

PLA Administrator Task List Table for the Addition of Your College to FastPathOhio.com Portal Containing Academy One's Online PLA Tool

Task Item	Due By	Action Required	Reference Information
1	Business Day 5 (end of week 1)	<p>Identify one PLA Administrator for your college who will be responsible for the flow of information to Academy One and will manage users etc. for your institution. Email the full name, email address and phone number for this person to Academy One with Administrator contact information in the subject line. Often this person is the Director of PLA at your institution.</p>	<p>PLA Roles for Online Academy One Tool.pdf</p>
2	Business Day 5 (end of week 1)	<p>Identify the person who will provide the Program Upload and email this person's full name, email address and phone number to Academy One with Contact Info for Program Upload person in the subject line. Once identified, Academy One will send credentials needed to perform the Program Upload. <i>The Program Upload is a spreadsheet containing all programs to which courses that could be awarded PLA credit belong.</i> Often the person that accomplishes the Program Upload is from the Registrar's Office, Admissions or IT. Your school does not need to include all its programs now in the spreadsheet and can choose to include only a portion of the programs. Each program is a row in the spreadsheet and there is a specific format of columns in the spreadsheet. See the Sample Program Upload file for an example. The Program Upload (spreadsheet) will be uploaded to CollegeTransfer.net per the instructions in the Program Upload Wizard Guide for Ohio TechNet PLA. Depending upon the processes available at your college, this spreadsheet could be populated via an electronic process or may need to be populated by a manual process. There are 7 required columns in this spreadsheet: Program Name, CIP code, Abbreviation for Degree Awarded, Full Name of Degree Awarded, Program Level (undergrad or grad), Delivery Method, and Status. Note that the Excel spreadsheet is saved as a .csv file.</p>	<p>PLA Program Upload Wizard Guide for Ohio Technet PLA.pdf and PLA Sample Program Upload File.csv</p>

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3	Business Day 5 (end of week 1)	<p>Identify the person who will provide the Course Information (spreadsheets) for your college and email the full name, email address and phone number for this person to ktodd@academyone.com with Contact info for Course Information Provider in the subject line. Often this person is the PLA Administrator identified in Task 1. There will be a minimum of 2 spreadsheets required. One spreadsheet will have a row for each course for which PLA credit might be awarded and at least 5 columns containing information for that course and the other spreadsheet will have 3 columns identify the Prefix abbreviations used by your college. Other spreadsheets might be required depending upon the format of the course information at your college. Depending upon your college, course information may have to be gathered manually or could be available electronically. See more information in Item14.</p>	<p>PLA Course Catalog File Descriptions for Ohio Technet.pdf and PLA OH PLA Project Tips Hints 2017-18 final.pdf</p>
4	Business Day 5 (end of week 1)	<p>Identify one or more Course Managers for your college. Contact info will be asked for in the Revised Template for Institution Users (see Item 12) and can be submitted then. The course manager(s) is responsible for uploading a pdf document containing the Learning Outcomes for each course petitioned for PLA credit. These Learning Outcomes will be accessed by the Advisors and Assessors in advising students and scoring the PLA Rubric. The students will also see the Learning Outcomes document in order to prepare an e-portfolio. The Learning Outcomes can be uploaded as needed the first time a PLA course is petitioned for PLA credit. Alternately, all the Learning Outcomes for all the possible PLA courses can be uploaded ahead of being needed/petitioned for. At some colleges, the Administrator is the Course Manager. At other colleges, all Assessors are Course Managers. It is up to each college to decide who has the ability to upload and change the document containing the Learning Outcomes for each PLA course.</p>	<p>PLA Roles for Online Academy One Tool.pdf</p>
5	Business Day 5 (end of week 1)	<p><i>Optional:</i> Email contact info to Academy One for an optional additional person(s) who will be given access to College Transfer.net where the</p>	<p>Go to ccfasttrack.org and click on the Participating Colleges tab to</p>

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		<p>Program information will reside and where the optional Transfer Profile will be housed for each college. This person is usually from Admissions and can be the same as the Program Upload person. This person will receive a Transfer Profile form from Academy One to fill out if your institution wishes to include a transfer profile online. The transfer profile can be added at a later date.</p>	<p>view any participating college Transfer Profiles for the state of Pennsylvania. Click on the Transfer Profile link listed above each college's name. This is Pennsylvania's PLA portal and it has been in existence much longer than Ohio's so all the participating colleges have Transfer Profiles.</p>
6	Business Day 10 (end of week 2)	<p>Email the main URL for your college to Academy One. Also email 1 optional URL for Prior Learning at your college that you would like potential PLA students to link to from the portal. Be sure <u>not</u> to include actionable URLs that might have the student exit the Academy One PLA tool process and enter your already existing PLA process. You may include other Prior Learning URLs as links in your Institutional Summary.</p>	<p>The main URL you provide will be linked to on the Participating Colleges page of the FastPathOhio.com website when the <u>Official Website</u> link is clicked on above the listing for your school. The 1 Prior Learning URL you provide will be accessed from the Prior Learning Link above each college on the Participating Colleges page-- as on the PA site at ccfasttrack.org.</p>
7	Business Day 10 (end of week 2)	<p>Email an Institutional Summary for your college to Academy One. You may include links to additional Prior Learning pages in your summary but not the optional main Prior Learning link that you identified in Item 5.</p>	<p>The institutional summary you provide will appear on the Participating Colleges page of FastPathOhio.com to the right of your college logo--as it does for the other participating colleges. Go to</p>

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			http://fastpathohio.com/Home/ParticipatingColleges to view existing Institutional Summaries as examples.
8	Business Day 15 (end of week 3)	Email a Yes or No Answer to the following question to Academy One: Do you want Dean approval required at your college before a student proceeds with e-portfolio creation after an Advisor recommends he or she proceed? Over 80% of colleges answer "No" to this question--including all 4 Ohio currently participating colleges. You may already have Dean approval required at a different point in your process. This question only has to do with the Academy One PLA tool online process and does not affect any existing Dean approval processes already in place.	PLA Process Flow Simplified.pdf (see Dean Approval in Advisor box on right side) Also see PLA FLOW_August 2016 and PLA State Diagram August_2016
9	Business Day 15 (end of week 3)	Email a "Welcome Message" to Academy One that is specific to your college. A student will see this Welcome Message when he or she chooses your college as the target institution for possible PLA credit. Any Administrator for your institution will be able to view and edit this Welcome Message.	PLA Sample Welcome Messages to Students.pdf
10	Business Day 20 (end of week 4)	Provide appropriately sized logo for your college. If your college (direct to use Ohio TechNet website logo or provide own logo that's 500px v 500px and high resolution). Include additional requirements (if any) for your college's logo such as "can't be outlined", must be a certain color background, etc.	This logo will appear on the FastPathOhio.com home page as an all-white logo and will also appear in color on the Participating Colleges page to the left of your college's institutional summary.
11	Business Day 20 (end of week 4)	Email what the pattern of the student ID is at your college to Academy One. Often your IT department can help with this.	
12	Business Day 20	Email completed template, <i>Revised Template for Institution Users.xlsx</i>, to	PLA Revised Template for

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	(end of week 4)	Academy One. On this template (spreadsheet), list your institution's Users--at least 1 Assessor, 1 Advisor, 1 Course Manager and 1 Administrator must be listed per college and this document must be received in order for Academy One PLA training to be scheduled. It is always best to list as many Advisors and Assessors as possible.	Institutional Users.xlsx
13	Business Day 25 (end of week 5)	Complete Program Upload from your college to Academy One. The Program Upload is a spreadsheet containing all programs to which courses that could be awarded PLA credit belong. The person that accomplishes the Program Upload was identified in Item 2. Your school does not need to include all its programs now in the spreadsheet and can choose to include only a portion of the programs. Each program is a row in the spreadsheet and there is a specific format of columns in the spreadsheet. See the Sample Program Upload file for an example. The Program Upload (spreadsheet) will be uploaded to CollegeTransfer.net per the instructions in the Program Upload Wizard Guide for Ohio TechNet PLA. Depending upon the processes available at your college, this spreadsheet could be populated via an electronic process or may need to be populated by a manual process. There are 7 required columns in this spreadsheet: Program Name, CIP code, Abbreviation for Degree Awarded, Full Name of Degree Awarded, Program Level (undergrad or grad), Delivery Method, and Status. Each program containing a potential PLA credit course will have a row in this spreadsheet.	PLA Program Upload Wizard Guide for Ohio Technet PLA.pdf and PLA Sample Program Upload File.csv
14	Business Day 30 (end of week 6)	Email Course Extract File information (spreadsheet) per Academy One instructions. The Course Extract File is a spreadsheet with designated columns where each row is a course for all non-remedial courses that might be eligible for PLA credit. You do not need to include all of your courses at this time and can add more courses at a future date. Each summer, Academy One will ask for updated PLA course information which will require editing of your already existing course spreadsheets. There will be a minimum of 2 spreadsheets required. The Course Extract File spreadsheet has 5 mandatory columns to fill	PLA Course Catalog File Descriptions for Ohio Technet.pdf and PLA OH PLA Project Tips Hints 2017-18 final.pdf

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		out for each course/row: Course Prefix, Course Number, Course Title, Course Credits, and Course Description. A Prefix Abbreviation spreadsheet must also be prepared which has 3 columns for each prefix in your PLA course list: the Prefix, Full Subject Name Prefix Stands for, and Keywords. There are 3 additional spreadsheets that may be optional for your college. The course and prefix spreadsheets may need to be populated manually into the spreadsheets if an electronic method is not available at your college.	
15	Business Day 30 (end of week 6)	Once your college is active on the portal, the Course Manager uploads all available Learning Outcomes for the appropriate PLA courses through the online Academy One tool. This can be done on an as-needed basis as students request courses for possible PLA credit.	
16	Business Day 40 (end of week 8)	All institutional users attend 1 appropriate training live session (or recorded Webinar) for each of their roles (Administrator, Advisor, Assessor, or Course Manager). An Administrator can also be an Advisor or Assessor. The Course Manager can also have multiple roles. An Advisor can not also be an Assessor and vice-versa. Each training session should last approximately 1 hour.	Institutional Users template completed in Item 12
17	After Business Day 40/week 8	All Assessors participate in (non-Academy One) state of Ohio training on how to Use the Ohio PLA Rubric.	
<p>This workforce solution was funded by a grant awarded by the U.S Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.</p>			



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