

## THIS MONTH'S TIP

### Steps to Avoid Spinning

Adding SLMS to your system's list of trusted sites will ensure that your browser is not the cause of your spinning. This must be done by your System Administrator. When you search for an Activity or a Learner, enter in the first few letters of the name even if you don't know the whole name. This will greatly reduce your search time. If you've taken these steps and are still experiencing spinning, you can simply refresh your web page by clicking F5 on the top of your keyboard.



## July 2012 Newsletter

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### New Human Resources Role

In order to facilitate the process of updating employee information in SLMS, a new Human Resources role is being developed. Administrators who are given this role will be able to quickly and easily enter employee information into SLMS. In the Human Resources role, administrators will be able to correct misspelled names, email addresses, and phone numbers.



Administrators will have the ability to update the supervisor for their learners. This means that if a manager leaves an agency or moves to another unit, a different manager can be quickly re-assigned to handle the departing manager's responsibilities.

### Learner History: Why Show Dropped Classes?

SLMS shows activities that are dropped on a learner's All Learning page because it's part of the auditing function of the Oracle PeopleSoft ELM product. SLMS encapsulates the entirety of a learner's transcript – the good, the bad, and the ugly, if you will. That's why every Learner (and Administrator) has the ability to filter the view of the All Learning page to see only items that are completed. Using the learning filters at the top of the page allows Learners, Managers, and Administrators to view only what they wish to see.

