
Introduction to CULearn for CLASSE

Basics

- ✧ CULearn is a *Learning Management System (LMS)*
 - *CULearn is a cloud- & browser-based solution*
- ✧ All Cornellians will automatically have an account within one business day of appearing in Workday (employees) or PeopleSoft (students)
 - *Visitors may obtain an account by emailing culearn@cornell.edu*
- ✧ Uses Single-Sign-On using NetId & two-factor authentication (convenience & security)
- ✧ Roles include *Learner, (Alt) Mgr, Training Admin (TA)*
 - *Different Roles have different capabilities in CULearn*
- ✧ Learning includes *Courses, Certifications, Quizzes*
- ✧ Learner tools include *Learning Plan & Transcript*

CULearn is an instance of *Saba Cloud*

✧ An externally hosted website

- *Cornell has no control whatsoever over the website itself or the programs controlling it*
- *Cornell owns the data (learner records, course content, transcripts) in a portion of the website and can control that data*
- *Cornell can exercise very limited control over the configuration of the website itself*

✧ Accessed via SSO (single sign-on)

- *culearn.cornell.edu*
- *Enter NetId and Net password, 2-factor authentication*

Structure of Saba Cloud

✧ Learner

- *Profile brought over from Workday (employees) and PeopleSoft (students), to be updated ~daily*
- *Email address, supervisor, job title, etc.*

✧ Course

- *A course must have at least one “class”*
 - **WBT: Web-based Training** has online content
 - *Content can be a slide show, a pdf, video, url, and/or a quiz*
 - **ILT: Instructor-led Training** can have classroom session(s)
 - *Instructor responsible for taking & recording attendance*

✧ Transcript

- *Grouping of (learner, course, date) status (complete, in-progress, overdue, expired, ...)*

✧ Learning plan

- *Assigned courses for each learner with a due date*

Roles

✧ **Learner**

- *Can view assigned, completed, & in-progress training*
- *Can browse **Catalog***
- *Can register for an ILT class*
- *Can complete a WBT online*
- *Has a “manager” (supervisor) and/or “alternate manager” (functional supervisor)*
 - **Grads, undergrads, affiliates**
 - ***Manager** sometimes a dean or department chair or similar*
 - *One **Alternate Manager** may be a department admin*
 - ***Alternate Manager** is advisor or other functional supervisor*

Roles (cont'd)

- ✧ **Manager** (supervisor) or **Alternate Manager** (advisor)
 - *Can view **My Team** transcripts*
 - *Training can be assigned to team members*
- ✧ **TA: Training Administrator**
 - *Can add/remove to/from learner groups (**Audience Types**)*
 - *Can record CLASSE ILT completions*
 - *Can assign/remove training requirements*
 - *Limited in what he or she can access*
 - *Can create and modify courses*
- ✧ **CULearn Administrator**
 - *Virtually unlimited capability*
 - *Resolves issues*
 - *culearn@cornell.edu*

Course Catalog

- ✧ Most **courses** will appear as
 - *<acronym in all caps> <#> - <title of course>*
 - *e.g. **CLASSE 921 – General Radiation Safety***
 - *e.g. **EHS 2555 – Laboratory Safety***
- ✧ A course can be **recurring** or **non-recurring**
 - *A recurring course must be taken again after some period of time expressed in days (annoying!)*
 - *A non-recurring course is “one-and-done”*
- ✧ CLASSE can make a **non-recurring** EHS course **recurring** by embedding it inside a **Certification**
 - ***CLASSE 2555 – (EHS 2555) Laboratory Safety***
 - *Identical content, but must refresh in n days*

Learner access

- ✧ Log in to culearn.cornell.edu
- ✧ Click the **ME** tab
- ✧ You can take any online class by clicking on the course name or at the far right
- ✧ You can self-assign any CULearn course in Catalog
- ✧ Sometimes it will take up to 5 clicks to launch content (sorry!)
- ✧ Can **Search Catalog** and register / take courses
- ✧ Can get a spreadsheet version of transcript:
Analytics

Manager access

- ✧ Log in to culearn.cornell.edu
- ✧ Click the **My Team** tab
- ✧ Can toggle between **Direct** and **Alternate** teams
- ✧ See who is on track or needs attention at a glance
- ✧ Can assign training to team members
- ✧ Can get a spreadsheet version of team transcripts (Analytics)
- ✧ Can launch Org Chart viewing levels below you

Features

- ✧ All quizzes will be graded, 80% or 85% required
- ✧ Can **Review** the quiz after submission
- ✧ Can retake quiz until you get a passing score
- ✧ An online course completion should show up in your transcript immediately as **Successful**

More Features

- ✧ An *ILT* will show up as completed only after the instructor or TA records attendance
- ✧ **At CLASSE, instructors will send attendance to a TA, who will enter the completions**
 - *May take several days for completion to show up*
- ✧ ***Recurring courses*** (or ***Certifications***) cannot be refreshed (and will not show up as “due”) until a time window opens either 90 days (ILT) or 30 days (WBT) before expiration
- ✧ ***Recurring course*** expiration emails will be automatically sent from the system both before and after expiration (but not forever)

And even more features

- ✧ Automated notifications will be sent as course and certification expirations approach.
- ✧ Compliance reports are automatically emailed to management at a desired frequency
- ✧ CLASSE courses are not be visible to Cornell learners not entered into the *CLASSE-Active Audience Type*
- ✧ We maintain an audience type called *CLASSE-Inactive* for those who leave CLASSE so that we have a record of who we used to track

Common TA Tasks

- ✧ Add/remove a Cornell learner into the CLASSE-(In)Active audience type
- ✧ Assign learning to a CLASSE learner
- ✧ Arrange for a student's advisor to be an ***Alternate Manager***
- ✧ Record CLASSE ILT course completions with date after email or paper list of attendees from instructor
- ✧ Arrange for an ***external learner*** CULearn/SabaCloud account for a visitor or other non-Cornellian who needs safety training
 - *New employees/students should already be able to log in via single sign-on within one work day of when they appear in Workday*

Expectations for Supervisors

- ✧ ***Supervisors are expected to track their team closely***, assure they have the right training courses on their plans, & keep their training compliant
- ✧ Supervisors / advisors are expected to assist with the Safety Onboarding process for new staff or students
 - *New person must fill out online Onboarding form*
 - *Supervisor must tell them what training to include*

Technical Information on CULearn

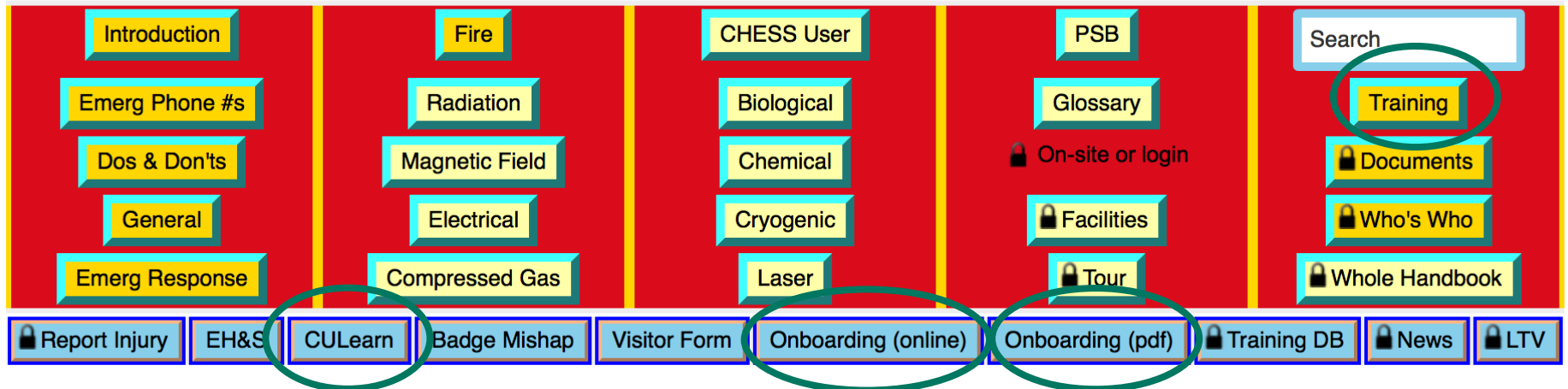
- ✧ Does not work on Linux or Chromebooks
 - *Should work on Mac/PC with an up-to-date OS*
- ✧ May not work on non-current browser versions
 - *Should work on current Firefox, Chrome, Safari*
- ✧ **Requires latest Adobe Flash (IMPORTANT)**
- ✧ Requires popups to be allowed
- ✧ Technical help available from
 - *CU HelpDesk (itservicedesk@cornell.edu), 5-5500*
 - *CLASSE Safety Manager*
 - *culearn@cornell.edu*

Training links

CLASSE Safety Handbook

Last updates: 03 Nov 2016 - 16:32

🔒 03 Oct 2016 - 15:22



The screenshot shows a navigation menu for the CLASSE Safety Handbook. The menu is organized into five columns and a bottom row of links. Several items are circled in green:

- Training** (in the Search column)
- CULearn** (in the bottom row)
- Onboarding (online)** (in the bottom row)
- Onboarding (pdf)** (in the bottom row)

The menu items are as follows:

- Column 1:** Introduction, Emerg Phone #s, Dos & Don'ts, General, Emerg Response
- Column 2:** Fire, Radiation, Magnetic Field, Electrical, Compressed Gas
- Column 3:** CHESS User, Biological, Chemical, Cryogenic, Laser
- Column 4:** PSB, Glossary, On-site or login (with lock icon), Facilities (with lock icon), Tour (with lock icon)
- Column 5:** Search, Training, Documents (with lock icon), Who's Who (with lock icon), Whole Handbook (with lock icon)
- Bottom Row:** Report Injury (with lock icon), EH&S, CULearn, Badge Mishap, Visitor Form, Onboarding (online), Onboarding (pdf), Training DB (with lock icon), News (with lock icon), LTV (with lock icon)