Enroll/Complete Students in Training – Enterprise Learning Module

Overview: This guide provides instruction on enrolling/completing students in course sessions. The term student refers to the person (employee or POI) taking the training, and is not referring to CU's undergraduate or graduate student academia. This function in HRMS requires a special security class and special training. Access to these pages is requested and approved by ES and Campus Access Coordinator agreement.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Training to Enterprise Learning.

Note: *The screen shots used in this guide may not be representative of your access.*

There are two ways to enter student training records:

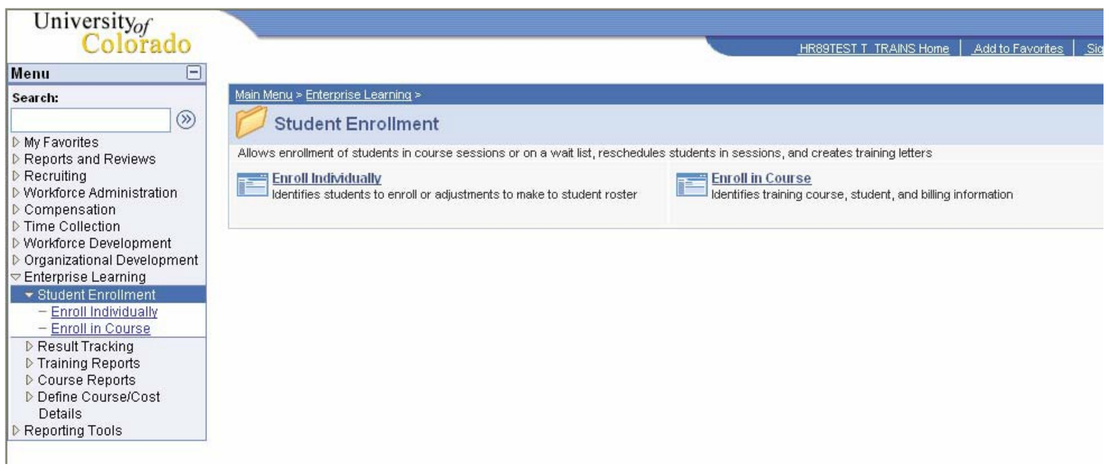
¾ **Enroll Individually** is used to enter <u>multiple students</u> into the same course session (Steps 1 - 4)

¾ **Enroll in Course** can be used to enter <u>one student</u> into a single course session (Steps 5 - 6)

ENROLL INDIVIDUALLY

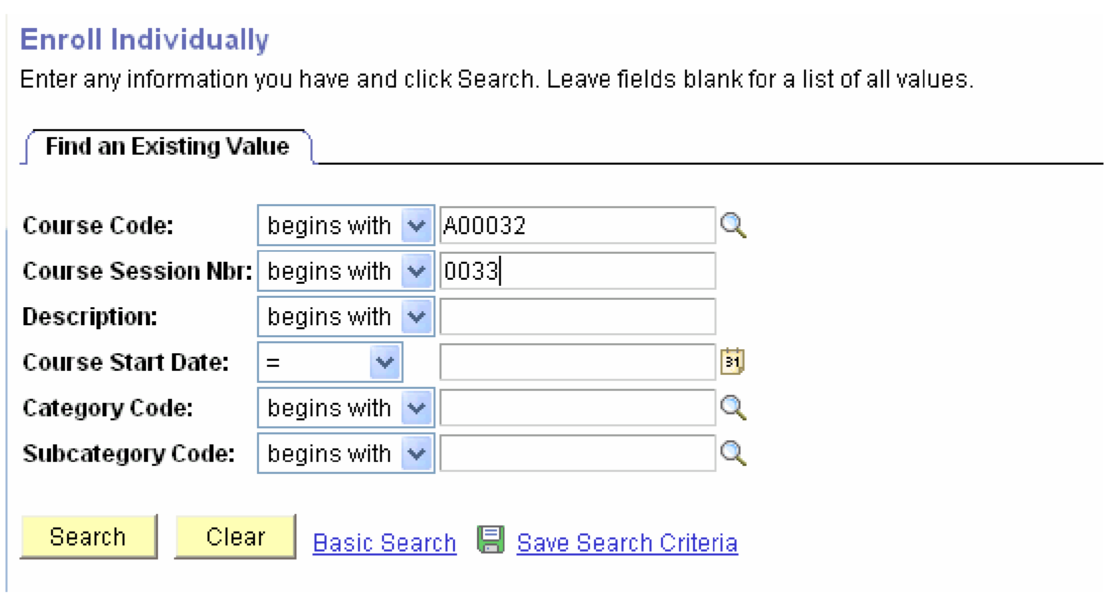
1. Navigate to Enroll Individually

- ☐ Enterprise Learning
- ☐ Student Enrollment
- ☐ Enroll Individually



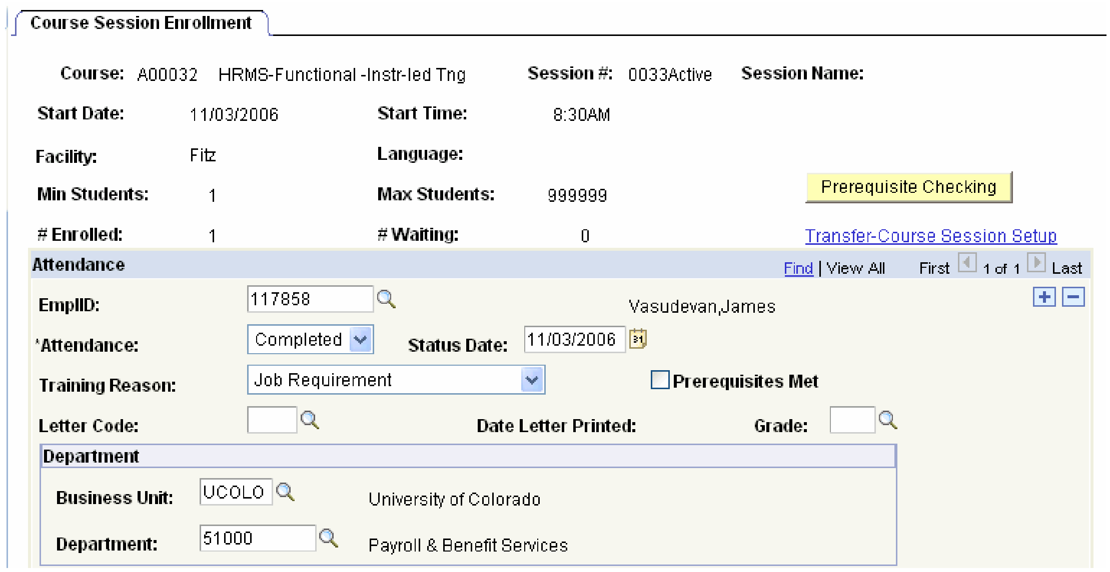
2. Enroll Individually search page displays

- ☐ Enter Course Code
- ☐ Enter Course Session Nbr
- ☐ Click Search



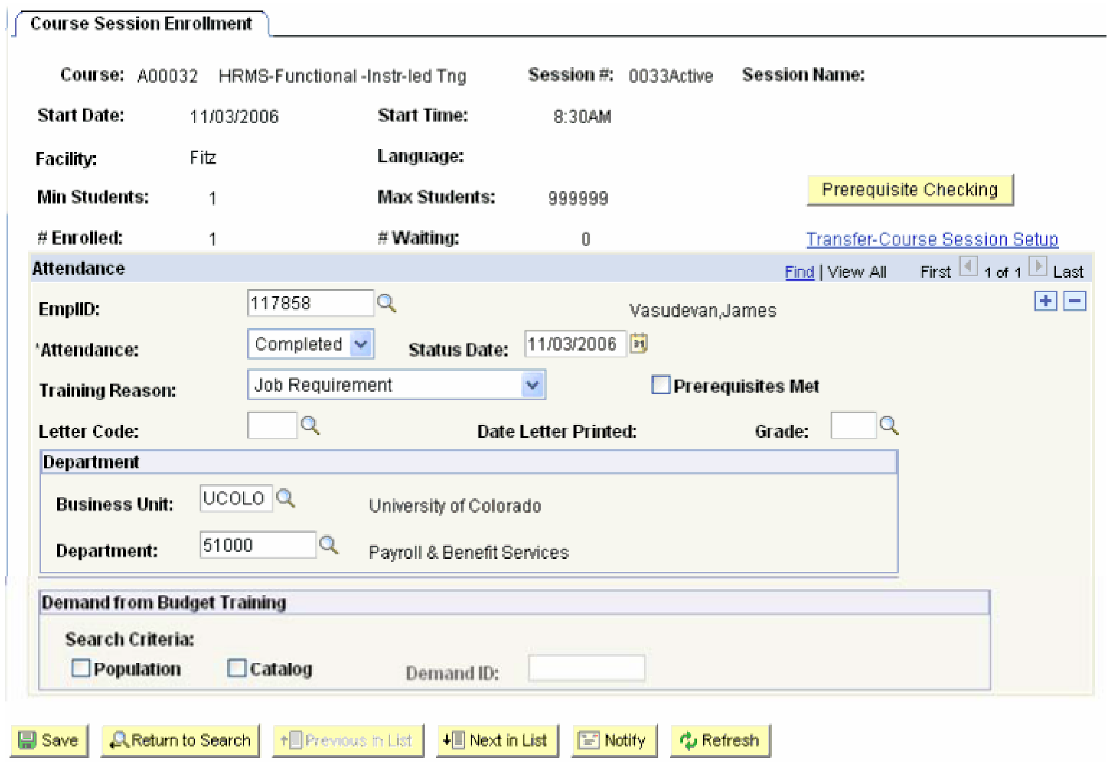
3. Course Session Enrollment page displays

- Enter EmplID of first student, or search using the magnifying glass
- Enter student's Attendance (Enrolled, Completed, Cancelled, No Show, etc.)



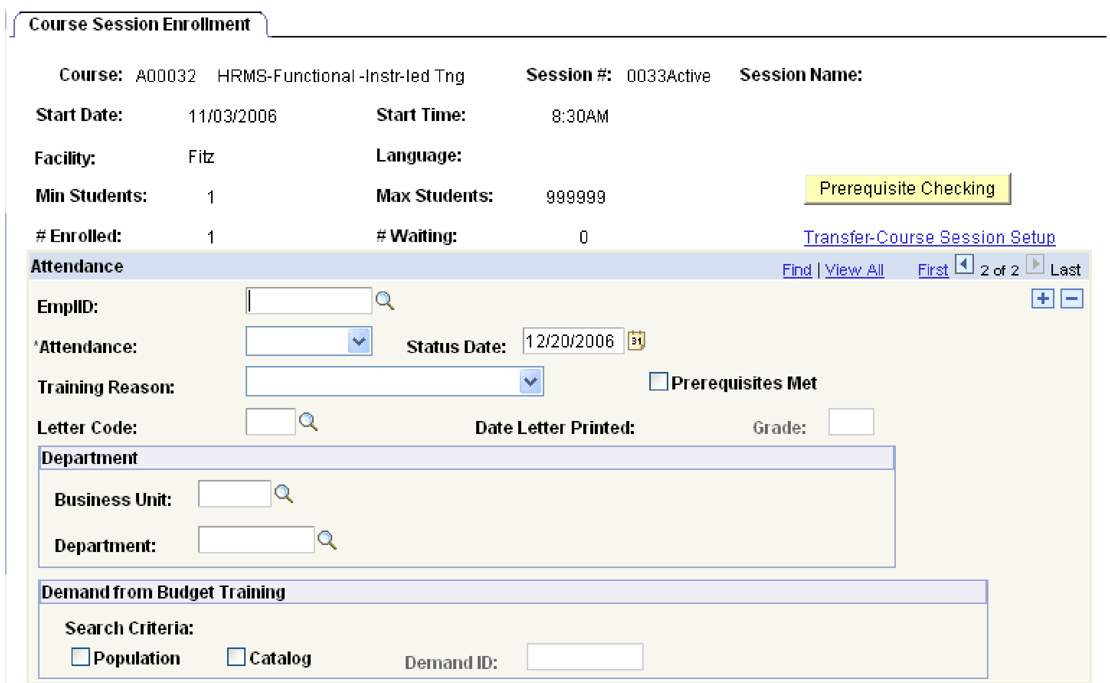
4. Course Session Enrollment, continued

- Enter Training Reason (Compliance, Functional, Job Requirement, Skills Development)
- Enter Grade, if applicable
- Click Save **OR**, you may enter all training records and then Save (see step **4.** below). (A reminder that HRMS will time out after 30 minutes of inactivity; it is recommended you save often)



5. Course Session Enrollment, continued

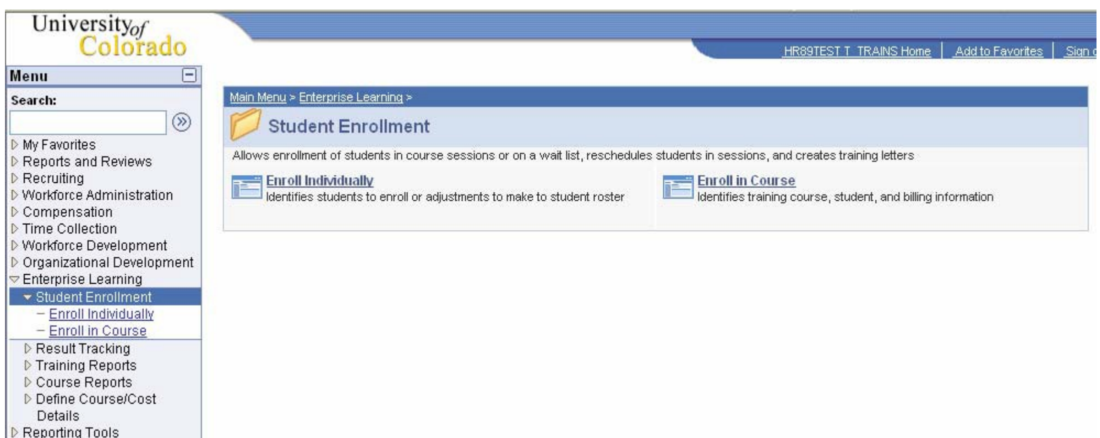
- If entering multiple records before saving, click the Insert a Row icon [+] and repeat steps **2.** and **3.**
- If needing to delete a row, click the Delete a Row icon [−] and click OK to the *'delete row?'* pop-up message
- Click Save



ENROLL IN COURSE

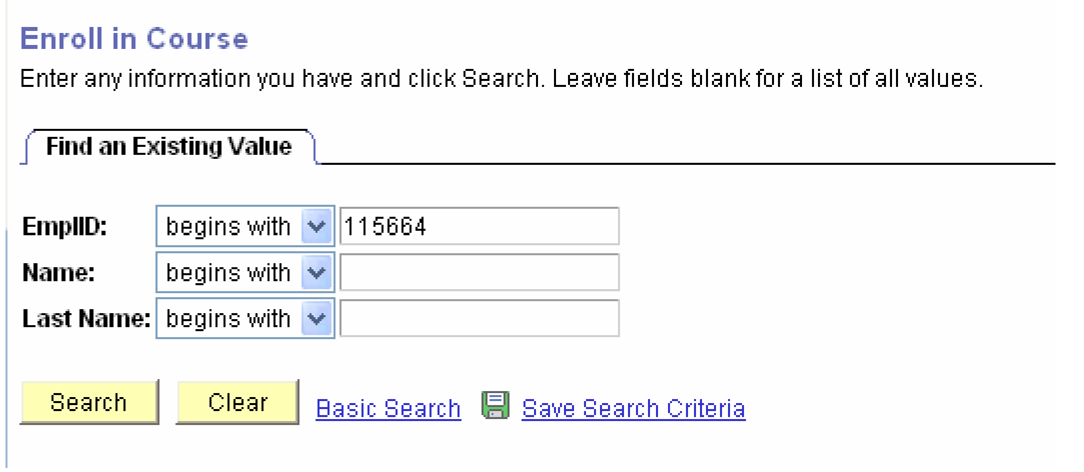
6. Navigate to Enroll in Course

- Enterprise Learning
- Student Enrollment
- Enroll in Course



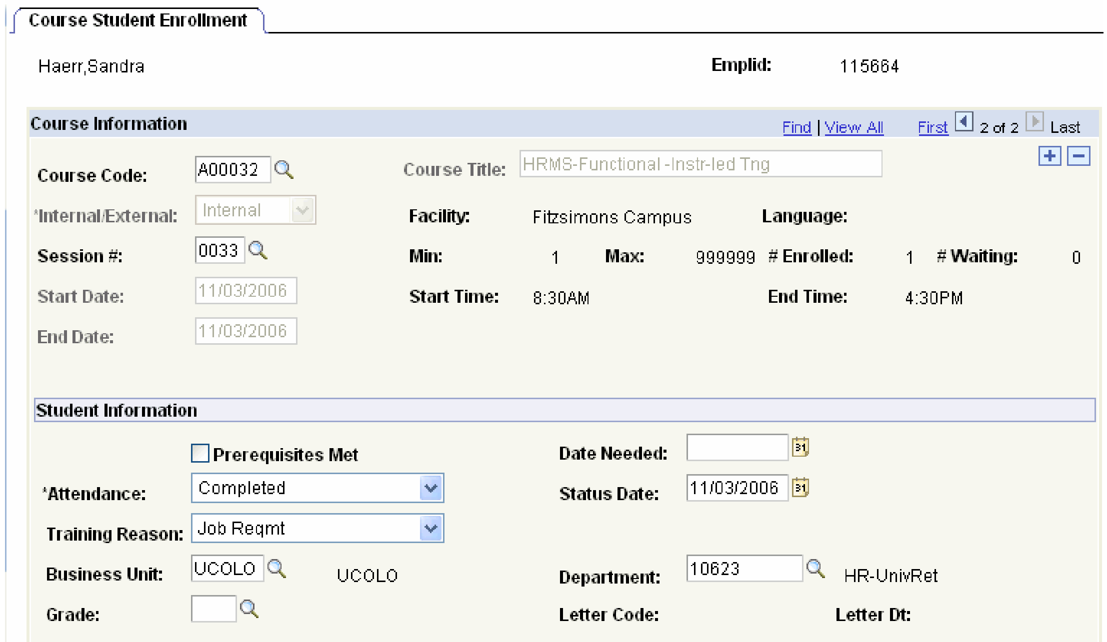
7. Enroll in Course search page displays

- Enter Employee ID or search by Name or Last Name
- Click Search



8. Course Student Enrollment page displays

- If student has training records already recorded, click the Insert a Row icon
- Enter Course Code
- Enter Session #
- Enter Attendance (Completed, Cancelled, etc.)
- Enter Training Reason (Compliance, Functional, Job Requirement, Skills Development)
- Enter Grade, if applicable
- Click Save



Course Student Enrollment

Haerr,Sandra Emplid: 115664

Course Information Find | View All First 2 of 2 Last

Course Code: A00032 Course Title: HRMS-Functional -Instr-led Tng

*Internal/External: Internal Facility: Fitzsimons Campus Language:

Session #: 0033 Min: 1 Max: 999999 # Enrolled: 1 # Waiting: 0

Start Date: 11/03/2006 Start Time: 8:30AM End Time: 4:30PM

End Date: 11/03/2006

Student Information

Prerequisites Met Date Needed:

*Attendance: Completed Status Date: 11/03/2006

Training Reason: Job Reqmt

Business Unit: UCOLO UCOLO Department: 10623 HR-UnivRet

Grade: Letter Code: Letter Dt:

Enroll/Complete Students in Training complete

Additional Notes:

There are three values for Course Type:

- *Compliance* – Use for compliance-related courses that are required and that will be monitored and tracked for legal purposes (such as hazardous materials, HIPAA, sexual harassment).
- *Functional* – Use for non-compliance courses related to a job requirement, administrative system access, or security (such as HRMS or FIN Oracle/PeopleSoft training).
- *Skills Development* – Use for courses that are not required for administrative system access. May include courses that involve compliance issues, but are not required for monitored for legal purposes (such as FERPA, FLSA). May also be used for skills courses like Excel, Access, Word.

The student's (employee or POI) Department defaults based on the employee's home department at the time s/he took training. If the student transfers to another department the department number remains the same, e.g. will not update to new home department. When the Admin Training report is run, it will capture the student's training records, regardless of past departmental location history.

CU is currently not using the following fields: Prerequisites Met, Date Needed, Letter Code, Date Letter Printed and Demand from Budget Training data.