TOPYX

Learning Management System

User Guide

Contents

BACKGROUND INFORMATION: Introducing the TOPYX Learning Management System (LMS)

Training Local Workforce Development Board (LWDB) staff, through a variety of technological tools, as well as in-person is a goal of FloridaCommerce. Creating a workforce training institute to focus on training workforce staff is in Title XXXI, Chapter 445, Florida Statutes. In 2011, FloridaCommerce launched the use of an online Learning Management System (LMS) with a focus of developing and launching the Tier I Certificate training program.

In 2012, FloridaCommerce launched an exam to test frontline staff on associated materials and skills learned during the Tier One training program. During the early phases of the Tier One program implementation, FloridaCommerce published materials for use statewide through Adobe Connect. Now, FloridaCommerce has improved services by launching a new Learning Management System (LMS) named TOPYX.

POWERED BY
TOPYX

TIER ONE IS A TRAINING PROGRAM FOR FRONT-LINE STAFF OF THE LWDBS. THE TRAINING MATERIALS FOCUS ON A HOST OF SKILLS, INCLUDING COMMUNICATION SKILLS, CUSTOMER SERVICE SKILLS, AND JOB SEARCH SKILLS, ETC. FRONT-LINE STAFF MUST COMPLETE THE MATERIALS AND PASS THE CERTIFICATE EXAM WITHIN ONE (1) YEAR OF HIRE.

The TOPYX Learning Management System (LMS) offers several benefits:

- TOPYX is a tile-based Learning Management System (LMS). All menus associated with a specific screen can be seen with the click of one (1) button: an example is clicking the "**Expand/Collapse All.**" feature in TOPYX. The previous Adobe Connect Learning Management System (LMS) was a linear looking system with multiple menus that can be confusing.
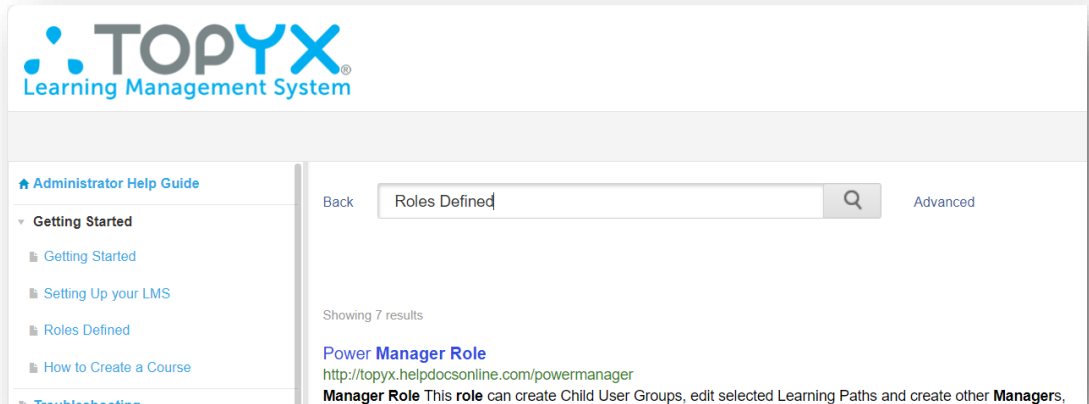
All Materials | Upload Materials

_TOPYX Frequently Asked Questions   Expand/Collapse All   +

Basic Material Information ⓘ >	Select Badge ⓘ >
Replace Content ⓘ >	Material Publishing Tool ⓘ >
Launch Material ⓘ >	Recommendations ⓘ >
Select Certificate ⓘ >	Manage Notes ⓘ >
Material Roster ⓘ >	Delete Material ⓘ >
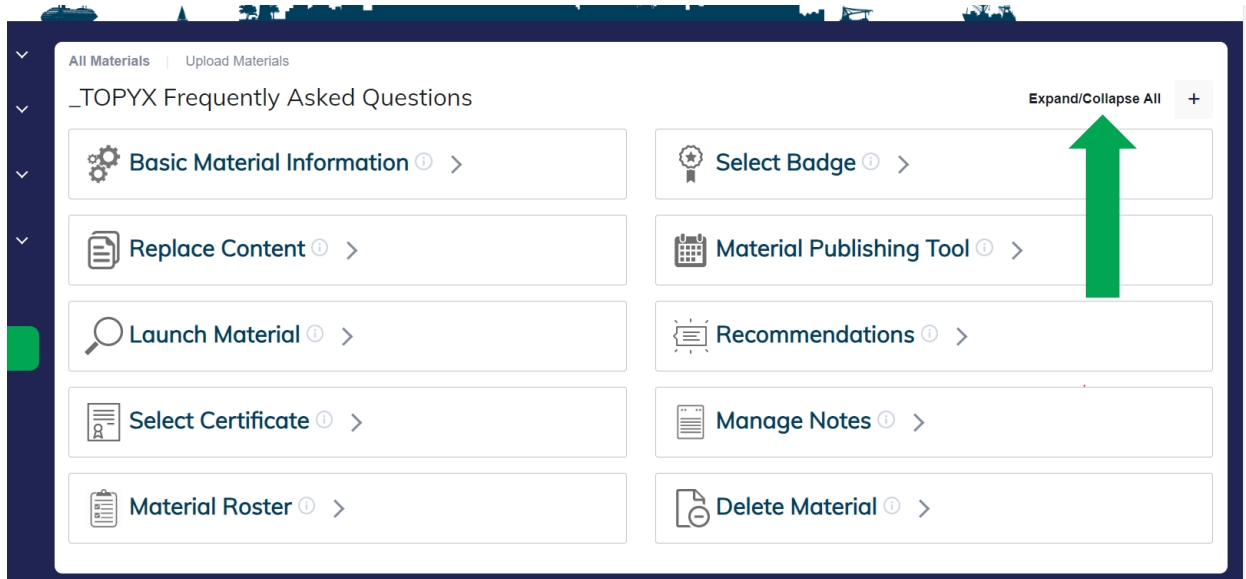
- TOPYX allows learners with the appropriate profiles to register a "**Learner**" or update profiles in the TOPYX Learning Management System (LMS): "**Manager**," "**Marking Manager**," "**Power Manager**," and "**Evaluators**." The TOPYX system allows Local Training Coordinators with management ("**Manager**," "**Marking Manager**," "**Power Manager**," and "**Evaluator**") roles in TOPYX to create profiles, change passwords, update personal information and more.

  o How do I know what each role can do? Click on the information icon on the right menu on the top of the screen.
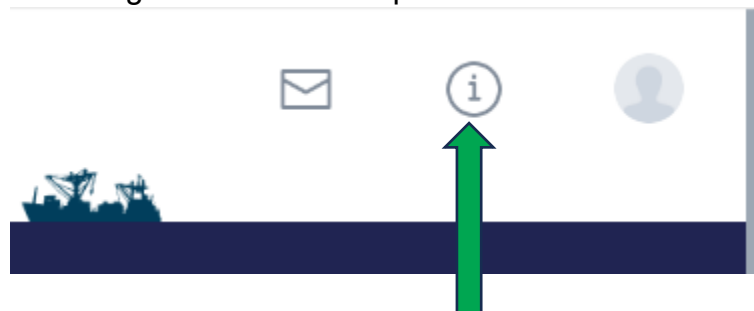
  o A "**User guide**," organized online information, is offered to the "**Learner**." Search for the information in question.
  o For example: we want to learn how each security profile is defined and what each profile can do.

o In the example below/on the next page, the manager enters "Roles Defined." The first result is the "Power Manager."" By clicking the "Power Manager Role" hyperlink, the system will take the learner to a new webpage that offers information about the role.

o Under "**Roles Defined**," the Training Coordinator can learn what each role can do, and what the roles can complete in the system.
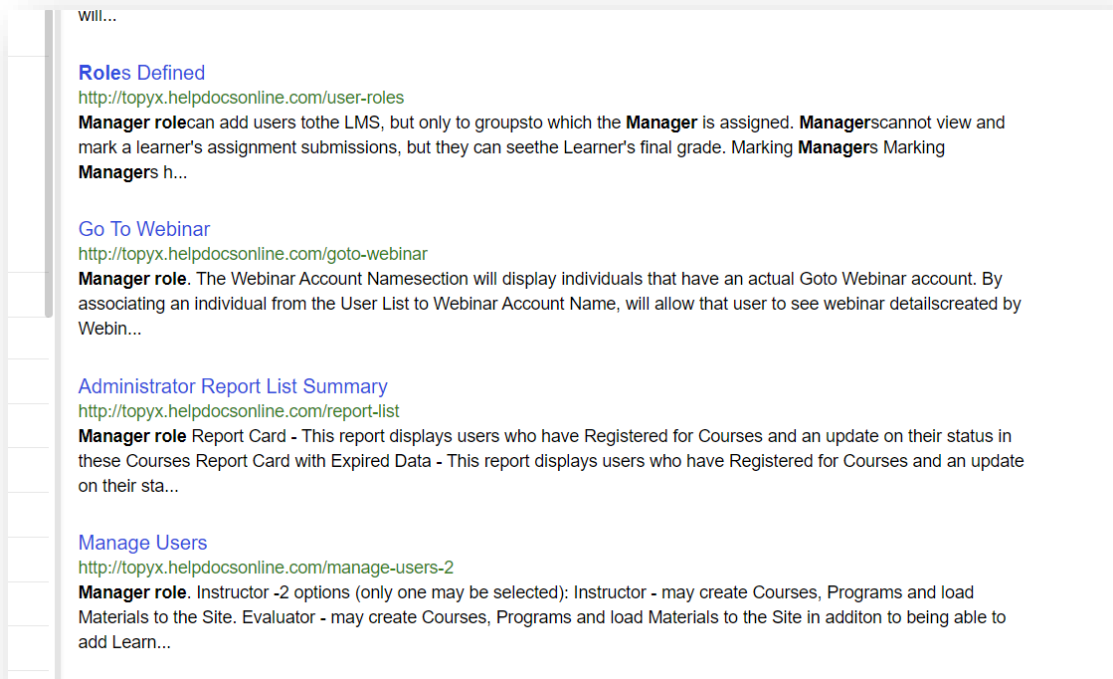
- TOPYX allows local "**Instructors**" and "**Evaluators**" to upload training materials into the Learning Management System (LMS), and "**Learners**" can be assigned locally to complete those uploaded materials.

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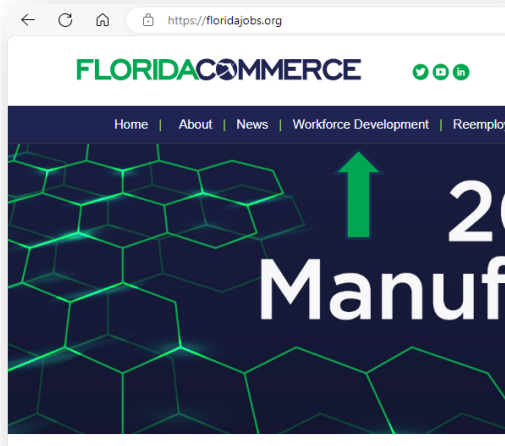## SECTION ONE: How do I access the TOPYX Learning Management System (LMS)?

There are multiple ways to log in to the Learning Management System (LMS). To access the TOPYX Learning Management System (LMS), you must navigate to the TOPYX login webpage.

1. First, we have to bring up the TOPYX login screen. Go to the FloridaCommerce website at https://floridajobs.org, shown below.

2. Click on "**Workforce Development**" at the top of the page on the dark blue menu, as shown below/next page.
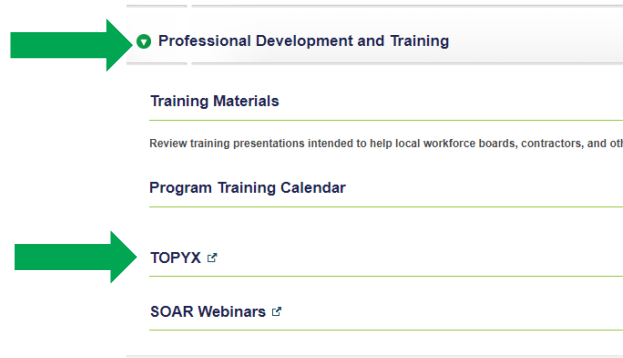
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3. When you land on the **"Local Workforce Development Board Resources"** webpage, you will need to find relevant access to training materials and the actual TOPYX login screen. To move forward in the right direction, click on the green arrow (aka. chevron) next to "Professional Development and Training" as shown below.

4. The section will expand. Select "TOPYX" to go directly to TOPYX's login screen.

5. Below is a picture of the TOPYX Learning Management System's (LMS's) login screen.
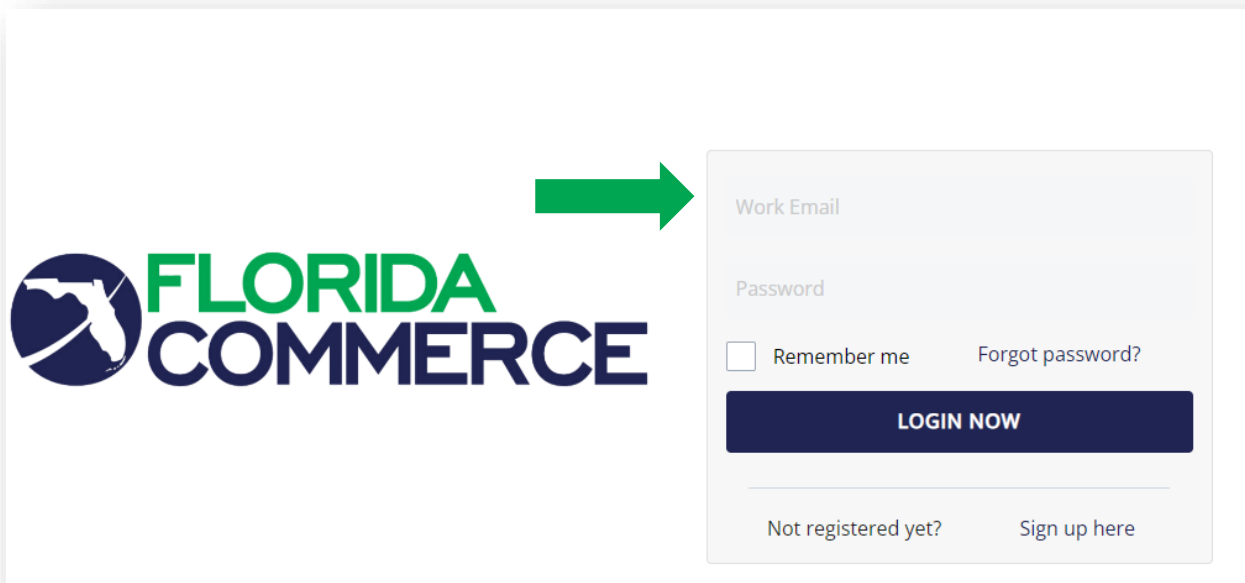

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SECTION TWO: Logging into the TOPYX Learning Management System (LMS)

The TOPYX Learning Management System (LMS) has one (1) way to log in, not including the process of resetting a password (Forgot password shown below). The login process is outlined below.

Step 1: To access the internal pages of TOPYX, enter your "**Username**," also known as your "**Work Email**." ***The username is _always_ your _work_ email.*** The "username" is recognized here as the titled block "Work Email."

Step 2: "Learners" must have a profile to successfully log in to the system. If you have a problem creating a profile or logging into the TOPYX Learning Management System (LMS), contact your Training Coordinator who can reach out to us (the WTC unit) in Tallahassee, Florida. The Training Coordinator or leadership (with the appropriate security level) at the local level (based on local operating procedures). Leadership established by local operating procedures may contact the WTC at WFSTraining@commerce.fl.gov, who will work with leadership to solve the problem in TOPYX.

What Happens if I Forget My Password?

Step 1: If you forget your password, click *Forgot Password* on the login screen.

Step 2: Staff/Learner will

    a. enter their work email address,

    b. confirm you are not a program code or a bot trying to access the system by clicking the Captcha checkbox, and finally,

c. click the "Continue" button to move forward.
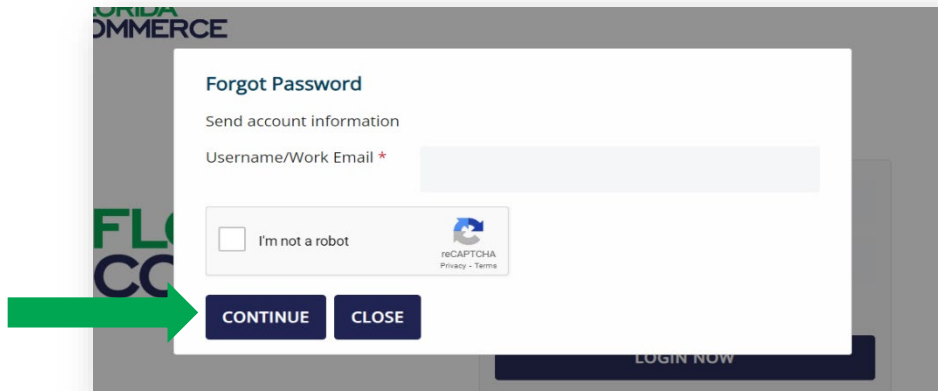
The system will send an automatic email with the details to complete the password reset process. This process is focused on learning about programmatic processes.

Step 4: An email will be sent to the learner's email account reported as both the username and the official email account (should be the work email) of the individual attempting to logging into the TOPYX Learning Management System (LMS) (please see below). In this scenario, the staff member has selected to reset their password generated by clicking "Forgot password?" The staff member/learner will need to follow the directions of the Learning Management System (LMS).
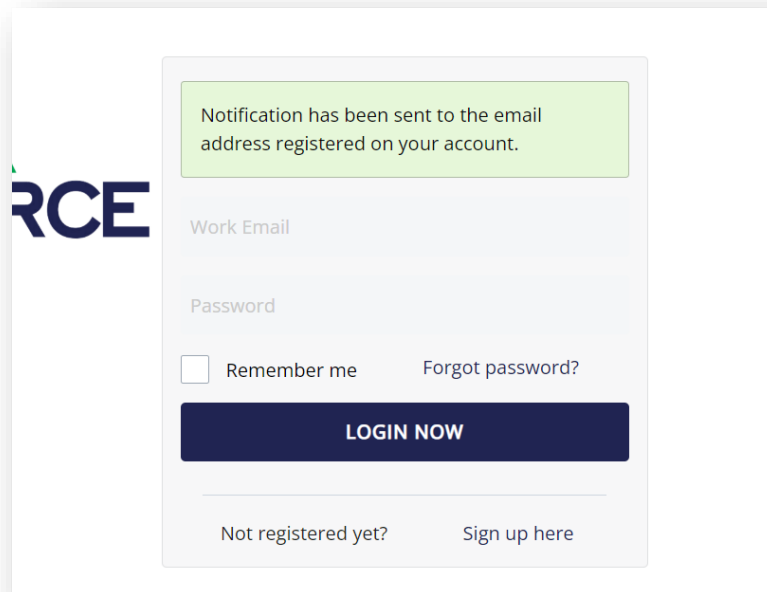
Note:
    A. If you are attempting to log in to TOPYX, have an active profile in TOPYX, and are having difficulty:
        a. logging into the TOPYX Learning Management System (LMS), and/or
        b. receiving the email to reset your password,
      contact your Training Coordinator. The Training Coordinator can research the issue, and/or reach out to the WTC unit staff will review the issue in detail and respond to the Training Coordinator to resolve the issue.

    B. If you are a Training Coordinator or have an applicable manager role and are trying to find a learner in the system and cannot locate the profile, do not just create a profile. The profile may not be associated to your LWDB as a "Learner" or leadership profile. If you believe
      ✓ you have self-enrolled or
      ✓ this individual has a profile in the system that you simply cannot see (staff assistance), contact the WTC unit at WFSTraining@commerce.fl.gov. We will review the system and see if we can link the profile to the appropriate LWDB.

Self-enrollment: if a new staff member needs to be registered into the system, they can register themselves by clicking ***Sign Up Here*** on the login screen. The learner is not the only person who can register in the system. The Training Coordinator or Point of Contact (POC) who has a "manager" or "Evaluator" security role(s) can also add users to TOPYX.


SECTION THREE: Creating a Profile in FloridaCommere's One-Stop Learning Management System (LMS)

Creating a profile in the TOPYX Learning Management System (LMS) requires just a little bit of information, and those who register can quickly access training materials. Staff members/Learners should not keep creating a profile everytime the staff member/learner

logs into the system. <mark>If you have a profile or think you may have a profile, work with your Training Coordinator to find your profile.</mark>
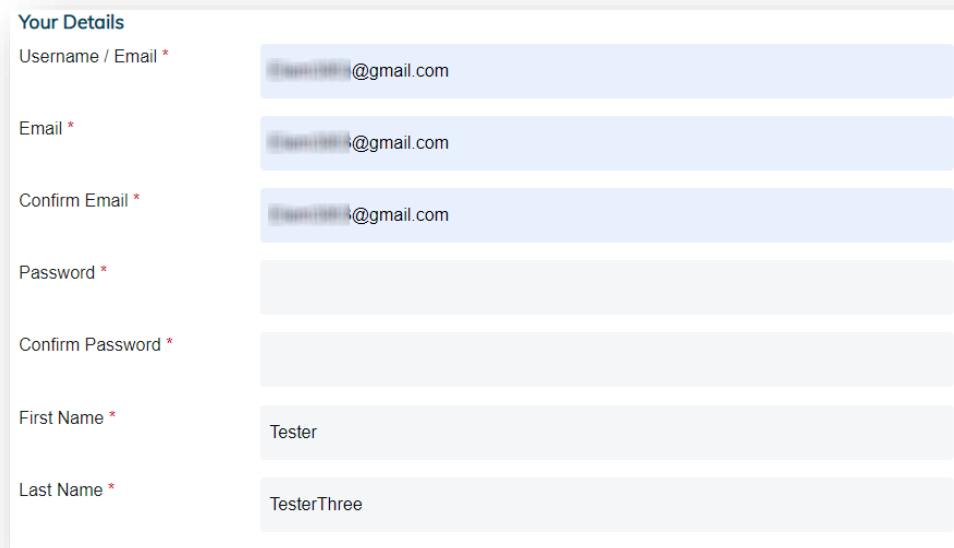
Step 1: Go to the Learning Management System's (LMS) webpage at https://fldeo.interactyx.com. Select "Sign up here" under the blue "LOGIN NOW" button.
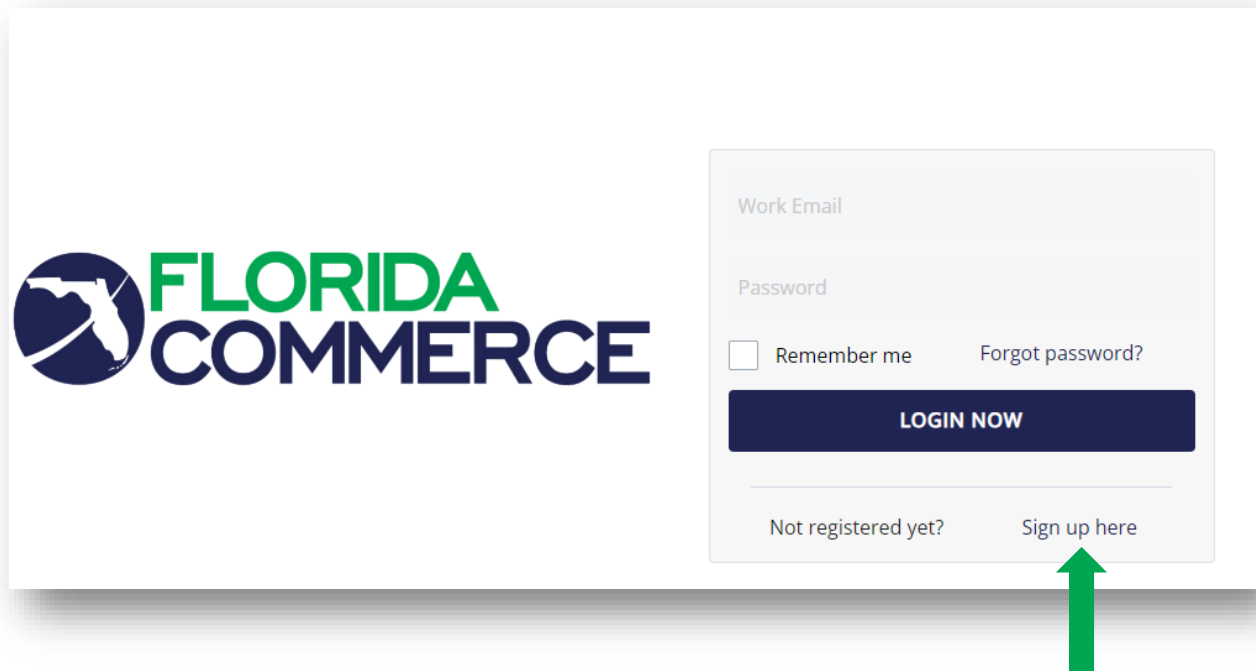
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Step 2: Enter basic profile information. This step includes creating a username and password combination. In the "Username/Work Email" field, enter your professional (work) email address. Your professional or work email address becomes your username. It is important to use your professional email as your username so that your profile always remains unique to you.

- Do not create a random alphanumeric code as your username.
- Do not use a personal email address as your username.
- Use your professional email to establish access to the created profile.

Your Details

Username / Email *	[blurred]@gmail.com
Email *	[blurred]@gmail.com
Confirm Email *	[blurred]@gmail.com
Password *	
Confirm Password *	
First Name *	Tester
Last Name *	TesterThree

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Step 2 (continued): Finish entering the profile creation form. That is, the "Your Details" screen. Enter your organization's name and select a Local Workforce Development Board (LWDB) number. If you are not with a Local Workforce Development Board (LWDB), select the appropriate code: FloridaCommerce, contractors, CareerSource Florida, Florida HIRES, or FTI. Indicate that you are not a robot by entering the Captcha. Finally, to build the profile, select the "Register" button near the bottom of the screen.

What could keep me from being registered in the system?

A. **Your professional (work) email is already in the TOPYX system associated with an active profile.** If this holdup occurs, <u>**do not create another profile**</u>. Return to the "Log in" screen. Enter your work email address in the "Email" field and then select "Forgot password?" After entering your professional email address, the TOPYX Learning Management System (LMS) sends you an email providing a link to update your password.

If this process does not work and you cannot get in the system, please talk to your Training Coordinator. If the Training Coordinator cannot resolve the issue, (s)he will email your name and email address to us at <u>WFSTraining@commerce.fl.gov</u> **.**

Every individual in TOPYX has a defaulted security level of "Learner." However, individuals with other roles such as "Manager" or "Instructor" will have the ability to select which mode within the system they would like to access.

This section will outline the basic options available in the Learner mode of TOPYX. Once logged in, you are at the home page which is associated with your role, in this case, the **Learner Home Page**.

Step 1: Once you have logged in as a "**Learner**," you will automatically be directed to the "**Catalog**" screen.

- All the classes that you have been registered to complete will be visible on the "My Training" screen. To find a course or curriculum to register and complete, select "**Catalog**." Select either "**Curriculum**" or "**Courses**" to see the available materials.
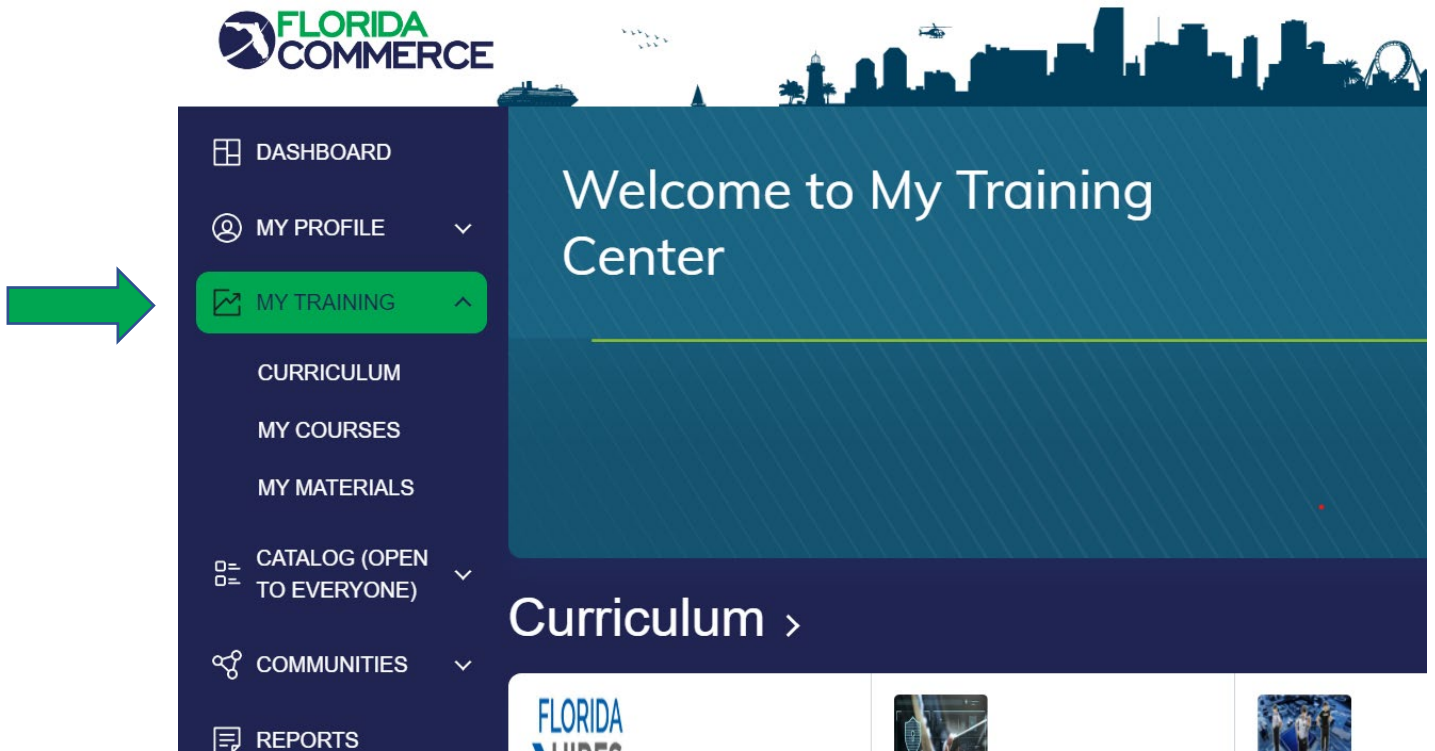
Step 2: In the picture below, the staff member has selected to show available "**Courses**." These are the courses in the "**Catalog**" which the learner has elected to study. To complete, select **Register**.
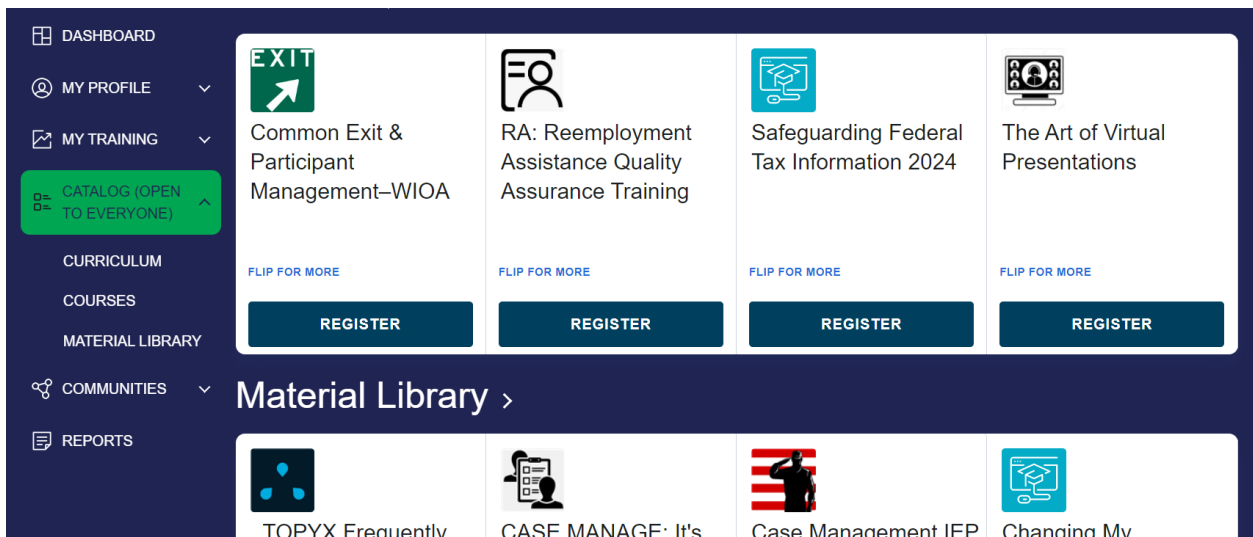
Step 3: Select "My Courses" under "My Training" on the left menu. The system will display the training you registered for in the "**Catalog**" section.

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SECTION FOUR: Manager View Within The Topyx Lms
How Does a Manager Register a Learner in the TOPYX LMS?

The manager profile in TOPYX focuses on serving the individual. Managers, Training Coordinators, and other designated staff with the appropriate security can create a profile for a learner in the TOPYX system, as well as assign staff to specific training.

Step 1: Go to the webpage at fldeo.interactyx.com/login.aspx, and login to the TOPYX program. If you are a part of the management structure, you will have buttons or tiles that other users won't have. Below is the "Manager Dashboard" for the "Manager" and "Marking Manager." When logging in as a "Manager," you will be taken to the "Manager Dashboard."

Step 2: To create a profile for a "Learner" in the TOPYX system, you must select **ADMIN** on the left menu to access the administrative functions. This screenshot below is titled the **Manager Home**.
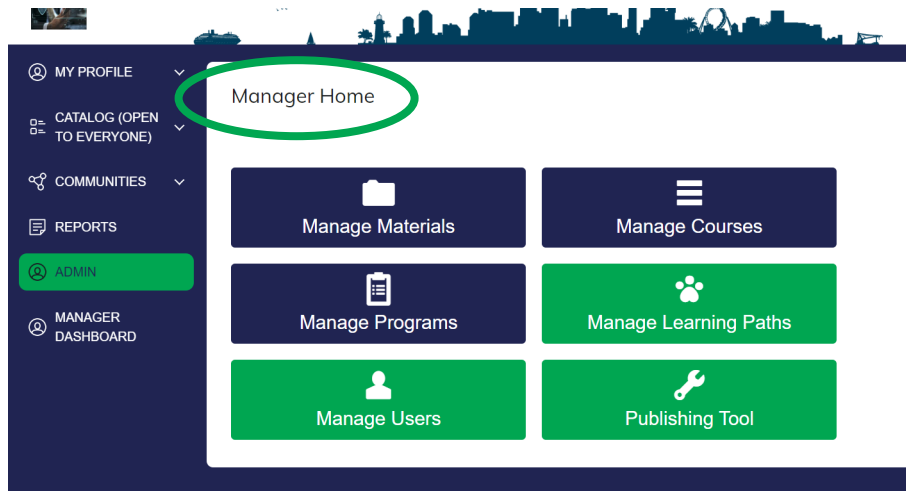
Step 3: Mouse over the "**Manage Users**" tile. A menu of options will display. To create a profile or register a new user, select the "**Manage Users**" option on the "**Manage Users**" menu.
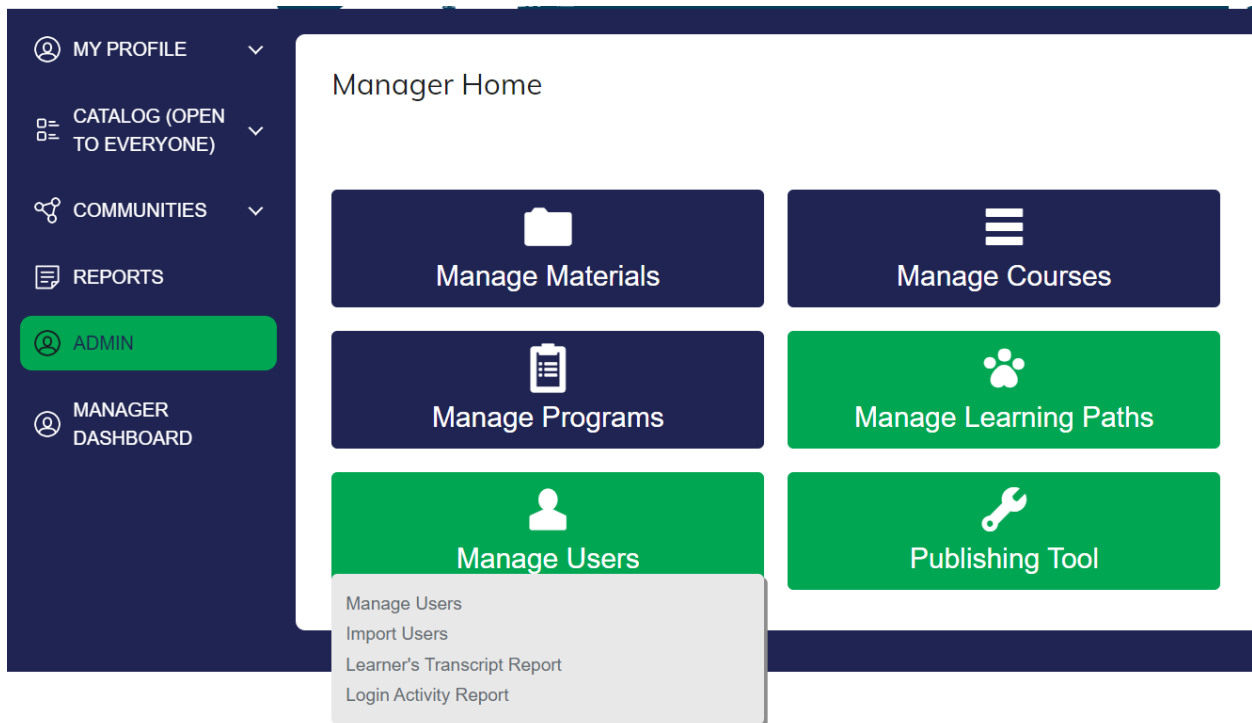
Step 4: Once the user list is selected, a list of users will display. The list is in alphabetical order based on the Username (work email). However, the information can be organized quickly by any available column header as shown below.

Step 5: Before creating a new profile, make sure the individual is not already in the TOPYX system. If you need help finding a profile, contact the WTC at WFSTraining@commerce.fl.gov.

Enter the new learner's first and last name and select the "**Search**" button. Below is a screen of the results of the search. In this example, Erica has four roles. These multiple entries mean that one user has four roles. Let's look at Erica's roles in TOPYX: Erica is a "System Admin," "Learner," "Instructor," and a "Marking Manager" in the TOPYX system.

To modify information on Erica's profile, select Erica's "Username." Note: if Erica does not remember her username or password, a manager can assist Erica by clicking the envelope icon (last column) to resend the registration email.

Step 6: If the search returns no staff member names, you have checked with WTC in Tallahassee, you may create a new user profile. Select "**ADD USER**" on top of the "**Manage Users**" page.

Step 7: Add details about the new learner. This step includes creating a username; please use the new learner's professional (work) email address for the username.

Step 8: Select information about the staff member's role at the workplace. This selected role is a "**Learner**" security profile, allowing the staff member to complete specific tasks in the TOPYX program. Finally, select the "Register" button at the bottom of the page.

Accessing TOPYX as a Learner

**Training materials are either assigned to staff or staff can register themselves to complete materials on their own using the "Catalog."**

**Step 1:** Go to the TOPYX Learning Management System's (LMS') webpage at fldeo.interactyx.com/login.aspx. Enter your work email address in the "**Work Email**" field. Enter your password in the "**Password**" field. Then select the "**LOGIN NOW**" button.
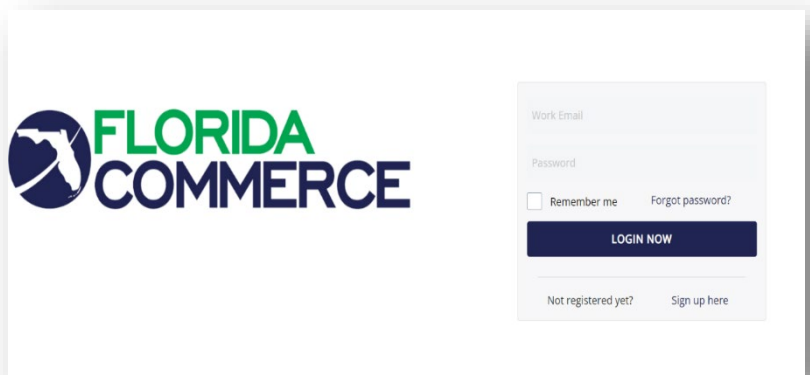
Step 2: Once you have logged into the LMS, you will automatically be directed to one of the "**MY TRAINING**" screens. You will be taken to either the "**CURRICULUM,**" "**MY COURSES,**" or "**MY MATERIALS,**" depending on which training you are registered to complete. In this example below, the learner was taken to the "**MY MATERIALS**" screen.
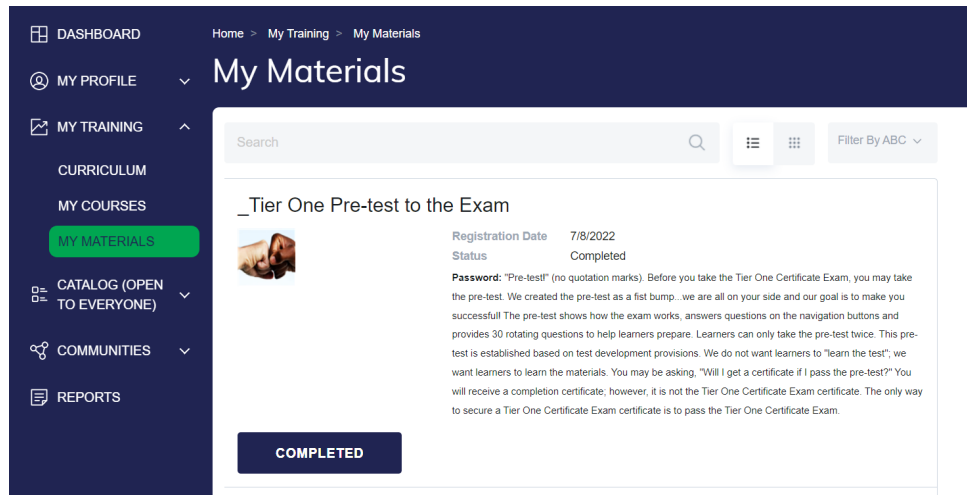

Step 3: To access the training catalog. Select "**CATALOG**" on the left menu, and the menu expands. In the picture below, the staff member has selected "**COURSES.**" Learners can select courses in the "**CATALOG**" they would like to complete. To access the course, select "**REGISTER,**" and to see that the training is complete, the word on the button states "**COMPLETED.**"
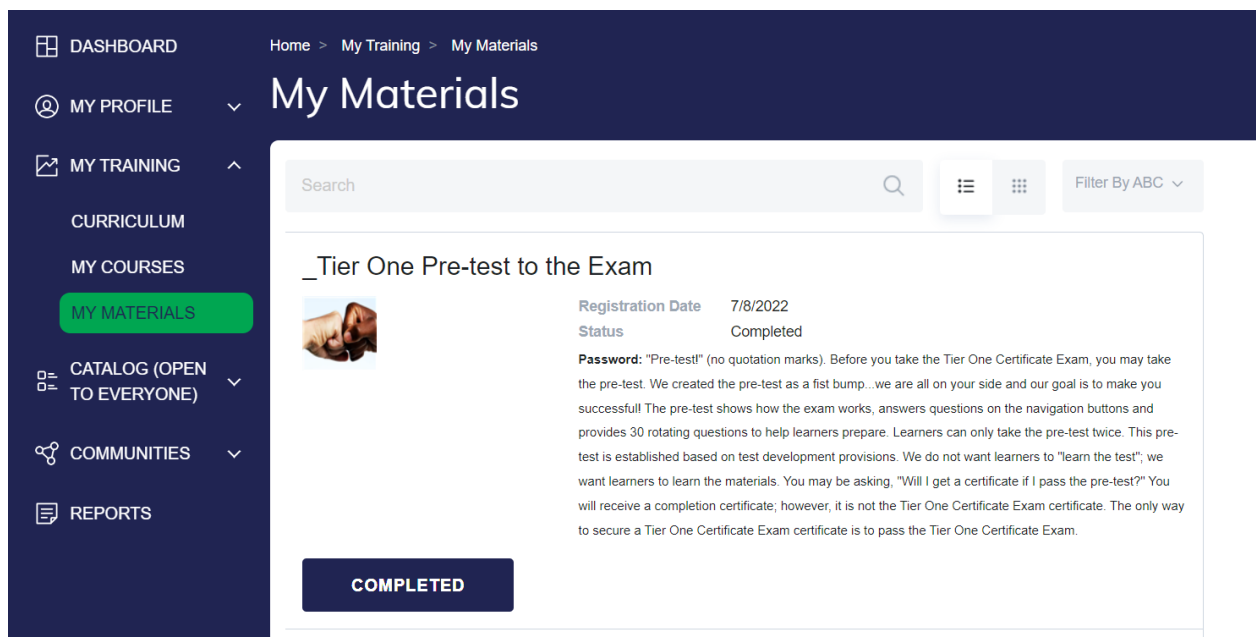
Step 4: Select "MY COURSES" under "MY TRAINING" on the left menu. The system will display the training that the "**Learner**" has <u>**registered**</u> for. The system will also display the training that leadership (or you with a management role) has registered the "**Learner**" to complete.

In the "**Learner**" mode, the default screen includes a Welcome message, welcoming learners to the Training Center. There is a menu on the left of the screen for ease of use. Let's look at the menu on the left side of the screen.
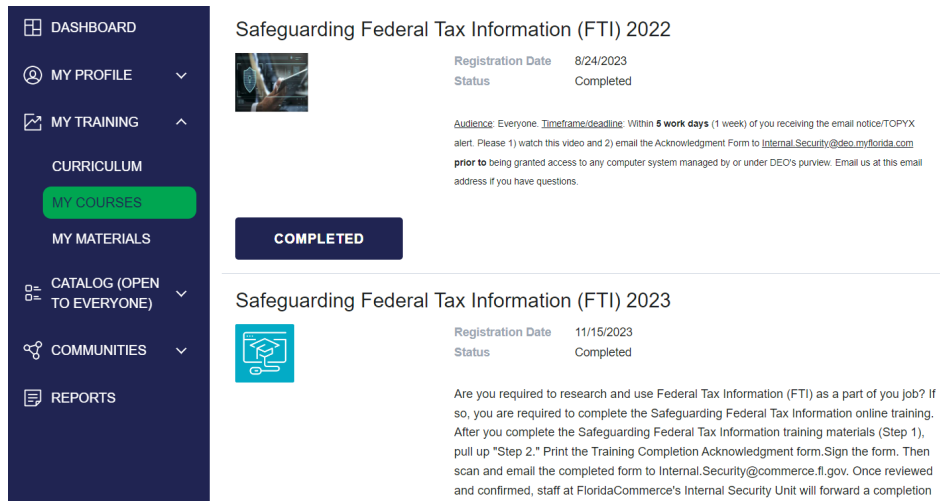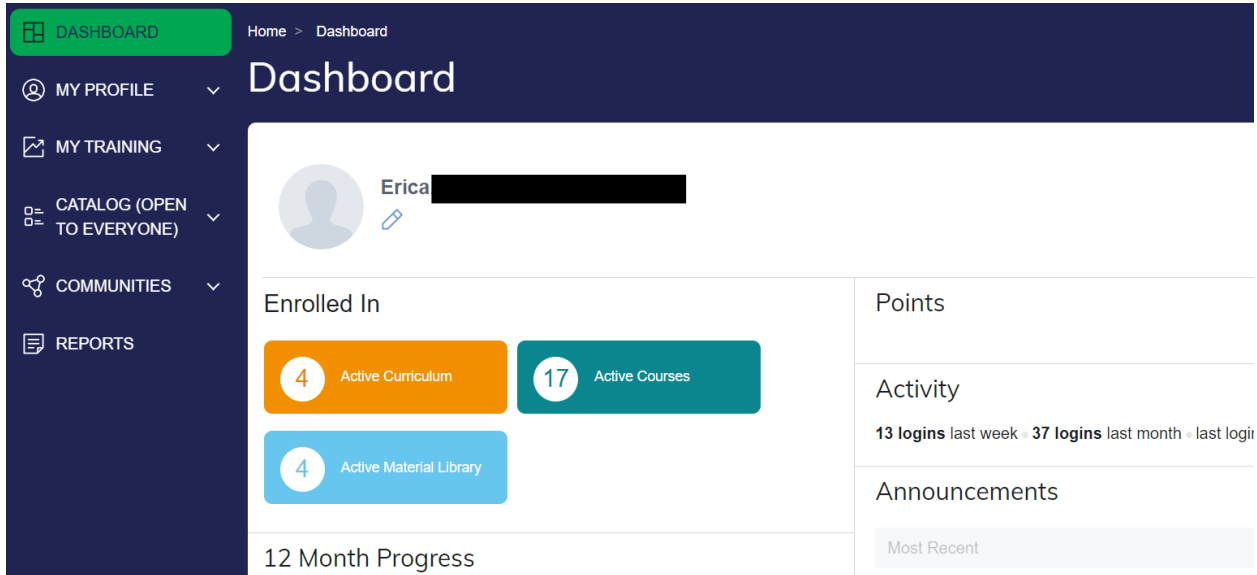

1. The "**DASHBOARD**" is designed to provide a snapshot of activity and provides easy, convenient access to content all from one page.
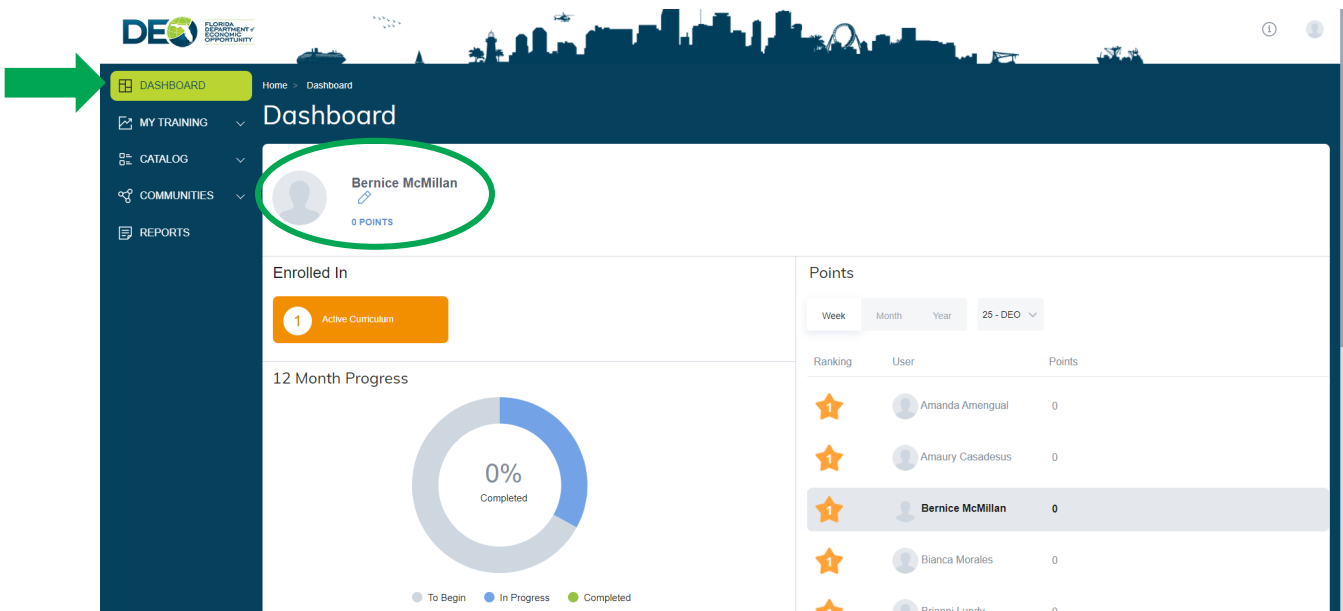
The "**DASHBOARD**" consists of:

a. The "**MY PROFILE**" section displays general details, and the "**Learner**" can edit their profile from here.

b. If you want to edit your profile, click on the respective pencil icon. You can change the picture, update details, and enter/update contact information. The roles assigned in the system are also listed.

Roles

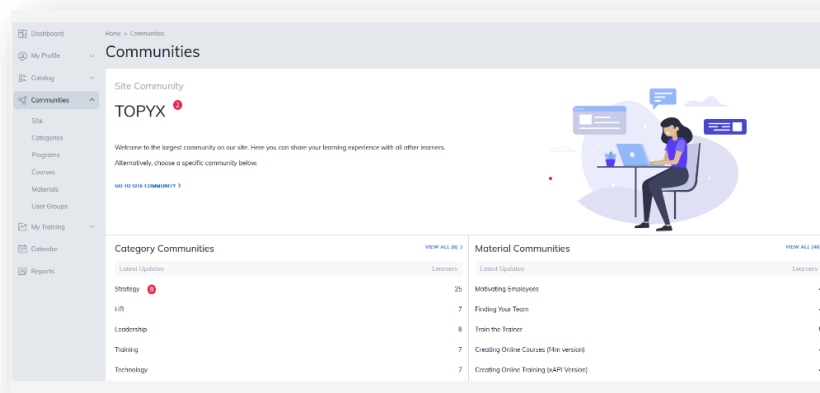Manager, Instructor, Learner, Admin

* Required Information
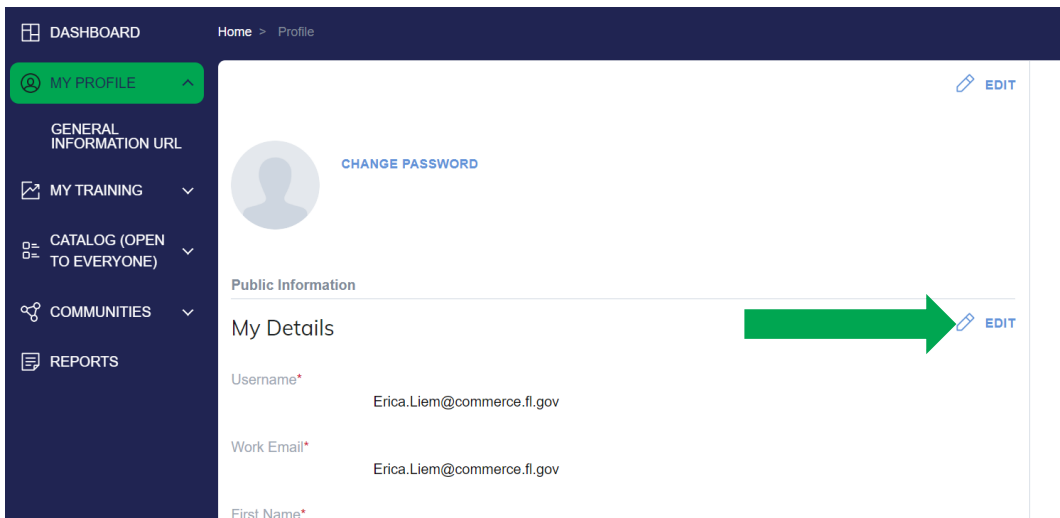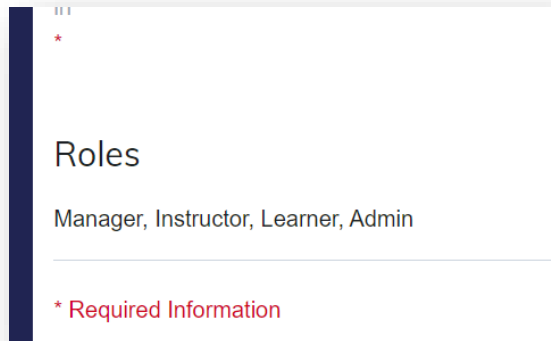
c. The **12-Month Progress** racetrack populates based on items:
- The learner has registered to complete, but not yet started.
- Are currently in progress but have not completed; and/or
- All completed items.
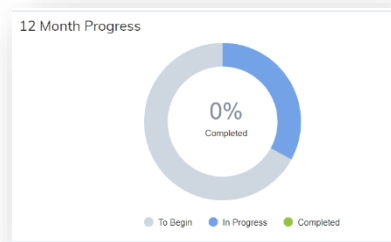
Communities: This section is similar to an instant messaging, forums, or posting boards.

In TOPYX, "**Communities**"

   a. "allow collaboration between "**Instructors**," "**Managers**," and "**Learners**."
   b. allow leadership and "**Learners**" send and receive messages in real time.
   c. allow communication to user groups associated with your role.
   d. latest updates and messages can be posted and stored here.

   d. "**My Training**" details the progress of recent training including **"Programs"** (that is, Tier One), **"Courses"** (e.g., Tier Two, other local trainings, etc.), learning paths and schedules.

e. The "**Activity**" section tracks login activity and the chart populates registration and completion history over the last 12 months. Hover over any bar to display the name of the items for that month.
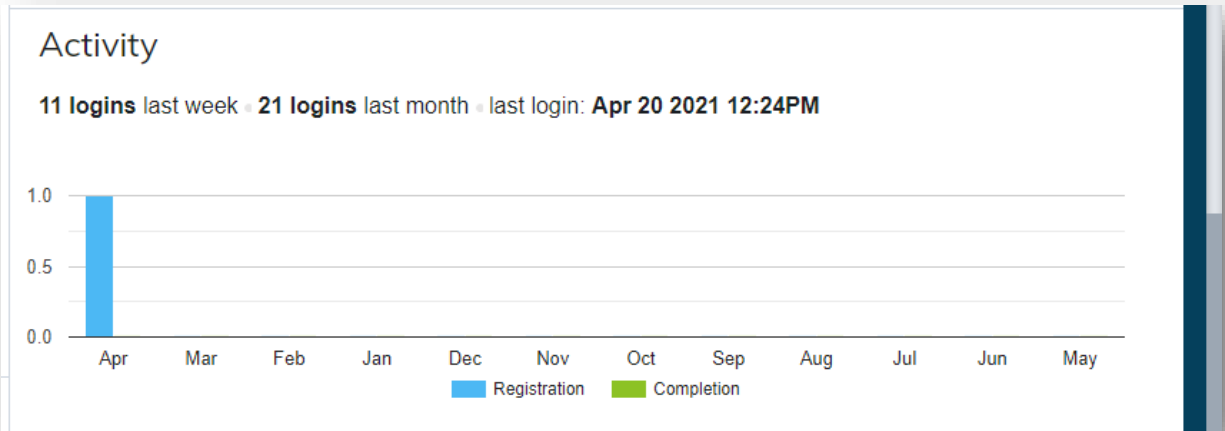
f. **"Announcements"** from **"Site Administrators,"** **"Instructors,"** and **"Managers of Groups"** which the learner belongs to will display here.

....

b. **Catalog**: Displays "**Curricula**", "**Courses**" or "**Materials**" that are available for enrollment. There is a distinction between "**Materials**", "**Courses,**" and curricula.

c. **Materials:** in the TOPYX system, "**Materials**" are the "lowest common denominator. "**Materials**" are individual learning items that are brought together in "**Courses**" and "**Programs**." **"Materials"** are a single item, such as a Word document, Adobe PDF, and a Microsoft Excel spreadsheet.

d. **Courses:** "**Materials**" are rolled up into **"Courses."** Multiple **"Courses"** are rolled up into **"Curricula."**

e. **"Program"** or **"Curriculum"** is content, such as Tier One, which is often completed in order or sequence. The information is brought together by **"Courses."** We also refer to a **"Curriculum"** as a **"Program."**

f. Upon registration into **"Curriculum"** or **"Courses,"** the "**Learner**" will receive an auto-generated confirmation via email.

g. To access a specific "**Program**" or "**Course**," the **"Learner"** selects the "**Register**" button on the "CATALOG." It is important to note what is marked next to **"CATALOG"** on the left menu: it says "**CATALOG (OPEN TO EVERYONE)."**

h. Once registered, the screen offers the **Start** option under **"CATALOG"** or under the **"MY TRAINING"** screen.

2. **Reports**: Here the **"Learner"** can see the progress of all content they have enrolled in, view grades and their report card. "**Learners**" can download **"Certificates of Completion,"** such as Tier Two courses.
   a. **Clarification**: Tier One is a *certification* program designed to achieve the Florida Certified Workforce Professional designation. Conversely, Tier Two does not have an associated certification but will have *certificates of completion* for each course.

My Material

Material	Credit Units	Score	Credit Hours	Start Date	Completed Date	Certificate Expiration	Print Certificate
_Tier One Pre-test to the Exam		96	0.00	7/8/2022	7/8/2022		
1TOPYXTEST.docx		100	0.00	5/12/2020	5/12/2020		
2021 TOPYX Certificate Fields 3.docx		100	0.00	2/4/2022	2/4/2022		
2021-04-09 TOPYX: FL DEO Q & A Session.mp4		100	0.00	2/4/2022	2/4/2022		⬇
2021-04-16 FLDEO TOPYX Q & A Session.mp4		100	0.00	2/9/2022	2/9/2022		⬇

b. The "**Reports**" screen has three tabs:
   i. **"Learner Reports" (first tab above)**: Currently lists group rankings, points, and Continuing Education Edits or CEUs also known as **"Credit Hours"** for completed courses and overall site rankings.


ii. **Transcript (second tab above)**: Learners can print certificates and transcripts in .pdf format and add/upload external data, such as training certificates or other supportive documentation received from external sources.

My Material

Material	Credit Units	Score	Credit Hours	Start Date	Completed Date	Certificate Expiration	Print Certificate
_Tier One Pre-test to the Exam		96	0.00	7/8/2022	7/8/2022		⬇
1TOPYXTEST.docx		100	0.00	5/12/2020	5/12/2020		
2021 TOPYX Certificate Fields 3.docx		100	0.00	2/4/2022	2/4/2022		
2021-04-09 TOPYX: FL DEO Q & A Session.mp4		100	0.00	2/4/2022	2/4/2022		⬇
2021-04-16 FLDEO TOPYX Q & A Session.mp4		100	0.00	2/9/2022	2/9/2022		⬇
28201_The_Disney_Way.f4m		100	0.00	5/12/2020	5/12/2020		

Help Guide

Every role within TOPYX has an associated **Help Guide** which is accessed from upper right corner next to the profile picture. It is unique to whatever role you are logged in at that time.
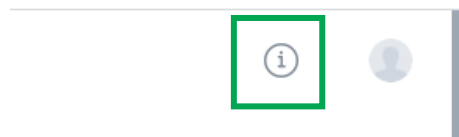
The "**Help Guide**" offers a wealth of information, actions steps, and graphics explaining the various functions of the role.
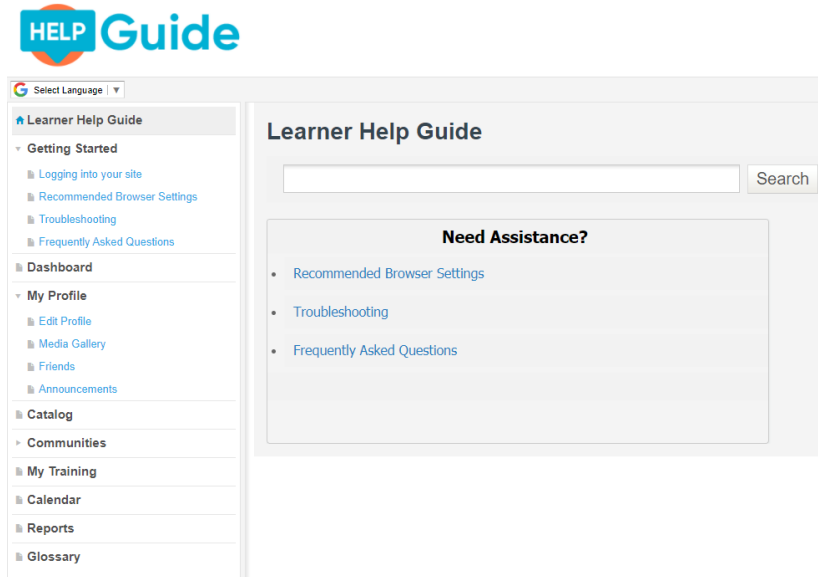
Upgrading a User to a Leadership Role in TOPYX

Step 1: Sometimes roles at the career center change. If you have a learner who needs additional access to the system, "**Managers**," "**Power Managers**,." or "**Marking Managers**" at the local level can update the User's profile.

Manage Users | Import Users | Delete Users via CSV | User Sign-up Options | Custom Profile Fields | Learner's Transcript Report | Login Activity Report

Manage Users

| David | Last Name | Username | Email | **SEARCH** **CLEAR** |

ADD USER

[All Groups] | All Status | 3007 Items | << < 1 2 3 4 5 > >> | Filter ABC

Username ∧	First Name	Last Name	Email	Group	Manage Status	Change Password	Login Activity	
abalroop@careersource...	ARIEL	BALROOP	abalroop@careersourcebrow...	2	Deactivate	Change Password	Login Activity	Learner
abdulkarimy@careersour...	YAZAN	ABDULKARIM	abdulkarimy@careersourcet...	2	Deactivate	Change Password	Login Activity	Learner
Abel.Sanchez@careerso...	ABEL	SANCHEZ	Abel.Sanchez@careersourc...	2	Deactivate	Change Password	Login Activity	Learner
abibbins@careersourceo...	Albert	Bibbins	abibbins@careersourceow.com	1	Deactivate	Change Password	Login Activity	Learner

Step 2: To update a User role, click on the "**Username**" of interest.

Step 3: This is the profile update screen. Scroll to the bottom of the screen.

Step 4: To update roles, click on the "**EDIT**" feature on the right side of the screen.

Zip/Postal Code*

Phone*

Role within organization *

County you work in *

Roles

☑ Learner

☐ Admin

   ◉ System Admin

   ○ Site Admin

☐ Instructor

   ◉ Instructor

   ○ Evaluator

☐ Manager

    🖉 EDIT

Step 5: Update the learner's role. Don't forget to select **"SAVE CHANGES"** on the bottom of the screen.

Roles

✔ Learner

☐ Admin

   🔵 System Admin

   ○ Site Admin

☐ Instructor

   🔵 Instructor

   ○ Evaluator

☐ Manager

   🔵 Manager

   ○ Marking Manager

SAVE CHANGES   CANCEL

Knowledge Check: What are the differences between the various roles in TOPYX?
Information from the TOPYX LMS Administrator Help Guide

Learner Role: A learner is a user of the TOPYX program as a "learner." "Learners" can

a. Create their own profile.
b. Register to complete training available in the **"CATALOG."**
c. Complete **"COURSES"** and **"CURRICULUM."**
d. View their own **"REPORTS."**

Instructor Role: An "INSTRUCTOR" is a teacher in the TOPYX Learning Management System (LMS). "INSTRUCTORS"can do all that a "LEARNER" can do, as well as

a. Upload training materials. **"INSTRUCTORS"** can only see the **"MATERIALS"** they upload to the site or the **"MATERIALS"** an administrator assigns access to the**"MATERIALS."**
b. If the *"INSTRUCTOR"* is not associated with a **"User Group,"** they will be able to view all user grades registered for the **"Courses"** and **"Curricula"** they teach.
c. *"INSTRUCTORS"* are only able to view **"MATERIAL"** they upload to the site. If the *"INSTRUCTOR"* is associated with a **"User Group,"** they will only be able to view user grades for their **"Courses"** and **"Programs"** for the users in the **"User Group."**
d. If the *"INSTRUCTOR"* is associated with a **"User Group"** they will only be able to create **"Courses"** and **"Programs"** and videw user grades for their **"Courses"** and **"Programs"** for the users in the **"User Group."**

Evaluator*: An "Evaluator" can do everything an "Instructor" can do, as well as add "Learners" to the TOPYX system.*

"Manager": "Managers" are associated/assigned to "User Groups" by administrators.

a. It is important to note that managers are associated with **"User Groups."**
b. **"Managers"** view their reports and reports for **"Learners"** who are assigned to their group.
c. The **"Manager"** role can add users to the TOPYX Learning Management System (LMS), but only to groups to which the **"Manager"** is assigned.
d. **"Managers"** cannot view and mark a learner's assignment, but the manager can see the **"Learner's"** final grade.

"Marking Manager": "Marking Managers" can do everything a "Manager" can do, as well as view and grade "Learner's" assignments.

- What if I am a supervisor and want to be able to create learner profiles in the TOPYX Learning Management System (LMS), deactivate "**Learners**" from use in

TOPYX and load training materials in TOPYX? This individual may be a good candidate as an **"Evaluator**." Remember, an **"Evaluator"** can

      a. Upload training **"Materials."**
      b. View **"Course"** and **"Program"** grades.
      c. Mark **"Material"** for completion.
      d. Create a **"Learner"** profile.

- What if I am a **"Manager"** and want to be able to create **"Learner"** profiles in the system, load traning **"Materials"** in TOPYX, as well as grade assignments or out-of-system activties? This individual may be a good candidate to be an "**Evaluator**" and **"Marking Manager."**

- What profile should each user in the system have? Each individual should be entered as a **"Learner."**

Section Five: "Instructor"/"Evaluator" Views Within the TOPYX Learning Management System (LMS)

"Uploading Materials" to TOPYX

TOPYX provides a feature that is unique and new. TOPYX allows staff at FloridaCommerce to create and upload training documents and presentations in the TOPYX Learning Management System (LMS). Now, the TOPYX Learning Management System (LMS) also offers **"Instructors"** and **"Evaluators"** at the LWDBs the ability to upload training documents and presentations into the TOPYX system.

It is important to note: FloridaCommerce's Workforce Training and Coordination (WTC) Unit will assist regions who want to upload training into TOPYX to ensure files work and staff can be assigned the training.

There are three levels of documents and presentations that an **"Instructor," "Evaluator,"** and administrator can upload in the system: **"Materials," "Courses,"** and **"Programs."**

Program
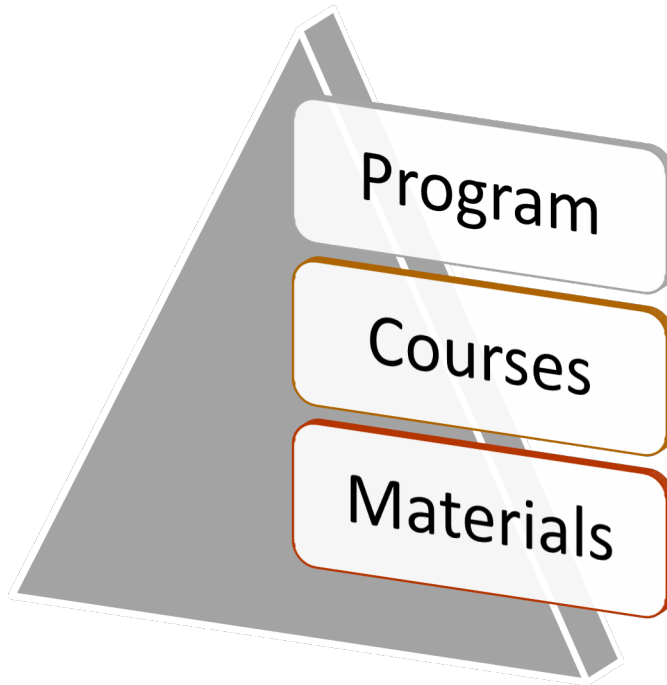
Courses

Materials

What is a "Material?" "Materials" are the Basic Component of the TOPYX Program. **"Materials"** are uploaded into the TOPYX Learning Management System (LMS) and then turned into or grouped together to create **"Courses." "Materials"** include a host of different file types. For example, you can upload:

a. A Microsoft PowerPoint for staff to use as they study a subject;
b. A Microsoft Word document or PDF staff must review and indicate they understand the subject;
c. A Captivate file that operates like an interactive video and can be viewed as a primary training presentation;
d. A Microsoft Excel file being shared with teammates; etc.

What is a "Course"? A "Course" is a way to organize training "Materials." For example, our **"Instructor"** is going to upload **"Materials"** on the Welfare Transition (WT) accountability process. The **"Instructor"** uploads the **"Materials"** or primary building blocks. For example:

a. Administrative Policy 037, Welfare Transition Program Work Penalties and Pre-Penalty Counseling.
b. A page of links that include Florida Statutes, Florida Administrative Code and Department of Children and Families (DCF) guidance.
c. Desk guides to help staff navigate the accountability process easily.
d. A PowerPoint which learners can review again should the need arise.

e. A presentation that operates like on-demand training.

The **"Instructor"** may want to include a nod to peripheral materials, such as the Transitional Childcare policy, Administrative Policy No. 020, or the Hardship Extensions, Administrative Policy No. 025.
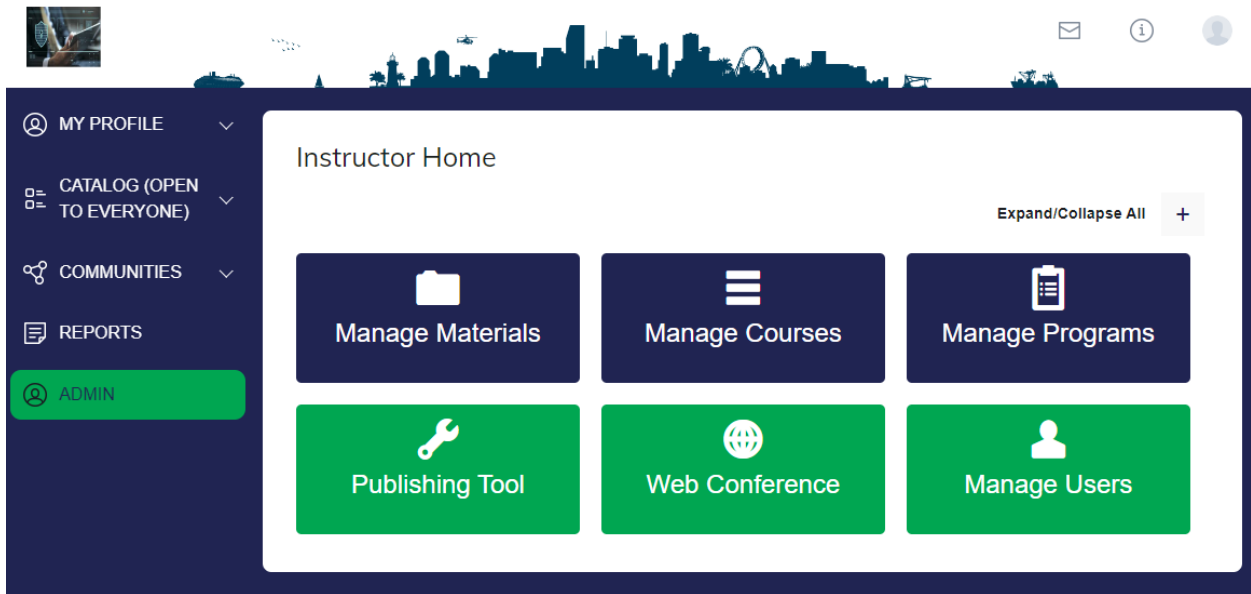
Then, the **"Instructor"** goes to the option to create a **"Course"** on the **"Instructor Home"** page. The **"Instructor"** mouses over **"Manage Courses"** and selects the **"Manage Courses"** option. The **"Instructor"** organizes the above **"Materials"** under a **"Course"** name. The **"Course"** is published into the **"Catalog"** and **"Learners"** can register to complete the **"Course"** by their given deadline.
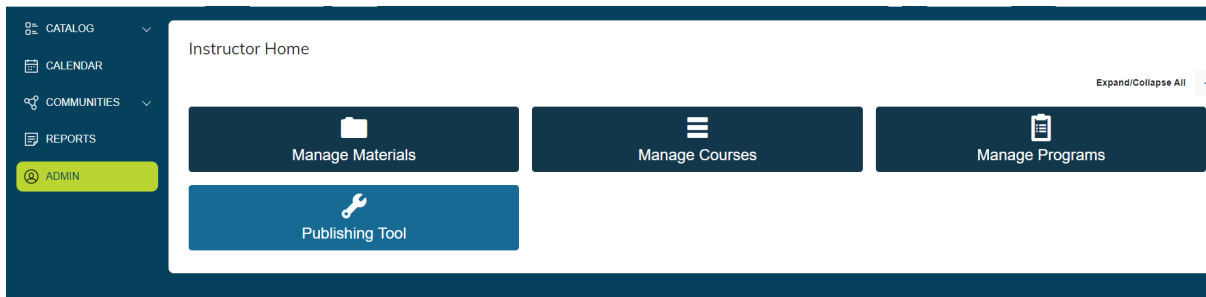
What is a "Program"? A "Program" is a way to organize "Courses" in the form of a curriculum.

Did you notice that a **"Course"** brought together and organized several **"Materials"**? Taking this idea one step further, a "**Program**" in TOPYX brings together and organizes a series of **"Courses."** For example, let's return to the WT example. The staff member uploads several documents and presentations. Remember those? Here they are again:

a. Administrative Policy 037, Welfare Transition (WT) Program Work Penalties and Pre-Penalty Counseling.
b. A page of links that include Florida Statutes, Florida Administrative Code and Department of Children and Families (DCF) guidance.
c. Desk guides to help staff navigate the accountability process easily.
d. A PowerPoint learners can review again should the need arise.
e. A presentation that operates like on-demand training and includes a quiz.

These **"Materials"** above were put together under the **"Course"** titled, "Accountability and Sanctions Process." The WT program team also has a course that organizes materials about cash assistance time limits, work activities, etc. While this is good, the WT team wants to organize all these courses, set prerequisites, conduct quizes/knowledge checks, etc. The WT team then creates a **"Program,"** which organizes the **"Courses"** like a **"Curriculum."** When the staff member clicks on the WT Program, they will see all of the **"Courses"** associated with that **"Curriculum"** or **"Program."**

How Do I Upload Training Materials into the TOPYX Program?

Training documents are uploaded to the TOPYX system as **"Materials"** (i.e., the basic components), then **prepared** based on how the **"Materials"** are going to be used. For example:

Staff need to review a document and acknowledge they have read and understand the information in the document.

Staff need to complete training as a stand-alone course focused on compliance or Continuing Education Units (CEUs). These training materials bundled together are used to create **"Courses."**

Staff built several **"Courses"** with **"Materials"** uploaded into TOPYX and created a **"Program"** (or curriculum.) Staff will complete or listen to several **"Courses"** that are threaded together by a common theme.

Step 1: The documents to be uploaded are Microsoft Word, Excel, or PowerPoint documents. **"Instructors"** and **"Evaluators"** can also upload PDFs. Finally, staff can upload videos or video-like training into TOPYX.
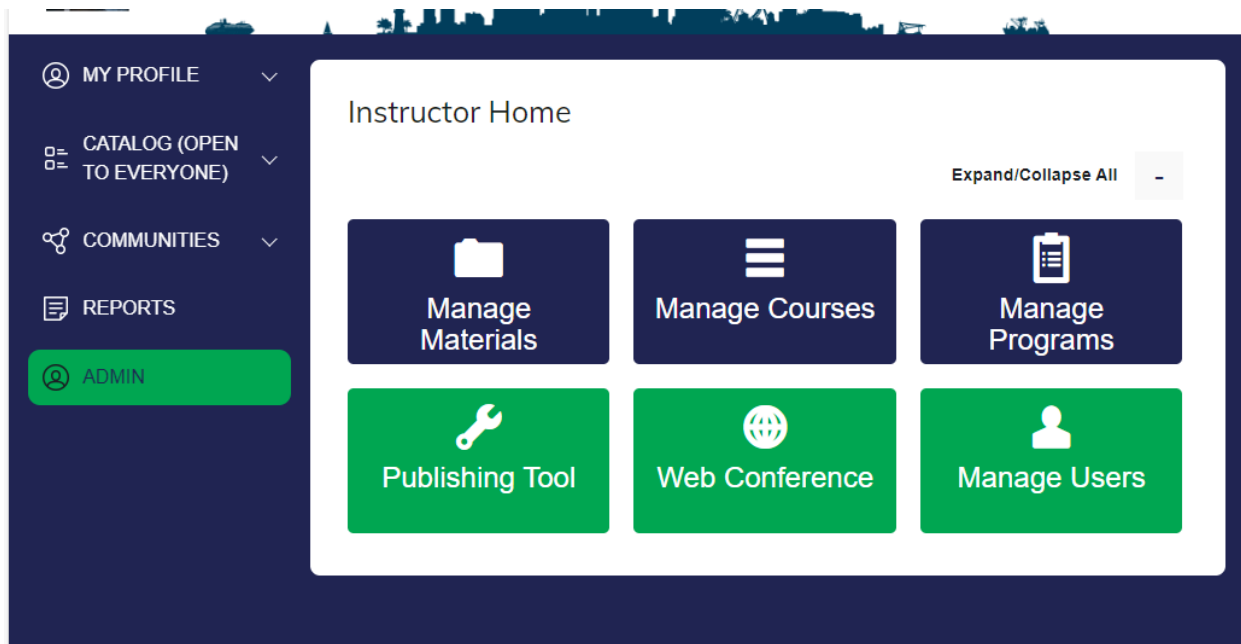
The first step is to upload the document or presentation into TOPYX as a **"Material"** (basic component). If the Local Workforce Development Board (LWDB) wants to upload an interactive, video-like training, the Local Workforce Development Board (LWDB) can work with FloridaCommerce to develop a SCORM-like package.
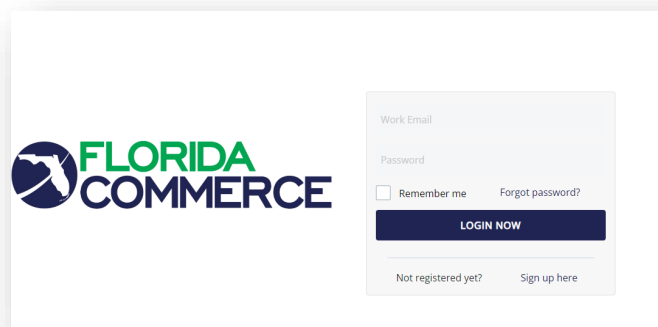
SCORM? What is SCORM? SCORM stands for "Sharable Content Object Reference Model." SCORM is a way to package training. A SCORM package allows Learning Management Systems (LMS)

Step 2: To go to the training coordinator's web page, it will depend on the in TOPYX, select "**ADMIN**" button on the menu on the left side of the screen.
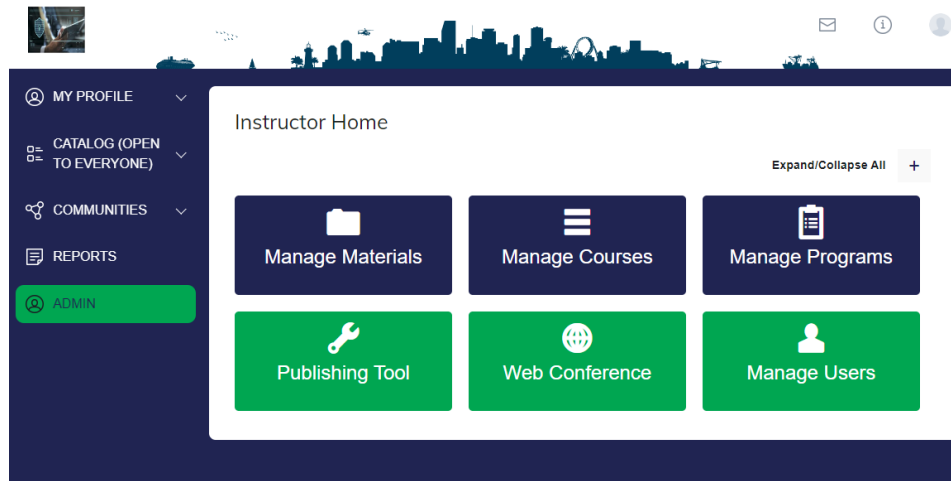
Step 3: Click the **"MANAGE MATERIALS"** button. This button/tile should be available for administrators, **"Evaluators," "Instructors,"** etc.
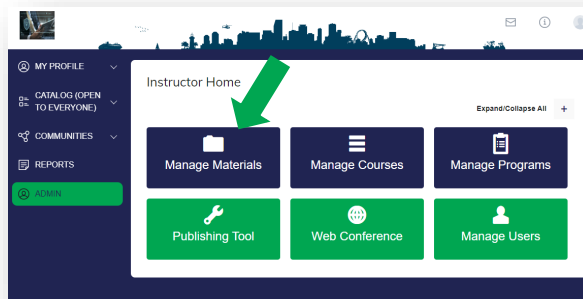
THIS SECTION WAS LEFT BLANK ON PURPOSE.

Step 4: On the **"Manage Materials"** page, the user can complete a lot of tasks. In this situation, it is recommended to run a search first to see if the **"Material"** is *already* in the system.

To do this, enter the name of the **"Material"** in the search bar. In this situation, we are looking for the "deferrals" training materials for Welfare Transition (WT) staff.
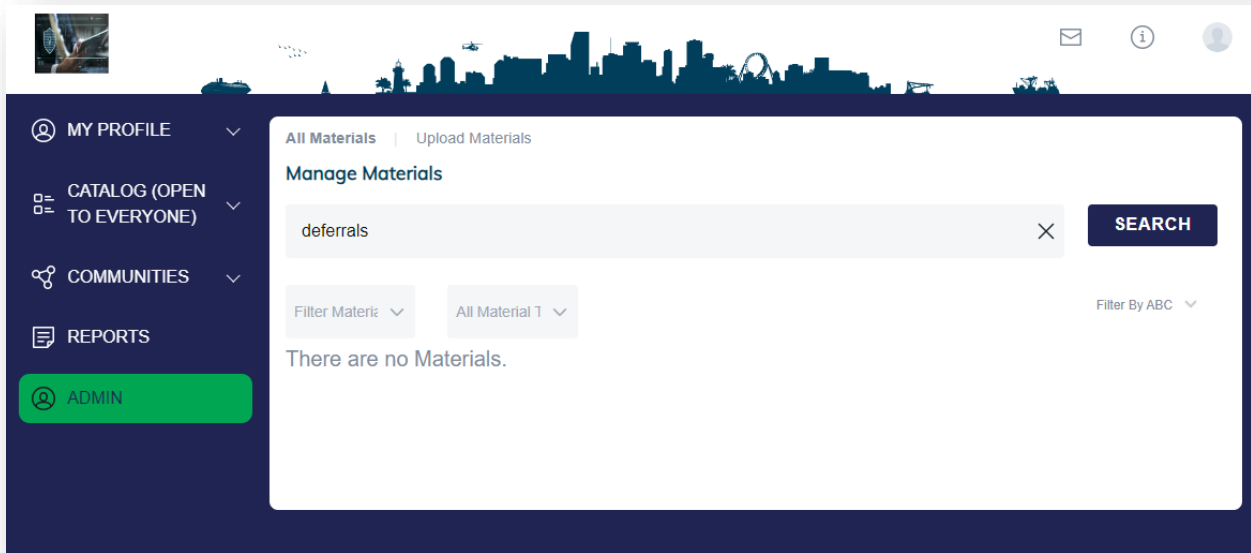
Step 5: There are no **"Materials"** with "**Deferral**" in the title.
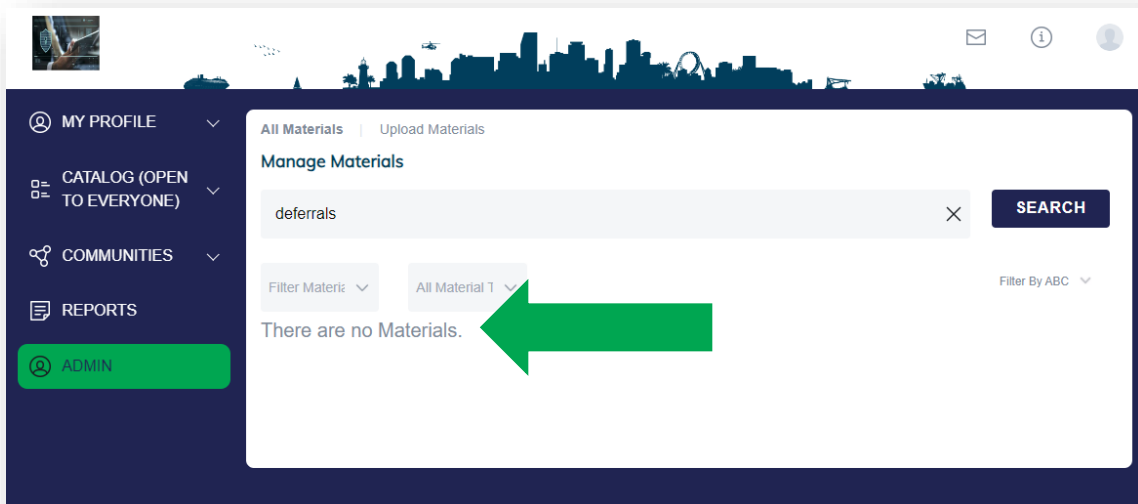
Step 6: As a result, we will need to "**Upload Materials**." "**Materials**" can be a PowerPoint, Microsoft Word, Adobe PDF documents, Microsoft Excel spreadsheets, videos, .mp3, etc. This system allows the "**Instructors,**" "**Evaluators,**" "**Power Managers,**" and administrators to upload a variety of "**Materials.**"
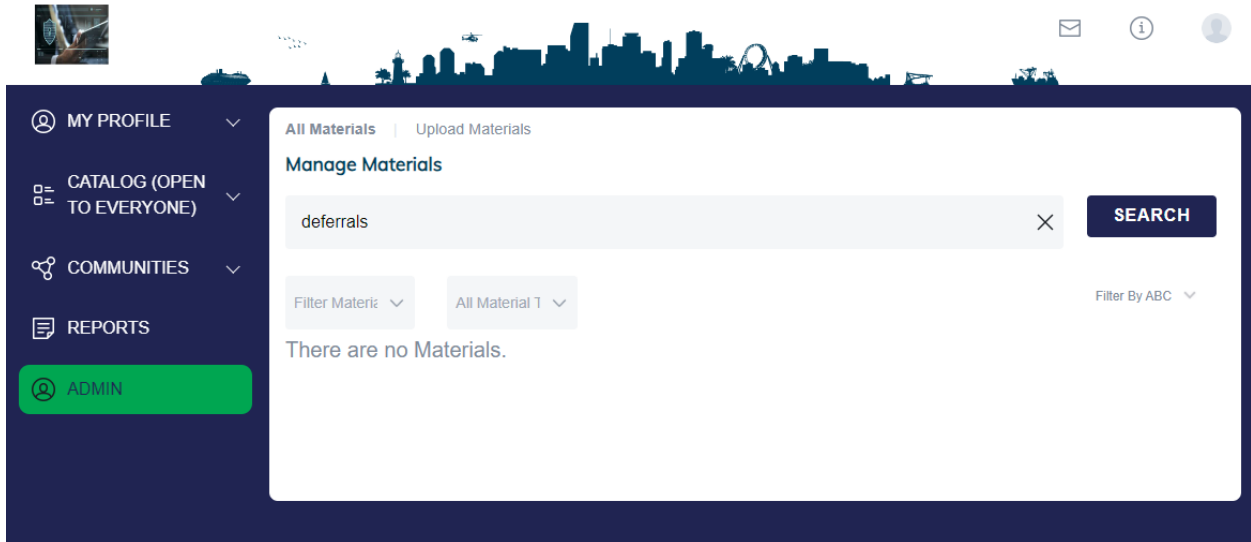
Step 7: After selecting "**Upload Materials**," the "**Upload Materials**" screen will open. In this example, we are going to upload a file, not a streaming video. Select "**Upload Files**."
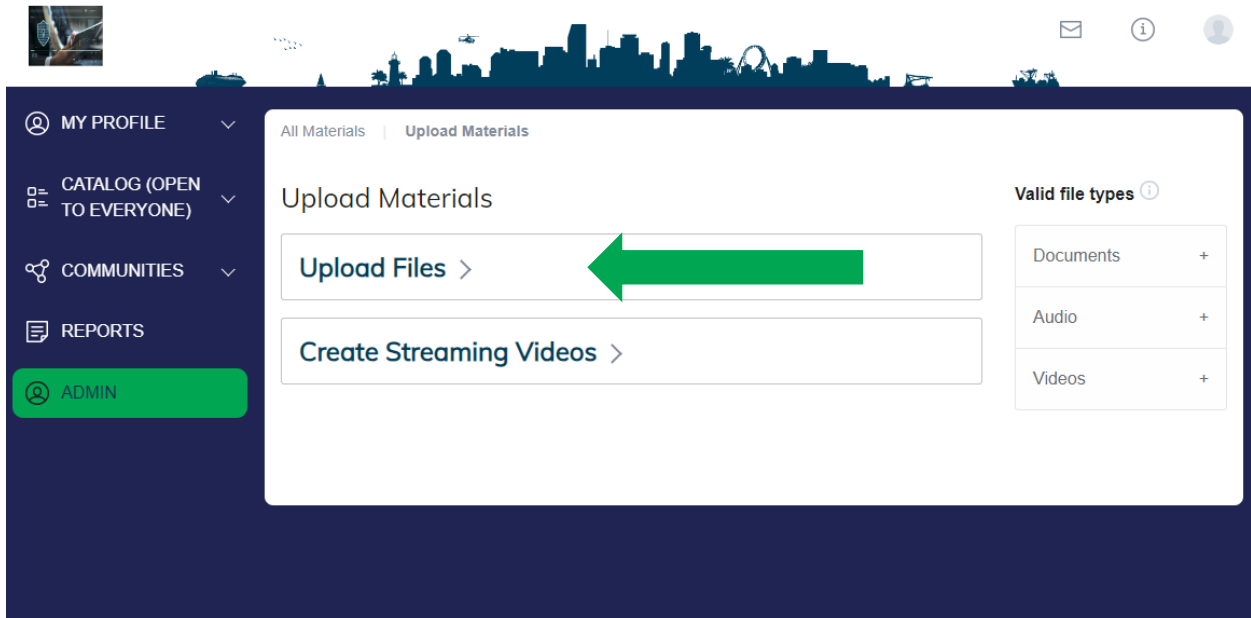
Step 8: Select the file you want to put into TOPYX by selecting "**Browse Files**." This browsing step allows you to look through the computer and network for a file to post in TOPYX.

Step 9: Once the file has been selected, the document name is shown just below "**BROWSE FILES**" and "**START UPLOAD**." This presentation is not upload completely; the red "x" tells us that the document is not fully loaded. Select "**START UPLOAD**" if it does not start on its own.

Step 10: The files should automatically be processed by the system. Below, you can see the message, "All files have been successfully uploaded and processed…."

The document, pictures, presentation, spreadsheet, etc., once loaded into TOPYX, are not available for modification within the actual system. When you make a change to the document, presentation, etc., you will have to upload that latest version of the training material jnto the system. To find the document and finish the process, go to the **"All Materials"** page.

Step 11: Enter part of the title in the "**SEARCH**" feature and select **"SEARCH."**

The results are listed in a table-like fashion. The headers of the table are active and can organize the information for you. In the table below, the user selected "**Materials"** to organize the materials by name.

How do I update "Materials" in the TOPYX system?

Step 1: First, you must be logged in as an administrator, Go to the administrator's, "**Instructor's**" or "**Evaluator's**" "**ADMIN**" screen. In this example, the leadership is logged in as an "**Instructor**."
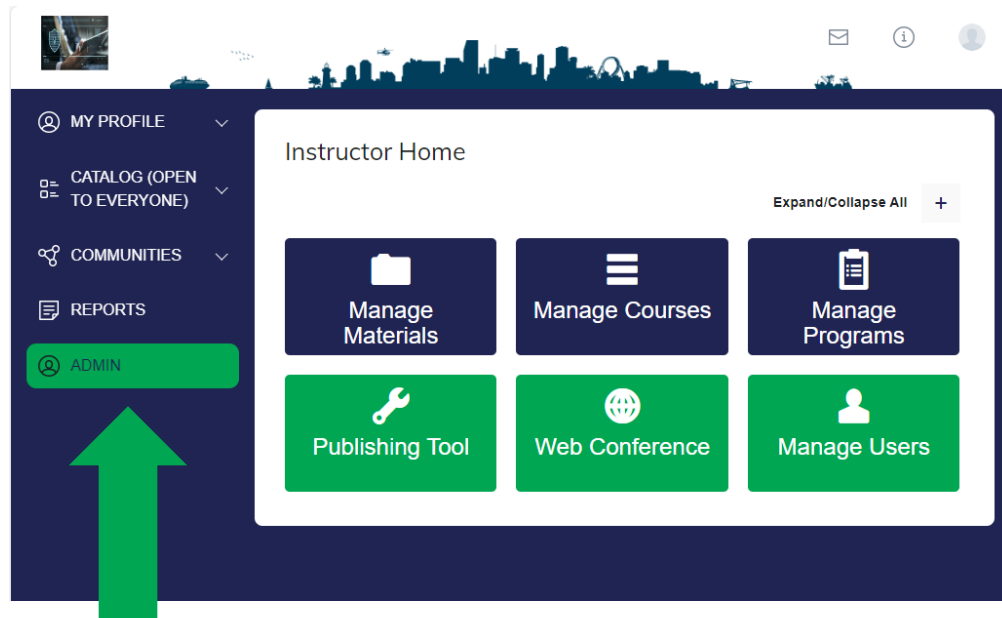
Step 2: Select "**Manage Materials.**"
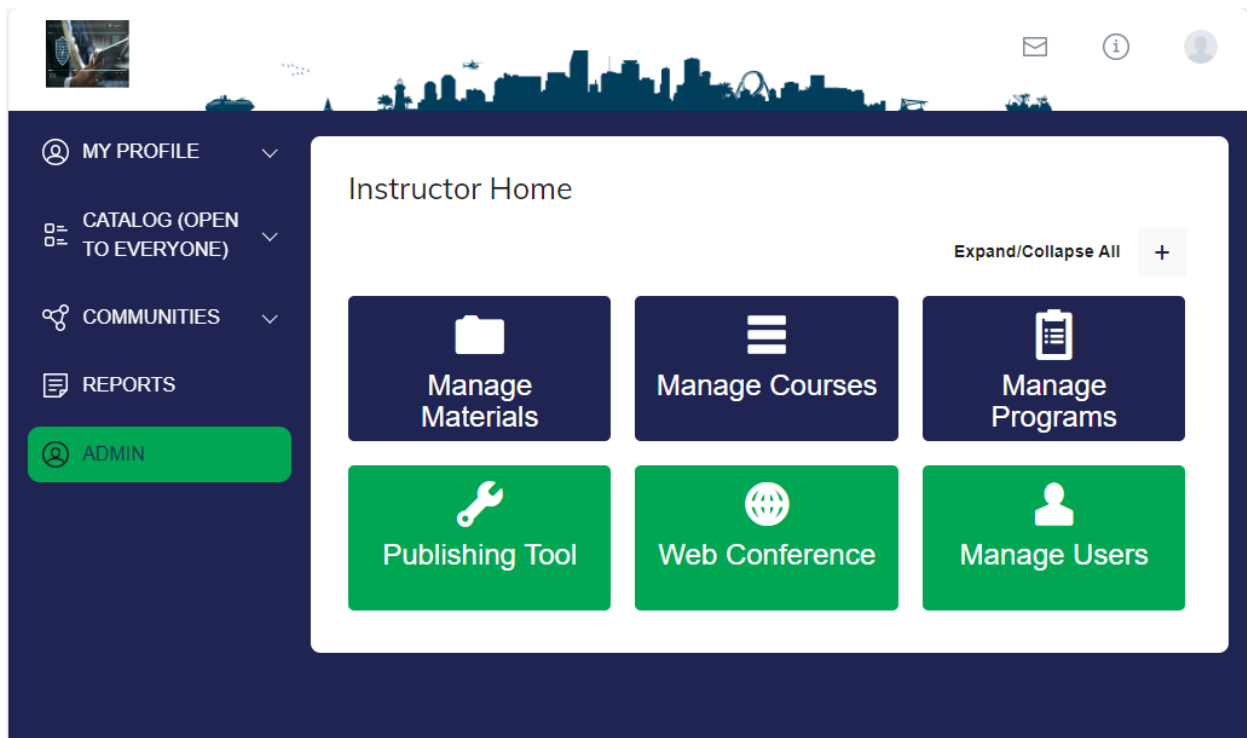
Step 3: Search for the name of the "**Materials**" in the "**SEARCH**" feature. Click on the name of the "**Material**" item.
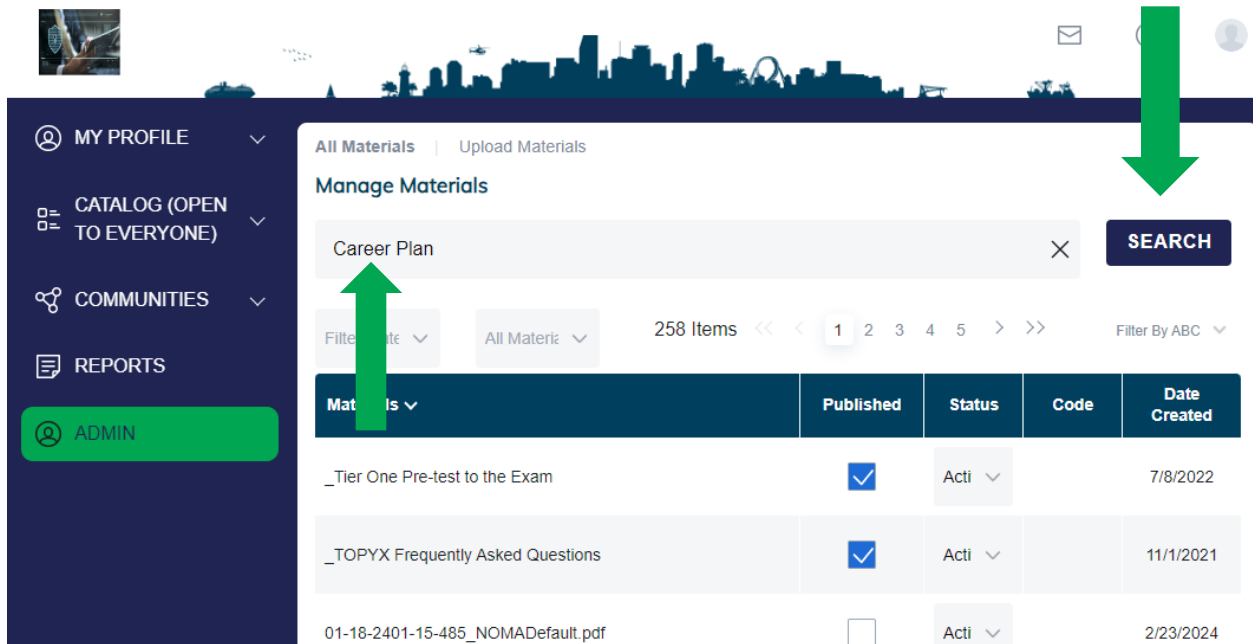
Step 4: Select "**Replace Content**."
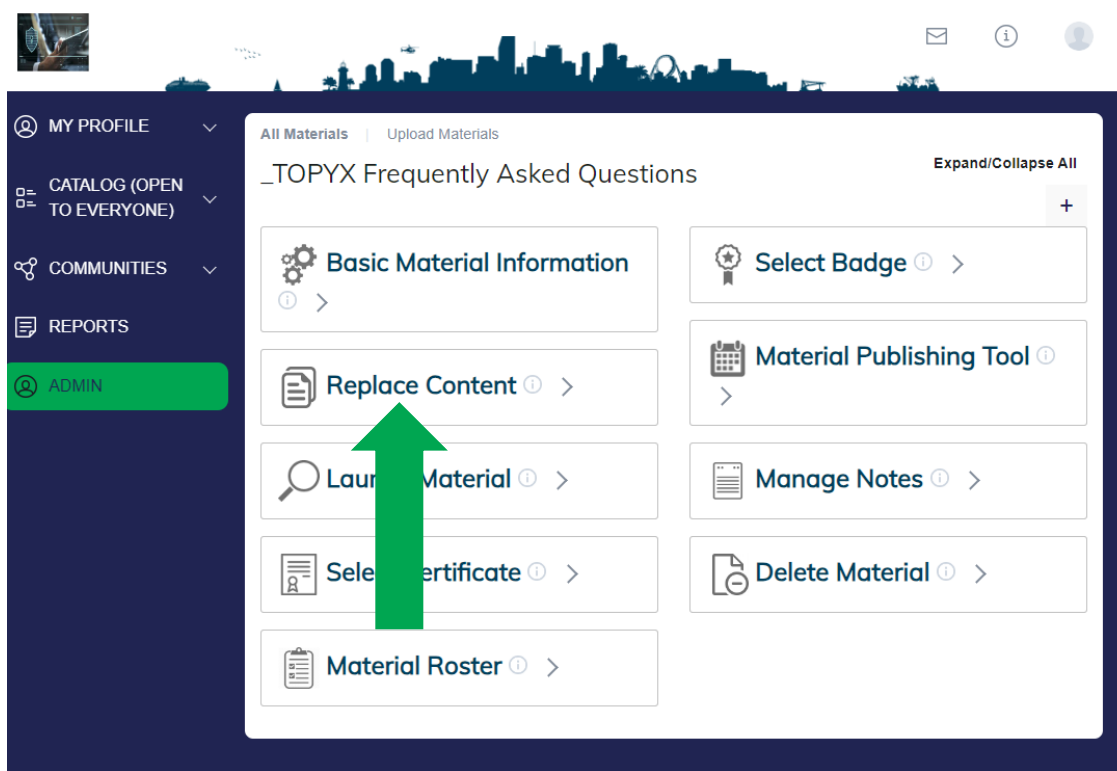
Step 5: Find the "**Materials**" on your computer or network. Then click on the "**Material's**" name. The screen will refresh after the TOPYX system loads the updated "**Materials**."

How do I print a training certificate (completion, achievement) using TOPYX?
Step 1: The **"Learner"** must log into the TOPYX system as a Learner by entering their username and password combination.

Step 2: The system brings up the **"MY COURSES"** screen. In this situation, the "**Learner**" was taken to the "**MY COURSES**" screen under **"MY TRAINING."**
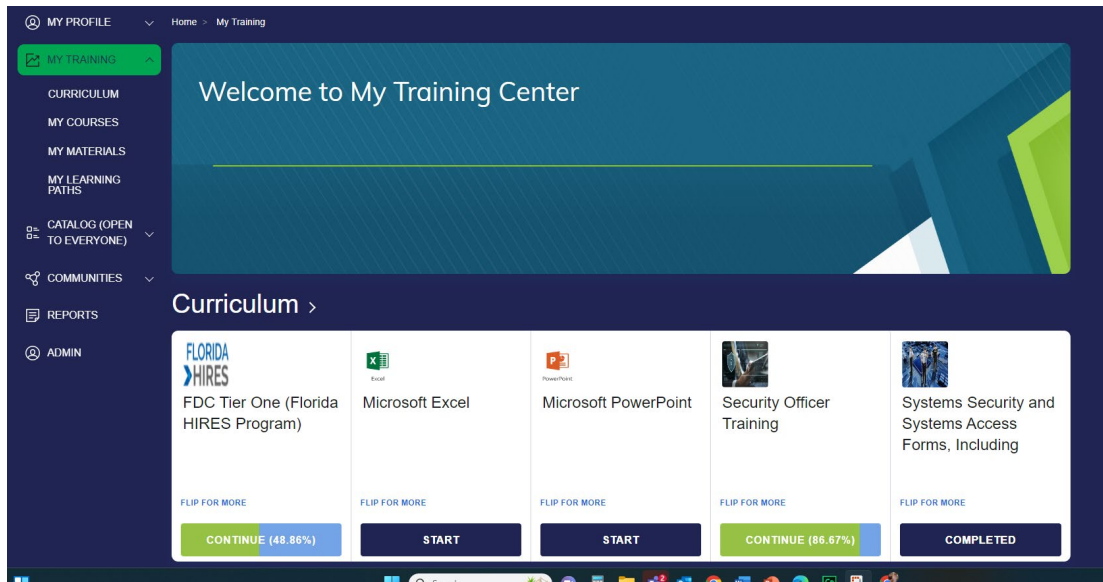
Step 3: Next, select "**REPORTS**" on the left menu.
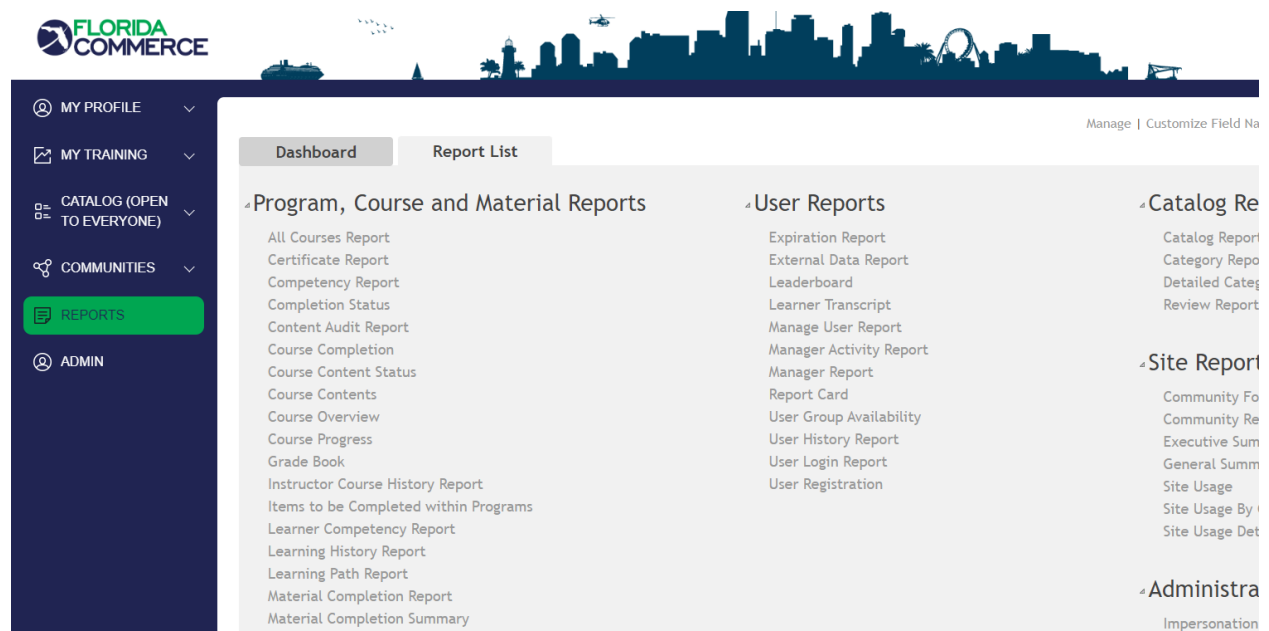
Step 4: If there is a certificate to print, an arrow will show in the column titled "**Download Certificate**." Click on the down arrow to print the respective certificate.

For questions or assistance in using the TOPYX LMS, contact the Workforce Training & Coordination (WTC) team at wfstraining@commerce.fl.gov.

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