

★ Registrar's Office

The Registrar's Office offers several technical training sessions for both PeopleSoft and for DARS.

PeopleSoft

Quick Enroll: Quick enroll is the process of enrolling a student in classes.

Block Enroll: Block enroll is the process of allowing enrollment of a block of students into a block of classes, all at the same time.

Department Course Scheduling: Department Course Scheduling is the process of maintaining data pertinent to scheduled classes for a particular term such as meeting days and times, classrooms, and instructors.

For questions about these topics or to find out more about training, email slauck@uakron.edu.

DARS

DARS (Degree Audit Reporting System) is an automated record reflecting a student's academic progress toward degree completion.

DARS Overview Presentation: Open to all faculty and staff. Covers DARS web navigation, how to run a degree audit, how to read a degree audit, and interpreting the interactive audit. Offered several times each term.

DARS Exception Training: Access to this requires department head or dean approval. Offered usually once per term.

For questions about DARS or to find out more about training, email DARS@uakron.edu.

★ Human Resources

Human Resources offers classroom instruction for employee's personal and professional development such as:

- Sexual Harassment Prevention (Required for all UA Employees)
- New Employee Orientation
- Hazardous Communications (Required and offered through Health and Safety)

Sign up for these and other Human Resource courses at:

www.uakron.edu/seminars

Human Resources (cont)

Human Resources also offers online technical courses.

TAARS (Term Academic Activity Reporting):

TAARs are printed for full-time faculty and graduate assistants and they are done to assure load limits are within University guidelines, assure activity is assigned to appropriate employee, and to provide a data resource for OBR/HEI reporting.

For more information about TAARs training: <http://www.uakron.edu/its/learning/training/TAARs.php>

Human Resources also offers several online training modules.

www.uakron.edu/hr/hrtraining/Online_Trainings/Online_trainings.php

The modules that can be found here are:

- ADA at UA for All Employees
- ADA for Search Committees
- Completing Form I-9
- HR Processes and Procedures 101

For questions about these Human Resource topics or to find out more about Human Resources training, email hrtraining@uakron.edu

★ ITL (Institute for Teaching and Learning)

ITL offers professional development for members of the teaching community. For questions, email itl@uakron.edu



What Next?

A Guide to New Employee Training

The University of Akron

Software Training Services

pstrain@uakron.edu

<http://www.uakron.edu/its/learning/training/index.php>

330.972.6391

★ PeopleSoft Student Administration/Human Resources V9

Software Training Services offers several hands-on technical training courses for users of the PeopleSoft Student Administration/Human Resources System.

The courses offered for PeopleSoft Student Administration are:

PeopleSoft V9: Student Administration/Human Resources for New Users: A brief overview is presented on how The UA uses PeopleSoft to manage student administration and human resource data. You will learn menu navigation, terminology, favorites as well as some critical technical processes that will help you use PeopleSoft effectively.

PeopleSoft V9 Student Administration/Human Resources Inquiry: This course reviews some of the most common Inquiry pages in PeopleSoft SA/HR. Some of the inquiries discussed are Name, Address, FERPA, Service Indicators, Student Program/Plan, Student Schedule, Grade Inquiry, Student Rank, Test Scores, Admissions Status, Student Financials, and Employee Data.

PeopleSoft V9 Student Administration Reports: This course reviews some of the most common Reports created in PeopleSoft Student Administration. This course will provide an overview of running reports, Student Schedules, Unofficial Transcripts, Grade Reports, Grade Rosters, Class Rosters, Phase Reports, Final Exam Schedule Query, and Zip Reports Query List.

PeopleSoft V9 Service Indicators: This course will provide an overview of Service Indicators, Inquiry on Service Indicators, Add, Change, and Delete Service Indicators.

PeopleSoft V9 Academic Advising: This course provides instruction for those that advise students. The course reviews topics such as the Advising Self Service, Student Advisor pages, Service Indicators, general demographic information, student's schedules, test scores, and more.

Query Manager Introduction: This is the first of two seminars on using the Query Manager in PeopleSoft V9. These two seminars are intended for users who are new to writing queries.

PeopleSoft Query Manager Advanced: This is the second of two seminars on using the Query Manager in PeopleSoft V9.

Human Resources Queries: This course will show how to use the UA_Employee_Data table to retrieve employee information and data files for merging into Microsoft Word documents. Also reviewed will be the Employee Job Data and Personal Information pages.

ZipReports: This course will introduce you to ZipReports, which is a business intelligence tool. ZipReports presents a collection of pre-defined queries and reports. It will allow you to access the most frequently requested student administration data that is stored in PeopleSoft.

For more PeopleSoft documentation, job aids and tutorials, visit:
<http://www.uakron.edu/its/learning/training/PSoft9.php>

★ PeopleSoft Financials

Software Training Services offers several hands-on technical training courses for users of the PeopleSoft Financials System. This is a separate system from PeopleSoft Student Administration/Human Resource database.

The courses offered for PeopleSoft Financials are:

Financials Intro for New Users: This course will introduce the features of Financials. You will learn menu navigation, terminology, favorites (in PeopleSoft), common inquiries, and more. This class is intended to be a pre-requisite for the other Financial courses.

Budget Reports & Inquiry-New User: This course reviews the Budget management procedures in PeopleSoft. You will print Budget Reports, Export data to Excel and inquire on Budgets.

Requisitions- New Users: This course will review the Requisition Entry Process in PeopleSoft. Topics include life cycle of a requisition, adding requisitions, printing, recalling requisitions and Requisition Inquiry.

★ Atomic Learning



Quick Answers to How do I do that? questions. Access short, easy-to-view-and-understand tutorials for more than 100 applications.

Access by logging into **Zipline** and then go to the **Faculty/Staff** tab. Click on the link for **Atomic Learning**.

★ Office 2007



Software Training Services offers many hands-on technical courses on the Office 2007 Suite. There are courses offered in:

- Access 2007
- Excel 2007
- Outlook 2007 (Mail and Calendar)
- PowerPoint 2007
- Word 2007
- SharePoint

★ Springboard!



Software Training Services offers three courses for the University's Learning Management System, Springboard! These courses are open to faculty and graduate assistants needing instruction on how use this online tool. The courses offered are:

- Springboard! Creating Content
- Springboard! Quizzes
- Springboard! Gradebook & Dropbox

For questions about any classes on this page or to find out more about training, email pstrain@uakron.edu.

To sign up for any of the courses described on this page, visit:
www.uakron.edu/seminars