SEMA4 HR/Payroll

MN-PS190S

April, 2015

Training Administration

Learning Guide

State of Minnesota

Minnesota Management & Budget (MMB)

HR Business Systems

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Saint Paul MN 55155

Contents

This document contains Section A of *Training Administration*.

Some SEMA4 users set up course and session information, some users enter enrollments, and some do both. If you will *only* enter enrollments, you can skip Section A and move on to Section B.

Section A

Section B

Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

This document is available in alternative formats to individuals with disabilities. Call Statewide Administrative Systems Help Line at (651) 201-8100. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Welcome to the *Training Administration* learning guide, part of the SEMA4 curriculum.

Who should complete this guide?

Employees who administer training, schedule classes, or register participants for training should take this course.

What skills will I learn?

You will develop skills, using SEMA4, to record training information for state employees. Depending on your job tasks, you may take Section A, Section B, or both. After completing the guide, you will be able to do the following tasks:

Section A:
- Establish and change course information
- Schedule a course session

Section B:
- Enter enrollments in a course session
- Update enrollment information
- View and maintain training records
- Obtain reports

What do I need to know before starting?

You must have completed *SEMA4 Overview*.

How much time will this take me?

Depending on your job tasks, you may take Section A (setting up course codes and scheduling sessions), Section B (enrolling participants), or both. Actual time will vary, but plan on about 2 hours for Section A, 3 hours for Section B, or 5 hours for both.

What do I need to proceed?

- Access to SEMA4
- Training user ID and password to sign in to the User Training database
- Code (two-digit) to access records

How do I obtain a User ID and Password for the User Training Database?

First you must register for the course. After you do so, you will receive an E-mail message with instructions, including a training user ID and password. Access the SEMA4 Training website for registration instructions.

Directions

Read the introduction and work through each topic, completing walk-throughs and exercises.

Follow-Up

- Complete the evaluation form and send it to SEMA4 HR Services.
- Follow your agency's procedures for tracking completed training.

Overview

In this learning guide, you will learn to record training information in SEMA4. Before starting, it is helpful to look at the big picture of the training administration process.

First, you enter information about a **course**, assigning it a course code, title and description. The course can be any kind of training, including classroom and self-study.

Next, enter information about a **course session**, such as when and where it will meet. A course must be established before a course session can be added. For each course, there may be many sessions, each identified by a four-digit session number. Each occurrence of a classroom course has its own session. A self-study course may have one ongoing session.

Once the course and session are set up, you can **enroll** participants in course sessions. You can change participant enrollment information, for example, to enter attendance data. After the session, change the status of the course session from Active to Completed.

If you have clearance to the course and course session components in SEMA4, you can add or change any course or session. If you have clearance to the training enrollment components in SEMA4, you can add or change any training records. Therefore, be sure to select the record that you want to work with, and avoid changing or wiping out data entered by someone else.

You can also enter training records **by student**, without setting up a course session. This is usually done if there is only one participant taking the course (example: an individual completes a class at a night school).

Employee training records only include information that has been entered in SEMA4.

Please continue to the first topic, *Establishing and Changing Course Information*.

Overview

To establish a course code and enter information about a course, use the **Courses** component. The component contains several pages, but only the first page is required. You enter information about the course, such as the title, number of hours, and description.

A course code uniquely identifies a course. Before establishing a course in SEMA4, make up a code, up to 11 characters.

It's a good idea to map out a scheme for your course codes, before entering them in the system. Start all of your codes with the same first few characters. To see some examples, you can look at the course codes other users have set up in the system.

Once you've saved a course, you *cannot* change or delete the course code. Once you enroll participants, do not change the course title. However, you can change other information about the course anytime, such as course description or number of hours.

VIEW SEMA4 HELP

SEMA4 Help is the place to find instructions. Complete the following steps to find help about establishing a new course.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents page displays
2. Click on **HR/Payroll Functions**.	HR/Payroll Functions page displays
3. Select **Training Administration**.	Training Administration – Contents page displays
4. Select **Overview**.	Training Administration – Overview page displays
5. Click the Back button on your browser.	Training Administration – Contents page displays
6. Select **Processes, Tasks & Steps**.	Training Administration – Processes displays
7. Select **Establishing/Changing a Course**.	Establish/Change a Course – Steps displays
8. Look through the steps.	
9. Exit SEMA4 Help.	

Establish a Course

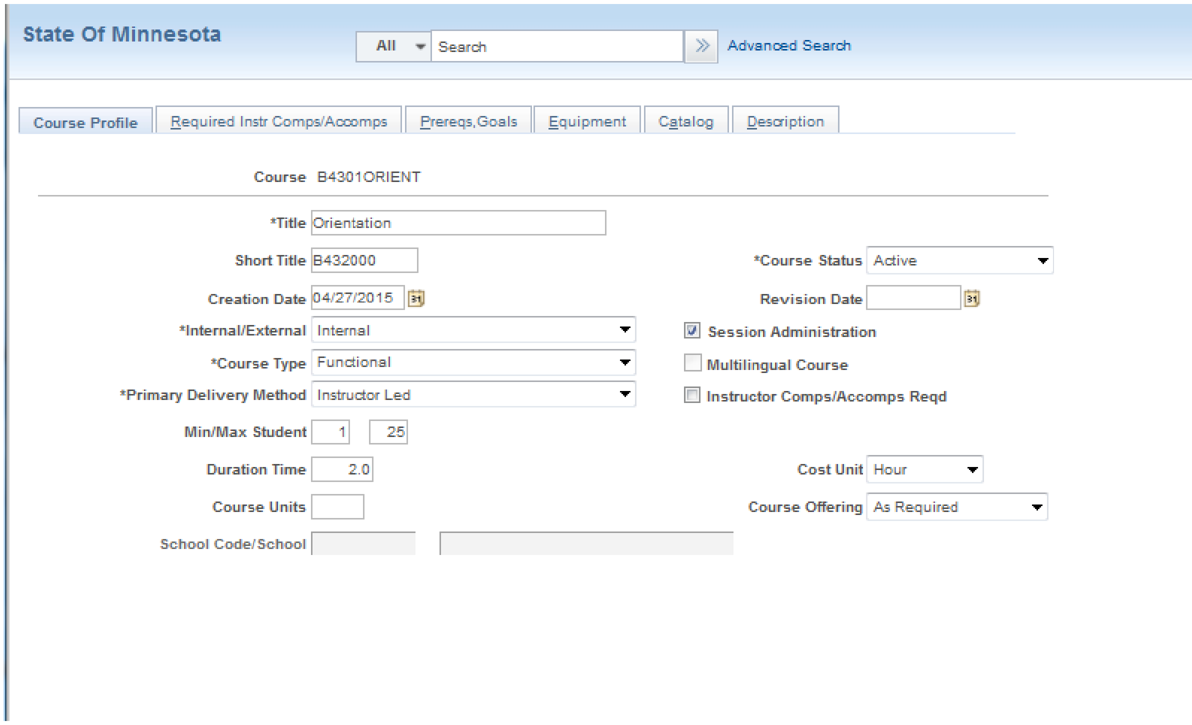
Let's say that you will offer a course, *Orientation*, for new hires joining your agency. You need to establish the course in SEMA4, identifying it with a course code. You decided to map out a scheme for your course codes, starting with B43, followed by two characters categorizing the course, with the remaining characters free-form.

In this walk-through, you will establish a new course, and then change information about it.

The **Courses** component is on the **Administer Training > Define Course/Cost Details** menu.

Action	Result
1. Sign in to the **User Training** database, using your training user ID and password.	Main menu displays
2. Select **Administer Training> Define Course/Cost Details > Courses**.	A search page displays
3. Click **Add a New Value**.	Add a New Value page displays
4. In the **Course Code** field, type a unique code to identify the new course. For this example, type B43__ __ ORIENT (substituting your two-digit code for the blanks) and click  • A course code uniquely identifies a course. It may contain up to 11 characters (letters or numbers). • In this example, the coding scheme is three characters identifying the agency (B43), two characters for categorizing the training, and the remaining characters free-form (ORIENT). Agencies are free to make up their own coding methods. • Check with your agency to find out what coding format is being used. • The system changes letters to upper case. • Be careful when typing a new course code. After you save the component, you *won't* be able to change the course code.	**Course Profile** page appears

The **Course Profile** page is the only required page.



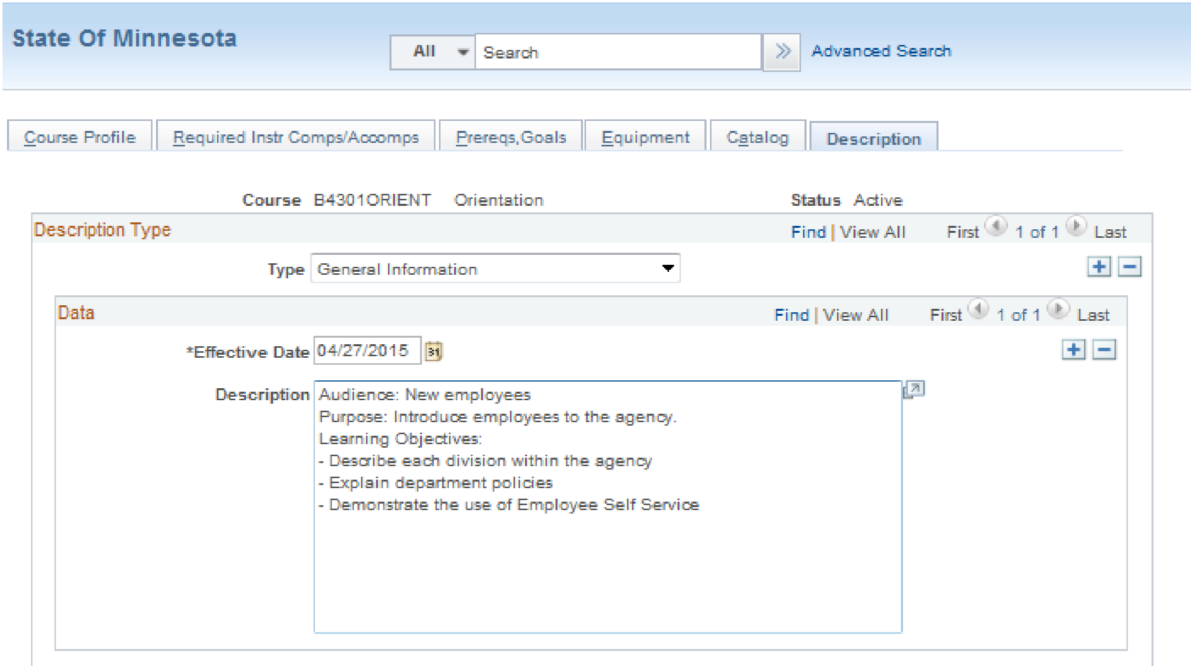
FIELD NAME & DESCRIPTION	DATA
1. **Title** • Enter the course title, capitalizing only the initial letters. Example: Defensive Driving • Be careful when typing the title. Do not change the title after enrolling participants in the course.	Orientation
2. **Short Title** • Enter the department ID sponsoring the course. Capitalize all letters in the department ID. • This will allow you to select courses for reporting purposes. • A department ID is a code that identifies an organizational entity, such as a department, division, or work group.	B432000
3. **Course Status** • Select the status of the course. • If you select Inactive or Proposed, you will not be able to set up course sessions.	Accept default, Active
4. **Creation Date** • If you are establishing a new course, enter the date on which the course information becomes effective	04/27/2015
5. **Revision Date** • If you are changing course information, enter the date on which the change becomes effective. • Must be greater than or equal to the creation date.	blank

FIELD NAME & DESCRIPTION	DATA
6. **Internal/External** • Select Internal or External. • Most courses sponsored by a state agency or department are considered Internal. An example of an External course is a workshop given by a professional association.	Accept default, Internal
7. **Session Administration** • Select the check box if you plan to set up course sessions for this course. • *If the check box is blank, you will not be able to add course sessions and use the course session enrollment function*, but you will be able to add the course on individual training records. • Do not change the value of this check box after students are enrolled in the course; this causes error messages.	Select the check box
8. **Multilingual Course** • Skip this field.	blank
9. **Course Type** • Select a category for the course. Examples: Competency Check, Continuing Education, Functional, Management Development, Skill Development, Supervisory Skills, Technical.	Functional
10. **Primary Delivery Method** • Select the method usually used to deliver this course. Examples: Audio, Computer, Instructor, On-the-job, Video, Workbook.	Instructor Led
11. **Instructor Comps/Accomps Req** • If you need to record the competencies or accomplishments required for instructors of this course, select the check box, if available. The Primary Delivery Method controls whether this check box is available.	blank
12. **Min** • Enter the minimum number of participants per session.	1
13. **Max Students** • Enter the maximum number of participants per session. • The field is required if the Session Administration check box is selected.	25
14. **Duration Time** • Enter the duration of the course. Usually this is in hours.	2
15. **Cost Unit** • Make a selection that corresponds to the Duration Time.	Accept the default, Hour

<table>
<tr><th>FIELD NAME & DESCRIPTION</th><th>DATA</th></tr>
<tr><td>16. Course Units
Enter the number of course units, such as Continuing Education Units or credits, if any.
Continuing Education Units (CEUs) are education credits used for maintaining licenses. Usually earned by attending conferences and seminars.</td><td>blank</td></tr>
<tr><td>17. Course Offering
Select the frequency the course is offered. If there is no particular frequency, select As Req.</td><td>As Req.</td></tr>
<tr><td>18. School Code or School
If the course is external, you may identify the school:
- If you select a school in the School Code field, when you tab out, the School name fills in.
- If the school does not have a code, enter the school name in the School field.</td><td>blank</td></tr>
</table>

<table>
<tr><th>ACTION</th><th>RESULT</th></tr>
<tr><td>1. Select the Required Instr Comps/Accomps page. This page is optional.
Skip this page, unless you need to record the competencies and accomplishments required for instructors of the course. Fields on this page are active only if the Instructor Comps/Accomps Req check box is available and selected on the Course Profile page.</td><td>Required Instr Comps/Accomps page displays</td></tr>
<tr><td>2. Select the Prereqs,Goals page. This page is optional.
Skip this page, unless you need to record the prerequisites or the goals (target competencies, accomplishments and languages) of this course.
For more information about these pages, refer to the Establish/Change a Course – Steps you found in SEMA4 Help at the beginning of this topic.</td><td>Prereqs,Goals page displays</td></tr>
</table>

Select the **Description** page. This page is optional. Use this page to enter a description.



FIELD NAME & DESCRIPTION	DATA
1. **Type** • Select the description type. Examples: Agenda, Audience, Content, General.	General Information
2. **Effective Date** • Enter the date the description becomes effective. • If a warning message displays, click **OK**.	04/27/2015
3. **Description** • Enter information describing the course. You may list headings to organize the information. Suggested headings: - Audience - Purpose - Learning Objectives	Audience: New employees Purpose: Introduce employees to the agency. Learning Objectives: - Describe each division within the agency - Explain department policies - Demonstrate the use of Employee Self Service

ACTION	RESULT
1. Click Save to save the **Courses** component.	*Saved* displays briefly in the upper-right corner
2. Click **Home**.	Main menu displays

Change Course Information

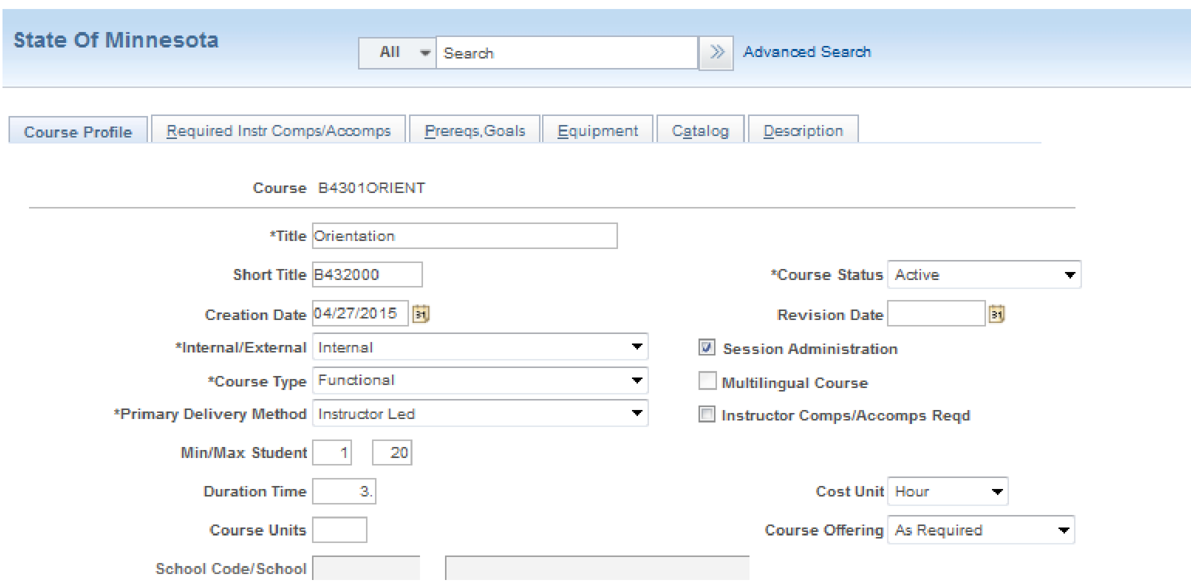
In this walk-through, you will change information about the course you created.

The advantage of starting all of your course codes with the same characters is that you can search by those characters to get a list of all your courses. For example, enter B43 on the search page to get all course codes beginning with B43.

If you have security clearance to the Courses component, you can enter and change any course record. Therefore, be careful to select the course you intended to select.

Action	Result
1. In the **User Training** database, select **Administer Training > Define Course/Cost Details > Courses**.	A search page displays
2. In the **Course Code** field, type part of the course code, B43 and click Search	A list of all course codes beginning with B43 displays
3. Select B43__ __ORIENT (substituting your two-digit code for the blanks).	**Course Profile** page displays

Continue on the **Course Profile** page.



Field Name	Data
1. **Max Students** • Change the maximum number of participants that can enroll in the course.	20
2. **Duration Time** • Change the duration of the course.	3

Action	Result
1. Make sure the data is entered correctly.	
2. Click Save	*Saved* displays briefly in the upper-right corner

After enrolling participants in the course, do not change the course title, and do not clear the Session Administration check box.

The Description page is effective-dated, so if you need to *change* data on that page, you either add a row or select Correct History on the toolbar.

Establish and Change Course Information

Exercise

This exercise will give you the opportunity to establish information about a new course, and enter a change.

Resources

You may use the following resources to complete the exercise:

- Walk-throughs in this topic
- SEMA4 Help

Directions

In the **User Training** database, use the following data to add a new course, Personal Time Management. Later, you will change some information.

Part 1: Add the New Course

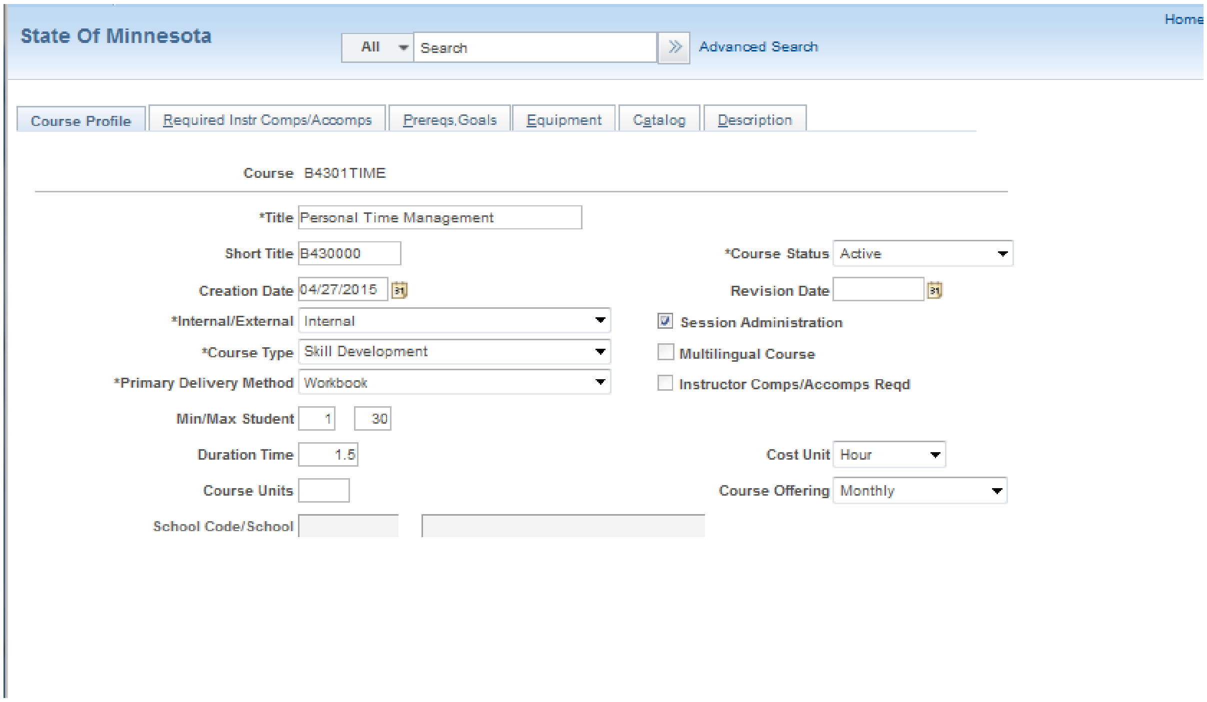
Hint: Select **Administer Training > Define Course/Cost Details > Courses**.
Select **Add a New Value**.

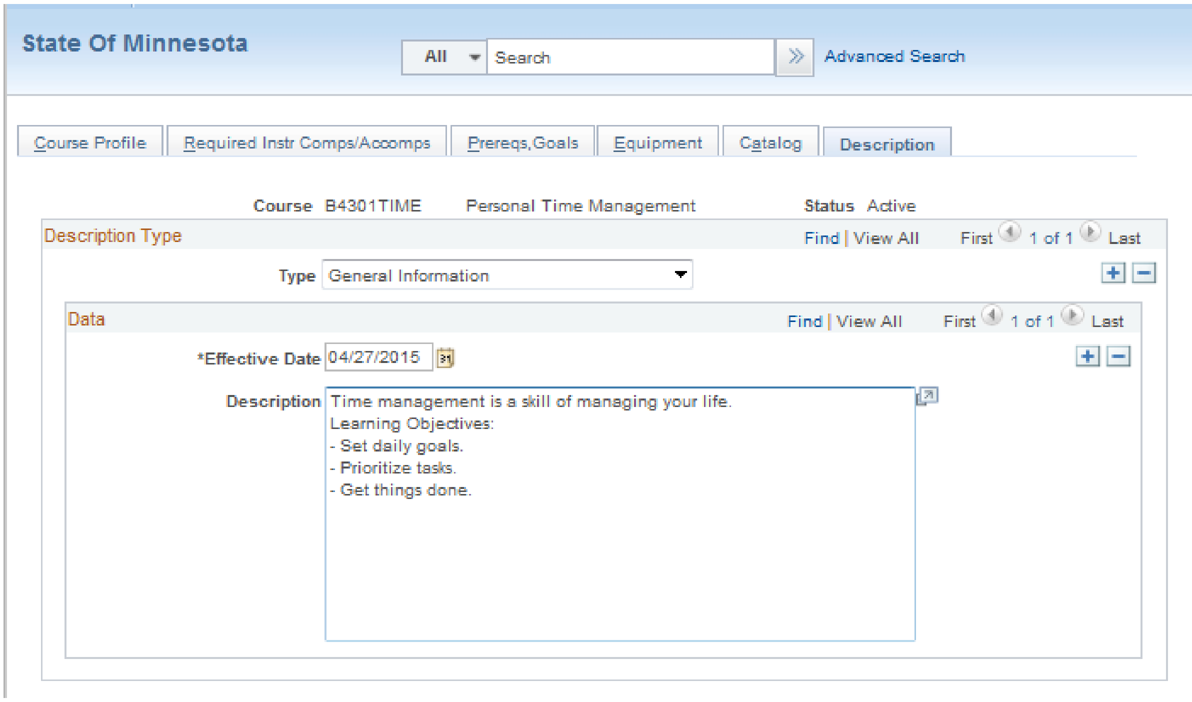
Field Name	Data
Course Code	B43__ __TIME (substituting your two-digit code for the blanks) and click Add

FIELD NAME	DATA
Course Profile page: Title	Personal Time Management
Short Title	B430000
Course Status	Active
Creation Date	04/27/2015
Revision Date	blank
Internal/External	Internal
Session Administration	select check box
Course Type	Skill Development
Primary Delivery Method	Workbook
Min	1
Max Students	30
Duration Time	1.5
Cost Unit	Hour
Course Units	blank
Course Offering	Monthly
School or School Code	blank
Description page: Type	General Information
Effective Date	04/27/2015
Description	Time management is a skill of managing your life. Learning Objectives: - Set daily goals. - Prioritize tasks. - Get things done.

SOLUTION: PART 1

Your pages should resemble the pages below. The course code may be different.





ACTION	RESULT
1. Click Save to save the **Courses** component.	*Saved* displays briefly in the upper-right corner
2. Click **Home**.	Main menu displays

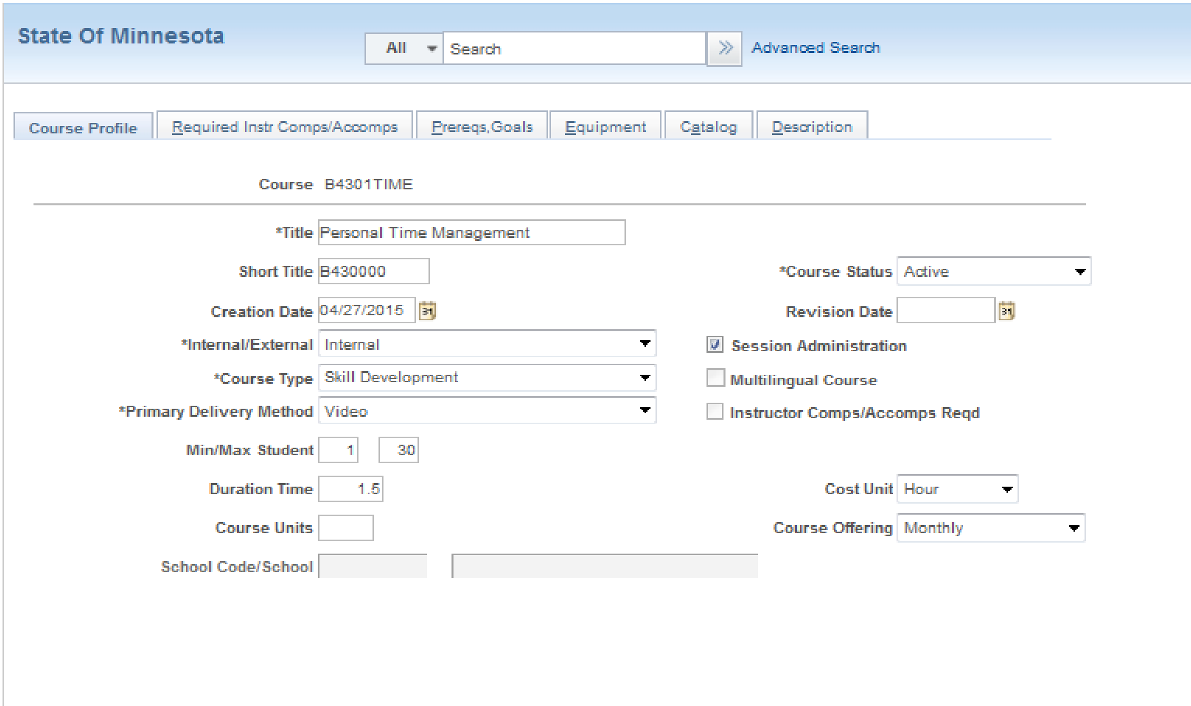
Part 2: Change Course Information

Access course B43__ __TIME (substituting your two-digit code for the blanks) and change the primary delivery method.

FIELD NAME	DATA
Primary Delivery Method	Video

SOLUTION: PART 2

Your page should resemble the page below. The course code may be different.



ACTION	RESULT
1. Click Save	*Saved* displays briefly in the upper-right corner
2. Click **Home**.	Main menu displays

REVIEW QUESTIONS

Review what you have learned, by answering the following questions. If you have difficulty answering the questions, review the topic.

1. To establish course information, select ____________________ > Define Course/Cost Details > Courses.
    a. Training Administration
    b. Enterprise Training
    c. Administer Training
    d. Training Enterprise

2. At maximum, how many characters can be in a course code?
    a. 6
    b. 8
    c. 11
    d. 15

3. Why is it a good idea to draw up a plan for your course codes?
    a. It will be easier to find your courses in the system.
    b. It will make reporting easier.
    c. It will be easier to remember your course codes.
    d. There will be less chance of adding a course, which you had previously created, because you can easily look up a list of your course codes.
    e. All of these.

4. In the Short Title field, you enter:
    a. Department ID sponsoring the course
    b. Telephone number of instructor
    c. Room number of classroom
    d. Course code

5. Can you change the course code after saving it?
    a. Yes.
    b. No.

6. True or False. After enrolling participants in the course, it's okay to change the title.
    a. True.
    b. False.

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. To establish course information, select ____________________ > Define Course/Cost Details > Courses.

   c. Administer Training

2. At maximum, how many characters can be in a course code?

   c. 11

3. Why is it a good idea to draw up a plan for your course codes?

   e. All of these.

4. In the Short Title field, you enter:

   a. Department ID sponsoring the course

5. Can you change the course code after saving it?

   b. No.

6. True or False. After enrolling participants in the course, it’s okay to change the title.

   b. False. This results in error messages.

Continue to the next topic*, Scheduling a Course Session*.

Introduction

To set up a **course session**, you enter information about it, such as date, time and location. You enter this data only once, and it applies to every participant you enroll. Most pages and fields on the Course Sessions component are optional.

Before course sessions can be added, the **course** must be set up; with status Active, and the Session Administration check box selected. SEMA4 assigns a four-digit session number to each session of a course.

For a classroom course, each scheduled occurrence needs its own session. For a self-study course, you might set up just one ongoing session or multiple sessions, depending on the number of students expected. (But don't try to enroll hundreds of into one session; your PC will run out of memory.)

To cancel a course session, you change the session status to Canceled. To indicate that a course session is completed, you change the session status to Complete. Once you mark the session Complete, all participants with attendance status Enrolled are automatically given attendance status Complete.

If you have security clearance to the Course Sessions component, you can enter and change any course session records in the system. Therefore, be careful to select the course session you intended to select, to avoid changing someone else's data.

VIEW SEMA4 HELP

Before entering a course session, complete the following steps to find SEMA4 Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents page displays
2. Click on **HR/Payroll Functions**.	HR/Payroll Functions page displays
3. Select **Training Administration**.	Training Administration – Contents page displays
4. Select **Processes, Tasks & Steps**.	Training Administration – Processes displays
5. Select **Adding/Changing a Course Session**.	Add/Change a Course Session – Steps displays
6. Look through the steps. • The Course Session Profile page is required. Other pages are optional depending on what you need to enter.	
7. Exit SEMA4 Help.	

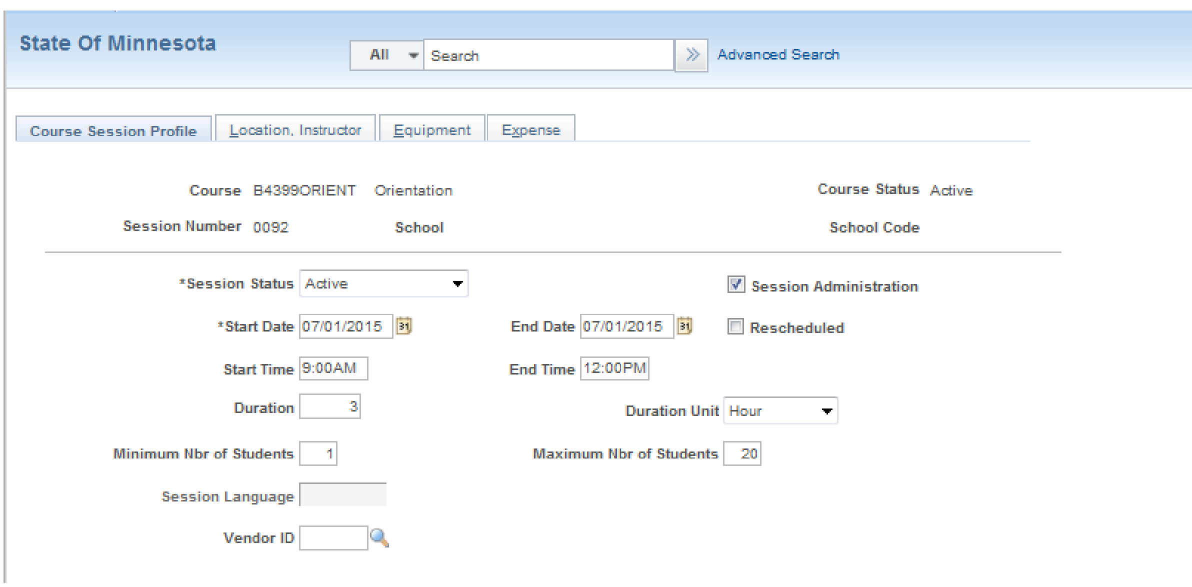
ADD A COURSE SESSION

Let's say that you need to schedule a session of the *Orientation* course.

In this walk-through, use **B4399ORIENT** instead of the course code you created previously.

ACTION	RESULT
1. Sign in to the **User Training** database, using your training user ID and password.	Main menu displays
2. Select **Administer Training > Define Course/Cost Details > Course Sessions**.	A search page displays
3. Click **Add a New Value**.	
4. In the **Course Code** field, enter the course code, B4399ORIENT and click Add • If you cannot add a course session, it may be because the Session Administration check box is not selected in the Courses component. This check box needs to be selected.	**Course Session Profile** page displays

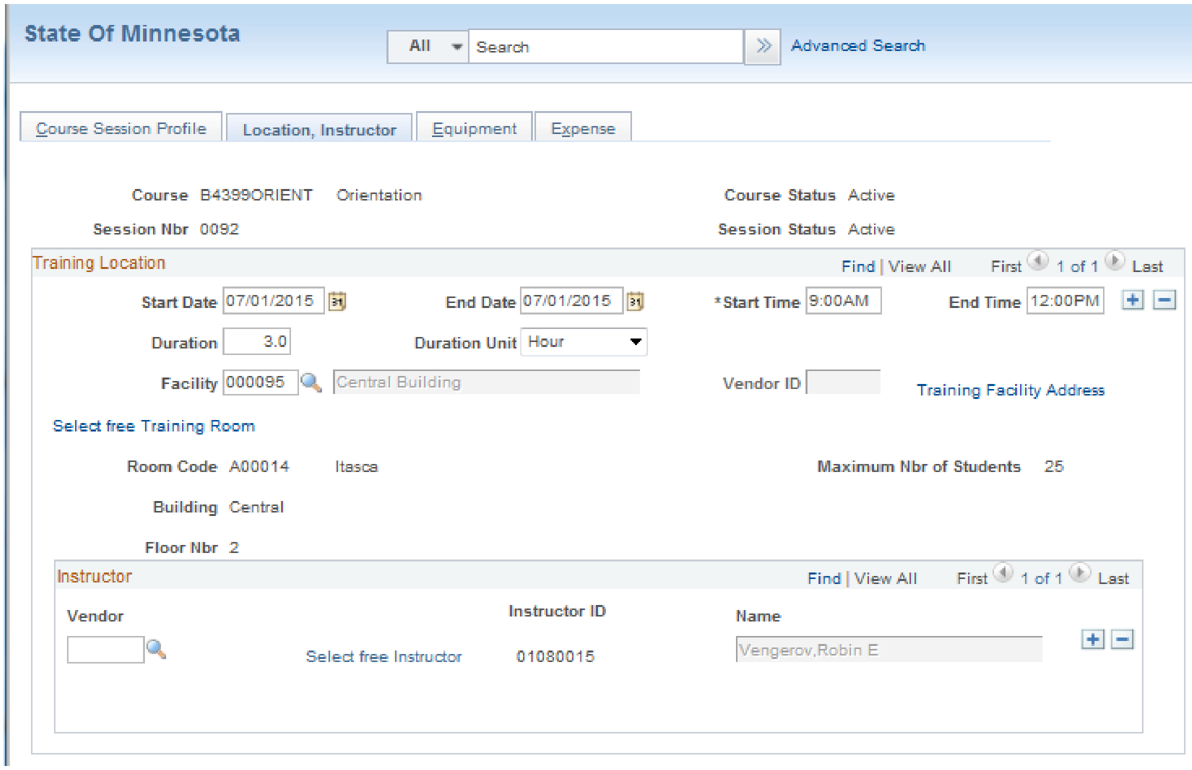
In the **Course Sessions component**, begin with the **Course Session Profile** page. Use this page to schedule a session.



Field Name & Description	Data
1. **Session Status** • Select Active, Canceled, or Complete. • If you want to enroll students, select Active. If you select Complete, each participant's record with status Enrolled will be marked Complete. • Do *not* select Canceled or Complete until after you've finished updating the Course Session Enrollment page for all participants in the session. The course session status must be Active to access that page. • SEMA4 does *not* automatically change the session status to Complete after the end date has passed.	Active
2. **Session Administration** • Make sure the check box is selected, if you plan to use the course session enrollment function. This allows you to save time by enrolling individuals into the session rather than re-entering data for each participant.	Accept selected check box
3. **Start/End Dates** • Enter the first date of the course session and the last date of the course session, using the date format. • The start date cannot be prior to the course creation date on the Course Profile page. • If you change the start or end date after adding participants, SEMA4 updates their training records with the new dates. You need to notify the participants of date changes. • If this is a self-study course available on an ongoing basis, in the End Date field enter a future date such as the end of the year.	Start: 7/__ __/2015 (substituting your two-digit code for the blanks) End: 7/__ __/2015 (substituting your two-digit code for the blanks)
4. Rescheduled • Select the check box if you have changed the dates or times of the session, and will need to notify participants of the change**.**	
5. **Start/End Times** • Enter the start time and the end time of the course session, using time format. Examples: 8:00, 2:30P • Be sure to type P if you want PM. The default is AM. • If this is a self-study course available on an ongoing basis, enter the start and end times that the facility is available, or the start and end times of the work day.	Start: 9:00 AM End: 12:00 PM

Field Name & Description	Data
6. **Duration** • Accept the default, or enter the total duration of the session. Usually this is in hours. • If the session is split into segments, this is the sum of the segments' durations.	3
7. **Duration Unit** • Select a unit of duration. Usually this is Hour.	Hour
8. **Minimum Nbr of Students** • Accept the default from the Courses, or enter the minimum number of participants that can enroll in the session.	1
9. **Maximum Nbr of Students** • Accept the default from the Courses, or enter the maximum number of participants that can enroll in the session. • If this is a self-study course available on an ongoing basis, enter a sufficient number, such as 99. But don't enroll hundreds of participants in a single session; your PC will run out of memory. • When enrolling participants, you will be able to overbook the session, but a warning will display.	20
10. **Session Language** • Skip the field.	blank
11. **Vendor ID** • Enter the vendor ID or click and select a vendor. • This field identifies the vendor providing resources for the course session.	blank

Select the **Location, Instructor** page. This page is optional. Use this page to identify the location and instructor of the course session.

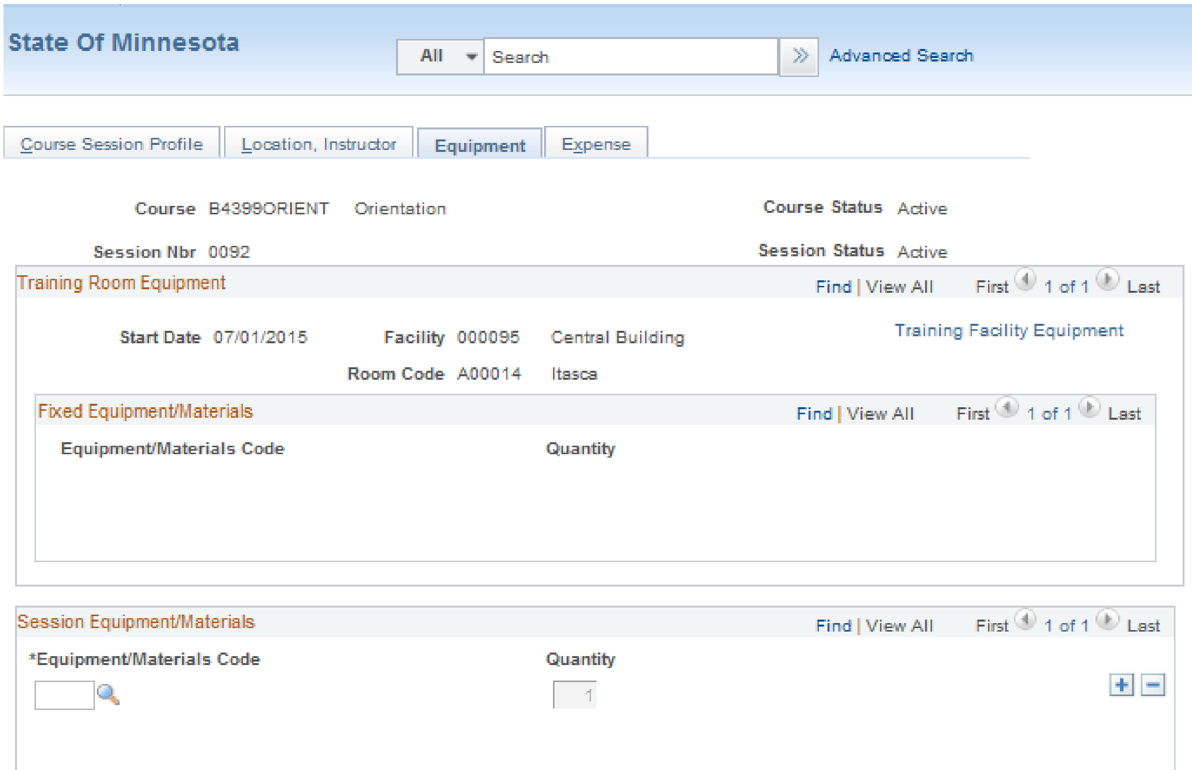


Field Name & Description	**Data**
1. **Start/End Dates** Choose one of the following: • Accept the dates that fill in. • If the session is split (such as two days in one week and another two days the following week), or if the hours vary by dates, click View All in the Training Location group box and use the scroll bar. Click to add a row for each segment of the session and enter the dates. The date of the final segment must equal the end date on the Course Session Profile page.	Accept the dates that fill in
2. **Start/End Times** • Accept the data that fills in, or adjust the start and end times of each segment of the session.	Accept the times that fill in
3. **Duration** • Accept the default, or change the duration for each segment of the session so they add up to the Duration on the Course Session Profile page.	Accept the default
4. **Duration Unit** • Select a unit of duration. Usually this is Hour.	Accept the default, Hour

FIELD NAME & DESCRIPTION	DATA
5. **Facility** • This is the code identifying the training facility. • If you want to enter a facility, choose one of the following: - If the facility is in the Training Facility Table, enter or select the facility code. Press **Tab**. The facility name displays. - Leave the field blank and enter the facility name in the next field. • If there are facility codes you frequently use, jot them down and keep the list handy. This makes it easier to enter them when you set up course sessions.	000095
6. **Vendor ID** • If this field is available, enter or select a vendor ID, if any. • This field identifies the vendor providing resources for the course session.	blank
7. <u>Training Facility Address</u> • Click this link.	
8. In the Training Facility Address pop-up, complete the fields that are active. • This is optional.	Phone: 218/234-3232
9. Click OK	
10. <u>Select free Training Room</u> • Click this link. • The link is active if you entered a facility code.	
11. **Select Free Training Room** • Select an available room, if any. • Only the rooms that hold the maximum number of students for the course session are listed. • The room was set up on the Training Facility Table.	Itasca
12. Click OK • The Room Code, Building, Floor #, and Maximum Nbr of Students fields fill in.	
13. **Vendor** • Enter or select a vendor code, if applicable. • This code identifies the vendor that is providing the instructor. • This field is active only for external instructors.	blank
14. <u>Select free Instructor</u> • Click this link. • You can select employee instructors only if the Vendor field is blank.	
15. Select the instructor. • Instructors were set up on the Instructor Table.	Vengerov,Robin E

FIELD NAME & DESCRIPTION	DATA
16. Click OK • The instructor ID and name fill in. • Alternatively, if the instructor is not an employee, or you don't want to set up an instructor ID: in the **Name** field, enter the instructor's name, using the name format (Last,First with no spaces). Example: Eastwood,George	
17. In this example, there are no more instructors for the session. • More instructors are added by clicking + and entering another row of information.	

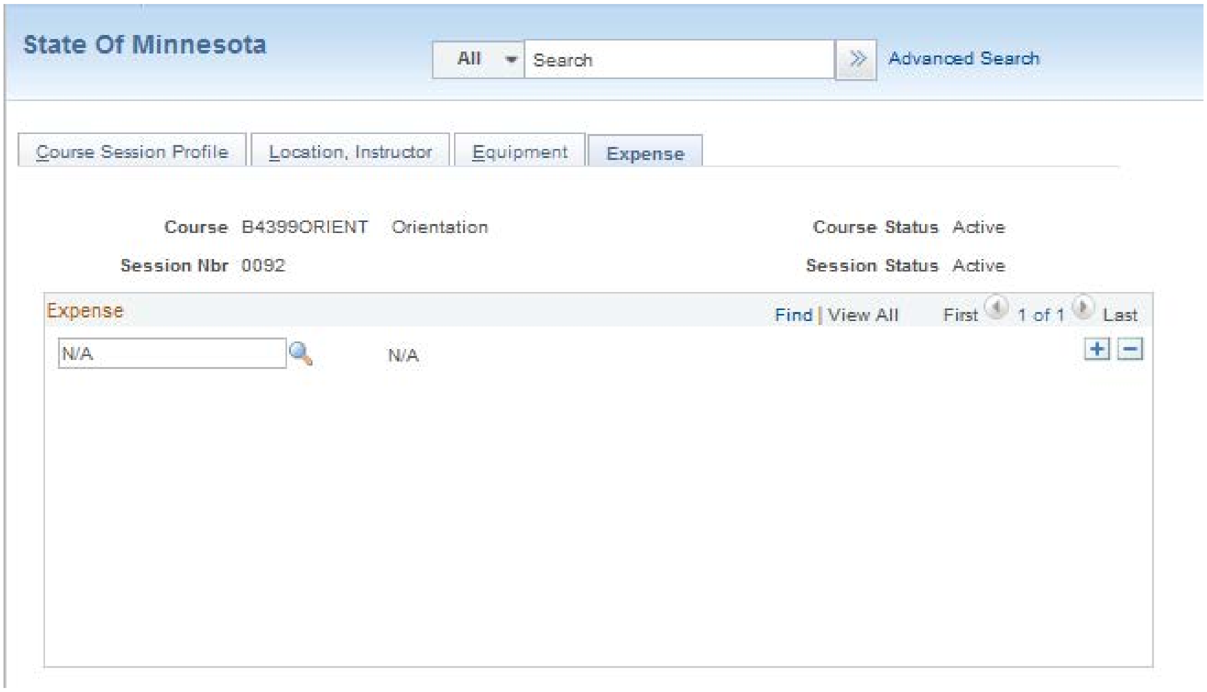
Select the **Equipment** page. This page is optional. Complete this page to specify equipment and materials, such as what to bring to class, or other special information about the session.



ACTION	**RESULT**
1. <u>Training Facility Equipment</u> • Click this link to look at a list of equipment in the training facility. • This information is set up in the Training Facility Table. • This link is available if you selected a training facility.	List of equipment displays, if any
2. Click Return	Equipment page displays

FIELD NAME & DESCRIPTION	**DATA**
1. **Equip Code** • Enter or select an equipment code, if any. • This code identifies equipment and materials, such as what to bring to class, or other special information about the session.	blank
2. **Quantity** • Enter the number of items needed.	Accept the default

Select the **Expense** page. This page is optional. Complete this page to specify the account to which the course fees will be posted.



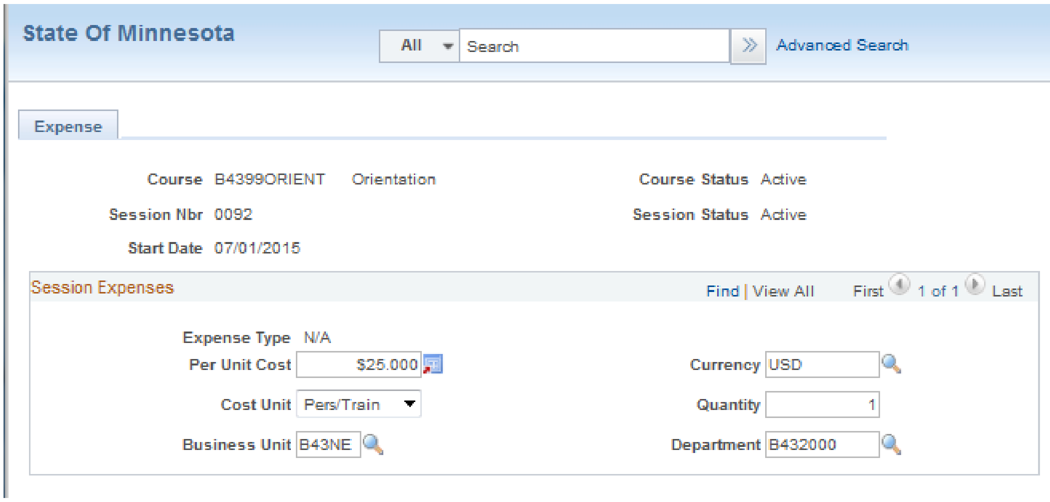
FIELD NAME & DESCRIPTION	DATA
• **Expense** Choose one of the following: - If you don't need to record the account to which course fees are posted, but want to track costs, enter or select **N/A**. - If you need to record the account to which course fees are posted, click and select an expense code. - If you don’t need to track costs, leave the field blank. If you leave this field blank, you won't be able to enter a Per Unit Cost in the Course Session Cost component. The Expense code identifies the account to which course fees should be posted. The codes are set up on the Tuition Expense Type Table component. This field is only informational. Completing this field does not cause course fees to be posted to the accounting system. SEMA4 does not validate the information in this field. You may use this field in ad hoc reports; for example, for invoices.	N/A

ACTION	RESULT
1. Click  to save the **Course Sessions** component. • If there is a fee for the course session, continue with the following steps.	*Saved* displays briefly in the upper-right corner The Session # changes to a number greater than 0000
2. Write down the session number. • You need this number for the next walk-through.	Session Number: ______________________________
3. On the Define Course/Cost Details menu, select **Course Session Costs**.	**Expense** page, in the Course Session Costs component, displays

Complete the **Expense** page in the **Course Session Costs** component, to specify the course session cost. This page is optional.

Note that this page has the same name as the previous page you completed, but it's in a different component.

In this example, the cost is $25.00 per person trained.



Field Name & Description	**Data**
1. **Per Unit Cost** • Enter the cost of the session, in dollars. • If this field is not enterable, go to the Course Sessions component, Expense page, and select an Expense.	25.00
2. **Currency** • Accept the default, USD.	USD
3. **Cost Unit** • Select a value that pertains to the Per Unit Cost. • Usually this is Pers/Train (cost per person trained) or Flat Cost (cost per session).	Pers/Train
4. **Quantity** • Enter the number of cost units. Usually this is the default, 1.	1
5. **Business Unit** • Enter or select the business unit ending 'NE' which is offering the course session.	B43NE
6. **Department** • Enter or select a department ID offering the course session.	B432000

ACTION	RESULT
1. Click Save to save the **Course Session Costs** component.	*Saved* displays briefly in the upper-right corner
2. Click **Home**.	Main menu displays

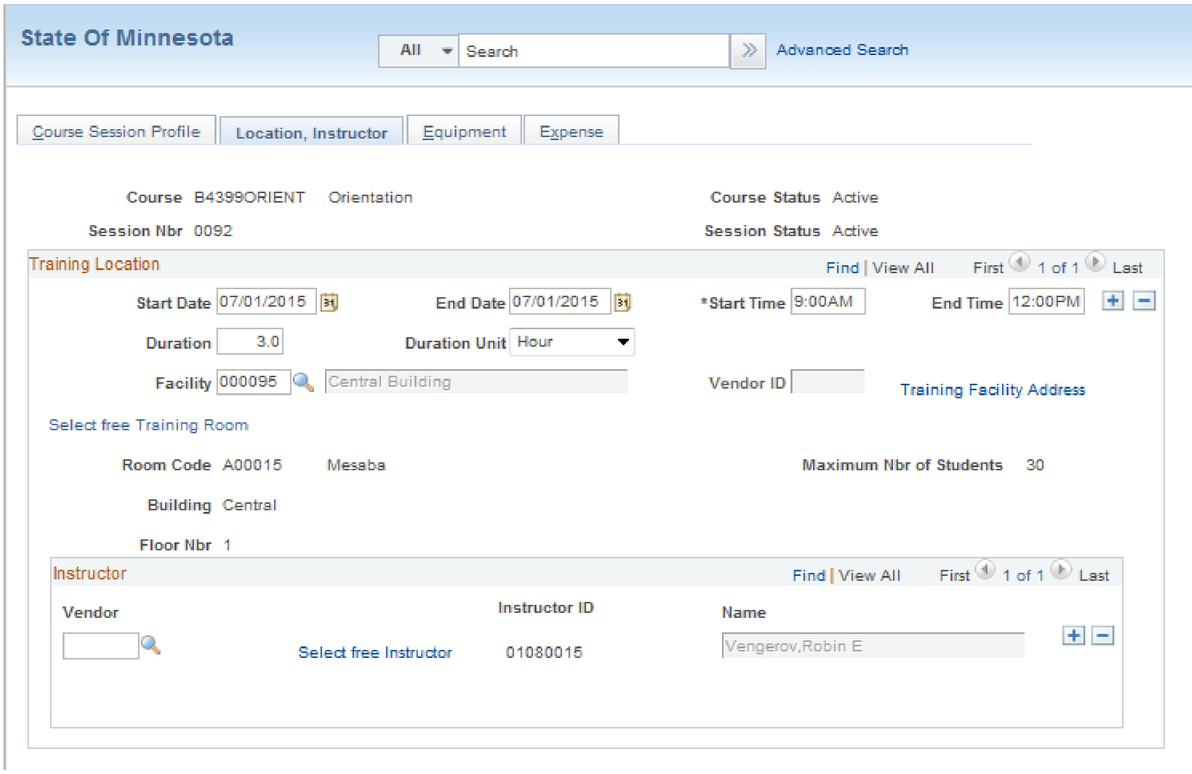
CHANGE COURSE SESSION INFORMATION

Plans have changed for the *Orientation* course session. The session will be held in a different room.

In this walk-through, you will change the course session information.

ACTION	RESULT
1. In the **User Training** database, select **Administer Training > Define Course/Cost Details > Course Sessions**.	A search page displays
2. In the **Course Code** field, type B4399ORIENT and click Search Refer to the session number you wrote down, and select that session.	**Course Session Profile** page displays
3. Select the **Location, Instructor** page.	**Location, Instructor** page displays

Continue on the **Location, Instructor** page.



FIELD NAME	**DATA**
1. <u>Select free Training Room</u> • Click the link.	
2. **Training Room Availability** • Select the Mesaba room and click OK • Only the available rooms that hold the maximum number of students for the course session are listed.	Mesaba

ACTION	**RESULT**
1. Notice that the Room Code, Building, Floor #, and Maximum Nbr of Students fields filled in.	
2. Click Save	*Saved* displays briefly in the upper-right corner

ADD A COURSE SESSION

EXERCISE

Let's say you need to schedule a session of *Personal Time Management*. In this exercise, use B43CDTIME instead of the course code you created previously. For this course code, B43 = agency code, CD = Career Development, and TIME = Time Management Resources

You may use the following resources to complete the exercise:

- Walk-throughs in this topic
- SEMA4 Help

Directions

In the **User Training** database, use the following data to schedule a course session. Later, you will change the start and end time.

Part 1: Add a Course Session

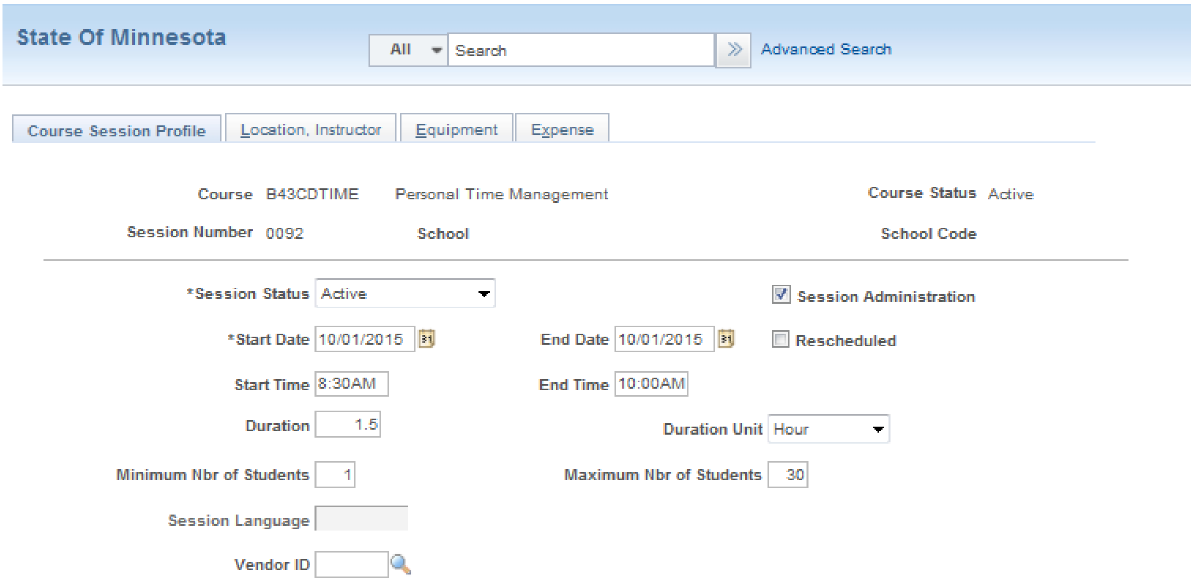
Hint: Select **Administer Training> Define Course/Cost Details > Course Sessions** and click **Add a New Value**.

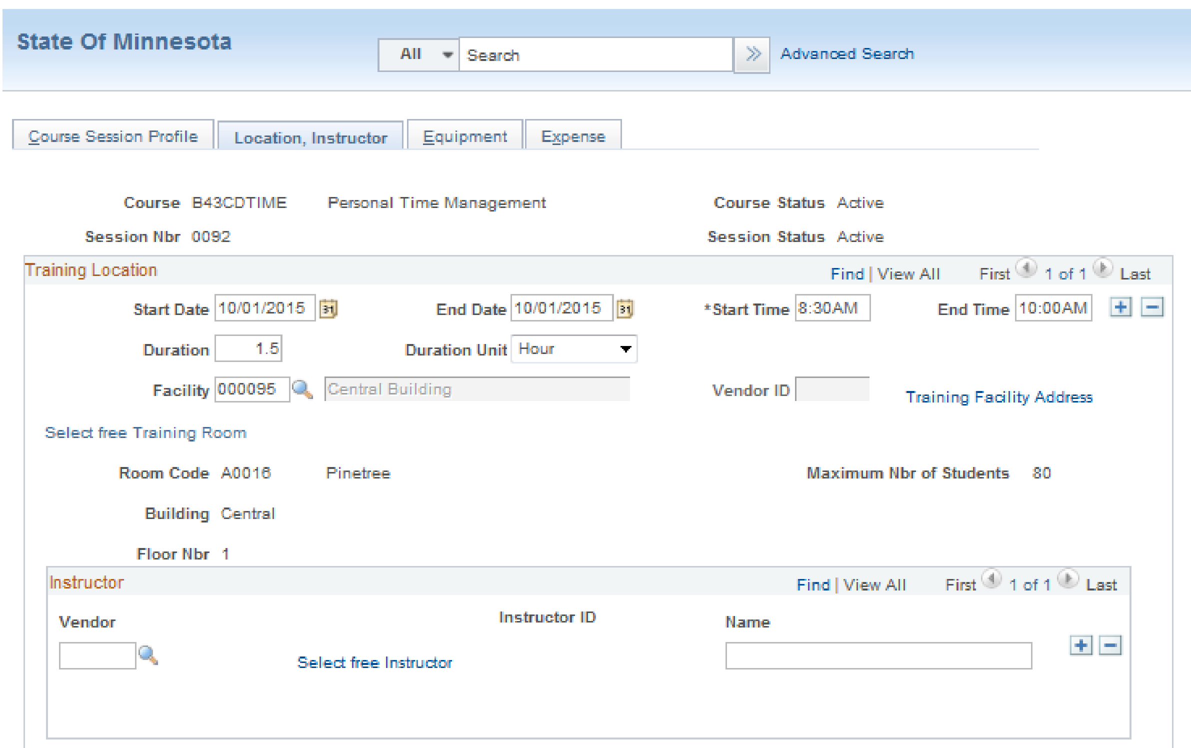
FIELD NAME	DATA
Course Code	B43CDTIME and click Add
Course Session Profile page: Session Status	Active
Session Administration	Accept the default (selected)
Start/End Dates	Start: 10/__ __/2015 (substituting your two-digit code for the blanks) End: 10/__ __/2015 (substituting your two-digit code for the blanks)
Rescheduled	blank
Start/End Times	Start: 8:30 AM End: 10:00 AM
Duration	1.5
Duration Unit	Hour
Minimum Nbr of Students	Accept the default
Maximum Nbr of Students	Accept the default
Session Language	Skip this field
Vendor ID	blank

FIELD NAME	DATA
Location, Instructor page: Start/End Dates	Accept the data that fills in
Start/End Times	Accept the data that fills in
Duration	Accept the data that fills in
Duration Unit	Accept the data that fills in
Facility	000095
Press **Tab**.	
Vendor ID	blank
Select free Training Room	Click the link
Training Room Availability	Pinetree
OK	Click the button
Vendor	blank
Instructor Name	blank

SOLUTION: PART 1

Your pages should resemble the pages below. The start and end dates may be different.





ACTION	RESULT
1. Click 	*Saved* displays briefly in the upper-right corner The Session # displays
2. Write down the session number. • You need this number for Part 2 of the exercise.	Session Number: ______________________
3. Click **Home**.	Main menu displays.

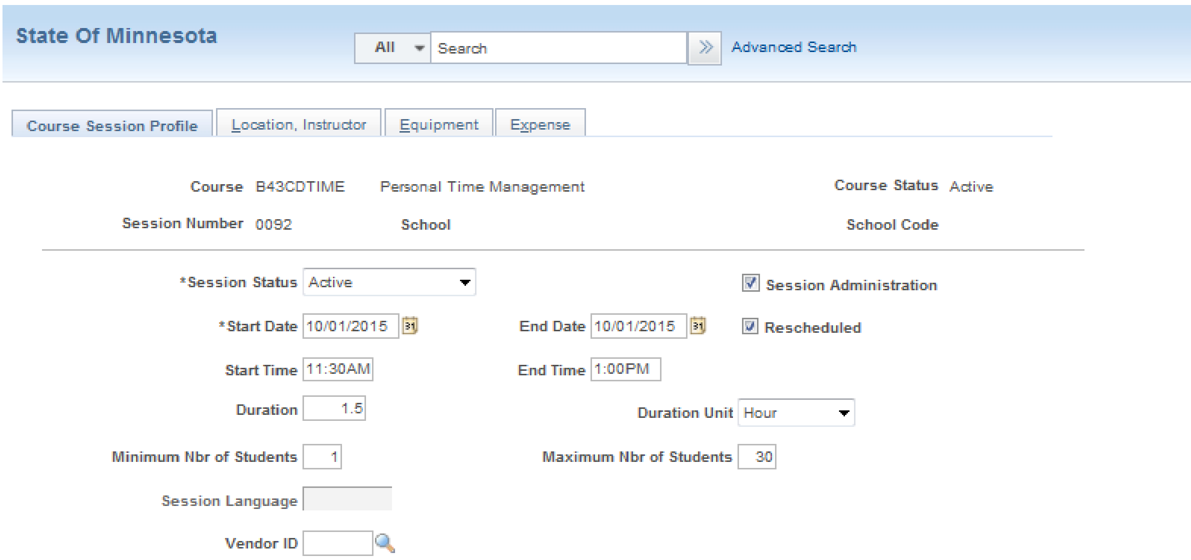
Part 2: Change Course Session Information

The course session will be offered at a brown-bag lunch instead of at the previously-scheduled time. Access course **B43CDTIME** and the session number you wrote above.

FIELD NAME	DATA
Start Time	11:30 AM
End Time	1:00 PM
Rescheduled	Select the check box

SOLUTION: PART 2

Your page should resemble the page below. The start and end dates may be different.

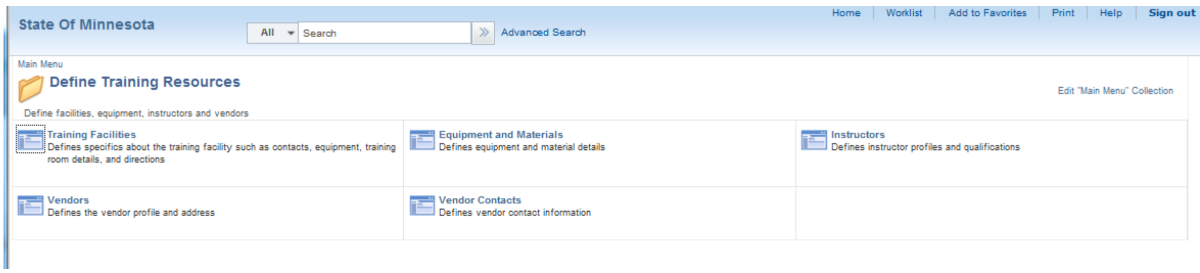


ACTION	RESULT
1. Click Save	*Saved* displays briefly in the upper-right corner
2. Remember to tell the students that the session time has changed. For this exercise, there are no students enrolled.	

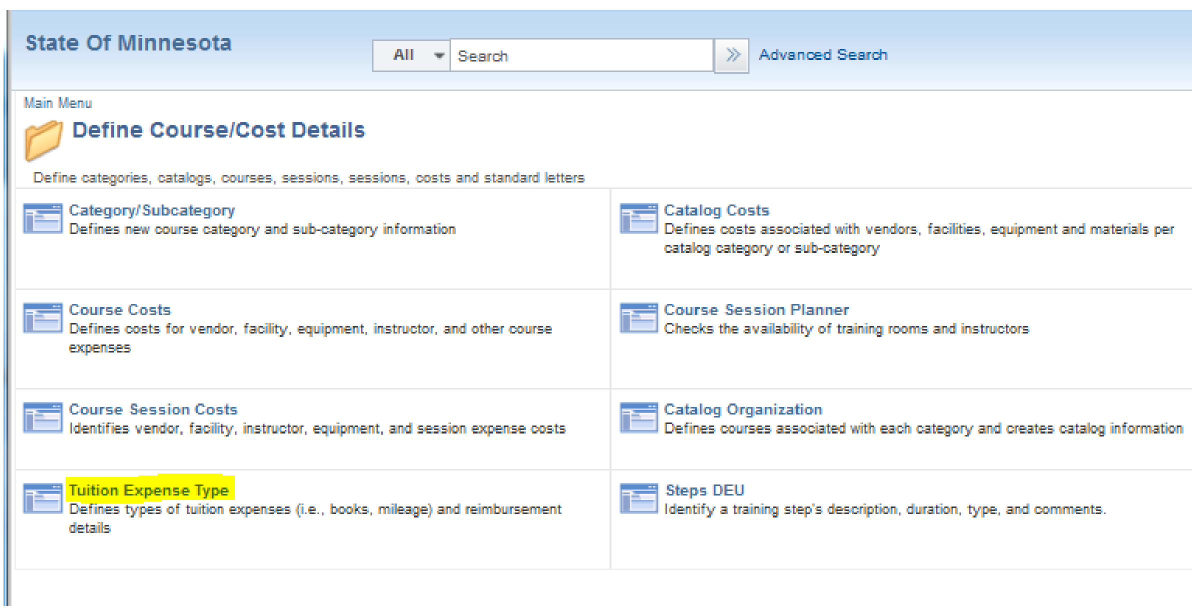
Facility, Equipment, Instructor, Vendor, and Expense Codes

Facility, equipment, instructor, vendor, and expense code are optional when you set up a course session. If you need to enter this information, the codes may be already in the database for you to select. However, if the item you need is not in the system, you have to create it. Once you have created and saved a code, and then you can select it in your course session.

If you need to set up a facility, equipment, instructor, or vendor record, use the **Administer Training > Define Training Resources** menu shown below.



If you need to set up an expense code, use the **Tuition Expense Type** component on the **Define Course/Cost Details** menu shown below.



Not all users need to add facility, equipment, instructor, vendor, or expense codes. If you do *not* plan to set up codes for this information, skip ahead to the Review Questions.

Set up Equipment, Facility, Instructor, Vendor, and Expense Codes

Complete the following steps in SEMA4 Help to find instructions for setting up information about training resources

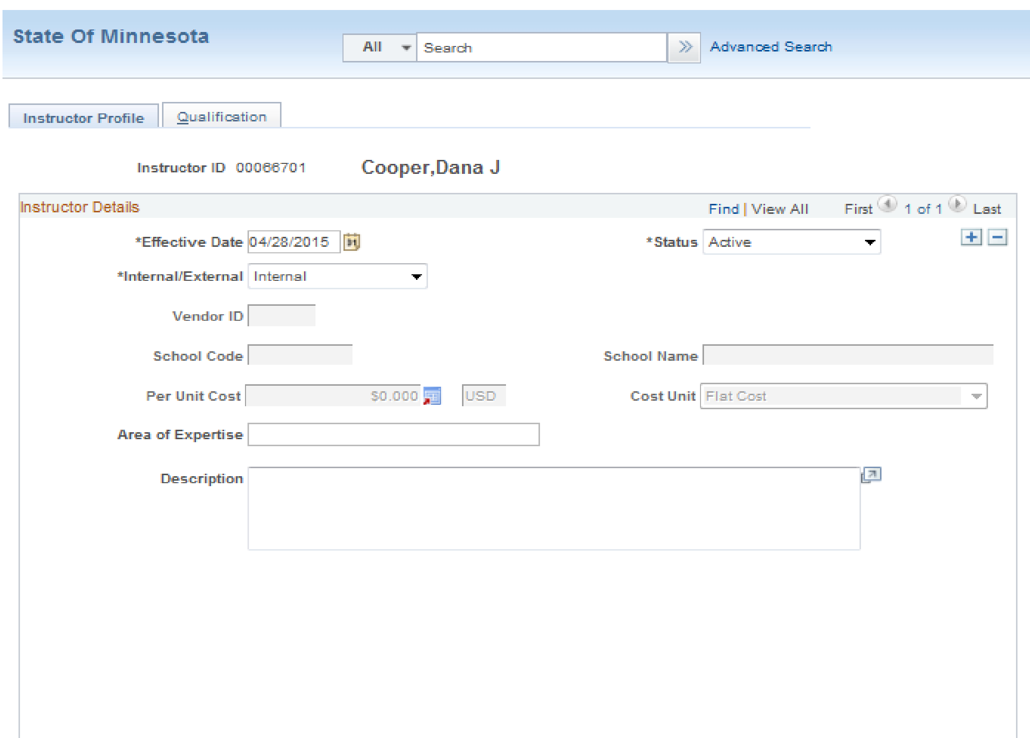
Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents page displays
2. Click on **HR/Payroll Functions**.	HR/Payroll Functions page displays
3. Select **Training Administration**.	Training Administration – Contents page displays
4. Select **Processes, Tasks & Steps**.	Training Administration – Processes displays
5. Select **Adding/Changing/Viewing Equipment/Facility/Instructor/Vendor Information**.	Adding/Changing/Viewing Equipment/Facility/Instructor/Vendor Information – Tasks displays
6. Select **Adding/Changing a Training Facility**. • Follow these steps if you need to set up a new code for a training facility. • For the facility codes you frequently use, write them down and keep the list handy when you're setting up course sessions.	Add/Change a Training Facility – Steps displays
7. Click the Back button on your browser.	Tasks list displays again
8. Click **Adding/Changing a Vendor**. • Follow these steps if you need to set up a new code for a training vendor.	Add/Change a Vendor – Steps displays
9. Click the Back button on your browser.	Tasks list displays again
10. Click **Adding/Changing an Instructor**. • Follow these steps if you need to set up a new code for an instructor.	Add/Change an Instructor – Steps displays
11. Click the Back button on your browser.	Tasks list displays again
12. Click **Viewing Facility/Instructor/Vendor Information**. • Follow these steps if you need to view the facility, instructor, or vendor tables.	View Facility/Instructor/Vendor Information – Steps displays
13. Click the Back button on your browser.	Tasks list displays again
14. In the Index, type **Tuition Expense**, select **Tuition Expense Type Table**, and select **Add a Tuition Expense Type – Steps**. • Follow these steps if you need to set up a new expense code.	Add a Tuition Expense Type – Steps displays
15. Exit SEMA4 Help.	

SET UP AN INSTRUCTOR RECORD

In this walk-through, you will add an instructor, Dana Cooper, to the Instructor Table, specifying the two courses she teaches: *Orientation* and *My PC and Me*. After saving the record, you will be able to select this instructor when scheduling sessions of those courses dated on or after the Effective Date of the instructor.

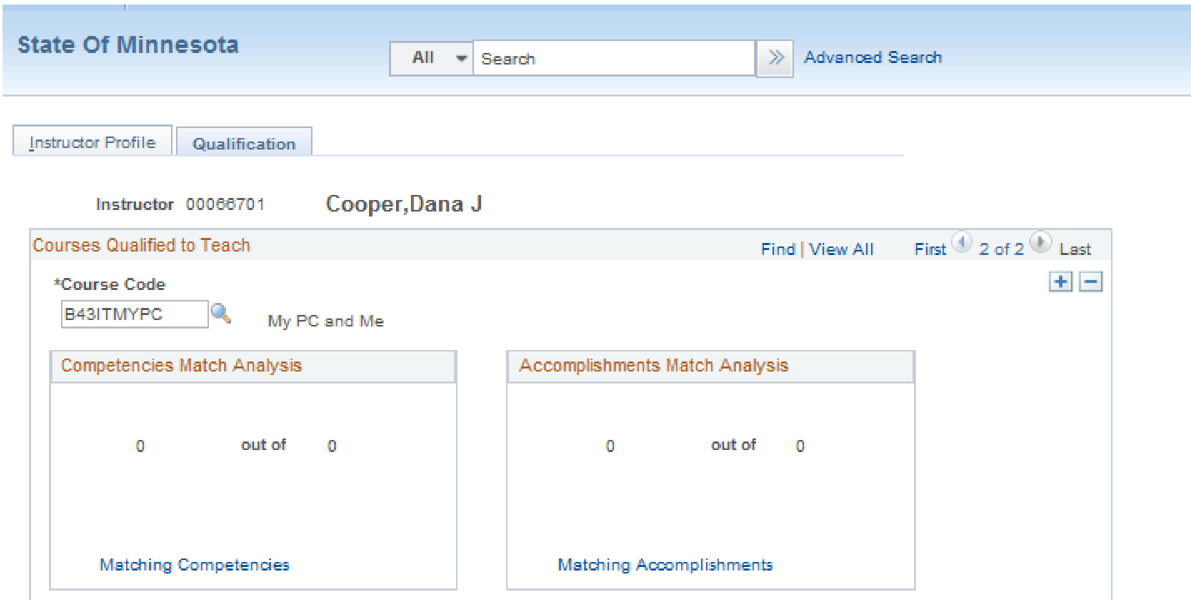
ACTION	RESULT
1. In the **User Training** database, select **Administer Training > Define Training Resources > Instructors**.	A search page displays
2. Click **Add a New Value**.	Instructors Add a New Value page displays
3. In the **Instructor ID** field, enter the ID of the instructor, 000667__ __ (substituting your two-digit code for the blanks). • If you don't know the ID, click and look up the individual by Name. • The ID can be for an Employee or a Person of Interest.	
4. Click Add	**Instructor Profile** page displays

On the **Instructor Profile** page, the name fills in. Most fields on this page are optional. Some fields will activate if you select External in the **Internal/External** field.



Field Name & Description	Data
• **Effective Date** Enter the date this person became an instructor.	04/28/2015

Select the **Qualification** page, which indicates the courses the instructor is qualified to teach.



Field Name & Description	Data
1. **Course Code** • Enter the course code of the course the instructor can teach. Press **Tab**, and Orientation displays. • You can only enter a course code that has been set up in the Courses component.	B4399ORIENT
2. To add a row for another course code, click [+] • Notice the row is 2 of 2.	
3. **Course Code** • Enter the next course code. Press **Tab**, and My PC and Me displays.	B43ITMYPC

Action	Result
1. Click Save	*Saved* displays briefly in the upper-right corner

Action	Result
2. If you schedule sessions of these courses, you will see Cooper,Dana J listed when you click Select free Instructor on the Location, Instructor page. The course session start date must be on or after the Effective Date of the instructor record, and the course code must be listed on the Qualification page of the instructor record.	

Review Questions

Review what you have learned, by answering the following questions. If you have difficulty answering the questions, review the topic.

1. Do you need to make up a course session number for a new session?
   a. Yes.
   b. No.

2. Which page in the Course Sessions component is required?
   a. Course Session Profile
   b. Location, Instructor
   c. Equipment
   d. Expense
   e. None of these

3. Before course sessions can be added, the course must be set up; with status Active, with the Session Administration check box _______________.
   a. selected
   b. cleared

4. To cancel a course session, you change the session status to _________________.
   a. Active
   b. Completed
   c. Dropped
   d. Canceled

5. To enter cost information, you complete the ___________________________.
   a. Cost page in the Course Sessions component
   b. Expense page in the Course Sessions component *and* Expense page in the Course Session Cost component
   c. Expense page in the Courses component
   d. Cost page in the Course Session Cost component

6. Suppose you want to select a facility which is not in the database. How would you create the facility in SEMA4?
   a. Select Administer Training > Define Training Resources > Vendor Table.
   b. Select Administer Training > Define Training Resources > Location Table.
   c. Select Administer Training > Define Training Resources > Training Facility Table.
   d. Select Administer Training > Define Training Resources > Instructors.
   e. You cannot create your own codes in SEMA4.

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. Do you need to make up a course session number for a new session?

   b. No. SEMA4 assigns a four-digit session number to the session.

2. Which page in the Course Sessions component is required?

   a. Course Session Profile

3. Before course sessions can be added, the course must be set up; with status Active, with the Session Administration check box _______________.

   a. selected

4. To cancel a course session, you change the session status to ____________________.

   d. Canceled

5. To enter cost information, you complete the ___________________________.

   b. Expense page in the Course Sessions component *and* Expense page in the Course Session Cost component

6. Suppose you want to select a facility which is not in the database. How would you create the facility in SEMA4?

   c. Select Administer Training > Define Training Resources > Training Facility Table.

You have completed Section A!

If you also need to learn to enroll students in training, complete Section B.

Otherwise, please go to the Evaluation, found on the last page of Section B.