# Glossary

Provides a list of terms used in the guide that may not be familiar to the reader.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability</td>
<td>Defines who may register for the course by defining Availability. The Administrator defines availability based on an Organizational Unit (OU) such as the Division, Position, Employee Class, Group, and/or Location. If a course is not available to a user, the user will not see the course when browsing for training and will be unable to request it. The administrator may grant an exception to a user who does not fit the availability criteria.</td>
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<tr>
<td>Learning Object</td>
<td>Any training opportunity within the system. Examples include ILT training, online training, tests, materials, etc.</td>
</tr>
<tr>
<td>LMS</td>
<td>Learning Management System – an electronic system for automatically tracking training statistics and registering students for learning objects.</td>
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<tr>
<td>Proxy Enrollment</td>
<td>Used to assign, pre-approve, or enroll individuals or groups of employees for training.</td>
</tr>
<tr>
<td>Talent Management</td>
<td>The learning management system in use at SHSU. Vendor is Cornerstone OnDemand.</td>
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<tr>
<td>Organizational Unit</td>
<td>An organizational unit (OU) is a way of organizing information and users within the system. Some common OUs include Divisions, Positions, Locations, Cost Centers, Grades, Users, or Groups.</td>
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</tbody>
</table>
Online Course Creation Request

Request creation of an online course form

Please provide the following information for your course:

1. **Course Name** - Enter a name for the course that the user will see (required field). The character limit is 500.

__________________________________________________________________

2. **Vendor** - Choose a vendor from the available vendors in the Talent Management system (required field). These include the following:
   a. Sam Houston State University
   b. External Training (Provide name of vendor)

3. **Description** - Enter a course description. This is HTML friendly. The character limit for this field is 4000.

__________________________________________________________________

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4. **Objectives** - Enter student objectives if applicable (i.e., “After this training, the user will be able to…”). This is HTML friendly. The character limit for this field is 3500.

5. **Subjects** - (Required field) Provide at least two subject categories with which to associate the event. These subject names will be used by users when searching for training. Example: Computer, Financial, Human Resources, Banner, etc. **Please refer to the current list of acceptable subjects by clicking on the Browse for Training link in Talent Management.**

6. **Keywords** - Enter words to associate with the event. When a user searches and enters any of the keywords specified here, the course title will appear in the search results. A best practice is to include words in your title as a minimum.

7. **Training Contact** – Please provide the point of contact for information about this course.
   
   Name: ______________________________________________________________
   
   Phone/Fax: _________________________________________________________
   
   Email: ____________________________________________________________

8. **Availability** - define to the best of your knowledge who the course will be available for viewing in Talent Management. The course may be made available to all SHSU employees, specific
divisions, Staff only, Faculty only, or some other combination; or it can be restricted to specific users by name/Sam ID. If you are not sure, leave this blank and the administrator will contact you to assist you in identifying the availability for your training. If the course is to be restricted to specific users, please attach an Excel spreadsheet with two columns: the first, containing the name of the users (last name first); and the second containing the Users’ 9-digit Sam ID number. The list will be used to create a group containing only these individuals.

9. Schedule – What is the earliest date you wish to make this course available to the users? ____________________________

What is the latest? ____________________________

Please understand that actual availability date of your course may be after your desired date depending on a number of factors. The administrator will notify you if it is determined your latest date cannot be met.

10. Will you need assistance in developing your online training? ____________________________

If so, what kind of assistance do you anticipate that you will need? ____________________________

Please note that while the Professional Development Coordinator from Human Resources will provide oversight and review of your course materials to assure appropriateness for Talent Management, the subject matter expert (i.e., you as the course developer) is responsible for providing the content. The Professional Development Coordinator will make the final determination as to when the course is ready to be added to the Course Catalog.

11. Additional Requirements

- Are there any prerequisites, pre-work, or post-work? Yes ___ No ___

- If Yes, please list below and the administrator will contact you to discuss the requirements.

- If statistics or reporting are required for this course, please indicate the name, e-mail, and phone number of the person designated to have the responsibility for maintaining and tracking completion statistics for the course. This individual will be given either “standard” or “custom” report permission rights to access the report.

  1. Name/Email/Phone_____________________________________________
  2. Name/Email/Phone_____________________________________________
  3. Name/Email/Phone_____________________________________________

12. If this is a video course, you will need to provide closed captions. List the permanent YouTube link here: ____________________________