

AGENDA – FEDERATION OF CALIFORNIA COMMUNITY COLLEGES

WEEK 1 - AGENDA

OBJECTIVES:	<ul style="list-style-type: none"> ● Build Learner Home ● Discuss your Welcome page ● Understand what an Organization Unit is
CLIENT CSC TRAINING:	<ul style="list-style-type: none"> ❖ Complete the curriculum <i>Core Fundamentals - System Administrator Training following sections:</i> <ul style="list-style-type: none"> ● Welcome to Core Fundamentals ● Organizational Units ● Visual Configurations ● Welcome Pages ● Search *Complete the section in the Curriculum – Learning Fundamentals – System Admin Training <ul style="list-style-type: none"> ● Learning Experience Platform ● Come prepared to discuss or ask questions for your college about the points: <ul style="list-style-type: none"> ○ Configuration of Learner Home ○ Welcome Page ○ Ask any questions about organizational units
CLIENT PRE-WORK	<ul style="list-style-type: none"> ●
CLIENT POST-WORK:	<ul style="list-style-type: none"> ● Decide as a team how you want Learner Home to be laid out for your end users. ● Decide as a team how you would like to have your Welcome Page design

WEEK 2- LEARNING OBJECTS AND CREATION STEPS PART 1

OBJECTIVES:	<ul style="list-style-type: none"> ● Navigate through the creation of Materials, Video, and Course Publisher. ● Understand how the Welcome Page is configured ● Understand what is considered a material, SCORM (OLT), and video ● Focus on preferences that apply to each and availability needs
CLIENT CSC TRAINING:	<p>Complete the following online courses in your Curriculum <i>Learning Fundamentals – System Admin Training</i></p> <ul style="list-style-type: none"> ● <ul style="list-style-type: none"> ○ Section – Learning Objects <ul style="list-style-type: none"> ○ Course Publisher Online Courses ○ Materials ○ Videos ● Come prepared to discuss and / or make decisions on the following configuration points: <ul style="list-style-type: none"> ○ User experience with each of the learning objects ○ What learning objects you have that might fit into these categories.
Client Pre Work	<p>For our first meeting please watch the tutorials. If you get a chance, please try your hand at creating a material and possibly a video. These Learning Objects are very easy to navigate.</p>
CLIENT POST-WORK:	<p>Be able to do the following:</p> <ul style="list-style-type: none"> ● Create a material LO (learning object) ● Build a video LO ● Load a SCORM course (supplied by Shaunagh) ● Understand what a material is (including an On the Job Training) ● Begin categorizing your learning that you have today into what will be a video, what will be a material, what is a SCORM learning object ● If you aren't sure please reach out to Shaunagh
DOCUMENT NOTES FROM MEETING	

WEEK 3 – CREATING INSTRUCTOR LED TRAINING (ILT)

OBJECTIVES:	<ul style="list-style-type: none"> ● Navigate through the ILT preferences and configure decisions in Pilot ● Discuss considerations with ILT preference decisions
-------------	---

	<ul style="list-style-type: none"> • Identify decisions that will need to be discussed and finalized post workshop • Review ILT event and session creation steps
CLIENT CSC TRAINING:	<ul style="list-style-type: none"> • Complete the following online courses on the CSC: <ul style="list-style-type: none"> ○ Section – Learning Objects ○ Instructor Led Training • Come prepared to discuss and / or make decisions on the following configuration points: <ul style="list-style-type: none"> ○ What preferences we'll be applying to ILT for instance will you waitlist? ○ User experience with ILT content (attending ILT, etc.)
CLIENT PRE-WORK:	<ul style="list-style-type: none"> • Discuss what ILT preferences you'll want to include (waitlist, interest tracking etc). • Configure at least One Event and One Session to understand the workflow • Add a user to a roster
CLIENT POST-WORK:	<ul style="list-style-type: none"> • Understand the preferences that define Events & Sessions • Make final decisions on any outstanding preferences that were not configured during the call • Understand what is an Event and a Session (terminology) • Build an Event • Build a session • Understand different verbiage for instance: <ul style="list-style-type: none"> ○ Waitlist ○ Interest tracking ○ Exception Request • Use the roster functionality including <ul style="list-style-type: none"> ○ Accessing the roster ○ Adding a user to the roster ○ Submitting a roster
CSOD DELIVERABLES	<ul style="list-style-type: none"> • Help on office hours with any questions
DOCUMENT NOTES FROM MEETING	

WEEK 4 – CURRICULUM, TEST ENGINE, EVALUATION

OBJECTIVES:	<ul style="list-style-type: none"> ● Understand the Curriculum structure and its workflow ● Understand the use of Evaluations and how they pertain to individual LOs or Curriculum ● Understand how to design a test ● Forms and their connection with LOs
CLIENT CSC TRAINING:	<ul style="list-style-type: none"> ● Complete the following online courses on the CSC: <ul style="list-style-type: none"> ○ Section – Learning Objects <ul style="list-style-type: none"> ○ Test Engine ○ Curriculum ○ Section Increase Learning Engagement <ul style="list-style-type: none"> ○ Evaluations ● Come prepared to ask questions and make decisions on evaluation need ● Come prepared to build a curriculum based on current need (onboarding?). ● Come prepared to ask questions on test creation
Client Pre Work	<ul style="list-style-type: none"> ● Watch the training and try to build at least on test question and one evaluation question ● Try and build one simple curriculum with one learning object within
CLIENT POST-WORK:	<ul style="list-style-type: none"> ● Build test questions ● Build a test and apply all of the preferences that would be standard at FWPS <ul style="list-style-type: none"> ○ Make decisions on what functionality should be standard for tests ● Understand and build a curriculum <ul style="list-style-type: none"> ○ Make decision regarding what will be a curriculum and what might just be a standalone LO ○ Make decisions on the the layout and properties of Curriculums ● Build evaluation questions ● Build an evaluation <ul style="list-style-type: none"> ○ Make decisions on how these will be used and what LOs they might be attached to ● Understand how to build a form and when they might be used
DOCUMENT NOTES FROM MEETING	

WEEK 5 APPLYING ADDITIONAL FUNCTIONALITY TO LEARNING OBJECTS

OBJECTIVES:	<ul style="list-style-type: none"> ● What additional functionality based on the below training will need to be applied to specific learning objects ● Understand the course catalog and its functionality ● Make decisions on approvals and workflow
CLIENT CSC TRAINING:	<ul style="list-style-type: none"> ● Complete the following online courses on the CSC – <ul style="list-style-type: none"> ○ Section – Managing your LMS <ul style="list-style-type: none"> ○ Approval Workflow ○ Course Catalog ○ Learning Administration ○ Section – Increase Learner Engagement <ul style="list-style-type: none"> ○ Training Completions ● Outside of the Curriculum follow the link below to launch “External Training” from the client success center. <ul style="list-style-type: none"> ○ External Training ● Look at the additional functionality that will need to be applied to learning objects for instance signature approval ● Talk through possible additional needs for each learning object ● External Training and how your college will use this
Client Pre Work	<ul style="list-style-type: none"> ● Watch the training and come prepared with questions ● Watch the training and be prepared to make decisions on custom fields, External Training preferences (template build)
CLIENT POST-WORK:	<ul style="list-style-type: none"> ● Understand what the additional functionality is & how it’s applied ● Make decisions as a team where you will need to apply these options and when you need to apply them. <ul style="list-style-type: none"> ○ For example <ul style="list-style-type: none"> ▪ adding a signature to an LO ▪ adding an approval process ▪ adding a completion page ▪ select an LO to have recurrence ● As a team finalize your approval workflows
DOCUMENT NOTES FROM MEETING	

WEEK 6 – UAT (USER ACCEPTANCE TESTING) – INFORMATION WILL BE FOUND IN THE VISION RESOURCE CENTER IN THE COMMUNITY

WEEK 7 – EMAILS AND ADMIN ROLES

OBJECTIVES:	<ul style="list-style-type: none"> ● Overview of Universal Profile preferences ● Overview of system areas for email management (email administration, custom emails, proxy emails, marketing emails) and considerations ● Identify initial triggers needed for go-live ● Introduction to Email Matrix for decision tracking <p>Overview of security role and how it relates to your college (instructor role/manager role)</p>
CLIENT CSC TRAINING:	<ul style="list-style-type: none"> ● Complete the following online courses on the CSC: <ul style="list-style-type: none"> ○ Section – Communication ○ Email ● Come prepared to discuss use cases for triggered emails and desired functionality of user roles ● Come prepared to discuss user experience with viewing Universal Profile and Transcript pages
CSOD DELIVERABLES:	<ul style="list-style-type: none"> ● Email Configuration Matrix documenting initial client email trigger selections and considerations ● Email Security Roles Matrix documenting initial roles
CLIENT POST-WORK:	<ul style="list-style-type: none"> ● Review Email Matrix internally. ● Update and maintain Email Matrix with any decision changes ● Configure and test only a few email triggers in Pilot until comfortable with the configuration process ● Document the verbiage, recipients, and other decision for selected emails ● Configure all selected emails in Production (DO NOT ACTIVATE TRIGGERS YET – this should be done at go-live) ● Review Security Matrix internally ● Update and maintain Security Matrix with any decision changes ● Configure and test only a few security roles in Pilot until comfortable with the configuration process ● Document permissions and constraints for any standard or custom roles ● Configure all security roles in Production and assign users to the roles that are not dynamically assigned

DOCUMENT NOTES FROM MEETING	
--------------------------------	--

WEEK 8 UNIVERSAL PROFILE & THE LEARNING ASSIGNMENT TOOL

OBJECTIVES:	<ul style="list-style-type: none"> ● Understand and utilize the Learning Assignment Tool
CLIENT CSC TRAINING:	<ul style="list-style-type: none"> ○ Section – Managing your LMS ○ Learning Assignment Tool ● Universal Profile - Individual Learning <ul style="list-style-type: none"> ○ Universal Profile ○ Universal Profile - Bio ○ Universal Profile - Other Preferences ● Come prepared to discuss and / or make decisions on the following configuration points: <ul style="list-style-type: none"> ○ What learning objects will be Pulled ○ What learning objects will be Pushed ○ Dynamic Assignments that need to be created ○ Universal Profile look and feel
CLIENT POST-WORK:	<ul style="list-style-type: none"> ● Decide on your learning assignments for go live that will be dynamic ● Build groups to dynamically update for learning assignments
DOCUMENT NOTES FROM MEETING	

WEEK 9 CUSTOM AND STANDARD REPORTING

OBJECTIVES:	<ul style="list-style-type: none"> ● Review the most commonly used reports ● Review dashboards ● Review custom reporting (analytics) ● Identify reporting needs for go-live ● Watch the Recurring LO video to decide if we need to apply recurrence to any learning objects
CLIENT CSC TRAINING:	<ul style="list-style-type: none"> ● Complete the following online courses on the CSC: <ul style="list-style-type: none"> ○ Section – Gather Data ○ Reporting on your LMS

	<ul style="list-style-type: none">● Come prepared to discuss and / or make decisions on the following configuration points:<ul style="list-style-type: none">○ Standard reports to be available per security role○ Dashboards to be available per security role○ Custom reports to be available per security role
CLIENT PRE-WORK:	<ul style="list-style-type: none">● Configure and test only a few reports in Pilot until comfortable with the configuration/security process
DOCUMENT NOTES FROM MEETING	