

## THIS MONTH'S TIP

### Attendance and Grades

To assign grades and record attendance, use the **Activity**

**Component** link on the **Administer Activity Roster** page.

The **Activity Roster** shows all statuses, but the

**Activity Component Roster** shows only learners who are enrolled.

By using the **Activity Component Roster** you ensure that you won't accidentally grade a learner who dropped the class.



## February 2013 Newsletter

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- Compliance Reports
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### Compliance Reports

For many agencies, reporting on training compliance is an important need. They need real-time knowledge about who has or has not taken training. That information is also useful for planning future training schedules.

SLMS is adding a new Compliance/Non-Compliance report that will allow agencies to monitor training compliance. The report will be listed and accessed from **Enterprise Learning → Learning Reports**.

### Learner Groups

Currently, there are 140 learner groups in SLMS to help you select specific learners for an activity. However there may be times when you need to select learners for whom no learner group has been defined and selecting learners individually is not practical. Learner Groups can be created through queries, based on any data available in the system. SLMS administration can create query-based learner groups for specific needs. To request a query-based learner group, please complete the Reports and Query Request Form and send your request to the SLMS Help Desk at [slmshelpdesk@goer.ny.gov](mailto:slmshelpdesk@goer.ny.gov).



# JANUARY 2013 ADMINISTRATOR MEETING MINUTES

## Administrator Updates

- **New Agencies Launched in SLMS**

Division of State Police, Office of General Services, Office of the Inspector General, Office of the Welfare Inspector General, Office for the Aging, Division of Homeland Security and Emergency Services, State Liquor Authority, Division of Veterans' Affairs, Hudson River Valley Greenway, Council on the Arts, Office of Indigent Legal Services, and the Commission on Quality of Care and Advocacy for Persons with Disabilities are now live in SLMS. Welcome!
- **Query Training**

We are planning to schedule another Query Training. If there are people in your agency who would be interested, please contact Kathy Napoli at (518) 486-1305. We require 16 people to fill the class and would like to schedule a class for March. The cost per attendee is about \$1,400 depending on the number of attendees for this four-day training delivered by Oracle University. Participants should have an aptitude for technical knowledge to get the full benefit of the training.
- **SANS Cyber Security Training**

We have received feedback from some of the SANS administrators about problems with the training videos. We have identified the videos affected and requested updated files from the vendor. After the updated files pass muster, we will move them into production. Administrators who contacted the SLMS Help Desk will be notified when the updated videos are available and the helpdesk tickets will be closed.
- **Bug Fix**

There was a bug with the programs feature that automatically set the completion date to 12/31/9999, if a user completed only one part of a program. We have fixed the bug; the system now shows the correct completion date.
- **SLMS Administrator Training**

The next SLMS Administrator training will be held towards the end of February. As soon as we have a location, we will post the activity in SLMS. This is a great opportunity not only for new administrators but also as a refresher for existing administrators. This training will be held simultaneously as an instructor-led classroom for those who want to attend in person and as a live webcast for those who cannot travel to Albany.
- **System Enhancement**

The activity roster has been increased to print a maximum of 1,000 learners on the roster. Previously, the limit was only 100, which made it difficult for those who have over 100 learners in an activity. If you have more than 1,000 enrollees, print a second roster that includes all learners.
- **Empire Knowledgebank**

If your agency is planning to use the Empire Knowledgebank program in 2013, please contact Kathy Napoli at (518) 486-1305 to secure your license purchase.

## Questions, Comments, Suggestions

- **Are host agencies supposed to be managing their ITS employees?**  
Yes. Host agencies will still retain hosted ITS employees in the hosting agencies' Learning Environments. They will be able to view records, manage training, and update employee information.
- **Can I create public queries?**  
No, you can only create private queries. Only SLMS Central Administrators can create Public Queries.
- **Previous training systems allowed administrators to create course evaluations and report those results. Is this feature available in SLMS?**  
Yes. You can create a survey as a Learning Component for an activity and then request a query report of those results.
- **How can an agency with many external learners instruct their learners to associate themselves with the agency?**  
Each agency will need to submit a change request with the names of facilities or organizations to be added to the organization list on the external registration form. Learners associate themselves with the agency by selecting their organization from the list on the external registration form.
- **What is the 2013 pricing for the Empire Knowledgebank libraries?**  
The new price is \$23.04 for the SkillSoft elearning and the 24/7 books bundled license. We don't yet know if that will be the flat rate or if it will decrease with the number of purchases. If there are any changes to pricing, we'll let the agency contacts know.
- **Is there any way to determine the course duration for the Empire Knowledgebank courses?**  
Recently, we received a new file from SkillSoft and one of the fields is *Course Duration*. We will be testing these courses and moving them into SLMS as soon as possible.
- **FEMA offers many online courses that our employees are required to take. Currently, we have to enter all of these activities manually. Are there any plans on integrating these courses into SLMS?**  
We have discussed this with the Division of Homeland Security and Emergency Services. They indicated there is no need to track these courses in SLMS.
- **Will release notes for ELM 9.2 be made available to administrators?**  
If you would like the release notes for Oracle's ELM 9.2, contact Kathy Napoli at **(518) 486-1305** and they will be sent when they become available.

**Reminder:** If you need any help 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](mailto:SLMSHelpDesk@goer.ny.gov).