Guide for Subject Matter Experts (SME) & Course Owners

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Contact Information

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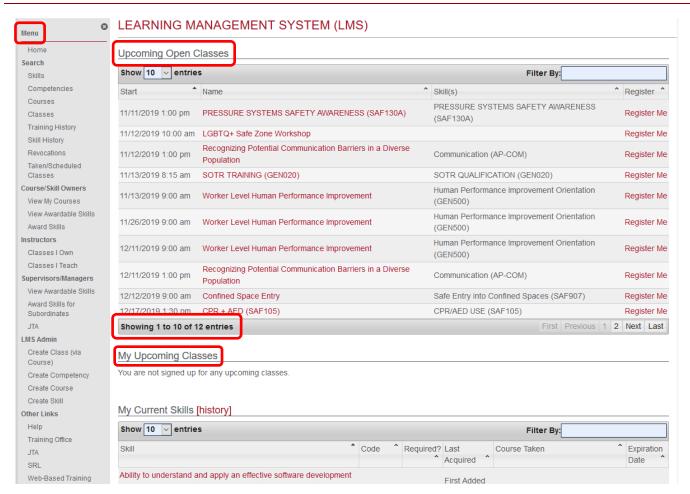
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Left Side Menu Definitions

Learning Management Cyctem	Cystem yeard for decompositation and tracking of courses
Learning Management System	System used for documentation and tracking of courses,
(LMS)	classes and knowledge documents
Job Task Analysis (JTA)	Tool used to assign skills
Skill Requirement List (SRL)	List of required skills
Skills	Something learned in order to carry out one's job function
Competencies	Group of skills
Training History	List of courses completed
Skill History	List of acquired skills
Revocations	Revoke a skill
Taken/Scheduled Classes	List of classes completed and registered for
View My Courses	List of courses that you own
View Awardable Skills	List of skills that you own and can award
Award Skills	Assign skill by person
Classes I Own	Classes I own
Classes I Teach	Classes I teach or have taught
Award Skills for Subordinates	Assign skill by person you supervisor
Help	FAQs
Training Office	Learning and Performance webpage
Web-Based Training	WBT webpage
Provide Feedback	Feedback goes directly to MIS

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Learning Management System (LMS) Homepage

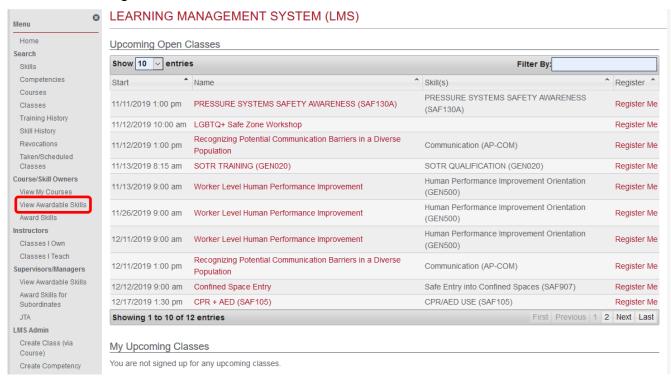


- Navigation Menu
 - Please see Definitions list for details
- Upcoming Open Classes
 - List of classes that are currently open for registration
 - o If a class is not listed here it is;
 - Closed; as it has reached max capacity or the start date has passed
- My Upcoming Classes
 - List of classes you are registered for
- My Current Skills
 - List of all current skills

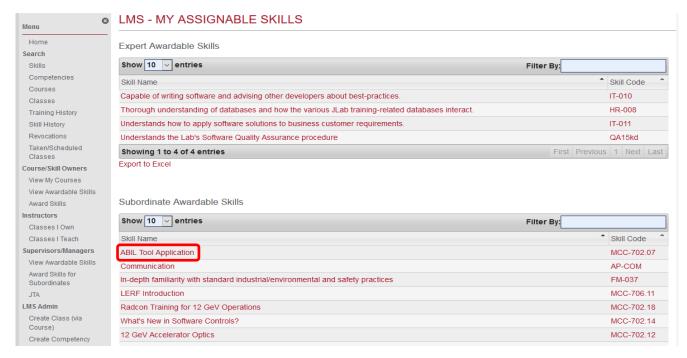
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Skill Details

From Navigation Menu, click 'View Awardable Skills'



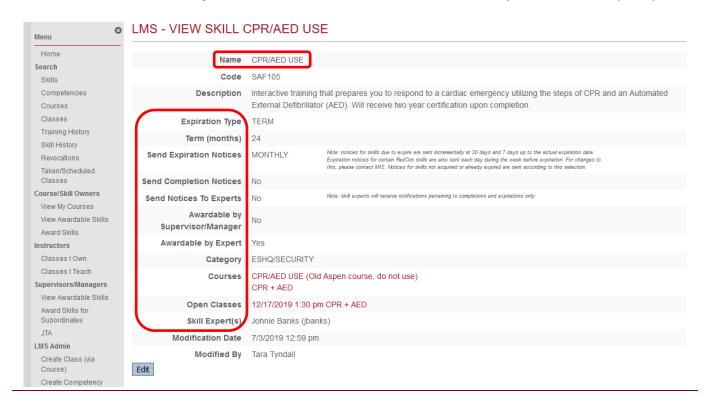
Click on the skill name to open skill details. If the skill is not in your list and it should be, please contact training@jlab.org



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- The Skill Details will list all details related to the skill code
 - Details can only be changed/updated by SME(s) or Admin
 - Hard expiration dates should not be used. Please work with the Learning and Performance Office to determine the expiration.
 - Expiration notices are sent incrementally at 30 days and 7 days up to the actual expiration date
 - RadCon skills are sent each day during the week before expiration
 - Notices for skills not acquired or already expired are sent according to choice in skill details: Never; Every day; Every week; First of every month; First of every year

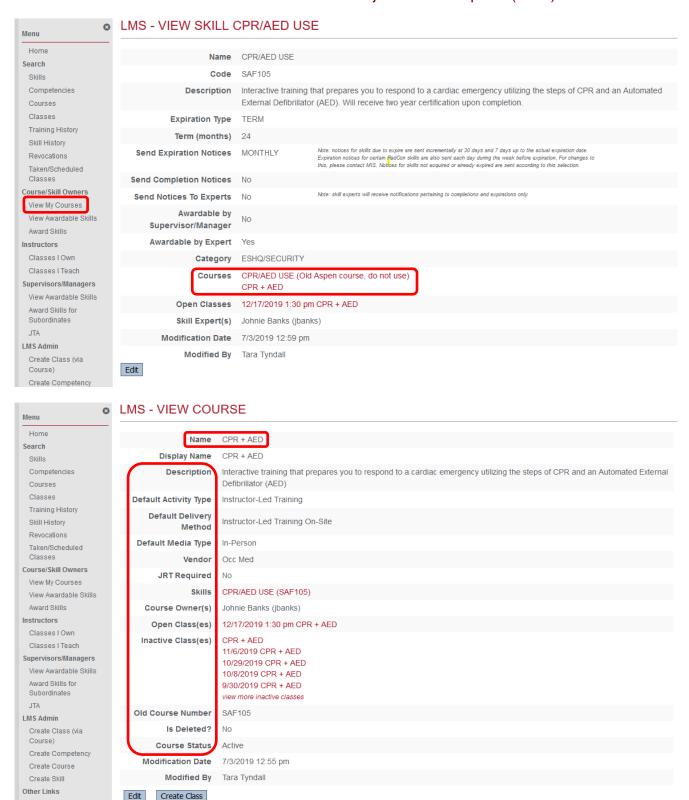
*Notifications are only sent if the skill is listed in the Skill Requirement List (SRL)



Course Details

- ♣ A course can be opened from skill details **OR** 'View My Courses' on the navigation menu
- ♣ If the course is not in your list and it should be, please contact training@jlab.org
- Course Details will list all details related to the course
 - o Details can only be changed/updated by Course Owner(s) or Admin
 - Please confirm course name prior to changing any details; some skills may have multiple courses listed

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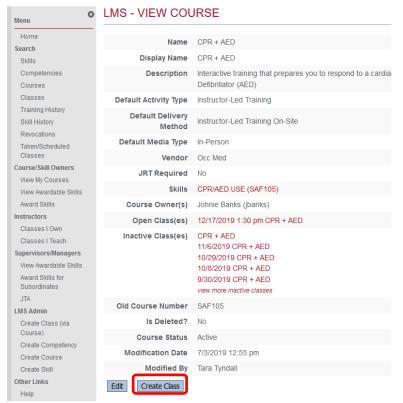


Help

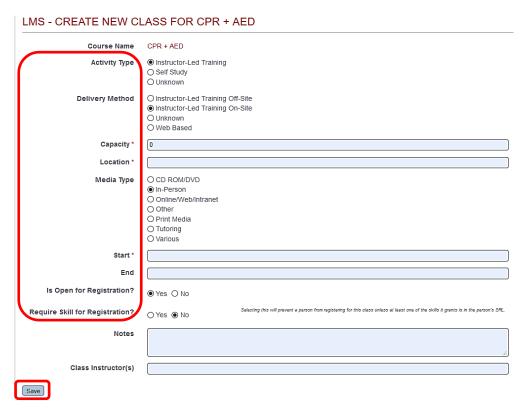
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Opening a Class

- From Course Details, click 'Create Class'
- Complete class details and click save at the bottom



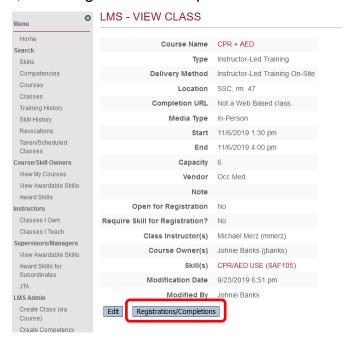
- You are responsible for booking the room on the Outlook calendar
- o 'Is Open for Registration?'
 - This must be checked 'yes' to appear in the Upcoming Open Classes list
- o 'Require Skill for Registration?'
 - If checked 'yes' only those with the skill in their Skill Requirement List (SRL) can register
- Capture unique class information in the 'Notes' section
 - Pre-requisite reading material
 - Minimum number of participants or class is subject to rescheduling
- Instructor-led training must have a new class opened for <u>each</u> class
- Web-based training class details will be updated by the Learning and Performance Office



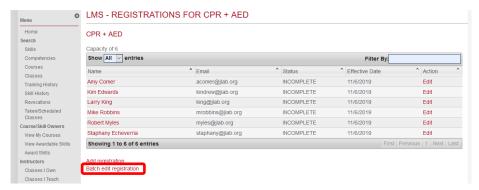
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Awarding Credit for Completion

From Class details, click 'Registrations/Completions'



Click 'Batch edit registration'



Check boxes on the left to capture class attendees by name. Make sure the 'Status' is set at 'Completed' and when done click Save



Learning Management System Guide for Subject Matter Experts (SME) & Course Owners

Process Flow Map (creating a class and awarding credit)

la this a manualtill? Yes	Q Devience Office to discuss	
Is this a new skill? Yes Contact Learning & Performance Office to discuss.		
Find and open course details	Open Class Details	
Has a class already been created? Y		
	Click on 'Registrations/Completions' to award credit	
Click 'Create Class' at the bottom of course details	Click 'Batch edit registration' and change attendees to complete	
Complete class details	change accendeds to complete	
	s Onen for Degistration' is absolved (ves)	
Save to add class to LMS homepage; ensure 'Is Open for Registration' is checked 'yes' At the completion of the class, award credit to attendees		
At the completion of the class, award credit to	dattendees	
Notes		
	<u> </u>	