

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 SAO, 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 are able to 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: SAO, 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 Team Georgia Learning (DOAS LMS) - A learner's entire training history will no longer be available. Only their 5-year active course completion record from Team Georgia Learning and a 5-year inactive course record that is recorded in Prism will be available.*
- Existing External Learners in Team Georgia Learning will be loaded as inactive and will receive an email to activate their external learner account through the ELRA post go live requiring their drivers license/state id.
- GDOT Employees will be considered external learners.

What is not changing?

- Everyone will continue to have learning requirements to fulfill.

