This UPK Knowledge Center Management Rel 12.1 training is a component of the User Productivity Kit Professional installation. It's designed for end users and curriculum managers who need to learn how to deploy and track online training courses created in UPK Developer Rel 12.1.

Learn To:

- Install content and create knowledge paths.
- Create users and user groups.
- Assign users to user groups.
- Enroll users and user groups in a knowledge path.
- Use expert advice, ask a question, review feedback and the notebook.
- Create and use reports.

Benefits to You

Through hands-on exercises, you'll walk away from this class with the ability to import and use outlines created in Developer to build various types of knowledge paths and deploy assessments. You will also develop a deeper understanding of the manager to manage users, user groups and knowledge paths to deploy the content. Finally, you'll use the Reports Manager to run existing reports and create custom reports.

Skills Gained

- Create Different Types of Knowledge Paths
- Learn about Single Activity
- Curriculum
- and Organizational Knowledge Paths
- Add Activities to a Knowledge Path
- Set Activity Properties
- Add Assessments to an Activity
- Set Assessment Properties
- Allow Personalized Content
- Create User Accounts
- Create Usergroups and Assign Users
- Use Expert Advice and Feedback
- Create Knowledge Path Categories
- Use the Notebook
Course Details

Getting Started
- Knowledge Center Overview
- Launch Manager
- Review Server Settings

Introduction to Knowledge Paths
- Knowledge Path Types
- Learn about Single Activity Knowledge Paths
- Learn about Curriculum Knowledge Paths
- Learn about Organizational Knowledge Paths
- Create Knowledge Path Categories

Create Knowledge Paths
- Set Knowledge Path Properties
- Create a Single Activity Knowledge Path
- Set Activity Properties
- Add Assessments to an Activity
- Create a Curriculum Knowledge Path
- Create an Organizational Knowledge Path
- Allow Personalized Content
- Create an Assessment-only Activity

Work with Users and Usergroups
- Create a User
- Set User Permissions
- Enable a User as an Expert or Feedback Monitor
- Search for Users
- Create User Groups
- Add Users to a User Group
- Enroll a User Group in a Title
- Delete a User Group

Manage Knowledge Paths
- Enroll Usergroups in a Knowledge Path
• Enroll Users in a Knowledge Path
• Assign Enrollment Dates for a User or User Group
• Assign a Knowledge Path to a User or User Group
• Unenroll Users and User Groups from Knowledge Paths
• Edit, Move, Delete, and De-Activate Knowledge Paths

Knowledge Center Features
• Use Expert Advice
• Expert Advice in the User Interface
• Ask a Question - User
• Answer a Question - Expert
• Use Feedback
• Provide Content Feedback
• Monitor User Feedback
• Use the Notebook

Install Titles
• Import a Title
• Edit Title Properties
• Re-Import a Title

Create and Use Custom Reports
• Run Sample Reports
• View Report Details
• Run Filtered Reports
• Create a New Report
• Add Report Groups and Data Columns
• Add Report Filters
• Select a Report Format
• Export and Import Custom Reports

Standard User Reports
• Standard Reports Overview
• Run a Standard Report
• Standard Reports - Details

Schedule (as of 1)

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