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10-16-2014	Draft	Holly Cox	Minor edits.

## Introduction

This document is intended to be used as 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 Training Facilities in the LearnAlaska Learning Management System (LMS).

Some basic information about Training Facilities includes:

- A training facility may contain multiple rooms.
- The inclusion of equipment for training rooms is optional.
- Address information is recorded at the training facility level.
- Only *Course Managers* and *Administrators* may add or modify training facilities.
- Training facilities **cannot** be renamed due to a system bug identified in the version of software currently in use.
- Training facilities can be domain-specific, but users should contact the LearnAlaska Enterprise Administrators before adding a new training facility to ensure that the facility does not already exist in the system.
- Once created, training facilities **cannot** be deleted from the system.

## Quick Reference of Fields/Tabs

Tab > Field	Required
Summary > Name	Yes
Summary > Description	Yes
Summary > Keywords	Yes
Summary > Facility Type	Yes
Summary > Address	
Summary > City	
Summary > U.S. State	
Summary > Non-U.S. State/Province	

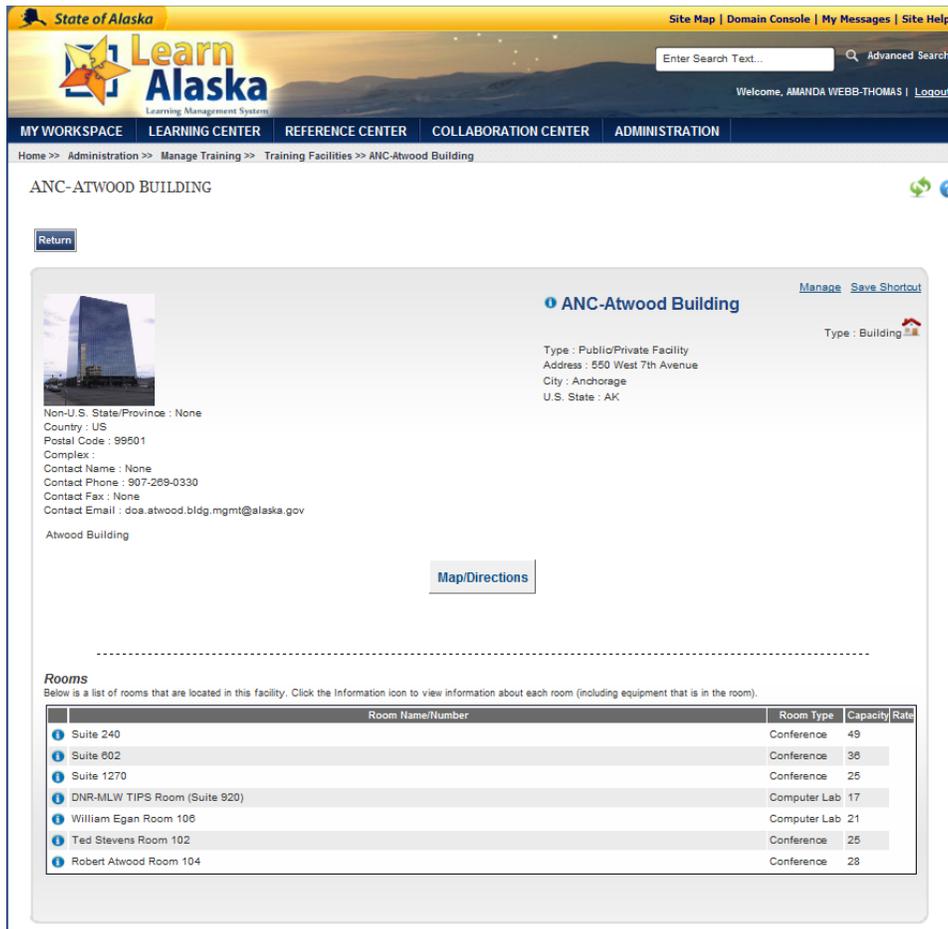
Tab > Field	Required
Summary > Country	
Summary > Postal Code	
Summary > Complex	
Summary > Complex	
Summary > Contact Name	
Summary > Contact Phone	
Summary > Contact Fax	
Summary > Contact Email	
Summary > Additional Information	
Rooms	
Image	
Activity	Yes
Content Sharing	Yes

## Overview

Training facilities make use of some foundation “content options” in the system. These content options are centrally controlled at the Core and may only be added by an Enterprise Administrator. These items include:

- [Facility Types](#) – the type of facility and description to assist Course Managers in choosing a class location. (e.g. Hotel/Conference Center)
- [Room Types](#) – the type of room and description to assist Course Managers in choosing a class location with a facility. (e.g. Computer Lab)
- [Equipment Types](#) – the type of equipment that may be available with a room. (e.g. Computer)
- [Complexes](#) – the description and address of a group of buildings where training may be held (e.g. University of Alaska, Anchorage Campus)

## Exhibit 1. Training Facility > Details Screen



## Adding a Training Facility

This section will describe the tabs contained within the *Administration > Manage Training > Training Facility* window. The image below provides a preview of the menu tabs associated with a Training Facility.

### NOTE

Contact an Enterprise Administrator (EA) at [LearnAlaska.SiteAdmin@alaska.gov](mailto:LearnAlaska.SiteAdmin@alaska.gov) **prior to adding a training facility** in LearnAlaska. Include the name of the training facility and physical address in your inquiry. The EA will conduct a site-wide search for the training facility to ensure that it does not already exist in the system.

If the facility is found in another domain, the EA will edit the Content Sharing options to make the facility available to all domains.

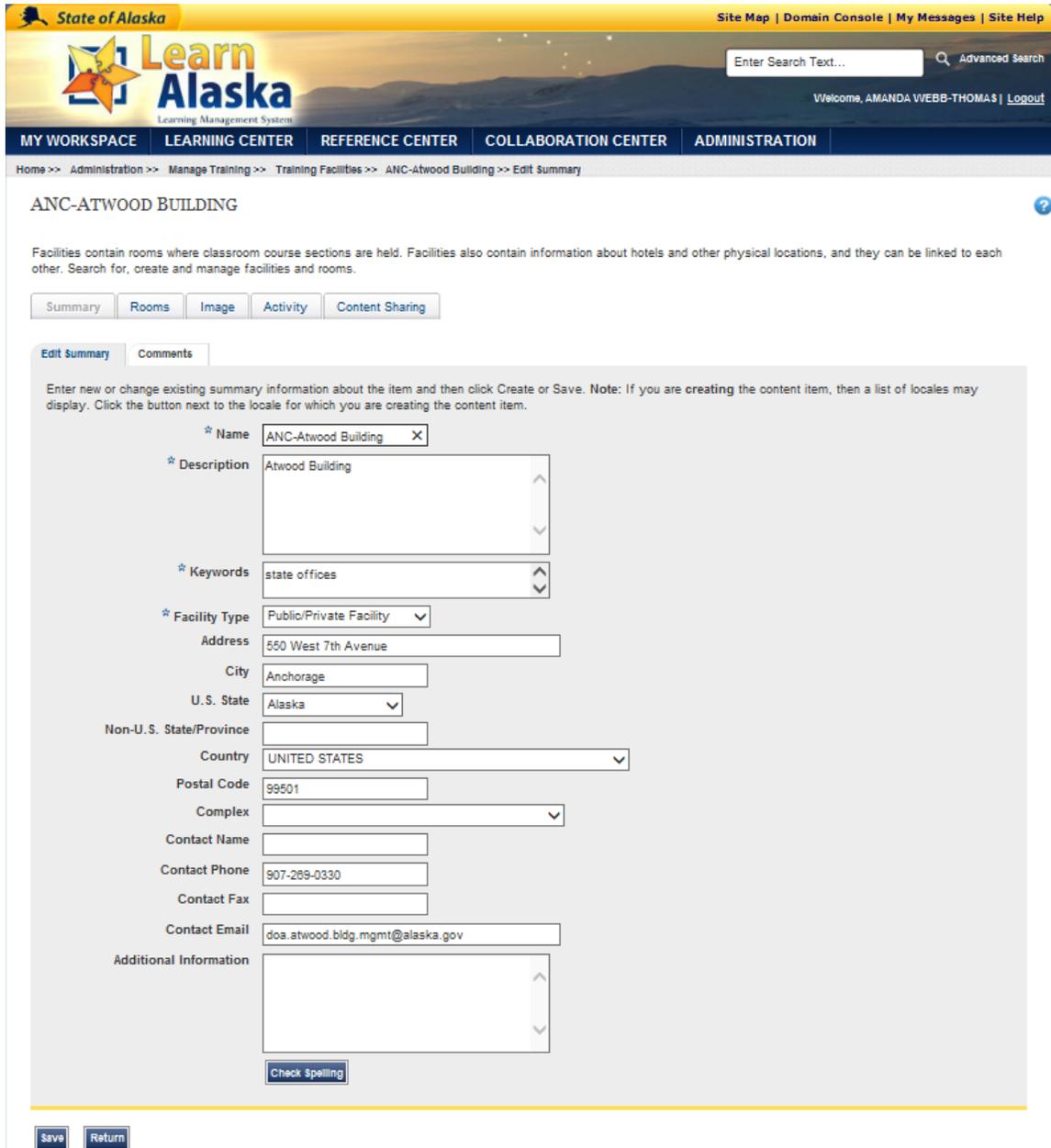
If the facility is not found, the EA will respond with the recommended facility name using the naming conventions discussed below.

## Exhibit 2. Training Facility Menu Tabs



## Summary

## Exhibit 3. Training Facility > Summary 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 >> Training Facilities >> ANC-Atwood Building >> Edit Summary

### ANC-ATWOOD BUILDING

Facilities contain rooms where classroom course sections are held. Facilities also contain information about hotels and other physical locations, and they can be linked to each other. Search for, create and manage facilities and rooms.

Summary Rooms Image 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.

\* Name: ANC-Atwood Building X

\* Description: Atwood Building

\* Keywords: state offices

\* Facility Type: Public/Private Facility

Address: 550 West 7th Avenue

City: Anchorage

U.S. State: Alaska

Non-U.S. State/Province:

Country: UNITED STATES

Postal Code: 99501

Complex:

Contact Name:

Contact Phone: 907-269-0330

Contact Fax:

Contact Email: doa.atwood.bldg.mgmt@alaska.gov

Additional Information:

## Name

### *Required*

### *Standards*

To enforce consistency and avoid duplication of training facilities, we require the following naming conventions. Refer to the list of [Common Airport Codes](#) at the end of this document for further guidance.

Scenario	Standard	Example(s)
<b>Airport Code is commonly known or easy to figure out</b>	Airport Code-Building Name/Desc	ANC-Atwood Building ANC-State Troopers Building JNU-State Office Building NOM-DOT Office SWD-Spring Creek Correctional Center
<b>Airport Code is unlike City name</b>	Airport Code-Town Name Building Desc	ADQ-Kodiak State Troopers Building DUT-Unalaska Police Department ENA-Kenai Wildwood Correctional Complex FAI-Fairbanks Westmark Hotel

\* *Source:* [LearnAlaska Statewide Standards & Governance](#) document

## Description

### *Required*

### *Standards*

The description field should include a general facility description along with any helpful information that students or administrators should know.

### *Helpful Hint*

- 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.

## Facility Type

### *Required*

Administrators may search by facility type when assigning a training facility to a classroom course. This list is controlled at the Core and may only be modified by an Enterprise Administrator. Current [Facility Types](#) can be reviewed on the LearnAlaska Portal.

## Address / City / U.S. State / Non-U.S. State/Province / Country / Postal Code

### *Optional*

This is the address information of the training facility that is provided to students and is used by MapQuest to assist with driving directions. It is very important that this information is accurate.

## Complex

### *Optional*

The can be a collection of facilities in which this facility is located. Further defines the location of the facility, relative to nearby facilities. An example of a complex is a college campus. Complexes are not domain-specific and must be added by an Enterprise Administrator before they may be selected.

## Contact Name / Contact Phone / Contact Fax / Contact Email

### *Optional*

The individual who may be contacted with questions or issues regarding the training facility.

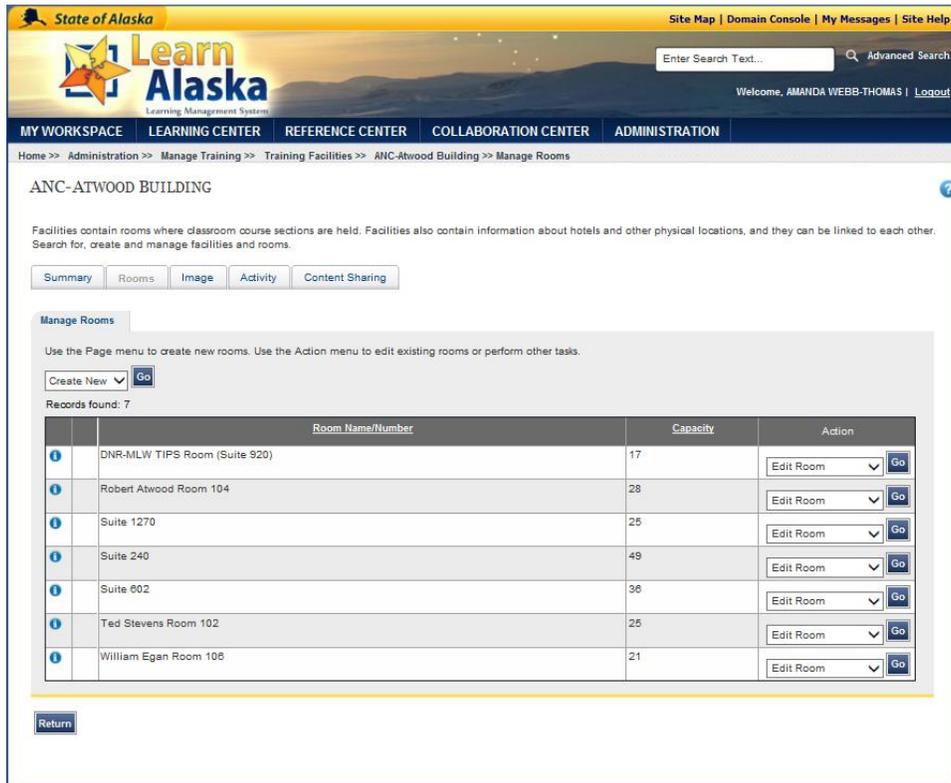
## Additional Information

### *Optional*

## Rooms

Every training facility entry must contain at least one Room entry in order to be assigned to a Classroom Event.

### Exhibit 4. Training Facility > Rooms Tab



ANC-ATWOOD BUILDING

Facilities contain rooms where classroom course sections are held. Facilities also contain information about hotels and other physical locations, and they can be linked to each other. Search for, create and manage facilities and rooms.

Summary Rooms Image Activity Content Sharing

Manage Rooms

Use the Page menu to create new rooms. Use the Action menu to edit existing rooms or perform other tasks.

Create New

Records found: 7

	Room Name/Number	Capacity	Action
<input type="checkbox"/>	DNR-MLW TIPS Room (Suite 920)	17	Edit Room <input type="button" value="Go"/>
<input type="checkbox"/>	Robert Atwood Room 104	28	Edit Room <input type="button" value="Go"/>
<input type="checkbox"/>	Suite 1270	25	Edit Room <input type="button" value="Go"/>
<input type="checkbox"/>	Suite 240	49	Edit Room <input type="button" value="Go"/>
<input type="checkbox"/>	Suite 602	36	Edit Room <input type="button" value="Go"/>
<input type="checkbox"/>	Ted Stevens Room 102	25	Edit Room <input type="button" value="Go"/>
<input type="checkbox"/>	William Egan Room 106	21	Edit Room <input type="button" value="Go"/>

### Name/Number

#### **Required**

The name and/or number (e.g., suite number or room number) of the room.

### Description

#### **Required**

An explanation of the room (e.g., what it can be used for, what equipment it contains).

#### **Standards**

The Room Description should reference the training facility name in order to aid a search by this information when assigning a location to a classroom section. This information has been included in square brackets for training rooms already loaded in the system.

- **Example:** DNR-Division of Mining Land and Water TIPS room located on the 9th floor [TRAINING FACILITY: ANC-Atwood Building]

### **Helpful Hint**

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

## Keywords

### **Required**

Words and phrases that relate to the room that may not already be included in the name or description. When choosing keywords, think of words that a user would type into the search field when trying to find this room.

### **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.

## Room Type

### **Required**

The category in which the room is grouped. Administrators may search by room type when assigning a training facility to a classroom course. This list is controlled at the Core and may only be modified by an Enterprise Administrator. Current [Room Types](#) can be reviewed on the LearnAlaska Portal.

## Capacity

### **Required**

The maximum number of people that may occupy the room at one time.

## Additional Information

### **Optional**

Any other details you want to include about this room.

## 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.

## 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 5. 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 6. 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 an Enterprise Administrator 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.

## Common Airport Codes

City	Airport Code	Example Training Facility Name
Anchorage	ANC	ANC-Atwood Building
Bethel	BET	BET-Yukon Kuskokwim Correctional Center (DOC)
Fairbanks	FAI	FAI-State Office Building
Girdwood	AQY	AQY-Girdwood Alyeska Resort
Juneau	JNU	JNU-State Office Building
Kenai	ENA	ENA-Kenai Peninsula Youth Facility
Ketchikan	KTN	KTN-UAS Robertson/Hamilton Technical Center
Kodiak	ADQ	ADQ-Kodiak College
Nome	NOM	NOM-Nome UAF Northwest Campus
Palmer	PAQ	PAQ-Palmer State Office Building
Seward	SWD	SWD-Seward Spring Creek Correctional Center (DOC)
Sitka	SIT	SIT-Sitka Mt. Edgecumbe High School (EED)
Unalaska	DUT	DUT-Unalaska Grand Aleutian Hotel
Wasilla	WWA	WWA-Wasilla Mat-Su Public Health Center