

THIS MONTH'S TIP

Printing Rosters

To print the roster for your class, go to the Administer Activity Roster page. Don't use the print button for the roster on this page as this includes the statuses of all learners, not just the learners enrolled in that class. Instead, click the **Activity Component** link, then click the **Details** button. Here you will see a **Print Roster** link and an **Export to Excel** icon. This gives you the roster for learners who are enrolled in this activity.



In This Issue:

- CEUs in SLMS
- Learning Plans

Continuing Education Units in SLMS

SLMS offers administrators the ability to assign continuing education units (CEUs) to catalog items and set the number of credit hours learners receive for completing the course. If needed, multiple CEUs can be assigned to a single catalog item. Learners can view the CEUs they have received on their **All Learning** page and can also print a certificate of completion that includes the CEU credit hours awarded.

There are many types of CEUs that can be assigned, from CPE for Certified Public Accountants to Water & Wastewater Operators Credit. To see a complete list and find out more about CEUs in SLMS, visit to the SLMS website at:

http://www.goer.ny.gov/Training_Development/SLMS/documents/CEUs_SLMS.pdf

Learning Plans

At this time of year, the need to conduct performance reviews has managers thinking about plans for their employees. An excellent tool in SLMS is the **Learning Plan**, which managers can use to help their employees define goals for improvement in 2013.

Managers identify skills they want their employee to acquire or become more proficient in, then search the catalog for the relevant training and add it to the employee's **Learning Plan** in SLMS. This gives both the manager and the employee a concrete method to identify and measure improvement. Not many managers are aware of this helpful tool; be sure to share this information. For tips on how to create learning plans, visit the Manager's page on the SLMS website at:

http://www.goer.ny.gov/Training_Development/SLMS/manager.cfm#addPlan



DECEMBER 2012 ADMINISTRATOR MEETING MINUTES

Administrator Updates

- **New Agencies Launched in SLMS**

New York State Energy Research and Development Authority (NYSERDA) is now live in SLMS. Welcome!

- **Project Sunlight**

SLMS now has the Project Sunlight training modules available. These trainings are available to all New York State employees.

- **SANS Cyber Security Training**

SANS Cyber Security Training is currently available in SLMS for those agencies that purchased licenses. A memo went out to all training directors with information about SANS license management as well as how to request the SANS Administrator Role and submit custom configurations of the training. A how-to for learners has also been created which will be attached to the activity. Learners will receive this information upon enrollment.

- **SLMS Administrators**

It is recommended as an internal control that every Learning Environment has at least two primary administrators.

- **SLMS Administrator Training**

The next SLMS Administrator training will be held on January 17 and 18, 2013. This is a great opportunity not only for new administrators but also as a refresher for existing administrators. This training will take place simultaneously as an instructor-led classroom for those who wish to attend in person as well as a live webcast for those who cannot travel to Albany.

- **ITS Transformation**

Data has been received from payroll regarding ITS employees. We will be working to ensure that ITS employees remain in the host agency's learning environment. Also, an ITS Learner Group will be created to allow only ITS employees to see and enroll in selected activities. This will be tested throughout the remainder of December.

Questions, Comments, Suggestions

- **When entering data that was collected during an agency's blackout period, how can an administrator turn off the enrollment emails to avoid confusion?**

By setting the activity to **Concluded**, a learner will not receive an email notification stating that they have been enrolled. They will receive the email notification stating they have been marked as **Completed** when the grades and attendance have been processed. To avoid confusion, you may send an Ad-Hoc notification to your enrolled learners notifying them to disregard the email notifications.

- **Can you create public queries?**

No, agencies can only create private queries. Public queries allow anyone with Query Viewer role to access your query. Public Query will only be given by request.

- **Can a secondary administrator approve enrollments?**

Yes. A secondary administrator may access a roster and approve enrollments.

- **How can I find only my agency's learning requests in the Maintain Learning Requests area and who maintains this section?**

Each agency should maintain their learning requests. Currently, SLMS staff does not maintain any of these requests. Any primary or secondary administrator can view and remove these requests. As this area is not divided up by learning environment, you will see all learning requests. You can search by catalog item to assist with narrowing the results to your agency's activities.

- **If an employee takes an activity that they previously submitted in a learning request, will their learning request be removed automatically?**

No, administrators will have to periodically review and maintain the learning requests for their activities.

- **Who should be using the Quick Create option for creating activities?**

Only secondary administrators should be using the Quick Create option to create activities. Primary administrators should use Maintain Items; look up the activity needed, select **Delivery Method** tab, you can select an existing method or **Add New Delivery Method** link, and then search for preferred method. After selecting **Save** an Activities tab now appears, after selecting this tab select **Add New Activity** link.

Reminder: If you need assistance with SLMS, the SLMS Help Desk is available from 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, at (518) 473-8087 or SLMSHelpDesk@goer.ny.gov.