GSA OLU SME Admin 101 Training

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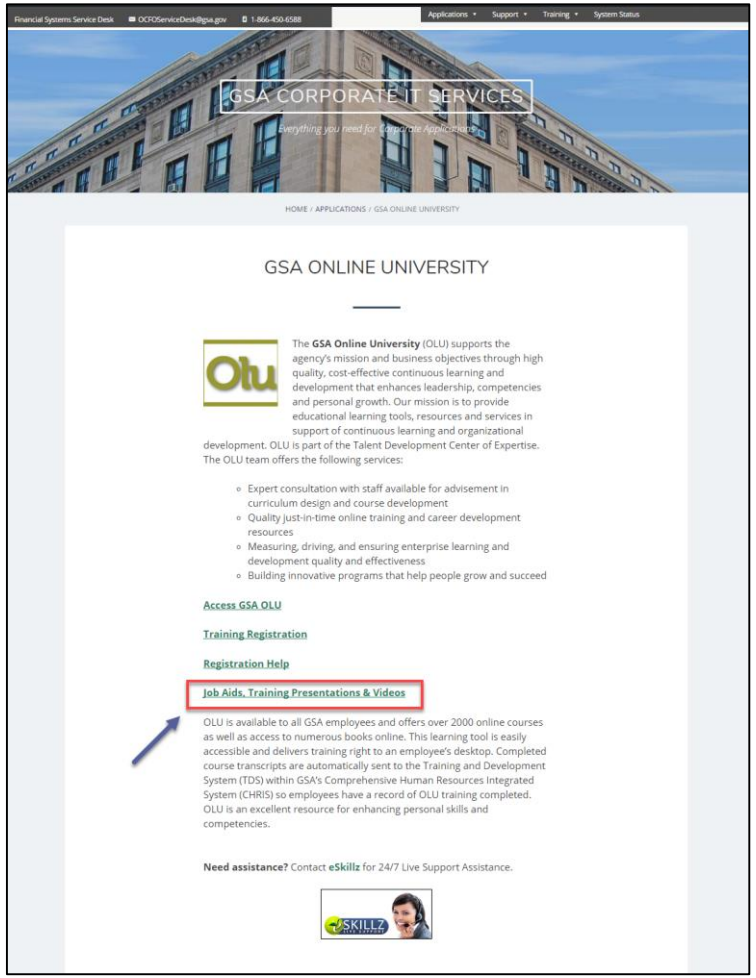
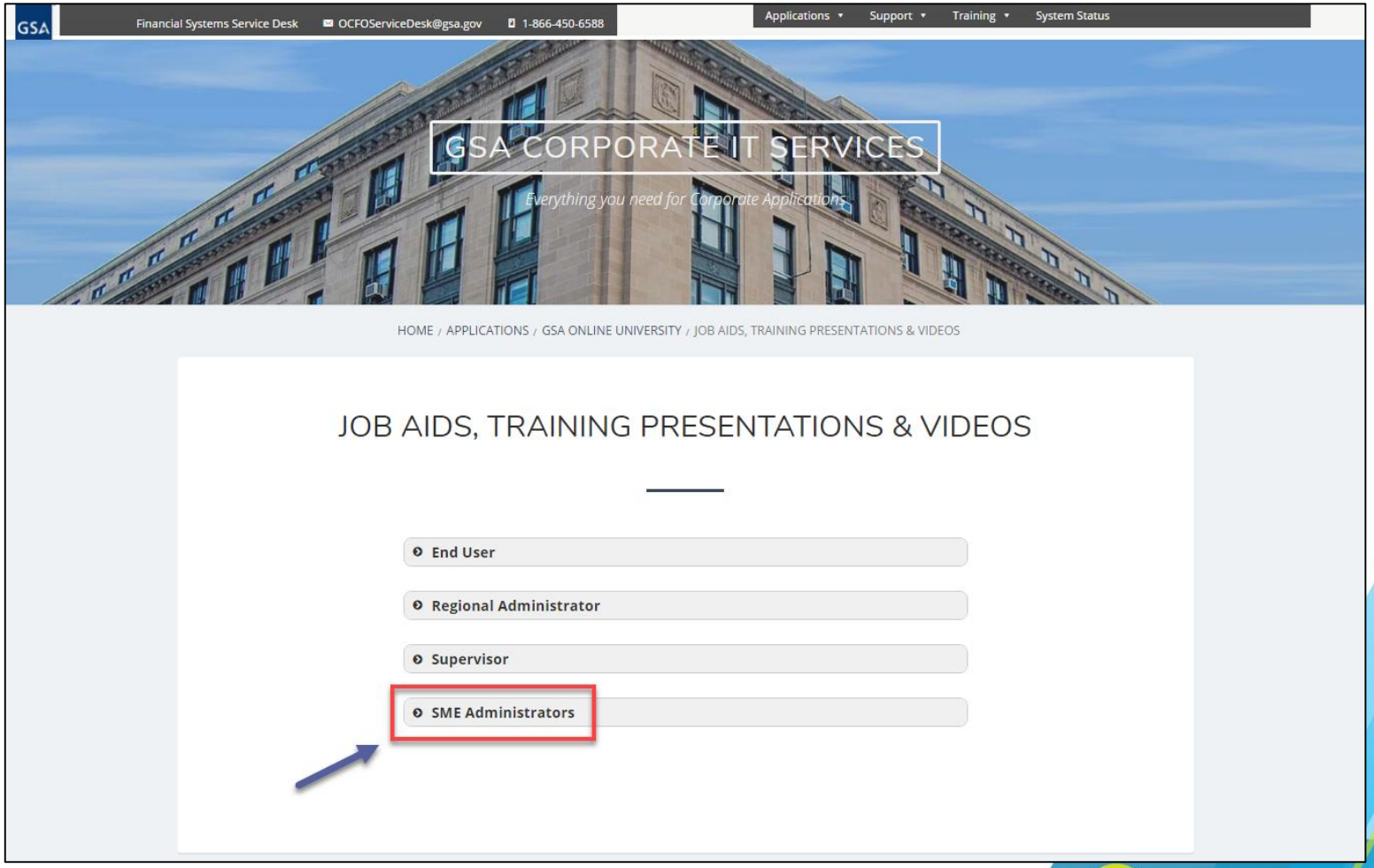
For More Information

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





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SME Admin Training

SME Admin 101 Objectives

- GSA OLU Homepage Overview
- Admin Center
- Learning Administration
  - Items
  - Scheduled Offerings
    - SO Search
    - SO Creation
    - Registration Management
    - View/ Print Roster
    - Record Learning

SME Admin 102 Objectives

- Scheduled Offering Management:
  - Edit SO
  - Copy SO
  - Delete SO
- Notifications (ad hoc)
- Reporting

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SME Admin 101 Resources

- Job Aid
- Training Slides
- Recorded Training Video
- SME Admin Contacts

GSA ONLINE UNIVERSITY

GSA LMS MIGRATION JOB AID SERIES

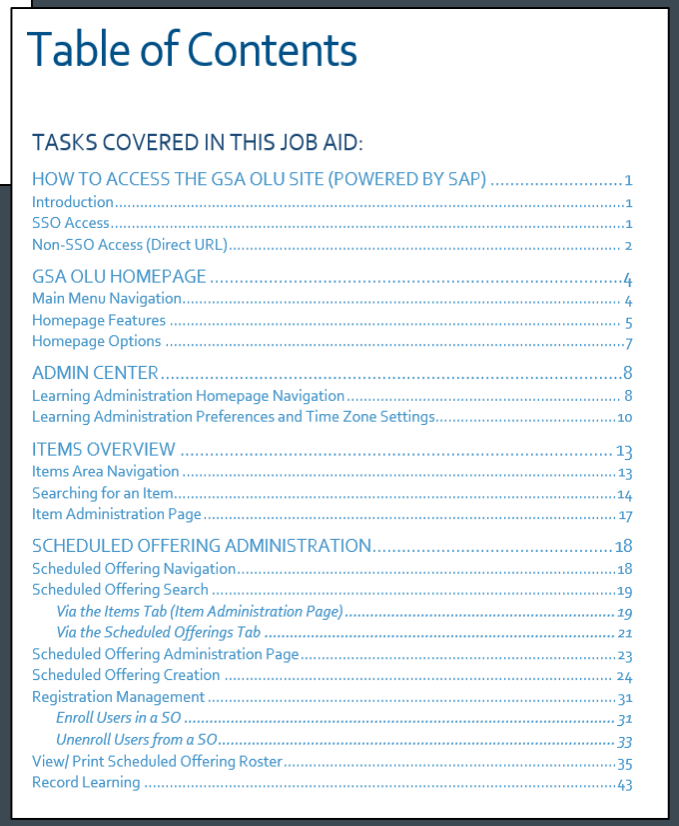
Getting started:

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.



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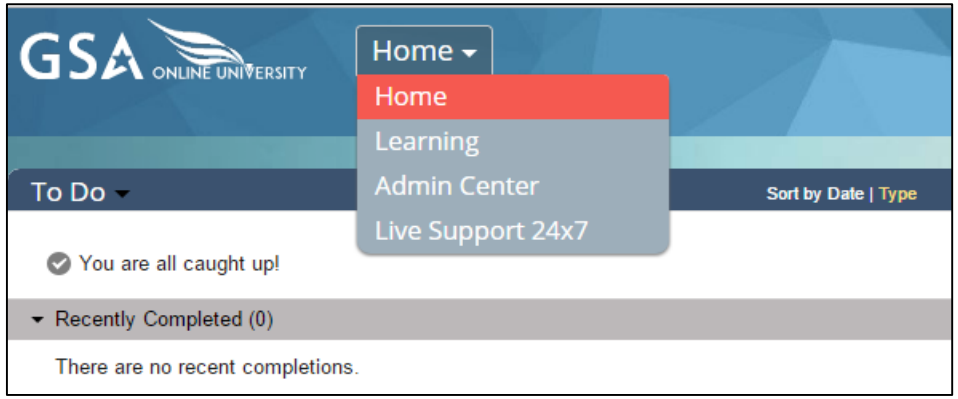
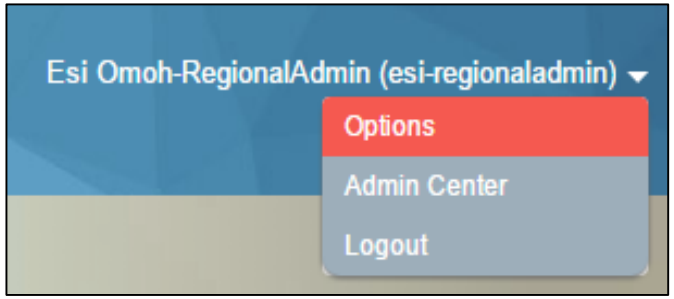
GSA OLU Homepage Overview

Homepage Features

Main Menu Navigation



Homepage Options



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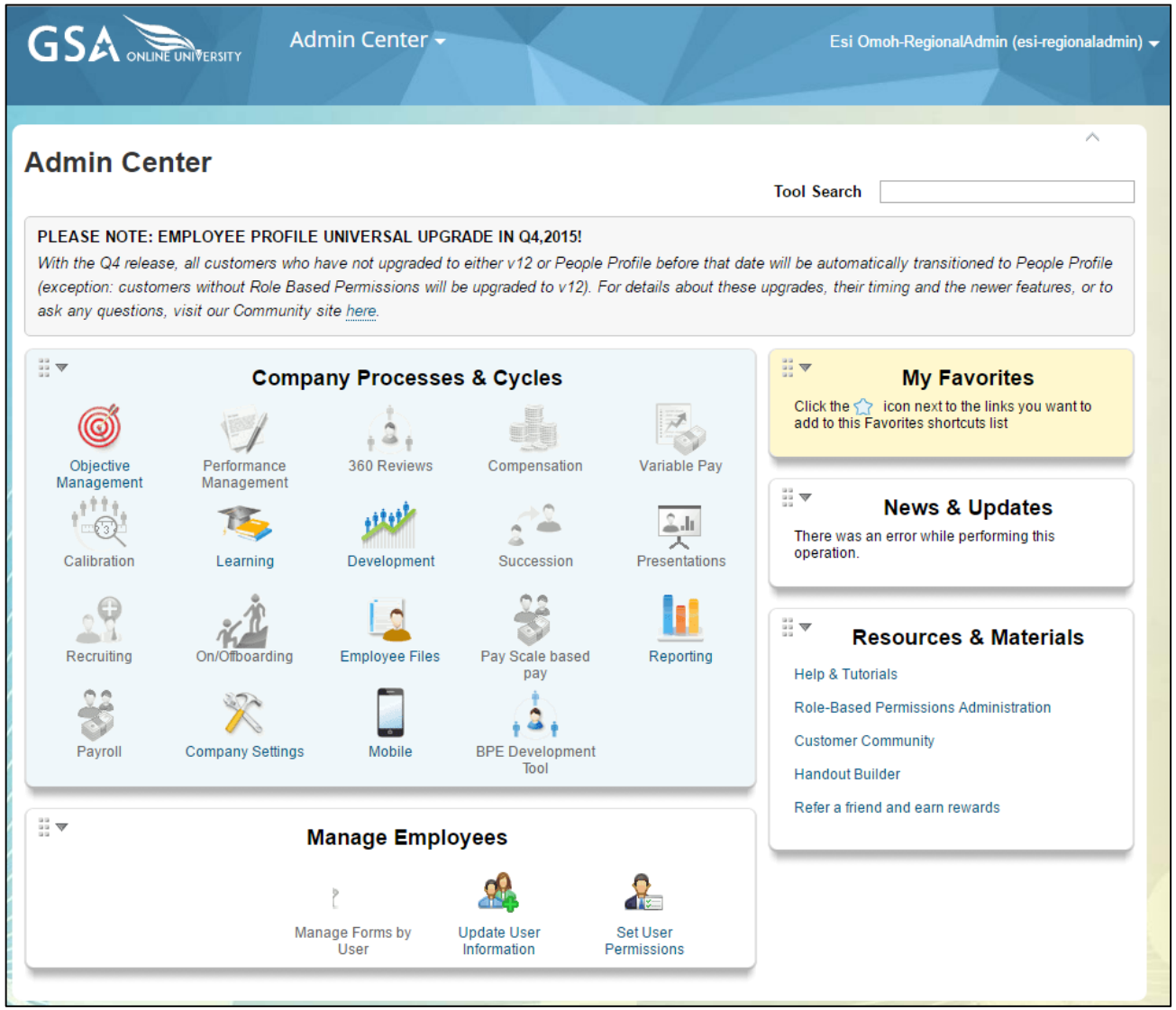
Admin Center



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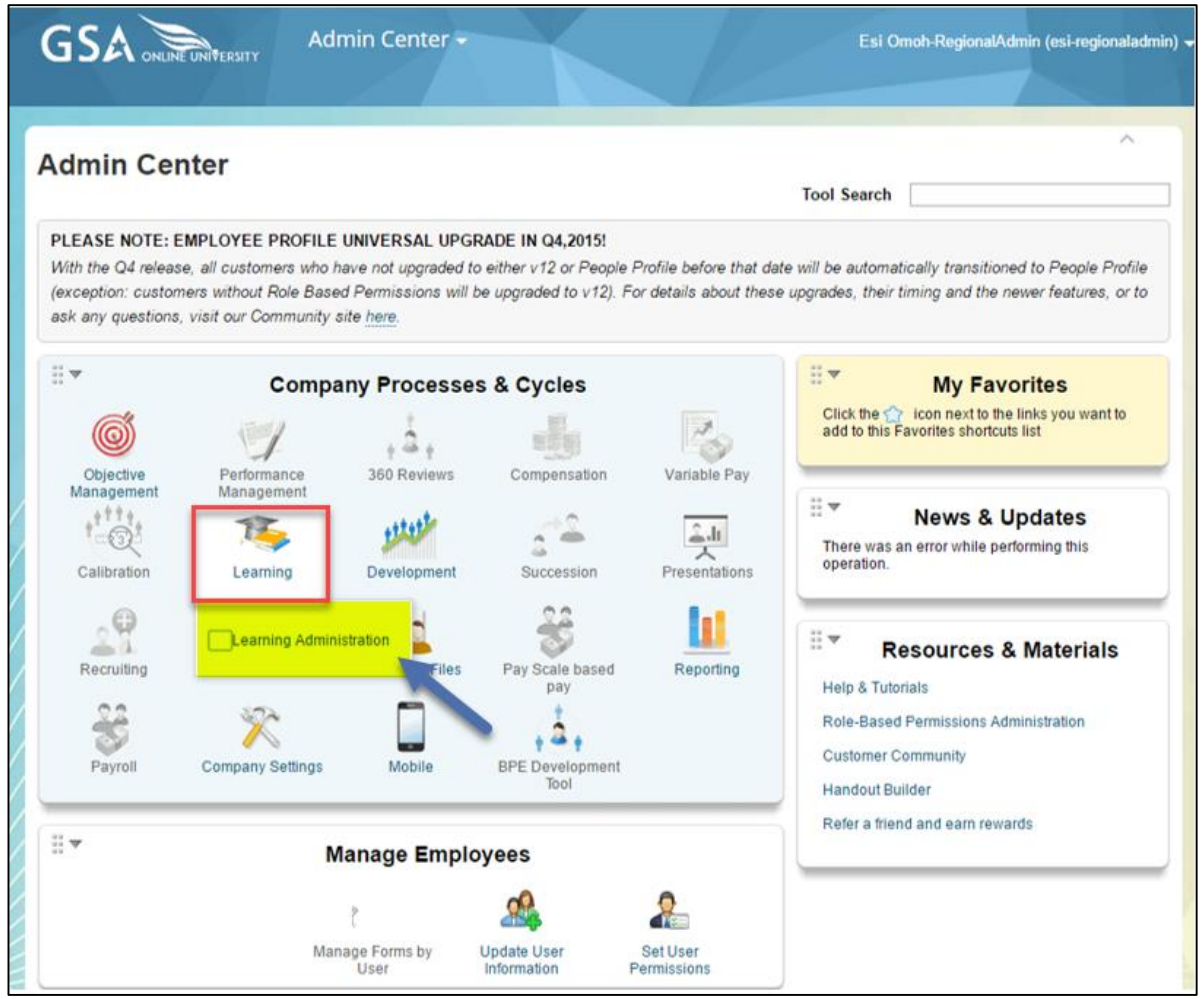
Admin Center – Learning Administration



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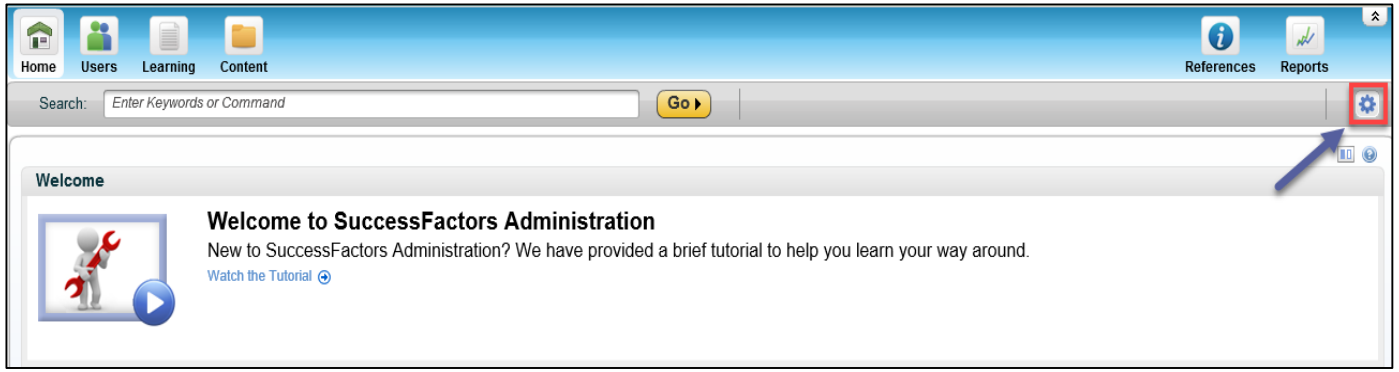
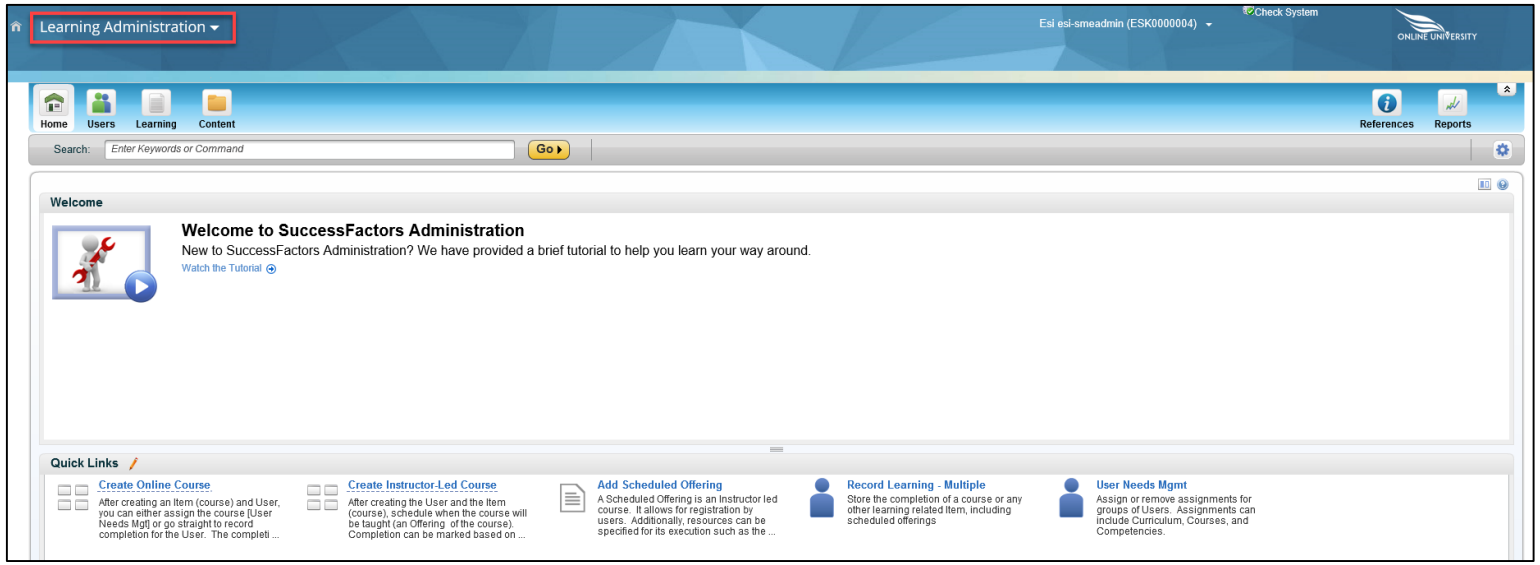
Admin Center – Learning Administration Page



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



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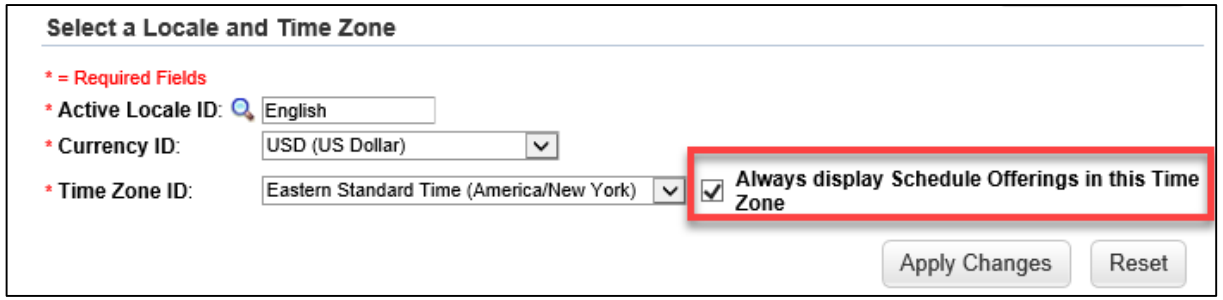
Admin Center – Learning Administration Page

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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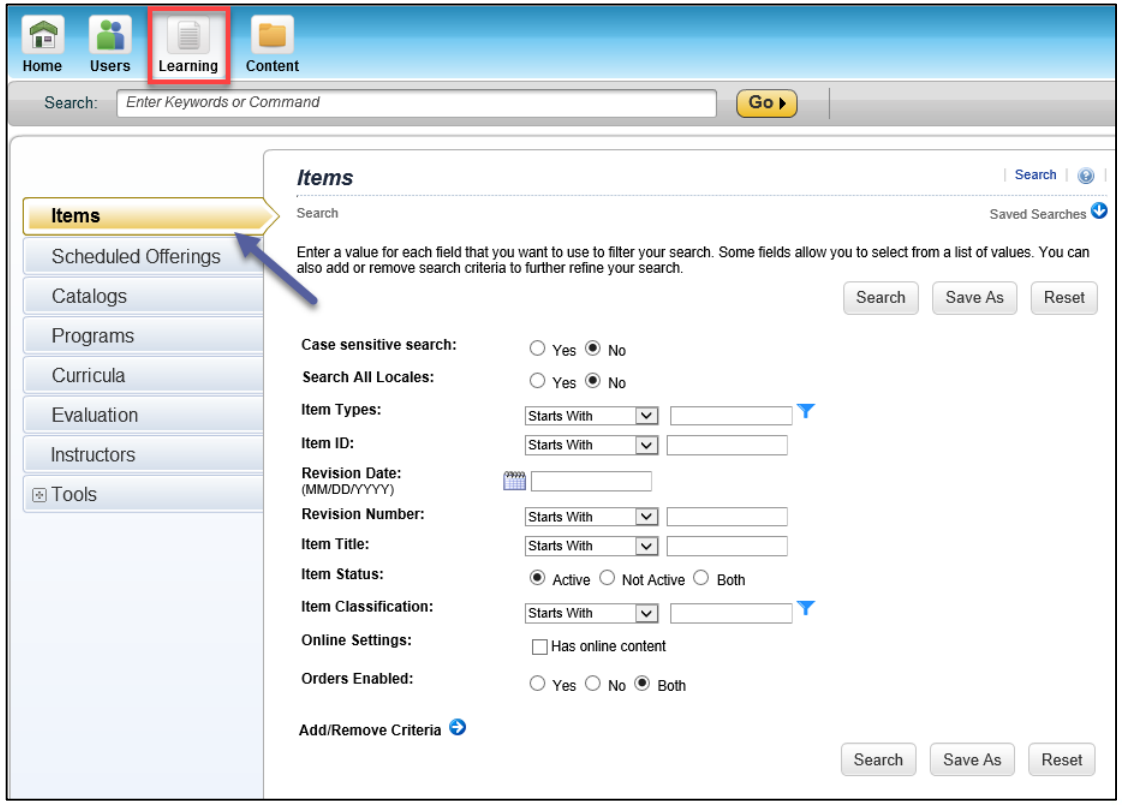
Items Overview

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

<u>Learning items (14 types):</u>

- Instructor Led Training (ILT)
- Web-Based Training (WBT)

In the Scheduled Offering case, the parent item will be an ILT.



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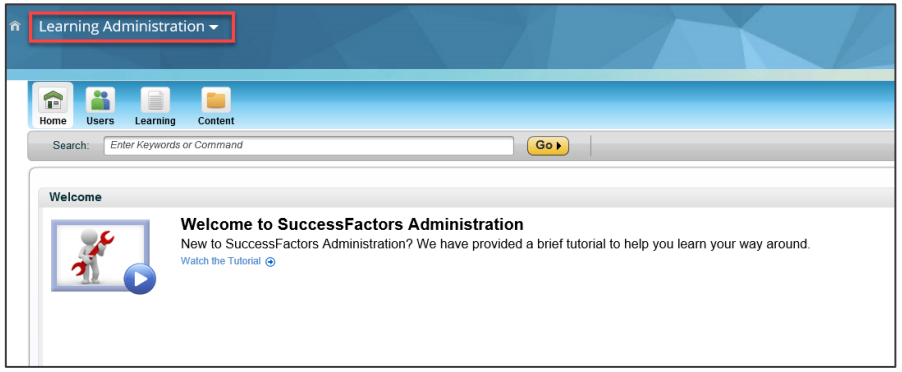
Items Navigation

Learning Administration Page > Learning > Items

1



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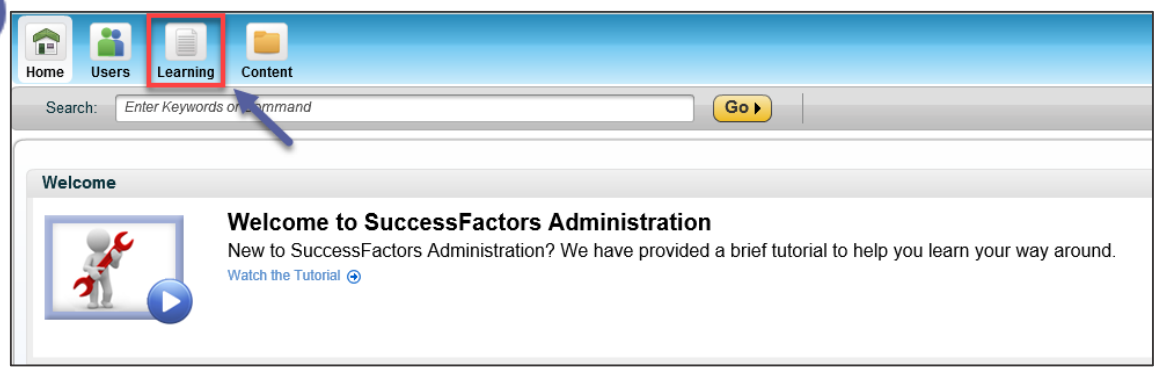

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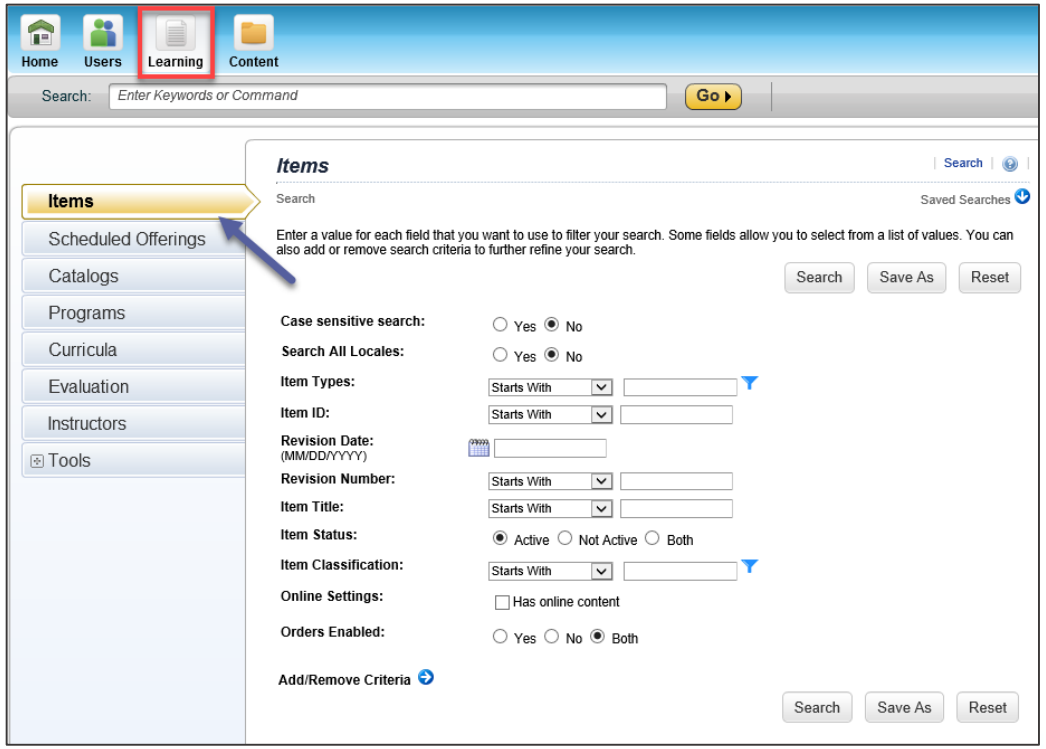

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Items Search

Items
Scheduled Offerings
Catalogs
Programs
Curricula
Evaluation
Instructors
Tools

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

Items | Search |

Search — 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
Item Types:	Starts With — ILT
Item ID:	Starts With
Revision Date: (MM/DD/YYYY)	
Revision Number:	Starts With
Item Title:	Starts With — eSkillz
Item Status:	◉ Active ○ Not Active ○ Both
Item Classification:	Starts With
Online Settings:	☐ Has online content
Orders Enabled:	○ Yes ○ No ◉ Both

Add/Remove Criteria

Search | Save As | Reset

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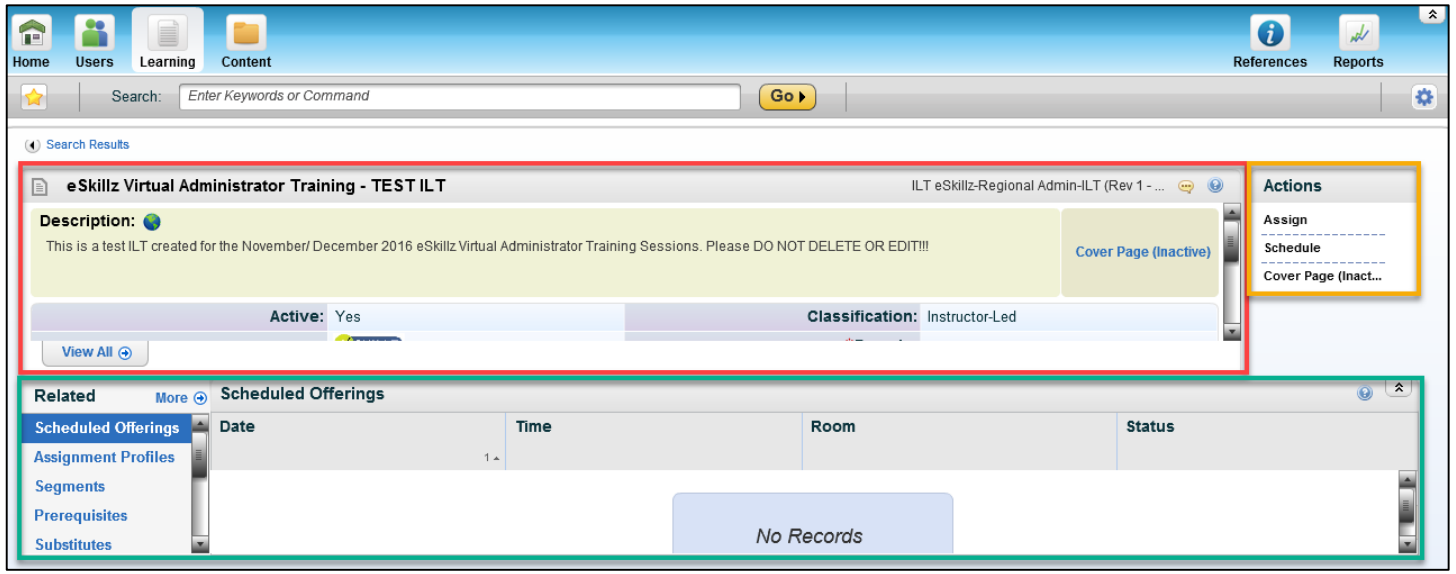
Item Administration Page

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.



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Items

Items Navigation

Items Search

Item Administration Page

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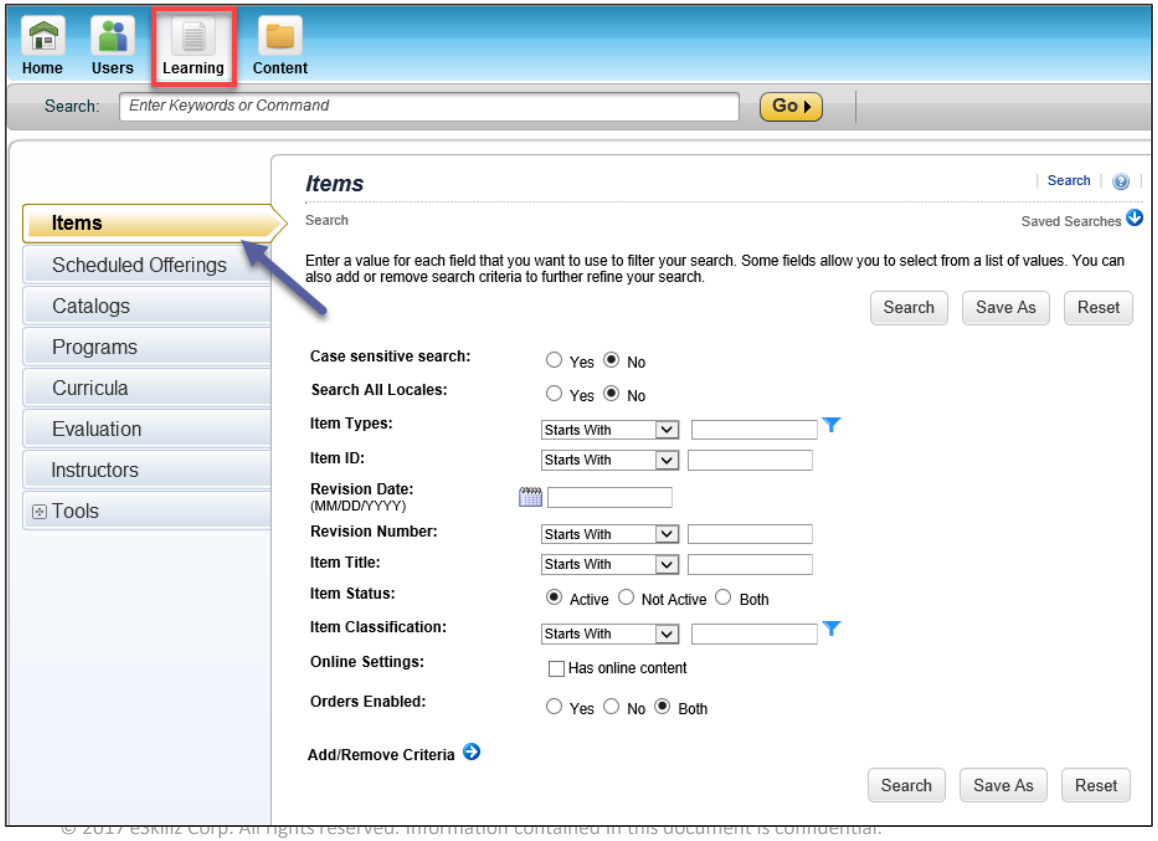
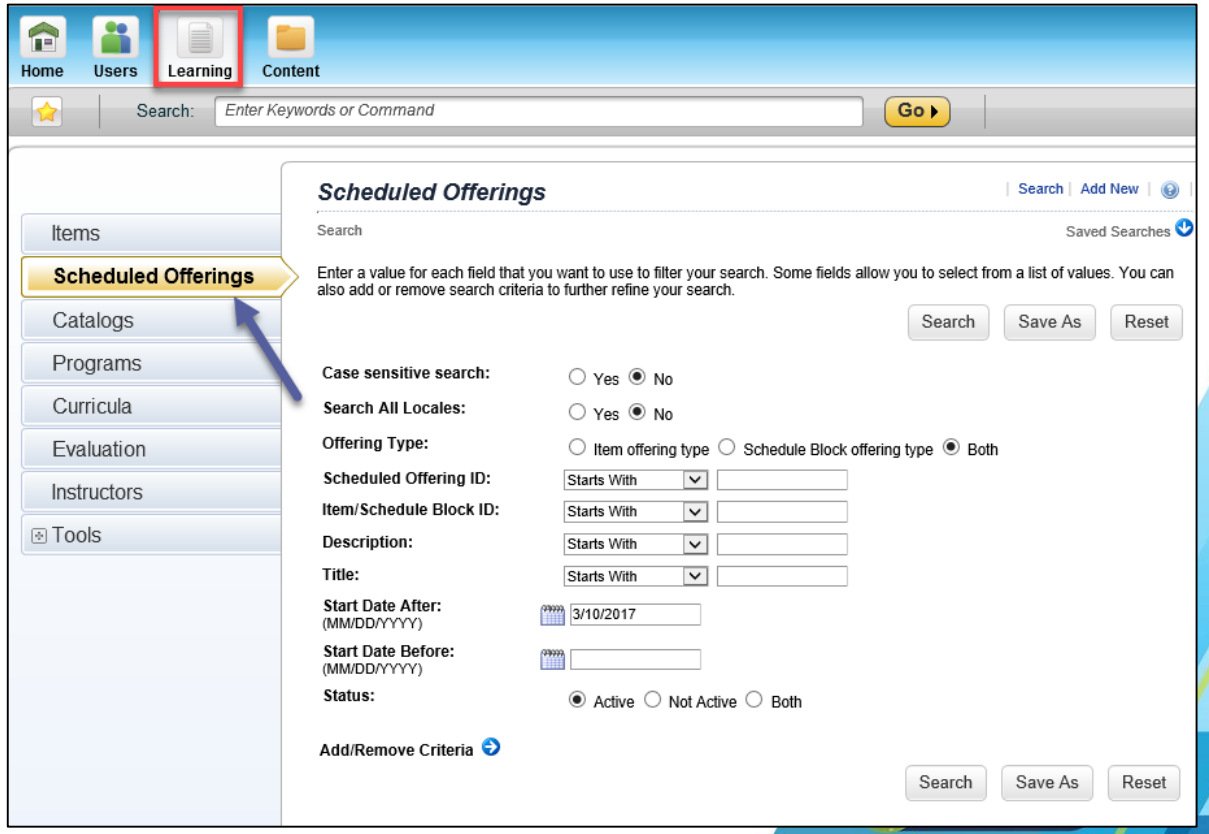
Scheduled Offering Overview

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

There are two ways to search for an existing SO:

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





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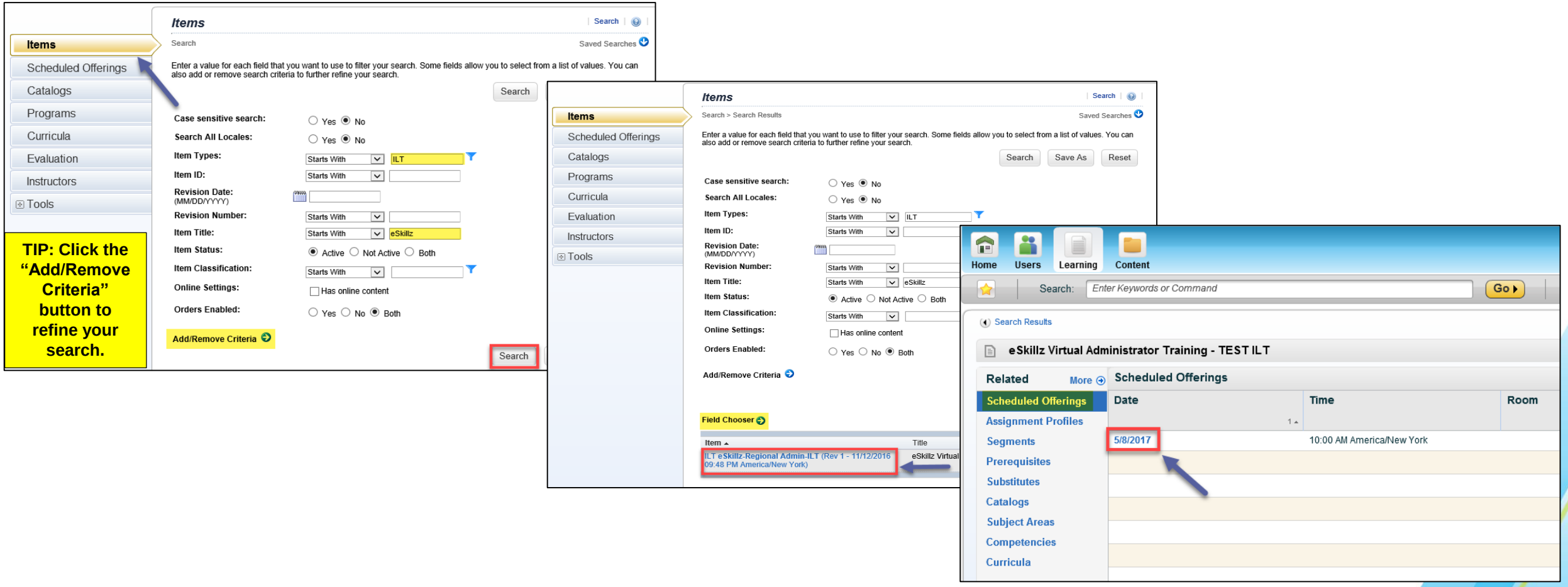
Scheduled Offering Search

Via Learning > Items (Item Administration page)



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

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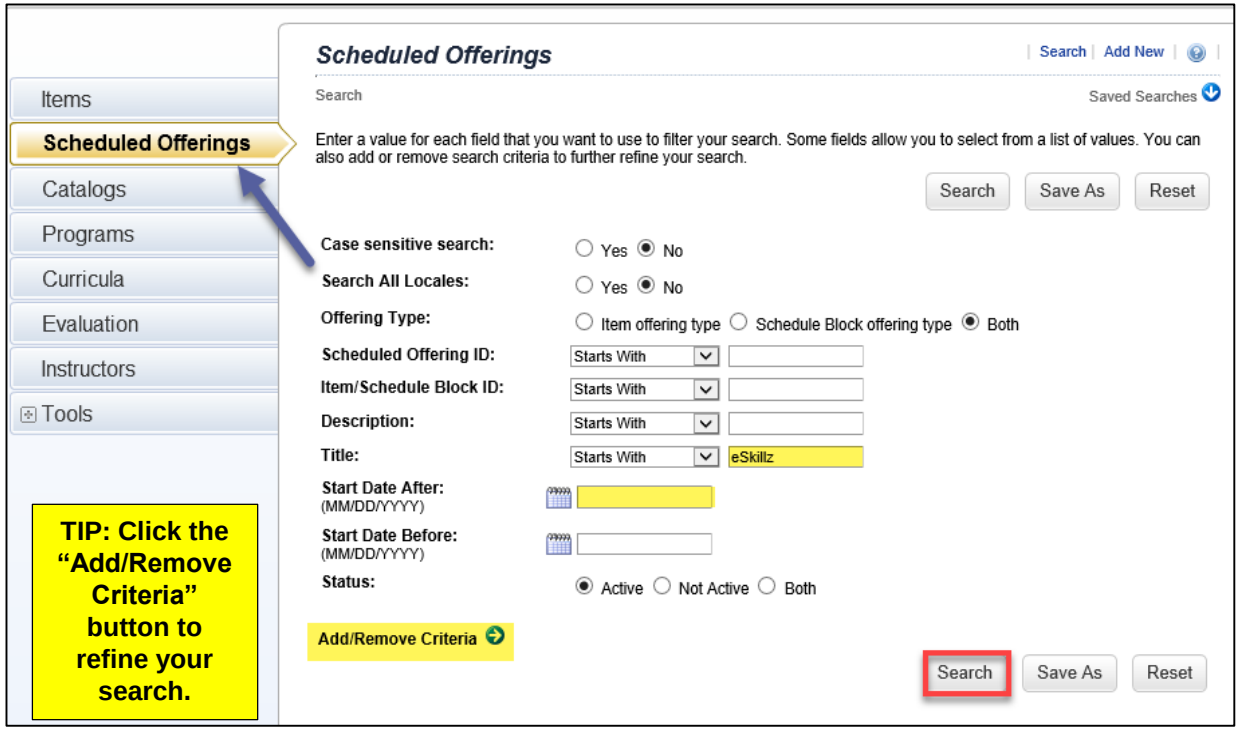
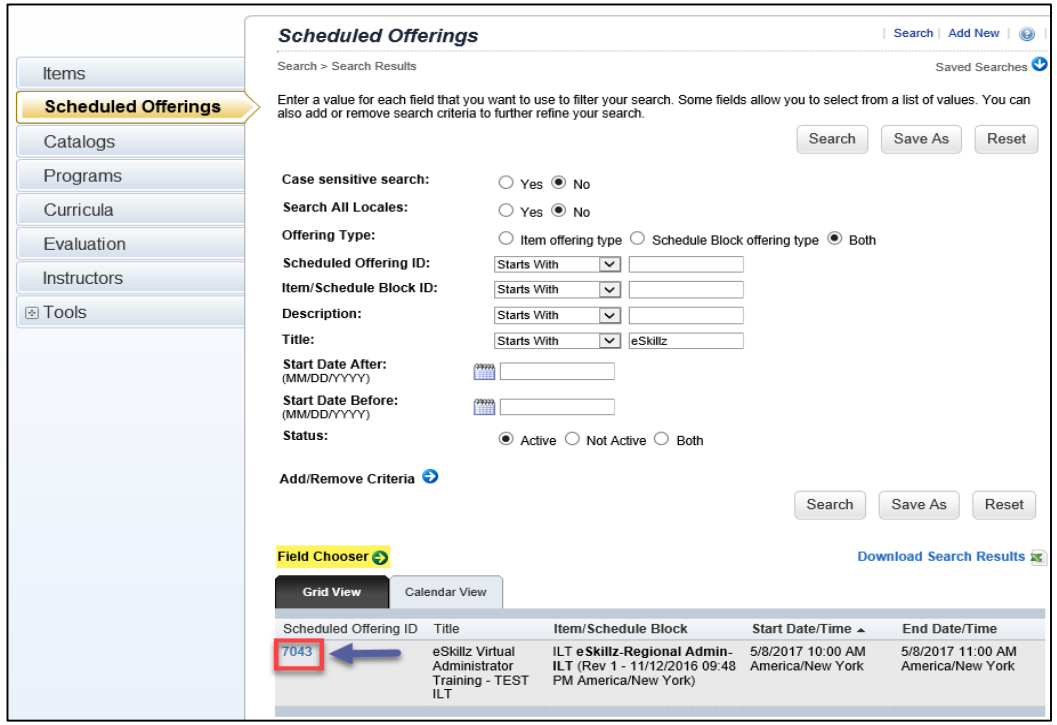
Scheduled Offering Search

Via Learning > Scheduled Offerings



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



*****Note: Clear out the <u>Start Date After</u> field to view the entire list of scheduled offerings associated with your title***

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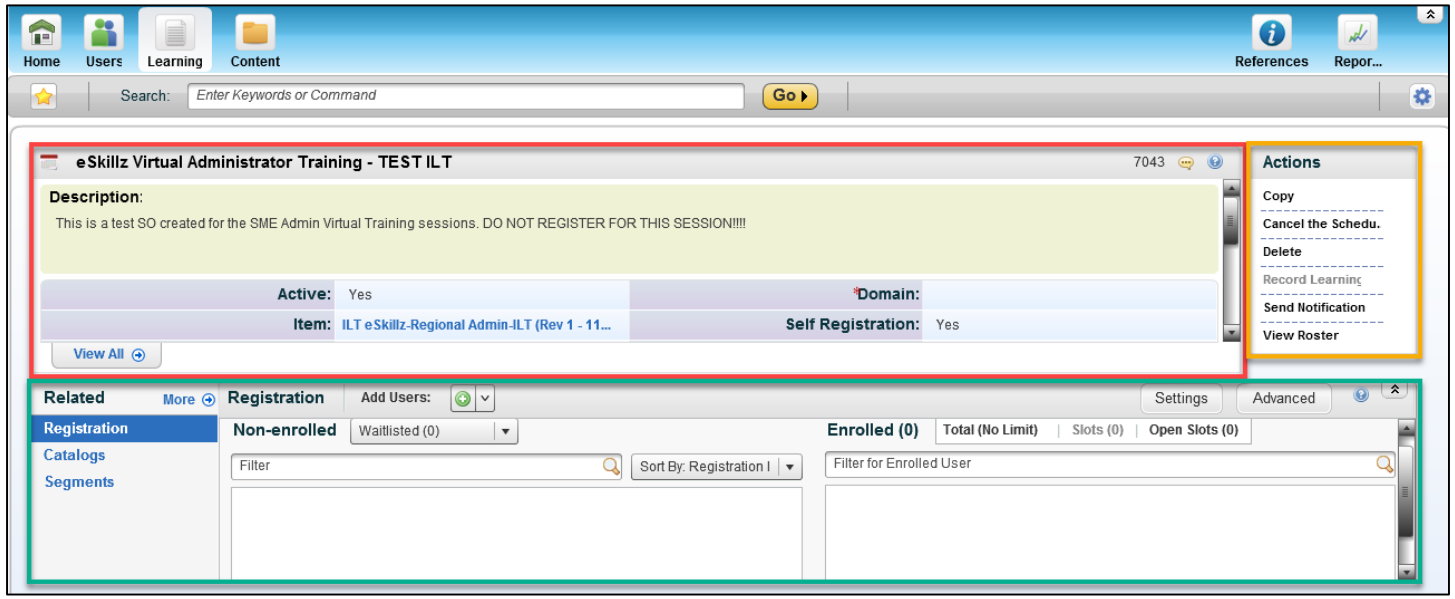
Scheduled Offering Administration Page

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.



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Scheduled Offering

SO Navigation

SO Search

SO Administration Page

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Break Time

Please be back at your computer in

minutes.

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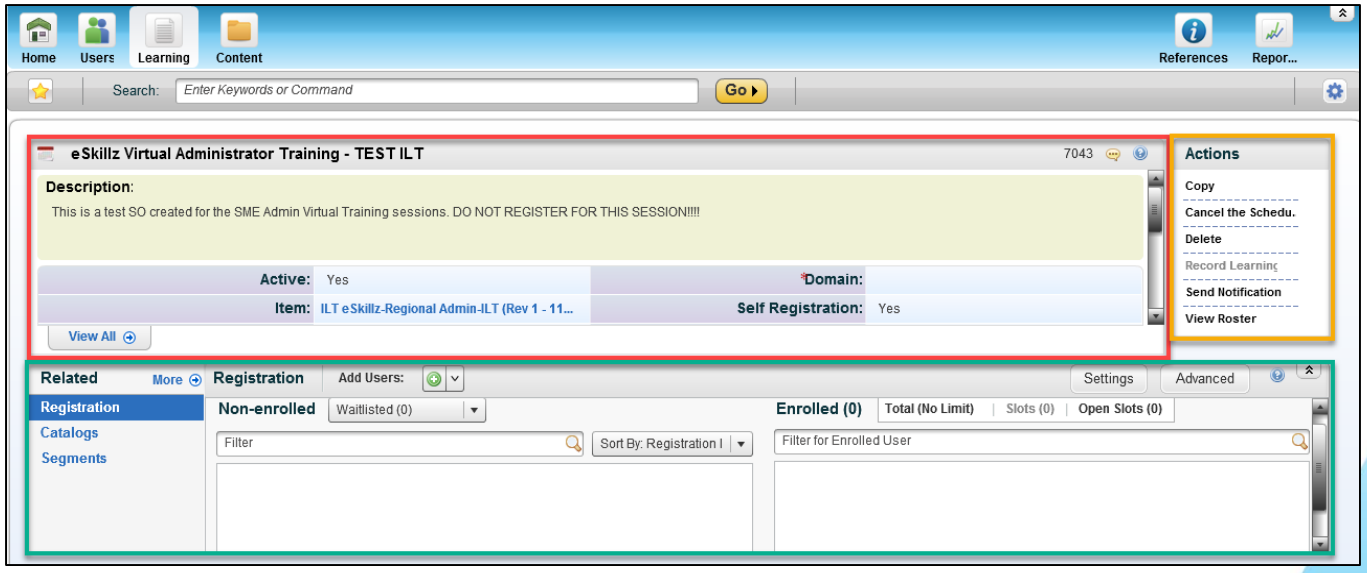
After Break Recap

- GSA OLU Homepage Overview
- Admin Center
- Learning Administration
  - Items
    - ✓ Items Overview
    - ✓ Items Navigation
    - ✓ Items Search
    - ✓ Items Administration Page
  - Scheduled Offerings
    - ✓ SO Overview
    - ✓ SO Search
    - ✓ SO Administration Page
    - **SO Creation**
    - **Registration Management**
    - **View/Print Roster**
    - **Record Learning**

SO Administration Page



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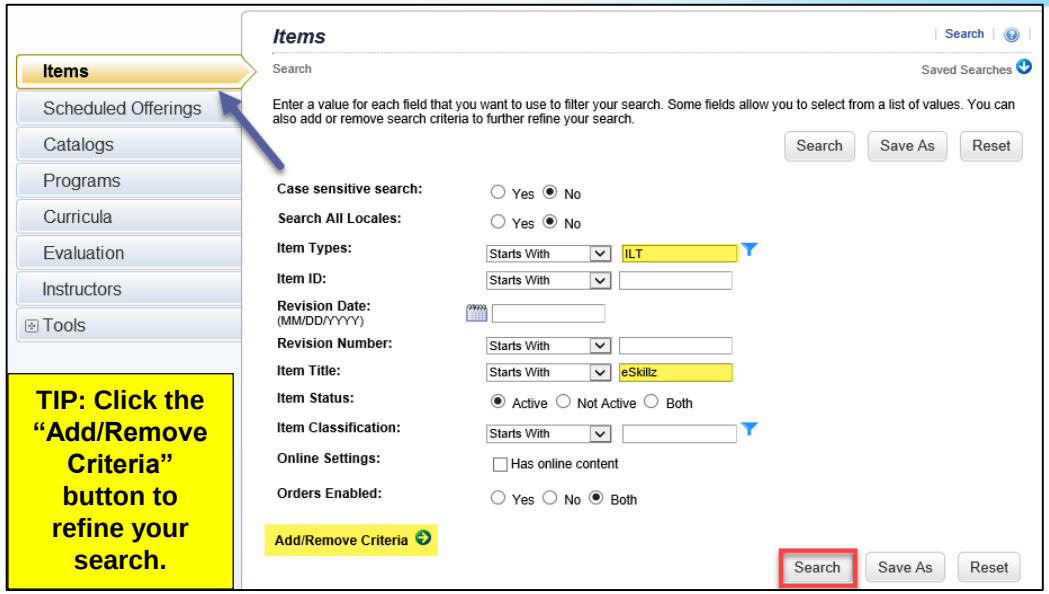
Scheduled Offering Creation

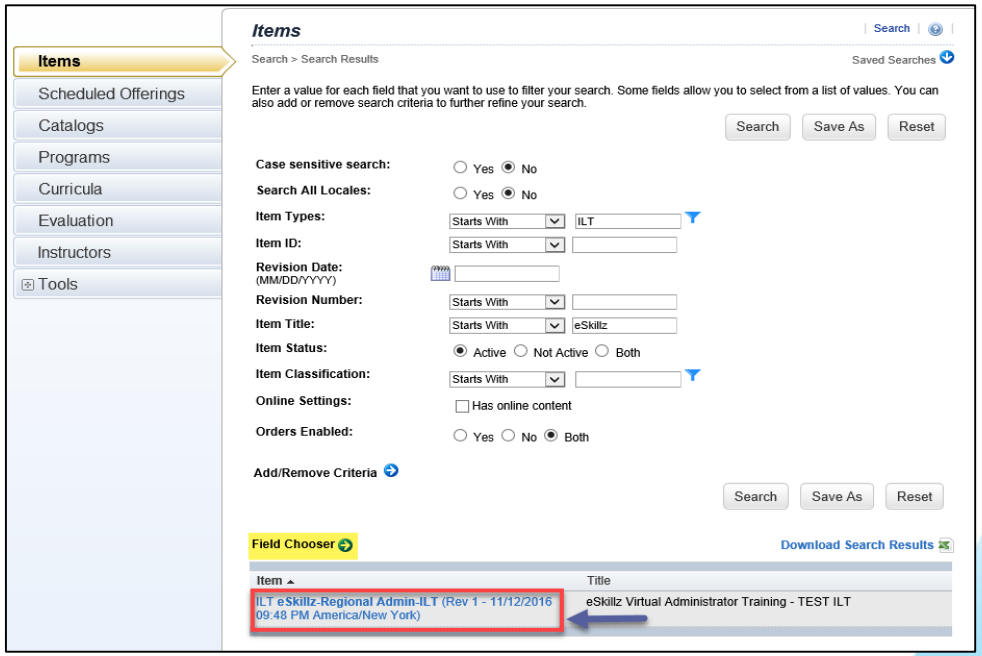
Items > Items Administration Page > Schedule

1



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

2



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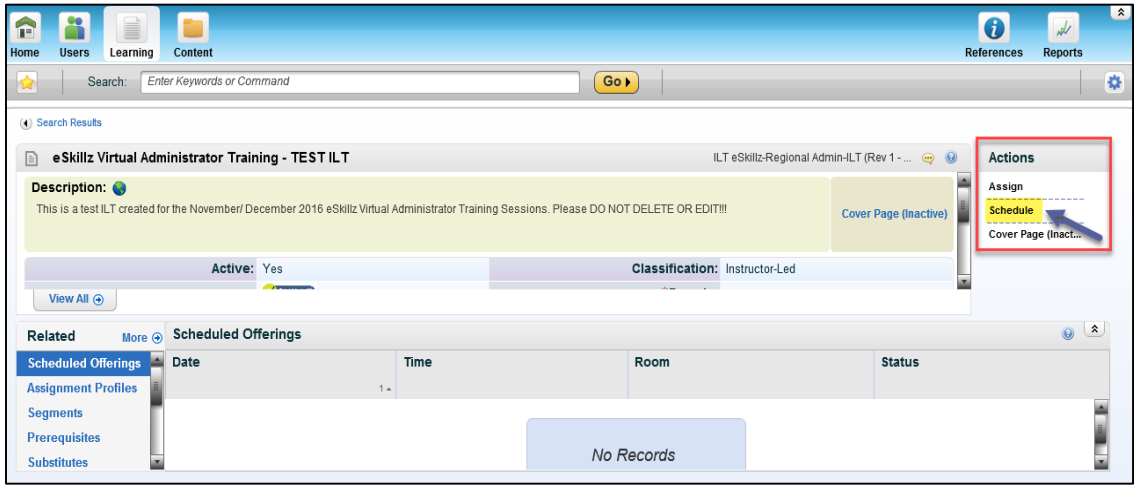

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Scheduled Offering Creation…continued

Schedule

Add New Scheduled Offering

Help

* = Required Fields

1. Summary Information

* Type: Item / Schedule Block
* Item Type: Instructor-Led Training (ILT)
* Item ID: eSkillz-Regional Admin-ILT
* Domain: PUBLIC

eSkillz Virtual Administrator Training - TEST ILT

Description:

Catalogs: Publish in all associated catalogs

Catalogs may be individually removed from the Scheduled Offering.

2. Schedule Information

* Start Date: (MM/DD/YYYY)
* Start Time: (hh:mm AM/PM)
* Time Zone: Eastern Standard Time (Ame

Preview

3. Resources

Facility:

Primary Location:

Primary Instructor:

Equipment:

Resource Usage View: Instructor

4. Registration Form Custom Columns

Custom Columns

Label	Order	Remove Select All

Save Cancel

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Scheduled Offering

SO Creation

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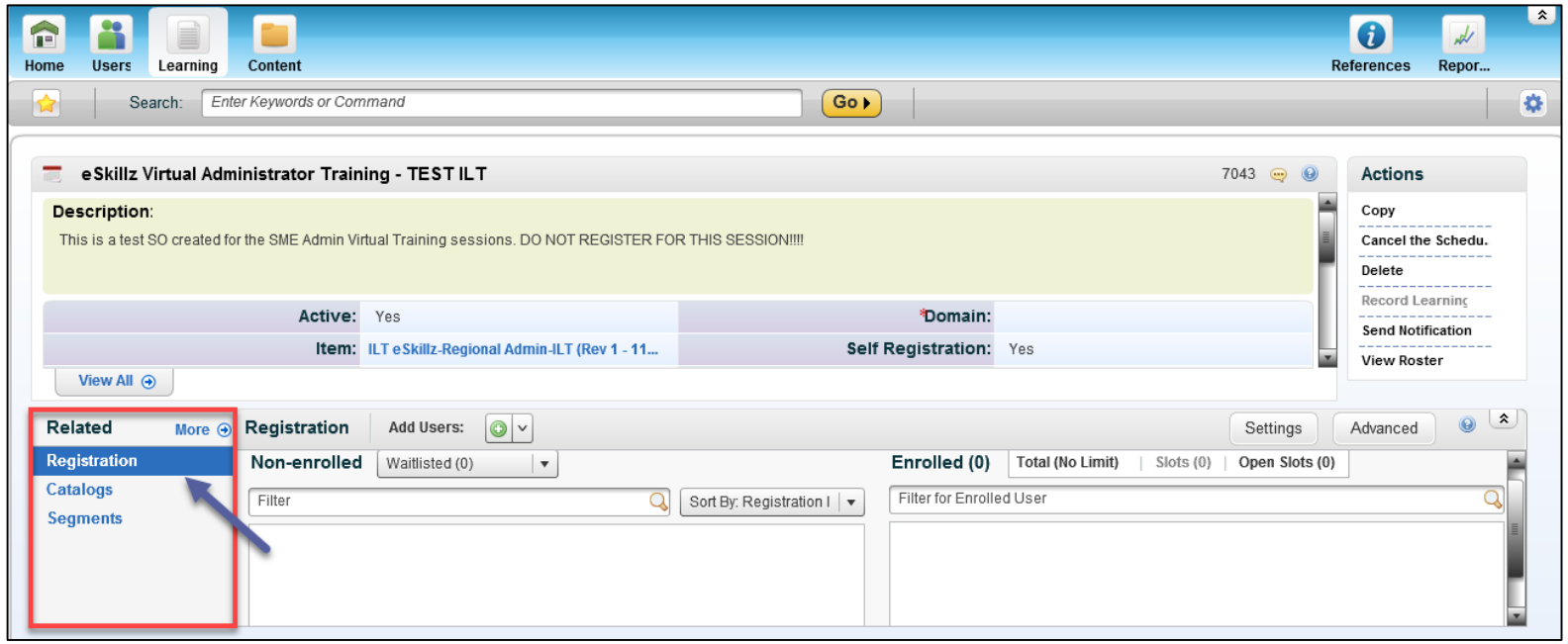
SO Registration Management

- Enroll Users
- Remove Users
- <u>Navigation:</u>

  SO Administration Page >

  Related Menu > Registration



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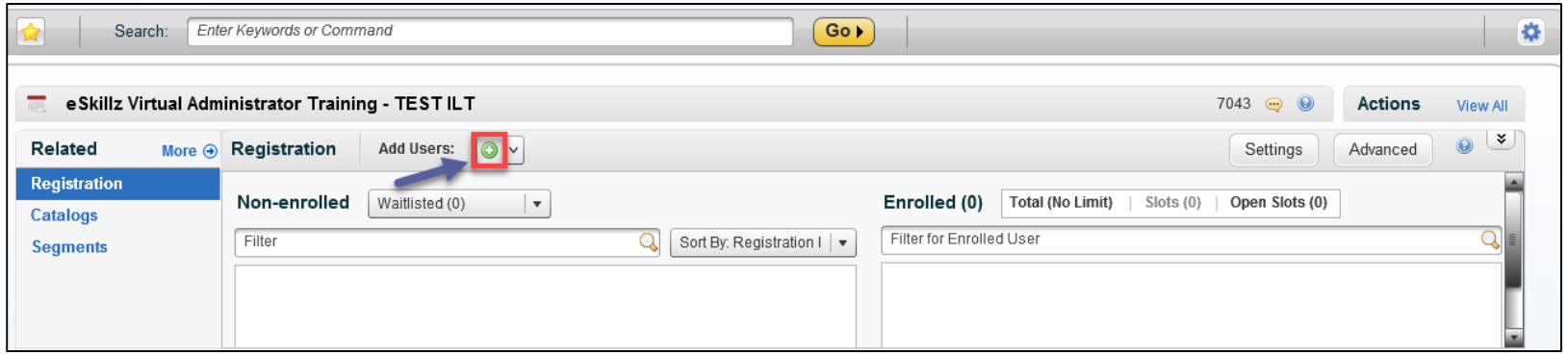
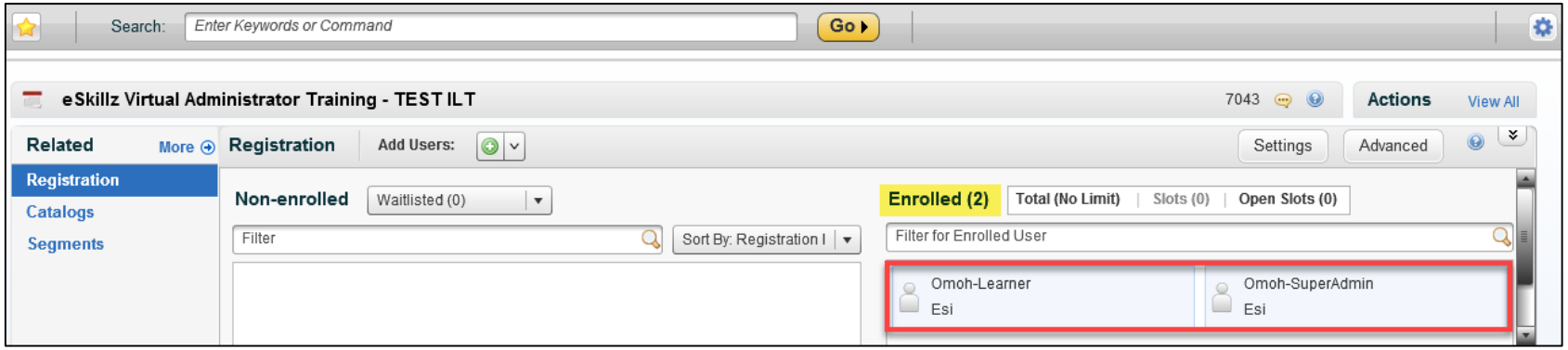
SO Registration Management

Enroll Users

Before



After



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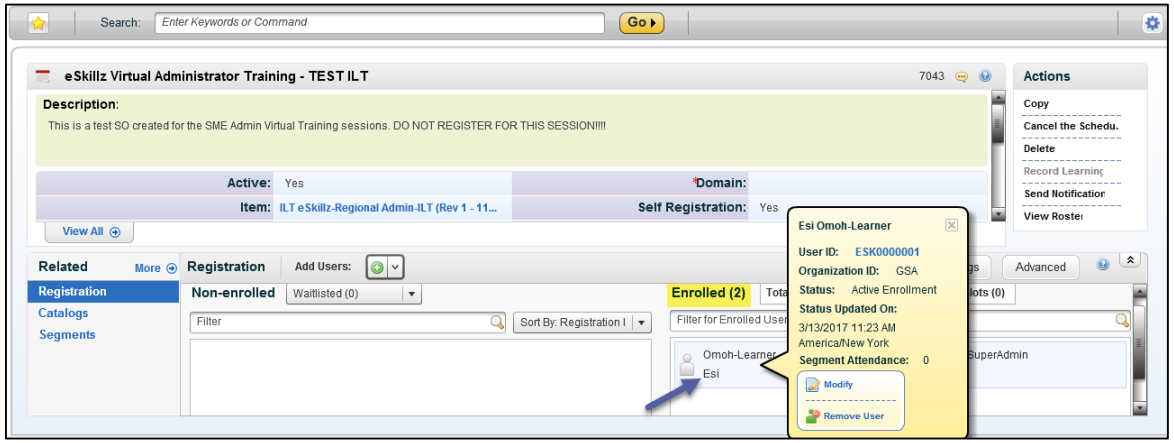
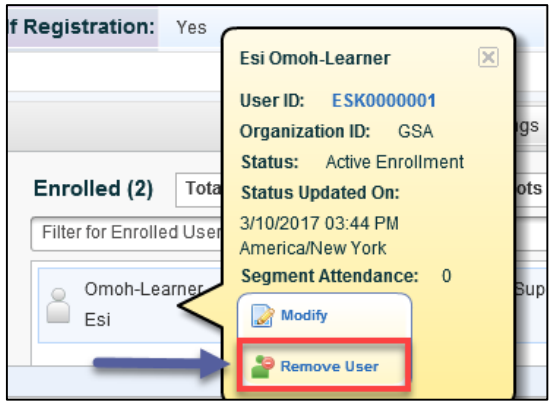
SO Registration Management

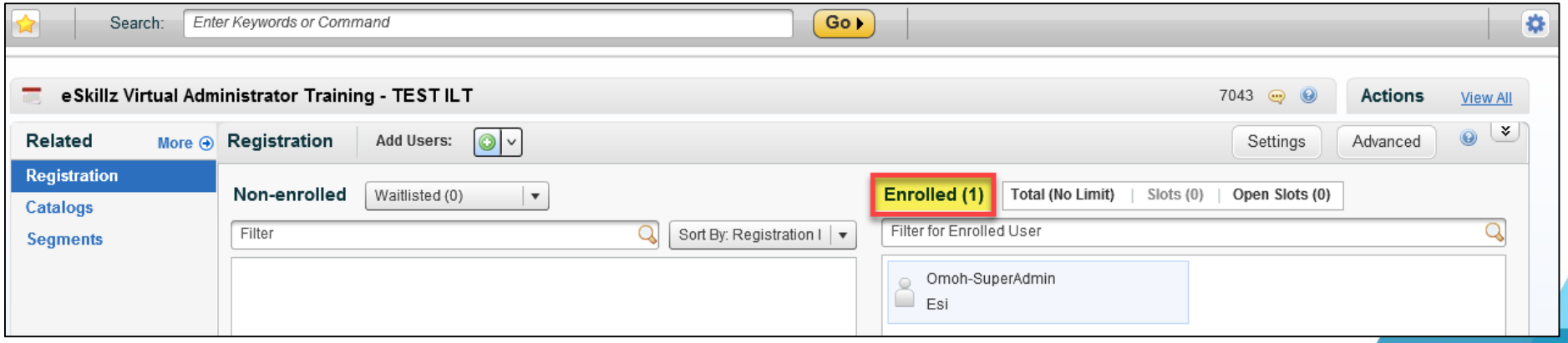
Remove Users

Before





After



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SO Registration Management

Enroll Users

Remove Users

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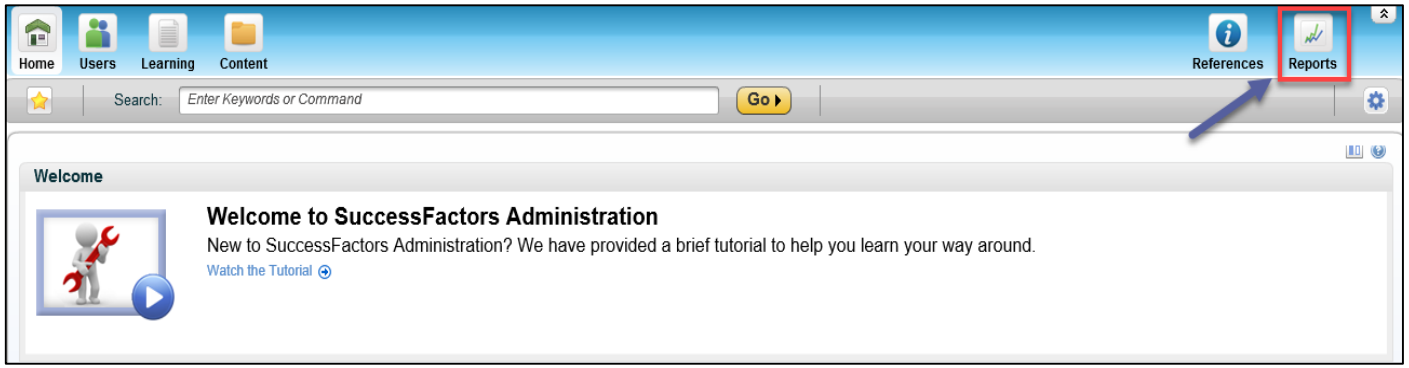
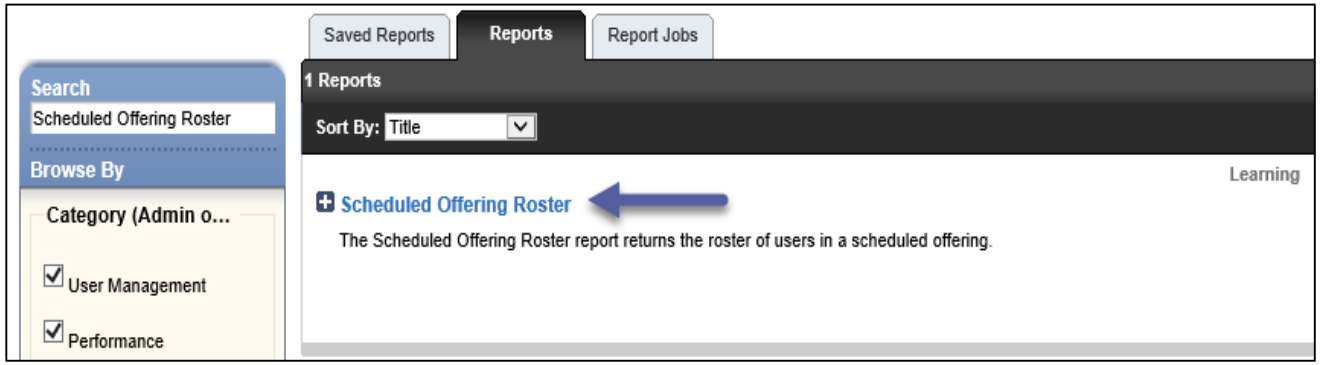
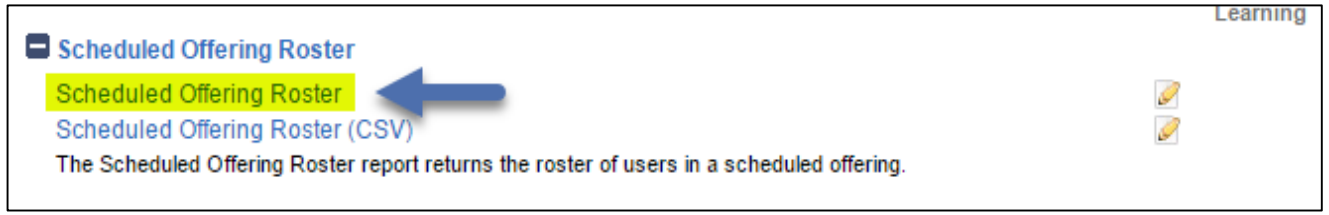
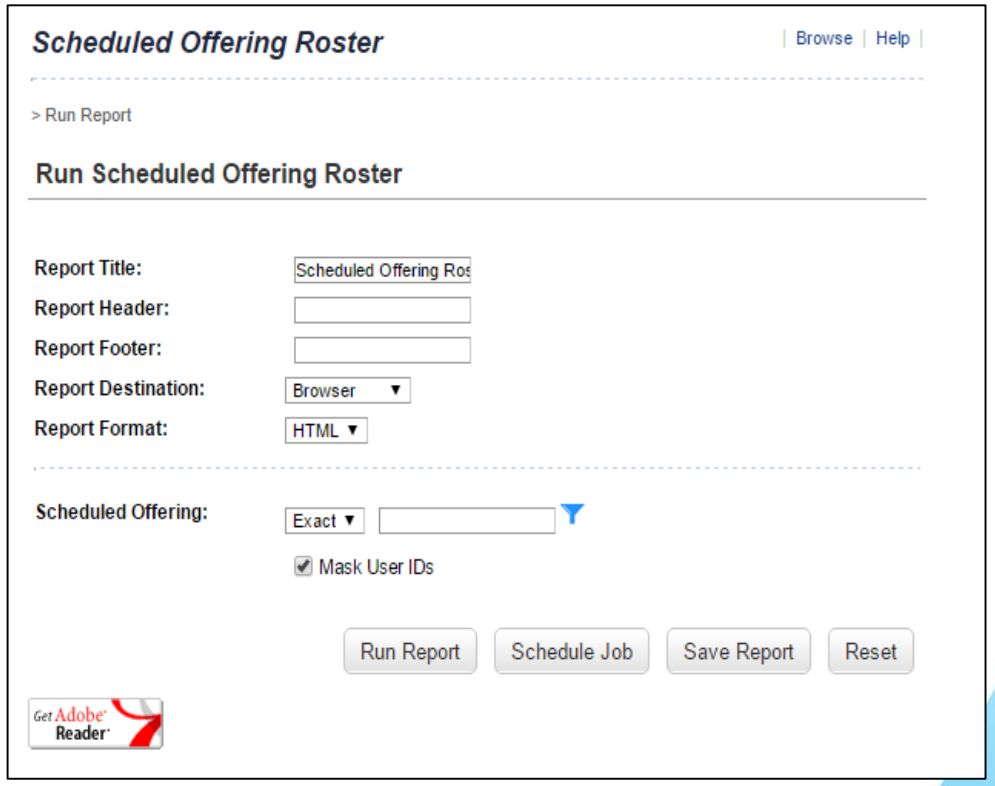
Scheduled Offering Roster Report









Note: Lookup SO ID first

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Scheduled Offering Roster Report

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	*********		

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eSKILLZ

Scheduled Offering – Roster Report

View/ Print SO Roster

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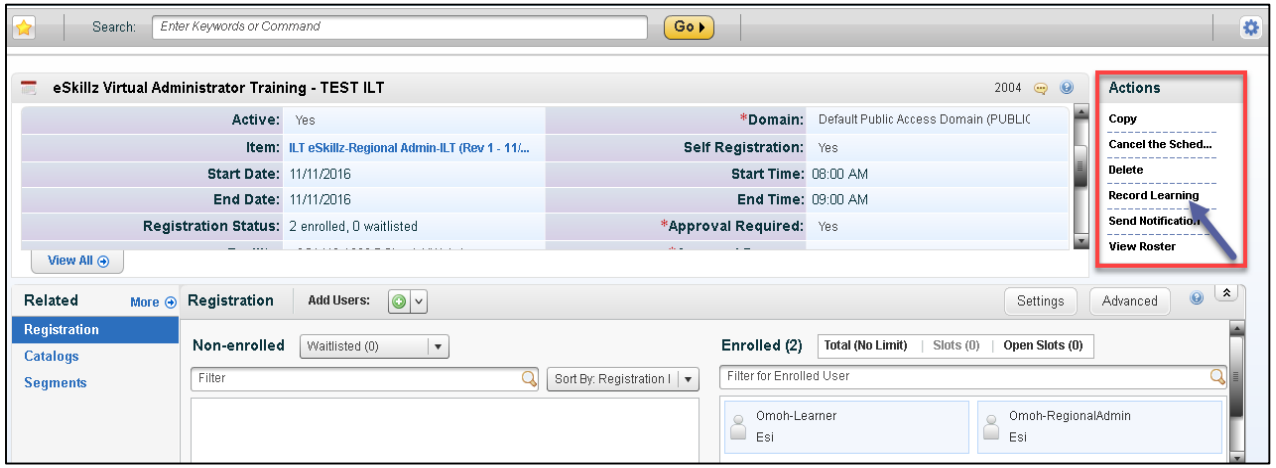
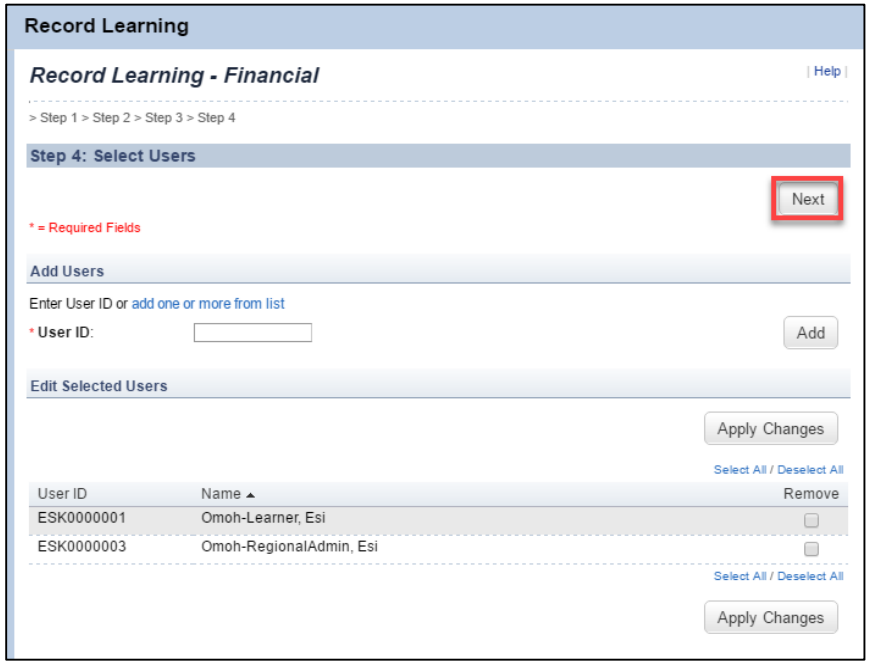
Record Learning

Actions Menu > Record Learning





*****Note:***

- ***Update attendance before you record learning***
- ***Record learning for past SO <u>ONLY</u>***

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Scheduled Offering – Record Learning

Record Learning

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SME Admin 101 Training Recap

- GSA OLU Homepage Overview
- Admin Center
- Learning Administration
  - Items
    - ✓ Items Overview
    - ✓ Items Navigation
    - ✓ Items Search
    - ✓ Items Administration Page
  - Scheduled Offerings
    - ✓ SO Overview
    - ✓ SO Search
    - ✓ SO Administration Page
    - ✓ SO Creation
    - ✓ Registration Management
    - ✓ View/Print Roster
    - ✓ Record Learning

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SME Admin 102 Training

- Scheduled Offering Administration:
  - Edit SO
  - Copy SO
  - Delete SO
- Notifications (ad hoc)
- Reporting

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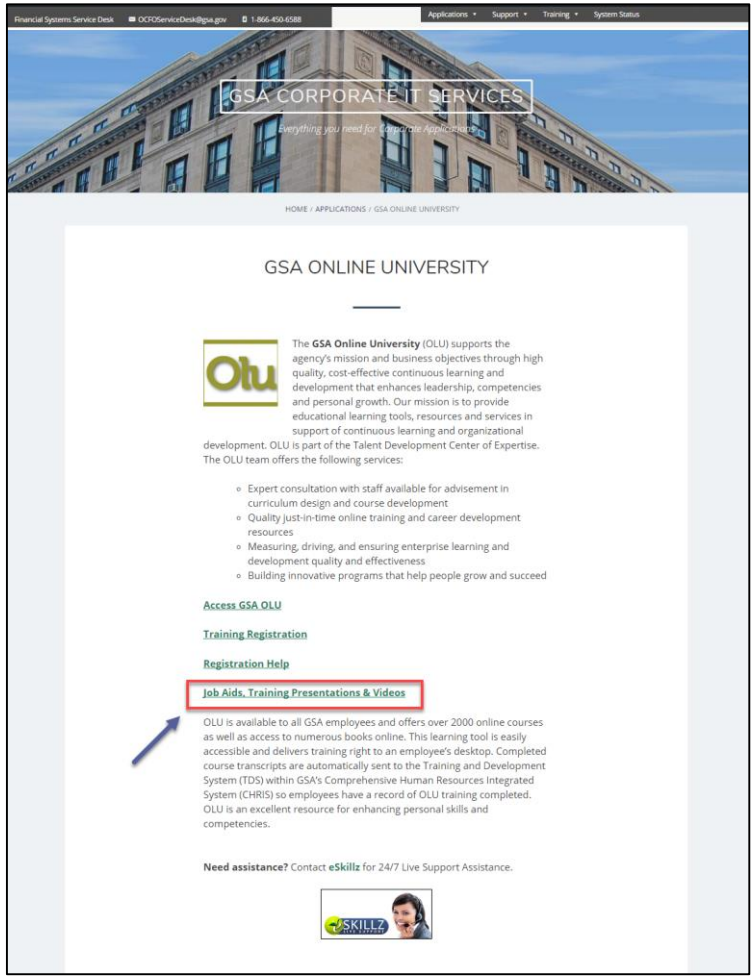
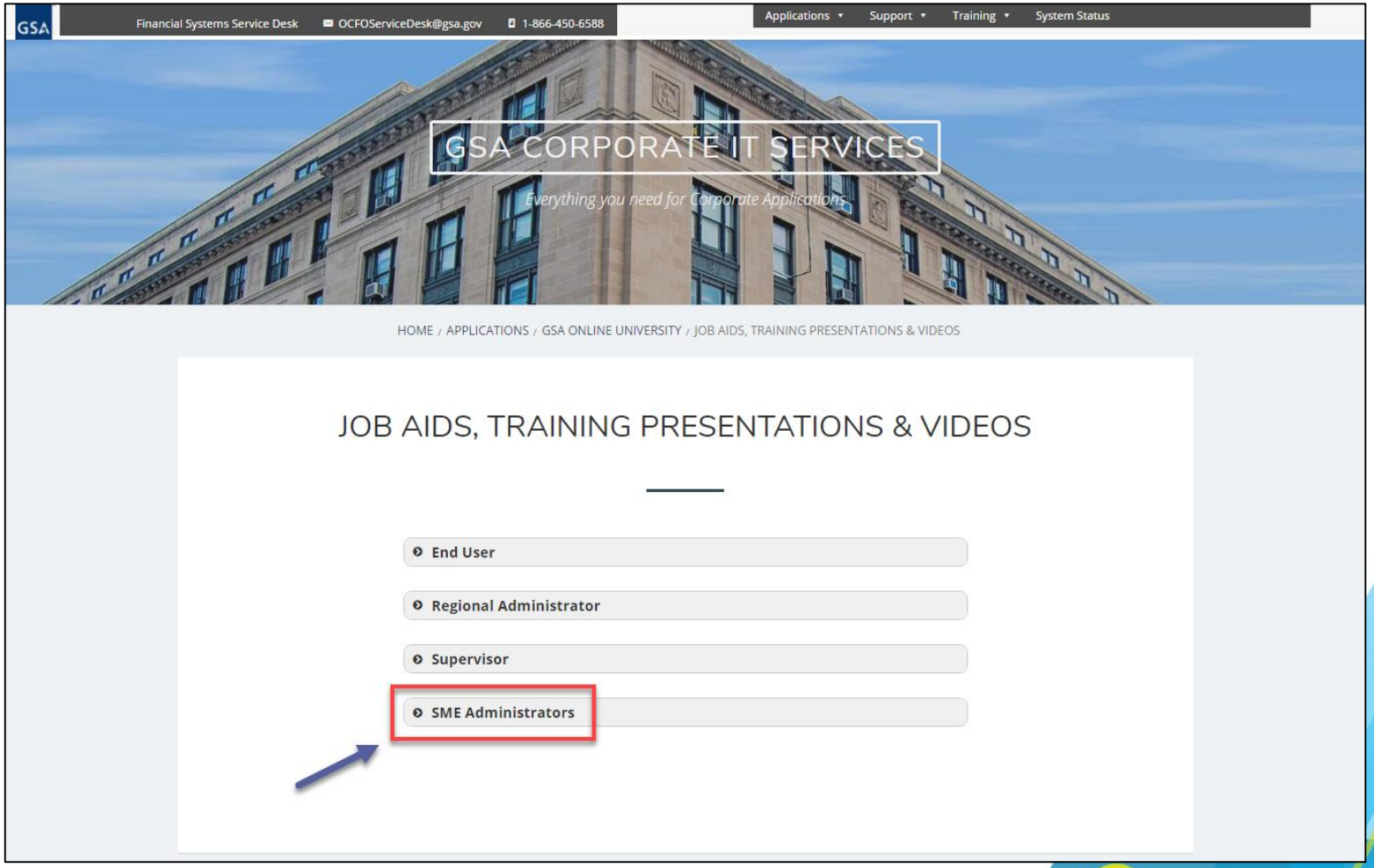
For More Information

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





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Thank you!

For more information, please contact:

GSA OLU Team