

THIS MONTH'S TIP

Query Role Tips

The table titled NY_ENRLMITS contains most of the learner data you might need. To join any two records you must have a key field in common, otherwise the system will give you a “No join conditions exists” error. Although the system will allow you to override the error, please adhere to best practices and make sure you have a key field in common.



December 2012 Newsletter

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SANS Cyber Security Training

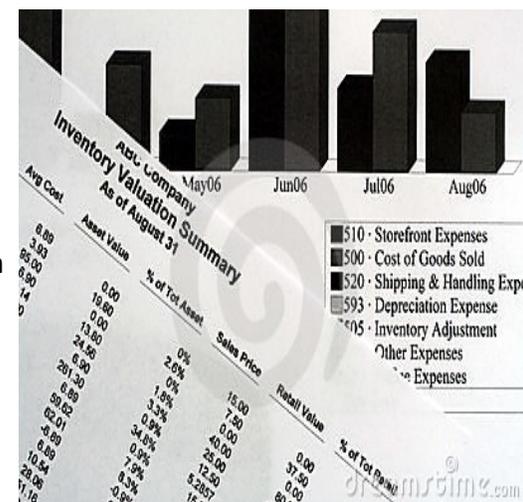
SANS Cyber Security Training licenses have been successfully uploaded to SLMS and are ready for use within the agencies that participated in the enterprise purchase. Agencies can assign a SANS Administrator by contacting the SLMS Help Desk with the name and email of that person. The role will be granted along with guidelines for managing the licenses.

There are 33 separate modules in the SANS training that have been set up as components under the SANS catalog item. Agencies can contact the SLMS Help Desk to request a custom configuration of the modules or components they select for their security training needs. SLM Services can complete this request within 24 hours.

Reports

The SLM Services has completed work on the standard reports to apply the security parameters New York State requires. The reports have been corrected and are now available for you to run.

Another change to the reports is: the first, last, and middle initial of the learner's name have been separated to allow sorting by learner name when exported to Excel. For example, the activity roster can now be sorted alphabetically by last name.





NOVEMBER 2012 ADMINISTRATOR MEETING MINUTES

Administrator Updates

- **New Agencies Launched in SLMS**

The Department of Health and the NYS Department of Transportation are now live in SLMS. Welcome!

- **SLMS Reports**

We have fixed all of the reports in SLMS and they now function properly. We have also changed the output of the reports to separate first and last name to make it easier to sort the information.

- **SANS Cyber Security Training**

We now have the SANS Cyber Security Training available in SLMS for those agencies that purchased licenses. A memo went out to all Training Directors who participated in the purchase with information about SANS license management, including how to request the SANS Administrator Role and submit custom configurations of the training.

- **System Enhancement**

We have launched a new feature, a new pagelet for Primary Administrators. It contains direct links to different areas of SLMS, including Maintain Items and Activities, Enroll Learners, and View All Learning. It can be added to your home page by selecting **Content** on the home page, then checking the Primary Administrator box.

- **Query Role**

The query role has been launched and is available in SLMS for those who took the training. Any administrator with the Query Role should have received a memo with information about writing queries. We have also saved the November 8 webinar on Best Practices and made it available as an activity in SLMS. Be sure to refer to the Best Practices to ensure you are running functional queries.

Questions, Comments, Suggestions

- **What administration level is needed to grade rosters?**

Any level of administrator may grade rosters for activities.

- **What is the best way to search the catalog?**

When using the basic search feature, the search engine will look to match anything in the Activity Title, Description, and Keyword fields with the word or phrase entered in the search box. When using the advanced search, the **type field** that is referred is the delivery method. If there is no delivery method on the course or activity, it will not return any results. Additionally, the default language is set to English. To remove this from the search, select the reset button, which will remove the default language.

- **When looking at the All Learning page in SLMS, why is the date reflected different from the date of the activity? Is there any way to change this?**

The date column reflects the date of the last status change (for example, enrolled date and the date the learner was graded). A learner, manager, or administrator can determine the date the activity took place by clicking on the activity name to view the details of the activity. Learners can also refer to the enrollment and completion emails SLMS generates.

- **Who will be managing the SLMS information for learners involved in the ITS Transformation?**

The transferring agency will be managing learners' employee data; however the SLMS will be creating the ITS Learner Group that can be assigned to activities and items to allow access for ITS employees.

- **Is there any way to expedite the process of transferring a learner from one learning environment to another?**

There has always been a delay in getting learners who are new to your learning environment into the system and in enabling the learner to access the system and training their agency requires for employment. The new HR Administrator role can now expedite most of these requests. But if a learner is coming from another agency, the agency must wait until Payroll reports the change to the SLMS before the new agency will have access to the learner. This usually happens the Monday after the date the learner receives his or her first paycheck from the new agency. For any learner who needs to be enrolled into training before they are available in your learning environment, please send a request to the SLMS Help Desk with the employee's name, previous agency, Employee ID number, and the class you would like to enroll them in. We can then administratively enroll the learner in the activity. The learner will still see their information from the learner's old agency in his or her account, but will be able to access the training.

Reminder: If you need any 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.