Learn Alaska
Learning Management System

Job Aid: Classrooms

Table of Contents

Introduction 3

Quick Reference of Fields/Tabs 3

Overview 4
- Overview 4

Adding a Classroom 5
- Summary 6
  - Title 6
  - Description 7
  - Keywords 7
  - Course Cost 7
  - No Show Cost 7
  - Event Code 8
  - Course Provider 8
  - Duration (Hours) 8
  - Course Number 9
  - Credit Type 9
  - Credit Value 9
- Section 9
- Categories 9
- Image 9
- Prerequisites 10
- Equivalencies 10
- Certificate 10
- Access Approval 10
- Permissions 11
- Activity 12
- Content Sharing 13

Adding a Section 14
- Section 15
  - Section Title 16
  - Section Code 16
  - Minimum Capacity 16
  - Maximum Capacity 16

Waitlist Option 16
Collaboration Space Option 17
Event Start/End Time....17
Recurrence Type....17
Enrollment Start/End Date....17
Enrollment Cancellation Deadline....17
Pre-Enrollment Comments....17
Event Format....18
Events....18
Edit Event 18
Location 18
Instructor....19
Expenses 19
Image 19
Permissions....19
Activity 19
Check In / Check Out....20

Blended Sections....20

Table of Exhibits

EXHIBIT 1. CLASSROOM MENU TABS 5
EXHIBIT 2. CLASSROOM > SUMMARY TAB 6
EXHIBIT 3. EDIT PERMISSIONS EXAMPLE 12
EXHIBIT 4. LEARNALASKA DOMAIN STRUCTURE 13
EXHIBIT 5. REQUIRED CONTENT SHARING OPTIONS 13
EXHIBIT 6. CLASSROOM > SECTION MENU TABS 14
EXHIBIT 7. CLASSROOM > SECTION > EDIT SECTION TAB 15

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11-11-2013	Final	Amanda Webb-Thomas	Final version.
11-21-2013	Final Revised	Amanda Webb-Thomas	Addition of Section naming standards for special sections.
04-16-2014	Revision	Amanda Webb-Thomas	Updated Content Sharing section.

Introduction

This document is intended to be used a Job Aid. Users of this document should already be familiar with the LearnAlaska menu layouts, and the general concepts associated with searching, adding, modifying, and/or otherwise managing LearnAlaska functions. Any function not described is an optional function.

Please refer to the ***MG-201 Implementing Classroom/Virtual Training and Resources*** training module for step-by-step instructions related to adding and managing Classroom Courses in the LearnAlaska Learning Management System (LMS).

Some basic information about Classroom Courses includes:

- Classroom courses are those courses that are instructor-led which a student must attend at a specific date and time.
- May consist of In-Person (face-to-face) and Virtual (Internet based) events.
- Track enrollment and completion date.
- Display on transcripts, in course reports, and in the Course Catalog.
- Build on some foundation elements in the system such as Training Facilities and Instructors. This may require some setup before adding your classroom course.

Quick Reference of Fields/Tabs

Tab > Field	Required
Summary > Title	Yes
Summary > Description	Yes
Summary > Keywords	Yes
Summary > Course Cost	
Summary > No Show Cost	
Summary > Event Code	Yes
Summary > Course Provider	Yes
Summary > Duration (Hours)	
Summary > Course Number	
Summary > Credit Type	
Summary > Credit Value	
Section	
Categories	Yes
Image	
Prerequisites	
Equivalencies	
Certificate	

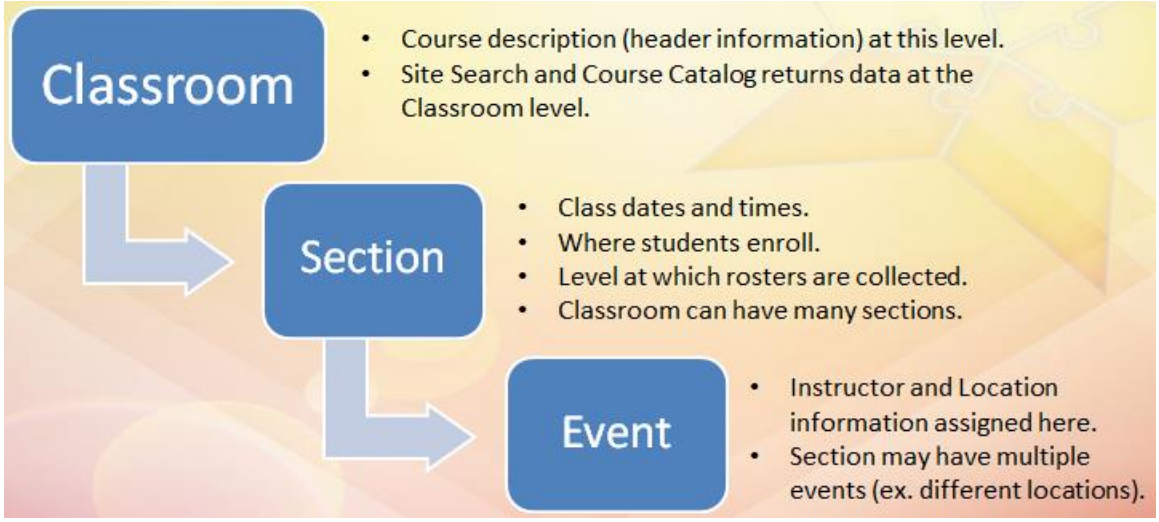
Tab > Field	Required
Access Approval	
Permissions	Yes
Activity	Yes
Content Sharing	Yes

Overview

Classroom training is made up of three primary elements: **Classroom**, **Section**, and **Event**.

Overview

1. **Classroom**:
    a. Serves as a searchable header, with no logistical details.
    b. The ***Classroom*** will contain the ***Sections*** and their ***Events*** related to it on a single topic of training.
2. **Section:**
    a. ***Sections*** can not be searched for outside of their Classroom Course.
    b. Includes specific details such as the start and end dates/times or dial-in information.
    c. Every individual instance of the class offered to students is a ***Section***.
    d. Can be copied if multiple sections for the same ***Classroom*** will be offered.
    e. The roster which tracks attendance, waitlists, completions, and scores is held at the ***Section*** level.
3. **Event:**
    a. Automatically created for each individual ***Section*** to hold the location and instructor(s) detail for the class.
    b. ***Events*** are only visible to Administrators.
    c. Multiple ***Events*** may be created for a single Section for certain circumstances (ie multiple locations, non-concurrent dates, etc.).



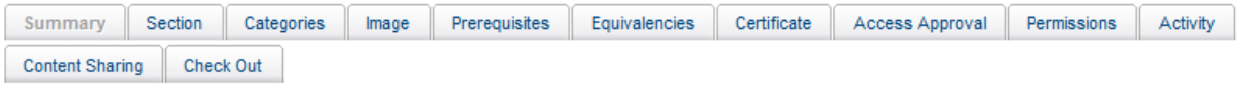
Helpful Hints

- ***Classroom*** must be "checked in" for students to enroll
- The ***Event*** is not seen by students directly, they view the information at the ***Section*** level.
- Once a ***Section*** has been created most details have to be edited at the ***Event Level*** and not the ***Section*** level.

Adding a Classroom

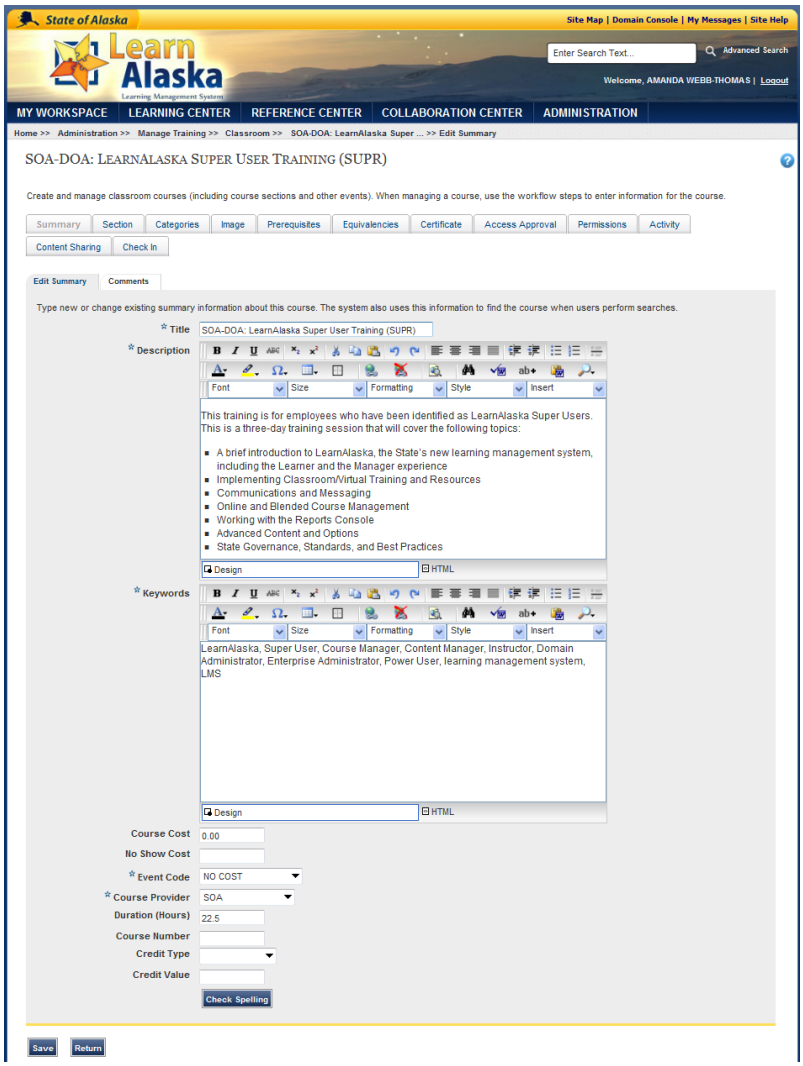
This section will describe the tabs contained with the Classroom menu. The image below provides a preview of the menu tabs associated with a Classroom Course.

Exhibit 1. Classroom Menu Tabs



Summary

Exhibit 2. Classroom > Summary Tab



Title

Required

Standards

- The name of the course is prefixed by the following information:
  SOA-Dept Acronym-Division Acronym: (optional)
  Example: SOA-DOA-DOF: AKSAS: Introduction
- The name prefix should match the value selected in the Course Provider field.

Helpful Hints

- It is strongly recommended that you not use special characters (&, %, *, etc.) in the name of the course.

Description

Required

Standards

The description field should include a general course description along with any helpful course information that should be reviewed prior to requesting access to the course.

Helpful Hints

- There is a 2,000 character limit for entry in this field.

Keywords

Required

Helpful Hints

- Enter common keywords that users may use to search for this item.
- Keywords are not case sensitive.
- Keywords do not need to be separated by commas or semicolons.

Course Cost

This is the cost charged to agencies for the student's request to access the course.

Optional

Helpful Hints

- Enter the cost with no symbols ($) and commas (,).
- This information is not immediately visible to students; include a comment in the course description if it is information students need to be aware of.

No Show Cost

This is the cost that would be charged to the agency if the student doesn't show up for the training.

Optional

Helpful Hints

- Enter the cost with no symbols ($) and commas (,).

- This information is not immediately visible to students; include a comment in the course description if it is information students need to be aware of.

Event Code

Required

Helpful Hints

- This field is used to classify the cost of the course.
- Available options include (the most popular options are highlighted).

Event Code	Description
TRAIN REMB PAY	The employee will be reimbursed the cost of this training.
TRAVEL REMB PAY	The employee will be reimbursed for the cost of traveling for this training.
TRAIN VENDR PAY	A vendor is providing this training, SOA will pay the vendor.
TRAIN INTRN TRN	An interagency transfer will occur to reimburse the course provider for the cost of the course.
NO COST	There is no cost for this course.

Course Provider

Required

Helpful Hints

- Useful when searching the course catalog.
- Choose the course provider associated with your department/agency. If you don't see the option that you need for your training program contact your domain administrator to request a new course provider.

Duration (Hours)

Optional

Helpful Hints

- Used to provide an estimate time required to complete the course.
- Only whole hours or hours with decimal points should be entered (e.g. 1, 0.5, 1.5).
- Do not enter commas.

Course Number

Optional

Credit Type

Unit of credit earned for course completion.

Optional

Helpful Hints

- Choose the credit type associated with your training course. If you don't see the option that you need for your course contact your domain administrator to request a new credit type.

Credit Value

Optional

Helpful Hints

- Whole numbers or numbers up to two decimal points may be entered (e.g. 1, 0.5, 1.5)
- Do not enter commas.

Section

See the topic titled "Adding a Section" for further help with creating a new section.

Optional

Categories

Required

Helpful Hints

- Choose the category(s) type associated with your training course. If you don't see the option that you need for your course contact your domain administrator to request a new category.

Image

Sample image to provide a visual preview of size.

Optional

Helpful Hints

- Images will be resized to 116 x 116 pixels (thumbnail size); so be careful about the images you choose to upload.

Prerequisites

Search for and view both current prerequisites and users/groups assigned to prerequisites associated with the course.

Update attributes (elapsed time and minimum score) of a prerequisite.

Identify the elapsed time for a completed prerequisite.

Add/Remove users/groups for a prerequisite (by default, a prerequisite is available to all users once it is created, but you can make it available only to specific users/groups).

Optional

Helpful Hints

- Content Bundles cannot be added as a prerequisite.

Equivalencies

Equivalencies allow you to identify courses that users can complete in order to satisfy a requirement to complete another course.

A course can be both an equivalent item and a prerequisite for another course, which also means that a course can have both equivalencies and prerequisites. If an equivalent item has prerequisites assigned, then the user will be required to complete the prerequisites before being able to access the equivalent course.

Optional

Certificate

Define a certificate other then the default to present to students upon completion of this course.

The default certificate for the site is displayed if no certificate has been defined for the domain, if a certificate has been configured for the domain that certificate will be used for content in that domain, finally administrators can upload a certificate specific to a course or content item.

Optional

Access Approval

Enable access approval options for this course.

By default no approval path is required for users to access course and content items. Some linear approval paths have been configured for the system. The most commonly used paths include:

- **Administrator:** Item requires approval by an Administrator before access is granted.
- **Instructor:** Item requires approval by an Instructor before access is granted.
- **User Manager and Administrator - Linear:** Item requires approval by the User's Manager and then by the Administrator before access is granted.
- **User's Manager:** Item requires approval by the User's Manager before access is granted.
- **User's Manager and Instructor - Linear:** Item requires approval by the User's Manager and then by an Instructor before access is granted.

Optional

Helpful Hints

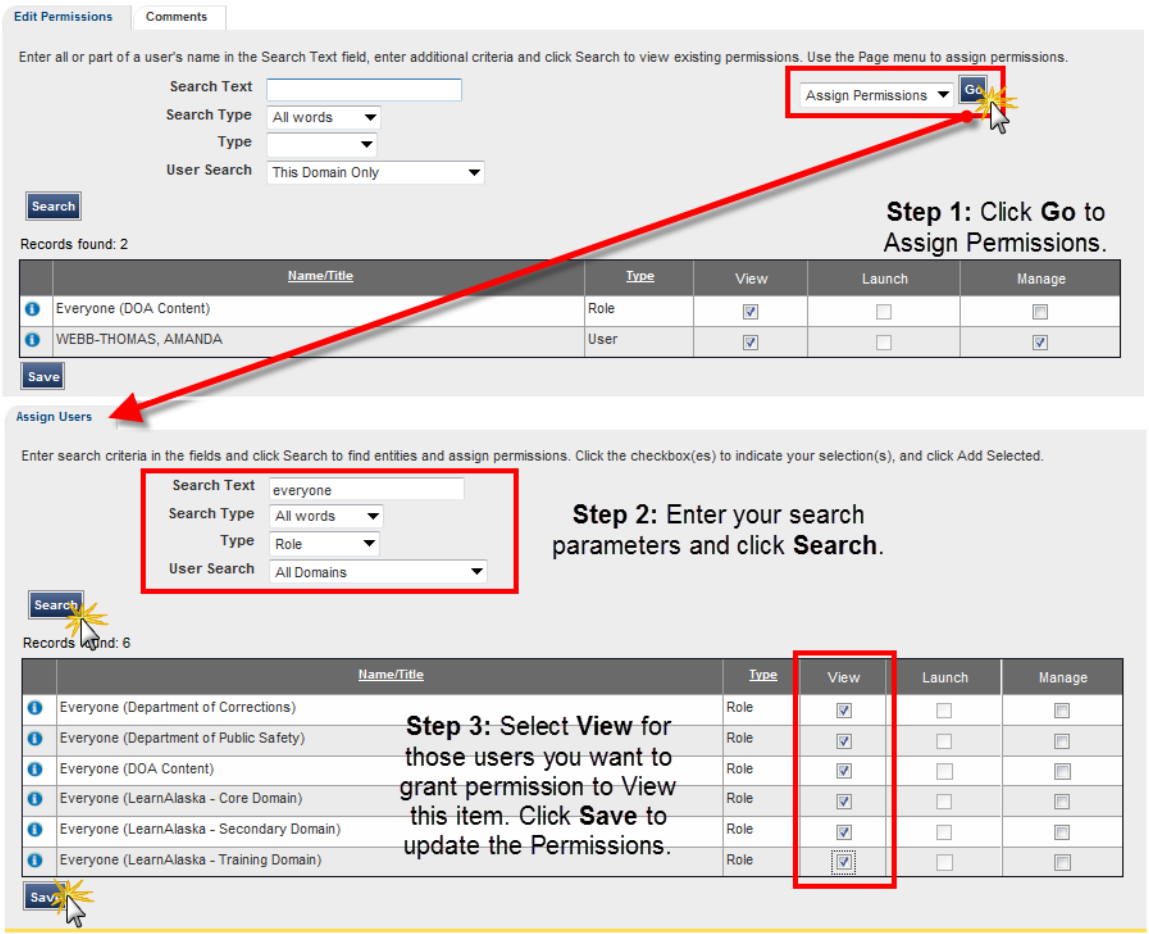
- Choose the approval path for your training course. If you don't see the option that you need for your course contact your domain administrator to request a new approval path.
- The approval paths listed above are all linear approval paths meaning that access approval is granted in a linear fashion. If the path includes multiple stages, the request will not be sent to the second step until the first person/role listed approves the request.
- Access approval requests sent to a System Role such as Administrator or Instructor will be sent to all persons with that assigned role in the Domain. The first authorized user to take action on the request will take that action for everyone notified. Thus be careful when selecting Approval Paths that don't go to specific individuals such as the User's Manager.

Permissions

Permissions can be configured to limit user access to this course or content item. You may choose to limit permissions based on **Organization**, **Role**, or **User**. Three options for each role/person listed exist: **View, Launch,** and **Manage**; **View** access is required for most content items, **Manage** access grants the user/role full access to administratively manage the content item.

If content has been shared to other domains you must grant the **Everyone** role in the receiving domain(s) **View** access to the content item.

Exhibit 3. Edit Permissions Example



Optional

Helpful Hints

- The **Job Title** option is problematic since Job Titles are not agency specific and criteria cannot be combined to limit the permission to a specific job title in an organization. If you have the need to limit training to a job title that is totally unique to your agency (e.g. Correctional Officer), please contact an Enterprise Administrator for assistance.
- If you are unable to search all domains, contact an Enterprise Administrator for assistance.

Activity

Activity defines whether content is active or inactive. Inactive content will not be accessible to end users.

Required

Content Sharing

Content sharing options can be configured if you would like the content to appear in other domains than the domain in which the content is created.

Required

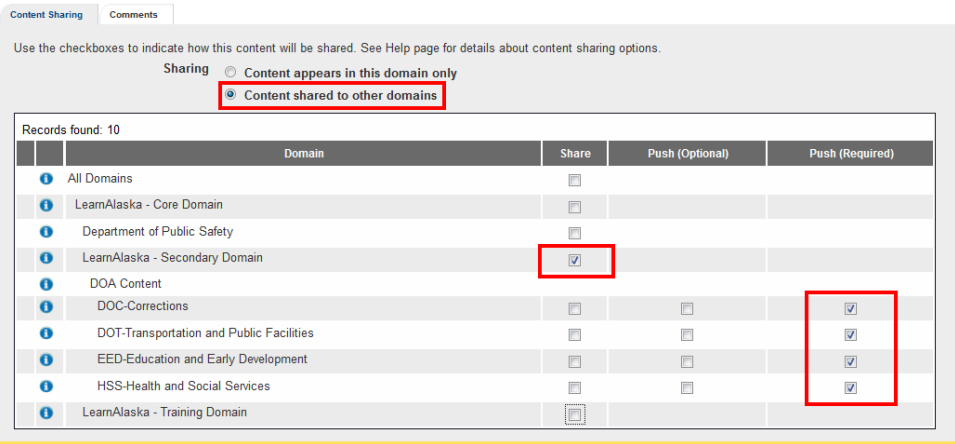
Helpful Hints

- The current domain structure has domains above and below the DOA Content domain.

Exhibit 4. LearnAlaska Domain Structure

- In order to publish content to be accessible by all State of Alaska users, you must use the following content sharing options.

Exhibit 5. Required Content Sharing Options



  - Content will be pushed to descendent domains and shared to parent domains. You must contact the enterprise administrator(s) of the LMS to notify them that new content has been shared to a parent domain.

- Note: There are not options for the DOA Content domain in the above screenshot because this sample course has been created in the DOA Content domain.
- Note: Additional domains may be displayed; please consult an Enterprise Administrator if you have questions about the differences from the above screenshots.

- You must also assign the correct permissions when **sharing** content with other domains to grant the ***Everyone*** role in the receiving domain permission to view the shared course. See the topic above titled Permissions for more information.

Adding a Section

The Section tab brings up a sub-menu of tabs.

Exhibit 6. Classroom > Section Menu Tabs

Section

Exhibit 7. Classroom > Section > Edit Section Tab

State of Alaska
Site Map | Domain Console | My Messages | Site Help
Learn Alaska
Learning Management System
Enter Search Text... Advanced Search
Welcome, AMANDA WEBB-THOMAS | Logout
MY WORKSPACE | LEARNING CENTER | REFERENCE CENTER | COLLABORATION CENTER | ADMINISTRATION
Home >> Administration >> Manage Training >> Classroom >> SOA-DOA: LearnAlaska Super ... >> Section List >> Edit Section

SOA-DOA: LEARNALASKA SUPER USER TRAINING (SUPR)

Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course.

Section | Events | Expenses | Image | Permissions | Activity

Edit Section | Location | Instructor

Enter information using the fields and menus below and then click Create (new event) or Save (editing an event) for the single event section.

* Section Title
Section Code
* Minimum Capacity
* Maximum Capacity
* Waitlist Option — Automatic — None
* Collaboration Space Option — Yes — No
* Event Start Time — All Day Event
* Event End Time
* Recurrence Type — No Recurrence
Recurrence End Date
Week
Days — Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
* Enrollment Start Date — 10/25/2013 — 12:00 AM
* Enrollment End Date
Enrollment Cancellation Deadline
Pre-Enrollment Comments
* Event Format — In-Person — Virtual
What's this?

Complete the fields below for the virtual event. The information in these fields are the details of the virtual event for both the host(s) and attendee(s).

* Virtual Event Type
* Host ID
Host URL
Attendee URL
Web Event Code
Phone Number
Phone Password
Host Additional Information
Attendee Additional Information

Check Spelling

Create | Cancel

Section Title

Required

Most common naming convention in use is "Location, Start Date-End Date, Year".

- *Example: Juneau, August 21-23, 2013*

For half-day sections you may choose to include a notation of "AM/PM Section"

- *Example: Juneau, August 21, 2013, AM Section*

Special sections (i.e. those sections with limited permissions and offered only to specific staff) should include a notation to make them easily recognizable in reports and to other Super Users.

- *Example: Special Section, Juneau, August 21-23, 2013*

Section Code

Optional

Minimum Capacity

Required

Helpful Hints

- This field is purely informational for the Course Manager. The system will not take any action based on whether the course enrollments meet the minimum capacity defined in this field.

Maximum Capacity

Required

Helpful Hints

- The system will cap enrollment at the value defined here and move students to the waitlist depending on whether the Course Manager chooses to enable the Automatic waitlist. If no waitlist option is selected, no enrollments will be allowed beyond the Maximum Capacity value defined for this section.

Waitlist Option

Required

Collaboration Space Option

Required

Helpful Hints

- Collaboration Spaces are not currently being used in LearnAlaska. There are some issues around their functionality. Once these issues have been resolved the option will be made available to Course Managers.

Event Start/End Time

Required

Helpful Hints

- For training that spans multiple days, select the Start and End date and times for the **first** day of training; then use the Recurrence options to define the Recurrence End Date.

Recurrence Type

Required

Enrollment Start/End Date

Required

Helpful Hints

- These values are helpful if you want to control when enrollment can begin and end for a specific section.

Enrollment Cancellation Deadline

Optional

Helpful Hints

- Once this date has passed, students will no longer be able to cancel their enrollment in this section and will have to contact the Help Desk or a Course Manager for assistance.

Pre-Enrollment Comments

Optional

Event Format

Required

Events

A new section is automatically created based on the event you created in the previous steps. You may create additional events for this section in cases where a different instructor may need to be assigned to a portion of the training or a portion of the training will be held in a different location.

Select the ***Edit Event*** Action and click ***Go*** to assign a training location and instructor to this section.

Edit Event

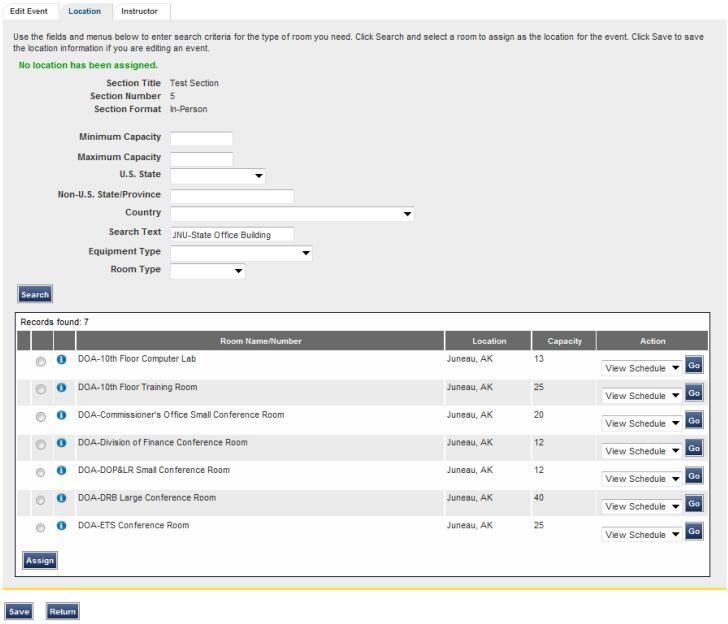
Populated with data from the Section header. Revised values as needed for this event.

Location

Optional

Helpful Hints

- By default the system does not allow you to search by Training Facility name or City. Search results will be presented by Room name. It is helpful to use the Search Text field to limit your results to the training facility name or airport code.
    - **Example:**Searching for ***JNU-State Office Building*** will return these results.



- Only rooms that are not already scheduled for this date and time will be displayed in this search. Rooms that have a conflict will not be returned in your search results.
- If you are unable to locate a Training Facility for your event, please contact your domain administrator for assistance. The facility may need to be added to LearnAlaska.

Instructor

Optional

Helpful Hints

- More than one instructor can be assigned to an event.
- By adding someone as an instructor to the Section you automatically granted them the Instructor role in the system and they will gain access to the Instructor Tools available for this course.
- Check the option to "Include instructors with conflict for the current course…" to find instructors that have been assigned to a section scheduled at the same time.
- If you are unable to locate an Instructor for your event, please contact your domain administrator for assistance. The Instructor may need to be added to LearnAlaska.

Expenses

This information could be populated to track the expenses associated with conducting this training.

Image

Sample image to provide a visual preview of size.

Optional

Helpful Hints

- Images will be resized to 116 x 116 pixels (thumbnail size); so be careful about the images you choose to upload.

Permissions

More granular permissions may be defined at the section level for a classroom course. This may be helpful in cases where you want to limit enrollment to a specific division or group of users.

Activity

Helpful Hints

- It is important to check the your section is Active otherwise it will not appear to students in the Course Catalog.

Check In / Check Out

This is the first step when editing existing content and the final step after edits have been completed. Content that is checked out cannot be accessed by users.

When you select "Manage" from the Action menu and click Go, the editing status of the content item is not changed. Use the Check In/Check Out button at the end of the workflow to manually check in and check out the content item. The buttons at the bottom of the page will be "Save" and "Return." Click Save to save changes, then click another workflow step or click Check In to make the content item available again. You may click Return to go back to the previous page.

Required

Blended Sections

Blended Sections are those sections that are offered both in-person and virtually. The Meridian documentation includes instructions to add these sections with two events, one in-person and the other as virtual, but the system will be unable to track enrollments in the individual events if you do this.

Instead it is advisable to create two sections for a classroom that are scheduled a few minutes apart. This way enrollments for students planning to attend virtually and in-person will be tracked separately so you can easily control capacity.