

Training Administrator Guide 7.0

COMMONWEALTH



Governmental Services Center (GSC) serves as the centralized resource for the education, training and development of state employees and agencies. Our instructor led classes, online courses, certificate programs, consultation services and other statewide programs are provided to support the agencies we serve in their mission to grow and develop employees of all types. We offer a variety of training and development programs to assist state employees of all levels with leadership skills, individual performance, skill building, and career development. Many of the courses offered are designed to help employees meet minimum qualifications for advancement and build the skills, competencies, and sensibilities necessary to grow, learn, lead, and serve the Commonwealth in various influential and leadership roles.

GSC is located at the Kentucky State Office Building, 501 High Street, 2nd Floor, and Frankfort, KY 40601. For more information, contact the: Governmental Services Center at persgsc@ky.gov.

This administrative manual provides a guide for Commonwealth of Kentucky State agency personnel to train and maintain qualified personnel in the Commonwealth University Learning Management System referred to as CommonwealthU.

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Pilot Access

Pilot is the test site for MyPURPOSE. This site can be used as a playground to ensure that system settings are configured properly. Pilot contains old data and is not updated regularly. **All items should be tested in the pilot environment before being uploaded into Production.**

To access Pilot:

<https://kypersonnelcabinet-pilot.csod.com/client/kypersonnelcabinet/default.aspx>

Requesting Access to MyPURPOSE

All requests for security must go through the Kentucky HR Administrator Portal; these must be submitted by your Agency Security Contact (ASC). The ASC must verify that the user has completed all requirements for the requested role. Those requirements include:

- GSC Training Coordinator or GSC Training Administrator
- Security Awareness
- HIPAA Rules and Compliance

If a coordinator or administrator leaves the role as the training liaison, the ASC MUST submit a REVOKE access request to the Personnel Cabinet.

General Navigation

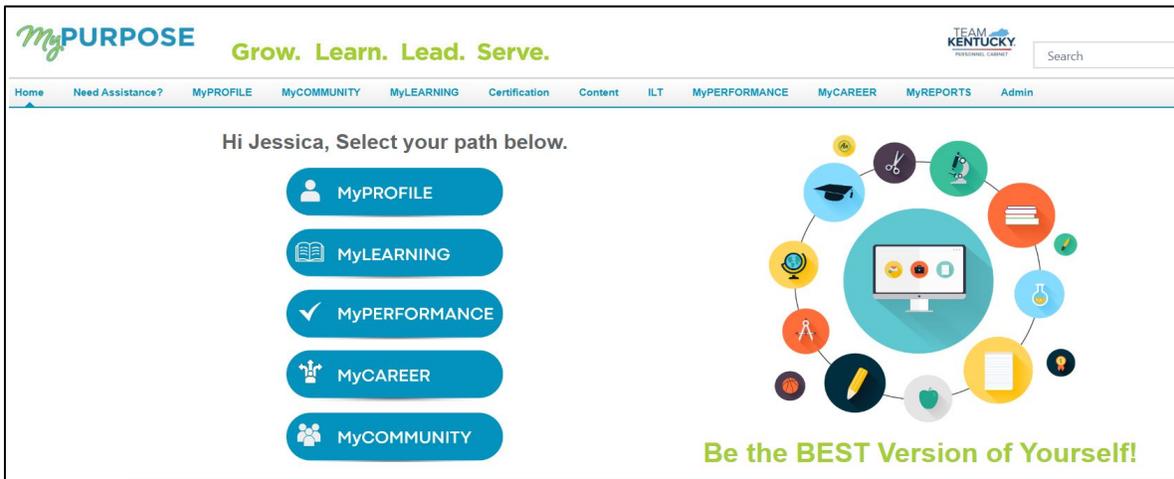
Locating Personal Preferences and Setting Out of Office

Learners and Managers can edit their personal preferences and set their “Out of Office” in MyPURPOSE. Select this option to indicate that you are out of the office or absent for an extended leave. If the “Out of Office” functionality is checked and the user is a manager/approver

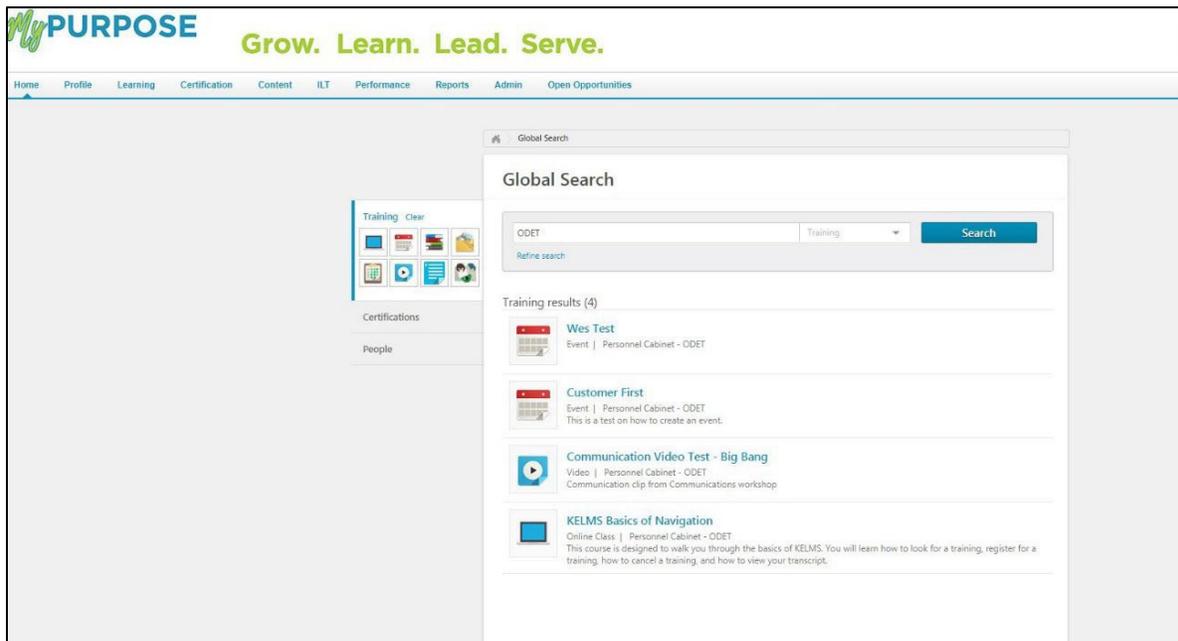
manager and this option is enabled, all requests from their employees will be directed to the next line supervisor, including pending requests. Managers that will be out on an extended leave must enable this option within the system.

Searching for Learning Objects

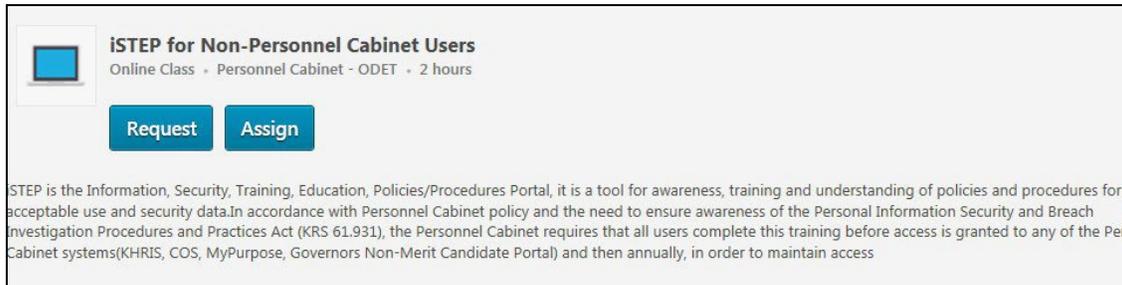
1. To search for a Learning Object, **select the Global Search Box.**



2. Type in the name of the training. This will pull back any matches.



By selecting the course tile, users will be able to request the training from the Course console.



Requesting Training

MyPURPOSE is designed to allow users to enroll themselves in a variety of different learning objects. When a learner requests a session or course, an email notification is then sent to the manager requesting approval to attend/complete the training. Managers can assign training to their direct reports. As training administrators and coordinators, we should encourage learners and managers to navigate the system to enroll or assign training.

In the picture below, you will notice that there is both a request and assign option. The assign option here will not assign the training to users. By selecting assign, you look at those users who directly report to you. This is how managers would assign training to their employees.



There may be instances of a training administrator or coordinator you will need to assign training. Assigning training will put the training directly on

the learner's transcript. **You will need to go to the Learning Assignment tool to do this.**

Using the Learner Event Calendar

Learners will have the ability to view upcoming training. Using the Event Calendar will allow a quick glance at upcoming dates. **To access the Event Calendar, hover over Learning > select Event Calendar.**

- A calendar view will show all upcoming training dates. Users will select from the date or can switch over to an agenda view.

The screenshot shows a calendar for March 2018. At the top, there are navigation options: 'March, 2018 >', 'Day', 'Week', 'Month' (selected), and 'Agenda'. Below this, there are radio buttons for 'All Events' (selected) and 'My Events'. The calendar grid shows dates from 25 to 31. Training events are listed in the following cells:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	1	2	3
4	5	6	7	8 Moving Kentucky Forward: Embracing Diversity & Inclusion in the Workplace (Sample) 1:00 PM EST - Executive Branch Ethics Comm (Sample)	9 Bridging the Generation Gap in the Workplace (Sample) 9:00 AM EST - Executive Branch Ethics Comm (Sample)	10
11	12 Anti-Harassment (Sample) 12:00 PM EST - Executive Branch Ethics Comm (Sample)	13	14 Bridging the Generation Gap in the Workplace (Sample) 9:00 AM EST - Executive Branch Ethics Comm (Sample)	15	16 Moving Kentucky Forward: Embracing Diversity & Inclusion in the Workplace (Sample) 1:00 PM EST - Executive Branch Ethics Comm (Sample)	17
18	19	20	21	22 Bridging the Generation Gap in the Workplace (Sample) 9:00 AM EST - Executive Branch Ethics Comm (Sample)	23	24
25	26	27 Bridging the Generation Gap in the Workplace (Sample) 9:00 AM EST - Executive Branch Ethics Comm (Sample)	28 Moving Kentucky Forward: Embracing Diversity & Inclusion in the Workplace (Sample) 1:00 PM EST - Executive Branch Ethics Comm (Sample)	29	30 Bridging the Generation Gap in the Workplace (Sample) 9:00 AM EST - Executive Branch Ethics Comm (Sample)	31

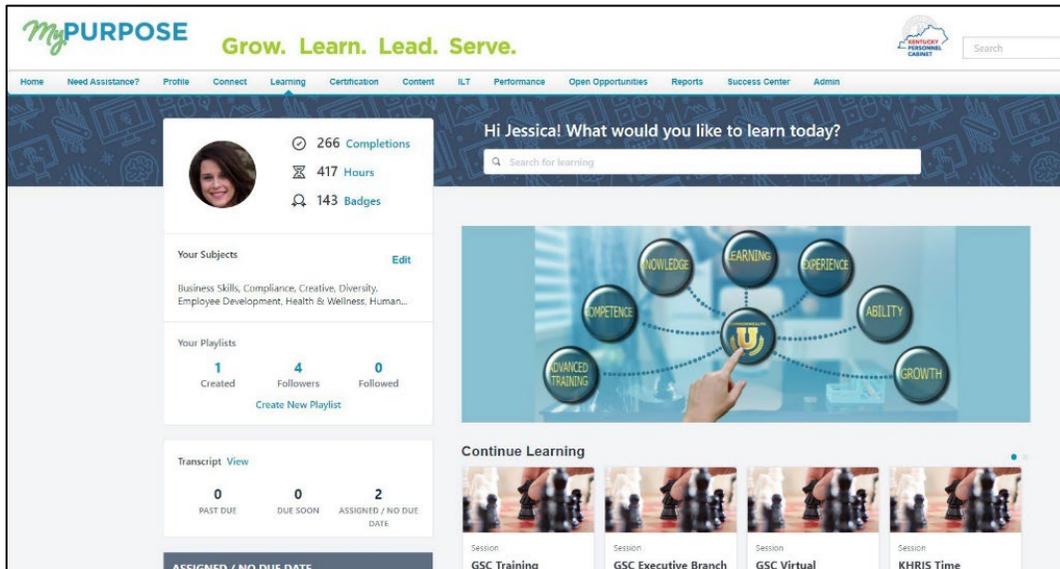
Learner Home

Learner Homepage

The Learner Home screen consists of several distinct parts that will allow users to view their profile and search for training all in one place. The Learner Home Page consist of:

- User Profile: The User Profile on the top left of the page lets learners quickly see their all-time learning completions, badges, and hours. They can access their Transcript, Universal

Profile, and Selected Subjects, which help power their recommendations in one click.



- Carousels: Learners have different learning carousels to browse on the page. These learnings are based on the learner's history, saved learning, admin-defined, interested subjects, and recommendations.



- Learners do not need to leave the page to access their Transcript. The Side Bar on the left side of the page contains learning on which they must act. It is conveniently broken down by learning that is Past Due, Due Soon, and Assigned with No Due Dates.

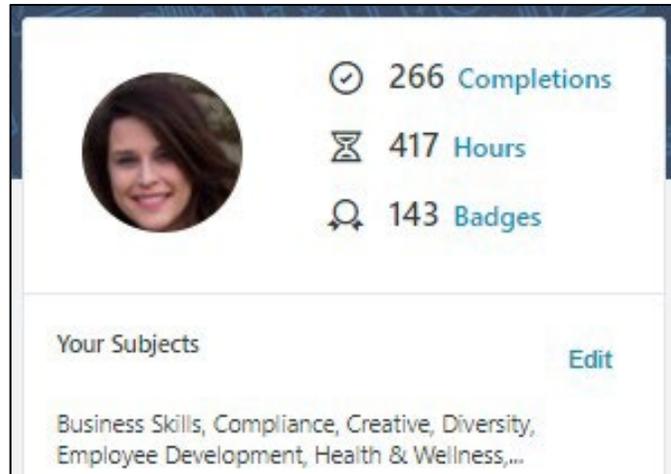
The screenshot displays a user profile with the following information:

- Profile Summary:** 266 Completions, 417 Hours, 143 Badges.
- Your Subjects:** Business Skills, Compliance, Creative, Diversity, Employee Development, Health & Wellness, etc. (with an Edit button).
- Your Playlists:** 1 Created, 4 Followers, 0 Followed. Includes a 'Create New Playlist' button.
- Transcript View:** 0 PAST DUE, 0 DUE SOON, 2 ASSIGNED / NO DUE DATE.
- ASSIGNED / NO DUE DATE:**
 - GSC Training Administrator Training (Withdrawn) - Select Session
 - GSC Virtual Classroom: What is Discipline (No Show) - Select Session

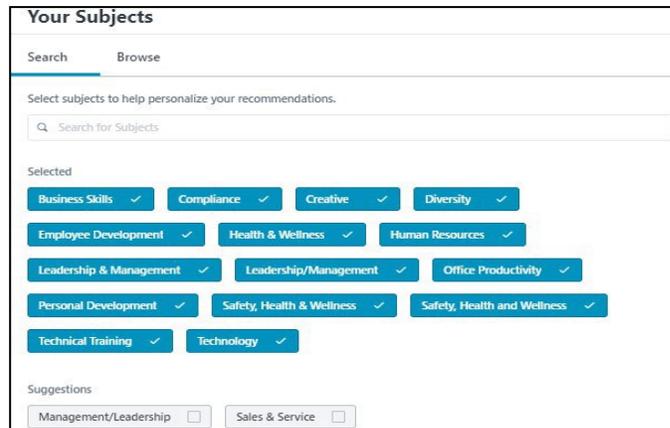
Setting Your Subjects

Learners will see a carousel based on Subjects. For this carousel to appear, learners must first select Subjects. To set your Subjects in MyPURPOSE:

1. Access the Learner Home Page, hover over the Learning tab, and select Learner Home from the dropdown.



2. From the Learner Home page, locate the sidebar, users will find their profile and an option to Add Subjects. Select Add.
3. Once selected, the system will generate a pop-out box that will allow users to search recommended subjects or browse all subjects.



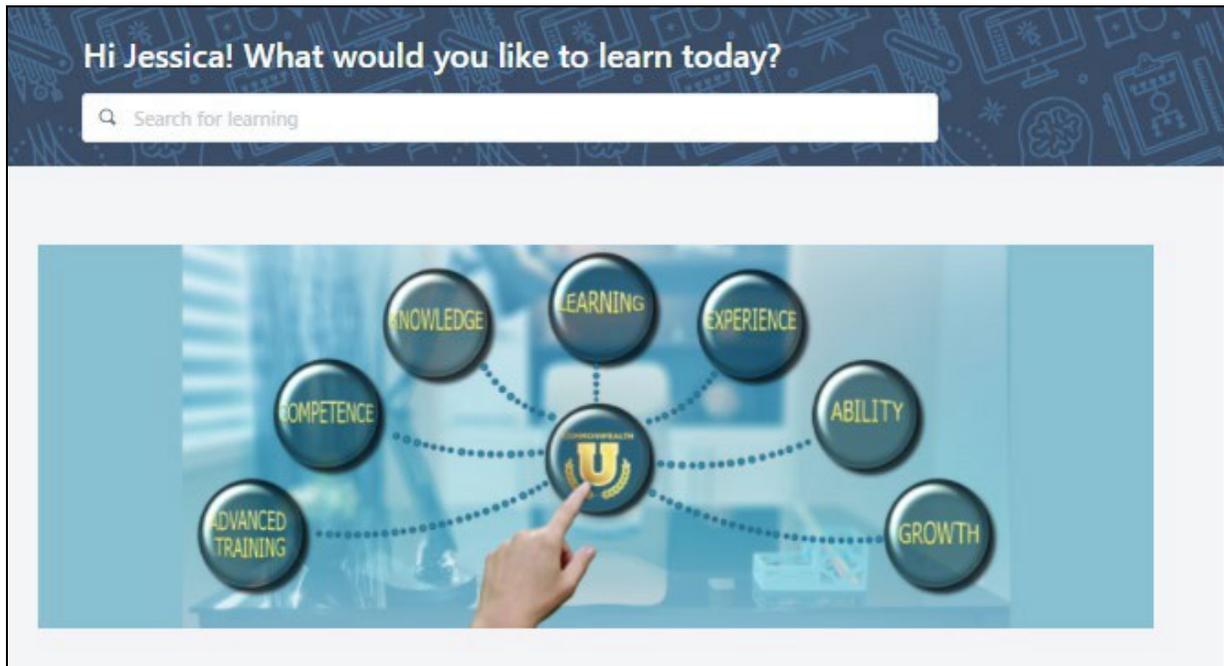
4. To add the desired subject, users must select the checkmark box. Once all subjects have been added, select "Save" in the bottom right corner.

Searching for Courses Using Learner Home

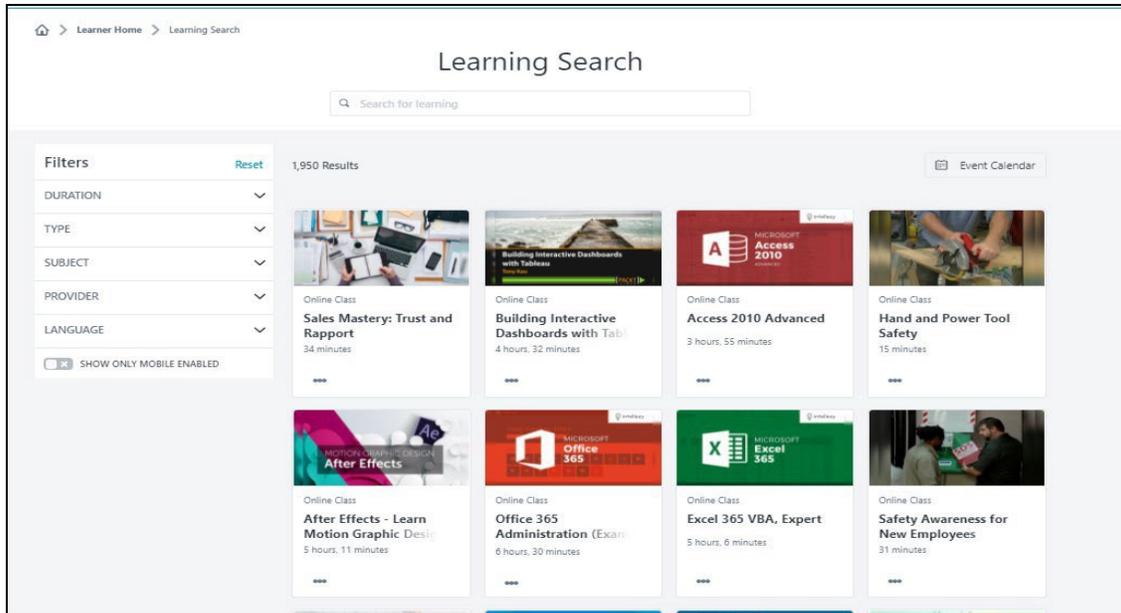
Aside from using the learning carousels, the Learner Home page features a search box. This search box will allow users to see more

training options than what is displayed in the carousel. To use the search box:

1. On the Learner Home Page access, the search box. Type in the name of the course, subject, provider, or keyword.



2. For this example, we will use CyberU as the provider. A complete listing of CyberU courses will return. If searching does not do the trick, learners can use filter options including Duration, Type, Subject, Rating, Provider, Language, and Mobile Enabled to find exactly what you are looking for quickly.



3. If you find a learning you want to take but do not want to request it yet, they can use the Save for Later option using the three dots at the bottom of each tile. Learners can quickly access the Event Calendar to find sessions using the Event Calendar button.
4. If you find the course you want to take, select the course title. This will take you to the registration page. Here users will be able to request the course, or if you are a manager, you will be able to assign the course to your direct reports.

Playlist

Playlists are collections of learning content curated by the Personnel Cabinet. Playlists can be found on the Learner Home Screen. Playlists will help guide employees and managers with training opportunities. To find a playlist, you will need to navigate to the learner home screen.

Hi Jessica! What would you like to learn today?

261 Completions
413 Hours
146 Badges

Your Subjects: Business Skills, Compliance, Creative, Diversity, Employee Development, Health & Wellness,...

Your Playlists: 5 Created, 10 Followers, 1 Followed

Transcript View: 0 PAST DUE, 0 DUE SOON, 0 ASSIGNED / NO DUE DATE

All done!
All assigned training has been completed. Learn something new or complete what you have started.

Continue Learning

GSC Virtual Classroom: What! (Withdrawn)

Featured

- Leading Others (1 Follower)
- Communication Skills (1 Follower)
- Office Productivity (1 Follower)
- Customer Service (4 Followers)

Playlists created by the Personnel Cabinet will be marked as a featured item. By selecting the playlist title, you will see what courses have been curated for the topic.

Communication Skills

7 ITEMS | LAST UPDATED: October 21, 2021 | 1 FOLLOWERS

Description: Become a better communicator, learn the skills that will help you further your career.

Playlist

- Communication Training for Managers (3 hours, 26 minutes)
- Effective Communication in the Workplace (2 hours, 58 minutes)
- Executive Communication Training (2 hours, 4 minutes)
- Change Management

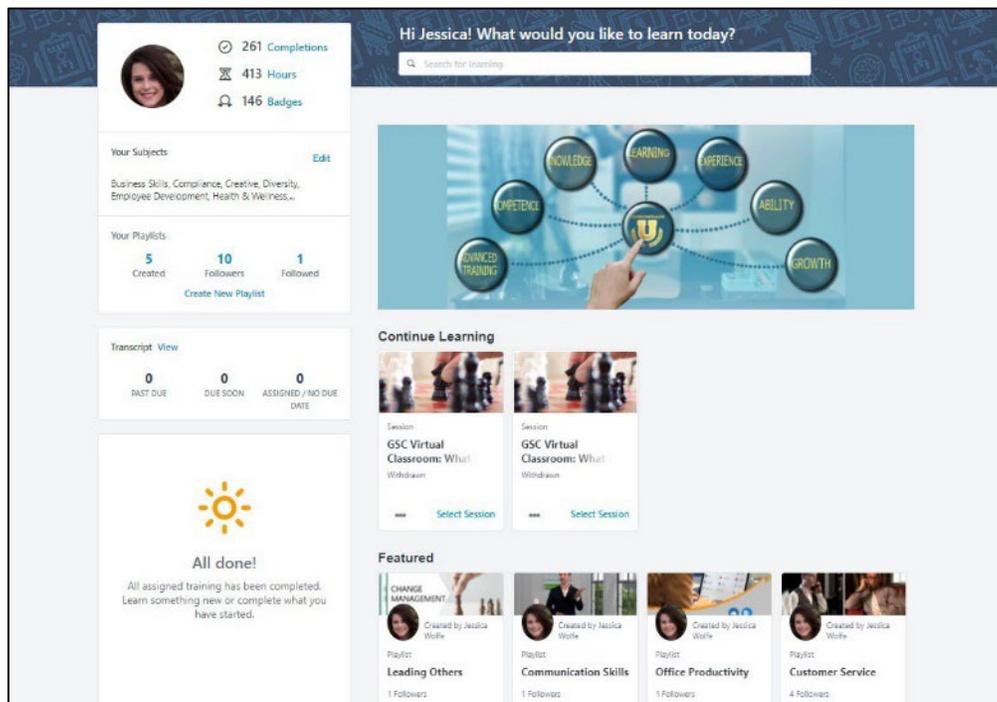
Playlist Followers: 1 follower

Do not forget to hit the follow button. This will allow you to see the latest updates to the playlist.

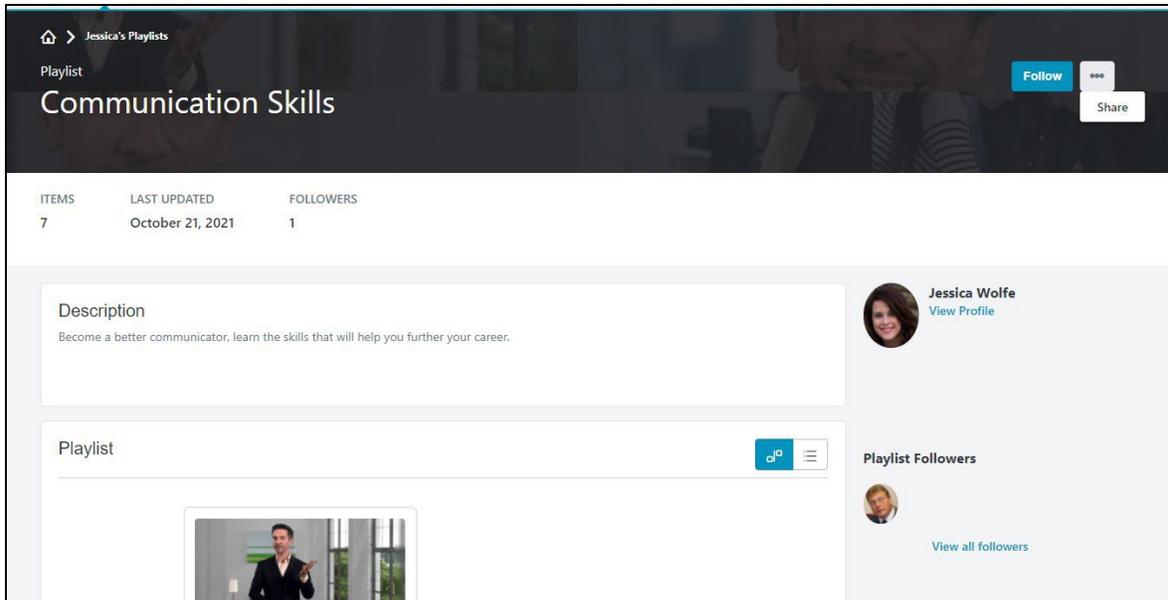
Sharing Playlists

If you find a playlist that you find beneficial and want to share with your team, this can be done in an easy step.

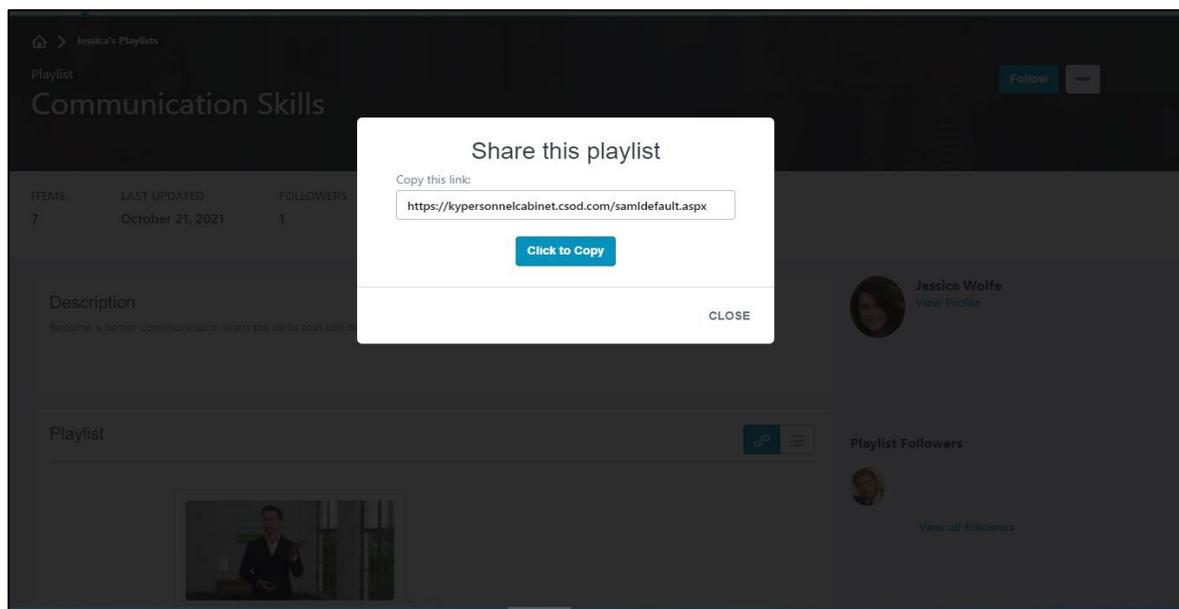
1. First, you will need to access the playlist from the Learner Home screen.



2. Once located, you will need to select the playlist title. Once you have opened the playlist, you will find an ellipsis option in the top right. Select the Share option.



3. Once you have selected the share option, you will have the ability to copy the link to the playlist. This can then be shared in an email with co-workers or direct reports.



Transcripts

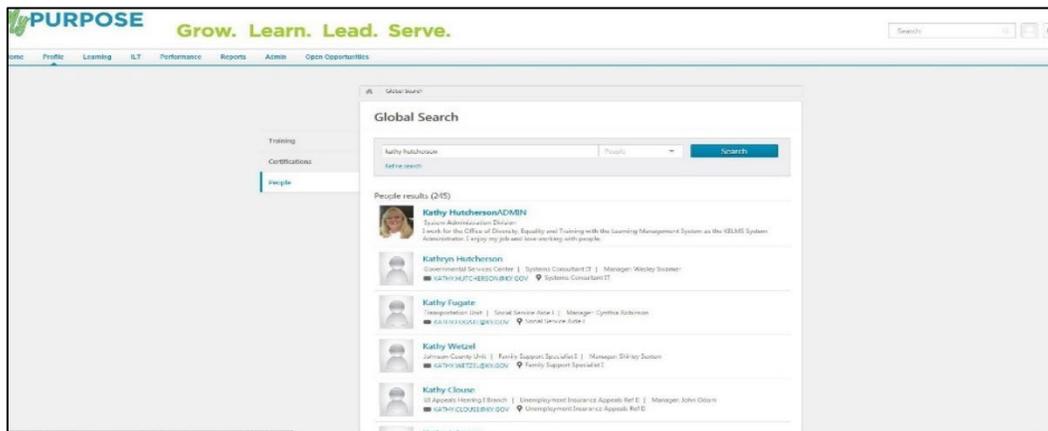
Locating a User Transcript

1. Locate the **Global Search** in the upper right corner of the

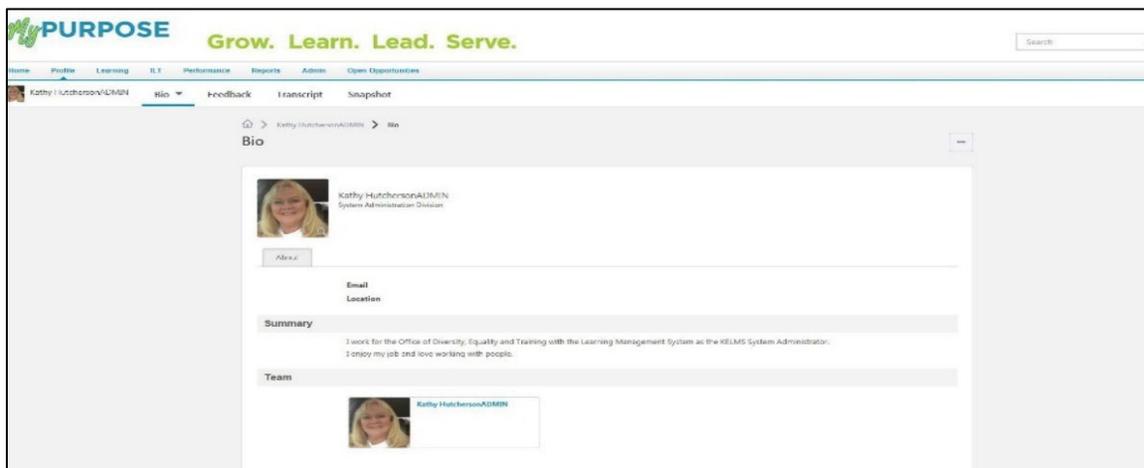
screen. Enter the name or user id that you would like to find.



2. Global Search will return matching results under the **People** tab. **Select the user's name.**



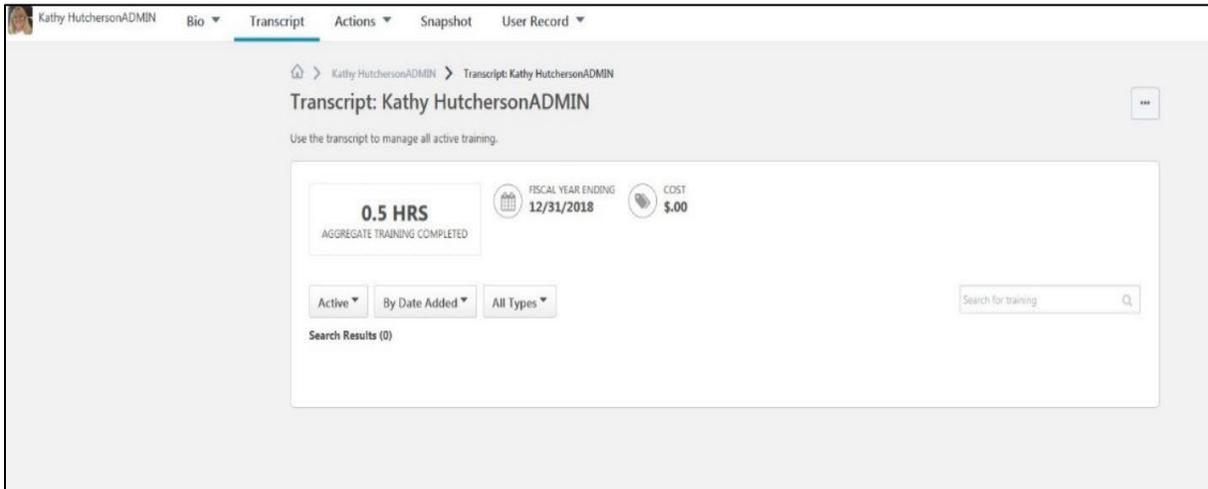
3. To review the User Record, **select the Username hyperlink.** Once selected, this will pull up the Universal Profile. The Universal Profile screen will show the general information from the account.



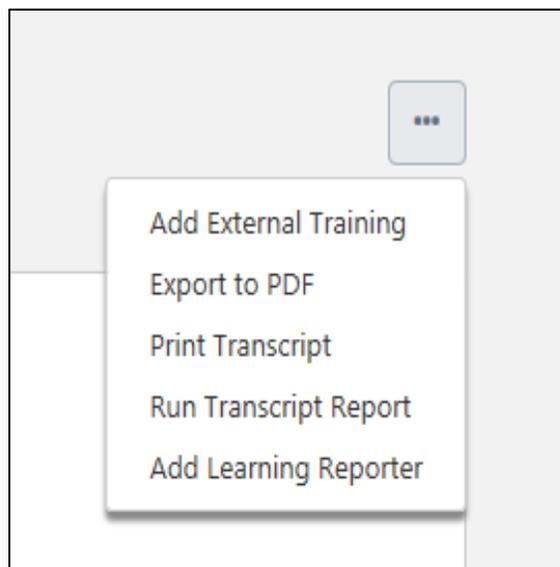
4. To view the user's transcript, **select Transcript** at the top of the

page.

5. The Transcript page will show all completed and registered trainings. Trainings that have been completed will show at the top of the screen with total hours.



6. Training Transcripts can be exported to PDF by **selecting the ellipsis “...” tab.**



From the dropdown menu, the options below will appear:

- **Add External Training**-This option will allow you to add a self-reported training to another user’s transcript as a Training

Coordinator.

- **Export to PDF**-This option will allow the transcript to be reported to a PDF file. Each page of the PDF must be printed individually. ONLY EVENTS will show on the PDF.
- **Print Transcript**-This option will print the training transcript.
- **Run Transcript Report**-This option will allow Coordinators and Administrators to run a report exported out into EXCEL. This option will pull up a report page. You must enter the criteria that is desired. You must leave sessions off the report to get an accurate amount of training hours.

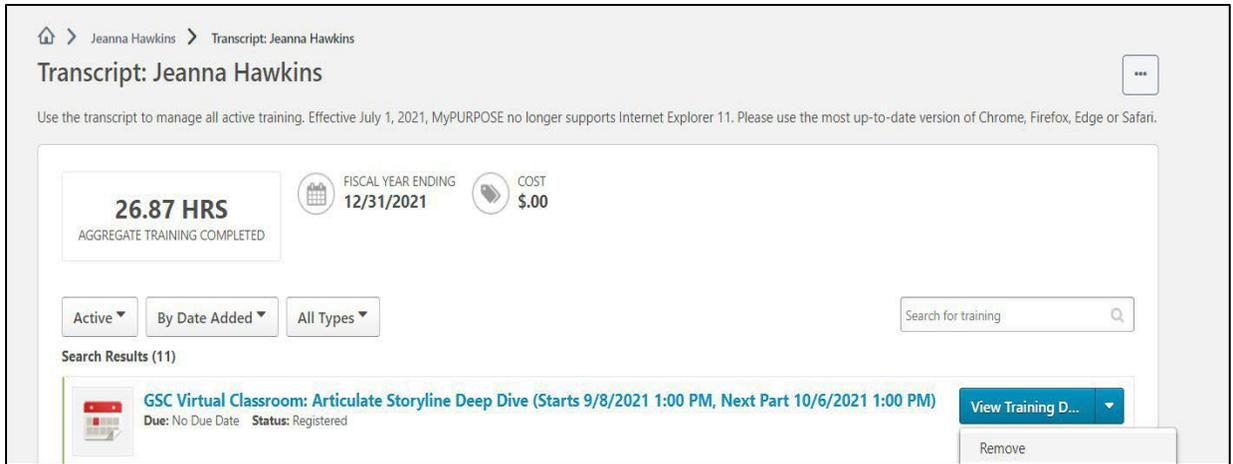
7. To Exit the user profile, select MyPURPOSE at the top of the screen.

Removing Training from a Transcript

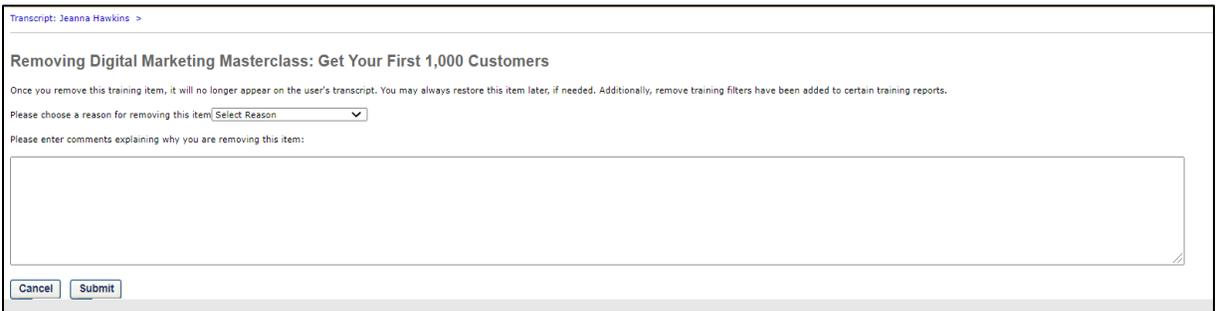
There may be times that Training Coordinators and Administrators may have to remove training that no longer applies to a user's transcript.

To remove a training:

1. On the training transcript, users will have the ability to select from the active training. Using the dropdown menu, select the remove option.



2. Once the remove option has been selected, users will be prompted to provide a reason and comment for the removal.



Adding External Training to Transcript

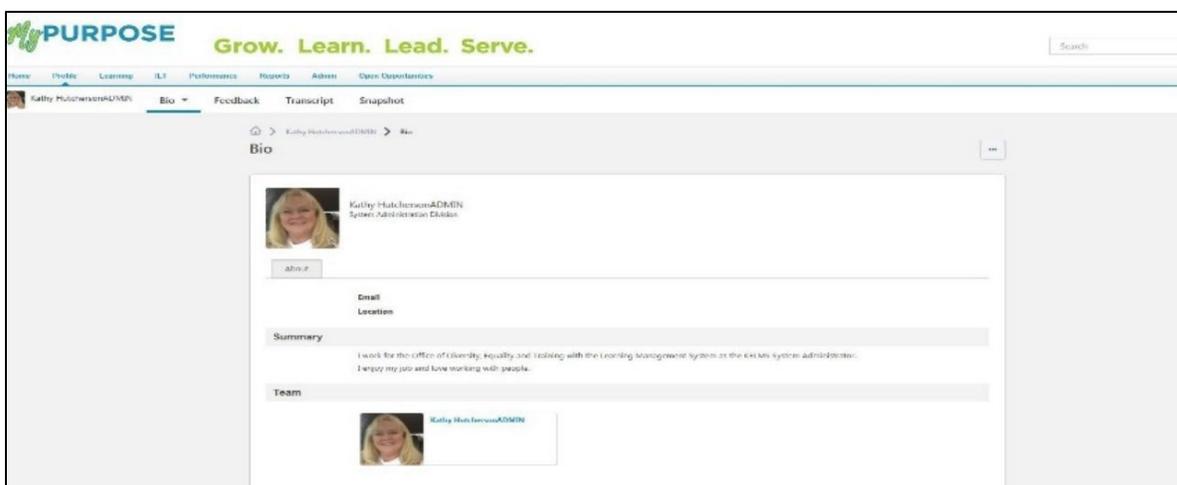
External training should only be used for users that attended training from an outside agency. Trainings that GSC conducts should not be entered in as External Training. This includes CSE training classes. Employees can record their own External Training. Managers must approve the training before it is completed on the transcript.

To Record an External Training

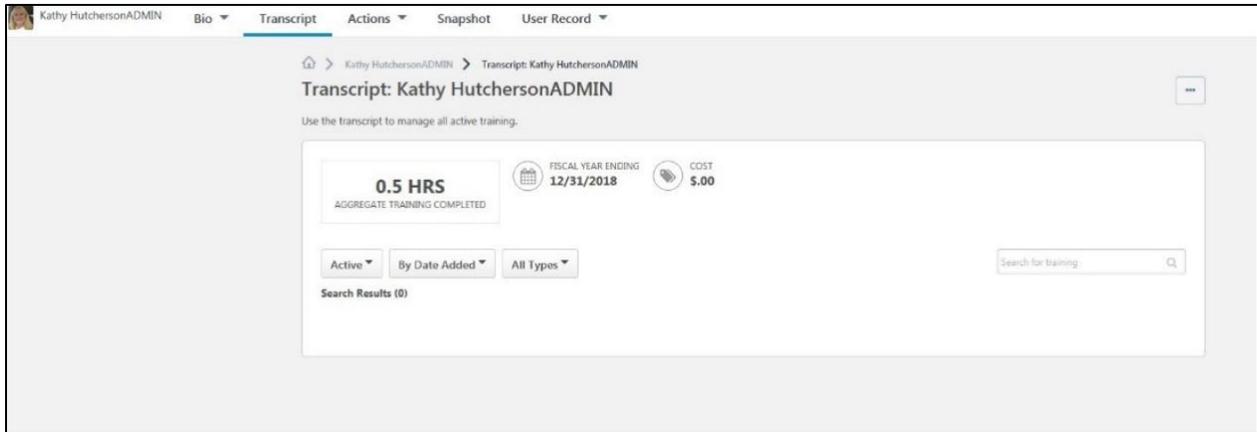
1. Locate the **Global Search** in the upper right corner of the screen. **Enter** the name or user id that you would like to find.



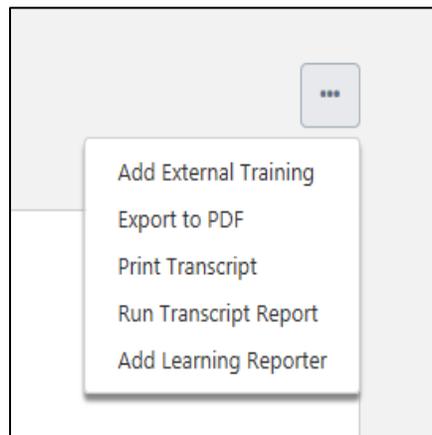
2. Global Search will return matching results under the **People** tab. **Select the user's name.**
3. To review the User Record, **Select the Username hyperlink.** Once selected, this will pull up the Universal Profile. The Universal Profile screen will show the general information from the account.



4. To view the user's transcript, **select Transcript** at the top of the page. The Transcript page will show all completed and registered trainings. Trainings that have been completed will show at the top of the screen with total hours.



5. Training Transcripts can be exported to PDF by **selecting the “ellipsis” tab.**



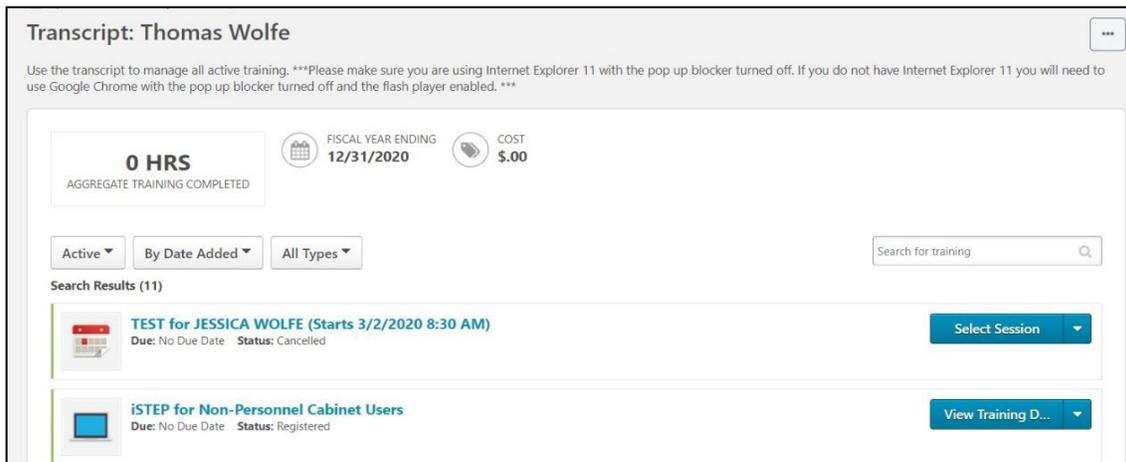
- **Add External Training**-This option will allow you as a Training Administrator/Coordinator to add a self-reported training to another user’s transcript as a Training Administrator/Coordinator.
- **Self-Reported Training**-requires manager approval. Once approved, the user must go back to their transcript page and mark the training as completed.

Completing Training on User Transcript

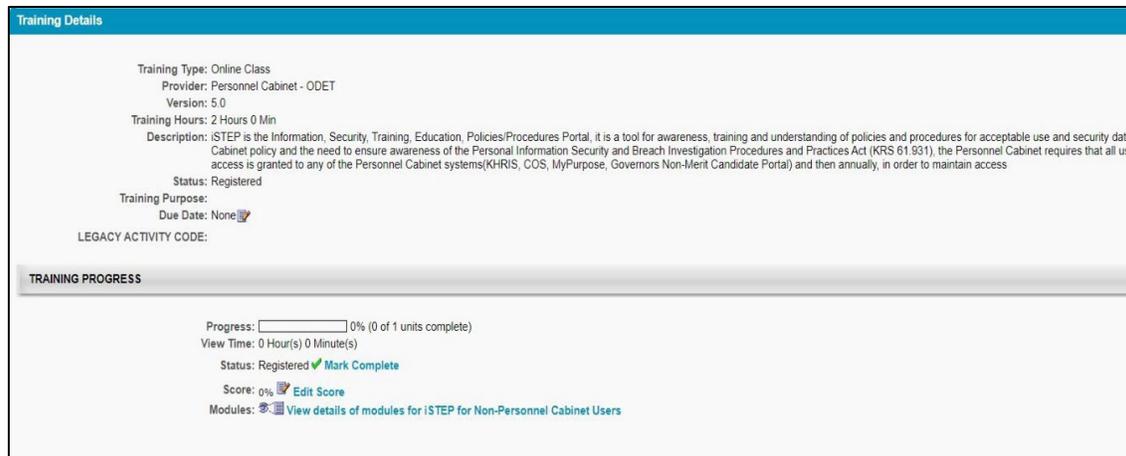
There may be instances where Training Administrators must complete training on a transcript of another user. Administrators can now complete

online courses and external trainings on users' transcripts.

1. To complete training on a user transcript, use the Global Search to look up the user.
2. On the Transcript page, locate the external course or online class that needs to be completed, then select View Training Details.

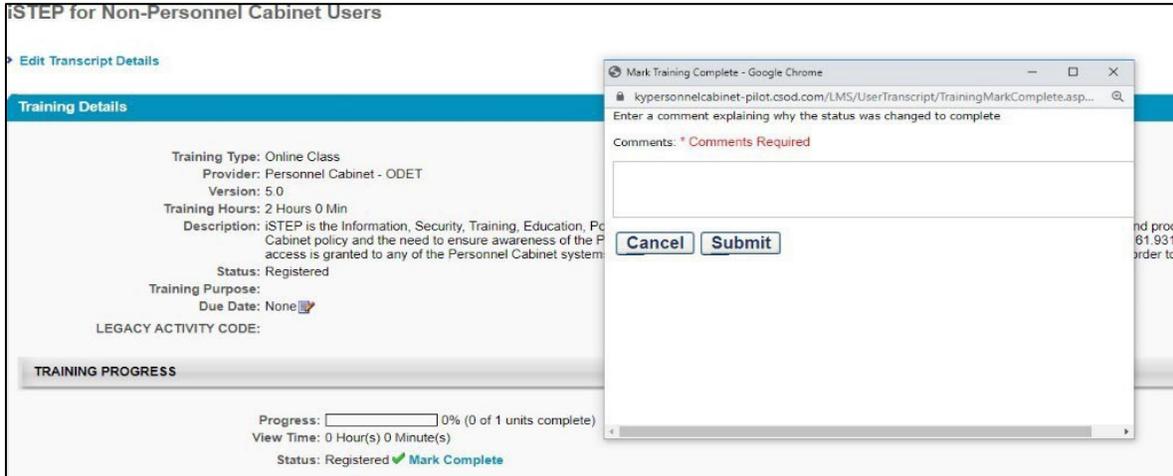


3. The View Training Details screen will allow Admins the option to select "Mark Complete."



4. By selecting Mark Complete, a pop-up window will appear. Administrators will be prompted to provide comments regarding

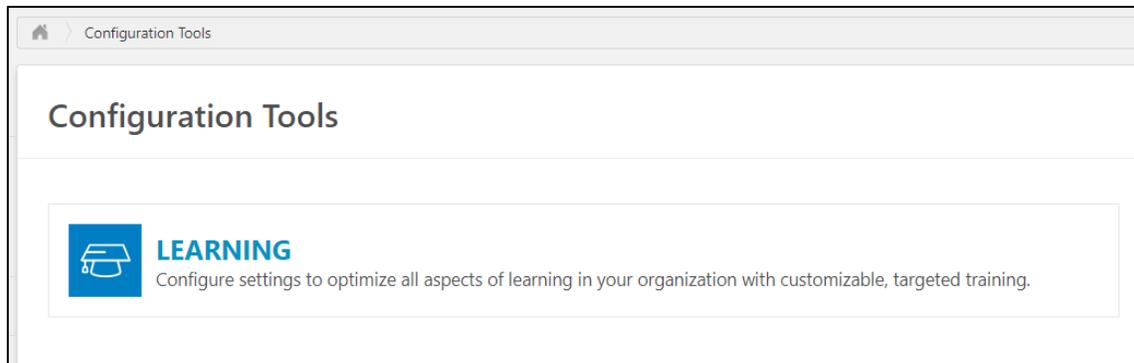
the reason for marking the training as completed. Once provided, select “submit,” the training will now appear on the user’s completed transcript.



Training Removal Tool

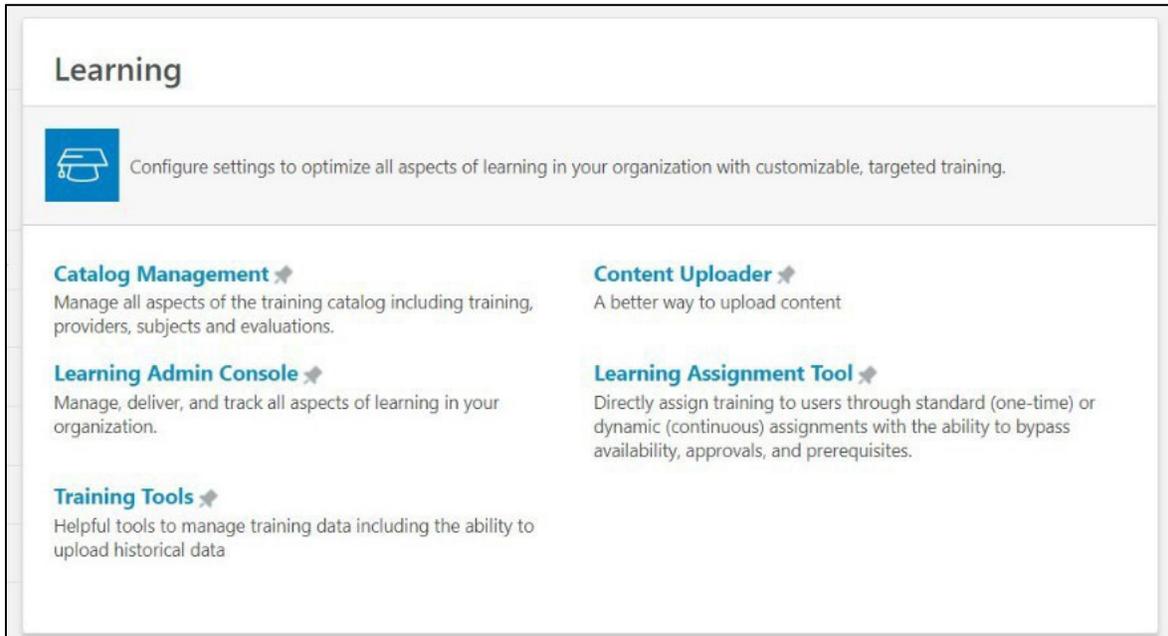
The Training Removal Tool will allow Admins to remove training that the user was incorrectly assigned or training that they no longer need on their transcript. This tool will only remove training that has a status of registered or in progress. To access the Training Removal Tool:

1. From the main MyPURPOSE page, hover over Admin. From the dropdown list, select Tools.
2. From the Tools screen, select Learning.

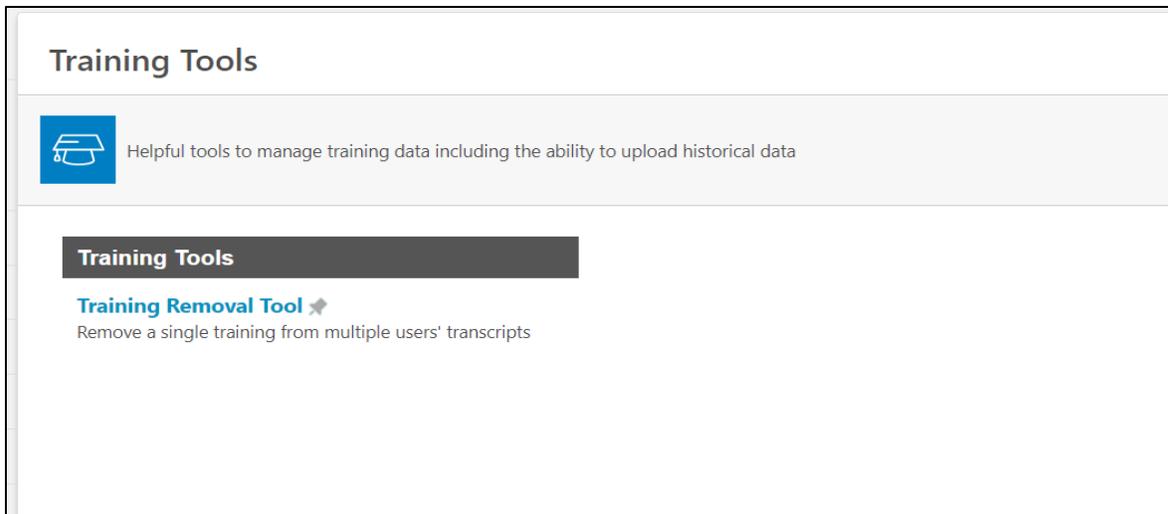


3. The Learning page will allow you to select which tool you would

like to use. To run the Training removal tool, select Training Tools.



4. On the Training Tools page, select the Training Removal Tool.



5. The Training Removal Tool page will appear. This is a holding tank for all training removals jobs that have been created. To create new, select "Create New Training Removal Job."

Training Removal Tool
Remove training in bulk from user transcripts by creating a training removal job.

Manage Training Removal

Create New Training Removal Job

(155 Results) 1 2 3 4 5 >>

Previously Removed Training	Create Date	Process Date	Created By	Status	View Details
HIPAA Rules and Compliance	2/19/2020 10:54 AM	2/19/2020 10:55 AM	Holbrook, Tim	Processed	
Preventing Workplace Harassment	2/19/2020 9:40 AM	2/19/2020 9:41 AM	Holbrook, Tim	Processed	
Mastering PowerPoint 2016 - Advanced	2/13/2020 11:50 AM	2/13/2020 11:52 AM	Wolfe, Jessica	Processed	
PowerPoint 365 Advanced	2/13/2020 11:50 AM	2/13/2020 11:51 AM	Wolfe, Jessica	Processed	
Excel for Project Management	2/13/2020 11:49 AM	2/13/2020 11:51 AM	Wolfe, Jessica	Processed	
ODET Building Trust	2/13/2020 11:47 AM	2/13/2020 11:49 AM	Wolfe, Jessica	Processed	
ODET Leadership Communication	2/13/2020 11:46 AM	2/13/2020 11:48 AM	Wolfe, Jessica	Processed	
ODET Working Through Change	2/13/2020 11:46 AM	2/13/2020 11:47 AM	Wolfe, Jessica	Processed	

- To begin creating your training removal tool, select the Course Title you need to remove from the user’s transcript. For training purposes, our example will create a removal job for an online course.
- Select the Course Type in the name of the training. From the list, use the plus button to select the correct course. Once added, select Next.

Create a New Training Removal Job

TRAINING → USERS → STATUS → REASON → CONFIRM

Search Training

Unchecked/Check All
 Online Class
 Quick Course
 Event
 Curriculum
 Library
 Test
 Posting
 Material
 Video

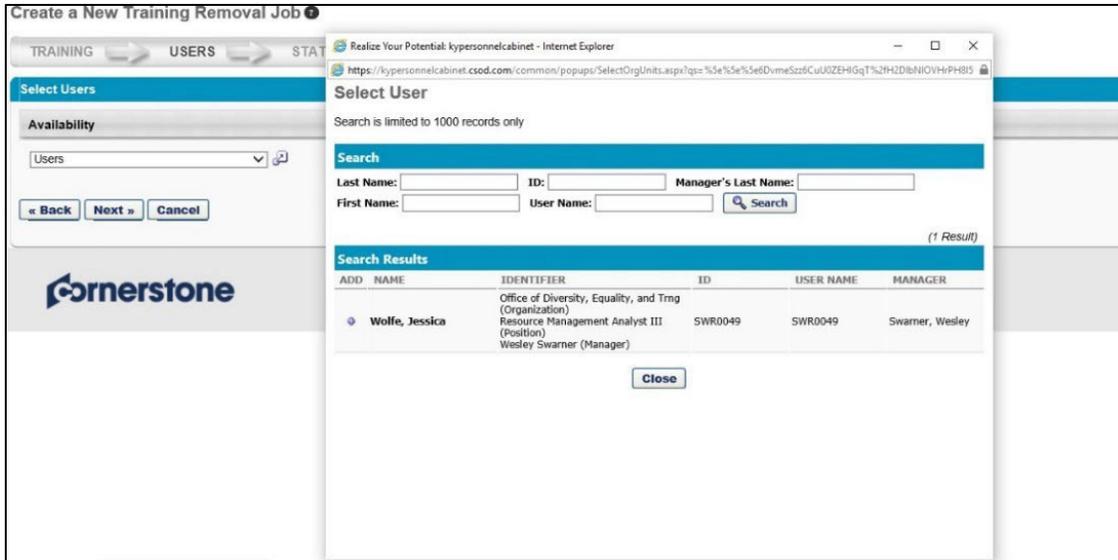
Please note – training removal is processed for a single training item at a time.

Results (11 Results)

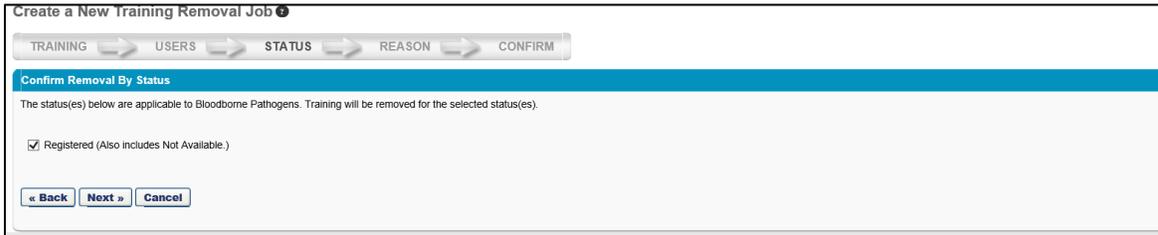
Add Training

Bloodborne Pathogens Price Not Set CyberU
Deepen your understanding of bloodborne pathogens.

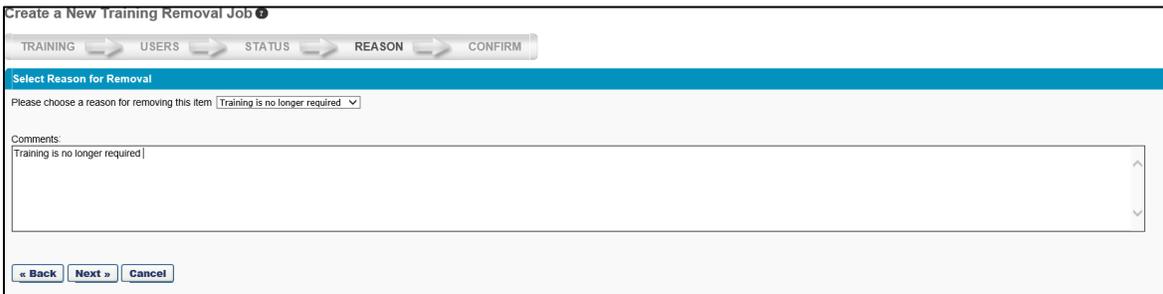
- The availability screen will allow the user to select the training to be removed. If the training to be removed is from a single user’s transcript, select the User Option. This will allow you to choose the usernames individually.



9. The status screen will show the training status on the user's transcript. For online courses, this will show as registered. Select Next.



10. Admins must provide a reason for the removal of the training.



11. The confirm screen will show the users that will have the removal job. If the information looks correct, select Submit. The removal job will take about 20 minutes to process. Once processed, the training will no longer appear on the user's

transcript.

Create a New Training Removal Job

TRAINING → USERS → STATUS → REASON → CONFIRM

Review Details

Training
Bloodborne Pathogens

Users
Wolfe, Jessica (SWR0049) Include Subordinates

Status
Registered (Also includes Not Available.)

Reason
Training is no longer required
Training is no longer required

Confirm Training Removal and Submit (1 Result)

Select/Deselect All	Name	Current Status	User ID	Organizational Unit(s)
<input checked="" type="checkbox"/>	Wolfe, Jessica	Registered	SWR0049	Office of Diversity ...

Back Submit Cancel

Creating Instructor Led Events Adding Instructors

Before an instructor can be added to a session, they must be added as an instructor for the agency. To add an instructor:

1. Hover over ILT > Vendors and Instructors.



2. Locate Vendor (Organizational Unit) by searching.
3. Select the instructor link to the right.

Search for Vendor Name

Personnel Search

View active vendors only

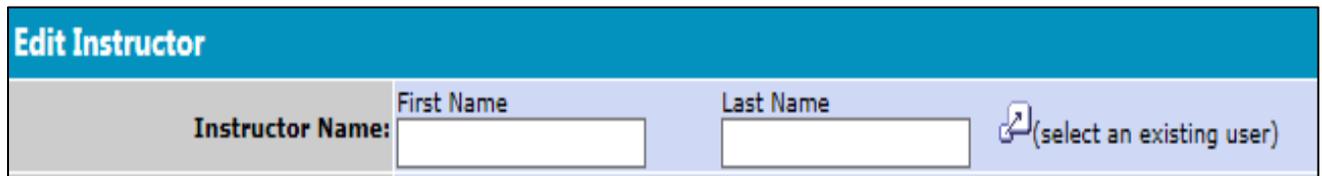
VENDOR NAME	CONTACT NAME	PHONE	ACTIVE	EDIT	INSTRUCTORS
Personnel Cabinet - ODET	Elizabeth Cram	302-792-9526	Yes		Instructors
Personnel Cabinet - KISAP	Trina Koontz		Yes		Instructors
Personnel Cabinet - DTS			Yes		Instructors
Personnel Cabinet - DTS			Yes		Instructors
Personnel Cabinet - DHR			Yes		Instructors
Personnel Cabinet - DEI			Yes		Instructors
Personnel Cabinet - Deferred Comp			Yes		Instructors
Personnel Cabinet			Yes		Instructors

4. Select Add New Instructor.



The screenshot shows a web interface for managing instructors. At the top, the word "Instructors" is displayed. Below it is a button labeled "View Instructor Requests". A search section follows with the text "Search for Instructor Name:" and a search input field. To the right of the input field is a "Search" button with a magnifying glass icon. Below the search field is a checked checkbox labeled "View active instructors only". At the bottom of the search section is a blue link with a plus icon and the text "Add New Instructor". The bottom of the screenshot shows a blue header bar with the word "Instructors" in white text.

5. Select the Call Out icon.



The screenshot shows the "Edit Instructor" form. The title "Edit Instructor" is in a blue header bar. Below the header, the "Instructor Name:" label is on the left. To its right are two input fields: "First Name" and "Last Name". To the right of the "Last Name" field is a call-out icon (a square with a right-pointing arrow) and the text "(select an existing user)".

6. Using the call out window, search for the name of the instructor. This will auto-populate the information for that user. Verify that they are marked as active. Select Submit.

Creating Locations for ILT Events and Sessions

Since it has been difficult for training coordinators and administrators to find the correct classroom when initially setting up an ILT course, we have updated the names of the classrooms to bring them to the top of the list when setting up courses. Classrooms and buildings in which classes are held will follow the format:

- Each entry will begin with “@Classroom_” to designate that entry as a location where classes are taught. Following @Classroom_ will be the name of the room or building. Due to how entries were initially loaded into the system, this part of the facility name may be repeated with each iteration separated by

a dash.

- After the classroom name will be a comma followed by the classroom's street address and city location. Example Format: **@Classroom_Room/Building Name_Address_City**. Please follow this naming convention to keep all classrooms easily searchable and at the top of the list when classes are set up. This will ensure anyone searching for a given facility will find it based upon its expected name.

To create a new facility or edit a facility already in the system, please do the following:

1. Log onto MyPURPOSE.
2. Go to ILT > Facilities and Resources.
3. To add a new classroom, Select Add Facility.

FACILITY	TYPE	GMT OFFSET	FACILITY E-MAIL	ACTIVE	ON-SITE	VIEW USAGE	EDIT	RESOURCES
@Classroom_1024 Capital Center Drive - 1024 Capital Center Drive 1024 Capital Center Drive, Frankfort	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_1024 Capital Center Drive - Conference Room A and B 1024 Capital Center Drive, Frankfort	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_3rd Floor of Administration Building - Kentucky Reformatory Building 2001 West Hwy 146, LeGrange	Room	(UTC-05:00)		Yes	Yes	View Usage		Resources
@Classroom_Admin Youth Development Center - ADAR YDC 401 Appleby Drive, Columbia	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Administrative Office of the Courts - Administrative Office of the Courts 1001 Vandalay Dr, Frankfort	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Administrative Office of the Courts 1001 Vandalay Drive, Frankfort	Region	(UTC-05:00)		Yes	Yes			Resources
@Classroom_ASHLAND GH - ASHLAND GH 1301 WEST LITTLE GARNER ROAD, ASHLAND	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Ashland Regional Office - Ashland Regional Office 1350 Welohan Drive, Ashland	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Ashland Service Center - Ashland Conference Room 1539 Creemup Ave, Ashland	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Bath County Extension Service Office 2914 US-60, Owingsville	Region	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Bell County Forestry Camp - BCFC - Multi Purpose room 560 Correctional Drive, Pineville	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Blackburn Correctional Complex - The training room 3111 Spurr Road, Lexington	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Board Conference Room - Suite 300 312 Whittington Parkway, Louisville	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Boone County Co-op Extension Service	Building	(UTC-05:00)		Yes	Yes			Resources
@Classroom_Bowling Green Regional Office - Bowling Green Regional Office 2042 Russellville Road, Bowling Green	Building	(UTC-06:00)		Yes	Yes			Resources
@Classroom_Bowling Green Service Center - Bowling Green Conference Room 201 West Professional Park Court, Bowling Green	Building	(UTC-06:00)		Yes	Yes			Resources

4. Enter/update the fields on the Create/Edit Location page.
 - Enter a name for the classroom.

Create Location

Define Location

Name

- If desired, enter a description for the classroom.

Create Location

Define Location

Name

ID

Description

- Do not change the value in the Parent field.

Create Location

Define Location

Name

ID

Description

Details

Parent

- Add the faux-owner by selecting the match-code icon in the Owner field and finding the owner corresponding to your agency. (GSC will distribute a list of the names of the faux owners that

correspond to each agency.)

Select Owner

Search is limited to 1000 records only

Last Name First Name ID User Name Manager's Last Name Search

Name	User ID	User Name	Manager
MyPurpose, Pers	MyPers	MyPers	
PERS, PERS	PERS	PERS	

(2 Results)

- In the Facility Type field, choose building or classroom as appropriate.
- In the Address #1 field through the Occupancy field, fill in the appropriate values.

Facility Information

Facility Type: Room

Country: United States

Address #1: 501 High Street

Address #2:

City: Frankfort

State: Kentucky

Postal Code: 40601

Time Zone: None selected

Contact:

Phone:

Fax:

Email:

Occupancy:

Approval Required:

On Site:

- Update the Approval required field and the On-Site field as appropriate.
5. Select the Save button to commit the values you have entered.
- When updating the facilities in MyPURPOSE, every effort was made to ensure that each facility was assigned to the correct cabinet/department. However, due to the decentralized nature of

3. **By selecting Create New Event, the ILT Event properties page will appear.** The event creation process is separated into three sections.
 - Properties
 - Availability
 - Session Defaults
4. To create the event, each required field will need to be filled out. The required fields include:
 - Event Name
 - **Primary Vendor**-This will ALWAYS be the Cabinet that is offering the training.
 - **Secondary Vendor**-Leave blank
 - **Description**
 - **Subjects**-Must be added
 - **Objectives**
 - **Legacy Activity Code**-Leave blank

- Once these fields have been completed, **select Next. Select the availability for users**-this will control who can see the event. This can be limited to just users in your organization, a specific position, location, group, ETC. Select Next.

- The Session Defaults page will set the general parameters for creating the sessions.
 - As a Training Administrator, you will have the ability to set a registration deadline, a minimum and maximum registration number, and training topics.

- You can set how the waitlist is set up.

The screenshot shows the 'Add New Event' form with the following sections:

- Session Defaults**
- Resources**: Includes a '+ Add Attachment' button and a note: 'No attachments have been uploaded for this Session'.
- Registration**:
 - Registration Deadline**: Includes a date input, a 'Day(s)' dropdown, a 'Before' dropdown, and the text 'first part of session starts (Request and Register)'. Below are instructions: 'Before: (Session Start Date and Time - Timing Selected Above + Registration Deadline)' and 'After: (Session Start Date and Time + Timing Selected Above + Registration Deadline)'.
 - Minimum Registration**: Includes a text input field.
 - Maximum Registration**: Includes a text input field.
 - Training Topics**: Includes a large text area.
 - LEGACY ACTIVITY CODE**: Includes a text input field.
- Waitlist**: Includes three checkboxes:
 - Allow waitlist for sessions in this event
 - Allow Auto-Management of Waitlist
 - Grant waitlist opening to one user at a time based on priority

7. As part of the settings, you can opt for users to see their time zone's start and end times. To do this, select the Display time Zone of User Box.

The screenshot shows the 'Additional Requirements' form with the following sections:

- Pre-Work**: Includes a '+ Add New' button.
- Post-Work**: Includes a '+ Add New' button.
- Request Form**: Includes a dropdown menu with the text 'Please select a Request Form'.
- Required Training Approvals**: Includes a text input field and the instruction: 'Place a value in this box greater than 0 to require this number of training approvals to all users who request this training. If this box is blank, the system will look at the user record for the required number of training approvals. NOTE: Changes to this field will only apply to users who do not have this Cohort on their transcript.'
- Required Completion Approvals**: Includes a text input field and the instruction: 'Place a value in this box greater than 0 to require this number of training completion approvals to all users who complete this training. Upon completion user's status will proceed to Pending Completion Approval before moving to Completed. If this box is blank, the LO will not require completion approval. NOTE: Changes to this field will only apply to users who have not completed this Cohort.'
- Display Times in Time Zone of User**: Includes a checkbox and the instruction: 'Select this option if you would like the Start and End times for all Sessions to display to Users in their Time Zone. Typically, this option is useful if users can join remotely.'

At the bottom, there are 'Back', 'Cancel', and 'Save' buttons.

8. Once completed, **select Save**. This will direct you to the Manage Events and Sessions page.

9. To verify that the event has been created, search for the training title. In the search field, type in the name, subject, or vendor.

Manage Events & Sessions

Events are the general catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the actions below to create new events, edit existing events, and schedule new sessions. Note that the search will return a maximum of 10,000 entries.

Search for all Events
 Search for all Sessions

View Active Events Only
 Enable Enhanced Search

The result of your search contains more than 500 results. If you need to sort this list, please refine your search so that it contains less than 500 results.

1540 Results

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Options
DOC Probation & Parole District 19 Extra	Employee Development	Justice - Department of Corrections	English (US)	0	0	1	View Sessions Edit Event ...
KYTC Business Intelligence Best Practices	Employee Development	Transportation Cabinet	English (US)	0	0	0	View Sessions Edit Event ...
KYTC Microsoft Outlook 2013 Essentials	Technical	Transportation Cabinet	English (US)	0	0	4	View Sessions Edit Event ...
2021 DOC ERTC Basic Supervisor Workshop	Management/Leadership	Justice - Department of Corrections	English (US)	0	0	5	View Sessions Edit Event ...
Employee Compliance	Compliance	Transportation Cabinet	English (US)	0	0	12	View Sessions Edit Event ...
DJI Employee Emergency Training Procedures 5025 Capital Complex Ctr Frankfurt KY	Safety, Health & Wellness	Justice - Department of Juvenile Justice	English (US)	0	0	3	View Sessions Edit Event ...
DOC KJA Summer Conference 04 Legislative Updates	Employee Development	Justice - Department of Corrections	English (US)	0	0	1	View Sessions Edit Event ...
DOC KJA Summer Conference 08 JJA Meetings In Jail	Employee Development	Justice - Department of Corrections	English (US)	0	0	1	View Sessions Edit Event ...
DOC MILO Simulator KCCO 2017 Session 2	Technical	Justice - Department of Corrections	English (US)	0	0	1	View Sessions Edit Event ...
DJI THINK TRAUMA/TRAUMA INFORMED CARE - ONLINE	Safety, Health & Wellness	Justice - Department of Juvenile Justice	English (US)	0	0	121	View Sessions Edit Event ...
DJI Motivational Interviewing	Health & Wellness	Justice - Department of Juvenile Justice	English (US)	0	0	2	View Sessions Edit Event ...
SSCC 2021 Specialized On the Job training	Employee Development	Justice - Department of Corrections	English (US)	0	0	2	View Sessions Edit Event ...

Creating Instructor Led Sessions

ILT Session

Sessions must have a Start and End date. The training dates should be reflective of the date the training was held. Sessions should not have dates that range from days, weeks, or months. If sessions range for extended periods of time, users will receive credit for hundreds of hours. You should never build a session with the start time of 01/01 and end time of 12/31; this will give thousands of training hours to participants. Sessions allow Administrators and Coordinators the ability to create parts. Parts are further breakouts of the session. Creating Parts within a session is not always the best business process. Parts are exceedingly difficult to use and can give enormous amounts of credit hours to the employee that completes the training.

- Parts must contain part breaks that account for the lunchtime and the time from the ending of one part to another. If these are not given, users will receive hundreds of credit hours.
- If creating a part is the best solution for your agency, these

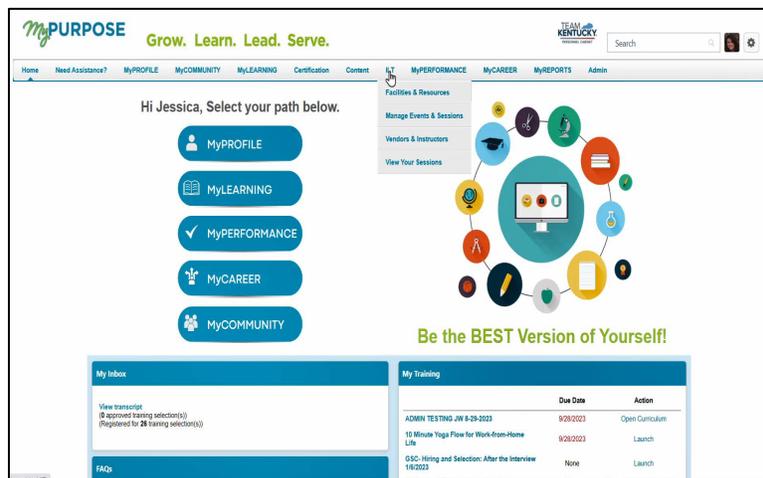
ALWAYS need to be tested in pilot first.

- Some items to look for would be:
 - Adding Part Breaks
 - Completing out the roster-does this fit the need for our agency?
 - Credit given on the transcript-are users receiving enormous amounts of credit hours for the training?

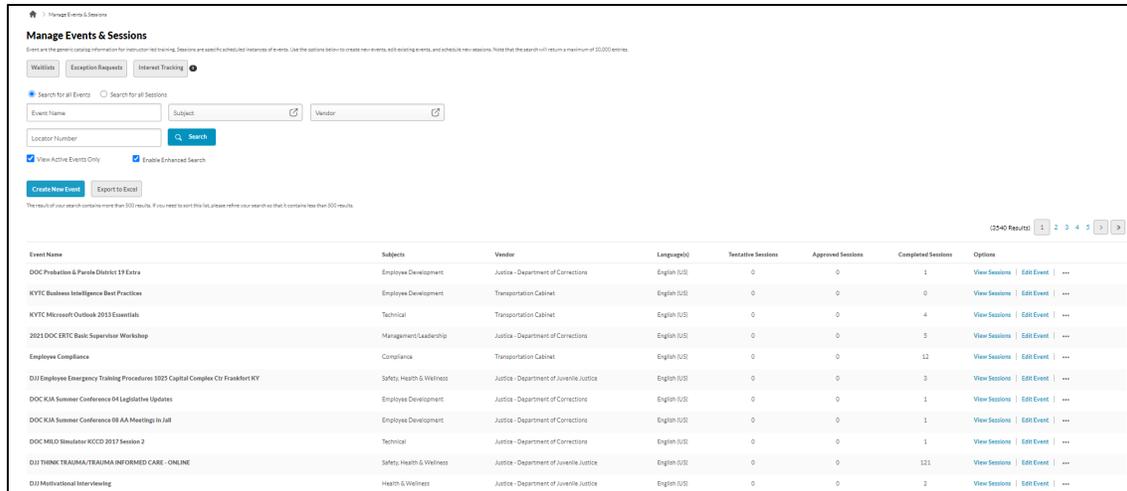
GSC does not recommend using Parts as they are difficult to set up and may give training hours that were not attended. If you have training that has multiple days, GSC recommends a curriculum. Events can be created for each day.

To Create a One Part Session:

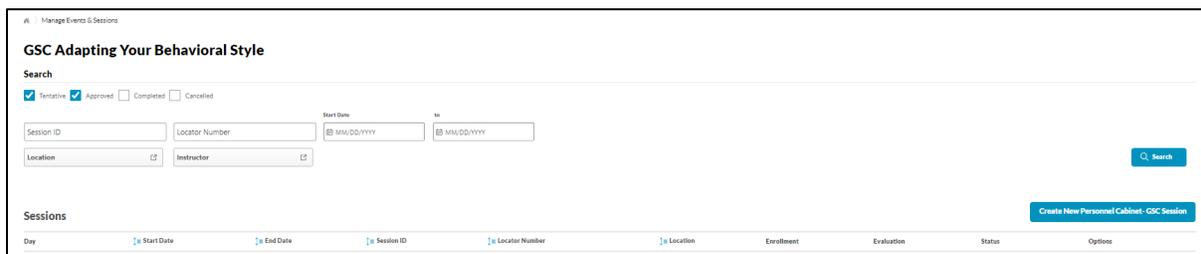
1. To create an ILT Event session, go to **ILT > Manage Events and Sessions**.



2. Search for the appropriate event, and in the Options column next to the event, select View Sessions.



3. Once the View Sessions page opens, **select Create New Session.**



4. Under the section Parts, you will need to **enter the following information:**

- Name
- Description
- Location (Users will need to search by the owner using their cabinet abbreviation.)
- Start/End Date
- Start/End Time ****Start, and End Time MUST reflect the training hours on the EVENT. For example, if EVENT shows 8 hours, the class must have start and end times that reflect 8 hours.****

- Time Zone
5. If the training you create is a full-day class, you must add a Part Break to account for the lunch break.
 6. Occurrence select Save Part.

GSC Adapting Your Behavioral Style
Created by: Jessica Wolfe on 11-10-2022

Parts Schedule

Edit Part

Name:

Description:

Location:

Select Room/Lecture:

Add Reference:

Add Reference:

Date and Time

Start Date: End:

Start Time: End:

Time Zone: Display Time in Time Zone of User

Part Duration: 7 Hours, 20 Minutes

Part Break

Part Duration = Breaks + Training Hours
Training Hours: 7 Hours, 20 Minutes

Part Occurrence

Occurs:

Day

Weekly

Monthly

Duration

Start Date:

7. Once the Parts Schedule has been completed, **select Details**. This will be where the general details are entered for the session.

- **Session ID**-the title that will be used to identify the session.
- **Locator number**-is system generated and automatically populated.
- **Credits**-the number of credits that are awarded for this session.
- **Required Training Approvals**-this will be the number of approvals that are required. If left blank, it will default the number of Required Training Approvals set in the user

record.

- **Required Completion Approvals**-this will be the number of the completion approvals required for the session to be marked as completed.
- **Attendance**-this is the number of parts that must be attended to be marked completed in the user's transcription.
- **Minimum Registration**-this is the number of minimum participants for the session.
- **Maximum Registration**-this is the number of maximum participants for the session.
- **Waitlist**-be sure to Allow waitlist for sessions in this event, and Auto-Register User upon Granting Waitlist is checked.

8. To set the availability, use the **dropdown menu Select Criteria** who will register for this training. Once the availability has been selected, **select Add**.

GSC Training Administrator Training

Created by Jessica Wolfe on 3/23/2022

Select the group(s) of employees who should be allowed to register for this session. You may enter any combination of the criteria below. Employees who have not been selected for availability may still register if they are granted an exception.

Availability

Do not allow users to Request this session by Exception Request. If checked, only users in availability below will see this session.

Select Criteria

Criteria	Include Subordinates	Pre-Approved	Register Upon Approval	Training Request Form
All users in Organization: Kentucky Human Resources Information (10000001)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Please select a Request Form <input type="button" value="Remove"/>

Back

Modification History

- **Organization**-GSC Recommends using this selection to drill down from your cabinet.
- **Position**-DO NOT USE
- **Cost Center**-DO NOT USE
- **Location**-DO NOT USE
- **Group**-Must be set up by the Personnel Cabinet
- **Job**-DO NOT USE
- **Users**-Requires that individual usernames be selected
- **All Users**- All Users Commonwealth Wide-DO NOT USE

9. The Summary Screen will go over the session details. If all details are correct, select Save.

Copying an ILT Session

1. Navigate from the MyPURPOSE home page to ILT > Manage Events and Sessions.
2. Locate the name of the Event and select the View Sessions icon.

3. Once the Session Screen has appeared, find the session you wish to copy. Select the Copy Session Icon.
4. The Parts Schedule will appear, and the ILT session settings will appear. Change the date in the search box, then select Apply. This will create an exact duplicate of the session.

GSC Training Admin Refresher
 Created by Jessica Wolfe on 2/15/2022

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part. If this session is made up of multiple parts, enter schedule information for each part separately by clicking "Add Part" and entering the information on the new line. To check for location, resource, or facility conflicts between your sessions or with other scheduled sessions, click "Check for Conflicts."

Parts Schedule

Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor	Options
●	Wednesday	GSC Training Administrator Training	4/13/2022 8:30 AM EDT	4/13/2022 12:00 PM EDT	3 Hour(s) 30 Minute(s)	Virtual	Jessica Wolfe (Primary)	Edit Delete

Buttons: Check Conflicts, Export to Excel, View Events Calendar, Add Part, Cancel, Save, Next

5. The Details screen will appear. Enter the general settings.
 - Session ID-this is a number used to identify the session.
The start date and agency abbreviation would be appropriate to use here.
 - Locator number-this is system generated and automatically populated.
 - Credits-the number of credits that are awarded for this session.
 - Required Training Approvals-this will be the number of approvals that are required. If left blank, it will default the number of Required Training Approvals set in the user record.

- Required Completion Approvals-Enter the number of the completion approvals required for the session to be marked as completed. Select Next.

6. For Availability, select the users who will need access to this training. Select Next.
7. The Summary screen will show an overview of the training. Here, you will view the general settings for the Session Copy. Select Save.

Viewing Interest and Waitlists

To view users who have Expressed Interest or have been added to a Waitlist, administrators will need to access the manage events and sessions screen.

1. To do this, select ILT > Manage Events and Sessions.
2. From the Manage Events and Sessions Screen, select the view from the top left. For this example, we will view the waitlists.

The screenshot displays the 'Manage Events & Sessions' interface. At the top, there are tabs for 'Waitlists', 'Exception Requests', and 'Interest Tracking'. Below these are search filters for 'Search for all Events' (selected) and 'Search for all Sessions'. Search input fields are provided for 'GSC', 'Subject', 'Vendor', and 'Locator Number'. There are also checkboxes for 'View Active Events Only' and 'Enable Enhanced Search'. Buttons for 'Create New Event' and 'Export to Excel' are visible. A table below shows search results for 33 items, with the first page displaying 4 rows. Each row includes columns for Event Name, Subjects, Vendor, Language(s), Tentative Sessions, Approved Sessions, Completed Sessions, and Options.

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Options
GSC-MyPurpose Training Administrator and Coordinator User Group	Technical Training	Zoom Video Webinars for Cornerstone Learning Suite	English (US)	0	0	3	View Sessions Edit Event ...
GSC eLearning Basics	Technical	Zoom vILT Integration	English (US)	0	0	2	View Sessions Edit Event ...
GSC Training Coordinator Training	Technical Training	Zoom vILT Integration	English (US)	0	1	8	View Sessions Edit Event ...
GSC Training Administrator Training	Technical Training	Zoom vILT Integration	English (US)	0	1	3	View Sessions Edit Event ...

- By selecting the waitlist option, admins will view users that are added to the waitlists for sessions.

Waitlisted Users

Search

Event Title Vendor Session ID Locator Number

Users

Current by User | Current by Session | Past Requests

[Export to Excel](#)

(34 Results) 1 2 >

Employee	User ID	Organizational Unit(s)	Locator Number	Phone	Title	Session ID	Session Start Date	Respond
Schubert, Megan	XRN0021	District 7 Section (Organization) Probation and Parole Officer IV (Position)	86505		2020 Probation and Parole Asst. Supervisor In-Service	2020 Probation and Parole Asst. Supervisor In-Serv	4/23/2020 8:30 AM	View
Ramos, Betty	NWJ0622	District 12 Section (Organization) Office Support Assistant II (Position)	86509		2020 Probation and Parole Office Support Asst. In-Service	2020 Probation and Parole OSA In-Service #3	4/14/2020 8:30 AM	View
Yi, Anna	NWP0055	District 17 Section (Organization) Office Coordinator (Position)	86509		2020 Probation and Parole Office Support Asst. In-Service	2020 Probation and Parole OSA In-Service #3	4/14/2020 8:30 AM	View
Belk, Dominique	NXJ0814	District 17 Section (Organization) Office Support Assistant II (Position)	86509		2020 Probation and Parole Office Support Asst. In-Service	2020 Probation and Parole OSA In-Service #3	4/14/2020 8:30 AM	View
Butler, Anna	MRX0435	Classification Branch (Organization) Justice Program Administrator (Position)	88273		DJJ Enhanced Awareness	88273 DJJ Enhanced Awareness	4/7/2020 9:00 AM	View
Melton, Myra	TJR0019	Eastern Mental Health Services (Organization) CRH Psych/psych Asc/Licd Psych Ptra II (Position)	88273		DJJ Enhanced Awareness	88273 DJJ Enhanced Awareness	4/7/2020 9:00 AM	View
Claunch, Gerald	NZZ0011	Traffic Engineering & Permits Section (Organization) Transportation Engrng Technologist III (Position)	85116		Embracing Change		8/26/2020 8:30 AM	View
Holtman, Rick	ZJF0014	Richmond Section (Organization) Transportation Engrng Technologist III (Position)	85114		Embracing Change		4/6/2020 8:30 AM	View
Claunch, Gerald	NZZ0011	Traffic Engineering & Permits Section (Organization) Transportation Engrng Technologist III (Position)	85114		Embracing Change		4/6/2020 8:30 AM	View
Claunch, Gerald	NZZ0011	Traffic Engineering & Permits Section (Organization) Transportation Engrng Technologist III (Position)	85115		Embracing Change		7/15/2020 8:30 AM	View

- Selecting view under the Respond column will give admins full access to the waitlist for the session. Admins will have the ability to grant an opening to the user. **NOTE:** Administrators should only do this for the courses that their provider owns.

Waitlist for 2020 Probation and Parole Asst. Supervisor In-Service

Control the waitlist for this session below. Auto-registering a user means that by automatically or manually allowing somebody into a session, you are registering them for it as well. All billing takes place at time of waitlist grant, and the user does not need to take any action at all. Auto-processing works by automatically inserting a user into an open spot in a session (if auto-register is turned on) or a spot will be reserved for that specific person (if auto-register is off).

Options

Allow Auto-Management of Waitlist

Grant a waitlist opening to one user at a time based on priority

Grant opening to all waitlisted users at once for first come first served registration

Auto-register user upon granting waitlist

86505

[Printable Version](#) [Export to Excel](#)

Waitlist

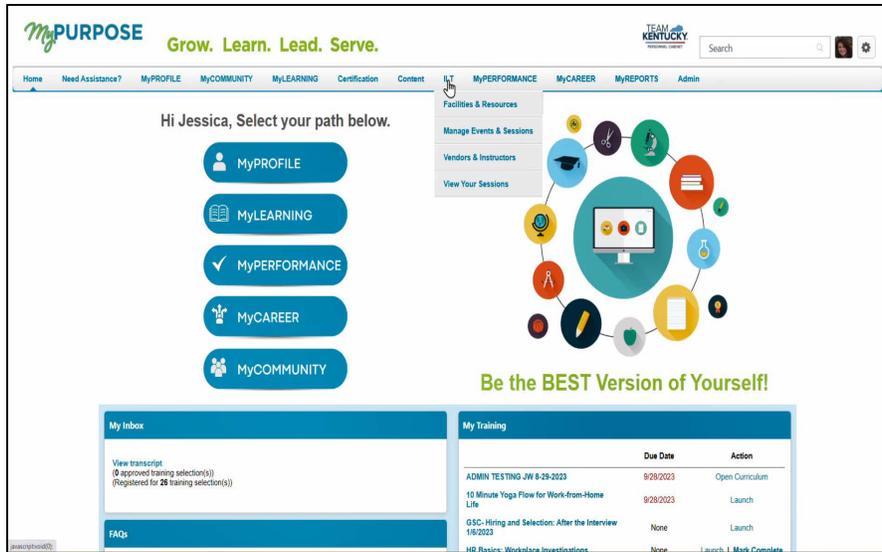
Order	Name	Organization Unit(s)	Locator	Original Request Date	Response Comments	Respond
1	Schubert, Megan	District 7 Section (Organization) Probation and Parole Officer IV (Position)	86505	2/19/2020 10:15:34 AM		<input type="radio"/> Grant <input type="radio"/> Deny

Once the waitlist has been updated, users will receive notification if they have been granted a seat.

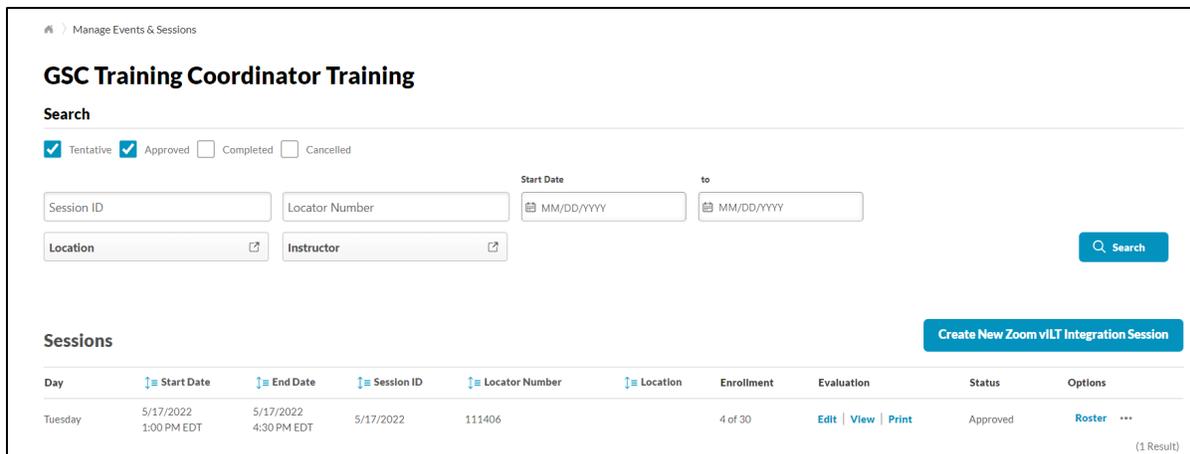
Reconciling Rosters

Adding Users to Roster and Updating Status

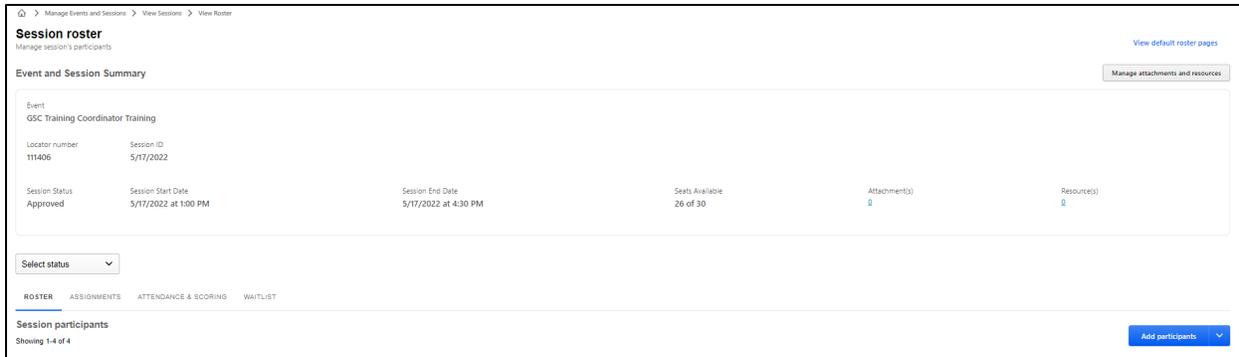
- To add users to an ILT Event session, go to **ILT > Manage Events and Sessions**.



2. Search for the appropriate event, and in the Options column next to the event, select View Sessions.



3. To enroll users to the roster for an ILT Session, **select the Roster icon by the session details.**
4. The roster screen will appear. From this screen, **select Add Users.**



5. The Add Users screen will appear. A search can be done on the Username or Manager’s Last name. **To add a user, select the plus sign beside the name.** Multiple names can be added at once.

- **NOTE:** If the instructor also needs credit for the training, you must add them to the roster.

6. Select Done.

7. The users that have been added will then appear on the training roster with a pending status.

8. Select **Add Pending Users to the Roster**. This will bypass manager approval. For ILT sessions that require managers’ approval, managers will need to log into their direct reports.

Add Pending Users to Roster <input checked="" type="checkbox"/> Send emails				
Name	User ID	Locator	Organizational Unit(s)	Status
Cram, Elizabeth	MHT0027	27	Training and Employee Development Branch (Organization) Consulting Services Manager (Position)	Pending
Hutcherson, Kathryn	MMZ0050	27	Governmental Services Center (Organization) Systems Consultant IT (Position)	Pending
Linville, Galen	JXH0031	27	Training and Employee Development Branch (Organization) Performance Consultant III (Position)	Pending
Swaner, Wesley	JPU0027	27	Office of Diversity, Equality, and Trng (Organization) Deputy Executive Director (Position)	Pending

9. The users will now show as registered.

10. To update the status to attend, select the Attendance and Scoring Tab.

Session Roster

Parent Roster | Attendance and Scoring

27

Inventory Unassigned (0) Pending Payment (0) Waitlisted (0)

Session Status: Approved
 Session Start Date: 5/1/2018 8:00:00 AM
 Session End Date: 5/1/2018 9:00:00 AM
 Seats Available: 46/50
 Attachments:

RESOURCES

Add Attachment

No attachments have been uploaded for this Session

SCHEDULE

USERS

Name	User ID	Locator	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status
Cram, Elizabeth	MHT0027	27	Training and Employee Development Branch (Organization) Consulting Services Manager (Position)	ELIZABETH.CRAM@KY.GOV	0 of 1 Parts Attended			Registered
Hutcherson, Kathryn	MMZ0050	27	Governmental Services Center (Organization) Systems Consultant IT (Position)	KATHY.HUTCHERSON@KY.GOV	0 of 1 Parts Attended			Registered
Linville, Galen	JXH0031	27	Training and Employee Development Branch (Organization) Performance Consultant III (Position)	GALEN.LINVILLE@KY.GOV	0 of 1 Parts Attended			Registered
Swamer, Wesley	JPJ0027	27	Office of Diversity, Equality, and Trng (Organization) Deputy Executive Director (Position)	WESA.SWAMER@KY.GOV	0 of 1 Parts Attended			Registered

11. Users will need to have Attendance marked and Passed marked. The completion date of the session can also be changed by using the pen and paper icon.

Telephone Etiquette

Session Roster

Parent Roster | Attendance and Scoring

27

Track attendance and scoring below. Use the "Submit Roster for Completed Users" button to submit Attendance, scoring and Pass status for users who have completed enough parts required for Session Completion. Attendance, scoring and Pass status will not be editable when the roster is submitted and a user has a status of "Completed". The may select to submit the roster again and update the user's attendance, score and pass status where the user's status is not yet complete.

Parts

USERS

Name	Locator	User ID	Attendance	Score	Pass	Session Completion
Cram, Elizabeth	27	MHT0027	<input checked="" type="checkbox"/> 1	<input type="text"/>	<input checked="" type="checkbox"/>	5/1/2018 <input type="button" value="pen"/> <input type="button" value="paper"/>
Hutcherson, Kathryn	27	MMZ0050	<input checked="" type="checkbox"/> 1	<input type="text"/>	<input checked="" type="checkbox"/>	5/1/2018 <input type="button" value="pen"/> <input type="button" value="paper"/>
Linville, Galen	27	JXH0031	<input checked="" type="checkbox"/> 1	<input type="text"/>	<input checked="" type="checkbox"/>	5/1/2018 <input type="button" value="pen"/> <input type="button" value="paper"/>
Swamer, Wesley	27	JPJ0027	<input checked="" type="checkbox"/> 1	<input type="text"/>	<input checked="" type="checkbox"/>	5/1/2018 <input type="button" value="pen"/> <input type="button" value="paper"/>

12. **Select Submit Roster**, the user's status will now update and show that they have completed the training. **NOTE:** There is a 5–10-minute delay in the system before viewing the roster.

Creating Learning Assignments

Learning Assignment Tool

The Learning Assignment Tool allows administrators to easily create learning assignments and deliver training to users, organizational units (OUs), and groups. Administrators can also track and manage assignments via the Manage Assignments page and view data related

to specific assignments via the Assignment Summary page.

Administrators can create new learning assignments via the Learning Assignment Tool's Create Workflow to assign training to individuals or groups of users at one time.

1. To begin creating a new learning assignment, go to Admin > Tools > select the Learning Assignment Tool link.
2. From the Manage Learning Assignments page, **select the Create Assignment button.**

The screenshot shows the 'Manage Learning Assignments' interface. At the top, there are buttons for 'Show Me', 'Create Assignment', and 'Options'. Below this is a search bar with the placeholder 'Search by Assignment Title or Assignment ID'. To the right of the search bar are 'Filter' and 'Sort by Created Date (Newest-Oldest)' options. The main form area contains several sections: 'Training Title' and 'Created By' with search input fields; 'Created Date' with a dropdown menu set to 'Last 120 Days' and a date range from '12/31/2017' to '4/30/2018'; 'Type *', 'Status *', and 'Recurrence *' each with a dropdown menu showing '2 Selected', '6 Selected', and '2 Selected' respectively; and 'User Criteria' with 'Select Users' and 'All Users' buttons. At the bottom left is a 'Reset Filters' link, and at the bottom right is an 'Apply Filters' button.

3. Set the Assignment Type.

- **Standard**-This is a one-time assignment for the users who meet the defined criteria of the learning assignment. This assignment will process one time only.
- **Dynamic**-A dynamic learning assignment processes daily or once per year and attempts to assign the learning objects to users who newly meet the criteria set for the assignment. Selecting this option causes a Dynamic Removal section to appear on the Options page.

4. Enter a Title and Assignment Description.

Create Assignment Show Me

- Setup
- Options
- Schedule
- Users
- Confirm

General Information

Assignment Title
Required Training ?

Assignment Description
Test assignment for Jessica Perry ✖

5. Select “Select Training.”

Training Selection

Select the training for this Assignment

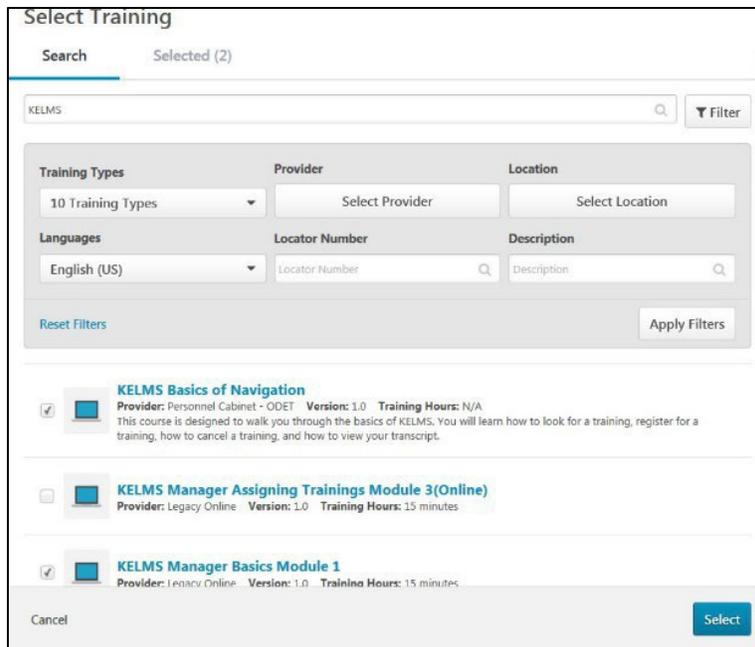
Select Training

Selected Training



No training selected yet.

6. Select the training that will be a part of the assignment, then **select “Select.”**



NOTE: You can select multiple trainings in the Select Training window.

7. **Select Next** after the training has been selected.

8. The Training Assignment Workflow will allow you to determine how the user is assigned for training based on the following options:

- **Assigned Only**-The training will only be assigned and may still require the user to receive approval and register before taking the training.
- **Assigned and Approved**-The training will be automatically approved. No approval will be necessary before users can take the training, regardless of any configured approval workflows.
- **Assigned, Approved, and Registered**-The training will be automatically approved and registered, regardless of any

configured approval workflows. No approval and no registration will be required before the users can access the training. If selected, an additional option to bypass user payment appears:

- **Bypass User Payment**-Enabling this option prevents users from being prompted to pay for training. The training will be placed on their transcripts, and no payment is needed from the user.
 - **Completed**-Only available when assigning a session that occurs in the past. The session will be added to users' transcripts in a status of Completed. If any other training items are assigned with the session, this option is not available.
 - **Curricula with Auto-Registration**-If the assignment includes one or more curriculum, this option appears. This setting gives the administrator the ability to suppress Register Training emails configured for the training within the Curriculum that is set to auto-register when the user is registered for the curriculum.
9. The Email Settings will allow the system-generated emails to be sent to the users.

Info No changes can be made to these email settings after the Assignment is submitted.

Email Settings

What email settings would you like to apply to this Assignment? **?**

Training Specific Emails ▾

Training Specific Emails

Send emails to users based on the email settings configured at the training level. You can review these email settings on the Confirm tab.

× Send Assign Training emails **?**

Send Register Training emails **?**

Training Specific Emails-This option uses the email settings configured at the individual training level (via Course Catalog).

- **No Emails**-This option suppresses all emails from sending for this learning assignment, no matter what emails are configured in Email Administration or for the Learning Object (LO) type.
10. Select Next.
 11. The Processing date will allow you to start processing and assign training to users

Processing Start Date **?**

When would you like the assignment to start processing and assign the training to users?

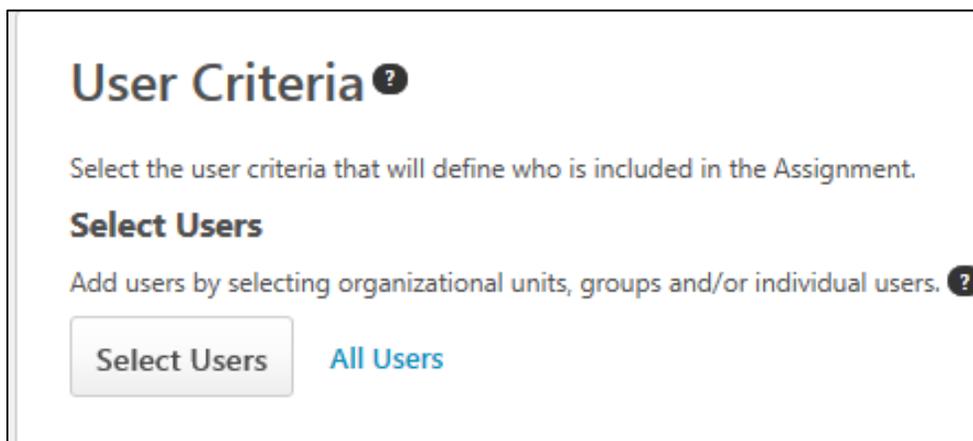
As soon as Assignment is submitted

Specific date

- **As soon as the assignment is submitted**, users will not see the training on their transcript until they have met the specified relative criteria.
- **Specific date**-A date picker and time picker appear (if you have the appropriate permission), which allow you to select a particular future date and time. At that point, the assignment

will process.

- **Available processing starts date options for assignments that process annually include:** When would you like the assignment to start processing and assign training to users? Using the date picker and time picker, select a date and time when the assignment will begin to process. The assignment will process annually on this date and time.
12. The training start date will allow administrators to determine when the training will start.
 13. A training due date can be set if a specific period in which the training must be completed.
 14. Select Next.
 15. User Criteria will allow the admin to select the users to assign that training. **Select “Select Users.”**



16. Once the users have been selected, **select “Select.”**
17. At the bottom of the page, **select Next.**
18. The confirm page will summarize all the basic settings for the assignment. If this is correct, **select Submit.** The assignment has been created.

Learning Assignment Best Practices

- Employees should be self-registering in the system, and managers can assign training you employees. Learning assignments should not be a habit to enroll users in the system.
- Learning assignments cannot be edited once they have been processed, nor can they be deleted.
- Please select users cautiously. Most Coordinators and Administrators can see everyone throughout the state.
- Learning Assignments have a processing delay. While the assignment is being processed, the training will not be immediately available to the end-user. The processing time takes up to ten minutes.

Administrator Only

Duties Admin Console

Learning Administrators have access to the Learning Admin Console, which consolidates training management actions into one central location, allowing them to access critical training information and manage training.

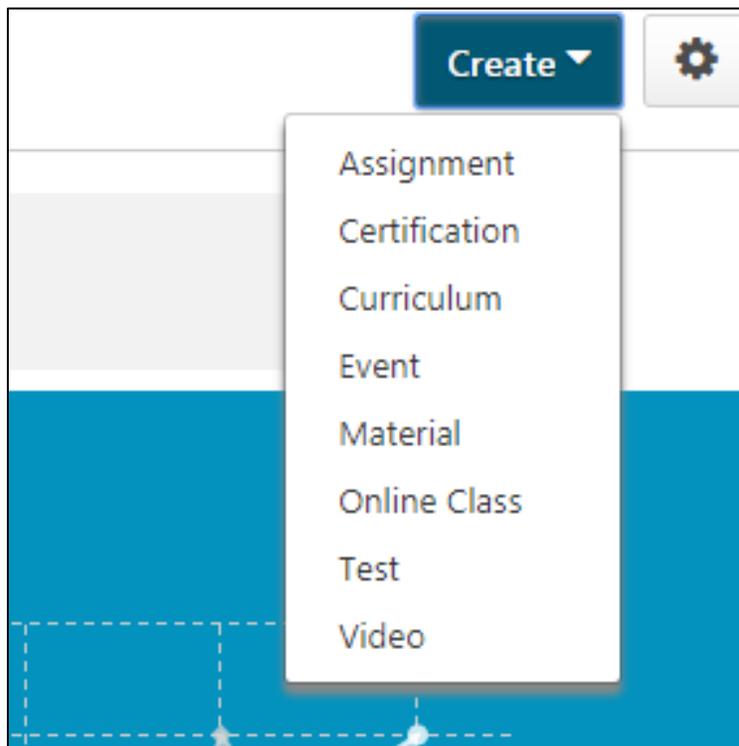
To Access the Admin Console

From the MyPURPOSE home page, hover over ADMIN > Select Learning Admin Console.

1. The Learning Admin Console page will appear. This page will show different graphs and charts. These will provide a comprehensive overview of the following:
 - **Assigned Training**-View the number of started, in progress, and completed users.
 - **Assigned Past Due Trainings**-the number of users with assigned training past the due date.
 - **Prior ILT Sessions**-view the number of submitted rosters.
 - **Learning Assignments**-shows the total number of assigned learning assignments.



- From the Admin Console, Admins will have the ability to create a new Learning Object (LO) by selecting **Create in the top right > then select the Learning Object.**



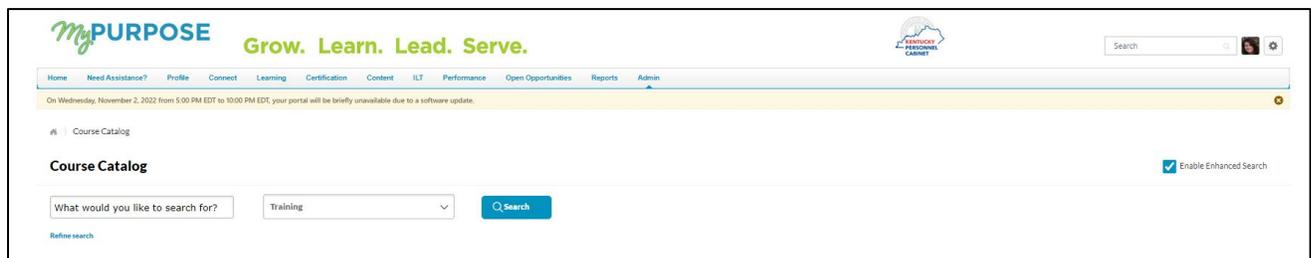
Once selected, this will redirect to the Learning Object Creation Screens. (Please see the corresponding section in this manual for more information regarding the creation of the Learning Object).

Using the Course Catalog

The Course Catalog is the repository of all learning objects in the system, including online courses, quick courses, events, libraries, tests, material, and curricula. The Course Catalog enables the administrator to edit the description, associate learning with subjects, competencies, and certification, create custom emails by learning objects, set availability, and tie Level 1-3 evaluations to learning objects.

When created, all new versions of a training item published within the system are added to the Course Catalog, even if the effective date has not yet occurred. This allows administrators to search and manage all the different versions of a training item. The Course Catalog enables administrators to search for Learning Objects (LO), edit LOs, view the Course Console pages for LOs, and view the LO Details page for LOs.

1. **Go to Admin > Catalog > Course Catalog.** The Course Catalog can also be accessed by searching for training via the Learning Admin Console.



2. The Search functionality enables administrators to search for LOs within the Course Catalog using search fields and filters. You can enter text in the “*What would you like to search for?*” field, select training types, or enter a course code. The search results are displayed in a table below the search criteria when a search is performed.

Course Catalog

Course Catalog Enable Enhanced Search

GSC Training

Bulk search
To perform a Bulk Edit, please disable Learning Search at the top of the page.

Published By Rele... Show Courses with Recurrence Created by Me

<input checked="" type="checkbox"/>	Title	Provider	Version	Language	Created Date	Modified Date	Actions
<input checked="" type="checkbox"/>	GSC Leadership Statement Assignment	Personnel Cabinet- GSC	1.0	English (US)	2/7/2022	2/7/2022	...
<input checked="" type="checkbox"/>	GSC Leadership Development Outline Assignment	Personnel Cabinet- GSC	1.0	English (US)	2/7/2022	2/7/2022	...
<input checked="" type="checkbox"/>	GSC MyPurpose Training Administrator and Coordinator User Group	Zoom Video Webinars for Cornerstone Learning Suite	N/A	English (US)	8/19/2020	4/6/2021	...
<input checked="" type="checkbox"/>	GSC Leadership Basics	Zoom vILT Integration	5.0	English (US)	2/7/2022	3/3/2022	...
<input checked="" type="checkbox"/>	GSC Strategic Planning	Personnel Cabinet - ODET	1.2	English (US)	9/13/2018	1/28/2021	...
<input checked="" type="checkbox"/>	GSC eLearning Basics	Zoom vILT Integration	N/A	English (US)	1/28/2021	2/17/2021	...
<input checked="" type="checkbox"/>	GSC Managing Work Relations	Personnel Cabinet- GSC	1.0	English (US)	8/9/2022	8/9/2022	...
<input checked="" type="checkbox"/>	GSC Training Coordinator Training	Zoom vILT Integration	N/A	English (US)	1/13/2021	1/13/2021	...
<input checked="" type="checkbox"/>	GSC Training Administrator Training	Zoom vILT Integration	N/A	English (US)	5/10/2021		...
<input checked="" type="checkbox"/>	GSC Executive Branch Ethics	Personnel Cabinet - ODET	N/A	English (US)	1/16/2019	2/16/2022	...
<input checked="" type="checkbox"/>	GSC Basics of Communication	Personnel Cabinet- GSC	N/A	English (US)	8/9/2022		...
<input checked="" type="checkbox"/>	GSC Virtual Classroom: Brainstorming	Zoom vILT Integration	N/A	English (US)	9/15/2021		...
<input checked="" type="checkbox"/>	GSC Training Admin Refresher	Zoom vILT Integration	N/A	English (US)	1/13/2021	4/14/2021	...
<input checked="" type="checkbox"/>	GSC Employee Discipline & Documentation	Personnel Cabinet- GSC	9.0	English (US)	7/19/2022	7/19/2022	...

3. From the dropdown menu, select the appropriate sort option for the Results table:

- By Title
- Created Date
- By Modified Date
- By Provider

4. Selecting the Status filter allows users to filter based on the following training statuses:

- All
- Draft
- Pending Version
- Previous Version
- Published

5. From the filter, select one of the following options:

- Active

- Inactive
 - All
6. The Results table only appears when at least one LO matches the search criteria. The following information is displayed for each LO in the Results table:
- **Checkbox**-To batch edit multiple LOs, select the checkbox to the left of the appropriate LOs. Then, select the Edit Selected button. See the Course Catalog-View/Edit LO section for additional information.
 - Title
 - Provider
 - Version
 - Language
 - Added
 - Modified
7. Once the training has been located, select the dropdown menu for administrators to Assign, Edit, or View the training as a user.

Creating Online

Courses Online

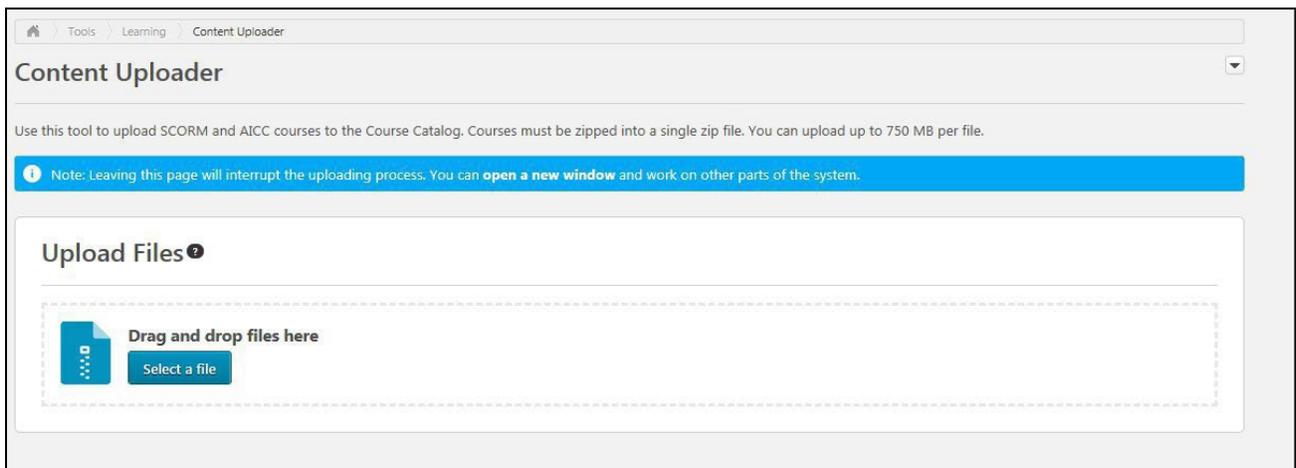
Courses

An online course or publication is an electronic learning course that can be completed asynchronously or offline using the Offline Player. An online course comprises SCORM or AICC compliant files bundled into a zip file. All uploaded files must be SCORM 1.2, SCORM 2004, or AICC compliant and in a zip file.

- An online course or publication is an electronic learning course that can be completed asynchronously or offline using the Offline Player.
- An online course comprises SCORM or AICC compliant files bundled into a zip file.
- All uploaded files must be SCORM 1.2, SCORM 2004, or AICC compliant and in a zip file.
- Online Classes DO NOT have rosters
- Training Coordinators do not have security access to upload online content.

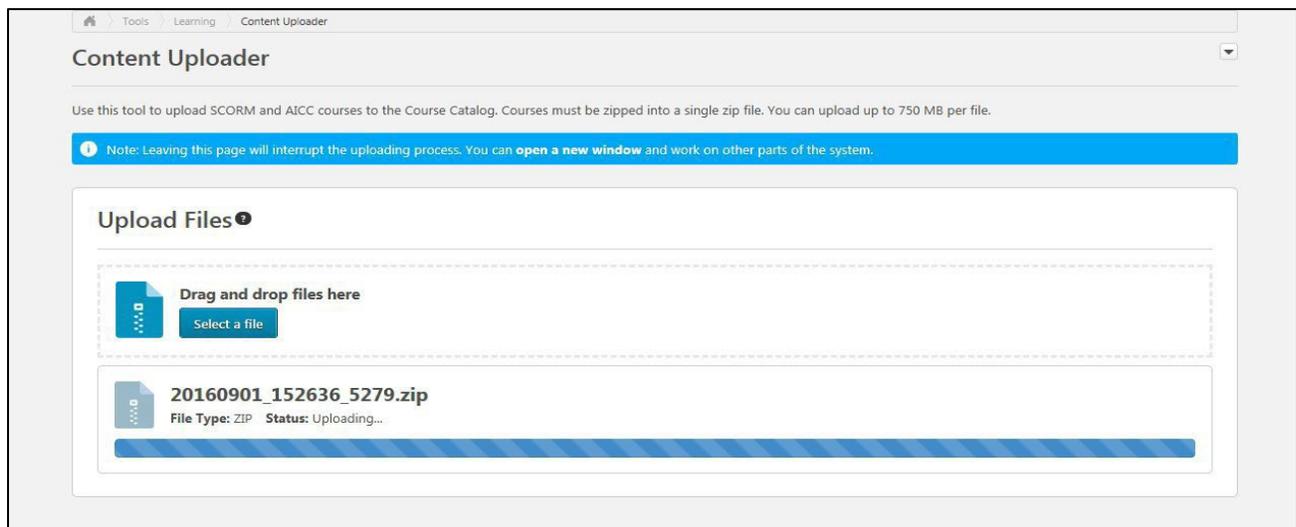
To create a new online course

1. From the MyPURPOSE home page **hover over > Content > select Content Uploader.**
2. The Content uploader screen will appear, allowing the admin to drag and drop the SCORM file.

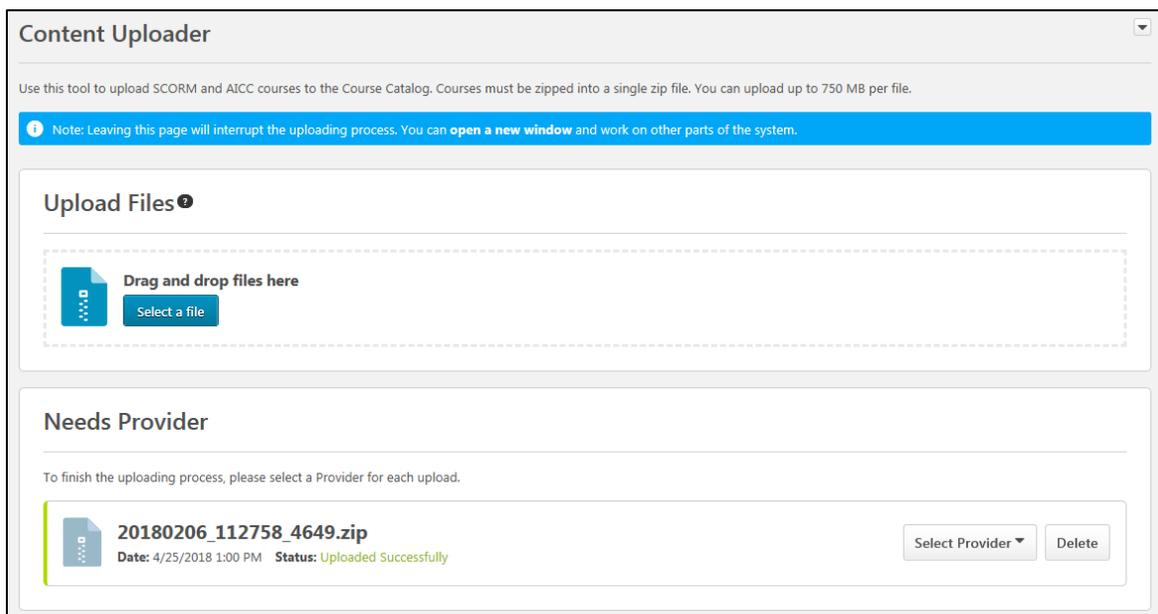


3. Once you have selected the SCORM file to upload, the system

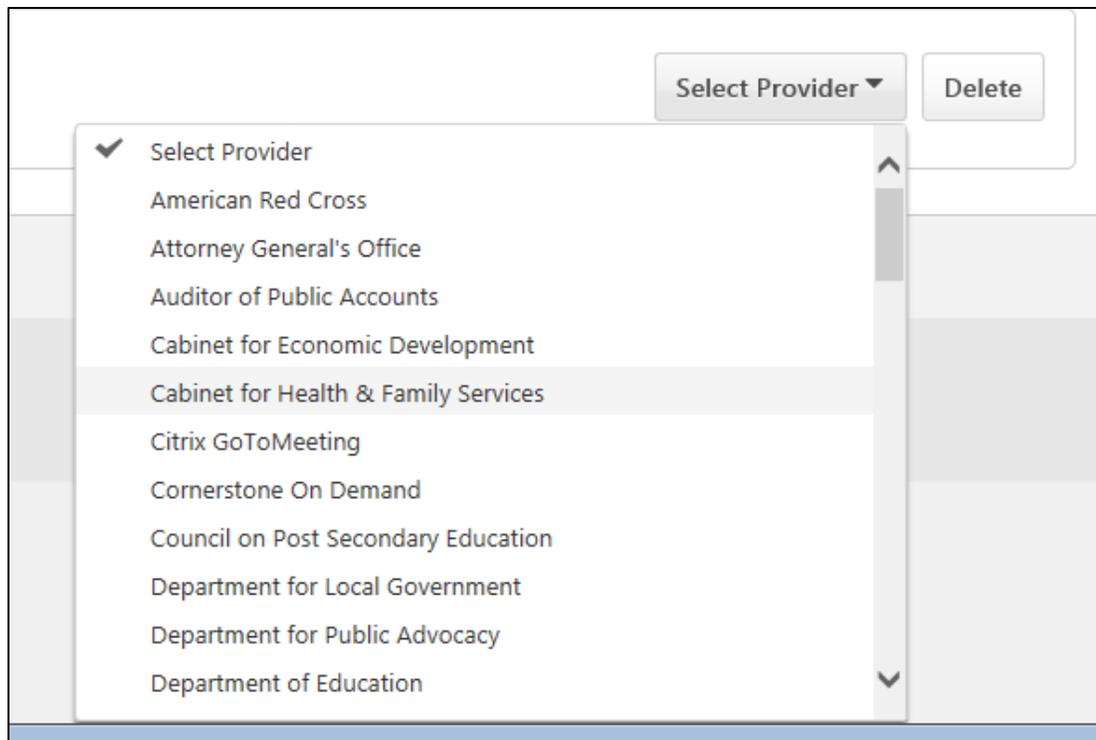
will upload the zip file. The system will process the file- **YOU MUST STAY ON THIS PAGE.**



Once the file has been successfully uploaded, the system will ask for a provider.



4. By **selecting the dropdown menu**, all agencies within Cornerstone will show.



5. Once a provider has been selected, **select View Catalog.**



6. Select the dropdown menu under Actions > select Edit to access the course details.

Course Catalog

What would you like to search for? Online Class

[Refine search](#)

Show Courses with Recurrence Created by Me

<input checked="" type="checkbox"/>	Title	Provider	Version	Language	Created Date	Modified Date	Actions
<input type="checkbox"/>	 Introduction to Self-Employment Draft	Personnel Cabinet - ODET	1.0	English (US)	4/25/2018		<input type="button" value="⌵"/>

7. **Selecting edit** will take you to a general overview screen for the upload. You should review each tab:

Edit Introduction to Self-Employment

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.

- General
- Prerequisites
- Subjects
- Skills
- Competencies
- Acknowledgement
- Availability
- Recommendations
- Transactions
- Evaluations

Edit Training

Original Title: Introduction to Self-Employment

Title:

Provider: Personnel Cabinet - ODET

Type: Online Class

Version: 1.0

Learning Object ID: 78263e3e-1204-44a2-bd78-223c2b8b9d6

Keywords:

Description:

Thumbnail Images:

Resources: No attachments have been uploaded for this Online Class

Available Languages: English (US)

Default Language: English (US) - This is the language shown to the user if the course is not localized in their language.

Badge:

Credits:

Max Score: If this value is set to 0 then no score will be displayed on the user's transcript. This field above the points possible for the course.

Pre-Work:

Post-Work:

Required Training Approvals: Place a value in this box greater than 0 to require this number of training approvals for all users who request this training. If this box is blank, the system will look at the user record for the required number of training approvals. NOTE: Changes to this field will only apply to users who do not have this Cohort on their transcript.

Required Completion Approvals: Place a value in this box greater than 0 to require this number of training completion approvals for all users who complete this training. Upon completion user's status will proceed to Pending Completion Approval before moving to Completed. If this box is blank, the LO will not require completion approval. NOTE: Changes to this field will only apply to users who have not completed this cohort.

Screen Resolution: Enter pixel values in the width and height boxes to control the window size of this course upon launch. The course will open with the specified size and may not be adjusted by the end user. Leaving the fields blank will allow the window to launch in its standard size.
Width: pixels. Height: pixels.

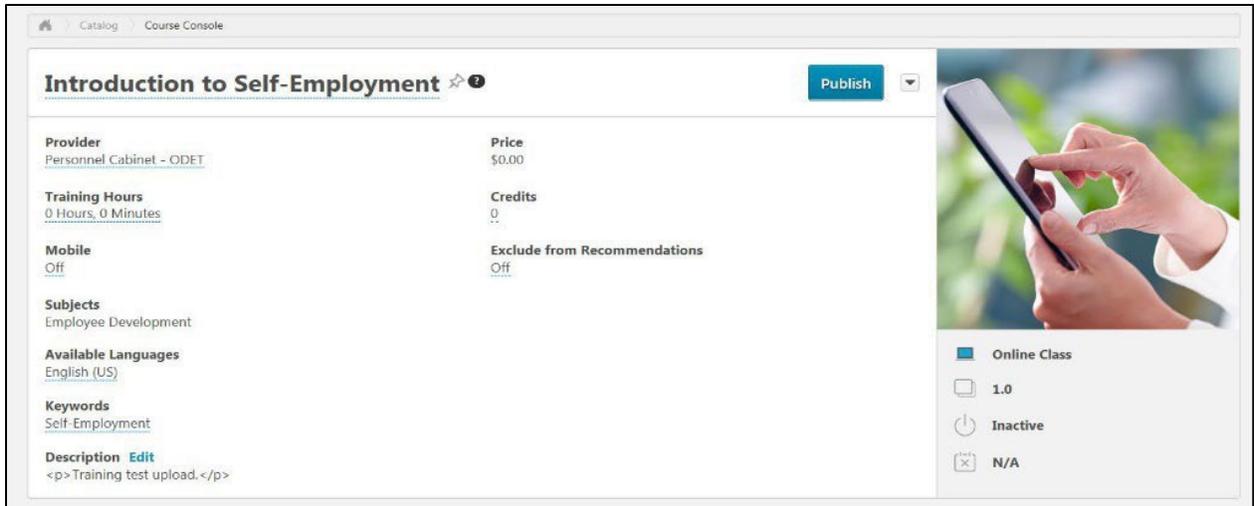
When a curriculum solve for recurrence is requested or re-assigned, the internal learning objects will be reset.
* Allow users to request the training more than once.

- **General**-Covers the general settings, title, and description.
- **Prerequisites**-Will this training have any prerequisites that must be completed before starting this training?
- **Subjects**-Allows admins to assign the subject category to the training.
- **Skills**-Allows you to add any skills that the training covers.
- **Acknowledgements**-Allows you to add an

acknowledgment that users must sign as they complete the training.

- **Availability**-Determines who will be able to view the training. This does not set the availability for the Course Catalog.
- **Recommendations**-this will allow Admins to set other classes recommended for completion based on training preference.
- **Evaluations**-Evaluations can be set to send out to users after they have completed the online course.

8. Once all tabs have been completed, **select Save**. This will redirect the screen back to the course console page.
9. **Scroll Down** for information regarding the settings. The information configured in the edit screen should pull to the catalog screen. Users will need to edit the provider, training hours, subjects, and description. Scroll down to verify that the availability has been set.
10. To publish the course, select Publish at the top of the screen.

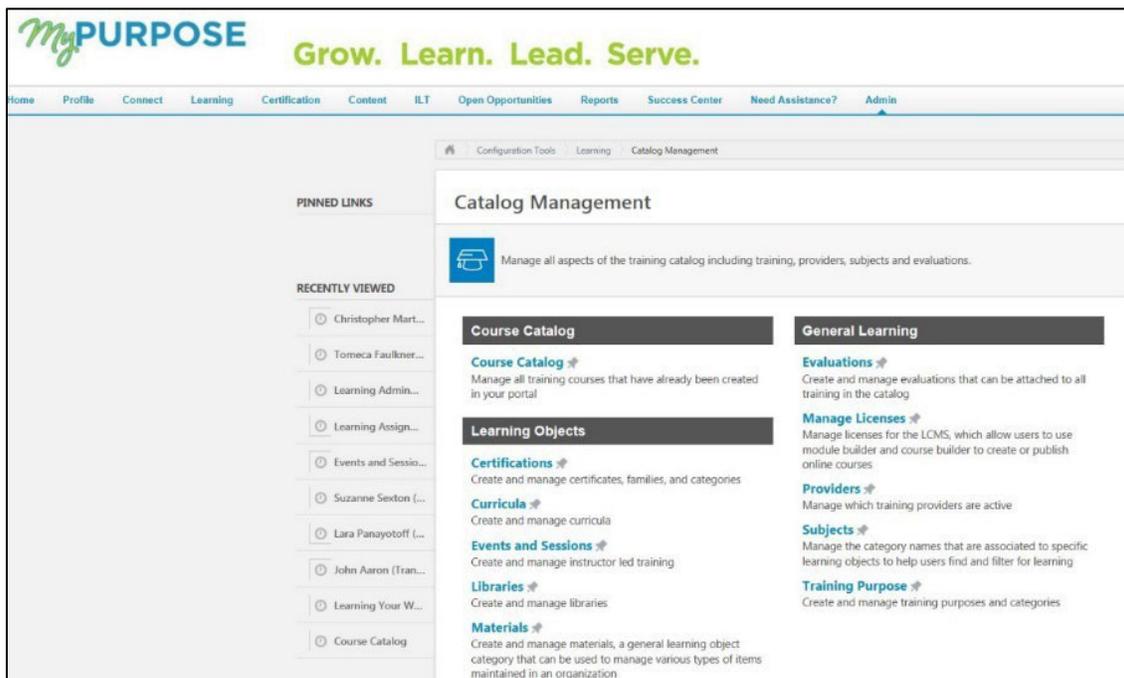


11. The course is now available for users to register for.

Creating a Version of an Online Course

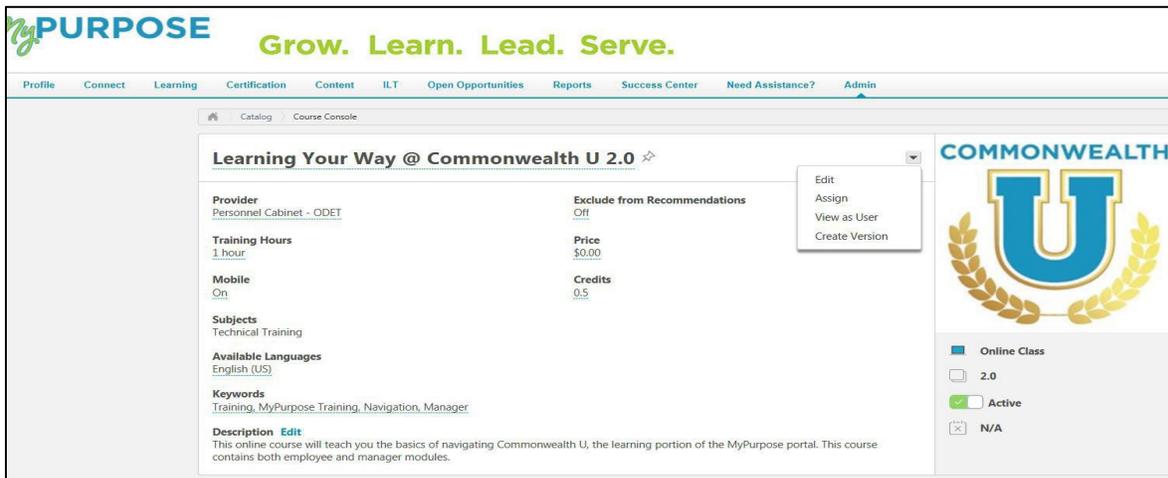
If the content uploaded has any changes, you must create a Version of the class. To create a version of an online course:

1. Go to Admin > Tools > Learning > Catalog Management.
2. Select the course Catalog Link.

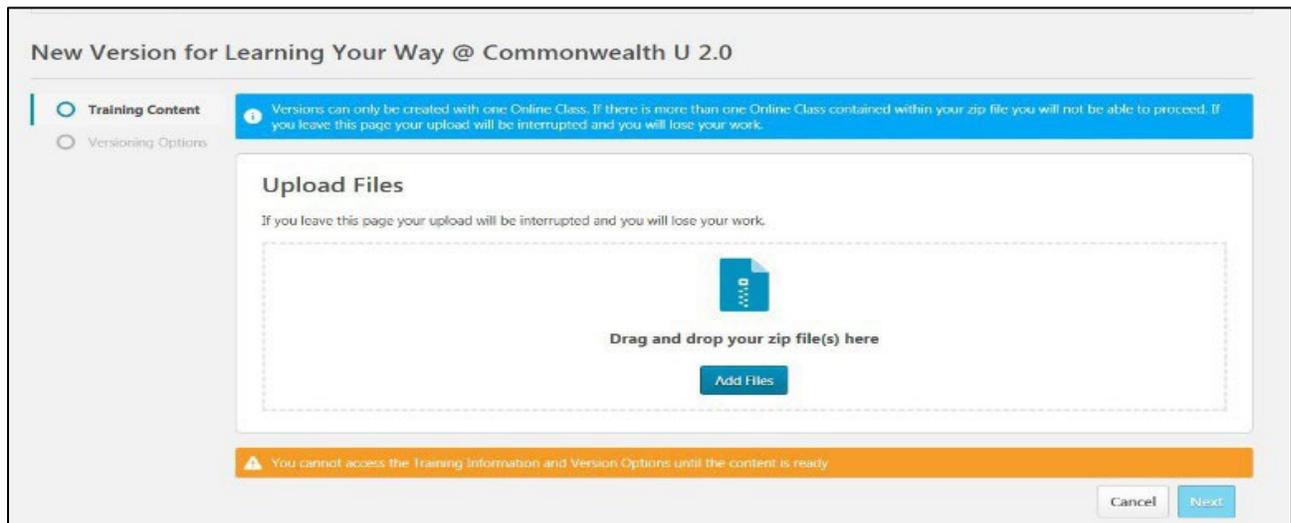


3. Find the online course in the Course Catalog, then select the

course title. Select the Options dropdown menu from the Course Console page and select the Create Version option.



4. To upload a new set of course files: Drag and drop your zipped SCORM or AICC course files into the Upload Files box or select the Add Files button and select the zipped course files from your computer. **NOTE:** Courses must be zipped into a single zip file. You can upload up to 750 MB per file.



5. After the course files have been added, they will begin uploading. Select the Refresh Status button to view the most status of the upload. A progress bar below the files displays the ongoing upload

progress for the files. Each set of files shows the following information: File Name, File Type, Status (i.e., Uploading, Critical Error).

6. Once the files have finished uploading, you can preview the course by selecting the **Preview button** next to the files. If needed, you can delete the files and upload a new set of course files by selecting the Delete icon. If the course previews as expected, populate the following fields for the latest version of the course:

- **Training Title**-Enter the title for the new online course version. By default, the title from the previous course version is populated. This field is required.
- **Training Description**-Enter the description for the new online class version. Formatting options are available for the training description. By default, the description from the previous course version is populated. This field is limited to five thousand characters.
- **Training Hours**-Enter the number of training hours received to complete the online course. The training hours from the manifest of the latest version populate in this field automatically.
- **Provider**-This field displays the provider of the online course. This field is read- only and is automatically populated from the original course version.
- **Enable for Mobile App**-Choose the Yes option to enable this online class version for the mobile app. Choose the No

option if the online course will be unavailable through the mobile app.

7. In the Training Preferences section, configure the following versioning options:

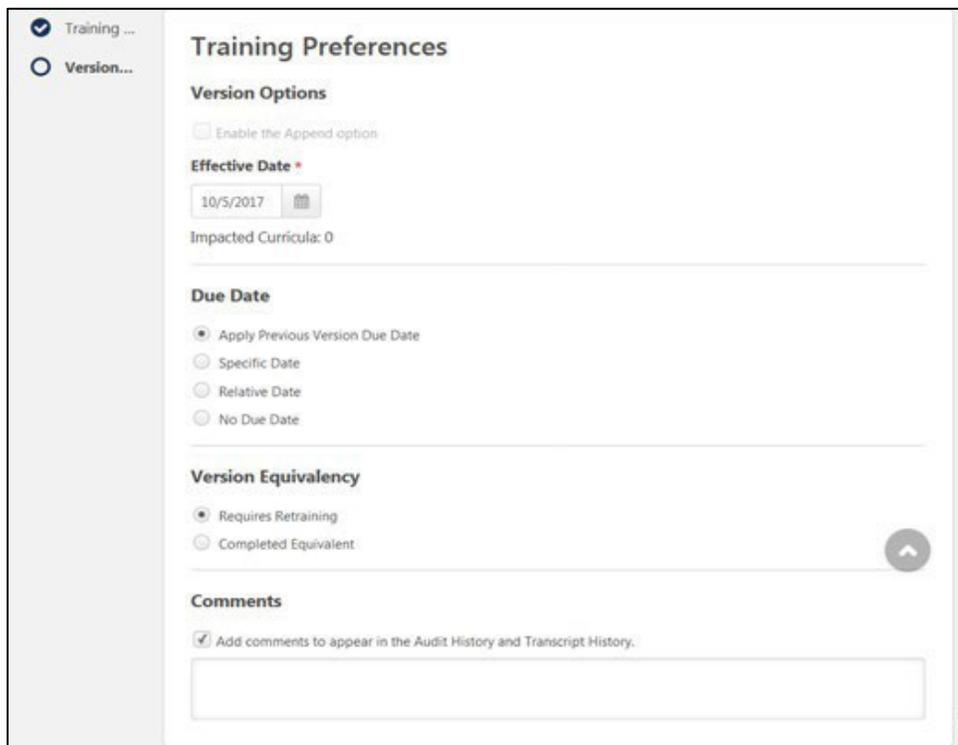
- **Version Option**-Define the criteria for upgrading users and decide who should upgrade.
- **Append Enablement**-Checking this option allows two versions of the online course to exist in the portal at the same time. Both versions can be assigned to users.
 - If this option is enabled, the version uses the Append option, meaning it will require a start date and allow two versions of the same online course to be available simultaneously on users' transcripts.
 - If not selected, the new course version replaces the previous version on the effective date. **The previous version becomes the previous version or expires. NOTE: This option is only available when the first-course version is created.**
- **Effective Date**-Select the date that the new online course version will be effective in the system.
- **Start Date**-Select the date that users can start the new online course version. This option is only available if Append Enablement has been selected.
- **Impacted Curricula**-This field displays the number of

curricula impacted by the online course reversioning. **NOTE:** Inactive curricula are not included in the list of impacted curricula. It is impossible to apply the updated version of an online course to an inactive curriculum. This helps maintain the historical integrity of inactive curricula, and organizations can report accurately on the structures of inactive curricula.

- **Due Date**-Select a due date option for the reversioned courses. If the online course is within a curriculum, the new class version does not display a due date in its structure.

Available options include:

- **Apply Previous Version Due Date**-If the online course is standalone, the previous version's due date is applied.



The screenshot displays the 'Training Preferences' form. On the left, there are two radio buttons: 'Training ...' (checked) and 'Version...'. The main content area is titled 'Training Preferences' and contains several sections:

- Version Options:** Includes a checkbox for 'Enable the Append option' (unchecked).
- Effective Date *:** A date input field showing '10/5/2017' with a calendar icon to its right.
- Impacted Curricula:** A text field showing '0'.
- Due Date:** A section with four radio button options: 'Apply Previous Version Due Date' (selected), 'Specific Date', 'Relative Date', and 'No Due Date'.
- Version Equivalency:** A section with two radio button options: 'Requires Retraining' (selected) and 'Completed Equivalent'.
- Comments:** A section with a checked checkbox for 'Add comments to appear in the Audit History and Transcript History.' and a text input field below it.

- **Specific Date**-If the online course is standalone, the

latest version receives a fixed due date. If the online course is within a curriculum, the new class version displays a fixed date in its structure.

- **Relative Date**-If the online course is standalone, the latest version receives a relative due date. If the online course is within a curriculum, the new class version displays a relative due date in its structure.
- **No Due Date**-If the online course is standalone, the latest version receives the previous version's due date. Suppose the online course is within a curriculum. In that case, the curriculum due date for the original version is also applied to the latest version within the curriculum structure.
- **Version Equivalency**-Choose an equivalence option for the reverted training. Available options include:
 - **Requires retraining**-The new training version will be Registered.
 - **Completed Equivalent**-The new training version will be Completed Equivalent based on the previous version completion.
- **Comments**-In the Comments text box, enter any text that should appear in the Audit History and Transcript History for the reverted course.

8. In the User Filter Preferences section, configure the following user

filter options to determine which users receive the latest version:

The screenshot shows a 'User Filter Preferences' dialog box. It contains three main sections: 'Training Version' with a dropdown menu currently set to 'All Versions'; 'Training Status' with three radio button options: 'Not Started', 'In Progress' (which is selected), and 'Completed' (which is also selected); and 'Assignment Type' with three radio button options: 'Users with previous version on Transcript' (selected), 'Users assigned by Dynamic Learning Assignments', and 'Define users by OUs'. Below these sections is a 'User List' section that displays the message 'No users with previous version found.' and a 'Refresh User List' button. At the bottom of the dialog are three buttons: 'Cancel', 'Previous', and 'Publish'.

- **Training Version**-This dropdown filters the users according to the version of the course in which they are currently enrolled. The list of versions displays the current versions available on the users' transcripts. This enables administrators to easily assign the new online course version to users currently enrolled in a specific version of the course. Administrators can select one of the existing versions of the course or all versions. **For example, if All Versions is selected, users who have any version of the course on their transcript are displayed in the User List section.**
- **Training Status**-Select which training statuses will be replaced or appended by the latest version of an online course. The available statuses are Not Started, In Progress, Completed.
- **Assignment Type**-Select which users receive new versions of an online course. Available options include:

- Select Users with a previous version-This option includes all users, regardless of the assignment method (Requested, assigned, or via learning assignment).
- Select Users assigned by Dynamic Assignment-This option only includes users who were dynamically assigned the course. Permissions for dynamic and dynamic recurring learning assignments and their associated constraints apply to this option.
- Select Define users by OUs-This option allows the administrator to assign the latest version to specific organizational units (OUs), such as divisions, locations, groups, etc. If no OUs are selected, then no users receive the latest version.
- **User List**-displays users with an online course version on their transcript. The users displayed in the user list are controlled by the constraints applied to the permission to publish online course versions.

If you make any changes to the User Filter Preference selections in the section above, select the **Refresh User List button** to view an updated user list. To remove any user from the user list and prevent them from receiving the latest online course version, uncheck the box next to the user's name. **NOTE:** This option is not available if the effective date is in the future. When the version becomes effective, the system automatically recalculates the users impacted from the filter selection.

9. After configuring all versioning options and verifying that the user list applies to the number of users expected, select the Publish button to publish the new online course version, which will be applied to users as specified in the User Filter Preferences section. When the latest version is successfully published, the version number and the Last Modified Date are updated on the Course Console page. The new online course version is active in the portal. Further modifications to the online course can be made on the Course Console page and via the Course Catalog.

Videos

Uploading a Video to MyPURPOSE

To upload a video to MyPURPOSE:

1. Go to the admin tab at the top of the screen and select Catalog.
2. From the Catalog Management screen, select "Videos."

PINNED LINKS

- ✦ Curricula
- ✦ Course Catalog

RECENTLY VIEWED

- 🕒 Users
- 🕒 Lunch and Learn ...
- 🕒 Course Catalog
- 🕒 Learning Assign...
- 🕒 Curricula
- 🕒 2022 Disclosure ...
- 🕒 Lunch and Learn ...
- 🕒 Lunch and Learn ...
- 🕒 JW TEST ADMIN ...
- 🕒 JW TEST ADMIN ...

Catalog Management

Manage all aspects of the training catalog including training, providers, subjects and evaluations.

Course Catalog

[Course Catalog](#) ✦
Manage all training courses that have already been created in your portal

Learning Objects

[Certifications](#) ✦
Create and manage certificates, families, and categories

[Curricula](#) ✦
Create and manage curricula

[Events and Sessions](#) ✦
Create and manage instructor led training

[Libraries](#) ✦
Create and manage libraries

[Materials](#) ✦
Create and manage materials, a general learning object category that can be used to manage various types of items maintained in an organization

[Programs and Cohorts](#) ✦
Create and manage programs and cohorts for guided social learning

[Question Bank](#) ✦
Create and manage questions to be used in tests

[Tests](#) ✦
Create and manage tests

[Videos](#) ✦
Create and manage learning videos

General Learning

[Evaluations](#) ✦
Create and manage evaluations that can be attached to all training in the catalog

[Manage Licenses](#) ✦
Manage licenses for the LCMS, which allow users to use module builder and course builder to create or publish online courses

[Providers](#) ✦
Manage which training providers are active

[Subjects](#) ✦
Manage the category names that are associated to specific learning objects to help users find and filter for learning

[Training Purpose](#) ✦
Create and manage training purposes and categories

3. From the Video Administration screen, select “Create a Video Course.”

Grow. Learn. Lead. Serve.

Home
Need Assistance?
Profile
Connect
Learning
Certification
Content
ILT
Performance
Open Opportunities
Reports
Admin

Video Administration

Manage current videos and approve or deny pending videos uploaded by end users.

Manage Videos | Pending Videos (0)

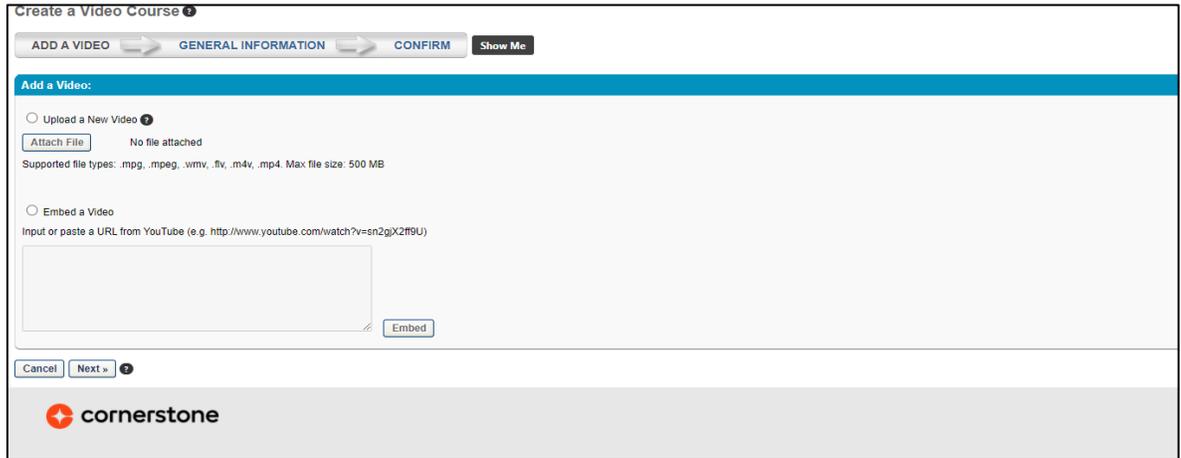
[Create a Video Course](#) Show Me

Video Title: English (US) Include Inactive

Title	Description	Language	Creation Date	Created By	Provider	Options
KPPA Tier 1 Strategies for Retirement Webinar	Why is August 1st a popular time to retire? How can purchasing service credit increase my retirement	English (US)	12/29/2021	Noman, Sarah	Kentucky Retirement Systems	<input type="checkbox"/> <input type="checkbox"/>
Sexual Harassment Prevention for Executive Leadership 2.0	This workshop will provide guidance to executive leadership on the importance of having a workplace	English (US)	8/11/2021	Swamer, Wesley	Personnel Cabinet - ODET	<input type="checkbox"/> <input type="checkbox"/>
EWDC Open Meetings Virtual Training	The General Assembly declared that the formation of public policy is public business and shall not be	English (US)	7/8/2021	Slone, Robert	Education & Workforce Development Cabinet	<input type="checkbox"/> <input type="checkbox"/>
KEAP Re-entry: Maximizing resilience, flexibility and interpersonal skills as workplaces return to normal (Webinar)	Almost all areas of our lives have been impacted by the pandemic, particularly our work lives. No on.	English (US)	5/10/2021	Pierce, Rebecca	Personnel Cabinet - KEAP	<input type="checkbox"/> <input type="checkbox"/>
Understanding Intimate Partner Violence (IPV) for HR and Managers	This 30 minute presentation, Understanding Intimate Partner Violence for HR and Managers (IPV) is pr.	English (US)	4/28/2021	Swamer, Wesley	Personnel Cabinet - OHRSA	<input type="checkbox"/> <input type="checkbox"/>
IPV Panel Discussion	This 50min. presentation, Understanding Intimate Partner Violence (IPV) is presented by Dr. Renee Ca.	English (US)	4/28/2021	Wolfe, Jessica	Personnel Cabinet	<input type="checkbox"/> <input type="checkbox"/>
Understanding Intimate Partner Violence (IPV)	This 50min. presentation, Understanding Intimate Partner Violence (IPV) is presented by Dr. Renee Ca.	English (US)	4/28/2021	Wolfe, Jessica	Personnel Cabinet	<input type="checkbox"/> <input type="checkbox"/>
HR Basics: Workplace Investigations	At the end of the video, participants will be able to demonstrate the basic skills to conduct a work	English (US)	4/29/2021	Hawkins, Jeanne	Personnel Cabinet - OISC	<input type="checkbox"/> <input type="checkbox"/>
KRAP: A Supervisor's Tool	At the end of the video, participants will be able to appreciate and describe to employees the best.	English (US)	4/29/2021	Wolfe, Jessica	Personnel Cabinet - OISC	<input type="checkbox"/> <input type="checkbox"/>
The Practical Coach	At the end of the video, participants will be able to apply the practical actions of coaching, train.	English (US)	4/29/2021	Wolfe, Jessica	Personnel Cabinet - OISC	<input type="checkbox"/> <input type="checkbox"/>
NKY Health: RUN, HIDE, FIGHT: Surviving An Active Shooter Event	Video Copyright © 2012 City of Houston.	English (US)	4/15/2021	Domaschko, Karen	Northern Kentucky Health Department	<input type="checkbox"/> <input type="checkbox"/>
NKY Health: How to Safely Take Off	This video is intended for healthcare personnel (HCP) caring for	English (US)	4/12/2021	Domaschko, Karen	Northern Kentucky Health Department	<input type="checkbox"/> <input type="checkbox"/>

4. Once the Create a Video Course screen opens, there are two

options for uploading a video. The first option is to upload a video file. This option is limited to 500MB and must be in the listed file type. The second option is to embed a video from a URL. You must select Embed for the upload, then choose Next.



The screenshot shows a web interface titled "Create a Video Course" with a progress bar at the top containing "ADD A VIDEO", "GENERAL INFORMATION", and "CONFIRM". A "Show Me" button is also present. The main content area is titled "Add a Video:" and contains two radio button options. The first option, "Upload a New Video", is selected and includes an "Attach File" button, the text "No file attached", and a note: "Supported file types: .mpg, .mpeg, .wmv, .flv, .m4v, .mp4. Max file size: 500 MB". The second option, "Embed a Video", is unselected and includes a text input field with a placeholder "Input or paste a URL from YouTube (e.g. http://www.youtube.com/watch?v=sn2gX2#9U)" and an "Embed" button. At the bottom of the form are "Cancel" and "Next >" buttons. The "cornerstone" logo is visible in the footer.

5. Once the video is uploaded (or embedded), the general settings will need to be configured. This will include the following:
 - Title
 - Provider
 - Training Hours
 - Keywords
 - Credits
 - Subjects
 - ADA compliance certification

The screenshot shows a web form titled "Create a Video Course" with a progress bar at the top indicating the current step is "GENERAL INFORMATION". The form fields are as follows:

- Title: [Text input]
- Provider: [Dropdown menu: Select Provider]
- Training Hours: [Hours input] hours [Minutes input] minutes
- Keywords: [Text input]
- Description: [Large text area]
- Enable Video Preview: [Checkbox]
- Available Languages: English (US)
- Default Language: English (US)
- Credits: [Text input]
- Subjects: [Dropdown menu] [Add Subject](#)
- LEGACY ACTIVITY CODE: [Text input]
- ADA Compliant: [Dropdown menu: Select]

Navigation buttons at the bottom: Back, Cancel, Next.

6. The confirm screen will review the information that has been configured. **NOTE:** You will need to access the Course Catalog and edit the settings to set the availability.

Materials

Uploading Materials (PDF, Office Document, URL)

- A material is a learning object (LO) type that can manage various items maintained in an organization. A material can be a website URL or an uploaded file such as an image, text document, or presentation document.
- Because materials are a LO, they behave like other LO types.
- There is no way for the system to track who has completed the material. Using a material as the learning object, users will select “Mark Complete” after viewing the information.
- Training Coordinators do not have security access to upload online content.

To create a material:

1. Go to ADMIN > TOOLS > LEARNING > CATALOG MANAGEMENT > MATERIALS.
2. Select **Create Material** in the top right corner.

Catalog Management

Material Administration

Search by Material Title Select Material Type English (US) Include Inactive

Title	Type	Provider	Description	Version	Language	Effective Date	Created By	Active	Options
*How to Effectively Lead a Remote Team	URL	Personnel Cabinet	With the Coronavirus closures and CDC recommendations, many organizations are choosing to go remote. That includes a lot of teams who have never worked remotely before, presenting many new challenges for leaders. This video addresses challenges leaders need to address in this changing environment and is required for Executive Branch managers telecommuting.	1.0	English (US)	N/A	Wolfe, Jessica	<input checked="" type="checkbox"/>	Edit ...
2022 DOR Disclosure Awareness Training	PPT	Finance & Administration - Revenue	PowerPoint presentation of the 2022 DOR Disclosure Awareness Training	3.0	English (US)	1/21/2022	Hall, Teresa	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 1 Introduction	PDF	Energy & Environment Cabinet	This module provides the goals of the Water Quality Standards Academy Training.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 10 Site-Specific Criteria	PDF	Energy & Environment Cabinet	This module provides the purpose of site-specific criteria and explains how site-specific criteria are developed.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 11 Antidegradation	PDF	Energy & Environment Cabinet	This module explains the concepts behind antidegradation policies and implementation.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 12 Standards Tools	PDF	Energy & Environment Cabinet	This module provides an overview of tools that help achieve water quality standards including permits, site-specific criteria, mixing zones, permit compliance schedules, TMDLs, and enforcement tools.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 13 Economic Considerations	PDF	Energy & Environment Cabinet	This module provides information on where, when and how economic impacts can be considered in water quality standards.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 14 Variances	PDF	Energy & Environment Cabinet	This module explains the concept of variances and requirements for their use.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 15 NPDES Permits	PDF	Energy & Environment Cabinet	This module provides an overview of the NPDES permitting program, types of permits, types of permit limits, and process to determine permit limits.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 16 Permit Tools	PDF	Energy & Environment Cabinet	This module provides a greater explanation of mixing zones and compliance schedules.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...
EEC DOW Water Quality Standards Academy Training Video: Module 17 401 Certification	PDF	Energy & Environment Cabinet	This module provides an overview of the 401 Water Quality Certification program.	1.0	English (US)	N/A	Austin, Sarah	<input checked="" type="checkbox"/>	Edit ...

3. **Enter a title for the material.** The character limit is five hundred.

4. **Select the appropriate material type from the dropdown list.**

The dropdown list only includes active material types. Material types can be configured on the Manage Material Types page.

5. **Select the appropriate provider from the dropdown list. NOTE:**

This field cannot be changed when editing a material. Example: YouTube or the Owner of the Material (Personnel).

6. **Enter the number of hours and minutes** required to complete the training.

7. **Enter a description** of the material. This field accepts HTML.

🏠 Catalog Management > Material Administration

Create New Materials

General

* Title

* Material Type

* Provider

Training Hours
 hours minutes

Description

Resources

No attachments have been uploaded for this Material

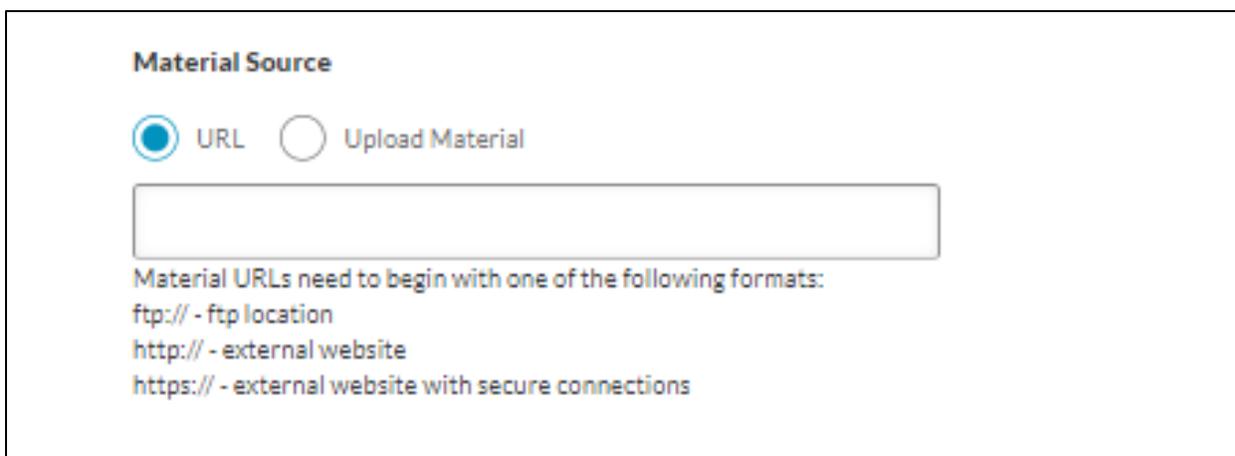
Keywords

Available Languages
 English (US)
 Default Language: English (US)

Credits

8. Under the Resources section, this section enables administrators to view and manage attachments for the material. The administrator can determine the visibility of each attachment. For example, some attachments may be visible to only administrators, while other attachments may be visible to all users. This section is only available for users that have permission to view or manage LO attachments.
9. **Enter Keywords to associate with the training.** When a user searches for training and enters any of the keywords specified here, the course title will appear in the search results.

10. **Select Add Subject** to add one or more subjects to the material.
11. **Enter the number of credits a user receives** upon completing the LO. This number must be greater than zero and less than one thousand.
12. **Material Image-Select an image to upload if applicable.** The image will be visible to the user when viewing the Training Details page for the LO.
13. **To Create a Material with a URL** in the Material Source section, **select the URL radio button.** In the URL field, enter the URL of the material source. If multiple languages are enabled for the portal, a Translate icon appears to the right of the URL field.
Administrators can **select the icon to enter a unique URL for each available language.** The URL must be provided in the material's default language, the language of the administrator who created the material. Once completed, select next.

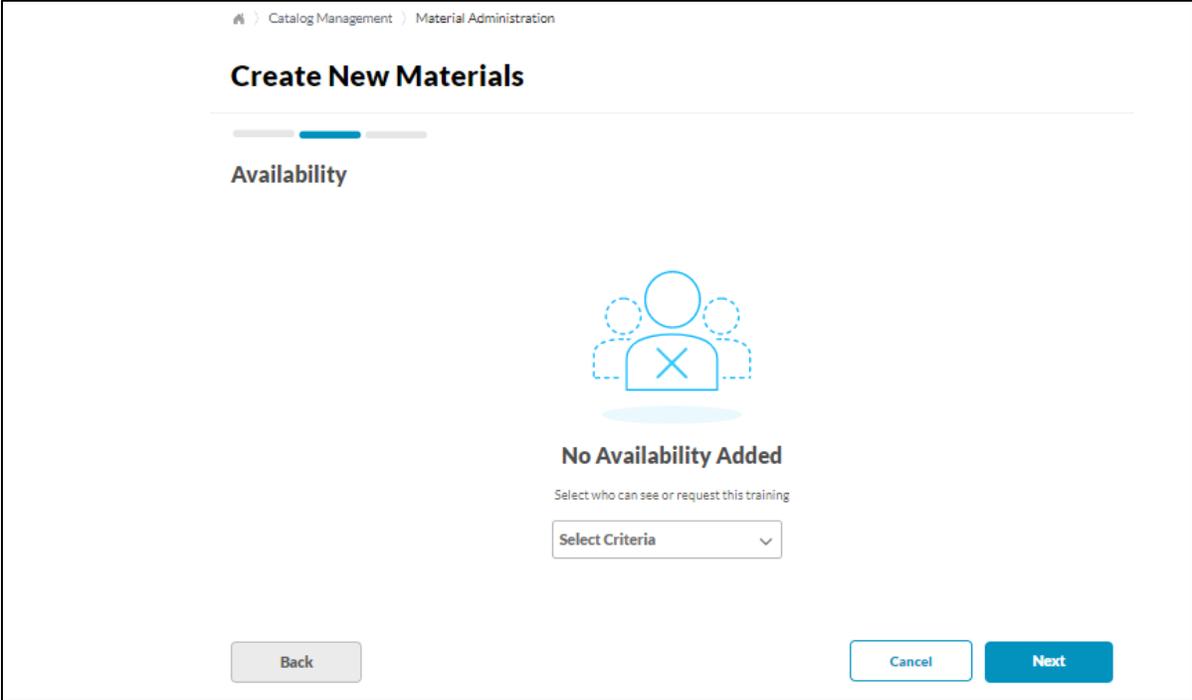


The screenshot shows a form titled "Material Source". At the top, there are two radio buttons: "URL" (which is selected, indicated by a blue dot) and "Upload Material" (which is unselected). Below the radio buttons is a text input field. Underneath the input field, there is a note: "Material URLs need to begin with one of the following formats:" followed by three lines of text: "ftp://" - ftp location", "http://" - external website", and "https://" - external website with secure connections".

- **To create a Material with a document- select the radial button by Upload Material.** Once that has been chosen, you will have the ability to browse the computer

to locate the document to upload.

14. To set the availability for the class, use the dropdown menu > select Criteria > Organization > select Add.



The screenshot shows a web interface for 'Create New Materials'. At the top, there is a breadcrumb trail: 'Catalog Management > Material Administration'. Below this, the main heading is 'Create New Materials'. A progress bar is visible, with the second step, 'Availability', highlighted in blue. The 'Availability' section contains a large icon of three people with a blue 'X' over the central figure, indicating that no availability has been added. Below the icon, the text reads 'No Availability Added' and 'Select who can see or request this training'. A dropdown menu labeled 'Select Criteria' is positioned below this text. At the bottom of the interface, there are three buttons: 'Back' (disabled), 'Cancel', and 'Next' (active).

15. Select Next.
16. Emails determine which email setting to use for the material.
17. **Select Save.** The material is now in the catalog. Once saved, the Material has been saved. The screen will redirect to the course catalog.
18. **Select the dropdown menu to edit.** You will need to go through the general settings to verify they are all set.
19. By default, all activities are preapproved. This means that the users will bypass manager approval when requesting training. **Do not add training approvals-the system is automatically set up to require a training approval.**

20. Once saved, the availability will need to be set in the Course Catalog.

Curricula

A curriculum is a defined group of learning objects (LOs) which act and function as a single learning object in the system. A curriculum can include:

- Classroom events
- Online courses
- Tests
- Materials
- Postings from the Knowledge Bank
- Connect
- Even administrator-defined action steps
- Freeform items

Once created, the curriculum acts as a single learning object for users to search for and request, managers to assign and approve, and administrators to track and report. For example, a new hire curriculum may include all the training a new employee needs to complete during orientation.

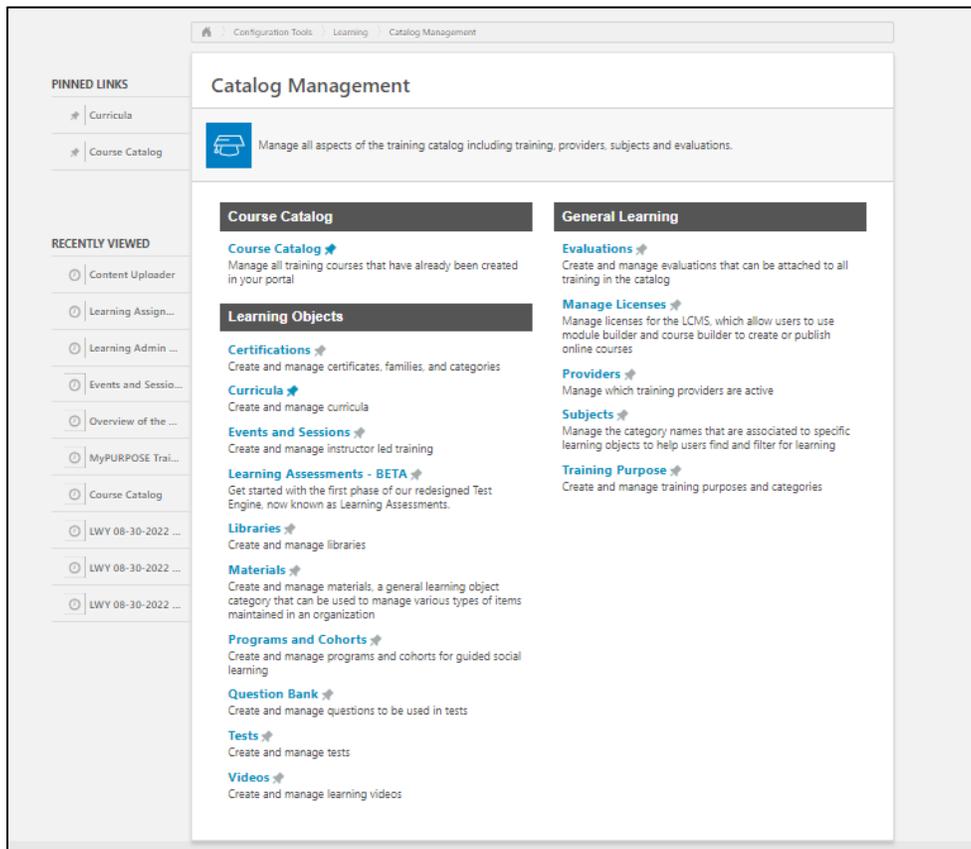
Curriculum functionality allows administrators to create blended learning programs that are flexible and easy for learners to manage. Administrators can set specific parameters and conditions for each training item in a curriculum, including the display order and the order of completion. Curricula can be organized into sections, and administrators can determine the order of completion.

To Create a Curriculum:

1. From the MyPURPOSE home page, go to **ADMIN > Catalog**.



2. Select the Curricula Option.

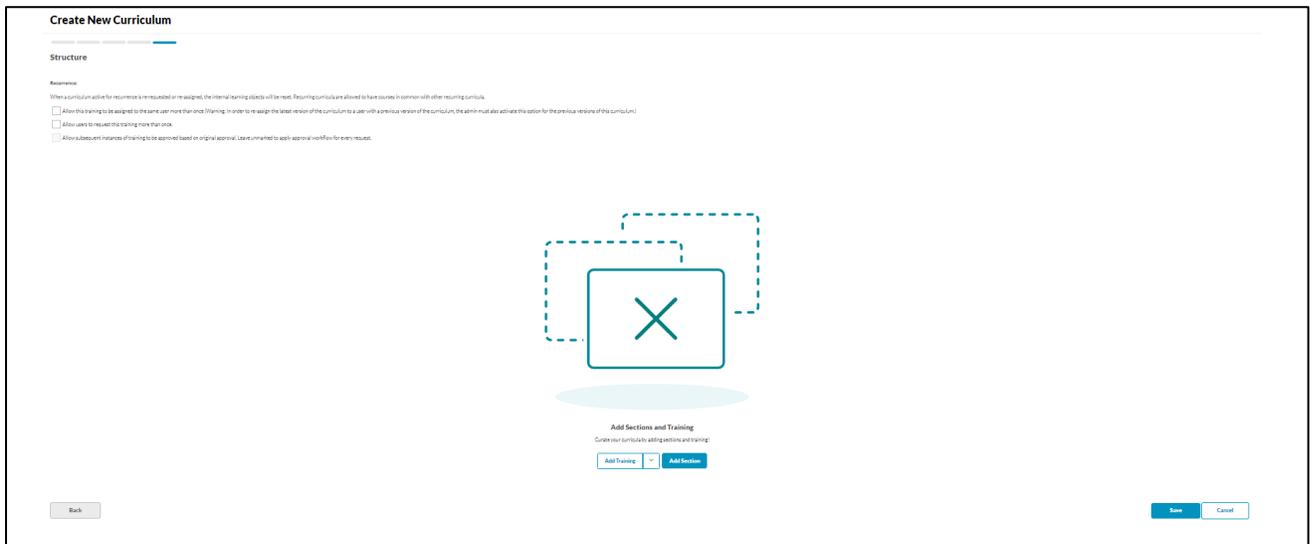


3. From the Curricula Administration screen select Create New.

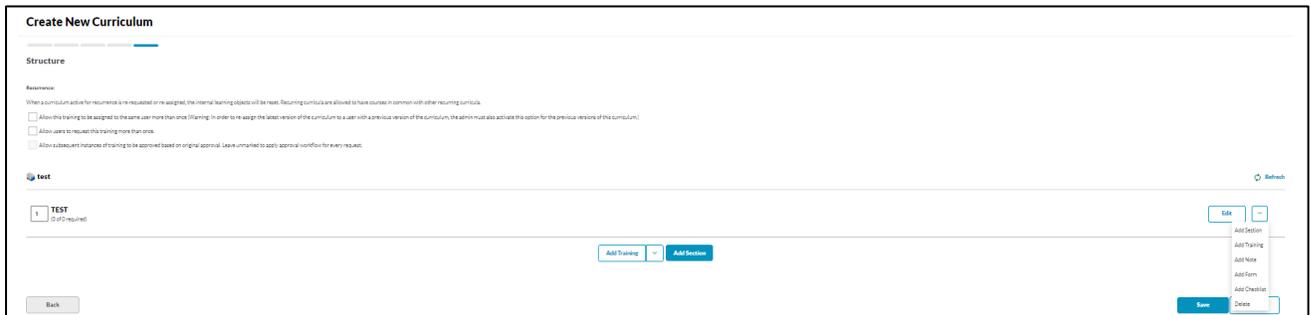
- **Emails**-will allow you to set how users are notified of their enrollment in a curriculum. Select Next.
- **Structure**-will allow the admin to set the structure of the curriculum. Setting up a Recurrence will determine if the curriculum needs to be reassigned.
- **Allow this training to be assigned to the same user more than once**- This option allows managers to assign the curriculum to a user more than once. For example, suppose a manager wants an employee to demonstrate
 - they are maintaining current knowledge on the information contained in a previously completed curriculum. In that case, their manager can reassign the curriculum, and the employee can record a new completion for the curriculum.
- **Allow users to request this training more than once**-This option allows learners to request a curriculum again after completing it. For example, suppose an employee has a performance goal requiring them to stay up to date on hospital guidelines. In that case, they can request the Hospital Guidelines curriculum every year and record a new completion for it.
- **Allow subsequent instances of training to be approved based on original approval. Leave unmarked to apply approval workflow for every request.**-This allows learners to request a curriculum a second time without needing to receive approval again (if approvals are required for training

in your portal). For example, suppose a user received approval from their manager when they requested a curriculum in 2013. When they requested the curriculum again in 2016, they were automatically approved to retake the training.

6. Select the Add Section icon. Add the first section to the curriculum. At least one section is required. Enter a title and instructions for the section.



7. To add Learning Objects to the curriculum, **select the ellipsis icon and then select Add training.**



8. Select the Learning Objects for the curriculum by searching for the training using title or keywords.

9. Once all the desired classes have been added, **select done**.
10. To each section and learning object, there is a sequence value. This sequence value determines how a user must complete the training items. Items with a sequence number of one are completed first in the curriculum. If items have the same number, they can be completed in any order. Select Save.
11. The Curriculum will now be available in the Global Search.

Versioning a Curriculum

Administrators can edit or reversion curricula for users in a Registered or In Progress status and for future curriculum users. If the curriculum structure is modified and there are users registered for that curriculum, then the modified curriculum is saved as an updated version so that the two versions can be tracked separately.

- If a user is updated to an updated version of a curriculum, an email may be triggered if enabled by the administrator in Email Administration.
- **NOTE:** The processing time required for the system to process the curriculum changes and display the newest

version as the current version may vary. The version listed first is the version that any users who request this curriculum or any manager or administrator who assigns will be requesting or assigning.

- Before assigning an updated curriculum version to a user, verify that the reversion process is complete.

The following components of the Curriculum Structure, if edited, WILL cause the curriculum to create the latest version:

- Adding or removing an object
- Training
- Note
- Form
- Section

An updated curriculum version is triggered when these changes are made **ONLY IF** the curriculum has already been assigned to one or more users.

The following components of the Curriculum Structure, if edited, WILL NOT cause the curriculum to create an updated version:

- Editing Title
- Editing Instructions
- Editing Pay Upfront settings
- Editing Pre-Approval settings
- Editing Max Attempts for a test
- Editing Due Dates
- Editing Auto-Register settings
- Editing Auto-Launch settings

- Editing a Note
 - Editing Recurrence
 - Changing the Display order
1. To edit a curriculum, go to Admin > Tools > Learning > Catalog Management > Curricula.
 2. Next to the curriculum, **select the Edit icon.**
 3. The process for editing a curriculum is like the process of creating a curriculum. If no users are registered for this curriculum version, the administrator can create an updated version. If users are registered for the curriculum, an updated version must be created. In this case, the Update Current Option button does not appear. **NOTE:** Each curriculum version retains its original title and owner information, even when new curriculum versions are created.
 4. After saving changes that triggered an updated curriculum version, you are navigated to the **Reversion Options page.**

Enter the following information:

- **Version**-Select which previous versions of this curriculum will be replaced by the new curriculum using the Version dropdown menu.
- **Status**-Choose which updated version can replace the curriculum statuses. **For example**, you can decide that all users with the previous curriculum version in a Not Started status on their transcript will automatically receive the new curriculum version. If none of the boxes are selected, only users who register after the changes have been made get the

updated curriculum version.

- **Not Started**-Select this option to upgrade users with Registered status for another version of this curriculum.
- **In Progress**-Select this option to upgrade users with In Progress status for another version of this curriculum.
- **Complete**-Select this option to upgrade users with Completed status for another version of this curriculum.
- **Assign To**-Choose additional options to determine which users receive the new curriculum. Users with Previous Version(s) on Transcript-Users with a previous curriculum version will receive the updated version if the status requirements set above are also met.
 - **Users Assigned by Dynamic Learning Assignment**-Users assigned an outdated version of the curriculum via dynamic learning assignment will receive the updated version if the status requirements set above are also met.
 - **Users Define by OU**-Users who meet the organizational unit criteria you select will receive the new curriculum version if the status requirements set above are also met.

5. Select the Next button.

6. Enter the following information:

- **Effective Date**-Enter a date that this curriculum is

effective or choose immediately. Immediately-If this option is selected, the updated version is implemented immediately after saving the curriculum. However, the time required for the system to process the changes varies.

- **Set Date**-If this option is selected, the updated version is implemented shortly after 12:00 AM on the selected date. The effective date cannot be in the past. The Effective Date may be modified if the date has not yet passed.
- **Apply Changes to**-Choose to whom the changes are applied on the effective date. If neither of the boxes is selected, then only users who register after the changes have been made get the updated version of the curriculum.
- **Users Not Started**-Select this option to upgrade users with Registered status for another version of this curriculum.
- **Users in Progress**-Select this option to upgrade users with In Progress status for another version of this curriculum.
- **Comment**-Enter any comments to explain the changes implemented in the updated version. This helps others to distinguish the differences between versions. The comments may also explain why the changes were made.

7. Select Save. **NOTE:** The processing time required for the system to process the curriculum changes and display the newest version as the current version may vary. The version that is listed first is

the version that any users who request this curriculum or any manager or administrator who assigns will be requesting or assigning. Before assigning an updated curriculum version to a user, verify that the reversion process is complete.

8. The Modification History table appears at the bottom of the page displaying when the curriculum was created, and every time the curriculum was modified. When an updated version is made, the administrator must enter comments describing what was changed. These comments appear in the modification history table.
9. Any courses removed from a curriculum no longer appear on the transcript details page for that curriculum. If a user had already registered for, started, or completed a course removed from the old curriculum, that course will appear on the user's main transcript page.

Evaluations

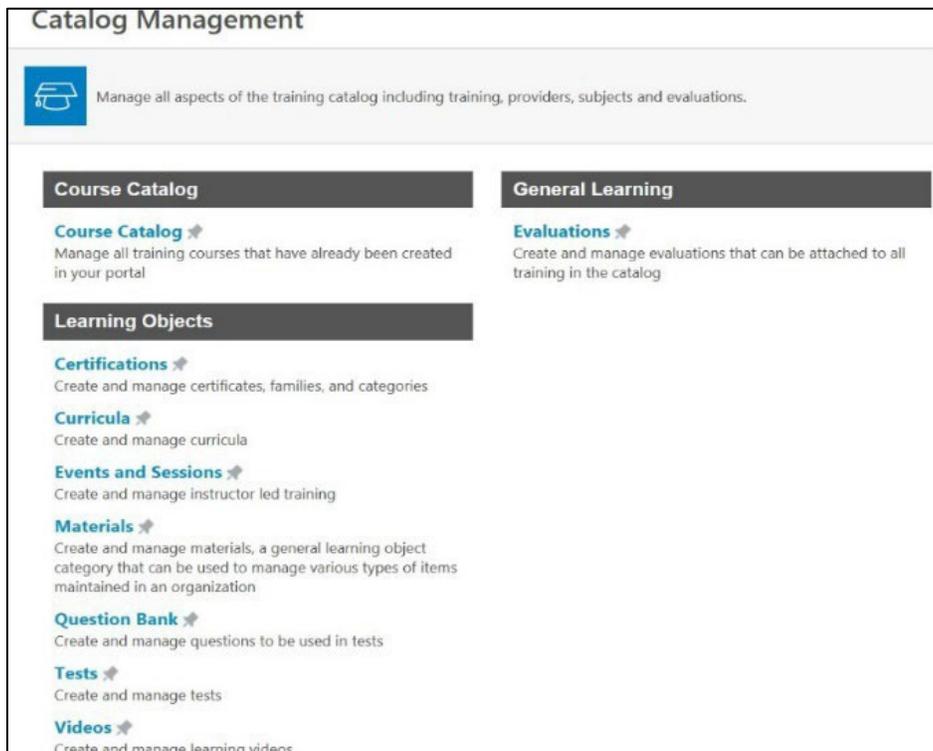
Creating an Evaluation

Level 1 Evaluations are used to measure and record a learner's reaction to the training they have recently completed, such as their rating of the course content, materials, and relevance. Level 1 Evaluations are the most used type of Cornerstone evaluation and can be attached to various learning object (LO) types. The information gathered by Level 1 Evaluations can drive decisions about the kinds of training that are most effective and engaging to your learning audience.

Evaluation Availability: With most LOs, the evaluation is available to the user after the LO is completed. However, when an evaluation is used with an event session, the evaluation is only available to the user

at the session start time. In the case of a multi- part session, the evaluation is only available at the session start time of the final part. Evaluations must be attached to the Event before sessions are created.

1. To access Level 1 (Reaction) evaluations, go to **Admin > Catalog > Evaluations**.



2. Select the Level 1 (Reaction) link on the left navigation panel.



- To create an evaluation, select **Create New Evaluation** or copy an existing evaluation by selecting the Copy icon in the Options column.

- Header-Select Header-**From the dropdown list, select a header image for the evaluation.** The available images are taken from the Corporate Preferences images. A preview of the header image is displayed in the Header Preview field. This is optional.
 - Header Preview-This displays a preview of the header's appearance on the evaluation. The selected image is always aligned in the upper-left portion of the header. Any empty space in the header is filled with the selected header color.

The chosen logo is not resized.



The screenshot shows a web form titled "Add Level 1 Evaluation" with a sub-header "Header". Below the sub-header, there is a "Select Header:" dropdown menu with "MyPurpose00x08.jpg" selected. To the right of the dropdown is a "Header Color:" section with two color swatches and a "Select Color" button. Below these is a "Header Preview:" section showing a logo with the text "My PURPOSE" and "Grow. Learn. Lead. Serve." The logo is not resized to fit the header area.

5. General Information-Enter the following information for the evaluation:

- **Evaluation Name**-Enter the evaluation title. Localize the field using the Translate icon for portals with multiple languages enabled to enter localized text.
- **Default Language**-This displays the evaluation's default language. When adding, editing, or copying an evaluation, the default language is the language of the administrator adding the evaluation. The default language is read-only and cannot be changed.
- **Directions**-Enter the instructions for the evaluation. The instructions appear on a separate page when the user launches the evaluation. If the field is left blank, an introductory page does not appear when users access the evaluation. Localize the field using the Translate icon for portals with multiple languages enabled to enter localized text.

6. Add Section-To add a section, **select the Add New Section** icon to the right of the Sections and Questions column heading. This opens the Add Section pop-up. **NOTE:** Each section is considered

a page break on the evaluation, and at least one section is required. Enter the following information for the section:

Level 1 - Reaction Evaluation

Evaluation Name:

Default Language:

Directions:

QUESTIONS

ORDER	SECTIONS AND QUESTIONS	TYPE	REPEAT SECTION BY INSTRUCTOR	ID	RESPONSE REQUIRED	OPTIONS
-------	------------------------	------	------------------------------	----	-------------------	---------

Cancel Submit

- **Section Title**-Enter a title for the section. Localize the field using the Translate icon for portals with multiple languages enabled to enter localized text.
 - **Section Directions**-Enter directions for the section. On the evaluation, the directions are displayed beneath the section name. Localize the field using the Translate icon for portals with multiple languages enabled to enter localized text.
7. **Select Done.** The section appears as a row in the Questions panel. Select the **Edit** icon in the Options column to edit the section title or directions. To remove a section, select the Remove icon in the Options column. **NOTE:** Removing a section also removes all questions in the section.
 8. **Add Question**-To add a question to a section, **select the Add Question icon.** This opens the Search Questions pop-up.

Selected Questions

REMOVE QUESTION RESPONSE TYPE

Search All Questions:

Question Name: All Categories: English (US)

Select Course to View Questions From:

[Add All 3 Questions](#) (3 Results)

Questions

ADD	QUESTION	CATEGORY	AUTHOR	RESPONSE TYPE	ID	VIEW
<input type="checkbox"/>	I would recommend this training course to others.	Polling	Administrator, Cornerstone	Likert Scale	53	
<input type="checkbox"/>	I was provided adequate opportunity to ask questions/clarify my understanding of concepts.	Course Content	Administrator, Cornerstone	Likert Scale	47	
<input type="checkbox"/>	The instructor was knowledgeable on the course content.	Instructor	Administrator, Cornerstone	Likert Scale	41	

9. **Select submit** when all desired questions are placed in the Selected Questions panel. The questions appear under the section title. You can reorder by changing the number in the Order column. The question type appears in the Type column.

Adding Evaluations to an Event

1. Search for Learning Objects in Manage ILT Event and Sessions.
2. To edit an individual learning object, **select the Edit icon to the right of the learning object**. To edit all learning objects in search results simultaneously, select the Edit Selected button at the bottom of the page.
3. Select the Evaluations link.

Telephone Etiquette Show Me

Search

Tentative Approved Completed Cancelled

Session ID: Locator Number: Start Date: to

Location: Instructor:

[Create New Personnel Cabinet - ODET Session](#)

Sessions (1 Result)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	5/1/2018 1:00 PM EST	5/1/2018 3:00 PM EST	012	31	Personnel Cabinet	0 of 50		Approved	

4. Select Active to activate an evaluation.

Telephone Etiquette - Evaluations

Activate each evaluation that you would like to attach to this course. The standard corporate evaluations will be used by default, but you may create a custom evaluation by editing the default. If you later decide to replace a custom evaluation with the default then you will not be able to retrieve the old custom evaluation.

[Preview](#)
[Select Custom](#)
[Restore Default](#)

Evaluations							
EVALUATION	ACTIVE	REQUIRED	INCLUDE PRE-TRAINING	PREVIEW	TITLE	TYPE	OPTIONS
Level 1 - Reaction Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A		Default Template	Default	

5. Select the option to add a custom evaluation.

Select Evaluation

Search: English (US) [Search](#)

« Previous 1-2 of 2 Next »

Name ▲	Default Language	Date Created	Last Modified
Default Template	English (US)		3/5/2018 12:14:33 PM
Jessica's Test Evaluation	English (US)	4/26/2018 12:48:04 PM	4/26/2018 12:48:04 PM

6. By marking **required**, this option makes the evaluation required.

NOTE: Evaluations set as required in the Course Catalog will display a Pending Evaluation status on the User Transcript after completing the associated training. Learners will not receive credit for the course in a Curricula or **satisfy a requirement until the evaluation is completed or expired.**

7. Preview - select to see the Evaluation.

KENTUCKY PERSONNEL CABINET

Telephone Etiquette
 5/1/2018 1:00 PM EST - 5/1/2018 3:00 PM EST
 Session ID: 012 Locator Number: 31

Section 1

Question 1.
 I would recommend this training course to others.
 Strongly Disagree Disagree Neutral Agree Strongly Disagree

Optional Comments:

Question 2.
 I was provided adequate opportunity to ask questions/clarify my understanding of concepts.
 Strongly Disagree Disagree Neutral Agree Strongly Disagree

Optional Comments:

Question 3.
 The instructor was knowledgeable on the course content.
 Strongly Disagree Disagree Neutral Agree Strongly Disagree

8. Select Custom- to select an evaluation.
9. Restore Default icon-to replace a custom evaluation with the default.
10. Select Save.

Helpful Hints - Editing Evaluations

- Evaluations can only be edited if a user has not started them. Once users complete that evaluation for any learning object, the evaluation cannot be edited.
- If the evaluation for a learning object is changed, the evaluation report will display all the questions from both the old and the new evaluations. The number of responses for each question will help indicate what was on the old evaluation and the new one.

Helpful Hints - Attaching Evaluations

- If you attach a different evaluation to a learning object that previously had an evaluation, then the users who completed the old evaluation will not be able to complete the new evaluation. If the users did not complete the original evaluation, they would see the new evaluation when selecting the Evaluate link.
- The default evaluation will appear for all new learning objects created in that learning type.
- Changing the default evaluation will not change evaluations already associated with learning objects.
- If using evaluations, set a due date.

Tests

Creating a Test Question

All test questions should be created before creating the test itself. It is not possible to create questions from within the test creation process. All test questions must be created from the Question Bank page.

1. To create a test engine question, **go to Content > Test Engine.**
2. **Select the View Question Bank link** and select the Create New Question link. This opens the Create Question page.

Create Question

Question Properties

Question:

Response Type:

Question Image or Video:

Browse and upload an image or video. Maximum file size is 50MB. Supported file types are .gif, .jpg, .bmp, .wmv, .flv, and .mp4.

Answer Explanation:

Category:

Active:

3. **Question-Enter the text for the question.** The question should be descriptive and include all the details necessary for the test taker to understand the expectations. If an image or video is included, you should explain what the test taker should look for or analyze in the image or video.
4. **Response Type-Select the type of response that is required from the test taker.** This also affects the question options that follow. For example, if the response type is a Multiple Question or Single Answer, you must provide the response options for the test taker.

Question Properties

Question:

Response Type: [Add Response Choice](#)

Order	Response Choice	Correct	Always Display	Remove
1	<input type="text" value="blue"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
2	<input type="text" value="green"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
3	<input type="text" value="purple"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
4	<input type="text" value="brown"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

5. **Answer Explanation-In this field, enter an explanation for the question.** For example, if the correct answer is True, explain why

this is the right response to the test taker. The test taker can only view answer explanations after the test is complete. The character limit for this field is three hundred.

6. Select Submit.
7. Repeat as necessary to build the assessment.

Test Engine Administration

The test engine creates, categorizes, and delivers tests to meet your corporate training goals. Administrators can evaluate employees' progress, knowledge, and understanding by creating tests. The tests can be delivered as standalone learning objects or associated with any learning objects in Cornerstone. Administrators can use this tool to create follow-up exams for compliance training, measure employee competence in strategic knowledge areas, perform placement exams for new hires, evaluate the effectiveness of certain training programs, and more. Tests function as standalone learning objects.

1. To access the Test Engine page, go to **Content > Test Engine**.
2. **Create New Test-select this link to create a new test.** This takes you to the General step of creating a test.

The screenshot shows the 'Test Engine' page with a search bar and a table of tests. The table has columns for Test Name, Version, Effective Date, Created By, Available Languages, Questions on Test, Questions in Pool, and Options. There are 6 results displayed.

Test Name	Version	Effective Date	Created By	Available Languages	Questions on Test	Questions in Pool	Options
CAP Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	[Icons]
Introduction to Self Employment Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	[Icons]
Introduction to Vocational Assessment Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	[Icons]
OVR Confidentiality Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	[Icons]
OVR HDI DD Online Assessment	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	[Icons]
OVR New Employee Orientation Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	[Icons]

3. Test Name-This column displays the name of the test. The name appears in the language of the administrator that created the

test. Or, if available, the name appears in the user's display language. If the administrator's language is not available, the test displays in the test's default language.

4. Enter a test name, training hours, credits, and grader.

GENERAL STRUCTURE AVAILABILITY PRICING CONFIRM

Test Details

Test Name:

* Provider:

Test Description:

Training Hours: 0 hours 0 minutes

Available Languages: English (US)

Default Language: English (US)

Credits: 0

Subjects: [Add Subject](#)

Test Graders: [Select Grader](#) (Test Graders will have equal access to grading free-form questions, if included in the test. Test graders will dynamically have access to ungraded free-form questions under the Test Grading link.)

Attempts Allowed: (leave blank for unlimited retries)

View Test Score: Manager User (Allows review of score after test submission.)

Allow Test Review: Manager User (Allows review of score breakdown on test results page after submission (pass or fail). Also, allows test review link in transcript after completion.)

Allow Review After Every Attempt: (Allow users to review their test after every submission. Provides user with a review link for each test attempt. They will only see answers to questions they attempted.)

Review Level: Allow users to review questions and correct answers. Will also display answer explanations, if available.
 Allow users to review questions only.
 Allow users to review question category and answer explanation only.

Price: \$0.00

Lockout: 0 week(s) Default lockout period between retries is zero (meaning no lockout).

Instructions:

5. Select Next.

6. Under the structure, you will be able to set the specific settings for the Assessment, including Time limit, Passing Score, Number of Test Entries, and the Questions you wish to use.

GENERAL STRUCTURE AVAILABILITY PRICING CONFIRM

Test Structure Tips:

- All questions for each section will appear on one page. For enhanced performance, we recommend no more than 10-15 questions per section.
- Order Randomization Options: For these options, please select whether or not you would like complete randomization to occur. If the box is selected, all items will appear in random order. If it is unchecked, the items will appear in the original order listed. By default all options are selected for random order. This option is separate from Random Selection options.
- Random Selection Options: When creating sections, you have the option to show a random subset of questions from a larger question pool. Use the display column to choose how many questions in each section pool should appear on the page.

Test Details

Time Limit Minutes: 00 (Max is 300 minutes - Leave blank for no time limit on test)
 Keep timer running if user exits test early.

Passing Score (%): 80 (defaults to 80%. The first passing score disallows any remaining retries.)
Early Exit: Allow the person being tested to save any progress and return to the test at a later point.
 The person taking the test must proceed all the way through, or accept the score assessed at the point of early exit. The score will only be calculated if the user has submitted their answers before time has run out.

Maximum Number of Test Entries: 1 (Number of times user may launch test before being scored. Test must have time remaining. After maximum has been reached test will be scored. Entering a 0 will allow unlimited test entries)

Order Randomization Options: Randomize Sections
 Randomize Questions

Score Test Using Custom Weighting: Checking this box will allow you to enter a point/weight distribution for the test. Leaving this blank will score all questions equally.
• The Total weight for all sections must equal 100
• Total weight for all questions in a section must sum to the weight of the section.
• If using random question distribution (ex 2 of 4 questions in a section) all questions will be scored equally based on the section weight.

Questions

ORDER	SECTIONS AND QUESTIONS	DISPLAY	TYPE	ID	ALWAYS INCLUDE	OPTIONS
0 OF 0						

7. To add a section to the assessment, **select the plus sign.**

8. Once the section has been created, questions can be added. To add a question, select the question icon.
9. Add the questions to the section. **Select Done.**
10. **Select Next** to continue to the Availability section.
11. Select the availability criteria for the test using the Select Criteria dropdown.
12. Define the following settings for the selected Organizational Units.
13. Check **Register upon Approval** to automatically register the selected users in training, allowing them to bypass the register link on the transcript.
14. On the Confirm page, verify the test details and **Select Finish** to finalize the test. **NOTE:** If the course code functionality has been activated in your portal, a course code is automatically generated for the Learning Object (LO) immediately after the administrator saves the new LO.

GENERAL → STRUCTURE → AVAILABILITY → PRICING → TRAINING UNITS → CONFIRM

Review Test Details

Test Name: Annual Security Awareness Test
Provider: Internal
Test Description: This is to test your general knowledge of the organization.
Available Language(s): English (US), Spanish (Spain)
Default Language: English (US)
Time Limit: 45
Attempts Allowed: 0
Passing Score (%): 75
Passing Score Treatment: Record first passing score and disallow retries
Number of Questions Per Test: 3
Number of Questions Overall: 3
Price: 0.00
Lockout: 0 week(s)
Early Exit: Allow the person being tested to save any progress and return to the test at a later point.
Instructions: This test will measure your general knowledge of the organization within a 5 minute time limit.

← Back Cancel Finish

15. You can also select Back to return to a previous screen or **select**

Cancel to cancel the test entry.

16. The following options are available in the Options column:

- **Print**-Select the Print icon to open a printable version of the test.
- **Copy**-Select the Copy icon to copy the test. All areas of the test are copied.
- **Edit**-Select the Edit icon to edit the test.
- **Edit Evaluation**-Select the Edit Evaluation icon to edit the test evaluation.
- **View**-Select the View icon to view each section of the test.
NOTE: Changes to a test cannot be saved from the View Details icon when accessing a test. Changes can only be made when accessing the test from the Edit icon.
- **Remove**-Select the Trash Can icon to delete the test.
NOTE: If a user has registered for the test or is the first version of a multi-version test, it cannot be removed but can be inactivated.
- **Review**-Select the Review icon to open the Review Test page on which you can review the user's tests. This icon only appears when there are tests available for you to review.

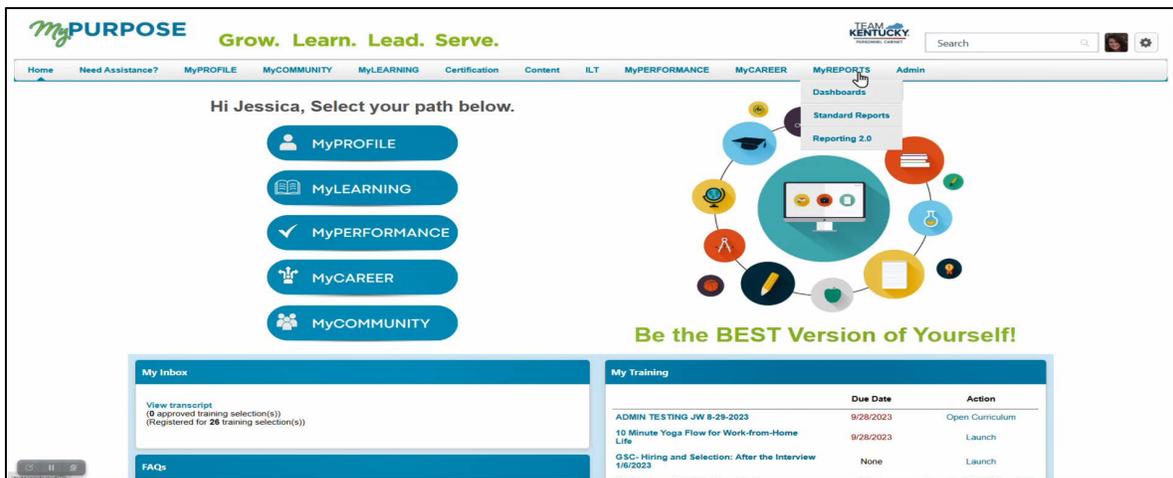
Reporting

Running a Standard Report

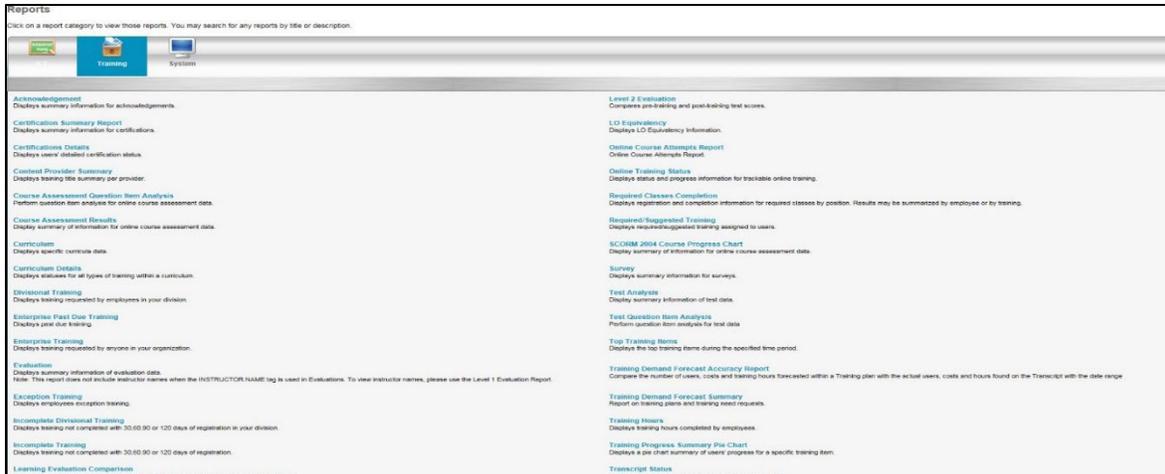
Standard Reports allow Training Admins to gather general information regarding training data. The Standard Reporting Tool will

allow you to create, run and schedule reports to view agency progress. To use a Standard Report, it is important to know how to use filters and parameters to retrieve the needed information. Filters will allow you to select the necessary information to the report Parameters will further define the information that pulls back. MyPURPOSE offers a variety of standard reports. These reports are out of the box from the vendor. We cannot add fields to these reports. All reports run on the following criteria: Date Range, User Criteria, and Training Selection.

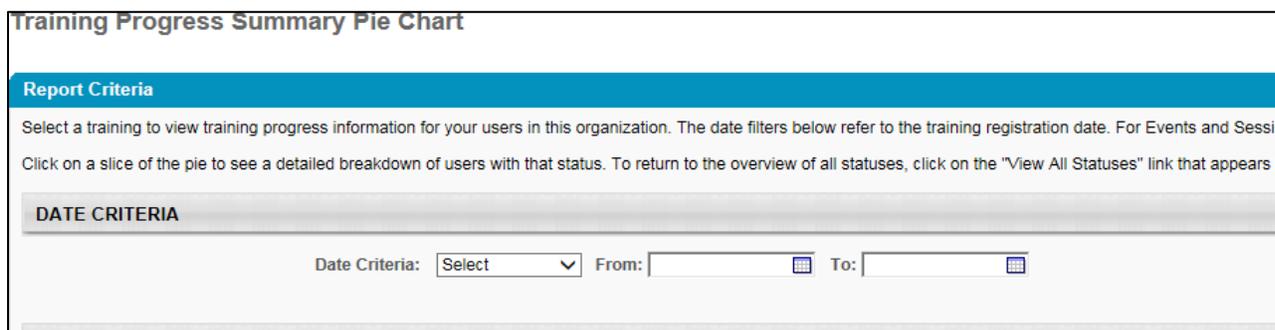
1. From your MyPURPOSE main page, **hover over Reports**.
2. Select Standard Reports.



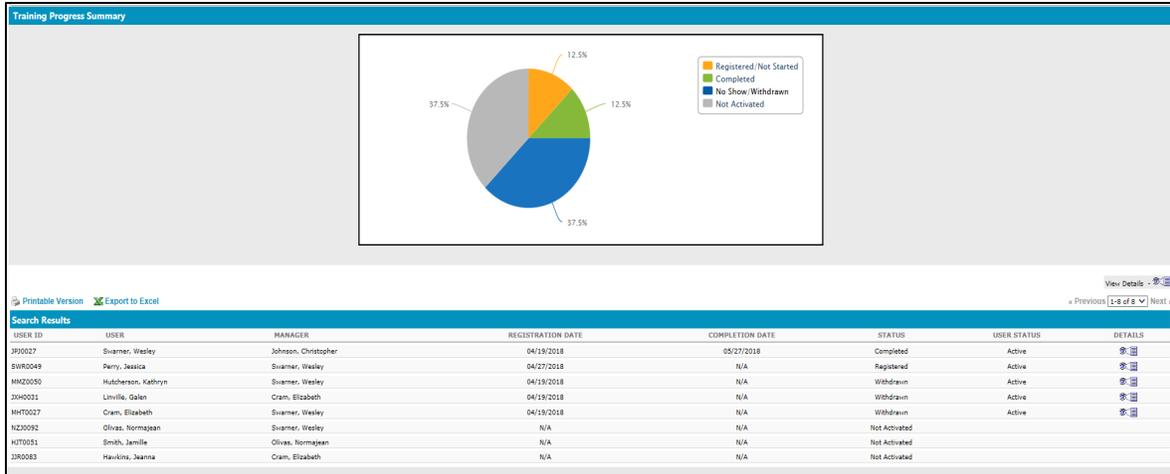
3. The Reports page will open. From this page, **select the report that is desired.**



4. For each selected report, the filters will show. For the example below: The Training Progress Summary Pie Chart.



5. The advanced filters will further define the information that the report is pulling. Under users, you can select which users to pull the report for. Once the users have been selected, **select Done**. Under the advanced filters, the training title can also be selected. Once the filters have been set, **select Search**.
6. The pie chart will show and give a breakdown of the registrations. **By selecting the pie chart fields, you will get a more specific overview of users' Progress.**



NOTE: The Standard Reports should provide information on any Learning Object in the system. A comprehensive overview of user activity will show by filling out the required filters.