



Creation of the FastPathOhio.com PLA Website

Executive Summary

Ohio TechNet worked closely with Ohio Department of Higher Education (ODHE) to expand the impact of Prior Learning Assessment (PLA) in the State of Ohio. In addition to funding projects to create a standardized PLA rubric and associated “train the trainer” materials, Ohio TechNet also worked closely with ODHE and colleges/universities across Ohio to launch FastPathOhio.com, a website designed to track PLA applications which includes a credit predictor tool for potential PLA candidates. Ohio TechNet worked with ODHE and Ohio Department of Job and Family Services to procure the vendor for this project. Academy One was selected to develop FastPathOhio.com.

FastPathOhio.com was created/launched in the Fall 2017. Phase 1 included the creation of the Ohio PLA website (FastPathOhio.com). Lorain County Community College and colleagues at Cincinnati State Technical and Community College, Owens Community College and Stark State College worked closely with Academy One to test the software and pilot implementation of FastPathOhio.com. Phase 2 began in January 2018 expanding FastPathOhio.com utilization to a total of nine schools including the following Phase 2 adopters: Central Ohio Technical College, Northwest State Community College, Edison State Community College, Lakeland Community College and Youngstown State University.

The Story

Under the leadership of ODHE, Ohio’s expansion of PLA was gaining momentum. The timing of the Ohio TechNet project, with our focus on acceleration and completion, aligned nicely with ODHE’s PLA strategies. Ohio TechNet partnered with ODHE to prioritize the launch of FastPathOhio.com.

In early October of 2017, an ambitious plan was put together to get the Ohio PLA website up and running in 60 days. This involved:

1. A project manager at the lead college (LCCC) was assigned to oversee the portal creation and addition of member Ohio colleges to the portal. LCCC’s PLA Coordinator also

worked with the project manager and PLA administrators from other colleges to ensure success.

2. Getting a commitment from participating colleges to commit the time and personnel to accomplish the tasks needed to add that college to FastPathOhio.com.
3. Each committed member college assigned an Administrator to oversee the tasks required at his or her college.
4. The project manager translated Academy One' s task list into separate, understandable, task lists for the college and portal administrators.
5. Weekly or biweekly conference phone calls were conducted to be sure everyone stayed on task. Emails were also sent regularly.

Lead Team Tasks Required to Create FastPathOhio

Item	Action Required	How Accomplish
1	IT department at lead college buys SSL certificate and provides certificate info to Academy One --create IT work order, decide on wording of 2 email disclaimers, and modify Terms of Use and Privacy Policy and get email credentials. Must decide who will host emails -Academy One (free) or LCCC IT department (not free)	Take existing Terms of Use and Privacy Policy from Lead College's website and everywhere lead college website is named replace with name of new PLA website--in this case FastPathOhio.com. Then get approval for change from State of Ohio Attorney General's office.LCCC decided to let Academy One host emails.
2	Provide Portal email credentials--IT person from lead college provides these even if we have Academy One host emails	
3	Have decision as to whether charging PLA fee and only if ARE charging fee, create authorize.net account	
4	Only if ARE charging PLA fee, obtain necessary IDS for test and production accounts for authorize.net	
5	Some (not all) Specifics of "Request for Content" for online portal level needed: Quote as to why PLA important on "About" page of portal, ID a webmaster (who will answer questions at portal level) in terms of use in request for content.	LCCC IT Help desk designated as Webmaster at portal level
6	Provide requirements for portal skin and overall logo --this is for the Home Page and includes fonts, color schemes, and an overall portal logo--there is a later deadline for confirming this info as well	Need to work with LCCC Marketing on this as well as OMJ and get their approval
7	Confirm Domain Name and email address	
8	Decide if will charge an additional fee for use of PLA portal	LCCC decided NOT to charge an additional portal fee and leave existing PLA fees in place at each college; this required a software change and extra money

Lead Team Tasks Required to Create FastPathOhio, continued

Item	Action Required	How Accomplish
9	Submit info as to what want home page to look like--examples at www.ccfasttrack.org . and https://youtu.be/gZ-3lsmff4U	Academy One helped with the website design
10	Submit all mandatory portal level content in Request for Content: About, How It Works, Terms of Use, Privacy Policy, Disclaimers, and e-portfolio guidelines	Lead college project manager and lead PLA person at lead colleg work on editing all these sections if desired--can leave as is
11	Submit all optional portal level content edits of "Request for Content": National and Local Evaluations of Training, Individualized Assessment, Standard Exams, Transfer Credit, and College Credit for Military Training and Occupations	
12	Write a disclaimer to add to footer of portal (optional but recommended) and modify email footer disclaime ras desired	
13	ID Administrator at each member	
14	Only if charging an additional portal PLA fee, conduct PDI Compliance for Authorize.net	
15	Confirm final overall portal logo and skin for Home Page including fonts, color schemes and overall portal logo--include any logo specifics such as do not outline, background must be black etc	
16	Schedule Training as soon as 1 Advisor and 1 Assessor Identified	

Below is a task list for the member colleges in order to participate in

FastPathOhio.com:

Member College Tasks Required to Join FastPathOhio

Item	Action Required	How Accomplish
1	Identify a person who will perform the Program Upload for your college and email that person's full name, email address and phone number to Academy One. The Program Upload is an Excel spreadsheet with 7 columns of mandatory fields and 1 row for each program. As an example, refer to <i>LCCC's Program Upload</i> . You do not have to upload all your programs—only those that will most likely be used for Prior Learning credit. You can add more programs later. Refer to <i>Program Upload Wizard Guide for Ohio Technet PLA.pdf</i> and <i>Sample Program Upload File.csv</i> for what the Program Upload will entail. Often the Program Upload person is from the Registrar's Office, Admissions or IT.	Email to Academy One
2	Identify a person (usually from Admissions) who will have access to CollegeTransfer.net where the Program Upload for each college will occur and where the optional Transfer Profile will be housed for each college. Email this person's full name, email address and phone number to Academy One.	Email to Academy One
3	Email your college's general URL, any Prior Learning URLs you would like the student to see that are not actionable for your in-house PLA process and an Institutional Summary for your college to Academy One. There is an example of an Institutional Summary on page 10 of the <i>Request for Content</i> .	Email to Academy One
4	Email Course Extract File to Academy One containing non-remedial courses that might be eligible for PLA credit in the form of an Excel spreadsheet saved as a .txt file with 5 mandatory columns and 1 row for each course. For an example, see _____ . Refer to <i>Course Catalog File Descriptions for Ohio Technet.pdf</i> and <i>OH PLA Project Tips Hints 2017-18 final.pdf</i> for instructions. Often the PLA Administrator does this. You can include only the courses for which PLA credit is most commonly awarded at this time and can add more courses at a future date.	Send to Academy One per instructions
5	Email Prefix Abbreviation Explanation file--an Excel spreadsheet saved as .txt with 3 columns (Prefix, Subject prefix abbreviates, and Keywords for Searching). Each row is one of the course prefixes being uploaded at this time. This file basically just describes what all your college's prefixes are and mean. Often the Administrator completes this task. For an example, see _____ .	Email to Academy One
6	Email Academy One the pattern of the student ID at your college. Often your IT department can help with this.	Email to Academy One
7	Email a Yes or No Answer to Academy One: Is Dean approval required	Email to Academy One

Member College Tasks Required to Join FastPathOhio, continued

Item	Action Required	How Accomplish
6	Email Academy One the pattern of the student ID at your college. Often your IT department can help with this.	Email to Academy One
7	Email a Yes or No Answer to Academy One: Is Dean approval required at your college for PLA credit request to proceed before student pays fee and Assessor evaluates?--see <i>PLA Process Flow Simplified.docx</i> (specifically Advisor box on right hand side)** 80% of colleges answer "No" to this question.	Email to Academy One
8	Email a "Welcome Message" to Academy one that is specific to your college that student sees when chooses your college as target institution for possible PLA credit. For an example, see <i>Sample Welcome Messages to Students.pdf</i> .	Email to Academy One
9	Provide appropriately sized logo for your college. Provide own logo that's 500px v 500px and high resolution or direct Academy One to use your college's OTN website logo (if exists). See later Item 10) logo requirements deadline below.	Email to Academy One
10	Complete Program Upload from your college to Academy One--refer to <i>Program Upload Wizard Guide for Ohio Technet PLA.pdf</i> and <i>Sample Program Upload File.csv</i> . The Program Upload is an Excel spreadsheet with 7 columns of mandatory fields and 1 row for each program saved as a .txt file. See Item 1 for more details.	Upload per AcademyOne instructions
11	Provide additional requirements (if any) for college's logo--this includes "can't be outlined", must have certain color background etc.	Email to Academy One
11	Identify at least 1 ADvisor, 1 Assessor and 1 Course Manager for your college and input their contact info as well as the Administrator's into the <i>Revised Template for Institution Users.xls</i> . Email this template to Academy One.	Email to Academy One
12	Attend 1 appropriate training Webinar for Advisor, Assesor, Administrator or Course Manager for all your roles (an Administrator can also be an Advisor, Assesor, or Course Manager).	Attend Webinar

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