

Taleo Course Content

Working with Sub LearnCenters

-) Examining Considerations for Using Sub LearnCenters
-) Creating Sub LearnCenters
-) Copying Sub LearnCenters
-) Describing the Difference between Copying and Sharing Sub LearnCenter Items
-) Managing Sub LearnCenters from the Visual Manager
-) Inactivating Sub LearnCenters

Configuring LearnCenter Pages and Display Content and Containers

-) Examining the Anatomy of the LearnCenter Page
-) Describing the User vs. Administrator Interface and Page Editor
-) Configuring the LearnCenter Page Display
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-) Displaying Resources on the LearnCenter Page
-) Displaying Content via Dynamic Objects (Containers) on the Page

Uploading and Inserting Web-Based Training (WBT)

-) Defining the Difference between Uploading, Importing and Inserting Content
-) Describing the Process for Making WBT Content Available
-) Viewing Samples of the FTP Site
-) Simulating Uploading WBT Content Files to the FTP Site
-) Importing SCORM Content to the LearnCenter
-) Defining Properties and Previewing SCORM Content
-) Inserting an Existing Course into a LearnCenter Page

Uploading Files to the Resource Manager

-) Describing the Purpose of the Resource Manager
-) Uploading Resources
-) Defining Types of Files and Size Limits
-) Utilizing the Resource Manager
-) Working with Resources and Folders
-) Uploading a File and a New Version of a File
-) Sharing Files to Individuals and LearnCenters

Creating Courses with Course Editor

-) Describing the Procedures for Creating Courses with Course Editor
-) Managing a LearnCenter Course
-) Working with the Course List
-) Editing the LearnCenter Content

Creating Categories for Containers

-) Examining How Categories can be Used in the LearnCenter
-) Creating Categories and Sub Categories
-) Mapping Categories to Containers

Creating Assessments and Surveys

-) Examining Considerations for Assessments and Surveys
-) Describing Different Question Types
-) Using the Assessment Wizard
-) Creating and Managing Questions and Answers Manually
-) Creating Assessments and Surveys Manually
-) Using Random Question Selection from Categories
-) Creating Instances

Defining Messages and Notices for Containers

-) Describing the Use of Messages and Notices
-) Customizing Default Message Templates
-) Customizing a Message Template (for Enrollments)
-) Copying Messages
-) Inactivating Messages

Creating ILT / VILT and Enrollments

-) Creating Locations
-) Creating Instructors
-) Creating ILT Events, Tracks, and Sessions
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-) Copying Sessions
-) Creating Enrollments
-) Creating VILT Events and Enrollments

Creating Assignments

-) Defining the Purpose of Assignments
-) Creating an Assignment
-) Assigning Assignments to Users (from Administrator to Supervisor)
-) Completing Assignments as a User
-) Reviewing and Grading Assignments
-) Grading Assignments from the Gradebook
-) Customizing Notices and Notifications

Creating Learning Plans

-) Describing the Purpose of the Advanced Learning Module and Learning Plans
-) Creating a Learning Plan
-) Mapping Items to a Learning Plan
-) Including ILT in Learning Plans
-) Sequencing Items in a Learning Plan
-) Assigning the Learning Plan to Users

Creating Skills

-) Creating a Skill
-) Mapping Items to the Skill
-) Assigning Skills to Users

Creating Job Profiles

-) Defining Job Profiles
-) Creating a Job Profile

-) Mapping Items to a Job Profile

Creating Course Catalogs

-) Describing the Purpose of a Course Catalog
-) Creating and Mapping Categories
-) Selecting the Dynamic Object to display the Items Mapped to a Specific Category

