University of Minnesota

Self-Help Guide

Training Hub: Create and Manage Courses

This self-help guide takes you through the basic process of setting up and managing training courses in Training Hub.

Plan

Get Started

What is Training Hub

Training Hub is the University of Minnesota's training management system that allows for administration, tracking and reporting of training content, both online and instructor-led. Training Hub is available system-wide. It replaces ULearn, the previous training management system.

Learn more about Training Hub
/technology/training-hub
Compare administrative roles
https://it.umn.edu/training-hub-compare-administrative
Learn the difference between training admins, proxy enrollers, and instructors in Training Hub

Access Training Hub

Request Training Admin Role

https://tdx.umn.edu/TDClient/31/Portal/Requests/ServiceDet?ID=239
Login to Training Hub
https://training.umn.edu

Get Help

Support and Help
/training-hub-support-help

Prepare Content

Course and Section Naming

Decide Your Naming Convention
/training-hub-decide-course-naming-schema

Test Migrating SCORM Content for Canvas Use

Test SCORM Packages with SCORM Cloud
/training-hub-test-scorm-packages-scorm

Create

Understand Course/Section Model

How Courses and Sections Behave

Understand the Training Hub Course/Section Model
/training-hub-understand-training-hub
Understand How Courses Function
/training-hub-understand-how-courses
Understand How Sections Function
/training-hub-understand-how-sections

Setup Courses and Sections

Create and Edit Courses

Create a New Course
/training-hub-create-new-course

Create and Edit Sections

Create a New Section
/training-hub-create-new-section

Setup Notifications

Default Section Notifications
/training-hub-default-section
Create, Edit, Remove Section Notifications
/training-hub-create-edit-remove-section

Build Content External to Training Hub

Setup Canvas Course Sites

Prepare and Configure SCORM to be Used in Canvas
/training-hub-prepare-scorm-use-canvas
Create a Canvas Course Site
/self-help-guide/canvas-create-organize-content
Copy a Canvas Course Site to be Used in Training Hub
/training-hub-copy-your-canvas
Set up a Canvas course site to report learner completion
/services-technologies/how-tos/training-hub-set-canvas-course-site

Assessments and Evaluations

Connecting Evaluations to Training Hub Sections
/training-hub-connecting-evaluations

Manage

Work with Active Courses and Sections

Work with Rosters and Waitlists

View a Section Roster
/training-hub-view-section-roster
Manage a Waitlist
/training-hub-manage-waitlist

Provide Direct Links to Courses

Use Deep Links
/training-hub-use-deep-links-share

Manage Course and Section Lifecycle

Lifecycles Overview

Understand Course and Section Lifecycle
/training-hub-understand-course-section

Course Lifecycle

Retire a Course
/training-hub-retire-course
Remove a Course
/training-hub-remove-course

Section Lifecycle

Retire a Section
/training-hub-retire-section
Cancel a Section
/training-hub-cancel-section
Remove a Section
/training-hub-remove-section

Enrollments and Reports

Enrolling Learners and Viewing Reports

Enroll Learner in a section of a course
/training-hub-enroll-learners-in-section
Training Hub Reports
/training-hub-reports

Recurring Enrollment

Create and Manage Recurring Enrollments
/services-technologies/how-tos/training-hub-create-manage-recurring