### Document Change Log

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<th>Revision</th>
<th>Revision Date</th>
<th>Editor(s)</th>
<th>Change</th>
</tr>
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<tbody>
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<td>1.0</td>
<td>Sept. 11, 2014</td>
<td>Karen Vasquez</td>
<td>Original - Draft</td>
</tr>
<tr>
<td>1.1</td>
<td>Sept. 12, 2014</td>
<td>Karen Vasquez/Shelly Knight</td>
<td>updates</td>
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Introduction

Purpose
Professional Development is used to create and manage staff education programs via the web. Once course detail is setup, end users enjoy 24x7 access to registration, class schedules, and a personal record of completed coursework.

Intended Audience
The intended audience for this document are instructors of the Professional Development program at Allan Hancock College.

Scope
This document explains the most common functionality and fields used in the Professional Development web pages of ONESolution. This document assumes that set-up of this system is complete.

Definitions and Acronyms
Class – The period, day/time, during which participants meet for professional development.

Course – A program of professional development that spans a period of time. A course consists of one of more classes.
Overview
This document will provide you with step-by-step instructions to create and manage a Professional Development course and classes within the ONESOLUTION system.

Getting Started
Open myHancock and select the Employee Resources Tab. Click on the Professional Development link in the Professional Development Channel.

Login
The system should log you in to the website.

If not, in the login field enter hancockcollege\ followed by your network user id, tab to the Password field and enter your network password, press enter or click on the Login icon.

The Employee Online/Professional Development web pages will open. Click on the Professional Development tab. The Professional Development Home Page will display.

Figure 1 - Employee Online/Professional Development
Instructor’s Role
For an employee to create and manage PD courses, they need to be granted this role. If you do not see the Instructor menu in the side bar, and you want to be one, complete the request form Professional Development Instructor Request in the myHancock Doc/Forms Library and send it to the HR department for processing.

Instructor’s View
An instructor can create courses to be offered for registration as well as maintain class attendance and assign grades/credits. The courses are created by filling out the Course Definition web form. When the form is saved, it will be sent to the Professional Development Administrator for approval. Minimally, the required information identified in this guide must be completed.

Instructor’s Menu
Instructors have seven screen options.

Navigation
The bottom section of most forms contain icons to perform functions. The following is a list of the icons you will see and their function:

- Print: Print the current screen
- Add: Add a new course
- Back: Navigate back to the previous screen – it is suggested that you use this back button in stead of the browser back button.
- Save: Save the current record.
- Cancel: Cancel changes made.
**Current Courses**

Current Courses will list all courses assigned to that instructor that are open for enrollment, with a Course Status of **Active** or **Inactive**. Inactive means the course dates have expired and the course is closed. Active means the course is still open. This information is read-only.

![Figure 2 - Current Courses](image)

Selecting the course name will display the course definition. This area reflects the information that was entered on the Course Definition screen.

Within this screen, the instructor is able to view each class associated with the course. If a syllabus or other class material was attached, a link to the document will be visible here.

![Figure 3 - Course Information](image)

Selecting Attendance next to the class, will give the instructor an attendance record with any Comments they have added from the Course Attendance section.

![Figure 4 - Class Attendance](image)

To navigate back, select **Back** in the lower left hand corner of the screen. The Course Information may be printed by selecting **Print**.
Prior Courses

The Prior Courses screen lists all courses for the instructor with an end date of the course in the past. This information is read-only.

Select the Course Name to view detailed information for the course.

The Course Information may be printed by selecting Print. To navigate back to Prior Courses, select Back in the lower left corner of the screen.

Course Definition

An instructor can view and update scheduled and submitted courses along with their dates, location, current enrollment, and status on the Course Definition screen. This screen also allows an instructor to add new courses for future dates by clicking on Add.

Once you click Add or a Current Course, you will have access to the following three tabs.

- **Course Definition** – where the actual course is defined. The Class Date/Time tab is where each meeting date/time, or class, is defined. The Pre-Requisites tab is where you will select any professional development courses that are required prior to taking this course.
Add Course

The instructor enters all of the relevant information for the course definition. It is strongly suggested that prior to creating a course definition that you use Astra room scheduler to reserve the room. Once the room is reserved note the room capacity and the room name used in Astra. Be sure to enter the Room in the above screen exactly as found in Astra. This will allow the system to perform checks against the room in Professional Development. Be sure that the Max Participant field does not exceed the room capacity.

Required fields are:

- **Course Name** – First two characters should be the fiscal year followed by an abbreviated name, up to 10 characters. For example, 15BBasics.
- **Course ID** – Read only, will populate using the Course Name and an incremented number.
- **Title** – the title field has a maximum of 60 alphanumeric characters. This is the field that participants will see when searching for a course, so make it descriptive.
- **Description** – Up to 250 alphanumeric characters to describe the course. **NOTE – VERY IMPORTANT:** If there are multiple instructors that need to have credit for teaching the course be sure to enter all names, also list sponsors and/or coordinator/facilitators for the course.
- **Start Date** – Select date course will start
- **End Date** – Select date course will end
- **Min(imum) Participants** – Up to 5 digit field for minimal participants.
- **Max(imum) Participants** – Up to 5 digit field for maximum number of participants/room capacity.
- **Location** – Always use the drop down to select a location.
- **Room** – Up to 8-character alphanumeric field. The format is Building-Room# (no spaces). Room must be reserved via Astra.

Caution: If you select Back to navigate back to the Course Definition list page without saving, you will lose your work.
At the bottom of the course definition screen there is an option to add a syllabus or other course information. Enter the type of document in the description box, select the attachment definition – **Course Information**, and then click on browse to locate the document. It is suggested that the document is in PDF format.

![Figure 7 - Attaching a File to the Course](image)

Select Save to save the information entered in this form.

**NOTE:** When an instructor creates a course from the Web, it is created with an Inactive status.

![Current Courses Table](image)

An approver (typically the Professional Development Administrator) needs to review the course and either accept or deny the request.

The instructor will receive an email message informing them that the course created by them has been approved and activated.

**NOTE:** Once this process is completed, the course will display online as **Active** and participants are able to register. The instructor will view it as Active in the Course Status column on the Course Definition screen.

**Class Date/Time Tab - Required**

On clicking **Save**, from the **Course Definition (Add Course)** tab, the screen automatically moves the instructor to the **Class Date/Time** tab.
To create a new class, enter the Date, Time, and Duration. Time must be entered in the format HH:MM AM/PM, you will receive an error if the time is not entered properly.

The Duration must be in **minutes**. For example a one hour class has a duration of 60 minutes. The Alternate Location is optional. Select **Add** and continue until all classes are defined.

If there is a date/time/room conflict the Instructor will receive a message alert explaining the conflict. This will avoid scheduling overlapping courses by the same Instructor/Facilitator and/or for the same location on the same date and time.

When the class information is entered correctly and you click on the Add icon you will receive a **Record Accepted** in the upper left corner.

Continue to add meeting dates/times until all sessions have been entered. When done, click **Back** to return to **Course Definition** if there are no pre-requisites.

**Pre-Requisites Tab - Optional**

To add/modify Pre-Requisites that must be completed before taking a course, select the **Pre-Requisites** tab.

Clicking on the ellipsis beside **Select Course Name** will display a dropdown list of all Professional Development courses. When an applicant registers for a course, verification will automatically occur to ensure the applicant has completed the selected Required Completed Course(s).
Highlight the course you would like to select and click **Done** in the lower right hand corner of the screen. The course will display in the Select Course Name field. To complete the association, select Add.

![Image of Course Selection](image1.png)

**Figure 10 - Selecting Course Pre-Requisites**

Click on **Add** to add the Pre-requisite to the list. The **Record Accepted** message will appear in the upper left corner, and the course selected will display in the Pre-Requisite List.

![Image of Pre-Requisite Addition](image2.png)

**Update/Modify a Course**

To **update** an existing course, click on the course name link from the Course Definition menu.

![Image of Course Update](image3.png)

This will open the **Course Definition** screen where the instructor can make changes. After changes are made, select **Save** to record the changes and return to the Course Definition screen.

When in update mode, the Instructor can select the **Class Date/Time** tab to update or add the Class Date/Time details.
Workflow Approval
When a new course is created the course information will be routed to the Professional Development Administrator for approval. The instructor will receive an email message informing them that the course created by them has been approved and activated.

NOTE: Once this process is completed, the course will display online as Active and participants are able to register. The instructor will view it as Active in the Course Status column on the Course Definition screen.

Course Attendance - Required
The Course Attendance screen will list all current courses for the instructor with an option to select Class Date/Time link to navigate to the Course Class Date/Time screen.

![Course Attendance](image1)

By selecting the Attendance link, an instructor can view each class separately to enter the attendance.

Once on the Class Attendance Screen it is suggested that you print the roster by clicking on Print.

![Class Attendance](image2)

Select the Attendance checkbox if the participant attended that particular day. Enter any comments, if appropriate. On the lower left of the screen, there are Select All and Clear All links. Select all will put a check in each participant’s attendance field. The instructor then has the ability to deselect the few that were not present. Selecting the Clear All link clears all the check marks and comments.
Select **Save** to save the attendance for the class. You will be returned to the **Course Class Date/Time** screen to enter more attendance. When done entering attendance use the **Back** button to return to the previous screen.

**Assign Grades - Required**

The Assign Grades screen will list all current courses with an option to select **Assign Grade** to assign each participant a letter grade.

Acceptable Grades are C (complete) and I (incomplete). After all grades have been assigned click on **Save**. You will be returned to the Assign Grades screen.

**Email Notification**

An instructor can send an email to registered participants by selecting the Email Notification link. Selecting Email Notification next to the desired course will allow an email to be created.

An email can be composed and sent directly from the Web page to all registered participants.
By default all participants are selected to receive the email notification. The instructor can remove any participants email addresses from the Bcc field if they want to exclude sending this message to them.

After composing the email text, click Email to submit the email notification to the workflow engine for emailing the selected participants in the Bcc.

**NOTE:** Email communications can be sent to participants when the course is in Active or Completed status. All communications of this type will be visible for Professional Development Administrator from the Course Definition (HRPDUPCD) screen. These communications are collated into threaded notes at the course level.

**AHC ONESolution Instructor User Guide**

A summarized version of the instructions are available on the Professional Development home page. This document has more in depth instructions for navigating the screens and entering data. Click on the link to access the document. This document can then be printed or saved. As modifications of the document are made the newest version will be posted here.
## Appendix A

### Summary of Course Definition fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td>Up to 10 alphanumeric characters to identify the course</td>
<td>Yes</td>
</tr>
<tr>
<td>Course ID</td>
<td>System generated – up to 20 characters – READ ONLY</td>
<td>Yes</td>
</tr>
<tr>
<td>Status</td>
<td>Set to Inactive until approved</td>
<td>Yes</td>
</tr>
<tr>
<td>Title</td>
<td>Up to 60 alphanumeric characters to label the course</td>
<td>Yes</td>
</tr>
<tr>
<td>Instructor</td>
<td>Instructor name will appear</td>
<td>Yes</td>
</tr>
<tr>
<td>Description</td>
<td>Up to 250 alphanumeric characters to describe the course.</td>
<td>Yes</td>
</tr>
<tr>
<td>Start Date</td>
<td>Select date course will start</td>
<td>Yes</td>
</tr>
<tr>
<td>End Date</td>
<td>Select date course will end</td>
<td>Yes</td>
</tr>
<tr>
<td>Min Participants</td>
<td>Up to 5 digit field for minimal participants</td>
<td>No</td>
</tr>
<tr>
<td>Maximum Participants</td>
<td>Up to 5 digit field for maximum participants</td>
<td>Required for web registration</td>
</tr>
<tr>
<td>Count</td>
<td>System generated - Current number of registered participants</td>
<td>Yes</td>
</tr>
<tr>
<td>Require Eval.</td>
<td>Select checkbox if evaluation is required by participants</td>
<td>No</td>
</tr>
<tr>
<td>Location</td>
<td>Select the location from the drop-down</td>
<td>Yes</td>
</tr>
<tr>
<td>Room</td>
<td>Up to 8-character alphanumeric field. The format is Building-Room# (no spaces). Room must be reserved via Astra.</td>
<td>Yes</td>
</tr>
<tr>
<td>Seat Hours</td>
<td>Up to 5-digit field</td>
<td>No</td>
</tr>
<tr>
<td>Schedule</td>
<td>Up to 60-character alphanumeric field.</td>
<td>No</td>
</tr>
<tr>
<td>Materials</td>
<td>Up to 250-character alphanumeric field.</td>
<td>No</td>
</tr>
<tr>
<td>Participation Cost</td>
<td>Enter dollar amount</td>
<td>No</td>
</tr>
<tr>
<td>Credits</td>
<td>Up to 5-digit field</td>
<td>Yes if Flex Course</td>
</tr>
<tr>
<td>Credit Date</td>
<td>Select date from drop down calendar</td>
<td>No</td>
</tr>
<tr>
<td>Attach Syllabus Section</td>
<td>Select from drop down calendar</td>
<td>No</td>
</tr>
<tr>
<td>Description</td>
<td>Enter the description of the document</td>
<td>Yes if attaching a document</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Required</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Attachment</td>
<td>attachment, ie syllabus, reading materia</td>
<td></td>
</tr>
<tr>
<td>Local file</td>
<td>Select Course Information</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Click on Browse to search for the document to be attached, highlight the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>document and click on Open – Click Save</td>
<td></td>
</tr>
<tr>
<td>Class Dates/Times Tab</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Date</td>
<td>Select date from drop down calendar</td>
<td>Yes</td>
</tr>
<tr>
<td>Time</td>
<td>Enter time in HH:MM AM/PM format</td>
<td>Yes</td>
</tr>
<tr>
<td>Duration</td>
<td>Up to 5-digit field. Duration of class in minutes.</td>
<td>Yes</td>
</tr>
<tr>
<td>Alternate Location</td>
<td>Up to 250- character alphanumeric field – Click Add</td>
<td>No</td>
</tr>
<tr>
<td>PreRequisites Tab</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Select Course Name</td>
<td>Select from Lookup</td>
<td>No</td>
</tr>
</tbody>
</table>