

THIS MONTH'S TIP

If you want to manage the roster and control who gets enrolled into a class, set the class up as closed. Learners will not be able to see the class to self enroll. You will then be able to select learners to put onto the roster. In addition to setting the class as closed, set the class up with no approvals required.

SLMS Celebrates its 2nd Year!



In 2011, SLMS went live with six agencies and the entire population of NY state employees as learners in the new system. On October 18, 2013, SLMS celebrated its 2nd anniversary! SLMS was the first of the state's shared service initiative to go live. Two years later, a total of 52 agencies use SLMS as their learning management system. Over 600,000 learners are in the system with over two million records. Since October 2012, there have been 290,086 unique logins of state employees as well as external learners (including the state emergency response community). In 2012, SLMS won the Government Technology's Best of New York Award for *Best Application Serving an Agency's Business Needs*.

November 2013 Newsletter

In This Issue:

- SLMS Celebrates its 2nd Year!
- New HR Template

New HR Template

There is a new HR template in SLMS for use when uploading HR data to SLMS. To access the new template go to *Enterprise Learning/HR Administration/Bulk Load Learners* and click on the download template button. A new data dictionary for the template is available and can be accessed by clicking on the download instructions button.

If your agency has set up an automated process to bulk load the HR data, please tell your ITS staff to use the new template.

