Storage Management Best Practices for MPP

The myTraining system is hosted on a cloud network. An allotted amount of space is provided to our organization for both the Production and Stage environments. This resource provides an overview of storage allotment and best practices on storage management.

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Publish SCORM Files

eLearning authoring tools publish SCORM zip packages to upload into myTraining. At one time dual publishing SCORM files for both Flash and HTML5 was standard. Lack of easy integration with multiple browsers has caused Flash to stop being supported.

When publishing the SCORM file, review these settings to keep the zip package size to a minimum.
1. Select the publishing output format as **HTML5**.
2. Once all edits are finalized, delete unused items when prompted by the software.

   NOTES:
   - Do not delete unused items related to screen recording for simulations. Deleted content is permanently removed and cannot be retrieved.
   - Consider republishing SCORM courses as HTML5 only and using the replace content feature to update the online course in myTraining.

Manage Advanced Reporting

The myTraining system provides a robust folder structure to save scheduled reports sent via email as well as exporting report.

After selecting the report to run and setting the parameters, export the report to your workstation computer. If you accidentally save the report, the report is saved to the report folder in myTraining. The Training and Organization Department reviews the reporting folders weekly to delete non-generic reports. This ensures everyone can find the report needed easily.

▸ Course Completion by Activity Code Report	Review course completion data for one or more activities within a pa...	Report	9/16/2017	Today
Course Completion by Activity Code Report ...	FOR PROTON EES	Report	9/16/2017	9/15/2017
▸ Course Report by Department	Review employees within a particular department's training status fo...	Report	9/16/2017	9/15/2017
HR Course Completion Report for May 2018	Review course completion data for one or more activities within a pa...	Report	Today	Today
Individual Training Record Expiration Report	Report to view only trainings with an expiration date for one user wit...	Report	9/16/2017	9/15/2017
Individual Training Record Report		Report	11/16/2017	February 19

Manage Activity Management

To lessen confusion when troubleshooting customer questions or when updating training, it is essential to mark activities as **Active** or **Inactive** appropriately in the Activity Management section.

Here are best practices to consider:

1. Mark activities inactive if training content is retired.
2. Mark activities used in testing or gaining approval with SMEs as inactive if not released to the UF, UF Shands or External audiences.
3. Inactive online courses and documents are added to the Activity Content Manager to archive.
4. Once the roster is processed for an ILT Class, mark the activity as inactive. Refer to the *myTraining Roster Management* job aid.

Delete Content from Activity Content Manager

Online courses and documents marked as Inactive appear in the Activity Content Manager. The Delete Content option permits the deletion of the SCORM zip package or PDF file from the activity. The roster and activity properties are not affected. On a quarterly basis, the Training and Organizational Department will coordinate with our myTraining Partners to determine if the activity content can be deleted.

Refresh Stage Environment

The refreshing process copies all content and user data from Production and overwrites anything currently in Stage. This process cannot be reversed once it has started. The Stage contents are deleted permanently.

On a quarterly basis, the Training and Organizational Department will coordinate with our myTraining Partners and UF Health Shands to initiate this process. We will confer to select a date that will cause the less disruption for each organization.