

# *EOTA – Business Process*



*Document Title:*

**Publishing A New Course Instructions**

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**ISDP-002 Product Realization Process, ISDF-014 Course Announcement Template, ISDF-008 ILT Student Feedback Survey, ITTP-015 Website Development/Maintenance, ITTF-014 Publication Review And Approval**

*Revision History:*

Rev.	Description of Change
<b>08_0714</b>	<b>Initial Release</b>

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# Job Aid

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## Publishing a New Course



## Publishing a New Course

### *Online and Classroom*

The purpose of this Job Aid is to provide guidance in (1) locating and completing a course announcement template, (2) viewing course enrollment, and (3) admitting students into a restricted course.

### *Online Learning Support Specialist*

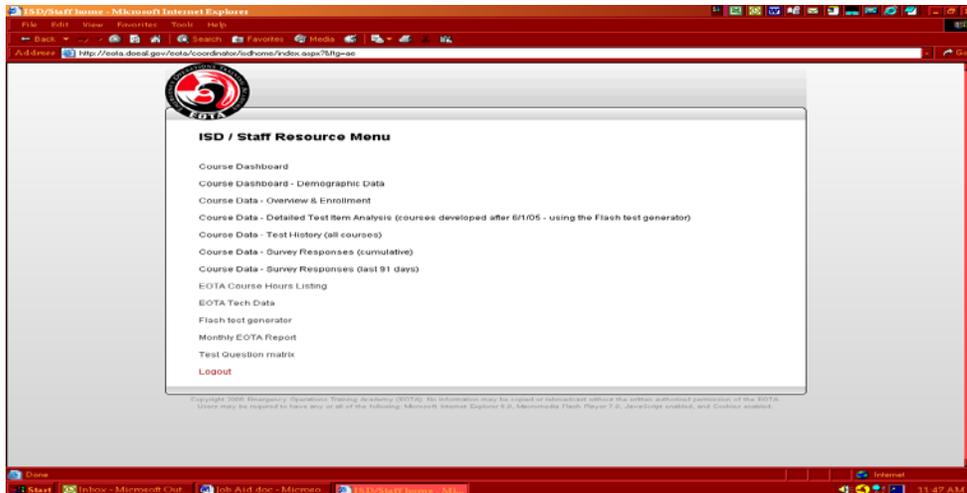
Listed are some of the Online Learning Support Specialist (OLSS) duties in assisting with updating courses and inputting data regarding student records.

### *Guidelines*

1. The new **Course Announcement Template** is located in Q-Pulse ISDF-014 Course Announcement Template
  - Locate and save the course announcement template on your computer.
  - Complete the course template with the course name, number, description, intended audience, course contents, prerequisites, and maximum enrollment.
  - After the Course Announcement is completed, attach ITTF-014 and submit for approval. The Software Engineer will create a catalog entry for the course and develop a course homepage. The Software Engineer will inform the OLSS of the Area of Study News after a course is available for registration.
  - All approvals must be completed on ITTF-014 before presenting the Course Announcement to the Deputy Director for distribution via NNSACAST & DOECAST.

## 2. Reviewing course enrollment

- Access the Coordinator menu at <http://eota.doeal.gov/eota/coordinator/isdhome/index.aspx?&ftg=ae>. (If you do not have a Coordinator's logon and password, please see the Software Engineer) Click on **Course Data – Overview & Enrollment**.



- Click on the drop down menu to select the desired course. The information lists: students' name, ID, Organization, Email, Registration Date, Test Date, Score, Passed, Certificate Date, and Currently Restricted Students.
- You can also print out a roster of students for a class.

The screenshot shows a web browser window titled "Course Hours Listing - Microsoft Internet Explorer". The address bar shows the URL: <http://eota.doeal.gov/eota/coordinator/isdhome/vickiiscourselookup.aspx>. The main content area displays the "EOTA Course Participation Summary" for course "ERA410: Conducting Root Cause to Identify Corrective Actions (8/8/2006 - 8/11/2006)".

Course Manager: Carl Foster

3 students actively enrolled  
 0 students have taken tests (0% of enrollment)  
 0 students have passed (0% of enrollment)  
 0 certificates issued (0% of enrollment)

Survey data to date (version 2 only):  
 Number of Surveys: 0  
 Mean Response for Survey Objectives of current survey respondents: NaN  
 Mean Response for Survey Content of current survey respondents: NaN  
 Mean Response for Survey Relevance of current survey respondents: NaN

First Name	Last Name	ID	Organization	Email	Registration Date	Test Date	Score	Passed	Cert Date
Ken	Hiner		Albuquerque ONSA Service Center	khiner@unitech1.com	6/30/2006		0	False	
Paul	Stoudenmire	547725786	DOERINSA HQ	pstoudenmire@doeal.gov	6/30/2006		0	False	
Paul	Terrazas	1111	Albuquerque ONSA Service Center	pterrazas@doeal.gov	6/30/2006		0	False	

**Currently Restricted Students**

First Name	Last Name	ID	Organization	Email	Registration Date	Test Date	Score	Passed	Cert Date
Bonnie	Koch	114637	Los Alamos (LANL)	bkoeh@lanl.gov	7/7/2006		0	False	
Judith	Malsbury		Other	jmalisbury@pppl.gov	7/7/2006		0	False	
Stan	McCloskey	28886	Nevada Test Site (NTS)	mccloskey@nvw.doe.gov	7/10/2006		0	False	
Soledad	Sifuentes	219512	Los Alamos (LANL)	ssifuentes@doeal.gov	7/10/2006		0	False	

Buttons: Print Roster / Completion Log, Download to excel

### 3. Admitting student to a restricted course

- Whenever a student registers for a Restricted Course, a pop-up window is displayed stating:

You have successfully registered for ABC-123: Course Title.

This course is a restricted course. Restricted Course(s) will be listed at the bottom of your personal study list but will be inactive until the course administrator approves your admission.

Please allow 3 business days for the review of your request. You will receive an email advising you of the course administrator's determination.

If you have any questions or require further information contact the Online Learning Support Specialist at [jlee@eota.energy.gov](mailto:jlee@eota.energy.gov) or call (505) 842-7110.

- The Course Manager (CM) receives an email stating:

The following person registered for a restricted course:

Name: John Doe

User Name: jdoe

Student Email: [jdoe@email.com](mailto:jdoe@email.com)

Student Phone: 505-555-2489

Student Location: Pine Bluff, AR

Student Primary Area of Study: Training & Drills

Student Primary Position: Training & Drills

Employee ID:

Course Name: Radiation and Pager/Pager-S

Course ID: OER103DW

Course Type: WBT

Start Date:

End Date:

- The CM will email the student to verify the student's eligibility to access the course. After verifying that the student is eligible for the course, if you have access to the admin page, you may unrestrict the student or request that the OLSS to unrestrict the student. The CM or OLSS will send an email notice to the student stating:

You have been granted access to COURSE TITLE!

For additional information about COURSE training, including the pre-requisite course, ABC-123DW COURSE TITLE, log onto the EOTA website and go to the COURSE homepage.

- If the student is not eligible, the CM should inform the student.
- The CM is responsible for sending a "welcome package" that includes course information, maps, location, etc., for classroom courses.

The OLSS can create a new student user ID and password for those students who arrive for a class but failed to register on the website. The CM must supply the OLSS with the student's name, address, phone number, and email address. The OLSS will send an email notice to the student with their user information. The OLSS will also assist with the following:

- Update student information - i.e. address, phone number, etc.
- Alpha test a course
- Enter tests in the Flash Test Generator
- Update Area of Study, Coming Attractions, and News & Events
- Record course credit for classroom courses—CM will supply OLSS a roster