GSA OLU SME Admin 102 Training

Presenter: Esiloza Omoh

Senior Systems Administrator - eSkillz

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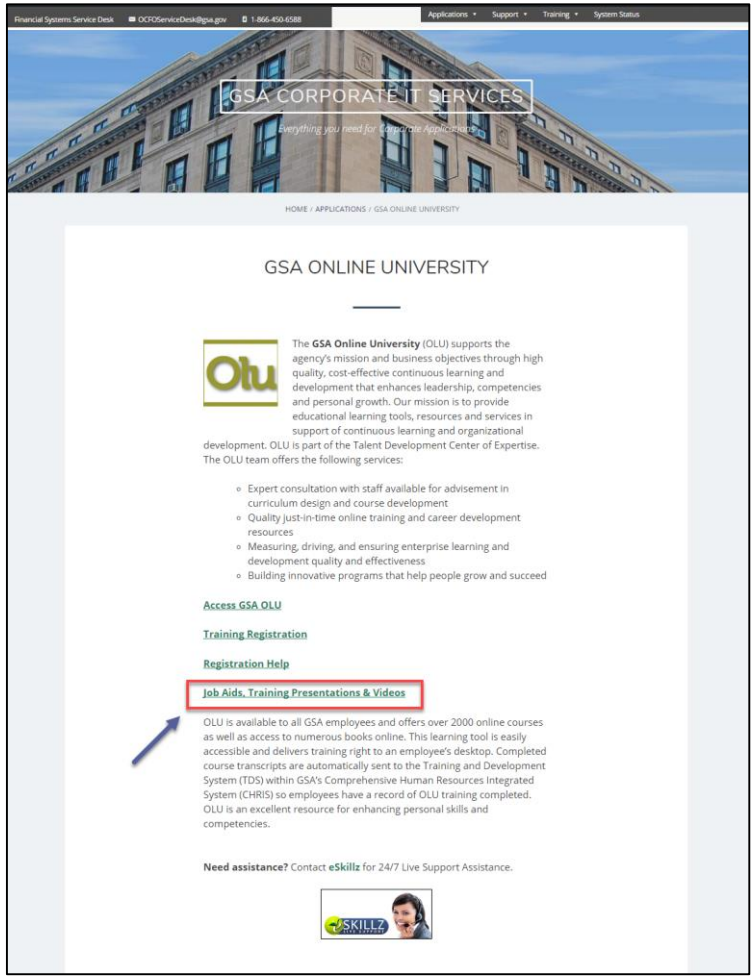
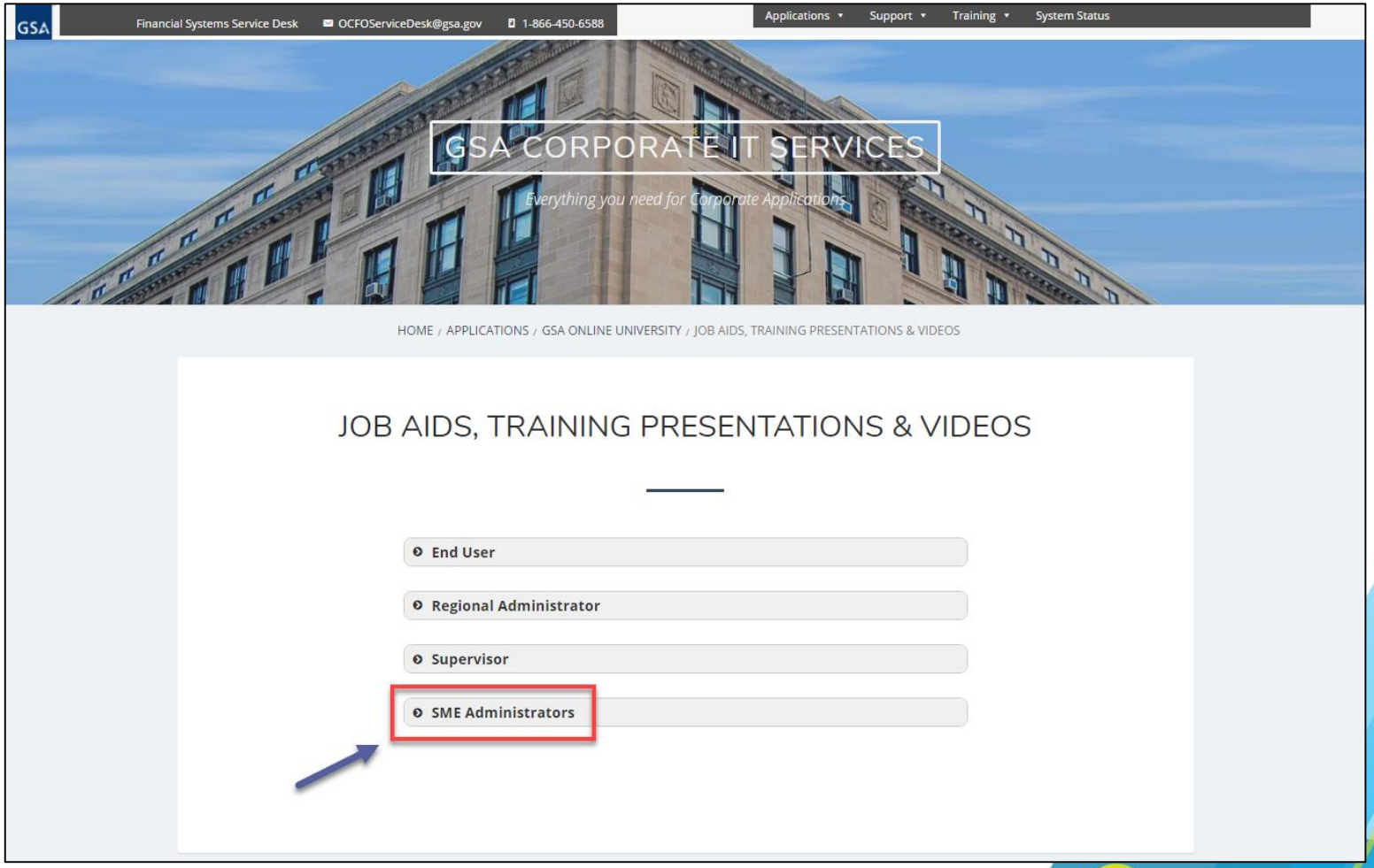
For More Information

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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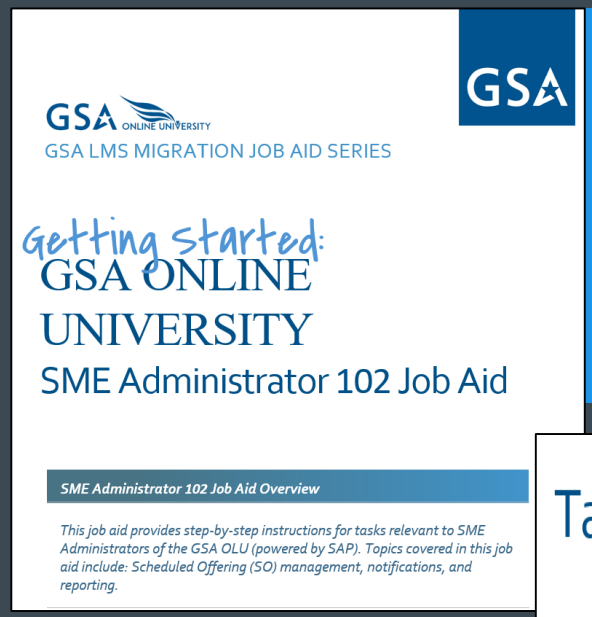
SME Admin 102 Resources

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



GSA ONLINE UNIVERSITY

GSA LMS MIGRATION JOB AID SERIES

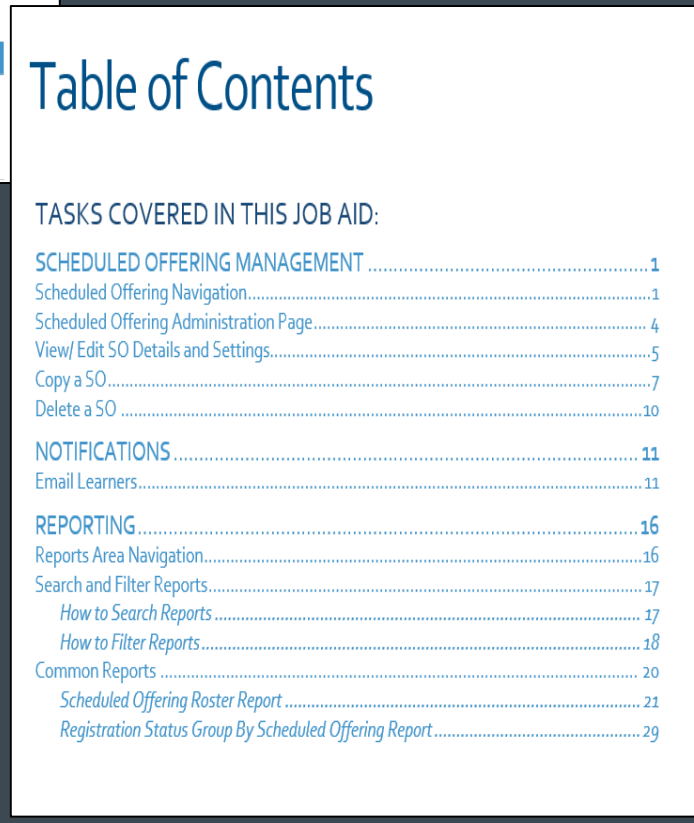
Getting Started:

GSA ONLINE UNIVERSITY

SME Administrator 102 Job Aid

SME Administrator 102 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: Scheduled Offering (SO) management, notifications, and reporting.



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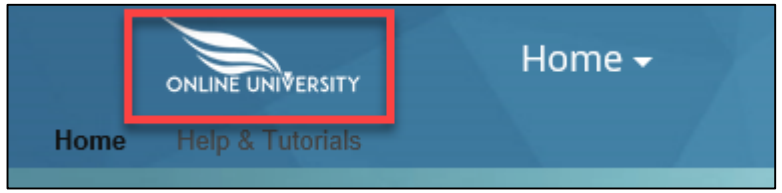
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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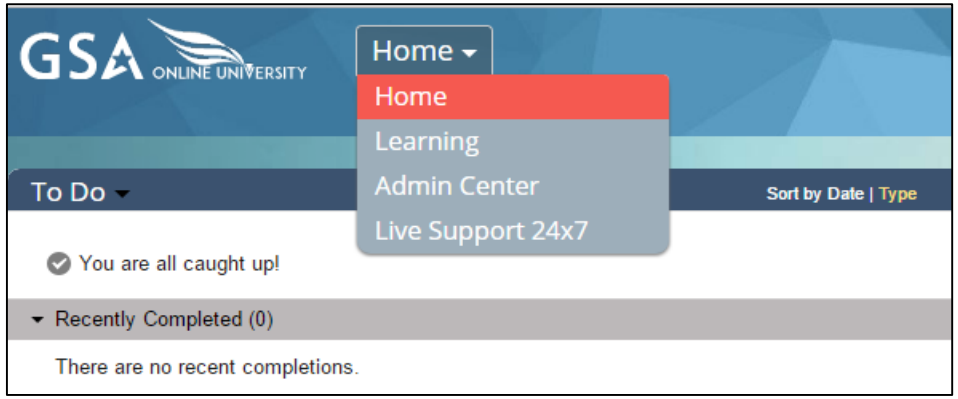
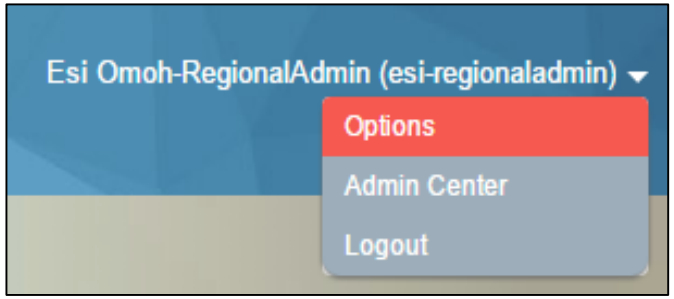
GSA OLU Homepage Overview

Homepage Features

Main Menu Navigation



Homepage Options



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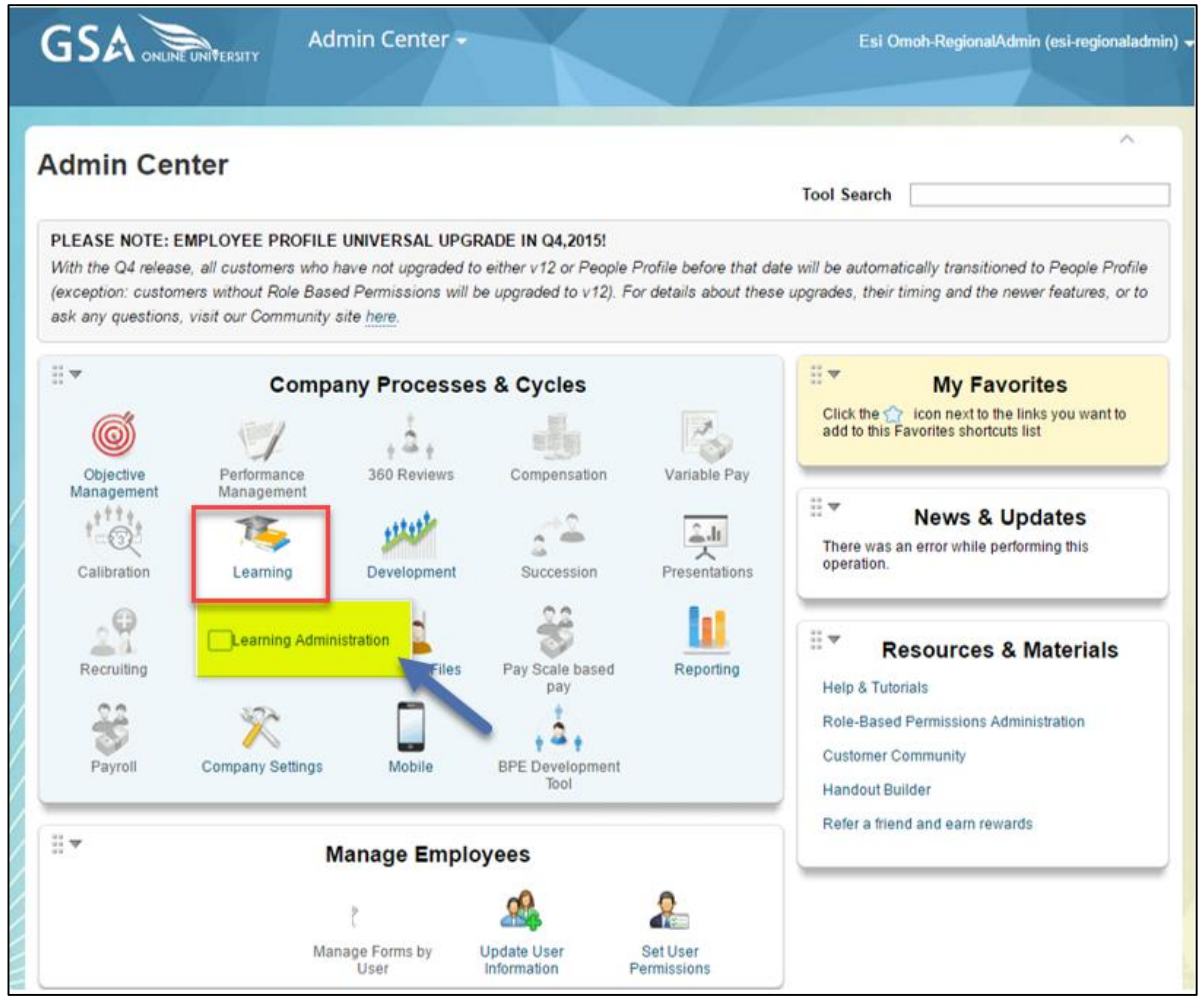
Admin Center – Learning Administration



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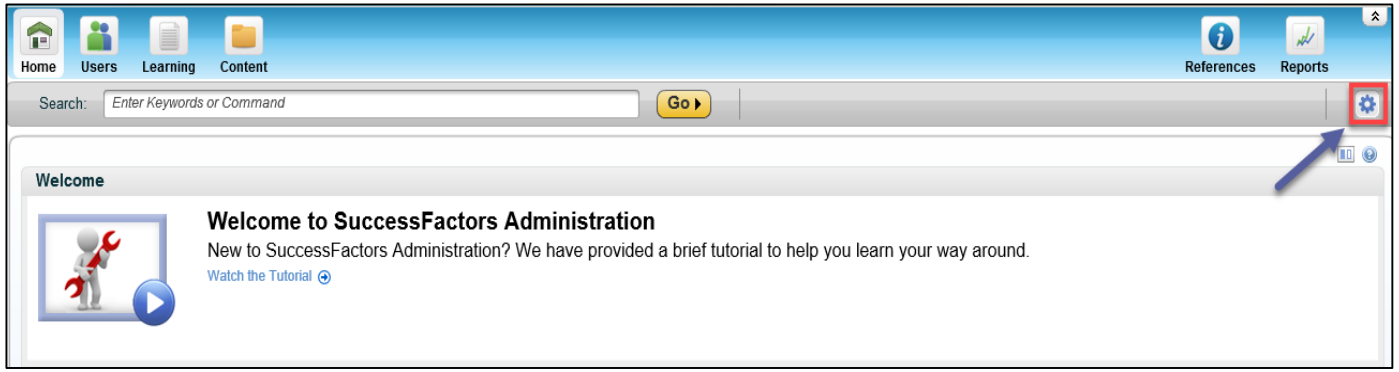
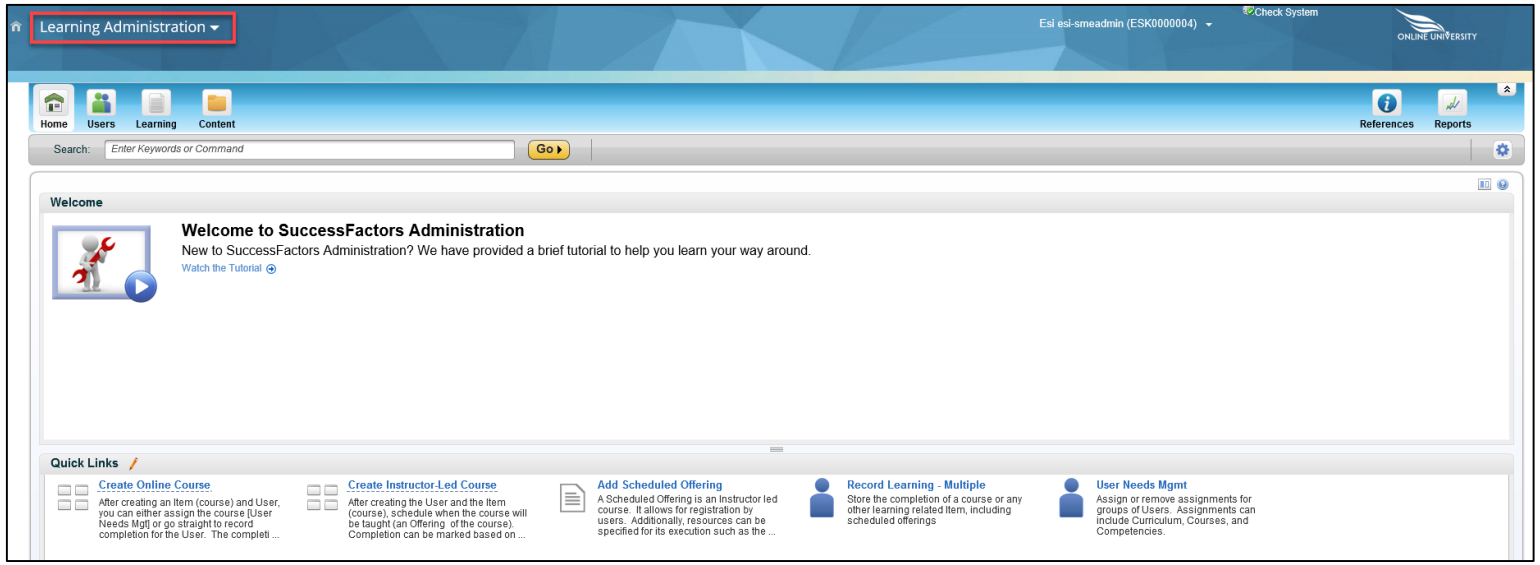
Admin Center – Learning Administration Page



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



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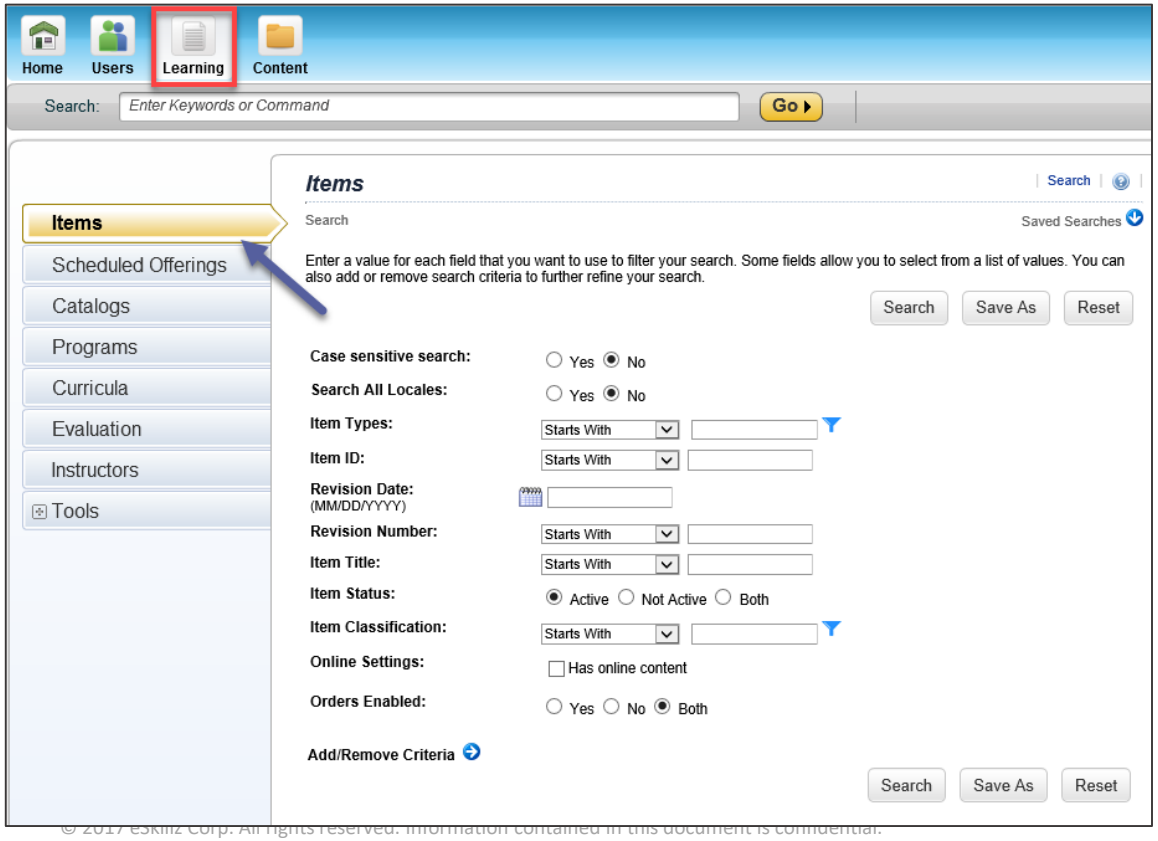
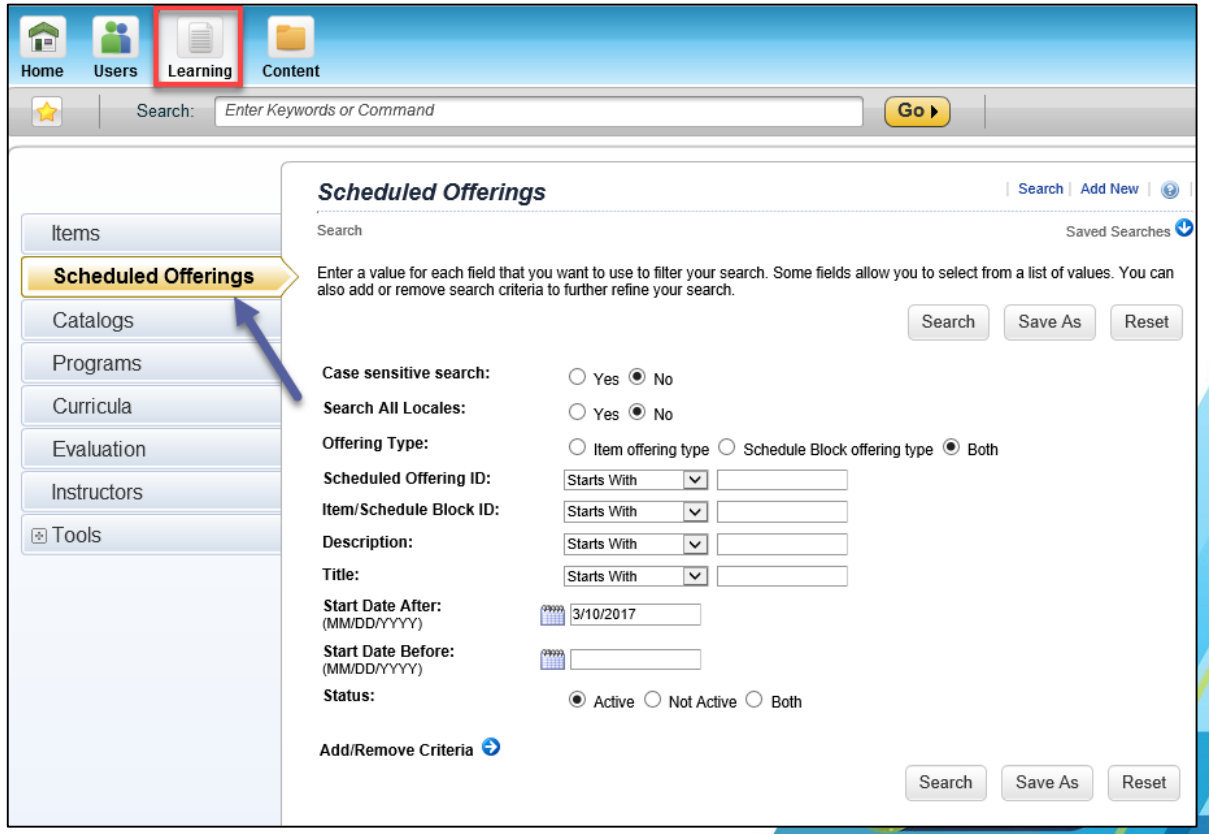
Scheduled Offering Overview

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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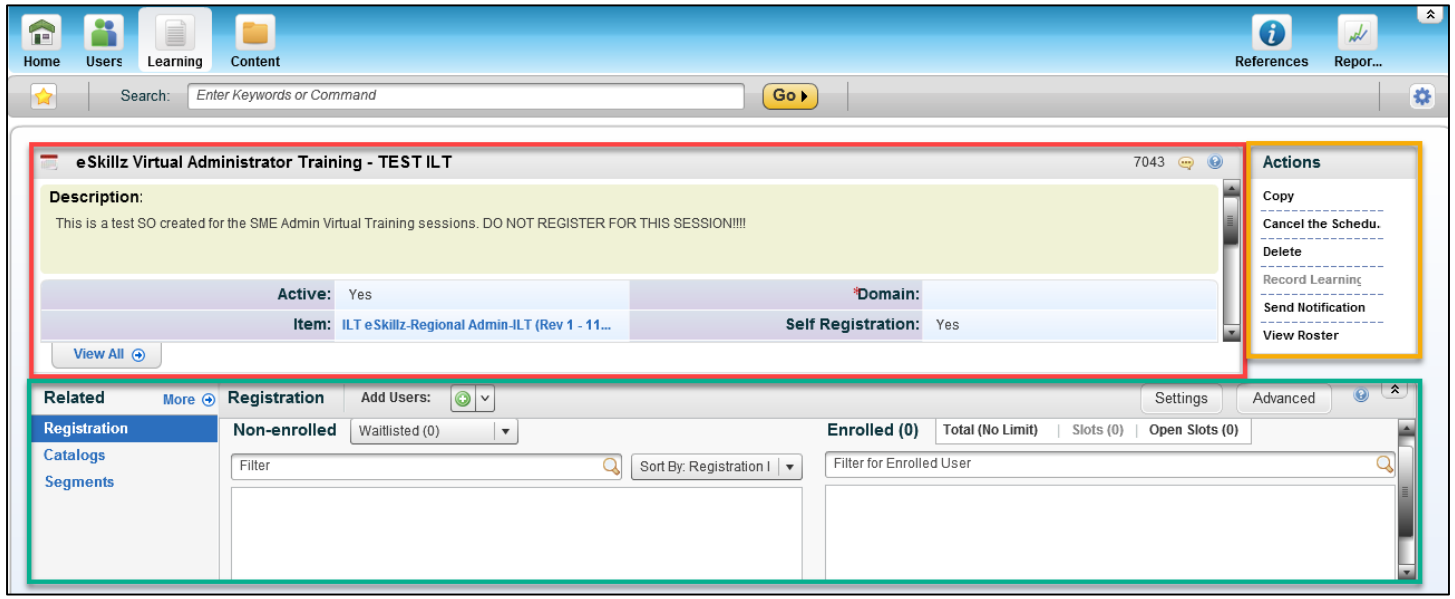
Scheduled Offering Administration Page

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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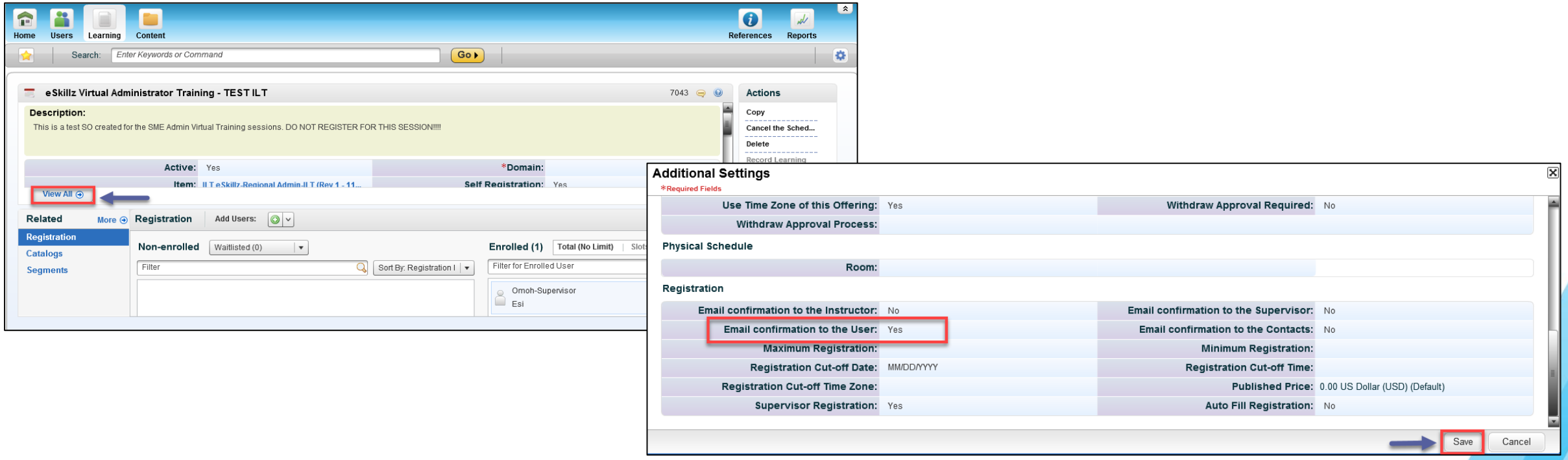
Scheduled Offering Management

View/ Edit SO Details and Settings

- Update the "*Email confirmation to the User*" field – Confirmation email sent to User
- You can **ONLY** edit SO date/ time from the *Segments* section of the Related area



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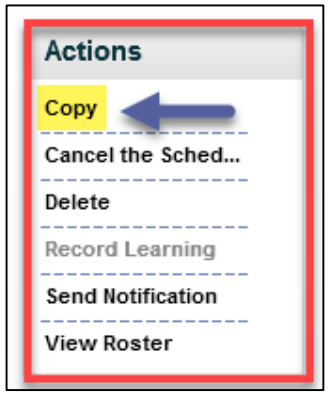
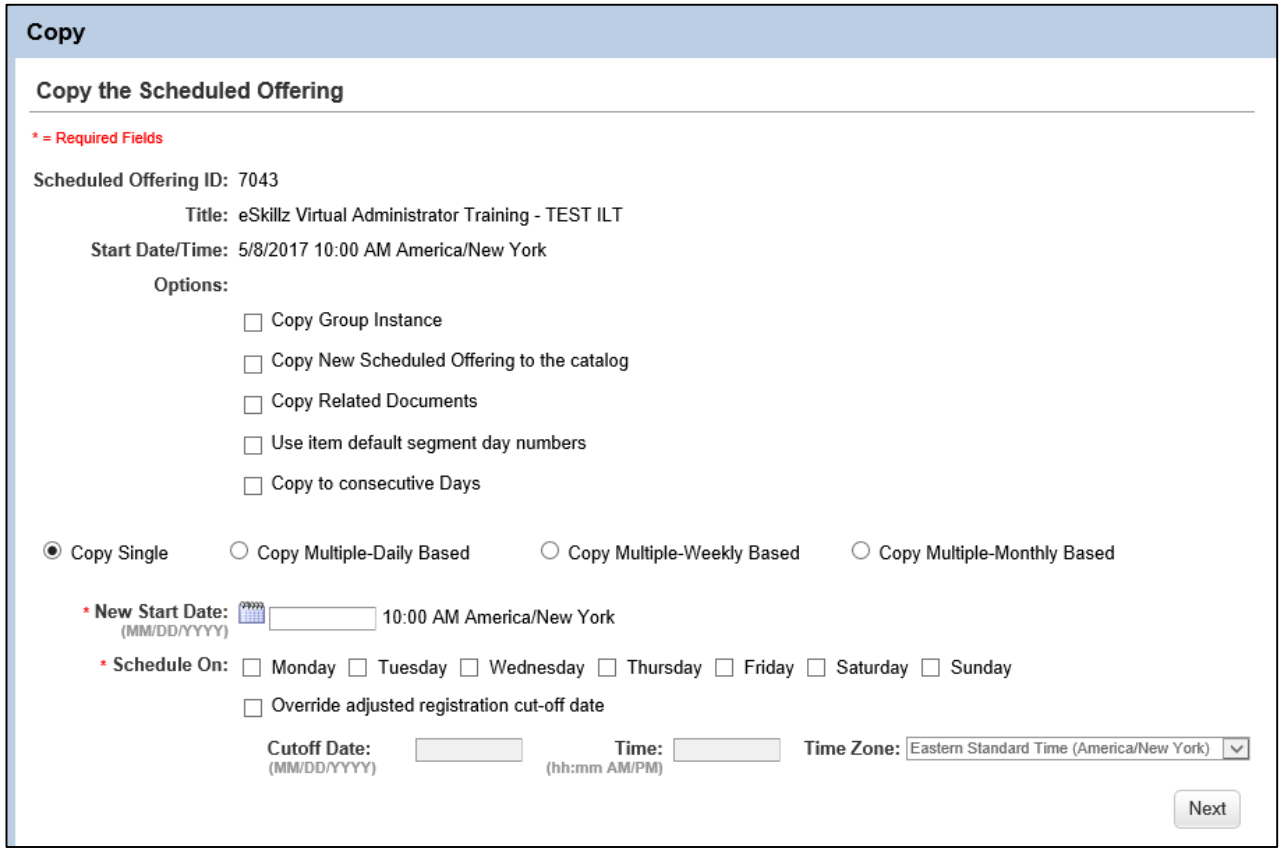
Scheduled Offering Management

Copy a SO

Actions Menu > Copy





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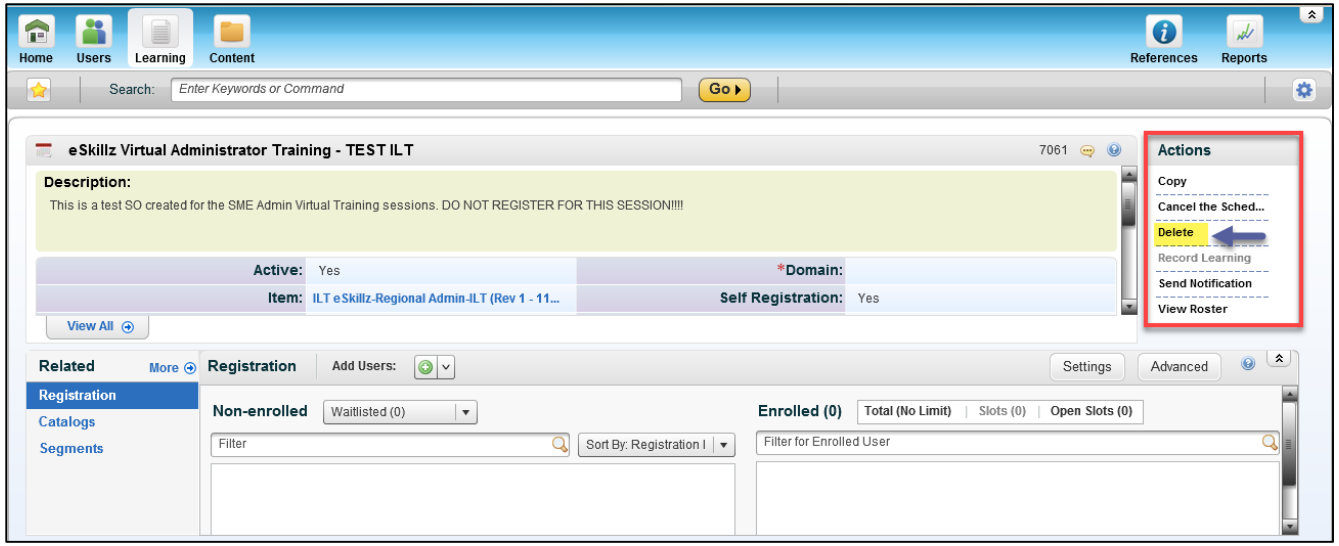
Scheduled Offering Management

Delete a SO

Actions Menu > Delete



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Scheduled Offering Management

Edit SO

Copy SO

Delete SO

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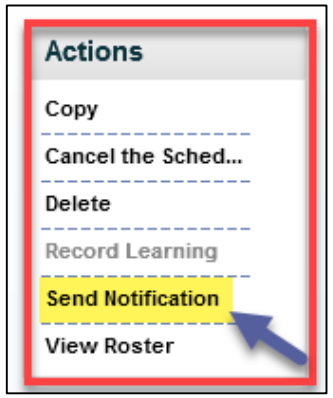
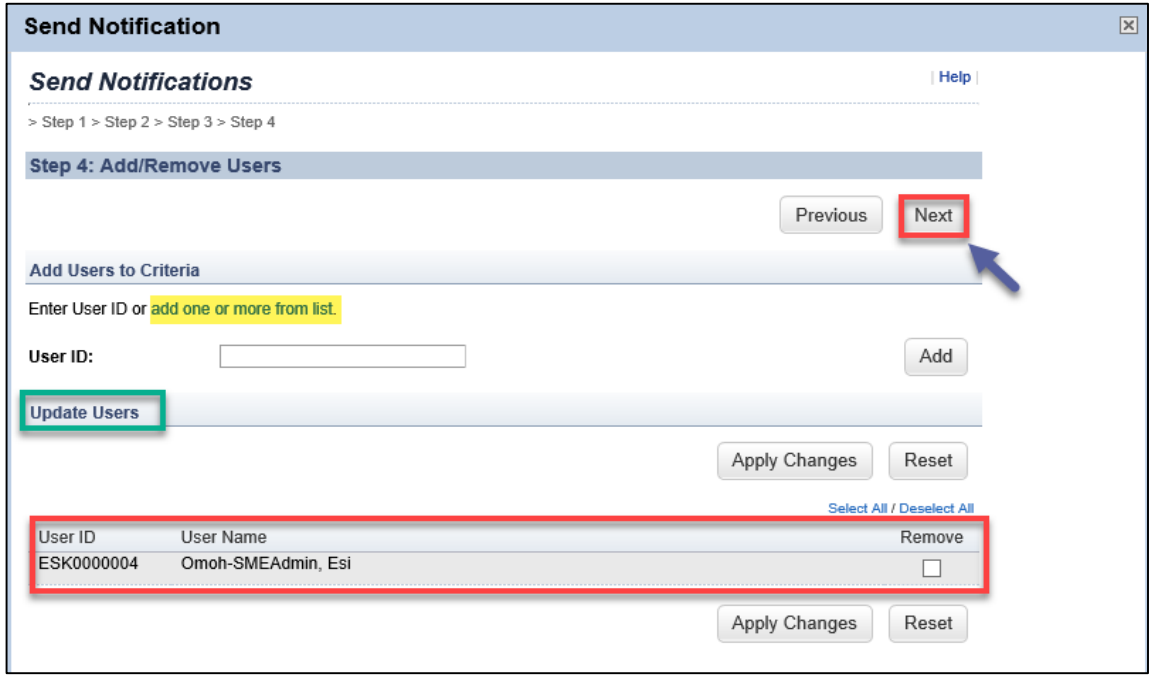
Notifications

Actions Menu > Send Notification





*****Note:***

- ***You may click on the "add one or more from list" link to add more people to your notifications list.***

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Notifications…continued

Sample Notification

Subject: ***GSA OLU SME Administrator 101 Virtual Training***
To:

Good Morning,

I wanted to thank you for participating in the ***GSA OLU SME Administrator 101 Virtual Training***. I do hope you enjoyed the training and were able to follow along and learned how great our new system can be. I have ***attached the job aid*** for this training. Please save it and use it as a resource. If you should have any questions please do not hesitate to reach out to our team for support. We are here to help in any way that we can.

Thank you again for participating. Do remember to ***register for the upcoming part two training***: GSA OLU SME Administrator 102 Virtual Training. We have two options available for you to sign up:

3/23/2017 @11:00 AM
4/10/2017 @ 1:00 PM

We look forward to seeing you again at the next session.

Liz H. McCrodden
Title
Email

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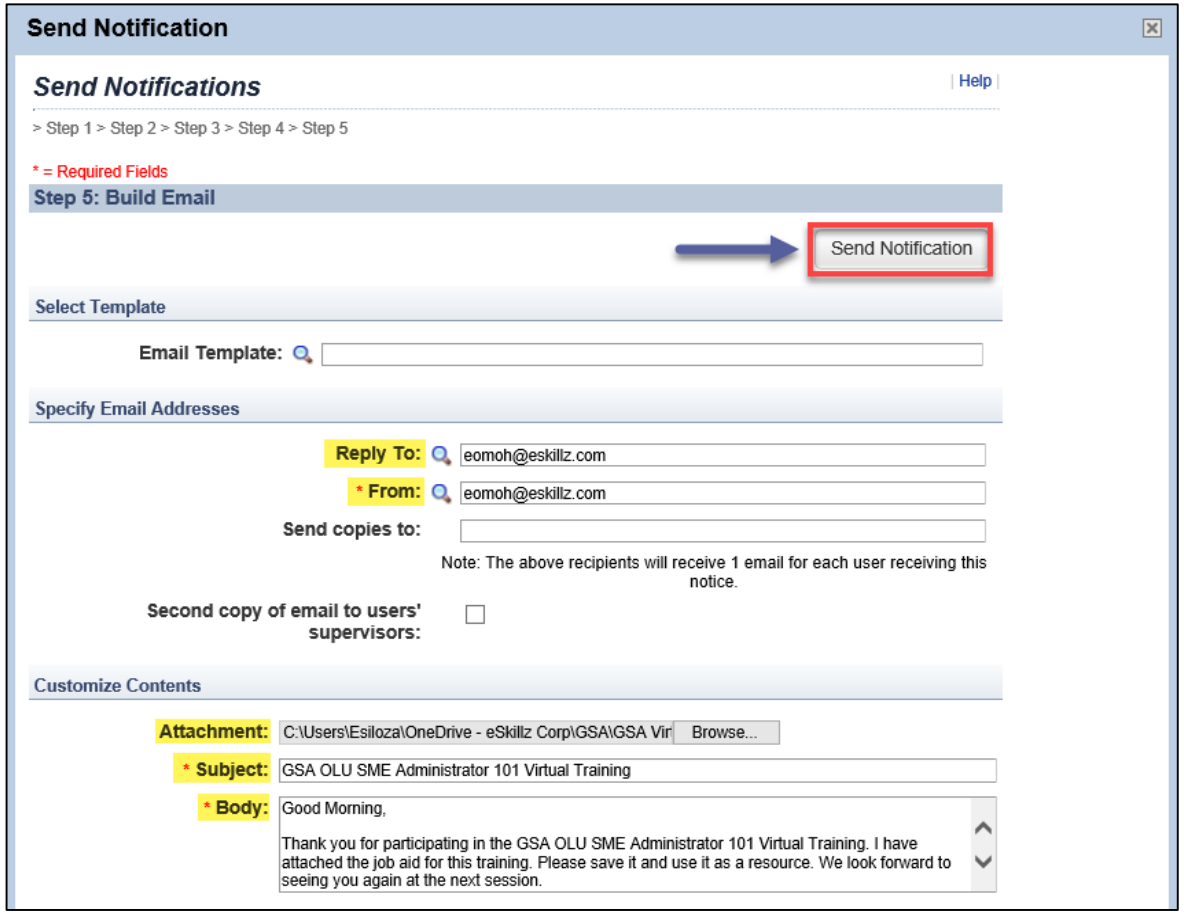
Notifications…continued



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Notifications

Send Notification

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Break Time

Please be back at your computer in

minutes.

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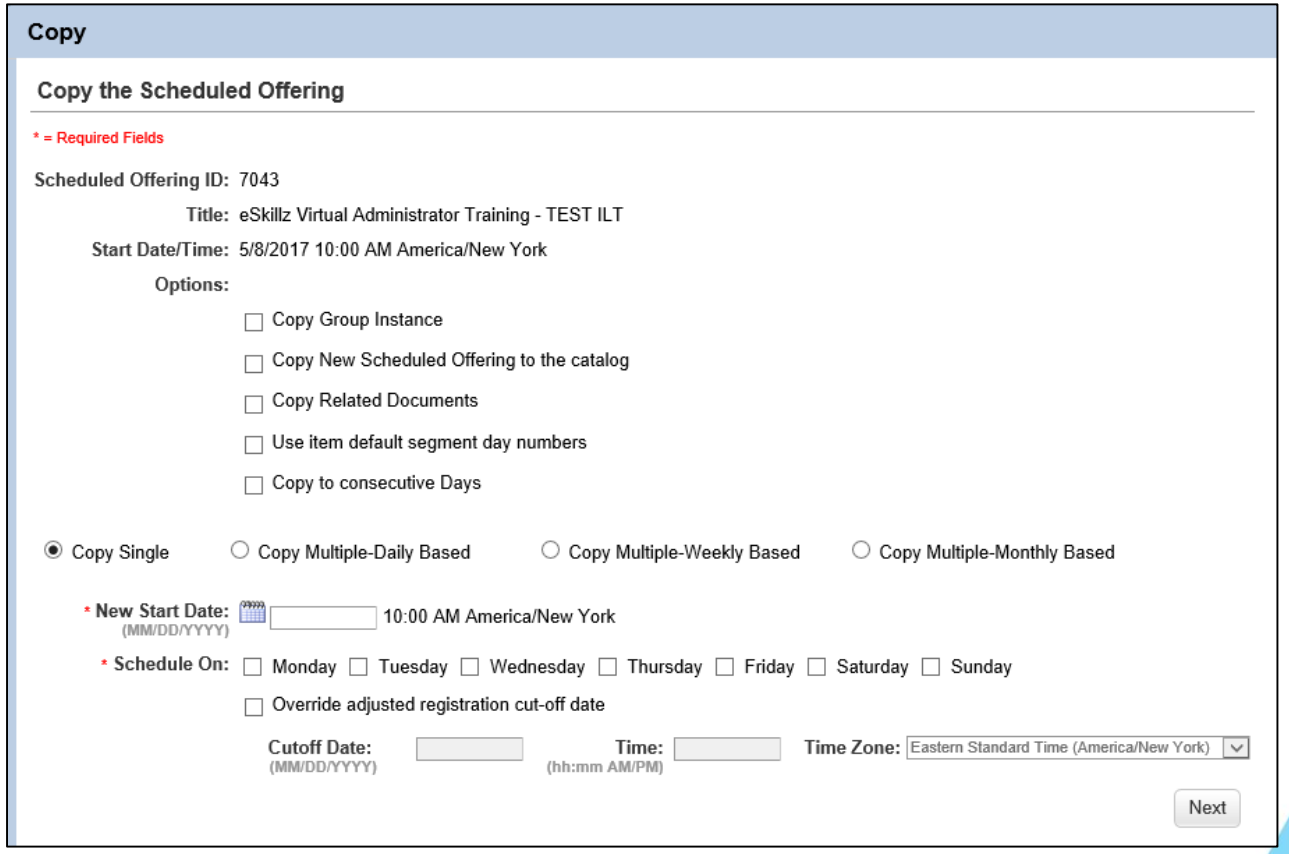
After Break Recap

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



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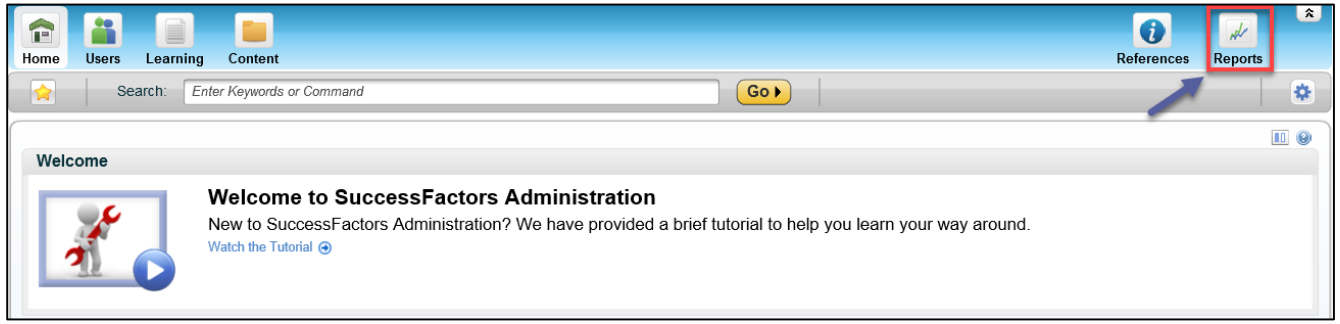
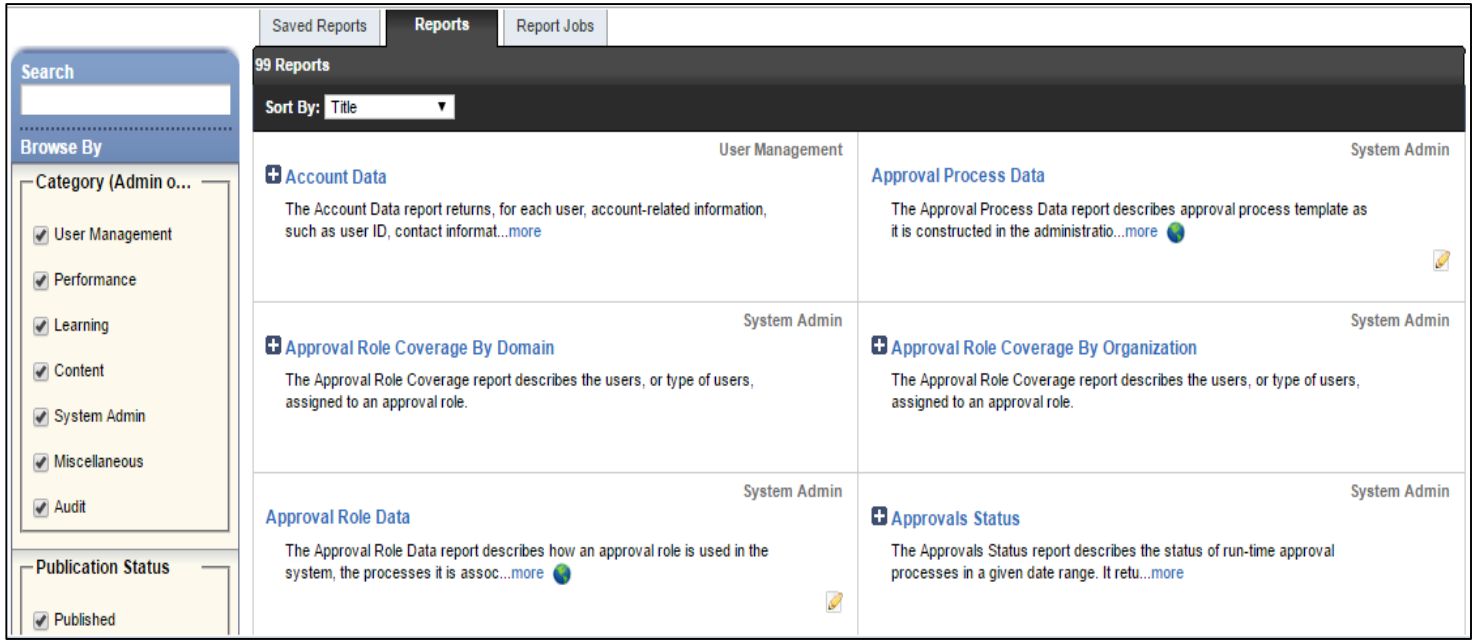
Reporting





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Common Reports

Over 70 Report Types Available

9 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.
- ***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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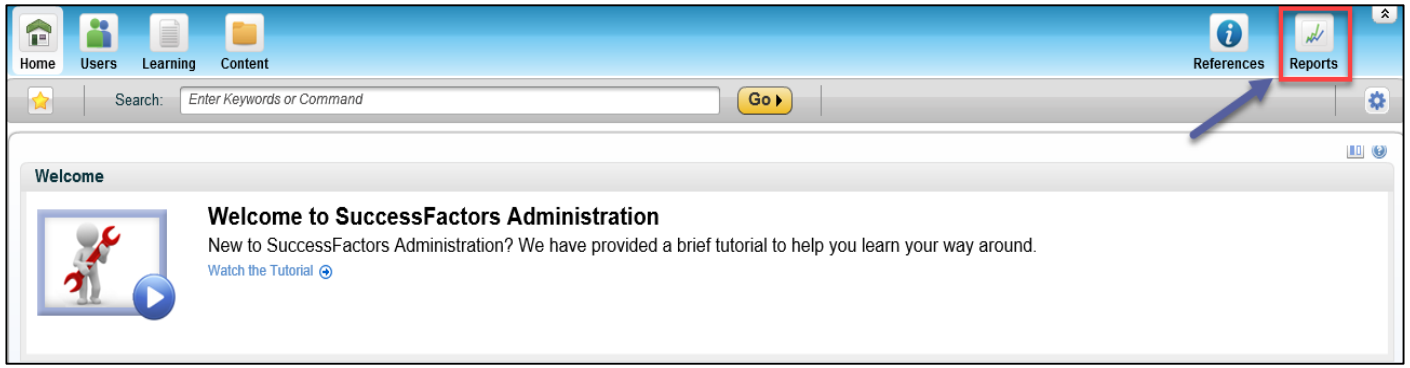
Registration Status Report *(Group By Scheduled Offering)*

1



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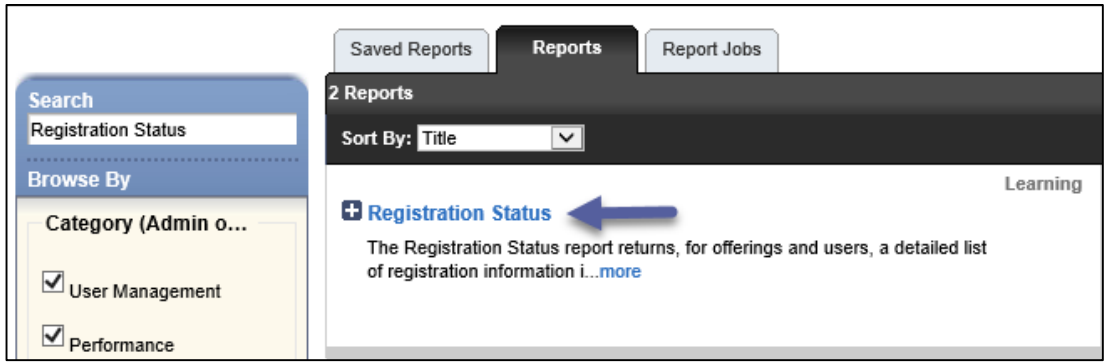

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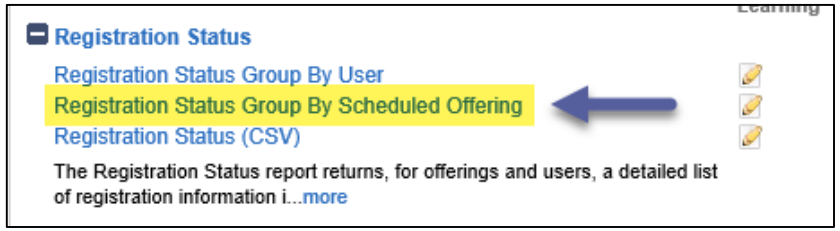

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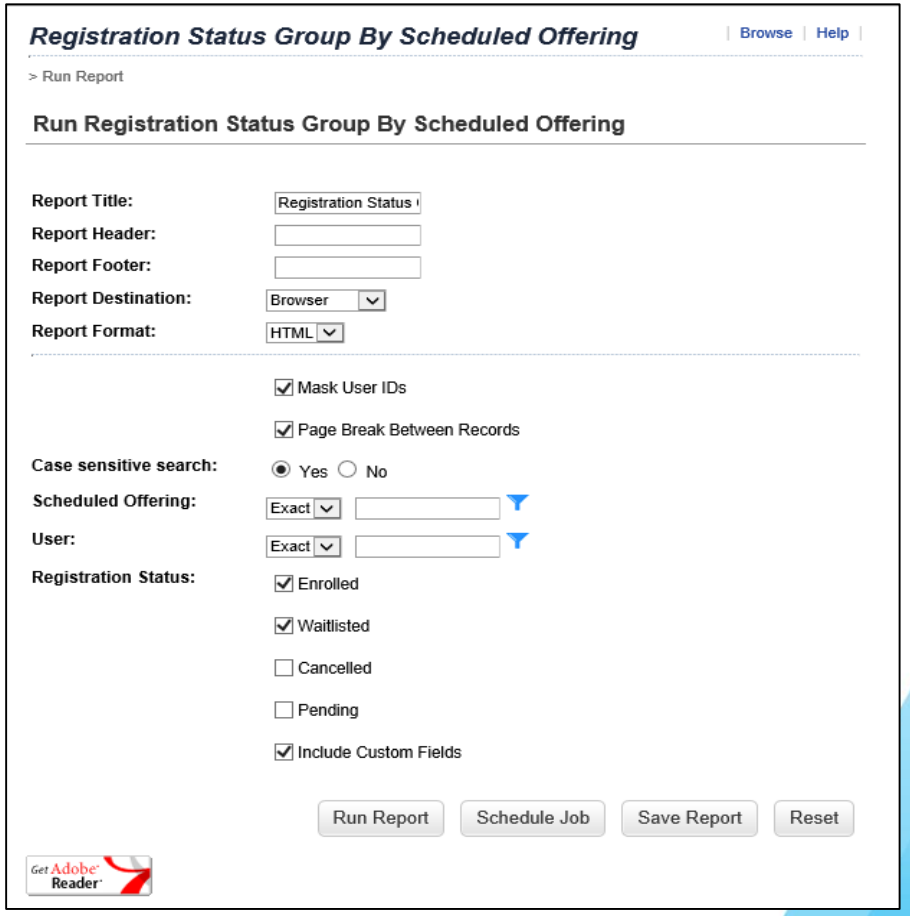

*****Note: Lookup SO ID first***

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Registration Status Report

successfactors™ An SAP Company

Registration Status Group By Scheduled Offering

Registration Status

Scheduled Offering ID:	6043
Description:	Project Risk Management
Domain:	GSA
Registration Cut-off Date:	6/23/2017 08:00 PM America/New York
Current Registration Status:	9 of 30 enrolled, 0 waitlisted, 4 pending
Maximum Registration:	30

Item

Item	Title
ILT EXT-PROJECT_RISK_MGMT (Rev 1 - 10/21/2016 02:00 AM America/New York)	Project Risk Management

Registered Users

User ID	User Name	Status	Supervisor ID	Supervisor Name
*********	Barber, Shauntae R	ENROLL	*********	Alton, Robert H
*********	Bryant, Sarah L	ENROLL	*********	Garland, Donna M
*********	Englesberg, Boaz N	ENROLL	*********	Bryant, Sarah L
*********	John, Keith L	ENROLL	*********	Smith, Dean E
*********	Kuhns, Tereia J	ENROLL	*********	Briante, Lesley Woodburn
*********	Maberry, Joseph T	ENROLL	*********	Bingham, Stephanie A
*********	Timmons, Ibn F	ENROLL	*********	Summerville, Sherman E

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Registration Status Report

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SME Admin 102 Training Recap

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

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SME Admin Training – SIGN UP NOW!

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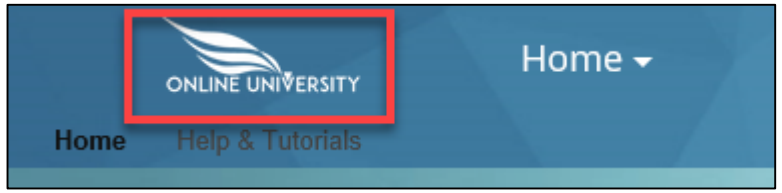
OLU Administrator Access

Staging – Test Environment

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

Production – Live Environment

https://gsaolu.gsa.gov



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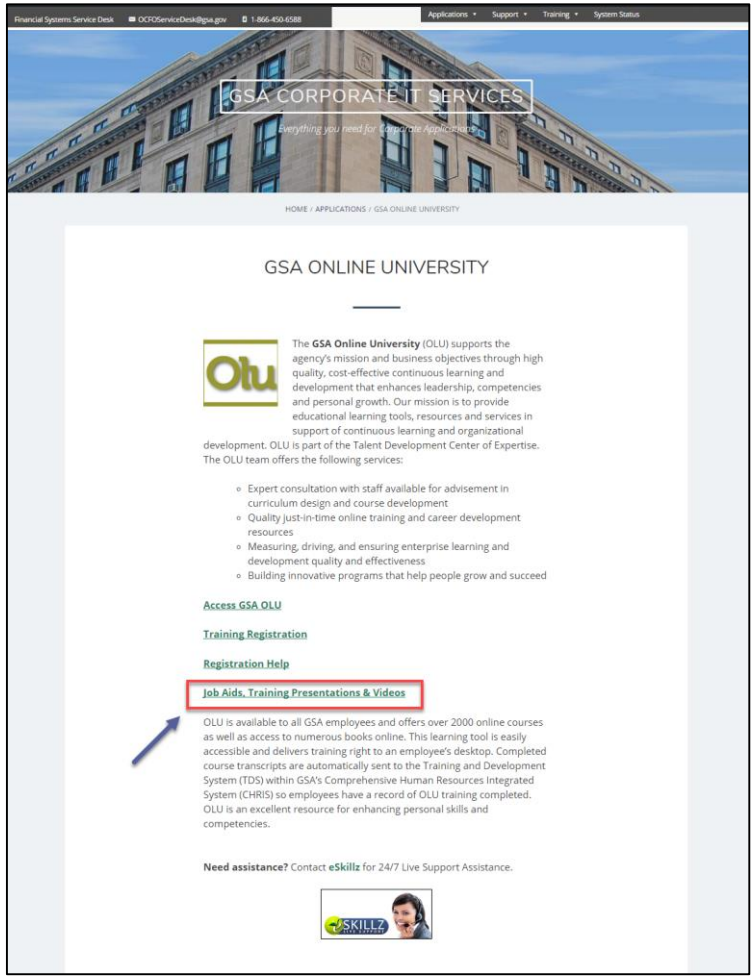
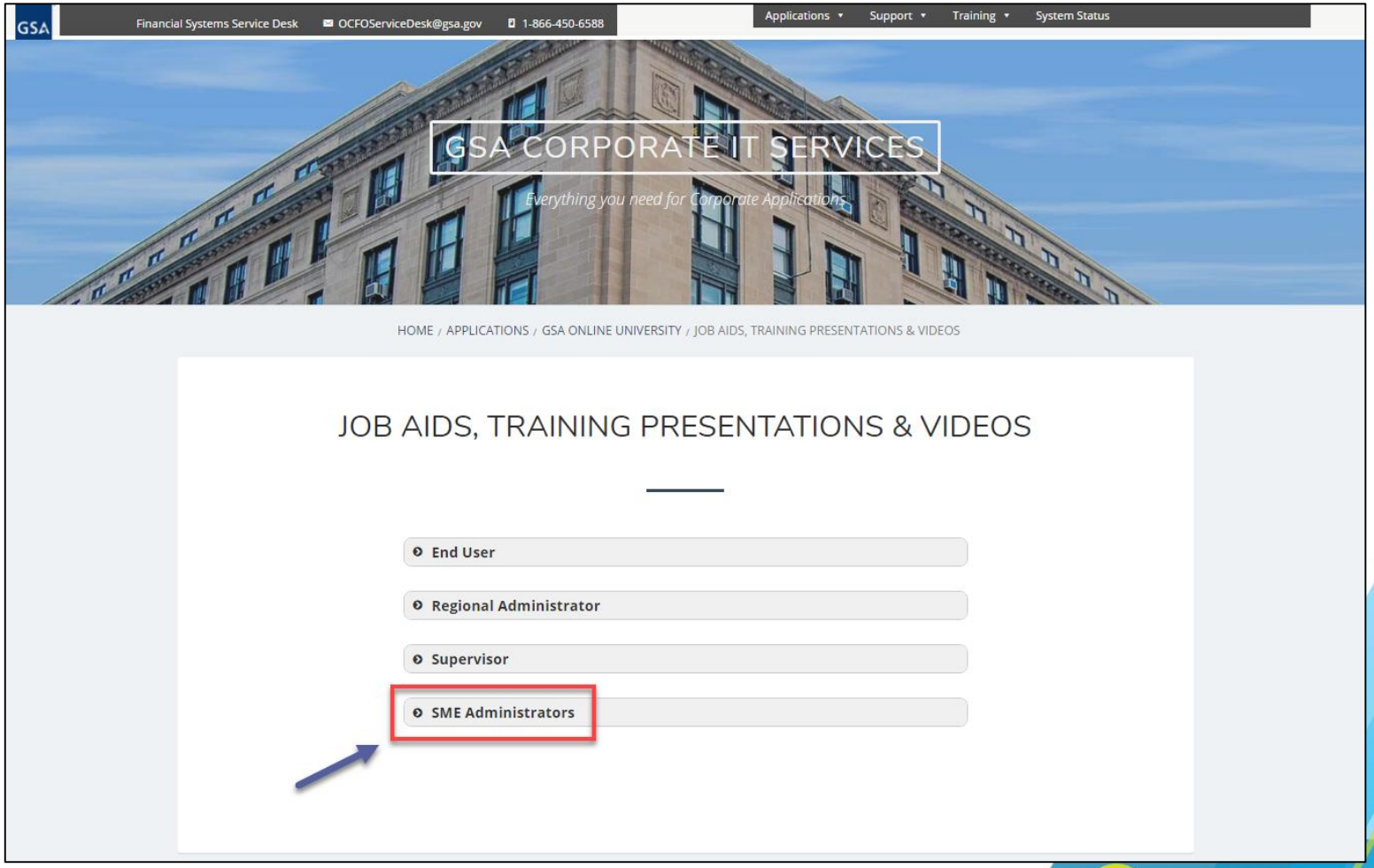
For More Information

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





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Thank you!

For more information, please contact:

GSA OLU Team