

# HR Courses

Dashboard: [www.cityofmadison.com/user](http://www.cityofmadison.com/user)

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*HR Courses* post to the Professional Development course catalog, and provide a Course Description, videos, registration links, presenters, recommended audience and subject categories.

The Courses system also allows you to create Dates for each Course. Course Dates are used to provide the dates, times and locations for course training events. You may add a single date, or a multiple-date series.

## Creating a Page

Select “**Create**” next to “HR Courses”.

Enter the following:

1. **Title:** Enter the course title.
2. **Description:** Enter the course description. This should be a brief overview of the course, outlining primary objectives or main topics. If content entered here is long, the full description will not appear in the course catalog, so it’s best to keep it short when possible.
3. **Video Training:** If videos covering the course content are available, enter them here. Enter the title of the video into the **Title** field, and paste the video URL (link) in the **URL** field.
  - a. If multiple videos exist, you can click “**Add another item**” to add another video.
4. **Registration:** Enter the registration link from IS Events into the URL field. In the Title field, enter descriptive text. This should be standardized, so registration links appear the same across the site.

Registration Link Title text should be “Register”, with the option of adding the audience in parentheses:

- a. Register
  - b. Register (Employees)
  - c. Register (Supervisors)
  - d. Register (City Partners)
5. **Presenter:** Enter the name of the presenter, and a link to that presenter’s information or bio (if applicable).
  - a. Human Resources staff presenters, including EDOE instructors, are listed on the page Meet Your Instructors. In the Presenter **URL** field, enter the URL of the Meet Your Instructors page. Add to the end of that URL a number sign (#), and the name of the presenter with no spaces. For example, Erin Stenson’s link would be:  
<http://www.cityofmadison.com/human-resources/professional-development/courses/meet-your-instructors#ErinStenson>
  - b. New instructors will have to be set up. Contact Document Services with any questions.
6. **Recommended for:** Check any that apply.
  - a. **All employees:** This course is open to all employees.
  - b. **Supervisors & Managers:** This course is either open exclusively to supervisors and managers, or is specifically targeted to supervisors and managers.
  - c. **City Partners:** This course is open to non-employees.
  - d. **Other:** You may add any additional specifications for who may attend the course. For example: “Engineering Employees” or “Payroll Clerks.”
    - i. Groups entered here will not appear on the course catalog page filters.

7. **Subject Category:** Check any that apply.
  - a. Examples: City Policies & Practices, Conflict Resolution, Racial Equity, etc.
  - b. **Microsoft Office:** Refers to Elert & Associates courses. For any other computer software courses, use the category Computer Skills.
  - c. **Other:** Add an additional category.
    - i. Check carefully to make sure there isn't a similar category already in the list! Once you create a new category, it will appear on the course catalog page filters, and will be an option for all Courses.

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click "**Save**".

### **Editing a Course**

1. Click "**Manage**" next to "HR Courses."
2. Find the Course that you would like to edit, and click the "**Edit**" link.
3. Make desired changes, and click "**Save**."

## Creating a Course Date

1. Click **“Manage”** next to “HR Courses.”
2. Find the Course that you would like to edit, and click **“Add Date”**.

### HR Course Management

Search Courses +

Courses post to the Professional Development course catalog, and provide a Course Description, video(s), registration link(s), presenter(s), recommended audience and subject category.

[CREATE A NEW COURSE](#)

Title	Last Updated			
Active Listening	04/05/2017	<a href="#">Add Date</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Advanced Mediation Skills Training	04/05/2017	<a href="#">Add Date</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

3. **Type:** Select whether this course is a **Single Date**, or takes place over multiple days (**Date Range**).
4. **Date:** Enter the date(s) and/or time(s) the course will take place.
  - a. *Single Date:* Enter a **Start Date**, **Start Time**, and **End Time**.
  - b. *Date Range:* Enter a **Start Date** and **End Date**. Also enter a **Date Description**, which should provide any other relevant date and time information. For example, “Takes place every Wednesday from April 5 to June 7, from 1:00 pm to 4:00 pm.” For some more complex events, you may wish to simply say “See course description for details.”
5. **Location Type:** Select whether the event has a **Single Location** or **Multiple Locations**.
  - a. This option only appears for Date Range Course Dates. Single Dates will be Single Location.
  - b. *Single Location:* Any that apply: **Location name**, **Street**, and **Room Number** (i.e. Suite 1007).
  - c. *Multiple Locations:* Provide any applicable location information in the **Location Description**. For example, “30 W. Mifflin St. and 210 Martin Luther King Jr. Blvd.”

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click **“Save”**.

## Edit a Course Date

1. On your Dashboard, click **“Manage”** next to “HR Courses.”
2. Find the Course that has an upcoming training date, and click **“Manage Dates.”**

Bridging Learning Differences	04/05/2017	<a href="#">Add Date</a>	<a href="#">Manage Dates</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Brochures, Newsletters & Effective Marketing	04/05/2017	<a href="#">Add Date</a>	<a href="#">Manage Dates</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Business Writing	04/05/2017	<a href="#">Add Date</a>	<a href="#">Manage Dates</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

3. Find the Course that you would like to edit, and click **“Edit.”**
4. Make desired changes, and click **“Save.”**

### Contact:

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Technical issues: HelpDesk, [helpdesk@cityofmadison.com](mailto:helpdesk@cityofmadison.com)