



**SLMS Training**  
**Primary Administrator**  
**Webinar**

**November 7, 2011**

One-Day Training

**Prerequisites**

View Videos: Learner, Manager/Supervisor, and Administrators

Trainers

Jim Sammons, SLMS Project Team  
and

Eliot Cresswell, Project Staff Associate,  
Professional Development Program, Rockefeller College, SUNY Albany

## SLMS Webinar Agenda November 7, 2011

<b>Module 1: SLMS Overview</b>		<b>9:00 AM - 10:05 AM</b>
Get acquainted/ Overview		9:00-9:05
Learning Resources (websites)		9:05-9:10
Understanding the Learning Catalog		9:10-9:25
Learning Environments vs. Learner Groups		9:25-9:35
Making SLMS Our Own		9:35-9:40
How the Catalog is Set Up		9:40-9:45
SLMS Roles		9:45-9:55
Break		9:55-10:05

<b>Module 2: Learner and Manager Roles</b>		<b>10:05 AM - 11:05 AM</b>
Learner Tasks		10:05-10:30
Search vs. Browse the Catalog		
Enrolling and Viewing Activity Details		
All Learning Page		
Supplemental Learning		
Learning Plans		
Manager Tasks		10:30-10:55
Team pages		
Enrolling team members		
Supplemental learning		
Supplemental learning – guidelines for approval		
Break		10:55-11:05

<b>Module 3: Catalog Items and Activities</b>		<b>11:05 AM - 12:20 PM</b>
Maintain Catalog Items		11:05-11:20
Delivery Method Types		11:20-11:25
Maintain Activities		11:25-11:45
Learning Components		11:45-12:00
<b>Exercise 1 – Create a Catalog Item</b>		12:00-12:20

**Lunch: 12:20-1:00 p.m.**

## ***SLMS Webinar Agenda, cont'd***

<b>Module 4: Enrolling and Tracking Learners</b>		<b>1:00 PM - 2:10 PM</b>
Enrolling Learners		1:00-1:30
Single/Group Enrollment		
Mass Enrollment		
Activity Rosters		1:30-1:55
<b>Exercise 2 – Administering Activity Rosters</b>		1:55-2:10

<b>Module 5: Reports and Learning Resources</b>		<b>2:10 PM - 3:35 PM</b>
Reports		2:10-2:45
Managing Resources		2:45-3:10
<b>Exercise 3 – Activity Transcript Reports</b>		3:10-3:25
Break		3:25-3:35

<b>Module 6: Programs and Quick Create Activities</b>		<b>3:35 PM - 5:00 PM</b>
Create Programs		3:35-4:05
Quick Create Activities		4:05-4:35
<b>Exercise 4 – Setting Up a Program</b>		4:35-4:50
Wrap up		4:50-5:00

### **Additional Resources**

SLMS Webpage: [goer.ny.gov/Training Development/SLMS/index.cfm](http://goer.ny.gov/Training%20Development/SLMS/index.cfm)