



ELM Learning Admin Quick Guide

Self Service, Manager Self Service, Learning Administration

11/1/2010

Full Learning Administrator Training Guide available at: <http://www.nd.gov/fiscal/docs/nd-elm-learning-administrator-manual%20042710.pdf>

ELM access request form (Send to Darin Schorsch HRMS): <http://www.nd.gov/eforms/Doc/sfn59210.pdf>

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This document is meant to serve as a guide for most often asked questions.



1 Self Service Employee uses Self Service to enroll into a class.

Purpose: Employee self enrolls in a class.

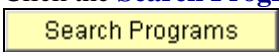
Step	Action
1.	Begin by navigating to the Search Catalog page. Click the ELM SS Search Catalog link. ELM SS Search Catalog
2.	The Search Catalog page is used to search for learning activities, catalog items and programs.
3.	Click in the Search the Catalog field. <input type="text"/>
4.	Enter the desired information into the Search Activities field. Enter " Back Safety ". (Or the class that you are interested in)
5.	Click the Search Activities button. <input type="button" value="Search Activities"/>
6.	Notice all the activities entitled are returned.
7.	Click the Back Safety (110RISK0023) link. (Or the class and date you are interested in.)
8.	Click the Enroll button. <input type="button" value="Enroll"/>
9.	Click the Submit Enrollment button. <input type="button" value="Submit Enrollment"/>
10.	You have successfully enrolled in the activity: Back Safety .
11.	Congratulations! You should now be able to: - Navigate to the Search Catalog page. - Enroll in an activity. End of Procedure.





2 Self Service Register in a Program (Def. Driving, CPR) and enroll in a class.

Purpose: Employee self registers in Defensive Driving Certification, and enrolls in the class.

NOTE: this is different than enrolling in a regular class.


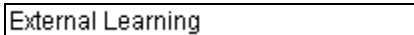
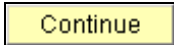

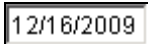
Step	Action
1.	Click the ELM SS Search Catalog link. You can search and enroll in a course or register for a program here. ELM SS Search Catalog
2.	Click the Programs link. Programs include: Certifications (with dates of expiration), and Curricula (no expiration). Programs
3.	Click the Search Programs button. 
4.	Click the Register link for the correct program ie. Defensive Driving. Register
5.	Click the Submit Registration button. This is the first step, you also need to enroll in a class for this certification. 
6.	Click the My Learning link. Now go to My Learning to view the certification and enroll in a class date and time. My Learning
7.	Click the Defensive Driving Certification link.
8.	Click the scrollbar to navigate to the bottom of the page.
9.	Click the View Enrollment Options link. View Enrollment Options
10.	Click the View Details link. View Details



Step	Action
11.	Click the Schedule link. Schedule
12.	Click the Details link to see the facility and room. Details
13.	Click the Return to Previous Page link. Return to Previous Page
14.	Click the Enroll button. 
15.	Click the Submit Enrollment button. 
16.	Once your Supervisor approves the class you will receive an email enrollment confirmation, containing an outlook calendar appointment detailing the class information.
17.	Click the Home link. Home
18.	End of Procedure.




3 Self Service Adding Supplemental Learning

Step	Action
1.	Begin by navigating to the Supplemental Learning page. Click the ELM SS Supplemental Learning link. ELM SS Supplemental Learning
2.	Note: To enter education units for tracking purposes, the " External Learning " supplemental learning type must be selected from the drop-down list.
3.	Click the Type list. 
4.	Click the External Learning list item. 
5.	Click the Continue button. 
6.	Enter the desired information into the Title field. Enter " How to Use Microsoft Office Suite ".
7.	Click in the Description field.
8.	Enter the desired information into the Description field. Enter " How to use Microsoft Office Suite applications ".
9.	Click the Status list. 
10.	Click the Submit for Approval list item. Submit for Approval
11.	Click in the Start Date field. 
12.	Press [Delete].



Step	Action
13.	Enter the desired information into the Start Date field. Enter " 12/21/2009 ".
14.	Click in the End Date field. <input type="text" value="12/16/2009"/>
15.	Press [Delete] .
16.	Enter the desired information into the End Date field. Enter a valid value e.g. " 12/21/2009 ".
17.	Click in the Location field. <input type="text"/>
18.	Enter the desired information into the Location field. Enter " Bismarck, ND ".
19.	If you have Study Hours, Travel Hours, or Price you can enter them.
20.	The Education Units field is used to enter the number of continuing education units that you want accredited to a learner on completion of this learning activity. Note: This value is for informational purposes only.
21.	Click in the Education Units field. <input type="text"/>
22.	Enter the desired information into the Education Units field. Enter " 6 ".
23.	Click in the Provided By field. <input type="text"/>
24.	Enter the desired information into the Provided By field. Enter " The Learning Corporation ".
25.	Click the Ed. Unit Type Lookup button. 
26.	Select the " MEU " list item. (Select your correct unit). <input type="text" value="MEU"/>
27.	You can enter in Estimated Travel/Hotel costs.



Step	Action
28.	You can also enter in Estimated Meal costs.
29.	Click the Save button. 
30.	The supplemental learning has been successfully added. When your Manager approve s this it will show as complete on you r All Learning page.
31.	Congratulations! You should now be able to: <ul style="list-style-type: none">- Navigate to the Supplemental Learning page.- Add supplemental learning to a learners training plan. End of Procedure.



4 Manager Approving/Denying the Enrollment of Learners

A manager would usually get an email indicating “You have a pending approval”

Step	Action
1.	Click the scrollbar.
2.	Click the ELM MSS Team Member link. ELM MSS Team Member
3.	The Team Members page is used by managers to review a list of their team members, oversee team learning and approve or deny learning requests.
4.	Click the Virginia Rivinius option. <input type="checkbox"/>
5.	Click the Approve button. <input type="button" value="Approve"/>
6.	Notice Virginia Rivinius has been successfully enrolled in the activity: Lincoln 101 .
7.	Congratulations! You should now be able to: <ul style="list-style-type: none">- Navigate to the Team Members page.- Approve enrollment of learners. End of Procedure.


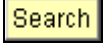


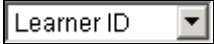




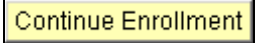


5 Learning Administrator Registers Learner in a Program and Enrolls them in a class







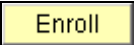
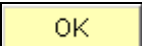
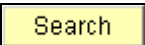

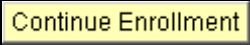
Purpose: Learning Admin registers and enrolls someone in Defensive Driving.

Step	Action
1.	Click the HR / FIN / ELM / BI tab. 
2.	Click the PeopleSoft link. 
3.	Click the Enterprise Learning link. 
4.	Click the Enterprise Learning link. 
5.	Click the Learner Tasks link. 
6.	Click the Enroll Learners link. 
7.	Click in the Requester's Last Name field. 
8.	Enter the Requester's Last Name field. Enter a valid value e.g. " Reidman ".(I use my own name).
9.	Click the Search button. 
10.	Click the Select button. 
11.	Now we will find the certification Defensive Driving. Click the Type list. 





Step	Action
12.	Click the Certification list item. Defensive Driving, CPR, First Aid are types of certifications available. 
13.	Click the Search button. 
14.	Scroll down to see Defensive Driving .
15.	Click the Register button. 
16.	We now have the requester in, the certification in, and next is to find the learner . Click the Look up Learner (Alt+5) button. 
17.	Click the Search by list. 
18.	Click the Last Name list item. 
19.	Enter the last name of the person you need to register in the begins with field. Enter a valid value e.g. " O'neill ".
20.	Press [Enter] .
21.	Click the O'Neill link. 
22.	Click the Search button. 
23.	Click the Select option. 
24.	Click the Continue Enrollment button. 



Step	Action
25.	Click the Submit Enrollment button. 
26.	Now you have completed the first step in a certification, registering a learner. The next step is to take that learner and enroll them in a corresponding class date and time.
27.	Click the Search for Learning link. 
28.	Click the Type list. 
29.	Click the Classroom list item. 
30.	Click in the Title field. 
31.	Enter the desired information into the Title field. Enter a valid value e.g. " Defensive ".
32.	Click the Search button. 
33.	Scroll down to find the class time that works for the learner.
34.	Click the Enroll button. 
35.	Click the OK button. 
36.	Click the Search button. 
37.	Click the Select option. 
38.	Click the Continue Enrollment button. 






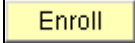






Step	Action
39.	Click the Submit Enrollment button. 
40.	You will now see that this learner has been enrolled with a status of "Pending Approval". Once the learner's supervisor approves the request, the status is updated to "Enrolled". Click the Home link. 
41.	End of Procedure.




6 Learning Admin Enrolling (Many) Learners by Department, Learner Group or Business Unit into a class.

Step	Action
1.	Begin by navigating to the Enroll Learners - Find Requesters page. Click the HR / FIN / ELM / BI tab. 
2.	Click the PeopleSoft link. 
3.	Click the Enterprise Learning link. 
4.	Click the Enterprise Learning link. 
5.	Click the Learner Tasks link. 
6.	Click the Enroll Learners link. 
7.	For this example, search for the person requesting enrollment by entering criteria in the Requester's Last Name field.
8.	Click in the Requester's Last Name field. 
9.	Enter the desired information into the Requester's Last Name field. Enter " Holmes ".
10.	Click the Search button. 



Step	Action
11.	Click the Select button next to the correct person. 
12.	The Enroll Learners - Search for Learning page allows you to search for the requested activity or program by entering criteria in one or more of the search criteria fields.
13.	Click in the Title field. 
14.	Enter the desired information into the Title field. Enter " ADA ".
15.	Click the Search button. 
16.	Click the Enroll button. 
17.	You are now able to view details for the activity, ADA , that is offered on 12/08/2009 prior to selecting the learner you want to enroll.
18.	You can now determine how you want to populate the class, you can do it by each learner, by the Manager (= learners that report to the Manager), Learner group (ALL XXX Agency), Hire date, Business Unit, Job Code, Position, and multiples of those...ie. Business unit (11000), Organization type = (Department), Organization name (Fiscal)
19.	Click the Business Unit button  and find your Business Unit.
20.	Click the Organization Type drop-down list and select Department . 
21.	Click the Department Name button  and find the department you want to enroll.
22.	Click the Search button. (you will now see a list of folks that are in the department) 
23.	If the class required approval, you will see Approve Enrollment Now  , if you check it, it will bypass the approval process, however the email to Managers will still be sent requesting approval.
24.	Click the Select ALL link.
25.	Click the Continue Enrollment button. 



Step	Action
26.	If there is a cost associated with an activity, you will see the Enroll Learners - Payment Details prior to submitting the enrollment. You do not have to do anything here, as this system uses the IDB process.
27.	Click the Submit Enrollment button. 
28.	Notice the department is now enrolled in the activity: ADA .
29.	Also, notice the value in the Available Seats field has been updated.
30.	Congratulations! You should now be able to: <ul style="list-style-type: none">- Navigate to the Enroll Learners - Find Requesters page.- Enroll a learner into an activity. End of Procedure.




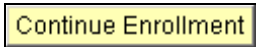

7 Learning Admin Enrolling (Few) Learners into an Activity (Class)

Step	Action
1.	Begin by navigating to the Enroll Learners - Find Requesters page. Click the HR / FIN / ELM / BI tab. 
2.	Click the PeopleSoft link. 
3.	Click the Enterprise Learning link. 
4.	Click the Enterprise Learning link. 
5.	Click the Learner Tasks link. 
6.	Click the Enroll Learners link. 
7.	For this example, search for the person requesting enrollment by entering criteria in the Requester's First Name field.
8.	Click in the Requester's First Name field. 
9.	Enter the desired information into the Requester's First Name field. Enter " Malavika ".
10.	Click the Search button. 
11.	Click the Select button. 



Step	Action
12.	The Enroll Learners - Search for Learning page allows you to search for the requested activity or program by entering criteria in one or more of the search criteria fields.
13.	Click in the Title field. <input type="text"/>
14.	Enter the desired information into the Title field. Enter " Cultural Awareness ".
15.	Click the Search button. <input type="button" value="Search"/>
16.	Select the correct dated class, click the Enroll button. <input type="button" value="Enroll"/>
17.	You are now able to view details for the activity, Cultural Awareness , that is offered on 12/08/2009 prior to selecting the learner you want to enroll.
18.	Click the Learner Lookup button. 
19.	Click the Search by drop-down list. <input type="button" value="▼"/>
20.	Select the " Last Name " list item. <input type="text" value="Last Name"/>
21.	Enter the desired information into the begins with field. Enter " Kennedy ".
22.	Click the Look Up button. <input type="button" value="Look Up"/>
23.	Click the " Kennedy " link. Kennedy
24.	Click the Search button. <input type="button" value="Search"/>










Step	Action
25.	Click the Select option. 
26.	The Search for More Learners link is used to select additional learners to enroll. For this example, Julie is the only learner you will be enrolling.
27.	Click the Continue Enrollment button. 
28.	If there is a cost associated with an activity, use the Enroll Learners - Payment Details page to specify the payment details prior to submitting the enrollment. (<u>leave as is</u>)
29.	Click the Submit Enrollment button. 
30.	Notice Julie Kennedy is now enrolled in the activity: Cultural Awareness .
31.	Also, notice the value in the Available Seats field has been updated.
32.	Congratulations! You should now be able to: <ul style="list-style-type: none">- Navigate to the Enroll Learners - Find Requesters page.- Enroll a learner into an activity. End of Procedure.


8 Learning Admin Adding Supplemental Learning for a learner

Step	Action
1.	<p>Begin by navigating to the Supplemental Learning - Enroll Learners page.</p> <p>Click the HR / FIN / ELM / BI tab.</p> 
2.	<p>Click the PeopleSoft link.</p> 
3.	<p>Click the Enterprise Learning link.</p> 
4.	<p>Click the Enterprise Learning link.</p> 
5.	<p>Click the Learner Tasks link.</p> 
6.	<p>Click the Add Supplemental Learning link.</p>
7.	<p>Click the Learner Lookup button.</p> 
8.	<p>Click the Search by drop-down list.</p> 
9.	<p>Select the "Last Name" list item.</p> 
10.	<p>Enter the desired information into the begins with field.</p> <p>Enter "Kodur".</p>
11.	<p>Click the Look Up button.</p> 




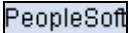
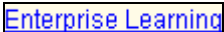

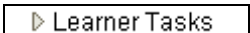



Step	Action
12.	Click the " Kodur " link. 
13.	Click the Search button. 
14.	Click the Add button. 
15.	The Supplemental Learning page is used to add additional learning to a persons planned learning that is not listed in the standard learning catalog.
16.	Click the Type drop-down list. 
17.	Select the " External Learning " list item. External Learning
18.	Note: To enter education units for tracking purposes, the " External Learning " supplemental learning type must be selected from the drop-down list.
19.	Click the Continue button. 
20.	Enter the desired information into the Title field. Enter " Retiring from the Government ".
21.	Click in the Description field.
22.	Enter the desired information into the Description field. Enter " Description ".
23.	From the Status drop down choose " External Learning "
24.	Click the Start Date calendar button. 
25.	Click the correct start date for the training.
26.	Click the End Date calendar button. 




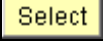
Step	Action
27.	Click the correct end date for the training.
28.	Click in the Location field. <input type="text"/>
29.	Enter the desired information into the Location field. Enter "Bismarck, ND".
30.	The Education Units field is used to enter the number of continuing education units that you want accredited to a learner on completion of this learning activity. Note: This value is for informational purposes only.
31.	Click in the Education Units field. <input type="text"/>
32.	Enter the desired information into the Education Units field. Enter "6".
33.	Click in the Provided By field. <input type="text"/>
34.	Enter the desired information into the Provided By field. Enter "The Learning Corporation".
35.	Click the Ed. Unit Type Lookup button. 
36.	Select the "MEU" list item. (Select your correct learning unit) <input type="text" value="MEU"/>
37.	You can enter in Estimated Travel/Hotel costs
38.	You can also enter in Estimated Meal costs
39.	Click the Save button. <input type="button" value="Save"/>
40.	The supplemental learning has been successfully added for the learner.



9 Learning Admin Viewing All Learning

Step	Action
1.	Begin by navigating to the All Learning - Find Learners page. Click the HR / FIN / ELM / BI tab. 
2.	Click the PeopleSoft link. 
3.	Click the Enterprise Learning link. 
4.	Click the Enterprise Learning link. 
5.	Click the Learner Tasks link. 
6.	Click the View All Learning link. 
7.	Click in the Learner field. 
8.	Enter the desired information into the Learner field. Enter " Darin Schorsch ".
9.	Click the Learner Lookup button. 
10.	Click the " 26206 " link. 



Step	Action
11.	Click the Search button. 
12.	Click the Select button. 
13.	The Learner View page allows you to view a learners entire learning history.
14.	Notice the different status' for each activity.
15.	Congratulations! You should now be able to: <ul style="list-style-type: none">- Navigate to the All Learning - Find Learners page.- View a learners entire learning history. End of Procedure.


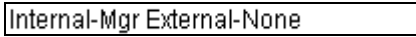














10 Learning Admin Creating a Catalog Item (Short version)

This job aid deals with only the required fields for building a catalog item.

Step	Action
1.	Begin by navigating to the Maintain Items page. Click the HR / FIN / ELM / BI tab. 
2.	Click the PeopleSoft link. 
3.	Click the Enterprise Learning link. 
4.	Click the Enterprise Learning link. 
5.	Click the Catalog link. 
6.	Click the Maintain Items link. 
7.	Click the Add a New Value tab. 
8.	Use the Item Details - Catalog Item Basic Data page to enter the name, course code and other basic information for a catalog item.
9.	Click in the Catalog Item Long Name field. 
10.	Enter the desired information into the Catalog Item Long Name field. Enter " Cultural Awareness " (Enter your new catalog item name)
11.	The Course Code field is a unique identifier for the course. Note: The Course Code should consist of an agency 3-digit Business Unit (530) followed by an agencies Division (YCC, JRCC, NDSP, and MRCC) followed by a random four digit number.
12.	Click in the Course Code field. 











Step	Action
13.	Enter the desired information into the Course Code field. Enter " 530JRCC0001 ".
14.	When entering text in the Description field, certain functions like: creating bullet points cannot be entered unless you copy and paste from a Word document. This field holds 153 characters.
15.	Click in the Description field.
16.	Enter the desired information into the Description field. Enter a paragraph describing the class .
17.	Enter the desired information into the Catalog Item Abstract field. This field holds 2200 characters. Enter more information about the class .
18.	Use the Approval Type field to specify whether a Manager or Learning Administrator's approval is required to enroll Internal Learners in activities that are associated with a catalog item. If you select Learning Admin, you must select the Administrator through the Administrator field on the Activity Details page.
19.	Click the Approval Type list. 
20.	Select the " Internal-Mgr External-None " list item. 
21.	Click the Save link. 
22.	Click the Security link. 
23.	Click the Add Learner Group Security link. 
24.	The Learner Group section defines the learner groups that can see and enroll in this catalog item.
25.	Click the Learner Group Prompt button. 
26.	Select the " 530 ALL Dept. of Corrections & Reh " list item.

Step	Action
27.	<p>The Relationship field is used to specify how a specific learner group is related to others in the list when used to determine whether or not a group has access.</p> <p>Selecting the "And" value from the drop-down list means a learner must be a member of the selected learner group and the one that follows in the list. (seldom used)</p> <p>Selecting the "Or" value from the drop-down list means a learner must be in either the selected learner group or the learner group next in the list. (used most of the time)</p>
28.	Select OR
29.	Click the + Add button and add another Learner Group
30.	Click the  and select the DOCR Admin Learner Group
31.	<p>Click the Done button.</p> 
32.	<p>Click the Save link.</p> 
33.	<p>Click the Attributes tab.</p> 
34.	<p>Click the Add Category link.</p> 
35.	<p>Click in the Display Order field.</p> 
36.	<p>Enter the desired information into the Display Order field.</p> <p>Enter "1".</p>
37.	<p>The Category field defines the category an item belongs to. When Learners search the catalog by the Communication category, only items belonging to this category will display.</p>
38.	<p>Click the Category Lookup button.</p> 
39.	<p>Select the "Communications" list item.</p> 



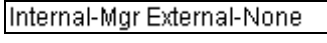




Step	Action
40.	Click the Save link. 
41.	Click the Delivery Method tab. 
42.	Click the Add New Delivery Method button. 
43.	Click the Delivery Method Lookup button. 
44.	Select the " Classroom " list item. 
45.	In the Published Duration field list the length of the training class (2 Hours, 30 minutes etc.)
46.	Click in the Max Enrollment field. 
47.	Enter the desired information into the Max Enrollment field. Enter " 25 ". (enter the maximum number of people you would want in this class)
48.	Click in the Min Enrollment field. 
49.	Enter the desired information into the Min Enrollment field. Enter " 5 ".
50.	Click the Enforce Enrollment Limit option. 
51.	Click the Enable Waitlist option. 
52.	Click in the Waitlist Capacity field. 
53.	Enter the desired information into the Waitlist Capacity field. Enter " 10 ".




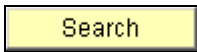




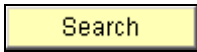
Step	Action
54.	The Waitlist Threshold field is used to enter a number that when reached will notify the administrator that the class size may need to be increased or a new class may need to be created.
55.	Click in the Waitlist Threshold field. 
56.	Enter the desired information into the Waitlist Threshold field. Enter " 5 ".
57.	Click the scrollbar.
58.	Click the Save link. 
59.	Click the Activities tab. 
60.	Click the Add New Activity button. 
61.	The Activity Details page defines the general and pricing information for activities. Most of the fields are populated from the catalog item details that were previously entered. These defaults can be modified for individual activities.
62.	The Start Date field indicates the first day of the activity . The Start Date can trigger notifications, such as activity start reminders, to enrolled students. You can also use the Start Date field to control access to third party vendor content that should not be made available before a certain date.
63.	Click the Choose a date button. 
64.	Click the Calendar Month list. 
65.	Select the " December " list item. (select the first date of your class) 
66.	Click the 8 link. 



Step	Action
67.	The End Date field indicates the last day of the activity. Note: For self-paced activities that will be available indefinitely, the End Date field should be left blank.
68.	Click in the End Date field. 
69.	Enter the desired information into the End Date field. Enter " 12/08/2010 ". (select the end date of the class)
70.	Use the Approval Type field to indicate the level of approval the Learner needs in order to enroll in an activity.
71.	Click the Approval Type drop-down list. 
72.	Select the " Internal-Mgr External-None " list item. 
73.	Internal refers to State Learners. External refers to Non-State Learners.
74.	The Status field displays the current status of the activity. When all of the components of an activity are defined, you can change the status from Pending to Active. When you change the status of an activity, the system will automatically rebuild the catalog index twice a day. For this example, retain the default value.
75.	The Start Reminder section is used to: identify the number of days before the start of an activity and/or identify the date you want to send a reminder to enrolled learners before the start of an activity. Set the start reminder to 5 days, and click the lookup and select the 4th one down "LM ACT RMNDR - Activity Start Reminder"
76.	Check mark Last Enroll Date = Start Date: Select this option if you want the last day learners can enroll in an activity to equal the Activity Start Date.
77.	Enforce Enrollment Limit: Select this option to prevent learners from enrolling in an activity when the maximum enrollment number plus the overbook percentage is reached. You must select this check box in order for the system to generate a waitlist for the activity.
78.	Check mark Enable Waitlist: Select this option if you want the system to accept waitlisted learners for an activity when the maximum enrollment number has been reached. If overbooking is permitted, the system does not waitlist learners until the overbook percentage has been reached.

Step	Action
79.	Waitlist Capacity: Enter the maximum number of learners that the system can place on the waitlist. (Set to 5)
80.	Waitlist Threshold: Enter the number of learners on the waitlist that will trigger a notification to the Administrator. (Set to 2)
81.	Check mark Last Drop Date = Start Date: Select if you want the last day learners can drop an activity without having to pay a drop fee that equals the activity start date.
82.	Click the Default Learner Groups button. 
83.	Note: Learner Groups that are identified here will have access to view this specific activity.
84.	Notice the Learner Group has been populated.
85.	Click the Learning Components tab. 
86.	Click the Add Component button. 
87.	Click the Sessions link for an instructor led class.
88.	Use the Component Name field to enter a descriptive title for the component. The component name appears on the Activity Details page.
89.	Enter the desired information into the Component Name field. Enter " Cultural Awareness ".
90.	Click in the Short Name field.
91.	Enter the desired information into the Short Name field. Enter " Cultural A ".
92.	Click in the Description field.
93.	Enter the desired information into the Description field. Enter " Cultural Awareness ".
94.	Click the Session Patterns tab. 
95.	Use the Session Patterns page to create session patterns. You can base session patterns on a previously defined session template. You use session patterns to generate actual sessions when the session has a repeating pattern.
96.	Click the Facility Lookup button. 



Step	Action
97.	Select the "NDYCC Administration Building" list item.
98.	Click the Room Lookup button. 
99.	Click the Search button. 
100.	Click the "Conference Room 111" link.
101.	The Create Sessions field reflects a 24 hour period. For example, if an activity lasts three days, you would enter 3 in the Create Sessions field.
102.	Click in the Create field. 
103.	Enter the desired information into the Create field. Enter "1" . (a 3 here would = a class that was Mon, Tues, Wed. to be considered 1 class)
104.	Note: It is recommended that you make sure the day selected corresponds with the Start Date .
105.	Click the Tue option. 
106.	Click the Add Instructor link. 
107.	Click the Instructors Lookup button. 
108.	Enter the desired information into the Last Name field. Enter "Kozojed" .
109.	Click the Search button. 
110.	Click the "Anthony Kozojed" link.



Step	Action
111.	Click the Type drop-down list. 
112.	Select the " Primary " list item. 
113.	Click the Build Sessions button. 
114.	Click the Save button. 
115.	Click the Return to Activity link. 
116.	Click the Activity Details tab. 
117.	Click the Status drop-down list. 
118.	Select the " Active " list item. 
119.	Click the Save link. 
120.	Congratulations! You should now be able to: - Navigate to the Item Details page. - Create a catalog entry. End of Procedure.



11. Add web-based Scorm compliant material.

1. Send your scorm compliant file to Sys Admin for ELM (Pat Groce)...he will put it on the server in the Agency specific folder (485) in your case. Those files should be labeled with 485HR1 for this instance 485HR1 will match the ELM item that was created.

Web-based Component

Activity: 13

Activity Title: WEb Test

The screenshot shows a web-based component configuration form. It is divided into two main sections: 'Basic Data' and 'Compliance and Technical Data'.
In the 'Basic Data' section, there are three fields: '*Component Name:' with the value 'Julie content', '*Short Name:' with the value 'JC', and '*Description:' with the value 'dsdf'.
In the 'Compliance and Technical Data' section, there are three fields: 'Compliance:' with a dropdown menu set to 'SCORM12', 'URL/File Path:' with the value 'https://www.connectnd.us/ELMCatalog/Julie/', and 'Notes:' which is currently empty. Below the 'Notes' field is a yellow button labeled 'Manage Content'.

2. I have created an item called WSI Scorm 121809 (activity 32) that we will attach the file to.
3. Find activity 32 and add the below info from Pat.

Compliance: SCORM12

URL/File Path: always starts with

https://www.connectnd.us/ELMCatalog/ ****here starts your specific file navigation**** I would expect it to be something like below.

https://www.connectnd.us/ELMCatalog/485/485HR1/

This will point where your scorm compliant content file(video, ppt, etc.) is located on the Q: drive on the ELM server.

Pay particular attention to the way the **/**'s go.

Activity Details

Manage Online Activity Content

Upload the content for the online activity by clicking the appropriate link for each type. When you have successfully uploaded all the files click the Save button.

Please load the IMS Content (Zip) file, for this SCORM 1.2 compliant activity.

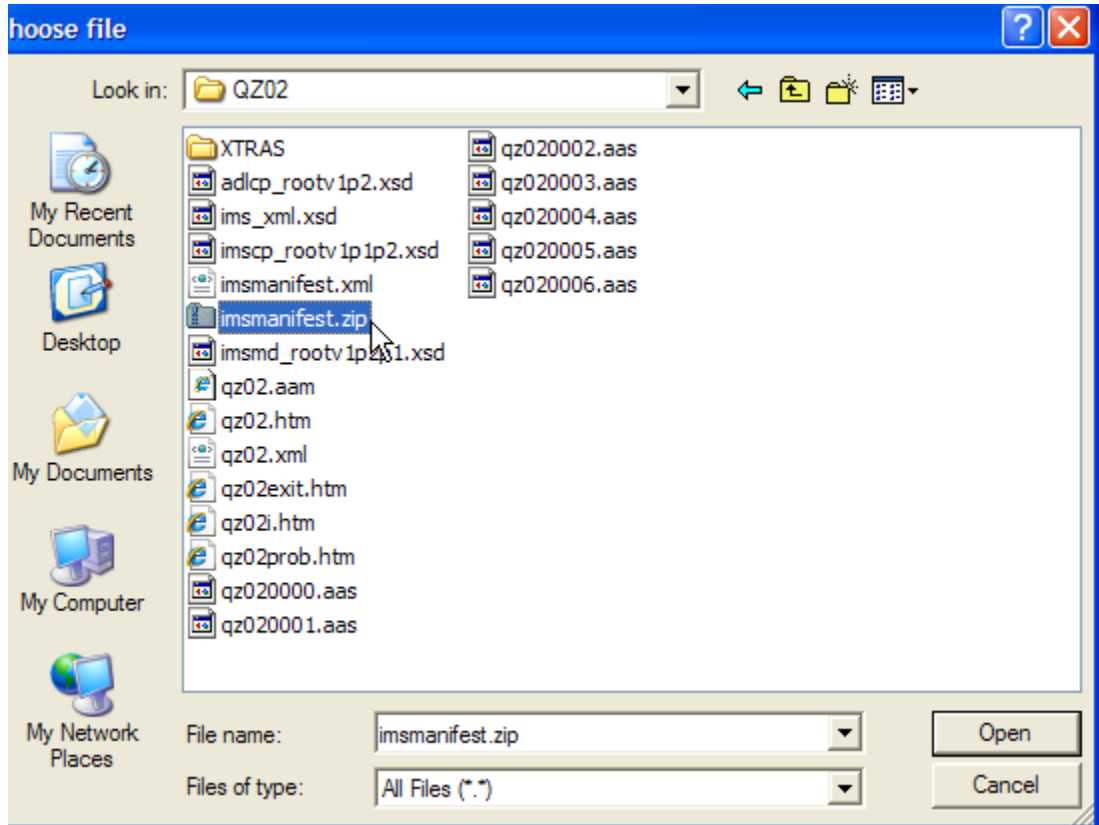
Select SCORM File

[Upload Zip File](#)

Save

[Return to Previous Page](#)

4. Now to upload the imsmanifest.zip file from your drive that is only the zip file of the file you sent the Sys Admin.



- Once you upload click test content to see the validity of the link.

Activity Details

Manage Online Activity Content

Upload the content for the online activity by clicking the appropriate link for each type. When you have successfully uploaded all the files click the Save button.

Please load the IMS Content (Zip) file, for this SCORM 1.2 compliant activity.

Select SCORM File

[Upload Zip File](#)

[Test Content](#) [Export Content](#) [Select Lessons](#)

[Return to Previous Page](#)

- This will bring up the launch page, click launch.
- Ensure that it is the correct content.
- Return to previous page.

Activity Details

Manage Online Activity Content

Upload the content for the online activity by clicking the appropriate link for each type. When you have successfully uploaded all the files click the Save button.

Please load the IMS Content (Zip) file, for this SCORM 1.2 compliant activity.

Select SCORM File

[Upload Zip File](#)

[Test Content](#) [Export Content](#) [Select Lessons](#)

[Return to Previous Page](#)





12. Reporting: Queries and Reports

So, you have assigned classes for folks as a learning admin and now you need to follow up on their progress. Here are some of the queries I use to verify completion.

Navigation: **Enterprise Learning>Reporting Tools>Query>Query Viewer** type in **NDS**, click **search**

Tip: if you click **Favorite** next to the query you use often, it will show up on the **My Favorite Queries** window and make it easier to find.

Menu

Search:

- ▶ My Favorites
- ▶ Self Service
- ▶ Manager Self Service
- ▶ Enterprise Learning
- ▶ Partners
- ▶ Catalog Management
- ▶ Set Up ELM
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Application Diagnostics
- ▶ Tree Manager
- ▶ Reporting Tools
 - ▼ Query
 - Query Manager
 - Query Viewer
 - Schedule Query
 - ▶ PS/nVision
 - ▶ XML Publisher
 - Report Manager
- ▶ PeopleTools
- ▶ ND State Applications
 - Back to Portal
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View:

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
NDS_COURSE_ATTENDANCE_ACTIVITY	Prompt for Course & Activity	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_ALL	Courses Completed by Course	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_BY_BU	Courses Completed by BU	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_BY_DATE	Courses Completed by Dt Range	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_COURSE	Prompt for Course and Dates	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_NAME	Courses Completed by Name	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTEND_BU_COURSE	Courses Compl by BU and Course	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_COMPLETED_SUM	Courses Summary by Dt Range	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_COMPLETED_SUM_ACT	Prompt for Date Summary by Act	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_COMPLETED_SUM_BU	Count by Date and BU Prompt	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ROSTER	Course Roster by Date	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ROSTER_ALL_STATUS	Course Roster of all Status	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_WAITLIST	All Waitlisted Rosters	Public		HTML	Excel	Schedule	Favorite
NDS_LEGACY_BY_COURSE_NAME	Course Name Prompt % UPPERCASE%	Public		HTML	Excel	Schedule	Favorite
NDS_LEGACY_BY_EMPLOYEE	Emp. Prompt for Legacy Hist.	Public		HTML	Excel	Schedule	Favorite
NDS_LEGACY_BY_JOB_CODE	Job Code Prompt	Public		HTML	Excel	Schedule	Favorite
NDS_LM_PEND_APPR	Pending Approvals by LE	Public		HTML	Excel	Schedule	Favorite
NDS_LM_PERSON_ID_LOOKUP	Prompt by Learning Env, Deptid	Public		HTML	Excel	Schedule	Favorite
NDS_OMB_USER_ACCESS_DETAIL	User Details by date range.	Public		HTML	Excel	Schedule	Favorite
NDS_OMB_USER_ACCESS_SUMMARY	Number of users by date range.	Public		HTML	Excel	Schedule	Favorite
NDS_SELF_PACED_DETAIL	Status of Self-Paced Learning	Public		HTML	Excel	Schedule	Favorite
NDS_SUPP_EXT_LEARNING_EMP_DTL	Supp. Ext Lrn by Employee	Public		HTML	Excel	Schedule	Favorite
NDS_SUPP_EXT_LEARNING_ENV_DTL	Supp. Ext Lrn by Environment	Public		HTML	Excel	Schedule	Favorite

My Favorite Queries	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
NDS_COURSE_ATTEND_BU_COURSE	Courses Compl by BU and Course	Public		HTML	Excel	Schedule	-
NDS_LEGACY_BY_COURSE_NAME	Course Name Prompt % UPPERCASE%	Public		HTML	Excel	Schedule	-
NDS_LM_PEND_APPR	Pending Approvals by LE	Public		HTML	Excel	Schedule	-
NDS_SELF_PACED_DETAIL	Status of Self-Paced Learning	Public		HTML	Excel	Schedule	-



- Shows all courses and their status (enrolled, in progress, complete, cancelled, reserved) in a date range if you put in % in the course code it will pull all records for the business unit.

NDS_COURSE_ROSTER_ALL_STATUS - Course Roster of all Status

From Date: To Date:

Course Code %:

Business Unit:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (86 kb)

[View All](#) First 1-100 of 110 Last

	Course Code	Name	Activity	Start Date	End Date	Enrolled Date	Status	ID	Name	Unit	Department	Reserved Seat
1	110HRMS1000	ADA/FMLA Regulation Updates	1	01/06/2010	01/06/2010	01/07/2010	CANC	7000144	Sharp,Pamela K	11000	110110	1
2	110HRMS1000	ADA/FMLA Regulation Updates	1	01/06/2010	01/06/2010	01/11/2010	COMP	7000144	Sharp,Pamela K	11000	110110	1
3	110HRMS1000	ADA/FMLA Regulation Updates	11	03/18/2010	03/18/2010		RES	9999999	ZZ-Reserved	99999	9999999	1

- This query shows the training that a person took that was in the old system You must put the course information in this format: %ALLCAPS% if you don't have it in all caps when you search , you won't get any results.

NDS_LEGACY_BY_COURSE_NAME - Course Name Prompt %UPPERCASE%

Employee_Business_Unit:

Course (e.g. %ADA%):

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (48 kb)

[View All](#)

	Unit	Name	Course Title	Start Date	End Date	Completion DT	Location	Study Hours	Travel Hours	Price	Continuing Education Units	Provider
1	11000	Ableidinger,Vicki R	DEFENSIVE DRIVING SMALL VEHICLES	12/14/2007	12/14/2007	12/14/2007	Risk Management	0.00	0.00	0.000	0.00	Risk Manager
2	11000	Block,Renell K.	DEFENSIVE DRIVING SMALL VEHICLES	02/05/2008	02/05/2008	02/05/2008	Risk Management	0.00	0.00	0.000	0.00	Risk Manager



- This query allows you to see if you have any Managers that have not done there approvals for learners.

In the LE ID lookup, find your business unit.

NDS_LM_PEND_APPR - Pending Approvals by LE

LE ID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (4 kb)

View All

Confirmation	Cat Item ID	Name	ID	Learner ID	Name	Customer	Long Name	Activity Requir	Type	Status	Status	Waitlist Number	Approval ID	Approved On	Status Change D	Requestor	Currency	Payment Method	Initiated	Initiated Date	Enrolled Date
1	111720	1025	1060	52372	Westermann,Diane M	1383	127 Tax Dept.	Y	STDD	PEAP	PEAP	0	0		03/31/2010	33657	USD	CHGB	N		03/31/2010
2	111721	1025	1060	52095	Filipek,Amanda J	1383	127 Tax Dept.	Y	STDD	PEAP	PEAP	0	0		03/31/2010	33657	USD	CHGB	N		03/31/2010

- This query shows you the status of web based training; see how folks are doing on their RISK courses with this one.

Query to check the status of the training you assigned folks:

Enterprise Learning>Reporting Tools>Query Viewer

Search by Query Name begins with **NDS**

Click Excel next to **NDS_SELF_PACED_DETAIL**

The screenshot shows the 'Query Viewer' interface. On the left is a 'Menu' with a search box and a tree view of folders including 'Reporting Tools' and 'Query'. The main area has a search box with '*Search By: Query Name' and 'begins with' set to 'NDS'. Below the search box are 'Search' and 'Advanced Search' buttons. The 'Search Results' section shows a table of queries. A blue arrow points to the 'Excel' link for the 'NDS_SELF_PACED_DETAIL' query.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
NDS_COURSE_ATTENDANCE_ACTIVITY	Prompt for Course & Activity	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_ALL	Courses Completed by Course	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_BY_BU	Courses Completed by BU	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_BY_DATE	Courses Completed by Dt Range	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_COURSE	Prompt for Course and Dates	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTENDANCE_NAME	Courses Completed by Name	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ATTEND_BU_COURSE	Courses Compl by BU and Course	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_COMPLETED_SUM	Courses Summary by Dt Range	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_COMPLETED_SUM_ACT	Prompt for Date Summary by Act	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_COMPLETED_SUM_BU	Count by Date and BU Prompt	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ROSTER	Course Roster by Date	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_ROSTER_ALL_STATUS	Course Roster of all Status	Public		HTML	Excel	Schedule	Favorite
NDS_COURSE_WAITLIST	All Waitlisted Rosters	Public		HTML	Excel	Schedule	Favorite
NDS_LEGACY_BY_COURSE_NAME	Course Name Prompt % UPPERCASE%	Public		HTML	Excel	Schedule	Favorite
NDS_LEGACY_BY_EMPLOYEE	Emp. Prompt for Legacy Hist.	Public		HTML	Excel	Schedule	Favorite
NDS_LEGACY_BY_JOB_CODE	Job Code Prompt	Public		HTML	Excel	Schedule	Favorite
NDS_LM_PEND_APPR	Pending Approvals by LE	Public		HTML	Excel	Schedule	Favorite
NDS_LM_PERSON_ID_LOOKUP	Prompt by Learning Env, DeptId	Public		HTML	Excel	Schedule	Favorite
NDS_OMB_USER_ACCESS_DETAIL	User Details by date range.	Public		HTML	Excel	Schedule	Favorite
NDS_OMB_USER_ACCESS_SUMMARY	Number of users by date range.	Public		HTML	Excel	Schedule	Favorite
NDS_SELF_PACED_DETAIL	Status of Self-Paced Learning	Public		HTML	Excel	Schedule	Favorite
NDS_SUPP_EXT_LEARNING_EMP_DTL	Supp. Ext Lrn by Employee	Public		HTML	Excel	Schedule	Favorite
NDS_SUPP_EXT_LEARNING_ENV_DTL	Supp. Ext Lrn by Environment	Public		HTML	Excel	Schedule	Favorite



LE..Click the lookup and select your agency

From Date...you can select the date that you asked them to enroll/or you enrolled them

To Date...usually click “current date”

Course Code...3 digit agency # of who owns the training i.e....110RISK0008 would only provide the first record in the report; if you say 110RISK% it will pull anything with a 110RISK in it. Note RISK must be in all caps.

NDS_SELF_PACED_DETAIL - Status of Self-Paced Learning

LE ID:

From Date:

To Date:

Course Code (e.a. 110%):

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (13 kb)

View All First Last

	Course Code	Name	Activity	Enrolled Date	Completion DT	Component Name	Score	Status	ID	Name	Unit	Department	Organization Name
1	110RISK0001	ITD Security Training	769	06/02/2010	06/02/2010	ITD Security Training		Completed	0420732	Bartz,Brian W	11000	110110	Office of Management & Budget
2	110RISK0005	Risk Management Incident Reporting	206	06/04/2010		Risk Management Incident Reporting		Enrolled	0327601	Torgerson,Tad H	11000	110110	Office of Management & Budget
3	110RISK0010	Safety Orientation for All Employees	215	06/04/2010		Safety Orientation for All Employees		Enrolled	0327601	Torgerson,Tad H	11000	110110	Office of Management & Budget
4	110RISK0020	Ergonomics	230	06/04/2010	06/08/2010	Ergonomics	100.00	Completed	0250646	Anderson,Lori D	11000	110110	Office of Management & Budget
5	110RISK0020	Ergonomics	230	06/02/2010	06/02/2010	Ergonomics	100.00	Completed	0420732	Bartz,Brian W	11000	110110	Office of Management & Budget

From here you could download in Excel, and sort out the ones that are complete to determine if you need to take action.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Status of Self	10											
2	Course Cod	Name	Activit	Enrolld I	Completi	Component Nam	Score	Status	ID	Name	Unit	Department	Organization Name
3	110RISK0001	ITD Security Training	769	6/2/2010	6/2/2010	ITD Security Training		Completed	0420732	Bartz,Brian W	11000	110110	Office of Management & Bud
4	110RISK0005	Risk Management In	206	6/4/2010		Risk Management Inc		Enrolled	0327601	Torgerson,Tad H	11000	110110	Office of Management & Bud
5	110RISK0010	Safety Orientation fo	215	6/4/2010		Safety Orientation for		Enrolled	0327601	Torgerson,Tad H	11000	110110	Office of Management & Bud
6	110RISK0020	Ergonomics	230	6/4/2010	6/8/2010	Ergonomics	100.00	Completed	0250646	Anderson,Lori D	11000	110110	Office of Management & Bud
7	110RISK0020	Ergonomics	230	6/2/2010	6/2/2010	Ergonomics	100.00	Completed	0420732	Bartz,Brian W	11000	110110	Office of Management & Bud
8	110RISK0020	Ergonomics	230	6/4/2010	6/4/2010	Ergonomics		Completed	0400562	Johnson,Nathan Mark	11000	110110	Office of Management & Bud
9	110RISK0020	Ergonomics	230	6/4/2010	6/7/2010	Ergonomics	100.00	Completed	0531029	Krueger,Dustin D	11000	110110	Office of Management & Bud
10	110RISK0020	Ergonomics	230	6/4/2010	6/4/2010	Ergonomics	100.00	Completed	0217161	Nelson,Renee C	11000	110110	Office of Management & Bud
11	110RISK0020	Ergonomics	230	6/4/2010		Ergonomics		Enrolled	0446648	Ridl,Rachel Ann	11000	110110	Office of Management & Bud
12	110RISK0020	Ergonomics	230	6/4/2010		Ergonomics		Enrolled	0327601	Torgerson,Tad H	11000	110110	Office of Management & Bud
13													