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.

Contents

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. **<u>All items should be tested in the pilot environment before being uploaded into Production.</u>**

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

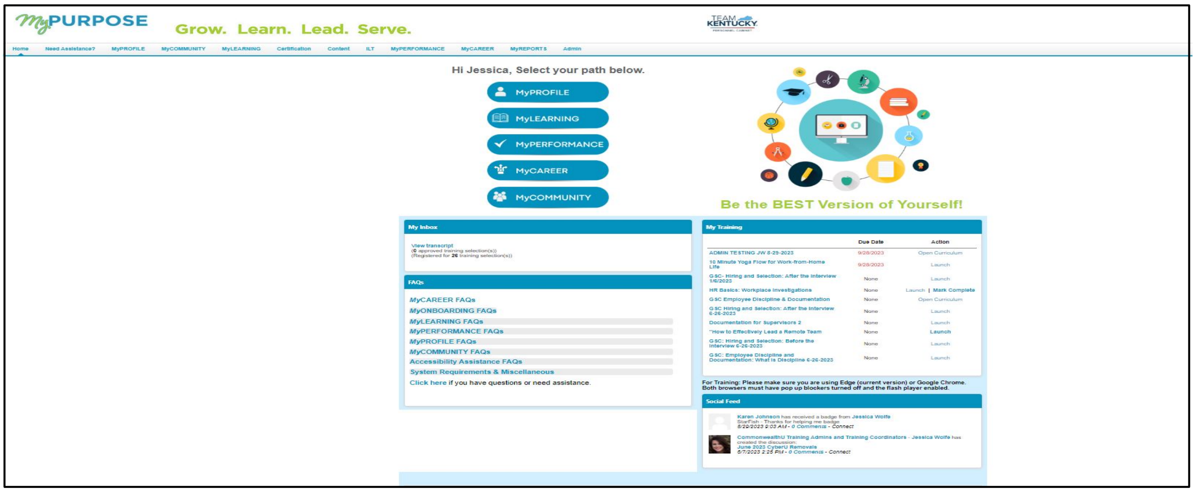
If a coordinator or administrator leaves the role as the training liaison, the ASC MUST submit a REVOKE access request to the Personnel Cabinet.

General Navigation

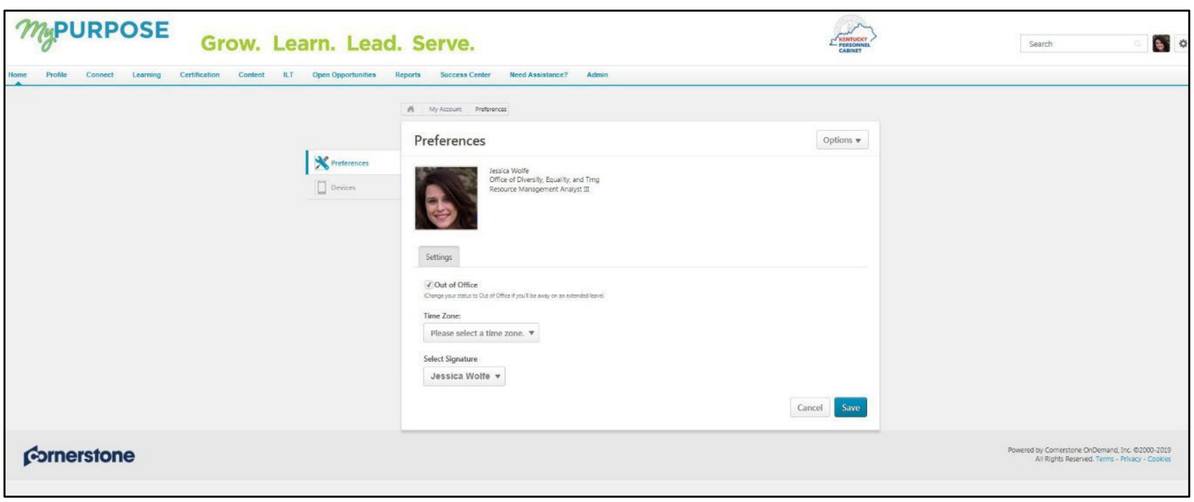
Locating Personal Preferences and Setting Out of Office

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 with training requests to approve, the approval request is routed to the next person in the approval chain (if the approval process is required).

1. To set the “Out of Office” setting from the homepage, select “Settings Icon.” From the dropdown menu, select “My Account.”



2. On the Preferences screen, you will be able to update information, including your Time Zone, E-signature font, and the “Out of Office” status. To enable the “out of office feature add a checkmark in the indicator box. Select save.

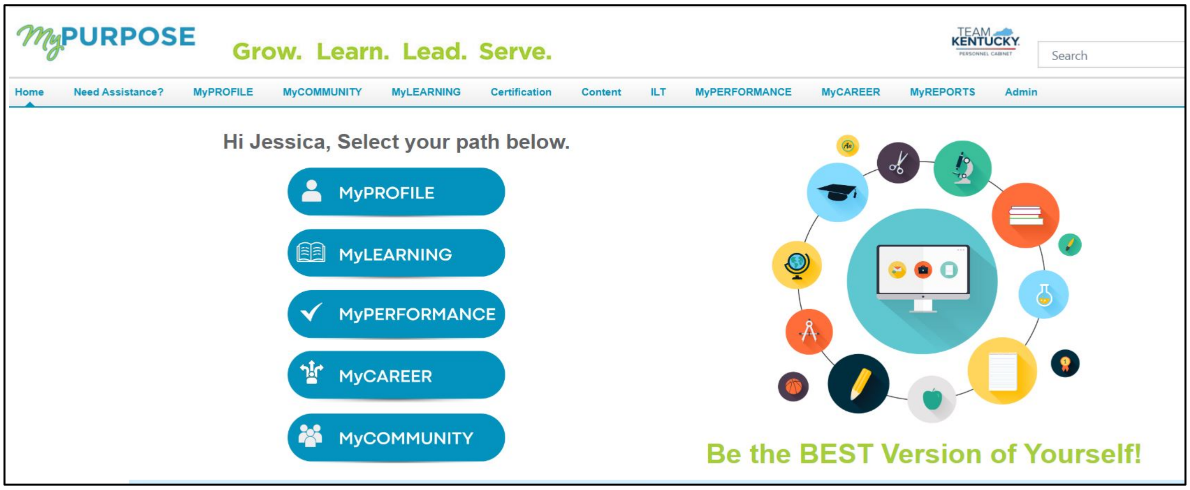


3. The out-of-office feature is now enabled. If the user is a

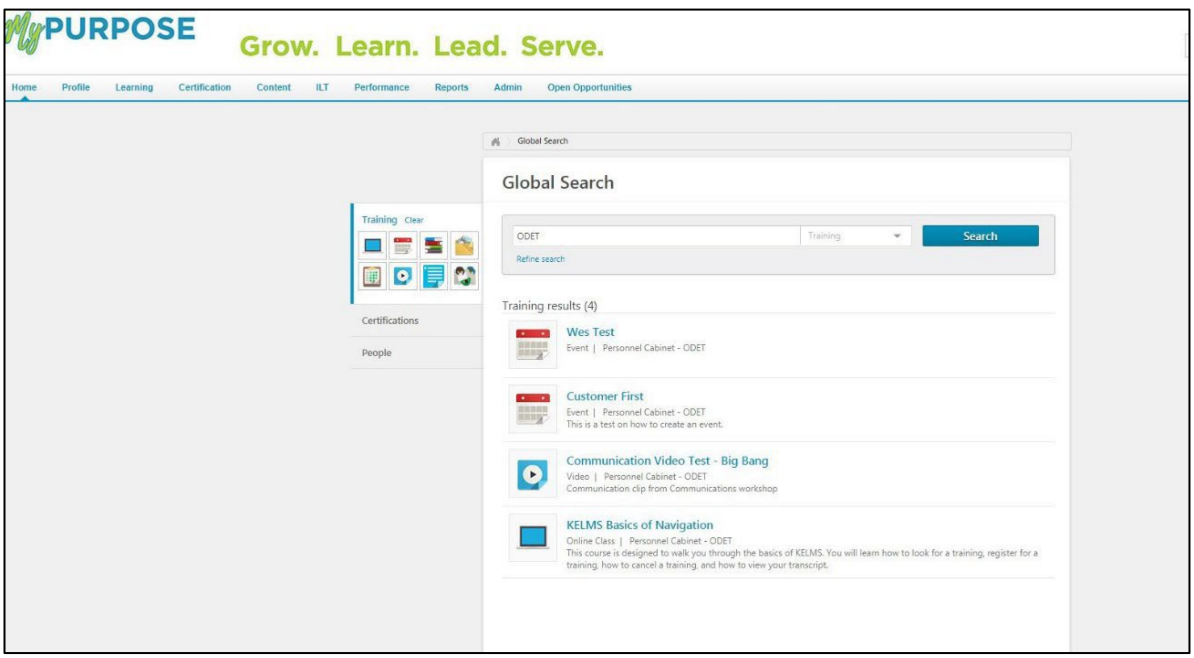
manager and this option is enabled, all requests from their employees will be directed to the next line supervisor, including pending requests. Managers that will be out on an extended leave must enable this option within the system.

Searching for Learning Objects

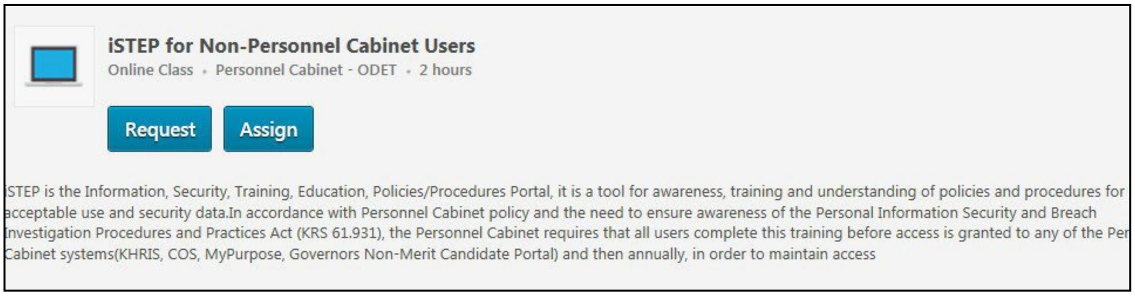
1. To search for a Learning Object, **select the Global Search Box**.



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



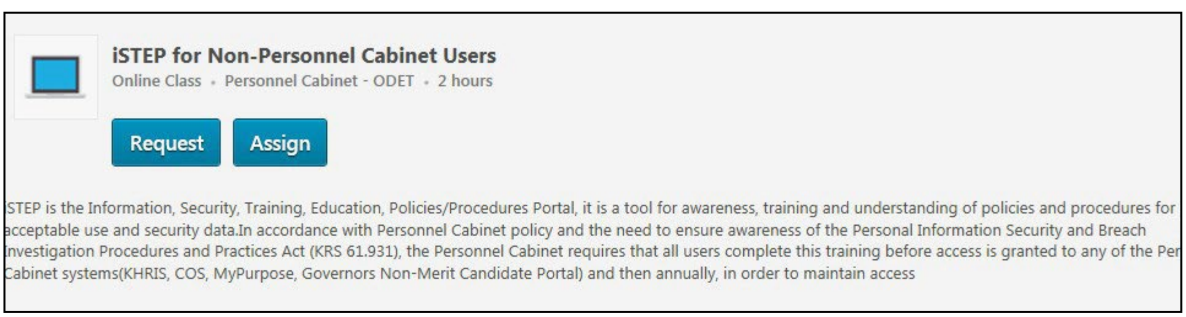
By selecting the course tile, users will be able to request the training from the Course console.



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.

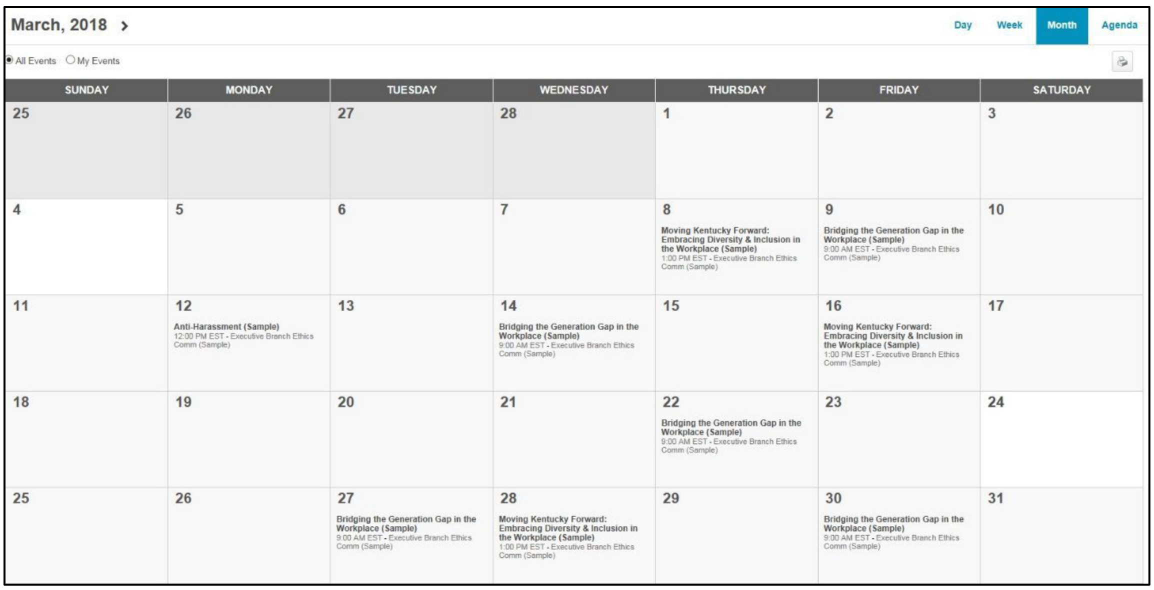


There may be instances of a training administrator or coordinator you will need to assign training. Assigning training will put the training directly on the learner's transcript. **You will need to go to the Learning Assignment tool to do this.**

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.



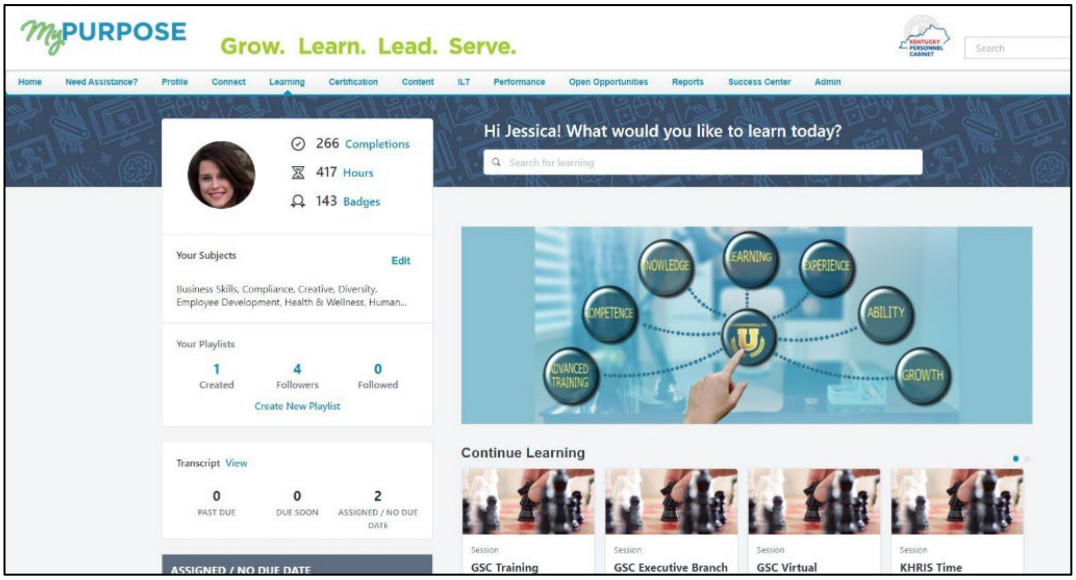
Learner Home

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:

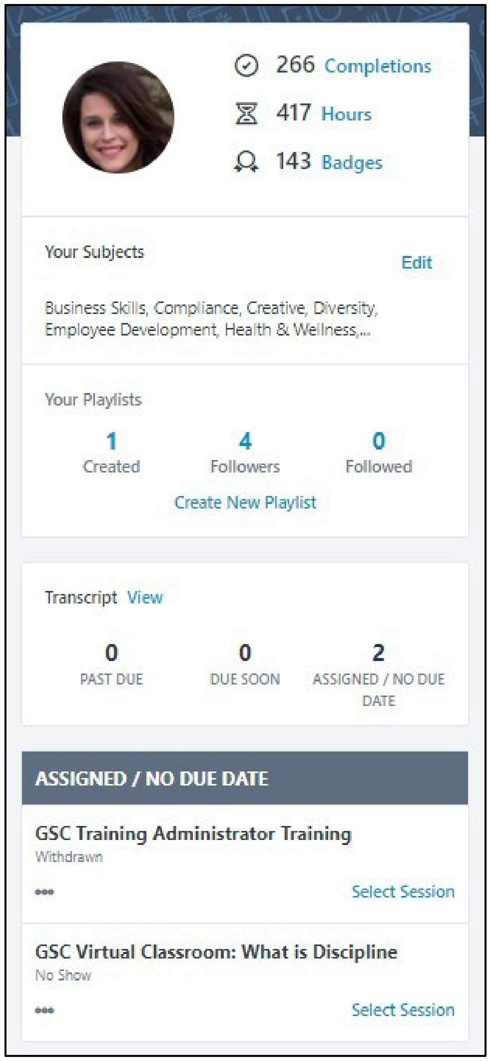
- User Profile: The User Profile on the top left of the page lets learners quickly see their all-time learning completions, badges, and hours. They can access their Transcript, Universal

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.

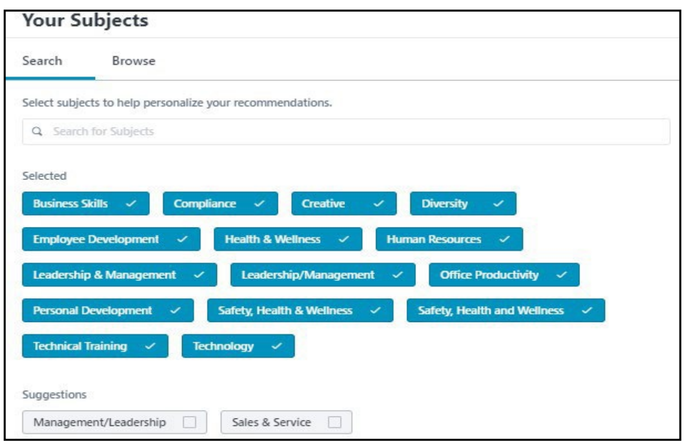


Setting Your Subjects

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.

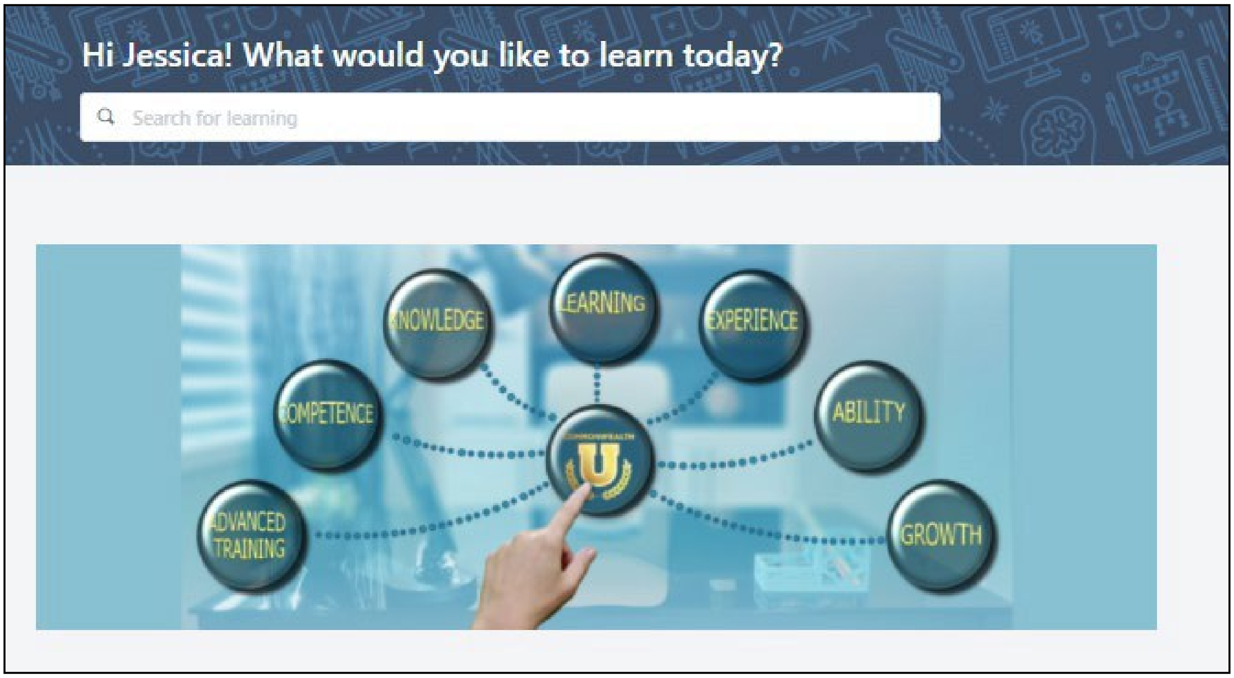


4. To add the desired subject, users must select the checkmark box. Once all subjects have been added, select “Save” in the bottom right corner.

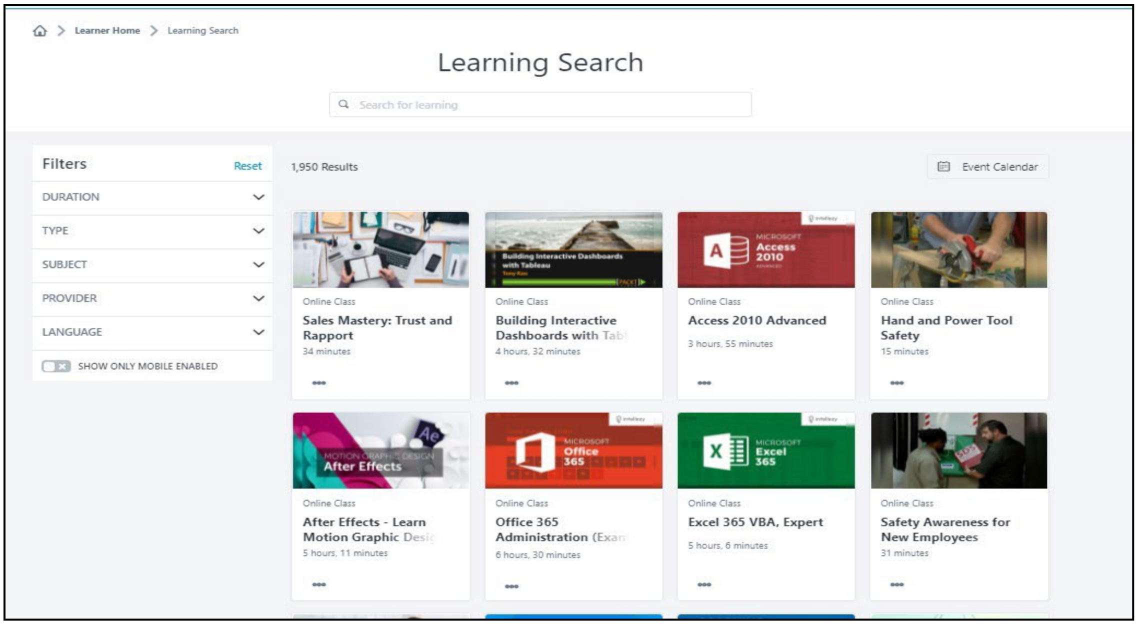
Searching for Courses Using Learner Home

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.

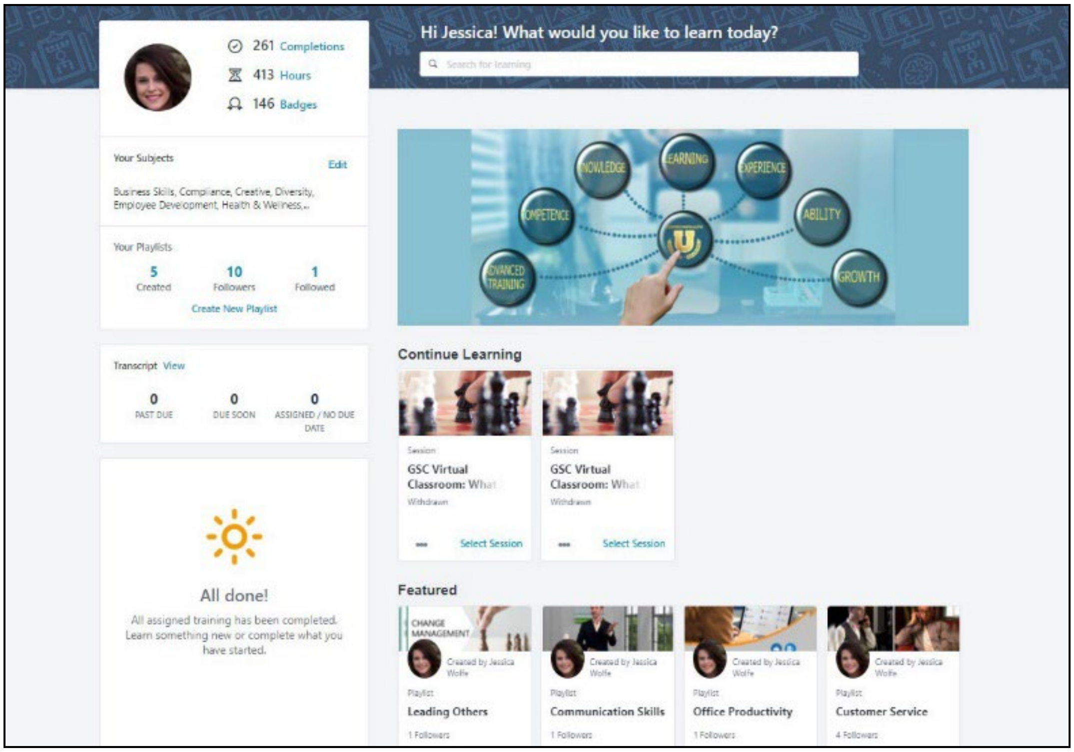


3. If you find a learning you want to take but do not want to request it yet, they can use the Save for Later option using the three dots at the bottom of each tile. Learners can quickly access the Event Calendar to find sessions using the Event Calendar button.

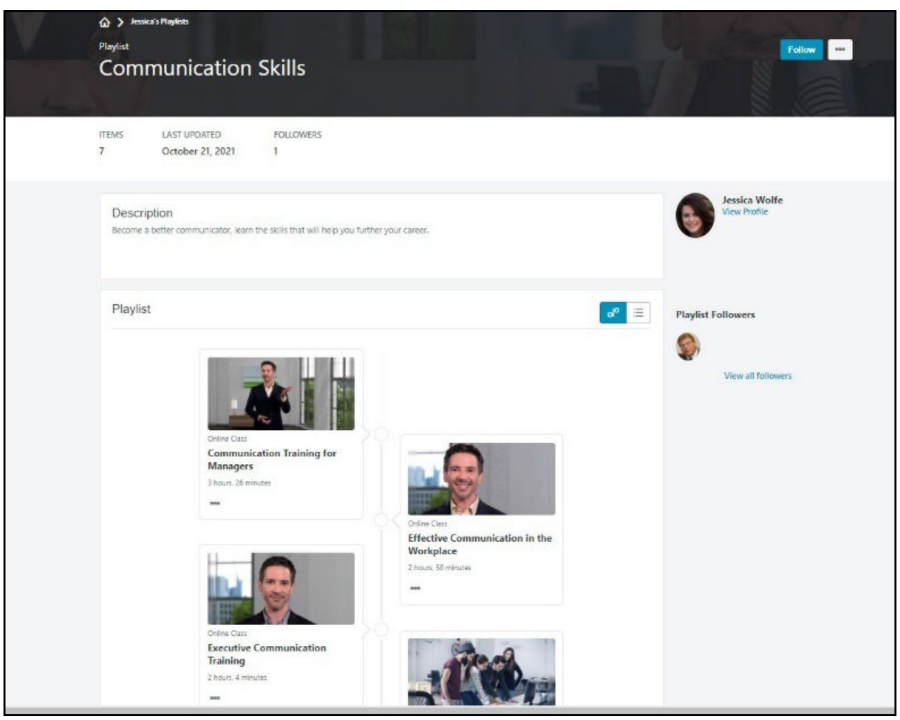
4. If you find the course you want to take, select the course title. This will take you to the registration page. Here users will be able to request the course, or if you are a manager, you will be able to assign the course to your direct reports.

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.



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.

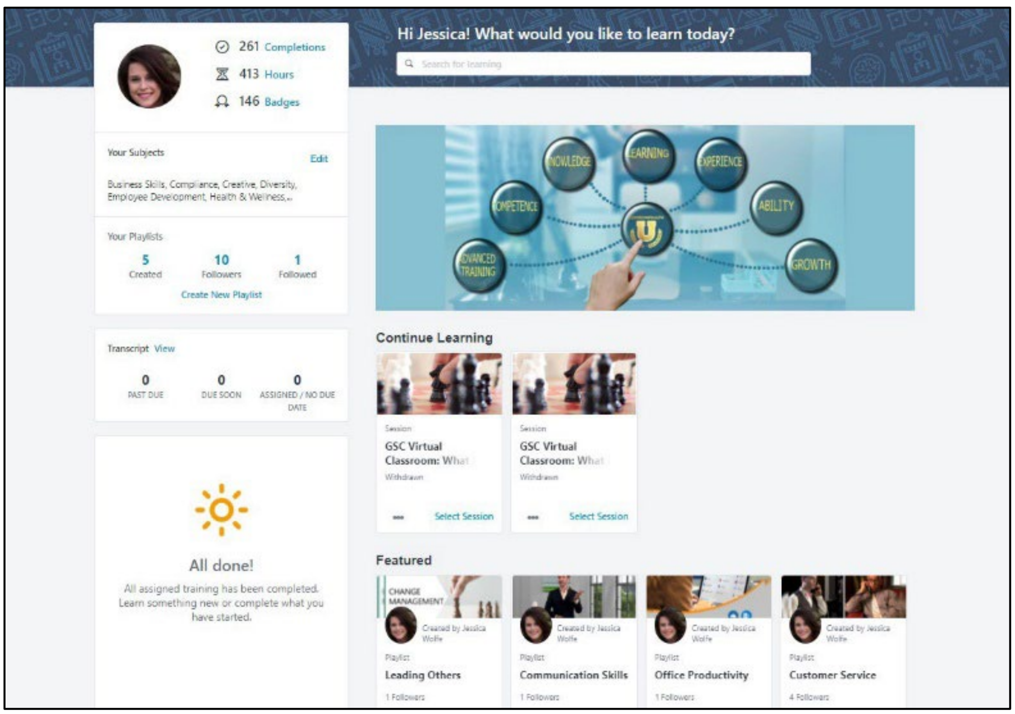


Do not forget to hit the follow button. This will allow you to see the latest updates to the playlist.

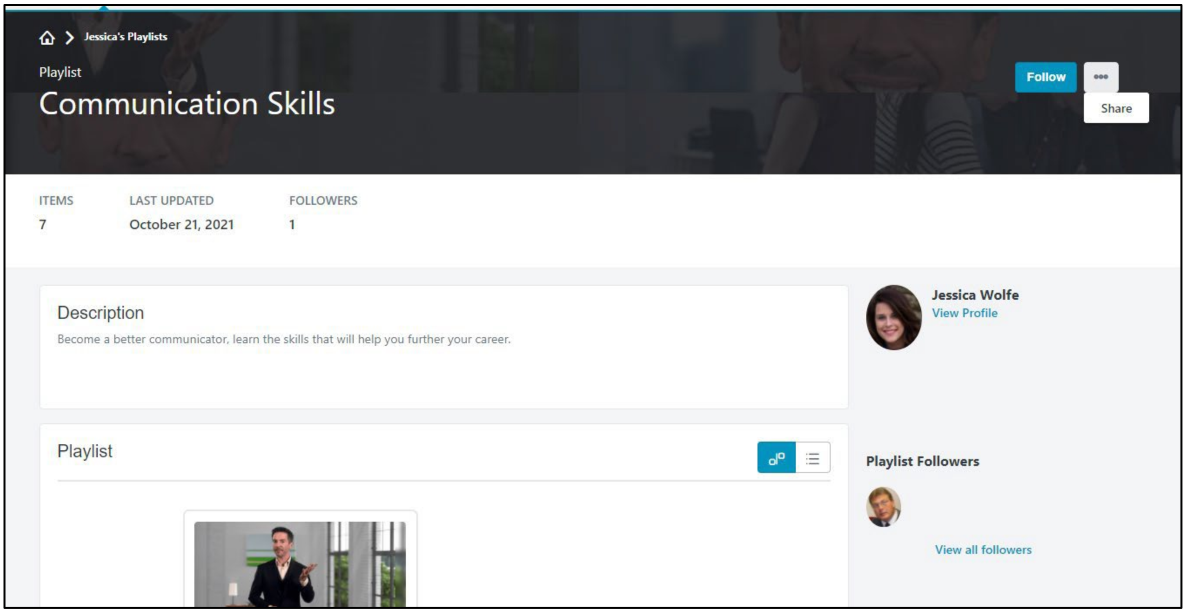
Sharing Playlists

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

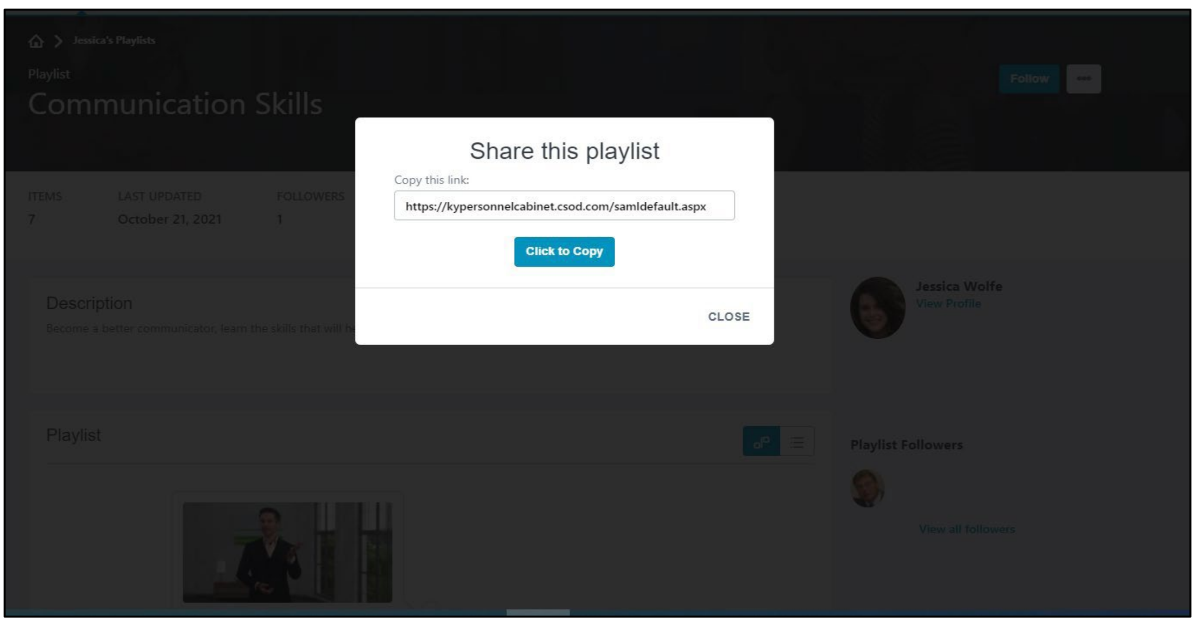
1. First, you will need to access the playlist from the Learner Home screen.



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.

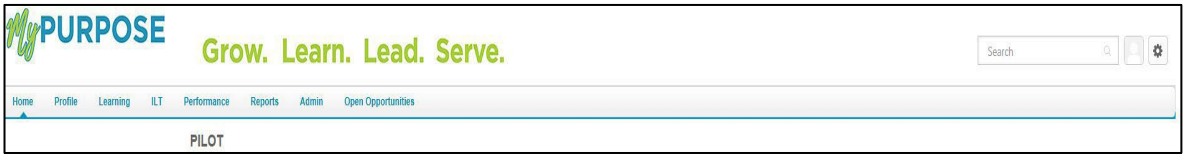


Transcripts

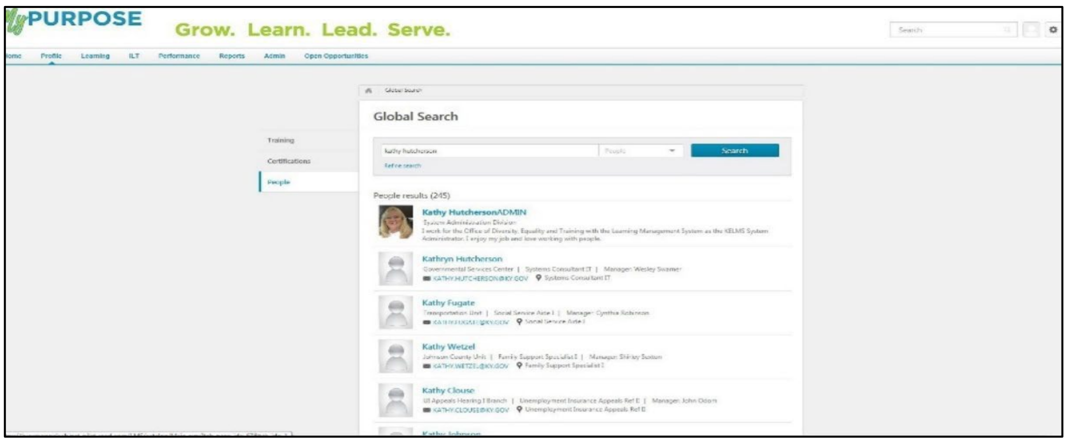
Locating a User Transcript

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

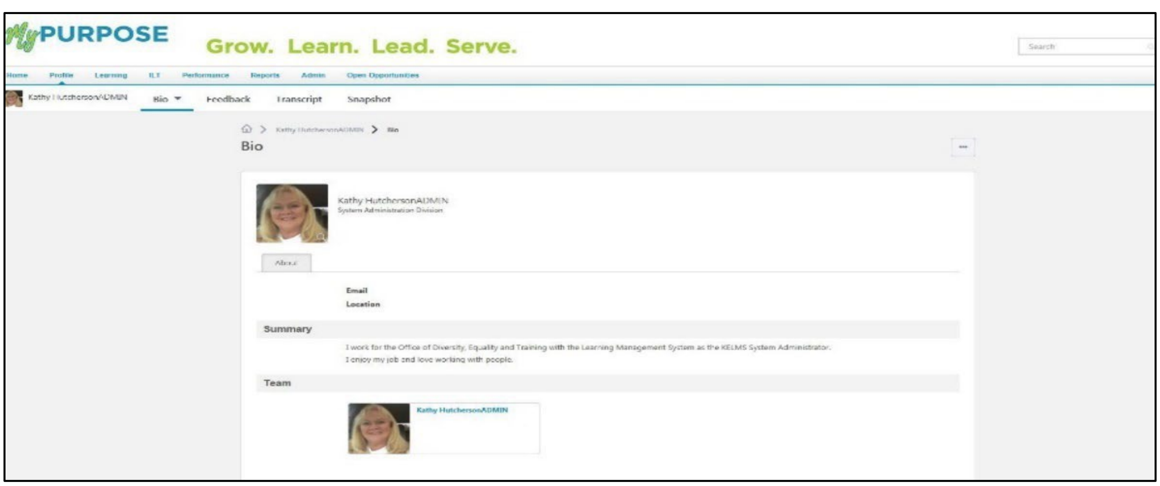
screen. Enter the name or user id that you would like to find.



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



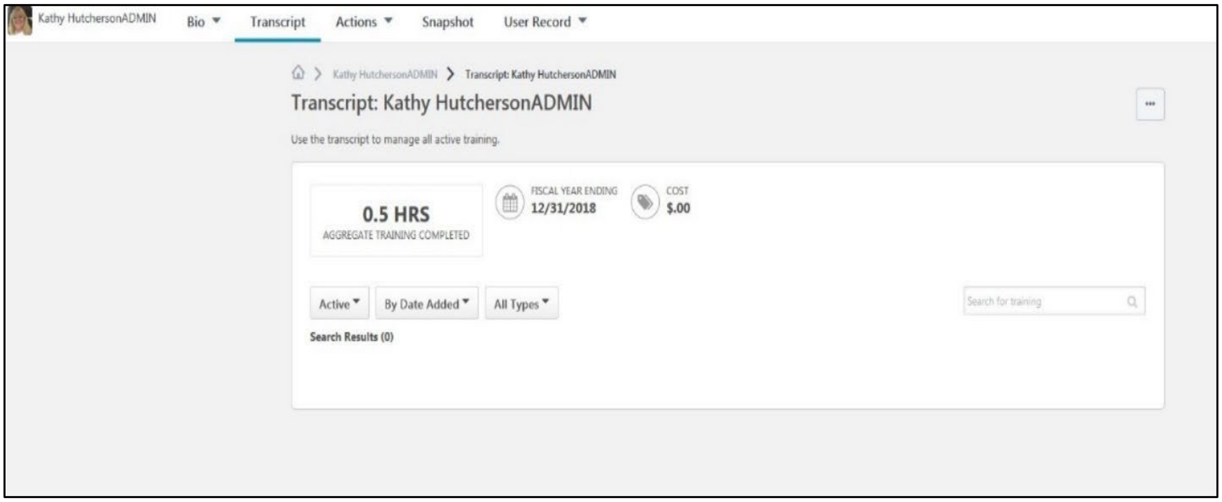
3. To review the User Record, **select the Username hyperlink**. Once selected, this will pull up the Universal Profile. The Universal Profile screen will show the general information from the account.



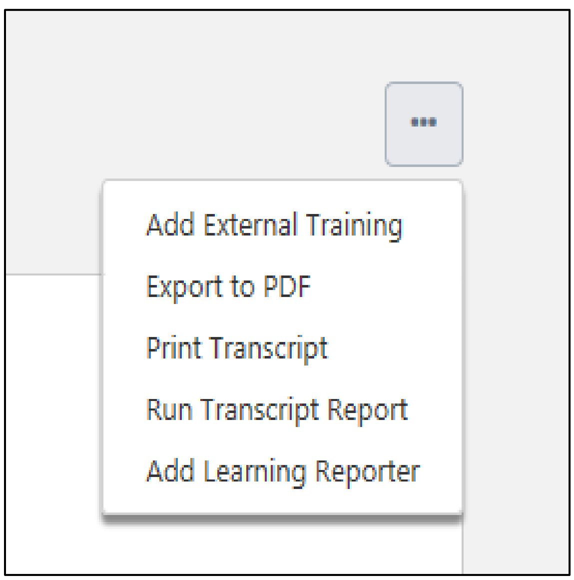
4. To view the user's transcript, **select Transcript** at the top of the

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.

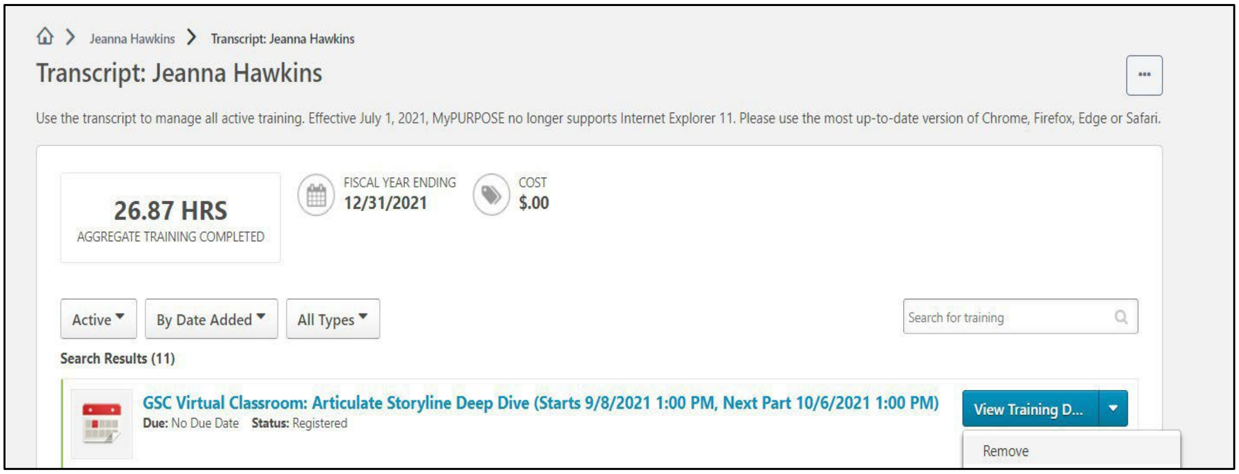
- **Export to PDF**-This option will allow the transcript to be reported to a PDF file. Each page of the PDF must be printed individually. ONLY EVENTS will show on the PDF.
- **Print Transcript**-This option will print the training transcript.
- **Run Transcript Report**-This option will allow Coordinators 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.

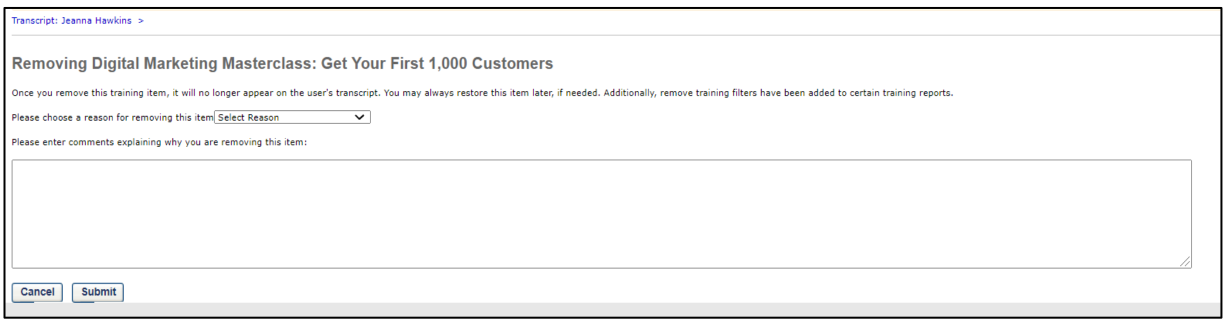
Removing Training from a Transcript

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.

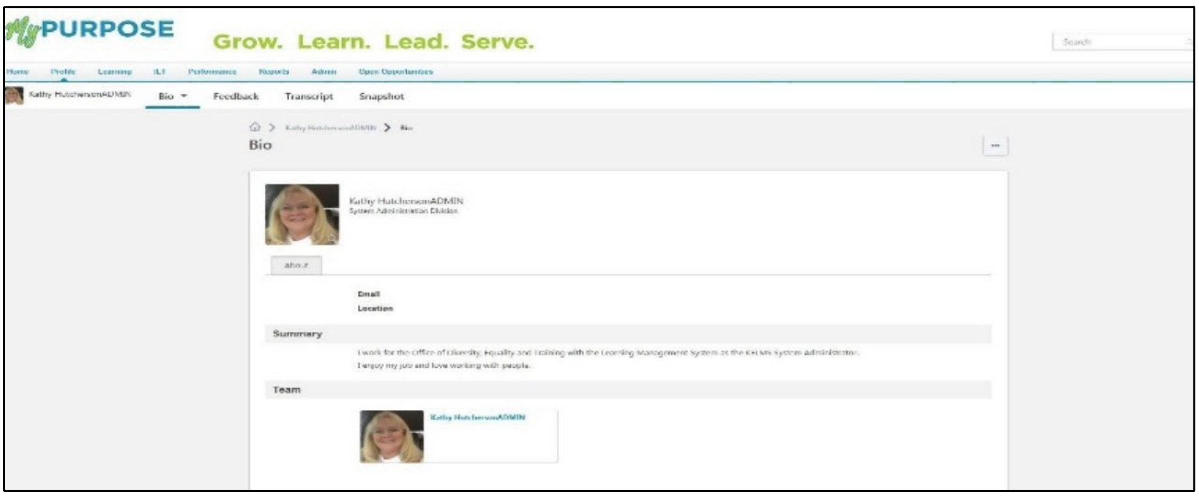
Managers must approve the training before it is completed on the transcript.

To Record an External Training

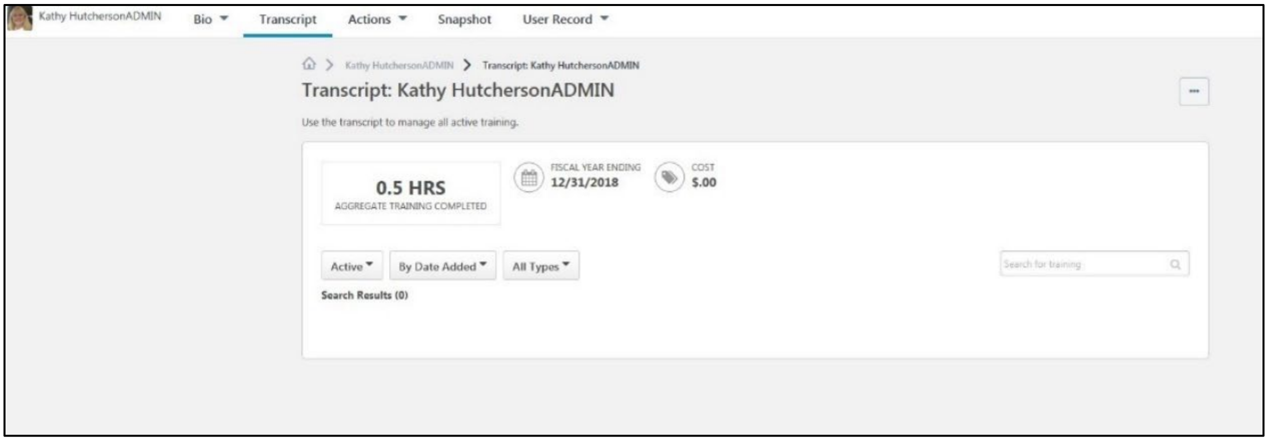
1. Locate the **Global Search in the upper right corner of the screen**. **Enter** the name or user id that you would like to find.

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

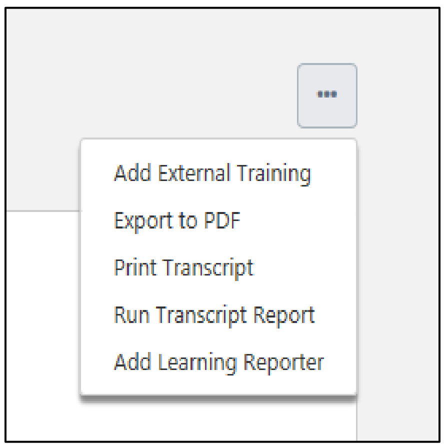
3. To review the User Record, **Select the Username hyperlink**. Once selected, this will pull up the Universal Profile. The Universal Profile screen will show the general information from the account.



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**.

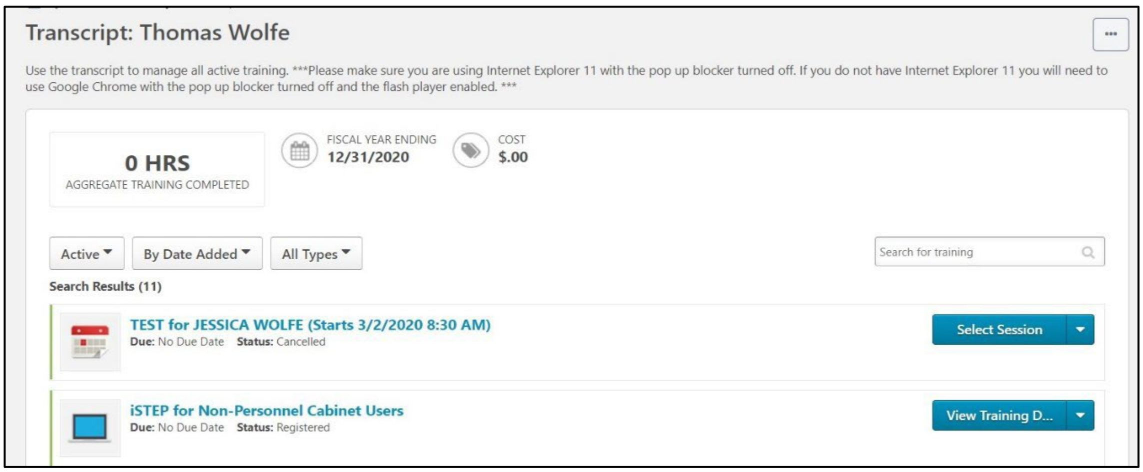


- **Add External Training**-This option will allow you as a Training Administrator/Coordinator to add a self-reported training to another user's transcript as a Training Administrator/Coordinator.
- **Self-Reported Training**-requires manager approval. Once approved, the user must go back to their transcript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

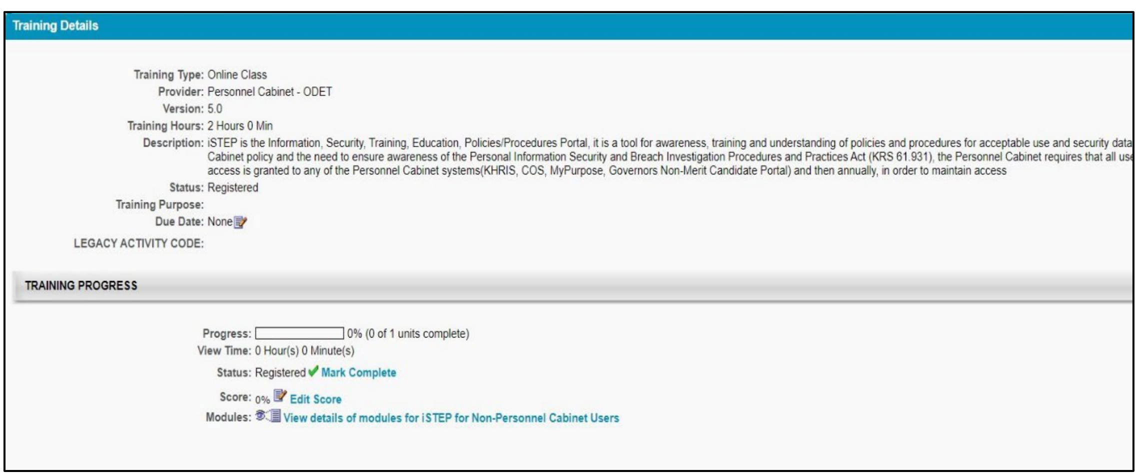
Completing Training on User Transcript

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.

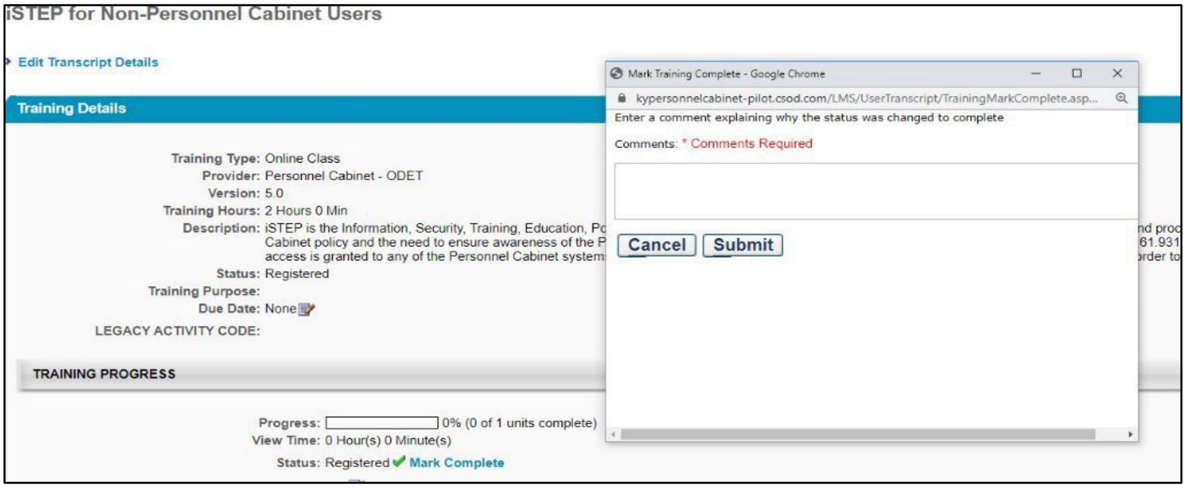


3. The View Training Details screen will allow Admins the option to select "Mark Complete."



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

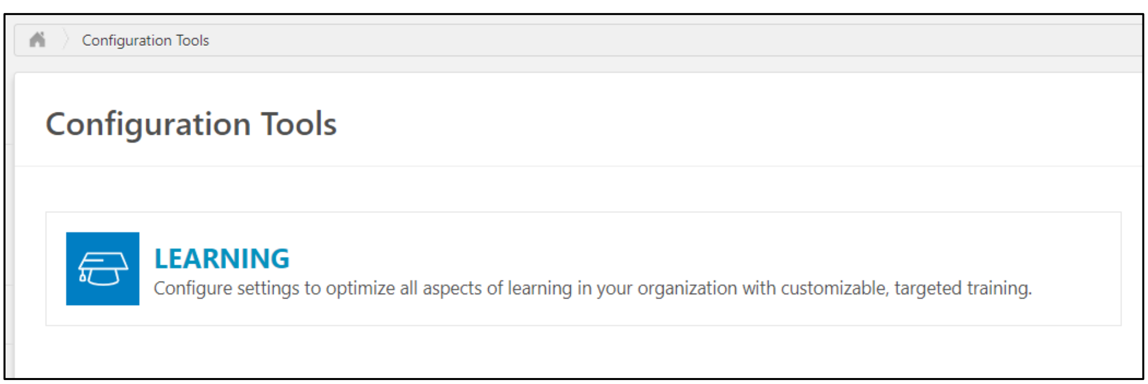
the reason for marking the training as completed. Once provided, select “submit,” the training will now appear on the user’s completed transcript.



Training Removal Tool

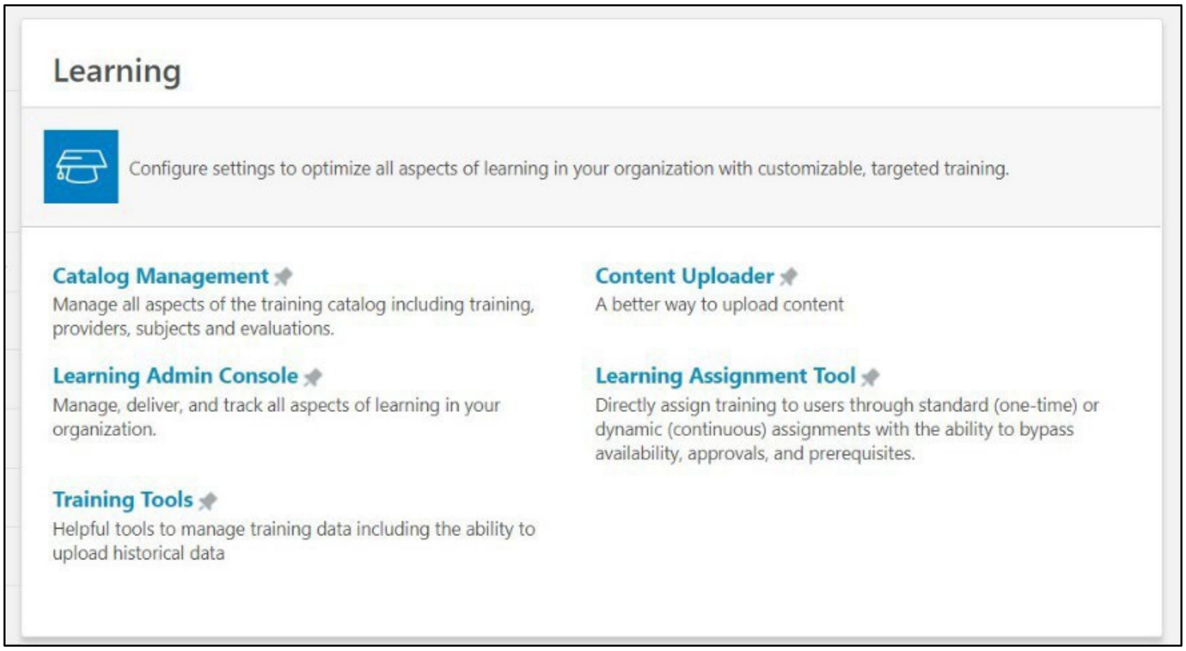
The Training Removal Tool will allow Admins to remove training that the user was incorrectly assigned or training that they no longer need on their transcript. This tool will only remove training that has a status of registered or in progress. To access the Training Removal Tool:

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

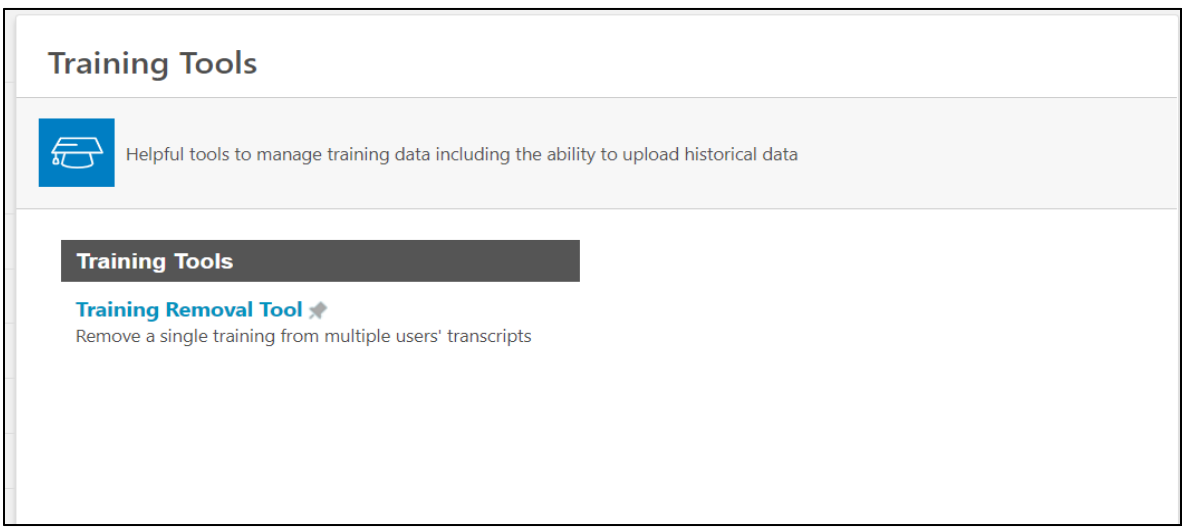


3. The Learning page will allow you to select which tool you would

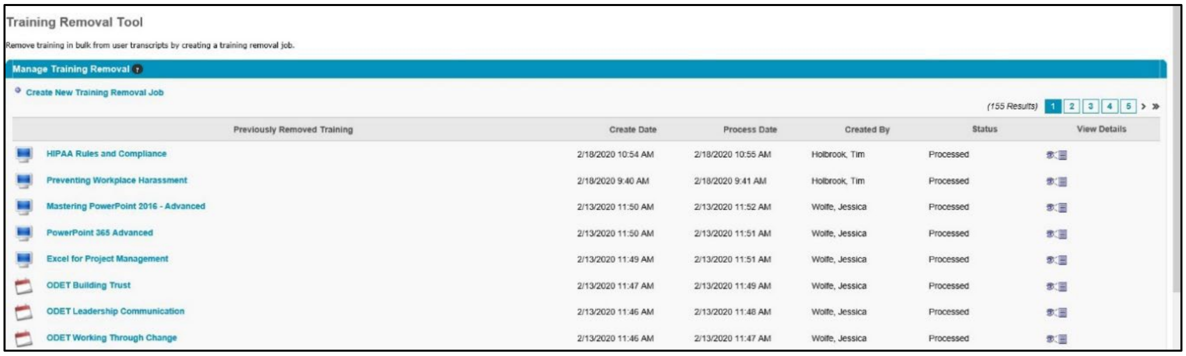
like to use. To run the Training removal tool, select Training Tools.



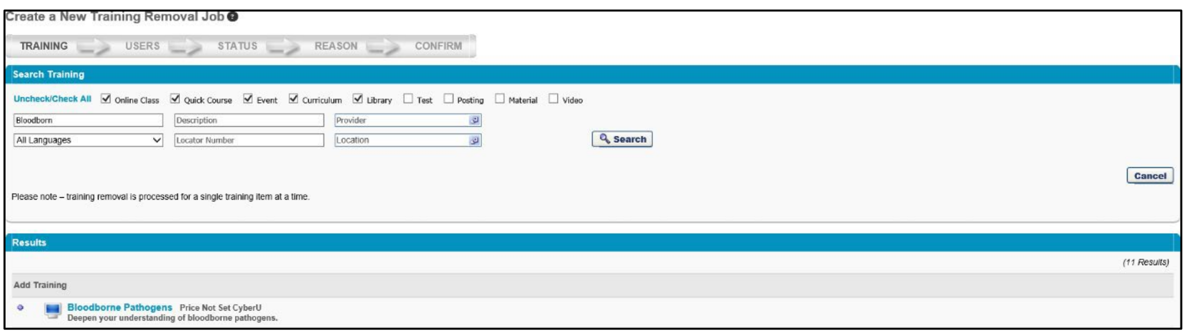
4. On the Training Tools page, select the Training Removal Tool.



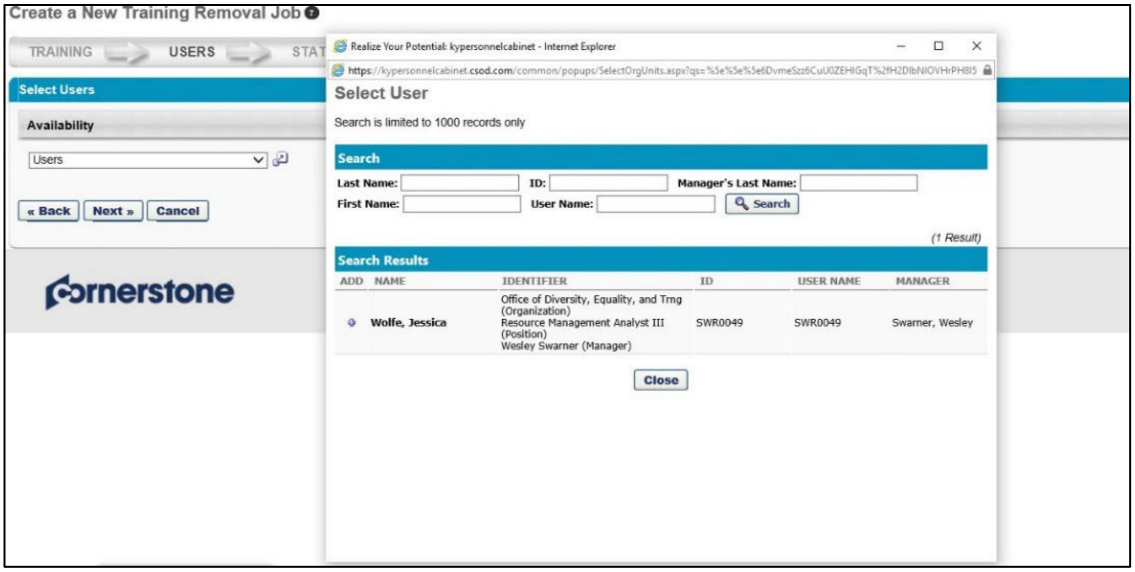
5. The Training Removal Tool page will appear. This is a holding tank for all training removals jobs that have been created. To create new, select "Create New Training Removal Job."



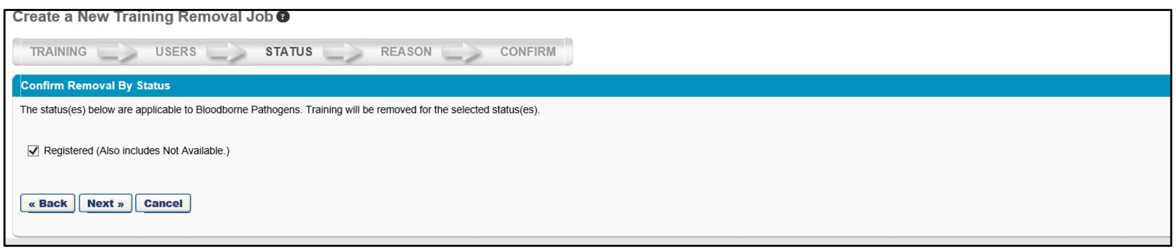
6. To begin creating your training removal tool, select the Course Title you need to remove from the user's transcript. For training purposes, our example will create a removal job for an online course.
7. Select the Course Type in the name of the training. From the list, use the plus button to select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



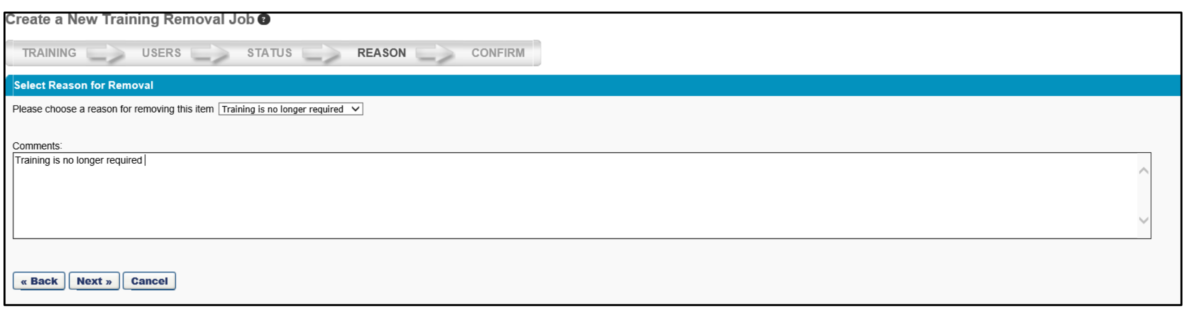
8. The availability screen will allow the user to select the training to be removed. If the training to be removed is from a single user's transcript, select the User Option. This will allow you to choose the usernames individually.



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

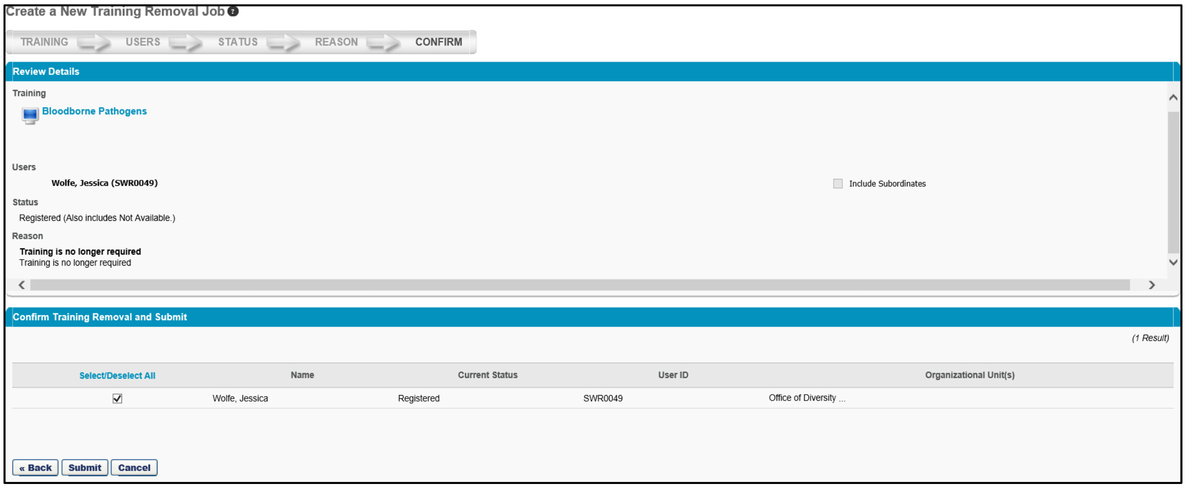


10. Admins must provide a reason for the removal of the training.



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.

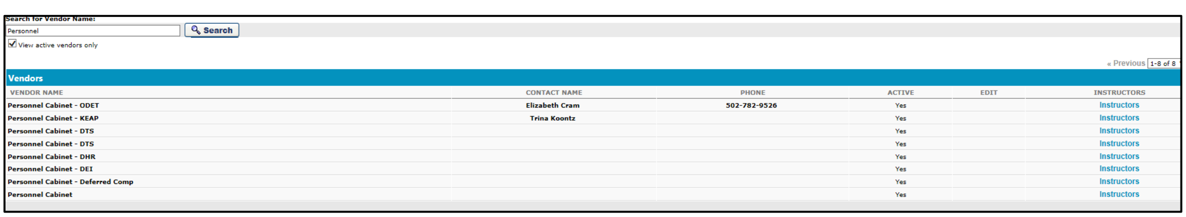


Creating Instructor Led Events Adding Instructors

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

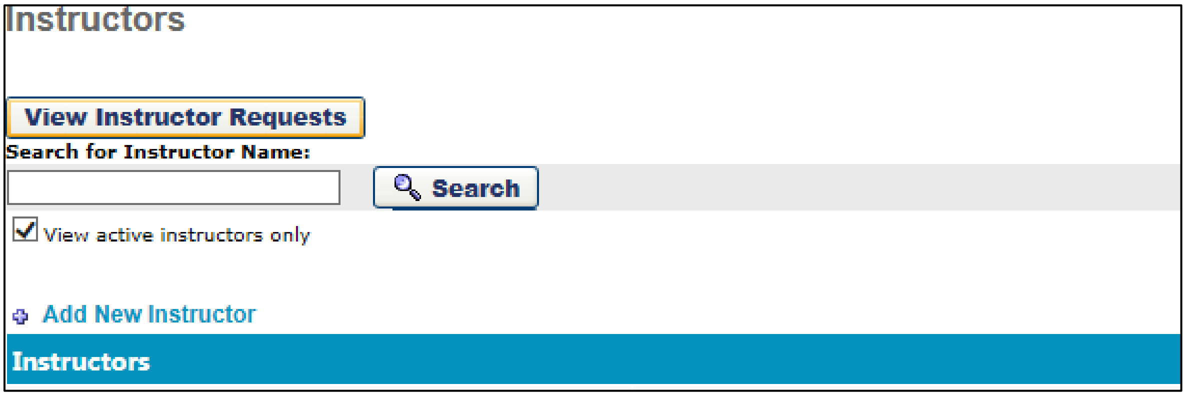
1. Hover over ILT > Vendors and Instructors.

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

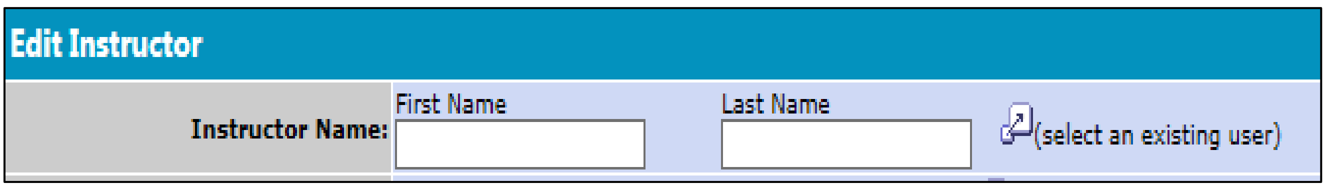


VENDOR NAME	CONTACT NAME	PHONE	ACTIVE	EDIT	INSTRUCTORS
Personnel Cabinet - ODET	Elizabeth Cram	502-782-9526	Yes		Instructors
Personnel Cabinet - KEAP	Trina Koontz		Yes		Instructors
Personnel Cabinet - DTS			Yes		Instructors
Personnel Cabinet - DTS			Yes		Instructors
Personnel Cabinet - DHR			Yes		Instructors
Personnel Cabinet - DEI			Yes		Instructors
Personnel Cabinet - Deferred Comp			Yes		Instructors
Personnel Cabinet			Yes		Instructors

4. Select Add New Instructor.



5. Select the Call Out icon.



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

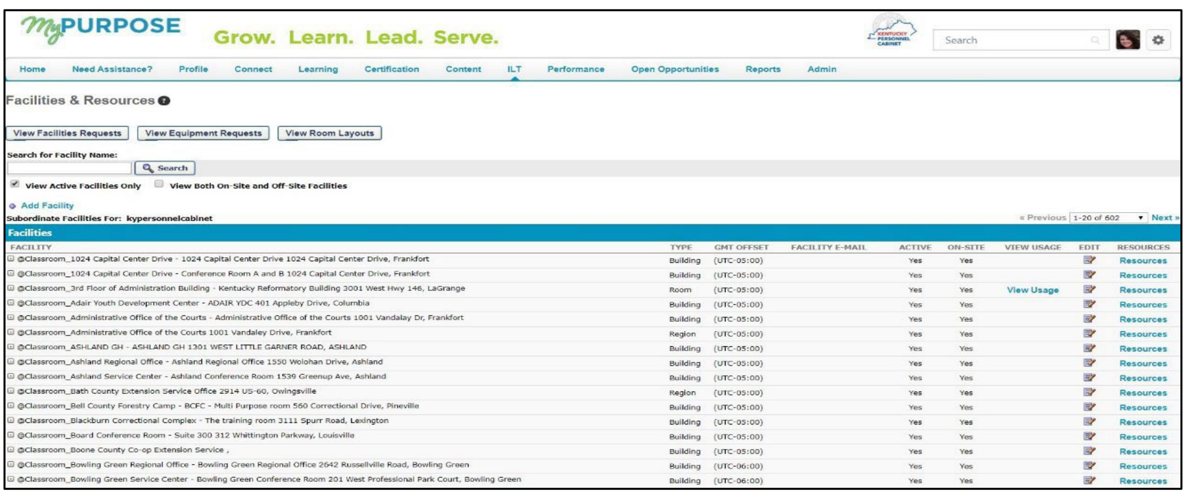
Since it has been difficult for training coordinators and administrators to find the correct classroom when initially setting up an ILT course, we have updated the names of the classrooms to bring them to the top of the list when setting up courses. Classrooms and buildings in which classes are held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

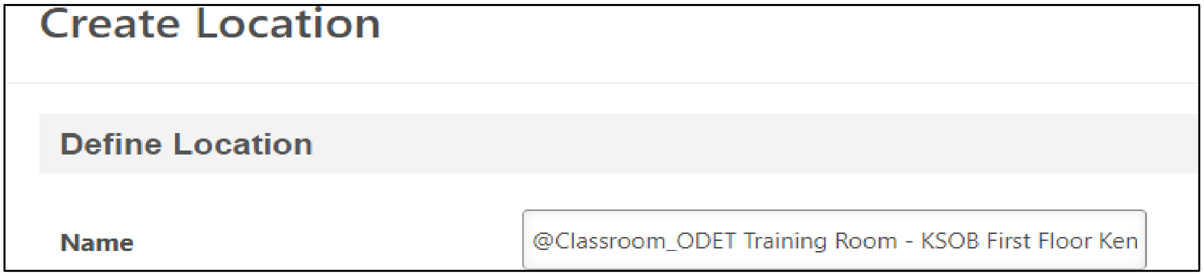
To create a new facility or edit a facility already in the system, please do the following:

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

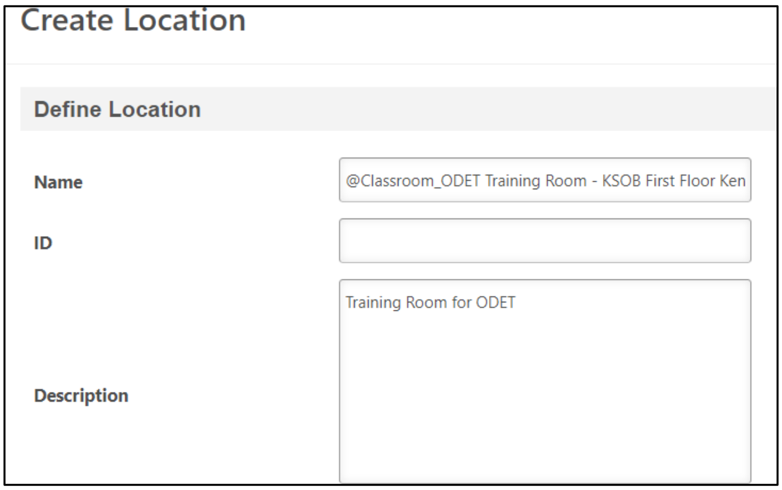


4. Enter/update the fields on the Create/Edit Location page.

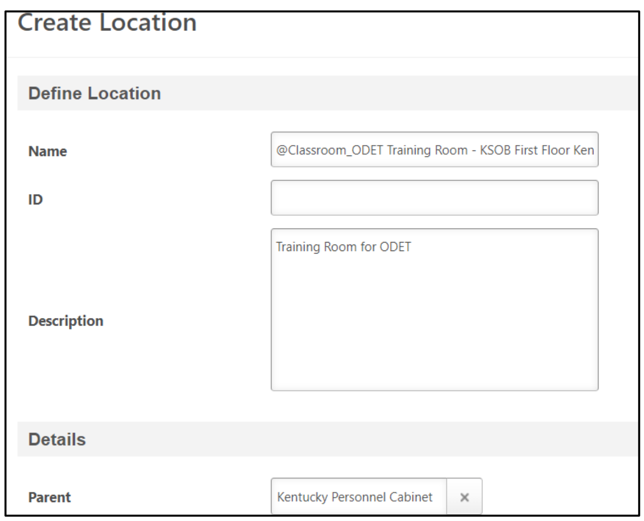
- Enter a name for the classroom.



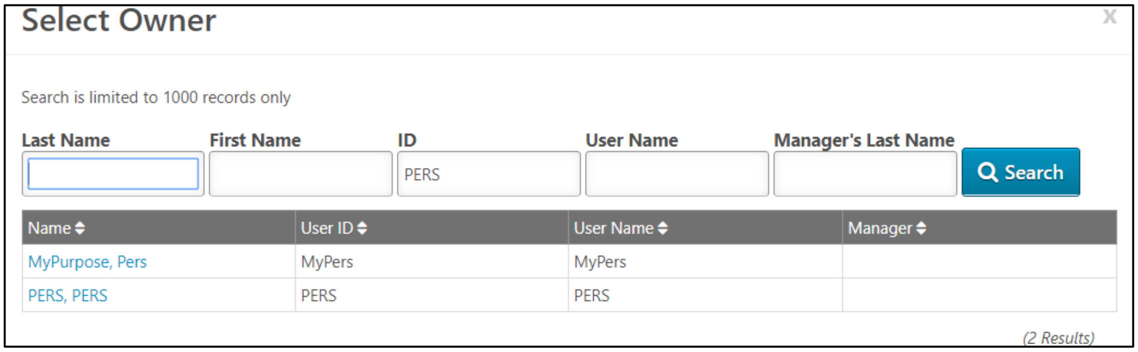
- If desired, enter a description for the classroom.



- Do not change the value in the Parent field.



- 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.)



- 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.

- 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

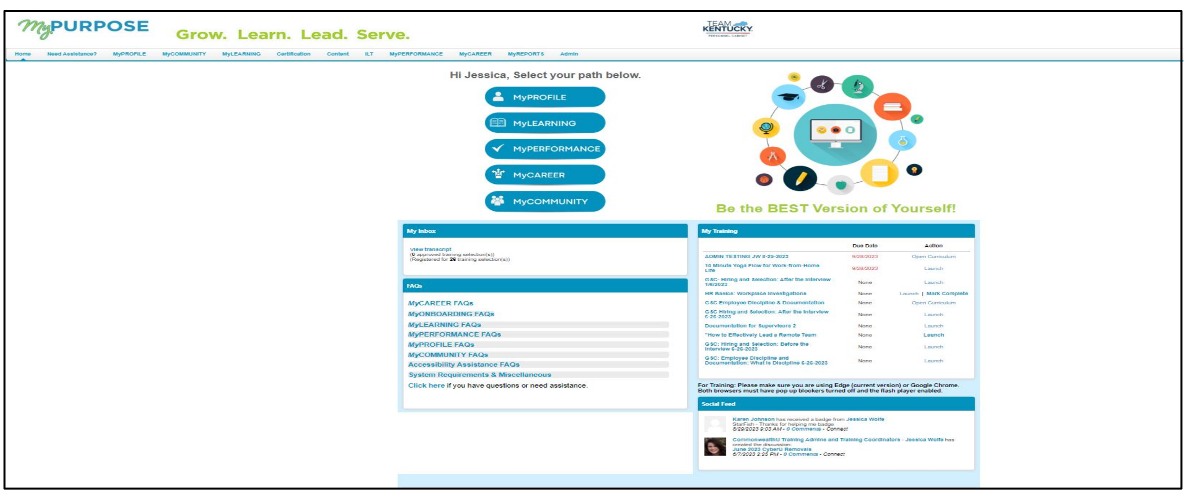
maintaining these facilities in the current and previous systems, errors may have been made when updating the naming convention. If you find any errors, please feel encouraged to correct those errors. Reach out to GSC with any questions or concerns you may have on this process in general or a particular entry in the classroom listing.

Creating an ILT Event

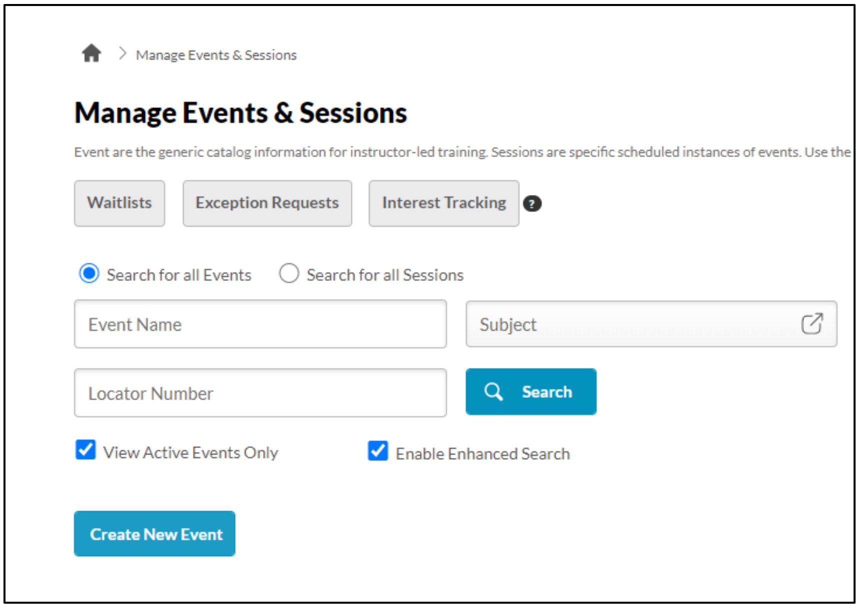
The Event is the shell for ILT sessions. Events and sessions have a parent-child relationship. There cannot be a session without the event. Events and sessions must have the same name. The event is what appears on the transcript. Keeping the event and session names the same will make reporting easier. We encourage agencies to build new events. This will ensure that the Events are correctly set up and help troubleshoot any issues experienced with sessions.

To create an ILT Event:

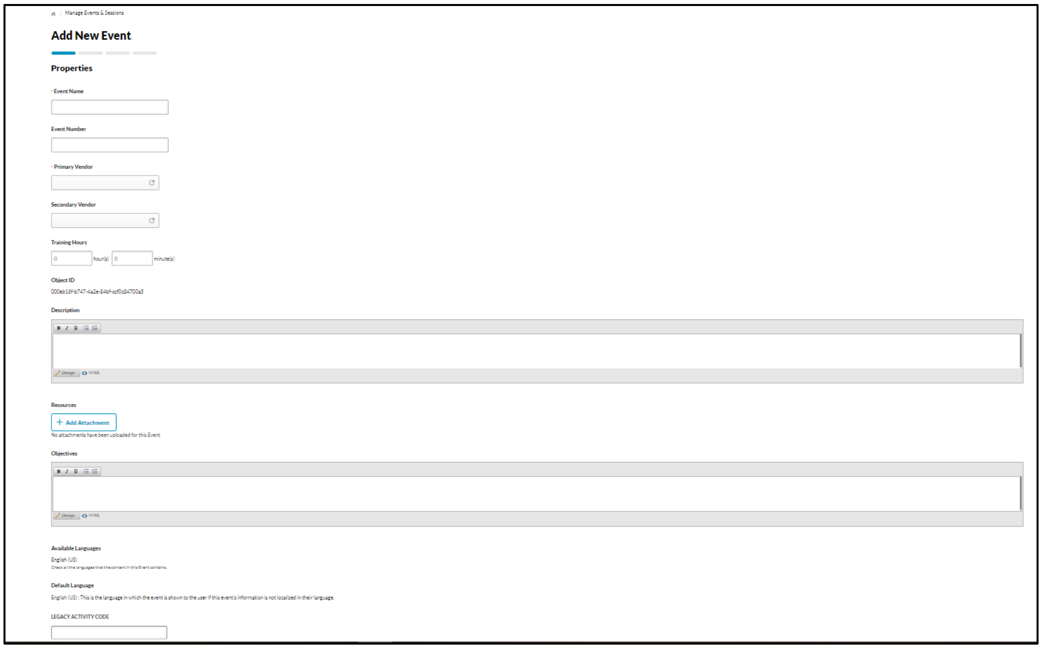
1. Navigate to ILT > Select Manage Events and Sessions.



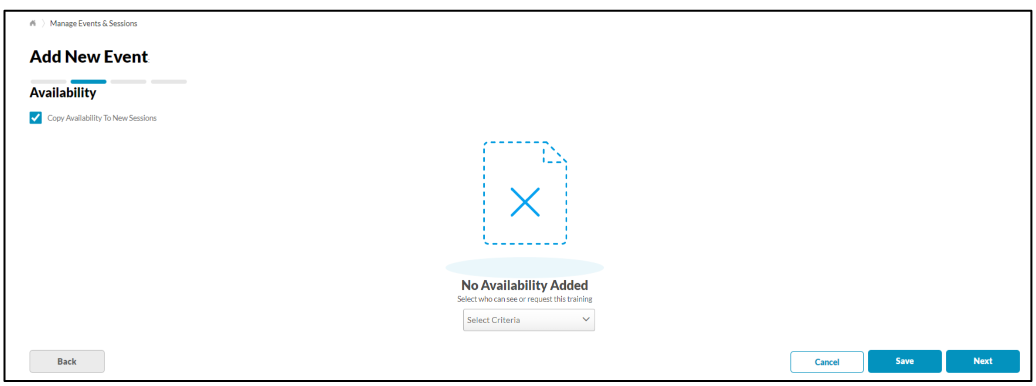
2. Select Create New Event.



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

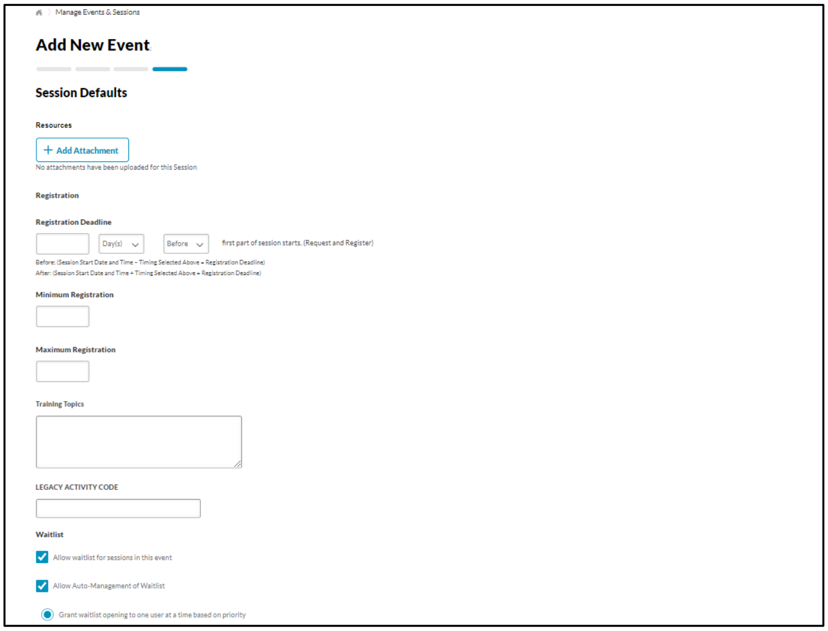


5. Once these fields have been completed, **select Next. Select the availability for users**-this will control who can see the event. This can be limited to just users in your organization, a specific position, location, group, ETC. Select Next.



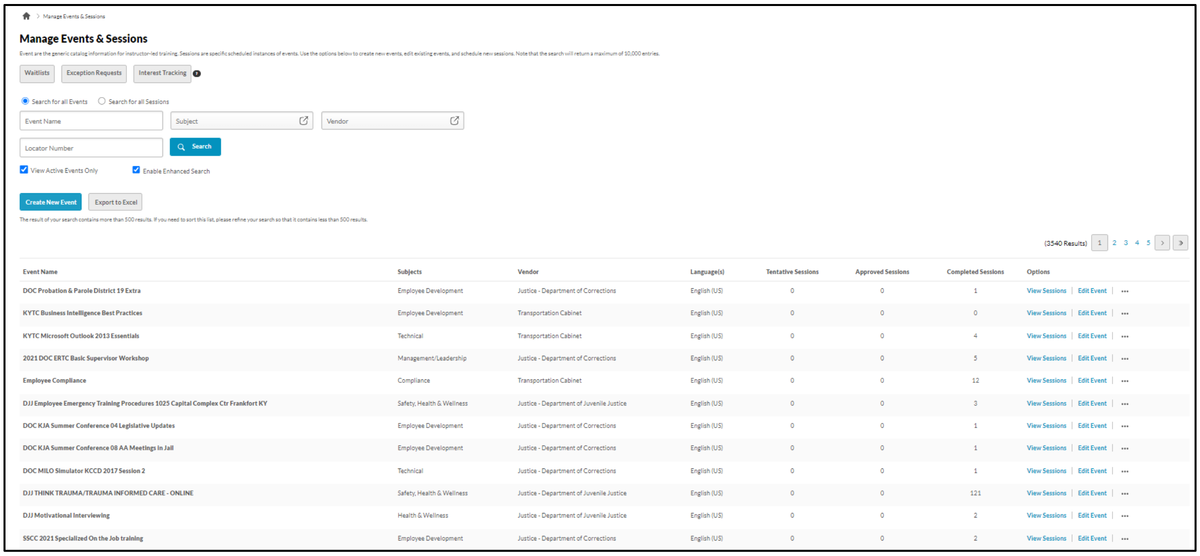
6. The Session Defaults page will set the general parameters for creating the sessions.
    - As a Training Administrator, you will have the ability to set a registration deadline, a minimum and maximum registration number, and training topics.

- You can set how the waitlist is set up.



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.

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.



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

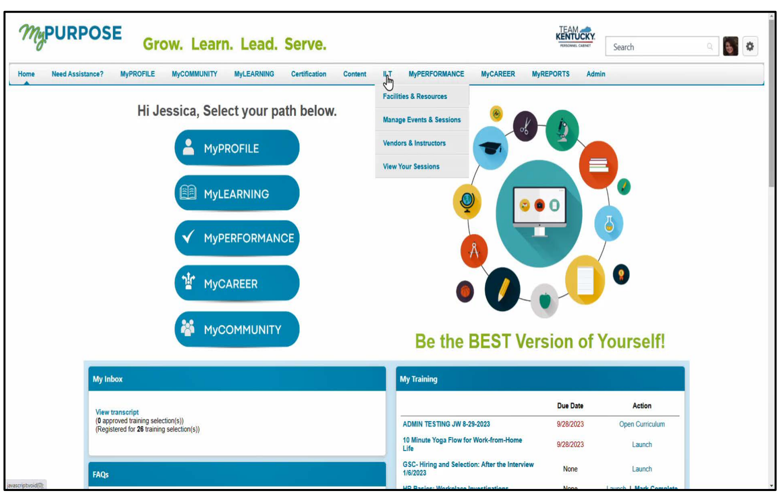
ALWAYS need to be tested in pilot first.

- 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?

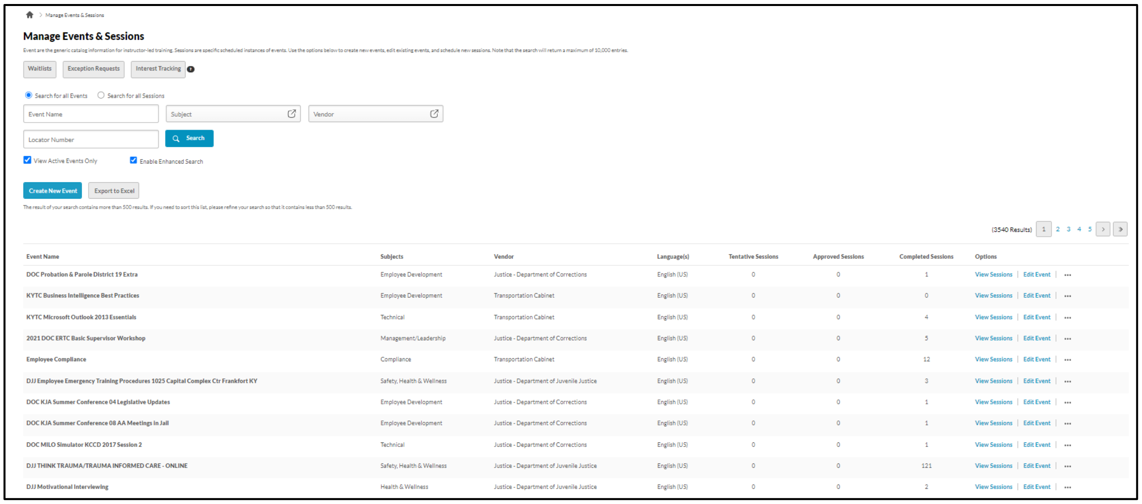
GSC does not recommend using Parts as they are difficult to set up and may give training hours that were not attended. If you have training that has multiple days, GSC recommends a curriculum. Events can be created for each day.

To Create a One Part Session:

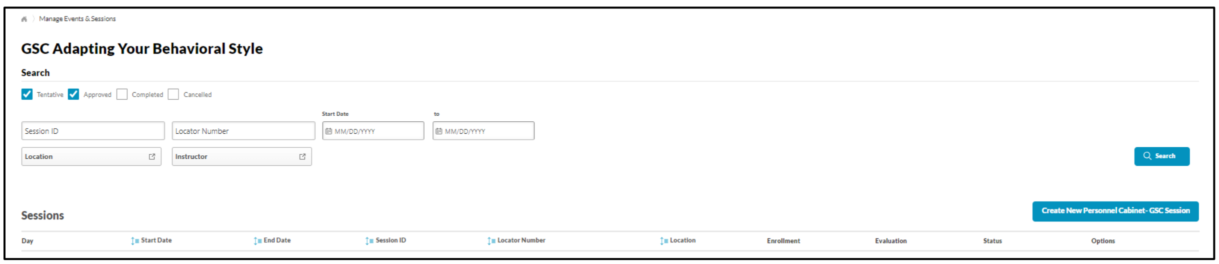
1. To create an ILT Event session, go to **ILT > Manage Events and Sessions**.



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.

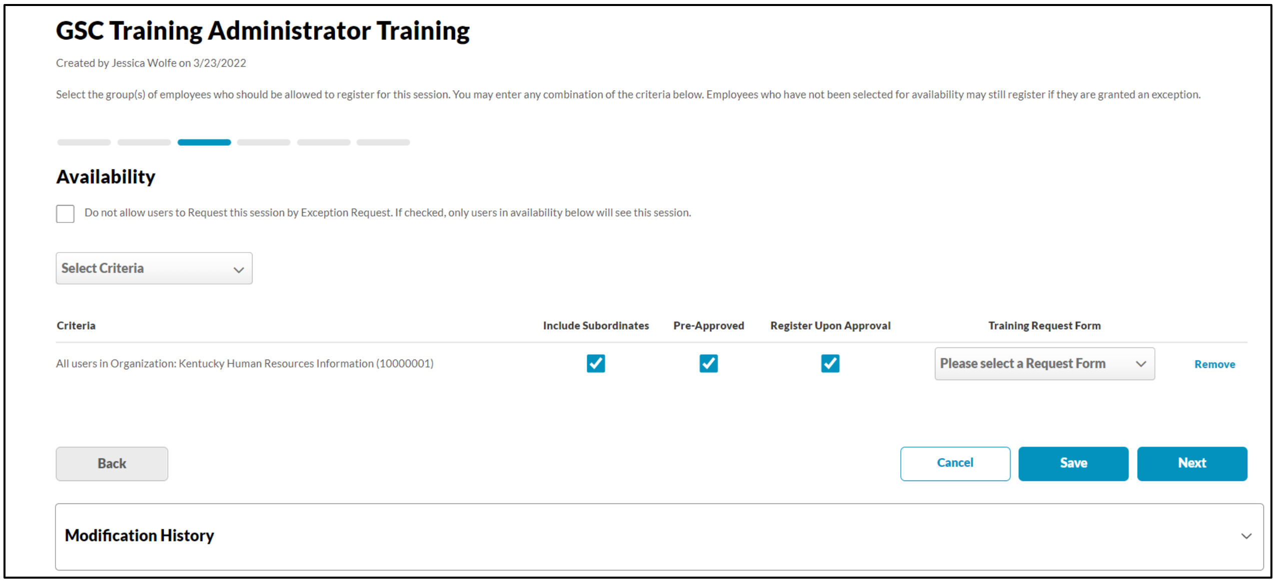
7. Once the Parts Schedule has been completed, **select Details.** This will be where the general details are entered for the session.

   - **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**.



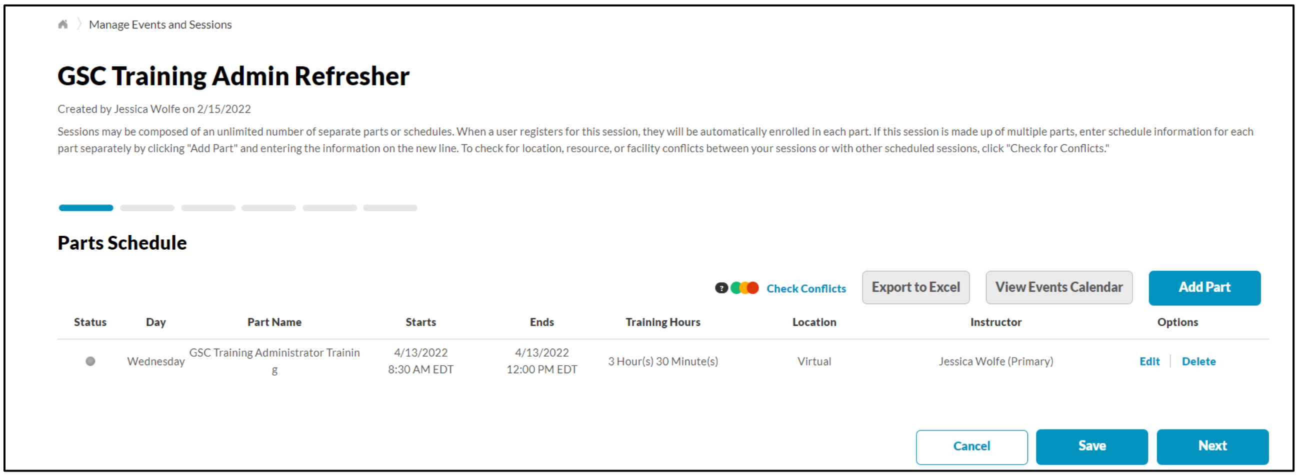
- **Organization**-GSC Recommends using this selection to drill down from your cabinet.
- **Position**-DO NOT USE
- **Cost Center**-DO NOT USE
- **Location**-DO NOT USE
- **Group**-Must be set up by the Personnel Cabinet
- **Job**-DO NOT USE
- **Users**-Requires that individual usernames be selected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



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.

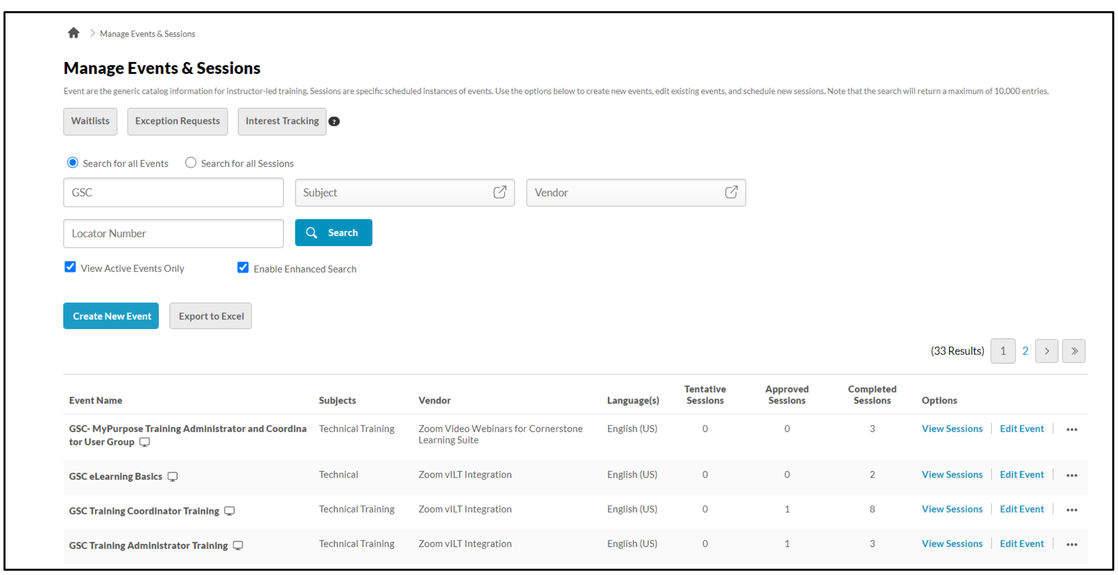
- Required Completion Approvals-Enter the number of the completion approvals required for the session to be marked as completed. Select Next.

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.

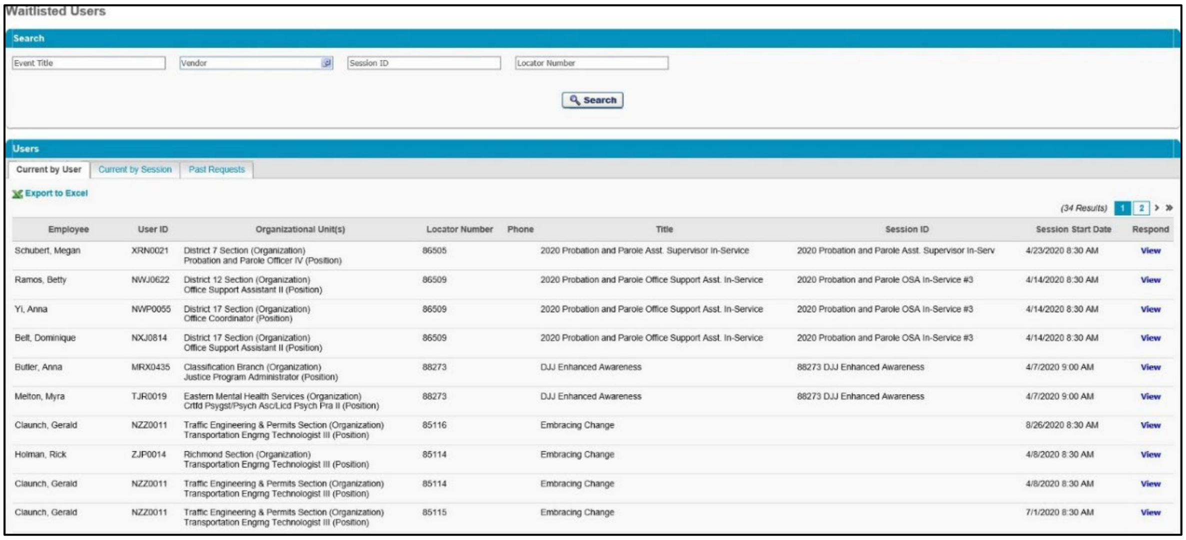
Viewing Interest and Waitlists

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.

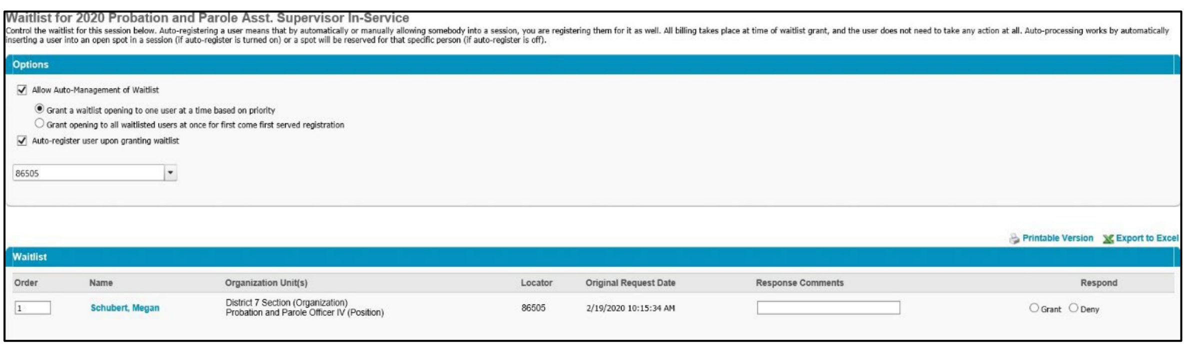
1. To do this, select ILT > Manage Events and Sessions.
2. From the Manage Events and Sessions Screen, select the view from the top left. For this example, we will view the waitlists.



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



4. 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.

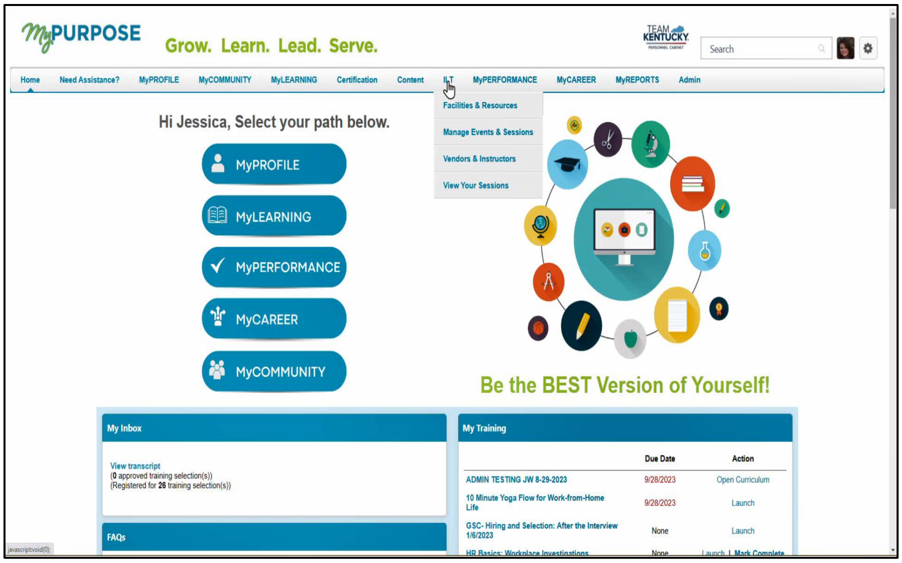


Once the waitlist has been updated, users will receive notification if they have been granted a seat.

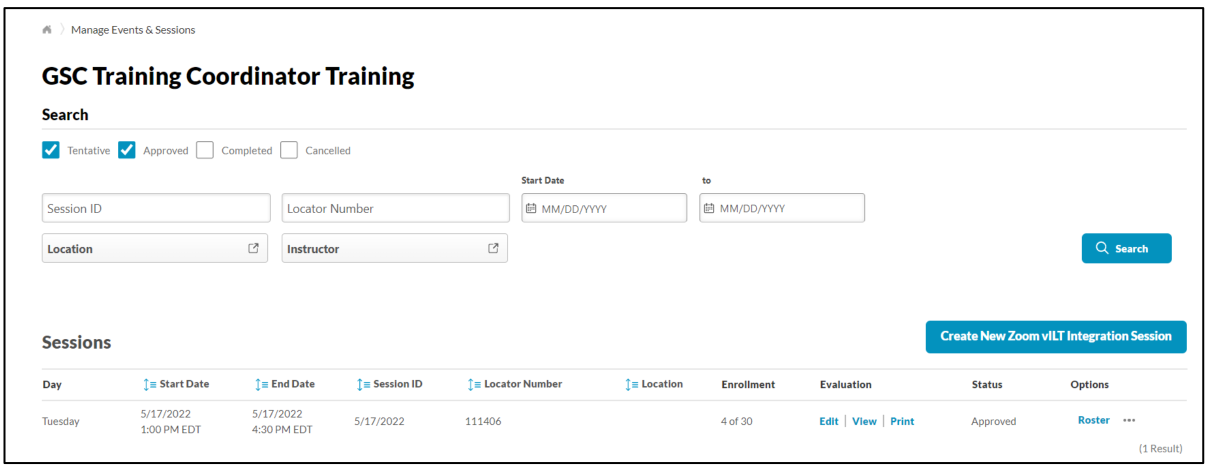
Reconciling Rosters

Adding Users to Roster and Updating Status

1. 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**.

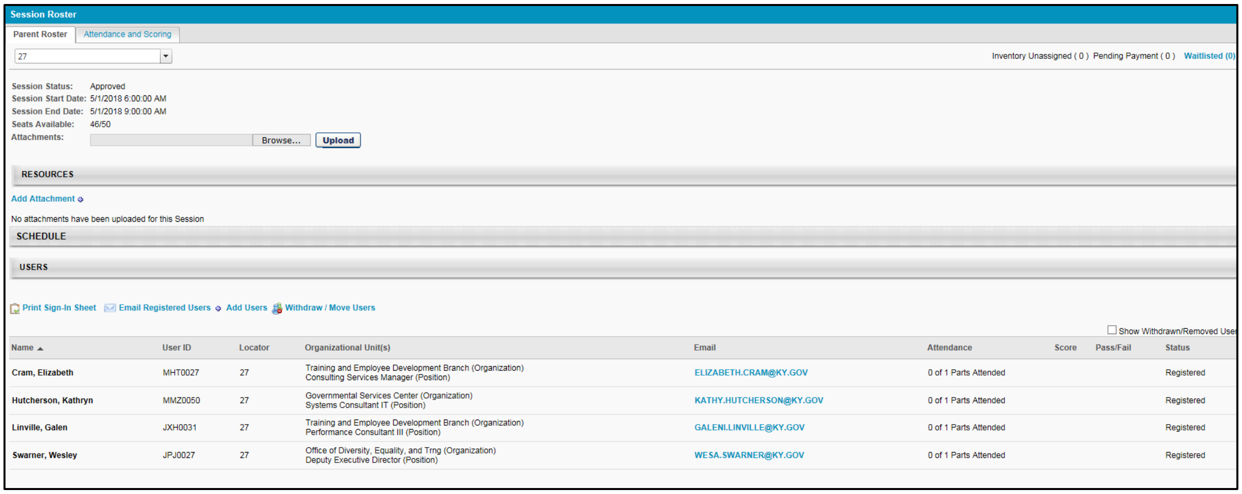
4. The roster screen will appear. From this screen, **select Add Users**.

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.

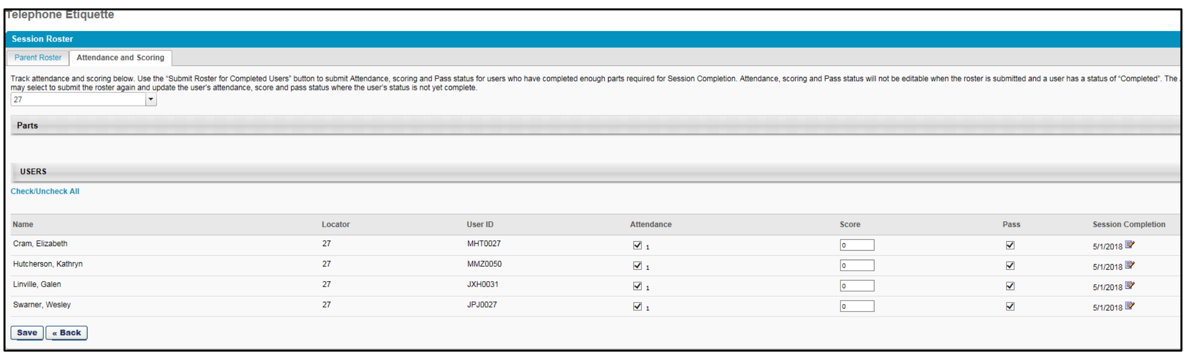

Add Pending Users to Roster ☑ Send emails

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
Swarner, Wesley	JPJ0027	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.



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.



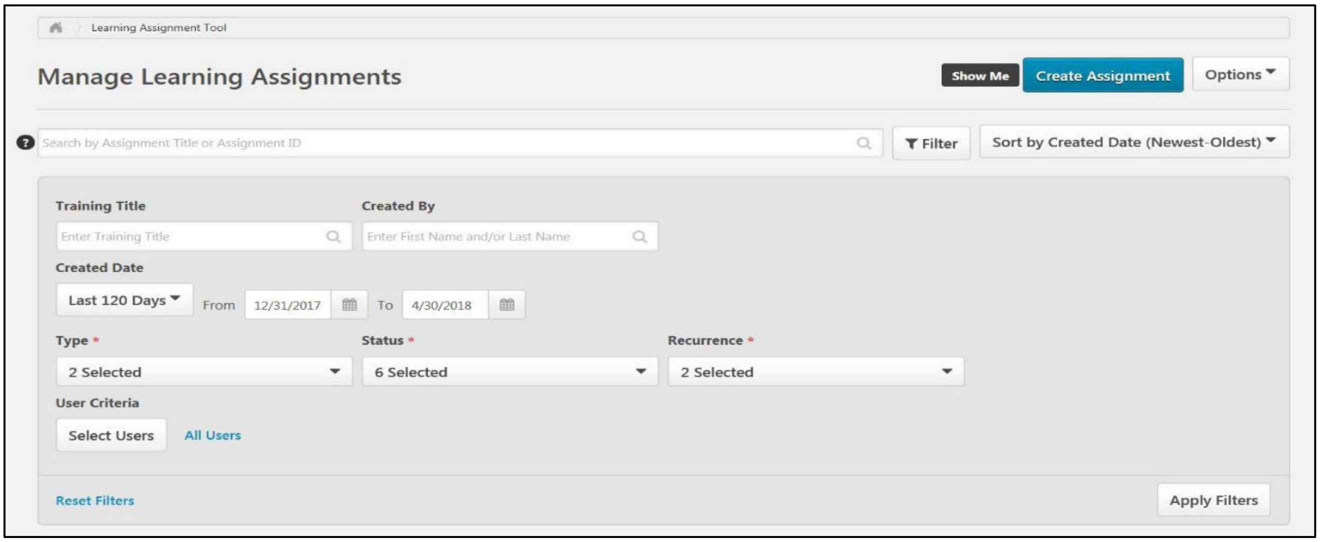
12. **Select Submit Roster**, the user’s status will now update and show that they have completed the training. **NOTE:** There is a 5–10-minute delay in the system before viewing the roster.

Creating Learning Assignments

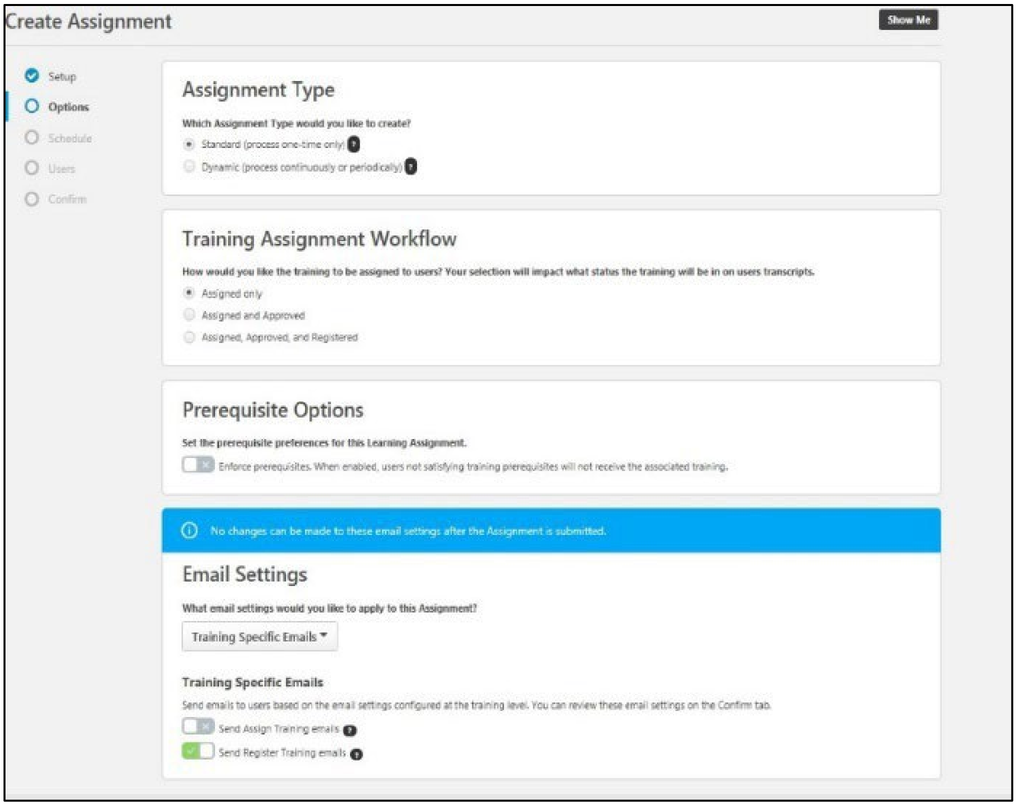
Learning Assignment Tool

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**.



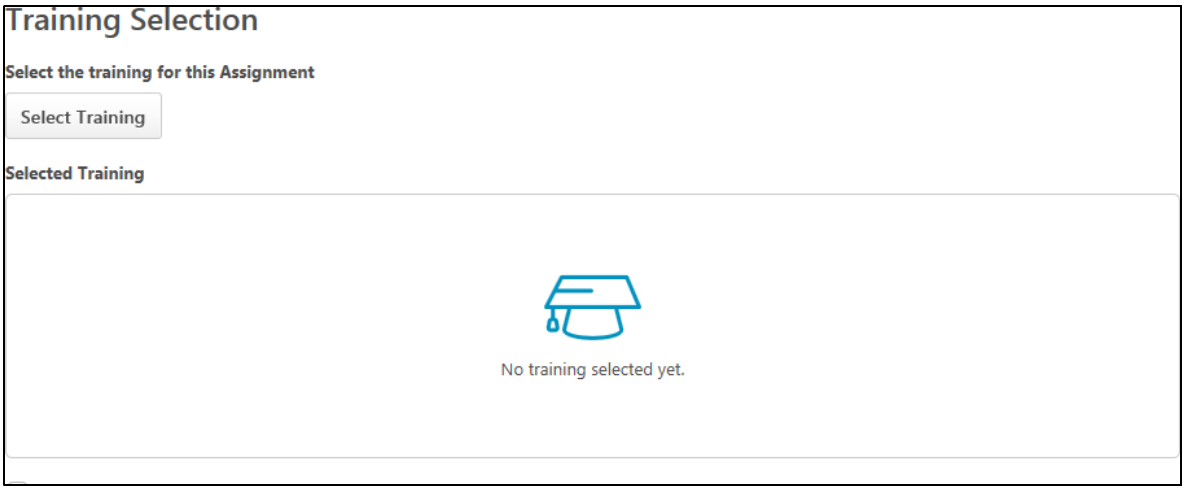
3. Set the Assignment Type.



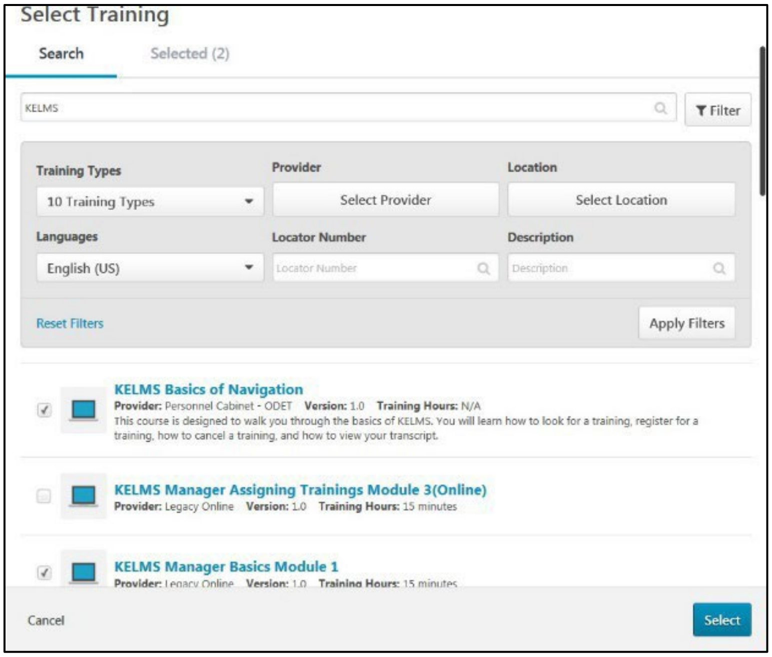
- **Standard**-This is a one-time assignment for the users who meet the defined criteria of the learning assignment. This assignment will process one time only.
- **Dynamic**-A dynamic learning assignment processes daily or once per year and attempts to assign the learning objects to users who newly 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.

5. Select “Select Training.”



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.

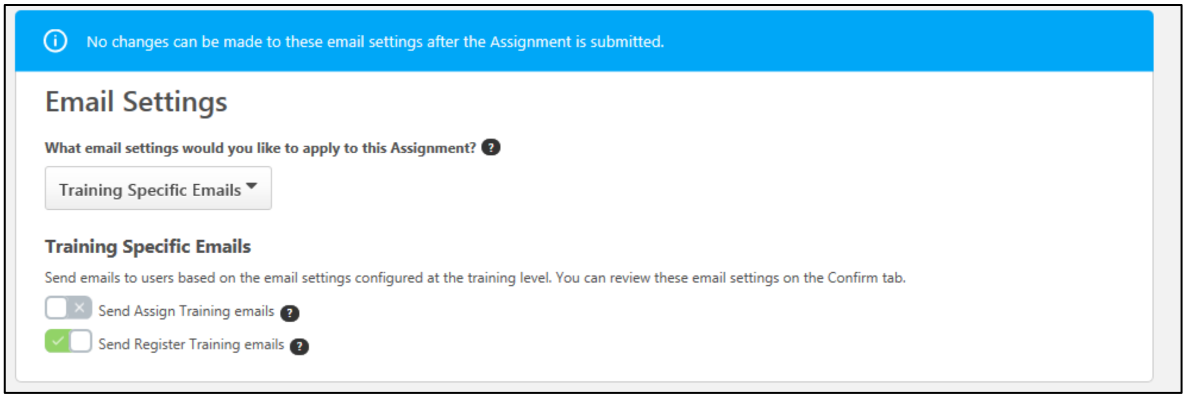
7. **Select Next** after the training has been selected.
8. The Training Assignment Workflow will allow you to determine how the user is assigned for training based on the following options:

   - **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.



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

- **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.

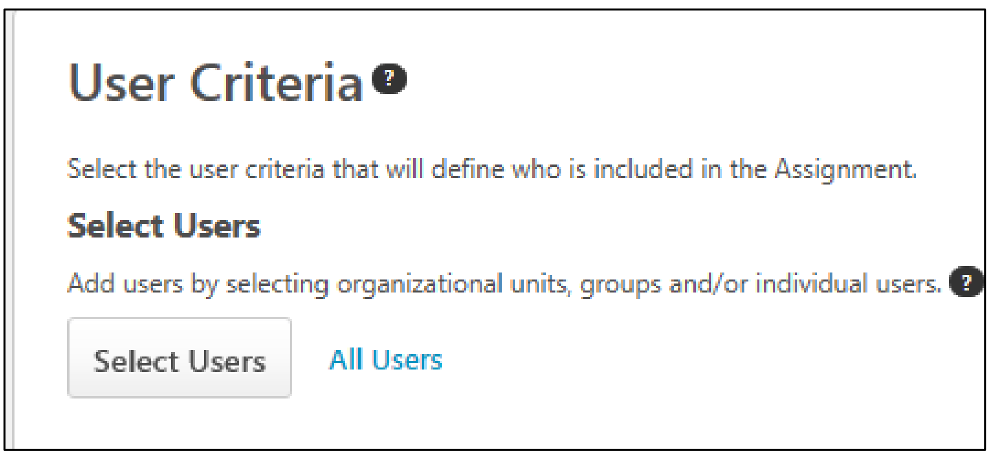
- **Available processing starts date options for assignments that process annually include**: When would you like the assignment to start processing and assign training to users? Using the date picker and time picker, select a date and time when the assignment will begin to process. The assignment will process annually on this date and time.

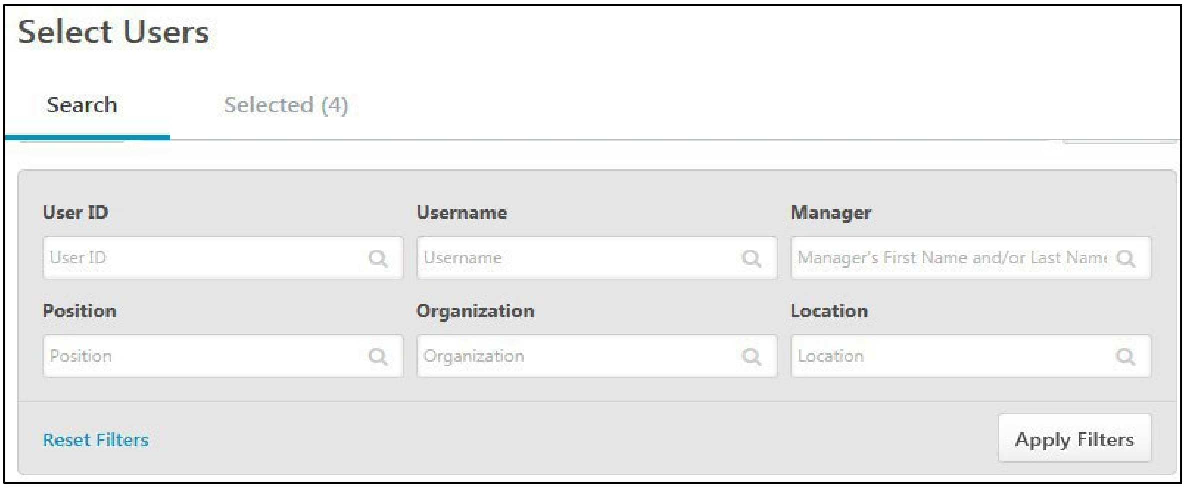
12. The training start date will allow administrators to determine when the training will start.

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

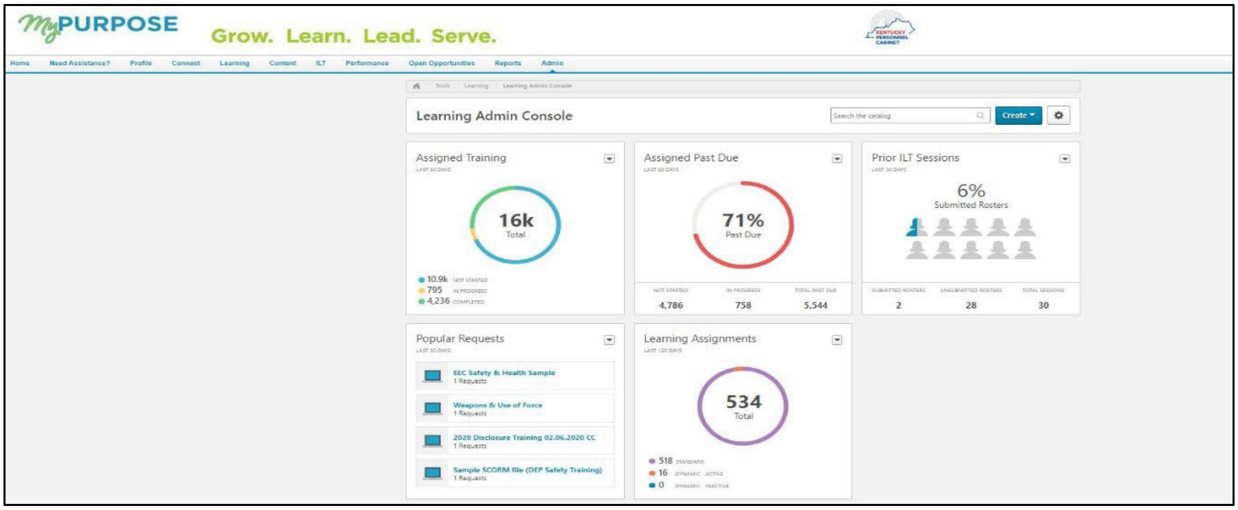
Learning Administrators have access to the Learning Admin Console, which consolidates training management actions into one central location, allowing them to access critical training information and manage training.

To Access the Admin Console

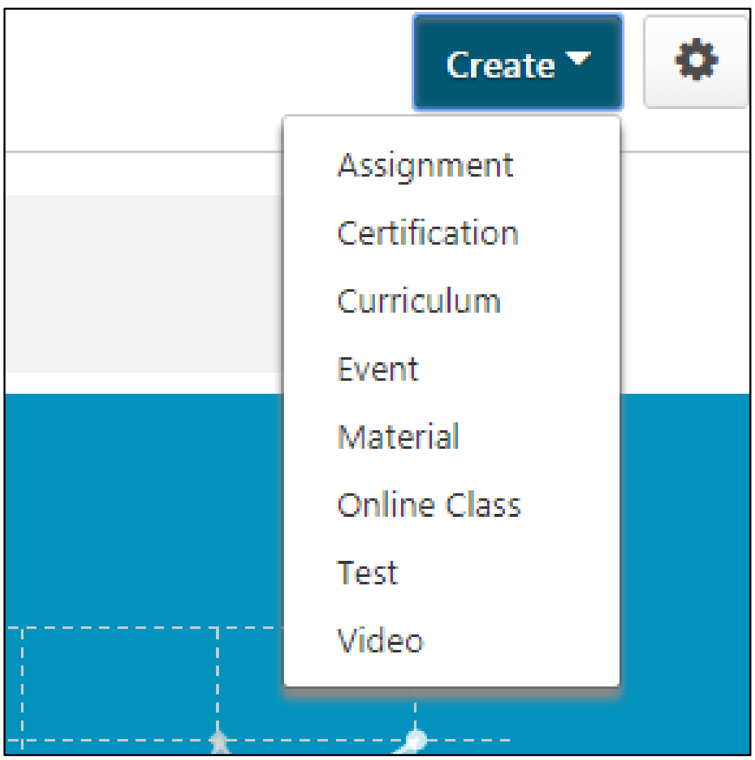
From the MyPURPOSE home page, hover over ADMIN > Select Learning Admin Console.

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.



2. 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**.



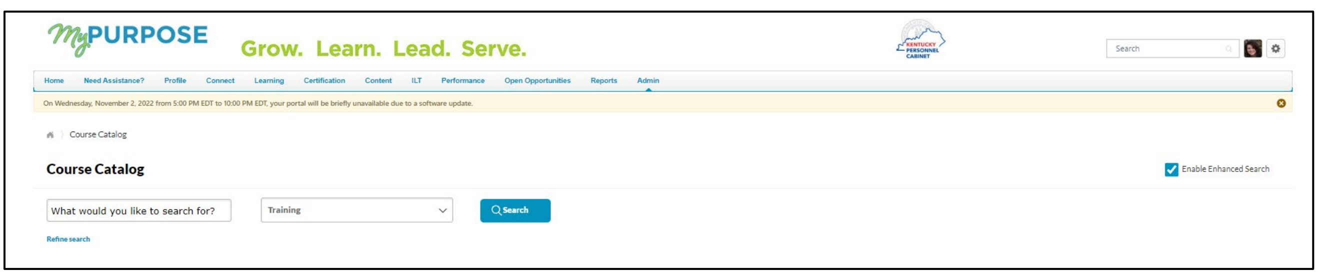
Once selected, this will redirect to the Learning Object Creation Screens. (Please see the corresponding section in this manual for more information regarding the creation of the Learning Object).

Using the Course Catalog

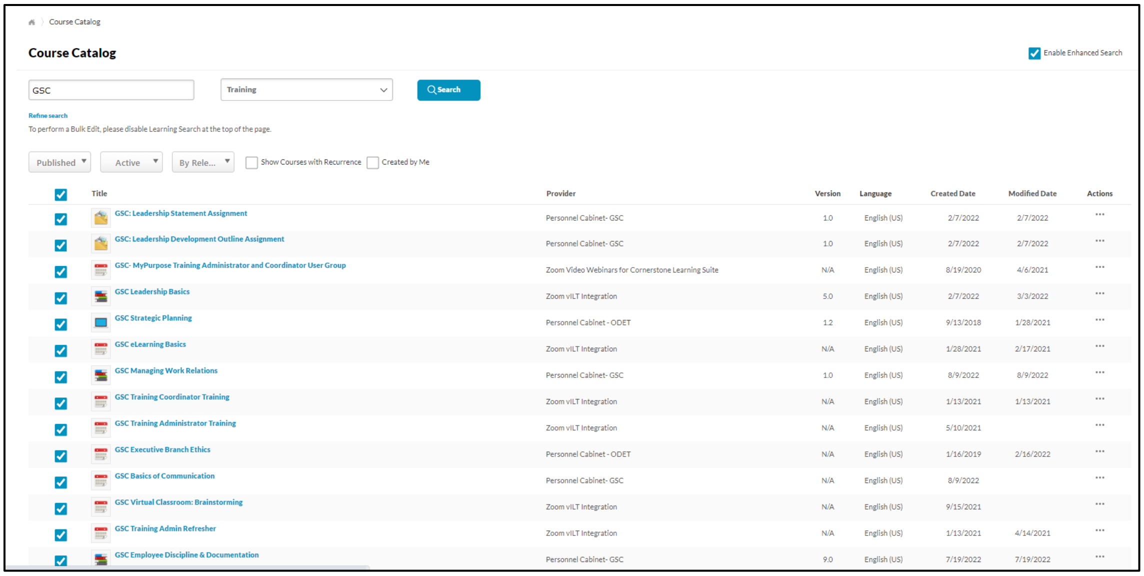
The Course Catalog is the repository of all learning objects in the system, including online courses, quick courses, events, libraries, tests, material, and curricula. The Course Catalog enables the administrator to edit the description, associate learning with subjects, competencies, and certification, 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.



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.

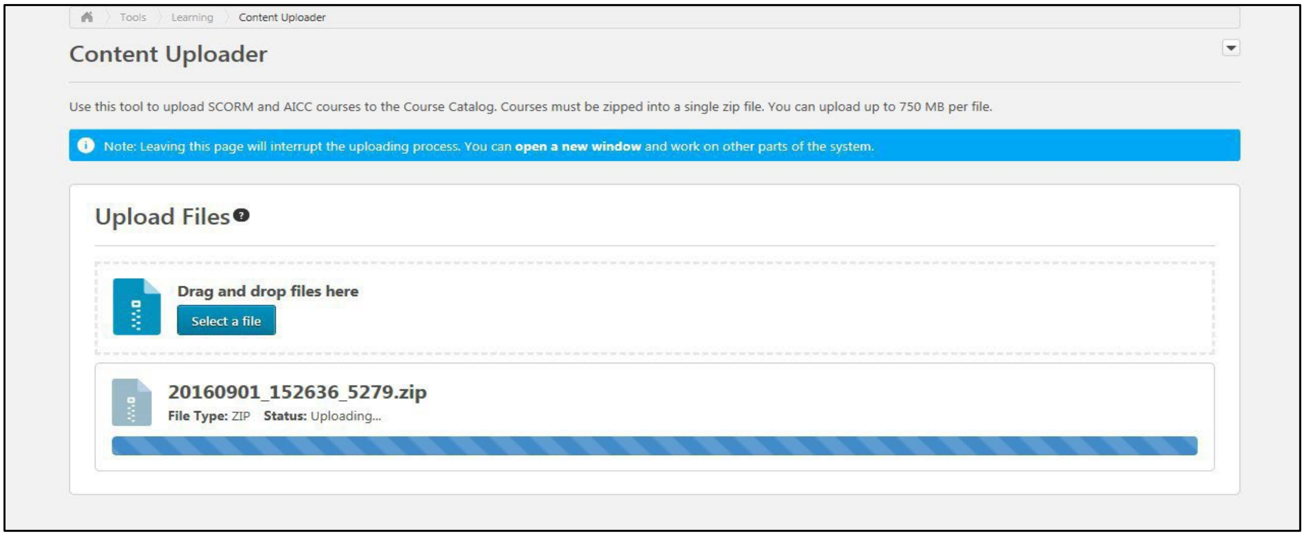
- An online course or publication is an electronic learning course that can be completed asynchronously or offline using the Offline Player.
- An online course comprises SCORM or AICC compliant files bundled into a zip file.
- All uploaded files must be SCORM 1.2, SCORM 2004, or AICC compliant and in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

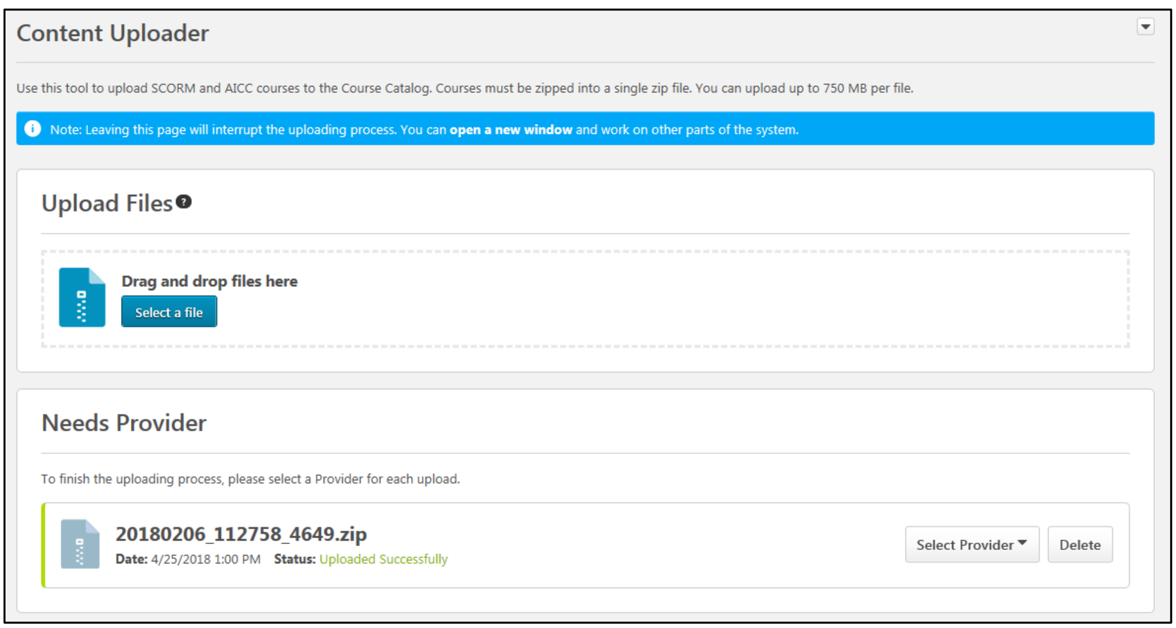
1. From the MyPURPOSE home page **hover over > Content > select Content Uploader.**
2. The Content uploader screen will appear, allowing the admin to drag and drop the SCORM file.

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

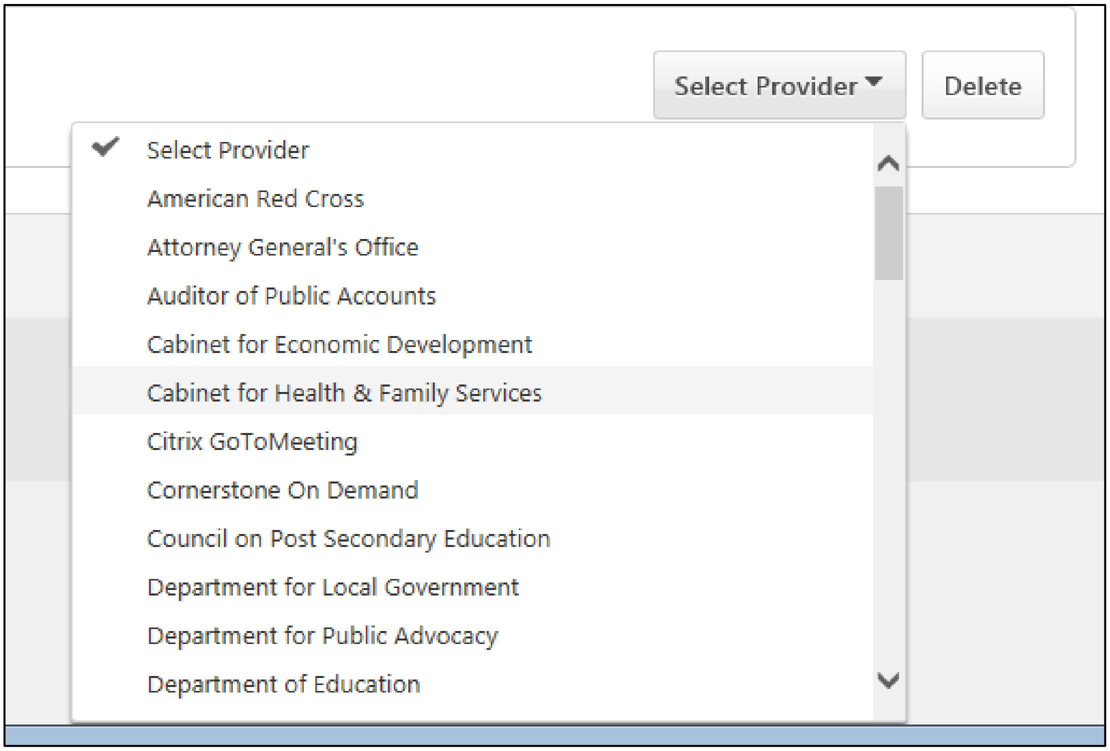
will upload the zip file. The system will process the file- **YOU MUST STAY ON THIS PAGE.**



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

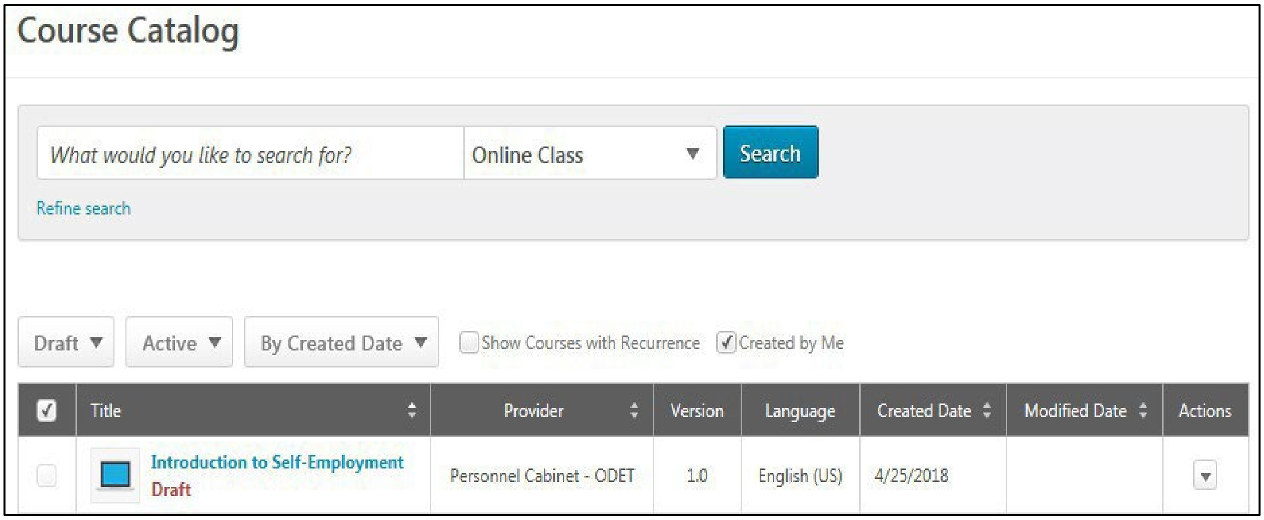


4. By **selecting the dropdown menu**, all agencies within Cornerstone will show.

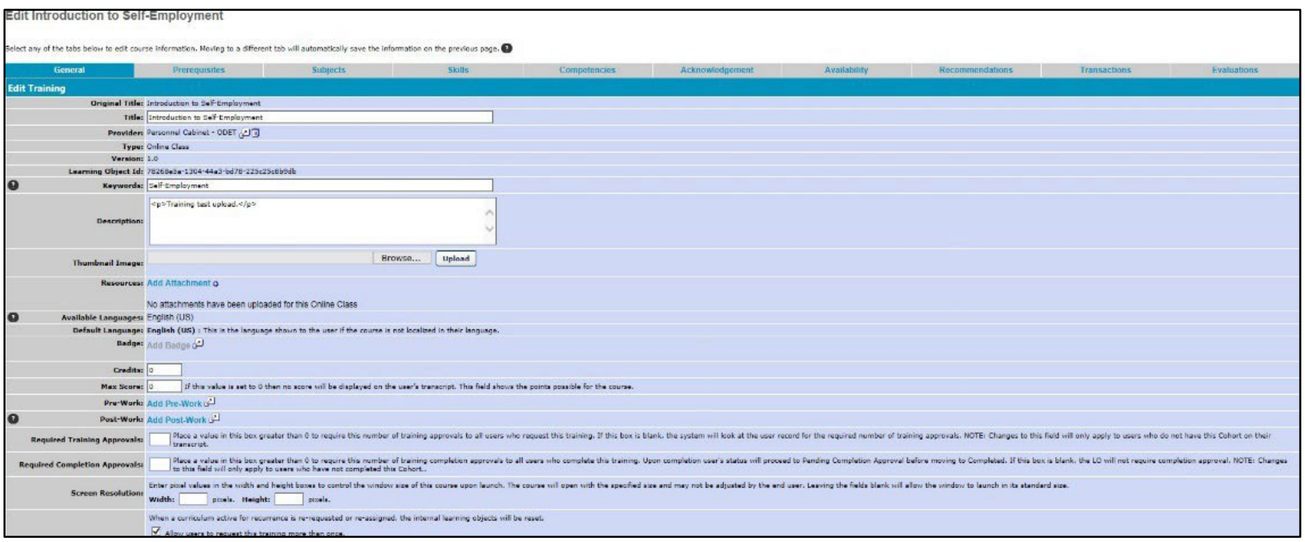


5. Once a provider has been selected, **select View Catalog**.

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



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

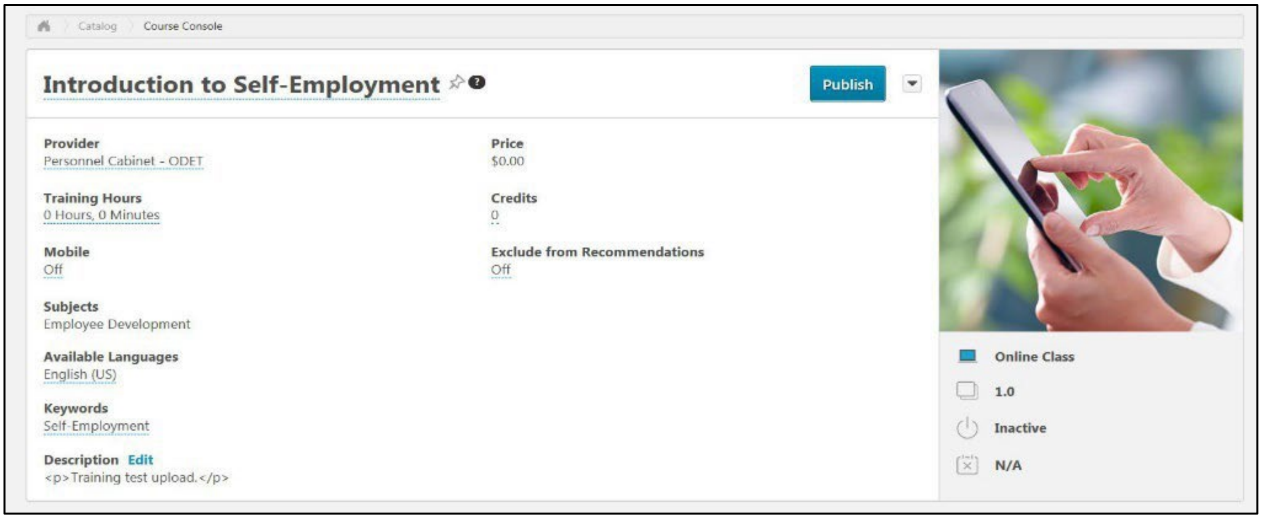


- **General**-Covers the general settings, title, and description.
- **Prerequisites**-Will this training have any prerequisites that must be completed before starting this training?
- **Subjects**-Allows admins to assign the subject category to the training.
- **Skills**-Allows you to add any skills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

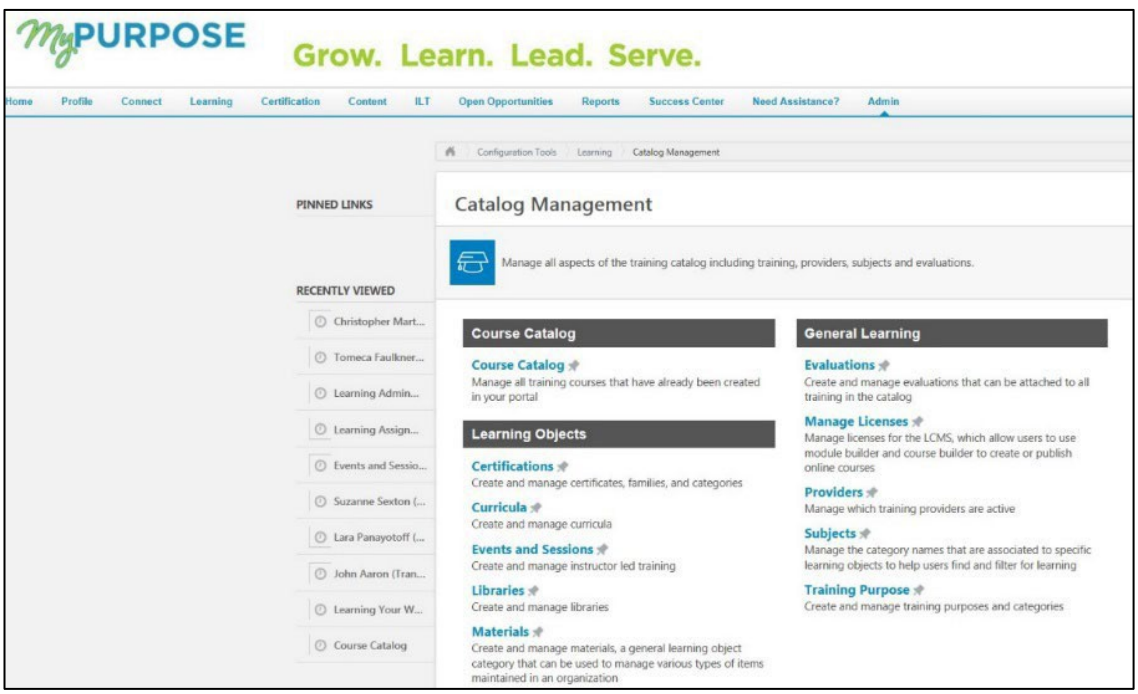


11. The course is now available for users to register for.

Creating a Version of an Online Course

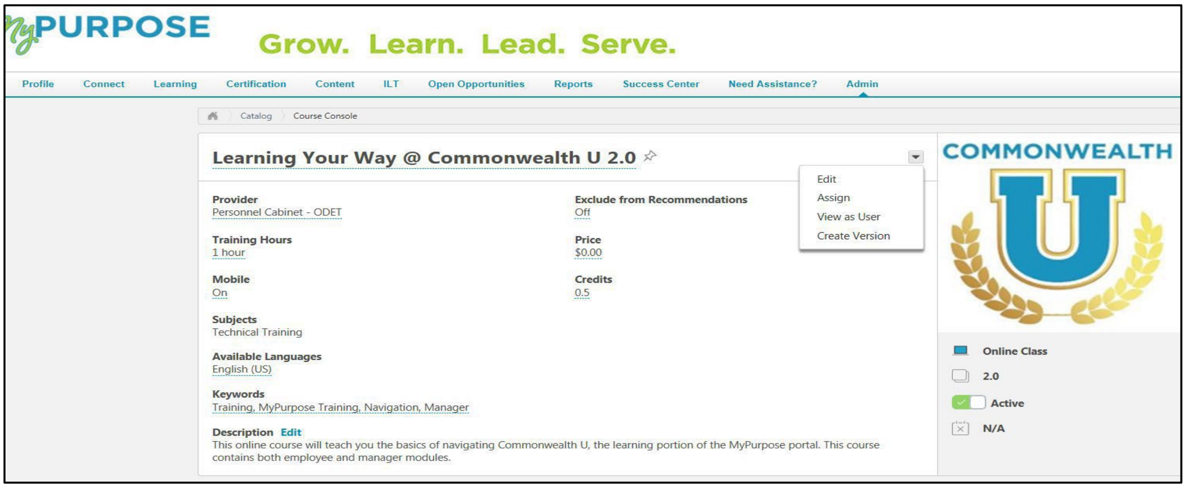
If the content uploaded has any changes, you must create a Version of the class. To create a version of an online course:

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

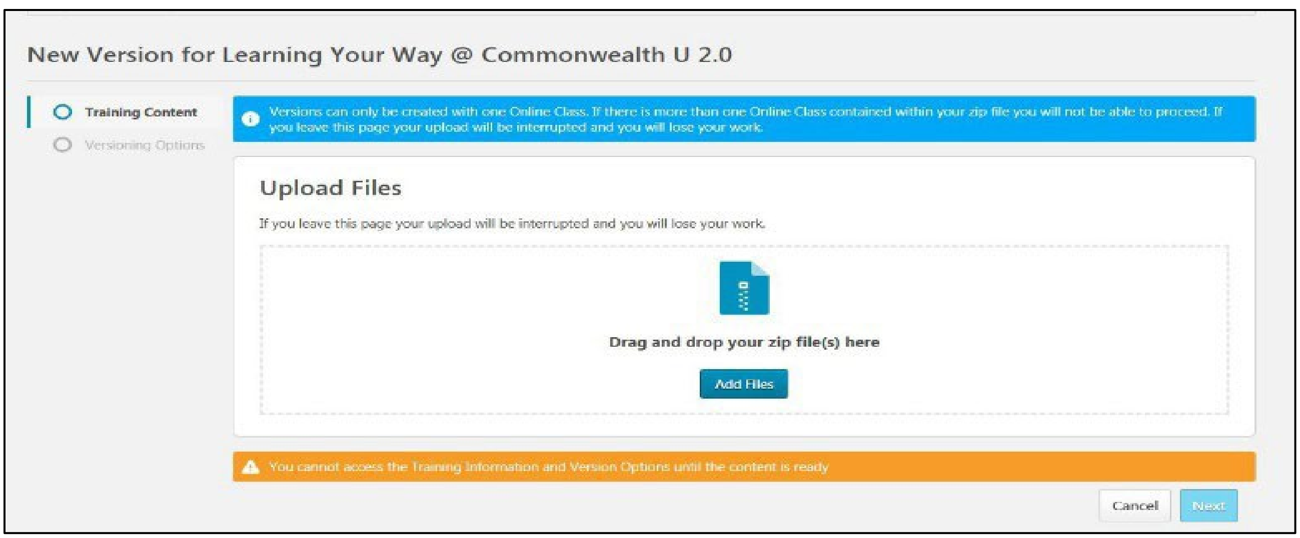


3. Find the online course in the Course Catalog, then select the

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

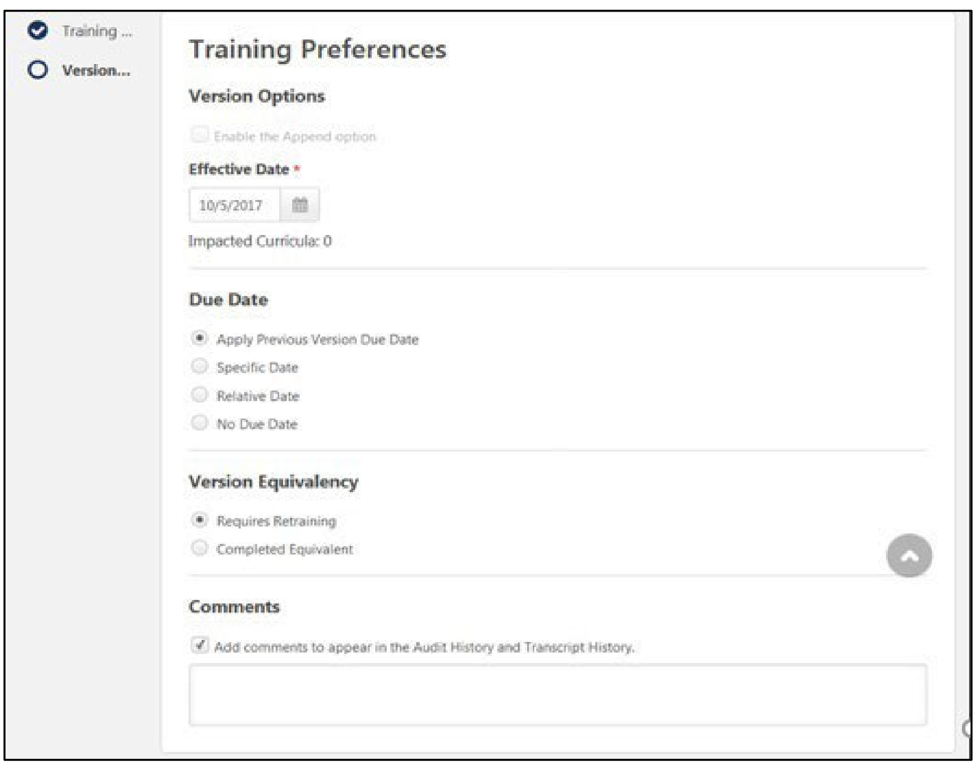
option if the online course will be unavailable through the mobile app.

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.



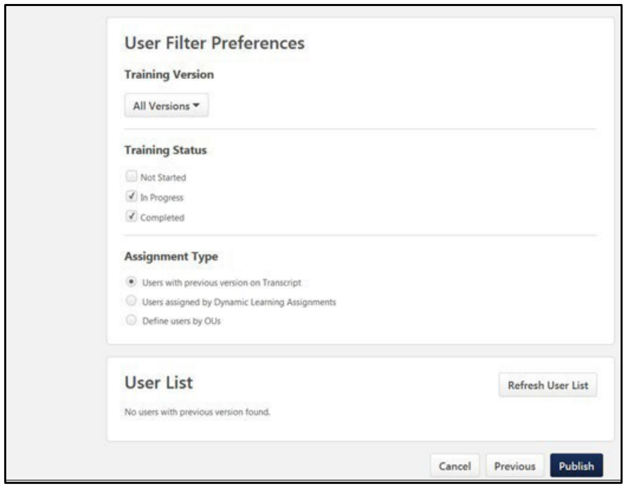
- Specific Date-If the online course is standalone, the latest version receives a fixed due date. If the online course is within a curriculum, the new class version displays a fixed date in its structure.

    - 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 reversioned 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 reversioned course.

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

filter options to determine which users receive the latest version:



- **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.

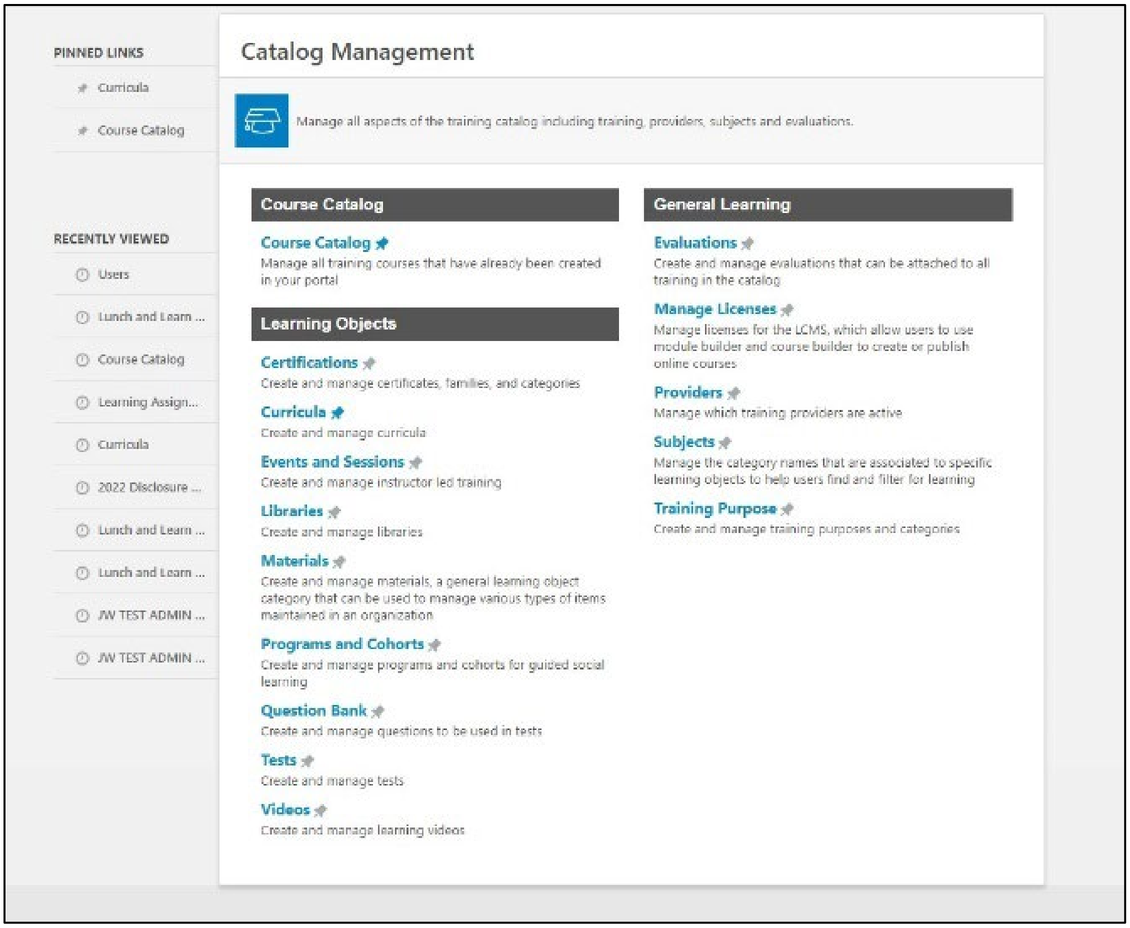
9. After configuring all versioning options and verifying that the user list applies to the number of users expected, select the Publish button to publish the new online course version, which will be applied to users as specified in the User Filter Preferences section. When the latest version is successfully 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

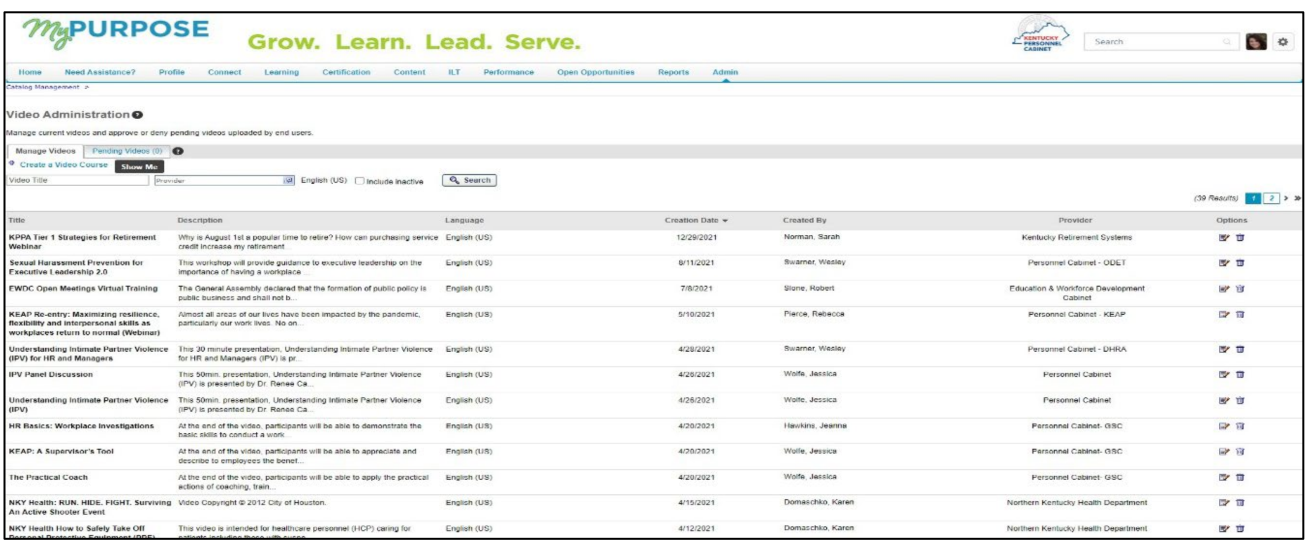
Uploading a Video to MyPURPOSE

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.”

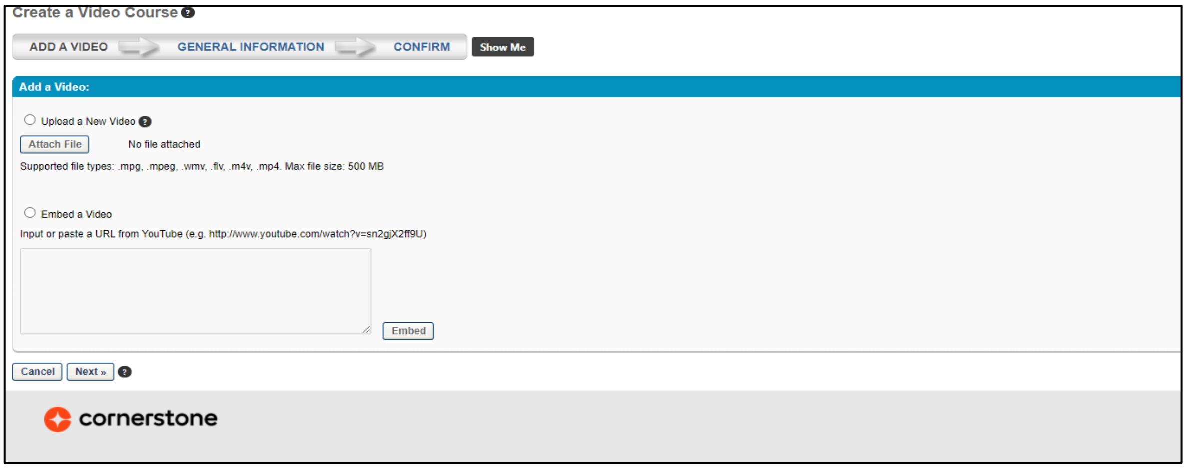


3. From the Video Administration screen, select “Create a Video Course.”

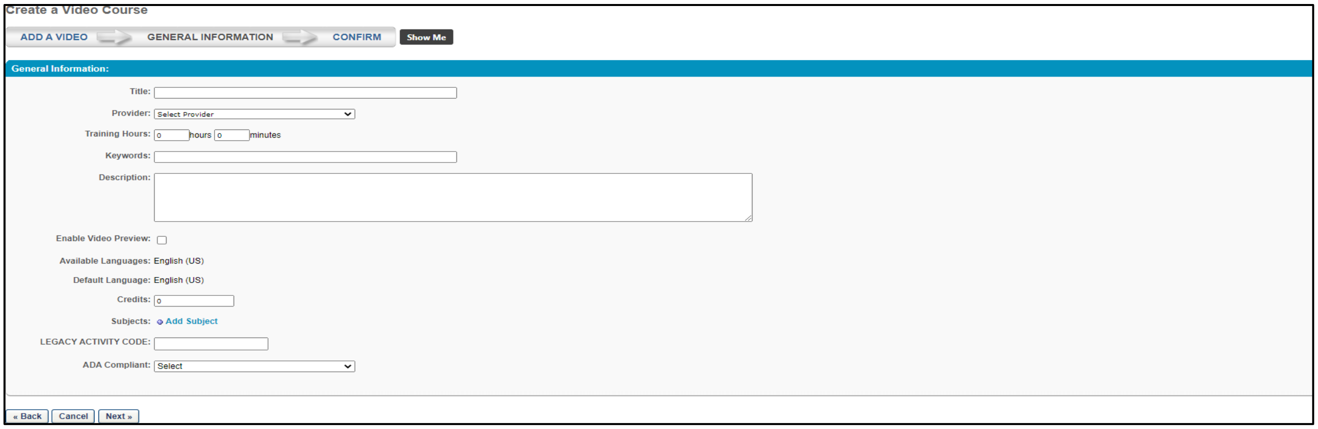


4. Once the Create a Video Course screen opens, there are two

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.



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



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.

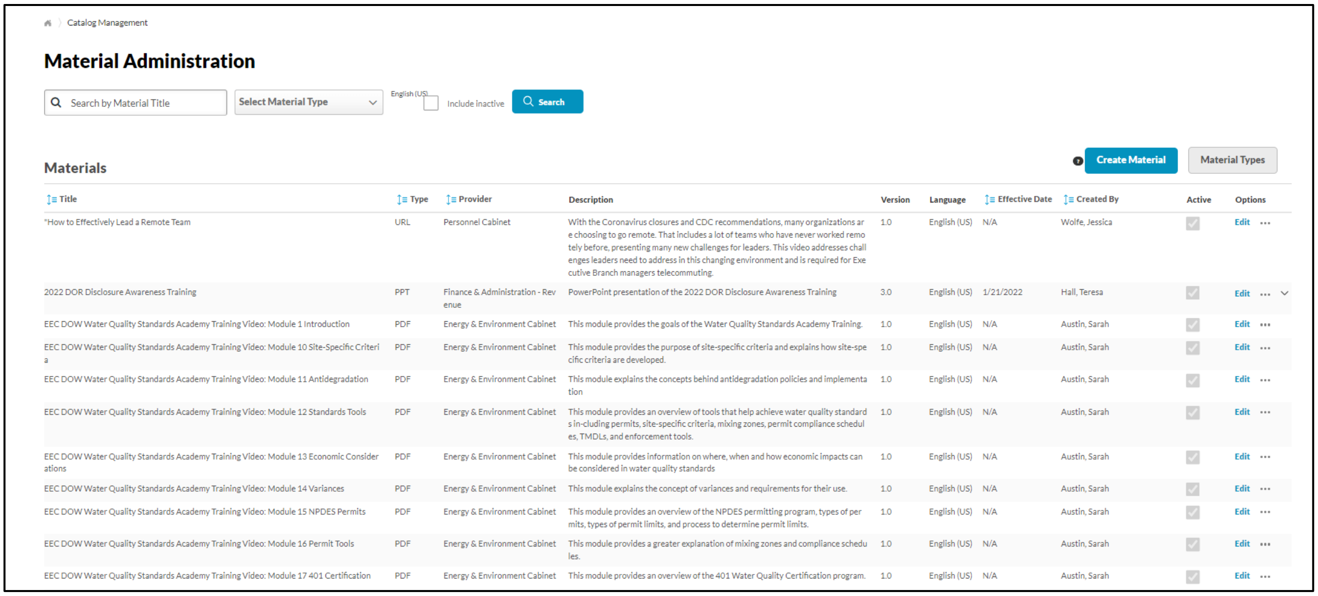
Materials

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

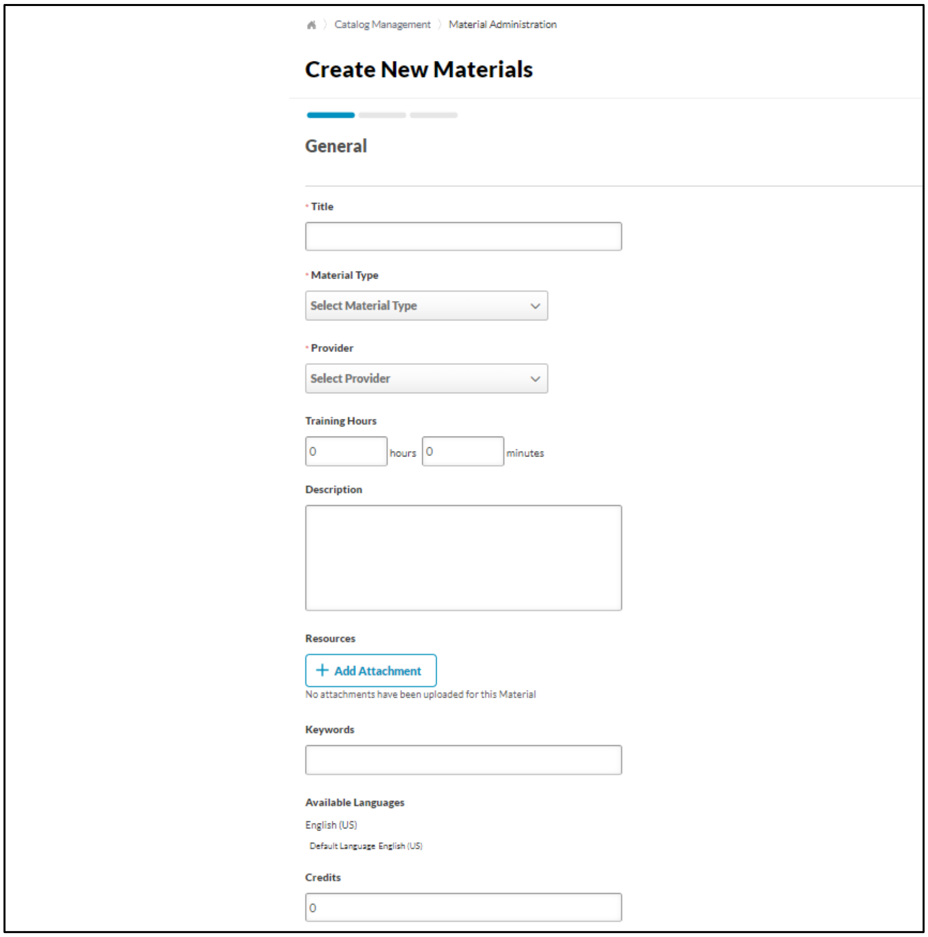
Search by Material Title | Select Material Type | English (US) | Include inactive | Search

Materials

Create Material | Material Types

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		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		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		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		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		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 in-cluding permits, site-specific criteria, mixing zones, permit compliance schedules, TMDLs, and enforcement tools.	1.0	English (US)	N/A	Austin, Sarah		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		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		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		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		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		Edit •••

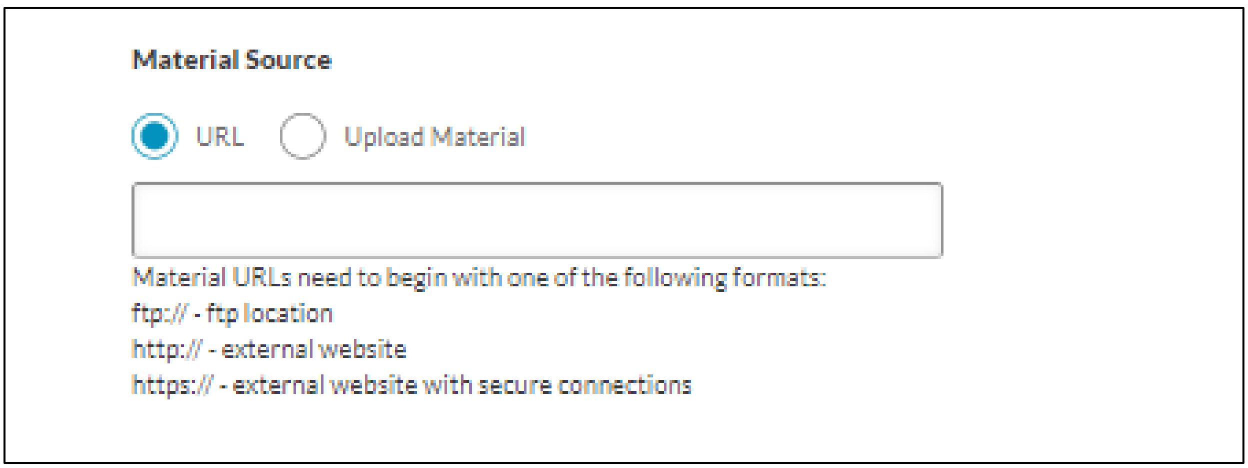
3. **Enter a title for the material**. The character limit is five hundred.
4. **Select the appropriate material type from the dropdown list**. The dropdown list only includes active material types. Material types can be configured on the Manage Material Types page.
5. **Select the appropriate provider** 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.



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.

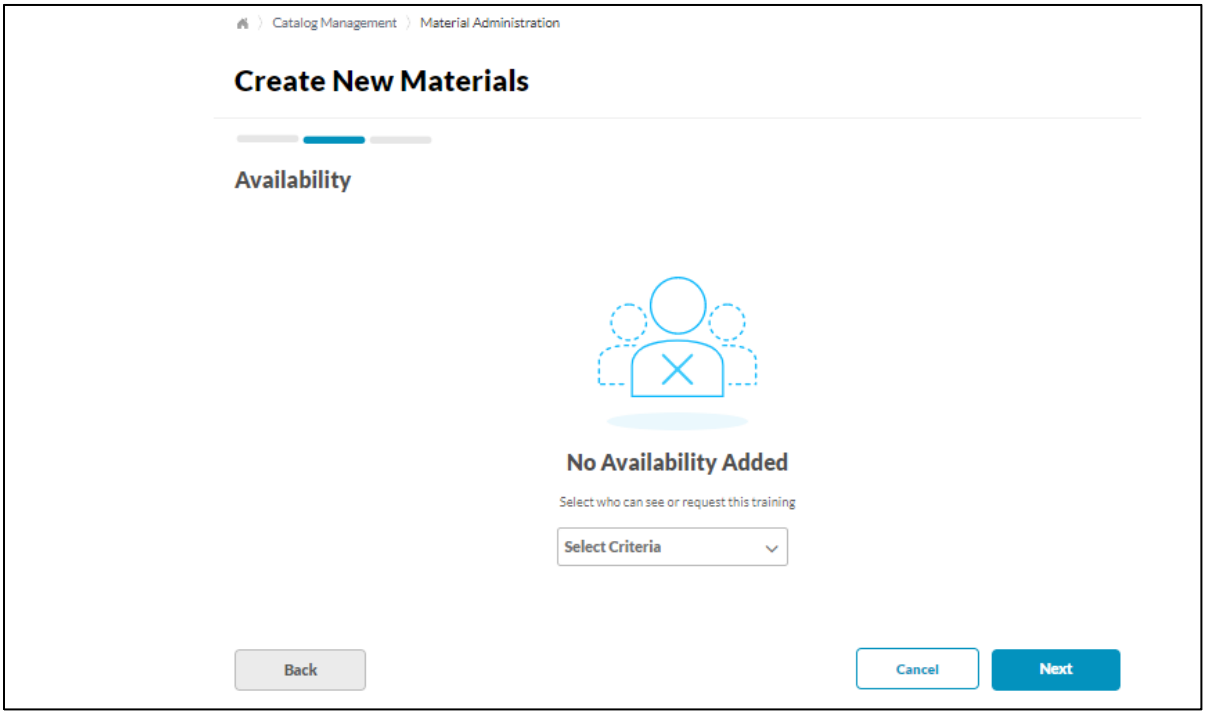
9. **Enter Keywords to associate with the training**. When a user searches for training and enters any of the keywords specified here, the course title will appear in the search results.

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.



- **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.



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:

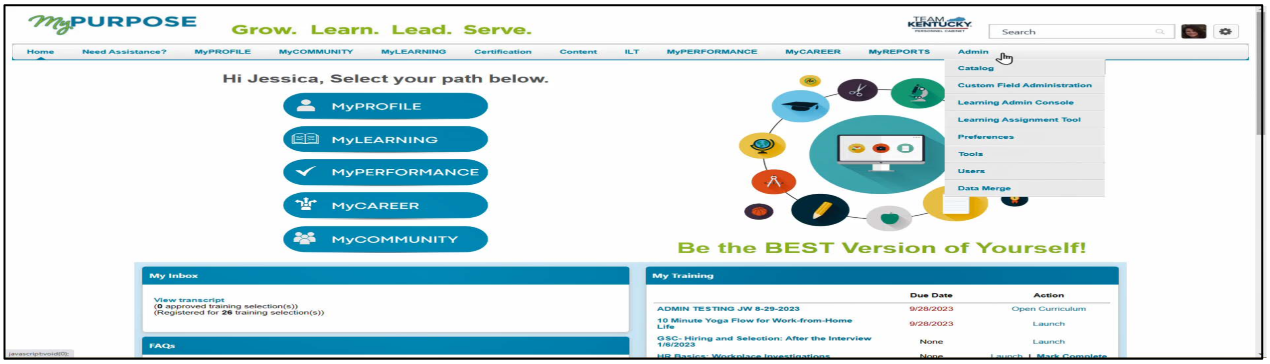
- Classroom events
- Online courses
- Tests
- Materials
- Postings from the Knowledge Bank
- Connect
- Even administrator-defined action steps
- Freeform items

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.

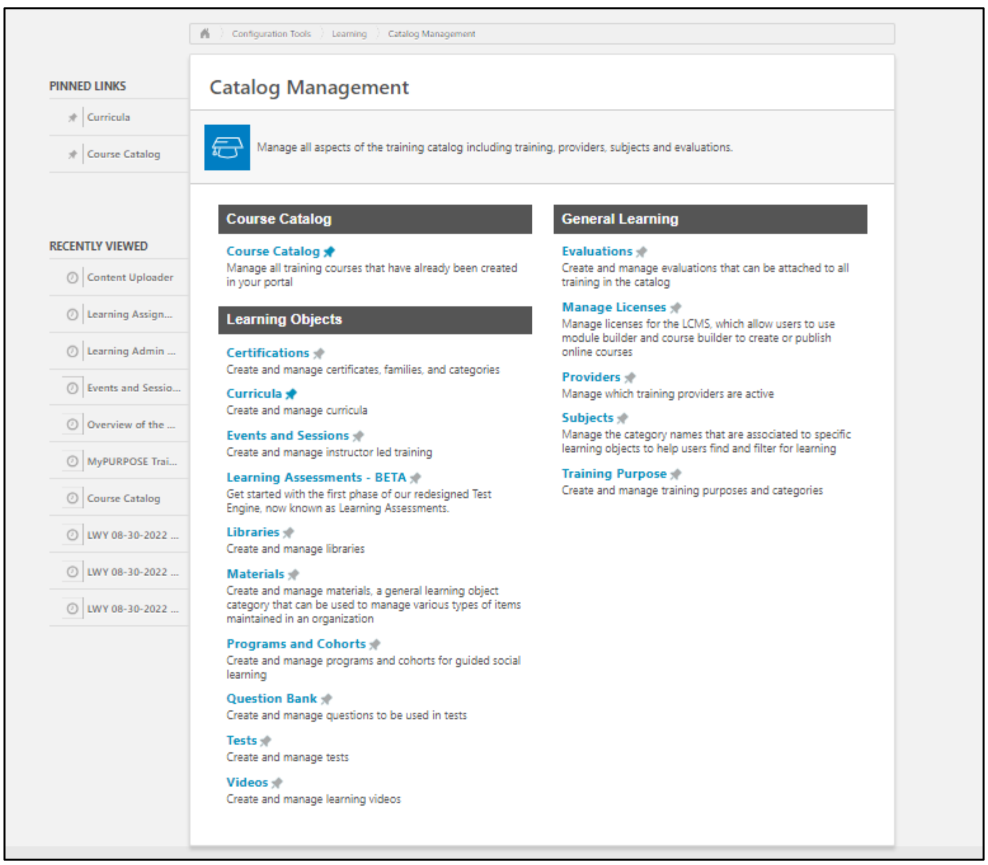
Curriculum functionality allows administrators to create blended learning programs that are flexible and easy for learners to manage. Administrators can set specific parameters and conditions for each training item in a curriculum, including the display order and the order of completion. Curricula can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

To Create a Curriculum:

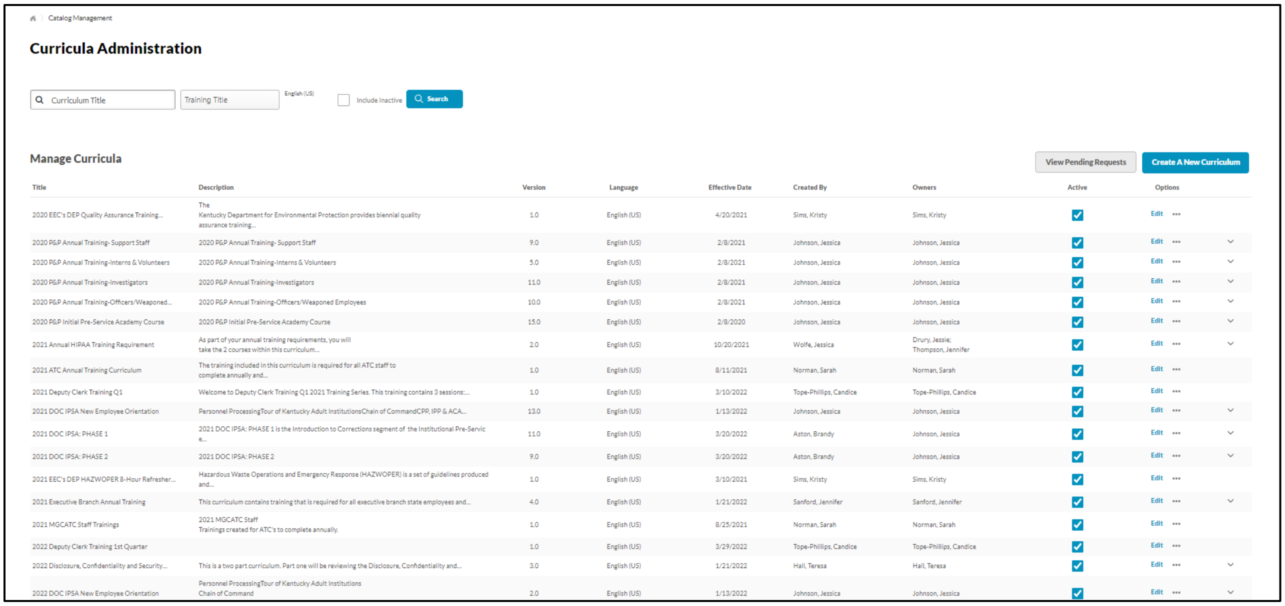
1. From the MyPURPOSE home page, go to **ADMIN > Catalog**.



2. Select the Curricula Option.



3. From the Curricula Administration screen select Create New.



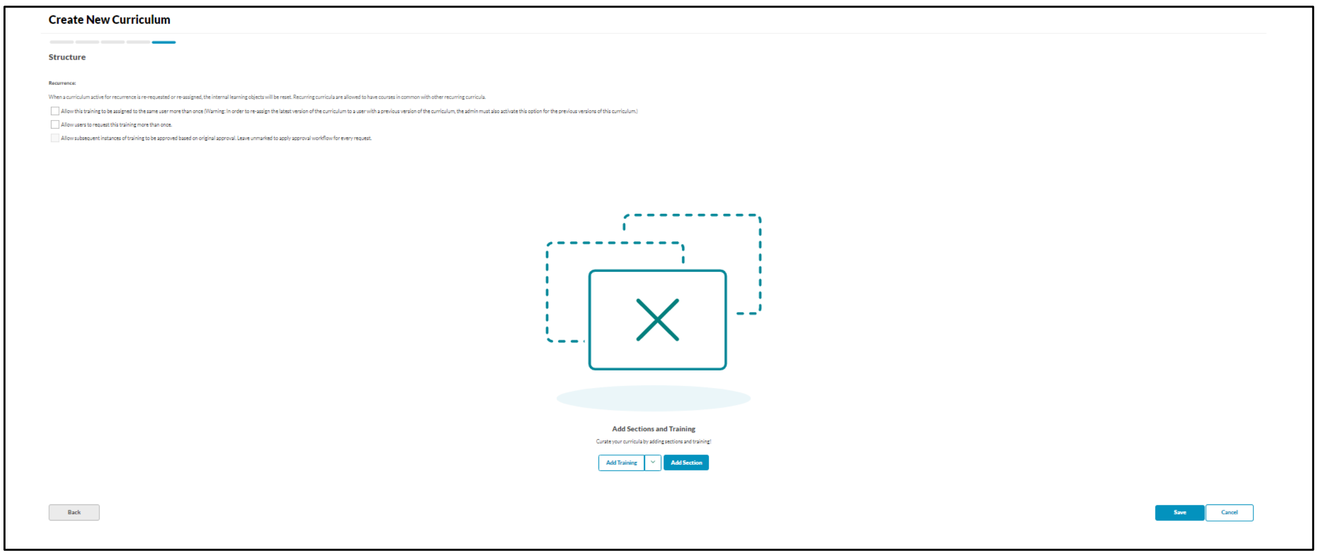
4. The curriculum creation process is separated into five sections.
    - **General**-the general properties such as the title, keywords, description, and prerequisites will be configured. **The Curriculum Player will need to be selected**. **Select Next**.

5. **Availability**-select which users will have the ability to enroll in the curriculum. Once the desired availability has been set, **select Next**.

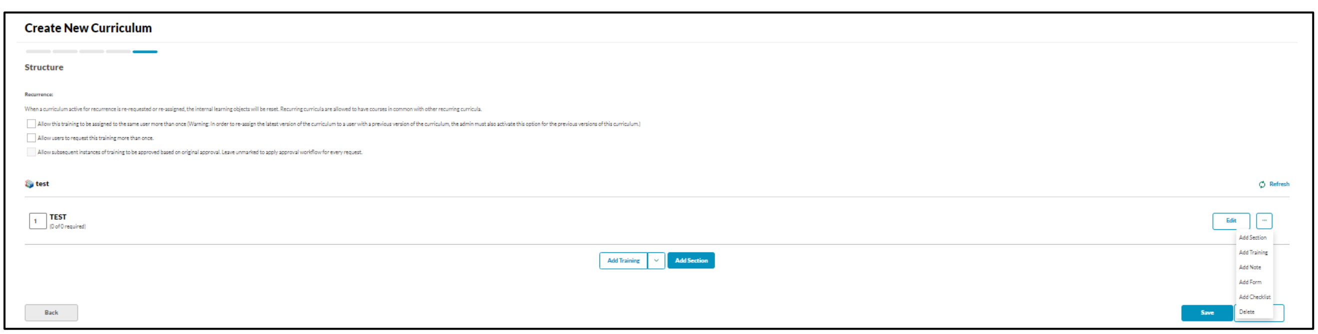
- **Emails**-will allow you to set how users are notified of their enrollment in a curriculum. Select Next.
- **Structure**-will allow the admin to set the structure of the curriculum. Setting up a Recurrence will determine if the curriculum needs to be reassigned.
- **Allow this training to be assigned 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.

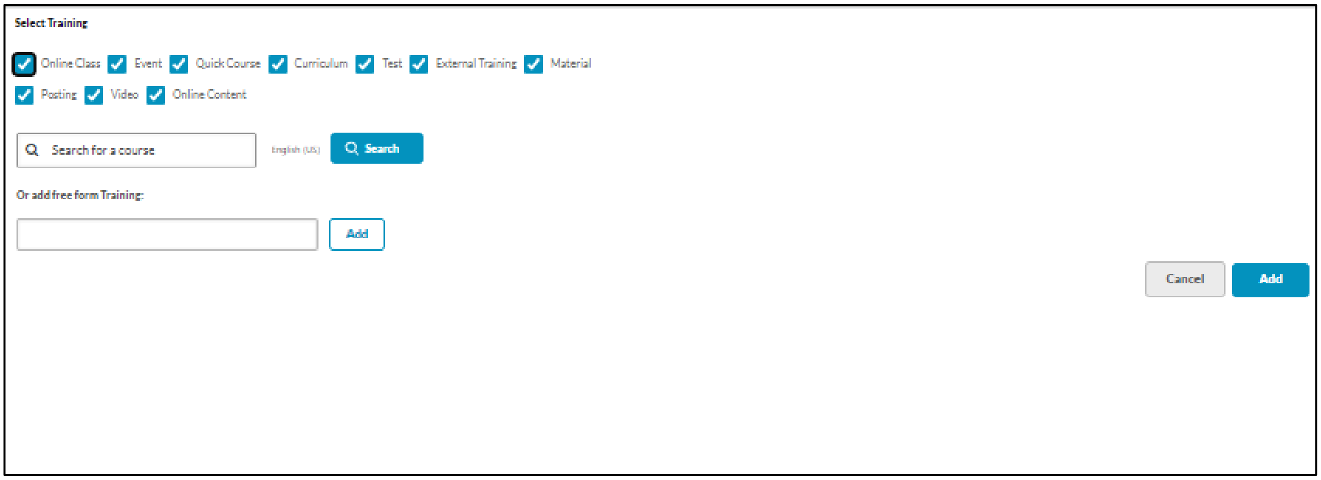
6. Select the Add Section icon. Add the first section to the curriculum. At least one section is required. Enter a title and instructions for the section.



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.

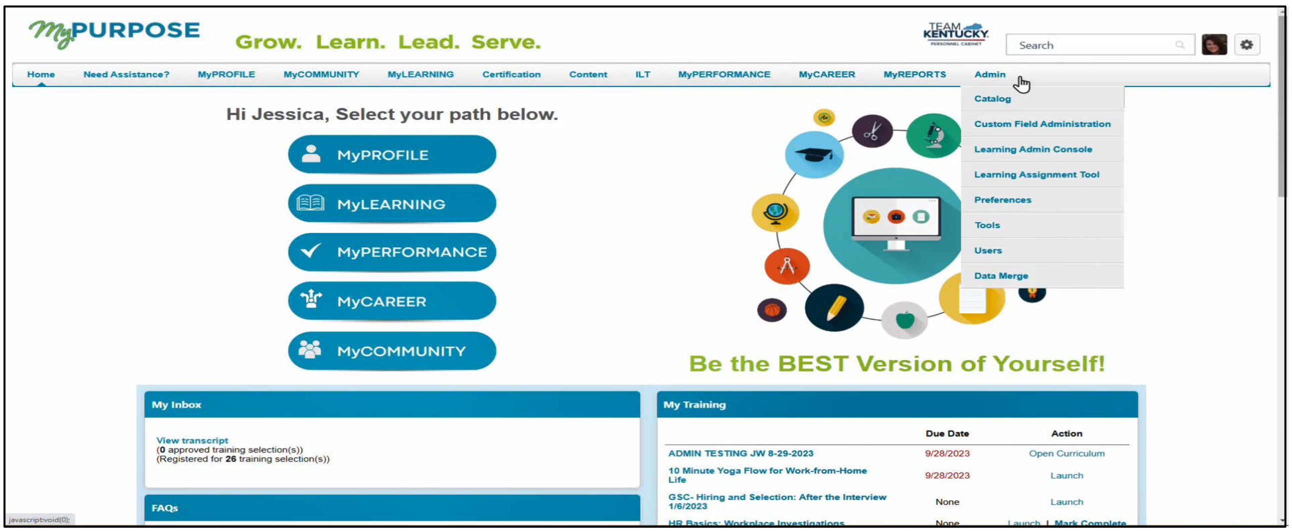
Evaluations

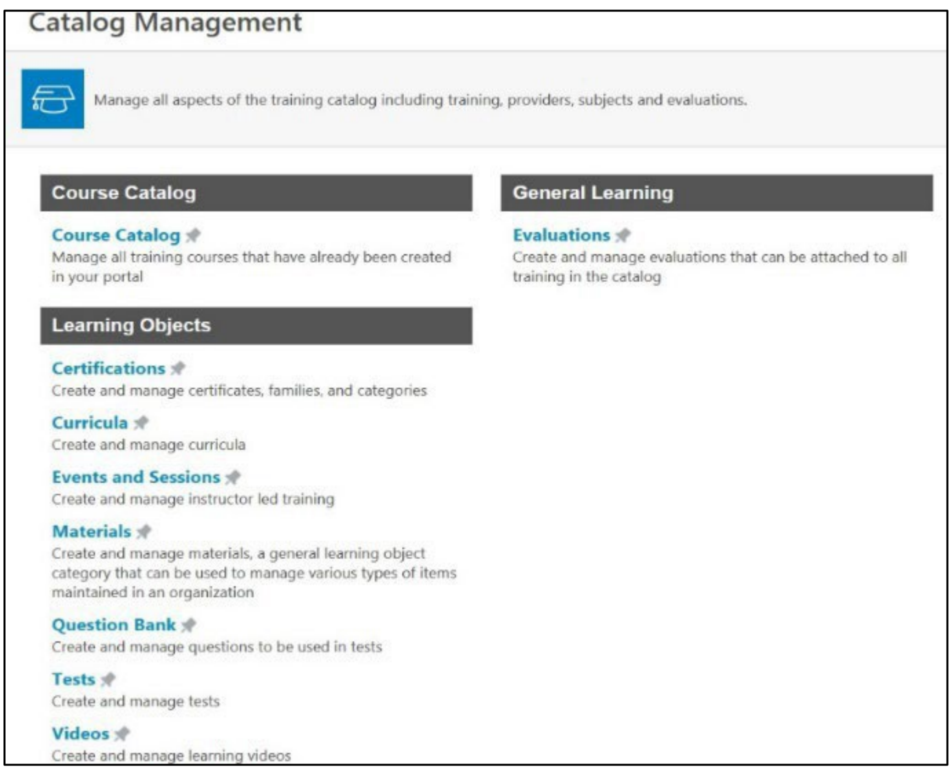
Creating an Evaluation

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.

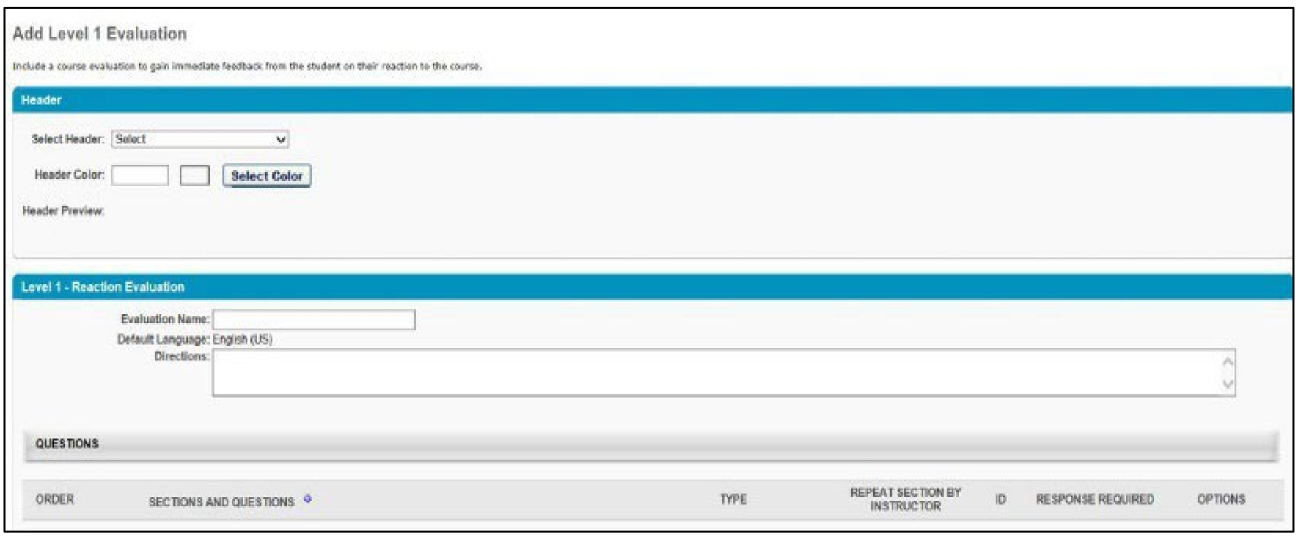
1. To access Level 1 (Reaction) evaluations, **go to Admin > Catalog > Evaluations.**





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

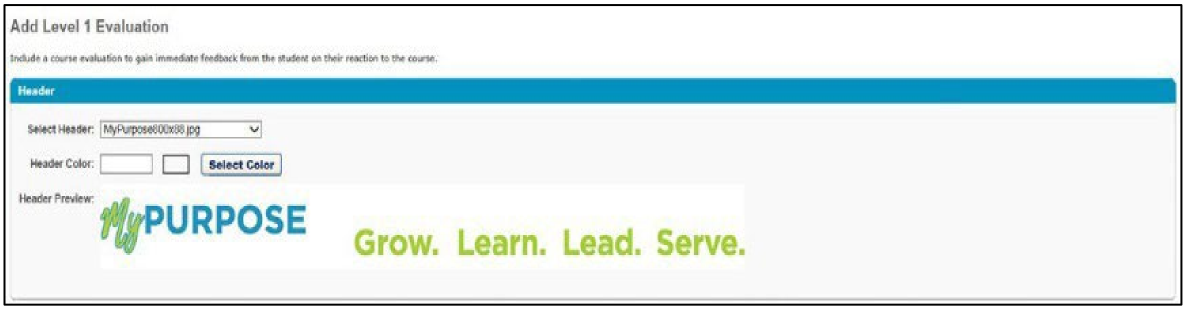
3. To create an evaluation, select **Create New Evaluation** or copy an existing evaluation by selecting the Copy icon in the Options column.



4. 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.

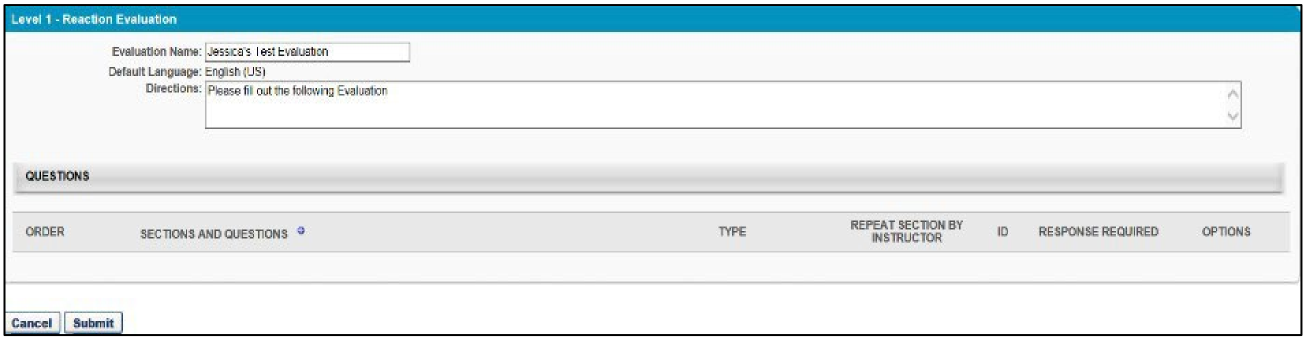
The chosen logo is not resized.



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

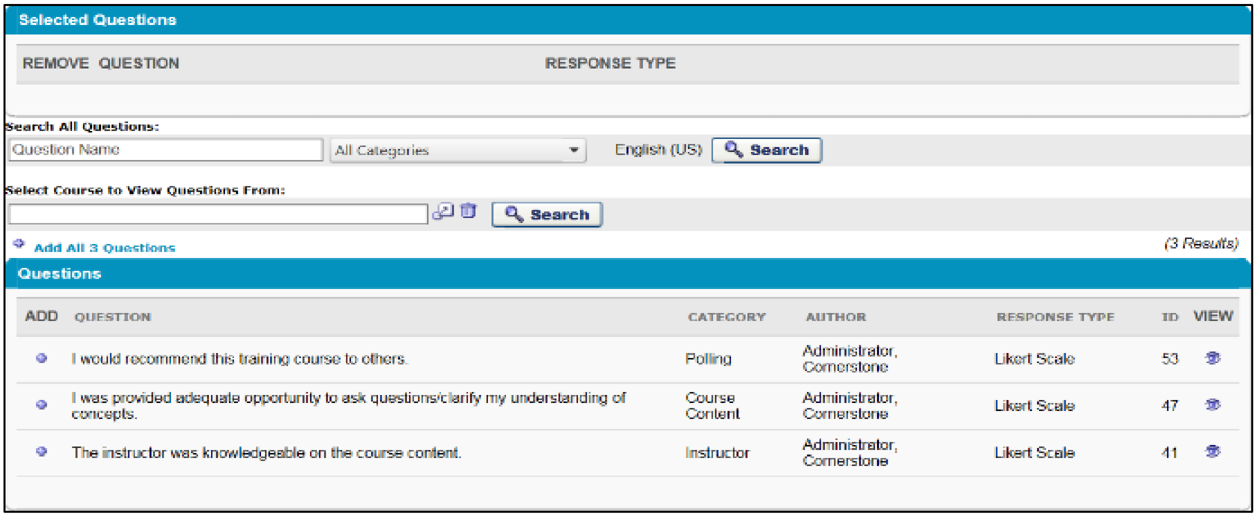
   of the administrator adding the evaluation. The default language is read-only and cannot be changed.
   - **Directions-**Enter the instructions for the evaluation. The instructions appear on a separate page when the user launches the evaluation. If the field is left blank, an introductory page does not 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:



- **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.

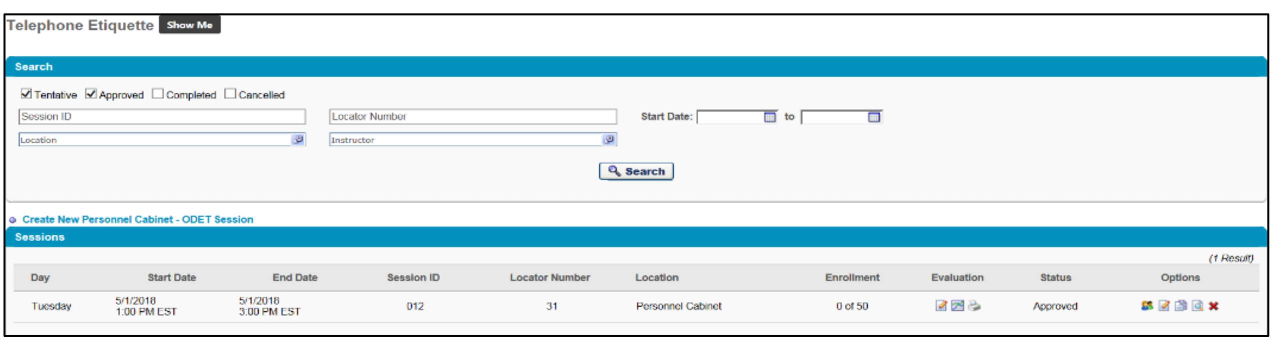
7. **Select Done.** The section appears as a row in the Questions panel. Select the **Edit** icon in the Options column to edit the section title or directions. To remove a section, select the Remove icon in the Options column. **NOTE:** Removing a section also removes all questions in the section.
8. Add Question-To add a question to a section, **select the Add Question icon**. This opens the Search Questions pop-up.



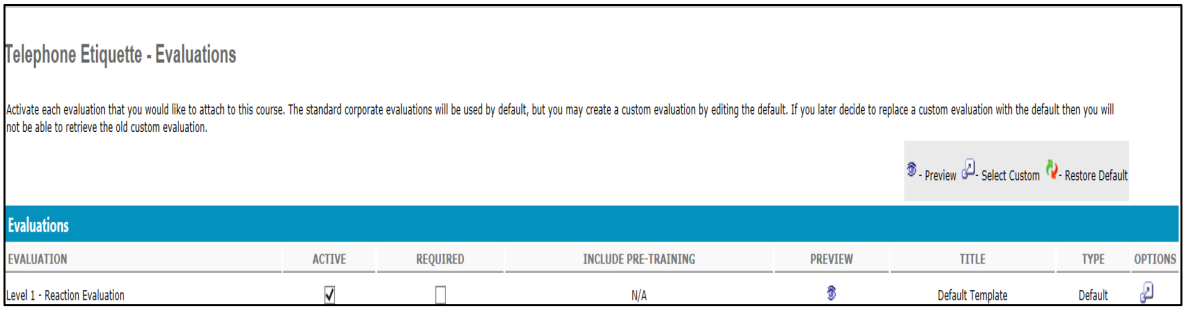
9. **Select submit** when all desired questions are placed in the Selected Questions panel. The questions appear under the section title. You can reorder by changing the number in the Order column. The question type appears in the Type column.

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.

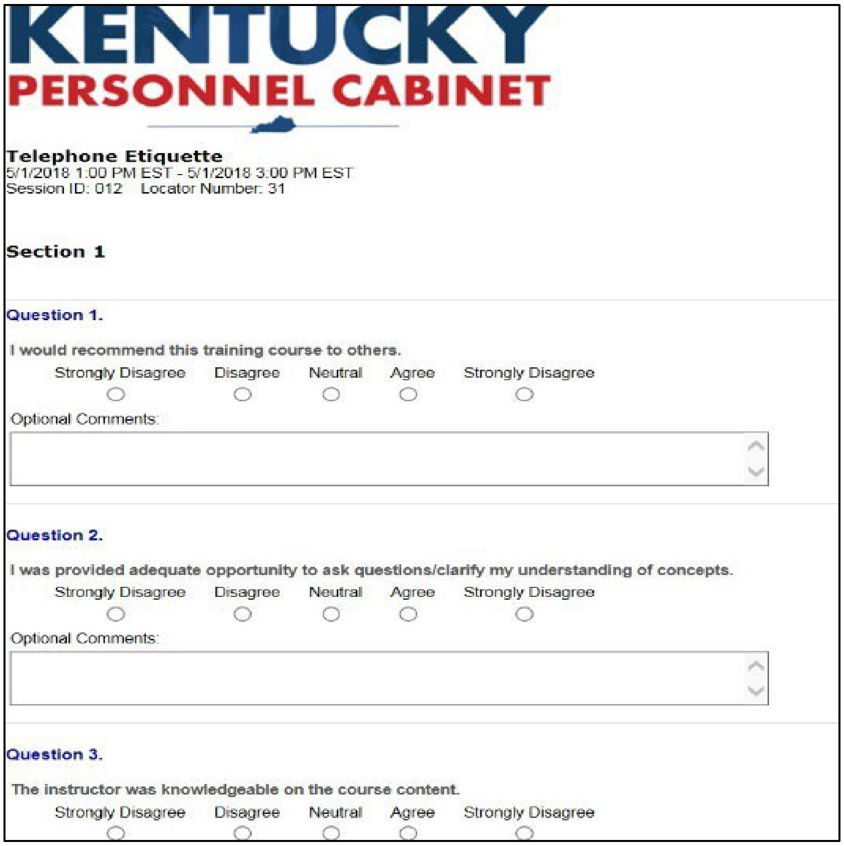


4. Select Active to activate an evaluation.



5. Select the option to add a custom evaluation.

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

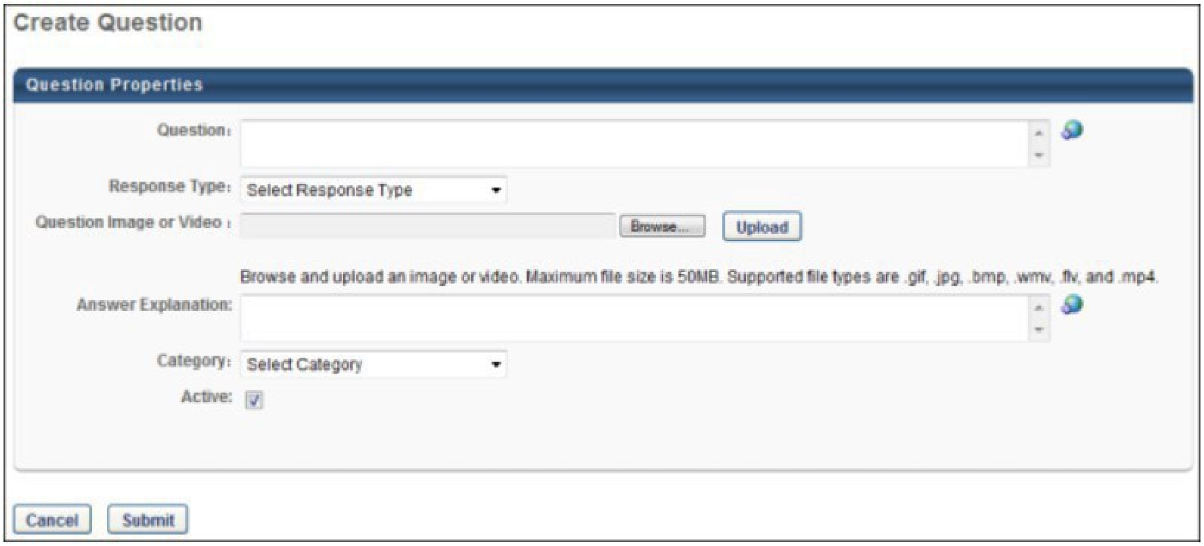
- If you attach a different evaluation to a learning object that previously had an evaluation, then the users who completed the old evaluation will not be able to complete the new evaluation. If the users did not complete the original evaluation, they would see the new evaluation when selecting the Evaluate 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

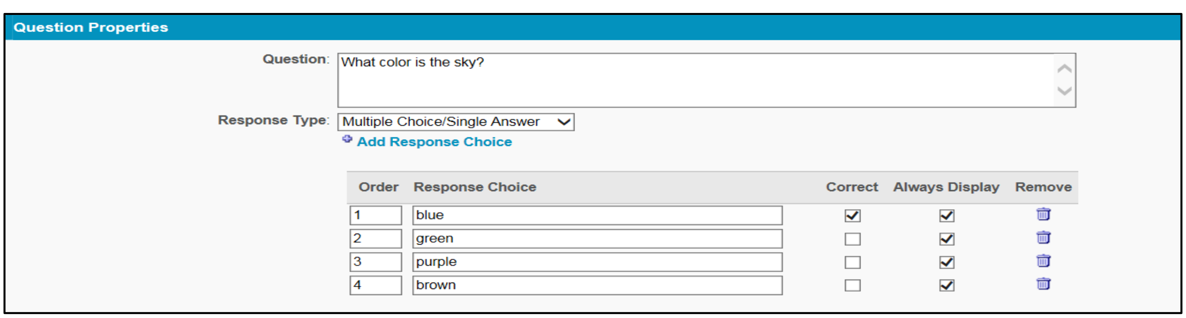
All test questions should be created before creating the test itself. It is not possible to create questions from within the test creation process. All test questions must be created from the Question Bank page.

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.



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.



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

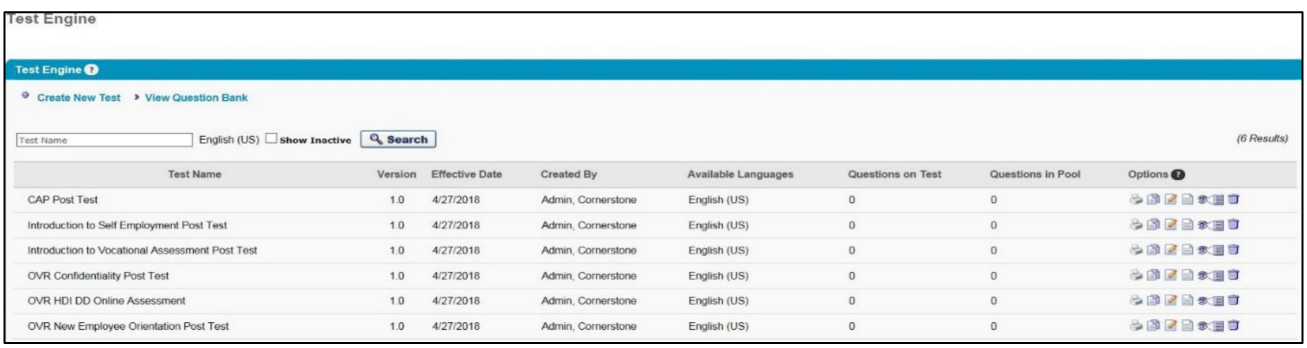
this is the right response to the test taker. The test taker can only view answer explanations after the test is complete. The character limit for this field is three hundred.

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.


Test Engine

Test Engine

Create New Test   View Question Bank

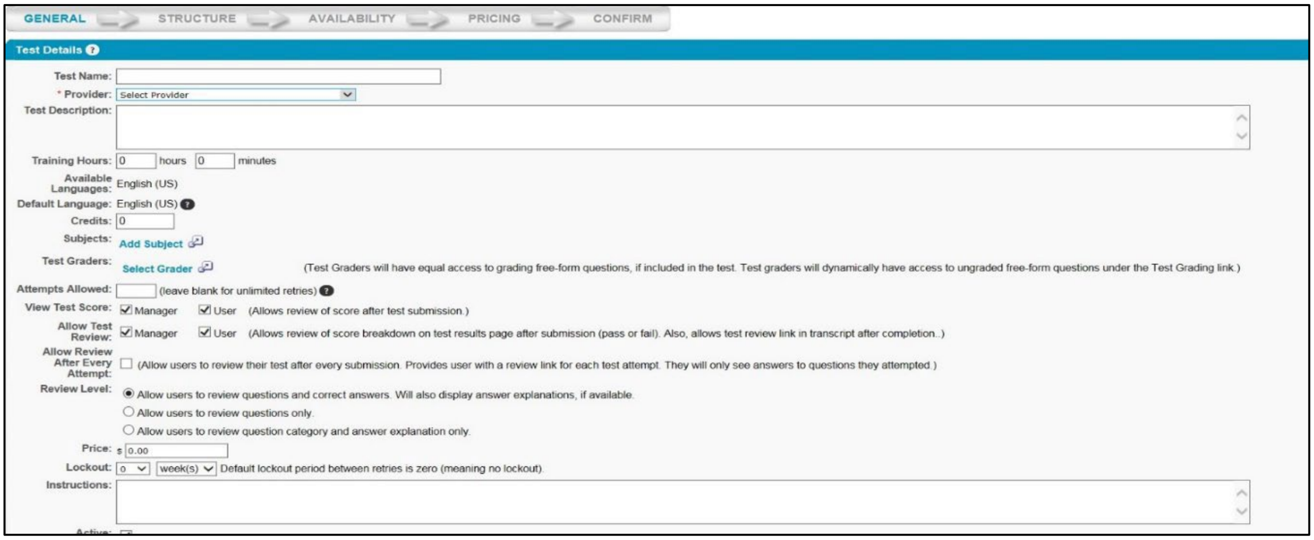
Test Name   English (US)   Show Inactive   Search   (6 Results)

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	
Introduction to Self Employment Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	
Introduction to Vocational Assessment Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	
OVR Confidentiality Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	
OVR HDI DD Online Assessment	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	
OVR New Employee Orientation Post Test	1.0	4/27/2018	Admin, Cornerstone	English (US)	0	0	

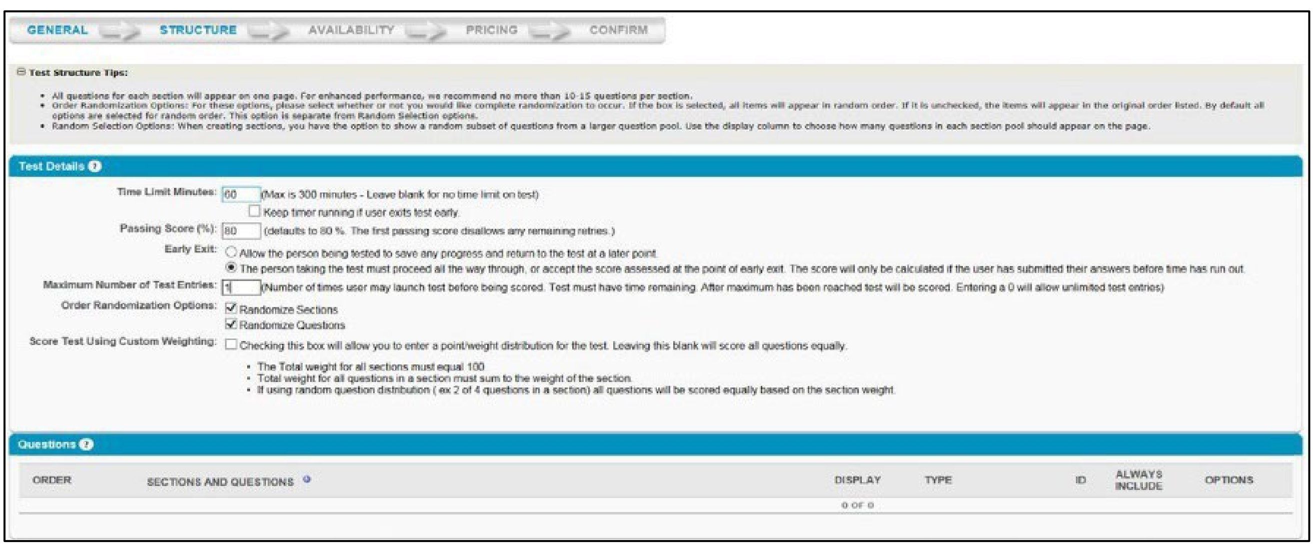
3. Test Name-This column displays the name of the test. The name appears in the language of the administrator that created the

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.

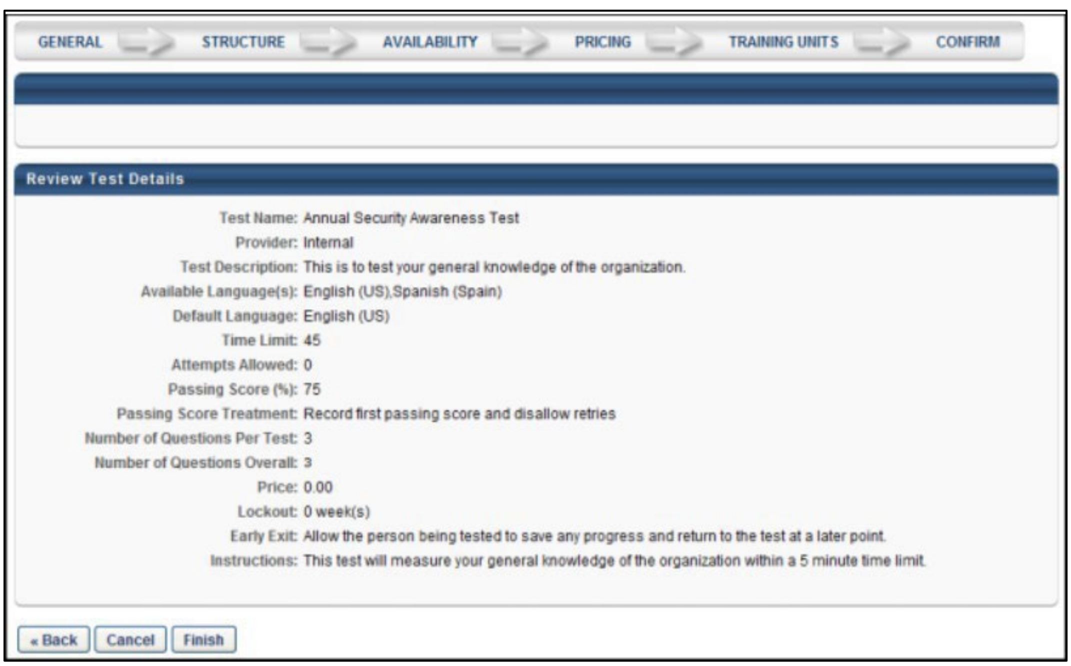


5. Select Next.
6. Under the structure, you will be able to set the specific settings for the Assessment, including Time limit, Passing Score, Number of Test Entries, and the Questions you wish to use.



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.



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

Cancel to cancel the test entry.

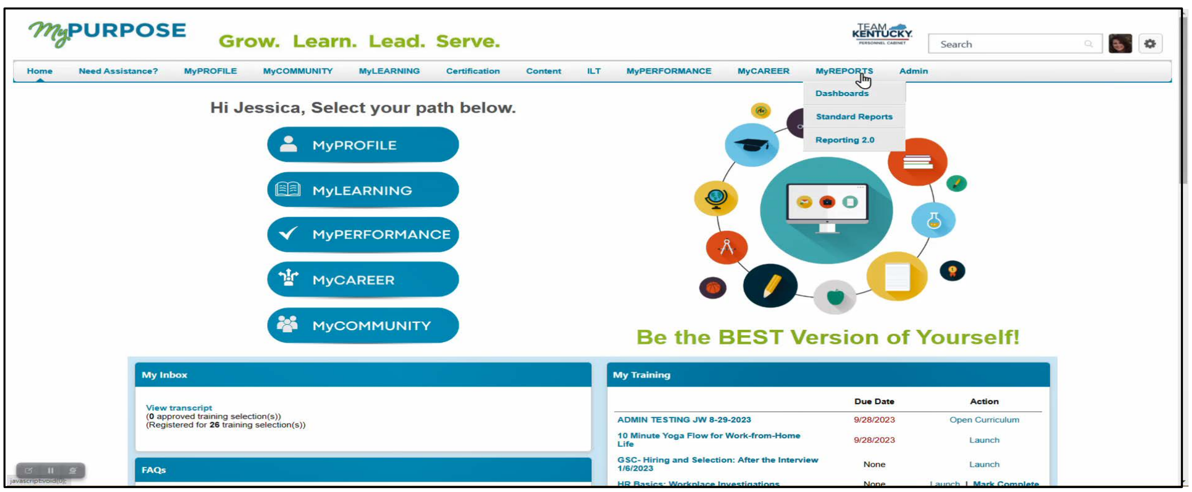
16. The following options are available in the Options column:
    - **Print**-Select the Print icon to open a printable version of the test.
    - **Copy**-Select the Copy icon to copy the test. All areas of the test are copied.
    - **Edit**-Select the Edit icon to edit the test.
    - **Edit Evaluation**-Select 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

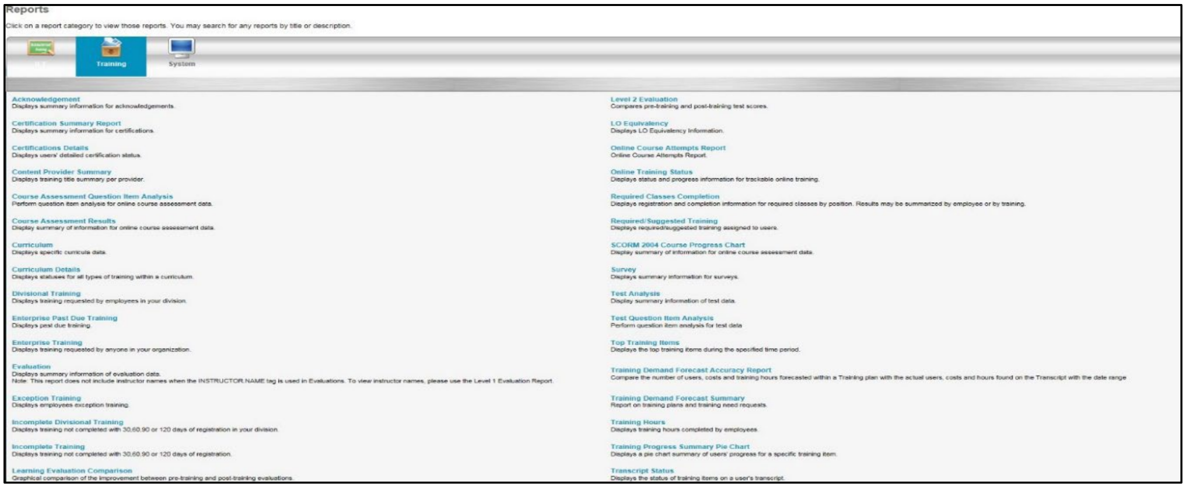
Running a Standard Report

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.

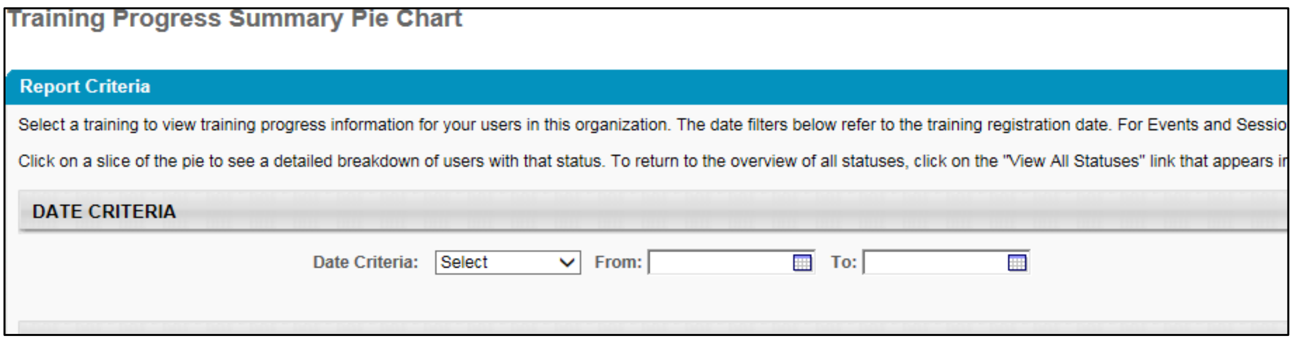
1. From your MyPURPOSE main page, **hover over Reports**.
2. Select Standard Reports**.**



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

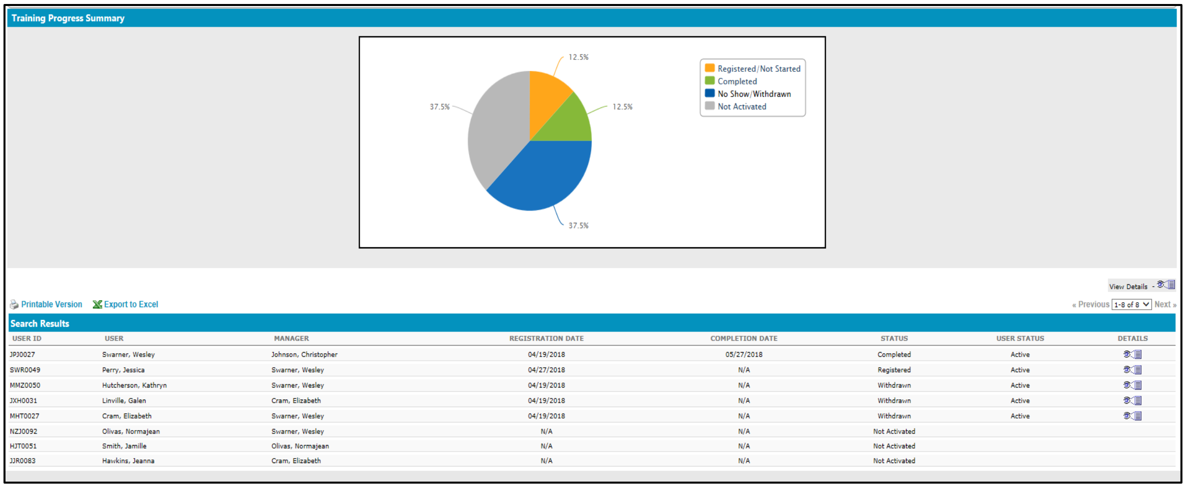


4. For each selected report, the filters will show. For the example below: The Training Progress Summary Pie Chart.



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**.



USER ID	USER	MANAGER	REGISTRATION DATE	COMPLETION DATE	STATUS	USER STATUS	DETAILS
JPJ0027	Swarner, Wesley	Johnson, Christopher	04/19/2018	05/27/2018	Completed	Active	
SWR0049	Perry, Jessica	Swarner, Wesley	04/27/2018	N/A	Registered	Active	
MMZ0050	Hutcherson, Kathryn	Swarner, Wesley	04/19/2018	N/A	Withdrawn	Active	
JXH0031	Linville, Galen	Cram, Elizabeth	04/19/2018	N/A	Withdrawn	Active	
MHT0027	Cram, Elizabeth	Swarner, Wesley	04/19/2018	N/A	Withdrawn	Active	
NZJ0092	Olivas, Normajean	Swarner, Wesley	N/A	N/A	Not Activated		
HJT0051	Smith, Jamille	Olivas, Normajean	N/A	N/A	Not Activated		
JJR0083	Hawkins, Jeanna	Cram, Elizabeth	N/A	N/A	Not Activated		

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.