

Moving Courses between Learn Centers

Purpose

This document outlines the procedures for moving courses and assessments from the Technical Internal Learn Center to the Systems Internal Learn Center.

A course contains our web-based training in the Learn Center so that it can be accessed and so that users can receive credit for taking it. The course shell is provided by the Learn Center and we put the content into it that we want the user to access.

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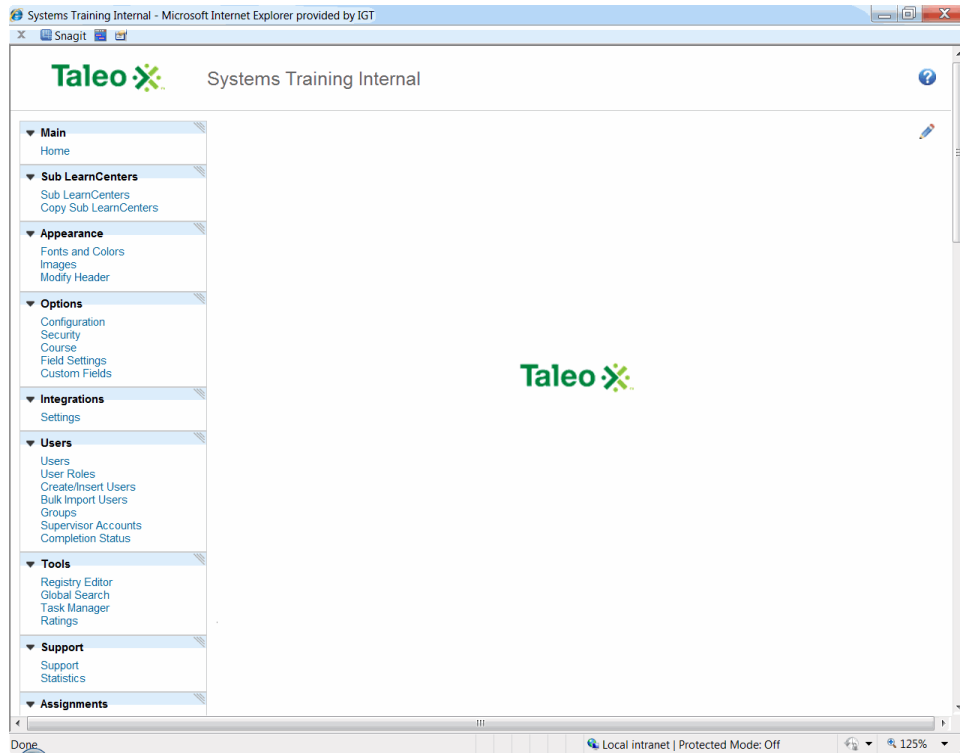
Put together course information

Before you go into the Learn Center to move the course, you need which courses are being moved and if they have an assessment.

Log into the Control Panel

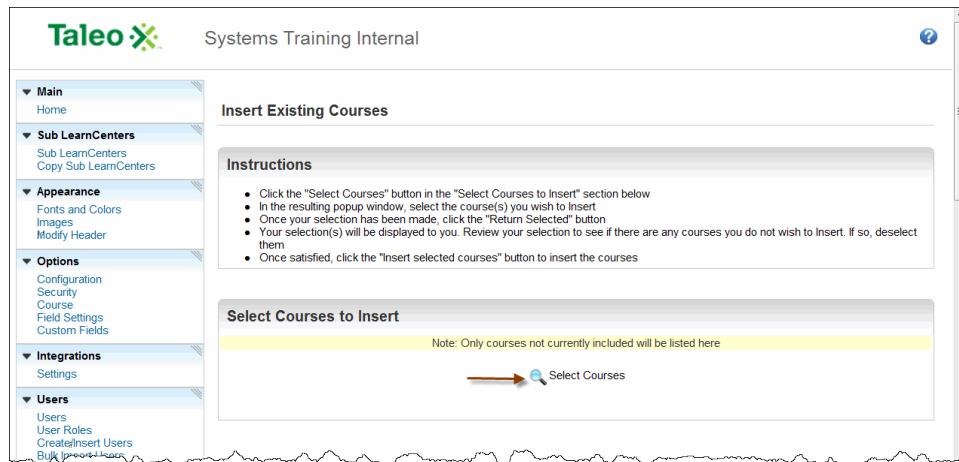
1. Open the Learn Center.
2. Scroll down to the Management login.
3. Click ControlPanel.

The Control Panel appears in a new window.



Insert Course

1. You need to be logged into the Control Panel.
2. Scroll to the Courses option and choose Insert Existing Course.



3. Click Select Courses.
4. Search for the Course you are moving.

Instructions
 Courses that were previously selected may appear disabled and therefore would not be available for deselection. Use the option adjacent of the respective course name to select the desired courses, then click the 'Return Selected' button.

Filters (click the icon to toggle advanced filter view)

Course Titles Beginning With: [Show All] [0-9]
 ABCDEFGHIJKLMNOPQRSTUVWXYZ

Combination Filters: Select criteria from any or all filters

Courses created:
 Any type
 with the AICC Importer
 with the SCORM Importer
 within the LearnCenter

Courses Location:
 Are in the Public Catalog
 were written in this LearnCenter
 Were written by you
 Top-level only

Course Titles:
 containing beginning with

Courses in this Skill/Category:
 Skills: [Select one]
 Categories: [Select one]

Display records per page

Course/Class List

Current Filter { Created by any type
 Title contains "next"

Denotes a course
 Denotes a class

Return Selected

1 record returned.

<input checked="" type="checkbox"/>	Title	Type	Created Date	Status	Actions
1 <input checked="" type="checkbox"/>	Next course		1/10/2011 12:06 PM (GMT-08:00)	New	

5. Check the checkbox and click Return Selected.



If you click on the name of the course, the course shell will open and you will be able to edit the course.

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Insert Existing Courses

Instructions

- Click the "Select Courses" button in the "Select Courses to Insert" section below
- In the resulting popup window, select the course(s) you wish to insert
- Once your selection has been made, click the "Return Selected" button
- Your selection(s) will be displayed to you. Review your selection to see if there are any courses you do not wish to insert. If so, deselect them
- Once satisfied, click the "Insert selected courses" button to insert the courses

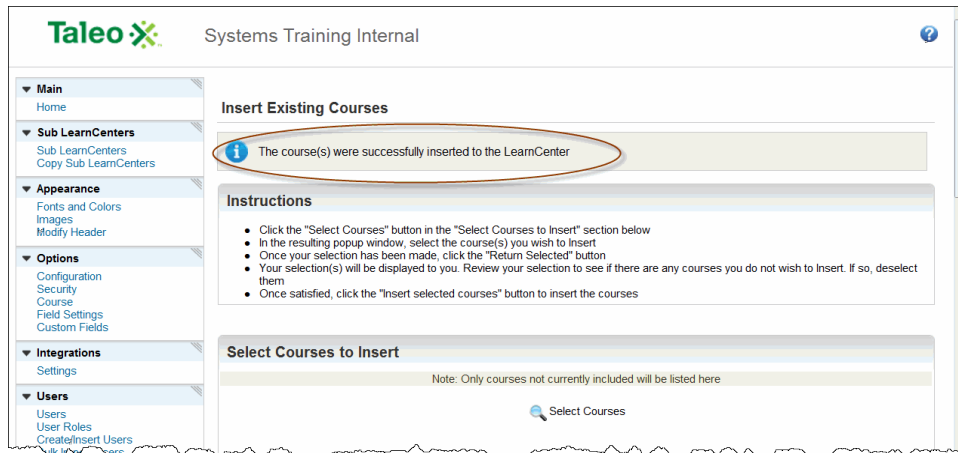
Select Courses to Insert

Note: Only courses not currently included will be listed here

Select Courses

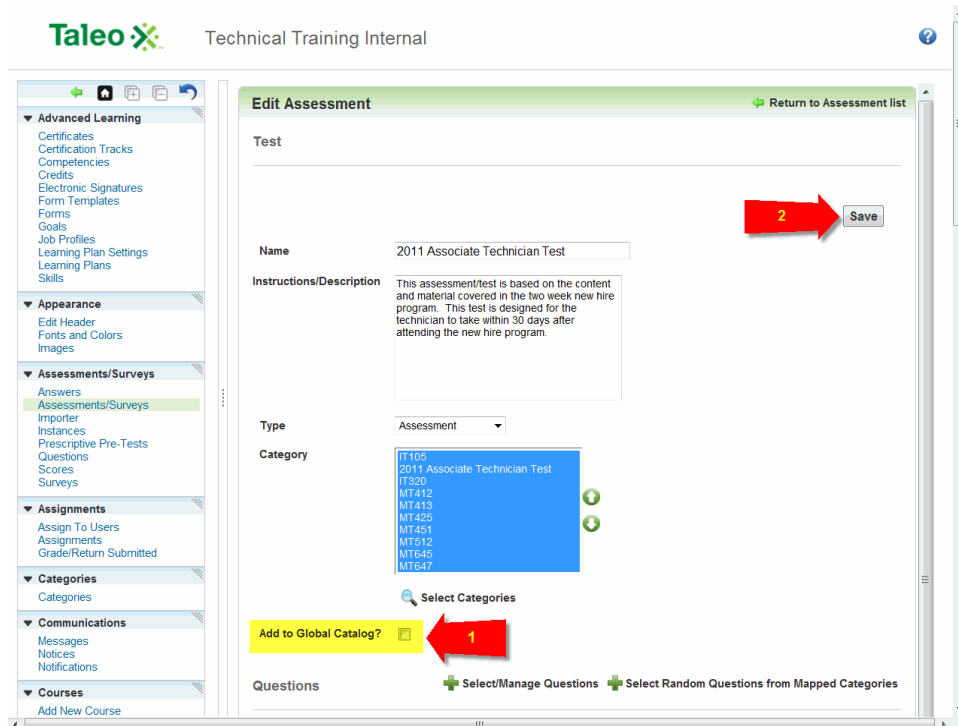
Insert	Course title:
1 <input checked="" type="checkbox"/>	Next course

6. Click Insert Selected Courses.



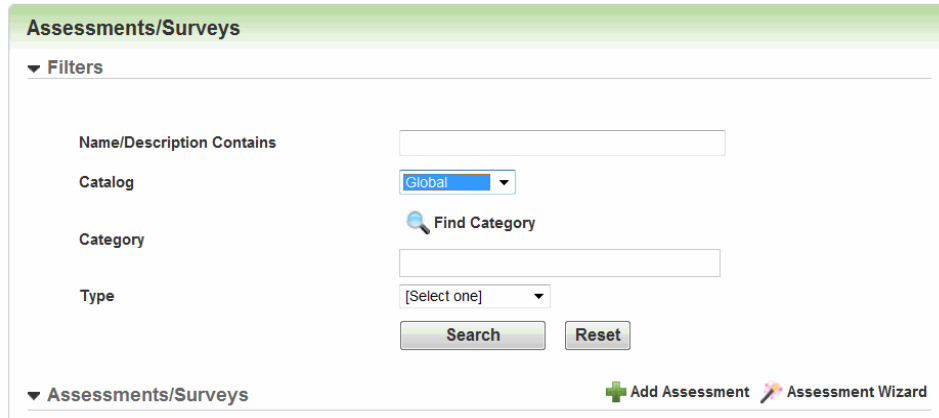
Move Assessment

1. From the old Learn Center, go into the Control Panel. Choose Assessments/Surveys from the Assessments/Surveys menu.
2. View the Assessment Properties of the desired assessment or survey.



3. Check the *Add to Global Catalog?* checkbox.
4. Click **Save**.

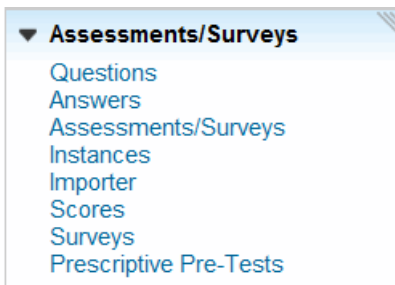
5. To locate the assessment in the new Learn Center, under Filters, choose *Catalog: Global*.



The screenshot shows a web interface for 'Assessments/Surveys'. At the top, there is a green header with the text 'Assessments/Surveys'. Below this is a section titled 'Filters' with a downward arrow. The filters include: 'Name/Description Contains' with a text input field; 'Catalog' with a dropdown menu showing 'Global'; 'Category' with a 'Find Category' button; and 'Type' with a dropdown menu showing '[Select one]'. At the bottom of the filter section are 'Search' and 'Reset' buttons. Below the filters, there is a section titled 'Assessments/Surveys' with a downward arrow, and two buttons: 'Add Assessment' (with a plus icon) and 'Assessment Wizard' (with a wizard icon).

Attach Test

1. In the Control Panel, from Assessments/Surveys, select Instances.



2. Click Create Instance.

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Instances

Definition: Instances can be defined as the administration rules governing the test as the learner completes the exam. The test, its respective questions and answers remain unaltered in any way, other than question and answer order for specified randomized testing.

Creating an Instance also creates a "snapshot" of the mapped assessment and all mapped questions and answers. Every time the instance is administered, the snapshot is utilized in displaying the questions and answers. Any subsequent changes made to any mapped question or answer will not be reflected unless you create a new Instance.

Filters

Title Contains:

Status: Active

Search **Reset**

Instances

[Create Instance](#) [Change Status](#)

170 results returned. Page 1 of 4

Status	Instance Title	Actions
1 ✓	ADI Survey	
2 ✓	ADI Survey	
3 ✓	ADI Survey	
4 ✓	ADI with Aaron Miller survey	

3. Click Select Assessment.

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Create Instance

[Return to Instances List](#)

Instructions

Select Assessment

[Select Assessment](#)

Name:

Pre-Instructions:

Post-Instructions:

Status: Active Inactive

Note: Pre- and Post-Instructions are capable of accepting HTML characters.

4. In the Filters window, search for the assessment.



Remember to use the Global Catalog.

The screenshot shows a web browser window titled "Assessment/Survey Selector - Microsoft Internet Explorer provided by IGT". The main content area is titled "Assessment/Survey Selector" and contains a "Filters" section. Under "Filters", there is a sub-section "Combination Filters: Select criteria from any or all filters". This section includes two columns of radio button options: "Type" (with options: All test types, Assessment, Survey/Evaluation, Appraisal, User Assessment) and "Catalog" (with options: LearnCenter, Global, Both). Below these is a "Name/Description:" section with radio buttons for "containing" and "beginning with", and a text input field. To the right is a "Category:" dropdown menu with "[Show All]" selected. At the bottom of the filter section are a "Display 50 records per page" dropdown, a "Search" button, and a "Reset" button. Below the filter section is another "Assessment/Survey Selector" header and a message box that reads: "Current criteria has been preset. Make any customizations to the current scriteria and click 'Search' to display your results." The browser's status bar at the bottom shows "Done", "Local intranet | Protected Mode: Off", and a zoom level of "125%".

5. Click Apply Filter.
6. Select the correct assessment and click Return selected.

Assessment/Survey Selector

Filters

Combination Filters: Select criteria from any or all filters

Type:

All test types

Assessment

Survey/Evaluation

Appraisal

User Assessment

Catalog:

LearnCenter

Global

Both

Name/Description:

containing beginning with

Category:

Display records per page

Assessment/Survey Selector

Return Selected

3 results returned. Page 1 of 1

	Name	Type
1	<input checked="" type="radio"/> Example test for user conference	Assessment
2	<input type="radio"/> Request Certification be mapped to user account.	Survey/Evaluation
3	<input type="radio"/> User Conference Test	Assessment

7. Add the pre and post instructions.

- **Pre-Instructions:**
 You must pass the test in order to get credit for this course. You will be able to take the test as many times as you want – only the highest score will be counted. Good Luck!
 To start this test, click the Next button above.
- **Post-Instructions:**
 Thank you for taking the test.

If you passed: Congratulations! You have received credit for this course.

If you did not pass, we suggest that you rewatch the WBT before attempting the test again.

In order to complete the course and leave feedback, please click the Exit button above.

8. From the Item Association drop-down list, choose Course.
9. Click Select Course.

Item Association

Select the item type to associate the assessment with: Course

Select the specific course to associate with the instance. Select Course

10. In the Course Selector window, choose Course Created: Any type. Under Course Titles choose containing and enter part of the WBT title.

Select Courses

Instructions
Courses that were previously selected may appear disabled and therefore would not be available for deselection. Use the option adjacent of the respective course name to select the desired courses, then click the 'Return Selected' button.

Filters (click the icon to toggle advanced filter view)

Course Titles Beginning With: [\[Show All\]](#) [0-9]
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Combination Filters: Select criteria from any or all filters

Courses created: <ul style="list-style-type: none"><input checked="" type="radio"/> Any type<input type="radio"/> with the AICC Importer<input type="radio"/> with the SCORM Importer<input type="radio"/> within the LearnCenter	Courses Location: <ul style="list-style-type: none"><input type="checkbox"/> Are included in this LearnCenter<input type="checkbox"/> Were written by you<input type="checkbox"/> Individual SCOs
Course Titles: <ul style="list-style-type: none"><input checked="" type="radio"/> containing<input type="radio"/> beginning with <input type="text" value="111"/>	Courses in this Skill/Category: <ul style="list-style-type: none">Skills: [Select one]Categories: [Select one]

Display 50 records per page

Course List

Current Filter { Created by any type
Title contains "111"

The latest filter you applied has been automatically preset, but not applied yet. Make any modifications necessary or click on 'Search' now to use the preset information.

11. Click Apply Filter.

Courses that were previously selected may appear disabled and therefore would not be available for deselection. Use the option adjacent of the respective course name to select the desired courses, then click the 'Return Selected' button.

Filters (click the icon to toggle advanced filter view)

Course Titles Beginning With: [Show All] [0-9] ABCDEFGHIJKLMNOPQRSTUVWXYZ

Combination Filters: Select criteria from any or all filters

Courses created:

- Any type
- with the AICC Importer
- with the SCORM Importer
- within the LearnCenter

Courses Location:

- Are included in this LearnCenter
- Were written by you
- Individual SCOS

Course Titles:

- containing
- beginning with

Courses in this Skill/Category:

Skills: [Select one]

Categories: [Select one]

Display 50 records per page

Course List

Current Filter { Created by any type
Title contains "template"

Return Selected

4 records returned. Page 1 of 1

	Title	Type	Created Date	Status	Actions
1	<input type="radio"/> Articulate Template		3/4/2010 11:53 AM (GMT-08:00)	New	<input type="checkbox"/>
2	<input type="radio"/> AT&T Connect OD Course Template		7/7/2008 1:13 PM (GMT-08:00)	Open	<input type="checkbox"/>
3	<input type="radio"/> AT&T Connect OD One-part Template		4/9/2009 10:50 AM (GMT-08:00)	New	<input type="checkbox"/>
4	<input type="radio"/> AT&T OD One-part template no test		7/7/2010 2:03 PM (GMT-08:00)	New	<input type="checkbox"/>

12. Select the correct assessment and click Return selected.

Options

Time limit (in minutes):

Paging: Show All

Show # of Questions per page

Show Questions grouped by Category

Limit # of views:

Limit # of submissions:

Completion Credits:

Randomize question order: No Yes

Randomize answer order (multi-choice questions only): No Yes

Show missed questions only: No Yes

Type of assessment:

Show results: No Yes

Show details: No Yes

Show author feedback: No Yes

Required: No Yes

Show results in Gradebook: No Yes

Score of record for course: No Yes

Minimum passing score for completion (percentage):

Post Comments:

13. You will be returned to the Create Instance window. Fill in Options:

- Time Limit – 0

- Paging – if under 5 questions, Show All, otherwise, Show 1 question per page
- Limit # of views – 0
- Limit # of submissions – 0
- Completion Credits – 0
- Randomize question order – Yes
- Randomize answer order – No (if using All/None of the above)
- Show missed questions only – No
- Type of assessment – Post-test
- Show results – Yes
- Show details – No (For Technical courses, choose Yes, then Show incorrect responses only – Yes, Show user reponses only – No, Show point value - Yes)
- Show author feedback – Yes
- Required – Yes
- Show results in Gradebook – Yes
- Score of record for course – Yes
- Minimum passing score for completion (percentage) – 80
- Post Comments – DO NOT USE

14. Click **Save**.

The screenshot shows a web form with a header bar labeled "Customized Results Display". Below the header, there is a checkbox labeled "Customization Required:" which is currently unchecked. At the bottom of the form, there is a dark button with the text "Save" in white.

Post course

The course needs to be posted on the self-paced courses page and the What's New page. It may also need to be made into an assignment. Send the information to the appropriate Learn Center administrator.