

★ Registrar's Office

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

PeopleSoft

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.

For questions about this topic or to find out more about training, email wwelday@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. This training is 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 (Offered through Health and Safety)
- Search Committee Information Session

Sign up for these and other Human Resource courses at: <https://www.uakron.edu/seminars>

Human Resources offers several online training modules. Begin at: <http://www.uakron.edu/hr/hr-services/learning/index.dot> . The ADA for Search Committees modules can be found here, as well as the tutorial for Completing an I-9 and Administering Positive Corrective Action.

Human Resources (cont'd)

Human Resources also offers online technical courses.

TAARS (Term Academic Activity Reporting)

TAARs are printed for full-time faculty and graduate assistants. These 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, go to <http://www.uakron.edu/training> and click on the Faculty/Staff tab.

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, visit their website at https://www.uakron.edu/itl_seminars/index.php or 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/training/>

★ 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 Inquiry and Query Manager for HR Data: This course is for those individuals who need to use HR data and to create queries using HR data in PeopleSoft. The UA_Employees table is used 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.

PeopleSoft Department Course Scheduling Updates: This course reviews the procedures and rules to follow to maintain the schedule of classes for your department. Topics include changing: start and end dates, days and times, schedule print option, course topics, department facility (department classroom), instructors, add consent, enrollment capacity (limit), class notes, and minimum and maximum units (credit hours).

PeopleSoft Registration - Quick Enroll: Quick Enroll will allow you to enroll and/or drop a student from a course. This class reviews the procedures and rules established within PeopleSoft to guarantee data integrity. This is offered as an instructor-led course or as online training.

PeopleSoft for Hiring Process Managers: This seminar is for the Hiring Process Manager, who enters and views the data in PeopleSoft Recruiting for the hiring process.

PeopleSoft V9 Academic Advising: This online 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.

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 current student administration data that is stored in PeopleSoft.

For more documentation and tutorials, visit: <http://www.uakron.edu/training/>

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: <https://www.uakron.edu/seminars>

★ PeopleSoft Financials

Software Training Services offers several hands-on technical training courses for users of the PeopleSoft Financials System. The courses offered for PeopleSoft Financials are:

Financials Intro for New Users: 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: In this course you will inquire on Budgets and review, print and export Budget reports.

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.

★ dotCMS

Software Training Services offers courses for the University's Content Management System, dotCMS.

- Web Design
- HTML Pages and Content
- Photo Correction and Placement
- Tables

★ Atomic Learning

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

Log into **My Akron** and go to the **Faculty/Staff** tab. Click on the link for **Atomic Learning**.

★ Microsoft Office



Software Training Services will be offering many hands-on technical courses on the Office 2010 Suite. The courses to be offered will be in:

- Excel 2010
- Outlook 2010 (Mail and Calendar)
- Project 2010
- SharePoint 2010

★ 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

★ Curriculum Proposal System

Software Training Services offers courses to review this new system.

- Curriculum Proposal System for Reviewers
- Curriculum Proposal System for Originators