

Certified LMS Administrator Program

04-2 Working with SCORM Courses

CLA-104-2.18.07

COURSE DESCRIPTION: This course provides an overview on working SCORM courses. Students learn how to properly import an SCORM course, as well as how to upload updates and the role played by the associated zip file. The course continues discussing how to add the SCORM course to a catalog and create an assessment.

AbilityLMS provides a simple way to import online courses, created using standard eLearning formats, such as SCORM. Start by logging into the learning system using an account assigned as a System Administrator.

TIP: Please NOTE that AbilityLMS ONLY supports the SCORM 1.2 format and NOT SCORM 2004.

Import an SCORM Course

 Click on the MANAGER TILES menu and then on the ADD COURSE link inside the Courses Tile. The Add Course Wizard opens a window. Select SCORM and press NEXT to continue.

Home My Menu Course Search My Train	ing Schedule Manager Tiles Manager Menu
	Add Course
People	Add Course Wizard
Add History Requests for Approvals Impersonate User	 Select the type of course to add to AbilityLMS, which can later be assigned to a Learning Track and/or Catalog. AICC and SCORM Courses — These type of courses are typically purchased or created and published using various authoring tools. AICC courses communicate directly with LearnerWeb, while SCORM 1.2 courses require an additional window, used to communicate with LearnerWeb. Scheduled Training — An Instructor-Based course is a <i>scheduled</i> training course which is taught by an instructor and usually has a date, time and location.
View All Courses Add Courses View Trains Calendar	Generic Online — Choose this option whenever you need to link to documents (Microsoft Office files, PDF, YouTube or MP4 videos). A User Sign-off workflow is automatically assigned, confirming that a Learner has completed the related materials. Learning Resource — Use this option, similar to Generic Online, to create a course that will not be tracked or produce history, perfect for reference materials or links to intranet sites. Misc. Courses for Add History and Other Activity— This option creates an empty course template, which is then used by Learners who need to manually update their history for training events that occur outside of LearnerWeb. The Learner will be able to edit the Course TINE and other history are this option to call events or State Holidays to the scheduled training calendar. Calendar Event — Select this option to enter local events or State Holidays to the scheduled training calendar.
Communications and Emails Email Templates	AICC (HACP) Protocol Scheduled Classroom Training Generic Cn-Line Training Learning Resource Misc. Courses for Add History Other Activity Calendar Event
	Reset

TIP: Another way to access the SCORM Import wizard is by selecting Manager Menu | Courses and selecting SCORM from the drop-down menu.



The AbilityLMS SCORM Import wizard starts. Click on the **CHOOSE FILE** button and locate the zipped SCORM file. Enter the **COURSE ID**, typically the same name as the zip file (Please read the note that follows).

AbilityLMS SCORM Course Import			
Please identify the zipped SCORM course by click on the CHOOSE FILE button and selecting the target file.			
 The ZIP filename should be the target COURSE ID, as this will be the name of the course folder once unzipped. Enter the same COURSE ID in the next field. The SCORM zip file needs to be accessible to the Windows account under which AbilityLMS is running on the server. If in doubt please consult with your IT or other support staff. When ready, press the NEXT button to start the import. Depending on the browser, a progress count displays on the lower left corner of this window. 			
Domain ID:	None selected •		
Training Area ID:	None selected		
Import File Name:	Choose File EthicsAnnual2018.zip		
Enter Course ID :	EthicsAnnual2018		
 Use system generated Course ID. 			
Course Unit Type ID:	On-Line courses •		
Enroliment Rule ID:	User can Enroll - Open Enrollment		
Category ID:	None Selected		
Subcategory ID:	None Selected		

NOTE: Most authoring tools, such as Storyline or Captivate, offer an option to zip all the required course files and folder. However, it's important to understand, if this process is performed manually, that the root directory IS NOT included in the zipped file. Only zip the contents of the root directory, as illustrated below. Also, rename the zip file using the planned AbilityLMS COURSE ID as this is used to create the corresponding course folder on the learning server.

	🌗 Training 👻 EthicsAnnual2018	•
Name 🔺	,	
\mu ar	1	Name A
assets	unzinned on the	🏓 lms
🚺 callees	unzipped on the	🏓 mobile
dr	learning server	story_content
vr		🛃 adlcp_rootv1p2.xsd
		🛃 ims_xml.xsd
		🛃 imscp_rootv1p1p2.xsd
		🖭 imsmanifest.xml
Somerspiff is		🛃 imsmd_rootv1p2p1.xsd
		o index Ims.html
		o index lms html5.html
		e meta.xml
Captivate.cst		o story.html
captivate.des		story.swf
EthicsAnnual2018.zip		story btml5 btml
V index.html		
Sindex_AICC.html		Story_ansapported.ntm
project.txt		
relay.asp		
💻 relay.php		
🌋 scormdriver.js		

2. When the import process is completed, a confirmation message displays. Close the popup box, The Import Course process is now completed.

AbilityLMS Scorm Course Import			
SCORM Course has been imported successfully The course has been added. The course status is active and the enrollment rule is set. Add another SCORM Course Return to Course Catalog Test this Course			

Updating existing SCORM Course

Once an SCORM course is imported into AbilityLMS, use the COURSE UPLOAD function to add course updates to the Learning System. This ensures that only one course record is created. The associated URL for the course can then be modified so it points to the most current version.

1. Select **COURSES** from the Manager menu. Click on the Course Upload icon.

Courses		
SCORM 1.2	• 🗄 🙀 Search:	Go Reset 🖶 🏠 Edit

2. This starts the Course Update Wizard. If the Domain or Training Area drop-down menus display, ignore them. Just click on the **CHOOSE FILE** button.

Course Upload		
Edit		
Course Upload Wizard Step 1		
Browse to the zip file containing the Course material that you want to upload and click the Next button to continue. The zip file will be up zipped into a sub-folder of your Training folder, and will even with any content that may already be in that sub-folder.		
The sub-folder will have the same name as the zip file.		
*UPLOAD File Name Choose File No file chosen		
Reset Next		

3. Before navigating to the target folder, change the filter on the lower right corner to ALL FILES. Then locate the zip file for the course. **TIP:** Be sure that the updated version of the course is zipped properly (zip the contents of the course folder but the not the course folder itself).

Insert a new version number to the name of the zip file, as illustrated below – EthicsAnnual2018v2. This ensures that the original version is not overwritten and can be restored, if necessary.

Course Upload		
Course Opload Wizard		
Use this feature to update an existing course. Please note the following:		
 Zip the updated course and name the file to be the same as the target course. Consider adding a version number, such as 'v2' at the end of the zip filename. Using the original zip filename overwrites the existing course on the server. Adding a version number at the end of the zip filename creates a new folder using the zip filename. 		
Once uploaded, open the course properties, click on the COURSE MODULE tab and adjust the Launch Path, as required, with the version number (if used).		
When ready, click on the CHOOSE FILE button and locate the zipped file.		
*UPLOAD File Name Choose File EthicsAnnual2018v2.zip		
Reset Next		

- 4. Note how the selected zip file name displays to the right of the **CHOOSE FILE** button. When ready, click on the **NEXT** button to continue.
- 5. The progress of the upload can be seen along the lower left corner.
- 6. A confirmation alert message displays inside the window once the process is completed. Tip: the URL to the course is incomplete as it defines the path to the course. In this example, "index.html" would have to be inserted at the end of the path to complete the URL. Be sure to copy the URL displayed in the confirmation box before dismissing it.

TIP: The URL in the image below reflects the production server for a MaxIT sandbox, used just for illustrative purposes.

Course Upload		
Course Upload Wizard Step 2		
The course material has now been uploaded into folder: /Training/EthicsAnnual2018v2		
The URL to this course is: https://sandbox2018.learnerhall.com/Training/EthicsAnnual2018v2		
Please click Close Window to continue.		
Reset Close Window		

7. At this point, the updated SCORM course has been uploaded to AbilityLMS. Click on the **CLOSE WINDOW** button to complete the process.

TIP: Keeping the same CourseID as the original course simply replaces the contents of the existing course folder. A good practice is to insert a version number at the end of the zip file name, just to ensure the updated content is being used. For example, the zip file of the updated course could be named LMS001v2.zip, LMS001_v2 or LMS001.v2.zip. This also provides an opportunity to roll back to a previous version, if some unexpected issue occurs with the updated course.

8. If a version number is included in the updated course, you will need to change the Course Module Launch Path. Open the Course Properties and click on the **COURSE MODULE** tab. When ready, click on the Action icon on the far right and adjust the Launch Path as required to reflect the new version of the course:

https://sandbox2018.learnerhall.com/Training/EthicsAnnual2018v2/index.html

Home My Menu Course Search Ca Course ID EthicsAnnual2018	Edit a Course Module
Category Name Ethics Training	Course ID EthicsAnnual2018
	Module ID A2
Properties Course Workflows Course Modules Histo	Module Title 2018 Annual Ethics Training
Course Modules	Launch Path http://sandbox2018.learnerhall.com/Training/EthicsAnnual2018v2/index.html
an a	Launch Parameters TestOut Enabled? No Yes TestOut Attempts PostTest Enabled? No Yes PostTest Attempts Maximum Score 100 Mastery Score Max Time Allowed
	Time Limit Action Save Reset Cancel

Create Learning Track and Add Course

A Learning Track is a collection of courses that are required to be completed, typically by an assigned due date, also referred to as an Expiry Date.

1. First, create the Learning Track. Click on the ADD LEARNING SMART TRACK (or Learning Track) link inside the Libraries tile to access the form, when using the Manager Tiles. Otherwise, open the Catalog Manager page and click on the Green Plus (+) icon to create a new Learning Track.

	*Catalog ID LMS_SAMPLE
Add Catalog Add Catalog Add Learning Track Clone Library	*Catalog Name LMS Sample
	*Catalog Type ID Learning Track ▼
	Category ID Online Course
	*Status Active •
	*Permanent Assignment? No Yes
	Show In Storefront
	Effective From
	Effective To
	Apply Effective Dates
	Save and Close Window Save and Add Another Reset Cancel
	U

- 2. Enter the appropriate data for these required fields:
 - **Catalog ID:** Enter Alphanumeric values (use underscore and NOT a space, if required). In this illustration, *LMS Sample* is used.
 - **Catalog Name:** Enter Alphanumeric values as required (spaces are support). In this illustration, *LMS Sample* is used.

When ready, click on the SAVE AND CLOSE WINDOW button.

3. Next, let's add the SCORM course just imported – EthicsAnnualTraing2018 – to the new Learning Track. Click on the Libraries tile, and then on the name of the Learning Track just created – LMS Sample is selected for illustrative purposes.

1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	Catalog Mana	lger -				
	_ 🔶 🗘 Learning Tra	× •¢]∯⊜≋) Edit			
Add Catalog	Catalog 1D	Tatalog Name	T Catalog Type Name	Yendor ID	Status	Action
Add Learning Track	LMS_SAMPLE	LMS Sample	Learning Track		Active	8 x ±
Clone Library	LT000015	Sample Class A	Learning Track		Active	6 x 🗟
	LT000016	Sample Class B	Learning Track		Active	8 x #
	LT000017	Sample Class C	Learning Track		Active	6 x 🕯

TIP: An alternatie to using the Catalog Manager tile, open the Catalog Manager page and click on the target Learning Track name.

4. Click on the COURSES tab and press the Green Plus (+) symbol to add the target course to the Learning Track. This starts the wizard and opens a new window. Click on the COURSE option and press the NEXT button to continue.

Catalog ID LMS_SAMPLE Catalog Type Name Learning Track	Catalog Name LMS Sample
Properties Courses People Assignment Criteria Qualifying Catalog Group Documents P Courses in Catalog/Learning Track Courses C	ricing Options Catalog Audit
Course Search: Go	Reset 🖶 🖏 Edit

5. Enter a portion of the CourseID assigned to the SCORM course. In this illustration, **Ethics** is entered in the Course ID field. Click the NEXT button to continue.

Add Course Wizard								
Edit								
Add a Course to a Catalog								
Enter keyword(s blank and the dr	Enter keyword(s) or select from the drop-down menu to limit the courses that display on the next list. Or leave the fields blank and the drop-down menu set to ANY to select from a complete list of courses. Press NEXT to continue.							
Course ID	Ethics							
Course Title								
Course Type ID	Any							
Category ID	Any							
Flexi-Groups	None selected							
	Reset Next							

6. Select the SCORM course title and press the NEXT button to continue.

Add Course Wizard							
Edit							
	Select Course(s) from List						
Hold down the CTRL key and select one or more course titles. Or select a range of courses by selecting the first course title, holding down the SHIFT key, and then select the last title in the range. Press NEXT to continue.							
Courses	(EthicsAnnual2018) 2018 Annual Ethics T						
	Select All						
	Reset Next						

7. Settings in this step can be changed later as needed. In the illustration below, the sample course is the only course that will be added to the Learning Track. The REQUIRED option is set to YES, but no Due Date is set. One commonly used setting here is to insert a value, such as 90, to the DAYS DUE FROM ASSIGMENT, meaning that the course must be completed 90-days after the Learning Track has been assigned. Press the NEXT button to continue.

Add Course W	izard						
Edit							
Complete Add Course Wizard							
A list of one	or more select courses display below. Set options as required. Press NEXT to complete the wizard.						
Cour	ses 1. (EthicsAnnual2018) 2018 Annual Ethics Training						
Requi	ired 💿 No 🖲 Yes						
Days Due Fr Assignm	rom lent						
Date [Due						
Enrollment F	Rule Same as Course T						
Credit Amo	unt						
Update Le	System Only						
	 Send e-mail notifications to assigned learners Do not send e-mail notifications to assigned learners 						
	Reset						

8. The course now appears in the list of courses assigned to the Learning Track.

	Catalog ID LMS Catalog Type Name Lear	S_SAMPLE ming Track	Catalog Name LMS Sample							
Properties Courses Peo	ople Assignment Criteria Qu	ualifying Catalog Group Documents P	ricing Options Catalog Au	dit						
Courses in Catalog/Learning Track										
Course	• 🛃 Sear	ch: Go	Reset 🖶 🗟	Edit						
<u>Display Sequence</u>	Course ID	<u>Course Title</u>	Due Date Expi	ry Days Required	Action					
	EthicsAnnual2018	Ethics Annual Training	Not Set	Yes	📝 🗙					
				Showing	g 1 - 1 of 1 records					

Create an Assessment (Exam)

Quizzes/exams can be added to a course, as this is a feature available in this learning system. The process is simple – create an assessment container, followed by adding questions and answers to the associated Question Bank.

9. To avoid going back to the Tiles, select Manager Main Menu | Courses from the Menu bar. Use the search to locate the SCORM course that was imported. In this illustration, ETHICS is used as the search criteria, pressing the GO button to initiate the search.

Courses						
Scheduled Classroo	m Training 🔹 🚼 🔀	Search: Ethics	Go Res	et 🗎 🖒 Edit		
Course ID	Course Title	▼ Category	Course Type	T	<u>Status</u>	Action
EthicsAnnual2018	Ethics Annual Training		AICC (HACP) Protocol	On-Line courses	Active	0 x

10. Click the name of the course to gain access to the associated properties and then the ASSESSMENTS tab. At this point, no assessments exist, so the page is empty.

Prop	perties Course Workflows Course Modules History Equivalents Question Bank Assessments Trainers Audit Documents Where Used					
Set	up Assessments					
¢	🖶 🗞 Edit					
There are no assessments associated with this course. Click the 'Add Assessment' icon ('+') to add one or more assessments to this course.						

11. Click on the Green Plus (+) symbol to add or create an assessment. This pops open the associated form. Enter the name of the assessment and the other related fields highlighted in red.

Properties Course Workflows		
Setup Assessments	*Course ID	
🛨 🔒 🗞 Edit	Assessment Name LMS Assessment Assessment Type Post-Course Assessment	Post-Course Assessment •
There are no assessments as: Click the 'Add Assessment' ic	Number of Questions Randomize Questions ● No ● Yes	Track Questionnaire Training Needs Assessment
Course ID Assessment Type	Delivery One Question per Page Minimum Score 80 Feedback options After all questions Dirplay Score After all questions	Post-Course Assessment Mastery Assessment Pre-Course Assessment Test-Out Assessment
	Time Limit	Survey
	Cancel Reset Save and Add Another Save and Clos	e Window

NOTE: There are various types of Assessments that can be created. In this example, the POST-COURSE ASSESSMENT is selected. Values for NUMBER OF QUESTIONS and MINIMUM SCORE can be changed at any time. If the Question Bank has more than the 5 questions in the illustration

above, and the RANDOMIZE QUESTION is enabled, the learning system will randomly present 5 questions from the pool. Also, the DELIVERY option can be set to present to the Learner, all the Questions at once, or one question at a time.

12. When ready, click the SAVE AND CLOSE WINDOW button the assessment "container" is now created but doesn't have any associated questions and answers just yet.

Properties Course Workflows Course Modules History Equivalents Question Bank Assessments Trainers Audit Documents Where Used Setup Assessments									
+ 88	🕂 🔒 🗞 💷								
Course ID	Assessment Type Name	Assessment Name	Minimum Score	Delivery	Number of Questions	Time Limit	Action		
EthicsAnnual2018	Post-Course Assessment	LMS Assessment	80	All Questions on one Page	5		📝 🗙		
					S	howing 1 - 1	of 1 records		

Importing Questions and Answers into the Question Bank

The Learning System offers a way to manually create Questions and Answers associated to a course, or to import many questions and answers using a spreadsheet, a more productive way.

13. Open the spreadsheet provided in Excel. In this illustration, True/False and Multiple-Choice questions are inserted into rows and columns. Note that correct answers are preceded with a "Y" or yes.

А	В	C	D	E	F	G	Н	I	J	К
Remember	that the f	irst two rows (red filled) in this spreadsheet mus	t be remov	red before saving the	file as a TA	B DELIMITED file.				
Mandatory	Туре	Question	Correct	Answer	Correct	Answer	Correct	Answer	Correct	Answer
N	Y	1.) Is this the first question?	Y	TRUE.	N	False.				
N	Y	 This statement true there won't be any more questions. 	N	TRUE.	Y	False.				
N	M	3.) How do I get help building questions? Multiple Choice Question	N	A.) Ask others to assist in writing questions.	N	B.) Keep a spreadsheet file open and write down questions as they come to mind.	N	C.) Send out emails asking subject matter experts to provide good question.	Y	D.) All of the above.
N	Y	4.) Can imported questions be modified or edited?	Y	True.	N	False.				
N	м	5.) Once questions and answers are imported	N	A.) HTML tages can be used to bold or underline key words.	N	B.) Images can be inserted using an HTML tag.	n	C.) Hyperlinks can be added to any key word or phrase.	Ŷ	D.) All of the above.
	Tru Qu	e/False estion							Co An	rrect swer

14. The spreadsheet is an easy way to organize questions and answers. When ready and all the questions and answers have been adjusted, save the spreadsheet changes. Then delete the first two rows (red filled) in the spreadsheet and save the file as a TAB DELIMITED text file, which will be used to import the questions and answers into the Learning System.

Δ	в		🔣 Microsoft Excel	^	Name		Date modified	Туре	Size	
N	v	1) is this the first quest	••• I I I I I I		MaxIT-PS (LMS)		6/24/2015 7:26 PM	File folder		
		1.7 is this the hist quest	Sector dropbox-inames	рас	Q-A_Import.txt		9/16/2016 10:14 AM	Text Document	2 KB	
			🐔 OneDrive							
N	Y	This statement true more questions.	💻 This PC							
N	М	3.) How do I get help bu	📃 Desktop							
			Documents							
			👆 Downloads							
			👌 Music	~						
N	Y	4.) Can imported questi	File name:	Q-A_Impo	rt.txt					~
		edited?	Save as type:	Text (Tab d	elimited) (*.txt)					\sim
N	м	5.) Once questions and	Authors:	mike arroy	0	Tags: Add a tag		Title: Add a titl	e	
			∧ Hide Folders				Tools	Save	Cancel	

NOTE: Sometimes, Excel adds addition blank lines after the last row. Please open with Notepad and delete everything after the last text in the file and save the changes.

15. When ready, click on the QUESTION BANK tab, and then on the QUESTION IMPORT icon.

Course Question Import Wizard is wizard will guide you through the steps of loading Assessment Questions from a file from an external system into arre/Web. e file you are loading must be formatted to the predefined specifications. If it is not formatted correctly, the data entered in
is wizard will guide you through the steps of loading Assessment Questions from a file from an external system into amerWeb. E file you are loading must be formatted to the predefined specifications. If it is not formatted correctly, the data entered in
amerWeb will not be valid, and may potentially corrupt your database. will have a charace to preview the data before committing it to the LearnerWeb database. e the browse button below to select a tab-delimited text file (extension .bxt) from your local PC, then click the Next to upload s file to the LearnerWeb server. will not be loaded into the LearnerWeb database yet!
CourseQuestionImport/Step1 Ort File Name Aastery ONO @ Yes TestOut ONO @ Yes Course ONO @ Yes Course ONO @ Yes Course ONO @ Yes Course ONO @ Yes Correct Correct O characters typed so far Default correct edback O characters typed so far
p N r est

16. Press the CHOOSE FILE button and locate the tab delimited file create and press the NEXT button to continue. If there is an error, the cell will be higlighted in yellow and the ADD THESE QUESTIONS TO THE DATABASE option would be disabled.

	Course Question Import Wizard										
	Here is a review of the data in the file that you specified. Hover over any highlighed items to see an explanation of why they are in error.										
	Please rectify any errors and re-submit the file for processing. CourseQuestionImport/Step										
Line	Mandatory	Question Type	Question Text	Correct ?	Answer Text						
1	N	γ	1.) Is this the first question?	Y	TRUE.						
2	Ν	γ	2.) This statement true there won't be any more questions.	N	TRUE.						
3	Ν	M	3.) How do I get help building questions?	N	A.) Ask others to assist in writing questions.						
4	Ν	γ	4.) Can imported questions be modified or edited?	Y	True.						
5	Ν	М	5.) Once questions and answers are imported	N	A.) HTML tages can be used to bold or underline key v						
0	© Exit without adding these Questions to the database										
۲	Add these Questions to the database										

17. When ready, click on the the ADD THESE QUESTIONS TO THE DATABASE option and press the SAVE button to continue. Click the CLOSE WINDOW button. The imported Questions and Answers display. Click the Green "i" icon to edit any of the questions.

Reset

Properties	Properties Course Workflows Course Modules History Equivalents Duestion Bank, Assessments Trainers Audit Documents Where Used								
0 B 🔊									
Version					User May Revise	Action			
	1.) Is this the first question?	No	2	Active	Yes	0 ×			
	2.) This statement true there won't be any more questions.	No	2	Active	Yes	0 ×			
	3.) How do I get help building questions?	No	4	Active	Yes	0 ×			
	4.) Can imported questions be modified or edited?	No	2	Active	Yes	0 ×			
	5.) Once questions and answers are imported	No	4	Active	Yes	0 ×			

Next

Add the Assessment as a Workflow

18. Click the COURSE WORKFLOWS tab and press the Grenn Plus (+) symbol to add an existing assessment to the course. Inside the popup box, select POST-COURSE ASSESSMENT and the NEXT button to continue.



19. Enter "1" as the Workflow number and select the LMS ASSESSMENT container from the drop-down list, which was previously created. Set the APPROVER to USER, which allows the employee/learner to take the assessment once the course is completed.



20. Select the remaining settings as illustrated. Each section describes what happens when the test is opened by the Learner; when the test is passed, as well as when the test is failed. When ready, press the SAVE AND CLOSE WINDOW button. This adds the Workflow to the course.

Properties Course Workflows	Course Modules History Equivalents	Question Bank Assessments Trainer	s Audit Documer	ts Where Used	
Course Workflows					
🕂 🔒 🗞 Edit					
Course Workflow Type Name	Workflow Step Number	Course Activity Type Name	Wait Days	Status Name	Action
Course Workflow Type Name Post-Training Workflow	Workflow Step Number	Course Activity Type Name Post-Course Assessment	Wait Days	Status Name Active	Action

Enable Certificate and Add Duration Hours

AbilityLMS provides an option to enable on-demand printing of completion certificates. This option must be set for every course that should offer the Learner an opportunity to print the certificate. The link to print is ONLY presented once the course and any associated workflow is finished.

21. Click the PROPERTIES tab for this imported SCORM course. Make sure these two fields are adjusted as required. Save any changes before continuing.

User can print Certifcate	⊙ No	Yes
Certificate Background		
Certificate Logo		
e-Signature Required	None	Select
Cost		
Duration	3.50	
Duration Unit	Hour	•

The Print Certificate link is presented inside the corresponding Course Home Page, which can be opened by clicking on the My Transcript or My History tile, and then on the completed course title. MaxIT does provide standard certificate background, as well as use one provided by the client.

	Ethics Annual Training 2018				
Course Description:	This course provides important information on how employees must conduct themselves in our work environment. There are no waivers for this course, which must be completed within 90-days of being assigned.	Your current status for this Course Status: Finished Status Date: 07/15/2018			
Duration:	3.50 Days Valid: Non-expiring	Score: 100 Number of Accesses: 1			
Post-Traini Step 1: You wi	ng Activities III be required to complete a post-course assessment - Completed	Expiry Date: Non-expiring			
- -	Review	æ	8		
		CERTIFICATE of COMPLETION	N		
	RE to print a certificate RE to have a certificate emailed to you	THIS ACKNOWLEDGES THAT Haziel Malijan			
OLIOITHER					
		HAS SUCCESSFULLY COMPLETED Ethics Annual Training			
		ON THIS DAY July 15, 2018			
		3.50 Hour(s) of Professional Development Hours			
		b ability	. M		
		୬	ନ୍ଦ୍ର		

Assign Learner to the Learning Track

The final step is to add learners to the Learning Track.

- 22. Select Manager Main Menu | Catalog Manger, then open the target Learning Track (LMS SAMPLE selected for illustrative purposes). The PEOPLE tab is automatically opened. Note no one is assigned to the Track.
- 23. Click on the Green Plus (+) symbol and press the NEXT button. This automatically lists all the people on the system. In this example, DEMO is entered in the Learner Name field and the FIND QUALIFYING LEARNERS button clicked to narrow the results in Column 2.

	Learners Assigned to Catalog/Learning Track						
	Edit						
	Assign Learners to Catalog Wizard						
	Identify people by making one or more selections from these three columns:						
Home My Menu Cours	 Column 1 — Enter a Learner ID or Name to locate a single person, or select one or more filters to identify groups of people by Title, Department or Location. Click FIND QUALIFYING LEARNERS to display lists inside Column two. Column 2 — Those people meeting the search criteria are displayed here. Hold down the CTRL key and use your mouse to select multiple names. When ready, click the RIGHT arrow to move the selected names to Column 3. Column 3 — These are the names that will be selected. Click on any name and the LEFT arrow to unselect. To continue, press the NEXT button. 						
Cata	Scenario:	Select on crite V	Search results (8)	>>	Selected		
Properties Courses People Assig	Learner ID		Demo104 Demo, Sample104 (-)	<<	Demo103 Sample3, Demo (-)		
Learners Assigned to Catalog/	Learner Name	Demo	TRN002 Demo2, Trainer (-) Demo107 Sample107, Demo (-)		Demo109 Sample109, Demo (-) Demo108 Sample108, Demo (-) Demo107 Sample107, Demo (-)		
-+ 98 🖨 🗞 Edit	Record Status	 Active Inactive 	Demo108 Sample108, Demo (-) Demo109 Sample109, Demo (-) Demo103 Sample3, Demo (-)		Demo104 Demo, Sample104 (-)		
There are no records matching the Learner ID T Date Completed	Learner Title ID	Any -	TRN004 Trainer, Demo (-) 💆 + I	CTRL			
_	Learner Department ID	Any -					
	Flexi-Groups	None selectec 🔻	-		- -		
	Find Qualifying	Learners	4		4		
	Reset Search						
			Next				

24. Hold the CTRL key and select all of the target Learners to assign in Column 2. Note how te names appear in Column 3. When ready, press the NEXT button to continue.

25. A list of selected names display. In this example, DO NOT SEND EMAIL is selected. Press the NEXT button to confirm the list and complete the process.

Learners Assigned to Catalog/Learning Track						
Edit						
Assign Learners to Catalog Wizard						
Below is a list of the people you select If you have more people to add, select people you selected, click on the Upd Click NEXT to Continue.	ted. t the Add More People option. If you are ready to update the Learning Track with the late Learning Track Option					
Learners	 Demo, Sample104 (Demo104) Sample107, Demo (Demo107) Sample108, Demo (Demo108) Sample109, Demo (Demo109) Sample3, Demo (Demo103) 					
Date Assigned	þ7/15/2018					
	 Send e-mail notifications to assigned learners Do not send e-mail notifications to assigned learners 					
	Reset Next					

26. The selected Learners have been added to the Learning Track and their names are displayed.

Properties Courses People Assignment Criteria Qualifying Catalog Group Documents Pricing Options Catalog Audit							
Learners Assigned to Catalog/Learning Track							
🕂 🛞 🖶 🔀 Edit							
Learner ID T	Learner Name	<u>Department</u>	<u>Learner Status</u>	Completion Status Name	Auto-Assigned	Action	
Demo103	Sample3, Demo		Active	Incomplete	No	🛃 🗙	
Demo104	Demo, Sample104		Active	Incomplete	No	🛃 🗙	
Demo107	Sample107, Demo		Active	Incomplete	No	🛃 🗙	
Demo108	Sample108, Demo		Active	Incomplete	No	🛃 🗙	
Demo109	Sample109, Demo		Active	Incomplete	No	🛃 🗙	
					Showing 1 -	5 of 5 records	