E-TRAINING WEBSITE VIRTUAL DEMONSTRATION

Session #1

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2020 Virtual FSA Training Conference for Financial Aid Professionals
AGENDA

01 Access to the E-Training Website
02 Navigating the Learning Management System (LMS)
03 Available Training Offerings
04 Learning Plans
05 Resources
ACCESS TO THE E-TRAINING WEBSITE

LOGIN

In order to log in to the FSA E-training site, enter an established username and password.

If you are a new user, scroll to the bottom of the page and click the Create New Account button.
ACCESS TO THE E-TRAINING WEBSITE

NEW ACCOUNT

In order to create a new account, complete all required fields.

All required fields will be indicated by a red asterisk.

If you do not have an OPEID number, you may choose **No OPEID at This Time or N/A**. If you have any issues, or if you already have an account and do not remember your credentials, you may use the rest password button or email us at: [helpdesk.fsatraining@ed.gov](mailto:helpdesk.fsatraining@ed.gov).

![New account form](image-url)
ACCESS TO THE E-TRAINING WEBSITE

TOUR

When users log in for the first time, a dialog box will appear that will provide a tour of the home page.

If a user has already accessed the tour, they have the option to scroll to the bottom of the page and click on Replay Tour.
ACCESS TO THE E-TRAINING WEBSITE

PREFERENCES

In the upper right corner, you will see your name with a dropdown arrow next to it. Users can access the logout feature here, but most importantly, the Preferences button which allows users to edit their personal information, including their name, email address, and password.
The Help Center and Navigating This Website icons in the middle of the homepage are full of helpful navigation tips and other information.

Please feel free to utilize these icons to find FAQs, site policies, assistance contacts, site tours, and other helpful items.
NAVIGATING THE LEARNING MANAGEMENT SYSTEM

DASHBOARD

To access the Dashboard, click Dashboard and then select My Dashboard.
NAVIGATING THE LEARNING MANAGEMENT SYSTEM

RECORD OF LEARNING

The **Record of Learning** will display all courses and programs users may access, and whether they are in progress or completed. Users may further refine their learning by active or completed learning in the learning block on the left.

**Please note** that the Learning Management System (LMS) does NOT generate certificates; if a record is needed for proof of training completion, you may simply take a screen capture of your completed learning.
AVAILABLE TRAINING OFFERINGS

FSA COACH FUNDAMENTALS

Some schools that are new to participating in the federal student aid programs are required to have their officers successfully complete the FSA Coach Fundamentals Series of Training that includes an online portion and a live workshop. The online portion of the training is located within the FSA E-training site.

The FSA Coach Fundamentals Online enrollment page and course links can be accessed by clicking on the blue button in the center of the home page or under Learning Tracks on the black menu bar.
AVAILABLE TRAINING OFFERINGS

FSA COACH FUNDAMENTALS REGISTRATION

To register for the live Fundamentals workshop, you must first complete the online FSA Coach Fundamentals Course. In order to enroll in the online course, the user must select the Let’s Get Started tab in the course front page. The course is designed for schools new to federal student aid administration, but anyone who completes the online course can register for the live workshop.
AVAILABLE TRAINING OFFERINGS

FUNDAMENTALS ONLINE COURSE

The fundamentals online course is an overview of Federal Student Aid administrative requirements for the following seven modules:

- FSA Overview
- Application
- Review
- Packaging
- Disbursement
- Departure
- Institutional Eligibility

The system tracks progress and completion so learners can exit and return to complete the training at their own pace.
The FAA Toolkit is designed to provide quick access to resources, reference guides, and training materials to assist financial aid professionals in administering the Federal Student Aid programs in compliance with the federal regulations.

Access to the FAA Toolkit is located under Learning Tracks on the menu bar.
AVAILABLE TRAINING OFFERINGS

FAA TOOLKIT

The FAA Toolkit includes four toolboxes:

- Federal Student Aid (FSA) Handbook and Guides
- Laws, Regulations, and Guidance
- Web-based Tools and Resources
- Institutional Self-Help Assessment and Monitoring Tools
AVAILABLE TRAINING OFFERINGS

FAA TOOLKIT - FEDERAL STUDENT HANDBOOK EXAMPLE

The FAA Toolkit contains videos on how to use the resources. Examples include the FSA Handbook, how to read the Code of Federal Regulations, and how to search for Dear Colleague letters.
AVAILABLE TRAINING OFFERINGS

FAA TOOLKIT - FEDERAL STUDENT HANDBOOK EXAMPLE

The Federal Student Handbook toolkit has several resources to aid institutions in learning how to read the handbook.

A video is included that demonstrates how to find the answer to a financial aid question using the FSA Handbook. The page also has a link to take you directly to the FSA Handbook.
AVAILABLE TRAINING OFFERINGS

LEARNING TRACKS

Learning Tracks are self-paced learning modules that consist of lessons and an assessment on a specific topic.

The Learning Tracks are accessed from the main menu bar near the top of the screen.
AVAILABLE TRAINING OFFERINGS

LEARNING TRACKS: GRANTS

When accessing the Learning Tracks, users will see a dropdown menu that displays the various training topics currently available. The number at the end of each topic is the number of tracks available on the topic.

For example, Grants has four different learning tracks available.
LEARNING TRACKS: GRANTS

The Grants learning section provides an overview of the following sections:

- Awarding the Federal Pell Grant in a non term or clock-hour program
- Awarding Pell Grant in a term-based program
- Pell Life-time Eligibility Usage (LEU) and Unusual Enrollment History (UEH)
- TEACH Grant Program
AVAILABLE TRAINING OFFERINGS

FEEDBACK

Users of the Learning Management System (LMS) will have access to provide feedback and a direct email link to: coursehelp.fsatraining@ed.gov to report any issues you have with the site or the training. We want to hear from you.
AVAILABLE TRAINING OFFERINGS

FEEDBACK

Feedback is imperative as it assists in identifying and developing new and improved training opportunities to the FAA community. Some future training(s) being developed include:

- Updated EDExpress software training
- Updated training for foreign schools
- Common, Origination, and Disbursement (COD) learning tracks
- Basic training for new FAA hires
- Administering aid for transfer students
- Top 10 program review and audit findings
Systems and Software Training is located on the main menu bar. There are two training series located here.

COD Training currently has four modules which provide step-by-step video instruction on working in the COD online system.

EDExpress Training contains six modules which provide video instruction on using the Department’s free financial aid software.
AVAILABLE TRAINING OFFERINGS

SYSTEMS AND SOFTWARE TRAINING

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AVAILABLE TRAINING OFFERINGS

WEBINARS AND RECORDINGS

Webinars and Recordings options can be accessed from the main toolbar and selecting options from the dropdown menu.

Recorded Webinars hosts a selection of recorded webinars from various online training resources.

Quick Takes is a series of six short videos on important financial aid topics.

2019 FSATC Recordings provide direct access to the 2019 conference trainings and PowerPoint presentations.
LEARNING PLANS

The FSA E-training site allows users an opportunity to create quick and customizable lesson plans based on various training offerings, also known as “tracks”, “courses”, or “programs” maintained on the LMS.

Learning Plans offer a wide range of implementation and configuration options to support you and your team’s training and development goals.
LEARNING PLANS

CREATING LEARNING PLANS

To create a Learning Plan, please select the blue **Create New Plan** button.

Users may choose the default **Plan Template** for most learning plans. Users have the option to customize the plan by updating the **Plan name**.

Users also have the option to customize the **Plan description** and set an indicated target date for completion.
LEARNING PLANS

CREATING LEARNING PLANS

**Date started:** Select a date by entering the specific date or clicking on the calendar.

**Completion date:** Once all required fields have been entered, the user may select a variation of training offerings to be included in the plan.

Before creating the plan, users should review and confirm which tracks or courses they would like to incorporate into their learning plan.
LEARNING PLANS

CREATING LEARNING PLANS

The plan name will display the following menu options:

- Courses
- Competencies
- Objectives
- Programs
LEARNING PLANS

CREATING LEARNING PLANS – ADD COURSES

LMS users have the option to add courses to their learning plans by selecting Browse or Search.

Once the results have been finalized, account users may select a training module.

The training will appear in the Items to Add section.

In order to save the results, click Save located at the bottom of the page. This will assign the training into the individual lesson plan.
LEARNING PLANS

CREATING LEARNING PLANS – COURSES PAGE

Once selections have been confirmed, the browser will return to the Courses page, where all courses identified in the plan will be displayed along with the following options for each course listing:

- Launch course
- Progress
- Priority
- Due date
- Comments
- Evidence

Plan: Federal Student Aid Professional Development Plan

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Progress</th>
<th>Evidence</th>
<th>Priority</th>
<th>Due date</th>
<th>Comments</th>
<th>Actions</th>
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<td>X</td>
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<tr>
<td>Limits to Direct Loan Subsidized Interest Benefits (150% Rule)</td>
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<td>0</td>
<td>High</td>
<td>mm/dd/yyyy</td>
<td>0</td>
<td>X</td>
</tr>
</tbody>
</table>
LEARNING PLANS

CREATING LEARNING PLANS – ACTIVATE PLAN

Once finalized, the plan may be activated by electing **Activate Plan** from the main learning plan dashboard.

Email confirmation will be sent to the account user’s email address.

Once the plan has been activated users may share the training plan with colleagues.
We appreciate you taking the time to review the E-Training Website:

https://fsatraining.ed.gov

Should you have any questions related to the E-Training Website, please email helpdesk.fsatraining@ed.gov or coursehelp.fsatraining@ed.gov.