Please enter with your profile to the computer

Enter the OLC testing environment:
https://wbgtest.sabacloud.com/

All entries appear in OLC Portal (testing environment) after migration:
https://olcuat.worldbank.org/
**Agenda**

**Tuesday**

- 9:00 – 9:15 Access OLC Testing Environment
- 9:15 – 9:30 Introduction
- 9:30 – 10:15 Creating a Course: Course details and required information of WBG/OLC learning activities
- 10:15 – 10:30 Coffee Break
- 10:30 – 11:15 Configuring a Course: Adding topical and business taxonomy, keywords, setting approval policies and delivery type
- 11:15 – 12:00 Creating a Class: Adding sessions & generating registration links
Agenda

Thursday

- 9:00 – 9:10 Access OLC Testing Environment

- 9:10 – 10:00 Configuring a Class: Adding rooms, instructors and class administrators and setting late cancelation fees & send automatic notifications

- 10:00 – 10:15 Managing Rosters: Learners registration & sign-in sheet

- 10:15 – 10:30 Coffee Break

- 10:30 – 11:15 Managing Rosters: marking successful completion, canceling a class, sending customized notifications

- 11:15 – 11:40 Running Reports

- 11:40 – 11:50 Conclusions

- 11:50 – 12:00 Evaluation

Open Learning Campus
Why to Build Together the WBG Offerings in the OLC?

- Learning is key to solving development challenges, and to meeting the World Bank Group’s twin goals of ending poverty and building shared prosperity.

- The OLC is a destination for development learning that will build the leadership and technical capabilities of all development stakeholders—WBG staff, partners, practitioners, policy makers, and the public in a more integrated and comprehensive manner.
## Which Activities You Will Perform in OLC?

<table>
<thead>
<tr>
<th>Activities</th>
<th>Catalog Builder</th>
<th>Class Administrator</th>
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<tbody>
<tr>
<td><strong>Configure Courses &amp; Classes</strong></td>
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<tr>
<td>Create &amp; Configure Courses/Learning Activities</td>
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<tr>
<td>Configure Delivery Types of a Course</td>
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<tr>
<td>Schedule and Edit Classes/Sessions</td>
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<td>Add Attachments to Courses &amp; Classes (Bios, Agenda, URL, Videos, etc.)</td>
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<tr>
<td>Configure Policies (Manager Approval, Completion Policies) &amp; Notifications</td>
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<td>Assign Class Administrators</td>
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<td><strong>Manage Rosters</strong></td>
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<tr>
<td>Manage Staff Enrolment, Waitlist and Cancelations</td>
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<tr>
<td>Mark Completion &amp; Send Evaluations</td>
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<tr>
<td>Apply Fees for Late Cancelation/No-Shows</td>
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<tr>
<td>Run Class-Level LMS Reports</td>
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</table>
One Course – One Delivery Type – Several Classes

Course Title: OLC Catalog Builder (F2F)

Delivery Type
F2F

Inheritance

Class
(Inherits Title & DT)

Single Session
5 hrs

Session 1
3 hrs

Session 2
3 hrs

Course Title: OLC Catalog Builder (WebEx)

Delivery Type
Virtual F2F

Inheritance

Class
(Inherits Title & DT)

Session 1
2 hrs

Session 2
2 hrs

Session 3
2 hrs
Creating & Configuring a Course

Key concepts

• Learning Activity in Topclass = Course in OLC

• CBs should create one course per delivery type otherwise it is not properly migrated to the OLC Portal.

• Multiple classes can be set up for a course and delivery type

• Configuration at a course level affects its delivery type and classes
Demo & Activity

Workflow

Create Course
Add Business & Topical Taxonomy
Setup Policies
Setup Delivery Types
Add Course Image and Description is MANDATORY

To publish a learning activity in the OLC you must enter a title, image and description as part of the course creation task.

It is highly important to support learners decision to attend your learning activity by providing brief and relevant information:

- A short title and a representative image (640 x 360 size) can differentiate your course at a glimpse from others
- The description should include actionable learning general objectives and areas that differentiate this course from others (maximum 950 characters)
If you add image and description to your course, it will appear like this in the OLC

The overall goal of Writing Workshop Distance Learning is to help nonnative speakers improve their ability to write correctly and effectively in English. The focus will be on improving English writing skills for substantive reports. The course includes webinars and self-study modules on English grammar. It also has writing assignments, requiring work on WBG documents and submission for instructor feedback. The course takes place over five weeks with 3 to 4 hours of course work per week.
Add Course Image and Description is MANDATORY

If you do not add image and description to your course, it will appear like this in the OLC.

![Sad face emoji]
Creating and Configuring a Class

Key concepts

• A class can just be configured for a course with a delivery type already created in OLC

• CBs must assign Class Administrators to the specific Classes they should manage rosters, otherwise CAs will not be able to access those rosters.

• As part of this task Catalog Builders:
  – Specify session(s) date and time
  – Limit maximum and minimum number of participants
  – Assign instructors, class administrators and rooms
Demo & Activity

Workflow

Create Class  
Add CA & Rooms  
Add Attachments  
Setup No-Show or Cancelation Fees  
Setup Notifications

Open Learning Campus
Managing Rosters

Key concepts

- If a seat becomes available the first learner in the waitlist is automatically offered the seat. The waitlist can be prioritized by CB and CA.

- Marking successful completion triggers the migration of information to learners CV and evaluations are sent. Marking attendance is optional, completion is mandatory.

- No-Show or Late Cancelations Fees will be charged automatically when CBs or CAs mark Now-Show or Cancellation within the timeframe set in the Drop Policies.

- When learners do not attend a learning activity and the Registration Status is not marked as Cancelled or No Show, their records will remain In Progress as long as their Registration Status is not updated. It is recommended to update their Registration Status to Cancelled or No Show rather than leave the Completion Status as Not Evaluated or mark it as Unsuccessful. If it is marked as Unsuccessful, it will be shown in learner’s records as so and highlighted in red.

- Learners can be added to a roster before or after the class start date, but not after marking a class as delivered or canceled. Canceling or marking a class as delivered closes the rosters so further updates can not be done after it. This can not be reverted.
Demo & Activity

Workflow before delivery

Enroll Learners → Cancel Registrations → Waitlist Learners

Workflow after delivery

Mark Completion → Apply No-Show or Cancellation Fees → Cancel or Mark Class as Delivered
Running Reports

• As CB or CA, you will be able to run general reports and special reports for certain components based on your role and level of access.

• Report Templates are already created in OLC for you to choose the one you need.
Demo

Workflow

Apply Filters | Run Report | Save Report

Open Learning Campus
Entries that affect Reporting

Co-Sponsor Units: Refer to an additional sponsoring partner on a learning program. For reporting purposes, equal credit is given to the delivering VPU and the co-sponsor VPUs please make sure to enter co-sponsor 1 & 2 if applicable. Configuration at a Course level.

Activity Type: Refers to a categorization of learning activities that occurs in the bank (e.g. online module, BBL etc.) If you do not want your course to be reported on staff Bank CV’s, choose BBL or retreat. Configuration at a Class level.
What is the Added Value of OLC?

- One WBG catalog of learning activities will promote a better integration of our learning opportunities.

- One course can be delivered in multiple delivery types, and these can have multiple classes (with just one session or multiple sessions.)

- Corporate MTM Evaluations are available for you to choose the ones you need.

- It will be enough to add attachments to a course (web sites, learning materials, pre-course activities, bios, etc.) to have them available for all the present and future classes of this course. You also have the flexibility to customized resources by classes.
After Training Resources

- Video tutorials and job aids, click here
- Clinics on advanced or specialized topics, click here
- Community of Catalog Builders and Class Administrators, click here
- Helpdesk:
  - Mail olcsupport@worldbank.org
  - Phone 38772 (direct) or 32121 (routed via IT support), or 32222 (option 5)
- For questions on reporting and historic records please write to learningdata@worldbank.org