



Training Preparation

Now that you have completed all of the system set up and have decided which OAMS modules you are going to implement you can begin to start planning for your user training. One of the first steps in organizing your training session is to determine the length of time needed for the session. We have provided you with a template training plan below to help guide you in determining the time needed.

Create your training plan

Here is template training plan for all the OAMS features; please delete each row below that you do not plan to train on (i.e. you will only be left with the modules you plan to train on in the document below). This is just a guideline, but it will give you a good indication of how long your training session needs to be.

Topic	Estimated Training Time
Homepage Configuration (setting up Dashlets, include the Handout Dashlet exercise)	30 min
Privacy & Access Overview	10 min
Searching for a Student, Editing OAMS Student Data and Searching Advising History	30 min
Creating a PoC and Recording an Advising Interaction (Editing and Deleting)	30 min
Uploading Documents	15 min
Incoming and Outgoing Email	40 min
Using the Watchlist	30 min
Marking a POC as 'Follow Up'	15 min
Creating New Document Templates (Template Editors only)	30 min
Generating Documents from Templates	15 min
The Advising Queue (Adding and Accepting Students)	30 min
Early Alert Integration	15 min

By modifying the above template you now know what the duration of your training session will be.

Please insert 'Breaks' as needed.

You can now start planning this time based on your staffs' availability.

Getting the group ready for the training session



- How ready do you think the group is for OAMS?
i.e. Are they engaged with new software? Are they excited by new software?
If you feel there could be some resistance towards the training session, perhaps you could invite your buddy to come at the start of the session to talk about how much OAMS has helped their users in their own units. In fact time permitting you may want to invite your buddy to the entire session as they would be a great resource for any questions that might arise.
- You may want to consider having your Unit Director send the invitation to the training, to ensure everyone knows that the training has been approved by the Director, and that OAMS is an important initiative.

Technical Tasks Prior to your session

- Before the training session, and after you have requested access to OAMS for everyone through the SIS form, ensure everyone can log in, as you don't want to run into access issues during your training session.
- Ensure all users have completed the 'User Set-Up Wizard' prior to the training session. (section 2.4 on the training website)
- Ensure your group email is working (i.e. send emails to 'test' students).

Points to Consider

- Send the training invite as much in advance possible, so you can ensure you can get everyone in the room at the same time.
- Everyone should have access to an individual computer/ laptop during training. You may need to book a lab depending on the size of your group.
- Are you going to display the OAMS online manual on a projector? If so make sure you have the right equipment needed.
- Please ensure you have 'test student' numbers, and are familiar with the 'Exercises' at the end of each of the sessions you plan to train on.
- Do you think your group would like hand-outs of the material? You can copy and paste the training guides from the website into a document and make your own handouts.
- You may want to devise a seating plan in your training room, whereby you sit people who are very computer savvy beside the people you may feel may need more guidance, this way your colleagues can interact and help each other through the session.

Training Follow Up

- During the session ensure you keep note of any questions that arose that you were unable to answer; depending on the question make sure to follow up with either Carol Naylor, your buddy, or Production Support, and then relay the answer to the group.



Test Student Numbers for your use

32323232	67310086	88552237	27215052	45678901	12345666
18541086	11110000	58333071	12345678	12345781	23456676
23651102	11111111	12345948	65036113	12345567	23345671
23456775	33456781	23445679	12345898	34567784	34556787
23456999	34456780	12346789	12344560	12347894	23457898