# 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 <u>/training-hub-default-section</u> Create, Edit, Remove Section Notifications <u>/training-hub-create-edit-remove-section</u>

## **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 /<u>training-hub-view-section-roster</u> Manage a Waitlist /<u>training-hub-manage-waitlist</u>

#### **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 /<u>training-hub-retire-course</u> 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