






Becoming a OneSourceMe Learning Super SPAD Storyboard

Overview

This course will be available as a Program composed of micro-courses that address different tasks SPADS may be asked to complete. New SPADs must complete the program prior to receiving OneSourceMe Learning (OSML) access. Experienced SPADs may enroll in the course for access to the mini modules as a refresher. The goal is to keep each module to 8 minutes or less.

DRAFT

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| Module 1: Welcome | | | |
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| Slide | Title | Slide elements/Content | Notes |
| 1.1 | Welcome | Welcome to Becoming a Super SPAD. This program will prepare you for your role as your department SPAD. | <i>Title slide. Place text over gradient on right side of the title slide.</i> |
| 1.2 | What's a SPAD? | SPADs are S uccessFactors P rogram A dministrators D esignees for OneSourceMe Learning (OSML). As a SPAD, your role is to navigate your department through the entire process of posting courses, enrolling students, awarding credit, unlocking quizzes, and running reports. You will guide your department through the process of ensuring a smooth experience for your learners. | <i>A highlight bubble will appear that says: You are the department expert on OSML.</i> |
| 1.3 | OSML Administration Team | <p>SPADS are part of a team that works together to make professional learning available to HISD employees. You'll also work with:</p> <ul style="list-style-type: none"> • Instructors – people who design and facilitate instructor-led courses • Content Creators (CCs) – those who create online objects for courses that have an online component, and • Quality Reviewers (QRs) – final approvers who will go through the course from the student's perspective and post the course to the Learning Library  when it's ready to go. <p>As the department SPAD, you will guide your department's Instructors, CCs, and QRs through the process of creating and posting courses, as well as giving learners credit upon completion.</p> | <p><i>A highlight bubble will appear that says: OSML Dictionary – Learning Library = Course Catalog</i></p> <p><i>A highlight bubble will appear that says: Words that appear in the glossary will appear highlighted in blue and be followed by this glossary icon . You can access the glossary in the upper right corner of the page at any time.</i></p> <p><i>Add Glossary  to the player at top right.</i></p> |
| 1.4 | SPAD Responsibilities | <p>This program includes 11 modules that will teach you everything you need to know to become a Super SPAD. By the time you finish this program, you'll know how to:</p> <ul style="list-style-type: none"> • Task 1 – Create a Learning Item  and generate an Item Number  • Task 2 – Add an instructor | <i>A highlight bubble will appear that says: OSML Dictionary – Learning Item = Course; Item Number = Course Number</i> |

Text in purple italics are designer notes. They will not appear in the course.

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| | | <ul style="list-style-type: none"> • Task 3 – Create a Class • Task 4 – Add Prerequisites • Task 5 – Ensure courses are posted • Task 6 – Enroll students in courses • Task 7 – Print a Class Roster • Task 8 – Record learning completion • Task 9 – Unlock a quiz • Task 10 – Run Reports • Task 11 – Close Courses <p>New SPADs must complete the entire series and pass a skills demonstration to receive access to OSML Administration.</p> | <p><i>A highlight bubble will appear that says:</i> Once you've passed the demonstration, you may come back and refer to each task module for a refresher as needed.</p> |
| 1.5 | With Great Power Comes Great Responsibility | <p>When you get your SPAD access, you'll have permissions to view not only your own course information but also the information of every other OSML user.</p> <p>With access to all entries in OSML, it is crucial that you do not edit anyone else's information, even if it's by accident. Changing one setting can prevent a course from being posted, a class from being listed, or an employee from getting credit. Be careful to edit only your information.</p> | <p><i>A highlight bubble will appear that says:</i> Be careful! Only view and edit information related to your courses.</p> |
| 1.6 | SPAD Resources | <p>The HISD Learning team supports the technical aspects of OSML. They offer a SharePoint SPAD resource site with many great job aids and templates. Bookmark this site for future reference. If you can't find the help you need on the resource site, you can email HISDLearning@HoustonISD.org for assistance.</p> | |