

CU 8.9 HRMS Step by Step Guide

Create a Course – Enterprise Learning Module

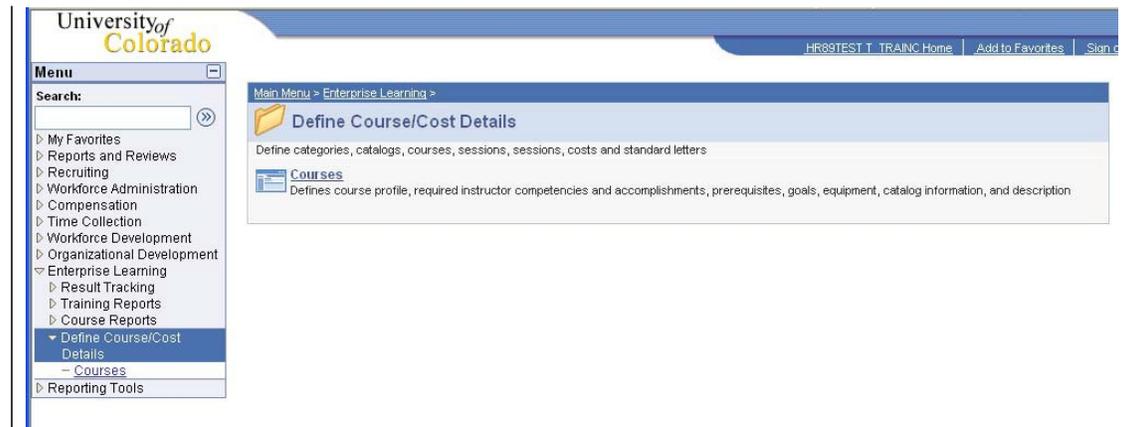
Overview: This guide provides instruction on creating a course. Courses may be created for instructor-led, online and web training opportunities, as well as HRMS/SkillPort instructor-led courses being managed in SkillPort.

Creating a course 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.

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

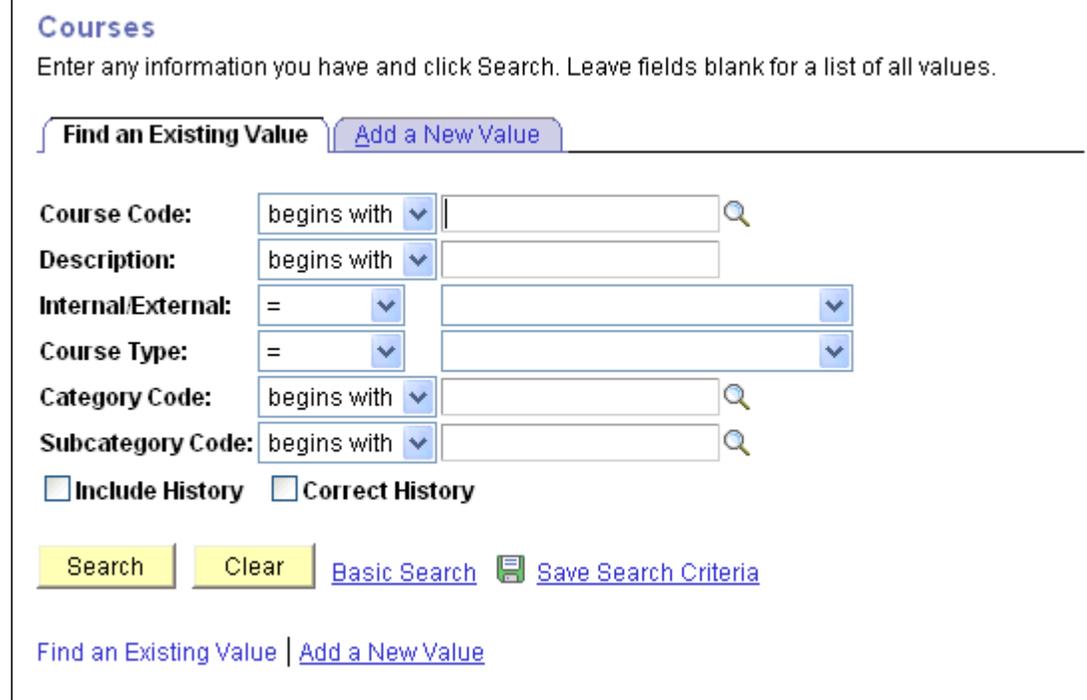
1. Navigate to the Course Table

- Enterprise Learning
- Define Course/Cost Details
- Courses



2. Courses table search page displays

- Click [Add a New Value](#)



3. Course Profile page displays

- Click

*Category Code magnifying glass

- Select appropriate category

- Click

*Subcategory Code magnifying glass

- Select appropriate Subcategory Code

- Enter Course Title (Maximum of 30 alpha/numeric characters per course title)
NOTE: If this is a CU course that is being taken/tracked in SkillPort, (this includes ILT courses), the naming convention must be as follows: (example: CU: UCD Skiing in the Rockies), e.g.: CU, colon, campus, name of course

- Enter Course Contact (Dept Name, Phone)
- Enter Short Title
- Course Status defaults to Active; leave as is
- Enter Course creation date (Course creation date must be on or prior to the first date of the first session)

Course Profile Required Instr Comps/Accomps Prereqs,Goals Equipment Catalog Description

Course: NEXT *Category Code *Subcategory Code

*Title: *Course Contact (Dept Name, Phone):

Short Title: *Course Status:

Creation Date: Revision Date:

*Internal/External: Session Administration

*Course Type: Multilingual Course

*Primary Delivery Method: Instructor Comps/Accomps Req

Min/Max Students: Cost Unit:

Duration Time: Course Offering:

Course Units:

School Code/School:

*Does this course require a passing grade? Yes No Lowest Passing Grade:

4. Course Profile page displays, continued

- Internal/External defaults to Internal; leave as is
- Click 'on' Session Administration checkbox. If not checked, course sessions can not be created

- Course Type defaults to Functional; change if necessary
- Primary Delivery Method defaults to Instructor; change if necessary
- Enter Min/Max Students to 1 – 999,999
- Enter Duration Time (optional)
- Select Yes or No for passing grade requirement; enter lowest passing grade. **NOTE: All CU courses in SkillPort require 'YES' and you must include the lowest passing grade. If course is an ILT course, lowest passing grade must be 100%**
- Click [Description](#)

Course Profile | [Required Instr Comps/Accomps](#) | [Prereqs,Goals](#) | [Equipment](#) | [Catalog](#) | [Description](#)

Course: NEXT *Category Code: A *Subcategory Code: 0

*Title: Skiing in the Rockies *Course Contact (Dept Name, Phone): PBS / 303-735-650

Short Title: SkiRockies *Course Status: Active

Creation Date: 01/27/2010 Revision Date:

*Internal/External: Internal Session Administration

*Course Type: Functional Multilingual Course

*Primary Delivery Method: Instructor Instructor Comps/Accomps Req

Min/Max Students: 1 999,999

Duration Time: 8.0 Cost Unit: Hour

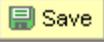
Course Units: Course Offering: Quarterly

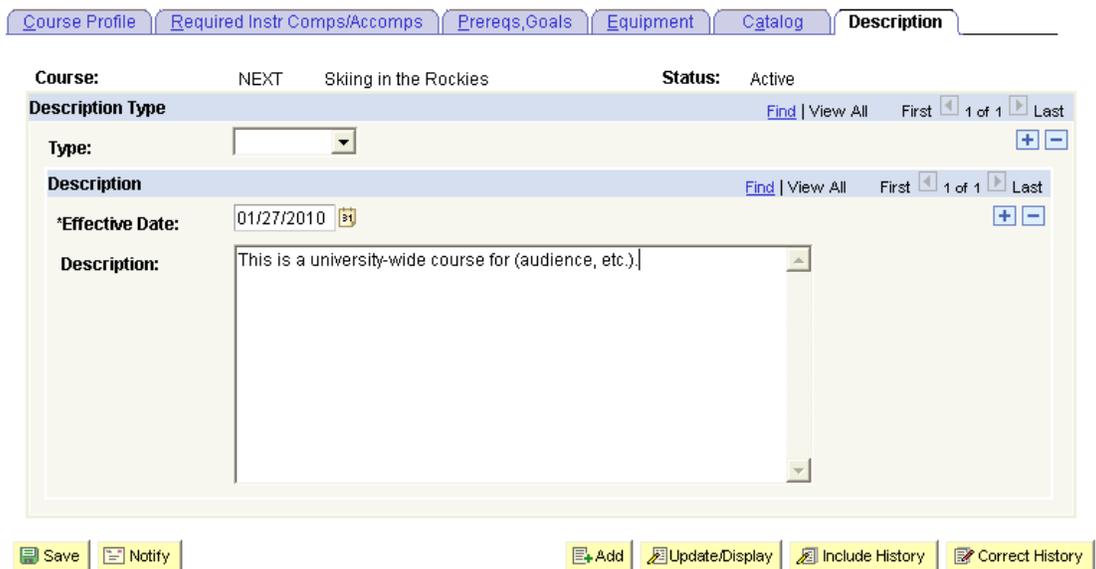
School Code/School:

*Does this course require a passing grade? Yes No Lowest Passing Grade: 070

4. Course Description page displays

- Enter Description for course

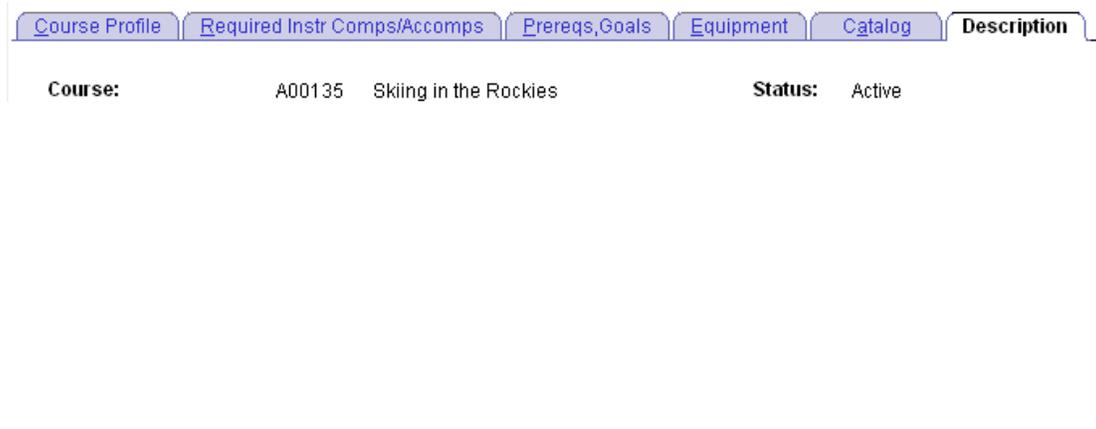
- Click  "Saved" displays upper right page corner



The screenshot shows a web interface for editing a course description. At the top, there are tabs for 'Course Profile', 'Required Instr Comps/Accomps', 'Prereqs,Goals', 'Equipment', 'Catalog', and 'Description'. The 'Description' tab is active. Below the tabs, the course name 'NEXT Skiing in the Rockies' and status 'Active' are displayed. A 'Description Type' section has a dropdown menu. Below that, the 'Description' section has an 'Effective Date' field set to '01/27/2010' and a large text area containing the text 'This is a university-wide course for (audience, etc.)'. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

5. Course # displays

NOTE: This is the course code that will be used in SkillPort for this ILT course



The screenshot shows a web interface for displaying course information. At the top, there are tabs for 'Course Profile', 'Required Instr Comps/Accomps', 'Prereqs,Goals', 'Equipment', 'Catalog', and 'Description'. The 'Description' tab is active. Below the tabs, the course name 'A00135 Skiing in the Rockies' and status 'Active' are displayed.

Creating a Course complete

Additional Notes:

Course codes are made up of six characters (example A00001). The first character (Category) designates the type of course (such as general, university-wide, HR specific, Health & Safety). The second character (Subcategory) designates the campus for which the course is offered. The final four characters will be system-assigned in numeric order.

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.

Min/Max Students is treated only as a guideline. If you are creating an instructor-led course, and your training lab has only 22 computer stations, you may set the maximum to 22. Enrollment CAN exceed the maximum, however. The Maximum Students table holds up to 999,999 enrollments/completions.

CU is currently not using the following fields: Cost Unit, Course Units, Course Offering, School Code/School.

CU is currently not using the following pages and the subsequent fields within their pages: Required Instr Comps/Accomps, Prereqs, Goals, and Equipment.