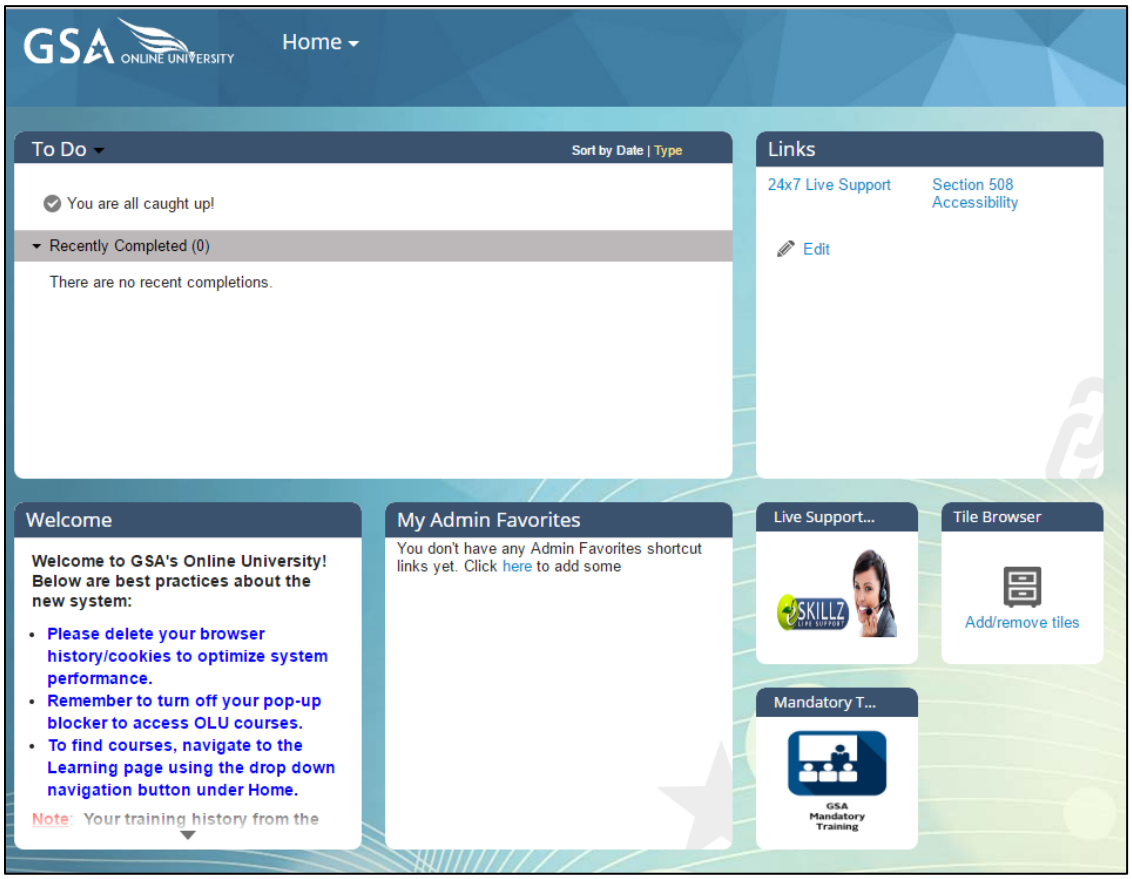


4. You will be directed to the new GSA OLU homepage. Please keep in mind that your homepage appearance may differ slightly based on your role (ex: employee vs. supervisor/ manager)

 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

SME Administrator 101 Job Aid



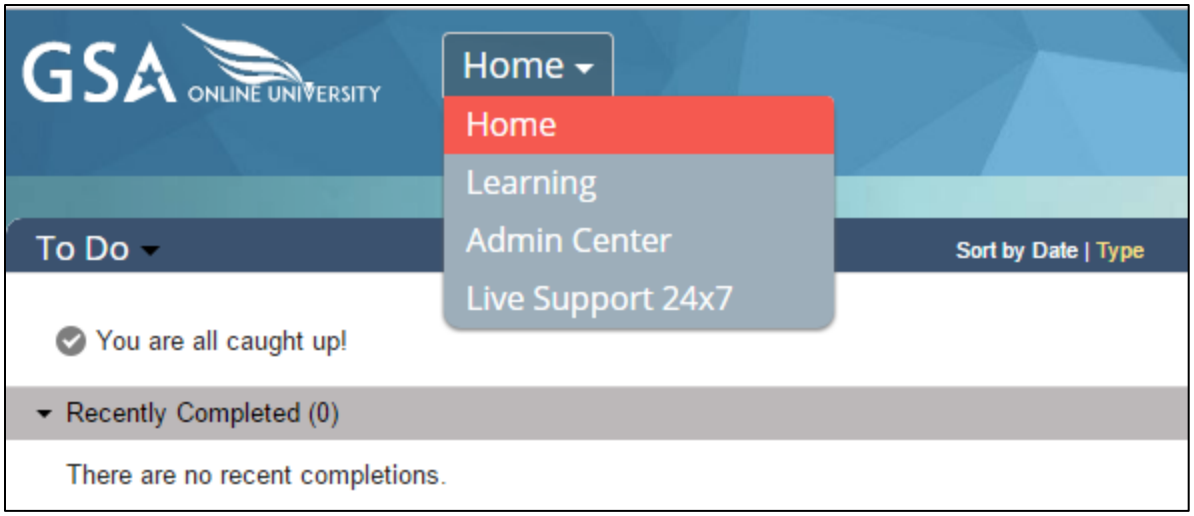
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

GSA OLU HOMEPAGE

Main Menu Navigation

Your GSA OLU Homepage will have a main navigation bar at the top of the page. This navigation bar contains a dropdown menu that lists all the SuccessFactors modules available to you (based on your role), along with links to other pages within the system. You may click on the Home icon to return to the OLU homepage from any location.



The dropdown menu contains **Home, Learning,** and **24x7 Live Support** links.

- The **Home** link will take you back to the homepage no matter where you are in the platform.
- The **Learning** link will take you the learning management area of the system.
- The **Admin Center** link will take you to the administration area of the system.
- The **24x7 Live Support** link will take you to the area of the system where you can interact with an OLU Live Support Specialist for assistance with general OLU navigation and utilization inquiries.

 © 2017 eSkillz Corp. All rights reserved.

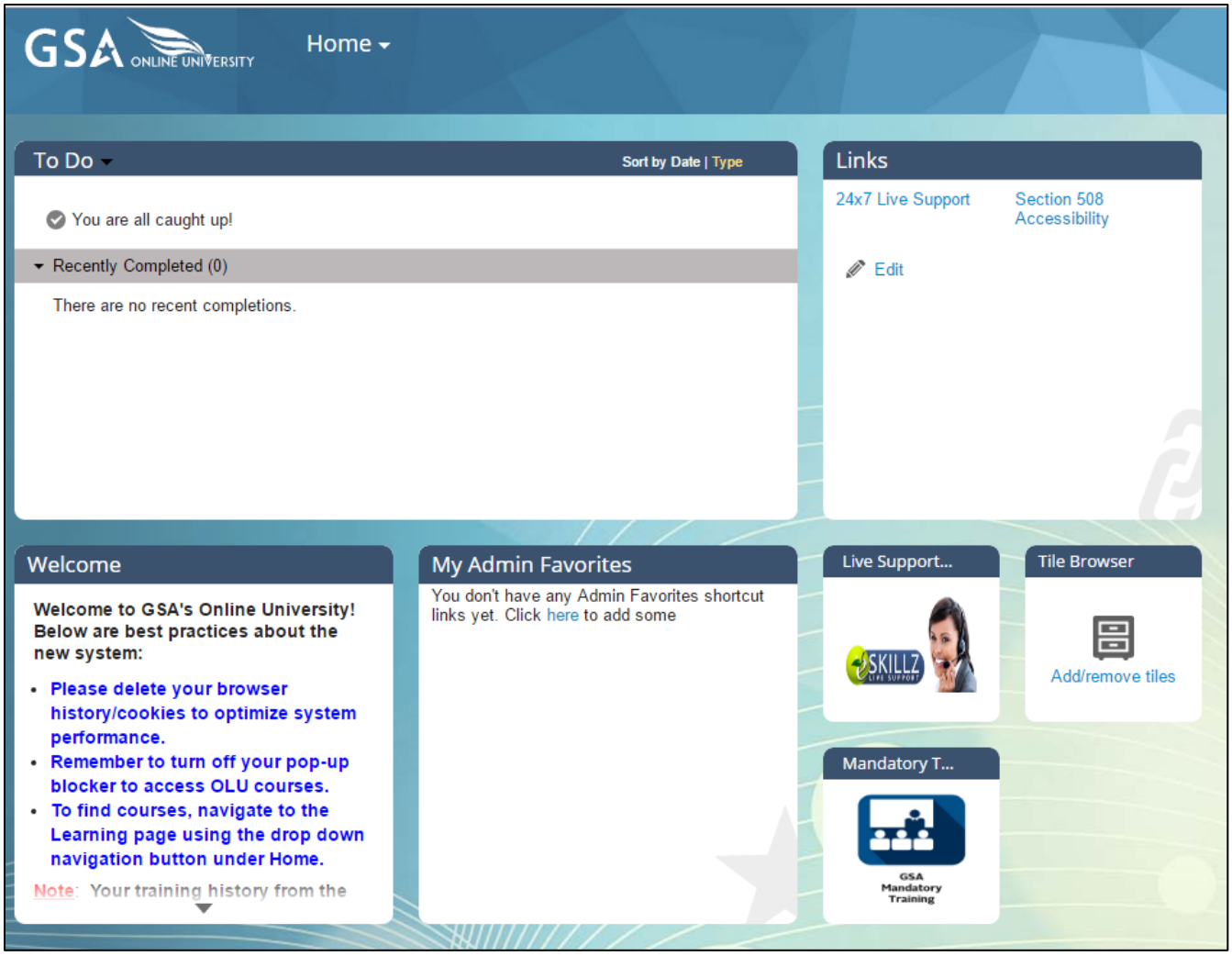
Powered by: eSKILLZ

SME Administrator 101 Job Aid

GSA OLU HOMEPAGE

Homepage Features

Your homepage has multiple features called "tiles" that allow you to view different OLU functionality in a convenient layout. Tiles are movable and can be edited to fit your system needs. Below is an explanation of each feature tile on your homepage.



Tile Descriptions

To Do: Lists all your incomplete items, recently completed activities, pending approvals, and tasks assigned to you from all modules within the system. To Do items can be sorted by date and/ or type.

Links: Displays links added as shortcuts to other pages and areas of the system. To add or remove shortcuts, click the *Edit* button to view a list of available links.

Welcome: Displays information on the new GSA OLU and will have announcements pertaining to the new Learning Management System.

 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

My Admin Favorites: Displays links added as shortcuts to the Admin Center (administration area of the system).

24x7 Live Support: Click on the eSkillz Live Support picture to be transferred to a GSA chat classroom support page (powered by eSkillz). Simply select the "Click Here to Chat" button from that page and you will be connected with OLU support specialists who are standing by 24 hours a day, 7 days a week to offer assistance. Support specialists assist with general OLU navigation and utilization inquiries including how to use the OLU, how to find training, course launch assistance and more.

Mandatory Training: Click on the "GSA Mandatory Training" picture to view a list of mandatory training for the entire year. Please review this list and assign and/or register for training in the OLU.

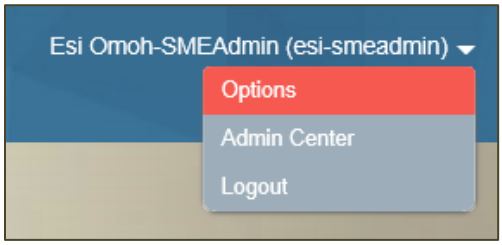
Tile Browser: Allows the user to add or remove tiles from the OLU homepage.

 © 2017 eSkillz Corp. All rights reserved.

GSA OLU HOMEPAGE

Homepage Options

The homepage **Options** drop-down menu can be accessed by clicking on your name in the top right hand corner of the OLU homepage.



Descriptions

Options: Change display options, select a new landing page, change language options, and access accessibility settings.
Admin Center: Administration area of the system.
Logout: Logout of the OLU system.

 © 2017 eSkillz Corp. All rights reserved.

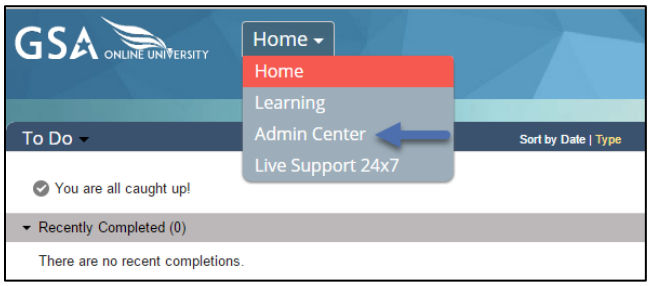
Powered by: eSKILLZ

Learning Administration Homepage Navigation

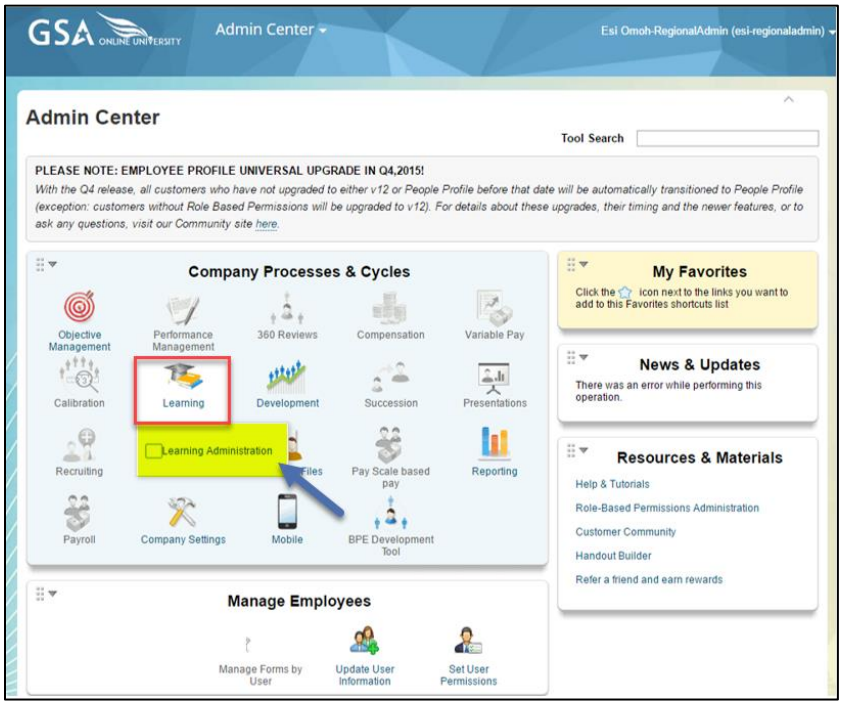
To perform administrator related tasks in the system, you must first navigate to the Learning Administration area of the Admin Center.

1. Locate the main navigation bar at the top of the OLU homepage. Click on the Home icon to open the drop-down menu.

2. Click on the **Admin Center** icon. This will take you the administration area of the system.



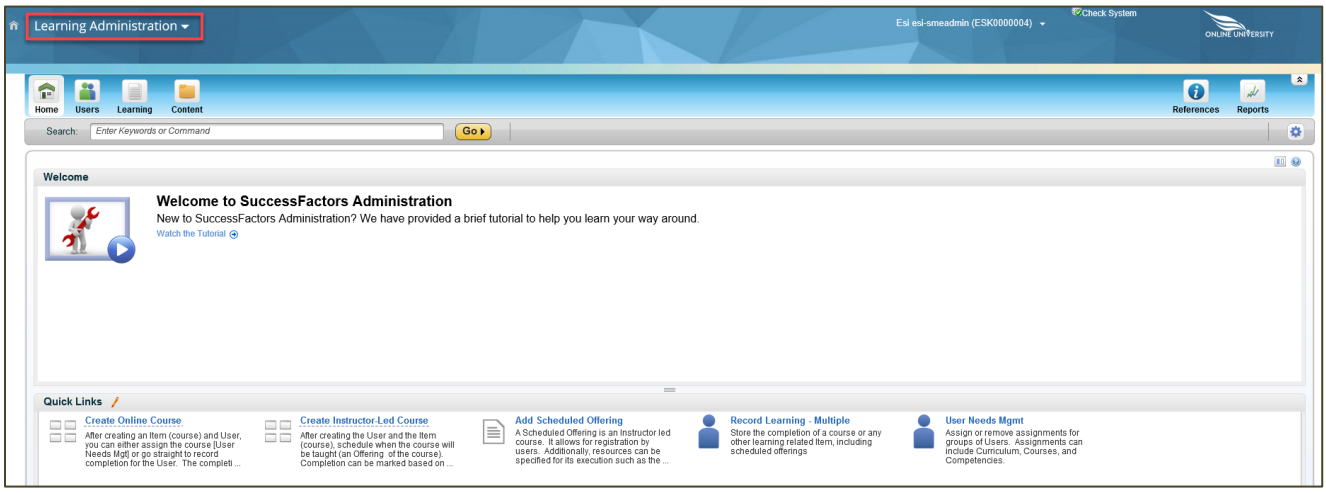
3. Click **Learning** and select **Learning Administration**.



 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

4. You are now in the Learning Administration area of the Admin Center.

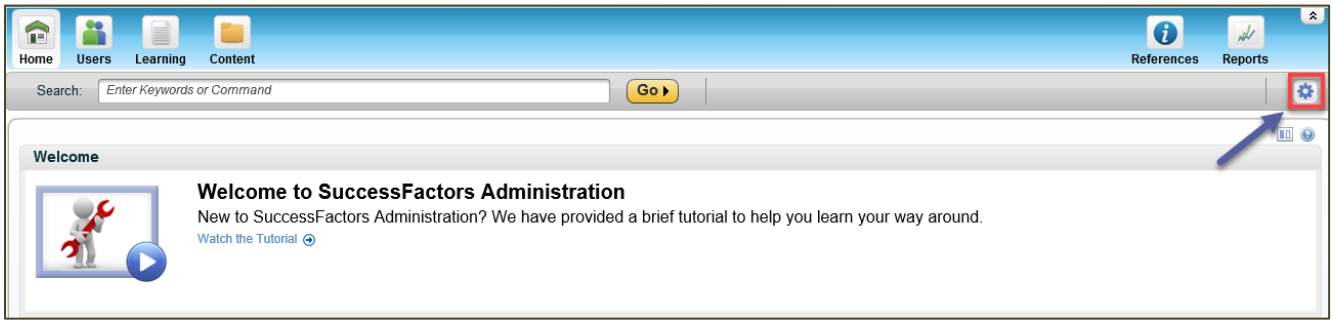


 © 2017 eSkillz Corp. All rights reserved.

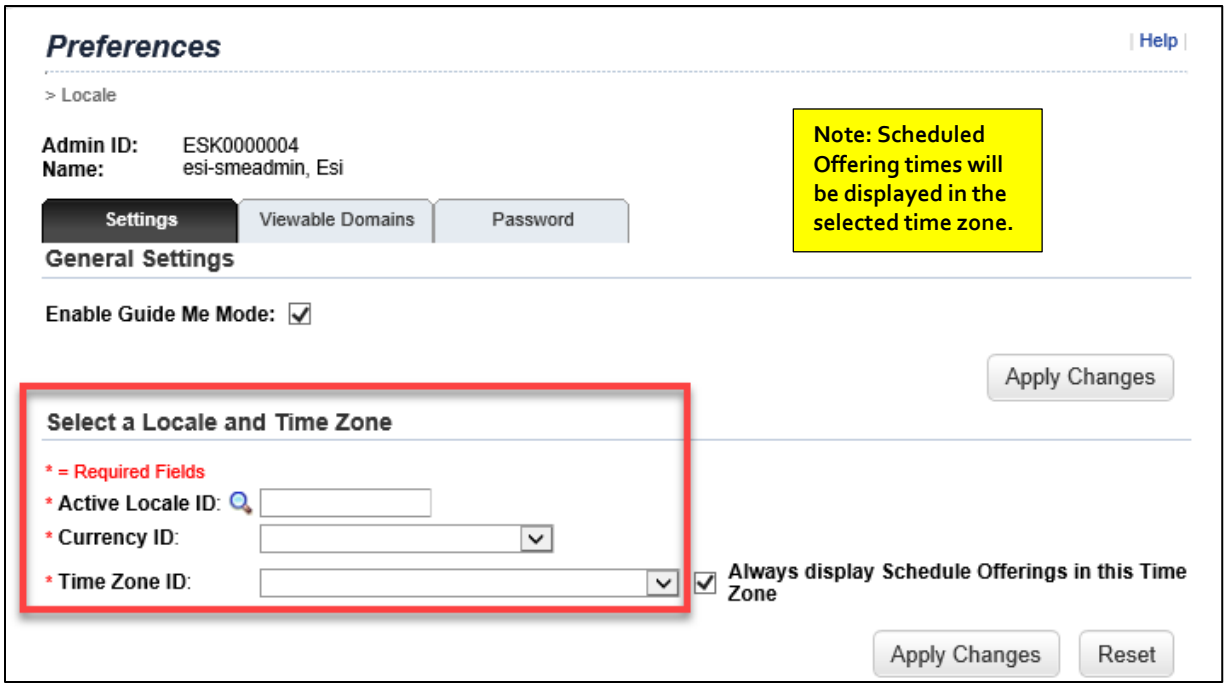
Learning Administration Preferences and Time Zone Settings

To prevent future time zone display issues when creating Scheduled Offerings (SO), it is **highly recommended** that administrators select the appropriate Admin Center preferences.

1. From the Learning Administration page (also called SuccessFactors Administration), click on the Preferences icon located in the top right corner of the menu frame.



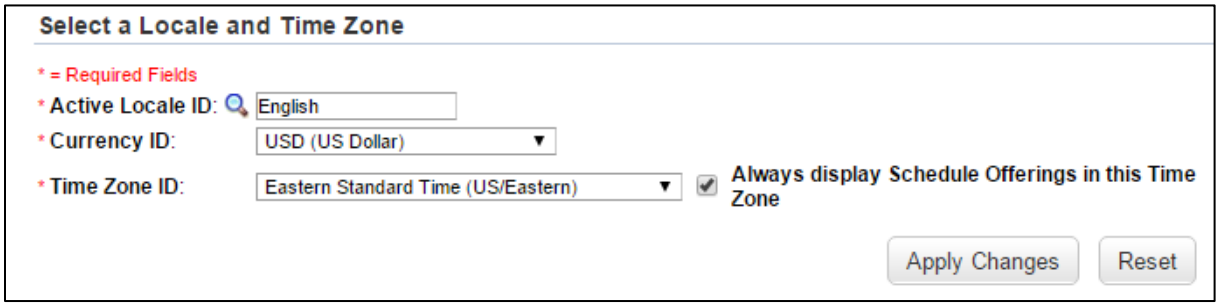
2. Locate the "Select a Locale and Time Zone" section.



 © 2017 eSkillz Corp. All rights reserved.

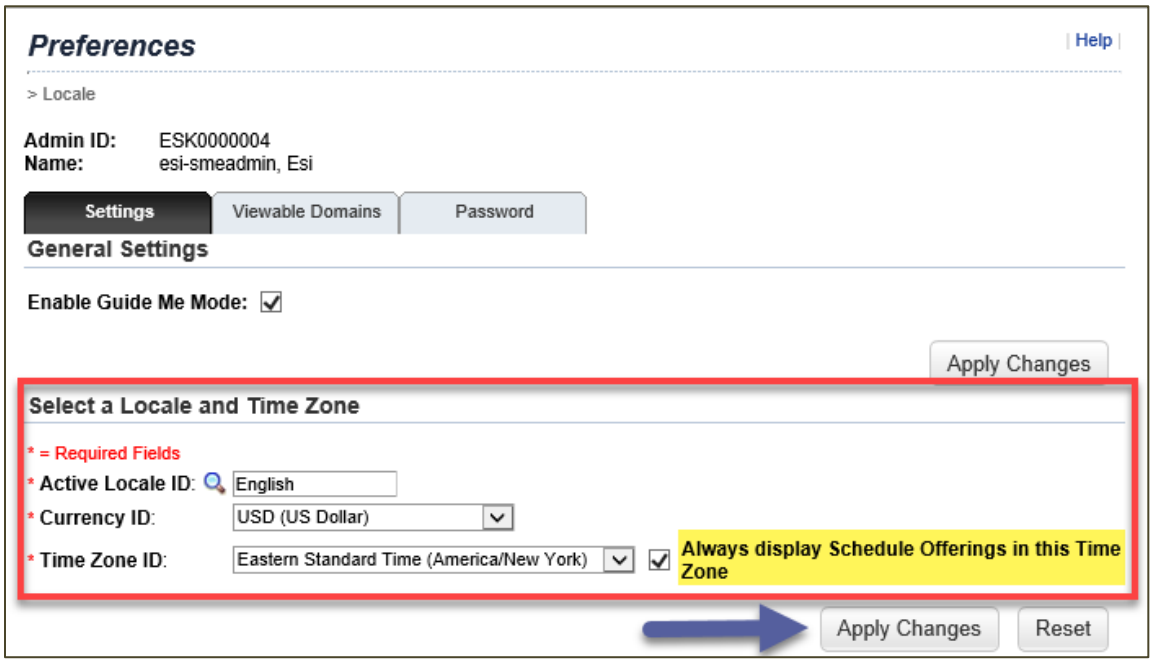
Powered by: eSKILLZ

3. Under the Settings tab of the Preferences page, enter/ select the following information:
    a. ***Active Locale ID***: English
    b. ***Currency ID***: USD (US Dollar)
    c. ***Time Zone ID***: Eastern Standard Time (US/Eastern)



4. Check the "Always display Schedule Offerings in this Time Zone" box.

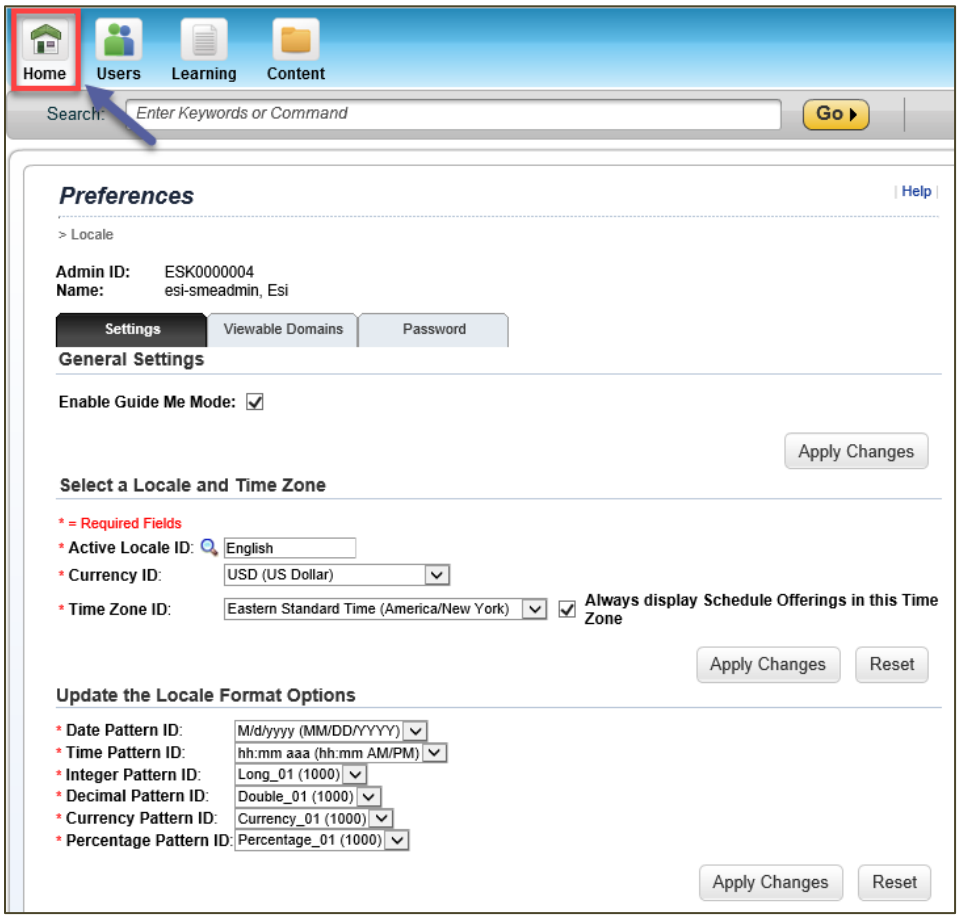
5. Click Apply Changes to save your preferences.



 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

6. Click the Home icon in the top menu frame to return to the Learning Administration page.



 © 2017 eSkillz Corp. All rights reserved.

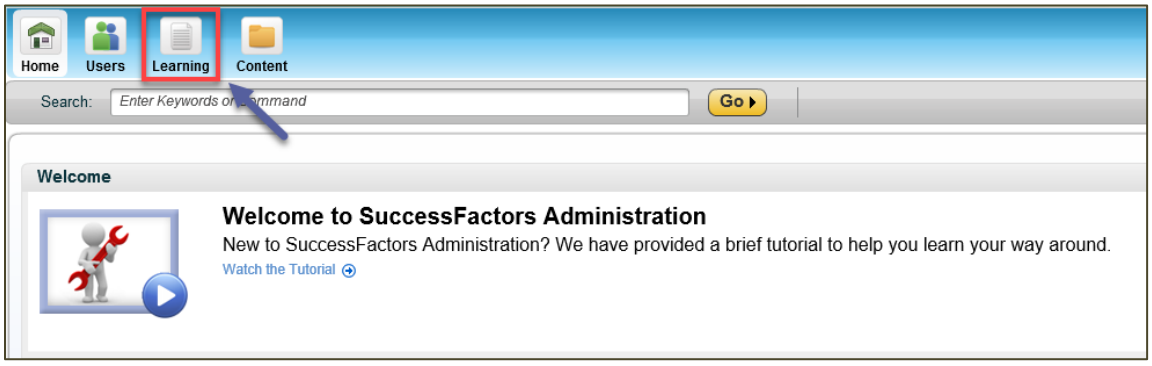
Powered by: eSKILLZ

ITEMS OVERVIEW

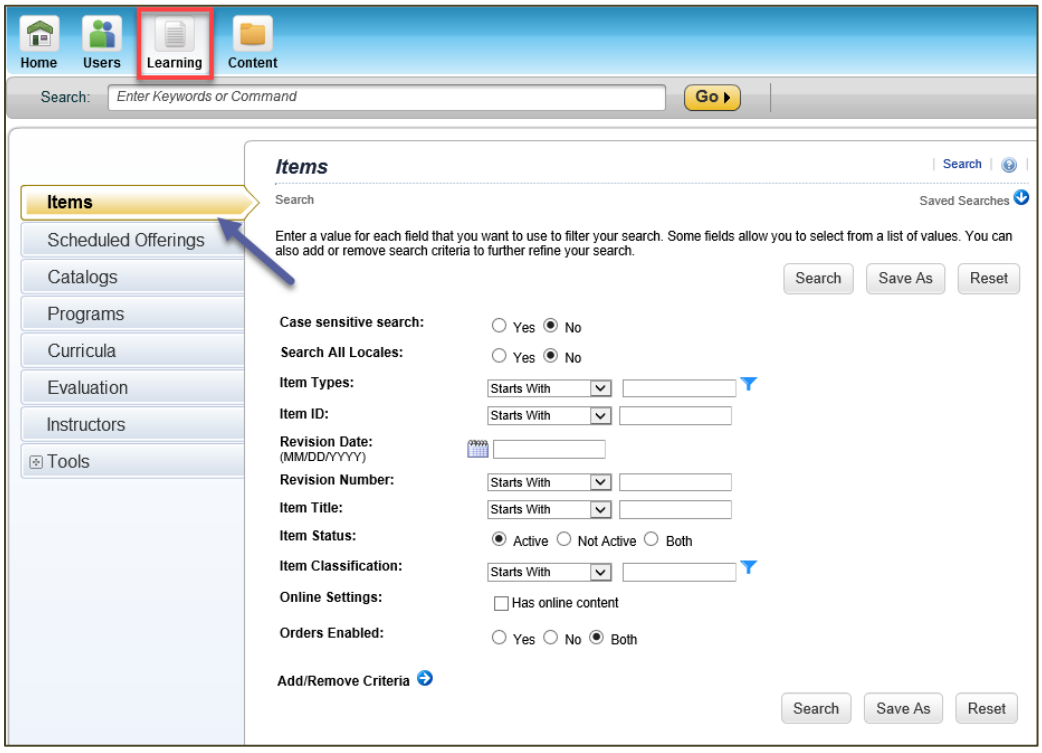
A learning item can be an Instructor Led Training (ILT), Web-Based Training (WBT), webinar, demonstration (DEMO), on the job training (OJT), etc. In the Scheduled Offering case, the parent item will be an ILT.

Items Area Navigation

1. From the Learning Administration page (also called SuccessFactors Administration), click on the "Learning" icon.



2. Click on the Items tab in the left menu frame. You will be directed to the area of the system where you can search and view your desired Item.



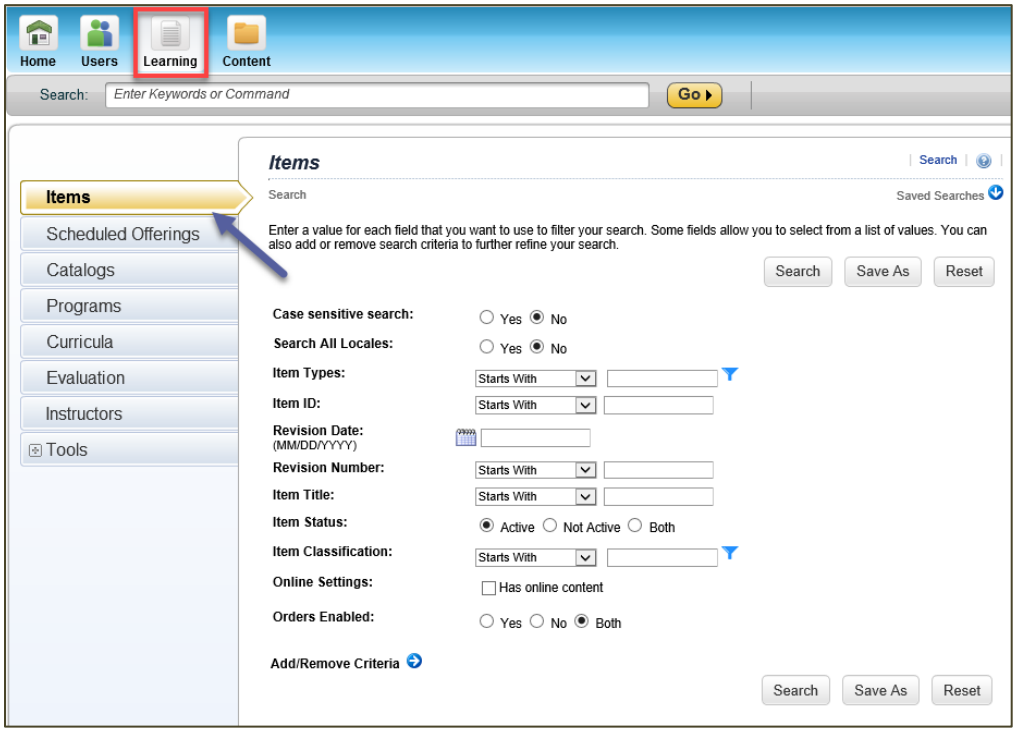
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

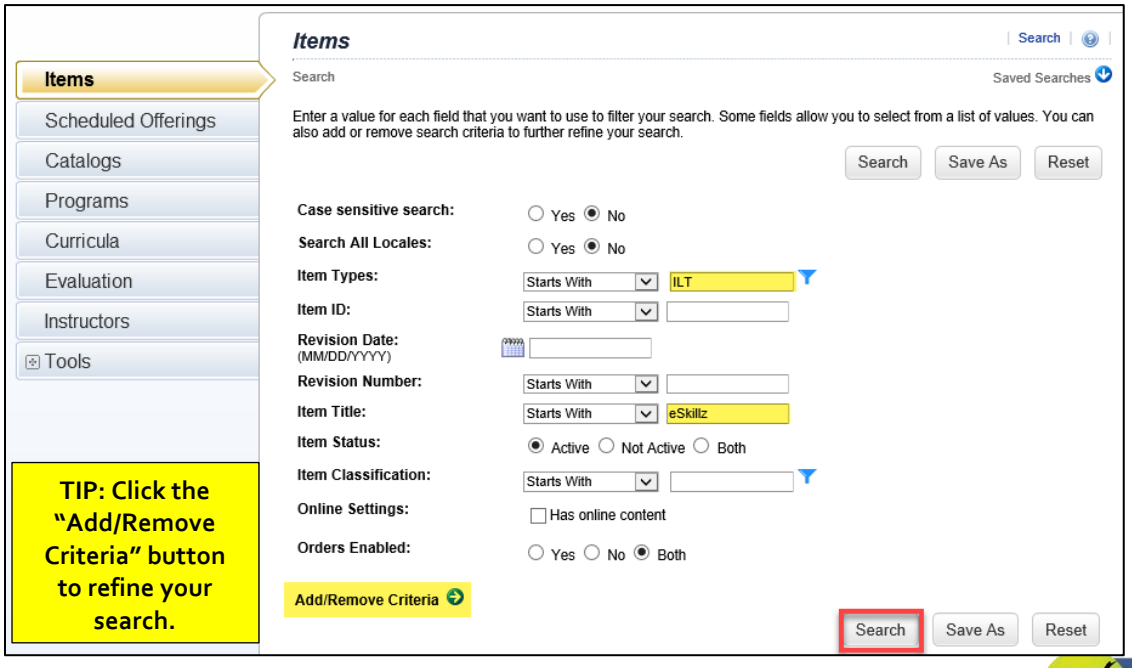
ITEMS OVERVIEW

Searching for an Item

1. From the Learning icon page, locate the Items tab.



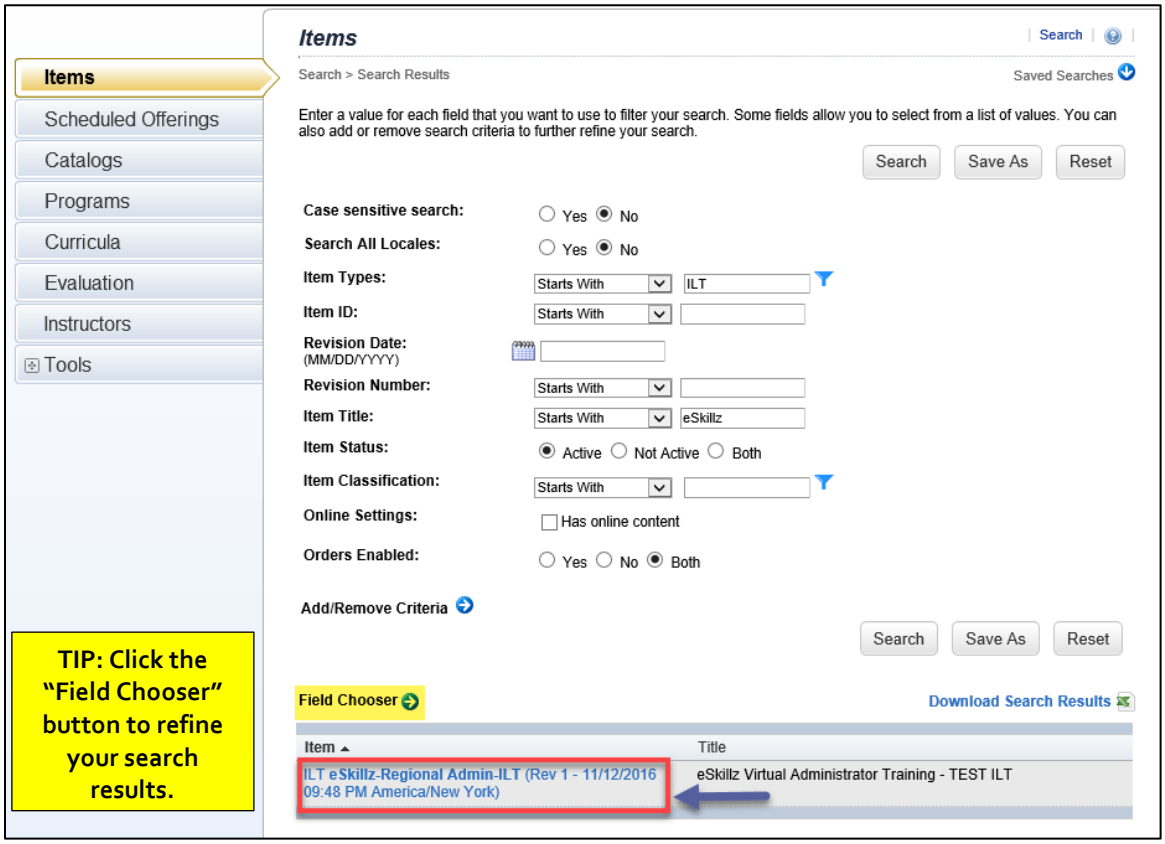
2. Enter the *Type* and *Title* of the item you wish to search for. You can use the drop-down menu associated with most criteria to refine your search (ex: "starts with" vs. "contains"). Click **Search** to search for your desired ILT.



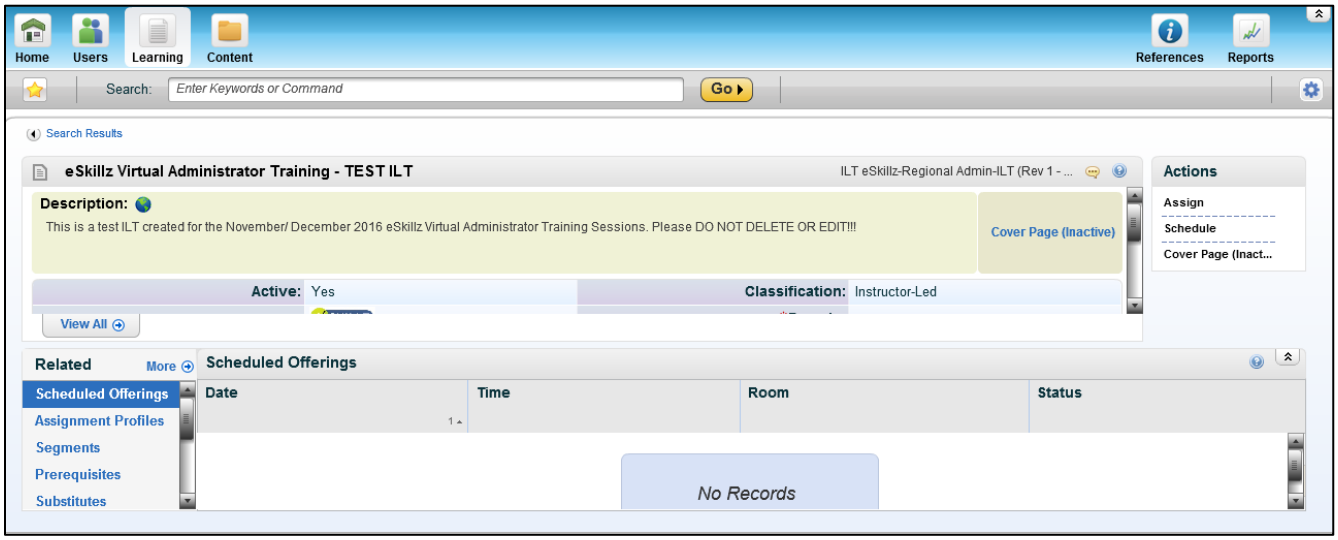
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

3. Locate your desired ILT. Click on the Item ID to select and open the ILT.



4. You are now in your selected ILT's administration area.



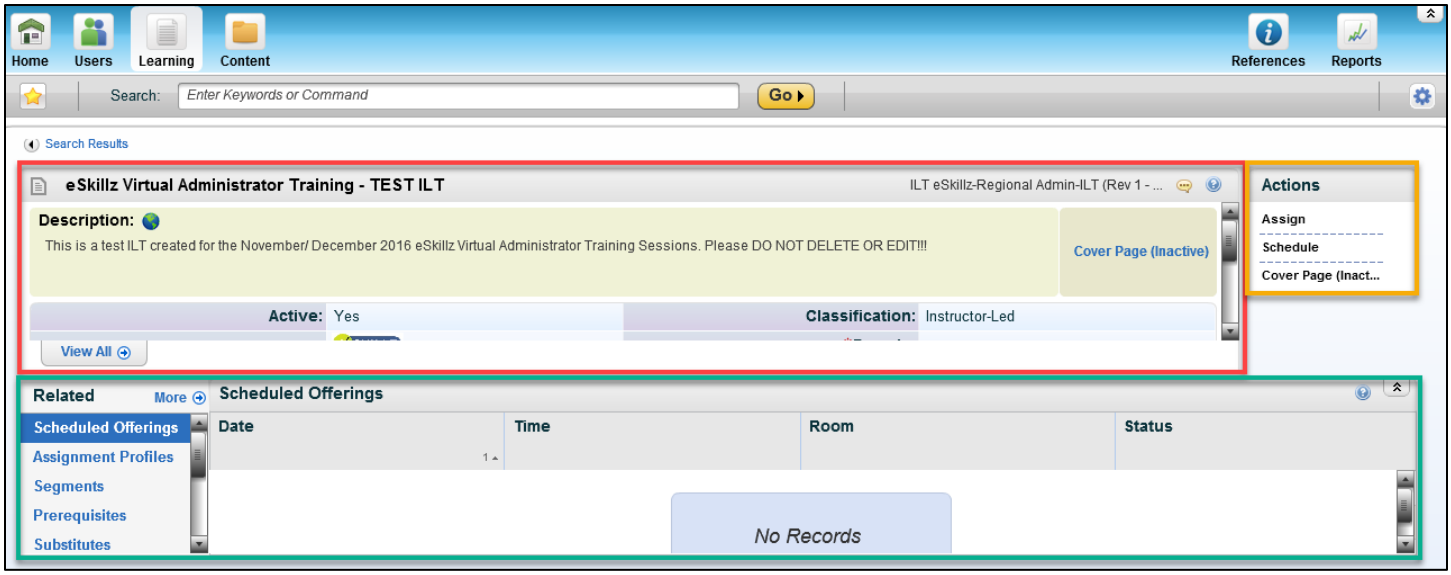
 © 2017 eSkillz Corp. All rights reserved.

ITEMS OVERVIEW

Item Administration Page

The ILT administration page is divided into three main areas:

- **Core Area** (top left): Contains your ILT's basic information including, title, description, domain, design, requirements, process control, etc. Click the View All button to view additional summary data.
- **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.



 © 2017 eSkillz Corp. All rights reserved.

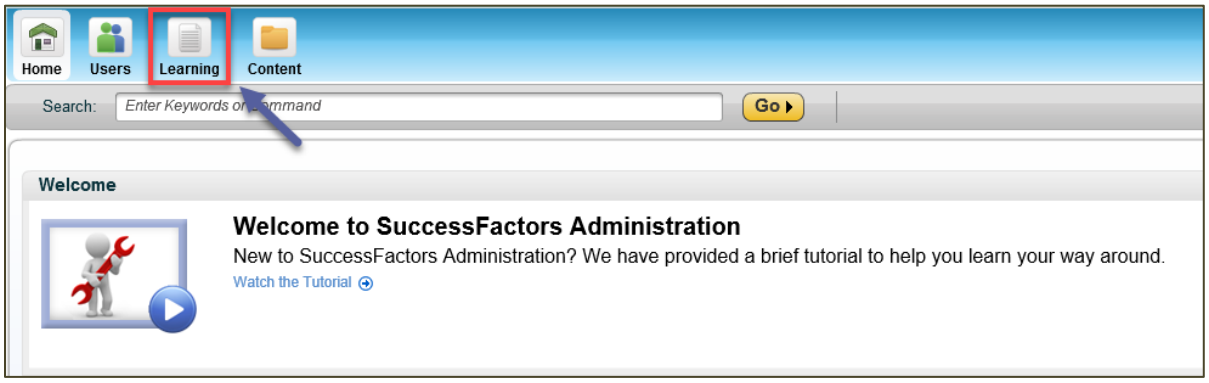
Powered by: eSKILLZ

SCHEDULED OFFERING ADMINISTRATION

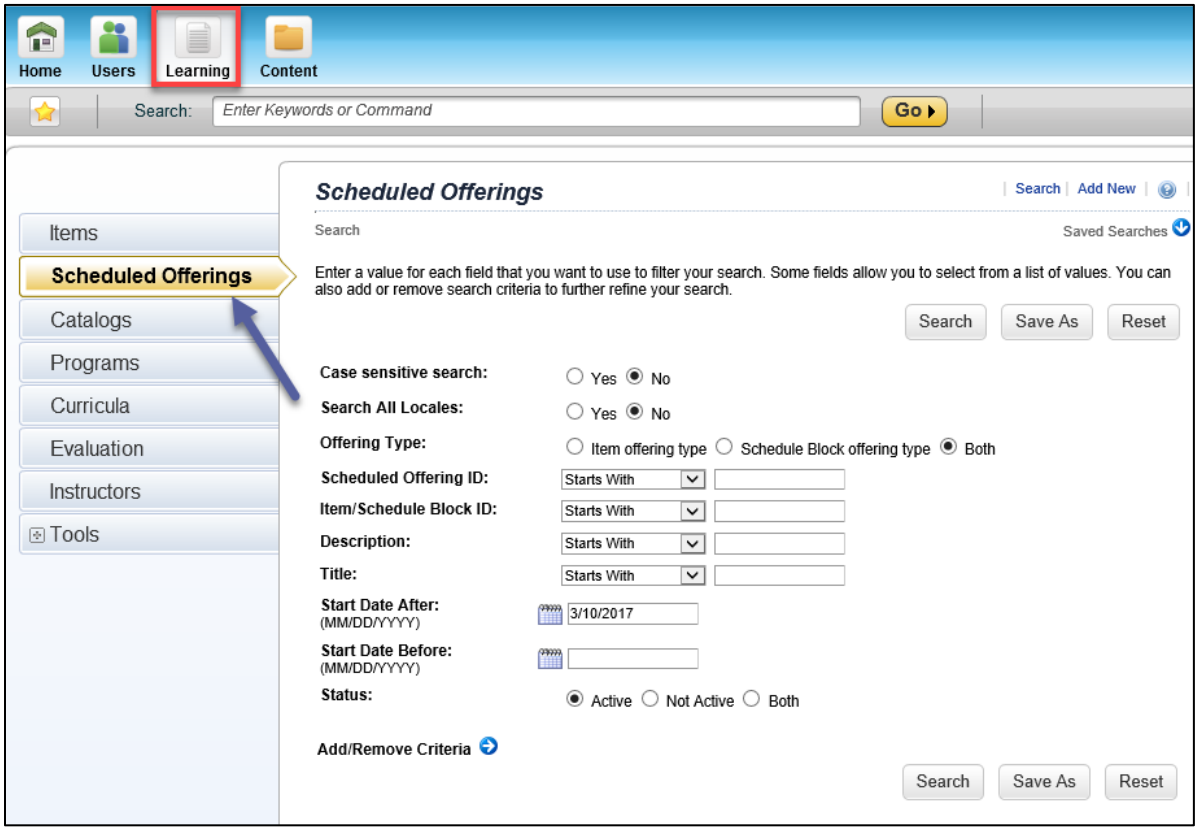
A Scheduled Offering (SO) is an ILT that has been scheduled with a start date and time.

Scheduled Offering Navigation

1. From the Learning Administration page (also called SuccessFactors Administration), click on the "Learning" icon.



2. Click on the Scheduled Offerings tab in the left menu frame. You will be directed to the area of the system where you can search and view your desired/ existing Scheduled Offering.



 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

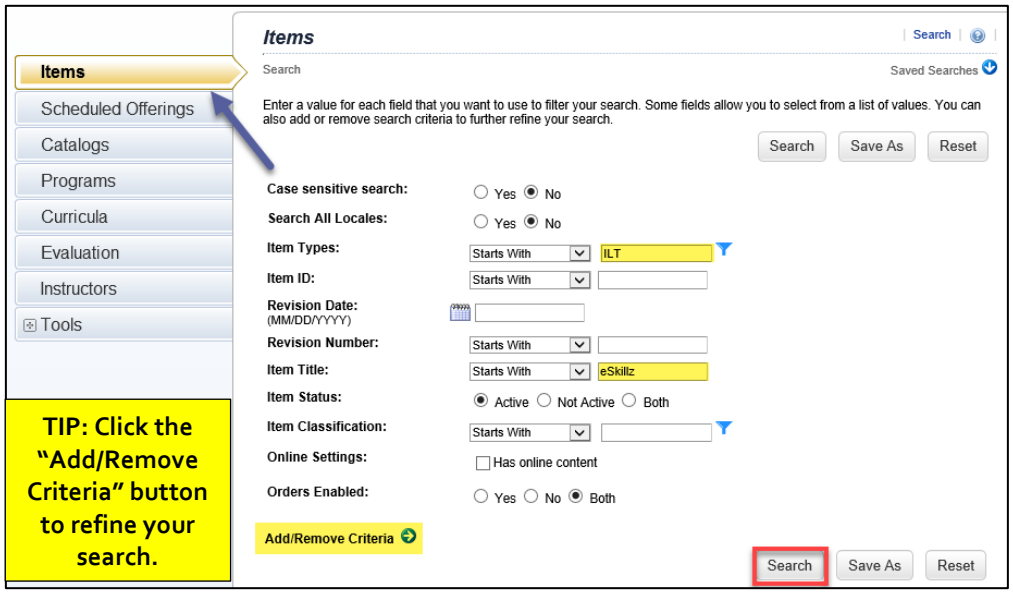
Scheduled Offering Search

There are two ways for administrators to search or locate an existing Scheduled Offering (SO):

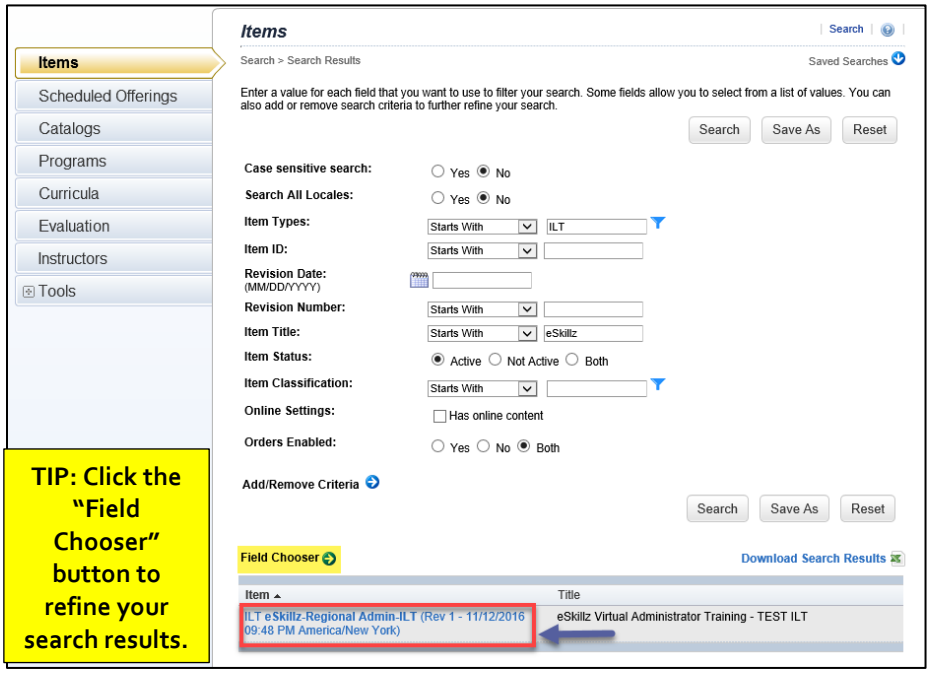
- Via Learning > Items > Item Administration page
- Via Learning > Scheduled Offerings

Via the Items Tab (Item Administration Page)

1. From the Items area of the Learning page, search for your desired ILT.

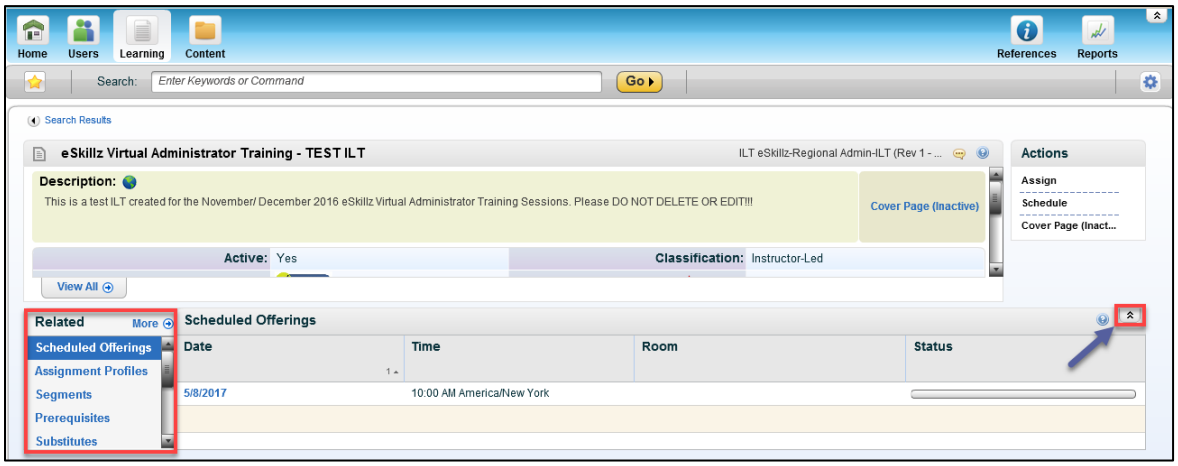


2. Select your desired ILT.



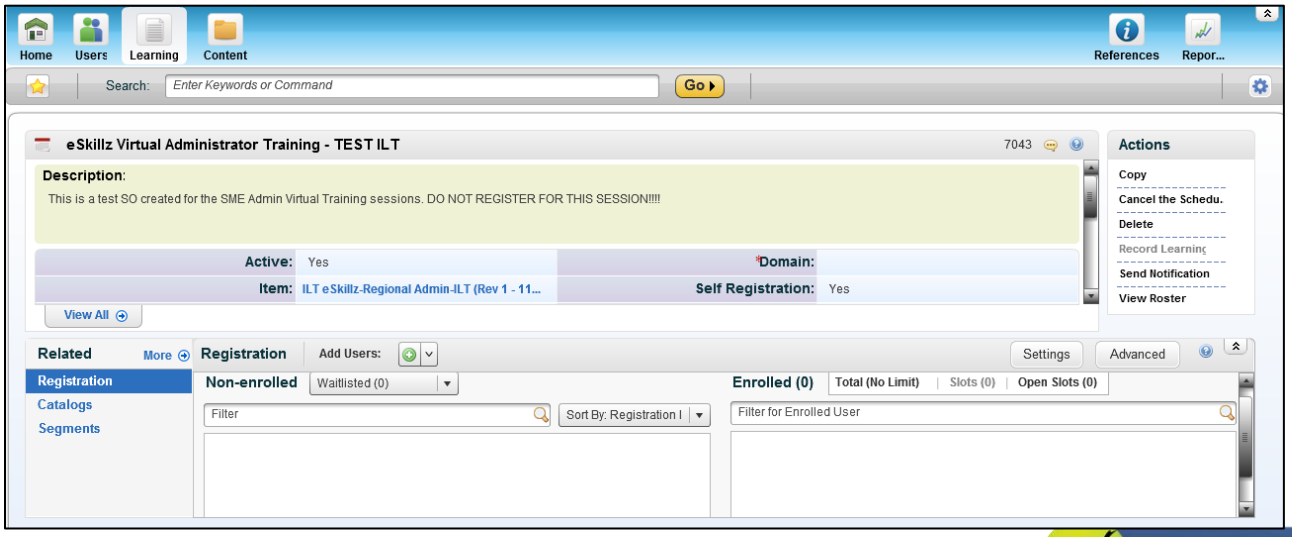
 © 2017 eSkillz Corp. All rights reserved.

3. On the Item Administration page, locate the **Related Menu** and click *Scheduled Offerings*. For better viewing, click on the icon to expand the region.



4. Locate and click on your desired SO. This will direct you to the Scheduled Offering administration page of your SO.

5. You are now in the Scheduled Offering Administration page of your SO.

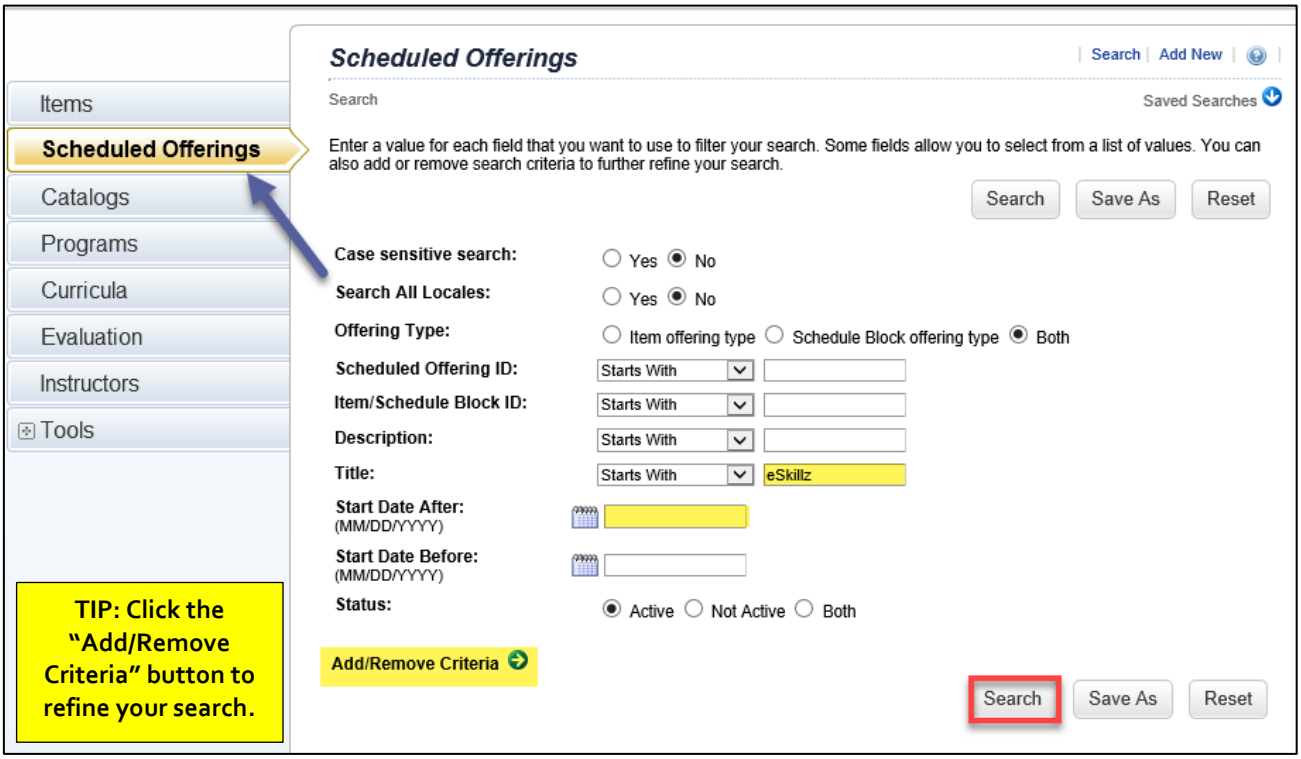


 © 2017 eSkillz Corp. All rights reserved.

SME Administrator 101 Job Aid

Via the Scheduled Offerings Tab

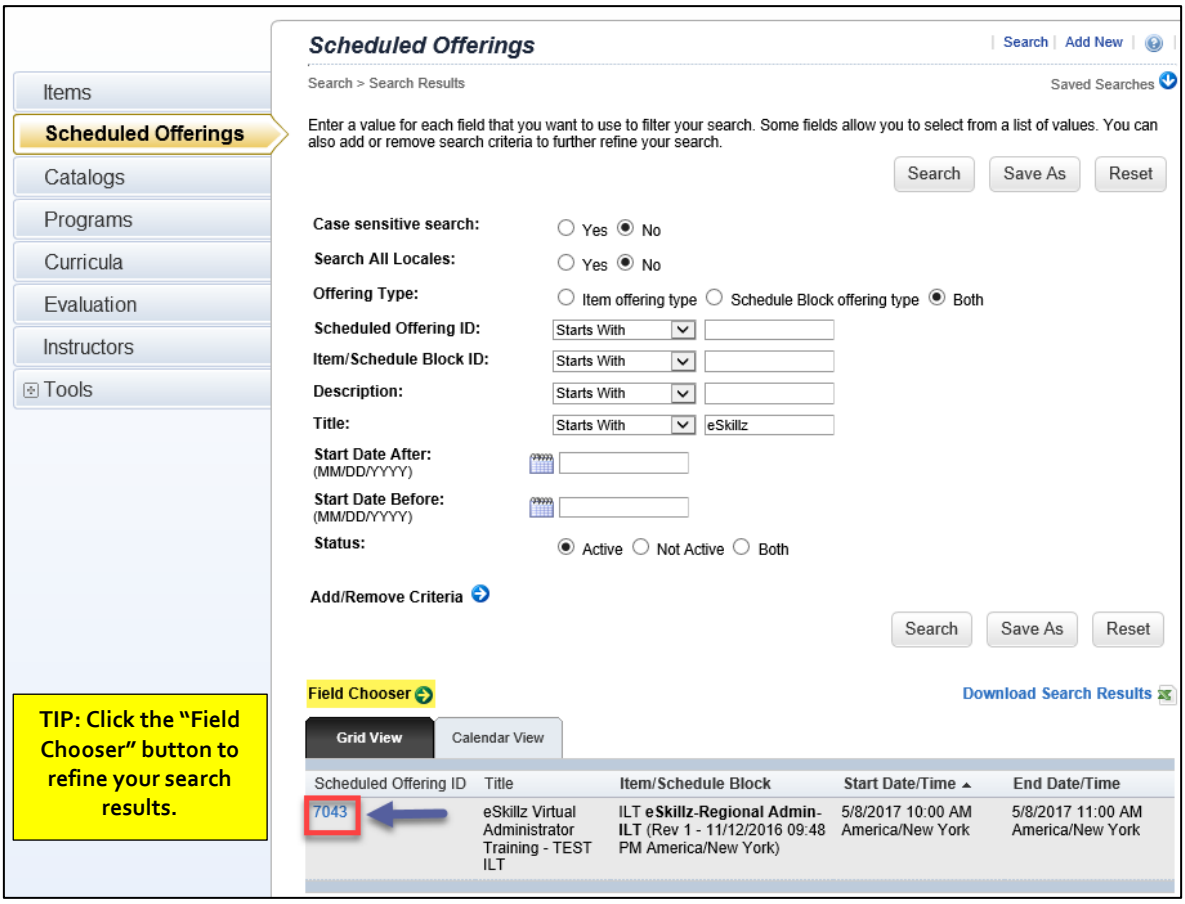
1. From the Scheduled Offerings area of the Learning page, search for your desired SO.
   Note: Clear out the Start Date After field to view the entire list of scheduled offerings associated with your title.



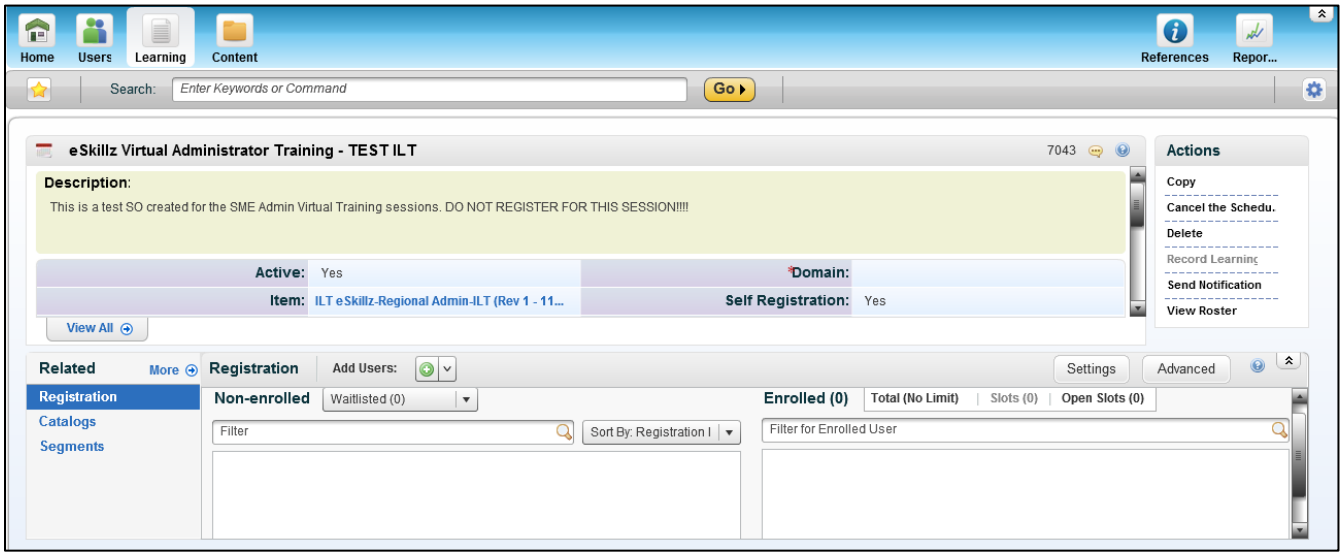
2. Locate and click on your desired SO. This will direct you to the Scheduled Offering administration page of your SO.

 © 2017 eSkillz Corp. All rights reserved.

Powered by:



3. You are now in the Scheduled Offering Administration page of your SO.



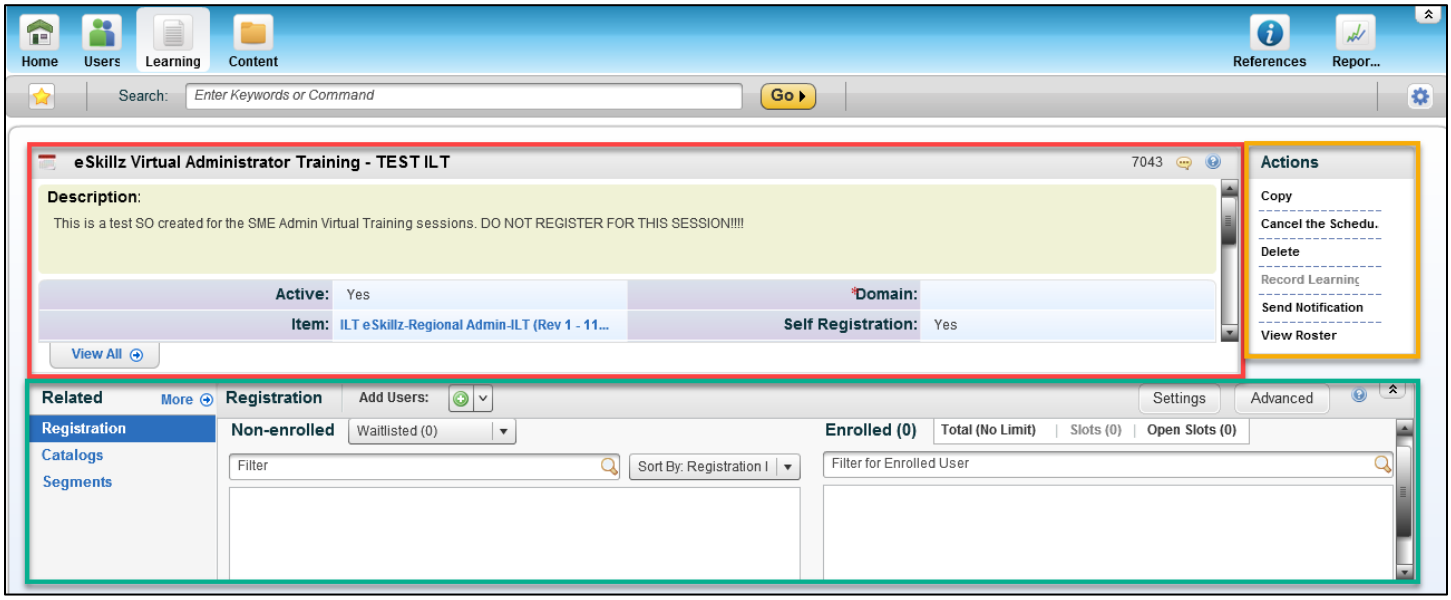
 © 2017 eSkillz Corp. All rights reserved.

SCHEDULED OFFERING ADMINISTRATION

Scheduled Offering Administration Page

The Scheduled Offering Administration page is divided into three main areas:

- **Core Area** (top left): Contains your SO's basic information including, title, description, date, time, registration requirements, etc. Click the View All button to view additional summary data.
- **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.

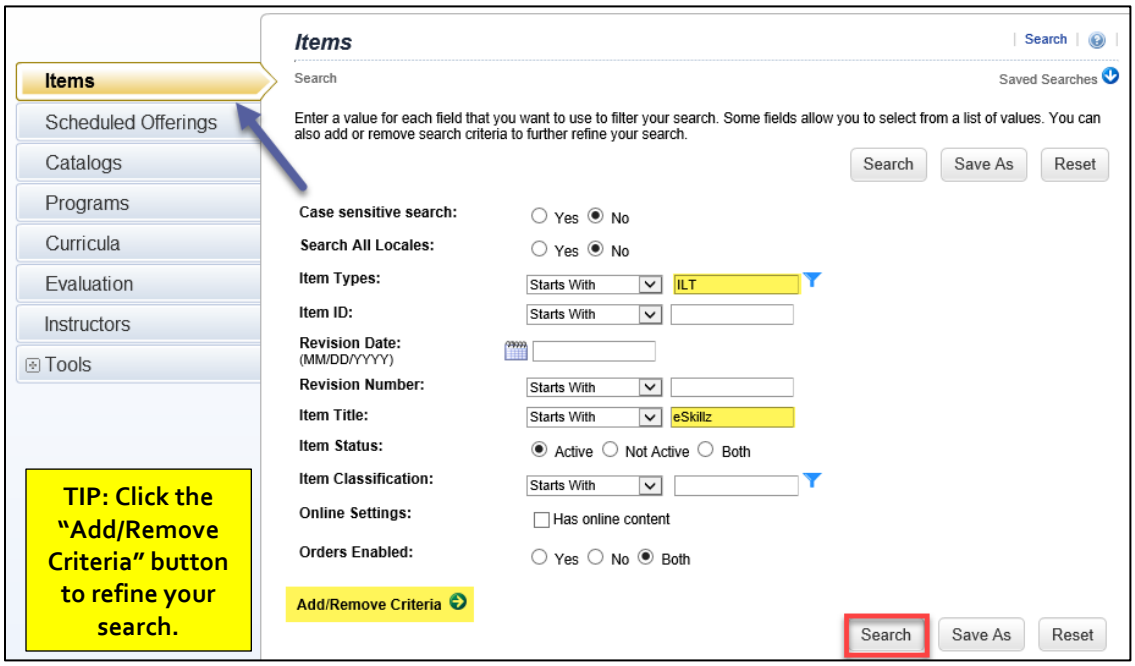


 © 2017 eSkillz Corp. All rights reserved.

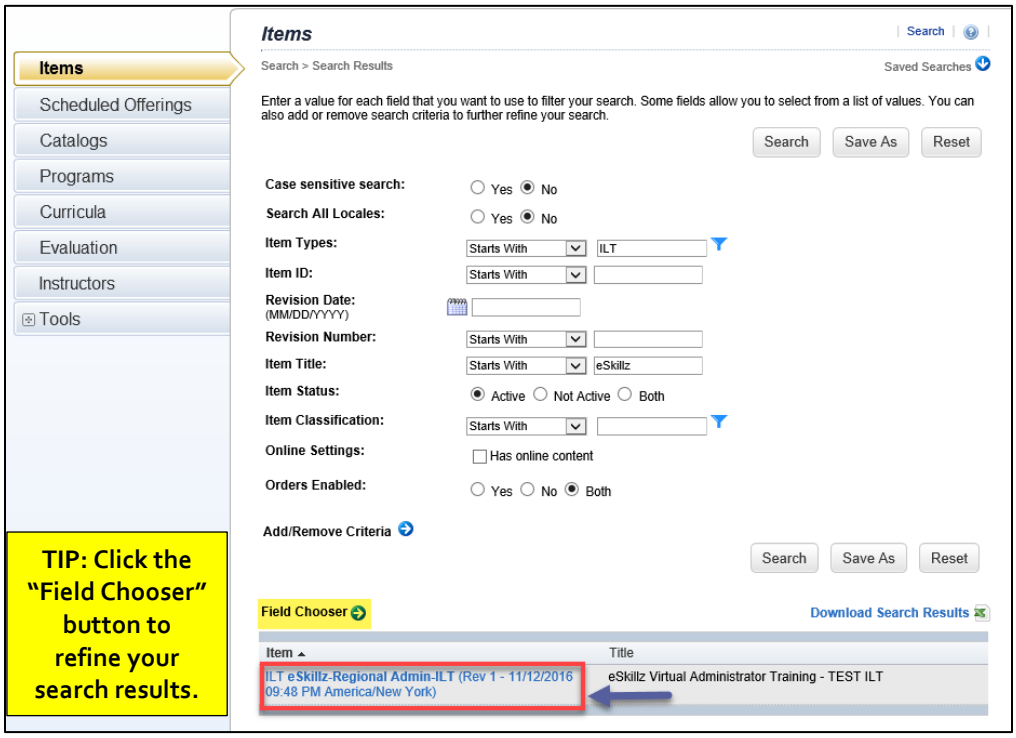
SCHEDULED OFFERING ADMINISTRATION

Scheduled Offering Creation

1. From the Items area of the Learning page, search for the parent ILT that your new SO will be created with.



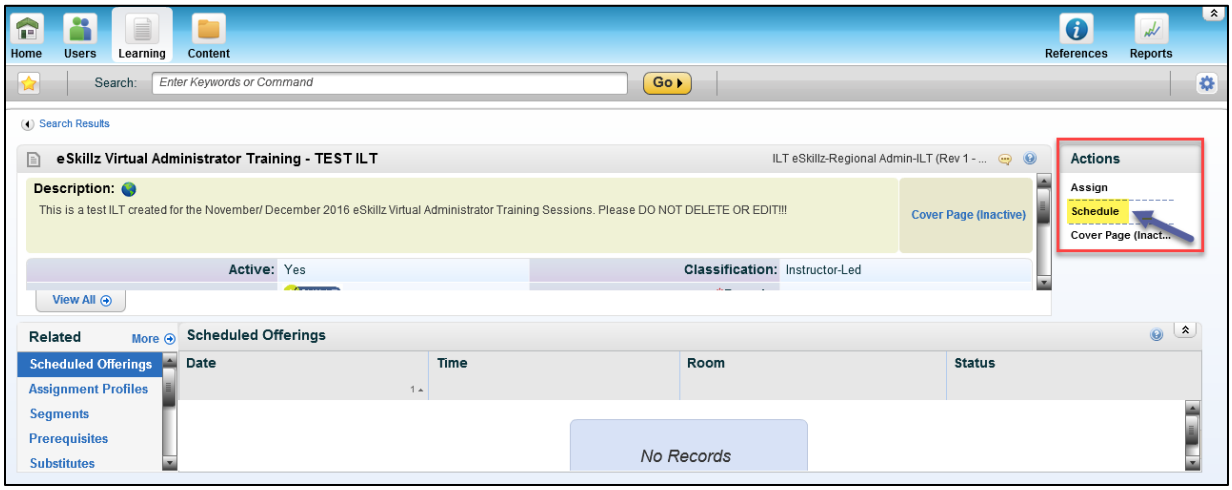
2. Select your desired ILT.



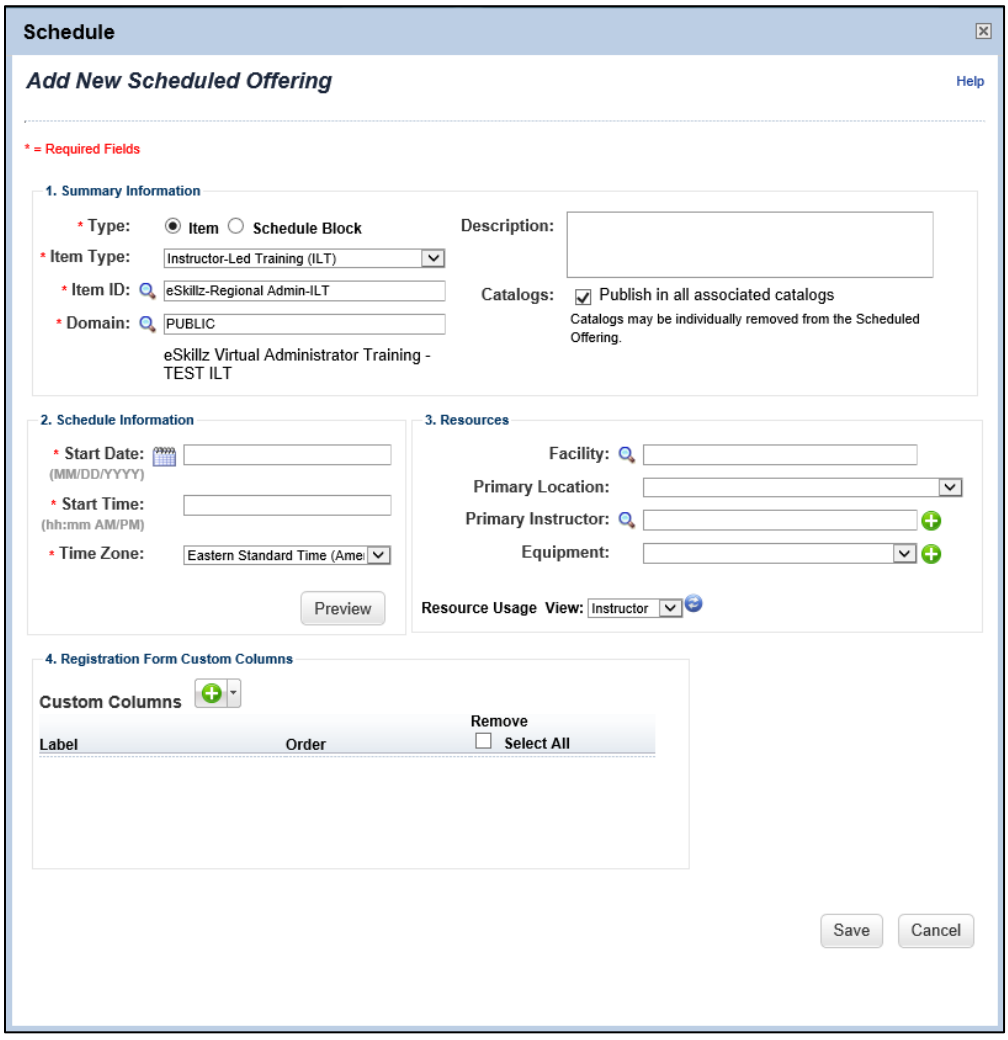
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

3. On the ILT Administration page, locate the **Actions Menu**. Click *Schedule* to create a SO.



4. On the *Schedule* page, fill in the appropriate information for your SO.

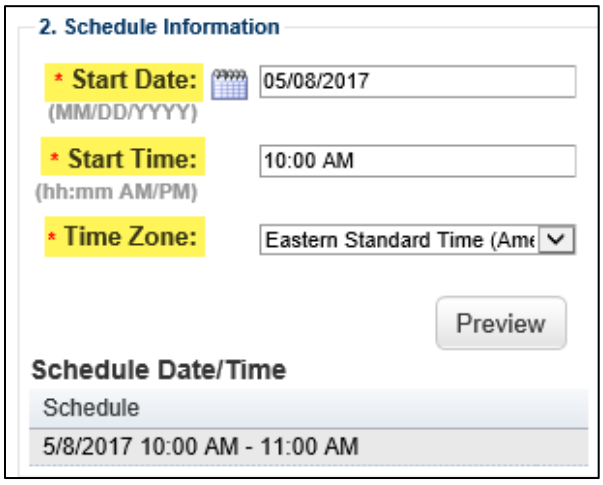


 © 2017 eSkillz Corp. All rights reserved.

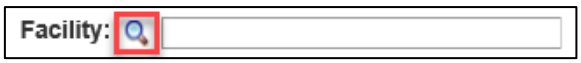
Powered by: eSKILLZ

5. Enter Summary Information.

6. Enter Schedule Information: *Start Date*, *Start Time*, and *Time Zone*.



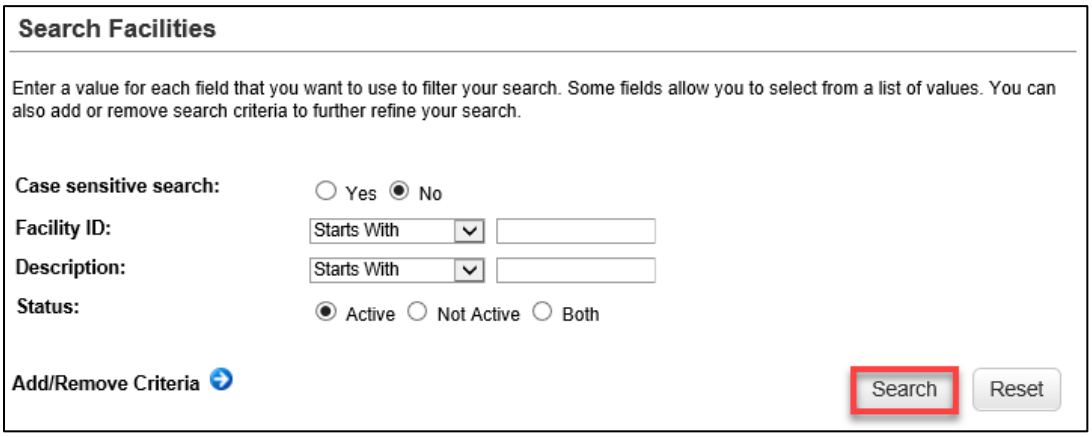
7. Enter Resources information: *Facility*, *Primary Location*, and *Primary Instructor*.
   a) *Facility*:
      (i) To associate a facility with your SO, click on the icon. A popup window will open with a list of facility search criteria.



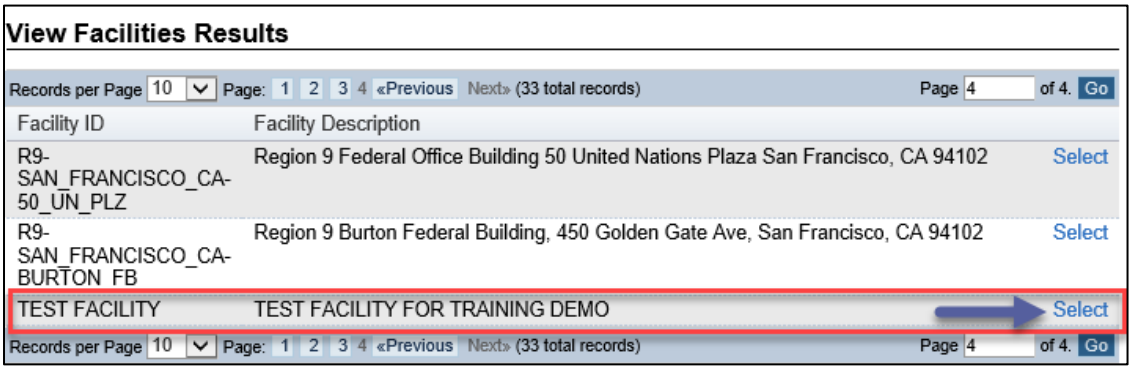
      (ii) In the popup window, enter the appropriate search criteria or leave the fields blank to pull a list of facilities entered in the system. Click **Search**.

 © 2017 eSkillz Corp. All rights reserved.

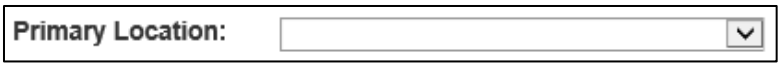
Powered by:



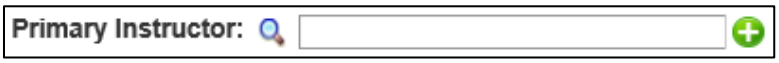
(iii) Locate your desired facility and click **Select** to return to the *Schedule* page.



b) *Primary Location*: Click on the drop-down box to select a room within your facility.



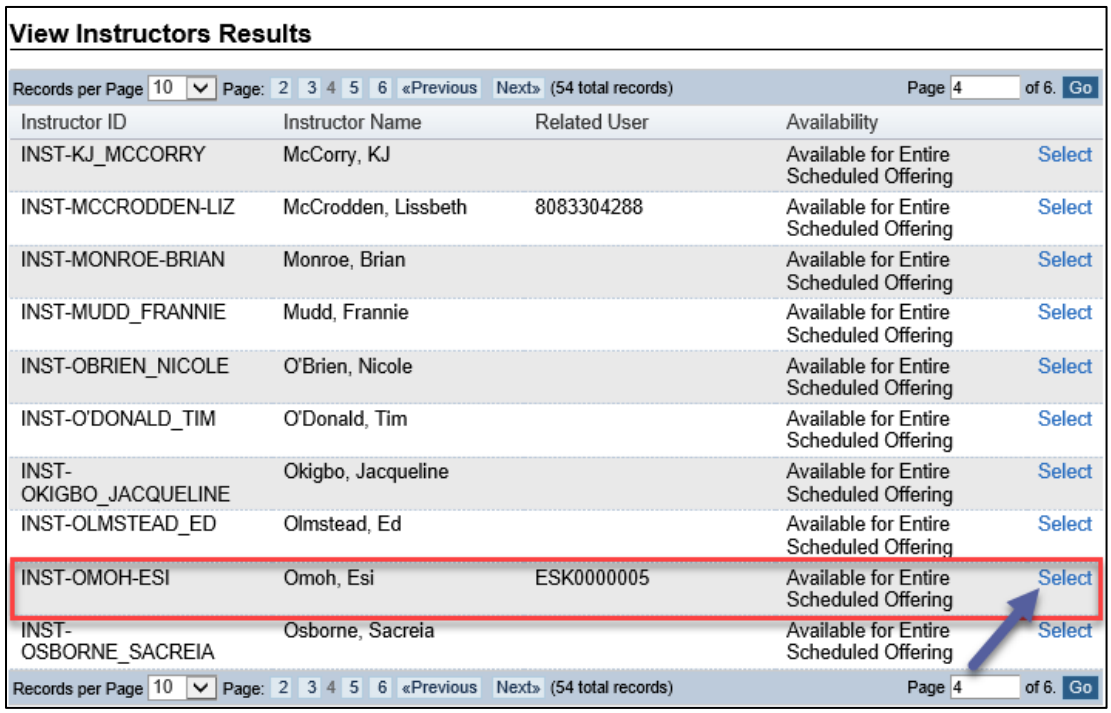
c) *Primary Instructor*: To associate an instructor with your SO, click on the icon. A popup window will open with a list of instructors. (If can't find an instructor, click on the icon to add them to the system).



i) In the popup window, locate your desired instructor and click **Select** to return to the *Schedule* page.

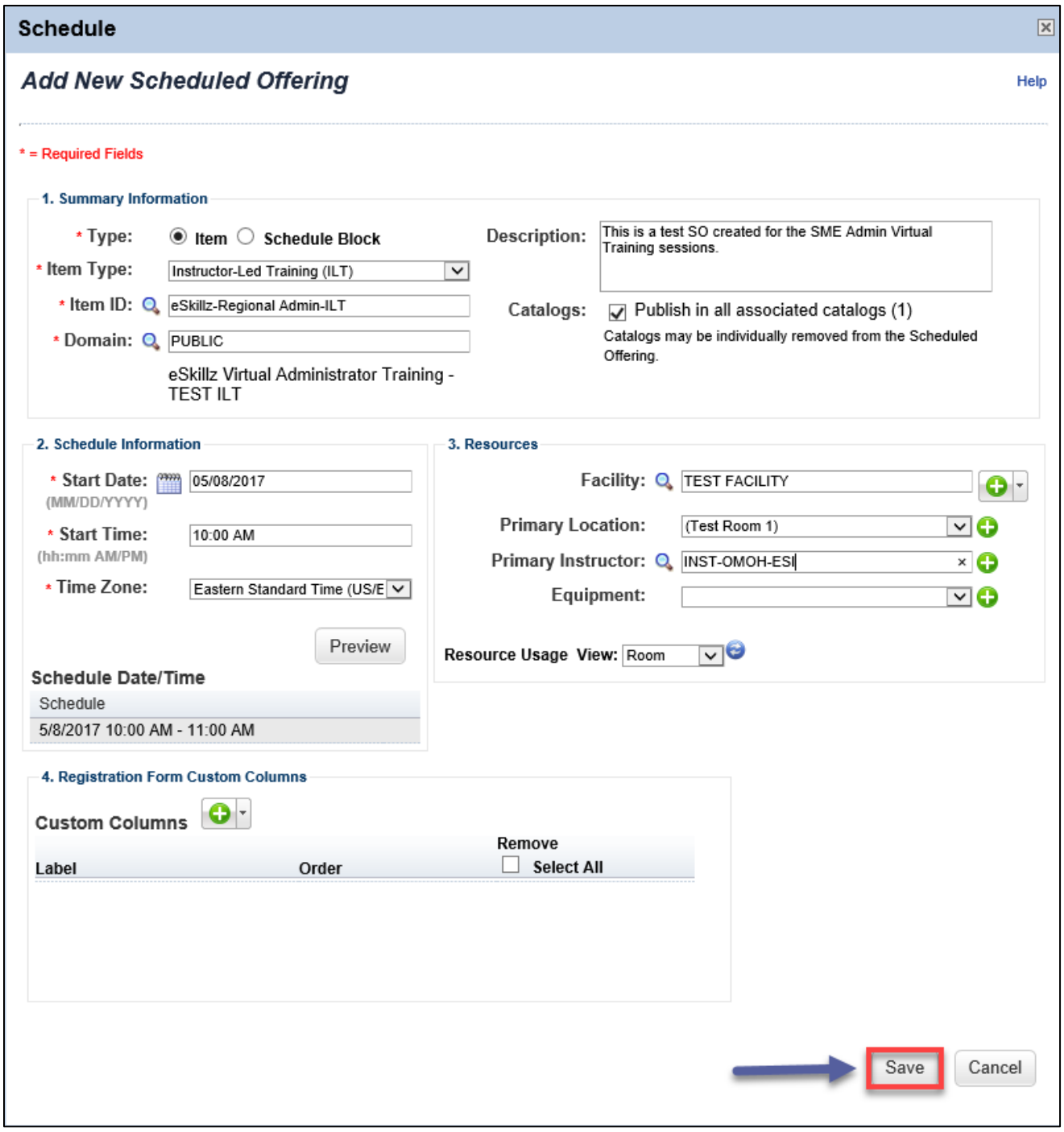
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ



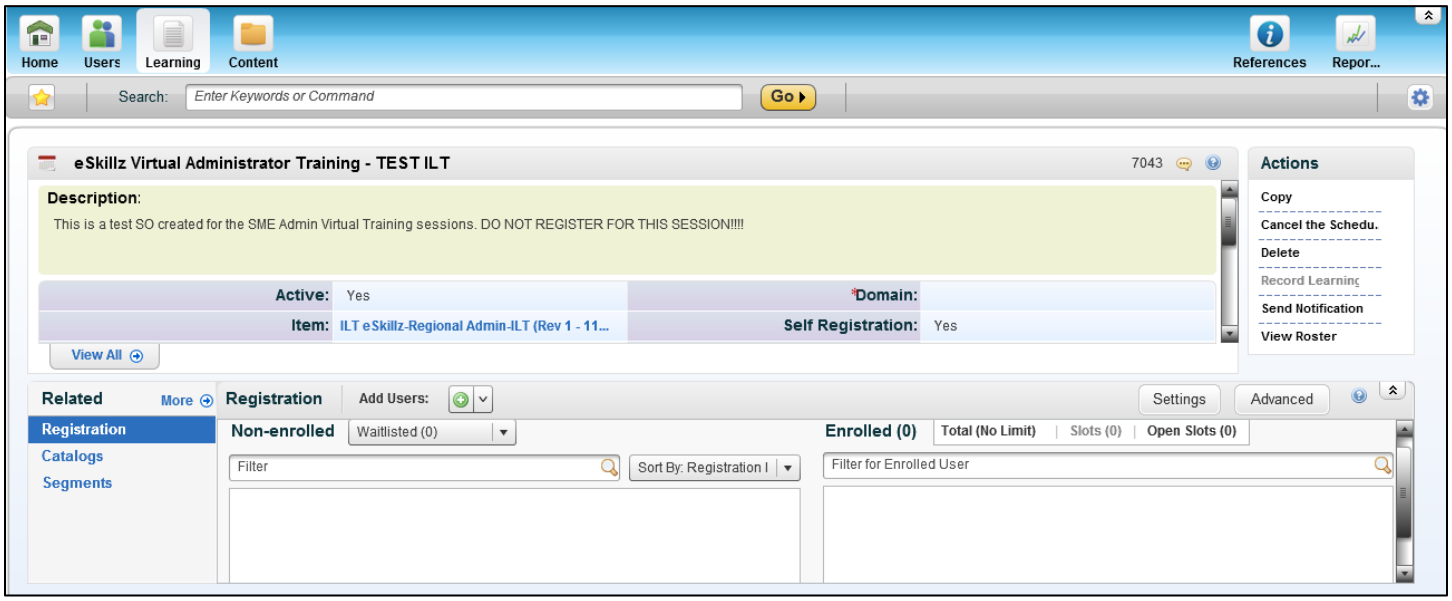
8. Once you've entered your session details, click **Save** to enter the SO into the system.
   Note: clicking **Save** will direct you to the Scheduled Offering Administration page.

 © 2017 eSkillz Corp. All rights reserved.



 © 2017 eSkillz Corp. All rights reserved.

9. Your SO has successfully been created! You are now in the Scheduled Offering Administration page of your SO. If needed, click on the Item name (same as ILT name) to leave the Scheduled Offering administration page and return to the ILT administration page.

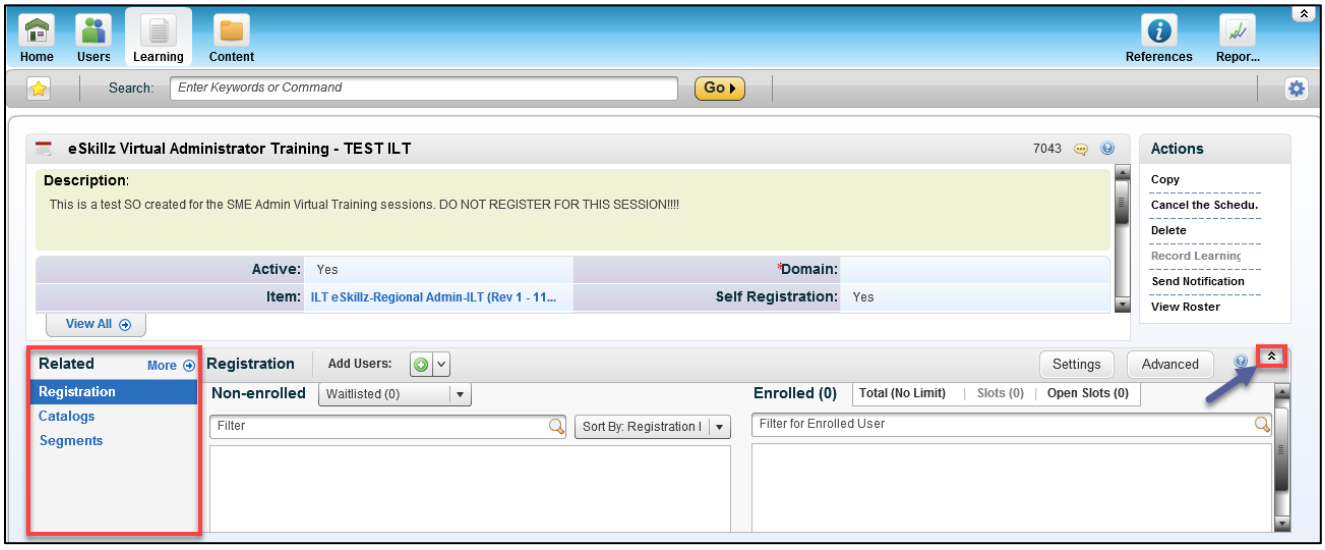


 © 2017 eSkillz Corp. All rights reserved.

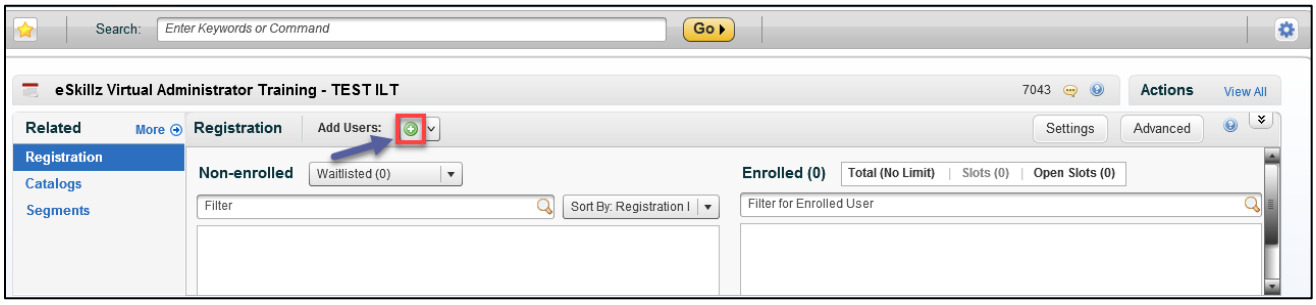
Registration Management

Enroll Users in a SO

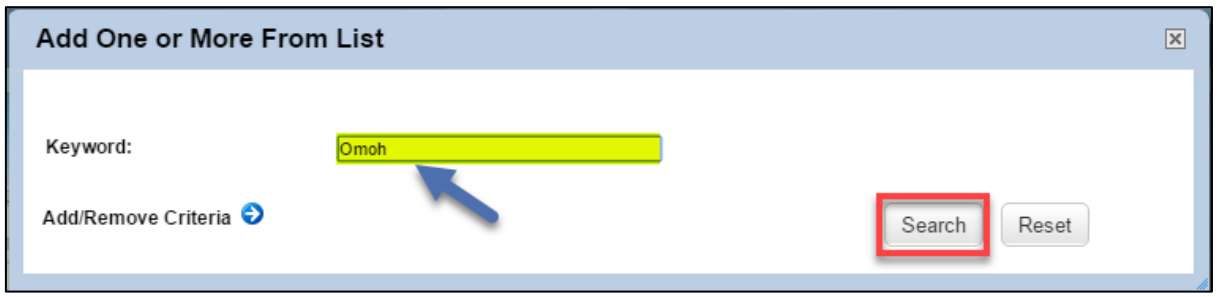
1. On the Scheduled Offering administration page, locate the **Related Menu** and click *Registration*. For better viewing, click on the icon to expand the region.



2. Click on the icon in the *Add Users* section to register users for the SO.



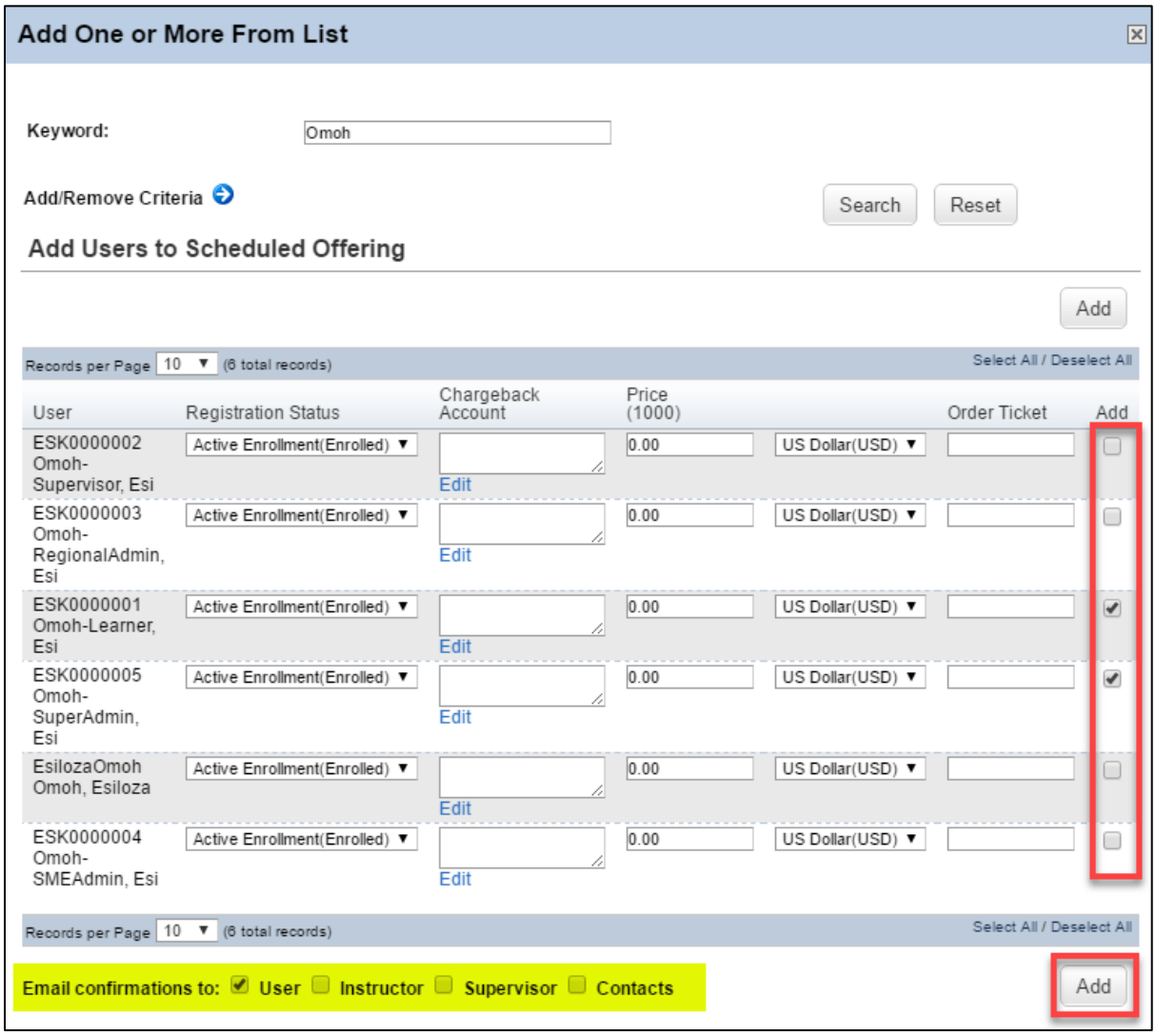
3. Enter a keyword (or last name) associated with the user **or leave blank** to add multiple users. Click **Search** to find users.



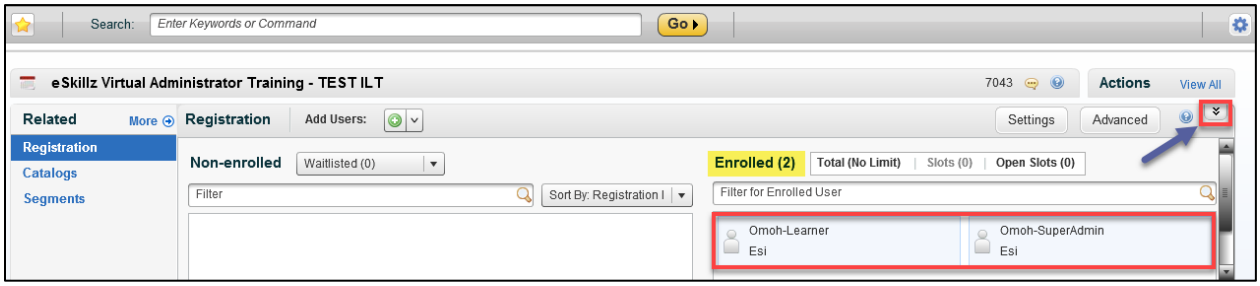
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

4. Select your desired user(s) and indicate who you want the registration confirmation emailed to. Click **Add** to register the user(s) and return to the Scheduled Offering Administration page.



5. The added user(s) will now be listed under the Enrolled section of the *Registration* tab. The remaining number of open seats will also be listed in this area (if applicable). Repeat steps 2-4 to register another user. Click on the icon to collapse the *Registration* region and view the entire Scheduled Offering administration page.

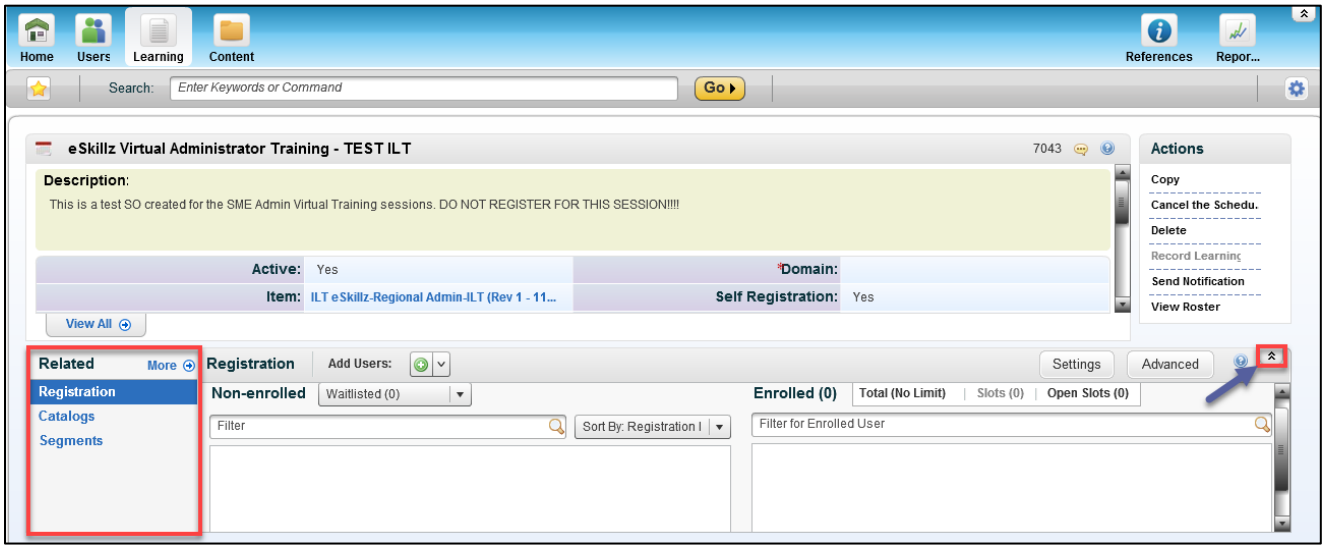


 © 2017 eSkillz Corp. All rights reserved.

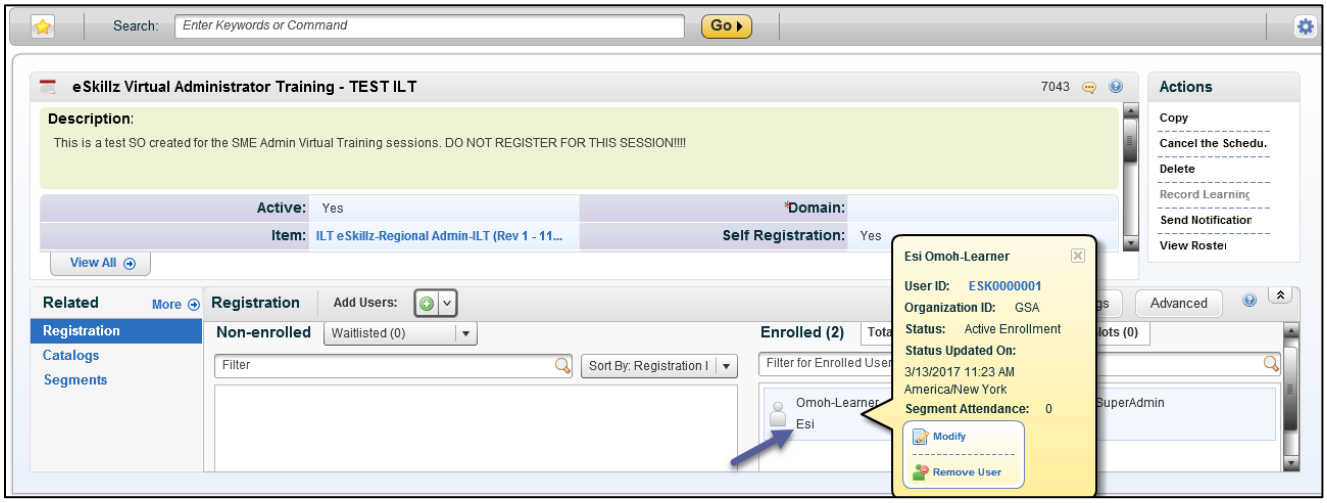
SME Administrator 101 Job Aid

Unenroll Users from a SO

1. On the Scheduled Offering administration page, locate the **Related Menu** and click *Registration*. For better viewing, click on the icon to expand the region.



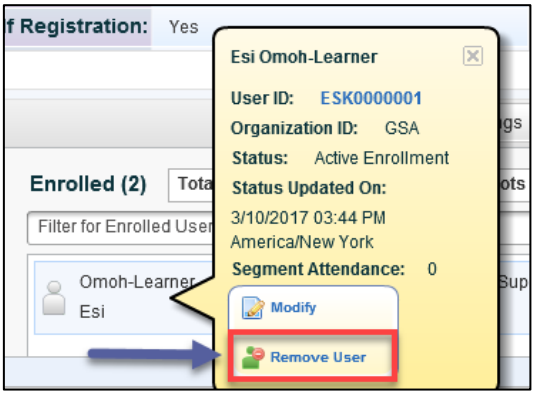
2. In the Enrolled section of the *Registration* tab, locate and hover over the user you would like to remove/ drop from the SO.



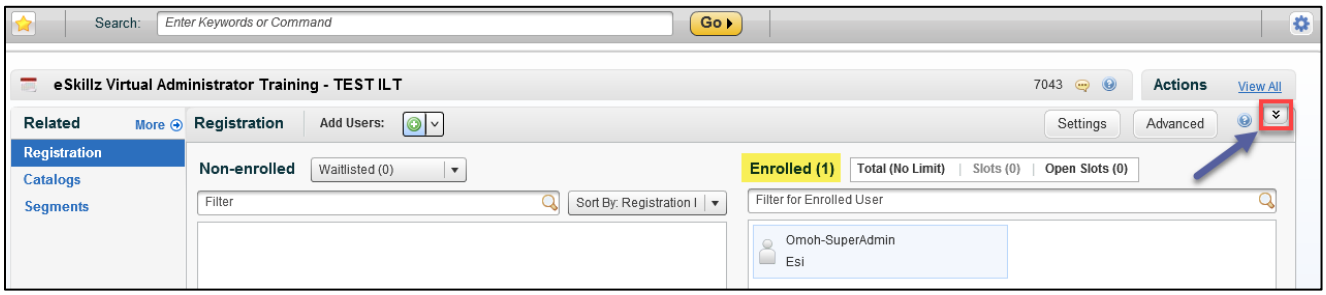
3. Click **Remove User**.

 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ



4. You have susscessfully removed the user from the SO! Repeat steps 2-4 to remove another user. Click on the icon to collapse the *Registration* region and view the entire Scheduled Offering administration page.



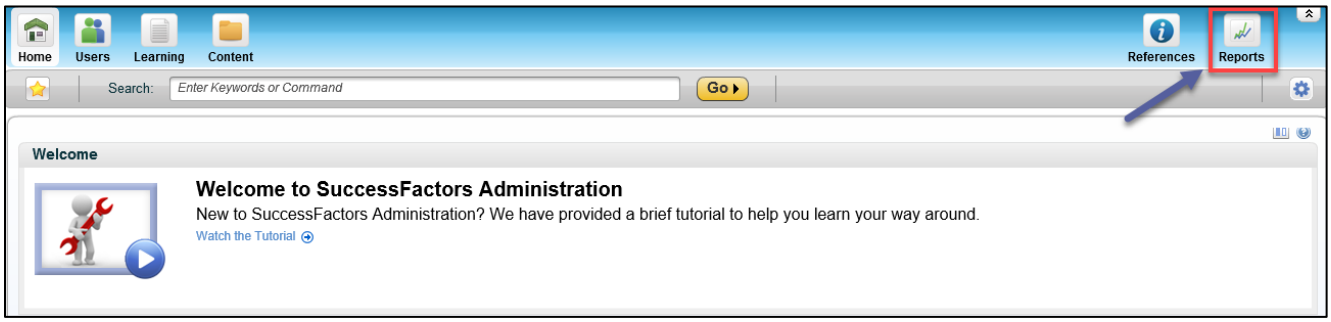
 © 2017 eSkillz Corp. All rights reserved.

SCHEDULED OFFERING ADMINISTRATION

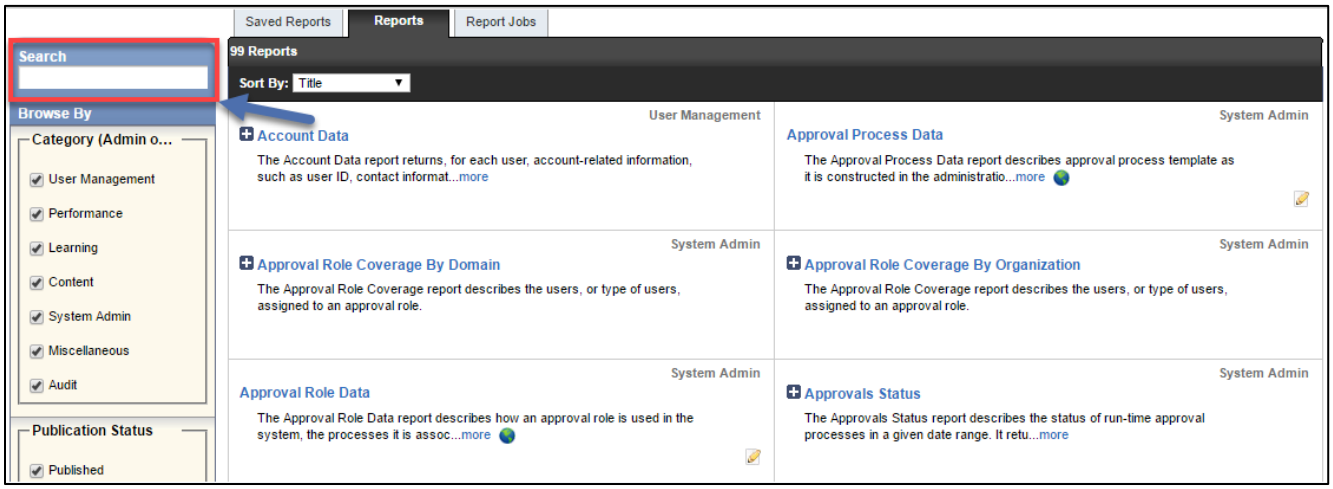
View/ Print Scheduled Offering Roster

To run an admin level report, you must first access the Reports area of the Learning Administration Homepage. The Scheduled Offering Roster report displays a roster of registered users in a SO. Results can be viewed in HTML or CSV (Microsoft Excel).

1. From the Learning Administration page (also called SuccessFactors Administration), click on the "Reports" icon.



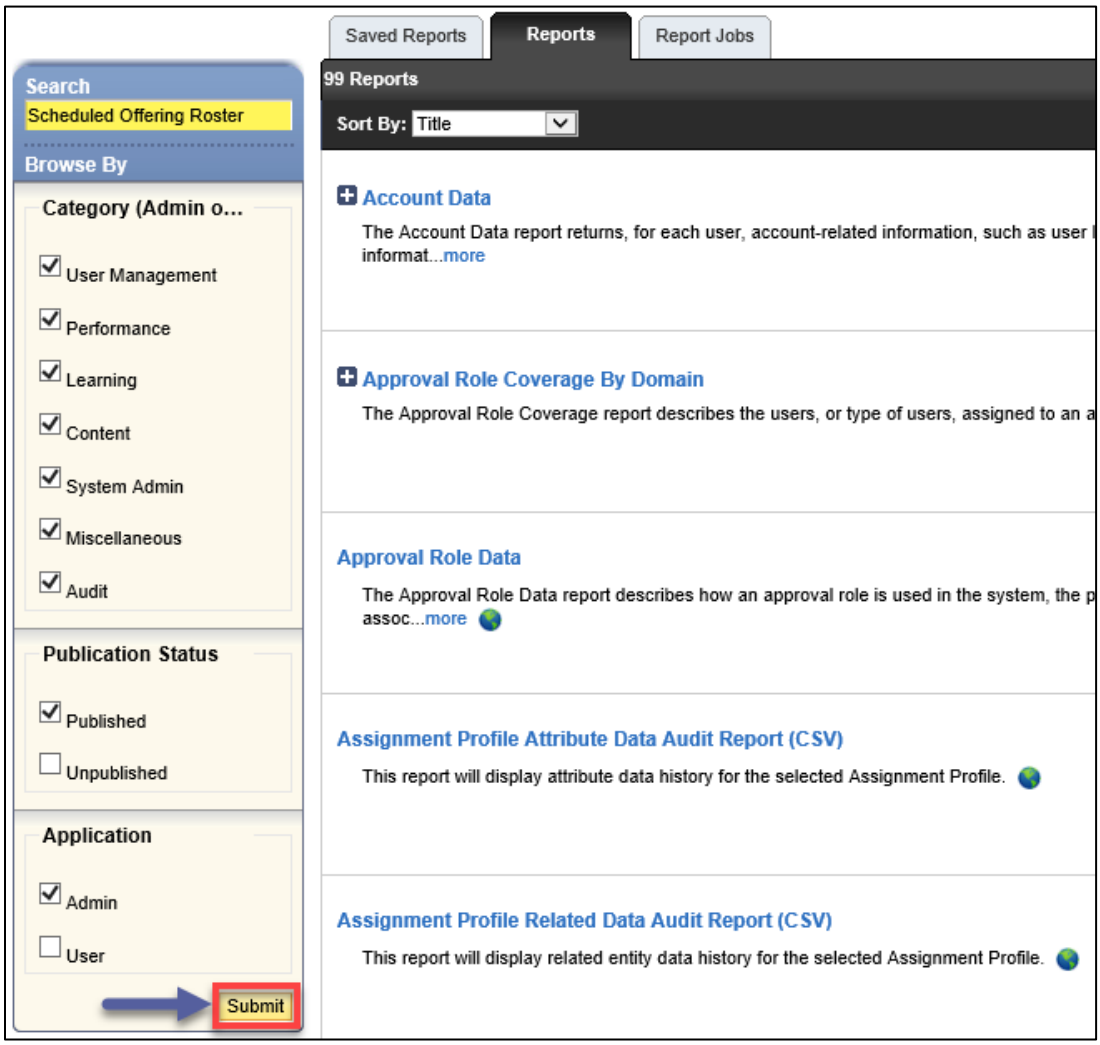
2. On the Reports page, locate the Search box in the left menu navigation tab.



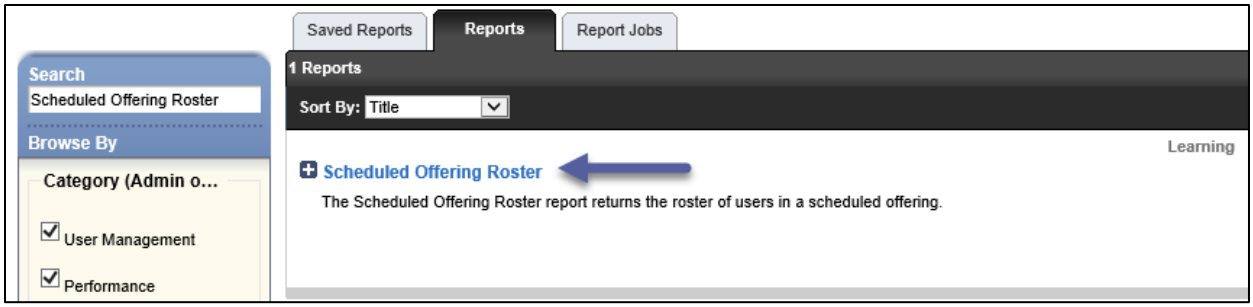
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

3. Enter the name or keyword associated with your desired report. Click **Submit** to enter the search.



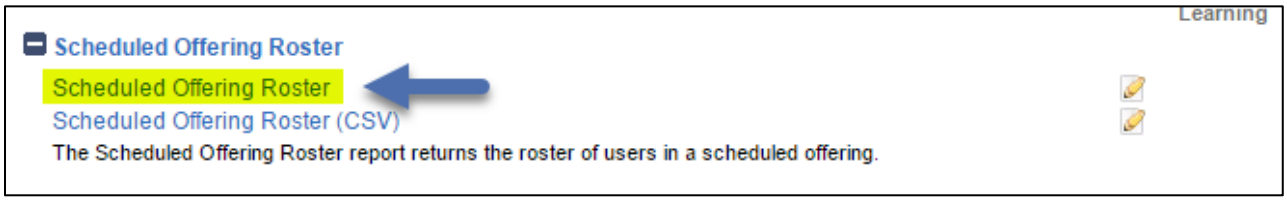
4. Locate the "Scheduled Offering Roster" report.



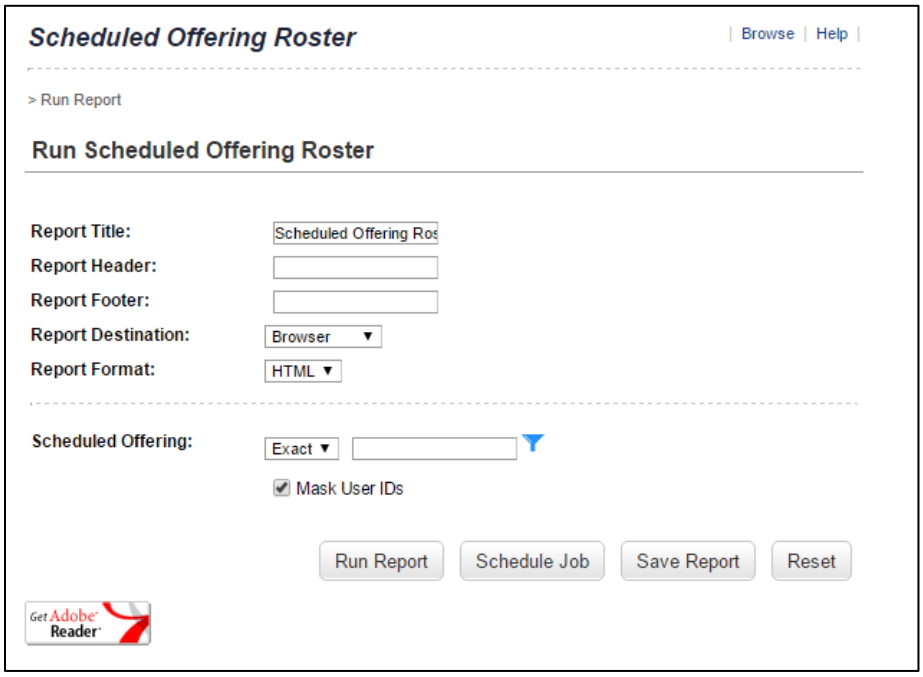
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

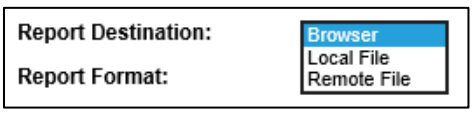
5. Click on the report title to see available report versions. Click on "Scheduled Offering Roster" to download the roster as a document.



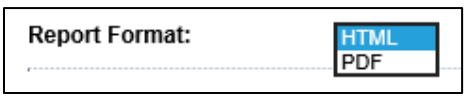
6. On the Run Schedule Offering Roster page, fill in the appropriate information to filter your results.



a. **Report Destination:** Use the drop-down menu to select the destination of your downloaded roster report. Destination options include Browser (open via internet browser), Local File (download to your computer), and Remote File.



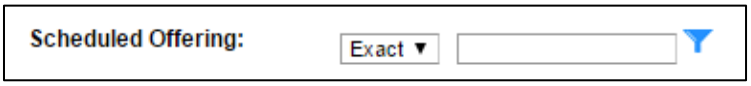
b. **Report Format:** Use the drop-down menu to select the format of your downloaded roster report. Format options include HTML (open as a webpage) and PDF.



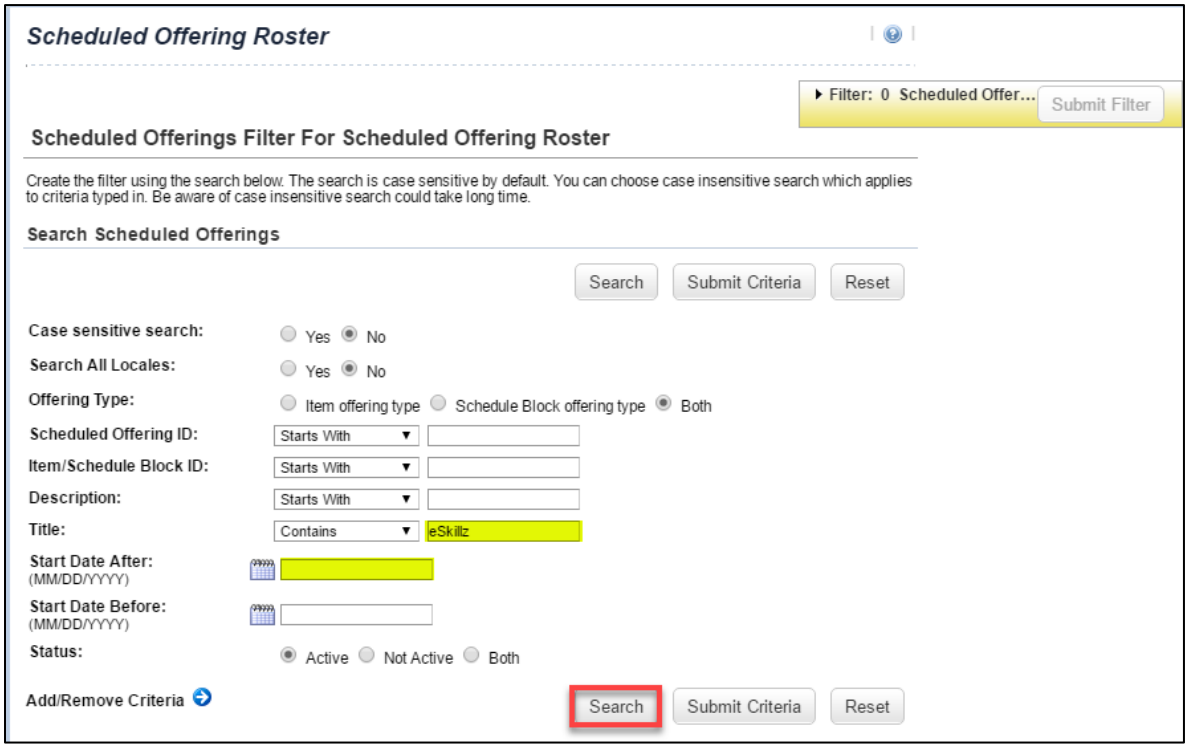
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

c. **Scheduled Offering**: To filter results by Scheduled Offering (SO), click on the icon. A popup window will open with a list of SO search criteria.

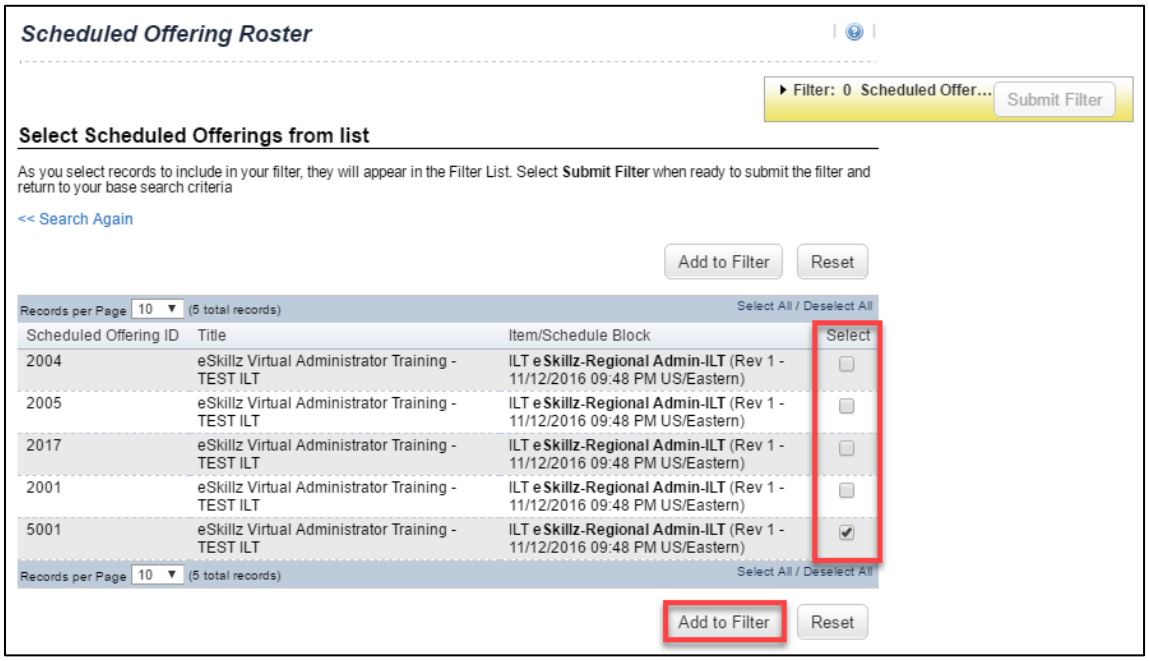


i. In the popup window, enter the name or keyword associated with the SO you wish to report on. You may choose to click Add/Remove Criteria at the bottom of the filter page to select more SO criteria. Once your criteria have been entered or selected, click **Search** to find your desired SO.

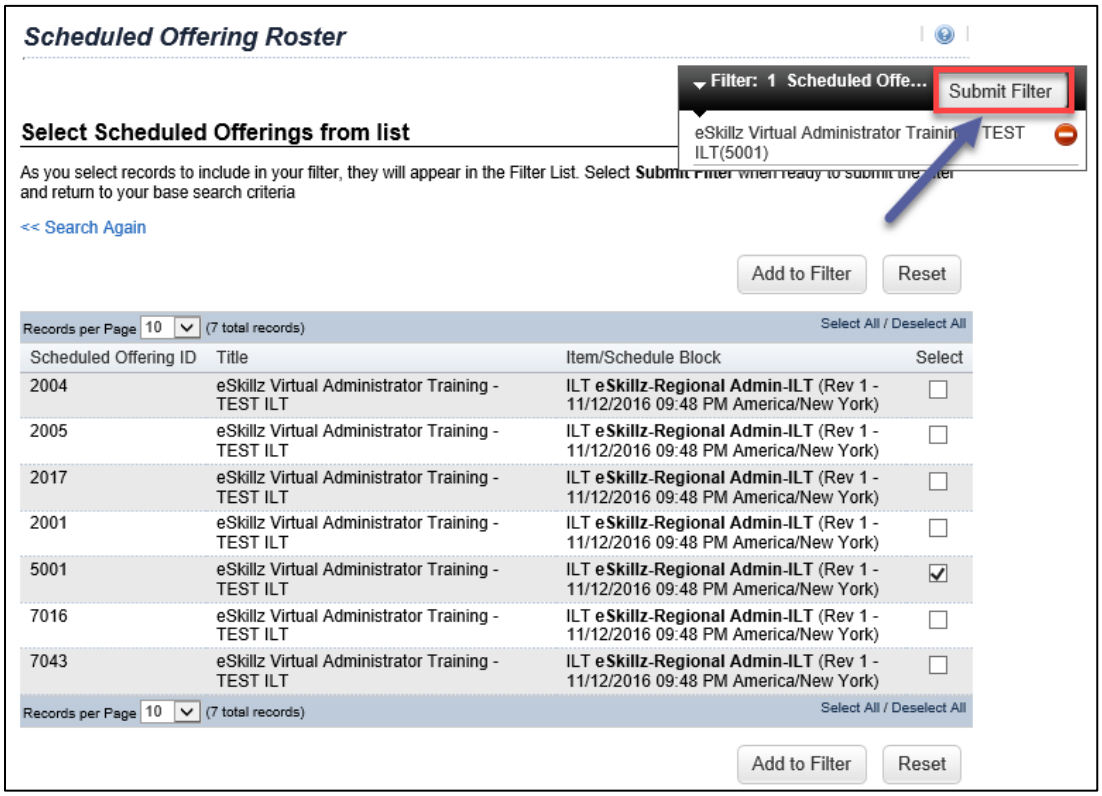


ii. Select the SO you wish to report on and click **Add to Filter**.
Note: It is helpful if you already know the Scheduled Offering ID for your desired SO. Best practice is to first locate this info with the SO before accessing the Reports area to run your roster report.

 © 2017 eSkillz Corp. All rights reserved.

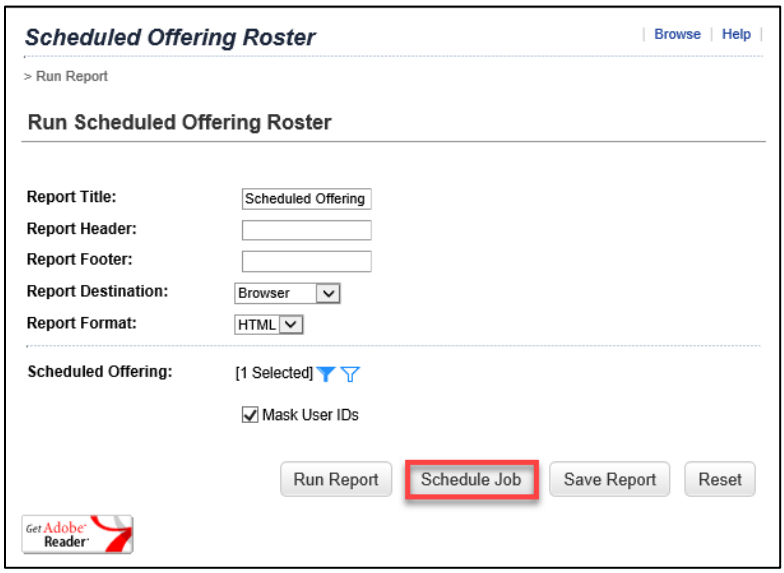


iii. Next, click **Submit Filter** at the top of the screen to return to the Scheduled Offering Roster report.

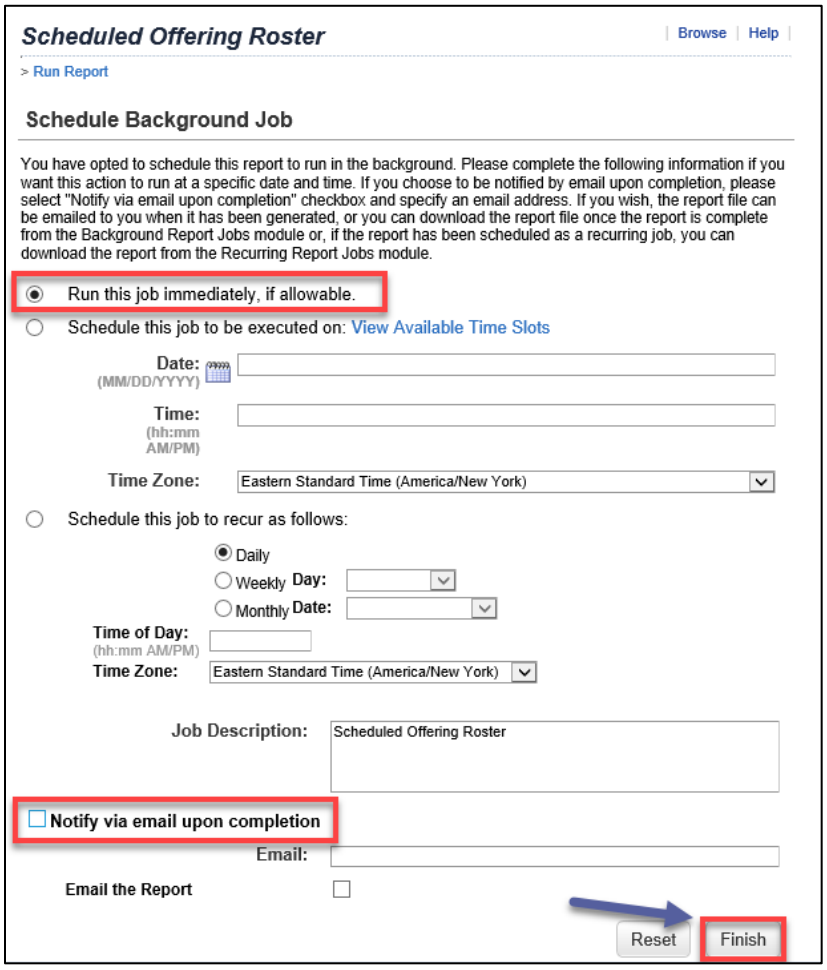


 © 2017 eSkillz Corp. All rights reserved.

7. Once all criteria have been entered, click **Schedule Job**.



8. Select the "*Run this job immediately, if allowable"* button and uncheck the "*Notify via email upon completion"* box. Click on **Finish** to run your roster report.

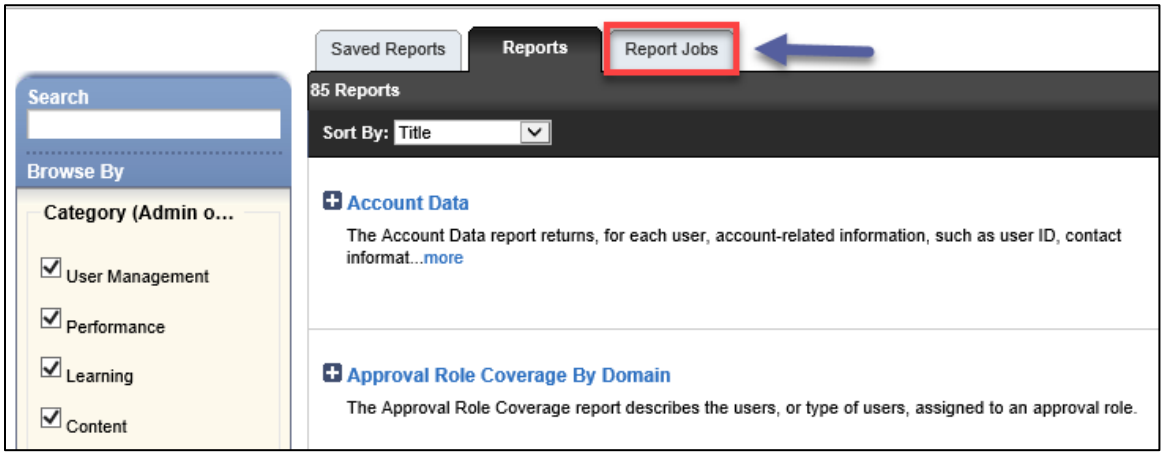


 © 2017 eSkillz Corp. All rights reserved.

Powered by:

9. The *Background Report Job Status* page displays information on your report. Click **Done** to return to the Reports page.

10. On the Report page, click on the Report Jobs tab to view your report.



11. Locate your desired report (Scheduled Offering Roster) on the report jobs list. Under the Actions menu, click on **Download** to download your SO roster.

12. Utilize your browser settings to open your downloaded roster report.

 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

13. The downloaded report will list scheduled segment details and registered participants. Utilize your browser and/or PDF viewer settings to print out a copy of your roster.

successfactors™ An SAP Company

Scheduled Offering Roster

Schedule

Scheduled Offering ID	5001
Title	eSkillz Virtual Administrator Training - TEST ILT
Item	ILT eSkillz-Regional Admin-ILT (Rev 11/12/2016 09:48 PM America/New York)

Segment	Start Date/Time	End Date/Time	Instructor	Room
1 This is a segment that EO has edited. Please do not DELETE!!!	2/23/2017 09:00 AM America/New York	2/23/2017 11:00 AM America/New York	TBD, Vendor	Room 1458

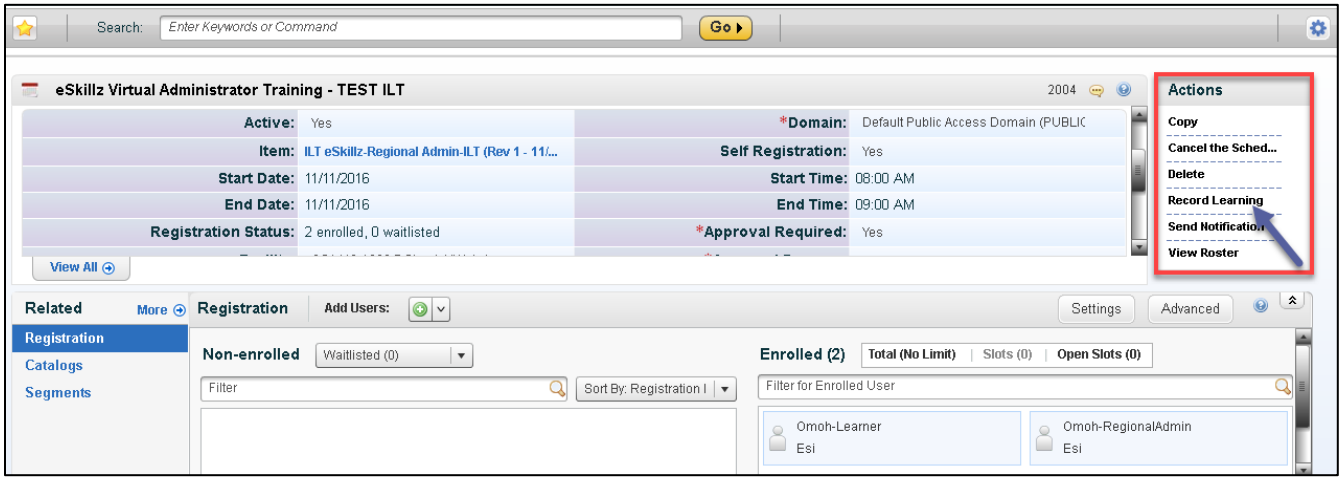
User Name		Supervisor		Signature	Date
Omoh-Learner, Esi	*********	Omoh-Supervisor, Esi	*********		
Omoh-RegionalAdmin, Esi	*********	Cole, Don	*********		
Omoh-SMEAdmin, Esi	*********	Cole, Don	*********		
Omoh-SuperAdmin, Esi	*********	Cole, Don	*********		

 © 2017 eSkillz Corp. All rights reserved.

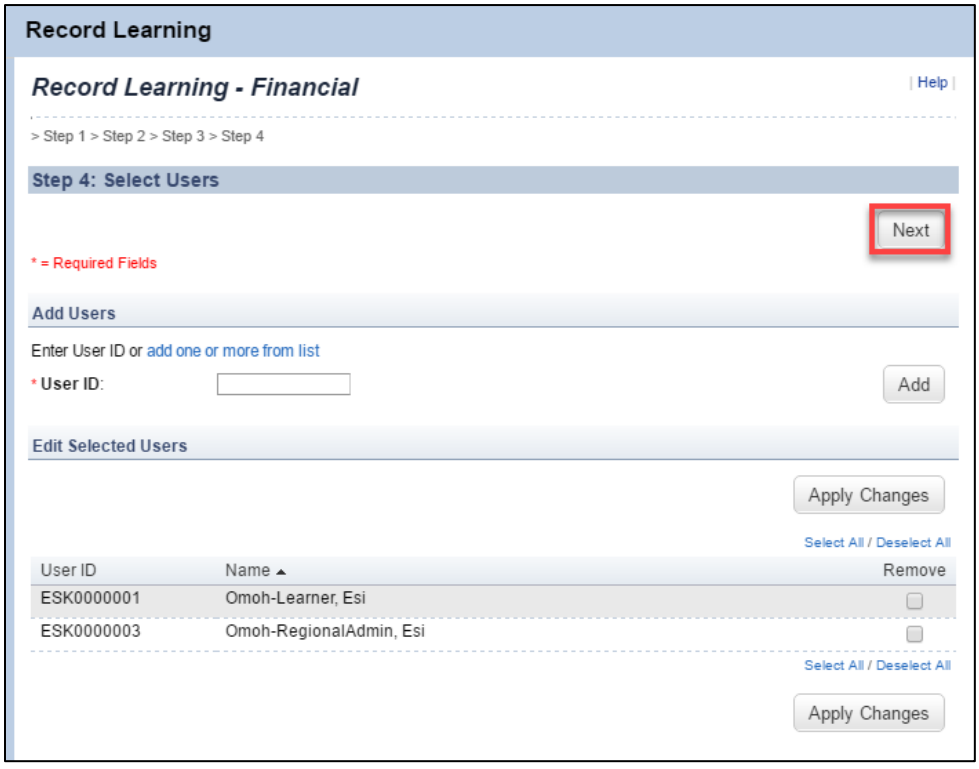
Record Learning

Attendance can **only** be recorded for Scheduled Offerings that have passed or have been completed.
Note: Update your attendance roster before recording learning.

1. On the Scheduled Offering administration page of your SO, locate the **Actions Menu** and click *Record Learning*.



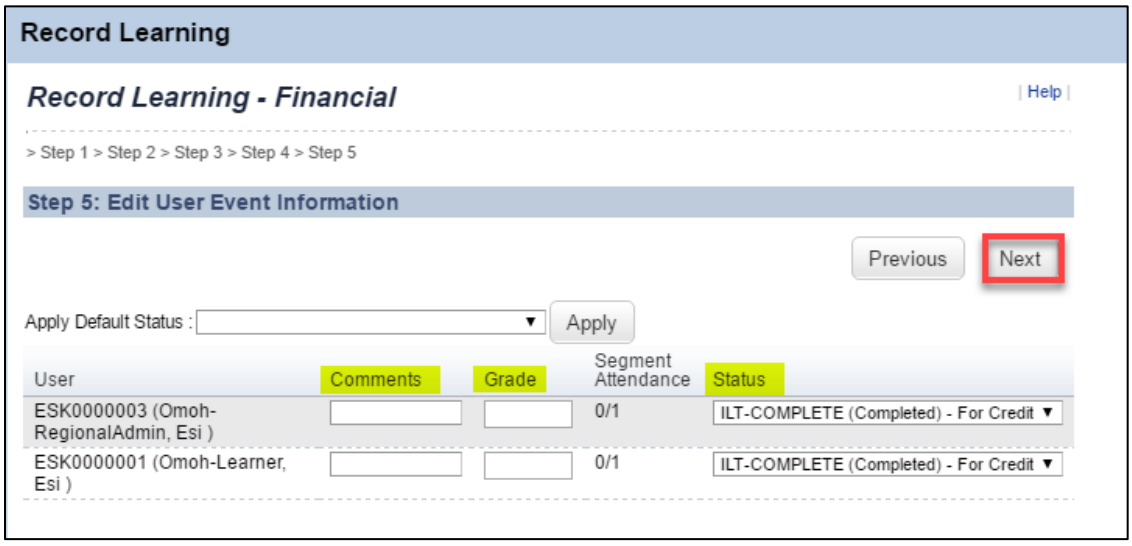
2. Review the list of registered users and deselect any users you wish to exclude from the recording. Click *Next* to advance to the next step.



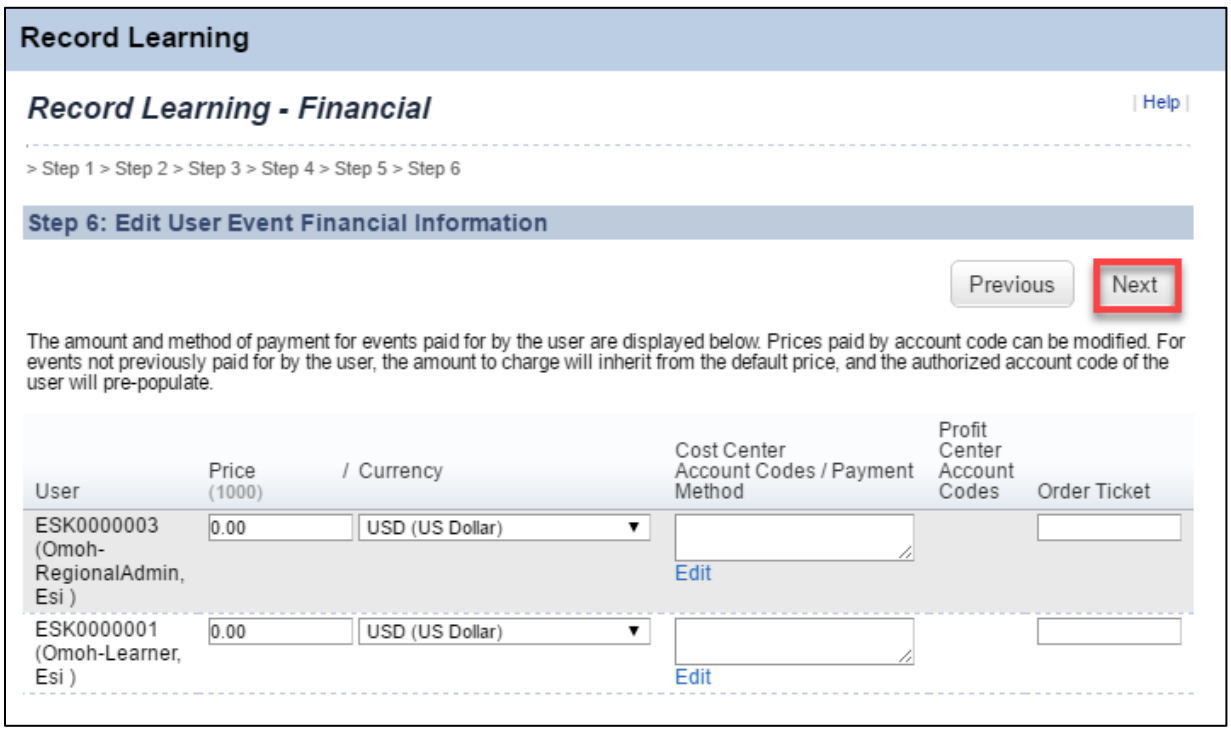
 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

3. Click the *Status* drop-down menu to select the "ILT-Complete" status for each user. You may also enter any associated *Comments* or *Grade*. Click *Next* to advance to the next step.



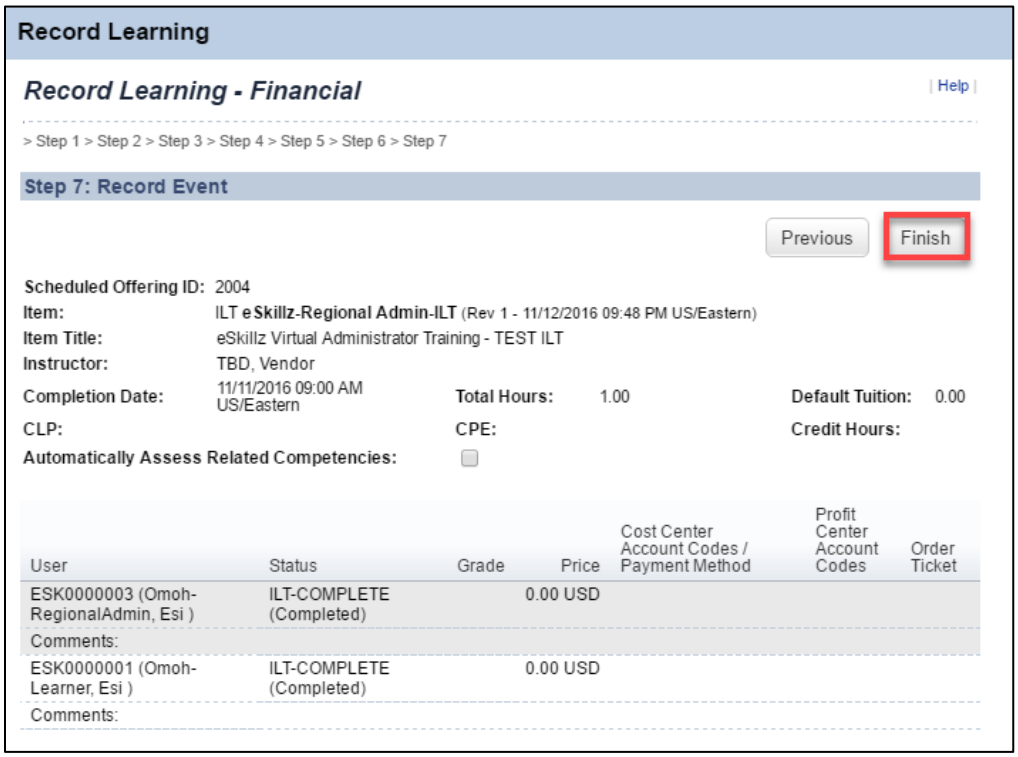
4. Click *Next* to advance to next step.



 © 2017 eSkillz Corp. All rights reserved.

Powered by: eSKILLZ

5. Click *Finish* to advance to the final step.



6. You have successfully recorded attendance for your SO! Click the "X" in the top right corner to return to the Scheduled Offering Administration page.

 © 2017 eSkillz Corp. All rights reserved.