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

- **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.

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**Player Bar**

**Learner: Self-Enroll in Activities and Programs**

Whether users are browsing or searching the learning catalog, the Statewide Learning Management System enables them to:

- View detailed information about learning activities and programs.
- Initiate enrollment for a learning activity.

In this topic, you will search the learning catalog and self-enroll in an activity.
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.
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:

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

Select and Play a Topic:

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.

Click the + button to expand the hierarchy folders
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.
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