

UAccess LEARNING

Instructor Quick Reference Guide

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THE UNIVERSITY OF ARIZONA

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UAccess Learning: Instructor

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Record of Changes		
Date	Version #	Description
07/10/2014	1.00	Original
01/13/2015	2.00	Changed recommended component from Administer Class Rosters to Administer Class Rosters

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Training Guide
UAccess Learning: Instructor



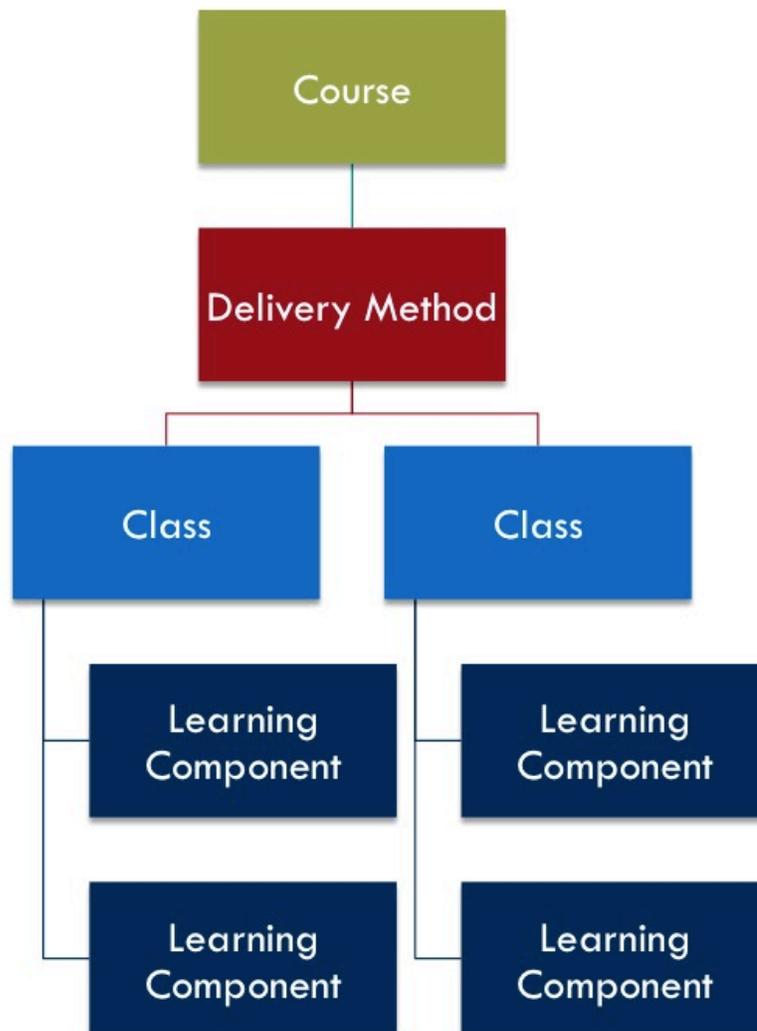
Introduction

This booklet is intended as a companion for the video and tutorial materials in the *UAccess Learning: Instructor* class.

It is also intended to be used as a quick-reference guide for instructors working in UAccess Learning who have already completed those tutorials and videos.

Course Structure

This chart is a companion to the Course Structure eLearning module that is part of the UAccess Learning Instructor course.



Where to Go and What to Know

These tasks are covered in detail in the step-by-step tutorials that are part of the *UAccess Learning: Instructor* class, and you can print those tutorials if you want hard copies of them. This list is intended as a quick reference for where to go to accomplish something and what to keep in mind as you do it.

Navigation is given from the Instructor Quick-Links on the UAccess Learning home page. You can also access these functions through the *Main Menu > Enterprise Learning > Instructor Tasks* and *Learner Tasks* sub-menus.

Using **Administer Class Rosters** gives you the most functionality in one screen. But, for those limited tasks (print roster, mark attendance, print certificates) that you can do through the **Schedule**, it is a useful shortcut.

View Your Schedule

View Schedule Quick-Link.

- *All* is the default view and shows short names for sessions and classes.
- *Daily* and *Weekly* show full names for sessions and classes.

Print a Roster

Session Roster (faster route): **View Schedule** Quick-Link, then select the session roster OR **Administer Class Rosters**, search for the class roster, then navigate to the Class Component and select the Instructor-Led Session.

Class Roster: **View Schedule** Quick-Link, then select the class roster OR **Administer Class Rosters** Quick-Link, and then search for the class roster.

- If you view the Class Roster, you will need to filter out any Learners with a status—such as Dropped—that you don't want to include in your printed roster.

Mark Attendance

Session Roster (faster route): **View Schedule** Quick-Link, then select the appropriate session roster.

Class Roster: **View Schedule** Quick-Link and select the class roster OR **Administer Class Rosters** Quick-Link and search for the class roster, then click the **Class Component** link, then click the sessions **Details** button.

- You can use the menus at the bottom of the roster to update attendance for multiple Learners at once.
- If the Learners' status does not update to *Completed* in the session roster after you mark attendance, then grades are required for the

class. If you think this is an error, contact your Department Training Administrators about changing the class to not require grading.

- Once you mark session attendance, the Learner's status for the class will update to *Completed*, *Not Completed*, or *In-Progress*, depending on whether other assignments are required.

Print Certificates

Class Roster: View Schedule Quick-Link and select the appropriate class roster OR **Administer Class Rosters** Quick-Link and search for the class.

- Learners can print certificates themselves from My Learning.
- Certificates are only available if the Learner(s) have completed the class.

*The tasks below can only be done through **Administer Class Rosters**.*

Enroll Learners

Administer Class Rosters Quick-Link, search for the class roster. Click the **Enroll New Learners** button at the bottom of the roster.

- You can add multiple Learners at once if you need to.

Manage a Waitlist

Administer Class Rosters Quick-Link.

- Until the Last Waitlist Enroll Date, Learners on the waitlist will automatically be enrolled in the class when someone else drops the class. They will receive a notification overnight letting them know that they have been enrolled.
- On and after the Last Waitlist Enroll Date, Learners are no longer automatically enrolled from the waitlist when someone drops. However, you can enroll them yourself if you want to. **NOTE:** *The system-generated enrollment notification goes out overnight, so you should directly notify any Learners who you enroll from the waitlist.*
- Check with your Department Training Administrator if you want to know how Last Waitlist Enroll Dates are set for your department's classes.
- Check with your Department Training Administrator for your department's policy on how to manage Learners who are still on the waitlist after your class concludes.

Drop Learners

Administer Class Rosters Quick-Link.

- The system-generated drop confirmation email will go out overnight, but it will not include any details about why you dropped

the Learner(s). If appropriate, you can use the roster to send them a message with more details.

Email/Notify Learners

Administer Class Rosters Quick-Link. Select the Learners you want to notify and use the drop-down menu at the bottom of the roster to do so.

- System-generated notifications go out overnight, but any messages you send manually are delivered immediately.
- Some instructors prefer to use the Notification function in UAccess Learning to get a list of Learner email addresses to copy and then email those Learners directly using their email client rather than through the Notification function. Doing so means you have a copy of the sent message in your outbox and any Learners who reply will be replying directly to you.

Manage Program (Curriculum & Certification) Rosters

Main Menu > Enterprise Learning > Learner Tasks > Administer Program Rosters

- You will only need to manage program rosters if you are responsible for a certification or curriculum.
- Programs and program rosters are covered in depth in the *UAccess Learning: Curriculum/Certification Coordinator* course, but are not included in the basic Instructor course. If you are charged with managing program, contact uaccesslearningcentraladmin@list.arizona.edu and request enrollment in the curriculum/certification coordinator course.

Glossary

Course

The top level in the catalog, defines what a particular training offering consists of and which Learners it should be available to. Course code is UA then a four digit number.

Delivery Method/Type/Learning Type

The way that a particular course is delivered. UAccess Learning includes five Delivery Methods.

Instructor-Led: The only requirement for completion is that the Learner attend an in-person group session (or sessions) with an instructor. There may be additional optional learning components. Start/End dates for class correspond with session date(s).

Webinar: The only requirement for completion is that the Learner attend a web-based session (or sessions) with an instructor. There may be additional optional learning components. Start/End dates for class correspond with webinar date(s).

One-on-One: The only requirement for completion is that the Learner attend an individual session (or sessions) with an instructor. There may be additional optional learning components. Start/End dates for class correspond with one-on-one meeting date(s).

Self-Paced: All required learning components can be completed at the Learner's own pace. Components may include eLearning modules, online assessments, videos, PDFs, etc. Start date is hidden and there is no end date.

Blended: Required components include **both** self-paced materials and a meeting with an instructor, whether that meeting is an in-person session, a webinar, or a one-on-one meeting. Start/End dates for class have at least a two-week buffer around the scheduled learning components to allow Learners to complete the self-paced assignments.

Class

A specific offering of a course. This is the level at which Learners enroll. Completion is automatically marked based on the completion of all required Learning Components. Class code is the course code plus an additional numeric suffix.

Learning Component

The specific tasks that must be completed for the Learner to complete the class.

Instructor-Led Session(s): In-person group meeting with an instructor. Completion is based on the instructor marking attendance. (Grading can also be required, but is rare.)

One-on-One Session: In-person appointment with instructor. Completion is based on the instructor marking attendance. (Grading can also be required, but is rare.)

eLearning: eLearning instructional module. Completion is typically automatically marked based on how many slides of the module the Learner reviews.

Assessment: eLearning evaluative component. Completion is typically automatically marked based on the Learner's score on the assessment.

Video: Video training materials. Depending on how they are set up, completion may be automatically marked based on the Learner clicking on the link to launch the video or on the Learner playing the entire video.

Assignment: PDF, form, or other material the Learner is required to review. Completion can be based on the Learner, Instructor, or Manager marking the assignment complete.

Materials: Supplemental materials, such as pdf copies of lesson books, slide decks, etc. Usually set as optional. Completion can be based on the Learner, Instructor, or Manager marking the assignment complete.

Webinar: Online meeting with an instructor.

Recorded Webinar: Recording of a live session that was held with an instructor. Depending on how the recording is set up, completion may be automatically marked based on the Learner clicking on the link to launch the video or on the Learner playing the entire video.

Class Evaluation: Link to web-based class evaluation. Usually marked as required. Completion is triggered by the Learner clicking on the link to the evaluation.

Program

A grouping of related courses or sub-programs. There are two types of programs: certifications and curricula.

Certification: A type of program that manages recertification and notifications for learning that the Learner must retake at regular intervals. For example, Information Security training that must be retaken on an annual basis would be managed within a certification program.

Curriculum: A type of program that groups together related courses or sub-programs to help Learners identify and complete related learning. For example, all travel-related courses can be grouped together into a travel curriculum regardless of which department offers the courses. There is no requirement that the Learner retake the curriculum later.

Status

Identifies what actions the Learner has taken on a class or program.

Enrolled: Learner has enrolled for the class but has not yet started work on it.

Registered: Learner has signed up for a program (curriculum or certification) but has not yet begun work on it.

In-Progress: Learner has started work for the class or program. In a class, that may mean that they have completed one of the required components or that they have started one or more of the required components. In a program, it may mean that they have enrolled in one or more of the classes that comprise the program or that they have completed one or more of those classes.

Completed: Learner has finished all required learning components for a class, or Learner has completed all classes required for the program.

Waived: An administrator has waived the requirement that the Learner complete the course or program.

Waitlisted: Learner has attempted to enroll for the class, but it was full. Learner will automatically be enrolled depending on drops, their priority on the waitlist, and the Last Waitlist Enroll Date.

Planned: Course, class, or program has been added to the Learner's Learning Plan, but the Learner has not yet enrolled or registered.

Requested: Learner has submitted a learning request for a course, but it has not yet been offered.

Offered: A Department Training Administrator has offered this class in response to the Learner's learning request.

Warning: Certification only. A certification is due to expire soon. The Learner can complete the Recertification program during the warning period. If they do not, the certification will expire.

Expired: Certification only. The Learner did not complete the Recertification in the warning period, so the certification expired. The expired certification will stay on the Learner's Certifications page, and the Learner will need to re-register for the original certification program and complete it.

Not Completed: Learner did not complete the requirements in the allotted time. Applies primarily to programs.