

THIS MONTH'S TIP

When developing online training for SLMS using a content management tool similar to Lectora, please remember to test your product in multiple browsers including Internet Explorer 7, 8, and 9; Firefox; and Google Chrome. Multiple browsers are used by state learners at their agency locales as well as from their homes or other sites where they access the Internet.



December 2013 Newsletter

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New Supplemental Learning Feature

The SLMS team has made changes to the supplemental learning feature to benefit both the learner and agency training administrators. Learners will now be able to add attachments to the supplemental learning feature for transcripts, certificates of completion, or CEU credit documentation. In addition, managers and SLMS administrators will now be able to add attachments on behalf of learners.

Managers and SLMS administrators can now add CEUs to a learner's transcript through the supplemental learning feature. This is a great benefit to learners and agencies who want to track in SLMS the CEUs learners receive from outside sources.



Training in Microsoft 2013

Office 365 is coming to New York State agencies as part of the email consolidation effort. SLMS has several courses available for agencies to provide to their employees on Microsoft Outlook and Office to prepare them for this change.

The courses Microsoft recommends for this transition include - *Making the Switch to Outlook 2013* and *Making the Switch to Office 2013*. Courses are also available for *What's New in Microsoft Outlook 2010* and *What's New in Microsoft Office 2010*.

For those upgrading to Office 365, these online courses are an excellent opportunity to provide training for employees who need it.