

ELM ROLES AND RESPONSIBILITIES

1. ELM Campus Administrator:

The Chief Human Resources Officer for each institution will assign **one** person as the *ELM Campus Administrator* to monitor activities and maintain data. This person should be designated by **May 15, 2015**.

The *ELM Campus Administrator*:

- Will receive training on ELM and be granted institution-wide security access for the system.
- Serves as the ELM expert at the campus level.
- Works closely with Sarah Bjorstrom to monitor ELM activities at the institution.
- Receives email updates and ongoing information about the status of ELM implementation.

Assigning the ELM Campus Administrator:

The designated *ELM Campus Administrator* at your campus might be: Former STARS Super-User, CHRO, HR staff member, designated training specialist, or other employee determined by your campus. Tasks include: *Enroll individual learners and groups. Manage wait lists, approve enrollments, and override prerequisites. Create profiles for external learners. Maintain information for facilities, equipment, and other learning resources. Manage enrollment and drop charges. Schedule learning activities and programs.*

2. ELM 'Reports To' Manager:

The *ELM 'Reports To' Manager* role provides security access to view, assign, approve, or deny training for supervisors to take actions on behalf of the employees who report to them.

Assigning the ELM 'Reports To' Manager:

Early next week CHROS will receive a spreadsheet from Sarah Bjorstrom that includes current SCUPPS reporting relationships for institutional employees. **You will be asked to verify and/or correct the information and to return the spreadsheet to Sarah Bjorstrom on or before May 15, 2015.**

The "Reports To" Manager information will be batch loaded into SEMA4 and will be solely used by the Enterprise Learning Management (ELM) application. No change will be made to the Supervisor information campuses maintain on the Jobs Tab in SCUPPS for purposes of time and leave approvals.

- This information will be sent to MMB on May 18, 2015 to populate the "Reports To" field on position records in SEMA4.
- Institution HR offices will need to maintain it on an ongoing basis.

3. Training Coordinators:

The *ELM Training Coordinator* role provides security access to assist in managing and monitoring ELM activities (for example, maintaining data integrity or reporting on safety training completion). This **optional role** is assigned by the *ELM Campus Administrator*.

4. Instructors:

Instructors may be internal (MnSCU) or external instructors. Permissions granted to Instructors include: *View teaching schedules. View class rosters. Mark attendance. Enter grades, scores, and passing status. Launch live webcasts.*

5. Learners:

All State Employees have an **Internal Learner** account.

Non-state employees may receive access to ELM as an **External Learner**.