Managing Prerequisites in ULearn

EXCEPTION REQUEST
An exception request can be submitted by users for instructor-led courses if their prerequisites have not been met within ULearn. It also provides departments a way to manage their courses and make sure the necessary requirements are met before employees are technically registered for a course.

- To manage Exception Requests, select “Manage Events & Sessions” from the ILT menu.

- Click <Exception Requests> above the Search All Events section.

- To process an Exception Request, click <Respond> in the Respond column.
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- Enter a response, and grant or deny the user’s exception request:
  - By clicking <Grant>, the user will be registered for the requested course.
  - By clicking <Deny>, the user will not be registered and “Denied” will show up under their status on their Active transcript.

```
Responsible
Employer: Pedoman User
Event: Create Requisitions
Session: Part: Create Requisitions Day 1
Date: 1/23/2013 8:30 AM - 1/23/2013 4:00 PM CST
Part: Create Requisitions Day 2
Date: 1/25/2013 8:30 AM - 1/25/2013 4:00 PM CST
Request Detail: Exception Requested by James Pedoman on 1/17/2013 9:35:54 AM Comments: Prerequisites are not met Requested by James Pedoman on 1/17/2013 9:35:52 AM Comments: Initial Request

Response: Type reason for granting the exception or denying it and any other information needed.
```

NOTE: If an Exception Request is not processed, the user will automatically be registered for the session upon completion of the prerequisites.

PENDING PREREQUISITES
Pending Prerequisite status only applies to online courses and assessments. It will show up on users’ transcripts in the Status column if the prerequisites have not been completed in ULearn. There is no way to track Pending Prerequisites like there is for Exception Requests. To process a Pending Prerequisite status, the ULearn administrator must be notified by the user. Since there is no historical data prior to September 1, 2012, in ULearn, administrators will need to run training history reports to verify prerequisite completions.

- Select “Users” from the Admin menu.
Managing Prerequisites in ULearn (cont.)

- Search for the employee by name or Employee ID number.
- In the **Options** column, click the file folder icon to view the user’s transcript.

- Click on the name of the course that has the status of Pending Prerequisite.

- Training details will appear with the ability to exempt the prerequisites below.

- By clicking <Exempt> under the **Exempt** column, the administrator is approving the registration of the employee even though the prerequisites have not been met in ULearn.
  - If all the prerequisites are Exempt, the user will be registered for the requested course.
  - If Exempt is not selected, the course will remain with the Pending Prerequisite status until the prerequisites are completed.