

# ONESolution™

## PROFESSIONAL DEVELOPMENT AGENDA

### Course Outline

**Recommended Training Format:** Live Virtual Classroom

**Estimated Hours:** 2 hours Client Interaction; .67 hours Consultant preparation and follow-up

**Prerequisites:**

1. Access to ONESolution
2. Prior Knowledge of ONESolution (previously known as IFAS)

**Audience:** Key ONESolution Users, IT Support

**Objective:** During this training, you will learn how to navigate in the ONESolution Professional Development module and learn the basic overview of the module. This knowledge should be applied for Testing, End User Training and GO LIVE scenarios.

**What You Will Learn:**

- Overview
  - Overview of Professional Development
  - Instructor View
  - Participant View
  - Professional Development Administrator Roll
  - Different groupings for courses (search criteria)
- End User Training from Web
  - Instructor Rolls
  - Creating courses
  - Attendance
  - Grading
  - Attachments
  - Participant Rolls
  - Registering for courses
  - Dropping courses
  - Checking grades
- End User Training from the All Tab
  - Administrator Roll
  - Verifying and activating courses
  - Overriding registration
  - Defining Course prerequisites
  - Copying courses vs created from blank

**CDD Reports**

- Look at corresponding Professional Development CDD reports

**Homework:** Document Process