

# Using the SLMS Learning Modules Player



# SLMS Learning Modules Introduction

Learning Modules will help you with specific tasks related to using the Statewide Learning Management System (SLMS).

The Learning Modules are accessed through a learning tool called the User Productivity Kit, also known as UPK. Sometimes you will see the three letters “UPK,” but know that these are all training tools that will allow you to learn how to use SLMS at your work station, at your own pace, and at a time that fits in your work schedule!

# Objectives

- In this presentation, you should learn:
  - UPK (or Learning Module) Technical Recommendations and Requirements
  - About the Learning Module Home Page
  - About Learning Module Playback Modes
  - About Learning Module Folders
  - About the Learning Module Hierarchy
  - How to Select and Play a Topic
  - How to Get Around in a Learning Module Simulation

# Technical Recommendations and Requirements

## Preparation

The purpose of the next few slides is to assist users with initial problem solving, in the event they experience problems with the SLMS Learning Module (or UPK) player.

***Internet Explorer Version:*** Be sure to verify that your version of Internet Explorer is capable of running the Learning Modules. **Version 6** or higher is required:

1. Open Internet Explorer
2. Click Help
3. Click About Internet Explorer

## *Pop-up Blockers*

The SLMS Learning Modules open in a new browser window. If you have a Pop-up Blocker activated, disable it. Note that you may have to contact your network administrator or IT staff to assist you with this task.

1. Open Internet Explorer
2. Access Tools > Pop-up Blocker > Turn Off Pop-up Blocker

# Technical Recommendations and Requirements

## *Screen Resolution*

Using the below screen resolution is the optimal way to view the Learning Modules:

1. Right click the Desktop
2. Left click Properties, opening the Display Properties box
3. Select the Settings tab
4. In the box titled Screen Resolution, use the slide bar to select 1024x768 pixels
5. In the bottom of the Display Properties box, click Apply
6. Click OK

# Technical Recommendations and Requirements

## *Enable Sound*

Be sure to check if the voice over for Recorded ILTs can be heard on your computer. The UPK player requires your computer to have Flash 9.0 or higher in order to hear UPKs with audio. Please follow the below steps to verify if you have Flash 9.0 or higher:

1. Navigate to <http://www.adobe.com/software/flash/about/>
2. In the Version Information box, it must say that you have version 9.0 or higher installed.
3. If not, it would need to be installed in order to hear Recorded ILTs. Contact your network administrator for assistance.
4. Transcripts in PDF form for the Recorded ILTs will also be available.

# SLMS Technical Recommendations and Requirements

## *Security*

Before accessing the "Try It!" portion of the SLMS Learning Modules player, it is recommended to change your Internet browser's security setting:

1. Open Internet Explorer
2. Access Tools > Internet Options > Security
3. Click the 'Custom Level' button
4. Under 'Miscellaneous', click the 'Enable' radio button for 'Allow script-initiated windows without size or position constraints'

*Note: You may need assistance from your agency IT staff for this task.*



# SLMS Learning Modules Player Technical Recommendations and Requirements

***Trusted Sites:*** Before accessing the "Try It!" portion of the SLMS Learning Modules, it is recommended to add the SLMS website to your internet browser's list of Trusted Sites:

1. Open Internet Explorer
2. Navigate to [www.nyslearn.ny.gov](http://www.nyslearn.ny.gov)
3. Access Tools > Internet Options > Security
4. Click the green Trusted Sites check mark
5. Click the Sites button
6. When the Trusted Sites window opens, uncheck the box for 'Require server verification (https:) for all sites in this zone'
7. Click the Add button
8. Check the box for 'Require server verification (https:) for all sites in this zone'
9. Click Close

# Using the SLMS Learning Modules Player

**UPK Home:** This is an overview of the SLMS (UPK) Learning Modules Player home page.

The screenshot shows a Mozilla Firefox browser window titled "UPK - SLMS Training". The address bar displays the URL "slms.goer.ny.gov/workgroups/SLMS\_UPK\_Modules/SelfEnrollActivitiesPr...". The page header includes the "Statewide Learning Management System" logo and a decorative banner. The main content area is divided into a left-hand menu and a central "Learner Overview" section. The left-hand menu contains a search bar and a "LEARNER" link. The "Learner Overview" section contains the following text and list:

**Learner Overview**

The Statewide Learning Management System provides several self-service features for both managers and learners. Self-service features enable learners to take part in their own learning path as well as improve the productivity of learning administrators. Self-service features that you can access through the Employee Self Service navigation path are available to all learners.

Learners can use the Statewide Learning Management System (SLMS) to:

- Search and browse the [catalog](#) to find learning activities and programs.
- Enroll in activities and programs.
- Drop activities and programs.
- Request activities that are not currently offered.
- Report [supplemental learning](#).
- Launch self-paced, online activities and live webcasts.
- Review and manage personal learning records.

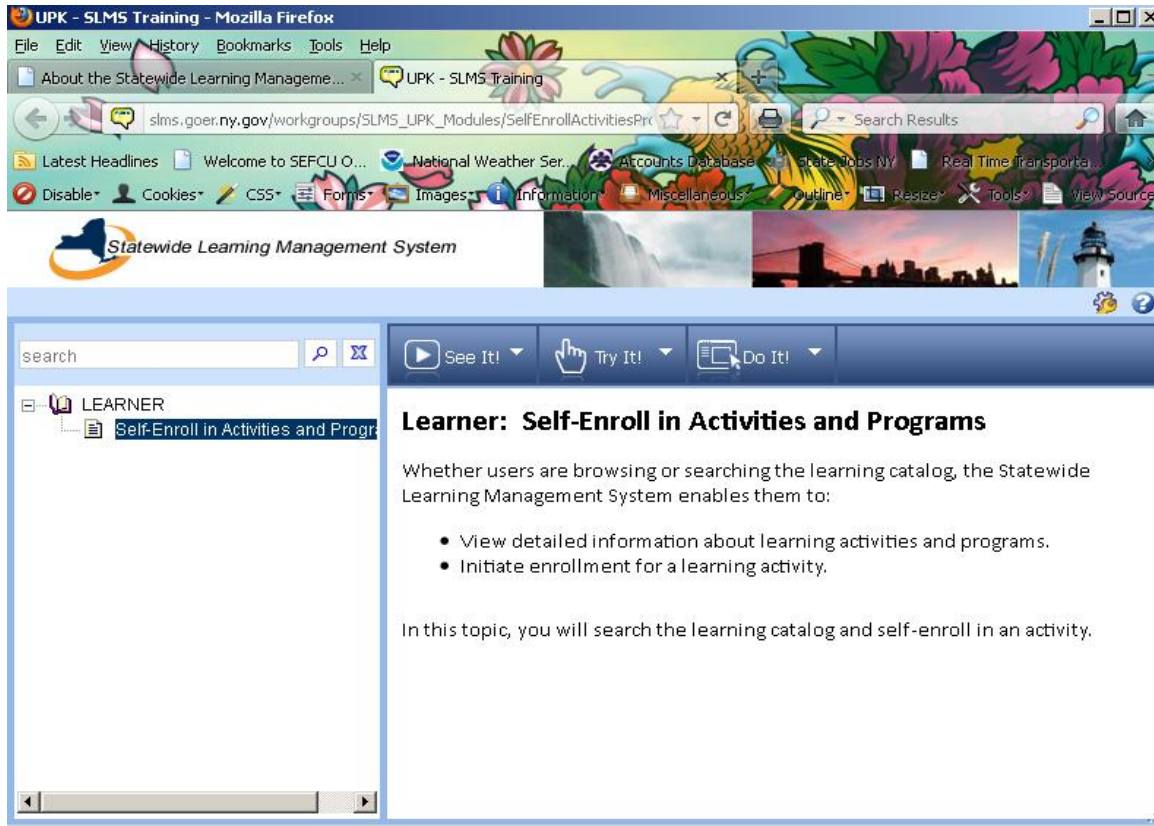
Internet Browser

Left Hand Menu

Content Pane

# Using the SLMS Learning Modules Player

**UPK Home:** This is an overview of the SLMS Learning Modules Player home page.



The screenshot shows a Mozilla Firefox browser window titled "UPK - SLMS Training". The address bar displays the URL "slms.goer.ny.gov/workgroups/SLMS\_UPK\_Modules/SelfEnrollActivitiesPr". The browser's toolbar includes various icons for navigation and search. Below the browser window, the SLMS Learning Management System interface is visible. It features a search bar, a navigation menu with "LEARNER" and "Self-Enroll in Activities and Progr", and a main content area. The main content area displays the title "Learner: Self-Enroll in Activities and Programs" and a description: "Whether users are browsing or searching the learning catalog, the Statewide Learning Management System enables them to:" followed by a bulleted list: "View detailed information about learning activities and programs." and "Initiate enrollment for a learning activity." Below the list, it states: "In this topic, you will search the learning catalog and self-enroll in an activity."



# Using the SLMS Learning Modules Player

The SLMS Learning Modules content has several ways of getting the information to you.

1. There is a feature called “Try It!”, and it allows you to walk through a task as if you were in the live SLMS system.
2. Another feature offered to you is called “Print It!”, which allows you to save or print a step-by-step job aid of the task you are trying to learn.



- Try it – Provides interactive instructions that guide users through tasks for SLMS

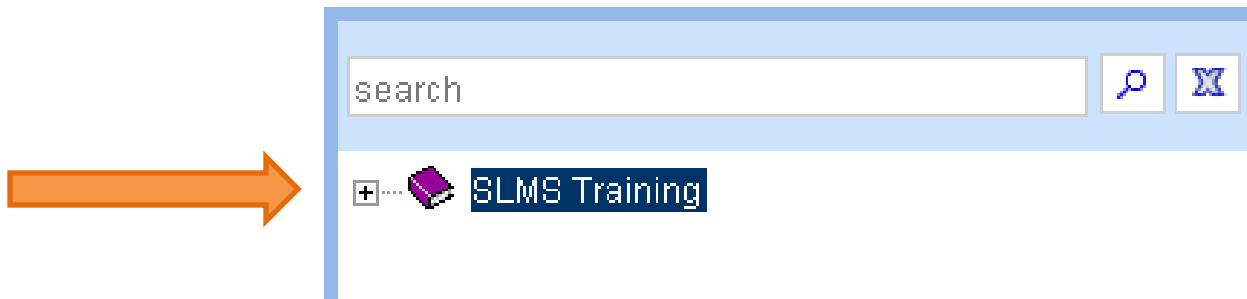


- Print it – A step-by-step job aid of the Learning Module task (without screen shots). Published as a Word document that may be printed or saved for later use.

# Using the SLMS Learning Modules Player

## Learning Modules Folders:

In the left hand menu, the Learning Modules Player is organized into a folder structure. To open the folders click on the plus sign.



# Using the SLMS Learning Modules Player

## SLMS Learning Modules Hierarchy:

The Learning Modules Player is organized into a folder hierarchy. The course outlines are structured as shown below:

- 1<sup>st</sup> Level - Represents the **Module** of study  
Ex: “Logging In to SLMS”
  - 2<sup>nd</sup> Level - Represents the **Course** of study  
Ex: “SLMS Roles”
    - 3<sup>rd</sup> Level - Represents the **Lesson** of study  
Ex: “Learner”
      - 4<sup>th</sup> Level - Represents the **Topic(s)** of study  
Ex: “Search the Catalog”

# Using the SLMS Learning Modules

## Select and Play a Topic:

*Click the + button to expand the hierarchy folders*

1. Expand Module level.   SLMS Roles

2. Expand the Course level.   PRIMARY ADMINISTRATOR  
 Learning Catalog

3. Expand the Lesson level.   Learning Catalog  
 Understanding the Learning Catalog  
 How the Catalog was Set Up

4. Select the desired Topic.   Understanding the Learning Catalog  
 How the Catalog was Set Up

5. Click the "Try It!" button. 



# Using the SLMS Learning Modules

## Navigating in an SLMS Learning Module Simulation:

Navigate between pages in the SLMS Learning Module simulation by following the on-screen instructions, or by selecting the Actions link.

The screenshot displays the Statewide Learning Management System (SLMS) interface. The main content area shows a search catalog simulation with a 'Try It!' button and an 'Actions' link highlighted by a red box. A red arrow points from the 'Actions' link to a separate 'Actions' window on the right. This window lists several navigation options: Next Step, Previous Step, Restart Playback, Help, and Close Topic.

Statewide Learning Management System

Home | Add to Favorites | Sign out

Favorites | Main Menu

Personalize Content | Layout ? Help

**My Learning**

- My Learning**  
View a summary of your learning activities, certification status, and objectives.
- All Learning**  
View your enrollment record, progress status, and schedule using selected filter options.
- Certification Status**  
View the status of completed certifications.
- Search Catalog**  
Search the learning catalog by title description or other selection criteria.
- Browse Catalog**  
Browse the learning catalog using subject-based categories and subcategories.
- Supplemental Learning**  
Request credit for learning completed outside the learning catalog.

**Try It!** **Actions** X

Search the Catalog

In this topic, you will learn how to Search the SLMS Catalog.

Press [Enter] to [start](#).

**Actions** X

- [Next Step](#)
- [Previous Step](#)
- [Restart Playback](#)
- [Help](#)
- [Close Topic](#)



Congratulations, you are now ready to  
begin using the  
SLMS Learning Modules Player!

*Should you have any questions on how to use the  
Learning Modules player, please contact the  
SLMS helpdesk at  
518 473-8087  
7:30 am – 6:00 pm, Monday – Friday  
or by email at [SLMSHelpDesk@goer.ny.gov](mailto:SLMSHelpDesk@goer.ny.gov)*