

Hsieh, Patricia

From: Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Hsieh, Patricia [PHsieh@TAMU.EDU]
Sent: Monday, August 24, 2009 4:16 PM
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] TrainTraq 2.0 update
Attachments: TrainTraq2_preview.pdf

Dear A&M System Training Coordinators and other Training listserv members:

I am writing to update you on the progress of the TrainTraq 2.0 redesign. The team is now focusing primarily on testing/debugging, on migrating course and transcript data and report formats from the old version to the new, and on developing user documentation. We are targeting October for a training session with TrainTraq 2.0 rollout shortly following.

To help you visualize what TrainTraq 2.0 will look like, attached please find a document that includes a list of new terms, descriptions of the available user roles, and some sample screens. As you will see, TrainTraq 2.0 will have the same point-and-click interface found in other SSO applications such as LeaveTraq and TimeTraq. Also, like other SSO applications, TrainTraq 2.0 will be role-based. In other words, what you will be able to do will depend on your role in the system. All A&M System employees will have the Employee role. In addition, those who supervise other employees will have the Manager role; and those who are involved with training administration will have one of three administrative roles—Departmental Admin, Central Admin, or General Admin.

Later this week I will be sending an Excel spreadsheet to each of the Member Training Contacts listed at http://tamus.edu/offices/training/docs/Training_Contacts.pdf. The spreadsheet will list who at your workstation currently has administrative access to TrainTraq and what level of access they have. I will request that each Member Training Contact review the list and edit/update as needed with the desired TrainTraq 2.0 roles.

We are very excited and pleased about the upcoming rollout and hope you will be also. We will be sending out more System-wide communications in the coming weeks to facilitate a successful TrainTraq 2.0 rollout later this fall. Please feel free to contact me if you have any questions or concerns.

Thanks,

Pat

Patricia Yee Hsieh
Senior Instructional Designer
Office of Planning, Policy & Training
The Texas A&M University System
A&M System Bldg., Suite 1281
200 Technology Way
College Station, TX 77845-3424
Voice: 979-458-6166 / Fax: 979-458-6168
E-mail: phsieh@tamu.edu
Web: <http://tamus.edu/offices/training>

Terms used in TrainTraq 2.0

TrainTraq 2.0 will incorporate several new concepts and features. Some of these are defined below. A full glossary will be developed for the documentation.

Term	Definition
Course	A training event listed in the TrainTraq catalog. Can be either online or in classroom training.
Task	A training activity or event not listed in the TrainTraq catalog. Usually used for an informal or special type of learning activity, such as reading a book or attending a conference. Managers and administrators may add and update tasks directly on an employee's transcript.
Program	A group of courses that are related in some way. A program may be used to easily assign several courses at once or to group related courses (for example, for a leadership training certificate program).
Tag	A label used to describe a course. A course may have more than one tag. You can use tags to quickly search for courses on a topic.
Group	A list of employees, typically selected on the basis of a common job requirement so that they can be assigned training more easily.
Assignment rule	A specification for how a course or program will be assigned to employees. May be based on either group membership or search criteria. Possible search criteria include the following BPP fields: workstation, ADLOC, EEO job category, faculty rank, and FLSA status.
Notification	An e-mail that gets sent to employees to notify them about a training assignment. Separate notifications can be defined by course and for faculty, staff, and student employees.

Roles in TrainTraq 2.0

<i>Role</i>	<i>Capabilities</i>
Employee	<ul style="list-style-type: none"> • View own training assignments and transcript. • Search catalog for courses. • Launch online courses.
Manager	<ul style="list-style-type: none"> • View training assignments and transcripts for direct reports. • Assign courses, programs, and tasks to direct reports. • Search catalog for courses. • Launch online courses.
Department Admin	<ul style="list-style-type: none"> • View training assignments and transcripts for employees in designated ADLOC(s). • Assign courses and tasks to employees within designated ADLOC(s). • Search catalog for courses. • Launch online courses. • View and make assignments to groups within designated ADLOC(s). • Batch upload completions.
Central Admin	<ul style="list-style-type: none"> • View training assignments and transcripts for employees in designated workstation(s). • Assign courses and tasks to employees within designated workstation(s). • Search catalog for courses. • Launch online courses. • View and make assignments to groups within designated workstation(s). • Batch upload completions.
General Admin	<ul style="list-style-type: none"> • View training assignments and transcripts for employees in designated workstation(s). • Assign courses and tasks to employees within designated workstation(s). • Search catalog for courses. • Launch online courses. • View and make assignments to groups within designated workstation(s). • Batch upload completions. • Create groups. • Create assignment rules. • Edit training catalog for designated workstation(s), including adding, editing, and activating courses.

Sample Screens from TrainTraq 2.0

Figure 1. TrainTraq will be listed on the SSO screen.

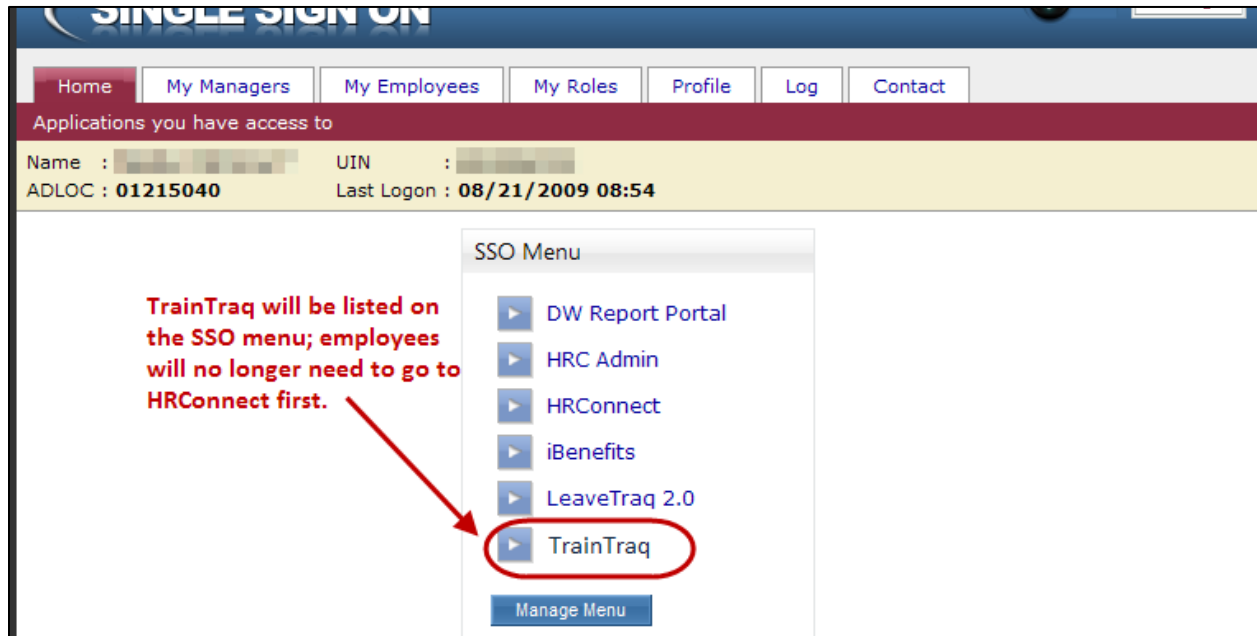


Figure 2. Employee role > Home page.

The screenshot shows the TRAINTRAQ interface for an Employee role. The top navigation bar includes 'Home', 'Search', 'Transcript', and 'Support' tabs. A 'CHANGE ROLE' dropdown menu is set to 'Employee'. The main content area is titled 'Home' and contains 'Employee Details', 'Assigned Courses', and 'History Summary'. The 'Assigned Courses' table lists tasks with due dates and assigned dates. An 'Announcements' box is on the right. Red annotations highlight the tabs, role menu, task assignments, and course assignments.

TRAINTRAQ CHANGE ROLE
Employee

Home Search Transcript Support

Employee > Home

Home

Employee Details

Name : [redacted] UIN : [redacted] Status : **Active** Email : [redacted]

PIN Title Workstation % Effort

524033 Sr Instruct Designer 5 - Texas A&M System Offices 100.00

Assigned Courses

Task assignments

Course Name	Due Date	Assigned Date
test TrainTraq	07/31/2009 😞	07/28/2009
learn something new	08/31/2009 😊	08/20/2009
Start 101001 : Conducting Effective Interviews	09/30/2009 😊	08/20/2009
Start 101003 : Managing Employee Performance	10/30/2009 😊	08/20/2009

Course assignments

Announcements

This space will be used for System-level announcements, such as scheduled maintenance, etc.

History Summary

Enterprise Software Initiatives
Business Computing Services
The Texas A&M University
System Privacy Statement

Figure 3. Employee role > Course Search page.

TRAINTRAQ CHANGE ROLE
Employee

Home Search **Transcript** Support Employee > Search

Courses

Filter results by : (emp search)

Course Name Course Number

Search course name and description

Workstation Course Tag Course Type

Course Status

Displaying Page 1 of 66.

Name	CEU	CPE	Type
99001 : Ethics Overview of A&M System ethics policy for A&M System employees. Spanish version available. Required for all System employees.	0.10	1.00	Online External
99004 : Orientation to the A&M System Provides a brief introduction to A&M System structure and governance and an overview of System policies and regulations. Required for all new System employees.	0.05	0.50	Online External
101001 : Conducting Effective Interviews Designed to teach A&M System hiring supervisors how to conduct interviews effectively and fairly.	0.25	2.50	Online External
101002 : Management Overview for New Supervisors Provides a brief overview of management within the A&M System, including what management means, what to expect when you become a manager, &	0.05	0.50	Online External

Last Viewed Courses

- > 811011 : TEES Fire Safety
- > 108003 : Coding Employee Terminations
- > 99004 : Orientation to the A&M System
- > 99001 : Ethics
- > 99001 : Ethics

Figure 4. Employee role > Transcript page.

TRAINTRAQ CHANGE ROLE
Employee

Home Search **Transcript** Support Employee > Transcript

Transcript

Employee Details

Name : [REDACTED] UIN : [REDACTED] Status : **Active** Email : [REDACTED]

PIN Title Workstation % Effort
524033 Sr Instruct Designer S - Texas A&M System Offices 100.00

Completed Courses and Tasks

Status:

Course/Task Name	Course Number	Completion Date	CEU	CPE	Score	Status	Comments	Record Entered By
Orientation to the A&M System	99004	08/20/2009	0.05	0.50	100.00	Completed	test	[REDACTED]
Complete a task		08/12/2009			100.00	Completed	Yay, it's done!	[REDACTED]

Completed Course Modules

Status:

No records found.

Enterprise Software Initiatives
 Business Computing Services
 The Texas A&M University

Figure 5. Manager role > Home page.

The screenshot shows the TRAINTRAQ web application interface for a Manager role. The top navigation bar includes the TRAINTRAQ logo, a 'CHANGE ROLE' dropdown menu set to 'Manager', and a secondary navigation bar with 'Home', 'Employee', 'Courses', and 'Reports' tabs. A breadcrumb trail 'Mgr > Home' is visible in the top right. The main content area is titled 'Assignments' and features a filter section with 'Filter results by:' and 'Assignment Status' set to 'Active', with an option for 'Only Show Overdue'. Below the filter is a table with columns: UIN, Name, Assigned, Due, Last Notification, Course/Notes, and Status. The table contains three rows of assignment data. The footer of the page reads 'Enterprise Software Initiatives'.

UIN	Name	Assigned	Due	Last Notification	Course/Notes	Status
[REDACTED]	[REDACTED]	07/30/2009	08/29/2009	08/07/2009	Ethics	Active
[REDACTED]	[REDACTED]	07/30/2009	08/29/2009	08/07/2009	Ethics	Active
[REDACTED]	[REDACTED]	08/16/2009	09/12/2009		This is a test task	Active

Figure 6. Employee Dashboard (available in Manager and all Admin roles).

TRAINTRAQ CHANGE ROLE
Training General Admin

Home **Employee** Employee Groups Courses Tools Reports

TrnAdmin > Employee

Employee Dashboard

[Show Employee Picker](#) This button will open the Employee Search pop-up window, which will allow users to select an employee record to view.

Employee Details

Name : [REDACTED] UIN : [REDACTED] Status : **Active** Email : [REDACTED]

PIN	Title	Workstation	% Effort
524234	Apps Developer II	S - Texas A&M System Offices	100.00

Assigned Courses/Tasks

Task/Course	Due Date
Reporting Fraud, Waste and Abuse	6/22/2009
Ethics	6/30/2009
This is a new task for Jake.	9/1/2009
Time Off Issues for Employees	11/10/2009

[More..](#)

Completed Courses

Course	Completion Date	Score
Ethics	6/8/2009	100.00
Ethics	6/10/2009	100.00
Ethics	6/11/2009	
Creating a Discrimination-Free Workplace	6/26/2009	100.00
Ethics	6/27/2009	100.00

[More..](#)

Employee Group Memberships

Group Name	Description
Jake's Second Group	Testing modal popup.

[More..](#)

Completed Course Programs

No records found.

[More..](#)

Figure 7. Employee Search pop-up window (available in Manager and all Admin roles).

The screenshot shows the TRAINTRAQ Employee Search interface. At the top, there's a navigation bar with 'Home', 'Employee', 'Employee Groups', 'Courses', 'Tools', and 'Reports'. The 'Employee' tab is active. A 'CHANGE ROLE' dropdown is set to 'Training Cent Admin'. The 'Employee Search' pop-up window is open, showing search filters and a table of results.

Filter results by:

Last Name: First Name:

UIN: Status: Include non-active records

Workstation: ADLOC:

Navigation: Displaying Page 1 of 2.

	UIN	Name	TitleCode	Adloc	Workstn	Status
<input type="button" value="Select"/>			Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Assistant Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Associate Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Academic Advisor I	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Asst Lecturer	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Associate Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Asoc Prof/Ast Dp Hd	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Sr Acad Advisor I	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Assistant Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Assistant Professor	Entomology	Texas Agrilife Research	Active
<input type="button" value="Select"/>			Associate Professor	Entomology	Texas Agrilife Research	Active

Navigation: Displaying Page 1 of 2.

Footer: [Business Computing Services](#)
[The Texas A&M University](#)
[System Privacy Statement](#)