

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](#)