

DOI LEARN Status Update:
Briefing for the NPS
Human Capital Community



1. Introduction

Paula Molloy

DOI LEARN

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



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



Use DOI LEARN to:

- Register for classroom training
- Register for and launch online training
- Maintain your training record (transcript)
- Complete mandatory Departmental training in FY06



NPS Migration to DOI LEARN

- New Deadline:
October 1, 2006
- Team Members:
 - Paula Molloy
 - Rich Arnold
 - Geoff McKim
 - Wendy Boston



2. Migration to DOI LEARN: Key Concepts

Paula Molloy

Data Migration: How does it work?

- Information is **copied** from My Learning Manager
- Information is **reformatted** to fit the data structure of DOI LEARN
- Information is then **uploaded** to DOI LEARN
- The uploaded information is **verified**, and **corrected** if needed



What does “complete” mean?



All current My Learning Manager functions are available for use in DOI LEARN.

Student Functions

- Register for Instructor-Led (MLM = "Classroom based") training
 - Includes TEL events
- Register for Online (MLM = "Self-paced") training
- Launch and complete online training
- Access transcript information

Administrative Functions

- Propose a course (MLM = "Catalog Item")
- Create classes (MLM = "Events")
- Manage class rosters
- Create transcripts
- Access reports
- Administer assessments and evaluations

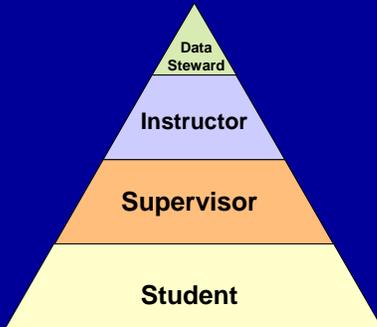
3. Impacts on Business Processes

Geoff McKim

Business Processes

1. Levels of Access
2. Account Creation and Management
3. Course Creation and Validation
4. Online Courses
5. TEL Class Management
6. Regional and Park-Level Training
7. Assessments and Evaluations

4 Levels of Access in DOI LEARN

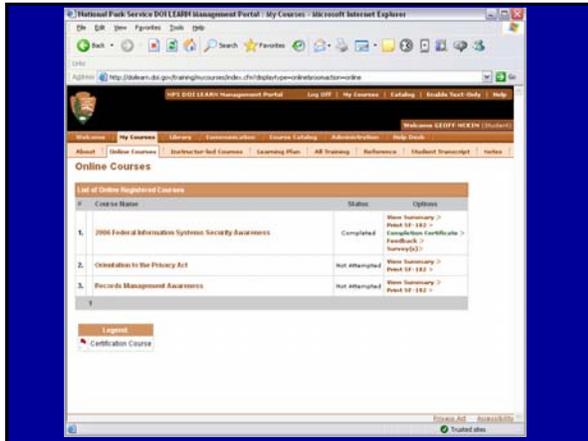


Levels of Access: Student

- Like learner access to MLM
- Allows user to:
 - Identify training
 - Register for training (instructor-led training, online training)
 - Launch online training
 - View and download transcript



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Levels of Access: Supervisor



- All the same access as **Student** access
- Can view all data for students who report to them
- Approve/disapprove training requests

Levels of Access: Instructor

- Not really for instructors – for **“instructor”** read **“training administrator”**
- Requires separate account from student/supervisor account (begins with “ins”) – Example: **insgmckim**
- Can:
 - Create and modify classes
 - Manipulate rosters
 - Manipulate transcripts



Instructor-Level Access, Cont'd

- Very expansive privileges
 - Can theoretically create and modify classes for any bureau in DOI
 - Can view training record for any employee in DOI
 - Requires the highest standards of diligence and adherence to guidelines
- Will require specialized training

Levels of Access: Data Steward

- Responsible for the data integrity of the NPS data in DOI LEARN
- Creates and modifies all **courses** in DOI LEARN
- Creates all user accounts not created automatically via FPPS
- Suspends user accounts when appropriate
- Rich Arnold is primary Data Steward



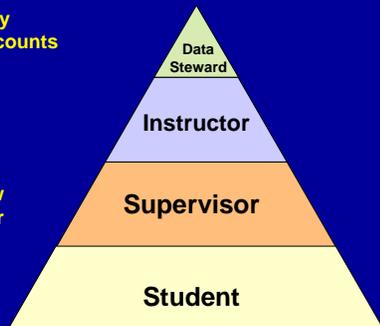
4 Levels of Access in DOI LEARN

Create and modify courses, user accounts

Create and modify classes, rosters, transcripts

Approve training requests and view training record for supervisees

Identify, apply for, launch training



Account Management and Creation

- Student and Supervisor Accounts
- Partners, Volunteers, Contractors
- Instructors (Administrators)



Student and Supervisor Accounts

- Automatically created via FPPS
- Currently created weekly – will eventually become daily
- All NPS employees will have automatically-created accounts
 - Permanent and term
 - Seasonal/temporary



Partners, Volunteers, Contractors

- Account requested via online form
 - <http://mylearning.nps.gov/doilearn/accountrequest.cfm>
- Requested by supervisor or COTR
- Accounts created manually – approx. 24-48 hours
- User will automatically be notified via e-mail when account created



Instructors (Administrators)

- All accounts created manually
- Very expansive permissions – instructor-level accounts will be strictly limited
- Accounts will be given to:
 - Training managers
 - Regional EDOs
 - Training center superintendents and logistics staff
 - Program managers
- Requirements:
 - 16 hour hands-on training session
 - Signed rules of behavior agreement on-file with DOI

Course Creation and Validation

- Unlike MLM, only the data steward can create **courses**
- Role of the Data Steward
 - Creates courses in DOI LEARN, upon request of training manager or other course owner
- Role of the Training Manager/Course Owner
 - Requests creation of course in DOI LEARN via Course Creation Form
 - Validates the course in DOI LEARN after creation

Course Creation Form

- Developed by the Training Records Business Practices Team
- Purposes
 - Request creation of courses in DOI LEARN
 - Enforce completeness of course information
 - Document sound instructional design practices of NPS-delivered courses
 - Link to competencies
 - Learning objectives/audience description

Regional and Park-Level Training

- Training offered by the region will be entered in DOI LEARN
- Regional EDOs will receive instructor-level access and training
 - Create and modify classes
 - Create and modify transcripts
- EDOs may also enter park-level training activities



Assessment/Evaluations

- DOI LEARN provides an assessment and evaluation tool
- Course owners will be able to
 - author assessments and evaluations
 - attach assessments and evaluations to classes
 - report on assessments/evaluations
- Instruction will be part of instructor-level access training



4. Migration Schedule

Paula Molloy

Data Migration Schedule



- Phase I: Courses
Completed by August 7, 2006
- Phase II: Classes
Completed by September 8, 2006
- Phase III: Transcripts
Completed by October 15, 2006

Systems in Transition



- FY06 Mandatory Training
 - IT Security Awareness
 - Records Management Awareness
 - Introduction to the Privacy Act
- Post-October 1 Classes
 - Register through either MLM or DOI LEARN
 - Manage final rosters in DOI LEARN
 - Transcripts created in DOI LEARN

Guidance

- Manuals and Guidance for:
 - Students
 - Supervisors
 - Instructors (Administrators)
- Online
- Printable



5. Role of the T&D Community

Geoff McKim

Role of the T&D Community

- Course cleanup in MLM
- Course data migration
- Class data migration
- Instructor-Level Access Training

Course Cleanup in MLM

- Pre-migration clean-up
 - Delete test courses
 - Verify that course information is correct
 - Verify compliance with all stylistic standards
- Memo will go out to course owners by 7/21/2006
- Cleanup to be completed by 7/28/2006



Course Data Migration

- Migration of course information from MLM to DOI LEARN
 - Courses will be migrated to DOI LEARN week of 8/7/2006
- Validation and reconciliation
 - Conference call with course owners to validate week of 8/7/2006
- After course migration, any course modifications will need to be entered into both systems



Class Data Migration



- Migration of **class** information from MLM to DOI LEARN
 - **Classes** and **rosters** for classes offered after 10/1/2006 will be migrated to DOI LEARN by 9/8/2006
 - Course owners will be notified after migration, for validation
 - Systems will run in **parallel** from 9/8/2006 -10/01/2006
 - Any registrations in MLM from 9/8/2006 – 10/1/2006 will be copied to DOI LEARN

Instructor-Level Access Training

- 16 hours hands-on training
- Curriculum:
 - Requesting creation of a course
 - Class management
 - Roster management
 - Reporting
 - Assessment / Evaluation management
 - Transcript management
- Training dates
 - 8/24/2006 – 8/25/2006 at NCTC
 - 8/28/2006 – 8/29/2006 at NCTC
- Participant list will be confirmed by training center superintendents, and participants invited



6. Keeping Informed

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Online Resources

- NPS DOI LEARN Migration Web Site
- Hosted on InsideNPS

– <http://mylearning.nps.gov/migration>



Future Communications

- Memo to the Directorate and Field Directorate announcing the migration
- Memo to Training Managers on their role in the migration
- Announcement for Instructor-Level Access Training (Training Managers, EDOs, select personnel)
- TEL Broadcast: September 12, 2006

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**Migration Team
Contact Information**

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7. Q&A and Discussion
