# **Learning Center Administrator Notification**

**Date: September 15, 2022**

**From:** [**Washington State Learning Center**](mailto:DESITSupport4U@des.wa.gov)

**SUMMARY**

New WA State Supplier Diversity AND WA State Contracts and Procurement Executives courses have been loaded. Each agency will have a WA State Curriculum built around it to use for their agency assignments, or registrations for the class. If your agency wishes to participate in the Enterprise assignment made by our team please let us know and we can make the assignment on your behalf and work to inactive your course curriculum.

**DETAIL**

In partner with The DES Contracts and Procurement team and the Enterprise Learning Center team will load all new agency WA State Curriculums in the sandbox and production environments of The Learning Center. The new WA State Contracts and Procurement Executives will replace the existing course of WA-State Executive Management Purchasing and Procurement. This course will be made inactive at the Enterprise on **October 1st, 2022**. The Enterprise team will also run a TMU file for all agency WA State Curriculum wrappers that are active and related to the old course. Before this is done there are some action items below that The Learning Center Administrators at the agency needs to take.

**ACTION for Agency Learning Center Administrators**

By **Sept. 30th, 2022**, please:

* Reconcile your agency roster to ensure no learners are left with the old course that is being discontinued
  + Recommend canceling anyone on the roster who is in an Registered or In-Progress status on the roster. This will ensure that you keep a record of anyone who was on the roster.
* End all agency assignments associated with this course in the management area of your WA State Curriculum activity - if your agency needs to retain who was assigned the course and never registered we recommend running an assignment report before modifying/or removing the assignment.
* Remove Registration Audience from the activity to ensure no new registrations will occur
* Inactive the WA State Curriculum wrapper - [LC - Inactivate A Learning Activity – Washington State DES](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdesitsupport4u.des.wa.gov%2Fhc%2Fen-us%2Farticles%2F1500006133541-LC-Inactivate-A-Learning-Activity-&data=05%7C01%7Csundae.delgado%40des.wa.gov%7Cd03ef11194a04b1e6bd208dab620425a%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638022546927315274%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=yVGDQxxpmpIKxJeqWg1CLIrCGAXNgu2ttjkhqoab6ko%3D&reserved=0)
* Please contact the [DESITSupport4U@des.wa.gov](mailto:DESITSupport4U@des.wa.gov) if you have any concerns about meeting this deadline.

**New Course Settings and Information**: We recommend going through **all your optional settings** for the new course so you can set them specific to your agency needs.

* Activity is **Open for Registration**
* **Agency default Audience** is automatically associated for the **Registration Audience**
* Course will show NOT show up in the library for learners to register it has been ‘**hidden from managers and learners’ in the search** - This will ensure that learners do not get registered for the class outside of your agency assignment. If you agency is not using assignments then you can uncheck this box and add it to the library.
* **No agency Management Audiences have been associated with these courses**. Your agency will need to manage these assignments. **We recommend creating a NEW audience for each activity assignment**. This will allow you to control who gets the assignment without it effecting your agency default audience.