



# ULearn Tech Tips

University of Miami

Professional Development Training Office

## Special Interest Articles:

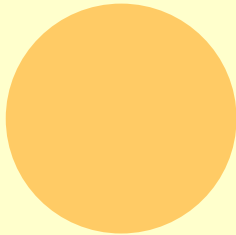
- Creating an Offering of an ILT Course
- Registering for and Completing a CBL



## The tips...

The purpose for publishing ULearn Tech Tips is to share information on ULearn with the managers and administrators.

Tech Tips is a source of information on how to use ULearn to manage your employees' development needs. It is also a place to receive ongoing and future updates to the system. Feel free to send suggestions, best practices and short cuts you have experienced with the system to Susan Wiggins at [swiggins@miami.edu](mailto:swiggins@miami.edu).



## Individual Highlights:

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## What ULearn does...

ULearn captures the existing relationships between learners, jobs, organizations and training by allowing you to create these objects as related objects in ULearn.

All objects are organized into functional groups called domains. These domains allow you to organize learners, jobs, organizations, and training into individually managed hierarchical structures. Domains can be used to

segment your training environment and configure these segmented sections differently.

Domains are used to manage all primary objects in ULearn including learners, jobs, organizations, learning activities and resources. All of these objects are interrelated to emulate real life scenarios, allowing you to capture and manage day-to-day relationships.






### Manager Mode



Manager mode offers users information about training and compliance management for other LMS users that they manage. This mode allows a manager to view registered activities, assigned activities and transcripts for individual users.

To Select a User - In manager mode, go to the upper right hand corner and select the Workgroup change

button . From the Select User window, search for the user and click OK at the bottom of the window. The user's learner information is viewable.



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After the user is selected you can:

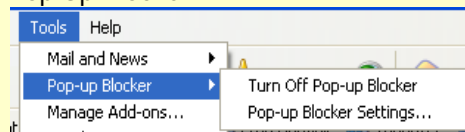
- View user's registration schedule - From the green ribbon, click on Learn>Training Schedule
- View user's assigned training - From the green ribbon, click on Access>Training Analysis
- View/Print user's transcript - From the green ribbon, click on Learn>Learning Activity Reports>Learning Transcript



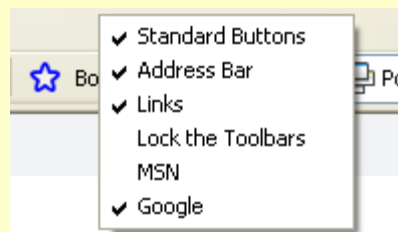
*Tech Tips is a source of information on how to use ULearn to manage your employees' development needs.*

### Registering for and Completing a CBL


Before launching a CBL, the user must disable any pop up blockers from the browser and also disable any additional toolbars installed. To disable the browser pop up blocker, go to Tools>Pop Up Blocker>Turn off Pop Up Blocker.

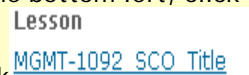


The user must also disable all third party toolbars, e.g. Google, Yahoo, MSN... To disable, right click on the task bar and uncheck the specific toolbars.





After disabling the pop up blockers and toolbars, the user is ready to launch a CBL.


Click on the green button  to open the Intellinex SCORM Player window. At the bottom left, click on Lesson



the lesson link [MGMT-1092 SCO Title](#) to start the CBL. Once the CBL is completed, the user is brought back to the Intellinex SCORM Player window. The user must click the

blue Close button  to submit a completion date and score to the user's transcript. If the user closes using the close window button

at the top right , the completion date and score will not be submitted and will not show up on the user's transcript.

Close the CBL by using the blue Close  button.

To view a tutorial on how to disable pop up blockers click here <http://pdto.miami.edu/ULEARN/Admindemos/PopUp.htm>.



Ashe Administrative Building - Coral Gables



## Creating an Offering of an ILT Course

This article provides a quick checklist and serves as a reminder to administrators of the properties required to create an offering.

There is a reference guide for administrators, which gives detailed instructions on learning activities and creating a learning activity offering.

Creating a Learning Activity Offering

**Admin Mode>Learn>Learning Activities**

Search for the ILT Course by typing the course name in the search box

Select the course by clicking on the Boolean

and click **GO** by **Offering of selected activity** ▼.

Offering Wizard displays

Do not select dates here. *This will create a session.*

Check the time zone - American/New York.

Enter maximum capacity and select the button that reads build offering.

Learning Activity Properties

*Switch to advanced view.*

**Properties:**

**General** - Offering of - Remove from the activity title

Activity type - Verify

Activity code - Enter

**Status** - Uncheck Hidden for search results in Learner and Manager Mode.

**Schedule:**

**General** - Enter start date and time and end date and time.

**Registration:**

**Availability** - Check Open for Registration, enter maximum capacity, minimum is optional.

**Resources:**

**Instructors** - Add instructor(s); *if user is not in the Instructor list, contact PDTO.*

**Location** - Add location of offering; *if location is not available, contact PDTO*

Publish Activity:

Click **Ready for Production**

Click **Move to Production**

If you are responsible for creating learning activity offerings and have reviewed this checklist but are not clear about the properties, procedures or terminologies, you should request training by contacting PDTO. The training is about an hour and explains all the features of the Learning Activity properties page and how to create an ILT course offering.



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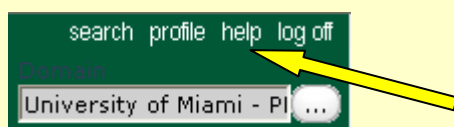
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*ULearn can help you  
be successful at UM*

## Support for ULearn...

There are many different ways to get information regarding ULearn: ULearn help link, email support, phone support, and now, Tech Tips.

When logged into ULearn, there is a help link at the upper right hand corner of the screen.



The help link provides different information depending on which mode you are in. In learner mode, the help link provides information regarding learner tasks, in manager mode, the help link provides information regarding manager tasks, etc. You can look up topics by selecting Contents, Index or Search.

You can also submit a technical question through email support. Email support is monitored at various times throughout the business day. The email

address is [ulearn@miami.edu](mailto:ulearn@miami.edu). There is also a link for email support on the ULearn web site.

The ULearn web site <http://ulearn.miami.edu> (no www) is filled with numerous instructions and tutorials. To access the site go to [www.miami.edu](http://www.miami.edu) >Faculty & Staff>Professional Development and Training>click on the ULearn link from the red circle.

Phone support is available by calling either of the PDTO offices:

Gables Campus 305-284-5110  
MSOM Campus 305-243-3090

Adding to these many resources is Tech Tips. Tech Tips is especially for managers and administrators of ULearn. Each issue will feature specific articles to help familiarize you with the system.

## Additional Users

In addition to regular employees, four other job status classifications are included as ULearn users: LY - Leave, PF - Part-time Temporary/Faculty, RH - Working Retiree Part-time Temp, and RS - Resident.

This will allow employees on leave to continue with their professional learning management. The retired employee working part time will be able to complete his or her mandatory and compliance trainings.

## About Professional Development and Training Office...

The Professional Development and Training Office supports the mission of the University by collaborating with training partners to ensure professional

development learning activities and interventions meet the leadership and strategic initiatives of the individual entities within the University.

*We're on the Web!*

See us at:

[ulearn.miami.edu](http://ulearn.miami.edu)