myTRAINING Partner Program

FOR AUTHORS AND TRAINING ADMINISTRATORS

Courses MPP200/MPP201 | July 31, 2024

myTraining Partner Program Toolkit is available at https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/

UF Human Resources
Training & Organizational Development

352-392-4626
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Contents

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.

Training Objectives

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

Quick Review

As discussed in the MPP100 myTraining Partner Program Introduction course, there are distinct 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.

Instance Overview

Live Environment	Testing/Troubleshooting/Training Environment
PRODUCTION (http://mytraining.hr.ufl.edu/)	**STAGE** (http://test.mytraining.ufhealth.org/)
• **Production** – everyone can see/LIVE (once audience is flipped)	• **Production** – T&OD can see and anyone required for testing (after addition)
• **Stage** – activities created, properties set, getting ready to go LIVE	• **Stage** – activities created, properties set, getting ready to move to the Stage instance Production

IMPORTANT: Training activities **cannot** be transferred from the Testing/Troubleshooting/Training 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

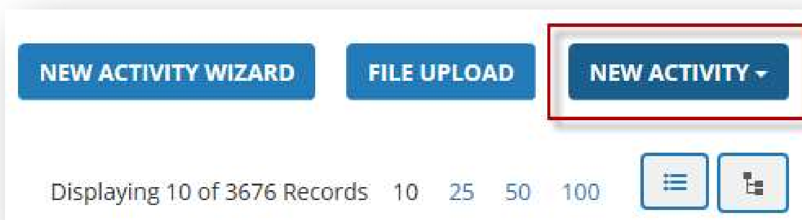
Instructor-led courses/classes are those that meet face-to-face in an established location, at an established time and are led by an instructor in person.

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.

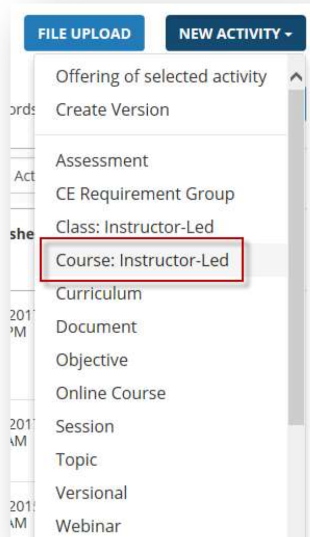
Creating an ILT Course:

1. After logging into mytraining.hr.ufl.edu, navigate through **Administration > Learning Management > Activity Management > Learning Activities** or select the **Learning Activities** icon on the left hand of the dashboard.

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 -

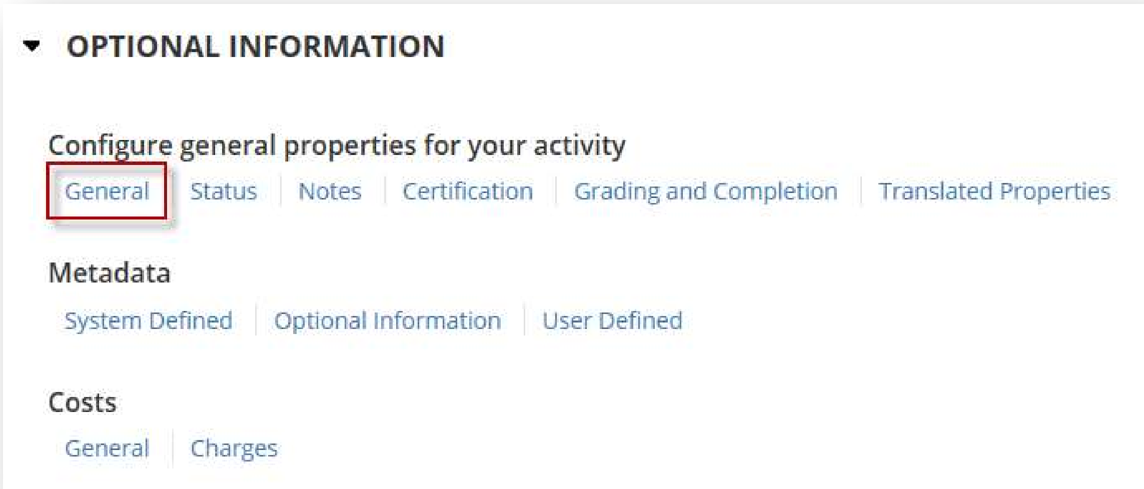
4. Enter the name of the course in the **Name** field.
   NOTE: The course name will match all class session names.
   a. Activity names entered here will appear as written to the Learner audience
   b. Create a descriptive, logical, easy to read name (i.e., New Employee Challenge Part 1 or UFIT Alerts 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.

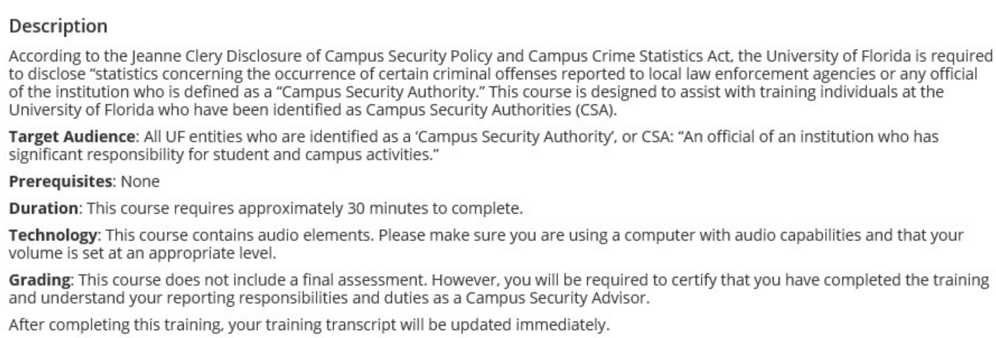
Complete the following steps to set the required properties for the course.

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, purpose of the training, items to bring to class, etc. HTML codes (refer to page 55) must be included if formatting is desired.

NOTE: Use <p></p> to create line breaks between paragraphs.



Description

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Florida is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a "Campus Security Authority." This course is designed to assist with training individuals at the University of Florida who have been identified as Campus Security Authorities (CSA).

Target Audience: All UF entities who are identified as a 'Campus Security Authority', or CSA: "An official of an institution who has significant responsibility for student and campus activities."

Prerequisites: None

Duration: This course requires approximately 30 minutes to complete.

Technology: This course contains audio elements. Please make sure you are using a computer with audio capabilities and that your volume is set at an appropriate level.

Grading: This course does not include a final assessment. However, you will be required to certify that you have completed the training and understand your reporting responsibilities and duties as a Campus Security Advisor.

After completing this training, your training transcript will be updated immediately.

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, EHS, 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 –

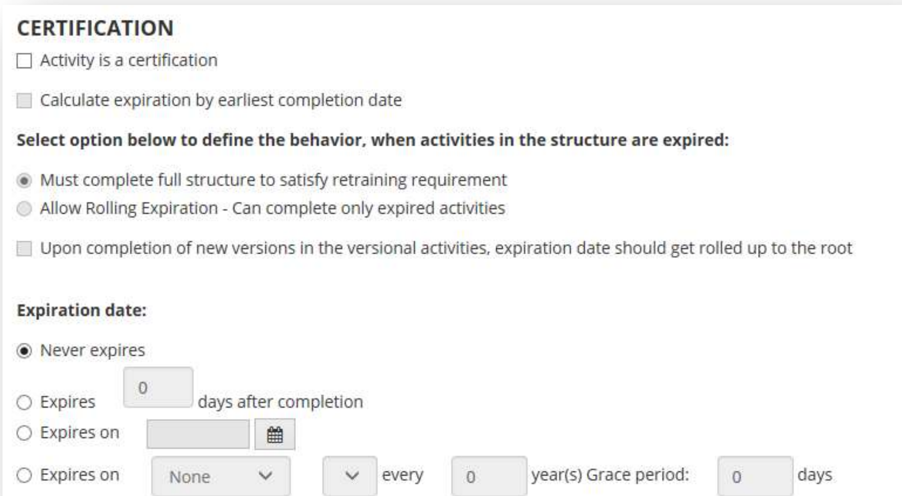
16. It is recommended the **Registration instructions** section include this HTML code (refer to page 55) to provide troubleshooting assistance to customers.

```
<br /><p style="font-size:15px"><strong><span style="color: #FF6633;">Not sure
how to complete your registration? <a
href="http://training.hr.ufl.edu/instructionguides/mytraining/myTraining_ILTClass_
Troubleshooting_Guide.pdf" target="_blank">Click here to find solutions.
</a></p></strong></span>
```

17. Click **Next**.

Certification Section –

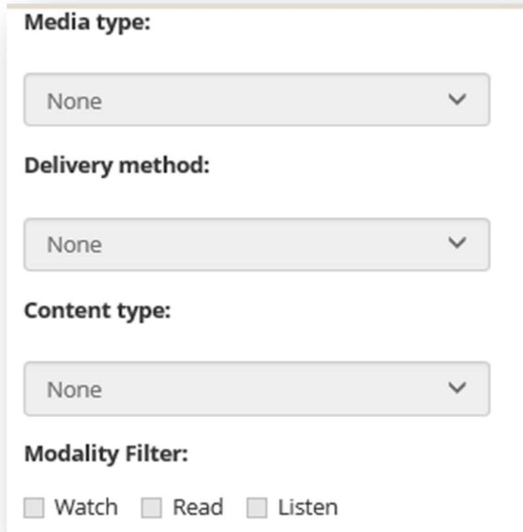
If your course is required on a recurring schedule or is tracked by a compliance agency, you may want to make it a certification. Due to the number of properties involved in creating a certification, please contact T&OD for directions on the appropriate combinations of properties you will need for your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



Metadata Section –

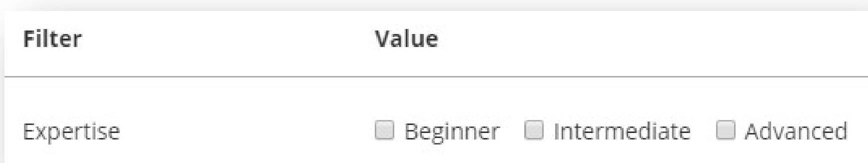
This information is used in reporting and is supplemental information for learners when searching. This section is optional for you to include.

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



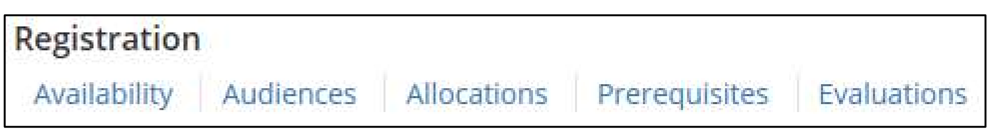
19. Click **Next** twice.

20. **Activity Filters**: Indicate the expertise level as Beginner, Intermediate or Advanced.



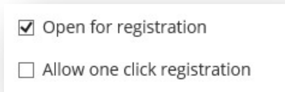
21. Click **OK**.

Registration Section –



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

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



23. **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 consider all open ILT Class maximums for the total ILT Course maximum and block participants from registering when space is available.

24. **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.

25. When ready to release your course to the standard published audience of your choice, contact T&OD for registration audience 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.

27. **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-

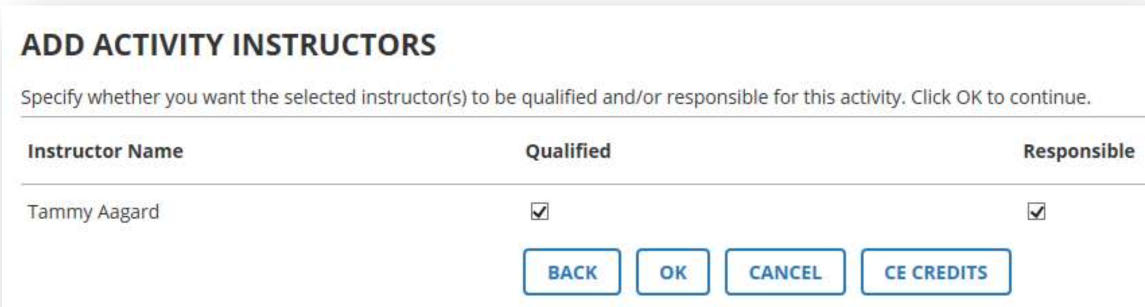
28. Click **Instructors**, then **Add**.

29. Leave **Select Instructor** selected. Select **Next**.

30. **Search** for the desired instructor.

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

32. We leave all instructors as both qualified and responsible for teaching the course.



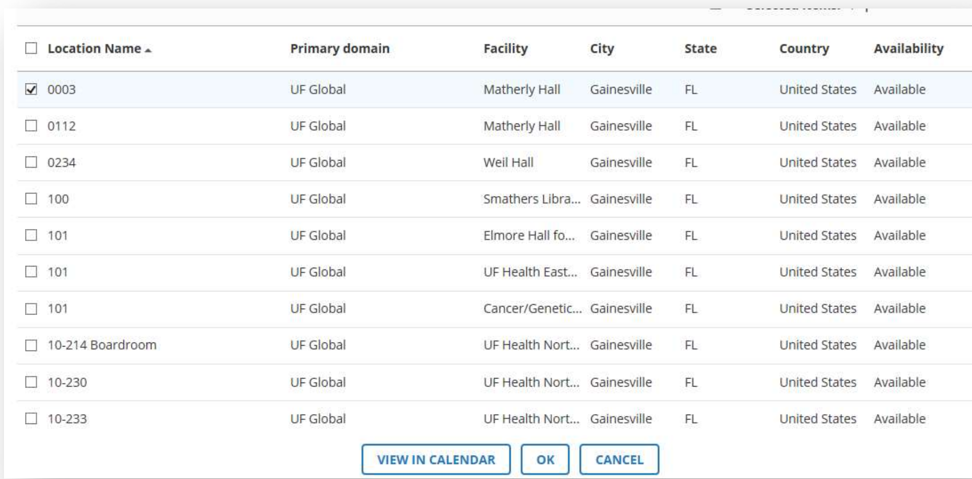
33. Click **OK**.

Locations-

34. Click the **Add** icon.

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

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

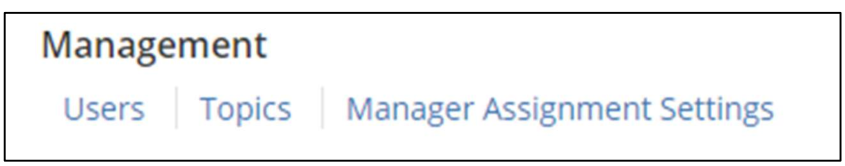


☐ Location Name	Primary domain	Facility	City	State	Country	Availability
☑ 0003	UF Global	Matherly Hall	Gainesville	FL	United States	Available
☐ 0112	UF Global	Matherly Hall	Gainesville	FL	United States	Available
☐ 0234	UF Global	Weil Hall	Gainesville	FL	United States	Available
☐ 100	UF Global	Smathers Libra...	Gainesville	FL	United States	Available
☐ 101	UF Global	Elmore Hall fo...	Gainesville	FL	United States	Available
☐ 101	UF Global	UF Health East...	Gainesville	FL	United States	Available
☐ 101	UF Global	Cancer/Genetic...	Gainesville	FL	United States	Available
☐ 10-214 Boardroom	UF Global	UF Health Nort...	Gainesville	FL	United States	Available
☐ 10-230	UF Global	UF Health Nort...	Gainesville	FL	United States	Available
☐ 10-233	UF Global	UF Health Nort...	Gainesville	FL	United States	Available

37. Click **OK** again.

NOTE: myTraining does not sync with EMS, ASTRA, or other room scheduling systems on campus. A conflict note will show if conflict with an existing ILT Class in myTraining only.

Management Section –



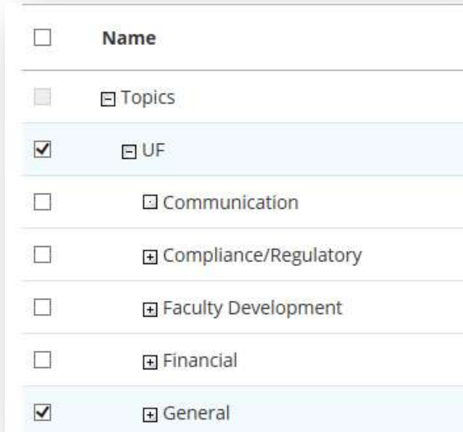
Topics are associated with the course and allow a learner to search for the activity if needed. For example, PRO3 series or Compliance.

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.

38. 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.



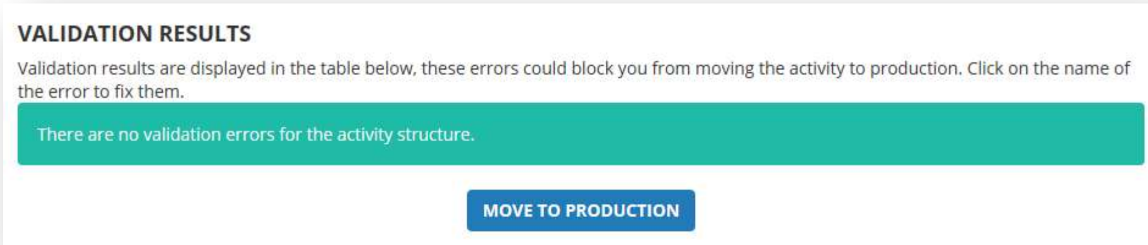
39. Click **OK**.

40. Click **OK**.

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

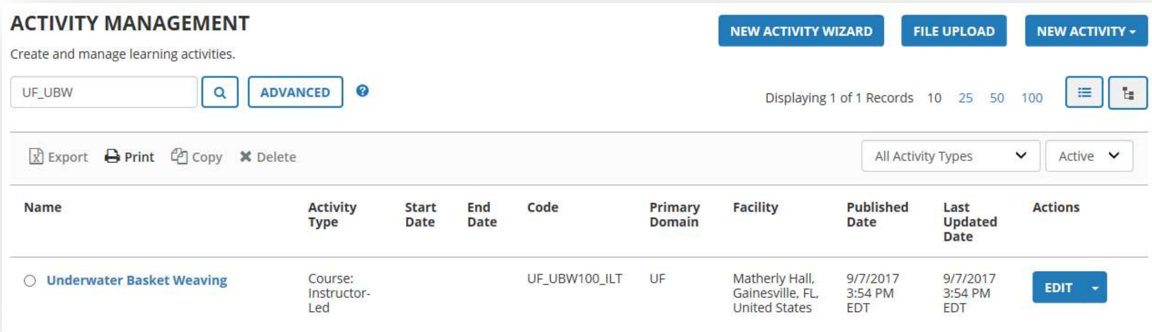
44. Verify validation results do not indicate any errors (green notice).
    a. If you get an orange notice – this is an advisement, nothing critical.
    b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
        i. Common errors are a location has 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.



NOTE: If need to edit, click **Edit (refer to page 16)**.

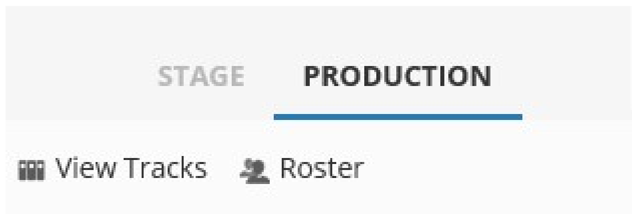
48. **Verify** the new Course activity appears via Search (refresh your browser; the change may take a couple of minutes to appear).

Remember: When ready to release your course to learners, contact T&OD for the registration audience to be flipped.

Considerations for ILT Courses

How do I make an edit?

When the **Edit** button is selected from the Activity Management page, the activity then 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.



Does a certificate of completion or diploma need to be attached?

Providing a diploma accessible via the learner's training transcript is optional. You can create your own or use one of the T&OD diplomas. Please contact T&OD before creating your department or program diploma for formatting requirements.

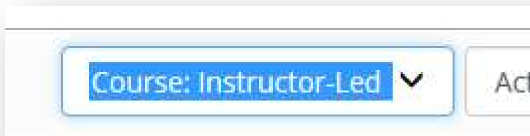
Adding ILT Class Offerings to an ILT Course:

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 ILT 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**.



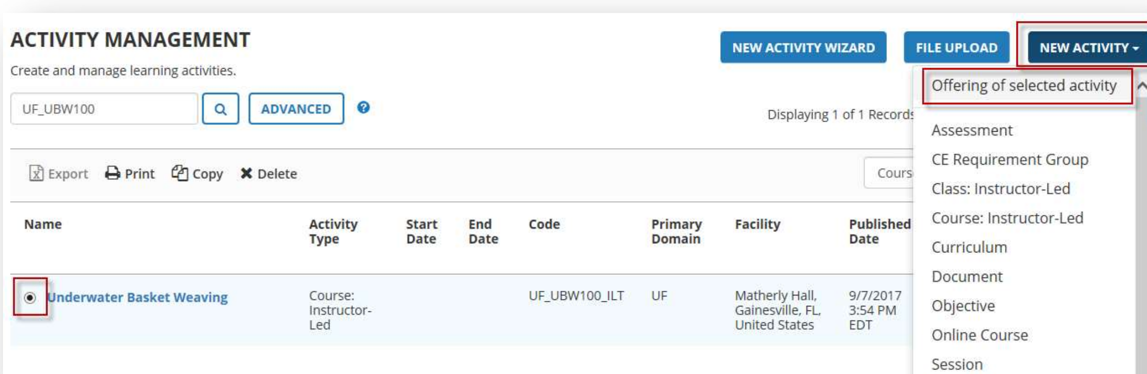
3. Enter the **prefix** and **middle portion** of the course code into the **Search** field (i.e., UF_UBW100).

Create ILT Class Offering

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

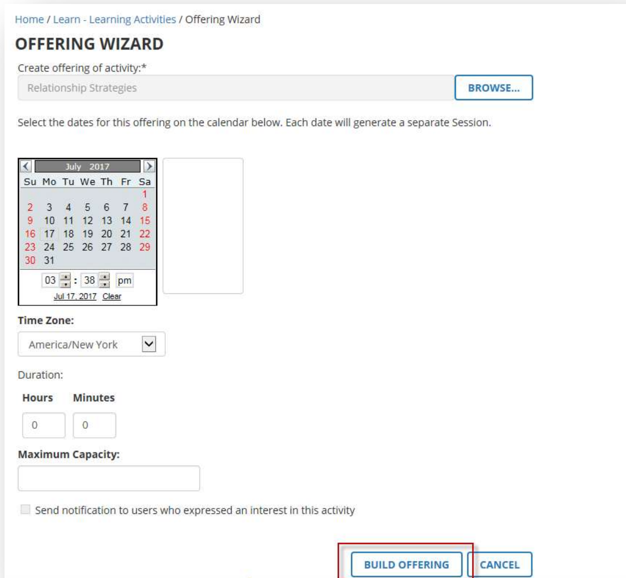
5. Click the **New Activity**.

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.

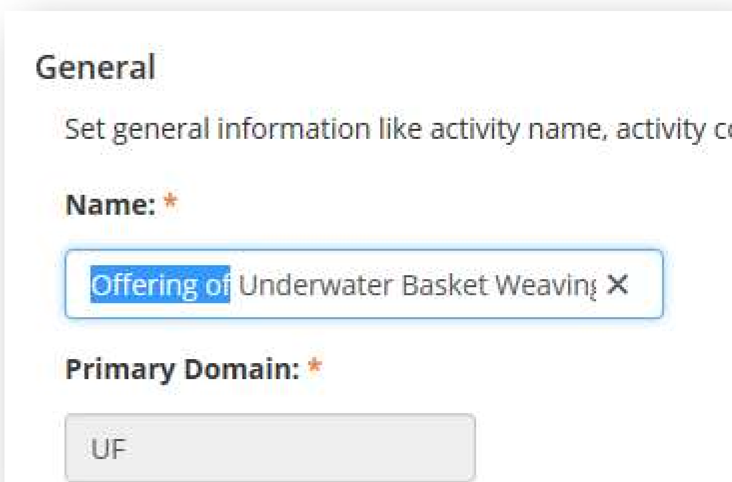


The Offering Wizard will open.

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

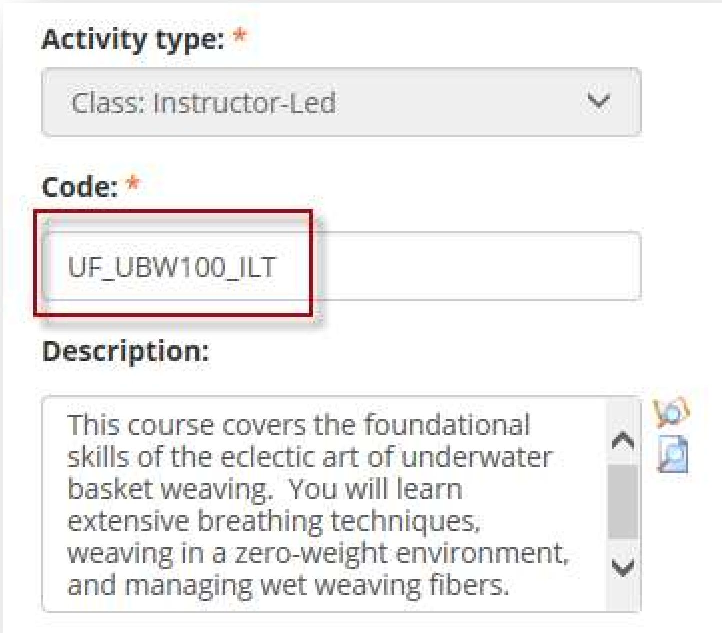


8. From the **Properties** area, delete "Offering of" from the class-offering name in the **Name** field.



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.



10. Click **Save**.

11. Click **Optional** to display all properties.

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

General Section -

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

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 usually filled out for ILT Courses only. You are welcome to use this field if needed.

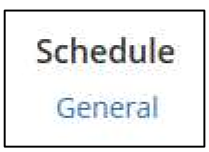
If this is a virtual class, we recommend entering the Zoom link or other connection details in the **User Notes** box. Contact T&OD to ensure the proper notification is turned on for learners to receive this information in their class reminder notification.

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 directions on the appropriate combinations of properties you will need for your specific certification needs.

19. Click **OK**.

Schedule Section –



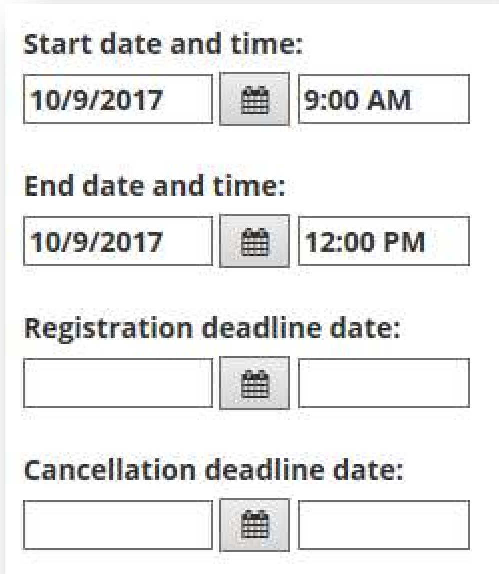
20. **Start date and time**: Click the calendar icon and choose the desired start date. Then click the Time textbox and choose (or type in) the desired start time for this class offering.

21. **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.

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

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



24. Click **OK**.

Registration Section –

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

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

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 registration audience 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.

31. Click **Next** twice.

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

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

33. Click **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 are welcome to use the **UF T&OD Workshop Evaluation 2.0** training evaluation for your trainings.

NOTE: 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, contact T&OD to arrange a training. 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**.

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 both the **Qualified** and **Responsible** checkboxes.
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 to attend or teach another class at the same time.

46. Click **Next**.

Locations:

47. Click the **Locations** link.

48. Click the **Add** icon.

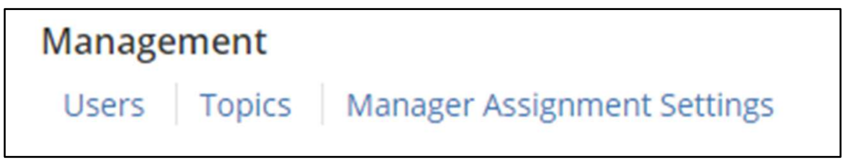
49. **Search** for and **select** the location for this class session. If desired location is not listed, contact T&OD with the name of the facility and room location to add.

    NOTE: myTraining does not sync with EMS, ASTRA, or other room scheduling systems on campus. A conflict note will show if conflict with an existing ILT Class in myTraining only.

50. Click **OK**.

51. Click **OK**.

Management Sections –



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 allow 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.

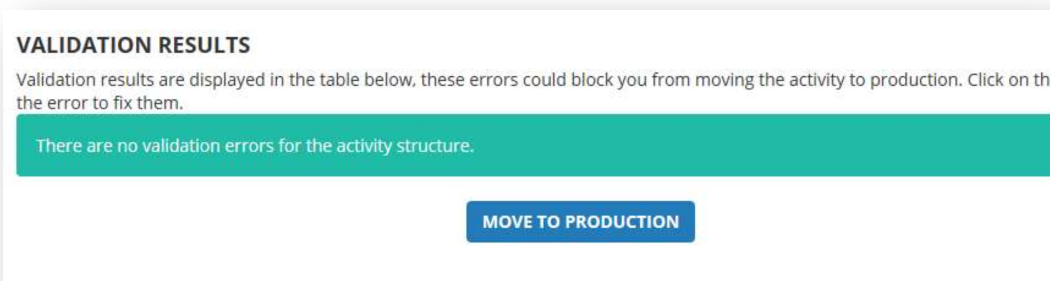
Move to Production –

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

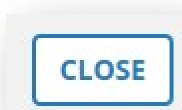
58. **Verify** validation results do not indicate any errors (green notice).

   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.

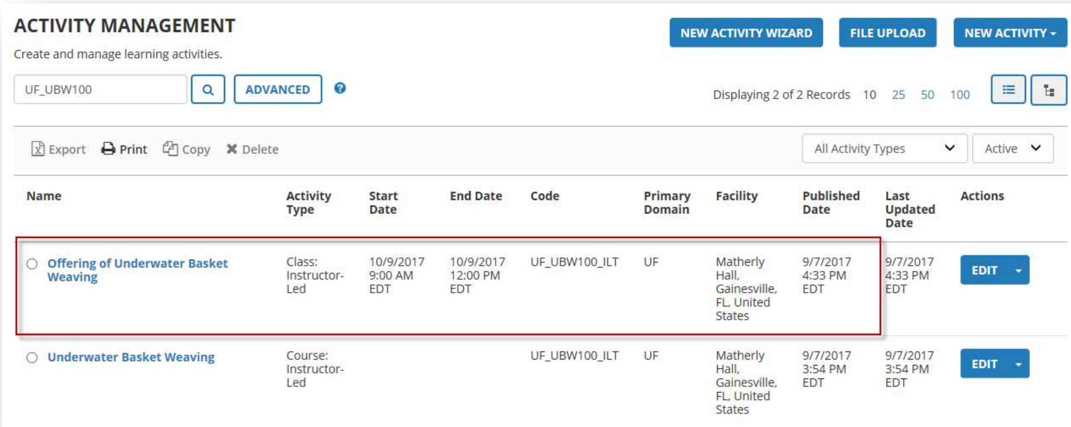
59. Click **Move to Production**.



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



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



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

Remember: When ready to release your class to the UF Community, contact T&OD for class registration audience to be flipped.

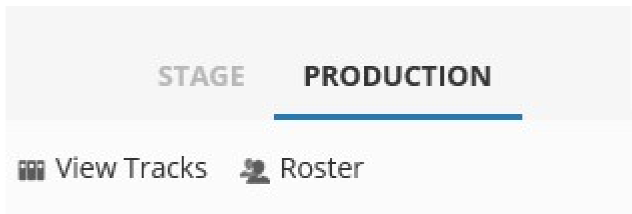
NOTES:

- 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
- There is an option to create a Zoom ILT Class where the Zoom link is automatically created when the class is created in myTraining. Visit the following instruction guide for considerations and instructions - https://training.hr.ufl.edu/instructionguides/mpp/mpp_create_zoom_ilt_class.pdf

Considerations for ILT Classes

How do I make an edit?

When the **Edit** button is selected from the Activity Management page, the activity then 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.



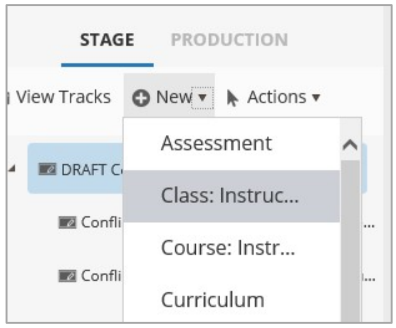
Do learners receive a notification about this training?

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 turned on for your activity, contact T&OD with questions.

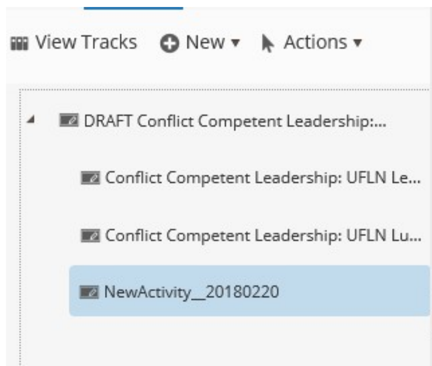
Can I create a hybrid registration for learners to select either a virtual or in-person option using one registration link?

Yes, we call this a sub-offering created as a child activity. Create the ILT Class. Before Validating for Production do the following:

1. Navigate to **General > Grading and Completion**
    - Enter the **Number of child activities to successfully complete** the ILT Class (typically this will be one)
    - Under **Pick rule**, select **Recommend number of child activities to pick**
    - Enter the **Number of child activities to pick** (typically this will be one)
    - Select **OK**
2. Create the new sub-offerings for the ILT Class. From the left panel, click the **New** dropdown icon.
3. Select **Class: Instructor-led**.

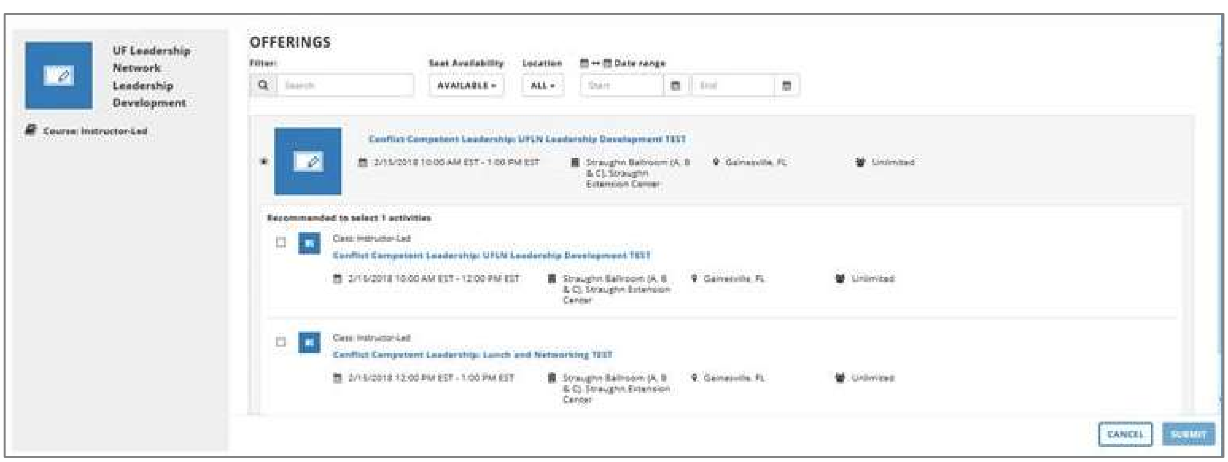


4. A new child activity is created related to this ILT Class only.



5. Type in the name of this sub-offering.
6. Enter a code using the same code as the ILT Class.
7. Select **Save**.
8. Select **Optional** and update the fields as needed such as registration availability maximum capacity, locations, and instructors.

When a potential participant goes to register for an ILT Class sub-offering, they will see something like the image below.



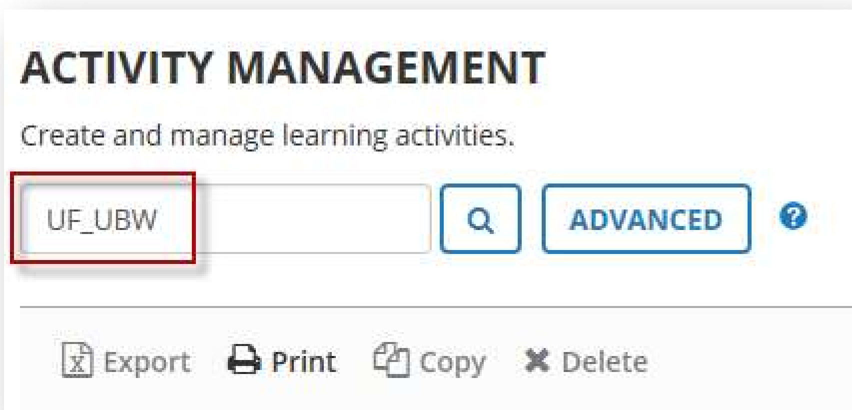
Creating Additional Class Offerings by Copying

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.

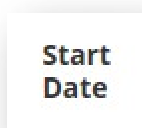
NOTE: If you are copying a live class, then the copied class will also be immediately live.

1. Navigate through **Administration > Learning Management > Activity Management > Learning Activities**.

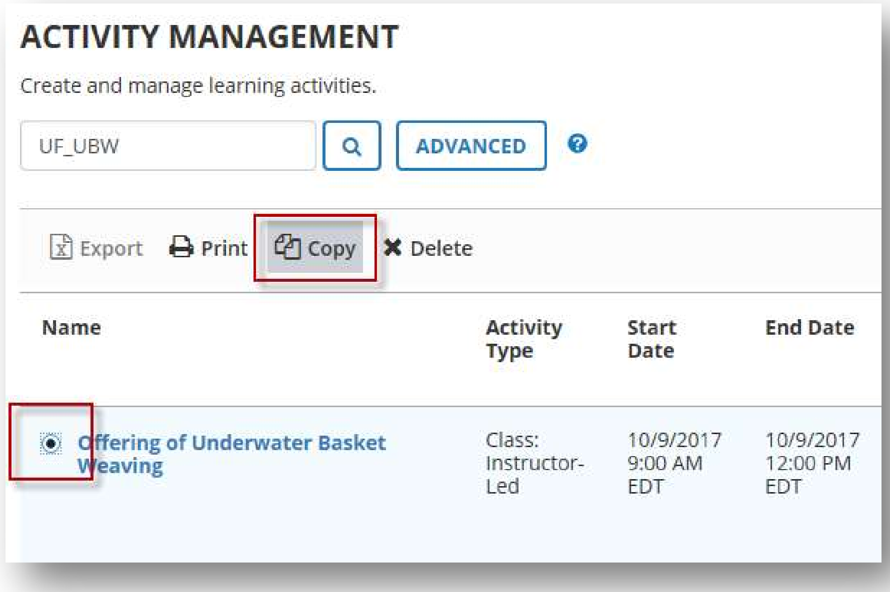
2. **Search** for the class you wish to copy.



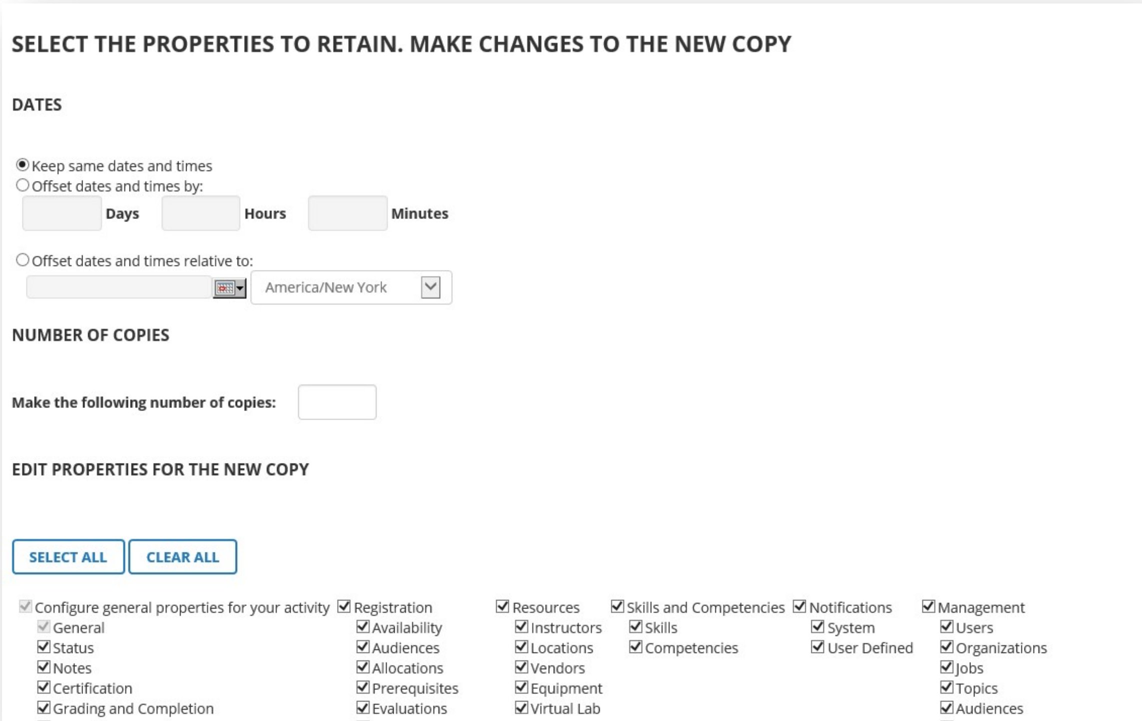
3. Click the **Start Date** column header twice to display the **last class session** created.



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 properties as set for now. One copy of the class will be created as a default. It is not recommended to make changes to this page as duplicate trainings can be created causing confusion.



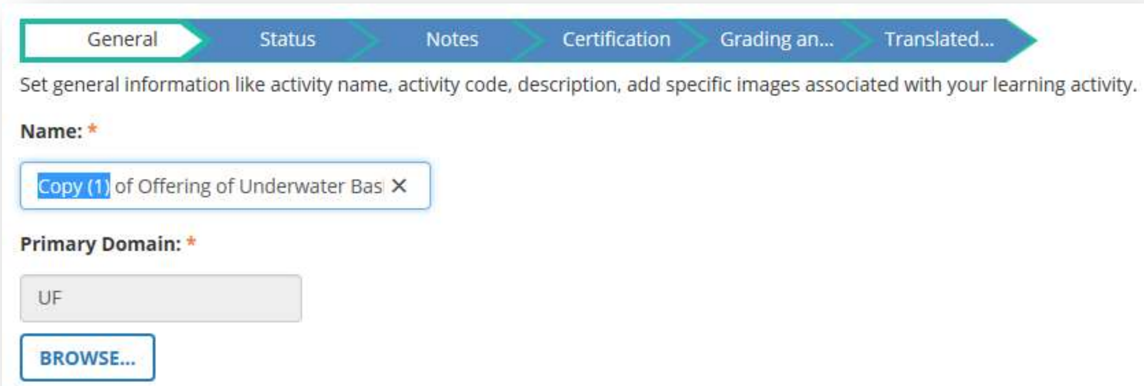
6. **Scroll down** and click **OK**.

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 –

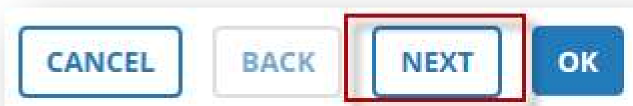
8. **Name:** Delete **Copy (1) of Offering** of the name.



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

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

11. Click **Next**.



Status Section –

12. Confirm 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

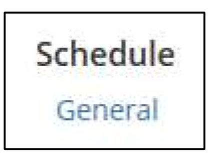
13. Change the **Status** dropdown field to **Active**, if needed.

14. Click **OK**.

Notes Section –

Check the User Notes box to verify it is empty or that the information is accurate. If this is a virtual class, we recommend entering the Zoom link or other connection details in the **User Notes** box. Contact T&OD to ensure the proper notification is turned on for learners to receive this information in their class reminder notification.

Schedule Section –

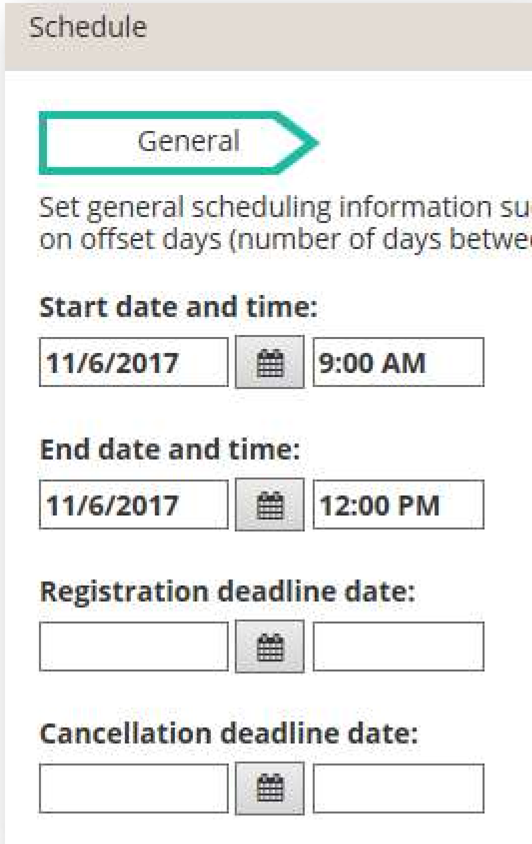


17. **Start date and time**: Click the calendar icon and choose the desired start date. Then click the Time textbox and choose (or type in) the desired start time for this class offering.

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 on if you want to cut off registrations by a certain time.

20. **Cancellation deadline date**: This field is optional depending on 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 both **Qualified** and **Responsible** checkboxes.
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.

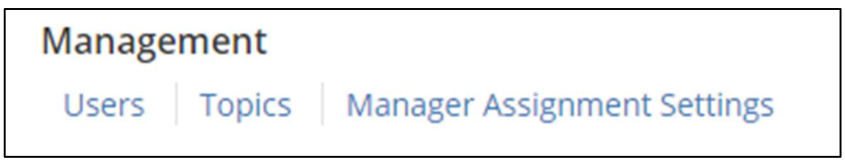
35. Click the **Add** icon.

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

37. Click **OK**.

38. Click **OK**.

Management Sections –



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

Topics are associated with the course and allow 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.

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.

Move to Production –

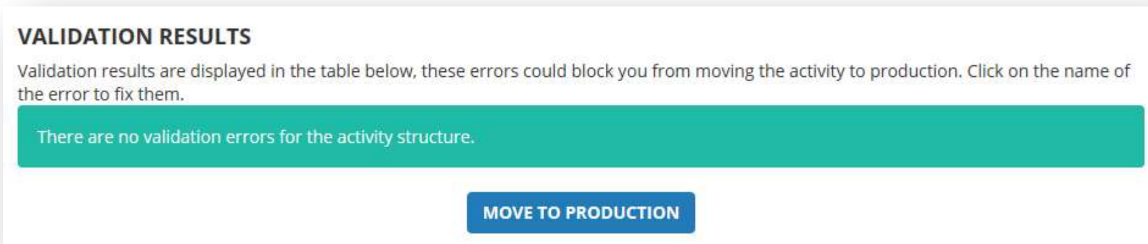
44. Click **Validate for Production** at the bottom of the left panel.


VALIDATE FOR PRODUCTION

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

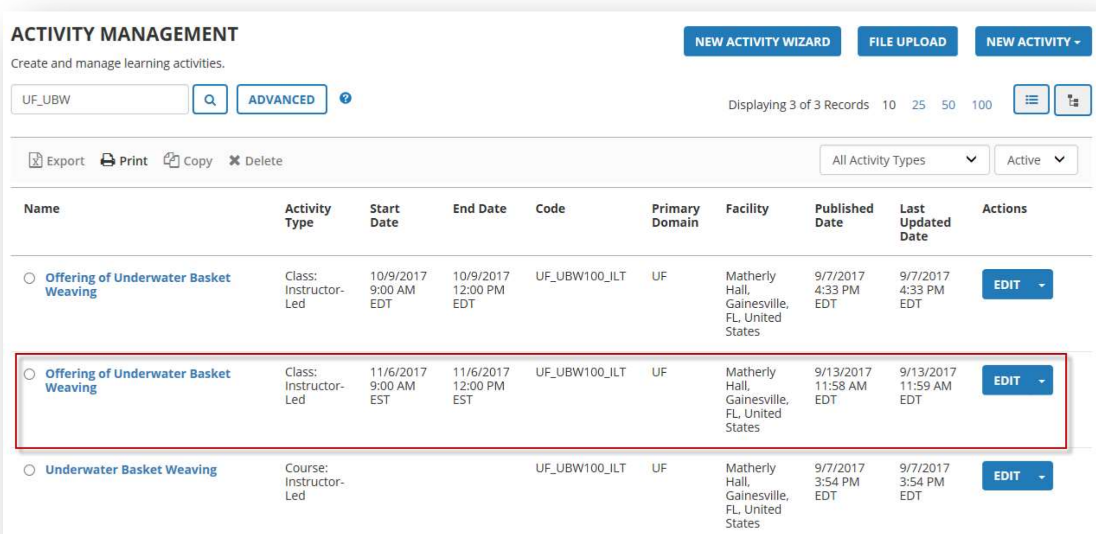
1. If you get an orange notice – this is an advisement, nothing critical.
2. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
    i. Common errors are a location has been booked more than once on the same date/time or an instructor has been booked for 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 on the **Activity Management** screen.



Remember: When ready to release your class to the UF Community, contact T&OD for class registration audience to be flipped.

Online Training (OLT), stand-alone course

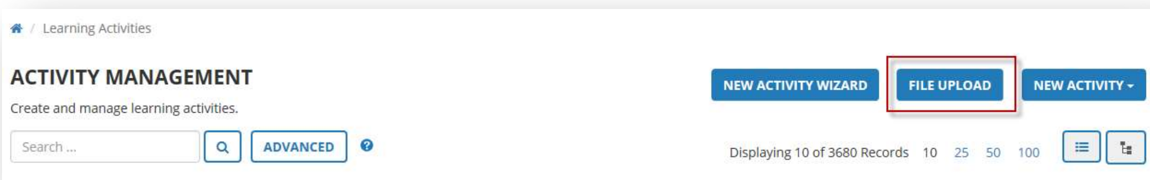
Online courses (OLT) are activities created using elearning development software such as Captivate, Articulate Storyline, etc. Online courses are published as SCORM 1.2 or 2004 files and the SCORM files are uploaded into myTraining for access by the Learner. Refer to SCORM File Best Practices section for tips before publishing files.

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

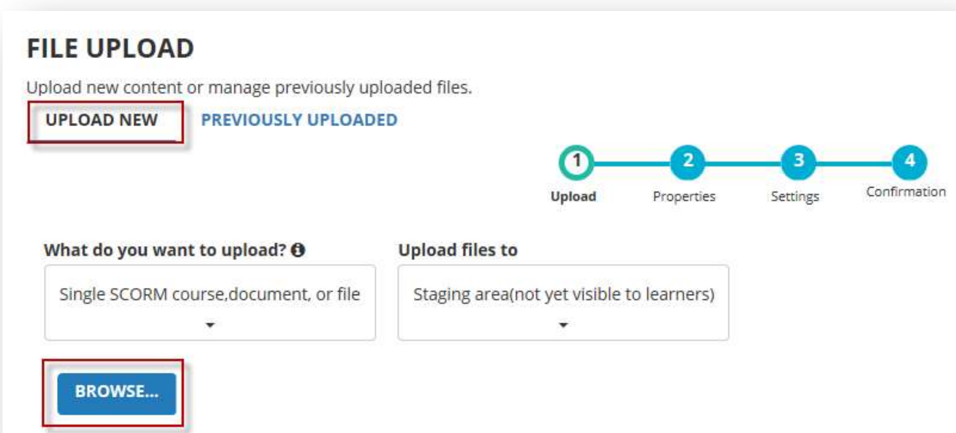
Creating an Online Course in myTraining

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

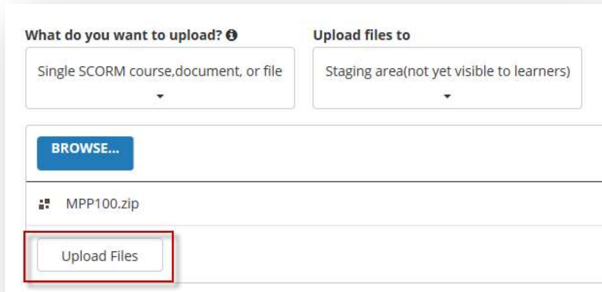
2. Click the **File Upload** button.



3. Click the **Upload New** button, if not already selected.
4. Click **Browse** to locate and select the **SCORM** file you wish to upload.



5. Click the **Upload files** button.



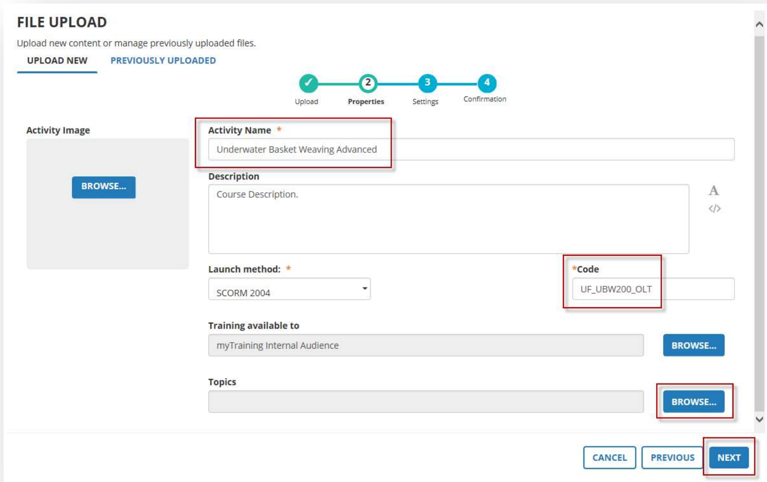
6. After the file has uploaded at 100%, click **Next**.

7. 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., *, &, #, @, -, _)

8. **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.

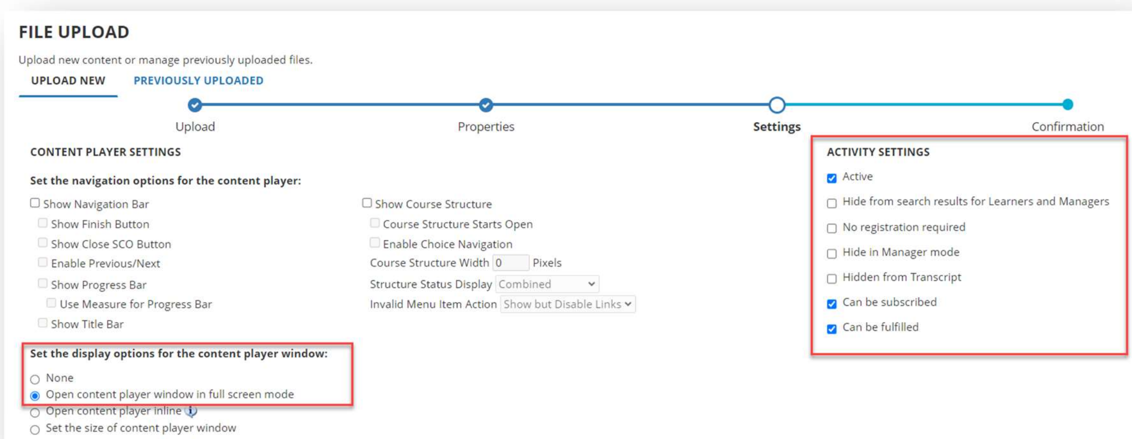
9. **Topics** Select here by clicking the Topics **Browse...**button.

10. Click **Next**.



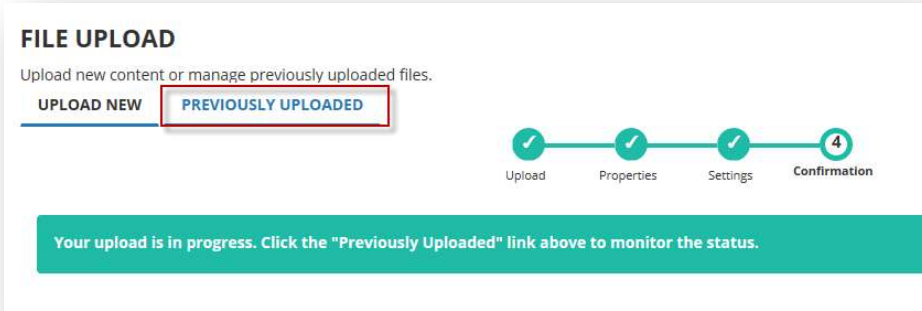
11. Select the **Open content player window in full screen mode** radio button.

12. Confirm the following **Activity Settings** are **checked**:
    i. **Active**
    ii. **No registration required**
    iii. **Can be subscribed**
    iv. **Can be fulfilled**



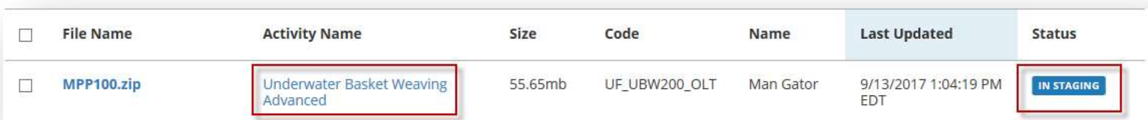
13. Click the **Upload** button.

14. Click **Previously Uploaded** to view the upload of your SCORM file.



15. 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.



16. Click **Optional** to display all available properties.

Properties

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

General Section –

17. **Description:** Input the appropriate description text with html coding (refer to page 55) to help learners identify key details (see sample below):

    <p>Protecting our customers' credit/debit card information is a priority at the University of Florida. This course covers the policies, procedures, and security measures - including the Payment Card Industry Data Security Standard (PCI DSS) - that are required of UF merchants to ensure cardholder data is kept secure and security breaches are avoided.

    <p>Web Browser: To complete this course, you MUST USE Chrome or Firefox (Window) or Safari or Chrome (Mac).

    <p>Duration: This training should take approximately 30 minutes to complete.

    <p>Grading: At the end of this training, completion of a final assessment is required. To successfully complete this training, you must achieve a score of 80% (80/100 points) or higher.

    <p>Audio: This course contains audio elements. Please make sure you are using a computer with audio capabilities and that your volume is set at an appropriate level.

    <p>Target Audience: All UF entities that accept credit or debit cards for payment of goods and/or services in person, over the phone or via eCommerce.

    <p>Prerequisites: None

    <p>After completing this training, your training transcript will be updated immediately.

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

19. 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, EHS, Hazard, Communicate, etc.).

20. Click **Next**.

Status Section –

21. Verify the following check boxes are **CHECKED**:
    - Active
    - No registration required
    - Can be subscribed
    - Can be fulfilled

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

23. Click **Next** two times.

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 directions on the appropriate combinations of properties you will need for your specific certification needs.

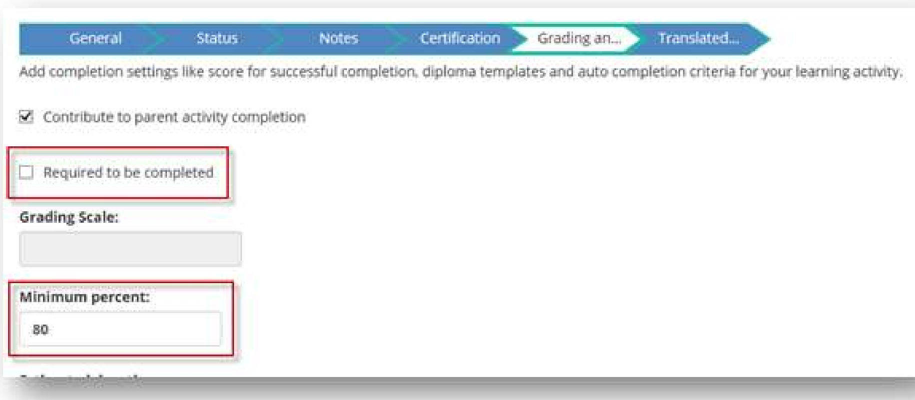
24. Click **Next**.

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: Do **not** add a number if there is no assessment in the SCORM package. Only add a number to this field if an assessment is included in the SCORM package **and** if a score is bring sent back to myTraining. The system will compare the score from the online course to what is in the minimum percent field.



27. 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.

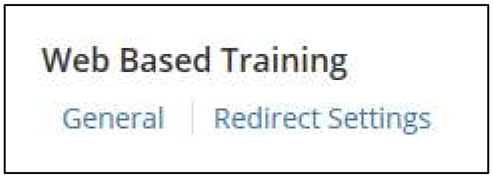
28. **System Defined**: Indicate the **Media type**, **Delivery method**, **Content type** and **Modality Filter** for the training.

29. Click **Next** twice.

30. **Activity Filters**: Indicate the expertise level as Beginner, Intermediate or Advanced.

31. Click **OK**.

Web Based Training section –



32. **General**: Enter the **number of times** the learner can access the activity in the **Maximum tries per attempt** field.

- 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.

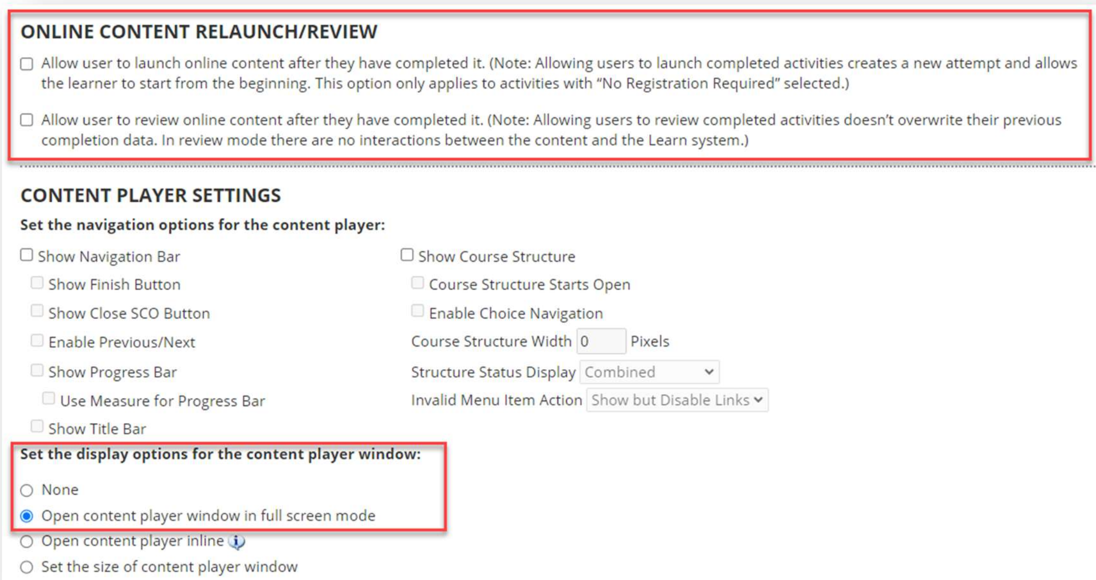
NOTES:

- This is an **OPTIONAL** field to use.
- Leaving this field blank will default to 1 attempt.
- If you wish the learner to re-register after every failed assessment attempt (recommended), then leave both fields blank.
- If using this field, it is recommended a large number be entered for maximum tries per attempt not to exceed 1000.

33. **General:** Check the **Enable content replacement when manifest file is modified** checkbox (if a SCORM 2004 v4 file, this box may be greyed out).

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

35. In the Content Player Settings section, **verify** the following setting:
    a. Select the **Open content player window in full screen mode** radio button.



36. Click **OK**.

Registration Section –

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.

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

38. Click **Next** three times.

39. **Audience:** The default audience for all UF courses is myTraining Internal Audience which only makes the course available to T&OD personnel. Directions for altering the audience are at the end of this section.

    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.

40. Click **Next** twice.

41. **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.

42. Click **Next**.

43. **Evaluations**: You are welcome to use the **UF T&OD Workshop Evaluation 2.0** training evaluation for your trainings.

    NOTE: 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, contact T&OD to arrange a training. 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.

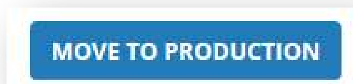
44. Click **OK**.

Move to Production –

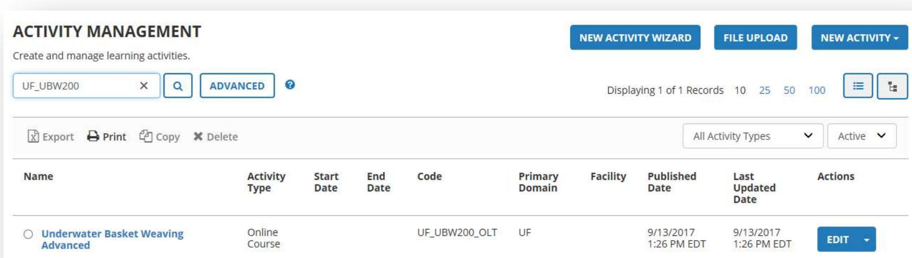
45. Click **Validate for Production** at the bottom of the left panel.

46. Verify validation results do not indicate any errors (green notice).
    a. If you get an orange or yellow notice – this is an advisement, nothing critical.
        i. Common error is the content player settings are not configured.
    b. If you get a red notice – this indicates you cannot move to production until you fix what is wrong.
        i. Common errors are the activity is not active or the activity is not open for registration.

47. Click **Move to Production**.



48. Click **Close** at the bottom, right corner of screen.
49. **Verify** the new Course activity appears in the Activity Management screen.



Remember: When ready to release your course to learners, contact T&OD for registration audience to be flipped to the desired standard audience.

Standard audiences are:

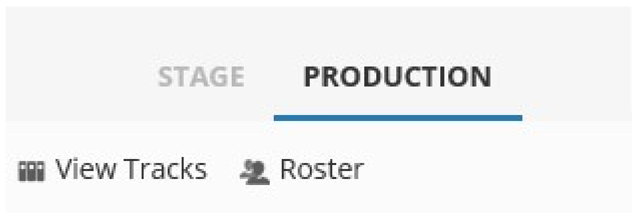
- **UF Audience** – all employees of UF
- **Combined UF & UFHS Audience** – all employees of UF and UF Health Shands
- **Combined UF, UFHS, & UFEXT Audience** – all employees of UF, UF Health Shands and any external people not affiliated directly with UF or UF Health Shands, such as volunteers.

Considerations for Stand-alone Courses

Considerations

How do I make an edit to activity parameters?

When the **Edit** button is selected from the Activity Management page, the activity then 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.



How do I make an edit to the SCORM file?

To update the course content, create a new SCORM ZIP file with the changes. You must publish the updated file using the same SCORM type (e.g., SCORM 1.2). Contact Training & Organizational Development to discuss available options.

Does a certificate of completion or diploma need to be attached?

Providing a diploma accessible via the learner's training transcript is optional. You can create your own or use one of the T&OD diplomas. Please contact T&OD before creating your department or program diploma for formatting requirements.

Do learners receive a notification about this training?

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 turned on for your activity, contact T&OD with questions.

SCORM File Best Practices

General

- **File title:** avoid spaces and special characters in the zipped SCORM file. This zipped file is created automatically when publishing for SCORM.
- **SCORM Type:** SCORM 1.2, SCORM 2004 V3, or SCORM 2004 4ed are compatible.

If using Captivate

- SCORM 2004 files have built in bookmarks enabling learners to return to the course where they last stopped. This is the preferred file type to publish.

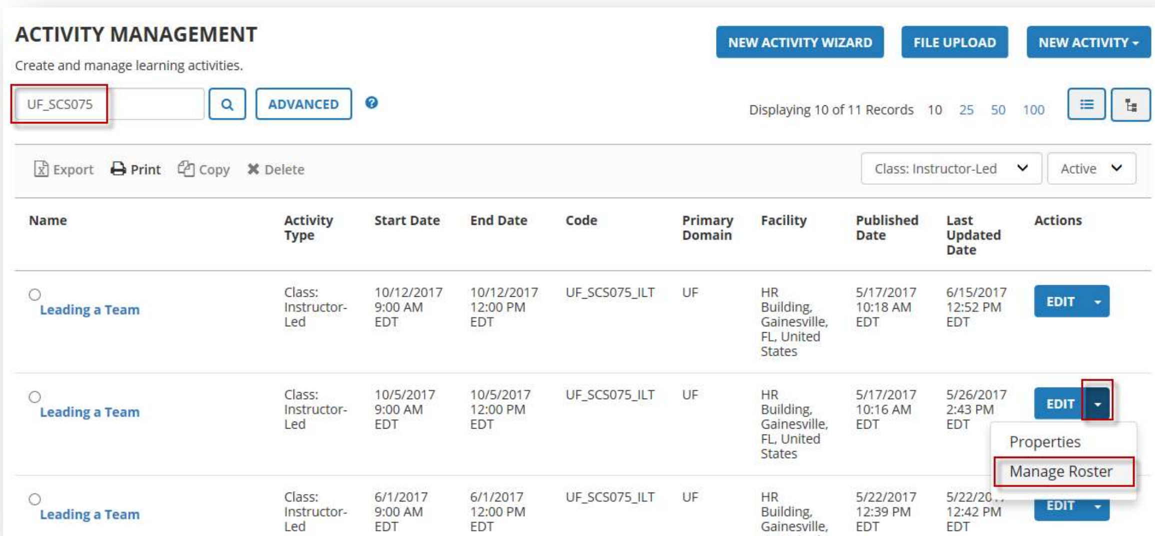
If using Storyline

- **File title:** avoid spaces and special characters in the zipped SCORM file. This zipped file is created automatically when publishing for SCORM.
- **SCORM Type:** SCORM 1.2, SCORM 2004 V3, or SCORM 2004 4ed are compatible.

Viewing and Printing Class Rosters

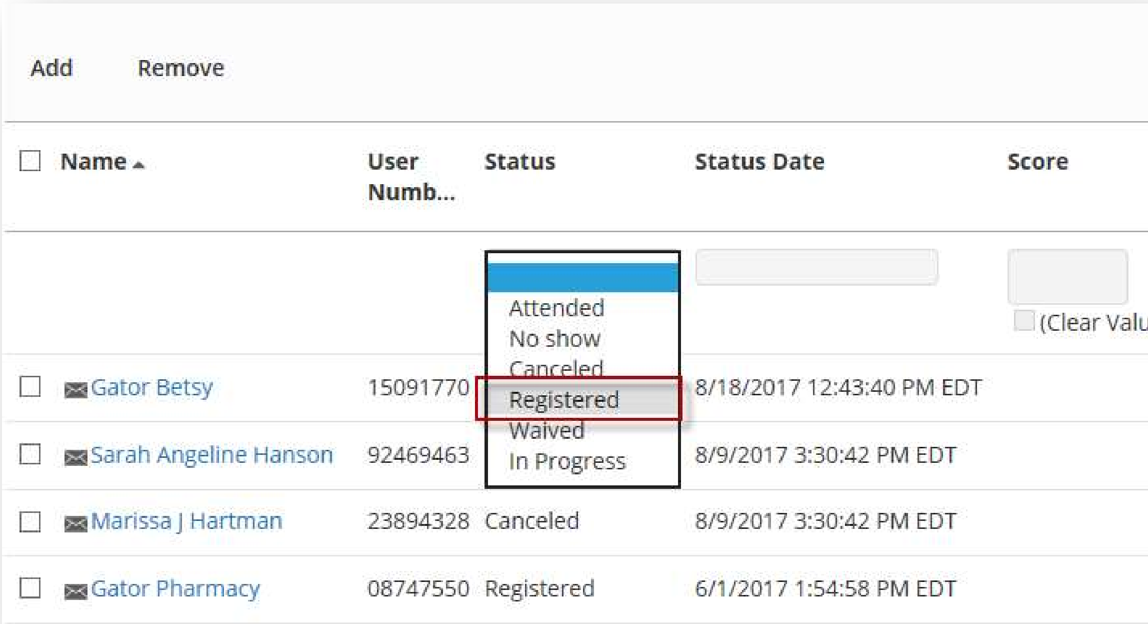
You may need to see or print who registered, cancelled, attended or is currently in-progress in an activity. You can print a class roster. Access this information from the Learning Activities screen.

1. After logging into myTraining, navigate through **Administration > Learning Management > Activity Management > 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.

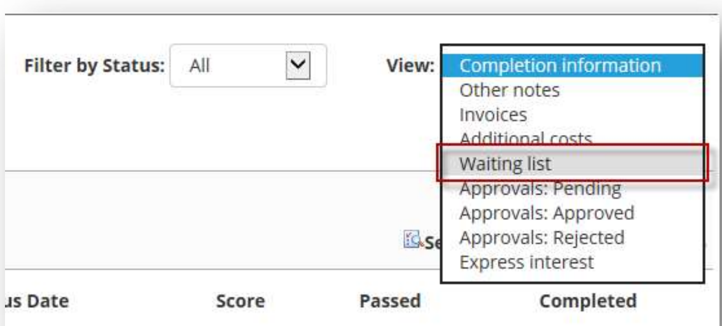
5. Choose the desired status to view from the **Status** drop down field.



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, 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.

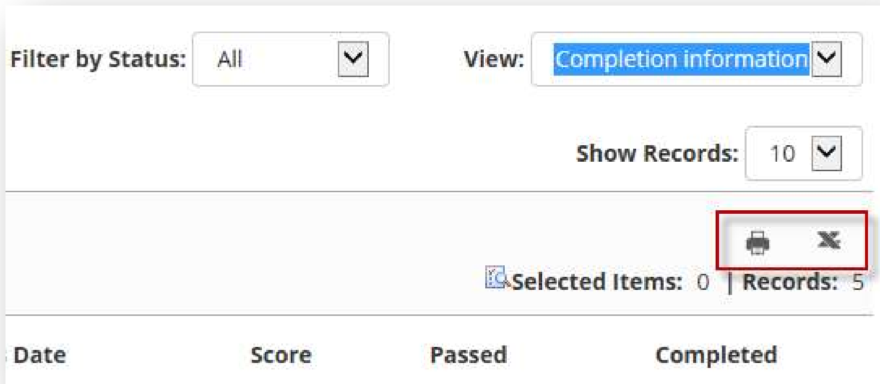
6. Click the **View** drop down field and choose **Waiting List**.

   NOTE: Authors can view the Waiting List only. Training Administrators can view and move learners from the Waiting List to the main roster.



You can print and/or export the roster list 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.



NOTE: The myTraining Roster Management document (http://training.hr.ufl.edu/instructionguides/mpp/mpp201_training_administrator_mytrainin_roster_management.pdf) includes a link to a myTraining report that provides a roster with or without a UFID and less extraneous information.

Processing Class Rosters

See MPP201 Training Administrator myTraining Roster Management document for the complete best practices on managing and printing rosters (http://training.hr.ufl.edu/instructionguides/mpp/mpp201_training_administrator_mytrainin_roster_management.pdf).

Running Reports

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

HTML Code Tips

- To bold… hello **hello**

- To underline… <u>house</u>   house
- To put paragraph breaks (similar to using the Enter key) <p></p>

Building Evaluations and Curricula

If you desire to build your own evaluations or build a curriculum, contact T&OD to arrange a training session.

Final Assessment Info

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. **You have three attempts to score 100%.**

A detailed list of requirements for the final assessment will be sent after training via email.

1. The session instructors will review the submission.
2. If needed, the instructors will provide tips on what needs to be fixed. You can resubmit for review.
3. Upon successful completion of the final assessment, you can request the appropriate security role from your Department Security Administrator the following day (see next section).

myTraining Security Roles

After successfully completing MPP100 and either MPP200 or MPP201, request the required myTraining security role from your Department Security Administrator (DSA). **Unsure who your DSA is?** Review the list here: http://files.it.ufl.edu/identity/DSA.pdf.

1. Navigate to **my.ufl.edu > Main Menu** > **My Account** > **My Roles**.
2. You can only have one role in myTraining. Any role that begins with N_EL_ is a myTraining role.
    a. **Yes**, I have another role besides N_EL_Learner. Ask your DSA to remove this role before requesting the Author or Training Administrator role.
    b. **No**, I do not have another role. Continue to **step 3**.
3. Ask your DSA to request the appropriate role
    - 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 3 business days.