

# **Delivering Rapid e- Learning for Faculty & Staff**

**January 12, 2006  
EIS Users Meeting**

# Implementation Project\*

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PeopleSoft - vendor led training (includes instructor-led & distance learning events)	\$689,249.59
Training sessions lead by UNTS staff	331
Number of students attending in- house training (calculated by session)	4,319

\*stats cover 2.5-year period

# EIS Training for Q1 – FY05-06

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Dept	sessions	students
Admissions-intrnt'l	5	2
SFAS	7	36
CR	5	15
PPO	58	233
HSC Timekeeper	2	14
UNT Timekeeper	3	16

What does the future hold?

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- 8.9 upgrade – waiting to see what is inside..



- resources & money are tight....



- trying to fit training in busy schedules.....



# Traditional e-Learning vs Rapid e-Learning

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*Traditional e-learning tends to focus on critical skills development, assessment, and simulation. Rapid e-learning offers a faster, time-sensitive, and resource-lean means of creating content that builds or extends core skills or knowledge.*

# Administrative training hurdles & solutions

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Hurdle	Solution
<ul style="list-style-type: none"><li>• Diverse audience of faculty, staff, students; instructor-led training not appropriate for faculty &amp; students</li></ul>	<ul style="list-style-type: none"><li>• Rapid e-learning via WebCT</li></ul>
<ul style="list-style-type: none"><li>• Limited time for training development; frequent course revisions</li></ul>	<ul style="list-style-type: none"><li>• Single source methodology for documentation &amp; course content</li></ul>

# Administrative training hurdles & solutions

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Hurdle	Solution
<ul style="list-style-type: none"><li>• Training staff diversity – experienced vs non-experienced; lack of development standards</li></ul>	<ul style="list-style-type: none"><li>• Formal agreement on standards; user friendly development tools; centralized WebCT development support</li></ul>
<ul style="list-style-type: none"><li>• Exercises based on administrative data which is security sensitive</li></ul>	<ul style="list-style-type: none"><li>• Varied approach based on subject matter</li></ul>

# Course Enrollment & Training History

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- EUID loads from LDAP to WebCT
- Campus community notified of course availability
- Student submits electronic request  
[http://web2.unt.edu/eis/Training/signup\\_form.php](http://web2.unt.edu/eis/Training/signup_form.php)
- Enrollment for courses open to all faculty & staff:
  - Web-based request form sends email to EISTRN
  - Student manually enrolled & sent confirmation email of registration status

You have been successfully enrolled in “Intro to EIS” and “Administering your Classes in EIS.”

To begin the classes:

1. Browse to <http://webctvista.unt.edu> and choose **UNT System Training** from the dropdown menu in the middle of the page (you may need to scroll down to see it) from the WebCT Vista Welcome screen.
2. Click **Log In** when prompted.
3. Enter your EUID and Enterprise Password.
4. Click **Ok**.

Please contact EIS Training Support at [EISTRN@cc.admin.unt.edu](mailto:EISTRN@cc.admin.unt.edu) if you have any questions.

- Enrollment for courses requiring approval:
  - Web-based request form sends email to instructor
  - Administrative dept contacted for approval
  - Student manually enrolled & sent confirmation email of registration status
- Training history options:
  - View history in WebCT
  - History loaded to PeopleSoft using .csv (flat file) or manually entered

# EIS courses currently available

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Course	# of students	Average time
Introduction to EIS	156	20 mins
Introduction to Queries in FS	50	30 mins
Administering Classes in EIS	32	10 mins

# EIS courses currently available

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- Future courses to develop are:
  - Academic Advising in EIS
  - Introduction to Queries in LS
  - ????

# Methods for Hands-on Exercises

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- Simulations
  - Embedded in course
  - Interactive
- PeopleSoft training environments
  - Clone of production database
  - Run in separate browser window
  - Linking from inside WebCT problematic due to security authentication issues

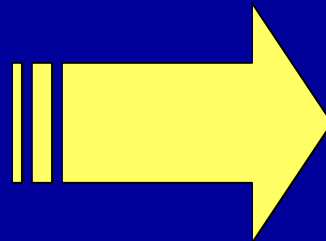
# Administrative training considerations

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- Electronic documentation usually exists
  - procedures
  - terminology
  - examples / screen captures
- Training methodology often instructor-led
  - hardcopy manuals
  - job aids
  - hands-on lab exercises
- Training staff usually not proficient in Web coding (HTML, PHP, XML) or e-learning design (styles, graphics, color, 508/W3C compliance)

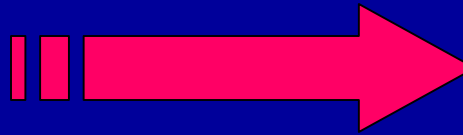
# Converting Instructor-Led to WebCT

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“Using a modularization design process is the key to blended training approaches.”

**Classroom**



**WBT**

Instructor available to answer questions	Write complete, clear instructions
Hardcopy handouts	Provide downloadable pdf's
Instructor as "talking head"	Convert non-interactive portions to presentation sequences
Group discussion	Make exercises as self-sufficient as possible
Paper forms (evaluation)	Web forms
Human quality	Where to get help

# Course framework:

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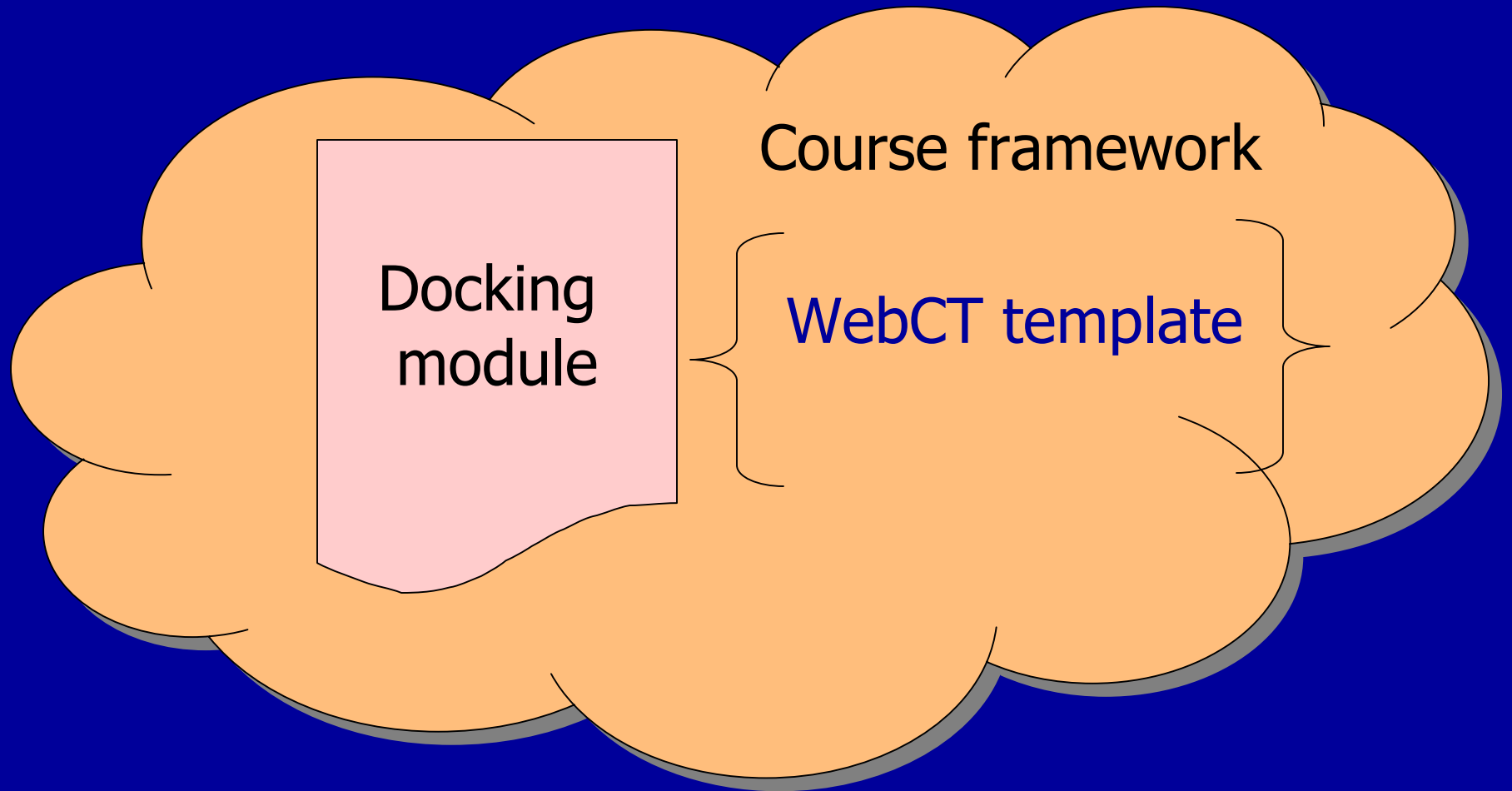
Styles – paragraphs, headers, text

Front Matter – navigation, buttons, copyright

Application standard – Word, OpenOffice

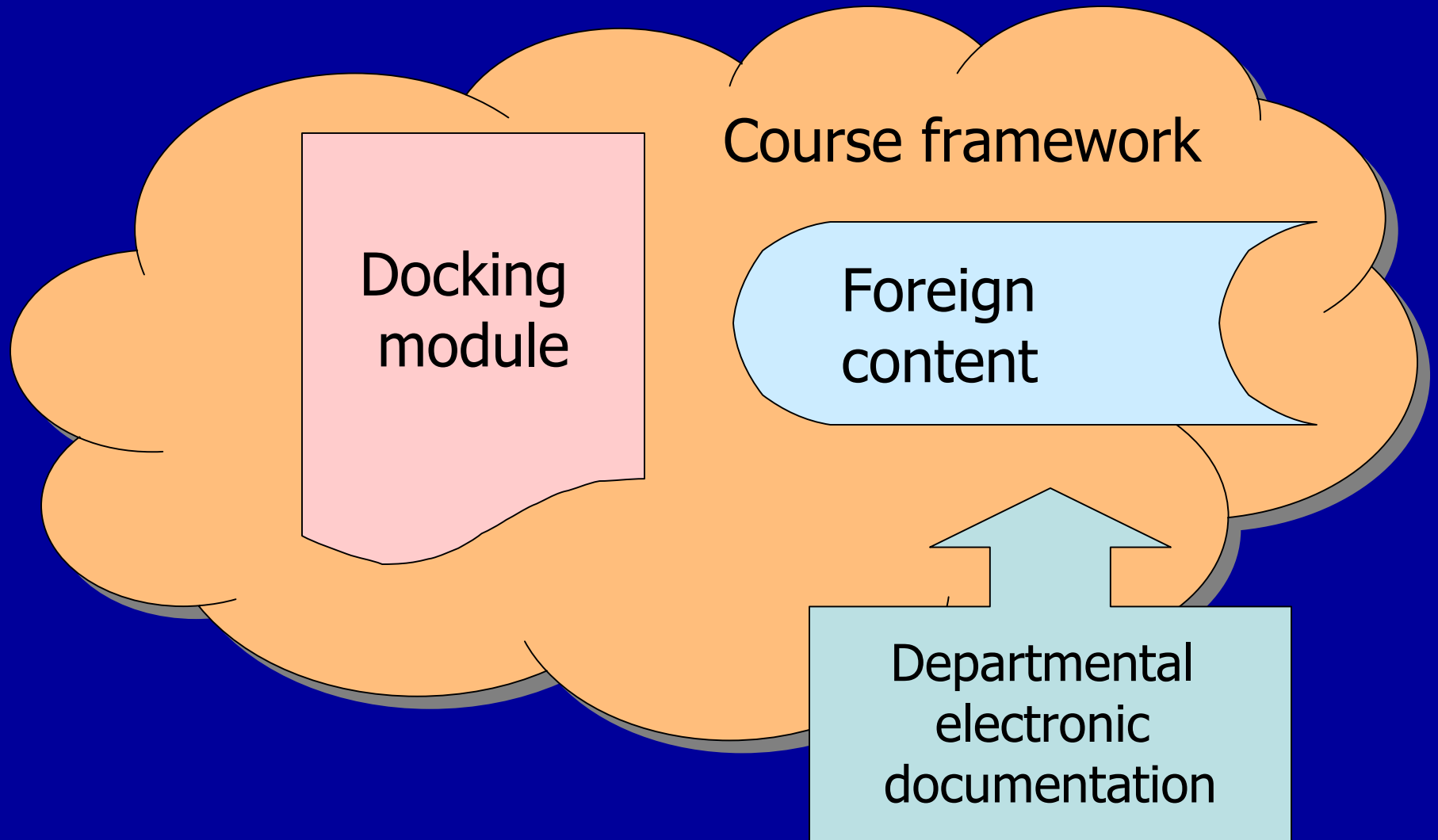
# Docking module:

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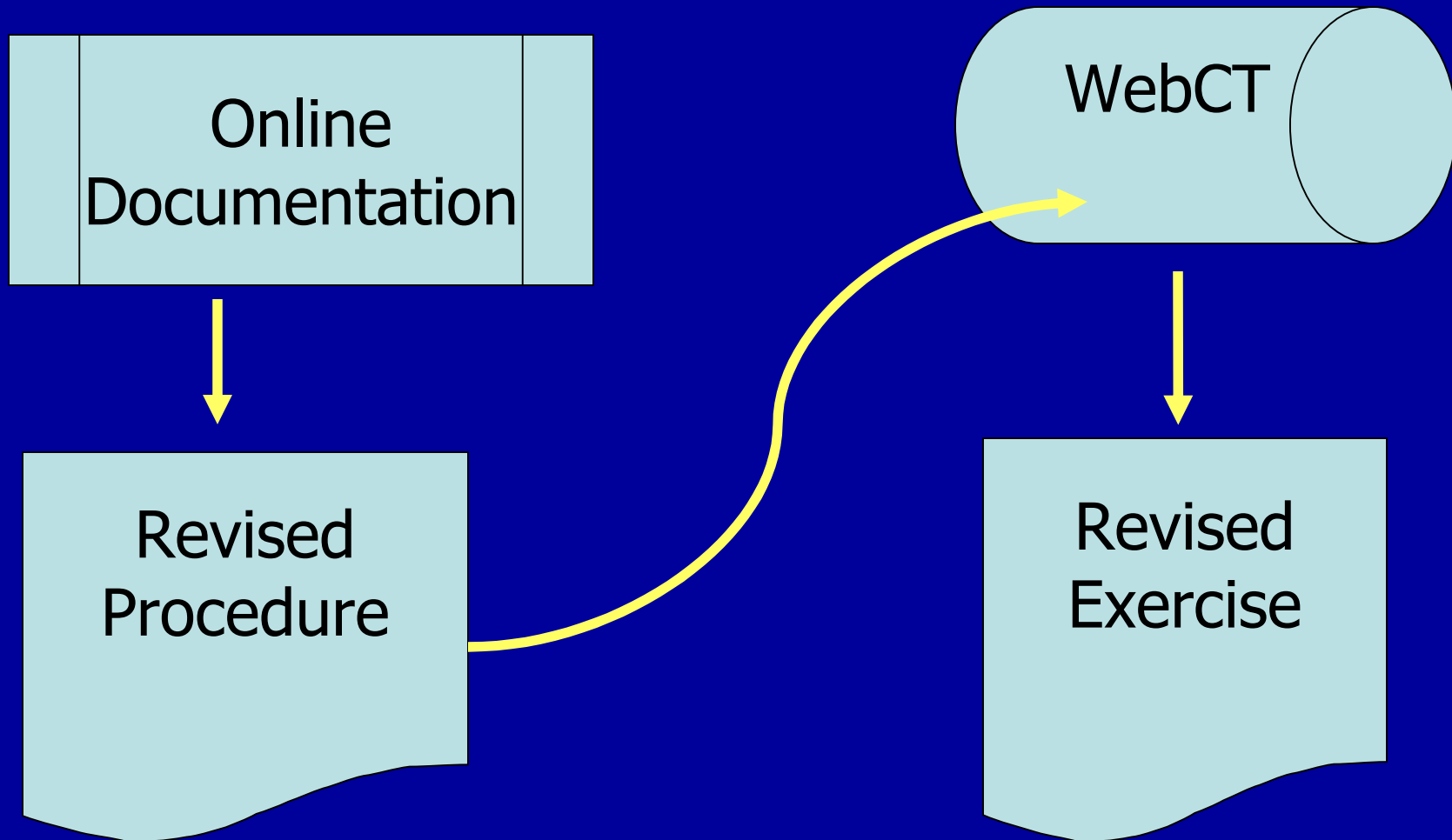
# Docking module:

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# Linking foreign content

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Help Website for MyUNT and EIS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <http://essc.unt.edu/eis/faculty.htm#> Go Links

# MyHelp

[Home](#)  
[Help for Students](#)  
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## For Faculty

With MyUNT, you can see

- [Your class roster](#)
- [Your weekly schedule](#)
- [Your class schedule](#)
- [The schedule of classes](#)
- [The course catalog](#)

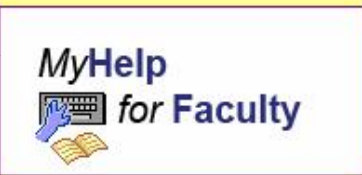
To see the links above, you will need the free [Flash Player 6+](#).

**For grading:**

You can [assign and approve grades](#) on your grade roster.


[EIS Additional Grader Access Form](#)

[Grade Reporting in EIS-PowerPoint](#)



(Requires the free [Flash Player 6+](#))

**Sign in**  
To sign in to MyUNT, click the link below:



[Home](#) - [Help for Students](#) - [Help for Faculty](#) - [Help for Administrators](#) - [Site Map](#) - [Contact Us](#)

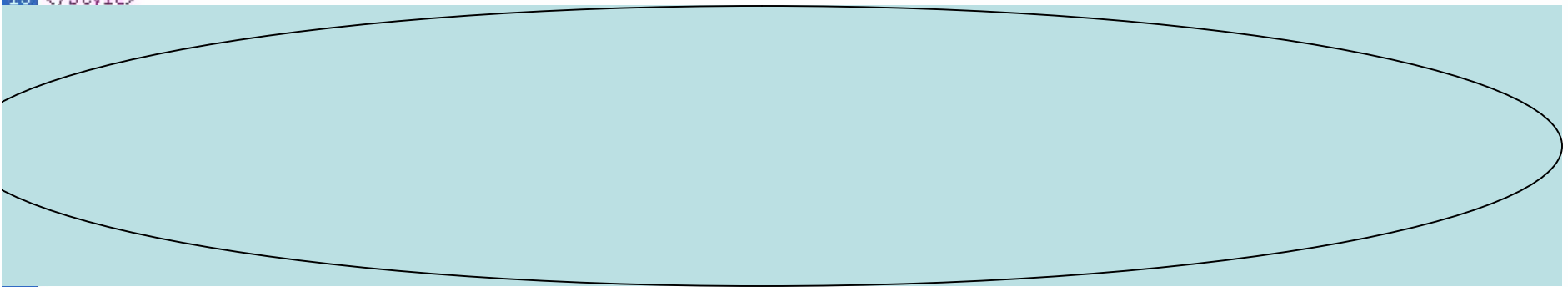
UNIVERSITY of NORTH TEXAS

<http://essc.unt.edu/eis/faculty.htm#> Internet





```
1 <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN" "http://www.w3.org/TR/1999/REC-html401-19991224/loose.dtd">
2
3 <head>
4 <meta name="author" content="Mitch Smith msmith@cc.admin.unt.edu" />
5 <style type="text/css">
6 <!--
7 .label { background-color: #4444CC; color: #FFFFFF }
8
9 .hint { background-color: #DDDDFF }
10
11 .note { background-color: #FFFFCC; }
12 -->
13 </style>
```



# Program Success Results

- Time spent in training away from job site decreased by 50%
- High approval rating for delivery method by faculty
- New hires and departmental transfers being trained “just in time”

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**QUESTIONS?**