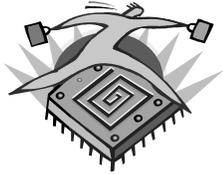


DOI Learn Briefing

NPS Learning Management Systems: A DOI LEARN Briefing for the Field



1. Introduction

Clarenda Drake
Acting Chief, NPS Training and
Development

DOI LEARN

- The new web-based Department-wide Learning Management System (LMS).
- Will replace My Learning Manager
- Allows users to access training across the Department
- May be accessed using any internet connected computer
- Aligns agency mission, performance management, and employee development



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Why DOI LEARN?

- 5 CFR § 410.701 requires each agency to maintain its training records in an electronic format
- All DOI bureaus are required to use DOI LEARN to manage training records
- DOI LEARN is designed to manage, track, and report on training for all Interior employees in accordance with 5 CFR § 410.701



2006 Mandatory Online Training



- DOI LEARN is your connection to Departmental mandatory online training
- Required courses:
 - Information Systems Security Awareness
 - Orientation to the Privacy Act
 - Records Management Awareness

2. Some Basic Concepts

Paula Molloy

DOI Learn Briefing

Learning Management Systems

- Training registration
- Roster administration
- Launch online training
- Print completion certificate
- Maintain your training record (transcript)



Mandatory Training

- 2006 Information Systems Security Awareness
 - NPS 100% complete
- Orientation to the Privacy Act
- Records Management Awareness
 - Both to be completed by September 29, 2006



Other Systems

- My Learning Manager
- DOI University
- Course Libraries
 - Karta
 - NetG
 - SkillSoft



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3. Student Functions

Geoff McKim

Student Functions in DOI LEARN

1. Obtaining an Account
2. Logging In
3. Modifying Your Profile
4. Applying for Training
5. Viewing Your Transcript

**Obtaining a DOI LEARN Account:
Employees**

- Created automatically from FPPS
- Employees assigned a default username/password
- Upon first login, employee must:
 - Establish permanent username and password
 - Enter e-mail address into the system
 - Identify training approver (supervisor) to the system
- Guidance available on migration page:
 - mylearning.nps.gov/migration



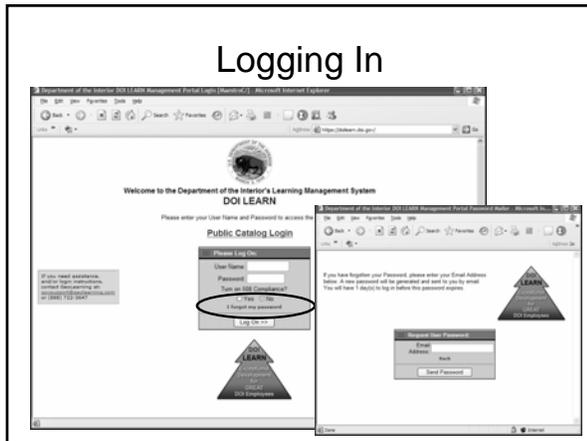
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Obtaining a DOI LEARN Account: Partners, Contractors, Volunteers

- Must be requested by the supervisor (or COTR)
- Request form is available:
 - mylearning.nps.gov/doilearn/accountrequest.cfm
- Accounts are created within 48 business hours



Logging In

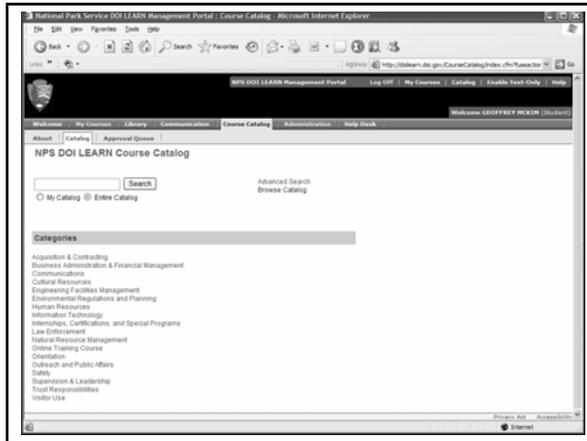


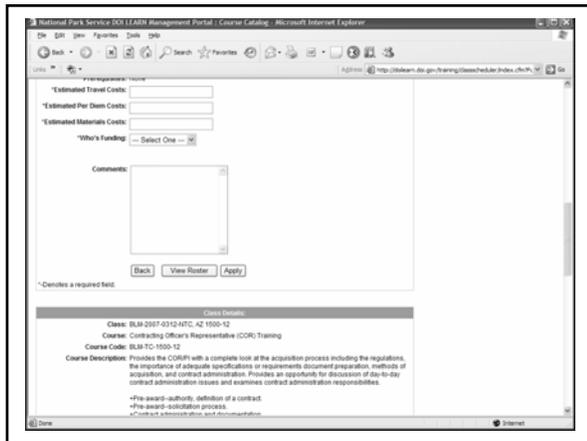
Applying for Training

- Viewing current enrollments from **My Courses**
- Identifying training from the **Course Catalog**
 - Searching
 - Advanced searching
 - Browsing
- Applying for Instructor-Led Training (ILT)
- Applying for Online Training (OLT)



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Applying for Training

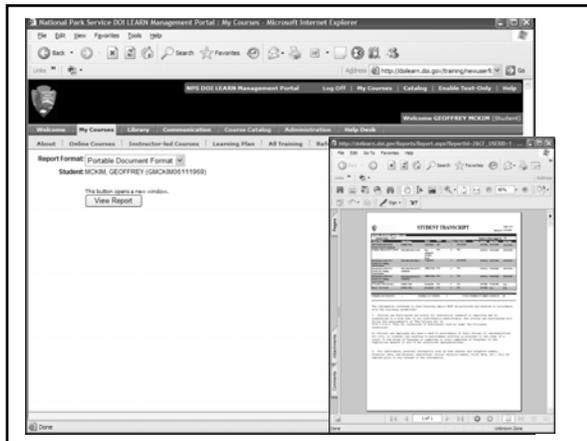
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 - Advanced searching
 - Browsing
- Applying for Online Training (OLT)
- Applying for Instructor-Led Training (ILT)



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Viewing Your Transcript

- Record of training in DOI LEARN
- Can choose from 4 formats:
 - Microsoft Excel
 - Portable Document Format (PDF)
 - Rich Text
 - Microsoft Word
- Viewed from My Courses / Student Transcript



Student Functions in DOI LEARN

1. Obtaining an Account
2. Logging In
3. Modifying Your Profile
4. Applying for Training
5. Viewing Your Transcript

DOI Learn Briefing

4. Supervisory Functions

Paula Molloy
and
Geoff McKim

Supervisor Respons-Abilities



- Ensure that your employees complete mandatory training
 - DOI LEARN
 - Other media
- Ensure that your employees' mandatory training records are accurate
 - DOI LEARN supervisor functions

Who is a Supervisor in DOI LEARN?

- A supervisor is an approver of training
- Anyone coded in FPPS as a supervisor is automatically a supervisor in DOI LEARN
- You can also be a supervisor in DOI LEARN if *your* supervisor designates you as a training approver

Supervisor = Training Approver

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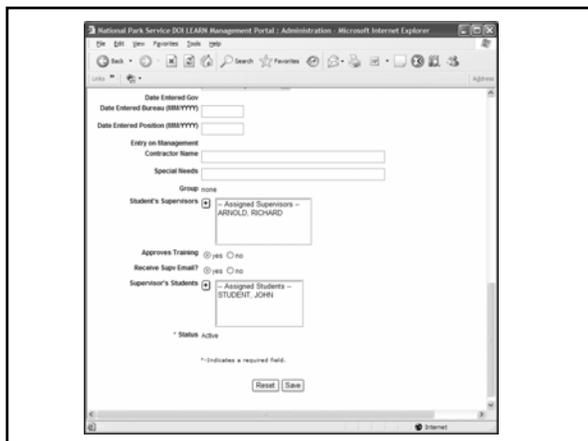
DOI LEARN Supervisor Functions

1. Managing Your List of Employees Whose Training You Approve
2. Processing Training Requests
3. Viewing Transcripts for Employees
4. Recording CDROM or Paper Completions
5. Processing Waivers
6. Creating Extra Transcripts
7. Designating Another Employee as a Training Approver

Managing Your List of Employees

- List of employees whose training you approve
- You can add or remove employees from this list
- Employees can also add or remove *themselves* from your list
- Accessed through **Administration / My Information**

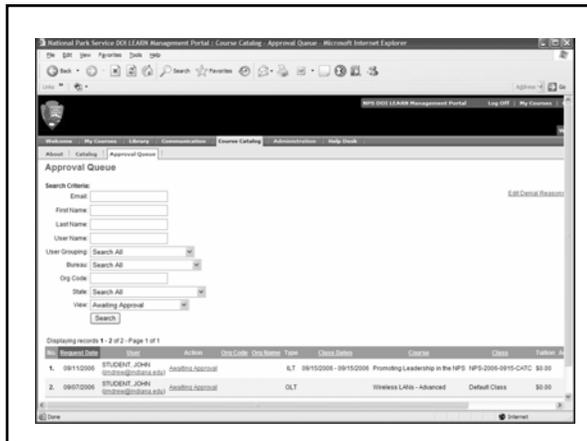


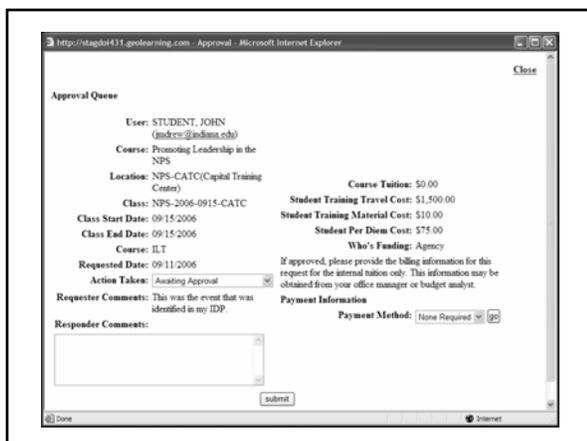


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Processing Training Requests

- Employee applies for training
- Supervisor receives an e-mail message
- Training approver logs into DOI LEARN
- Training approver views request from **Approval Queue**
- Training approver **approves** or **denies** request
- Employee receives an e-mail

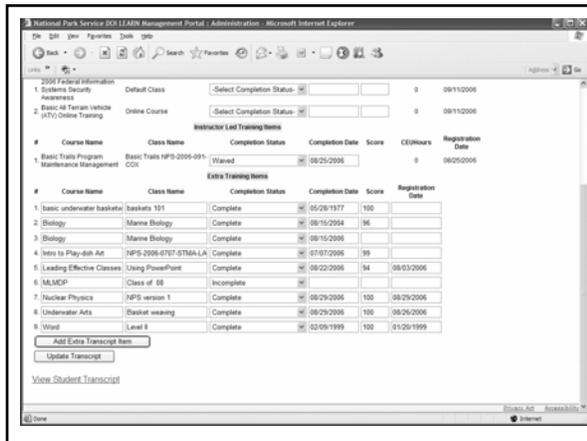


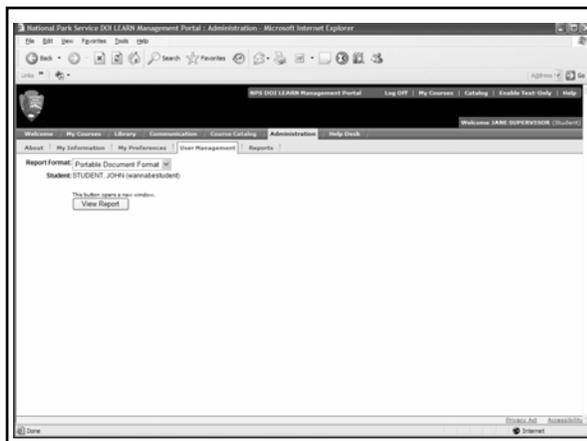


DOI Learn Briefing

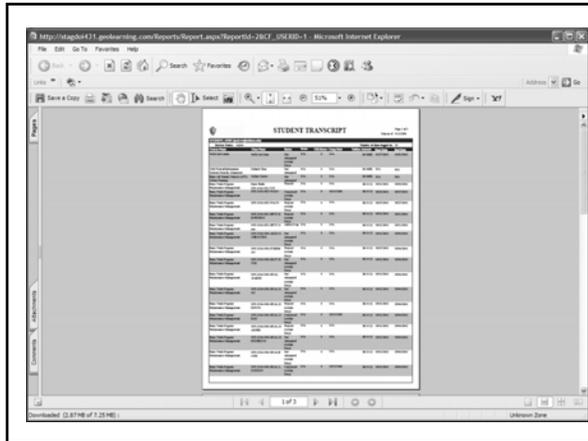
Viewing Transcripts

- You can view the transcript for any student whose training you approve
- You can view the transcript of the student in the same formats as your own transcript
- Accessed through Administration / User Management
- Link at the bottom of the screen: View Student Transcript



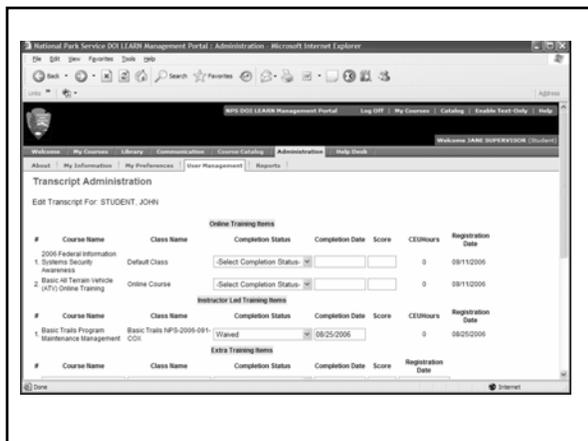


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Recording CDROM or Paper Completions

- Used when employee must take mandatory training via CDROM or paper
- Supervisor is responsible for recording completion of course in DOI LEARN
- Employee must already be registered for course
 - Will happen automatically for mandatory training
- Accessed through **User Management**



DOI Learn Briefing

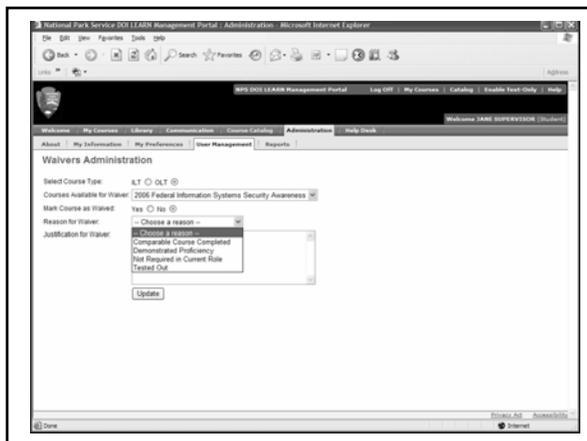
Recording CDROM or Paper Completions

- In the employee's transcript:
 - Change the Completion Status to Completed
 - Enter the completion date (mm/dd/yyyy)
 - Enter the score the employee received:
 - 111 if the course was taken via CDROM
 - 222 if the course was taken via paper



Granting Waivers

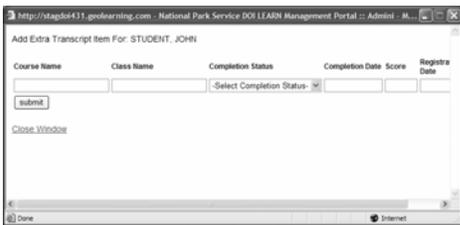
- A waiver is recorded to:
 - indicate that an employee is not required to take a mandatory training course
- Criteria for waivers is provided in guidance specific to the training
 - Examples:
 - IT Security Awareness Training: waivers given for employees who have no access to NPS IT systems
 - Records Management: waivers not given
- Accessed from **Administration / User Management**
- Must select a reason for the waiver from the drop-down



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Creating Extra Transcripts

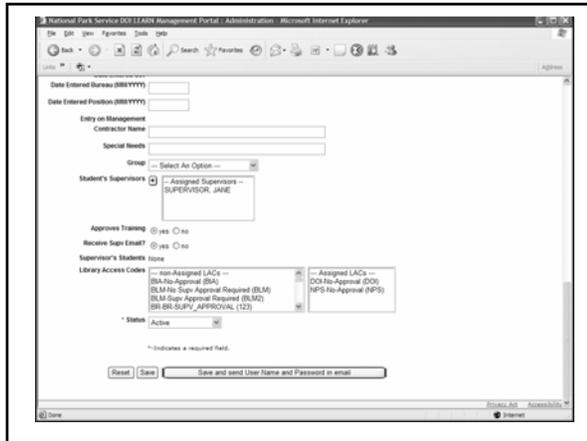
- Extra transcripts are a way of recording training paid for and conducted outside the NPS
- Like External Transcripts in MLM
- Supervisors can enter extra transcripts for their employees
- Employees cannot enter them for themselves
- Accessed via the student's transcript (Administration / User Management)



Designating Another Employee As a Training Approver

- Used for
 - Delegating training approval authority to another employee in the unit
 - Transferring temporary approval authority in advance of an extended absence
 - Allowing a supervisor not coded in FPPS as a supervisor to have training approval authority in DOI LEARN
- Accessed through **Administration / User Management (Edit column)**

DOI Learn Briefing



DOI LEARN Supervisor Functions

1. Managing Your List of Employees Whose Training You Approve
2. Processing Training Requests
3. Viewing Transcripts for Employees
4. Recording CDROM or Paper Completions
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7. Designating Another Employee as a Training Approver

5. TEL Satellite Broadcasts

Jim Boyd

DOI Learn Briefing

TEL Courses

- TEL POCs Will Not Be Entering in Rosters Directly
- TEL Registrar
 - TEL POCs will electronically transmit participant list to TEL registrar
 - Move participants to roster



6. Keeping Informed

Paula Molloy

Online Resources

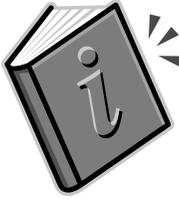
- NPS DOI LEARN Migration Web Site
- Hosted on InsideNPS
 - <http://mylearning.nps.gov/migration>



DOI Learn Briefing

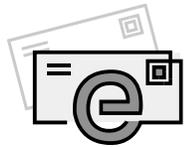
Guidance Documents

- First Time User Instructions
- Introduction to DOI LEARN
- Supervisor Quick Reference and Manual
- Instructor (Administrator) Manual
- Information on Mandatory Training



Migration Team Contact Information

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7. Q&A and Discussion
