



User Productivity Kit UPK



UNIVERSITY OF
FLORIDA

Office of Human Resource Services

Brought to you by Training and
Organizational Development

UPK – What is it?

- The User Productivity Kit
- A web-based training tool
- An interactive learning environment
- Portrays a simulated myUFL environment
- Allows learning by performing tasks yourself
- Provides instructions as you go

It's like working on the real system with the added feature of being guided through the task



Playback Mode

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See It!



Try It!



Know It?



Do It!

Outline

Search

All

+ PST121: myUFL Basics

Concept

This module will provide information about the basic functionality available in myUFL and provide instructions for the following topics:

- Basics
 - Personalizing myUFL
 - Viewing security roles
- Training and Development
 - Enrolling in training
 - Viewing training records

Introduction



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Outline

Search



All



PST121: myUFL Basics

Outline

The Outline pane appears on the left side of the Player window. This pane lists the table of contents for the UPK. You can expand and collapse items using the plus (+) and minus (-) symbols.

Introduction



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PST121: myUFL Basics

Outline

There are three levels in the outline pane:

Module

- Viewing security roles
- Training and Development
 - Enrolling in training
 - Viewing training records

Introduction



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Outline

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PST121: myUFL Basics

Basics

Training and Development

Outline

There are three levels in the outline pane:

Module

Lesson

To view the training and development options in myUFL, navigate **Self Service > Training and Development**

Introduction





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Outline

Search

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- [-] PST121: myUFL Basics
 - [+] Basics
 - [-] Training and Development
 - Enroll in Training**
 - View Your Training Summary
 - View Your Training Certificates

Outline

There are three levels in the outline pane:
Module
Lesson
Topic

navigate **Self Service > Training and Development**

Introduction

Use the Self Service menu in myUFL to enroll in Training and Development courses.

For this example, you will enroll in PST130 Travel and Expense on January 24, 2006 at 451 Stadium West.



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Search

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- [-] PST121: myUFL Basics
 - [+] Basics
 - [-] Training and Development
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Concept

Use these lessons to learn more about the **Training and Development** options in myUFL. Lessons here will include:

- Enrolling in training sessions
- Viewing your training summary
- Viewing your training certificates

To view the training and development options in myUFL, navigate **Self Service > Training and Development**

Introduction

Use the Self Service menu in myUFL to enroll in Training and Development courses.

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Selecting a Topic

When you select a Topic, the available Playback Modes will be active.

- Viewing your training summary
- Viewing your training certificates

To view the training and development options in myUFL, navigate **Self Service > Training and Development**

Introduction

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- [-] PST121: myUFL Basics
 - [+] Basics
 - [-] Training and Development
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 - [View Your Training Summary](#)
 - [View Your Training Certificates](#)

The Playback (Player) Modes

Playback modes are the different methods available to take you through each of the topics. There are four player modes that may be available to view a particular topic. Not all player modes are available for all topics.

Introduction

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See It!

Watch an animated demonstration of tasks being performed in a simulated environment. There is no user interaction.

- viewing your training certificates

To view the training and development options in myUFL, navigate **Self Service > Training and Development**

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Try It!

Learn interactively in this simulated environment. The UPK Player provides you with instructions as to what needs to be done to complete a task, but you perform the actual steps.

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Know It!

Complete the tasks without the steps.
Test knowledge gained from training.
Don't worry, the score will not count
against you.

navigate **Self Service > Training and Development**

Introduction

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Do It!

This mode guides you in the performance of the actual task in myUFL. Later, this will be available when you click the **Help** links.

navigate **Self Service > Training and Development**

Introduction

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| | | | |
|---------|---------|----------|--------|
| See It! | Try It! | Know It? | Do It! |
|---------|---------|----------|--------|

Jump In Points

An arrow icon appears to the right of the See it! Try It! and Do It! buttons in the Player window. Click this icon opens a popup window containing Jump-In Points.

Concept

Use these lessons to learn more about the **Training and Development** options in myUFL. Lessons here will include:

- Enrolling in training sessions
- Viewing your training summary
- Viewing your training certificates

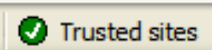
To view the training and development options in myUFL, navigate **Self Service > Training and Development**

Introduction

Use the Self Service menu in myUFL to enroll in Training and Development courses.

For this example, you will enroll in PST130 Travel and Expense on January 24, 2006 at 451 Stadium West.

View Your Training Certificates





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Outline

Jump In Points

Jump-in Points are links to various stops within a topic, allowing you to start a topic at a point other than the beginning.

Jump-in points are helpful when you need to learn only a portion of a task, particularly for topics with many steps.

Concept

Use these lessons and Development include:

- Enrolling in training
- Viewing your training
- Viewing your training

To view the training navigate **Self Serv**

Introduction

Use the Self Service and Development

For this example, you will create an Expense on January 24, 2006 at 451 Stadium West.

Start topic at:

- [Beginning of topic](#)
- [Navigation](#)
- [Search Method](#)
- [Search by Course Name](#)
- [View Available Sessions](#)
- [Select Session](#)
- [Submit](#)
- [Search by Course Number](#)
- [View Available Sessions](#)
- [Select Session](#)
- [Search by Location](#)
- [View Available Sessions](#)
- [Select Session](#)
- [Search by Date](#)
- [View Available Sessions](#)

Press [Esc] to [close](#) this window.



Playback Mode

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See It!



Try It!



Know It?



Do It!

The Concept Pane

The concept pane displays additional information, introductions or lesson objectives. Additional hints, handy tips and important reminders can be found in the Concept panes. You may also find prerequisites and results of performing tasks here.

Concept

Use these lessons to learn more about the **Training and Development** options in myUFL. Lessons here will include:

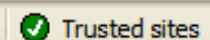
- Enrolling in training sessions
- Viewing your training summary
- Viewing your training certificates

To view the training and development options in myUFL, navigate **Self Service > Training and Development**

Introduction

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To view the training and development options in myUFL, navigate **Self Service > Training and Development**

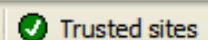
The Introduction Pane

The introduction pane will sometimes display specific information about the training scenario. It will describe what you will do in the exercise.

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A Test Drive



- If you have pop-up blocker installed, hold down the Control key to launch the player