

Standard Operating Procedure

Process: Assigning Content to Non-State Worker User Groups													
Purpose: It is highly recommended that all agency UGAs assign training content to a specific user group in the Non-State Workers Portal. This is no different than how you assign content for any user group.													
Owner: Arizona Learning Center		Date: 10/26/2017											
		Revision: 1.0											
Notes	Action	Action Detail	Screenshot										
	1	<p>Log in to TraCorp.</p> <p>Enter your UGA username and password and click Log In.</p>											
	2	<p>Select the User Groups button in the Admin Navigation panel.</p> <p>Click the User Groups button in the Admin Navigation panel. The User Groups tab appears, along with a list of available user groups.</p>	<table border="1"> <thead> <tr> <th>Title</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Total LMS users</td> <td>61,554</td> </tr> <tr> <td>Active LMS users</td> <td>55,092</td> </tr> <tr> <td>Active but idle users</td> <td>2,388</td> </tr> <tr> <td>Active users not idle</td> <td>52,704</td> </tr> </tbody> </table>	Title	Value	Total LMS users	61,554	Active LMS users	55,092	Active but idle users	2,388	Active users not idle	52,704
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3

In the Non-State Workers user group, select the user group to which you want to assign content.

3.1 Expand the Non-State Workers user group for your agency (e.g., AD - Non-State Workers).
3.2 **Double-click** on the desired user group (e.g., AD - Non-State Workers - Contract Workers). The Edit User Group window appears.

Control Center

Control Center Home User Groups

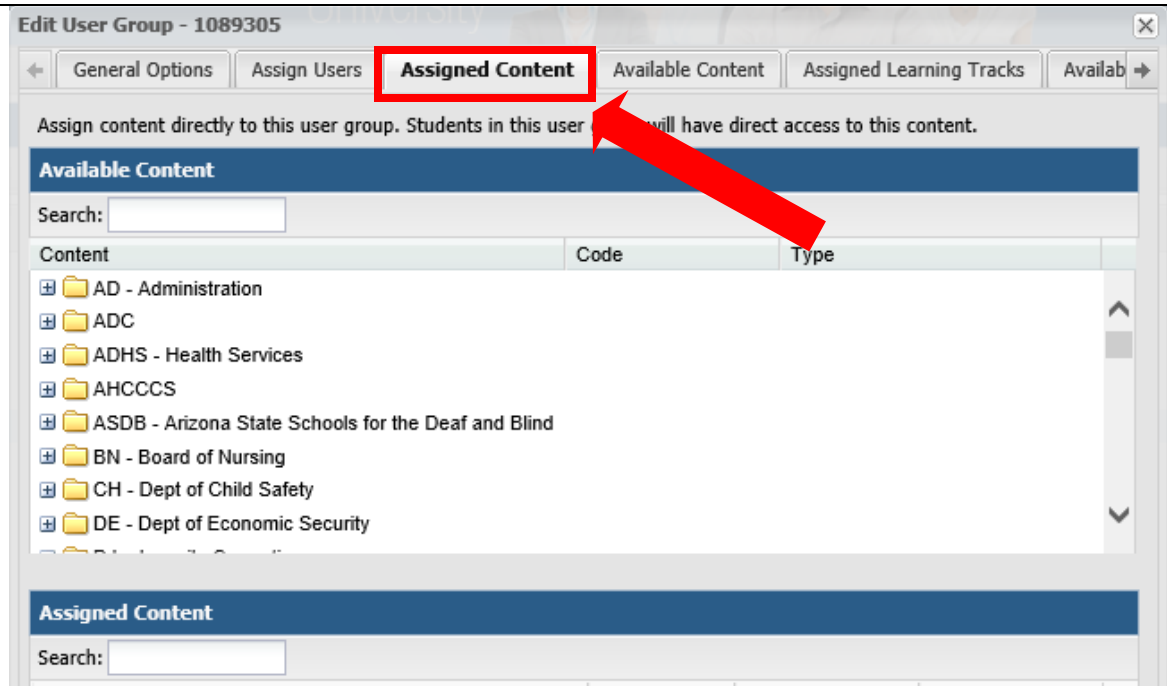
+ Add New User Group

All User Groups

- AD - Administration (15)
 - AD - Supervisors (0)
 - ASET (0)
 - Benefits (0)
 - Contractors (0)
 - Director's Office (0)
 - G-Sutie Champions Group (0)
 - GAO (0)
 - GSD (0)
 - Human Resources (0)
 - New Employees (0)
 - New Supervisors (0)
 - Non-State Employee Board Members (0)
 - Non-Supervising Employees (0)
 - Risk Management (0)
 - State Procurement (0)
 - AD - Non-State Workers (4)
 - Agency Boards and Commissions Members (0)
 - Agency Contract Workers (0)
 - Agency Interns (0)
 - Agency Volunteers (0)

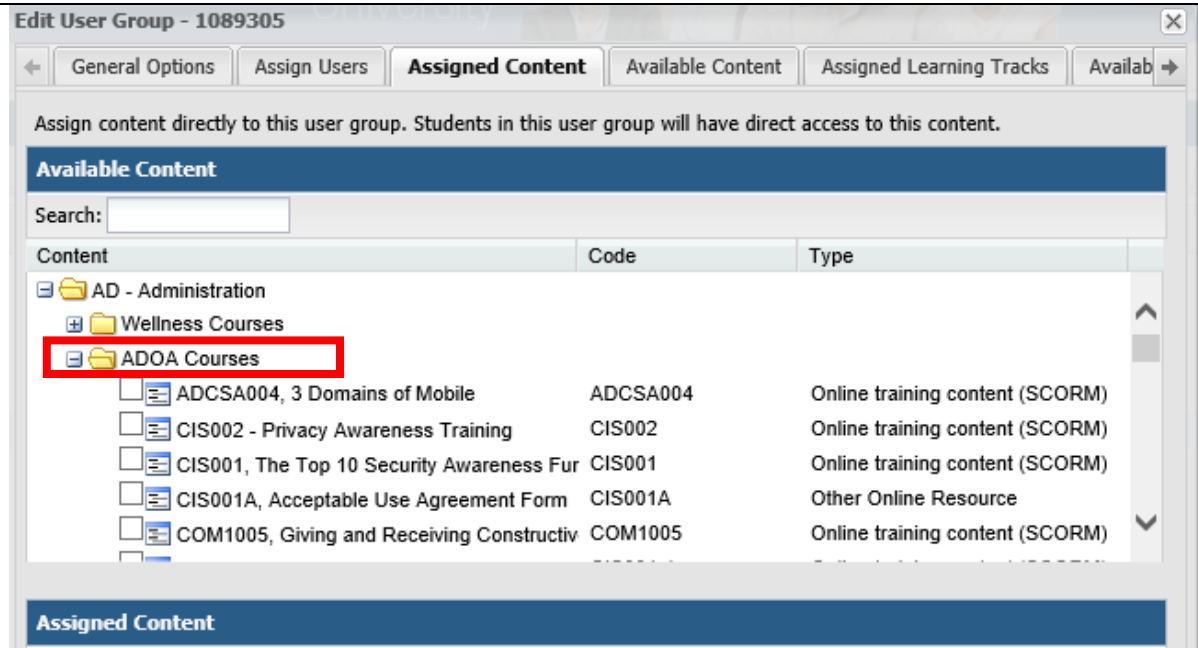
4 **Select the Assigned Content tab.**

Click on the Assigned Content tab. The Available Content and Assigned Content windows appear.



5 **Select the content that you wish to assign to the selected user group.**

5.1 In the Available Content window, expand the user group (click on "+" symbol) for the correct agency until you locate the content (e.g. AD – ADOA courses)



5.2 Click in the Check box next to the course to select it; or double-click on the course that you wish to assign to the user group. The content will appear in the Assigned Content window.

Edit User Group - 1089305

General Options Assign Users **Assigned Content** Available Content Assigned Learning Tracks Availab

Assign content directly to this user group. Students in this user group will have direct access to this content.

Available Content

Search:

Content	Code	Type
<input type="checkbox"/> SAF1060, Basic Office Safety and Ergonomics	SAF1060	Online training content (SCORM)
<input type="checkbox"/> Situational Leadership II	ADLDRSLII201	Classroom Training
<input type="checkbox"/> COM2015, Effective EMail Technique	COM2015	Online training content (SCORM)
<input type="checkbox"/> LDR3001, Supervisor Technical Training Exam	LDR3001	Online training content (SCORM)
<input type="checkbox"/> MAPPERFDOC, Performance Documentation	MAPPERFDOC	Online training content (SCORM)
<input checked="" type="checkbox"/> ADHRD001, Job Classification 101	ADHRD001	Online training content (SCORM)
<input type="checkbox"/> Benefits Courses		
<input type="checkbox"/> GAO		
<input type="checkbox"/> Arizona Management System		

Assigned Content

Search:

Content	Code	Due Date	Mandatory
LAW3000, Standards of Conduct for State Volunteers	LAW3000	N/A	No
ADHRD001, Job Classification 101	ADHRD001		No

6 **Select Save Changes.**

Click Save Changes.

Assigned Content

Search:

Content	Code	Due Date	Mandatory
LAW3000, Standards of Conduct for State Volunteers	LAW3000	N/A	No
ADHRD001, Job Classification 101	ADHRD001		No

Remove Due Date

7 **Verify that the content was added to the appropriate user group.**

7.1 While still in the User Groups tab, double click the user group to which you added content.
7.2 Click on the Assigned Content tab.
7.3 Expand the appropriate user group until you locate the content that you assigned. A check mark should appear next to that content, and the content should appear in the Assigned Content window.

Edit User Group - 1089305

General Options Assign Users **Assigned Content** Available Content Assigned Learning Tracks Availab →

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Available Content

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Content	Code	Type
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Benefits Courses
GAO
Arizona Management System

Assigned Content

Search:

Content	Code	Due Date	Mandatory
LAW3000, Standards of Conduct for State Volunteers	LAW3000	N/A	No
ADHRD001, Job Classification 101	ADHRD001		No