

# Learning

## PERSONA DESCRIPTION



- The change impact information included is most applicable to Learning Administrators and Learning Partners who work with the Learning Management System (LMS).
- This information is not exhaustive, and learners are reminded to complete applicable training and review Job Aids.

## NEW PROCESSES

- For DOAS, General Assembly, OIG, and GDOT, the creation, approval, and scheduling of Course Offerings will take place within GA@WORK. In the future, there will not be automations around Course Creation and Management. The process will take place in GA@WORK and will be very different than the current process.
  - As a new step, the Learning Administrators will now approve Course Creation/Edit process within GA@WORK.
  - As a new process, Learning Partners will create/edit Courses and schedule Course Offerings (Instructor Led Training (ILT) and Virtual Instructor Led Training (vILT)) within GA@WORK.
  - Instructors will have the ability to schedule Course Offerings within GA@WORK.
- Learning Administrators will create and inactivate a Learning Instructor within GA@WORK.
- Checking for completion:
  - Course completion certificates and certification certificates will be available for training completed in GA@WORK.
  - Learners will have the ability to view their certifications.
  - Managers will be able to run reports to review Employee training completion. Managers can also enroll their direct reports in learning content in GA@WORK.

## COURSES

- The Course enrollment is managed in GA@WORK. The scheduling, enrollment, rosters, and notifications will be managed within GA@WORK.
- The Learning Administrator, Learning Partner, or Instructor will be able to manually enroll Learners in selected Learnings within GA@WORK.
- Learners will follow a new process if they self enroll, and Managers can also enroll their direct reports in courses.
- Cancellation/dropping of a Course Offering will be managed within GA@WORK.
- Instructors/Assessors can manage all rosters of any Course Offering (ILTs and vILTs) but will be trained to only manage a roster of the Course Offering they are the instructor/assessor for.

## PROGRAM MANAGEMENT

- The creation/editing and approval of a program will take place within GA@WORK.
- Learning Partners will create/edit programs within GA@WORK.
- Approval needed - Learning Administrators will now approve the creation or modification of programs within GA@WORK.

## APPROVAL CHANGE

- To request enrollment in a restricted course or program, approval must be obtained from a Manager. If it is a Course Offering, it needs to be approved by the Course Instructor.

## Impacted Agencies

- The Learning change impacts at go-live only apply to the following agencies: GDOT, General Assembly, OIG, and DOAS.
- Mandatory sexual harassment training for all executive branch Employees will be in GA@WORK.
- All Employees can complete training in GA@WORK.

## What are benefits of Learning in GA@WORK?

- The LMS Administrator will no longer need to manually update the personal email and agency information of the Learner. This is all integrated within GA@WORK.
- Internal learners (state employees) will access the LMS using the same process they use to access GA@WORK. There is no external website.
- External learners (consultants) will have access to GA@WORK Learning.
- Learners will be able to view and manage their certifications obtained in GA@WORK Learning.
- Enhanced enrollment, tracking, and reporting of completion is available to Learning Partners and Learning Admins.

## What could be challenges to Learning to adopt GA@WORK?

- Employees who used Intellum (DOAS LMS)* - A learner's entire training history will no longer be available. Only their 5-year active course completion record from Intellum and a 5-year inactive course record that is recorded in Prism will be available.
- GDOT employees only* - A learner's entire training history will no longer be available. Only their 5-year active course completion record from ELMS will be available.

## What is not changing?

- Everyone will continue to have learning requirements to fulfill.

