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## Modification Log

| Date       | Status   | Author             | Comment                          |
|------------|----------|--------------------|----------------------------------|
| 03-12-2013 | Draft    | Amanda Webb-Thomas | Initial draft.                   |
| 11-11-2013 | Final    | Amanda Webb-Thomas | Final version.                   |
| 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 in an optional function.

Please refer to the *MG-203 Online and Blended Course Management* training module for step-by-step instructions related to adding and managing General Courses in the LearnAlaska Learning Management System (LMS).

Some basic information about General Courses includes:

- May consist of a URL, a PDF document, a PowerPoint presentation, a Word Document, or any other supported file types that can be uploaded. A full list of supported file types is available at the end of this document.
- Track enrollment, start date and completion date,
- Do not track scores or other progress status.
- Display on transcripts, in course reports, and in the Course Catalog.

## Quick Reference of Fields/Tabs

| Tab > Field                | Required |
|----------------------------|----------|
| Summary > Title            | Yes      |
| Summary > Description      | Yes      |
| Summary > Keywords         | Yes      |
| Summary > Course Cost      |          |
| Summary > Event Code       | Yes      |
| Summary > Course Provider  | Yes      |
| Summary > Duration (Hours) |          |
| Summary > Course Number    |          |
| Summary > Credit Type      |          |
| Summary > Credit Value     |          |
| Course Files               | Yes      |
| Categories                 | Yes      |
| Versioning                 |          |
| Image                      |          |
| Prerequisites              |          |
| Equivalencies              |          |
| Certificate                |          |
| Window                     |          |
| Access Approval            |          |
| Permissions                | Yes      |
| Activity                   | Yes      |
| Content Sharing            | Yes      |

## Adding a General Course

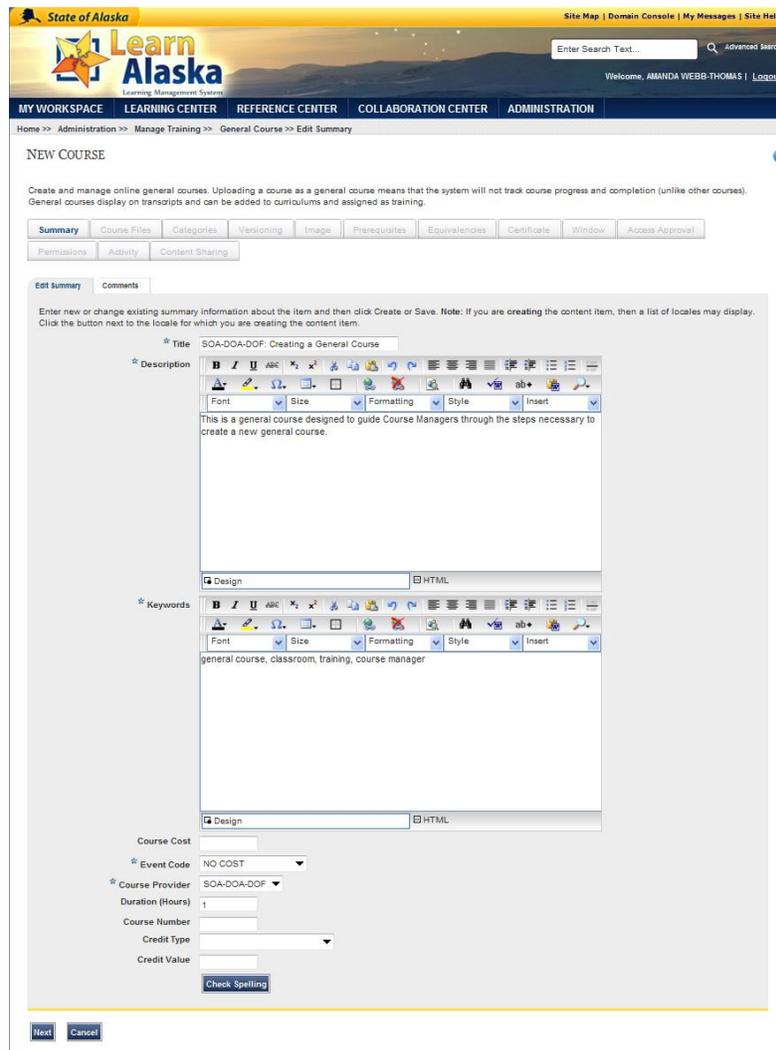
This section will describe the tabs contained within the General Course menu. The image below provides a preview of the menu tabs associated with a General Course.

**Exhibit 1. General Course Menu Tabs**



## Summary

### Exhibit 2. General Course > Summary Tab



**NEW COURSE**

Create and manage online general courses. Uploading a course as a general course means that the system will not track course progress and completion (unlike other courses). General courses display on transcripts and can be added to curricula and assigned as training.

Summary Course Files Categories Versioning Image Prerequisites Equivalencies Certificate Window Access Approval

Permissions Activity Content Sharing

**Edit Summary** Comments

Enter new or change existing summary information about the item and then click Create or Save. Note: If you are creating the content item, then a list of locales may display. Click the button next to the locale for which you are creating the content item.

\* Title SOA-DOA-DOF: Creating a General Course

\* Description

This is a general course designed to guide Course Managers through the steps necessary to create a new general course.

\* Keywords

general course, classroom, training, course manager

Course Cost

\* Event Code NO COST

\* Course Provider SOA-DOA-DOF

Duration (Hours) 1

Course Number

Credit Type

Credit Value

Check Spelling

Next Cancel

## 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.

## 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   |
|------------------------|---|
| <b>TRAIN REMB PAY</b>  | The employee will be reimbursed the cost of this training.                                      |
| <b>TRAVEL REMB PAY</b> | The employee will be reimbursed for the cost of traveling for this training.                    |
| <b>TRAIN VENDR PAY</b> | A vendor is providing this training, SOA will pay the vendor.                                   |
| <b>TRAIN INTRN TRN</b> | An interagency transfer will occur to reimburse the course provider for the cost of the course. |
| <b>NO COST</b>         | 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.
- Whole hours or hours with decimal points may 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.

### Course Files

---

#### *Required*

#### *Helpful Hints*

- If uploading a zip file, you will need to choose a start file.

### 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.

### Versioning

---

Used to set the particular instance of a content item. Versioning can be problematic and it is recommended that you thoroughly test its use in the NPD environment before turning it on in PRD.

### Issue/Effective Date

#### *Required*

#### *Helpful Hints*

- The issue date is the date on which the version will be available to end users; the issue date is before the effective date.
- The effective date is the date on which the version becomes the current version for user to access. All previous versions become unavailable to users once this version becomes the current version.
- When enabling versioning for a new content item, the issue and effective date are combined.

- Once a version has been created, it cannot be deleted.
- Once the issue/effective date occurs, the previous version is locked and cannot be edited.

## Version #

### *Required*

### *Helpful Hints*

- Alphanumeric characters are accepted, and a decimal is allowed.
- Maximum character limit: 20 characters

## 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 content item.

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 content items that users can complete in order to satisfy a requirement to complete another content item.

A content item can be both an equivalent item and a prerequisite for another content item, which also means that a content item 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 item.

## *Optional*

### *Certificate*

---

Define a certificate other than 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*

### *Window*

---

You may alter the window settings for the pop-up window that the course is presented in.

## *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. Use this tab to enable access approval options. A few linear approval paths have been configured for the system. These include:

- **Administrator:** Item requires approval by an Administrator before access is granted.
- **Instructor:** Item requires approval by the 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 the 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

**Edit Permissions** | Comments

Enter all or part of a user's name in the Search Text field, enter additional criteria and click Search to view existing permissions. Use the Page menu to assign permissions.

Search Text:   
 Search Type: All words  
 Type:   
 User Search: This Domain Only

**Assign Permissions** | **Go**

**Step 1: Click Go to Assign Permissions.**

Records found: 2

| Name/Title             | Type | View                                | Launch                   | Manage                              |
|------------------------|------|-------------------------------------|--------------------------|-------------------------------------|
| Everyone (DOA Content) | Role | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| WEBB-THOMAS, AMANDA    | User | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**Assign Users**

Enter search criteria in the fields and click Search to find entities and assign permissions. Click the checkbox(es) to indicate your selection(s), and click Add Selected.

Search Text: everyone  
 Search Type: All words  
 Type: Role  
 User Search: All Domains

**Step 2: Enter your search parameters and click Search.**

Records found: 6

| Name/Title                                | Type | View                                | Launch                   | Manage                   |
|---|------|-------------------------------------|--------------------------|--------------------------|
| Everyone (Department of Corrections)      | Role | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Everyone (Department of Public Safety)    | Role | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Everyone (DOA Content)                    | Role | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Everyone (LearnAlaska - Core Domain)      | Role | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Everyone (LearnAlaska - Secondary Domain) | Role | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Everyone (LearnAlaska - Training Domain)  | Role | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Step 3: Select View for those users you want to grant permission to View this item. Click Save to update the Permissions.**

### 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 Sharing | Comments

Use the checkboxes to indicate how this content will be shared. See Help page for details about content sharing options.

Sharing  Content appears in this domain only  Content shared to other domains

Records found: 10

|  | Domain                                   | Share                               | Push (Optional)          | Push (Required)                     |
|--|--|-------------------------------------|--------------------------|-------------------------------------|
|  | All Domains                              | <input type="checkbox"/>            |                          |                                     |
|  | LearnAlaska - Core Domain                | <input type="checkbox"/>            |                          |                                     |
|  | Department of Public Safety              | <input type="checkbox"/>            |                          |                                     |
|  | LearnAlaska - Secondary Domain           | <input checked="" type="checkbox"/> |                          |                                     |
|  | DOA Content                              |                                     |                          |                                     |
|  | DOC-Corrections                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | DOT-Transportation and Public Facilities | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | EED-Education and Early Development      | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | HSS-Health and Social Services           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | LearnAlaska - Training Domain            | <input type="checkbox"/>            |                          |                                     |

- 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.

## 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

## Supported File Types

|       |          |      |      |      |       |
|-------|----------|------|------|------|-------|
| accdb | accdt    | asp  | bmp  | cer  | csr   |
| css   | csv      | dat  | doc  | docx | dotm  |
| dotx  | flv      | gif  | htm  | html | jpeg  |
| jpg   | js       | jsp  | m4a  | mp3  | mp4   |
| mpeg  | mpg      | pdf  | php  | png  | potx  |
| pps   | ppsm     | ppsx | ppt  | pptm | pptx  |
| psd   | pspimage | rss  | rtf  | sldx | swf   |
| thm   | tif      | tif  | tiff | txt  | vob   |
| vsd   | vss      | vst  | wav  | wmv  | xhtml |
| xlr   | xls      | xlsx | xlt  | xltm | xltx  |
| xml   | zip      |      |      |      |       |