

CLC Job Sheet: Assigning a Learning Plan

Version 2.0, 10/12/11

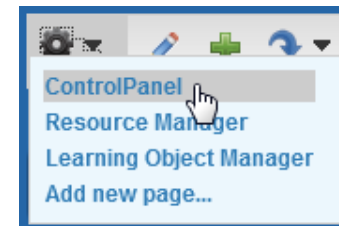
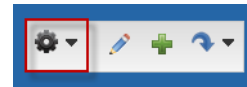
This Job Sheet describes how a facilitator can assign a learning plan (formerly known as a “development plan”) to a student as well as how to remove a student from a learning plan. The Commerce Learning Center (CLC) refers to this as “mapping” a user to a learning plan. Learning plans allow the facilitator to assign all the lessons of a given course at one time.

Assumptions:

- The User is logged into the system and has proper permissions to accomplish this task.
- The User is familiar with the Control Panel.
- Remember, the Internet Explorer browser is required to work in the Control Panel.

1.0. Display the Control Panel

- After logging in, click on the Management menu (left, red box) and select “Control Panel” (right).
- The Control Panel will open in a new window.
(Remember to turn off your popup blocker for doc.learn.com.)



2.0. Click “Learning Plans” on the Control Panel

- Under the menu titled “Advanced Learning”, click “Learning Plans”



3.0. Search for the desired learning plan

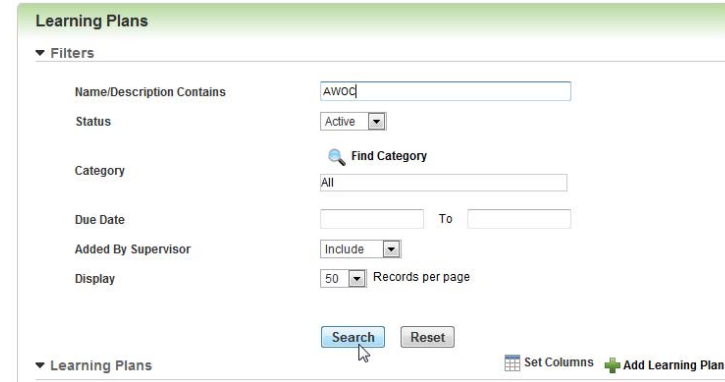
3.1. Expand the “Filters” section

- If the “Filters section is collapsed, expand it by clicking on the triangle next to “Filters” (red box).



3.2. Search for the learning plan

- Type a few key words in the text box labeled “Name/Description Contains:”
- Click “Search”
- Scroll down to find the desired course



3.3. Sort search list

- Clicking the category header will sort the search list by that category.

4.0. View properties of desired learning plan

- Click “properties” icon (red box) to the right of the desired learning plan



5.0. Access “Select Users” Window

5.1. Select “Users” from the “View Mapped” drop down box

- The “View Mapped” drop down box can be found in the “Learning Plan Mapped Items” section of this page
- The items in the dropdown menu are based upon permissions. You may not see all of the items. If you are missing the "Users" item, contact your CLC Administrator to request additional permissions.

Learning Plan Mapped Items

Map/Unmap Training Refresh Sequencing

View mapped [ALL] [Sequenced Training Items] [Assessment Instances]

66 items available, showing 1-10 Page 1 of 7

Name	Due Date	Sequence #
AWOC Winter FY2012 Orientation	5/4/2012	1
AWOC Winter IC 2.1: Why Certain Products are Issued	5/4/2012	2
AWOC Winter IC 2.2: Forecast and Product Collaboration	5/4/2012	3
AWOC Winter IC 3.1: Road Weather Overview	5/4/2012	4
AWOC Winter IC 3.2: Weather Impacts & Surface Transportation Management Strategies	5/4/2012	5
AWOC Winter IC 3.3: Tools for Monitoring Road Weather	5/4/2012	6
AWOC Winter IC 3.4: The NWS-Ground Transportation Partnership	5/4/2012	7
AWOC Winter IC 3.5: Comparing Timelines of NWS Products	5/4/2012	8
AWOC Winter IC 4.1: Using CPC Products	5/4/2012	9
AWOC Winter IC 4.2: Climatological Degree of Rarity of Hazardous Winter Weather	5/4/2012	10

66 items available, showing 1-10 Page 1 of 7

Note: Changes made may not be reflected until refresh sequencing is clicked.

5.2. Click “Map/Unmap Training” Button

- To add (or remove) a user, click the “Map/Unmap Training” button (red box).

Learning Plan Mapped Items

Map/Unmap Training Refresh Sequencing

View mapped Users*

39 items available, showing 1-10 Page 1 of 4

5.3. Click “Map to Learning Plan” Button

- Click “Map to Learning Plan” to add a new user.

Item Mappings

Return To Learning Plan

Filters

View Mapped Users*

Pagination 50 items per page

Item Mappings

Map to Learning Plan Change Status

39 items available, showing 1-39

6.0. Map User to Learning Plan

6.1. Search for a specific user

- A new window will appear
- Search by first and/or last name (red box) or by using user groups (blue box)
- Search for a specific group by using User Groups (blue box). Every DOC component with their own NFC Org Code has a User Group that is automatically maintained.
- Click “Search”

Users Selector

► Instructions

▼ Filters

Usernames Beginning With [Show All \[0-9\]](#)
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Combination Filters Select criteria from any or all filters

Field(s) containing

Username

First Name

Last Name

Users With Status

Denied Pending

Approved Removed

Disabled Access

Category Default Group

User Group

Content Reviewers

LearnCenter Management

NWSTC

Sample

sIBudgetOfficer

sSpecialApproval

sTrainingOfficer

Group List Current Group

Show Users

Display 50 users per page

Search Reset

6.2. Select specific user(s)

- Select specific user(s) by checking the box to the right of the user’s name

▼ Users List [Return All](#) [Return Selected](#)

5 users available, showing 1-5

Username ▲	Last Name, First Name	Status	Actions	<input checked="" type="checkbox"/>
INSTRUCTORNWSTC1	Instructor (I), NWSTC	Approved		<input type="checkbox"/>
NWSTESTUSER3	Student3, NWS	Approved		<input type="checkbox"/>
NWSTESTUSER4	Student4, NWS	Approved		<input checked="" type="checkbox"/>
NWSTESTUSER5	Student5, NWS	Approved		<input type="checkbox"/>
SF182NWSADMIN	Administrator, NWS SF182	Approved		<input type="checkbox"/>

5 users available, showing 1-5

[Return Selected](#)
















National Weather Service - Warning Decision Training Branch

6.3. Return selected user(s)



- Click “Return Selected” button at the top or bottom of the page (red box) to map the selected user(s) to the chosen learning plan. This will close the “Users Selector” dialog and fill the originating box with the usernames of the selected user(s)
- To add all users in the list simply click “Return All” button (blue box). This will map all the users in the list to the chosen learning plan and close the “Users Selector” dialog.

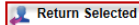
Users List

5 users available, showing 1-5

Username ▲	Last Name, First Name	Status	Actions	✓
INSTRUCTORNWSTC1	Instructor (I), NWSTC	Approved	  	<input checked="" type="checkbox"/>
NWSTESTUSER3	Student3, NWS	Approved	  	<input type="checkbox"/>
NWSTESTUSER4	Student4, NWS	Approved	  	<input type="checkbox"/>
NWSTESTUSER5	Student5, NWS	Approved	  	<input type="checkbox"/>
SF182NWSADMIN	Administrator, NWS SF182	Approved	  	<input type="checkbox"/>

5 users available, showing 1-5



6.4. Return to Originating Page

- After clicking the “Return Selected” or “Return All” button, you are returned to the originating window where you will see your selected users in the “Item Mappings” list
- Saving the learning plan is not required to save the newly mapped user(s)

Commerce Learning Center - Job Sheet

7.0. Remove a User from a Learning Plan

- Select the user in the “Item Mappings” list
- Click “Change Status”
- A warning will appear and ask if you want to continue. Click “OK.”
- User is now removed from the learning plan

The screenshot displays the 'Item Mappings' section of the Commerce Learning Center. At the top right, there is a 'Return To Learning Plan' link. Below this, a 'Filters' section includes a 'View Mapped' dropdown set to 'Users*' and a 'Pagination' section set to '50 items per page'. The main area is titled 'Item Mappings' and contains a table with two items. The table has columns for 'Name', 'Due Date', and 'Actions'. The first row is for 'ADMINASANTO' with a due date of '5/18/2011'. The second row is for 'NWSTESTUSER4' with a due date of '10/13/2011'. Each row has an 'Actions' column with icons for adding, deleting, and changing status. A mouse cursor is pointing at the 'Change Status' button in the second row. Above the table, there are buttons for 'Map to Learning Plan' and 'Change Status'.

Name	Due Date	Actions
ADMINASANTO	5/18/2011	[Add] [Delete] [Change Status]
NWSTESTUSER4	10/13/2011	[Add] [Delete] [Change Status]

8.0. Task Complete!