Statewide Learning Management System

THIS MONTH'S TIP

Class Roster

If you want to manage the roster and control who gets enrolled into a class, set the class up as closed. Learners will still be able to see the class, but not be able to self-enroll. You will then be able to select learners to put onto the roster. In addition to setting the class as closed, also set the class up with no approval type. Searching through your roster for Learners is now easier with an added sort feature allowing you to sort through Learners by either first or last name.

October 2013 Newsletter

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ITS Employee Transfer

In line with the ITS transformation, all ITS employees will be moving from their host agencies in SLMS to the ITS learning environment. ITS will be responsible for training their employees. The ITS Human Resources and ITS Training Directors will be coordinating the move with SLMS and communicating the details of the move with the host agencies. As part of the ITS communications plan, ITS HR staff will be attending the SLMS Users Group meeting in October and the Training Directors Roundtable in November to discuss the move and answer questions.

New Microsoft Courses

A total of 44 new and updated Microsoft courses have been added to SLMS. Training courses for the 2013 Microsoft Office Suite products include *Make the Switch to Excel 2013*, and *Make the Switch to Publisher 2013*. Advanced, Intermediate and Beginner courses are offered for Word, Excel, Outlook, Access and PowerPoint 2010. Other courses include *Building a Project Schedule in Microsoft Project 2010* and *What's New in Microsoft SharePoint Designer 2010*. For those upgrading to new versions of Microsoft products, these online courses provide an excellent opportunity to train employees when they need it.