

This Month's Tip

Update Your Agency's Rooms

Nobody knows your rooms better than you do, which is why we hope administrators will keep their rooms up to date in SLMS. To maintain your rooms, go to "Main Menu→ Enterprise Learning→ Learning Resources→ Facilities." After searching for your facility, you can maintain rooms by clicking on the "Rooms" tab. Make sure that there are no duplicates, and that the room capacity is correct.



June 2012

In This Issue:

- New Query-Manager Role for Administrators
- Searching for Activities

New Query-Manager Role for Administrators

The roles for Query-Manager are currently being established in SLMS. Because of the data involved, the query role requires additional measures. We are putting those security measures in place to allow query managers to access the data for their specific agencies and protect the data from inadvertent use.

A "Best Practices" training is being developed that will be given along with the Oracle-led training that highlights the security process and the individual procedures for queries in SLMS. This training is expected to be completed and available by late June. Once the security is in place and the training has been completed, we will be able to assign the query role.

The Administrator Request Form has been amended to include the query role. Please submit this form to slmshelpdesk@goer.ny.gov for those on your team who have been assigned this role.

Searching for Activities

If you can't find an activity you've recently created, here is a cheat sheet of things to check:

1. Wait for the index to run. The index runs at the :12 and :42 of every hour.
2. Verify that the Catalog Item and Activity status is active.
3. Verify the End Date on the Activity. If the end date is in the past, the activity will not show up.
4. Verify that the Learner Group is correct.