myTRAINING

Partner Program

FOR AUTHORS AND TRAINING ADMINISTRATORS

Courses MPP200/MPP201 | December 2018 v2

Training and Organizational Development
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Welcome

Congratulations on completing Training & Organizational Development’s (T&OD) MPP100 myTraining Partner Program Introduction course and welcome to MPP200 Author Training or MPP201 Training Administrator Training.

You are well on your way to learning what you need to manage your department’s training records in the myTraining system.

Today, we will cover the following objectives.

Objectives

- Course Creation
  - Instructor-led Course/Class (ILT)
  - Online Training (OLT), stand-alone course
  - Upload PDF document
  - Curricula
- Viewing, Printing and Exporting Rosters
- Evaluation Creation
- Running Reports
- Final Assessment Information
- Role Request Process
- Roster Management (MPP201 only)

Quick Review

As discussed in the MPP100 myTraining Partner Program Introduction course, there are different roles in myTraining that allow differing permissions in the system.

You are here today because you desire to obtain either an AUTHOR or a TRAINING ADMINISTRATOR role for your department. As a quick review see below.

AUTHORS can:

- Build and edit all learning activity types
- Create and edit evaluations
- Run reports
- View and print all rosters
TRAINING ADMINISTRATORS can:

- Build and edit all learning activity types
- Create and edit evaluations
- Run reports
- View, process and print all rosters

The big difference between these two roles is that Authors cannot process ILT rosters and Training Administrators can.

Possessing this level of access in the myTraining system means you are a person who is trusted to be responsible with your training data, have successfully completed all required training, have agreed to adhere to all established myTraining Partner Program protocols/policies and have proven your ability to perform the required duties of the role.

myTraining Instances

The system has two instances

- Stage instance is where all testing is completed.
- Production is what is live for the entire UF and UFHS community.

During this training and for your final assessment you will use the Stage instance.

Stage: [http://test.mytraining.ufhealth.org/](http://test.mytraining.ufhealth.org/)
Production: [http://mytraining.hr.ufl.edu/](http://mytraining.hr.ufl.edu/)

Instance Overview:

<table>
<thead>
<tr>
<th>Live Environment</th>
<th>Testing/Troubleshooting/Learning Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRODUCTION</strong> (<a href="http://mytraining.hr.ufl.edu/">http://mytraining.hr.ufl.edu/</a>)</td>
<td><strong>STAGE</strong> (<a href="http://test.mytraining.ufhealth.org/">http://test.mytraining.ufhealth.org/</a>)</td>
</tr>
<tr>
<td><strong>Production</strong> – everyone can see/LIVE (once audience is flipped)</td>
<td><strong>Production</strong> – T&amp;OD can see and anyone required for testing (after addition)</td>
</tr>
<tr>
<td><strong>Stage</strong> – activities created, properties set, getting ready to go LIVE</td>
<td><strong>Stage</strong> – activities created, properties set, getting ready to move to the Stage instance Production</td>
</tr>
</tbody>
</table>

IMPORTANT: Training activities cannot be transferred from the Testing/Troubleshooting/Learning Environment to the Live Environment. After building in the Stage Environment and testing to ensure activity works as expected, it must be rebuilt in the Live Environment.
Instructor-led (ILT) course/class creation

Instructor-led courses/classes are those that meet face-to-face in an established location, at an established time and are led by an instructor in person.

TERMINOLOGY TIP: Courses can be thought of as “containers” (parents) that hold the actual class offerings (children). Classes will display the actual instructor, location, and date/time information for each meeting session. Before you can create a “class”, you must first create the “course” that will hold it.

Creating an ILT Course:

1. After logging into mytraining.hr.ufl.edu, navigate through Administration > Product Administration > Learning > Learning Activities.

2. Select the New Activity button on the right side of the screen.

3. Select Course: Instructor-Led from the drop-down list.
You are now in the Properties area of the new activity. In this area, you will setup all the needed properties to make the course accurately function.

**General Section -**

4. Enter the name of the course in the **Name** field.
   
   **NOTE:** The course name will match all class session names.
   
   a. Activity names entered here will appear as written to the Learner audience
   
   b. Create a descriptive, logical, easy to read name (i.e., New Employee Challenge Part 1 or UFIT Alerts Management Training)
   
   c. Avoid any special characters or underscores (i.e., *, &, #, @, -, _)

5. Enter the course code in the **Code** field.
   
   a. Before entering a code, contact Training & Organizational Development (training@ufl.edu or 352-392-4626) to confirm the code you wish to use is available.
   
   b. Activity codes must follow the UF_ABC123_ILT format (i.e., UF_EHS814_ILT or UF_BCC030_ILT)
      
      i. Prefix: UF_ indicates that the University of Florida owns the course
      
      ii. Middle: the alpha portion of the alphanumeric code indicates the program or area to which the course is associated. For example, EHS = Environmental Health & Safety, BCC = Business Communication Course.
      
      iii. Suffix: _ILT = indicates this course is an instructor-led training.

6. Click **Optional** at bottom, right of screen to display all available properties.
Complete the following steps to set the required properties for the course.

7. Click **General** in the **Optional Information** area.

8. Enter text that appropriately describes the course in the **Description** field. Examples of information to include would be critical information, learning objectives, items to bring to class, etc. HTML codes (refer to page 84) must be included if formatting is desired.

9. Enter at least the name of your department/unit and phone number in the **Contact** field.

10. **Keyword to search for this activity (separated by space):** Enter the middle portion of the **course code** and any other **keywords** that a Learner may use to search for your course (i.e., EHS814, BCC030, Hazard, Communicate, etc.).

11. Click **Next**.
**Status Section –**

12. Make sure the following check boxes are **CHECKED:**
   - Active
   - Can be copied
   - Can be subscribed
   - Can be fulfilled

13. Make sure the following check boxes are **UN-checked:**
   - Hide from search results for Learners and Managers
   - Hidden from Transcript
   - Canceled
   - No registration required
   - Hidden in Manager mode
   - User cannot register for the individual activity
   - Express interest

14. Change the **Status** dropdown field to **Active**.

15. Click **Next**.

**Notes Section –**

16. The Registration instructions should include this html code to provide information to customers about the blocked registration message or to access the waitlist.

   <br />
   <p style="font-size:15px"><strong><span style="color: #FF6633;">NOTES:</span></strong>
   <ul>
       <li style="color: #FF6633;">
           <p style="font-size:15px">If the no records to display message shows, click the dropdown menu, under Seat Availability, for Waitlist Only to add yourself to the waitlist. <img src="http://training.hr.ufl.edu/resources/mytraining/images/waitlist_myT.png" alt="waitlist dropdown menu" style="float:right;width:150px;height:100px;"/></p>
       </li>
       <li style="color: #FF6633;">
           <p style="font-size:15px">If registration is blocked, no class sessions are available at this time. Please check back at the beginning of the semester to see when this class will be offered again.</p>
       </li>
   </ul>
   </p>

17. Click **Next**.
Certification Section –

If your course is required on a recurring schedule or is tracked by a compliance agency, you may want to make it a certification. Due to the number of properties involved in creating a certification, please contact T&OD for direction on the appropriate combinations of properties you will need for your specific certification needs.

Grading and Completion Section –

Departments consider providing a diploma of completion to attendees after completing a course session. To include a diploma for an activity, contact T&OD for assistance. You can create your own or use one of the T&OD diplomas: UF T&OD myTraining Diploma Template – Score and UF T&OD myTraining Diploma Template – No Score.

NOTE: Please contact T&OD before creating your department or program diploma for formatting requirements.

18. Click OK.

Metadata Section –

This information is used in reporting and is supplemental information for learners when searching. This section is optional for you to include.
19. **System Defined**: Indicate the Media type, Delivery method, Content type and Modality Filter for the course.

![Image of Media type, Delivery method, Content type, and Modality Filter fields]

**Registration Section**

This section indicates the availability of the course, determines who can register for your course, and lists any prerequisites.

20. **Availability**: Confirm the *Open for registration* checkbox is checked.

21. **Availability**: Leave **minimum** and **maximum** capacity for the course blank. Minimum and maximum capacity levels should be placed at the class level. Otherwise the system will take into account all open ILT Class maximums for the total ILT Course maximum and block participants from registering when space is available.
22. **Audiences**: Default is myTraining Internal Audience.

Standard published audiences are:
- **UF Audience** – all employees of UF
- **Combined UF & UFHS Audience** – all employees of UF and UF Health Shands
- **Combined UF, UFHS, & UFEXT Audience** – all employees of UF, UF Health Shands and any external people not affiliated directly with UF or UF Health Shands, such as volunteers.

In addition to the standard audiences, some courses are assigned to custom audiences. Custom audiences are very specific lists of learners based on data points such as salary admin plans, security roles, etc. or by UFID. If you believe your course needs a “custom” audience, contact T&OD for consultation.

**IMPORTANT**: As a myTraining Partner, you are not to add, edit or delete any audiences to or from your courses. All audience additions/editions/deletions are done strictly by T&OD.

23. **When ready to release your course to the standard published audience of your choice, contact T&OD for course to be flipped.**

**NOTE**: If you have the course flipped before you create any offerings of this course, all new class offerings will automatically have the same audience. If you create your class offerings before you have your course flipped, T&OD will have to flip the individual class offerings to the appropriate audience as well.

24. **Prerequisites**: If prerequisites are required, click **Add** and **search** for the desired activity.

**NOTE**: The desired prerequisite activity must already be active in the system before adding it as a prerequisite to this activity.

a. **Soft Prerequisite** – the learner must have only registered for the prerequisite before registering for this activity.

b. **Hard Prerequisite** – the learner must have successfully completed the prerequisite before registering for this activity.

**NOTE**: The default setting is for an activity to be set as a **Hard Prerequisite**.
Resources Section –

This section provides areas to establish instructors and locations for the class sessions. Standard practice is to leave this area blank at the course level. The instructor(s) and location(s) are assigned at the class offering level.

However, you are encouraged to think deeply about the course you are creating. Who will be the instructors? Will they be the same people for every session or always be changing? Where will the class sessions meet? Will they be held in the same place most of the time or will they be held in differing locations every session?

Depending on how consistent, the instructors and locations are you may choose to go ahead and add this information at the course level. Indicating the responsible information at the course level will have it appear automatically when you create the class offerings. Any changes to the instructor and location fields can be made at the class level.

No matter where you indicate the instructors and locations, the individuals and locations must be setup in myTraining prior to adding them to your activity. If you do not find the desired instructor or location, contact T&OD to have them added.

Instructors-

25. Click **Instructors**, then **Add**.

26. Leave **Select Instructor** selected. Select **Next**.

27. **Search** for the desired instructor.

28. Click the **checkbox** next to his/her name, then click **Next**.
29. Determine if the instructor is qualified and responsible for teaching the course.

- Qualified = he/she is skilled and capable of conducting the course, but is not the one responsible for teaching the course at this time
- Responsible = he/she is qualified and is responsible for teaching the course unless there is a change

![ADD ACTIVITY INSTRUCTORS]

**Locations**

30. Click **OK**.

31. Click the **Add** icon.

32. Search for the desired location for the ILT course.

33. Click the checkbox next to the desired location, then click **OK**.

![Location Selection]

34. Click **OK** again.
Notifications–T&OD COMPLETES THIS STEP (Not viewable)

myTraining has many notifications built in, such as notifying the learner of an upcoming ILT class, or when a certification will soon expire, etc. If you have questions about the notifications, contact T&OD with questions.

Management Section –

Topics are associated with the course and allows a learner to search for the activity if needed. For example, PRO3 series or Compliance.

If an activity does not have topics assigned at some level, it will be much harder for the learner to search and find the activity in the myTraining UF Library.

If you believe your course should be associated with a topic that is not already listed, contact T&OD to discuss the potential creation of new topics.

35. Click Add to add appropriate topics. Drill down as needed. Select the topics that are relevant for your course.

IMPORTANT: Your course must be assigned to all appropriate categories for it to appear consistently in search results.
36. Click **OK**.

37. Click **OK**.

After all properties have been set on this page, there is one more property that needs to be set before we can validate this course for Production.

38. Click **View Tracks** at the top of the left panel.
39. Under **Properties**, click **General**.

40. Confirm the **Active checkbox** is checked.

41. Click **OK**.
42. Click **View Activities** at the top of the left panel.

43. Click **Validate for Production** at the bottom of the left panel.
44. Verify validation results do not indicate any errors (green notice).
   a. If you get an orange notice – this is an advisement, nothing critical.
   b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
      i. Common errors are a location has been booked more than once on the same date/time or an instructor has been booked for multiple classes being held on the same date/time.

45. Click **Move to Production**.
46. Click **Close** at the bottom, right corner of screen.

47. **Verify** the new Course activity appears in the Activity Management screen.

![Close Button](image)

**NOTE**: If need to edit, click **Edit**.

48. **Verify** the new Course activity appears via Search (refresh your browser; the change may take a couple of minutes to appear).

*When the Edit button is selected, the activity needs to be Sent to Stage to make edits. One way to tell if the activity has been sent to Stage is to look at the top left pane. The word that is underlined is the side you are in.*
Adding ILT Class Offerings to an ILT Course:

Once you have an ILT Course created and moved to Production, you can now add as many Class offerings as needed to the Course.

Find Course

1. Navigate through Administration > Product Administration > Learn > Learning Activities to find created ILT Course.

2. Change the Activity Type field to Course: Instructor-Led.

3. Enter the prefix and middle portion of the course code into the Search field (i.e. UF_USBW100).

Create ILT Class Offering

4. Once found, click the radio button next to the desired ILT Course.

5. Click the New Activity.

6. Select Offering of selected activity at the very top of the drop down field.
   a. VERY IMPORTANT! Be sure to select Offering of selected activity. Do NOT choose Class: Instructor-Led.
The Offering Wizard will open.

7. Click the **Build Offering** button at bottom of screen.

8. From the **Properties** area, delete “Offering of” from the class-offering name in the **Name** field.
9. Enter the Course Activity **Code** into the **Code** field.

**NOTE:** It is a best practice for the ILT Class code to be the same code as the associated ILT Course.

![Activity Type Example]

10. Click **Save**.

11. Click **Optional** to display all properties.
Complete the following steps to set the required properties for the class.

**Properties**

| General | Status | Notes | Certification | Grading and Completion | Translated Properties |

**General Section -**

12. **Contact:** Enter at least the name of your *department/unit* and *phone number*.

   **Keyword to search for this activity (separated by space):** If not already added at the course level, enter the *middle portion* of the *course code* and any other *keywords* that a Learner may use to search for your course (i.e., EHS814, BCC030, Hazard, Communicate, etc.).

13. Click **Next**.

**Status Section –**

14. Make sure the following check boxes are **CHECKED:**
   - Active
   - Hide from search results for Learners and Managers
   - Hidden from Transcript
   - Can be copied
   - Can be subscribed
   - Can be fulfilled

15. Make sure the following check boxes are **UN-checked:**
   - Canceled
   - No registration required
   - Hide in Manager mode
   - User cannot register for individual activity

16. Change the **Status** dropdown field to **Active**.

17. Click **Next**.

18. Click **Next again**.
Notes Section–

The Registration Instruction field is only filled out for ILT Courses. You are welcome to use this field if needed.

Certification Section –

If your course is required on a recurring schedule or is tracked by a compliance agency, you may want to make it a certification. Due to the number of properties involved in creating a certification, please contact T&OD for direction on the appropriate combinations of properties you will need for your specific certification needs.

19. Click Next.

Grading and Completion Section –

Departments consider providing a diploma of completion to attendees after completing a course session. Diplomas are typically added at the ILT Course level as the ILT Course completion appears on the transcript.

20. Click OK.

Schedule Section –

21. Start date and time: Click the calendar icon and choose the desired start date. Then click the Time textbox and choose (or type in) the desired start time for this class offering.

22. End date and time: Click the calendar icon and choose the desired end date. Then click the Time textbox and choose (or type in) the desired end time for this class offering.

NOTE: You can copy/paste info from field to field or simply type in the information into each field.

23. Registration deadline date: This field is optional depending if you want to cut off registrations by a certain time.
24. **Cancellation deadline date**: This field is optional depending if you want to cut off when cancellations are accepted by a certain time.

![Start date and time](image)

25. Click **OK**.

**Registration Section** –

<table>
<thead>
<tr>
<th>Registration</th>
<th>Availability</th>
<th>Audiences</th>
<th>Allocations</th>
<th>Prerequisites</th>
<th>Evaluations</th>
</tr>
</thead>
</table>

26. **Availability**: Confirm the **Open for registration** checkbox is checked.

27. **Availability**: Check **Allow one click registration** checkbox.

![Checkbox images](image)

28. **Availability**: Enter **minimum** and **maximum** capacity for the class.
29. **Audiences:**

Standard published audiences are:
- **UF Audience** – all employees of UF
- **Combined UF & UFHS Audience** – all employees of UF and UF Health Shands
- **Combined UF, UFHS, & UFEXT Audience** – all employees of UF, UF Health Shands and any external people not affiliated directly with UF or UF Health Shands, such as volunteers.

In addition to the standard audiences, some courses are assigned to custom audiences. Custom audiences are very specific lists of learners based on data points such as salary admin plans, security roles, etc. or by UFID. If you believe your course needs a “custom” audience, contact T&OD for consultation.

**IMPORTANT:** As a myTraining Partner, you are not to add, edit or delete any audiences to or from your classes. All audience additions/editions/deletions are done strictly by T&OD.

30. After your course and class session(s) are built, contact T&OD and ask for the course to be flipped to the desired standard audience.

**NOTE:** If you have the course flipped before you create any offerings of this course, all new class offerings will automatically have the same audience. If you create your class offerings before you have your course flipped, T&OD will have to flip the individual class offerings to the appropriate audience as well.

31. Click the **Next** twice.

32. **Prerequisites:** If this course requires a pre-requisite, click **Add** and **select** the appropriate course.

**NOTE:** The desired activity must already be active in the system before selecting it as a prerequisite for this activity.

33. Click the **Next**.
34. Select whether the prerequisite is a soft or hard prerequisite

**NOTE:** If you don’t select Soft, the pre-requisite will default to Hard.

a. **Soft Prerequisite** – the learner must have only registered for the prerequisite before registering for this activity.

b. **Hard Prerequisite** – the learner must have successfully completed the prerequisite before registering for this activity.

35. Click **OK**.

36. Click **Next**.

37. **Evaluations:** You may choose to send a custom evaluation to attendees after course completion, if desired. A report is available to view responses. If you wish to create a custom evaluation, access the myTraining Evaluation Processes document ([http://training.hr.ufl.edu/instructionguides/mpp/mpp_mytraining_evaluation_processes_summer_2017.pdf](http://training.hr.ufl.edu/instructionguides/mpp/mpp_mytraining_evaluation_processes_summer_2017.pdf)) for directions. The custom evaluation must already be created in myTraining before you can add it here. Otherwise, leave this section blank.

   a. Click **Add** button.
   b. Search for and find the desired evaluation.
   c. Click **Next**.
   d. Change **Notification trigger** to **User complete**.
   e. Enter **15** into **Days to complete evaluations**.
   f. Click **OK**.

   T&OD also has an evaluation available for your use if desired. Please contact T&OD if you would like to use UF T&OD Workshop Evaluation 2.0.

38. Click **OK**.
Resources Section –

This section provides areas to establish instructors and locations for the class sessions.

If the responsible instructor and primary location for the class has already been set at the course level and is still correct, you can leave these sections alone. However, if not already determined at the course level or if changes are needed for this class offering, you will set them in this section.

Instructors:

NOTE: Instructors typically trickle down from what is entered at the ILT Course level. Review section and edit as needed.

39. Click Instructors, then Add.

40. Leave Select Instructor selected. Select Next.

41. Search for and select the instructor for this class session. If desired instructor is not listed, contact T&OD to add user to the Instructor list.

42. Click Next.

43. Check Qualified and Responsible checkboxes
   a. Qualified indicates this person is fully capable of being responsible for teaching the class.
   b. Responsible indicates this person is currently responsible for teaching the class.

44. Click OK.

45. Confirm there are no conflicts indicated.

NOTE: A common conflict example is when a person is responsible for teaching a class but is already scheduled for a class or teaching another class at the same time.

46. Click Next.
Locations:

47. Click the **Locations** link.

48. Click the **Add** icon.

49. **Search** for and **select** the location for this class session. If desired location is not listed, contact T&OD with the name of the facility and room location to add.

50. Click **OK**.

51. Click **OK**.

Notifications– T&OD COMPLETES THIS STEP (Not viewable)

myTraining has many notifications built in, such as notifying the learner of an upcoming ILT class, or when a certification will soon expire, etc. If you have questions about the notifications, contact T&OD with questions.

Management Sections –

<table>
<thead>
<tr>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
</tr>
<tr>
<td>Topics</td>
</tr>
<tr>
<td>Manager Assignment Settings</td>
</tr>
</tbody>
</table>

**NOTE**: Sometimes topics do not trickle from course level and will have to be added to each manually created class.

Topics are associated with the course and allows a learner to use to search for the activity if needed. For example, PRO3 series or Compliance.

If an activity does not have topics assigned at some level, it will be much harder for the learner to search and find the activity in the myTraining UF Library.

If you believe your course should be associated with a topic that is not already listed, contact T&OD to discuss the potential creation of new topics.
**View Tracks section -**

After all properties have been set on this page, there is one more property that needs to be set before we can validate this course for Production.

52. Click **View Tracks** at the top of the left panel.

53. Under **Properties**, click **General**.

54. Confirm the **Active checkbox** is **checked**.

55. Click **OK**.

56. Click **View Activities** at the top of the left panel.
Move to Production –

57. Click **Validate for Production** at the bottom of the left panel.

58. **Verify** validation results do not indicate any errors (green notice).

   a. If you get an orange notice – this is an advisement, nothing critical.
   
   b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.

      i. Common error examples are a location has been booked more than once on the same date/time or an instructor has been booked for multiple classes being held on the same date/time.
59. Click **Move to Production**.

![VALIDATION RESULTS](image)

60. Click **Close** at the bottom, right corner of screen.

![CLOSE](image)

61. **Verify** the new course activity appears in the **Activity Management** screen.

![ACTIVITY MANAGEMENT](image)

62. **Verify** you can register for the ILT Class by accessing the training via the Search box.
NOTES:

- The default setting is to show only available ILT Classes with space on the roster in the search box. To register for a waitlist or to see all classes in the system, change the Seat Availability dropdown menu to “Waitlist Only” or “All”.

- There may be times where you will need to cancel a class activity. Visit the following instruction guide for the correct steps - [http://training.hr.ufl.edu/instructionguides/mpp/mytraining_ilt_class_cancellation.pdf](http://training.hr.ufl.edu/instructionguides/mpp/mytraining_ilt_class_cancellation.pdf)
Creating Additional Class Offerings by Copying

After you have created at least one course and class offering, you can create additional class offerings by simply copying the last class offering. Most of the settings will remain with the copy and you can edit the dates/times and/or locations as needed.

**NOTE:** If you are copying a live class, then the copied class will also be immediately live.

1. Navigate through Administration > Product Administration > Learning > Learning Activities.

2. **Search** for the class you wish to copy.

3. Click the **Start Date** column header twice to display the last class session created.

4. Click the **radio button** to the left of the class you wish to copy, and then click the **Copy** button.
5. In the **Copy Properties** window, leave all other properties as set for now. One copy of the class will be created as a default. It is not recommended to make changes on this page as duplicate trainings can be created causing confusion.
6. Scroll down and click OK.

7. Click Optional on bottom right of screen to see all available properties.

Complete the following steps to set the required properties for the class.

**General Section –**

<table>
<thead>
<tr>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
</tbody>
</table>

8. **Name:** Delete Copy (1) of Offering of the name.

9. **Code:** Confirm class code remains the same.

10. **Contact:** Enter at least the name of your department/unit and phone number.

11. **Keyword to search for this activity (separated by space):** Enter the middle portion of the course code and any other keywords that a Learner may use to search for your course (i.e., UBW100, BCC030, Hazard, Communicate, etc.).

12. Click Next.
Status Section –

13. Make sure the following check boxes are **CHECKED**:
   - Active
   - Hide from search results for Learners and Managers
   - Hidden from Transcript
   - Can be copied
   - Can be subscribed
   - Can be fulfilled

14. Make sure the following check boxes are **UN-checked**:
   - Canceled
   - No registration required
   - Hide in Manager mode
   - User cannot register for the individual activity

15. Change the **Status** dropdown field to **Active**, if needed.

16. Click **OK**.

Schedule Section –

17. **Start date and time**: Click the calendar icon and choose the desired start date. Then click the Time textbox and choose (or type in) the desired start time for this class offering.

18. **End date and time**: Click the calendar icon and choose the desired end date. Then click the Time textbox and choose (or type in) the desired end time for this class offering.

19. **Registration deadline date**: This field is optional depending if you want to cut off registrations by a certain time.

20. **Cancellation deadline date**: This field is optional depending if you want to cut off when cancellations can be accepted by a certain time.
21. Click OK.

Registration Section –

22. **Availability**: Confirm the **Open for registration** checkbox is **checked**.

23. **Availability**: Confirm the **Allow one click registration** checkbox is **checked**.

24. **Minimum capacity**: Enter a minimum capacity (optional).

25. **Maximum capacity**: Enter a maximum capacity if different from previous class offering

Leave all other Registration section areas as previously set.
Resources Section –

This section provides areas to establish instructors and locations for the class sessions.

If the responsible instructor and primary location for the class has already been set at the course level and is still correct, you can leave these sections alone. However, if not already determined at the course level or if changes are needed for this class offering, you will set them in this section.

Instructors

Verify the list of instructors. Add instructors as needed.

26. Click Instructors, then Add.

27. Leave Select Instructor selected. Select Next.

28. Search for the desired instructor.

29. Click the checkbox next to his/her name, then click Next.

30. Check Qualified and Responsible checkboxes.
   a. Qualified indicates this person is fully capable of being responsible for teaching the class.
   b. Responsible indicates this person is currently responsible for teaching the class.

31. Click OK.
32. **Confirm** there are no conflicts indicated.

   **NOTE:** A common conflict is a person is responsible for teaching a class but is already scheduled for a class or teaching another class at the same time.

33. Click **Next**.

**Locations:**

34. Click the **Locations** link.

35. Click the **Add** icon.

36. **Search** for and **select** the location for this class session.

37. Click **OK**.

38. Click **OK**.

**Management Sections –**

| Management | Users | Topics | Manager Assignment Settings |

**NOTE:** Topics may not trickle from copied class and will have to be added manually.

Topics are associated with the course and allows a learner to use to search for the activity if needed. For example, PRO3 series or Compliance.

If an activity does not have topics assigned at some level, it will be much harder for the learner to search and find the activity in the myTraining UF Library.

If you believe your course should be associated with a topic that is not already listed, contact T&OD to discuss the potential creation of new topics.

After all properties have been set on this page, there is one more property that needs to be set before we can validate this course for Production.
View Tracks section -

39. Click View Tracks at the top of the left panel.

40. Under Properties, click General.

41. Confirm the Active checkbox is checked.

42. Click OK.

43. Click View Activities at the top of the left panel.
Move to Production –

44. Click **Validate for Production** at the bottom of the left panel.

45. **Verify** validation results do not indicate any errors (green notice).
   
   a. If you get an orange notice – this is an advisement, nothing critical.
   b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
      
      i. Common errors are a location has been booked more than once on the same date/time or an instructor has been booked for multiple classes being held on the same date/time.
46. Click **Move to Production**.

47. Click **Close** at the bottom, right corner of screen.

48. **Verify** the new course activity appears in the **Activity Management** screen.
Online Training (OLT), stand-alone course

Online courses (OLT) are activities created using elearning development software such as Lectora, Captivate, Articulate Storyline, etc. Online courses are published as SCORM 1.2 or 2004 files and the SCORM files are uploaded into myTraining for access by the Learner.

Online courses are accessed strictly online using the browsers Internet Explorer, Chrome or Safari (Mac). Online courses are accessed at any time and are not assigned to any particular date/time or location like an Instructor-Led course.

Creating an Online Course in myTraining

1. After logging into mytraining.hr.ufl.edu, navigate through Administration > Product Administration > Learning > Learning Activities.

2. Click the New Activity Wizard button.

The Activity Wizard will walk you through setting up your online course. The Activity Wizard is also used to create curricula, which will be covered later in the course. The Activity Wizard is not recommended for creating ILT courses and should not be used for creating ILT classes.
3. Select **An online course**, then click **Next**.

4. Click the **Yes radio button**.

5. Click **Browse** to select the **SCORM** file you created using your elearning development software (this is a zip file).

6. Click **Next**. After the file has fully loaded to 100%, the Upload Confirmation page opens.
7. Enter the **name** of the online course in the **Activity name** field.
   a. Activity names entered here will appear as written to the Learner audience
   b. Create a descriptive, logical, easy to read name (i.e., New Employee Challenge Part 1 or UFIT Alerts Management Training)
   c. Avoid any special characters or underscores (i.e., *, &, #, @, -, _)

8. Enter the **course code** in the **Activity Code** field.
   a. Before entering a code, contact Training & Organizational Development (training@ufl.edu or 352-392-4626) to confirm the code you wish to use is available.
   b. Activity codes must follow the UF_ABC123_ILT format (i.e., UF_PRO304_OLT or UF_PST073_OLT)
      i. Prefix: UF_ indicates the University of Florida course owns the course.
      ii. Middle: the alpha portion of the alphanumeric code indicates the program or area to which the course is associated. For example, PRO = PRO3 series course, PST = myUFL course.
      iii. Suffix: _OLT = indicates this course is an online training.

9. Enter text that appropriately describes the course in the **Description** field.
   Examples of information to include would be critical information, learning objectives, items to bring to class, etc. HTML codes (refer to page 84) must be included if formatting is desired.

10. **Check No Registration required** checkbox, if not already checked.

11. **Uncheck Automatically publish this activity to production** checkbox.

12. Click **Create**.

   Your course will be uploaded into myTraining.
   **NOTE:** This can take time depending on the size of your SCORM file.
13. Select the appropriate category topics to your course, then click Assign.
   **IMPORTANT**: Your course must be assigned to all appropriate topics for it to
   appear consistently in search results. Contact T&OD to request a new topic be
   added to the list.

14. Click the No, close this wizard option checked.

15. Select Open this activity in Staging Editor, then click Finish.

![Wizard Completion]

**NOTE**: Another method that you can use to upload OLT courses is as follows:
   a. After logging into mytraining.hr.ufl.edu, navigate through
      Administration > Production Administration > Learning > Learning Activities
   b. Click the File Upload button.

   ![File Upload]

   c. Click the Upload New button, if not already selected.
   d. Click Browse to locate and select the SCORM file you wish to upload.
e. Click the **Upload files** button.

f. After the file has uploaded at 100%, click **Next**.

g. Enter the **name** of the online course in the **Activity** name field.
   i. Activity names entered here will appear as written to the Learner audience
   ii. Create a descriptive, logical, easy to read name (i.e., New Employee Challenge Part 1 or UFIT Alerts Management Training)
   iii. Avoid any special characters or underscores (i.e., *, &, #, @, -, _)
h. **Activity code** must follow the UF_ABC123_OLT format (i.e., UF_BCC030_OLT or UF_PST073_OLT)
   i. Prefix: UF_ indicates the course is owned by the University of Florida.
   ii. Middle: the alpha portion of the alphanumeric code indicates the program or area to which the course is associated. For example, PRO = PRO3 series course, PST = myUFL course.
   iii. Suffix: _OLT = indicates this course is an online course.

i. **Topics** can be added here by clicking the Topics Browse… button or later when setting up the full properties.

j. Click Next.

k. Check the Hide SumTotal player navigation checkbox.

l. Check the Open content player window in full screen mode radio button.

m. Confirm the Disable scrollbars for content player window checkbox is unchecked.

n. Check the Open content player in native mode (applies only to SCORM content) checkbox.
o. Confirm the following *Activity Settings* are checked:
   - Active
   - No registration required
   - Can be subscribed
   - Can be fulfilled

p. Click the **Upload** button.

q. Click **Previously Uploaded** or click **View in Progress** button at bottom of the page to view the upload of your SCORM file.
r. Once Status change to “In Staging”, click the Activity Name to go to the Properties area.

NOTE: It can take some time to fully upload the .zip file. Sometimes if you refresh your browser the status will update quicker.

s. Pickup at step 16 below to set rest of properties

Complete the following steps to set the required properties for the course.

16. Click Optional to display all available properties.

<table>
<thead>
<tr>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Notes</td>
</tr>
<tr>
<td>Certification</td>
</tr>
<tr>
<td>Grading and Completion</td>
</tr>
<tr>
<td>Translated Properties</td>
</tr>
</tbody>
</table>

General Section –

17. Contact: Enter at least the name of your department/unit and phone number in the Contact field.

18. Keyword to search for this activity (separated by space): Enter the middle portion of the course code and any other keywords that a Learner may use to search for your course (i.e., EHS814, BCC030, Hazard, Communicate, etc.).

19. Click Next.
Status Section –

20. Make sure the following check boxes are **CHECKED**:
   - Active
   - No registration required
   - Can be subscribed
   - Can be fulfilled

21. Make sure the following check boxes are **UN-checked**:
   - Hide from search results for Learners and Managers
   - Canceled
   - Hide in Manager mode
   - Hidden from Transcript
   - User cannot register for the individual activity

22. Change the **Status** dropdown field to **Active**.

23. Click **Next** twice.

Notes Section –

The Registration Instruction field is only filled out for ILT Courses. You are welcome to use this field if needed.

Certification Section –

If your course is required on a recurring schedule or is tracked by a compliance agency, you may want to make it a certification. Due to the number of properties involved in creating a certification, please contact T&OD for direction on the appropriate combinations of properties you will need for your specific certification needs.

24. Click **Next**.

Grading and Completion Section –

25. Confirm the **Required to be completed** field is unchecked.

26. Enter the **minimum percent** the learner must achieve to pass the course in the **Minimum percent** field

   **NOTE:** Only add a number to this field if an assessment is included in the SCORM package and if a score is being sent back to myTraining. The system will compare the score from the online course to what you enter in the minimum percent field.
27. If you wish your attendees to receive a diploma of completion after the course session is over, contact T&OD for assistance in including a diploma. T&OD has diploma options you can use or you may create your own.

28. Click **OK**.

**Metadata Section –**

<table>
<thead>
<tr>
<th>Metadata</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Defined</td>
</tr>
</tbody>
</table>

This information is used in reporting and is supplemental information for learners when searching. This section is optional for you to include.

29. **System Defined**: Indicate the **Media type**, **Delivery method**, **Content type** and **Modality Filter** for the training.

30. Click **OK**.
Web Based Training section –

Web Based Training

General | Redirect Settings

31. **General**: Enter the **number of times** the learner can access the activity in the **Maximum tries per attempt** field.
   
   **NOTE**: Leaving this field blank will default to 1 attempt.
   
   **NOTE**: It is recommended a large number be entered for maximum tries per attempt not to exceed 1000.
   
   - Maximum attempts: sets the number of times a learner can attempt the activity.
   - Maximum tries per attempt: sets the number of tries allowed per each attempt.

   For example, if you have 2 Max tries per attempt and 5 Max attempts, then learners can try to complete the activity 10 times (twice for each attempt) before they are locked out and unable to register for or launch the activity anymore.

   If you wish the learner to re-register after every failed assessment attempt (recommended), then leave both fields blank.

32. **General**: Check the **Enable content replacement when manifest file is modified** checkbox.

33. **General**: Uncheck both checkboxes under the **Online Content Relaunch/Review** area.

34. **General**: Check the **Hide SumTotal player navigation** checkbox, if not already checked.

35. **General**: Select the **Open content player window in full screen mode** radio button, if not already checked.

36. **General**: Check the **Disable scrollbars for content player window (Vertical & Horizontal)**.

37. **General**: Check the **Open content player in native mode (applies only to SCORM content)**.
38. Click **OK**.

**Registration Section** –

<table>
<thead>
<tr>
<th>Registration</th>
<th>Availability</th>
<th>Audiences</th>
<th>Allocations</th>
<th>Prerequisites</th>
<th>Evaluations</th>
<th>Auto-Registration</th>
<th>Auto-Cancellation</th>
</tr>
</thead>
</table>

This section indicates the availability of the course, determines who can register for your course, lists any prerequisites and displays the evaluation that is sent after course completion.

39. **Availability**: Confirm the **Open for registration** checkbox is **checked**.

40. Click **Next**.

41. **Audiences**: After your online course is built, **contact T&OD** and ask for the course to be flipped to the desired audience.

    Standard audiences are:

    - **UF Audience** – all employees of UF
    - **Combined UF & UFHS Audience** – all employees of UF and UF Health Shands
    - **Combined UF, UFHS, & UFEXT Audience** – all employees of UF, UF Health Shands and any external people not affiliated directly with UF or UF Health Shands, such as volunteers.
In addition to the standard audiences, some courses are assigned to custom audiences. Custom audiences are very specific lists of learners based on data points such as salary admin plans, security roles, etc. or by UFID. If you believe a custom audience is needed for your course, contact T&OD.

The default audience for all UF courses is myTraining Internal Audience which only makes the course available to T&OD personnel.

**IMPORTANT**: As a myTraining Partner, you are not to add, edit or delete any audiences to or from your courses. All audience additions/editions/deletions are done strictly by T&OD.

42. Click **Next** twice.

43. **Prerequisites**: If prerequisites are required, click **Add** and **search** for the desired activity.
   a. **Soft Prerequisite** – the learner must have only registered for the prerequisite before registering for this activity.
   b. **Hard Prerequisite** – the learner must have successfully completed the prerequisite before registering for this activity.

44. Click **Next**.

45. **Evaluations**: You may choose to send a custom evaluation to attendees after course completion, if desired. If you wish to create a custom evaluation, access the myTraining Evaluation Processes document ([http://training.hr.ufl.edu/instructionguides/mpp/mpp_mytraining_evaluation_process_summer_2017.pdf](http://training.hr.ufl.edu/instructionguides/mpp/mpp_mytraining_evaluation_process_summer_2017.pdf)) for directions. The custom evaluation must already be created in myTraining before you can add it here. Otherwise, leave this section blank.
   a. Click **Add** button.
   b. **Search** for and **find** the desired evaluation.
   c. Click **Next**.
   d. Change **Notification trigger** to **User complete**.
   e. Enter **10** into **Days to complete evaluations**.
   f. Click the **OK** button.

46. Click **OK**.
Notifications Sections – T&OD COMPLETES THIS STEP (Not viewable)

myTraining has many notifications built in, such as notifying the learner of an upcoming ILT class, or when a certification will soon expire, etc. If you have questions about the notifications, contact T&OD with questions.

Management Section –

This section allows you to assign courses to audiences, if needed.

If you did not set the topics when you uploaded the course using the Activity Wizard or if you need to change the topics, you can do that here.

View Tracks section -

After all properties have been set on this page, there is one more property that needs to be set before we can validate this course for Production.

47. Click View Tracks at the top of the left panel.

49. Confirm the **Active checkbox** is **checked**.

![Screenshot of a form with the Active checkbox checked]

50. Click **OK**.

51. Click **View Activities** at the top of the left panel.

![Screenshot of View Activities button highlighted]
Move to Production –

52. Click **Validate for Production** at the bottom of the left panel.

53. Verify validation results do not indicate any errors (green notice).
   a. If you get an orange notice – this is an advisement, nothing critical.
   b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
      i. Common errors are a location has been booked more than once on the same date/time or an instructor has been booked for multiple classes held on the same date/time.

54. Click **Move to Production**.

55. Click **Close** at the bottom, right corner of screen.

56. **Verify** the new Course activity appears in the Activity Management screen.

   ![Activity Management Screen](image)

**NOTE**: If, after uploading an online course, you need to update the course content contact Training & Organizational Development to discuss available options.
Uploading a PDF

You can upload individual files that learners may need to read in lieu of or in addition to taking an actual course (ILT or OLT). Although several file types can be uploaded, it is highly recommended you only upload PDF files.

1. After logging into mytraining.hr.ufl.edu, navigate through Administration > Product Administration > Learning > Learning Activities.

2. Click the File Upload button in upper, right corner of screen.
   NOTE: File size limit is 400 MB.

3. Select Upload New, if not already selected.

4. Click Browse to locate and select the PDF file you wish to upload.

5. Click the Upload Files button.

6. After the file uploads 100%, click Next.
7. Enter the name of the PDF file in the Activity Name field.
   a. Activity names entered here will appear as written to the Learner audience
   b. Create a descriptive, logical, easy to read name (i.e., Cell Phone Policy, OSHA Regulations)
   c. Avoid any special characters or underscores (i.e., *, &, #, @, -, _)

8. Enter text that appropriately describes the file in the Description field. HTML codes (refer to page 84) must be included if formatting is desired.

9. Choose **Generic Document** from the **Launch method** drop down field, if not already chosen.

   **NOTE**: This launch method allows registration requirement options. When the learner closes the activity, myTraining will prompt the learner to confirm completion of the activity. Each completion is recorded on training transcript.

10. The **Code** must follow the UF_ABC123_PDF format.

    a. Prefix: UF_ indicates the course is owned by the University of Florida.
    b. Middle: the alpha portion of the alphanumeric code indicates the program or area to which the activity is associated. For example, PRO = PRO3 series course, PST = myUFL course.
    c. Suffix: _PDF = indicates this course is an Adobe Acrobat file.

11. Click **Browse** in the **Topics** section and select relevant **categories**.

12. Click **Next**.

![Image of activity creation interface]

---

**Activity Name**
Underwater Basket Weaving Waiver Form

**Description**

**Launch method**: Generic Document
**Launch file**: 11-16-2016 4:55:17 PM pdf

**Code**
UF_PRO3_PDF

**Training available to**
myTraining Internal Audience

**Topics**

---

PAGE 59
13. Confirm the following **Activity Settings** are checked:

- Active
- No registration required
- Can be subscribed
- Can be fulfilled

14. Click the **Upload** button.

15. Click the **Previously Uploaded** link.
16. Once Status change to “In Staging”, click the Activity Name to go to the Properties area.

**NOTE**: It can take some time to fully upload the .pdf file. Sometimes if you refresh your browser the status will update quicker.

17. Click the **Optional** button.

18. Pickup at step 19 below to set rest of properties.

**General Section** –

<table>
<thead>
<tr>
<th>Properties</th>
<th>General</th>
<th>Status</th>
<th>Notes</th>
<th>Certification</th>
<th>Grading and Completion</th>
<th>Translated Properties</th>
</tr>
</thead>
</table>

19. **Description**: Enter text that appropriately describes the curriculum in the **Description** field. Examples of information to include would be critical information, learning objectives, intended audiences, etc. HTML codes (refer to page 84) must be included if formatting is desired.

20. **Contact**: Enter at least the **name of your department/unit** and **phone number** in the Contact field.

21. **Keyword** to search for this activity (separated by space): Enter the middle portion of the course code and any other keywords that a Learner may use to search for your course (i.e., TODPDF, BCC030, Hazard, Communicate, etc.).

22. Click **Next**.
**Status Section –**

23. Make sure the following check boxes are **CHECKED:**
   - Active
   - No registration required
   - Can be subscribed
   - Can be fulfilled

24. Make sure the following check boxes are **UN-checked:**
   - Hide from search results for Learners and Managers
   - Canceled
   - Hide in Manager mode
   - Hidden from Transcript
   - Can be copied
   - User cannot register for the individual activity

25. Change the **Status** dropdown field to **Active.**

26. Click **Next** three times.

**Notes Section –**

The Registration Instruction field is only filled out for ILT Courses. You are welcome to use this field if needed.

**Grading and Completion Section –**

27. Confirm the **Required to be completed** field is unchecked.

28. Click **OK.**

**Metadata Section –**

<table>
<thead>
<tr>
<th>Metadata</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Defined</td>
</tr>
</tbody>
</table>

This information is used in reporting and is supplemental information for learners when searching. This section is optional for you to include.
29. **System Defined**: Indicate the **Media** type, **Delivery method**, **Content type** and **Modality Filter** for the training.

30. Click **OK**.

**Web Based Training section** -

<table>
<thead>
<tr>
<th>Web Based Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>Redirect Settings</td>
</tr>
</tbody>
</table>

31. **General**: **Uncheck** both checkboxes under the **Online Content Relaunch/Review** area.

32. Click **OK**.

**Notifications Sections – T&OD COMPLETES THIS STEP (Not viewable)**

myTraining has many notifications built in, such as notifying the learner of an upcoming ILT class, or when a certification will soon expire, etc. If you have questions about the notifications, contact T&OD with questions.

**Management Section** –

<table>
<thead>
<tr>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
</tr>
<tr>
<td>Topics</td>
</tr>
<tr>
<td>Manager Assignment Settings</td>
</tr>
</tbody>
</table>

Topics are associated with the activity and allows a learner to use to search for the activity if needed. For example, PRO3 series or Compliance.

If an activity does not have topics assigned, it will be much harder for the learner to search and find the activity in the myTraining UF Library.

If you believe your activity should be associated with a topic that is not already listed, contact T&OD to discuss the potential creation of new topics.
33. Click **Add** to add appropriate topics. **Drill down** as needed. **Select** the topics that are relevant for your course.

**IMPORTANT**: Your course must be assigned to all appropriate categories for it to appear consistently in search results.

34. Click **OK**.

After all properties have been set on this page, there is one more property that needs to be set before we can validate this course for Production.

35. Click **View Tracks** at the top of the left panel.

36. Under **Properties**, click **General**.

37. Confirm the **Active checkbox** is checked.
38. Click **OK**.

39. Click **View Activities** at the top of the left panel.

40. Click **Validate for Production** at the bottom of the left panel.

41. Verify validation results do not indicate any errors (green notice).
   a. If you get an orange notice – this is an advisement, nothing critical.
   b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
   c. Common errors are a location has been booked more than once on the same date/time or an instructor has been booked for multiple classes held on the same date/time.

42. Click **Move to Production**.

43. Click **Close** at the bottom, right corner of screen.

44. **Verify** the new PDF activity appears in the **Activity Management** screen.
Creating a Curriculum in myTraining

A curriculum is a series of activities defined by a learning path. It acts as a container that holds multiple items, but only requires one registration event from the learner. It also presents the required courses in the order in which they are to be taken. For example, a curriculum could require the learner to read a PDF file, complete an online course and then attend an instructor-led class.

All components of the curriculum should be uploaded and ready in myTraining before starting the curriculum creation process. The curriculum is the activity displayed to the learner for registration purposes. The individual components of the curriculum can be hidden from search results if desired.

Nearly any activity can be included as a component of a curriculum, except we will not accept curricula that contain only an online course and separate quick assessment. This combination of activities have proven to be problematic and will not be approved by T&OD.

1. After logging into mytraining.hr.ufl.edu, navigate through Administration > Product Administration > Learning > Learning Activities.

2. Select New Activity > Curriculum from the drop-down list.

3. In General Properties, enter the name of the curriculum in the Name field.
   a. Activity names entered here will appear as written to the Learner audience
   b. Create a descriptive, logical, easy to read name (i.e., CTSI Clinical Research Coordinator, T4 End User Training)
   c. Avoid any special characters or underscores (i.e., *, &, #, @, -, _)
4. Enter the **curriculum code** in the **Code** field.
   a. Activity codes must follow the UF_Name_CURR or _CERT format (i.e., UF_CTSICRCO_CERT or UF_ITT321_CURR)
   a. Prefix: UF_ indicates the activity is owned by the University of Florida.
   b. Middle: myTraining Partners have more freedom when setting up Activity Codes for curricula. We encourage you to keep the middle portion of the code as short as possible, but you aren’t *required* to adhere to the ABC123 convention of other activities.
   c. Suffix: _CURR = indicates this activity is a curriculum.
      Suffix: _CERT = indicates this activity is a curriculum that is also a certification.
   NOTE: Before entering a code, contact **Training & Organizational Development** (training@ufl.edu or 352-392-4626) to confirm the code you wish to use is available.
5. Click **Optional**, then click on **General**.

<table>
<thead>
<tr>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
</tbody>
</table>

6. Enter text that appropriately describes the curriculum in the **Description** field. Examples of information to include would be critical information, learning objectives, intended audiences, etc. HTML codes (refer to page 84) must be included if formatting is desired.

7. **Contact**: Enter at least the **name of your department/unit** and **phone number** in the Contact field.

8. **Keyword** to search for this activity (separated by space): Enter the **middle portion of the course code** and any **other keywords** that a Learner may use to search for your course (i.e., EHS814, BCC030, Hazard, Communicate, etc.).

9. Click **Next**.

**Status Section –**

10. Make sure the following check boxes are **CHECKED**:
   - Active
   - Can be copied
   - Can be subscribed
   - Can be fulfilled

11. Make sure the following check boxes are **UN-checked**:
   - Hide from search results for Learners and Managers
   - Canceled
   - No registration required
   - Hide in Manager mode
   - Hidden from Transcript
   - User cannot register for the individual activity
12. Change the **Status** dropdown field to **Active**.

![Status dropdown menu](image)

13. Click **Next** twice.

**Notes Section**—

The Registration Instruction field is only filled out for ILT Courses. You are welcome to use this field if needed.

**Certification Section** –

If your curriculum is required on a recurring schedule or tracked by a compliance agency, you may want to make it a certification. Due to the number of properties involved in creating a certification, please contact T&OD for direction on the appropriate combinations of properties you will need for your specific certification needs.

14. Click **Next** to the **Grading and Completion** section.
Grading and Completion Section –

15. Select the Required to be completed checkbox.

16. Enter the number of child activities (curriculum activity components) to successfully complete the curriculum.

17. Under Pick rule, select Recommend number of child activities to pick.

18. Enter the number of child activities available from which to pick.

19. Diploma template: If you wish your attendees to receive a diploma of completion after the curriculum complete, contact T&OD for assistance.

You are also welcome to use the UF T&OD myTraining Diploma Template or create one for your department.

20. Check the Enable learning activity sequencing field.

21. Click OK.
Metadata Section –

| Metadata | System Defined | Optional Information | User Defined |

This information is used in reporting and is supplemental information for learners when searching. This section is optional for you to include.

22. **System Defined**: Indicate the **Media type**, **Delivery method**, **Content type** and **Modality Filter** for the training.

![Media type selection](image)

23. Click **OK**.

Registration Section –

| Registration | Availability | Audiences | Allocations | Prerequisites | Evaluations | Auto-Registration | Auto-Cancellation |

This section determines who can register for your course and displays the evaluation that is sent after course completion.
Availability section -

24. Confirm the **Open for registration** checkbox is **checked**.

25. Check the **Allow one click registration** checkbox.

Audiences section -

25. **Audiences**: Default is myTraining Internal Audience

   Standard published audiences are:
   - **UF Audience** – all employees of UF
   - **Combined UF & UFHS Audience** – all employees of UF and UF Health Shands
   - **Combined UF, UFHS, & UFEXT Audience** – all employees of UF, UF Health Shands and any external people not affiliated directly with UF or UF Health Shands, such as volunteers.

In addition to the standard audiences, some courses have been assigned to custom audiences. Custom audiences are very specific lists of learners based on data points such as salary admin plans, security roles, etc. or by UFID. If you believe your course needs a “custom” audience, contact T&OD for consultation.

When your curriculum is complete, contact T&OD to have the audience flipped to the desired standard audience.

**IMPORTANT**: As a myTraining Partner, you are not to add, edit or delete any audiences to or from your courses. All audience additions/editions/deletions are done strictly by T&OD.
**Evaluation** section -

You may choose to send a custom evaluation to attendees after curriculum completion, if desired. If you wish to create a custom evaluation, access the [myTraining Evaluation Process document](http://training.hr.ufl.edu/instructionguides/mpp/mpp_mytraining_evaluation_process_summer_2017.pdf) for directions.

The custom evaluation must already be created in myTraining before you can add it here. You are also welcome to use the T&OD Workshop Evaluation 2.0 evaluation. Otherwise, leave this section blank.

26. Click **Add** button.
27. **Search** for and **find** the desired evaluation.

28. Click **Next**.

29. Change **Notification trigger** to **User complete**.

30. Enter **10** into **Days to complete evaluations**.

31. Click **OK**.
32. Click **OK**.

### Management Section –

Topics are associated with the course and allows a learner to use to search for the activity if needed. For example, PRO3 series or Compliance.

If an activity does not have topics assigned, it will be much harder for the learner to search and find the activity in the myTraining UF Library.

If you believe your course should be associated with a topic that is not already listed, contact T&OD to discuss the potential creation of new topics.

33. Click **Add** to add appropriate topics. **Drill down** as needed. **Select** the topics that are relevant for your course.

**IMPORTANT**: Your course must be assigned to all appropriate categories for it to appear consistently in search results.
34. Click **OK**.
35. Click **OK**.

**Attach the curriculum components**

36. From the left panel, click the **Actions** drop down icon.
37. Click **Subscribe**.
38. Search for and select the first component you wish to add to the curriculum.

39. Click **Subscription Properties**.

![Subscription Properties](image)

40. Leave the **Subscription Link – Properties** page empty, click **Add Subscription** button.

**NOTE**: If nothing is selected: user has to retake activity again. Roster will indicate Registered even if user previously completed training. (Recommended)

- **Honor successful completion**... (first box): learner doesn’t have to complete if previously completed, when registering- the user will see a warning they already completed the activity – re-registering them returns them to a registered status.

- **Honor previous successful completion**: You must select one of the sub options too.
  - Latest completion: learner applies last successful completion toward activity you are subscribing. OR latest completion date: you can determine the timeframe to consider when honoring completions.

- **Honor the above**... (3rd option): Learner acknowledges previous completions only after they register for another activity within this curriculum. Learner can only register for a subscribed activity they have NOT completed yet. If learner completed all subscribed activities, they still need to register for at least one child activity for Learn to mark them complete for other items.
41. Confirm activity appears beneath the name of the curriculum in the left panel.

42. Select the curriculum again and repeat steps 36 – 41 to add as many activities as needed to the curriculum.
NOTE: When activities are subscribed to a curriculum, and the activity must be completed, then it is a best practice to modify the activity’s properties to mark the Required to be completed checkbox under the Grading and Completion Section.

After all properties have been set, there is one more property that needs to be set before we can validate this course for Production.

43. Click View Tracks at the top of the left panel.

44. Under Properties, click General.
45. Confirm the **Active checkbox** is checked.

![Active Checkbox]

46. Click **OK**.

47. Click **View Activities** at the top of the left panel.

![View Activities]

After all curriculum components have been subscribed and properties set, you will move the curriculum into Production.

**Move to Production –**

48. Click **Validate for Production** at the bottom of the left panel.

49. Verify validation results do not indicate any errors (green notice).

   a. If you get an orange notice – this is an advisement, nothing critical.
   b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
      ii. Common errors are a location has been booked more than once on the same date/time or an instructor has been booked for multiple classes held on the same date/time.
50. Click **Move to Production**

51. Click **Close** at the bottom, right corner of screen.

52. **Verify** the new Curriculum activity appears in the Activity Management screen.

**IMPORTANT:**

Be sure to choose the correct activity to subscribe to your curriculum. Once a curriculum is published and learners have attended the activities subscribed, you cannot unsubscribe that activity from the curriculum.

There may be times where you will need to inactive/retire an activity. If a subscribed child activity needs to be removed from the curriculum prior to being made live, we highly recommend contacting T&OD for assistance. There are specific steps to do this correctly. Visit the following instruction guides on the myTraining Partner Toolkit to learn more:

Inactivate/Retire Curricula -
[http://training.hr.ufl.edu/instructionguides/mpp/inactivate_retire_curriculum_structured_course.pdf](http://training.hr.ufl.edu/instructionguides/mpp/inactivate_retire_curriculum_structured_course.pdf)

Inactivate/Retire Standalone Courses –
[http://training.hr.ufl.edu/instructionguides/mpp/inactivate_retire_standalone_online_course.pdf](http://training.hr.ufl.edu/instructionguides/mpp/inactivate_retire_standalone_online_course.pdf)
Viewing and Printing Class Rosters

You may need to see or print who registered, cancelled, attended or is currently in-progress in an activity. You access this information from the Learning Activities screen.

1. After logging into myTraining, navigate through Administration > Product Administration > Learning > Learning Activities.

2. Search for the desired learning activity.

3. Click the Edit button drop down icon associated with desired activity.

4. Click Manage Roster.

The Activity Roster screen will appear.

5. Choose the desired status to view from the Status drop down field.
If you cannot find someone you feel should be listed on the roster, be sure to check the waiting list view. The waiting list view is established once the seating limit is reached in an ILT class. If a seat opens up, all those on the waiting list get a notification of the available seat and the ability to register for it. It is first come, first served.

6. Click the View drop down field and choose Waiting List.

**NOTE:** Authors can view the Waiting List only. Training Admins can view and move learners from the Waiting List to the main roster.
You can print and/or export the roster in .xlsx or .csv format.

7. From the Activity Roster screen, click either the Print Table or Export to Excel icons right above the Records: count information.

![Activity Roster Screen](image)

**Evaluations**

Access the myTraining Evaluation Processes document.
([http://training.hr.ufl.edu/instructionguides/mpp/mpp_mytraining_evaluation_process_summer_2017.pdf](http://training.hr.ufl.edu/instructionguides/mpp/mpp_mytraining_evaluation_process_summer_2017.pdf))

**Running Reports**

Access the Reporting in myTraining document.
([http://training.hr.ufl.edu/instructionguides/mpp/mpp_reporting_instruction_guide.pdf](http://training.hr.ufl.edu/instructionguides/mpp/mpp_reporting_instruction_guide.pdf))

**HTML Code Tips**

- To bold… `<b>hello</b>`  **hello**
- To underline… `<u>house</u>`  *house*
- To put paragraph breaks (similar to using the Enter key)  `<p></p>`
Final Assessment Info

For those taking MPP200 today, your training is almost complete. For those taking MPP201, we have one more section to cover after we go over the Final Assessment Information and Role Request Process.

After completing this course, you are required to complete a final assessment within 30 days. You must pass this assessment with 100% accuracy before receiving clearance to request the needed security roles to function as an Author or Training Administrator in the system. If we do not receive your final assessment within 30 days, you will have to re-take the course before submitting the final assessment.

Final Assessment Requirements:

Within Stage, complete the following steps -
Please use the same name and a unique code for each activity.

1. Create a short online course (1-5 slides only), publish it as a SCORM file, upload it into Stage, set all appropriate properties and validate it for production.

2. Complete a Developer Publishing Checklist and an End-user Testing checklist as a Learner for the online course. (See myTraining Partner Program Toolkit at https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/mytraining-partner-program/).

3. Create an instructor-led course with at least one class offering with a location and future date (at least two months in the future).

4. Upload a PDF document.

5. Create a curriculum that contains all three of the activities listed below in the following order:
   a. PDF document
   b. Online course
   c. Instructor-led course

6. Create an evaluation (or use T&OD’s) and add it to the curriculum.

7. Verify the activity summary for each of your activities is similar to the one shown in the Standalone Online Course End User Testing checklist.
8. Send the following information to training@ufl.edu with the Subject Line of [Your Name], MPP200 or MPP201 Final Assessment that includes:

   a. The direct link to the OLT
      i. Via the Activity Management page, find the OLT course
      ii. Click once on the title of the course
      iii. Scroll down to the URL section
      iv. Copy and paste the listed url
   b. The name and activity codes of the ILT, PDF and Curriculum
   c. A completed end user checklist file for the online course

Either of the instructors at this session will conduct another end user checklist and complete activities as needed. You will be notified once we are finished with the review.

9. After you hear from the instructors, either attempt the final assessment again if you did not obtain a perfect score or use Advanced Reporting to run a Course Completion by Activity Code Report for your OLT activity and submit a screen shot showing the results.

   a. After receiving the screen shot and if correct, you will have successfully passed MPP200 or MPP201.
   b. You can request the appropriate security role from your DSA the following day.

myTraining Security Roles

After successfully completing MPP100 and either MPP200 or MPP201, you can request the required myTraining security roles from your DSA.

You can only have one role in the system. If for some reason you have already had a myTraining security role assigned, you must request your DSA remove the current role before requesting the new Author or Training Administrator role.

If you are unsure who your DSA is – http://files.it.ufl.edu/identity/DSA.pdf

If you are unsure on what myTraining security roles you may already have –

2. Navigate through Main Menu > My Account > My Roles.
3. Any role that begins with N_EL_ is a myTraining role. If you have any other role other than N_EL_Learner, you must advise your DSA to remove that role before requesting any new role.
myTraining Partner Security Roles –

- Author role – UF_N_EL_AUTHOR; include UF Authorization
- Training Admin role – UF_N_EL_TRAINING_ADMIN; include UF Authorization

Once your DSA has submitted your role request and it has been approved by T&OD, you should have that role provisioned within 1 – 3 days. If you experience any drastic delay in getting your role provisioned, contact T&OD.

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At this point, those who are attending MPP200 are dismissed. All those remaining are attending MPP201 and seek to obtain the Training Administrator role only.

Processing Class Rosters

See MPP201 Training Administrator myTraining Roster Management document (http://training.hr.ufl.edu/instructionguides/mpp/mpp201_training_administrator_mytraining_roster_management.pdf).