OnePurdue Training Information
READ AND POST FOR EASY REFERENCE

Who should read and keep this document for reference?
Anyone involved in training who needs to learn any of the OnePurdue/SAP systems for finance and human resources, which will be the first modules to be implemented as part of "Release 1."

What is the purpose of this document?
To help your OnePurdue training experience go smoothly and successfully. It addresses questions from people already involved in training and supplements previous information.

This document addresses:
- Training Readiness: Your Workstation and You
- Course Order
- Courses Completion: When should you finish your online courses?
- Blackboard Vista Online Course System
- Skill Assessments
- Where to Go for Help

Training readiness — Your Workstation and You
- Workstation readiness for online courses
  - Most workstations have been prepared for online courses.
    To see OnePurdue's basic system requirements, go here:
    www.purdue.edu/onepurdue/contribute_pdf/portal_sap_gui_req.pdf.
    Many questions can be answered on the OnePurdue Web site.
    See "Tips for Taking OnePurdue Online Courses" at
    www.purdue.edu/onepurdue/training/tips_online_1p_courses.shtml.
    If you don't find the information you're looking for there,
    contact your desktop support technician.
  - All ITaP lab computers are ready for OnePurdue training.
- Your readiness: Course registration
  - Did you receive an e-mail with your online course enrollments? As of Nov. 1, 2006, enrollments pertain only to online overview courses. A second phase of enrollment will register some, but not all, people in courses led by instructors. This phase has not yet been scheduled.
    - ➢ See the section below titled "Blackboard Vista Online Course System" for information regarding course availability.
  - You will need to wait one business day after enrollment to access available courses.

Course Order
- You need to take your courses in order. You will not have the necessary knowledge to pass each course if you have not taken the ones that precede it. To make this easy, the courses are listed in numeric order.
- See the course catalog on the OnePurdue Web site's Training page:
  www.purdue.edu/onepurdue/training. Not all of your enrolled courses will be listed because not all are available. Please check this page regularly to find out what courses have been added. If you have questions about what you see there, contact your training coordinator.

Course Completion — When should you finish your online courses?
- Some departments have established their own completion dates independent of the OnePurdue training schedule. Consult with your supervisor to see if this is true in your area.
- IMPORTANT: All assigned courses must be passed before access is granted to the OnePurdue systems.

Blackboard Vista Online Course System

- To access the Blackboard Vista online course system, go to OnePurdue's Training Web page — www.purdue.edu/onepurdue/training — and click on the link titled "OnePurdue Online Courses — Blackboard Vista" under the "Quick Links" menu.
- You will be presented with the "Purdue Non-Academic Institution" page. ("Institution" is a Blackboard Vista term that separates various curricula.) Log in using your Purdue career account user name and password. (Not sure what these are or how to use them? Go to http://www.itap.purdue.edu/security/career.cfm for help.)
- Review the "How to Take…" course modules included with each course.
- Not all of your enrolled courses will be listed because not all are available. You will need to check the OnePurdue Training Web page regularly to find out which courses have been added. You can also check with your training coordinator about this.
  - You will only see courses that are currently available
    - ➢ Courses become available as curricula are finalized.
  - You will NOT receive any notification as additional courses become available.
    - ➢ Check the Training page or with your training coordinator to find out about new courses.
  - Some courses take a while to load; please be patient.

Skill Assessments
- Why are we doing skill assessments?
  - Skill assessments help you develop confidence in your proficiency with the new systems. They also are necessary to determine your readiness to use them. Access to the new systems will be given after successful completion of all courses.
- You need to pass each assessment with a score of 80% or better.
- You can take each assessment as many times as needed.
  - Only the highest score will be used to determine whether you have completed the course.
- The Training Team will report back to departmental training coordinators once courses have been successfully completed.
  - No actual scores will be reported.
  - The number of times you took a course will not be revealed.
- To learn how to view your skills assessment results, go to www.purdue.edu/onepurdue/training/tips_online_1p_courses.shtml and click on "How to View Your OnePurdue Training Skills Assessment Grades." This is one of several helpful links on this page.

Where to Go for Help
- Visit the OnePurdue Training page at www.purdue.edu/onepurdue/training.
- Send an e-mail to oneptrain@purdue.edu.
- Call (765) 49-46000.