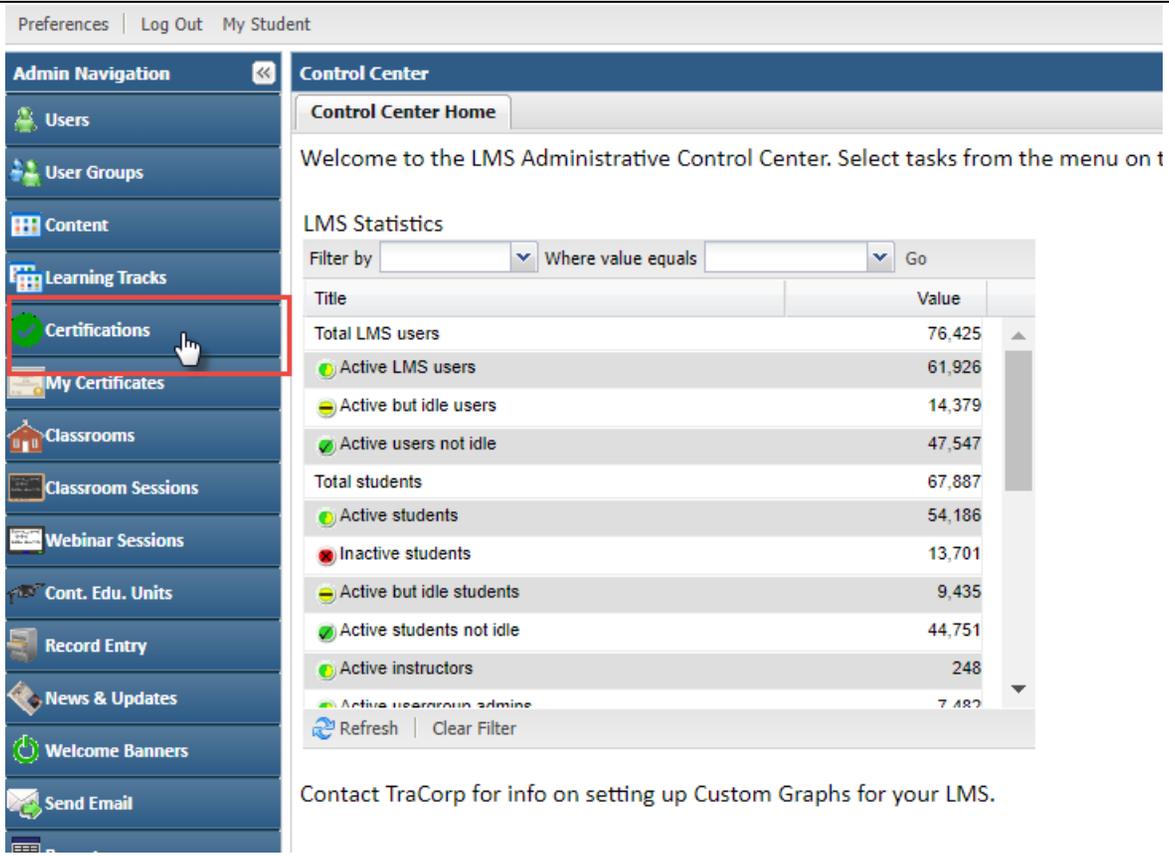
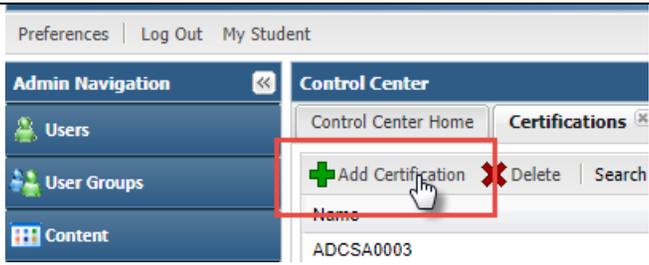
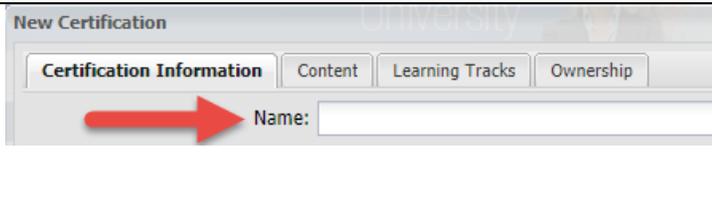


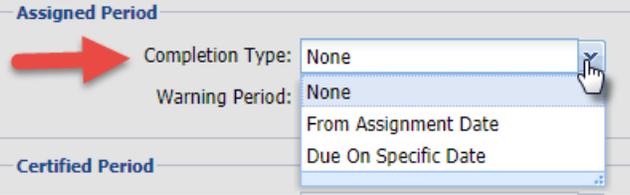
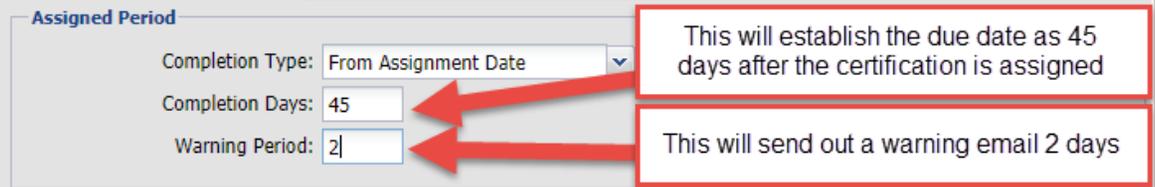
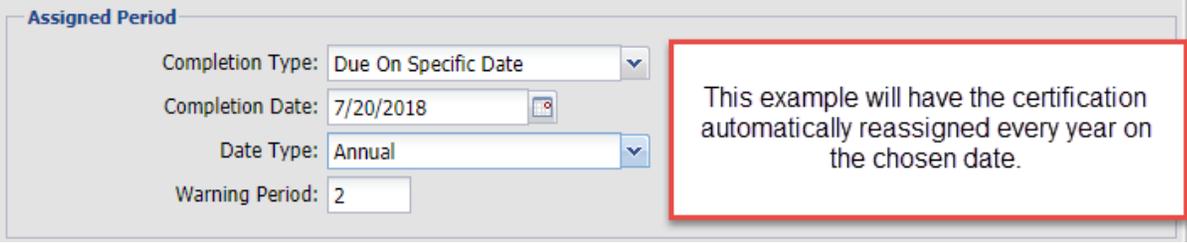
Standard Operating Procedure

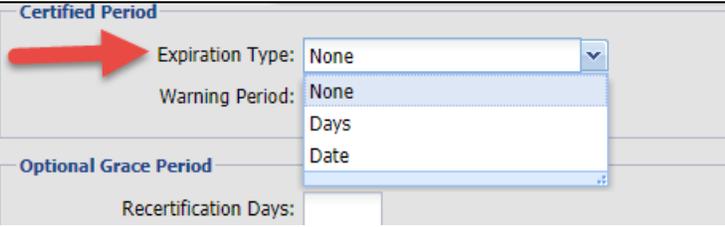
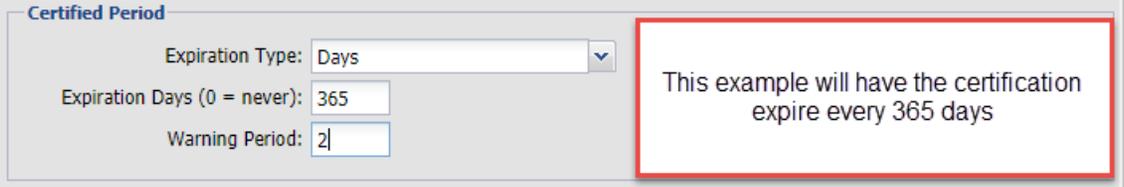
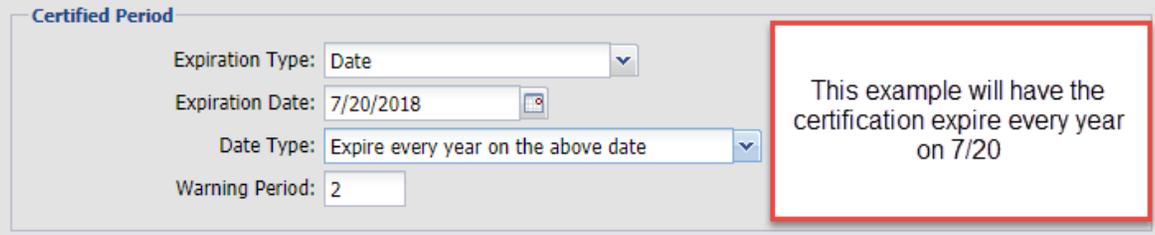
Process:	Creating and Assigning a Certification		
Purpose:	This document will outline the process of creating and assigning a certification in the TraCorp system		
Owner:	Arizona Learning Center	Date:	4.15.2019
		Revision:	1.1

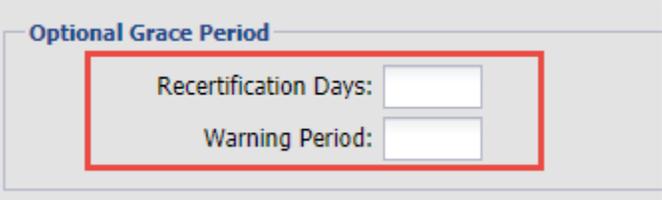
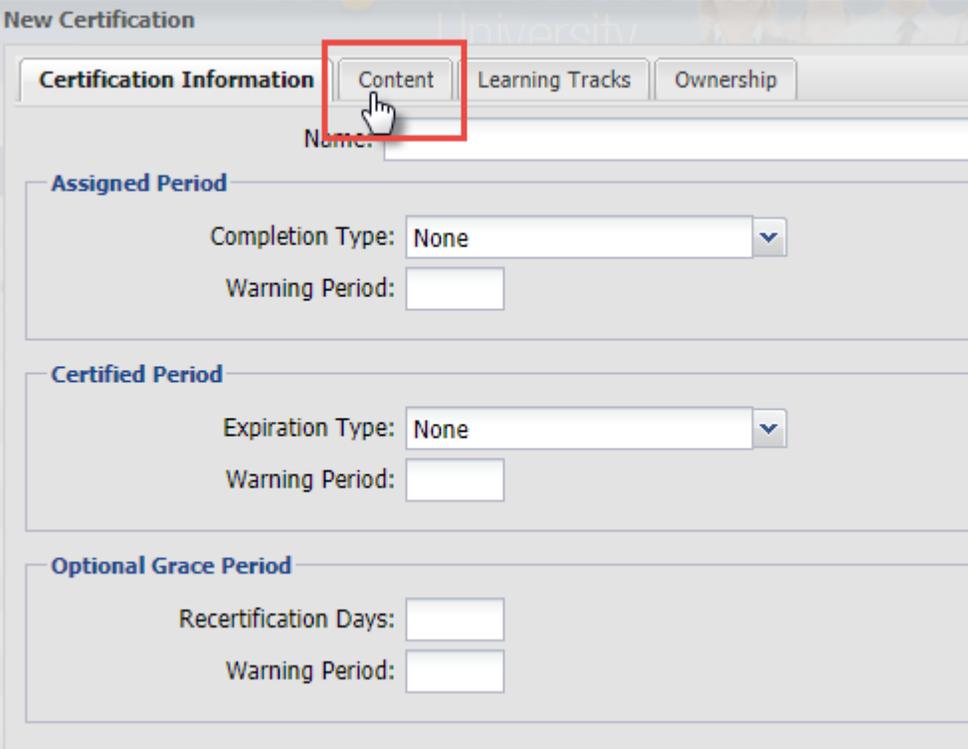
Creating a Certification – Part 1

Notes	Action	Action Detail	Screenshot
	1	Log in to TraCorp.	<div style="display: flex; justify-content: space-between; align-items: center; background-color: #0056b3; color: white; padding: 10px;"> Learning Platform for Arizona State Agencies </div> <div style="text-align: center; padding: 20px;"> <h3>Welcome to TraCorp!!!</h3> <p>The new Learning Management System (LMS) of record for the State of Arizona. Your assigned and required training will now be available to you through TraCorp effective April 17th, 2017.</p> <p><u>First Time User Instructions:</u></p> <p>Supervisors and Managers with direct reports, click HERE</p> </div> <div style="text-align: right; padding: 20px;"> <p>Log In</p> <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text"/> <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="password"/> <p>Forgot Password?</p> <input style="background-color: #0056b3; color: white; padding: 5px 15px; border: none;" type="button" value="Log In"/> </div>

	<p>2 From the left menu, click on the 'Certifications' Tab.</p>		 <p>Control Center Home</p> <p>Welcome to the LMS Administrative Control Center. Select tasks from the menu on t</p> <p>LMS Statistics</p> <p>Filter by <input type="text"/> Where value equals <input type="text"/> Go</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Total LMS users</td> <td>76,425</td> </tr> <tr> <td>Active LMS users</td> <td>61,926</td> </tr> <tr> <td>Active but idle users</td> <td>14,379</td> </tr> <tr> <td>Active users not idle</td> <td>47,547</td> </tr> <tr> <td>Total students</td> <td>67,887</td> </tr> <tr> <td>Active students</td> <td>54,186</td> </tr> <tr> <td>Inactive students</td> <td>13,701</td> </tr> <tr> <td>Active but idle students</td> <td>9,435</td> </tr> <tr> <td>Active students not idle</td> <td>44,751</td> </tr> <tr> <td>Active instructors</td> <td>248</td> </tr> <tr> <td>Active usergroup admin</td> <td>7,482</td> </tr> </tbody> </table> <p>Refresh Clear Filter</p> <p>Contact TraCorp for info on setting up Custom Graphs for your LMS.</p>	Title	Value	Total LMS users	76,425	Active LMS users	61,926	Active but idle users	14,379	Active users not idle	47,547	Total students	67,887	Active students	54,186	Inactive students	13,701	Active but idle students	9,435	Active students not idle	44,751	Active instructors	248	Active usergroup admin	7,482
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	<p>3 Click 'Add Certification'.</p>		 <p>Control Center Home Certifications</p> <p>+ Add Certification X Delete Search</p> <p>Name: ADCSA0003</p>																								
<p>The Title should correspond with the content that</p>	<p>4 Add a Title for the Certification in the 'Name' field.</p>	<p>The Title should begin with your 'Agency Identifier'.</p>	 <p>New Certification</p> <p>Certification Information Content Learning Tracks Ownership</p> <p>Name: <input type="text"/></p>																								

<p>will be chosen for the certification.</p>			<p>For Example: AD – New Hire Certification</p>	
	<p>5</p>	<p>Choose the preferred 'Assignment Period'</p>	<p>Option 1: 'From Assignment Date' will have the Certification due within a specified amount of days from the assigned date.</p> <p>Option 2: 'Due On Specific Date' will have the Certification due before a Specific Date. This will give the option to set the Certification as a "one time" event</p>	 <p>Option 1:</p>  <p>Option 2:</p> 

<p>Warning Period is used for email notifications. Use the amount of days prior to assignment or expiration that you want the students to be notified.</p>	<p>6</p>	<p>Choose the preferred 'Certified Period'</p>	<p>or annual</p> <p>Option1: 'Expiration Type: Days' This will determine how many days the certification will last once issued.</p> <p>Option 2: 'Expiration Type: Date' This will set the certification to expire on the chosen date. This is also where you can set a certification to expire on a yearly basis by using the 'Date Type'.</p>	 <p>Option 1:</p>  <p>Option 2:</p> 
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<p>Grace Periods are not required</p>	<p>7</p>	<p>Determine if the certification needs a Grace Period</p>	<p>Choose how many days you want the grace period to last and when the user is to receive notifications.</p>	
	<p>8</p>	<p>Click the Content Tab</p>		

Multiple pieces of content can be selected if desired. This should only be used if there are associated resources for the content.

If multiple courses need to be selected, it is recommended that a 'Learning Track' is used.

9 Select the content that is going to be used for the certification

The screenshot shows the 'New Certification' interface with the 'Content' tab selected. It features two tables: 'Available Content' and 'Assigned Content'. In the 'Available Content' table, the row for 'CIS001-1, Top Ten Security Awareness Fund' is highlighted with a red box and has a checkmark in the selection column. The 'Assigned Content' table below shows this same item has been added to the certification.

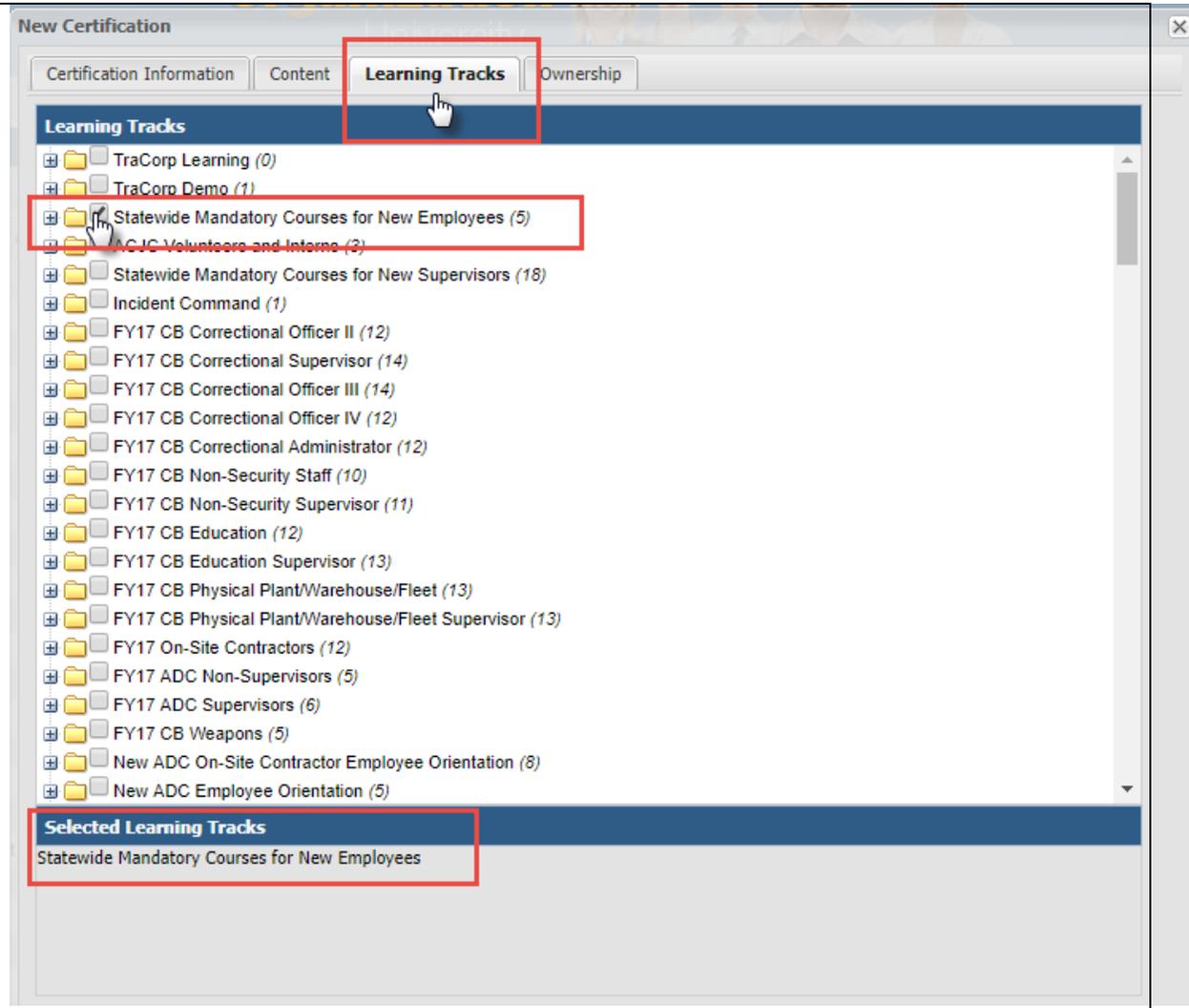
Content	Code	Type
CIS001-1, Top Ten Security Awareness Fund	CIS001-1	Online training content (SCORM)

Content	Code	Type
CIS001-1, Top Ten Security Awareness Fundamentals	CIS001-1	Online training content (SCORM)

This is not required if content has already been assigned from the previous tab.

When using a Learning Track, the Certification will not go into effect until all associated courses are complete.

10 Click the Learning Track tab to assign a Learning Track to the certification



This will allow the assigned owner to make changes to the certification.

Owners must be Full UGAs.

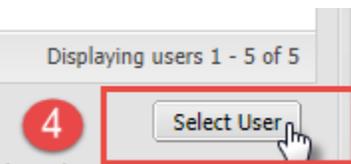
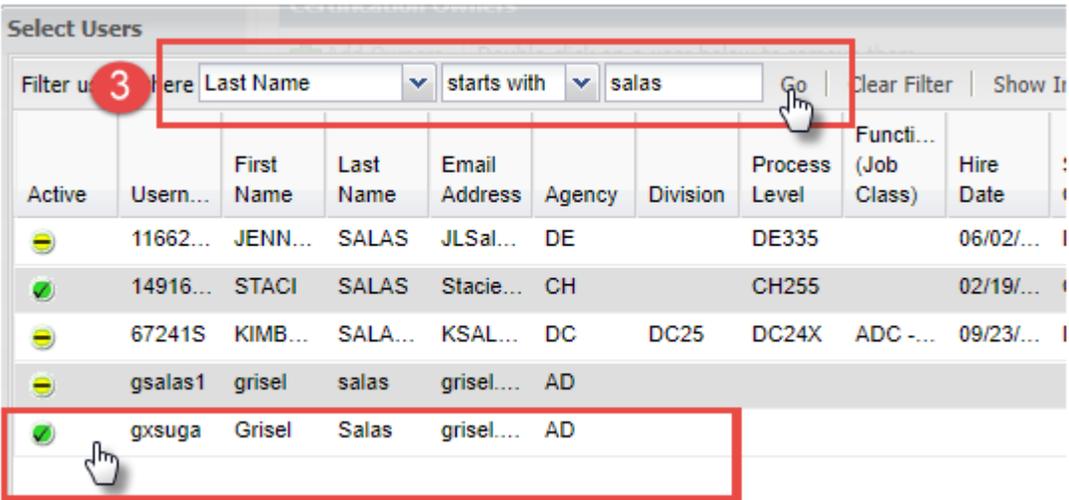
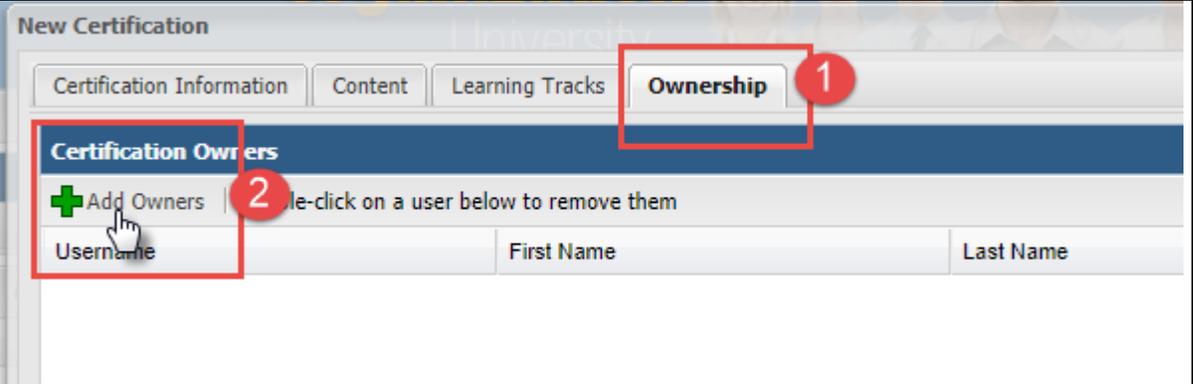
11 Assign an owner for the certification

1. Click the 'Ownership' tab.

2. Click 'Add Owners'.

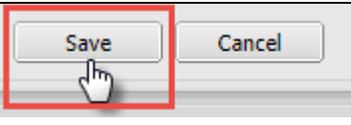
3. Search for the desired user.

4. Click 'Select User'



This is not the last step. Certifications

12 Click 'Save' to finalize the creation of



must still be assigned to a User Group.

the Certification.

Assigning a Certification - Part 2

1 From the Admin Navigation tabs on the left, Click on 'User Groups'

Preferences | Log Out My Student

Admin Navigation <<

- Users
- User Groups**
- Content
- Learning Tracks
- Certifications
- My Certificates
- Classrooms
- Classroom Sessions

Control Center

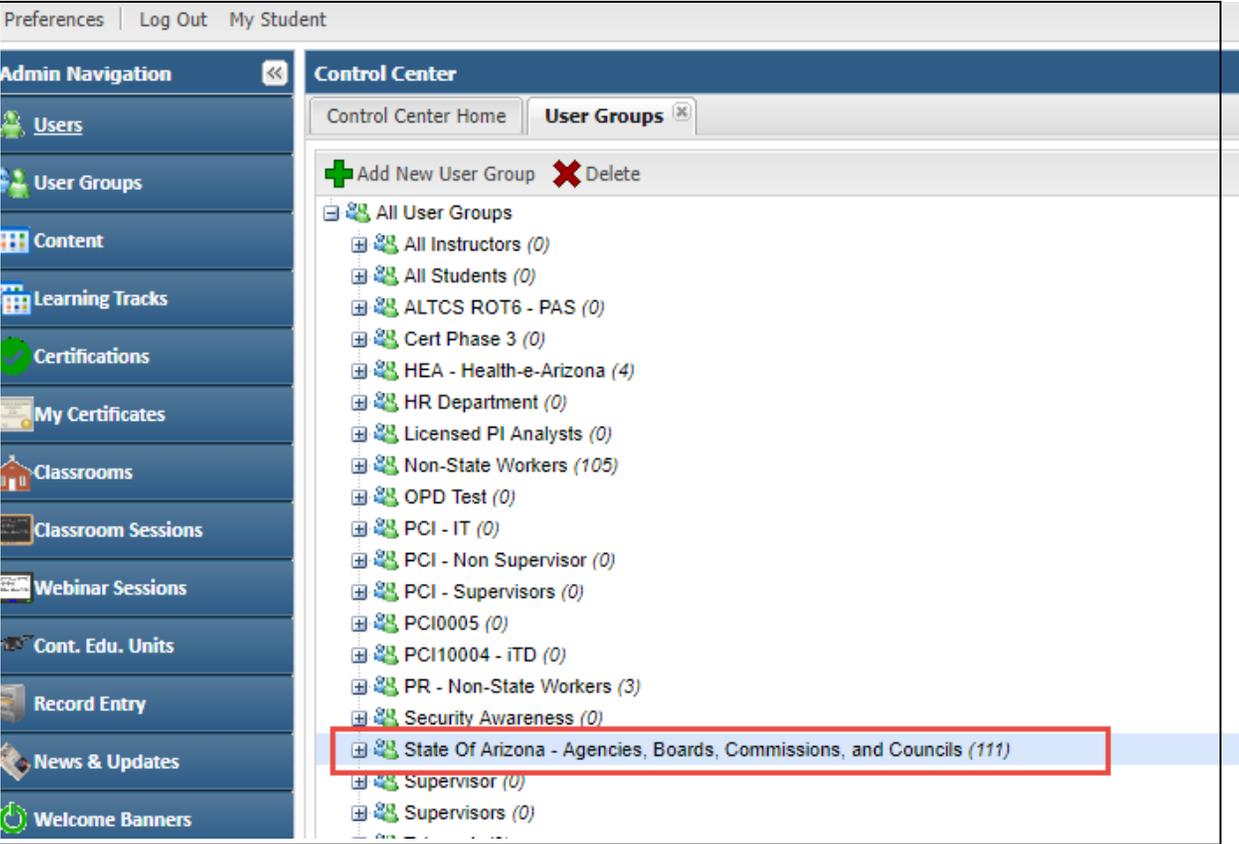
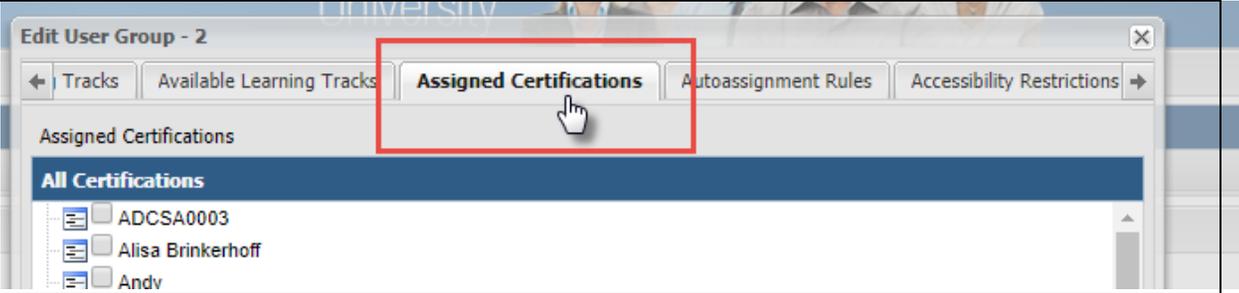
Control Center Home

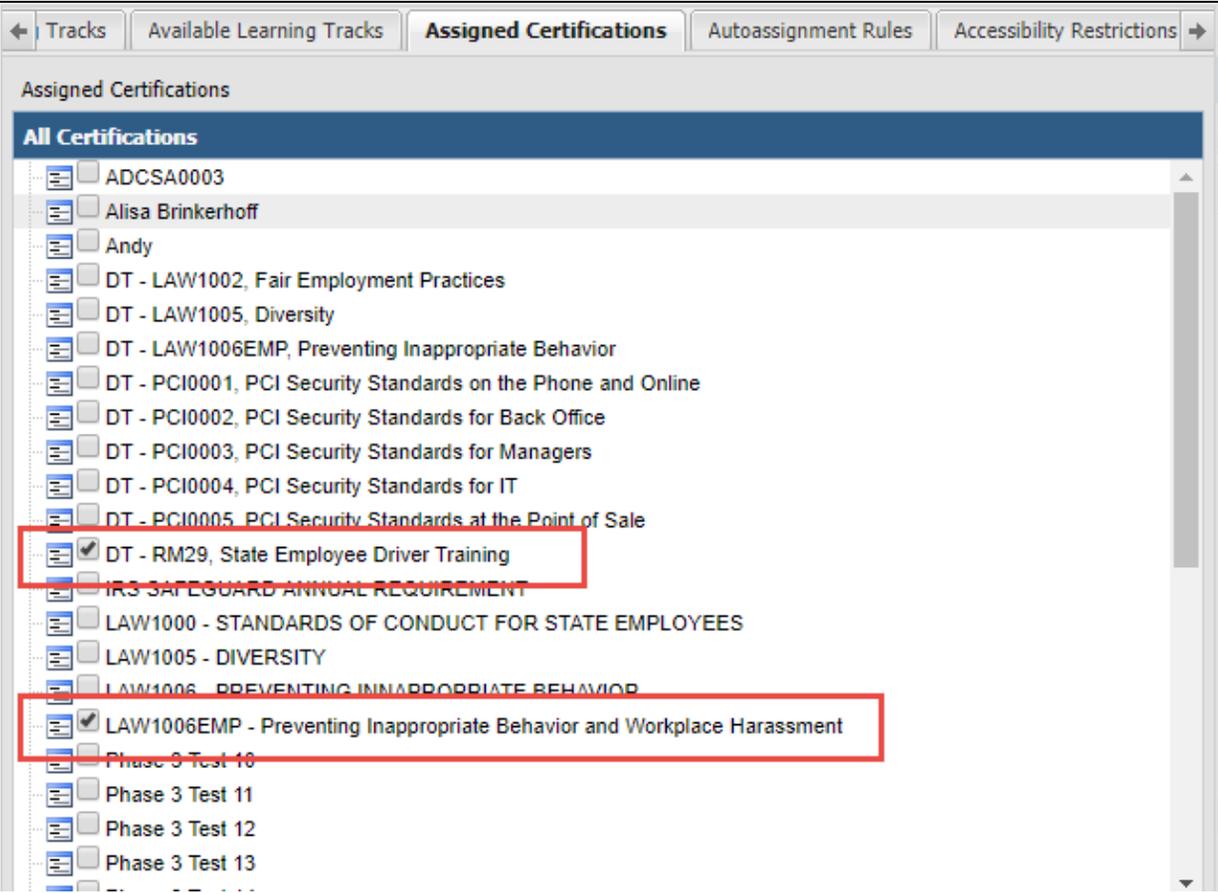
Welcome to the LMS Administrative Control Center. Select tasks from the r

LMS Statistics

Filter by Where value equals Go

Title	Value
Total LMS users	76,425
Active LMS users	61,926
Active but idle users	14,452
Active users not idle	47,474
Total students	67,887
Active students	54,186

<p>2</p>	<p>Double Click the desired User Group</p>	 <p>The screenshot shows the 'Control Center' interface with an 'Admin Navigation' sidebar on the left. The main area is titled 'Control Center' and contains a 'User Groups' tab. Below the tab, there are options to 'Add New User Group' and 'Delete'. A list of user groups is displayed, including 'All User Groups', 'All Instructors (0)', 'All Students (0)', 'ALTCS ROT6 - PAS (0)', 'Cert Phase 3 (0)', 'HEA - Health-e-Arizona (4)', 'HR Department (0)', 'Licensed PI Analysts (0)', 'Non-State Workers (105)', 'OPD Test (0)', 'PCI - IT (0)', 'PCI - Non Supervisor (0)', 'PCI - Supervisors (0)', 'PCI0005 (0)', 'PCI10004 - iTD (0)', 'PR - Non-State Workers (3)', 'Security Awareness (0)', and 'State Of Arizona - Agencies, Boards, Commissions, and Councils (111)'. The last item is highlighted with a red rectangular box.</p>
<p>3</p>	<p>Click 'Assigned Certifications'</p>	 <p>The screenshot shows the 'Edit User Group - 2' dialog box. At the top, there are tabs for 'Tracks', 'Available Learning Tracks', 'Assigned Certifications', 'Autoassignment Rules', and 'Accessibility Restrictions'. The 'Assigned Certifications' tab is selected and highlighted with a red rectangular box. Below the tabs, the text 'Assigned Certifications' is displayed. Underneath, there is a section titled 'All Certifications' with a list of items: 'ADCSA0003', 'Alisa Brinkerhoff', and 'Andy'. Each item has a small icon to its left.</p>

<p>Multiple Certifications may be assigned if desired.</p>	<p>4</p> <p>Select the desired Certification(s) to assign</p>	
	<p>5</p> <p>Click 'Save Changes'</p>	